

**Agenda**  
**Ames Public Library Board of Trustees**  
**October 21, 2004 - 7 p.m.**  
**Board Room – Second Floor**

**Adoption of Agenda**

**Approval of Minutes**

**Public Forum**

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

**Financial Reports**

- Claims - Action Item
- Gifts - Action Item
- Budget and Finance Committee Report – Gary Botine, Dave Ferree

**Administrative Staff Reports**

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

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

**Ames Public Library Foundation Report** – Margaret Munson, Dale Ross

**Policy Review**

- Current: None
- Next Month: Conduct in the Library/Unattended Children

**Unfinished Business**

- Strategic Planning Report– Gina Millsap, Management Team
- Legislative Report – Dawn Hayslett
- Director Evaluation Committee Report – Margaret Munson, Chair

**New Business**

- Iowa Library Association Conference – Report from Attendees
- Staff Recognition Event – Discussion
- FY04-05 Private Funding Request – Action Item

**Trustee Comments**

**Adjournment**

**Next Meeting: Thursday, November 18, 2004, 7 p.m.**

**Ames Public Library**

**Board of Trustees**

**Meeting Minutes  
September 16, 2004**

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The Ames Public Library Board of Trustees met in regular session on Thursday, September 16, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Kavanagh, Munson, Ferree, Jennings, Gloggner and Library Director Gina Millsap in attendance.

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

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

**Approval of Minutes:** The minutes were approved as presented.

**Public Forum:** none

**Introduction:** Millsap introduced Sarah Howard, the children and youth services coordinator for the Daniel Boone Regional Library in Columbia, MO. Millsap explained that Howard was here to attend the Youth Services Brainstorming Retreat scheduled for September 17<sup>th</sup>.

**Discussion with City Manager Steve Schainker:** Cameron thanked Schainker for reinstating \$20,000 in last year's book budget. Schainker said that all city departments will continue to face challenges, as the demand for services grow and funding does not. Each city department was asked to take a hard look at the services offered. Ross stated that the Library is now in danger of losing accreditation because of lack of funding for the collection and to offset the loss of funding, the Board may have to explore other opportunities for funding, which may include a Library levy. Millsap added that the levy can be earmarked for collections. Schainker explained that the Library receives \$1.34 of the \$5.23/\$1000 general levy; whereupon Ross stated, "We are under taxed in this city." Millsap explained that donors are reluctant to give to maintain services. Cameron asked if there were any referendums coming up in the future. Botine stated that he is on the task force for the RecPlex and it will be presented again in a scaled back form. Schainker said that at some point Fire Station #2 may need to move out of Campustown. Cameron asked Schainker the best way to communicate with the City Council regarding the property acquisition. Schainker recommended early and frequent communication in addition to meeting yearly with the City Council. He said to have Millsap contact him and he'll set up the meeting with the Council.

Cameron asked Schainker to explain how he is evaluated by the City Council. Schainker handed out the City Manager Evaluation survey used by the City Council. He stated that the Council appoints two people to evaluate him. He also provides them with a self evaluation.

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

**Donations:** The following donations were presented for acceptance:

- From Anne Buck the book *Cuban Elegance*
- From Dakes Ames Questers given in memory of Isabel Pesek the purchase of two books
- From Margaret Munson to help defray the cost of reframing the print from
- Crawford school ..... \$125.00
- From Diana Marie Gammell in memory of Carroll and Jeanette Rex..... \$25.00
- From St. Mary's Circle, St. Cecilia's Church ..... \$25.00

Botine moved and Gloggner seconded a motion to accept the donations. The motion was unanimously approved. Cameron thanked Munson for her donation to offset the cost of reframing the art print, which had previously hung at Crawford School.

**Budget and Finance Committee Report:** Botine commented that the staff did an excellent job of keeping the FY03/04 expenses below the amended budget. He stated that it would continue to be a challenge to keep costs down, as insurance costs continue to increase.

**Director's Report:** Millsap had nothing to add to her report. She handed out the FY03/04 Annual Report and praised the staff members for all their hard work.

**Assistant Director's Report:** Hayslett had nothing to add to her report.

#### **Department Coordinators:**

Circulation/Outreach Services: Carey said that there was a busy weekend coming up with the following programs: Rock the Library on Saturday from 9-11:30 p.m.; Prime Time Readers on Sunday at 2 p.m. and the John McCutcheon concert on Sunday at 7:30 p.m. in the Ames City Auditorium. She reported that the Altered Books Workshop had been canceled. The following movies will be shown next week: *In Whose Interest?* at 7 p.m. on Wednesday, September 22<sup>nd</sup> and *House of Fools* on September 23<sup>rd</sup> at 7 p.m. She stated that the first movie sponsored by the John Birch Society had good attendance and discussion following the movie.

Youth Services: Elbert reported that the preschool classes are visiting the Library and she is training new hourly employees.

Computer Specialist: Harris reported that he's anticipating that the Horizon upgrade on September 29<sup>th</sup> will go smoothly.

**Friends' Report:** Hayslett reported that the book sale is scheduled from October 22 through October 24, 2004. The Friends' Board spent a lot of time going over the financial reports and discussed their bill paying procedures. They took in approximately \$8,000 in memberships and \$3,000 from coffee shop sales over the summer. In addition, online book sales have exceeded their expectations. The Friends have about \$47,000 in the bank, along with a \$5,200 certificate of deposit. Millsap said that she and Hayslett explained the Library's needs to the Friends' Board and would be approaching them at a later date with funding requests.

**Foundation Report:** Millsap reported that the Foundation's annual campaign has brought in \$32,000 so far. Cameron reminded the Board of Trustees that it is a tradition for the Board members to participate in the Foundation's annual campaign.

**Policy Review:** Gloggner moved and Jennings seconded the motion to approve the Circulation Policy as presented. Discussion involved the use of "card" versus "account" and aligning practice with the policy. The following changes were made to the policy: Bullet #2 was removed, "Customers must present an Ames Public Library card when checking out materials or conducting other transactions." Under Customer Responsibilities the first bullet was changed to read as follows: Personal account holders and/or the responsible adult on a family account are responsible for any items checked out on their account and any fines or fees accrued on their account. If any library card is lost or stolen the customer must notify the Library. Upon such notification, no materials will be loaned against the card." The motion was unanimously approved.

#### **Unfinished Business:**

Strategic Planning Report: Millsap presented the agenda for the upcoming Youth Services brainstorming retreat. She explained that the management team decided to hold a brainstorming session with the Library's management team, the Youth Services employees, several visiting librarians, representatives from the Ames Community Schools and a

representative from the Parks and Recreation Department to address current levels of service and Plans of Service.

Legislative Report: Hayslett handed out the Iowa Library Association's legislative goals, which include the following: fund the Enrich Iowa programs; support the budget for the State Library of Iowa; support the Budget for the Library Service areas; support efforts to strengthen school library programs; oppose any state mandate that disregards local control through local library boards and school boards; and oppose any state mandate that interferes with open access to information, education, and ideas. Cameron recommended that Board members voice their support of libraries to their local legislators. Millsap suggested that legislative day in March is an excellent opportunity for Board members to meet one-on-one with legislators.

Correct Address on Property Acquisition Action Item: Botine moved and Kavanagh seconded the motion to amend the following resolution, approved August 19, 2004, "Be it resolved that the Board of Trustees, Ames Public Library requests the Ames City Council to institute the acquisition, including the use of eminent domain authority, if necessary, of the property at 213 Fifth Street, Ames, Iowa." to read as follows: "Be it resolved that the Board of Trustees, Ames Public Library requests the Ames City Council to institute the acquisition, including the use of eminent domain authority, if necessary, of the property at 215 Fifth Street, Ames, Iowa." Millsap explained that her paperwork from several years ago had indicated the address was 213 Fifth Street; however, after further investigation it was discovered that the correct address is 215 Fifth Street. The motion was unanimously approved.

Trustee Retreat Evaluation: The following recommendations were made for next year's Board retreat: have space on the evaluation form for each speaker, topic, or discussion; invite the City Manager to the Board meeting immediately following the Board retreat; and hold the retreat offsite (e.g. Mary Greeley Medical Center, University Library Foundation, Sauer-Danfoss.) Millsap reminded the Board that the retreat is an open meeting even if it is held outside of the Library.

#### **New Business:**

Appointment of Director Evaluation Committee: Cameron appointed Munson as chair of the Director Evaluation Committee. Jennings and Gloggner volunteered to serve. Cameron stated that there will be time allotted on the October agenda for a preliminary report from the committee.

Allocation of Verna Jane Thompson Bequest for Acquisition of Property at 215 Fifth St. -Action Item: Jennings moved and Gloggner seconded the motion to approve the allocation of the Verna Jane Thompson Bequest for acquisition of the property at 215 Fifth Street, Ames, Iowa, as presented. Millsap said that approval of this action item is a show of good faith to the City Council that the Board is backing up their purchase proposal. Munson moved and Botine seconded the motion to amend the action item to read, "Be it resolved, that the Board of Trustees, Ames Public Library, approve the allocation of funds from the Verna Jane Thompson Bequest for acquisition and associated costs of the property at 215 Fifth Street, Ames, Iowa." The motion to amend the motion was unanimously approved and then the amended motion was unanimously approved.

FY04/05 Capital Improvement Plan-Action Item: Botine moved and Gloggner seconded the motion to approve the Capital Improvement Plan (CIP) as presented. Munson recommended removing the word "only" from 2005/2006 plan that stated, "Replace decaying brick pavers in sidewalk along east side of building: re-grout only the brick pavers under the front entry canopy." The motion was unanimously approved.

FY 04-05 Personnel Request-Action Item: Munson moved and Kavanagh seconded the motion to approve the addition of one FTE (full-time equivalent) Youth Services librarian as presented. Millsap explained that Youth Services has been understaffed for years. Gloggner explained that

he would like to see a reduction in staff rather than an addition. After discussion involving lowering the job classifications; high starting wages; minimum job requirements; consideration of ¾ time positions; adding staff in light of budget problems; cutting staff, rather than adding staff during bad financial times; and the appearance that staff costs are high in relation to materials; Millsap proposed that staff come back with three-year projections for the Board's consideration. Ross moved and Gloggnner seconded the motion to table the motion for consideration at a special meeting on Monday, September 27<sup>th</sup> at 6 p.m. The motion was unanimously approved.

**Trustee Comments:**

No Trustee comments.

Adjournment

Kavanagh moved and Botine seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 10:15 p.m.

## Ames Public Library

### Board of Trustees

#### Meeting Minutes September 27, 2004

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The Ames Public Library Board of Trustees met in a special session on Monday, September 27, 2004, at 6:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Kavanagh, Munson, Ferree, Gloggner and Library Director Gina Millsap in attendance. Jennings was absent.

**Call to Order:** The meeting was called to order by President Cameron at 6:02 p.m.

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

**Public Forum:** none

**Unfinished Business:**

FY04-05 Personnel Request (Tabled from September 16, 2004 meeting)-Action Item: Cameron asked for a motion to take the FY04-05 Personnel Request (tabled from September 16, 2004, meeting) off the table. Ross moved and Gloggner seconded a motion to take the FY04-05 Personnel Request off the table. The motion was unanimously approved. Millsap explained that this proposal reorganizes around the work as it is a priority to allocate staff to direct public service, and with a staff member retiring, it is a unique opportunity to allocate staff where needed. Since the proposal isn't budget neutral, she asked the Board of Trustees for their permission for her to present a proposal to City management to discuss the possibility of adding one FTE (full-time equivalent) to the library staff. Hayslett presented an outline to show that by adding this position, customer service would improve and would add professional staff to the public service desk in Youth Services. This proposal would merge the Youth Services staff with the Public Services staff, which would fall under Hayslett's management; therefore, eliminating the need to hire a department coordinator. The two options presented were hiring either a grade 58 and a grade 59 or a grade 57 and a grade 58 to replace the person retiring, who is a grade 62. Cameron stated that the original proposal was to hire two grade 59 positions. Millsap replied that increased revenue this year will make the new proposal budget neutral. Ross pointed out that if a grade 59 was hired at midpoint, the remaining money would meet all the priority number one needs for collections; whereupon, Millsap stated that re-allocating funds from personnel to capital expenditures isn't generally allowed by the City Finance Dept. Discussion involved cutting other areas of the budget, and Millsap acknowledged that the budget had been scrutinized and the Library is squeaking by operationally. Botine asked if it was more important to get accreditation as compared to providing service. Hayslett explained that if the Library isn't accredited, that it would affect state funding. Cameron called for a vote on the original motion. The motion failed on a six to one vote.

Ross moved and Munson seconded a motion to hire an entry-level Youth Services specialist (grade 59) and the monies remaining from salary savings be applied to FY04/05 priority one alternative funding request for collections. The motion passed unanimously.

Millsap stated that as soon as Elbert's resignation is official, the new position will be advertised nationally; however, the allocation of salary savings to collections will not take place until January. Millsap will inform City Manager Schainker immediately of the Board's decision.

**New Business:**

FY04-05 Non-Tax Alternative Funding Requests-Review/Discussion: Gloggner questioned web development. Millsap replied that the web site was in need of an upgrade and an outside consultant would need to be hired to complete the work. Cameron stated that the teen space should be a higher priority. Hayslett said that the teen space will be in the landing area at the top of the stairs. Millsap said the goal is to draw teens into the Library, as they are underserved at this point.

**Trustee Comments:**

Munson announced that she, Gloggner, and Jennings will meet on Tuesday, September 28, 2004, to discuss the Director evaluation process. Millsap reminded the Board that there is no need to post the meeting as long as the committee does not represent a quorum of the Board.

Gloggner stated that difficult issues were discussed, but hopefully the decision made will increase the collection.

Ross said, "Being a trustee ain't easy."

**Adjournment**

Ross moved and Gloggner seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 7:10 p.m.

**Library Claims Listing**  
**9/7/2004 - 10/13/2004**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 29,930.46
PAYROLL SUMMARY	IPERS DISABILITY	\$ 161.73
PAYROLL SUMMARY	LIFE INSURANCE	\$ 62.94
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,228.28
PAYROLL SUMMARY	MEDICARE FICA	\$ 423.76
PAYROLL SUMMARY	FICA	\$ 1,811.82
DEPT IPERS REFUND/SADJA	IPERS	\$ 1,243.04
PAYROLL SUMMARY	WORKERS COMP	\$ 58.54
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 23.20
SEPT04 INFO SVCS CHARGES	CITY DATA SERV	\$ 663.66
9/04 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 423.19
SEPT04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 1,851.81
SEPT INSURANCE CHARGES	INSURANCE & BONDS	\$ 6,104.00
SEPT04 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 326.71
AUG04 INTERNAL LONG DIST	LONG DISTANCE	\$ 7.00
SEPT04 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 82.00
SEPT04 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 210.00
SEPT04 COMPUTER REPLACEMN	COMPUTER REPLACEMENT FUND	\$ 1,098.66
RECLASS POSTAGE REIMBURSE	POSTAGE/FREIGHT	\$ (2.12)
UPS	POSTAGE/FREIGHT	\$ 26.12
PITNEY BOWES PURCHASE POW	POSTAGE/FREIGHT	\$ 1,416.99
MILLSAP, GINA	TRAVEL/MEETINGS	\$ 36.92
CENT IA LIBRARY SERVICE A	TRAVEL/MEETINGS	\$ 45.00
BANK OF AMERICA	TRAINING	\$ 28.80
JENNINGS, KARLENE	CONFERENCES	\$ 140.00
ALA MEMBERSHIP/MALINOWSKI	DUES AND MEMBERSHIPS	\$ (300.00)
AMER LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	\$ 145.00
AMES CONVENTION & VISITO	DUES AND MEMBERSHIPS	\$ 75.00
IA STATE DAILY	ADVERTISING	\$ 308.00
QWEST DEX	ADVERTISING	\$ 132.20
DES MOINES REGISTER	RECRUITING COSTS	\$ 1,059.00
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 66.00
AMES ILLUSTRATED	RECRUITING COSTS	\$ 650.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 8,585.49
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
MCLEOD USA	TELEPHONE OUTSIDE	\$ 352.73
CITY OF AMES UTILITIES	WATER/SEWER	\$ 603.76
CORBIN SANITATION	WASTE DISPOSAL	\$ 338.00
TRANSFER TO PURCHASING	WASTE DISPOSAL	\$ 51.88
ALLIANT UTILITIES	NATURAL GAS	\$ 16.81
LIB 9-28-04	STRUCTURAL REPAIR	\$ (125.00)
COUNTRY LANDSCAPES INC	STRUCTURAL REPAIR	\$ 35.97
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 213.62
MCLEOD USA	COMPUTER MAINT	\$ 470.13
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
BANK OF AMERICA	COMPUTER MAINT	\$ 200.00
PITNEY BOWES	RENTALS AND LEASES	\$ 792.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 502.93
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
WALDEN PHOTO/JANET KLAAS	NON-CITY SERVICE	\$ (5.90)
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 6.35
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 554.16
ALL AMERICAN TURF	NON-CITY SERVICE	\$ 836.14
WALDEN PHOTO/JANET KLAAS	OFFICE SUPPLIES	\$ (194.91)
HEUSS PRINTING INC	OFFICE SUPPLIES	\$ 157.21
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 104.53
PITNEY BOWES INC	OFFICE SUPPLIES	\$ 62.20
QUILL CORP	OFFICE SUPPLIES	\$ 441.80

**Library Claims Listing**  
**9/7/2004 - 10/13/2004**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
DRUG TOWN	OFFICE SUPPLIES	\$ 42.07
BANK OF AMERICA	OFFICE SUPPLIES	\$ 857.69
REGIONAL SUPPLY CENTER IN	OFFICE SUPPLIES	\$ 692.35
ALL MAKES CHAIR PURCHASE	MINOR OFFICE EQUIPMENT	\$ 101.05
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 59.92
HOLUB GREENHOUSE	AG-HORT SUPPLIES	\$ 59.96
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 598.34
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 79.00
SHADRAN INDUSTRIAL & SANI	CLEANING SUPPLIES	\$ 444.00
BANK OF AMERICA	CLEANING SUPPLIES	\$ 20.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 457.04
CARVER ACE HARDWARE	EQUIPMENT PARTS/SUPPLIES	\$ 18.46
LIB 9-20-04	FOOD & FEED	\$ (2.50)
FAREWAY STORES INC	FOOD & FEED	\$ 15.56
BANK OF AMERICA	FOOD & FEED	\$ 74.76
AMES BEST PIES	FOOD & FEED	\$ 111.30
FAREWAY STORES INC	SPECIAL PROJECT SUPPLIES	\$ 73.67
BULLFROG FILMS INC	SPECIAL PROJECT SUPPLIES	\$ 59.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 10.00
APPALSEED PRODUCTIONS FED	SPECIAL PROJECT SUPPLIES	\$ 1,400.00
LOST BANANA SOUND	SPECIAL PROJECT SUPPLIES	\$ 120.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 706.25
	<b>Library Administration</b>	<b>\$ 73,424.57</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 12,801.73
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,237.38
PAYROLL SUMMARY	IPERS DISABILITY	\$ 77.99
PAYROLL SUMMARY	LIFE INSURANCE	\$ 25.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 749.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 202.22
PAYROLL SUMMARY	FICA	\$ 864.62
PAYROLL SUMMARY	IPERS	\$ 807.24
PAYROLL SUMMARY	WORKERS COMP	\$ 39.13
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 3.58
SEPT04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 125.00
SEPT04 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 95.86
AUG04 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.89
SEPT04 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 1,054.79
SEPT04 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 3,286.00
FESTIVAL OF BOOKS	CONFERENCES	\$ 285.00
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 239.02
	<b>Outreach Services</b>	<b>\$ 21,899.70</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,925.94
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 922.95
PAYROLL SUMMARY	IPERS DISABILITY	\$ 94.32
PAYROLL SUMMARY	LIFE INSURANCE	\$ 32.13
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,261.77
PAYROLL SUMMARY	MEDICARE FICA	\$ 202.98
PAYROLL SUMMARY	FICA	\$ 867.90
PAYROLL SUMMARY	IPERS	\$ 853.79
PAYROLL SUMMARY	WORKERS COMP	\$ 21.55
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 21.86
SEPT04 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 141.38
AUG04 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.92
BCR	OUTSIDE PROF SERV	\$ 20,000.00
ALA MEMBERSHIP/MALINOWSKI	DUES AND MEMBERSHIPS	\$ 150.00
DEMCO INC	OFFICE SUPPLIES	\$ 137.84
KAPCO LIBRARY PROD	OFFICE SUPPLIES	\$ 316.07
GAYLORD BROTHERS	OFFICE SUPPLIES	\$ 487.82

**Library Claims Listing**  
**9/7/2004 - 10/13/2004**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 1.17
IA NEWSPAPERS INC	PERIODICALS	\$ 29.95
TFR DREXLER DONATION EXPS	PERIODICALS	\$ (248.00)
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 10,026.33
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 139.78
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 1,067.43
BIG TABLE BOOKS INC	ADULT COLLECTIONS	\$ 11.96
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 248.91
FACTS ON FILE	ADULT COLLECTIONS	\$ 181.90
BANK OF AMERICA	ADULT COLLECTIONS	\$ 197.83
MCTAGGART, JACQUIE	ADULT COLLECTIONS	\$ 11.80
	<b>Technical Services</b>	<b>\$ 52,112.28</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,739.00
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,384.29
ISU LIB 9-21-04	ADJUSTMENT	\$ (222.75)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 78.69
PAYROLL SUMMARY	LIFE INSURANCE	\$ 29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 680.78
PAYROLL SUMMARY	MEDICARE FICA	\$ 217.00
PAYROLL SUMMARY	FICA	\$ 927.89
PAYROLL SUMMARY	IPERS	\$ 869.58
PAYROLL SUMMARY	WORKERS COMP	\$ 25.80
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 6.02
SEPT04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 96.68
SEPT04 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 140.70
AUG04 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.60
CENT IA LIBRARY SERVICE A	TRAINING	\$ 12.00
VAN BROCKLIN, CATHY	CONFERENCES	\$ 21.32
ROBINSON, CHRISTINA	CONFERENCES	\$ 8.05
BAKER & TAYLOR INC	JUVENILE	\$ 3,064.73
BOOKS ON TAPE	JUVENILE	\$ 505.60
BBC AUDIOBOOKS AMERICA	JUVENILE	\$ 25.93
RECORDED BOOKS LLC	JUVENILE	\$ 875.79
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 428.94
FOCUS ON THE FAMILY	JUVENILE	\$ 503.51
THOMSON GALE GROUP	JUVENILE	\$ 135.83
BANK OF AMERICA	JUVENILE	\$ 208.61
BWI	JUVENILE	\$ 241.49
	<b>Youth Services</b>	<b>\$ 24,006.99</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 21,040.68
PAYROLL SUMMARY	IPERS DISABILITY	\$ 142.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.15
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,435.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 304.76
PAYROLL SUMMARY	FICA	\$ 1,303.08
PAYROLL SUMMARY	IPERS	\$ 1,209.86
PAYROLL SUMMARY	WORKERS COMP	\$ 16.84
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 0.88
SEPT04 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 376.40
AUG04 INTERNAL LONG DIST	LONG DISTANCE	\$ 6.95
VELOCITY EXPRESS 152	POSTAGE/FREIGHT	\$ 192.36
BANK OF AMERICA	CONFERENCES	\$ 176.00
ALA MEMBERSHIP/DERMONT	DUES AND MEMBERSHIPS	\$ 150.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 22.50
MORNINGSTAR F12DVA 9-28-0	ADULT REFERENCE	\$ (145.00)
C W ASSOCIATES	ADULT REFERENCE	\$ 107.00
CCH INC	ADULT REFERENCE	\$ 134.00
H W WILSON CO	ADULT REFERENCE	\$ 378.00

**Library Claims Listing**  
**9/7/2004 - 10/13/2004**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 268.97
QWEST DEX	ADULT REFERENCE	\$ 270.78
ACCRA COST OF LIVING INDE	ADULT REFERENCE	\$ 140.00
MARQUIS WHOS WHO	ADULT REFERENCE	\$ 100.20
IA LEAGUE OF CITIES	ADULT REFERENCE	\$ 45.00
THOMSON GALE GROUP	ADULT REFERENCE	\$ 583.89
INFO USA MARKETING INC	ADULT REFERENCE	\$ 7,495.00
INSTITUTE FOR CAREER RESE	ADULT REFERENCE	\$ 229.00
	<b>Information Services</b>	<b>\$ 37,029.81</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 18,794.86
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 9,707.73
ISU LIB 9-21-04	ADJUSTMENT	\$ (2,680.94)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.04
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.75
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,965.79
PAYROLL SUMMARY	MEDICARE FICA	\$ 402.81
PAYROLL SUMMARY	FICA	\$ 1,722.18
PAYROLL SUMMARY	IPERS	\$ 1,596.01
PAYROLL SUMMARY	WORKERS COMP	\$ 172.30
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 26.96
SEPT04 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 249.67
AUG04 INTERNAL LONG DIST	LONG DISTANCE	\$ 14.78
SEPT04 COMPUTER REPLACEMN	COMPUTER REPLACEMENT FUND	\$ 355.20
DONNELL, VALERIE	CONFERENCES	\$ 23.92
BANK OF AMERICA	CONFERENCES	\$ 346.00
DOVIA	DUES AND MEMBERSHIPS	\$ 60.00
	<b>Circulation Services</b>	<b>\$ 32,906.06</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,294.10
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,425.53
ISU LIB 9-21-04	ADJUSTMENT	\$ (241.88)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 69.49
PAYROLL SUMMARY	LIFE INSURANCE	\$ 28.59
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,420.90
PAYROLL SUMMARY	MEDICARE FICA	\$ 169.53
PAYROLL SUMMARY	FICA	\$ 724.90
PAYROLL SUMMARY	IPERS	\$ 731.37
PAYROLL SUMMARY	WORKERS COMP	\$ 49.94
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 39.32
SEPT04 TELEPHONE SYS CHRG	PHONE OPERATION & MAINT	\$ 93.69
AUG04 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.95
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 935.20
BLACKSTONE AUDIO BOOKS	AUDIO-VISUAL	\$ 608.00
BOOKS ON TAPE	AUDIO-VISUAL	\$ 740.80
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 8.00
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 1,030.85
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 358.95
INSTRUCTIONAL VIDEO INC	AUDIO-VISUAL	\$ 76.65
MIDWEST TAPE	AUDIO-VISUAL	\$ 630.19
DIVERSE MEDIA INC	AUDIO-VISUAL	\$ 54.23
BANK OF AMERICA	AUDIO-VISUAL	\$ 1,564.28
FILM IDEAS INC	AUDIO-VISUAL	\$ 1,127.75
	<b>Media Services</b>	<b>\$ 22,943.33</b>
Mary Cameron, President	Margaret Munson, Secretary	Date:

# Gifts

## **BOARD OF TRUSTEES AMES PUBLIC LIBRARY**

October 21, 2004

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

From Ken Anderson

2 copies of *Just Give Me the Answer\$: Expert Advisors Address Your Most Pressing Financial Questions* by Sheryl Garret

From Ames Noon Kiwanis

for Parent Packs .....\$300.00

From Ames Camera Club.....\$50.00

From Just Friends Quilt Group

in memory of Mary E. Clark .....\$61.00

From E. Marlene Weisshaar

in memory of Marvel Skadberg .....\$50.00

From LaDonna K. and Norman B. Clark

in memory of Marvel Skadberg .....\$15.00

From Ames Woman's Club in memory of Hazel Cook, Luella Schlotfelt &

Elinor Thompson for the purchase of three books .....\$53.72

From Judith Kavanagh

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

From Bill Dodds .....\$20.00

Anonymous ..... \$5.00

A set of Girl Scout handbooks donated by the Ames/Gilbert Girl Scouts through a gift from the Ames Noon Kiwanis Club

From George Seifert in memory of Bertha Seifert, *Side-by-Side: A Photographic History of American Women in War*

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

EXPENSE REPORT SUMMARY FY 2004/2005																	
September 2004																	
3 MONTHS =25.0%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent	
<b>PERSONAL SERVICES</b>																	
Salaries	1,423,993	120,063	116,166	120,527										356,756	1,067,237	25.1%	
Temporary Salaries	178,296	10,081	19,180	15,677										44,938	133,358	1	
Longevity	7,381													0	7,381	0.0%	
Adjustment	0			(3,146)										(3,146)	3,146		
Vacation			274											274	(274)		
<b>Total Personal Svcs</b>	<b>1,609,670</b>	<b>130,144</b>	<b>135,620</b>	<b>133,058</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>398,822</b>	<b>1,210,848</b>	<b>24.8%</b>	
<b>EMPLOYEE BENEFITS</b>																	
Temp Salaries Benefits	24,284													0	24,284	0.0%	
IPERS Disability	8,523	735	722	728										2,185	6,338	25.6%	
Life Insurance	3,385	283	271	278										832	2,553	24.6%	
Health Insurance	195,614	13,742	13,469	13,742										40,953	154,661	20.9%	
FICA Medicare	20,108	1,835	1,916	1,924										5,675	14,433	28.2%	
FICA	85,984	7,844	8,196	8,223										24,263	61,721	28.2%	
IPERS	82,305	8,029	7,452	7,311										22,792	59,513	27.7%	
Workers Comp	3,126	465	421	384										1,270	1,856	40.6%	
Flex Administration	1,569	129	122	122										373	1,196	23.8%	
<b>Total Employee Ben</b>	<b>424,898</b>	<b>33,062</b>	<b>32,569</b>	<b>32,712</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98,343</b>	<b>326,555</b>	<b>23.1%</b>	
<b>INTERNAL SERVICES</b>																	
City Data Services	3,983		332	332										664	3,319	16.7%	
City Messenger	2,730			293										293	2,437	10.7%	
Printing	4,200		238	331										569	3,631	13.5%	
Insurance & Bonds	20,650			4,578										4,578	16,072	22.2%	
Phone Operation/Maint	16,633	1,386	1,387	1,387										4,160	12,473	25.0%	
Long Distance	500		42	44										86	414	17.2%	
Fleet Operating/Maint	3,832		222	783										1,005	2,827	26.2%	
Fleet Replacement	20,976		1,748	1,748										3,496	17,480	16.7%	
Computer Replacement	13,305		2,907	1,453										4,360	8,945	32.8%	
<b>Total Internal Svcs</b>	<b>86,809</b>	<b>1,386</b>	<b>6,876</b>	<b>10,949</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,211</b>	<b>67,598</b>	<b>22.1%</b>	
<b>CONTRACTUAL</b>																	
Outside Prof Services	28,200			20,000										20,000	8,200	70.9%	
Postage/Freight	13,500	192	206	196										594	12,906	4.4%	
Travel/Meetings	1,400	119												119	1,281	8.5%	
Training	5,900	82	26	29										137	5,763	2.3%	
Conferences	17,000	285	419	567										1,271	15,729	7.5%	
Dues & Memberships	4,990	310	650	242										1,202	3,788	24.1%	
Printing	5,100													0	5,100	0.0%	
Advertising	3,000		414	440										854	2,146	28.5%	
Recruiting Costs		261	595	1,125										1,981	(1,981)		
Insurance	1,444													0	1,444	0.0%	
Electricity	39,700		4,490	4,436										8,926	30,774	22.5%	
Phone Operation/Maint	7,405	373	377	477										1,227	6,178	16.6%	
Long Distance	100													0	100	0.0%	

<b>EXPENSE REPORT SUMMARY FY 2004/2005</b>																	
<b>September 2004</b>																	
<b>3 MONTHS =25.0%</b>																	
															Y-T-D	Current	%
	<b>Budget</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>	<b>Balance</b>	<b>% Spent</b>	
Water/Sewer	3,100		288	355										643	2,457	20.7%	
Waste Disposal	2,500		173	221										394	2,106	15.8%	
Natural Gas	8,280	15	15	17										47	8,233	0.6%	
Structural Repair	10,000		110	(89)										21	9,979	0.2%	
Moveable Equip Repair	3,000		428											428	2,572	14.3%	
Fixed Equip Repair	5,000													0	5,000	0.0%	
Computer Maintenance	33,976	13,162	7,494	670										21,326	12,650	62.8%	
Rentals & Leases	19,308	503	2,313	944										3,760	15,548	19.5%	
Non-City Services	21,555	49	3,104	278										3,431	18,124	15.9%	
<b>Total Contractual</b>	<b>234,458</b>	<b>15,351</b>	<b>21,102</b>	<b>29,908</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66,361</b>	<b>168,097</b>	<b>28.3%</b>	
<b>COMMODITIES</b>																	
Office Supplies	42,000	2,839	2,480	1,721										7,040	34,960	16.8%	
Minor Office Equipment			225	101										326	(326)		
Minor Computer Equip	7,000	40		60										100	6,900	1.4%	
Structural Materials	2,000	60	368											428	1,572	21.4%	
Cleaning Supplies	4,000	194	462	706										1,362	2,638	34.1%	
Equip Parts/Supplies	1,000		21											21	979	2.1%	
Minor Equip & Tools	300		7											7	293	2.3%	
Food	500		99	196										295	205	59.0%	
Wearing Apparel	200		33											33	167	16.5%	
Special Prjct Supplies	5,000	624	(174)	1,604										2,054	2,946	41.1%	
Purchase Card Clearing		(2,195)	2,848	707										1,360	(1,360)		
<b>Total Commodities</b>	<b>62,000</b>	<b>1,562</b>	<b>6,369</b>	<b>5,095</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,026</b>	<b>48,974</b>	<b>21.0%</b>	
<b>CAPITAL</b>																	
Periodicals	9,500	6,850	(20)	(248)										6,582	2,918	69.3%	
Juvenile	47,510	3,004	1,051	4,472										8,527	38,983	17.9%	
Adult Reference	52,962	9,974	7,173	9,607										26,754	26,208	50.5%	
Audio Visual	37,000	1,792	3,919	4,787										10,498	26,502	28.4%	
Adult Collection	88,426	6,153	5,731	6,932										18,816	69,610	21.3%	
<b>Total Capital</b>	<b>235,398</b>	<b>27,773</b>	<b>17,854</b>	<b>25,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>71,177</b>	<b>164,221</b>	<b>30.2%</b>	
<b>OTHER EXPENDITURES</b>																	
Refunds			33											33	(33)		
<b>Total Other Expenditures</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>(33)</b>		
<b>GRAND TOTAL</b>	<b>2,653,233</b>	<b>209,278</b>	<b>220,423</b>	<b>237,272</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>666,973</b>	<b>1,986,260</b>	<b>25.1%</b>	

<b>LIBRARY DONATIONS REPORT</b>					
<b>FISCAL YEAR 2004/2005</b>					
<b>YEAR-TO-DATE THROUGH OCTOBER 14, 2004</b>					
	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
<b>Reserved Principal and Interest</b>	<b>717,100.88</b>	<b>108,248.42</b>	<b>333.01</b>	<b>8,286.93</b>	<b>833,969.24</b>
Beginning available balance	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
Interest revenue	2,885.70	588.97	2,756.57	349.69	6,580.93
Donations			1,517.72	25,007.72	26,525.44
Expenses	(4,280.21)	0.00		(13,513.53)	(17,793.74)
Encumbrances	(18,422.78)				(18,422.78)
<b>Current Available Balance</b>	<b>26,996.21</b>	<b>14,485.08</b>	<b>573,262.73</b>	<b>63,696.56</b>	<b>678,440.58</b>
<b>Expense Detail:</b>					
Internal Printing				194.40	194.40
Outside Professional Svcs				2,025.00	2,025.00
Postage/Freight	1,100.00				
Outside Printing/Graphics				1,475.25	1,475.25
Other Non-City Services				0.00	0.00
Minor Office Equipment				208.96	208.96
Food				72.76	72.76
Special Project Supplies				1,360.19	1,360.19
Coffee Shop Inventory				298.35	298.35
Periodicals				248.00	248.00
Audio-Visual	2,972.59			2,671.89	5,644.48
Adult Collection	207.62			4,958.73	5,166.35
<b>Total Expenses</b>	<b>4,280.21</b>	<b>0.00</b>	<b>0.00</b>	<b>13,513.53</b>	<b>16,693.74</b>
<b>Encumbrance Detail:</b>					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
<b>Total Encumbrances</b>	<b>18,422.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,422.78</b>

<b>GLADYS MYERS DONATION FUND</b>			
<b>INTEREST EARNED PER FISCAL YEAR</b>			
<b>YEAR TO DATE THROUGH OCTOBER 14, 2004</b>			
	<b>Total Interest</b>	<b>20% Reserved</b>	<b>80% Available</b>
<b>Fiscal Year</b>	<b>Revenue</b>	<b>for Reinvestment</b>	<b>for Expenditure</b>
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	3,607.12	721.42	2,885.70
<b>Total</b>	<b>264,179.73</b>	<b>52,835.94</b>	<b>211,343.79</b>

<b>LIBRARY DONATIONS REPORT</b>					
<b>FISCAL YEAR 2004/2005</b>					
<b>YEAR TO DATE THROUGH OCTOBER 14, 2004</b>					
	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
Available Balance @ 6/30/03 *	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
YTD Interest Revenue	2,885.70	588.97	2,756.57	349.69	6,580.93
YTD Donations			1,517.72	25,007.72	26,525.44
YTD Expenses	(4,280.21)	0.00	0.00	(13,513.53)	(17,793.74)
Transfers between programs**					
Encumbrances	(18,422.78)	0.00	0.00	0.00	(18,422.78)
<b>Current Available Balance</b>	<b>26,996.21</b>	<b>14,485.08</b>	<b>573,262.73</b>	<b>63,696.56</b>	<b>678,440.58</b>
Expense Detail:					
Internal Printing				194.40	194.40
Outside Professional Services				2,025.00	2,025.00
Postage/Freight	1,100.00				
Outside Printing/Graphics				1,475.25	1,475.25
Other Non-City Services				0.00	0.00
Minor Office Equipment				208.96	208.96
Food				72.76	72.76
Special Project Supplies				1,360.19	1,360.19
Coffee Shop Inventory				298.35	298.35
Periodicals				248.00	248.00
Audio-Visual	2,972.59			2,671.89	5,644.48
Adult Collection	207.62			4,958.73	5,166.35
<b>Total Expenses</b>	<b>4,280.21</b>	<b>0.00</b>	<b>0.00</b>	<b>13,513.53</b>	<b>16,693.74</b>
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
<b>Total Encumbrances</b>	<b>18,422.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,422.78</b>
* Beginning balance includes balance available at 6/30/04 plus any outstanding encumbrances					

<b>LIBRARY DONATIONS REPORT - OTHER DONATIONS</b>															
<b>FISCAL YEAR 2004/2005</b>															
<b>YEAR-TO-DATE THROUGH OCTOBER 14, 2004</b>															
					Tommy										
	Other	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	IA Stories	Enrich	Iowa Infra-	Gates	
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	2000	Iowa	structure	Foundation	Total
Available Balance @ 6/30/04 *	6,875.39	(169.36)	(106.75)	0.00	280.79	4,834.70	1,358.77	4,225.00	554.65	0.00	0.00	16,501.83	17,344.34	153.32	51,852.68
YTD Interest Revenue	349.69														349.69
YTD Donations/Grants	1,507.85	4,645.94		2,428.89					300.00	1,500.00		14,625.04			25,007.72
YTD Expenses	(2,150.74)	(6,960.74)	(298.35)	(3,184.86)	0.00	0.00	0.00	0.00	0.00	(918.84)	0.00	0.00	0.00	0.00	(13,513.53)
Transfers between programs															0.00
Encumbrances	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
<b>Current Available Balance</b>	<b>6,582.19</b>	<b>(2,484.16)</b>	<b>(405.10)</b>	<b>(755.97)</b>	<b>280.79</b>	<b>4,834.70</b>	<b>1,358.77</b>	<b>4,225.00</b>	<b>854.65</b>	<b>581.16</b>	<b>0.00</b>	<b>31,126.87</b>	<b>17,344.34</b>	<b>153.32</b>	<b>63,696.56</b>
Expense Detail:															
Internal Printing/Graphics		88.00								106.40					194.40
Outside Professional Svcs		2,025.00													2,025.00
Outside Printing/Graphics		1,475.25													1,475.25
Other Non-City Services															0.00
Minor Office Equipment		208.96													208.96
Food		72.76													72.76
Special Project Supplies		547.75								812.44					1,360.19
Coffee Shop Inventory			298.35												298.35
Periodicals	248.00														248.00
Audio-Visual		844.43		1,827.46											2,671.89
Adult Collection	1,902.74	1,698.59		1,357.40											4,958.73
<b>Total Expenses</b>	<b>2,150.74</b>	<b>6,960.74</b>	<b>298.35</b>	<b>3,184.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>918.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,513.53</b>
Encumbrance Detail:															
															0.00
<b>Total Encumbrances</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
* Beginning balance includes available balance at 6/30/04 plus outstanding encumbrances															

<b>LIBRARY DONATIONS RECONCILIATION</b>					
<b>FISCAL YEAR 2004/2005</b>					
<b>YEAR-TO-DATE THROUGH OCTOBER 14, 2004</b>					
	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
6/30/04 Restricted Donations	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Accum Interest					
Reserved for Reinvestment	52,114.52				52,114.52
6/30/04 Accum Revenue					
Available for Expenditure	47,241.66	13,964.53	569,321.45	51,863.61	682,391.25
1996-04 Reserve for					
Computer Replacement	45,414.00	8,180.00			53,594.00
2004/05 YTD Donations/Grants			1,517.72	25,007.72	26,525.44
2004/05 YTD Interest Revenue	3,607.12	588.97	2,756.57	349.69	7,302.35
2004/05 Investment FMV Adjst					0.00
2003/04 YTD Expenses	(4,280.21)	0.00	0.00	(13,513.53)	(17,793.74)
<b>Current Fund Balance</b>	<b>744,097.09</b>	<b>122,733.50</b>	<b>573,595.74</b>	<b>71,983.49</b>	<b>1,512,409.82</b>
Less:					
Reserved Principal	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Reserved Int	52,114.52				52,114.52
6/30/04 Unrealized					
Investment Gains/Losses	428.16	68.42	333.01	10.93	840.52
2004/05 20% Reserved Int	721.42				721.42
1996-04 Reserve for					
Computer Replacement	45,414.00	8,180.00			53,594.00
2004-05 Reserve					
for Encumbrances	18,422.78	0.00		0.00	18,422.78
<b>Balance Available for Expenditure</b>	<b>26,996.21</b>	<b>14,485.08</b>	<b>573,262.73</b>	<b>63,696.56</b>	<b>678,440.58</b>
Current Assets/Liabilities:					
Cash	16,972.74	7,383.21	11,889.57	29,210.24	65,455.76
Investments	725,000.00	115,000.00	560,000.00	43,276.00	1,443,276.00
Unrealized Gains/Losses	(847.97)	(135.52)	(659.53)	(21.65)	(1,664.67)
Accounts Receivable				53.10	53.10
Accrued Interest Receivable	3,062.03	485.81	2,365.70	179.29	6,092.83
Prepaid items				0.00	0.00
Accounts Payable	(89.71)			(713.49)	(803.20)
Due to Other Funds					0.00
<b>Total Assets</b>	<b>744,097.09</b>	<b>122,733.50</b>	<b>573,595.74</b>	<b>71,983.49</b>	<b>1,512,409.82</b>



Library Expenditures																				
For Fiscal Years 1999/2000 through 2003/2004																				
	1999/2000				2000/2001				2001/2002				2002/2003				2003/2004			
	General	Donated	Total	%	General	Donated	Total	%	General	Donated	Total	%	General	Donated	Total	%	General	Donated	Total	%
<b>Personal Services:</b>																				
Salaries	1,171,796		1,171,796		1,235,301		1,235,301		1,249,247		1,249,247		1,308,233		1,308,233		1,360,586		1,360,586	
Temporary Salaries	153,722		153,722		163,430		163,430		170,698		170,698		152,553		152,553		188,651		188,651	
Time and One-Half	139		139				0				0				0		432		432	
Longevity	5,848		5,848		6,194		6,194		6,374		6,374		6,128		6,128		6,573		6,573	
Comp Time	0		0				0		210		210		8		8				0	
Sick Leave	0		0				0		3,250		3,250		348		348		90		90	
Adjustment	1,071		1,071		334		334		2,442		2,442		1,758		1,758		(13,497)		(13,497)	
Vacation	2,945		2,945		814		814		4,765		4,765		1,523		1,523		3,436		3,436	
<b>Total Personal Services</b>	<b>1,335,521</b>	<b>0</b>	<b>1,335,521</b>	<b>55.49%</b>	<b>1,406,073</b>	<b>0</b>	<b>1,406,073</b>	<b>54.57%</b>	<b>1,436,986</b>	<b>0</b>	<b>1,436,986</b>	<b>54.77%</b>	<b>1,470,551</b>	<b>0</b>	<b>1,470,551</b>	<b>55.88%</b>	<b>1,546,271</b>	<b>0</b>	<b>1,546,271</b>	<b>57.52%</b>
<b>Employee Benefits:</b>																				
IPERS Disability	6,391		6,391		10,882		10,882		11,045		11,045		10,897		10,897		8,600		8,600	
Life Insurance	3,438		3,438		3,350		3,350		3,264		3,264		3,290		3,290		3,282		3,282	
Health Insurance	99,340		99,340		107,899		107,899		115,008		115,008		144,724		144,724		174,012		174,012	
FICA Medicare	19,154		19,154		20,153		20,153		20,466		20,466		20,959		20,959		22,018		22,018	
FICA	81,901		81,901		86,173		86,173		87,502		87,502		89,612		89,612		94,149		94,149	
IPERS	72,735		72,735		76,832		76,832		78,698		78,698		83,790		83,790		88,021		88,021	
Workers Comp	4,146		4,146		3,753		3,753		3,952		3,952		4,643		4,643		4,899		4,899	
Unemployment Compensation			0				0				0		5,542		5,542				0	
Flex Administration	1,096		1,096		1,100		1,100		1,120		1,120		1,608		1,608		1,510		1,510	
<b>Total Employee Benefits</b>	<b>288,201</b>	<b>0</b>	<b>288,201</b>	<b>11.97%</b>	<b>310,142</b>	<b>0</b>	<b>310,142</b>	<b>12.04%</b>	<b>321,055</b>	<b>0</b>	<b>321,055</b>	<b>12.24%</b>	<b>365,065</b>	<b>0</b>	<b>365,065</b>	<b>13.87%</b>	<b>396,491</b>	<b>0</b>	<b>396,491</b>	<b>14.75%</b>
<b>Internal Services:</b>																				
City Data Services	3,523		3,523		3,918		3,918		3,978		3,978		3,779		3,779		3,883		3,883	
City Messenger	1,081		1,081		1,396		1,396		1,230		1,230		1,435		1,435		1,848		1,848	
Printing	4,432	5,462	9,894		5,246	4,712	9,958		4,133	1,413	5,546		4,418	1,407	5,825		4,369	880	5,249	
Insurance & Bonds	9,361		9,361		9,749		9,749		12,641		12,641		20,646		20,646		20,413		20,413	
Phone Operation/Maint	18,566		18,566		14,272		14,272		20,307		20,307		20,307		20,307		17,406		17,406	
Long Distance	0		0				0		841		841		797		797		587		587	
Fleet Operating/Maintenance	6,402		6,402		4,307	335	4,642		6,653	200	6,853		5,256		5,256		5,835		5,835	
Fleet Replacement	7,368		7,368		9,420		9,420		17,328		17,328		11,040		11,040		19,668		19,668	
Computer Replacement	40,360	1,100	41,460		40,887		40,887		22,500		22,500		22,366		22,366		10,502		10,502	
Interdepartmental Labor	99		99				0				0		72		72		599	105	704	
<b>Total Internal Services</b>	<b>91,192</b>	<b>6,562</b>	<b>97,754</b>	<b>4.06%</b>	<b>89,195</b>	<b>5,047</b>	<b>94,242</b>	<b>3.66%</b>	<b>89,611</b>	<b>1,613</b>	<b>91,224</b>	<b>3.48%</b>	<b>90,116</b>	<b>1,407</b>	<b>91,523</b>	<b>3.48%</b>	<b>85,110</b>	<b>985</b>	<b>86,095</b>	<b>3.20%</b>
<b>Contractual:</b>																				
Outside Professional Services	23,897	9,677	33,574		28,659	28,860	57,519		33,085	2,228	35,313		27,017		27,017		27,258	2,250	29,508	
Postage/Freight	15,762	120	15,882		9,773	39	9,812		16,048	293	16,341		15,911	397	16,308		16,280	201	16,481	
Fax Activity	0		0				0				0		22		22				0	
Travel/Meetings	3,580		3,580		2,031	2,562	4,593		1,870	849	2,719		2,017		2,017		1,289		1,289	
Training	3,159		3,159		3,715		3,715		5,114		5,114		2,652		2,652		2,091		2,091	
Conferences	22,640		22,640		22,049		22,049		18,017		18,017		12,318		12,318		18,851	1,838	20,689	
Subscriptions/Books		49	49		69		69		265		265		89		89		854		854	
Dues & Memberships	4,898	80	4,978		4,420		4,420		4,991		4,991		4,326	100	4,426		5,288	95	5,383	
Printing	5,602	4,050	9,652		6,349	2,878	9,227		5,219	11,026	16,245		6,095	5,088	11,183		3,490	4,307	7,797	
Advertising	3,091	3,851	6,942		5,704	1,161	6,865		3,692	1,490	5,182		3,291	1,228	4,519		3,736	1,058	4,794	
Recruiting Costs	2,208		2,208		570		570		4,608		4,608		4,615		4,615		4,348		4,348	
Electricity	38,600		38,600		39,732		39,732		39,680		39,680		38,029		38,029		39,746		39,746	
Phone Operation/Maintenance	9,153		9,153		14,478		14,478		10,252		10,252		9,583		9,583		5,060		5,060	
Long Distance	1,481		1,481		1,240		1,240		15		15		13		13		218		218	
Water/Sewer	2,876		2,876		3,112		3,112		2,962		2,962		3,183		3,183		2,703		2,703	
Waste Disposal	2,551		2,551		2,452		2,452		2,376		2,376		2,590		2,590		2,620		2,620	
Natural Gas	4,389		4,389		10,057		10,057		3,584		3,584		6,900		6,900		7,283		7,283	
Structural Repair	9,073		9,073		3,991		3,991		3,661		3,661		5,117		5,117		6,316	155	6,471	
Moveable Equipment Repair	708		708		1,582		1,582		2,791		2,791		2,653		2,653		2,082		2,082	
Fixed Equipment Repair	4,974		4,974		12,292		12,292		4,194		4,194		3,795		3,795		10,885		10,885	

Library Expenditures																				
For Fiscal Years 1999/2000 through 2003/2004																				
	1999/2000				2000/2001				2001/2002				2002/2003				2003/2004			
	General	Donated	Total	%	General	Donated	Total	%	General	Donated	Total	%	General	Donated	Total	%	General	Donated	Total	%
Computer Maintenance	30,750		30,750		25,164		25,164		34,479		34,479		34,856		34,856		34,101		34,101	
Rentals & Leases	14,940	106	15,046		16,066		16,066		17,551		17,551		17,429		17,429		17,787	390	18,177	
Contractual employees			0				0		671		671				0				0	
Other Non-City Services	21,039		21,039		21,537		21,537		22,190		22,190		6,115		6,115		18,744	1,572	20,316	
<b>Total Contractual</b>	<b>225,371</b>	<b>17,933</b>	<b>243,304</b>	<b>10.11%</b>	<b>235,042</b>	<b>35,500</b>	<b>270,542</b>	<b>10.50%</b>	<b>237,315</b>	<b>15,886</b>	<b>253,201</b>	<b>9.65%</b>	<b>208,616</b>	<b>6,893</b>	<b>215,509</b>	<b>8.19%</b>	<b>230,176</b>	<b>12,720</b>	<b>242,896</b>	<b>9.04%</b>
<b>Commodities:</b>																				
Office Supplies	38,755	2,129	40,884		39,764	277	40,041		49,245	1,398	50,643		52,271	4,667	56,938		40,555	1,671	42,226	
Minor Office Equipment	2,342	2,294	4,636		2,015	115	2,130		1,195	6,309	7,504		2,076	396	2,472		670	1,042	1,712	
Minor Computer Equipment	6,057	686	6,743		4,555		4,555		6,001		6,001		5,902	70	5,972		8,864	2,102	10,966	
Ag/Hort Supplies			0				0				0		159		159				0	
Structural Materials	1,396		1,396		2,289		2,289		1,925		1,925		3,264		3,264		1,916		1,916	
Cleaning Supplies	3,728		3,728		4,953		4,953		4,536		4,536		5,467		5,467		6,687		6,687	
Equipment Parts/Supplies	1,797		1,797		1,322		1,322		866		866		1,029		1,029		554		554	
Minor Equipment & Tools	173		173		240		240		49		49		201	1,668	1,869		175		175	
Food			0				0			244	244			26	26		793	470	1,263	
Wearing Apparel			0		150		150		38		38				0		162		162	
Special Project Supplies	5,536	6,419	11,955		4,037	21,146	25,183		4,990		4,990		4,545	41,863	46,408		4,807	22,177	26,984	
Fuel for Vehicles/Equipment			0				0			21,020	21,020				0		17		17	
<b>Total Commodities</b>	<b>59,784</b>	<b>11,528</b>	<b>71,312</b>	<b>2.96%</b>	<b>59,325</b>	<b>21,538</b>	<b>80,863</b>	<b>3.14%</b>	<b>68,845</b>	<b>28,971</b>	<b>97,816</b>	<b>3.73%</b>	<b>74,914</b>	<b>48,690</b>	<b>123,604</b>	<b>4.70%</b>	<b>65,200</b>	<b>27,462</b>	<b>92,662</b>	<b>3.45%</b>
<b>Capital:</b>																				
Buildings/Structures			0		5,639	46,492	52,131			1,507	1,507				0				0	
Motor Vehicles			0				0			76,021	76,021				0				0	
Office Furniture/Equipment	3,199	18,667	21,866		1,840	6,930	8,770			4,526	4,526		745	3,465	4,210			2,285	2,285	
Moveable Equipment			0			2,359	2,359				0				0				0	
Computer Equipment/Software	3,068	22,321	25,389		7,017	15,530	22,547		4,696	7,565	12,261		1,960	23,166	25,126		203	15,229	15,432	
<b>Total Capital</b>	<b>6,267</b>	<b>40,988</b>	<b>47,255</b>	<b>1.96%</b>	<b>14,496</b>	<b>71,311</b>	<b>85,807</b>	<b>3.33%</b>	<b>4,696</b>	<b>89,619</b>	<b>94,315</b>	<b>3.59%</b>	<b>2,705</b>	<b>26,631</b>	<b>29,336</b>	<b>1.11%</b>	<b>203</b>	<b>17,514</b>	<b>17,717</b>	<b>0.66%</b>
<b>Collection:</b>																				
Periodicals	25,965		25,965		27,100		27,100		22,126		22,126		21,615	34	21,649		10,811		10,811	
Juvenile	47,890	8,278	56,168		49,906	87	49,993		55,583	3,527	59,110		51,027	101	51,128		47,922	9,000	56,922	
Adult Reference	69,556	9,350	78,906		75,118		75,118		75,120		75,120		75,993	80	76,073		53,429	4,896	58,325	
Audio Visual	51,259	105	51,364		49,294	15,012	64,306		51,089	2,911	54,000		51,058	16,616	67,674		45,509	12,321	57,830	
Adult Collection	103,820	7,075	110,895		106,091	6,443	112,534		106,086	12,246	118,332		109,920	9,752	119,672		102,334	19,810	122,144	
<b>Total Collection</b>	<b>298,490</b>	<b>24,808</b>	<b>323,298</b>	<b>13.43%</b>	<b>307,509</b>	<b>21,542</b>	<b>329,051</b>	<b>12.77%</b>	<b>310,004</b>	<b>18,684</b>	<b>328,688</b>	<b>12.53%</b>	<b>309,613</b>	<b>26,583</b>	<b>336,196</b>	<b>12.77%</b>	<b>260,005</b>	<b>46,027</b>	<b>306,032</b>	<b>11.38%</b>
<b>Other Expenses:</b>																				
Refunds	193		193		108		108		452		452		(74)		(74)		128		128	
<b>Total Other Expenses</b>	<b>193</b>	<b>0</b>	<b>193</b>	<b>0.01%</b>	<b>108</b>	<b>0</b>	<b>108</b>	<b>0.00%</b>	<b>452</b>	<b>0</b>	<b>452</b>	<b>0.02%</b>	<b>(74)</b>	<b>0</b>	<b>(74)</b>		<b>128</b>	<b>0</b>	<b>128</b>	
<b>Grand Total</b>	<b>2,305,019</b>	<b>101,819</b>	<b>2,406,838</b>	<b>100%</b>	<b>2,421,890</b>	<b>154,938</b>	<b>2,576,828</b>	<b>100%</b>	<b>2,468,964</b>	<b>154,773</b>	<b>2,623,737</b>	<b>100%</b>	<b>2,521,506</b>	<b>110,204</b>	<b>2,631,710</b>	<b>100%</b>	<b>2,583,584</b>	<b>104,708</b>	<b>2,688,292</b>	<b>100%</b>

<b>Library Expenditures</b>												
<b>For Fiscal Years 1999/2000 through 2003/2004</b>												
	<b>1993/1994</b>		<b>1999/2000</b>		<b>2000/2001</b>		<b>2001/2002</b>		<b>2002/2003</b>		<b>2003/04</b>	
<b>Personal Services:</b>												
Salaries	891,062	52.54%	1,171,796	50.84%	1,235,301	51.01%	1,249,247	50.60%	1,308,233	51.88%	1,360,586	52.66%
Temporary Salaries	101,512	5.99%	153,722	6.67%	163,430	6.75%	170,698	6.91%	152,553	6.05%	188,651	7.30%
Time and One-Half	462		139								432	
Longevity	4,573		5,848		6,194		6,374		6,128		6,573	
Comp Time							210		8			
Sick Leave							3,250		348		90	
Adjustment	630		1,071		334		2,442		1,758		(13,497)	
Vacation	629		2,945		814		4,765		1,523		3,436	
<b>Total Personal Services</b>	<b>998,868</b>	<b>58.89%</b>	<b>1,335,521</b>	<b>57.94%</b>	<b>1,406,073</b>	<b>58.06%</b>	<b>1,436,986</b>	<b>58.20%</b>	<b>1,470,551</b>	<b>58.32%</b>	<b>1,546,271</b>	<b>59.85%</b>
<b>Employee Benefits:</b>												
IPERS Disability	5,950		6,391		10,882		11,045		10,897		8,600	
Life Insurance	2,817		3,438		3,350		3,264		3,290		3,282	
Health Insurance	80,404	4.74%	99,340	4.31%	107,899	4.46%	115,008	4.66%	144,724	5.74%	174,012	6.74%
FICA Medicare	12,163		19,154		20,153		20,466		20,959		22,018	
FICA	64,798		81,901		86,173		87,502		89,612		94,149	
IPERS	51,699		72,735		76,832		78,698		83,790		88,021	
Workers Comp	3,063		4,146		3,753		3,952		4,643		4,899	
Unemployment Compensation									5,542			
Flex Administration			1,096		1,100		1,120		1,608		1,510	
<b>Total Employee Benefits</b>	<b>220,894</b>	<b>13.02%</b>	<b>288,201</b>	<b>12.50%</b>	<b>310,142</b>	<b>12.81%</b>	<b>321,055</b>	<b>13.00%</b>	<b>365,065</b>	<b>14.48%</b>	<b>396,491</b>	<b>15.35%</b>
<b>Internal Services:</b>												
City Data Services	2,135		3,523		3,918		3,978		3,779		3,883	
City Messenger	824		1,081		1,396		1,230		1,435		1,848	
Printing	2,985		4,432		5,246		4,133		4,418		4,369	
Insurance & Bonds	9,046		9,361		9,749		12,641		20,646		20,413	
Phone Operation/Maint			18,566		14,272		20,307		20,307		17,406	
Long Distance							841		797		587	
Fleet Operating/Maintenance	4,704		6,402		4,307		6,653		5,256		5,835	
Fleet Replacement	4,218		7,368		9,420		17,328		11,040		19,668	
Computer Replacement	19,446		40,360		40,887		22,500		22,366		10,502	
Interdepartmental Labor			99						72		599	
<b>Total Internal Services</b>	<b>43,358</b>	<b>2.56%</b>	<b>91,192</b>	<b>3.96%</b>	<b>89,195</b>	<b>3.68%</b>	<b>89,611</b>	<b>3.63%</b>	<b>90,116</b>	<b>3.57%</b>	<b>85,110</b>	<b>3.29%</b>

<b>Library Expenditures</b>												
<b>For Fiscal Years 1999/2000 through 2003/2004</b>												
	1993/1994		1999/2000		2000/2001		2001/2002		2002/2003		2003/04	
<b>Contractual:</b>												
Outside Professional Services	27,779		23,897		28,659		33,085		27,017		27,258	
Postage/Freight	10,191		15,762		9,773		16,048		15,911		16,280	
Fax Activity									22			
Travel/Meetings	1,181		3,580		2,031		1,870		2,017		1,289	
Training	6,798		3,159		3,715		5,114		2,652		2,091	
Conferences	5,803		22,640		22,049		18,017		12,318		18,851	
Subscriptions/Books					69		265		89			
Dues & Memberships	2,451		4,898		4,420		4,991		4,326		5,288	
Printing	939		5,602		6,349		5,219		6,095		3,490	
Advertising	405		3,091		5,704		3,692		3,291		3,736	
Recruiting Costs	4,970		2,208		570		4,608		4,615		4,348	
Electricity	34,558		38,600		39,732		39,680		38,029		39,746	
Phone Operation/Maintenance	10,177		9,153		14,478		10,252		9,583		5,060	
Long Distance	2,186		1,481		1,240		15		13		218	
Water/Sewer	1,909		2,876		3,112		2,962		3,183		2,703	
Waste Disposal			2,551		2,452		2,376		2,590		2,620	
Natural Gas	5,681		4,389		10,057		3,584		6,900		7,283	
Structural Repair	250		9,073		3,991		3,661		5,117		6,316	
Moveable Equipment Repair	9,157		708		1,582		2,791		2,653		2,082	
Fixed Equipment Repair	11,900		4,974		12,292		4,194		3,795		10,885	
Computer Maintenance	1,553		30,750		25,164		34,479		34,856		34,101	
Rentals & Leases	1,603		14,940		16,066		17,551		17,429		17,787	
Contractual employees							671					
Other Non-City Services	7,266		21,039		21,537		22,190		6,115		18,744	
<b>Total Contractual</b>	<b>146,757</b>	<b>8.65%</b>	<b>225,371</b>	<b>9.78%</b>	<b>235,042</b>	<b>9.70%</b>	<b>237,315</b>	<b>9.61%</b>	<b>208,616</b>	<b>8.27%</b>	<b>230,176</b>	<b>8.91%</b>
<b>Commodities:</b>												
Office Supplies	30,920		38,755		39,764		49,245		52,271		40,555	
Minor Office Equipment	1,023		2,342		2,015		1,195		2,076		670	
Minor Computer Equipment			6,057		4,555		6,001		5,902		8,864	
Ag/Hort Supplies									159			
Structural Materials	176		1,396		2,289		1,925		3,264		1,916	
Cleaning Supplies	3,418		3,728		4,953		4,536		5,467		6,687	
Equipment Parts/Supplies	2,300		1,797		1,322		866		1,029		554	
Minor Equipment & Tools	398		173		240		49		201		175	

<b>Library Expenditures</b>												
<b>For Fiscal Years 1999/2000 through 2003/2004</b>												
	<b>1993/1994</b>		<b>1999/2000</b>		<b>2000/2001</b>		<b>2001/2002</b>		<b>2002/2003</b>		<b>2003/04</b>	
Food	31										793	
Wearing Apparel	186				150		38				162	
Special Project Supplies	416		5,536		4,037		4,990		4,545		4,807	
Fuel for Vehicles/Equipment	13										17	
<b>Total Commodities</b>	<b>38,881</b>	<b>2.29%</b>	<b>59,784</b>	<b>2.59%</b>	<b>59,325</b>	<b>2.45%</b>	<b>68,845</b>	<b>2.79%</b>	<b>74,914</b>	<b>2.97%</b>	<b>65,200</b>	<b>2.52%</b>
<b>Capital:</b>												
Buildings/Structures					5,639							
Office Furniture/Equipment	4,620		3,199		1,840				745			
Computer Equipment/Software			3,068		7,017		4,696		1,960		203	
<b>Total Capital</b>	<b>4,620</b>	<b>0.27%</b>	<b>6,267</b>	<b>0.27%</b>	<b>14,496</b>	<b>0.60%</b>	<b>4,696</b>	<b>0.19%</b>	<b>2,705</b>	<b>0.11%</b>	<b>203</b>	<b>0.01%</b>
<b>Collection:</b>												
Periodicals	24,940	1.47%	25,965	1.13%	27,100	1.12%	22,126	0.90%	21,615	0.86%	10,811	0.42%
Juvenile	41,645	2.46%	47,890	2.08%	49,906	2.06%	55,583	2.25%	51,027	2.02%	47,922	1.85%
Adult Reference	56,055	3.31%	69,556	3.02%	75,118	3.10%	75,120	3.04%	75,993	3.01%	53,429	2.07%
Audio Visual	27,227	1.61%	51,259	2.22%	49,294	2.04%	51,089	2.07%	51,058	2.02%	45,509	1.76%
Adult Collection	92,687	5.46%	103,820	4.50%	106,091	4.38%	106,086	4.30%	109,920	4.36%	102,334	3.96%
<b>Total Collection</b>	<b>242,554</b>	<b>14.30%</b>	<b>298,490</b>	<b>12.95%</b>	<b>307,509</b>	<b>12.70%</b>	<b>310,004</b>	<b>12.56%</b>	<b>309,613</b>	<b>12.28%</b>	<b>260,005</b>	<b>10.06%</b>
<b>Other Expenses:</b>												
Refunds	99		193		108		452		(74)		128	
<b>Total Other Expenses</b>	<b>99</b>	<b>0.01%</b>	<b>193</b>	<b>0.01%</b>	<b>108</b>	<b>0.00%</b>	<b>452</b>	<b>0.02%</b>	<b>(74)</b>	<b>0.00%</b>	<b>128</b>	<b>0.00%</b>
<b>Grand Total</b>	<b>1,696,031</b>	<b>100%</b>	<b>2,305,019</b>	<b>100%</b>	<b>2,421,890</b>	<b>99%</b>	<b>2,468,964</b>	<b>100%</b>	<b>2,521,506</b>	<b>100%</b>	<b>2,583,584</b>	<b>100%</b>



<b>Library Donations Expenditures</b>										
<b>For Fiscal Years 1999/2000 through 2003/2004</b>										
	<b>1999/2000</b>		<b>2000/2001</b>		<b>2001/2002</b>		<b>2002/2003</b>		<b>2003/04</b>	
Buildings/Structures			46,492		1,507					
Motor Vehicles					76,021					
Office Furniture/Equipment	18,667		6,930		4,526		3,465		2,285	
Moveable Equipment			2,359							
Computer Equipment/Software	22,321		15,530		7,565		23,166		15,229	
<b>Total Capital</b>	<b>40,988</b>	<b>40.26%</b>	<b>71,311</b>	<b>46.03%</b>	<b>89,619</b>	<b>57.90%</b>	<b>26,631</b>	<b>24.17%</b>	<b>17,514</b>	<b>16.73%</b>
<b>Collection:</b>										
Periodicals							34	0.03%		
Juvenile	8,278	8.13%	87	0.06%	3,527	2.28%	101	0.09%	9,000	8.60%
Adult Reference	9,350	9.18%					80	0.07%	4,896	4.68%
Audio Visual	105	0.10%	15,012	9.69%	2,911	1.88%	16,616	15.08%	12,321	11.77%
Adult Collection	7,075	6.95%	6,443	4.16%	12,246	7.91%	9,752	8.85%	19,810	18.92%
<b>Total Collection</b>	<b>24,808</b>	<b>24.36%</b>	<b>21,542</b>	<b>13.90%</b>	<b>18,684</b>	<b>12.07%</b>	<b>26,583</b>	<b>24.12%</b>	<b>46,027</b>	<b>43.96%</b>
<b>Grand Total</b>	<b>101,819</b>	<b>100%</b>	<b>154,938</b>	<b>100%</b>	<b>154,773</b>	<b>100%</b>	<b>110,204</b>	<b>100%</b>	<b>104,708</b>	<b>100%</b>

# DIRECTOR'S REPORT

October, 2004

- **BUDGET**

**Financial Report for September:** As of 9/30/04, we were 25% of the way through the year and 25.1% expended. Please see the Expense Report for September in your packet.

**FY04-05 Budget Amendments/FY05-06 Budget Request:** I am beginning the process of preparing budget amendments and requests. I will bring those to you for review and approval at the November board meeting.

**Library Expenditures for FY99/00 – 03-04:** At a recent board meeting several trustees expressed an interest in getting an historical perspective of expenditures, especially for wages, benefits and collections. In the packet is a spreadsheet that shows expenditures and the percentage of the total budget they represent for a 5-year period. In addition, Finance accounting technician Nancy Masteller included the year 1993-94, so that we could see if there had been substantive changes over the past 10 years. It's interesting to note that overall, the % of the budget expended on wages hasn't changed significantly. Where we see the big differences are in benefits, specifically health insurance, and of course collections. **Please note that there is a special spreadsheet for donations.**

- **POLICY**

**Conduct in the Library/Unattended Child:** Staff is requesting that we delay the discussion of *Conduct in the Library* and the *Unattended Child* policies until November. A staff committee has been reviewing these policies and our current practices and needs additional time to complete its work.

- **DISCUSSION/ACTION ITEMS**

**Staff Recognition Event** – Dawn would like to discuss the possibility of combining this event with our annual staff development day.

**FY04-05 Private Funding Request** – As directed, I will be requesting that salary savings from this fiscal year be re-allocated to the collections budget. At this point, it is unknown exactly how much that will be since recruitment and interim staffing costs will also need to be covered with those savings. Additionally, because that re-allocation is part of the budget amendment process, those funds will not be available until the last quarter of the fiscal year. In the interim, we have pressing collection and service needs and would like you to consider these requests so that we can maintain collections and proceed with projects as soon as possible.

- **AMES PUBLIC LIBRARY FOUNDATION**

**2004 Annual Campaign:** Total donations are now at \$37,867.

- **STRATEGIC PLANNING**

**Youth Services Brain Storming Retreat:** On Friday, September 17<sup>th</sup>, APL staff members including the management team, the youth services team, youth services librarians from Iowa and Missouri and representatives from the Ames Community Schools and the City of Ames Parks and Recreation Dept. met to discuss the future of library services to children and families.

APL staff shared what we're doing here and each librarian had an opportunity to highlight her service program. School board member Jane Acker, technology coordinator Bill Schoenenberger and Parks and Recreation planning and research coordinator Chris Page shared what's going on in their organizations and contributed great ideas on how to cooperate and collaborate more effectively. Board president Mary Cameron, in her real life role as youth services consultant for the State Library of Iowa, did an excellent job of facilitating this intensive four hour session. *Attached to this report are notes from our retreat.*

- **LIBRARY STAFF NEWS**

Did you know that we have some exceptionally gifted writers among Library staff? Please take a moment to read the **Library Notes** column that appears in the Wednesday edition of the Ames Tribune. **Library Notes** columns are authored by at least 17 of our staff throughout the year. They do a wonderful job of promoting the Library, connecting people to collections, services and programs and highlighting the unique skills we have as information specialists.

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

**Attended:** APL Meetings (All Staff, Policy, Management Team, Public Services, Circulation/Outreach); City of Ames staff meetings; Ames Noon Rotary; Ames Convention & Visitors Bureau board and marketing committee meetings; Youth Services Brainstorming Retreat; Central Alliance Library Meeting in Perry; Banned Books program co-sponsored with University Lecture Series; State Library Town meeting; APL Friends board meeting; Town Hall Budget meeting; Iowa Library Association conference

**Met with:** Tribune reporter Beth Anderson to discuss budget issues – resulted in front page story; Electric Services director candidate to tour city facilities; Ames PD to discuss security issues.

**Presented:** "Leadership Styles and Strategies: Understanding Yourself" to ISU class - Leadership Styles and Strategies for a Diverse Society; "But You Said It Was Only an Hour a Month: Getting Passionate about Libraries" to South West Iowa Library Service Area trustee workshop.

**Gina Millsap, Director  
Ames Public Library**

## Ames Public Library Youth Services Brainstorming Retreat -- Notes

*What Services Does Ames Public Library Provide for Youth Now?*

### **Preschool**

- Computers
- Parent kits
- University students
  - Children's Literature
  - Child Development
- Welcoming place
- Read About Story Bag—developing
- ISU Students/Parents – other countries
- Language books
- Special events
- Parents as teachers
- Readers Advisory
- Reading incentive programs
- Baby Talk
- Storytimes 6-24 months, 2+ years
- Parent-child 4-6 years
- Bedtime
- Storytime
- Books for babies
- Bibliographies
- Collections
- Storks Nest—Story County Child Collaborative
- Bookmobile—collection/storytime
- Interactive materials in public library
- Educational programs out the Library
- Daycares – 14 groups/special summer program
- Displays

### **K-6**

- School classes visits
- Children's Book Week
- Reading program summer/school year
- Kindergarten visits/library card
- Home school resources/services
- Information literacy (home schoolers)
- Special events
- Voyage around the world
- Special program SLP 4-6 grades
- Bibliographies
- Collections

- Web page
- Weekend series, ages 3-9 (family)
- University students – Elementary Education
- Bookmobile
- Musical instruments
- Boys & Girls Club
- 1-3 grades weekend
- computers
- online reference sources
- Best Reading lists
- Readers Advisory

### 7-8/High School (YA)

- Collection (books, DVDs, CDs)
- Reference
  - Online
  - Traditional
- Readers Advisory
- Special group of staff working on this area (YAC)
- Computers
- Programs
- Summer volunteer program
- Book talks – MS
- Genre book lists
- Graphic novels, Anime
- Game Night
- Study rooms
- Web page

### **University**

- Book group
- International families
- Connection classes at ISU/support

### **Parents**

*If the Ames Public Library had unlimited resources (funding, staff, space, equipment, collections), what would you like to see the Library offer to youth?*

- Schools as neighborhood libraries
- **Library/RecPlex ★★★★★**
- **Kid and family friendly space ★★★**
- Increased "targeted" hours
- **Face out shelving (eye level, etc.) ★**
- Programs on demand
- **Sharing focus with other organizations★★**
- Collection connection (ex. Yoga)
  - Rec
  - PE – schools
  - Library
- ESL
- **COLLABORATION ★★★**
- Cooperative marketing
- **Additional staffing \$\$\$ ★★★★★**
- **Open longer hours (evenings and weekends)★★**
- More "offsite" programming
  - Bandshell Park
  - Octagon Center
  - Community Center
  - Wilson-Beardshear
- Look at scheduling to complement schools (after 3:30 p.m. Bookmobile visits?)
- **Influence CyRide schedule (easier for daycares) ★**
- Alternative delivery-Red Rover Van?
- Do we move kids or move the materials?
- **Pre-school literacy is key (extend to pre-natal agencies) ★**
- More opportunities for story telling (grandparents)
- Intergenerational programs
- Collection development
- Collaboration-better use of resources
- **Position library (put a librarian at every table) ★**
  - **More marketing**
    - **Community relations**
    - **Advertising**
- Unlimited staff
- More space
- New building with free parking
- Homework center
- Coordinate/collaborate with ISU for educ.
- Better space design for staff and public areas-done by staff not architects
- Children's sized technology stations
- **Volunteer trainer for all of the library ★★★**
  - **Could utilize more volunteers**
- Rooftop garden lounge
- Family lounge
- Tutor.com?
- Face-out shelving for DVDs, etc.
- Wireless building
- Increased salary, especially for overtime
- More outreach to home daycares

- **Outreach to social service agencies that deal with children ★★★★★**
- More programs to get books into homes permanently
- **Multi-lingual staff and programs, publications, and collections ★**
- Inter-library loan between schools and the Library
- School district van stop at the Library
- Interactive catalog between schools and the Library
- Wireless access (start with teen space)
- Advance placement classes on-line
- Chat/social opportunities for parents while kids are in programs
- Bookmobile “sponsored” programs in school facilities-i.e. story times/book clubs
- More play space for all ages
  - “collaboration space”
- **Supporting literacy skill development ★★**
  - **With school system library collaboration**
  - **Collections and programs and space**
- **Online homework help ★★**
- Collaboration/coordination with school and Library on technology
- **Outreach to daycares ★★**
- Unlimited ability to respond to all requests for visits, programs, materials, etc.
- More for home school families
- **Engage teens ★★**
- People of all ages think of Ames Public Library the resource to satisfy their needs and wants
- We rarely/never have to say no
- Formal collaboration with schools as an integral part of each one’s service program

# Monthly Report - Dawn Hayslett - Assistant Director

## October 2004

### Friends of the Ames Public Library

The Friends Board met on October 4<sup>th</sup>. We discussed the healthy state of the Friends accounts and the Board decided to put additional funds in "laddered" CDs for a total of \$30,000. This still leaves them sufficient operating funds and there is an upcoming book sale. Nancy Schroeder, volunteer in Literary Grounds, has offered to shepherd the Friends book sale. She met with the Board and said she will be "shadowing" Susan North for the October book sale to learn the ropes. Gina shared with the Board the list of alternate/private funding requests. The Friends Board is willing to help with collection requests after the Library Board discusses the list.

### Public Services

Public Services staff has been discussing security issues. We now are taking walks around the floor every hour to try to keep an eye out for possible problems. This is also good opportunity to talk with customers as they use the collections. We are working on improvements to the home delivery process. We want to interview/survey home delivery customers to learn more about their preferences and to allow them to give us feedback on our choices for them.

### Other Activities

- The Collection Managers Team has submitted their materials budget requests to Gina.
- Gina and I met with Beth Anderson regarding newspaper articles about the Library.
- I participated in the Management Team meetings.
- I developed the job ad for the Children's Specialist. Patti and Jill are sending out the advertisement to national publications. The deadline for applications is November 19<sup>th</sup>.
- Lynne Carey and I met with Youth Services staff on October 12<sup>th</sup> to discuss the merger with Public Services and the new coordination for programming.
- I have been working on the preparations for our Teen Read Week event. On Saturday, October 16<sup>th</sup> we will have a workshop for budding comic and graphic novel artists presented by a comic book creator and publisher from Des Moines. After the workshop, we will present six hours of animated films.
- Karlene Jennings and I are working on a new "chick lit" book discussion group. The first meeting will be Wednesday, Dec. 8<sup>th</sup>.
- I am looking forward to attending the Iowa Library Association annual conference this week. This will be the first time in four years that I am just an attendee. I hope to bring back new ideas.

**September 9–Oct. 7, 2004**

**Report from Carol Elbert, Youth Services Coordinator**

**Programs:**

- In September we presented 32 programs, 903 total attendance.
- In planning programs for this fall we've made some additions to increase family offerings. Monthly weekend programs will include "Family Hour" for families with children ages 3-9 and "Kids, Books, and More," a craft storytime for children in grades 1-3.
- The fall series of public programs resumed in September with Bedtime Stories, Saturday Storybreak, Parent-Child Craft Storytime, Baby Talk Storytime, and preschool storytimes.
- Attendance at Baby Talk Storytime is very high, and we frequently get requests for more sessions. We are discussing how we can respond to this need.
- In cooperation with ISU, Jacque and I did 6 tours for children's literature classes. We see large numbers of Iowa State students.
- The fall reading program "Gather Good Books" sponsored by Papa Murphy's Pizza runs Sept. 13-Nov. 21.
- We sent invitations to teachers in grades 1-6 and Ames homeschoolers to schedule class visits throughout the month of November in celebration of Children's Book Week. Special events in November are planned.
- In celebration of Teen Read Week in October, I will visit Ames Middle School to give booktalks.
- I was on a panel Sept. 11 for the Society of Children's Book Writers discussing children's book selection.
- I met with Lynne Carey, Carole Horowitz of Children's Theater, and Mike King of Ames Parks and Recreation to do collaborative planning for a special event in November.

**Collections:**

- Youth Services staff introduced a new shelf of "J Staff Picks" patterned on the very successful Staff Picks for adults in the New Arrivals section.
- In cooperation with the collection managers' team, I developed a proposal for a zero-based budget for youth collections.

**Personnel:**

- We have been training new hourly desk assistants Jessica Russell and Valeri Woodruff.
- I met with Dawn to review specifications for the new Youth Services specialist position.

### **Continuing Education:**

- Cathy Van Brocklin and Chris Robinson attended the ALSC Institute sponsored by the American Library Association in Minneapolis Sept. 30-Oct. 2. Cathy attended sessions on young adult services, Chris attended sessions on planning spaces, and both went on tours of 3 metro area libraries.

### **Other:**

- Youth Services staff participated in a brainstorming retreat on Sept. 17 as part of our development of a Youth Services Plan of Service. Participants included the Library's management team and guests from Ames Community Schools, Ames Parks and Recreation, and librarians from Iowa and Missouri.
- Following the retreat, Youth Services staff did additional work on the Plan of Service.
- As leader of the Baby Talk team, I met with attorney Larry Jahn on the project of incorporating Baby Talk as a nonprofit. The bylaws and articles of incorporation have been completed, and we now have a bank account. We expect to have the nonprofit status completed this fall.
- I attended the Ames Noon Kiwanis meeting Sept. 10 to accept their gift of \$300 toward the "Parent Packs."
- On September 29 the Youth Services team hosted a staff baby shower to benefit the Stork's Nest, an incentive program for families at risk with babies. Ames Public Library is one of the participating agencies with this program which enables mothers to earn points by engaging in healthy behaviors such as receiving prenatal care and taking children to library storytimes; these points can be redeemed at the Nest for things like diapers and baby clothes. The Stork's Nest was very grateful for the Library's gifts.
- I attended part of the Board Retreat on Sept. 11, Books at Noon, meetings of the management team, all staff, Gang of Four, Youth Services staff, policy, Baby Talk, collection managers' team, Library Board, and the Ames School Media Specialists.

### **September 2004 Program Attendance**

Program	# of sessions	Total attendance
Daycare Storytimes	2	59
Bedtime Stories	1	6
Parent-Child Craft Storytime	2	71
Saturday Storybreak	2	30
Preschool Storytimes	15	457
ISU orientation tours	6	137
Family Hour	1	55
Baby Talk Storytime	2	69
Parent program "Moms & Tots"	1	19
Totals	32	903

## Coordinator's Monthly Report October 2004

Marianne Malinowski  
Adult Collection Manager

### **COLLECTION MANAGEMENT:**

**FY 2005-06 Budgets:** The Collection Management Team submitted three different materials budgets to Gina for FY 2005-06. The budgets reflect 8%, 10% and 14% of the library's total budget. As we've been discussing, the library needs to spend at least 10% of its overall budget on materials in order to meet accreditation requirements. The 14% is the amount required to obtain the highest level of accreditation.

In creating these budgets the collection managers followed the concept of zero-based budgeting and developed the budget requests based on past use of collections and patron demand. The new budgets reflect larger amounts for adult, juvenile and media materials and reduced amounts for print reference materials. Mike, Dawn and Scott analyzed all the titles that are currently being purchased for the reference collection and reduced the budget based on the changing use of that collection. The reductions reflect the increased usage of online and Internet resources to obtain information that was previously provided by print sources.

**Purchase Alert Reports:** During the board retreat in September we talked about the long hold queues that commonly develop for popular materials. The collection managers receive a weekly report called the Purchase Alert Report that lists the titles that have exceeded the hold ratio set for various materials. For example, the ratio for theatrical DVDs is 1:10, which means that we purchase one copy of a movie for every 10 holds that we have. Lately it has not been uncommon to see over 100 holds for a given title. That means we are buying 10 copies for these titles. The ratio for DVDs is high because they check out for one week only and people often return them before the week has passed.

Since books are checked out for 3 weeks they have a lower ratio. The ratio that I'm currently using for adult books is 1:3. For example, that means if I have 90 holds on Patricia Cornwell's latest book I need to purchase 30 copies. Few books are this popular, so I can usually buy sufficient numbers of copies for the very popular titles. There is also a mid-range of authors that have 10 or 15 holds, and it is these titles that have become increasingly difficult to keep up with this year.

The Purchase Alert Reports for September showed 127 titles that were exceeding the purchasing ratio. To buy all these titles would cost \$2,092.00 for the month. Extended for a full year, assuming September were typical, (12 months x \$2,092) means \$25,000 in additional funds would be required for one year – to meet demand for popular materials.

The good positive side of this picture, of course, is that we have demand from the community for our materials, which means the public sees us as a resource for their reading and viewing needs. Also, we've observed that many people are patient when confronted with long queues. Additionally, customers find it convenient to place holds on certain items such as movies—effectively broadening the selection available.

## **System Administrator's Monthly Report**

### **October 2004**

#### **Mark F. Harris**

The update for Horizon and HIP (web catalog) went reasonably well, though the HIP update took most of the day. There are a couple of issues unresolved as of this date, but they are being looked into by Dynix support.

The update to our room scheduling software, Fastbook, also went reasonably well.

In November, I am scheduled to attend training and the Dynix Users Group conference in Portland, OR. I went to this last year, and learned a good amount about Dynix, Inc. and Horizon/HIP. I expect to learn even more now that I have been involved with these products for the last 8 months. My principle object will be to learn as much as I can on ways and means of extracting useful information from our database.

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

**Orientation Continues**

Throughout the last month I have continued with my orientation, both with the library and the City of Ames. I have completed my orientation with each area of the library and will be scheduling time to do more in-depth job shadowing. This will give me a better understanding of our services so I can effectively promote them. I have also completed the City of Ames Excellence Through People session and continue to attend the all day orientation/tour sessions every Tuesday in October.

**Current Projects**

Page One, November issue  
Foundation Donors and Stories insert in November Page One  
Fliers, signage, and promotion for the Friends Fall Book Sale  
Program fliers for Reel Connections and APL Unplugged events  
Program fliers for special events  
Meet with new representative from Tribune  
Button design for Friends  
Interviews with Susan North and Carol Elbert for Page One feature on retiring employees  
Add library policies to the website  
Charter website team

**Upcoming Projects**

Frankenstein exhibit promotion  
Contact radio station about Public Service Announcements  
Website Redesign  
Checklist of common activities/materials needed when planning an event  
APL presentation template  
Display team  
Marketing Plan

**Attended**

State Library of Iowa Town Meeting  
All-Staff Meeting  
APL Policy Meeting  
City of Ames ETP and orientation sessions  
Staff Day Committee Meeting

# Private Funding Request

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
October 21, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the following private funding requests as indicated:

REQUEST	CATEGORY	PRIORITY	AMOUNT	NEW/ONGOING	FUND
Adult Books on CD	Collection	1	\$5,000	N	Friends & APLF
Adult Multiple Copies	Collection	1	\$14,000	N	Friends & APLF
Adult Topic Development	Collection	1	\$6,000	N	Friends & APLF
Juvenile DVDs	Collection	1	\$7,000	N	Friends & APLF
Large Print Books	Collection	1	\$1,000	N	Smith Endowment
Parent Packs	Collection	1	\$280	N	Feinberg Memorial
Read About Kits	Collection	1	\$4,800	N	Gilman Fund
	<b>Collection Total</b>		<b>\$38,080</b>		
Digital camera/Comm. Relations Specialist	Equipment	5	\$500	N	TE
Digital camera/printer-bookmobile	Equipment	6	\$500	N	TE
Laser fax/printer-info desk	Equipment	4	\$800	N	TE
LCD Projector Youth Services	Equipment	3	\$2,300	N	TE
	<b>Equipment Total</b>		<b>\$4,100</b>		
Teen Space	Facility	7	\$12,000	N	TE
Web Development	Facility	2	\$10,000	N	RIIF
	<b>Facility Total</b>		<b>\$22,000</b>		
APL Unplugged	Programs		\$3,000	O	Friends
Bookends at the Bandshell	Programs		\$2,000	O	Friends
Books for Babies	Programs		\$9,000	O	Enrich Iowa
Literary Perks	Programs		\$3,000	O	Friends
Read to your Bunny	Programs		\$1,100	O	Friends
Youth reading programs	Programs		\$1,800	O	Friends
	<b>Programs Total</b>		<b>\$19,900</b>		
MLS Scholarships	Staff/CE		\$1,000	O	Friends
	<b>Staff/CE Total</b>		<b>\$1,000</b>		
	<b>Grand Total</b>		<b>\$85,080</b>		

**Key for above abbreviations:** APLF = APL Foundation; CE = Continuing Education; RIIF = Rebuild Iowa Infrastructure Fund; TE = Trustee Endowment

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

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

<b>COMPARISON</b>	<b>Adult Print</b>	<b>Adult Media</b>	<b>Total Adult Circ</b>	<b>Youth Print</b>	<b>Youth Media</b>	<b>Total Youth Circ</b>	<b>Total Misc</b>	<b>Total Main</b>	<b>Total BKM/Home Del.</b>	<b>Grand Total</b>
Current Month	32,042	32,196	64,238	27,384	11,314	38,698	8	90,154	9,674	99,828
One Year Ago	29,369	30,397	59,766	26,370	10,931	37,301	8	86,980	9,467	96,447
<b>Difference</b>	2,673	1,799	4,472	1,014	383	1,397		3,174	207	3,381
<b>% Change</b>	9.1%	5.9%	7.5%	3.8%	3.5%	3.7%		3.6%	2.2%	3.5%
<b>Year to Date</b>										
Current Year	96,984	97,124	194,108	84,003	36,243	120,246	19	288,909	25,464	314,392
One Year Ago	90,728	98,378	189,106	83,871	33,498	117,369	18	282,201	23,692	305,911
<b>Difference</b>	6,256	(1,254)	5,002	132	2,745	2,877		6,708	1,772	8,481
<b>% Change</b>	6.9%	-1.3%	2.6%	0.2%	8.2%	2.5%		2.4%	7.5%	2.8%
<b>SPECIAL CIRCULATION</b>	<b>Story County</b>	<b>Gilbert</b>	<b>Open Access</b>	<b>Total Circ</b>	<b>% of Total that is Special</b>			<b>AMES</b>	<b>% of Total Circ that is Ames</b>	
Current Month	5,728	2,047	12,533	20,308	20.3%			80,316	80.5%	
One Year Ago	6,277	1,965	11,485	19,727	20.5%			75,173	77.9%	
<b>Difference</b>	(549)	82	1,048	581				5,143		
<b>% Change</b>	-8.7%	4.2%	9.1%	2.9%				6.8%		
<b>Year to Date</b>										
Current Year	18,251	5,711	38,675	62,637	19.9%			248,292	79.0%	
One Year Ago	19,251	5,966	36,324	61,541	20.1%			240,620	78.7%	
<b>Difference</b>	(1,000)	(255)	2,351	1,096				7,672		
<b>% Change</b>	-5.2%	-4.3%	6.5%	1.8%				3.2%		

**Main Stats FY04/05**

<b>Description</b>	<i>Jul-04</i>	<i>Aug-04</i>	<i>Sep-04</i>	<i>Oct-04</i>	<i>Nov-04</i>	<i>Dec-04</i>	<i>Jan-05</i>	<i>Feb-05</i>	<i>Mar-05</i>	<i>Apr-05</i>	<i>May-05</i>	<i>Jun-05</i>	<b>Total</b>
ADULT NON-FICTION	11,607	10,790	10,322										32,719
NEW NON-FICTION	3,466	3,603	3,180										10,249
ADULT FICTION	10,176	9,470	8,268										27,914
NEW FICTION	3,999	4,244	3,907										12,150
PERIODICALS	1,186	1,066	1,096										3,348
TRAVEL BAGS	84	63	41										188
ADULT PAPERBACKS	1,229	976	1,338										3,543
LITERARY PERKS	79	48	54										181
ADULT ILL ITEMS	73	83	100										256
<b>SUBTOTAL (PRINT)</b>	<b>31,899</b>	<b>30,343</b>	<b>28,306</b>										<b>90,548</b>
NEW MEDIA	19	20	15										54
MUSIC CDS	8,051	7,763	7,143										22,957
AUDIO BOOKS ON CD	2,541	2,334	2,292										7,167
AUDIO BOOKS ON TAPE	1,452	1,261	1,214										3,927
THEATRICAL VIDEOS	5,805	5,301	4,940										16,046
NON-THEATRICAL VIDEOS	1,114	999	975										3,088
THEATRICAL DVDS	11,286	11,541	10,209										33,036
NON-THEATRICAL DVDS	1,168	1,176	1,122										3,466
KITS	1,228	1,107	1,077										3,412
AUDIO CASSETTE PLAYERS	1	0	0										1
MEDIA ILL ITEMS	0	0	0										0
<b>SUBTOTAL (MEDIA)</b>	<b>32,665</b>	<b>31,502</b>	<b>28,987</b>										<b>93,154</b>
<b>TOTAL (ADULT)</b>	<b>64,564</b>	<b>61,845</b>	<b>57,293</b>										<b>183,702</b>
JUVENILE NON-FICTION	4,565	4,172	4,463										13,200
JUVENILE FICTION	6,113	5,349	4,067										15,529
EASY	7,558	6,767	7,771										22,096
EASY BOARD BOOKS	2,113	2,398	2,508										7,019
EASY TO READ	2,613	2,270	2,097										6,980
JUVENILE LARGE PRINT	70	68	62										200
YOUTH PAPERBACKS	0	0	0										0
PARENT AS TEACHER	15	24	17										56
JUVENILE PERIODICALS	242	197	197										636
COMIC BOOKS	9	2	0										11
GRAPHIC NOVELS	534	525	555										1,614
YOUNG ADULT PRINT	2,347	1,948	1,564										5,859
YOUNG ADULT PAPERBACKS	0	0	0										0
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>26,179</b>	<b>23,720</b>	<b>23,301</b>										<b>73,200</b>
YOUTH DVDS	5,142	5,077	4,251										14,470
YOUTH VIDEOS	3,628	3,515	3,020										10,163
YOUTH KITS	1,152	1,009	928										3,089
YOUTH PUPPETS	152	148	127										427
YOUTH COMPACT DISCS	995	1,011	961										2,967
YOUTH COMPUTERS	230	234	202										666
YOUTH REFERENCE	0	0	1										1
YOUTH STORYTELLING	2	7	10										19
YOUTH SPECIAL COLLECTION	0	0	1										1
TOYS	62	74	54										190
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>11,363</b>	<b>11,075</b>	<b>9,555</b>										<b>31,993</b>
<b>TOTAL YOUTH</b>	<b>37,542</b>	<b>34,795</b>	<b>32,856</b>										<b>105,193</b>
Misc.	5	4	5										14
<b>GRAND TOTAL</b>	<b>102,111</b>	<b>96,644</b>	<b>90,154</b>										<b>288,909</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	6,241	5,755	5,337										17,333
GILBERT	1,162	1,210	809										3,181
OPEN ACCESS	13,245	12,787	12,456										38,488
<b>Total Special Circulation</b>	<b>20,648</b>	<b>19,752</b>	<b>18,602</b>										<b>59,002</b>
<b>% Special Circulation</b>	<b>20.22%</b>	<b>20.44%</b>	<b>20.63%</b>										<b>20.42%</b>
AMES	80,281	76,023	70,444										226,748

**Bookmobile Stats  
FY04/05**

<b>Description</b>	<b>Jul-04</b>	<b>Aug-04</b>	<b>Sep-04</b>	<b>Oct-04</b>	<b>Nov-04</b>	<b>Dec-04</b>	<b>Jan-05</b>	<b>Feb-05</b>	<b>Mar-05</b>	<b>Apr-05</b>	<b>May-05</b>	<b>Jun-05</b>	<b>Total</b>
ADULT NON-FICTION	474	330	394										1,198
NEW NON-FICTION	179	118	192										489
ADULT FICTION	962	599	762										2,323
NEW FICTION	222	151	226										599
PERIODICALS	41	19	33										93
TRAVEL BAGS	0	0	0										-
ADULT PAPERBACKS	465	480	786										1,731
LITERARY PERKS	0	2	0										2
ADULT ILL ITEMS	1	0	0										1
<b>SUBTOTAL (PRINT)</b>	<b>2,344</b>	<b>1,699</b>	<b>2,393</b>	-	-	-	-	-	-	-	-	-	<b>6,436</b>
NEW MEDIA	1	1	0										2
MUSIC CDS	241	104	165										510
AUDIO BOOKS ON CD	60	38	38										136
AUDIO BOOKS ON TAPE	126	57	64										247
THEATRICAL VIDEOS	499	214	374										1,087
NON-THEATRICAL VIDEOS	39	16	35										90
THEATRICAL DVDS	773	209	644										1,626
NON-THEATRICAL DVDS	49	25	68										142
KITS	52	30	48										130
AUDIO CASSETTE PLAYERS	0	0	0										-
MEDIA ILL ITEMS	0	0	0										-
<b>SUBTOTAL (MEDIA)</b>	<b>1,840</b>	<b>694</b>	<b>1,436</b>										<b>3,970</b>
<b>TOTAL (ADULT)</b>	<b>4,184</b>	<b>2,393</b>	<b>3,829</b>										<b>10,406</b>
JUVENILE NON-FICTION	945	401	809										2,155
JUVENILE FICTION	1,141	429	994										2,564
EASY	960	291	810										2,061
EASY BOARD BOOKS	828	204	525										1,557
EASY TO READ	683	285	630										1,598
JUVENILE LARGE PRINT	18	10	15										43
YOUTH PAPERBACKS	41	35	51										127
PARENT AS TEACHER	0	0	0										-
JUVENILE PERIODICALS	0	0	5										5
COMIC BOOKS	12	0	6										18
GRAPHIC NOVELS	43	8	28										79
YOUNG ADULT PRINT	291	95	210										596
YOUNG ADULT PAPERBACKS	0	0	0										-
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>4,962</b>	<b>1,758</b>	<b>4,083</b>										<b>10,803</b>
YOUTH DVDS	710	220	649										1,579
YOUTH VIDEOS	927	239	838										2,004
YOUTH KITS	102	58	128										288
YOUTH PUPPETS	26	8	17										51
YOUTH COMPACT DISCS	111	58	97										266
YOUTH COMPUTERS	0	0	0										-
YOUTH REFERENCE	0	0	0										-
YOUTH STORYTELLING	0	0	0										-
YOUTH SPECIAL COLLECTION	0	0	0										-
TOYS	24	8	30										62
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>1,900</b>	<b>591</b>	<b>1,759</b>										<b>4,250</b>
<b>TOTAL YOUTH</b>	<b>6,862</b>	<b>2,349</b>	<b>5,842</b>										<b>15,053</b>
Misc.	1	1	3										5
<b>GRAND TOTAL</b>	<b>11,047</b>	<b>4,743</b>	<b>9,674</b>										<b>25,464</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	432	95	391										918
GILBERT	1,024	268	1,238										2,530
OPEN ACCESS	76	34	77										187
<b>Total Special Circulation</b>	<b>1,532</b>	<b>397</b>	<b>1,706</b>										<b>3,635</b>
<b>% Special Circulation</b>	<b>13.87%</b>	<b>8.37%</b>	<b>17.63%</b>										<b>14.28%</b>
AMES	9,420	4,293	7,831										21,544

**Miscellaneous Stats  
FY04/05**

Description	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total
<b>HOME DELIVERY</b>													
# of Patrons	58	58	58										174
Centers	28	28	28										84
Individual Deliveries Made	56	46	41										143
Additional Individuals serv.	6	8	14										28
<b>GATE COUNT</b>	41,322	33,746											75,068
<b>HOLDS</b>													
Main	9,532	9,608	9,086										28,226
BKM/Hm Delivery	900	226	656										1,782
<b>Total Holds</b>	10,432	9,834	9,742	0	0	0	0	0	0	0	0	0	30,008
<b>INTERLIBRARY LOANS</b>													
Requested	70	130	105										305
Received	72	82	106										260
Loaned	305	296	266										867
<b>MEETING ROOMS</b>													
Meetings	138	63	71										272
People	3,135	1,189	1,435										5,759
<b>PROGRAMS</b>													
Youth	78	1	26										105
Adult	47	25	24										96
<b>Total Programs</b>	125	26	50	0	0	0	0	0	0	0	0	0	201
<b>PROGRAM ATTENDANCE</b>													
Youth	2,211	120	766										3,097
Adult	2,561	1,086	1,070										4,717
<b>Total Attendance</b>	4,772	1,206	1,836	0	0	0	0	0	0	0	0	0	7,814
<b>Webref</b>	57	89	72										218
<b>PAC Usage</b>													
PAC	93,720	87,851	89,348										270,919
Community Organizations & Ames Tribune	1238	949	1,002										3,189
<b>Total</b>	94,958	88,800	90,350	0	0	0	0	0	0	0	0	0	274,108

**ONLINE DATABASE USAGE FOR FY 2003/04**

<b>DATABASE</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>YTD</b>		
<b>ReferenceUSA</b>															
Business In-House	104	111	129										344		
Business Remote	13	35	96										144		
Business Total	117	146	225	0	0	0	0	0	0	0	0	0	488		
Residential In-House	109	61	58										228		
Residential Remote	41	24	39										104		
Residential Total	150	85	97	0	0	0	0	0	0	0	0	0	332		
Grand Total	267	231	322	0	0	0	0	0	0	0	0	0	820		
<b>Des Moines Register</b>															
In-House	72	42	65										179		
Remote	117	87	46										250		
Total	189	129	111	0	0	0	0	0	0	0	0	0	429		
<b>EBSCOhost</b>															
In-House	558	356	581										1495		
Remote	551	1238	625										2414		
Total	1109	1594	1206	0	0	0	0	0	0	0	0	0	3909		
<b>New York Times</b>															
In-House	25	13	44										82		
Remote	20	12	28										60		
Total	45	25	72	0	0	0	0	0	0	0	0	0	142		
<b>Heritage Quest***</b>															
In-House + Remote	216	367	378										961		
<b>Novelist</b>															
In-House	352	244	83												
Remote	0	6	0												
Total	352	250	83	0	0	0	0	0	0	0	0	0	685		
<b>GRAND TOTAL</b>	<b>1962</b>	<b>2229</b>	<b>1794</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5985</b>		
<b>YEAR TO DATE</b>	<b>5985</b>														

\*\*\*Heritage Quest has a much different method of reporting statistics. I am not able to report the number of searches, which is what is used with the other databases. Instead I will report the number of visitors. This gives an idea of how many people visit the site, but not how much they use once there. I have changed the numbers for the previous two months to keep these counts consistent and I will not add them in to the grand totals.