

Agenda
Ames Public Library Board of Trustees
December 16, 2004 - 7:00 p.m.
Board Room

Adoption of Agenda

Approval of Minutes

Public Forum

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

Financial Reports

- Claims - Action Item
- Donations - Action Item
- Budget and Finance Committee Report – Botine, Ferree
 1. New Monthly Budget Report Format - Discussion

Administrative Staff Reports

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

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

Ames Public Library Foundation Report – Munson, Ross, Millsap

Policy Review

- Current: Conduct in the Library/Unattended Children
- Next Month: Confidentiality

Unfinished Business

- Strategic Planning Report– Millsap, Management Team
- Legislative Report – Hayslett
- Director Evaluation Committee Report – Munson
- FY04-05 Capital Improvement Plan – Action Item
- CD Collections Report - Dermont

New Business

- City of Ames Resident Satisfaction Survey – Discussion
- Appointment of Director Evaluation Committee for 2004-2005
- Suspend Current Director Evaluation Policy for 2004-2005 – Action Item
- Change Date of March 2005 Board Meeting – Action Item

Trustee Comments

Adjournment

Next Regular Meeting: Thursday, January 20, 2005, 7 p.m.

Ames Public Library

Board of Trustees

**Meeting Minutes
November 18, 2004**

The Ames Public Library Board of Trustees met in regular session on Thursday, November 18, 2004, at 8:00 p.m. in the Scheman Building, Room 160, with Cameron, Ross, Botine, Kavanagh, Ferree, Jennings, and Library Director Gina Millsap in attendance. Munson and Gloggner were absent.

Prior to the meeting, the Trustees watched the ICN Session, "Funding for Your Library: The Special Library", which was presented by the State Library of Iowa.

Call to Order: The meeting was called to order by President Cameron at 8:05 p.m.

Adoption of Agenda: Jennings pointed out that she is the Friends liaison, rather than Gloggner. Botine moved and Jennings seconded the motion to adopt the corrected agenda. The motion passed unanimously.

Approval of Minutes: The minutes from the October 21, 2004, meeting were approved as presented.

Public Forum: None

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

Donations: The following donations were presented for acceptance:

- From Cynthia A. and William Vinson..... \$20.00
- From Susan Sulzbacher in memory of Eric Rudman \$50.00

Ross questioned the necessity of approving the donations monthly. Millsap explained that it was important to recognize the donors promptly. Botine moved and Kavanagh seconded a motion to accept the donations. The motion was unanimously approved.

Budget and Finance Committee Report: Botine commented that he and Ferree would present the budget report under New Business.

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

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

Department Coordinators:

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

Youth Services: Elbert reported that she presented the "Best Children's Books of 2004" at the Library and ISU, where three university classes were in attendance.

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

Friends' Report: Kavanagh reported that the Friends met and approved \$19,000 for the purchase of adult books on CD and adult print multiple copies. They also put money aside in laddered CDs.

Foundation Report: Millsap reported the Foundation Board met on November 4th, will meet January 11th, and on the first Monday in February for their annual meeting. She said that Paschen identified 100 previous donors and is contacting each person for a donation. Millsap stated that she, Ross and Lonergan, along with Jennings are working on the position announcement for Paschen's replacement, as her last day is December 31st.

Policy Review: Cameron thanked that staff for postponing policy review until the December meeting.

Unfinished Business:

Strategic Planning Report: Millsap reported that the 2004-2005 Organizational Priorities were presented to staff members for their input. She stated that the Public Services group is looking into the possibility of becoming a passport acceptance agency. In addition to adding revenue, it will serve as an opportunity to connect patrons to the collection.

Legislative Report: Hayslett attended the Iowa Library Association Planning meeting where the Government Affairs Committee and lobbyists met to discuss strategies for the upcoming legislative session. Cameron stated that legislative day has been changed to March 2, 2005.

Youth Services Specialist Salary – Action Item: Ferree moved and Ross seconded the motion to authorize the Director to offer up to midpoint of pay grade 59 (\$46,067) for the Youth Services Specialist position. Millsap stated the option of negotiating salary is important in this recruitment process. Cameron concurred that the starting salary may be too low. The motion passed unanimously.

New Business:

Library Closing for 9th Annual Staff Development Day (2/21/2005) – Action Item: Ross moved and Botine seconded the motion to approve closing the Library on Monday, February 21, 2005, for Staff Development Day. The motion was approved unanimously. Cameron stated that she will work with Hayslett on staff recognition.

FY2004-05 Expense Amendments Approval – Action Item: Botine moved and Jennings seconded the motion to approve the FY2004-05 Expense Amendments as presented. Millsap stated that the amended budget takes in to account actual amounts spent this year. Ross questioned the net merit adjustment. Millsap stated that the City's Finance Department makes this adjustment to reflect actual vs. projected salary adjustments for the adopted budget. The motion passed unanimously.

FY2004-05 Revenue Amendments Approval – Action Item: Botine moved and Ferree seconded the motion to approve the FY2004-05 Revenue Amendments as presented. Ferree explained that the amendments show the increase in the Gilbert contract, Open Access payments received, and computer and desk receipts. The motion passed unanimously.

FY2005-06 Expense Request Approval – Action Item: Jennings moved and Kavanagh seconded the motion to approve the FY2005-06 Expense Request as presented. Botine stated that the 2005-06 budget reflects an increase of 1.1%. Millsap stated that the conference and computer maintenance budgets have increased. In addition, collection budgets were increased by 19% to meet State of Iowa Library accreditation standards that require that expenditures for collections equal at least 10% of the total budget. The motion passed unanimously.

FY2005-06 Revenue Request Approval – Action Item: Kavanagh moved and Botine seconded the motion to approve the FY2005-06 Revenue Request as presented. Ferree reported that the

FY2005-06 revenue is projected to remain flat. Jennings questioned if Inter-Library Loan revenue has increased. Millsap stated that it has decreased since the Library stopped taking requests from patrons who live outside the service area and since the \$1.00 per request charge was instituted in FY03-04. The motion passed unanimously.

FY04/05 Computer Replacement Fund Request: Jennings moved and Botine seconded the motion to approve the Dynix Software and Server Expense (\$12,100.00) to be paid out of the computer replacement funds as presented. Millsap presented the previously passed action item of \$46,300.00 for the thin-client upgrade to be taken entirely out of computer replacement funds, which was originally passed by the Board last year. In addition, she presented the request to purchase new Dynix software, along with a server for a total of \$12,100.00. The motion was approved unanimously.

Trustee Comments:

Jennings updated the Board on the status of Director Evaluation Committee. She reported that the committee's goal is to present a formal report to the Board at the December meeting, along with a draft procedure and policy. She invited the Management Team to meet with the committee on December 9th between 6-6:30 p.m. in the Founder's Suite of the Library.

Cameron reported on the presentation that she and Mary Jo Langhorne made at the Iowa Association's School Board meeting. She also thanked the Board and staff for attending the ICN Session, "Funding for Your Library: The Special Library," along with attending the late Board meeting.

Adjournment

Jennings moved and Ross seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 9:10 p.m.

Library Claims Listing
11/12/2004-12/7/2004

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 30,606.54
PAYROLL SUMMARY	LONGEVITY	\$ 520.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 169.59
PAYROLL SUMMARY	LIFE INSURANCE	\$ 69.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,228.28
PAYROLL SUMMARY	MEDICARE FICA	\$ 440.22
PAYROLL SUMMARY	FICA	\$ 1,882.18
PAYROLL SUMMARY	IPERS	\$ 1,789.78
PAYROLL SUMMARY	WORKERS COMP	\$ 58.70
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 23.20
OCT04 INFO SVCS CHARGES	CITY DATA SERV	\$ 331.83
OCT 04 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 210.11
OCT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 11.87
OCT04 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 41.00
OCT04 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 105.00
NOV04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 1,005.51
DYNIX INC	TRAINING	\$ 800.00
BANK OF AMERICA	TRAINING	\$ 25.00
BANK OF AMERICA	CONFERENCES	\$ 1,557.84
HARRIS, MARK	CONFERENCES	\$ 102.10
QWEST DEX MEDIA EAST	ADVERTISING	\$ 134.58
CITY OF AMES UTILITIES	ELECTRICITY	\$ 43.98
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
MCLEOD USA	TELEPHONE OUTSIDE	\$ 253.19
ALLIANT UTILITIES	NATURAL GAS	\$ 304.88
IA FIRE EQUIPMENT CO	FIXED EQUIPMENT REPAIR	\$ 180.30
MCLEOD USA	COMPUTER MAINT	\$ 570.13
ELECTRONIC ENGINEERING CO	RENTALS AND LEASES	\$ 65.70
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 502.50
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 554.16
CH ISSUES	OFFICE SUPPLIES	\$ 138.77
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 66.64
BANK OF AMERICA	OFFICE SUPPLIES	\$ 188.67
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 119.99
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 19.98
ANDERSON, JILL	FOOD & FEED	\$ 17.17
LIB 12-2-04	SPECIAL PROJECT SUPPLIES	\$ (180.00)
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 27.30
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 88.44
HUMANITIES IOWA	SPECIAL PROJECT SUPPLIES	\$ 50.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (693.33)
	Library Administration	\$ 46,436.00
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 11,554.90
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,228.78
PAYROLL SUMMARY	LONGEVITY	\$ 235.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 77.99
PAYROLL SUMMARY	LIFE INSURANCE	\$ 25.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 749.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 187.42
PAYROLL SUMMARY	FICA	\$ 801.36
PAYROLL SUMMARY	IPERS	\$ 748.58

Library Claims Listing
11/12/2004-12/7/2004

Vendor	Category	Amount
PAYROLL SUMMARY	WORKERS COMP	\$ 38.78
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 3.58
OCT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.90
OCT04 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 651.01
OCT04 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,643.00
HOP, ROGER	TRAINING	\$ 12.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (26.83)
	Outreach Services	\$ 17,933.72
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,925.94
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,008.42
PAYROLL SUMMARY	LONGEVITY	\$ 510.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 94.72
PAYROLL SUMMARY	LIFE INSURANCE	\$ 32.32
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,274.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 211.37
PAYROLL SUMMARY	FICA	\$ 903.71
PAYROLL SUMMARY	IPERS	\$ 888.03
PAYROLL SUMMARY	WORKERS COMP	\$ 22.52
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 21.86
OCT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.94
IA LIB ASSOC/M MALINOWSKI	CONFERENCES	\$ 210.13
BANK OF AMERICA	CONFERENCES	\$ 218.70
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 165.37
IA POETRY ASSOC	PERIODICALS	\$ 9.00
PIONEER COMMUNICATIONS IN	PERIODICALS	\$ 13.95
UNABASHED LIBRAIAN	PERIODICALS	\$ 65.50
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 10.50
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 5,466.21
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 547.97
MEREDITH BOOK GROUP	ADULT COLLECTIONS	\$ 353.78
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 158.31
CENTER POINT PUBLISHING	ADULT COLLECTIONS	\$ 86.17
ALIBRIS	ADULT COLLECTIONS	\$ 12.90
BANK OF AMERICA	ADULT COLLECTIONS	\$ 343.99
OYSTER RIVER PRESS	ADULT COLLECTIONS	\$ 257.60
	Technical Services	\$ 27,816.49
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,739.00
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,399.76
PAYROLL SUMMARY	LONGEVITY	\$ 462.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 78.69
PAYROLL SUMMARY	LIFE INSURANCE	\$ 29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 680.78
PAYROLL SUMMARY	MEDICARE FICA	\$ 223.95
PAYROLL SUMMARY	FICA	\$ 957.52
PAYROLL SUMMARY	IPERS	\$ 897.06
PAYROLL SUMMARY	WORKERS COMP	\$ 26.81
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 6.02
OCT04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 38.20
OCT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.60
IA LIB ASSOC/M MALINOWSKI	CONFERENCES	\$ (210.13)
BANK OF AMERICA	CONFERENCES	\$ 108.95

Library Claims Listing
11/12/2004-12/7/2004

Vendor	Category	Amount
BAKER & TAYLOR INC	JUVENILE	\$ 1,126.36
BOOKS ON TAPE	JUVENILE	\$ 316.40
BOUND TO STAY BOUND INC	JUVENILE	\$ 275.74
DAVIDSON TITLES INC	JUVENILE	\$ 64.90
RECORDED BOOKS LLC	JUVENILE	\$ 5.95
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 829.05
FOCUS ON THE FAMILY	JUVENILE	\$ 55.51
THOMSON GALE GROUP	JUVENILE	\$ 135.56
BANK OF AMERICA	JUVENILE	\$ 420.86
BWI	JUVENILE	\$ 33.21
	Youth Services	\$ 21,704.16
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 21,909.43
PAYROLL SUMMARY	LONGEVITY	\$ 700.00
TFR M LOGSDAN YTD SAL/BEN	ADJUSTMENT	\$ 8,939.22
PAYROLL SUMMARY	IPERS DISABILITY	\$ 153.76
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.04
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,435.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 327.51
PAYROLL SUMMARY	FICA	\$ 1,400.34
PAYROLL SUMMARY	IPERS	\$ 1,300.06
PAYROLL SUMMARY	WORKERS COMP	\$ 17.54
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 0.88
OCT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 15.00
VELOCITY EXPRESS 152	POSTAGE/FREIGHT	\$ 192.36
DERMONT, SCOTT	TRAVEL/MEETINGS	\$ 72.80
VAN VALIN, LYNNE	TRAVEL/MEETINGS	\$ 49.92
BANK OF AMERICA	CONFERENCES	\$ 35.97
OMNIGRAPHICS INC	ADULT REFERENCE	\$ 182.97
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 322.94
QWEST DEX MEDIA EAST	ADULT REFERENCE	\$ 460.29
THOMSON GALE GROUP	ADULT REFERENCE	\$ 778.28
INFORMATION TODAY INC	ADULT REFERENCE	\$ 305.95
BANK OF AMERICA	ADULT REFERENCE	\$ 5.40
	Information Services	\$ 39,656.14
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 18,794.86
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 8,563.74
PAYROLL SUMMARY	LONGEVITY	\$ 560.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 102.64
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.45
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,952.98
PAYROLL SUMMARY	MEDICARE FICA	\$ 395.40
PAYROLL SUMMARY	FICA	\$ 1,690.57
PAYROLL SUMMARY	IPERS	\$ 1,588.02
PAYROLL SUMMARY	WORKERS COMP	\$ 159.56
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 26.96
OCT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 21.23
NOV04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 355.20
BANK OF AMERICA	CONFERENCES	\$ 499.74
	Circulation Services	\$ 34,761.35
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 9,425.35
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 2,541.16

Library Claims Listing
11/12/2004-12/7/2004

Vendor	Category	Amount
PAYROLL SUMMARY	LONGEVITY	\$ 210.00
TFR M LOGSDAN YTD SAL/BEN	ADJUSTMENT	\$ (8,939.22)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 57.76
PAYROLL SUMMARY	LIFE INSURANCE	\$ 23.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,420.90
PAYROLL SUMMARY	MEDICARE FICA	\$ 161.66
PAYROLL SUMMARY	FICA	\$ 691.23
PAYROLL SUMMARY	IPERS	\$ 700.16
PAYROLL SUMMARY	WORKERS COMP	\$ 50.53
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 39.32
OCT04 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.20
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 347.23
BLACKSTONE AUDIO BOOKS	AUDIO-VISUAL	\$ 108.80
BOOKS ON TAPE	AUDIO-VISUAL	\$ 758.40
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 16.00
DAVIDSON TITLES INC	AUDIO-VISUAL	\$ 437.27
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 287.31
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 69.34
MIDWEST TAPE	AUDIO-VISUAL	\$ 248.19
BANK OF AMERICA	AUDIO-VISUAL	\$ 1,935.19
	Media Services	\$ 10,593.48

Gifts

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY**

December 16, 2004

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

From Ames Interfaith Council\$100.00

From Robert A. and Judith C. Rudman
to be used for juvenile equipment or materials\$200.00

From Dan L. Volz and Sherri Little
in memory of Bill Ellett\$34.00

From Jane C. Beeman
in honor of her mother, Mary Jane Pearson for Christmas\$50.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXPENSE REPORT SUMMARY FY 2004/2005																
November 2004																
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	1,423,993	120,062	116,165	120,527	119,280	119,957								595,991	828,002	41.9%
Temporary Salaries	178,296	10,082	19,180	15,677	13,877	14,743								73,559	104,737	2
Longevity	7,381					3,198								3,198	4,183	43.3%
Adjustment	0			(3,146)	(1,138)									(4,284)	4,284	
Vacation			274											274	(274)	
Total Personal Svcs	1,609,670	130,144	135,619	133,058	132,019	137,898	0	0	0	0	0	0	0	668,738	940,932	41.5%
EMPLOYEE BENEFITS																
Temp Salaries Benefits	24,284													0	24,284	0.0%
IPERS Disability	8,523	735	722	728	728	735								3,648	4,875	42.8%
Life Insurance	3,385	282	271	277	283	281								1,394	1,991	41.2%
Health Insurance	195,614	13,742	13,469	13,742	13,743	13,743								68,439	127,175	35.0%
FICA Medicare	20,108	1,835	1,916	1,925	1,881	1,947								9,504	10,604	47.3%
FICA	85,984	7,844	8,196	8,223	8,040	8,326								40,629	45,355	47.3%
IPERS	82,305	8,028	7,452	7,311	7,633	7,911								38,335	43,970	46.6%
Workers Comp	3,126	465	421	384	364	373								2,007	1,119	64.2%
Flex Administration	1,569	129	122	122	122	121								616	953	39.3%
Total Employee Ben	424,898	33,060	32,569	32,712	32,794	33,437	0	0	0	0	0	0	0	164,572	260,326	38.7%
INTERNAL SERVICES																
City Data Services	3,983		332	332	332	331								1,327	2,656	33.3%
City Messenger	2,730			293	130	210								633	2,097	23.2%
Printing	4,200		238	331	2,116	38								2,723	1,477	64.8%
Insurance & Bonds	20,650			4,578	1,526	1,526								7,630	13,020	36.9%
Phone Operation/Maint	16,633	1,386	1,387	1,387	1,385	1,385								6,930	9,703	41.7%
Long Distance	500		43	44	38	57								182	318	36.4%
Fleet Operating/Maint	3,832		222	783	353	692								2,050	1,782	53.5%
Fleet Replacement	20,976		1,748	1,748	1,748	1,748								6,992	13,984	33.3%
Computer Replacement	13,305		2,908	1,453	1,361	1,362								7,084	6,221	53.2%
Total Internal Svcs	86,809	1,386	6,878	10,949	8,989	7,349	0	0	0	0	0	0	0	35,551	51,258	41.0%
CONTRACTUAL																
Outside Prof Services	28,200			20,000										20,000	8,200	70.9%
Postage/Freight	13,500	192	206	196	3,043	199								3,836	9,664	28.4%
Travel/Meetings	1,400	119			162	374								655	745	46.8%
Training	5,900	82	26	29	37	837								1,011	4,889	17.1%
Conferences	17,000	285	419	567	2,257	3,897								7,425	9,575	43.7%
Dues & Memberships	4,990	310	650	242	155	35								1,392	3,598	27.9%
Printing	5,100													0	5,100	0.0%
Advertising	3,000		414	440		135								989	2,011	33.0%
Recruiting Costs		261	595	1,125	912	2,444								5,337	(5,337)	
Insurance	1,444													0	1,444	0.0%
Electricity	39,700		4,490	4,436	4,173	3,496								16,595	23,105	41.8%
Phone Operation/Maint	7,405	373	377	477	378	376								1,981	5,424	26.8%
Long Distance	100													0	100	0.0%

EXPENSE REPORT SUMMARY FY 2004/2005																	
November 2004																	
5 Months =41.7%																	
															Y-T-D	Current	%
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent	
Water/Sewer	3,100		288	355	249	262								1,154	1,946	37.2%	
Waste Disposal	2,500		173	221	169	169								732	1,768	29.3%	
Natural Gas	8,280	15	15	17	15	305								367	7,913	4.4%	
Structural Repair	10,000		110	(89)	648									669	9,331	6.7%	
Moveable Equip Repair	3,000		429											429	2,571	14.3%	
Fixed Equip Repair	5,000					180								180	4,820	3.6%	
Computer Maintenance	33,976	13,162	7,494	670	583	599								22,508	11,468	66.2%	
Rentals & Leases	19,308	503	2,313	944	1,726	1,612								7,098	12,210	36.8%	
Non-City Services	21,555	49	3,104	278	1,309	632								5,372	16,183	24.9%	
Total Contractual	234,458	15,351	21,103	29,908	15,816	15,552	0	0	0	0	0	0	0	97,730	136,728	41.7%	
COMMODITIES																	
Office Supplies	42,000	2,839	2,480	1,721	1,320	1,617								9,977	32,023	23.8%	
Minor Office Equipment			225	101		120								446	(446)		
Minor Computer Equip	7,000	39		60										99	6,901	1.4%	
Ag-Hort Supplies					60									60	(60)		
Structural Materials	2,000	60	367											427	1,573	21.4%	
Cleaning Supplies	4,000	194	462	706	1,497	468								3,327	673	83.2%	
Equip Parts/Supplies	1,000		21		478	45								544	456	54.4%	
Minor Equip & Tools	300		7											7	293	2.3%	
Food	500		99	196	350	17								662	(162)	132.4%	
Wearing Apparel	200		33											33	167	16.5%	
Special Prjct Supplies	5,000	624	(174)	1,604	(1,197)	588								1,445	3,555	28.9%	
Purchase Card Clearing		(2,195)	2,848	707	(605)	(721)								34	(34)		
Total Commodities	62,000	1,561	6,368	5,095	1,903	2,134	0	0	0	0	0	0	0	17,061	44,939	27.5%	
CAPITAL																	
Periodicals	9,500	6,850	(20)	(248)	1,614	103								8,299	1,201	87.4%	
Juvenile	47,510	3,004	1,051	4,472	4,013	4,844								17,384	30,126	36.6%	
Adult Reference	52,962	9,974	7,173	9,607	1,564	2,884								31,202	21,760	58.9%	
Audio Visual	37,000	1,792	3,919	4,787	5,610	4,664								20,772	16,228	56.1%	
Adult Collection	88,426	6,153	5,731	6,932	8,560	9,877								37,253	51,173	42.1%	
Total Capital	235,398	27,773	17,854	25,550	21,361	22,372	0	0	0	0	0	0	0	114,910	120,488	48.8%	
OTHER EXPENDITURES																	
Refunds			33											33	(33)		
Total Other Expenditures		0	33	0	0	0	0	0	0	0	0	0	0	33	(33)		
GRAND TOTAL	2,653,233	209,275	220,424	237,272	212,882	218,742	0	0	0	0	0	0	0	1,098,595	1,554,638	41.4%	

LIBRARY DONATIONS REPORT					
FISCAL YEAR 2004/2005					
YEAR-TO-DATE THROUGH NOVEMBER 30, 2004					
	Gladys	Roscoe	Verna	Other	
	Myers	Marsden	Thompson	Donations	
	Bequest	Bequest	Bequest	& Grants	Total
Reserved Principal and Interest	717,518.52	108,248.42	333.01	8,286.93	834,386.88
Beginning available balance	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
Interest revenue	4,556.26	938.62	4,364.77	581.99	10,441.64
Donations			1,517.72	30,387.26	31,904.98
Expenses	(4,933.10)	0.00		(21,435.99)	(26,369.09)
Encumbrances	(18,422.78)				(18,422.78)
Current Available Balance	28,013.88	14,834.73	574,870.93	61,385.94	679,105.48
Expense Detail:					
Internal Printing				242.60	242.60
Interdepartmental Labor				105.00	105.00
Outside Professional Svcs				2,325.00	2,325.00
Postage/Freight	1,100.00				1,100.00
Outside Printing/Graphics				1,846.20	1,846.20
Other Non-City Services				0.00	0.00
Minor Office Equipment				208.96	208.96
Food				147.72	147.72
Special Project Supplies				2,549.80	2,549.80
Coffee Shop Inventory				171.80	171.80
Office Furniture/Equipment				3,408.00	3,408.00
Periodicals				248.00	248.00
Youth Collection				449.70	449.70
Audio-Visual	3,566.80			3,152.81	6,719.61
Adult Collection	266.30			6,580.40	6,846.70
Total Expenses	4,933.10	0.00	0.00	21,435.99	26,369.09
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 NOVEMBER 30, 2004			
	Total Interest	20% Reserved	80% Available
Fiscal Year	Revenue	for Reinvestment	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	5,695.32	1,139.06	4,556.26
Total	266,267.93	53,253.58	213,014.35

LIBRARY DONATIONS REPORT					
FISCAL YEAR 2004/2005					
YEAR TO DATE THROUGH NOVEMBER 30, 2004					
	Gladys	Roscoe	Verna	Other	
	Myers	Marsden	Thompson	Donations	
	Bequest	Bequest	Bequest	& 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	4,556.26	938.62	4,364.77	581.99	10,441.64
YTD Donations			1,517.72	30,387.26	31,904.98
YTD Expenses	(4,933.10)	0.00	0.00	(21,435.99)	(26,369.09)
Transfers between programs**					
Encumbrances	(18,422.78)	0.00	0.00	0.00	(18,422.78)
Current Available Balance	28,013.88	14,834.73	574,870.93	61,385.94	679,105.48
Expense Detail:					
Internal Printing				242.60	242.60
Interdepartmental Labor				105.00	105.00
Outside Professional Services				2,325.00	2,325.00
Postage/Freight	1,100.00				1,100.00
Outside Printing/Graphics				1,846.20	1,846.20
Other Non-City Services				0.00	0.00
Minor Office Equipment				208.96	208.96
Food				147.72	147.72
Special Project Supplies				2,549.80	2,549.80
Coffee Shop Inventory				171.80	171.80
Office Furniture/Equipment				3,408.00	3,408.00
Periodicals				248.00	248.00
Youth Collection				449.70	449.70
Audio-Visual	3,566.80			3,152.81	6,719.61
Adult Collection	266.30			6,580.40	6,846.70
Total Expenses	4,933.10	0.00	0.00	21,435.99	26,369.09
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 NOVEMBER 30, 2004															
					Tommy										
	Other	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	IA Stories	Enrich	Iowa Infra-	Gates	Total
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	2000	Iowa	structure	Foundation	
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	581.99														581.99
YTD Donations/Grants	1,888.31	7,490.57		3,333.34					350.00	2,700.00		14,625.04			30,387.26
YTD Expenses	(2,814.68)	(9,055.61)	(171.80)	(3,685.10)	0.00	(449.70)	0.00	0.00	0.00	(1,851.10)	0.00	0.00	(3,408.00)	0.00	(21,435.99)
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	6,531.01	(1,734.40)	(278.55)	(351.76)	280.79	4,385.00	1,358.77	4,225.00	904.65	848.90	0.00	31,126.87	13,936.34	153.32	61,385.94
Expense Detail:															
Internal Printing/Graphics		136.20								106.40					242.60
Interdepartmental Labor		105.00													105.00
Outside Professional Svcs		2,325.00													2,325.00
Outside Printing/Graphics		1,846.20													1,846.20
Other Non-City Services															0.00
Minor Office Equipment		208.96													208.96
Food		147.72													147.72
Special Project Supplies		805.10								1,744.70					2,549.80
Coffee Shop Inventory			171.80												171.80
Office Furniture/Equipment													3,408.00		3,408.00
Periodicals	248.00														248.00
Youth Collection						449.70									449.70
Audio-Visual		1,078.73		2,074.08											3,152.81
Adult Collection	2,566.68	2,402.70		1,611.02											6,580.40
Total Expenses	2,814.68	9,055.61	171.80	3,685.10	0.00	449.70	0.00	0.00	0.00	1,851.10	0.00	0.00	3,408.00	0.00	21,435.99
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 NOVEMBER 30, 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	30,387.26	31,904.98
2004/05 YTD Interest Revenue	5,695.32	938.62	4,364.77	581.99	11,580.70
2004/05 Investment FMV Adjst					0.00
2003/04 YTD Expenses	(4,933.10)	0.00	0.00	(21,435.99)	(26,369.09)
Current Fund Balance	745,532.40	123,083.15	575,203.94	69,672.87	1,513,492.36
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	1,139.06				1,139.06
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	28,013.88	14,834.73	574,870.93	61,385.94	679,105.48
Current Assets/Liabilities:					
Cash	17,340.46	7,577.86	12,742.99	26,124.28	63,785.59
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	4,039.91	640.81	3,120.48	241.14	8,042.34
Prepaid items				0.00	0.00
Accounts Payable				0.00	0.00
Due to Other Funds					0.00
Total Assets	745,532.40	123,083.15	575,203.94	69,672.87	1,513,492.36

2004/05 LIBRARY EXPENSE SUMMARY						
November 30, 2004						
5 Months =41.7%						
	2003/04	2004/05	YTD	YTD	Current	%
	Actuals	Budget	2003/04	2004/05	Balance	Spent
PERSONAL SERVICES						
Salaries	1,360,586	1,423,993	573,246	595,991	828,002	
Temporary Salaries	190,271	178,296	75,454	73,559	104,737	
Time and One-Half	432				0	
Longevity	4,953	7,381	3,261	3,198	4,183	
Sick Leave	89		89		0	
Adjustment	(13,497)		(769)	(4,284)	4,284	
Vacation	3,436		1,563	274	(274)	
Total Personal Services	1,546,270	1,609,670	652,844	668,738	940,932	41.5%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		24,284			24,284	
IPERS Disability	8,600	8,523	3,578	3,648	4,875	
Life Insurance	3,282	3,385	1,396	1,394	1,991	
Health Insurance	174,012	195,614	70,694	68,439	127,175	
FICA Medicare	22,020	20,108	9,220	9,504	10,604	
FICA	94,150	85,984	39,415	40,629	45,355	
IPERS	88,022	82,305	37,570	38,335	43,970	
Workers Compensation	4,900	3,126	2,188	2,007	1,119	
Flex Administration	1,510	1,569	634	616	953	
Total Employee Benefits	396,496	424,898	164,695	164,572	260,326	38.7%
INTERNAL SERVICES						
City Data Services	3,883	3,983	1,316	1,327	2,656	
City Messenger	1,848	2,730	570	633	2,097	
Printing	4,369	4,200	1,709	2,723	1,477	
Insurance & Bonds	20,413	20,650	8,505	7,630	13,020	
Phone Operation/Maintenance	17,406	16,633	7,253	6,930	9,703	
Long Distance	587	500	246	182	318	
Fleet Operating/Maintenance	5,835	3,832	1,566	2,050	1,782	
Fleet Replacement	19,668	20,976	6,556	6,992	13,984	
Computer Replacement	10,502	13,305	3,699	7,084	6,221	
Interdepartmental Labor	599				0	
Total Internal Services	85,110	86,809	31,420	35,551	51,258	41.0%
CONTRACTUAL						
Outside Professional Services	27,258	28,200	24,371	20,000	8,200	
Postage/Freight	16,280	13,500	8,485	3,836	9,664	
Travel/Meetings	1,289	1,400	592	655	745	
Training	1,291	5,900	257	1,011	4,889	
Conferences	19,651	17,000	5,059	7,425	9,575	
Dues & Memberships	5,288	4,990	2,407	1,392	3,598	
Printing	3,490	5,100	1,365		5,100	
Advertising	3,735	3,000	1,012	989	2,011	
Recruiting Costs	4,348		1,224	5,337	(5,337)	
Insurance		1,444			1,444	
Electricity	39,746	39,700	16,021	16,595	23,105	
Phone Operation/Maintenance	5,060	7,405	2,255	1,981	5,424	
Long Distance	218	100	131		100	
Water/Sewer	2,703	3,100	1,036	1,154	1,946	
Waste Disposal	2,620	2,500	676	732	1,768	
Natural Gas	7,283	8,280	840	367	7,913	
Structural Repair	6,316	10,000	1,736	669	9,331	

2004/05 LIBRARY EXPENSE SUMMARY						
November 30, 2004						
5 Months =41.7%						
	2003/04	2004/05	YTD	YTD	Current	%
	Actuals	Budget	2003/04	2004/05	Balance	Spent
Moveable Equipment Repair	2,082	3,000	914	429	2,571	
Fixed Equipment Repair	10,885	5,000	3,950	180	4,820	
Computer Maintenance	34,101	33,976	27,544	22,508	11,468	
Rentals & Leases	17,787	19,308	6,332	7,098	12,210	
Non-City Services	18,744	21,555	8,202	5,372	16,183	
Total Contractual	230,175	234,458	114,409	97,730	136,728	41.7%
COMMODITIES						
Office Supplies	40,555	42,000	10,053	9,977	32,023	
Minor Office Equipment	670		581	446	(446)	
Minor Computer Equipment	8,864	7,000	1,732	99	6,901	
Ag-Hort Supplies				60	(60)	
Structural Materials	1,916	2,000	1,269	427	1,573	
Cleaning Supplies	6,687	4,000	3,561	3,327	673	
Equipment Parts/Supplies	554	1,000	381	544	456	
Minor Equipment & Tools	175	300	21	7	293	
Food	793	500	116	662	(162)	
Wearing Apparel	162	200	162	33	167	
Special Project Supplies	4,807	5,000	1,257	1,445	3,555	
Purchase Card Clearing			4,956	34	(34)	
Fuel for Vehicles/Equipment	17		5		0	
Total Commodities	65,200	62,000	24,094	17,061	44,939	27.5%
CAPITAL						
Computer Equipment/Software	203					
Periodicals	10,811	9,500	6,781	8,299	1,201	
Juvenile	47,922	47,510	16,092	17,384	30,126	
Adult Reference	53,429	52,962	38,479	31,202	21,760	
Audio Visual	45,509	37,000	19,459	20,772	16,228	
Adult Collection	102,334	88,426	40,962	37,253	51,173	
Total Capital	260,208	235,398	121,773	114,910	120,488	48.8%
OTHER EXPENDITURES						
Refunds	128		86	33	(33)	
Total Other Expenditures	128	0	86	33	(33)	
GRAND TOTAL	2,583,587	2,653,233	1,109,321	1,098,595	1,554,638	41.4%

DIRECTOR'S REPORT

December, 2004

- **BUDGET**

Financial Report for November: As of 11/30/04, we were **41.7%** of the way through the year and **41.4%** expended. Please see the Expense Report for November in your packet.

Special Note: You have two versions of the November budget report in the packet. "Monthly Budget Summary 11-04" is the format we've used for several years. "Library YTD (Year-to-Date) General Fund Expense Report" is an alternative format that Finance technician Nancy Mastellar asks that we review to see if it would be more useful than the one we're currently using. Would you please take a look at it and come prepared to discuss and indicate your preferences at the meeting?

FY04-05 Budget Amendments/FY05-06 Budget Request: Dawn and I met with the City of Ames PROBE (**P**roductive **R**eview of **B**udget **E**ntries) team: head of finance Duane Pitcher, budget officer Carol Collings and assistant city manager Sheila Lundt on Friday, December 3rd. We reviewed the FY04-05 amendments and FY05-06 request that you approved at the November meeting. The budgets were accepted as presented.

Next stop on the budget train: January meeting with city manager Steve Schainker and the PROBE team. The budget presentation to the City Council is scheduled for February. As soon as the Library's presentation time is confirmed, I will get that to you asap.

- **POLICY**

Conduct in the Library: A staff committee reviewed this policy and made several recommendations. All changes are indicated to the right of the text. Significant changes include: making language and definitions ("misconduct") consistent; clarifying that the policy covers all Library premises including the bookmobile; ensuring that the consequences for misconduct are clearly outlined for the customer and Library staff.

- **Unattended Children:** Staff is recommending one change to the first bulleted statement: "Children under the age of nine must **be under direct supervision of** a parent or a responsible child care provider in the Library." The phrase in **bold** replaces the word "have." Staff feels this more clearly conveys that expectation that the parent or caregiver must stay with the child while in the Library.

- **DISCUSSION/ACTION ITEMS**

FY04-05 Capital Improvement Plan: The city manager has requested that we submit a formal CIP request for the acquisition of the property at 215 Fifth St. to ensure that the project is included in the 2005 – 2010 plan. There is a sheet in the packet for your review.

City of Ames Resident Satisfaction Survey: The new resident satisfaction survey is out. The entire report is in the board packet. If you don't wish to print out all 26 pages, I encourage you to look at pages 4-5,7-8, 22-23, which reference the Library.

- **AMES PUBLIC LIBRARY FOUNDATION**

2004 Annual Campaign: Total donations as of the end of November 11 were \$40,522; as of December 10, **\$46,257**. Note that we have now surpassed the 2003 annual campaign. The '03 campaign had 583 donors contributing \$45,568. The 2004 has had over 700 donors. We are anticipating additional donations to the campaign through the end of the calendar year.

Development director Cindy Paschen has been contacting previous donors who have not made donations to the current annual campaign for a year end donation.

Along with Foundation directors, Erin Lonergan and Dale Ross, I will be working on the recruitment of a new development director in December/January.

- **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**

We conducted interviews the week of Dec. 6 for the youth services specialist position. I will have a report on the outcome of that recruitment at the meeting.

The weekend edition of the Ames Tribune had a wonderful profile of Carol Elbert. If you missed it, you may read it online at http://www.amestrib.com/site/news.cfm?newsid=13490809&BRD=2035&PAG=461&dept_id=238101&rfi=8.

• PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS

Attended: APL Meetings (All staff, policy, administration, management, public services, circulation/outreach teams); City of Ames staff meetings (The Library hosted the meeting on Monday, Nov. 22. We served breakfast to the city manager and our fellow dept. heads, presented them with a copy of the annual report and an overview of organizational priorities for this year.); Ames Noon Rotary; Ames Convention & Visitors Bureau marketing committee meeting; APL Friends board meeting;

Met with: Jason Kristufek, Tribune reporter newly assigned to cover the City of Ames, with community resources specialist Jillian Duggan, to give him a tour of the Library; Sandy Dixon, State Library of Iowa library development consultant and collections workgroup to conduct a reverse strategic planning session in preparation for developing a plan of service for collections.

Wrote: Library Notes column for Wednesday, Dec. 8.

**Gina Millsap, Director
Ames Public Library**

12/10/2004

Directors Report December 2004.doc

Monthly Report - Dawn Hayslett - Assistant Director December 2004

Friends of the Ames Public Library

The Friends Board met on December 6th. The main item on the agenda was a request to re-allocate some funds originally earmarked for books on CD to the purchase of a CD/DVD cleaning machine. Last year, \$3,100 from the Library's state infrastructure funding was allocated to purchase a CD/DVD cleaning machine but at the time, staff was unable to identify a suitable product. While visiting the exhibits at ILA this October, staff saw a demonstration of a new "cleaning/buffing" machine. Following the conference, Scott Dermont (collection manager for the media collection) called several "references" and asked other libraries if they were pleased with the machine. He also made a site visit to Iowa City Public Library to see the machine in action. He believes that this model is reliable, easy to use, and does an outstanding job of "buffing" damaged discs. The machine will substantially extend the life of the discs that we purchase and increase the quality of the collection for our customers. The cost of the machine is \$6,600 and if we place our order before the end of the year, Recorded Books (the vendor who is selling the machine and also the provider of quality books on CD) will give us \$1,100 worth of books on CD. We asked the Friends if we might use \$3,500 of their \$5,000 gift for books on CD (along with the money previously allocated) to purchase the machine and take advantage of the offer to receive the \$1,100 worth of books on CD. The request was approved.

Public Services

Public Services staff began the discussion of whether APL should become a passport acceptance agency. Ross Petra identified an article about a library that is doing this and Gina provided notes from her interview with a library director in Missouri where they are also providing this service. Gina will be contacting the Ames Postmaster to ask about their volume of service and other issues. We are also discussing providing fax service to the public.

Staff reviewed the first test responses to the new home delivery survey. We think it will give us the kind of information to improve the choices we make for those customers. Ann and Mary will also be devising a method for home delivery customers to give us quick feedback on individual selections to see if we are on track with their preferences. Public Services staff is now doing most of the selection for home delivery customers.

Jan Heuss and I have been working on a series of computer classes for seniors. They will be taught as a community service project by some ISU graduate students. The classes will focus on computer security issues and will be held in February.

YS Merger

Lynne and I have been meeting with the Youth Services staff to discuss issues surrounding the merger with Public Services. We have been discussing schedules, meeting times, and cross training needs. Public Services staff will need to become more familiar with the Youth area as they will be assisting on the desk as needed. Youth Services can benefit from the reference skills and resources of the Public Services folks. Mike Quinn will be taking over scheduling for the whole workgroup in January. We would like to start meeting as a whole Public Services team as soon as

possible. Lynne and I will still be meeting with Youth staff separately to learn more about their service program.

Staff Day 2005

The Staff Development Committee is hard at work on plans for Staff Day 2005. Our theme is something about the seashore at this point. The keynote speaker will be Cali Beals from the Iowa Department of Economic Development. She will present a workshop on the FISH philosophy of customer service. The FISH philosophy was developed by the Pike Street Fish Market in Seattle and has "spawned" a series of books, tapes and products. Also planned for the day is a presentation by our own Mary Cameron on understanding poverty. We will also be doing another exercise on reader's advisory skills. Part of this session will be the results of an APL reading habits survey developed by the committee. And of course, we will welcome the Board for lunch as part of this year's staff recognition activities.

Other Activities

- The Collection Managers Team met to discuss security concerns.
- I participated in the Management Team, All-Staff, and Policy Group meetings.
- I attended the Adult Collection and Staff Picks meetings.
- Lynne, Gina and I met to review the drafts of the volunteer coordinator and circulation supervisor position descriptions.
- I hosted the Books @ Noon group meeting with Carol Elbert.
- I presented along with Ron Palumbo for the November "Let's Talk About It" discussion of "The Island of Dr. Moreau."
- I compiled the Performance Measures as part of the City budget process and Gina and I worked on the service program highlights.
- Gina and I attended the City Probe budget meeting.
- Jillian and I have been working on advance publicity for the Frankenstein exhibition which is also the topic of my Library Notes column this week.
- Jillian and I worked on the publicity for the "Chick Lit" book discussion program on Dec. 8th. Karlene and Mary are helping spread the word.
- I attended the YAC (Young Adult Committee) meeting. We formed committees to begin the work to make the Teen Space a reality. Our target is opening the new space Memorial Day weekend. I am serving on the collections subcommittee to plan and acquire materials for this audience including weeding the current YA collection, purchasing magazines and popular books, as well as board games and other activities.
- With the rest of the interview team, I developed questions for the Youth Services Specialist interviews. The interviews will be conducted the week of December 6th. We have four excellent candidates.

OUTREACH & CIRCULATION MONTHLY REPORT December 2004

Lynne Carey, Outreach and Circulation Coordinator

OUTREACH and CIRCULATION STAFF:

Cheryl Tebben is the newest member of the Circulation & Outreach team. Cheryl was a youth volunteer two years ago and has experience with many circulation duties. We are very pleased to welcome her.

Susan North would not allow any fuss at a farewell event in her honor on Tuesday, November 23rd (in fact, we even interrupted the festivities for a short all-staff meeting). She is officially on vacation until she returns to APL for one last day on January 7th. We miss her tremendously, but certainly wish her well in her new adventure.

Members of Circulation & Outreach staff greatly enjoyed attending Carol Elbert's annual program on the best books for children. It's so nice to have such a wonderful in-house opportunity for continuing education.

Kay Marner, Val Donnell and I participated in the interviews for the Youth Services Specialist position.

The Bookmobile was a hit at the Gilbert Main Street Association's holiday event on December 4th. Margaret Dempsey welcomed people on the Bookmobile while Kay Marner offered programs and activities inside City Hall. Uber-volunteer Marv Scott helped kids assemble his paper models of the Bookmobile and artist Lonna Natchigal prepared a special coloring page just for the event.

With staff shortages I am getting to perform some job duties that provide a nostalgia trip. I've greatly enjoyed working directly with many of our wonderful volunteers again, I got to do a book talk at Silvercrest and made new friends and I am even receiving remedial training from the hourly employees that has allowed me to work at the Circulation Desk. Circulation Desk staff members have continued to put forth a valiant effort to keep things running smoothly as we grapple with increased business and decreased staff hours.

PROGRAMS:

Recent programs have been met with enthusiasm. The local production of *Gift of the Magi* was last weekend and was a lovely kickoff for the holidays. We tried a new programming format in conjunction with author Peggy Gish's visit by inviting attendees to a pre-show potluck - people really enjoyed the chance to interact informally.

I attended a planning session for a new series of community conversations about education that is being sponsored by the School Board. The series, *Vision Matters*, will offer an opportunity for community members and school personnel to learn together and discuss education issues in a non-controversial environment. Programs will be held at the Library and co-sponsors include APL, Ames

Community Schools, the Tribune, the Chamber of Commerce, ISU and the Des Moines Register.

I was interviewed by an ISU sociology major (and former Bookmobile kid) for a semester project on building community. She was focusing on Reel Connections. It was interesting for me to have an opportunity to reflect on the past 15 months of the series and how much we've learned and accomplished. Comments regarding recent programs have demonstrated that we are doing a good job of meeting our goals of introducing an array of viewpoints on topics of local interest and providing a safe place for discussion.

I met with a committee of the Alliance for Global Justice that has been presenting a series of "teach-ins" at ISU. They are interested in expanding to the community as a whole and we are looking into the possibility of doing some co-sponsored programs at APL.

Upcoming programs include:

- Sunday, Dec 12 - Prime Time Readers
- Wednesday, Dec 15 - Other Voices/Other Views film *Escape from Affluenza*; in collaboration with the Alliance for Global Justice
- Thursday, Jan 6 - *Confronting the New World Order* film *Behind the Big News*; in collaboration with the local chapter of the John Birch Society
- Wednesday, Jan 12 - Other Voices/Other Views film *The Weather Underground*; in collaboration with the Alliance for Global Justice
- Thursday, Jan 13 - *World of Friends* film *Repentance*; in collaboration with Iowa Resource for International Service (IRIS)
- Monday, Jan 17 - MLK Community Birthday Celebration at the Boys and Girls Club; in collaboration with the YWCA, the Boys and Girls Club and Ames Community Schools
- Saturday, Jan 22 - Barjche dance preview featuring ISU's Orchesis I
- Wednesday, Jan 26 - Other Voices/Other Views film *Oil on Ice*; in collaboration with the Alliance for Global Justice
- Thursday, Jan 27 - *Vision Matters* (see above)
- Thursday, Jan 27 - An Evening with the Author Greg Helle presenting *Post Traumatic Stress Disorder: The Hidden Cost of War*
- Sunday, Jan 30 - APL Unplugged featuring the BeJae Fleming Trio and Jim Allen

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, the *Vision Matters* planning team, International Women's Day Planning Committee, Magi Planning Committee, Bookends at the Bandshell Planning Team, Youth Services Staff and the APL Board.

November 9– Dec. 7, 2004

Report from Carol Elbert, Youth Services Coordinator

Programs: In November we presented 53 programs, total attendance 1392. Programs celebrating Children's Book Week were a major focus in November. School classes visiting the library included Ames public schools, St. Cecilia, Ames Christian School, homeschoolers, and Gilbert. We prepared book talk programs for each grade level. We had several weekend programs for children and families, including Maureen Korte's storytelling program Nov. 13. Cathy presented a Saturday "Kids, Books, and More," a craft storytime for children in primary grades, and I did a Family Hour for families with children ages 3-9 on a Sunday. Jacque presented Saturday Storybreak for families with preschoolers. In cooperation with Children's Theater and Ames Parks and Recreation, I participated in presenting "Time Together," a Sunday program that included a preview of the production "Gift of the Magi."

For adult groups: On Nov. 16 I spoke on "Best Books for Children and Young Adults of 2004" for which I prepared an extensive bibliography, and 120 adults attended. I spoke to the After Baby Comes parents' group at the People Place on Nov. 17. As a participant in the Stork's Nest program, I provided two parent education sessions.

The "Gather Good Books" reading program was completed Nov. 21 with 369 children earning Papa Murphy's pizzas. The winter reading program "Snow Is Falling, Books Are Calling" will run Dec. 26-Feb. 28, with books as prizes courtesy of Friends of Ames Public Library.

Staff: My last day at work will be December 17. As I retire after 25 years in Youth Services plus 4 years earlier in Circulation, I feel extremely fortunate to have had the privilege of working at Ames Public Library. I have truly loved my job and the opportunity to work with a wonderful staff and community.

Cathy is serving on the interview team for the new Youth specialist position. Interviews are scheduled the week of Dec. 6.

Continuing Education:

- Cathy presented information to the YS team on the Jane Kitson literacy workshop, sponsored by the State Library, that she attended in October.
- I attended the CILSA Youth Services Round Table in Marshalltown on Dec. 6.
- I attended the ICN session on library levies Nov. 18.

Other:

- attended the "Every Child Counts" forum at People Place Nov. 7
- hosted the Story County Childhood Collaboration Nov. 10
- wrote a Library Notes column
- participated in "Books at Noon"
- attended meetings of the library board, management team, policy, all-staff, Youth Services staff, Baby Talk, "Readabouts" planning, YS reorganization discussions, and the APL "Staff Picks" committee.

November 2004 Youth Program Attendance

Program:	# of Sessions	Attendance
Daycares ages 2-3	3	109
Daycares ages 4-6	9	200
Saturday Storybreak	2	51
Bedtime Storytime	1	16
Baby Talk Storytime	4	100
Parent-Child Craft Storytime	2	72
Preschool Storytimes	6	147
School classes to APL	15	357
Homeschool groups	2	59
Maureen Korte Storytelling Program	1	48
Kids, Books, & More for gr. 1-3	1	9
Family Hour for ages 3-9	1	19
Best Books program for adults	1	120
"Time Together" family program	1	15
Cub Scout group	1	20
Parent program at People Place	1	13
Parent programs at Stork's Nest	2	37
Totals:	53	1392

December Coordinator Report

Collections Workgroup
Marianne Malinowski

Collection Development: The Collection Management Group met twice in the last month to discuss media-related issues. The committee helped Scott write a proposal for the purchase of a CD/DVD cleaning machine. The proposal was approved and the machine has been ordered. This has been a real need. We have thousands of discs that are scratched or damaged and this machine will greatly improve the quality of the audio products that we have available for our customers. We have also been discussing how we can increase security for the media collection. That discussion will be ongoing as we work through different options.

Professional development: I am on the interview team for the new youth services specialist. We have completed three of the four interviews and will be making a job offer sometime the week of December 13th.

Collections Workgroup: Mark has been helping us to streamline our workflow on Horizon. He set up an acquisitions process that makes ordering faster and it also downloads the exact discounted price of every item into the order record. In the past we were working with discount estimates. This is so much better for selectors because it lets us see the exact amount of money that we have spent and encumbered.

Mark also helped me find the best way to handle withdrawals on Horizon. This new method is amazingly fast. It actually takes the task of withdrawals away from our workgroup. Selectors will now withdraw their own items by setting the item status to “withdrawn” and then I will be able to manipulate that information and withdraw it in a batch. With these two improvements we feel that our workflow has really taken a big step forward. Thank you, Mark!

System Administrator's Monthly Report

December 2004

Mark F. Harris

Web Reporter and RPA (remote patron authentication) have been purchased. Web Reporter will be installed when we receive the server. RPA will be installed after we update Horizon to version 7.4 and HIP to version 4.0. The Horizon and HIP operating system software will be upgraded from Windows 2000 Server to Windows 2003 Server. I expect these projects to be accomplished soon after the new year.

Dell servers have been purchased to implement Web Reporter and Terminal Services (thin client). I am finalizing quotes for client software (Microsoft Office 2003) and client access licensing (CAL). I expect to begin rolling out thin client technology to the staff starting in February.

I will be taking an online web class for using and administering Web Reporter on Dec. 13 and 14. We are receiving this class free as a bonus from Dynix.

I have been researching multi-function fax printers for replacing the out-dated device at the reference desk. This technology has advanced a good deal in the last couple of years. For a reasonable price, we should be able to acquire a multi-function printer that will enable network faxing from our thin client servers.

Jillian Duggan, Community Relations Specialist

December 2004

Accomplishments and Goals

Gina and I met recently to discuss my accomplishments and my goals for the next 3 months. Over the past 3 months, I have made several improvements to the website, increased the distribution of Page One, improved the layout and content of Page One, documented procedures for the Book Sale and other activities, and standardized the development of promotional flyers.

Over the next 3 months, I plan to develop communication with the staff and my knowledge of the library's operations by job shadowing, updating the staff photo board, and developing a staff intranet. I will also be extending my contacts with media outlets such as radio stations and the ISU Daily, working with Susan Gwiasda (City Public Relations Officer) to improve my media knowledge and contacts, and work with Lynne Carey on a comprehensive plan for program promotion.

Current Projects:

- Page One, January Issue
- Program fliers for Reel Connections and APL Unplugged events
- Promotional materials for special events such as the Frankenstein exhibit, Greg Helle author event, and the Barjche preview event
- Library display for Frankenstein
- North Grand Mall display for winter reading program
- Providing community calendars with information about APL events
- Updating website

Recently Completed:

- Bookmobile door hangers
- December Page One
- Promotional materials for December special events
- Promotional materials and program for the Gift of the Magi
- Frankenstein posters and media release
- Updated procedures for Page One and community event calendars
- Frankenstein display in the library display case

Meetings:

- Attended Staff Day planning meetings
- Met with the Merchandise and Display team for an overview of goals and issues
- Met with Jason Kristufek, the new city beat reporter for *The Tribune*
- Attended 1st Anniversary Main Street After Hours
- Attended APL policy meeting
- Attended APL Admin Team meeting

Conduct in the Library Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 16, 2004**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Policy

The policy of the Ames Public Library is to provide a safe, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of all members of the public. Customers are expected to observe the rights of other customers and staff members and to use the Library for its intended purposes.

Misconduct will not be allowed in the Library.

Deleted: Prohibited

Definition

Misconduct is behavior that is illegal or that which:

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

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

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- Willfully annoying, harassing, or threatening another person.
(Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.)
- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disorderly, loud, or boisterous manner.
- Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of ~~customers or~~ staff members.
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data.
- Impeding access to Library premises, or an area of the premises, or blocking access to Library materials, for extended periods of time.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving personal items in the building. The Library assumes no responsibility for any personal belongings left unattended.
- Using personal electronic devices, either with or without earphones at an unreasonable level.
- Picture taking or video taping of individuals unless authorized by the individuals involved or their parents if minors are present.
- Soliciting of sales or selling except at Library-sponsored events.

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Deleted: Listening to radios or personal cassette players

Deleted: or with earphones

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

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- Soliciting signatures in person for a petition; however, the Library will accept citizen petitions and make them available in the Library.
- Bringing animals into the Library, except those trained to assist individuals with disabilities.
- ~~Using tobacco products or alcohol,~~
- Using the restroom facilities for bathing.
- Violation of any municipal, state, or federal law or code.

Deleted: Smoking, chewing tobacco, or using snuff

Consequences

Enforcement of these rules for persons age nine and older may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time.²

- ~~Customers who engage in misconduct,~~ will be given one warning and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.
- ~~Customers who engage in misconduct that~~ in the judgment of a staff member is extreme, ~~will be ordered to leave the building immediately, or the police will be called.~~
- Customers ~~who engage in misconduct in~~ more than one instance will ~~receive a written notice from~~ the Director ~~and may be barred from the Library for a period of one week to one year, depending on the nature of the misconduct, the extent of damage or disruption caused, any history of prior infractions of library policies and other relevant circumstances.~~

Deleted: Misconduct by persons under nine years of age is discussed by the remedies provided in the "Library Policy for Unattended Children and Disruptive Behavior."[¶]

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Deleted: one month. An individual will be barred from the Library for one year if the disturbance continues when their Library privileges are reinstated.[¶]

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

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Unattended Children/Disruptive Behavior Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 16, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Unattended Children/Disruptive Behavior Policy as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Policy

Unattended Children

The physical safety of children left alone in a public library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parent or childcare provider and not with library personnel. Librarians cannot be responsible for children who are unattended or demonstrating inappropriate behavior. The following guidelines will be followed concerning the care and behavior of young library users:

- Children under the age of nine must be under direct supervision of a parent or a responsible child care provider in the Library. Deleted: have
- Children under the age of four must be attended by a parent or responsible child care provider at all times.
- Children between the ages of four and eight attending a Library program must be brought into the building by a parent or responsible child care provider who must remain in the building until the conclusion of the program, when they resume supervision of the child.
- ✓ *If an unattended child calls attention to him/herself; a staff member will attempt to locate the parent or child care provider.*
- ✓ *If the staff member is unable to locate the parent or child care provider, a staff member will notify the police.*

Disruptive Behavior

Definition

Any action defined as prohibited conduct in the *Conduct in the Library* policy is defined as disruptive behavior.

Consequences

Enforcement of these rules for children under age nine may take the following forms, depending on the severity of the misconduct, which will be determined by the staff on duty.

- In most cases, an attended child under nine who is being disruptive will be given one warning. If a child does not modify his/her behavior after one warning, the parent or child care provider may be asked to take the child out of the Library.
- For children under nine who are disruptive and are not attended by a parent or child care provider, the staff member on duty will ask the child to correct his/her behavior and take appropriate action as outlined in the *Unattended Children* portion of this policy.

Approval of Capital Improvement Plan

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 16, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Capital Improvement Plan (CIP) as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

DESCRIPTION/JUSTIFICATION: The current Library facility was expanded and renovated 20 years ago. In those 20 years, circulation of materials has increased from 509,000 to 1.2 million; number of books and other materials has increased from 130,000 to 184,000 items; attendance at library programs has increased from 16,000 to 24,000; attendance at public meetings in meeting rooms from 14,600 to 25,527; number of registered borrowers from 23,700 to 31,200; number of visitors: 238,000 (1987-88 statistics) to 458,000, per year. The Library's strategic plan outlines the need for a space needs assessment and building expansion program within the next 2 years. Any building expansion must include the acquisition of the property at 215 Fifth St., the only portion of the block that the City does not currently own. Initial estimates are that the Library could add approximately 18,000 square feet by adding this property and building on to the existing new part of the building.

COMMENTS: The board has approved the acquisition of and funds for purchase, demolition of the existing building, appraisal and environmental studies, possible hazardous substance abatement activities, and temporary creation of green space until the Library begins a building project. The source of the funds is a bequest totaling \$575,000. Estimated costs for purchase and other activities is approximately \$290,000.

LOCATION: 215 Fifth Street, Ames, IA

FISCAL YEAR PRIORITY		TOTAL	2005/06	2006/07	2007/08	2008/09	2009/10
COST:							
Purchase, demolition, environmental studies, abatement and cleanup, landscaping.		288,000	288,000				
		0					
		0					
		0					
TOTAL		288,000	288,000				

FINANCING:

Verna Jane Thompson Bequest - Total
Funds available = \$575,000

TOTAL

0
288,000
0
0
288,000

288,000

PROGRAM - ACTIVITY:
Administration

DEPARTMENT:
Library

ACCOUNT NO.

Suspend Current Director Evaluation Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 16, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, suspend the current Director Evaluation Policy for 2004-2005 and implement the recommendations of the Director Evaluation Committee, as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

March 2005 Board Meeting

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 16, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, change the date of the March 2005 meeting to Thursday, March 24, 2005, as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Circulation Monthly Stats
November 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	29,947	32,266	62,213	28,931	12,490	41,421	7	93,755	9,886	103,641
One Year Ago	28,473	30,564	59,037	28,083	10,644	38,727	4	89,144	8,624	97,768
Difference	1,474	1,702	3,176	848	1,846	2,694		4,611	1,262	5,873
% Change	5.2%	5.6%	5.4%	3.0%	17.3%	7.0%		5.2%	14.6%	6.0%
Year to Date										
Current Year	157,164	160,599	317,763	142,655	61,044	203,699	35	475,252	46,245	521,497
One Year Ago	148,742	160,324	309,066	141,149	54,939	196,088	32	462,400	42,786	505,186
Difference	8,422	275	8,697	1,506	6,105	7,611		12,852	3,459	16,311
% Change	5.7%	0.2%	2.8%	1.1%	11.1%	3.9%		2.8%	8.1%	3.2%
SPECIAL CIRCULATION										
	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,715	1,591	13,315	20,621	19.9%			81,802	78.9%	
One Year Ago	5,672	1,815	11,731	19,218	19.7%			77,345	79.1%	
Difference	43	(224)	1,584	1,403				4,457		
% Change	0.8%	-12.3%	13.5%	7.3%				5.8%		
Year to Date										
Current Year	29,710	9,036	65,453	104,199	20.0%			411,327	78.9%	
One Year Ago	30,633	9,684	60,478	100,795	20.0%			397,258	78.6%	
Difference	(923)	(648)	4,975	3,404				14,069		
% Change	-3.0%	-6.7%	8.2%	3.4%				3.5%		

Main 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	11,607	10,790	10,322	10,573	10,890								54,182
NEW NON-FICTION	3,466	3,603	3,180	3,142	3,255								16,646
ADULT FICTION	10,176	9,470	8,268	7,844	7,771								43,529
NEW FICTION	3,999	4,244	3,907	3,824	4,024								19,998
PERIODICALS	1,186	1,066	1,096	1,068	867								5,283
TRAVEL BAGS	84	63	41	50	40								278
ADULT PAPERBACKS	1,229	976	1,338	1,270	653								5,466
LITERARY PERKS	79	48	54	44	41								266
ADULT ILL ITEMS	73	83	100	70	66								392
SUBTOTAL (PRINT)	31,899	30,343	28,306	27,885	27,607								146,040
NEW MEDIA	19	20	15	34	26								114
MUSIC CDS	8,051	7,763	7,143	7,296	7,964								38,217
AUDIO BOOKS ON CD	2,541	2,334	2,292	2,235	2,363								11,765
AUDIO BOOKS ON TAPE	1,452	1,261	1,214	1,040	1,059								6,026
THEATRICAL VIDEOS	5,805	5,301	4,940	4,778	4,840								25,664
NON-THEATRICAL VIDEOS	1,114	999	975	1,129	1,016								5,233
THEATRICAL DVDS	11,286	11,541	10,209	10,799	11,133								54,968
NON-THEATRICAL DVDS	1,168	1,176	1,122	1,208	1,287								5,961
KITS	1,228	1,107	1,077	1,002	967								5,381
AUDIO CASSETTE PLAYERS	1	0	0	0	0								1
MEDIA ILL ITEMS	0	0	0	0	0								0
SUBTOTAL (MEDIA)	32,665	31,502	28,987	29,521	30,655								153,330
TOTAL (ADULT)	64,564	61,845	57,293	57,406	58,262								299,370
JUVENILE NON-FICTION	4,565	4,172	4,463	4,947	5,277								23,424
JUVENILE FICTION	6,113	5,349	4,067	4,408	4,748								24,685
EASY	7,558	6,767	7,771	8,619	7,972								38,687
EASY BOARD BOOKS	2,113	2,398	2,508	2,302	2,340								11,661
EASY TO READ	2,613	2,270	2,097	2,443	2,033								11,456
JUVENILE LARGE PRINT	70	68	62	83	98								381
YOUTH PAPERBACKS	0	0	0	0	0								0
PARENT AS TEACHER	15	24	17	21	23								100
JUVENILE PERIODICALS	242	197	197	140	177								953
COMIC BOOKS	9	2	0	7	7								25
GRAPHIC NOVELS	534	525	555	438	398								2,450
YOUNG ADULT PRINT	2,347	1,948	1,564	1,576	1,682								9,117
YOUNG ADULT PAPERBACKS	0	0	0	0	0								0
SUBTOTAL YOUTH (PRINT)	26,179	23,720	23,301	24,984	24,755								122,939
YOUTH DVDS	5,142	5,077	4,251	4,496	4,786								23,752
YOUTH VIDEOS	3,628	3,515	3,020	3,381	3,386								16,930
YOUTH KITS	1,152	1,009	928	881	976								4,946
YOUTH PUPPETS	152	148	127	128	141								696
YOUTH COMPACT DISCS	995	1,011	961	1,011	1,099								5,077
YOUTH COMPUTERS	230	234	202	207	260								1,133
YOUTH REFERENCE	0	0	1	0	0								1
YOUTH STORYTELLING	2	7	10	5	10								34
YOUTH SPECIAL COLLECTION	0	0	1	4	2								7
TOYS	62	74	54	77	75								342
SUBTOTAL YOUTH (MEDIA)	11,363	11,075	9,555	10,190	10,735								52,918
TOTAL YOUTH	37,542	34,795	32,856	35,174	35,490								175,857
Misc.	5	4	5	8	3								25
GRAND TOTAL	102,111	96,644	90,154	92,588	93,755								475,252
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	6,241	5,755	5,337	5,290	5,314								27,937
GILBERT	1,162	1,210	809	903	982								5,066
OPEN ACCESS	13,245	12,787	12,456	13,372	13,221								65,081
Total Special Circulation	20,648	19,752	18,602	19,565	19,517								98,084
% Special Circulation	20.22%	20.44%	20.63%	21.13%	20.82%								20.64%
AMES	80,281	76,023	70,444	71,840	73,112								371,700

**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	464								2,098
NEW NON-FICTION	179	118	192	250	195								934
ADULT FICTION	962	599	762	815	850								3,988
NEW FICTION	222	151	226	286	260								1,145
PERIODICALS	41	19	33	59	74								226
TRAVEL BAGS	0	0	0	0	0								-
ADULT PAPERBACKS	465	480	786	501	497								2,729
LITERARY PERKS	0	2	0	0	0								2
ADULT ILL ITEMS	1	0	0	1	0								2
SUBTOTAL (PRINT)	2,344	1,699	2,393	2,348	2,340								11,124
NEW MEDIA	1	1	0	1	0								3
MUSIC CDS	241	104	165	195	221								926
AUDIO BOOKS ON CD	60	38	38	46	61								243
AUDIO BOOKS ON TAPE	126	57	64	98	77								422
THEATRICAL VIDEOS	499	214	374	439	502								2,028
NON-THEATRICAL VIDEOS	39	16	35	25	32								147
THEATRICAL DVDS	773	209	644	740	585								2,951
NON-THEATRICAL DVDS	49	25	68	86	79								307
KITS	52	30	48	58	54								242
AUDIO CASSETTE PLAYERS	0	0	0	0	0								-
MEDIA ILL ITEMS	0	0	0	0	0								-
SUBTOTAL (MEDIA)	1,840	694	1,436	1,688	1,611								7,269
TOTAL (ADULT)	4,184	2,393	3,829	4,036	3,951								18,393
JUVENILE NON-FICTION	945	401	809	915	825								3,895
JUVENILE FICTION	1,141	429	994	1,134	1,029								4,727
EASY	960	291	810	957	902								3,920
EASY BOARD BOOKS	828	204	525	652	490								2,699
EASY TO READ	683	285	630	726	525								2,849
JUVENILE LARGE PRINT	18	10	15	8	9								60
YOUTH PAPERBACKS	41	35	51	43	59								229
PARENT AS TEACHER	0	0	0	0	0								-
JUVENILE PERIODICALS	0	0	5	10	0								15
COMIC BOOKS	12	0	6	0	9								27
GRAPHIC NOVELS	43	8	28	52	58								189
YOUNG ADULT PRINT	291	95	210	240	270								1,106
YOUNG ADULT PAPERBACKS	0	0	0	0	0								-
SUBTOTAL YOUTH (PRINT)	4,962	1,758	4,083	4,737	4,176								19,716
YOUTH DVDS	710	220	649	856	661								3,096
YOUTH VIDEOS	927	239	838	956	805								3,765
YOUTH KITS	102	58	128	130	118								536
YOUTH PUPPETS	26	8	17	34	26								111
YOUTH COMPACT DISCS	111	58	97	109	115								490
YOUTH COMPUTERS	0	0	0	0	0								-
YOUTH REFERENCE	0	0	0	0	0								-
YOUTH STORYTELLING	0	0	0	0	0								-
YOUTH SPECIAL COLLECTION	0	0	0	0	0								-
TOYS	24	8	30	36	30								128
SUBTOTAL YOUTH (MEDIA)	1,900	591	1,759	2,121	1,755								8,126
TOTAL YOUTH	6,862	2,349	5,842	6,858	5,931								27,842
Misc.	1	1	3		4								10
GRAND TOTAL	11,047	4,743	9,674	10,895	9,886								46,245
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	432	95	391	454	401								1,773
GILBERT	1,024	268	1,238	831	609								3,970
OPEN ACCESS	76	34	77	91	94								372
Total Special Circulation	1,532	397	1,706	1,376	1,104								6,115
% Special Circulation	13.87%	8.37%	17.63%	12.63%	11.17%								13.22%
AMES	9,420	4,293	7,831	9,393	8,690								39,627

**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	58								290
Centers	28	28	29	27	27								139
Individual Deliveries Made	56	46	41	44	47								234
Additional Individuals serv.	6	8	14	6	6								40
GATE COUNT	41,322	33,746	32,840	47,525	32,554								187,987
HOLDS													
Main	9,532	9,608	9,086	9,504	10,172								47,902
BKM/Hm Delivery	900	226	656	741	713								3,236
Total Holds	10,432	9,834	9,742	10,245	10,885	0	0	0	0	0	0	0	51,138
INTERLIBRARY LOANS													
Requested	70	130	105	80	60								445
Received	72	82	106	70	62								392
Loaned	305	296	266	280	283								1,430
MEETING ROOMS													
Meetings	138	63	71	65	91								428
People	3,135	1,189	1,435	3,075	2,799								11,633
PROGRAMS													
Youth	78	1	26	54	33								192
Adult	47	25	24	21	32								149
Total Programs	125	26	50	75	65	0	0	0	0	0	0	0	341
PROGRAM ATTENDANCE													
Youth	2,211	120	766	1,382	853								5,332
Adult	2,561	1,086	1,070	2,070	852								7,639
Total Attendance	4,772	1,206	1,836	3,452	1,705	0	0	0	0	0	0	0	12,971
Webref	57	89	72	98	77								393
PAC Usage													
PAC	93,720	87,851	89,348	91,826	96,436								459,181
Community Organizations & Ames Tribune	1238	949	1,002	693	1,352								5,234
Total	94,958	88,800	90,350	92,519	97,788	0	0	0	0	0	0	0	464,415

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	79								507		
Business Remote	13	35	96	224	159								527		
Business Total	117	146	225	308	238	0	0	0	0	0	0	0	1034		
Residential In-House	109	61	58	99	60								387		
Residential Remote	41	24	39	17	27								148		
Residential Total	150	85	97	116	87	0	0	0	0	0	0	0	535		
Grand Total	267	231	322	424	325	0	0	0	0	0	0	0	1569		
Des Moines Register															
In-House	72	42	65	128	28								335		
Remote	117	87	47	77	21								349		
Total	189	129	112	205	49	0	0	0	0	0	0	0	684		
EBSCOhost															
In-House	558	356	581	497	595								2587		
Remote	551	1238	625	569	593								3576		
Total	1109	1594	1206	1066	1188	0	0	0	0	0	0	0	6163		
New York Times															
In-House	25	13	44	24	19								125		
Remote	20	12	28	9	18								87		
Total	45	25	72	33	37	0	0	0	0	0	0	0	212		
Heritage Quest***															
In-House + Remote	216	367	378	558	703								2222		
Novelist															
In-House	352	244	83	62	123										
Remote	0	6	0		0										
Total	352	250	83	62	123	0	0	0	0	0	0	0	870		
GRAND TOTAL	1962	2229	1795	1790	1722	0	0	0	0	0	0	0	9498		
YEAR TO DATE	9498														

***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.