

Agenda
Ames Public Library Board of Trustees
October 10, 2005 - 7:00 p.m.
Board Room

Adoption of Agenda

Approval of Minutes

Public Forum

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

Financial Reports

- Claims - Action Item
- Gifts - Action Item

Administrative Staff Reports

- Co-Directors' Reports
- Department Coordinators' Reports

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

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Current: Library Resources – Programs, Circulation - Action Items
- Next Month: Collections

Unfinished Business

- Director Search Update – Munson
- Building Acquisition Update – Hayslett
- Gifts Policy Update – Jennings

New Business

- Citizen Satisfaction Survey
- Alternative Funding Proposal – Action Item
- Board retreat debriefing
- Setting a meeting date with the City Council
- Recognition for Trustee Karlene Jennings – Action Item

Trustee Comments

Adjournment

Next regular meeting, Thursday, November 17, 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes September 15, 2005

The Ames Public Library Board of Trustees met in regular session on Thursday, September 15, 2005, at 7:00 p.m. in the Library board room with Anderson, Munson, Jennings, Mungons, Ross, Sondall, Warnick and Interim Co-Director's Carey and Hayslett in attendance. Botine and Ferree were absent.

Call to Order: President Munson called the meeting to order at 7:05 p.m.

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

Approval of Minutes: The minutes from the August 18, 2005, meeting were approved as presented.

Public Forum: none

Financial Reports: City Accountant Nancy Masteller explained the financial and donation reports included in each month's Board packet. City Finance Director Duane Pitcher reported the library's investments are pooled with the city's investments with a 3-4% return this year. He will have the city's investment reports included quarterly in the Board packet. Discussion involved the city's investment policy and whether to set aside a percentage of donations for an endowment.

Claims: Jennings moved and Anderson seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Gerald W., Phyllis S. and Brian W. Smith in memory of Richard Squires\$25.00
- From Lynda Orton for the purchase of a book in memory of Linda Dolph.....\$10.80
- From Marjorie A Jones.....\$2.00
- From Up with Down-Down Syndrome Family Support Group of Des Moines 12 books

Ross moved and Jennings seconded a motion to accept the donations. The motion passed unanimously.

Budget and Finance Committee Report: Mungons had nothing to report. Hayslett summarized the 04/05 fiscal year's budget. Ross questioned the amount of sick leave that is paid out upon retirement. Carey explained that a retiree is paid 25% of 720 hours or less at their hourly wage. The retiree receives a payment for the full amount of remaining vacation.

Interim Co-Director's Report - Carey: Carey asked a Board member to volunteer to give a five-minute presentation on why to be a Board or Commission member at the Ames Citizen Academy. Ross volunteered.

Carey pointed out that circulation is bucking national trends. It was up 11% in August, as compared to last August, and 6.8% so far for this year. Mungons pointed out this is a newsworthy event. Carey stated that Unique Management Service would be implemented soon. Valerie Donnell is making courtesy phone calls and sending letters, which has prompted patrons to return materials and pay

finances. Carey reported the new Project Smyles mascot shipped today. She demonstrated the prototype for the bins that will be given to each daycare.

Ross asked about the unemployment appeal concerning the Foundation's former development director. Carey explained the Foundation lost the appeal, but is filing another appeal. She said the claim would increase the rate paid for unemployment insurance in the future. Carey said the options for hiring a new development director would be discussed at Monday's Foundation meeting.

Interim Co-Director's Report - Hayslett: Hayslett reported the Library received its public library accreditation certificate from the State Library of Iowa. She stated the Library's request for alternative funding will be presented at next month's meeting. She gave an update on the building acquisition. The City Attorney is still trying to locate an owner to negotiate the purchase.

Department Coordinators:

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

Youth Services Specialist: Heid reported that the new fall programming is going well. Seventy-four adults and children attended the home school open house. Warnick asked if the home schoolers were requesting programming or collections. Heid said they asked for resources. Carey said that some home schoolers asked for a bookmobile stop at Crawford school, which the Library is evaluating.

Friends of the Ames Public Library Report: Warnick stated that the next Friends' book sale is October 21-23. Hayslett said the Friends discussed scholarship guidelines and acquiring a credit card for Friends' purchases.

Foundation Report: Carey reported that the next Foundation meeting would be on Monday September 19, 2005. She stated that Foundation Director Larry Jahn resigned and one of the agenda items is to recruit new directors. In addition, they are proposing a limited campaign to known donors before the end of the calendar year.

Policy Review:

Programs Policy – Action Item: Ross moved and Warnick seconded a motion to remove the Programs Policy from the table. The vote to remove the Programs Policy from the table failed with Ross, Anderson and Warnick voting aye; and Mungons, Sondall, Jennings, and Munson voting nay.

Conduct in the Library Policy – Action Item: Sondall moved and Jennings seconded a motion to approve the Conduct in the Library Policy as presented/amended. After discussion regarding smoking and procedures for documenting infractions, the amended motion passed unanimously. Under **Consequences**, the last bullet, to read as follows: Customers who engage in misconduct in more than one instance will receive a written notice from the Director and may be barred from the Library for a period of one week to one year, depending on the nature of the misconduct, the extent of damage or disruption cause by infractions of Library policies and other relevant circumstances.

Unfinished Business:

Director Search Update: Munson reported that it looks like there are seven eligible candidates for consideration. Munson asked the Board if they would like to review the application materials. Anderson stated that the search committee should go forward. Administrative Assistant Woo will have the application materials available for Board members in the Library's business office.

Building Acquisition Update: Hayslett said the details of the acquisition process are in her co-director's report.

Board Retreat: Munson stated the Board retreat would be held on September 28, 2005, from 8:30 a.m. to 1 p.m. The agenda was included in the Board packet.

October Board Meeting Date – Action Item Item: Jennings moved and Mungons seconded the motion to change the October Board meeting date as presented/amended. After discussion, Jennings moved to set the meeting at 7 p.m. on October 10, 2005. The motion to amend the motion passed unanimously. The motion passed unanimously.

New Business:

City of Ames Capital Improvements Plan (CIP) – Library Projects – Action Item: Sondall moved and Anderson seconded the motion to approve the City of Ames Capital Improvements Plan (CIP) – Library Projects as presented/amended. Hayslett said there is no change in the building improvement plan from last year; however, the city Budget Officer said the property acquisition page is not needed. Ross moved and Jennings seconded the motion to delete the property acquisition page. The motion to amend the motion passed unanimously. The motion passed unanimously.

Trustee Comments:

Ross stated he attended the Iowa Library Association Executive Board meeting. In addition he will be attending the Iowa Library Association Conference in Dubuque in October. He is addressing the New Jersey Library Association regarding library advocacy.

Anderson stated he attended the Free Public Library workshop presented by Central Iowa Library Service Area Administrator, Roy Kenagy, on September 10, 2005. He said the program was outstanding and recommended other trustees attend the session on November 12, 2005, in Pella, Iowa.

Jennings stated that there will be a joint meeting of both Board and Foundation members and Library staff to discuss the Gifts Policy on October 4, 2005. She reported a dozen libraries in Mississippi were devastated by hurricane Katrina. She has resigned from the Board of Trustees, as she has accepted a position as Director of Library Development at William and Mary College. She suggested filling her term with an Iowa State University student.

Munson invited Board members to attend her Women's Accounting Group on September 21, 2005, to hear City Treasurer Roger Wisecup. She thanked Jennings for all her hard work on the Board of Trustees and for all her committee work during her time on the Board of Trustees. She congratulated her on her new position.

Adjournment

The meeting adjourned at 9:27 p.m.

**Library Claims Listing
9/7/2005-10/05/2005**

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 24,266.46
PAYROLL SUMMARY	IPERS DISABILITY	\$ 163.80
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,460.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 344.44
PAYROLL SUMMARY	FICA	\$ 1,472.70
PAYROLL SUMMARY	IPERS	\$ 1,395.32
PAYROLL SUMMARY	WORKERS COMP	\$ 54.74
AUG05 INFO SVCS CHARGES	CITY DATA SERV	\$ 320.58
8/05 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 202.31
AUG05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 53.36
SEP05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 323.47
AUG05 INTERNAL LONG DIST	LONG DISTANCE	\$ 5.54
AUG05 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 41.75
AUG05 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 142.00
SEPT05 COMPUTER REPLCMENT	COMPUTER REPLACEMENT FUND	\$ 1,887.81
UPS	POSTAGE/FREIGHT	\$ 177.27
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 68.58
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 67.04
BANK OF AMERICA	TRAINING	\$ 50.00
DUGGAN, JILLIAN	TRAINING	\$ 105.92
IA STATE DAILY	ADVERTISING	\$ 318.00
QWEST DEX MEDIA EAST	ADVERTISING	\$ 273.23
AMER LIBRARY ASSOCIATION	RECRUITING COSTS	\$ 187.50
CITY OF AMES UTILITIES	ELECTRICITY	\$ 5,498.94
LIB FSH COMMUNICATIONS 9-	TELEPHONE OUTSIDE	\$ (10.54)
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 235.08
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 239.50
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
CITY OF AMES UTILITIES	WATER/SEWER	\$ 276.52
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.59
ALLIANT UTILITIES	NATURAL GAS	\$ 14.27
CENT STATES ROOFING	STRUCTURAL REPAIR	\$ 152.18
AUTOMATIC DOOR GROUP INC	STRUCTURAL REPAIR	\$ 132.50
MTM INCORPORATED	MOVABLE EQUIP REPAIR	\$ 652.75
DIVISION OF LABOR	FIXED EQUIPMENT REPAIR	\$ 15.00
MCLEOD USA	COMPUTER MAINT	\$ 610.04
MIDIOWA NET	COMPUTER MAINT	\$ 25.00
BANK OF AMERICA	COMPUTER MAINT	\$ 99.00
PITNEY BOWES	RENTALS AND LEASES	\$ 792.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 152.78
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 1,744.48
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 1,108.32
ALL AMERICAN TURF	NON-CITY SERVICE	\$ 837.90
CH ISSUES	OFFICE SUPPLIES	\$ 135.73
HEUSS PRINTING INC	OFFICE SUPPLIES	\$ 178.30
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 69.83
SAMS CLUB DIRECT COMM ACC	OFFICE SUPPLIES	\$ 26.30
BANK OF AMERICA	OFFICE SUPPLIES	\$ 154.54
REGIONAL SUPPLY CENTER IN	OFFICE SUPPLIES	\$ 494.52
HITECH PAPER	OFFICE SUPPLIES	\$ 661.67

Library Claims Listing
9/7/2005-10/05/2005

Vendor	Category	Amount
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 479.70
CAPITAL SANITARY SUPPLY I	AG-HORT SUPPLIES	\$ 95.12
BANK OF AMERICA	CHEMICALS/LAB SUPPLIES	\$ 10.30
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 1,017.84
SHADRAN INDUSTRIAL & SANI	CLEANING SUPPLIES	\$ 52.96
BANK OF AMERICA	CLEANING SUPPLIES	\$ 10.22
AMES LOCK & SECURITY	EQUIPMENT PARTS/SUPPLIES	\$ 12.69
STITZELL ELECTRIC SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 69.83
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 105.18
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 166.57
BANK OF AMERICA	FOOD & FEED	\$ 8.76
AMES BEST PIES	FOOD & FEED	\$ 175.50
SILLS, KEN	WEARING APPAREL	\$ 38.92
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (1,369.56)
BANK OF AMERICA	MOVABLE EQUIPMENT	\$ 1,664.07
	Library Administration	\$ 52,461.00
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 12,435.12
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,512.02
PAYROLL SUMMARY	IPERS DISABILITY	\$ 83.94
PAYROLL SUMMARY	LIFE INSURANCE	\$ 25.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 739.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 201.17
PAYROLL SUMMARY	FICA	\$ 860.20
PAYROLL SUMMARY	IPERS	\$ 801.98
PAYROLL SUMMARY	WORKERS COMP	\$ 42.47
SEP05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
AUG05 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.52
AUG05 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 1,151.46
AUG05 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,713.00
BANK OF AMERICA	CONFERENCES	\$ 5.47
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$ 37.87
BANK OF AMERICA	FOOD & FEED	\$ 10.47
	Outreach Services	\$ 19,716.36
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,389.02
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,282.40
PAYROLL SUMMARY	IPERS DISABILITY	\$ 97.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 32.33
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,234.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 216.95
PAYROLL SUMMARY	FICA	\$ 927.75
PAYROLL SUMMARY	IPERS	\$ 901.11
PAYROLL SUMMARY	WORKERS COMP	\$ 26.00
SEP05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
AUG05 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.19
IA LIBRARY ASSOC	CONFERENCES	\$ (412.00)
BANK OF AMERICA	CONFERENCES	\$ 255.73
RECORDED BOOKS LLC	OFFICE SUPPLIES	\$ 572.50
AFFORDABLE ALTERNATIVES I	OFFICE SUPPLIES	\$ 151.12
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 326.17
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 902.79
HOUCHEN BINDERY LTD	EQUIPMENT PARTS/SUPPLIES	\$ 85.05

Library Claims Listing
9/7/2005-10/05/2005

Vendor	Category	Amount
GAYLORD BROTHERS	EQUIPMENT PARTS/SUPPLIES	\$ 268.19
AFFORDABLE ALTERNATIVES I	EQUIPMENT PARTS/SUPPLIES	\$ 164.57
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (99.59)
IA NEWSPAPERS INC	PERIODICALS	\$ 29.95
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 5,331.85
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 59.20
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ (28.22)
THOMAS BOUREGY & COMPANY	ADULT COLLECTIONS	\$ 138.00
GOOSEBERRY PATCH	ADULT COLLECTIONS	\$ 75.85
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 258.76
FREDERICK, MICHAEL	ADULT COLLECTIONS	\$ 100.00
BANK OF AMERICA	ADULT COLLECTIONS	\$ 602.44
	Technical Services	\$ 29,032.24
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 11,782.70
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 577.54
PAYROLL SUMMARY	IPERS DISABILITY	\$ 53.62
PAYROLL SUMMARY	LIFE INSURANCE	\$ 29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,129.28
PAYROLL SUMMARY	MEDICARE FICA	\$ 176.11
PAYROLL SUMMARY	FICA	\$ 753.05
PAYROLL SUMMARY	IPERS	\$ 710.71
PAYROLL SUMMARY	WORKERS COMP	\$ 15.95
AUG05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 45.28
SEP05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
AUG05 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.81
IA LIBRARY ASSOC	CONFERENCES	\$ 325.00
FESTIVAL OF BOOKS	CONFERENCES	\$ 124.00
BANK OF AMERICA	FOOD & FEED	\$ 11.99
LIB 10-3-05	SPECIAL PROJECT SUPPLIES	\$ (150.00)
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 27.30
BULLFROG FILMS INC	SPECIAL PROJECT SUPPLIES	\$ 177.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 212.25
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 25.50
BAKER & TAYLOR INC	JUVENILE	\$ 909.62
LISTENING LIBRARY INC	JUVENILE	\$ 223.90
RECORDED BOOKS LLC	JUVENILE	\$ 498.40
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 1,024.47
MIDWEST TAPE	JUVENILE	\$ 939.41
BANK OF AMERICA	JUVENILE	\$ 464.95
BWI	JUVENILE	\$ 81.29
	Youth Services	\$ 20,311.67
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 23,524.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 158.78
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.04
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,367.94
PAYROLL SUMMARY	MEDICARE FICA	\$ 338.46
PAYROLL SUMMARY	FICA	\$ 1,447.26
PAYROLL SUMMARY	IPERS	\$ 1,352.64
PAYROLL SUMMARY	WORKERS COMP	\$ 18.84
SEP05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 323.47
AUG05 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.87

**Library Claims Listing
9/7/2005-10/05/2005**

Vendor	Category	Amount
IA LIBRARY ASSOC	CONFERENCES	\$ 300.00
VAN BROCKLIN, CATHY	CONFERENCES	\$ 81.85
BANK OF AMERICA	CONFERENCES	\$ 443.98
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 14.34
NADA APPRAISAL GUIDES	ADULT REFERENCE	\$ 60.00
INFO USA MARKETING INC	ADULT REFERENCE	\$ 8,395.00
PROQUEST INFORMATION & LE	ADULT REFERENCE	\$ 575.00
	Information Services	\$ 39,454.53
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 18,696.18
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 10,613.59
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.51
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.44
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,536.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 411.88
PAYROLL SUMMARY	FICA	\$ 1,761.11
PAYROLL SUMMARY	IPERS	\$ 1,619.76
PAYROLL SUMMARY	WORKERS COMP	\$ 188.40
SEP05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
AUG05 INTERNAL LONG DIST	LONG DISTANCE	\$ 18.10
SEPT05 COMPUTER REPLCMENT	COMPUTER REPLACEMENT FUND	\$ 2.24
DONNELL, VALERIE	TRAVEL/MEETINGS	\$ 23.40
IA LIBRARY ASSOC	CONFERENCES	\$ 140.00
BANK OF AMERICA	CONFERENCES	\$ 297.07
	Circulation Services	\$ 36,693.35
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 8,919.44
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,586.69
PAYROLL SUMMARY	IPERS DISABILITY	\$ 60.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 23.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,422.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 151.38
PAYROLL SUMMARY	FICA	\$ 647.23
PAYROLL SUMMARY	IPERS	\$ 661.60
PAYROLL SUMMARY	WORKERS COMP	\$ 51.25
SEP05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
AUG05 INTERNAL LONG DIST	LONG DISTANCE	\$ 0.74
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 69.80
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 22.59
BOOKS ON TAPE	AUDIO-VISUAL	\$ 555.70
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 701.56
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 223.20
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 1,760.30
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 229.46
AMAZON.COM CREDIT	AUDIO-VISUAL	\$ 158.93
BANK OF AMERICA	AUDIO-VISUAL	\$ 2,234.87
MICROMARKETING LLC	AUDIO-VISUAL	\$ 219.28
	Media Services	\$ 20,792.51
Margaret Munson, President	Gary Botine, Secretary	Date:

Gifts

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 10, 2005**

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

- From Warren D. and Libby G. Franke in memory Olivia Chitty
donation for a book..... \$20.00
- From Daniel J. and Ann M. Murray in memory of Lisa Carney..... \$25.00
- From Jeannette R. Olson in honor of Elaine Kushkowski's ninth birthday \$8.93
- From the Story County Master Gardener Association4 books
- *Ortho Complete Guide to Orchids*
 - *Ortho Complete Guide to Landscaping*
 - *All About Lawns*
 - *Big Book of Kids' Crafts*
- From author Ellen O'Grady 1 book
- *Outside the Ark: An Artist's Journey in Occupied Palestine*
- From Teri Martin for Project Smyles \$10.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXPENSE REPORT SUMMARY FY 2005/2006																	
September 30, 2005																	
3 Months =25.0%																	
															Y-T-D	Current	%
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent	
PERSONAL SERVICES																	
Salaries	1,436,112	120,856	114,013	114,012										348,881	1,087,231	24.3%	
Temporary Salaries	183,645	9,731	17,654	16,573										43,958	139,687	23.9%	
Time and One-Half	500													0	500	0.0%	
Longevity	6,015		60	0										60	5,955	1.0%	
Adjustment														0	0		
Vacation			6,570											6,570	(6,570)		
Total Personal Svcs	1,626,272	130,587	138,297	130,585	0	0	0	0	0	0	0	0	0	399,469	1,226,803	24.6%	
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	25,710													0	25,710	0.0%	
IPERS Disability	9,360	743	746	722										2,211	7,149	23.6%	
Life Insurance	3,243	283	281	270										834	2,409	25.7%	
Health Insurance	189,441	14,630	13,891	13,891										42,412	147,029	22.4%	
FICA Medicare	20,285	1,840	1,953	1,838										5,631	14,654	27.8%	
FICA	86,741	7,869	8,347	7,870										24,086	62,655	27.8%	
IPERS	82,920	8,196	7,481	7,443										23,120	59,800	27.9%	
Workers Comp	2,557	457	416	398										1,271	1,286	49.7%	
Flex Administration	1,538													0	1,538	0.0%	
Total Employee Ben	421,795	34,018	33,115	32,432	0	0	0	0	0	0	0	0	0	99,565	322,230	23.6%	
INTERNAL SERVICES																	
City Data Services	3,847		320	321										641	3,206	16.7%	
City Messenger	2,745		173	202										375	2,370	13.7%	
Printing	4,300		310	98										408	3,892	9.5%	
Insurance & Bonds	18,919		3,130	1,565										4,695	14,224	24.8%	
Phone Operation/Maint	16,635	1,339	1,341	1,340										4,020	12,615	24.2%	
Long Distance	500		32	39										71	429	14.2%	
Fleet Operating/Maint	3,998		761	1,194										1,955	2,043	48.9%	
Fleet Replacement	22,260		1,855	1,855										3,710	18,550	16.7%	
Computer Replacement	12,882	2,188	2,119	1,890										6,197	6,685	48.1%	
Total Internal Svcs	86,086	3,527	10,041	8,504	0	0	0	0	0	0	0	0	0	22,072	64,014	25.6%	
CONTRACTUAL																	
Outside Prof Services	28,000		461											461	27,539	1.6%	
Postage/Freight	13,500		128	136										264	13,236	2.0%	
Travel/Meetings	1,400		237	264										501	899	35.8%	
Training	4,200	25		50										75	4,125	1.8%	
Conferences	23,895	725	1,184	1,561										3,470	20,425	14.5%	
Dues & Memberships	5,000	445	210											655	4,345	13.1%	
Printing	5,100		(42)											(42)	5,142	-0.8%	
Advertising	3,000		450	319										769	2,231	25.6%	
Recruiting Costs			810	997										1,807	(1,807)		
Electricity	39,700		5,517	5,496										11,013	28,687	27.7%	
Phone Operation/Maint	4,900	120	478	321										919	3,981	18.8%	
Long Distance	100													0	100	0.0%	
Water/Sewer	3,400		277	276										553	2,847	16.3%	

EXPENSE REPORT SUMMARY FY 2005/2006																	
September 30, 2005																	
3 Months =25.0%																	
															Y-T-D	Current	%
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent	
Waste Disposal	2,600		183	182										365	2,235	14.0%	
Natural Gas	8,740		32	14										46	8,694	0.5%	
Structural Repair	10,000		192											192	9,808	1.9%	
Moveable Equip Repair	3,000			653										653	2,347	21.8%	
Fixed Equip Repair	5,000			15										15	4,985	0.3%	
Computer Maintenance	47,299	39,361	1,031	111										40,503	6,796	85.6%	
Rentals & Leases	19,308	503	1,442	1,817										3,762	15,546	19.5%	
Non-City Services	22,125		3,387	831										4,218	17,907	19.1%	
Total Contractual	250,267	41,179	15,977	13,043	0	0	0	0	0	0	0	0	0	70,199	180,068	28.0%	
COMMODITIES																	
Office Supplies	41,000	5,214	8,320	1,626										15,160	25,840	37.0%	
Minor Office Equipment	500		121	70										191	309		
Minor Computer Equip	9,000	314	88	479										881	8,119	9.8%	
Ag-Hort Supplies	300	156												156	144		
Structural Materials	2,000													0	2,000	0.0%	
Chemicals/Lab Supplies				10										10	(10)		
Cleaning Supplies	5,000	490	560	588										1,638	3,362	32.8%	
Equip Parts/Supplies	1,000			1,290										1,290	(290)	129.0%	
Minor Equip & Tools	300	105		166										271	29	90.3%	
Food	1,500	407	815	70										1,292	208	86.1%	
Wearing Apparel	200			39										39	161	19.5%	
Special Pjct Supplies	5,000	58	582	412										1,052	3,948	21.0%	
Purchase Card Clearing		42	1,574	(1,445)										171	(171)		
Total Commodities	65,800	6,786	12,060	3,305	0	0	0	0	0	0	0	0	0	22,151	43,649	33.7%	
CAPITAL																	
Moveable Equipment			1,619	61										1,680	(1,680)		
Periodicals	9,500	374	8,047	16										8,437	1,063	88.8%	
Juvenile	62,535	1,375	6,497	6,121										13,993	48,542	22.4%	
Adult Reference	26,500	9,558	2,903	9,433										21,894	4,606	82.6%	
Audio Visual	70,000	1,160	6,103	3,985										11,248	58,752	16.1%	
Adult Collection	112,563	2,767	13,934	9,047										25,748	86,815	22.9%	
Total Capital	281,098	15,234	39,103	28,663	0	0	0	0	0	0	0	0	0	83,000	198,098	29.5%	
OTHER EXPENDITURES																	
Refunds														0	0		
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	2,731,318	231,331	248,593	216,532	0	0	0	0	0	0	0	0	0	696,456	2,034,862	25.5%	

2005/06 LIBRARY EXPENSE SUMMARY						
September 30, 2005						
3 Months =25.0%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
PERSONAL SERVICES						
Salaries	1,393,030	1,436,112	356,755	348,881	1,087,231	
Temporary Salaries	190,892	183,645	44,939	43,958	139,687	
Time and One-Half		500			500	
Longevity	5,996	6,015		60	5,955	
Sick Leave	1,954				0	
Adjustment	(8,306)		(3,146)	0	0	
Vacation	8,849		274	6,570	(6,570)	
Total Personal Services	1,592,415	1,626,272	398,822	399,469	1,226,803	24.6%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		25,710			25,710	
IPERS Disability	8,542	9,360	2,183	2,211	7,149	
Life Insurance	3,297	3,243	830	834	2,409	
Health Insurance	164,232	189,441	40,955	42,412	147,029	
FICA Medicare	22,574	20,285	5,675	5,631	14,654	
FICA	96,520	86,741	24,262	24,086	62,655	
IPERS	89,630	82,920	22,791	23,120	59,800	
Workers Compensation	4,616	2,557	1,269	1,271	1,286	
Flex Administration	1,536	1,538	374		1,538	
Total Employee Benefits	390,947	421,795	98,339	99,565	322,230	23.6%
INTERNAL SERVICES						
City Data Services	3,866	3,847	664	641	3,206	
City Messenger	2,134	2,745	293	375	2,370	
Printing	5,379	4,300	569	408	3,892	
Insurance & Bonds	18,318	18,919	4,578	4,695	14,224	
Phone Operation/Maintenance	16,590	16,635	4,158	4,020	12,615	
Long Distance	500	500	85	71	429	
Fleet Operating/Maintenance	8,133	3,998	1,005	1,955	2,043	
Fleet Replacement	20,976	22,260	3,496	3,710	18,550	
Computer Replacement	21,689	12,882	4,362	6,197	6,685	
Interdepartmental Labor					0	
Total Internal Services	97,585	86,086	19,210	22,072	64,014	25.6%
CONTRACTUAL						
Outside Professional Services	27,367	28,000	20,000	461	27,539	
Postage/Freight	13,317	13,500	595	264	13,236	
Travel/Meetings	1,342	1,400	119	501	899	
Training	1,714	4,200	137	75	4,125	
Conferences	13,756	23,895	1,271	3,470	20,425	
Subscriptions and Books	87				0	
Dues & Memberships	4,735	5,000	1,203	655	4,345	
Printing	339	5,100		(42)	5,142	
Advertising	4,701	3,000	855	769	2,231	
Recruiting Costs	7,155		1,981	1,807	(1,807)	
Electricity	40,759	39,700	8,925	11,013	28,687	
Phone Operation/Maintenance	4,667	4,900	1,226	919	3,981	
Long Distance	4	100			100	
Water/Sewer	3,199	3,400	643	553	2,847	
Waste Disposal	2,084	2,600	394	365	2,235	
Natural Gas	6,700	8,740	47	46	8,694	
Structural Repair	6,267	10,000	21	192	9,808	
Moveable Equipment Repair	1,054	3,000	429	653	2,347	
Fixed Equipment Repair	4,486	5,000		15	4,985	
Computer Maintenance	28,125	47,299	21,326	40,503	6,796	
Rentals & Leases	20,103	19,308	3,759	3,762	15,546	

2005/06 LIBRARY EXPENSE SUMMARY						
September 30, 2005						
3 Months =25.0%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
Non-City Services	19,174	22,125	3,431	4,218	17,907	
Total Contractual	211,135	250,267	66,362	70,199	180,068	28.0%
COMMODITIES						
Office Supplies	35,535	41,000	7,040	15,160	25,840	
Minor Office Equipment	2,278	500	326	191	309	
Minor Computer Equipment	11,790	9,000	99	881	8,119	
Ag-Hort Supplies	958	300		156	144	
Structural Materials	1,463	2,000	427		2,000	
Chemicals/Lab Supplies				10	(10)	
Cleaning Supplies	7,129	5,000	1,363	1,638	3,362	
Equipment Parts/Supplies	1,356	1,000	21	1,290	(290)	
Minor Equipment & Tools	778	300	7	271	29	
Food	1,634	1,500	295	1,292	208	
Wearing Apparel	139	200	33	39	161	
Special Project Supplies	5,746	5,000	2,054	1,052	3,948	
Purchase Card Clearing	0	0	1,360	171	(171)	
Fuel for Vehicles/Equipment	3	0			0	
Total Commodities	68,809	65,800	13,025	22,151	43,649	33.7%
CAPITAL						
Moveable Equipment				1,680	(1,680)	
Periodicals	9,338	9,500	6,582	8,437	1,063	
Juvenile	57,115	62,535	8,528	13,993	48,542	
Adult Reference	43,248	26,500	26,754	21,894	4,606	
Audio Visual	55,519	70,000	10,498	11,248	58,752	
Adult Collection	96,264	112,563	18,816	25,748	86,815	
Total Capital	261,484	281,098	71,178	83,000	198,098	29.5%
OTHER EXPENDITURES						
Refunds	33		33		0	
Total Other Expenditures	33	0	33	0	0	
GRAND TOTAL	2,622,408	2,731,318	666,969	696,456	2,034,862	25.5%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	728,402	781,577	178,045	197,646	583,931	28.40%
Outreach Services	220,567	218,913	53,408	53,748	165,165	7.70%
Technical Services	385,962	414,499	106,738	107,948	306,551	15.50%
Youth Services	257,518	255,249	63,859	65,522	189,727	9.40%
Information Services	395,680	370,917	108,506	112,075	258,842	16.10%
Circulation Services	410,435	426,140	99,894	105,861	320,279	15.20%
Media Services	223,844	264,023	56,519	53,656	210,367	7.70%
GRAND TOTAL	2,622,408	2,731,318	666,969	696,456	2,034,862	

LIBRARY DONATIONS REPORT						
FISCAL YEAR 2005/2006						
YEAR-TO-DATE THROUGH SEPTEMBER 30, 2005						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Reserved Principal and Interest	656,863.14 (1)	100,000.00 (2)			8,276.00 (3)	765,139.14
Computer Replacement Reserve	45,414.00	8,180.00				53,594.00
Committed Funds (see below)	46,922.78		587,962.53		24,000.00	658,885.31
Available Funds:						
Beginning available balance	55,596.01	13,111.13	583,292.00	149,241.89	78,142.93	879,383.96
Interest revenue	4,988.66	989.98	4,810.53	1,612.23	719.00	13,120.40
Donations				61,044.92	7,346.50	68,391.42
Expenses	(282.16)	(243.75)	(140.00)		(8,941.93)	(9,607.84)
Committed Funds	(46,922.78)		(587,962.53)		(24,000.00)	(658,885.31)
Current Available Balance	13,379.73	13,857.36	0.00	211,899.04	53,266.50	292,402.63
Total Fund Balance	762,579.65	122,037.36	587,962.53	211,899.04	85,542.50	1,770,021.08
Expense Detail:						
Internal Printing					111.50	111.50
Court Fees/Permits			140.00			140.00
Other Non-City Services					95.28	95.28
Wearing Apparel					389.35	389.35
Special Project Supplies		243.75			2,500.00	2,743.75
Moveable Equipment					1,602.95	1,602.95
Youth Collection					1,191.48	1,191.48
Adult Reference					110.00	110.00
Audio-Visual	211.41				744.09	955.50
Adult Collection	70.75				2,197.28	2,268.03
Total Expenses	282.16	243.75	140.00	0.00	8,941.93	9,607.84
Committed Funds Detail:						
Building Expansion			587,962.53			587,962.53
Strategic Planning Travel	6,922.78					6,922.78
Project Smyles	28,000.00				24,000.00	52,000.00
Teen Space	12,000.00					
Total Committed Funds	46,922.78	0.00	587,962.53	0.00	24,000.00	646,885.31
(1) \$600,000 of the Gladys Myers bequest and 20% of the interest earned annually on the bequest were reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest income may be used for projects and/or acquisitions approved by the Board.						
(2) \$100,000 of the Marsden bequest was reserved by the Library Board of Trustees on June 24, 1999; the interest on this bequest is available for expenditure.						
(3) Reservations of principal in Other Donations are: \$1,000 in the Tommy Feinberg Memorial, \$5,276 in the Gilman Fund, and \$2,000 in the Smith Endowment. Interest earned on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith Endowment is to be used to acquire large-print books.						

GLADYS MYERS DONATION FUND			
INTEREST EARNED PER FISCAL YEAR			
YEAR-TO-DATE THROUGH SEPTEMBER 30, 2005			
			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	6,235.82	1,247.16	4,988.66
Total	284,315.74	56,863.14	227,452.60

LIBRARY DONATIONS REPORT - OTHER DONATIONS														
FISCAL YEAR 2005/2006														
YEAR-TO-DATE THROUGH SEPTEMBER 30, 2005														
					Tommy									
	Other	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	Enrich	Iowa Infra-	Gates	Total
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	Iowa	structure	Foundation	
Available Balance @ 6/30/05 *	12,039.54	(96.85)	0.00	(553.26)	314.06	2,320.04	718.07	4,225.00	3,263.15	1,407.60	22,126.87	32,225.39	153.32	78,142.93
YTD Interest Revenue	719.00													719.00
YTD Donations/Grants	2,532.60	2,912.01		1,901.89										7,346.50
YTD Expenses	(2,337.26)	(3,582.38)	0.00	(1,379.96)	0.00	75.90	0.00	0.00	(95.28)	(20.00)	(1,602.95)	0.00	0.00	(8,941.93)
Transfers between programs														0.00
Committed Funds	0.00	(2,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(22,000.00)	0.00	0.00	(24,000.00)
Current Available Balance	12,953.88	(2,767.22)	0.00	(31.33)	314.06	2,395.94	718.07	4,225.00	3,167.87	1,387.60	(1,476.08)	32,225.39	153.32	53,266.50
Expense Detail:														
Internal Printing		91.50								20.00				111.50
Other Non-City Services									95.28					95.28
Wearing Apparel	389.35													389.35
Special Project Supplies		2,500.00												2,500.00
Moveable Equipment											1,602.95			1,602.95
Youth Collection	1,267.38					(75.90)								1,191.48
Adult Reference				110.00										110.00
Audio-Visual				744.09										744.09
Adult Collection	680.53	990.88		525.87										2,197.28
Total Expenses	2,337.26	3,582.38	0.00	1,379.96	0.00	(75.90)	0.00	0.00	95.28	20.00	1,602.95	0.00	0.00	8,941.93
Committed Funds Detail:														
Project Smyles		2,000.00									22,000.00			24,000.00
Total Committed Funds	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00	0.00	0.00	24,000.00
* Beginning balance includes available balance at 6/30/05 plus outstanding committed funds														



**Investments FY 2006
Portfolio Management
Portfolio Summary
August 31, 2005**

City of Ames

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	360 Equiv. YTM	365 Equiv. YTM
Certificates of Deposit	35,200,000.00	35,200,000.00	35,200,000.00	58.51	257	118	3.621	3.671
Iowa Public Agency Investment Trust	15,443.23	15,443.23	15,443.23	0.03	1	1	2.510	2.545
Federal Agency Coupon Securities	22,638,000.00	22,500,681.20	22,613,784.98	37.59	687	320	3.044	3.086
Pass Through Securities /PAC/CMO	2,336,189.81	2,303,600.07	2,331,396.34	3.88	1,306	1,214	4.135	4.192
Investments	60,191,633.04	60,019,724.50	60,160,624.55	100.00%	460	236	3.424	3.471

Total Earnings	August 31 Month Ending	Fiscal Year To Date
Current Year	172,441.87	343,369.30
Average Daily Balance	60,643,497.21	61,588,254.53
Effective Rate of Return	3.35%	3.28%

I certify that these reports are in conformance with the Iowa Public Investment Act.

Roger J Wisecup II, City Treasurer

Reporting period 08/01/2005-08/31/2005

Portfolio 2006

Run Date: 09/07/2005 - 12:02

AC

PM (PRF_PM1) SymRept 6.41.202a
Report Ver: 5.00

MONTHLY REPORT October 2005

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

FOUNDATION:

We were sorry to accept the resignation of Larry Jahn from the APLF Board. His recent judicial appointment does not allow him to be on a Board that does fundraising.

Notes from the APLF Board meeting on September 19:

- The total Foundation account balance is \$70,800. This includes checking, savings and endowment accounts. After the meeting the endowment fund (\$32,119) was invested in a short-term certificate of deposit.
- A special 2005 campaign will be targeted to previous donors. The annual campaign will occur in the spring to correspond with National Library Week. The APLF will reimburse the Library for expenses related to the campaign, including staff time.
- The APLF Board is currently recruiting new members. A draft of by-laws revisions will be presented at the next meeting. The APLF Policy committee submitted a draft of a new investment policy. It will be voted on at the next meeting.
- The APLF Board discussed the need to re-examine its need for a Development Director and its arrangements with the Library regarding staffing, space and other resources.

Jill did an excellent job of drafting an appeal of the Administrative Law Judge's decision in the unemployment case. We should hear within a few weeks.

ADMINISTRATION STAFF:

As part of the budget process we were informed that we should plan for a significant increase in utility costs. In light of this and in a sense of good stewardship, the Administrative team met to develop a list of energy savings ideas. We will be asking all APL staff to adopt a "greener" approach to energy use.

Mark put in countless extra hours and endured loads of frustration in the changeover from McLeod to Qwest. He did an excellent job of working through issues in the background and keeping disruption to the customers and staff at a minimum.

Jim Alexander, Ken Sills, Patti Woo and I received a demonstration of hand driers. We plan to replace the paper towel dispensers in the main floor restrooms with energy efficient hand driers. This should also result in a significant savings from the reduction in use of paper towels.

Mark and I are working on a plan to dispose of old computers and unusable shelving to make better use of storage space.

Ken and Jim investigated options for cost savings in soap usage in the restrooms. The prepackaged soap for the dispensers is prohibitively expensive (nearly \$1000/year). Ken was able to modify the dispensers so they can be refilled with bulk soap. This should result in significant savings.

Jillian Duggan has accepted the responsibility of chairing the Staff Development Committee. The primary responsibility of this committee is planning and implementing the annual Staff Development Day. She is currently recruiting members and will hold a meeting soon.

Jillian also chairs the Display and Exhibit Team. I met with the team to discuss developing a budget for their projects. The Team is working to consolidate supplies and orders.

Jill attended the Central Iowa Library Service Area support staff roundtable.

OUTREACH and CIRCULATION STAFF:

The increase in circulation of materials we discussed last month does not appear to be a fluke. We saw an increase of 3.4% for this September over last year resulting in a 5.7% increase for the year to date. The Circulation and Outreach staff has done a fabulous job of handling the increase in workload.

Deb Burdick has resigned her position as Library Assistant to accept a job as an academic advisor at Iowa State University. Her last day will be October 12.

Val attended the Central Iowa Service Area supervisor's roundtable.

We continue to receive requests for regular on-going Bookmobile service to neighborhoods and at area schools and agencies. Bookmobile staff is working on a set of evaluation criteria for adding and maintaining stops. We are looking at the possibility of developing a pilot project for limited service during the school year only to home school classes at Crawford School.

GENERAL:

The Unique team is making excellent progress. Our target implementation date is October 24. We will receive training on October 12. **You are all invited to the general overview session scheduled for 3:00 p.m.** We have been distributing informational bookmarks at the self checks and public desks. Val wrote a Library Notes column devoted that will

appear next Wednesday. Jillian has prepared a wonderfully positive press release. We have already implemented the newly worded notices and reduced the number of days between notices. Joyce and Val are sending special mailings and making courtesy calls to potential referrals and are getting an impressive response in the form of returned materials and cash. The team has had two conference calls with Unique Management staff to prepare for implementation. Mark and Val had a conference call with Unique Management technical staff to work out specific software details.

Many APL staff members went the extra mile as hosts of the week long downtown catalyst project charrette. Mark and Jill deserve extra praise for their flexibility and responsiveness. We have received several notes of appreciation from City staff who served on the planning team.

I invited Jeff Raasch, the new Tribune reporter assigned to cover city government, for a tour of APL. He was very interested in many of our services and projects, particularly the development of the teen space, the volunteer program and the recent upsurge in circulation. He has already followed up with an article about the teen space.

I attended a Character Counts training session for adults. I have been named to the community wide Character Counts steering committee.

I have nearly completed performance development plan meetings with Circulation & Outreach and Administration salaried staff.

I appreciated having an opportunity to explore important issues at the Board retreat. And, I truly appreciated the birthday celebration and yummy cake!

PROJECT SMYLES:

We are actually ahead of schedule! We received bids from three vendors for the publication of *Dog Tales*. Kay, Jillian and I evaluated the bids with a weighted rating scale and selected Sigler/McMillen as the winner. We have a meeting scheduled next week to get started with the publishing process. The plush toys should be delivered any day.

Kay prepared a grant proposal for a Community Foundation of Greater Story County grant. We are seeking \$4,974.60 to support Project Smyles.

PROGRAMS:

One look at the program stats will give you an idea of some of the changes that have been occurring since the formation of the Children and Family Programming Team under the direction of the fabulous Jerri Heid. 1615 happy people attended 84 programs geared for

children and families at the Library. This compares to 766 at 26 programs last September.

The Fall Friends Booksale is quickly approaching. Please let Sarah know if you are interested in volunteering.

The Bookmobile continues to be a hit at area events and festivals. It was recently at FACES (Families of Ames Celebrate Ethnicities) and Blue Skies Days. Staff and volunteers are doing a great job of providing fun and festive activities for participants. This is an excellent opportunity to highlight APL in the community and to introduce new people to the Bookmobile.

Anastasia Tuckness has started a new program series at Bookmobile stops called Bookmobile Break. Special programs will be offered at four stops during one week each month.

I continue to be overwhelmed with requests from community groups for co-sponsored programs. I am currently working with eighteen different community groups and several individuals to plan upcoming programs. October is an incredibly busy program month and November is filling up quickly. I am running out of nights and weekends!

Recent program highlights include:

- Global Climate Change - co-sponsored by a local energy awareness group
- Chris Crutcher as the Banned Books Week speaker at ISU - co-sponsored with ISU Lectures Program, ISU Library and the University Book Store
- Marimba player Naoko Takada - co-sponsored with ISU Center
- Out of the Shadows, a film and discussion - co-sponsored with the local chapter of the National Alliance for the Mentally Ill

Be sure to check Page One for upcoming programs!

MEETINGS:

I attended meetings of the Outreach Staff, Circulation Staff, APL Management Team, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Teen Space Committee, Project Smyles committee, Bookends Not at the Bandshell Planning Team, T.A.G. (Teen Advisory Group), APL Children and Family Programming Team, Alliance for Global Justice Teach-in committee, City Department Heads, Ames Energy Awareness Group, Character Counts Steering Team, Unique Team, APL Policy committee, Administrative Team, APL Budget Team, APLF Board, joint meeting of the APL Board and APLF gifts policies committees, APL Display and Exhibit Team, APLF policies committee, APL Board retreat the Douglas Block Party planning committee and the APL Board.

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

Friends of the Ames Public Library

The Friends Board met on Monday, October 3rd. Melinda Thach, the new *Literacy Changes Lives* (Story County Literacy Program) coordinator, presented an update on the program and a budget for the current year. The Board was grateful to have a clear idea of the program's needs.

Also approved was the transfer of \$5,000 from the Friends money market account to add to a \$5,000 CD which comes due the middle of this month. Purchasing a \$10,000 CD will earn them a better interest rate. After that transaction, the Friends will have \$35,000 set aside in CDs.

The Friends approved the revised staff scholarship guidelines which were tabled from the last meeting. The Board has allocated \$1,500 for the current year to reimburse staff who wish to take library school classes. The first application deadline will be January 2006 for the summer term.

The Board also voted to apply for a business credit card for use by library staff. The next Board meeting is November 7th.

Public Services

Scott Dermont has been investigating a self-service fax for public use which requires very little staff intervention. We have decided to try it for three months in order to assess if the self-service operation works and if there is enough business to warrant continuing the service. We plan to begin the beginning of November.

Public services staff attended two Central Iowa Library Service area roundtables. Ann Dobbs and Mary Logsdon went to the reference service roundtable and Lynne Van Valin attended the support staff group. The service area sponsors these discussion groups so that staff in the surrounding area can share common issues.

The past two weeks I conducted personal development plan (PDP) interviews with all of my salaried staff. It is an opportunity to check and see if we are on track with goals that we set at the annual review and to talk about current accomplishments, problems, or changes. We will do another round of PDP interviews in January.

Discussion of the workplan continues. We have decided to move it up on the agenda and dedicate more meeting time to it each week. We always have things to discuss but we want to get through the plan and look at what priorities we might set for this year and see where we need to work with other workgroups to accomplish our goals.

Building Acquisition

I will have an update for you at the Board meeting.

Other Activities

- I edited the final version of the “Collections” policy after it was reviewed by Roy Kenagy. Roy is our statewide guru for collections and so we asked him to look over the new draft. In fact, he only did some wordsmithing and said that the policy was very good. The draft was discussed at our October 5th Policy Group meeting. We will bring it back for a second time to the November policy meeting and it will come to the Board in November.
- I met with our Books @ Noon group. We had a big turnout with 19 people.
- Karlene came to her last “Chick Lit” meeting on September 19th. We will miss her participation. Maybe she can start one at the local library in Williamsburg. The group talked about “Man Camp” which everyone agreed was fun but pretty lightweight. In October we will discuss the novels of one of the premier authors in the genre, Jennifer Weiner. A movie based on her book “In Her Shoes” is in theaters now. She is also featured in the current issue of “Book Page” which is available in our New Arrivals area.
- I attended the first session of our “Let’s Talk About It” Saul Bellow series. Ron Palumbo gave a fantastic presentation on the author in preparation for discussing “Seize the Day.” We had 18 in attendance.
- I attended the gifts policy joint meeting.
- Margaret and I developed the agenda and I worked with the all the presenters to talk about the content and scope of their presentations for the annual retreat. I attended the retreat.
- I attended selection committee meetings and did reference checks for two of the candidates.
- I attended the Management Team meetings. We have been focusing on the alternative funding request.
- I wrote the Monthly Project Briefing report for the City.
- I attended the Central Iowa Library Service Area Board meeting in Pleasant Hill.
- Lynne, Patti, Jill and I met to continue to work on reconstructing our programmatic budget to more accurately reflect the resources needed for the services we provide.
- I am working with two of our college students to plan an anime festival. Anime is Japanese animated film.
- I attended the Teen Space committee meeting.

Coordinator's Monthly Report
October 2005

Marianne Malinowski
Adult Collection Manager
Collections Workgroup

I don't have too much to report this month. I was on vacation the first three weeks of September. The board retreat was the highlight of the month for me. I really enjoyed the information on library building basics. It made the project seem real for the first time and was very informative.

COLLECTIONS:

I attended the Youth Selectors meeting last week. Jerri led a very good meeting. She reviewed the collection development philosophy, the current youth budget and talked about ongoing projects, such as the series recataloging project and the parenting shelf. The group will meet again in 6 weeks.

Scott Dermont has taken a few days of training sessions on Horizon's web reporter product. I'm glad he's going to be learning web reporter and I'm anxious to see the types of reports and collection analysis it can provide for us. Roy Kenagy is currently working on some collection analysis for us and it should be ready in a few months. He is analyzing the "collection in use" – that part of the collection that is checked out at any given time, in an effort to analyze the number of multiple copies we are purchasing.

Staff reviewed the new collection development policy at today's Policy meeting. They had a number of suggestions. We will do a revision of the policy based on their input and will give them a chance to review it again at the November Policy meeting.

COLLECTIONS WORKGROUP:

I am working on PDPs (professional development plans) with my staff. We're talking about goals and projects that they want to work on in the coming months.

I attended a half-day session sponsored by the City on the topic of managing employee behavior. The presenter was excellent and I'm looking forward to the second half of the program later this month.

Youth Services Board Report
October 2005
Jerri Heid

Programming:

Programming is going quite well. In fact, several staff members from Public Services, Circulation, Outreach, along with Smyles showcased their rapping skills at the first Family Night @ the Library. Their performance included rapping with Arthur's song, *Getting a Library Card!* In fact, their rapping talents were so great; they will perform encores at the upcoming school visits in October and November. Wednesday early out programs *Chattin with Cathy* and *Art Around the World* have also been well received.

We have decided to change the names of the weekly programs. Beginning the next session, the Lapsit program for infants to pre-walkers will be called BabyTalk. The current BabyTalk program for walkers through three years old will be changed to Toddler Time. We thought this would better describe each program to the targeted audience.

We have also begun our October/November reading program Hi-Bear-nate.

Outside meetings and presentations:

I attended the Baby Talk strategic planning meeting this month. The BabyTalk board members and other members were invited to attend. The mission statement was discussed and revised. Long-range outcomes were developed. The Board will now take these, modify them, and eventually post them on their website. The website completion is part of their short-term goals. It is very exciting to be a part of this group.

The Kids Lib group (metro children librarians) met at Clive. A Blank Park Zoo representative attended to discuss their possible parts in the upcoming summer program, "Paws, Claws, Scales and Tales." With the ideas she gathered, she will design three programs to offer to area libraries for preschoolers, elementary age children, and young adults for a discounted rate.

I shared and promoted Library programs and collections at a People Place program.

Ongoing projects:

The Teen Space is getting closer and closer to having tangible progress. In the next week paint colors will be chosen and furnishings will be ordered. We are hoping to have a celebration of the space the first part of January.

Collections:

The Youth Selectors met this month. We discussed collection development, procedures, our current budget, alternate funding and our needs for next year. I have also been discussing collection weeding with Roy Kenagy of the Central Iowa Library Service Area.

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

Mark F. Harris

1. Working with the Unique team to implement Unique Management collection services. This includes committee meetings, working with Unique to configure the database correctly, working with Dynix to resolve database issues, meeting with credit union to consider an ATM system, and learning about my responsibilities in maintaining the system after we are operational.
2. Working with the Teen Space team to implement a teen space with technology tools. Researched computers, TV, and sound systems for consideration.
3. Reviewed my performance goals with Lynne.
4. Working with Dynix, management team, and Scott to get Web Reporter integrated into APL workflows and management processes.
5. Planned for APL attendance to CODI conference being held in Minneapolis. Camille, Val, and I will be attending on Nov. 6-8. (CODI – Customers of Dynix, Inc. international users group)
6. Accomplished internet access cutover from McLeod to Qwest with minimum of operational disruption. We now have twice the bandwidth and more operational control over bandwidth usage. I have noticed an improvement in internet network responsiveness to browser requests and download speeds for file transfers.

Jillian Duggan, Community Relations Specialist

October 2005

In September, I attended a workshop in Bettendorf called “Library Marketing that Works!” It focused on the marketing plan process and how to use the process on each new program or service. I am already beginning to apply the “marketing plan” approach to current projects such as Project Smyles.

Coming Up:

- Harry Potter and Narnia movie releases

Current Projects:

- Information campaign for Unique
- November Page One
- November flyers and promotional materials
- Todd Parr promotion
- Bookland promotion
- Book Sale signs, ads, flyers, etc.
- Annual Report
- Fax service signage
- Smyles and outreach to daycares

Recently Completed:

- October Page One
- October Page One online
- October event flyers and media releases
- Template for volunteer newsletter
- Bookmobile back to school promotional materials
- Updated policies online

Meetings:

- Main Street Cultural District
- APL Policy meeting
- APL Admin Team meetings
- APL Family and Child Programming
- APL Display Team

Programs Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 10, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy
Section: Library Resources
Subject: Programs

Board
Approved: 6/04
Reviewed: 10/05
Revised:

Policy

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

Definition

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

Responsibility for Programming

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

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

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

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

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

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

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Content

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

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

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

Charges and Fees

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

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

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

Deleted: sponsored

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

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

Attendance

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

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

Deleted: the ALA and Related Documents

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

Expressions of Concern:

Deleted: **Citizen Concerns**

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

Deleted: Citizen

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Expressions of Concern:¶
¶

Formal Complaint Process:

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

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

-

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

Ames Public Library
Section: Guidance Documents

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

Board
Approved: 6/05
Reviewed:
Revised:

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

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

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

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

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

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

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

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

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

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

Circulation Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 10, 2005**

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 _____

Ames Public Library Policy**Section: Library Operations****Subject: Circulation Policy****Board****Approved: 7/96****Reviewed: 9/04, 10/05****Revised: 9/04****Policy**

Library Accounts

- All Iowa residents are eligible to apply for an account with the Ames Public Library.
- Customer borrowing¹ 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.

Customer Responsibilities

Personal account holders and/or the responsible adult on a family account 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.

A LIST OF FINES AND FEES ARE AVAILABLE UPON REQUEST.

¹ Borrowing includes Ames Public Library card-required resources, for example: checking out materials, use of computer lab, and use of meeting rooms.

Alternative Funding Request

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 10, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Alternative Funding Request as presented/amended.

Request	Category	Amt.	New Ongoing	Fund
Adult Multiple Copies	Collection	\$ 3,000.00	N	General Donations
Materials Processing Supplies	Collection	\$ 7,000.00	N	General Donations
Electronic Resources increase in REF USA + 2 databases (auto repair & newspaper articles)	Collection	\$ 4,000.00	N	Foundation
Reference - Contemporary Articles	Collection	\$ 3,000.00	N	Howell Bequest
Audiobooks	Collection	\$ 9,000.00	N	Howell Bequest
J Graphic Novels & Anime	Collection	\$ 1,000.00	N	Foundation
Hello USA State books	Collection	\$ 800.00	N	Howell Bequest
Juvenile Media (DVDs & books on CD)	Collection	\$ 8,000.00	N	Howell Bequest
Rookie Reader skill sets	Collection	\$ 2,500.00	N	Howell Bequest
My First Reader Set	Collection	\$ 625.00	N	Howell Bequest
	Collection Total	\$38,925.00		
Laptop for Admin	Equipment	\$ 2,500.00	N	Marsden computer depreciation
Wireless	Equipment	\$ 7,000.00	N	RIIF
Youth Services Book Bins	Equipment	\$ 3,800.00	N	RIIF
Youth Services Computer Tables	Equipment	\$ 400.00	N	RIIF
YS Library in a Square	Equipment	\$ 300.00	N	RIIF
YS Mobile Cubby	Equipment	\$ 260.00	N	RIIF
Toddler Manipulative Table	Equipment	\$ 110.00	N	RIIF
Toddler Softscapes	Equipment	\$ 340.00	N	RIIF
Musical Instruments	Equipment	\$ 700.00	N	RIIF
YS Glider Rocker	Equipment	\$ 550.00	N	RIIF
	Equipment Total	\$15,960.00		
Teen Space	Facility	\$ 3,000.00	N	Myers
Web Development	Facility	\$ 5,000.00	N	RIIF
	Facility Total	\$ 8,000.00		
APL Unplugged	Programs	\$ 3,000.00	O	Friends
Bookends at the Bandshell	Programs	\$ 2,500.00	O	Friends
Books for Babies	Programs	\$ 9,000.00	O	Enrich Iowa
	Programs	\$ 1,100.00	O	Friends/Read to your Bunny
Teen Reading Program	Programs	\$ 1,000.00	N	Friends

Adult Reading Program	Programs	\$ 1,000.00	N	Friends
Youth Reading Programs	Programs	\$ 1,800.00	O	Friends
	Programs Total	\$19,400.00		
MLS Scholarships	Staff/CE	\$ 1,500.00	O	Friends
Computer Training	Staff/CE	\$ 1,500.00	N	RIIF
	Staff/CE Total	\$ 3,000.00	N	
	Grand Total	\$85,285.00		
Key for above abbreviation				
RIIF = Rebuild Iowa Infrastructure Fund				

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Alternative Funding Summary 05/06

Fund/Resouce	Alternative Fund Request Amount	Amount Currently Available in Fund/Resource
Enrich Iowa Foundation	\$ 9,000.00	\$-1,476.08 current balance 2005 payment due in October will be \$14,672.00
Foundation	\$ 5,000.00	Has avail. Funds
Friends	\$ 11,900.00	Has avail. Funds
General Donations	\$ 10,000.00	\$ 12,953.88
Howell Bequest	\$ 23,925.00	\$ 211,899.00
Marsden Computer Depreciation	\$ 2,500.00	\$ 8,180.00
Myers Bequest	\$ 3,000.00	\$ 13,379.00
RIIF	\$ 19,960.00	\$ 32,225.39

Resolution for Trustee Karlene Jennings

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 10, 2005**

Be it resolved that the Ames Public Library Board of Trustees expresses its deepest thanks and sincere appreciation to Karlene Jennings for her service on the Library Board. The Board recognizes her hard work and devotion particularly her service on the Director Performance Committee and development of the Gifts Policy.

Karlene's commitment to intellectual freedom and library advocacy will be sorely missed. The Board wishes her the best as she moves on in her career and continues to serve libraries.

"Men (people) are rich only as they give. He (she) who gives great service gets great rewards." ---Elbert Hubbard

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Circulation Monthly Stats
September 2005**

COMPARISON	Adult Print	Adult Media	Total Adult Circ	Youth Print	Youth Media	Total Youth Circ	Total Misc	Total Main	Total BKM/Home Del.	Grand Total
Current Month	30,362	32,135	62,497	28,113	12,540	40,653	85	93,041	10,194	103,235
One Year Ago	30,699	30,423	61,122	27,384	11,314	38,698	8	90,154	9,674	99,828
Difference	(337)	1,712	1,375	729	1,226	1,955		2,887	520	3,407
% Change	-1.1%	5.6%	2.2%	2.7%	10.8%	5.1%		3.2%	5.4%	3.4%
Year to Date										
Current Year	98,976	104,367	203,343	87,636	40,967	128,603	254	308,222	24,091	332,313
One Year Ago	96,984	97,124	194,108	84,003	36,243	120,246	19	288,909	25,464	314,373
Difference	1,992	7,243	9,235	3,633	4,724	8,357		19,313	(1,373)	17,940
% Change	2.1%	7.5%	4.8%	4.3%	13.0%	6.9%		6.7%	-5.4%	5.7%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,533	1,801	12,658	19,992	19.4%			81,978	79.4%	
One Year Ago	5,728	2,047	12,533	20,308	20.3%			78,275	78.4%	
Difference	(195)	(246)	125	(316)				3,703		
% Change	-3.4%	-12.0%	1.0%	-1.6%				4.7%		
Year to Date										
Current Year	18,031	5,978	40,543	64,552	19.4%			264,158	79.5%	
One Year Ago	18,251	5,711	38,675	62,637	19.9%			248,292	79.0%	
Difference	(220)	267	1,868	1,915				15,866		
% Change	-1.2%	4.7%	4.8%	3.1%				6.4%		

Main Stats FY05/06

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	8,754	8,461	7,342	0	0	0	0	0	0	0	0	0	24,557
ADULT NON-FICTION	11,041	10,988	10,207	0	0	0	0	0	0	0	0	0	32,236
ADULT GRAPHIC NOVELS	603	467	406	0	0	0	0	0	0	0	0	0	1,476
ADULT MANGA	958	966	735	0	0	0	0	0	0	0	0	0	2,659
ADULT ILL ITEMS	68	67	71	0	0	0	0	0	0	0	0	0	206
ADULT PAPERBACKS	1,392	1,261	1,081	0	0	0	0	0	0	0	0	0	3,734
LITERARY PERKS	60	58	56	0	0	0	0	0	0	0	0	0	174
NEW FICTION	4,757	5,071	4,246	0	0	0	0	0	0	0	0	0	14,074
NEW NON-FICTION	3,578	3,739	3,044	0	0	0	0	0	0	0	0	0	10,361
PERIODICALS	1,088	1,090	917	0	0	0	0	0	0	0	0	0	3,095
TRAVEL BAGS	75	73	49	0	0	0	0	0	0	0	0	0	197
SUBTOTAL (PRINT)	32,374	32,241	28,154	0	0	0	0	0	0	0	0	0	92,769
NEW MEDIA	234	240	197	0	0	0	0	0	0	0	0	0	671
MUSIC CDS	7,049	8,477	7,191	0	0	0	0	0	0	0	0	0	22,717
AUDIO BOOKS ON CD	3,328	3,291	2,912	0	0	0	0	0	0	0	0	0	9,531
AUDIO BOOKS ON TAPE	998	1,002	783	0	0	0	0	0	0	0	0	0	2,783
THEATRICAL VIDEOS	3,814	3,593	2,954	0	0	0	0	0	0	0	0	0	10,361
NON-THEATRICAL VIDEOS	924	967	836	0	0	0	0	0	0	0	0	0	2,727
THEATRICAL DVDS	14,403	15,379	13,078	0	0	0	0	0	0	0	0	0	42,860
NON-THEATRICAL DVDS	1,982	2,025	1,721	0	0	0	0	0	0	0	0	0	5,728
KITS	1,120	1,053	871	0	0	0	0	0	0	0	0	0	3,044
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (MEDIA)	33,852	36,027	30,543	0	0	0	0	0	0	0	0	0	100,422
ADULT MISC.	131	83	39	0	0	0	0	0	0	0	0	0	253
TOTAL (ADULT)	66,357	68,351	58,736	0	0	0	0	0	0	0	0	0	193,444
BOARD BOOKS	2,766	2,658	2,555	0	0	0	0	0	0	0	0	0	7,979
EASY	7,868	7,812	7,938	0	0	0	0	0	0	0	0	0	23,618
EASY TO READ	2,606	2,185	1,996	0	0	0	0	0	0	0	0	0	6,787
JUVENILE NON FICTION	4,365	3,758	4,274	0	0	0	0	0	0	0	0	0	12,397
JUVENILE FICTION	6,118	5,685	3,994	0	0	0	0	0	0	0	0	0	15,797
JUVENILE FICTION SERIES	458	511	253	0	0	0	0	0	0	0	0	0	1,222
JUVENILE GRAPHIC NOVELS	45	123	107	0	0	0	0	0	0	0	0	0	275
PARENT AS TEACHER	18	21	26	0	0	0	0	0	0	0	0	0	65
JUVENILE LARGE PRINT	104	85	49	0	0	0	0	0	0	0	0	0	238
JUVENILE PERIODICALS	111	111	246	0	0	0	0	0	0	0	0	0	468
YOUNG ADULT PRINT	2,433	2,434	1,764	0	0	0	0	0	0	0	0	0	6,631
COMIC BOOKS	1	0	1	0	0	0	0	0	0	0	0	0	2
YOUNG ADULT GRAPHIC NOVELS	415	379	232	0	0	0	0	0	0	0	0	0	1,026
MANGA	684	696	525	0	0	0	0	0	0	0	0	0	1,905
YOUTH REFERENCE	0	1	0	0	0	0	0	0	0	0	0	0	1
SUBTOTAL YOUTH (PRINT)	27,992	26,458	23,960	0	0	0	0	0	0	0	0	0	78,410
YOUTH DVDS	7,570	7,458	6,162	0	0	0	0	0	0	0	0	0	21,190
YOUTH VIDEOS	3,072	2,840	2,193	0	0	0	0	0	0	0	0	0	8,105
YOUTH KITS	869	658	476	0	0	0	0	0	0	0	0	0	2,003
YOUTH CDS	1,462	1,530	1,287	0	0	0	0	0	0	0	0	0	4,279
YOUTH SPECIAL COLLECTION	0	0	1	0	0	0	0	0	0	0	0	0	1
YOUTH STORYTELLING	1	1	1	0	0	0	0	0	0	0	0	0	3
TOYS & PUPPETS	258	303	225	0	0	0	0	0	0	0	0	0	786
SUBTOTAL YOUTH (MEDIA)	13,232	12,790	10,345	0	0	0	0	0	0	0	0	0	36,367
TOTAL YOUTH	41,224	39,248	34,305	0	0	0	0	0	0	0	0	0	114,777
YOUTH MISC.	0	1	0	0	0	0	0	0	0	0	0	0	1
GRAND TOTAL	107,581	107,600	93,041	0	0	0	0	0	0	0	0	0	308,222
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	5,882	6,275	5,010	0	0	0	0	0	0	0	0	0	17,167
GILBERT	1,527	1,724	768	0	0	0	0	0	0	0	0	0	4,019
OPEN ACCESS	13,697	14,024	12,528	0	0	0	0	0	0	0	0	0	40,249
Total Special Circulation	21,106	22,023	18,306	0	0	0	0	0	0	0	0	0	61,435
% Special Circulation	19.62%	20.47%	19.68%										19.93%
AMES	85,425	84,488	73,590	0	0	0	0	0	0	0	0	0	243,503

**Bookmobile Stats
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	669	932	775	0	0	0	0	0	0	0	0	0	2,376
ADULT NON-FICTION	349	304	423	0	0	0	0	0	0	0	0	0	1,076
ADULT GRAPHIC NOVELS	15	0	7	0	0	0	0	0	0	0	0	0	22
ADULT MANGA	40	11	18	0	0	0	0	0	0	0	0	0	69
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	460	390	461	0	0	0	0	0	0	0	0	0	1,311
LITERARY PERKS	3	1	1	0	0	0	0	0	0	0	0	0	5
NEW FICTION	181	186	219	0	0	0	0	0	0	0	0	0	586
NEW NON-FICTION	159	147	221	0	0	0	0	0	0	0	0	0	527
PERIODICALS	84	66	83	0	0	0	0	0	0	0	0	0	233
TRAVEL BAGS	2	0	0	0	0	0	0	0	0	0	0	0	2
SUBTOTAL (PRINT)	1,962	2,037	2,208	0	0	0	0	0	0	0	0	0	6,207
NEW MEDIA	3	0	4	0	0	0	0	0	0	0	0	0	7
MUSIC CDS	202	80	139	0	0	0	0	0	0	0	0	0	421
AUDIO BOOKS ON CD	83	33	72	0	0	0	0	0	0	0	0	0	188
AUDIO BOOKS ON TAPE	76	75	74	0	0	0	0	0	0	0	0	0	225
THEATRICAL VIDEOS	251	137	253	0	0	0	0	0	0	0	0	0	641
NON-THEATRICAL VIDEOS	49	32	35	0	0	0	0	0	0	0	0	0	116
THEATRICAL DVDS	874	292	886	0	0	0	0	0	0	0	0	0	2,052
NON-THEATRICAL DVDS	50	28	61	0	0	0	0	0	0	0	0	0	139
KITS	45	43	68	0	0	0	0	0	0	0	0	0	156
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL (MEDIA)	1,633	720	1,592	0	0	0	0	0	0	0	0	0	3,945
ADULT MISC.	0	0	1	0	0	0	0	0	0	0	0	0	1
TOTAL (ADULT)	3,595	2,757	3,801	0	0	0	0	0	0	0	0	0	10,153
BOARD BOOKS	569	254	557	0	0	0	0	0	0	0	0	0	1,380
EASY	653	365	789	0	0	0	0	0	0	0	0	0	1,807
EASY TO READ	534	168	658	0	0	0	0	0	0	0	0	0	1,360
JUVENILE NON FICTION	523	366	850	0	0	0	0	0	0	0	0	0	1,739
JUVENILE FICTION	701	333	862	0	0	0	0	0	0	0	0	0	1,896
JUVENILE FICTION SERIES	100	42	71	0	0	0	0	0	0	0	0	0	213
JUVENILE GRAPHIC NOVELS	0	3	28	0	0	0	0	0	0	0	0	0	31
PARENT AS TEACHER	0	1	1	0	0	0	0	0	0	0	0	0	2
JUVENILE LARGE PRINT	8	1	5	0	0	0	0	0	0	0	0	0	14
JUVENILE PERIODICALS	0	5	16	0	0	0	0	0	0	0	0	0	21
YOUNG ADULT PRINT	219	94	231	0	0	0	0	0	0	0	0	0	544
COMIC BOOKS	4	2	0	0	0	0	0	0	0	0	0	0	6
YOUNG ADULT GRAPHIC NOVELS	24	4	18	0	0	0	0	0	0	0	0	0	46
MANGA	79	21	67	0	0	0	0	0	0	0	0	0	167
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL YOUTH (PRINT)	3,414	1,659	4,153	0	0	0	0	0	0	0	0	0	9,226
YOUTH DVDS	859	323	1,148	0	0	0	0	0	0	0	0	0	2,330
YOUTH VIDEOS	589	252	788	0	0	0	0	0	0	0	0	0	1,629
YOUTH KITS	65	28	52	0	0	0	0	0	0	0	0	0	145
YOUTH CDS	138	50	124	0	0	0	0	0	0	0	0	0	312
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	0	0	0	0	0	0	0	0	0	0	0	0	-
TOYS & PUPPETS	62	39	83	0	0	0	0	0	0	0	0	0	184
SUBTOTAL YOUTH (MEDIA)	1,713	692	2,195	0	0	0	0	0	0	0	0	0	4,600
TOTAL YOUTH	5,127	2,351	6,348	0	0	0	0	0	0	0	0	0	13,826
YOUTH MISC.	0	67	45	0	0	0	0	0	0	0	0	0	112
GRAND TOTAL	8,722	5,175	10,194	0	0	0	0	0	0	0	0	0	24,091
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	181	160	523	0	0	0	0	0	0	0	0	0	864
GILBERT	641	285	1,033	0	0	0	0	0	0	0	0	0	1,959
OPEN ACCESS	118	46	130	0	0	0	0	0	0	0	0	0	294
Total Special Circulation	940	491	1,686	0	0	0	0	0	0	0	0	0	3,117
% Special Circulation	10.78%	9.49%	16.54%										12.94%
AMES	7,669	4,598	8,388	0	0	0	0	0	0	0	0	0	20,655

**Miscellaneous Stats
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
HOME DELIVERY													
# of Patrons	54	55	55										164
Centers	27	27	27										81
Individual Deliveries Made	37	35	37										109
Additional Individuals serv.	11	11	8										30
HOLDS													
Main	9,697	9,790	8,401										27,888
BKM/Hm Delivery	704	269	823										1,796
Total Holds	10,401	10,059	9,224	0	0	0	0	0	0	0	0	0	29,684
INTERLIBRARY LOANS													
Requested	109	88	102										299
Received	73	74	79										226
Loaned	255	311	304										870
MEETING ROOMS													
Meetings	54	73	77										204
People	812	911	1,350										3,073
PROGRAMS													
Youth	91												91
Adult	23	8	17										48
Children & Family		2	84										
Outreach		8	2										
Teen		6	3										
Total Programs	114	24	106	0	0	0	0	0	0	0	0	0	139
PROGRAM ATTENDANCE													
Youth	3,083												3,083
Adult	1,250	162	573										1,985
Children & Family		130	1,615										
Outreach		410	73										
Teen		34	15										
Total Attendance	4,333	736	2,276	0	0	0	0	0	0	0	0	0	7,345
Webref	81	111	49										241
PAC Usage													
PAC	90,485	89,167	78,674										258,326
Community Organizations & Ames Tribune	654	643	834										2,131
Total	91,139	89,810	79,508	0	0	0	0	0	0	0	0	0	260,457

ONLINE DATABASE USAGE FOR FY 2005/06

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	143	149	69										361
Business Remote	30	33	7										70
Business Total	173	182	76	0	0	0	0	0	0	0	0	0	431
Residential In-House	82	125	107										314
Residential Remote	51	28	92										171
Residential Total	133	153	199	0	0	0	0	0	0	0	0	0	485
Grand Total	306	335	275	0	0	0	0	0	0	0	0	0	916
Des Moines Register													
In-House	17	43	4										64
Remote	32	19	41										92
Total	49	62	45	0	0	0	0	0	0	0	0	0	156
New York Times													
In-House	8	12	24										44
Remote	10	14	114										138
Total	18	26	138	0	0	0	0	0	0	0	0	0	182
Access World News													
In-House	64	31	5										100
Remote	8	17	19										44
Total	72	48	24	0	0	0	0	0	0	0	0	0	144
EBSCOhost													
In-House	228	410	422										1060
Remote	247	158	481										886
Total	475	568	903	0	0	0	0	0	0	0	0	0	1946
Novelist													
In-House + Remote	73	270	243	0	0	0	0	0	0	0	0	0	586
Chilton Online													
In-House	4												4
Remote	7												7
Total	11	0	0	0	0	0	0	0	0	0	0	0	11
Heritage Quest													
In-House + Remote	2809	2929	3560										9298
GRAND TOTAL	3813	4238	5188	0	0	0	0	0	0	0	0	0	13239
YEAR TO DATE	13239												