

Agenda
Ames Public Library Board of Trustees
August 21, 2008 - 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.

Consent Agenda

- Consent Agenda – Action Item (All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Board of Trustee members vote on the motion)
 - Claims
 - Gifts
 - New Hires/Raises

Financial Reports

- Discussion

Administrative Staff Reports

- Administrative Report

Friends of the Ames Public Library Report – Budd and LeGates

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Confidentiality of Library Records – Action Item

Unfinished Business

- Building Committee Report - Weeks

New Business

- Future Association with Library Planning Associates - Discussion
- Video Security Project – Action Item
- Elevator Repair – Action Item

Trustee Comments

Adjournment

The next regular meeting is Thursday, September 18, 2008 at 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes July 17, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, July 17, 2008, in the Library's Board Room with Anderson, Budd, Campbell, LeGates, Meier, Ross, Seagrave, Warnick and Director Weeks in attendance. Lockett was absent.

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

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

Approval of Minutes: Anderson moved and Seagrave seconded a motion to approve the June 19, 2008, minutes. Motion passed unanimously.

Public Forum: None

City Manager Meeting with Board of Trustees: Ross introduced City Manager Steve Schainker. Schainker said there was a strong relationship between the city and the library, even though the library was managed by an independent board of trustees. Ross asked Schainker to comment on the forecast for the economy and city finances. Schainker said assessed valuations had increased nominally and housing values were holding firm; therefore, he was not expecting any large increases in the city budget. He said the City of Ames was better positioned economically in comparison to many Iowa cities.

Anderson asked Schainker to comment on a library bond issue and compare it to the city's other capital improvement projects. Schainker said that in addition to the library project, there was the possibility of a bond for an indoor pool and gymnasiums and for relocation of fire station number two. Other possible projects would be street projects, utility bonds, a sewer plant upgrade and water plant renovation, but they would not be voter-approved bonds. Schainker encouraged the trustees to keep the library downtown, but to keep in mind the parking issues. He offered use of the City's Resident Satisfaction Survey to ask citizens about library issues. He thanked the board for volunteering their time to serve as trustees.

Consent Agenda: Anderson moved and Meier seconded the motion to approve the consent agenda. Motion passed unanimously.

1) Motion approving claims reports: 6/1/2008-6/30/2008

Financial Reports: Weeks said the financial reports in the packet were not final for fiscal year 2007-08, because there were still some outstanding invoices and salaries that would need to be billed back to last year. He commended staff for their management of the budget. Budd asked what happened to unspent monies. Weeks said any items purchased for last fiscal year needed to be in the library by June 30, 2008, but the bill could be paid in July. Seagrave asked out of what budget the air conditioner repair would be paid. Weeks said it was being paid out of the City's capital improvement fund. Ross said the financial reports were accepted as submitted.

Administrative Staff Reports: Weeks said the library staff would be well prepared for the influx of RAGBRAI riders on Tuesday, July 22, 2008. The library will offer cell phone charging and stay open until 10 p.m. or later, if needed. Ross asked how the riders would know about the library services. Weeks said the riders would receive a tabloid in Jefferson, Iowa, the night before that listed the activities happening in Ames.

Weeks said the security camera bid would close on July 22, 2008.

Anderson asked for an update about the joint meetings of the Friends and Foundation Boards that were held to discuss combining the groups. Weeks said the meetings were cordial; however, no decisions were made.

Weeks explained the computer lab stations were rearranged so the upright screens were at the end of the room. In addition, staff members were limiting two people to a station to keep the noise level down and were not tolerating unacceptable behavior.

Weeks said City Manager Steve Schainker would attend the July 30, 2008, Great Places meeting. A coach has been assigned to the Great Places Team to work with them to formulate their proposal.

Friends of the Ames Public Library Report: LeGates handed out the job description for the book sale coordinator. She explained the Friends were looking for a volunteer to coordinate the book sales. LeGates said Volunteer Coordinator Sarah Bohlke would train and guide the book sale coordinator. She asked the trustees to refer any possible volunteers to Sarah Bohlke. LeGates said the next Friends meeting would be held the last Monday in August.

Foundation Report: Carey reported that the Foundation hadn't met since June. She said they were looking for additional directors. Carey said the directors had chosen Project Smyles for the 2008 campaign. The campaign mailing will go out in August.

Policy Review:

Arts Advisory Committee Policy – Action Item: Ross explained the Arts Advisory Committee was defined by the Arts Advisory Committee policy, which was unnecessary. He said it was an activity that would be handled on an *ad hoc* basis. Budd moved and LeGates seconded the motion to remove the Arts Advisory Committee Policy as presented. Seagrave moved to amend the motion to read, "To dissolve the committee and remove the Arts Advisory Committee Policy as presented." LeGates seconded the motion. Motion passed unanimously.

Gifts Policy – Action Item: Weeks explained the Gifts Policy was a complete rewrite. He said the policy presented did not include transferring existing funds to the Foundation. The policy states that the library would coordinate the receipt of gifts with the Ames Public Library Foundation. Weeks said the policy addressed the issue of public purpose that was brought up by City Attorney Doug Marek. Weeks said library staff would work with the donor to determine his or her intent for the gift. Meier asked for a copy of the memo from the city attorney approving the wording in the policy. Weeks said he did not have a memo from the city attorney that approved the wording in the policy presented, but he had a memo from Marek approving a previous draft. Weeks said he took out the language with which Marek was concerned. Meier said she was uncomfortable approving this policy without a memo from the city attorney that approved the wording. Weeks said he discussed the issues with Marek, but he thought Marek felt some of the issues were not clear cut, and he might not be willing to state his opinion in writing. Seagrave stated that he had a problem with the paragraph under "Works of Art." He said the language might be contradictory.

LeGates moved and Warnick seconded a motion to approve the Gifts Policy as presented/amended. Ross said the trustees had the option of approving the motion as presented, amending the motion, or tabling it with instructions for the staff.

Meier moved to table the motion, present the policy to the city attorney for review, and invite the city attorney to the next board meeting. Motion to table the policy passed unanimously. Ross said the motion was tabled, the city attorney would be contacted and asked to respond to the policy, and the city attorney would be invited to a board meeting.

Unfinished Business:

Building Committee Report - Weeks: Weeks said the Request for Proposal for the library expansion feasibility study was sent to thirty architecture firms. He told trustees to refer names of any architecture firms to library staff. Anderson asked if the process was a design build or design, bid build. Weeks said it would be a design, bid, build process. Ross said the building committee would meet on August 4, 2008, to discuss the story board session and the reports from trustees about their meetings with community leaders. Ross said they were looking to identify a community leader who would be willing to take charge of the expansion process. Ross said, in the meantime, he and Anderson would work together to organize the meetings.

New Business:

Compressor Repair - Weeks: Weeks said the Library's Executive Board approved expenditure of \$35,000 for the compressor repair. Two compressors failed; one that was installed in 1985 and one that was seven or eight years old. He said that with the replacement of the other two compressors last summer, four new units were operating.

Foundation Endowment for Library Collection – Action Item: Weeks said the action item was in response to an anticipated bequest. Carey said the monies were coming from a trust, where the donor stipulated depositing the monies into an endowment account for the purpose of acquiring materials for the library collection. Carey said the Story County Community Foundation had an option to create the endowment.

Anderson moved and Seagrave seconded the following motion, "Be it resolved that the Board of Trustees, under the terms of the agreement between the Ames Public Library Board of Trustees and the Ames Public Library Foundation, acknowledges and approves the Foundation's receipt of \$10,000 from a bequest, which stipulates the deposit of said bequest into an endowment account for the purpose of acquisitions for the library collection. This bequest can be built upon by future donors. This endowment will be a separate fund from the general library endowment fund, as expressed by the wishes of the donor. The Story County Community Foundation will act on behalf of the Ames Public Library Foundation in establishing this endowment account." Motion passed unanimously.

Trustee Comments:

Warnick had no comment.

Seagrave had no comment.

Anderson asked trustees to submit a brief report about their meetings with community contacts to him by August 1, 2008. He said his meetings were productive. He reported he had a positive conversation with Scott Bauer regarding the Chamber of Commerce's support of the library expansion project. The Ames Main Street District would be in favor of the project. The Superintendent of Gilbert Community School District would be willing to put information in school communications. Anderson said he asked the two Rotary Clubs of Ames to join together to make a \$50,000.00 commitment for the library expansion.

LeGates said she was waiting for her contacts to return her calls. She said she would be out of town on August 21, 2008.

Campbell had no comment.

Meier said she was scheduling meetings with her contacts.

Budd had no comment.

Ross stressed the importance of getting the word out on the library expansion. He said it would be important to generate good will toward the project and to avoid competing with other entities for taxpayer dollars.

Adjournment

Meeting adjourned at 9:00 p.m.

Consent Agenda

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
August 21, 2008**

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

- **Claims Accruals 6/1/08 – 6/30/08 and Claims Report 7/1/08 – 7/31/08**

- **Gifts**
 - From Alan Maximuk.....\$30.00
 - From University Book Store, ISU\$50.00
 - In memory of Patricia Francis from Colleen Francis and B. Bendet Saturen\$25.00

- **Staff changes:**
 - New Hires
 - Hiring of Michael Belding III as a circulation assistant at \$7.47/hour, effective July 21, 2008.
 - Hiring of Jessica Redmond as a circulation assistant at \$7.47/hour, effective July 21, 2008.
 - Hiring of Breanne Hunter as a circulation assistant at \$7.47/hour, effective August 6, 2008.
 - Hiring of Amber Fitzsimmons as a circulation assistant at \$7.47/hour, effective August 16, 2008.
 - Raises
 - Six-month raise for Processing Clerk Sue Besco, from \$27,733.06 to \$29,191.14, effective July 22, 2008.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Library Claims
6/1/08-6/30/08 Accruals**

Library Administration		
JUN INFO SERV CHGS	CITY DATA SERV	\$ 641.79
JUNE MESSENGER CHARGES	CITY MESSENGER SERV	\$ 290.45
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 12.84
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 7.63
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 3.36
CAREY, LYNNE D	CONFERENCES	\$ 57.05
BANK OF AMERICA	CONFERENCES	\$ 358.93
IA STATE DAILY	PRINTING OUTSIDE	\$ 165.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 5,561.40
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 44.47
CITY OF AMES UTILITIES	WATER/SEWER	\$ 299.33
6/11/08 CORBIN SANITATION	WASTE DISPOSAL	\$ 182.00
CORBIN SANITATION	WASTE DISPOSAL	\$ 364.00
ALLIANT ENERGY	NATURAL GAS	\$ 21.63
WES JARNAGIN PAINTING INC	STRUCTURAL REPAIR	\$ 4,980.00
FITZ ELECTRIC	FIXED EQUIPMENT REPAIR	\$ 176.86
6/11/08 CORBIN SANITATION	NON-CITY SERVICE	\$ (182.00)
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 283.33
R & C LANDSCAPE & LAWN CA	NON-CITY SERVICE	\$ 60.00
CRYSTAL CLEAN	NON-CITY SERVICE	\$ 1,780.00
JASONS LAWN & TREE CARE	NON-CITY SERVICE	\$ 50.00
CH ISSUES	OFFICE SUPPLIES	\$ 136.96
BANK OF AMERICA	OFFICE SUPPLIES	\$ 16.77
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 29.99
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 326.31
CARVER ACE HARDWARE	CLEANING SUPPLIES	\$ 13.47
HANGER, NICHOLAS R	EQUIPMENT PARTS/SUPPLIES	\$ 1.79
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 8.94
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 97.00
	Total Administration	\$ 15,789.30
Outreach Services		
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ 2,765.60
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ 40.10
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ 171.47
JUNE EQUIPMENT CHARGES	FLEET OPERATING/MAINT	\$ 338.64
JUNE EQUIPMENT CHARGES	FLEET REPLACEMENT FUNDS	\$ 1,894.00
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 43.41
CITY OF AMES UTILITIES	ELECTRICITY	\$ 25.93
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 144.48
BANK OF AMERICA	OFFICE SUPPLIES	\$ 21.05
BANK OF AMERICA	CLEANING SUPPLIES	\$ 23.94
	Total Outreach Services	\$ 5,468.62
Collections		
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ 329.88
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ 4.78
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ 20.45
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 681.50
6/6/08 QUILL PAYMENT	EQUIPMENT PARTS/SUPPLIES	\$ 19.78
RFND HOLLYWOOD VIDEO 6/30	JUVENILE	\$ (44.97)
BAKER & TAYLOR INC	JUVENILE	\$ 13.60
LAKESHORE LEARNING MATERI	JUVENILE	\$ 159.85

**Library Claims
6/1/08-6/30/08 Accruals**

BANK OF AMERICA	JUVENILE	\$ 101.00
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 10.95
BANK OF AMERICA	AUDIO-VISUAL	\$ 812.36
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 827.76
BANK OF AMERICA	ADULT COLLECTIONS	\$ 305.35
	Total Collections	\$ 3,242.29
Youth Services		
JUNE PRINTING CHARGES	PRINTING/GRAPHICS	\$ 27.00
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 3.38
BANK OF AMERICA	CONFERENCES	\$ 1,062.90
HEID, JERRI	CONFERENCES	\$ 6.57
BANK OF AMERICA	FOOD & FEED	\$ 32.18
LAKESHORE LEARNING MATERI	SPECIAL PROJECT SUPPLIES	\$ 94.17
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 3.26
COMMERS, AMY	SPECIAL PROJECT SUPPLIES	\$ 86.91
	Total Youth Services	\$ 1,316.37
Information Services		
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ 13.14
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ 0.19
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ 0.81
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.40
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 31.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 45.47
	Total Information Services	\$ 91.01
Circulation		
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ 6,964.38
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ 100.98
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ 431.79
LIBRARY MC/VISA CHARGES	OUTSIDE PROF SERV	\$ 122.90
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 477.08
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 438.55
BANK OF AMERICA	FOOD & FEED	\$ 82.55
	Total Circulation	\$ 8,618.23
Network Services		
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,977.54
	Total Network Services	\$ 1,977.54
TOTAL		\$ 36,503.36
Dale Ross, President	Melody Warnick, Secretary	Date:

Library Claims
7/1/2008-7/31/2008

Library Administration		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 32,845.38
PAYROLL SUMMARY	IPERS DISABILITY	\$ 228.04
PAYROLL SUMMARY	LIFE INSURANCE	\$ 83.86
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,698.00
PAYROLL SUMMARY	MEDICARE FICA	\$ 465.14
PAYROLL SUMMARY	FICA	\$ 1,988.85
PAYROLL SUMMARY	IPERS	\$ 2,085.68
PAYROLL SUMMARY	WORKERS COMP	\$ 58.88
JULY 2008 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 323.47
BOHLKE, SARAH	TRAVEL/MEETINGS	\$ 31.50
REVERSE PREPAID EXPENSES	TRAINING	\$ 35.00
CAREY, LYNNE D	CONFERENCES	\$ 86.40
BANK OF AMERICA	CONFERENCES	\$ 10.50
DOVIA	DUES AND MEMBERSHIPS	\$ 30.00
HEUSS PRINTING INC	PRINTING OUTSIDE	\$ 95.63
SIGN PRO	PRINTING OUTSIDE	\$ 20.00
DEX MEDIA EAST	ADVERTISING	\$ 195.00
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 155.53
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 5.63
MIDWEST AUTOMATIC FIRE SP	FIXED EQUIPMENT REPAIR	\$ 207.50
BANKERS LEASING CO	RENTALS AND LEASES	\$ 1,243.00
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 36.74
QUALITYONE COMMERCIAL CLE	NON-CITY SERVICE	\$ 1,915.00
R & C LANDSCAPE & LAWN CA	NON-CITY SERVICE	\$ 30.25
CH ISSUES	OFFICE SUPPLIES	\$ 3.31
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 62.35
QUILL CORP	OFFICE SUPPLIES	\$ 142.04
DOORS INC	STRUCTURAL MATERIAL	\$ 37.21
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 303.94
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 763.86
STITZELL ELECTRIC SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 103.92
SIGLER COMPANIES INC	SPECIAL PROJECT SUPPLIES	\$ 492.80
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 34.45
GWIASDA, SUSAN	SPECIAL PROJECT SUPPLIES	\$ 60.00
TUTTLE, KRISTIN	SPECIAL PROJECT SUPPLIES	\$ 23.79
AMES RAGBRAI COMMITTEE	SPECIAL PROJECT SUPPLIES	\$ 300.00
	Total Administration	\$ 48,202.65
Outreach Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,530.82
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ (2,765.60)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 5,013.13
PAYROLL SUMMARY	IPERS DISABILITY	\$ 83.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 43.22
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,072.98
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ (40.10)
PAYROLL SUMMARY	MEDICARE FICA	\$ 264.07
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ (171.47)
PAYROLL SUMMARY	FICA	\$ 1,129.09
PAYROLL SUMMARY	IPERS	\$ 1,166.62
PAYROLL SUMMARY	WORKERS COMP	\$ 121.62
JULY 2008 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 92.42

Library Claims
7/1/2008-7/31/2008

CITY OF AMES UTILITIES	ELECTRICITY	\$ 14.54
	Total Outreach Services	\$ 19,554.75
Collections		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,318.45
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ (329.88)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 669.77
PAYROLL SUMMARY	IPERS DISABILITY	\$ 94.54
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,304.90
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ (4.78)
PAYROLL SUMMARY	MEDICARE FICA	\$ 236.18
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ (20.45)
PAYROLL SUMMARY	FICA	\$ 1,009.80
PAYROLL SUMMARY	IPERS	\$ 1,078.77
PAYROLL SUMMARY	WORKERS COMP	\$ 13.56
JULY 2008 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 184.84
ISU PARKS LIBRARY	NON-CITY SERVICE	\$ 20.00
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 9.88
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 182.59
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 26.80
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 265.46
IA STATE DAILY	PERIODICALS	\$ 168.00
AMES DAILY TRIBUNE	PERIODICALS	\$ 154.00
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 12,938.75
BOOKPAGE	PERIODICALS	\$ 384.00
BAKER & TAYLOR INC	JUVENILE	\$ 874.62
RECORDED BOOKS LLC	JUVENILE	\$ 6.95
JUNIOR LIBRARY GUILD	JUVENILE	\$ 1,908.00
HOLLYWOOD VIDEO	JUVENILE	\$ 119.92
MIDWEST TAPE	JUVENILE	\$ 1,098.97
BANK OF AMERICA	JUVENILE	\$ 146.10
REVERSE PREPAID EXPENSES	ADULT REFERENCE	\$ 28.82
BAKER & TAYLOR INC	ADULT REFERENCE	\$ 65.00
CONGRESSIONAL QUARTERLY I	ADULT REFERENCE	\$ 141.80
COUNCIL OF STATE GOVERNME	ADULT REFERENCE	\$ 58.50
EBSCO SUBSCRIPTION SERVIC	ADULT REFERENCE	\$ 3,090.00
STATE LIBRARY OF IOWA	ADULT REFERENCE	\$ 1,572.93
NEWSBANK	ADULT REFERENCE	\$ 6,630.00
INFO USA MARKETING INC	ADULT REFERENCE	\$ 550.00
VALUE LINE PUBLISHING INC	ADULT REFERENCE	\$ 898.00
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 397.22
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 477.00
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 755.52
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 177.45
HOLLYWOOD VIDEO	AUDIO-VISUAL	\$ 307.37
MIDWEST TAPE	AUDIO-VISUAL	\$ 802.96
BANK OF AMERICA	AUDIO-VISUAL	\$ 179.91
BOLINDA PUBLISHING INC	AUDIO-VISUAL	\$ 35.00
REVERSE PREPAID EXPENSES	ADULT COLLECTIONS	\$ 49.18
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 3,134.43
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 50.13
THOMAS BOUREGY & COMPANY	ADULT COLLECTIONS	\$ 110.80

Library Claims
7/1/2008-7/31/2008

BANK OF AMERICA	ADULT COLLECTIONS	\$ 863.80
GALE GROUP	ADULT COLLECTIONS	\$ 273.29
	Total Collections	\$ 61,557.23
Youth Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 20,194.70
PAYROLL SUMMARY	IPERS DISABILITY	\$ 105.31
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,562.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 285.23
PAYROLL SUMMARY	FICA	\$ 1,219.65
PAYROLL SUMMARY	IPERS	\$ 1,282.35
PAYROLL SUMMARY	WORKERS COMP	\$ 69.42
JULY 2008 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 138.63
BANK OF AMERICA	CONFERENCES	\$ 226.12
QUILL CORP	OFFICE SUPPLIES	\$ 58.45
BANK OF AMERICA	OFFICE SUPPLIES	\$ 52.17
BANK OF AMERICA	CLEANING SUPPLIES	\$ 3.63
BANK OF AMERICA	FOOD & FEED	\$ 48.19
J HEID PCARD REIMB 7-17-0	SPECIAL PROJECT SUPPLIES	\$ (228.58)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 353.54
LI COALITION AGAINST CENS	SPECIAL PROJECT SUPPLIES	\$ 40.00
	Total Youth Services	\$ 26,481.65
Information Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 30,357.66
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ (13.14)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 13.14
PAYROLL SUMMARY	IPERS DISABILITY	\$ 210.99
PAYROLL SUMMARY	LIFE INSURANCE	\$ 85.78
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,657.20
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ (0.19)
PAYROLL SUMMARY	MEDICARE FICA	\$ 430.91
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ (0.81)
PAYROLL SUMMARY	FICA	\$ 1,842.61
PAYROLL SUMMARY	IPERS	\$ 1,928.53
PAYROLL SUMMARY	WORKERS COMP	\$ 24.43
2008-3 MUNIC CODE BILLING	PRINTING/GRAPHICS	\$ 27.02
JULY 2008 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 323.47
DOBBS, ANN R	TRAINING	\$ 30.60
PETRA, ROSS	TRAINING	\$ 40.85
LOGSDON, MARY	TRAINING	\$ 169.20
QUILL CORP	OFFICE SUPPLIES	\$ 47.32
LIB 7-14-08	SPECIAL PROJECT SUPPLIES	\$ (11.00)
LIB 7-21-08	SPECIAL PROJECT SUPPLIES	\$ (4.50)
LIB 7-28-08	SPECIAL PROJECT SUPPLIES	\$ (1.50)
LIB 7-7-08	SPECIAL PROJECT SUPPLIES	\$ (3.00)
TELEVEND SERVICES INC	SPECIAL PROJECT SUPPLIES	\$ 52.35
	Total Information Services	\$ 38,207.92
Circulation		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,917.84
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ (6,964.38)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 12,646.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 45.51

Library Claims
7/1/2008-7/31/2008

PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.86
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,244.49
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ (100.98)
PAYROLL SUMMARY	MEDICARE FICA	\$ 374.38
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ (431.79)
PAYROLL SUMMARY	FICA	\$ 1,600.85
PAYROLL SUMMARY	IPERS	\$ 1,574.07
DEPT IPERS REFUND	IPERS	\$ (34.69)
PAYROLL SUMMARY	WORKERS COMP	\$ 169.02
JULY 2008 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 231.05
PAPER ROLL PRODUCTS	OFFICE SUPPLIES	\$ 233.47
	Total Circulation	\$ 24,550.76
Network Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 5,471.98
PAYROLL SUMMARY	IPERS DISABILITY	\$ 38.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 14.19
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 740.86
PAYROLL SUMMARY	MEDICARE FICA	\$ 78.72
PAYROLL SUMMARY	FICA	\$ 336.60
PAYROLL SUMMARY	IPERS	\$ 347.48
PAYROLL SUMMARY	WORKERS COMP	\$ 4.38
JULY 2008 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 46.21
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,034.50
REVERSE PREPAID EXPENSES	COMPUTER MAINT	\$ 2,179.00
SIRSIDYNIX INC	COMPUTER MAINT	\$ 838.80
SIRSIDYNIX INC	COMPUTER MAINT	\$ 26,775.57
RED GATE SOFTWARE LTD	COMPUTER MAINT	\$ 124.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 423.95
REBATE LIBRARY 7-23-08	MINOR COMPUTER EQUIPMENT	\$ (50.00)
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 252.41
	Total Network Services	\$ 38,656.68
TOTAL		\$ 257,211.64
Dale Ross, President	Melody Warnick, Secretary	Date:

2007/08 Library Expense Summary							
All Funding Sources							
June 30, 2008							
		Local					
	General	Option	Bequest	State	Friends of	Donations	Total
	Fund	Tax	Funds	Funding	the Library	& Grants	Expenses
Administration:							
General administration	763,975		4,933	9,118	598	1,082	779,706
Equipment/furniture			29,568	10,077			39,645
Total Administration	763,975	0	34,501	19,195	598	1,082	819,351
Outreach Services:							
Total Outreach Services	209,111	0	0	0	0	0	209,111
Collections Development:							
Collections administration	337,722		48				337,770
Periodicals	13,858						13,858
Youth collection	77,646		407		1,402	290	79,745
Reference collection	43,666						43,666
Audio/visual collection	76,930			718		8,531	86,179
Adult collection	143,932				12,816	6,438	163,186
Total Collection Development	693,754	0	455	718	14,218	15,259	724,404
Youth Services:							
General youth services	263,051				706		263,757
Project Smyles						62,340	62,340
Books for Babies						10,018	10,018
Children's Theater						419	419
Total Youth Services	263,051	0	0	0	706	72,777	336,534
Information Services:							
General information services	470,513				372		470,885
Friends programming					3,000		3,000
ACVB Concert Series						10,000	10,000
FINRA Grant						3,170	3,170
Total Information Services	470,513	0	0	0	3,372	13,170	487,055
Circulation Services:							
Total Circulation Services	405,096	0	0	0	0	0	405,096
Network Services:							
General network services	151,592						151,592
Computer equipment			12,507	5,377			17,884
Total Network Services	151,592	0	12,507	5,377	0	0	169,476
Capital Improvements:							
Library building maintenance		1,529					1,529
Library security/fire system		5,038					5,038
Library air-conditioning system		34,990					
Library building project			12,000				12,000
Total Capital Improvements	0	41,557	12,000	0	0	0	18,567
Total Expenses	2,957,092	41,557	59,463	25,290	18,894	102,288	3,169,594

2007/08 Library Expense Summary						
June 30, 2008						
12 Months =100.00%						
	2006/07	2007/08	YTD	YTD	Current	%
	Actuals	Budget	2006/07	2007/08	Balance	Spent
PERSONAL SERVICES						
Salaries	1,491,490	1,518,571	1,491,490	1,466,805	51,766	
Temporary Salaries	181,158	208,602	181,158	185,039	23,563	
Longevity	5,593	5,090	5,593	4,845	245	
Sick Leave	9,935	10,236	9,935	10,236	0	
Adjustment	(4,849)		(4,849)	(1,873)	1,873	
Vacation	3,412	14,927	3,412	14,927	0	
Total Personal Services	1,686,739	1,757,426	1,686,739	1,679,979	77,447	95.6%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		30,811			30,811	
IPERS Disability	9,268	9,640	9,268	9,575	65	
Life Insurance	4,647	4,766	4,647	4,368	398	
Health Insurance	172,724	176,440	172,724	158,869	17,571	
FICA Medicare	23,950	21,942	23,950	23,853	(1,911)	
FICA	102,407	93,824	102,407	101,989	(8,165)	
IPERS	95,178	93,497	95,178	98,335	(4,838)	
Workers Compensation	5,349	3,269	5,349	5,031	(1,762)	
Flex Administration	747	883	747	794	89	
Total Employee Benefits	414,270	435,072	414,270	402,814	32,258	92.6%
INTERNAL SERVICES						
City Data Services	7,540	7,826	7,540	7,826	0	
City Messenger	2,631	3,060	2,631	2,919	141	
Printing	3,930	5,196	3,930	3,204	1,992	
Insurance & Bonds	19,150	18,979	19,150	19,666	(687)	
Phone Operation/Maintenance	16,082	16,406	16,082	16,081	325	
Long Distance	523	515	523	529	(14)	
Fleet Operating/Maintenance	10,345	8,182	10,345	8,183	(1)	
Fleet Replacement	21,636	22,728	21,636	22,728	0	
Computer Replacement	6,746		6,746		0	
Interdepartmental Labor					0	
Total Internal Services	88,583	82,892	88,583	81,136	1,756	97.9%
CONTRACTUAL						
Outside Professional Services	33,290	26,300	33,290	23,590	2,710	
Postage/Freight	13,765	16,665	13,765	18,452	(1,787)	
Travel/Meetings	1,055	2,005	1,055	1,081	924	
Training	1,139	2,121	1,139	2,141	(20)	
Conferences	10,892	17,052	10,892	17,756	(704)	
Subscriptions and Books	85	100	85	85	15	
Dues & Memberships	4,232	5,168	4,232	5,637	(469)	
Printing	1,630	3,500	1,630	3,610	(110)	
Advertising	2,920	5,340	2,920	4,930	410	
Recruiting Costs	5,522	1,830	5,522	2,282	(452)	
Insurance	687	687	687	0	687	
Electricity	45,049	45,760	45,049	49,419	(3,659)	
Phone Operation/Maintenance	19,932	19,150	19,932	18,802	348	
Long Distance		20			20	
Water/Sewer	3,341	3,400	3,341	3,103	297	
Waste Disposal	2,091	2,376	2,091	2,543	(167)	
Natural Gas	10,650	12,780	10,650	10,126	2,654	
Structural Repair	14,378	45,000	14,378	44,364	636	
Moveable Equipment Repair	867	1,315	867	1,433	(118)	
Fixed Equipment Repair	46,410	22,000	46,410	28,414	(6,414)	
Computer Maintenance	36,589	40,204	36,589	40,825	(621)	
Rentals & Leases	18,165	18,199	18,165	18,354	(155)	
Contractual Employees					0	

2007/08 Library Expense Summary						
June 30, 2008						
12 Months =100.00%						
	2006/07	2007/08	YTD	YTD	Current	%
	Actuals	Budget	2006/07	2007/08	Balance	Spent
Other Non-City Services	15,733	48,899	15,733	50,293	(1,394)	
Total Contractual	288,422	339,871	288,422	347,240	(7,369)	102.2%
COMMODITIES						
Office Supplies	13,065	13,665	13,065	13,650	15	
Minor Office Equipment	20,971	3,211	20,971	2,725	486	
Minor Computer Equipment	9,623	9,000	9,623	8,693	307	
Ag-Hort Supplies	35	250		321	(71)	
Structural Materials	15,670	10,250	15,670	7,179	3,071	
Chemicals/Lab Supplies					0	
Cleaning Supplies	8,115	7,250	8,115	7,345	(95)	
Equipment Parts/Supplies	28,302	31,150	28,302	30,808	342	
Minor Equipment & Tools	1,257	530	1,257	563	(33)	
Food	2,995	3,345	2,995	3,302	43	
Wearing Apparel		25		25	0	
Special Project Supplies	5,450	7,760	5,450	9,227	(1,467)	
Purchase Card Clearing			0		0	
Fuel for Vehicles/Equipment	11	25	11		25	
Total Commodities	105,494	86,461	105,459	83,838	2,623	97.0%
CAPITAL:						
Computer Equipment		2,000		2,053	(53)	
Equipment		4,000		4,000	0	
Total Capital	0	6,000	0	6,053	(53)	100.9%
COLLECTION:						
Periodicals	11,526	13,800	11,526	13,858	(58)	100.4%
Juvenile	62,299	78,095	62,299	77,646	449	99.4%
Adult Reference	40,529	44,315	40,529	43,666	649	98.5%
Audio Visual	71,575	76,400	71,575	76,930	(530)	100.7%
Adult Collection	116,464	142,300	116,464	143,932	(1,632)	101.1%
Total Collection	302,393	354,910	302,393	356,032	(1,122)	100.3%
OTHER EXPENDITURES						
Refunds					0	
Total Other Expenditures	0	0	0	0	0	
GRAND TOTAL	2,885,901	3,062,632	2,885,866	2,957,092	105,540	96.6%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	689,338	747,546	689,338	763,975	(16,429)	25.80%
Outreach Services	278,800	235,885	278,800	209,111	26,774	7.10%
Collections	632,424	692,762	632,424	693,754	(992)	23.50%
Programming & Promotions	173,304	281,757	173,304	263,051	18,706	8.90%
Public Services	664,460	525,965	664,460	470,513	55,452	15.90%
Circulation Services	425,179	429,445	425,179	405,096	24,349	13.70%
Computer Lab	22,396	149,272	22,396	151,592	(2,320)	5.10%
GRAND TOTAL	2,885,901	3,062,632	2,885,901	2,957,092	105,540	100%

EXPENSE REPORT SUMMARY FY 2007/2008																	
June 30, 2008																	
12 Months =100.00%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																	
Salaries	1,518,571	128,295	124,079	118,550	122,929	121,892	122,146	120,927	121,990	120,008	120,221	120,220	125,548		1,466,805	51,766	96.6%
Temporary Salaries	208,602	8,128	21,444	14,860	13,636	14,907	12,889	13,979	16,032	12,411	13,588	15,482	17,610	10,073	185,039	23,563	88.7%
Longevity	5,090		240			2,537				2,068					4,845	245	95.2%
Sick Leave	10,236		1,416					8,820							10,236	0	100.0%
Adjustment											(409)	(1,106)	(358)		(1,873)	1,873	
Vacation	14,927		7,803					7,081	43						14,927	0	100.0%
Total Personal Svcs	1,757,426	136,423	154,982	133,410	136,565	139,336	135,035	150,807	138,065	134,487	133,400	134,596	142,800	10,073	1,679,979	77,447	95.6%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	30,811														0	30,811	0.0%
IPERS Disability	9,640	799	825	817	818	821	823	807	772	774	773	773	773		9,575	65	99.3%
Life Insurance	4,766	380	379	354	357	364	365	361	354	355	362	369	368		4,368	398	91.6%
Health Insurance	176,440	14,106	12,790	12,791	12,919	12,911	12,671	12,688	13,131	13,542	13,490	13,490	14,340		158,869	17,571	90.0%
FICA Medicare	21,942	1,938	2,208	1,896	1,939	1,979	1,916	2,146	1,958	1,899	1,888	1,918	2,023	145	23,853	(1,911)	108.7%
FICA	93,824	8,286	9,442	8,106	8,292	8,463	8,188	9,173	8,375	8,117	8,083	8,197	8,644	623	101,989	(8,165)	108.7%
IPERS	93,497	8,629	8,628	8,000	8,195	8,374	8,084	8,054	7,791	8,045	8,039	8,140	8,356		98,335	(4,838)	105.2%
Workers Comp	3,269	461	495	421	409	425	401	414	405	376	385	403	436		5,031	(1,762)	153.9%
Flex Benefits	883										794				794	89	89.9%
Total Employee Ben	435,072	34,599	34,767	32,385	32,929	33,337	32,448	33,643	32,786	33,108	33,814	33,290	34,940	768	402,814	32,258	92.6%
INTERNAL SERVICES																	
City Data Services	7,826		673	673	673	673	641	642	642	642	642	641	642	642	7,826	0	100.0%
City Messenger	3,060		295	199	220	253	276	220	255	218	235	239	218	291	2,919	141	95.4%
Printing	5,196	20	350	135	116	338	72	328	624	180	193	54	767	27	3,204	1,992	61.7%
Insurance & Bonds	18,979		3,250	1,625	1,625	1,646	1,646	1,646	1,646	1,646	1,646	1,646	1,644		19,666	(687)	103.6%
Phone Operation/Maint	16,406	1,340	1,340	1,341	1,339	1,341	1,339	1,342	1,337	1,343	1,339	1,339	1,341		16,081	325	98.0%
Long Distance	515		39	69	44	44	45	41	56	50	44	51	46		529	(14)	102.7%
Fleet Operating/Maint	8,182			1,854	541	145	260	840	204	2,037	1,513	289	161	339	8,183	(1)	100.0%
Fleet Replacement	22,728			1,894	3,788	1,894	1,894	1,894	1,894	1,894	1,894	1,894	1,894	1,894	22,728	0	100.0%
Computer Replacement	0														0	0	
Interdepartmental Labor															0	0	
Total Internal Svcs	82,892	1,360	5,947	7,790	8,346	6,334	6,173	6,953	6,658	8,010	7,506	6,153	6,713	3,193	81,136	1,756	97.9%
CONTRACTUAL																	
Outside Prof Services	26,300	16,000	456	103	187	423	1,068	1,405	2,621	108	27	940	129	123	23,590	2,710	89.7%
Postage/Freight	16,665	580	1,292	908	2,010	750	4,673	657	1,147	1,215	1,229	1,446	1,315	1,230	18,452	(1,787)	110.7%
Travel/Meetings	2,005		61		247					52	572		149		1,081	924	53.9%
Training	2,121	0	667	47			24		64	526	212	137	464		2,141	(20)	100.9%
Conferences	17,052	1,228	(916)	558	2,415	2,111	779	267	1,744	1,337	5,968	204	575	1,486	17,756	(704)	104.1%
Subscriptions/Books	100										85				85	15	85.0%
Dues & Memberships	5,168	147	346	75	390	1,054	220	1,240	352	1,096	247	360	110		5,637	(469)	109.1%
Printing	3,500		160	588		1,204			436		219	149	689	165	3,610	(110)	103.1%
Advertising	5,340	176	636	526	176	981		390	150	390	195	1,115	195		4,930	410	92.3%
Recruiting Costs	1,830			908	68	83		68		360	207	352	236		2,282	(452)	124.7%
Insurance	687	687											(687)		0	687	0.0%
Electricity	45,760	32	5,131	5,878	5,403	3,909	3,429	3,211	3,143	3,296	3,076	3,199	4,124	5,588	49,419	(3,659)	108.0%
Phone Operation/Maint	19,150	688	2,677	1,905	1,730	1,590	374	2,479	1,437	1,437	1,441	1,470	1,384	190	18,802	348	98.2%
Long Distance	20														0	20	0.0%
Water/Sewer	3,400		306	273	262	245	249	226	239	247	247	251	259	299	3,103	297	91.3%
Waste Disposal	2,376		365	181	183	182	182	358	182	182	182			546	2,543	(167)	107.0%

EXPENSE REPORT SUMMARY FY 2007/2008																	
June 30, 2008																	
12 Months =100.00%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
Natural Gas	12,780		20	18	19	162	1,713	2,340	2,280	2,244	935	355	18	22	10,126	2,654	79.2%
Structural Repair	45,000		837	1,059	442	1,868		360				34,818		4,980	44,364	636	98.6%
Moveable Equip Repair	1,315		306		28	252						812	35		1,433	(118)	109.0%
Fixed Equip Repair	22,000	68	4,216	4,197	4,239	3,900	2,314	1,421	938	199	99	6,647		176	28,414	(6,414)	129.2%
Computer Maintenance	40,204	864	99	13	29,494	86	3,745	1,350	1,535		70	1,410	2,159		40,825	(621)	101.5%
Rentals & Leases	18,199	2,246	1,463	2,071	1,243	1,435	2,035	1,243	1,408	1,243	1,243	1,481	1,243		18,354	(155)	100.9%
Contractual Employees	0														0	0	
Other Non-City Services	48,899	4,108	3,721	4,262	2,759	2,959	4,300	5,169	4,131	4,596	4,860	3,074	3,924	2,430	50,293	(1,394)	102.9%
Total Contractual	339,871	26,824	21,843	23,570	51,295	23,194	25,105	22,184	21,807	18,528	21,114	58,220	16,321	17,235	347,240	(7,369)	102.2%
COMMODITIES																	
Office Supplies	13,665	847	442	1,750	2,115	1,578	1,354	779	729	696	1,372	1,187	626	175	13,650	15	99.9%
Minor Office Equipment	3,211	100	(100)	100	175	322		154	790	46	223	300	585	30	2,725	486	84.9%
Minor Computer Equip	9,000	3,722	(3,321)	1,077	82	1,000	484	661	1,344	20	43	977	627	1,977	8,693	307	96.6%
Ag-Hort Supplies	250	35	(13)									98	201		321	(71)	128.4%
Structural Materials	10,250	4,623		1,428	1,102	26									7,179	3,071	70.0%
Chemicals/Lab Supplies	0														0	0	
Cleaning Supplies	7,250	865	487	461	862	391		1,461	396	106	622	609	722	363	7,345	(95)	101.3%
Equip Parts/Supplies	31,150	2,505	382	931	3,180	2,868	1,703	1,371	4,318	4,568	1,413	3,634	3,913	22	30,808	342	98.9%
Minor Equipment/Tools	530	259	(252)	257	17	2		6	46	3		14	203	8	563	(33)	106.2%
Food	3,345	344	224	133	60	213	117	68	845	76	316	601	190	115	3,302	43	98.7%
Wearing Apparel	25									25					25	0	
Special Project Supplies	7,760	594	224	1,786	182	717	417	212	532	659	946	702	1,898	358	9,227	(1,467)	118.9%
Purchase Card Clearing		(847)	2,680	(810)	2,590	(3,613)									0	0	
Equipment/Vehicle Fuel	25	6	(6)												0	25	0.0%
Total Commodities	86,461	13,053	747	7,113	10,365	3,504	4,075	4,712	9,000	6,199	4,935	8,122	8,965	3,048	83,838	2,623	97.0%
CAPITAL																	
Computer Equipment	2,000												2,053		2,053	(53)	102.7%
Equipment	4,000											4,000			4,000	0	100.0%
Total Capital	6,000	0	0	0	0	0	0	0	0	0	0	4,000	2,053	0	6,053	(53)	100.9%
COLLECTION																	
Periodicals	13,800	9,848	137	507	154	1,896	379	20	89	318	123	10	377		13,858	(58)	100.4%
Juvenile	78,095	3,980	6,695	2,565	9,464	8,949	2,402	8,017	7,322	9,101	7,147	7,104	4,670	230	77,646	449	99.4%
Adult Reference	44,315	7,359	7,230	10,747	1,037	164	738	1,494	1,812	6,995	749	953	4,388		43,666	649	98.5%
Audio Visual	76,400	798	5,393	5,404	9,509	6,024	7,628	6,600	6,880	7,157	6,279	5,906	8,529	823	76,930	(530)	100.7%
Adult Collection	142,300	2,018	8,535	6,915	18,366	13,479	9,875	10,558	18,466	11,144	15,067	21,079	7,297	1,133	143,932	(1,632)	101.1%
Total Collection	354,910	24,003	27,990	26,138	38,530	30,512	21,022	26,689	34,569	34,715	29,365	35,052	25,261	2,186	356,032	(1,122)	100.3%
OTHER EXPENDITURES																	
Refunds															0	0	
Total Other Expenditures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3,062,632	236,262	246,276	230,406	278,030	236,217	223,858	244,988	242,885	235,047	230,134	279,433	237,053	36,503	2,957,092	105,540	96.6%

Library Donations Report					
Fiscal Year 2007/2008					
Year-to-Date through June 30, 2008					
			Friends		
	Library	State	of the	Donations	
	Bequests	Funding	Library	& Grants	Total
Balance @ 6/30/07	1,398,785.79	70,240.72	(1,370.38)	36,502.72	1,504,158.85
Revenues:					
Interest revenue	63,480.04			4,908.04	68,388.08
Enrich Iowa funds		14,203.87			14,203.87
Iowa Infrastructure funds					0.00
Donations	41,520.98		16,123.72	57,691.01	115,335.71
Library Foundation support				71.80	71.80
ACVB Concert Series Grant				10,000.00	10,000.00
Miscellaneous revenue		720.38			720.38
Total revenues	105,001.02	14,924.25	16,123.72	72,670.85	208,719.84
Expenses:					
Administration:					
Supplies/printing/misc	4,932.70	9,118.07	598.29	1,082.18	15,731.24
Equipment/furniture	29,567.84	10,077.07			39,644.91
Collection Development:					
Collection administration	48.00				48.00
Youth collection	406.85		1,402.08	290.26	2,099.19
Adult collection			12,816.26	6,437.59	19,253.85
Audio-Visual collection		717.50		8,531.36	9,248.86
Youth Services:					
Project Smyles				62,340.09	62,340.09
Books for Babies				10,018.41	10,018.41
Children's Theater				418.71	418.71
Miscellaneous support			705.85		705.85
Information Services:					
Friends Programming			3,000.00		3,000.00
ACVB Concert Series				10,000.00	10,000.00
FINRA Grant				3,170.31	3,170.31
Miscellaneous support			371.85		371.85
Network Services:					
Computer equipment/support	12,507.00	5,377.46			17,884.46
Library Building Project	12,000.00				12,000.00
Total expenses	59,462.39	25,290.10	18,894.33	102,288.91	205,935.73
Transfers between funds:					
Project Smyles support					
Books for Babies support		(10,000.00)		10,000.00	
Total transfers	0.00	(10,000.00)	0.00	10,000.00	
Current balance	1,444,324.42	49,874.87	(4,140.99)	16,884.66	1,506,942.96
Less:					
Reserved principal	708,276.00	*			708,276.00
Reserved interest	88,900.05	**			88,900.05
Balance available for expenditure	647,148.37	49,874.87	(4,140.99)	16,884.66	709,766.91
* Reserved principal consists of \$600,000 of the Gladys Myers bequest, \$100,000 of the Marsden bequest, the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large-print materials.					
** 20% of the interest earned annually on the Gladys Myers bequest was reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest may be used for projects and/or acquisitions approved by the Board. On February 15, 2007, the Board approved applying the same 20% reserve process to the interest earned by the new combined bequest fund.					

Library Donations Report									
Fiscal Year 2007/2008									
Year-to-Date through June 30, 2008									
	General Donations	Children's Theater	Youth Donations	Books for Babies	Library Foundation	Project Smyles	ACVB Concert Series Grant	FINRA Grant	Total
Balance @ 6/30/07	13,594.11	3,664.04	2,000.88	2,257.51	10,385.24	4,600.94	0.00		36,502.72
Revenues:									
Interest revenue	4,908.04								4,908.04
General donations	5,867.79								5,867.79
Project Smyles donations						51,723.22			51,723.22
Library Foundation support					71.80				71.80
Youth donations			100.00						100.00
NEA: The Big Read grant									0.00
ACVB Concert Series Grant							10,000.00		10,000.00
Transfers from bequests									0.00
Transfers from state funding				10,000.00					10,000.00
Total revenues	10,775.83	0.00	100.00	10,000.00	71.80	51,723.22	10,000.00	0.00	82,670.85
Expenses:									
Administration:									
Supplies/printing/misc	697.52				384.66			120.18	1,202.36
Furniture/equipment									0.00
Programming:									
Children's Theater		418.71							418.71
Books for Babies				10,018.41					10,018.41
Project Smyles						62,340.09			62,340.09
ACVB Concert Series							10,000.00		10,000.00
Collections:									
Youth collection	173.42		116.84						290.26
Audio/Visual Collection					8,531.36			3,000.00	11,531.36
Adult collection	4,917.05				1,520.54			50.13	6,487.72
Total expenses	5,787.99	418.71	116.84	10,018.41	10,436.56	62,340.09	10,000.00	3,170.31	102,288.91
Current balance	18,581.95	3,245.33	1,984.04	2,239.10	20.48	(6,015.93)	0.00	(3,170.31)	16,884.66

Library Bequest Interest			
Interest Earned per Fiscal Year			
Year-to-Date through June 30, 2008			
			80% available
			for expenditure
	Total interest	20% reserved	or spent over
Fiscal year	revenue	for reinvestment	life of donation
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	28,296.05	5,659.21	22,636.84
2006/07	74,644.23	14,928.85	59,715.38
2007/08	63,480.04	12,696.01	50,784.03
Total	444,500.24	88,900.05	355,600.19
Interest was reserved only on the Gladys Myer bequest until 2007, when all Library bequests were merged into one fund, and 20% of the interest earned by the entire fund began to be reserved.			

2008/09 Library Expense Summary							
All Funding Sources							
July 31, 2008							
		Local					
	General	Option	Bequest	State	Friends of	Donations	Total
	Fund	Tax	Funds	Funding	the Library	& Grants	Expenses
Administration:							
General administration	48,203			570			48,773
Equipment/furniture							0
Total Administration	48,203	0	0	570	0	0	48,773
Outreach Services:							
Total Outreach Services	19,555	0	0	0	0	0	19,555
Collections Development:							
Collections administration	23,108						23,108
Periodicals	13,645						13,645
Youth collection	4,155						4,155
Reference collection	13,035						13,035
Audio/visual collection	3,132						3,132
Adult collection	4,482				2,037	118	6,637
Total Collection Development	61,557	0	0	0	2,037	118	63,712
Youth Services:							
General youth services	26,481						26,481
Project Smyles						2,738	2,738
Books for Babies							0
Children's Theater							0
Total Youth Services	26,481	0	0	0	0	2,738	29,219
Information Services:							
General information services	38,208						38,208
Friends programming					1,225		1,225
FINRA grant expenses						898	898
Total Information Services	38,208	0	0	0	1,225	898	40,331
Circulation Services:							
Total Circulation Services	24,551	0	0	0	0	0	24,551
Network Services:							
General network services	38,657						38,657
Computer equipment							0
Total Network Services	38,657	0	0	0	0	0	38,657
Capital Improvements:							
Library building maintenance							0
Library security/fire system							0
Library air-conditioning system		391					0
Library building project							0
Total Capital Improvements	0	391	0	0	0	0	0
Total Expenses	257,212	391	0	570	3,262	3,754	264,798

2008/09 Library Expense Summary						
July 31, 2008						
1 Month = 8.33%						
	2007/08	2008/09	YTD	YTD	Current	%
	Actuals	Budget	2006/07	2008/09	Balance	Spent
PERSONAL SERVICES						
Salaries	1,466,805	1,609,481	128,294	132,637	1,476,844	
Temporary Salaries	185,039	214,859	8,128	8,269	206,590	
Longevity	4,845	5,700			5,700	
Sick Leave	10,236				0	
Adjustment	(1,873)				0	
Vacation	14,927				0	
Total Personal Services	1,679,979	1,830,040	136,422	140,906	1,689,134	7.7%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		32,268			32,268	
IPERS Disability	9,575	10,377	799	806	9,571	
Life Insurance	4,368	4,721	380	391	4,330	
Health Insurance	158,869	203,783	14,106	15,282	188,501	
FICA Medicare	23,853	22,955	1,938	1,988	20,967	
FICA	101,989	98,149	8,285	8,503	89,646	
IPERS	98,335	102,563	8,628	9,429	93,134	
Workers Compensation	5,031	3,399	461	461	2,938	
Flex Administration	794	749			749	
Total Employee Benefits	402,814	478,964	34,597	36,860	442,104	7.7%
INTERNAL SERVICES						
City Data Services	7,826	8,014			8,014	
City Messenger	2,919	3,284			3,284	
Printing	3,204	4,985	20	27	4,958	
Insurance & Bonds	19,666	20,637			20,637	
Phone Operation/Maintenance	16,081	16,636	1,340	1,339	15,297	
Long Distance	529	520			520	
Fleet Operating/Maintenance	8,183	7,900			7,900	
Fleet Replacement	22,728	23,265			23,265	
Total Internal Services	81,136	85,241	1,360	1,366	83,875	1.6%
CONTRACTUAL						
Outside Professional Services	23,590	32,200	16,000		32,200	
Postage/Freight	18,452	14,045	580		14,045	
Travel/Meetings	1,081	2,475		32	2,443	
Training	2,141	6,050		276	5,774	
Conferences	17,756	19,517	1,228	323	19,194	
Subscriptions and Books	85	100			100	
Dues & Memberships	5,637	4,280	147	30	4,250	
Printing	3,610	2,685		116	2,569	
Advertising	4,930	5,340	176	195	5,145	
Recruiting Costs	2,282				0	
Insurance		687	687		687	
Electricity	49,419	47,365	32	15	47,350	
Phone Operation/Maintenance	18,802	18,420	688	1,196	17,224	
Long Distance		20			20	
Water/Sewer	3,103	3,400			3,400	
Waste Disposal	2,543	2,400			2,400	
Natural Gas	10,126	12,780			12,780	
Structural Repair	44,364	10,000			10,000	
Moveable Equipment Repair	1,433	1,600			1,600	
Fixed Equipment Repair	28,414	21,500	68	207	21,293	
Computer Maintenance	40,825	41,985	864	29,917	12,068	
Rentals & Leases	18,354	15,576	2,246	1,243	14,333	
Contractual Employees		500			500	

2008/09 Library Expense Summary						
July 31, 2008						
1 Month = 8.33%						
	2007/08	2008/09	YTD	YTD	Current	%
	Actuals	Budget	2006/07	2008/09	Balance	Spent
Other Non-City Services	50,293	38,874	4,108	2,002	36,872	
Total Contractual	347,240	301,799	26,824	35,552	266,247	11.8%
COMMODITIES						
Office Supplies	13,650	15,060	848	1,033	14,027	
Minor Office Equipment	2,725	1,800	100		1,800	
Minor Computer Equipment	8,693	9,000	3,722	202	8,798	
Ag-Hort Supplies	321	250	35		250	
Structural Materials	7,179	2,500	4,623	37	2,463	
Cleaning Supplies	7,345	7,750	865	1,072	6,678	
Equipment Parts/Supplies	30,808	32,790	2,505	579	32,211	
Minor Equipment & Tools	563	800	259		800	
Food	3,302	3,305	344	48	3,257	
Wearing Apparel	25				0	
Special Project Supplies	9,227	5,560	594	1,108	4,452	
Purchase Card Clearing			(847)		0	
Fuel for Vehicles/Equipment		25	6		25	
Total Commodities	83,838	78,840	13,054	4,079	74,761	5.2%
CAPITAL:						
Computer Equipment	2,053				0	
Equipment	4,000				0	
Total Capital	6,053	0	0	0	0	
COLLECTION:						
Periodicals	13,858	15,000	9,848	13,645	1,355	91.0%
Juvenile	77,646	80,000	3,980	4,155	75,845	5.2%
Adult Reference	43,666	69,000	7,359	13,035	55,965	18.9%
Audio Visual	76,930	76,000	798	3,132	72,868	4.1%
Adult Collection	143,932	127,098	2,018	4,482	122,616	3.5%
Total Collection	356,032	367,098	24,003	38,449	328,649	10.5%
GRAND TOTAL	2,957,092	3,141,982	236,260	257,212	2,884,770	8.2%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	763,975	714,135	50,403	48,203	665,932	18.70%
Outreach Services	209,111	282,395	21,234	19,555	262,840	7.60%
Collection Development	693,754	719,367	65,118	61,557	657,810	23.90%
Youth Services	263,051	280,528	14,657	26,481	254,047	10.30%
Information Services	470,513	548,171	54,378	38,208	509,963	14.90%
Circulation Services	405,096	442,095	28,342	24,551	417,544	9.50%
Network Services	151,592	155,291	2,128	38,657	116,634	15.00%
GRAND TOTAL	2,957,092	3,141,982	236,260	257,212	2,884,770	100%

EXPENSE REPORT SUMMARY FY 2008/2009																	
July 31, 2008																	
1 Month = 8.33%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																	
Salaries	1,609,481	132,637													132,637	1,476,844	8.2%
Temporary Salaries	214,859	8,269													8,269	206,590	3.8%
Longevity	5,700														0	5,700	0.0%
Total Personal Svcs	1,830,040	140,906	0	0	0	0	0	0	0	0	0	0	0	0	140,906	1,689,134	7.7%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	32,268														0	32,268	0.0%
IPERS Disability	10,377	806													806	9,571	7.8%
Life Insurance	4,721	391													391	4,330	8.3%
Health Insurance	203,783	15,282													15,282	188,501	7.5%
FICA Medicare	22,955	1,988													1,988	20,967	8.7%
FICA	98,149	8,503													8,503	89,646	8.7%
IPERS	102,563	9,429													9,429	93,134	9.2%
Workers Comp	3,399	461													461	2,938	13.6%
Flex Benefits	749														0	749	0.0%
Total Employee Ben	478,964	36,860	0	0	0	0	0	0	0	0	0	0	0	0	36,860	442,104	7.7%
INTERNAL SERVICES																	
City Data Services	8,014														0	8,014	0.0%
City Messenger	3,284														0	3,284	0.0%
Printing	4,985	27													27	4,958	0.5%
Insurance & Bonds	20,637														0	20,637	0.0%
Phone Operation/Maint	16,636	1,339													1,339	15,297	8.0%
Long Distance	520														0	520	0.0%
Fleet Operating/Maint	7,900														0	7,900	0.0%
Fleet Replacement	23,265														0	23,265	0.0%
Total Internal Svcs	85,241	1,366	0	0	0	0	0	0	0	0	0	0	0	0	1,366	83,875	1.6%
CONTRACTUAL																	
Outside Prof Services	32,200														0	32,200	0.0%
Postage/Freight	14,045														0	14,045	0.0%
Travel/Meetings	2,475	32													32	2,443	1.3%
Training	6,050	276													276	5,774	4.6%
Conferences	19,517	323													323	19,194	1.7%
Subscriptions/Books	100														0	100	0.0%
Dues & Memberships	4,280	30													30	4,250	0.7%
Printing	2,685	116													116	2,569	4.3%
Advertising	5,340	195													195	5,145	3.7%
Insurance	687														0	687	0.0%
Electricity	47,365	15													15	47,350	0.0%
Phone Operation/Maint	18,420	1,196													1,196	17,224	6.5%
Long Distance	20														0	20	0.0%
Water/Sewer	3,400														0	3,400	0.0%
Waste Disposal	2,400														0	2,400	0.0%
Natural Gas	12,780														0	12,780	0.0%
Structural Repair	10,000														0	10,000	0.0%

EXPENSE REPORT SUMMARY FY 2008/2009																	
July 31, 2008																	
1 Month = 8.33%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
Moveable Equip Repair	1,600														0	1,600	0.0%
Fixed Equip Repair	21,500	207													207	21,293	1.0%
Computer Maintenance	41,985	29,917													29,917	12,068	71.3%
Rentals & Leases	15,576	1,243													1,243	14,333	8.0%
Contractual Employees	500														0	500	
Other Non-City Services	38,874	2,002													2,002	36,872	5.1%
Total Contractual	301,799	35,552	0	0	0	0	0	0	0	0	0	0	0	0	35,552	266,247	11.8%
COMMODITIES																	
Office Supplies	15,060	1,033													1,033	14,027	6.9%
Minor Office Equipment	1,800														0	1,800	0.0%
Minor Computer Equip	9,000	202													202	8,798	2.2%
Ag-Hort Supplies	250														0	250	0.0%
Structural Materials	2,500	37													37	2,463	1.5%
Cleaning Supplies	7,750	1,072													1,072	6,678	13.8%
Equip Parts/Supplies	32,790	579													579	32,211	1.8%
Minor Equipment/Tools	800														0	800	0.0%
Food	3,305	48													48	3,257	1.5%
Special Project Supplies	5,560	1,108													1,108	4,452	19.9%
Equipment/Vehicle Fuel	25														0	25	0.0%
Total Commodities	78,840	4,079	0	0	0	0	0	0	0	0	0	0	0	0	4,079	74,761	5.2%
COLLECTION																	
Periodicals	15,000	13,645													13,645	1,355	91.0%
Juvenile	80,000	4,155													4,155	75,845	5.2%
Adult Reference	69,000	13,035													13,035	55,965	18.9%
Audio Visual	76,000	3,132													3,132	72,868	4.1%
Adult Collection	127,098	4,482													4,482	122,616	3.5%
Total Collection	367,098	38,449	0	0	0	0	0	0	0	0	0	0	0	0	38,449	328,649	10.5%
GRAND TOTAL	3,141,982	257,212	0	0	0	0	0	0	0	0	0	0	0	0	257,212	2,884,770	8.2%

Library Donations Report					
Fiscal Year 2008/2009					
Year-to-Date through July 31, 2008					
	Library	State	Friends	Donations	
	Bequests	Funding	of the	& Grants	Total
			Library		
Balance @ 6/30/08	1,444,324.42	49,874.87	(4,140.99)	16,884.66	1,506,942.96
Revenues:					
Interest revenue	4,230.68			85.92	4,316.60
Enrich Iowa funds					0.00
Iowa Infrastructure funds					0.00
Donations			4,114.14	125.20	4,239.34
Library Foundation support					0.00
FINRA grant					0.00
Miscellaneous revenue					0.00
Total revenues	4,230.68	0.00	4,114.14	211.12	8,555.94
Expenses:					
Administration:					
Supplies/printing/misc		570.00			570.00
Equipment/furniture					0.00
Collection Development:					
Collection administration					0.00
Youth collection					0.00
Adult collection			2,036.70	118.02	2,154.72
Audio-Visual collection					0.00
Youth Services:					
Project Smyles				2,737.82	2,737.82
Books for Babies					0.00
Children's Theater					0.00
Miscellaneous support					0.00
Information Services:					
Friends Programming			1,225.00		1,225.00
FINRA Grant				897.95	897.95
Miscellaneous support					0.00
Network Services:					
Computer equipment/support					0.00
Library Building Project					0.00
Total expenses	0.00	570.00	3,261.70	3,753.79	7,585.49
Transfers between funds:					
Project Smyles support					
Books for Babies support					
Total transfers	0.00	0.00	0.00	0.00	
Current balance	1,448,555.10	49,304.87	(3,288.55)	13,341.99	1,507,913.41
Less:					
Reserved principal	708,276.00	*			708,276.00
Reserved interest	89,746.19	**			89,746.19
Balance available					
for expenditure	650,532.91	49,304.87	(3,288.55)	13,341.99	709,891.22
* Reserved principal consists of \$600,000 of the Gladys Myers bequest, \$100,000 of the Marsden bequest, the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large-print materials.					
** 20% of the interest earned annually on the Gladys Myers bequest was reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest may be used for projects and/or acquisitions approved by the Board. On February 15, 2007, the Board approved applying the same 20% reserve process to the interest earned by the new combined bequest fund.					

Library Donations Report								
Fiscal Year 2008/2009								
Year-to-Date through July 31, 2008								
	General Donations	Children's Theater	Youth Donations	Books for Babies	Library Foundation	Project Smyles	FINRA Grant	Total
Balance @ 6/30/08	18,581.95	3,245.33	1,984.04	2,239.10	20.48	(6,015.93)	(3,170.31)	16,884.66
Revenues:								
Interest revenue	85.92							85.92
General donations	80.00							80.00
Project Smyles donations						45.20		45.20
Library Foundation support								0.00
Youth donations								0.00
NEA: The Big Read grant								0.00
ACVB Concert Series Grant								0.00
Transfers from bequests								0.00
Transfers from state funding								0.00
Total revenues	165.92	0.00	0.00	0.00	0.00	45.20	0.00	211.12
Expenses:								
Administration:								
Supplies/printing/misc								0.00
Furniture/equipment								0.00
Programming:								
Children's Theater								0.00
Books for Babies								0.00
Project Smyles						2,737.82		2,737.82
FINRA grant expenses							897.95	897.95
Collections:								
Youth collection								0.00
Audio/Visual Collection								0.00
Adult collection	118.02							118.02
Total expenses	118.02	0.00	0.00	0.00	0.00	2,737.82	897.95	3,753.79
Current balance	18,629.85	3,245.33	1,984.04	2,239.10	20.48	(8,708.55)	(4,068.26)	13,341.99

Library Bequest Interest			
Interest Earned per Fiscal Year			
Year-to-Date through July 31, 2008			
			80% available
			for expenditure
	Total interest	20% reserved	or spent over
Fiscal year	revenue	for reinvestment	life of donation
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	28,296.05	5,659.21	22,636.84
2006/07	74,644.23	14,928.85	59,715.38
2007/08	63,480.04	12,696.01	50,784.03
2008/09	4,230.68	846.14	3,384.54
Total	448,730.92	89,746.19	358,984.73
Interest was reserved only on the Gladys Myer bequest until 2007, when all Library bequests were merged into one fund, and 20% of the interest earned by the entire fund began to be reserved.			

- 1. APL-Y “Teen Volunteers” Concluded the Summer Program with a Library Celebration:** Friday evening, August 8 we concluded the summer teen volunteer program by celebrating the contributions of 98 teen volunteers who worked 2,500 hours during the 8-week program. That constitutes eight additional staff in terms of full-time equivalents. Among the many tasks the volunteers performed they assisted in moving collections and shelves. We could not have accomplished this without their help.

Michael Qiu and Krystal Hering deserve our congratulations and our thanks for their leadership in the APL-Y volunteer program throughout the summer. The organizational work begins in March. The end of summer celebration was an overnight “sleepover” that included a pizza dinner, games in the evening, and breakfast before leaving for home. Staff who stayed overnight at the library included Michael, Krystal, Bob Hunter, Daniel Ramey, Tory Rose, Leigh Nelson, and Lynne Carey.

- 2. Smart Investing @ Your Library Moves Forward:** The focus groups to gather information about the investment education needs of individuals and families have now concluded with the help of Iowa State University Extension. The focus groups targeted three stages of adult life defined by age: Generation X (ages 28-43), Baby Boomers (ages 44-62), and the Silent Generation (ages 63-82). These groups gave us direction for how we will provide programs related to the investment needs of these stages. Radio spots on investing have already been heard throughout the summer on KASI and WOI. This series of financial investment programs has been made possible by a grant from the FINRA Foundation and the American Library Association.
- 3. APL Staffer to be Published in an Upcoming ALA Publication:** Our own Kay Marnier has been selected to be included in a forthcoming American Library Association publication to be titled *The Published Librarian: Successful Professional and Personal Writing*. It will be edited by Carol Smallwood and is scheduled to be published in 2009 or early 2010. Kay’s inclusion will be an essay titled “The Public Library as Picture Book Publisher.” The essay is based on Kay’s and Ames Public Library’s experience with *Dog Tales: The Adventures of Smyles*.
- 4. Architects Come to Ames for Pre-Proposal Meeting:** Twenty-four architects representing 18 firms visited Ames Public Library this week to learn more about the feasibility study for the library expansion project. The architects were impressed by the traffic within the Library, the alternate transportation methods people use to get to APL (walking, biking, and riding CyRide), and the enthusiasm of staff despite very challenging working spaces. The proposals will be due August 27.

- 5. City Council Takes Interest in the Video Security Camera Project:** At the August 12 meeting of the City Council, the Council expressed interest in a policy regarding the surveillance cameras that are to be installed at the library. The current policy review schedule includes a proposed policy to be reviewed by the library board at the November meeting. It may be prudent to advance this review date to coincide with the installation of the cameras.

- 6. Program Attendance:** You will notice a slight change in the reporting of program attendance in your packet. We have redefined our program categories to respond to measures in our strategic plan and to aid in comparison to other libraries.

Director's Presentations and Outside Meetings:

- July 30: Ames. Meeting with Great Places Committee
- August 5: Ames. Presentation to PEO group
- August 7: Des Moines. Iowa Urban Public Library Association
- August 14: Ames. Story County Alliance for Philanthropy
- August 20: Colo. Story County Library Association

Assistant Director's Outside Meetings:

- July 30: Great Places Committee meeting
- August 6: Chamber of Commerce Education committee meeting
- August 18: Iowa Library Association Leadership Development Team meeting
- August 20: Youth & Shelter Services Diversity Task Force

Confidentiality of Library Records Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
August 21, 2008**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Briefing Paper: Confidentiality of Library Records Policy

Background: The freedom to read or view artistic works is a fundamental principle of the library profession and is protected under the first amendment to the US Constitution. In order to secure this right, the library profession seeks to assure its users that their confidentiality regarding the books they read or the information they seek from the library will not be made public or shared with law enforcement unless demanded by court order. Such confidentiality is protected by Iowa Code which exempts library records from public disclosure laws

Discussion: Changes to the existing policy reflect clarification to the wording as well as deletion of the library's requirement to submit records when presented with a "National Security Letter" under the USA Patriot Act. Congress allowed this provision to "sunset" in 2006. Also eliminated is reference to privacy protection under the US Constitution. Legal experts agree that while certain constitutional amendments have been cited in court decisions regarding confidentiality and privacy, no amendment specifically guarantees such rights.

Specific changes:

Item 1. New text clarifies the identification of library users and information sought by such users. This text was recommended upon consultation with the State Library of Iowa.

New Number 3: This makes it a policy to require all staff, volunteers, and third parties (such as vendors with access to the library database) to agree to uphold our confidentiality policy and applicable Iowa code. Procedurally, staff and volunteers will be asked to sign a statement attesting to their acceptance of the our policy. Vendors who will have access to the library records, either electronically or otherwise, will be required to make this assurance as part of contractual agreements. Existing vendors will be required to make this assurance upon contract renewal.

Item 5 (old 4): Clarifying text and deletion of required compliance to a "National Security Letter" which is no longer part of the USA Patriot Act.

All other changes are for clarity.

Staff Policy Review Committee: Ross Petra, Librarian; Nancy Voltmer, Circulation Supervisor; Sarah Bohlke, Volunteer Coordinator; Mark Harris, Network Administrator; Art Weeks, Director.

Policy

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation. In accordance with ~~First and Fourth Amendments of the U.S. Constitution,~~ the Code of Iowa and the American Library Association's statement of professional ethics, the Board of Trustees of the Ames Public Library respects the privacy of users and recognizes its responsibility to protect their privacy.

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1. ~~The Library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law.~~ The Library will not reveal the information sources or services individual users consult unless required by law or court order. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of Library materials, programs or services.

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2. The Library will hold confidential the names of card holders and their registration information and not provide access for private, public or commercial use. Use of this information by the Ames Public Library, Friends of the Ames Public Library and the Ames Public Library Foundation is permitted as outlined in the Use of Patron Database policy.

New number 3: The Library will require all staff, volunteers, and third parties with access to library records to attest and agree to uphold the confidentiality of library records as specified by Library policy and applicable Iowa code.

4. The lawful custodian of the records is the Director of the Library.

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5. ~~The Library will not release registration, circulation or other records protected under the Iowa Code unless it is required by law to release the information. Under normal circumstances, this information will only be released to the person(s) whose name(s) appear on the Library card.~~ Unless required by court order, library records will only be released to the person(s) whose name(s) appear on the library borrower's record. The Library will not release registration, circulation, or other records of a registered library borrower that are protected under Iowa Code 22.7 (13) unless it is required by court order to release such information.

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Circumstances which may require the Library to release the information include the following:

- A. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been a judicial determination that a

rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

B. The Library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act) under a properly drawn court order.

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~~C. The Library receives a National Security Letter seeking the information pursuant to the USA Patriot Act.~~

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D. The Library receives a valid court order requiring the Library to release registration, circulation or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation. as a result of local, state, or federal judicial review.

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Procedures

1. The Library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of Library users, shall immediately refer the requestor to the Director, the official custodian of the records. (To prevent any misunderstanding, the staff member should avoid discussing with the person making the request what user information may or may not be available, or what the Library can or cannot do.)

If the Library Director is not available (such as during evenings or weekends or away on business) inform the requestor when the Director will be available. If pressed to act sooner, contact the Director immediately whether the Director is away on business or at home. In the event the Director cannot be reached, the Assistant Director or the highest ranking person on duty is responsible for working with the requestor.

2. The Library Director shall meet with the requestor of the information. If the requestor is a law enforcement officer the officer must have a properly drawn court order, ~~a warrant issued under the USA Patriot Act, or a National Security Letter (NSL) issued under the USA Patriot Act~~ to receive the requested records. If the officer does not have a proper court order, such as a subpoena or warrant, ~~or NSL~~ compelling the production of records, the Library Director shall refuse to provide the information. The Library Director may explain the confidentiality policy and the state's confidentiality law, and inform the agent or officer that users' records are not available except when a properly drawn court order ~~in good form~~ has been presented to the Library.

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3. If the records requested cover registration, circulation or other records protected under the Iowa Code, and the Director is uncertain about whether the order, or subpoena presented to the Library Director is sufficient to require release of the records, the Library Director may immediately consult with legal counsel to determine if such process, order, or subpoena is sufficient to require release of the records.

4. If any written request, process, order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, the Library Director shall insist that such defects be cured before any records are released.

5. If the Library Director or the Director in consultation with Library's attorney determines that the order, ~~warrant, or NSL~~, is sufficient and compels the release of the records, the Library Director shall release the records.

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6. If the request is made pursuant to the USA Patriot Act, the Library Director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the Library Director may not discuss the request with anyone other than legal counsel and other persons necessary to obtain such information.

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7. If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring release of the requested information, the Library Director shall refuse to provide the requested records. The Library Director may explain the confidentiality policy and the state's confidentiality law.

8. The Library Director is authorized to take legal action (such as moving to quash a subpoena) to resist releasing requested registration, circulation or other records protected under the Iowa Code if the Library Director and the Library's legal counsel deems such action to be appropriate.

9. Any threats or unauthorized demands (i.e. those not supported by a written request, process, order, or subpoena) concerning circulation and other records identifying the names of Library users shall be reported to the Director.

10. Any problems relating to the privacy of circulation and other records identifying the names of Library users which are not provided for above shall be referred to the Director.

References

1. U.S. Constitution

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~~First Amendment: Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.~~

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~~Fourth Amendment: The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.~~

2. Code of Iowa 22.7 "Examination of Public Records (Open Records)":

22.7 Confidential records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information...:

13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

3. Code of Ethics of the American Library Association:

“We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.”

BRIEFING PAPER: AGREEMENT WITH ANDERS DAHLGREN OF LIBRARY PLANNING ASSOCIATES

Background: Anders Dahlgren was the library planning consultant who authored the space needs study for the Ames Public Library. His document will be the basis for the feasibility study and future design of the library, especially interior spaces. He has offered his continuing services as we progress with the process.

Mr. Dahlgren has already been approached by various architectural firms interested in the project. The question will arise whether the board wishes to continue an association with Library Planning Associates, in which case he will represent our interests, or will he contract with an architect, in which case he will be in their employ.

Discussion: The basis for a decision is what role, if any, Mr. Dahlgren, may play as the project progresses. Options are:

- Off site resource: examines reports, esp. the feasibility study. Sage advice as needed.
- Development of building program statement. This is a natural progression of the space needs study, which will call for planning for the adjacency of activities as well as other interior needs. While this will ultimately be developed with staff in conjunction with the architectural firm, Mr. Dahlgren's experience will transcend local expertise, since he is more familiar with other projects. In this instance, the architect may contract this service so the question of whom shall Mr. Dahlgren represent shall be an issue.

The second issue is whether we wish to put Mr. Dahlgren on retainer or on a "price-as-you go" basis. Given the level of local talent, Mr. Dahlgren has recommended "price-as-you go" based on our anticipated needs. If his pricing is consistent with the feasibility study, Mr. Dahlgren charges \$150 per hour for on-site work and \$100 per hour off site. Travel expenses are extra, based on actual expense.

Recommendation: Having an off-site advisor would be helpful, but it is unclear at this time what and when such assistance will be required. We may or may not wish his advice on the evaluation process for the feasibility study. We will probably seek his advice on the building program, although it may be acceptable to have this expense borne by the architectural firm without negative impact to the library.

It is my recommendation that we notify Mr. Dahlgren that we wish to "pay as we go" without an agreement for specified services at this time.

If an architect wishes to contract with Mr. Dahlgren directly, I recommend that we forfeit our option to retain him as the library's representative. Ultimately, any architectural recommendation must be approved by the board and library administration.

Video Security Project

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
August 21, 2008**

Be it resolved that the Board of Trustees, Ames Public Library, endorse the City Council action approving the expenditure of \$52,736.15 from the Capital Improvement Program for the library video security system.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

BRIEFING PAPER: VIDEO SECURITY PROJECT

Background: Over the past two years, numerous incidents have occurred that could have either been prevented, or the perpetrators apprehended, if the Library had the benefit of video surveillance. Specifically, in 2006 the Library experienced a number of window breakages, including breakage to the thick insulated windows on the east, south, and west sides of the building. In addition, a child was molested in April 2006 and two similar incidents occurred this year. Undesirable behavior has also occurred in the space popular with younger people during times when staff was not present. The theft of Library items, especially from the media collection, has been a long standing problem. Since we do not have the capability for constant staff supervision throughout the Library, a video surveillance system will enable us to either record the problem as it happens, or to identify persons responsible after the fact.

The approved 2007/08 Capital Improvements Plan (CIP) includes \$52,760 for this video surveillance project. The balance needed to accomplish this project is available from the savings included in the approved 2008/09 CIP for the \$180,000 air chiller system project. Components of the air conditioning system have been replaced due to failures during the past year; and the remaining \$145,000 in air conditioning replacement will not be undertaken at this time. Staff is asking City Council to amend the 2008/09 CIP to allow for the additional funding to be used for the video surveillance project.

Plans and specifications were prepared by Benjamin Design Collaborative, P.C. at a cost of \$6,153.00. The project was estimated to cost around \$45,000.

On July 22, 2008, bids were opened for this project. A summary of all bids follows:

Bidder	Base Bid Amount	Additional Surveillance Camera	Total Amount
Communication Innovators, Pleasant Hill, IA	\$49,586.15	(Indoor) \$1,150.00	\$52,736.15
		(Outdoor) \$2,000.00	
ICS Advanced Technologies, Ames, IA	\$60,631.15	\$1,947.40	\$62,578.55

City Manager's Recommendation to the City Council

The Ames Police Department has long advocated the installation of such a system. In addition to the video surveillance, the Library will be installing an electronic key access system to the staff entrances so we do not have to leave an unguarded entrance to the building during the time in which the Library is not open but staff is in the building. Sufficient CIP funding to accomplish this project is available from this project's budget and from savings in the air chiller system project.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the contract for the Library video security system to Communication Innovators in the amount of \$52,736.15.

Council Action: The City Council, at the August 12, 2008 meeting, unanimously approved the expenditure of funds for the Video Safety and Security Project.

Recommendation Action: Endorse City Council action for approval of the expenditure of funds from the Capital Improvement Program.

Elevator Repair

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
August 21, 2008**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Library Elevator Repair expenditure as quoted/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

BRIEFING PAPER: ELEVATOR REPAIR EXPENDITURE

Background: Our elevator, which has not been upgraded since its installation in 1985, has had a series of break-downs over the past year and a half. During this time, at least five persons have been stuck in the elevator. In some instances, the Ames Fire Department had to release them. In addition, we have had problems with the floor leveling function and the coordination of the door closure and movement of the elevator. The latter problem caused an injury when a volunteer entered the elevator with a book cart, and the elevator began an ascent when the book cart was halfway through the door. The force of the upward movement caused the book cart to knock the volunteer to the floor, causing minor injury requiring medical attention.

After each incident, we have had Schumacher Elevator Co. repair the problem considered to be the cause. State inspectors have continually passed the elevator during their scheduled inspections as well as inspections made at our request. Repeated service calls have failed to resolve the problems.

We called the Head Engineer of Schumacher elevator to make an assessment of the elevator and recommend fixes a solution would correct past, current, and whatever problems that may occur in the future.

Discussion: Mike Brown, Head Engineer of Schumacher Elevator, advised us that the software required to operate the elevator to contemporary standards will not function with the obsolete CPU in the elevator. Also, door closure prevention technology has advanced and our unit does not meet contemporary code requirements. He has proposed a total upgrade to the electronics that operate the elevator.

Since we would be installing new equipment, the elevator will have to be upgraded to contemporary electric codes and ADA requirements. The following represents charges for the project from both Schumacher and the sub-contractors who must bring the accompanying fire and heat alarm and prevention systems up to contemporary code compliance.

Schumacher:	\$31,784.00	Electronics and ADA upgrade to elevator
David Fitz Electric:	\$1,950.00	Outlets and shunt control breaker for sprinkler
David Fitz Electric:	\$2,400.00	Wiring from smoke/heat detectors to fire panel
Iowa Fire:	<u>\$2,129.38</u>	Smoke/heat detectors/supervision relay
Project Total:	\$38,263.38	

Pending approvals from city finance and city manager's office, the funds may be drawn from the FY 09 CIP since the air chiller project originally scheduled for this year will not be done.

Recommendation: Approve the expenditure in the amount of \$38,263.38 or not to exceed \$40,000.

**Circulation Monthly Stats
July 2008**

COMPARISON	Adult Print	Adult Media	Total Adult Circ	Youth Print	Youth Media	Total Youth Circ	Total Misc	Total Main	Total BKM/Home Del.	Grand Total
Current Month	34,444	32,912	67,356	38,602	16,602	55,204	369	112,653	10,276	122,929
One Year Ago	35,084	36,571	71,655	35,980	17,039	53,019	257	114,702	10,229	124,931
Difference	(640)	(3,659)	(4,299)	2,622	(437)	2,185		(2,049)	47	(2,002)
% Change	-1.8%	-10.0%	-6.0%	7.3%	-2.6%	4.1%		-1.8%	0.5%	-1.6%
Year to Date										
Current Year	34,444	32,912	67,356	38,602	16,602	55,204	369	112,653	10,276	122,929
One Year Ago	35,084	36,571	71,655	35,980	17,039	53,019	257	114,702	10,229	124,931
Difference	(640)	(3,659)	(4,299)	2,622	(437)	2,185		(2,049)	47	(2,002)
% Change	-1.8%	-10.0%	-6.0%	7.3%	-2.6%	4.1%		-1.8%	0.5%	-1.6%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,684	2,164	16,732	24,580	20.1%			96,244	79.6%	
One Year Ago	6,293	2,097	15,470	23,860	19.1%			99,999	80.0%	
Difference	(609)	67	1,262	720				(3,755)		
% Change	-9.7%	3.2%	8.2%	3.0%				-3.8%		
Year to Date										
Current Year	5,684	2,164	16,732	24,580	20.0%			96,244	78.3%	
One Year Ago	6,293	2,097	15,470	23,860	19.1%			99,999	80.0%	
Difference	(609)	67	1,262	720				(3,755)		
% Change	-9.7%	3.2%	8.2%	3.0%				-3.8%		

**Main Stats
FY08/09**

Description	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Total
ADULT FICTION	9,709	0	0	0	0	0	0	0	0	0	0	0	9,709
ADULT NON-FICTION	10,822	0	0	0	0	0	0	0	0	0	0	0	10,822
ADULT GRAPHIC NOVELS	699	0	0	0	0	0	0	0	0	0	0	0	699
ADULT MANGA	970	0	0	0	0	0	0	0	0	0	0	0	970
ADULT ILL ITEMS	99	0	0	0	0	0	0	0	0	0	0	0	99
ADULT PAPERBACKS	927	0	0	0	0	0	0	0	0	0	0	0	927
NEW FICTION	4,801	0	0	0	0	0	0	0	0	0	0	0	4,801
NEW NON-FICTION	2,997	0	0	0	0	0	0	0	0	0	0	0	2,997
PERIODICALS	1,397	0	0	0	0	0	0	0	0	0	0	0	1,397
TRAVEL BAGS	76	0	0	0	0	0	0	0	0	0	0	0	76
SUBTOTAL (PRINT)	32,497	0	0	0	0	0	0	0	0	0	0	0	32,497
MUSIC CDS	6,499	0	0	0	0	0	0	0	0	0	0	0	6,499
AUDIO BOOKS ON CD	3,840	0	0	0	0	0	0	0	0	0	0	0	3,840
AUDIO BOOKS ON TAPE	27	0	0	0	0	0	0	0	0	0	0	0	27
THEATRICAL VIDEOS	871	0	0	0	0	0	0	0	0	0	0	0	871
NON-THEATRICAL VIDEOS	209	0	0	0	0	0	0	0	0	0	0	0	209
THEATRICAL DVDS	17,861	0	0	0	0	0	0	0	0	0	0	0	17,861
NON-THEATRICAL DVDS	2,118	0	0	0	0	0	0	0	0	0	0	0	2,118
KITS	356	0	0	0	0	0	0	0	0	0	0	0	356
PLAYAWAYS	1	0	0	0	0	0	0	0	0	0	0	0	1
SUBTOTAL (MEDIA)	31,781	0	0	0	0	0	0	0	0	0	0	0	31,781
ADULT MISC.	368	0	0	0	0	0	0	0	0	0	0	0	368
TOTAL (ADULT)	64,646	0	0	0	0	0	0	0	0	0	0	0	64,646
BIG BOOKS	22	0	0	0	0	0	0	0	0	0	0	0	22
BOARD BOOKS	2,247	0	0	0	0	0	0	0	0	0	0	0	2,247
EASY	9,804	0	0	0	0	0	0	0	0	0	0	0	9,804
EASY TO READ	2,992	0	0	0	0	0	0	0	0	0	0	0	2,992
JUVENILE NON FICTION	3,996	0	0	0	0	0	0	0	0	0	0	0	3,996
JUVENILE FICTION	6,897	0	0	0	0	0	0	0	0	0	0	0	6,897
JUVENILE GRAPHIC NOVELS	762	0	0	0	0	0	0	0	0	0	0	0	762
PARENTING COLLECTION	165	0	0	0	0	0	0	0	0	0	0	0	165
JUVENILE LARGE PRINT	68	0	0	0	0	0	0	0	0	0	0	0	68
JUVENILE PERIODICALS	335	0	0	0	0	0	0	0	0	0	0	0	335
YOUNG ADULT PRINT	3,763	0	0	0	0	0	0	0	0	0	0	0	3,763
COMIC BOOKS	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUNG ADULT GRAPHIC NOVELS	703	0	0	0	0	0	0	0	0	0	0	0	703
MANGA	1,586	0	0	0	0	0	0	0	0	0	0	0	1,586
YOUNG ADULT PERIODICALS	105	0	0	0	0	0	0	0	0	0	0	0	105
YOUTH REFERENCE	17	0	0	0	0	0	0	0	0	0	0	0	17
SUBTOTAL YOUTH (PRINT)	33,462	0	0	0	0	0	0	0	0	0	0	0	33,462
YOUTH DVDS	11,401	0	0	0	0	0	0	0	0	0	0	0	11,401
YOUTH VIDEOS	687	0	0	0	0	0	0	0	0	0	0	0	687
YOUTH KITS	365	0	0	0	0	0	0	0	0	0	0	0	365
YOUTH CDS	1,672	0	0	0	0	0	0	0	0	0	0	0	1,672
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	17	0	0	0	0	0	0	0	0	0	0	0	17
TOYS/ PUPPETS/PUZZLES	403	0	0	0	0	0	0	0	0	0	0	0	403
SUBTOTAL YOUTH (MEDIA)	14,545	0	0	0	0	0	0	0	0	0	0	0	14,545
TOTAL YOUTH	48,007	0	0	0	0	0	0	0	0	0	0	0	48,007
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	112,653	0	0	0	0	0	0	0	0	0	0	0	112,653
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	5,381	0	0	0	0	0	0	0	0	0	0	0	5,381
GILBERT	1,551	0	0	0	0	0	0	0	0	0	0	0	1,551
OPEN ACCESS	16,585	0	0	0	0	0	0	0	0	0	0	0	16,585
Total Special Circulation	23,517	0	0	0	0	0	0	0	0	0	0	0	23,517
% Special Circulation	20.88%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20.88%
AMES	87,076	0	0	0	0	0	0	0	0	0	0	0	87,076

**BKM Stats
FY08/09**

Description	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Total
ADULT FICTION	537	0	0	0	0	0	0	0	0	0	0	0	537
ADULT NON-FICTION	363	0	0	0	0	0	0	0	0	0	0	0	363
ADULT GRAPHIC NOVELS	2	0	0	0	0	0	0	0	0	0	0	0	2
ADULT MANGA	14	0	0	0	0	0	0	0	0	0	0	0	14
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	442	0	0	0	0	0	0	0	0	0	0	0	442
NEW FICTION	290	0	0	0	0	0	0	0	0	0	0	0	290
NEW NON-FICTION	229	0	0	0	0	0	0	0	0	0	0	0	229
PERIODICALS	69	0	0	0	0	0	0	0	0	0	0	0	69
TRAVEL BAGS	1	0	0	0	0	0	0	0	0	0	0	0	1
SUBTOTAL (PRINT)	1,947	0	0	0	0	0	0	0	0	0	0	0	1,947
MUSIC CDS	42	0	0	0	0	0	0	0	0	0	0	0	42
AUDIO BOOKS ON CD	93	0	0	0	0	0	0	0	0	0	0	0	93
AUDIO BOOKS ON TAPE	0	0	0	0	0	0	0	0	0	0	0	0	-
THEATRICAL VIDEOS	95	0	0	0	0	0	0	0	0	0	0	0	95
NON-THEATRICAL VIDEOS	0	0	0	0	0	0	0	0	0	0	0	0	-
THEATRICAL DVDS	803	0	0	0	0	0	0	0	0	0	0	0	803
NON-THEATRICAL DVDS	82	0	0	0	0	0	0	0	0	0	0	0	82
KITS	13	0	0	0	0	0	0	0	0	0	0	0	13
PLAYAWAYS	3	0	0	0	0	0	0	0	0	0	0	0	3
SUBTOTAL (MEDIA)	1,131	0	0	0	0	0	0	0	0	0	0	0	1,131
ADULT MISC.	1	0	0	0	0	0	0	0	0	0	0	0	1
TOTAL (ADULT)	3,079	0	0	0	0	0	0	0	0	0	0	0	3,079
BIG BOOKS	59	0	0	0	0	0	0	0	0	0	0	0	59
BOARD BOOKS	763	0	0	0	0	0	0	0	0	0	0	0	763
EASY	1,325	0	0	0	0	0	0	0	0	0	0	0	1,325
EASY TO READ	728	0	0	0	0	0	0	0	0	0	0	0	728
JUVENILE NON FICTION	658	0	0	0	0	0	0	0	0	0	0	0	658
JUVENILE FICTION	1,013	0	0	0	0	0	0	0	0	0	0	0	1,013
JUVENILE GRAPHIC NOVELS	263	0	0	0	0	0	0	0	0	0	0	0	263
PARENTING COLLECTION	15	0	0	0	0	0	0	0	0	0	0	0	15
JUVENILE LARGE PRINT	8	0	0	0	0	0	0	0	0	0	0	0	8
JUVENILE PERIODICALS	3	0	0	0	0	0	0	0	0	0	0	0	3
YOUNG ADULT PRINT	226	0	0	0	0	0	0	0	0	0	0	0	226
COMIC BOOKS	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUNG ADULT GRAPHIC NOVELS	50	0	0	0	0	0	0	0	0	0	0	0	50
MANGA	29	0	0	0	0	0	0	0	0	0	0	0	29
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL YOUTH (PRINT)	5,140	0	0	0	0	0	0	0	0	0	0	0	5,140
YOUTH DVDS	1,358	0	0	0	0	0	0	0	0	0	0	0	1,358
YOUTH VIDEOS	76	0	0	0	0	0	0	0	0	0	0	0	76
YOUTH KITS	141	0	0	0	0	0	0	0	0	0	0	0	141
YOUTH CDS	250	0	0	0	0	0	0	0	0	0	0	0	250
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	27	0	0	0	0	0	0	0	0	0	0	0	27
TOYS/ PUPPETS/PUZZLES	205	0	0	0	0	0	0	0	0	0	0	0	205
SUBTOTAL YOUTH (MEDIA)	2,057	0	0	0	0	0	0	0	0	0	0	0	2,057
TOTAL YOUTH	7,197	0	0	0	0	0	0	0	0	0	0	0	7,197
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
GRAND TOTAL	10,276	0	0	0	0	0	0	0	0	0	0	0	10,276
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	303	0	0	0	0	0	0	0	0	0	0	0	303
GILBERT	613	0	0	0	0	0	0	0	0	0	0	0	613
OPEN ACCESS	147	0	0	0	0	0	0	0	0	0	0	0	147
Total Special Circulation	1,063	0	0	0	0	0	0	0	0	0	0	0	1,063
% Special Circulation	10.34%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10.34%
AMES	9,168	0	0	0	0	0	0	0	0	0	0	0	9,168

**Misc. Stats
FY08/09**

Description	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Total
HOME DELIVERY													
# of Patrons	52												52
Centers	19												19
Individual Deliveries Made	37												37
Additional Individuals serv.	12												12
GATE COUNT	44,288												44,288
PUBLIC COMPUTERS													
Number of Uses	5,877												0
Average Session (minutes)	36												0
HOLDS													
Main	10,546												10,546
BKM/Hm Delivery	731												731
Total Holds	11,277	0	0	0	0	0	0	0	0	0	0	0	11,277
INTERLIBRARY LOANS													
Requested	97												97
Received	67												67
Loaned	446												446
MEETING ROOM USAGE													
Number of Room Uses	209												209
People	4,322												4,322
PROGRAMS													
Adult	12												12
Outreach Adult	7												7
Children & Family	118												118
Outreach Children & Family	30												30
Teen	13												13
Outreach Teen	0												0
Project Smyles	43												43
Total Programs	223	0	0	0	0	0	0	0	0	0	0	0	223
PROGRAM ATTENDANCE													
Adult	221												221
Outreach Adult	913												913
Children & Family	3,204												3,204
Outreach Children & Family	872												872
Teen	186												186
Outreach Teen	0												0
Project Smyles	502												502
Total Attendance	5,898	0	0	0	0	0	0	0	0	0	0	0	5,898
Webref	169												169
PAC Usage													
PAC	138,377												138,377
Community Organizations & Ames Tribune	488												488
Total	138,865	0	0	0	0	0	0	0	0	0	0	0	138,865

Monthly Stats For Subscription Databases FY08/09

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	21												21
Business Remote	26												26
Business Total	47	0	0	0	0	0	0	0	0	0	0	0	47
Residential In-House	32												32
Residential Remote	24												24
Residential Total	56	0	0	0	0	0	0	0	0	0	0	0	56
Grand Total	103	0	0	0	0	0	0	0	0	0	0	0	103
Des Moines Register													
In-House	3												3
Remote	32												32
Total	35	0	0	0	0	0	0	0	0	0	0	0	35
New York Times													
In-House	0												0
Remote	2												2
Total	2	0	0	0	0	0	0	0	0	0	0	0	2
Access World News													
In-House	19												19
Remote	2												2
Total	21	0	0	0	0	0	0	0	0	0	0	0	21
EBSCOhost													
In-House	105												105
Remote	190												190
Total	295	0	0	0	0	0	0	0	0	0	0	0	295
Novelist Plus													
In-House	251												251
Remote	0												0
Total	251	0	0	0	0	0	0	0	0	0	0	0	251
Auto Reference													
In-House	12												12
Remote	183												183
Total	195	0	0	0	0	0	0	0	0	0	0	0	195
Heritage Quest													
In-House + Remote	2895												2895
Vault													
In-House	14												14
Remote	0												0
Total	14	0	0	0	0	0	0	0	0	0	0	0	14
Bio Resouce Center													
In-House	40												40
Remote	18												18
Total	58	0	0	0	0	0	0	0	0	0	0	0	58
Value Line Online													
In-House + Remote													0
Bookflix													
In-House	75												75
Remote	45												45
Total	120	0	0	0	0	0	0	0	0	0	0	0	120
WILBOR/Overdrive													
In-House + Remote	304												304
GRAND TOTAL	4293	0	0	0	0	0	0	0	0	0	0	0	4293
YEAR TO DATE	4293												
Bookletters (Pageviews)	1878												1878

Note: We don't have stats for Value Line yet. They should be included in next month's report.