

Agenda
Ames Public Library Board of Trustees
September 15, 2005 - 7:00 p.m.
Board Room

Adoption of Agenda

Approval of Minutes

Public Forum

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

Financial Reports

- Gifts report discussion with Nancy Masteller, Accountant, and Duane Pitcher, Director, from the City of Ames Finance Department
- Claims - Action Item
- Gifts - Action Item
- Budget and Finance Committee Report – Botine, Mungons
- FY 05 Year End Budget Report

Administrative Staff Reports

- Co-Directors' Reports
- Department Coordinators' Reports

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

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Current: Library Resources - Programs and Conduct in the Library - Action Items
- Next Month: Circulation

Unfinished Business

- Director Search Update – Munson
- Building Acquisition Update – Hayslett
- Board Retreat – Munson
- October Board meeting date – Munson – Action Item

New Business

- City of Ames Capital Improvements Plan (CIP) – Library Projects – Action Item

Trustee Comments

Adjournment

Next regular meeting, Wednesday, October 12, 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes August 18, 2005

The Ames Public Library Board of Trustees met in regular session on Thursday, August 18, 2005, at 7:00 p.m. in the Library board room with Munson, Ferree, Jennings, Mungons, Sondall, Warnick and Interim Co-Director's Carey and Hayslett in attendance. Anderson, Botine, and Ross were absent.

Call to Order: The meeting was called to order by President Munson at 7:03 p.m.

Adoption of Agenda: Ferree moved and Jennings seconded the motion to adopt the agenda. The motion passed unanimously.

Approval of Minutes: The minutes from the July 21, 2005, meeting were approved as amended. Under the section: **Policy Review, Internet Use Policy and Guidelines – Action Item:** Change sentence, "The motion to pass the Internet Use Policy and Guidelines was passed seven to one as amended." to read, "The amended motion to pass the Internet Use Policy and Guidelines was passed seven to one. Voting aye: Anderson, Ferree, Jennings, Munson, Ross, Sondall, and Warnick. Voting nay: Mungons."

Public Forum: none

Staff Report: Youth Volunteer Coordinator Kate Pickett reported on the summer youth volunteer program. She worked with 68 volunteers from ages 11-17 who contributed over 1400 hours between June and August. Youth volunteers Andrew Jiles and Marcus Hippen presented a movie they made about their volunteer experience. Carey stated that Pickett did a fantastic job with the program.

Claims: Jennings moved and Warnick seconded a motion to approve the claims. Warnick questioned the amounts in brackets. Hayslett explained the bracketed amounts were journaled to last fiscal year. Warnick questioned the \$1805.00 spent at Borders. Carey explained that at the end of the fiscal year we often purchase locally, especially those items that do not normally receive a substantial discount such as media materials. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Alliance for Global Justice 1 DVD, *Sex and the Holy City*
- From Howard and Ann Garton \$50.00 for Film Programs
- From Ames Camera Club \$50.00

Sondall moved and Jennings seconded a motion to accept the donations. Jennings questioned the movie, *Sex and the Holy City*. Carey explained it was a movie shown for the Other Voices/Other Views film series. The motion passed unanimously.

Budget and Finance Committee Report: Mungons had nothing to report. Hayslett said that last fiscal year's budget will be reviewed at the September meeting. Warnick asked that the donations report include any restrictions. Hayslett explained the encumbrances are listed at the bottom of the report. Jennings questioned changing the amount available for expenditures and requested the Finance Committee look at how this is set.

Interim Co-Director's Report - Hayslett: Hayslett had nothing to add to her report. Warnick questioned Library's relationship with the literacy coordinator. Hayslett stated the literacy

coordinator's salary is paid by Des Moines Area Community College, the Library provides the office space, and the Friends provide materials.

Interim Co-Director's Report - Carey: Carey stated that Unique Management Services, Inc. has agreed to honor the offer of 15% off of the contract, which had expired in June. A team has been formed to determine the procedure for implementing the collections process, looking into having an ATM installed in the Library, and using debit cards for payment of fines.

Department Coordinators:

Community Relations Specialist: Duggan handed out the September calendar of events.

Youth Services Specialist: Heid reported on the new youth programs in September. Warnick stated she was excited about the new programs and the rearrangement of the children's section. Munson questioned the change in location of the teen space. Heid replied that it was made with input from the Teen Advisory Group and due to the trial nature of the project. Carey stated that locating the teen space in the mezzanine would have the least amount of disruption.

Friends of the Ames Public Library Report: Hayslett stated that the next Friends' meeting is August 29, 2005.

Foundation Report: Carey reported the former development director was granted unemployment compensation after her resignation. Carey, Sheila Lundt, Chuck Jons, and Jill Anderson represented the Foundation in the appeal for the compensation. Carey said a response will take two weeks; whereupon, the Foundation will decide on whether to hire a new development director and when the next campaign will take place.

Policy Review:

Exhibit Spaces Policy – Action Item: Jennings moved and Ferree seconded a motion to approve the Exhibit Spaces Policy as presented/amended. After discussion, the motion to pass the Exhibit Spaces Policy was passed unanimously as amended. Under **Content**, the third sentence change the first word, "Use" to "Provision.", Under **Scheduling and Liability**, first bullet, add, "Ames Public" between "of" and "Library." Under the second bullet, add, "Ames Public" between "The" and "Library." Delete **Citizen Concerns**, move **Expressions of Concern** to its place, and use the first bullet under **Citizen Concerns** as the first bullet under **Expressions of Concern**. Delete "Citizen" from the bullet. Add a second bullet to read, "Persons with concerns should contact the Library." In the third bullet under **Expressions of Concern**, "The Library's Community Relations Specialist will first discuss the program(s) with the concerned individual or group." Replace "program(s)" with "exhibit(s)". Under **Formal Complaint Process**, delete the last two bullets.

Meeting Rooms Policy – Action Item: Jennings moved and Ferree seconded a motion to approve the Meeting Rooms Policy as presented/amended. After discussion, the motion to pass the Meeting Rooms Policy was passed as amended. Under **Charges and Fees**, second bullet, first sentence, change "nor" to "or". Under **Scheduling**, first bullet, change it to read, "Ames Public Library is a designated polling place. Elections take priority over the scheduling of meetings for other individuals or groups." Delete **Citizen Concerns**, move **Expressions of Concern** to its place, and use the first bullet under **Citizen Concerns** as the first bullet under **Expressions of Concern**. Delete "Citizen" from the bullet. Add a second bullet to read, "Persons with concerns should contact the Library." In the third bullet under **Expressions of Concern**, "The Library's Community Relations Specialist will first discuss the program(s) with the concerned individual or group." Replace "program(s)" with "meeting rooms". Under **Formal Complaint Process**, delete the last two bullets.

Programs Policy – Action Item: Ferree moved and Warnick seconded a motion to approve the Programs Policy as presented/amended. After discussion regarding charges and fees, Jennings

moved and Sondall seconded a motion to table the Programs Policy. The motion was unanimously approved.

Gifts Policy – Action Item: Warnick moved and Ferree seconded a motion to approve the Gifts Policy as presented/amended. Munson thanked the gifts committee for their work on this policy. Jennings thanked Ross, Ferree, Hayslett, Carey, and other staff. She said they will continue to meet with Ross, the Foundation representative, and Ferree, the Friends representative, to make sure the other groups' policies align. The committee met with the Collections Manager, Malinowski and Periodicals Manager, Petra and everyone agreed to no longer accept gift magazine subscriptions. This will be written into the gifts procedures document which will be discussed by the staff Policy Group. Malinowski will inform customers affected by this decision. The motion passed unanimously.

Unfinished Business:

Strategic Planning Report: Hayslett reviewed the FY05-06 Organizational Work Plan. Munson asked for consistency with date formatting. Per their request, the plan will be brought to the Board for review quarterly.

Director Search Update: Munson reported the job ads were posted. Hayslett said the recruitment letters went out. Discussion followed regarding the procedure for reviewing applications. Munson stated the director search committee will meet and bring a recommendation to the next Board meeting.

Building Acquisition Update: Hayslett said that the offer to purchase the property was sent to the owners. After ten days, the City will attempt to contact the owners to conduct good faith negotiations. Munson stated the money for the purchase of the property and asbestos removal was encumbered.

New Business:

Board Retreat: Munson stated the Board retreat will be held on September 28, 2005, from 8:30 a.m. to 1 p.m. The tentative agenda includes the following: A facilitated discussion of what the Board wants in a new director with Roy Kenagy, a presentation by an architect who designs libraries, and an update of upcoming city projects and future projects from Chamber of Commerce perspective.

Trustee Comments:

Warnick said she was looking forward to the Friends' book sale in October. She questioned how new purchase requests are handled. Hayslett said that forms are available at the information desk. Warnick requested better information on how patrons can donate books or money and how to request materials for the collection.

Jennings thanked Hayslett and Carey for their work on the building acquisition.

Ferree stated he won't be able to attend the September Board meeting.

Munson thanked the Gifts Committee, Director Search Committee, Interim Co-Directors, and staff.

Adjournment

Ross moved and Ferree seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 9:20 p.m.

**Library Claims Listing
8/12/2005-9/6/2005**

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 24,266.46
PAYROLL SUMMARY	LONGEVITY	\$ 60.00
PAYROLL SUMMARY	VACATION	\$ 6,570.03
PAYROLL SUMMARY	IPERS DISABILITY	\$ 198.11
PAYROLL SUMMARY	LIFE INSURANCE	\$ 69.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,460.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 440.57
PAYROLL SUMMARY	FICA	\$ 1,883.76
PAYROLL SUMMARY	IPERS	\$ 1,418.52
PAYROLL SUMMARY	WORKERS COMP	\$ 60.00
JUL05 INFO SVCS CHARGES	CITY DATA SERV	\$ 320.58
7/05 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 172.70
AUGUST INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,565.00
JULY 2005 INSURANCE CHGS	INSURANCE & BONDS	\$ 1,565.00
SEPT INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,565.00
AUG05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 323.47
JUL05 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.57
AUG05 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 1,833.23
PURCHASE POWER	POSTAGE/FREIGHT	\$ 40.99
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 15.90
HARRIS, MARK	TRAVEL/MEETINGS	\$ 269.27
AMER LIBRARY ASSOCIATION	PRINTING OUTSIDE	\$ (42.00)
VERNON CO	ADVERTISING	\$ 450.51
DES MOINES REGISTER	RECRUITING COSTS	\$ 996.84
REED BUSINESS INFORMATION	RECRUITING COSTS	\$ 660.00
VAULT INC	RECRUITING COSTS	\$ 150.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 25.75
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 23.44
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.59
ALLIANT UTILITIES	NATURAL GAS	\$ 14.78
RED RIDGE SOFTWARE COMPAN	COMPUTER MAINT	\$ (99.00)
MCLEOD USA	COMPUTER MAINT	\$ 448.02
ELECTRONIC ENGINEERING CO	RENTALS AND LEASES	\$ 65.70
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 504.60
ACCURATE MECHANICAL CO IN	NON-CITY SERVICE	\$ 3,090.00
CH ISSUES	OFFICE SUPPLIES	\$ 161.86
M HARRIS PCARD PURCH REIM	OFFICE SUPPLIES	\$ (100.01)
GENERAL BINDING CORP	OFFICE SUPPLIES	\$ 120.96
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 97.01
BANK OF AMERICA	OFFICE SUPPLIES	\$ 448.57
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 120.96
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 88.00
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 416.16
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 75.75
SHADRAN INDUSTRIAL & SANI	CLEANING SUPPLIES	\$ 42.00
BANK OF AMERICA	CLEANING SUPPLIES	\$ 26.06
BANK OF AMERICA	FOOD & FEED	\$ 113.05
REVERSE REALLOCATED BOA	PURCHASE CARD CLEARING	\$ 64.18
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 1,409.75
BANK OF AMERICA	MOVABLE EQUIPMENT	\$ 1,618.98

Library Claims Listing
8/12/2005-9/6/2005

Vendor	Category	Amount
BOA/SMYLES COSTUME	MOVABLE EQUIPMENT	\$ (1,602.95)
	Library Administration	\$ 55,679.50
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 12,435.12
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,349.56
RECLASS LIBRARY PAYROLL	ADJUSTMENT	\$ (1,593.21)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 83.94
PAYROLL SUMMARY	LIFE INSURANCE	\$ 25.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 739.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 198.82
PAYROLL SUMMARY	FICA	\$ 850.13
PAYROLL SUMMARY	IPERS	\$ 792.64
PAYROLL SUMMARY	WORKERS COMP	\$ 40.87
AUG05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
JUL05 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.80
	Outreach Services	\$ 15,020.34
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,389.02
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,126.11
PAYROLL SUMMARY	IPERS DISABILITY	\$ 97.88
PAYROLL SUMMARY	LIFE INSURANCE	\$ 32.32
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,227.37
PAYROLL SUMMARY	MEDICARE FICA	\$ 214.85
PAYROLL SUMMARY	FICA	\$ 918.64
PAYROLL SUMMARY	IPERS	\$ 892.11
PAYROLL SUMMARY	WORKERS COMP	\$ 24.26
AUG05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
JUL05 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.10
MALINOWSKI, MARIANNE	TRAVEL/MEETINGS	\$ 58.97
IA LIBRARY ASSOC	CONFERENCES	\$ 412.00
WAGAMAN, CAMILLE	CONFERENCES	\$ 200.20
BAKER & TAYLOR INC	OFFICE SUPPLIES	\$ 131.44
BRODART CO	OFFICE SUPPLIES	\$ 4,890.66
DEMCO INC	OFFICE SUPPLIES	\$ 942.23
HOUCHEN BINDERY LTD	OFFICE SUPPLIES	\$ 102.65
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 99.59
AMES DAILY TRIBUNE	PERIODICALS	\$ 133.38
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 46.62
CBA SERVICE CORP	PERIODICALS	\$ (59.95)
REVERSE REALLOCATED BOA	ADULT COLLECTIONS	\$ (64.18)
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 7,249.50
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 13.61
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 116.08
BANK OF AMERICA	ADULT COLLECTIONS	\$ 671.60
	Technical Services	\$ 35,006.69
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 11,782.70
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,199.65
RECLASS LIBRARY PAYROLL	ADJUSTMENT	\$ 1,593.21
PAYROLL SUMMARY	IPERS DISABILITY	\$ 53.62
PAYROLL SUMMARY	LIFE INSURANCE	\$ 29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,129.28
PAYROLL SUMMARY	MEDICARE FICA	\$ 185.13
PAYROLL SUMMARY	FICA	\$ 791.62

**Library Claims Listing
8/12/2005-9/6/2005**

Vendor	Category	Amount
PAYROLL SUMMARY	IPERS	\$ 746.49
PAYROLL SUMMARY	WORKERS COMP	\$ 23.00
AUG05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
JUL05 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.01
VAN BROCKLIN, CATHY	TRAVEL/MEETINGS	\$ 20.80
BANK OF AMERICA	FOOD & FEED	\$ 181.31
HIGHSMITH INC	SPECIAL PROJECT SUPPLIES	\$ 295.81
BAKER & TAYLOR INC	JUVENILE	\$ 778.52
BOOKS ON TAPE	JUVENILE	\$ 124.00
LISTENING LIBRARY INC	JUVENILE	\$ 989.80
RECORDED BOOKS LLC	JUVENILE	\$ 248.21
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 373.95
MIDWEST TAPE	JUVENILE	\$ 175.13
BANK OF AMERICA	JUVENILE	\$ 576.97
BWI	JUVENILE	\$ 2,455.36
	Youth Services	\$ 23,897.11
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 23,524.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 158.78
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.04
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,367.94
PAYROLL SUMMARY	MEDICARE FICA	\$ 338.46
PAYROLL SUMMARY	FICA	\$ 1,447.26
PAYROLL SUMMARY	IPERS	\$ 1,352.64
PAYROLL SUMMARY	WORKERS COMP	\$ 18.84
AUG05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 323.47
JUL05 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.98
HEUSS, JAN	CONFERENCES	\$ 189.54
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 37.68
THOMSON GALE GROUP	ADULT REFERENCE	\$ 884.75
WEISS RATINGS INC	ADULT REFERENCE	\$ 448.95
	Information Services	\$ 31,145.39
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 18,696.18
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 11,464.59
PAYROLL SUMMARY	IPERS DISABILITY	\$ 93.80
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.45
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,543.83
PAYROLL SUMMARY	MEDICARE FICA	\$ 424.06
PAYROLL SUMMARY	FICA	\$ 1,813.26
PAYROLL SUMMARY	IPERS	\$ 1,622.44
PAYROLL SUMMARY	WORKERS COMP	\$ 198.01
AUG05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
JUL05 INTERNAL LONG DIST	LONG DISTANCE	\$ 13.50
AUG05 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 284.72
DONNELL, VALERIE	CONFERENCES	\$ 195.52
AMER LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 150.00
	Circulation Services	\$ 37,781.41
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 8,919.44
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,514.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 60.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 23.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,422.16

Library Claims Listing
8/12/2005-9/6/2005

Vendor	Category	Amount
PAYROLL SUMMARY	MEDICARE FICA	\$ 150.35
PAYROLL SUMMARY	FICA	\$ 642.75
PAYROLL SUMMARY	IPERS	\$ 657.42
PAYROLL SUMMARY	WORKERS COMP	\$ 50.39
AUG05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
JUL05 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.90
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 21.16
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 284.15
BLACKSTONE AUDIO BOOKS	AUDIO-VISUAL	\$ 1,213.50
BOOKS ON TAPE	AUDIO-VISUAL	\$ 667.20
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 399.51
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 560.35
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 96.86
VIDEO BREAD	AUDIO-VISUAL	\$ 164.00
LOHR, JIM	AUDIO-VISUAL	\$ 53.80
MIDWEST TAPE	AUDIO-VISUAL	\$ 271.89
BANK OF AMERICA	AUDIO-VISUAL	\$ 918.24
	Media Services	\$ 19,185.46
Margaret Munson, President	Gary Botine, Secretary	Date:

Gifts

BOARD OF TRUSTEES AMES PUBLIC LIBRARY

September 15, 2005

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

From Gerald W., Phyllis S. and Brian W. Smith
in memory of Richard Squires \$25.00

From Lynda Orton for the purchase of a book
in memory of Linda Dolph \$10.80

From Marjorie A Jones..... \$2.00

From Up with Down-Down Syndrome Family Support Group of Des Moines 12 books

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXPENSE REPORT SUMMARY FY 2004/2005																	
August 31, 2005																	
2 Months =16.7%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent	
PERSONAL SERVICES																	
Salaries	1,436,112	120,856	114,013											234,869	1,201,243	16.4%	
Temporary Salaries	183,645	9,731	17,654											27,385	156,260	14.9%	
Time and One-Half	500													0	500	0.0%	
Longevity	6,015		60											60	5,955	1.0%	
Adjustment			0											0	0		
Vacation			6,570											6,570	(6,570)		
Total Personal Svcs	1,626,272	130,587	138,297	0	0	0	0	0	0	0	0	0	0	268,884	1,357,388	16.5%	
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	25,710													0	25,710	0.0%	
IPERS Disability	9,360	743	746											1,489	7,871	15.9%	
Life Insurance	3,243	283	281											564	2,679	17.4%	
Health Insurance	189,441	14,630	13,891											28,521	160,920	15.1%	
FICA Medicare	20,285	1,840	1,953											3,793	16,492	18.7%	
FICA	86,741	7,869	8,347											16,216	70,525	18.7%	
IPERS	82,920	8,196	7,481											15,677	67,243	18.9%	
Workers Comp	2,557	457	416											873	1,684	34.1%	
Flex Administration	1,538													0	1,538	0.0%	
Total Employee Ben	421,795	34,018	33,115	0	0	0	0	0	0	0	0	0	0	67,133	354,662	15.9%	
INTERNAL SERVICES																	
City Data Services	3,847		320											320	3,527	8.3%	
City Messenger	2,745		173											173	2,572	6.3%	
Printing	4,300		310											310	3,990	7.2%	
Insurance & Bonds	18,919		3,130											3,130	15,789	16.5%	
Phone Operation/Maint	16,635	1,339	1,341											2,680	13,955	16.1%	
Long Distance	500		32											32	468	6.4%	
Fleet Operating/Maint	3,998		761											761	3,237	19.0%	
Fleet Replacement	22,260		1,855											1,855	20,405	8.3%	
Computer Replacement	12,882	2,188	2,119											4,307	8,575	33.4%	
Total Internal Svcs	86,086	3,527	10,041	0	0	0	0	0	0	0	0	0	0	13,568	72,518	15.8%	
CONTRACTUAL																	
Outside Prof Services	28,000		461											461	27,539	1.6%	
Postage/Freight	13,500		128											128	13,372	0.9%	
Travel/Meetings	1,400		237											237	1,163	16.9%	
Training	4,200	25												25	4,175	0.6%	
Conferences	23,895	725	1,184											1,909	21,986	8.0%	
Dues & Memberships	5,000	445	210											655	4,345	13.1%	
Printing	5,100		(42)											(42)	5,142	-0.8%	
Advertising	3,000		450											450	2,550	15.0%	
Recruiting Costs			810											810	(810)		
Electricity	39,700		5,517											5,517	34,183	13.9%	
Phone Operation/Maint	4,900	120	478											598	4,302	12.2%	
Long Distance	100													0	100	0.0%	

EXPENSE REPORT SUMMARY FY 2004/2005																	
August 31, 2005																	
2 Months =16.7%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent	
Water/Sewer	3,400		277											277	3,123	8.1%	
Waste Disposal	2,600		183											183	2,417	7.0%	
Natural Gas	8,740		32											32	8,708	0.4%	
Structural Repair	10,000		192											192	9,808	1.9%	
Moveable Equip Repair	3,000													0	3,000	0.0%	
Fixed Equip Repair	5,000													0	5,000	0.0%	
Computer Maintenance	47,299	39,361	1,031											40,392	6,907	85.4%	
Rentals & Leases	19,308	503	1,442											1,945	17,363	10.1%	
Non-City Services	22,125		3,387											3,387	18,738	15.3%	
Total Contractual	250,267	41,179	15,977	0	0	0	0	0	0	0	0	0	0	57,156	193,111	22.8%	
COMMODITIES																	
Office Supplies	41,000	5,214	8,320											13,534	27,466	33.0%	
Minor Office Equipment	500		121											121	379		
Minor Computer Equip	9,000	314	88											402	8,598	4.5%	
Ag-Hort Supplies	300	156												156	144		
Structural Materials	2,000													0	2,000	0.0%	
Cleaning Supplies	5,000	490	560											1,050	3,950	21.0%	
Equip Parts/Supplies	1,000													0	1,000	0.0%	
Minor Equip & Tools	300	105												105	195	35.0%	
Food	1,500	407	815											1,222	278	81.5%	
Wearing Apparel	200													0	200	0.0%	
Special Pjct Supplies	5,000	58	582											640	4,360	12.8%	
Purchase Card Clearing		42	1,574											1,616	(1,616)		
Total Commodities	65,800	6,786	12,060	0	0	0	0	0	0	0	0	0	0	18,846	46,954	28.6%	
CAPITAL																	
Moveable Equipment			1,619											1,619	(1,619)		
Periodicals	9,500	374	8,047											8,421	1,079	88.6%	
Juvenile	62,535	1,375	6,497											7,872	54,663	12.6%	
Adult Reference	26,500	9,558	2,903											12,461	14,039	47.0%	
Audio Visual	70,000	1,160	6,103											7,263	62,737	10.4%	
Adult Collection	112,563	2,767	13,934											16,701	95,862	14.8%	
Total Capital	281,098	15,234	39,103	0	0	0	0	0	0	0	0	0	0	54,337	226,761	19.3%	
OTHER EXPENDITURES																	
Refunds														0	0		
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	2,731,318	231,331	248,593	0	0	0	0	0	0	0	0	0	0	479,924	2,251,394	17.6%	

2004/05 LIBRARY EXPENSE SUMMARY						
August 31, 2005						
2 Months =16.7%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
PERSONAL SERVICES						
Salaries	1,393,030	1,436,112	236,228	234,869	1,201,243	
Temporary Salaries	190,892	183,645	29,260	27,385	156,260	
Time and One-Half		500			500	
Longevity	5,996	6,015		60	5,955	
Sick Leave	1,954				0	
Adjustment	(8,306)			0	0	
Vacation	8,849		274	6,570	(6,570)	
Total Personal Services	1,592,415	1,626,272	265,762	268,884	1,357,388	16.5%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		25,710			25,710	
IPERS Disability	8,542	9,360	1,456	1,489	7,871	
Life Insurance	3,297	3,243	552	564	2,679	
Health Insurance	164,232	189,441	27,214	28,521	160,920	
FICA Medicare	22,574	20,285	3,752	3,793	16,492	
FICA	96,520	86,741	16,039	16,216	70,525	
IPERS	89,630	82,920	15,480	15,677	67,243	
Workers Compensation	4,616	2,557	885	873	1,684	
Flex Administration	1,536	1,538	251		1,538	
Total Employee Benefits	390,947	421,795	65,629	67,133	354,662	15.9%
INTERNAL SERVICES						
City Data Services	3,866	3,847	332	320	3,527	
City Messenger	2,134	2,745	238	173	2,572	
Printing	5,379	4,300		310	3,990	
Insurance & Bonds	18,318	18,919		3,130	15,789	
Phone Operation/Maintenance	16,590	16,635	2,772	2,680	13,955	
Long Distance	500	500	42	32	468	
Fleet Operating/Maintenance	8,133	3,998	221	761	3,237	
Fleet Replacement	20,976	22,260	1,748	1,855	20,405	
Computer Replacement	21,689	12,882	2,197	4,307	8,575	
Interdepartmental Labor					0	
Total Internal Services	97,585	86,086	7,550	13,568	72,518	15.8%
CONTRACTUAL						
Outside Professional Services	27,367	28,000		461	27,539	
Postage/Freight	13,317	13,500	399	128	13,372	
Travel/Meetings	1,342	1,400	119	237	1,163	
Training	1,714	4,200	108	25	4,175	
Conferences	13,756	23,895	1,202	1,909	21,986	
Subscriptions and Books	87				0	
Dues & Memberships	4,735	5,000	1,172	655	4,345	
Printing	339	5,100		(42)	5,142	
Advertising	4,701	3,000	414	450	2,550	
Recruiting Costs	7,155		856	810	(810)	
Electricity	40,759	39,700	4,490	5,517	34,183	
Phone Operation/Maintenance	4,667	4,900	750	598	4,302	
Long Distance	4	100			100	
Water/Sewer	3,199	3,400	288	277	3,123	
Waste Disposal	2,084	2,600	173	183	2,417	
Natural Gas	6,700	8,740	30	32	8,708	
Structural Repair	6,267	10,000	110	192	9,808	
Moveable Equipment Repair	1,054	3,000	429		3,000	
Fixed Equipment Repair	4,486	5,000			5,000	
Computer Maintenance	28,125	47,299	20,656	40,392	6,907	

2004/05 LIBRARY EXPENSE SUMMARY						
August 31, 2005						
2 Months =16.7%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
Rentals & Leases	20,103	19,308	2,815	1,945	17,363	
Non-City Services	19,174	22,125	3,154	3,387	18,738	
Total Contractual	211,135	250,267	37,165	57,156	193,111	22.8%
COMMODITIES						
Office Supplies	35,535	41,000	5,319	13,534	27,466	
Minor Office Equipment	2,278	500	225	121	379	
Minor Computer Equipment	11,790	9,000	40	402	8,598	
Ag-Hort Supplies	958	300		156	144	
Structural Materials	1,463	2,000	427		2,000	
Cleaning Supplies	7,129	5,000	656	1,050	3,950	
Equipment Parts/Supplies	1,356	1,000	21		1,000	
Minor Equipment & Tools	778	300	7	105	195	
Food	1,634	1,500	99	1,222	278	
Wearing Apparel	139	200	33		200	
Special Project Supplies	5,746	5,000	451	640	4,360	
Purchase Card Clearing	0	0	653	1,616	(1,616)	
Fuel for Vehicles/Equipment	3	0			0	
Total Commodities	68,809	65,800	7,931	18,846	46,954	28.6%
CAPITAL						
Moveable Equipment				1,619	(1,619)	
Periodicals	9,338	9,500	6,830	8,421	1,079	
Juvenile	57,115	62,535	4,055	7,872	54,663	
Adult Reference	43,248	26,500	17,148	12,461	14,039	
Audio Visual	55,519	70,000	5,711	7,263	62,737	
Adult Collection	96,264	112,563	11,884	16,701	95,862	
Total Capital	261,484	281,098	45,628	54,337	226,761	19.3%
OTHER EXPENDITURES						
Refunds	33		33		0	
Total Other Expenditures	33	0	33	0	0	
GRAND TOTAL	2,622,408	2,731,318	429,698	479,924	2,251,394	17.6%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	728,402	781,577	119,291	148,855	632,722	31.00%
Outreach Services	220,567	218,913	33,998	34,031	184,882	7.10%
Technical Services	385,962	414,499	60,554	77,568	336,931	16.20%
Youth Services	257,518	255,249	41,382	43,109	212,140	9.00%
Information Services	395,680	370,917	71,484	72,232	298,685	15.10%
Circulation Services	410,435	426,140	67,064	69,168	356,972	14.40%
Media Services	223,844	264,023	35,925	34,961	229,062	7.30%
GRAND TOTAL	2,622,408	2,731,318	429,698	479,924	2,251,394	

LIBRARY DONATIONS REPORT						
FISCAL YEAR 2005/2006						
YEAR-TO-DATE THROUGH AUGUST 31, 2005						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Reserved Principal and Interest	656,501.98	100,000.00	586,709.90		8,276.00	1,351,487.88
Computer Replacement Reserve	45,414.00	8,180.00				53,594.00
Committed Funds	46,922.78				24,000.00	70,922.78
Available Funds:						
Beginning available balance	55,665.52	13,125.02	0.00	149,258.99	78,152.76	296,202.29
Interest revenue	3,474.46	688.96	0.00	856.38	511.36	5,531.16
Donations			0.00	0.00	4,606.47	4,606.47
Expenses	(282.16)	(243.75)			(5,237.91)	(5,763.82)
Committed Funds	(46,922.78)				(24,000.00)	(70,922.78)
Current Available Balance	11,935.04	13,570.23	0.00	150,115.37	54,032.68	229,653.32
Total Fund Balance	760,773.80	121,750.23	586,709.90	150,115.37	86,308.68	1,705,657.98
Expense Detail:						
Internal Printing					64.00	64.00
Wearing Apparel					389.35	389.35
Other Non-City Services					95.28	95.28
Special Project Supplies		243.75			1,900.00	2,143.75
Youth Collection					204.81	204.81
Adult Reference					110.00	110.00
Audio-Visual	211.41				744.09	955.50
Adult Collection	70.75				1,730.38	1,801.13
Total Expenses	282.16	243.75	0.00	0.00	5,237.91	5,763.82
Committed Funds Detail:						
Strategic Planning Travel	6,922.78					6,922.78
Project Smyles	28,000.00				24,000.00	52,000.00
Teen Space	12,000.00					
Total Committed Funds	46,922.78	0.00	0.00	0.00	24,000.00	58,922.78

GLADYS MYERS DONATION FUND			
INTEREST EARNED PER FISCAL YEAR			
YEAR-TO-DATE THROUGH AUGUST 31, 2005			
	Total Interest	20% Reserved	80% Available
Fiscal Year	Revenue	for Reinvestment	for Expenditure
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,594.20	3,518.84	14,075.36
2005/06	4,343.08	868.62	3,474.46
Total	282,509.89	56,501.98	226,007.91

LIBRARY DONATIONS REPORT						
FISCAL YEAR 2005/2006						
YEAR-TO-DATE THROUGH AUGUST 31, 2005						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Available Balance @ 6/30/05 *	55,665.52	13,125.02	0.00	149,258.99	78,152.76	296,202.29
YTD Interest Revenue	3,474.46	688.96	0.00	856.38	511.36	5,531.16
YTD Donations					4,606.47	4,606.47
YTD Expenses	(282.16)	(243.75)	0.00	0.00	(5,237.91)	(5,763.82)
Committed Funds	(46,922.78)	0.00	0.00	0.00	(24,000.00)	(70,922.78)
Current Available Balance	11,935.04	13,570.23	0.00	150,115.37	54,032.68	229,653.32
Expense Detail:						
Internal Printing					64.00	64.00
Wearing Apparel					389.35	389.35
Other Non-City Services					95.28	95.28
Special Project Supplies		243.75			1,900.00	2,143.75
Youth Collection					204.81	204.81
Adult Reference					110.00	110.00
Audio-Visual	211.41				744.09	955.50
Adult Collection	70.75				1,730.38	1,801.13
Total Expenses	282.16	243.75	0.00	0.00	5,237.91	5,763.82
Committed Funds Detail:						
Strategic Planning Travel	6,922.78					6,922.78
Project Smyles	28,000.00				24,000.00	52,000.00
Teen Space	12,000.00					
Total Committed Funds	46,922.78	0.00	0.00	0.00	24,000.00	58,922.78

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

LIBRARY DONATIONS REPORT - OTHER DONATIONS														
FISCAL YEAR 2005/2006														
YEAR-TO-DATE THROUGH AUGUST 31, 2005														
					Tommy									
	Other	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	Enrich	Iowa Infra-	Gates	Total
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	Iowa	structure	Foundation	
Available Balance @ 6/30/05 *	12,049.37	(96.85)	0.00	(553.26)	314.06	2,320.04	718.07	4,225.00	3,263.15	1,407.60	22,126.87	32,225.39	153.32	78,152.76
YTD Interest Revenue	511.36													511.36
YTD Donations/Grants	949.52	2,537.24		1,119.71										4,606.47
YTD Expenses	(1,054.84)	(2,815.16)	0.00	(1,348.63)	0.00	96.00	0.00	0.00	(95.28)	(20.00)	0.00	0.00	0.00	(5,237.91)
Transfers between programs														0.00
Committed Funds	0.00	(2,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(22,000.00)	0.00	0.00	(24,000.00)
Current Available Balance	12,455.41	(2,374.77)	0.00	(782.18)	314.06	2,416.04	718.07	4,225.00	3,167.87	1,387.60	126.87	32,225.39	153.32	54,032.68
Expense Detail:														
Internal Printing		44.00								20.00				64.00
Wearing Apparel	389.35													389.35
Other Non-City Services									95.28					95.28
Special Project Supplies		1,900.00												1,900.00
Youth Collection	300.81					(96.00)								204.81
Adult Reference				110.00										110.00
Audio-Visual				744.09										744.09
Adult Collection	364.68	871.16		494.54										1,730.38
Total Expenses	1,054.84	2,815.16	0.00	1,348.63	0.00	(96.00)	0.00	0.00	95.28	20.00	0.00	0.00	0.00	5,237.91
Committed Funds Detail:														
Project Smyles		2,000.00									22,000.00			24,000.00
Total Committed Funds	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00	0.00	0.00	24,000.00
* Beginning balance includes available balance at 6/30/05 plus outstanding committed funds														

EXPENSE CATAGORIES	04/05				
	2003/04 Actuals	04/05 Final Amendment	2004/05 Actuals	Overspent or (Underspent)	05/06 Adopted
Personal Services					
PERS SALARIES/WAGES	\$ 1,360,586.00	\$ 1,394,334.00	\$ 1,393,030.00	\$ (1,304.00)	\$ 1,436,112.00
TEMP SALARIES/WAGES	\$ 188,651.00	\$ 194,905.00	\$ 190,893.00	\$ (4,012.00)	\$ 183,645.00
TIME AND ONE HALF	\$ 432.00	\$ 500.00	\$ -	\$ (500.00)	\$ 500.00
LONGEVITY	\$ 6,573.00	\$ 5,990.00	\$ 5,996.00	\$ 6.00	\$ 6,015.00
SICK LEAVE	\$ 89.00	\$ -	\$ 1,954.00	\$ 1,954.00	\$ -
ADJUSTMENT	\$ (13,497.00)	\$ -	\$ (8,305.00)	\$ (8,305.00)	\$ -
VACATION	\$ 3,436.00	\$ -	\$ 8,849.00	\$ 8,849.00	\$ -
Total Personal Services	\$ 1,546,270.00	\$ 1,595,729.00	\$ 1,592,417.00	\$ (3,312.00)	\$ 1,626,272.00
Employee Benefits					
TEMP SALARY BENEFITS	\$ -	\$ 24,961.00	\$ -	\$ (24,961.00)	\$ 25,710.00
IPERS DISABILITY	\$ 8,599.00	\$ 8,907.00	\$ 8,542.00	\$ (365.00)	\$ 9,360.00
LIFE INSURANCE	\$ 3,282.00	\$ 3,243.00	\$ 3,297.00	\$ 54.00	\$ 3,243.00
HEALTH INSURANCE	\$ 174,013.00	\$ 169,477.00	\$ 164,232.00	\$ (5,245.00)	\$ 189,441.00
MEDICARE FICA	\$ 22,018.00	\$ 20,076.00	\$ 22,573.00	\$ 2,497.00	\$ 20,285.00
FICA	\$ 94,149.00	\$ 85,848.00	\$ 96,519.00	\$ 10,671.00	\$ 86,741.00
IPERS	\$ 88,021.00	\$ 82,092.00	\$ 89,629.00	\$ 7,537.00	\$ 82,920.00
WORKERS COMP	\$ 4,900.00	\$ 3,940.00	\$ 4,616.00	\$ 676.00	\$ 2,557.00
FLEX ADMINISTRATION	\$ 1,510.00	\$ 1,488.00	\$ 1,537.00	\$ 49.00	\$ 1,538.00
Total Employee Benefits	\$ 396,492.00	\$ 400,032.00	\$ 390,945.00	\$ (9,087.00)	\$ 421,795.00
Internal Services					
CITY DATA SERV	\$ 3,883.00	\$ 3,480.00	\$ 3,866.00	\$ 386.00	\$ 3,847.00
CITY MESSENGER SERV	\$ 1,848.00	\$ 1,900.00	\$ 2,133.00	\$ 233.00	\$ 2,745.00
PRINTING/GRAPHICS	\$ 4,369.00	\$ 6,200.00	\$ 5,379.00	\$ (821.00)	\$ 4,300.00
INSURANCE & BONDS	\$ 20,413.00	\$ 18,318.00	\$ 18,318.00	\$ -	\$ 18,919.00
PHONE OPERATION & MAINT	\$ 17,406.00	\$ 16,634.00	\$ 16,591.00	\$ (43.00)	\$ 16,635.00
LONG DISTANCE	\$ 587.00	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
FLEET OPERATING/MAINT	\$ 5,835.00	\$ 9,678.00	\$ 8,133.00	\$ (1,545.00)	\$ 3,998.00
FLEET REPLACEMENT FUNDS	\$ 19,668.00	\$ 20,976.00	\$ 20,976.00	\$ -	\$ 22,260.00
COMPUTER REPLACEMENT FUND	\$ 10,502.00	\$ 15,193.00	\$ 21,689.00	\$ 6,496.00	\$ 12,882.00
INTERDEPARTMENTAL LABOR	\$ 599.00	\$ -	\$ -	\$ -	\$ -
Total Internal Services	\$ 85,110.00	\$ 92,879.00	\$ 97,585.00	\$ 4,706.00	\$ 86,086.00
Contractual					
OUTSIDE PROF SERV	\$ 27,258.00	\$ 28,600.00	\$ 27,367.00	\$ (1,233.00)	\$ 28,000.00
POSTAGE/FREIGHT	\$ 16,280.00	\$ 13,500.00	\$ 13,317.00	\$ (183.00)	\$ 13,500.00
TRAVEL/MEETINGS	\$ 1,289.00	\$ 1,320.00	\$ 1,343.00	\$ 23.00	\$ 1,400.00
TRAINING	\$ 1,291.00	\$ 3,250.00	\$ 1,713.00	\$ (1,537.00)	\$ 4,200.00
CONFERENCES	\$ 19,651.00	\$ 15,203.00	\$ 13,756.00	\$ (1,447.00)	\$ 23,895.00
SUBSCRIPTIONS & BOOKS	\$ -	\$ 200.00	\$ 88.00	\$ (112.00)	\$ -
DUES AND MEMBERSHIPS	\$ 5,288.00	\$ 5,390.00	\$ 4,735.00	\$ (655.00)	\$ 5,000.00
PRINTING OUTSIDE	\$ 3,490.00	\$ 3,100.00	\$ 340.00	\$ (2,760.00)	\$ 5,100.00
ADVERTISING	\$ 3,735.00	\$ 4,000.00	\$ 4,701.00	\$ 701.00	\$ 3,000.00
RECRUITING COSTS	\$ 4,348.00	\$ 7,030.00	\$ 7,156.00	\$ 126.00	\$ -
ELECTRICITY	\$ 39,746.00	\$ 38,000.00	\$ 40,759.00	\$ 2,759.00	\$ 39,700.00
TELEPHONE OUTSIDE	\$ 5,060.00	\$ 4,900.00	\$ 4,667.00	\$ (233.00)	\$ 4,900.00
LONG DISTANCE OUTSIDE	\$ 218.00	\$ 100.00	\$ 4.00	\$ (96.00)	\$ 100.00
WATER/SEWER	\$ 2,703.00	\$ 3,000.00	\$ 3,199.00	\$ 199.00	\$ 3,400.00
WASTE DISPOSAL	\$ 2,620.00	\$ 2,000.00	\$ 2,084.00	\$ 84.00	\$ 2,600.00
NATURAL GAS	\$ 7,283.00	\$ 6,500.00	\$ 6,700.00	\$ 200.00	\$ 8,740.00
STRUCTURAL REPAIR	\$ 6,316.00	\$ 10,000.00	\$ 6,267.00	\$ (3,733.00)	\$ 10,000.00
MOVABLE EQUIP REPAIR	\$ 2,081.00	\$ 2,000.00	\$ 1,054.00	\$ (946.00)	\$ 3,000.00
FIXED EQUIPMENT REPAIR	\$ 10,885.00	\$ 5,000.00	\$ 4,486.00	\$ (514.00)	\$ 5,000.00
COMPUTER MAINT	\$ 34,101.00	\$ 28,612.00	\$ 28,125.00	\$ (487.00)	\$ 47,299.00
RENTALS AND LEASES	\$ 17,787.00	\$ 19,308.00	\$ 20,103.00	\$ 795.00	\$ 19,308.00
CONTRACTUAL EMPLOYEE	\$ -	\$ -	\$ -	\$ -	\$ -
NON-CITY SERVICE	\$ 18,744.00	\$ 21,555.00	\$ 19,174.00	\$ (2,381.00)	\$ 22,125.00
Total Contractual	\$ 230,174.00	\$ 222,568.00	\$ 211,138.00	\$ (11,430.00)	\$ 250,267.00

EXPENSE CATAGORIES	2003/04 Actuals	04/05 Final Amendment	2004/05 Actuals	04/05	
				Overspent or (Underspent)	05/06 Adopted
Commodities					
OFFICE SUPPLIES	\$ 40,555.00	\$ 37,000.00	\$ 35,536.00	\$ (1,464.00)	\$ 41,000.00
MINOR OFFICE EQUIPMENT	\$ 670.00	\$ 1,600.00	\$ 2,278.00	\$ 678.00	\$ 500.00
MINOR COMPUTER EQUIPMENT	\$ 8,864.00	\$ 11,000.00	\$ 11,790.00	\$ 790.00	\$ 9,000.00
AG-HORT SUPPLIES	\$ -	\$ 300.00	\$ 958.00	\$ 658.00	\$ 300.00
STRUCTURAL MATERIAL	\$ 1,916.00	\$ 2,000.00	\$ 1,463.00	\$ (537.00)	\$ 2,000.00
CLEANING SUPPLIES	\$ 6,687.00	\$ 7,000.00	\$ 7,130.00	\$ 130.00	\$ 5,000.00
EQUIPMENT PARTS/SUPPLIES	\$ 554.00	\$ 1,000.00	\$ 1,356.00	\$ 356.00	\$ 1,000.00
MINOR EQUIPMENT TOOLS	\$ 175.00	\$ 300.00	\$ 778.00	\$ 478.00	\$ 300.00
FOOD & FEED	\$ 793.00	\$ 2,000.00	\$ 1,634.00	\$ (366.00)	\$ 1,500.00
WEARING APPAREL	\$ 162.00	\$ 200.00	\$ 139.00	\$ (61.00)	\$ 200.00
SPECIAL PROJECT SUPPLIES	\$ 4,807.00	\$ 5,000.00	\$ 5,746.00	\$ 746.00	\$ 5,000.00
PURCHASE CARD CLEARING	\$ -	\$ -	\$ -	\$ -	\$ -
FUEL FOR VEHICLES/EQUIP	\$ 17.00	\$ 50.00	\$ 3.00	\$ (47.00)	\$ -
Total Commodities	\$ 65,200.00	\$ 67,450.00	\$ 68,811.00	\$ 1,361.00	\$ 65,800.00
Capital					
OFFICE FURNITURE EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -
COMPUTER EQUIP/SOFTWARE	\$ 203.00	\$ -	\$ -	\$ -	\$ -
MOVABLE EQUIPMENT	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)	\$ -
PERIODICALS	\$ 10,811.00	\$ 9,500.00	\$ 9,338.00	\$ (162.00)	\$ 9,500.00
JUVENILE	\$ 47,922.00	\$ 57,510.00	\$ 57,115.00	\$ (395.00)	\$ 62,535.00
ADULT REFERENCE	\$ 53,429.00	\$ 42,962.00	\$ 43,248.00	\$ 286.00	\$ 26,500.00
AUDIO-VISUAL	\$ 45,509.00	\$ 54,500.00	\$ 55,519.00	\$ 1,019.00	\$ 70,000.00
ADULT COLLECTIONS	\$ 102,334.00	\$ 95,926.00	\$ 96,264.00	\$ 338.00	\$ 112,563.00
Total Capital	\$ 260,208.00	\$ 261,398.00	\$ 261,484.00	\$ 86.00	\$ 281,098.00
REFUNDS	\$ 128.00	\$ -	\$ 33.00	\$ 33.00	\$ -
Total Other Expenditures	\$ 128.00	\$ -	\$ 33.00	\$ 33.00	\$ 33.00
Grand Total	\$ 2,583,582.00	\$ 2,640,056.00	\$ 2,622,413.00	\$ (17,643.00)	\$ 2,731,351.00

MONTHLY REPORT September 2005

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

FOUNDATION:

The APLF Board of Directors next meeting is scheduled for Monday, September 19.

The APLF Policy Committee met several times and has a draft of an investment policy to present at the next APLF Board meeting. A meeting is being scheduled for the APLF and the Gifts Policy Committee to develop coordinated naming and gifts policies.

The unemployment issue is still unresolved. We will be filing another appeal.

ADMINISTRATION STAFF:

I am working with Doug Garnet and Julie Huisman of the City Human Resources Department to develop and review job descriptions and classifications for several staff positions.

Jillian and I have begun discussions on how to improve *Page One* as a program guide and what are the best approaches to publicity pieces for programs for all ages.

Patti, Jill and I met to discuss custodial needs and supplies. We are investigating some potentially cost savings alternatives.

Patti, Jill, Dawn and I are working with the Finance Department to revise our program budget to more accurately reflect how we do business.

OUTREACH and CIRCULATION STAFF:

We said a very sad goodbye to Dave Kerksieck who has left APL to embark on a bike ride to the tip of South America! Dave worked at APL through high school and college. He set the bar for performing in the Smyles costume. We will miss him.

Mark conducted a training session for Outreach staff regarding technology specific to the Bookmobile. The Bookmobile staff took advantage of the annual maintenance hiatus to hold planning sessions. We continue to receive requests for additional permanent stops and are analyzing our schedule and staffing levels to see if there is any possibility of accommodating such requests.

Val attended the annual Branch Out conference in Duluth. She brought back some great ideas.

GENERAL:

The Unique team is making good progress. The contract with Unique Management Systems has been signed. Val and Jillian are working on a publicity campaign. Notices have been redesigned, and procedures are being developed. The team met with the president of the Ames City Employee Credit Union to explore the possibility of locating an ATM at the library. We are also exploring the possibility of debit card acceptance capability.

I attended the first meeting of the Iowa Library Association Leadership Development Committee. Our charge is to plan and coordinate the bi-annual Leadership Institute and to integrate leadership development opportunities into the work of the Iowa Library Association.

I attended the Story County Library Association Meeting. We discussed open access and circulation statistics in preparation for the annual meeting with the Board of Supervisors. That meeting is planned for Tuesday, October 25 at 1:00 p.m. (with a pre-meeting at 12:00). You are all welcome to attend.

I attended the first session of the Ames Citizen's Academy and was pleased to meet the participants. I recognized several as APL regulars.

Cathy Van Brocklin and I met with Lisa Enloe from the Department of Human Development and Family Studies to discuss potential placement of interns at APL. We are specifically interested in an internship that would focus on developing programs for teens and working in the new teen space.

Jill Anderson is also investigating the possibility of an intern from the Greenlee School of Journalism and Communication to work on marketing, publicity and promotions.

PROJECT SMYLES:

Things are moving right along. We have signed contracts for the author and illustrator of *Dog Tales*. We worked with the City Purchasing Department to produce a request for proposal for publishing the book. The RFPs have been distributed and bids will be accepted until September 29th. Many of the supplies are on order. Kay Marner has done an outstanding job of spearheading this effort.

PROGRAMS:

We have implemented regular meetings of the newly formed Children and Family Program Planning group comprised of Jerri Heid, Cathy Van Brocklin, Kay Marner, Chris Robinson,

Anastasia Tuckness, Jacque Zbaracki and me. We have an ambitious line-up of programs for the fall and are already working on spring and next summer.

You will notice a change in the reporting of program attendance statistics. In the past we have used just two categories, youth and adult. There was not always consistency regarding the classification of a particular program. In order to get a clearer picture of our program offerings, we have expanded the categories to include adult, children and family, outreach, teen and Project Smyles. Outreach programs are defined as those taking place outside the walls of the Main Library.

APL took part in several fun community events in August. "Welcome to Ames" was sponsored by all City departments and was held at the fire station in campus town to welcome ISU students back to Ames and showcase all that the City government has to offer. Thanks to the efforts of Jillian Duggan and Mark Harris, we were able to issue library cards at the event. We also participated in the Douglas Avenue Block Party. Several hundred people attended that event and had a wonderful day. Sarah Bohlke did a great job of lining up volunteers and Kay Marner coordinated terrific Bookmobile activities.

I am gearing up for a very busy fall of adult programs. We are being approached more and more often about co-sponsoring.

Be sure to check *Page One* for upcoming programs!

MEETINGS:

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

Monthly Report – Dawn Hayslett – Interim Co- Director September 2005

Friends of the Ames Public Library

The Friends Board met on Monday, August 29th after their summer break. Melinda Thach, the new *Literacy Changes Lives* (Story County Literacy Program) coordinator, came to meet the Board and discuss her goals for the program. Melinda and I have been meeting since she started and she has lots of great ideas for the program. The two main issues on the Friends' agenda were; a draft proposal regarding scholarship guidelines and discussion about the Friends getting a credit card. The scholarship guidelines spell out the need for funding, criteria for application, the application process and an application form. The Friends have wanted this for a long time. They have allocated \$1,500 for the current year. They tabled approval pending some wording changes and have asked to put it on the October agenda. We discussed why the Friends may wish to obtain a credit card. The City of Ames has asked that we only send bills for City services (printing) or for materials added to the Library collection. The Friends have other expenses such as supplies for Literary Grounds, books for discussion groups, etc. They had questions and this item will also be on the October agenda for possible approval. The next Board meeting is October 3rd.

Public Services

Our workgroup has been working on a pilot project for offering fax service to our customers. Staff is investigating a service that would provide a public fax machine and supplies. We hope to have this up and running by the end of October. We have also been revising the "Reference" grid on the computer lab computers. We want to make it more user- friendly and reflect what our customers use most. The workplan is moving slowly as often we have pressing issues at each meeting, and although we are not able to reach our deadline of the end of August, progress is being made.

Building Acquisition

The following is a message from Donna Scherr in the City Legal Department reporting on the next step in tracking down possible owners.

"On August 3, Lynne signed a letter to the property owners of record for the property you are hoping to acquire. We sent that letter by certified mail and have had no response. We have used a private investigator/process server from California to verify addresses of the interested parties and have found three people that we would like to have them serve the same letter on. Please prepare and sign letters to the below parties and get them to me as soon as possible. Thanks."

Tzy Kang Hu
4731 N. D St.
San Bernardino, CA 92407

Ya Na Pu
18820 Norwalk Blvd
Artesia, CA 90701-5973

Kok-Chuan Chong
4731 N D St.
San Bernardino, CA 92407

Patti prepared those letters and I gave them to Donna on Wednesday, September 7th.

Capital Improvements Plan

In the Board packet for your approval are the updated Capital Improvements Plan pages for the Library. There are two pages; one regarding the building acquisition and another continues the current maintenance plan for this and next year. After talking with Scott Dermont who is our building projects person as well as Carol Collings, City Budget Officer, we are recommending no changes at this time.

Other Activities

- After one more editing session, the “Collections” policy is now in final draft form. I sent the draft to Roy Kenagy, our service area administrator, who is a collections guru, to review and edit. Our goal is to have a document ready for the October policy meeting and the November Board meeting.
- I led the Policy Group meeting last week. We reviewed the “Charges and Fees” section of the “Programs” policy as well as the “Circulation” policy.
- I met with our Books @ Noon group. This is such fun. I love to listen to them discuss their very wide range of reading choices.
- I led the discussion for our August “Chick Lit” meeting. We talked about two books inspired by Jane Austen: “The Jane Austen Book Club” and “Mr. Darcy’s Daughters. The next selection is a “Man Camp.” Our little group continues to grow.
- I attended the Management Team meeting where we discussed attendance at the Iowa Library Association Fall Conference as well as other major conferences coming up this year.
- I attended the City Department Heads meeting. We heard two presentations regarding continuous improvement projects. One from the Finance Workgroup and the other in Parks and Rec.
- I wrote my first “Department Project Briefing Report.” This is a monthly narrative of current activities from all City departments which is shared with all employees and sent to the Mayor.
- I attended the Teen Space committee meeting on Wednesday, September 7. Real progress is being made on designing and furnishing the space.
- Lynne, Patti, Jill, and I met and discussed reconstructing our programmatic budget to more accurately reflect the resources needed for the services we provide. We met with Nancy Masteller, Accountant, to gain advice on breaking out costs for each program. When we have a draft ready, we will meet with the Budget Officer, Carol Collings, and then we want to meet with the City Manager before the budget process begins to explain the changes to him.
- I attended the City Middle Management Meeting. One of the topics was a presentation from Steve Shinker on how our values are reflected in the City budget. A perfect set-up for our program changes proposal.
- I sent a month’s worth of book lists to the *Tribune*. These lists are printed each week in the Saturday paper on the Editorial page as “Bookends.” I focused on Banned Books Week which is Sept. 24-Oct. 1 this year.
- I spoke to a local PEO chapter about how to set up and run a book discussion group.

Coordinator's Monthly Report
September 2005

Marianne Malinowski
Adult Collection Manager
Collections Workgroup

COLLECTIONS WORKGROUP:

At our last meeting the adult selectors decided to make some display changes in the New Arrivals Section. The fiction section has been very tightly packed and difficult to browse. We rearranged the books so the fiction titles are on all the interior shelves of the New Arrivals Section and the non-fiction titles wrap around the exterior shelves. We just made the change but so far it seems to have created much more room for fiction and should be easier for people to browse. Items are displayed in the New Arrivals Section for one year.

Jerri suggested that a parenting collection be created in the juvenile area. She would like to catalog a core collection of parenting titles that would permanently reside in the Youth department and then she would supplement the collection with titles from the adult collection. Jerri and I are going to work on this in the coming months.

Teresa Rosenberg has been working with Janet Klaas to create an un-cataloged collection of audiocassette tapes for home delivery customers. We no longer purchase audiobooks in the cassette format but that format is still preferred by many of our customers with vision problems. Whenever books on audiocassette are donated to the Library Janet gives them to Teresa to consider for home delivery use. This has allowed Teresa to provide a new selection of titles to home delivery patrons and it has enabled us to meet the needs of home delivery customers.

COLLECTION MANAGEMENT TEAM:

We sent a draft copy of the collection development policy to Roy Kenagy. As his area of expertise is collection development, we are anxious to have his input and suggestions on our policy.

Collection managers also prepared a list of private funding needs and priorities for collections for this fiscal year and presented the request to the Management Team. We will be working on the budget request for FY 2006-07 in the coming weeks. We are currently funding collections at 10% of the Library's overall budget. Over the next few years we would like to work towards a funding increase that would represent 14% of the Library budget. Funding at the 14% level would allow us to be accredited at the highest level. Right now our collections are at the minimum funding level for state accreditation.

Youth Services August Report

Jerri Heid

Ongoing projects:

Teen space committee members are continuing to work on their work plan. Furniture and floor design are being discussed. There are plans for a furniture order to be placed sometime in September.

With the start of school, TAG members have decided to meet the third Saturday each month from 11:00 a.m. – 1:00 p.m. They will order in pizza and pop or brown bag it. Group consensus was they would hold their meeting for the first half, then use the rest of the time to work on planning their program of the month. Deepak, the historian, has designed a website for TAG that is located at www.freewebs.com/tagggg/. We are pursuing a link to be attached to our Ames Public Library homepage.

The re-cataloguing of the series is slowly coming along. We have shifted the completed, re-catalogued series to their new shelf space. Signage is posted to help ease any confusion of how the shelving is being done.

Meetings:

Children and Family Programming is a new team that meets two times a month. This team is composed of members from Outreach (Lynne, Kay, and Anastasia), Youth Services (Chris, Cathy Jacque, and me) and Jillian. We are already brainstorming for next summer's program, "Paw, Claws, Scales and Tails." We are evaluating this past summer's program and discussing and planning upcoming programming at both the Main library and the Bookmobile. Exciting and creative discussions occur during these meetings.

The Collection Management Team has been meeting regularly to discuss and revise the Collection Policy. We have submitted alternate funding requests for our specific collections.

I attended the Kids Lib meeting in Urbandale, which is the metro-children librarians group. They are sponsoring a Toddler Festival at the Historical Building on September 17th from ten to noon. This is a free program primarily focused for toddlers and their parents with activities and various agencies' information available for the parents. Every child leaves with at least one free book and parents leave with literacy-related activities and parenting information. The Toddler Festival is a program I would like to begin as an annual event this next spring or summer in Ames.

I also visited the People Place this month where I received a wonderful tour from Kim and Lynn. We discussed many ways the Library and People Place could cooperate. I have a presentation scheduled at the People Place the end of September.

I attended my first monthly BabyTalk board meeting. This board meets the second Tuesday of each month. There is also a retreat meeting scheduled September 26th.

Programming:

The new programming schedule begins the week of September 12.

- there will be two- 15 minute programs each week offered for the infant and adult
- sixteen-20 minute programs for the toddler -3 year old and adult (one evening time offered)
- six-30 minute programs each week for the preschooler (3-6 year old)
- a weekly evening family program
- a craft preschool Storytime offered four times each month
- one program each month for Mainstream residents
- two Wednesday early out programs (2nd Wednesday a book discussion group for 1-3 graders entitled *Chattin with Cathy* and starting the first Wednesday in October *Art Around World* for the same age)
- the teen TAG meeting each month
- teens will also have a scheduled program
- Homeschool programming will be determined after the open house on September 14
- The Bookmobile is also going to be offering Bookmobile Breaks once each month at four different stops.

In September we have had the Iowa State Students tours for the Child Development classes and Adolescent Lit. Several school visits have been scheduled during October and November as well.

Two hundred and nineteen participants completed the August reading program and earned their reading incentive of a Wendy's junior frosty.

System Administrator's Monthly Report **September 2005**

Mark F. Harris

In August, I attended two Dynix Horizon user group meetings. The first meeting was in Rochester, MN, and the main agenda item was a presentation and report on the next generation of Horizon and HIP. Two representatives from Dynix presented working versions (though not fully complete) of Horizon 8.0 and HIP 4.1. HIP 4.1 will be released shortly with the Horizon 8.0 HIP administration module. The full version of Horizon 8.0 is optimistically scheduled for the 2nd Quarter of 2006. I was impressed with the functionality of Horizon 8.0 and well as the new user interface. The interface presents more functionality on the screen relieving the user of memorizing menus and process names. The interface should enhance productivity and training. The new cataloging, acquisitions, and circulation functionality will bring more productivity and accuracy to operations.

The other meeting was held in Topeka. The primary agenda items were presentations by the CEO and the Product Manager of the new company formed from the merger of Sirsi and Dynix, SirsiDynix. I was impressed by the CEO's working knowledge of library processes and issues, and I came away convinced of his and the company's commitment to creating quality solutions for library operations. I felt that both presentations were frank about the reasons for the merger, the strengths and weaknesses of combined product lines, and the future integration of the best of both company's products. I am hopeful that the result will be better products, service and commitment to the library market.

Jillian Duggan, Community Relations Specialist
September 2005

Coming Up:

- Todd Parr promotion
- Harry Potter movie release promotion

Current Projects:

- Information campaign for Unique
- October Page One
- October flyers and promotional materials
- Book Sale signs, ads, flyers, etc.
- Update policies online
- Annual Report – gather “highlights,” wait for bids
- Fax service – signage
- Template for volunteer newsletter
- Bookmobile back to school promotional materials
- Smyles and outreach to daycares

Recently Completed:

- September Page One
- September Page One online
- September event flyers and media releases
- New APL letterhead
- City of Ames Welcome ISU Students event
- Douglas Avenue Block Party
- Rearranged home page to include reference links

Meetings:

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

Programs Policy- Tabled from the August 2005 meeting

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 15, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, move to take from the table the motion relating to Programs Policy as presented/amended.

[FYI requires a 2nd, is not debatable or amendable, and needs a majority vote.]

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Programs Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 15, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy
Section: Library Resources
Subject: Programs

Board
Approved: 6/04
Reviewed: 9/05
Revised:

Policy

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

Definition

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

Responsibility for Programming

Library-initiated or sponsored programs are a resource that provides information, education, and recreation to our community. They utilize library staff, materials, community resources, resource people, and organizations. Programs may take place in the Library and in other locations in the community. These programs are designed to:

- Assist customers in the use of library materials and resources
- Encourage and promote the use of library materials and resources
- Present information on issues of current or local interest
- Facilitate the sharing of the community's "people resources"—their hobbies, skills, collections, knowledge and expertise.

The Friends of the Ames Public Library and Ames Public Library Foundation may sponsor programs at the Library or on the Bookmobile.

The Library also co-sponsors programs with other agencies, individuals or community organizations. The Library's role in such cases may include, but is not limited to, Library staff time in planning the program, furnishing space, promotion, related book lists or displays.

When a community group or individual approaches the Library with a programming idea or request, the Library staff examines the request to determine if:

- the program supports the mission of the Library
- the resources needed to accomplish the program are available

Deleted: it

Content

The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives. The Library encourages and welcomes program proposals from individuals and community groups.

The Library will endeavor to provide programs and sponsor programs that present a broad spectrum of opinion and a variety of viewpoints. The Library is not obligated to present a program which represents multiple and/or opposing viewpoints within one program or series. The Library is obligated to offer the opportunity for other viewpoints to be presented.

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

Charges and Fees

No admission fees will be charged at Library programs. Sales and donations are allowed only under the following conditions:

- Fund-raising to benefit the Library by the Ames Public Library, the Friends of Ames Public Library, or the Ames Public Library Foundation.
- Fund-raising for program cost recovery purposes by co-sponsors of Library programs.
- The sale of items by authors and artists as part of a Library program.

Deleted: However, at the discretion of the Library Director the following will be permissible at Library sponsored programs:

Deleted: sponsored

The Library may participate as a co-sponsor in off-site programs that require a fee for attendance for program cost recovery purposes.

Exceptions to the above may be made at the discretion of the Library Director.

Attendance

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

¹ "Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights" (American Library Association). The full text of this document is included in Ames Public Library Guidance Documents section of this Policy Manual.

Deleted: the ALA and Related Documents

- For some children’s programs, the nature of a program may require limiting attendance based on age.
- Programs designed for a general audience have no age restrictions. In the case of film programs the Motion Picture Association of America ratings are provided for information only.

Expressions of Concern:

Deleted: Citizen Concerns

- Concerns will be dealt with promptly and courteously.
- Persons with concern should contact the Library.
- The Library’s Community Relations Specialist will first discuss the program(s) with the concerned individual or group.
- After discussion with the Community Relations Specialist, if the individual or group wishes, they may discuss their concerns with the Library Director.
- After discussion with the Library Director, if an individual or group is still concerned they may submit an official complaint to the Library Board of Trustees using the "Statement of Concern about Library Resources" form.

Deleted: Citizen

Deleted: c

Deleted: ¶
Expressions of Concern:¶
¶

Formal Complaint Process:

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

- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library “Public Participation” policy.
- The Library Director presents a staff response.
- The Library Board of Trustees will make a final ruling on the concern.
- A written response will be sent to the individual or group.

- For some children’s programs, the nature of a program may require limiting attendance based on age.

Deleted: <#>For some children’s programs, the nature of a program may require limiting attendance based on age. ¶
<#>¶
Programs designed for a general audience have no age restrictions. In the case of film programs the Motion Picture Association of America ratings are provided for information only.

Ames Public Library
Section: Guidance Documents

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

Board
Approved: 6/05
Reviewed:
Revised:

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

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

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

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

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

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

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

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

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

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

Conduct in the Library Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 15, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Policy

The policy of the Ames Public Library is to provide a safe, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of all members of the public. Customers are expected to observe the rights of other customers and staff members and to use the Library for its intended purposes. Misconduct will not be allowed in the Library.

Definition

Misconduct is behavior that is illegal or that:

- interferes with the rights of individuals to use Library materials, services and premises¹
- interferes with the ability of Library staff to conduct Library business, or
- threatens the secure and comfortable environment of the Library or those using the library.

Deleted: which

Misconduct may include, but is not limited to the following:

- Willfully annoying, harassing, or threatening another person.
(Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.)
- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disorderly, loud, or boisterous manner.
- Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of customers or staff members.
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data.
- Impeding access to Library premises or an area of the premises, or blocking access to Library materials for extended periods of time.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving personal items in the building. The Library assumes no responsibility for any personal belongings left unattended.
- Using personal electronic devices, including cell phones either with or without earphones, at an unreasonable level.
- Picture taking or video taping of individuals unless authorized by the individuals involved or their parents if minors are present.
- Soliciting of sales or selling except at Library-sponsored events.

¹ The term "premises" includes: inside and outside areas of Library property, and the Bookmobile.

Deleted: ,

- Soliciting signatures in person for a petition; however, the Library will accept citizen petitions and make them available in the Library.
- Bringing animals into the Library, except those trained to assist individuals with disabilities.
- Using tobacco products inside the Library or on the Bookmobile.
- Using alcohol.
- Using the restroom facilities for bathing.
- Violation of any municipal, state, or federal law or code.

Deleted: or

Formatted: Bullets and Numbering

Consequences

Enforcement of these rules for persons age nine and older may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time².

- Customers who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.
- Customers who engage in misconduct that in the judgment of a staff member is extreme will be ordered to leave the building immediately, or the police will be called.
- Customers who engage in misconduct in more than one instance will receive a written notice from the Director and may be barred from the Library for a period of one week to one year, depending on the nature of the misconduct, the extent of damage or disruption caused by any history of prior infractions of library policies and other relevant circumstances.

² Misconduct by persons under nine years of age is discussed by the remedies provided in the "Library Policy for Unattended Children."

**Ames Public Library Board of Trustees
Annual Retreat
September 28, 2005
8:30 a.m. - 1:00 p.m.
Ames Public Library Community Room**

Agenda:

8:30-8:45 Breakfast

8:45 -9:45 Facilitated discussion of what the Board wants in a new director – Roy Kenagy, Central Iowa Library Service Area Administrator, Ankeny, Iowa

9:45 – 10:00 Break

10:00 City of Ames future projects (budgeting and planning for bond issues and debt service) – Sheila Lundt, City of Ames Assistant City Manager

10:30 Future projects from a business community perspective – Dave Maahs, Executive Director, Ames Economic Development Commission

10:50 Break

11:00 Planning for a building expansion – Bruce Hamous, OPN Architects, Inc., Cedar Rapids, Iowa

12:00 Continuing discussion and lunch

1:00 Adjourn

October 2005 Board Meeting

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 15, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, change the date of the October 2005 meeting from Wednesday, October 12, 2005, to Thursday, October 13, 2005, as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Approval of Capital Improvement Plan

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 15, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Capital Improvement Plan (CIP) as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

LIBRARY BUILDING IMPROVEMENTS

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

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

The Library was most recently renovated in the mid-1980s and half of the building is nearing the century mark. This program provides for improving and refurbishing exterior elements of the building that will deteriorate if not maintained.

COMMENTS

2005/06 Replace decaying brick pavers in the sidewalk along the east side of the building (\$47,500).

2006/07 Masonry restoration, tuckpointing and cleaning of the original building; complete tuckpointing of the masonry chimney; repair and cleaning of the low walls on each side of the entry slab at north side of building (\$58,800).

LOCATION

Ames Public Library - Map 5, location M-10

FISCAL YEAR PRIORITY		2				
	TOTAL	2006/07	2007/08	2008/09	2009/10	2010/11
COST:						
Construction	\$58,800	\$58,800				
TOTAL	\$58,800	\$58,800				
FINANCING:						
Local Option Sales Tax	\$58,800	\$58,800				
TOTAL	\$58,800	\$58,800				

PROGRAM - ACTIVITY:
Community Enrichment

DEPARTMENT:
Library

ACCOUNT NO.
030-2653-459

PROPERTY ACQUISITION

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

The current Library facility was expanded and renovated 20 years ago. In those 20 years, circulation of materials has increased from 509,000 to 1.2 million; number of books and other materials has increased from 130,000 to 185,000 items; attendance at library programs has increased from 16,000 to 24,000; attendance at public meetings in meeting rooms has increased from 14,600 to 25,527; number of registered borrowers from 23,700 to 31,179; number of visitors: 238,000 (1987-88 statistics) to 458,000 per year. The Library's strategic plan outlines the need for a space needs assessment and building expansion program within the next two years. Any building expansion must include the acquisition of the property at 215 Fifth Street, the only portion of the block that the City does not currently own. Initial estimates are that the Library could add approximately 18,000 square feet by adding this property and building on to the existing new part of the building.

COMMENTS

The Library Board has approved the acquisition of the existing building, and the funds for purchase and demolition of the existing building, appraisal and environmental studies, possible hazardous substance abatement activities, and temporary creation of green space. The source of the funds is a bequest totaling \$575,000. Estimated cost for purchase and other activities is approximately \$290,000.

LOCATION

215 Fifth Street, Map 5, location M-10

FISCAL YEAR PRIORITY		1				
	TOTAL	2006/07	2007/08	2008/09	2009/10	2010/11
COST:						
Purchase, demolition, environmental studies, abatement and cleanup, landscaping	\$288,000	\$288,000				
TOTAL	\$288,000	\$288,000				
FINANCING:						
Verna Jane Thompson Donation Fund	\$288,000	\$288,000				
TOTAL	\$288,000	\$288,000				

PROGRAM - ACTIVITY:
Community Enrichment

DEPARTMENT:
Library

ACCOUNT NO.
238-2679-459

**Circulation Monthly Stats
August 2005**

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	34,278	36,747	71,025	28,117	13,482	41,599	151	107,600	5,175	112,775
One Year Ago	32,042	32,196	64,238	25,478	11,666	37,144	5	96,644	4,743	101,387
Difference	2,236	4,551	6,787	2,639	1,816	4,455		10,956	432	11,388
% Change	7.0%	14.1%	10.6%	10.4%	15.6%	12.0%		11.3%	9.1%	11.2%
Year to Date										
Current Year	68,614	72,232	140,846	59,523	28,427	87,950	214	215,181	13,897	229,078
One Year Ago	66,285	66,701	132,986	56,619	24,929	81,548	11	198,755	15,790	214,545
Difference	2,329	5,531	7,860	2,904	3,498	6,402		16,426	(1,893)	14,533
% Change	3.5%	8.3%	5.9%	5.1%	14.0%	7.9%		8.3%	-12.0%	6.8%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	6,435	2,009	14,070	22,514	20.0%			89,086	79.0%	
One Year Ago	5,850	1,478	12,821	20,149	19.9%			80,316	79.2%	
Difference	585	531	1,249	2,365				8,770		
% Change	10.0%	35.9%	9.7%	11.7%				10.9%		
Year to Date										
Current Year	12,498	4,177	27,885	44,560	19.5%			169,913	74.2%	
One Year Ago	12,523	3,664	26,142	42,329	19.7%			170,017	79.2%	
Difference	(25)	513	1,743	2,231				(104)		
% Change	-0.2%	14.0%	6.7%	5.3%				-0.1%		

Main Stats FY05/06

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	8,754	8,461	0	0	0	0	0	0	0	0	0	0	17,215
ADULT NON-FICTION	11,041	10,988	0	0	0	0	0	0	0	0	0	0	22,029
ADULT GRAPHIC NOVELS	603	467	0	0	0	0	0	0	0	0	0	0	1,070
ADULT MANGA	958	966	0	0	0	0	0	0	0	0	0	0	1,924
ADULT ILL ITEMS	68	67	0	0	0	0	0	0	0	0	0	0	135
ADULT PAPERBACKS	1,392	1,261	0	0	0	0	0	0	0	0	0	0	2,653
LITERARY PERKS	60	58	0	0	0	0	0	0	0	0	0	0	118
NEW FICTION	4,757	5,071	0	0	0	0	0	0	0	0	0	0	9,828
NEW NON-FICTION	3,578	3,739	0	0	0	0	0	0	0	0	0	0	7,317
PERIODICALS	1,088	1,090	0	0	0	0	0	0	0	0	0	0	2,178
TRAVEL BAGS	75	73	0	0	0	0	0	0	0	0	0	0	148
SUBTOTAL (PRINT)	32,374	32,241	0	0	0	0	0	0	0	0	0	0	64,615
NEW MEDIA	234	240	0	0	0	0	0	0	0	0	0	0	474
MUSIC CDS	7,049	8,477	0	0	0	0	0	0	0	0	0	0	15,526
AUDIO BOOKS ON CD	3,328	3,291	0	0	0	0	0	0	0	0	0	0	6,619
AUDIO BOOKS ON TAPE	998	1,002	0	0	0	0	0	0	0	0	0	0	2,000
THEATRICAL VIDEOS	3,814	3,593	0	0	0	0	0	0	0	0	0	0	7,407
NON-THEATRICAL VIDEOS	924	967	0	0	0	0	0	0	0	0	0	0	1,891
THEATRICAL DVDS	14,403	15,379	0	0	0	0	0	0	0	0	0	0	29,782
NON-THEATRICAL DVDS	1,982	2,025	0	0	0	0	0	0	0	0	0	0	4,007
KITS	1,120	1,053	0	0	0	0	0	0	0	0	0	0	2,173
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (MEDIA)	33,852	36,027	0	0	0	0	0	0	0	0	0	0	69,879
ADULT MISC.	131	83	0	0	0	0	0	0	0	0	0	0	214
TOTAL (ADULT)	66,357	68,351	0	0	0	0	0	0	0	0	0	0	134,708
BOARD BOOKS	2,766	2,658	0	0	0	0	0	0	0	0	0	0	5,424
EASY	7,868	7,812	0	0	0	0	0	0	0	0	0	0	15,680
EASY TO READ	2,606	2,185	0	0	0	0	0	0	0	0	0	0	4,791
JUVENILE NON FICTION	4,365	3,758	0	0	0	0	0	0	0	0	0	0	8,123
JUVENILE FICTION	6,118	5,685	0	0	0	0	0	0	0	0	0	0	11,803
JUVENILE FICTION SERIES	458	511	0	0	0	0	0	0	0	0	0	0	969
JUVENILE GRAPHIC NOVELS	45	123	0	0	0	0	0	0	0	0	0	0	168
PARENT AS TEACHER	18	21	0	0	0	0	0	0	0	0	0	0	39
JUVENILE LARGE PRINT	104	85	0	0	0	0	0	0	0	0	0	0	189
JUVENILE PERIODICALS	111	111	0	0	0	0	0	0	0	0	0	0	222
YOUNG ADULT PRINT	2,433	2,434	0	0	0	0	0	0	0	0	0	0	4,867
COMIC BOOKS	1	0	0	0	0	0	0	0	0	0	0	0	1
YOUNG ADULT GRAPHIC NOVELS	415	379	0	0	0	0	0	0	0	0	0	0	794
MANGA	684	696	0	0	0	0	0	0	0	0	0	0	1,380
YOUTH REFERENCE	0	1	0	0	0	0	0	0	0	0	0	0	1
SUBTOTAL YOUTH (PRINT)	27,992	26,458	0	0	0	0	0	0	0	0	0	0	54,450
YOUTH DVDS	7,570	7,458	0	0	0	0	0	0	0	0	0	0	15,028
YOUTH VIDEOS	3,072	2,840	0	0	0	0	0	0	0	0	0	0	5,912
YOUTH KITS	869	658	0	0	0	0	0	0	0	0	0	0	1,527
YOUTH CDS	1,462	1,530	0	0	0	0	0	0	0	0	0	0	2,992
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	1	1	0	0	0	0	0	0	0	0	0	0	2
TOYS & PUPPETS	258	303	0	0	0	0	0	0	0	0	0	0	561
SUBTOTAL YOUTH (MEDIA)	13,232	12,790	0	0	0	0	0	0	0	0	0	0	26,022
TOTAL YOUTH	41,224	39,248	0	0	0	0	0	0	0	0	0	0	80,472
YOUTH MISC.	0	1	0	0	0	0	0	0	0	0	0	0	1
GRAND TOTAL	107,581	107,600	0	0	0	0	0	0	0	0	0	0	215,181
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	5,882	6,275	0	0	0	0	0	0	0	0	0	0	12,157
GILBERT	1,527	1,724	0	0	0	0	0	0	0	0	0	0	3,251
OPEN ACCESS	13,697	14,024	0	0	0	0	0	0	0	0	0	0	27,721
Total Special Circulation	21,106	22,023	0	0	0	0	0	0	0	0	0	0	43,129
% Special Circulation	19.62%	20.47%											20.04%
AMES	85,425	84,488	0	0	0	0	0	0	0	0	0	0	169,913

**Bookmobile Stats
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	669	932	0	0	0	0	0	0	0	0	0	0	1,601
ADULT NON-FICTION	349	304	0	0	0	0	0	0	0	0	0	0	653
ADULT GRAPHIC NOVELS	15	0	0	0	0	0	0	0	0	0	0	0	15
ADULT MANGA	40	11	0	0	0	0	0	0	0	0	0	0	51
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	460	390	0	0	0	0	0	0	0	0	0	0	850
LITERARY PERKS	3	1	0	0	0	0	0	0	0	0	0	0	4
NEW FICTION	181	186	0	0	0	0	0	0	0	0	0	0	367
NEW NON-FICTION	159	147	0	0	0	0	0	0	0	0	0	0	306
PERIODICALS	84	66	0	0	0	0	0	0	0	0	0	0	150
TRAVEL BAGS	2	0	0	0	0	0	0	0	0	0	0	0	2
SUBTOTAL (PRINT)	1,962	2,037	0	0	0	0	0	0	0	0	0	0	3,999
NEW MEDIA	3	0	0	0	0	0	0	0	0	0	0	0	3
MUSIC CDS	202	80	0	0	0	0	0	0	0	0	0	0	282
AUDIO BOOKS ON CD	83	33	0	0	0	0	0	0	0	0	0	0	116
AUDIO BOOKS ON TAPE	76	75	0	0	0	0	0	0	0	0	0	0	151
THEATRICAL VIDEOS	251	137	0	0	0	0	0	0	0	0	0	0	388
NON-THEATRICAL VIDEOS	49	32	0	0	0	0	0	0	0	0	0	0	81
THEATRICAL DVDS	874	292	0	0	0	0	0	0	0	0	0	0	1,166
NON-THEATRICAL DVDS	50	28	0	0	0	0	0	0	0	0	0	0	78
KITS	45	43	0	0	0	0	0	0	0	0	0	0	88
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL (MEDIA)	1,633	720	0	0	0	0	0	0	0	0	0	0	2,353
ADULT MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
TOTAL (ADULT)	3,595	2,757	0	0	0	0	0	0	0	0	0	0	6,352
BOARD BOOKS	569	254	0	0	0	0	0	0	0	0	0	0	823
EASY	653	365	0	0	0	0	0	0	0	0	0	0	1,018
EASY TO READ	534	168	0	0	0	0	0	0	0	0	0	0	702
JUVENILE NON FICTION	523	366	0	0	0	0	0	0	0	0	0	0	889
JUVENILE FICTION	701	333	0	0	0	0	0	0	0	0	0	0	1,034
JUVENILE FICTION SERIES	100	42	0	0	0	0	0	0	0	0	0	0	142
JUVENILE GRAPHIC NOVELS	0	3	0	0	0	0	0	0	0	0	0	0	3
PARENT AS TEACHER	0	1	0	0	0	0	0	0	0	0	0	0	1
JUVENILE LARGE PRINT	8	1	0	0	0	0	0	0	0	0	0	0	9
JUVENILE PERIODICALS	0	5	0	0	0	0	0	0	0	0	0	0	5
YOUNG ADULT PRINT	219	94	0	0	0	0	0	0	0	0	0	0	313
COMIC BOOKS	4	2	0	0	0	0	0	0	0	0	0	0	6
YOUNG ADULT GRAPHIC NOVELS	24	4	0	0	0	0	0	0	0	0	0	0	28
MANGA	79	21	0	0	0	0	0	0	0	0	0	0	100
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL YOUTH (PRINT)	3,414	1,659	0	0	0	0	0	0	0	0	0	0	5,073
YOUTH DVDS	859	323	0	0	0	0	0	0	0	0	0	0	1,182
YOUTH VIDEOS	589	252	0	0	0	0	0	0	0	0	0	0	841
YOUTH KITS	65	28	0	0	0	0	0	0	0	0	0	0	93
YOUTH CDS	138	50	0	0	0	0	0	0	0	0	0	0	188
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	0	0	0	0	0	0	0	0	0	0	0	0	-
TOYS & PUPPETS	62	39	0	0	0	0	0	0	0	0	0	0	101
SUBTOTAL YOUTH (MEDIA)	1,713	692	0	0	0	0	0	0	0	0	0	0	2,405
TOTAL YOUTH	5,127	2,351	0	0	0	0	0	0	0	0	0	0	7,478
YOUTH MISC.	0	67	0	0	0	0	0	0	0	0	0	0	67
GRAND TOTAL	8,722	5,175	0	0	0	0	0	0	0	0	0	0	13,897
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	181	160	0	0	0	0	0	0	0	0	0	0	341
GILBERT	641	285	0	0	0	0	0	0	0	0	0	0	926
OPEN ACCESS	118	46	0	0	0	0	0	0	0	0	0	0	164
Total Special Circulation	940	491	0	0	0	0	0	0	0	0	0	0	1,431
% Special Circulation	10.78%	9.49%											10.30%
AMES	7,669	4,598	0	0	0	0	0	0	0	0	0	0	12,267

**Miscellaneous Stats
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
HOME DELIVERY													
# of Patrons	54	55											109
Centers	27	27											54
Individual Deliveries Made	37	35											72
Additional Individuals serv.	11	11											22
HOLDS													
Main	9,697	9,790											19,487
BKM/Hm Delivery	704	269											973
Total Holds	10,401	10,059	0	0	0	0	0	0	0	0	0	0	20,460
INTERLIBRARY LOANS													
Requested	109	88											197
Received	73	74											147
Loaned	255	311											566
MEETING ROOMS													
Meetings	54	73											127
People	812	911											1,723
PROGRAMS													
Youth	91												91
Adult	23	8											31
Children & Family		2											
Outreach		8											
Teen		6											
Total Programs													0
PROGRAM ATTENDANCE													
Youth	3,083												3,083
Adult	1,250	162											1,412
Children & Family		130											
Outreach		410											
Teen		34											
Total Attendance	4,333	162	0	0	0	0	0	0	0	0	0	0	4,495
Webref	81	111											192
PAC Usage													
PAC	90,485	89,167											179,652
Community Organizations & Ames Tribune	654	643											1,297
Total	91,139	89,810	0	0	0	0	0	0	0	0	0	0	180,949

ONLINE DATABASE USAGE FOR FY 2005/06

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	143	149											292
Business Remote	30	33											63
Business Total	173	182	0	0	0	0	0	0	0	0	0	0	355
Residential In-House	82	125											207
Residential Remote	51	28											79
Residential Total	133	153	0	0	0	0	0	0	0	0	0	0	286
Grand Total	306	335	0	0	0	0	0	0	0	0	0	0	641
Des Moines Register													
In-House	17	43											60
Remote	32	19											51
Total	49	62	0	0	0	0	0	0	0	0	0	0	111
New York Times													
In-House	8	12											20
Remote	10	14											24
Total	18	26	0	0	0	0	0	0	0	0	0	0	44
Access World News													
In-House	64	31											95
Remote	8	17											25
Total	72	48	0	0	0	0	0	0	0	0	0	0	120
EBSCOhost													
In-House	228	410											638
Remote	247	158											405
Total	475	568	0	0	0	0	0	0	0	0	0	0	1043
Novelist													
In-House	73	270											343
Remote	0	0											0
Total	73	270	0	0	0	0	0	0	0	0	0	0	343
Chilton Online													
In-House	4												4
Remote	7												7
Total	11	0	0	0	0	0	0	0	0	0	0	0	11
Heritage Quest													
In-House + Remote	2809	2929											5738
GRAND TOTAL	3813	4238	0	0	0	0	0	0	0	0	0	0	8051
YEAR TO DATE	8051												