

Agenda
Ames Public Library Board of Trustees
September 16, 2004 - 7 p.m.
Board Room – Second Floor

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.

Discussion with City Manager Steve Schinker

Financial Reports

- Claims - Action Item
- Gifts - Action Item
- Budget and Finance Committee Report – Gary Botine, Dave Ferree
 - FY03-04 End of Year Summary
 - FY03-04 Annual Report Presentation

Administrative Staff Reports

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

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

Ames Public Library Foundation Report – Margaret Munson, Dale Ross

Policy Review

- Current: Circulation
- Next Month: Conduct in the Library/Unattended Children

Unfinished Business

- Strategic Planning Report– Gina Millsap, Management Team
- Legislative Report – Dawn Hayslett
- Correct Address on Property Acquisition Action Item on August Agenda – Action Item
- Trustee Retreat Evaluation - Discussion

New Business

- Appointment of Director Evaluation Committee
- Allocation of Verna Jane Thompson Bequest for Acquisition of Property at 215 Fifth St. – Action Item
- FY04-05 Capital Improvement Plan – Action Item
- FY04-05 Personnel Request – Action Item

Trustee Comments

Adjournment

Next Meeting: Thursday, October 21, 2004, 7 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes

August 19, 2004

The Ames Public Library Board of Trustees met in regular session on Thursday, August 19, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Kavanagh, Munson, Ferree, Jennings and Library Director Gina Millsap in attendance. Gloggner was absent.

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

Adoption of Agenda: Ross moved and Botine seconded the motion to adopt the agenda.

Approval of Minutes: The minutes were approved as presented.

Public Forum: none

Staff Presentation: Students in Action Coordinator Emilyn Larsen-Ferree gave a report on the Students in Action program where she supervised 49 children volunteers over the summer, which translates into 816 hours of volunteer time. Carey stated that Larsen-Ferree did a wonderful job with the program.

Financial Reports:

Claims: Ferree moved and Jennings seconded a motion to approve the claims. The claims were unanimously approved. Millsap explained that any charges in parentheses were amounts moved back to FY 2003/2004. Ross questioned the apparel charge. Millsap explained the charge was for t-shirts for the custodians. Munson questioned the \$6800 bill to 3M. Millsap explained it charge covers software and hardware maintenance for the self-check machines.

Donations: The following donations were presented for acceptance:

- Correction from July 15, 2004 Board meeting From Harold and Marguerite McNabb and Genevieve McNabb and Reid Gagle in memory of Nancy Picht Simmons \$125.00
- From Jeannette R. Olson and Jeffrey D Kushkows for Elaine Kushkowski's 2004 Book Donation \$125.00
- From Jeannette R. Olson and Jeffrey D Kushkowski for Elaine Kushkowski's 2004 Book Donation (children's book in celebration of Elaine's birthday) \$9.49
- From Ames Woman's Club in memory of Pauline Medford and Dorothy Vandecar... \$16.76
- From the Story County Master Gardner Association..... 4 gardening books
- In memory of Mary E. Clark
 - J. Bradshaw & Karen E. Strehlow..... \$20.00
 - Carol Sue Houge & Curtis Jean Houge \$30.00
 - Mary Jane Pearson..... \$20.00
 - Kenneth W. & Lucille A. Agard..... \$10.00
 - Suzanne Clark \$10.00
 - Thomas & Zora Zimmerman \$100.00
 - Gary W. & Julie D. Honeick \$25.00
 - Joseph W. & Marianne Klinsky \$10.00
 - John F. & Donna Zaiger..... \$25.00
 - David M. Olson & Leslie Ann Olson..... \$25.00
 - Andrew J. Zalasky & Emily E. Zalasky..... \$20.00
 - Joan Heather Will \$25.00
 - M. P. Jensen & Robert M. Jensen \$10.00

- Moheb M. Bashandi \$50.00
- Gerald Osterloo & Barbara Osterloo \$15.00
- Anonymous \$75.00
- D. R. Newbrough & Donna L. Newbrough \$25.00
- Edward Robert Baumann & Mary M. Baumann \$100.00

Gloggnier moved and Kavanagh seconded a motion to accept the donations. The motion was unanimously approved. Munson pointed out that the word gardener was misspelled in the donation from the Story County Master Gardener Association.

Budget and Finance Committee Report: Botine and Ferree had nothing to report. Millsap reported that the Management Team has appointed a Collection Management Team to look at adjusting the collection to reflect budget cuts, changing customer needs/requests and to look at other sources of funding. Millsap explained the budget process.

Director’s Report: Millsap stated that City Manager Steve Schinker will attend the September Board meeting to discuss the following: the eminent domain process for the property at 213 Fifth Street, Ames, Iowa; the Creating the Culture Leadership training that is offered to management level employees employed by the City of Ames; and alternative public funding for public libraries in Iowa, the special library levy. Ross asked what percentage of property taxes support the Library. Millsap stated that she will get the information for the Board.

Assistant Director’s Report: Hayslett distributed the draft plan of service for the Public Services Workgroup. Discussion followed. Cameron stated that the plan of service concept originated in last year’s Board retreat. Hayslett explained the main points which include: information and referral, reader’s advisory, marketing collections, information literacy, outreach, public access computing, space and physical layout, and collections. Hayslett also reported that the Staff Orientation Handbook has been updated.

Department Coordinators:

Circulation/Outreach Services: Carey reported that the Bookmobile will be participating in the Ada Hayden Heritage Park dedication on Saturday, August 28th. In addition, the North Grand movie theatre requested the Bookmobile be present at the showing of the movie, *Shrek II*. The musical group, Four Shillings Short will be performing in the Library auditorium on Sunday, August 22nd, at 2 p.m. The John Birch Society and the Library are sponsoring a Reel Connections film series, “Confronting the New World Order,” which starts September 2nd. Some upcoming programs for teens on September 18th are the Altered Book Workshop at 10:30 a.m. and Rock the Library from 9-11:30 p.m. Carey explained that she had recently been to an intellectual freedom challenge at the Earlham Public Library Board meeting. She thanked the Board of Trustees for their example in handling the complaints from the Palestine Unabridged series.

Youth Services: Elbert reported that she recently worked with Parks Library Digitizing Services in recording the 1939 book, *Hello Beautiful*, which was written by Charlotte Petersen and illustrated by Christian Petersen. She served on a committee that applied for a grant from the Department of Education in hopes of receiving some funding to enhance the BabyTalk Program. She is serving as secretary for the Story County Childhood Collaboration.

Friends’ Report: Hayslett reported that the next Friends meeting will be held on August 30th.

Foundation Report: Millsap reported that the Foundation’s annual campaign has brought in \$25,000 so far. The focus this year is on establishing the database and starting work on a planned giving program.

Unfinished Business:

Strategic Planning Report: Millsap reported that the 1st quarterly management team retreat for FY 2004/2005 was held July 26th where team members worked on refining the process for plans of service and discussed how to continue improve leadership practices coming out of the Creating the Culture workshops. Ross questioned when Sadja's replacement would be in place. Millsap stated they hope to have someone hired by September 15th.

Legislative Report: Millsap reported that she attended the Iowa Library Association Governmental Affairs Committee meeting where they discussed the following: establishing a legislative agenda to focus on funding; support for the Enrich Iowa programs; support the budget for the State Library of Iowa; and supporting efforts to strengthen school library programs, as required by the No Child Left Behind legislation.

Annual Board Retreat Update-Discussion: Millsap stated that the tentative agenda for the retreat includes Roy Kenagy speaking about creating library policies for results; City of Ames Director of Human Resources Julie Huisman will speak about the city's performance appraisal process, with Margaret Munson leading the ensuing discussion; Library Assistant Director Dawn Hayslett will discuss new public library standards; Board of Trustee member Dale Ross will discuss the trustee workshop; additional topics may include the customer satisfaction survey and covering the sequence of events for a building program. Woo will send an e-mail reminder to the Board members about the retreat.

New Business:

Request to Ames City Council to Institute Eminent Domain Proceedings with respect to the property at 213 Fifth Street, Ames, Iowa-Action Item: City Attorney John Klaus outlined the steps for the condemnation procedure for the property at 213 Fifth Street, Ames, Iowa. He stated that numerous attempts have been made to contact the owners. He also stated the acquisition must be approved by the Library Board of Trustees and the Ames City Council; whereupon, the City would make a good faith effort to negotiate with the owners. He said that it could take anywhere from six months to three years for the process.

Ross moved and Botine seconded the motion to approve a request to the Ames City Council to institute eminent domain proceedings with respect to the property at 213 Fifth Street, Ames, Iowa. Ferree moved and Ross seconded a motion to amend the motion to read, "Be it resolved that the Board of Trustees, Ames Public Library requests the Ames City Council to institute the acquisition, including the use of eminent domain authority, if necessary, of the property at 213 Fifth Street, Ames, Iowa." The motion to amend the motion was unanimously approved and then the amended motion was unanimously approved.

Klaus stated that it would be important to assure the City Council that the land purchase would be made with private funding. Millsap stated that there will be an action item in the September Board meeting to address using the Verna Jane Thompson bequest for the purchase. She will also work with the city's Director of Fleet Services Paul Hinderaker on cost estimates for demolition. Klaus cautioned the Board that if the purchase is contested that the appraisal amount can vary widely.

Contract for Library Services with the City of Gilbert-Action Item: Jennings moved and Ferree seconded the motion to approve the contract for Library services with the City of Gilbert. Millsap pointed out that the Gilbert City Council approved the contract on August 16th. Some of the changes to the contract include the following: the contract is now yearly rather than three years, location is no longer included in the contract, and the payment schedule was changed to two installments for their convenience. The motion was unanimously approved.

Library Closing Request (9/29, 9 a.m. – 1 p.m.) for Horizon Software Upgrade-Action Item: Ross moved and Jennings seconded the motion to close the Library on September 29th from 9 a.m. to 1 p.m. for a Horizon software upgrade. Millsap stated that the recommendation was necessary

since the Library only has one computer specialist to cover any problems. The motion was unanimously approved.

FY 04-05 Capital Improvement Plan Review-Discussion: Millsap stated that she was presenting the capital improvement plan material in preparation for approval at the September Board meeting. She stated that the 2004/2005 capital improvement will be to replace the defective concrete slab around the front entry.

Iowa Public Library Standards Report-Dawn Hayslett: Hayslett reported that she attended an ICN session where the 4th edition of "In Service to Iowa: Public Measures of Quality" was presented. She stated that the Ames Public Library needs to submit its report for accreditation in 2005 in order to receive Enrich Iowa Direct State Aid funding. To receive accreditation, the Library must meet all 40 required measures of Tiers 1-3 at "C" level or better, along with 16 of the remaining 35 measures. After reviewing the new standards she noted that the Library will not fall in the "A" category since the amount of money budgeted for collections falls below the set criteria. Ross stated that he would like to see some statistics, along with the accreditation standards for the upcoming Board retreat.

Trustee Comments:

Botine stated that he read two books on vacation, including *Old Man and the Sea*.

Kavanagh reported that she enjoyed working with Margaret Munson on reframing the Crawford school print.

Jennings pointed out that the Parks Library refers to the library building at Iowa State University. The term University Library refers to the library itself.

Ferree reported that his daughter has moved to Chapel Hill, NC, and called him to say that she missed using the Ames Public Library.

Adjournment

Botine moved and Ross seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 9:00 p.m.

Library Claims Listing
8/12/2004-9/7/2004

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 29,022.13
PAYROLL SUMMARY	VACATION	\$ 274.04
PAYROLL SUMMARY	IPERS DISABILITY	\$ 161.73
TFR TO 880 FUND/LIFE INS	LIFE INSURANCE	\$ 69.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,956.36
PAYROLL SUMMARY	MEDICARE FICA	\$ 416.02
PAYROLL SUMMARY	FICA	\$ 1,778.68
PAYROLL SUMMARY	IPERS	\$ 1,586.84
PAYROLL SUMMARY	WORKERS COMP	\$ 58.04
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 23.20
MUNIC CODE SUPPL 2004-3	PRINTING/GRAPHICS	\$ 462.66
AUG04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 1,098.66
BANK OF AMERICA	TRAINING	\$ 25.00
IA LIBRARY ASSOC	CONFERENCES	\$ 126.00
AMER LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	\$ 300.00
QWEST COMMUNICATIONS	ADVERTISING	\$ 132.20
CITY OF AMES UTILITIES	ELECTRICITY	\$ 24.09
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
MCLEOD USA	TELEPHONE OUTSIDE	\$ 252.40
ALLIANT UTILITIES	NATURAL GAS	\$ 14.78
M MUNSON DONATION CRAWFOR	STRUCTURAL REPAIR	\$ (125.00)
KAVANAGH, JUDITH	STRUCTURAL REPAIR	\$ 234.99
CARVER ACE HARDWARE	MOVABLE EQUIP REPAIR	\$ 26.27
MTM INCORPORATED	MOVABLE EQUIP REPAIR	\$ 362.25
MCLEOD USA	COMPUTER MAINT	\$ 570.13
MIDIOWA NET	COMPUTER MAINT	\$ 25.00
BANK OF AMERICA	COMPUTER MAINT	\$ 99.00
ELECTRONIC ENGINEERING CO	RENTALS AND LEASES	\$ 65.70
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 502.53
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
ACCURATE MECHANICAL CO IN	NON-CITY SERVICE	\$ 3,090.00
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 6.35
BANK OF AMERICA	NON-CITY SERVICE	\$ 5.90
8/11/04 DEMCO PAYMENT	OFFICE SUPPLIES	\$ 154.32
ALL MAKES OFFICE INTERIOR	OFFICE SUPPLIES	\$ 101.05
GENERAL BINDING CORP	OFFICE SUPPLIES	\$ 121.04
QUILL CORP	OFFICE SUPPLIES	\$ 10.47
AMER LIBRARY ASSOCIATION	OFFICE SUPPLIES	\$ 47.50
BANK OF AMERICA	OFFICE SUPPLIES	\$ 259.80
PRATT AV	MINOR OFFICE EQUIPMENT	\$ 225.00
CS ISSUES	CLEANING SUPPLIES	\$ 223.54
CARVER ACE HARDWARE	MINOR EQUIPMENT TOOLS	\$ 7.49
LUCULLANS	FOOD & FEED	\$ 70.95
LIB 8-23-04	SPECIAL PROJECT SUPPLIES	\$ (149.42)
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 54.60
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 29.79
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 652.73
	Library Administration	\$ 47,331.25
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,723.68
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,226.64
PAYROLL SUMMARY	IPERS DISABILITY	\$ 72.38
PAYROLL SUMMARY	LIFE INSURANCE	\$ 25.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 749.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 186.44

Library Claims Listing
8/12/2004-9/7/2004

Vendor	Category	Amount
PAYROLL SUMMARY	FICA	\$ 797.14
PAYROLL SUMMARY	IPERS	\$ 739.28
PAYROLL SUMMARY	WORKERS COMP	\$ 48.10
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 3.58
	Outreach Services	\$ 15,572.49
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,925.94
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,106.63
PAYROLL SUMMARY	IPERS DISABILITY	\$ 94.00
PAYROLL SUMMARY	LIFE INSURANCE	\$ 31.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,236.36
PAYROLL SUMMARY	MEDICARE FICA	\$ 206.17
PAYROLL SUMMARY	FICA	\$ 881.49
PAYROLL SUMMARY	IPERS	\$ 864.35
PAYROLL SUMMARY	WORKERS COMP	\$ 23.62
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 21.86
8/11/04 DEMCO PAYMENT	OFFICE SUPPLIES	\$ 158.22
DEMCO INC	OFFICE SUPPLIES	\$ 199.91
KAPCO LIBRARY PROD	OFFICE SUPPLIES	\$ 467.49
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 93.28
QUILL CORP	OFFICE SUPPLIES	\$ 37.77
RECORDED BOOKS LLC	OFFICE SUPPLIES	\$ 335.10
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ (0.22)
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 3,361.11
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 339.85
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 326.82
BANK OF AMERICA	ADULT COLLECTIONS	\$ 59.20
WOMENS RESOURCE & ACTION	ADULT COLLECTIONS	\$ 20.00
	Technical Services	\$ 24,790.93
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,739.00
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,250.30
PAYROLL SUMMARY	IPERS DISABILITY	\$ 78.69
PAYROLL SUMMARY	LIFE INSURANCE	\$ 29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 680.78
PAYROLL SUMMARY	MEDICARE FICA	\$ 229.57
PAYROLL SUMMARY	FICA	\$ 981.58
PAYROLL SUMMARY	IPERS	\$ 893.28
PAYROLL SUMMARY	WORKERS COMP	\$ 36.40
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 6.02
AUG04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 105.78
BANK OF AMERICA	FOOD & FEED	\$ 28.40
BAKER & TAYLOR INC	JUVENILE	\$ 1,009.32
BOOKS ON TAPE	JUVENILE	\$ 88.00
BBC AUDIOBOOKS AMERICA	JUVENILE	\$ 8.78
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 99.90
INSTRUCTIONAL VIDEO INC	JUVENILE	\$ 11.90
THOMSON GALE GROUP	JUVENILE	\$ 135.83
WESTON WOODS	JUVENILE	\$ 18.95
BANK OF AMERICA	JUVENILE	\$ 51.96
BWI	JUVENILE	\$ 173.51
	Youth Services	\$ 20,657.86
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 21,040.68
PAYROLL SUMMARY	IPERS DISABILITY	\$ 142.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.15
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,435.48

Library Claims Listing
8/12/2004-9/7/2004

Vendor	Category	Amount
PAYROLL SUMMARY	MEDICARE FICA	\$ 304.76
PAYROLL SUMMARY	FICA	\$ 1,303.08
PAYROLL SUMMARY	IPERS	\$ 1,209.86
PAYROLL SUMMARY	WORKERS COMP	\$ 16.84
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 0.88
CENT IA LIBRARY SERVICE A	TRAINING	\$ 18.00
IA LIBRARY ASSOC	CONFERENCES	\$ 126.00
BUCKLIN PUBLIC LIBRARY	NON-CITY SERVICE	\$ 14.95
C W ASSOCIATES	ADULT REFERENCE	\$ 105.93
CCH INC	ADULT REFERENCE	\$ 93.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 464.37
QWEST DEX	ADULT REFERENCE	\$ 130.43
THOMSON GALE GROUP	ADULT REFERENCE	\$ 1,754.57
WOMENS RESOURCE & ACTION	ADULT REFERENCE	\$ 10.00
NORTHCREST INC	REFUNDS	\$ 32.95
	Information Services	\$ 29,248.96
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 17,419.86
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 11,527.56
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.36
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.90
HEALTH INSURANCE REFUND	HEALTH INSURANCE	\$ 1,991.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 409.48
PAYROLL SUMMARY	FICA	\$ 1,751.04
IPERS REFUND FOR TORABI	IPERS	\$ 1,447.82
PAYROLL SUMMARY	WORKERS COMP	\$ 190.83
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 26.96
AUG04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 355.20
	Circulation Services	\$ 35,269.21
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,294.10
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,067.59
PAYROLL SUMMARY	IPERS DISABILITY	\$ 69.49
PAYROLL SUMMARY	LIFE INSURANCE	\$ 28.59
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,420.90
PAYROLL SUMMARY	MEDICARE FICA	\$ 164.33
PAYROLL SUMMARY	FICA	\$ 702.71
PAYROLL SUMMARY	IPERS	\$ 710.78
PAYROLL SUMMARY	WORKERS COMP	\$ 45.87
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 39.32
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 246.24
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 19.50
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 53.60
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 155.25
MIDWEST TAPE	AUDIO-VISUAL	\$ 600.45
DIVERSE MEDIA INC	AUDIO-VISUAL	\$ 64.25
BANK OF AMERICA	AUDIO-VISUAL	\$ 2,100.06
MICROMARKETING LLC	AUDIO-VISUAL	\$ 69.79
	Media Services	\$ 18,852.82
Mary Cameron, President	Margaret Munson, Secretary	Date

Gifts

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY**

September 16, 2004

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

From Anne Buck the book *Cuban Elegance*

From Dakes Ames Questers
given in memory of Isabel Pesek the purchase of two books

From Margaret Munson
to help defray the cost of reframing the print from Crawford school.....\$125.00

From Diana Marie Gammell
in memory of Carroll and Jeanette Rex.....\$25.00

From St. Mary's Circle, St. Cecilia's Church\$25.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

FY 2003/2004 Budget Amendments and FY2004/2005 Adopted Budget

Expense Categories	03/04 Original Budget	03/04 Final Amendments	03/04 Actuals	04/05 Adopted
PERSONAL SERVICES				
Salaries	\$ 1,387,736	\$ 1,357,575	\$ 1,360,586	\$ 1,423,993
Temporary Salaries	\$ 178,296	\$ 178,296	\$ 188,651	\$ 178,296
Time and 1/2	\$ 500	\$ 500	\$ 432	\$ -
Longevity	\$ 6,945	\$ 6,968	\$ 6,573	\$ 7,381
Adjustment	\$ -	\$ -	\$ (13,497)	\$ -
Sick Leave	\$ -	\$ 89	\$ 89	\$ -
Vacation	\$ -	\$ 1,563	\$ 3,436	\$ -
Total Personal Svcs	\$ 1,573,477	\$ 1,544,991	\$ 1,546,270	\$ 1,609,670
EMPLOYEE BENEFITS				
Temp Salaries Benefits	\$ 23,178	\$ 23,340	\$ -	\$ 24,284
IPERS Disability	\$ 11,309	\$ 8,523	\$ 8,599	\$ 8,523
Life Insurance	\$ 3,276	\$ 3,385	\$ 3,282	\$ 3,385
Health Insurance	\$ 175,995	\$ 182,580	\$ 174,013	\$ 195,614
FICA Medicare	\$ 19,585	\$ 19,476	\$ 22,018	\$ 20,108
FICA	\$ 84,199	\$ 83,275	\$ 94,149	\$ 85,984
IPERS	\$ 80,194	\$ 79,794	\$ 88,021	\$ 82,305
Workers Comp	\$ 2,933	\$ 2,944	\$ 4,900	\$ 3,126
Flex Administration	\$ 1,616	\$ 1,523	\$ 1,510	\$ 1,569
Total Employee Benefits	\$ 402,285	\$ 404,840	\$ 396,492	\$ 424,898
INTERNAL SERVICES				
City Data Services	\$ 3,982	\$ 3,900	\$ 3,885	\$ 3,983
City Messenger	\$ 1,919	\$ 2,000	\$ 1,849	\$ 2,730
Printing	\$ 4,200	\$ 4,219	\$ 4,368	\$ 4,200
Insurance & Bonds	\$ 23,579	\$ 20,413	\$ 20,413	\$ 20,650
Phone Operation/Maint	\$ 20,300	\$ 17,400	\$ 17,407	\$ 16,633
Long Distance	\$ 850	\$ 650	\$ 586	\$ 500
Fleet Operating/Maint	\$ 3,790	\$ 5,180	\$ 5,836	\$ 3,832
Fleet Replacement	\$ 18,852	\$ 19,668	\$ 19,668	\$ 20,976
Computer Replacement	\$ 14,496	\$ 8,406	\$ 10,501	\$ 13,305
Interdepartmental Labor	\$ -	\$ 29	\$ 600	\$ -
Total Internal Svcs	\$ 91,968	\$ 81,865	\$ 85,113	\$ 86,809
CONTRACTUAL				
Outside Prof Services	\$ 33,100	\$ 28,100	\$ 27,258	\$ 28,200
Postage/Freight	\$ 16,050	\$ 16,500	\$ 16,280	\$ 13,500
Travel/Meetings	\$ 1,932	\$ 1,352	\$ 1,289	\$ 1,400
Training	\$ 5,865	\$ 1,990	\$ 1,291	\$ 5,900
Conferences	\$ 23,825	\$ 21,348	\$ 19,651	\$ 17,000
Dues & Memberships	\$ 5,290	\$ 5,142	\$ 5,288	\$ 4,990
Printing	\$ 5,000	\$ 5,000	\$ 3,490	\$ 5,100
Advertising	\$ 3,000	\$ 3,000	\$ 3,735	\$ 3,000
Recruitment	\$ -	\$ 4,744	\$ 4,348	\$ -
Insurance	\$ 1,444	\$ -	\$ -	\$ 1,444
Electricity	\$ 39,700	\$ 39,700	\$ 39,746	\$ 39,700
Phone Operation/Maint	\$ 9,825	\$ 4,950	\$ 5,060	\$ 7,405
Long Distance	\$ 5	\$ 235	\$ 218	\$ 100
Water/Sewer	\$ 3,000	\$ 3,105	\$ 2,703	\$ 3,100
Waste Disposal	\$ 2,415	\$ 2,100	\$ 2,620	\$ 2,500
Natural Gas	\$ 5,280	\$ 7,000	\$ 7,283	\$ 8,280
Structural Repair	\$ 10,000	\$ 10,000	\$ 6,316	\$ 10,000

FY 2003/2004 Budget Amendments and FY2004/2005 Adopted Budget

Expense Categories	03/04 Original Budget	03/04 Final Amendments	03/04 Actuals	04/05 Adopted
Moveable Equip Repair	\$ 3,000	\$ 3,000	\$ 2,081	\$ 3,000
Fixed Equip Repair	\$ 5,000	\$ 8,000	\$ 10,885	\$ 5,000
Computer Maintenance	\$ 43,656	\$ 33,927	\$ 34,101	\$ 33,976
Rentals & Leases	\$ 18,499	\$ 18,499	\$ 17,787	\$ 19,308
Contractual Labor	\$ 630	\$ 630	\$ -	\$ -
Non-City Services	\$ 21,051	\$ 20,360	\$ 18,744	\$ 21,555
Total Contractual	\$ 257,567	\$ 238,682	\$ 230,174	\$ 234,458
COMMODITIES				
Office Supplies	\$ 47,000	\$ 41,000	\$ 40,555	\$ 42,000
Minor Office Equipment	\$ -	\$ 700	\$ 670	\$ -
Minor Computer Equip	\$ 7,000	\$ 10,000	\$ 8,864	\$ 7,000
Structural Materials	\$ 2,000	\$ 2,000	\$ 1,916	\$ 2,000
Cleaning Supplies	\$ 4,000	\$ 5,500	\$ 6,687	\$ 4,000
Equip Parts/Supplies	\$ 1,000	\$ 500	\$ 554	\$ 1,000
Minor Equip & Tools	\$ 300	\$ 200	\$ 175	\$ 300
Food	\$ -	\$ 700	\$ 793	\$ 500
Wearing Apparel	\$ 200	\$ 200	\$ 162	\$ 200
Special Prjct Supplies	\$ 5,000	\$ 5,000	\$ 4,807	\$ 5,000
Fuel for Vehicles	\$ -	\$ -	\$ 17	\$ -
Total Commodities	\$ 66,500	\$ 65,800	\$ 65,200	\$ 62,000
CAPITAL				
Computer Equip/Sftware	\$ -	\$ 205	\$ 203	\$ -
Periodicals	\$ 19,500	\$ 9,500	\$ 10,811	\$ 9,500
Juvenile	\$ 51,510	\$ 47,510	\$ 47,922	\$ 47,510
Adult Reference	\$ 77,962	\$ 52,962	\$ 53,429	\$ 52,962
Audio Visual	\$ 50,500	\$ 44,000	\$ 45,509	\$ 37,000
Adult Collection	\$ 107,926	\$ 101,426	\$ 102,334	\$ 88,426
Total Capital	\$ 307,398	\$ 255,603	\$ 260,208	\$ 235,398
OTHER EXPENDITURES				
Refunds	\$ -	\$ -	\$ 128	\$ -
Total Other Expenditures	\$ -	\$ -	\$ 128	\$ -
Total	\$ 2,699,195	\$ 2,591,781	\$ 2,583,457	\$ 2,653,233
Revenue	\$ 309,240	\$ 329,528	\$ 338,115	\$ 308,302
General Fund (Property Tax Support)	\$ 2,389,955	\$ 2,262,253	\$ 2,245,342	\$ 2,344,931

EXPENSE REPORT SUMMARY FY 2004/2005																
August 2004																
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	1,423,993	120,063	116,166											236,229	1,187,764	16.6%
Temporary Salaries	178,296	10,081	19,180											29,261	149,035	1
Longevity	7,381													0	7,381	0.0%
Adjustment	0													0	0	
Vacation			274											274	(274)	
Total Personal Svcs	1,609,670	130,144	135,620	0	0	0	0	0	0	0	0	0	0	265,764	1,343,906	16.5%
EMPLOYEE BENEFITS																
Temp Salaries Benefits	24,284													0	24,284	0.0%
IPERS Disability	8,523	735	722											1,457	7,066	17.1%
Life Insurance	3,385	283	271											554	2,831	16.4%
Health Insurance	195,614	13,742	13,469											27,211	168,403	13.9%
FICA Medicare	20,108	1,835	1,916											3,751	16,357	18.7%
FICA	85,984	7,844	8,196											16,040	69,944	18.7%
IPERS	82,305	8,029	7,452											15,481	66,824	18.8%
Workers Comp	3,126	465	421											886	2,240	28.3%
Flex Administration	1,569	129	122											251	1,318	16.0%
Total Employee Ben	424,898	33,062	32,569	0	0	0	0	0	0	0	0	0	0	65,631	359,267	15.4%
INTERNAL SERVICES																
City Data Services	3,983		332											332	3,651	8.3%
City Messenger	2,730													0	2,730	0.0%
Printing	4,200		238											238	3,962	5.7%
Insurance & Bonds	20,650													0	20,650	0.0%
Phone Operation/Maint	16,633	1,386	1,387											2,773	13,860	16.7%
Long Distance	500		42											42	458	8.4%
Fleet Operating/Maint	3,832		222											222	3,610	5.8%
Fleet Replacement	20,976		1,748											1,748	19,228	8.3%
Computer Replacement	13,305		2,907											2,907	10,398	21.9%
Total Internal Svcs	86,809	1,386	6,876	0	0	0	0	0	0	0	0	0	0	8,262	78,547	9.5%
CONTRACTUAL																
Outside Prof Services	28,200													0	28,200	0.0%
Postage/Freight	13,500	192	206											398	13,102	2.9%
Travel/Meetings	1,400	119												119	1,281	8.5%
Training	5,900	82	26											108	5,792	1.8%
Conferences	17,000	285	419											704	16,296	4.1%
Dues & Memberships	4,990	310	650											960	4,030	19.2%
Printing	5,100													0	5,100	0.0%
Advertising	3,000		414											414	2,586	13.8%
Recruiting Costs		261	595											856	(856)	
Insurance	1,444													0	1,444	0.0%
Electricity	39,700		4,490											4,490	35,210	11.3%
Phone Operation/Maint	7,405	373	377											750	6,655	10.1%
Long Distance	100													0	100	0.0%

EXPENSE REPORT SUMMARY FY 2004/2005																	
August 2004																	
2 MONTHS =16.7%																	
															Y-T-D	Current	%
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent	
Water/Sewer	3,100		288											288	2,812	9.3%	
Waste Disposal	2,500		173											173	2,327	6.9%	
Natural Gas	8,280	15	15											30	8,250	0.4%	
Structural Repair	10,000		110											110	9,890	1.1%	
Moveable Equip Repair	3,000		428											428	2,572	14.3%	
Fixed Equip Repair	5,000													0	5,000	0.0%	
Computer Maintenance	33,976	13,162	7,494											20,656	13,320	60.8%	
Rentals & Leases	19,308	503	2,313											2,816	16,492	14.6%	
Non-City Services	21,555	49	3,104											3,153	18,402	14.6%	
Total Contractual	234,458	15,351	21,102	0	0	0	0	0	0	0	0	0	0	36,453	198,005	15.5%	
COMMODITIES																	
Office Supplies	42,000	2,839	2,480											5,319	36,681	12.7%	
Minor Office Equipment			225											225	(225)		
Minor Computer Equip	7,000	40												40	6,960	0.6%	
Structural Materials	2,000	60	368											428	1,572	21.4%	
Cleaning Supplies	4,000	194	462											656	3,344	16.4%	
Equip Parts/Supplies	1,000		21											21	979	2.1%	
Minor Equip & Tools	300		7											7	293	2.3%	
Food	500		99											99	401	19.8%	
Wearing Apparel	200		33											33	167	16.5%	
Special Prjct Supplies	5,000	624	(174)											450	4,550	9.0%	
Purchase Card Clearing		(2,195)	2,848											653	(653)		
Total Commodities	62,000	1,562	6,369	0	0	0	0	0	0	0	0	0	0	7,931	54,069	12.8%	
CAPITAL																	
Computer Equip/Sftware	0													0	0		
Periodicals	9,500	6,850	(20)											6,830	2,670	71.9%	
Juvenile	47,510	3,004	1,051											4,055	43,455	8.5%	
Adult Reference	52,962	9,974	7,173											17,147	35,815	32.4%	
Audio Visual	37,000	1,792	3,919											5,711	31,289	15.4%	
Adult Collection	88,426	6,153	5,731											11,884	76,542	13.4%	
Total Capital	235,398	27,773	17,854	0	0	0	0	0	0	0	0	0	0	45,627	189,771	19.4%	
OTHER EXPENDITURES																	
Refunds			33											33	(33)		
Total Other Expenditures		0	33	0	0	0	0	0	0	0	0	0	0	33	(33)		
GRAND TOTAL	2,653,233	209,278	220,423	0	0	0	0	0	0	0	0	0	0	429,701	2,223,532	16.2%	

LIBRARY DONATIONS REPORT					
FISCAL YEAR 2004/2005					
YEAR-TO-DATE THROUGH SEPTEMBER 7, 2004					
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
Reserved Principal and Interest	716,883.12	108,248.42	333.01	8,286.93	833,751.48
Beginning available balance	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
Interest revenue	2,014.63	412.57	1,933.50	420.46	4,781.16
Donations			1,517.72	6,563.87	8,081.59
Expenses	(2,479.98)	0.00		(8,836.41)	(11,316.39)
Encumbrances	(18,422.78)				(18,422.78)
Current Available Balance	27,925.37	14,308.68	572,439.66	50,000.60	664,674.31
Expense Detail:					
Internal Printing				43.00	43.00
Outside Professional Svcs				2,025.00	2,025.00
Outside Printing/Graphics				731.82	731.82
Other Non-City Services				0.00	0.00
Minor Computer Equipment				88.98	88.98
Food				47.76	47.76
Special Project Supplies				1,360.19	1,360.19
Coffee Shop Inventory				87.20	87.20
Audio-Visual	2,319.98			1,482.37	3,802.35
Adult Collection	160.00			2,970.09	3,130.09
Total Expenses	2,479.98	0.00	0.00	8,836.41	11,316.39
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
Total Encumbrances	18,422.78	0.00	0.00	0.00	18,422.78

GLADYS MYERS DONATION FUND			
INTEREST EARNED PER FISCAL YEAR			
YEAR TO DATE THROUGH SEPTEMBER 7, 2004			
	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	2,518.29	503.66	2,014.63
Total	263,090.90	52,618.18	210,472.72

LIBRARY DONATIONS REPORT					
FISCAL YEAR 2004/2005					
YEAR TO DATE THROUGH SEPTEMBER 7, 2004					
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
Available Balance @ 6/30/03 *	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
YTD Interest Revenue	2,014.63	412.57	1,933.50	420.46	4,781.16
YTD Donations			1,517.72	6,563.87	8,081.59
YTD Expenses	(2,479.98)	0.00	0.00	(8,836.41)	(11,316.39)
Transfers between programs**					
Encumbrances	(18,422.78)	0.00	0.00	0.00	(18,422.78)
Current Available Balance	27,925.37	14,308.68	572,439.66	50,000.60	664,674.31
Expense Detail:					
Internal Printing				43.00	43.00
Outside Professional Svcs				2,025.00	2,025.00
Outside Printing/Graphics				731.82	731.82
Other Non-City Services				0.00	0.00
Minor Computer Equipment				88.98	88.98
Food				47.76	47.76
Special Project Supplies				1,360.19	1,360.19
Coffee Shop Inventory				87.20	87.20
Audio-Visual	2,319.98			1,482.37	3,802.35
Adult Collection	160.00			2,970.09	3,130.09
Total Expenses	2,479.98	0.00	0.00	8,836.41	11,316.39
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
Total Encumbrances	18,422.78	0.00	0.00	0.00	18,422.78
* Beginning balance includes balance available at 6/30/04 plus any outstanding encumbrances					

LIBRARY DONATIONS REPORT - OTHER DONATIONS															
FISCAL YEAR 2004/2005															
YEAR-TO-DATE THROUGH SEPTEMBER 7, 2004															
					Tommy										
	Other	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	IA Stories	Enrich	Iowa Infra-	Gates	
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	2000	Iowa	structure	Foundation	Total
Available Balance @ 6/30/04 *	6,875.39	(169.36)	(106.75)	0.00	280.79	4,834.70	1,358.77	4,225.00	554.65	0.00	0.00	16,501.83	17,344.34	153.32	51,852.68
YTD Interest Revenue	420.46														420.46
YTD Donations/Grants	791.53	3,749.05		523.29						1,500.00					6,563.87
YTD Expenses	(932.54)	(4,575.34)	(87.20)	(2,428.89)	0.00	0.00	0.00	0.00	0.00	(812.44)	0.00	0.00	0.00	0.00	(8,836.41)
Transfers between programs															0.00
Encumbrances	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
Current Available Balance	7,154.84	(995.65)	(193.95)	(1,905.60)	280.79	4,834.70	1,358.77	4,225.00	554.65	687.56	0.00	16,501.83	17,344.34	153.32	50,000.60
Expense Detail:															
Internal Printing/Graphics		43.00													43.00
Outside Professional Svcs		2,025.00													2,025.00
Outside Printing/Graphics		731.82													731.82
Other Non-City Services															0.00
Minor Computer Equipment		88.98													88.98
Food		47.76													47.76
Special Project Supplies		547.75								812.44					1,360.19
Coffee Shop Inventory			87.20												87.20
Audio-Visual				1,482.37											1,482.37
Adult Collection	932.54	1,091.03		946.52											2,970.09
Total Expenses	932.54	4,575.34	87.20	2,428.89	0.00	0.00	0.00	0.00	0.00	812.44	0.00	0.00	0.00	0.00	8,836.41
Encumbrance Detail:															
															0.00
Total Encumbrances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* Beginning balance includes available balance at 6/30/04 plus outstanding encumbrances															

LIBRARY DONATIONS RECONCILIATION					
FISCAL YEAR 2004/2005					
YEAR-TO-DATE THROUGH SEPTEMBER 7, 2004					
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
6/30/04 Restricted Donations	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Accum Interest Reserved for Reinvestment	52,114.52				52,114.52
6/30/04 Accum Revenue Available for Expenditure	47,241.66	13,964.53	569,321.45	51,863.61	682,391.25
1996-04 Reserve for Computer Replacement	45,414.00	8,180.00			53,594.00
2004/05 YTD Donations/Grants			1,517.72	6,563.87	8,081.59
2004/05 YTD Interest Revenue	2,518.29	412.57	1,933.50	420.46	5,284.82
2004/05 Investment FMV Adjst					0.00
2003/04 YTD Expenses	(2,479.98)	0.00	0.00	(8,836.41)	(11,316.39)
Current Fund Balance	744,808.49	122,557.10	572,772.67	58,287.53	1,498,425.79
Less:					
Reserved Principal	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Reserved Int	52,114.52				52,114.52
6/30/04 Unrealized Investment Gains/Losses	428.16	68.42	333.01	10.93	840.52
2004/05 20% Reserved Int	503.66				503.66
1996-04 Reserve for Computer Replacement	45,414.00	8,180.00			53,594.00
2004-05 Reserve for Encumbrances	18,422.78	0.00		0.00	18,422.78
Balance Available for Expenditure	27,925.37	14,308.68	572,439.66	50,000.60	664,674.31
Current Assets/Liabilities:					
Cash	17,896.63	7,251.82	11,285.67	14,910.03	51,344.15
Investments	725,000.00	115,000.00	560,000.00	43,276.00	1,443,276.00
Unrealized Gains/Losses	(847.97)	(135.52)	(659.53)	(21.65)	(1,664.67)
Accounts Receivable				53.10	53.10
Accrued Interest Receivable	2,759.83	440.80	2,146.53	70.05	5,417.21
Prepaid items				0.00	0.00
Accounts Payable				0.00	0.00
Due to Other Funds					0.00
Total Assets	744,808.49	122,557.10	572,772.67	58,287.53	1,498,425.79

DIRECTOR'S REPORT

September, 2004

Reminder: City Manager Steve Schainker will be at this meeting to discuss a number of topics including our Creating the Culture and Excellence Through People initiatives and the Library's plans for the future.

- **BUDGET**

Financial Report for August: As of 8/31/04, we were 16.7% of the way through the year and 16.2% expended. Please see the Expense Report for August in your packet.

FY03-04 End of Year Summary: There is a spreadsheet in the board packet entitled, "03-04 End of Year Summary." Included are the FY03-04 adopted budget, final amendments, actual figures for expenses and revenue and the FY04-05 adopted budget. As you can see, actual expenses were 4% less than adopted. That was due primarily to salary savings resulting from staff turnover and retirement and close attention to cost containment.

FY03-04 Annual Report Presentation: We will have the FY03-04 for your review at the meeting. I think you will be pleased with the data as well as the format we've used this year. I will review circulation and other statistics at the meeting.

- **POLICY**

Circulation: Staff is recommending a number of changes, the most significant of which is the following: ***Customers must present an Ames Public Library card when checking out materials or conducting other transactions.***

We continue to balance customer service and convenience with the need to protect confidentiality of customer records. We know that a customer may give his/her card to someone to use. That implied consent is acceptable practice and we do allow it, e.g. if a customer is picking up a reserve for someone else. With that in mind, we want to be sure that our policy is consistent with our practice.

- **DISCUSSION/ACTION ITEMS**

Correct Address on Property Acquisition Action Item on August Agenda: My apologies. I made an error on the address of the property. It is 215, not 213, Fifth St. This resolution corrects the motion made at the August meeting.

Trustee Retreat Evaluation: Brief discussion, what we call a plus/delta, in which we'd like you to share what went well and what could be improved for the retreat that occurred on Wednesday, Sept. 15.

Allocation of Verna Jane Thompson Bequest for Acquisition of Property at 215 Fifth St.: An important step in preparing the presentation to the City Council for its approval of the acquisition of this property is confirming how this project will be funded. I am recommending that the entire bequest be restricted for the purchase, demolition of the building and creation of green space until such time as the Library uses this property for an expansion.

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

FY04-05 Personnel Request: With the impending retirement of two staff members, we are evaluating staffing needs and have a recommendation that does require your approval. We are proposing to add one additional FTE to the staff. In effect we would be replacing the youth services coordinator position with two library specialist positions, one primarily responsible for services to children, the other for services to young adults.

Please see the spreadsheet entitled "Staffing Changes and Requests" that outlines how the FY04-05 budget would accommodate this addition.

- **AMES PUBLIC LIBRARY FOUNDATION**

2004 Annual Campaign: Total donations are now at \$32,000.

- **STRATEGIC PLANNING**

Youth Services Brainstorming Retreat: We are holding a ½ day brainstorming retreat on Friday, September 17. Participants include APL's management and youth services teams, exemplary youth librarians from Iowa and Missouri and representatives from the City of Ames' Parks and Recreation Dept. and the Ames Community Schools. Our own Mary Cameron, wearing her State Library of Iowa youth services consultant hat, will be facilitating. We expect the collective wisdom, experience and creativity of this group to help us plan for how the Library will serve children and families in the future.

- **LIBRARY STAFF NEWS**

I am pleased to announce that community relations specialist Jillian Duggan began work at APL on September 1. Please see her report for an introduction to the newest member of our administrative team.

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

Attended: APL (All Staff, Policy, Management Team, Public Services); City of Ames staff meetings; Ames Noon Rotary; Ada Hayden Heritage Park ribbon cutting with Bookmobile.

Conducted interviews for and hired community relations specialist

United Way Kickoff Breakfast: along with my partner, Jennifer Groat, cooked breakfast for 150 volunteers to kick off the UW annual campaign.

**Gina Millsap, Director
Ames Public Library**

9/10/2004

Directors Report September 2004.doc

Monthly Report - Dawn Hayslett - Assistant Director September 2004

Friends of the Ames Public Library

The Friends Board met on August 30th after their summer hiatus. The focus was on reviewing our new financial reports from Klatt Accounting. Dan Scoles and I developed several reports to give the Board a good picture of their monetary status and let me tell you, it's pretty good. Currently, the Friends have over \$47,000 in their coffers plus a certificate of deposit. Friends received over \$8,000 in membership dues over the spring and summer and Literary Grounds earned \$3,000 over the summer. Barb Weber, the new Friends treasurer has been working with Klatt over the summer. She is signing checks to keep up with paying bills and making transfers from their money market account. I think we have developed a really good process. We also discussed the purchase of Frankenstein merchandise to promote the exhibition. We will be selling t-shirts and mugs in Literary Grounds.

Registration for Friends book discussion programs is Saturday, September 11th from 9-11 a.m. in the Library lobby. "Let's Talk About It" will be discussing classic horror in honor of the Frankenstein exhibit and the Great Books group is considering ecology with a new anthology from the Great Books Foundation.

Friends is also a co-sponsor of the Banned Books Week program at ISU on Wednesday, September 22nd at 8:00 p.m. in the Sun Room of the Memorial Union. David Wallis' topic will be "Killed: Media Self-Censorship in the Internet Age."

Public Services

Public Services staff met with Mary Herrnstadt of Circulation Services who is now in charge of home delivery. Our staff will be selecting books and audiovisual materials for these customers. This will provide an opportunity for us to hone our reader's advisory skills.

In light of the new merger with Youth Services, I have been researching scheduling systems to see if we could make one work for us. We need to minimize the time spent on scheduling staff.

Scott Dermont and I have also been researching virtual reference products. They have a pretty big price tag. We would need to do a lot more community assessment before we move forward.

Other Activities

- Policy Committee reviewed the "Circulation" policy. Our recommendations are in your packet.
- I attended the Adult Selectors meeting. We discussed weeding assignments. I am weeding a section of fiction as well as multiple copies in the entire adult fiction collection.
- The Collection Managers Team has divided up into small groups to develop a budget for each of our collections. This month I have been working with Mike and Scott to develop the reference budget for FY 05/06. We are scrutinizing the print standing orders to ensure that we have no duplication with electronic resources and considering if perhaps a better electronic resource is available. We are looking at usage statistics to make decisions regarding electronic resources. Also on our minds as we develop this budget is our vision for the future of reference service as outlined in our plan of service. We are asking how each purchase reflects our goal to become a community information center. We are creating a spare, essential budget in this process. Each working group will present the collection's goals when we meet as a team on September 16th to put together all the materials budgets and make recommendations to the Management Team. I have also met with Carol and Marianne to begin work on the adult and juvenile budgets.
- I participated in the interviews for the new Community Relations Specialist. We are excited to welcome Jillian Duggan to our team. She is already hard at work on the next edition of Page One.
- I participated in the Management Team meeting with Julie Huisman of City Human Resources where we discussed our staffing changes.
- I developed the first draft of job descriptions for the two new specialist positions in Youth Services. I have met with my Public Services staff to talk about the management changes and I have met with the Youth staff as well.

- I met with Gina and Mary Cameron to develop the agenda for Youth Services brainstorming session on Friday, September 17th.
- I prepared a hand-out on the Iowa library standards for the upcoming Board retreat.
- Lynne Carey and I are working on two teen events for this fall. In September Rock the Library returns featuring three local high school bands. On Saturday, October 16th we will have a workshop for budding comic and graphic novel artists presented by a comic book creator and publisher from Des Moines. After the workshop, we will present six hours of animated films. Friends is funding both programs.
- I had fun last month choosing books and stocking our display area across from the public catalog stations. The theme was “Chick Lit” and the books practically flew off the shelves. I also stocked a video/DVD display of chick flicks. Both displays were of great interest to our returning twenty-something students. Thanks to Barbe Cobb for all her graphic talents. This month we will be featuring banned books in honor of the annual celebration of our right to read.

OUTREACH & CIRCULATION MONTHLY REPORT September 2004

Lynne Carey, Outreach and Circulation Coordinator

OUTREACH and CIRCULATION STAFF:

Roger Hop has joined the Circulation/Outreach Department as a half time Library Assistant. He will be working both at the Circulation desk and on the Bookmobile. We are very pleased to welcome him to the APL.

Val Donnell and Ken Sills both completed Bookmobile driver training and passed their driving exams. Major congratulations are in order!

Circulation/Outreach staff meetings have been devoted to working on the plans of service. We are using five questions to guide our discussions: 1) What are we good at...and not? 2) What are we saying "no" to? 3) What do we think our customers really want and need from us? 4) What services are we going to provide? 5) What resources will we need to provide them? We are supplementing our discussions with articles, research and benchmarking of other libraries and similar institutions.

The Bookmobile was on its annual maintenance hiatus for most of August. During the down time the Outreach team held a planning retreat for the fall semester.

The Bookmobile participated in the University Village Back-to-School Fair, the Ada Hayden Heritage Park dedication event and the opening of Shrek 2 at the North Grand Theaters.

As I mentioned at the last meeting, as the chair of the ILA Intellectual Freedom Committee, I was called to the Earlham Public Library for a book challenge. I have been asked to return again for this month's board meeting for a challenge of a different book (this time the challenger is a member of the City Council).

I gave a presentation "The Library, it's not Just Books Anymore" at the Ames Noon Lion's Club.

I served on the selection team for the Community Relations Specialist. We are very pleased to have Jillian join the APL team. I also served on the oral boards for the Public Relations Officer position for the City. It was a really interesting process. Beginning next week I will be serving on the oral boards for a new transit trainer at Cy-Ride.

We are continuing to fine tune the administration and work flow for the home delivery program. Staff members from the Public Services work group are now involved in selecting materials for some home delivery recipients. We certainly appreciate their involvement

and reader advisory expertise.

PROGRAMS:

Fall is full of programs. I am currently working on collaborations with a wide variety of local organizations including the Alliance for Global Justice, IRIS, the local chapter of the John Birch Society, the Ames Public Schools, FACES, the YWCA, the ISU Women's Center, the local chapter of the United Nations, Friends of International Women, Ames Parks and Recreation Department, Ames Children's Theater, ISU Center, The Heartland Senior Services Prime Time Readers, and the Farmer's Market.

In July and August we held many successful programs including two author readings, seven concerts, five films, thirty four storytimes, three parades and six special events with the Bookmobile.

Upcoming programs include:

- Altered Books Workshop (for teens) - September 18, 10:30 to 12
- Rock the Library Three - September 18, 8:30 to 11:30
- Prime Time Readers - September 19, 2 to 3
- John McCutcheon in Concert - September 19 at 7:30
- Other Voices/Other Views film, In Whose Interest - September 22 at 7
- World of Friends film, House of Fools - September 23 at 7
- Farmer's Market storytime - September 25, 10 to 12
- Farmer's Market storytime - September 30, 4 to 5:15
- Bookmobile at FACES - October 2
- Confronting the New World Order film, Injustice for All - October 7 at 7
- APL Unplugged, Big Medicine - October 10 at 2
- Teen Read Week event - October 16, 3 to 12

MEETINGS:

I attended meetings of the Outreach Staff, Circulation Staff, APL Management Team, APL Policy committee, APL All-Staff, City of Ames Facilitators, Circulation/Outreach Joint staff meeting, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Young Adult Committee, Inkspots, the Gang of 4 and the APL Board.

August 14- September 8, 2004
Report from Carol Elbert, Youth Services Coordinator

Programs: In August we schedule staff vacations and focus on planning for fall. 164 children completed the August reading program "Cool Summer Fun" which ran Aug. 1-21, supported by Dairy Queen. We had a special magic show presented by Allen Roen, and I did a couple of "Book Chats" at the Boys and Girls Club in cooperation with Bookmobile staff. Chris has prepared program flyers for the fall events and school year series. We are making some changes in the program offerings this fall with increased programs for families. The fall reading program will begin Sept. 20.

Staff: I interviewed applicants for hourly desk assistant openings and hired Valeri Woodruff and Jessica Russell. We've been working on their orientation and training. With Dawn I am helping to draft job specifications for the 2 new specialists who will be hired when I retire in December.

Collections: I weeded the Easy book and Easy To Read collections. Chris, Jacque, Cathy, and I are working on the new "Read About" kits which will provide collections of books and related resources on a variety of topics

Other: In the past month I've attended meetings of the management team, all-staff, Board, YS staff, Baby Talk team, Baby Talk volunteers' meeting, collection managers' team, Story County Childhood Collaboration, Ames Morning Rotary, Rotary Literacy Committee, and Books at Noon. I represented the library at the Story County Library Association meeting on August 19. I took ten days of vacation in August.

August 2004 Program Attendance

Program:	# of sessions:	Attendance:
Allen Roen Magic Show	1	120
Book Chats at Boys & Girls Club	2	47
Totals:	3	167

Coordinator's Monthly Report September 2004

Marianne Malinowski
Adult Collection Manager

COLLECTION MANAGEMENT:

Dawn and I completed the charter for the Collection Management Team. The team has been created that so the collection managers can look at the collection needs of the Library as a whole. It gives us a chance to get away from the perspective of our own areas and look at the broader issues. The team has been meeting to discuss the budget cuts to the materials collections and we have also been working in sub-committees to build zero-based budgets for next year. This is a new budgeting approach for us. We are justifying the funds that we are requesting for each area of our budgets based on goals and priorities for each collection and also based on the use and circulation of each type of material. Our goal is to have the budgets ready for Gina by the end of September.

I also worked with the Management Team to identify and prioritize the needs for alternative funding for the collections for this fiscal year.

The Adult Selectors Committee met in late August to divide up the inventory sheets for the fiction collection. We divided the sheets among 13 selectors so no one person has an overwhelming amount of work. The inventory sheets list items that have not checked out within the past year. The selectors then look for these items to determine if they are out-of-date, damaged or lost. Based on the selector's assessment the items are either withdrawn or replaced with more current editions. When we finish the inventory of the fiction collection we'll move on to the non-fiction section. Our goal is to be finished in time for the spring book sale.

Teresa Rosenberg attended a collection development class at the University of Iowa this past summer and shared the notes from her class with me. I'm hoping the Collection Management Team will be able to use this information when we start revising our collection development policy later this year.

I've been struggling to keep up with patron holds on popular materials. We have always tried to purchase one copy for every three holds on a title but with budget cuts that is becoming increasingly difficult to maintain. This past week alone there were 41 titles that had long hold queues that were in need of additional titles. My main priority for private funding this year is to keep up with patron demand for popular titles.

When I was on vacation in Seattle this past week I visited the new Seattle Public Library. It has an innovative architectural design that is pretty much beyond description. If you'd like to see pictures of the library you can visit their website at www.spl.org and follow the links for visiting the new central library – there is a slide show of the building's features that has some great pictures

System Administrator's Monthly Report

September 2004

Mark F. Harris

The update for Horizon and HIP is still planned for Sept. 29, 2004. The upgrade will bring the database server, the web catalog server (HIP), and the client workstations up to the currently released versions. I will be in very early to get the workstations upgraded. I will start the upgrade to the database at 9 AM (I have to wait until technical personnel are in the office in Provo, UT). After the database is upgraded, Dynix will do the work to upgrade HIP, working remotely from Provo.

This Labor Day weekend I came in to upgrade the lab computers. A few months ago, the Gates Foundation sent software upgrades for the donated computers we received over a year ago. The upgrades included the operating system (XP), Microsoft Office XP, and several new Magic School Bus titles. I also upgraded VAM (our lab computer patron access management software) on Wednesday, Sept. 8.

Before the Horizon upgrade, I will be working to upgrade our room scheduling software, Fastbook, to the most current version. This software is currently running on our oldest server. I intend to move it to one of our faster servers.

I am investigating ways to better manage our PAC stations so that they are not used for anything other than accessing our web catalog and our online database subscriptions.

Coordinator's Monthly Report - September 2004
Jillian Duggan, Community Relations Specialist

Orientation

In only a week, the staff of Ames Public Library has managed to teach me what it means to be a part of the APL team. Everyone here has gone out of their way to make me feel welcome. I look forward to visiting each area again and learning more about our services and operation.

Over the last week, I've met with Gina several times to talk about Ames Public Library, our vision, our structure, our policies, and our place in the community. This has provided me with a good understanding of how and why things work the way they do and where we are heading. We have also used this time to discuss goals, projects, and responsibilities.

I have found the orientation process to be fun, informative, and useful. I'm happy to be a member of the Ames Public Library Team.

Current Projects

Page One, October issue
Program flier for Rock the Library
Program flier for Prime Time Readers
Business cards

Upcoming Projects

Anime(ation) Festival II promotion
Frankenstein: Penetrating the Secrets of Nature promotion
APL presentation template

Long Term Projects

Website Redesign
Marketing Plan

Attended

Main Street Cultural District Meeting
Ames Chamber Business After Hours
APL Policy Meeting
APL Orientation Meetings with each area of APL
City of Ames Human Resources Orientation

Note

I will be on vacation September 11-20 and will return to the office on September 21.

Circulation Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 16, 2004**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Deleted: 7/03

Policy

Library Accounts

- All Iowa residents are eligible to apply for an account with the Ames Public Library.
- Customers must present an Ames Public Library card when checking out materials or conducting other transactions.
- Customer borrowing privileges are suspended when the maximum limit set for fines or fees has been reached.
- Warning letters and Municipal Infractions may be issued whenever the Library has a concern regarding the return of materials or a customer's satisfaction of an outstanding obligation. The Library may also utilize a collection agency to facilitate the overdue process.

Deleted: Borrowing

Deleted: Materials

Deleted: become registered customers of

Deleted: library

Deleted: use their own cards

Deleted: any

Deleted: transaction with the Library

Deleted: also

Customer Responsibilities

- Personal card holders and/or the responsible adult on a family card are responsible for any items checked out on their account and any fines or fees accrued on their account. If any library card is lost or stolen the customer must notify the Library. Upon such notification, no materials will be loaned against that card.

Deleted: <#>The Library reserves the right to manage the collections for equitable use by all customers. This includes setting borrowing limits on formats and content areas.¶

Deleted: (

Deleted:)

Deleted: card(s)

Deleted: card(s).

Deleted: <#>Items in the book return at least one hour before the Library opens are considered to have been returned the previous day.¶

A LIST OF FINES AND FEES ARE AVAILABLE UPON REQUEST.

Address correction for request to Ames City Council to institute property acquisition proceedings

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 16, 2004**

Be it resolved that the Board of Trustees, Ames Public Library amend the following resolution, approved August 19, 2004, "Be it resolved that the Board of Trustees, Ames Public Library requests the Ames City Council to institute the acquisition, including the use of eminent domain authority, if necessary, of the property at 213 Fifth Street, Ames, Iowa." to read as follows:

Be it resolved that the Board of Trustees, Ames Public Library requests the Ames City Council to institute the acquisition, including the use of eminent domain authority, if necessary, of the property at 215 Fifth Street, Ames, Iowa as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Trustee Retreat Evaluation

The Ames Public Library Board of Trustees held its annual retreat on September 15, 2004, from 8 a.m. to 1:00 p.m. in FT Brown Auditorium of the Ames Public Library. Presentations included: *City of Ames Performance Appraisal Process* (Julie Huisman); *Director Evaluation Discussion* (Margaret Munson); *Creating Policies for Results: From Chaos to Clarity* and *Library Funding* (both by Roy Kenagy); *What kind of library do we want? Iowa Public Library Accreditation Standards, 2005* (Dawn Hayslett).

Please reflect on the sessions you attended and answer the following questions.

1. Do you Strongly Agree (SA), Agree (A), have No Opinion (N), Disagree (D), or Strongly Disagree (SD) with the following statements (please circle):

The retreat met my expectations.	SA	A	N	D	SD
The speakers were knowledgeable.	SA	A	N	D	SD
The activities improved my understanding.	SA	A	N	D	SD
The handouts/visuals were useful.	SA	A	N	D	SD
There was enough time for discussion.	SA	A	N	D	SD

2. Was the retreat appropriate to your level of knowledge/experience? (please check)

Appropriate Too Basic Too Advanced

3. What was most helpful about the retreat?

4. What was least helpful about the retreat?

5. Suggestions for topics for future educational sessions:

6. Please provide additional comments and suggestions. Feel free to use the reverse side.

Thank you!

Allocation of Verna Jane Thompson Bequest for property acquisition

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 16, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the allocation of the Verna Jane Thompson Bequest for acquisition of the property at 215 Fifth Street, Ames, Iowa, 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 16, 2004**

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 interior and exterior elements of the building that will deteriorate if not maintained. Other improvements are in response to customer comments and requests.

COMMENTS

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

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

LOCATION

Ames Public Library - Map 5, location M-10

FISCAL YEAR PRIORITY		TOTAL	2005/06	2006/07	2007/08	2008/09	2009/10
COST:							
Construction		0	47500	58800			
	TOTAL	0	47500	58800			
FINANCING:							
Local Option Sales Tax		0	47500	58800			
	TOTAL	0	47500	58800			

PROGRAM - ACTIVITY:
Community Enrichment

DEPARTMENT:
Library

ACCOUNT NO.
030-2653-459

Approval of one FTE for a Youth Services librarian

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 16, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the addition of one FTE (full-time equivalent) Youth Services librarian as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Ames Public Library
Staffing Changes and Request**

1. Upgrade position in Circulation from grade 57 to grade 59 (lead worker) (Increase salary to bottom of the new range)	\$2,100
2. Upgrade Computer Specialist position from grade 59 to grade 60 Immediate Budgetary impact (future earning potential)	\$0
3. Upgrade Technical Services Assistant from grade 56 to grade 58 Immediate Budgetary impact (future earning potential)	\$0
4. Create two Youth Services Specialist positions grade 59 (from Carol's retirement)	
Children's Specialist	\$40,000
Young Adult Specialist	\$40,000
Additional Benefits	\$12,000
Total	\$92,000
Wage/Benefits Total	\$94,100
Available Payroll Funding:	
Elbert's Wages	\$73,237
North's Wages - difference in wages downgrading current position to 57	\$17,433
Total	\$90,670
Additional Ongoing Cost	\$3,430
Retirement payout for Susan North (a one-time expense)	\$2,356
Retirement payout for Carol (a one-time expense)	\$8,448
One-time FY04-05 Costs Total	\$10,804
Where's the additional money coming from?	
Increase in Revenue from FY04-05 Adopted	\$36,729
Total one-time/ongoing costs	\$14,234

**Circulation Monthly Stats
FY04/05
August 2004**

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	32,042	32,196	64,238	25,478	11,666	37,144	5	96,644	4,743	101,387
One Year Ago	29,369	32,079	61,448	25,041	10,634	35,675	2	93,151	3,974	97,125
Difference	2,673	117	2,790	437	1,032	1,469		3,493	769	4,262
% Change	9.1%	0.4%	4.5%	1.7%	9.7%	4.1%		3.7%	19.4%	4.4%
Year to Date										
Current Year	66,285	66,701	132,986	56,619	24,929	81,548	11	198,755	15,790	214,556
One Year Ago	61,987	67,981	129,968	57,501	22,567	80,068	10	195,821	14,225	210,056
Difference	4,298	(1,280)	3,018	(882)	2,362	1,480		2,934	1,565	4,500
% Change	6.9%	-1.9%	2.3%	-1.5%	10.5%	1.8%		1.5%	11.0%	2.1%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,850	1,478	12,821	20,149	19.9%			80,316	79.2%	
One Year Ago	6,088	1,609	11,874	19,571	20.2%			76,310	78.6%	
Difference	(238)	(131)	947	578				4,006		
% Change	-3.9%	-8.1%	8.0%	3.0%				5.2%		
Year to Date										
Current Year	12,523	3,664	26,142	42,329	19.7%			170,017	79.2%	
One Year Ago	12,974	4,001	24,839	41,814	19.9%			165,447	78.8%	
Difference	(451)	(337)	1,303	515				4,570		
% Change	-3.5%	-8.4%	5.2%	1.2%				2.8%		

Main Stats FY04/05

Description	<i>Jul-04</i>	<i>Aug-04</i>	<i>Sep-04</i>	<i>Oct-04</i>	<i>Nov-04</i>	<i>Dec-04</i>	<i>Jan-05</i>	<i>Feb-05</i>	<i>Mar-05</i>	<i>Apr-05</i>	<i>May-05</i>	<i>Jun-05</i>	Total
ADULT NON-FICTION	11,607	10,790											22,397
NEW NON-FICTION	3,466	3,603											7,069
ADULT FICTION	10,176	9,470											19,646
NEW FICTION	3,999	4,244											8,243
PERIODICALS	1,186	1,066											2,252
TRAVEL BAGS	84	63											147
ADULT PAPERBACKS	1,229	976											2,205
LITERARY PERKS	79	48											127
ADULT ILL ITEMS	73	83											156
SUBTOTAL (PRINT)	31,899	30,343											62,242
NEW MEDIA	19	20											39
MUSIC CDS	8,051	7,763											15,814
AUDIO BOOKS ON CD	2,541	2,334											4,875
AUDIO BOOKS ON TAPE	1,452	1,261											2,713
THEATRICAL VIDEOS	5,805	5,301											11,106
NON-THEATRICAL VIDEOS	1,114	999											2,113
THEATRICAL DVDS	11,286	11,541											22,827
NON-THEATRICAL DVDS	1,168	1,176											2,344
KITS	1,228	1,107											2,335
AUDIO CASSETTE PLAYERS	1	0											1
MEDIA ILL ITEMS	0	0											0
SUBTOTAL (MEDIA)	32,665	31,502											64,167
TOTAL (ADULT)	64,564	61,845											126,409
JUVENILE NON-FICTION	4,565	4,172											8,737
JUVENILE FICTION	6,113	5,349											11,462
EASY	7,558	6,767											14,325
EASY BOARD BOOKS	2,113	2,398											4,511
EASY TO READ	2,613	2,270											4,883
JUVENILE LARGE PRINT	70	68											138
YOUTH PAPERBACKS	0	0											0
PARENT AS TEACHER	15	24											39
JUVENILE PERIODICALS	242	197											439
COMIC BOOKS	9	2											11
GRAPHIC NOVELS	534	525											1,059
YOUNG ADULT PRINT	2,347	1,948											4,295
YOUNG ADULT PAPERBACKS	0	0											0
SUBTOTAL YOUTH (PRINT)	26,179	23,720											49,899
YOUTH DVDS	5,142	5,077											10,219
YOUTH VIDEOS	3,628	3,515											7,143
YOUTH KITS	1,152	1,009											2,161
YOUTH PUPPETS	152	148											300
YOUTH COMPACT DISCS	995	1,011											2,006
YOUTH COMPUTERS	230	234											464
YOUTH REFERENCE	0	0											0
YOUTH STORYTELLING	2	7											9
YOUTH SPECIAL COLLECTION	0	0											0
TOYS	62	74											136
SUBTOTAL YOUTH (MEDIA)	11,363	11,075											22,438
TOTAL YOUTH	37,542	34,795											72,337
Misc.	5	4											9
GRAND TOTAL	102,111	96,644											198,755
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	6,241	5,755											11,996
GILBERT	1,162	1,210											2,372
OPEN ACCESS	13,245	12,787											26,032
Total Special Circulation	20,648	19,752											40,400
% Special Circulation	20.22%	20.44%											20.33%
AMES	80,281	76,023											156,304

**Bookmobile Stats
FY04/05**

Description	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total
ADULT NON-FICTION	474	330											804
NEW NON-FICTION	179	118											297
ADULT FICTION	962	599											1,561
NEW FICTION	222	151											373
PERIODICALS	41	19											60
TRAVEL BAGS	0	0											-
ADULT PAPERBACKS	465	480											945
LITERARY PERKS	0	2											2
ADULT ILL ITEMS	1	0											1
SUBTOTAL (PRINT)	2,344	1,699	-	-	-	-	-	-	-	-	-	-	4,043
NEW MEDIA	1	1											2
MUSIC CDS	241	104											345
AUDIO BOOKS ON CD	60	38											98
AUDIO BOOKS ON TAPE	126	57											183
THEATRICAL VIDEOS	499	214											713
NON-THEATRICAL VIDEOS	39	16											55
THEATRICAL DVDS	773	209											982
NON-THEATRICAL DVDS	49	25											74
KITS	52	30											82
AUDIO CASSETTE PLAYERS	0	0											-
MEDIA ILL ITEMS	0	0											-
SUBTOTAL (MEDIA)	1,840	694											2,534
TOTAL (ADULT)	4,184	2,393											6,577
JUVENILE NON-FICTION	945	401											1,346
JUVENILE FICTION	1,141	429											1,570
EASY	960	291											1,251
EASY BOARD BOOKS	828	204											1,032
EASY TO READ	683	285											968
JUVENILE LARGE PRINT	18	10											28
YOUTH PAPERBACKS	41	35											76
PARENT AS TEACHER	0	0											-
JUVENILE PERIODICALS	0	0											-
COMIC BOOKS	12	0											12
GRAPHIC NOVELS	43	8											51
YOUNG ADULT PRINT	291	95											386
YOUNG ADULT PAPERBACKS	0	0											-
SUBTOTAL YOUTH (PRINT)	4,962	1,758											6,720
YOUTH DVDS	710	220											930
YOUTH VIDEOS	927	239											1,166
YOUTH KITS	102	58											160
YOUTH PUPPETS	26	8											34
YOUTH COMPACT DISCS	111	58											169
YOUTH COMPUTERS	0	0											-
YOUTH REFERENCE	0	0											-
YOUTH STORYTELLING	0	0											-
YOUTH SPECIAL COLLECTION	0	0											-
TOYS	24	8											32
SUBTOTAL YOUTH (MEDIA)	1,900	591											2,491
TOTAL YOUTH	6,862	2,349											9,211
Misc.	1	1											2
GRAND TOTAL	11,047	4,743											15,790
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	432	95											527
GILBERT	1,024	268											1,292
OPEN ACCESS	76	34											110
Total Special Circulation	1,532	397											1,929
% Special Circulation	13.87%	8.37%											12.22%
AMES	9,420	4,293											13,713

**Miscellaneous Stats
FY04/05**

Description	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total
HOME DELIVERY													
# of Patrons	58	58											116
Centers	28	28											56
Individual Deliveries Made	56	46											102
Additional Individuals serv.	6	8											14
GATE COUNT	41,322	33,746											75,068
HOLDS													
Main	9,532	9,608											19,140
BKM/Hm Delivery	900	226											1,126
Total Holds	10,432	9,834	0	0	0	0	0	0	0	0	0	0	20,266
INTERLIBRARY LOANS													
Requested	70	130											200
Received	72	82											154
Loaned	305	296											601
MEETING ROOMS													
Meetings	138	63											201
People	3,135	1,189											4,324
PROGRAMS													
Youth	78	1											79
Adult	47	25											72
Total Programs	125	26	0	0	0	0	0	0	0	0	0	0	151
PROGRAM ATTENDANCE													
Youth	2,211	120											2,331
Adult	2,561	1,086											3,647
Total Attendance	4,772	1,206	0	0	0	0	0	0	0	0	0	0	5,978
Webref	57	89											146
PAC Usage													
PAC	93,720	87,851											181,571
Community Organizations & Ames Tribune	1238	949											2,187
Total	94,958	88,800	0	0	0	0	0	0	0	0	0	0	183,758

ONLINE DATABASE USAGE FOR FY 2003/04

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	104	111											215
Business Remote	13	35											48
Business Total	117	146	0	0	0	0	0	0	0	0	0	0	263
Residential In-House	109	61											170
Residential Remote	41	24											65
Residential Total	150	85	0	0	0	0	0	0	0	0	0	0	235
Grand Total	267	231	0	0	0	0	0	0	0	0	0	0	498
Des Moines Register													
In-House	72	Stats not available											72
Remote	117	Stats not available											117
Total	189	0	0	0	0	0	0	0	0	0	0	0	189
EBSCOhost													
In-House	558	356											914
Remote	551	1238											1789
Total	1109	1594	0	0	0	0	0	0	0	0	0	0	2703
New York Times													
In-House	25	13											38
Remote	20	12											32
Total	45	25	0	0	0	0	0	0	0	0	0	0	70
Heritage Quest													
In-House + Remote	86	18											104
Novelist													
In-House	352	244											
Remote	0	6											
Total	352	250	0	0	0	0	0	0	0	0	0	0	602
GRAND TOTAL	2048	2118	0	0	0	0	0	0	0	0	0	0	4166
YEAR TO DATE	4166												