

**Agenda**  
**Ames Public Library Board of Trustees**  
**August 19, 2004 - 7 p.m.**  
**Conference Room – Second Floor**

**Adoption of Agenda**

**Note: City Attorney John Klaus attending**

**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 Presentation**

- Students in Action Coordinator: Emily Larsen-Ferree

**Financial Reports**

- Claims - Action Item
- Gifts - Action Item
- Budget and Finance Committee Report – Gary Botine, Dave Ferree

**Administrative Staff Reports**

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

**Friends of the Ames Public Library Report** – Judy Kavanagh, Karlene Jennings

**Ames Public Library Foundation Report** – Margaret Munson, Dale Ross

**Policy Review**

- Current: None
- Next Month: Circulation

**Unfinished Business**

- Strategic Planning Report– Gina Millsap, Management Team
- Legislative Report – Dawn Hayslett
- Annual Board Retreat Update - Discussion

**New Business**

- Request to Ames City Council to Institute Eminent Domain Proceedings with Respect to the Property at 213 Fifth Street, Ames, Iowa – Action Item
- Contract for Library Services with City of Gilbert – Action Item
- Library Closing Request (9/29/04, 9 a.m. – 1 p.m.) for Horizon Software Upgrade – Action Item
- FY04-05 Capital Improvement Plan Review - Discussion
- Iowa Public Library Standards Report – Dawn Hayslett

**Trustee Comments**

**Adjournment**

**Next Meeting: Thursday, September 16, 2004, 7 p.m.**

# Ames Public Library

## Board of Trustees

### Meeting Minutes

July 15, 2004

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The Ames Public Library Board of Trustees met in regular session on Thursday, July 15, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Gloggnier, Kavanagh, and Library Director Gina Millsap in attendance. Jennings, Ferree, and Munson were absent.

**Call to Order:** The meeting was called to order by President Cameron at 7:05 p.m.

**Adoption of Agenda:** Botine moved and Gloggnier seconded the motion to adopt the agenda. The agenda was approved with the correction that Judy Kavanagh and Karlene Jennings are the Friends liaisons and Margaret Munson and Dale Ross are the Foundation liaisons.

**Approval of Minutes:** The minutes were approved as presented.

**Public Forum:** Sandy Hoenig, 1216 25<sup>th</sup> Street, Ames, IA, voiced her objections to the Reel Connections film program, "Counting on Democracy."

#### Financial Reports:

**Claims:** Ross moved and Kavanagh seconded a motion to approve the claims. The claims were unanimously approved.

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

- From Lois A. Pietz in memory of Betty Crawford ..... \$20.00
- From M. Burton Drexler for the purchase of a subscription to Variety magazine ..... \$248.00
- From Book and Basket Club in memory of Lone Thompson..... \$26.00
- From Harold and Marguerite McNabb in memory of Nancy Picht Simmons ..... \$125.00
- The Chicago and Northwestern Historical society 3 books on the subject of the Chicago and Northwestern Railroad
- Literacy Grant from Wal-Mart Foundation to Friends for Books for Babies ..... \$1500.00

Gloggnier moved and Kavanagh seconded a motion to accept the donations. The motion was unanimously approved.

**Budget and Finance Committee Report:** Botine had nothing to report. Millsap reported that FY 2003/2004 will be under spent due to salary savings from several vacancies. She will bring the FY 2004/2005 operational budget to the Board in September. Ross questioned the amount of outstanding fines. Millsap said that staff would be developing a report with that information as soon as the new Horizon software can produce it.

**Director's Report:** Millsap had nothing to add to her report. Botine commented that in Millsap's report he noticed that Northcrest Community selected the APL Foundation as its recipient of their 2004 fund raising efforts. He recommended that the Board send a letter of thanks.

**Assistant Director's Report:** Hayslett reported that she attended the Information Literacy Forum at Des Moines Area Community College in Boone.

#### Department Coordinators:

Youth Services: Elbert reported that the "Discovering New Trails" summer activities have kept the department busy. They've introduced a "Game Night" on Thursday, which has also been a

success. She is on a committee that is applying for a grant from the Department of Education in hopes of receiving some funding to enhance the BabyTalk Program. She is also working with Parks Library Digitizing Services in recording the 1939 book, *Hello Beautiful*, which was written by Charlotte Petersen and illustrated by Christian Petersen.

Computer Specialist: Harris reported that he is attending an online class for Horizon systems administration class next week. A Horizon update is scheduled for this fall. Ross questioned how long it would take to get on top of it. Harris stated that it is an ongoing learning process; however, it hasn't stopped us from doing business. Millsap said that a Horizon Advisory Team has been created to work on problems.

Circulation/Outreach Services: Carey reported that with a number of hourly staff members leaving, she is in the process of hiring new staff. She is also hiring a half-time replacement for Emily Magnuson. Bookends at the Bandshell concerts are continuing. In addition, she is working on programs and fall planning. The bookmobile will be at the skate park on Saturday from 1-3.

Collections: no report

**Friends' Report:** Hayslett reported that the Friends audit and tax return were completed, and the Friends had \$61,000 in revenues last year and allocated \$42,000 of that to the Library for programs, collections, and publications. She encouraged all to join the Friends.

**Foundation Report:** Millsap reported that the annual campaign letter is ready to go to the printer and will be mailed the first week of August.

**Policy Review:** Kavanagh moved and Gloggner seconded the motion to approve the Materials Selection Policy. Millsap said the changes were highlighted in gray—Under "Selection Principles," the second paragraph, "What a person chooses to read, view, or listen to is a purely individual matter. While citizens are free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of access to others. The Director and the Trustees are aware that one or more persons may take issue with the selection of any specific item and welcome any expression of opinion by patrons." was moved from "Citizen Concerns." The Citizen Concerns section was changed to reflect the text from the newly approved Statement of Concern form. The motion was unanimously approved.

#### **Unfinished Business:**

Strategic Planning Report: Millsap deferred the report to the discussion of the 2004-05 organizational priorities discussion.

Legislative Report: Hayslett reported that the Governmental Affairs Committee is meeting the first week of August. It will be chaired by Pat Coffie, director of the Waverly Public Library. Next week Dawn will be meeting with the Executive Council of the library service areas where budget issues will be the main topic.

#### **New Business:**

Review of Library Contracts and Revenue for FY04/05 Discussion: Millsap reported that, with assistance from city attorney John Klaus and in consultation with the Gilbert clerk administrator, she is in the process of drafting a new contract for library services for FY04-05. Possible changes include removing the location of the bookmobile stop from the contract and making the contract annual rather than every three years. Botine recommended changing the payment schedule to twice per year.

Enrich Iowa Service Contracts for FY04/05-Action Item: Botine moved and Kavanagh seconded the motion to approve the Enrich Iowa Service Contracts for FY04/05. Millsap said the rate of reimbursement should be but is not .50 per circulation transaction because the budget to fund

this program has not increased in several years, while public library circulation statewide has increased significantly. Ross stated that in difficult budget times that it will be hard to keep the program alive, and it will be important to persuade the Iowa legislature to spend more money. The motion was unanimously approved.

President's Goals for 2004/2005 Discussion: In reference to her first goal of Strategic Planning, Cameron recommended inviting city attorney John Klaus to next month's Board meeting for a space needs discussion. Cameron stated that she changed her second goal from advocacy to director evaluation in order to improve the evaluation process.

Annual Board Retreat Discussion: Cameron recommended September 15<sup>th</sup> or 17<sup>th</sup> from 8 a.m. to 1 p.m. as potential Board retreat dates. Woo will follow up and e-mail all the Board members to select the date.

City Council Contact Discussion: Botine stated that in the past they have met with the council before a city council meeting. Millsap recommended inviting city manager Steve Schinker to attend the September Board meeting and discussing the best way to communicate with council with him.

APL FY04/05 Organizational Goals-Action Item: Ross moved and Gloggner seconded the motion to approve the APL FY04/05 Organizational Goals. Ross questioned where we were in the process. Hayslett said the management team is developing a work plan outlining specific actions, timeframes, resources needed, and who will be responsible. The management team will work on this at its July 26<sup>th</sup> retreat. The motion was unanimously approved.

#### **Trustee Comments:**

Botine was pleased to see the bookmobile and Smyles at the July 4<sup>th</sup> parade.

Kavanagh stated that the Board of Supervisor's meeting will be held in November before Thanksgiving and encouraged trustees to attend. The re-framed Crawford School picture will be ready on the 24<sup>th</sup>. Ross questioned whether the picture was appraised. Kavanagh stated that she attempted to get an appraisal but was unable to; she also noted that the picture is not the original painting, but a print.

Gloggner had no comment.

Ross reported that he attended the American Library Association annual conference in Orlando, where he went to an interesting session on RFIDs (radio frequency identification systems.) He stated that the tags with chips that are attached to all items improve the circulation and inventory processes. Harris said that there are technical issues with the tags, resulting from a lack of standardization. Ross also reported that he has been reappointed to the Public Library Association Board.

#### Adjournment

Kavanagh moved and Gloggner seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 8:45 p.m.

**Library Claims Listing**  
**7/8/2004-8/11/2004**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 29,972.12
PAYROLL SUMMARY	IPERS DISABILITY	\$ 161.73
PAYROLL SUMMARY	LIFE INSURANCE	\$ 69.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,228.28
PAYROLL SUMMARY	MEDICARE FICA	\$ 423.88
PAYROLL SUMMARY	FICA	\$ 1,812.32
PAYROLL SUMMARY	IPERS	\$ 1,723.40
PAYROLL SUMMARY	WORKERS COMP	\$ 58.58
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 28.30
7/04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 323.47
JUL04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 1,098.66
UPS	POSTAGE/FREIGHT	\$ 4.86
MILLSAP, GINA	TRAVEL/MEETINGS	\$ 95.64
ROSS, DALE H	TRAVEL/MEETINGS	\$ 23.40
REVERSE PCARD CLRNG RECLS	TRAINING	\$ (25.00)
BANK OF AMERICA	TRAINING	\$ 50.00
REVERSE BOA JUN PAYABLE	CONFERENCES	\$ (513.03)
BANK OF AMERICA	CONFERENCES	\$ 513.03
AMER LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	\$ 350.00
AMER LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 310.00
AMES DAILY TRIBUNE	ADVERTISING	\$ 150.00
QWEST DEX	ADVERTISING	\$ 132.20
AMES DAILY TRIBUNE	RECRUITING COSTS	\$ 484.65
IA STATE DAILY	RECRUITING COSTS	\$ 110.69
CITY OF AMES UTILITIES	ELECTRICITY	\$ 4,465.56
MCLEOD USA	TELEPHONE OUTSIDE	\$ 254.41
CITY OF AMES UTILITIES	WATER/SEWER	\$ 287.61
CORBIN SANITATION	WASTE DISPOSAL	\$ 172.75
ALLIANT UTILITIES	NATURAL GAS	\$ 15.29
3M QCF1602	COMPUTER MAINT	\$ 6,800.00
MCLEOD USA	COMPUTER MAINT	\$ 570.13
VENDPRINT	COMPUTER MAINT	\$ 269.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 502.50
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
REVERSE PCARD CLRNG RECLS	NON-CITY SERVICE	\$ (13.93)
A & M LAUNDRY INC	NON-CITY SERVICE	\$ 37.74
BANK OF AMERICA	NON-CITY SERVICE	\$ 12.76
REVERSE PCARD CLRNG RECLS	OFFICE SUPPLIES	\$ (616.04)
DEMCO INC	OFFICE SUPPLIES	\$ 339.88
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 375.22
DRUG TOWN	OFFICE SUPPLIES	\$ 26.96
BANK OF AMERICA	OFFICE SUPPLIES	\$ 765.32
REGIONAL SUPPLY CENTER IN	OFFICE SUPPLIES	\$ 855.06
REVERSE BOA JUN PAYABLE	MINOR COMPUTER EQUIPMENT	\$ (2,437.82)
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 2,477.32
MCDONALD SUPPLY	STRUCTURAL MATERIAL	\$ 59.74
STITZELL ELECTRIC SUPPLY	STRUCTURAL MATERIAL	\$ 367.68
CS ISSUES	CLEANING SUPPLIES	\$ 223.54
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 209.20
AMES LOCK & SECURITY	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
AMES OUTDOOR POWER EQUIPM	EQUIPMENT PARTS/SUPPLIES	\$ 6.00

**Library Claims Listing**  
**7/8/2004-8/11/2004**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
REVERSE BOA JUN PAYABLE	FOOD & FEED	\$ (27.00)
BANK OF AMERICA	FOOD & FEED	\$ 27.00
NADLER BROTHERS COMPANY	WEARING APPAREL	\$ 32.80
REVERSE PCARD CLRNG RECLS	SPECIAL PROJECT SUPPLIES	\$ (239.67)
AMES CHAMBER OF COMMERCE	SPECIAL PROJECT SUPPLIES	\$ 100.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 355.24
MAGIC OF ALLEN ROEN	SPECIAL PROJECT SUPPLIES	\$ 300.00
REVERSE PCARD CLRNG RECLS	PURCHASE CARD CLEARING	\$ 2,139.02
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (2,139.02)
	Library Administration	\$ 59,048.57
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 12,044.09
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,191.30
PAYROLL SUMMARY	IPERS DISABILITY	\$ 82.02
PAYROLL SUMMARY	LIFE INSURANCE	\$ 28.67
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 749.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 189.63
PAYROLL SUMMARY	FICA	\$ 810.92
PAYROLL SUMMARY	IPERS	\$ 914.94
PAYROLL SUMMARY	WORKERS COMP	\$ 82.60
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 3.58
7/04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
DONNELL, VALERIE	TRAINING	\$ 20.00
SILLS, KEN	TRAINING	\$ 20.00
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 119.46
FITZ ELECTRIC	MOVABLE EQUIP REPAIR	\$ 40.00
	Outreach Services	\$ 16,389.11
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,925.94
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 759.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 97.86
PAYROLL SUMMARY	LIFE INSURANCE	\$ 33.97
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,253.03
PAYROLL SUMMARY	MEDICARE FICA	\$ 200.79
PAYROLL SUMMARY	FICA	\$ 858.50
PAYROLL SUMMARY	IPERS	\$ 880.26
PAYROLL SUMMARY	WORKERS COMP	\$ 26.75
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 21.86
7/04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
IA LIBRARY ASSOC	CONFERENCES	\$ 240.00
REVERSE BOA JUN PAYABLE	OFFICE SUPPLIES	\$ (25.95)
DEMCO INC	OFFICE SUPPLIES	\$ 731.16
KAPCO LIBRARY PROD	OFFICE SUPPLIES	\$ 404.56
RECORDED BOOKS LLC	OFFICE SUPPLIES	\$ 335.10
GAYLORD BROTHERS	OFFICE SUPPLIES	\$ 21.20
SUDANCO INC	OFFICE SUPPLIES	\$ 84.99
BANK OF AMERICA	OFFICE SUPPLIES	\$ 25.95
REVERSE PCARD CLRNG RECLS	PURCHASE CARD CLEARING	\$ 56.02
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (56.02)
AMES DAILY TRIBUNE	PERIODICALS	\$ 266.76
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 6,501.64
IA STATE DAILY	PERIODICALS	\$ 62.00
REVERSE PCARD CLRNG RECLS	ADULT COLLECTIONS	\$ (1,544.11)

**Library Claims Listing**  
**7/8/2004-8/11/2004**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 6,769.40
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 33.00
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 443.67
GALE GROUP	ADULT COLLECTIONS	\$ 186.06
ALIBRIS	ADULT COLLECTIONS	\$ 15.60
BANK OF AMERICA	ADULT COLLECTIONS	\$ 1,873.04
	Technical Services	\$ 35,620.66
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,739.00
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,414.14
PAYROLL SUMMARY	IPERS DISABILITY	\$ 78.69
PAYROLL SUMMARY	LIFE INSURANCE	\$ 29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 680.78
PAYROLL SUMMARY	MEDICARE FICA	\$ 217.46
PAYROLL SUMMARY	FICA	\$ 929.74
PAYROLL SUMMARY	IPERS	\$ 956.21
PAYROLL SUMMARY	WORKERS COMP	\$ 43.61
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 6.02
7/04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
REVERSE BOA JUN PAYABLE	CONFERENCES	\$ (65.25)
BANK OF AMERICA	CONFERENCES	\$ 65.25
REVERSE PCARD CLRNG RECLS	JUVENILE	\$ (6,015.51)
BAKER & TAYLOR INC	JUVENILE	\$ 1,497.64
BOOKS ON TAPE	JUVENILE	\$ 92.00
RECORDED BOOKS LLC	JUVENILE	\$ 17.85
INGRAM LIBRARY SERVICES	JUVENILE	\$ 28.77
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 29.98
INSTRUCTIONAL VIDEO INC	JUVENILE	\$ 22.73
GALE GROUP	JUVENILE	\$ 135.83
BANK OF AMERICA	JUVENILE	\$ 6,090.46
BWI	JUVENILE	\$ 89.90
HALEYS GOODIES	JUVENILE	\$ 260.77
	Youth Services	\$ 20,484.61
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 21,040.68
PAYROLL SUMMARY	IPERS DISABILITY	\$ 142.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.15
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,435.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 304.76
PAYROLL SUMMARY	FICA	\$ 1,303.08
PAYROLL SUMMARY	IPERS	\$ 1,209.86
PAYROLL SUMMARY	WORKERS COMP	\$ 16.84
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 0.88
7/04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 369.68
VELOCITY EXPRESS 152	POSTAGE/FREIGHT	\$ 393.88
REVERSE BOA JUN PAYABLE	ADULT REFERENCE	\$ 84.26
C W ASSOCIATES	ADULT REFERENCE	\$ 204.50
CONGRESSIONAL QUARTERLY I	ADULT REFERENCE	\$ 1,428.45
COUNCIL OF STATE GOVERNME	ADULT REFERENCE	\$ 49.26
EBSCO SUBSCRIPTION SERVIC	ADULT REFERENCE	\$ 5,973.88
PUBLICATIONS INTERNATIONA	ADULT REFERENCE	\$ 99.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 68.66
QWEST DEX	ADULT REFERENCE	\$ 26.27

**Library Claims Listing**  
**7/8/2004-8/11/2004**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
MORNINGSTAR	ADULT REFERENCE	\$ 940.00
STATE LIBRARY OF IOWA	ADULT REFERENCE	\$ 1,217.62
NEWSBANK	ADULT REFERENCE	\$ 2,270.00
GALE GROUP	ADULT REFERENCE	\$ 1,222.69
WEISS RATINGS INC	ADULT REFERENCE	\$ 448.95
INFO USA MARKETING INC	ADULT REFERENCE	\$ 495.00
BANK OF AMERICA	ADULT REFERENCE	\$ 60.74
	Information Services	\$ 41,851.60
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 19,046.86
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 5,649.43
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.36
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,974.53
PAYROLL SUMMARY	MEDICARE FICA	\$ 348.21
PAYROLL SUMMARY	FICA	\$ 1,488.87
PAYROLL SUMMARY	IPERS	\$ 1,618.67
PAYROLL SUMMARY	WORKERS COMP	\$ 188.09
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 29.07
7/04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
JUL04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 355.20
HERRNSTADT, MARY	CONFERENCES	\$ 167.44
AMES DAILY TRIBUNE	RECRUITING COSTS	\$ 260.86
	Circulation Services	\$ 31,507.54
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,294.10
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,067.88
PAYROLL SUMMARY	IPERS DISABILITY	\$ 69.49
PAYROLL SUMMARY	LIFE INSURANCE	\$ 28.59
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,420.90
PAYROLL SUMMARY	MEDICARE FICA	\$ 149.84
PAYROLL SUMMARY	FICA	\$ 640.72
PAYROLL SUMMARY	IPERS	\$ 724.75
PAYROLL SUMMARY	WORKERS COMP	\$ 47.98
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 39.32
7/04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
REVERSE PCARD CLRNG RECLS	AUDIO-VISUAL	\$ (25.47)
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 91.59
BOOKS ON TAPE	AUDIO-VISUAL	\$ 813.60
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 7.50
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 424.97
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 184.57
MIDWEST TAPE	AUDIO-VISUAL	\$ 310.88
BANK OF AMERICA	AUDIO-VISUAL	\$ 594.15
	Media Services	\$ 16,977.78
Mary Cameron, President	Margaret Munson, Secretary	Date

# Gifts

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

August 19, 2004

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

Correction from July 15, 2004 Board meeting  
From Harold and Marguerite McNabb and Genene McNabb and Reid Gagle  
in memory of Nancy Picht Simmons .....\$125.00

From Jeannette R. Olson and Jeffrey D Kushkows  
for Elaine Kushkowski's 2004 Book Donation .....\$125.00

From Jeannette R. Olson and Jeffrey D Kushkowski for Elaine Kushkowski's  
2004 Book Donation (children's book in celebration of Elaine's birthday)  
..... \$9.49

From Ames Woman's Club  
in memory of Pauline Medford and Dorothy Vandecar .....\$16.76

From the Story County Master Gardner Association..... 4 gardening books

In memory of Mary E. Clark  
J. Bradshaw & Karen E. Strehlow.....\$20.00  
Carol Sue Houge & Curtis Jean Houge .....\$30.00  
Mary Jane Pearson .....\$20.00  
Kenneth W. & Lucille A. Agard.....\$10.00  
Suzanne Clark .....\$10.00  
Thomas & Zora Zimmerman.....\$100.00  
Gary W. & Julie D. Honeick .....\$25.00  
Joseph W. & Marianne Klinsky .....\$10.00  
John F. & Donna Zaiger .....\$25.00  
David M. Olson & Leslie Ann Olson .....\$25.00  
Andrew J. Zalasky & Emily E. Zalasky.....\$20.00  
Joan Heather Will .....\$25.00  
M. P. Jensen & Robert M. Jensen.....\$10.00  
Moheb M. Bashandi .....\$50.00  
Gerald Osterloo & Barbara Osterloo .....\$15.00  
Anonymous .....\$75.00  
D. R. Newbrough & Donna L. Newbrough .....\$25.00  
Edward Robert Baumann & Mary M. Baumann .....\$100.00

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

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

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

Date \_\_\_\_\_

## Expense Report Summary

FY 2003/2004

12 mo. = 100%

	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent
<b>PERSONAL SERVICES</b>																
Salaries	1,357,575	114,155	115,048	115,166	114,193	114,686	114,453	109,370	110,204	110,853	112,041	115,336	115,084	1,360,589	(3,014)	100.2%
Temporary Salaries	178,296	21,239	8,940	14,748	14,493	16,035	15,184	12,905	12,715	12,905	14,662	13,977	30,846	188,649	(10,353)	105.8%
Time and 1/2	500											183	249	432	68	86.4%
Longevity	6,968					3,259				3,232			80	6,571	397	94.3%
Adjustment			246		(1,015)		136	(7,784)	1,153	147	144		(6,522)	(13,495)	13,495	
Sick Leave	89	348	(348)		89									89	0	100.0%
Vacation	1,563				1,563			1,298					575	3,436	(1,873)	219.8%
<b>Total Personal Svcs</b>	<b>1,544,991</b>	<b>135,742</b>	<b>123,886</b>	<b>129,914</b>	<b>129,323</b>	<b>133,980</b>	<b>129,773</b>	<b>115,789</b>	<b>124,072</b>	<b>127,137</b>	<b>126,847</b>	<b>129,496</b>	<b>140,312</b>	<b>1,546,271</b>	<b>(1,280)</b>	<b>100.1%</b>
<b>EMPLOYEE BENEFITS</b>																
Temp Salaries Benefits	23,340													0	23,340	0.0%
IPERS Disability	8,523	697	710	712	737	723	723	684	718	729	728	729	707	8,597	(74)	100.9%
Life Insurance	3,385	281	280	281	280	275	276	267	267	268	269	269	276	3,289	96	97.2%
Health Insurance	182,580	14,214	14,458	14,145	13,939	13,939	13,523	15,173	15,234	15,291	15,291	15,641	13,162	174,010	8,570	95.3%
FICA Medicare	19,476	1,916	1,740	1,830	1,838	1,891	1,831	1,737	1,745	1,791	1,785	1,824	2,091	22,019	(2,543)	113.1%
FICA	83,275	8,193	7,443	7,825	7,864	8,088	7,829	7,424	7,460	7,654	7,636	7,798	8,937	94,151	(10,876)	113.1%
IPERS	79,794	7,636	7,606	7,403	7,317	7,607	7,223	6,926	7,042	7,246	7,221	7,382	7,409	88,018	(8,224)	110.3%
Workers Comp	2,944	472	474	409	406	424	411	385	370	363	384	373	422	4,893	(1,949)	166.2%
Flex Administration	1,523	129	129	129	125	122	122	132	129	127	127	128	110	1,509	14	99.1%
<b>Total Employee Ben</b>	<b>404,840</b>	<b>33,538</b>	<b>32,840</b>	<b>32,734</b>	<b>32,506</b>	<b>33,069</b>	<b>31,938</b>	<b>32,728</b>	<b>32,965</b>	<b>33,469</b>	<b>33,441</b>	<b>34,144</b>	<b>33,114</b>	<b>396,486</b>	<b>8,354</b>	<b>97.9%</b>
<b>INTERNAL SERVICES</b>																
City Data Services	3,900		332	332	332	321	321	321	321	321	321	321	642	3,885	15	99.6%
City Messenger	2,000		104	149	160	157	226	154	147	155	159	156	282	1,849	151	92.5%
Printing	4,219		400	233	581	494	186	860	314	140	222	231	707	4,368	(149)	103.5%
Insurance & Bonds	20,413		3,402	1,701	1,701	1,701	1,701	1,701	1,701	1,701	1,701	1,701	1,702	20,413	0	100.0%
Phone Operation/Maint	17,400	1,450	1,451	1,451	1,451	1,451	1,451	1,451	1,451	1,450	1,450	1,450	1,450	17,407	(7)	100.0%
Long Distance	650		84	59	47	56	36	45	50	38	44	49	78	586	64	90.2%
Fleet Operating/Maint	5,180		187	915	186	279	184	856	237	864	691	338	1,099	5,836	(656)	112.7%
Fleet Replacement	19,668		1,639	1,639	1,639	1,639	1,639	1,639	1,639	1,639	1,639	1,639	3,278	19,668	0	100.0%
Computer Replacement	8,406	730		1,459	730	779	779		1,558	779		2,233	1,454	10,501	(2,095)	124.9%
Interdepartmental Labor	29								29				571	600	(571)	2069.0%
<b>Total Internal Svcs</b>	<b>81,865</b>	<b>2,180</b>	<b>7,599</b>	<b>7,938</b>	<b>6,827</b>	<b>6,877</b>	<b>6,523</b>	<b>7,027</b>	<b>7,447</b>	<b>7,087</b>	<b>6,227</b>	<b>8,118</b>	<b>11,263</b>	<b>85,113</b>	<b>(3,248)</b>	<b>104.0%</b>
<b>CONTRACTUAL</b>																
Outside Prof Services	28,100	22,363		2,008					(9)	351			2,545	27,258	842	97.0%
Postage/Freight	16,500	5,143	178	894	258	1,913	2,201	212	2,060	667	323	153	2,278	16,280	220	98.7%
Travel/Meetings	1,352	(22)	301	79	136	100	46	34	229	(16)	33	344	(168)	1,096	256	81.1%
Training	1,990			192	65			57	544	421	133	50	562	2,024	(34)	101.7%
Conferences	21,348	187	938	909	416	2,608	2,316	1,001	3,162	3,238	1,855	328	2,156	19,114	2,234	89.5%
Dues & Memberships	5,142	565	600	352	426	464	325	531	25	550	650	443	357	5,288	(146)	102.8%
Printing	5,000	85	554		36	689	1,115	228	462		320			3,489	1,511	69.8%
Advertising	3,000	129	129	194	429	131		811	182	397	653	182	499	3,736	(736)	124.5%
Recruitment	4,744			247	977		482	1,748		763	66	66		4,349	395	91.7%

## Expense Report Summary

FY 2003/2004

12 mo. = 100%

	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent
Electricity	39,700	11	4,626	4,611	3,757	3,016	2,409	2,501	2,547	2,781	2,697	3,367	7,422	39,745	(45)	100.1%
Phone Operation/Maint	4,950	1,197	170	714	670	(498)	629	371	81	277	693	376	380	5,060	(110)	102.2%
Long Distance	235		33	32	33	33	22	32		32				217	18	92.3%
Water/Sewer	3,105		272	263	240	261	416	235	253	246			516	2,702	403	87.0%
Waste Disposal	2,100		169	169	169	169		169	169	341	169	169	927	2,620	(520)	124.8%
Natural Gas	7,000	15	14	16	187	608	1,117		1,546	3,079	645	40	16	7,283	(283)	104.0%
Structural Repair	10,000			39	202	1,496		2,950			57	280	1,293	6,317	3,683	63.2%
Moveable Equip Repair	3,000			60	715	140	270	99	150			648		2,082	918	69.4%
Fixed Equip Repair	8,000		2,109	935	2,401	(1,495)	471	225	3,188	125		2,131	795	10,885	(2,885)	136.1%
Computer Maintenance	33,927	17,214	6,813	1,153	1,783	583	1,153	583	112	864	2,410	583	852	34,103	(176)	100.5%
Rentals & Leases	18,499	613	1,467	1,484	2,342	427	1,616	1,375	1,374	2,900	531	1,347	2,313	17,789	710	96.2%
Contractual Labor	630													0	630	0.0%
Non-City Services	20,360	3,116	277	277	1,134	3,397	379	333	303	3,432	883	341	4,872	18,744	1,616	92.1%
<b>Total Contractual</b>	<b>238,682</b>	<b>50,616</b>	<b>18,650</b>	<b>14,628</b>	<b>16,376</b>	<b>14,042</b>	<b>14,967</b>	<b>13,495</b>	<b>16,378</b>	<b>20,448</b>	<b>12,118</b>	<b>10,848</b>	<b>27,615</b>	<b>230,181</b>	<b>8,501</b>	<b>96.4%</b>
<b>COMMODITIES</b>																
Office Supplies	41,000	3,743	(914)	2,198	3,688	1,336	3,575	1,724	3,685	6,716	3,076	1,639	10,087	40,553	447	98.9%
Minor Office Equipment	700				581		71	18						670	30	95.7%
Minor Computer Equip	10,000	359	425	399	490	60	129	653		540	3,282	91	2,438	8,866	1,134	88.7%
Structural Materials	2,000		902	367			(163)	201		551	59			1,917	83	95.9%
Cleaning Supplies	5,500	221	698	402	1,564	677	428	324	224	261	644	235	1,009	6,687	(1,187)	121.6%
Equip Parts/Supplies	500					381					74	15	84	554	(54)	110.8%
Minor Equip & Tools	200				21		59				19		75	174	26	87.0%
Food	700		57	38	20		22	29	215	52	52	124	182	791	(91)	113.0%
Wearing Apparel	200				162									162	38	81.0%
Special Prjct Supplies	5,000	442	299	85	430		1,531	(713)	354	430	628	120	1,200	4,806	194	96.1%
Purchase Card Clearing		4,884	(976)	972	504	(428)	(1,035)	4,035	(2,617)	(1,510)	(2,315)	(198)	(1,316)	0	0	
Fuel for Vehicles				5				12						17	(17)	
<b>Total Commodities</b>	<b>65,800</b>	<b>9,649</b>	<b>491</b>	<b>4,466</b>	<b>7,460</b>	<b>2,026</b>	<b>4,617</b>	<b>6,283</b>	<b>1,861</b>	<b>7,040</b>	<b>5,519</b>	<b>2,026</b>	<b>13,759</b>	<b>65,197</b>	<b>603</b>	<b>99.1%</b>
<b>CAPITAL</b>																
Computer Equip/Sftware	205									203				203	2	99.0%
Periodicals	9,500	212	402	5,310	802	56	254	773	110	1,440	120	79	1,253	10,811	(1,311)	113.8%
Juvenile	47,510	2,575	1,222	4,027	4,281	3,988	2,735	1,942	2,233	5,425	4,983	2,811	11,701	47,923	(413)	100.9%
Adult Reference	52,962	937	11,889	13,831	5,193	6,863	6,493	820	1,024	1,764	887	1,510	2,220	53,431	(469)	100.9%
Audio Visual	44,000	230	2,585	7,974	3,790	4,904	2,192	814	2,660	8,117	4,508	3,679	4,057	45,510	(1,510)	103.4%
Adult Collection	101,426	5,056	6,076	8,921	12,823	7,827	8,549	5,310	8,771	12,046	7,564	6,842	12,549	102,334	(908)	100.9%
<b>Total Capital</b>	<b>255,603</b>	<b>9,010</b>	<b>22,174</b>	<b>40,063</b>	<b>26,889</b>	<b>23,638</b>	<b>20,223</b>	<b>9,659</b>	<b>14,798</b>	<b>28,995</b>	<b>18,062</b>	<b>14,921</b>	<b>31,780</b>	<b>260,212</b>	<b>(4,609)</b>	<b>101.8%</b>
<b>OTHER EXPENDITURES</b>																
Refunds		20	13	53					21				21	128	(128)	
<b>Total Other Expenditures</b>		<b>20</b>	<b>13</b>	<b>53</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>128</b>	<b>(128)</b>	
<b>GRAND TOTAL</b>	<b>2,591,781</b>	<b>240,755</b>	<b>205,653</b>	<b>229,796</b>	<b>219,381</b>	<b>213,632</b>	<b>208,041</b>	<b>184,981</b>	<b>197,542</b>	<b>224,176</b>	<b>202,214</b>	<b>199,553</b>	<b>257,864</b>	<b>2,583,588</b>	<b>8,193</b>	<b>99.7%</b>

**Expense Report Summary**  
**FY 2004/2005**  
**July 2004/1mo. = 8.3%**

	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent
<b>PERSONAL SERVICES</b>																
Salaries	1,423,993	120,063												120,063	1,303,930	8.4%
Temporary Salaries	178,296	10,081												10,081	168,215	5.7%
Longevity	7,381													0	7,381	0.0%
Adjustment	0													0	0	
<b>Total Personal Svcs</b>	<b>1,609,670</b>	<b>130,144</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>130,144</b>	<b>1,479,526</b>	<b>8.1%</b>
<b>EMPLOYEE BENEFITS</b>																
Temp Salaries Benefits	24,284													0	24,284	0.0%
IPERS Disability	8,523	735												735	7,788	8.6%
Life Insurance	3,385	283												283	3,102	8.4%
Health Insurance	195,614	13,742												13,742	181,872	7.0%
FICA Medicare	20,108	1,835												1,835	18,273	9.1%
FICA	85,984	7,844												7,844	78,140	9.1%
IPERS	82,305	8,029												8,029	74,276	9.8%
Workers Comp	3,126	465												465	2,661	14.9%
Flex Administration	1,569	129												129	1,440	8.2%
<b>Total Employee Ben</b>	<b>424,898</b>	<b>33,062</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>33,062</b>	<b>391,836</b>	<b>7.8%</b>
<b>INTERNAL SERVICES</b>																
City Data Services	3,983													0	3,983	0.0%
City Messenger	2,730													0	2,730	0.0%
Printing	4,200													0	4,200	0.0%
Insurance & Bonds	20,650													0	20,650	0.0%
Phone Operation/Maint	16,633	1,386												1,386	15,247	8.3%
Long Distance	500													0	500	0.0%
Fleet Operating/Maint	3,832													0	3,832	0.0%
Fleet Replacement	20,976													0	20,976	0.0%
Computer Replacement	13,305													0	13,305	0.0%
<b>Total Internal Svcs</b>	<b>86,809</b>	<b>1,386</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>1,386</b>	<b>85,423</b>	<b>1.6%</b>
<b>CONTRACTUAL</b>																
Outside Prof Services	28,200													0	28,200	0.0%
Postage/Freight	13,500	192												192	13,308	1.4%
Travel/Meetings	1,400	119												119	1,281	8.5%
Training	5,900	82												82	5,818	1.4%
Conferences	17,000	285												285	16,715	1.7%
Dues & Memberships	4,990	310												310	4,680	6.2%
Printing	5,100													0	5,100	0.0%
Advertising	3,000													0	3,000	0.0%
Recruiting Costs		261												261	(261)	
Insurance	1,444													0	1,444	0.0%
Electricity	39,700													0	39,700	0.0%

**Expense Report Summary**  
**FY 2004/2005**  
**July 2004/1mo. = 8.3%**

	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent
Phone Operation/Maint	7,405	373												373	7,032	5.0%
Long Distance	100													0	100	0.0%
Water/Sewer	3,100													0	3,100	0.0%
Waste Disposal	2,500													0	2,500	0.0%
Natural Gas	8,280	15												15	8,265	0.2%
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	33,976	13,162												13,162	20,814	38.7%
Rentals & Leases	19,308	503												503	18,805	2.6%
Non-City Services	21,555	49												49	21,506	0.2%
<b>Total Contractual</b>	<b>234,458</b>	<b>15,351</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>15,351</b>	<b>219,107</b>	<b>6.5%</b>
<b>COMMODITIES</b>																
Office Supplies	42,000	2,839												2,839	39,161	6.8%
Minor Computer Equip	7,000	40												40	6,960	0.6%
Structural Materials	2,000	60												60	1,940	3.0%
Cleaning Supplies	4,000	194												194	3,806	4.9%
Equip Parts/Supplies	1,000													0	1,000	0.0%
Minor Equip & Tools	300													0	300	0.0%
Food	500													0	500	0.0%
Wearing Apparel	200													0	200	0.0%
Special Prjct Supplies	5,000	624												624	4,376	12.5%
Purchase Card Clearing		(2,195)												(2,195)	2,195	
<b>Total Commodities</b>	<b>62,000</b>	<b>1,562</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>1,562</b>	<b>60,438</b>	<b>2.5%</b>
<b>CAPITAL</b>																
Computer Equip/Sftware	0													0	0	
Periodicals	9,500	6,850												6,850	2,650	72.1%
Juvenile	47,510	3,004												3,004	44,506	6.3%
Adult Reference	52,962	9,974												9,974	42,988	18.8%
Audio Visual	37,000	1,792												1,792	35,208	4.8%
Adult Collection	88,426	6,153												6,153	82,273	7.0%
<b>Total Capital</b>	<b>235,398</b>	<b>27,773</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>27,773</b>	<b>207,625</b>	<b>11.8%</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>2,653,233</b>	<b>209,278</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>209,278</b>	<b>2,443,955</b>	<b>7.9%</b>

**Library Donations Report**  
**FY 2003/2004**  
**Year-to-Date through June 30, 2004**

	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
<b>Reserved Principal and Interest</b>	<b>715,951.30</b>	<b>108,180.00</b>		<b>8,276.00</b>	<b>832,407.30</b>
Beginning available balance	47,336.32	13,723.32		25,208.78	86,268.42
Interest revenue	9,812.90	2,010.74	8,988.44	510.78	21,322.86
Donations			560,000.00	118,666.96	678,666.96
Expenses	(10,335.72)	(1,837.95)		(92,533.84)	(104,707.51)
Encumbrances	(18,422.78)				(18,422.78)
<b>Current Available Balance</b>	<b>28,390.72</b>	<b>13,896.11</b>	<b>568,988.44</b>	<b>51,852.68</b>	<b>663,127.95</b>
<b>Expense Detail:</b>					
Internal Printing/Graphics				880.46	880.46
Interdepartmental Labor				105.00	105.00
Outside Professional Svcs				2,250.00	2,250.00
Postage/Freight				201.17	201.17
Subscriptions/Books				854.18	854.18
Conferences		1,837.95			1,837.95
Dues/Memberships				95.00	95.00
Outside Printing/Graphics				4,306.80	4,306.80
Advertising				1,057.58	1,057.58
Structural Repairs				155.10	155.10
Rentals and Leases				390.00	390.00
Other Non-City Services				1,572.30	1,572.30
Office Supplies	190.17			1,481.27	1,671.44
Minor Office Equipment				1,041.79	1,041.79
Minor Computer Equipment				2,101.82	2,101.82
Food				469.22	469.22
Special Project Supplies				20,031.47	20,031.47
Coffee Shop Inventory				(554.85)	(554.85)
Office Furniture	2,285.00				2,285.00
Computer Equipment	1,795.00			13,433.66	15,228.66
Juvenile Collection				11,700.32	11,700.32
Adult Reference	3,000.00			1,896.08	4,896.08
Audio-Visual	2,148.85			10,172.49	12,321.34
Adult Collection	916.70			18,892.98	19,809.68
<b>Total Expenses</b>	<b>10,335.72</b>	<b>1,837.95</b>	<b>0.00</b>	<b>92,533.84</b>	<b>104,707.51</b>
<b>Encumbrance Detail:</b>					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
<b>Total Encumbrances</b>	<b>18,422.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,422.78</b>

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

<b>Fiscal Year</b>	<b>Total Interest Revenue</b>	<b>20% Reserved for Reinvestment</b>	<b>80% Available 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
<b>Total</b>	<b>260,572.61</b>	<b>52,114.52</b>	<b>208,458.09</b>

Library Donations Report  
FY 2003/2004  
Year-to-Date through June 30, 2004

	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
Available Balance @ 6/30/03 *	47,336.32	13,723.32		25,208.78	86,268.42
YTD Interest Revenue	9,812.90	2,010.74	8,988.44	510.78	21,322.86
YTD Donations			560,000.00	118,666.96	678,666.96
YTD Expenses	(10,335.72)	(1,837.95)	0.00	(92,533.84)	(104,707.51)
Transfers between programs**					
Encumbrances	(18,422.78)	0.00	0.00	0.00	(18,422.78)
<b>Current Available Balance</b>	<b>28,390.72</b>	<b>13,896.11</b>	<b>568,988.44</b>	<b>51,852.68</b>	<b>663,127.95</b>
Expense Detail:					
Internal Printing/Graphics				880.46	880.46
Interdepartmental Labor				105.00	105.00
Outside Professional Svcs				2,250.00	2,250.00
Postage/Freight				201.17	201.17
Subscriptions/Books				854.18	854.18
Conferences		1,837.95			1,837.95
Dues and Memberships				95.00	95.00
Outside Printing/Graphics				4,306.80	4,306.80
Advertising				1,057.58	1,057.58
Structural Repairs				155.10	155.10
Rentals and Leases				390.00	390.00
Other Non-City Services				1,572.30	1,572.30
Office Supplies	190.17			1,481.27	1,671.44
Minor Office Equipment				1,041.79	1,041.79
Minor Computer Equipment				2,101.82	2,101.82
Food				469.22	469.22
Special Project Supplies				20,031.47	20,031.47
Coffee Shop Inventory				(554.85)	(554.85)
Office Furniture	2,285.00				2,285.00
Computer Equipment	1,795.00			13,433.66	15,228.66
Juvenile Collection				11,700.32	11,700.32
Adult Reference	3,000.00			1,896.08	4,896.08
Audio-Visual	2,148.85			10,172.49	12,321.34
Adult Collection	916.70			18,892.98	19,809.68
<b>Total Expenses</b>	<b>10,335.72</b>	<b>1,837.95</b>	<b>0.00</b>	<b>92,533.84</b>	<b>104,707.51</b>
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
<b>Total Encumbrances</b>	<b>18,422.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,422.78</b>
* Beginning balance includes balance available at 6/30/03 plus any outstanding encumbrances, and less the unrealized gains/losses on investments at 6/30/03.					

<b>LIBRARY DONATIONS REPORT - OTHER DONATIONS</b>															
<b>FISCAL YEAR 2003/2004</b>															
<b>YEAR-TO-DATE THROUGH JUNE 30, 2004</b>															
	Other Donations	Friends Donations	Coffee Shop	Foundation Donations	Tommy Feinberg Memorial	Gilman Fund	Smith Endowment	Children's Theater	Youth Services	Books for Babies	IA Stories 2000	Enrich Iowa	Iowa Infrastructure	Gates Foundation	Total
Available Balance @ 6/30/03 *	4,724.63	(9,138.65)	(661.60)	(4,163.38)	264.04	4,746.68	1,325.57	4,500.00	1,484.00	(475.88)	1,242.00	11,014.28	9,125.09	1,222.00	25,208.78
YTD Interest Revenue	372.81				16.75	88.02	33.20								510.78
YTD Donations/Grants	12,341.66	34,575.07		34,115.23					275.00	1,100.00		14,871.29	21,388.71		118,666.96
YTD Expenses	(10,563.71)	(25,605.78)	554.85	(29,951.85)	0.00	0.00	0.00	(275.00)	(1,204.35)	(8,891.65)	0.00	(2,358.21)	(13,169.46)	(1,068.68)	(92,533.84)
Transfers between programs**										8,267.53	(1,242.00)	(7,025.53)**			0.00
Encumbrances	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
<b>Current Available Balance</b>	<b>6,875.39</b>	<b>(169.36)</b>	<b>(106.75)</b>	<b>0.00</b>	<b>280.79</b>	<b>4,834.70</b>	<b>1,358.77</b>	<b>4,225.00</b>	<b>554.65</b>	<b>0.00</b>	<b>0.00</b>	<b>16,501.83</b>	<b>17,344.34</b>	<b>153.32</b>	<b>51,852.68</b>
Expense Detail:															
Internal Printing/Graphics		648.30		5.30						11.65		215.21			880.46
Interdepartmental Labor		105.00													105.00
Outside Professional Svcs		2,250.00													2,250.00
Postage/Freight		201.17													201.17
Subscriptions/Books	249.00	605.18													854.18
Dues and Memberships	75.00	20.00													95.00
Outside Printing/Graphics		4,306.80													4,306.80
Advertising		1,057.58													1,057.58
Structural Repairs									155.10						155.10
Rentals and Leases		390.00													390.00
Other Non-City Services		1,360.00							212.30						1,572.30
Office Supplies	512.76			658.00											1,481.27
Minor Office Equipment	49.99	157.95											833.85		1,041.79
Minor Computer Equipment												931.14	102.00	1,068.68	2,101.82
Food	451.22	18.00													469.22
Special Project Supplies	524.04	6,927.63		5,287.85				275.00	836.95	6,180.00					20,031.47
Coffee Shop Inventory			(554.85)												(554.85)
Computer Equipment											1,200.05	12,233.61			13,433.66
Juvenile Collection	45.38			8,943.13						2,700.00		11.81			11,700.32
Adult Reference	496.97	1,399.11													1,896.08
Audio-Visual	321.13	1,824.50		8,026.86											10,172.49
Adult Collection	7,838.22	4,024.05		7,030.71											18,892.98
<b>Total Expenses</b>	<b>10,563.71</b>	<b>25,605.78</b>	<b>(554.85)</b>	<b>29,951.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>275.00</b>	<b>1,204.35</b>	<b>8,891.65</b>	<b>0.00</b>	<b>2,358.21</b>	<b>13,169.46</b>	<b>1,068.68</b>	<b>92,533.84</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 6/30/03 plus outstanding encumbrances, and less the unrealized gains/losses on investments at 6/30/03.															
Beginning Other Donations and Friends Donations balances have each been adjusted by \$166.58 for items charged to Friends in 2002/03 which should have been charged to other account numbers.															
** Money was used from the IA Stories 2000 and Enrich Iowa funds to cover the shortfall in the Books for Babies program.															

**Library Donations Reconciliation**  
**FY 2003/2004**  
**Year-to-Date through June 30, 2004**

	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
6/30/03 Restricted Donations	600,000.00	100,000.00		8,276.00	708,276.00
6/30/03 20% Accum Interest					
Reserved for Reinvestment	49,661.30				49,661.30
6/30/03 Accum Revenues					
Available for Expenditure	50,879.07	14,278.21		25,393.74	90,551.02
1996-03 Reserve for					
Computer Replacement	45,414.00	8,180.00			53,594.00
2003/04 YTD Donations/Grants			560,000.00	118,666.96	678,666.96
2003/04 YTD Interest Revenue	12,266.12	2,010.74	8,988.44	510.78	23,776.08
2003/04 Investment FMV Adjst	(3,114.59)	(486.47)	333.01	(174.03)	(3,442.08)
2003/04 YTD Expenses	(10,335.72)	(1,837.95)	0.00	(92,533.84)	(104,707.51)
Transfers between programs**					
<b>Current Fund Balance</b>	<b>744,770.18</b>	<b>122,144.53</b>	<b>569,321.45</b>	<b>60,139.61</b>	<b>1,496,375.77</b>
Less:					
Reserved Principal	600,000.00	100,000.00		8,276.00	708,276.00
6/30/03 20% Reserved Int	49,661.30				49,661.30
6/30/04 Unrealized					
Investment Gains/Losses	428.16	68.42	333.01	10.93	840.52
2003/04 20% Reserved Int	2,453.22				2,453.22
1996-03 Reserve for					
Computer Replacement	45,414.00	8,180.00			53,594.00
2003-04 Reserve					
for Encumbrances	18,422.78	0.00		0.00	18,422.78
<b>Balance Available for Expenditure</b>	<b>28,390.72</b>	<b>13,896.11</b>	<b>568,988.44</b>	<b>51,852.68</b>	<b>663,127.95</b>
Current Assets/Liabilities:					
Cash	22,696.83	7,306.48	7,675.43	34,006.24	71,684.98
Investments	720,000.00	115,000.00	560,000.00	18,276.00	1,413,276.00
Unrealized Gains/Losses	428.16	68.42	333.01	10.93	840.52
Accounts Receivable				7,728.74	7,728.74
Accrued Interest Receivable	1,688.15	269.63	1,313.01	42.85	3,313.64
Prepaid items				499.33	499.33
Accounts Payable				(424.48)	(424.48)
Due to Other Funds	(42.96)	(500.00)			(542.96)
<b>Total Assets</b>	<b>744,770.18</b>	<b>122,144.53</b>	<b>569,321.45</b>	<b>60,139.61</b>	<b>1,496,375.77</b>



**Library Donations Report**  
**FY 2004/2005**  
**Year-to-Date through August 11, 2004**

	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
<b>Reserved Principal and Interest</b>	<b>716,193.07</b>	<b>108,180.00</b>		<b>8,276.00</b>	<b>832,649.07</b>
Beginning available balance	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
Interest revenue	967.09	198.06	926.70	78.91	2,170.76
Donations			0.00	1,898.53	1,898.53
Expenses	(1,442.03)	0.00		(4,404.65)	(5,846.68)
Encumbrances	(18,422.78)				(18,422.78)
<b>Current Available Balance</b>	<b>27,915.78</b>	<b>14,094.17</b>	<b>569,915.14</b>	<b>49,425.47</b>	<b>661,350.56</b>
<b>Expense Detail:</b>					
Outside Professional Svcs				1,725.00	1,725.00
Outside Printing/Graphics				378.38	378.38
Other Non-City Services				(23.83)	(23.83)
Office Supplies	645.71			0.00	645.71
Minor Computer Equipment				88.98	88.98
Food				47.76	47.76
Special Project Supplies				547.75	547.75
Coffee Shop Inventory				174.60	174.60
Periodicals				(248.00)	(248.00)
Audio-Visual	747.03			71.77	818.80
Adult Collection	49.29			1,642.24	1,691.53
<b>Total Expenses</b>	<b>1,442.03</b>	<b>0.00</b>	<b>0.00</b>	<b>4,404.65</b>	<b>5,846.68</b>
<b>Encumbrance Detail:</b>					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
<b>Total Encumbrances</b>	<b>18,422.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,422.78</b>

**GLADYS MYERS DONATION FUND  
INTEREST EARNED PER FISCAL YEAR  
YEAR TO DATE THROUGH AUGUST 11, 2004**

<b>Fiscal Year</b>	<b>Total Interest Revenue</b>	<b>20% Reserved for Reinvestment</b>	<b>80% Available 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	1,208.86	241.77	967.09
<b>Total</b>	<b>261,781.47</b>	<b>52,356.29</b>	<b>209,425.18</b>

**Library Donations Report**  
**FY 2004/2005**  
**Year-to-Date through August 11, 2004**

	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
Available Balance @ 6/30/03 *	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
YTD Interest Revenue	967.09	198.06	926.70	78.91	2,170.76
YTD Donations				1,898.53	1,898.53
YTD Expenses	(1,442.03)	0.00	0.00	(4,404.65)	(5,846.68)
Transfers between programs**					
Encumbrances	(18,422.78)	0.00	0.00	0.00	(18,422.78)
<b>Current Available Balance</b>	<b>27,915.78</b>	<b>14,094.17</b>	<b>569,915.14</b>	<b>49,425.47</b>	<b>661,350.56</b>
Expense Detail:					
Outside Professional Svcs				1,725.00	1,725.00
Outside Printing/Graphics				378.38	378.38
Other Non-City Services				(23.83)	(23.83)
Office Supplies	645.71				645.71
Minor Computer Equipment				88.98	88.98
Food				47.76	47.76
Special Project Supplies				547.75	547.75
Coffee Shop Inventory				174.60	174.60
Periodicals				(248.00)	(248.00)
Audio-Visual	747.03			71.77	818.80
Adult Collection	49.29			1,642.24	1,691.53
<b>Total Expenses</b>	<b>1,442.03</b>	<b>0.00</b>	<b>0.00</b>	<b>4,404.65</b>	<b>5,846.68</b>
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
<b>Total Encumbrances</b>	<b>18,422.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,422.78</b>
* Beginning balance includes balance available at 6/30/04 plus any outstanding encumbrances					

<b>LIBRARY DONATIONS REPORT - OTHER DONATIONS</b>															
<b>FISCAL YEAR 2004/2005</b>															
<b>YEAR-TO-DATE THROUGH AUGUST 11, 2004</b>															
	<b>Other Donations</b>	<b>Friends Donations</b>	<b>Coffee Shop</b>	<b>Foundation Donations</b>	<b>Tommy Feinberg Memorial</b>	<b>Gilman Fund</b>	<b>Smith Endowment</b>	<b>Children's Theater</b>	<b>Youth Services</b>	<b>Books for Babies</b>	<b>IA Stories 2000</b>	<b>Enrich Iowa</b>	<b>Iowa Infrastructure</b>	<b>Gates Foundation</b>	<b>Total</b>
Available Balance @ 6/30/04 *	6,875.39	(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	51,852.68
YTD Interest Revenue	78.91														78.91
YTD Donations/Grants	398.53									1,500.00					1,898.53
YTD Expenses	(28.31)	(3,678.45)	(174.60)	(523.29)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,404.65)
Transfers between programs															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>7,324.52</b>	<b>(3,847.81)</b>	<b>(281.35)</b>	<b>(523.29)</b>	<b>280.79</b>	<b>4,834.70</b>	<b>1,358.77</b>	<b>4,225.00</b>	<b>554.65</b>	<b>1,500.00</b>	<b>0.00</b>	<b>16,501.83</b>	<b>17,344.34</b>	<b>153.32</b>	<b>49,425.47</b>
Expense Detail:															
Internal Printing/Graphics															0.00
Interdepartmental Labor															0.00
Outside Professional Svcs		1,725.00													1,725.00
Postage/Freight															0.00
Subscriptions/Books															0.00
Dues and Memberships															0.00
Outside Printing/Graphics		378.38													378.38
Advertising															0.00
Structural Repairs															0.00
Rentals and Leases															0.00
Other Non-City Services	(23.83)														(23.83)
Office Supplies															0.00
Minor Office Equipment															0.00
Minor Computer Equipment		88.98													88.98
Food		47.76													47.76
Special Project Supplies		547.75													547.75
Coffee Shop Inventory			174.60												174.60
Computer Equipment															0.00
Periodicals	(248.00)														(248.00)
Juvenile Collection															0.00
Adult Reference															0.00
Audio-Visual				71.77											71.77
Adult Collection	300.14	890.58		451.52											1,642.24
<b>Total Expenses</b>	<b>28.31</b>	<b>3,678.45</b>	<b>174.60</b>	<b>523.29</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>4,404.65</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															

**Library Donations Reconciliation**  
**FY 2004/2005**  
**Year-to-Date through August 11, 2004**

	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
6/30/04 Restricted Donations	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Accum Interest Reserved for Reinvestment	52,114.52				52,114.52
6/30/04 Accum Revenue <sup>4</sup> Available for Expenditure	47,241.66	13,964.53	569,321.45	51,863.61	682,391.25
1996-04 Reserve for Computer Replacement	45,414.00	8,180.00			53,594.00
2004/05 YTD Donations/Grants				1,898.53	1,898.53
2004/05 YTD Interest Revenue	1,208.86	198.06	926.70	78.91	2,412.53
2004/05 Investment FMV Adjst					0.00
2003/04 YTD Expenses	(1,442.03)	0.00	0.00	(4,404.65)	(5,846.68)
<b>Current Fund Balance</b>	<b>744,537.01</b>	<b>122,342.59</b>	<b>570,248.15</b>	<b>57,712.40</b>	<b>1,494,840.15</b>
Less:					
Reserved Principal	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Reserved Int	52,114.52				52,114.52
6/30/04 Unrealized Investment Gains/Losses	428.16	68.42	333.01	10.93	840.52
2004/05 20% Reserved Int	241.77				241.77
1996-04 Reserve for Computer Replacement	45,414.00	8,180.00			53,594.00
2004-05 Reserve for Encumbrances	18,422.78	0.00		0.00	18,422.78
<b>Balance Available for Expenditure</b>	<b>27,915.78</b>	<b>14,094.17</b>	<b>569,915.14</b>	<b>49,425.47</b>	<b>661,350.56</b>
Current Assets/Liabilities:					
Cash	21,653.84	6,882.06	8,005.69	39,310.06	75,851.65
Investments	720,000.00	115,000.00	560,000.00	18,276.00	1,413,276.00
Unrealized Gains/Losses	428.16	68.42	333.01	10.93	840.52
Accounts Receivable				53.10	53.10
Accrued Interest Receivable	2,455.01	392.11	1,909.45	62.31	4,818.88
Prepaid items				0.00	0.00
Accounts Payable				0.00	0.00
Due to Other Funds					0.00
<b>Total Assets</b>	<b>744,537.01</b>	<b>122,342.59</b>	<b>570,248.15</b>	<b>57,712.40</b>	<b>1,494,840.15</b>



# DIRECTOR'S REPORT

August, 2004

- **BUDGET**

**Financial Report for July:** As of 7/31/04, we were 8.3% of the way through the year and 7.9% expended. Please see the Expense Report for July in your packet.

- **POLICY**

**Circulation:** We had originally intended to bring the circulation policy to you this month. We still have some questions about library cards/accounts and how we support confidentiality in an environment where self-checkout is becoming the norm. I am consulting with State Library of Iowa consultant Sandy Dixon and we will bring the policy to you in September.

- **DISCUSSION/ACTION ITEMS**

**Annual Board Retreat:** We're still working on the agenda for the retreat. At this time, Julie Huisman (remember her? ☺), head of Human Resources for the City of Ames will be presenting an overview of the performance appraisal process and Roy Keneagy, director of the Central Library Service Area, will present a session on policy development, using the new book Creating Policy for Results: From Chaos to Clarity and information on library funding, specifically, the library levy. More to come.

**Request to Ames City Council to Institute Eminent Domain Proceedings with Respect to the Property at 213 Fifth Street, Ames, Iowa:**

The Library is out of space and the number of customers, service levels, collections, technology and staff have all increased in the 20 years since the Library added to the existing facility. The only real opportunity for expansion on our existing site is the addition of the property on the southwest corner of the block. As we have discussed for several years, it is in the best interest of the Library and the Ames community that it serves for the Library Board of Trustees to pursue the acquisition of the property at 213 Fifth St.

Multiple attempts to contact the owner over the past 2 years have been unsuccessful. After consultation with city attorney John Klaus, it is my recommendation that the Board make a request to the City Council to institute eminent domain proceedings with respect to this property. John will be at the board meeting to explain the eminent domain process and to respond to any questions you have.

**Contract for Library Services with City of Gilbert:** This new contract reflects some of the changes we have discussed in previous meetings. Note that the location of the bookmobile in Gilbert is no longer in the contract and the duration is one instead of three years. The Gilbert City Council is considering this contract at its meeting on Monday, August 16. John Lloyd, Gilbert administrative clerk, anticipates that the Council will approve the contract as written. If the contract is not approved at that meeting, this item will be removed from the agenda until we a final contract.

**Library Closing Request (9/29/04, 9 a.m. – 1 p.m.) for Horizon Software Upgrade:** We are upgrading our library software system next month. Since computer specialist Mark Harris must work with our vendor that morning and will be unavailable to assist staff with this latest version of the software, I am recommending that we close until 1 p.m. to ensure that Mark will be available when staff needs him.

**FY04-05 Capital Improvement Plan (CIP) Review:** In the packet is the library CIP projects list for 2004 - 09. Recall that two years ago we submitted our second 5-year-building-maintenance plan. We are in year 3 of that plan. Each year we review and discuss existing and potential projects in August. I then submit them for your approval in September. All CIP requests are submitted the city manager and council for final approval.

**Iowa Public Library Standards Report:** Dawn will have a report on the new public library standards and how they will affect our accreditation status.

- **AMES PUBLIC LIBRARY FOUNDATION**

**2004 Annual Campaign:** Letters to library supporters were mailed the week of August 2<sup>nd</sup>. Development director Cindy Paschen is currently on vacation. I will have a status report on the campaign at the Board meeting.

- **STRATEGIC PLANNING**

**Management Team Retreat:** The management team had its first quarterly retreat on July 26. We focused on three activities:

1. *plans of service*
2. *developing the work plan for our FY04-05 organizational priorities*
3. *Creating the Culture leadership learning and practice*

- **LIBRARY STAFF NEWS**

Susan North and Carol Elbert have both announced their retirements this month. This is a bittersweet time for us. We're happy for our colleagues and know that they're going to have wonderful lives after serving with such distinction at the Library. We'll also miss them and all the wonderful unique ideas and work they contribute to make this such a great place for our community.

Community Relations Specialist Sadjia is also leaving us after only 4 months. Sadjia was offered her dream job as member services manager for the Independent College Bookstore Association. Even though she was with us a short time, she accomplished an amazing amount and immediately became part of the Library family. We'll miss her very much.

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

**Attended:** APL (All Staff, Policy, Management Team, Public Services); City of Ames staff meetings; Ames Noon Rotary; 2004 ILA Leadership Institute; Ames Convention & Visitors Bureau board and marketing committee meetings; ILA Governmental Affairs Committee meeting; Central Library Service Area Directors' Roundtable; Iowa Urban Public Library Association Directors' quarterly meeting at the new Iowa City Public Library.

**Gina Millsap, Director  
Ames Public Library**

8/13/2004

Directors Report August 2004.doc

# Monthly Report - Dawn Hayslett - Assistant Director

## August 2004

### Friends of the Ames Public Library

The Friends Board will meet August 30<sup>th</sup> after their summer hiatus. We will have new financial reports from Klatt and lots of funding requests to discuss.

### Public Services

The Public Services workgroup has completed its plan of service. Whew! After almost a year of questioning, discussing, arguing, thinking, and learning we have developed our list of service priorities. I am very pleased with the vision this document presents for the future of reference and information services at Ames Public Library. We are calling the document a final draft because it will need to be reviewed by the Management Team and each workgroup's plan must be integrated for an overall service program for the Library. It feels good to have this first step finished. Now we are beginning to discuss what this plan means for our service delivery.

We are delving deeper into the concept of what it means for Ames Public Library to be a community information center. We are also discussing how we will bring together all of the service priorities we have identified. We also will need to test these assumptions with our community. Are we on the right track for what our customers really want from us? We will do this assessment after all the workgroups have completed their work.

### Miscellaneous

- Policy Committee reviewed the "Circulation" policy. There are still issues to resolve so the policy will be presented at a future Board meeting.
- I attended the Management Team retreat. I facilitated the discussion of the plan of service development process. We have established a deadline of January 31, 2005, for each workgroup to submit their plans to the Management Team.
- Gina and I have established a regular weekly meeting time. Together we set the Management Team agenda for that week.
- I attended the monthly Library Service Area Board meeting. We met at the DOT here in Ames. We received a tour of the library.
- I attended the Library Service Area Executive Council meeting at the State Library. We talked about the new budget process for state agencies.
- I am serving on the Executive Board for the new Friends subdivision of the Iowa Library Association. We had our first organizational meeting at the ILA office in West Des Moines. At this meeting we approved our by-laws and did some planning for the fall conference. Ron Palumbo of our Friends group is also on the Board and attended the meeting.
- The Gang of Four completed the revision of the Staff Orientation Handbook and two orientation checklists (one for salaried and one for hourly employees.) The handbook is now available on the network server so that supervisors can print out copies as necessary for new staff members and so that it can be easily updated.
- I attended the Adult Selectors meeting. We discussed budget allocations.
- I attended the first meeting of the Collection Management Team. Marianne and I developed the team's charter. The team will develop collection budgets, work on consistent practices and draft a new Collections policy. The first task will be to recommend requests for private funding for this coming year.
- I completed the statistics for the public annual report with the assistance of Mark and Scott. Sadja has done the graphic work and the report is currently at the printer. We will bring it to the Board in September.

## **OUTREACH & CIRCULATION MONTHLY REPORT July 2004**

Lynne Carey, Outreach and Circulation Coordinator

### **VOLUNTEERS:**

The summer youth volunteer program, Students in Action (SIA) was a tremendous success! Fifty kids between the ages of 11 and 17 gave their time and talent to enhance service at APL over the summer. Super-coordinator, Emilyn Larsen-Ferree, will attend this month's meeting to present an overview of the program.

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

We've had a flurry of comings and goings in the Circulation/Outreach Department this month. We've said sad farewells to Natalie Streucker who left to attend Library School in Milwaukee, Vinny Vittal who will start college at the University of Iowa, and Nazy Torabi whose work eligibility status changed. We are very pleased to welcome new shelvers and desk assistants Libby Grant, Sara Canade, Katie Friedrich, Kay-Marie Lamar, Jessica Egli-Davis and Mullai Stritharan. We are happy to have Dave Kerksieck return to a regular schedule following his graduation from UNI.

I am submitting this very abbreviated report this month with the promise of an extended "catch-up" report in September.

**July 10- August 13, 2004**

**Report from Carol Elbert, Youth Services Coordinator**

**Programs:** In July we presented 78 programs, total attendance 2211, completing the 6-week summer series of activities. A highlight of the summer was the magic show performed by the Allen Roen on August 7. The August reading program "Cool Summer Fun" started August 1, supported by Dairy Queen, and continues to August 21.

On July 19 Youth Services staff held a retreat for evaluating summer activities and discussing strategic planning.

We are all working on preparations for the school year program series which will begin in September.

**Staff:** This is a time of year when we usually have turnover in hourly staff. Janel Julius left for a new job as a nanny, and Laura Johnson is off to college. I expect to hire one or two additional hourly staff within the next month.

**Collections:** I'm serving on the new Collection Managers' Team to oversee the library's collection development work.

Normally we work on weeding in August, but because of the change to Horizon this year, we are delaying that work.

**Other:** I had the pleasure of working on a project in cooperation with Iowa State's Parks Library. They asked me to record the text of a manuscript from their Special Collections, a little book titled "Hello Beautiful," written by Charlotte Petersen and illustrated by Christian Petersen for their daughter, then age 2, at Christmas in 1939. The illustrations are being digitized, and the book will be available on the Parks Library website.

I took part in a community collaboration task force, a group writing a federal grant proposal. This was in cooperation with Story County Empowerment, People Place, and others. If funded, the grant would restore the Parents As Teachers program in Story County and enhance Baby Talk initiatives.

I have been elected Secretary of the Story County Childhood Collaboration Executive Committee.

I visited the new Iowa City Public Library and took lots of photos of their beautiful new children's area. Youth Services staff spent time discussing my observations in terms of what we might incorporate in our Plan of Service.

In Dawn's absence I chaired the Books @ Noon program July 21.

I met with Lynne Carey to review program possibilities for the coming year in cooperation with the Iowa State Center, as we have done this year. We see some exciting opportunities.

In July I attended meetings of the management team, management team retreat, all-staff, Board, YS staff, Youth Staff Retreat, collection managers' team, Gang of Four, Story County Childhood Collaboration, and Empowerment grant writing committee. I took a week of vacation in August.

### July 2004 Program Attendance

Program:	# of sessions:	Attendance:
Daycares ages 2-3	3	101
Summer storytimes for ages 2-3	23	627
Summer storytimes for ages 4-6	17	448
Summer storytimes for gr. 1-3	21	600
Summer programs for gr. 4+	3	206
Family Film Night	3	70
Baby Talk Storytimes	4	85
Game Night	4	74
Totals:	78	2211

Coordinator's Monthly Report  
August 2004

Marianne Malinowski  
Collections Workgroup

**COLLECTIONS:** The newly formed Collection Management Team met for the first time on July 29<sup>th</sup>. The members of the team are Scott Dermont, Carol Elbert, Marianne Malinowski and Mike Quinn. Dawn Hayslett is acting as the facilitator for the group.

The purpose of this new team is to coordinate collection development activities for the library as a whole and to keep customer focus uppermost in our minds when we are making purchasing decisions. The team will be working on a request for private funding for collections for this fiscal year and will also be working on a zero-based budget for next year's collections.

This team is extremely important because with budget cuts we are not able to buy the range of materials that we have in the past and we need to focus our funds and our energies where they will meet the greatest need.

Camille and I have asked all the selectors to use the new Baker & Taylor Title Source II software to compile orders for materials this year. The software streamlines the ordering process and provides very useful information such as availability of items, discounts for various items, etc. Now that we have over 20 different selectors we found it necessary to implement some standardized ways of placing orders. So far it's been working very well.

**TRAINING AND WORKSHOPS:** Camille Wagaman attended a three-day online workshop for the Horizon acquisitions module. She said it was the most useful training she has had so far and recommends the online training for staff in other areas. We're both hoping to be able to take the cataloging workshop when it is offered.

**PROFESSIONAL ACTIVITIES:** I attended the first quarterly retreat for the management team. We talked quite a bit about plans of service and I feel more confident that my staff can complete our plan by this January.

Dawn and I met with Roy Kenagy in July to discuss a number of collection development issues such as how to evaluate collections, roles for reference service and the concept of offering information and referral services at the library. We're hoping to work very closely with Roy when our Horizon report generator is available so he can help us to prepare a statistical analysis of our collections.

The management team met with Julie Huisman and Doug from the City's Human Resources Department to review the new record keeping for sick leave.

Camille and I spent a day with Dreama Deskins this past month working on ways to streamline the cataloging process on Horizon. We also talked a little bit about changing our workflow to be better in line with Horizon's capabilities and requirements.

# System Administrator's Monthly Report

## August 2004

### Mark F. Harris

Nearly four months have gone by since APL went live on Horizon. In July, I attended (online) my first Systems Administrator class for Horizon. Though not as advanced as I'd hoped for, I did learn important details for managing, configuring and customizing Horizon for the needs of APL. I implemented most of the recommendations from the Horizon Advisory Team (HAT), and continue to learn and explore more of the details and options available to us. Horizon is certainly the most complex, and least configured out-of-the-box, piece of software I have encountered in my career. (Perhaps I've led a sheltered life.)

I have scheduled our first major update on Horizon to occur on Wednesday, Sept. 29, 2004. This upgrade will provide for many fixes and keep us reasonably current with Dynix versions. Since I will be very involved with the update, and because the database and online catalog will not be available during the upgrade, I have advised Gina that it may be prudent for the library to close for a portion of the day.

One important reason to move forward with this update is to provide for the possibility to acquire Dynix's Web Reporter system software. This software provides many canned SQL reports via a web interface, in addition to allowing for the creation of customized reports. This will allow staff to access complex reports in real time to help in timely decision-making. I have read several affirmative reports about this product on the list serve. A recommendation for purchasing Web Reporter will be made in the near future.

I hope to be enjoying the Colorado Rockies during this board meeting. (woohoo)

## **August 2004 Board Meeting Report from Sadjja, Community Relations Specialist**

### **Final month**

Beyond Page One, bookmarks, forms, labels, program flyers, ads and meetings the initial mailing for the Ames Public Library Foundation fundraising campaign is out, and the annual report is at the City Print Shop.

### **Attended**

Tune Into Downtown /Farmer's Market

APL All Staff Meeting

City's writing workshop

APL Merchandising & Display Group Meetings

APL Foundation Campaign Planning Meetings

### **Thank you**

Today (Thursday, August 12) is my last day as the Community Relations Specialist at Ames Public Library. Although I am excited about the opportunities I have with my new position as the Members Services Manager at Independent College Book Store Association (ICBA), I am very sad about leaving my role at the library.

Ames Public Library staff has demonstrated what happens when a group of extremely talented, passionate and caring people come together for the good of the community. Amazing things continue to happen, even with limited resources, staff and budget. No matter where I go in my career, I will always reflect on Ames Public Library as an example of what a good work environment is; true leadership, teamwork, fun, professional and most of all, a passion and mission to serve our community.

Ames Public Library is loved by this community because the people who work here really do care. They care about the quality of programs and meeting the needs of our community.

I've been the Community Relations Specialist for four months, but it did not even take me a week to observe and experience what I've just described. At Ames Public Library, I found a strong, reliable team, friends and family that I will miss seeing daily.

## **NEW LIFE FOR OLD PICTURES!**

The new brew-pub restaurant, to be known as The Olde Main Brewing Company, at 316 Main Street in downtown Ames, will feature hundreds of photographic prints made from negatives in the library's Farwell T. Brown Photographic Archive. The owners of the enterprise are members of the Griffin and Pyle families. Ellen Pyle Griffin, who grew up in Ames, is in charge of the photographic displays. The photographs will also appear in a large mural along one interior wall of the building. According to Griffin, the photographs will include the explanatory notes and identification numbers that appear in the cataloged collection along with an attribution to the collection and the library's logo. Other photographs in the restaurant will come from the Ames Historical Society and the Iowa State University Archives. At this point, the opening date is set for September 13 (though this might not be the public opening, but a kind of trial opening for those who have been involved with the project).

# **Request to Ames City Council to institute eminent domain proceedings**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 19, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approves a request to the Ames City Council to institute eminent domain proceedings with respect to the property at 213 Fifth Street, Ames, Iowa.

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

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

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

Date \_\_\_\_\_

# **Gilbert Contract**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 19, 2004**

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

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

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

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

Date \_\_\_\_\_

## Library Services Contract

The City of Gilbert, 119 Main St., Gilbert, Iowa and the Ames Public Library, 515 Douglas Ave., Ames, Iowa, agree as follows:

1. The Ames Public Library will provide the residents of the City of Gilbert with library service. All residents of Gilbert will be issued library cards upon request and will have full use of the main library in the city of Ames. In addition, the Ames Public Library Bookmobile will make at least one stop per week in the city of Gilbert. The length of stay per visit will be determined by the Ames Public Library but shall average no fewer than four hours per visit. The Ames Public Library will submit an annual report to the Gilbert City Council detailing use of the library by Gilbert residents.
2. The City of Gilbert will provide all electric power to operate the Bookmobile.
3. This contract shall terminate on June 30, 2005. The parties agree that this contract may be extended by mutual agreement after re-negotiation of the terms thereof.
4. The City of Gilbert shall pay to the Ames Public Library the sum of \$46,310 for library service during the period July 1, 2004 through June 30, 2005. Payment shall be made in two installments on or before June 1, 2005. It is understood that execution of the terms of this contract shall be contingent upon appropriations by the Gilbert City Council sufficient to meet the terms of this contract.

Ames Public Library

City of Gilbert

\_\_\_\_\_  
President, Board of Trustees  
Mary Cameron

\_\_\_\_\_  
Mayor  
Yvonne Wannemueheler

Date \_\_\_\_\_

Date \_\_\_\_\_

# Closing the Library for Horizon Software Upgrade

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 19, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve closing the Library on Wednesday, September 29, 2004, from 9 a.m. until 1 p.m. for a Horizon Software Upgrade.

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

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

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

Date \_\_\_\_\_

**LIBRARY BUILDING IMPROVEMENTS****PROJECT STATUS:** No ChangeCity of Ames, Iowa  
Capital Improvements Plan**DESCRIPTION/JUSTIFICATION**

This project is for the replacement or repair of equipment, materials, and physical plant components of the Library.

The Library was most recently renovated in the mid-1980s and half of the building is nearing the century mark. This program provides for improving and refurbishing interior and exterior elements of the building that will deteriorate if not maintained. Other improvements are in response to customer comments and requests.

**COMMENTS**

2004/05 Replace defective concrete slab around front entry.

2005/06 Replace decaying brick pavers in sidewalk along east side of building; re-grout only the brick pavers under front entry canopy.

2006/07 Masonry restoration, tuckpointing and cleaning of original building, complete tuckpointing of masonry chimney, repair and cleaning of low walls on each side of entry slab at north side of building.

**LOCATION**

Ames Public Library

<b>FISCAL YEAR PRIORITY</b>		<b>TOTAL</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
<b>COST:</b>							
Construction		117,000	10,700	47,500	58,800		
	<b>TOTAL</b>	<b>117,000</b>	<b>10,700</b>	<b>47,500</b>	<b>58,800</b>		
<b>FINANCING:</b>							
Local Option Sales Tax		117,000	10,700	47,500	58,800		
	<b>TOTAL</b>	<b>117,000</b>	<b>10,700</b>	<b>47,500</b>	<b>58,800</b>		

**PROGRAM - ACTIVITY:**  
Community Enrichment**DEPARTMENT:**  
Library**ACCOUNT NO.**  
030-2653-459**PROJECT NO.**

**MONTHLY STATS SUMMARY FY 04/05  
JULY 2004**

<b>CIRCULATION STATISTICS</b>											
<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/HM DEL</b>	<b>GRAND TOTAL</b>	
Current Month	34,243	34,505	68,748	31,141	13,263	44,404	6	102,111	11,047	113,158	
One Year Ago	32,618	35,902	68,520	32,460	11,933	44,393	8	102,670	10,251	112,921	
Difference	1,625	(1,397)	228	(1,319)	1,330	11		(559)	796	237	
% Change	5.0%	-3.9%	0.3%	-4.1%	11.1%	0.0%		-0.5%	7.8%	0.2%	
<b>YR TO DATE</b>											
Current Year	34,243	34,505	68,748	31,141	13,263	44,404	6	102,111	11,047	113,158	
One Year Ago	32,618	35,902	68,520	32,460	11,933	44,393	8	102,670	10,251	112,921	
Difference	1,625	(1,397)	228	(1,319)	1,330	11		(559)	796	237	
% Change	5.0%	-3.9%	0.3%	-4.1%	11.1%	0.0%		-0.5%	7.8%	0.2%	
<b>SPECIAL CIRCULATION</b>											
					<b>% OF TOTAL</b>						
	<b>STORY CO</b>	<b>GILBERT</b>	<b>OPEN ACCESS</b>	<b>TOTAL CIRC</b>	<b>THAT IS SPECIAL</b>			<b>AMES</b>	<b>% of Total Circ that is Ames</b>		
Current Month	6,673	2,186	13,321	15,507	13.7%			89,701	79.3%		
One Year Ago	6,886	2,382	12,965	22,243	19.7%			89,531	79.3%		
Difference	(213)	(196)	356	(6,736)				170			
% Change	-3.1%	-8.2%	2.7%	-30.3%				0.2%			
<b>YR TO DATE</b>											
Current Year	6,673	2,186	13,321	22,180	19.6%			89,701	79.3%		
One Year Ago	6,886	2,392	12,965	22,243	19.7%			89,531	79.3%		
Difference	(213)	(206)	356	(63)				170			
% Change	-3.1%	-8.6%	2.7%	-0.3%				0.2%			

**MONTHLY MAIN STATISTICS FY04/05  
JULY 2004**

MAIN LIBRARY													YR TO	
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	DATE	
<b>ADULT</b>														
New Nonfiction	3,466												3,466	
Nonfiction	11,607												11,607	
New Fiction	3,999												3,999	
Fiction	10,176												10,176	
Travel Bags	84												84	
Paperbacks	1,229												1,229	
Periodicals	1,186												1,186	
ILL (Print)	73												73	
Literary Perks	79												79	
<b>SUBTOTAL (PRINT)</b>	<b>31,899</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>31,899</b>	
New Media Items	19												19	
CD Music	8,051												8,051	
CD Books	2,541												2,541	
Books on Tape - Abridged	1,452												1,452	
Videos, Theatrical	5,805												5,805	
Videos, Nontheatrical	1,114												1,114	
Theatrical DVDS	11,286												11,286	
Non Theatrical DVDS	1,168												1,168	
Computer Software	0												-	
Books on Tape - Unabridged	1,228												1,228	
Audiocassette Players	1												1	
ILL (AV)	0												-	
<b>SUBTOTAL (MEDIA)</b>	<b>32,665</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>32,665</b>	
<b>TOTAL ADULT</b>	<b>64,564</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>64,564</b>	
<b>MAIN LIBRARY</b>														
<b>YOUTH</b>														
Nonfiction	4,565												4,565	
Fiction	6,113												6,113	
Easy Books	7,558												7,558	
Easy Board Books	2,113												2,113	
Easy to Read	2,613												2,613	
Large Print	70												70	
Parents as Teachers	15												15	
Paperbacks	0												-	
Periodicals	242												242	
Comic Books	9												9	
Graphic Novels	534												534	
Young Adult (Print)	2,347												2,347	
Young Adult (Pbks.)	0												-	
<b>SUBTOTAL (PRINT)</b>	<b>26,179</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>26,179</b>	26,179
J Videocassettes	3,628												3,628	
Juvenile DVD's	5,142												5,142	
Kits	1,152												1,152	
Puppets	152												152	
Compact Discs	995												995	
Computers	230												230	
Reference	0												-	
Storytelling	2												2	
Special Collection	0												-	
Toys	62												62	
<b>SUBTOTAL (MEDIA)</b>	<b>11,363</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>11,363</b>	11,363
<b>TOTAL YOUTH</b>	<b>37,542</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>37,542</b>	
Miscellaneous	5												5	
<b>GRAND TOTAL</b>	<b>102,111</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>102,111</b>	
<b>SPECIAL CIRCULATION</b>														
Story County	6,241												6,241	
Gilbert	1,162												1,162	
Open Access	13,245												13,245	
<b>TOTAL SPECIAL CIRC</b>	<b>20,648</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>20,648</b>	
<b>% SPECIAL CIRC</b>	<b>20.22%</b>												<b>20.22%</b>	
Ames	80,281												80,281	

**MONTHLY BOOKMOBILE STATISTICS FY 04/05  
JULY, 2004**

<b>BOOKMOBILE/HOME DELIVERY</b>													
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YR TO DATE
<b>ADULT</b>													
New Nonfiction	179												179
Nonfiction	474												474
New Fiction	222												222
Fiction	962												962
Travel Bags	0												0
Paperbacks	465												465
Periodicals	41												41
ILL (Print)	1												1
Literary Perks	0												0
<b>SUBTOTAL (PRINT)</b>	<b>2,344</b>	-	-	-	-	-	-	-	-	-	-	-	<b>2344</b>
New Media Items	1												1
Compact Discs	241												241
CD Books	60												60
Books on Tape - Abridged	126												126
Videos, Theatrical	499												499
Videos, Nontheatrical	39												39
Theatrical DVD's	773												773
Non-Theatrical DVD's	49												49
Books on Tape - Unabridged	52												52
Audiocassette Players	0												0
ILL (AV)	0												0
<b>SUBTOTAL (MEDIA)</b>	<b>1840</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>1840</b>
<b>TOTAL ADULT</b>	<b>4,184</b>	-	-	-	-	-	-	-	-	-	-	-	<b>4,184</b>
<b>BOOKMOBILE/HOME DELIVERY</b>													
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YR TO DATE
<b>YOUTH</b>													
Nonfiction	945												945
Fiction	1141												1141
Easy Books	960												960
Easy Board Books	828												828
Easy to Read	683												683
Large Print	18												18
Parents as Teachers	0												0
Paperbacks	41												41
Periodicals	0												0
Comic Books	12												12
Graphic Novels	43												43
Young Adult (Print)	291												291
Young Adult (Pbks.)	0												0
<b>SUBTOTAL (PRINT)</b>	<b>4,962</b>	-	-	-	-	-	-	-	-	-	-	-	<b>4962</b>
Kits	102												102
Juvenile DVD's	710												710
Videocassettes	927												927
Puppets	26												26
Compact Discs	111												111
Reference	0												0
Storytelling	0												0
Special Collection	0												0
Toys	24												24
<b>SUBTOTAL (MEDIA)</b>	<b>1900</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>1900</b>
<b>TOTAL YOUTH</b>	<b>6,862</b>	-	-	-	-	-	-	-	-	-	-	-	<b>6,862</b>
Miscellaneous	1												1
<b>GRAND TOTAL</b>	<b>11,047</b>	-	-	-	-	-	-	-	-	-	-	-	<b>11,047</b>
<b>SPECIAL CIRCULATION</b>													
Story County	432												432
Gilbert	1024												1024
Open Access	76												76
<b>TOTAL SPECIAL CIRC</b>	<b>1532</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>1532</b>
<b>% SPECIAL CIRC</b>	<b>13.9%</b>												<b>13.9%</b>
Ames	9420												9420

MONTHLY MISCELLANEOUS STATISTICS FY 04/05  
JULY, 2004

<b>MISCELLANEOUS STATS</b>													
	<b>JUL.</b>	<b>AUG.</b>	<b>SEPT.</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>YEAR TO DATE</b>
<b>HOME DELIVERY</b>													
# of Patrons	28												28
Centers	58												58
Individual Deliveries Made	56												56
Additional Individuals serv.	6												6
<b>GATE COUNT</b>	41,322												41,322
<b>HOLDS</b>													
Main	427												427
BKM/Hm Delivery	11,430												11,430
<b>Total Holds</b>	11,857	0	0	0	0	0	0	0	0	0	0	0	11,857
<b>INTERLIBRARY LOANS</b>													
Requested	70												70
Received	72												72
Loaned	305												305
Fill Rate	103%												103%
<b>MEETING ROOMS</b>													
Meetings	138												138
People	3,135												3,135
<b>Computer Hours</b>													
<b>PROGRAMS</b>													
Youth	78												78
Adult	47												47
<b>Total Programs</b>	125	0	0	0	0	0	0	0	0	0	0	0	125
<b>PROGRAM ATTENDANCE</b>													
Youth	2,211												2,211
Adult	2,561												2,561
<b>Total Attendance</b>	4,772	0	0	0	0	0	0	0	0	0	0	0	4,772
<b>Webref</b>	57												57



**ONLINE DATABASE USAGE FOR FY 2003/04**

<b>DATABASE</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>YTD</b>
<b>ReferenceUSA</b>													
Business In-House	104												<b>104</b>
Business Remote	13												<b>13</b>
Business Total	117	0	0	0	0	0	0	0	0	0	0	0	<b>117</b>
Residential In-House	109												<b>109</b>
Residential Remote	41												<b>41</b>
Residential Total	150	0	0	0	0	0	0	0	0	0	0	0	<b>150</b>
Grand Total	267	0	0	0	0	0	0	0	0	0	0	0	<b>267</b>
<b>Des Moines Register</b>													
In-House	72												<b>72</b>
Remote	117												<b>117</b>
Total	189	0	0	0	0	0	0	0	0	0	0	0	<b>189</b>
<b>EBSCOhost</b>													
In-House	558												<b>558</b>
Remote	551												<b>551</b>
Total	1109	0	0	0	0	0	0	0	0	0	0	0	<b>1109</b>
<b>New York Times</b>													
In-House	25												<b>25</b>
Remote	20												<b>20</b>
Total	45	0	0	0	0	0	0	0	0	0	0	0	<b>45</b>
<b>Heritage Quest</b>													
In-House + Remote	86												<b>86</b>
<b>Novelist</b>													
Total	352												<b>352</b>
<b>GRAND TOTAL</b>	<b>2048</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>2048</b>
<b>YEAR TO DATE</b>	<b>2048</b>												