

Agenda
Ames Public Library Board of Trustees
November 17, 2005 - 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.

Financial Reports

- Claims - Action Item
- Gifts - Action Item

Administrative Staff Reports

- Co-Directors' Reports
- Department Coordinators' Reports

Friends of the Ames Public Library Report – Ferree, Warnick, Hayslett

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Current: Collections and Statement of Concern form - Action Items
- Next Month: Employee Recognition

Unfinished Business

- Director Search Update – Munson
- Building Acquisition Update – Hayslett

New Business

- Iowa Library Association 2006 Legislative agenda

Trustee Comments

Adjournment

Next regular meeting, Thursday, December 15, 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes October 10, 2005

The Ames Public Library Board of Trustees met in regular session on Monday, October 10, 2005, at 7:00 p.m. in the Library board room with Ferree, Jennings, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Anderson, Botine and Mungons were absent.

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

Adoption of Agenda: Ross moved and Jennings seconded the motion to adopt the agenda. The motion passed unanimously.

Approval of Minutes: The minutes from the September 15, 2005, meeting were approved as amended. In the first paragraph, "The Ames Public Library Board of Trustees met in regular session on Thursday, September 15, 2005, at 7:00 p.m. in the Library board room with Anderson, Munson, Jennings, Mungons, Ross, Sondall, Warnick and Interim Co-Director's Carey and Hayslett in attendance. Botine and Ferree were absent." Remove the apostrophe from Co-Director's.

Public Forum: none

Financial Reports:

Claims: Warnick moved and Sondall seconded a motion to approve the claims. Jennings questioned how staff is selected to attending conferences. Hayslett explained it depends if staff members are interested or if they serve on an association committee. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Warren D. and Libby G. Franke in memory Olivia Chitty donation for a book..... \$20.00
- From Daniel J. and Ann M. Murray in memory of Lisa Carney..... \$25.00
- From Jeannette R. Olson in honor of Elaine Kushkowski's ninth birthday \$8.93
- From the Story County Master Gardener Association
 - *Ortho Complete Guide to Orchids*
 - *Ortho Complete Guide to Landscaping*
 - *All About Lawns*
 - *Big Book of Kids' Crafts*
- From author Ellen O'Grady, *Outside the Ark: An Artist's Journey in Occupied Palestine*
- From Teri Martin for Project Smyles..... \$10.00

Sondall moved and Jennings seconded a motion to accept the donations. The motion passed unanimously. Munson thanked all those who gave gifts to the Library.

Budget and Finance Committee Report: Munson asked for questions regarding the financial reports. There were no questions.

Interim Co-Director's Report - Carey: Carey read a letter from a 15-year-old boy who sent in a donation from his corn pollinating job over the summer. She also spoke about installing electric hand dryers in the public restrooms. Warnick requested keeping paper towels in the children's bathroom.

Interim Co-Director's Report - Hayslett: Hayslett had nothing to add to her report.

Department Coordinators:

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

Youth Services Specialist: Heid had nothing to add to her report.

Computer Specialist: Warnick asked for an explanation of Web Reporter. Harris stated it is a reporting engine that can be viewed via a web browser. It pulls circulation or collections data and creates reports from Horizon. Ferree questioned the ATM mentioned in Harris's report. Harris said he is part of the Unique team, and the team feels an on-site ATM would facilitate the payment of fines. Carey stated they are looking for a no-fee ATM that would be cost neutral for the Library.

Friends of the Ames Public Library Report: Warnick stated that Friends approved the funding request for board books for the BabyTalk volunteer readers at McFarland Clinic. Hayslett said Story County Literacy Coordinator, Melinda Thach, presented her preliminary budget for the program, including supplies and materials. In addition, the Friends book sale will be held October 21 through October 23, 2005, and anyone who is willing to volunteer for clean up after the sale should contact Volunteer Coordinator Sarah Bohlke.

Foundation Report: Ross reported on the joint gift policy meeting. The Foundation has to do some work on their by-laws and needs to recruit additional directors. Ross has arranged a meeting with Bob Ravenscroft, director of Mary Greeley Medical Center's Foundation, to discuss how their foundation is set up. Carey asked the trustees for recommendations for new directors.

Policy Review:

Programs Policy – Action Item: Ross moved and Ferree seconded the motion to approve the Programs policy as presented/amended. After discussion involving charges and fees, the motion passed with Ferree, Munson, Ross, Sondall, and Warnick voting aye; and Jennings abstaining; with the following changes: under **Responsibility for Programming**, second sentence, change "They" to "Such programs". In the third paragraph, second sentence, remove the comma after program and replace it with "and". In the fourth paragraph, after determine, change "if" to "whether".

Circulation Policy – Action Item: Warnick moved and Ross seconded the motion to approve the Circulation policy as presented/amended. After discussion regarding municipal infractions, the motion passed unanimously with the following correction: the last sentence of the policy should read, "A list of fines and fees is available upon request."

Unfinished Business:

Director Search Update: Munson reported the director search committee has selected four candidates for phone interviews. After discussion of the interview process, Ross stated the search committee will develop an interview schedule that may include a tour of Ames, interviews with the search committee, Board of Trustees, staff, along with a public presentation.

Building Acquisition Update: Hayslett reported that the City Attorney has begun eminent domain proceedings as of October 7, 2005. Ferree explained the process for eminent domain proceedings. The date set for the condemnation hearing is December 14, 2005.

Gifts Policy Update: Jennings stated that there is a valuable relationship between the Ames Public Library Foundation and the Board of Trustees; however, the subcommittee strongly encourages the

Foundation to review their policies and bylaws relating to gift acceptance. The committee suggested the Friends, Foundation, and Board of Trustees send a joint letter to several donors stating they are not in a position to accept gifts relating to a naming opportunity at this time. The committee will reconvene after the Foundation re-evaluates their bylaws; Ross reports his findings from his meeting with the Mary Greeley Medical Center Foundation Director; and the relationship between the Board of Trustees, the Friends of the Ames Public Library, and the Ames Public Library Foundation is clarified. Ross thanked Jennings for spearheading the committee.

New Business:

Citizen Satisfaction Survey: Hayslett reviewed the City of Ames 2005 Resident Satisfaction Survey where 86% of the respondents said the city should spend the same or more on Library services. Seventy-four percent said they are very satisfied or very satisfied with library services. Munson thanked Hayslett for the information.

Alternative Funding Proposal – Action Item: Ross moved and Jennings seconded the motion to approve the Alternative Funding request as presented/amended. Hayslett requested the following changes to the motion: for adult multiple copies change the Fund from “General Donations” to “Friends” and change “Reference – Contemporary Articles” to “Reference – Contemporary Authors”. Munson asked if the additions to the collections would change the Library’s accreditation. Hayslett said the collection is 10.2% of the current year’s budget. With these additions, it would increase to 11.5%; however, 12% is required to reach “B” level and 14% to become an “A” level library. Warnick questioned how the request is prepared. Hayslett said the staff is asked for needs that are not covered in the present budget. Jennings called the question. Munson called for a vote and the motion passed unanimously.

Board Retreat debriefing: Munson stated she thought the retreat went well. Ross stated that he liked it a lot but more time would be useful. He said the architect provided good information. Sondall stated it would be nice to have another retreat in the spring. Munson thanked staff for their work in organizing the retreat.

Setting a meeting date with the City Council: Hayslett recommended not meeting with the Ames City Council at this time since we are uncertain when we will acquire the building and we will be bringing a new director on board soon. Board discussion involved the timing of the meeting, the possibility of newly elected officials, and the importance of reminding the Council of the results of the Resident Satisfaction Survey. Warnick said that meetings in both the fall and spring would be good exposure, improve networking, and work towards building relationships. Hayslett stated she would explore a time to meet with the City Council.

Recognition for Trustee Karlene Jennings – Action Item: Ross moved and Warnick seconded the motion to approve the resolution thanking Trustee Karlene Jennings as presented/amended. Munson stated that she was sorry to see her leave but happy for her new job opportunity. Munson presented Jennings with a framed certificate of appreciation. Jennings stated she appreciated the opportunity to serve the City of Ames and to work towards enriching the Library. The motion passed unanimously.

Trustee Comments:

Sondall stated that Carey did a terrific job of handling the incident that took place in the Library on Sunday, October 9, 2005. Carey said that she attended the City Department Heads meeting on Monday, October 10, 2005, where they discussed reviewing security measures with appropriate city employees and police. Munson requested Board representation if new security measures are discussed.

Munson stated the Library staff handled the incident well. She shared a letter from City of Ames Public Relations Officer Susan Gwiasda thanking the Library staff for their assistance with the Ames Downtown Charrette. Carey stated that Library employees Mark Harris and Jill Anderson were of great assistance.

Ferree had no comment.

Warnick questioned the process for replacing Trustee Jennings. Hayslett said the mayor appoints Trustees and encouraged anyone interested to apply. Jennings said her term will expire in April 2007.

Ross reported that he attended two days of presentations at the New Jersey Library Trustee Association meeting. He said New Jersey trustees wrestle with similar problems.

Jennings thanked the Board for the opportunity to serve.

Adjournment

The meeting adjourned at 9:17 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes October 18, 2005

The Ames Public Library Board of Trustees met in special session on Tuesday, October 18, 2005, at 7:00 p.m. in the Library board room with Botine, Ferree, Mungons, Munson, Ross, Sondall, Warnick, Interim Co-Directors Carey and Hayslett, and Ames City Attorney John Klaus in attendance. Anderson was absent.

Call to Order: President Munson called the meeting to order at 7:03 p.m.

Adoption of Agenda: Ross moved and Botine seconded the motion to adopt the agenda. The motion passed unanimously.

Public Forum: none

New Business:

Building Acquisition – Review/Discussion: Munson announced that per the Iowa Open Meetings Law, Chapter 21.5, section j., to discuss the purchase of real estate where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for the property, the meeting could be closed. Ross moved and Botine seconded the motion to close the meeting. The motion passed unanimously. Voting aye: Botine, Ferree, Munson, Ross, Sondall, and Warnick. Mungons was not present for the vote. The meeting closed at 7:08 p.m.

At 7:35 p.m. Ross moved and Sondall seconded a motion to open the meeting. The motion passed unanimously. Voting aye: Botine, Mungons, Munson, Ross, Sondall, and Warnick. Ferree was not present for the vote.

Adjournment

Ross moved and Botine seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 7:40 p.m.

Library Claims Listing
10/06/2005-11/11/2005

Vendor	Category	Amount
RECLASS LIBRARY PAYROLL	PERS SALARIES/WAGES	\$ 938.73
RECLASS LIBRARY PAYROLL	IPERS DISABILITY	\$ 30.24
RECLASS LIBRARY PAYROLL	LIFE INSURANCE	\$ 14.45
RECLASS LIBRARY PAYROLL	HEALTH INSURANCE	\$ 724.49
RECLASS LIBRARY PAYROLL	MEDICARE FICA	\$ 13.98
RECLASS LIBRARY PAYROLL	FICA	\$ 59.68
RECLASS LIBRARY PAYROLL	IPERS	\$ 54.01
RECLASS LIBRARY PAYROLL	WORKERS COMP	\$ 36.11
OCT05 INFO SVCS CHARGES	CITY DATA SERV	\$ 656.28
SEPT05 INFO SVCS CHARGES	CITY DATA SERV	\$ 656.28
9/05 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 211.28
OCT05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 134.10
SEPT05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 426.35
2005-4 MUNICIPAL CODE	PRINTING/GRAPHICS	\$ 11.98
NOVEMBER INSURANCE CHARGE	INSURANCE & BONDS	\$ 1,565.00
OCT05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 323.47
SEPT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 12.61
SEPT05 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 41.75
SEPT05 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 142.00
OCT05 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 1,887.81
UPS	POSTAGE/FREIGHT	\$ 11.34
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 4.05
RESERVE ACCOUNT	POSTAGE/FREIGHT	\$ 3,000.00
SILLS, KEN	TRAVEL/MEETINGS	\$ 20.80
BANK OF AMERICA	TRAINING	\$ 707.08
ROSS, DALE H	CONFERENCES	\$ 302.86
AMER LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	\$ 145.00
AMES CONVENTION & VISITOR	DUES AND MEMBERSHIPS	\$ 75.00
QWEST DEX MEDIA EAST	ADVERTISING	\$ 135.60
08/02/05-2924 HOOVER AVE	ELECTRICITY	\$ (10.96)
08/03/05-111 MULBERRY	ELECTRICITY	\$ (11.15)
08/03/05-3521 JEWEL DRIVE	ELECTRICITY	\$ (8.85)
08/22/05-3622 WOODLAND	ELECTRICITY	\$ (8.14)
08/29/05-4416 ONTARIO	ELECTRICITY	\$ (8.67)
09/02/05-2924 HOOVER AVE	ELECTRICITY	\$ (8.94)
09/06/05-111 MULBERRY	ELECTRICITY	\$ (7.42)
09/06/05-3521 JEWEL DRIVE	ELECTRICITY	\$ (7.69)
09/23/05-3622 WOODLAND	ELECTRICITY	\$ (8.51)
09/30/05-4416 ONTARIO	ELECTRICITY	\$ (8.87)
10/04/05-2924 HOOVER AVE	ELECTRICITY	\$ (9.77)
10/05/05-111 MULBERRY	ELECTRICITY	\$ (9.22)
10/05/05-3521 JEWEL DRIVE	ELECTRICITY	\$ (8.32)
10/21/05-3622 WOODLAND	ELECTRICITY	\$ (9.57)
CITY OF AMES UTILITIES	ELECTRICITY	\$ 8,385.49
YTD MCLEOD BKMBL PHONE	TELEPHONE OUTSIDE	\$ (275.12)
YTD QWEST BKMBL PHONE	TELEPHONE OUTSIDE	\$ (189.54)
YTD VERIZON BKMBL PHONE	TELEPHONE OUTSIDE	\$ (478.91)
8/23/05 MCLEOD USA PYMT	TELEPHONE OUTSIDE	\$ 448.02
8/3/05 MCLEOD USA PYMT	TELEPHONE OUTSIDE	\$ 570.13
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 50.54

**Library Claims Listing
10/06/2005-11/11/2005**

Vendor	Category	Amount
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 120.17
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 118.44
CITY OF AMES UTILITIES	WATER/SEWER	\$ 547.44
CORBIN SANITATION	WASTE DISPOSAL	\$ 365.18
ALLIANT ENERGY	NATURAL GAS	\$ 15.29
DOOR STORE & FENCE STORE	STRUCTURAL REPAIR	\$ 342.00
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 231.30
ACCURATE MECHANICAL PYMT	FIXED EQUIPMENT REPAIR	\$ 3,090.00
HOKEL MACHINE SUPPLY	FIXED EQUIPMENT REPAIR	\$ 219.88
REFLECTIONS GLASS & MIRRO	FIXED EQUIPMENT REPAIR	\$ 570.00
10/5/05 MADIOWA NET PYMT	COMPUTER MAINT	\$ (12.50)
7/13/05 MADIOWA NET PYMT	COMPUTER MAINT	\$ (12.50)
7/25/05 3M PAYMENT	COMPUTER MAINT	\$ (7,004.00)
7/6/05 VENDPRINT LICENSE	COMPUTER MAINT	\$ (269.00)
8/23/05 MCLEOD USA PYMT	COMPUTER MAINT	\$ (448.02)
8/3/05 MCLEOD USA PYMT	COMPUTER MAINT	\$ (570.13)
8/3/05 MADIOWA NET PYMT	COMPUTER MAINT	\$ (12.50)
9/7/05 MADIOWA NET PYMT	COMPUTER MAINT	\$ (12.50)
MADIOWA NET	COMPUTER MAINT	\$ 12.50
07/25/05 CANON FINANCIAL	RENTALS AND LEASES	\$ (385.41)
08/03/05 CANON FINANCIAL	RENTALS AND LEASES	\$ (654.18)
08/23/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ (387.53)
09/07/05 CANON FINANCIAL	RENTALS AND LEASES	\$ (654.18)
09/28/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ (152.78)
10/05/05 CANON FINANCIAL	RENTALS AND LEASES	\$ (654.18)
10/19/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ (234.43)
10/21/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ (385.36)
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 853.93
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
ACCURATE MECHANICAL PYMT	NON-CITY SERVICE	\$ (3,090.00)
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 16.60
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
R & C LANDSCAPE & LAWN CA	NON-CITY SERVICE	\$ 45.15
CH ISSUES	OFFICE SUPPLIES	\$ 60.91
BRODART CO	OFFICE SUPPLIES	\$ 86.14
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 33.52
QUILL CORP	OFFICE SUPPLIES	\$ 45.97
BANK OF AMERICA	OFFICE SUPPLIES	\$ 775.28
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 149.32
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 832.90
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 1,083.45
SHADRAN INDUSTRIAL & SANI	CLEANING SUPPLIES	\$ 82.00
AMES LOCK & SECURITY	EQUIPMENT PARTS/SUPPLIES	\$ 126.85
MCDONALD SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 82.14
STITZELL ELECTRIC SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 345.84
BANK OF AMERICA	FOOD & FEED	\$ 57.50
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 3,039.85
BOA/COSTUME INTL CHARGE	MOVABLE EQUIPMENT	\$ (16.48)
BOA/SMYLES COSTUME	MOVABLE EQUIPMENT	\$ (1,647.59)

Library Claims Listing
10/06/2005-11/11/2005

Vendor	Category		Amount
	Library Administration		\$ 18,626.76
RECLASS LIBRARY PAYROLL	PERS SALARIES/WAGES		\$ 18,363.15
PAYROLL SUMMARY	TEMP SALARIES/WAGES		\$ 1,438.05
RECLASS LIBRARY PAYROLL	IPERS DISABILITY		\$ 46.07
RECLASS LIBRARY PAYROLL	LIFE INSURANCE		\$ 65.72
RECLASS LIBRARY PAYROLL	HEALTH INSURANCE		\$ 1,278.90
RECLASS LIBRARY PAYROLL	MEDICARE FICA		\$ 284.05
RECLASS LIBRARY PAYROLL	FICA		\$ 1,214.62
RECLASS LIBRARY PAYROLL	IPERS		\$ 1,138.62
RECLASS LIBRARY PAYROLL	WORKERS COMP		\$ 46.96
OCT05 PRINTING CHARGES	PRINTING/GRAPHICS		\$ 4.75
SEPT05 PRINTING CHARGES	PRINTING/GRAPHICS		\$ 4.75
OCT05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT		\$ 92.42
SEPT05 INTERNAL LONG DIST	LONG DISTANCE		\$ 3.41
SEPT05 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT		\$ 174.68
SEPT05 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS		\$ 1,713.00
IA LIBRARY ASSOC	TRAVEL/MEETINGS		\$ 15.00
AMER LIB ASSOC/BOA/LYNNE	CONFERENCES		\$ (100.00)
AMERICAN AIR/BOA/LYNNE C	CONFERENCES		\$ (379.26)
COSI #49/BOA/LYNNE CAREY	CONFERENCES		\$ (5.47)
WWW.REGONLIN.COM/BOHLKE	CONFERENCES		\$ 100.00
BANK OF AMERICA	CONFERENCES		\$ 479.26
DOVIA/CAREY & BOHLKE	DUES AND MEMBERSHIPS		\$ 60.00
08/02/05-2924 HOOVER AVE	ELECTRICITY		\$ 10.96
08/03/05-111 MULBERRY	ELECTRICITY		\$ 11.15
08/03/05-3521 JEWEL DRIVE	ELECTRICITY		\$ 8.85
08/22/05-3622 WOODLAND	ELECTRICITY		\$ 8.14
08/29/05-4416 ONTARIO	ELECTRICITY		\$ 8.67
09/02/05-2924 HOOVER AVE	ELECTRICITY		\$ 8.94
09/06/05-111 MULBERRY	ELECTRICITY		\$ 7.42
09/06/05-3521 JEWEL DRIVE	ELECTRICITY		\$ 7.69
09/23/05-3622 WOODLAND	ELECTRICITY		\$ 8.51
09/30/05-4416 ONTARIO	ELECTRICITY		\$ 8.87
10/04/05-2924 HOOVER AVE	ELECTRICITY		\$ 9.77
10/05/05-111 MULBERRY	ELECTRICITY		\$ 9.22
10/05/05-3521 JEWEL DRIVE	ELECTRICITY		\$ 8.32
10/21/05-3622 WOODLAND	ELECTRICITY		\$ 9.57
CITY OF AMES UTILITIES	ELECTRICITY		\$ 29.69
YTD MCLEOD BKMBL PHONE	TELEPHONE OUTSIDE		\$ 275.12
YTD QWEST BKMBL PHONE	TELEPHONE OUTSIDE		\$ 189.54
YTD VERIZON BKMBL PHONE	TELEPHONE OUTSIDE		\$ 478.91
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE		\$ 18.93
10/5/05 MADIOWA NET PYMT	COMPUTER MAINT		\$ 12.50
7/13/05 MADIOWA NET PYMT	COMPUTER MAINT		\$ 12.50
8/3/05 MADIOWA NET PYMT	COMPUTER MAINT		\$ 12.50
9/7/05 MADIOWA NET PYMT	COMPUTER MAINT		\$ 12.50
OFFICE DEPOT INC	OFFICE SUPPLIES		\$ 12.23
BANK OF AMERICA	PURCHASE CARD CLEARING		\$ 54.70
	Outreach Services		\$ 27,273.88
RECLASS LIBRARY PAYROLL	PERS SALARIES/WAGES		\$ 14,633.18

Library Claims Listing
10/06/2005-11/11/2005

Vendor	Category	Amount
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,156.50
RECLASS LIBRARY PAYROLL	IPERS DISABILITY	\$ 98.77
RECLASS LIBRARY PAYROLL	LIFE INSURANCE	\$ 31.23
RECLASS LIBRARY PAYROLL	HEALTH INSURANCE	\$ 2,708.69
RECLASS LIBRARY PAYROLL	MEDICARE FICA	\$ 224.09
RECLASS LIBRARY PAYROLL	FICA	\$ 958.15
RECLASS LIBRARY PAYROLL	IPERS	\$ 907.89
RECLASS LIBRARY PAYROLL	WORKERS COMP	\$ 24.80
OCT05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
SEPT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.30
AMER LIB ASSOC.MALINOWSKI	DUES AND MEMBERSHIPS	\$ 150.00
HODGES LIBRARY	NON-CITY SERVICE	\$ 15.00
DEMCO INC	OFFICE SUPPLIES	\$ 17.67
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 16.98
QUILL CORP	OFFICE SUPPLIES	\$ 12.49
ASI MODULEX	OFFICE SUPPLIES	\$ 173.50
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 374.85
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,306.10
DATA2 CORP	EQUIPMENT PARTS/SUPPLIES	\$ 1,239.79
ORIENTAL TRADING COMPANY	EQUIPMENT PARTS/SUPPLIES	\$ 18.75
BWI	EQUIPMENT PARTS/SUPPLIES	\$ 117.00
UNIV OF IOWA	PERIODICALS	\$ 36.00
TFR YTD YOUTH COLLECTION	JUVENILE	\$ 19,966.43
TFR YTD ADULT REFERENCE	ADULT REFERENCE	\$ 23,079.18
TFR YTD AUDIO/VISUAL	AUDIO-VISUAL	\$ 20,169.53
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 13,636.92
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 78.16
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 8.66
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 575.65
AMAZON.COM CREDIT	ADULT COLLECTIONS	\$ 66.66
CENTER POINT PUBLISHING	ADULT COLLECTIONS	\$ 420.00
TAYLOR, CHARLES D	ADULT COLLECTIONS	\$ 79.90
POLKA DOT PUBLISHING	ADULT COLLECTIONS	\$ 29.00
	Technical Services	\$ 102,471.45
RECLASS LIBRARY PAYROLL	PERS SALARIES/WAGES	\$ 9,828.94
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 838.50
RECLASS LIBRARY PAYROLL	IPERS DISABILITY	\$ 68.36
RECLASS LIBRARY PAYROLL	LIFE INSURANCE	\$ 9.86
RECLASS LIBRARY PAYROLL	HEALTH INSURANCE	\$ 1,418.69
RECLASS LIBRARY PAYROLL	MEDICARE FICA	\$ 150.73
RECLASS LIBRARY PAYROLL	FICA	\$ 644.48
RECLASS LIBRARY PAYROLL	IPERS	\$ 610.86
RECLASS LIBRARY PAYROLL	WORKERS COMP	\$ 17.32
OCT05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 26.40
SEPT05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 267.02
OCT05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
SEPT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.08
AMER LIB ASSOC/BOA/LYNNE	CONFERENCES	\$ 100.00
AMERICAN AIR/BOA/LYNNE C	CONFERENCES	\$ 379.26
COSI #49/BOA/LYNNE CAREY	CONFERENCES	\$ 5.47

Library Claims Listing
10/06/2005-11/11/2005

Vendor	Category	Amount
FESTIVAL OF BOOKS/CATHY V	CONFERENCES	\$ (62.00)
FESTIVAL OF BOOKS/DEMPSEY	CONFERENCES	\$ (62.00)
FESTIVAL OF BOOKS/HEID	CONFERENCES	\$ (62.00)
FESTIVAL OF BOOKS/MARNER	CONFERENCES	\$ (62.00)
FESTIVAL OF BOOKS/ZBRACKI	CONFERENCES	\$ (62.00)
IA LIB ASSOC/JERRI HEID	CONFERENCES	\$ (190.00)
IA LIB ASSOC/VAN BROCKLIN	CONFERENCES	\$ (135.00)
CAREY, LYNNE D	CONFERENCES	\$ 104.52
DEMCO INC	OFFICE SUPPLIES	\$ 91.30
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 29.70
BANK OF AMERICA	OFFICE SUPPLIES	\$ 339.30
OFFICE DEPOT INC	MINOR EQUIPMENT TOOLS	\$ 20.87
FAREWAY STORES INC	FOOD & FEED	\$ 21.60
BANK OF AMERICA	FOOD & FEED	\$ 37.24
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 27.30
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 6.93
COMMITTEE ON LECTURES	SPECIAL PROJECT SUPPLIES	\$ 200.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 4.29
TFR YTD YOUTH COLLECTION	JUVENILE	\$ (19,966.43)
BAKER & TAYLOR INC	JUVENILE	\$ 203.44
LISTENING LIBRARY INC	JUVENILE	\$ 178.40
RECORDED BOOKS LLC	JUVENILE	\$ 50.57
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 755.33
AMAZON.COM CREDIT	JUVENILE	\$ 23.34
BANK OF AMERICA	JUVENILE	\$ 354.85
LISTEN & LIVE AUDIO INC	JUVENILE	\$ 170.23
BWI	JUVENILE	\$ 4,206.19
MY EARLY DAKOTA PRAIRIE L	JUVENILE	\$ 14.00
Programs and Promotions	(formerly Youth Services)	\$ 746.57
RECLASS LIBRARY PAYROLL	PERS SALARIES/WAGES	\$ 92,268.81
RECLASS LIBRARY PAYROLL	IPERS DISABILITY	\$ 570.99
RECLASS LIBRARY PAYROLL	LIFE INSURANCE	\$ 210.91
RECLASS LIBRARY PAYROLL	HEALTH INSURANCE	\$ 10,688.05
RECLASS LIBRARY PAYROLL	MEDICARE FICA	\$ 1,271.27
RECLASS LIBRARY PAYROLL	FICA	\$ 5,435.64
RECLASS LIBRARY PAYROLL	IPERS	\$ 5,305.41
RECLASS LIBRARY PAYROLL	WORKERS COMP	\$ 121.45
OCT05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 323.47
SEPT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 6.63
VAN VALIN, LYNNE	TRAVEL/MEETINGS	\$ 20.80
KLAAS, JANET E	TRAVEL/MEETINGS	\$ 72.80
BANK OF AMERICA	TRAINING	\$ 800.00
FESTIVAL OF BOOKS/CATHY V	CONFERENCES	\$ 62.00
FESTIVAL OF BOOKS/DEMPSEY	CONFERENCES	\$ 62.00
FESTIVAL OF BOOKS/HEID	CONFERENCES	\$ 62.00
FESTIVAL OF BOOKS/MARNER	CONFERENCES	\$ 62.00
FESTIVAL OF BOOKS/ZBRACKI	CONFERENCES	\$ 62.00
IA LIB ASSOC/JERRI HEID	CONFERENCES	\$ 190.00
IA LIB ASSOC/VAN BROCKLIN	CONFERENCES	\$ 135.00
ZBARACKI, JACQUELINE	CONFERENCES	\$ 48.84

Library Claims Listing
10/06/2005-11/11/2005

Vendor	Category	Amount
VAN VALIN, LYNNE	CONFERENCES	\$ 317.96
KLAAS, JANET E	CONFERENCES	\$ 98.80
VAN BROCKLIN, CATHY	CONFERENCES	\$ 101.40
AMER LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 150.00
07/25/05 CANON FINANCIAL	RENTALS AND LEASES	\$ 234.43
08/03/05 CANON FINANCIAL	RENTALS AND LEASES	\$ 436.12
08/23/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ 234.43
09/07/05 CANON FINANCIAL	RENTALS AND LEASES	\$ 436.12
10/05/05 CANON FINANCIAL	RENTALS AND LEASES	\$ 436.12
10/19/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ 234.43
10/21/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ 234.43
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 97.05
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 35.05
TFR YTD ADULT REFERENCE	ADULT REFERENCE	\$ (23,079.18)
OMNIGRAPHICS INC	ADULT REFERENCE	\$ 182.97
H W WILSON CO	ADULT REFERENCE	\$ 157.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 496.88
NATL AUTOMOBILE DEALERS S	ADULT REFERENCE	\$ 60.00
THOMSON GALE GROUP	ADULT REFERENCE	\$ 140.95
IA AGRICULTURAL STATISTIC	ADULT REFERENCE	\$ 24.00
MARTINDALE HUBBELL	ADULT REFERENCE	\$ 63.05
	Information Services	\$ 98,872.08
RECLASS LIBRARY PAYROLL	PERS SALARIES/WAGES	\$ (3,721.68)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 10,471.24
PAYROLL SUMMARY	HOLIDAY	\$ (434.15)
PAYROLL SUMMARY	VACATION	\$ 342.31
RECLASS LIBRARY PAYROLL	IPERS DISABILITY	\$ 38.20
RECLASS LIBRARY PAYROLL	LIFE INSURANCE	\$ (10.84)
RECLASS LIBRARY PAYROLL	HEALTH INSURANCE	\$ 99.79
RECLASS LIBRARY PAYROLL	MEDICARE FICA	\$ 89.61
RECLASS LIBRARY PAYROLL	FICA	\$ 383.08
RECLASS LIBRARY PAYROLL	IPERS	\$ 299.43
RECLASS LIBRARY PAYROLL	WORKERS COMP	\$ 168.78
OCT05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
SEPT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 14.26
DONNELL, VALERIE	TRAVEL/MEETINGS	\$ 20.80
WWW.REGONLIN.COM/BOHLKE	CONFERENCES	\$ (100.00)
DONNELL, VALERIE	CONFERENCES	\$ 101.92
BANK OF AMERICA	CONFERENCES	\$ 100.00
AMER LIB ASSOC.MALINOWSKI	DUES AND MEMBERSHIPS	\$ (150.00)
DOVIA/CAREY & BOHLKE	DUES AND MEMBERSHIPS	\$ (60.00)
7/25/05 3M PAYMENT	COMPUTER MAINT	\$ 7,004.00
	Circulation Services	\$ 14,887.80
RECLASS LIBRARY PAYROLL	PERS SALARIES/WAGES	\$ (19,383.53)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,667.34
RECLASS LIBRARY PAYROLL	IPERS DISABILITY	\$ (130.85)
RECLASS LIBRARY PAYROLL	LIFE INSURANCE	\$ (52.14)
RECLASS LIBRARY PAYROLL	HEALTH INSURANCE	\$ (3,166.37)
RECLASS LIBRARY PAYROLL	MEDICARE FICA	\$ (208.41)
RECLASS LIBRARY PAYROLL	FICA	\$ (891.04)

Library Claims Listing
10/06/2005-11/11/2005

Vendor	Category	Amount
RECLASS LIBRARY PAYROLL	IPERS	\$ (961.16)
RECLASS LIBRARY PAYROLL	WORKERS COMP	\$ (18.15)
OCT05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
SEPT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.64
7/6/05 VENDPRINT LICENSE	COMPUTER MAINT	\$ 269.00
07/25/05 CANON FINANCIAL	RENTALS AND LEASES	\$ 150.98
08/03/05 CANON FINANCIAL	RENTALS AND LEASES	\$ 218.06
08/23/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ 153.10
09/07/05 CANON FINANCIAL	RENTALS AND LEASES	\$ 218.06
09/28/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ 152.78
10/05/05 CANON FINANCIAL	RENTALS AND LEASES	\$ 218.06
10/21/05 MIDWEST OFFICE	RENTALS AND LEASES	\$ 150.93
TFR YTD AUDIO/VISUAL	AUDIO-VISUAL	\$ (20,169.53)
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 501.06
BOOKS ON TAPE	AUDIO-VISUAL	\$ 1,914.90
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 1,473.46
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 159.00
AMAZON.COM CREDIT	AUDIO-VISUAL	\$ 365.94
MIDWEST TAPE	AUDIO-VISUAL	\$ 863.23
DIVERSE MEDIA INC	AUDIO-VISUAL	\$ 80.62
BANK OF AMERICA	AUDIO-VISUAL	\$ 1,032.02
	Media Services	\$ (34,298.58)
Margaret Munson, President	Gary Botine, Secretary	Date:

Gifts

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 17, 2005**

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

From Lucille I. and Elwyn J. Taylor..... \$110.00

From Patrick Jahren \$27.00

In memory of Eric Rudman for Youth Services

from James and Carolyn Houston..... 25.00

from Susan Sulzbacher \$50.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXPENSE REPORT SUMMARY FY 2004/2005																	
October 31, 2005																	
4 Months =33.3%																	
															Y-T-D	Current	%
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent	
PERSONAL SERVICES																	
Salaries	1,436,112	120,856	114,013	114,012	112,494									461,375	974,737	32.1%	
Temporary Salaries	183,645	9,731	17,654	16,573	16,570									60,528	123,117	33.0%	
Time and One-Half	500													0	500	0.0%	
Longevity	6,015		60											60	5,955	1.0%	
Adjustment														0	0		
Vacation			6,570		342									6,912	(6,912)		
Total Personal Svcs	1,626,272	130,587	138,297	130,585	129,406	0	0	0	0	0	0	0	0	528,875	1,097,397	32.5%	
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	25,710													0	25,710	0.0%	
IPERS Disability	9,360	743	746	722	720									2,931	6,429	31.3%	
Life Insurance	3,243	283	281	270	270									1,104	2,139	34.0%	
Health Insurance	189,441	14,630	13,891	13,891	13,753									56,165	133,276	29.6%	
FICA Medicare	20,285	1,840	1,953	1,838	1,826									7,457	12,828	36.8%	
FICA	86,741	7,869	8,347	7,870	7,804									31,890	54,851	36.8%	
IPERS	82,920	8,196	7,481	7,443	7,356									30,476	52,444	36.8%	
Workers Comp	2,557	457	416	398	396									1,667	890	65.2%	
Flex Administration	1,538													0	1,538	0.0%	
Total Employee Ben	421,795	34,018	33,115	32,432	32,125	0	0	0	0	0	0	0	0	131,690	290,105	31.2%	
INTERNAL SERVICES																	
City Data Services	3,847		320	321	656									1,297	2,550	33.7%	
City Messenger	2,745		173	202	211									586	2,159	21.3%	
Printing	4,300		310	98	711									1,119	3,181	26.0%	
Insurance & Bonds	18,919		3,130	1,565	1,565									6,260	12,659	33.1%	
Phone Operation/Maint	16,635	1,339	1,341	1,340	1,340									5,360	11,275	32.2%	
Long Distance	500		32	39	45									116	384	23.2%	
Fleet Operating/Maint	3,998		761	1,194	216									2,171	1,827	54.3%	
Fleet Replacement	22,260		1,855	1,855	1,855									5,565	16,695	25.0%	
Computer Replacement	12,882	2,188	2,119	1,890	1,887									8,084	4,798	62.8%	
Total Internal Svcs	86,086	3,527	10,041	8,504	8,486	0	0	0	0	0	0	0	0	30,558	55,528	35.5%	
CONTRACTUAL																	
Outside Prof Services	28,000		461											461	27,539	1.6%	
Postage/Freight	13,500		128	136	3,114									3,378	10,122	25.0%	
Travel/Meetings	1,400		237	264	150									651	749	46.5%	
Training	4,200	25	50	1,613										1,688	2,512	40.2%	
Conferences	23,895	725	1,184	1,561	1,232									4,702	19,193	19.7%	
Dues & Memberships	5,000	445	210	145										800	4,200	16.0%	
Printing	5,100		(42)											(42)	5,142	-0.8%	
Advertising	3,000		450	319	408									1,177	1,823	39.2%	
Recruiting Costs			810	997	187									1,994	(1,994)		
Electricity	39,700		5,517	5,496	4,977									15,990	23,710	40.3%	
Phone Operation/Maint	4,900	120	478	321	1,345									2,264	2,636	46.2%	
Long Distance	100													0	100	0.0%	
Water/Sewer	3,400		277	276	261									814	2,586	23.9%	

EXPENSE REPORT SUMMARY FY 2004/2005																	
October 31, 2005																	
4 Months =33.3%																	
															Y-T-D	Current	%
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent	
Waste Disposal	2,600		183	182	183									548	2,052	21.1%	
Natural Gas	8,740		32	14	15									61	8,679	0.7%	
Structural Repair	10,000		192		284									476	9,524	4.8%	
Moveable Equip Repair	3,000			653										653	2,347	21.8%	
Fixed Equip Repair	5,000			15	790									805	4,195	16.1%	
Computer Maintenance	47,299	39,361	1,031	111	(395)									40,108	7,191	84.8%	
Rentals & Leases	19,308	503	1,442	1,817	1,726									5,488	13,820	28.4%	
Other Non-City Services	22,125		3,387	831	1,192									5,410	16,715	24.5%	
Total Contractual	250,267	41,179	15,977	13,043	17,227	0	0	0	0	0	0	0	0	87,426	162,841	34.9%	
COMMODITIES																	
Office Supplies	41,000	5,214	8,320	1,626	2,266									17,426	23,574	42.5%	
Minor Office Equipment	500		121	70	35									226	274		
Minor Computer Equip	9,000	314	88	479	150									1,031	7,969	11.5%	
Ag-Hort Supplies	300	156			95									251	49		
Structural Materials	2,000													0	2,000	0.0%	
Chemicals/Lab Supplies				10										10	(10)		
Cleaning Supplies	5,000	490	560	588	627									2,265	2,735	45.3%	
Equip Parts/Supplies	1,000			1,290	3,100									4,390	(3,390)	439.0%	
Minor Equipment/Tools	300	105		166	21									292	8	97.3%	
Food	1,500	407	815	70	291									1,583	(83)	105.5%	
Wearing Apparel	200			39										39	161	19.5%	
Special Pjct Supplies	5,000	58	582	412	112									1,164	3,836	23.3%	
Purchase Card Clearing		42	1,574	(1,445)	3,100									3,271	(3,271)		
Total Commodities	65,800	6,786	12,060	3,305	9,797	0	0	0	0	0	0	0	0	31,948	33,852	48.6%	
CAPITAL																	
Moveable Equipment			1,619	61	(1,664)									16	(16)		
Periodicals	9,500	374	8,047	16	37									8,474	1,026	89.2%	
Juvenile	62,535	1,375	6,497	6,121	1,385									15,378	47,157	24.6%	
Adult Reference	26,500	9,558	2,903	9,433	874									22,768	3,732	85.9%	
Audio Visual	70,000	1,160	6,103	3,985	7,242									18,490	51,510	26.4%	
Adult Collection	112,563	2,767	13,934	9,047	13,217									38,965	73,598	34.6%	
Total Capital	281,098	15,234	39,103	28,663	21,091	0	0	0	0	0	0	0	0	104,091	177,007	37.0%	
OTHER EXPENDITURES																	
Refunds														0	0		
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	2,731,318	231,331	248,593	216,532	218,132	0	0	0	0	0	0	0	0	914,588	1,816,730	33.5%	

2004/05 LIBRARY EXPENSE SUMMARY						
October 31, 2005						
4 Months =33.3%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
PERSONAL SERVICES						
Salaries	1,393,030	1,436,112	476,034	461,375	974,737	
Temporary Salaries	190,892	183,645	58,816	60,528	123,117	
Time and One-Half		500			500	
Longevity	5,996	6,015		60	5,955	
Sick Leave	1,954				0	
Adjustment	(8,306)		(4,284)	0	0	
Vacation	8,849		274	6,912	(6,912)	
Total Personal Services	1,592,415	1,626,272	530,840	528,875	1,097,397	32.5%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		25,710			25,710	
IPERS Disability	8,542	9,360	2,911	2,931	6,429	
Life Insurance	3,297	3,243	1,112	1,104	2,139	
Health Insurance	164,232	189,441	54,699	56,165	133,276	
FICA Medicare	22,574	20,285	7,555	7,457	12,828	
FICA	96,520	86,741	32,303	31,890	54,851	
IPERS	89,630	82,920	30,422	30,476	52,444	
Workers Compensation	4,616	2,557	1,631	1,667	890	
Flex Administration	1,536	1,538	494		1,538	
Total Employee Benefits	390,947	421,795	131,127	131,690	290,105	31.2%
INTERNAL SERVICES						
City Data Services	3,866	3,847	995	1,297	2,550	
City Messenger	2,134	2,745	423	586	2,159	
Printing	5,379	4,300	2,684	1,119	3,181	
Insurance & Bonds	18,318	18,919	6,104	6,260	12,659	
Phone Operation/Maintenance	16,590	16,635	5,547	5,360	11,275	
Long Distance	500	500	123	116	384	
Fleet Operating/Maintenance	8,133	3,998	1,358	2,171	1,827	
Fleet Replacement	20,976	22,260	5,244	5,565	16,695	
Computer Replacement	21,689	12,882	5,723	8,084	4,798	
Interdepartmental Labor					0	
Total Internal Services	97,585	86,086	28,201	30,558	55,528	35.5%
CONTRACTUAL						
Outside Professional Services	27,367	28,000	20,000	461	27,539	
Postage/Freight	13,317	13,500	3,638	3,378	10,122	
Travel/Meetings	1,342	1,400	281	651	749	
Training	1,714	4,200	174	1,688	2,512	
Conferences	13,756	23,895	3,530	4,702	19,193	
Subscriptions and Books	87				0	
Dues & Memberships	4,735	5,000	1,620	800	4,200	
Printing	339	5,100		(42)	5,142	
Advertising	4,701	3,000	855	1,177	1,823	
Recruiting Costs	7,155		2,631	1,994	(1,994)	
Electricity	40,759	39,700	13,099	15,990	23,710	
Phone Operation/Maintenance	4,667	4,900	1,605	2,264	2,636	
Long Distance	4	100			100	
Water/Sewer	3,199	3,400	891	814	2,586	
Waste Disposal	2,084	2,600	563	548	2,052	
Natural Gas	6,700	8,740	62	61	8,679	
Structural Repair	6,267	10,000	669	476	9,524	
Moveable Equipment Repair	1,054	3,000	429	653	2,347	
Fixed Equipment Repair	4,486	5,000		805	4,195	
Computer Maintenance	28,125	47,299	21,909	40,108	7,191	
Rentals & Leases	20,103	19,308	5,485	5,488	13,820	

2004/05 LIBRARY EXPENSE SUMMARY						
October 31, 2005						
4 Months =33.3%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
Other Non-City Services	19,174	22,125	4,741	5,410	16,715	
Total Contractual	211,135	250,267	82,182	87,426	162,841	34.9%
COMMODITIES						
Office Supplies	35,535	41,000	8,360	17,426	23,574	
Minor Office Equipment	2,278	500	326	226	274	
Minor Computer Equipment	11,790	9,000	99	1,031	7,969	
Ag-Hort Supplies	958	300	60	251	49	
Structural Materials	1,463	2,000	427		2,000	
Chemicals/Lab Supplies				10	(10)	
Cleaning Supplies	7,129	5,000	2,860	2,265	2,735	
Equipment Parts/Supplies	1,356	1,000	499	4,390	(3,390)	
Minor Equipment & Tools	778	300	7	292	8	
Food	1,634	1,500	645	1,583	(83)	
Wearing Apparel	139	200	33	39	161	
Special Project Supplies	5,746	5,000	857	1,164	3,836	
Purchase Card Clearing	0	0	755	3,271	(3,271)	
Fuel for Vehicles/Equipment	3	0			0	
Total Commodities	68,809	65,800	14,928	31,948	33,852	48.6%
CAPITAL						
Moveable Equipment				16	(16)	
Periodicals	9,338	9,500	6,696	8,474	1,026	
Juvenile	57,115	62,535	12,540	15,378	47,157	
Adult Reference	43,248	26,500	29,819	22,768	3,732	
Audio Visual	55,519	70,000	16,108	18,490	51,510	
Adult Collection	96,264	112,563	27,376	38,965	73,598	
Total Capital	261,484	281,098	92,539	104,091	177,007	37.0%
OTHER EXPENDITURES						
Refunds	33		33		0	
Total Other Expenditures	33	0	33	0	0	
GRAND TOTAL	2,622,408	2,731,318	879,850	914,588	1,816,730	33.5%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	728,402	781,577	236,061	245,245	536,332	26.80%
Outreach Services	220,567	218,913	71,318	74,053	144,860	8.10%
Technical Services	385,962	414,499	134,869	144,515	269,984	15.80%
Youth Services	257,518	255,249	88,225	83,498	171,751	9.10%
Information Services	395,680	370,917	138,654	143,715	227,202	15.70%
Circulation Services	410,435	426,140	132,698	147,685	278,455	16.10%
Media Services	223,844	264,023	78,025	75,877	188,146	8.30%
GRAND TOTAL	2,622,408	2,731,318	879,850	914,588	1,816,730	

LIBRARY DONATIONS REPORT						
FISCAL YEAR 2005/2006						
YEAR-TO-DATE THROUGH OCTOBER 31, 2005						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Reserved Principal and Interest	657,246.59 (1)	100,000.00 (2)			8,276.00 (3)	765,522.59
Computer Replacement Reserve	45,414.00	8,180.00				53,594.00
Committed Funds (see below)	49,922.78		588,159.70		54,692.98	692,775.46
Available Funds:						
Beginning available balance	55,596.01	13,111.13	583,292.00	149,241.89	78,142.93	879,383.96
Interest revenue	6,522.44	1,296.78	6,282.70	2,359.31	985.34	17,446.57
Donations				62,228.78	22,870.06	85,098.84
Expenses	(282.16)	(243.75)	(1,415.00)	(550.79)	(11,278.16)	(13,769.86)
Committed Funds	(49,922.78)		(588,159.70)		(54,692.98)	(692,775.46)
Current Available Balance	11,913.51	14,164.16	0.00	213,279.19	36,027.19	275,384.05
Total Fund Balance	764,496.88	122,344.16	588,159.70	213,279.19	98,996.17	1,787,276.10
Expense Detail:						
Internal Printing					164.50	164.50
Outside Professional Services			1,275.00			1,275.00
Court Fees/Permits			140.00			140.00
Other Non-City Services					95.28	95.28
Minor Computer Equipment					153.32	153.32
Wearing Apparel					389.35	389.35
Special Project Supplies		243.75			2,500.00	2,743.75
Moveable Equipment					3,267.02	3,267.02
Youth Collection				87.99	1,236.81	1,324.80
Adult Reference					110.00	110.00
Audio-Visual	211.41			462.80	744.09	1,418.30
Adult Collection	70.75				2,617.79	2,688.54
Total Expenses	282.16	243.75	1,415.00	550.79	11,278.16	13,769.86
Committed Funds Detail:						
Building Expansion			588,159.70			588,159.70
Strategic Planning Travel	6,922.78					6,922.78
Project Smyles	28,000.00				18,732.98	46,732.98
Teen Space	15,000.00					15,000.00
Administration Laptop		2,500.00				2,500.00
Collection Materials				20,374.21		20,374.21
Materials Processing					7,000.00	7,000.00
Books for Babies					9,000.00	9,000.00
Equipment					13,460.00	13,460.00
Web Development					5,000.00	5,000.00
Computer Training					1,500.00	1,500.00
Total Committed Funds	49,922.78	2,500.00	588,159.70	20,374.21	54,692.98	715,649.67
(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.						

GLADYS MYERS DONATION FUND			
INTEREST EARNED PER FISCAL YEAR			
YEAR-TO-DATE THROUGH OCTOBER 31, 2005			
			80% available
			for expenditure
	Total interest	20% reserved	or spent over
Fiscal Year	revenue	for reinvestment	life of donation
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	8,153.05	1,630.61	6,522.44
Total	286,232.97	57,246.59	228,986.38

LIBRARY DONATIONS REPORT						
FISCAL YEAR 2005/2006						
YEAR-TO-DATE THROUGH OCTOBER 31, 2005						
	Gladys	Roscoe	Verna	Herbert	Other	
	Myers	Marsden	Thompson	Howell	Donations	
	Bequest	Bequest	Bequest	Bequest	& Grants	Total
Available Balance @ 6/30/05 *	55,596.01	13,111.13	583,292.00	149,241.89	78,142.93	879,383.96
YTD Interest Revenue	6,522.44	1,296.78	6,282.70	2,359.31	985.34	17,446.57
YTD Donations				62,228.78	22,870.06	85,098.84
YTD Expenses	(282.16)	(243.75)	(1,415.00)	(550.79)	(11,278.16)	(13,769.86)
Committed Funds	(49,922.78)	(2,500.00)	(588,159.70)	(20,374.21)	(54,692.98)	(715,649.67)
Current Available Balance	11,913.51	11,664.16	0.00	192,904.98	36,027.19	252,509.84
Expense Detail:						
Internal Printing					164.50	164.50
Outside Professional Services			1,275.00			1,275.00
Court Fees/Permits			140.00			140.00
Other Non-City Services					95.28	95.28
Minor Computer Equipment					153.32	153.32
Wearing Apparel					389.35	389.35
Special Project Supplies		243.75			2,500.00	2,743.75
Moveable Equipment					3,267.02	3,267.02
Youth Collection				87.99	1,236.81	1,324.80
Adult Reference					110.00	110.00
Audio-Visual	211.41			462.80	744.09	1,418.30
Adult Collection	70.75				2,617.79	2,688.54
Total Expenses	282.16	243.75	1,415.00	550.79	11,278.16	13,769.86
Committed Funds Detail:						
Building Expansion			588,159.70			588,159.70
Strategic Planning Travel	6,922.78					6,922.78
Project Smyles	28,000.00				18,732.98	46,732.98
Teen Space	15,000.00					15,000.00
Administration Laptop		2,500.00				2,500.00
Collection Materials				20,374.21		20,374.21
Materials Processing					7,000.00	7,000.00
Books for Babies					9,000.00	9,000.00
Equipment					13,460.00	13,460.00
Web Development					5,000.00	5,000.00
Computer Training					1,500.00	1,500.00
Total Committed Funds	49,922.78	2,500.00	588,159.70	20,374.21	54,692.98	715,649.67
* Beginning balance includes balance available at 6/30/05 plus any outstanding committed funds						

LIBRARY DONATIONS REPORT - OTHER DONATIONS														
FISCAL YEAR 2005/2006														
YEAR-TO-DATE THROUGH OCTOBER 31, 2005														
					Tommy									
	General	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	Enrich	Iowa Infra-	Gates	Total
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	Iowa	structure	Foundation	
Available Balance @ 6/30/05 *	12,039.54	(96.85)	0.00	(553.26)	314.06	2,320.04	718.07	4,225.00	3,263.15	1,407.60	22,126.87	32,225.39	153.32	78,142.93
YTD Interest Revenue	985.34													985.34
YTD Donations/Grants	2,585.45	3,679.23		1,933.22							14,672.16			22,870.06
YTD Expenses	(2,654.51)	(3,713.59)	0.00	(1,421.88)	0.00	47.44	0.00	0.00	(95.28)	(20.00)	(3,267.02)	0.00	(153.32)	(11,278.16)
Transfers between programs														0.00
Committed Funds	(7,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(27,732.98)	(19,960.00)	0.00	(54,692.98)
Current Available Balance	5,955.82	(131.21)	0.00	(41.92)	314.06	2,367.48	718.07	4,225.00	3,167.87	1,387.60	5,799.03	12,265.39	0.00	36,027.19
Expense Detail:														
Internal Printing		135.50				9.00				20.00				164.50
Other Non-City Services									95.28					95.28
Minor Computer Equipment													153.32	153.32
Wearing Apparel	389.35													389.35
Special Project Supplies		2,500.00												2,500.00
Moveable Equipment											3,267.02			3,267.02
Youth Collection	1,293.25					(56.44)								1,236.81
Adult Reference				110.00										110.00
Audio-Visual				744.09										744.09
Adult Collection	971.91	1,078.09		567.79										2,617.79
Total Expenses	2,654.51	3,713.59	0.00	1,421.88	0.00	(47.44)	0.00	0.00	95.28	20.00	3,267.02	0.00	153.32	11,278.16
Committed Funds Detail:														
Project Smyles											18,732.98			18,732.98
Materials Processing	7,000.00													7,000.00
Books for Babies											9,000.00			9,000.00
Equipment												13,460.00		13,460.00
Web Development												5,000.00		5,000.00
Computer Training												1,500.00		1,500.00
Total Committed Funds	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,732.98	19,960.00	0.00	54,692.98
* Beginning balance includes available balance at 6/30/05 plus outstanding committed funds														



**Investments FY 2006
Portfolio Management
Portfolio Summary
October 31, 2005**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	44,300,000.00	44,305,000.00	44,300,000.00	63.16	242	128	3.975	4.030
Iowa Public Agency Investment Trust	15,515.91	15,515.91	15,515.91	0.02	1	1	2.840	2.879
Federal Agency Coupon Securities	23,353,000.00	23,141,927.48	23,319,548.66	33.25	683	309	3.279	3.324
Pass Through Securities /PAC/CMO	2,511,449.57	2,453,100.98	2,503,881.78	3.57	1,256	1,118	4.171	4.229
Investments	70,179,965.48	69,915,544.37	70,138,946.35	100.00%	425	223	3.750	3.802

Total Earnings	October 31	Month Ending	Fiscal Year To Date
Current Year	209,273.35		737,109.69
Average Daily Balance	66,708,589.59		63,246,423.74
Effective Rate of Return	3.69%		3.46%

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

Roger J Wisecup II, City Treasurer

MONTHLY REPORT November 2005

Lynne Carey, Outreach and Circulation Coordinator/Interim Co-Director

FOUNDATION:

The APLF (Ames Public Library Foundation) Board met on November 7th. Prospective members Annette Boehlje and Janet Ross were welcomed. Roy Kenagy from the Central Iowa Library Service Area facilitated a discussion on mission, roles and relationships. The Board approved a funding request for \$5000 for Library materials.

The unemployment saga continues. We received notice that the transcriber was unable to hear Kasandra's testimony on the tapes of the last appeal hearing, so it would have to be redone. Janet Stephenson, Sheila Lundt, Jill Anderson and I represented the APLF at the rescheduled hearing on November 9th. We should learn the results within two weeks.

ADMINISTRATION STAFF:

Patti Woo, Jim Alexander, Ken Sills and I participated in an energy audit conducted by Steve "The Energy Guy" Wilson from the City Electric Department. Steve was complimentary of our current energy saving efforts and offered us myriad suggestions for further improvements. We have already adjusted the thermostats significantly and have initiated a campaign to turn off lights and equipment whenever possible. Some suggestions are much more costly and we will address them as the budget allows.

Patti has done a superior job of managing our budget entries as we have worked on budget development!

OUTREACH and CIRCULATION STAFF:

Circulation/Outreach staff analyzed the open position created by Deb Burdick's resignation. As always, we looked at redistribution of hours. As a result, Library Assistant Connie Gilmore will shift from a twenty-hour position to a thirty-hour position. We are thrilled to apply Connie's experience to more hours each week! Applications for the remaining twenty-hour Library Assistant position are only open to current staff and are due November 14.

Circulation Assistant, Marna Navara, resigned to accept the position of Director at the Stratford Public Library.

The implementation of Unique Management Services (UMS) has gone well. We are still working through some procedural changes. We were very pleased with the quality of training provided by UMS and with the professionalism and responsiveness of their staff.

CONTINUING EDUCATION:

Val Donnell and Sarah Bohlke attended two days of *Creating the Culture* training which is required for leadership positions within the City of Ames. They both found the focus on City values and leadership practices to be very valuable. Sarah attended the annual Governor's Conference on Volunteerism. Val, Mary Herrnstadt and I attended the Iowa Library Association annual conference in Dubuque. Val attended a new product show in Des Moines sponsored by Vernon (as a result we are designing some very nice bags to sell at the Circulation desk. Mark Harris and Val attended the annual CODI (Customers of Dynix, Inc.) conference in St. Paul. Patti Woo and I attended the mid-manager's meeting (MMM) meeting which featured a lawyer specializing in human resource issues and a presentation on Encouraging the Heart. Patti and I also attended a workshop offered by the City Employee Development Center on supervisory skills.

GENERAL:

I completed performance development plan meetings with Circulation, Outreach and Administrative staff and with Marianne Malinowski.

I am working with students from an ISU Diversity Management class on a diversity audit of APL.

I attended the Story County Library Association meeting and with that group presented highlights of the past year at the annual meeting with members of the Board of Supervisors. I attended a meeting of the Iowa Urban Public Library Association.

I met with members of the Parks and Recreation staff and the Police Department to discuss improvements in security in public facilities. The police had some very good, concrete suggestions for improvements that we will begin implementing.

Dawn and I met with Steve Schainker and City Finance Department staff to get approval for a revamp of our program budget. We are very excited about having the budget more closely reflect how our workgroups are arranged. The new approach will allow us to better assess the cost of providing services.

I participated in a focus group and an individual interview as part of an evaluation of the Bulgarian/American library exchange project.

PROJECT SMYLES:

Everything is going smoothly. The book is at the printer, the plush toys have been shipped (from China), and we are currently developing the process for hiring the coordinator.

Kay Marner continues to seek grant funding for the project. We did hear from the Community Foundation of Greater Story County that we were not chosen for grant during this funding cycle, but we were encouraged to apply again.

PROGRAMS:

The past few weeks we have offered an amazingly diverse array of programs that have been met with enthusiastic success. In fact, I just finished an interview with a reporter from *LJ Hotline* who wanted to discuss our adult programming - she indicated that we were doing things that "most other libraries shy away from" and was very complimentary.

Be sure to check *Page One* for upcoming programs!

MEETINGS:

I attended meetings of the Outreach Staff, Circulation Staff, APL Management Team, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Teen Space Committee, Project Smyles committee, Bookends at the Bandshell Planning Team, APL Children and Family Programming Team, Alliance for Global Justice Teach-in committee, City Department Heads, Ames Energy Awareness Group, Character Counts Steering Team, Unique Team, APL Policy committee, Administrative Team, APL Budget Team, APLF Board, APLF policies committee, International Women's Day Planning committee, ILA Leadership Development Team, APL Director Selection Team, the Douglas Block Party planning committee and the APL Board.

Monthly Report – Dawn Hayslett – Interim Co- Director November 2005

Friends of the Ames Public Library

The fall Friends used book sale was a great success. The gross amount just topped \$10,000. We also had a record attendance of over 1,300 people. Special thanks to Nancy and Bert Schroeder who worked so hard to make everything go smoothly. Thanks also go to the legion of volunteers who set-up, staffed, and cleaned up the sale.

The Friends Board met on Monday, November 7th. They did a “de-brief” on the book sale and came up with good ideas to make it even better. Melody Warnick talked about progress on the director search and asked for Friends Board representation during the interview process. Dave Ferree gave a brief building acquisition update. I reported that the Literacy Program received a \$1,500 donation from the Wal-Mart Community Works fund. Melinda Thach, our Literacy Coordinator, is going to buy the “Hooked on Phonics” program with this money. She is also working hard on tutor training and student recruitment.

The Board approved renewing a \$10,000 CD which comes due in November and adding \$5,000 to it. This will give them a total of \$40,000 invested. They also approved their portion of the Alternative Funding proposal of \$3,000 for adult multiple copies. The Board also approved renewing their lease for Literary Grounds at the annual cost of \$100.00

Public Services

We received our self-service fax machine, but it was damaged in transit. Scott Dermont had to send it back so our public fax service will be delayed.

Ann Dobbs and Mary Logsdon have been working on creating a “Staff Recommendations” brochure. They are asking for staff to contribute annotations of favorite or recent reads with a reader’s advisory focus in mind. These annotations not only give a brief plot summary but an assessment of the book’s appeal factors such as place, genre, pacing, etc. They hope to publish the first quarterly installment early next year.

Jan Heuss presented a program on gardening resources at the Library for the ISU Women’s Club. Janet Klaas did a training session on using EBSCOHost for a DMACC class. Mary Logsdon presented a session on the “Novelist” online resource for homeschoolers. I did a tour of the reference area and a brief history and statistic profile of the library for the first meeting of the homeschoolers.

Janet Klaas, Jerri Heid, Lynne Van Valin, and Cathy Van Brocklin attended the annual ILA conference in Dubuque. They were impressed with a couple sessions on reference interviewing skills.

We are nearly finished with our plan of service workplan. Hopefully soon we will be able to look at priorities for the rest of the year.

Budget

Management Team meetings for the last month have focused is on budget preparation. We have been working together to review current year amendments as well as budgeting for

06/07. Lynne and I arranged two meetings with Steve Schainker seeking his approval for renovation of the programs in our budget. We are changing names and writing new descriptions in order to more accurately reflect how we do business. For example, the "Media" department is now the "Computer Lab" and we have created a new "Programming" department to reflect our emphasis on adult and children's programming. The purpose is to have a true picture of the costs associated with running our various departments. This includes re-assigning personnel and associated costs such as phone and office supplies. It is also important to make these changes so that the new director will begin with a more reasonable budget structure. With assent from Budget Officer, Carol Collings and Finance Director, Duane Pitcher, Steve agreed to our revisions. Carol Collings has worked with us to do a whole new set of salary projections. Patti has done a tremendous job of moving money around and doing all of the data entry. Her knowledge has been invaluable. The deadline for entry is November 14th. We will present our budget draft to you at the November meeting. Our Probe meeting with Sheila Lundt and Carol Collings is December 1st. Currently I am working on our "Performance Measures" which are the statistical assessments of our service levels. These will need to be revamped as well because of the programmatic changes.

Building Acquisition

Based on John Klaus' recommendation, we have engaged Fox Engineering to do an inspection of the building with Mr. Hu's permission on November 10th. The inspection will include a general assessment of the building as well as evidence of hazardous materials and cost estimates for any asbestos removal. John Klaus estimates that we will have an inspection report in approximately 10 days.

Other Activities

- I met with our Books @ Noon group. We had a 12 people.
- Our "Chick Lit" group met on October 24th to discuss the novels of Jennifer Weiner. The members thought she had a knack for humor and characterization but needs more substance. For November we are reading Katharine Graham's biography "Personal History." We are skipping December and have Jill Davis' "Girl's Poker Night" on tap for January. This will take us back to a more traditional example of the Chick Lit genre.
- On October 25th, our "Let's Talk About It" group discussed Saul Bellow's "The Adventures of Augie March." Think of "Candide" set in America in the 70s. The group had very mixed opinions of the book. We had 12 in attendance. Next up is my personal favorite, "Henderson the Rain King."
- I attended selection committee meetings and participated in the phone interviews. I developed the feedback form we will use to gain input from all the people participating in the interview process. We are currently working on interview questions. By the Board meeting, we will have one interview under our belts.
- I completed the State of Iowa annual report. These statistics are now going into our public annual report which Jillian Duggan is designing. It should be ready to distribute soon.
- I attended the City Department Heads meeting on October 24th and was the scribe. I submitted those minutes to the City Manager's Office for distribution.
- I wrote the Monthly Project Briefing report for the City.
- I attended the Central Iowa Library Service Area Board meeting in Adel.
- I attended the City Middle Management Team meeting. The leadership principle discussed was "Encourage the Heart."

- I am continuing to work with two of our college students to plan an anime festival. Anime is Japanese animated film. The festival will be the first weekend in December.
- Jerri and I met several times to develop her 6-month performance appraisal. Since this is a new position, we have spent a lot of time describing the expectations for the job and setting goals.
- I attended the luncheon interview for Dave Ferree who is applying for the City Attorney position.
- Lynne and I attended the Story County Library Association meeting on October 25th in Nevada. This is our annual meeting with the Board of Supervisors to present the highlights of the year and discuss funding for the coming year.
- I attended the Adult Selectors meeting where we discussed the revisions on the Collections policy. The policy is now in final draft form for your consideration.
- I participated in an interview with a graduate student who is writing about the Bulgarian Librarian exchange program. She wanted to know about our experience hosting Galina.
- Melinda Thach and I went to Wal-Mart Friday the 4th to accept a check for the literacy program.
- I wrote my regular column for Page One and selected titles for the new arrivals list.

Coordinator's Monthly Report
November 2005

Marianne Malinowski
Adult Collection Manager
Collections Workgroup

COLLECTIONS:

Private funding for collections – All of the requests for private funding have now been approved. This past week the requests that we presented to the Friends and to the Foundation were approved and we are very grateful for their support.

Collection budget requests for FY 06/07 – Collection managers finalized the budget requests for next fiscal year -- they represent about 12% of the entire library budget. If approved, this budget will move us from the level C to the level B category of state accreditation. Our goal is to eventually achieve level A funding, which would mean that we would be spending 14% of the entire library budget on materials for our collections.

Bookletters newsletters – At the last Adult Selectors meeting we discussed a new product that Scott is recommending for purchase. It is a product that would allow us to use ready-made e-mail newsletters that our customers would sign up to receive on a monthly basis. It would also give us the option to custom design our own newsletters. They would be focused around a certain readers advisory topic or genre, such as new science fiction books, staff suggestions, award-winning titles, etc. We have scheduled a demo of this product for our next meeting on December 1st. If you'd like to see an example of the newsletters please visit the library site for the Kent District Library at www.kdl.org and then click on "KDL News & Events."

Collection analysis – Scott Dermont is working with Roy Kenagy, CILSA Administrator and collection development guru, to analyze our use of multiple copies. Scott is sending Roy a snapshot of everything that is checked on a given day and he is doing this at 6 week intervals. Roy will be able to analyze this data to tell us if we are purchasing enough multiple copies to meet patron demand. I imagine it will take several months to complete this analysis.

Scott has been using the new Dynix Web Reporter product to produce collection development reports. So far he has produced weeding reports and bibliographies. I'm looking forward to see all the capabilities this product has to offer.

Garden Club tour – Jan Heuss and I presented a program to the ISU Women's Club, Garden Division, on November 9th. We gave them a tour of library resources related to gardening and prepared bibliographies and pathfinders for their use. They were a fun group and we were able to sign up some new library customers as a result of the tour.

Meetings and continuing education -- I attended the City's MMM meeting on the topic of "encouraging the heart" as well as sessions on the topics of "Dealing Effectively with Unacceptable Employee Behavior" and "Dealing with Negative Attitudes in the Workplace." I attended meetings of the Employee Care Fund Board, the Adult Selectors, Policy meeting, and several management team meetings to prepare the FY06-07 library budget.

Youth Services Report October/November Jerri Heid

Programming:

Staff and the public have embraced the new programming with enthusiasm. Public Services staff members and Anastasia Tuckness have provided home school families with general library skill presentations, Novelist computer exposure, and tours of the adult and youth areas. Family nights have been gaining a following, too. We partnered with the University Book Store so Brother Bear and Sister Bear could attend the Family night picnic at the Library. The new six-week session for the BabyTalk, Toddler Time and Preschool Story times has begun. *Art Around the World* and *Chattin' with Cathy* have been great highlights for elementary students on their early out Wednesdays. Many Halloween "trick or treaters" visited the library on Friday (for the Main Street area trick or treat) and on Halloween evening. Teens also enjoyed wearing their costumes at the Rock the Library costume party.

Collections:

We have been receiving many wonderful new books for all ages. Thanks to the alternate funding that was approved, I will be able to supplement the easy-to-read collection with a new variety of easy readers. I will also purchase a lower reading level set of state books for the nonfiction collection. We submitted the 2006-2007 budget request.

Ongoing Projects:

Series project: We are re-cataloging each series by series name, replacing missing books, and shelving the books in the new section called JSeries.

Teen Space: The Teen Space committee chose furniture colors. The magazine collection will be selected and ordered at the next meeting.

Youth Area: With the alternate funding, I will be able to purchase book bins and child friendly furniture. More information will be coming later as to arrival times.

Meetings and conferences:

The Children and Family programming committee has been planning really great programs for the upcoming months. Look for Santa and special programs during the school break and pot bellied pigs in the spring.

I attended the Iowa Library Association Conference in Dubuque, networking with librarians and friends across the state. I attended a very informative pre-conference session promoting service excellence. During the conference I attended sessions on the Jim Gill musical way of serving children, graphic novel programming in cooperation with local comic book stores, and serving Latinos in your area. I also checked out the booths that featured new books, visited with various library architects, and explored new ways of serving library patrons.

This month I also attended the City-sponsored two-day class *Creating the Culture*. During this class we were challenged to think about how others lead, how we lead, and how we could better lead embracing the excellence through people values the city has adopted. The facilitator also challenged us to use the five practices of leadership (Challenging the Process, Inspiring a Shared Vision, Enabling Others to Act, Modeling the Way and Encouraging the Heart). I will graduate from the Creating the Culture training by presenting the action plan that I have developed with my supervisor (Dawn). In addition, I attended a Supervisor's Workshop and the Mid-manager's meeting (MMM) offered by the city. Each time I attend, I feel I learn quality information that is pertinent to better do my job and serve the citizens of Ames.

I also served as a workshop presenter for both the Southwest Region and Southeast Region. Both were 5-hour workshops on how to use music in your toddler programs when you cannot carry a tune. The workshop focused on why using music is important for the emergent literacy skills the young child develops during this age. By attending the program, the adult learns through the role modeling being done by the presenter and the child benefits from the exposure of the music and by the adult attending interaction and repetition at home. The public library's offering of this type of program is one of very few instances in which this type of education is offered free of charge.

System Administrator's Monthly Report

November 2005

Mark F. Harris

Unique Management collection services is online, and the team is working through any kinks. Overall, I think the transition has been relatively smooth. I understand there have been a couple of unhappy patrons, but this is an expected result when for so many years there has not been a formal enforcement of the collection of patron charges.

Val Donnell and I attended the annual Customers of Dynix, Inc. (CODI) in Minneapolis, MN, on Nov. 6-8. Dynix has been purchased by Sirsi, and merged to form SirsiDynix, Inc. This recent merger has perhaps slowed and confused the direction of the Dynix product development teams. Evidence of this was revealed in the release of Horizon 7.4 and HIP 4.x in late summer, resulting in very unhappy customers and the "un"-release of these two intermediate products. At the conference, company leaders were issuing apologies and promises at several sessions due to this unfortunate occurrence. Most of us were relieved to not have been among the early adopters, though I can understand their desire to move beyond the current version of HIP.

We attended several sessions demonstrating the potential of Horizon 8 and HIP 4. What we saw was very promising. But again the merger, and perhaps unanticipated development complexity, is resulting in product release delays, re-visioning of product features, and added customer requirements for acquiring and upgrading to these products. I believe APL needs to take a wait-and-see stance, and watch how things play out over the next year. I am still hoping to be able to set up test servers where we can install the latest versions to start our planning for eventual implementation. But one thing we learned from this conference is that moving to Horizon 8 will not be a simple upgrade. We, and the rest of the CODI members, are looking at another migration to get to Horizon 8. Perhaps it will be easier than the last one, but still a significant organizational endeavor. We should not see much additional expense for acquiring these products as our annual licensing fees include product updates. So even though installing Horizon 8 will be more of a migration endeavor, acquiring the product will be more akin to an upgrade...as we understand things at this time...though there may be some hardware acquisitions. Perhaps the best that can be said is that things are "fluid".

Jillian Duggan, Community Relations Specialist
November 2005

In response to discussion at last year's Staff Day, the Reader's Advisory Team was formed to develop tools to help staff. Currently, I am working with the team to come up with a template for "If You Like..." booklists. We are also working on a staff picks brochure which we hope to produce quarterly starting this January.

Current Projects:

- December Page One
- December flyers and promotional materials
- Staff Day committee
- Readers Advisory bookmarks
- Staff Picks brochure
- Annual Report
- Fax service signage
- Project Smyles – book publication

Recently Completed:

- Information campaign for Unique
- Book Sale signs, ads, flyers, etc.
- Lions, Witches, Wardrobes, and Wizards Bookmobile Display
- November Page One
- November flyers and promotional materials
- Todd Parr promotion

Meetings:

- Main Street Cultural District
- APL Policy meeting
- APL Admin Team meetings
- APL Family and Child Programming
- APL Display Team

Collections Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 17, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy**Section: Library Resources****Subject: Collections****Board****Approved:****Reviewed:****Revised:****Policy**

The Ames Public Library offers collections to further the Library's mission (Ames Public Library – We connect you to the world of ideas). The freedom to know is the foundation of our democracy. Ames Public Library strives to be an information center for the Ames community to preserve and encourage the free expression of ideas essential to informed citizens. The Ames Public Library Board of Trustees has adopted this Collections Policy to provide guidance for the selection and evaluation of materials which anticipate and meet the needs of the Ames community.

Responsibility for selection

The Ames Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those staff designated by the director. Staff members with collection responsibilities are known as collection managers. The collection managers meet the goals of the Collection Development Policy, oversee the selection process, and provide professional support for materials selectors.

Materials budget

The Ames Public Library Board of Trustees develops an annual materials budget in consultation with the Director. This budget is certified by the Ames City Council. Each year the Collection Managers develop budgets for their selection areas based on factors such as circulation statistics, cost per item, and annual collection goals.

Selection guidelines and practices

The Ames community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Librarians at the Ames Public Library make selections based on a general knowledge of the subject and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs. The librarians apply professional standards and work within specific selection and review procedures.

Selectors recognize the importance of aware and effective citizens who are familiar with their heritage and with issues facing the community. The Ames Public Library has adopted the primary role of a popular materials center. To fulfill this role, librarians select materials to serve the full range of ages, cultures, lifestyles, education, and reading skills of community citizens. The materials selected reflect the complex culture shared by the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Librarians achieve a balanced collection through a diversity of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

The Ames Public Library is a popular materials center and does not attempt to duplicate the research resources of Iowa State University. The library does not attempt to collect material to support local curricula except when these materials also

serve the general public. The Library does collect some supplementary materials that promote lifelong learning and provide a beginning point for those seeking more advanced information or materials.

The collection is generally not archival, and items are expected to be used frequently. The collection managers oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old.

Multiple copies

The Ames Public Library responds directly to community and customer interests by purchasing multiple copies. While the Library's budgetary resources do not allow for the purchase of multiple copies for every title owned, the budget is structured to provide multiple copies for high demand items. The number of duplicate copies purchased is determined by the holds ratio for a given type of material. The Library strives to meet temporary demand and still build a collection of breadth and depth.

Formats

Materials are purchased in the most appropriate format for library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions are preferred if the hardcover is expensive and the title would be used infrequently or is ephemeral or if it is the only format available. Library editions may be purchased because of their durability.

Ames Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The Library monitors the development of new formats and may add these to the collection. The Library cannot afford to purchase and house all new formats.

Ames Public Library acquires materials in formats that are useful for citizens with disabilities. Collection managers will develop these collections as demand indicates, and will be alert for new formats that may be appropriate.

Foreign language materials

The Library generally does not acquire materials in languages other than English; nor does it acquire foreign language films that do not provide an option for English subtitles. The Library does maintain a small collection of Spanish materials of popular and nonfiction in both the adult and youth collections for recreational reading and for those learning the language. These materials will be added to the extent that interest, space, budget, and cataloging resources allow.

Placement of materials

Ames Public Library catalogers use the Dewey Decimal Classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Librarians take into account age recommendations in reviews as they choose and classify materials

Ames Public Library shelving areas are divided in sections such as Juvenile, Reference, Fiction, and DVDs for ease of use, but customers of any age may use all

sections of the library. It is the responsibility of parents or legal guardian, not Ames Public Library staff, to monitor library use by minors.

Interlibrary loan

Interlibrary loan is a transaction in which Ames Public Library borrows materials directly from another library on behalf of its customer, or another library borrows materials from Ames Public Library on behalf of its customer. Interlibrary loan is not a substitute for collection development. It supports the mission of Ames Public Library by expanding the range of materials available to library customers without needlessly duplicating the resources of other libraries. In meeting customer needs, Ames Public Library follows state and national interlibrary loan protocols. Items in frequent or recurring demand are considered for purchase.

Exclusions from collections

Ames Public Library does not keep, acquire or purchase material that violates the legal definition of obscene material as defined by state statute.

No material will be excluded from selection because of the race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, level of literacy and/or socio-economic status of the creator of the work.

Ames Public Library generally does not buy items of a promotional nature, such as those advertised in infomercials.

Selection aids

Ames Public Library selectors are professionals with the education, training and work experience required to make important selection decisions. They select materials for the Ames Public Library collection applying their knowledge of customer information needs; regional, state and college library collections; publishing industry trends; and the general history of knowledge.

Ames Public Library selectors rely on professional tools for selection. These may include but are not limited to: Booklist, Kirkus Reviews, Library Journal, Publisher's Weekly, New York Times Book Review, VOYA, School Library Journal, Horn Book, local newspapers, websites and award winning lists.

Ames Public Library customers are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected in this policy. "Customer Request Forms" are available at all Ames Public Library service desks, or customers may send an email through our "Ask a Librarian" service on Ames Public Library's website: www.amespubliclibrary.org.

Electronic format criteria

Materials in electronic format are evaluated using the following criteria:

- Content fits within the mission of Ames Public Library.
- Provides added value over other formats.
- Search interface is user-friendly.
- Available by both remote and in-house access.

- Unlimited access when possible.
- Available 24 hours per day, seven days per week.
- Customer access based on library card number.
- Vendor provides usage statistics.
- Reasonable cost.
- Can be maintained over a variety of computer platforms.

Ames Public Library will not maintain more than one version of a resource (such as electronic or print) unless there are compelling reasons to do so. Collection managers will conduct an annual evaluation of electronic materials based on usage statistics and usefulness to staff. Collection managers will solicit customer feedback when evaluating new products

Gifts

Ames Public Library welcomes the donation of money and materials for the collection as outlined in the Library's "Gifts Policy." The Library does not accept items for temporary or indeterminate periods of time. Once donated, items become the property of Ames Public Library, and at the discretion of staff may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and Ames Public Library will not accept any item that is not an outright gift. Ames Public Library reserves the right to decide when a gift added to the collection will be withdrawn.

Special collections

Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public school, and genealogical materials relating to Ames and Story County. Materials will be obtained in print and electronic formats. The development of special collections will focus on the following areas:

- **Farwell Brown Photographic Archive** Ames Public Library will maintain both print and digitized versions of this unique and invaluable archive of local photographs. Ames Public Library will work in cooperation with the Ames Historical Society to develop and maintain the archive.
- **Iowa Room** Ames Public Library will acquire and maintain useful and important historical and municipal publications relating to Ames and Story County. With the exception of the Farwell T. Brown Photographic Archive, the Iowa Room collection will be limited to publications. Realia and primary unpublished print sources will not be collected but will be given to the Ames Historical Society. Ames Public Library will work in cooperation with the Ames Historical Society to determine the disposition of materials of local historical interest and to determine the future direction of the collections in the Iowa Room and at the Ames Historical Society.
- **Genealogy Collection** Ames Public Library will acquire and maintain relevant genealogical materials in cooperation with the Story County Chapter of the Iowa Genealogical Society. The chapter is responsible for selecting new materials for the genealogy collection.

Weeding

Circulating collections undergo an annual assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by customers and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse. Weeding decisions are based on the following criteria:

- Currency
- Accuracy
- Low use based on analysis of circulation statistics
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries

Expressions of Concern

Ames Public Library recognizes that some materials are controversial. Any item may offend some customers. Ames Public Library's role is to provide materials which will allow individuals to freely examine subjects and make their own decisions. While customers are free to reject for themselves materials that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

Selection of materials for the collection is based on the principles described in this policy rather than on the basis of anticipated approval or disapproval. Selection of any item does not constitute endorsement of the author's viewpoint nor does Ames Public Library endorse particular beliefs or views.

Ames Public Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect them from damage or theft.

Responsibility for reading, listening and viewing of materials by minors rests with their parents or legal guardians. At no time will Ames Public Library staff act in loco parentis (in place of the parent). Selection of library materials will not be inhibited by the possibility that they may be read or viewed by children. Parents are encouraged to accompany their children to the library to choose materials.

The Ames Public Library Director and the Board of Trustees are aware that customers may take issue with the inclusion of any specific item in the collection and they welcome the expression of concern by our customers. Customer concerns will be dealt with promptly and courteously as detailed in the following process:

1. Ames Public Library staff will direct customers to the appropriate collection manager for the material in question.
2. The collection manager will discuss the material with the concerned individual or group.

3. After discussion with the collection manager, if the individual or group wishes, they may discuss their concerns with the Ames Public Library Director.
4. After discussion with the Ames Public Library Director, an individual or group still concerned about library material may submit an official statement to the Ames Public Library Board of Trustees using the "Statement of Concern about Library Resources" form. The concern on the "Statement of Concern about Library Resources" form will be considered by the Ames Public Library Board of Trustees at a regular meeting.
5. At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
6. The Ames Public Library Director will present a staff response.
7. The Ames Public Library Board of Trustees will make a final ruling on the concern and send a written response to the individual or group.

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.

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

References

This policy has been developed with regard to the following Ames Public Library polices and American Library Association Guidance Documents: "Mission Statement," "Gifts", "Internet Use Policy and Guidelines," "Diversity in Collection Development," "Library Bill of Rights," "Materials Selection Policy General Guidelines," "Labels and Rating Systems," "Freedom to Read Statement," "Freedom to View Statement," "Free Access to Libraries for Minors," "Restricted Access to Library Materials," and "Expurgation of Library Materials."

Ames Public Library
Section: Guidance Documents

Subject: ALA Diversity in Collection Development

Board
Approved: 6/05
Reviewed:
Revised:

Diversity in Collection Development
An Interpretation of the *Library Bill of Rights*

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other potentially controversial topics.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the ***Library Bill of Rights***: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the **First Amendment**, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982; amended January 10, 1990, by the ALA Council.

Ames Public Library
Section: Guidance Documents
Subject: ALA Expurgation of Library Materials

Board
Approved: 6/05
Reviewed:
Revised:

Expurgation of Library Materials
An Interpretation of the *Library Bill of Rights*

Expurgating library materials is a violation of the *Library Bill of Rights*. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work intended to express. Such action stands in violation of Articles I, II, and III of the *Library Bill of Rights*, which state that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of any books or other library resources imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information. (See also other Interpretations to the Library Bill of Rights, including Access to Electronic Information, Services, and Networks and Free Access to Libraries for Minors.)

Further, expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

Adopted February 2, 1973; amended July 1, 1981; amended January 10, 1990, by the ALA Council

Ames Public Library
Section: Guidance Documents

Subject: ALA Free Access to Libraries for Minors

Board
Approved: 6/05
Reviewed:
Revised:

Free Access to Libraries for Minors
An Interpretation of the *Library Bill of Rights*

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as

adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See *Tinker v. Des Moines School Dist.*, *supra*. Cf. *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943)."

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, June 30, 2004, by the ALA Council.

Ames Public Library
Section: Guidance Documents
Subject: ALA - The Freedom To Read Statement

Board
Approved: 6/05
Reviewed:
Revised:

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

Ames Public Library
Section: Guidance Documents

**Subject: ALA - The Freedom To View
Statement**

Board
Approved: 6/05
Reviewed:
Revised:

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

Ames Public Library
Section: Guidance Documents
Subject: ALA Labels and Rating System

Board
Approved: 6/05
Reviewed:
Revised:

Labels and Rating System
An Interpretation of the *Library Bill of Rights*

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.

Labels

Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage or prohibit users or certain groups of users from accessing the material. Such labels may be used to remove materials from open shelves to restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Rating Systems

A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the *Library Bill of Rights*. Adopting such systems into law may be unconstitutional. If such legislation is passed, the library should seek legal advice regarding the law's applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or destroying such ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see Expurgation of Library Materials: An Interpretation of the Library Bill of Rights).

Some find it easy and even proper, according to their ethics, to establish criteria for judging materials as objectionable. However, injustice and ignorance, rather than justice and enlightenment, result from such practices. The American Library Association opposes any efforts that result in closing any path to knowledge.

Ames Public Library
Section: Guidance Documents
Subject: ALA – Library Bill of Rights

Board
Approved: 6/05
Reviewed: 6/05
Revised:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Ames Public Library
Section: Guidance Documents

**Subject: ALA Restricted Access to Library
Materials**

Board
Approved: 6/05
Reviewed:
Revised:

Restricted Access to Library Materials
An Interpretation of the *Library Bill of Rights*

Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the *Library Bill of Rights*.

Some libraries place materials in a "closed shelf," "locked case," "adults only," "restricted shelf," or "high-demand" collection. Some libraries have applied filtering software to their Internet stations to prevent users from finding targeted categories of information, much of which is constitutionally protected. Some libraries block access to certain materials by placing other barriers between the user and those materials.

Because restricted materials often deal with controversial, unusual, or sensitive subjects, having to ask a librarian or circulation clerk for access to them may be embarrassing or inhibiting for patrons desiring the materials. Requiring a user to ask for materials may create a service barrier or pose a language-skills barrier. Even when a title is listed in the catalog with a reference to its restricted status, a barrier is placed between the patron and the publication. (See also "Labels and Rating Systems.") Because restricted materials often feature information that some people consider objectionable, potential library users may be predisposed to think of the materials as objectionable and, therefore, be reluctant to ask for access to them.

Limiting access by relegating materials into physically or virtually restricted or segregated collections or restricting materials by creating age-related, linguistic, economic, psychological, or other barriers violates the Library Bill of Rights. However, some libraries have established restrictive policies to protect their materials from theft or mutilation, or because of statutory authority or institutional mandate. Such policies must be carefully formulated and administered to ensure they do not violate established principles of intellectual freedom. This caution is reflected in ALA policies, such as "Evaluating Library Collections," "Free Access to Libraries for Minors," "Preservation Policy," and the ACRL "Code of Ethics for Special Collections Librarians."

In keeping with the "Joint Statement on Access" of the American Library Association and Society of American Archivists, libraries should avoid accepting donor agreements or entering into contracts that impose permanent restrictions on special collections. As stated in the "Joint Statement," it is the responsibility of libraries with such collections "to make available original research materials in its possession on equal terms of access."

All proposals for restricted access collections should be carefully scrutinized to ensure that the purpose is not to suppress a viewpoint or to place a barrier between certain patrons and particular content. A primary goal of the library profession is to facilitate access to all points of view on current and historical issues.

Adopted February 2, 1973; amended July 1, 1981; July 3, 1991; July 12, 2000; June 30, 2004, by the ALA Council.

Statement of Concern Form

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 17, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Statement of Concern Form as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Statement of Concern about Library Resources Complaint Form

Citizen concerns will be dealt with promptly and courteously.

Expressions of Concern:

- The appropriate Collection Manager will first discuss the material with the concerned individual or group.
- After discussion with the appropriate Collection Manager, if the individual or group wishes, they may discuss their concerns with the Library Director.
- After discussion with the Library Director, an individual or group still concerned about library resources may submit an official complaint to the Library Board of Trustees using this "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.

Complete this form and return it to: Ames Public Library, Attn: Library Director, 515 Douglas Ave., Ames, Iowa 50010. You may use the other side of this form or attach additional pages as necessary.

Today's Date _____

Name of Individual or Group _____

Contact person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource you are concerned with:

- Book or Magazine Video/DVD Audio recording/CD Electronic information

Title, author, artist _____

- Library program Display/exhibit Meeting Room Other _____

Title, date, time, location _____

2. Have you examined the entire resource? Yes No

3. How did you find out about the resource(s)?

4. What are your concerns about the resource(s)?

5. What action do you seek as a result of this complaint?

Library use only:

Complaint received by APL staff member: _____ Date: _____

Notes/comments/actions

2006 LEGISLATIVE AGENDA

Iowans are committed to education, economic development, shared services, and effective governance. Iowa libraries put those commitments into practice.

Education through Iowa Libraries

Iowa libraries support education for all ages. Life-long learning and improved student achievement depend on well-trained librarians in public, school and college libraries.

To build on these achievements, Iowans and their libraries need:

- Restored funding to the Library Service Areas for training public librarians.
 - Reinstatement of the Iowa Code requirement for certified school librarians in every district.
 - Funding of Iowa's community colleges and Regents institutions sufficient to ensure adequate support for their libraries and the diverse services they provide.
-

Economic Development through Iowa Libraries

Iowa libraries are community assets and important partners in economic development. High quality libraries attract new residents, improve job skills, revitalize downtowns, provide vital information to small businesses, and connect Iowa communities to the global marketplace.

To build on these achievements, Iowans and their libraries need:

- Restored funding for the State Library to ensure its continued statewide leadership and the cost-effective delivery of information services to every library in Iowa.
- Increased support for public libraries through the Enrich Iowa direct state aid program.

Shared Services in Iowa Libraries

Iowa libraries collaborate at the local, regional and state levels to provide quality services by sharing resources, innovative ideas, and best practices. Resource sharing programs reduce duplication of materials and services. These partnerships provide rural and urban Iowans cost effective and equitable access to resources throughout the state.

To build on these achievements, Iowans and their libraries need:

- Increased funding for Open Access and Access Plus, programs that benefit Iowans directly by enabling all to use the libraries of their choice and to borrow from other library collections.
-

Effective Governance in Iowa Libraries

Iowa libraries are responsive and responsible to their local communities. Local control is essential to protecting the ability of local boards to reflect the needs of local communities.

To build on these achievements, Iowans and their libraries need:

- Continued support for the decision-making responsibilities of local library boards.

Iowa Library Association

3636 Westown Pkwy, Suite 202

West Des Moines, IA 50266

800-452-5507 or 515-273-5322

www.iowalibraryassociation.org

Iowa Library Association

Susan Craig, President

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**Circulation Monthly Stats
October 2005**

COMPARISON	Adult Print	Adult Media	Total Adult Circ	Youth Print	Youth Media	Total Youth Circ	Total Misc	Total Main	Total BKM/Home Del.	Grand Total
Current Month	31,274	33,659	64,933	30,588	13,375	43,963	123	97,497	11,522	109,019
One Year Ago	30,233	31,209	61,442	29,721	12,311	42,032	9	92,588	10,895	103,483
Difference	1,041	2,450	3,491	867	1,064	1,931		4,909	627	5,536
% Change	3.4%	7.9%	5.7%	2.9%	8.6%	4.6%		5.3%	5.8%	5.3%
Year to Date										
Current Year	130,250	138,026	268,276	118,225	54,342	172,567	490	405,720	35,613	441,333
One Year Ago	127,217	128,333	255,550	113,724	48,554	162,278	28	381,497	36,359	417,856
Difference	3,033	9,693	12,726	4,501	5,788	10,289		24,223	(746)	23,477
% Change	2.4%	7.6%	5.0%	4.0%	11.9%	6.3%		6.3%	-2.1%	5.6%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,950	1,935	13,106	20,991	19.3%			86,726	79.6%	
One Year Ago	5,744	1,734	13,463	20,941	20.2%			81,233	78.5%	
Difference	206	201	(357)	50				5,493		
% Change	3.6%	11.6%	-2.7%	0.2%				6.8%		
Year to Date										
Current Year	23,981	7,913	53,649	85,543	19.4%			350,884	79.5%	
One Year Ago	23,995	7,445	52,138	83,578	20.0%			329,525	78.9%	
Difference	(14)	468	1,511	1,965				21,359		
% Change	-0.1%	6.3%	2.9%	2.4%				6.5%		

Main Stats FY05/06

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	8,754	8,461	7,342	7,114	0	0	0	0	0	0	0	0	31,671
ADULT NON-FICTION	11,041	10,988	10,207	10,668	0	0	0	0	0	0	0	0	42,904
ADULT GRAPHIC NOVELS	603	467	406	456	0	0	0	0	0	0	0	0	1,932
ADULT MANGA	958	966	735	903	0	0	0	0	0	0	0	0	3,562
ADULT ILL ITEMS	68	67	71	54	0	0	0	0	0	0	0	0	260
ADULT PAPERBACKS	1,392	1,261	1,081	773	0	0	0	0	0	0	0	0	4,507
LITERARY PERKS	60	58	56	45	0	0	0	0	0	0	0	0	219
NEW FICTION	4,757	5,071	4,246	4,566	0	0	0	0	0	0	0	0	18,640
NEW NON-FICTION	3,578	3,739	3,044	3,199	0	0	0	0	0	0	0	0	13,560
PERIODICALS	1,088	1,090	917	995	0	0	0	0	0	0	0	0	4,090
TRAVEL BAGS	75	73	49	49	0	0	0	0	0	0	0	0	246
SUBTOTAL (PRINT)	32,374	32,241	28,154	28,822	0	0	0	0	0	0	0	0	121,591
NEW MEDIA	234	240	197	246	0	0	0	0	0	0	0	0	917
MUSIC CDS	7,049	8,477	7,191	8,206	0	0	0	0	0	0	0	0	30,923
AUDIO BOOKS ON CD	3,328	3,291	2,912	2,857	0	0	0	0	0	0	0	0	12,388
AUDIO BOOKS ON TAPE	998	1,002	783	677	0	0	0	0	0	0	0	0	3,460
THEATRICAL VIDEOS	3,814	3,593	2,954	2,923	0	0	0	0	0	0	0	0	13,284
NON-THEATRICAL VIDEOS	924	967	836	817	0	0	0	0	0	0	0	0	3,544
THEATRICAL DVDS	14,403	15,379	13,078	13,706	0	0	0	0	0	0	0	0	56,566
NON-THEATRICAL DVDS	1,982	2,025	1,721	1,656	0	0	0	0	0	0	0	0	7,384
KITS	1,120	1,053	871	942	0	0	0	0	0	0	0	0	3,986
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (MEDIA)	33,852	36,027	30,543	32,030	0	0	0	0	0	0	0	0	132,452
ADULT MISC.	131	83	39	61	0	0	0	0	0	0	0	0	314
TOTAL (ADULT)	66,357	68,351	58,736	60,913	0	0	0	0	0	0	0	0	254,357
BOARD BOOKS	2,766	2,658	2,555	2,694	0	0	0	0	0	0	0	0	10,673
EASY	7,868	7,812	7,938	8,577	0	0	0	0	0	0	0	0	32,195
EASY TO READ	2,606	2,185	1,996	2,281	0	0	0	0	0	0	0	0	9,068
JUVENILE NON FICTION	4,365	3,758	4,274	4,751	0	0	0	0	0	0	0	0	17,148
JUVENILE FICTION	6,118	5,685	3,994	4,007	0	0	0	0	0	0	0	0	19,804
JUVENILE FICTION SERIES	458	511	253	157	0	0	0	0	0	0	0	0	1,379
JUVENILE GRAPHIC NOVELS	45	123	107	172	0	0	0	0	0	0	0	0	447
PARENT AS TEACHER	18	21	26	41	0	0	0	0	0	0	0	0	106
JUVENILE LARGE PRINT	104	85	49	61	0	0	0	0	0	0	0	0	299
JUVENILE PERIODICALS	111	111	246	269	0	0	0	0	0	0	0	0	737
YOUNG ADULT PRINT	2,433	2,434	1,764	1,723	0	0	0	0	0	0	0	0	8,354
COMIC BOOKS	1	0	1	1	0	0	0	0	0	0	0	0	3
YOUNG ADULT GRAPHIC NOVELS	415	379	232	272	0	0	0	0	0	0	0	0	1,298
MANGA	684	696	525	543	0	0	0	0	0	0	0	0	2,448
YOUTH REFERENCE	0	1	0	1	0	0	0	0	0	0	0	0	2
SUBTOTAL YOUTH (PRINT)	27,992	26,459	23,960	25,550	0	0	0	0	0	0	0	0	103,961
YOUTH DVDS	7,570	7,458	6,162	6,507	0	0	0	0	0	0	0	0	27,697
YOUTH VIDEOS	3,072	2,840	2,193	2,319	0	0	0	0	0	0	0	0	10,424
YOUTH KITS	869	658	476	534	0	0	0	0	0	0	0	0	2,537
YOUTH CDS	1,462	1,530	1,287	1,437	0	0	0	0	0	0	0	0	5,716
YOUTH SPECIAL COLLECTION	0	0	1	0	0	0	0	0	0	0	0	0	1
YOUTH STORYTELLING	1	1	1	5	0	0	0	0	0	0	0	0	8
TOYS & PUPPETS	258	303	225	232	0	0	0	0	0	0	0	0	1,018
SUBTOTAL YOUTH (MEDIA)	13,232	12,790	10,345	11,034	0	0	0	0	0	0	0	0	47,401
TOTAL YOUTH	41,224	39,249	34,305	36,584	0	0	0	0	0	0	0	0	151,362
YOUTH MISC.	0	1	0	0	0	0	0	0	0	0	0	0	1
GRAND TOTAL	107,581	107,601	93,041	97,497	0	0	0	0	0	0	0	0	405,720
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	5,882	6,275	5,010	5,520	0	0	0	0	0	0	0	0	22,687
GILBERT	1,527	1,724	768	1,002	0	0	0	0	0	0	0	0	5,021
OPEN ACCESS	13,697	14,024	12,528	12,969	0	0	0	0	0	0	0	0	53,218
Total Special Circulation	21,106	22,023	18,306	19,491	0	0	0	0	0	0	0	0	80,926
% Special Circulation	19.62%	20.47%	19.68%	19.99%									19.95%
AMES	85,425	84,488	73,590	76,862	0	0	0	0	0	0	0	0	320,365

**Bookmobile Stats
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	669	932	775	849	0	0	0	0	0	0	0	0	3,225
ADULT NON-FICTION	349	304	423	521	0	0	0	0	0	0	0	0	1,597
ADULT GRAPHIC NOVELS	15	0	7	19	0	0	0	0	0	0	0	0	41
ADULT MANGA	40	11	18	30	0	0	0	0	0	0	0	0	99
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	460	390	461	430	0	0	0	0	0	0	0	0	1,741
LITERARY PERKS	3	1	1	0	0	0	0	0	0	0	0	0	5
NEW FICTION	181	186	219	235	0	0	0	0	0	0	0	0	821
NEW NON-FICTION	159	147	221	299	0	0	0	0	0	0	0	0	826
PERIODICALS	84	66	83	69	0	0	0	0	0	0	0	0	302
TRAVEL BAGS	2	0	0	0	0	0	0	0	0	0	0	0	2
SUBTOTAL (PRINT)	1,962	2,037	2,208	2,452	0	0	0	0	0	0	0	0	8,659
NEW MEDIA	3	0	4	5	0	0	0	0	0	0	0	0	12
MUSIC CDS	202	80	139	147	0	0	0	0	0	0	0	0	568
AUDIO BOOKS ON CD	83	33	72	77	0	0	0	0	0	0	0	0	265
AUDIO BOOKS ON TAPE	76	75	74	85	0	0	0	0	0	0	0	0	310
THEATRICAL VIDEOS	251	137	253	237	0	0	0	0	0	0	0	0	878
NON-THEATRICAL VIDEOS	49	32	35	37	0	0	0	0	0	0	0	0	153
THEATRICAL DVDS	874	292	886	918	0	0	0	0	0	0	0	0	2,970
NON-THEATRICAL DVDS	50	28	61	76	0	0	0	0	0	0	0	0	215
KITS	45	43	68	47	0	0	0	0	0	0	0	0	203
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL (MEDIA)	1,633	720	1,592	1,629	0	0	0	0	0	0	0	0	5,574
ADULT MISC.	0	0	1	2	0	0	0	0	0	0	0	0	3
TOTAL (ADULT)	3,595	2,757	3,801	4,083	0	0	0	0	0	0	0	0	14,236
BOARD BOOKS	569	254	557	788	0	0	0	0	0	0	0	0	2,168
EASY	653	365	789	1,017	0	0	0	0	0	0	0	0	2,824
EASY TO READ	534	168	658	767	0	0	0	0	0	0	0	0	2,127
JUVENILE NON FICTION	523	366	850	1,058	0	0	0	0	0	0	0	0	2,797
JUVENILE FICTION	701	333	862	942	0	0	0	0	0	0	0	0	2,838
JUVENILE FICTION SERIES	100	42	71	45	0	0	0	0	0	0	0	0	258
JUVENILE GRAPHIC NOVELS	0	3	28	39	0	0	0	0	0	0	0	0	70
PARENT AS TEACHER	0	1	1	2	0	0	0	0	0	0	0	0	4
JUVENILE LARGE PRINT	8	1	5	4	0	0	0	0	0	0	0	0	18
JUVENILE PERIODICALS	0	5	16	4	0	0	0	0	0	0	0	0	25
YOUNG ADULT PRINT	219	94	231	273	0	0	0	0	0	0	0	0	817
COMIC BOOKS	4	2	0	0	0	0	0	0	0	0	0	0	6
YOUNG ADULT GRAPHIC NOVELS	24	4	18	27	0	0	0	0	0	0	0	0	73
MANGA	79	21	67	72	0	0	0	0	0	0	0	0	239
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL YOUTH (PRINT)	3,414	1,659	4,153	5,038	0	0	0	0	0	0	0	0	14,264
YOUTH DVDS	859	323	1,148	1,302	0	0	0	0	0	0	0	0	3,632
YOUTH VIDEOS	589	252	788	739	0	0	0	0	0	0	0	0	2,368
YOUTH KITS	65	28	52	53	0	0	0	0	0	0	0	0	198
YOUTH CDS	138	50	124	174	0	0	0	0	0	0	0	0	486
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	0	0	0	0	0	0	0	0	0	0	0	0	-
TOYS & PUPPETS	62	39	83	73	0	0	0	0	0	0	0	0	257
SUBTOTAL YOUTH (MEDIA)	1,713	692	2,195	2,341	0	0	0	0	0	0	0	0	6,941
TOTAL YOUTH	5,127	2,351	6,348	7,379	0	0	0	0	0	0	0	0	21,205
YOUTH MISC.	0	67	45	60	0	0	0	0	0	0	0	0	172
GRAND TOTAL	8,722	5,175	10,194	11,522	0	0	0	0	0	0	0	0	35,613
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	181	160	523	430	0	0	0	0	0	0	0	0	1,294
GILBERT	641	285	1,033	933	0	0	0	0	0	0	0	0	2,892
OPEN ACCESS	118	46	130	137	0	0	0	0	0	0	0	0	431
Total Special Circulation	940	491	1,686	1,500	0	0	0	0	0	0	0	0	4,617
% Special Circulation	10.78%	9.49%	16.54%	13.02%									12.96%
AMES	7,669	4,598	8,388	9,864	0	0	0	0	0	0	0	0	30,519

**Miscellaneous Stats
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
HOME DELIVERY													
# of Patrons	54	55	55	54									218
Centers	27	27	27	26									107
Individual Deliveries Made	37	35	37	32									141
Additional Individuals serv.	11	11	8	9									39
HOLDS													
Main	9,697	9,790	8,401	8,695									36,583
BKM/Hm Delivery	704	269	823	1,049									2,845
Total Holds	10,401	10,059	9,224	9,744	0	0	0	0	0	0	0	0	39,428
INTERLIBRARY LOANS													
Requested	109	88	102	96									395
Received	73	74	79	64									290
Loaned	255	311	304	345									1,215
MEETING ROOMS													
Meetings	54	73	77	77									281
People	812	911	1,350	1,201									4,274
PROGRAMS													
Youth	91												91
Adult	23	8	17	18									66
Children & Family		2	84	34									
Outreach		8	2	10									
Teen		6	3	4									
Total Programs	114	24	106	66	0	0	0	0	0	0	0	0	157
PROGRAM ATTENDANCE													
Youth	3,083												3,083
Adult	1,250	162	573	1,919									3,904
Children & Family		130	1,615	1500									
Outreach		410	73	283									
Teen		34	15	187									
Total Attendance	4,333	736	2,276	3,889	0	0	0	0	0	0	0	0	11,234
Webref	81	111	49	117									358
PAC Usage													
PAC	90,485	89,167	78,674	93,684									352,010
Community Organizations & Ames Tribune	654	643	834	799									2,930
Total	91,139	89,810	79,508	94,483	0	0	0	0	0	0	0	0	354,940

ONLINE DATABASE USAGE FOR FY 2005/06

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	143	149	69	95									456
Business Remote	30	33	7	25									95
Business Total	173	182	76	120	0	0	0	0	0	0	0	0	551
Residential In-House	82	125	107	99									413
Residential Remote	51	28	92	25									196
Residential Total	133	153	199	124	0	0	0	0	0	0	0	0	609
Grand Total	306	335	275	244	0	0	0	0	0	0	0	0	1160
Des Moines Register													
In-House	17	43	4	2									66
Remote	32	19	41	145									237
Total	49	62	45	147	0	0	0	0	0	0	0	0	303
New York Times													
In-House	8	12	24	21									65
Remote	10	14	114	300									438
Total	18	26	138	321	0	0	0	0	0	0	0	0	503
Access World News													
In-House	64	31	5	17									117
Remote	8	17	19	66									110
Total	72	48	24	83	0	0	0	0	0	0	0	0	227
EBSCOhost													
In-House	228	410	422	420									1480
Remote	247	158	481	631									1517
Total	475	568	903	1051	0	0	0	0	0	0	0	0	2997
Novelist													
In-House + Remote	73	270	243	265	0	0	0	0	0	0	0	0	851
Chilton Online													
In-House	4	19	19										42
Remote	7	26	44										77
Total	11	45	63	0	0	0	0	0	0	0	0	0	119
Heritage Quest													
In-House + Remote	2809	2929	3560	5320									14618
GRAND TOTAL	3813	4283	5251	7431	0	0	0	0	0	0	0	0	20778
YEAR TO DATE	20778												