

Agenda
Ames Public Library Board of Trustees
October 18, 2007 - 7:00 p.m.
Community Room

Adoption of Agenda

Approval of Minutes

Public Forum

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

Consent Agenda

- Consent Agenda – Action Item (All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Board of Trustee members vote on the motion)
 - Claims
 - Gifts
 - New Hires, Raises, Promotions, Reclassification
 - Closing the library on Monday, January 21, 2008, for staff day. The library would be open on Presidents' Day, February 18, 2008.

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

- Suspended due to consultant presentation
- Next month: Meeting Rooms, Exhibits, Programs, and Statement of Concern Form

Unfinished Business

- Presentation by Building Consultant Anders Dahlgren

New Business

- FY2008-2013 Capital Improvement Plan – Action Item
- Ames Public Library Foundation Strategic Plan - Discussion

Trustee Comments

Adjournment

The next regular meeting is Thursday, November 15, 2007 at 7:00 p.m.

Ames Public Library

Board of Trustees

**Meeting Minutes
September 20, 2007**

The Ames Public Library Board of Trustees met in regular session on Thursday, September 20, 2007, in the Library boardroom with Anderson, Luckett, Meier, Ross, Seagrave, Sondall Saetveit, Warnick, and Director Weeks in attendance. Krauth and LeGates were absent.

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

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

Approval of Minutes: Ross asked if there were any changes to the August 16, 2007, minutes. Anderson moved and Sondall Saetveit seconded the motion to approve the minutes. Motion passed unanimously.

Public Forum: none

Consent Agenda: Weeks noted a correction under Gifts. The donation from Gary Tartakov should read, "from The Alliance for Global Justice for films." Anderson moved to accept the consent agenda as amended. Warnick seconded the motion. Motion passed unanimously.

1. Motion approving Claims Reports 8/1/2007-8/31/2007.
2. 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

3. Acceptance of self-check machines donated by the Ames Public Library Foundation

Financial Reports: Weeks said the budget was on track with 16.2 percent of the budget spent at the end of August. Anderson asked if there was a plan to get a jump on materials acquisitions spending. Weeks said they plan to mirror last year where the materials were purchased earlier in the fiscal year. Ross asked if the chiller repairs were spent out of last year's budget. Weeks said the repairs were spent out of last year's budget; however, replacement of the chiller was being considered for next year's capital improvement plan. Staff was waiting for a second opinion from a mechanical contractor.

Director's Report: Weeks presented a comparison of Ames Public Library and Laramie County Library System in Cheyenne, Wyoming. He said both libraries serve similar populations, but Ames had twice the circulation. He reported a 100,000 square foot building was constructed in Cheyenne. Seagrave suggested the possibility of comparing circulation counts and age distribution of populations of Ames to Laramie County.

Weeks reported Ames Public Library was now lending DVDs and CDS to ISU's library by way of bike courier. Warnick asked how ISU students would be informed of the new service. Weeks said ISU Parks Library would be responsible for the promotion of the service. Weeks said they are also discussing sending the bookmobile to campus. Seagrave suggested a link on ISU library's web page to Ames Public Library's web page. Weeks said they are also discussing the possibility of sharing the cost of electronic databases. Carey said another possibility would be joint programming.

Weeks said the Iowa lounge was near completion. He said there would be a reception held for the Imsandes, who were major donors. Weeks announced that a birthday party would be held for Smyles on November 11, 2007.

Meier asked about the status of the rain garden. Weeks said most of the plantings were in place. Sondall suggested signage for the garden. Weeks said he had received a \$250.00 grant from Rotary for a sign and was working with the public works department on signage.

Staff Report:

Assistant Director: Carey said the half-time circulation assistant position had been filled by Betsy Van Roekel, who started volunteering at the library when she was eleven. Recruitment for both the half-time youth services library assistant and the library services coordinator position closed. She said Tracy Briseño was hired as the teen library assistant, which was a lateral move.

Ross asked if the paperwork was done for the self-check machines. Carey said the credit card problem was solved and the machines were on order. Carey said the installation date had not been set.

Luckett asked about the debt collect service used by the library. Carey explained the library uses Unique Management Service, which is a service that tries to collect from customers with past due accounts over \$25.00. Warnick asked for the number of customers who had been credit reported. Carey said she would get back to the Board with an answer. Carey said the circulation staff had stepped up their efforts to get customers to return their materials before they were referred to Unique.

Friends of the Ames Public Library Report: Warnick said the Friends held their first meeting after their summer hiatus. She said the new president was Michale Hansen. The Friends discussed their upcoming book sale, which would be held on October 26, 27, and 28, 2007. Luckett asked for a financial statement from the Friends that showed the ratio of expenses to income.

Foundation Report: Ross said the Foundation met Tuesday, September 18, 2007. He said the annual campaign was mailed. He said the Foundation was holding a strategic planning retreat on Saturday, September 22, 2007, which was being facilitated by Jim Black. Anderson said the Foundation was purchasing the self-check machines and donating them to the library. Weeks said he made a presentation to Rotary about the Foundation.

Policy Review: Internet Use Policy and Guidelines – Action Item: Anderson moved and Lockett seconded the motion to approve the Internet Use Policy and Guidelines as presented/amended. Weeks recommended deleting the last sentence from Library Use of Social Networking Sites. Anderson and Lockett accepted Weeks' recommendation as a friendly amendment. Weeks said the library had a myspace.com page. Sondall commended the library for applying the Conduct in the Library Policy to personal behavior as well as electronic behavior. Discussion followed on filtering. Motion passed unanimously.

Unfinished Business:

Vernon Brown Estate Settlement: Assignment of Funds – Action Item: Ross said the estate was settled for \$41,470.88. Weeks said it would be the Board's decision whether to deposit the money in the library's bequest account or in the Ames Public Library Foundation Endowment account. Weeks recommended depositing the settlement in the Foundation Endowment account for a better return as a hedge against inflation. The will was written as follows: "All the rest, residue and remainder of my estate I give, devise and bequeath to the Ames Public Library to be used by them for such purposes as they decide to benefit the Ames Public Library." Weeks noted the Municipal Code: Section 15.7: Powers, Duties of Trustees states, "The board of library trustees had 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 or sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library." Weeks said a City representative said they don't know how the auditors would look at it. Lockett asked if there was greater flexibility in depositing the money in the Foundation. Weeks said there was more flexibility depositing the money in the bequest account held by the City. Ross said the City's returns are not as high as the Foundation could get, because, by state law, they can't invest in stocks. Meier said she would like to have the city attorney give the Board a legal opinion on the matter. Lockett moved and Anderson seconded the motion to assign the Vernon Brown Estate settlement of \$41,470.88 to the Ames Public Library Foundation Endowment Fund as presented/amended. Meier moved and Seagrave seconded to table the motion. Voting aye: Anderson, Lockett, Meier, Seagrave, Sondall Saetveit, and Warnick. Voting nay: Ross. Motion to table carried 6-1.

New Business:

Smoke Free Library Grounds – Action Item: Lockett moved and Sondall Saetveit seconded a motion to approve the adoption of Smoke Free Library Grounds as presented/amended. Motion as presented passed unanimously.

Conference Attendance – Discussion: Ross said the Iowa Library Association conference would be held October 10-12 in Coralville. The Public Library Association conference would be held in March 2008 in Minneapolis. He said both conferences would have sessions and exhibits that would be of interest to trustees. Trustees should contact Administrative Assistant Woo if they were interested in attending the conferences.

Trustee Comments:

Warnick had no comment.

Seagrave had no comment.

Luckett said he would like to see a brochure listing sources and uses of funds.

Sondall Saetveit had no comment.

Anderson said he would be out of town for the October meeting.

Meier had no comment.

Ross had no comment.

Adjournment

Warnick moved to adjourn. The meeting adjourned at 8:40 p.m.

Consent Agenda

BOARD OF TRUSTEES AMES PUBLIC LIBRARY October 18, 2007

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

- Claims Reports 9/1/2007-9/30/2007
- Gifts
 - From Ruth and Willard Anderson \$50.00
 - From Timothy J. Clark..... \$90.00
 - From Andy and Elizabeth Hochstetler \$6.99
 - In honor of Mary Herrnstadt from Kevin and Rosanne Healy..... \$300.00
 - In memory of Betty Mae Morey from Ruth Anderson..... \$9.25
 - In memory of Bill Merrill and Phyllis Miller from the Ames Camera Club..... \$50.00
- New Hires, Raises, Promotions, Reclassification
 - Hire Nick Biber, circulation assistant (temporary) at \$7.00/hour, effective October 8, 2007
 - Six-month raises for hourly circulation assistants (temporary) Halyna Mudryk and Rob Tebben, to \$7.30/hour, effective October 16, 2007
 - Hire Elizabeth Van Roekel, ½-time Library Assistant, Circulation, grade 57, \$17,722.00 annually, effective September 24, 2007
 - Reclassification of Marianne Malinowski from grade 62 Library Division Coordinator to grade 61 Library Collections Coordinator, no salary change, effective October 10, 2007
 - Promotion of Mary Logsdon from grade 58 Librarian to grade 61 Library Information Services Coordinator, increase to \$53,309.00 annually, effective October 1, 2007
 - Promotion of Lynne Carey from grade 62 Library Division Coordinator to grade 63 Assistant Director, Library; increase to \$83,946.45 annually, effective October 15, 2007
- Close the library on Monday, January 21, 2008, for staff training day. The library would be open on Presidents' Day, February 18, 2008.
- Accept final settlement of Vernon H. Brown estate \$20.10

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Library Claims
9/1/2007-9/30/2007

Library Administration		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 22,907.36
PAYROLL SUMMARY	IPERS DISABILITY	\$ 159.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 64.34
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,711.64
PAYROLL SUMMARY	MEDICARE FICA	\$ 325.84
PAYROLL SUMMARY	FICA	\$ 1,393.30
PAYROLL SUMMARY	IPERS	\$ 1,385.88
PAYROLL SUMMARY	WORKERS COMP	\$ 49.18
INFO SVS AUGUST 2007	CITY DATA SERV	\$ 672.92
AUGUST MESSENGER CHARGES	CITY MESSENGER SERV	\$ 198.86
AUGUST PRINTING CHARGES	PRINTING/GRAPHICS	\$ 9.00
SEPT INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,625.00
SEPT TELEPHONE	PHONE OPERATION & MAINT	\$ 231.05
AUG INT LONG DISTANCE	LONG DISTANCE	\$ 13.29
JULY EQUIP SVS & ESCRO	FLEET OPERATING/MAINT	\$ 365.00
AUGUST POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ (944.83)
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 33.08
PURCHASE POWER	POSTAGE/FREIGHT	\$ 518.99
PITNEY BOWES INC	POSTAGE/FREIGHT	\$ 33.77
BANK OF AMERICA	CONFERENCES	\$ 325.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 75.00
HEUSS PRINTING INC *****	PRINTING OUTSIDE	\$ 477.01
IA STATE DAILY	ADVERTISING	\$ 350.00
DEX MEDIA EAST	ADVERTISING	\$ 176.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 5,841.13
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 159.02
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 117.69
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,093.35
CITY OF AMES UTILITIES	WATER/SEWER	\$ 273.04
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.00
ALLIANT ENERGY	NATURAL GAS	\$ 18.35
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 983.75
FLOORING GALLERY	STRUCTURAL REPAIR	\$ 75.00
ACCURATE MECHANICAL CO IN	FIXED EQUIPMENT REPAIR	\$ 3,986.14
AMES LOCK & SECURITY	FIXED EQUIPMENT REPAIR	\$ 186.00
DIVISION OF LABOR	FIXED EQUIPMENT REPAIR	\$ 25.00
ELECTRONIC ENGINEERING CO	RENTALS AND LEASES	\$ 35.85
PITNEY BOWES	RENTALS AND LEASES	\$ 792.00
BANKERS LEASING CO	RENTALS AND LEASES	\$ 1,243.00
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 36.45
QUALITYONE COMMERCIAL CLE	NON-CITY SERVICE	\$ 1,975.00
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 309.58
ACE MOVING & STORAGE INC	NON-CITY SERVICE	\$ 1,466.80
CH ISSUES	OFFICE SUPPLIES	\$ 197.21
QUILL CORP	OFFICE SUPPLIES	\$ 11.79
BANK OF AMERICA	OFFICE SUPPLIES	\$ 73.12
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 552.18
SIOUX CITY SCHOOL DISTRIC	MINOR COMPUTER EQUIPMENT	\$ 525.00
FLOORING GALLERY	STRUCTURAL MATERIAL	\$ 1,414.04
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 13.49

Library Claims
9/1/2007-9/30/2007

CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 450.64
STITZELL ELECTRIC SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 137.95
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 17.46
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 257.49
BANK OF AMERICA	FOOD & FEED	\$ 25.65
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 524.66
	Total Administration	\$ 56,155.72
Outreach Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,108.32
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,366.12
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.07
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 767.72
PAYROLL SUMMARY	MEDICARE FICA	\$ 237.46
PAYROLL SUMMARY	FICA	\$ 1,015.47
PAYROLL SUMMARY	IPERS	\$ 990.61
PAYROLL SUMMARY	WORKERS COMP	\$ 44.90
SEPT TELEPHONE	PHONE OPERATION & MAINT	\$ 138.63
AUG INT LONG DISTANCE	LONG DISTANCE	\$ 5.74
JULY EQUIP SVS & ESCRO	FLEET OPERATING/MAINT	\$ 1,488.73
JULY EQUIP SVS & ESCRO	FLEET REPLACEMENT FUNDS	\$ 1,894.00
AUGUST POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 34.18
AUGUST POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 15.60
ISU GIS FACILITY	PRINTING OUTSIDE	\$ 76.40
CITY OF AMES UTILITIES	ELECTRICITY	\$ 37.57
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 311.28
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 204.33
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 19.25
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 8.99
	Total Outreach Services	\$ 23,929.25
Collections		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,577.03
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,206.83
PAYROLL SUMMARY	IPERS DISABILITY	\$ 112.90
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,604.80
PAYROLL SUMMARY	MEDICARE FICA	\$ 246.28
PAYROLL SUMMARY	FICA	\$ 1,053.03
PAYROLL SUMMARY	IPERS	\$ 1,075.93
PAYROLL SUMMARY	WORKERS COMP	\$ 26.90
SEPT TELEPHONE	PHONE OPERATION & MAINT	\$ 184.84
AUG INT LONG DISTANCE	LONG DISTANCE	\$ 6.81
AUGUST POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 833.91
AUGUST POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.39
CENT IA REGIONAL LIBRARY	TRAINING	\$ 18.00
HEUSS, JAN	TRAINING	\$ 28.80
BANK OF AMERICA	CONFERENCES	\$ 233.00
SIGN PRO	PRINTING OUTSIDE	\$ 35.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 148.94
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 187.73

Library Claims
9/1/2007-9/30/2007

DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 381.14
A M I CORP	EQUIPMENT PARTS/SUPPLIES	\$ 206.03
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (869.06)
AMES DAILY TRIBUNE	PERIODICALS	\$ 420.15
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 34.95
NEVADA JOURNAL	PERIODICALS	\$ 31.75
CENTER FOR THE STUDY OF R	PERIODICALS	\$ 20.00
BAKER & TAYLOR INC	JUVENILE	\$ 1,118.02
RANDOM HOUSE INC	JUVENILE	\$ 55.20
REGENT BOOK CO INC	JUVENILE	\$ 221.95
AMAZON CREDIT PLAN	JUVENILE	\$ 94.20
NEWSOUND LLC	JUVENILE	\$ 205.59
MIDWEST TAPE	JUVENILE	\$ 31.98
BANK OF AMERICA	JUVENILE	\$ 837.88
C W ASSOCIATES	ADULT REFERENCE	\$ 29.34
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 33.39
MORNINGSTAR	ADULT REFERENCE	\$ 795.00
NATL AUTOMOBILE DEALERS S	ADULT REFERENCE	\$ 70.00
INFO USA MARKETING INC	ADULT REFERENCE	\$ 9,520.00
BANK OF AMERICA	ADULT REFERENCE	\$ 29.85
VALUE LINE PUBLISHING INC	ADULT REFERENCE	\$ 269.00
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 13.71
CAREY, LYNNE D **	AUDIO-VISUAL	\$ 25.00
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 609.89
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 1,767.40
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 1,791.17
MIDWEST TAPE	AUDIO-VISUAL	\$ 122.94
BANK OF AMERICA	AUDIO-VISUAL	\$ 561.71
MICROMARKETING LLC	AUDIO-VISUAL	\$ 447.42
HILINE VIDEOWORKS	AUDIO-VISUAL	\$ 65.43
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 5,935.20
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 37.10
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 4.19
RODALE BOOKS	ADULT COLLECTIONS	\$ 38.94
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 238.19
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 25.04
BANK OF AMERICA	ADULT COLLECTIONS	\$ 635.82
	Total Collections	\$ 50,485.01
Programming & Promotions		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,556.06
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 155.80
PAYROLL SUMMARY	IPERS DISABILITY	\$ 73.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 30.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,044.88
PAYROLL SUMMARY	MEDICARE FICA	\$ 153.19
PAYROLL SUMMARY	FICA	\$ 655.08
PAYROLL SUMMARY	IPERS	\$ 645.09
PAYROLL SUMMARY	WORKERS COMP	\$ 10.20
AUGUST PRINTING CHARGES	PRINTING/GRAPHICS	\$ 59.40
SEPT TELEPHONE	PHONE OPERATION & MAINT	\$ 92.42
AUG INT LONG DISTANCE	LONG DISTANCE	\$ 4.81

Library Claims
9/1/2007-9/30/2007

BANK OF AMERICA	OFFICE SUPPLIES	\$ 7.98
MULTNOMAH COUNTY LIBRARY	OFFICE SUPPLIES	\$ 20.00
BANK OF AMERICA	FOOD & FEED	\$ 106.93
CAREY, LYNNE D **	SPECIAL PROJECT SUPPLIES	\$ 126.05
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 31.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 335.49
BACKBONE MEDIA	SPECIAL PROJECT SUPPLIES	\$ 145.90
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (584.75)
	Total Programming & Promotions	\$ 13,669.06
Public Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 36,021.20
PAYROLL SUMMARY	IPERS DISABILITY	\$ 250.35
PAYROLL SUMMARY	LIFE INSURANCE	\$ 104.17
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,370.54
PAYROLL SUMMARY	MEDICARE FICA	\$ 513.08
PAYROLL SUMMARY	FICA	\$ 2,193.82
PAYROLL SUMMARY	IPERS	\$ 2,179.26
PAYROLL SUMMARY	WORKERS COMP	\$ 45.38
AUGUST PRINTING CHARGES	PRINTING/GRAPHICS	\$ 19.90
SEPT TELEPHONE	PHONE OPERATION & MAINT	\$ 462.10
AUG INT LONG DISTANCE	LONG DISTANCE	\$ 14.35
AUGUST POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 0.92
AUGUST POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 24.69
AMES DAILY TRIBUNE	RECRUITING COSTS	\$ 465.21
BANK OF AMERICA	RECRUITING COSTS	\$ 245.40
REED BUSINESS INFORMATION	RECRUITING COSTS	\$ 197.50
QUILL CORP	OFFICE SUPPLIES	\$ 72.89
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 99.98
BANK OF AMERICA	CLEANING SUPPLIES	\$ 11.48
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 119.47
	Total Public Services	\$ 46,411.69
Circulation		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,437.46
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 12,130.49
PAYROLL SUMMARY	IPERS DISABILITY	\$ 112.00
PAYROLL SUMMARY	LIFE INSURANCE	\$ 54.48
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,161.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 406.17
PAYROLL SUMMARY	FICA	\$ 1,736.71
PAYROLL SUMMARY	IPERS	\$ 1,666.32
PAYROLL SUMMARY	WORKERS COMP	\$ 243.66
AUGUST PRINTING CHARGES	PRINTING/GRAPHICS	\$ 46.95
SEPT TELEPHONE	PHONE OPERATION & MAINT	\$ 231.05
AUG INT LONG DISTANCE	LONG DISTANCE	\$ 23.50
LIBRARY MV/VISA CHARGES	OUTSIDE PROF SERV	\$ 103.70
AUGUST POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 75.82
AUGUST POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 283.09
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 474.35
BRODART CO	OFFICE SUPPLIES	\$ 86.61
QUILL CORP	OFFICE SUPPLIES	\$ 557.80
BANK OF AMERICA	OFFICE SUPPLIES	\$ 106.20

Library Claims
9/1/2007-9/30/2007

PAPER ROLL PRODUCTS	OFFICE SUPPLIES	\$ 296.51
LUCAS COLOR CARD	SPECIAL PROJECT SUPPLIES	\$ 1,148.13
	Total Circulation	\$ 38,382.48
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
BANK OF AMERICA	OFFICE SUPPLIES	\$ 161.97
	Total Computer Lab	\$ 1,372.78
TOTAL		\$ 230,405.99
Dale Ross, President	Melody Warnick, Secretary	Date:

EXPENSE REPORT SUMMARY FY 2007/2008																	
September 30, 2007																	
3 Months =25.0%																	
	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	118,550											370,924	1,177,474	24.0%
Temporary Salaries	208,602	8,128	21,444	14,860											44,432	164,170	21.3%
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	133,410	0	0	0	0	0	0	0	0	0	0	424,815	1,338,182	24.1%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	30,811														0	30,811	0.0%
IPERS Disability	10,483	799	825	817											2,441	8,042	23.3%
Life Insurance	4,644	380	379	354											1,113	3,531	24.0%
Health Insurance	194,504	14,106	12,790	12,791											39,687	154,817	20.4%
FICA Medicare	21,983	1,938	2,208	1,896											6,042	15,941	27.5%
FICA	94,002	8,286	9,442	8,106											25,834	68,168	27.5%
IPERS	94,314	8,629	8,628	8,000											25,257	69,057	26.8%
Workers Comp	3,529	461	495	421											1,377	2,152	39.0%
Flex Benefits	1,298														0	1,298	0.0%
Total Employee Ben	455,568	34,599	34,767	32,385	0	0	0	0	0	0	0	0	0	0	101,751	353,817	22.3%
INTERNAL SERVICES																	
City Data Services	8,075		673	673											1,346	6,729	16.7%
City Messenger	3,053		295	199											494	2,559	16.2%
Printing	4,905	20	350	135											505	4,400	10.3%
Insurance & Bonds	18,584		3,250	1,625											4,875	13,709	26.2%
Phone Operation/Maint	16,082	1,340	1,340	1,341											4,021	12,061	25.0%
Long Distance	560		39	69											108	452	19.3%
Fleet Operating/Maint	7,783			1,854											1,854	5,929	23.8%
Fleet Replacement	22,728			1,894											1,894	20,834	8.3%
Computer Replacement	9,722														0	9,722	0.0%
Interdepartmental Labor															0	0	
Total Internal Svcs	91,492	1,360	5,947	7,790	0	0	0	0	0	0	0	0	0	0	15,097	76,395	16.5%
CONTRACTUAL																	
Outside Prof Services	32,200	16,000	456	103											16,559	15,641	51.4%
Postage/Freight	13,685	580	1,292	908											2,780	10,905	20.3%
Travel/Meetings	2,865		61	0											61	2,804	2.1%
Training	7,035		667	47											714	6,321	10.1%
Conferences	22,702	1,228	(916)	558											870	21,832	3.8%
Subscriptions/Books	100														0	100	0.0%
Dues & Memberships	4,390	147	346	75											568	3,822	12.9%
Printing	1,610		160	588											748	862	46.5%
Advertising	5,340	176	636	526											1,338	4,002	25.1%
Recruiting Costs				908											908	(908)	
Insurance	687	687													687	0	100.0%
Electricity	45,730	32	5,131	5,878											11,041	34,689	24.1%
Phone Operation/Maint	17,200	688	2,677	1,905											5,270	11,930	30.6%
Long Distance	20														0	20	0.0%

EXPENSE REPORT SUMMARY FY 2007/2008																	
September 30, 2007																	
3 Months =25.0%																	
	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	273											579	2,821	17.0%
Waste Disposal	2,400		365	181											546	1,854	22.8%
Natural Gas	9,400		20	18											38	9,362	0.4%
Structural Repair	10,000		837	1,059											1,896	8,104	19.0%
Moveable Equip Repair	1,600		306												306	1,294	19.1%
Fixed Equip Repair	19,966	68	4,216	4,197											8,481	11,485	42.5%
Computer Maintenance	45,205	864	99	13											976	44,229	2.2%
Rentals & Leases	17,033	2,246	1,463	2,071											5,780	11,253	33.9%
Contractual Employees	500														0	500	0.0%
Other Non-City Services	16,070	4,108	3,721	4,262											12,091	3,979	75.2%
Total Contractual	279,138	26,824	21,843	23,570	0	0	0	0	0	0	0	0	0	0	72,237	206,901	25.9%
COMMODITIES																	
Office Supplies	17,975	847	442	1,750											3,039	14,936	16.9%
Minor Office Equipment	2,910	100	(100)	100											100	2,810	3.4%
Minor Computer Equip	9,000	3,722	(3,321)	1,077											1,478	7,522	16.4%
Ag-Hort Supplies	350	35	(13)												22	328	6.3%
Structural Materials	2,450	4,623		1,428											6,051	(3,601)	247.0%
Chemicals/Lab Supplies	30														0	30	0.0%
Cleaning Supplies	7,200	865	487	461											1,813	5,387	25.2%
Equip Parts/Supplies	28,050	2,505	382	931											3,818	24,232	13.6%
Minor Equipment/Tools	510	259	(252)	257											264	246	51.8%
Food	1,735	344	224	133											701	1,034	40.4%
Wearing Apparel															0	0	
Special Project Supplies	3,810	594	224	1,786											2,604	1,206	68.3%
Purchase Card Clearing		(847)	2,680	(810)											1,023	(1,023)	
Equipment/Vehicle Fuel	25	6	(6)												0	25	0.0%
Total Commodities	74,045	13,053	747	7,113	0	0	0	0	0	0	0	0	0	0	20,913	53,132	28.2%
COLLECTION																	
Periodicals	11,500	9,848	137	507											10,492	1,008	91.2%
Juvenile	71,391	3,980	6,695	2,565											13,240	58,151	18.5%
Adult Reference	41,544	7,359	7,230	10,747											25,336	16,208	61.0%
Audio Visual	70,000	798	5,393	5,404											11,595	58,405	16.6%
Adult Collection	121,855	2,018	8,535	6,915											17,468	104,387	14.3%
Total Collection	316,290	24,003	27,990	26,138	0	0	0	0	0	0	0	0	0	0	78,131	238,159	24.7%
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	236,262	246,276	230,406	0	0	0	0	0	0	0	0	0	0	712,944	2,266,586	23.9%

2007/08 Library Expense Summary							
All Funding Sources							
September 30, 2007							
		Local					
	General	Option	Bequest	State	Friends of	Donations	Total
	Fund	Tax	Funds	Funding	the Library	& Grants	Expenses
Administration:							
General administration	161,689		835		136	573	163,233
Building maintenance		1,529					1,529
Building project							0
Strategic planning							0
Equipment/furniture			27,973			188	28,161
Computer equipment			12,507	1,920			14,427
Total Administration	161,689	1,529	41,315	1,920	136	761	207,350
Outreach Services:							
Total Outreach Services	68,504	0	0	0	0	0	68,504
Collections:							
Collections administration	91,732						91,732
Periodicals	10,492						10,492
Youth collection	13,240		610			9	13,859
Reference collection	25,336						25,336
Audio/visual collection	11,595						11,595
Adult collection	17,468		2,900		7,304	1,150	28,822
Total Collections	169,863	0	3,510	0	7,304	1,159	181,836
Programming/Promotions:							
General programming	44,040				2,454	319	46,813
Books for Babies						44	44
Project Smyles						7,874	7,874
ACVB Concert Series						5,500	5,500
Total Programming	44,040	0	0	0	2,454	13,737	60,231
Public Services:							
Total Public Services	158,467	0	0	0	0	0	158,467
Circulation:							
Total Circulation	106,001	0	0	0	0	0	106,001
Computer Lab:							
Total Computer Lab	4,380	0	0	0	0	0	4,380
Total Expenses	712,944	1,529	44,825	1,920	9,894	15,657	786,769

2007/08 Library Expense Summary						
September 30, 2007						
3 Months =25.0%						
	2006/07	2007/08	YTD	YTD	Current	%
	Actuals	Budget	2006/07	2007/08	Balance	Spent
PERSONAL SERVICES						
Salaries	1,491,490	1,548,398	363,992	370,924	1,177,474	
Temporary Salaries	181,158	208,602	41,396	44,432	164,170	
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	416,369	424,815	1,338,182	24.1%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		30,811			30,811	
IPERS Disability	9,268	10,483	2,288	2,441	8,042	
Life Insurance	4,647	4,644	1,112	1,113	3,531	
Health Insurance	172,724	194,504	42,102	39,687	154,817	
FICA Medicare	23,950	21,983	5,880	6,042	15,941	
FICA	102,407	94,002	25,144	25,834	68,168	
IPERS	95,178	94,314	23,607	25,257	69,057	
Workers Compensation	5,349	3,529	1,383	1,377	2,152	
Flex Administration	747	1,298			1,298	
Total Employee Benefits	414,270	455,568	101,516	101,751	353,817	22.3%
INTERNAL SERVICES						
City Data Services	7,540	8,075	1,245	1,346	6,729	
City Messenger	2,631	3,053	410	494	2,559	
Printing	3,930	4,905	393	505	4,400	
Insurance & Bonds	19,150	18,584	4,788	4,875	13,709	
Phone Operation/Maintenance	16,082	16,082	4,020	4,021	12,061	
Long Distance	523	560	76	108	452	
Fleet Operating/Maintenance	10,345	7,783	3,731	1,854	5,929	
Fleet Replacement	21,636	22,728	3,606	1,894	20,834	
Computer Replacement	6,746	9,722	2,024		9,722	
Interdepartmental Labor					0	
Total Internal Services	88,583	91,492	20,293	15,097	76,395	16.5%
CONTRACTUAL						
Outside Professional Services	33,290	32,200	28,827	16,559	15,641	
Postage/Freight	13,765	13,685	2,150	2,780	10,905	
Travel/Meetings	1,055	2,865	359	61	2,804	
Training	1,139	7,035	460	714	6,321	
Conferences	10,892	22,702	502	870	21,832	
Subscriptions and Books	85	100	45		100	
Dues & Memberships	4,232	4,390	470	568	3,822	
Printing	1,630	1,610	56	748	862	
Advertising	2,920	5,340	321	1,338	4,002	
Recruiting Costs	5,522		252	908	(908)	
Insurance	687	687	687	687	0	
Electricity	45,049	45,730	11,828	11,041	34,689	
Phone Operation/Maintenance	19,932	17,200	4,969	5,270	11,930	
Long Distance		20			20	
Water/Sewer	3,341	3,400	767	579	2,821	
Waste Disposal	2,091	2,400	365	546	1,854	
Natural Gas	10,650	9,400	40	38	9,362	
Structural Repair	14,378	10,000	5,715	1,896	8,104	
Moveable Equipment Repair	1,116	1,600	405	306	1,294	
Fixed Equipment Repair	46,410	19,966	4,397	8,481	11,485	
Computer Maintenance	36,340	45,205	2,481	976	44,229	
Rentals & Leases	18,165	17,033	3,317	5,780	11,253	

2007/08 Library Expense Summary						
September 30, 2007						
3 Months =25.0%						
	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	2,008	12,091	3,979	
Total Contractual	288,422	279,138	70,421	72,237	206,901	25.9%
COMMODITIES						
Office Supplies	13,065	17,975	3,468	3,039	14,936	
Minor Office Equipment	20,971	2,910	1,171	100	2,810	
Minor Computer Equipment	9,623	9,000	(100)	1,478	7,522	
Ag-Hort Supplies	35	350		22	328	
Structural Materials	15,670	2,450	231	6,051	(3,601)	
Chemicals/Lab Supplies		30			30	
Cleaning Supplies	8,115	7,200	1,236	1,813	5,387	
Equipment Parts/Supplies	28,302	28,050	7,917	3,818	24,232	
Minor Equipment & Tools	1,257	510	93	264	246	
Food	2,995	1,735	472	701	1,034	
Wearing Apparel					0	
Special Project Supplies	5,450	3,810	319	2,604	1,206	
Purchase Card Clearing			4,134	1,023	(1,023)	
Fuel for Vehicles/Equipment	11	25			25	
Total Commodities	105,494	74,045	18,941	20,913	53,132	28.2%
COLLECTION:						
Periodicals	11,526	11,500	9,688	10,492	1,008	91.2%
Juvenile	62,299	71,391	15,211	13,240	58,151	18.5%
Adult Reference	40,529	41,544	24,864	25,336	16,208	61.0%
Audio Visual	71,575	70,000	16,563	11,595	58,405	16.6%
Adult Collection	116,464	121,855	34,198	17,468	104,387	14.3%
Total Collection	302,393	316,290	100,524	78,131	238,159	24.7%
OTHER EXPENDITURES						
Refunds					0	
Total Other Expenditures	0	0	0	0	0	
GRAND TOTAL	2,885,901	2,979,530	728,064	712,944	2,266,586	23.9%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	689,338	657,120	142,050	161,689	495,431	22.70%
Outreach Services	278,800	284,487	69,019	68,504	215,983	9.60%
Collections	632,424	653,518	204,293	169,863	483,655	23.80%
Programming & Promotions	173,304	200,520	44,145	44,040	156,480	6.20%
Public Services	664,460	693,780	163,278	158,467	535,313	22.20%
Circulation Services	425,179	468,031	99,458	106,001	362,030	14.90%
Computer Lab	22,396	22,074	5,821	4,380	17,694	0.60%
GRAND TOTAL	2,885,901	2,979,530	728,064	712,944	2,266,586	100%

Library Donations Report					
Fiscal Year 2007/2008					
Year-to-Date through September 30, 2007					
	Library	State	Friends	Donations	
	Bequests	Funding	of the	& Grants	Total
			Library		
Balance @ 6/30/07	1,398,785.79	70,240.72	(1,370.38)	36,502.72	1,504,158.85
Revenues:					
Interest revenue	20,042.66			1,522.14	21,564.80
Enrich Iowa funds					0.00
Iowa Infrastructure funds					0.00
Donations	41,470.88		7,123.21	4,999.99	53,594.08
Library Foundation support					0.00
Total revenues	61,513.54	0.00	7,123.21	6,522.13	75,158.88
Expenses:					
Administration:					
Supplies/printing/misc	834.76		136.00	572.52	1,543.28
Building project					0.00
Strategic planning					0.00
Equipment/furniture	27,973.02			187.77	28,160.79
Computer equipment	12,507.00				12,507.00
Iowa Infrastructure expenses		1,920.39			1,920.39
Enrich Iowa expenses					0.00
Programming:					
Children's Theater				318.71	318.71
Books for Babies				44.50	44.50
Project Smyles				7,873.55	7,873.55
ACVB Concert Series				5,500.00	5,500.00
Other programming			2,454.40		2,454.40
Collections:					
Youth collection	609.90			9.49	619.39
Adult collection	2,900.02		7,304.25	1,149.95	11,354.22
Total expenses	44,824.70	1,920.39	9,894.65	15,656.49	72,296.23
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	1,415,474.63	68,320.33	(4,141.82)	27,368.36	1,507,021.50
Less:					
Reserved principal	708,276.00	*			708,276.00
Reserved interest	80,212.57	**			80,212.57
Balance available					
for expenditure	626,986.06	68,320.33	(4,141.82)	27,368.36	718,532.93
* 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 September 30, 2007								
	General Donations	Children's Theater	Youth Donations	Books for Babies	Library Foundation	Project Smyles	ACVB Concert Series Grant	Total
Balance @ 6/30/07	13,594.11	3,664.04	2,000.88	2,257.51	10,385.24	4,600.94	0.00	36,502.72
Revenues:								
Interest revenue	1,522.14							1,522.14
General donations	2,720.34		100.00			2,179.65		4,999.99
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	4,242.48	0.00	100.00	0.00	0.00	2,179.65	0.00	6,522.13
Expenses:								
Administration:								
Supplies/printing/misc	572.52							572.52
Furniture/equipment					187.77			187.77
Programming:								
Children's Theater		318.71						318.71
Books for Babies				44.50				44.50
Project Smyles						7,873.55		7,873.55
ACVB Concert Series							5,500.00	5,500.00
Collections:								
Youth collection			9.49					9.49
Adult collection	1,047.60				102.35			1,149.95
Total expenses	1,620.12	318.71	9.49	44.50	290.12	7,873.55	5,500.00	15,656.49
Current balance	16,216.47	3,345.33	2,091.39	2,213.01	10,095.12	(1,092.96)	(5,500.00)	27,368.36

Library Bequest Interest			
Interest Earned per Fiscal Year			
Year-to-Date through September 30, 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	20,042.66	4,008.53	16,034.13
Total	401,062.86	80,212.57	320,850.29
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.			

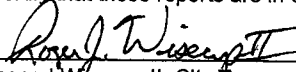


**Investments FY 2007-2008
Portfolio Management
Portfolio Summary
September 30, 2007**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	39,100,000.00	39,100,000.00	39,100,000.00	59.43	199	104	5.263	5.336
Iowa Public Agency Investment Trust	16,853.51	16,853.51	16,853.51	0.03	1	1	4.254	4.313
Commercial Paper Disc. -Amortizing	2,500,000.00	2,488,035.00	2,486,304.17	3.78	231	39	5.281	5.354
Federal Agency Coupon Securities	14,578,000.00	14,540,566.38	14,521,659.91	22.07	572	232	4.735	4.801
Federal Agency Disc. -Amortizing	4,000,000.00	3,958,385.00	3,949,096.80	6.00	212	91	5.253	5.326
Pass Through Securities /PAC/CMO	5,771,562.64	5,725,261.00	5,716,738.91	8.69	804	371	5.900	5.982
Investments	65,966,416.15	65,829,100.89	65,790,653.30	100.00%	336	152	5.201	5.274

Total Earnings	September 30 Month Ending	Fiscal Year To Date
Current Year	279,480.50	835,052.14
Average Daily Balance	65,870,395.17	64,617,242.81
Effective Rate of Return	5.16%	5.13%

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


 _____ 10-4-07
 Roger J. Wisecup II, City Treasurer

Reporting period 09/01/2007-09/30/2007

Run Date: 10/04/2007 - 16:21

Administration

- 1. Interior Space Shifts Nearing Completion:** Sparked by a generous contribution from John and Marcia Imsande, the staff of the Ames Public Library has re-designed the interior furnishings of the library to create more comfortable seating areas, create a "quiet area", create an "Iowa Room" with a genealogical research area, and re-arrange the shelving in the youth services area for improved security. With the addition of locking cases for the most valuable materials on local history made possible by a \$2,500 contribution from the Friends, we hope to have this project completed by December. We are proposing a reception for this project on December 2 to honor Mr. and Mrs. Imsande for their contribution to this project.
- 2. Mary Logsdon Appointed as Library Services Coordinator:** After a nationwide search for the Library Services Coordinator position, Ames Public Library staff member was the outstanding candidate to lead the library services group in new directions.
- 3. Annual Report to be mailed in December:** This year's annual report will feature the "Agora of the Community" theme and provide a summary of the primary goals of the strategic plan. It will be mailed with the December utility bill to all Ames households. The strategic plan summary is the result of a recommendation by the Library Board of Trustees.

Network Services

- 1. Wireless on the Bookmobile:** The bookmobile computers, which manage the catalog and circulation of library materials, are now on a high speed wireless network. Our vendor is Verizon. This enables the bookmobile to circulate materials via our automated system without the reliance on more costly land lines.
- 2. Security Cameras:** With the need for more surveillance, especially in the teen areas, it is advantageous to separate this security measure from the overall safe and security infra-structure to realize a significant cost savings. We are now exploring options for improved surveillance.

Strategic Plan: Collections Work Group

- 1. Cooperation with ISU University Libraries:** A bicycle courier service for interlibrary loan activity between APL and ISU's Parks Library began in September. Bikes @ Work is making two pick-ups and deliveries per week between the two libraries. This speeds up the delivery time for items and saves postage costs. It's also a great opportunity to collaborate with the Parks Library and we hope it's the beginning of many cooperative endeavors between the two libraries.
- 2. Streamlining Process for the Intake of Donations:** Betty Young and Camille Wagaman have implemented changes to the handling of our donated materials.

They have streamlined the process to handle all materials in the Collections Department and they sort and process the items on a daily basis. They have decreased the amount of time spent on this by more than half and they have greatly increased the efficiency of the process.

Director's Outside Meetings

- 1. September 22: Foundation Retreat—Ames.**
- 2. September 25: Reception for John Goosen—Ames.** John Goosen is the new publisher of the *Ames Tribune*.
- 3. October 1: Guest on Trent Rice Program—KASI.** Radio talk show featuring Banned Book Week.
- 4. October 12: Iowa Library Assn. Conference—Coralville.**
- 5. October 17: Story County Foundation Meeting—Ames.** Meeting on planned giving.

Administration

- **Library Foundation:** The 2007 annual campaign donations continue to come in. We have received a total of more than \$16,000 in response to the mass mailing. Of these responses nearly 10% have been designated for the endowment fund.
The APLF Board of Directors held a strategic planning retreat on September 22. Jim Black from Iowa State University Center for Industrial Research and Service (CIRAS) staff very generously donated his time and expertise to serve as facilitator. At the end of the day participants had created drafts of mission and vision statements, as well as an objectives, strategies and goals action plan. Copies of the draft documents have been sent to you for your review.
- **Express Check Machines:** I have been promised a definite delivery date by the time of this meeting (10/18).
- **Open Positions:** We have completed interviews for the half-time youth library assistant and hope to fill the position within the next few days.
- **Circulation Library Assistant:** We are pleased to announce that Betsy Van Roekel has accepted the position of half-time circulation library assistant. Betsy has been with us for four years, serving in a variety of capacities. We are thrilled to welcome her into a leadership role.
- **Goodbyes:** Kay-Marie Lamarr has resigned her position as circulation desk assistant to concentrate on her senior year at ISU. Kay-Marie has been with us since she joined the youth volunteer program. We wish her well.

Circulation/Outreach/Youth/Volunteers

- **New Look in Youth Services:** Be sure to check out the new shelf arrangement in youth services. On Saturday, September 29, thirty volunteers, including a cadre of Marines, moved more than 30,000 books and all of the shelving units during a ten hour burst of energy. The goal of providing enhanced security by opening sight lines was accomplished, along with the unanticipated goal of a much more attractive use of space. While many people helped with planning, moving and feeding volunteers, Tracy Briseno deserves special mention for being the heart and soul (and brains) behind the project.
- **Professional Activities:** I attended my first meeting as a board member of the ISU Center for Excellence in the Arts and Humanities. This board will be spearheading a statewide Imagining Iowa project focused on public scholarship related to the issue of sustainability. I attended a ribbon cutting for former APL Board member, Caleb Matthews' new photography studio. I hosted the September meeting of Breaking Down the Barriers. I attended an appreciation breakfast given by Beyond Welfare. I accompanied Art to a reception for the new publisher of *The Tribune* and was a guest at Ames Noon Rotary. Art, Mary Logsdon and I attended the annual Banned Books Week program that APL co-sponsors with a variety of other organizations. Tracy Briseno and Jerri Heid attended the State Library of Iowa Town Meeting.

- **Debt Collection:** From the October 1 report from Unique Management:
2157 accounts submitted (x \$8.95=\$19,305.15)
64% activated
\$184,581.72 dollars submitted
\$46,571.71 dollars received
\$9,363.56 material recovered

Programming

- **Toddler Fest:** The first annual Story County Toddler Fest was held Saturday, September 29 in Nevada. Jerri Heid, Lora Van Marel and Cathy VanBrocklin represented APL at this very successful inaugural event.
- **Town and Gown:** The special APL Unplugged concert featuring the Rose Ensemble was extremely well received. We worked with the board of the Town and Gown Chamber Music Association to provide this outreach program which was funded in part by a grant from the Iowa Arts Council.
- **Grants:** We submitted a grant application to the Ames Convention and Visitors Bureau for a second year of the Fall for Ames concert series. The India Cultural Association of Central Iowa has submitted a grant proposal to the Story County Community Foundation for a series of programs which would be co-sponsored by APL.

Approval of Capital Improvement Plan

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 18, 2007**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

AIR-CONDITIONING SYSTEM REPLACEMENT

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

This project provides replacement of the 130-ton air chilling unit with a contemporary model. The old unit, installed during the expansion of the library in 1985, has served beyond its service capability which is typically about 15 years. The current model failed in the summers of 2005, 2006, and 2007. This past year, two of the four compressors had to be replaced. Fan blades, replaced in 2006, had to be fabricated as this model is no longer in production and some replacement parts are no longer available.

COMMENTS

This replacement unit will provide energy efficiency. The existing unit has an EER (energy efficiency rating) of 6.0. The recommended model has an EER of 10.0 at full load or 14.5 EER at half-load. Savings in energy costs with the newer, more efficient model is estimated to be about \$2,900 each cooling season if the unit operates at full load. The unit is also expected to save on costly service calls and repair bills.

LOCATION

Ames Public Library, 515 Douglas – Map 5, location M-10

FISCAL YEAR PRIORITY		TOTAL	2008/09	2009/10	2010/11	2011/12	2012/13
COST:							
Equipment		0	180,800				
	TOTAL	0	180,800				
FINANCING:							
Local Option Sales Tax		0	180,800				
	TOTAL	0	180,800				

PROGRAM - ACTIVITY:	DEPARTMENT:	ACCOUNT NO.
Community Enrichment	Library	

Exterior Building Repair

PROJECT STATUS: New

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

This project makes maintenance repairs to the roof and windows. The roof will be twenty-five years old by the end of this fiscal year. It is a ballasted rubber membrane flat roof, requiring 10 lbs. per square foot to hold it in place. Over the past twenty-five years, weathering has affected the rubber membrane by seasonal shrinking. The membrane, upon inspection by a qualified engineer, is showing signs of such shrinking that will lead to cracks that causes leakage into the building. This project calls for slicing and repatching the membrane, the recommended repair for such roofs.

The project calls for rechaulking masonry work, particularly on the EIFS (external insulation finished system) joints on the walls that rise above the roof, especially on the west wall of the addition built in 1985. The EIFS sills at 38 of the upper windows will be removed and reworked. Fifty-six windows will be rechaulked, 150 stone joints recaulked and 100 masonry control joints rechaulked. This is to repair deterioration due to seasonal conditions.

Finally, the project will spot re-glaze and repaint five metal windows.

Roof repairs: \$6,000
Masonry restoration: \$71,700
Window reglaze, paint: \$5,200
Total Project Cost: \$82,900

COMMENTS

LOCATION

Ames Public Library

FISCAL YEAR PRIORITY

	TOTAL	2008/09	2009/10	2010/11	2011/12	2012/13
COST:	0		82,900			
	0					
	0					
	0					
TOTAL	0		82,900			
FINANCING:						
Local Option Sales Tax	0		82,900			
	0					
	0					
TOTAL	0		82,900			

PROGRAM - ACTIVITY:

DEPARTMENT:

ACCOUNT NO.

Skylight Replacement

PROJECT STATUS: New

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

This project is to replace eight pyramid shaped skylights on the roof of the library. Twenty six years of weathering has deteriorated the fiberglass composition of these skylights. The glazing is drying out. The combined weathering problems overtime risk leakage into the building.

COMMENTS

Replacement of six, 8-ft. square pyramid skylights: \$48,000.

LOCATION

Ames Public Library

FISCAL YEAR PRIORITY		TOTAL	2008/09	2009/10	2010/11	2011/12	2012/13
COST:		0			48,000		
		0					
		0					
		0					
	TOTAL	0			48,000		
FINANCING:		0			48,000		
Local Option Sales Tax		0			48,000		
		0					
		0					
	TOTAL	0			48,000		

PROGRAM - ACTIVITY:

DEPARTMENT:

ACCOUNT NO.

FLOOR COVERING REPLACEMENT

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

The current carpeting in the Library is 10-12 years old and is showing serious wear damage in high-traffic areas. Because 400,000 to 500,000 visitors come to the Library annually, the carpeting will continue to deteriorate in the next few years.

COMMENTS

Prior carpet replacement occurred after only 9-11 years of usage and annual foot traffic has greatly increased since that time.

LOCATION

Ames Public Library, 515 Douglas – Map 5, location M-10

FISCAL YEAR PRIORITY		TOTAL	2008/09	2009/10	2010/11	2011/12	2012/13
COST:							
Carpeting		0				180,000	
	TOTAL	0				180,000	
FINANCING:							
Local Option Sales Tax		0				180,000	
	TOTAL	0				180,000	

PROGRAM - ACTIVITY: Community Enrichment	DEPARTMENT: Library	ACCOUNT NO.
--	-------------------------------	--------------------

AMERICANS WITH DISABILITIES ACT COMPLIANCE

PROJECT STATUS: New

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

This project seeks to bring door openers, room signage, and book stack egress into conformance with the preferred ADA guidelines.

COMMENTS

Door lockset replacements: \$10,575
 Push-pull offset: 2,200
 ADA signage 3,000
 42" stack aisles 15,000
TOTAL FOR PROJECT \$30,775

LOCATION

Ames Public Library

FISCAL YEAR PRIORITY		TOTAL	2008/09	2009/10	2010/11	2011/12	2012/13
COST:							30,775
		0					
		0					
		0					
		0					
	TOTAL	0					30,775
FINANCING:							
Local Option Sales Tax		0					30,775
		0					
		0					
		0					
	TOTAL	0					30,775

PROGRAM - ACTIVITY: _____ **DEPARTMENT:** _____ **ACCOUNT NO.** _____

Briefing Paper: Foundation Strategic Plan

Background: On September 22, 2007, the Ames Public Library Foundation held a retreat for the purpose of developing a strategic plan for the foundation. It is in draft form and is the basis for the future activities of the foundation. The foundation is seeking input from all library stakeholders.

A copy is attached

Discussion: As this is a work in progress, the foundation has afforded all interested parties to offer input. Please examine the vision and mission statements, the goals and objectives as well as activities the foundation intends to undertake in the next three to five years.

Recommendation: This meeting of the library board is anticipated to be devoted mostly toward the consultant's space needs study. At this time, some input can be given with the intent of continued deliberation at the November meeting.

STRATEGIC PLAN

AMES PUBLIC LIBRARY FOUNDATION BOARD

PARTICIPANTS

AMES PUBLIC LIBRARY FOUNDATION BOARD

Annette Boehlje

Gary Botine

Lynne Carey

Stevin Dahl

Lisa Eslinger

Reiny Friedrich

Chuck Jons

Roger Kluesner

Sheila Lundt

Dale Ross

Art Weeks

CIRAS

Jim Black

September 22, 2007

AMES PUBLIC LIBRARY FOUNDATION BOARD VISION STATEMENT

The community recognizes that gifts to the Ames Public Library Foundation offer the best opportunity to enhance the success of the Ames Public Library.

AMES PUBLIC LIBRARY FOUNDATION BOARD MISSION STATEMENT

Ames Public Library Foundation Board develops and manages private resources for the enhancement of the Ames Public Library.

AMES PUBLIC LIBRARY FOUNDATION BOARD INITIAL OBJECTIVES

1. **PUBLICITY** - All people of Ames are aware that the Foundation is the best opportunity for the financial support of the Library.
2. **STAFF** – Hire a full time Development Director by 2010.
3. **FINANCIAL** – Build a \$1 Million endowment for Project Smyles.
4. **DONOR RECOGNITION** – Develop a superlative donor recognition program, including naming opportunities.

OBJECTIVES, STRATEGIES, AND GOALS
ACTION PLAN

1. PUBLICITY - All people of Ames are aware that the Foundation is the best opportunity for the financial support of the Library.

A. Conduct multi-media campaign.

GOALS	RESPONSIBILITY	TARGET DATE
1. Cable channel 12		
2. Web site including web banners		
3. Tribune – paid ads, feature stories		
4. Posters – community boards, CyRide, inside Library		
5. Billboard PSA's		
6. Radio		
7. Brochure, handouts		
8.		
9.		

B. Implement personal contact campaign.

GOALS	RESPONSIBILITY	TARGET DATE
1. Speakers Bureau		
2. Meet one on one with potential donors		
3. Meet with estate planning professionals		
4. Meet with financial planners		
5. Conduct sessions for people to learn more		
6.		
7.		

C. Annual event in the community.

GOALS	RESPONSIBILITY	TARGET DATE
1. Get front end gifts leading to fundraising event		

D. Utilize celebrity and famous name endorsements as support to campaign.

GOALS	RESPONSIBILITY	TARGET DATE
1. Warren Buffett		
2. Cael Sanderson		
3. Research others		

E. Partner with agencies of similar aims.

GOALS	RESPONSIBILITY	TARGET DATE
1. ISU		
2. Schools		

OBJECTIVES, STRATEGIES, AND GOALS
ACTION PLAN – (CONTINUED)

2. STAFF – Hire a full time Development Director by 2010.
 A. Start with half-time DD.

GOALS	RESPONSIBILITY	TARGET DATE
1. Identify potential candidates (e.g. retiree from business or education – fundraising experience a plus)		
2. RSVP for support		
3. Obtain donated space downtown		
4. DD reports to President/Executive Committee of Board		
5. Need additional support for accounting/payroll		
6. Will need audit every two or three years		

- B. As funding permits, raise salary and staffing percent

GOALS	RESPONSIBILITY	TARGET DATE
1. Identify bonus opportunities		
2. Evaluate increasing staffing percent		

- C.

GOALS	RESPONSIBILITY	TARGET DATE

OBJECTIVES, STRATEGIES, AND GOALS
ACTION PLAN – (CONT.)

3. FINANCIAL – Raise money to support the Library.

A. Create endowment opportunities.

GOALS	RESPONSIBILITY	TARGET DATE
1. Contact attorneys and estate planners to raise awareness for bequests for general endowment.		
2. Identify potential endowment gift donors for one-on-one meeting opportunities.		

B. Support annual projects.

GOALS	RESPONSIBILITY	TARGET DATE
1. Conduct annual letter-writing campaign		
2. Conduct an annual event for donor recognition		
3. Develop a plan for soliciting business donations		
4. Develop a plan for soliciting service clubs		

OBJECTIVES, STRATEGIES, AND GOALS
ACTION PLAN – (CONT.)

4. DONOR RECOGNITION – Develop and implement a superlative donor recognition program, including naming opportunities.

A. Write gift policy that encourages donations.

GOALS	RESPONSIBILITY	TARGET DATE
1. Outline donor level – miniature society (e.g. plaque, certificate, reception)		
2. Form committee		
3. Survey community groups, libraries		
4. Determine how to fund recognition		
5. Determine who will thank donors		

B. Write privacy policy.

GOALS	RESPONSIBILITY	TARGET DATE
1. Establish responsibility		
2. Determine what donor info should be shared with Library		

C. Implement donor recognition policy.

GOALS	RESPONSIBILITY	TARGET DATE
1. Identify responsibilities		
2. Review (effectiveness) and update (suggestions)		
3. Implemented within two months of passage of policy by APLF		

D. P

GOALS	RESPONSIBILITY	TARGET DATE

APPENDIX A

**AMES PUBLIC LIBRARY FOUNDATION BOARD
 VISIONING EXERCISE**

Substantial financial gains	Built partnerships w/ community	Relationships
Loyal, large group of donors	Annual event – high attendance	Identity in Ames community
Own development director	Technology access of materials	Raising margin of excellence \$
Focus on building endowment	Oversee \$2M endowment	Higher community awareness
Donor recognition program	Impressive facilities	Branding
Paid development director	Criteria for selecting board mem	Identify stakeholders/sponsors
Significant bequest activity	Campaign participation > 40%	Supporting 2.5M circulation
Committee structure - growth	Win respect and confidence- Ames	Significant endowment earnings
Stakeholder with Library Board	Build Foundation partnerships outside Ames	Technology of merge lists - mailings
Networking with other Foundation Boards	Major campaign for Endowment with tag line	Better marketing recognition and publicity
Foundation income permits independence from City		

APPENDIX B

SWOT ANALYSIS **INTERNAL ANALYSIS**

ATTRIBUTE 1

Strengths

1. C
2. C

Weaknesses

1. L
2. L

ATTRIBUTE 2

Strengths

1. C
2. C

Weaknesses

1. L
2. L

ATTRIBUTE 3

Strengths

1. C
2. C

Weaknesses

1. L
2. L

APPENDIX B

SWOT ANALYSIS **EXTERNAL ANALYSIS**

ATTRIBUTE 1

Opportunities

1. C
2. C

Threats

1. L
2. L

ATTRIBUTE 2

Opportunities

1. C
2. C

Threats

1. L
2. L

ATTRIBUTE 3

Opportunities

1. C
2. C

Threats

1. L
2. L

**Circulation Monthly Stats
September 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	30,273	30,558	60,831	30,939	13,790	44,729	221	95,361	10,420	105,781
One Year Ago	30,144	34,357	64,501	30,122	13,454	43,576	168	97,691	10,554	108,245
Difference	129	(3,799)	(3,670)	817	336	1,153		(2,330)	(134)	(2,464)
% Change	0.4%	-11.1%	-5.7%	2.7%	2.5%	2.6%		-2.4%	-1.3%	-2.3%
Year to Date										
Current Year	99,197	101,146	200,343	99,755	47,132	146,887	686	320,307	27,609	347,916
One Year Ago	97,041	108,172	205,213	95,398	42,840	138,238	662	317,992	26,121	344,113
Difference	2,156	(7,026)	(4,870)	4,357	4,292	8,649		2,315	1,488	3,803
% Change	2.2%	-6.5%	-2.4%	4.6%	10.0%	6.3%		0.7%	5.7%	1.1%
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	22.3%			92,471	87.4%	
One Year Ago	5,110	1,510	13,800	20,420	18.9%			86,313	79.7%	
Difference	1,152	672	1,316	3,140				6,158		
% Change	22.5%	44.5%	9.5%	15.4%				7.1%		
Year to Date										
Current Year	17,982	6,027	43,523	67,532	19.4%			277,112	79.6%	
One Year Ago	16,515	5,240	41,686	63,441	18.4%			275,693	80.1%	
Difference	1,467	787	1,837	4,091				1,419		
% Change	8.9%	15.0%	4.4%	6.4%				0.5%		

**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	7,517	0	0	0	0	0	0	0	0	0	26,435
ADULT NON-FICTION	11,210	10,684	10,030	0	0	0	0	0	0	0	0	0	31,924
ADULT GRAPHIC NOVELS	662	798	661	0	0	0	0	0	0	0	0	0	2,121
ADULT MANGA	1,219	1,283	923	0	0	0	0	0	0	0	0	0	3,425
ADULT ILL ITEMS	60	71	79	0	0	0	0	0	0	0	0	0	210
ADULT PAPERBACKS	943	1,090	970	0	0	0	0	0	0	0	0	0	3,003
NEW FICTION	4,717	4,800	4,167	0	0	0	0	0	0	0	0	0	13,684
NEW NON-FICTION	3,044	3,079	2,683	0	0	0	0	0	0	0	0	0	8,806
PERIODICALS	1,170	1,139	1,057	0	0	0	0	0	0	0	0	0	3,366
TRAVEL BAGS	73	53	37	0	0	0	0	0	0	0	0	0	163
SUBTOTAL (PRINT)	33,012	32,001	28,124	0	0	0	0	0	0	0	0	0	93,137
NEW MEDIA	2	5	3	0	0	0	0	0	0	0	0	0	10
MUSIC CDS	7,018	6,293	6,452	0	0	0	0	0	0	0	0	0	19,763
AUDIO BOOKS ON CD	3,669	3,670	3,135	0	0	0	0	0	0	0	0	0	10,474
AUDIO BOOKS ON TAPE	548	478	478	0	0	0	0	0	0	0	0	0	1,504
THEATRICAL VIDEOS	1,907	1,296	1,129	0	0	0	0	0	0	0	0	0	4,332
NON-THEATRICAL VIDEOS	315	185	265	0	0	0	0	0	0	0	0	0	765
THEATRICAL DVDS	18,731	18,465	15,382	0	0	0	0	0	0	0	0	0	52,578
NON-THEATRICAL DVDS	2,570	2,332	2,001	0	0	0	0	0	0	0	0	0	6,903
KITS	568	587	473	0	0	0	0	0	0	0	0	0	1,628
SUBTOTAL (MEDIA)	35,328	33,311	29,318	0	0	0	0	0	0	0	0	0	97,957
ADULT MISC.	176	165	184	0	0	0	0	0	0	0	0	0	525
TOTAL (ADULT)	68,516	65,477	57,626	0	0	0	0	0	0	0	0	0	191,619
BIG BOOKS	22	25	25	0	0	0	0	0	0	0	0	0	72
BOARD BOOKS	2,157	2,493	2,021	0	0	0	0	0	0	0	0	0	6,671
EASY	8,793	8,539	8,549	0	0	0	0	0	0	0	0	0	25,881
EASY TO READ	3,024	2,598	2,339	0	0	0	0	0	0	0	0	0	7,961
JUVENILE NON FICTION	4,256	4,319	4,454	0	0	0	0	0	0	0	0	0	13,029
JUVENILE FICTION	7,153	6,082	4,138	0	0	0	0	0	0	0	0	0	17,373
JUVENILE GRAPHIC NOVELS	676	695	503	0	0	0	0	0	0	0	0	0	1,874
PARENTING COLLECTION	109	139	147	0	0	0	0	0	0	0	0	0	395
JUVENILE LARGE PRINT	56	50	38	0	0	0	0	0	0	0	0	0	144
JUVENILE PERIODICALS	326	420	254	0	0	0	0	0	0	0	0	0	1,000
YOUNG ADULT PRINT	2,883	2,666	2,066	0	0	0	0	0	0	0	0	0	7,615
COMIC BOOKS	12	3	0	0	0	0	0	0	0	0	0	0	15
YOUNG ADULT GRAPHIC NOVELS	380	451	442	0	0	0	0	0	0	0	0	0	1,273
MANGA	1,349	1,144	1,098	0	0	0	0	0	0	0	0	0	3,591
YOUNG ADULT PERIODICALS	47	92	56	0	0	0	0	0	0	0	0	0	195
YOUTH REFERENCE	4	0	6	0	0	0	0	0	0	0	0	0	10
SUBTOTAL YOUTH (PRINT)	31,247	29,716	26,136	0	0	0	0	0	0	0	0	0	87,099
YOUTH DVDS	11,258	11,413	8,797	0	0	0	0	0	0	0	0	0	31,468
YOUTH VIDEOS	1,216	1,302	981	0	0	0	0	0	0	0	0	0	3,499
YOUTH KITS	379	383	334	0	0	0	0	0	0	0	0	0	1,096
YOUTH CDS	1,767	1,616	1,240	0	0	0	0	0	0	0	0	0	4,623
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	21	9	18	0	0	0	0	0	0	0	0	0	48
TOYS & PUPPETS	292	334	229	0	0	0	0	0	0	0	0	0	855
SUBTOTAL YOUTH (MEDIA)	14,933	15,057	11,599	0	0	0	0	0	0	0	0	0	41,589
TOTAL YOUTH	46,180	44,773	37,735	0	0	0	0	0	0	0	0	0	128,688
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	114,696	110,250	95,361	0	0	0	0	0	0	0	0	0	320,307
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	6,060	6,061	5,013	0	0	0	0	0	0	0	0	0	17,134
GILBERT	1,627	1,897	1,134	0	0	0	0	0	0	0	0	0	4,658
OPEN ACCESS	15,380	15,056	12,801	0	0	0	0	0	0	0	0	0	43,237
Total Special Circulation	23,067	23,014	18,948	0	0	0	0	0	0	0	0	0	65,029
% Special Circulation	20.11%	20.87%	19.87%										20.30%
AMES	90,752	86,206	75,442	0	0	0	0	0	0	0	0	0	252,400

**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	697	0	0	0	0	0	0	0	0	0	1,949
ADULT NON-FICTION	481	362	449	0	0	0	0	0	0	0	0	0	1,292
ADULT GRAPHIC NOVELS	2	1	6	0	0	0	0	0	0	0	0	0	9
ADULT MANGA	1	2	11	0	0	0	0	0	0	0	0	0	14
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	366	395	402	0	0	0	0	0	0	0	0	0	1,163
NEW FICTION	247	249	274	0	0	0	0	0	0	0	0	0	770
NEW NON-FICTION	262	156	247	0	0	0	0	0	0	0	0	0	665
PERIODICALS	80	53	63	0	0	0	0	0	0	0	0	0	196
TRAVEL BAGS	2	0	0	0	0	0	0	0	0	0	0	0	2
SUBTOTAL (PRINT)	2,072	1,839	2,149	0	0	0	0	0	0	0	0	0	6,060
NEW MEDIA	0	1	0	0	0	0	0	0	0	0	0	0	1
MUSIC CDS	150	52	68	0	0	0	0	0	0	0	0	0	270
AUDIO BOOKS ON CD	129	84	105	0	0	0	0	0	0	0	0	0	318
AUDIO BOOKS ON TAPE	49	44	34	0	0	0	0	0	0	0	0	0	127
THEATRICAL VIDEOS	103	41	111	0	0	0	0	0	0	0	0	0	255
NON-THEATRICAL VIDEOS	10	4	10	0	0	0	0	0	0	0	0	0	24
THEATRICAL DVDS	705	416	807	0	0	0	0	0	0	0	0	0	1,928
NON-THEATRICAL DVDS	56	36	82	0	0	0	0	0	0	0	0	0	174
KITS	39	30	23	0	0	0	0	0	0	0	0	0	92
SUBTOTAL (MEDIA)	1,241	708	1,240	0	0	0	0	0	0	0	0	0	3,189
ADULT MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
TOTAL (ADULT)	3,313	2,547	3,389	0	0	0	0	0	0	0	0	0	9,249
BIG BOOKS	52	44	43	0	0	0	0	0	0	0	0	0	139
BOARD BOOKS	681	489	674	0	0	0	0	0	0	0	0	0	1,844
EASY	1,151	874	1,198	0	0	0	0	0	0	0	0	0	3,223
EASY TO READ	646	382	596	0	0	0	0	0	0	0	0	0	1,624
JUVENILE NON FICTION	858	532	922	0	0	0	0	0	0	0	0	0	2,312
JUVENILE FICTION	862	527	925	0	0	0	0	0	0	0	0	0	2,314
JUVENILE GRAPHIC NOVELS	182	68	104	0	0	0	0	0	0	0	0	0	354
PARENTING COLLECTION	12	1	5	0	0	0	0	0	0	0	0	0	18
JUVENILE LARGE PRINT	4	2	5	0	0	0	0	0	0	0	0	0	11
JUVENILE PERIODICALS	8	1	0	0	0	0	0	0	0	0	0	0	9
YOUNG ADULT PRINT	217	170	250	0	0	0	0	0	0	0	0	0	637
COMIC BOOKS	9	0	0	0	0	0	0	0	0	0	0	0	9
YOUNG ADULT GRAPHIC NOVELS	21	13	31	0	0	0	0	0	0	0	0	0	65
MANGA	29	16	49	0	0	0	0	0	0	0	0	0	94
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH REFERENCE	1	1	1	0	0	0	0	0	0	0	0	0	3
SUBTOTAL YOUTH (PRINT)	4,733	3,120	4,803	0	0	0	0	0	0	0	0	0	12,656
YOUTH DVDS	1,338	660	1,341	0	0	0	0	0	0	0	0	0	3,339
YOUTH VIDEOS	315	158	346	0	0	0	0	0	0	0	0	0	819
YOUTH KITS	79	55	54	0	0	0	0	0	0	0	0	0	188
YOUTH CDS	248	233	254	0	0	0	0	0	0	0	0	0	735
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	14	25	27	0	0	0	0	0	0	0	0	0	66
TOYS & PUPPETS	108	119	169	0	0	0	0	0	0	0	0	0	396
SUBTOTAL YOUTH (MEDIA)	2,102	1,250	2,191	0	0	0	0	0	0	0	0	0	5,543
TOTAL YOUTH	6,835	4,370	6,994	0	0	0	0	0	0	0	0	0	18,199
YOUTH MISC.	81	43	37	0	0	0	0	0	0	0	0	0	161
GRAND TOTAL	10,229	6,960	10,420	0	0	0	0	0	0	0	0	0	27,609
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	233	201	414	0	0	0	0	0	0	0	0	0	848
GILBERT	470	285	614	0	0	0	0	0	0	0	0	0	1,369
OPEN ACCESS	90	60	136	0	0	0	0	0	0	0	0	0	286
Total Special Circulation	793	546	1,164	0	0	0	0	0	0	0	0	0	2,503
% Special Circulation	7.75%	7.84%	11.17%										9.07%
AMES	9,247	6,265	9,200	0	0	0	0	0	0	0	0	0	24,712

**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	47										142
Centers	21	21	20										62
Individual Deliveries Made	41	38	39										118
Additional Individuals serv.	9	8	9										26
GATE COUNT	45,426	43,520	36,671										125,617
PUBLIC COMPUTERS													
Number of Uses	5,564	5,801	4,987										10,788
Average Session (minutes)	37	37	38										75
HOLDS													
Main	10,287	10,689	8,929										29,905
BKM/Hm Delivery	788	408	911										2,107
Total Holds	11,075	11,097	9,840	0	0	0	0	0	0	0	0	0	32,012
INTERLIBRARY LOANS													
Requested	67	79	102										248
Received	58	69	85										212
Loaned	309	336	393										1,038
MEETING ROOM USAGE													
Number of Room Uses	172	120	182										474
People	3,887	2,126	3,347										9,360
PROGRAMS													
Adult	19	14	35										68
Children & Family	96	19	86										201
Outreach	17	6	3										26
Teen	7	5	2										14
Project Smyles	35	40	50										125
Total Programs	174	84	176	0	0	0	0	0	0	0	0	0	434
PROGRAM ATTENDANCE													
Adult	1,101	517	1,124										2,742
Children & Family	2,237	683	1,638										4,558
Outreach	398	121	194										713
Teen	552	92	25										669
Project Smyles	425	432	636										1,493
Total Attendance	4,713	1,845	3,617	0	0	0	0	0	0	0	0	0	10,175
Webref	126	149	174										449
PAC Usage													
PAC	102,324	96,770	92,094										291,188
Community Organizations & Ames Tribune	750	499	351										1,600
Total	103,074	97,269	92,445	0	0	0	0	0	0	0	0	0	292,788

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	82										267
Business Remote	34	133	55										222
Business Total	127	225	137	0	0	0	0	0	0	0	0	0	489
Residential In-House	74	62	85										221
Residential Remote	69	36	27										132
Residential Total	143	98	112	0	0	0	0	0	0	0	0	0	353
Grand Total	270	323	249	0	0	0	0	0	0	0	0	0	842
Des Moines Register													
In-House	6	7	0										13
Remote	17	15	25										57
Total	23	22	25	0	0	0	0	0	0	0	0	0	70
New York Times													
In-House	6	2	3										11
Remote	216	129	112										457
Total	222	131	115	0	0	0	0	0	0	0	0	0	468
Access World News													
In-House	6	5	0										11
Remote	33	19	27										79
Total	39	24	27	0	0	0	0	0	0	0	0	0	90
EBSCOhost													
In-House	289	441	948										1678
Remote	217	7	0										224
Total	506	448	948	0	0	0	0	0	0	0	0	0	1902
Novelist													
In-House	253	270	329										852
Remote	2	0	0										2
Total	255	270	329	0	0	0	0	0	0	0	0	0	854
Auto Reference													
In-House	73	120	100										293
Remote	13	0	0										13
Total	86	120	100	0	0	0	0	0	0	0	0	0	306
Heritage Quest													
In-House + Remote	3868	3410	4932										12210
GRAND TOTAL	5267	4748	6725	0	0	0	0	0	0	0	0	0	16740
YEAR TO DATE	16740												
Bookletters (Pageviews)	2701	2492	2292										7485