

**Agenda**  
**Ames Public Library Board of Trustees**  
**August 18, 2005 - 7:00 p.m.**  
**Board Room**

**Adoption of Agenda**

**Approval of Minutes**

**Public Forum**

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

**Staff Report**

- Summer Youth Volunteer Program – Kate Pickett and Youth Volunteers

**Financial Reports**

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

**Administrative Staff Reports**

- Co-Directors' Reports
- Department Coordinators' Reports

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

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

**Policy Review**

- Current: Library Resources (Displays/Exhibits; Meeting Rooms; Programs) and Gifts - Action Items
- Next Month: Conduct in the Library

**Unfinished Business**

- Strategic Planning Report (FY2005/06 Organizational Priorities) – Management Team
- Director Search Update – Munson
- Building Acquisition Update - Hayslett

**New Business continued**

- Board Retreat – Munson

**Trustee Comments**

**Adjournment**

**Next Regular Meeting: Thursday, September 15, 2005, 7 p.m.**

**Ames Public Library**

**Board of Trustees**

**Meeting Minutes**

**July 21, 2005**

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The Ames Public Library Board of Trustees met in regular session on Monday, July 21, 2005, at 6:00 p.m. in the Library board room with Munson, Anderson, Ross, Ferree, Jennings, Mungons, Sondall, Warnick, and Library Director Gina Millsap in attendance. Botine was absent.

**Call to Order:** The meeting was called to order by President Munson at 6:00 p.m.

**Adoption of Agenda:** Ferree moved and Anderson seconded the motion to adopt the agenda. Millsap requested to amend the agenda to allow her to purchase the Mary Engelbreit art print from her office. The motion passed unanimously.

**Approval of Minutes:** The minutes from the June 20, 2005, meeting were approved as amended. Under the section: **Introduction to Kasandra Petersen, APL Foundation Director**, the fifth sentence, add an "of" between confidentiality and the patron database. Under the section, **Director's Report**, the first sentence, add "assistant" between with and city attorney.

**Public Forum:** none

**Claims:** Ferree moved and Jennings seconded a motion to approve the claims. Ferree questioned the \$27,000 payment to Dynix. Millsap stated this annual payment is for maintenance of the Dynix server, software, and peripherals. The Library receives a five percent discount when the yearly fee is paid in a lump sum. The claims were unanimously approved.

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

- 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

Ferree moved and Sondall seconded a motion to accept the donations. Jennings questioned if the *Variety* magazine donation was only for one year. Millsap stated that this patron had been donating the subscription for many years. Jennings stated that accepting a one-year periodical subscription violates the gift policy. Discussion ensued regarding the gifts policy. Jennings suggested a discussion should to be held between the gifts policy committee and the periodicals collection manager. Jennings will invite the periodicals collection manager to the next committee meeting. The motion passed unanimously.

**Budget and Finance Committee Report:** Jennings requested an explanation of the term trustee endowment. Millsap stated when this term is used; it refers to the Myers/Marsden endowments. The Verna Jane Thompson endowment is reserved for the property acquisition. The Howell endowment is unrestricted.

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

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

**Department Coordinators:**

Circulation/Outreach Services: Carey had nothing to add to her report.

Youth Services Specialist: Heid reported there will be new youth programs in September. The Harry Potter program on July 15<sup>th</sup> had over 250 attendees over the course of the evening.

Community Relations Specialist: Duggan handed out the August issue of *Page One*.

Computer Specialist: Jennings questioned when wireless internet connections will be available in the Library. Millsap stated it may be some time due to other projects and security issues.

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

**Foundation Report:** Millsap stated the Foundation meeting on Monday, July 25, 2005, has been cancelled. She said the sale of 20 shares of WalMart stock will need the directors' signatures. Lynne Carey will oversee the Development Director recruitment and the annual campaign.

**Policy Review:**

Internet Use Policy and Guidelines – Action Item: Jennings moved and Anderson seconded a motion to approve the Internet Use Policy and Guidelines as presented/amended. After discussion involving the Library's experience with privacy screens, obscene content, and illegal activity, Jennings called the question. Ferree seconded the motion to call the question. The motion to call the question passed unanimously. The motion to pass the Internet Use Policy and Guidelines was passed seven to one as amended. Under **Access**, at the end of the second sentence after (Sec. 728.6, Code of Iowa); add "not with the staff of the Ames Public Library." In the first sentence of the second paragraph, "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.)" Delete 11/97 and add "as a guidance document, 06/05."

Under **Confidentiality** in the last sentence of the first paragraph, "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." Replace "the" before monitors with "computer." In the second sentence of the second paragraph, "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." Replace "other patrons, either by watching the user's screen or because a user may leave the screen unattended." with "others."

**New Business:**

Unique Management Services, Inc. – Presentation by Jonathan Hayes: Carey introduced Jonathan Hayes, who gave an overview of Unique Management Services, Inc. Unique works exclusively with libraries to retrieve overdue materials and collect fines and fees. The company's goal is to get materials back quickly while maintaining the customer's goodwill. He explained the steps the company uses to contact library customers.

**Unfinished Business:**

Strategic Planning Report: Millsap reviewed the FY04-05 Organizational Work Plan. She explained the management team is working on the FY05/06 request for alternative funding.

Legislative Report: Millsap reported the Iowa Library Association Government Affairs Committee has developed the agenda for the coming legislative session. It asks for reinstatement of funding for both the State Library and the Library Service Areas in 2006.

Gift Policy Update: Jennings reported the gifts policy committee has met and will have a draft policy for the August Board meeting.

Director Search Update: Munson reported she met with Julie Huisman, the City of Ames Human Resources Director, who offered her department's support for the director search. The Director Search Committee has met and prepared a draft job ad, supplemental questionnaire, draft letter to library professionals, and is revising the job description. The goal is to have the job ads out by August 15, 2005.

**New Business:**

Compensation for Hayslett and Carey as Interim Co-Directors – Action Item: Sondall moved and Jennings seconded the motion to approve the compensation for Hayslett and Carey as interim co-directors as presented/amended. Munson stated the City's Human Resources Director recommended a 2.5% increase per person. Munson recommended a percentage amount that would net between \$3,500.00 and \$3,700.00. Jennings recommended the motion be changed to \$300.00 per month for each interim co-director rather than a percentage. Anderson called the question. Jennings seconded the motion to call the question. The motion to call the question passed unanimously. The motion to compensate Hayslett and Carey at \$300.00 per month each as interim co-directors passed unanimously.

Funding Request for Summer Teen Reading Program – Action Item: Ferree moved and Jennings seconded the motion to approve the funding request for Summer Teen Reading Program as presented/amended. Millsap explained the need for additional funding for prizes for the Teen Reading Program. Jennings called the question. Ross seconded the motion to call the question. The motion to call the question passed unanimously. The motion to approve the request for \$500.00 for reading incentive awards for the Teen Summer Program from the Trustee endowment passed unanimously.

Trustee Volunteer Hours – Presentation by Sarah Bohlke, Volunteer Coordinator: Bohlke explained that she needs to capture the hours contributed by Board members. She will use minutes from meetings for attendance and time. Anderson reminded her to add one to one and a half hours preparation time of for each meeting. Jennings recommended adding travel time.

Contract with Unique Management Services, Inc. – Action Item: Anderson moved and Jennings seconded the motion to approve the contract with Unique Management Services, Inc. as presented/amended. Discussion ensued regarding when fines will be written off. Millsap stated the staff will make a recommendation at a future Board meeting. Ross asked for monthly progress reports in each Board packet. The motion to pass a 90-day contract with Unique Management Services, Inc. was unanimously approved.

Request for Funding for Project Smyles – Action Item: Warnick moved and Ferree seconded the motion to approve the Project Smyles Funding as presented/amended. Millsap explained that Phase I funding source is \$22,000.00 from Enrich Iowa Funds and \$8,000.00 from Myers or Marsden endowments. Phase 3 Trustee Endowment is from the Myers or Marsden endowments. The motion passed unanimously.

Funding Request for Millsap Reception – Action Item: Ross moved and Sondall seconded the motion to approve the funding request for the Millsap Reception as presented/amended. Munson stated that the cost was not to exceed \$500.00. The motion to approve funding for the Millsap reception from the operational budget, not to exceed \$500.00, was passed unanimously.

Resolution Thanking Gina Millsap – Action Items: Ferree moved and Anderson seconded the motion to approve the resolution thanking Gina Millsap as presented/amended. The motion passed unanimously. Munson presented Millsap a framed certificate of appreciation and a gift from the Board of Trustees. Millsap thanked the Board of Trustees for their support.

Purchase Request for Purchase of Mary Engelbreit Art Print – Action Item: Anderson moved and Sondall seconded the motion for Millsap to purchase the Mary Engelbreit art print, which had been hanging in her office, for \$30.00. The motion passed unanimously.

#### **Trustee Comments:**

Ross gave an update on The Library Services and Technology Act funding. He stated he would be out of town for the August Board meeting.

Sondall stated she attended a tour of the Iowa State University Library and a story time by Jacque Zabracki that was exceptional.

Warnick stated she attended a tour of the Iowa State University Library and a story time by Jacque Zabracki. For future Board meetings, she suggested moving visitor presentations to the top of the agenda.

Anderson stated that he will not be able to attend the August Board meeting.

Hayslett read the following comments from Jennings:

“Thank you to everyone who has participated in the tours of the University Library. Please e-mail Karlene if you would like a tour.

It has been an honor and a pleasure to work with such a committed, vibrant and enthusiastic director and library advocate. Gina, you will be missed by all and personally I will miss your counsel, your friendship and your support. Topeka will be a better, stronger library with you in charge.”

#### **Adjournment**

Ross moved and Ferree seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 8:53 p.m.

**Library Claims Listing**  
**7/13/2005-8/11/2005**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$31,409.64
PAYROLL SUMMARY	IPERS DISABILITY	\$196.08
PAYROLL SUMMARY	LIFE INSURANCE	\$69.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$4,200.06
PAYROLL SUMMARY	MEDICARE FICA	\$448.02
PAYROLL SUMMARY	FICA	\$1,915.58
PAYROLL SUMMARY	IPERS	\$1,806.06
PAYROLL SUMMARY	WORKERS COMP	\$60.46
JULY05 PRINTING CHARGES	PRINTING/GRAPHICS	\$310.05
JUL05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$323.47
JUL05 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$41.75
JUL05 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$142.00
JUL05 COMPUTER REPLACEMENT	COMPUTER REPLACEMENT FUND	\$1,833.47
HAILA ENGINEERING GROUP L	OUTSIDE PROF SERV	\$460.76
POSTMASTER	POSTAGE/FREIGHT	\$50.00
UPS	POSTAGE/FREIGHT	\$20.91
MILLSAP, GINA	TRAVEL/MEETINGS	\$31.20
CENT IA LIBRARY SERVICE A	TRAVEL/MEETINGS	\$15.00
BANK OF AMERICA	TRAINING	\$25.00
BOA PCARD CUST OF DYNIX	DUES AND MEMBERSHIPS	(\$75.00)
AMER LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	\$445.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$75.00
CITY OF AMES UTILITIES	ELECTRICITY	\$5,500.44
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$239.41
MCLEOD USA	TELEPHONE OUTSIDE	\$331.15
CITY OF AMES UTILITIES	WATER/SEWER	\$276.52
ALLIANT UTILITIES	NATURAL GAS	\$16.81
FITZ ELECTRIC	STRUCTURAL REPAIR	\$191.92
3M QCF1602	COMPUTER MAINT	\$7,004.00
RED RIDGE SOFTWARE COMPAN	COMPUTER MAINT	\$99.00
MCLEOD USA	COMPUTER MAINT	\$570.13
MIDIOWA NET	COMPUTER MAINT	\$25.00
BANK OF AMERICA	COMPUTER MAINT	\$575.70
SOPHOS INC	COMPUTER MAINT	\$4,114.32
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$502.48
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$872.24
DUST TEX SERVICE INC	NON-CITY SERVICE	\$7.65
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$289.58
BANK OF AMERICA	NON-CITY SERVICE	\$29.95
BOA PCARD DRUGTOWN	OFFICE SUPPLIES	(\$4.99)
BOA PCARD JOANN FABRIC	OFFICE SUPPLIES	(\$29.97)
BOA PCARD STAPLES	OFFICE SUPPLIES	(\$77.97)
BOA PCARD WALDEN PHOTO	OFFICE SUPPLIES	(\$33.25)
CH ISSUES	OFFICE SUPPLIES	\$119.46
OFFICE DEPOT INC	OFFICE SUPPLIES	\$386.10
BANK OF AMERICA	OFFICE SUPPLIES	\$270.06
SUPPLEMENT 2005-3	OFFICE SUPPLIES	\$30.74
BOA PCARD ACRONIS	MINOR COMPUTER EQUIPMENT	(\$959.56)
BOA PCARD CLKBANK COM	MINOR COMPUTER EQUIPMENT	(\$307.62)
BOA PCARD DR ATOMICPARK	MINOR COMPUTER EQUIPMENT	(\$59.99)
BOA PCARD MOUNTS & MORE	MINOR COMPUTER EQUIPMENT	(\$204.74)

**Library Claims Listing**  
**7/13/2005-8/11/2005**

BOA PCARD NEWEGG COMPUTER	MINOR COMPUTER EQUIPMENT	(\$477.75)
BOA PCARD SMARTDRAW SOFTW	MINOR COMPUTER EQUIPMENT	(\$209.95)
BOA PCARD STAPLES	MINOR COMPUTER EQUIPMENT	(\$415.77)
BOA PCARD SYNAMETRICS TEC	MINOR COMPUTER EQUIPMENT	(\$224.10)
BOA PCARD TECHSMITH CORP	MINOR COMPUTER EQUIPMENT	(\$239.25)
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$3,412.31
BOA PCARD LOWES	AG-HORT SUPPLIES	(\$266.29)
BANK OF AMERICA	AG-HORT SUPPLIES	\$131.67
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$416.16
BANK OF AMERICA	CLEANING SUPPLIES	\$74.25
BOA PCARD TARGET	MINOR EQUIPMENT TOOLS	(\$99.98)
LIB 7-19-05	MINOR EQUIPMENT TOOLS	(\$30.00)
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$234.60
BOA PCARD FAREWAY	FOOD & FEED	(\$7.94)
BOA PCARD HYVEE	FOOD & FEED	(\$143.24)
BOA PCARD KMART	FOOD & FEED	(\$23.97)
HY VEE	FOOD & FEED	\$332.98
BANK OF AMERICA	FOOD & FEED	\$220.35
AMES BEST PIES	FOOD & FEED	\$78.00
BOA PCARD HOBBY LOBBY	SPECIAL PROJECT SUPPLIES	(\$10.68)
BOA PCARD TARGET	SPECIAL PROJECT SUPPLIES	(\$4.28)
BOA PCARD WALMART	SPECIAL PROJECT SUPPLIES	(\$24.75)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$47.89
AMER LIBRARY ASSOCIATION	SPECIAL PROJECT SUPPLIES	\$42.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$41.80
	<b>Library Administration</b>	<b>\$66,433.04</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$12,135.12
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$1,554.30
PAYROLL SUMMARY	IPERS DISABILITY	\$81.92
PAYROLL SUMMARY	LIFE INSURANCE	\$25.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$739.48
PAYROLL SUMMARY	MEDICARE FICA	\$197.42
PAYROLL SUMMARY	FICA	\$844.25
PAYROLL SUMMARY	IPERS	\$830.56
PAYROLL SUMMARY	WORKERS COMP	\$50.66
JUL05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$92.42
JUL05 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$719.61
JUL05 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$1,713.00
BOA PCARD AMER LIBRARY	CONFERENCES	(\$335.00)
BOA PCARD AMTRAK TELEP	CONFERENCES	\$131.40
BOA PCARD BUZZ CAFE	CONFERENCES	(\$11.62)
BOA PCARD CONNIES MCCORM	CONFERENCES	(\$8.79)
BOA PCARD COSI INC	CONFERENCES	(\$7.11)
BOA PCARD DUBUQUE STREET	CONFERENCES	(\$22.25)
BOA PCARD EAST MONROE	CONFERENCES	(\$80.00)
BOA PCARD FOX & OBEL	CONFERENCES	(\$12.13)
BOA PCARD HAMPTON INNS	CONFERENCES	(\$518.19)
BOA PCARD HILTON BIG DOWN	CONFERENCES	(\$23.53)
BOA PCARD HOULIHANS	CONFERENCES	(\$11.89)
BOA PCARD HYATT CHICAGO	CONFERENCES	(\$531.40)
BOA PCARD HYATT HOTELS	CONFERENCES	(\$22.50)
BOA PCARD LEVY @MCCORMICK	CONFERENCES	(\$9.75)

**Library Claims Listing**  
**7/13/2005-8/11/2005**

BOA PCARD LOOP AUTO PARKS	CONFERENCES	(\$6.00)
BOA PCARD MILLERS PUB	CONFERENCES	(\$15.66)
BOA PCARD MY THAI RESTAU	CONFERENCES	(\$14.10)
BOA PCARD NEW PIONEER COO	CONFERENCES	(\$24.36)
BOA PCARD SHELL OIL	CONFERENCES	(\$23.03)
BOA PCARD SO WATER KITCHE	CONFERENCES	(\$18.40)
BANK OF AMERICA	CONFERENCES	\$1,564.31
BOA PCARD PAPA JOHNS	FOOD & FEED	(\$38.63)
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$49.92
LIB 8-3-05	SPECIAL PROJECT SUPPLIES	(\$50.00)
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$27.30
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$37.82
	<b>Outreach Services</b>	<b>\$19,010.92</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$14,389.02
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$512.55
PAYROLL SUMMARY	IPERS DISABILITY	\$97.12
PAYROLL SUMMARY	LIFE INSURANCE	\$31.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$2,207.98
PAYROLL SUMMARY	MEDICARE FICA	\$206.33
PAYROLL SUMMARY	FICA	\$882.22
PAYROLL SUMMARY	IPERS	\$887.66
PAYROLL SUMMARY	WORKERS COMP	\$23.38
JUL05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$138.63
REVERSE PPD EXPENSES	CONFERENCES	\$105.00
BAKER & TAYLOR INC	OFFICE SUPPLIES	\$317.99
BRODART CO	OFFICE SUPPLIES	\$2,420.00
DEMCO INC	OFFICE SUPPLIES	\$1,837.42
HOUCHEN BINDERY LTD	OFFICE SUPPLIES	\$185.25
OFFICE DEPOT INC	OFFICE SUPPLIES	\$133.47
RECORDED BOOKS LLC	OFFICE SUPPLIES	\$568.50
GAYLORD BROTHERS	OFFICE SUPPLIES	\$498.25
AMER LIBRARY ASSOCIATION	OFFICE SUPPLIES	\$103.50
AMES DAILY TRIBUNE	PERIODICALS	\$266.76
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$7,524.99
PREBOUND PERIODICALS	PERIODICALS	\$78.80
IA STATE DAILY	PERIODICALS	\$62.00
WAPSIPINICON ALMANAC	PERIODICALS	\$7.00
BOOKPAGE	PERIODICALS	\$288.00
CBA SERVICE CORP	PERIODICALS	\$59.95
BOA PCARD BORDERS	ADULT COLLECTIONS	(\$1,805.86)
BOA PCARD BORDERS BOOKS	ADULT COLLECTIONS	(\$194.66)
BOA PCARD MAYHEM COLLECT	ADULT COLLECTIONS	(\$229.75)
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$10,137.82
REGENT BOOK CO INC	ADULT COLLECTIONS	\$59.20
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$21.65
THOMAS BOUREGY & COMPANY	ADULT COLLECTIONS	\$138.00
OXMOOR HOUSE	ADULT COLLECTIONS	\$34.56
JOHN WILEY & SONS INC	ADULT COLLECTIONS	\$9.12
THOMSON GALE GROUP	ADULT COLLECTIONS	\$464.28
AMAZON.COM CREDIT	ADULT COLLECTIONS	\$45.00
CENTER POINT PUBLISHING	ADULT COLLECTIONS	\$462.66
BANK OF AMERICA	ADULT COLLECTIONS	\$2,381.44

**Library Claims Listing**  
**7/13/2005-8/11/2005**

	<b>Technical Services</b>	<b>\$45,357.21</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$11,782.70
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$1,182.68
PAYROLL SUMMARY	IPERS DISABILITY	\$53.62
PAYROLL SUMMARY	LIFE INSURANCE	\$29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$1,129.28
PAYROLL SUMMARY	MEDICARE FICA	\$184.90
PAYROLL SUMMARY	FICA	\$790.56
PAYROLL SUMMARY	IPERS	\$786.73
PAYROLL SUMMARY	WORKERS COMP	\$30.84
JUL05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$138.63
FESTIVAL OF BOOKS	CONFERENCES	\$186.00
BANK OF AMERICA	OFFICE SUPPLIES	\$47.17
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$19.44
HY VEE	FOOD & FEED	\$334.91
BANK OF AMERICA	FOOD & FEED	\$25.85
BOLTON & HAY INC	FOOD & FEED	\$80.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$8.54
MILLER, REID	SPECIAL PROJECT SUPPLIES	\$250.00
BOA PCARD HOLLYWOOD VIDEO	JUVENILE	(\$246.64)
BOA PCARD TARGET	JUVENILE	(\$429.69)
BAKER & TAYLOR INC	JUVENILE	\$1,791.45
LISTENING LIBRARY INC	JUVENILE	\$947.50
RECORDED BOOKS LLC	JUVENILE	\$764.25
BANK OF AMERICA	JUVENILE	\$676.33
BWI	JUVENILE	\$931.35
	<b>Youth Services</b>	<b>\$21,496.31</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$23,524.06
PAYROLL SUMMARY	IPERS DISABILITY	\$158.78
PAYROLL SUMMARY	LIFE INSURANCE	\$50.04
PAYROLL SUMMARY	HEALTH INSURANCE	\$2,367.94
PAYROLL SUMMARY	MEDICARE FICA	\$338.46
PAYROLL SUMMARY	FICA	\$1,447.26
PAYROLL SUMMARY	IPERS	\$1,352.64
PAYROLL SUMMARY	WORKERS COMP	\$18.84
JUL05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$323.47
REVERSE PPD EXPENSES	CONFERENCES	\$415.00
EBSCO SUBSCRIPTION SERVIC	ADULT REFERENCE	\$750.00
RAND MCNALLY & CO	ADULT REFERENCE	\$300.61
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$5.57
MORNINGSTAR	ADULT REFERENCE	\$795.00
STATE LIBRARY OF IOWA	ADULT REFERENCE	\$1,459.78
NEWSBANK	ADULT REFERENCE	\$5,664.00
GALE GROUP	ADULT REFERENCE	\$1,550.00
VALUE LINE PUBLISHING INC	ADULT REFERENCE	\$1,013.65
	<b>Information Services</b>	<b>\$41,535.10</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$18,696.18
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$5,251.39
PAYROLL SUMMARY	IPERS DISABILITY	\$94.56
PAYROLL SUMMARY	LIFE INSURANCE	\$50.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$2,563.22
PAYROLL SUMMARY	MEDICARE FICA	\$333.63

**Library Claims Listing**  
**7/13/2005-8/11/2005**

PAYROLL SUMMARY	FICA	\$1,426.43
PAYROLL SUMMARY	IPERS	\$1,880.20
PAYROLL SUMMARY	WORKERS COMP	\$223.88
JUL05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$231.05
JUL05 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$355.20
CENT IA LIBRARY SERVICE A	TRAVEL/MEETINGS	\$15.00
REVERSE PPD EXPENSES	CONFERENCES	\$205.00
DOVIA	DUES AND MEMBERSHIPS	\$60.00
	<b>Circulation Services</b>	<b>\$31,386.53</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$8,919.44
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$1,229.95
PAYROLL SUMMARY	IPERS DISABILITY	\$60.21
PAYROLL SUMMARY	LIFE INSURANCE	\$23.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$1,422.16
PAYROLL SUMMARY	MEDICARE FICA	\$131.72
PAYROLL SUMMARY	FICA	\$563.12
PAYROLL SUMMARY	IPERS	\$650.71
PAYROLL SUMMARY	WORKERS COMP	\$48.97
JUL05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$92.42
BOA PCARD AMZ SUPERSTORE	AUDIO-VISUAL	(\$39.71)
BOA PCARD BEST BUY	AUDIO-VISUAL	(\$2,068.84)
BOA PCARD BORDERS	AUDIO-VISUAL	(\$258.76)
BOA PCARD HOLLYWOOD VIDEO	AUDIO-VISUAL	(\$158.27)
BAKER & TAYLOR INC	AUDIO-VISUAL	\$14.36
BOOKS ON TAPE	AUDIO-VISUAL	\$830.10
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$883.94
RECORDED BOOKS LLC	AUDIO-VISUAL	\$812.85
INGRAM LIBRARY SERVICES	AUDIO-VISUAL	\$16.41
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$68.76
AMAZON.COM CREDIT	AUDIO-VISUAL	\$48.95
DIVERSE MEDIA INC	AUDIO-VISUAL	\$30.21
BANK OF AMERICA	AUDIO-VISUAL	\$2,760.58
MICROMARKETING LLC	AUDIO-VISUAL	\$125.92
	<b>Media Services</b>	<b>\$16,208.90</b>
Margaret Munson, President	Gary Botine, Secretary	Date:

# Gifts

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

August 18, 2005

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

From Alliance for Global Justice ..... 1 DVD, *Sex and the Holy City*

From Howard and Ann Garton ..... \$50.00 for Film Programs

From Ames Camera Club ..... \$50.00

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	July for 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	13,690	190,892	4,013	97.9%
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>13,690</b>	<b>1,592,415</b>	<b>3,314</b>	<b>99.8%</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	199	22,574	(2,498)	112.4%
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	849	96,520	(10,672)	112.4%
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	152		1,536	(48)	103.2%
<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>33,583</b>	<b>1,048</b>	<b>390,947</b>	<b>9,085</b>	<b>97.7%</b>
<b>INTERNAL SERVICES</b>																	
City Data Services	3,480		332	332	332	331	320	320	319	320	319	320	320	301	3,866	(386)	111.1%
City Messenger	1,900			293	130	210	278	184	157	153	201	153	159	216	2,134	(234)	112.3%
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	(95)	16,590	44	99.7%
Long Distance	500		43	44	38	57	51	30	32		59			145	499	1	99.8%
Fleet Operating/Maint	9,678		222	783	353	692	305	286	930	876	2,696	533	236	222	8,134	1,544	84.0%
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	1,748	20,976	0	100.0%
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>2,537</b>	<b>97,585</b>	<b>(4,706)</b>	<b>105.1%</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	34	13,317	183	98.6%
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	1,956	13,756	1,447	90.5%
Subscriptions & Books	200								87						87	113	
Dues & Memberships	5,390	310	650	242	155	35	495	1,188	467	277	895	(54)		75	4,735	655	87.8%
Printing	3,100											230	109		339	2,761	10.9%
Advertising	4,000		414	440		135	786		335	566	826		175	577	4,701	(701)	117.5%
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	4,824	40,759	(2,759)	107.3%
Phone Operation/Maint	4,900	373	377	477	378	376	124	375	379	378	651	379	395	5	4,667	233	95.2%
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>																	
	<b>Budget</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Y-T-D</b>	<b>Current</b>	<b>%</b>
Water/Sewer	3,000		288	355	249	262	245	235	249	254	252	263	261	286	3,199	(199)	106.6%
Waste Disposal	2,000		173	221	169	169	169		338	169	169	169	169	169	2,084	(84)	104.2%
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	1,278	6,267	3,733	62.7%
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	4,486	514	89.7%	
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	19,174	2,381	89.0%	
<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>11,751</b>	<b>211,135</b>	<b>11,433</b>	<b>94.9%</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	245	35,535	1,465	96.0%
Minor Office Equipment	1,600		225	101		120		255		160	80	444	444	2,278	(678)		
Minor Computer Equip	11,000	39	60				64	160		1,589	2,963	3,860	(489)	3,544	11,790	(790)	107.2%
Ag-Hort Supplies	300				60			42					8	848	958	(658)	
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	196	7,129	(129)	101.8%
Equip Parts/Supplies	1,000		21		478	45	8	10	336		5	19	168	266	1,356	(356)	135.6%
Minor Equip & Tools	300		7						36				635	100	778	(478)	259.3%
Food	2,000		99	196	350	17	91	63	250	127	17	89	83	252	1,634	366	81.7%
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	67	5,746	(746)	114.9%
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>5,962</b>	<b>68,873</b>	<b>(1,423)</b>	<b>102.1%</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)	495	9,338	162	98.3%
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	1,368	57,115	395	99.3%
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	280	43,248	(286)	100.7%
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	2,612	55,519	(1,019)	101.9%
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	2,663	96,200	(274)	100.3%
<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>7,418</b>	<b>261,420</b>	<b>(22)</b>	<b>100.0%</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>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>208,652</b>	<b>42,406</b>	<b>2,622,408</b>	<b>17,648</b>	<b>99.3%</b>

EXPENSE REPORT SUMMARY FY 2005/2006																	
July 31, 2005																	
1 Months =8.3%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent	
<b>PERSONAL SERVICES</b>																	
Salaries	1,436,112	120,856												120,856	1,315,256	8.4%	
Temporary Salaries	183,645	9,731												9,731	173,914	5.3%	
Time and One-Half	500													0	500	0.0%	
Longevity	6,015													0	6,015	0.0%	
<b>Total Personal Svcs</b>	<b>1,626,272</b>	<b>130,587</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>0</b>	<b>130,587</b>	<b>1,495,685</b>	<b>8.0%</b>	
<b>EMPLOYEE BENEFITS</b>																	
Temp Salaries Benefits	25,710													0	25,710	0.0%	
IPERS Disability	9,360	743												743	8,617	7.9%	
Life Insurance	3,243	283												283	2,960	8.7%	
Health Insurance	189,441	14,630												14,630	174,811	7.7%	
FICA Medicare	20,285	1,840												1,840	18,445	9.1%	
FICA	86,741	7,869												7,869	78,872	9.1%	
IPERS	82,920	8,196												8,196	74,724	9.9%	
Workers Comp	2,557	457												457	2,100	17.9%	
Flex Administration	1,538													0	1,538	0.0%	
<b>Total Employee Ben</b>	<b>421,795</b>	<b>34,018</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>0</b>	<b>34,018</b>	<b>387,777</b>	<b>8.1%</b>	
<b>INTERNAL SERVICES</b>																	
City Data Services	3,847													0	3,847	0.0%	
City Messenger	2,745													0	2,745	0.0%	
Printing	4,300													0	4,300	0.0%	
Insurance & Bonds	18,919													0	18,919	0.0%	
Phone Operation/Maint	16,635	1,339												1,339	15,296	8.0%	
Long Distance	500													0	500	0.0%	
Fleet Operating/Maint	3,998													0	3,998	0.0%	
Fleet Replacement	22,260													0	22,260	0.0%	
Computer Replacement	12,882	2,188												2,188	10,694	17.0%	
<b>Total Internal Svcs</b>	<b>86,086</b>	<b>3,527</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>0</b>	<b>3,527</b>	<b>82,559</b>	<b>4.1%</b>	
<b>CONTRACTUAL</b>																	
Outside Prof Services	28,000													0	28,000	0.0%	
Postage/Freight	13,500													0	13,500	0.0%	
Travel/Meetings	1,400													0	1,400	0.0%	
Training	4,200	440												440	3,760	10.5%	
Conferences	23,895	310												310	23,585	1.3%	
Dues & Memberships	5,000	445												445	4,555	8.9%	
Printing	5,100													0	5,100	0.0%	
Advertising	3,000													0	3,000	0.0%	
Electricity	39,700													0	39,700	0.0%	
Phone Operation/Maint	4,900	120												120	4,780	2.4%	
Long Distance	100													0	100	0.0%	
Water/Sewer	3,400													0	3,400	0.0%	
Waste Disposal	2,600													0	2,600	0.0%	

<b>EXPENSE REPORT SUMMARY FY 2005/2006</b>																	
<b>July 31, 2005</b>																	
<b>1 Months =8.3%</b>																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent	
Natural Gas	8,740													0	8,740	0.0%	
Structural Repair	10,000													0	10,000	0.0%	
Moveable Equip Repair	3,000													0	3,000	0.0%	
Fixed Equip Repair	5,000													0	5,000	0.0%	
Computer Maintenance	47,299	39,361												39,361	7,938	83.2%	
Rentals & Leases	19,308	503												503	18,805	2.6%	
Non-City Services	22,125													0	22,125	0.0%	
<b>Total Contractual</b>	<b>250,267</b>	<b>41,179</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>0</b>	<b>41,179</b>	<b>209,088</b>	<b>16.5%</b>	
<b>COMMODITIES</b>																	
Office Supplies	41,000	5,214												5,214	35,786	12.7%	
Minor Office Equipment	500	314												314	186		
Minor Computer Equip	9,000													0	9,000	0.0%	
Ag-Hort Supplies	300	156												156	144		
Structural Materials	2,000													0	2,000	0.0%	
Cleaning Supplies	5,000	490												490	4,510	9.8%	
Equip Parts/Supplies	1,000													0	1,000	0.0%	
Minor Equip & Tools	300	105												105	195	35.0%	
Food	1,500	407												407	1,093	27.1%	
Wearing Apparel	200													0	200	0.0%	
Special Prjct Supplies	5,000	58												58	4,942	1.2%	
Purchase Card Clearing		42												42	(42)		
<b>Total Commodities</b>	<b>65,800</b>	<b>6,786</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>0</b>	<b>6,786</b>	<b>59,014</b>	<b>10.3%</b>	
<b>CAPITAL</b>																	
Periodicals	9,500	374												374	9,126	3.9%	
Juvenile	62,535	1,375												1,375	61,160	2.2%	
Adult Reference	26,500	9,558												9,558	16,942	36.1%	
Audio Visual	70,000	1,160												1,160	68,840	1.7%	
Adult Collection	112,563	2,767												2,767	109,796	2.5%	
<b>Total Capital</b>	<b>281,098</b>	<b>15,234</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>0</b>	<b>15,234</b>	<b>265,864</b>	<b>5.4%</b>	
<b>OTHER EXPENDITURES</b>																	
Refunds														0	0		
<b>Total Other Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>GRAND TOTAL</b>	<b>2,731,318</b>	<b>231,331</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>0</b>	<b>231,331</b>	<b>2,499,987</b>	<b>8.5%</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	188,651	190,892	4,013	
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		3,436	8,849	(8,849)	
<b>Total Personal Services</b>	<b>1,546,270</b>	<b>1,595,729</b>	<b>1,546,270</b>	<b>1,592,415</b>	<b>3,314</b>	<b>99.8%</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	22,020	22,574	(2,498)	
FICA	94,150	85,848	94,150	96,520	(10,672)	
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	1,536	(48)	
<b>Total Employee Benefits</b>	<b>396,496</b>	<b>400,032</b>	<b>396,496</b>	<b>390,947</b>	<b>9,085</b>	<b>97.7%</b>
<b>INTERNAL SERVICES</b>						
City Data Services	3,883	3,480	3,883	3,866	(386)	
City Messenger	1,848	1,900	1,848	2,134	(234)	
Printing	4,369	6,200	4,369	5,379	821	
Insurance & Bonds	20,413	18,318	20,413	18,318	0	
Phone Operation/Maintenance	17,406	16,634	17,406	16,590	44	
Long Distance	587	500	587	500	0	
Fleet Operating/Maintenance	5,835	9,678	5,835	8,133	1,545	
Fleet Replacement	19,668	20,976	19,668	20,976	0	
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>85,110</b>	<b>97,585</b>	<b>(4,706)</b>	<b>105.1%</b>
<b>CONTRACTUAL</b>						
Outside Professional Services	27,258	28,600	27,258	27,367	1,233	
Postage/Freight	16,280	13,500	16,280	13,317	183	
Travel/Meetings	1,289	1,320	1,289	1,342	(22)	
Training	1,291	3,250	1,291	1,714	1,536	
Conferences	19,651	15,203	19,651	13,756	1,447	
Subscriptions and Books		200		87	113	
Dues & Memberships	5,288	5,390	5,288	4,735	655	
Printing	3,490	3,100	3,490	339	2,761	
Advertising	3,735	4,000	3,735	4,701	(701)	
Recruiting Costs	4,348	7,030	4,348	7,155	(125)	
Electricity	39,746	38,000	39,746	40,759	(2,759)	
Phone Operation/Maintenance	5,060	4,900	5,060	4,667	233	
Long Distance	218	100	218	4	96	
Water/Sewer	2,703	3,000	2,703	3,199	(199)	
Waste Disposal	2,620	2,000	2,620	2,084	(84)	
Natural Gas	7,283	6,500	7,283	6,700	(200)	
Structural Repair	6,316	10,000	6,316	6,267	3,733	
Moveable Equipment Repair	2,082	2,000	2,082	1,054	946	
Fixed Equipment Repair	10,885	5,000	10,885	4,486	514	
Computer Maintenance	34,101	28,612	34,101	28,125	487	
Rentals & Leases	17,787	19,308	17,787	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	18,744	19,174	2,381	
<b>Total Contractual</b>	<b>230,175</b>	<b>222,568</b>	<b>230,175</b>	<b>211,135</b>	<b>11,433</b>	<b>94.9%</b>
<b>COMMODITIES</b>						
Office Supplies	40,555	37,000	40,555	35,535	1,465	
Minor Office Equipment	670	1,600	670	2,278	(678)	
Minor Computer Equipment	8,864	11,000	8,864	11,790	(790)	
Ag-Hort Supplies		300	0	958	(658)	
Structural Materials	1,916	2,000	1,916	1,463	537	
Cleaning Supplies	6,687	7,000	6,687	7,129	(129)	
Equipment Parts/Supplies	554	1,000	554	1,356	(356)	
Minor Equipment & Tools	175	300	175	778	(478)	
Food	793	2,000	793	1,634	366	
Wearing Apparel	162	200	162	139	61	
Special Project Supplies	4,807	5,000	4,807	5,746	(746)	
Purchase Card Clearing			0	64	(64)	
Fuel for Vehicles/Equipment	17	50	17	3	47	
<b>Total Commodities</b>	<b>65,200</b>	<b>67,450</b>	<b>65,200</b>	<b>68,873</b>	<b>(1,423)</b>	<b>102.1%</b>
<b>CAPITAL</b>						
Computer Equipment/Software	203		203			
Moveable Equipment		1,000			1,000	
Periodicals	10,811	9,500	10,811	9,338	162	
Juvenile	47,922	57,510	47,922	57,115	395	
Adult Reference	53,429	42,962	53,429	43,248	(286)	
Audio Visual	45,509	54,500	45,509	55,519	(1,019)	
Adult Collection	102,334	95,926	102,334	96,200	(274)	
<b>Total Capital</b>	<b>260,208</b>	<b>261,398</b>	<b>260,208</b>	<b>261,420</b>	<b>(22)</b>	<b>100.0%</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>2,583,587</b>	<b>2,622,408</b>	<b>17,648</b>	<b>99.3%</b>
						<b>% of</b>
						<b>Total</b>
<b>TOTALS BY DIVISION:</b>						
Administration/Support	715,047	732,373	715,047	728,466	3,907	27.80%
Outreach Services	224,010	218,974	224,010	220,567	(1,593)	8.40%
Technical Services	401,444	389,127	401,444	385,898	3,229	14.70%
Youth Services	262,164	255,639	262,164	257,518	(1,879)	9.80%
Information Services	373,351	384,734	373,351	395,680	(10,946)	15.10%
Circulation Services	390,174	424,884	390,174	410,435	14,449	15.70%
Media Services	217,397	234,325	217,397	223,844	10,481	8.50%
<b>GRAND TOTAL</b>	<b>2,583,587</b>	<b>2,640,056</b>	<b>2,583,587</b>	<b>2,622,408</b>	<b>17,648</b>	

<b>2005/06 LIBRARY EXPENSE SUMMARY</b>						
<b>July 31, 2005</b>						
<b>1 Months =8.3%</b>						
	<b>2004/05</b>	<b>2005/06</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2004/05</b>	<b>2005/06</b>	<b>Balance</b>	<b>Spent</b>
<b>PERSONAL SERVICES</b>						
Salaries	1,393,030	1,436,112	120,063	120,856	1,315,256	
Temporary Salaries	190,892	183,645	10,081	9,731	173,914	
Time and One-Half		500			500	
Longevity	5,996	6,015			6,015	
Sick Leave	1,954				0	
Adjustment	(8,306)				0	
Vacation	8,849				0	
<b>Total Personal Services</b>	<b>1,592,415</b>	<b>1,626,272</b>	<b>130,144</b>	<b>130,587</b>	<b>1,495,685</b>	<b>8.0%</b>
<b>EMPLOYEE BENEFITS</b>						
Temp Salaries Benefits		25,710			25,710	
IPERS Disability	8,542	9,360	735	743	8,617	
Life Insurance	3,297	3,243	283	283	2,960	
Health Insurance	164,232	189,441	13,742	14,630	174,811	
FICA Medicare	22,574	20,285	1,835	1,840	18,445	
FICA	96,520	86,741	7,845	7,869	78,872	
IPERS	89,630	82,920	8,028	8,196	74,724	
Workers Compensation	4,616	2,557	466	457	2,100	
Flex Administration	1,536	1,538	129		1,538	
<b>Total Employee Benefits</b>	<b>390,947</b>	<b>421,795</b>	<b>33,063</b>	<b>34,018</b>	<b>387,777</b>	<b>8.1%</b>
<b>INTERNAL SERVICES</b>						
City Data Services	3,866	3,847			3,847	
City Messenger	2,134	2,745			2,745	
Printing	5,379	4,300			4,300	
Insurance & Bonds	18,318	18,919			18,919	
Phone Operation/Maintenance	16,590	16,635	1,386	1,339	15,296	
Long Distance	500	500			500	
Fleet Operating/Maintenance	8,133	3,998			3,998	
Fleet Replacement	20,976	22,260			22,260	
Computer Replacement	21,689	12,882		2,188	10,694	
Interdepartmental Labor					0	
<b>Total Internal Services</b>	<b>97,585</b>	<b>86,086</b>	<b>1,386</b>	<b>3,527</b>	<b>82,559</b>	<b>4.1%</b>
<b>CONTRACTUAL</b>						
Outside Professional Services	27,367	28,000			28,000	
Postage/Freight	13,317	13,500			13,500	
Travel/Meetings	1,342	1,400	311		1,400	
Training	1,714	4,200	82	440	3,760	
Conferences	13,756	23,895	285	310	23,585	
Subscriptions and Books	87				0	
Dues & Memberships	4,735	5,000	310	445	4,555	
Printing	339	5,100			5,100	
Advertising	4,701	3,000			3,000	
Recruiting Costs	7,155		261		0	
Electricity	40,759	39,700			39,700	
Phone Operation/Maintenance	4,667	4,900	373	120	4,780	
Long Distance	4	100			100	
Water/Sewer	3,199	3,400			3,400	
Waste Disposal	2,084	2,600			2,600	
Natural Gas	6,700	8,740	15		8,740	
Structural Repair	6,267	10,000			10,000	
Moveable Equipment Repair	1,054	3,000			3,000	
Fixed Equipment Repair	4,486	5,000			5,000	
Computer Maintenance	28,125	47,299	13,162	39,361	7,938	

<b>2005/06 LIBRARY EXPENSE SUMMARY</b>						
<b>July 31, 2005</b>						
<b>1 Months =8.3%</b>						
	<b>2004/05</b>	<b>2005/06</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2004/05</b>	<b>2005/06</b>	<b>Balance</b>	<b>Spent</b>
Rentals & Leases	20,103	19,308	503	503	18,805	
Non-City Services	19,174	22,125	49		22,125	
<b>Total Contractual</b>	<b>211,135</b>	<b>250,267</b>	<b>15,351</b>	<b>41,179</b>	<b>209,088</b>	<b>16.5%</b>
<b>COMMODITIES</b>						
Office Supplies	35,535	41,000	2,783	5,214	35,786	
Minor Office Equipment	2,278	500	40	314	186	
Minor Computer Equipment	11,790	9,000			9,000	
Ag-Hort Supplies	958	300		156	144	
Structural Materials	1,463	2,000	60		2,000	
Cleaning Supplies	7,129	5,000	194	490	4,510	
Equipment Parts/Supplies	1,356	1,000			1,000	
Minor Equipment & Tools	778	300		105	195	
Food	1,634	1,500		407	1,093	
Wearing Apparel	139	200			200	
Special Project Supplies	5,746	5,000	624	58	4,942	
Purchase Card Clearing	64	0	(2,139)	42	(42)	
Fuel for Vehicles/Equipment	3	0			0	
<b>Total Commodities</b>	<b>68,873</b>	<b>65,800</b>	<b>1,562</b>	<b>6,786</b>	<b>59,014</b>	<b>10.3%</b>
<b>CAPITAL</b>						
Periodicals	9,338	9,500	6,850	374	9,126	
Juvenile	57,115	62,535	3,004	1,375	61,160	
Adult Reference	43,248	26,500	9,974	9,558	16,942	
Audio Visual	55,519	70,000	1,792	1,160	68,840	
Adult Collection	96,200	112,563	6,153	2,767	109,796	
<b>Total Capital</b>	<b>261,420</b>	<b>281,098</b>	<b>27,773</b>	<b>15,234</b>	<b>265,864</b>	<b>5.4%</b>
<b>OTHER EXPENDITURES</b>						
Refunds	33				0	
<b>Total Other Expenditures</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL</b>	<b>2,622,408</b>	<b>2,731,318</b>	<b>209,279</b>	<b>231,331</b>	<b>2,499,987</b>	<b>8.5%</b>
						<b>% of</b>
						<b>Total</b>
<b>TOTALS BY DIVISION:</b>						
Administration/Support	728,466	781,577	53,410	84,333	697,244	36.50%
Outreach Services	220,567	218,913	16,341	16,513	202,400	7.10%
Technical Services	385,898	414,499	33,856	27,375	387,124	11.80%
Youth Services	257,518	255,249	21,239	17,942	237,307	7.80%
Information Services	395,680	370,917	37,035	39,554	331,363	17.10%
Circulation Services	410,435	426,140	31,030	31,312	394,828	13.50%
Media Services	223,844	264,023	16,368	14,302	249,721	6.20%
<b>GRAND TOTAL</b>	<b>2,622,408</b>	<b>2,731,318</b>	<b>209,279</b>	<b>231,331</b>	<b>2,499,987</b>	

<b>LIBRARY DONATIONS REPORT</b>						
<b>FISCAL YEAR 2004/2005</b>						
<b>YEAR-TO-DATE THROUGH JUNE 30, 2005</b>						
	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Herbert Howell Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
<b>Reserved Principal and Interest</b>	<b>707,970.14</b>	<b>108,180.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,276.00</b>	<b>824,426.14</b>
Beginning available balance	47,241.66	13,964.53	569,321.45		51,863.61	682,391.25
Interest revenue	14,075.36	2,623.96	12,519.83	4,258.99	2,247.69	35,725.83
Donations			1,517.72	145,000.00	105,851.90	252,369.62
Expenses	(5,651.50)	(3,463.47)			(81,810.44)	(90,925.41)
Encumbrances	(6,922.78)					(6,922.78)
<b>Current Available Balance</b>	<b>48,742.74</b>	<b>13,125.02</b>	<b>583,359.00</b>	<b>149,258.99</b>	<b>78,152.76</b>	<b>872,638.51</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				4.42	1,104.42
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		444.89				444.89
Food					774.04	774.04
Special Project Supplies					15,691.67	15,691.67
Coffee Shop Inventory					(106.75)	(106.75)
Office Furniture/Equipment					9,998.00	9,998.00
Periodicals					248.00	248.00
Youth Collection					3,846.94	3,846.94
Adult Reference					263.94	263.94
Audio-Visual	3,587.79	2,310.59			11,718.51	17,616.89
Adult Collection	963.71				30,175.53	31,139.24
<b>Total Expenses</b>	<b>5,651.50</b>	<b>3,463.47</b>	<b>0.00</b>	<b>0.00</b>	<b>81,810.44</b>	<b>90,925.41</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	17,594.20	3,518.84	14,075.36
<b>Total</b>	<b>278,166.81</b>	<b>55,633.36</b>	<b>222,533.45</b>

<b>LIBRARY DONATIONS REPORT - OTHER DONATIONS</b>															
<b>FISCAL YEAR 2004/2005</b>															
<b>YEAR-TO-DATE THROUGH JUNE 30, 2005</b>															
					Tommy										
	Other	Friends	Coffee	Foundation	Tommy	Gilman	Smith	Children's	Youth	Books for	IA Stories	Enrich	Iowa Infra-	Gates	
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	2000	Iowa	structure	Foundation	Total
Available Balance @ 6/30/04 *	6,886.32	(169.36)	(106.75)	0.00	280.79	4,834.70	1,358.77	4,225.00	554.65	0.00	0.00	16,501.83	17,344.34	153.32	51,863.61
YTD Interest Revenue	1,952.79				33.27	192.63	69.00								2,247.69
YTD Donations/Grants	11,085.37	36,215.58		15,803.16					3,033.70	3,700.00		14,625.04	21,389.05		105,851.90
YTD Expenses	(7,875.11)	(36,143.07)	106.75	(16,356.42)	0.00	(2,707.29)	(709.70)	0.00	(325.20)	(11,292.40)	0.00	0.00	(6,508.00)	0.00	(81,810.44)
Transfers between programs										9,000.00	**	(9,000.00)	**		0.00
Encumbrances	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
<b>Current Available Balance</b>	<b>12,049.37</b>	<b>(96.85)</b>	<b>0.00</b>	<b>(553.26)</b>	<b>314.06</b>	<b>2,320.04</b>	<b>718.07</b>	<b>4,225.00</b>	<b>3,263.15</b>	<b>1,407.60</b>	<b>0.00</b>	<b>22,126.87</b>	<b>32,225.39</b>	<b>153.32</b>	<b>78,152.76</b>
Expense Detail:															
Internal Printing/Graphics		538.31				110.10				298.40					946.81
Interdepartmental Labor		105.00													105.00
Outside Professional Svcs		4,125.00													4,125.00
Postage/Freight				4.42											4.42
Outside Printing/Graphics		3,259.96								243.00					3,502.96
Rentals/Leases		150.00													150.00
Office Supplies		8.44													8.44
Postage/Freight															0.00
Minor Office Equipment	119.98	237.95													357.93
Food	473.97	300.07													774.04
Special Project Supplies	317.45	4,298.02							325.20	10,751.00					15,691.67
Coffee Shop Inventory			(106.75)												(106.75)
Office Furniture/Equipment		3,490.00											6,508.00		9,998.00
Periodicals	248.00														248.00
Youth Collection	540.05					2,597.19	709.70								3,846.94
Adult Reference				263.94											263.94
Audio-Visual		3,312.02		8,406.49											11,718.51
Adult Collection	6,175.66	16,318.30		7,681.57											30,175.53
<b>Total Expenses</b>	<b>7,875.11</b>	<b>36,143.07</b>	<b>(106.75)</b>	<b>16,356.42</b>	<b>0.00</b>	<b>2,707.29</b>	<b>709.70</b>	<b>0.00</b>	<b>325.20</b>	<b>11,292.40</b>	<b>0.00</b>	<b>0.00</b>	<b>6,508.00</b>	<b>0.00</b>	<b>81,810.44</b>
Encumbrance Detail:															
															0.00
<b>Total Encumbrances</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
* Beginning balance includes available balance at 6/30/04 plus outstanding encumbrances															
** \$9,000 was transferred from Enrich Iowa to the Books for Babies program															

<b>LIBRARY DONATIONS REPORT</b>						
<b>FISCAL YEAR 2005/2006</b>						
<b>YEAR-TO-DATE THROUGH JULY 31, 2005</b>						
	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Herbert Howell Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
<b>Reserved Principal and Interest</b>	<b>736,392.49</b>	<b>108,180.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,276.00</b>	<b>876,848.49</b>
Beginning available balance	55,665.52	13,125.02	583,359.00	149,258.99	78,152.76	879,561.29
Interest revenue	1,689.41	330.32	1,628.41	416.16	268.54	4,332.84
Donations			0.00	0.00	729.67	729.67
Expenses	(211.41)	0.00			(3,276.03)	(3,487.44)
Encumbrances	(34,922.78)				(24,000.00)	(58,922.78)
<b>Current Available Balance</b>	<b>22,220.74</b>	<b>13,455.34</b>	<b>584,987.41</b>	<b>149,675.15</b>	<b>51,874.94</b>	<b>822,213.58</b>
<b>Expense Detail:</b>						
Other Non-City Services					95.28	95.28
Special Project Supplies					1,900.00	1,900.00
Youth Collection					(96.00)	(96.00)
Adult Reference					110.00	110.00
Audio-Visual	211.41	0.00			266.76	478.17
Adult Collection	0.00				999.99	999.99
<b>Total Expenses</b>	<b>211.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,276.03</b>	<b>3,487.44</b>
<b>Encumbrance Detail:</b>						
Strategic Planning Travel	6,922.78					6,922.78
Project Smyles	28,000.00				24,000.00	52,000.00
<b>Total Encumbrances</b>	<b>34,922.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>	<b>58,922.78</b>

<b>GLADYS MYERS DONATION FUND</b>			
<b>INTEREST EARNED PER FISCAL YEAR</b>			
<b>YEAR-TO-DATE THROUGH JULY 31, 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	17,594.20	3,518.84	14,075.36
2005/06	2,111.76	422.35	1,689.41
<b>Total</b>	<b>280,278.57</b>	<b>56,055.71</b>	<b>224,222.86</b>

<b>LIBRARY DONATIONS REPORT - OTHER DONATIONS</b>															
<b>FISCAL YEAR 2005/2006</b>															
<b>YEAR-TO-DATE THROUGH JULY 31, 2005</b>															
					Tommy										
	Other	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	IA Stories	Enrich	Iowa Infra-	Gates	
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	2000	Iowa	structure	Foundation	Total
Available Balance @ 6/30/05 *	12,049.37	(96.85)	0.00	(553.26)	314.06	2,320.04	718.07	4,225.00	3,263.15	1,407.60	0.00	22,126.87	32,225.39	153.32	78,152.76
YTD Interest Revenue	268.54														268.54
YTD Donations/Grants	729.67														729.67
YTD Expenses	(269.91)	(2,440.39)	0.00	(566.45)	0.00	96.00	0.00	0.00	(95.28)	0.00	0.00	0.00	0.00	0.00	(3,276.03)
Transfers between programs															0.00
Encumbrances	0.00	(2,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(22,000.00)	0.00	0.00	(24,000.00)
<b>Current Available Balance</b>	<b>12,777.67</b>	<b>(4,537.24)</b>	<b>0.00</b>	<b>(1,119.71)</b>	<b>314.06</b>	<b>2,416.04</b>	<b>718.07</b>	<b>4,225.00</b>	<b>3,167.87</b>	<b>1,407.60</b>	<b>0.00</b>	<b>126.87</b>	<b>32,225.39</b>	<b>153.32</b>	<b>51,874.94</b>
Expense Detail:															
Other Non-City Services									95.28						95.28
Special Project Supplies		1,900.00													1,900.00
Youth Collection						(96.00)									(96.00)
Adult Reference				110.00											110.00
Audio-Visual				266.76											266.76
Adult Collection	269.91	540.39		189.69											999.99
<b>Total Expenses</b>	<b>269.91</b>	<b>2,440.39</b>	<b>0.00</b>	<b>566.45</b>	<b>0.00</b>	<b>(96.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>95.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,276.03</b>
Encumbrance Detail:															
Project Smyles		2,000.00										22,000.00			24,000.00
<b>Total Encumbrances</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>

\* Beginning balance includes available balance at 6/30/05 plus outstanding encumbrances

## **MONTHLY REPORT August 2005**

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

### **INTERIM CO-DIRECTOR ACTIVITIES**

#### **Foundation**

The search for a new Development Director has been delayed pending the resolution of an unemployment claim. Preliminary plans are underway to hire a temporary employee to do some work with the Foundation database in preparation of a campaign letter. A committee has been appointed to develop policies for the Foundation, including an investment policy.

#### **Media and Community Relations**

Jeff Raasch was introduced at the City Department Heads meeting as the new city reporter for the Tribune. We will schedule an orientation meeting with him soon.

### **VOLUNTEERS**

The summer youth volunteer program ended with a fantastic party at Brookside Park on August 2<sup>nd</sup>. Kate Pickett did a fabulous job as supervisor of the program. She will present an overview of the program at the Board meeting.

Kate wrote an excellent Library Notes column about teen volunteers at APL. She was also featured on the front page of the City Slickers city employee newsletter.

Sarah Bohlke has made significant progress on developing volunteer position descriptions and has finished a draft of an orientation packet for new volunteers. We were sad to say good bye to long time volunteers Dorothy Fyfe, Jim Fyfe and Don Roberts.

Sarah has been experimenting with matching volunteers with participants in the fine alternative program to give credit for "reading off" fines. This has proven to be popular with all parties involved.

You are all invited to participate in the first APL Spring Cleaning on Saturday, August 20th from 8:00 a.m.- 11:00 a.m. Some jobs include cleaning the window blinds; vacuuming the nooks, crannies, and bins in circulation; and dusting requiring ladders.

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

A Unique Team (Val Donnell, Joyce Fisher, Mark Harris and I) has been formed to prepare for the implementation of Unique Management collection service.

I have been working with various City staff members on upcoming projects. The Downtown Catalyst Project Charette will be held at APL September 19 through 23. APL is participating in the Welcome to Ames event for ISU students at Fire Station 2 on August 25 and 26.

## **PROJECT SMYLES:**

Kay has received informal notification that Project Smyles is the recipient of a Target Community Grant! I hope to have details for you at the Board meeting.

The duplicate Smyles costume has been ordered. Progress has been made on finalizing the design of the plush toy. We are consulting with John Klass, City Attorney regarding the development of contracts related to the publication of Dog Tales the Adventure of Smyles.

Jillian Duggan has completed an APL logo that incorporates Smyles (it's adorable).

## **PROGRAMS:**

The summer series of programs for children and families was barely over when we launched into planning an ambitious line-up for fall. Mary Cameron facilitated an initial planning meeting that sparked ideas for changes and additions to program offerings. Anastasia Tuckness (this summer's Bookmobile "story time lady") will be assuming regular programming duties at the Main Library as well as the Bookmobile.

I have been working with a variety of community groups to finalize adult programs for this fall. We will be offering a diverse array of programs.

The Bookmobile has been on hiatus for annual maintenance, but is still being spotted at community events such as the Tune into Main Street and the University Village Welcome Back Fair. The regular schedule will resume on August 22. The Bookmobile will be featured at the Douglas Block Party on August 27 and Blue Sky Day on September 28.

While the Bookends Not at the Bandshell concert series was successful, we did see a drop in attendance. The Bandshell renovation is actually a bit ahead of schedule, so we should be able to return to that venue next summer.

Be sure to check Page One for upcoming programs!

## **MEETINGS:**

I attended meetings of the Outreach Staff, Circulation Staff, APL Management Team, Inkspots, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Teen Space Committee, Project Smyles committee, Bookends Not at the Bandshell Planning Team, T.A.G. (Teen Advisory Group), APL Children and Family Programming Team, Alliance for Global Justice Teach-in committee, ISU Center collaboration planning, Outreach planning sessions, APLF policies committee, APL Board gifts policies committee, City Department Heads, Administration Staff, the Douglas Block Party planning committee, and the APL Board.

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

This is my first interim co-director report. I will try to highlight issues to consider for the upcoming board meeting as well as describe what's been going on in the last month.

### **Policy Review**

**Gifts** – Karlene and Dave will talk with you at the meeting about the new version of the "Gifts" policy that the Board committee is recommending. It is a much shorter document that eliminates the procedures from the policy. The procedures are being sent by the committee back to the staff for review. This review also includes a revised version of the "Deed of Gift" form. The Policy Committee will review these at their September meeting.

**Displays/Exhibits** – The Policy Committee is recommending a few cosmetic changes to this policy. We are changing the name and references throughout the policy from displays to exhibit spaces. This is a better term for what is available for the public to use in our building. We also moved the "Citizen Concerns" section to the end of the policy so that you read through the policy before knowing how to express a concern or complaint. And we updated the reference to the ALA document at the end of the policy.

**Meeting Rooms** – To inform customers, because it can conflict with meeting room reservations, we added a statement about APL being a polling place. Again we moved "Citizens Concerns" to the end of the policy and updated the ALA documents reference.

**Programs** – This policy was new last year and seems to be working well. We are not recommending any changes except to update the ALA document reference.

### **Building Progress**

Before I went away for a few days vacation, I contacted City Attorney, John Klaus, regarding the status of the property acquisition. Here is his message to me on August 2<sup>nd</sup>. "Yesterday I spoke with Bob Davis of Hertz Appraisal service on when the appraisal of value would be completed. He said I would have it before the week was out. Then I will prepare a letter to the owners stating a finding that the just compensation for the property is the amount of the appraisal and sending a copy of the appraisal, and saying that we will contact them after ten days to negotiate purchase. Bob Davis and I did all we could to get the owners to accompany that appraiser on an inspection, but they did not answer phone calls and letters, as usual. The owners only respond to the finance department on utility issues. It is expected that our efforts at good faith negotiation will be ignored. If so, after we have exhausted efforts in that regard, we commence eminent domain proceedings. Since I have no reliable information as to the dominies of the owners, we will probably have to go through a month long process for publication of notice. Our goal is to have the acquisition completed before December 31. We will also look into engaging a professional process server and/or investigator in the Los Angeles area to make every effort to give "personal service" of the legally required communications and notices." In your packet is a letter developed by John that

Lynne signed after the appraisal was received. We are officially offering that amount for purchase of the property.

### **Building Maintenance**

The workers have finished the replacement of the pavers in the entrance to the Library. We still have more work to do because those sections of brick are getting old and brittle. The cost of replacing of all the pavers in the front is in the Capitol Improvement Plan for this year. Scott Dermont, who is our "building" guy, is working with our building consultant, John Haila, to get an estimate for this work. I would like to get it done this fall instead of waiting until late spring and run the risk of the money not being spent in the year it was intended. John is also working on updating and extending our building maintenance plan which is at the end of a five-year cycle.

### **Organizational Priorities**

Included in your packet is the new FY2005/06 Organizational Priorities spreadsheet. The Management Team has reviewed and updated these priorities—bringing over projects from last year that have not been completed as well as listing new priorities such as the director search. Please take a look at them and see if they meet your expectations for what we should be working on over the next few months. I will review them at the Board meeting.

### **Director Search**

Margaret will give an update at the meeting but things are going very well in the director search process. The primary advertising documents have been developed, been approved by the committee and the City of Ames Human Resources manager looked them over as well. We met our original goal of having the job announcements out by August 15<sup>th</sup>. I am in the process of sending out letters to library professionals that we have identified as possible candidates or who may know of others interested in the position. The deadline for applications is September 15<sup>th</sup> and all of the materials are available through the Library's website.

### **Activities**

I chaired the Policy Group meeting where we discussed the "Conduct in the Library" policy for next month's Board review. We are skipping "Materials Selection" which is on the calendar for September because it is undergoing a major re-write by the Collection Managers Team. We are making progress. Each of us wrote sections of the document and Marianne put them together for a first draft that committee members are now reviewing. Our goal is to have a final draft to you for the November board meeting.

I facilitated the Books @ Noon meeting on July 20<sup>th</sup>. Karlene and I led the discussion of "Girls Night In" on July 25<sup>th</sup> with members of the Chick Lit book group. The group is growing with new members attending every month. Next month we gave everyone a choice. They may read either "The Jane Austen Book Club" or "Mr. Darcy's Daughters."

I attended the Central Iowa Library Service Area board meeting in Boone. We discussed the budget plan for next year. The State has a very unique zero-based budgeting process. The service areas are applying to the education budget team with a proposal to increase early literacy.

The Public Services workgroup continues to plug away at our plan of service workplan. It is going slowly because we take the time to add and delete items to hopefully reflect what we are currently doing as what we want to achieve. Now that we have our new fax machine at the Information Desk, Scott Dermont will reconvene the subcommittee and work through the final details of bringing up the service for the public. Our goal is to be ready the week after Labor Day.

I wrote my regular column for "Page One" and worked with my volunteer to produce last month's "New Arrivals" list.

I received word from DMAACC that they have hired a new literacy coordinator for Story County. The coordinator works out of Ames Public Library and does all the intake and registration for students, administers tests, recruits tutors and students, and matches them for one-on-one instruction. The new coordinator's name is Melinda Thach. I was able to talk with Melinda during her interview in late June. She has a public relations background and she has been a literacy tutor for several years. Melinda lives in Ames and has a baby daughter. She began her duties last week. Her office is at the back of the staff offices off the computer lab (the former typewriter room). I am meeting with her next week to answer questions and tour the library.

I attended a half-day workshop here at APL with Jerri and the rest of the Youth staff. The morning focused on the future of children and family services and featured a preview of Jerri's plans for fall programming. The workshop was facilitated by Mary Cameron from the State Library.

Coordinator's Monthly Report  
August 2005

Marianne Malinowski  
Adult Collection Manager  
Collections Workgroup

**COLLECTIONS WORKGROUP:**

The adult selectors met on July 21<sup>st</sup>. We discussed a variety of topics. We are currently weeding the collections – the fall book sale is our deadline for this first phase of the weeding process.

We talked about using genre labels on juvenile materials (mystery, science fiction, etc.) – we would like to have as much consistency between the adult and juvenile collections as possible.

Jerri posed the possibility of adding computer games as a new collection but the group decided against it. The games are played on a variety of players, which would make it a very expensive undertaking for the Library to try to provide games for a number of devices. There has been some interest from patrons for computer games but it hasn't been overwhelming.

**COLLECTION MANAGEMENT TEAM:**

We have a first draft of a collection development policy. We're meeting every other week to work on the policy and we have a goal of presenting it to the Board at the November meeting. We are also preparing a private funding request for collections for this fiscal year. We want to prioritize our requests and present them to the management team by the end of August.

**PROFESSIONAL DEVELOPMENT:**

City of Ames Employee Care Fund meeting: I attended my first meeting as a new member of this group on July 21<sup>st</sup>. The purpose of the group is to help peers through difficult financial periods caused by extended illnesses and/or other similar circumstances. They are current working on plans for a promotion at the Employee Health Fair in November.

I attended a quarterly meeting of the Iowa OCLC Users Group at UNI in Cedar Falls on August 12<sup>th</sup>. We reviewed the evaluation forms from our spring conference and started the planning process for our next conference, which will be held in May of 2006.

I "attended" a virtual conference on the topic of audiobooks and Google Print. Google is digitizing hundreds of thousands of books, often with the cooperation of publishers – but not always. Google puts these titles into their digital archive and promotes them as searchable. Depending on the cooperation of the publisher, different amounts of content is available to the public. Google Print is only the beginning. On the way are plenty of other efforts that promise to unlock scores of titles for readers – and to stoke fears of loss of income among publishers, not to mention authors. Yahoo may be next. As technology makes book searching easier and consumers become used to getting what they want for free, a clash between publishers and other forces is probably unavoidable.

**Youth Services Monthly Report**  
**August 2005**  
**Jerri Heid**

“Move and rearrange” seems to be the theme for this month’s report. If you have not visited the youth services area recently, you might want to come in and check-out the youth services space and physical layout. We have repositioned the youth services desk in front of the east windows. There is now direct line of sight between the Public Services desk and the Youth desk and direct eye contact with the patron. The bookshelves in this area were moved to the area where the desk and toys were located. We eliminated a couple of the study carrels where the children’s game computer stations were and placed them beside the PAC stations. This is a temporary move until funding is approved for child friendly computer table stations. The phone is also temporarily wired until the City can run the line.

For better collection promotion and access, the placement of reference and new arrivals collections were also swapped. During the move, we decided to pull out the series books that have been re-cataloged and place them in the “Series Collection” area. The series books that have not been re-cataloged are still shelved as they have been. Magazines, large print, juvenile fiction, and non-fiction collections will also be shifted as weeding and time permit.

The comments about the change from both staff and the public have been very positive. There is, of course, some tweaking to be done, but in my opinion, that will be an ongoing task as our patrons and programs come and go and flow changes.

In addition, the Teen Space area location has been changed from the southeast corner of the Library to the Mezzanine. The Teen space committee completed the work plan. They are meeting weekly so we can have a “move in” date of December.

The (Teen Advisory Group) TAG group has also been making wonderful recommendations for the furnishings, collection and programs. They have decided to host one teen-related event each month. The kick-off event is a Rock the Library costume party in October. “Read the Book, Let’s see the Movie Night” will be held in November and a mystery party in December. During last week’s meeting they shared magazine suggestions for the collection and gave their opinions on various furnishings.

Fall programming has been set. A new program for the adult and prewalker child will be offered Tuesday and Wednesdays each week. Baby Talk will take on a new look. The program will be offered daily with alternate weeks where music will be the focus one week and the traditional program offered the other week. This program will also be offered on Thursday evenings at 6:30. Storytimes for 3-6 year olds will be offered at least once a day, mornings or afternoons. Family Storytime will be held each Thursday evening as well. These programs are for the entire family, where those who tire of the program may come and go. Special programming will be offered throughout the year in cooperation with ISU and also featuring the Bookmobile.

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

### **August 2005**

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

With Gina's departure, I have spent time with Lynne working on plans for finishing projects that are on my list, parceling some of my duties to others, and discussing the future of the Library's use of technology as it relates to our mission. The most pressing item on my list is the switch over from McLeod to Qwest internet service. This project started in June with Gina and me meeting with a representative from CPI Communications, a broker for telecom services. As our contract with McLeod was coming to an end this September, and given the uncertain state of that company, and the price of the current product mix, Gina decided to move our services to Qwest starting in September. We will be getting double the internet bandwidth, more IP numbers, a stable company, and administrative/reporting capabilities for a little more than we are current paying. We will see telecom savings in the near future when the bookmobile goes completely cellular for its network connection.

My biggest bottleneck on finishing the thin client project, beside the number of hours in a work week, has been creating a quality internet browser experience at the PAC station for the patron while restricting the sites the patron can access. I am evaluating a product that will reside on a Terminal Server and create the experience we want. It looks promising.

Not so promising is the color, laser copier/printer that resides in the lab, which was originally placed to service patrons and staff for color copying/printing needs. A little over a year ago, I turned off the option for patron printing as it was not reliable, and when it was used, required staff intervention and frequent calls to me to provide support. I just didn't have the time. Now, the machine has become unreliable for even staff to use. Apparently, we can't get out of the lease, or replace this model with one that is more modern, reliable and patron friendly. I have been researching color laser printers with the idea of replacing this leased model with one of our own. Since we generate substantial cash flow from patron printing in the lab, and would create even more with the more expensive color printing, the time is right to implement this option. The printing income from patrons would recoup the printer and supply costs in about 6 – 8 months. The purchase of the printer would come from previously approved private funds. The copying function can be performed with an inexpensive scanner attached to a computer print server.

Finally, I will be attending two area Dynix user meetings this month. One is in Rochester, MN, and the other is in Topeka, KS. The focus will be on the recent merger of Sirsi and Dynix into a single company, SirsiDynix, and how that will affect development of the Horizon/HIP product line. The other major topic will be on the recent release of the Horizon 7.4 and HIP 4.1 and issues relating to upgrading to these versions.

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

**Coming Up:**

- Todd Parr promotion
- Book Sale signs, ads, flyers, etc.
- Rock the Library
- Harry Potter movie release promotion

**Current Projects:**

- September Page One
- September flyers and promotional materials
- October Page One
- Annual Report
- New APL letterhead
- Template for volunteer newsletter
- Bookmobile back to school promotional materials
- City of Ames Welcome ISU Students event
- Douglas Avenue Block Party
- Smyles and outreach to daycares

**Recently Completed:**

- August event flyers and media releases
- Smyles logo
- Daily Welcome Back edition ad
- August Page One
- August Page One online
- August Christie Vilsack book club flyers
- Ames Public Library hi-liters
- Friends Book Sale listing on national book sales website

**Meetings:**

- Main Street Cultural District
- MSCD Promotion Committee
- Welcome to Ames Planning
- Douglas Avenue Planning
- APL Policy meeting
- APL Admin Team meetings
- APL Display Team

**Exhibit Spaces Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 18, 2005**

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

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

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

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

Date \_\_\_\_\_

Deleted: Display/

## Policy

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

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## Content

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

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## Charges and Fees

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

Deleted: Concerns¶

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<#>Concerns, questions or complaints about displays or exhibits are handled according to the same written policy and procedures which govern reconsiderations of other library resources. Citizen concerns will be dealt with promptly and courteously. The Library's Community Relations Specialist will first discuss the concern with the individual or group. If the individual or group wishes, they will be referred to the Director. After discussion with the Director, if an individual or group is still concerned they may submit a "Statement of Concern about Library Resources" form to the Library Board of Trustees. These written concerns will be brought before the Board for its review at a regular meeting. At the meeting the individual or group may present their written comments and the staff will present a written response. The Trustees will make a final ruling on the matter. A final written response will be provided to the individual or group.¶

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## Scheduling and Liability

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

## Citizen Concerns

- Citizen concerns will be dealt with promptly and courteously.

## Expressions of Concern:

- The Library's Community Relations Specialist will first discuss the program(s) with the concerned individual or group.
- After discussion with the Community Relations Specialist, if the individual or group wishes, they may discuss their concerns with the Library Director.

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

- After discussion with the Library Director, if an individual or group is still concerned they may submit an official complaint to the Library Board of Trustees using the "Statement of Concern about Library Resources" form.

**Formal Complaint Process:**

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

- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
- The Library Director presents a staff response.
- The Library Board of Trustees will make a final ruling on the concern.
- A written response will be sent to the individual or group.
  
- For some children's programs, the nature of a program may require limiting attendance based on age.
  
- Programs designed for a general audience have no age restrictions. In the case of film programs the Motion Picture Association of America ratings are provided for information only.

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

**Subject: ALA Exhibit Spaces and Bulletin Boards**

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

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

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

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

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

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

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

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

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

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

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

**Meeting Rooms Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 18, 2005**

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

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

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

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

Date \_\_\_\_\_

## Ames Public Library Policy

Section: Library Resources

Subject: Meeting Rooms

## Board

Approved: 8/96

Reviewed: 2/03, 8/05

Revised: 3/04

### Policy

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

### Content:

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

### Charges and Fees:

- There is no charge for the use of meeting rooms.
- Groups and individuals may not sell merchandise, solicit for later sales contacts or placement of orders, nor charge admission fees or tuition. There are two exceptions:
  - Events sponsored by the Ames Public Library, the City of Ames, Friends of the Ames Public Library or the Ames Public Library Foundation are exempt from the above restrictions;
  - If groups offer materials in connection with study groups, conferences and similar events, they may accept donations to cover the cost of materials.

### Scheduling:

- Ames Public Library is designated as a polling place. Elections may take priority over the scheduling of meetings for other individuals or groups.

Deleted: Concerns:

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<#>Concerns, questions or complaints about meeting rooms are handled according to the same written policy and procedures which govern reconsiderations of other library resources. Citizen concerns will be dealt with promptly and courteously. The Community Relations Specialist will first discuss the concern with the individual or group. If the individual or group wishes, they will be referred to the Director. After discussion with the Director, if an individual or group is still concerned they may submit a "Statement of Concern about Library Resources" form to the Library Board of Trustees. These written concerns will be brought before the Board for its review at a regular meeting. At the meeting the individual or group may present their written comments and the staff will present a written response. The Trustees will make a final ruling on the matter. A final written response will be provided to the individual or group.¶

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

Deleted: ALA and Other

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

### **Conduct and Liability:**

- The Library's policy on Conduct in the Library applies to use of the meeting rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising out of use of these facilities.

### **Citizen Concerns**

- Citizen concerns will be dealt with promptly and courteously.

### **Expressions of Concern:**

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

### **Formal Complaint Process:**

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

- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
- The Library Director presents a staff response.
- The Library Board of Trustees will make a final ruling on the concern.
- A written response will be sent to the individual or group.
  
- For some children's programs, the nature of a program may require limiting attendance based on age.
  
- Programs designed for a general audience have no age restrictions. In the case of film programs the Motion Picture Association of America ratings are provided for information only.

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

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

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

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

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

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

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

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

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

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

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Adopted July 2, 1991, by the ALA Council.

**Programs Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 18, 2005**

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

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

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

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

Date \_\_\_\_\_

**Ames Public Library Policy****Section: Library Resources****Subject: Programs****Board****Approved: 6/04****Reviewed: 8/05****Revised:****Policy**

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

**Definition**

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

**Responsibility for Programming**

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

## Content

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

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

## Charges and Fees

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

## Attendance

- Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the nature of a program requires it, attendance may be limited. When limits must be enforced, attendance will be determined on a first-come, first-served basis or by pre-registration. All of the Library's public meeting rooms have a posted capacity as determined by the Ames Fire Department.

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<sup>1</sup> “Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights” (American Library Association). The full text of this document is included in [Ames Public Library Guidance Documents](#) section of this Policy Manual.

Deleted: the ALA and Related Documents

## **Citizen Concerns**

- Citizen concerns will be dealt with promptly and courteously.

### **Expressions of Concern:**

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

### **Formal Complaint Process:**

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

- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
- The Library Director presents a staff response.
- The Library Board of Trustees will make a final ruling on the concern.
- A written response will be sent to the individual or group.
  
- For some children's programs, the nature of a program may require limiting attendance based on age.
  
- Programs designed for a general audience have no age restrictions. In the case of film programs the Motion Picture Association of America ratings are provided for information only.

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

**Subject: ALA Library-Initiated Programs  
as a Resource**

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

**Library-Initiated Programs as a Resource**  
**An Interpretation of the *Library Bill of Rights***

Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education, and recreation. Article I of the *Library Bill of Rights* states: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves."

Library-initiated programs take advantage of library staff expertise, collections, services and facilities to increase access to information and information resources. Library-initiated programs introduce users and potential users to the resources of the library and to the library's primary function as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its own effort to address information needs and to facilitate information access in the community the library serves.

Library-initiated programs on site and in other locations include, but are not limited to, speeches, community forums, discussion groups, demonstrations, displays, and live or media presentations.

Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those for whom English is a second language. Library-initiated programs that cross language and cultural barriers introduce otherwise underserved populations to the resources of the library and provide access to information.

Library-initiated programs "should not be proscribed or removed [or canceled] because of partisan or doctrinal disapproval" of the contents of the program or the views expressed by the participants, as stated in Article II of the *Library Bill of Rights*. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of material for the library collection constitutes an endorsement of the contents of the material or the views of its creator.

Library-initiated programs are a library resource, and, as such, are developed in accordance with written guidelines, as approved and adopted by the library's policy-making body. These guidelines should include an endorsement of the *Library Bill of Rights* and set forth the library's commitment to free and open access to information and ideas for all users.

Library staff select topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library-initiated programs because of possible controversy. Concerns, questions or complaints about library-initiated programs are handled according to the same written policy and procedures that govern reconsiderations of other library resources.

Library-initiated programs are offered free of charge and are open to all. Article V of the *Library Bill of Rights* states: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

The "right to use a library" encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries do not deny or abridge access to library resources, including library-initiated programs, based on an individual's economic background or ability to pay.

## **Gifts Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 18, 2005**

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

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

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

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

Date \_\_\_\_\_

**Ames Public Library Policy**  
**Section: Administration**  
**Subject: Gifts**

**Board**  
**Reviewed: 4/03, 8/05**  
**Approved: 12/96**  
**Revised: 8/00**

## **Authority**

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The Ames Municipal Code, paragraphs (8) and (9) of Section 15.7, provide that "The Board of Library Trustees has and exercises the following powers:

- To have exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift, or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the Board of Trustees.
- To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said such gifts for the improvement of said library."

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## **Policy**

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The Ames Public Library welcomes gifts of new and used books, audio & video recordings, and similar materials. Items will be added to the collection in accordance with the Collections Policy of the Library. Once donated, items become the property of Ames Public Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the Library will not accept any item that is not an outright gift. The Library also reserves the right to decide when a gift added to the collection must be withdrawn.

The Library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of all gifts, including cash, will be determined by the Library Board based on their suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the gift, and the Library's ability to meet the requirements associated with the donation. The Library reserves the right to refuse or reject any gift.

**Deleted:** The Board of Trustees and staff of the Ames Public Library encourage the private support of the Library's program of service to the community through the gift of money, real property, personal property, mixed property, devices, bequests, and trust funds. *These gifts allow the Library to undertake or expand services for the benefit of the public that would not otherwise be possible.* The library is responsible for seeing that gifts are properly accounted for and utilized. *Gifts are accepted to enhance public library service and are not intended to replace municipal or contractual support.*¶

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**Conditions**¶

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The Library's acceptance of a gift does not guarantee its retention as Library property in perpetuity. As the Library's needs change, as gifts intended for use are used and become worn or outmoded, and as the public's interests and needs change, the Trustees may find it in the public interest to alter or convert a gift from its original intent. This possibility must be acknowledged; however, the Board will not take this act lightly or exercise it frequently. Trust funds may be diverted from their original purpose only in the instance of a capital emergency.¶

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**Gift Procedures**¶

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All non-book gifts to the library shall be received by the Director who shall report such gifts to the Board of Trustees at the next regular meeting and acknowledge all gifts in writing. The Director's Report shall include the source of the gift, the gift's amount or nature, and any conditions associated with the gift. All non-book gifts shall be accepted by the Board of Trustees upon the majority vote of those Trustees present.¶

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The Board's resolution of acceptance shall include any conditions deemed acceptable.¶

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The Library does not provide appraisals of gifts. Donors are responsible for determining the value of their gifts and for providing a quantitative count of library materials if a count is desired in the acknowledgement.¶

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All gifts of money shall be invested in accordance with the City of Ames Investment Policies and Procedures as adopted by the Board of Trustees in December, 1999. Any revenues realized through investment by the Library (... [1])

The Board of Trustees and staff of the Ames Public Library encourage the private support of the Library's program of service to the community through the gift of money, real property, personal property, mixed property, devices, bequests, and trust funds. *These gifts allow the Library to undertake or expand services for the benefit of the public that would not otherwise be possible.* The library is responsible for seeing that gifts are properly accounted for and utilized. *Gifts are accepted to enhance public library service and are not intended to replace municipal or contractual support.*

### **Conditions**

The Library's acceptance of a gift does not guarantee its retention as Library property in perpetuity. As the Library's needs change, as gifts intended for use are used and become worn or outmoded, and as the public's interests and needs change, the Trustees may find it in the public interest to alter or convert a gift from its original intent. This possibility must be acknowledged; however, the Board will not take this act lightly or exercise it frequently. Trust funds may be diverted from their original purpose only in the instance of a capital emergency.

### Gift Procedures

All non-book gifts to the library shall be received by the Director who shall report such gifts to the Board of Trustees at the next regular meeting and acknowledge all gifts in writing. The Director's Report shall include the source of the gift, the gift's amount or nature, and any conditions associated with the gift. All non-book gifts shall be accepted by the Board of Trustees upon the majority vote of those Trustees present.

The Board's resolution of acceptance shall include any conditions deemed acceptable.

The Library does not provide appraisals of gifts. Donors are responsible for determining the value of their gifts and for providing a quantitative count of library materials if a count is desired in the acknowledgement.

All gifts of money shall be invested in accordance with the City of Ames Investment Policies and Procedures as adopted by the Board of Trustees in December, 1999. Any revenues realized through investment by the Library shall be credited to the proper Library Trust and Agency donation accounts. All expenditures of gift money shall be approved by the Board.

Unassigned gifts may be accumulated for general or specific application.

The Library Trustees and administrative staff are jointly responsible in seeking out gifts to enhance library services.

Plaques or other permanent, public recognition of a gift may be utilized at the library's discretion. Whenever possible the cost of such a memorial will be included as part of the gift. The Library is solely responsible for determining the requirement for, and nature of, such signage.

### Specific Gifts

**Art.** On July 18, 1985, the Library Board's Arts Advisory Committee was established -- with separate guidelines and procedures -- for the acceptance of gifts of art by the Board.

**Library Materials and Equipment.** Gifts of library materials and equipment will be accepted by the Library with the explicit understanding that they may or may not be added to the collection. Decisions to

add materials will be based on the Library's criteria for selection and the library's need for copies of the title in the collection.

**Memorial Gifts for Library Materials.** Monetary gifts may be unrestricted or designated as memorials or tributes to honor a friend or relative. Donors of funds may suggest specific furniture, equipment, or art work, as well as subjects or titles of collection materials to be acquired with their donation. However; the Library reserves the right of final selection in order to meet either the space, utilization, and design criteria of the building or the criteria of the Collection Management Policy.

**Sustaining Gifts.** Gifts of money may be accepted to create a trust fund, using the interest to purchase library materials or to provide library services.

Trust funds may be invested by the library and the interest deposited with the City in a Trust and Agency revenue account created specifically for each gift. A separate Trust and Agency expenditure account will also be created to track the sustaining gift's activity.

Trust funds may also be directly deposited with the City and a Trust and Agency revenue account created specifically for each sustaining gift. These trust funds shall be invested by the City Treasurer and the resulting interest shall be deposited in a separate Trust and Agency account. A separate Trust and Agency expenditure account will also be created to track the sustaining gift's activity.

**Personal Property.** Gifts of personal property may be received and accepted. Items other than library materials which are of historic value, and are not intended for use of, or loan to, the public are museum objects. Generally these items are not sought, received, or accepted.

**Subscriptions.** Gifts of subscriptions pose unique considerations. Because there is a considerable overhead associated with the management of subscriptions and a need for strict bibliographic control, a three-year minimum subscription is required for a gift. All gift subscriptions must comply with the Library's selection policy.

**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	salary savings	Board President	
		Review description and develop job ad		Jul-05	completed	salary savings	Search Committee	
		Date advertisements appear		8/15/2005	completed	salary savings	Search Committee	
		Deadline for applications		9/15/2005		salary savings	Search Committee	
		Time period for interviews		Oct-05		salary savings	Search Committee	
		Board decision and job offer		Dec-05		salary savings	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			Fall 2005			Management Team
		Present to the Board of Trustees			Jan-06			Management Team
incorporate into organizational priorities				ongoing		Management Team		
Begin the analysis of the use of hourly staff						Management Team		
Support for technology	investigate contract labor or staffing					Management Team		
<b>Collection Management</b>	Invite Roy Kenagy back to work with us on data collection/analysis	When Horizon stats available	utilize SQL	Nov-05			Scott	
	Pursue retrieval of long overdue materials and fines	contract with Unique Management to implement collection procedures					Lynne & Circ Team	
		implement contract					Lynne & Circ Team	
<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	

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

Goals	Priority	Action	Subaction	Timeframe	Status	Resources	Who is Responsible
<b>Technology Management</b>	Microsoft Office Development	Implement SharePoint	calendarng blogs training				Mark
	Development and Stabilization of Horizon	Implement Web Reporter and Remote Patron Authentication		ongoing			Mark
	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					Mark
			Wireless	Facility			Mark
				Bookmobile		testing for special events	
			Public Access				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	audit		12/31/2005			Jillian
	Virtual Reference/Tutor.com				suspended		
	Enhance Services to Teens	Teen Space					YAC and TAG
		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		YAC and TAG
Daycares	Project Smyles	present funding proposal to Board			Board approved funding	Lynne, Kay, Jerri, and Jillian	

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

Goals	Priority	Action	Subaction	Timeframe	Status	Resources	Who is Responsible		
<b>Alternative Funding &amp; Revenue</b>	FY 05-06 Alternative Funding Plan	Develop Plan	present to Board, Friends & Foundation	9/2005 Board meeting			Management Team		
	Friends	present requirements for funding		October-05			Dawn		
	Foundation	Recruit & hire Development Director	Database clean-up	Hire contract work	August-05			Lynne and Patti	
			Annual Campaign						
			present requirements for funding		October-05			Lynne	
			Investigate becoming passport acceptance agency		suspend				
	Other	Investigate offering notary public services			ongoing			Management Team/Public Services Work group	
			Implement offering fax services to public		ongoing			Management Team/Public Services Work group	
			Collections Management	Get Board approval			Board approved 90-day trial		Lynne
				execute contract					Lynne
<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 competence and confidence in use of technology	provide training	investigate training sources			Trustee Endowment	Mark & Management Team		
	Staff reclassification	Submit position for consideration for reclassification	Review Computer Specialist position	8/1/2005	Sent to HR for review		Lynne/Jill		

August 12, 2005

Tzy-Kang Hu and Y-Na Pu  
4921 Glickman Avenue  
PO Box 223  
Temple City, CA 91780

RE: Acquisition of 215 Fifth Street, Ames, Iowa

Dear Property Owners:

The Ames City Council has resolved that the City proceed with the acquisition of the land and building at 215 Fifth Street, Ames, Iowa, described as:

“The west 50 feet of Lots 4 and 5, Block 8, Original Town of Ames, Iowa”

for improvement of the Ames Public Library.

Enclosed is an appraisal of that property performed by Hertz Appraisal Service. On the basis of that appraisal, the City determines that just compensation for the acquisition is \$150,000.00, and the City does hereby offer to purchase the property for that amount. After ten days from the mailing of this letter, the City will contact you for the purpose of conducting good faith negotiations for the purchase of the property.

Sincerely,

Lynne Carey  
Interim Co-Director  
515-239-5640  
[lcarey@amespubliclibrary.org](mailto:lcarey@amespubliclibrary.org)

Enclosure

**Circulation Monthly Stats  
July 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	34,336	35,485	69,821	31,406	14,945	46,351	131	107,581	8,722	116,303
One Year Ago	34,243	34,505	68,748	31,141	13,263	44,404	6	102,111	11,047	113,158
<b>Difference</b>	93	980	1,073	265	1,682	1,947		5,470	(2,325)	3,145
<b>% Change</b>	0.3%	2.8%	1.6%	0.9%	12.7%	4.4%		5.4%	-21.0%	2.8%
<b>Year to Date</b>										
Current Year	34,336	35,485	69,821	31,406	14,945	46,351	131	107,581	8,722	116,303
One Year Ago	34,243	34,505	68,748	31,141	13,263	44,404	6	102,111	11,047	113,158
<b>Difference</b>	93	980	1,073	265	1,682	1,947		5,470	(2,325)	3,145
<b>% Change</b>	0.3%	2.8%	1.6%	0.9%	12.7%	4.4%		5.4%	-21.0%	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	6,063	2,168	13,815	22,046	19.0%			93,094	80.0%	
One Year Ago	6,673	2,186	13,321	15,057	13.3%			89,701	79.3%	
<b>Difference</b>	(610)	(18)	494	6,989				3,393		
<b>% Change</b>	-9.1%	-0.8%	3.7%	46.4%				3.8%		
<b>Year to Date</b>										
Current Year	6,063	2,168	13,815	22,046	19.0%			85,425	73.5%	
One Year Ago	6,673	2,186	13,321	22,180	19.6%			89,701	79.3%	
<b>Difference</b>	(610)	(18)	494	(134)				(4,276)		
<b>% Change</b>	-9.1%	-0.8%	3.7%	-0.6%				-4.8%		

### Main Stats FY05/06

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	8,754	0	0	0	0	0	0	0	0	0	0	0	8,754
ADULT NON-FICTION	11,041	0	0	0	0	0	0	0	0	0	0	0	11,041
ADULT GRAPHIC NOVELS	603	0	0	0	0	0	0	0	0	0	0	0	603
ADULT MANGA	958	0	0	0	0	0	0	0	0	0	0	0	958
ADULT ILL ITEMS	68	0	0	0	0	0	0	0	0	0	0	0	68
ADULT PAPERBACKS	1,392	0	0	0	0	0	0	0	0	0	0	0	1,392
LITERARY PERKS	60	0	0	0	0	0	0	0	0	0	0	0	60
NEW FICTION	4,757	0	0	0	0	0	0	0	0	0	0	0	4,757
NEW NON-FICTION	3,578	0	0	0	0	0	0	0	0	0	0	0	3,578
PERIODICALS	1,088	0	0	0	0	0	0	0	0	0	0	0	1,088
TRAVEL BAGS	75	0	0	0	0	0	0	0	0	0	0	0	75
<b>SUBTOTAL (PRINT)</b>	<b>32,374</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>0</b>	<b>32,374</b>
NEW MEDIA	234	0	0	0	0	0	0	0	0	0	0	0	234
MUSIC CDS	7,049	0	0	0	0	0	0	0	0	0	0	0	7,049
AUDIO BOOKS ON CD	3,328	0	0	0	0	0	0	0	0	0	0	0	3,328
AUDIO BOOKS ON TAPE	998	0	0	0	0	0	0	0	0	0	0	0	998
THEATRICAL VIDEOS	3,814	0	0	0	0	0	0	0	0	0	0	0	3,814
NON-THEATRICAL VIDEOS	924	0	0	0	0	0	0	0	0	0	0	0	924
THEATRICAL DVDS	14,403	0	0	0	0	0	0	0	0	0	0	0	14,403
NON-THEATRICAL DVDS	1,982	0	0	0	0	0	0	0	0	0	0	0	1,982
KITS	1,120	0	0	0	0	0	0	0	0	0	0	0	1,120
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SUBTOTAL (MEDIA)</b>	<b>33,852</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>0</b>	<b>33,852</b>
ADULT MISC.	131	0	0	0	0	0	0	0	0	0	0	0	131
<b>TOTAL (ADULT)</b>	<b>66,357</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>0</b>	<b>66,357</b>
BOARD BOOKS	2,766	0	0	0	0	0	0	0	0	0	0	0	2,766
EASY	7,868	0	0	0	0	0	0	0	0	0	0	0	7,868
EASY TO READ	2,606	0	0	0	0	0	0	0	0	0	0	0	2,606
JUVENILE NON FICTION	4,365	0	0	0	0	0	0	0	0	0	0	0	4,365
JUVENILE FICTION	6,118	0	0	0	0	0	0	0	0	0	0	0	6,118
JUVENILE FICTION SERIES	458	0	0	0	0	0	0	0	0	0	0	0	458
JUVENILE GRAPHIC NOVELS	45	0	0	0	0	0	0	0	0	0	0	0	45
PARENT AS TEACHER	18	0	0	0	0	0	0	0	0	0	0	0	18
JUVENILE LARGE PRINT	104	0	0	0	0	0	0	0	0	0	0	0	104
JUVENILE PERIODICALS	111	0	0	0	0	0	0	0	0	0	0	0	111
YOUNG ADULT PRINT	2,433	0	0	0	0	0	0	0	0	0	0	0	2,433
COMIC BOOKS	1	0	0	0	0	0	0	0	0	0	0	0	1
YOUNG ADULT GRAPHIC NOVELS	415	0	0	0	0	0	0	0	0	0	0	0	415
MANGA	684	0	0	0	0	0	0	0	0	0	0	0	684
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>27,992</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>0</b>	<b>27,992</b>
YOUTH DVDS	7,570	0	0	0	0	0	0	0	0	0	0	0	7,570
YOUTH VIDEOS	3,072	0	0	0	0	0	0	0	0	0	0	0	3,072
YOUTH KITS	869	0	0	0	0	0	0	0	0	0	0	0	869
YOUTH CDS	1,462	0	0	0	0	0	0	0	0	0	0	0	1,462
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	1	0	0	0	0	0	0	0	0	0	0	0	1
TOYS & PUPPETS	258	0	0	0	0	0	0	0	0	0	0	0	258
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>13,232</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>0</b>	<b>13,232</b>
<b>TOTAL YOUTH</b>	<b>41,224</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>0</b>	<b>41,224</b>
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>107,581</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>0</b>	<b>107,581</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	5,882	0	0	0	0	0	0	0	0	0	0	0	5,882
GILBERT	1,527	0	0	0	0	0	0	0	0	0	0	0	1,527
OPEN ACCESS	13,697	0	0	0	0	0	0	0	0	0	0	0	13,697
<b>Total Special Circulation</b>	<b>21,106</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>0</b>	<b>21,106</b>
<b>% Special Circulation</b>	<b>19.62%</b>												<b>19.62%</b>
AMES	85,425	0	0	0	0	0	0	0	0	0	0	0	85,425

**Bookmobile Stats**  
**FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	669	0	0	0	0	0	0	0	0	0	0	0	669
ADULT NON-FICTION	349	0	0	0	0	0	0	0	0	0	0	0	349
ADULT GRAPHIC NOVELS	15	0	0	0	0	0	0	0	0	0	0	0	15
ADULT MANGA	40	0	0	0	0	0	0	0	0	0	0	0	40
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	460	0	0	0	0	0	0	0	0	0	0	0	460
LITERARY PERKS	3	0	0	0	0	0	0	0	0	0	0	0	3
NEW FICTION	181	0	0	0	0	0	0	0	0	0	0	0	181
NEW NON-FICTION	159	0	0	0	0	0	0	0	0	0	0	0	159
PERIODICALS	84	0	0	0	0	0	0	0	0	0	0	0	84
TRAVEL BAGS	2	0	0	0	0	0	0	0	0	0	0	0	2
<b>SUBTOTAL (PRINT)</b>	<b>1,962</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>0</b>	<b>1,962</b>
NEW MEDIA	3	0	0	0	0	0	0	0	0	0	0	0	3
MUSIC CDS	202	0	0	0	0	0	0	0	0	0	0	0	202
AUDIO BOOKS ON CD	83	0	0	0	0	0	0	0	0	0	0	0	83
AUDIO BOOKS ON TAPE	76	0	0	0	0	0	0	0	0	0	0	0	76
THEATRICAL VIDEOS	251	0	0	0	0	0	0	0	0	0	0	0	251
NON-THEATRICAL VIDEOS	49	0	0	0	0	0	0	0	0	0	0	0	49
THEATRICAL DVDS	874	0	0	0	0	0	0	0	0	0	0	0	874
NON-THEATRICAL DVDS	50	0	0	0	0	0	0	0	0	0	0	0	50
KITS	45	0	0	0	0	0	0	0	0	0	0	0	45
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>SUBTOTAL (MEDIA)</b>	<b>1,633</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>0</b>	<b>1,633</b>
ADULT MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>TOTAL (ADULT)</b>	<b>3,595</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>0</b>	<b>3,595</b>
BOARD BOOKS	569	0	0	0	0	0	0	0	0	0	0	0	569
EASY	653	0	0	0	0	0	0	0	0	0	0	0	653
EASY TO READ	534	0	0	0	0	0	0	0	0	0	0	0	534
JUVENILE NON FICTION	523	0	0	0	0	0	0	0	0	0	0	0	523
JUVENILE FICTION	701	0	0	0	0	0	0	0	0	0	0	0	701
JUVENILE FICTION SERIES	100	0	0	0	0	0	0	0	0	0	0	0	100
JUVENILE GRAPHIC NOVELS	0	0	0	0	0	0	0	0	0	0	0	0	-
PARENT AS TEACHER	0	0	0	0	0	0	0	0	0	0	0	0	-
JUVENILE LARGE PRINT	8	0	0	0	0	0	0	0	0	0	0	0	8
JUVENILE PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUNG ADULT PRINT	219	0	0	0	0	0	0	0	0	0	0	0	219
COMIC BOOKS	4	0	0	0	0	0	0	0	0	0	0	0	4
YOUNG ADULT GRAPHIC NOVELS	24	0	0	0	0	0	0	0	0	0	0	0	24
MANGA	79	0	0	0	0	0	0	0	0	0	0	0	79
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>3,414</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>0</b>	<b>3,414</b>
YOUTH DVDS	859	0	0	0	0	0	0	0	0	0	0	0	859
YOUTH VIDEOS	589	0	0	0	0	0	0	0	0	0	0	0	589
YOUTH KITS	65	0	0	0	0	0	0	0	0	0	0	0	65
YOUTH CDS	138	0	0	0	0	0	0	0	0	0	0	0	138
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	0	0	0	0	0	0	0	0	0	0	0	0	-
TOYS & PUPPETS	62	0	0	0	0	0	0	0	0	0	0	0	62
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>1,713</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>0</b>	<b>1,713</b>
<b>TOTAL YOUTH</b>	<b>5,127</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>0</b>	<b>5,127</b>
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>GRAND TOTAL</b>	<b>8,722</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>0</b>	<b>8,722</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	181	0	0	0	0	0	0	0	0	0	0	0	181
GILBERT	641	0	0	0	0	0	0	0	0	0	0	0	641
OPEN ACCESS	118	0	0	0	0	0	0	0	0	0	0	0	118
<b>Total Special Circulation</b>	<b>940</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>0</b>	<b>940</b>
<b>% Special Circulation</b>	<b>10.78%</b>												<b>10.78%</b>
AMES	7,669	0	0	0	0	0	0	0	0	0	0	0	7,669

**Miscellaneous Stats  
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
<b>HOME DELIVERY</b>													
# of Patrons	54												54
Centers	27												27
Individual Deliveries Made	37												37
Additional Individuals serv.	11												11
<b>HOLDS</b>													
Main	9,697												9,697
BKM/Hm Delivery	704												704
<b>Total Holds</b>	10,401	0	0	0	0	0	0	0	0	0	0	0	10,401
<b>INTERLIBRARY LOANS</b>													
Requested	109												109
Received	73												73
Loaned	255												255
<b>MEETING ROOMS</b>													
Meetings	54												54
People	812												812
<b>PROGRAMS</b>													
Youth	91												91
Adult	23												23
<b>Total Programs</b>													0
<b>PROGRAM ATTENDANCE</b>													
Youth	3,083												3,083
Adult	1,250												1,250
<b>Total Attendance</b>	4,333	0	0	0	0	0	0	0	0	0	0	0	4,333
<b>Webref</b>	81												81
<b>PAC Usage</b>													
PAC	90,485												90,485
Community Organizations & Ames Tribune	654												654
<b>Total</b>	91,139	0	0	0	0	0	0	0	0	0	0	0	91,139

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

<b>DATABASE</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>YTD</b>
<b>ReferenceUSA</b>													
Business In-House	143												143
Business Remote	30												30
Business Total	173	0	0	0	0	0	0	0	0	0	0	0	173
Residential In-House	82												82
Residential Remote	51												51
Residential Total	133	0	0	0	0	0	0	0	0	0	0	0	133
Grand Total	306	0	0	0	0	0	0	0	0	0	0	0	306
<b>Des Moines Register</b>													
In-House	17												17
Remote	32												32
Total	49	0	0	0	0	0	0	0	0	0	0	0	49
<b>New York Times</b>													
In-House	8												8
Remote	10												10
Total	18	0	0	0	0	0	0	0	0	0	0	0	18
<b>Access World News</b>													
In-House	64												64
Remote	8												8
Total	72	0	0	0	0	0	0	0	0	0	0	0	72
<b>EBSCOhost</b>													
In-House	228												228
Remote	247												247
Total	475	0	0	0	0	0	0	0	0	0	0	0	475
<b>Novelist</b>													
In-House	73												73
Remote	0												0
Total	73	0	0	0	0	0	0	0	0	0	0	0	73
<b>Chilton Online</b>													
In-House	4												4
Remote	7												7
Total	11	0	0	0	0	0	0	0	0	0	0	0	11
<b>Heritage Quest</b>													
In-House + Remote	2809												2809
<b>GRAND TOTAL</b>	<b>3813</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>0</b>	<b>3813</b>
<b>YEAR TO DATE</b>	<b>3813</b>												