

**Agenda**  
**Ames Public Library Board of Trustees**  
**November 16, 2006 - 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

**Financial Reports**

- Discussion

**Administrative Staff Reports**

- Director's Report
- Staff Reports

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

**Ames Public Library Foundation Report** – Anderson, Ross, Carey

**Policy Review**

- Current: Internet Use Policy and Guidelines - Action Item
- Next Month: Long-Range Planning and Public Participation

**Unfinished Business**

- Board Retreat – Overview

**New Business**

- Foundation Memorandum of Agreement – Action Item
- Operating Budget – Discussion
  - FY2006/2007 Adjustments
  - FY07/08 Requests
  - Revenues
- Director Evaluation Process – Discussion
- Citizen Satisfaction Survey - Discussion

**Trustee Comments**

**Adjournment**

**Next regular meeting, Thursday, December 21, 2006 7:00 p.m.**

**Ames Public Library**

**Board of Trustees**

**Meeting Minutes  
October 19, 2006**

The Ames Public Library Board of Trustees met in regular session on Thursday, October 19, 2006, in the Library boardroom with Anderson, LeGates, Mungons, Munson, Ross, Sondall Saetveit, Warnick, and Director Weeks in attendance. Botine and Mathews were absent.

**Call to Order:** President Munson called the meeting to order at 7:02 p.m.

**Adoption of Agenda:** LeGates moved and Anderson seconded the motion to adopt the agenda. Motion to adopt the agenda passed unanimously.

**Introduction and Welcome to New Board Member:** Munson welcomed and introduced new trustee, Jennie LeGates. Trustees and staff introduced themselves to LeGates.

**Installation of New Board Member:** LeGates took the Ames Public Library Board of Trustees oath.

**Approval of Minutes:** Warnick moved and Sondall Saetveit seconded a motion to approve the September 21, 2006, minutes. The minutes as presented passed unanimously.

**Public Forum:** none

**Financial Reports:**

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

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

- In memory of Arline Montgomery from
  - Helen F. McRoberts .....\$50.00
  - Louis and Ruth Thompson.....\$200.00
  - A. Lynn Fawcett .....\$75.00
  - Mary T. Watkins .....\$25.00
  - Jane Lohnes .....\$35.00
  - Pat and Louis Banitt.....\$20.00
  - Robert and Lois Vohs .....\$20.00
  - McFarland Clinic .....\$250.00
  - Robert Fisher .....\$20.00
  - Virginia Slater .....\$35.00
  - Ellen and Keith Landon.....\$25.00
  - Shelley and Bill Goecke .....\$25.00
  - Gordon Sweitzer .....\$50.00
  - John Northup .....\$25.00
  - John and Linda Doyle .....\$25.00
  - Northcrest .....\$100.00
  - M. Louise Math .....\$25.00
  - Olive Harrison .....\$25.00
  - Richard and Katherine Munsen .....\$20.00
  - Randall and Mary Ketelsen.....\$30.00
  - R. Dana and Rebecca Warg.....\$50.00

Stephen Van Houten.....	\$100.00
Gary and Janet Thompson .....	\$50.00
Marilou Ukena.....	\$25.00
Steven and Randi Peters .....	\$25.00
Barbara and Angela Baker.....	\$50.00
William and Susan Bokhoven .....	\$20.00
G. Harold Newell.....	\$15.00
Beverly McMahon .....	\$15.00
Anonymous.....	\$50.00
Elaine and John Bath and Family .....	\$20.00
Dennis and Shirley Tice.....	\$10.00
• In appreciation of reference service from John Wright.....	\$6.00
• From Thelma Miller in memory of Marvin Miller .....	\$30.00
• From her longtime friends of Ames Camera Club in memory of Janet Jepeway .....	\$50.00
• From Iowa State Genealogy Group .....	\$50.00
• From Jessie Reynolds in memory of Richard Snyder .....	\$25.00
• In memory of Betty Licht from	
Jane Lohnes .....	\$25.00
R. E. and D. B. Rust.....	\$20.00
Pat and Louis Banitt.....	\$20.00
M. Burton Drexler.....	\$50.00
Clayton and Ruth Swenson .....	\$50.00
Kathryn Madera Miller.....	\$35.00
Stephen and Susan Simpson .....	\$20.00
Dr. George and Ms. Janice Beran .....	\$10.00
Gary and Jerie Schwartz.....	\$35.00
Palmer and Sheryl Holden.....	\$10.00
Charles and Joanne Frederiksen.....	\$25.00
Meg Dobson .....	\$10.00
Anne Wuhs Stebbins .....	\$10.00

Anderson moved and LeGates seconded a motion to accept the donations. Warnick commented that it was great to see so many gifts. Motion passed unanimously.

**Director's Report:** Weeks said he recently attended the Iowa Library Association meeting in Council Bluffs, Iowa. He said the keynote speaker gave an excellent speech about serving younger generations. He announced that Heid won the Iowa Library Association's Quality Time Award for her outstanding contribution to library services for young people.

Weeks reported that his objectives, which he set with President Munson, were listed in his report. He said work on the building would start after completion of the strategic plan. Weeks said Roy Kenagy from the Central Iowa Library Service area had agreed to work with the Library on the strategic plan.

Weeks said he planned to aggregate the staff reports for the Board packet by department for future Board meetings. Anderson said he would like to see actions taken, results, future issues and decisions made. Anderson noted he would like more substance in the budget discussions. Ross questioned the \$52,000.00 for the capital improvement plan for safety and security. Weeks said it included a new fire panel, smoke detectors, security cameras, and window breakage. Weeks said city employees Steve Salvo and John Forth assisted in the development of the Library's capital improvement plan.

## **Staff Reports:**

Deputy Director: Hayslett gave a report on her attendance at the Iowa Library Association conference. She announced that *Splendid Solution* by Jeffrey Kluger was selected as the All Iowa Reads book for 2007. Ross said he and Christie Vilsack would host a discussion of the book on the ICN (Iowa Communications Network).

Hayslett said she was working with the project manager for the building demolition. She said the projected demolition date was November 6, 2006. It might take a week to ten days to take down the building and haul away the debris.

Assistant Director: Carey said staff appreciated their meetings with Director Weeks. Mungons questioned the unemployment claim filed by Kasandra Petersen. Carey said, although the unemployment claim was granted, the Foundation would not be charged for any benefits paid.

Collections: There were no questions on Malinowski's report. Discussion was held on whether the Library would provide devices on which to download books.

Youth Services Coordinator: Heid said after she attended the Iowa Library Association she was encouraged to start a blog or start a myspace.com account to communicate with the public.

Computer Specialist: Harris reported on his attendance at the CODI (Customer's of Dynix Inc.) meeting in Salt Lake City.

Community Relations Specialist: Ocken had nothing to add to her report.

**Friends of the Ames Public Library Report:** Warnick announced the Friends' book sale would be Friday, Saturday, and Sunday. Warnick reminded trustees to donate to the Foundation's campaign. Anderson reminded staff and boards of the expectation of 100% participation in the campaign.

**Foundation Report:** Ross said the Foundation's meeting on the 16<sup>th</sup> had been cancelled. Carey said they would meet in November. Carey reported that the Foundation's annual campaign had raised \$29,708.00, with 63% of salaried staff, 63% of the Library Board of Trustees, 64% of Foundation Directors, and 25% of the Friends' Board participating. She said the goal was to raise \$60,000.00.

## **Policy Review:**

Programs Policy – Action Item: Anderson moved and Sondall Saetveit seconded a motion to approve the Programs policy as presented/amended. Hayslett explained the corrections and additions to the policy. Warnick pointed out that under **Expressions of Concern**, third bullet, change "meeting rooms" to "programs." The motion as amended passed unanimously.

## **Unfinished Business:**

Board Retreat - Discussion: Warnick announced that the Board retreat was scheduled for October 26 from 6:00 p.m. to 9:00 p.m., with dinner at 6:00 p.m. She said Bonnie McKewon from Northwest Iowa Library Services would give a 90-minute presentation and then Weeks would facilitate a discussion on the building project. Sondall Saetveit said McKewon would also provide some building information.

## **New Business:**

New Hires – Action Item: Mungons moved and Anderson seconded a motion to approve the new hires as presented/amended. Ross questioned how long the Project Smyles appointment would be. Carey said the program would run out of money at the end of January. She said they were looking for grants to fund the project, as there has been a tremendous response from daycares and preschools. Some suggestions for grant possibilities: Rotary Literary Initiative, Iowa Arts Grant, and the Asset Board. Carey said the Foundation had applied for grants on behalf of Project Smyles. The motion as presented passed unanimously.

Five-Year Budget Projection - Discussion: Weeks presented his five-year budget projection and ten-year analysis. Discussion followed on the type of information to present to city council.

Organization Chart - Discussion: Weeks said the objective of changing the organization chart was that no one would have more than seven direct reports. Week said Virtual Services Specialist Dermont would report to him, so Dermont could work with Harris on technology. Heid reports to Carey. He said the intent was not to change functionality, but to create direct lines of supervision. Weeks said the management team meeting had changed to a supervisors' meeting, consisting of all supervisors except Sills.

Gladys Myers Computer Replacement Reserve - Action Item: Ross moved and Warnick seconded a motion to approve the expenditure for the following computer equipment and software from the Gladys Myers Computer Replacement Reserve.

1. Envionware lab management software - \$12,000.00 includes software, 1 year maintenance, installation/setup, and training fees.
2. Sonicpro 3060 firewall with maintenance and support - \$4000.00
3. Cisco 1841 router with maintenance and support - \$2400.00

Weeks explained the total request was to spend \$18,400.00 out of the \$30,411.00 that was in the Myers computer replacement reserve. Harris explained the need for the new equipment and software. Ross called the question. Munson asked for a vote of those in favor of calling the question. Motion to call the question passed unanimously. Motion to approve the expenditure for the computer equipment and software from the Gladys Myers Computer Replacement Reserve passed unanimously.

Consent Agenda - Action Item: LeGates moved and Sondall Saetveit seconded a motion to approve the consent agenda as presented/amended. Weeks explained the routine items like the claims, gifts, new hires, etc. would be included in a consent agenda. Ross called the question. Munson asked for a vote for those in favor of calling the question. Motion to call the question passed unanimously. Motion as presented passed unanimously.

## **Trustee Comments:**

Ross said he attended the Iowa Library Association conference. He said the Iowa Library Association Foundation raised \$11,000.00 for scholarships and to support the Iowa Library Association.

Warnick had no comment.

Sondall Saetveit had no comment.

Anderson had no comment.

Mungons had no comment.

LeGates commented that she was glad to be at the meeting.

Munson said the State Library would offer an ICN session for trustees on November 2, 2006. She would e-mail the details to the trustees.

**Adjournment**

LeGates moved and Warnick seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 9:04 p.m.

## Consent Agenda

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
November 16, 2006**

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

- Claims Report 10/11/2006-11/6/2006
- Gifts

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

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

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

Date \_\_\_\_\_

**Library Claims Listing  
10/11/2006-11/6/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 25,903.60
PAYROLL SUMMARY	IPERS DISABILITY	\$ 120.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 77.24
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,165.34
PAYROLL SUMMARY	MEDICARE FICA	\$ 368.02
PAYROLL SUMMARY	FICA	\$ 1,573.62
PAYROLL SUMMARY	IPERS	\$ 1,489.48
PAYROLL SUMMARY	WORKERS COMP	\$ 58.46
OCT06 INFO SVCS CHARGES	CITY DATA SERV	\$ 622.58
OCT06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 35.00
OCTOBER INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,596.00
OCT06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
SEPT06 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.12
OCT06 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 674.63
GALLERY 319	OUTSIDE PROF SERV	\$ 154.00
PURCHASE POWER	POSTAGE/FREIGHT	\$ 1,018.99
CENT IA LIBRARY SERVICE A	TRAVEL/MEETINGS	\$ 30.00
BANK OF AMERICA	CONFERENCES	\$ 692.19
WEEKS, ART	CONFERENCES	\$ 132.80
LIB 11-2-06	DUES AND MEMBERSHIPS	\$ (95.00)
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 145.00
HEUSS PRINTING INC	PRINTING OUTSIDE	\$ 63.79
DEX MEDIA EAST	ADVERTISING	\$ 160.70
BANK OF AMERICA	RECRUITING COSTS	\$ 1,298.00
ATLAS VAN LINES INTL	RECRUITING COSTS	\$ 4,087.71
CITY OF AMES UTILITIES	ELECTRICITY	\$ 8.32
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 82.47
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,085.20
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.59
AMERI COMPUTER RECYCLING	WASTE DISPOSAL	\$ 82.50
ALLIANT ENERGY	NATURAL GAS	\$ 303.70
DOORS INC	STRUCTURAL REPAIR	\$ 3,245.50
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 1,851.60
FORMAN FORD DM SERVICE	STRUCTURAL REPAIR	\$ 240.00
AMES LOCK & SECURITY	FIXED EQUIPMENT REPAIR	\$ 151.63
DRAINTECH	FIXED EQUIPMENT REPAIR	\$ 204.71
3M	COMPUTER MAINT	\$ 1,806.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 117.07
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 10.10
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
R & C LANDSCAPE & LAWN CA	NON-CITY SERVICE	\$ 46.00
ADT SECURITY SERVICES	NON-CITY SERVICE	\$ 143.00
CH ISSUES	OFFICE SUPPLIES	\$ 68.31
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 1.84
QUILL CORP	OFFICE SUPPLIES	\$ 57.96
MIDWEST OFFICE TECHNOLOGY	OFFICE SUPPLIES	\$ 54.50
RECLASS LABOR LAW POSTERS	OFFICE SUPPLIES	\$ 19.90
ALL MAKES OFFICE INTERIOR	MINOR OFFICE EQUIPMENT	\$ 19,111.32
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 56.00
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 12.13

**Library Claims Listing**  
**10/11/2006-11/6/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 696.88
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 365.12
CAPITAL SANITARY SUPPLY I	EQUIPMENT PARTS/SUPPLIES	\$ 46.00
STITZELL ELECTRIC SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 51.22
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 205.42
BANK OF AMERICA	FOOD & FEED	\$ 62.44
TFR FRM EMPLOYEE COUNCIL	SPECIAL PROJECT SUPPLIES	\$ 8.37
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 1,157.99
	<b>Library Administration</b>	<b>\$ 75,638.82</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,466.72
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,574.96
PAYROLL SUMMARY	IPERS DISABILITY	\$ 97.67
PAYROLL SUMMARY	LIFE INSURANCE	\$ 49.36
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 817.04
PAYROLL SUMMARY	MEDICARE FICA	\$ 230.74
PAYROLL SUMMARY	FICA	\$ 986.60
PAYROLL SUMMARY	IPERS	\$ 911.08
PAYROLL SUMMARY	WORKERS COMP	\$ 46.77
OCT06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 83.42
OCT06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
SEPT06 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.29
VAN BROCKLIN, CATHY	TRAVEL/MEETINGS	\$ 6.60
QIU, MICHAEL	TRAVEL/MEETINGS	\$ 16.04
IA COMMISSION ON VOLUNTEE	CONFERENCES	\$ 130.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 19.17
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 172.92
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 118.70
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 17.15
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
CH ISSUES	OFFICE SUPPLIES	\$ 26.38
BANK OF AMERICA	OFFICE SUPPLIES	\$ 18.44
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (30.57)
	<b>Outreach Services</b>	<b>\$ 19,867.40</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,943.95
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 629.70
PAYROLL SUMMARY	IPERS DISABILITY	\$ 105.15
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,488.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 229.75
PAYROLL SUMMARY	FICA	\$ 982.31
PAYROLL SUMMARY	IPERS	\$ 952.98
PAYROLL SUMMARY	WORKERS COMP	\$ 19.88
OCT06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
SEPT06 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.22
MALINOWSKI, MARIANNE	TRAVEL/MEETINGS	\$ 48.40
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 268.46
BRODART CO	EQUIPMENT PARTS/SUPPLIES	\$ 2,988.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 721.35
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 1,063.24
LIBRARY VIDEO NETWORK	PERIODICALS	\$ 126.00
BAKER & TAYLOR INC	JUVENILE	\$ 1,829.59

**Library Claims Listing  
10/11/2006-11/6/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
RANDOM HOUSE INC	JUVENILE	\$ 120.00
RECORDED BOOKS LLC	JUVENILE	\$ 1,107.11
REGENT BOOK CO INC	JUVENILE	\$ 20.68
MIDWEST TAPE	JUVENILE	\$ 715.09
BANK OF AMERICA	JUVENILE	\$ 185.35
MICROMARKETING LLC	JUVENILE	\$ 78.00
PUBLICATIONS INTERNATIONA	ADULT REFERENCE	\$ 99.00
H W WILSON CO LOCKBOX	ADULT REFERENCE	\$ 167.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 64.95
DEX MEDIA EAST	ADULT REFERENCE	\$ 126.32
INFORMATION TODAY INC	ADULT REFERENCE	\$ 324.95
MARTINDALE HUBBELL	ADULT REFERENCE	\$ 69.00
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 167.81
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 674.39
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 3,253.60
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 1,218.85
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 73.94
MIDWEST TAPE	AUDIO-VISUAL	\$ 1,225.25
BANK OF AMERICA	AUDIO-VISUAL	\$ 629.23
LIB APL FOUNDATION 10-30-	ADULT COLLECTIONS	\$ (11,000.00)
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 7,702.89
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 25.49
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 8.38
COUNTRY STORE	ADULT COLLECTIONS	\$ 111.70
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 593.23
BANK OF AMERICA	ADULT COLLECTIONS	\$ 338.42
MICROMARKETING LLC	ADULT COLLECTIONS	\$ 120.43
	<b>Collections</b>	<b>\$ 36,809.35</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,043.82
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 179.30
PAYROLL SUMMARY	IPERS DISABILITY	\$ 67.81
PAYROLL SUMMARY	LIFE INSURANCE	\$ 30.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,044.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 145.30
PAYROLL SUMMARY	FICA	\$ 621.29
PAYROLL SUMMARY	IPERS	\$ 584.31
PAYROLL SUMMARY	WORKERS COMP	\$ 10.08
OCT06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 181.60
OCT06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
SEPT06 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.34
COMMITTEE ON LECTURES	OUTSIDE PROF SERV	\$ 300.00
TRACES CENTER FOR HISTORY	OUTSIDE PROF SERV	\$ 350.00
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 20.77
CENT IA LIBRARY SERVICE A	TRAINING	\$ 18.00
ROBINSON, CHRISTINA	CONFERENCES	\$ 123.85
AMER LIBRARY ASSOCIATION	PRINTING OUTSIDE	\$ 42.00
BANK OF AMERICA	PRINTING OUTSIDE	\$ 38.50
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$ 47.04
BANK OF AMERICA	FOOD & FEED	\$ 56.94
ISU EXTENSION POLK CO	FOOD & FEED	\$ 10.10
FAREWAY STORES INC	SPECIAL PROJECT SUPPLIES	\$ 2.59

**Library Claims Listing**  
**10/11/2006-11/6/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 29.25
BULLFROG FILMS INC	SPECIAL PROJECT SUPPLIES	\$ 106.00
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$ 42.96
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 48.68
VIDEO PROJECT	SPECIAL PROJECT SUPPLIES	\$ 85.95
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 285.32
	<b>Programming and Promotions</b>	<b>\$ 14,610.58</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 42,525.08
PAYROLL SUMMARY	IPERS DISABILITY	\$ 276.97
PAYROLL SUMMARY	LIFE INSURANCE	\$ 129.97
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,886.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 596.80
PAYROLL SUMMARY	FICA	\$ 2,552.00
PAYROLL SUMMARY	IPERS	\$ 2,445.18
PAYROLL SUMMARY	WORKERS COMP	\$ 65.28
OCT06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 24.75
2006-4 MUNICIPAL CODE SUP	PRINTING/GRAPHICS	\$ 20.88
OCT06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 508.31
SEPT06 INTERNAL LONG DIST	LONG DISTANCE	\$ 10.09
CENT IA LIBRARY SERVICE A	TRAINING	\$ 36.00
D HAYSLETT REIMB MEALS PC	CONFERENCES	\$ (54.44)
HEID, JERRI	CONFERENCES	\$ 132.80
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 234.43
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
CH ISSUES	OFFICE SUPPLIES	\$ 79.15
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 26.99
BANK OF AMERICA	OFFICE SUPPLIES	\$ 46.86
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 152.45
LIB 10-16-06	SPECIAL PROJECT SUPPLIES	\$ (3.00)
LIB 10-23-06	SPECIAL PROJECT SUPPLIES	\$ (7.25)
LIB 10-30-06	SPECIAL PROJECT SUPPLIES	\$ (3.00)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 0.25
	<b>Public Services</b>	<b>\$ 55,118.87</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,614.50
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 11,127.76
PAYROLL SUMMARY	IPERS DISABILITY	\$ 85.70
PAYROLL SUMMARY	LIFE INSURANCE	\$ 55.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,195.78
PAYROLL SUMMARY	MEDICARE FICA	\$ 379.11
PAYROLL SUMMARY	FICA	\$ 1,621.16
PAYROLL SUMMARY	IPERS	\$ 1,458.91
PAYROLL SUMMARY	WORKERS COMP	\$ 234.82
OCT06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
SEPT06 INTERNAL LONG DIST	LONG DISTANCE	\$ 13.21
LIBRARY MC/VISA CHARGES	OUTSIDE PROF SERV	\$ 47.50
CENT IA LIBRARY SERVICE A	TRAINING	\$ 18.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 483.30
BANK OF AMERICA	OFFICE SUPPLIES	\$ 32.98
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 19.77
	<b>Circulation Services</b>	<b>\$ 33,619.34</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 900.88

**Library Claims Listing  
10/11/2006-11/6/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
PAYROLL SUMMARY	IPERS DISABILITY	\$ 6.08
PAYROLL SUMMARY	LIFE INSURANCE	\$ 2.58
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 138.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 12.78
PAYROLL SUMMARY	FICA	\$ 54.66
PAYROLL SUMMARY	IPERS	\$ 51.80
PAYROLL SUMMARY	WORKERS COMP	\$ 0.72
OCT06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 46.21
HEARTLAND TECHNOLOGY SOLU	MOVABLE EQUIP REPAIR	\$ 85.00
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
	<b>Computer Lab</b>	<b>\$ 1,516.93</b>
Margaret Munson, President	Melody Warnick, Secretary	Date:

# Gifts

## **BOARD OF TRUSTEES AMES PUBLIC LIBRARY November 16, 2006**

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

In memory of John Nutty from

- Ron and Carol Fuchs ..... \$25.00
- J. Ben and Sarah Buck..... \$25.00
- Dr. Robert and Mrs. Donna Doran ..... \$25.00
- Martha Anderson..... \$10.00
- Charles and Elaine DeKovic..... \$25.00
- Maxine Hildebrand ..... \$50.00
- Robert and Anne Buck..... \$25.00
- John and Elaine Bath..... \$25.00
- Mary Jane Clithero ..... \$25.00
- Dr. Paul and Dorothy Vance..... \$25.00
- Steven and Mary Herrnstadt ..... \$25.00
- J. P. and J. D. Kluge..... \$25.00
- Frank and Barbara Miller..... \$25.00
- D. and Patti Spatcher ..... \$25.00
- Frank and Judith Haggard..... \$25.00
- Jean Austin Peterson ..... \$50.00
- Ellen and Stevan Holm ..... \$30.00
- A. Lynn Fawcett ..... \$50.00
- John and JoAnn Northup ..... \$25.00
- Mary Schlick ..... \$25.00
- M. Burton Drexler..... \$50.00
- Anne Hall on behalf of Hewlett-Packard Company ..... \$75.00
- Steven and Melissa Schmidt..... \$30.00
- Allen and Mary Johnson..... \$100.00
- J.W. (Bill) and Betty Waters ..... \$20.00
- Pat and Louis Banitt ..... \$20.00
- James and Marlys Potter..... \$50.00
- Roy and Carol Zingg ..... \$25.00
- Arthur and Dolores Ketelsen ..... \$25.00
- Helen Coe..... \$20.00
- Robert and Rosemary Taylor..... \$50.00
- George and Nancy Clark ..... \$50.00
- Dale and Elsie Williams..... \$25.00
- William Underhill ..... \$25.00
- Genevieve Pyle ..... \$20.00
- Mary Jane Pearson..... \$25.00
- Roland and Wilma Struss..... \$15.00
- Joy Munn..... \$50.00
- Susan Krivit Schmidt and Daniel Krivit ..... \$30.00
- Gary and Janet Thompson..... \$25.00

# Gifts

## **BOARD OF TRUSTEES AMES PUBLIC LIBRARY November 16, 2006**

- Einar and Lois Larsen ..... \$25.00
- Donald and Carol Schulze ..... \$20.00
- J.A. and D.A. Landuyt ..... \$25.00
- Mary Watkins ..... \$25.00
- Gretchen Triplett ..... \$15.00
- John Thurston ..... \$100.00
- Phyllis and Michael Heffron ..... \$20.00
- John and Georganna Hinrichsen ..... \$30.00
- Marilou Ukena ..... \$30.00
- Robert and Janette Hildebrand ..... \$40.00
- G. Harold Newell ..... \$25.00
- R.E. and D.B. Rust ..... \$20.00
- R. Friedrich and Sons, Inc. .... \$100.00
- First National Bank ..... \$50.00
- David and Hanna Gradwohl ..... \$25.00

In memory of Betty Licht for Youth Services from

- David and Roberta Countryman ..... \$25.00
- Shirley Wood ..... \$25.00
- Gail White ..... \$20.00
- Craig Beer ..... \$25.00
- Clifford and Judith Lamotte ..... \$25.00

In memory of Arline Montgomery from

- J. W. (Bill) and Betty Waters ..... \$20.00
- Madlyn Houg ..... \$10.00
- Mr. and Mrs. William Kunerth ..... \$20.00
- Arthur and Dolores Ketelsen ..... \$25.00
- Marilou Ukena ..... \$25.00

From Susan Sulzbacher in memory of Eric Allen Rudman ..... \$50.00

From Altrusa International of Ames for the youth reading program ..... \$50.00

From the Story County Master Gardener Association three books:

- *Yard & Garden Owners Manual* by Better Homes and Gardens
- *Decks, Dream It, Plan It, Build It* by Better Homes and Gardens
- *Busy in the Garden* by George Shannon

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

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

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

Date \_\_\_\_\_

EXPENSE REPORT SUMMARY FY 2006/2007																	
October 31, 2006																	
4 Months =33.0%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
<b>PERSONAL SERVICES</b>																	
Salaries	1,495,662	117,389	121,237	125,366	125,399										489,391	1,006,271	32.7%
Temporary Salaries	202,526	8,571	18,583	14,242	13,512										54,908	147,618	27.1%
Longevity	6,262	226													226	6,036	3.6%
Sick Leave		8,892													8,892	(8,892)	
Vacation		1,863													1,863	(1,863)	
<b>Total Personal Svcs</b>	<b>1,704,450</b>	<b>136,941</b>	<b>139,820</b>	<b>139,608</b>	<b>138,911</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>555,280</b>	<b>1,149,170</b>	<b>32.6%</b>
<b>EMPLOYEE BENEFITS</b>																	
Temp Salaries Benefits	29,164														0	29,164	0.0%
IPERS Disability	9,806	764	763	761	760										3,048	6,758	31.1%
Life Insurance	3,385	354	361	397	393										1,505	1,880	44.5%
Health Insurance	194,358	13,501	13,866	14,735	14,735										56,837	137,521	29.2%
FICA Medicare	21,140	1,932	1,975	1,973	1,963										7,843	13,297	37.1%
FICA	90,394	8,255	8,455	8,434	8,392										33,536	56,858	37.1%
IPERS	86,360	7,838	7,846	7,923	7,893										31,500	54,860	36.5%
Workers Comp	2,705	568	469	346	434										1,817	888	67.2%
Flex Benefits															0	0	
<b>Total Employee Ben</b>	<b>437,312</b>	<b>33,212</b>	<b>33,735</b>	<b>34,569</b>	<b>34,570</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>136,086</b>	<b>301,226</b>	<b>31.1%</b>
<b>INTERNAL SERVICES</b>																	
City Data Services	7,471		623	622	623										1,868	5,603	25.0%
City Messenger	2,823		185	225	229										639	2,184	22.6%
Printing	4,950	11	119	263	144										537	4,413	10.8%
Insurance & Bonds	18,293		3,192	1,596	1,596										6,384	11,909	34.9%
Phone Operation/Maint	16,081	1,339	1,341	1,340	1,341										5,361	10,720	33.3%
Long Distance	595		35	40	40										115	480	19.3%
Fleet Operating/Maint	8,407		1,220	2,511	1,066										4,797	3,610	57.1%
Fleet Replacement	21,636		1,803	1,803	1,803										5,409	16,227	25.0%
Computer Replacement	8,096	675	674	675	675										2,699	5,397	33.3%
Interdepartmental Labor															0	0	
<b>Total Internal Svcs</b>	<b>88,352</b>	<b>2,025</b>	<b>9,192</b>	<b>9,075</b>	<b>7,517</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>27,809</b>	<b>60,543</b>	<b>31.5%</b>
<b>CONTRACTUAL</b>																	
Outside Prof Services	33,800	27,966	154	707	851										29,678	4,122	87.8%
Postage/Freight	13,500	1,074	135	941	3,090										5,240	8,260	38.8%
Travel/Meetings	2,135	63	25	271	129										488	1,647	22.9%
Training	10,575	170	40	250	72										532	10,043	5.0%
Conferences	11,105		450	52	1,589										2,091	9,014	18.8%
Subscriptions/Books				45											45	(45)	
Dues & Memberships	4,742	95	220	155	145										615	4,127	13.0%
Printing	1,500			56	144										200	1,300	13.3%
Advertising	3,000		321		322										643	2,357	21.4%
Recruiting Costs			68	184	5,386										5,638	(5,638)	
Insurance		687													687	(687)	
Electricity	42,186		5,703	6,125	4,798										16,626	25,560	39.4%
Phone Operation/Maint	8,100	1,577	1,722	1,670	1,599										6,568	1,532	81.1%
Long Distance	20														0	20	0.0%
Water/Sewer	3,400		495	272	276										1,043	2,357	30.7%

<b>EXPENSE REPORT SUMMARY FY 2006/2007</b>																	
<b>October 31, 2006</b>																	
<b>4 Months =33.0%</b>																	
	<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>Accruals</b>	<b>Y-T-D Total</b>	<b>Current Balance</b>	<b>% Spent</b>
Waste Disposal	2,400		183	182	265										630	1,770	26.3%
Natural Gas	9,400		21	19	304										344	9,056	3.7%
Structural Repair	7,000		576	5,139	5,595										11,310	(4,310)	161.6%
Moveable Equip Repair	2,000			405	85										490	1,510	24.5%
Fixed Equip Repair	19,000		107	4,290	357										4,754	14,246	25.0%
Computer Maintenance	37,313	551	1,831	99	1,830										4,311	33,002	11.6%
Rentals & Leases	19,955	502	2,313	501	2,096										5,412	14,543	27.1%
Other Non-City Services	17,090	339	714	955	964										2,972	14,118	17.4%
<b>Total Contractual</b>	<b>248,221</b>	<b>33,024</b>	<b>15,078</b>	<b>22,318</b>	<b>29,897</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>100,317</b>	<b>147,904</b>	<b>40.4%</b>
<b>COMMODITIES</b>																	
Office Supplies	15,000	1,449	611	1,409	1,025										4,494	10,506	30.0%
Minor Office Equipment	750	359		812	19,263										20,434	(19,684)	2724.5%
Minor Computer Equip	9,000	(100)			56										(44)	9,044	-0.5%
Ag-Hort Supplies	350														0	350	0.0%
Structural Materials	2,000		231		12										243	1,757	12.2%
Chemicals/Lab Supplies	0														0	0	
Cleaning Supplies	7,000	260	627	349	1,061										2,297	4,703	32.8%
Equip Parts/Supplies	27,707	612	2,867	4,438	4,412										12,329	15,378	44.5%
Minor Equipment/Tools	550	40	52												92	458	16.7%
Food	3,500		261	211	176										648	2,852	18.5%
Wearing Apparel	200														0	200	0.0%
Special Project Supplies	4,500	(73)	238	153	308										626	3,874	13.9%
Purchase Card Clearing	0		4,082	52	2,495										6,629	(6,629)	
Equipment/Vehicle Fuel	25														0	25	0.0%
<b>Total Commodities</b>	<b>70,582</b>	<b>2,547</b>	<b>8,969</b>	<b>7,424</b>	<b>28,808</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>47,748</b>	<b>22,834</b>	<b>67.6%</b>
<b>CAPITAL</b>																	
Periodicals	15,500	8,606	245	837	126										9,814	5,686	63.3%
Juvenile	62,535	2,913	2,927	9,371	4,904										20,115	42,420	32.2%
Adult Reference	40,194	10,788	3,971	10,105	865										25,729	14,465	64.0%
Audio Visual	70,000	2,825	5,826	7,912	8,931										25,494	44,506	36.4%
Adult Collection	113,000	8,002	12,129	14,067	(852)										33,346	79,654	29.5%
<b>Total Capital</b>	<b>301,229</b>	<b>33,134</b>	<b>25,098</b>	<b>42,292</b>	<b>13,974</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>114,498</b>	<b>186,731</b>	<b>38.0%</b>
<b>OTHER EXPENDITURES</b>																	
Refunds															0	0	
<b>Total Other Expenditures</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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL</b>	<b>2,850,146</b>	<b>240,883</b>	<b>231,892</b>	<b>255,286</b>	<b>253,677</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>981,738</b>	<b>1,868,408</b>	<b>34.4%</b>

<b>2006/07 LIBRARY EXPENSE SUMMARY</b>						
<b>October 31, 2006</b>						
<b>4 Months =33.3%</b>						
	<b>2005/06</b>	<b>2006/07</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2005/06</b>	<b>2006/07</b>	<b>Balance</b>	<b>Spent</b>
<b>PERSONAL SERVICES</b>						
Salaries	1,374,857	1,495,662	453,703	489,391	1,006,271	
Temporary Salaries	208,299	203,291	68,737	54,908	148,383	
Longevity	5,852	5,497		226	5,271	
Sick Leave				8,892	(8,892)	
Vacation	6,912			1,863	(1,863)	
<b>Total Personal Services</b>	<b>1,595,920</b>	<b>1,704,450</b>	<b>522,440</b>	<b>555,280</b>	<b>1,149,170</b>	<b>32.6%</b>
<b>EMPLOYEE BENEFITS</b>						
Temp Salaries Benefits		29,164			29,164	
IPERS Disability	8,750	9,806	2,887	3,048	6,758	
Life Insurance	3,244	3,385	1,071	1,505	1,880	
Health Insurance	168,881	194,358	55,731	56,837	137,521	
FICA Medicare	22,486	21,140	7,422	7,843	13,297	
FICA	96,151	90,394	31,731	33,536	56,858	
IPERS	90,020	86,360	29,707	31,500	54,860	
Workers Compensation	5,000	2,705	1,650	1,817	888	
Flex Administration	1,298				0	
<b>Total Employee Benefits</b>	<b>395,830</b>	<b>437,312</b>	<b>130,199</b>	<b>136,086</b>	<b>301,226</b>	<b>31.1%</b>
<b>INTERNAL SERVICES</b>						
City Data Services	7,204	7,471	2,377	1,868	5,603	
City Messenger	2,948	2,823	973	639	2,184	
Printing	3,610	4,950	1,192	537	4,413	
Insurance & Bonds	18,784	18,293	6,199	6,384	11,909	
Phone Operation/Maintenance	16,082	16,081	5,306	5,361	10,720	
Long Distance	491	595	163	115	480	
Fleet Operating/Maintenance	5,779	8,407	1,907	4,797	3,610	
Fleet Replacement	20,556	21,636	6,783	5,409	16,227	
Computer Replacement	13,481	8,096	4,449	2,699	5,397	
Interdepartmental Labor	151		50		0	
<b>Total Internal Services</b>	<b>89,086</b>	<b>88,352</b>	<b>29,399</b>	<b>27,809</b>	<b>60,543</b>	<b>31.5%</b>
<b>CONTRACTUAL</b>						
Outside Professional Services	22,867	33,800	7,546	29,678	4,122	
Postage/Freight	10,409	13,500	3,436	5,240	8,260	
Travel/Meetings	1,362	2,135	451	488	1,647	
Training	3,159	10,575	1,042	532	10,043	
Conferences	14,694	11,105	4,849	2,091	9,014	
Subscriptions and Books	35		12	45	(45)	
Dues & Memberships	3,978	4,742	1,313	615	4,127	
Printing	2,179	1,500	719	200	1,300	
Advertising	3,357	3,000	1,108	643	2,357	
Recruiting Costs	9,405		3,103	5,638	(5,638)	
Insurance				687	(687)	
Electricity	46,870	42,186	15,468	16,626	25,560	
Phone Operation/Maintenance	16,678	8,100	5,504	6,568	1,532	
Long Distance	(17)	20	(6)		20	
Water/Sewer	3,195	3,400	1,054	1,043	2,357	
Waste Disposal	3,259	2,400	1,075	630	1,770	
Natural Gas	8,546	9,400	2,820	344	9,056	
Structural Repair	5,947	7,000	1,963	11,310	(4,310)	
Moveable Equipment Repair	717	2,000	236	490	1,510	
Fixed Equipment Repair	16,259	19,000	5,365	4,754	14,246	
Computer Maintenance	41,773	37,313	13,786	4,311	33,002	
Rentals & Leases	20,019	19,955	6,607	5,412	14,543	

<b>2006/07 LIBRARY EXPENSE SUMMARY</b>						
<b>October 31, 2006</b>						
<b>4 Months =33.3%</b>						
	<b>2005/06</b>	<b>2006/07</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2005/06</b>	<b>2006/07</b>	<b>Balance</b>	<b>Spent</b>
Other Non-City Services	24,650	17,090	8,135	2,972	14,118	
<b>Total Contractual</b>	<b>259,341</b>	<b>248,221</b>	<b>85,585</b>	<b>100,317</b>	<b>147,904</b>	<b>40.4%</b>
<b>COMMODITIES</b>						
Office Supplies	14,640	15,000	4,832	4,494	10,506	
Minor Office Equipment	4,093	750	1,350	20,434	(19,684)	
Minor Computer Equipment	8,849	9,000	2,920	(44)	9,044	
Ag-Hort Supplies	260	350	86		350	
Structural Materials	2,622	2,000	865	243	1,757	
Chemicals/Lab Supplies	29		10		0	
Cleaning Supplies	7,388	7,000	2,438	2,297	4,703	
Equipment Parts/Supplies	24,409	27,707	8,056	12,329	15,378	
Minor Equipment & Tools	2,122	550	700	92	458	
Food	4,496	3,500	1,484	648	2,852	
Wearing Apparel	221	200	73		200	
Special Project Supplies	6,625	4,500	2,186	626	3,874	
Purchase Card Clearing				6,629	(6,629)	
Fuel for Vehicles/Equipment	16	25			25	
<b>Total Commodities</b>	<b>75,770</b>	<b>70,582</b>	<b>25,000</b>	<b>47,748</b>	<b>22,834</b>	<b>67.6%</b>
<b>CAPITAL</b>						
Periodicals	9,677	15,500	3,193	9,814	5,686	63.3%
Juvenile	63,731	62,535	21,031	20,115	42,420	32.2%
Adult Reference	26,782	40,194	8,838	25,729	14,465	64.0%
Audio Visual	68,847	70,000	22,720	25,494	44,506	36.4%
Adult Collection	122,266	113,000	40,348	33,346	79,654	29.5%
<b>Total Capital</b>	<b>291,303</b>	<b>301,229</b>	<b>96,130</b>	<b>114,498</b>	<b>186,731</b>	<b>38.0%</b>
<b>OTHER EXPENDITURES</b>						
Refunds	12				0	
<b>Total Other Expenditures</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL</b>	<b>2,707,262</b>	<b>2,850,146</b>	<b>888,754</b>	<b>981,738</b>	<b>1,868,408</b>	<b>34.4%</b>
						<b>% of</b>
						<b>Total</b>
<b>TOTALS BY DIVISION:</b>						
Administration/Support	553,261	636,479	180,061	223,594	412,885	22.80%
Outreach Services	258,621	265,253	85,639	91,917	173,336	9.40%
Collections	589,101	616,790	193,928	246,764	370,026	25.10%
Programming & Promotions	200,883	214,419	65,592	58,760	155,659	6.00%
Public Services	645,632	658,308	212,284	219,310	438,998	22.30%
Circulation Services	405,215	387,310	133,306	133,836	253,474	13.60%
Computer Lab	54,549	71,587	17,944	7,557	64,030	0.80%
<b>GRAND TOTAL</b>	<b>2,707,262</b>	<b>2,850,146</b>	<b>888,754</b>	<b>981,738</b>	<b>1,868,408</b>	<b>100%</b>

<b>Library Donations Report</b>								
<b>Fiscal Year 2006/2007</b>								
<b>Year-to-Date through October 31, 2006</b>								
	<b>Gladys Myers Bequest</b>		<b>Roscoe Marsden Bequest</b>		<b>Verna Thompson Bequest</b>	<b>Herbert Howell Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
<b>Reserved principal and interest</b>	<b>664,027.69</b>	<b>(1)</b>	<b>100,000.00</b>	<b>(2)</b>			<b>8,276.00</b>	<b>(3)</b> <b>772,303.69</b>
<b>Computer replacement reserve</b>	<b>30,411.00</b>		<b>8,180.00</b>					<b>38,591.00</b>
<b>Committed funds (see below)</b>	<b>20,143.93</b>		<b>2,500.00</b>		<b>389,431.43</b>	<b>23,925.00</b>	<b>35,251.40</b>	<b>471,251.76</b>
<b>Available funds:</b>								
Beginning available balance	50,953.58		16,183.84		406,667.84	195,338.57	92,170.85	761,314.68
Interest revenue	11,009.98		2,294.84		7,128.83	3,640.01	1,789.75	25,863.41
Donations							10,810.52	10,810.52
Expenses	(6,485.38)		(1,122.64)		(24,365.24)	(585.58)	(15,313.49)	(47,872.33)
Committed funds	(20,143.93)		(2,500.00)		(389,431.43)	(23,925.00)	(35,251.40)	(471,251.76)
<b>Current available balance</b>	<b>35,334.25</b>		<b>14,856.04</b>		<b>0.00</b>	<b>174,468.00</b>	<b>54,206.23</b>	<b>278,864.52</b>
<b>Total fund balance</b>	<b>749,916.87</b>		<b>125,536.04</b>		<b>389,431.43</b>	<b>198,393.00</b>	<b>97,733.63</b>	<b>1,561,010.97</b>
<b>Expense detail:</b>								
Project Smyles	5,221.00						1,085.09	6,306.09
Teen Space	604.41							604.41
Web development project							3,284.01	3,284.01
Internal printing							500.58	500.58
Outside professional services					4,288.75		2,125.00	6,413.75
Postage							7.80	7.80
Training							75.20	75.20
Advertising	460.00				76.49			536.49
Other non-City services					20,000.00			20,000.00
Office supplies	199.97						39.45	239.42
Special project supplies							7,214.92	7,214.92
Computer equipment			1,122.64					1,122.64
Youth collection						585.58	11.99	597.57
Adult collection							969.45	969.45
<b>Total expenses</b>	<b>6,485.38</b>		<b>1,122.64</b>		<b>24,365.24</b>	<b>585.58</b>	<b>15,313.49</b>	<b>47,872.33</b>
<b>Committed funds detail:</b>								
Building expansion					389,431.43			389,431.43
Strategic planning travel	6,922.78							6,922.78
Project Smyles	6,650.06						920.16	7,570.22
Teen Space	6,571.09							6,571.09
Administration laptop			2,500.00					2,500.00
Collection materials						23,925.00		23,925.00
Books for Babies program							9,000.00	9,000.00
Read-About-It program							2,126.04	2,126.04
Equipment							10,739.21	10,739.21
Web development							10,965.99	10,965.99
Computer training							1,500.00	1,500.00
<b>Total committed funds</b>	<b>20,143.93</b>		<b>2,500.00</b>		<b>389,431.43</b>	<b>23,925.00</b>	<b>35,251.40</b>	<b>471,251.76</b>
(1) \$600,000 of the Gladys Myers bequest and 20% of the interest earned annually on the bequest were reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest income may be used for projects and/or acquisitions approved by the Board.								
(2) \$100,000 of the Marsden bequest was reserved by the Library Board of Trustees on June 24, 1999; the interest on this bequest is available for expenditure.								
(3) Reservations of principal in Other Donations are: \$1,000 in the Tommy Feinberg Memorial, \$5,276 in the Gilman Fund, and \$2,000 in the Smith Endowment. Interest earned on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith Endowment is to be used to acquire large-print books.								

<b>Library Donations Report - Other Donations</b>												
<b>Fiscal Year 2005/2006</b>												
<b>Year-to-Date through October 31, 2006</b>												
				Tommy								
	General	Friends	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	Enrich		
	Donations	Donations	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	Iowa	RIIF	Total
<b>Reserved principal and interest</b>				1,000.00	5,276.00	2,000.00						8,276.00
<b>Committed funds (see below)</b>	3,333.43				2,126.04			0.00		9,486.73	20,305.20	35,251.40
<b>Available funds:</b>												
Beginning available balance	17,113.21	(20.50)		72.36	2,217.89	(46.41)	4,225.00	1,212.50	1,966.63	15,738.79	49,691.38	92,170.85
Interest revenue	1,789.75											1,789.75
Donations/grants	3,010.91	1,911.18						4,455.00	1,000.00			10,377.09
Project Smyles donations	433.43											433.43
Expenses	(1,535.83)	(2,340.28)			(44.20)				(318.77)	(7,790.40)	(3,284.01)	(15,313.49)
Transfers between programs												0.00
Committed funds	(3,333.43)				(2,126.04)					(9,486.73)	(20,305.20)	(35,251.40)
<b>Current available balance</b>	<b>17,478.04</b>	<b>(449.60)</b>	<b>0.00</b>	<b>72.36</b>	<b>47.65</b>	<b>(46.41)</b>	<b>4,225.00</b>	<b>5,667.50</b>	<b>2,647.86</b>	<b>(1,538.34)</b>	<b>26,102.17</b>	<b>54,206.23</b>
<b>Total fund balance</b>	<b>20,811.47</b>	<b>(449.60)</b>	<b>0.00</b>	<b>1,072.36</b>	<b>7,449.69</b>	<b>1,953.59</b>	<b>4,225.00</b>	<b>5,667.50</b>	<b>2,647.86</b>	<b>7,948.39</b>	<b>46,407.37</b>	<b>97,733.63</b>
<b>Expense detail:</b>												
Project Smyles	632.06									453.03		1,085.09
Web development project											3,284.01	3,284.01
Internal printing		149.60			32.21				318.77			500.58
Outside professional services		2,125.00										2,125.00
Postage/freight										7.80		7.80
Training										75.20		75.20
Office supplies										39.45		39.45
Special project supplies										7,214.92		7,214.92
Youth collection					11.99							11.99
Adult collection	903.77	65.68										969.45
<b>Total expenses</b>	<b>1,535.83</b>	<b>2,340.28</b>	<b>0.00</b>	<b>0.00</b>	<b>44.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>318.77</b>	<b>7,790.40</b>	<b>3,284.01</b>	<b>15,313.49</b>
<b>Committed funds detail:</b>												
Project Smyles	433.43									486.73		920.16
Books for Babies program										9,000.00		9,000.00
Read-About-It program					2,126.04							2,126.04
Equipment	2,900.00										7,839.21	10,739.21
Web development											10,965.99	10,965.99
Computer training											1,500.00	1,500.00
<b>Total committed funds</b>	<b>3,333.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,126.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,486.73</b>	<b>20,305.20</b>	<b>35,251.40</b>
* Beginning balance includes available balance at 6/30/06 plus outstanding committed funds												

<b>Gladys Myers Donation Fund</b>			
<b>Interest Earned per Fiscal Year</b>			
<b>Year-to-Date through October 31, 2006</b>			
			<b>80% available</b>
			<b>for expenditure</b>
	<b>Total interest</b>	<b>20% reserved</b>	<b>or spent over</b>
<b>Fiscal year</b>	<b>revenue</b>	<b>for reinvestment</b>	<b>life of donation</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	17,507.31	3,501.46	14,005.85
2005/06	28,296.05	5,659.21	22,636.84
2006/07	13,762.48	2,752.50	11,009.98
<b>Total</b>	<b>320,138.45</b>	<b>64,027.69</b>	<b>256,110.76</b>

### Administrative Activities:

- **Vandalism** continues to plague the library. On the evening of November 6, a patron purposely stuffed paper diapers into the toilet for the purpose of clogging and overrunning the toilet. Evidence was left at the scene to indicate that this was a purposeful act. The police were called and have some leads on the perpetrator.  
On November 9, a patron pulled the fire alarm causing an evacuation of the library. Library staff acted quickly and decisively. It was impressive how well procedures were followed.
- **Position descriptions and performance expectations** of the direct reports to the director continued with the expectation that this will be complete by the end of November.
- **Story County Library Association:** Our annual meeting with the Story County Board of Supervisors was on October 31. The collective request for funding by the public libraries of Story County was for \$300,000. The rationale for the amount was to request an amount per circulation to rural residents that represents an average cost per municipal circulation to the home library's residents (\$2.05 per capita). If the requested amount is achieved and the Ames Public Library receives a 46.25% share based on prior year circulation, we would receive \$138,750. Since our current year's award is \$123, 719 this represents an increase of 12%.
- **Sidewalk Replacement and Improvements:** City Traffic Engineer Damion Pregitzer has requested library approval for moving the handicapped parking space to the last parking space on the library side of Douglas Ave. This would allow a rear exit/entry for handicapped vehicles that load/unload from the rear hatch door of specially equipped vehicles. This would necessitate a curb-cut and some improvements to the sidewalk. I agreed with the plan as being of benefit to our patrons.

### Director's Presentations and Outside Meetings:

- October 25: CyRide: Meeting regarding the bus stop at the library and parking spaces along Fifth Street.
- October 31: Story County Library Association. See above.
- November 1: Presentation to the Ames Morning Rotary Club.
- November 9: Chamber of Commerce Business After Hours. Octagon Gallery
- November 16: Iowa Urban Public Library Association (IUPLA) meeting. Des Moines.

### Community Relations:

#### Actions Taken:

- **Borrower's Guide:** Community relations is working with circulation to update the "borrower's guide" information for new patrons. The new update is streamlining the current guide so it is more condense and readable.

- **Web-Design:** Work is continuing on the new website. Community Relations is making layout changes based on staff feedback.
- **Annual Report:** The final draft of the 2005/06 Annual Report is completed and will soon be sent to the printer.

#### Decisions made

- **Page One:** Jillian Ocken will be trying a new format of the e-mail version of *Page One*, the library newsletter, with the rollout of the new webpage. Instead of having one main page linking to separate pages for each event, it will include a couple of feature items and a link to the PDF of the full *Page One* newsletter. This should make the e-mail newsletter less time-intensive to create and consolidate the information for readers.

#### Future plans

- **Brochure About the Library:** Community relations is designing a general brochure about APL that can be handed out at tours, resource fairs, etc.
- **Staff Photo Board:** We are updating the staff photo board. The photo board includes the Board of Trustees. The staff photo board lets APL staff know who our trustees are, as well as the 70 members of APL staff. Jillian Ocken can take your photo anytime at your convenience, or we can do this at the December board meeting.

#### Library Technologies:

##### Actions Taken:

- **Router and Firewall:** The router and firewall, approved by the board this past month, will be installed by the end of November.
- **APL Zone Computers:** The computers in the APL Zone are now loaded and operational for age-appropriate games. As the Internet policy is reviewed and approved, Internet access will be enabled. This should increase activity in this area of the library and have the intended result of creating a teen space for increasing library use for this age group.

##### Future plans:

- **Public Access Workstation Management:** Staff are now working on the implementation of Envisionware® software to manage the reservations of public access workstations. This new software will facilitate access to workstations with low to no intervention by APL staff. Full implementation is expected by February 2007.
- **WIFI at APL:** We are currently negotiating with CPI, a Des Moines telecommunications company who is seeking low cost solutions for wireless access within the library building. At present we hope to have wireless access for the public as soon as December 1. The lost cost solution recommended to us is a DSL line from Qwest. DSL will provide sufficient bandwidth to handle anticipated loads.

**Administration**

- **Demolition** – “De-construction” began on the morning of November 6<sup>th</sup>. We had one problem this week when the backhoe cut a live gas line because Alliant Energy had failed to abandon the line as per a work order issued over two weeks ago. No one was injured and work was only stopped for about 45 minutes. The fire fighters’ response was tremendous. They had it under control in no time. Currently the site is being cleared and the fill work will begin in the next few days.
- **Budget** – Worked with Management Team to develop the current year adjustments and next year request.
- **Policy development** – Lynne and I facilitated two staff discussion sessions for input on revising the Library’s Internet use policy. I facilitated two Leadership Team meetings to revise the policy. I edited and revised the policy as well as developed the briefing paper for the Board packet.
- **“The Big Read” grant award** – APL has been awarded \$7,300.00 to conduct a series of programs on the one community/one book model funded by the National Endowment for the Arts. Principle co-sponsors are ISU Parks Library and Ames High School English Department. We will be reading and discussing Willa Cather’s “My Antonia” next spring.
- **Friends of Ames Public Library** – Net receipts for the fall used book sale were just over \$9,600.00.

**Presentations and Outside Meetings:**

- I hosted Central Iowa Library Service Area (CILSA) on October 25<sup>th</sup>.
- I conducted tour for City of Ames new employees.

**Continuing Education:**

- I attended the Iowa Library Association annual conference in Council Bluffs on October 12 & 13.

**Information Services**

- **PDPs** – I conducted ten quarterly professional development plan reviews for Information staff.
- **Job descriptions** – Worked with professional librarians to begin revising their job description as well as providing information and guidance for Marianne and Mike in working with their direct reports.
- **Output Measures Surveys** - The surveys for holds, interlibrary loans, and requests for purchase as well as the in-house use survey were completed in October. Beginning this week, we are conducting the materials availability survey. We are asking customers to tell us if they found what they were looking for on their library visit. All of these surveys are required for accreditation.
- **Reference Survey** – This week we are recording the number of information and reference questions we answer. Tallies are kept at the Information and Youth Desks as well as on the Bookmobile. We do this sampling twice a year for the annual report.
- **Organization Chart** - During their weekly meetings, Mike and Jerri have been discussing the disposition of half-time public services Library Assistants at the Youth Services Desk.

**Presentations and Outside Meetings:**

- Staff taught five computer classes serving 20 people in October.
- I met with CyberCorps students (ISU computer science graduate students) who are planning a series of computer security sessions for February and March 2007. They are adding a session this year on “Children and the Internet” for parents.

**Continuing Education:**

- Jan completed a City-sponsored "Communications" course.

**Collections**

- **PDPs** – Marianne and I conducted four quarterly professional development plan reviews for Collections staff.
- **Adult Materials** – Marianne facilitated a meeting of the Adult Selectors committee and showed the film, "Merchandising the Library." This sparked a lot of discussion about improving displays at APL. Other workgroups will also be viewing the film.
- **Juvenile Series Project** – Jan Heuss completed re-cataloging and re-labeling the juvenile books in series. Jan worked on this project for over a year and did a great job of making the collection more accessible for our customers. She is now beginning the same process for YA series. Jan now catalogs all new j series and YA series acquisitions.

**Presentations and Outside Meetings:**

- Marianne attended a quarterly conference planning meeting on October 24th for the upcoming Iowa OCLC Users Group Conference, which will be held in Dubuque this spring.

**Continuing Education:**

- Marianne completed the City-sponsored "Supervisory Essentials" course on November 2<sup>nd</sup>.
- Marianne is taking an online cataloging class from the University of Wisconsin which is focusing on the changing nature of cataloging in the world of the Internet.

## MONTHLY REPORT November 2006

Lynne Carey, Outreach and Circulation Coordinator

### Administration

- **Foundation:** The 2006 Ames Public Library Foundation campaign has now topped \$32,700.00.
- **Personnel:** We have conducted quarterly professional development plan meetings with circulation, outreach and youth salaried staff. All salaried staff members are working to revise job descriptions. New meeting configurations are being developed in light of the new organizational chart.
- **Grants:** November is the month to hear the status of several outstanding grant applications. Dawn and I were thrilled to learn that we received the Big Read grant (see her report for details). We are a co-sponsor, along with Searching for Shakespeare, of a series of programs that will be funded by the Ames Council on the Arts.

### Circulation

- **Debt Collection:** We have completed the first year of our contract with Unique Management Systems. From the November 1 report from Unique Management:  
1659 accounts submitted (x \$8.95=\$14,848.05)  
56.68% activated  
\$138,612.03 dollars submitted  
\$32,279.15 dollars received  
\$5,200.74 material recovered
- **Temporary Cards:** For many years APL has issued cards with limited borrowing privileges for customers at temporary addresses. This practice was originally implemented in response to heavy loss rates. Over the past few months we have been analyzing material loss patterns. We also continue to review our practices with an eye on ensuring consistency and fairness. In light of our analysis, we have discontinued the use of temporary cards. New customers are simply required to show proof of a current address.

### Outreach

- **Bookmobile Schedule:** Use of the Bookmobile has declined at the Kate Mitchell stop. Roger Hop designed a survey that has been distributed to the entire neighborhood. The results will help us determine the future of this stop.
- In an effort to address some workflow issues, we are reassigning some duties. Margaret Dempsey is taking over the administration of the deposit collection program and Mary Herrstadt will continue overseeing the individual home delivery program.
- **Smyles Mural:** At the recent Octagon Arts Festival, artist Greg Fuqua led a project to create a mural featuring Smyles. Many community members contributed to the end product. Thanks to Kay Marner and volunteer Rob Bohlke, it is now installed in the Farwell T. Brown Auditorium.

## **Youth**

- Chris Robinson created a lobby display for Children's Book Week.
- Lora Van Marel completed the summer program scrapbook.
- Tracy Briseno completed a project to reorganize the juvenile magazine collection.

## **Volunteer Program**

- Sarah Bohlke finalized the application and training process for new volunteers. All prospective volunteers receive an application form and set of guidelines. After an initial interview they are asked to complete a confidentiality agreement, a permission to conduct background checks, and a volunteer information sheet. New volunteers are subject to a probationary period and will receive regular evaluations.
- Sarah created a lobby display for National Make a Difference Day.

## **Programming**

- Jerri presented a program at the Colo Public Library on the Best Children's Books of 2006.
- We are pleased to have Anastasia Tuckness back after a leave of absence.
- **Highlights:** Unique programs this month have included a quilt exhibit in cooperation with Youth and Shelter Services; a visit by the TRACES bus-eum; author visits featuring Derek Anderson, Debra Marquart and Dorothy Fyfe, and Lenwood Monte who are both members of APL's Inkspots group; a teen open mic night and several special Halloween programs.

## **Continuing Education**

- Val Donnell completed Public Library Management II classes.
- Tracy Briseno, Sarah Bohlke and I attended a City Of Ames workshop on Cultural Diversity.
- Teresa Rosenberg, Kay Marner, Jerri Heid, Chris Robinson, Cathy Van Brocklin, Lora Van Marel and Tracy Briseno attending the annual Festival of Books for Young People in Iowa City.
- Tracy Briseno attended a City of Ames workshop on Communicating with Diplomacy and Tact.
- Sarah Bohlke attended the annual Iowa Conference on Volunteerism.
- Jerri Heid attended the annual Iowa Library Association Conference.
- Jerri Heid attended Roy Kenagy's "What not to Buy" workshop.
- Cathy Van Brocklin attended the ILA Planning Meeting in her new role as secretary of the ILA Youth Services Subdivision.
- Jerri Heid attended Empowerment Board training in her role as a new board member.

## **Internet Use and Guidelines Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
November 16, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Internet Use and Guidelines Policy as presented/amended.

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

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

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

Date \_\_\_\_\_

## **Briefing Paper: Internet Use Policy and Guidelines (revised)**

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**Background:** This policy has not been substantially revised since 2000. The Internet is no longer a new resource in public libraries and the policy needs to reflect the current state of Internet use in our library.

In order to gather information on how the policy is working, Lynne Carey and Dawn Hayslett facilitated two discussion sessions for staff. In these sessions, staff members were asked to share their issues and concerns regarding providing public access Internet at APL as well as their suggestions for improving our policy. Each of these sessions lasted just over an hour. Notes from these sessions are attached.

**Discussion:** We were not attempting to achieve a consensus from these meetings, but it was clear that the majority of our staff members do not support the implementation of filtering software for any of our Internet stations.

Staff discussed technology options a great deal. It is likely that the addition of a new Internet management software product (Envisionware) will afford the Library an opportunity to offer individuals and their families the choice of a filtered Internet session. This new software should be available early in 2007 and may result in revising our policy to reflect those options for our customers.

Staff also discussed the concerns they have in dealing with customer complaints. Currently, we handle these issues under our “Conduct in the Library” policy which is referenced in the Internet policy. Clear procedures need to be developed for staff so that we are consistent in dealing with these concerns. Staff will need ongoing training as well.

**Proposed revision:** The results of the staff discussion sessions were provided to the Leadership team who then developed the proposed revision of the policy. The revisions reflect the removal of much “boilerplate” language that was used to describe a very new resource when this policy was first adopted. It also includes a reference to the Code of Iowa section that exempts public libraries from prosecution. We also added our “Expressions of Concern” procedures as we have in other policies such as those governing the use of meeting rooms. The revised policy clearly indicates what we are suggesting as “guidelines” which are not Library policy.

**Administration Recommendation:** Approve the proposed revision with the understanding that it will need to be reviewed again after the implementation of the Envisionware product.

# Internet Use Policy Discussion Sessions

## October 2006

### Issues – Session I

- Guidelines and policy are mooshed together
- Patrons – customers
- Teen space – no internet discrimination
- We are currently not following our own policy
  - Limiting
  - Offering filter options
- History not cleared until the end of the day
- Documents not necessarily cleared at end of session/day
- Google vs. e-mail in terms of offensiveness
- Filtering options
- Wireless implications
- Protect Freedom of Information while offering options
- Have filters improved? Is false security an issue?
- “Building” okay sites is censorship
- Confidentiality section—too loose? “other appropriate means”
- Reference to Conduct in the Library policy—is it covered? Take out “failure to follow...” and purging of records/input
- Should the policy include Code language—obscenity and child porn and separate from access section
- Update the booklet
- Education – focus on the good stuff

### Issues – Session II

- What can technology do to address our needs/concerns?
- Filters for teen space
- Reliability of filters – wide variety of issues and agendas
- Filters for kids’ computers
- Filtering issue is somewhat dependent on location/supervision/age of potential user...
- Some terminals do not protect privacy of user
- Customers currently do not have choice to use filter
- Do filters promote a false sense of security?
- Offering options – how do we know how they are built?
- Chat/IM/MySpace networking issues—are there filtering options?
- Danger lurks—education is key
- Ability to monitor exists
- To IM or not to IM
- Unethical to filter—freedom issue
- Balance between theoretical concept and the reality we live with
- Problematic to consider filtering teen space and not kids’ area—hard sell

- Currently a problem to not offer internet in teen space
- If we filter, who decides (acceptable content)?
- Free access to information
- Limits based on location may not do what people want if they can access at another location
- Recessed monitors provide privacy
- Placement of furniture can provide privacy
- Provide options by location or per terminal
- Not currently following policy's access section
- Training issue: help customers evaluate as using
- Slippery slope—if we limit based on age, what other issue would/could be visited?
- Offering filtering based on location is akin to cataloging books by location
- What can software do for us?
- Any chance we can offer (customers) options at beginning of session?

## Ames Public Library Policy

Section: Library Resources - Collections  
Subject: Internet Use Policy and Guidelines

## Board

Approved: 6/96, 7/05  
Reviewed: 11/02, 7/05  
Revised: 11/00, 11/06

### Purpose

Ames Public Library provides access to the Internet and other electronic resources as part of its mission: "The Ames Public Library: We connect you to the world of ideas." These resources are available in our facility as well as through remote access. The Library has no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals must accept responsibility for evaluating content. As with other library materials, the Library affirms the right and responsibility of parents or guardians to guide, determine, and monitor their children's use of the Internet.

### Responsibilities of the Library

The Library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The authority to determine what is illegal content rests with the Story County Attorney or the Iowa Attorney General (Sec. 728.6, Code of Iowa<sup>1</sup>) not with the staff of the Ames Public Library. Public libraries are exempt under (Sec. 728.7, Code of Iowa). The availability of information does not constitute endorsement of the content by the Ames Public Library. The Ames Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through is electronic resources, or any consequences thereof.

As stated in the American Library Association's *Statement on Library Use of Filtering Software*<sup>2</sup> (adopted by Ames Public Library Board of Trustees as a guidance document, 06/05) "... the use of filtering software to block access to constitutionally protected speech violates the Library Bill of Rights"; therefore, the Ames Public Library will not impose blocking or filtering software to limit access to Internet sites. However, Library staff can assist users with a list of selected web sites that allow filtered searching.

### Responsibility of Customers

Customers are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. However, absolute privacy in using electronic resources in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. The Library will manage access to the Internet by the use of privacy screen, and judicious placement of computer monitors. The "Conduct in the Library" policy applies to the behavior of customers using electronic equipment and resources. Access, use, or dissemination of information via the Internet in the Library is the responsibility of the customer.

### Confidentiality

It is the Library's practice not to maintain a history of our customers' computer use. It is not possible for the Library to retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a

#### Deleted: Materials Selection

Deleted: The Ames Public Library recognizes that within the Ames community there are groups and individuals with diverse interests, backgrounds and needs. The Library further recognizes and emphasizes that the public library is an institution of a democratic society and was established to serve all of the people in a community. ¶

¶ Electronic information and networking is a new and very rapidly developing area of public and private activity.

Deleted: The Library recognizes that these developments pose new challenges as well as new opportunities for the library board, the library staff, and library users and their families. The Library believes that these challenges and opportunities are best addressed by adherence to the fundamental principles of traditional library use and the principles of a free society. These new methods of receiving information continue and extend its mission which is: "The Ames Public Library: We connect you to the world of ideas."

Deleted: Congress and the courts have recognized that there is no single organization to govern, control, or select information for the Internet. Because of this freedom of information, the breadth of information on the Internet, the unstructured and unregulated nature of the Internet, and the unreliable state of filtering, the Ames Public Library cannot control the content of resources available on the Internet. ¶

¶ Library staff will apply the selection criteria outlined in the library's ... [1]

Deleted: does not select the material on the Internet and

Deleted: (obscene)

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Deleted: Ames Public Library upholds the right of confidentiality and privacy for all library users. In order to protect the privacy of the user and the interests of other library patrons, the Library will manage access ... [2]

Deleted: . Failure to follow this policy could result in revocation of library privileges. ¶

#### Responsibility of Users¶

¶ ... [3]  
Deleted: In the case of minors, it is a joint responsibility of the user and the parent or guardian. ¶

customer has entered. At the end of the business day, all computer use and reservations records are erased.

### **Expressions of Concern:**

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

### **Formal Complaint Process:**

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

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

### **Internet Use Guidelines for Parents and Guardians**

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

Deleted: Supervising Children's Use  
¶

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.

- ◆ Use the Internet as a family. Join your children in Internet exploration.
- ◆ Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- ◆ Encourage children to use sites recommended on the Library's web site and counsel them to avoid sites you consider unsuitable.
- ◆ Provide guidelines for your children on the amount of time they spend online, just as for television viewing.

Deleted: homepage

- ◆ Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
- ◆ Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.

As it does with other library resources, the Library will provide training on [the use of the Internet and other](#) electronic resources. It will also make information available to help parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources.

<sup>1</sup> [Code of Iowa: containing all statutes of a general and permanent nature. Des Moines: State of Iowa, 1924-](#)

<sup>2</sup> ["Statement on Library Use of Filtering Software," American Library Association Intellectual Freedom Committee, July 1, 1997; Rev. November 17, 2000](#)

Congress and the courts have recognized that there is no single organization to govern, control, or select information for the Internet. Because of this freedom of information, the breadth of information on the Internet, the unstructured and unregulated nature of the Internet, and the unreliable state of filtering, the Ames Public Library cannot control the content of resources available on the Internet.

Library staff will apply the selection criteria outlined in the library's "Materials Selection" policy to provide access to a broad range of World Wide Web resources through the library's homepage. The Ames Public Library homepage is designed to offer easy and convenient access to valuable local, national, and international sources of information.

### **Access**

Ames Public Library upholds the right of confidentiality and privacy for all library users. In order to protect the privacy of the user and the interests of other library patrons, the Library will manage access to the Internet by the use of privacy screens, judicious placement of computer monitors, and other appropriate means.

### **Users**

. Failure to follow this policy could result in revocation of library privileges.

### **Responsibility of Users**

The Internet is a global entity with a highly diverse user population and information content. Though the Internet provides users with a wide array of excellent information, it also contains information that may be inaccurate, outdated, or personally offensive. Library patrons use it at their own risk. A good information consumer evaluates the validity of information found. Use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed.

The availability of information does not constitute endorsement of the content by the Ames Public Library.

**Ames Public Library**  
**Section: Guidance Documents**

**Board**  
**Approved: 11/97,6/05**  
**Reviewed: 5/02, 6/05**  
**Revised:**

**Subject: ALA Statement on Library Use of  
Filtering Software**

**Statement on Library Use of Filtering Software**  
**American Library Association Intellectual Freedom Committee**

On June 26, 1997, the United States Supreme Court in *Reno, Attorney General of the United States, et al. v. American Civil Liberties Union, et al.*, issued a sweeping reaffirmation of core First Amendment principles and held that communications over the Internet deserve the highest level of Constitutional protection.

The Court's most fundamental holding was that communications on the Internet deserve the same level of Constitutional protection as books, magazines, newspapers, and speakers on a street corner soapbox. The Court found that the Internet "constitutes a vast platform from which to address and hear from a world-wide audience of millions of readers, viewers, researchers, and buyers," and that "any person with a phone line can become a town crier with a voice that resonates farther than it could from any soapbox."

For libraries, the most critical holding of the Supreme Court is that libraries that make content available on the Internet can continue to do so with the same Constitutional protections that apply to the books on libraries' shelves. The Court's conclusion that "the vast democratic fora of the Internet" merit full constitutional protection serves to protect libraries that provide their patrons with access to the Internet. The Court recognized the importance of enabling individuals to receive speech from the entire world and to speak to the entire world. Libraries provide those opportunities to many who would not otherwise have them. The Supreme Court's decision protects that access.

The use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and may lead to legal exposure for the library and its governing authorities. The American Library Association affirms that the use of filtering software by libraries to block access to constitutionally protected speech violates the *Library Bill of Rights*.

**WHAT IS BLOCKING/FILTERING SOFTWARE?**

Blocking/filtering software is a mechanism used to:

- restrict access to Internet content, based on an internal database of the product, or;
- restrict access to Internet content through a database maintained external to the product itself, or;
- restrict access to Internet content to certain ratings assigned to those sites by a third party, or;
- restrict access to Internet content by scanning text, based on a keyword or phrase or text string, or;
- restrict access to Internet content by scanning pixels, based on color or tone, or;
- restrict access to Internet content based on the source of the information.

**PROBLEMS WITH THE USE OF BLOCKING/FILTERING SOFTWARE IN LIBRARIES**

- Publicly supported libraries are governmental institutions subject to the First Amendment, which forbids them from restricting information based on viewpoint or content discrimination.
- Libraries are places of inclusion rather than exclusion. Current blocking/filtering software not only prevents access to what some may consider "objectionable" material, but also blocks information

protected by the First Amendment. The result is that legal and useful material will inevitably be blocked.

- Filters can impose the producer's viewpoint on the community.
- Producers do not generally reveal what is being blocked, or provide methods for users to reach sites that were inadvertently blocked.
- Criteria used to block content are vaguely defined and subjectively applied.
- The vast majority of Internet sites are informative and useful. Blocking/filtering software often blocks access to materials it is not designed to block.
- Most blocking/filtering software was designed for the home market and was intended to respond to the preferences of parents making decisions for their children. As these products have moved into the library market, they have created a dissonance with the basic mission of libraries. Libraries are responsible for serving a broad and diverse community with different preferences and views. Blocking Internet sites is antithetical to library missions because it requires the library to limit information access.
- Filtering all Internet access is a one-size-fits-all "solution," which cannot adapt to the varying ages and maturity levels of individual users.
- A role of librarians is to advise and assist users in selecting information resources. Parents and only parents have the right and responsibility to restrict their own children's access—and only their own children's access—to library resources, including the Internet. Librarians do not serve *in loco parentis*.
- Library use of blocking/filtering software creates an implied contract with parents that their children **will not** be able to access material on the Internet that they do not wish their children to read or view. Libraries will be unable to fulfill this implied contract, due to the technological limitations of the software.
- Laws prohibiting the production or distribution of child pornography and obscenity apply to the Internet. These laws provide protection for libraries and their users.

## WHAT CAN YOUR LIBRARY DO TO PROMOTE ACCESS TO THE INTERNET?

- Educate yourself, your staff, library board, governing bodies, community leaders, parents, elected officials, etc., about the Internet and how best to take advantage of the wealth of information available. Information on libraries and the Internet is available on the OIF Web site at Filters and Filtering.
- Uphold the First Amendment by establishing and implementing written guidelines and policies on Internet use in your library in keeping with your library's overall policies on access to library materials. Information on Internet Use Policies is available on the OIF Web site at Checklist for Creating an Internet Use Policy. (See also "Internet Filtering Statements of State Library Associations" at Resolutions of State Library Associations Supporting Legal Action by the American Library Association to Challenge CIPA in Federal Courts and *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights* at Access to Electronic Information, Services, and Networks.)
- Promote Internet use by facilitating user access to Web sites that satisfy user interest and needs.
- Create and promote library Web pages designed both for general use and for use by children. These pages should point to sites that have been reviewed by library staff.
- Consider using privacy screens or arranging terminals away from public view to protect a user's confidentiality.
- Provide Internet information and training for parents and children on internet use which will include; the wide variety of useful resources on the internet, child safety on the Internet, limitations of filtering software and library rules regarding time, place and manner restriction.
- Establish and implement user behavior policies.

## Memorandum of Agreement

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
November 16, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Memorandum of Agreement between the Ames Public Library Board of Trustees and the Ames Public Library Foundation as presented/amended.

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

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

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

Date \_\_\_\_\_

## **Briefing Paper: Memorandum of Agreement with Library Foundation**

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**Background:** The purpose of a Memorandum of Agreement between the Library Board of Trustees and the Library Foundation is to develop a formal relationship between the library and foundation for the protection of both parties.

A draft Memorandum of Agreement was developed and reviewed by Doug Marek, city attorney; Sheila Lundt, assistant city manager; and Duane Pitcher, finance director for the City of Ames.

After conferring with Mr. Marek and Ms. Lundt, the agreement (included in this board packet) was revised. Absent from the revised agreement is the use of Ames Public Library staff for the operations of the Foundation. As a separate entity, we have concerns about dedicating staff time, especially staff who are non-exempt under the Fair Labor Standards Act (FLSA), for the business of the foundation. These problems include:

- The workload of staff to fulfill the work of the foundation. At present, administrative staff, especially staff under FLSA, are in an overtime and compensatory time situation due to assignments in service to the library. We are reviewing office workflows but it is apparent that the addition of foundation work exacerbates the problem. At present, we seek relief from this obligation.
- Work on foundation fund drives. This is a problem area called to our attention by the city attorney. We are not bonded for the handling of large sums of money that are legally the property of the foundation. This is potentially a liability issue.

**Recommendations:** The administration has no single recommendation, but would urge the board and foundation to explore these opportunities.

- A formal, full-time development director paid at the market rate for development work and is an employee of the foundation. This may be an unrealistic goal given the resources the foundation has to pay for such a position. Within the local area, such a position could be over \$100k in salary and benefits. Secretarial support may continue to be an issue. Performance expectations would be higher as the anticipated returns would have to exceed \$1M annually for this option to be considered as worthwhile.
- Outsourcing the annual fund drive to a local, regional, or national company that handles such work. The receipt and accounting of funds may still have to be handled locally, so this option needs to be investigated further.
- Contracting locally for the annual fund drive. Past experience has been less than favorable, so I understand some reluctance to pursue this one.
- Contracting with an agency that handles fund-raising efforts for smaller non-profits. Being new to the area, and uncertain of the probability finding such an agency locally, this option deserves more investigation.
- Other options? I would defer to a larger citizens board to consider other options and creative solutions.

## Memorandum of Agreement

- WHEREAS The Library Board of Trustees has been given the power and duties to manage the affairs of the library including, but not limited to, the authority to adopt rules for the care, use, government, and management of the library, the power to have charge of the library facilities and rooms, and the exclusive power to control the budget; and
- WHEREAS The library mission statement is as follows: The Ames Public Library: We connect you to the world of ideas; and
- WHEREAS The Ames Public Library Foundation is a 501(c)3 corporation organized in 1995 under the laws of the State of Iowa; and
- WHEREAS The corporation seeks to “operate exclusively for charitable, scientific and educational purposes” with the intent of directing the operation to the betterment of the Ames Public Library primarily by securing large monetary gifts; and
- WHEREAS The Ames Public Library Foundation, as part of its mission, does not “attempt to define the needs of the library, but it will respond as appropriate to needs defined by the Library Board of Trustees; and
- WHEREAS To accomplish this mission, the bylaws of the Ames Public Library Foundation requires that two members of the Board of Directors must also be current members of the Library Board of Trustees; and
- WHEREAS The parties to this agreement recognized that each is dedicated to furthering the mission and goals of the Ames Public Library; and
- WHEREAS A relationship between these two organizations would be mutually beneficial and should be formally established to provide a format of continued cooperation, coordination, and furtherance of common objectives,

IT IS THEREFORE AGREED between the Ames Public Library Board of Trustees and the Ames Public Library Foundation as follows:

1. A storage cabinet and desk will be made available to the Foundation at a location within the Library for an annual payment of \_\_\_\_\_(?)
2. Computer equipment and software required by the Foundation shall be purchased and owned solely by the Foundation.
3. The Foundation will be granted access to the Library’s Internet/network connection so long as this does not incur additional charges for the Library. Any additional charges must be paid by the Foundation.
4. The Library may be granted access to the computer equipment if the Foundation deems this necessary, but the equipment shall only be used for Foundation purposes.
5. The Foundation agrees to use this space and privilege solely for the furtherance of the Library’s mission.
6. The Foundation will support the Library with all of its activities by being responsible to the needs of the Library as defined by the Board of Trustees.

## **Briefing Paper: 2006/07 Operating Budget Adjustment; 2007/08 Request**

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**Attachment:** Budget Expense Worksheet

**Background:** The City of Ames budgets on a July 1-June 30 fiscal year. Each year, work on budget requests begins in the fall season. On November 13, each city department had submitted the 2006/07 operating budget adjustments and requests for FY 2007/08 into the city's AS 400 management software.

The city has encouraged holding recommendations to a 2.8% increase as a guide for the proposed budget for FY 2007/08. This budget proposal represents a 2.97% increase over the proposed adjusted budget for FY 2006/07 and a 4.46% increase over the adopted budget for 2006/07. We will be seeking relief from \$42,542.00 in expenditures in this fiscal year that were unanticipated either from vandalism, retirement payouts or expenses that were scheduled and agreed upon for FY 2005/06.

On Wednesday, November 29, library administrative staff will meet with the Finance Dept. to explain and defend the entries as adjustments for the current fiscal year and the recommendations for FY 2007/08.

### **Explanations:**

**Personnel:** The salaries and wages for "permanent salaried" staff in the Budget Expense Worksheet are pre-set by the City. The slight increase (<1%) in the adjusted represents unanticipated increases. The FY 2007/08 entry represents an increase of 2.9%.

The "Temp Salaries" were entered by library administration at 3%. These are hourly staff who do not receive the typical benefit opportunities such as health insurance, vacation or sick pay.

The library is charged with \$10,755.00 in retirement payouts that were unanticipated. These payouts are vacation and sick leave banks held by retiring employees. The administration is requesting relief in that amount. We will also discuss how such payments can be addressed in budgeting for future years.

**Employee Benefits:** The FY 2006/07 adjustment reveals a decrease of 2.9%. This is based on unanticipated overall savings in health insurance for the city. FY 2007/08 figures, pre-set by the city, indicate a more conservative outcome.

**Internal Services:** Services provided by city departments for which we receive a charge. These are pre-set by the city.

**Contractual:** Items of note:

*Conferences:* Administration recommends \$22,702.00 in FY 2007/08, an increase of \$11,625.00 over the adjusted amount of \$11,077.00 in FY 2006/07. One significant factor

in the increase is the biennial national conference of the Public Library Association, which meets in Minneapolis in March 2008. We seek to enable more library staff to attend. In the 26-year history of PLA conferences this will be only the third time it has been held in a mid-western city.

This budget also recommends greater staff participation in CODI, the conference for Dynix Horizon users. We are scheduled for a significant upgrade to the Horizon system in 2007, and we seek training for specific staff representatives.

*Recruiting Costs:* \$5,454.00 of the \$5,522.00 in the FY 2006/07 adjusted budget represents relocation expenses for the director, originally scheduled for FY 2005/06. We will be requesting relief from this carry-over.

*Telephone Outside:* The increase for the T-1 data line for Internet access was higher than anticipated.

*Structural Repair:* This year we have already spent \$11,310.00 over the budgeted \$7,000 for FY 2006/07. The administration is requesting relief from the cost of vandalism which is already \$7,222 in unanticipated costs.

*Computer maintenance:* The increase of 24% represents the cost of the upgrade to the software and servers for the Dynix Horizon integrated library system. This is the master system for library operations. The upgrade is scheduled for December 2007.

**Commodities:** *Minor Office Equipment:* The large increase in the FY 2006/07 adjusted represents \$19,111.00 in auditorium chairs that were scheduled to be expensed in the FY 2005/06 budget. We are seeking relief from these items being credited to FY 2006/07. The requested amount for FY 2007/08 is based on a more realistic projection based on past years' experience.

**Capital:** Items in this budget line are exclusively book, audio-visual, serial, and database purchases for library service. An increase to \$316,290.00 represents a 5% increase over the current fiscal year. In the 2006 resident satisfaction survey, Ames residents rated this library lower in satisfaction regarding the range of materials available as well as the waiting time for requests/holds. In comparatives of libraries circulating 1.3 million items per year, the Ames Public Library is below standard.

To retain accreditation with the State of Iowa, the expenditures for materials must be at least 10% of the operating budget to achieve the lowest (level C) ranking. At \$316,290.00 we will be at 10.6%. We will be seeking additional private funds to gain a higher ranking, but such funds are becoming increasingly difficult to achieve as grant and traditional funding agents discourage support of operating budget items.

### Budget Expense Worksheet

ACCOUNT DESCRIPTION	2004/05 ACTUALS	2005/06 ACTUALS	06/07 ADOPTED	06/07 ADJUSTED	2007/08 REQUESTED	Y-T-D ACTUAL
PERS SALARIES/WAGES	\$ 1,393,030.00	\$ 1,374,856.00	\$ 1,495,662.00	\$ 1,508,583.00	\$ 1,552,919.00	\$ 489,391.00
TEMP SALARIES/WAGES	\$ 190,893.00	\$ 208,298.00	\$ 202,526.00	\$ 202,526.00	\$ 208,602.00	\$ 54,909.00
LONGEVITY	\$ 5,996.00	\$ 5,852.00	\$ 6,262.00	\$ 5,379.00	\$ 5,997.00	\$ 226.00
SICK LEAVE	\$ 1,954.00	\$ -	\$ -	\$ 8,892.00	\$ -	\$ 8,892.00
ADJUSTMENT	\$ (8,305.00)	\$ -	\$ -	\$ -	\$ -	\$ -
VACATION	\$ 8,849.00	\$ 6,912.00	\$ -	\$ 1,863.00	\$ -	\$ 1,863.00
<b>PERSONAL SERVICES</b>	<b>\$ 1,592,417.00</b>	<b>\$ 1,595,918.00</b>	<b>\$ 1,704,450.00</b>	<b>\$ 1,727,243.00</b>	<b>\$ 1,767,518.00</b>	<b>\$ 555,281.00</b>
TEMP SALARY BENEFITS	\$ -	\$ -	\$ 29,164.00	\$ 29,305.00	\$ 30,811.00	\$ -
IPERS DISABILITY	\$ 8,542.00	\$ 8,749.00	\$ 9,806.00	\$ 9,191.00	\$ 10,483.00	\$ 3,049.00
LIFE INSURANCE	\$ 3,297.00	\$ 3,243.00	\$ 3,385.00	\$ 4,605.00	\$ 4,644.00	\$ 1,505.00
HEALTH INSURANCE	\$ 164,232.00	\$ 168,881.00	\$ 194,358.00	\$ 176,819.00	\$ 194,504.00	\$ 56,837.00
MEDICARE FICA	\$ 22,573.00	\$ 22,487.00	\$ 21,140.00	\$ 21,332.00	\$ 21,983.00	\$ 7,843.00
FICA	\$ 96,519.00	\$ 96,149.00	\$ 90,394.00	\$ 91,216.00	\$ 94,002.00	\$ 33,537.00
IPERS	\$ 89,629.00	\$ 90,020.00	\$ 86,360.00	\$ 87,053.00	\$ 94,314.00	\$ 31,501.00
WORKERS COMP	\$ 4,616.00	\$ 5,001.00	\$ 2,705.00	\$ 3,482.00	\$ 3,529.00	\$ 1,819.00
FLEX ADMINISTRATION	\$ 1,537.00	\$ 1,298.00	\$ -	\$ 1,298.00	\$ 1,298.00	\$ -
<b>EMPLOYEE BENEFITS</b>	<b>\$ 390,945.00</b>	<b>\$ 395,828.00</b>	<b>\$ 437,312.00</b>	<b>\$ 424,301.00</b>	<b>\$ 455,568.00</b>	<b>\$ 136,091.00</b>
CITY DATA SERV	\$ 3,866.00	\$ 7,204.00	\$ 7,471.00	\$ 7,540.00	\$ 8,075.00	\$ 2,490.00
CITY MESSENGER SERV	\$ 2,133.00	\$ 2,948.00	\$ 2,823.00	\$ 2,932.00	\$ 3,053.00	\$ 639.00
PRINTING/GRAPHICS	\$ 5,379.00	\$ 3,610.00	\$ 4,950.00	\$ 4,700.00	\$ 4,905.00	\$ 861.00
INSURANCE & BONDS	\$ 18,318.00	\$ 18,783.00	\$ 18,293.00	\$ 18,463.00	\$ 18,584.00	\$ 7,980.00
PHONE OPERATION & MAINT	\$ 16,591.00	\$ 16,083.00	\$ 16,081.00	\$ 16,081.00	\$ 16,082.00	\$ 5,361.00
LONG DISTANCE	\$ 500.00	\$ 491.00	\$ 595.00	\$ 580.00	\$ 560.00	\$ 115.00
FLEET OPERATING/MAINT	\$ 8,133.00	\$ 5,779.00	\$ 8,407.00	\$ 11,149.00	\$ 7,783.00	\$ 4,797.00
FLEET REPLACEMENT FUNDS	\$ 20,976.00	\$ 20,556.00	\$ 21,636.00	\$ 21,636.00	\$ 22,728.00	\$ 5,409.00
COMPUTER REPLACEMENT FUND	\$ 21,689.00	\$ 13,481.00	\$ 8,096.00	\$ 6,746.00	\$ 9,722.00	\$ 2,699.00
INTERDEPARTMENTAL LABOR	\$ -	\$ 151.00	\$ -	\$ -	\$ -	\$ -
<b>INTERNAL SERVICES</b>	<b>\$ 97,585.00</b>	<b>\$ 89,086.00</b>	<b>\$ 88,352.00</b>	<b>\$ 89,827.00</b>	<b>\$ 91,492.00</b>	<b>\$ 30,351.00</b>
OUTSIDE PROF SERV	\$ 27,367.00	\$ 22,867.00	\$ 33,800.00	\$ 34,350.00	\$ 32,200.00	\$ 29,678.00
POSTAGE/FREIGHT	\$ 13,317.00	\$ 10,409.00	\$ 13,500.00	\$ 13,521.00	\$ 13,685.00	\$ 5,289.00
TRAVEL/MEETINGS	\$ 1,343.00	\$ 1,362.00	\$ 2,135.00	\$ 2,505.00	\$ 2,865.00	\$ 509.00
TRAINING	\$ 1,713.00	\$ 3,159.00	\$ 10,575.00	\$ 4,945.00	\$ 7,035.00	\$ 532.00
CONFERENCES	\$ 13,756.00	\$ 14,694.00	\$ 11,105.00	\$ 11,077.00	\$ 22,702.00	\$ 2,277.00
SUBSCRIPTIONS & BOOKS	\$ 88.00	\$ 35.00	\$ -	\$ 100.00	\$ 100.00	\$ 45.00
DUES AND MEMBERSHIPS	\$ 4,735.00	\$ 3,978.00	\$ 4,742.00	\$ 4,672.00	\$ 4,390.00	\$ 620.00
PRINTING OUTSIDE	\$ 340.00	\$ 2,179.00	\$ 1,500.00	\$ 1,600.00	\$ 1,610.00	\$ 200.00
ADVERTISING	\$ 4,701.00	\$ 3,357.00	\$ 3,000.00	\$ 4,840.00	\$ 5,340.00	\$ 643.00
RECRUITING COSTS	\$ 7,156.00	\$ 9,405.00	\$ -	\$ 5,522.00	\$ -	\$ 5,638.00
INSURANCE OUTSIDE	\$ -	\$ -	\$ -	\$ 687.00	\$ 687.00	\$ 687.00

## Budget Expense Worksheet

ACCOUNT DESCRIPTION	2004/05 ACTUALS	2005/06 ACTUALS	06/07 ADOPTED	06/07 ADJUSTED	2007/08 REQUESTED	Y-T-D ACTUAL
ELECTRICITY	\$ 40,759.00	\$ 46,870.00	\$ 42,186.00	\$ 43,525.00	\$ 45,730.00	\$ 19,512.00
TELEPHONE OUTSIDE	\$ 4,667.00	\$ 16,677.00	\$ 8,100.00	\$ 17,040.00	\$ 17,200.00	\$ 6,568.00
LONG DISTANCE OUTSIDE	\$ 4.00	\$ (17.00)	\$ 20.00	\$ 20.00	\$ 20.00	\$ -
WATER/SEWER	\$ 3,199.00	\$ 3,195.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 1,307.00
WASTE DISPOSAL	\$ 2,084.00	\$ 3,259.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 630.00
NATURAL GAS	\$ 6,700.00	\$ 8,546.00	\$ 9,400.00	\$ 9,400.00	\$ 9,400.00	\$ 344.00
STRUCTURAL REPAIR	\$ 6,267.00	\$ 5,947.00	\$ 7,000.00	\$ 12,500.00	\$ 10,000.00	\$ 11,310.00
MOVABLE EQUIP REPAIR	\$ 1,054.00	\$ 717.00	\$ 2,000.00	\$ 1,240.00	\$ 1,600.00	\$ 490.00
FIXED EQUIPMENT REPAIR	\$ 4,486.00	\$ 16,259.00	\$ 19,000.00	\$ 19,000.00	\$ 19,966.00	\$ 4,754.00
COMPUTER MAINT	\$ 28,125.00	\$ 41,773.00	\$ 37,313.00	\$ 36,413.00	\$ 45,205.00	\$ 30,923.00
RENTALS AND LEASES	\$ 20,103.00	\$ 20,019.00	\$ 19,955.00	\$ 19,955.00	\$ 16,193.00	\$ 5,412.00
CONTRACTUAL EMPLOYEE	\$ -	\$ -	\$ -	\$ 350.00	\$ 500.00	\$ -
NON-CITY SERVICE	\$ 19,174.00	\$ 24,650.00	\$ 17,090.00	\$ 15,370.00	\$ 16,070.00	\$ 2,973.00
<b>CONTRACTUAL</b>	\$ 211,138.00	\$ 259,340.00	\$ 248,221.00	\$ 264,432.00	\$ 278,298.00	\$ 130,341.00
OFFICE SUPPLIES	\$ 35,536.00	\$ 14,640.00	\$ 15,000.00	\$ 15,500.00	\$ 17,975.00	\$ 4,611.00
MINOR OFFICE EQUIPMENT	\$ 2,278.00	\$ 4,093.00	\$ 750.00	\$ 21,044.00	\$ 1,410.00	\$ 20,484.00
MINOR COMPUTER EQUIPMENT	\$ 11,790.00	\$ 8,849.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ (44.00)
AG-HORT SUPPLIES	\$ 958.00	\$ 260.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ -
STRUCTURAL MATERIAL	\$ 1,463.00	\$ 2,622.00	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 243.00
CHEMICALS/LAB SUPPLIES	\$ -	\$ 29.00	\$ -	\$ 30.00	\$ 30.00	\$ -
CLEANING SUPPLIES	\$ 7,130.00	\$ 7,388.00	\$ 7,000.00	\$ 7,013.00	\$ 7,200.00	\$ 2,298.00
EQUIPMENT PARTS/SUPPLIES	\$ 1,356.00	\$ 24,409.00	\$ 27,707.00	\$ 27,707.00	\$ 28,050.00	\$ 12,694.00
MINOR EQUIPMENT TOOLS	\$ 778.00	\$ 2,124.00	\$ 550.00	\$ 553.00	\$ 510.00	\$ 93.00
FOOD & FEED	\$ 1,634.00	\$ 4,494.00	\$ 3,500.00	\$ 3,159.00	\$ 3,235.00	\$ 648.00
WEARING APPAREL	\$ 139.00	\$ 221.00	\$ 200.00	\$ -	\$ -	\$ -
SPECIAL PROJECT SUPPLIES	\$ 5,746.00	\$ 6,625.00	\$ 4,500.00	\$ 4,310.00	\$ 4,260.00	\$ 676.00
PURCHASE CARD CLEARING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,629.00
FUEL FOR VEHICLES/EQUIP	\$ 3.00	\$ 16.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
<b>COMMODITIES</b>	\$ 68,811.00	\$ 75,770.00	\$ 70,582.00	\$ 90,191.00	\$ 74,045.00	\$ 48,332.00
PERIODICALS	\$ 9,338.00	\$ 9,677.00	\$ 15,500.00	\$ 11,500.00	\$ 11,500.00	\$ 9,814.00
JUVENILE	\$ 57,115.00	\$ 63,732.00	\$ 62,535.00	\$ 62,535.00	\$ 71,391.00	\$ 23,611.00
ADULT REFERENCE	\$ 43,248.00	\$ 26,782.00	\$ 40,194.00	\$ 40,194.00	\$ 41,544.00	\$ 25,753.00
AUDIO-VISUAL	\$ 55,519.00	\$ 68,848.00	\$ 70,000.00	\$ 71,000.00	\$ 70,000.00	\$ 27,232.00
ADULT COLLECTIONS	\$ 96,264.00	\$ 122,266.00	\$ 113,000.00	\$ 116,000.00	\$ 121,855.00	\$ 48,949.00
<b>CAPITAL</b>	\$ 261,484.00	\$ 291,305.00	\$ 301,229.00	\$ 301,229.00	\$ 316,290.00	\$ 135,359.00
REFUNDS	\$ 33.00	\$ 12.00	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 2,622,413.00</b>	<b>\$ 2,707,259.00</b>	<b>\$ 2,850,146.00</b>	<b>\$ 2,897,223.00</b>	<b>\$ 2,983,211.00</b>	<b>\$ 1,035,755.00</b>

## **Briefing Paper: Budget Revenues Adjusted for FY 2006/07; Requested 2007/08**

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### **Attachment: Budget Revenue Worksheet**

**Background:** The revenue worksheet includes state grants, fees and charges collected by the library. It does not include the money gained from foundation sources, library Friends or library Foundation.

### **Explanation of line items:**

*Open Access:* This is a grant awarded by the State Library. It is not restrictive in expenditures.

*CRL Grants:* This is a grant from the Central Iowa Library Service Area (CILSA). Part of the revenue is for the back-up reference contract and the remainder is for providing OCLC interlibrary service to libraries in the region.

*Library County:* This is the amount awarded by Story County to all eleven Story County public libraries. We receive a share of this appropriation in proportion to our circulation of materials to residents of the unincorporated areas within the county.

*Library Gilbert:* This is our contract to serve the residents of Gilbert, which does not have a public library of their own.

*Desk Receipts:* Fines for overdues, fees for lost cards, and fees for lost or damaged materials. We experienced a significant increase in FY 2005/06 upon contracting with Unique Management Services for the collection of long past overdue accounts. With the anticipation of shortened notification periods for overdue materials, we are budgeting for a modest drop in collecting these fines. Upon the Horizon upgrade, we will be capable of pre-notification to assist people in better management of their library accounts.

*Computer Lab Receipts:* Amount collected for printing from workstations within the computer lab.

*Equipment Rental/Not City:* Copies from the public copiers within the library.

*Interlibrary Loan Charge:* We collect a modest fee (\$1.00) for interlibrary loans.

*Sale of Assets:* None occurred and none are anticipated.

*Miscellaneous Revenue:* Sales of the attractive green APL book bags.

## Budget Revenue Worksheet

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2005/06	06/07	06/07	2007/08	Y-T-D	PRIOR YEAR AT
		ACTUALS	ADOPTED	ADJUSTED	REQUESTED	ACTUAL	10/31/2005
010-2600-336.70-00	OPEN ACCESS	\$ 22,097.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ -	\$ 16.00
010-2600-336.75-00	C R L GRANTS	\$ 865.00	\$ 750.00	\$ 2,250.00	\$ 2,250.00	\$ 1,898.00	\$ 461.00
010-2600-337.10-00	LIBRARY COUNTY	\$ 121,499.00	\$ 126,000.00	\$ 123,720.00	\$ 127,450.00	\$ 61,859.00	\$ 60,749.00
010-2600-337.11-00	LIBRARY GILBERT	\$ 47,305.00	\$ 49,142.00	\$ 49,142.00	\$ 50,615.00	\$ 275.00	\$ 135.00
010-2600-347.10-01	DESK RECEIPTS	\$ 166,919.00	\$ 150,000.00	\$ 160,000.00	\$ 155,000.00	\$ 61,798.00	\$ 50,110.00
010-2600-347.10-02	COMPUTER LAB RECEIPTS	\$ 8,910.00	\$ 6,000.00	\$ 6,500.00	\$ 7,000.00	\$ 1,963.00	\$ 2,029.00
010-2600-347.10-04	EQUIP RENT/NOT CITY	\$ 5,086.00	\$ 5,000.00	\$ 4,500.00	\$ 5,000.00	\$ 1,457.00	\$ 1,600.00
010-2600-347.10-06	INTERLIBRARY LOAN CHARGE	\$ 733.00	\$ 225.00	\$ 650.00	\$ 700.00	\$ 233.00	\$ 231.00
010-2600-376.00-00	SALE OF ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
010-2600-377.00-00	MISC REVENUE	\$ 1,100.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 630.00	\$ 1,188.00
<b>TOTAL</b>		\$ 374,514.00	\$ 359,617.00	\$ 369,762.00	\$ 371,015.00	\$ 130,113.00	\$ 116,519.00

**Ames Public Library Policy**  
**Section: Administration**  
**Subject: Director Performance Evaluation**

**Board of Trustees**  
**Approved: 8/97**  
**Reviewed: 1/03, 1/05**  
**Revised: 1/03, 1/04, 1/05**

## **Policy**

The Board of Trustees will evaluate the performance of the Library Director. This performance evaluation provides a basis for pay decisions, disciplinary actions, and dismissal. This evaluation process should not be seen as just an annual event, but as a continuous guide and reference for the Board and Director throughout the year. The process should be reviewed annually to meet changing circumstances.

## **Committee Appointment**

The president of the Board of Trustees shall appoint a three-person committee to oversee this process. This committee will be called the Director's Evaluation Committee (DEC). At least one member must be from the Executive Committee of the Board of Trustees. At least one member must have previously participated in the DEC (or its previous iterations). (Both conditions may be met through the participation of one individual.)

## **Procedure**

The Director's performance is measured against a set of written performance measures, which are approved by the DEC and the Board on or before the April Board meeting for the coming evaluation year (period) after negotiation with the Director. The DEC conducts the evaluation process and submits the result and its recommendation to the Board of Trustees. The Executive Committee of the Board conducts a focus group interview process with Library staff as an additional part of the director's evaluation process six months following the March evaluation by the DEC.

### The Director will

1. prepare a written narrative self-evaluation
2. complete the comprehensive evaluation tool
3. provide draft goals, performance measures and development plan

The director shall submit all of the above documentation to the DEC under the schedule outlined below.

### The DEC will

1. prepare and distribute written feedback instruments to all permanent Library staff, the Director, the Board of Trustees, and selected external reviewers.
  - a. A condensed survey consisting of three or four questions to be determined every year by the DEC will be distributed to Library staff not directly reporting to the director.

- b. External reviewers will also be asked to provide feedback using this condensed survey. External reviewers will be selected by the DEC and will consist, in part, of persons submitted to the DEC by the Director.
  - c. Direct reports, the Ames City Manager, the Board of Trustees and the Library Director will complete a comprehensive written evaluation. This evaluation will include a combination of narrative feedback and Likert scale questions.
2. gather and compile both condensed and comprehensive feedback tools. (Process to be determined by each DEC.)
  3. prepare an executive summary of the results will be provided to the director as a part of the evaluation.
  4. review and comment upon achievement of the previous year's goals, job duties, performance measures and development plan as a part of the evaluation process.
  5. produce an overall summary of the director's performance in a narrative format highlighting goals and accomplishments, strengths and weaknesses, and areas for development.
  6. recommend the annual salary adjustment for the director.

The Executive Committee will

1. at a 6-month interval from the evaluation, convene off-site focus group interview sessions with staff. All staff would be invited to participate. Questions would be focused around the director's previously established development plan and goals.
2. compile and summarize the information and provide the summary to the director at the 2<sup>nd</sup> quarter director/Executive Committee meeting.
3. furnish a copy of this report to the DEC, upon their appointment in December.

**Compensation**

The DEC should annually analyze the director's salary with the following factors in mind:

1. Merit
2. Internal Equity (within Library and within City of Ames Department Directors)
3. Market (State and Regional)

The DEC should also annually request and analyze the previous fiscal year's city department heads average compensation increases.

## **Timeline**

### **August**

The Board President affirms the standing request for market and internal equity data (after July 1st of each year and prior to the December Board meeting).

### **September**

Six months after the director's evaluation, the Executive Committee of the Board will convene off-site focus group interview sessions with Library staff. All staff would be invited to participate. Questions would be focused around the director's previously established development plan, goals and performance measures. The interview protocol will be developed by the Executive Committee.

### **October**

The Executive Committee of the Board will compile and summarize the focus group interview sessions. They will provide a copy of the summary to the director at the Fiscal Year (FY) 2<sup>nd</sup> quarter director/Executive Committee meeting

### **November**

A committee shall be appointed by the President of the Board of Trustees no later than the December Board meeting to facilitate the director's evaluation process. This committee will be called the DEC.

### **December**

The Executive Committee of the Board will furnish a copy of the summary report resulting from the staff focus group interviews to the DEC, upon their appointment in December.

The Board President will furnish the salary and equity data to the newly appointed DEC.

The Director submits written self-evaluation, the names and contact of up to 8 external reviewers, and draft goals and job duties for the upcoming year to the DEC no later than the January Board meeting.

### **January**

The DEC prepares and distributes feedback forms to selected Library staff, and external reviewers prior to the February Board meeting.

The Director submits draft goals and performance measures for the upcoming year to DEC no later than the February Board meeting.

### **February-March**

The DEC reviews feedback forms and meets with the Director for the performance evaluation prior to the March Board meeting.

The Library Director receives the DEC final written evaluation at least one week prior to the March Board meeting.

The DEC submits its formal written evaluation to the Board at least two days before the March Board meeting.

The DEC analyzes and recommends the annual director's salary adjustment to the Board.

The DEC submits the director's goals, development plan, and performance measures for the coming year to the Board during the March meeting, if possible, or the April meeting, if necessary.

At the March meeting, the Board of Trustees will:

1. approve the director's goals, development plan, and performance measures for the coming year
2. approve the director's performance evaluation
3. set the director's salary for the fiscal year beginning July 1.

**THIS MUST BE COMPLETED AT THE MARCH MEETING** because the composition of the Board of Trustees changes after this meeting in odd numbered years.

## Ames Residents Satisfaction Survey: Summary.

The results of the city's annual resident satisfaction survey have been received. For the full report, use this link on the web:

<http://www.cityofames.org/Resident%20Satisfaction%20Survey%202006/ResidentSatisfactionSurvey2006.htm>.

### Regarding the library:

96% of Ames residents are very satisfied/somewhat satisfied; Same as last year.

25% responded to "spend more" for library operations, third highest in the city. 64% said spend the same and 11% said "spend less", among the lowest "spend less" responses in the city survey. "Spend more" is a 4% increase over the past year.

54% responded that library expansion is very/somewhat important. This is down 8% over the previous year response of 62%.

### In specific services:

Reference response: 99.9% very good/good. <1% poor.

Bookmobile: 98% very good/good; 2% very poor.

Library resources via web: 96% very good/good. 4% poor

Programs: 99.9% very good/good. <1% poor.

Welcoming atmosphere: 96% very good/good. 4% poor

Customer service: 98% very good/good. 2% poor

Availability of seating: 99.9% very good/good. <1% poor.

Range of materials available: 97% very good/good; 3% poor/very poor.

Meeting and study rooms: 96% very good/good/ 4% poor/very poor

Waiting time for holds: 94% very good/good; 6% poor/very poor.

Handicapped accessibility: 93% very good/good; 7% poor.

Internet services: 96% very good/good/ 4% poor/very poor

Page One newsletter: 99% very good/good; 1% poor.

### Comments:

- Our present library lacks good parking and is over-crowded inside. Need a new library in an open area, on (1) level, good parking, and room to expand—build a good structure not an overdone palace.
- Do we need libraries? Maybe they can combine somehow (ISU/City). I get everything at ISU's. It's great.
- Open another branch of the library in West Ames; maybe check into using old middle school land or building.
- Improve the library; keep downtown vital.

### Why don't you use the Ames Public Library?

- Rather use ISU and related responses: 6
- Comment on fines/fees policies: 3
- Not enough selection:
- Poor lighting: 2
- Other: Parking meters; not friendly; wants broader range of programs; not a free CyRide stop; reduced hours on weekends.

**Circulation Monthly Stats  
October 2006**

<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	31,134	34,770	65,904	31,965	14,651	46,616	112	100,232	12,400	112,632
One Year Ago	31,274	33,659	64,933	30,588	13,375	43,963	123	97,497	11,522	109,019
<b>Difference</b>	(140)	1,111	971	1,377	1,276	2,653		2,735	878	3,613
<b>% Change</b>	-0.4%	3.3%	1.5%	4.5%	9.5%	6.0%		2.8%	7.6%	3.3%
<b>Year to Date</b>										
Current Year	128,175	142,942	271,117	145,862	57,491	203,353	774	418,224	38,521	456,745
One Year Ago	130,250	138,026	268,276	118,225	54,342	172,567	490	405,720	35,613	441,333
<b>Difference</b>	(2,075)	4,916	2,841	27,637	3,149	30,786		12,504	2,908	15,412
<b>% Change</b>	-1.6%	3.6%	1.1%	23.4%	5.8%	17.8%		3.1%	8.2%	3.5%
<b>SPECIAL CIRCULATION</b>	<b>Story County</b>	<b>Gilbert</b>	<b>Open Access</b>	<b>Open Access</b>	<b>% of Total that is Special</b>			<b>AMES</b>	<b>% of Total Circ that is Ames</b>	
Current Month	5,495	1,931	14,443	21,869	19.4%			89,281	79.3%	
One Year Ago	5,950	1,935	13,106	20,991	19.3%			86,726	79.6%	
<b>Difference</b>	(455)	(4)	1,337	878				2,555		
<b>% Change</b>	-7.6%	-0.2%	10.2%	4.2%				2.9%		
<b>Year to Date</b>										
Current Year	22,010	7,171	56,129	85,310	18.7%			364,974	79.9%	
One Year Ago	23,981	7,913	53,649	85,543	19.4%			350,884	79.5%	
<b>Difference</b>	(1,971)	(742)	2,480	(233)				14,090		
<b>% Change</b>	-8.2%	-9.4%	4.6%	-0.3%				4.0%		

**Main Stats  
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
ADULT FICTION	9,430	8,405	7,215	7,119	0	0	0	0	0	0	0	0	32,169
ADULT NON-FICTION	11,230	10,487	10,189	10,619	0	0	0	0	0	0	0	0	42,525
ADULT GRAPHIC NOVELS	553	598	410	468	0	0	0	0	0	0	0	0	2,029
ADULT MANGA	1,084	1,285	1,071	745	0	0	0	0	0	0	0	0	4,185
ADULT ILL ITEMS	46	87	69	65	0	0	0	0	0	0	0	0	267
ADULT PAPERBACKS	553	1,487	938	1,188	0	0	0	0	0	0	0	0	4,166
NEW FICTION	4,759	4,892	4,464	4,415	0	0	0	0	0	0	0	0	18,530
NEW NON-FICTION	2,994	2,930	2,688	2,916	0	0	0	0	0	0	0	0	11,528
PERIODICALS	805	909	916	985	0	0	0	0	0	0	0	0	3,615
TRAVEL BAGS	69	76	38	33	0	0	0	0	0	0	0	0	216
<b>SUBTOTAL (PRINT)</b>	<b>31,523</b>	<b>31,156</b>	<b>27,998</b>	<b>28,553</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>119,230</b>
NEW MEDIA	283	220	232	179	0	0	0	0	0	0	0	0	914
MUSIC CDS	7,588	7,870	7,087	7,286	0	0	0	0	0	0	0	0	29,831
AUDIO BOOKS ON CD	3,137	3,378	2,882	3,092	0	0	0	0	0	0	0	0	12,489
AUDIO BOOKS ON TAPE	800	740	694	628	0	0	0	0	0	0	0	0	2,862
THEATRICAL VIDEOS	2,376	2,165	2,012	2,151	0	0	0	0	0	0	0	0	8,704
NON-THEATRICAL VIDEOS	648	573	577	675	0	0	0	0	0	0	0	0	2,473
THEATRICAL DVDS	17,002	18,519	16,197	15,769	0	0	0	0	0	0	0	0	67,487
NON-THEATRICAL DVDS	2,087	2,559	2,319	2,510	0	0	0	0	0	0	0	0	9,475
KITS	881	903	802	812	0	0	0	0	0	0	0	0	3,398
<b>SUBTOTAL (MEDIA)</b>	<b>34,802</b>	<b>36,927</b>	<b>32,802</b>	<b>33,102</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>137,633</b>
ADULT MISC.	105	65	55	106	0	0	0	0	0	0	0	0	331
<b>TOTAL (ADULT)</b>	<b>66,430</b>	<b>68,148</b>	<b>60,855</b>	<b>61,761</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>257,194</b>
BIG BOOKS	24	37	46	41	0	0	0	0	0	0	0	0	148
BOARD BOOKS	2,205	2,309	1,988	2,444	0	0	0	0	0	0	0	0	8,946
EASY	9,141	9,270	9,100	9,162	0	0	0	0	0	0	0	0	36,673
EASY TO READ	2,798	2,678	2,341	2,237	0	0	0	0	0	0	0	0	10,054
JUVENILE NON FICTION	4,184	4,027	4,412	4,584	0	0	0	0	0	0	0	0	17,207
JUVENILE FICTION	6,371	5,731	4,177	4,278	0	0	0	0	0	0	0	0	
JUVENILE GRAPHIC NOVELS	466	572	449	363	0	0	0	0	0	0	0	0	1,850
PARENTING COLLECTION	68	75	58	65	0	0	0	0	0	0	0	0	266
JUVENILE LARGE PRINT	79	66	43	52	0	0	0	0	0	0	0	0	240
JUVENILE PERIODICALS	126	240	218	200	0	0	0	0	0	0	0	0	784
YOUNG ADULT PRINT	2,976	2,471	1,856	2,115	0	0	0	0	0	0	0	0	9,418
COMIC BOOKS	2	29	2	9	0	0	0	0	0	0	0	0	42
YOUNG ADULT GRAPHIC NOVELS	362	304	227	271	0	0	0	0	0	0	0	0	1,164
MANGA	927	996	709	649	0	0	0	0	0	0	0	0	3,281
YOUNG ADULT PERIODICALS	1	3	4	31	0	0	0	0	0	0	0	0	39
YOUTH REFERENCE	33	38	30		0	0	0	0	0	0	0	0	
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>29,763</b>	<b>28,846</b>	<b>25,660</b>	<b>26,501</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>110,770</b>
YOUTH DVDS	8,645	9,445	7,680	8,082	0	0	0	0	0	0	0	0	33,852
YOUTH VIDEOS	2,095	1,921	1,568	1,857	0	0	0	0	0	0	0	0	7,441
YOUTH KITS	602	598	451	325	0	0	0	0	0	0	0	0	1,976
YOUTH CDS	1,580	1,766	1,313	1,384	0	0	0	0	0	0	0	0	6,043
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	0	2	1	56	0	0	0	0	0	0	0	0	59
TOYS & PUPPETS	87	60	56	266	0	0	0	0	0	0	0	0	469
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>13,009</b>	<b>13,792</b>	<b>11,069</b>	<b>11,970</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>49,840</b>
<b>TOTAL YOUTH</b>	<b>42,772</b>	<b>42,638</b>	<b>36,729</b>	<b>38,471</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>160,610</b>
YOUTH MISC.	163	150	107	0	0	0	0	0	0	0	0	0	420
<b>GRAND TOTAL</b>	<b>109,365</b>	<b>110,936</b>	<b>97,691</b>	<b>100,232</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>418,224</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	5,458	5,464	4,689	4,995	0	0	0	0	0	0	0	0	20,606
GILBERT	1,538	1,406	894	1,204	0	0	0	0	0	0	0	0	5,042
OPEN ACCESS	13,761	13,874	13,567	14,177	0	0	0	0	0	0	0	0	55,379
<b>Total Special Circulation</b>	<b>20,757</b>	<b>20,744</b>	<b>19,150</b>	<b>20,376</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>81,027</b>
<b>% Special Circulation</b>	<b>18.98%</b>	<b>18.70%</b>	<b>19.60%</b>	<b>20.33%</b>									<b>19.37%</b>
AMES	87,061	88,518	77,115	78,493	0	0	0	0	0	0	0	0	331,187

**Bookmobile Stats  
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
ADULT FICTION	947	713	693	881	0	0	0	0	0	0	0	0	3,234
ADULT NON-FICTION	456	297	494	548	0	0	0	0	0	0	0	0	1,795
ADULT GRAPHIC NOVELS	5	1	9	6	0	0	0	0	0	0	0	0	21
ADULT MANGA	11	4	11	14	0	0	0	0	0	0	0	0	40
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	455	401	433	440	0	0	0	0	0	0	0	0	1,729
LITERARY PERKS	0	0	0	0	0	0	0	0	0	0	0	0	-
NEW FICTION	223	171	197	290	0	0	0	0	0	0	0	0	881
NEW NON-FICTION	248	171	233	329	0	0	0	0	0	0	0	0	981
PERIODICALS	67	47	76	73	0	0	0	0	0	0	0	0	263
TRAVEL BAGS	1	0	0	0	0	0	0	0	0	0	0	0	1
<b>SUBTOTAL (PRINT)</b>	<b>2,413</b>	<b>1,805</b>	<b>2,146</b>	<b>2,581</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>8,945</b>
NEW MEDIA	4	2	3	4	0	0	0	0	0	0	0	0	13
MUSIC CDS	114	47	124	163	0	0	0	0	0	0	0	0	448
AUDIO BOOKS ON CD	105	61	83	105	0	0	0	0	0	0	0	0	354
AUDIO BOOKS ON TAPE	72	68	52	40	0	0	0	0	0	0	0	0	232
THEATRICAL VIDEOS	218	115	155	212	0	0	0	0	0	0	0	0	700
NON-THEATRICAL VIDEOS	22	20	21	21	0	0	0	0	0	0	0	0	84
THEATRICAL DVDS	773	318	964	1,012	0	0	0	0	0	0	0	0	3,067
NON-THEATRICAL DVDS	57	29	115	87	0	0	0	0	0	0	0	0	288
KITS	35	26	38	24	0	0	0	0	0	0	0	0	123
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>SUBTOTAL (MEDIA)</b>	<b>1,400</b>	<b>686</b>	<b>1,555</b>	<b>1,668</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>5,309</b>
ADULT MISC.	5	6	6	6	0	0	0	0	0	0	0	0	23
<b>TOTAL (ADULT)</b>	<b>3,818</b>	<b>2,497</b>	<b>3,707</b>	<b>4,255</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>14,277</b>
BIG BOOKS	0	3	11	19	0	0	0	0	0	0	0	0	33
BOARD BOOKS	758	335	703	890	0	0	0	0	0	0	0	0	2,686
EASY	940	523	985	1,182	0	0	0	0	0	0	0	0	3,630
EASY TO READ	608	261	604	644	0	0	0	0	0	0	0	0	20,649
JUVENILE NON FICTION	926	411	899	1,067	0	0	0	0	0	0	0	0	3,303
JUVENILE FICTION	944	328	800	1,056	0	0	0	0	0	0	0	0	3,128
JUVENILE GRAPHIC NOVELS	120	35	147	171	0	0	0	0	0	0	0	0	473
PARENTING COLLECTION	3	0	1	14	0	0	0	0	0	0	0	0	18
JUVENILE LARGE PRINT	3	1	2	2	0	0	0	0	0	0	0	0	8
JUVENILE PERIODICALS	2	0	0	2	0	0	0	0	0	0	0	0	4
YOUNG ADULT PRINT	189	84	173	221	0	0	0	0	0	0	0	0	667
COMIC BOOKS	4	0	4	12	0	0	0	0	0	0	0	0	20
YOUNG ADULT GRAPHIC NOVELS	13	9	27	32	0	0	0	0	0	0	0	0	81
MANGA	33	15	45	26	0	0	0	0	0	0	0	0	119
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
JUVENILE PAPERBACKS	73	46	61	126	0	0	0	0	0	0	0	0	306
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>4,616</b>	<b>2,051</b>	<b>4,462</b>	<b>5,464</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>35,092</b>
YOUTH DVDS	1,149	452	1,642	1,848	0	0	0	0	0	0	0	0	5,091
YOUTH VIDEOS	492	119	506	497	0	0	0	0	0	0	0	0	1,614
YOUTH KITS	26	11	18	51	0	0	0	0	0	0	0	0	106
YOUTH CDS	128	54	105	149	0	0	0	0	0	0	0	0	436
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	4	4	2	2	0	0	0	0	0	0	0	0	12
TOYS & PUPPETS	62	84	112	134	0	0	0	0	0	0	0	0	392
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>1,861</b>	<b>724</b>	<b>2,385</b>	<b>2,681</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>7,651</b>
<b>TOTAL YOUTH</b>	<b>6,477</b>	<b>2,775</b>	<b>6,847</b>	<b>8,145</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>24,244</b>
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>GRAND TOTAL</b>	<b>10,295</b>	<b>5,272</b>	<b>10,554</b>	<b>12,400</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>38,521</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	310	173	421	500	0	0	0	0	0	0	0	0	1,404
GILBERT	587	199	616	727	0	0	0	0	0	0	0	0	2,129
OPEN ACCESS	182	69	233	266	0	0	0	0	0	0	0	0	750
<b>Total Special Circulation</b>	<b>1,079</b>	<b>441</b>	<b>1,270</b>	<b>1,493</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>4,283</b>
<b>% Special Circulation</b>	<b>10.48%</b>	<b>8.36%</b>	<b>12.03%</b>	<b>12.04%</b>									<b>11.12%</b>
AMES	9,036	4,765	9,198	10,788	0	0	0	0	0	0	0	0	33,787

**Miscellaneous Stats  
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
<b>HOME DELIVERY</b>													
# of Patrons	58	58	59	59									234
Centers	23	23	23	23									92
Individual Deliveries Made	36	37	41	44									158
Additional Individuals serv.	13	8	6	4									31
<b>GATE COUNT</b>	43,793	43,069	37,470	39,057									163,389
<b>HOLDS</b>													
Main	9,511	10,114	8,740	11,313									39,678
BKM/Hm Delivery	802	293	925	1,586									3,606
<b>Total Holds</b>	<b>10,313</b>	<b>10,407</b>	<b>9,665</b>	<b>12,899</b>									<b>43,284</b>
<b>INTERLIBRARY LOANS</b>													
Requested	69	90	74	82									315
Received	52	84	62	70									268
Loaned	266	315	345	361									1,287
<b>MEETING ROOM USAGE</b>													
Number of Room Uses	202	123	181	189									695
People	4,257	1,987	3,683	4,349									14,276
<b>PROGRAMS</b>													
Adult	33	16	36	29									114
Children & Family	126	14	75	90									305
Outreach	32	2	2	1									37
Teen	10	8	3	4									25
Project Smyles	12	24	28	28									92
<b>Total Programs</b>	<b>213</b>	<b>64</b>	<b>144</b>	<b>152</b>									<b>573</b>
<b>PROGRAM ATTENDANCE</b>													
Adult	1,031	436	1,760	1,805									5,032
Children & Family	3,169	431	1,664	1,971									7,235
Outreach	503	115	181	11									810
Teen	221	198	129	50									598
Project Smyles	180	315	376	370									1,241
<b>Total Attendance</b>	<b>5,104</b>	<b>1,495</b>	<b>4,110</b>	<b>4,207</b>									<b>14,916</b>
<b>Webref</b>	120	124	123	100									467
<b>PAC Usage</b>													
PAC	98,084	96,859	95,779	100,315									391,037
Community Organizations & Ames Tribune	605	589	575	603									2,372
<b>Total</b>	<b>98,689</b>	<b>97,448</b>	<b>96,354</b>	<b>100,918</b>									<b>393,409</b>

### Monthly Stats For Subscription Databases FY06/07

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
<b>ReferenceUSA</b>													
Business In-House	96	83	64	55									298
Business Remote	67	120	67	25									279
Business Total	163	203	131	80	0	0	0	0	0	0	0	0	577
Residential In-House	72	52	51	58									233
Residential Remote	90	32	38	60									220
Residential Total	162	84	89	118	0	0	0	0	0	0	0	0	453
Grand Total	325	287	220	198	0	0	0	0	0	0	0	0	1030
<b>Des Moines Register</b>													
In-House	31	2	25	11									69
Remote	43	26	33	19									121
Total	74	28	58	30	0	0	0	0	0	0	0	0	190
<b>New York Times</b>													
In-House	3	2	12	3									20
Remote	119	154	121	184									578
Total	122	156	133	187	0	0	0	0	0	0	0	0	598
<b>Access World News</b>													
In-House	1	14	14	10									39
Remote	4	0	72	104									180
Total	5	14	86	114	0	0	0	0	0	0	0	0	219
<b>EBSCOhost</b>													
In-House	174	149	741	578									1642
Remote	579	170	789	909									2447
Total	753	319	1530	1487	0	0	0	0	0	0	0	0	4089
<b>Novelist</b>													
In-House	641	581	320	205									1747
Remote	53	16	153	36									258
Total	694	597	473	241	0	0	0	0	0	0	0	0	2005
<b>Chilton Online</b>													
In-House	8	9	5										22
Remote	94	104	75										273
Total	102	113	80	0	0	0	0	0	0	0	0	0	295
<b>Heritage Quest</b>													
In-House + Remote	4811	3271	5226	3811									17119
<b>GRAND TOTAL</b>	<b>6833</b>	<b>4769</b>	<b>7653</b>	<b>6032</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>25287</b>
<b>YEAR TO DATE</b>	<b>25287</b>												