

Agenda
Ames Public Library Board of Trustees
December 15, 2005 - 7:00 p.m.
Board Room

Adoption of Agenda

Introductions and Welcome to New Board Member

Installation of New Board Member

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.

Administrative Staff Reports

- Co-Directors' Reports
- Department Coordinators' Reports

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

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Current: Statement of Concern Form, Tabled in November - Action Item
- Next Month: Employee Recognition, Director Performance Evaluation

Financial Reports

- Claims - Action Item
- Gifts - Action Item

New Business

- Expenses FY 05/06 Amendments – Action Item
- Expenses FY 06/07 Request – Action Item
- Revenue FY 05/06 Amendments – Action Item
- Revenue FY 06/07 Request – Action Item
- Closing for Staff Day – Action Item

Unfinished Business

- Building Acquisition Update – Hayslett
- Director Search – Selection Committee Report – Action Item

Trustee Comments

Adjournment

Next regular meeting, Thursday, January 18, 2006 7:00 p.m.

Ames Public Library

Board of Trustees

**Meeting Minutes
November 17, 2005**

The Ames Public Library Board of Trustees met in regular session on Monday, November 17, 2005, in the Library board room with Anderson, Botine, Ferree, Mungons, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance.

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

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

Approval of Minutes: Ross moved and Ferree seconded the motion to approve the minutes from the October 10, 2005, meeting. The motion passed unanimously. Botine moved and Ferree seconded the motion to approve the minutes from the October 18, 2005, meeting. The motion passed unanimously.

Public Forum: none

Financial Reports:

Claims: Anderson moved and Ferree seconded a motion to approve the claims. Munson questioned the number of pluses and minuses. Carey explained the budget is being redone to reflect how the organization works. Hayslett said the budget will be reviewed at the December meeting. The claims were unanimously approved.

Warnick arrived at 7:07 p.m. Mungons arrived at 7:08 p.m.

Donations: The following donations were presented for acceptance:

- From Lucille I. and Elwyn J. Taylor\$110.00
- From Patrick Jahren.....\$27.00
- In memory of Eric Rudman for Youth Services
from James and Carolyn Houston..... 25.00
from Susan Sulzbacher.....\$50.00

Ross moved and Warnick seconded a motion to accept the donations. The motion passed unanimously.

Budget and Finance Committee Report: Anderson asked why 48% of the office supply budget had already been spent. Woo explained the Collections department had already purchased most of their supplies for the year. Anderson questioned the P-card clearing line. Carey explained it was a holding place for P-card purchases until they are allocated to the appropriate account number. Warnick questioned the amount expended on food. Hayslett explained that the 05/06 budget is in the process of being amended to add more money to this line. Anderson questioned the implementation of Unique Management Services. Carey explained that 107 accounts were sent to collections and as of November 14, fifteen people had responded and \$880.00 was collected after the first letter was sent. Carey stated that even though it takes more staff time, some of the missing materials are being returned. Anderson asked for an update on fine revenue.

Interim Co-Director's Report - Carey: Warnick asked Carey about her meeting with the Police and Parks and Recreation to discuss security. Carey explained they discussed ideas which ranged from signage to cameras to security officers. At this time, the Library will phase in some of the affordable ideas and work with the City Finance Department for capital funding and with the Parks and Recreation Department to secure some grant money. Ross questioned Carey if the half-time library assistant position had been filled. Carey said two applications were received, but the interviews had not been held. Discussion followed regarding the Smyles project and avenues for securing grants.

Interim Co-Director's Report - Hayslett: Ross asked for the final figure on the Friends' book sale. Hayslett said it grossed \$10,000.00 and there was record attendance. Anderson asked how the online sales were going. Hayslett said it was going well, as the Friends just received a \$1,000.00 check this month.

Department Coordinators:

Collection Manager: Munson questioned the collection analysis mentioned in Malinowski's report. Hayslett explained that Scott Dermont is working with Roy Kenagy of the Central Iowa Library Service area to develop a new ratio to determine when to buy multiple copies. Munson stated she liked the 7-day books as a way to quickly turn items around.

Youth Services Specialist: Heid reported that during her interview on WOI radio by Katherine Perkins there were many call ins. Ross asked Heid if the "Creating the Culture" training was worthwhile. Heid replied that she found all the City's training, along with the middle-manager meetings worthwhile. Carey stated that Bohlke and Donnell were also complimentary about the "Creating the Culture" sessions.

Sondall arrived at 7:34 p.m.

Computer Specialist: Harris reported that he recently attended the CODI (Customers' of Dynix Inc.) conference. He said the recent merger of Dynix and Sirsi may delay the release of Horizon 8.0. The delay in the upgrade may hold off some projects for another year.

Community Relations Specialist: Duggan handed out the December calendar of events. Anderson questioned when the Library was closed for holidays. Hayslett stated the Library was closed for Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas day, and closed at 5 p.m. on New Year's Eve. Ross asked why the Library is closed the day after Thanksgiving. Carey stated it is set in the Library's personnel policy. Discussion ensued regarding bringing the policy to the Board for review.

Friends of the Ames Public Library Report: Warnick reported that she attended the Friends' meeting where they discussed the reduction of book sale space with the addition of the teen space. They also discussed holding smaller sales throughout the year. She said the group is doing well financially.

Foundation Report: Ross reported that the Foundation met on November 7th with two new members in attendance: Janet Ross and Annette Boehje. Roy Kenagy facilitated a discussion on the Foundation's mission. Ross stated that Carey, Sheila Lundt, and he would review the bylaws and report to the Foundation Board in February. He stated that, effective in February, Chuck Jons will serve as the new president. Warnick asked how they were recruiting new members. Ross said to turn any names over to him, as they need to recruit at least five new members. Ross reported on his meeting with Mary Greeley Medical Center's foundation director.

Policy Review:

Collections Policy – Action Item: Anderson moved and Ferree seconded the motion to approve the Collections Policy as presented/amended. After discussion regarding weeding, the format section and gifts added to the collection, the policy passed unanimously as presented. Ross moved and Mungons seconded a motion to return the Collections policy to the table. The motion passed unanimously. Ross moved to amend the policy as follows: under **Foreign language materials**, the second sentence add “language” after Spanish and “fiction” after popular. Change the heading **Electronic format criteria** to **Online databases criteria**. Mungons seconded the motion. The amended Collections Policy passed unanimously.

Statement of Concern Form – Action Item: Ferree moved and Botine seconded the motion to approve the Statement of Concern Form as presented/amended. After discussion regarding changing the Meeting Rooms, Display/Exhibit, and Programs policies, Anderson moved to table the Statement of Concern Form. Ferree seconded the motion. The motion passed unanimously.

Unfinished Business:

Director Search Update: Munson reported that the first candidate was interviewed, although due to inclement weather, he was delayed. The next candidates would be here December 5th and 6th and December 7th and 8th. Due to lack of attendance, Munson recommended changing the public forum to the Library and doing more publicity in advance of the forums.

Building Acquisition Update: Munson reported she attended the building inspection with City Attorney John Klaus and the engineers from Fox Engineering. She said the inspection report is due on November 22. Munson reported seeing mold and water damage.

New Business:

Iowa Library Association (ILA) 2006 Legislative Agenda: Hayslett presented the Iowa Library Association’s Legislative Agenda for 2006. She said it was developed by the association’s Governmental Affairs Committee and adopted by the Iowa Library Association membership at their fall meeting in Dubuque.

Trustee Comments:

Ferree had no comment.

Sondall had no comment.

Botine had no comment.

Anderson had no comment.

Warnick said the Reading Makes You Feel Good event was fabulous. She said she is continually impressed with the fine job the staff is doing.

Ross reported that he spoke at the Ames Citizen’s Academy. He also reported on attending the Iowa Library Association’s (ILA) meeting in Dubuque. He said ILA’s Foundation raised \$19,000. He said he’ll be working on an ICN session for the 2006 All Iowa Reads book, *Gilead*.

Munson had no comment.

Mungons said the Director Search Committee has done a great job. He stated that he will be out of town for next month's Board meeting.

Adjournment

Anderson moved and Ferree seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 8:55 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes December 5, 2005

The Ames Public Library Board of Trustees met in special session on Monday, December 5, 2005, at 4:30 p.m. in the Library board room with Anderson, Botine, Ferree, Mungons, Munson, Ross, Sondall, Warnick and principal clerk Anderson. Invited guests included Lynn Whisler from Mary Greeley Medical Center; Wayne Beal, Friends' representative; and Steve Norman, director candidate.

Call to Order: President Munson called the meeting to order at 4:34 p.m.

Board members and invited guests introduced themselves to the candidate.

Public Forum: Mr. Jody Fisher voiced his objection to Friends and Foundation members remaining during a closed session. Library employee Jill Anderson noted that no Foundation representatives were present besides the Trustee representative to the Foundation.

New Business:

Director Interview: Munson announced that per the Iowa Open Meetings Law, Chapter 21.5, section i, the meeting could be closed. Ross moved and Botine seconded the motion to close the meeting. The motion passed unanimously. Voting aye: Anderson, Botine, Ferree, Mungons, Munson, Ross, Sondall, and Warnick. The meeting closed at 4:40 p.m.; whereupon Anderson and Fisher left the meeting.

At 5:40 p.m. Ross moved and Mungons seconded a motion to open the meeting. The motion passed unanimously. Voting aye: Anderson, Botine, Ferree, Mungons, Munson, Ross, Sondall, and Warnick.

Adjournment

Ross moved and Botine seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:42 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes December 7, 2005

The Ames Public Library Board of Trustees met in special session on Wednesday, December 7, 2005, at 4:30 p.m. in the Library board room with Anderson, Botine, Ferree, Mungons, Munson, Ross, Sondall, Warnick and administrative assistant Woo. Invited guests included Lynn Whisler from Mary Greeley Medical Center; Wayne Beal, Friends' representative; Janet Stephenson, Foundation President; and Ann Hokanson, director candidate.

Call to Order: President Munson called the meeting to order at 4:33 p.m.

Board members and invited guests themselves to the candidate.

Public Forum: Mr. Jody Fisher voiced his objection to a representative from Mary Greeley Medical Center, Friends and Foundation members remaining during a closed session when private citizens were asked to leave.

New Business:

Director Interview: Candidate Hokanson requested the meeting closed. Munson announced that per the Iowa Open Meetings Law, Chapter 21.5, section i, the meeting could be closed. Ross moved and Anderson seconded the motion to close the meeting. The motion passed unanimously. Voting aye: Anderson, Botine, Ferree, Munson, Ross, Sondall, and Warnick. The meeting closed at 4:40 p.m.; whereupon Woo and Fisher were asked to leave the meeting. Mungons arrived and left during the closed session.

At 5:40 p.m. Ross moved and Anderson seconded a motion to open the meeting. The motion passed unanimously. Voting aye: Anderson, Botine, Ferree, Munson, Ross, Sondall, and Warnick.

Adjournment

The meeting adjourned at 5:43 p.m.

EXPENSE REPORT SUMMARY FY 2005/2006																
November 30, 2005																
5 Months =41.7%																
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																
Salaries	1,436,112	120,856	114,013	114,012	112,494	111,841								573,216	862,896	39.9%
Temporary Salaries	183,645	9,731	17,654	16,573	16,570	16,802								77,330	106,315	42.1%
Time and One-Half	500													0	500	0.0%
Longevity	6,015		60			2,863								2,923	3,092	48.6%
Adjustment	0													0	0	
Vacation	0		6,570		342									6,912	(6,912)	
Total Personal Svcs	1,626,272	130,587	138,297	130,585	129,406	131,506	0	0	0	0	0	0	0	660,381	965,891	40.6%
EMPLOYEE BENEFITS																
Temp Salaries Benefits	25,710													0	25,710	0.0%
IPERS Disability	9,360	743	746	722	720	707								3,638	5,722	38.9%
Life Insurance	3,243	283	281	270	270	262								1,366	1,877	42.1%
Health Insurance	189,441	14,630	13,891	13,891	13,753	13,612								69,777	119,664	36.8%
FICA Medicare	20,285	1,840	1,953	1,838	1,826	1,858								9,315	10,970	45.9%
FICA	86,741	7,869	8,347	7,870	7,804	7,935								39,825	46,916	45.9%
IPERS	82,920	8,196	7,481	7,443	7,356	7,482								37,958	44,962	45.8%
Workers Comp	2,557	457	416	398	396	399								2,066	491	80.8%
Flex Administration	1,538													0	1,538	0.0%
Total Employee Ben	421,795	34,018	33,115	32,432	32,125	32,255	0	0	0	0	0	0	0	163,945	257,850	38.9%
INTERNAL SERVICES																
City Data Services	3,847		320	321	656	657								1,954	1,893	50.8%
City Messenger	2,745		173	202	211	212								798	1,947	29.1%
Printing	4,300		310	98	711	166								1,285	3,015	29.9%
Insurance & Bonds	18,919		3,130	1,565	1,565	1,565								7,825	11,094	41.4%
Phone Operation/Maint	16,635	1,339	1,341	1,340	1,340	1,340								6,700	9,935	40.3%
Long Distance	500		32	39	45	47								163	337	32.6%
Fleet Operating/Maint	3,998		761	1,194	216	196								2,367	1,631	59.2%
Fleet Replacement	22,260		1,855	1,855	1,855	1,855								7,420	14,840	33.3%
Computer Replacement	12,882	2,188	2,119	1,890	1,887	675								8,759	4,123	68.0%
Total Internal Svcs	86,086	3,527	10,041	8,504	8,486	6,713	0	0	0	0	0	0	0	37,271	48,815	43.3%
CONTRACTUAL																
Outside Prof Services	28,000		461			18,000								18,461	9,539	65.9%
Postage/Freight	13,500		128	136	3,114	12								3,390	10,110	25.1%
Travel/Meetings	1,400		237	264	150	13								664	736	47.4%
Training	4,200	25		50	1,613	(1,047)								641	3,559	15.3%
Conferences	23,895	725	1,184	1,561	1,232	2,713								7,415	16,480	31.0%
Dues & Memberships	5,000	445	210		145	375								1,175	3,825	23.5%
Printing	5,100		(42)											(42)	5,142	-0.8%
Advertising	3,000		450	319	408									1,177	1,823	39.2%
Recruiting Costs	0		810	997	187	70								2,064	(2,064)	
Electricity	39,700		5,517	5,496	4,977	3,490								19,480	20,220	49.1%
Phone Operation/Maint	4,900	120	478	321	1,345	913								3,177	1,723	64.8%
Long Distance	100													0	100	0.0%
Water/Sewer	3,400		277	276	261	286								1,100	2,300	32.4%

EXPENSE REPORT SUMMARY FY 2005/2006																	
November 30, 2005																	
5 Months =41.7%																	
															Y-T-D	Current	%
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent	
Waste Disposal	2,600		183	182	183	182								730	1,870	28.1%	
Natural Gas	8,740		32	14	15	945								1,006	7,734	11.5%	
Structural Repair	10,000		192		284	574								1,050	8,950	10.5%	
Moveable Equip Repair	3,000			653										653	2,347	21.8%	
Fixed Equip Repair	5,000			15	790	6,180								6,985	(1,985)	139.7%	
Computer Maintenance	47,299	39,361	1,031	111	(395)	(586)								39,522	7,777	83.6%	
Rentals & Leases	19,308	503	1,442	1,817	1,726	2,249								7,737	11,571	40.1%	
Other Non-City Services	22,125		3,387	831	1,192	(3,638)								1,772	20,353	8.0%	
Total Contractual	250,267	41,179	15,977	13,043	17,227	30,731	0	0	0	0	0	0	0	118,157	132,110	47.2%	
COMMODITIES																	
Office Supplies	41,000	5,214	8,320	1,626	2,266	(12,103)								5,323	35,677	13.0%	
Minor Office Equipment	500		121	70	35									226	274		
Minor Computer Equip	9,000	314	88	479	150									1,031	7,969	11.5%	
Ag-Hort Supplies	300	156			95									251	49		
Structural Materials	2,000					805								805	1,195	40.3%	
Chemicals/Lab Supplies	0			10										10	(10)		
Cleaning Supplies	5,000	490	560	588	627	2,314								4,579	421	91.6%	
Equip Parts/Supplies	1,000			1,290	3,100	14,169								18,559	(17,559)	1855.9%	
Minor Equipment/Tools	300	105		166	21									292	8	97.3%	
Food	1,500	407	815	70	291	214								1,797	(297)	119.8%	
Wearing Apparel	200			39										39	161	19.5%	
Special Project Supplies	5,000	58	582	412	112	300								1,464	3,536	29.3%	
Purchase Card Clearing	0	42	1,574	(1,445)	3,100	3,781								7,052	(7,052)		
Total Commodities	65,800	6,786	12,060	3,305	9,797	9,480	0	0	0	0	0	0	0	41,428	24,372	63.0%	
CAPITAL																	
Moveable Equipment	0		1,619	61	(1,664)	(16)								0	0		
Periodicals	9,500	374	8,047	16	37	82								8,556	944	90.1%	
Juvenile	62,535	1,375	6,497	6,121	1,385	7,977								23,355	39,180	37.3%	
Adult Reference	26,500	9,558	2,903	9,433	874	(3,369)								19,399	7,101	73.2%	
Audio Visual	70,000	1,160	6,103	3,985	7,242	5,295								23,785	46,215	34.0%	
Adult Collection	112,563	2,767	13,934	9,047	13,217	11,515								50,480	62,083	44.8%	
Total Capital	281,098	15,234	39,103	28,663	21,091	21,484	0	0	0	0	0	0	0	125,575	155,523	44.7%	
OTHER EXPENDITURES																	
Refunds														0	0		
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	2,731,318	231,331	248,593	216,532	218,132	232,169	0	0	0	0	0	0	0	1,146,757	1,584,561	42.0%	

2005/06 LIBRARY EXPENSE SUMMARY						
November 30, 2005						
5 Months =41.7%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
PERSONAL SERVICES						
Salaries	1,393,030	1,436,112	595,991	573,216	862,896	
Temporary Salaries	190,892	183,645	73,558	77,330	106,315	
Time and One-Half		500			500	
Longevity	5,996	6,015	3,198	2,923	3,092	
Sick Leave	1,954				0	
Adjustment	(8,306)		(4,284)	0	0	
Vacation	8,849		274	6,912	(6,912)	
Total Personal Services	1,592,415	1,626,272	668,737	660,381	965,891	40.6%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		25,710			25,710	
IPERS Disability	8,542	9,360	3,647	3,638	5,722	
Life Insurance	3,297	3,243	1,395	1,366	1,877	
Health Insurance	164,232	189,441	68,439	69,777	119,664	
FICA Medicare	22,574	20,285	9,504	9,315	10,970	
FICA	96,520	86,741	40,629	39,825	46,916	
IPERS	89,630	82,920	38,335	37,958	44,962	
Workers Compensation	4,616	2,557	2,007	2,066	491	
Flex Administration	1,536	1,538	616		1,538	
Total Employee Benefits	390,947	421,795	164,572	163,945	257,850	38.9%
INTERNAL SERVICES						
City Data Services	3,866	3,847	1,327	1,954	1,893	
City Messenger	2,134	2,745	633	798	1,947	
Printing	5,379	4,300	2,723	1,285	3,015	
Insurance & Bonds	18,318	18,919	7,630	7,825	11,094	
Phone Operation/Maintenance	16,590	16,635	6,930	6,700	9,935	
Long Distance	500	500	181	163	337	
Fleet Operating/Maintenance	8,133	3,998	2,050	2,367	1,631	
Fleet Replacement	20,976	22,260	6,992	7,420	14,840	
Computer Replacement	21,689	12,882	7,084	8,759	4,123	
Total Internal Services	97,585	86,086	35,550	37,271	48,815	43.3%
CONTRACTUAL						
Outside Professional Services	27,367	28,000	20,000	18,461	9,539	
Postage/Freight	13,317	13,500	3,836	3,390	10,110	
Travel/Meetings	1,342	1,400	614	664	736	
Training	1,714	4,200	1,052	641	3,559	
Conferences	13,756	23,895	7,425	7,415	16,480	
Subscriptions and Books	87				0	
Dues & Memberships	4,735	5,000	1,393	1,175	3,825	
Printing	339	5,100		(42)	5,142	
Advertising	4,701	3,000	989	1,177	1,823	
Recruiting Costs	7,155		5,337	2,064	(2,064)	
Electricity	40,759	39,700	16,595	19,480	20,220	
Phone Operation/Maintenance	4,667	4,900	1,981	3,177	1,723	
Long Distance	4	100			100	
Water/Sewer	3,199	3,400	1,154	1,100	2,300	
Waste Disposal	2,084	2,600	732	730	1,870	
Natural Gas	6,700	8,740	367	1,006	7,734	
Structural Repair	6,267	10,000	669	1,050	8,950	
Moveable Equipment Repair	1,054	3,000	429	653	2,347	
Fixed Equipment Repair	4,486	5,000	180	6,985	(1,985)	
Computer Maintenance	28,125	47,299	22,508	39,522	7,777	
Rentals & Leases	20,103	19,308	7,098	7,737	11,571	

2005/06 LIBRARY EXPENSE SUMMARY						
November 30, 2005						
5 Months =41.7%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
Other Non-City Services	19,174	22,125	5,372	1,772	20,353	
Total Contractual	211,135	250,267	97,731	118,157	132,110	47.2%
COMMODITIES						
Office Supplies	35,535	41,000	9,977	5,323	35,677	
Minor Office Equipment	2,278	500	446	226	274	
Minor Computer Equipment	11,790	9,000	99	1,031	7,969	
Ag-Hort Supplies	958	300	60	251	49	
Structural Materials	1,463	2,000	427	805	1,195	
Chemicals/Lab Supplies				10	(10)	
Cleaning Supplies	7,129	5,000	3,327	4,579	421	
Equipment Parts/Supplies	1,356	1,000	544	18,559	(17,559)	
Minor Equipment & Tools	778	300	7	292	8	
Food	1,634	1,500	662	1,797	(297)	
Wearing Apparel	139	200	33	39	161	
Special Project Supplies	5,746	5,000	1,445	1,464	3,536	
Purchase Card Clearing	0	0	34	7,052	(7,052)	
Fuel for Vehicles/Equipment	3	0			0	
Total Commodities	68,809	65,800	17,061	41,428	24,372	63.0%
CAPITAL						
Moveable Equipment				0	0	
Periodicals	9,338	9,500	6,789	8,556	944	
Juvenile	57,115	62,535	17,384	23,355	39,180	
Adult Reference	43,248	26,500	32,702	19,399	7,101	
Audio Visual	55,519	70,000	20,772	23,785	46,215	
Adult Collection	96,264	112,563	37,263	50,480	62,083	
Total Capital	261,484	281,098	114,910	125,575	155,523	44.7%
OTHER EXPENDITURES						
Refunds	33		33		0	
Total Other Expenditures	33	0	33	0	0	
GRAND TOTAL	2,622,408	2,731,318	1,098,594	1,146,757	1,584,561	42.0%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	728,402	781,577	291,182	250,894	530,683	21.90%
Outreach Services	220,567	218,913	89,463	102,633	116,280	8.90%
Collections	385,962	414,499	166,146	264,966	149,533	23.10%
Programming & Promotions	257,518	255,249	115,087	82,458	172,791	7.20%
Public Services	395,680	370,917	179,852	264,932	105,985	23.10%
Circulation Services	410,435	426,140	167,695	151,522	274,618	13.20%
Computer Lab	223,844	264,023	89,169	29,352	234,671	2.60%
GRAND TOTAL	2,622,408	2,731,318	1,098,594	1,146,757	1,584,561	100%

LIBRARY DONATIONS REPORT						
FISCAL YEAR 2005/2006						
YEAR-TO-DATE THROUGH NOVEMBER 30, 2005						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Reserved principal and interest	657,639.89 (1)	100,000.00 (2)			8,276.00 (3)	765,915.89
Computer replacement reserve	45,414.00	8,180.00				53,594.00
Committed funds (see below)	49,922.78	2,500.00	589,139.75	15,354.53	55,283.93	712,200.99
Available funds:						
Beginning available balance	55,596.01	13,111.13	583,292.00	149,241.89	78,142.93	879,383.96
Interest revenue	8,095.66	1,611.48	7,788.97	2,879.02	1,301.11	21,676.24
Donations				62,228.78	23,217.22	85,446.00
Expenses	(282.16)	(243.75)	(1,941.22)	(5,570.47)	(22,965.51)	(31,003.11)
Committed funds	(49,922.78)	(2,500.00)	(589,139.75)	(15,354.53)	(55,283.93)	(712,200.99)
Current available balance	13,486.73	11,978.86	0.00	193,424.69	24,411.82	243,302.10
Total fund balance	766,463.40	122,658.86	589,139.75	208,779.22	87,971.75	1,775,012.98
Expense Detail:						
Internal printing					263.97	263.97
Outside professional services			1,275.00		6,313.43	7,588.43
Advertising			24.22			24.22
Court fees/permits			642.00			642.00
Other non-City services					95.28	95.28
Minor office equipment					566.33	566.33
Minor computer equipment					153.32	153.32
Parts and supplies					207.17	207.17
Minor equipment/tools					79.84	79.84
Wearing apparel					389.35	389.35
Special project supplies		243.75			5,972.42	6,216.17
Moveable equipment					3,283.05	3,283.05
Youth collection				397.47	1,522.24	1,919.71
Adult reference collection				4,000.00	129.60	4,129.60
Audio/visual collection	211.41			1,173.00	744.09	2,128.50
Adult collection	70.75				3,245.42	3,316.17
Total expenses	282.16	243.75	1,941.22	5,570.47	22,965.51	31,003.11
Committed funds detail:						
Building expansion			589,139.75			589,139.75
Strategic planning travel	6,922.78					6,922.78
Project Smyles	28,000.00				9,531.10	37,531.10
Teen space	15,000.00					15,000.00
Administration laptop		2,500.00				2,500.00
Collection materials				15,354.53		15,354.53
Materials processing					6,792.83	6,792.83
Books for Babies program					9,000.00	9,000.00
Equipment					13,460.00	13,460.00
Web development					15,000.00	15,000.00
Computer training					1,500.00	1,500.00
Total committed funds	49,922.78	2,500.00	589,139.75	15,354.53	55,283.93	712,200.99
(1) \$600,000 of the Gladys Myers bequest and 20% of the interest earned annually on the bequest were reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest income may be used for projects and/or acquisitions approved by the Board.						
(2) \$100,000 of the Marsden bequest was reserved by the Library Board of Trustees on June 24, 1999; the interest on this bequest is available for expenditure.						
(3) Reservations of principal in Other Donations are: \$1,000 in the Tommy Feinberg Memorial, \$5,276 in the Gilman Fund, and \$2,000 in the Smith Endowment. Interest earned on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith Endowment is to be used to acquire large-print books.						

LIBRARY DONATIONS REPORT - OTHER DONATIONS													
FISCAL YEAR 2005/2006													
YEAR-TO-DATE THROUGH NOVEMBER 30, 2005													
	General	Friends	Foundation	Tommy	Gilman	Smith	Children's	Youth	Books for	Enrich	Iowa Infra-	Gates	
	Donations	Donations	Donations	Feinberg	Fund	Endowment	Theater	Services	Babies	Iowa	structure	Foundation	Total
Reserved principal & interest				1,000.00	5,276.00	2,000.00							8,276.00
Committed funds (see below)	6,792.83									18,531.10	29,960.00		55,283.93
Available funds:													
Beginning available balance	12,039.54	(96.85)	(553.26)	314.06	2,320.04	718.07	4,225.00	3,263.15	1,407.60	22,126.87	32,225.39	153.32	78,142.93
Interest revenue	1,301.11												1,301.11
Donations/grants	2,668.40	3,810.44	1,933.22					75.00		14,672.16			23,159.22
Project Smyles donations	58.00												58.00
Expenses	(1,804.03)	(4,829.93)	(1,441.48)		47.44			(1,966.03)	(75.00)	(12,468.90)	(274.26)	(153.32)	(22,965.51)
Transfers between programs													0.00
Committed funds	(6,792.83)									(18,531.10)	(29,960.00)		(55,283.93)
Current available balance	7,470.19	(1,116.34)	(61.52)	314.06	2,367.48	718.07	4,225.00	1,372.12	1,332.60	5,799.03	1,991.13	0.00	24,411.82
Total fund balance	14,263.02	(1,116.34)	(61.52)	1,314.06	7,643.48	2,718.07	4,225.00	1,372.12	1,332.60	24,330.13	31,951.13	0.00	87,971.75
Expense detail:													
Internal printing		179.97			9.00				75.00				263.97
Outside professional services		3,100.00								3,213.43			6,313.43
Other non-City services								95.28					95.28
Minor office equipment								566.33					566.33
Minor computer equipment												153.32	153.32
Parts and supplies	207.17												207.17
Minor equipment/tools		79.84											79.84
Wearing apparel	389.35												389.35
Special project supplies										5,972.42			5,972.42
Moveable equipment										3,283.05			3,283.05
Youth collection					(56.44)			1,304.42			274.26		1,522.24
Adult reference			129.60										129.60
Audio/visual collection			744.09										744.09
Adult collection	1,207.51	1,470.12	567.79										3,245.42
Total expenses	1,804.03	4,829.93	1,441.48	0.00	(47.44)	0.00	0.00	1,966.03	75.00	12,468.90	274.26	153.32	22,965.51
Committed funds detail:													
Project Smyles										9,531.10			9,531.10
Materials processing	6,792.83												6,792.83
Books for Babies program										9,000.00			9,000.00
Equipment											13,460.00		13,460.00
Web development											15,000.00		15,000.00
Computer training											1,500.00		1,500.00
Total committed funds	6,792.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,531.10	29,960.00	0.00	55,283.93
* Beginning balance includes available balance at 6/30/05 plus outstanding committed funds													

GLADYS MYERS DONATION FUND			
INTEREST EARNED PER FISCAL YEAR			
YEAR-TO-DATE THROUGH NOVEMBER 30, 2005			
			80% available
			for expenditure
	Total interest	20% reserved	or spent over
Fiscal Year	revenue	for reinvestment	life of donation
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	10,119.57	2,023.91	8,095.66
Total	288,199.49	57,639.89	230,559.60

ABBREVIATED REPORT December 2005

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

In the spirit of brevity I'll just hit a couple of highlights from the past few weeks.

FOUNDATION:

Great news! We received notice that our most recent unemployment appeal was successful. The Administrative Law Judge reversed the July decision which granted unemployment benefits. There is still an opportunity for the claimant to appeal this decision. Janet Stephenson, Sheila Lundt, Jill Anderson and I participated in the hearing on behalf of the APL Foundation.

A special 2005 campaign appeal has been sent to previous donors just in time for year end donations.

STAFF:

We are very pleased to welcome Tracy Briseño as a new half-time Library Assistant in the Circulation & Outreach work group. Tracy first joined the APL ranks as a Bookmobile volunteer at age nine. She stayed with us as a shelver during high school and a desk assistant through college (commuting from Cedar Falls!). Tracy serves as a fine example of "growing our own leaders."

ISU student, Ramsey Tesdell, will be doing an internship at APL this spring semester. Ramsey is a senior studying professional communication. We look forward to working with him.

PROJECT SMYLES:

The plush toys have arrived from China! The book's publishing has been slightly delayed - we voluntarily agreed to take a back seat to a book that was published for a child through the Make a Wish Foundation. The Friends of APL agreed to fund the kickoff event for Project Smyles on February 11.

UNIQUE MANAGEMENT:

We have completed the first month of our contract with Unique Management Services. Things are going quite smoothly. In the first four weeks 145 accounts were submitted representing \$13,236 of fines and unreturned materials. As of 11/30/05 we have received \$1539 in cash and \$464 worth of materials returned. The referral fee for 145 accounts is \$1298. We continue to have a good rate of response for our pre-referral efforts and have seen an increase in both amount of fines collected and number of materials returned. Val Donnell has done a superb job of managing this effort.

Note:

You'll notice that the claims report looks odd this month. This is due to the reallocation of expenditures to the appropriate categories of the program budget.

Monthly Report
Dawn Hayslett, Interim Co-Director
December 2005

Budget

We are submitting for your approval two sets of budget documents. We are presenting amendments for the current year for both expenses and revenue and a draft budget for FY 06/07 both expenses and revenue. The documents in your Board packet represent the final draft after Lynne, Patti and I met with the City Budget team for our PROBE (Productive Review of Budget Entries) on December 1st. You will be reviewing the "collapsed" run which combines all divisions. I am also including in the packet a copy of the revised program descriptions so you can see how we are reflecting our current organization.

We are required to shift amounts within the budget for the current year and not exceed the total for the FY 05/06 adopted budget. We do not need to include the merit adjustment for salary increases. This current year the challenges are increased energy costs, plus we need to increase the "Temporary Salaries" line in order to keep up with the increase in circulation and holds. The other "push" in the budget is to reach "B" level in expenditures for library materials which would be 12% of the total budget. We are just over 10% for this year and the new amount which is the result of PROBE is a 7% increase over current year but it does not reach our accreditation goal.

We went into the budget meeting with what we believed to be appropriate requests for training and conferences based on staff needs but we were asked to reduce those substantially. We also needed to reflect the expense line for Unique Management although there is a projected increase on the revenue side for Desk Receipts. The final percentage increase for the FY 06/07 budget request is 3.36% overall. This appears to be in line with other City departments for this coming year.

On the Revenue side we made slight adjustments including an increase in Desk Receipts based on early results from Unique Management. We are projecting an increase for FY 06/07 based on an increase in the Gilbert contract and another increase in desk receipts. Since we have no information from Story County on their intentions, we are projecting flat funding for the county contract. Based on last year's actuals, we lowered the revenue projections for photocopies (Equipment Rentals/Leases) and for interlibrary loan.

We have one more opportunity to plead our case for additional funding when we meet with Steve Schainker in January. We will make the case for increases in temporary salaries and materials, but those requests are not in the current draft. Also not included are our capital requests for new chairs. We will present to Steve two requests; one for new Conference Room chairs estimated at \$2,400 and one for public meeting room chairs estimated at \$19,200. These would be paid for by local option tax money. We are asking you to approve these draft documents understanding that there may be changes based on our conversations with Steve.

Coordinator Reports December 2005

Marianne Malinowski

The adult and youth selectors have been previewing products that would enable our customers to subscribe to monthly newsletters that would be of interest to them. These newsletters are automatically generated but can be edited by our staff. They feature new titles in a variety of genres, so it would be possible to sign up for a mystery newsletter, a science fiction newsletter, etc. The products are very affordable and easy to use so we're all excited about starting this new service. This month has been very busy with budget meetings and candidate interviews.

Jerri Heid, Youth Services Specialist

I have been working with Amy the marketing person at University Book Store. This month the Ames Public Library was asked and did co-sponsor with University Book Store and ISU, a reading event during ISU's Winter Festival. The ISU President's wife Kathy Geoffroy read the *Polar Express*. We followed this with multicultural music stick fun and more winter stories. For the last two months, Amy has graciously shared the costumes UBS have rented for their Saturday morning story programs. The first costumes were Brother and Sister Bear. They shared in the picnic for Family night at the Library in October. In November the costume was Clifford the Big Red Dog. The program participants enjoyed sitting on their laps, having their pictures taken with them and sharing the stories and songs with them.

Mark Harris, System Administrator

In this past month I have spent time implementing some of the ideas I acquired at CODI, including security measures. Over the Thanksgiving break, I upgraded the Horizon and HIP servers to Windows 2003. This operating system offers more stability and security. I have spent a good amount of time in the Director selection process. I have worked with Val and Lynne on the Unique Management collection implementation, and that seems to be going well. I am evaluating website log analyzers in order to provide information on how our website is used, and how that information can help in creating a more useful web presence. I am continuing to press forward on several ongoing projects including evaluating PC choices for the Teen and Youth spaces, and for replacing ancient desktops in the Computer Lab.

Jillian Duggan, Community Relations Specialist

In addition to the regular promotions for Library programs, I am helping promote the "Princess and the Pea" production co-sponsored by APL, Parks & Recreation, and Ames Children Theater. I'm also working with Lynne to put together a Foundation mailing to known donors for end-of-year gifts. Staff Day planning is coming along. We got good feedback about last year's combined lunch with the board/staff recognition and would like to do it again. Staff Day 2006 will be on Monday, February 20 (Presidents Day).

**Statement of Concern Form- Tabled from the November
2005 meeting**

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 15, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, move to take from the table the motion relating to Trustee Bylaws, Board of Trustees Policy as presented/amended.

[FYI requires a 2nd is not debatable or amendable, and needs a majority vote.]

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Statement of Concern Form

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 15, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Statement of Concern about Library Resources Complaint Form

Citizen concerns will be dealt with promptly and courteously.

Expressions of Concern:

1. The appropriate staff will first discuss the resource with the concerned individual or group.
2. After discussion, if the individual or group wishes, they may discuss their concerns with the Library Director.
3. After discussion with the Library Director, an individual or group still concerned about library resources may submit an official complaint to the Library Board of Trustees using this "Statement of Concern about Library Resources" form.

Deleted: Collection Manager

Deleted: material

Deleted: with the appropriate
Collection Manager

Formal Complaint Process:

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

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

Deleted: s

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

Today's Date _____

Name of Individual or Group _____

Contact person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource of concern:

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

Title, author, artist _____

- Library program Display/exhibit Meeting Room Other _____

Title, date, time, location _____

Deleted: you are concerned with

2. Have you examined the entire resource? Yes No

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

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

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

Library use only:

Complaint received by APL staff member: _____ Date: _____

Notes/comments/actions

Library Claims Listing
11/12/2005-12/09/2005

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 18,397.04
PAYROLL SUMMARY	LONGEVITY	\$ 375.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 124.18
PAYROLL SUMMARY	LIFE INSURANCE	\$ 46.37
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,776.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 266.72
PAYROLL SUMMARY	FICA	\$ 1,140.39
PAYROLL SUMMARY	IPERS	\$ 1,079.41
PAYROLL SUMMARY	WORKERS COMP	\$ 50.06
NOV 05 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 230.60
10/05 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 211.34
JULY PRINTING CHARGES	PRINTING/GRAPHICS	\$ (259.55)
OCTOBER PRINTING CHARGES	PRINTING/GRAPHICS	\$ (112.10)
SEPTEMBER PRINTING CHGS	PRINTING/GRAPHICS	\$ (426.35)
NOV05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 80.00
DECEMBER INSURANCE CHARGE	INSURANCE & BONDS	\$ 1,565.00
NOV05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
OCT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 14.52
OCT05 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 41.75
OCT05 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 142.00
NOV05 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 674.63
SHARE OF YTD POSTAGE/FGT	POSTAGE/FREIGHT	\$ (3,253.48)
UPS	POSTAGE/FREIGHT	\$ 51.62
BENNIGANS/BOA/JILLIAN	TRAINING	\$ (8.78)
CODI/MARK HARRIS	TRAINING	\$ (295.00)
CODI/VALERIE DONNELL	TRAINING	\$ (295.00)
DEWEYS/10-28 BOA/JILLIAN	TRAINING	\$ (9.30)
HOLIDAY INN/BOA/JILLIAN	TRAINING	\$ (99.00)
JILLIAN/LIB CLASS REIMB	TRAINING	\$ (105.92)
BANK OF AMERICA	TRAINING	\$ (565.00)
CODI/MARK HARRIS	CONFERENCES	\$ 295.00
BANK OF AMERICA	CONFERENCES	\$ 643.56
HARRIS, MARK	CONFERENCES	\$ 165.94
BAYMONT INNS & SUITES	RECRUITING COSTS	\$ 69.50
SIEBERSMA, DANIEL	RECRUITING COSTS	\$ 80.11
10/31/05-2924 HOOVER AVE	ELECTRICITY	\$ (8.76)
10/5/05 MCLEOD PAYMENT	TELEPHONE OUTSIDE	\$ 610.04
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
ALLIANT ENERGY	NATURAL GAS	\$ 944.92
ACCURATE MECHANICAL CO IN	FIXED EQUIPMENT REPAIR	\$ 3,090.00
10/5/05 MCLEOD PAYMENT	COMPUTER MAINT	\$ (610.04)
11/09/05-MIDIOWA NET PYMT	COMPUTER MAINT	\$ (12.50)
CENTURION TECHNOLOGIES IN	COMPUTER MAINT	\$ 10.80
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 117.07
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
LIB 11-14-05	NON-CITY SERVICE	\$ (837.90)
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 12.70
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
CH ISSUES	OFFICE SUPPLIES	\$ 135.73
DIGITALHOTBUY.COM/JILL A	OFFICE SUPPLIES	\$ (572.66)
09/07/05 HITECH PAPER	OFFICE SUPPLIES	\$ (575.39)

Library Claims Listing
11/12/2005-12/09/2005

Vendor	Category	Amount
10/05/05 HITECH PAPER	OFFICE SUPPLIES	\$ (86.28)
BANK OF AMERICA	OFFICE SUPPLIES	\$ 267.62
ELECTRICAL ENG & EQUIPMEN	STRUCTURAL MATERIAL	\$ 804.72
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 442.46
SAMS CLUB DIRECT COMM ACC	CLEANING SUPPLIES	\$ 73.71
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 7.46
BANK OF AMERICA	FOOD & FEED	\$ 96.43
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 2,865.68
BOA INTL TRANSACTION CHG	MOVABLE EQUIPMENT	\$ (16.03)
	Library Administration	\$ 30,582.11
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,765.86
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,297.61
PAYROLL SUMMARY	LONGEVITY	\$ 314.25
PAYROLL SUMMARY	IPERS DISABILITY	\$ 76.52
PAYROLL SUMMARY	LIFE INSURANCE	\$ 35.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 874.36
PAYROLL SUMMARY	MEDICARE FICA	\$ 221.42
PAYROLL SUMMARY	FICA	\$ 946.82
PAYROLL SUMMARY	IPERS	\$ 884.28
PAYROLL SUMMARY	WORKERS COMP	\$ 41.12
SEPTEMBER PRINTING CHGS	PRINTING/GRAPHICS	\$ 336.00
NOV05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 21.00
NOV05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
OCT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.22
OCT05 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 154.58
OCT05 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,713.00
SHARE OF YTD POSTAGE/FGT	POSTAGE/FREIGHT	\$ 67.78
ROSENBERG, TERESA	TRAVEL/MEETINGS	\$ 13.26
BOHLKE, SARAH	CONFERENCES	\$ 53.04
10/31/05-2924 HOOVER AVE	ELECTRICITY	\$ 8.76
CITY OF AMES UTILITIES	ELECTRICITY	\$ 41.50
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 165.20
11/09/05-MIDIOWA NET PYMT	COMPUTER MAINT	\$ 12.50
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 509.54
	Outreach Services	\$ 21,648.81
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,450.08
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,188.83
PAYROLL SUMMARY	LONGEVITY	\$ 560.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 97.54
PAYROLL SUMMARY	LIFE INSURANCE	\$ 31.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,336.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 226.33
PAYROLL SUMMARY	FICA	\$ 967.60
PAYROLL SUMMARY	IPERS	\$ 931.44
PAYROLL SUMMARY	WORKERS COMP	\$ 25.02
JULY PRINTING CHARGES	PRINTING/GRAPHICS	\$ 19.10
OCTOBER PRINTING CHARGES	PRINTING/GRAPHICS	\$ 17.50
NOV05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
OCT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.43
BCR	OUTSIDE PROF SERV	\$ 18,000.00
SHARE OF YTD POSTAGE/FGT	POSTAGE/FREIGHT	\$ 1,999.55

**Library Claims Listing
11/12/2005-12/09/2005**

Vendor	Category	Amount
LIB 11-28-05	CONFERENCES	\$ (120.00)
BANK OF AMERICA	CONFERENCES	\$ 295.00
JULY - OCTOBER EXPENSES	OFFICE SUPPLIES	\$(12,889.63)
LIB 11-29-05	OFFICE SUPPLIES	\$ (14.99)
AMER LIBRARY ASSOCIATION	OFFICE SUPPLIES	\$ 20.50
JULY - OCTOBER EXPENSES	EQUIPMENT PARTS/SUPPLIES	\$ 12,889.63
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 86.80
BOUND TO STAY BOUND INC	EQUIPMENT PARTS/SUPPLIES	\$ 0.55
BWI	EQUIPMENT PARTS/SUPPLIES	\$ 28.45
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 13.34
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 50.00
PROGRESSIVE POPULIST	PERIODICALS	\$ 32.95
BAKER & TAYLOR INC	JUVENILE	\$ 414.53
BOUND TO STAY BOUND INC	JUVENILE	\$ 16.69
LISTENING LIBRARY INC	JUVENILE	\$ 186.40
MARSHALL CAVENDISH	JUVENILE	\$ 149.94
PERMA BOUND	JUVENILE	\$ 17.71
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 232.99
BWI	JUVENILE	\$ 2,120.01
C W ASSOCIATES	ADULT REFERENCE	\$ 55.64
NNDC NDC	ADULT REFERENCE	\$ 86.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 142.94
MORNINGSTAR	ADULT REFERENCE	\$ 35.00
PORTION OF 05/06 NEWSBANK	ADULT REFERENCE	\$ (4,000.00)
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 281.89
BOOKS ON TAPE	AUDIO-VISUAL	\$ 384.80
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 601.89
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 928.65
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 156.97
MIDWEST TAPE	AUDIO-VISUAL	\$ 247.90
MICROMARKETING LLC	AUDIO-VISUAL	\$ 115.80
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 7,674.76
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 104.71
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 4.33
THOMAS BOUREGY & COMPANY	ADULT COLLECTIONS	\$ 138.00
MEREDITH BOOK GROUP	ADULT COLLECTIONS	\$ 307.40
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 296.34
BANK OF AMERICA	ADULT COLLECTIONS	\$ 646.88
	Technical Services	\$ 52,733.20
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 11,339.28
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 374.57
PAYROLL SUMMARY	LONGEVITY	\$ 207.75
PAYROLL SUMMARY	IPERS DISABILITY	\$ 63.59
PAYROLL SUMMARY	LIFE INSURANCE	\$ 24.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,201.64
PAYROLL SUMMARY	MEDICARE FICA	\$ 169.58
PAYROLL SUMMARY	FICA	\$ 724.94
PAYROLL SUMMARY	IPERS	\$ 685.49
PAYROLL SUMMARY	WORKERS COMP	\$ 13.30
JULY PRINTING CHARGES	PRINTING/GRAPHICS	\$ 120.45
OCTOBER PRINTING CHARGES	PRINTING/GRAPHICS	\$ 11.00

Library Claims Listing
11/12/2005-12/09/2005

Vendor	Category	Amount
SEPTEMBER PRINTING CHGS	PRINTING/GRAPHICS	\$ 11.00
NOV05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 6.68
NOV05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
OCT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 10.33
BENNIGANS/BOA/JILLIAN	TRAINING	\$ 8.78
DEWEYS/10-28 BOA/JILLIAN	TRAINING	\$ 9.30
HOLIDAY INN/BOA/JILLIAN	TRAINING	\$ 99.00
JILLIAN/LIB CLASS REIMB	TRAINING	\$ 105.92
HEID, JERRI	TRAINING	\$ 108.16
BANK OF AMERICA	OFFICE SUPPLIES	\$ 31.37
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$ 30.87
LOGSDON, MARY	FOOD & FEED	\$ 3.00
BANK OF AMERICA	FOOD & FEED	\$ 84.18
EXPLORE STORE/C ROBINSON	SPECIAL PROJECT SUPPLIES	\$ 3.95
HOBBY LOBBY/C ROBINSON	SPECIAL PROJECT SUPPLIES	\$ 16.26
HOBBY LOBBY/J MCELHERNE	SPECIAL PROJECT SUPPLIES	\$ 21.16
HY-VEE/JEAN MCELHERNE	SPECIAL PROJECT SUPPLIES	\$ 2.38
NORTH CENTRAL REGIONAL LI	SPECIAL PROJECT SUPPLIES	\$ 12.00
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 27.30
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 260.92
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 170.57
BANK OF AMERICA	JUVENILE	\$ 249.45
	Youth Services	\$ 16,301.49
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 40,747.72
PAYROLL SUMMARY	LONGEVITY	\$ 1,115.75
PAYROLL SUMMARY	IPERS DISABILITY	\$ 262.07
PAYROLL SUMMARY	LIFE INSURANCE	\$ 90.24
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,447.94
PAYROLL SUMMARY	MEDICARE FICA	\$ 588.37
PAYROLL SUMMARY	FICA	\$ 2,515.81
PAYROLL SUMMARY	IPERS	\$ 2,407.11
PAYROLL SUMMARY	WORKERS COMP	\$ 44.52
JULY PRINTING CHARGES	PRINTING/GRAPHICS	\$ 60.00
SEPTEMBER PRINTING CHGS	PRINTING/GRAPHICS	\$ 9.15
NOV05 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 27.60
NOV05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 554.52
OCT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 5.86
SHARE OF YTD POSTAGE/FGT	POSTAGE/FREIGHT	\$ 33.89
AMER LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 150.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 234.43
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 221.76
	Information Services	\$ 53,952.86
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,864.41
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 11,146.31
PAYROLL SUMMARY	LONGEVITY	\$ 246.75
DEB BURDICK HOLIDAY ADJST	HOLIDAY	\$ 434.15
PAYROLL SUMMARY	IPERS DISABILITY	\$ 70.78
PAYROLL SUMMARY	LIFE INSURANCE	\$ 28.41
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,701.72
PAYROLL SUMMARY	MEDICARE FICA	\$ 318.61

Library Claims Listing
11/12/2005-12/09/2005

Vendor	Category	Amount
PAYROLL SUMMARY	FICA	\$ 1,362.14
PAYROLL SUMMARY	IPERS	\$ 1,227.54
PAYROLL SUMMARY	WORKERS COMP	\$ 188.35
JULY PRINTING CHARGES	PRINTING/GRAPHICS	\$ 60.00
OCTOBER PRINTING CHARGES	PRINTING/GRAPHICS	\$ 83.60
SEPTEMBER PRINTING CHGS	PRINTING/GRAPHICS	\$ 70.20
NOV05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 184.84
OCT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 12.88
SHARE OF YTD POSTAGE/FGT	POSTAGE/FREIGHT	\$ 1,152.26
ANDERSON, JILL	POSTAGE/FREIGHT	\$ 50.00
CODI/VALERIE DONNELL	CONFERENCES	\$ 295.00
BANK OF AMERICA	CONFERENCES	\$ 663.56
09/07/05 HITECH PAPER	OFFICE SUPPLIES	\$ 575.39
10/05/05 HITECH PAPER	OFFICE SUPPLIES	\$ 86.28
	Circulation Services	\$ 30,823.18
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 1,843.68
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,793.65
PAYROLL SUMMARY	LONGEVITY	\$ 43.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 12.45
PAYROLL SUMMARY	LIFE INSURANCE	\$ 4.74
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 275.02
PAYROLL SUMMARY	MEDICARE FICA	\$ 64.77
PAYROLL SUMMARY	FICA	\$ 276.94
PAYROLL SUMMARY	IPERS	\$ 269.15
PAYROLL SUMMARY	WORKERS COMP	\$ 36.00
NOV05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 46.21
OCT05 INTERNAL LONG DIST	LONG DISTANCE	\$ 0.88
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 152.18
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
DIGITALHOTBUY.COM/JILL A	OFFICE SUPPLIES	\$ 572.66
EXPLORE STORE/C ROBINSON	SPECIAL PROJECT SUPPLIES	\$ (3.95)
HOBBY LOBBY/C ROBINSON	SPECIAL PROJECT SUPPLIES	\$ (16.26)
HOBBY LOBBY/J MCELHERNE	SPECIAL PROJECT SUPPLIES	\$ (21.16)
HY-VEE/JEAN MCELHERNE	SPECIAL PROJECT SUPPLIES	\$ (2.38)
BANK OF AMERICA	AUDIO-VISUAL	\$ 897.61
	Media Services	\$ 7,463.25
Margaret Munson, President	Gary Botine, Secretary	Date:

Gifts

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 15, 2005**

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

From Jane Beeman \$50.00
in honor of Mary Jane Person

From Home Furniture carpet to cover benches in Youth Services Story Room

From Lane and Amy Turner \$1500.00
for the children's area, video & music, and materials pertaining to woodworking

From Elizabeth Koziel \$9.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

LIBRARY ACTIVITIES

455

ACTIVITY DESCRIPTION

The Ames Public Library's mission statement is: We connect you to the world of ideas. The Library strives to provide facilities, collections and programs to meet the educational and recreational needs of all people of our community.

Eight activities contribute to the Library's overall plan of service. Administration and Support is responsible for the overall management of the library including computer services, scheduling of meeting rooms, personnel, community relations, and financial management. Outreach provides bookmobile service in seven locations in Ames and by contract to the citizens of Gilbert; recruitment and supervision of community volunteers; home delivery to customers unable to visit the Library, and deposit collections to local social service and community centers. Collections is responsible for the acquisition, cataloging, processing, weeding, and repair of all library materials, maintenance of our bibliographic database, and the provision of interlibrary loan services. Circulation is responsible for the circulation and shelving of all materials as well as the collection of fines and fees. Public Services provides reference and reader's advisory service to all ages; selection of reference materials in print and electronic formats; development of the periodicals and nonprint collections; indexing of the local newspaper, and maintenance of local archives. The Computer Lab provides public access computers, a listening/viewing station and equipment for the use of microfilm. Programming and Promotions is responsible for the development and presentation of a wide variety of programs for all ages as well as promotion and publicity. Library Grants and Gifts manages donations and grants of money and materials received by the Library.

LIBRARY – ADMINISTRATION AND SUPPORT

455 -- 2610

DESCRIPTION AND PURPOSE OF ACTIVITY

The role of Administration and Support is planning and supervising all Library functions including managing finances, physical plant, community relations, scheduling meeting rooms, personnel, and computer operations. This activity carries out the policies and directives of the Ames Public Library Board of Trustees. Administration and Support serves as liaison to the Library's auxiliary organizations--Friends of Ames Public Library and the Ames Public Library Foundation.

LIBRARY – OUTREACH

455 -- 2611

DESCRIPTION AND PURPOSE OF ACTIVITY

The role of Outreach is to provide service away from the main Library building as well as coordinating community relations. The primary service areas are the Bookmobile which serves seven neighborhoods in Ames and by contract, the citizens of Gilbert; volunteer recruitment and supervision; home delivery to those people physically unable to visit the Library or Bookmobile; deposit collections at community locations and social service centers; and programs presented at sites and events around our community. Outreach staff is involved in developing areas of both the adult and juvenile collections.

LIBRARY – COLLECTIONS

455 -- 2612

DESCRIPTION AND PURPOSE OF ACTIVITY

The role of Collections is to acquire, catalog, and process for public use every item in the Library's collection. Related functions include repairing items that are worn or damaged and the removal of outdated, damaged, or infrequently used materials from the collection. Collections manages the annual inventory of all materials and maintains the Library's bibliographic database. Capital expenses for all of the library's collections are overseen by the Collections Coordinator. Collections also provides interlibrary loan services including requesting items for our customers and loaning our materials to other libraries as part of a statewide system.

LIBRARY – PROGRAMMING and PROMOTIONS

455 -- 2613

DESCRIPTION AND PURPOSE OF ACTIVITY

The role of Programming and Promotions is to provide educational and recreation opportunities for customers of all ages including the provision of advertising, publicity, and maintenance of the Library's website. Programs presented in the library include storytimes for children, music concerts, film programs, author visits, book discussions, displays, and exhibits.

LIBRARY – PUBLIC SERVICES

455 -- 2614

DESCRIPTION AND PURPOSE OF ACTIVITY

The role of Public Services is to provide information and reader's advisory services to customers of all ages. This includes reference and research questions received either in person, by phone or by e-mail through our WebRef service from the Library's home page as well as reading, listening, and viewing purchase requests. Service is delivered from two public service desks; the Information Desk and the Youth Desk. Public Services staff members are involved in developing the adult print and nonprint collections, youth print and music, the reference collection both print and electronic resources, tax forms, and the periodicals collection. They also index the Ames Tribune and maintain local history collections including the Farwell T. Brown Photographic Archive.

LIBRARY – CIRCULATION

455 -- 2615

DESCRIPTION AND PURPOSE OF ACTIVITY

The role of Circulation is to manage the circulation of Library materials and the return of those materials back to the shelves for our customers. Related functions include issuing library cards, maintaining the patron database, collecting fines and fees, processing holds, and providing directional information. Circulation staff is involved in developing areas of the adult collection.

LIBRARY – COMPUTER LAB

455 -- 2616

DESCRIPTION AND PURPOSE OF ACTIVITY

The role of the Computer Lab is to provide public access computing and printing. Related functions include supervision of a listening/viewing station, and assistance with using microfilm viewing equipment.

LIBRARY – GRANTS AND GIFTS

456 -- 26

DESCRIPTION AND PURPOSE OF ACTIVITY

The role of this program is to manage revenues and expenditures from private and governmental grants, bequests, gifts, and other contributions from individuals, agencies and civic organizations. Related activities include the purchase of memorial books and other materials, implementation of the Books for Babies program which delivers information about the Library and reading to new mothers at Mary Greeley Medical Center, library service enhancement through support from the Friends of Ames Public Library and the Ames Public Library Foundation, and management of funds provided by direct state aid to libraries. Expenditures from this program are funded by non-general fund sources.

XELMOBJ

ACCOUNT DESCRIPTION	2004/05 ACTUALS	2005/06 ADOPTED	05/06 ADJUSTED	06/07 DEPT REQUEST	Y-T-D ACTUAL	PRIOR YEAR AT NOV 30 04
* PERS SALARIES/WAGES	1,393,030	1,436,112	1,425,281	1,499,296	573,216	595,991
* TEMP SALARIES/WAGES	190,893	183,645	196,627	202,526	77,330	73,558
* TIME AND ONE HALF	0	500	0	0	0	0
* LONGEVITY	5,996	6,015	5,828	6,262	2,923	3,198
* SICK LEAVE	1,954	0	0	0	0	0
* ADJUSTMENT	8,305	0	0	0	0	4,283
* VACATION	8,849	0	0	0	6,912	274
** PERSONAL SERVICES	1,592,417	1,626,272	1,627,736	1,708,084	660,381	668,737
* TEMP SALARY BENEFITS	0	25,710	28,314	29,164	0	0
* PERS DISABILITY	8,542	9,360	8,657	9,806	3,638	3,647
* LIFE INSURANCE	3,297	3,243	3,385	3,385	1,365	1,394
* HEALTH INSURANCE	164,232	189,441	172,427	194,358	69,777	68,440
* MEDICARE FICA	22,573	20,285	20,113	21,193	9,315	9,502
* FICA	96,519	86,741	86,004	90,621	39,825	40,630
* IPERS	89,629	82,920	82,290	86,570	37,958	38,334
* WORKERS COMP	4,616	2,557	2,598	2,705	2,063	2,006
* FLEX ADMINISTRATION	1,537	1,538	0	0	0	616
** EMPLOYEE BENEFITS	390,945	421,795	403,788	437,802	163,941	164,570
* CITY DATA SERV	3,866	3,847	7,204	7,471	1,954	1,327
* CITY MESSENGER SERV	2,133	2,745	3,029	2,823	798	633
* PRINTING/GRAPHICS	5,379	4,300	4,950	4,950	1,285	2,722
* INSURANCE & BONDS	18,318	18,919	18,783	18,293	7,825	7,630
* PHONE OPERATION & MAINT	16,591	16,635	16,081	16,081	6,700	6,932
* LONG DISTANCE	500	500	575	595	163	182
* FLEET OPERATING/MAINT	8,133	3,998	8,328	8,407	2,367	2,050
* FLEET REPLACEMENT FUNDS	20,976	22,260	20,556	21,636	7,420	6,992
* COMPUTER REPLACEMENT FUND	21,689	12,882	13,485	6,747 8095	8,759	7,084
** INTERNAL SERVICES	97,585	86,086	92,991	87,003	37,271	35,552
* OUTSIDE PROF SERV	27,367	28,000	23,700	33,800	18,461	20,000
* POSTAGE/FREIGHT	13,317	13,500	13,500	13,500	3,390	3,836
* TRAVEL/MEETINGS	1,343	1,400	2,025	2,135	664	655
* TRAINING	1,713	4,200	5,650	6,025	641	1,011
* CONFERENCES	13,756	23,895	22,414	15,680	7,415	7,425
* SUBSCRIPTIONS & BOOKS	88	0	0	0	0	0
* DUES AND MEMBERSHIPS	4,735	5,000	4,385	4,742	1,175	1,393
* PRINTING OUTSIDE	340	5,100	1,500	1,500	42	0
* ADVERTISING	4,701	3,000	3,000	3,000	1,177	989
* RECRUITING COSTS	7,156	0	18,500	0	2,064	5,337
* ELECTRICITY	40,759	39,700	43,759	42,186	19,480	16,595
* TELEPHONE OUTSIDE	4,667	4,900	9,845	8,100	3,177	1,981
* LONG DISTANCE OUTSIDE	4	100	20	0	0	0

XELMOBJ

ACCOUNT DESCRIPTION	2004/05 ACTUALS	2005/06 ADOPTED	05/06 ADJUSTED	06/07 DEPT REQUEST	Y-T-D ACTUAL	PRIOR YEAR AT NOV 30 04
WATER/SEWER	3,199	3,400	3,400	3,400	1,100	1,154
WASTE DISPOSAL	2,084	2,600	2,200	2,400	730	732
NATURAL GAS	6,700	8,740	9,400	9,400	1,006	367
STRUCTURAL REPAIR	6,267	10,000	8,000	8,000	1,050	669
MOVABLE EQUIP REPAIR	1,054	3,000	2,000	2,000	653	429
FIXED EQUIPMENT REPAIR	4,486	5,000	18,400	19,000	6,985	180
COMPUTER MAINT	28,125	47,299	40,541	37,313	39,522	22,508
RENTALS AND LEASES	20,103	19,308	19,955	19,955	7,737	7,098
NON-CITY SERVICE	19,174	22,125	7,610	8,250	1,772	5,372
CONTRACTUAL	211,138	250,267	259,804	239,406	118,157	97,729
OFFICE SUPPLIES	35,536	41,000	15,000	15,000	5,323	9,977
MINOR OFFICE EQUIPMENT	2,278	500	750	750	226	446
MINOR COMPUTER EQUIPMENT	11,790	9,000	9,000	9,000	1,031	99
AG-HORT SUPPLIES	1,958	300	350	350	251	60
STRUCTURAL MATERIAL	1,463	2,000	2,000	2,000	805	427
CHEMICALS/LAB SUPPLIES	0	0	10	0	10	0
CLEANING SUPPLIES	7,130	5,000	7,000	7,000	4,579	3,327
EQUIPMENT PARTS/SUPPLIES	1,356	1,000	24,400	27,707	18,559	544
MINOR EQUIPMENT TOOLS	778	300	550	550	292	7
FOOD & FEED	1,634	1,500	3,500	3,500	1,797	662
WEARING APPAREL	139	200	200	200	39	33
SPECIAL PROJECT SUPPLIES	5,746	5,000	4,000	4,500	1,464	1,445
PURCHASE CARD CLEARING	0	0	0	0	7,051	34
FUEL FOR VEHICLES/EQUIP	3	0	25	25	0	0
COMMODITIES	68,811	65,800	66,785	70,582	41,427	17,063
PERIODICALS	9,338	9,500	9,500	10,180	8,556	6,789
JUVENILE	57,115	62,535	62,535	67,013	23,354	17,395
ADULT REFERENCE	43,248	26,500	26,500	28,397	19,399	31,202
AUDIO-VISUAL	55,519	70,000	70,000	75,012	23,785	20,772
ADULT COLLECTIONS	96,264	112,563	112,563	120,627	50,480	37,253
CAPITAL	261,484	281,098	281,098	301,229	125,574	113,411
REFUNDS	33	0	0	0	0	33
OTHER	33	0	0	0	0	33
TOTAL	2,622,413	2,731,318	2,732,202	2,844,106	1,146,751	1,097,094

Nett + 20,324
2,751,642 (19,440)
3.36

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2004/05 ACTUALS	2005/06 ADOPTED	05/06 ADJUSTED	06/07 DEPT REQUEST	Y-T-D ACTUAL	PRIOR YEAR AT NOV 30,04
GENERAL FUND							
010-2600-336.70-00	OPEN ACCESS	22,080	22,000	22,000	22,000	307	0
010-2600-336.75-00	C R L GRANTS	658	1,000	750	750	461	241
010-2600-337.10-00	LIBRARY COUNTY	126,021	126,000	126,000	126,000	60,749	63,011
010-2600-337.11-00	LIBRARY GILBERT	46,310	47,700	47,170	49,142	135	23,155
010-2600-347.10-01	DESK RECEIPTS	135,727	130,000	145,000	150,000	67,776	55,295
010-2600-347.10-02	COMPUTER LAB RECEIPTS	6,759	6,000	6,000	6,000	2,490	2,408
010-2600-347.10-04	EQUIP RENT/NOT CITY	7,730	10,000	5,000	5,000	2,119	3,456
010-2600-347.10-06	INTERLIBRARY LOAN CHARGE	551	500	225	225	306	203
010-2600-376.00-00	SALE OF ASSETS	205	0	0	0	0	0
010-2600-377.00-00	MISC REVENUE	444	500	1,250	500	1,188	317
* LIBRARY		346,485	343,700	353,395	359,617	135,531	148,086
** LIBRARY		346,485	343,700	353,395	359,617	135,531	148,086
*** GENERAL FUND		346,485	343,700	353,395	359,617	135,531	148,086
		346,485	343,700	353,395	359,617	135,531	148,086

FY 2005-06 Expense Amendments

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 15, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

FY 2006-07 Expense Request

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 15, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2006-07 Expense Request as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

FY 2005-06 Revenue Amendments

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 15, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

FY 2006-07 Revenue Request

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 15, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2006-07 Revenue Request as presented/amended.

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
December 15, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve closing the Library on Monday, February 20, 2006, for Staff Development Day.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Circulation Monthly Stats
November 2005**

COMPARISON	Adult Print	Adult Media	Total Adult Circ	Youth Print	Youth Media	Total Youth Circ	Total Misc	Total Main	Total BKM/Home Del.	Grand Total
Current Month	29,608	33,548	63,156	29,940	13,971	43,911	74	97,497	8,759	106,256
One Year Ago	28,473	30,564	59,037	28,083	10,644	38,727	4	89,144	8,624	97,768
Difference	1,135	2,984	4,119	1,857	3,327	5,184		8,353	135	8,488
% Change	4.0%	9.8%	7.0%	6.6%	31.3%	13.4%		9.4%	1.6%	8.7%
Year to Date										
Current Year	159,858	171,574	331,432	148,165	68,313	216,478	564	504,102	44,372	548,474
One Year Ago	148,742	160,324	309,066	141,149	54,939	196,088	32	462,400	42,786	505,186
Difference	11,116	11,250	22,366	7,016	13,374	20,390		41,702	1,586	43,288
% Change	7.5%	7.0%	7.2%	5.0%	24.3%	10.4%		9.0%	3.7%	8.6%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,562	1,714	13,441	20,717	19.5%			85,201	80.2%	
One Year Ago	5,672	1,815	11,731	19,218	19.7%			77,345	79.1%	
Difference	(110)	(101)	1,710	1,499				7,856		
% Change	-1.9%	-5.6%	14.6%	7.8%				10.2%		
Year to Date										
Current Year	29,543	9,627	67,090	106,260	19.4%			436,085	79.5%	
One Year Ago	30,633	9,684	60,478	100,795	20.0%			397,258	78.6%	
Difference	(1,090)	(57)	6,612	5,465				38,827		
% Change	-3.6%	-0.6%	10.9%	5.4%				9.8%		

Main Stats FY05/06

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	8,754	8,461	7,342	7,114	6,763	0	0	0	0	0	0	0	38,434
ADULT NON-FICTION	11,041	10,988	10,207	10,668	10,311	0	0	0	0	0	0	0	53,215
ADULT GRAPHIC NOVELS	603	467	406	456	393	0	0	0	0	0	0	0	2,325
ADULT MANGA	958	966	735	903	797	0	0	0	0	0	0	0	4,359
ADULT ILL ITEMS	68	67	71	54	69	0	0	0	0	0	0	0	329
ADULT PAPERBACKS	1,392	1,261	1,081	773	888	0	0	0	0	0	0	0	5,395
LITERARY PERKS	60	58	56	45	41	0	0	0	0	0	0	0	260
NEW FICTION	4,757	5,071	4,246	4,566	4,193	0	0	0	0	0	0	0	22,833
NEW NON-FICTION	3,578	3,739	3,044	3,199	3,193	0	0	0	0	0	0	0	16,753
PERIODICALS	1,088	1,090	917	995	849	0	0	0	0	0	0	0	4,939
TRAVEL BAGS	75	73	49	49	59	0	0	0	0	0	0	0	305
SUBTOTAL (PRINT)	32,374	32,241	28,154	28,822	27,556	0	0	0	0	0	0	0	149,147
NEW MEDIA	234	240	197	246	248	0	0	0	0	0	0	0	1,165
MUSIC CDS	7,049	8,477	7,191	8,206	7,944	0	0	0	0	0	0	0	38,867
AUDIO BOOKS ON CD	3,328	3,291	2,912	2,857	2,996	0	0	0	0	0	0	0	15,384
AUDIO BOOKS ON TAPE	998	1,002	783	677	742	0	0	0	0	0	0	0	4,202
THEATRICAL VIDEOS	3,814	3,593	2,954	2,923	3,003	0	0	0	0	0	0	0	16,287
NON-THEATRICAL VIDEOS	924	967	836	817	869	0	0	0	0	0	0	0	4,413
THEATRICAL DVDS	14,403	15,379	13,078	13,706	13,857	0	0	0	0	0	0	0	70,423
NON-THEATRICAL DVDS	1,982	2,025	1,721	1,656	1,709	0	0	0	0	0	0	0	9,093
KITS	1,120	1,053	871	942	882	0	0	0	0	0	0	0	4,868
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (MEDIA)	33,852	36,027	30,543	32,030	32,250	0	0	0	0	0	0	0	164,702
ADULT MISC.	131	83	39	61	15	0	0	0	0	0	0	0	329
TOTAL (ADULT)	66,357	68,351	58,736	60,913	59,821	0	0	0	0	0	0	0	314,178
BOARD BOOKS	2,766	2,658	2,555	2,694	2,870	0	0	0	0	0	0	0	13,543
EASY	7,868	7,812	7,938	8,577	8,176	0	0	0	0	0	0	0	40,371
EASY TO READ	2,606	2,185	1,996	2,281	2,298	0	0	0	0	0	0	0	11,366
JUVENILE NON FICTION	4,365	3,758	4,274	4,751	5,034	0	0	0	0	0	0	0	22,182
JUVENILE FICTION	6,118	5,685	3,994	4,007	4,617	0	0	0	0	0	0	0	24,421
JUVENILE FICTION SERIES	458	511	253	157	235	0	0	0	0	0	0	0	1,614
JUVENILE GRAPHIC NOVELS	45	123	107	172	145	0	0	0	0	0	0	0	592
PARENT AS TEACHER	18	21	26	41	61	0	0	0	0	0	0	0	167
JUVENILE LARGE PRINT	104	85	49	61	77	0	0	0	0	0	0	0	376
JUVENILE PERIODICALS	111	111	246	269	191	0	0	0	0	0	0	0	928
YOUNG ADULT PRINT	2,433	2,434	1,764	1,723	1,954	0	0	0	0	0	0	0	10,308
COMIC BOOKS	1	0	1	1	0	0	0	0	0	0	0	0	3
YOUNG ADULT GRAPHIC NOVELS	415	379	232	272	227	0	0	0	0	0	0	0	1,525
MANGA	684	696	525	543	431	0	0	0	0	0	0	0	2,879
YOUTH REFERENCE	0	1	0	1	4	0	0	0	0	0	0	0	6
SUBTOTAL YOUTH (PRINT)	27,992	26,459	23,960	25,550	26,320	0	0	0	0	0	0	0	130,281
YOUTH DVDS	7,570	7,458	6,162	6,507	7,244	0	0	0	0	0	0	0	34,941
YOUTH VIDEOS	3,072	2,840	2,193	2,319	2,637	0	0	0	0	0	0	0	13,061
YOUTH KITS	869	658	476	534	540	0	0	0	0	0	0	0	3,077
YOUTH CDS	1,462	1,530	1,287	1,437	1,498	0	0	0	0	0	0	0	7,214
YOUTH SPECIAL COLLECTION	0	0	1	0	0	0	0	0	0	0	0	0	1
YOUTH STORYTELLING	1	1	1	5	15	0	0	0	0	0	0	0	23
TOYS & PUPPETS	258	303	225	232	307	0	0	0	0	0	0	0	1,325
SUBTOTAL YOUTH (MEDIA)	13,232	12,790	10,345	11,034	12,241	0	0	0	0	0	0	0	59,642
TOTAL YOUTH	41,224	39,249	34,305	36,584	38,561	0	0	0	0	0	0	0	189,923
YOUTH MISC.	0	1	0	0	0	0	0	0	0	0	0	0	1
GRAND TOTAL	107,581	107,601	93,041	97,497	98,382	0	0	0	0	0	0	0	504,102
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	5,882	6,275	5,010	5,520	5,210	0	0	0	0	0	0	0	27,897
GILBERT	1,527	1,724	768	1,002	1,041	0	0	0	0	0	0	0	6,062
OPEN ACCESS	13,697	14,024	12,528	12,969	13,199	0	0	0	0	0	0	0	66,417
Total Special Circulation	21,106	22,023	18,306	19,491	19,450	0	0	0	0	0	0	0	100,376
% Special Circulation	19.62%	20.47%	19.68%	19.99%	19.77%								19.91%
AMES	85,425	84,488	73,590	76,862	77,797	0	0	0	0	0	0	0	398,162

**Bookmobile Stats
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	669	932	775	849	648	0	0	0	0	0	0	0	3,873
ADULT NON-FICTION	349	304	423	521	406	0	0	0	0	0	0	0	2,003
ADULT GRAPHIC NOVELS	15	0	7	19	10	0	0	0	0	0	0	0	51
ADULT MANGA	40	11	18	30	32	0	0	0	0	0	0	0	131
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	460	390	461	430	400	0	0	0	0	0	0	0	2,141
LITERARY PERKS	3	1	1	0	1	0	0	0	0	0	0	0	6
NEW FICTION	181	186	219	235	234	0	0	0	0	0	0	0	1,055
NEW NON-FICTION	159	147	221	299	238	0	0	0	0	0	0	0	1,064
PERIODICALS	84	66	83	69	83	0	0	0	0	0	0	0	385
TRAVEL BAGS	2	0	0	0	0	0	0	0	0	0	0	0	2
SUBTOTAL (PRINT)	1,962	2,037	2,208	2,452	2,052	0	0	0	0	0	0	0	10,711
NEW MEDIA	3	0	4	5	1	0	0	0	0	0	0	0	13
MUSIC CDS	202	80	139	147	109	0	0	0	0	0	0	0	677
AUDIO BOOKS ON CD	83	33	72	77	77	0	0	0	0	0	0	0	342
AUDIO BOOKS ON TAPE	76	75	74	85	52	0	0	0	0	0	0	0	362
THEATRICAL VIDEOS	251	137	253	237	183	0	0	0	0	0	0	0	1,061
NON-THEATRICAL VIDEOS	49	32	35	37	37	0	0	0	0	0	0	0	190
THEATRICAL DVDS	874	292	886	918	746	0	0	0	0	0	0	0	3,716
NON-THEATRICAL DVDS	50	28	61	76	70	0	0	0	0	0	0	0	285
KITS	45	43	68	47	23	0	0	0	0	0	0	0	226
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL (MEDIA)	1,633	720	1,592	1,629	1,298	0	0	0	0	0	0	0	6,872
ADULT MISC.	0	0	1	2	1	0	0	0	0	0	0	0	4
TOTAL (ADULT)	3,595	2,757	3,801	4,083	3,351	0	0	0	0	0	0	0	17,587
BOARD BOOKS	569	254	557	788	498	0	0	0	0	0	0	0	2,666
EASY	653	365	789	1,017	679	0	0	0	0	0	0	0	3,503
EASY TO READ	534	168	658	767	530	0	0	0	0	0	0	0	2,657
JUVENILE NON FICTION	523	366	850	1,058	835	0	0	0	0	0	0	0	3,632
JUVENILE FICTION	701	333	862	942	717	0	0	0	0	0	0	0	3,555
JUVENILE FICTION SERIES	100	42	71	45	32	0	0	0	0	0	0	0	290
JUVENILE GRAPHIC NOVELS	0	3	28	39	30	0	0	0	0	0	0	0	100
PARENT AS TEACHER	0	1	1	2	1	0	0	0	0	0	0	0	5
JUVENILE LARGE PRINT	8	1	5	4	2	0	0	0	0	0	0	0	20
JUVENILE PERIODICALS	0	5	16	4	0	0	0	0	0	0	0	0	25
YOUNG ADULT PRINT	219	94	231	273	237	0	0	0	0	0	0	0	1,054
COMIC BOOKS	4	2	0	0	0	0	0	0	0	0	0	0	6
YOUNG ADULT GRAPHIC NOVELS	24	4	18	27	27	0	0	0	0	0	0	0	100
MANGA	79	21	67	72	32	0	0	0	0	0	0	0	271
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL YOUTH (PRINT)	3,414	1,659	4,153	5,038	3,620	0	0	0	0	0	0	0	17,884
YOUTH DVDS	859	323	1,148	1,302	938	0	0	0	0	0	0	0	4,570
YOUTH VIDEOS	589	252	788	739	542	0	0	0	0	0	0	0	2,910
YOUTH KITS	65	28	52	53	48	0	0	0	0	0	0	0	246
YOUTH CDS	138	50	124	174	161	0	0	0	0	0	0	0	647
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	0	0	0	0	0	0	0	0	0	0	0	0	-
TOYS & PUPPETS	62	39	83	73	41	0	0	0	0	0	0	0	298
SUBTOTAL YOUTH (MEDIA)	1,713	692	2,195	2,341	1,730	0	0	0	0	0	0	0	8,671
TOTAL YOUTH	5,127	2,351	6,348	7,379	5,350	0	0	0	0	0	0	0	26,555
YOUTH MISC.	0	67	45	60	58	0	0	0	0	0	0	0	230
GRAND TOTAL	8,722	5,175	10,194	11,522	8,759	0	0	0	0	0	0	0	44,372
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	181	160	523	430	352	0	0	0	0	0	0	0	1,646
GILBERT	641	285	1,033	933	673	0	0	0	0	0	0	0	3,565
OPEN ACCESS	118	46	130	137	242	0	0	0	0	0	0	0	673
Total Special Circulation	940	491	1,686	1,500	1,267	0	0	0	0	0	0	0	5,884
% Special Circulation	10.78%	9.49%	16.54%	13.02%	14.47%								13.26%
AMES	7,669	4,598	8,388	9,864	7,404	0	0	0	0	0	0	0	37,923

**Miscellaneous Stats
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
HOME DELIVERY													
# of Patrons	54	55	55	54	54								272
Centers	27	27	27	26	27								134
Individual Deliveries Made	37	35	37	32	32								173
Additional Individuals serv.	11	11	8	9	8								47
HOLDS													
Main	9,697	9,790	8,401	8,695	8,790								45,373
BKM/Hm Delivery	704	269	823	1,049	758								3,603
Total Holds	10,401	10,059	9,224	9,744	9,548	0	0	0	0	0	0	0	48,976
INTERLIBRARY LOANS													
Requested	109	88	102	96	97								492
Received	73	74	79	64	83								373
Loaned	255	311	304	345	284								1,499
MEETING ROOMS													
Meetings	54	73	77	77	125								406
People	812	911	1,350	1,201	2,794								7,068
PROGRAMS													
Youth	91												91
Adult	23	8	17	18	18								84
Children & Family		2	84	34	104								
Outreach		8	2	10	4								
Teen		6	3	4	3								
Total Programs	114	24	106	66	129	0	0	0	0	0	0	0	175
PROGRAM ATTENDANCE													
Youth	3,083												3,083
Adult	1,250	162	573	1,919	406								4,310
Children & Family		130	1,615	1,500	1,926								
Outreach		410	73	283	31								
Teen		34	15	187	24								
Total Attendance	4,333	736	2,276	3,889	2,387	0	0	0	0	0	0	0	13,621
Webref	81	111	49	117	78								436
PAC Usage													
PAC	90,485	89,167	78,674	93,684	90,114								442,124
Community Organizations & Ames Tribune	654	643	834	799	957								3,887
Total	91,139	89,810	79,508	94,483	91,071	0	0	0	0	0	0	0	446,011

ONLINE DATABASE USAGE FOR FY 2005/06

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	143	149	69	95	126								582
Business Remote	30	33	7	25	25								120
Business Total	173	182	76	120	151	0	0	0	0	0	0	0	702
Residential In-House	82	125	107	99	77								490
Residential Remote	51	28	92	25	29								225
Residential Total	133	153	199	124	106	0	0	0	0	0	0	0	715
Grand Total	306	335	275	244	257	0	0	0	0	0	0	0	1417
Des Moines Register													
In-House	17	43	4	2	8								74
Remote	32	19	41	145	70								307
Total	49	62	45	147	78	0	0	0	0	0	0	0	381
New York Times													
In-House	8	12	24	21	29								94
Remote	10	14	114	300	161								599
Total	18	26	138	321	190	0	0	0	0	0	0	0	693
Access World News													
In-House	64	31	5	17	2								119
Remote	8	17	19	66	2								112
Total	72	48	24	83	4	0	0	0	0	0	0	0	231
EBSCOhost													
In-House	228	410	422	420	777								2257
Remote	247	158	481	631	1631								3148
Total	475	568	903	1051	2408	0	0	0	0	0	0	0	5405
Novelist													
In-House + Remote	73	270	243	265	582	0	0	0	0	0	0	0	1433
Chilton Online													
In-House	4	19	19	6									48
Remote	7	26	44	58									135
Total	11	45	63	64	0	0	0	0	0	0	0	0	183
Heritage Quest													
In-House + Remote	2809	2929	3560	5320	3692								18310
GRAND TOTAL	3813	4283	5251	7495	7211	0	0	0	0	0	0	0	28053
YEAR TO DATE	28053												