

Agenda
Ames Public Library Board of Trustees
November 15, 2007 - 7:00 p.m.
Board Room

Adoption of Agenda

Approval of Minutes

Public Forum

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

Consent Agenda

- Consent Agenda – Action Item (All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Board of Trustee members vote on the motion)
 - Claims
 - Gifts
 - New Hire

Financial Reports

- Discussion

Administration Report

- Administration Report

Friends of the Ames Public Library Report – LeGates and Warnick

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Revised Policy Review Schedule – Action Item
- Conduct in the Library Policy – Action Item
- Next month: History, Mission, Authority, Personnel: Other

Unfinished Business

- Library Space Needs (Dahlgren Report) – Discussion

New Business

- Operating Budget – Action Item
 - FY2006/2007 Adjustments
 - FY07/08 Request
 - Revenue
- Public Health Award - Weeks

Trustee Comments

Adjournment

The next regular meeting is Thursday, December 20, 2007 at 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes October 18, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, October 18, 2007, in the Library's Community Room with Krauth, LeGates, Lockett, Meier, Ross, Seagrave, Sondall Saetveit, Warnick, and Director Weeks in attendance. Anderson was absent.

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

Adoption of Agenda: Ross moved the presentation by Building Consultant Anders Dahlgren to the first item on the agenda. He said after the consultant made his presentation, a fifteen-minute break would be held, and then the Board would resume its regular meeting.

Unfinished Business:

Presentation by Building Consultant Anders Dahlgren: Dahlgren handed out a summary of key findings and issues. He said to meet the library service needs of the community; the library should plan to provide a book collection of 275,000 volumes, a magazine collection of 435 titles, 48,600 media items, 50 computer stations for public use, 182 reader seats, 86 staff work stations, and various meeting rooms. To meet those needs, a 94,000 square foot building would be required. He proposed four options: an addition to the current building, which appears to be limited to a maximum build out of between 71,400 and 75,300 square feet. This option would need library branches to meet 94,000 square feet, and it does not address parking issues and may complicate bookmobile access to the building. He said the reasons to normally add branches would be: improve access to services and the collections; avoid a geographic constraint that hampers access; recognize political considerations or constraints; off-load collections from a constrained site. He suggested conducting a drive-time survey and peer-library analysis.

The second option would be new construction at the current site; however, the option would not address parking needs and presents minimal options for future expansion.

Another option would be new construction at a new site. This option would allow convenient bookmobile access and allow for future expansion.

Lastly, there is the option of converting an existing vacant structure for library use.

He said new construction would offer the best chance to meet the library's service goals. Discussion followed on reconfiguring the current building, dividing collection materials between branches, and planning for changing technology. Krauth asked Dahlgren if the least attractive option would be to add branches. Dahlgren said he didn't see a strong rationale for branches, as operating costs would be substantial. Dahlgren recommended holding a dialog with the community and hiring an architect to examine alternatives. Sondall Saetveit asked how long the 94,000 square foot building would serve the community. Dahlgren replied, "2030."

Ross called for a short break at 8:04 p.m. The meeting resumed at 8:25 p.m.

Approval of Minutes: Ross asked if there were any changes to the September 20, 2007, minutes. Sondall Saetveit said under **Director's Report**, last paragraph, second sentence, should read Sondall Saetveit rather than Sondall. Lockett moved and Meier seconded the motion to approve the minutes as amended. Motion passed unanimously.

Public Forum: none

Consent Agenda: Sondall Saetveit moved and Warnick seconded a motion to approve the consent agenda. Meier asked Weeks to elaborate on the promotions presented. Weeks said each position was evaluated by human resources and their recommendations were as presented. He said the collections manager position was changed from a grade 62 to grade 61, and Carey was already working as assistant director. Meier asked if the collections manager's salary was lowered or frozen. Weeks said the salary was frozen until the salary range at grade 61 caught up to her current pay level. Motion as presented passed unanimously.

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

Financial Reports: LeGates asked for footnotes on the budget lines where there were variances. Weeks said the budget was on track overall. He said staff was working on budget amendments and the budget for FY2008/2009. Lueckett asked why Friends had a negative number. Weeks these were items approved by the Friends that were purchased by library staff. He said the Friends were billed for the purchases.

Director's Report: Weeks said there would be a reception for the Imsandes on December 2, 2007, from 2-4 p.m. He said they were major donors to the Iowa reading area. Weeks invited trustees to attend a staff appreciation lunch for the completed project on October 25 at noon. The Friends contributed toward payment of the luncheon.

Staff Report:

Assistant Director: Carey said, in response to Warnick's question last month, of the accounts that were sent to Unique Management Service, fifty percent were credit reported. Ross asked when the self-check machines would be installed. Carey said due to complications, the new machines would not have money-taking capabilities upon initial shipment. She was still awaiting an installation date.

Friends of the Ames Public Library Report: Warnick said Sarah Bohlke took over as the staff liaison to the Friends. Weeks said they discussed the upcoming book sale, which would be held October 26, 27, and 28.

Foundation Report: Ross said the Foundation held a retreat on September 22 that was facilitated by Jim Black. A draft of the strategic plan was included in the Board packet. Ross stated Weeks was working with the City Attorney for a decision on whether the Vernon Brown bequest could be transferred to the Foundation endowment fund. Carey said the campaign total so far was \$22,000.00. Ross asked trustees to forward names to him of anyone who would make good Foundation Board members. Weeks said they were seeking members who would be willing to ask for donations.

Policy Review: Ross said policy review was suspended due to the consultant's report. Weeks said the Conduct in the Library Policy would be reviewed at next month's board meeting. Weeks said he was working on a new process for policy review.

New Business:

FY2008-2013 Capital Improvement Plan – Action Item: Sondall Saetveit moved and LeGates seconded the motion to approve the FY2008-2013 Capital Improvement Plan as presented/amended. Weeks said an engineering consultant reviewed the building and made the following recommendations: air conditioning replacement FY2008/09; exterior building repair FY2009/10, including repairs to the roof and windows; skylight replacement FY2010/11; floor covering replacement, FY2011/12; and Americans with Disabilities Act Compliance, FY2012/13. Discussion followed on making improvements to the current building with the possibility of a new building on the horizon. Motion as presented passed unanimously.

Ames Public Library Foundation Strategic Plan – Discussion: Meier asked why the Foundation's Strategic Plan only recommended audits every two to three years. Ross said the Foundation's holdings weren't large enough for a yearly audit. Warnick asked why the financial goal was to build a one million dollar endowment for Project Syles. Carey said the goals had been revised. The Foundation maintains two separate accounts. One is an endowment fund for the long-term financial security of the library. The second is a "project fund." Warnick said it was a great plan to move the Foundation forward.

Trustee Comments:

Seagrave asked when the Board would discuss the consultant's recommendations. Ross asked the trustees to review the consultant's study. He said it may be important to hear another viewpoint on the future of libraries. Ross said a special meeting would be held to discuss the report.

Seagrave said Garrison Keillor gave the keynote address at the National Trust for Historic Preservation that might be of interest to the trustees. He would try to obtain a written transcript.

LeGates said she would not be able to attend the November meeting.

Luckett had no comment.

Sondall Saetveit said she enjoyed the performance by The Rose Ensemble at the library. Carey said the program was sponsored by Ames Town and Gown and the library, with support from Friends of the Ames Public Library, Ames Commission on the Arts, the Iowa Arts Council, and the National Endowment for the Arts.

Warnick said she was thrilled with new use of space in the library, especially the rearrangement of the shelves in youth services area.

Meier said she was looking forward to shorter library shelves in the future.

Krauth said she would not be able to attend the November meeting.

Ross said he attended the Iowa Library Association Conference in Coralville. He said the meeting had 900 attendees and good programs.

Adjournment

Sondall Saetveit moved to adjourn. The meeting adjourned at 9:35 p.m.

Consent Agenda

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 15, 2007**

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

- Claims Reports 10/1/2007-10/31/2007
- Gifts
 - From Anonymous..... \$25.00 Hollywood video gift card
 - From Constance A. Dunham \$200.00
 - In memory of Mr. and Mrs. Galen Stratton from Ruth Dowell Myers \$100.00
- New Hire
 - Sarah Boogerd, ½-time Library Assistant, Youth Services, grade 57, \$17,722.00 annually, effective November 8, 2007

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Library Claims
10/1/2007 - 10/31/2007

Library Administration		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 26,405.13
PAYROLL SUMMARY	IPERS DISABILITY	\$ 207.83
PAYROLL SUMMARY	LIFE INSURANCE	\$ 77.24
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,035.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 376.00
PAYROLL SUMMARY	FICA	\$ 1,607.79
PAYROLL SUMMARY	IPERS	\$ 1,597.50
PAYROLL SUMMARY	WORKERS COMP	\$ 51.98
SEPT 2007 INFO SVS CHGS	CITY DATA SERV	\$ 672.92
SEPT MESSENGER CHARGES	CITY MESSENGER SERV	\$ 220.53
OCTOBER INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,625.00
OCT 2007 TELEPHONE-COMMON	PHONE OPERATION & MAINT	\$ 231.05
SEPT 07 LONG DISTANCE	LONG DISTANCE	\$ 8.46
JULY EQUIP & ESCROW CHGS	FLEET OPERATING/MAINT	\$ 370.92
JULY EQUIP SVS & ESCRO	FLEET OPERATING/MAINT	\$ (365.00)
SEPT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ (877.10)
PITNEY BOWES INC	POSTAGE/FREIGHT	\$ 92.98
PURCHASE POWER	POSTAGE/FREIGHT	\$ 1,518.99
SEPT POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 4.65
CAREY, LYNNE D	TRAVEL/MEETINGS	\$ 103.85
IA LIBRARY ASSOC	TRAVEL/MEETINGS	\$ 20.00
CENT IA LIBRARY SERVICE A	TRAVEL/MEETINGS	\$ 17.00
SILLS, KEN	TRAVEL/MEETINGS	\$ 30.40
CAREY, LYNNE D	CONFERENCES	\$ 108.35
BANK OF AMERICA	CONFERENCES	\$ 310.59
ROSS, DALE H	CONFERENCES	\$ 187.03
WEEKS, ART	CONFERENCES	\$ 108.00
IA COMMISSION ON VOLUNTEERS	CONFERENCES	\$ 150.00
DEX MEDIA EAST	ADVERTISING	\$ 176.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 5,341.64
8/22/07 QWEST PAYMENT	TELEPHONE OUTSIDE	\$ (2,206.66)
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ (1,093.35)
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 155.47
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,091.85
CITY OF AMES UTILITIES	WATER/SEWER	\$ 262.17
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.00
ALLIANT ENERGY	NATURAL GAS	\$ 19.01
ACCURATE MECHANICAL CO IN	STRUCTURAL REPAIR	\$ 176.15
WELKER CONSTRUCTION CO IN	STRUCTURAL REPAIR	\$ 265.85
A KLEEN SWEEP	MOVABLE EQUIP REPAIR	\$ 27.88
ACCURATE MECHANICAL CO IN	FIXED EQUIPMENT REPAIR	\$ 4,238.69
SIRSIDYNIX INC	COMPUTER MAINT	\$ 29,481.90
BANKERS LEASING CO	RENTALS AND LEASES	\$ 1,243.00
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 44.45
QUALITYONE COMMERCIAL CLE	NON-CITY SERVICE	\$ 1,975.00
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
R & C LANDSCAPE & LAWN CA	NON-CITY SERVICE	\$ 46.00
CH ISSUES	OFFICE SUPPLIES	\$ 6.74
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 30.73
QUILL CORP	OFFICE SUPPLIES	\$ 115.07

Library Claims
10/1/2007 - 10/31/2007

BANK OF AMERICA	OFFICE SUPPLIES	\$ 107.48
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 82.40
HANSEN ROOFING	STRUCTURAL MATERIAL	\$ 1,102.50
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 84.55
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 777.10
AMES LOCK & SECURITY	EQUIPMENT PARTS/SUPPLIES	\$ 25.90
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 20.62
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 3.22
8/29/07 HYVEE/TEEN LUNCH	FOOD & FEED	\$ 158.17
8/29/07 PAPAJOHNS/TEENS	FOOD & FEED	\$ 107.97
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (60.50)
	Total Administration	\$ 82,163.75
Outreach Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,442.08
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,437.42
PAYROLL SUMMARY	IPERS DISABILITY	\$ 91.59
PAYROLL SUMMARY	LIFE INSURANCE	\$ 44.82
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 711.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 228.80
PAYROLL SUMMARY	FICA	\$ 978.43
PAYROLL SUMMARY	IPERS	\$ 960.73
PAYROLL SUMMARY	WORKERS COMP	\$ 43.77
OCT 2007 TELEPHONE-COMMON	PHONE OPERATION & MAINT	\$ 138.63
SEPT 07 LONG DISTANCE	LONG DISTANCE	\$ 3.08
AUGUST EQ SVS & ESC CHGS	FLEET OPERATING/MAINT	\$ 1,504.12
JULY EQUIP & ESCROW CHGS	FLEET OPERATING/MAINT	\$ 363.75
JULY EQUIP SVS & ESCRO	FLEET OPERATING/MAINT	\$ (1,488.73)
SEPT EQUIP & ESCROW CHGS	FLEET OPERATING/MAINT	\$ 156.25
AUGUST EQ SVS & ESC CHGS	FLEET REPLACEMENT FUNDS	\$ 1,894.00
JULY EQUIP & ESCROW CHGS	FLEET REPLACEMENT FUNDS	\$ 1,894.00
JULY EQUIP SVS & ESCRO	FLEET REPLACEMENT FUNDS	\$ (1,894.00)
SEPT EQUIP & ESCROW CHGS	FLEET REPLACEMENT FUNDS	\$ 1,894.00
SEPT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 24.75
SEPT POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 2.31
BOHLKE, SARAH	TRAVEL/MEETINGS	\$ 27.60
CITY OF AMES UTILITIES	ELECTRICITY	\$ 62.25
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 307.55
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 155.19
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 20.30
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
QUILL CORP	OFFICE SUPPLIES	\$ 159.28
BANK OF AMERICA	OFFICE SUPPLIES	\$ 37.75
8/29/07 HYVEE/TEEN LUNCH	FOOD & FEED	\$ (158.17)
8/29/07 PAPAJOHNS/TEENS	FOOD & FEED	\$ (107.97)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 50.20
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 303.26
	Total Outreach Services	\$ 24,300.92
Collections		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,629.58
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,055.94
PAYROLL SUMMARY	IPERS DISABILITY	\$ 112.90

Library Claims
10/1/2007 - 10/31/2007

PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,604.80
PAYROLL SUMMARY	MEDICARE FICA	\$ 244.84
PAYROLL SUMMARY	FICA	\$ 1,046.93
PAYROLL SUMMARY	IPERS	\$ 1,069.99
PAYROLL SUMMARY	WORKERS COMP	\$ 25.22
OCT 2007 TELEPHONE-COMMON	PHONE OPERATION & MAINT	\$ 184.84
SEPT 07 LONG DISTANCE	LONG DISTANCE	\$ 4.22
SEPT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 816.49
SEPT POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 11.37
MALINOWSKI, MARIANNE	CONFERENCES	\$ 121.50
BANK OF AMERICA	CONFERENCES	\$ 519.67
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 170.00
WAUKEE PUBLIC LIBRARY	NON-CITY SERVICE	\$ 4.99
QUILL CORP	OFFICE SUPPLIES	\$ 211.28
BANK OF AMERICA	OFFICE SUPPLIES	\$ 164.45
RELIANCE BUSINESS PRODUCT	OFFICE SUPPLIES	\$ 263.18
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 430.86
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 26.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,136.96
VERNON CO	EQUIPMENT PARTS/SUPPLIES	\$ 612.00
GAYLORD BROTHERS	EQUIPMENT PARTS/SUPPLIES	\$ 195.36
AFFORDABLE ALTERNATIVES I	EQUIPMENT PARTS/SUPPLIES	\$ 108.48
RESEARCH TECHNOLOGY INTL	EQUIPMENT PARTS/SUPPLIES	\$ 623.77
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 1,022.78
DES MOINES REGISTER	PERIODICALS	\$ 117.00
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 22.95
AUDIOFILE PUBLICATIONS IN	PERIODICALS	\$ 14.95
BAKER & TAYLOR INC	JUVENILE	\$ 3,412.99
ISU TREASURERS OFFICE	JUVENILE	\$ 90.64
RANDOM HOUSE INC	JUVENILE	\$ 214.40
REGENT BOOK CO INC	JUVENILE	\$ 84.49
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 130.87
KIMBO EDUCATIONAL	JUVENILE	\$ 154.05
JUNIOR LIBRARY GUILD	JUVENILE	\$ 1,800.00
HOLLYWOOD VIDEO	JUVENILE	\$ 144.94
AMAZON CREDIT PLAN	JUVENILE	\$ 86.12
MIDWEST TAPE	JUVENILE	\$ 968.63
BANK OF AMERICA	JUVENILE	\$ 185.18
BOOK FARM INC	JUVENILE	\$ 1,833.60
TRANSFER YTD EXPENSE	JUVENILE	\$ 358.40
BAKER & TAYLOR INC	ADULT REFERENCE	\$ 71.08
H W WILSON CO LOCKBOX	ADULT REFERENCE	\$ 177.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 390.43
LEXISNEXIS	ADULT REFERENCE	\$ 73.00
INFORMATION TODAY INC	ADULT REFERENCE	\$ 324.95
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 204.76
CAREY, LYNNE D	AUDIO-VISUAL	\$ 17.00
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 900.73
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 96.00
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 2,098.17

Library Claims
10/1/2007 - 10/31/2007

BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 402.28
HOLLYWOOD VIDEO	AUDIO-VISUAL	\$ 174.93
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 593.85
NEWSOUND LLC	AUDIO-VISUAL	\$ 264.30
MIDWEST TAPE	AUDIO-VISUAL	\$ 4,174.33
BANK OF AMERICA	AUDIO-VISUAL	\$ 160.12
MICROMARKETING LLC	AUDIO-VISUAL	\$ 421.46
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 13,267.00
JOHNS HOPKINS MED LT	ADULT COLLECTIONS	\$ 99.00
RANDOM HOUSE INC	ADULT COLLECTIONS	\$ 327.20
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 69.89
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 17.96
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 874.26
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 37.69
FREDERICK, MICHAEL	ADULT COLLECTIONS	\$ 50.00
MIDWEST TAPE	ADULT COLLECTIONS	\$ 195.92
BANK OF AMERICA	ADULT COLLECTIONS	\$ 113.33
UNDER THE TEA LEAVES	ADULT COLLECTIONS	\$ 20.95
BULLOCK, JAYNE	ADULT COLLECTIONS	\$ 35.05
HUBBARTT & ASSOCIATES	ADULT COLLECTIONS	\$ 13.25
TRANSFER YTD EXPENSE	ADULT COLLECTIONS	\$ 3,244.98
	Total Collection Development	\$ 67,996.86
Youth Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,136.13
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 201.75
PAYROLL SUMMARY	IPERS DISABILITY	\$ 67.54
PAYROLL SUMMARY	LIFE INSURANCE	\$ 35.32
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,174.46
PAYROLL SUMMARY	MEDICARE FICA	\$ 147.86
PAYROLL SUMMARY	FICA	\$ 632.26
PAYROLL SUMMARY	IPERS	\$ 625.44
PAYROLL SUMMARY	WORKERS COMP	\$ 26.96
SEPTEMBER PRINTING CHGS	PRINTING/GRAPHICS	\$ 83.18
OCT 2007 TELEPHONE-COMMON	PHONE OPERATION & MAINT	\$ 92.42
SEPT 07 LONG DISTANCE	LONG DISTANCE	\$ 3.15
SHORS, JOHN	OUTSIDE PROF SERV	\$ 100.00
SEPT POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.39
CENT IA LIBRARY SERVICE A	TRAVEL/MEETINGS	\$ 17.00
BRISENO, TRACY	TRAVEL/MEETINGS	\$ 30.79
VAN BROCKLIN, CATHY	CONFERENCES	\$ 108.00
BRISENO, TRACY	CONFERENCES	\$ 116.48
HEID, JERRI	CONFERENCES	\$ 103.55
9/07/07 AMES TRIBUNE PYMT	RECRUITING COSTS	\$ 197.80
9/25/07 AMES TRIBUNE PYMT	RECRUITING COSTS	\$ 267.41
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 5.93
QUILL CORP	OFFICE SUPPLIES	\$ 153.16
BANK OF AMERICA	OFFICE SUPPLIES	\$ 25.67
K-MART/C ROBINSON P-CARD	MINOR OFFICE EQUIPMENT	\$ 99.98
BANK OF AMERICA	FOOD & FEED	\$ 60.66
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 31.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 63.85

Library Claims
10/1/2007 - 10/31/2007

BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 989.59
	Total Youth Services	\$ 15,597.73
Library Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 37,545.57
PAYROLL SUMMARY	IPERS DISABILITY	\$ 241.09
PAYROLL SUMMARY	LIFE INSURANCE	\$ 104.17
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,208.57
PAYROLL SUMMARY	MEDICARE FICA	\$ 535.30
PAYROLL SUMMARY	FICA	\$ 2,288.85
PAYROLL SUMMARY	IPERS	\$ 2,271.48
PAYROLL SUMMARY	WORKERS COMP	\$ 38.31
MUNIC CODE SUPP 2007-4	PRINTING/GRAPHICS	\$ 9.54
SEPTEMBER PRINTING CHGS	PRINTING/GRAPHICS	\$ 23.98
OCT 2007 TELEPHONE-COMMON	PHONE OPERATION & MAINT	\$ 462.10
SEPT 07 LONG DISTANCE	LONG DISTANCE	\$ 8.20
SEPT POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 16.52
DOBBS, ANN R	CONFERENCES	\$ 108.00
LOGSDON, MARY	CONFERENCES	\$ 114.00
9/07/07 AMES TRIBUNE PYMT	RECRUITING COSTS	\$ (197.80)
9/25/07 AMES TRIBUNE PYMT	RECRUITING COSTS	\$ (267.41)
QUILL CORP	OFFICE SUPPLIES	\$ 200.67
BANK OF AMERICA	OFFICE SUPPLIES	\$ 67.09
K-MART/C ROBINSON P-CARD	MINOR OFFICE EQUIPMENT	\$ (99.98)
ANDERSON, JILL	MINOR EQUIPMENT TOOLS	\$ 12.97
LIB 10-1-07	SPECIAL PROJECT SUPPLIES	\$ (7.00)
LIB 10-15-07	SPECIAL PROJECT SUPPLIES	\$ (3.50)
LIB 10-16-07	SPECIAL PROJECT SUPPLIES	\$ (6.75)
LIB 10-8	SPECIAL PROJECT SUPPLIES	\$ (17.46)
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 31.00
TELEVEND SERVICES INC	SPECIAL PROJECT SUPPLIES	\$ 40.60
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 334.63
	Total Library Services	\$ 47,062.74
Circulation		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,827.86
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 10,939.61
PAYROLL SUMMARY	IPERS DISABILITY	\$ 91.65
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,053.75
PAYROLL SUMMARY	MEDICARE FICA	\$ 392.71
PAYROLL SUMMARY	FICA	\$ 1,679.07
PAYROLL SUMMARY	IPERS	\$ 1,613.96
PAYROLL SUMMARY	WORKERS COMP	\$ 221.28
OCT 2007 TELEPHONE-COMMON	PHONE OPERATION & MAINT	\$ 231.05
SEPT 07 LONG DISTANCE	LONG DISTANCE	\$ 17.53
LIBRARY MC/VISA CHARGES	OUTSIDE PROF SERV	\$ 86.74
SEPT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 35.86
POSTMASTER	POSTAGE/FREIGHT	\$ 50.00
SEPT POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 310.95
BANK OF AMERICA	CONFERENCES	\$ 360.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 220.00
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 68.00

Library Claims
10/1/2007 - 10/31/2007

UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 411.70
QUILL CORP	OFFICE SUPPLIES	\$ 4.22
BANK OF AMERICA	OFFICE SUPPLIES	\$ 561.03
QUILL CORP	MINOR OFFICE EQUIPMENT	\$ 174.99
	Total Circulation	\$ 36,397.34
Computer Lab		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 942.70
PAYROLL SUMMARY	IPERS DISABILITY	\$ 6.55
PAYROLL SUMMARY	LIFE INSURANCE	\$ 2.58
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 129.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 13.58
PAYROLL SUMMARY	FICA	\$ 58.02
PAYROLL SUMMARY	IPERS	\$ 57.04
PAYROLL SUMMARY	WORKERS COMP	\$ 0.76
8/22/07 QWEST PAYMENT	TELEPHONE OUTSIDE	\$ 2,206.66
9/25/07 QWEST PAYMENT	TELEPHONE OUTSIDE	\$ 1,093.35
	Total Network Systems	\$ 4,510.82
TOTAL		\$ 278,030.16
Dale Ross, President	Melody Warnick, Secretary	Date:

EXPENSE REPORT SUMMARY FY 2006/2007																	
October 31, 2007																	
4 Months =33.3%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																	
Salaries	1,548,398	128,295	124,079	118,550	122,929										493,853	1,054,545	31.9%
Temporary Salaries	208,602	8,128	21,444	14,860	13,636										58,068	150,534	27.8%
Longevity	5,997		240												240	5,757	4.0%
Sick Leave			1,416												1,416	(1,416)	
Adjustment															0	0	
Vacation			7,803												7,803	(7,803)	
Total Personal Svcs	1,762,997	136,423	154,982	133,410	136,565	0	0	0	0	0	0	0	0	0	561,380	1,201,617	31.8%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	30,811														0	30,811	0.0%
IPERS Disability	10,483	799	825	817	818										3,259	7,224	31.1%
Life Insurance	4,644	380	379	354	357										1,470	3,174	31.7%
Health Insurance	194,504	14,106	12,790	12,791	12,919										52,606	141,898	27.0%
FICA Medicare	21,983	1,938	2,208	1,896	1,939										7,981	14,002	36.3%
FICA	94,002	8,286	9,442	8,106	8,292										34,126	59,876	36.3%
IPERS	94,314	8,629	8,628	8,000	8,195										33,452	60,862	35.5%
Workers Comp	3,529	461	495	421	409										1,786	1,743	50.6%
Flex Benefits	1,298														0	1,298	0.0%
Total Employee Ben	455,568	34,599	34,767	32,385	32,929	0	0	0	0	0	0	0	0	0	134,680	320,888	29.6%
INTERNAL SERVICES																	
City Data Services	8,075		673	673	673										2,019	6,056	25.0%
City Messenger	3,053		295	199	220										714	2,339	23.4%
Printing	4,905	20	350	135	116										621	4,284	12.7%
Insurance & Bonds	18,584		3,250	1,625	1,625										6,500	12,084	35.0%
Phone Operation/Maint	16,082	1,340	1,340	1,341	1,339										5,360	10,722	33.3%
Long Distance	560		39	69	44										152	408	27.1%
Fleet Operating/Maint	7,783			1,854	541										2,395	5,388	30.8%
Fleet Replacement	22,728			1,894	3,788										5,682	17,046	25.0%
Computer Replacement	9,722														0	9,722	0.0%
Interdepartmental Labor															0	0	
Total Internal Svcs	91,492	1,360	5,947	7,790	8,346	0	0	0	0	0	0	0	0	0	23,443	68,049	25.6%
CONTRACTUAL																	
Outside Prof Services	32,200	16,000	456	103	187										16,746	15,454	52.0%
Postage/Freight	13,685	580	1,292	908	2,010										4,790	8,895	35.0%
Travel/Meetings	2,865		61		247										308	2,557	10.8%
Training	7,035		667	47											714	6,321	10.1%
Conferences	22,702	1,228	(916)	558	2,415										3,285	19,417	14.5%
Subscriptions/Books	100														0	100	0.0%
Dues & Memberships	4,390	147	346	75	390										958	3,432	21.8%
Printing	1,610		160	588											748	862	46.5%
Advertising	5,340	176	636	526	176										1,514	3,826	28.4%
Recruiting Costs				908	68										976	(976)	
Insurance	687	687													687	0	100.0%
Electricity	45,730	32	5,131	5,878	5,403										16,444	29,286	36.0%
Phone Operation/Maint	17,200	688	2,677	1,905	1,730										7,000	10,200	40.7%
Long Distance	20														0	20	0.0%

EXPENSE REPORT SUMMARY FY 2006/2007																	
October 31, 2007																	
4 Months =33.3%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
Water/Sewer	3,400		306	273	262										841	2,559	24.7%
Waste Disposal	2,400		365	181	183										729	1,671	30.4%
Natural Gas	9,400		20	18	19										57	9,343	0.6%
Structural Repair	10,000		837	1,059	442										2,338	7,662	23.4%
Moveable Equip Repair	1,600		306		28										334	1,266	20.9%
Fixed Equip Repair	19,966	68	4,216	4,197	4,239										12,720	7,246	63.7%
Computer Maintenance	45,205	864	99	13	29,494										30,470	14,735	67.4%
Rentals & Leases	17,033	2,246	1,463	2,071	1,243										7,023	10,010	41.2%
Contractual Employees	500														0	500	0.0%
Other Non-City Services	16,070	4,108	3,721	4,262	2,759										14,850	1,220	92.4%
Total Contractual	279,138	26,824	21,843	23,570	51,295	0	0	0	0	0	0	0	0	0	123,532	155,606	44.3%
COMMODITIES																	
Office Supplies	17,975	847	442	1,750	2,115										5,154	12,821	28.7%
Minor Office Equipment	2,910	100	(100)	100	175										275	2,635	9.5%
Minor Computer Equip	9,000	3,722	(3,321)	1,077	82										1,560	7,440	17.3%
Ag-Hort Supplies	350	35	(13)												22	328	6.3%
Structural Materials	2,450	4,623		1,428	1,102										7,153	(4,703)	292.0%
Chemicals/Lab Supplies	30														0	30	0.0%
Cleaning Supplies	7,200	865	487	461	862										2,675	4,525	37.2%
Equip Parts/Supplies	28,050	2,505	382	931	3,180										6,998	21,052	24.9%
Minor Equipment/Tools	510	259	(252)	257	17										281	229	55.1%
Food	1,735	344	224	133	60										761	974	43.9%
Wearing Apparel															0	0	
Special Project Supplies	3,810	594	224	1,786	182										2,786	1,024	73.1%
Purchase Card Clearing		(847)	2,680	(810)	2,590										3,613	(3,613)	
Equipment/Vehicle Fuel	25	6	(6)												0	25	0.0%
Total Commodities	74,045	13,053	747	7,113	10,365	0	0	0	0	0	0	0	0	0	31,278	42,767	42.2%
COLLECTION																	
Periodicals	11,500	9,848	137	507	154										10,646	854	92.6%
Juvenile	71,391	3,980	6,695	2,565	9,464										22,704	48,687	31.8%
Adult Reference	41,544	7,359	7,230	10,747	1,037										26,373	15,171	63.5%
Audio Visual	70,000	798	5,393	5,404	9,509										21,104	48,896	30.1%
Adult Collection	121,855	2,018	8,535	6,915	18,366										35,834	86,021	29.4%
Total Collection	316,290	24,003	27,990	26,138	38,530	0	0	0	0	0	0	0	0	0	116,661	199,629	36.9%
OTHER EXPENDITURES																	
Refunds															0	0	
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	2,979,530	236,262	246,276	230,406	278,030	0	0	0	0	0	0	0	0	0	990,974	1,988,556	33.3%

2007/08 Library Expense Summary							
All Funding Sources							
October 31, 2007							
		Local					
	General	Option	Bequest	State	Friends of	Donations	Total
	Fund	Tax	Funds	Funding	the Library	& Grants	Expenses
Administration:							
General administration	243,853		2,158		157	698	246,866
Building maintenance		1,529					1,529
Building project							0
Strategic planning							0
Equipment/furniture			29,568			188	29,756
Computer equipment			12,507	4,420			16,927
Total Administration	243,853	1,529	44,233	4,420	157	886	295,078
Outreach Services:							
Total Outreach Services	92,805	0	0	0	0	0	92,805
Collections:							
Collections administration	121,198						121,198
Periodicals	10,646						10,646
Youth collection	22,704		399			9	23,112
Reference collection	26,373						26,373
Audio/visual collection	21,104						21,104
Adult collection	35,834		177		7,705	2,438	46,154
Total Collections	237,859	0	576	0	7,705	2,447	248,587
Programming/Promotions:							
General programming	59,638				2,454	319	62,411
Books for Babies						6,992	6,992
Project Smyles						15,066	15,066
ACVB Concert Series						8,000	8,000
Total Programming	59,638	0	0	0	2,454	30,377	92,469
Public Services:							
Total Public Services	205,529	0	0	0	0	0	205,529
Circulation:							
Total Circulation	142,399	0	0	0	0	0	142,399
Computer Lab:							
Total Computer Lab	8,891	0	0	0	0	0	8,891
Total Expenses	990,974	1,529	44,809	4,420	10,316	33,710	1,085,758

2007/08 Library Expense Summary						
October 31, 2007						
4 Months =33.3%						
	2006/07	2007/08	YTD	YTD	Current	%
	Actuals	Budget	2006/07	2007/08	Balance	Spent
PERSONAL SERVICES						
Salaries	1,491,490	1,548,398	489,391	493,853	1,054,545	
Temporary Salaries	181,158	208,602	54,909	58,068	150,534	
Longevity	5,593	5,997	226	240	5,757	
Sick Leave	9,935		8,892	1,416	(1,416)	
Adjustment	(4,849)				0	
Vacation	3,412		1,863	7,803	(7,803)	
Total Personal Services	1,686,739	1,762,997	555,281	561,380	1,201,617	31.8%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		30,811			30,811	
IPERS Disability	9,268	10,483	3,048	3,259	7,224	
Life Insurance	4,647	4,644	1,505	1,470	3,174	
Health Insurance	172,724	194,504	56,837	52,606	141,898	
FICA Medicare	23,950	21,983	7,843	7,981	14,002	
FICA	102,407	94,002	33,536	34,126	59,876	
IPERS	95,178	94,314	31,501	33,452	60,862	
Workers Compensation	5,349	3,529	1,817	1,786	1,743	
Flex Administration	747	1,298			1,298	
Total Employee Benefits	414,270	455,568	136,087	134,680	320,888	29.6%
INTERNAL SERVICES						
City Data Services	7,540	8,075	1,868	2,019	6,056	
City Messenger	2,631	3,053	639	714	2,339	
Printing	3,930	4,905	537	621	4,284	
Insurance & Bonds	19,150	18,584	6,384	6,500	12,084	
Phone Operation/Maintenance	16,082	16,082	5,360	5,360	10,722	
Long Distance	523	560	114	152	408	
Fleet Operating/Maintenance	10,345	7,783	4,797	2,395	5,388	
Fleet Replacement	21,636	22,728	5,409	5,682	17,046	
Computer Replacement	6,746	9,722	2,699		9,722	
Interdepartmental Labor					0	
Total Internal Services	88,583	91,492	27,807	23,443	68,049	25.6%
CONTRACTUAL						
Outside Professional Services	33,290	32,200	29,678	16,746	15,454 ^[1]	
Postage/Freight	13,765	13,685	5,239	4,790	8,895	
Travel/Meetings	1,055	2,865	488	308	2,557	
Training	1,139	7,035	532	714	6,321	
Conferences	10,892	22,702	2,091	3,285	19,417	
Subscriptions and Books	85	100	45		100	
Dues & Memberships	4,232	4,390	615	958	3,432	
Printing	1,630	1,610	200	748	862	
Advertising	2,920	5,340	643	1,514	3,826	
Recruiting Costs	5,522		5,638	976	(976)	
Insurance	687	687	687	687	0 ^[2]	
Electricity	45,049	45,730	16,626	16,444	29,286	
Phone Operation/Maintenance	19,932	17,200	6,568	7,000	10,200	
Long Distance		20			20	
Water/Sewer	3,341	3,400	1,043	841	2,559	
Waste Disposal	2,091	2,400	630	729	1,671	
Natural Gas	10,650	9,400	344	57	9,343	
Structural Repair	14,378	10,000	11,310	2,338	7,662	
Moveable Equipment Repair	1,116	1,600	490	334	1,266	
Fixed Equipment Repair	46,410	19,966	4,753	12,720	7,246	
Computer Maintenance	36,340	45,205	4,311	30,470	14,735 ^[3]	
Rentals & Leases	18,165	17,033	5,412	7,023	10,010	
Contractual Employees		500			500	
Other Non-City Services	15,733	16,070	2,973	14,850	1,220 ^[4]	
Total Contractual	288,422	279,138	100,316	123,532	155,606	44.3%

Library Donations Report					
Fiscal Year 2007/2008					
Year-to-Date through October 31, 2007					
	Library	State	Friends	Donations	
	Bequests	Funding	of the	& Grants	Total
			Library		
Balance @ 6/30/07	1,398,785.79	70,240.72	(1,370.38)	36,502.72	1,504,158.85
Revenues:					
Interest revenue	23,654.53			4,813.51	28,468.04
Enrich Iowa funds					0.00
Iowa Infrastructure funds					0.00
Donations	41,490.98		11,265.03	10,827.98	63,583.99
Library Foundation support					0.00
Total revenues	65,145.51	0.00	11,265.03	15,641.49	92,052.03
Expenses:					
Administration:					
Supplies/printing/misc	2,157.61		156.75	697.52	3,011.88
Building project					0.00
Strategic planning					0.00
Equipment/furniture	29,567.84			187.77	29,755.61
Computer equipment	12,507.00				12,507.00
Iowa Infrastructure expenses		4,420.39			4,420.39
Enrich Iowa expenses					0.00
Programming:					
Children's Theater				318.71	318.71
Books for Babies				6,992.00	6,992.00
Project Smyles				15,066.28	15,066.28
ACVB Concert Series				8,000.00	8,000.00
Other programming			2,454.40		2,454.40
Collections:					
Youth collection	398.64			9.49	408.13
Adult collection	177.43		7,705.07	2,438.14	10,320.64
Total expenses	44,808.52	4,420.39	10,316.22	33,709.91	93,255.04
Transfers between funds:					
Project Smyles support				0.00	
Books for Babies support				0.00	
Total transfers	0.00	0.00	0.00	0.00	
Current balance	1,419,122.78	65,820.33	(421.57)	18,434.30	1,502,955.84
Less:					
Reserved principal	708,276.00	*			708,276.00
Reserved interest	80,934.95	**			80,934.95
Balance available					
for expenditure	629,911.83	65,820.33	(421.57)	18,434.30	713,744.89
* Reserved principal consists of \$600,000 of the Gladys Myers bequest, \$100,000 of the Marsden bequest, the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large print-print materials.					
** 20% of the interest earned annually on the Gladys Myers bequest was reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest may be used for projects and/or acquisitions approved by the Board. On February 15, 2007, the Board approved applying the same 20% reserve process to the interest earned by the new combined bequest fund.					

Library Donations Report								
Fiscal Year 2007/2008								
Year-to-Date through October 31, 2007								
	General	Children's	Youth	Books	Library	Project	ACVB Concert	
	Donations	Theater	Donations	for Babies	Foundation	Smyles	Series Grant	Total
Balance @ 6/30/07	13,594.11	3,664.04	2,000.88	2,257.51	10,385.24	4,600.94	0.00	36,502.72
Revenues:								
Interest revenue	4,813.51							4,813.51
General donations	2,868.29		100.00			7,859.69		10,827.98
Project Smyles donations								0.00
Library Foundation support								0.00
Youth donations								0.00
NEA: The Big Read grant								0.00
Books for Babies donations								0.00
Transfers from bequests								0.00
Transfers from state funding								0.00
Total revenues	7,681.80	0.00	100.00	0.00	0.00	7,859.69	0.00	15,641.49
Expenses:								
Administration:								
Supplies/printing/misc	697.52							697.52
Furniture/equipment					187.77			187.77
Programming:								
Children's Theater		318.71						318.71
Books for Babies				6,992.00				6,992.00
Project Smyles						15,066.28		15,066.28
ACVB Concert Series							8,000.00	8,000.00
Collections:								
Youth collection			9.49					9.49
Adult collection	2,335.79				102.35			2,438.14
Total expenses	3,033.31	318.71	9.49	6,992.00	290.12	15,066.28	8,000.00	33,709.91
Current balance	18,242.60	3,345.33	2,091.39	(4,734.49)	10,095.12	(2,605.65)	(8,000.00)	18,434.30

Library Bequest Interest			
Interest Earned per Fiscal Year			
Year-to-Date through October 31, 2007			
			80% available
			for expenditure
			or spent over
Fiscal year	Total interest revenue	20% reserved for reinvestment	life of donation
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	28,296.05	5,659.21	22,636.84
2006/07	74,644.23	14,928.85	59,715.38
2007/08	23,654.53	4,730.91	18,923.62
Total	404,674.73	80,934.95	323,739.78
Interest was reserved only on the Gladys Myer bequest until 2007, when all Library bequests were merged into one fund, and 20% of the interest earned by the entire fund began to be reserved.			

Interior Changes: Trustees Bob Anderson and Dudley Luckett attended the celebration honoring the APL staff that put in extra effort to design and implement the changes to the interior of the library. While not entirely “Mission Accomplished” as was the theme of the celebration, we are now at 95% of completion of the project.

Personnel:

- Eileen Born, a clerk in the Collections section, has announced her retirement after 25 years of dedicated service. The position is currently being evaluated.
- APL welcomes Sarah Boogerd to our staff as a library assistant in Youth Services. She comes to us from the Palm Beach County Public Library System where she was on staff at their Southwest Branch in Boca Raton.

Continuing Education: Systems Administrator Mark Harris attended the CODI (a now meaningless acronym for the users group for our integrated automated library system) conference this past week.

Empowerment Reception: APL hosted the Story County Empowerment Board reception celebrating ten years of Iowa’s participation in the Empowerment program. Jerri Heid served on the planning committee. Anastasia Tuckness presented an update on Project Smyles. Linda Olson, Rae Haws, Tracie Heidt, Kay Marner and Jillian Ocken created a display, and Smyles (along with his special friend Betsy Van Roekel) handed out hugs.

Volunteer Center: Volunteer Coordinator Sarah Bohlke and Assistant Director Lynne Carey attended the 25th anniversary of the Volunteer Center of Story County. Sarah staffed a promotional booth for APL Volunteer Services. Lynne was honored as a past Volunteer Center board president.

Strategic Plan: Leaders of the strategic work group teams met with Roy Kenagy to begin the process of benchmarking standards of measurement as specified in the strategic plan.

Director’s External Meetings and Presentations

- October 24 Ames: Leadership Ames
- November 1 Ames: Planned Giving and Ethics program. Sponsored by Story County Community Foundation and United Way of Story County.
- November 6: Ames: Main Street Cultural District meeting. Presentation of facility recommendations.
- November 8: Des Moines: Iowa Urban Public Library Assn (IUPLA)
- November 9: Johnston: Iowa Library Association planning meeting.
- November 13: Ames: Leadership Ames
- November 14: Ames: Presentation at Green Hills Health Care Center
- November 15: Ames: Philanthropy Day luncheon

Revised Policy Review Schedule 2007-2008

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 15, 2007**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Revised Policy Review Schedule

November 2007

- December: Updates to: History, Authority, and Mission and Other policies.
- January: Financial Limits: Director
Director's General Job Duties: Board committee
Director's Performance Evaluation Policy Review.
- February: Volunteer Services (new policy): Volunteer Coordinator
- March: Collection Development Policy: Collections Coordinator
- April: Personnel Policies: Assistant Director
- May: Circulation Policy: Circulation Supervisor
Exam Proctoring: Executive Assistant
- June: Programs, Meeting Rooms, Exhibits: Assistant Director
- July: Confidentiality: Director
- August: Gifts and Donations: Library Services Coordinator
- September: Retention of Records (new policy): Executive Assistant.
- Undetermined: Arts Advisory Committee Policy: Arts Advisory Committee.

Policy Review Committees will be lead by the supervisory staff who are responsible for forming their committees. Deliberation will be based on the identification of issues, problem solving sessions based on data gathering, best practices, and solutions to localized issues. The lead staff member shall present to the board the staff's findings and recommendations.

Conduct in the Library Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 15, 2007**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

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

Board
Approved: 11/96
Reviewed: 9/02, 12/04, 9/05,
9/06, 11/07
Revised: 12/04, 9/05, 9/06

Policy

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

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Definition

Misconduct is behavior that is illegal or that:

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

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

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

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

- Distributing or posting material without library staff approval.
- Picture taking or video taping of individuals unless authorized by the individuals involved or their parents if minors are present.
- Soliciting of sales or selling to library customers except at library-sponsored events.
- Soliciting signatures in person for a petition; however, the library will accept citizen petitions and make them available in the library.
- Bringing animals into the library, except those trained to assist individuals with disabilities or for library-sponsored events.
- Using tobacco products inside the library or on the bookmobile.
- Smoking on library grounds.
- Using alcohol on library premises.
- Using the restroom facilities for bathing.
- Possession, use, or threat of use of dangerous weapons, including all firearms.³
- Violation of any municipal, state, or federal law or code.

Consequences

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

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

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

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

Operating Budget

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 15, 2007**

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

- FY 2007-08 Expense Amendment
- FY 2008-09 Expense Request
- FY 2007-08 Revenue Amendment
- FY 2008-09 Revenue Request

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Background: This budget proposal includes adjustments to the current FY 2008 budget based on this year's actual experience. From this we are submitting our proposed budget for FY 2009. This budget will be presented to the Department of Finance on November 29, 2007. The Department of Finance then makes a recommendation to the city manager. The city manager will review the budget with library administration in January prior to presentation to the city council. The budget is then approved by the city council in March 2008.

Key Points: The operating budget is found on the accompanying "Budget Expense Worksheet".

Personnel Services: The adjusted budget shows a slight decrease from the adopted. This is due to changes in personnel alignment. The request for FY 09 has been calculated by the Finance Dept.

The adjustment of \$3,757 is a pay-out to a retiring employee for accumulated annual and sick leave.

Employee Benefits: Calculated by Finance Dept. Note the health insurance is less than anticipated this year based on actual experience. The city is self-insured.

Internal Services: Mostly calculated by Finance Dept. The computer replacement fund, essentially an account to accumulated depreciation for library automation has built a large enough reserve to cover future replacement expenses.

Contractual Services:

- Outside Professional Services: The bulk of this amount goes to our bibliographic utility, OCLC. This year we benefited from a large credit which reduces this year's fee. In FY 09, we have budgeted for the usual fee.
- Conferences: This year the major public library national conference is being held in Minneapolis. We are sending more people than usual to take advantage of this nearby location. The conference is rarely held in the Midwest. It is a biennial conference and will not be held in FY 09.
- Recruiting costs: This year's adjusted reflects national advertising for two positions, not typically done.
- Structural Repair: This is a "carry over" for the interior painting project approved last fiscal year.
- Natural Gas: The increase has been recommended by Finance Dept.
- Computer Maintenance: The reduction to the adjusted is due to the lower maintenance fees of our new self-check units.
- Contractual Employee: The increase in the adjusted reflects a substitute building maintenance worker to cover sick leave for the current building supervisor's surgery.
- Non-City Service: The increase is due to the outsourcing of custodial support in place of a library employee.

Commodities:

- Structural Materials: Increase to the adjusted is due to the lighting project, carried over from the previous FY and repairs to the front door.
- Special Project Supplies: The increase to the adjusted represents an expenditure for the popular “key chain” library cards. The new self-checks will accept these cards.
- Purchase Card Clearing: Place holder for credit card purchases which are re-distributed monthly.

Capital: Increase to adjusted reflects state aid payments which will be assigned to the collections budget. Increase to FY 09 represents a 4.5% increase to meet patron demand. This will bring our collection expenditure to 11.68% of the overall budget.

The Bottom Line:

FY 2008: In addition to pre-approved increases and carryovers, there is a small increase to the adjusted budget for materials processing supplies for the collection.

FY 2009: Represents an overall increase of 2.59% to the entire operating budget.

Budget Expense Worksheet

ACCOUNT DESCRIPTION	2005/06 ACTUALS	2006/07 ACTUALS	2007/08 ADOPTED	2007/08 ADJUSTED	2008/09 DEPT REQUEST	Y-T-D ACTUAL
PERS SALARIES/WAGES	\$ 1,374,856.00	\$ 1,491,490.00	\$ 1,548,398.00	\$ 1,540,329.00	\$ 1,609,481.00	\$ 493,853.00
TEMP SALARIES/WAGES	\$ 208,298.00	\$ 181,158.00	\$ 208,602.00	\$ 208,602.00	\$ 214,859.00	\$ 58,067.00
TIME AND ONE HALF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LONGEVITY	\$ 5,852.00	\$ 5,593.00	\$ 5,997.00	\$ 5,090.00	\$ 5,700.00	\$ 240.00
HOLIDAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SICK LEAVE	\$ -	\$ 9,935.00	\$ -	\$ -	\$ -	\$ 1,416.00
ADJUSTMENT	\$ -	\$ (4,849.00)	\$ -	\$ 3,757.00	\$ -	\$ -
VACATION	\$ 6,912.00	\$ 3,412.00	\$ -	\$ -	\$ -	\$ 7,803.00
PERSONAL SERVICES	\$ 1,595,918.00	\$ 1,686,739.00	\$ 1,762,997.00	\$ 1,757,778.00	\$ 1,830,040.00	\$ 561,379.00
TEMP SALARY BENEFITS	\$ -	\$ -	\$ 30,811.00	\$ 30,811.00	\$ 32,268.00	\$ -
IPERS DISABILITY	\$ 8,749.00	\$ 9,269.00	\$ 10,483.00	\$ 9,640.00	\$ 10,377.00	\$ 3,259.00
LIFE INSURANCE	\$ 3,243.00	\$ 4,647.00	\$ 4,644.00	\$ 4,766.00	\$ 4,721.00	\$ 1,470.00
HEALTH INSURANCE	\$ 168,881.00	\$ 172,724.00	\$ 194,504.00	\$ 176,440.00	\$ 203,783.00	\$ 52,605.00
MEDICARE FICA	\$ 22,487.00	\$ 23,950.00	\$ 21,983.00	\$ 21,942.00	\$ 22,955.00	\$ 7,980.00
FICA	\$ 96,149.00	\$ 102,407.00	\$ 94,002.00	\$ 93,824.00	\$ 98,149.00	\$ 34,126.00
IPERS	\$ 90,020.00	\$ 95,179.00	\$ 94,314.00	\$ 93,497.00	\$ 102,563.00	\$ 33,454.00
WORKERS COMP	\$ 5,001.00	\$ 5,349.00	\$ 3,529.00	\$ 3,269.00	\$ 3,399.00	\$ 1,786.00
FLEX ADMINISTRATION	\$ 1,298.00	\$ 747.00	\$ 1,298.00	\$ 883.00	\$ 749.00	\$ -
EMPLOYEE BENEFITS	\$ 395,828.00	\$ 414,272.00	\$ 455,568.00	\$ 435,072.00	\$ 478,964.00	\$ 134,680.00
CITY DATA SERV	\$ 7,204.00	\$ 7,540.00	\$ 8,075.00	\$ 7,826.00	\$ 8,014.00	\$ 2,692.00
CITY MESSENGER SERV	\$ 2,948.00	\$ 2,631.00	\$ 3,053.00	\$ 3,060.00	\$ 3,284.00	\$ 714.00
PRINTING/GRAPHICS	\$ 3,610.00	\$ 3,930.00	\$ 4,905.00	\$ 4,730.00	\$ 4,985.00	\$ 621.00
INSURANCE & BONDS	\$ 18,783.00	\$ 19,150.00	\$ 18,584.00	\$ 18,979.00	\$ 20,637.00	\$ 6,500.00
PHONE OPERATION & MAINT	\$ 16,083.00	\$ 16,082.00	\$ 16,082.00	\$ 16,406.00	\$ 16,636.00	\$ 5,360.00
LONG DISTANCE	\$ 491.00	\$ 522.00	\$ 560.00	\$ 515.00	\$ 520.00	\$ 152.00
FLEET OPERATING/MAINT	\$ 5,779.00	\$ 10,345.00	\$ 7,783.00	\$ 8,182.00	\$ 7,900.00	\$ 2,395.00
FLEET REPLACEMENT FUNDS	\$ 20,556.00	\$ 21,636.00	\$ 22,728.00	\$ 22,728.00	\$ 23,265.00	\$ 5,682.00
COMPUTER REPLACEMENT FUND	\$ 13,481.00	\$ 6,747.00	\$ 9,722.00	\$ 9,722.00	\$ -	\$ -
INTERDEPARTMENTAL LABOR	\$ 151.00	\$ -	\$ -	\$ -	\$ -	\$ -
INTERNAL SERVICES	\$ 89,086.00	\$ 88,583.00	\$ 91,492.00	\$ 92,148.00	\$ 85,241.00	\$ 24,116.00
OUTSIDE PROF SERV	\$ 22,867.00	\$ 33,290.00	\$ 32,200.00	\$ 25,200.00	\$ 32,200.00	\$ 16,746.00
POSTAGE/FREIGHT	\$ 10,409.00	\$ 13,765.00	\$ 13,685.00	\$ 14,045.00	\$ 14,045.00	\$ 4,976.00
TRAVEL/MEETINGS	\$ 1,362.00	\$ 1,055.00	\$ 2,865.00	\$ 2,995.00	\$ 2,475.00	\$ 308.00
TRAINING	\$ 3,159.00	\$ 1,139.00	\$ 7,035.00	\$ 8,160.00	\$ 6,050.00	\$ 714.00
CONFERENCES	\$ 14,694.00	\$ 10,892.00	\$ 22,702.00	\$ 22,226.00	\$ 19,517.00	\$ 3,285.00
SUBSCRIPTIONS & BOOKS	\$ 35.00	\$ 85.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
DUES AND MEMBERSHIPS	\$ 3,978.00	\$ 4,232.00	\$ 4,390.00	\$ 4,865.00	\$ 4,280.00	\$ 958.00
PRINTING OUTSIDE	\$ 2,179.00	\$ 1,630.00	\$ 1,610.00	\$ 2,659.00	\$ 2,685.00	\$ 1,687.00
ADVERTISING	\$ 3,357.00	\$ 2,920.00	\$ 5,340.00	\$ 5,340.00	\$ 5,340.00	\$ 2,309.00
RECRUITING COSTS	\$ 9,405.00	\$ 5,522.00	\$ -	\$ 1,408.00	\$ -	\$ 976.00
INSURANCE OUTSIDE	\$ -	\$ 687.00	\$ 687.00	\$ 687.00	\$ 687.00	\$ 687.00
ELECTRICITY	\$ 46,870.00	\$ 45,049.00	\$ 45,730.00	\$ 45,760.00	\$ 47,365.00	\$ 20,335.00
TELEPHONE OUTSIDE	\$ 16,677.00	\$ 19,932.00	\$ 17,200.00	\$ 18,698.00	\$ 18,420.00	\$ 7,298.00
LONG DISTANCE OUTSIDE	\$ (17.00)	\$ -	\$ 20.00	\$ 20.00	\$ 20.00	\$ -
WATER/SEWER	\$ 3,195.00	\$ 3,341.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 1,086.00
WASTE DISPOSAL	\$ 3,259.00	\$ 2,091.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 729.00
NATURAL GAS	\$ 8,546.00	\$ 10,650.00	\$ 9,400.00	\$ 12,780.00	\$ 12,780.00	\$ 57.00
STRUCTURAL REPAIR	\$ 5,947.00	\$ 14,378.00	\$ 10,000.00	\$ 48,000.00	\$ 10,000.00	\$ 2,944.00
MOVABLE EQUIP REPAIR	\$ 717.00	\$ 867.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 511.00
FIXED EQUIPMENT REPAIR	\$ 16,259.00	\$ 46,410.00	\$ 19,966.00	\$ 19,966.00	\$ 21,500.00	\$ 12,802.00
COMPUTER MAINT	\$ 41,773.00	\$ 36,589.00	\$ 45,205.00	\$ 39,619.00	\$ 41,985.00	\$ 30,470.00
RENTALS AND LEASES	\$ 20,019.00	\$ 18,165.00	\$ 17,033.00	\$ 18,199.00	\$ 15,576.00	\$ 7,050.00
CONTRACTUAL EMPLOYEE	\$ -	\$ -	\$ 500.00	\$ 1,400.00	\$ 500.00	\$ -

Budget Expense Worksheet

ACCOUNT DESCRIPTION	2005/06 ACTUALS	2006/07 ACTUALS	2007/08 ADOPTED	2007/08 ADJUSTED	2008/09 DEPT REQUEST	Y-T-D ACTUAL
NON-CITY SERVICE	\$ 24,650.00	\$ 15,733.00	\$ 16,070.00	\$ 40,119.00	\$ 38,874.00	\$ 17,118.00
CONTRACTUAL	\$ 259,340.00	\$ 288,422.00	\$ 279,138.00	\$ 339,646.00	\$ 301,799.00	\$ 133,046.00
OFFICE SUPPLIES	\$ 14,640.00	\$ 13,066.00	\$ 17,975.00	\$ 14,790.00	\$ 15,060.00	\$ 5,295.00
MINOR OFFICE EQUIPMENT	\$ 4,093.00	\$ 20,971.00	\$ 1,410.00	\$ 2,060.00	\$ 1,800.00	\$ 275.00
MINOR COMPUTER EQUIPMENT	\$ 8,849.00	\$ 9,623.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 1,560.00
AG-HORT SUPPLIES	\$ 260.00	\$ 35.00	\$ 350.00	\$ 250.00	\$ 250.00	\$ 22.00
STRUCTURAL MATERIAL	\$ 2,622.00	\$ 15,670.00	\$ 2,000.00	\$ 10,250.00	\$ 2,500.00	\$ 7,153.00
CHEMICALS/LAB SUPPLIES	\$ 29.00	\$ -	\$ 30.00	\$ -	\$ -	\$ -
CLEANING SUPPLIES	\$ 7,388.00	\$ 8,115.00	\$ 7,200.00	\$ 7,550.00	\$ 7,750.00	\$ 2,790.00
EQUIPMENT PARTS/SUPPLIES	\$ 24,409.00	\$ 28,302.00	\$ 28,050.00	\$ 31,550.00	\$ 32,790.00	\$ 8,177.00
MINOR EQUIPMENT TOOLS	\$ 2,124.00	\$ 1,257.00	\$ 510.00	\$ 780.00	\$ 800.00	\$ 281.00
FOOD & FEED	\$ 4,494.00	\$ 2,995.00	\$ 3,235.00	\$ 3,351.00	\$ 3,305.00	\$ 761.00
WEARING APPAREL	\$ 221.00	\$ -	\$ -	\$ -	\$ -	\$ -
SPECIAL PROJECT SUPPLIES	\$ 6,625.00	\$ 5,450.00	\$ 4,260.00	\$ 7,092.00	\$ 5,560.00	\$ 2,777.00
PURCHASE CARD CLEARING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,613.00
FUEL FOR VEHICLES/EQUIP	\$ 16.00	\$ 11.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
COMMODITIES	\$ 75,770.00	\$ 105,495.00	\$ 74,045.00	\$ 86,698.00	\$ 78,840.00	\$ 32,704.00
OFFICE FURNITURE EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COMPUTER EQUIP/SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MOVABLE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PERIODICALS	\$ 9,677.00	\$ 11,526.00	\$ 11,500.00	\$ 15,000.00	\$ 15,000.00	\$ 11,068.00
JUVENILE	\$ 63,732.00	\$ 62,299.00	\$ 71,391.00	\$ 73,000.00	\$ 80,000.00	\$ 24,537.00
ADULT REFERENCE	\$ 26,782.00	\$ 40,529.00	\$ 41,544.00	\$ 69,000.00	\$ 69,000.00	\$ 26,373.00
AUDIO-VISUAL	\$ 68,848.00	\$ 71,575.00	\$ 70,000.00	\$ 72,000.00	\$ 76,000.00	\$ 22,639.00
ADULT COLLECTIONS	\$ 122,266.00	\$ 116,464.00	\$ 121,855.00	\$ 122,290.00	\$ 127,098.00	\$ 40,766.00
CAPITAL	\$ 291,305.00	\$ 302,393.00	\$ 316,290.00	\$ 351,290.00	\$ 367,098.00	\$ 125,383.00
REFUNDS	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,707,259.00	\$ 2,885,904.00	\$ 2,979,530.00	\$ 3,062,632.00	\$ 3,141,982.00	\$ 1,011,308.00

Budget Revenue Worksheet

ACCOUNT DESCRIPTION	2005/06 ACTUALS	2006/07 ACTUALS	2007/08 ADOPTED	2007/08 ADJUSTED	2008/09 DEPT REQUEST	Y-T-D ACTUAL
LIBRARY STATE AID	\$ 22,097.00	\$ 22,162.00	\$ 22,000.00	\$ 57,000.00	\$ 57,000.00	\$ -
C R L GRANTS	\$ 865.00	\$ 2,491.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 1,941.00
LIBRARY COUNTY	\$ 121,499.00	\$ 123,719.00	\$ 127,450.00	\$ 120,375.00	\$ 125,000.00	\$ 60,188.00
LIBRARY GILBERT	\$ 47,305.00	\$ 49,142.00	\$ 50,615.00	\$ 50,615.00	\$ 52,640.00	\$ -
DESK RECEIPTS	\$ 166,919.00	\$ 148,909.00	\$ 155,000.00	\$ 145,000.00	\$ 145,000.00	\$ 48,714.00
PRINTING/COPYING CHARGES	\$ 13,996.00	\$ 9,537.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 3,582.00
INTERLIBRARY LOAN CHARGE	\$ 733.00	\$ 670.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 151.00
SALE OF ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISC REVENUE	\$ 1,100.00	\$ 1,269.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 305.00
TOTAL	\$ 374,514.00	\$ 357,899.00	\$ 371,015.00	\$ 388,940.00	\$ 395,590.00	\$ 114,881.00

**Circulation Monthly Stats
October 2007**

COMPARISON	Adult Print	Adult Media	Total Adult Circ	Youth Print	Youth Media	Total Youth Circ	Total Misc	Total Main	Total BKM/Home Del.	Grand Total
Current Month	31,761	32,591	64,352	35,187	15,357	50,544	320	102,965	12,251	115,216
One Year Ago	31,134	34,770	65,904	31,965	14,651	46,616	112	100,232	12,400	112,632
Difference	627	(2,179)	(1,552)	3,222	706	3,928		2,733	(149)	2,584
% Change	2.0%	-6.3%	-2.4%	10.1%	4.8%	8.4%		2.7%	-1.2%	2.3%
Year to Date										
Current Year	130,958	133,737	264,695	134,942	62,489	197,431	1,006	423,272	39,860	463,132
One Year Ago	128,175	142,942	271,117	127,363	57,491	184,854	774	418,224	38,521	456,745
Difference	2,783	(9,205)	(6,422)	7,579	4,998	12,577		5,048	1,339	6,387
% Change	2.2%	-6.4%	-2.4%	6.0%	8.7%	6.8%		1.2%	3.5%	1.4%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,470	2,046	14,947	22,463	19.5%			91,624	79.5%	
One Year Ago	5,495	1,931	14,443	21,869	19.4%			89,281	79.3%	
Difference	(25)	115	504	594				2,343		
% Change	-0.5%	6.0%	3.5%	2.7%				2.6%		
Year to Date										
Current Year	23,452	8,073	58,470	89,995	19.4%			368,736	79.6%	
One Year Ago	22,010	7,171	56,129	85,310	18.7%			364,974	79.9%	
Difference	1,442	902	2,341	4,685				3,762		
% Change	6.6%	12.6%	4.2%	5.5%				1.0%		

**Main Stats
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
ADULT FICTION	9,914	9,004	7,517	7,485	0	0	0	0	0	0	0	0	33,920
ADULT NON-FICTION	11,210	10,684	10,030	10,709	0	0	0	0	0	0	0	0	42,633
ADULT GRAPHIC NOVELS	662	798	661	560	0	0	0	0	0	0	0	0	2,681
ADULT MANGA	1,219	1,283	923	1,046	0	0	0	0	0	0	0	0	4,471
ADULT ILL ITEMS	60	71	79	63	0	0	0	0	0	0	0	0	273
ADULT PAPERBACKS	943	1,090	970	1,113	0	0	0	0	0	0	0	0	4,116
NEW FICTION	4,717	4,800	4,167	4,299	0	0	0	0	0	0	0	0	17,983
NEW NON-FICTION	3,044	3,079	2,683	2,923	0	0	0	0	0	0	0	0	11,729
PERIODICALS	1,170	1,139	1,057	1,172	0	0	0	0	0	0	0	0	4,538
TRAVEL BAGS	73	53	37	33	0	0	0	0	0	0	0	0	196
SUBTOTAL (PRINT)	33,012	32,001	28,124	29,403	0	0	0	0	0	0	0	0	122,540
NEW MEDIA	2	5	3	5	0	0	0	0	0	0	0	0	15
MUSIC CDS	7,018	6,293	6,452	7,031	0	0	0	0	0	0	0	0	26,794
AUDIO BOOKS ON CD	3,669	3,670	3,135	3,301	0	0	0	0	0	0	0	0	13,775
AUDIO BOOKS ON TAPE	548	478	478	202	0	0	0	0	0	0	0	0	1,706
THEATRICAL VIDEOS	1,907	1,296	1,129	1,029	0	0	0	0	0	0	0	0	5,361
NON-THEATRICAL VIDEOS	315	185	265	274	0	0	0	0	0	0	0	0	1,039
THEATRICAL DVDS	18,731	18,465	15,382	16,661	0	0	0	0	0	0	0	0	69,239
NON-THEATRICAL DVDS	2,570	2,332	2,001	2,110	0	0	0	0	0	0	0	0	9,013
KITS	568	587	473	573	0	0	0	0	0	0	0	0	2,201
SUBTOTAL (MEDIA)	35,328	33,311	29,318	31,186	0	0	0	0	0	0	0	0	129,143
ADULT MISC.	176	165	184	320	0	0	0	0	0	0	0	0	845
TOTAL (ADULT)	68,516	65,477	57,626	60,909	0	0	0	0	0	0	0	0	252,528
BIG BOOKS	22	25	25	40	0	0	0	0	0	0	0	0	112
BOARD BOOKS	2,157	2,493	2,021	2,722	0	0	0	0	0	0	0	0	9,393
EASY	8,793	8,539	8,549	9,848	0	0	0	0	0	0	0	0	35,729
EASY TO READ	3,024	2,598	2,339	2,434	0	0	0	0	0	0	0	0	10,395
JUVENILE NON FICTION	4,256	4,319	4,454	4,957	0	0	0	0	0	0	0	0	17,986
JUVENILE FICTION	7,153	6,082	4,138	4,786	0	0	0	0	0	0	0	0	22,159
JUVENILE GRAPHIC NOVELS	676	695	503	380	0	0	0	0	0	0	0	0	2,254
PARENTING COLLECTION	109	139	147	140	0	0	0	0	0	0	0	0	535
JUVENILE LARGE PRINT	56	50	38	34	0	0	0	0	0	0	0	0	178
JUVENILE PERIODICALS	326	420	254	292	0	0	0	0	0	0	0	0	1,292
YOUNG ADULT PRINT	2,883	2,666	2,066	2,202	0	0	0	0	0	0	0	0	9,817
COMIC BOOKS	12	3	0	1	0	0	0	0	0	0	0	0	16
YOUNG ADULT GRAPHIC NOVELS	380	451	442	448	0	0	0	0	0	0	0	0	1,721
MANGA	1,349	1,144	1,098	952	0	0	0	0	0	0	0	0	4,543
YOUNG ADULT PERIODICALS	47	92	56	68	0	0	0	0	0	0	0	0	263
YOUTH REFERENCE	4	0	6	3	0	0	0	0	0	0	0	0	13
SUBTOTAL YOUTH (PRINT)	31,247	29,716	26,136	29,307	0	0	0	0	0	0	0	0	116,406
YOUTH DVDS	11,258	11,413	8,797	9,550	0	0	0	0	0	0	0	0	41,018
YOUTH VIDEOS	1,216	1,302	981	1,141	0	0	0	0	0	0	0	0	4,640
YOUTH KITS	379	383	334	348	0	0	0	0	0	0	0	0	1,444
YOUTH CDS	1,767	1,616	1,240	1,383	0	0	0	0	0	0	0	0	6,006
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	21	9	18	15	0	0	0	0	0	0	0	0	63
TOYS & PUPPETS	292	334	229	312	0	0	0	0	0	0	0	0	1,167
SUBTOTAL YOUTH (MEDIA)	14,933	15,057	11,599	12,749	0	0	0	0	0	0	0	0	54,338
TOTAL YOUTH	46,180	44,773	37,735	42,056	0	0	0	0	0	0	0	0	170,744
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	114,696	110,250	95,361	102,965	0	0	0	0	0	0	0	0	423,272
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	6,060	6,061	5,013	5,025	0	0	0	0	0	0	0	0	22,159
GILBERT	1,627	1,897	1,134	1,339	0	0	0	0	0	0	0	0	5,997
OPEN ACCESS	15,380	15,056	12,801	14,835	0	0	0	0	0	0	0	0	58,072
Total Special Circulation	23,067	23,014	18,948	21,199	0	0	0	0	0	0	0	0	86,228
% Special Circulation	20.11%	20.87%	19.87%	20.59%									20.37%
AMES	90,752	86,206	75,442	80,758	0	0	0	0	0	0	0	0	333,158

**Bookmobile Stats
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
ADULT FICTION	631	621	697	737	0	0	0	0	0	0	0	0	2,686
ADULT NON-FICTION	481	362	449	534	0	0	0	0	0	0	0	0	1,826
ADULT GRAPHIC NOVELS	2	1	6	0	0	0	0	0	0	0	0	0	9
ADULT MANGA	1	2	11	22	0	0	0	0	0	0	0	0	36
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	366	395	402	433	0	0	0	0	0	0	0	0	1,596
NEW FICTION	247	249	274	272	0	0	0	0	0	0	0	0	1,042
NEW NON-FICTION	262	156	247	275	0	0	0	0	0	0	0	0	940
PERIODICALS	80	53	63	84	0	0	0	0	0	0	0	0	280
TRAVEL BAGS	2	0	0	1	0	0	0	0	0	0	0	0	3
SUBTOTAL (PRINT)	2,072	1,839	2,149	2,358	0	0	0	0	0	0	0	0	8,418
NEW MEDIA	0	1	0	1	0	0	0	0	0	0	0	0	2
MUSIC CDS	150	52	68	129	0	0	0	0	0	0	0	0	399
AUDIO BOOKS ON CD	129	84	105	107	0	0	0	0	0	0	0	0	425
AUDIO BOOKS ON TAPE	49	44	34	30	0	0	0	0	0	0	0	0	157
THEATRICAL VIDEOS	103	41	111	75	0	0	0	0	0	0	0	0	330
NON-THEATRICAL VIDEOS	10	4	10	12	0	0	0	0	0	0	0	0	36
THEATRICAL DVDS	705	416	807	945	0	0	0	0	0	0	0	0	2,873
NON-THEATRICAL DVDS	56	36	82	64	0	0	0	0	0	0	0	0	238
KITS	39	30	23	42	0	0	0	0	0	0	0	0	134
SUBTOTAL (MEDIA)	1,241	708	1,240	1,405	0	0	0	0	0	0	0	0	4,594
ADULT MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
TOTAL (ADULT)	3,313	2,547	3,389	3,763	0	0	0	0	0	0	0	0	13,012
BIG BOOKS	52	44	43	47	0	0	0	0	0	0	0	0	186
BOARD BOOKS	681	489	674	861	0	0	0	0	0	0	0	0	2,705
EASY	1,151	874	1,198	1,537	0	0	0	0	0	0	0	0	4,760
EASY TO READ	646	382	596	790	0	0	0	0	0	0	0	0	2,414
JUVENILE NON FICTION	858	532	922	1,084	0	0	0	0	0	0	0	0	3,396
JUVENILE FICTION	862	527	925	1,055	0	0	0	0	0	0	0	0	3,369
JUVENILE GRAPHIC NOVELS	182	68	104	162	0	0	0	0	0	0	0	0	516
PARENTING COLLECTION	12	1	5	13	0	0	0	0	0	0	0	0	31
JUVENILE LARGE PRINT	4	2	5	8	0	0	0	0	0	0	0	0	19
JUVENILE PERIODICALS	8	1	0	0	0	0	0	0	0	0	0	0	9
YOUNG ADULT PRINT	217	170	250	236	0	0	0	0	0	0	0	0	873
COMIC BOOKS	9	0	0	2	0	0	0	0	0	0	0	0	11
YOUNG ADULT GRAPHIC NOVELS	21	13	31	32	0	0	0	0	0	0	0	0	97
MANGA	29	16	49	53	0	0	0	0	0	0	0	0	147
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH REFERENCE	1	1	1	0	0	0	0	0	0	0	0	0	3
SUBTOTAL YOUTH (PRINT)	4,733	3,120	4,803	5,880	0	0	0	0	0	0	0	0	18,536
YOUTH DVDS	1,338	660	1,341	1,656	0	0	0	0	0	0	0	0	4,995
YOUTH VIDEOS	315	158	346	381	0	0	0	0	0	0	0	0	1,200
YOUTH KITS	79	55	54	72	0	0	0	0	0	0	0	0	260
YOUTH CDS	248	233	254	283	0	0	0	0	0	0	0	0	1,018
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	14	25	27	30	0	0	0	0	0	0	0	0	96
TOYS & PUPPETS	108	119	169	186	0	0	0	0	0	0	0	0	582
SUBTOTAL YOUTH (MEDIA)	2,102	1,250	2,191	2,608	0	0	0	0	0	0	0	0	8,151
TOTAL YOUTH	6,835	4,370	6,994	8,488	0	0	0	0	0	0	0	0	26,687
YOUTH MISC.	81	43	37	0	0	0	0	0	0	0	0	0	161
GRAND TOTAL	10,229	6,960	10,420	12,251	0	0	0	0	0	0	0	0	39,860
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	233	201	414	445	0	0	0	0	0	0	0	0	1,293
GILBERT	470	285	614	707	0	0	0	0	0	0	0	0	2,076
OPEN ACCESS	90	60	136	112	0	0	0	0	0	0	0	0	398
Total Special Circulation	793	546	1,164	1,264	0	0	0	0	0	0	0	0	3,767
% Special Circulation	7.75%	7.84%	11.17%	10.32%									9.45%
AMES	9,247	6,265	9,200	10,866	0	0	0	0	0	0	0	0	35,578

**Misc. Stats
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
HOME DELIVERY													
# of Patrons	47	48	47	47									189
Centers	21	21	20	20									82
Individual Deliveries Made	41	38	39	42									160
Additional Individuals serv.	9	8	9	11									37
GATE COUNT	45,426	43,520	36,671	38,211									163,828
PUBLIC COMPUTERS													
Number of Uses	5,564	5,801	4,987	5,332									16,120
Average Session (minutes)	37	37	38	43									118
HOLDS													
Main	10,287	10,689	8,929	9,590									39,495
BKM/Hm Delivery	788	408	911	1,062									3,169
Total Holds	11,075	11,097	9,840	10,652	0	0	0	0	0	0	0	0	42,664
INTERLIBRARY LOANS													
Requested	67	79	102	67									315
Received	58	69	85	65									277
Loaned	309	336	393	501									1,539
MEETING ROOM USAGE													
Number of Room Uses	172	120	182	198									672
People	3,887	2,126	3,347	5,004									14,364
PROGRAMS													
Adult	19	14	35	31									99
Children & Family	96	19	86	106									307
Outreach	17	6	3	3									29
Teen	7	5	2	3									17
Project Smyles	35	40	50	52									177
Total Programs	174	84	176	195	0	0	0	0	0	0	0	0	629
PROGRAM ATTENDANCE													
Adult	1,101	517	1,124	1,903									4,645
Children & Family	2,237	683	1,638	2,415									6,973
Outreach	398	121	194	3									716
Teen	552	92	25	3									672
Project Smyles	425	432	636	52									1,545
Total Attendance	4,713	1,845	3,617	4,376	0	0	0	0	0	0	0	0	14,551
Webref	126	149	174	149									598
PAC Usage													
PAC	102,324	96,770	92,094	107,926									399,114
Community Organizations & Ames Tribune	750	499	351	619									2,219
Total	103,074	97,269	92,445	108,545	0	0	0	0	0	0	0	0	401,333

Monthly Stats For Subscription Databases FY07/08

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	93	92	82	40									307
Business Remote	34	133	55	32									254
Business Total	127	225	137	72	0	0	0	0	0	0	0	0	561
Residential In-House	74	62	85	88									309
Residential Remote	69	36	27	65									197
Residential Total	143	98	112	153	0	0	0	0	0	0	0	0	506
Grand Total	270	323	249	225	0	0	0	0	0	0	0	0	1067
Des Moines Register													
In-House	6	7	0	2									15
Remote	17	15	25	32									89
Total	23	22	25	34	0	0	0	0	0	0	0	0	104
New York Times													
In-House	6	2	3	2									13
Remote	216	129	112	8									465
Total	222	131	115	10	0	0	0	0	0	0	0	0	478
Access World News													
In-House	6	5	0	9									20
Remote	33	19	27	13									92
Total	39	24	27	22	0	0	0	0	0	0	0	0	112
EBSCOhost													
In-House	289	441	948	520									2198
Remote	217	7	0	405									629
Total	506	448	948	925	0	0	0	0	0	0	0	0	2827
Novelist													
In-House	253	270	329	410									1262
Remote	2	0	0	0									2
Total	255	270	329	410	0	0	0	0	0	0	0	0	1264
Auto Reference													
In-House	73	120	100	36									329
Remote	13	0	0	74									87
Total	86	120	100	110	0	0	0	0	0	0	0	0	416
Heritage Quest													
In-House + Remote	3868	3410	4932	4134									16344
GRAND TOTAL	5267	4748	6725	5870	0	0	0	0	0	0	0	0	22610
YEAR TO DATE	22610												
Bookletters (Pageviews)	2701	2492	2292	3093									10578