

Agenda
Ames Public Library Board of Trustees
September 20, 2007 - 7:00 p.m.
Board Room

Adoption of Agenda

Approval of Minutes

Public Forum

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

Consent Agenda

- Consent Agenda – Action Item (All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Board of Trustee members vote on the motion)
 - Claims
 - Gifts
 - Acceptance of self-check machines donated by the Ames Public Library Foundation

Financial Reports

- Discussion

Administrative Staff Reports

- Director's Report
- Staff Reports

Friends of the Ames Public Library Report – LeGates and Warnick

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Internet Use Policy and Guidelines – Action Item
- Next month: Meeting Rooms, Exhibits, Programs, and Statement of Concern Form

Unfinished Business

- Vernon Brown Estate Settlement: Assignment of Funds – Action Item

New Business

- Smoke Free Library Grounds – Action Item
- Conference Attendance - Discussion

Trustee Comments

Adjournment

The next regular meeting is Thursday, October 18, 2007 at 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes

August 16, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, August 16, 2007, in the Library boardroom with Anderson, Krauth, LeGates, Lockett, Meier, Ross, Seagrave, Sondall Saetveit, Warnick, and Director Weeks in attendance.

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

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

Approval of Minutes: Ross asked if there were any changes to the July 19, 2007, minutes. After discussion regarding capital improvement expenses, Ross called for those present at the July meeting to approve the minutes. Voting aye: Anderson, Krauth, Lockett, Meier, Ross, Seagrave, Sondall Saetveit and Warnick. LeGates abstained.

Public Forum: none

Consent Agenda: Warnick moved and LeGates seconded a motion to approve the consent agenda. Motion passed unanimously.

1. Motion approving Claims Reports 6/1/2007-6/30/2007 accruals and 7/1/2007-7/31/2007
2. Gifts
 - From Wilma Lesan
on behalf of the Story County Master Gardener's Association \$173.42
 - From Alan Maximuk..... \$35.00
 - From Murti Salapaka and Durga Kocherlakota \$50.00
 - In memory of Rosemary Beaty
 - i. From Caroletta and Edward Beaty \$50.00
 - ii. Harold and Shirley Button..... \$25.00
 - iii. From Glenn and Diana Crosswait..... \$25.00
 - iv. From Stanley & H.P. Davidson \$100.00
 - v. From Dennis and Diane Flynn \$100.00
 - vi. From R.J. and Donna Flynn..... \$100.00
 - vii. From Donald and Connie Heim \$25.00
 - viii. From Harriet Manion..... \$20.00
 - ix. From Steven and Susan Ovel..... \$10.00
 - In memory of Bill Merrill and Phyllis Miller from Thomas Scott \$50.00
 - In memory of Gladys Wheelock from Cheryl Binzen..... \$200.00
3. New Hires and Change in Status
 - Julianne Bacon, circulation assistant (temporary) – effective 7/20/07 at \$7.00/hour
 - Katherine Gilmore, circulation assistant (temporary) – effective 7/30/07 at \$7.00/hour
 - Kelly Grogg, circulation assistant (temporary) – effective 8/7/07 at \$7.00/hour
 - Mary Logsdon, Librarian – change in status from ½ time to full time effective 9/4/07
 - Kay Marner, library assistant – change in status from ¾ time to ½ time effective 8/1/07
 - Teresa Rosenberg, library assistant – change in status from ½ time to ¾ time effective 8/1/07

Financial Reports: Weeks said last year's financial reports were included and the library budget for 2006/2007 was 97.9% expended. Ross asked why the vacation line was 183.1% expended. Carey said it was for vacation payouts to retirees last year. Ross asked why special project supplies were overspent. Carey replied that line contained line items from every program and they overspent knowing they were underspent in other lines. Krauth asked what was included in the \$28,182.45 spent from the state funding line. Recording Secretary Woo said it was for items approved by the Board such as: multiple items for youth services; a projector; and a ceiling fan, plus installation. LeGates commented that it was laudable for the final budget to come in at 98%.

Director's Report: Weeks said he attended a meeting to discuss the human services campus. He explained that an architectural firm was working on a feasibility study for a site that would house numerous social service agencies. He said there may be the possibility of a partnership with the Library. Weeks said that the City may apply for a Community Development Block Grant. Seagrave said this project would be in line with the library's goal of providing information to those in need.

Ross congratulated Weeks on being accepted into the Leadership Ames class. Ross asked for an explanation of the Welcome Back event. Weeks said the City sets up booths in campustown to have staff explain City services to the students. Library employees sign students up for library cards.

Anderson asked when the bookmobile would be wireless. Carey said testing would begin next week.

Staff Report:

Assistant Director: Carey said circulation was up 4.4% over July last year, rather than 4.9%, as stated in her report. Meier asked when the Vernon Brown estate would be settled. Carey said if the action item was approved, she would send in the paperwork and the estate would be settled soon.

Carey said key-chain cards would be used as a promotion for the new self-check machines. She said the purchase order would be done in the next couple of weeks. She said it would take two to four weeks for delivery, but they were still working on the details for the coin and debit-card acceptor. Meier asked where the machines would be located. Carey said two would replace the existing machines, one would be located in youth services, and the other one may be located near the reference desk.

Ross asked who Carey was working with on the Book of Life program. Carey said she was working with Brenda Daly from the Center for Excellence in the Arts and Humanities.

Friends of the Ames Public Library Report: Warnick said their next meeting would be held in couple of weeks. Weeks said Sarah Bohlke would be serving as the staff liaison.

Foundation Report: Carey said the stuffing party for the mailing would be held after everything came back from the printer, which would be sometime before the end of August. Ross said he, Carey, and Weeks had been working on a letter that would be sent to donors from The Community Foundation of Greater Story County and the Greater Des Moines Community Foundation.

Policy Review: Ross said the Internet Use Policy would be reviewed at next month's meeting.

Unfinished Business:

Vernon Brown Estate – Action Item: Sondall Saetveit moved and LeGates seconded the motion to approve the receipt and waiver of notice for the estate of Vernon H. Brown as presented/amended. Carey said the Library would receive \$41,470.88 from the estate unless the judge adjusts the attorney fees in the final probate. Motion as presented passed unanimously.

Strategic Plan – Action Item: LeGates moved and Seagrave seconded the motion to approve the Strategic Plan as presented/amended. Weeks introduced Roy Kenagy from the Central Iowa Library Service Area who facilitated the staff meetings and community sessions. Weeks stated an acknowledgement of volunteers was added on page three. Meier asked if the job titles for those responsible for completion of the activities would change with the resignation of the deputy director. Weeks said the activities assigned to the deputy director would be reassigned. Seagrave requested a one-page summary of the plan that states the overall mission and goals. Warnick suggested sending the plan out in the city's utility bills. Motion as presented passed unanimously.

New Business:

Organization Chart – Action Item: Anderson moved and Seagrave seconded the motion to approve the organization chart as presented/amended. Weeks explained the new chart was precipitated by the resignation of the deputy director. The deputy director position would be replaced by a library information services coordinator. Dermont would be supervised by this position, rather than by the director. Carey would supervise the community relations specialist. In addition, Carey would supervise the new outreach supervisor who, in turn, would supervise the employees in outreach. Seagrave asked if the teen services position was the new position. Weeks said two positions were combined to create that position. Weeks commented that he felt it was a better balanced organizational chart than the previous one. Meier asked if there was a budget impact. Weeks said the spreadsheet titled, Wage and Benefit Impact to Budget, showed there would be savings from the deputy director position and from a position opened by a retirement. However, savings were dependent on where the positions would be paid in the pay range and the type of health insurance chosen. Meier stated that she was not comfortable with enough time to review the materials before the meeting. Weeks said he had been working on the reorganization since the end of July but had been waiting for feedback from the city's human resources department. Weeks explained that some positions pay grades would need to be reviewed. Anderson recommended approving the chart without pay grades. Motion as presented passed unanimously.

Ross noted that in order to look for more money for collection development, position grades may need to be audited. Anderson said that all positions may need to be reviewed. Ross said it was the Board's responsibility to make sure jobs were properly classified. Discussion ensued regarding: job classifications, staff savings by using a single reference desk, savings through use of technology, and how to perform an internal audit. Ross asked that Weeks investigate hiring an organizational consultant to review positions.

New Position – Action Item: Luckett moved and Anderson seconded the motion to approve the new position as presented/amended. Motion as presented passed unanimously.

Trustee Comments:

Warnick said she was pleased to see how the Strategic Plan turned out. She asked how progress reports would be given. Weeks said it would be covered in staff reports.

Krauth had no comment.

Sondall Saetveit had no comment.

Luckett had no comment.

Seagrave had no comment.

Anderson had no comment.

Meier had no comment.

LeGates said she would miss the September Board meeting.

Ross invited Trustees to attend the banned book event on September 24, 2007, at Iowa State University. Carey said Ames Public Library was a co-sponsor.

Adjournment

The meeting adjourned at 8:54 p.m.

Consent Agenda

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 20, 2007**

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

- Claims Reports 8/1/2007-8/31/2007
- Gifts
 - From Dan Allen..... \$10.00
 - From Nancy E. Knight, Director, Diversity and Graduate Student Affairs on behalf of the College of Engineering..... *Changing Our World* by Sybil E. Hatch
 - From McKenna Meinhard \$16.00
 - From Richard E. Paulson Memorial \$380.00
 - From Gary M. Tartakov \$125.00
 - In celebration of the life of Madeleine L'Engle from Meg Dobson \$100.00
 - In honor of Elaine Kushkowski from Jeffrey Kushkowski and Jeannette Olson.. \$22.78
 - In memory of Rosemary Beaty from George and Evelyn Beal \$50.00
 - In memory of Rozella Harder
 - From Dawn Slining..... \$20.00
 - From Carol Greiner \$25.00
 - From Gary and Karen Feakes..... \$25.00
 - From Steven and Randi Peters..... \$25.00
 - In memory of Ronald and Joan Jones
 - From their grandchildren Carsen Ronald Jones and Ellian Faye Jones..... \$22.50
 - In memory of Margaret Paulson
 - From Bonnie Mortensen \$100.00
 - From D.L. and P.A. Holbert..... \$25.00
 - From Elmer and Virginia Clayton, Mike and Gwen Albright, Denny and Pam Holbert, Betty Jane Kearns, Mary Kearns, Kary Burkholder, Earl Wahl, Janet and Jerry Galloway, Sylvia Holbert, Bernita Hunt, and Merlie Kalsen \$130.00
- Acceptance of self-check machines donated by the Ames Public Library Foundation

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Library Claims
8/1/2007-8/31/2007

Library Administration		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 24,401.10
PAYROLL SUMMARY	LONGEVITY	\$ 56.67
PAYROLL SUMMARY	VACATION	\$ 2,465.96
PAYROLL SUMMARY	IPERS DISABILITY	\$ 130.05
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,711.64
PAYROLL SUMMARY	MEDICARE FICA	\$ 384.08
PAYROLL SUMMARY	FICA	\$ 1,642.32
PAYROLL SUMMARY	IPERS	\$ 1,479.68
PAYROLL SUMMARY	WORKERS COMP	\$ 50.38
JULY INFO SERV BILLING	CITY DATA SERV	\$ 672.92
7/07 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 295.03
AUGUST INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,625.00
JULY INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,625.00
AUGUST TELEPHONE	PHONE OPERATION & MAINT	\$ 231.05
JULY LONG DISTANCE	LONG DISTANCE	\$ 4.07
CLARK, DR MICHELLE	OUTSIDE PROF SERV	\$ 360.00
JULY POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ (769.15)
REVS JUN BOA CHGS PD JULY	POSTAGE/FREIGHT	\$ (74.99)
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 31.65
PURCHASE POWER	POSTAGE/FREIGHT	\$ 1,018.99
JULY 07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 6.68
AMES CHAMBER OF COMMERCE	TRAINING	\$ 650.00
REVS JUN BOA CHGS PD JULY	CONFERENCES	\$ (524.42)
IA LIBRARY ASSOC	CONFERENCES	\$ 151.00
CYCLONE AWARDS & ENGRAVIN	PRINTING OUTSIDE	\$ 55.00
SIGN PRO	PRINTING OUTSIDE	\$ 105.00
DEX MEDIA EAST	ADVERTISING	\$ 176.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 5,100.78
REIMB PERSONAL PHONE CALL	TELEPHONE OUTSIDE	\$ (2.00)
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 152.02
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 2,206.66
CITY OF AMES UTILITIES	WATER/SEWER	\$ 306.27
CORBIN SANITATION	WASTE DISPOSAL	\$ 364.59
ALLIANT ENERGY	NATURAL GAS	\$ 19.67
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 836.80
HEARTLAND TECHNOLOGY SOLU	MOVABLE EQUIP REPAIR	\$ 306.31
ACCURATE MECHANICAL CO IN	FIXED EQUIPMENT REPAIR	\$ 4,216.24
BANKERS LEASING CO	RENTALS AND LEASES	\$ 1,243.00
BANK OF AMERICA	RENTALS AND LEASES	\$ 220.00
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 36.45
QUALITYONE COMMERCIAL CLE	NON-CITY SERVICE	\$ 1,975.00
ADT SECURITY SERVICES	NON-CITY SERVICE	\$ 1,353.85
CH ISSUES	OFFICE SUPPLIES	\$ 56.13
RECLASS UNALLOCATED BOA	OFFICE SUPPLIES	\$ (5.98)
QUILL CORP	OFFICE SUPPLIES	\$ 162.40
PREMIER OFFICE EQUIPMENT	OFFICE SUPPLIES	\$ 158.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 91.35
REVS JUN BOA CHGS PD JULY	MINOR OFFICE EQUIPMENT	\$ (99.99)
REVS JUN BOA CHGS PD JULY	MINOR COMPUTER EQUIPMENT	\$ (3,321.37)

Library Claims
8/1/2007-8/31/2007

REVS JUN BOA CHGS PD JULY	AG-HORT SUPPLIES	\$ (35.15)
BANK OF AMERICA	AG-HORT SUPPLIES	\$ 21.67
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 380.92
SAMS CLUB DIRECT COMM ACC	CLEANING SUPPLIES	\$ 88.13
BANK OF AMERICA	CLEANING SUPPLIES	\$ 19.98
RECLASS UNALLOCATED BOA	EQUIPMENT PARTS/SUPPLIES	\$ (72.44)
REVS JUN BOA CHGS PD JULY	EQUIPMENT PARTS/SUPPLIES	\$ (457.09)
LOWES COMPANIES INC	EQUIPMENT PARTS/SUPPLIES	\$ 89.98
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 49.88
RECLASS UNALLOCATED BOA	MINOR EQUIPMENT TOOLS	\$ (251.73)
RECLASS UNALLOCATED BOA	FOOD & FEED	\$ (68.80)
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ 787.73
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 175.87
REVS JUN BOA CHGS PD JULY	FUEL FOR VEHICLES/EQUIP	\$ (6.06)
	Total Administration	\$ 55,130.57
Outreach Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,108.32
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 3,784.03
PAYROLL SUMMARY	IPERS DISABILITY	\$ 105.00
PAYROLL SUMMARY	LIFE INSURANCE	\$ 49.36
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 767.72
PAYROLL SUMMARY	MEDICARE FICA	\$ 272.49
PAYROLL SUMMARY	FICA	\$ 1,165.37
PAYROLL SUMMARY	IPERS	\$ 1,051.26
PAYROLL SUMMARY	WORKERS COMP	\$ 68.01
AUGUST TELEPHONE	PHONE OPERATION & MAINT	\$ 138.63
JULY LONG DISTANCE	LONG DISTANCE	\$ 5.01
JULY POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 27.16
JULY 07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 8.47
BOHLKE, SARAH	TRAVEL/MEETINGS	\$ 27.60
TUCKNESS, ANASTASIA	TRAVEL/MEETINGS	\$ 33.84
DOVIA	DUES AND MEMBERSHIPS	\$ 30.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 29.94
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 181.32
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 119.07
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 19.25
BANK OF AMERICA	COMPUTER MAINT	\$ 99.00
REVS JUN BOA CHGS PD JULY	OFFICE SUPPLIES	\$ (28.64)
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 13.48
BANK OF AMERICA	FOOD & FEED	\$ 266.14
	Total Outreach Services	\$ 23,341.83
Collections		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,629.58
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,458.59
PAYROLL SUMMARY	IPERS DISABILITY	\$ 112.90
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,604.80
PAYROLL SUMMARY	MEDICARE FICA	\$ 250.68
PAYROLL SUMMARY	FICA	\$ 1,071.89
PAYROLL SUMMARY	IPERS	\$ 1,094.34
PAYROLL SUMMARY	WORKERS COMP	\$ 29.77

Library Claims
8/1/2007-8/31/2007

JULY 07 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 76.07
AUGUST TELEPHONE	PHONE OPERATION & MAINT	\$ 184.84
JULY LONG DISTANCE	LONG DISTANCE	\$ 4.27
JULY POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 684.83
JULY 07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.75
LIB 8-17-07	CONFERENCES	\$ (60.00)
RECLASS UNALLOCATED BOA	CONFERENCES	\$ 129.38
REVS JUN BOA CHGS PD JULY	CONFERENCES	\$ 21.38
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 316.00
QUILL CORP	OFFICE SUPPLIES	\$ 189.95
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 382.70
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 389.57
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ (129.38)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 776.75
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 67.00
PROGRESSIVE POPULIST	PERIODICALS	\$ 69.95
BAKER & TAYLOR INC	JUVENILE	\$ 4,265.97
RANDOM HOUSE INC	JUVENILE	\$ 587.20
RECORDED BOOKS LLC	JUVENILE	\$ 483.00
AMAZON CREDIT PLAN	JUVENILE	\$ 16.47
MIDWEST TAPE	JUVENILE	\$ 933.01
BANK OF AMERICA	JUVENILE	\$ 409.45
R C BOOTH ENTERPRISE	ADULT REFERENCE	\$ 28.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 14.33
NEWSBANK	ADULT REFERENCE	\$ 6,350.00
AMER INSTITUTE OF PHILANT	ADULT REFERENCE	\$ 40.00
VALUE LINE PUBLISHING INC	ADULT REFERENCE	\$ 798.00
REVS JUN BOA CHGS PD JULY	AUDIO-VISUAL	\$ (293.99)
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 98.96
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 703.10
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 1,551.92
HOLLYWOOD VIDEO	AUDIO-VISUAL	\$ 116.62
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 369.67
MIDWEST TAPE	AUDIO-VISUAL	\$ 1,809.14
DIVERSE MEDIA INC	AUDIO-VISUAL	\$ 24.40
BANK OF AMERICA	AUDIO-VISUAL	\$ 590.17
MICROMARKETING LLC	AUDIO-VISUAL	\$ 307.75
BOLINDA PUBLISHING INC	AUDIO-VISUAL	\$ 115.20
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 6,863.78
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 17.96
GOOSEBERRY PATCH	ADULT COLLECTIONS	\$ 48.08
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 511.29
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 47.04
CENTER POINT PUBLISHING	ADULT COLLECTIONS	\$ 460.00
BANK OF AMERICA	ADULT COLLECTIONS	\$ 587.17
	Total Collections	\$ 54,258.68
Programming & Promotions		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,556.06
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,375.68
PAYROLL SUMMARY	IPERS DISABILITY	\$ 73.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 30.16

Library Claims
8/1/2007-8/31/2007

PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,044.88
PAYROLL SUMMARY	MEDICARE FICA	\$ 170.88
PAYROLL SUMMARY	FICA	\$ 730.72
PAYROLL SUMMARY	IPERS	\$ 676.48
PAYROLL SUMMARY	WORKERS COMP	\$ 23.06
JULY 07 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 58.52
AUGUST TELEPHONE	PHONE OPERATION & MAINT	\$ 92.42
JULY LONG DISTANCE	LONG DISTANCE	\$ 1.92
JULY 07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.39
CENT IA LIBRARY SERVICE A	TRAINING	\$ 17.00
REVS JUN BOA CHGS PD JULY	CONFERENCES	\$ (634.17)
CITY OF AMES PARKS & REC	ADVERTISING	\$ 460.00
RECLASS UNALLOCATED BOA	OFFICE SUPPLIES	\$ (38.84)
REVS JUN BOA CHGS PD JULY	OFFICE SUPPLIES	\$ (65.51)
BANK OF AMERICA	OFFICE SUPPLIES	\$ 31.15
RECLASS UNALLOCATED BOA	FOOD & FEED	\$ (89.63)
REVS JUN BOA CHGS PD JULY	FOOD & FEED	\$ (20.00)
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$ 133.69
BANK OF AMERICA	FOOD & FEED	\$ 96.65
LAURENS PUBLIC LIBRARY FO	FOOD & FEED	\$ 25.00
RECLASS UNALLOCATED BOA	SPECIAL PROJECT SUPPLIES	\$ (446.92)
REVS JUN BOA CHGS PD JULY	SPECIAL PROJECT SUPPLIES	\$ (23.42)
QUILL CORP	SPECIAL PROJECT SUPPLIES	\$ 35.99
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 31.00
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$ 98.40
AMER LIBRARY ASSOCIATION	SPECIAL PROJECT SUPPLIES	\$ 72.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 204.66
WESTCREEK INDUSTRIES	SPECIAL PROJECT SUPPLIES	\$ 154.32
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ 410.75
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 426.44
	Total Programming & Promotions	\$ 15,713.10
	Public Services	
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 40,005.28
PAYROLL SUMMARY	LONGEVITY	\$ 183.33
PAYROLL SUMMARY	SICK LEAVE	\$ 1,416.27
PAYROLL SUMMARY	VACATION	\$ 5,336.87
PAYROLL SUMMARY	IPERS DISABILITY	\$ 292.65
PAYROLL SUMMARY	LIFE INSURANCE	\$ 123.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,370.54
PAYROLL SUMMARY	MEDICARE FICA	\$ 671.44
PAYROLL SUMMARY	FICA	\$ 2,870.87
PAYROLL SUMMARY	IPERS	\$ 2,517.06
PAYROLL SUMMARY	WORKERS COMP	\$ 48.57
JULY 07 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 15.00
AUGUST TELEPHONE	PHONE OPERATION & MAINT	\$ 462.10
JULY LONG DISTANCE	LONG DISTANCE	\$ 8.56
JULY POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 5.32
JULY 07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.16
REVS JUN BOA CHGS PD JULY	NON-CITY SERVICE	\$ (10.80)
CH ISSUES	OFFICE SUPPLIES	\$ 112.26
RECLASS UNALLOCATED BOA	OFFICE SUPPLIES	\$ (18.51)

Library Claims
8/1/2007-8/31/2007

OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 23.09
QUILL CORP	OFFICE SUPPLIES	\$ 45.42
RECLASS UNALLOCATED BOA	CLEANING SUPPLIES	\$ (9.77)
REVS JUN BOA CHGS PD JULY	CLEANING SUPPLIES	\$ (11.48)
BANK OF AMERICA	CLEANING SUPPLIES	\$ 18.61
REVS JUN BOA CHGS PD JULY	FOOD & FEED	\$ (119.32)
FAX LIB 8-6-07	SPECIAL PROJECT SUPPLIES	\$ (3.50)
LIB 8-13-07	SPECIAL PROJECT SUPPLIES	\$ (3.50)
REVS JUN BOA CHGS PD JULY	SPECIAL PROJECT SUPPLIES	\$ (85.00)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 190.00
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ 123.17
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 98.07
	Total Public Services	\$ 57,677.28
Circulation		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,437.46
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 14,826.41
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.28
PAYROLL SUMMARY	LIFE INSURANCE	\$ 55.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,161.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 445.28
PAYROLL SUMMARY	FICA	\$ 1,903.85
PAYROLL SUMMARY	IPERS	\$ 1,753.85
PAYROLL SUMMARY	WORKERS COMP	\$ 273.26
JULY 07 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 200.00
AUGUST TELEPHONE	PHONE OPERATION & MAINT	\$ 231.05
JULY LONG DISTANCE	LONG DISTANCE	\$ 15.15
LIBRARY MC/VISA BANK CHGS	OUTSIDE PROF SERV	\$ 95.43
JULY POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 51.84
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 5.21
JULY 07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 293.23
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 366.95
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 44.76
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ 10.94
	Total Circulation	\$ 39,275.22
Computer Lab		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 942.70
PAYROLL SUMMARY	IPERS DISABILITY	\$ 6.55
PAYROLL SUMMARY	LIFE INSURANCE	\$ 2.58
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 129.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 13.58
PAYROLL SUMMARY	FICA	\$ 58.02
PAYROLL SUMMARY	IPERS	\$ 57.04
PAYROLL SUMMARY	WORKERS COMP	\$ 0.76
RECLASS UNALLOCATED BOA	OFFICE SUPPLIES	\$ (329.97)
	Total Computer Lab	\$ 880.84
TOTAL		\$ 246,277.52
Dale Ross, President	Melody Warnick, Secretary	Date:

EXPENSE REPORT SUMMARY FY 2006/2007																	
August 31, 2007																	
2 Months =16.7%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																	
Salaries	1,548,398	128,295	124,079												252,374	1,296,024	16.3%
Temporary Salaries	208,602	8,128	21,444												29,572	179,030	14.2%
Longevity	5,997		240												240	5,757	4.0%
Sick Leave			1,416												1,416	(1,416)	
Adjustment															0	0	
Vacation			7,803												7,803	(7,803)	
Total Personal Svcs	1,762,997	136,423	154,982	0	0	0	0	0	0	0	0	0	0	0	291,405	1,471,592	16.5%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	30,811														0	30,811	0.0%
IPERS Disability	10,483	799	825												1,624	8,859	15.5%
Life Insurance	4,644	380	380												760	3,884	16.4%
Health Insurance	194,504	14,106	12,790												26,896	167,608	13.8%
FICA Medicare	21,983	1,938	2,208												4,146	17,837	18.9%
FICA	94,002	8,286	9,442												17,728	76,274	18.9%
IPERS	94,314	8,629	8,628												17,257	77,057	18.3%
Workers Comp	3,529	461	495												956	2,573	27.1%
Flex Benefits	1,298														0	1,298	0.0%
Total Employee Ben	455,568	34,599	34,768	0	0	0	0	0	0	0	0	0	0	0	69,367	386,201	15.2%
INTERNAL SERVICES																	
City Data Services	8,075		673												673	7,402	8.3%
City Messenger	3,053		295												295	2,758	9.7%
Printing	4,905	20	350												370	4,535	7.5%
Insurance & Bonds	18,584		3,250												3,250	15,334	17.5%
Phone Operation/Maint	16,082	1,340	1,340												2,680	13,402	16.7%
Long Distance	560		39												39	521	7.0%
Fleet Operating/Maint	7,783														0	7,783	0.0%
Fleet Replacement	22,728														0	22,728	0.0%
Computer Replacement	9,722														0	9,722	0.0%
Interdepartmental Labor															0	0	
Total Internal Svcs	91,492	1,360	5,947	0	0	0	0	0	0	0	0	0	0	0	7,307	84,185	8.0%
CONTRACTUAL																	
Outside Prof Services	32,200	16,000	456												16,456	15,744	51.1%
Postage/Freight	13,685	580	1,292												1,872	11,813	13.7%
Travel/Meetings	2,865		61												61	2,804	2.1%
Training	7,035		667												667	6,368	9.5%
Conferences	22,702	1,228	(916)												312	22,390	1.4%
Subscriptions/Books	100														0	100	0.0%
Dues & Memberships	4,390	147	346												493	3,897	11.2%
Printing	1,610		160												160	1,450	9.9%
Advertising	5,340	176	636												812	4,528	15.2%
Recruiting Costs															0	0	
Insurance	687	687													687	0	100.0%
Electricity	45,730	32	5,131												5,163	40,567	11.3%
Phone Operation/Maint	17,200	688	2,677												3,365	13,835	19.6%
Long Distance	20														0	20	0.0%

EXPENSE REPORT SUMMARY FY 2006/2007																	
August 31, 2007																	
2 Months =16.7%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
Water/Sewer	3,400		306												306	3,094	9.0%
Waste Disposal	2,400		365												365	2,035	15.2%
Natural Gas	9,400		20												20	9,380	0.2%
Structural Repair	10,000		837												837	9,163	8.4%
Moveable Equip Repair	1,600		306												306	1,294	19.1%
Fixed Equip Repair	19,966	68	4,216												4,284	15,682	21.5%
Computer Maintenance	45,205	864	99												963	44,242	2.1%
Rentals & Leases	17,033	2,245	1,463												3,708	13,325	21.8%
Contractual Employees	500														0	500	0.0%
Other Non-City Services	16,070	4,108	3,721												7,829	8,241	48.7%
Total Contractual	279,138	26,823	21,843	0	0	0	0	0	0	0	0	0	0	0	48,666	230,472	17.4%
COMMODITIES																	
Office Supplies	17,975	847	442												1,289	16,686	7.2%
Minor Office Equipment	2,910	100	(100)												0	2,910	0.0%
Minor Computer Equip	9,000	3,722	(3,321)												401	8,599	4.5%
Ag-Hort Supplies	350	35	(13)												22	328	6.3%
Structural Materials	2,450	4,623													4,623	(2,173)	188.7%
Chemicals/Lab Supplies	30														0	30	0.0%
Cleaning Supplies	7,200	865	487												1,352	5,848	18.8%
Equip Parts/Supplies	28,050	2,505	382												2,887	25,163	10.3%
Minor Equipment/Tools	510	259	(252)												7	503	1.4%
Food	1,735	344	224												568	1,167	32.7%
Wearing Apparel															0	0	
Special Project Supplies	3,810	594	224												818	2,992	21.5%
Purchase Card Clearing		(847)	2,680												1,833	(1,833)	
Equipment/Vehicle Fuel	25	6	(6)												0	25	0.0%
Total Commodities	74,045	13,053	747	0	0	0	0	0	0	0	0	0	0	0	13,800	60,245	18.6%
COLLECTION																	
Periodicals	11,500	9,848	137												9,985	1,515	86.8%
Juvenile	71,391	3,980	6,695												10,675	60,716	15.0%
Adult Reference	41,544	7,359	7,230												14,589	26,955	35.1%
Audio Visual	70,000	798	5,393												6,191	63,809	8.8%
Adult Collection	121,855	2,018	8,535												10,553	111,302	8.7%
Total Collection	316,290	24,003	27,990	0	0	0	0	0	0	0	0	0	0	0	51,993	264,297	16.4%
OTHER EXPENDITURES																	
Refunds															0	0	
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	2,979,530	236,261	246,277	0	0	0	0	0	0	0	0	0	0	0	482,538	2,496,992	16.2%

2007/08 Library Expense Summary							
All Funding Sources							
August 31, 2007							
		Local					
	General	Option	Bequest	State	Friends of	Donations	Total
	Fund	Tax	Funds	Funding	the Library	& Grants	Expenses
Administration:							
General administration	105,534		175		115	4	105,828
Building maintenance							0
Building project							0
Strategic planning							0
Equipment/furniture			6,149			188	6,337
Computer equipment				694			694
Total Administration	105,534	0	6,324	694	115	192	112,859
Outreach Services:							
Total Outreach Services	44,575	0	0	0	0	0	44,575
Collections:							
Collections administration	67,384						67,384
Periodicals	9,985						9,985
Youth collection	10,675		610			9	11,294
Reference collection	14,589						14,589
Audio/visual collection	6,191						6,191
Adult collection	10,553		1,906		6,326	1,053	19,838
Total Collections	119,377	0	2,516	0	6,326	1,062	129,281
Programming/Promotions:							
General programming	30,371				1,800	208	32,379
Books for Babies							0
Project Smyles						3,769	3,769
Total Programming	30,371	0	0	0	1,800	3,977	36,148
Public Services:							
Total Public Services	112,055	0	0	0	0	0	112,055
Circulation:							
Total Circulation	67,619	0	0	0	0	0	67,619
Computer Lab:							
Total Computer Lab	3,007	0	0	0	0	0	3,007
Total Expenses	482,538	0	8,840	694	8,241	5,231	505,544

2007/08 Library Expense Summary						
August 31, 2007						
2 Months =16.7%						
	2006/07	2007/08	YTD	YTD	Current	%
	Actuals	Budget	2006/07	2007/08	Balance	Spent
PERSONAL SERVICES						
Salaries	1,491,490	1,548,398	238,626	252,374	1,296,024	
Temporary Salaries	181,158	208,602	27,154	29,572	179,030	
Longevity	5,593	5,997	226	240	5,757	
Sick Leave	9,935		8,892	1,416	(1,416)	
Adjustment	(4,849)				0	
Vacation	3,412		1,863	7,803	(7,803)	
Total Personal Services	1,686,739	1,762,997	276,761	291,405	1,471,592	16.5%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		30,811			30,811	
IPERS Disability	9,268	10,483	1,527	1,624	8,859	
Life Insurance	4,647	4,644	715	760	3,884	
Health Insurance	172,724	194,504	27,367	26,896	167,608	
FICA Medicare	23,950	21,983	3,907	4,146	17,837	
FICA	102,407	94,002	16,710	17,728	76,274	
IPERS	95,178	94,314	15,684	17,257	77,057	
Workers Compensation	5,349	3,529	1,036	956	2,573	
Flex Administration	747	1,298			1,298	
Total Employee Benefits	414,270	455,568	66,946	69,367	386,201	15.2%
INTERNAL SERVICES						
City Data Services	7,540	8,075	623	673	7,402	
City Messenger	2,631	3,053	185	295	2,758	
Printing	3,930	4,905	130	370	4,535	
Insurance & Bonds	19,150	18,584	3,192	3,250	15,334	
Phone Operation/Maintenance	16,082	16,082	2,680	2,680	13,402	
Long Distance	523	560	35	39	521	
Fleet Operating/Maintenance	10,345	7,783	1,220		7,783	
Fleet Replacement	21,636	22,728	1,803		22,728	
Computer Replacement	6,746	9,722	1,349		9,722	
Interdepartmental Labor					0	
Total Internal Services	88,583	91,492	11,217	7,307	84,185	8.0%
CONTRACTUAL						
Outside Professional Services	33,290	32,200	28,120	16,456	15,744	
Postage/Freight	13,765	13,685	1,209	1,872	11,813	
Travel/Meetings	1,055	2,865	88	61	2,804	
Training	1,139	7,035	210	667	6,368	
Conferences	10,892	22,702	450	312	22,390	
Subscriptions and Books	85	100			100	
Dues & Memberships	4,232	4,390	315	493	3,897	
Printing	1,630	1,610		160	1,450	
Advertising	2,920	5,340	321	812	4,528	
Recruiting Costs	5,522		68		0	
Insurance	687	687	687	687	0	
Electricity	45,049	45,730	5,703	5,163	40,567	
Phone Operation/Maintenance	19,932	17,200	3,299	3,365	13,835	
Long Distance		20			20	
Water/Sewer	3,341	3,400	495	306	3,094	
Waste Disposal	2,091	2,400	183	365	2,035	
Natural Gas	10,650	9,400	21	20	9,380	
Structural Repair	14,378	10,000	576	837	9,163	
Moveable Equipment Repair	1,116	1,600		306	1,294	
Fixed Equipment Repair	46,410	19,966	107	4,284	15,682	
Computer Maintenance	36,340	45,205	2,382	963	44,242	
Rentals & Leases	18,165	17,033	2,815	3,708	13,325	

2007/08 Library Expense Summary						
August 31, 2007						
2 Months =16.7%						
	2006/07	2007/08	YTD	YTD	Current	%
	Actuals	Budget	2006/07	2007/08	Balance	Spent
Contractual Employees		500			500	
Other Non-City Services	15,733	16,070	1,053	7,829	8,241	
Total Contractual	288,422	279,138	48,102	48,666	230,472	17.4%
COMMODITIES						
Office Supplies	13,065	17,975	2,060	1,289	16,686	
Minor Office Equipment	20,971	2,910	359		2,910	
Minor Computer Equipment	9,623	9,000	(100)	401	8,599	
Ag-Hort Supplies	35	350		22	328	
Structural Materials	15,670	2,450	231	4,623	(2,173)	
Chemicals/Lab Supplies		30			30	
Cleaning Supplies	8,115	7,200	1,037	1,352	5,848	
Equipment Parts/Supplies	28,302	28,050	3,479	2,887	25,163	
Minor Equipment & Tools	1,257	510	93	7	503	
Food	2,995	1,735	130	568	1,167	
Wearing Apparel					0	
Special Project Supplies	5,450	3,810	165	818	2,992	
Purchase Card Clearing			4,063	1,833	(1,833)	
Fuel for Vehicles/Equipment	11	25		0	25	
Total Commodities	105,494	74,045	11,517	13,800	60,245	18.6%
COLLECTION:						
Periodicals	11,526	11,500	8,851	9,985	1,515	86.8%
Juvenile	62,299	71,391	5,840	10,675	60,716	15.0%
Adult Reference	40,529	41,544	14,759	14,589	26,955	35.1%
Audio Visual	71,575	70,000	8,651	6,191	63,809	8.8%
Adult Collection	116,464	121,855	20,131	10,553	111,302	8.7%
Total Collection	302,393	316,290	58,232	51,993	264,297	16.4%
OTHER EXPENDITURES						
Refunds					0	
Total Other Expenditures	0	0	0	0	0	
GRAND TOTAL	2,885,901	2,979,530	472,775	482,538	2,496,992	16.2%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	689,338	657,120	87,637	105,534	551,586	21.90%
Outreach Services	278,800	284,487	44,984	44,575	239,912	9.20%
Collections	632,424	653,518	135,522	119,377	534,141	24.70%
Programming & Promotions	173,304	200,520	30,360	30,371	170,149	6.30%
Public Services	664,460	693,780	108,627	112,055	581,725	23.20%
Circulation Services	425,179	468,031	61,941	67,619	400,412	14.00%
Computer Lab	22,396	22,074	3,704	3,007	19,067	0.60%
GRAND TOTAL	2,885,901	2,979,530	472,775	482,538	2,496,992	100%

Library Donations Report					
Fiscal Year 2007/2008					
Year-to-Date through August 31, 2007					
	Library Bequests	State Funding	Friends of the Library	Donations & Grants	Total
Balance @ 6/30/07	1,398,785.79	70,240.72	(1,370.38)	36,502.72	1,504,158.85
Revenues:					
Interest revenue	14,106.44			1,130.52	15,236.96
Enrich Iowa funds					0.00
Iowa Infrastructure funds					0.00
Donations			7,123.21	4,229.99	11,353.20
Library Foundation support					0.00
Total revenues	14,106.44	0.00	7,123.21	5,360.51	26,590.16
Expenses:					
Administration:					
Office supplies/printing	174.90		115.25	3.74	293.89
Building project					0.00
Strategic planning					0.00
Equipment/furniture	6,148.63			187.77	6,336.40
Computer equipment					0.00
Iowa Infrastructure expenses		693.96			693.96
Enrich Iowa expenses					0.00
Programming:					
Children's Theater				207.99	207.99
Books for Babies					0.00
Project Smyles				3,769.01	3,769.01
Other programming			1,800.00		1,800.00
Collections:					
Youth collection	609.90			9.49	619.39
Adult collection	1,906.46		6,325.63	1,053.15	9,285.24
Total expenses	8,839.89	693.96	8,240.88	5,231.15	23,005.88
Transfers between funds:					
Project Smyles support				0.00	
Books for Babies support				0.00	
Total transfers	0.00	0.00	0.00	0.00	
Current balance	1,404,052.34	69,546.76	(2,488.05)	36,632.08	1,507,743.13
Less:					
Reserved principal	708,276.00				708,276.00
Reserved interest	79,025.33				79,025.33
Balance available for expenditure	616,751.01	69,546.76	(2,488.05)	36,632.08	720,441.80
* Reserved principal consists of \$600,000 of the Gladys Myers bequest, \$100,000 of the Marsden bequest, the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large print-print materials.					
** 20% of the interest earned annually on the Gladys Myers bequest was reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest may be used for projects and/or acquisitions approved by the Board. On February 15, 2007, the Board approved applying the same 20% reserve process to the interest earned by the new combined bequest fund.					

Library Donations Report							
Fiscal Year 2007/2008							
Year-to-Date through August 31, 2007							
	General	Children's	Youth	Books	Library	Project	
	Donations	Theater	Donations	for Babies	Foundation	Smyles	Total
Balance @ 6/30/07	13,594.11	3,664.04	2,000.88	2,257.51	10,385.24	4,600.94	36,502.72
Revenues:							
Interest revenue	1,130.52						1,130.52
General donations	2,125.57					2,104.42	4,229.99
Project Smyles donations							0.00
Library Foundation support							0.00
Youth donations							0.00
NEA: The Big Read grant							0.00
Books for Babies donations							0.00
Transfers from bequests							0.00
Transfers from state funding							0.00
Total revenues	3,256.09	0.00	0.00	0.00	0.00	2,104.42	5,360.51
Expenses:							
Administration:							
Office supplies	3.74						3.74
Furniture/equipment					187.77		187.77
Programming:							
Children's Theater		207.99					207.99
Books for Babies							0.00
Project Smyles						3,769.01	3,769.01
Collections:							
Youth collection			9.49				9.49
Adult collection	964.80				88.35		1,053.15
Total expenses	968.54	207.99	9.49	0.00	276.12	3,769.01	5,231.15
Current balance	15,881.66	3,456.05	1,991.39	2,257.51	10,109.12	2,936.35	36,632.08

Library Bequest Interest			
Interest Earned per Fiscal Year			
Year-to-Date through August 31, 2007			
			80% available
			for expenditure
	Total interest	20% reserved	or spent over
Fiscal year	revenue	for reinvestment	life of donation
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	28,296.05	5,659.21	22,636.84
2006/07	74,644.23	14,928.85	59,715.38
2007/08	14,106.44	2,821.29	11,285.15
Total	395,126.64	79,025.33	316,101.31
Interest was reserved only on the Gladys Myer bequest until 2007, when all Library bequests were merged into one fund, and 20% of the interest earned by the entire fund began to be reserved.			

Administration

1. **Ames Public Library: 3rd Highest Circulation in America:** According to the latest statistics published by Public Library Association (PLA), the Ames Public Library boasts the third highest circulation of all public libraries serving populations below 55,000. The top two, Washington-Centerville Public Library (a suburb of Dayton, Ohio) and Upper Arlington Public Library (a suburb of Columbus, Ohio) each have the benefit of branch libraries as well as their suburban location in a larger metropolitan area.
2. **Raising Readers Office:** Raising Readers, formerly known as "BabyTalk", is a United Way agency dedicated to bringing the benefit of books and reading into the home of newborn and young children. I was on the search committee for their first executive director. The committee selected LuAnn Van Weelden. While this is largely a home-based job, I have granted them shared office space in the office currently occupied by Melinda Thach, Adult Literacy Coordinator of DMACC and Nancy Schroeder, the Friends booksale coordinator. Both have met with LuAnn to coordinate their times and use of desk space in this office, located in the volunteer area of the library.

Library Services

1. **Janet Klaas Retires:** Janet Klaas retired on August 31 after 19 years of service to the Ames Public Library. One of Janet's most notable projects was the Farwell T, Brown Photographic Archive. This archive now numbers 2,050 photographic images of Ames, which Janet has provided descriptive notes that allow keyword access to this invaluable resource on the history of Ames.
2. **Smart Investing @the Library:** Ames Public Library was among the nation's libraries invited to apply for a grant on investment education for the community. This grant, which will award an amount between \$5,000-\$100,000 for a project to educate the public on responsible investments, is sponsored by the American Library Association and the Financial Industry Regulatory Authority (FINRA). We have partnered with the ISU Cooperative Extension in developing a project. Scott Dermont is the project coordinator for this grant application.
3. **Iowa Lounge:** Is near completion. Still to be installed are locking casement shelving to display and protect some valuable Ames books, especially high school and ISU yearbooks and past city directories. A reception for the lounge's benefactors, John and Marcia Imsande, will be scheduled this fall.

Strategic Plan: Implement staffing dedicated to teen services: Accomplished with the hire of Tracy Briseno into this position.

Director's Outside Meetings and Presentations

August 21: Kansas City, MO. Met with Crosby Kemper III to tour the new central library for Kansas City as well as the County Club Plaza branch library, the busiest within the Kansas City Public Library system.

August 23: Slater. Met with the library directors of the Story County Library Association.

August 24: Campustown: City of Ames "Welcome Back" event for the ISU students.

August 29: Ankeny: Luncheon meeting with Saul Amdursky, Director of the Public Library of Des Moines and Roy Kenagy, CILSA Director.

September 11: Ames. Leadership Ames, Session 1.

September 12: Ames: Ribbon cutting ceremony for the Ames Historical Society.

September 17: Ames: Presentation of Ames Public Library Foundation at Ames Noon Rotary.

September 20: ISU: Library Dean's Panel at Parks Library.

Administration

- **Vernon Brown Estate:** The estate has been closed and the check has been received.
- **Library Foundation:** The campaign letter has been sent. We have received \$6,900 as of 9/13. A birthday party for Smyles will take place on Sunday, November 11, at 2:00 p.m. This event will offer an opportunity to provide education about Project Smyles and will also serve as a way to thank donors. The APLF Board of Directors' regular meeting is Tuesday, September 18, and will be followed by a strategic planning retreat on September 22.
- **Express Check Machines:** They are on order!
- **A New Friend:** Sarah Bohlke has accepted the position of staff liaison to the Friends of the Ames Public Library. There is a natural link between the Friends and the APL volunteer program and Sarah will do a fabulous job in this new role.
- **Open Positions:** We are currently advertising for three open positions: library services coordinator, circulation library assistant, and youth library assistant. We will be offering interviews over the next few weeks.
- **Teen/Youth Position:** We are pleased to announce that Tracy Briseno has accepted the position of teen/youth library assistant. She will begin her new duties as soon as we have filled the vacancies created by her move to a new position.
- **Goodbyes:** Several hourly staff members resigned their positions to head off to institutions of higher learning other than ISU. We said farewell to Marayam Zamanian, Ramsey Tesdell, Jessica Egli-Davis, Jennifer Wall, Emily Kawaler, and Ellen Heddendorf.

Circulation/Outreach/Youth/Volunteers

- **What a year:** The numbers are in for participation in the volunteer program for the past fiscal year. Five hundred twenty-five individuals volunteered a total of 13,681 hours. This is equal to nearly seven full-time employees. Friends activities had the most hours (3629) with circulation a close second (3454). Custodial activities has the fewest (84) tied with the fine alternative program. Community service volunteers totaled 1337 hours. Sarah does a tremendous job of recruiting, orienting, training, honoring, and evaluating volunteers. We truly have a phenomenal volunteer program!
- **Recognition:** Sarah has initiated a new type of volunteer recognition activity. She is scheduling get-togethers for volunteers and staff who are involved in particular programs but never get to interact with other volunteers. This week the volunteers involved in the home delivery program met.
- **Professional Activities:** Several of us have been tapped for involvement within the Iowa Library Association. Jerri Heid is a member of the conference planning committee. Cathy Van Brocklin is the secretary of the youth services sub-division. I am serving on the newly sanctioned leadership development team and have been nominated for vice chair of the leadership and management sub-division. Sarah was a featured speaker at a volunteer workshop offered by the Volunteer Center of Story County. I was recently named as a member of the ISU Center for Excellence in the Arts and Humanities advisory board. Jerri has been asked to on the ALA's services for children Tandem

Education Resources Literature Program Award selection committee. I have been reappointed to new terms on two ALA committees in the leadership and management division.

- **Debt Collection:** From the September 1 report from Unique Management:
2111 accounts submitted (x \$8.95=\$18,893.45)
64% activated
\$190,674.27 dollars submitted
\$45,266.31 dollars received
\$8,772.81 material recovered

Programming

- Check *Page One* for an impressive array of programming for all ages.
- **Evaluation:** In August we held several meetings and retreats to evaluate the effectiveness of a variety of programs and services and to plan for future offerings.
- **Name that Alligator:** William Baier was the winner of the alligator naming contest with his entry of Pickles. William received a non-fiction book about alligators and crocodiles.
- **Successful Summer:** All APL staff deserves a round of applause for maintaining high quality service during a record breaking summer. Not only did we have large increases in circulation of materials, we also had more people attend more programs. The biggest increase was the number of reading minutes by participants in the youth reading incentive program. Our young readers read a total of 1,072,905 minutes or 40,710 hours. That is nearly double that of last year's 24,844 hours!

Internet Use Policy and Guidelines

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 20, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Internet Use Policy and Guidelines as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy
Section: Library Resources - Collections
Subject: Internet Use Policy and Guidelines

Board
Approved: 6/96
Reviewed: 11/00, 11/02,
7/05, 11/06, 9/07
Revised: 11/00, 11/06

Purpose

Ames Public Library provides access to the Internet as part of its mission: "The Ames Public Library: We connect you to the world of ideas." The library has no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals must accept responsibility for evaluating content. As with other library materials, the library affirms the right and responsibility of parents or guardians to guide, determine, and monitor their children's use of the Internet.

Deleted: and other electronic resources

Deleted: These resources are available in our facility as well as through remote access.

Responsibilities of the Library

The library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The authority to determine what is obscene rests with the Story County attorney (Sec. 728.6, Code of Iowa¹) not with the staff of the Ames Public Library. Public libraries are exempted under Sec. 728.7, Code of Iowa. The availability of information does not constitute endorsement of the content by the Ames Public Library. Ames Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof.

Deleted: illegal content is

Deleted: c

Deleted: is electronic resources

As stated in the American Library Association's *Statement on Library Use of Filtering Software*² (adopted by Ames Public Library Board of Trustees as a guidance document, 06/05) "... the use of filtering software to block access to constitutionally protected speech violates the Library Bill of Rights"; therefore, Ames Public Library will not impose blocking or filtering software to limit access to Internet sites. However, library staff can assist users with a list of selected web sites that allow filtered searching.

Responsibility of Customers

Customers are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. However, absolute privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. The "Conduct in the Library" policy applies to the behavior of customers using the Internet. Access, use, or dissemination of information via the Internet in the library is the responsibility of the customer.

Deleted: electronic resources

Deleted: The Library will manage access to the Internet by the use of privacy screen, and judicious placement of computer monitors.

Deleted: electronic equipment and resources

Confidentiality

¹ Code of Iowa: containing all statutes of a general and permanent nature. Des Moines: State of Iowa, 1924-

² Statement on Library Use of Filtering Software," American Library Association Intellectual Freedom Committee, July 1, 1997; Rev. November 17, 2000

It is the library's practice not to maintain a history of our customers' computer use. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a customer has entered. At the end of the business day, all customer computer use and reservation records are erased.

Deleted: s

Library Use of Social Networking Sites

Ames Public Library's social networking sites will be used to inform members about library materials and activities and provide a source for online for discussion. The sites will be reviewed and administered by Ames Public Library staff. Consequences for inappropriate behavior on the library's social networking sites are outlined in the library's "Conduct in the Library" policy. Ames Public Library subscribes to the online safety rules developed the Young Adult Library Service Association; a division of the American Library Association.

Expressions of Concern

- Concerns will be dealt with promptly and courteously.
- The appropriate staff will first discuss the concern with the individual or group.
- After discussion, 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: <#>Persons with concerns should contact the Library.¶

Formal Complaint Process

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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.

Internet Use Guidelines for Parents and Guardians

The public library does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

Deleted: , unlike schools,

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.

- Encourage children to use sites recommended on the library's web site and counsel them to avoid sites you consider unsuitable.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
- Teach children to be responsible online information users. As with print information, consider the source, date, and accuracy of online information.

Deleted: good

Deleted: consumers

Library staff will provide training on the use of the Internet and make information available to help parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of the Internet.

Deleted: As it does with other library resources, the

Deleted: and other electronic resources.

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Deleted: electronic resources

Wireless

The library provides free, unsecured, wireless Internet access for public use. The library does not provide personal wireless devices for public use. The library does not provide support for privately owned, personal wireless devices. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform with policies regulating other types of public Internet access provided by the library.

Ames Public Library
Section: Guidance Documents
Subject: ALA Access to Electronic Information, Services and Networks

Board
Approved: 11/97, 6/05
Reviewed: 5/02,6/05
Revised:

**Access to Electronic Information, Services, and Networks:
an Interpretation of the LIBRARY BILL OF RIGHTS**

Introduction

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.¹ Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the *Library Bill of Rights* and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Libraries empower users by providing access to the broadest range of information. Electronic resources, including information available via the Internet, allow libraries to fulfill this responsibility better than ever before.

Issues arising from digital generation, distribution, and retrieval of information need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people lack access or capability to use electronic information effectively.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library system and network policies, procedures, or regulations relating to electronic information and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities.

Users' access should not be restricted or denied for expressing or receiving constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved or utilized electronically is constitutionally protected unless determined otherwise by a court of law with appropriate jurisdiction. These rights extend to minors as well as adults (Free Access

to Libraries for Minors; Access to Resources and Services in the School Library Media Program; Access for Children and Young Adults to Nonprint Materials).²

Libraries should use technology to enhance, not deny, access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with *Privacy: An Interpretation of the Library Bill of Rights*.

Equity of Access

The Internet provides expanding opportunities for everyone to participate in the information society, but too many individuals face serious barriers to access. Libraries play a critical role in bridging information access gaps for these individuals. Libraries also ensure that the public can find content of interest and learn the necessary skills to use information successfully.

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by all libraries that receive their major support from public funds (50.3 Free Access to Information; 53.1.14 Economic Barriers to Information Access; 60.1.1 Minority Concerns Policy Objectives; 61.1 Library Services for the Poor Policy Objectives). All libraries should develop policies concerning access to electronic information that are consistent with ALA's policy statements, including *Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights*, *Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities*, and *Resolution on Access to the Use of Libraries and Information by Individuals with Physical or Mental Impairment*.

Information Resources and Access

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Libraries have an obligation to provide access to government information available in electronic format.

Libraries and librarians should not deny or limit access to electronic information because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to electronic information solely on the grounds that it is perceived to lack value.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet

filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.³

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries (Diversity in Collection Development).

¹Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information (PDF), 95 Law Library Journal 2 (2003).

²Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

³"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association (PDF), 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: Questions and Answers on Access to Electronic Information, Services and Networks: an Interpretation of the Library Bill of Rights.

Adopted January 24, 1996; amended January 19, 2005, by the ALA Council.

Ames Public Library
Section: Guidance Documents

Board
Approved: 11/97,6/05
Reviewed: 5/02, 6/05
Revised:

**Subject: ALA Statement on Library Use of
Filtering Software**

Statement on Library Use of Filtering Software
American Library Association Intellectual Freedom Committee

On June 26, 1997, the United States Supreme Court in *Reno, Attorney General of the United States, et al. v. American Civil Liberties Union, et al.*, issued a sweeping reaffirmation of core First Amendment principles and held that communications over the Internet deserve the highest level of Constitutional protection.

The Court's most fundamental holding was that communications on the Internet deserve the same level of Constitutional protection as books, magazines, newspapers, and speakers on a street corner soapbox. The Court found that the Internet "constitutes a vast platform from which to address and hear from a world-wide audience of millions of readers, viewers, researchers, and buyers," and that "any person with a phone line can become a town crier with a voice that resonates farther than it could from any soapbox."

For libraries, the most critical holding of the Supreme Court is that libraries that make content available on the Internet can continue to do so with the same Constitutional protections that apply to the books on libraries' shelves. The Court's conclusion that "the vast democratic fora of the Internet" merit full constitutional protection serves to protect libraries that provide their patrons with access to the Internet. The Court recognized the importance of enabling individuals to receive speech from the entire world and to speak to the entire world. Libraries provide those opportunities to many who would not otherwise have them. The Supreme Court's decision protects that access.

The use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and may lead to legal exposure for the library and its governing authorities. The American Library Association affirms that the use of filtering software by libraries to block access to constitutionally protected speech violates the *Library Bill of Rights*.

WHAT IS BLOCKING/FILTERING SOFTWARE?

Blocking/filtering software is a mechanism used to:

- restrict access to Internet content, based on an internal database of the product, or;
- restrict access to Internet content through a database maintained external to the product itself, or;
- restrict access to Internet content to certain ratings assigned to those sites by a third party, or;
- restrict access to Internet content by scanning text, based on a keyword or phrase or text string, or;
- restrict access to Internet content by scanning pixels, based on color or tone, or;
- restrict access to Internet content based on the source of the information.

PROBLEMS WITH THE USE OF BLOCKING/FILTERING SOFTWARE IN LIBRARIES

- Publicly supported libraries are governmental institutions subject to the First Amendment, which forbids them from restricting information based on viewpoint or content discrimination.
- Libraries are places of inclusion rather than exclusion. Current blocking/filtering software not only prevents access to what some may consider "objectionable" material, but also blocks information

protected by the First Amendment. The result is that legal and useful material will inevitably be blocked.

- Filters can impose the producer's viewpoint on the community.
- Producers do not generally reveal what is being blocked, or provide methods for users to reach sites that were inadvertently blocked.
- Criteria used to block content are vaguely defined and subjectively applied.
- The vast majority of Internet sites are informative and useful. Blocking/filtering software often blocks access to materials it is not designed to block.
- Most blocking/filtering software was designed for the home market and was intended to respond to the preferences of parents making decisions for their children. As these products have moved into the library market, they have created a dissonance with the basic mission of libraries. Libraries are responsible for serving a broad and diverse community with different preferences and views. Blocking Internet sites is antithetical to library missions because it requires the library to limit information access.
- Filtering all Internet access is a one-size-fits-all "solution," which cannot adapt to the varying ages and maturity levels of individual users.
- A role of librarians is to advise and assist users in selecting information resources. Parents and only parents have the right and responsibility to restrict their own children's access—and only their own children's access—to library resources, including the Internet. Librarians do not serve *in loco parentis*.
- Library use of blocking/filtering software creates an implied contract with parents that their children **will not** be able to access material on the Internet that they do not wish their children to read or view. Libraries will be unable to fulfill this implied contract, due to the technological limitations of the software.
- Laws prohibiting the production or distribution of child pornography and obscenity apply to the Internet. These laws provide protection for libraries and their users.

WHAT CAN YOUR LIBRARY DO TO PROMOTE ACCESS TO THE INTERNET?

- Educate yourself, your staff, library board, governing bodies, community leaders, parents, elected officials, etc., about the Internet and how best to take advantage of the wealth of information available. Information on libraries and the Internet is available on the OIF Web site at Filters and Filtering.
- Uphold the First Amendment by establishing and implementing written guidelines and policies on Internet use in your library in keeping with your library's overall policies on access to library materials. Information on Internet Use Policies is available on the OIF Web site at Checklist for Creating an Internet Use Policy. (See also "Internet Filtering Statements of State Library Associations" at Resolutions of State Library Associations Supporting Legal Action by the American Library Association to Challenge CIPA in Federal Courts and *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights* at Access to Electronic Information, Services, and Networks.)
- Promote Internet use by facilitating user access to Web sites that satisfy user interest and needs.
- Create and promote library Web pages designed both for general use and for use by children. These pages should point to sites that have been reviewed by library staff.
- Consider using privacy screens or arranging terminals away from public view to protect a user's confidentiality.
- Provide Internet information and training for parents and children on internet use which will include; the wide variety of useful resources on the internet, child safety on the Internet, limitations of filtering software and library rules regarding time, place and manner restriction.
- Establish and implement user behavior policies.

Vernon Brown Estate Settlement: Assignment of Funds

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 20, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, assign the Vernon Brown Estate Settlement of \$41,470.88 to the Ames Public Library Foundation Endowment Fund as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Briefing Paper: Vernon Brown Estate Settlement: Assignment of Funds

Background: At the May 17, 2007, meeting of the Library Board of Trustees, the board voted unanimously to consent to the sale of the Vernon Brown property at 622 13th Street to the City of Ames for the price of \$20,000. In addition, the liquidation of the assets increased the balance of the bequest to \$41,470.88. We have received the check for this amount which has now been deposited by the city into our bequest account.

Discussion: The bequest was awarded to the Ames Public Library. According to Municipal Code, Chapter 15, the Board of Trustees is empowered to expend such gifts and bequests for the improvement of the library.

Municipal Code: Section 15.7: Powers, Duties of Trustees. The board of library trustees has and exercises the following powers:

(8) To have exclusive control of the expenditures of all portions of the municipal enterprise

(9) To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.

The check has been deposited into the library bequest account. According to past practice the board can either allow the funds to continue to remain in this account or expend the funds by assigning them to another account that will result in expenditures for the improvement of the library.

In the past, the City has disallowed the funds to be transferred to the Ames Public Library Foundation, as it is a separate 501(c)(3) agency.

The Ames Public Library Foundation, by agreement of its relationship with the Library Board of Trustees, makes clear that the foundation “*operates exclusively for the benefit of the Ames Public Library.*”

*The relationship agreement further states: “Although the Foundation exists as an independent fundraising body, **the purposes for which those funds are solicited and the timing and nature of major fundraising activities are to be determined by the Board of Trustees of the Ames Public Library.**” (bold face type mine).*

This relationship agreement was presented to the Library Board of Trustees by the Ames Public Library Foundation at the September 18, 1997, meeting of the Library Board of Trustees. It passed unanimously.

Recommendation: Assign these funds to the Ames Public Library Foundation to be deposited into the Foundation’s Endowment Fund.

Relationship between the Ames Public Library Board of Trustees and the Ames Public Library Foundation

1. Background

- a. The Ames Public Library Foundation was incorporated in 1995 as a 501c3 nonprofit corporation “to operate exclusively for charitable, scientific and educational purposes.” It is the intent of the board of directors that the foundation operates exclusively for the benefit of the Ames Public Library.

2. Mission

- a. The Ames Public Library Foundation provides an ongoing, tax-exempt, not-for-profit repository for the accumulation of funds in support of the Ames Public Library. These funds may be used for capital improvements to the library, for a fund for meeting short-term budget contingencies, or for an endowment fund. This support is considered to be in addition to the continuing tax-support responsibilities of the City of Ames and other funding jurisdictions. The Foundation will also be prepared to organize and conduct major fund-raising efforts initiated by the Library Board of Trustees. The Foundation will not attempt to define the needs of the Library, but it will respond as appropriate to needs defined by the Library Board of Trustees

3. Goals

- a. To establish a financially secure investment fund for the receipt of major gifts for the benefit of the Ames Public Library.
- b. To promote deferred giving through estate planning, life insurance beneficiary designation, trusts and other mechanisms.
- c. To develop broad recognition in the community that will serve as a base of support for future fundraising efforts.

4. Fundraising Objectives

- a. In support of the actions of the Board of Trustees, the Foundation will conduct public fundraising efforts, will maintain bank accounts and other investments, may establish and operate endowment and trust funds, and will respond to requests for funding from the Board of Trustees within the ability of the Foundation.
- b. The Foundation will be responsible for determining the extent to which its fundraising is feasible within the community.

5. Relation to the Board of Trustees

- a. Although the Foundation exists as an independent fundraising body, the purposes for which those funds are solicited and the timing and nature of major fundraising activities are to be determined by the Board of Trustees of the Ames Public Library. Two members of the Board of Trustees serve on the Foundation’s board of directors and a regular liaison is established between the two boards. The board of directors of the Foundation recognizes the role of the Library Board of Trustees as the body responsible for the operations of the Library, the establishment of Library policy and the development of plans and budgets for the Library.

Smoke Free Library Grounds

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 20, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the adoption of Smoke Free Library Grounds as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Briefing Paper: Smoke Free Library Grounds

Background: By city ordinance, smoking is strictly prohibited within the library building (Sec. 21A.101—Public Places Where Smoking is Prohibited). Further, smoking is prohibited within fifteen feet of the main entrance and the main exit “from any level of tobacco smoke that can be detected by the unaided human sense of smell.”(Section 21A.301(a) of the Municipal Code)

Discussion: Recently, several citizen complaints and representatives of concerned citizens have expressed concern about the level of second-hand smoke at or near the entry to the library. Those who use the library but wish to enjoy a cigarette break have traditionally sat on the short wall of the first “tree box” by the library entrance.

If the main entrance is defined by the door, the short wall of the first tree box meets the legal limit for smoking. If the main entrance is defined by the canopied area in front of the door, the first tree box is too close to permit smoking.

The smell of tobacco smoke is clearly detectable when people smoke by the short wall of the first tree box. Further, smokers have congregated around the front exterior book drops. Smoke drifts into the circulation area from the book drop opening, especially in the winter months.

Enforcement of the existing regulations would require placards at the main entrance to inform smokers of our intent to enforce the smoking ordinance.

The Library Board has the ability to prohibit smoking on library grounds (email from Sheila Lundt reporting on input from the city attorney). Enforcement of the policy beyond the legislated limits would be considered as a “conduct” issue and violators could be “trespassed” from the premises if they refused to comply with library rules.

Support for prohibition from the library grounds has been expressed by Tom Flack, Vice Chair of Story County Tobacco Task Force (speaking on behalf of the task force) and Kim Russel, CEO of Mary Greeley Medical Center, speaking as a concerned citizen about second-hand smoke.

Recommendation: As a public institution of which nearly 50% of activity involves children, administration recommends a full prohibition of smoking on library grounds. This will effectively move all smoking to the public sidewalk, on which we do not have jurisdiction. The appropriate placards shall be posted by the entry way and the areas surrounding the walkway near the building on library property.

**Circulation Monthly Stats
August 2007**

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	33,840	34,019	67,859	32,836	16,307	49,143	208	110,250	6,960	117,210
One Year Ago	32,961	37,613	70,574	30,897	14,516	45,413	221	110,936	5,272	116,208
Difference	879	(3,594)	(2,715)	1,939	1,791	3,730		(686)	1,688	1,002
% Change	2.7%	-9.6%	-3.8%	6.3%	12.3%	8.2%		-0.6%	32.0%	0.9%
Year to Date										
Current Year	68,924	70,588	139,512	68,816	33,342	102,158	465	224,946	17,189	242,135
One Year Ago	66,897	73,815	140,712	65,273	29,386	94,659	494	220,301	15,567	235,868
Difference	2,027	(3,227)	(1,200)	3,543	3,956	7,499		4,645	1,622	6,267
% Change	3.0%	-4.4%	-0.9%	5.4%	13.5%	7.9%		2.1%	10.4%	2.7%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	6,262	2,182	15,116	23,560	20.1%			92,471	78.9%	
One Year Ago	5,637	1,605	13,943	21,185	18.2%			93,283	80.3%	
Difference	625	577	1,173	2,375				(812)		
% Change	11.1%	36.0%	8.4%	11.2%				-0.9%		
Year to Date										
Current Year	12,555	4,279	30,586	47,420	19.6%			192,470	79.5%	
One Year Ago	11,405	3,730	27,886	43,021	18.2%			189,380	80.3%	
Difference	1,150	549	2,700	4,399				3,090		
% Change	10.1%	14.7%	9.7%	10.2%				1.6%		

**Main Stats
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
ADULT FICTION	9,914	9,004	0	0	0	0	0	0	0	0	0	0	18,918
ADULT NON-FICTION	11,210	10,684	0	0	0	0	0	0	0	0	0	0	21,894
ADULT GRAPHIC NOVELS	662	798	0	0	0	0	0	0	0	0	0	0	1,460
ADULT MANGA	1,219	1,283	0	0	0	0	0	0	0	0	0	0	2,502
ADULT ILL ITEMS	60	71	0	0	0	0	0	0	0	0	0	0	131
ADULT PAPERBACKS	943	1,090	0	0	0	0	0	0	0	0	0	0	2,033
NEW FICTION	4,717	4,800	0	0	0	0	0	0	0	0	0	0	9,517
NEW NON-FICTION	3,044	3,079	0	0	0	0	0	0	0	0	0	0	6,123
PERIODICALS	1,170	1,139	0	0	0	0	0	0	0	0	0	0	2,309
TRAVEL BAGS	73	53	0	0	0	0	0	0	0	0	0	0	126
SUBTOTAL (PRINT)	33,012	32,001	0	0	0	0	0	0	0	0	0	0	65,013
NEW MEDIA	2	5	0	0	0	0	0	0	0	0	0	0	7
MUSIC CDS	7,018	6,293	0	0	0	0	0	0	0	0	0	0	13,311
AUDIO BOOKS ON CD	3,669	3,670	0	0	0	0	0	0	0	0	0	0	7,339
AUDIO BOOKS ON TAPE	548	478	0	0	0	0	0	0	0	0	0	0	1,026
THEATRICAL VIDEOS	1,907	1,296	0	0	0	0	0	0	0	0	0	0	3,203
NON-THEATRICAL VIDEOS	315	185	0	0	0	0	0	0	0	0	0	0	500
THEATRICAL DVDS	18,731	18,465	0	0	0	0	0	0	0	0	0	0	37,196
NON-THEATRICAL DVDS	2,570	2,332	0	0	0	0	0	0	0	0	0	0	4,902
KITS	568	587	0	0	0	0	0	0	0	0	0	0	1,155
SUBTOTAL (MEDIA)	35,328	33,311	0	0	0	0	0	0	0	0	0	0	68,639
ADULT MISC.	176	165	0	0	0	0	0	0	0	0	0	0	341
TOTAL (ADULT)	68,516	65,477	0	0	0	0	0	0	0	0	0	0	133,993
BIG BOOKS	22	25	0	0	0	0	0	0	0	0	0	0	47
BOARD BOOKS	2,157	2,493	0	0	0	0	0	0	0	0	0	0	4,650
EASY	8,793	8,539	0	0	0	0	0	0	0	0	0	0	17,332
EASY TO READ	3,024	2,598	0	0	0	0	0	0	0	0	0	0	5,622
JUVENILE NON FICTION	4,256	4,319	0	0	0	0	0	0	0	0	0	0	8,575
JUVENILE FICTION	7,153	6,082	0	0	0	0	0	0	0	0	0	0	13,235
JUVENILE GRAPHIC NOVELS	676	695	0	0	0	0	0	0	0	0	0	0	1,371
PARENTING COLLECTION	109	139	0	0	0	0	0	0	0	0	0	0	248
JUVENILE LARGE PRINT	56	50	0	0	0	0	0	0	0	0	0	0	106
JUVENILE PERIODICALS	326	420	0	0	0	0	0	0	0	0	0	0	746
YOUNG ADULT PRINT	2,883	2,666	0	0	0	0	0	0	0	0	0	0	5,549
COMIC BOOKS	12	3	0	0	0	0	0	0	0	0	0	0	15
YOUNG ADULT GRAPHIC NOVELS	380	451	0	0	0	0	0	0	0	0	0	0	831
MANGA	1,349	1,144	0	0	0	0	0	0	0	0	0	0	2,493
YOUNG ADULT PERIODICALS	47	92	0	0	0	0	0	0	0	0	0	0	139
YOUTH REFERENCE	4	0	0	0	0	0	0	0	0	0	0	0	4
SUBTOTAL YOUTH (PRINT)	31,247	29,716	0	0	0	0	0	0	0	0	0	0	60,963
YOUTH DVDS	11,258	11,413	0	0	0	0	0	0	0	0	0	0	22,671
YOUTH VIDEOS	1,216	1,302	0	0	0	0	0	0	0	0	0	0	2,518
YOUTH KITS	379	383	0	0	0	0	0	0	0	0	0	0	762
YOUTH CDS	1,767	1,616	0	0	0	0	0	0	0	0	0	0	3,383
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	21	9	0	0	0	0	0	0	0	0	0	0	30
TOYS & PUPPETS	292	334	0	0	0	0	0	0	0	0	0	0	626
SUBTOTAL YOUTH (MEDIA)	14,933	15,057	0	0	0	0	0	0	0	0	0	0	29,990
TOTAL YOUTH	46,180	44,773	0	0	0	0	0	0	0	0	0	0	90,953
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	114,696	110,250	0	0	0	0	0	0	0	0	0	0	224,946
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	6,060	6,061	0	0	0	0	0	0	0	0	0	0	12,121
GILBERT	1,627	1,897	0	0	0	0	0	0	0	0	0	0	3,524
OPEN ACCESS	15,380	15,056	0	0	0	0	0	0	0	0	0	0	30,436
Total Special Circulation	23,067	23,014	0	0	0	0	0	0	0	0	0	0	46,081
% Special Circulation	20.11%	20.87%											20.49%
AMES	90,752	86,206	0	0	0	0	0	0	0	0	0	0	176,958

**Bookmobile Stats
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
ADULT FICTION	631	621	0	0	0	0	0	0	0	0	0	0	1,252
ADULT NON-FICTION	481	362	0	0	0	0	0	0	0	0	0	0	843
ADULT GRAPHIC NOVELS	2	1	0	0	0	0	0	0	0	0	0	0	3
ADULT MANGA	1	2	0	0	0	0	0	0	0	0	0	0	3
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	366	395	0	0	0	0	0	0	0	0	0	0	761
NEW FICTION	247	249	0	0	0	0	0	0	0	0	0	0	496
NEW NON-FICTION	262	156	0	0	0	0	0	0	0	0	0	0	418
PERIODICALS	80	53	0	0	0	0	0	0	0	0	0	0	133
TRAVEL BAGS	2	0	0	0	0	0	0	0	0	0	0	0	2
SUBTOTAL (PRINT)	2,072	1,839	0	0	0	0	0	0	0	0	0	0	3,911
NEW MEDIA	0	1	0	0	0	0	0	0	0	0	0	0	1
MUSIC CDS	150	52	0	0	0	0	0	0	0	0	0	0	202
AUDIO BOOKS ON CD	129	84	0	0	0	0	0	0	0	0	0	0	213
AUDIO BOOKS ON TAPE	49	44	0	0	0	0	0	0	0	0	0	0	93
THEATRICAL VIDEOS	103	41	0	0	0	0	0	0	0	0	0	0	144
NON-THEATRICAL VIDEOS	10	4	0	0	0	0	0	0	0	0	0	0	14
THEATRICAL DVDS	705	416	0	0	0	0	0	0	0	0	0	0	1,121
NON-THEATRICAL DVDS	56	36	0	0	0	0	0	0	0	0	0	0	92
KITS	39	30	0	0	0	0	0	0	0	0	0	0	69
SUBTOTAL (MEDIA)	1,241	708	0	0	0	0	0	0	0	0	0	0	1,949
ADULT MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
TOTAL (ADULT)	3,313	2,547	0	0	0	0	0	0	0	0	0	0	5,860
BIG BOOKS	52	44	0	0	0	0	0	0	0	0	0	0	96
BOARD BOOKS	681	489	0	0	0	0	0	0	0	0	0	0	1,170
EASY	1,151	874	0	0	0	0	0	0	0	0	0	0	2,025
EASY TO READ	646	382	0	0	0	0	0	0	0	0	0	0	1,028
JUVENILE NON FICTION	858	532	0	0	0	0	0	0	0	0	0	0	1,390
JUVENILE FICTION	862	527	0	0	0	0	0	0	0	0	0	0	1,389
JUVENILE GRAPHIC NOVELS	182	68	0	0	0	0	0	0	0	0	0	0	250
PARENTING COLLECTION	12	1	0	0	0	0	0	0	0	0	0	0	13
JUVENILE LARGE PRINT	4	2	0	0	0	0	0	0	0	0	0	0	6
JUVENILE PERIODICALS	8	1	0	0	0	0	0	0	0	0	0	0	9
YOUNG ADULT PRINT	217	170	0	0	0	0	0	0	0	0	0	0	387
COMIC BOOKS	9	0	0	0	0	0	0	0	0	0	0	0	9
YOUNG ADULT GRAPHIC NOVELS	21	13	0	0	0	0	0	0	0	0	0	0	34
MANGA	29	16	0	0	0	0	0	0	0	0	0	0	45
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH REFERENCE	1	1	0	0	0	0	0	0	0	0	0	0	2
SUBTOTAL YOUTH (PRINT)	4,733	3,120	0	0	0	0	0	0	0	0	0	0	7,853
YOUTH DVDS	1,338	660	0	0	0	0	0	0	0	0	0	0	1,998
YOUTH VIDEOS	315	158	0	0	0	0	0	0	0	0	0	0	473
YOUTH KITS	79	55	0	0	0	0	0	0	0	0	0	0	134
YOUTH CDS	248	233	0	0	0	0	0	0	0	0	0	0	481
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	14	25	0	0	0	0	0	0	0	0	0	0	39
TOYS & PUPPETS	108	119	0	0	0	0	0	0	0	0	0	0	227
SUBTOTAL YOUTH (MEDIA)	2,102	1,250	0	0	0	0	0	0	0	0	0	0	3,352
TOTAL YOUTH	6,835	4,370	0	0	0	0	0	0	0	0	0	0	11,205
YOUTH MISC.	81	43	0	0	0	0	0	0	0	0	0	0	124
GRAND TOTAL	10,229	6,960	0	0	0	0	0	0	0	0	0	0	17,189
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	233	201	0	0	0	0	0	0	0	0	0	0	434
GILBERT	470	285	0	0	0	0	0	0	0	0	0	0	755
OPEN ACCESS	90	60	0	0	0	0	0	0	0	0	0	0	150
Total Special Circulation	793	546	0	0	0	0	0	0	0	0	0	0	1,339
% Special Circulation	7.75%	7.84%											7.79%
AMES	9,247	6,265	0	0	0	0	0	0	0	0	0	0	15,512

**Misc. Stats
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
HOME DELIVERY													
# of Patrons	47	48											95
Centers	21	21											42
Individual Deliveries Made	41	38											79
Additional Individuals serv.	9	8											17
GATE COUNT	45,426	43,520											88,946
PUBLIC COMPUTERS													
Number of Uses	5,564	5,801											5,801
Average Session (minutes)	37	37											37
HOLDS													
Main	10,287	10,689											20,976
BKM/Hm Delivery	788	408											1,196
Total Holds	11,075	11,097	0	0	0	0	0	0	0	0	0	0	22,172
INTERLIBRARY LOANS													
Requested	67	79											146
Received	58	69											127
Loaned	309	336											645
MEETING ROOM USAGE													
Number of Room Uses	172	120											292
People	3,887	2,126											6,013
PROGRAMS													
Adult	19	14											33
Children & Family	96	19											115
Outreach	17	6											23
Teen	7	5											12
Project Smyles	35	40											75
Total Programs	174	84	0	0	0	0	0	0	0	0	0	0	258
PROGRAM ATTENDANCE													
Adult	1,101	517											1,618
Children & Family	2,237	683											2,920
Outreach	398	121											519
Teen	552	92											644
Project Smyles	425	432											857
Total Attendance	4,713	1,845	0	0	0	0	0	0	0	0	0	0	6,558
Webref	126	149											275
PAC Usage													
PAC	102,324	96,770											199,094
Community Organizations & Ames Tribune	750	499											1,249
Total	103,074	97,269	0	0	0	0	0	0	0	0	0	0	200,343

Monthly Stats For Subscription Databases FY07/08

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	93	92											185
Business Remote	34	133											167
Business Total	127	225	0	0	0	0	0	0	0	0	0	0	352
Residential In-House	74	62											136
Residential Remote	69	36											105
Residential Total	143	98	0	0	0	0	0	0	0	0	0	0	241
Grand Total	270	323	0	0	0	0	0	0	0	0	0	0	593
Des Moines Register													
In-House	6	7											13
Remote	17	15											32
Total	23	22	0	0	0	0	0	0	0	0	0	0	45
New York Times													
In-House	6	2											8
Remote	216	129											345
Total	222	131	0	0	0	0	0	0	0	0	0	0	353
Access World News													
In-House	6	5											11
Remote	33	19											52
Total	39	24	0	0	0	0	0	0	0	0	0	0	63
EBSCOhost													
In-House	289	441											730
Remote	217	7											224
Total	506	448	0	0	0	0	0	0	0	0	0	0	954
Novelist													
In-House	253	270											523
Remote	2	0											2
Total	255	270	0	0	0	0	0	0	0	0	0	0	525
Auto Reference													
In-House	73	120											193
Remote	13	0											13
Total	86	120	0	0	0	0	0	0	0	0	0	0	206
Heritage Quest													
In-House + Remote	3868	3410											7278
GRAND TOTAL	5267	4748	0	0	0	0	0	0	0	0	0	0	10015
YEAR TO DATE	10015												
Bookletters (Pageviews)	2701	2492											5193