

Agenda
Ames Public Library Board of Trustees
October 19, 2006 - 7:00 p.m.
Board Room

Adoption of Agenda

Introduction and Welcome to New Board Member

Installation of New Board Member

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

- Director's Report
- Staff Reports

Friends of the Ames Public Library Report – Sondall-Saetveit, Warnick, Hayslett

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Current: Programs - Action Item
- Next Month: Internet Use Policy and Guidelines

Unfinished Business

- Board Retreat – Discussion

New Business

- New Hires – Action Item
- Five-Year Budget Projection – Discussion
- Organization Chart – Discussion
- Gladys Myers Computer Replacement Reserve – Action Item
- Consent Agenda – Action Item

Trustee Comments

Adjournment

Next regular meeting, Thursday, November 16, 2006 7:00 p.m.

Ames Public Library

Board of Trustees

**Meeting Minutes
September 21, 2006**

The Ames Public Library Board of Trustees met in regular session on Thursday, September 21, 2006, in the Library boardroom with Mathews, Mungons, Munson, Ross, Warnick, and Director Weeks in attendance. Anderson, Botine, and Sondall Saetveit were absent.

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

Adoption of Agenda: Mathews moved and Ross seconded the motion to adopt the agenda. Munson recommended removing the **Consent Agenda – Action Item** from the agenda until a full Board was present for discussion. Mathews moved and Ross seconded a motion to amend the agenda to remove the **Consent Agenda – Action Item**. Motion to amend the agenda passed unanimously. Motion to adopt the agenda passed unanimously.

Approval of Minutes: Munson asked for any corrections to the August 18, 2006, minutes. There were no corrections to the minutes. The minutes as presented passed unanimously.

Public Forum: none

Financial Reports:

Claims: Ross moved and Mungons seconded a motion to approve the claims. Warnick questioned the \$575.00 bill to Reflections Glass. Weeks explained it was one bill for the repair of the broken windows. He said there would be other charges to follow. Munson questioned the \$25.00 charge to the Division of Labor. Woo stated it was for the boiler inspection. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- In memory of Geraldine Bowen from
 - Jerold and Valrae Bowen \$500.00
 - Patricia Hopkins \$50.00
 - Thomas and Beverly Anderson \$100.00
- From Helen Bloomfield
in memory of Esther Munsen, mother of Mr. & Mrs. Gus Anderson \$20.00
- From Jean Gauger and J. Hiram Rogers, Jr.
in memory of Dorothy Clark Gauger \$100.00
- From A Louisiana Friend
in honor of Jerry and Elaine Dunn's 50th wedding anniversary \$25.00
- From Alan Maximuk for the collection \$25.00
- From William Thompson..... \$100.00
- From Elaine Dunn \$50.00
- From Paul and Colleen Gryte for vandalism costs \$200.00
- From Shirley, Powell, Finneseth, PLC
in memory of Katherine Finn Milleman and John Milleman \$25.00
- From Wayne and Kathryn Tyler in honor of Flora Tyler's birthday \$50.00
- Matching gift from SBC Foundation (gift from John and Patricia Ball 2-2006)
in memory of Margaret Lucille Kennedy Smith for the youth department \$500.00

Warnick moved and Mathews seconded a motion to accept the donations. Mungons pointed out the \$200.00 gift to cover the cost of repairs due to vandalism. Weeks said the Altrusa organization was also willing to donate toward repair costs due to vandalism. Motion passed unanimously.

Director's Report: Weeks announced that Kay Runge, director the Des Moines Public Library, was retiring effective January 2007. He reported he was working on the Library's organization chart and was excited about working with an enthusiastic staff. He discussed the recent vandalism and said the police have taken some measures, and he was working with the security company about future security needs.

Department Coordinators:

Assistant Director: Hayslett had nothing to add to her written report. Warnick questioned how the community partners were solicited for the Big Read Grant application. Hayslett said Carey contacted them and they were all willing to participate. Warnick commented that it was a nice example of partnering with community groups.

Circulation/Outreach Services: Carey reported that the Foundation's annual campaign has raised \$24,643.00, with 53% of salaried staff and 35% of the three boards participating (63% of the Library Board of Trustees, 36% of Foundation Directors, and 17% of the Friends' Board).

Warnick questioned if Ames Public Library would survey other libraries similar to Carey's participation in Ypsilanti Public Library's survey, as mentioned in her report. Carey said the Ames Public Library would do similar surveys for strategic planning. Weeks said he would be presenting analyses of other libraries at next month's Board meeting.

Collections: Malinowski invited the trustees to attend a demo on downloadable audio and video on Thursday, September 28, at 9:30 a.m. in the boardroom.

Youth Services Coordinator: Heid commended the staff for their work on summer programs. Warnick complimented Heid for the increased circulation in youth materials. Discussion followed on updating the non-fiction collection in the youth department. Munson complimented Heid on her quote in the Iowa Library Association conference materials.

Computer Specialist: Harris had nothing to add to his written report. Weeks reported that he and Harris have been meeting on wireless Internet issues. Discussion followed regarding waiting for the City to provide wireless service downtown.

Community Relations Specialist: Ocken handed out bookmarks for the upcoming book sale in October. She said to be sure to present your library card to participating downtown merchants this week for special offers.

Friends of the Ames Public Library Report: Warnick said the Friends held their first meeting after the summer hiatus. She said they were revising their bylaws. In addition, they gave approval for the circulation department to choose books from the donations to be added to the collection. Hayslett said Heid gave a presentation on Baby Talk.

Foundation Report: Ross said a Foundation meeting was scheduled soon. The Foundation plans to discuss their focus with the Library Director after the building is demolished. Carey said they are still waiting for memorandum of understanding that was being reviewed by the City Attorney. Ross thanked all those who helped with the envelope stuffing.

Policy Review:

Conduct in the Library Policy – Action Item: Mathews moved and Warnick seconded a motion to approve the Conduct in the Library Policy as presented/amended. Discussion followed regarding staff's ability to apply the policy to problems, whether this policy presented a problem with staff posting materials, how this policy related to the Programs policy and if this policy related to library programs or co-sponsored programs. Ross asked for a side-by-side comparison of the Conduct in the Library policy,

Programs policy, and Meeting Rooms policy. Weeks said the Programs policy would be reviewed at next month's Board meeting. The motion as presented passed unanimously.

Unfinished Business:

Building Demolition Contract – Action Item: Ross moved and Mathews seconded a motion to approve the award of the contract for the demolition of the building at 215 Fifth Street, Ames, Iowa, as specified in bid #2007-012 to Keith Cooper and Sons, Inc., as presented/amended. Weeks said it would take two days to demolish the building, plus additional time in advance to secure the area and to haul away the debris after the demolition. The motion as presented passed unanimously.

Board Retreat - Discussion: Warnick announced that the Board retreat is scheduled on October 26 from 6:00 p.m. to 9:00 p.m. She said Bonnie McKewon from Northwest Iowa Library Services would give a 90-minute presentation on the roles of trustees. She said dinner would be provided. Warnick asked for input on discussion topics. Suggestions included the following: strategic planning, the building project, asking for public input on the location of the building and/or branches, how to introduce the project to the community and how to gather input.

New Business:

New Hires – Action Item: Mathews moved and Mungons seconded a motion to approve the new hires as presented/amended. The motion as presented passed unanimously.

Consistency of Fines - Discussion: Weeks said the charge of \$1.00 per-day late fee for DVDs and videos, as related to the \$0.25 charge for other materials, was difficult to justify. In addition, the \$1.00 fine might actually inhibit the return. He said they surveyed other libraries that had equalized their fine structure and found it to be revenue neutral. Ross stated that all the materials in the library were equally valuable. Weeks said he would also like to send pre-notification of items due. Harris commented that pre-notification would require a software add-on. Warnick said this was a positive move and good service to the public.

Trustee Comments:

Warnick had no comment.

Ross said he was attending the Iowa Library Association executive board meeting tomorrow. He asked Board of Trustee members to let him know if they had any issues to present to the board. He said the Iowa Library Association Conference would be held from October 11 – 13 in Council Bluffs, Iowa.

Mungons had no comment.

Mathews had no comment.

Munson said she attended the Central Iowa Library Service Area trustee training. She said it was excellent training and encouraged other Trustees to attend.

Adjournment

Mungons moved and Warnick seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 8:59 p.m.

Library Claims Listing
9/8/2006-10/10/2006

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 25,903.60
PAYROLL SUMMARY	IPERS DISABILITY	\$ 120.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 64.34
TFR TO 880 FUND/LIFE INS	LIFE INSURANCE	\$ 12.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,165.34
PAYROLL SUMMARY	MEDICARE FICA	\$ 368.02
PAYROLL SUMMARY	FICA	\$ 1,573.62
PAYROLL SUMMARY	IPERS	\$ 1,489.48
PAYROLL SUMMARY	WORKERS COMP	\$ 58.46
AUG06 INFO SVCS CHARGES	CITY DATA SERV	\$ 622.58
SEPT06 INFO SVCS CHARGES	CITY DATA SERV	\$ 622.58
8/06 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 224.87
9/06 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 229.26
SEPT06 TELEPHONE SYS CHR	PHONE OPERATION & MAINT	\$ 231.05
AUG06 INTERNAL LONG DIST	LONG DISTANCE	\$ 8.93
SEPT06 COMPUTER REPLACMNT	COMPUTER REPLACEMENT FUND	\$ 674.63
LIB 9-12-06	POSTAGE/FREIGHT	\$ (1.00)
TRANSFER POSTAGE EXPENSE	POSTAGE/FREIGHT	\$ (3,101.41)
PITNEY BOWES	POSTAGE/FREIGHT	\$ 792.00
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 115.56
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 84.48
RESERVE ACCOUNT	POSTAGE/FREIGHT	\$ 2,000.00
SILLS, KEN	TRAVEL/MEETINGS	\$ 28.00
BANK OF AMERICA	SUBSCRIPTIONS & BOOKS	\$ 44.98
HEUSS PRINTING INC	PRINTING OUTSIDE	\$ 34.82
DEX MEDIA EAST	ADVERTISING	\$ 160.70
9/5/06 UT/2924 HOOVER	ELECTRICITY	\$ (8.82)
9/5/06 UT/3622 WOODLAND	ELECTRICITY	\$ (9.11)
9/5/06 UT/4416 ONTARIO	ELECTRICITY	\$ (10.47)
CITY OF AMES UTILITIES	ELECTRICITY	\$ 10,835.16
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 86.61
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 181.60
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,090.95
CITY OF AMES UTILITIES	WATER/SEWER	\$ 547.44
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.59
ALLIANT ENERGY	NATURAL GAS	\$ 19.01
VANDALISM REPAIR DONATION	STRUCTURAL REPAIR	\$ (200.00)
REFLECTIONS GLASS & MIRRO	STRUCTURAL REPAIR	\$ 5,596.67
ACCURATE MECHANICAL CO IN	FIXED EQUIPMENT REPAIR	\$ 3,225.00
DRAINTECH	FIXED EQUIPMENT REPAIR	\$ 51.50
NELSON ELECTRIC CO	FIXED EQUIPMENT REPAIR	\$ 1,013.57
IBM SELF-CHECK MAINTENANCE	COMPUTER MAINT	\$ (1,806.00)
BANK OF AMERICA	COMPUTER MAINT	\$ 99.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 117.07
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 6.98
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 94.06
QUILL CORP	OFFICE SUPPLIES	\$ 190.56
BANK OF AMERICA	OFFICE SUPPLIES	\$ 24.68
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 89.99
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 325.13

Library Claims Listing
9/8/2006-10/10/2006

Vendor	Category	Amount
BANK OF AMERICA	CLEANING SUPPLIES	\$ 10.78
STITZELL ELECTRIC SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 64.48
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 91.44
BANK OF AMERICA	FOOD & FEED	\$ 11.65
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 76.87
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 1,279.09
	Library Administration	\$ 59,300.98
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,466.72
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,173.89
PAYROLL SUMMARY	IPERS DISABILITY	\$ 97.67
PAYROLL SUMMARY	LIFE INSURANCE	\$ 49.36
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 817.04
PAYROLL SUMMARY	MEDICARE FICA	\$ 224.93
PAYROLL SUMMARY	FICA	\$ 961.72
PAYROLL SUMMARY	IPERS	\$ 892.14
PAYROLL SUMMARY	WORKERS COMP	\$ 42.25
SEPT06 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 92.42
AUG06 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.03
AUG06 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 2,511.02
SEPT06 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 1,066.34
AUG06 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,803.00
SEPT06 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,803.00
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 40.48
TRANSFER TO LIBRARY/ADMIN	POSTAGE/FREIGHT	\$ 23.04
BOHLKE, SARAH	TRAVEL/MEETINGS	\$ 27.80
DES MOINES AREA COMM COLL	TRAINING	\$ 250.00
FESTIVAL OF BOOKS	CONFERENCES	\$ 104.00
AMES DAILY TRIBUNE	RECRUITING COSTS	\$ 116.03
9/5/06 UT/2924 HOOVER	ELECTRICITY	\$ 8.82
9/5/06 UT/3622 WOODLAND	ELECTRICITY	\$ 9.11
9/5/06 UT/4416 ONTARIO	ELECTRICITY	\$ 10.47
CITY OF AMES UTILITIES	ELECTRICITY	\$ 51.66
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 294.85
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 118.70
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 19.11
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
BANK OF AMERICA	OFFICE SUPPLIES	\$ 13.49
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 17.08
	Outreach Services	\$ 27,121.67
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,910.80
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,065.20
PAYROLL SUMMARY	IPERS DISABILITY	\$ 105.15
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,488.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 235.58
PAYROLL SUMMARY	FICA	\$ 1,007.26
PAYROLL SUMMARY	IPERS	\$ 976.10
PAYROLL SUMMARY	WORKERS COMP	\$ 24.78
SEPT06 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 138.63
AUG06 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.42
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 1,360.23
TRANSFER TO LIBRARY/ADMIN	POSTAGE/FREIGHT	\$ 524.99

Library Claims Listing
9/8/2006-10/10/2006

Vendor	Category	Amount
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 155.00
RESEARCH TECHNOLOGY INTL	MOVABLE EQUIP REPAIR	\$ 404.79
MINNESOTA HISTORICAL SOCI	NON-CITY SERVICE	\$ 5.50
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 432.38
QUILL CORP	OFFICE SUPPLIES	\$ 62.00
3M COMPANY	OFFICE SUPPLIES	\$ 104.73
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 358.36
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 19.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,246.42
VERNON CO	EQUIPMENT PARTS/SUPPLIES	\$ 63.37
3M COMPANY	EQUIPMENT PARTS/SUPPLIES	\$ 406.70
GAYLORD BROTHERS	EQUIPMENT PARTS/SUPPLIES	\$ 759.80
AFFORDABLE ALTERNATIVES I	EQUIPMENT PARTS/SUPPLIES	\$ 159.83
MELISSA & DOUG INC	EQUIPMENT PARTS/SUPPLIES	\$ 5.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (1,286.67)
AMES DAILY TRIBUNE	PERIODICALS	\$ 400.14
BAKER & TAYLOR INC	PERIODICALS	\$ 33.51
DES MOINES REGISTER	PERIODICALS	\$ 117.00
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 61.60
SCHOLASTIC, INC	PERIODICALS	\$ 16.30
INFORMATION TODAY INC	PERIODICALS	\$ 165.00
IA NEWSPAPERS INC	PERIODICALS	\$ 29.95
IA GARDENING MAGAZINE	PERIODICALS	\$ 13.95
BAKER & TAYLOR INC	JUVENILE	\$ 3,351.49
LIBRARY VIDEO CO	JUVENILE	\$ 66.85
RANDOM HOUSE INC	JUVENILE	\$ 1,015.00
RECORDED BOOKS LLC	JUVENILE	\$ 1,085.10
REGENT BOOK CO INC	JUVENILE	\$ 118.63
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 11.83
AMAZON CREDIT PLAN	JUVENILE	\$ 9.72
MIDWEST TAPE	JUVENILE	\$ 1,039.35
BANK OF AMERICA	JUVENILE	\$ 884.79
BWI	JUVENILE	\$ 291.95
DAVIDSON, JEAN	JUVENILE	\$ 17.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 340.10
DEX MEDIA EAST	ADULT REFERENCE	\$ 13.95
WEISS RATINGS INC	ADULT REFERENCE	\$ 448.95
INFO USA MARKETING INC	ADULT REFERENCE	\$ 9,066.00
VALUE LINE PUBLISHING INC	ADULT REFERENCE	\$ 249.00
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 355.62
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 487.22
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 1,128.00
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 870.30
BOOKS IN MOTION	AUDIO-VISUAL	\$ 6.00
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 1,315.07
MIDWEST TAPE	AUDIO-VISUAL	\$ 3,270.49
DIVERSE MEDIA INC	AUDIO-VISUAL	\$ 564.99
BANK OF AMERICA	AUDIO-VISUAL	\$ 512.89
MICROMARKETING LLC	AUDIO-VISUAL	\$ 175.25
BOLINDA PUBLISHING INC	AUDIO-VISUAL	\$ 108.80
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 9,925.43
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 47.86

Library Claims Listing
9/8/2006-10/10/2006

Vendor	Category	Amount
IA POETRY ASSOC	ADULT COLLECTIONS	\$ 9.00
BAKER & TAYLOR ENTERTAINM	ADULT COLLECTIONS	\$ 34.42
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 230.49
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 103.76
BANK OF AMERICA	ADULT COLLECTIONS	\$ 1,272.53
GALE GROUP	ADULT COLLECTIONS	\$ 367.52
JOHNNY GOSCH FOUNDATION	ADULT COLLECTIONS	\$ 25.00
MONTE, LENWOOD	ADULT COLLECTIONS	\$ 12.95
	Collections	\$ 66,457.28
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,043.82
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 68.43
PAYROLL SUMMARY	IPERS DISABILITY	\$ 67.81
PAYROLL SUMMARY	LIFE INSURANCE	\$ 30.16
TFR TO 880 FUND/LIFE INS	LIFE INSURANCE	\$ 4.84
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,044.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 143.69
PAYROLL SUMMARY	FICA	\$ 614.42
PAYROLL SUMMARY	IPERS	\$ 581.47
PAYROLL SUMMARY	WORKERS COMP	\$ 8.81
SEPT06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 46.30
SEPT06 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 92.42
AUG06 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.88
APPALSEED PRODUCTION INC	OUTSIDE PROF SERV	\$ 579.00
LOST BANANA SOUND	OUTSIDE PROF SERV	\$ 120.00
HEUSS PRINTING INC	PRINTING OUTSIDE	\$ 6.97
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 138.14
BANK OF AMERICA	OFFICE SUPPLIES	\$ 29.28
FAREWAY STORES INC	FOOD & FEED	\$ 8.78
BANK OF AMERICA	FOOD & FEED	\$ 190.44
FAREWAY STORES INC	SPECIAL PROJECT SUPPLIES	\$ 3.19
OFFICE DEPOT INC	SPECIAL PROJECT SUPPLIES	\$ 35.99
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 61.28
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 6.09
	Youth Services	\$ 13,927.41
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 42,525.08
PAYROLL SUMMARY	IPERS DISABILITY	\$ 276.97
PAYROLL SUMMARY	LIFE INSURANCE	\$ 129.97
TFR TO 880 FUND/LIFE INS	LIFE INSURANCE	\$ 4.84
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,886.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 596.80
PAYROLL SUMMARY	FICA	\$ 2,552.00
PAYROLL SUMMARY	IPERS	\$ 2,445.18
PAYROLL SUMMARY	WORKERS COMP	\$ 65.28
SEPT06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 77.20
SEPT06 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 508.31
AUG06 INTERNAL LONG DIST	LONG DISTANCE	\$ 6.31
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 52.36
TRANSFER TO LIBRARY/ADMIN	POSTAGE/FREIGHT	\$ 33.54
FESTIVAL OF BOOKS	CONFERENCES	\$ 325.00
HEUSS PRINTING INC	PRINTING OUTSIDE	\$ 6.97
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 68.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 234.43

Library Claims Listing
9/8/2006-10/10/2006

Vendor	Category	Amount
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 140.31
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 26.99
LIB 10-2-06	SPECIAL PROJECT SUPPLIES	\$ (3.75)
LIB 9-18-06	SPECIAL PROJECT SUPPLIES	\$ (4.00)
LIB 9-25-06	SPECIAL PROJECT SUPPLIES	\$ (6.00)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 53.70
	Information Services	\$ 55,437.81
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,614.50
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 11,935.05
PAYROLL SUMMARY	IPERS DISABILITY	\$ 85.70
PAYROLL SUMMARY	LIFE INSURANCE	\$ 49.34
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,195.78
PAYROLL SUMMARY	MEDICARE FICA	\$ 390.83
PAYROLL SUMMARY	FICA	\$ 1,671.20
PAYROLL SUMMARY	IPERS	\$ 1,505.06
DEPT IPERS REFND/MAYBERRY	IPERS	\$ (17.67)
PAYROLL SUMMARY	WORKERS COMP	\$ 244.12
SEPT06 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 231.05
AUG06 INTERNAL LONG DIST	LONG DISTANCE	\$ 16.20
LIBRARY MC/VISA CHARGES	OUTSIDE PROF SERV	\$ 7.50
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 758.91
TRANSFER TO LIBRARY/ADMIN	POSTAGE/FREIGHT	\$ 307.86
HEUSS PRINTING INC	PRINTING OUTSIDE	\$ 6.97
IBM SELF CHECK MAINTENANCE	COMPUTER MAINT	\$ 1,806.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 671.25
BANK OF AMERICA	OFFICE SUPPLIES	\$ 5.98
AUTOMATED MERCHANT SYSTEM	MINOR OFFICE EQUIPMENT	\$ 695.00
BANK OF AMERICA	CLEANING SUPPLIES	\$ 13.30
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (19.28)
	Circulation Services	\$ 38,174.65
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 900.88
PAYROLL SUMMARY	IPERS DISABILITY	\$ 6.08
PAYROLL SUMMARY	LIFE INSURANCE	\$ 2.58
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 138.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 12.78
PAYROLL SUMMARY	FICA	\$ 54.66
PAYROLL SUMMARY	IPERS	\$ 51.80
PAYROLL SUMMARY	WORKERS COMP	\$ 0.72
SEPT06 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 46.21
AUG06 INTERNAL LONG DIST	LONG DISTANCE	\$ 0.29
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 150.45
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
BANK OF AMERICA	OFFICE SUPPLIES	\$ 751.93
	Computer Lab	\$ 2,334.60
Margaret Munson, President	Melody Warnick, Secretary	Date:

Gifts

BOARD OF TRUSTEES AMES PUBLIC LIBRARY October 19, 2006

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

In memory of Arline Montgomery from

Helen F. McRoberts	\$50.00
Louis and Ruth Thompson	\$200.00
A. Lynn Fawcett	\$75.00
Mary T. Watkins	\$25.00
Jane Lohnes.....	\$35.00
Pat and Louis Banitt	\$20.00
Robert and Louis Vohs.....	\$20.00
McFarland Clinic	\$250.00
Robert Fisher	\$20.00
Virginia Slater	\$35.00
Ellen and Keith Landon	\$25.00
Shelley and Bill Goecke.....	\$25.00
Gordon Sweitzer.....	\$50.00
John Northup	\$25.00
John and Linda Doyle	25.00
Northcrest.....	100.00
M. Louise Math.....	\$25.00
Olive Harrison	\$25.00
Richard and Katherine Munsen.....	\$20.00
Randall and Mary Ketelsen.....	\$30.00
R. Dana and Rebecca Warg.....	\$50.00
Stephen Van Houten.....	\$100.00
Gary and Janet Thompson	\$50.00
Marilou Ukena	\$25.00
Steven and Randi Peters.....	\$25.00
Barbara and Angela Baker.....	\$50.00
William and Susan Bokhoven.....	\$20.00
G. Harold Newell	\$15.00
Beverly McMahan	\$15.00
Anonymous.....	\$50.00
Elaine and John Bath and Family	\$20.00
Dennis and Shirley Tice	<u>\$10.00</u>
	\$1510.00

In appreciation of reference service from John Wright..... \$6.00

From Thelma Miller in memory of Marvin Miller..... \$30.00

From her longtime friends of Ames Camera Club
in memory of Janet Jepeway

	\$50.00
--	---------

Gifts

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 19, 2006**

From Iowa State Genealogy Group.....	\$50.00
From Jessie Reynolds in memory of Richard Snyder	\$25.00
In memory of Betty Licht from	
Jane Lohnes.....	\$25.00
R. E. and D. B. Rust	\$20.00
Pat and Louis Banitt	\$20.00
M. Burton Drexler.....	\$50.00
Clayton and Ruth Swenson	\$50.00
Kathryn Madera Miller.....	\$35.00
Stephen and Susan Simpson	\$20.00
Dr. George and Ms. Janice Beran.....	\$10.00
Gary and Jerie Schwartz	\$35.00
Palmer and Sheryl Holden.....	\$10.00
Charles and Joanne Frederiksen	\$25.00
Meg Dobson.....	\$10.00
Anne Wuhs Stebbins.....	<u>\$10.00</u>
	\$320.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXPENSE REPORT SUMMARY FY 2006/2007																	
September 30, 2006																	
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	1,495,662	117,389	121,237	125,366											363,992	1,131,670	24.3%
Temporary Salaries	202,526	8,571	18,583	14,242											41,396	161,130	20.4%
Longevity	6,262	226													226	6,036	3.6%
Sick Leave		8,892													8,892	(8,892)	
Vacation		1,863													1,863	(1,863)	
Total Personal Svcs	1,704,450	136,941	139,820	139,608	0	0	0	0	0	0	0	0	0	0	416,369	1,288,081	24.4%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	29,164														0	29,164	0.0%
IPERS Disability	9,806	764	763	761											2,288	7,518	23.3%
Life Insurance	3,385	354	361	397											1,112	2,273	32.9%
Health Insurance	194,358	13,501	13,866	14,735											42,102	152,256	21.7%
FICA Medicare	21,140	1,932	1,975	1,973											5,880	15,260	27.8%
FICA	90,394	8,255	8,455	8,434											25,144	65,250	27.8%
IPERS	86,360	7,838	7,846	7,923											23,607	62,753	27.3%
Workers Comp	2,705	568	469	346											1,383	1,322	51.1%
Flex Benefits															0	0	
Total Employee Ben	437,312	33,212	33,735	34,569	0	0	0	0	0	0	0	0	0	0	101,516	335,796	23.2%
INTERNAL SERVICES																	
City Data Services	7,471		623	622											1,245	6,226	16.7%
City Messenger	2,823		185	225											410	2,413	14.5%
Printing	4,950	11	119	263											393	4,557	7.9%
Insurance & Bonds	18,293		3,192	1,596											4,788	13,505	26.2%
Phone Operation/Maint	16,081	1,339	1,341	1,340											4,020	12,061	25.0%
Long Distance	595		35	40											75	520	12.6%
Fleet Operating/Maint	8,407		1,220	2,511											3,731	4,676	44.4%
Fleet Replacement	21,636		1,803	1,803											3,606	18,030	16.7%
Computer Replacement	8,096	675	674	675											2,024	6,072	25.0%
Interdepartmental Labor															0	0	
Total Internal Svcs	88,352	2,025	9,192	9,075	0	0	0	0	0	0	0	0	0	0	20,292	68,060	23.0%
CONTRACTUAL																	
Outside Prof Services	33,800	27,966	154	707											28,827	4,973	85.3%
Postage/Freight	13,500	1,074	135	941											2,150	11,350	15.9%
Travel/Meetings	2,135	63	25	271											359	1,776	16.8%
Training	10,575	170	40	250											460	10,115	4.3%
Conferences	11,105		450	52											502	10,603	4.5%
Subscriptions/Books				45											45	(45)	
Dues & Memberships	4,742	95	220	155											470	4,272	9.9%
Printing	1,500			56											56	1,444	3.7%
Advertising	3,000		321												321	2,679	10.7%
Recruiting Costs			68	184											252	(252)	
Insurance		687													687	(687)	
Electricity	42,186		5,703	6,125											11,828	30,358	28.0%
Phone Operation/Maint	8,100	1,577	1,722	1,670											4,969	3,131	61.3%
Long Distance	20														0	20	0.0%
Water/Sewer	3,400		495	272											767	2,633	22.6%

EXPENSE REPORT SUMMARY FY 2006/2007																	
September 30, 2006																	
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
Waste Disposal	2,400		183	182											365	2,035	15.2%
Natural Gas	9,400		21	19											40	9,360	0.4%
Structural Repair	7,000		576	5,139											5,715	1,285	81.6%
Moveable Equip Repair	2,000			405											405	1,595	20.3%
Fixed Equip Repair	19,000		107	4,290											4,397	14,603	23.1%
Computer Maintenance	37,313	551	1,831	99											2,481	34,832	6.6%
Rentals & Leases	19,955	502	2,313	501											3,316	16,639	16.6%
Other Non-City Services	17,090	339	714	955											2,008	15,082	11.7%
Total Contractual	248,221	33,024	15,078	22,318	0	0	0	0	0	0	0	0	0	0	70,420	177,801	28.4%
COMMODITIES																	
Office Supplies	15,000	1,449	611	1,409											3,469	11,531	23.1%
Minor Office Equipment	750	359		812											1,171	(421)	156.1%
Minor Computer Equip	9,000	(100)													(100)	9,100	-1.1%
Ag-Hort Supplies	350														0	350	0.0%
Structural Materials	2,000		231												231	1,769	11.6%
Chemicals/Lab Supplies	0														0	0	
Cleaning Supplies	7,000	260	627	349											1,236	5,764	17.7%
Equip Parts/Supplies	27,707	612	2,867	4,438											7,917	19,790	28.6%
Minor Equipment/Tools	550	40	52												92	458	16.7%
Food	3,500		261	211											472	3,028	13.5%
Wearing Apparel	200														0	200	0.0%
Special Project Supplies	4,500	(73)	238	153											318	4,182	7.1%
Purchase Card Clearing	0		4,082	52											4,134	(4,134)	
Equipment/Vehicle Fuel	25														0	25	0.0%
Total Commodities	70,582	2,547	8,969	7,424	0	0	0	0	0	0	0	0	0	0	18,940	51,642	26.8%
CAPITAL																	
Periodicals	15,500	8,606	245	837											9,688	5,812	62.5%
Juvenile	62,535	2,913	2,927	9,371											15,211	47,324	24.3%
Adult Reference	40,194	10,788	3,971	10,105											24,864	15,330	61.9%
Audio Visual	70,000	2,825	5,826	7,912											16,563	53,437	23.7%
Adult Collection	113,000	8,002	12,129	14,067											34,198	78,802	30.3%
Total Capital	301,229	33,134	25,098	42,292	0	0	0	0	0	0	0	0	0	0	100,524	200,705	33.4%
OTHER EXPENDITURES																	
Refunds															0	0	
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	2,850,146	240,883	231,892	255,286	0	0	0	0	0	0	0	0	0	0	728,061	2,122,085	25.5%

2006/07 LIBRARY EXPENSE SUMMARY						
September 30, 2006						
3 Months =25.0%						
	2005/06	2006/07	YTD	YTD	Current	%
	Actuals	Budget	2005/06	2006/07	Balance	Spent
PERSONAL SERVICES						
Salaries	1,374,857	1,495,662	343,715	363,992	1,131,670	
Temporary Salaries	208,299	203,291	52,076	41,396	161,895	
Longevity	5,852	5,497		226	5,271	
Sick Leave				8,892	(8,892)	
Vacation	6,912			1,863	(1,863)	
Total Personal Services	1,595,920	1,704,450	395,791	416,369	1,288,081	24.4%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		29,164			29,164	
IPERS Disability	8,750	9,806	2,190	2,288	7,518	
Life Insurance	3,244	3,385	812	1,112	2,273	
Health Insurance	168,881	194,358	42,220	42,102	152,256	
FICA Medicare	22,486	21,140	5,624	5,880	15,260	
FICA	96,151	90,394	24,038	25,144	65,250	
IPERS	90,020	86,360	22,506	23,607	62,753	
Workers Compensation	5,000	2,705	1,251	1,383	1,322	
Flex Administration	1,298				0	
Total Employee Benefits	395,830	437,312	98,641	101,516	335,796	23.2%
INTERNAL SERVICES						
City Data Services	7,204	7,471	1,801	1,245	6,226	
City Messenger	2,948	2,823	737	410	2,413	
Printing	3,610	4,950	903	393	4,557	
Insurance & Bonds	18,784	18,293	4,696	4,788	13,505	
Phone Operation/Maintenance	16,082	16,081	4,020	4,020	12,061	
Long Distance	491	595	125	75	520	
Fleet Operating/Maintenance	5,779	8,407	1,445	3,731	4,676	
Fleet Replacement	20,556	21,636	5,140	3,606	18,030	
Computer Replacement	13,481	8,096	3,371	2,024	6,072	
Interdepartmental Labor	151		38		0	
Total Internal Services	89,086	88,352	22,275	20,292	68,060	23.0%
CONTRACTUAL						
Outside Professional Services	22,867	33,800	5,717	28,827	4,973	
Postage/Freight	10,409	13,500	2,602	2,150	11,350	
Travel/Meetings	1,362	2,135	341	359	1,776	
Training	3,159	10,575	790	460	10,115	
Conferences	14,694	11,105	3,674	502	10,603	
Subscriptions and Books	35		35	45	(45)	
Dues & Memberships	3,978	4,742	995	470	4,272	
Printing	2,179	1,500	545	56	1,444	
Advertising	3,357	3,000	839	321	2,679	
Recruiting Costs	9,405		2,352	252	(252)	
Insurance				687	(687)	
Electricity	46,870	42,186	11,718	11,828	30,358	
Phone Operation/Maintenance	16,678	8,100	4,169	4,969	3,131	
Long Distance	(17)	20	(4)		20	
Water/Sewer	3,195	3,400	799	767	2,633	
Waste Disposal	3,259	2,400	815	365	2,035	
Natural Gas	8,546	9,400	2,137	40	9,360	
Structural Repair	5,947	7,000	1,487	5,715	1,285	
Moveable Equipment Repair	717	2,000	179	405	1,595	
Fixed Equipment Repair	16,259	19,000	4,065	4,397	14,603	
Computer Maintenance	41,773	37,313	10,444	2,481	34,832	
Rentals & Leases	20,019	19,955	5,005	3,316	16,639	

2006/07 LIBRARY EXPENSE SUMMARY						
September 30, 2006						
3 Months =25.0%						
	2005/06	2006/07	YTD	YTD	Current	%
	Actuals	Budget	2005/06	2006/07	Balance	Spent
Other Non-City Services	24,650	17,090	6,163	2,008	15,082	
Total Contractual	259,341	248,221	64,866	70,420	177,801	28.4%
COMMODITIES						
Office Supplies	14,640	15,000	3,610	3,469	11,531	
Minor Office Equipment	4,093	750	1,019	1,171	(421)	
Minor Computer Equipment	8,849	9,000	2,212	(100)	9,100	
Ag-Hort Supplies	260	350	65		350	
Structural Materials	2,622	2,000	656	231	1,769	
Chemicals/Lab Supplies	29		7		0	
Cleaning Supplies	7,388	7,000	1,842	1,236	5,764	
Equipment Parts/Supplies	24,409	27,707	6,104	7,917	19,790	
Minor Equipment & Tools	2,122	550	530	92	458	
Food	4,496	3,500	1,122	472	3,028	
Wearing Apparel	221	200	55		200	
Special Project Supplies	6,625	4,500	1,604	318	4,182	
Purchase Card Clearing				4,134	(4,134)	
Fuel for Vehicles/Equipment	16	25			25	
Total Commodities	75,770	70,582	18,826	18,940	51,642	26.8%
CAPITAL						
Periodicals	9,677	15,500	2,419	9,688	5,812	62.5%
Juvenile	63,731	62,535	15,933	15,211	47,324	24.3%
Adult Reference	26,782	40,194	6,696	24,864	15,330	61.9%
Audio Visual	68,847	70,000	17,212	16,563	53,437	23.7%
Adult Collection	122,266	113,000	30,567	34,198	78,802	30.3%
Total Capital	291,303	301,229	72,827	100,524	200,705	33.4%
OTHER EXPENDITURES						
Refunds	12				0	
Total Other Expenditures	12	0	0	0	0	
GRAND TOTAL	2,707,262	2,850,146	673,226	728,061	2,122,085	25.5%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	553,261	636,479	136,444	142,048	494,431	19.50%
Outreach Services	258,621	265,253	64,877	69,020	196,233	9.50%
Collections	589,101	616,790	146,920	204,293	412,497	28.10%
Programming & Promotions	200,883	214,419	49,691	44,146	170,273	6.10%
Public Services	645,632	658,308	160,707	163,275	495,033	22.40%
Circulation Services	405,215	387,310	100,990	99,458	287,852	13.70%
Computer Lab	54,549	71,587	13,597	5,821	65,766	0.80%
GRAND TOTAL	2,707,262	2,850,146	673,226	728,061	2,122,085	100%

Library Donations Report						
Fiscal Year 2006/2007						
Year-to-Date through September 30, 2006						
	Gladys	Roscoe	Verna	Herbert	Other	
	Myers	Marsden	Thompson	Howell	Donations	
	Bequest	Bequest	Bequest	Bequest	& Grants	Total
Reserved principal and interest	663,477.09	(1)	100,000.00	(2)	8,276.00	(3) 771,753.09
Computer replacement reserve	30,411.00		8,180.00			38,591.00
Committed funds (see below)	22,237.02		2,500.00	387,993.46	23,925.00	37,228.31
473,883.79						
Available funds:						
Beginning available balance	50,953.58		16,183.84	406,667.84	195,338.57	92,170.85
Interest revenue	8,807.60		1,831.51	5,690.86	2,908.52	1,419.01
Donations						8,248.75
Expenses	(4,192.32)		(1,122.64)	(24,365.24)	(4.33)	(13,020.88)
Committed funds	(22,237.02)		(2,500.00)	(387,993.46)	(23,925.00)	(37,228.31)
Current available balance	33,331.84		14,392.71	0.00	174,317.76	51,589.42
						273,631.73
Total fund balance	749,456.95		125,072.71	387,993.46	198,242.76	97,093.73
						1,557,859.61
Expense detail:						
Project Smyles	3,144.86				1,029.16	4,174.02
Teen Space	587.46					587.46
Web development project						3,284.01
Internal printing						175.20
Outside professional services				4,288.75		1,825.00
Postage						7.80
Training						75.20
Advertising	460.00			76.49		536.49
Other non-City Services				20,000.00		20,000.00
Special project supplies						6,210.00
Computer equipment			1,122.64			1,122.64
Youth collection					4.33	11.21
Adult collection						403.30
Total expenses	4,192.32		1,122.64	24,365.24	4.33	13,020.88
						42,705.41
Committed funds detail:						
Building expansion				387,993.46		387,993.46
Strategic planning travel	6,922.78					6,922.78
Project Smyles	8,726.20				897.07	9,623.27
Teen Space	6,588.04					6,588.04
Administration laptop			2,500.00			2,500.00
Collection materials					23,925.00	23,925.00
Books for Babies program						9,000.00
Read-About-It program						2,126.04
Equipment						12,739.21
Web development						10,965.99
Computer training						1,500.00
Total committed funds	22,237.02		2,500.00	387,993.46	23,925.00	37,228.31
						473,883.79
(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.						

Library Donations Report - Other Donations												
Fiscal Year 2005/2006												
Year-to-Date through September 30, 2006												
				Tommy								
	General	Friends	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	Enrich		
	Donations	Donations	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	Iowa	RIIF	Total
Reserved principal and interest				1,000.00	5,276.00	2,000.00						8,276.00
Committed funds (see below)	3,254.41				2,126.04			2,000.00		9,542.66	20,305.20	37,228.31
Available funds:												
Beginning available balance	17,113.21	(20.50)		72.36	2,217.89	(46.41)	4,225.00	1,212.50	1,966.63	15,738.79	49,691.38	92,170.85
Interest revenue	1,419.01											1,419.01
Donations/grants	5,483.16	1,911.18						500.00				7,894.34
Project Smyles donations	354.41											354.41
Expenses	(969.68)	(1,978.68)			(32.21)				(66.20)	(6,690.10)	(3,284.01)	(13,020.88)
Transfers between programs												0.00
Committed funds	(3,254.41)				(2,126.04)			(2,000.00)		(9,542.66)	(20,305.20)	(37,228.31)
Current available balance	20,145.70	(88.00)	0.00	72.36	59.64	(46.41)	4,225.00	(287.50)	1,900.43	(493.97)	26,102.17	51,589.42
Total fund balance	23,400.11	(88.00)	0.00	1,072.36	7,461.68	1,953.59	4,225.00	1,712.50	1,900.43	9,048.69	46,407.37	97,093.73
Expense detail:												
Project Smyles	632.06									397.10		1,029.16
Web development project											3,284.01	3,284.01
Internal printing		88.00			21.00				66.20			175.20
Outside professional services		1,825.00										1,825.00
Postage/freight										7.80		7.80
Training										75.20		75.20
Special project supplies										6,210.00		6,210.00
Youth collection					11.21							11.21
Adult collection	337.62	65.68										403.30
Total expenses	969.68	1,978.68	0.00	0.00	32.21	0.00	0.00	0.00	66.20	6,690.10	3,284.01	13,020.88
Committed funds detail:												
Project Smyles	354.41									542.66		897.07
Books for Babies program										9,000.00		9,000.00
Read-About-It program					2,126.04							2,126.04
Equipment	2,900.00							2,000.00			7,839.21	12,739.21
Web development											10,965.99	10,965.99
Computer training											1,500.00	1,500.00
Total committed funds	3,254.41	0.00	0.00	0.00	2,126.04	0.00	0.00	2,000.00	0.00	9,542.66	20,305.20	37,228.31
* Beginning balance includes available balance at 6/30/06 plus outstanding committed funds												

Gladys Myers Donation Fund			
Interest Earned per Fiscal Year			
Year-to-Date through September 30, 2006			
			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	11,009.50	2,201.90	8,807.60
Total	317,385.47	63,477.09	253,908.38



**Investments FY 2006-2007
Portfolio Management
Portfolio Summary
September 30, 2006**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	33,200,000.00	33,200,000.00	33,200,000.00	53.79	188	114	5.345	5.419
Iowa Public Agency Investment Trust	16,084.90	16,084.90	16,084.90	0.03	1	1	4.508	4.571
Commercial Paper Disc. -Amortizing	3,500,000.00	3,467,450.00	3,467,600.83	5.62	97	64	5.301	5.374
Federal Agency Coupon Securities	18,800,000.00	18,680,291.93	18,747,591.74	30.38	502	183	4.532	4.595
Federal Agency Disc. -Amortizing	2,500,000.00	2,472,255.00	2,471,956.86	4.01	184	77	5.296	5.369
Pass Through Securities /PAC/CMO	3,846,364.46	3,756,866.66	3,815,555.73	6.18	1,066	788	5.115	5.186
Investments	61,862,449.36	61,594,948.49	61,718,790.06	100.00%	334	172	5.079	5.150

Total Earnings	September 30	Month Ending	Fiscal Year To Date
Current Year		250,624.27	747,716.60
Average Daily Balance		60,315,928.90	
Effective Rate of Return		5.06%	

**US TREASURY CONSTANT MATURITY RATES
PERIOD ENDING SEPTEMBER 30, 2006
3 YEAR COMPARISON**

	September 30, 2006	September 30, 2005	September 30, 2004
3 Months	4.89%	3.55%	1.71%
6 Months	5.02%	3.93%	2.00%
1 Year	4.91%	4.01%	2.21%
2 Years	4.71%	4.18%	2.63%
3 Years	4.62%	4.18%	2.89%
5 Years	4.59%	4.14%	3.38%

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

Roger J. Wisecup II
 Roger J Wisecup II, City Treasurer 10-5-06

Director's Report: October 2006

Budget FY 07-08: The City is now in the preliminary stages of development the operating budget for the fiscal year beginning July 1, 2007. We are currently seeking input from staff regarding what we need, want, and wish for as we develop the budget request. We will be developing this budget with the intent of raising the book acquisition budget as much as possible. A more in-depth presentation will part of the board agenda.

Capital Improvement Program 2007-2012. Each year the city requests the capital improvement projects (those projects generally in excess of \$25,000) for the coming five years. This year we are submitting a five-year schedule for:

1. Safety and Security of the Library Building (2007-2008), \$52,760.00
2. Improvements to the chilling/air handling system (2008-2009), \$180,800.00
3. Lighting upgrade throughout the building for energy efficiency (2009-20010), \$30,000.00
4. Landscaping upgrades around the building for aesthetics and low maintenance (2010-2011), \$25,000.00
5. Carpeting throughout the building. (2011-2012), \$180,000.00

Upcoming Administrative Objectives: With the adoption of a new organization chart, the library can now embark on the following activities.

- Expand management team to the nine members of the supervisory staff.
- Develop a leadership team of the professional library staff. The immediate objectives will be:
 - Review library policy for board review.
 - Develop training programs for library staff.
- Supervisors review staff job descriptions, update if necessary, and set performance expectations. *End of October*
- Hourly staff to be assigned “mentors”. This class of employees have not had clearly delineated performance expectations. A “mentorship” program will assist work-unit supervisors provide annual performance appraisals. *End of November.*
- Strategic Plan: A five-year view on system goals and objectives. *Preliminary planning to begin in November.*
- Building Plan: *Start of process may be an outcome of the board retreat.*

Director's Outside Meetings:

September 28: Town Meeting, sponsored by the Iowa State Library. Urbandale.

October 3: New employee orientation. Also on Oct. 10, 17, and 24. City Hall.

October 11-13: Iowa Library Association. Council Bluffs.

October 16: Presentation to Gilbert City Council. Gilbert.

Monthly Report

Dawn Hayslett

October 2006

Administration – We have had several discussions with staff regarding the revised organization chart. I attended a meeting with Art and the professional reference librarians to discuss their role in the library. Lynne, Art, and I met to discuss our job descriptions. Lynne and I are now working on re-writing those and each of us will meet again with Art to finalize those documents. Lynne and I are also looking at a process to develop job descriptions with our staff members. It is also time to conduct quarterly reviews with our employees. We are working on scheduling those through the end of October. I will work with Mike to do the reviews with his new direct reports.

Friends – The Friends Board met on October 2nd. They approved a request from former Friends Board member, Susan Jasper, who has been working with our Youth Services Specialist, Jerri Heid, to bring in a performer for a community drumming circle. Fonsiba will present a program on Western African drums. It should be a fun event with lots of audience participation. The program is scheduled for January 2007. The Board also approved a request from Jerri for a new youth Spanish-language collection. The collection would range from board books all the way through young adult materials.

After several re-writes, and the diligence of board members Wayne Beal and Sally Lapan, the Board adopted a revised version of their by-laws. The document is vastly improved and does a good job describing what the organization does and how it operates.

I thanked the Friends for the tables and chairs that they funded last spring which finally arrived late September. The tables are now in the auditorium and they are so much lighter yet very sturdy and the chairs for the lab look great and are very functional. Friends also paid for the new chairs in Literary Grounds to replace the ones that turned out not to be good for public use. The color worked out beautifully.

Joan Van Norman reported on the status of planning for the October book sale. Volunteers are still needed for clean-up on Sunday evening. The sale is October 20-22.

I also sent out the annual reminder mailing to current Friends members who haven't sent in their 2006-07 memberships yet. It was a very small number this year; only 65 people hadn't renewed which is about half of what I usually need to send.

Public Services – The main topic of discussion this past month has been on the organization chart. For our workgroup it creates a challenge. Staff is pleased with the new direct reporting lines, yet the new chart causes us to coordinate work schedules across workgroup lines as the youth staff will now be reporting to Jerri and they will become part of the Circulation/Outreach workgroup. We are also welcoming into our workgroup the staff in Collections. So we are now designing a new schedule of meetings to facilitate the best communication opportunities for everyone. The discussions have also highlighted some of our training needs as well as our need to discuss and define organizational priorities which will be part of the strategic planning process.

We are working on conducting evaluation measures which are part of our accreditation process with the State Library. There are three "Output Measures" which we must report: Document Delivery (this measures how long it takes us to fill holds, interlibrary loans, and purchase requests); In-House Use (this counts the number of items used in the building); and Materials Availability (this measures how successful customers are in finding what they were looking for on their library visit). Our document delivery survey is underway for the month of October. We have completed a week-long survey of in-house use. The materials availability survey will be handed out to customers the last week in October. We will then submit these results when I complete the accreditation report by the end of this year.

Computer classes are continuing. We offered more Mouse classes in October to meet demand. Staff is now working on a Windows Basics II class which will be an introduction to manipulating files and beginning Internet.

Building – The pre-construction meeting was on Tuesday, October 10th. I met with John Lott and Keri Bontrager from Benjamin Design and Matt Runge from Keith Cooper and Sons. Runge will be the project manager for the demolition. We discussed details of fencing, traffic control, alley access, etc. He presented an initial schedule which has the work completed by November 24th. The building will be down by the first week of November. The next step is for Matt to secure the necessary permits and then he will discuss a final schedule with us.

Other Activities

- I completed the State of Library of Iowa Annual Survey. From those statistics, I wrote a "Library Notes" column which was published September 27th in the Ames *Tribune*. Those statistics will appear in our public annual report which Jillian is creating as a tri-fold brochure.
- I wrote the *Monthly Project Briefing* which goes to the City Council.
- I edited and produced the *New Arrivals* page for the monthly Friends mailing and wrote my monthly *Page One* column.
- I researched and submitted two "Romance" booklists for BookLetters our online reader's advisory service.
- I was the facilitator for our monthly Chick Lit book discussion group. We talked about "Pride and Prejudice;" Jane Austen's classic chick lit novel. At the meeting we discussed the decline in attendance for the group and decided that I should send out a short survey to ask members why they aren't coming. So far, I have only received 3-4 responses. We will continue to meet through the end of the year but there may not be enough interest to continue. We'll see. "Frankenstein" by Mary Shelley will be our October selection in honor on Halloween and classic women writers. We will also discuss a couple of contemporary Frankenstein stories that I researched to give us a more modern perspective.
- Books@Noon is going strong. There were 19 for our September meeting. Participants just love this venue to talk about what they are reading.

- I met with Melinda Thach, literacy coordinator. Currently there are 14 student/tutor pairs in the program with five additional tutors who are trained and available for new students.
- I attended the Management Team, Computer Class Planning committee, and Adult Selectors meetings.
- I created the October computer class flyer which and sent a press release for the *Tribune* to advertise the classes.
- I selected nonfiction and biography from our monthly “Booking Ahead” prepublication service from Baker and Taylor.
- I attended the September Central Iowa Library Service Area (CILSA) meeting in Urbandale. We approved the annual audit for the organization. Due to an expected resignation, staff has been recruiting a new administrative assistant for the office. They hope to hire someone later this month.
- I attended the “What Not to Buy” workshop presented by Roy Kenagy (CILSA) on Tuesday, October 3rd. This is part two of Roy’s “Just Say No to Reference” workshop. This all-day seminar focused on the role of the reader in reference and reader’s advisory services. He also presented tools to evaluate print and electronic reference sources as well as ways to develop reference budgets.
- I created a new film booklist. The Public Services workgroup has produced over a dozen film lists on foreign films. Now we are branching out to subject areas and I did a list of gay, lesbian, and transgender movies. The list should be out later this month.
- I attended a meeting with our OCLC (cataloging utility vendor) to discuss downloads for audio and video as well as their electronic books and language sets.
- I attended a demonstration of Recorded Books video downloading program.
- I watched an online demo of Overdrive’s audio downloading program.
- I attended the first in our True Crime series for the fall “Let’s Talk About It” book discussion group. We discussed Patricia Cornwall’s “Portrait of a Killer” which is her theory on who committed the Jack the Ripper murders in England in 1888. Next up in the series is “Devil in the White City” by Erik Larson. His book chronicles the first American serial killer who murdered young women during the 1893 World’s Fair in Chicago. It is a fascinating description not only of the killer, but all about the construction of the fair.
- I will be attending the Iowa Library Association annual conference in Council Bluffs October 11-13.

MONTHLY REPORT September 2006

Lynne Carey, Outreach and Circulation Coordinator

FOUNDATION:

The 2006 campaign has now topped \$29,000.00.

We were pleased to receive notice that, while the most recent unemployment claim was granted to Kasandra Petersen, the APL Foundation will not be charged for any benefits paid.

STAFF:

We were thrilled to learn that Jerri Heid was presented with the Quality Time Award at the Iowa Library Association annual conference! Quality Time is an award presented by the Youth Services Subdivision to recognize distinguished service to youth and families in Iowa. We know that Jerri is wonderful, but it sure is nice to have everyone else know it too!

Val Donnell and I conducted interviews for a daytime hourly worker. We are pleased to welcome new Circulation Assistant Beatrice Emelifeonwu. Beatrice started her tenure at APL as a member of our volunteer crew.

Staff members were very pleased to implement the new fine structure. It is going smoothly and, of course, our customers love it.

Sarah Bohlke and I met with Art to begin discussion regarding development of a volunteer policy and guidelines for background checks and related liability issues.

Art, Dawn and I met frequently regarding the new organization chart. We met with individual staff members and small groups to discuss implementation and implications of the new reporting lines. We are now working with staff to develop job descriptions and expectations (including our own). Val, Jerri and I are conducting professional development plan reviews with staff.

UNIQUE MANAGEMENT:

From the September 1 report from Unique Management:

1609 accounts submitted (x \$8.95=\$14,400.55)

55.87% activated

\$134,416.76 dollars submitted

\$30,409.76 dollars received

\$4,965.72 material recovered

Val Donnell, Art and I met with our new Unique Management representative, Kent Smallwood. He reported that, from the UMS perspective, everything is going very well. APL is definitely an anomaly in terms of the cash received versus materials recovered. We have received six times more cash than materials. We also are waiving a little more than is typical. Currently we have experienced a 2.6:1 return on investment. November 7, marks our one year anniversary with UMS. Since this first year included older accounts, it is not a typical year. In the future we should expect to retrieve more materials, have fewer waives and see a return on investment of 3:1 or 4:1.

CONTINUING EDUCATION:

Val Donnell attended is attending weekly Public Library Management II classes. Tracy Briseno and I attended a City of Ames workshop on developing personal resiliency. Val, Sarah, Jerri and I attended the City MMM program featuring a presentation by the Fleet Fuel Team and a session on Health Care Consumerism. I attended the State Library of Iowa Town Meeting in Urbandale. In addition to a session on updates of activities, I attended sessions on EBSCOhost and Board orientation. Sarah attended an intensive three-day series of volunteer management classes which are the required core classes for the certification program. Once she has completed her electives, she will receive a Certificate of Volunteer Management from DMACC. Several staff members are taking part in a weekly Spanish-language tutoring session provided by volunteer, Selva Lehman.

PROJECT SMYLES:

Linda Olson, Kay Marner, Jerri Heid and I served on an interview team for the temporary Project Smyles coordinator position. We were please to have Rae Haws join our team. Rae recently retired from sixteen years as the elementary school media specialist at the Neavda school system.

Linda submitted an application for a United Way Golf Fore Kids grant.

PROGRAMS & PROMOTIONS:

I wrote a letter of support for Searching for Shakespeare for their application for a COTA (Council on the arts) grant. We will be working together to provide a series of workshops beginning in January.

I have been working with staff at the ISU Center for Excellence in the Arts and Humanities on their application for a Humanities Iowa Major Grant. If successful we will present a series of programs at ISU and APL called "The Book of Life in the Genomic Age." APL will host a series of book and film discussions that complement a lecture series at ISU.

The past few weeks we have presented numerous successful programs with a variety of community groups. I worked with a group from The Church of Christ of Latter Day Saints

to present a Preparedness Fair. More than 440 people attended and we are now working on follow-up workshops in which people will be able to assemble their own 72-hour emergency kit. I worked with Mike King from Parks and Recreation to produce a return engagement concert featuring John McCutcheon. APL, ISU Library, University Bookstore and ISU Lectures Committee teamed up to host author Nancy Pearl at a Banned Books Week lecture. I worked with Tim Mooney and Ames High School students who participated in a summer work project in Uganda to present an open house featuring slides, videos and presentation by students and chaperones. Michael Qui and I worked with the AHS Homecoming Committee and Parks and Rec staff to show a film at Bandshell Park during Homecoming week. It was so successful that we are looking at the possibility of doing an outdoor film series. We hosted local author, Deb Marquart, reading from her latest book, The Horizontal World: Growing up Wild in the Middle of Nowhere. Anneke Mundel and I worked with members of Foro Latino to host another Spanish-language open house featuring tours, computer classes and storytimes in Spanish. It was followed by a naturalization seminar presented by Ferzana Hashmi that was attended by people from at least five different countries. I worked with members of the National Alliance for the Mentally Ill Central Iowa Chapter to present a film and discussion. APL Unplugged resumed with a concert featuring the Dixie Slicks. I also worked with members of the Ames Citizens for Clean Energy, IRIS, the local chapter of the John Birch Society, the Alliance for Global Justice and the Ames High Progressive Club to present five film/discussion programs.

Be sure to check *Page One* for upcoming programs. The number of groups and individuals who contact me about program co-sponsorship continues to increase. I am currently scheduling programs as far away as September of 2007!

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, Project Smyles committee, APL Children and Family Programming Team, Ames Citizens for Clean Energy, the Inkspots, APL Teen Advisory Group, APL Policy Team, Bookends at the Bandshell Evaluation, International Women's Day planning committee, McCutcheon concert planning team, APL Design Team, NAMI planning committee and the APL Board.

**Board Report
October 12, 2006**

Marianne Malinowski
Collections/Technical Services Dept.

PRODUCT DEMONSTRATIONS:

MyLibraryTV: Craig Mears from Recorded Books presented this product to the adult selectors group last week. It is a broadband television network for libraries that provides on-demand video downloads for library customers on the topics of lifestyle, health, travel, cooking and as well as classic films. The product would also allow us to put our own video content on the Web and we would be able to access videos produced by other libraries around the country. The cost of this product is \$5,500 per year. You can visit www.recordedbooks.com for more information on this product.

Overdrive: Mike Shontz from Overdrive, Inc. provided a webinar presentation for us on October 10th. Overdrive provides a web-based, digital media service that allows library customers to download popular digital audio books, eBooks, music, games and video from the library's website to their computers or portable devices. They are currently contracting with 59 publishers to provide popular titles for libraries. Their product is priced at \$1,500 per month, or \$18,000 per year. This is the same concept at MyLibraryTV but offers more than just video content. Their website is www.overdrive.com.

FirstLook: Our Baker & Taylor sales representative, Curt Leppert, visited with us on October 11th about a new product called FirstLook. It is a free, multi-tiered collection development program from Baker and Taylor which provides automatic monthly notification of high-visibility new and forthcoming titles. Selectors can sign up to have carts delivered via e-mail on a monthly basis that would allow them to order directly from the carts. It's a quick and easy way to stay up-to-date on the latest titles in all formats.

OCLC: Doug van der Zee of OCLC visited with us about the latest array of OCLC products including CONTENTdm, which is their digital collection management software and netLibrary's eBook collection.

The selectors will be talking about the possibility of adding some of these products for our customers in the next fiscal year.

PROFESSIONAL DEVELOPMENT:

I just started a two-month online cataloging course through the University of Wisconsin. It looks great and I'm looking forward to it.

Betty, Eileen, Camille and I have been attending the diversity workshops facilitated by Preston Daniels and we're really enjoying them.

Youth Services Board Report September 2006

Programming:

Our new fall schedule has been well received by the public. We have introduced Family Storytimes, where all ages of children and parent/adult are able to attend. This type of option was requested in the programming survey given to the customers earlier this summer. In addition, this option also works for the Mothers of Preschoolers (MOPS) group that has chosen the second Thursday each month to visit the Ames Public Library. We offer two programs each week – Thursdays at 10:00 and Saturdays at 11:00. At this time Lora is planning and presenting the Saturday morning program. Lora also presented an outstanding Curious George program for over 80 people. After her Storytime program, we showed the newly released Curious George movie.

We are also offering a concurrent Storytime program during the Wild on Wednesday programs given by Chris, Cathy and Val from Circulation. These have also been very popular by the early out 1-3 graders attending.

Teen programming continues to be rather popular as well. The TAG group hosted the Battle of the Bands program with over 100 young adults in attendance. The middle-school members of TAG are planning a haunted area in the auditorium for the same age group on Halloween night. They are also having a Dance Dance Revolution (DDR) tournament to kick off Teen Read Week. The theme this year is Get Active @ Your Library. ISU's DDR group will be providing the equipment. In November, they are also hosting an Open Mic night.

Besides the teen portion of the Halloween evening of fun at the Library, Cathy will be offering two Storytimes. Craft activities will be offered throughout the evening. Volunteers will be planning and manning the craft activity tables. The TAG group will also act out a Halloween story for the preschool set. This will be on Halloween evening from 5-7:30 p.m. Trick or Treaters will receive a treat as well all the fun they will experience.

Presentations:

I presented *How to Choose a Picture* book and demonstrated how to use Novelist for the ISU Children's Literature class.

I also gave a talk at the Story City MOPS group about the Ames Public Library and *The Importance of Reading to your Child*.

I offered the *Read – Fun for All* workshop to recruit volunteers for the Project Smyle's project. We are going to take two of the attendees to the next level of training. They will be presenting a Storytime for children. From that point, we will determine if they will be qualified to be scheduled for Project Smyle's visits.

Collections:

Tracy has been re-organizing the children magazines and updating the records. The back issues now have new colorful containers visually marked for easy access by both adults and children. As mentioned last month, Tracy and I will begin weeding the juvenile nonfiction collection (19257 titles).

I submitted a request to the Friends for close to \$4000.00 to begin a Spanish-language collection. This collection will include board books, picture books, juvenile fiction and non-fiction.

I have been working with both Lynne and Dawn to discuss the transition of Youth Services from the Public Services department to the Outreach/Circulation Department. Lynne and I will be meeting with each of the Youth Service's staff to discuss their goals and job descriptions.

IT System Administrator's Monthly Report

October 2006

Mark F. Harris

I attended the annual Customers of Dynix, Inc., CODI, in Salt Lake City, Oct 4-6. The conference opened with presentations from the SirsiDynix CEO, Patrick Summers, and Talin Bingham, new senior vice president of technology. I think their presentations were honest, contrite, and forward thinking. The last two CODI conferences have touted the next version of Horizon, 8.0, as being just about ready for primetime. This, sadly, has not been the reality. Many libraries, including APL, anticipating the next version of the web catalog (HIP) stopped spending much time working and configuring the current version because it was going to be work that did not transfer to the new version. Two years later there is still no new version for libraries like us, and this has produced a lot of frustration in the Dynix community.

Pat leveled with the Dynix community of SirsiDynix about the current status of product development, and apologized for unfilled past expectations. Talin laid out the plan for Horizon/HIP development over the next 15 months, and commented extensively on how technology development and testing was changing in the software industry, including at SirsiDynix. I am hopeful that they are on the right track now. There are plans for two general releases of Horizon/HIP for next year, 8.0 and 8.1. Version 8.2 is anticipated being released January 2008.

The current build of Horizon/HIP was on display in the vendors' area, and in many workshop presentations. It is going to be an impressive platform for running a library system. Designed using modern programming paradigms and interfaces, I can see real benefits to staff and patrons once we migrate to this system. For APL, I am currently recommending we consider migrating in Jan/Fed 2008. This would mean planning and training would start in the summer and early fall of 2007. I believe we should consider sending several staff to CODI next fall to gather as much knowledge as possible, including making personal contacts with SirsiDynix staff. Choosing a timetable as I am proposing will place us somewhere in the middle of libraries migrating to Horizon/HIP 8.x.

Jillian Ocken, Community Relations Specialist
October 2006

Website

We are currently in the content creation phase of the web site redesign. The web team is working with the rest of the staff to populate the pages with fresh and, we hope, more user-friendly content. We're shooting for late October or early November to go live.

Current Projects:

- Web site redesign
- Annual Report
- Fall Book Sale
- November *Page One*
- November flyers and promotional materials
- Bookmobile neighborhood surveys and bookmarks
- Library Brochure
- New Patron Information redesign

Recently Completed:

- Teen Read Week display
- Volunteer Fair display materials
- October *Page One*
- October flyers and promotional materials
- Banned Books Week displays
- Updated Project Smyles folder inserts
- Book Group Bookmarks

Programs Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 19, 2006**

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, 10/06
Revised: 10/05

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, that takes place at the Library, at 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, [tours, training sessions, tutorials,](#) and panel discussions. Programs are presented for adults, young adults, [children,](#) and [families.](#)

Deleted: (other than a tour, a training session, or a tutorial)

Deleted: on

Deleted: and

Responsibility for Programming

Library-initiated or sponsored programs are a resource that provides information, education, and recreation to our community. Such programs 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 [at](#) the Bookmobile.

Deleted: on

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 and furnishing space, [promotion,](#) and [preparation of](#) related book lists or displays.

Deleted: promotion,

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

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.

[Program content is determined by sponsoring organizations.](#) 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:

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

Deleted:

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.

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

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.

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:

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

Deleted: <#>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.¶

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.

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.

Ames Public Library Policy
Section: Library Operations
Subject: Conduct in the Library

Board
Approved: 11/96
Reviewed: 9/02, 12/04, 9/05, 9/06
Revised: 12/04, 9/05, 9/06

Policy

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

Definition

Misconduct is behavior that is illegal or that:

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

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

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

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

- Picture taking or video taping of individuals unless authorized by the individuals involved or their parents if minors are present.
- Soliciting of sales or selling to library customers except at Library-sponsored events.
- Soliciting signatures in person for a petition; however, the Library will accept citizen petitions and make them available in the Library.
- Bringing animals into the Library, except those trained to assist individuals with disabilities or for library-sponsored events.
- Using tobacco products inside the Library or on the Bookmobile.
- Using alcohol on library premises.
- Using the restroom facilities for bathing.
- Possession, use, or threat of use of dangerous weapons, including all firearms.³
- Violation of any municipal, state, or federal law or code.

Consequences

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

- Customers who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.
- Customers who engage in misconduct that in the judgment of a staff member is extreme will be ordered to leave the building immediately
- If necessary, the Library senior staff member on duty will call the police and the senior staff member is authorized to sign a no trespass order provided by the police officer for a time period up to thirty (30) days.
- Customers who engage in misconduct in more than one instance will receive a written notice from the Director and may be barred from the Library for a period of one week to one year, depending on the nature of the misconduct, the extent of damage or disruption caused by infractions of library policies and other relevant circumstances.

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

³ Dangerous weapons are as defined in Section 702.7 of the Code of Iowa and include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

New Hires

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 19, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve the hiring of the following staff as presented/amended.

Rae Haws, Project Smyles co-coordinator (temporary) – effective 10/2/2006 at \$15.95/hour

Beatrice Emelifeonwu, circulation assistant (temporary) – effective 10/6/2006 at \$7.00/hour

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Briefing Paper: Five-Year Budget Projections

Background: This is a planning document only. No one can predict the future financial picture with any accuracy. In the mid-late '90s, the growth rate of the operating budget was as high as 6.2% (FY 97-98), The three years of lowest growth were FY 01-02 (1.9%); FY 03-04 (0.3%) and FY 04-05 (1.5%). Over the past ten years the operating budget has only grown by 37%, or an average of 3.7% annually.

Discussion: Over the past ten years, the personnel budget has grown by 42.1%, materials by 8.7% and operations by 39.1%. "Materials" is the only area that has not kept pace with inflation over this time span. Attached is the spreadsheet analysis for the past ten years.

For illustration, I have included four different scenarios for the next five years of budget growth.

Scenario 1: This maintains the budget essentially at the same levels as the past ten year experience. The total budget is calculated to growth by 3.8%. If the revenue provided by the city remains at 3.8%, the revenue achieved by other sources will have to grow between 3.9% - 4.2% over the next ten years.

Comment: Since revenue from other sources grew only 35.1% (3.5% annually), a more aggressive drive for more alternative funding would be necessary.

Scenario 2: This assumes that we can move ahead with a 4% annual gain over the next five years. If personnel, the driver behind funding increases from the city, rises by 4% each year, and operations moves ahead by 4.2% each year, the materials budget could grow by 3.7% per year.

Comment: This scenario would maintain the materials acquisition budget at current levels. It will take strong discipline to maintain the personnel budget at the 4% annual growth level.

Scenario 3: This assumes we can maintain a 4% revenue growth from the combined general fund and alternative sources. The assumption is that we will place emphasis on one of the three budget areas each year. The idea is to maintain service at current levels.

Comment: This assumes that we would be permitted the discretion to use funds normally designated toward staff raises over to other budget components.

Scenario 4: This assumes a 4% growth rate and a drive to bring materials up to a 14% level of the operating budget, and a budget more in line with budget balance for peer libraries.

Comment: It assumes staff reduction, which may drive staff levels below what is necessary for the functioning of this library at a basic level. It is not recommended that this strategy be employed over the next five years.

Recommendation: Maintain budget control by holding the personnel budget at current levels with the intention of increasing the materials and operations side of the budget.

Library Ten-Year Analysis

	96-97 Actual	97-98 Actual	% Growth	98-99 Actual	% Growth	99-00 Actual	% Growth	00-01 Actual	% Growth	01-02 Actual	% Growth	02-03 Actual	% Growth	03-04 Actual	% Growth	04-05 Actual	% Growth	05-06 Actual	% Growth	% 10 Yr. Growth	Average Yr. Increase
Personnel	\$1,401,502	\$1,464,323	4.5%	\$1,539,150	5.1%	\$1,623,725	5.5%	\$1,716,217	5.7%	\$1,758,041	2.4%	\$1,866,737	6.2%	\$1,942,762	4.1%	\$1,983,362	2.1%	\$1,991,746	0.4%	42.1%	4.2%
Materials	\$268,107	\$282,236	5.3%	\$290,943	3.1%	\$304,757	4.7%	\$322,005	5.7%	\$314,700	-2.3%	\$307,398	-2.3%	\$260,208	-15.4%	\$261,484	0.5%	\$291,305	11.4%	8.7%	0.9%
Operations	\$304,932	\$349,757	14.7%	\$376,307	7.6%	\$376,541	0.1%	\$383,672	1.9%	\$396,225	3.3%	\$401,435	1.3%	\$380,612	-5.2%	\$377,567	-0.8%	\$424,177	12.3%	39.1%	3.9%
Total Expend	\$1,974,541	\$2,096,316	6.2%	\$2,206,400	5.3%	\$2,305,023	4.5%	\$2,421,894	5.1%	\$2,468,966	1.9%	\$2,575,570	4.3%	\$2,583,582	0.3%	\$2,622,413	1.5%	\$2,707,228	3.2%	37.1%	3.7%
Salaried FTE	29.00	29.00	0.0%	29.25	0.9%	29.75	1.7%	29.75	0.0%	30.25	1.7%	30.25	0.0%	30.25	0.0%	30.25	0.0%	30.25	0.0%	4.3%	0.4%
General Fund	\$1,697,300	\$1,807,160	6.5%	\$1,907,872	5.6%	\$1,985,022	4.0%	\$2,110,796	6.3%	\$2,154,079	2.1%	\$2,265,829	5.2%	\$2,245,467	-0.9%	\$2,275,928	1.4%	\$2,332,714	2.5%	37.4%	3.7%
Other sources	\$277,241	\$289,156	4.3%	\$298,528	3.2%	\$320,001	7.2%	\$311,098	-2.8%	\$314,887	1.2%	\$309,741	-1.6%	\$338,115	9.2%	\$346,485	2.5%	\$374,514	8.1%	35.1%	3.5%
Total Revenue	\$1,974,541	\$2,096,316	6.2%	\$2,206,400	5.3%	\$2,305,023	4.5%	\$2,421,894	5.1%	\$2,468,966	1.9%	\$2,575,570	4.3%	\$2,583,582	0.3%	\$2,622,413	1.5%	\$2,707,228	3.2%	37.1%	3.7%
Personnel: Change adjusted to inflation																					
Actual	\$1,401,502	\$1,464,323	4.5%	\$1,539,150	5.1%	\$1,623,725	5.5%	\$1,716,217	5.7%	\$1,758,041	2.4%	\$1,866,737	6.2%	\$1,942,762	4.1%	\$1,983,362	2.1%	\$1,991,746	0.4%	42.1%	4.2%
Adjusted to 2005	\$1,704,818	\$1,725,660	1.2%	\$1,783,522	3.4%	\$1,851,895	3.8%	\$1,905,924	2.9%	\$1,906,613	0.0%	\$1,992,613	4.5%	\$2,041,107	2.4%	\$2,036,912	-0.2%	\$1,991,746	-2.2%	16.8%	1.7%
Materials: Change adjusted to inflation																					
Actual	\$268,107	\$282,236	5.3%	\$290,943	3.1%	\$304,757	4.7%	\$322,005	5.7%	\$314,700	-2.3%	\$307,398	-2.3%	\$260,208	-15.4%	\$261,484	0.5%	\$291,305	11.4%	8.7%	0.9%
Adjusted to 2005	\$325,435	\$332,607	2.2%	\$337,136	1.4%	\$347,582	3.1%	\$357,599	2.9%	\$341,295	-4.6%	\$328,126	-3.9%	\$273,380	-16.7%	\$268,544	-1.8%	\$291,305	8.5%	-10.5%	-1.05%
Operations: Change adjusted to inflation																					
Actual	\$304,932	\$349,757	14.7%	\$376,307	7.6%	\$376,541	0.1%	\$383,672	1.9%	\$396,225	3.3%	\$401,435	1.3%	\$380,612	-5.2%	\$377,567	-0.8%	\$424,177	12.3%	39.1%	3.9%
Adjusted to 2005	\$370,134	\$412,178	11.4%	\$436,054	5.8%	\$429,454	-1.5%	\$426,082	-0.8%	\$429,710	0.9%	\$428,504	-0.3%	\$399,249	-6.8%	\$387,761	-2.9%	\$424,177	9.4%	14.6%	1.5%
Total Expenditures: Change adjusted to inflation																					
Actual	\$1,974,541	\$2,096,316	6.2%	\$2,206,400	5.3%	\$2,305,023	4.5%	\$2,421,894	5.1%	\$2,468,966	1.9%	\$2,575,570	4.3%	\$2,583,582	0.3%	\$2,622,413	1.5%	\$2,707,228	3.2%	37.1%	3.7%
Adjusted to 2005	\$2,396,746	\$2,390,896	-0.2%	\$2,556,712	6.9%	\$2,628,931	2.8%	\$2,689,605	2.3%	\$2,677,618	-0.4%	\$2,749,243	2.7%	\$2,714,366	-1.3%	\$2,693,218	-0.8%	\$2,707,228	0.5%	13.0%	1.3%
Budget Percentages																					
Actual	% of Total	Actual	% of Total	Actual	% of Total	Actual	% of Total	Actual	% of Total	Actual	% of Total	Actual	% of Total	Actual	% of Total	Actual	% of Total	Actual	% of Total	Actual	% of Total
Personnel	71.0%	\$1,464,323	69.9%	\$1,539,150	69.8%	\$1,623,725	70.4%	\$1,716,217	70.9%	\$1,758,041	71.2%	\$1,866,737	72.5%	\$1,942,762	75.2%	\$1,983,362	75.6%	\$1,991,746	73.6%	\$1,991,746	73.6%
Materials	13.6%	\$282,236	13.5%	\$290,943	13.2%	\$304,757	13.2%	\$322,005	13.3%	\$314,700	12.7%	\$307,398	11.9%	\$260,208	10.1%	\$261,484	10.0%	\$291,305	10.8%	\$291,305	10.8%
Operations	15.4%	\$349,757	16.7%	\$376,307	17.1%	\$376,541	16.3%	\$383,672	15.8%	\$396,225	16.0%	\$401,435	15.6%	\$380,612	14.7%	\$377,567	14.4%	\$424,177	15.7%	\$424,177	15.7%
Total Expend	100.0%	\$2,096,316	100.0%	\$2,206,400	100.0%	\$2,305,023	100.0%	\$2,421,894	100.0%	\$2,468,966	100.0%	\$2,575,570	100.0%	\$2,583,582	100.0%	\$2,622,413	100.0%	\$2,707,228	100.0%	\$2,707,228	100.0%

Budget Five-Year Projection

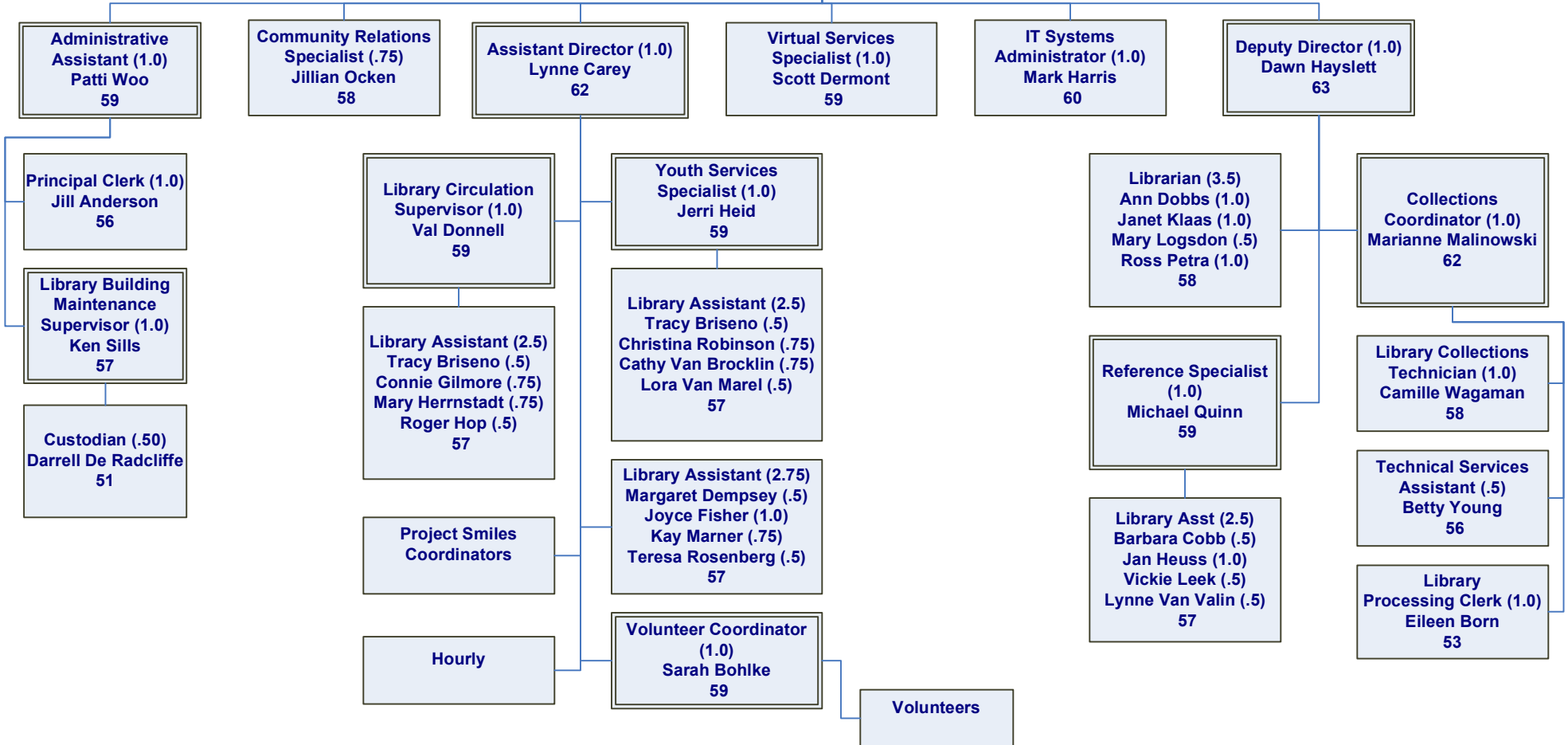
	Annual % Inc.	06-07 Adopted	07-08	% of Budget	08-09	% of Budget	09-10	% of Budget	10-11	% of Budget	11-12	% of Budget
Scenario 1												
Personnel	4.2%	\$2,141,762	\$2,231,716	75.43%	\$2,325,448	75.71%	\$2,423,117	75.98%	\$2,524,888	76.24%	\$2,630,933	76.50%
Materials	0.9%	\$301,229	\$303,940	10.27%	\$306,676	9.98%	\$309,436	9.70%	\$312,221	9.43%	\$315,031	9.16%
Operations	3.9%	\$407,155	\$423,034	14.30%	\$439,532	14.31%	\$456,674	14.32%	\$474,484	14.33%	\$492,989	14.34%
Total Expend	?	\$2,850,146	\$2,958,690	100.00%	\$3,071,656	100.00%	\$3,189,227	100.00%	\$3,311,593	100.00%	\$3,438,953	100.00%
% Growth Total Expend			3.8%		3.8%		3.8%		3.8%		3.8%	
General Fund	3.7%	\$2,490,529	\$2,585,169	87.4%	\$2,683,406	87.4%	\$2,785,375	87.3%	\$2,891,219	87.3%	\$3,001,086	87.3%
Other sources	?	\$359,617	\$373,521	12.6%	\$388,250	12.6%	\$403,852	12.7%	\$420,374	12.7%	\$437,867	12.7%
Total Revenue		\$2,850,146	\$2,958,690	100.0%	\$3,071,656	100.0%	\$3,189,227	100.0%	\$3,311,593	100.0%	\$3,438,953	100.0%
% Growth Total Rev			3.8%		3.8%		3.8%		3.8%		3.8%	
Scenario 2												
Personal	4.0%	\$2,141,762	\$2,227,432	75.15%	\$2,316,530	75.15%	\$2,409,191	75.15%	\$2,505,559	75.15%	\$2,605,781	75.15%
Materials	?	\$301,229	\$312,464	10.54%	\$324,114	10.51%	\$336,194	10.49%	\$348,721	10.46%	\$361,710	10.43%
Operations	4.2%	\$407,155	\$424,256	14.31%	\$442,074	14.34%	\$460,641	14.37%	\$479,988	14.40%	\$500,148	14.42%
\$ Growth Materials			3.7%		3.7%		3.7%		3.7%		3.7%	
Total Expend	4.0%	\$2,850,146	\$2,964,152	100.00%	\$3,082,718	100.00%	\$3,206,027	100.00%	\$3,334,268	100.00%	\$3,467,638	100.00%
General Fund	4.2%	\$2,490,529	\$2,595,131	87.6%	\$2,704,127	87.7%	\$2,817,700	87.9%	\$2,936,043	88.1%	\$3,059,357	88.2%
Other sources	?	\$359,617	\$369,021	12.4%	\$378,591	12.3%	\$388,327	12.1%	\$398,224	11.9%	\$408,281	11.8%
% Growth Other Sources			2.6%		2.6%		2.6%		2.5%		2.5%	
Total Revenue	4.0%	\$2,850,146	\$2,964,152	100.0%	\$3,082,718	100.0%	\$3,206,027	100.0%	\$3,334,268	100.0%	\$3,467,638	100.0%
Scenario 3												
Budget of Alternating Commitments: General Fund Increase of 4% each Year. Personal: 4.2: Materials: 4.2 Operations ?; Then P=? Materials 4.2 Op= 4.2, etc												
Personnel	Alt.	\$2,141,762	\$2,231,716	75.3%	\$2,319,520	75.2%	\$2,416,940	75.4%	\$2,518,451	75.5%	\$2,617,557	75.5%
Materials	Alt.	\$301,229	\$313,881	10.6%	\$327,064	10.6%	\$334,635	10.4%	\$348,690	10.5%	\$363,334	10.5%
Operations	At.	\$407,155	\$418,555	14.1%	\$436,135	14.1%	\$454,452	14.2%	\$467,127	14.0%	\$486,746	14.0%
% Growth		Operations	2.8%	Personnel	3.9%	Materials	2.3%	Operations	2.8%	Personnel	3.9%	
Total Expend	4.0%	\$2,850,146	\$2,964,152	100.0%	\$3,082,718	100.0%	\$3,206,027	100.0%	\$3,334,268	100.0%	\$3,467,638	100.0%
Scenario 4												
Growing back to a Personnel: 70%; Materials: 14% and Operations: 16% at 4% growth												
Personnel	\$2,141,762	\$2,195,949	2.53%	\$2,251,506	2.53%	\$2,308,469	2.53%	\$2,366,873	2.53%	\$2,426,519	70.0%	13.3%
Materials	\$301,229	\$331,415	10.02%	\$364,626	10.02%	\$401,165	10.02%	\$441,366	10.02%	\$485,596	14.0%	61.2%
Operations	\$407,156	\$433,255	6.41%	\$461,026	6.41%	\$490,578	6.41%	\$522,024	6.41%	\$555,491	16.0%	36.4%
Expenditures	\$2,850,147	\$2,964,153	4.00%	\$3,082,719	4.00%	\$3,206,028	4.00%	\$3,334,269	4.00%	\$3,467,605	100.0%	21.7%



LIBRARY

BOARD OF TRUSTEES

Library Director (1.0)
Art Weeks
65



Gladys Myers Computer Replacement Reserve

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 19, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve expenditure for the following computer equipment and software from the Gladys Myers Computer Replacement Reserve.

1. Envionware lab management software - \$12,000.00 includes software, 1 year maintenance, installation/setup, and training fees.

Our current software, Vendprint, is unworkable and has been an endless source of frustration for staff and patrons. Envionware is recommended by SirsiDynix.

2. Sonicpro 3060 firewall with maintenance and support - \$4000.00

We need this device to secure our network, our data and to fulfill our obligations to our community to protect their privacy.

3. Cisco 1841 router with maintenance and support - \$2400.00

Our current router is over 5 years old and had recently been experiencing lost communications.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Consent Agenda

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 19, 2006**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Briefing Paper: Consent Agenda

Proposal: To provide customary and routine items under a “consent agenda”.

Purpose: To allow more productive use of time for discussion on matters unique to the agenda. The passage of routine matters under the consent agenda would save time and allow for more efficient meetings.

Basis: The basis for the consent agenda is found in the 4th Edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis, which was adopted by the Board of Trustees at the April 23, 2006, meeting.

Organizations having a large number of routine matters to approve often save time by use of consent agenda. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions.

Before taking the vote, the chair allows time for the membership to read the list to determine if it includes any matters on which they may have a questions, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved “en bloc” (as a whole), without discussion, saving the time that would be required for individual votes.

Example of items that will routinely appear on the consent agenda:

- Financial records
 - Claims
 - Gifts and donations
- New hires
- Committee appointments arranged and agreed upon prior to the meeting
- Resolutions in honor of events or people
- Passage of resolutions or actions superseded by the legitimate action of another authority (e.g., the acceptance of bid awards)
- Perfunctory changes in meeting dates or other such items.

Administration Recommendation: Incorporate the “consent agenda” into the agenda for the November 16, 2006, meeting of the Board.

**Circulation Monthly Stats
September 2006**

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	30,144	34,357	64,501	30,122	13,454	43,576	168	97,691	10,554	108,245
One Year Ago	30,362	32,135	62,497	28,113	12,540	40,653	85	93,041	10,194	103,235
Difference	(218)	2,222	2,004	2,009	914	2,923		4,650	360	5,010
% Change	-0.7%	6.9%	3.2%	7.1%	7.3%	7.2%		5.0%	3.5%	4.9%
Year to Date										
Current Year	97,041	108,172	205,213	95,384	42,840	138,224	662	317,992	26,121	344,113
One Year Ago	98,976	104,367	203,343	87,636	40,697	128,603	254	308,222	24,091	332,313
Difference	(1,935)	3,805	1,870	7,748	2,143	9,621		9,770	2,030	11,800
% Change	-2.0%	3.6%	0.9%	8.8%	5.3%	7.5%		3.2%	8.4%	3.6%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,110	1,510	13,800	20,420	18.9%			86,313	79.7%	
One Year Ago	5,533	1,801	12,658	19,992	19.4%			81,978	79.4%	
Difference	(423)	(291)	1,142	428				4,335		
% Change	-7.6%	-16.2%	9.0%	2.1%				5.3%		
Year to Date										
Current Year	16,515	5,240	41,686	63,441	18.4%			275,693	80.1%	
One Year Ago	18,031	5,978	40,543	64,522	19.4%			264,158	79.5%	
Difference	(1,516)	(738)	1,143	(1,081)				11,535		
% Change	-8.4%	-12.3%	2.8%	-1.7%				4.4%		

**Main Stats
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
ADULT FICTION	9,430	8,405	7,215	0	0	0	0	0	0	0	0	0	25,050
ADULT NON-FICTION	11,230	10,487	10,189	0	0	0	0	0	0	0	0	0	31,906
ADULT GRAPHIC NOVELS	553	598	410	0	0	0	0	0	0	0	0	0	1,561
ADULT MANGA	1,084	1,285	1,071	0	0	0	0	0	0	0	0	0	3,440
ADULT ILL ITEMS	46	87	69	0	0	0	0	0	0	0	0	0	202
ADULT PAPERBACKS	553	1,487	938	0	0	0	0	0	0	0	0	0	2,978
NEW FICTION	4,759	4,892	4,464	0	0	0	0	0	0	0	0	0	14,115
NEW NON-FICTION	2,994	2,930	2,688	0	0	0	0	0	0	0	0	0	8,612
PERIODICALS	805	909	916	0	0	0	0	0	0	0	0	0	2,630
TRAVEL BAGS	69	76	38	0	0	0	0	0	0	0	0	0	183
SUBTOTAL (PRINT)	31,523	31,156	27,998	0	0	0	0	0	0	0	0	0	90,677
NEW MEDIA	283	220	232	0	0	0	0	0	0	0	0	0	735
MUSIC CDS	7,588	7,870	7,087	0	0	0	0	0	0	0	0	0	22,545
AUDIO BOOKS ON CD	3,137	3,378	2,882	0	0	0	0	0	0	0	0	0	9,397
AUDIO BOOKS ON TAPE	800	740	694	0	0	0	0	0	0	0	0	0	2,234
THEATRICAL VIDEOS	2,376	2,165	2,012	0	0	0	0	0	0	0	0	0	6,553
NON-THEATRICAL VIDEOS	648	573	577	0	0	0	0	0	0	0	0	0	1,798
THEATRICAL DVDS	17,002	18,519	16,197	0	0	0	0	0	0	0	0	0	51,718
NON-THEATRICAL DVDS	2,087	2,559	2,319	0	0	0	0	0	0	0	0	0	6,965
KITS	881	903	802	0	0	0	0	0	0	0	0	0	2,586
SUBTOTAL (MEDIA)	34,802	36,927	32,802	0	0	0	0	0	0	0	0	0	104,531
ADULT MISC.	105	65	55	0	0	0	0	0	0	0	0	0	225
TOTAL (ADULT)	66,430	68,148	60,855	0	0	0	0	0	0	0	0	0	195,433
BIG BOOKS	24	37	46	0	0	0	0	0	0	0	0	0	107
BOARD BOOKS	2,205	2,309	1,988	0	0	0	0	0	0	0	0	0	6,502
EASY	9,141	9,270	9,100	0	0	0	0	0	0	0	0	0	27,511
EASY TO READ	2,798	2,678	2,341	0	0	0	0	0	0	0	0	0	7,817
JUVENILE NON FICTION	4,184	4,027	4,412	0	0	0	0	0	0	0	0	0	12,623
JUVENILE FICTION	6,371	5,731	4,177	0	0	0	0	0	0	0	0	0	16,279
JUVENILE GRAPHIC NOVELS	466	572	449	0	0	0	0	0	0	0	0	0	1,487
PARENTING COLLECTION	68	75	58	0	0	0	0	0	0	0	0	0	201
JUVENILE LARGE PRINT	79	66	43	0	0	0	0	0	0	0	0	0	188
JUVENILE PERIODICALS	126	240	218	0	0	0	0	0	0	0	0	0	584
YOUNG ADULT PRINT	2,976	2,471	1,856	0	0	0	0	0	0	0	0	0	7,303
COMIC BOOKS	2	29	2	0	0	0	0	0	0	0	0	0	33
YOUNG ADULT GRAPHIC NOVELS	362	304	227	0	0	0	0	0	0	0	0	0	893
MANGA	927	996	709	0	0	0	0	0	0	0	0	0	2,632
YOUNG ADULT PERIODICALS	1	3	4	0	0	0	0	0	0	0	0	0	8
YOUTH REFERENCE	33	38	30	0	0	0	0	0	0	0	0	0	101
SUBTOTAL YOUTH (PRINT)	29,763	28,846	25,660	0	0	0	0	0	0	0	0	0	84,269
YOUTH DVDS	8,645	9,445	7,680	0	0	0	0	0	0	0	0	0	25,770
YOUTH VIDEOS	2,095	1,921	1,568	0	0	0	0	0	0	0	0	0	5,584
YOUTH KITS	602	598	451	0	0	0	0	0	0	0	0	0	1,651
YOUTH CDS	1,580	1,766	1,313	0	0	0	0	0	0	0	0	0	4,659
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	0	2	1	0	0	0	0	0	0	0	0	0	3
TOYS & PUPPETS	87	60	56	0	0	0	0	0	0	0	0	0	203
SUBTOTAL YOUTH (MEDIA)	13,009	13,792	11,069	0	0	0	0	0	0	0	0	0	37,870
TOTAL YOUTH	42,772	42,638	36,729	0	0	0	0	0	0	0	0	0	122,139
YOUTH MISC.	163	150	107	0	0	0	0	0	0	0	0	0	420
GRAND TOTAL	109,365	110,936	97,691	0	0	0	0	0	0	0	0	0	317,992
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	5,458	5,464	4,689	0	0	0	0	0	0	0	0	0	15,611
GILBERT	1,538	1,406	894	0	0	0	0	0	0	0	0	0	3,838
OPEN ACCESS	13,761	13,874	13,567	0	0	0	0	0	0	0	0	0	41,202
Total Special Circulation	20,757	20,744	19,150	0	0	0	0	0	0	0	0	0	60,651
% Special Circulation	18.98%	18.70%	19.60%										19.07%
AMES	87,061	88,518	77,115	0	0	0	0	0	0	0	0	0	252,694

**Bookmobile Stats
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
ADULT FICTION	947	713	693	0	0	0	0	0	0	0	0	0	2,353
ADULT NON-FICTION	456	297	494	0	0	0	0	0	0	0	0	0	1,247
ADULT GRAPHIC NOVELS	5	1	9	0	0	0	0	0	0	0	0	0	15
ADULT MANGA	11	4	11	0	0	0	0	0	0	0	0	0	26
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	455	401	433	0	0	0	0	0	0	0	0	0	1,289
LITERARY PERKS	0	0	0	0	0	0	0	0	0	0	0	0	-
NEW FICTION	223	171	197	0	0	0	0	0	0	0	0	0	591
NEW NON-FICTION	248	171	233	0	0	0	0	0	0	0	0	0	652
PERIODICALS	67	47	76	0	0	0	0	0	0	0	0	0	190
TRAVEL BAGS	1	0	0	0	0	0	0	0	0	0	0	0	1
SUBTOTAL (PRINT)	2,413	1,805	2,146	0	0	0	0	0	0	0	0	0	6,364
NEW MEDIA	4	2	3	0	0	0	0	0	0	0	0	0	9
MUSIC CDS	114	47	124	0	0	0	0	0	0	0	0	0	285
AUDIO BOOKS ON CD	105	61	83	0	0	0	0	0	0	0	0	0	249
AUDIO BOOKS ON TAPE	72	68	52	0	0	0	0	0	0	0	0	0	192
THEATRICAL VIDEOS	218	115	155	0	0	0	0	0	0	0	0	0	488
NON-THEATRICAL VIDEOS	22	20	21	0	0	0	0	0	0	0	0	0	63
THEATRICAL DVDS	773	318	964	0	0	0	0	0	0	0	0	0	2,055
NON-THEATRICAL DVDS	57	29	115	0	0	0	0	0	0	0	0	0	201
KITS	35	26	38	0	0	0	0	0	0	0	0	0	99
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL (MEDIA)	1,400	686	1,555	0	0	0	0	0	0	0	0	0	3,641
ADULT MISC.	5	6	6	0	0	0	0	0	0	0	0	0	17
TOTAL (ADULT)	3,818	2,497	3,707	0	0	0	0	0	0	0	0	0	10,022
BIG BOOKS	0	3	11	0	0	0	0	0	0	0	0	0	14
BOARD BOOKS	758	335	703	0	0	0	0	0	0	0	0	0	1,796
EASY	940	523	985	0	0	0	0	0	0	0	0	0	2,448
EASY TO READ	608	261	604	0	0	0	0	0	0	0	0	0	1,473
JUVENILE NON FICTION	926	411	899	0	0	0	0	0	0	0	0	0	2,236
JUVENILE FICTION	944	328	800	0	0	0	0	0	0	0	0	0	2,072
JUVENILE GRAPHIC NOVELS	120	35	147	0	0	0	0	0	0	0	0	0	302
PARENTING COLLECTION	3	0	1	0	0	0	0	0	0	0	0	0	4
JUVENILE LARGE PRINT	3	1	2	0	0	0	0	0	0	0	0	0	6
JUVENILE PERIODICALS	2	0	0	0	0	0	0	0	0	0	0	0	2
YOUNG ADULT PRINT	189	84	173	0	0	0	0	0	0	0	0	0	446
COMIC BOOKS	4	0	4	0	0	0	0	0	0	0	0	0	8
YOUNG ADULT GRAPHIC NOVELS	13	9	27	0	0	0	0	0	0	0	0	0	49
MANGA	33	15	45	0	0	0	0	0	0	0	0	0	93
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
JUVENILE PAPERBACKS	73	46	61	0	0	0	0	0	0	0	0	0	180
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL YOUTH (PRINT)	4,616	2,051	4,462	0	0	0	0	0	0	0	0	0	11,115
YOUTH DVDS	1,149	452	1,642	0	0	0	0	0	0	0	0	0	3,243
YOUTH VIDEOS	492	119	506	0	0	0	0	0	0	0	0	0	1,117
YOUTH KITS	26	11	18	0	0	0	0	0	0	0	0	0	55
YOUTH CDS	128	54	105	0	0	0	0	0	0	0	0	0	287
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	4	4	2	0	0	0	0	0	0	0	0	0	10
TOYS & PUPPETS	62	84	112	0	0	0	0	0	0	0	0	0	258
SUBTOTAL YOUTH (MEDIA)	1,861	724	2,385	0	0	0	0	0	0	0	0	0	4,970
TOTAL YOUTH	6,477	2,775	6,847	0	0	0	0	0	0	0	0	0	16,099
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
GRAND TOTAL	10,295	5,272	10,554	0	0	0	0	0	0	0	0	0	26,121
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	310	173	421	0	0	0	0	0	0	0	0	0	904
GILBERT	587	199	616	0	0	0	0	0	0	0	0	0	1,402
OPEN ACCESS	182	69	233	0	0	0	0	0	0	0	0	0	484
Total Special Circulation	1,079	441	1,270	0	0	0	0	0	0	0	0	0	2,790
% Special Circulation	10.48%	8.36%	12.03%										10.68%
AMES	9,036	4,765	9,198	0	0	0	0	0	0	0	0	0	22,999

**Miscellaneous Stats
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
HOME DELIVERY													
# of Patrons	58	58	59										175
Centers	23	23	23										69
Individual Deliveries Made	36	37	41										114
Additional Individuals serv.	13	8	6										27
GATE COUNT	43,793	43,069	37,470										124,332
HOLDS													
Main	9,511	10,114	8,740										28,365
BKM/Hm Delivery	802	293	925										2,020
Total Holds	10,313	10,407	9,665										30,385
INTERLIBRARY LOANS													
Requested	69	90	74										233
Received	52	84	62										198
Loaned	266	315	345										926
MEETING ROOM USAGE													
Number of Room Uses	202	123	181										506
People	4,257	1,987	3,683										9,927
PROGRAMS													
Adult	33	16	36										85
Children & Family	126	14	75										215
Outreach	32	2	2										36
Teen	10	8	3										21
Project Smyles	12	24	28										64
Total Programs	213	64	144										421
PROGRAM ATTENDANCE													
Adult	1,031	436	1,760										3,227
Children & Family	3,169	431	1,664										5,264
Outreach	503	115	181										799
Teen	221	198	129										548
Project Smyles	180	315	376										871
Total Attendance	5,104	1,495	4,110										10,709
Webref	120	124	123										367
PAC Usage													
PAC	98,084	96,859	95,779										290,722
Community Organizations & Ames Tribune	605	589	575										1,769
Total	98,689	97,448	96,354										292,491

Monthly Stats For Subscription Databases FY06/07

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	96	83	64										243
Business Remote	67	120	67										254
Business Total	163	203	131	0	0	0	0	0	0	0	0	0	497
Residential In-House	72	52	51										175
Residential Remote	90	32	38										160
Residential Total	162	84	89	0	0	0	0	0	0	0	0	0	335
Grand Total	325	287	220	0	0	0	0	0	0	0	0	0	832
Des Moines Register													
In-House	31	2	25										58
Remote	43	26	33										102
Total	74	28	58	0	0	0	0	0	0	0	0	0	160
New York Times													
In-House	3	2	12										17
Remote	119	154	121										394
Total	122	156	133	0	0	0	0	0	0	0	0	0	411
Access World News													
In-House	1	14	14										29
Remote	4	0	72										76
Total	5	14	86	0	0	0	0	0	0	0	0	0	105
EBSCOhost													
In-House	174	149	741										1064
Remote	579	170	789										1538
Total	753	319	1530	0	0	0	0	0	0	0	0	0	2602
Novelist													
In-House	641	581	320										1542
Remote	53	16	153										222
Total	694	597	473	0	0	0	0	0	0	0	0	0	1764
Chilton Online													
In-House	8	9											17
Remote	94	104											198
Total	102	113	0	0	0	0	0	0	0	0	0	0	215
Heritage Quest													
In-House + Remote	4811	3271	5226										13308
GRAND TOTAL	6833	4769	7573	0	0	0	0	0	0	0	0	0	19175
YEAR TO DATE	19175												