

Agenda
Ames Public Library Board of Trustees
November 18, 2004 - 8:00 p.m.
Scheman Center – Room 160

Note that before the meeting, trustees will attend the ICN session, "Funding for Your Library: the Special Library Levy" at Scheman in Room 160

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
- Donations - Action Item
- Budget and Finance Committee Report – Botine, Ferree

Administrative Staff Reports

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

Friends of the Ames Public Library Report – Kavanagh, Gloggner, Hayslett

Ames Public Library Foundation Report – Munson, Ross, Millsap

Policy Review

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

Unfinished Business

- Strategic Planning Report– Gina Millsap, Management Team
- Legislative Report – Dawn Hayslett
- Youth Services Specialist Salary – Action Item

New Business

- Library Closing for 9th Annual Staff Development Day (2/21/2005) – Action Item
- Operational Budget
 1. FY04-05 Expense Amendments Approval – Action Item
 2. FY04-05 Revenue Amendments Approval – Action Item
 3. FY05-06 Expense Request Approval – Action Item
 4. FY05-06 Revenue Request Approval – Action Item
- Fy04-05 Computer Replacement Fund Request
 1. Dynix/Horizon Software (Total = \$9100) – Action Item
 2. Dynix Server (\$3000) – Action Item

Trustee Comments

Adjournment

Next Regular Meeting: Thursday, December 16, 2004, 7 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes

October 21, 2004

The Ames Public Library Board of Trustees met in regular session on Thursday, October 21, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Kavanagh, Munson, Ferree, Jennings, and Library Director Gina Millsap in attendance. Gloggner was absent.

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

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

Approval of Minutes: The minutes from the September 16, 2004, and September 27, 2004, meetings were approved as presented.

Public Forum: Dr. Charles Jons asked the Board to consider reducing expenditures on CD and DVD collections due to theft and the status of the collections budget overall. Cameron stated that she would like to see a report on the amount spent for DVDs and CDs and what percentage is spent for popular titles at the November meeting.

Claims: Botine moved and Kavanagh seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Ken Anderson 2 copies of *Just Give Me the Answer\$: Expert Advisors Address Your Most Pressing Financial Questions* by Sheryl Garret
- From Ames Noon Kiwanis for Parent Packs \$300.00
- From Ames Camera Club \$50.00
- From Just Friends Quilt Group in memory of Mary E. Clark \$61.00
- From E. Marlene Weisshaar in memory of Marvel Skadberg..... \$50.00
- From LaDonna K. and Norman B. Clark in memory of Marvel Skadberg..... \$15.00
- From Ames Woman's Club in memory of Hazel Cook, Luella Schlotfelt & Elinor Thompson for the purchase of three books \$53.72
- From Judith Kavanagh to help defray the cost of reframing the print from Crawford school..... \$125.00
- From Bill Dodds \$20.00
- Anonymous \$5.00
- A set of Girl Scout handbooks donated by the Ames/Gilbert Girl Scouts through a gift from the Ames Noon Kiwanis Club
- From George Seifert in memory of Bertha Seifert, *Side-by-Side: A Photographic History of American Women in War*

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

Budget and Finance Committee Report: Botine commented that the committee is meeting at noon on November 12th to review the FY05/06 budget, which will be presented to the Board at the November meeting. Millsap explained the City's budgeting process.

Cameron stated that the State Library of Iowa is sponsoring an ICN session entitled, "Funding for Your Library: The Special Library Levy" on November 18th from 6:00 to 7:30 p.m. She suggested the Board attend the ICN session and hold the Board meeting afterwards. Ross will work on an Ames location for the ICN session. Botine will contact City Manager Steve Schainker to see if he would like to attend the session. Jennings moved to hold the November 18th Board of Trustees meeting to 8 p.m. at a location to be determined, based on the ICN site in Ames. Ross seconded the motion. The motion was unanimously approved.

Director's Report: Millsap had nothing to add to her report.

Assistant Director's Report: Hayslett invited all to attend the Friends' fall book sale this weekend. She thanked Susan North for managing the book sale over the years and stated that that volunteers Nancy and Bert Schroeder will be handling the sale upon North's retirement.

Department Coordinators:

Circulation/Outreach Services: Carey reported she met with each staff member to review their professional development plans and 2004-05 Organizational Priorities. She also handed out fliers for upcoming programs.

Susan North thanked Nancy and Bert Schroeder for agreeing to handle the Friends' book sale in the future.

Youth Services: Cameron congratulated Elbert on receiving the Quality Time Award from the Children's and Young People's Forum of the Iowa Library Association. Elbert reported that she was surprised and honored to receive the award.

Elbert reported that she presented booktalks at the middle school for Teen Read week. The Youth Services department is preparing for elementary school class visits in November. Storyteller Maureen Korte will hold a program in the auditorium on November 13th. Elbert will present the best children's books for 2004 on November 16th at 7:30 p.m. in the auditorium.

Computer Specialist: Harris had nothing to add to his report.

Community Relations Specialist: Duggan reported that the Library is taking part in the Main Street Cultural District trick or treat on October 29th. She is working on the December issue of *Page One*, which will include a list of donors to the Foundation's annual campaign, along with some of the donor's stories.

Friends' Report: Hayslett reported that the Friends have instructed Klatt Accounting to purchase three \$10,000 certificates of deposit with tiered expiration dates. She reported on the Friends'-sponsored Anime(ation) Festival II and Comic Book Workshop that was held on October 16th.

Foundation Report: Millsap reported that the next Foundation Board meeting will be held on November 4th at 6 p.m. She said that Paschen is hoping to raise another \$15,000 by the end of December. She and Paschen are developing a FY 2005 budget for the Foundation.

Policy Review: None

Unfinished Business:

Strategic Planning Report: Millsap presented the Work Plan for 2004-2005 Organizational Priorities (Draft), which is a work in progress. She thanked Cameron for facilitating the Youth Services Brainstorming Retreat held on September 17th. Further discussion involved the Library's role in working with the schools and serving school-aged children.

Legislative Report: Hayslett reported that the legislative agenda has been approved by the Iowa Library Association membership at the annual conference in Sioux City in October. The Board

will have two opportunities to meet with the legislators: ILA's *Libraries Lobby from Home* in February 2005 and *Legislative Day* in March 2005.

Director Evaluation Committee: Munson reported that she, Jennings, and Gloggner have met two times to look at policy and procedures. They have decided not to use the City's evaluation form and are looking at a simpler survey instrument for gathering information from the staff. In addition they want a formal salary recommendation from the subcommittee, comparable salary information, and a history of city raises available during the decision making process. She reported that Gloggner is getting some information from the City's Human Resources Department. Munson said the committee will report at the November Board meeting.

New Business:

Iowa Library Association Conference-Report from Attendees: Ross stated that he was gratified to see many of the library staff attending and participating in the conference. Millsap reported that she attended many educational sessions and also had an opportunity to talk to some architects and construction management firms. Elbert reported that she enjoyed the Reading Aloud session presented by Jim Trelease. Carey said that it was very valuable and inspiring to meet with other library professionals. Hayslett added that she attended the pre-conference on pay equity.

Staff Recognition Event-Discussion: Hayslett proposed holding the staff recognition event on the same day as staff day, which is held on Presidents' Day each year. Millsap added that it would be a good opportunity for the Board to interact with staff members. Cameron volunteered to work with the staff on behalf of the Board.

FY04-05 Private Funding Request-Action Item: Jennings moved and Botine seconded the motion to approve the private funding requests as presented. Millsap asked the Board to approve asking either the Friends or Foundation for the collection requests. She stated that even though there will be salary savings for the Youth Services Coordinator, the salary savings cannot be used until approved by the City Council in March, 2005. Discussion followed regarding the budgeting process. Millsap said that she will speak with City Attorney John Klaus regarding the Board's fiscal authority to allocate funds as needed. Cameron called for a vote. Ross and Munson were opposed. Cameron Botine, Ferree, Kavanagh, and Jennings were in favor of the request. The motion passed.

Trustee Comments:

Cameron presented a thank-you letter from the Foundation for the Board's approval of \$1100.00 from the trustee endowment to help offset the costs of the Foundation's Annual Campaign.

Botine stated that Chamber of Commerce is compiling a list of quality of life issues in the Ames community. He would appreciate input from the Library. Millsap stated that she will assemble a list for him by December.

Ross reported that 245 of 500 Iowa libraries met accreditation standards. He also stated that he will be attending the Chariton Public Library 100th birthday on Saturday, October 23, 2004.

Ferree congratulated Elbert on receiving the Quality Time Award from the Children's and Young People's Forum of the Iowa Library Association.

Jennings reported that she attended the Young Professionals of Iowa Conference.

Adjournment

Ferree moved and Munson seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 9:00 p.m.

Library Claims Listing
10/14/2004-11/11-2004

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 29,930.54
PAYROLL SUMMARY	IPERS DISABILITY	\$ 161.73
PAYROLL SUMMARY	LIFE INSURANCE	\$ 69.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,228.28
PAYROLL SUMMARY	MEDICARE FICA	\$ 422.88
PAYROLL SUMMARY	FICA	\$ 1,808.03
PAYROLL SUMMARY	IPERS	\$ 1,721.00
PAYROLL SUMMARY	WORKERS COMP	\$ 58.54
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 23.20
2004-4 MUNIC CODE SUPPLEM	PRINTING/GRAPHICS	\$ 42.12
NOVEMBER INSURANCE CHARGE	INSURANCE & BONDS	\$ 1,526.00
REV SEPT INTER LONG DISTN	PHONE OPERATION & MAINT	\$ 320.23
SEPT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.24
OCT04 COMPUTER REPLACMENT	COMPUTER REPLACEMENT FUND	\$ 1,006.11
UPS	POSTAGE/FREIGHT	\$ 6.26
RESERVE ACCOUNT	POSTAGE/FREIGHT	\$ 1,400.00
9/04 POSRAGE CHARGES	POSTAGE/FREIGHT	\$ 12.72
IA LIBRARY ASSOC	TRAVEL/MEETINGS	\$ 15.00
IA LIBRARY ASSOC	TRAVEL/MEETINGS	\$ 15.00
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 65.01
BANK OF AMERICA	TRAINING	\$ 25.00
HAYSLETT, DAWN	CONFERENCES	\$ 89.44
MILLSAP, GINA	CONFERENCES	\$ 75.92
BANK OF AMERICA	CONFERENCES	\$ 295.00
AMES COMMUNITY ARTS COUNC	DUES AND MEMBERSHIPS	\$ 35.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 95.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 3,476.08
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
MCLEOD USA	TELEPHONE OUTSIDE	\$ 254.35
CITY OF AMES UTILITIES	WATER/SEWER	\$ 262.41
CORBIN SANITATION	WASTE DISPOSAL	\$ 169.00
ALLIANT UTILITIES	NATURAL GAS	\$ 14.78
FRAMING DONATIONS REC'D	STRUCTURAL REPAIR	\$ 250.00
COUNTRY LANDSCAPES INC	STRUCTURAL REPAIR	\$ 184.49
MCLEOD USA	COMPUTER MAINT	\$ 570.13
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
CENTURION TECHNOLOGIES IN	COMPUTER MAINT	\$ 16.20
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 674.72
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 11.88
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
ALL AMERICAN TURF	NON-CITY SERVICE	\$ (81.07)
CH ISSUES	OFFICE SUPPLIES	\$ 146.96
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 12.63
DRUG TOWN	OFFICE SUPPLIES	\$ 9.88
BANK OF AMERICA	OFFICE SUPPLIES	\$ (260.38)
REGIONAL SUPPLY CENTER IN	OFFICE SUPPLIES	\$ 527.51
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 1,296.28
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 2.39
CARVER ACE HARDWARE	EQUIPMENT PARTS/SUPPLIES	\$ 25.32
9/8/04 FAREWAY STORES	FOOD & FEED	\$ 151.42

Library Claims Listing
10/14/2004-11/11-2004

Vendor	Category	Amount
BANK OF AMERICA	FOOD & FEED	\$ 195.39
TICKET SALES MCCUTCHEON CONCERT	SPECIAL PROJECT SUPPLIES	\$ (1,257.38)
9/8/04 FAREWAY STORES	SPECIAL PROJECT SUPPLIES	\$ (151.42)
VERNON CO	SPECIAL PROJECT SUPPLIES	\$ 128.17
BULLFROG FILMS INC	SPECIAL PROJECT SUPPLIES	\$ 159.30
KORTE, MAUREEN	SPECIAL PROJECT SUPPLIES	\$ 135.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 152.60
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (631.19)
	Library Administration	\$ 51,062.72
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 11,554.90
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,155.64
PAYROLL SUMMARY	IPERS DISABILITY	\$ 77.99
PAYROLL SUMMARY	LIFE INSURANCE	\$ 25.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 749.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 182.96
PAYROLL SUMMARY	FICA	\$ 782.26
PAYROLL SUMMARY	IPERS	\$ 730.85
PAYROLL SUMMARY	WORKERS COMP	\$ 37.53
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 3.58
REV SEPT INTER LONG DISTN	PHONE OPERATION & MAINT	\$ 88.98
SEPT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.44
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 119.51
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 26.83
	Outreach Services	\$ 15,539.72
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,925.94
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 173.25
PAYROLL SUMMARY	IPERS DISABILITY	\$ 94.00
PAYROLL SUMMARY	LIFE INSURANCE	\$ 31.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,252.47
PAYROLL SUMMARY	MEDICARE FICA	\$ 192.31
PAYROLL SUMMARY	FICA	\$ 822.22
PAYROLL SUMMARY	IPERS	\$ 810.68
PAYROLL SUMMARY	WORKERS COMP	\$ 13.08
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 21.86
REV SEPT INTER LONG DISTN	PHONE OPERATION & MAINT	\$ 135.88
SEPT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.75
MALINOWSKI, MARIANNE	TRAVEL/MEETINGS	\$ 41.08
WAGAMAN, CAMILLE	CONFERENCES	\$ 107.12
DEMCO INC	OFFICE SUPPLIES	\$ 450.07
SUDANCO INC	OFFICE SUPPLIES	\$ 106.70
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (1.17)
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 36.20
COOKING LIGHT	PERIODICALS	\$ 52.00
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 6,235.81
RECORDED BOOKS LLC	ADULT COLLECTIONS	\$ 1,044.60
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 64.89
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 528.39
WAGAMAN, CAMILLE	ADULT COLLECTIONS	\$ 15.00
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 72.30
AMAZON.COM CREDIT	ADULT COLLECTIONS	\$ 28.94
DEBBIE MUMM INC	ADULT COLLECTIONS	\$ 17.43

**Library Claims Listing
10/14/2004-11/11-2004**

Vendor	Category	Amount
BANK OF AMERICA	ADULT COLLECTIONS	\$ 426.65
BWI	ADULT COLLECTIONS	\$ 9.58
LASH & ASSOCIATES PUBLISH	ADULT COLLECTIONS	\$ 24.64
MY EARLY DAKOTA PRAIRIE L	ADULT COLLECTIONS	\$ 31.90
	Technical Services	\$ 27,768.55
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,739.00
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,767.30
PAYROLL SUMMARY	IPERS DISABILITY	\$ 78.69
PAYROLL SUMMARY	LIFE INSURANCE	\$ 29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 680.78
PAYROLL SUMMARY	MEDICARE FICA	\$ 222.57
PAYROLL SUMMARY	FICA	\$ 951.63
PAYROLL SUMMARY	IPERS	\$ 891.61
PAYROLL SUMMARY	WORKERS COMP	\$ 30.96
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 6.02
REV SEPT INTER LONG DISTN	PHONE OPERATION & MAINT	\$ 136.56
SEPT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.07
DANIEL BOONE REGIONAL LIB	TRAVEL/MEETINGS	\$ 180.44
ELBERT, CAROL	CONFERENCES	\$ 89.44
MALINOWSKI, MARIANNE	CONFERENCES	\$ 210.13
ZBARACKI, JACQUELINE	CONFERENCES	\$ 352.07
VAN BROCKLIN, CATHY	CONFERENCES	\$ 289.59
BANK OF AMERICA	CONFERENCES	\$ 1,308.01
AMES DAILY TRIBUNE	RECRUITING COSTS	\$ 261.92
DES MOINES REGISTER	RECRUITING COSTS	\$ 1,420.15
REED BUSINESS INFORMATION	RECRUITING COSTS	\$ 1,024.00
BAKER & TAYLOR INC	JUVENILE	\$ 3,048.54
BOOKS ON TAPE	JUVENILE	\$ 90.00
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 374.60
VAN BROCKLIN, CATHY	JUVENILE	\$ 90.00
BANK OF AMERICA	JUVENILE	\$ 546.31
BWI	JUVENILE	\$ 516.00
	Youth Services	\$ 28,338.30
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 21,040.68
PAYROLL SUMMARY	IPERS DISABILITY	\$ 142.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.15
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,435.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 304.76
PAYROLL SUMMARY	FICA	\$ 1,303.08
PAYROLL SUMMARY	IPERS	\$ 1,209.86
PAYROLL SUMMARY	WORKERS COMP	\$ 16.84
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 0.88
REV SEPT INTER LONG DISTN	PHONE OPERATION & MAINT	\$ 362.96
SEPT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 6.72
VELOCITY EXPRESS 152	POSTAGE/FREIGHT	\$ 192.36
IA LIBRARY ASSOC	TRAVEL/MEETINGS	\$ 15.00
VAN VALIN, LYNNE	CONFERENCES	\$ 279.84
BUENA VISTA UNIVERSITY	NON-CITY SERVICE	\$ 64.95
NEWSBANK	PERIODICALS	\$ 1,500.00
C W ASSOCIATES	ADULT REFERENCE	\$ 476.64
H W WILSON CO	ADULT REFERENCE	\$ 144.00

Library Claims Listing
10/14/2004-11/11-2004

Vendor	Category	Amount
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 530.25
QWEST DEX MEDIA EAST	ADULT REFERENCE	\$ 223.17
THOMSON GALE GROUP	ADULT REFERENCE	\$ 876.54
INFORMATION TODAY INC	ADULT REFERENCE	\$ 245.00
IA AGRICULTURAL STATISTIC	ADULT REFERENCE	\$ 24.00
MARTINDALE HUBBELL	ADULT REFERENCE	\$ 63.05
	Information Services	\$ 31,503.24
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 18,794.86
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 8,487.00
ISU 10-28-04	ADJUSTMENT	\$ (1,137.72)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.36
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,975.09
PAYROLL SUMMARY	MEDICARE FICA	\$ 387.45
PAYROLL SUMMARY	FICA	\$ 1,656.57
PAYROLL SUMMARY	IPERS	\$ 1,543.74
PAYROLL SUMMARY	WORKERS COMP	\$ 158.11
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 26.96
REV SEPT INTER LONG DISTN	PHONE OPERATION & MAINT	\$ 212.43
SEPT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 18.62
OCT04 COMPUTER REPLACMENT	COMPUTER REPLACEMENT FUND	\$ 355.20
CAREY, LYNNE D	CONFERENCES	\$ 5.40
DONNELL, VALERIE	CONFERENCES	\$ 95.16
	Circulation Services	\$ 32,733.02
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,294.10
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,294.36
PAYROLL SUMMARY	IPERS DISABILITY	\$ 69.49
PAYROLL SUMMARY	LIFE INSURANCE	\$ 28.59
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,420.90
PAYROLL SUMMARY	MEDICARE FICA	\$ 167.62
PAYROLL SUMMARY	FICA	\$ 716.77
PAYROLL SUMMARY	IPERS	\$ 723.83
PAYROLL SUMMARY	WORKERS COMP	\$ 48.44
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 39.32
REV SEPT INTER LONG DISTN	PHONE OPERATION & MAINT	\$ 91.15
SEPT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.27
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 448.87
BOOKS ON TAPE	AUDIO-VISUAL	\$ 400.00
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 448.85
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 206.74
MIDWEST TAPE	AUDIO-VISUAL	\$ 831.04
BANK OF AMERICA	AUDIO-VISUAL	\$ 2,200.43
MICROMARKETING LLC	AUDIO-VISUAL	\$ 59.56
G R LINDBLADE CO	AUDIO-VISUAL	\$ 29.95
	Media Services	\$ 20,521.28

Gifts

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY**

November 18, 2004

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

From Cynthia A. and William Vinson.....\$20.00

From Susan Sulzbacher
in memory of Eric Rudman\$50.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2003/04 ACTUALS	2004/05 ADOPTED	04/05 ADJUSTED	05/06 DEPT REQUEST	Y-T-D ACTUAL	PRIOR YEAR AT OCT 31, 03
GENERAL FUND							
010-2600-336.70-00	OPEN ACCESS	27,209	16,212	21,140	22,000	0	4,286
010-2600-336.75-00	C R L GRANTS	3,401	1,000	1,000	1,000	241	2,678
010-2600-337.10-00	LIBRARY COUNTY	128,393	125,000	126,021	126,000	63,011	64,196
010-2600-337.11-00	LIBRARY GILBERT	37,290	37,290	47,700	47,700	0	0
010-2600-347.10-01	DESK RECEIPTS	127,832	113,000	130,000	130,000	48,378	41,375
010-2600-347.10-02	COMPUTER LAB RECEIPTS	899	300	6,000	6,000	2,206	145
010-2600-347.10-04	EQUIP RENT/NOT CITY	10,441	12,000	10,000	10,000	3,201	2,852
010-2600-347.10-06	INTERLIBRARY LOAN CHARGE	1,169	2,500	500	500	186	0
010-2600-377.00-00	MISC REVENUE	1,481	1,000	500	500	317	0
* LIBRARY		338,115	308,302	342,861	343,700	117,540	115,533
** LIBRARY		338,115	308,302	342,861	343,700	117,540	115,533
*** GENERAL FUND		338,115	<u>308,302</u>	342,861	<u>343,700</u>	117,540	115,533

ACCOUNT DESCRIPTION		2003/04 ACTUALS	04/05 ADOPTED	04/05 ADJUSTED	05/06 DEPT REQUEST	Y-T-D ACTUAL
LIBRARY						
*	PERS SALARIES/WAGES	1,360,586	1,423,993	1,421,735	1,436,112	536,255
*	SHIFT DIFFERENTIAL	0	0	0	0	0
*	TEMP SALARIES/WAGES	188,651	178,296	178,296	<u>183,645</u>	66,713
*	TIME AND ONE HALF	432	0	500	500	0
*	LONGEVITY	6,573	7,381	5,990	6,015	0
*	COMP TIME	0	0	0	0	0
*	SICK LEAVE	89	0	0	0	0
LEVEL	TEXT			TEXT AMT		
AJ05	CORRECT SUSAN NORTH TO CIRC			60,798-		
				60,798-		
LEVEL	TEXT			TEXT AMT		
AJ05	CORRECT SUSAN NORTH FROM INFO			60,798		
				60,798		
*	ADJUSTMENT	13,497-	0	0	0	4,284-
*	VACATION	3,436	0	0	0	274
**	PERSONAL SERVICES	1,546,270	1,609,670	1,606,521	1,626,272	598,958
*	TEMP SALARY BENEFITS	0	24,284	24,961	25,710	0
*	IPERS DISABILITY	8,599	8,523	8,907	9,360	2,911
*	LIFE INSURANCE	3,282	3,385	3,243	3,243	1,112
*	HEALTH INSURANCE	174,013	195,614	169,477	<u>189,441</u>	61,570
*	MEDICARE FICA	22,018	20,108	20,076	20,285	8,516
*	FICA	94,149	85,984	85,848	86,741	36,415
*	IPERS	88,021	82,305	82,092	82,920	34,329
*	WORKERS COMP	4,900	3,126	2,499	2,557	1,825
*	UNEMPLOYMENT COMPENSATION	0	0	0	0	0
*	FLEX ADMINISTRATION	1,510	1,569	1,488	1,538	555

DEPT RANGES EXPENSE TOTALS

ACCOUNT DESCRIPTION		2003/04 ACTUALS	04/05 ADOPTED	04/05 ADJUSTED	05/06 DEPT REQUEST	Y-T-D ACTUAL
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**	EMPLOYEE BENEFITS	396,492	424,898	398,591	421,795	147,233
*	CITY DATA SERV	3,883	3,983	3,884	3,847	995
*	CITY MESSENGER SERV	1,848	2,730	2,228	2,745	423
*	PRINTING/GRAPHICS	4,369	4,200	4,200	4,300	2,684
LEVEL	TEXT			TEXT AMT		
AJ05	PROPERTY			15,432		
	PUBLIC OFFICIALS			1,197		
	GEN. LIABILITY			873		
	EXCESS LIABILITY			481		
	RISK ADMIN.			464		
	SAFETY TRAINING			124		
	EST. INTEREST			253-		
				18,318		
*	INSURANCE & BONDS	20,413	20,650	18,318	18,919	7,630
*	PHONE OPERATION & MAINT	17,406	16,633	16,634	16,635	6,930
*	LONG DISTANCE	587	500	500	500	123
LEVEL	TEXT			TEXT AMT		
AJ05	PUSH MOWER, TORO			72		
	TRACTOR, DEERE/SNOWBLOWER			606		
				678		
LEVEL	TEXT			TEXT AMT		
RQ06	PUSH MOWER, TORO			75		
	TRACTOR, DEERE/SNOWBLOWER			621		
				696		
LEVEL	TEXT			TEXT AMT		
AJ05	BOOKMOBILE, THOMAS			3,152		
				3,152		
LEVEL	TEXT			TEXT AMT		
RQ06	BOOKMOBILE, THOMAS			3,302		
				3,302		
*	FLEET OPERATING/MAINT	5,835	3,832	3,836	3,998	1,358
LEVEL	TEXT			TEXT AMT		

DEPT RANGES EXPENSE TOTALS

ACCOUNT DESCRIPTION		2003/04	04/05	04/05	05/06	Y-T-D
		ACTUALS	ADOPTED	ADJUSTED	DEPT REQUEST	ACTUAL
AJ05	PUSH MOWER, TORO TRACTOR, DEERE/SNOWBLOWER			1,260 1,260		
LEVEL	TEXT			TEXT AMT		
RQ06	TRACTOR, DEERE/SNOWBLOWER			1,704 1,704		
LEVEL	TEXT			TEXT AMT		
AJ05	BOOKMOBILE, THOMAS			19,716 19,716		
LEVEL	TEXT			TEXT AMT		
RQ06	BOOKMOBILE, THOMAS			20,556 20,556		
*	FLEET REPLACEMENT FUNDS	19,668	20,976	20,976	22,260	5,244
LEVEL	TEXT			TEXT AMT		
AJ05	INVENTORY DYNIX			1,993 10,000 11,993		
LEVEL	TEXT			TEXT AMT		
RQ06	DYNIX INVENTORY			10,000 2,882 12,882		
*	COMPUTER REPLACEMENT FUND	10,502	13,305	11,993	12,882	5,723
*	INTERDEPARTMENTAL LABOR	599	0	0	0	0
		-----	-----	-----	-----	-----
**	INTERNAL SERVICES	85,110	86,809	82,569	86,086	31,110
LEVEL	TEXT			TEXT AMT		
AJ05	BCR/OCLC CATALOGING/ILL SERVICES			25,000 25,000		
LEVEL	TEXT			TEXT AMT		
RQ06	BCR/OCLC CATALOGING/ILL SERVICES			25,000 25,000		
*	OUTSIDE PROF SERV	27,258	28,200	28,200	28,000	20,000

DEPT RANGES EXPENSE TOTALS

ACCOUNT DESCRIPTION		2003/04	04/05	04/05	05/06	Y-T-D
		ACTUALS	ADOPTED	ADJUSTED	DEPT REQUEST	ACTUAL
*	POSTAGE/FREIGHT	16,280	13,500	13,500	13,500	3,644
*	FAX ACTIVITY	0	0	0	0	0
*	TRAVEL/MEETINGS	1,289	1,400	1,320	1,400	532
LEVEL	TEXT		TEXT	AMT		
AJ05	STAFF DEV. TRAINING DAY			400		
	DYNIX/HORIZON TRAINING (HARRIS)			1,000		
	MEDIA TRAINING (DUGGAN)			500		
	TRUSTEE RETREAT			500		
				2,400		
LEVEL	TEXT		TEXT	AMT		
RQ06	STAFF DEVELOPMENT TRAINING DAY (2/06)			500		
	DYNIX/HORIZON TRAINING (HARRIS)			1,000		
	MARKETING/MEDIA TRAINING (DUGGAN)			500		
	TRUSTEE EDUCATION SESSIONS/RETREAT			500		
				2,500		
LEVEL	TEXT		TEXT	AMT		
AJ05	CYRIDE TRAINING FOR BOOKMOBILE STAFF (2)			300		
				300		
LEVEL	TEXT		TEXT	AMT		
RQ06	CYRIDE TRAINING - BOOKMOBILE STAFF (2)			300		
	LIBRARY SCIENCE GRAD. COURSE (CAREY)			900		
				1,200		
LEVEL	TEXT		TEXT	AMT		
AJ05	BCR CATALOGING/INTERLIBRARY LOAN TRAINING			200		
	(MALINOWSKI, WAGAMAN, YOUNG)					
				200		
LEVEL	TEXT		TEXT	AMT		
RQ06	BCR/OCLC CATALOGING/ILL TRAINING			200		
				200		
LEVEL	TEXT		TEXT	AMT		
AJ05	IOWA LIBRARY SERVICE AREA-PROVIDED WORKSHOPS ON					
	VIRTUAL REFERENCE (DERMONT)			250		
	INFORMATION LITERACY (KLAAS)			250		
				500		
LEVEL	TEXT		TEXT	AMT		

ACCOUNT DESCRIPTION		2003/04	04/05	04/05	05/06	Y-T-D
		ACTUALS	ADOPTED	ADJUSTED	DEPT REQUEST	ACTUAL
RQ06	STATE LIB. OF IA WORKSHOPS					
	VIRTUAL REFERENCE (DERMONT)			100		
	INFORMATION LITERACY (DOBBS)			100		
	READERS ADVISORY (LOGSDON)			100		
				300		
LEVEL	TEXT			TEXT AMT		
AJ05	VOLUNTEER COORDINATION CLASS, DMACC (VOL. COOR.)			200		
	STATE LIBRARY OF IA SUPPORT STAFF WORKSHOPS			200		
	(2 LIBRARY ASSTS)					
	STATE LIB. OF IA READERS ADVISORY WORKSHOP			400		
	(4 LIB. ASSTS)					
				800		
*	TRAINING	1,291	5,900	4,250	4,200	174
LEVEL	TEXT			TEXT AMT		
AJ05	ALA 05 MIDWINTER CONF. - BOSTON (MILLSAP)			1,400		
	ALA 05 ANNUAL CONF. - CHICAGO (MILLSAP)			1,000		
	ALA 05 ANNUAL CONF. - CHICAGO (1 TRUSTEE)- NO			1,000		
	PLA 05 SPRING SYMPOSIUM - CHICAGO (MILLSAP) -			1,000		
	MONEY REALLOCATED W/ BUD. AMEND. TO YOUTH SERVICES			1,000-		
	IOWA LIB. ASSOC. ANNUAL CONF. (MILLSAP, 1 TRUSTEE)			300		
	DYNIX USERS GROUP - PORTLAND, OR (HARRIS)			900		
	ALA 05 ANNUAL CONF. - CHICAGO (1 TRUSTEE)			1,000-		
				3,600		
LEVEL	TEXT			TEXT AMT		
RQ06	PUBLIC LIBRARY ASSOC. CONF. COST/PERSON, BOSTON					
	REGISTRATION (\$170); AIRFARE (\$375); MILEAGE (\$16)					
	PARKING (\$20); HOTEL (4 NIGHTS - \$600); MEALS (4					
	DAYS - \$120) TOTAL=\$1301					
	MILLSAP			1,301		
	ALA ANNUAL CONF. COST/PERSON, NEW ORLEANS					
	REGISTRATION (\$225);AIRFARE(\$350);MILEAGE(\$16);					
	PARKING(\$20); HOTEL(4 NIGHTS-\$400);MEALS(5 DAYS-					
	\$150) TOTAL = \$1161					
	MILLSAP			1,161		
	ALA MIDWINTER CONF. COST PER PERSON, SAN ANTONIO					
	REGISTRATION(\$130); AIRFARE (\$275); MILEAGE(\$16);					
	PARKING(\$24);HOTEL(4 NIGHTS-\$500);MEALS(5 DAYS-					
	\$150) TOTAL = \$1100					
	MILLSAP			1,100		
	CODI (DYNIX) CONFERENCE, COST/PERSON,MINNEAPOLIS					
	REGISTRATION(\$305);MILEAGE(\$112);HOTEL(4 NIGHTS-					
	\$500);MEALS(\$100) TOTAL=\$1017					
	HARRIS			1,017		
	IOWA LIBRARY ASSOC. CONF. COST/PERSON, DUBUQUE,IA					
	REGISTRATION (\$120); MILEAGE (\$96); PARKING (\$10);					

	ACCOUNT DESCRIPTION	2003/04 ACTUALS	04/05 ADOPTED	04/05 ADJUSTED	05/06 DEPT REQUEST	Y-T-D ACTUAL
	HOTEL (2 NIGHTS-\$180); MEALS (MOST MEALS PROVIDED W/ REG. \$25);MILE./PARK. SHARED TOTAL COST=\$350 MILLSAP, DUGGAN, WOO, 1 TRUSTEE			1,400		5,979
LEVEL	TEXT		TEXT AMT			
RQ06	PUBLIC LIBRARY ASSOC. CONF. COST/PERSON, BOSTON REGISTRATION (\$170); AIRFARE (\$375); MILEAGE(\$16) PARKING (\$20); HOTEL (4 NIGHTS - \$600); MEALS (4 DAYS - \$120) TOTAL = \$1301 CAREY			1,301		
	ALA ANNUAL CONF. COST/PERSON, NEW ORLEANS REGISTRATION (\$225);AIRFARE(\$350);MILEAGE(\$16); PARKING(\$20); HOTEL(4 NIGHTS-\$400);MEALS(5 DAYS- \$150) TOTAL = \$1161 CAREY			1,161		
	ALA MIDWINTER CONF. COST PER PERSON, SAN ANTONIO REGISTRATION(\$130); AIRFARE (\$275); MILEAGE(\$16); PARKING(\$24);HOTEL(4 NIGHTS-\$500);MEALS(5 DAYS- \$150) TOTAL = \$1100 CAREY			1,100		
	IOWA LIBRARY ASSOC. CONF. COST/PERSON, DUBUQUE,IA REGISTRATION (\$120); MILEAGE (\$96); PARKING (\$10); HOTEL (2 NIGHTS-\$180); MEALS (MOST MEALS PROVIDED W/ REG. \$25);MILE./PARK. SHARED TOTAL COST=\$350 CAREY			350		3,912
LEVEL	TEXT		TEXT AMT			
AJ05	BOOK EXPO. - NYC (MALINOWKSI) IOWA LIB. ASSOC. ANNUAL CONF. (MALINOWSKI, WAGAMAN			1,600		780
				2,380		
LEVEL	TEXT		TEXT AMT			
RQ06	CODI (DYNIX) CONFERENCE, COST/PERSON,MINNEAPOLIS REGISTRATION(\$305);MILEAGE(\$112);HOTEL(4 NIGHTS- \$500);MEALS(\$100) TOTAL=\$1017 MALINOWSKI			800		700
	WAGAMAN (SHARING ROOM/TRANSPORT) BRANCH OUT SUPPORT STAFF CONF. COST/PERSON, DULUTH REGISTRATION(\$50); MILEAGE(\$200); PARKING(\$10); HOTEL(2 NIGHTS-\$250);MEALS(2 DAYS-\$50) WAGAMAN			560		
	IOWA LIBRARY ASSOC. CONF. COST/PERSON, DUBUQUE,IA REGISTRATION (\$120); MILEAGE (\$96); PARKING (\$10); HOTEL (2 NIGHTS-\$180); MEALS (MOST MEALS PROVIDED W/ REG. \$25);MILE./PARK. SHARED TOTAL COST=\$350 MALINOWSKI, WAGAMAN			700		2,760

	ACCOUNT DESCRIPTION	2003/04 ACTUALS	04/05 ADOPTED	04/05 ADJUSTED	05/06 DEPT REQUEST	Y-T-D ACTUAL
AJ05	IOWA LIB. ASSOC. ANNUAL CONF. (ELBERT)			312		
	COLORADO LIT. CONF. (ZABARACKI)			303		
	FESTIVAL OF BOOKS(ZABARACKI, VAN BROCKLIN)			114		
	BUD. AMEND. 8/26/04 - ALA/ASSOC. FOR LIBRARY					
	SERVICES TO CHILDREN (ROBINSON, VAN BROCKLIN)			1,330		
				2,059		
LEVEL	TEXT			TEXT AMT		
RQ06	PUBLIC LIBRARY ASSOC.CONF. COST/PERSON, BOSTON					
	REGISTRATION (\$170); AIRFARE (\$375); MILEAGE(\$16)					
	PARKING (\$20); HOTEL (4 NIGHTS - \$600); MEALS (4					
	DAYS - \$120) TOTAL = \$1301					
	YOUTH SERVICES SPECIALIST			1,301		
	BABY TALK WORKSHOP COST/PERSON, DECATUR,IL					
	REGISTRATION(\$600); MILEAGE(\$194);PARKING(\$5);					
	HOTEL(2 NIGHTS-\$160); MEALS (\$60) TOTAL=\$1020			1,020		
	FESTIVAL OF BOOKS CONF. COST/PERSON IOWA CITY					
	REGISTRATION (\$49); LUNCH (\$8) TOTAL=\$57					
	YS SPECIALIST + 2 LIBRARY ASSISTANTS			171		
	IOWA LIBRARY ASSOC. CONF. COST/PERSON, DUBUQUE,IA					
	REGISTRATION (\$120); MILEAGE (\$96); PARKING (\$10);					
	HOTEL (2 NIGHTS-\$180); MEALS (MOST MEALS PROVIDED					
	W/ REG. \$25);MILE./PARK. SHARED TOTAL COST=\$350					
	YS SPECIALIST			350		
				2,842		
LEVEL	TEXT			TEXT AMT		
AJ05	PUBLIC LIB. ASSOC. 05 SPRING SYMPOSIUM - CHICAGO					
	(QUINN)			1,000		
	BOOK EXPO - NYC (HAYSLETT)			1,600		
	IOWA LIB. ASSOC. ANNUAL CONF.(HAYSLETT,VAN VALIN)			984		
				3,584		
LEVEL	TEXT			TEXT AMT		
RQ06	PUBLIC LIBRARY ASSOC. CONF. COST/PERSON, BOSTON					
	REGISTRATION (\$170); AIRFARE (\$375); MILEAGE(\$16)					
	PARKING (\$20); HOTEL (4 NIGHTS - \$600); MEALS (4					
	DAYS - \$120) TOTAL = \$1301					
	HAYSLETT			1,301		
	PUBLIC SERVICES LIBRARIAN			1,301		
	BRANCH OUT SUPPORT STAFF CONF. COST/PERSON,					
	REGISTRATION(\$50); MILEAGE(\$200); PARKING(\$10);					
	HOTEL(2 NIGHTS-\$250);MEALS(2 DAYS-\$50)					
	2 PUBLIC SERVICES LIBRARY ASSISTANTS			610		
	(ASSUMING TRANSPORT/ROOMS SHARED)					
	IOWA LIBRARY ASSOC. CONF. COST/PERSON, DUBUQUE,IA					
	REGISTRATION (\$120); MILEAGE (\$96); PARKING (\$10);					
	HOTEL (2 NIGHTS-\$180); MEALS (MOST MEALS PROVIDED					
	W/ REG. \$25);MILE./PARK. SHARED TOTAL COST=\$350					

ACCOUNT DESCRIPTION		2003/04	04/05	04/05	05/06	Y-T-D
		ACTUALS	ADOPTED	ADJUSTED	DEPT REQUEST	ACTUAL
	HAYSLETT, VAN VALIN, QUINN			1,050		
				4,262		
LEVEL	TEXT		TEXT AMT			
AJ05	ALA 05 MIDWINTER CONF.- BOSTON (CAREY)			1,400		
	ALA 05 ANNUAL CONF. - CHICAGO (CAREY)			1,000		
	IOWA LIB. ASSOC. ANNUAL CONF. (CAREY, DONNELL)			967		
	BRANCH OUT SUPPORT STAFF CONF.-SIOUX FALLS (HERNSTADDT)			213		
	FESTIVAL OF BOOKS - IOWA (ERIN, MARNER)			114		
				3,694		
LEVEL	TEXT		TEXT AMT			
RQ06	PUBLIC LIBRARY ASSOC. CONF. COST/PERSON, BOSTON REGISTRATION (\$170); AIRFARE (\$375); MILEAGE(\$16) PARKING (\$20); HOTEL (4 NIGHTS - \$600); MEALS (4 DAYS - \$120) TOTAL = \$1301					
	DONNELL			1,301		
	VOLUNTEER COOR.			1,301		
	BRANCH OUT SUPPORT STAFF CONF. COST/PERSON, REGISTRATION(\$50); MILEAGE(\$200); PARKING(\$10); HOTEL(2 NIGHTS-\$250);MEALS(2 DAYS-\$50) (ASSUMING HOTEL/TRANSPORT SHARED)					
	2 LIBRARY ASSISTANTS			610		
	FESTIVAL OF BOOKS CONF. COST/PERSON IOWA CITY REGISTRATION (\$49); LUNCH (\$8) TOTAL=\$57					
	4 LIBRARY ASSISTANTS			228		
	IOWA LIBRARY ASSOC. CONF. COST/PERSON, DUBUQUE,IA REGISTRATION (\$120); MILEAGE (\$96); PARKING (\$10); HOTEL (2 NIGHTS-\$180); MEALS (MOST MEALS PROVIDED W/ REG. \$25);MILE./PARK. SHARED TOTAL COST=\$350					
	DONNELL, VOLUNTEER COORDINATOR			700		
				4,140		
*	CONFERENCES	19,651	17,000	15,317	23,895	4,902
*	SUBSCRIPTIONS & BOOKS	0	0	0	0	0
LEVEL	TEXT		TEXT AMT			
AJ05	BASE			2,200		
	DUES IN ALA, ILA FOR 3 NEW TRUSTEES, 4/05			400		
				2,600		
*	DUES AND MEMBERSHIPS	5,288	4,990	5,390	5,000	1,393
*	PRINTING OUTSIDE	3,490	5,100	5,100	5,100	0
*	ADVERTISING	3,735	3,000	3,000	3,000	855
LEVEL	TEXT		TEXT AMT			

ACCOUNT DESCRIPTION		2003/04	04/05	04/05	05/06	Y-T-D
		ACTUALS	ADOPTED	ADJUSTED	DEPT REQUEST	ACTUAL
AJ05	YOUTH SERVICES SPECIALIST			3,700		
				3,700		
LEVEL	TEXT		TEXT	AMT		
AJ05	RECRUITMENTS FOR MAGNUSON'S & NORTH'S REPLACEMENTS			1,261		
				1,261		
*	RECRUITING COSTS	4,348	0	7,332	0	5,337
LEVEL	TEXT		TEXT	AMT		
AJ05	BOOKMOBILE INSURANCE - NOW INCL. IN FLEET SERV. MAINTENANCE COSTS					
*	INSURANCE OUTSIDE	0	1,444	0	0	0
*	ELECTRICITY	39,746	39,700	39,700	39,700	16,551
*	TELEPHONE OUTSIDE	5,060	7,405	4,900	4,900	1,724
*	LONG DISTANCE OUTSIDE	218	100	100	100	0
*	WATER/SEWER	2,703	3,100	3,400	3,400	1,154
*	WASTE DISPOSAL	2,620	2,500	2,600	2,600	732
*	NATURAL GAS	7,283	8,280	8,740	8,740	62
*	STRUCTURAL REPAIR	6,316	10,000	10,000	10,000	669
*	MOVABLE EQUIP REPAIR	2,081	3,000	3,000	3,000	429
*	FIXED EQUIPMENT REPAIR	10,885	5,000	5,000	5,000	0
LEVEL	TEXT		TEXT	AMT		
AJ05	DYNIX MAINTENANCE- HORIZON WARRANTY THRU 3/05			12,400		
	INTERNET SERVICES			6,852		
	3M SELF CHECKS			6,800		
	VENDPRINT (COMPUTER/PRINTER MGMT SOFTWARE)			540		
	FASTBOOK SCHEDULING SOFTWARE			520		
	SOPHOS ANTI-VIRUS SOFTWARE-NO MAIN. UNTIL 7/05			1,500		
	MS SERVER LICENSE UPGRADE			28,612		
LEVEL	TEXT		TEXT	AMT		
RQ06	DYNIX SOFTWARE MAINTENANCE			20,000		
	DYNIX SERVER MAINTENANCE			7,640		
	INTERNET SERVICES			6,852		
	3M SELF CHECKS			6,800		
	VENDPRINT (COMPUTER/PRINTER MGMT SOFTWARE)			540		

ACCOUNT DESCRIPTION		2003/04 ACTUALS	04/05 ADOPTED	04/05 ADJUSTED	05/06 DEPT REQUEST	Y-T-D ACTUAL
FASTBOOK SCHEDULING SOFTWARE				520		
SOPHOS ANTI-VIRUS SOFTWARE MAINT (PAID IN 7/03 FOR 2 YEARS - DUE IN 7/05)				3,947		
WEBSITE MAIN.				1,000		
				47,299		
*	COMPUTER MAINT	34,101	33,976	28,612	<u>47,299</u>	21,938
LEVEL	TEXT		TEXT	AMT		
AJ05	LEASE/MAIN. 4 CANON COPIERS (\$1345/MONTH)			16,140		
	PITNEY BOWLES POSTAGE METER LEASE CHARGE INCREASES TO \$264/MONTH BEGIN. 7/1/04			3,168		
				19,308		
LEVEL	TEXT		TEXT	AMT		
RQ06	LEASE/MAINT 4 CANON COPIERS (\$1345/MONTH)			16,140		
	POSTAGE METER LEASE (\$264/MONTH)			3,168		
				19,308		
*	RENTALS AND LEASES	17,787	19,308	19,308	19,308	6,529
*	INTERDEPARTMENTAL LABOR	0	0	0	0	0
*	CONTRACTUAL EMPLOYEE	0	0	0	0	0
LEVEL	TEXT		TEXT	AMT		
AJ05	CARPET CLEANING			4,000		
	WINDOW WASHING			1,500		
	LINENS			500		
	CLEANING SERVICE			800		
	LAWN CARE			500		
	HOLIDAY DECORATIONS FOR LIBRARY EXTERIOR			815		
	HVAC MAIN. CONTRACT W/ ACCURATE MECHANICAL (NOTE: THIS IS YR. 2 OF 3 YR. CONTRACT; YR. 3 WILL BE #13,400)			12,860		
	ADT SECURITY (BUILDING)			580		
				21,555		
LEVEL	TEXT		TEXT	AMT		
RQ06	CARPET CLEANING			4,000		
	WINDOW WASHING			1,500		
	LINENS			500		
	CLEANING SERVICE			800		
	LAWN CARE			500		
	HOLIDAY DECORATIONS - LIBRARY EXTERIOR			815		
	HVAC MAINT CONTRACT W/ACCURATE MECHANICAL			13,400		
	ADT SECURITY (BUILDING)			610		
				22,125		

DEPT RANGES EXPENSE TOTALS

ACCOUNT DESCRIPTION		2003/04	04/05	04/05	05/06	Y-T-D
		ACTUALS	ADOPTED	ADJUSTED	DEPT REQUEST	ACTUAL
*	NON-CITY SERVICE	18,744	21,555	21,555	22,125	4,817
**	CONTRACTUAL	230,174	234,458	230,324	250,267	91,442
*	OFFICE SUPPLIES	40,555	42,000	41,000	41,000	9,417
*	MINOR OFFICE EQUIPMENT	670	0	400	500	326
*	MINOR COMPUTER EQUIPMENT	8,864	7,000	9,000	9,000	99
*	AG-HORT SUPPLIES	0	0	300	300	60
*	STRUCTURAL MATERIAL	1,916	2,000	2,000	2,000	427
*	CHEMICALS/LAB SUPPLIES	0	0	0	0	0
*	CLEANING SUPPLIES	6,687	4,000	5,000	5,000	3,327
*	EQUIPMENT PARTS/SUPPLIES	554	1,000	1,000	1,000	524
*	MINOR EQUIPMENT TOOLS	175	300	300	300	7
LEVEL	TEXT			TEXT	AMT	
RQ06	STAFF DAY, YOUTH SERVICES RETREAT, BOARD RETREAT				1,500	
					1,500	
*	FOOD & FEED	793	500	1,500	1,500	645
*	WEARING APPAREL	162	200	200	200	33
LEVEL	TEXT			TEXT	AMT	
AJ05	PROGRAMMING				4,500	
	EMPLOYEE RECOGNITION				500	
					5,000	
LEVEL	TEXT			TEXT	AMT	
RQ06	PROGRAMMING				4,500	
	EMPLOYEE RECOGNITION				500	
					5,000	
*	SPECIAL PROJECT SUPPLIES	4,807	5,000	5,000	5,000	1,279
*	PURCHASE CARD CLEARING	0	0	0	0	755
*	FUEL FOR VEHICLES/EQUIP	17	0	0	0	0
**	COMMODITIES	65,200	62,000	65,700	65,800	16,899

DEPT RANGES EXPENSE TOTALS

ACCOUNT DESCRIPTION		2003/04	04/05	04/05	05/06	Y-T-D
		ACTUALS	ADOPTED	ADJUSTED	DEPT REQUEST	ACTUAL
*	OFFICE FURNITURE EQUIP	0	0	0	0	0
*	COMPUTER EQUIP/SOFTWARE	203	0	0	0	0
*	MOVABLE EQUIPMENT	0	0	0	0	0
LEVEL	TEXT		TEXT	AMT		
RQ06	NOTE: TOTAL FOR COLLECTION ACCOUNTS EQUALS 10% OF TOTAL BUDGET PER STATE OF IOWA LIBRARY STANDARDS			9,500		
				9,500		
*	PERIODICALS	10,811	9,500	9,500	9,500	8,200
LEVEL	TEXT		TEXT	AMT		
RQ06	NOTE: TOTAL FOR COLLECTION ACCOUNTS EQUALS 10% OF TOTAL BUDGET PER STATE OF IOWA LIBRARY STANDARDS			62,535		
				62,535		
*	JUVENILE	47,922	47,510	47,510	62,535	14,711
LEVEL	TEXT		TEXT	AMT		
RQ06	NOTE: TOTAL FOR COLLECTION ACCOUNTS EQUALS 10% OF TOTAL BUDGET PER STATE OF IOWA LIBRARY STANDARDS			26,500		
				26,500		
*	ADULT REFERENCE	53,429	52,962	42,962	26,500	29,337
LEVEL	TEXT		TEXT	AMT		
RQ06	NOTE: TOTAL FOR COLLECTION ACCOUNTS EQUALS 10% OF TOTAL BUDGET PER STATE OF IOWA LIBRARY STANDARDS			70,000		
				70,000		
*	AUDIO-VISUAL	45,509	37,000	47,000	70,000	17,471
LEVEL	TEXT		TEXT	AMT		
RQ06	NOTE: TOTAL FOR COLLECTION ACCOUNTS EQUALS 10% OF TOTAL BUDGET PER STATE OF IOWA LIBRARY STANDARDS			112,563		
				112,563		
*	ADULT COLLECTIONS	102,334	88,426	88,426	112,563	32,270
**	CAPITAL	260,208	235,398	235,398	281,098	101,989
*	REFUNDS	128	0	0	0	33
**	OTHER	128	0	0	0	33

DEPT RANGES EXPENSE TOTALS

ACCOUNT DESCRIPTION	2003/04 ACTUALS	04/05 ADOPTED	04/05 ADJUSTED	05/06 DEPT REQUEST	Y-T-D ACTUAL
*** LIBRARY	2,583,582	2,653,233	2,619,103	2,731,318	987,664
	2,583,582	2,653,233	2,619,103	2,731,318	987,664
Net Merit Adjustment		+15,694		-343,700	Projected Revenue
Adjusted Base		2,668,927		2,387,618	General Fund Property Tax Request
Adopted Revenue		-308,302			
General Fund Property Tax Request		2,360,625			

% increase FY04-05 to FY05-06 = 1.1%

EXPENSE REPORT SUMMARY FY 2004/2005																
October 2004																
3 MONTHS =33.3%																
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																
Salaries	1,423,993	120,063	116,166	120,527	119,280									476,036	947,957	33.4%
Temporary Salaries	178,296	10,081	19,180	15,677	13,877									58,815	119,481	2
Longevity	7,381													0	7,381	0.0%
Adjustment	0			(3,146)	(1,138)									(4,284)	4,284	
Vacation			274											274	(274)	
Total Personal Svcs	1,609,670	130,144	135,620	133,058	132,019	0	0	0	0	0	0	0	0	530,841	1,078,829	33.0%
EMPLOYEE BENEFITS																
Temp Salaries Benefits	24,284													0	24,284	0.0%
IPERS Disability	8,523	735	722	728	728									2,913	5,610	34.2%
Life Insurance	3,385	283	271	278	283									1,115	2,270	32.9%
Health Insurance	195,614	13,742	13,469	13,742	13,741									54,694	140,920	28.0%
FICA Medicare	20,108	1,835	1,916	1,924	1,880									7,555	12,553	37.6%
FICA	85,984	7,844	8,196	8,223	8,041									32,304	53,680	37.6%
IPERS	82,305	8,029	7,452	7,311	7,633									30,425	51,880	37.0%
Workers Comp	3,126	465	421	384	364									1,634	1,492	52.3%
Flex Administration	1,569	129	122	122	122									495	1,074	31.5%
Total Employee Ben	424,898	33,062	32,569	32,712	32,792	0	0	0	0	0	0	0	0	131,135	293,763	30.9%
INTERNAL SERVICES																
City Data Services	3,983		332	332	332									996	2,987	25.0%
City Messenger	2,730			293	130									423	2,307	15.5%
Printing	4,200		238	331	2,116									2,685	1,515	63.9%
Insurance & Bonds	20,650			4,578	1,526									6,104	14,546	29.6%
Phone Operation/Maint	16,633	1,386	1,387	1,387	1,385									5,545	11,088	33.3%
Long Distance	500		42	44	38									124	376	24.8%
Fleet Operating/Maint	3,832		222	783	353									1,358	2,474	35.4%
Fleet Replacement	20,976		1,748	1,748	1,748									5,244	15,732	25.0%
Computer Replacement	13,305		2,907	1,453	1,361									5,721	7,584	43.0%
Total Internal Svcs	86,809	1,386	6,876	10,949	8,989	0	0	0	0	0	0	0	0	28,200	58,609	32.5%
CONTRACTUAL																
Outside Prof Services	28,200			20,000										20,000	8,200	70.9%
Postage/Freight	13,500	192	206	196	3,042									3,636	9,864	26.9%
Travel/Meetings	1,400	119			162									281	1,119	20.1%
Training	5,900	82	26	29	37									174	5,726	2.9%
Conferences	17,000	285	419	567	2,257									3,528	13,472	20.8%
Dues & Memberships	4,990	310	650	242	155									1,357	3,633	27.2%
Printing	5,100													0	5,100	0.0%
Advertising	3,000		414	440										854	2,146	28.5%
Recruiting Costs		261	595	1,125	912									2,893	(2,893)	
Insurance	1,444													0	1,444	0.0%
Electricity	39,700		4,490	4,436	4,173									13,099	26,601	33.0%
Phone Operation/Maint	7,405	373	377	477	379									1,606	5,799	21.7%
Long Distance	100													0	100	0.0%

EXPENSE REPORT SUMMARY FY 2004/2005																
October 2004																
3 MONTHS =33.3%																
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent
Water/Sewer	3,100		288	355	249									892	2,208	28.8%
Waste Disposal	2,500		173	221	169									563	1,937	22.5%
Natural Gas	8,280	15	15	17	15									62	8,218	0.7%
Structural Repair	10,000		110	(89)	648									669	9,331	6.7%
Moveable Equip Repair	3,000		428											428	2,572	14.3%
Fixed Equip Repair	5,000													0	5,000	0.0%
Computer Maintenance	33,976	13,162	7,494	670	583									21,909	12,067	64.5%
Rentals & Leases	19,308	503	2,313	944	1,726									5,486	13,822	28.4%
Non-City Services	21,555	49	3,104	278	1,309									4,740	16,815	22.0%
Total Contractual	234,458	15,351	21,102	29,908	15,816	0	0	0	0	0	0	0	0	82,177	152,281	35.0%
COMMODITIES																
Office Supplies	42,000	2,839	2,480	1,721	1,320									8,360	33,640	19.9%
Minor Office Equipment			225	101										326	(326)	
Minor Computer Equip	7,000	40		60										100	6,900	1.4%
Ag-Hort Supplies					60									60	(60)	
Structural Materials	2,000	60	368											428	1,572	21.4%
Cleaning Supplies	4,000	194	462	706	1,497									2,859	1,141	71.5%
Equip Parts/Supplies	1,000		21		478									499	501	49.9%
Minor Equip & Tools	300		7											7	293	2.3%
Food	500		99	196	350									645	(145)	129.0%
Wearing Apparel	200		33											33	167	16.5%
Special Prjct Supplies	5,000	624	(174)	1,604	(1,197)									857	4,143	17.1%
Purchase Card Clearing		(2,195)	2,848	707	(605)									755	(755)	
Total Commodities	62,000	1,562	6,369	5,095	1,903	0	0	0	0	0	0	0	0	14,929	47,071	24.1%
CAPITAL																
Periodicals	9,500	6,850	(20)	(248)	1,614									8,196	1,304	86.3%
Juvenile	47,510	3,004	1,051	4,472	4,013									12,540	34,970	26.4%
Adult Reference	52,962	9,974	7,173	9,607	1,564									28,318	24,644	53.5%
Audio Visual	37,000	1,792	3,919	4,787	5,610									16,108	20,892	43.5%
Adult Collection	88,426	6,153	5,731	6,932	8,560									27,376	61,050	31.0%
Total Capital	235,398	27,773	17,854	25,550	21,361	0	0	0	0	0	0	0	0	92,538	142,860	39.3%
OTHER EXPENDITURES																
Refunds			33											33	(33)	
Total Other Expenditures	0	0	33	0	0	0	0	0	0	0	0	0	0	33	(33)	
GRAND TOTAL	2,653,233	209,278	220,423	237,272	212,880	0	0	0	0	0	0	0	0	879,853	1,773,380	33.2%

LIBRARY DONATIONS REPORT					
FISCAL YEAR 2004/2005					
YEAR-TO-DATE THROUGH OCTOBER 31, 2004					
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
Reserved Principal and Interest	717,322.68	108,248.42	333.01	8,286.93	834,191.04
Beginning available balance	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
Interest revenue	3,772.89	772.37	3,610.44	463.12	8,618.82
Donations			1,517.72	28,234.89	29,752.61
Expenses	(4,436.47)	0.00		(17,773.22)	(22,209.69)
Encumbrances	(18,422.78)				(18,422.78)
Current Available Balance	27,727.14	14,668.48	574,116.60	62,777.47	679,289.69
Expense Detail:					
Internal Printing				194.40	194.40
Outside Professional Svcs				2,025.00	2,025.00
Postage/Freight	1,100.00				
Outside Printing/Graphics				1,475.25	1,475.25
Other Non-City Services				0.00	0.00
Minor Office Equipment				208.96	208.96
Food				72.76	72.76
Special Project Supplies				2,038.45	2,038.45
Coffee Shop Inventory				(106.75)	(106.75)
Office Furniture/Equipment				3,408.00	3,408.00
Periodicals				248.00	248.00
Audio-Visual	3,128.85			2,851.86	5,980.71
Adult Collection	207.62			5,357.29	5,564.91
Total Expenses	4,436.47	0.00	0.00	17,773.22	21,109.69
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
Total Encumbrances	18,422.78	0.00	0.00	0.00	18,422.78

GLADYS MYERS DONATION FUND			
INTEREST EARNED PER FISCAL YEAR			
YEAR TO DATE THROUGH OCTOBER 31, 2004			
Fiscal Year	Total Interest Revenue	20% Reserved for Reinvestment	80% Available for Expenditure
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	4,716.11	943.22	3,772.89
Total	265,288.72	53,057.74	212,230.98

LIBRARY DONATIONS REPORT					
FISCAL YEAR 2004/2005					
YEAR TO DATE THROUGH OCTOBER 31, 2004					
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
Available Balance @ 6/30/03 *	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
YTD Interest Revenue	3,772.89	772.37	3,610.44	463.12	8,618.82
YTD Donations			1,517.72	28,234.89	29,752.61
YTD Expenses	(4,436.47)	0.00	0.00	(17,773.22)	(22,209.69)
Transfers between programs**					
Encumbrances	(18,422.78)	0.00	0.00	0.00	(18,422.78)
Current Available Balance	27,727.14	14,668.48	574,116.60	62,777.47	679,289.69
Expense Detail:					
Internal Printing				194.40	194.40
Outside Professional Services				2,025.00	2,025.00
Postage/Freight	1,100.00				
Outside Printing/Graphics				1,475.25	1,475.25
Other Non-City Services				0.00	0.00
Minor Office Equipment				208.96	208.96
Food				72.76	72.76
Special Project Supplies				2,038.45	2,038.45
Coffee Shop Inventory				(106.75)	(106.75)
Office Furniture/Equipment				3,408.00	3,408.00
Periodicals				248.00	248.00
Audio-Visual	3,128.85			2,851.86	5,980.71
Adult Collection	207.62			5,357.29	5,564.91
Total Expenses	4,436.47	0.00	0.00	17,773.22	21,109.69
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
Total Encumbrances	18,422.78	0.00	0.00	0.00	18,422.78
* Beginning balance includes balance available at 6/30/04 plus any outstanding encumbrances					

LIBRARY DONATIONS REPORT - OTHER DONATIONS															
FISCAL YEAR 2004/2005															
YEAR-TO-DATE THROUGH OCTOBER 31, 2004															
					Tommy										
	Other	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	IA Stories	Enrich	Iowa Infra-	Gates	
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	2000	Iowa	structure	Foundation	Total
Available Balance @ 6/30/04 *	6,875.39	(169.36)	(106.75)	0.00	280.79	4,834.70	1,358.77	4,225.00	554.65	0.00	0.00	16,501.83	17,344.34	153.32	51,852.68
YTD Interest Revenue	463.12														463.12
YTD Donations/Grants	1,593.65	7,031.34		3,184.86					300.00	1,500.00		14,625.04			28,234.89
YTD Expenses	(2,301.52)	(7,419.97)	106.75	(3,333.34)	0.00	0.00	0.00	0.00	0.00	(1,417.14)	0.00	0.00	(3,408.00)	0.00	(17,773.22)
Transfers between programs															0.00
Encumbrances	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
Current Available Balance	6,630.64	(557.99)	0.00	(148.48)	280.79	4,834.70	1,358.77	4,225.00	854.65	82.86	0.00	31,126.87	13,936.34	153.32	62,777.47
Expense Detail:															
Internal Printing/Graphics		88.00								106.40					194.40
Outside Professional Svcs		2,025.00													2,025.00
Outside Printing/Graphics		1,475.25													1,475.25
Other Non-City Services															0.00
Minor Office Equipment		208.96													208.96
Food		72.76													72.76
Special Project Supplies		727.71								1,310.74					2,038.45
Coffee Shop Inventory			(106.75)												(106.75)
Office Furniture/Equipment													3,408.00		3,408.00
Periodicals	248.00														248.00
Audio-Visual		907.78		1,944.08											2,851.86
Adult Collection	2,053.52	1,914.51		1,389.26											5,357.29
Total Expenses	2,301.52	7,419.97	(106.75)	3,333.34	0.00	0.00	0.00	0.00	0.00	1,417.14	0.00	0.00	3,408.00	0.00	17,773.22
Encumbrance Detail:															
															0.00
Total Encumbrances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* Beginning balance includes available balance at 6/30/04 plus outstanding encumbrances															

LIBRARY DONATIONS RECONCILIATION					
FISCAL YEAR 2004/2005					
YEAR-TO-DATE THROUGH OCTOBER 31, 2004					
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
6/30/04 Restricted Donations	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Accum Interest					
Reserved for Reinvestment	52,114.52				52,114.52
6/30/04 Accum Revenue					
Available for Expenditure	47,241.66	13,964.53	569,321.45	51,863.61	682,391.25
1996-04 Reserve for					
Computer Replacement	45,414.00	8,180.00			53,594.00
2004/05 YTD Donations/Grants			1,517.72	28,234.89	29,752.61
2004/05 YTD Interest Revenue	4,716.11	772.37	3,610.44	463.12	9,562.04
2004/05 Investment FMV Adjst					0.00
2003/04 YTD Expenses	(4,436.47)	0.00	0.00	(17,773.22)	(22,209.69)
Current Fund Balance	745,049.82	122,916.90	574,449.61	71,064.40	1,513,480.73
Less:					
Reserved Principal	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Reserved Int	52,114.52				52,114.52
6/30/04 Unrealized					
Investment Gains/Losses	428.16	68.42	333.01	10.93	840.52
2004/05 20% Reserved Int	943.22				943.22
1996-04 Reserve for					
Computer Replacement	45,414.00	8,180.00			53,594.00
2004-05 Reserve					
for Encumbrances	18,422.78	0.00		0.00	18,422.78
Balance Available for Expenditure	27,727.14	14,668.48	574,116.60	62,777.47	679,289.69
Current Assets/Liabilities:					
Cash	17,135.52	7,455.65	12,203.11	27,532.38	64,326.66
Investments	725,000.00	115,000.00	560,000.00	43,276.00	1,443,276.00
Unrealized Gains/Losses	(847.97)	(135.52)	(659.53)	(21.65)	(1,664.67)
Accounts Receivable				53.10	53.10
Accrued Interest Receivable	3,762.27	596.77	2,906.03	224.57	7,489.64
Prepaid items				0.00	0.00
Accounts Payable				0.00	0.00
Due to Other Funds					0.00
Total Assets	745,049.82	122,916.90	574,449.61	71,064.40	1,513,480.73

DIRECTOR'S REPORT

November, 2004

• BUDGET

Financial Report for October: As of 10/31/04, we were **33.3%** of the way through the year and **33.2%** expended. Please see the Expense Report for October in your packet.

FY04-05 Budget Amendments/FY05-06 Budget Request:

Dawn and I met with Dave and Gary of the Budget Committee to review budget amendments and requests on November 12th.

There are two reports:

DPRNGEXP (Expenses) - 13 pages and
PROBEREV (Revenue) - 1 page

The columns on these spreadsheets of most importance are:

1. **2004/05 Adopted** (the budget you approved last year at this time)
2. **04-05 Adjusted** (these are the amendments I've made that reflect budget cuts and other adjustments)
3. **05-06 Request** (next year's budget recommendation)

There is other information on these sheets including our actual expenditures for FY03-04 and our year-to-date (YTD) expenditures for this year and this time last year. We use all of this information to make educated guesses about amendments for this year and projections for next.

The budget guidelines are the same as last year, i.e. try to live within actual expenses for FY03-04 as much as possible.

Here are some things to note as you review the budget amendments and next year's request:

- ✓ Significant changes in the FY05-06 budget are marked with a square around them.
- ✓ Conference expenses are up because we are allocating funds for the Public Library Association conference, which is held every other year.
- ✓ Total amount for collections represents a 19% increase from last year and equals 10% of the total budget per State Library of Iowa collection expenditure standards for public libraries.
- ✓ The Bottom Line: note that after merit pay adjustment and applying revenue to the base expenses, net increase in budget from FY04-05 to FY05-06 is only 1.1%. I think this is a budget that will serve us well and one that city management should support. I hope you will as well.
☺

Special thanks to Patti and Jill for all their hard work on the budget!

- **POLICY**

None

- **DISCUSSION/ACTION ITEMS**

Youth Services Specialist Salary: I am requesting permission to negotiate the salary for the youth services specialist position up to the midpoint of the salary range, which is \$46,067. Based on the minimal response we've had to our national and local ads for this position, I am very concerned that the salary stipulated at the September board meeting (\$37,607) is too low to attract quality candidates, especially anyone who would be relocating for this position.

Library Closing for 9th Annual Staff Development Day (2/21/2005) Item: As we have the previous 8 years, we are requesting permission to close the Library on Monday, February 21st (Presidents' Day) for staff development and training activities. This year trustees are invited to attend the staff recognition activities.

Fy04-05 Computer Replacement Fund Request

Dynix/Horizon Software (Total = \$9100)

Dynix Server (\$3000)

We are recommending the purchase of two new software modules from Dynix. The Web Reporter will give us access to patron and collection data that will allow us to generate statistics and do in-depth user and collection analysis. Additionally, this software will be available to all staff and we will no longer have to rely on the computer specialist to design and program reports. The ability to access and evaluate the data we collect will be important for strategic planning, collection management and improving our stewardship of public resources.

The Remote Patron Authentication or RPA module will allow users to log in to our website once and have access to all resources, including their accounts and all databases. As we move towards a new website, this will be a convenience for customers, will increase use web resources by making them easily accessible and help us manage access to our commercial databases much more easily.

- **AMES PUBLIC LIBRARY FOUNDATION**

2004 Annual Campaign: Total donations as of the end of October were \$37,867; as of November 11, \$40,522.

The Foundation board of directors met on November 4 to review a number of issues, including the resignation of development director Cindy Paschen, appointment of a search committee for the new director and review and approval of the Foundation's FY05 budget.

- **STRATEGIC PLANNING**

Work continues on the work plan for the organizational priorities. I will have status report for you at the meeting.

- **LIBRARY STAFF NEWS**

Carol's retirement reception will be held on Friday, December 10 from 3:30 – 5:00 p.m. We will send invitations to all trustees.

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

Attended: APL Meetings (Policy, Management Team, Public Services, Circulation/Outreach, Horizon Advisory Team); City of Ames staff meetings; Ames Noon Rotary; Ames Convention & Visitors Bureau marketing committee meeting; APL Friends board meeting; APL Foundation board meeting; YWCA Women of Achievement Luncheon;

Met with: Klatt Accounting and Cindy Paschen to develop FY05 budget for APL Foundation; Susan Gwiasda, new public relations officer for City of Ames; Bob Cadwallader of Excellence Through People Steering Team to discuss future plans for City of Ames ETP initiative; Greg Hunter, reporter for the Ames High School Web newspaper for an article on APL's budget cuts; ISU student Charles Robson for an interview on innovative library services (He and many of his friends love the DVD collection and have started using the Library because of it.)

Wedding: My son and new daughter-in-law, Randi, were married on October 23. It was a lovely ceremony and reception, although just before Nick walked me down the aisle, I was afraid he would hyperventilate and pass out or succumb to a fit of hysterical giggles. Neither occurred although I have never seen my son that nervous. Rehearsal dinner, groom's lunch and Sunday brunch all went well. I went to the grocery store at least 5 times in 2 days. People eat all the time during wedding events, I discovered. It was a wonderful, not to be repeated, experience since Nick is an only child. I have informed him of this in case he didn't hear the "'til death to us part" section of the ceremony.

**Gina Millsap, Director
Ames Public Library**

11/12/2004 Directors Report November 2004.doc

Monthly Report - Dawn Hayslett - Assistant Director November 2004

Friends of the Ames Public Library

The Friends Board met on November 1st. I reported that the gross receipts for the fall book sale were \$11,249.16. This is not a record, but very good. Nancy and Bert Schroeder did an excellent job of working with Susan North to get a handle on running the sale.

I met with our accountant, Dan Scoles, before the Board meeting to do some fine tuning on our financial reports. I presented these revisions to the Board and they are pleased with the new reporting system. Barb Weber, Friends treasurer, will be working with our accountant and the bank to purchase CDs for a total investment of \$30,000.

We presented two funding requests for their consideration. Gina discussed the "Alternate Funding" list approved by the Board of Trustees and asked Friends to fund the top two collection priorities: adult books on CD (\$5,000) and adult print multiple copies for titles in demand (\$14,000). After great discussion, the request was approved. I presented a request from Carol Elbert for funding for winter and summer reading program paperbacks and funding for Books for Babies. (Now that the program is 5 years old, we have "repeat" customers who already have the books in the gift packet. So this request was to purchase quantities of two other board books so that moms may choose another title.) This request was also approved. We have an incredible Friends Board.

Public Services

Public Services staff discussed the workplan for the library's organizational priorities. They are interested in being involved in several of the elements of the plan. They will spearhead the investigation on whether the library should become a passport acceptance agency. Staff is also interested in developing an orientation program for hourly employees as well as creating an intellectual freedom curriculum for our staff. We will be using the model created by Seattle Public Library. Public Services staff is working on a survey for home delivery customers. We are also working on coordinating with the local 211 service. We want to be involved in this community information process.

I completed interviews with all of my staff for our Professional Development Plans. We had great discussions. Another round of PDPs is scheduled for January.

We conducted our semi-annual reference transactions survey. This is how we measure the number of reference questions we answer each year. A count of questions is kept at the Information Desk, Computer Lab, Youth Services, and on the bookmobile. Another week-long survey will be conducted in April 2005.

Other Activities

- The Collection Managers Team met to discuss a CD/DVD cleaning machine.
- I participated in the Management Team, All-Staff, and Policy Group meetings.
- I attended the Adult Collection meeting. We discussed weeding assignments.
- I attended the CILSA Board meeting in Urbandale. It was our annual report from our auditor. Everything is in order and we remain in the black.

- I attended the ILA Planning Meeting in Cedar Falls. I spent most of the day discussing strategy with the Governmental Affairs Committee.
- Lynne, Gina and I met to discuss a plan for the volunteer coordinator position
- I hosted the Books @ Noon group meeting with Carol Elbert.
- I attended "Let's Talk About It" – we discussed "Dr. Jekyll and Mr. Hyde" – Dr. Kathy Hickock was a great presenter and we had a lively discussion.
- I prepared a month's worth of book lists for the Tribune "Bookends" column in the Saturday paper
- I worked with Gina, Patti, and Jill on budget line item review.
- I entered the revenue and expense lines for Friends.
- I attended the City Staff Meeting on October 25th. I gave them an overview of library activities.
- I attended the Story County Supervisors meeting with the Story County Library Association. I presented the library's annual report and discussed funding issues.
- I attended the YAC (Young Adult Committee) meeting. We discussed the development of a teen book discussion group modeled on "Books @ Noon." We are beginning to work on the teen space.
- The Gang of Four met to discuss hourly payroll issues.
- The Staff Day Committee is working on the next education day in Feb. 2005. The keynote speaker will be Cali Beals from the Iowa Dept. of Economic Development. She will be sharing the "FISH" philosophy of customer service with us. Another featured speaker will be Mary Cameron who will present a program on "Understanding Poverty." We are also developing a session on reader's advisory skills.
- I met with Cindy Paschen and Mary Logsdon to discuss a potential donor.
- Jan Heuss and I met with 3 graduate students from ISU who are developing a computer class for seniors. The focus is on computer security with such issues as spam, viruses, and identity theft. They are hosting a focus group on November 16th and plan to hold classes in our computer lab in Feb. 2005.
- I am working with Jillian on publicity for the Frankenstein exhibit and the new "Chick Lit" book discussion group.
- I ordered mugs and t-shirts to sell in Literary Grounds in conjunction with the Frankenstein exhibition.
- I ordered ALA posters and book marks to promote the anime and manga collections.
- I reserved copies of the 2005 All Iowa Reads selection, "The Master Butcher's Singing Club," from CILSA for a March community book discussion.
- I met with Ron Palumbo to plan our presentation on "The Island of Dr. Moreau" for the November "Let's Talk About It" meeting.

OUTREACH & CIRCULATION MONTHLY REPORT November 2004

(covering activities in September and October)

Lynne Carey, Outreach and Circulation Coordinator

OUTREACH and CIRCULATION STAFF:

We are pleased to welcome Joyce Dakin and Andrew Miller as new staff members in the Circulation/Outreach workgroup. Valerie Woodruff and Jessica Russell who are current desk assistants in Youth Services are also training in Circulation/Outreach, we're happy to have them join our team.

Due to a number of influences we have had to institute some rather drastic cuts to the number of hours worked each week by hourly staff. We are also feeling the effects of Susan North's absence (she is the proud granny of Jacob Alexander Zils!). All of the staff in Circulation/Outreach deserves extra thanks for their willingness to take on additional duties and to continue to provide excellent customer service even while short-handed.

The Horizon upgrade was completed on September 29 and went smoothly. Circulation/Outreach staff members used the closed time as a work session for the plans of service.

Members of the Circulation/Outreach staff attended Title Source II training and a Dynix Institute on community outreach. Teresa Rosenberg, Kay Marner, Margaret Dempsey and Erin Davies attended the annual Festival of Books for Young People in Iowa City. Val Donnell and I attended the annual Iowa Library Association conference in Sioux City. Connie attended a Christian educators conference in Atlanta. Roger Hop completed the City of Ames tour and orientation. I attended the ILA annual planning retreat. Teresa restarted the APL staff book group. I attended the Youth Services Brainstorming Retreat.

Circulation/Outreach staff has continued to fine-tune the process of hold notification. Recently they began processing hold calls and e-mails several times throughout the day. Customers are now notified earlier and the task is less overwhelming for staff. We are hoping this will have a positive effect on the number of holds that get picked up. This has become a rather serious issue. The number of holds that do not get picked up within five days has increased dramatically over the last year. It used to remain steady at about 10%, now it is 20% or higher. One day last week there were 101 items on the hold pull list - this not only is extremely labor intensive, it also has a negative effect on the hold queues. We are investigating options for implementing some sort of penalty for the holds that are not picked up.

I have nearly completed individual meetings with all the Circulation/Outreach staff members. This has been extremely valuable. The agenda for each meeting included overviews of the City employee initiative "Excellence Through People," the APL Staff Orientation Handbook, APL and City of Ames organizational priorities for 2004-2005, and a discussion based on the following questions: 1) What is one thing that we are doing well? 2) What is one improvement that we could make? 3) What is something you want to work on that would enhance service to our customers? The quarterly personal development plan updates for salaried staff were also incorporated into these meetings. This process involved over thirty individual meetings totaling over 50 hours. People had some wonderful suggestions for ways we can improve service for our customers.

Dawn and I have begun meeting with Youth Services staff regarding the changes that will occur with Carol's retirement. I am very excited about programming opportunities.

PROGRAMS:

We held many successful programs in September and October including four concerts, nine films, two film marathons, a drawing workshop, reader's theater, the Bookmobile and Smyles at FACES, storytimes at the Farmer's Market, a symphony preview and Smyles on stage at the ISU center.

Mike King and I had our annual evaluation meeting for Bookends at the Bandshell. It was the most successful year yet! We are working on planning for next year. Plans call for Bandshell Park to be closed all summer for restoration of the bandshell. We are currently looking at a variety of other options.

Upcoming programs include:

- Wednesday, Nov 17 - Pippa White presenting *Far as the Eye Can See*; in collaboration with ISU Center
- Thursday, Nov 18 - *Other Voices/Other Views* film *Deconstructing Supper*; in collaboration with the Alliance for Global Justice and the Town and Country Market in Slater
- Sunday, Nov 21 - *Time Together: A Family Theater Preview of O. Henry's Gift of the Magi*; in collaboration with Children's Theater and Ames Parks and Recreation
- Sunday, Nov 28 - APL Unplugged featuring Flutes and More and the ISU Flute Ensemble
- Tuesday, Nov 30 - *World of Friends* film from the Republic of Georgia; in collaboration with IRIS
- Wednesday, Dec 1 - *Other Voices/Other Views* film *Unconstitutional*; in

collaboration with the Alliance for Global Justice

- Thursday, Dec 2 - Confronting the New World Order film Freedom at the Altar; in collaboration with the local chapter of the John Birch Society
- Friday, Dec 3 - and Evening with the Author featuring Peggy Gish
- Friday, Dec 3 through Sunday Dec 5 - Gift of the Magi; in collaboration with Children's Theater and Ames Parks and Recreation
- Monday, Dec 6 - Writing "Worthwhile" Journals as Seen from and Historians Perspective; in collaboration with Humanities Iowa
- Sunday, Dec 12 - Prime Time Readers
- Wednesday, Dec 13 - Other Voices/Other Views film Escape from Affluenza; in collaboration with the Alliance for Global Justice

MEETINGS:

I attended meetings of the Outreach Staff, Circulation Staff, APL Management Team, APL Policy committee, APL All-Staff, Circulation/Outreach Joint staff meeting, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Young Adult Committee, Inkspots, the Gang of 4, APL Security Team, Cy-Ride Transit Trainer Oral Boards, International Women's Day Planning Committee, Magi Planning Committee, Bookends at the Bandshell Planning Team, Youth Services Staff, the APL Board Retreat and the APL Board.

Oct. 8 - Nov. 8, 2004

Report from Carol Elbert, Youth Services Coordinator

Programs: We are very involved with fall programs. In October we presented 54 programs, 1382 total attendance. In celebration of Teen Read Week, I spent a day at Ames Middle School giving book talks to 7th grade reading classes. Chris presented a family Halloween Storytime that was very well received. We've done special evening programs for several Scout groups. I am presenting parent education programs at the Stork's Nest and at People Place. Class visits in celebration of Children's Book Week started November 1, including groups from elementary schools in Ames and Gilbert, Ames Christian School, St. Cecelia, and homeschoolers.

Continuing Education:

- Rocky Mountain Children's Literature Conference Oct. 8-9 attended by Jacque. She was a presenter on Baby Talk Storytimes.
- Iowa Library Association Fall Conference in Sioux City October 13-15 attended by Carol
- Jane Kitson workshop "Let's Make Language Learning Fun" in Des Moines Oct. 25 attended by Cathy
- Festival of Books for Young People in Iowa City Oct. 30 attended by Carol, Cathy, & Jacque. I was a presenter, doing book talks for upper elementary and young adult levels.

Other:

- Youth staff is working on the "Read About" storytime kits.
- On Sunday, Nov. 7 I took part in the "Every Child Counts" forum at People Place. The forum was held to create an advocacy network to increase statewide awareness of issues related to young children. Participants included representatives of a number of local agencies as well as several legislators.
- I've completed PDP reviews with Youth Services staff as part of the performance appraisal cycle.
- I've attended meetings of the management team, all staff, Youth Services staff; Youth staff with Dawn and Lynne, policy, Baby Talk, collection development team, unclassified budget review, Library Board, Story County Childhood Collaboration Executive Council and general membership meetings, Rotary, and the Early Literacy Project discussion.

October 2004 Program Attendance

Program	# of sessions	Total attendance
Daycare Storytimes for ages 2-3	4	140
Daycare Storytimes for ages 4-6	7	181
Bedtime Stories	1	16
Parent-Child Craft Storytime	2	61
Saturday Storybreak	2	47
Preschool Storytimes	18	443
Roosevelt gr. 3 visits	2	43
Dog Agility Family Program	1	58
Baby Talk Storytime	4	131
Halloween Special Storytime	1	60
Scout groups	2	20
Book talks at Ames Middle School	10	182
Totals	54	1382

November Coordinator Report

Collections Workgroup
Marianne Malinowski

Collection Development: Curt Leppert, our Baker & Taylor sales representative, offered another training session on the use of Title Source II ordering software. It's a great aide to collection development work. The software enables us to search for items by attributes, such as DVDs on widescreen only, or movies with PG ratings, in stock only items, etc. It streamlines ordering by also checking holdings in our catalog at the same time to make sure we aren't purchasing duplicates if that isn't our intent. Curt also showed us some websites that highlight new music releases for world and classical music, which can be difficult to identify. Curt said he will come back to do additional training when our new youth services librarian is on staff.

Professional development: Camille and I attended the ILA conference in Sioux City. We really enjoyed a tour of the newly renovated Orpheum Theatre. We attended a dinner at the Sioux City Public Library where they showed a DVD about the theatre renovation and then we had a tour of the theatre given by the architects who were most involved with the project. We bought a copy of the DVD for our collection. It's called "Puttin on the Glitz: the Restoration of the Sioux City Orpheum Theatre." We also enjoyed a pre-conference on intellectual freedom.

When we were at ILA we visited with Paul Gillespie from Recorded Books. Recorded Books has recently purchased a company called RTI, which manufactures CD and DVD cleaning and repair machines. We were especially impressed with one of their machines. We have thousands of discs in our collection that are in need of cleaning and repair. Scott is currently working on a proposal to purchase this machine. Recorded Books is offering an incentive – if we purchase the machine by the end of the calendar year they will give us \$1,100 worth of CD books for our collection. We have checked references from other libraries that have purchased the machine and Scott also went on a site visit to the Iowa City Public Library to see their machine – so far all the feedback has been very favorable.

Collections Workgroup: I have been working on the quarterly PDPs for Collections Workgroup staff. Our department is also preparing for a session on "reverse strategic planning." Sandy Dixon from the State Library will be facilitating a session for our staff on December 9th. We'll be working through a process that will provide us with a snapshot of how work is currently being done in our department as opposed to how a job description or strategic plan says it is being done. We will look at who is doing what, how they prioritize it and whether the rest of the workgroup agrees that these priorities best serve the workgroup. The goal of this process to make the best use of people and resources. Gina and I are excited about the process. If it is a success it is a process that can be used with other workgroups or committees.

System Administrator's Monthly Report

November 2004

Mark F. Harris

I attended a conference for customers of Dynix held in Portland, OR, on Nov. 3-5. I attended sessions on techniques for better using our installed software, sessions on upcoming version releases to our current installed software, and sessions on software we are considering acquiring. For instance, I learned how to set up connections to our major vendors. Now when Camille is setting up a Purchase Order, she can quickly determine how many copies we currently own and/or have on order. Additionally, she can see whether the vendor has stock available, the list price, and our discount. If Camille decides to order the product, she can click a button and many of the fields she would normally have to fill in manually are automatically filled.

I attended sessions on Dynix plans for future software releases and enhancements. A new version of HIP (Horizon Information Portal-our online web catalog) is scheduled for release on Dec. 15. The new version, Release 4.0, is a major upgrade that will provide many new enhancements for the patrons and staff. For patrons, HIP 4.0 will provide true portal functionality including the ability to subscribe to notices of new holdings for favorite authors and RSS feeds (i.e. weather or headline updates). New functionality will include the ability to print book lists.

HIP 4.0 is delivered with a new, very functional administration console, which will allow changes to be applied immediately. Currently, the HIP services need to be stopped and restarted, which requires most changes to be made in the middle of the night. HIP 4.0 is built on technology that is being used for the next major release of Horizon, which will be Release 8.0. This is currently scheduled for next fall. Much of the underlying structure of Horizon 8.0 will be delivered with HIP 4.0, but the staff modules such as Circulation, Acquisitions, and Cataloging are still in development.

I attended sessions on current software offerings from Dynix including Web Reporter and RPA (Remote Patron Authentication). I have recommended to Gina that APL acquire these products. Web Reporter is a very powerful tool that delivers timely reports to staff email accounts, or can be assessed via any web browser. Web Reporter is delivered with over 150 fully developed reports, plus the ability to allow us to develop custom reports. Web Reporter will fill a very necessary and urgent need by APL staff to have timely, comprehensive and meaningful data available on demand.

RPA will extend the functionality of HIP. Currently, if a patron wants to access our online database subscriptions, they need to jump through several hoops to get to the database. RPA allows a patron at home to authenticate to these databases by merely logging into HIP. Making our online database subscriptions easier to access should help increase usage thereby providing justification for continuing these subscriptions. Future options for HIP that we may be able to provide include consolidated searching. This would allow a patron to search our catalog database and an online database simultaneously.

I also attended two training classes; Nov. 1-2 and Nov. 6, to help me better extend the functionality of Horizon. Principally, these classes advanced my understanding of the SQL database language. SQL (Structured Query Language) is the principle means of extracting information from our Horizon database, whether from within the Horizon client module or from a program such as Excel or Access.

I learned how to set up views in Horizon that can combine fields from multiple tables. Staff has not been able to create lists of titles with authors, or borrowers with fine totals and phone numbers, to name just a couple of fundamental reports. I will now be able to set up these kinds of reports inside of Horizon.

Jillian Duggan, Community Relations Specialist November 2004

Reel Connections: Fahrenheit & FahrenHYPE

I attended the Reel Connections showing of *Fahrenheit 9/11* October 29 and *FahrenHYPE 9/11* November 1 and was pleased by how smoothly both presentations went. Everyone that attended was there to see the film and not to protest the presentations. The library staff did an excellent job responding to complaints about *Fahrenheit 9/11*, and Lynne Carey went above and beyond by helping the ISU College Republicans sponsor the showing of *FahrenHYPE 9/11*.

Documenting and Tracking

As I come across projects that I don't have much information about, I am documenting what we do. For example, I have created documents about the Fall Book Sale ad campaign and signage. I hope this will help us use our resources more efficiently as we look back on what worked and did not work for us.

Current Projects:

- Page One, December Issue
- Program fliers for Reel Connections and APL Unplugged events
- Promotional materials for special events such as the Gift of the Magi preview, the Frankenstein exhibit, the new Chick Lit book group, YAK about Books, etc.
- Adding library policies to the website
- Getting caught up with the Merchandise & Display team
- Helping Scott Dermont create signage to deter theft
- Providing community calendars with information about APL events
- Gathering information and resources for the creation of the Web Team
- Updating outdated parts of the website

Recently Completed:

- Book Sale signage and advertising
- November Page One with Foundation insert
- Interviews with Carol Elbert and Susan North for Page One article
- Updated Annual Report online
- APL policies online

Meetings:

- Met with Susan Gwiasda, the city's new Public Relations Officer
- Attended Fahrenheit 9/11 and FahrenHYPE 9/11 (Reel Connections)
- Attended Main Street Cultural District meeting
- Attended Staff Day planning meetings
- Policy and All Staff Committee Meetings

Youth Services Specialist Salary

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 18, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, authorize the Director to offer up to midpoint of pay grade 59 (\$46,067) for the Youth Services Specialist position.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Closing the Library for Staff Development Day

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 18, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve closing the Library on Monday, February 21, 2005, for Staff Development Day.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

FY 2004-05 Expense Amendments

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 18, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2004-05 Expense Amendments as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

FY 2004-05 Revenue Amendments

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 18, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2004-05 Revenue Amendments as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

FY 2005-06 Expense Requests

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 18, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2005-06 Expense Requests as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

FY 2005-06 Revenue Requests

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 18, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2005-06 Revenue Requests as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Dynix Software and Server Request

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 18, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Dynix Software and Server Expense (\$12,100.00) to be paid out of the computer replacement fund as presented/amended.

FY04-05 Computer Replacement Fund Requests

Description: Thin-Client Network Upgrade (Total = \$46,300)

Detail:

- | | |
|---|-------------------|
| 1. Hardware: 2 Dell Poweredge Servers, 2 UPS, Backup,
35 Wyse Thin Client Stations | \$35,800.00 |
| 2. Software: Microsoft Terminal Services Client Access Licenses | \$9,000.00 |
| 3. Training | <u>\$1,500.00</u> |
| | \$46,300.00 |

Source of Funds: Computer Replacement Funds
(Fund Balance as of 11/04 = \$161,754)

FY04-05 Computer Replacement Fund Request (New)

Description: Dynix Software - New Modules - Avail. at this price through 11/30/04)

Detail:

- | | |
|--------------------------------------|--------------------|
| 1. Software: Dynix Web Reporter | \$5,100.00 |
| RPA (Remote Patron Authentication) | \$4,000.00 |
| 2. Hardware: 1 Dell Poweredge Server | <u>\$3,000.00</u> |
| | \$12,100.00 |

Source of Funds: Computer Replacement Funds

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

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

COMPARISON	Adult Print	Adult Media	Total Adult Circ	Youth Print	Youth Media	Total Youth Circ	Total Misc	Total Main	Total BKM/Home Del.	Grand Total
Current Month	30,233	31,209	61,442	29,721	12,311	42,032	9	92,588	10,895	103,483
One Year Ago	29,541	31,382	60,923	29,195	10,797	39,992	10	90,455	10,470	100,925
Difference	692	(173)	519	526	1,514	2,040		2,133	425	2,558
% Change	2.3%	-0.6%	0.9%	1.8%	14.0%	5.1%		2.4%	4.1%	2.5%
Year to Date										
Current Year	127,217	128,333	255,550	113,724	48,554	162,278	28	381,497	36,359	417,856
One Year Ago	120,269	129,760	250,029	113,066	44,295	157,361	28	373,256	34,162	407,418
Difference	6,948	(1,427)	5,521	658	4,259	4,917		8,241	2,197	10,438
% Change	5.8%	-1.1%	2.2%	0.6%	9.6%	3.1%		2.2%	6.4%	2.6%
SPECIAL CIRCULATION										
	Story Count	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,744	1,734	13,463	20,941	20.2%			81,233	78.5%	
One Year Ago	5,710	1,903	12,423	20,036	19.9%			79,293	78.6%	
Difference	34	(169)	1,040	905				1,940		
% Change	0.6%	-8.9%	8.4%	4.5%				2.4%		
Year to Date										
Current Year	23,995	7,445	52,138	83,578	20.0%			329,525	78.9%	
One Year Ago	24,961	7,869	48,747	81,577	20.0%			319,913	78.5%	
Difference	(966)	(424)	3,391	2,001				9,612		
% Change	-3.9%	-5.4%	7.0%	2.5%				3.0%		

Main Stats FY04/05

Description	<i>Jul-04</i>	<i>Aug-04</i>	<i>Sep-04</i>	<i>Oct-04</i>	<i>Nov-04</i>	<i>Dec-04</i>	<i>Jan-05</i>	<i>Feb-05</i>	<i>Mar-05</i>	<i>Apr-05</i>	<i>May-05</i>	<i>Jun-05</i>	Total
ADULT NON-FICTION	11,607	10,790	10,322	10,573									43,292
NEW NON-FICTION	3,466	3,603	3,180	3,142									13,391
ADULT FICTION	10,176	9,470	8,268	7,844									35,758
NEW FICTION	3,999	4,244	3,907	3,824									15,974
PERIODICALS	1,186	1,066	1,096	1,068									4,416
TRAVEL BAGS	84	63	41	50									238
ADULT PAPERBACKS	1,229	976	1,338	1,270									4,813
LITERARY PERKS	79	48	54	44									225
ADULT ILL ITEMS	73	83	100	70									326
SUBTOTAL (PRINT)	31,899	30,343	28,306	27,885									118,433
NEW MEDIA	19	20	15	34									88
MUSIC CDS	8,051	7,763	7,143	7,296									30,253
AUDIO BOOKS ON CD	2,541	2,334	2,292	2,235									9,402
AUDIO BOOKS ON TAPE	1,452	1,261	1,214	1,040									4,967
THEATRICAL VIDEOS	5,805	5,301	4,940	4,778									20,824
NON-THEATRICAL VIDEOS	1,114	999	975	1,129									4,217
THEATRICAL DVDS	11,286	11,541	10,209	10,799									43,835
NON-THEATRICAL DVDS	1,168	1,176	1,122	1,208									4,674
KITS	1,228	1,107	1,077	1,002									4,414
AUDIO CASSETTE PLAYERS	1	0	0	0									1
MEDIA ILL ITEMS	0	0	0	0									0
SUBTOTAL (MEDIA)	32,665	31,502	28,987	29,521									122,675
TOTAL (ADULT)	64,564	61,845	57,293	57,406									241,108
JUVENILE NON-FICTION	4,565	4,172	4,463	4,947									18,147
JUVENILE FICTION	6,113	5,349	4,067	4,408									19,937
EASY	7,558	6,767	7,771	8,619									30,715
EASY BOARD BOOKS	2,113	2,398	2,508	2,302									9,321
EASY TO READ	2,613	2,270	2,097	2,443									9,423
JUVENILE LARGE PRINT	70	68	62	83									283
YOUTH PAPERBACKS	0	0	0	0									0
PARENT AS TEACHER	15	24	17	21									77
JUVENILE PERIODICALS	242	197	197	140									776
COMIC BOOKS	9	2	0	7									18
GRAPHIC NOVELS	534	525	555	438									2,052
YOUNG ADULT PRINT	2,347	1,948	1,564	1,576									7,435
YOUNG ADULT PAPERBACKS	0	0	0	0									0
SUBTOTAL YOUTH (PRINT)	26,179	23,720	23,301	24,984									98,184
YOUTH DVDS	5,142	5,077	4,251	4,496									18,966
YOUTH VIDEOS	3,628	3,515	3,020	3,381									13,544
YOUTH KITS	1,152	1,009	928	881									3,970
YOUTH PUPPETS	152	148	127	128									555
YOUTH COMPACT DISCS	995	1,011	961	1,011									3,978
YOUTH COMPUTERS	230	234	202	207									873
YOUTH REFERENCE	0	0	1	0									1
YOUTH STORYTELLING	2	7	10	5									24
YOUTH SPECIAL COLLECTION	0	0	1	4									5
TOYS	62	74	54	77									267
SUBTOTAL YOUTH (MEDIA)	11,363	11,075	9,555	10,190									42,183
TOTAL YOUTH	37,542	34,795	32,856	35,174									140,367
Misc.	5	4	5	8									22
GRAND TOTAL	102,111	96,644	90,154	92,588									381,497
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	6,241	5,755	5,337	5,290									22,623
GILBERT	1,162	1,210	809	903									4,084
OPEN ACCESS	13,245	12,787	12,456	13,372									51,860
Total Special Circulation	20,648	19,752	18,602	19,565									78,567
% Special Circulation	20.22%	20.44%	20.63%	21.13%									20.59%
AMES	80,281	76,023	70,444	71,840									298,588

**Bookmobile Stats
FY04/05**

Description	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total
ADULT NON-FICTION	474	330	394	436									1,634
NEW NON-FICTION	179	118	192	250									739
ADULT FICTION	962	599	762	815									3,138
NEW FICTION	222	151	226	286									885
PERIODICALS	41	19	33	59									152
TRAVEL BAGS	0	0	0	0									-
ADULT PAPERBACKS	465	480	786	501									2,232
LITERARY PERKS	0	2	0	0									2
ADULT ILL ITEMS	1	0	0	1									2
SUBTOTAL (PRINT)	2,344	1,699	2,393	2,348	-	-	-	-	-	-	-	-	8,784
NEW MEDIA	1	1	0	1									3
MUSIC CDS	241	104	165	195									705
AUDIO BOOKS ON CD	60	38	38	46									182
AUDIO BOOKS ON TAPE	126	57	64	98									345
THEATRICAL VIDEOS	499	214	374	439									1,526
NON-THEATRICAL VIDEOS	39	16	35	25									115
THEATRICAL DVDS	773	209	644	740									2,366
NON-THEATRICAL DVDS	49	25	68	86									228
KITS	52	30	48	58									188
AUDIO CASSETTE PLAYERS	0	0	0	0									-
MEDIA ILL ITEMS	0	0	0	0									-
SUBTOTAL (MEDIA)	1,840	694	1,436	1,688									5,658
TOTAL (ADULT)	4,184	2,393	3,829	4,036									14,442
JUVENILE NON-FICTION	945	401	809	915									3,070
JUVENILE FICTION	1,141	429	994	1,134									3,698
EASY	960	291	810	957									3,018
EASY BOARD BOOKS	828	204	525	652									2,209
EASY TO READ	683	285	630	726									2,324
JUVENILE LARGE PRINT	18	10	15	8									51
YOUTH PAPERBACKS	41	35	51	43									170
PARENT AS TEACHER	0	0	0	0									-
JUVENILE PERIODICALS	0	0	5	10									15
COMIC BOOKS	12	0	6	0									18
GRAPHIC NOVELS	43	8	28	52									131
YOUNG ADULT PRINT	291	95	210	240									836
YOUNG ADULT PAPERBACKS	0	0	0	0									-
SUBTOTAL YOUTH (PRINT)	4,962	1,758	4,083	4,737									15,540
YOUTH DVDS	710	220	649	856									2,435
YOUTH VIDEOS	927	239	838	956									2,960
YOUTH KITS	102	58	128	130									418
YOUTH PUPPETS	26	8	17	34									85
YOUTH COMPACT DISCS	111	58	97	109									375
YOUTH COMPUTERS	0	0	0	0									-
YOUTH REFERENCE	0	0	0	0									-
YOUTH STORYTELLING	0	0	0	0									-
YOUTH SPECIAL COLLECTION	0	0	0	0									-
TOYS	24	8	30	36									98
SUBTOTAL YOUTH (MEDIA)	1,900	591	1,759	2,121									6,371
TOTAL YOUTH	6,862	2,349	5,842	6,858									21,911
Misc.	1	1	3	1									6
GRAND TOTAL	11,047	4,743	9,674	10,895									36,359
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	432	95	391	454									1,372
GILBERT	1,024	268	1,238	831									3,361
OPEN ACCESS	76	34	77	91									278
Total Special Circulation	1,532	397	1,706	1,376									5,011
% Special Circulation	13.87%	8.37%	17.63%	12.63%									13.78%
AMES	9,420	4,293	7,831	9,393									30,937

**Miscellaneous Stats
FY04/05**

Description	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total
HOME DELIVERY													
# of Patrons	58	58	58	58									232
Centers	28	28	29	27									112
Individual Deliveries Made	56	46	41	44									187
Additional Individuals serv.	6	8	14	6									34
GATE COUNT	41,322	33,746	32,840	47,525									155,433
HOLDS													
Main	9,532	9,608	9,086	9,504									37,730
BKM/Hm Delivery	900	226	656	741									2,523
Total Holds	10,432	9,834	9,742	10,245	0	0	0	0	0	0	0	0	40,253
INTERLIBRARY LOANS													
Requested	70	130	105	80									385
Received	72	82	106	70									330
Loaned	305	296	266	280									1,147
MEETING ROOMS													
Meetings	138	63	71	65									337
People	3,135	1,189	1,435	3,075									8,834
PROGRAMS													
Youth	78	1	26	54									159
Adult	47	25	24	21									117
Total Programs	125	26	50	75	0	0	0	0	0	0	0	0	276
PROGRAM ATTENDANCE													
Youth	2,211	120	766	1,382									4,479
Adult	2,561	1,086	1,070	2,070									6,787
Total Attendance	4,772	1,206	1,836	3,452	0	0	0	0	0	0	0	0	11,266
Webref	57	89	72	98									316
PAC Usage													
PAC	93,720	87,851	89,348	91,826									362,745
Community Organizations & Ames Tribune	1238	949	1,002	693									3,882
Total	94,958	88,800	90,350	92,519	0	0	0	0	0	0	0	0	366,627

ONLINE DATABASE USAGE FOR FY 2003/04

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD		
ReferenceUSA															
Business In-House	104	111	129	84									428		
Business Remote	13	35	96	224									368		
Business Total	117	146	225	308	0	0	0	0	0	0	0	0	796		
Residential In-House	109	61	58	99									327		
Residential Remote	41	24	39	17									121		
Residential Total	150	85	97	116	0	0	0	0	0	0	0	0	448		
Grand Total	267	231	322	424	0	0	0	0	0	0	0	0	1244		
Des Moines Register															
In-House	72	42	65	128									307		
Remote	117	87	47	77									328		
Total	189	129	112	205	0	0	0	0	0	0	0	0	635		
EBSCOhost															
In-House	558	356	581	497									1992		
Remote	551	1238	625	569									2983		
Total	1109	1594	1206	1066	0	0	0	0	0	0	0	0	4975		
New York Times															
In-House	25	13	44	24									106		
Remote	20	12	28	9									69		
Total	45	25	72	33	0	0	0	0	0	0	0	0	175		
Heritage Quest***															
In-House + Remote	216	367	378	558									1519		
Novelist															
In-House	352	244	83	62											
Remote	0	6	0												
Total	352	250	83	62	0	0	0	0	0	0	0	0	747		
GRAND TOTAL	1962	2229	1795	1790	0	0	0	0	0	0	0	0	7776		
YEAR TO DATE	7776														

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