

Agenda
Ames Public Library Board of Trustees
December 20, 2007 - 7:00 p.m.
Board Room

Adoption of Agenda

Approval of Minutes

Public Forum

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

Consent Agenda

- Consent Agenda – Action Item (All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Board of Trustee members vote on the motion)
 - Claims
 - Gifts
 - New Hires/Raises
 - Accept final settlement from Vernon Brown estate

Financial Reports

- Discussion

Administration Report

- Administration Report

Friends of the Ames Public Library Report – LeGates and Warnick

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Authority Policy – Action Item
- History Policy – Action Item
- Mission Policy – Action Item
- Personnel: Other Policies – Action Item
- Next month: Financial Limits Authority Policy, Director's General Job Duties Policy, Director Performance Evaluation Policy

Unfinished Business

- Library Space Needs (Dahlgren Report) – Action Item

New Business

- Library Coffee Shop Lease – Action Item
- Alternative Funding Request – Action Item

Trustee Comments

Adjournment

The next regular meeting is Thursday, January 17, 2007 at 7:00 p.m.

Ames Public Library

Board of Trustees

**Meeting Minutes
November 15, 2007**

The Ames Public Library Board of Trustees met in regular session on Thursday, November 15, 2007, in the Library's Board Room with Anderson, Luckett, Meier, Ross, Seagrave, Warnick, and Director Weeks in attendance. Krauth, LeGates and Sondall Saetveit were absent.

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

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

Approval of Minutes: Ross asked if there were any changes to the October 18, 2007, minutes. Hearing no changes, Warnick moved and Meier seconded the motion to approve the minutes. Motion passed unanimously.

Public Forum: none

Consent Agenda: Luckett moved and Seagrave seconded the motion to approve the consent agenda. Motion passed unanimously.

1. Claims Reports 10/1/2007-10/31/2007
2. Gifts
 - From Anonymous \$25.00 Hollywood video gift card
 - From Constance A. Dunham \$200.00
 - In memory of Mr. and Mrs. Galen Stratton from Ruth Dowell Myers..... \$100.00
3. New Hire
 - Sarah Boogerd, ½-time Library Assistant, Youth Services, grade 57, \$17,722.00 annually, effective November 8, 2007

Financial Reports: Weeks said the budget was 33.3% into the year, with 33.3% of the budget spent. Warnick said the footnotes were helpful.

Administration Report: Weeks said the staff reports were consolidated into an administrative report. He invited trustees to the reception for John and Marcia Imsande, who had donated money for the new local history reading area, on December 2, 2007, from 2-4 p.m.

Carey passed around a sympathy card for Beth Marie Quanbeck's family. She said Beth Marie had worked for the Central Iowa Library Service Area and had helped the library with the strategic plan. Quanbeck died unexpectedly.

Ross asked for information about the assault at the library that was listed in the newspaper's police report. Weeks said staff did not place the call to the police. He said the police may have been called to the library grounds by a patron.

Friends of the Ames Public Library Report: Warnick said the fall book sale brought in \$13,000. She wanted to officially acknowledge Nancy Schroeder, who runs the book sale for the Friends. Warnick said she was grateful for all the hard work Nancy put into the book sale. Weeks said he would send a thank-you letter.

Warnick handed out the Friends' statements of assets and liabilities and statements of revenues and expenses. She said the bulk of their assets were held in a money market account and CDs.

Foundation Report: Carey reported the annual campaign had brought in over \$26,000 with 50% of the staff, 38% of the Foundation Board and 66% of the Board of Trustees contributing. Weeks said he does not have an official ruling from the city attorney on whether the Vernon Brown bequest could be turned over to the Foundation. Weeks said he had discussed the matter with the Iowa Urban Public Library directors and some attorneys who have said the law was unclear or there was no law relating to the matter. He said the Nevada library recently received a large bequest that was deposited with the Story County Community Foundation and any gift given to the Des Moines Public Library goes to their foundation. Weeks suggested revising the library's gift policy and changing the articles of the Foundation to read that their monies are used to support the library.

Policy Review:

Revised Policy Review Schedule – Action Item: Anderson moved and Warnick seconded the motion to approve the Revised Policy Review Schedule as presented/amended. Weeks said the policy review process would be a more deliberative process. Staff would identify issues, review best practices, and recommend policy changes. The Board's Executive Committee would review Director's General Job Duties Policy and the Director's Performance Evaluation Policy. The Arts Advisory Committee Policy would be reviewed by the Board's Arts Advisory Committee. Motion passed unanimously.

Conduct in the Library Policy – Action Item: Anderson moved and Warnick seconded the motion to approve the Conduct in the Library Policy as presented/amended. Carey said proposed changes included adding the use of cell phones at a volume that is disruptive to others and smoking on library grounds to the misconduct section. Warnick amended the motion to change "Smoking on library grounds" to "Smoking on library premises" and to change footnote #2 to #3 and footnote #3 to #2. Ross asked who was in charge of enforcing the policy. Carey said the senior person on duty was in charge. Ross asked if records were kept of violations of the policy. Carey said a notebook tracking disruptive incidents was kept at the reference desk. Motion as amended passed unanimously.

Luckett asked for a progress report on the security cameras. Weeks said cameras were part of the Capital Improvement Plan for 2007/2008. He said cameras could be monitored from a staff workstation. Ross asked if there were any concerns about patrons' privacy. Weeks said the city attorney said the images were disclosable. Luckett asked if the cameras were needed. Weeks said there had been incidents that point out the need for the cameras.

Unfinished Business:

Library Space Needs (Dahlgren Report) - Discussion: Weeks said Dahlgren was working on the final space needs report. Weeks handed out a report comparing Ames Public Library to other libraries that circulate 1.2-1.5 million items and a comparison of libraries in Big 12 communities. Weeks suggested forming a "building" committee comprised of Board and staff members, along with members of the community. The committee would write a request for proposal to hire an architect/engineer to conduct a feasibility study and hold meetings for community input. Weeks said he hoped to have the study completed by January 2009. Luckett asked how the feasibility study would be financed. Weeks said the trustees had set aside money from the bequest fund. Anderson recommended the same community people be involved from the beginning to the end of the project.

Discussion followed on libraries that share space with performing arts centers and recreation centers, the library as a downtown anchor, downtown revitalization, changing streets into plazas, and collaboration with the Octagon and the Historical Society. Ross said the library project would have more support if it was seen as part of a larger undertaking. Ross said the next step would be to form the committee of Board, staff and community members. Ross said he would put together a list of potential committee members and asked trustees to forward suggestions to him.

New Business:

Operating Budget – Action Item: Warnick moved and Anderson seconded the motion to approve the operating budget (FY 2007-08 Expense Amendment, FY 2008-09 Expense Request, FY 2007-08 Revenue Amendment, and FY 2008-09 Revenue Request) as presented/amended. Weeks said the budget committee met and reviewed the budget and suggested an increase in the collections budget for 2008/2009. He said the overall budget increase was 2.59%. Weeks said the budget would be presented to the City Council in February 2008.

Ross asked if the air conditioner problem had been solved. Weeks said replacement of the chiller was included in the Capital Improvement Plan for 2008-2009. Motion passed unanimously.

Public Health Award – Weeks: Weeks presented the Public Health Award from the Story County Tobacco Task Force; Mid-Iowa Community Health Committee; Iowa Department of Public Health, Division of Tobacco Use, Prevention and Control; and the Story County Board of Health, to the Board of Trustees for creating a tobacco-free environment.

Trustee Comments:

Seagrave had no comment.

Luckett had no comment.

Warnick said she would not be able to attend the December meeting.

Meier had no comment.

Ross reminded trustees of the upcoming Public Library Association conference. The conference would be held in Minneapolis, March 27 and 28, 2008. Carey said the Central Iowa Library Service Area would be arranging bus service to the conference.

Anderson said he and Luckett attended the employee appreciation lunch and was impressed by Weeks' stewardship of the event.

Adjournment

The meeting adjourned at 8:50 p.m.

Consent Agenda

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 20, 2007**

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

- Claims Reports 11/1/2007-11/30/2007
- Gifts
 - From Jeff Jahn..... \$3.50
 - From Pro Cleaning Services \$100.00
 - In honor of Doug and Ruth Provow from Steve and Cheryl Wall \$100.00
 - In memory of Rosemary Beaty from Ames Woman’s Club \$23.38
 - In memory of Eric Allen Rudman from Susan Sulzbacher..... \$50.00
 - In memory of Gladys Sholtes from Ames Playmakers \$35.60
 - To the citizens of Ames (Iowa), with the compliments of the Quebec Government Office in Chicago 16 books in French
- New Hires/Raises
 - Jeanette Miller, circulation assistant (temporary) at \$7.00/hour, effective November 8, 2007
 - Robert Dennis, circulation assistant (temporary) at \$7.00/hour, effective November 11, 2007
 - Six-month raises for hourly circulation assistant (temporary) Sandra Sells, to \$7.30/hour, effective December 1, 2007
- Final settlement from Vernon Brown estate..... \$30.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Library Claims
11/1/2007-11/30/07

Library Administration		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 30,974.86
PAYROLL SUMMARY	LONGEVITY	\$ 260.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 215.28
PAYROLL SUMMARY	LIFE INSURANCE	\$ 83.86
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,495.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 444.04
PAYROLL SUMMARY	FICA	\$ 1,898.72
PAYROLL SUMMARY	IPERS	\$ 1,889.72
PAYROLL SUMMARY	WORKERS COMP	\$ 55.62
OCT 2007 INFO SVS CHGS	CITY DATA SERV	\$ 672.92
OCTOBER MESSENGER CHARGES	CITY MESSENGER SERV	\$ 253.05
OCT 2007 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 213.98
NOVEMBER INSURANCE CHARGE	INSURANCE & BONDS	\$ 1,646.00
NOV 2007 COMMON CHARGES	PHONE OPERATION & MAINT	\$ 323.47
OCT 2007 LONG DISTANCE	LONG DISTANCE	\$ 13.00
OCT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ (1,156.37)
PITNEY BOWES INC	POSTAGE/FREIGHT	\$ 161.97
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 187.69
10/07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 4.39
S BOHLKE/10/1/07 DOVIA	TRAVEL/MEETINGS	\$ 27.60
S BOHLKE/8/22/07 DOVIA	TRAVEL/MEETINGS	\$ 27.60
BANK OF AMERICA	CONFERENCES	\$ 215.31
AMES CONVENTION & VISITOR	DUES AND MEMBERSHIPS	\$ 59.25
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 415.00
FAIRPRINT GRAPHIC SOLUTIO	PRINTING OUTSIDE	\$ 939.00
DEX MEDIA EAST	ADVERTISING	\$ 185.61
YELLOW BOOK USA WEST	ADVERTISING	\$ 795.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 3,872.43
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 155.51
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 36.99
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 6.41
CITY OF AMES UTILITIES	WATER/SEWER	\$ 244.81
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.00
ALLIANT ENERGY	NATURAL GAS	\$ 161.52
CENT STATES ROOFING	STRUCTURAL REPAIR	\$ 319.78
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 286.45
FORMAN FORD DM SERVICE	STRUCTURAL REPAIR	\$ 1,262.00
BANK OF AMERICA	MOVABLE EQUIP REPAIR	\$ 75.00
ACCURATE MECHANICAL CO IN	FIXED EQUIPMENT REPAIR	\$ 3,818.80
HOKEL MACHINE SUPPLY	FIXED EQUIPMENT REPAIR	\$ 81.50
TRANSFER YTD EXPENSE	COMPUTER MAINT	\$ (30,320.70)
BANKERS LEASING CO	RENTALS AND LEASES	\$ 1,243.00
PREMIER OFFICE EQUIPMENT	RENTALS AND LEASES	\$ 27.38
BANK OF AMERICA	RENTALS AND LEASES	\$ 165.00
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 60.59
QUALITYONE COMMERCIAL CLE	NON-CITY SERVICE	\$ 1,975.00
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
PRO CLEANING SERVICES	NON-CITY SERVICE	\$ 197.87
TRANSFER YTD EXPENSES	OFFICE SUPPLIES	\$ 243.89
10/29/07 WALMART/J HEID	OFFICE SUPPLIES	\$ (25.67)
QUILL CORP	OFFICE SUPPLIES	\$ 108.11
BANK OF AMERICA	OFFICE SUPPLIES	\$ 93.87
TRANSFER YTD EXPENSE	MINOR COMPUTER EQUIPMENT	\$ (1,560.33)
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 25.92

Library Claims
11/1/2007-11/30/07

CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 391.36
NELSON ELECTRIC CO	EQUIPMENT PARTS/SUPPLIES	\$ 149.80
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 90.92
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 2.50
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$ 4.33
BANK OF AMERICA	FOOD & FEED	\$ 52.21
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 90.63
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (640.03)
	Total Administration	\$ 27,457.88
Outreach Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 9,777.50
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,421.78
PAYROLL SUMMARY	LONGEVITY	\$ 313.13
PAYROLL SUMMARY	IPERS DISABILITY	\$ 63.40
PAYROLL SUMMARY	LIFE INSURANCE	\$ 30.92
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 154.40
PAYROLL SUMMARY	MEDICARE FICA	\$ 166.40
PAYROLL SUMMARY	FICA	\$ 711.58
PAYROLL SUMMARY	IPERS	\$ 696.53
PAYROLL SUMMARY	WORKERS COMP	\$ 40.61
NOV 2007 COMMON CHARGES	PHONE OPERATION & MAINT	\$ 92.42
OCT 2007 LONG DISTANCE	LONG DISTANCE	\$ 0.62
OCT EQUIP & ESCROW CHGS	FLEET OPERATING/MAINT	\$ 144.76
OCT EQUIP & ESCROW CHGS	FLEET REPLACEMENT FUNDS	\$ 1,894.00
OCT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 21.99
10/07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 17.48
S BOHLKE/10/1/07 DOVIA	TRAVEL/MEETINGS	\$ (27.60)
S BOHLKE/8/22/07 DOVIA	TRAVEL/MEETINGS	\$ (27.60)
SIGN PRO	PRINTING OUTSIDE	\$ 235.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 36.23
REFUND LIB 11-20-07	TELEPHONE OUTSIDE	\$ (5.84)
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 175.68
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 134.46
TRANSFER YTD EXPENSE	COMPUTER MAINT	\$ (149.00)
BANK OF AMERICA	OFFICE SUPPLIES	\$ 35.37
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ (50.20)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (303.26)
	Total Outreach Services	\$ 15,600.76
Collections		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,594.55
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,203.51
PAYROLL SUMMARY	LONGEVITY	\$ 650.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 112.90
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,610.74
PAYROLL SUMMARY	MEDICARE FICA	\$ 255.80
PAYROLL SUMMARY	FICA	\$ 1,093.76
PAYROLL SUMMARY	IPERS	\$ 1,116.11
PAYROLL SUMMARY	WORKERS COMP	\$ 25.99
NOV 2007 COMMON CHARGES	PHONE OPERATION & MAINT	\$ 184.84
OCT 2007 LONG DISTANCE	LONG DISTANCE	\$ 4.87
OCT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 1,086.68
10/07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.30
10/29/07 ALA/MIKE QUINN	CONFERENCES	\$ (180.00)
BANK OF AMERICA	CONFERENCES	\$ 244.00

Library Claims
11/1/2007-11/30/07

10/29/07 ALA/S DERMONT	DUES AND MEMBERSHIPS	\$ (170.00)
SIGN PRO	PRINTING OUTSIDE	\$ 30.00
RESEARCH TECHNOLOGY INTL	MOVABLE EQUIP REPAIR	\$ 177.24
BANK OF AMERICA	OFFICE SUPPLIES	\$ 66.56
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 537.52
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 13.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,762.16
NORTH AMER ENTERPRISE	EQUIPMENT PARTS/SUPPLIES	\$ 97.50
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 13.26
A M I CORP	EQUIPMENT PARTS/SUPPLIES	\$ 203.24
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (1,022.58)
BORDERS BOOKS/CAMILLE	PURCHASE CARD CLEARING	\$ (99.61)
CHICAGO TRIBUNE CO	PERIODICALS	\$ 401.96
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 1,282.44
HEARTLAND COMMUNICATIONS	PERIODICALS	\$ 19.95
BANK OF AMERICA	PERIODICALS	\$ 191.54
BAKER & TAYLOR INC	JUVENILE	\$ 5,863.60
MARSHALL CAVENDISH	JUVENILE	\$ 164.51
RANDOM HOUSE INC	JUVENILE	\$ 54.40
RECORDED BOOKS LLC	JUVENILE	\$ 510.95
EDUCATIONAL RECORD CENTER	JUVENILE	\$ 499.00
HOLLYWOOD VIDEO	JUVENILE	\$ 174.93
AMAZON CREDIT PLAN	JUVENILE	\$ 28.47
NEWSOUND LLC	JUVENILE	\$ 98.69
MIDWEST TAPE	JUVENILE	\$ 884.70
BANK OF AMERICA	JUVENILE	\$ 369.65
BOOK FARM INC	JUVENILE	\$ 214.45
PRAIRIE PIRATES MOVIE LLC	JUVENILE	\$ 35.00
KINDERMUSIK INTL	JUVENILE	\$ 50.41
NNDC NCDC	ADULT REFERENCE	\$ 86.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 78.43
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 100.11
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 501.43
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 39.51
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 782.55
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 236.60
HOLLYWOOD VIDEO	AUDIO-VISUAL	\$ 199.92
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 500.07
MIDWEST TAPE	AUDIO-VISUAL	\$ 2,405.01
BANK OF AMERICA	AUDIO-VISUAL	\$ 586.71
MICROMARKETING LLC	AUDIO-VISUAL	\$ 629.16
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 43.77
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 11,193.23
RANDOM HOUSE INC	ADULT COLLECTIONS	\$ 412.80
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 73.21
IA POETRY ASSOC	ADULT COLLECTIONS	\$ 9.00
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 8.98
BAKER & TAYLOR ENTERTAINM	ADULT COLLECTIONS	\$ 73.84
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 688.69
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 192.55
MIDWEST TAPE	ADULT COLLECTIONS	\$ 27.99
BANK OF AMERICA	ADULT COLLECTIONS	\$ 693.39
GALE GROUP	ADULT COLLECTIONS	\$ 49.43
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 55.84
	Total Collections	\$ 57,175.12

Library Claims
11/1/2007-11/30/07

Youth Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,646.07
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 191.78
PAYROLL SUMMARY	LONGEVITY	\$ 60.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 98.54
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,623.68
PAYROLL SUMMARY	MEDICARE FICA	\$ 229.41
PAYROLL SUMMARY	FICA	\$ 980.81
PAYROLL SUMMARY	IPERS	\$ 961.85
PAYROLL SUMMARY	WORKERS COMP	\$ 64.37
OCT 2007 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 52.06
NOV 2007 COMMON CHARGES	PHONE OPERATION & MAINT	\$ 138.63
OCT 2007 LONG DISTANCE	LONG DISTANCE	\$ 4.12
MOFFITT, TANYA	OUTSIDE PROF SERV	\$ 300.00
BANK OF AMERICA	CONFERENCES	\$ 362.18
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 68.00
BANK OF AMERICA	RECRUITING COSTS	\$ 15.00
TRANSFER YTD EXPENSES	OFFICE SUPPLIES	\$ (243.89)
10/29/07 WALMART/J HEID	OFFICE SUPPLIES	\$ 25.67
QUILL CORP	OFFICE SUPPLIES	\$ 84.59
COUNTRY PLASTICS	OFFICE SUPPLIES	\$ 62.30
BANK OF AMERICA	OFFICE SUPPLIES	\$ 63.68
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$ 44.77
BANK OF AMERICA	FOOD & FEED	\$ 36.11
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 238.66
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (995.95)
	Total Youth Services	\$ 20,162.71
Library Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 29,186.62
PAYROLL SUMMARY	LONGEVITY	\$ 908.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 202.40
PAYROLL SUMMARY	LIFE INSURANCE	\$ 85.78
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,508.90
PAYROLL SUMMARY	MEDICARE FICA	\$ 427.83
PAYROLL SUMMARY	FICA	\$ 1,829.20
PAYROLL SUMMARY	IPERS	\$ 1,820.72
PAYROLL SUMMARY	WORKERS COMP	\$ 23.35
OCT 2007 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 70.70
NOV 2007 COMMON CHARGES	PHONE OPERATION & MAINT	\$ 323.47
OCT 2007 LONG DISTANCE	LONG DISTANCE	\$ 5.09
OCT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 5.73
10/07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 16.84
10/29/07 ALA/MIKE QUINN	CONFERENCES	\$ 180.00
BANK OF AMERICA	CONFERENCES	\$ 454.94
10/29/07 ALA/S DERMONT	DUES AND MEMBERSHIPS	\$ 170.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 470.00
CH ISSUES	OFFICE SUPPLIES	\$ 142.21
QUILL CORP	OFFICE SUPPLIES	\$ 161.53
COUNTRY PLASTICS	OFFICE SUPPLIES	\$ 45.60
BANK OF AMERICA	OFFICE SUPPLIES	\$ 353.45
BANK OF AMERICA	FOOD & FEED	\$ 74.91
LIB FAX MACHINE 11-5-07	SPECIAL PROJECT SUPPLIES	\$ (9.50)
LIB FAX 11-26-07	SPECIAL PROJECT SUPPLIES	\$ (3.50)
LIB 11-12-07	SPECIAL PROJECT SUPPLIES	\$ (3.50)

Library Claims
11/1/2007-11/30/07

BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 453.60
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (552.17)
	Total Library Services	\$ 39,352.20
Circulation		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,497.46
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 12,090.48
PAYROLL SUMMARY	LONGEVITY	\$ 329.37
PAYROLL SUMMARY	IPERS DISABILITY	\$ 90.48
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.99
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,820.45
PAYROLL SUMMARY	MEDICARE FICA	\$ 380.73
PAYROLL SUMMARY	FICA	\$ 1,627.91
PAYROLL SUMMARY	IPERS	\$ 1,572.31
PAYROLL SUMMARY	WORKERS COMP	\$ 211.23
NOV 2007 COMMON CHARGES	PHONE OPERATION & MAINT	\$ 277.26
OCT 2007 LONG DISTANCE	LONG DISTANCE	\$ 5.23
LIBRARY MC/VISA BANK CHGS	OUTSIDE PROF SERV	\$ 122.89
OCT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 41.97
10/07 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 361.40
BANK OF AMERICA	CONFERENCES	\$ 180.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 110.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 447.50
QUILL CORP	OFFICE SUPPLIES	\$ 19.68
BANK OF AMERICA	OFFICE SUPPLIES	\$ 6.74
PAPER ROLL PRODUCTS	OFFICE SUPPLIES	\$ 149.97
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 322.29
	Total Circulation	\$ 34,714.34
Network Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 5,214.04
PAYROLL SUMMARY	LONGEVITY	\$ 17.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 36.24
PAYROLL SUMMARY	LIFE INSURANCE	\$ 14.19
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 697.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 75.27
PAYROLL SUMMARY	FICA	\$ 321.81
PAYROLL SUMMARY	IPERS	\$ 316.47
PAYROLL SUMMARY	WORKERS COMP	\$ 4.18
OCT 2007 LONG DISTANCE	LONG DISTANCE	\$ 11.81
BANK OF AMERICA	CONFERENCES	\$ 632.56
HARRIS, MARK	CONFERENCES	\$ 22.00
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,086.74
TRANSFER YTD EXPENSE	COMPUTER MAINT	\$ 30,469.70
CENTURION TECHNOLOGIES IN	COMPUTER MAINT	\$ 86.55
BANK OF AMERICA	OFFICE SUPPLIES	\$ 185.93
TRANSFER YTD EXPENSE	MINOR COMPUTER EQUIPMENT	\$ 1,560.33
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,000.00
	Total Network Services	\$ 41,752.52
TOTAL		\$ 236,215.53
Dale Ross, President	Melody Warnick, Secretary	Date:

EXPENSE REPORT SUMMARY FY 2006/2007																	
November 30, 2007																	
5 Months =41.7%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																	
Salaries	1,548,398	128,295	124,079	118,550	122,929	121,892									615,745	932,653	39.8%
Temporary Salaries	208,602	8,128	21,444	14,860	13,636	14,907									72,975	135,627	35.0%
Longevity	5,997		240			2,537									2,777	3,220	46.3%
Sick Leave			1,416												1,416	(1,416)	
Adjustment															0	0	
Vacation			7,803												7,803	(7,803)	
Total Personal Svcs	1,762,997	136,423	154,982	133,410	136,565	139,336	0	0	0	0	0	0	0	0	700,716	1,062,281	39.7%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	30,811														0	30,811	0.0%
IPERS Disability	10,483	799	825	817	818	821									4,080	6,403	38.9%
Life Insurance	4,644	380	379	354	357	364									1,834	2,810	39.5%
Health Insurance	194,504	14,106	12,790	12,791	12,919	12,911									65,517	128,987	33.7%
FICA Medicare	21,983	1,938	2,208	1,896	1,939	1,979									9,960	12,023	45.3%
FICA	94,002	8,286	9,442	8,106	8,292	8,463									42,589	51,413	45.3%
IPERS	94,314	8,629	8,628	8,000	8,195	8,374									41,826	52,488	44.3%
Workers Comp	3,529	461	495	421	409	425									2,211	1,318	62.7%
Flex Benefits	1,298														0	1,298	0.0%
Total Employee Ben	455,568	34,599	34,767	32,385	32,929	33,337	0	0	0	0	0	0	0	0	168,017	287,551	36.9%
INTERNAL SERVICES																	
City Data Services	8,075		673	673	673	673									2,692	5,383	33.3%
City Messenger	3,053		295	199	220	253									967	2,086	31.7%
Printing	4,905	20	350	135	116	337									958	3,947	19.5%
Insurance & Bonds	18,584		3,250	1,625	1,625	1,646									8,146	10,438	43.8%
Phone Operation/Maint	16,082	1,340	1,340	1,341	1,339	1,341									6,701	9,381	41.7%
Long Distance	560		39	69	44	44									196	364	35.0%
Fleet Operating/Maint	7,783			1,854	541	145									2,540	5,243	32.6%
Fleet Replacement	22,728			1,894	3,788	1,894									7,576	15,152	33.3%
Computer Replacement	9,722														0	9,722	0.0%
Interdepartmental Labor															0	0	
Total Internal Svcs	91,492	1,360	5,947	7,790	8,346	6,333	0	0	0	0	0	0	0	0	29,776	61,716	32.5%
CONTRACTUAL																	
Outside Prof Services	32,200	16,000	456	103	187	423									17,169	15,031	53.3%
Postage/Freight	13,685	580	1,292	908	2,010	750									5,540	8,145	40.5%
Travel/Meetings	2,865		61		247										308	2,557	10.8%
Training	7,035		667	47											714	6,321	10.1%
Conferences	22,702	1,228	(916)	558	2,415	2,111									5,396	17,306	23.8%
Subscriptions/Books	100														0	100	0.0%
Dues & Memberships	4,390	147	346	75	390	1,054									2,012	2,378	45.8%
Printing	1,610		160	588		1,204									1,952	(342)	121.2%
Advertising	5,340	176	636	526	176	981									2,495	2,845	46.7%
Recruiting Costs				908	68	83									1,059	(1,059)	
Insurance	687	687													687	0	100.0%
Electricity	45,730	32	5,131	5,878	5,403	3,909									20,353	25,377	44.5%
Phone Operation/Maint	17,200	688	2,677	1,905	1,730	1,590									8,590	8,610	49.9%
Long Distance	20														0	20	0.0%

EXPENSE REPORT SUMMARY FY 2006/2007																	
November 30, 2007																	
5 Months =41.7%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
Water/Sewer	3,400		306	273	262	245									1,086	2,314	31.9%
Waste Disposal	2,400		365	181	183	182									911	1,489	38.0%
Natural Gas	9,400		20	18	19	162									219	9,181	2.3%
Structural Repair	10,000		837	1,059	442	1,868									4,206	5,794	42.1%
Moveable Equip Repair	1,600		306		28	252									586	1,014	36.6%
Fixed Equip Repair	19,966	68	4,216	4,197	4,239	3,900									16,620	3,346	83.2%
Computer Maintenance	45,205	864	99	13	29,494	86									30,556	14,649	67.6%
Rentals & Leases	17,033	2,246	1,463	2,071	1,243	1,435									8,458	8,575	49.7%
Contractual Employees	500														0	500	0.0%
Other Non-City Services	16,070	4,108	3,721	4,262	2,759	2,959									17,809	(1,739)	110.8%
Total Contractual	279,138	26,824	21,843	23,570	51,295	23,194	0	0	0	0	0	0	0	0	146,726	132,412	52.6%
COMMODITIES																	
Office Supplies	17,975	847	442	1,750	2,115	1,578									6,732	11,243	37.5%
Minor Office Equipment	2,910	100	(100)	100	175	322									597	2,313	20.5%
Minor Computer Equip	9,000	3,722	(3,321)	1,077	82	1,000									2,560	6,440	28.4%
Ag-Hort Supplies	350	35	(13)												22	328	6.3%
Structural Materials	2,450	4,623		1,428	1,102	26									7,179	(4,729)	293.0%
Chemicals/Lab Supplies	30														0	30	0.0%
Cleaning Supplies	7,200	865	487	461	862	391									3,066	4,134	42.6%
Equip Parts/Supplies	28,050	2,505	382	931	3,180	2,868									9,866	18,184	35.2%
Minor Equipment/Tools	510	259	(252)	257	17	2									283	227	55.5%
Food	1,735	344	224	133	60	213									974	761	56.1%
Wearing Apparel															0	0	
Special Project Supplies	3,810	594	224	1,786	182	717									3,503	307	91.9%
Purchase Card Clearing		(847)	2,680	(810)	2,590	(3,613)									0	0	
Equipment/Vehicle Fuel	25	6	(6)												0	25	0.0%
Total Commodities	74,045	13,053	747	7,113	10,365	3,504	0	0	0	0	0	0	0	0	34,782	39,263	47.0%
COLLECTION																	
Periodicals	11,500	9,848	137	507	154	1,896									12,542	(1,042)	109.1%
Juvenile	71,391	3,980	6,695	2,565	9,464	8,949									31,653	39,738	44.3%
Adult Reference	41,544	7,359	7,230	10,747	1,037	164									26,537	15,007	63.9%
Audio Visual	70,000	798	5,393	5,404	9,509	6,024									27,128	42,872	38.8%
Adult Collection	121,855	2,018	8,535	6,915	18,366	13,479									49,313	72,542	40.5%
Total Collection	316,290	24,003	27,990	26,138	38,530	30,512	0	0	0	0	0	0	0	0	147,173	169,117	46.5%
OTHER EXPENDITURES																	
Refunds															0	0	
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	2,979,530	236,262	246,276	230,406	278,030	236,216	0	0	0	0	0	0	0	0	1,227,190	1,752,340	41.2%

2007/08 Library Expense Summary							
All Funding Sources							
November 30, 2007							
		Local					
	General	Option	Bequest	State	Friends of	Donations	Total
	Fund	Tax	Funds	Funding	the Library	& Grants	Expenses
Administration:							
General administration	271,311		2,598		214	850	274,973
Equipment/furniture			29,568			232	29,800
Total Administration	271,311	0	32,166	0	214	1,082	304,773
Outreach Services:							
Total Outreach Services	108,406	0	0	0	0	0	108,406
Collections Development:							
Collections administration	147,861						147,861
Periodicals	12,542						12,542
Youth collection	31,653		455		312	9	32,429
Reference collection	26,537						26,537
Audio/visual collection	27,128						27,128
Adult collection	49,313		321		8,004	2,913	60,551
Total Collection Development	295,034	0	776	0	8,316	2,922	307,048
Youth Services:							
General youth services	79,801				54		79,855
Project Smyles						22,667	22,667
Books for Babies						6,992	6,992
Children's Theater						319	319
Total Youth Services	79,801	0	0	0	54	29,978	109,833
Library Services:							
General library services	244,881						244,881
Friends programming					2,700		2,700
ACVB Concert Series						10,136	10,136
Total Public Services	244,881	0	0	0	2,700	10,136	257,717
Circulation Services:							
Total Circulation Services	177,113	0	0	0	0	0	177,113
Network Services:							
General network services	50,644						50,644
Computer equipment			12,507	4,420			16,927
Total Network Services	50,644	0	12,507	4,420	0	0	67,571
Capital Improvements:							
Library building maintenance		1,529					1,529
Total Capital Improvements	0	1,529	0	0	0	0	1,529
Total Expenses	1,227,190	1,529	45,449	4,420	11,284	44,118	1,333,990

2007/08 Library Expense Summary						
November 30, 2007						
5 Months =41.7%						
	2006/07	2007/08	YTD	YTD	Current	%
	Actuals	Budget	2006/07	2007/08	Balance	Spent
PERSONAL SERVICES						
Salaries	1,491,490	1,548,398	614,755	615,745	932,653	
Temporary Salaries	181,158	208,602	69,574	72,975	135,627	
Longevity	5,593	5,997	2,844	2,777	3,220	
Sick Leave	9,935		8,892	1,416	(1,416)	
Adjustment	(4,849)		(502)		0	
Vacation	3,412		1,863	7,803	(7,803)	
Total Personal Services	1,686,739	1,762,997	697,426	700,716	1,062,281	39.7%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		30,811			30,811	
IPERS Disability	9,268	10,483	3,808	4,080	6,403	
Life Insurance	4,647	4,644	1,900	1,834	2,810	
Health Insurance	172,724	194,504	71,572	65,517	128,987	
FICA Medicare	23,950	21,983	9,860	9,960	12,023	
FICA	102,407	94,002	42,160	42,589	51,413	
IPERS	95,178	94,314	39,610	41,826	52,488	
Workers Compensation	5,349	3,529	2,267	2,211	1,318	
Flex Administration	747	1,298			1,298	
Total Employee Benefits	414,270	455,568	171,177	168,017	287,551	36.9%
INTERNAL SERVICES						
City Data Services	7,540	8,075	2,490	2,692	5,383	
City Messenger	2,631	3,053	838	967	2,086	
Printing	3,930	4,905	861	958	3,947	
Insurance & Bonds	19,150	18,584	7,980	8,146	10,438	
Phone Operation/Maintenance	16,082	16,082	6,700	6,701	9,381	
Long Distance	523	560	151	196	364	
Fleet Operating/Maintenance	10,345	7,783	5,000	2,540	5,243	
Fleet Replacement	21,636	22,728	7,212	7,576	15,152	
Computer Replacement	6,746	9,722	3,373		9,722	
Interdepartmental Labor					0	
Total Internal Services	88,583	91,492	34,605	29,776	61,716	32.5%
CONTRACTUAL						
Outside Professional Services	33,290	32,200	29,759	17,169	15,031 ^[1]	
Postage/Freight	13,765	13,685	6,288	5,540	8,145	
Travel/Meetings	1,055	2,865	687	308	2,557	
Training	1,139	7,035	1,368	714	6,321	
Conferences	10,892	22,702	3,961	5,396	17,306	
Subscriptions and Books	85	100	45		100	
Dues & Memberships	4,232	4,390	1,330	2,012	2,378	
Printing	1,630	1,610	200	1,952	(342) ^[2]	
Advertising	2,920	5,340	811	2,495	2,845	
Recruiting Costs	5,522		5,522	1,059	(1,059) ^[3]	
Insurance	687	687	687	687	0 ^[4]	
Electricity	45,049	45,730	19,538	20,353	25,377	
Phone Operation/Maintenance	19,932	17,200	7,924	8,590	8,610	
Long Distance		20			20	
Water/Sewer	3,341	3,400	1,307	1,086	2,314	
Waste Disposal	2,091	2,400	630	911	1,489	
Natural Gas	10,650	9,400	1,193	219	9,181	
Structural Repair	14,378	10,000	11,310	4,206	5,794	
Moveable Equipment Repair	1,116	1,600	490	586	1,014	
Fixed Equipment Repair	46,410	19,966	9,089	16,620	3,346	
Computer Maintenance	36,340	45,205	31,438	30,556	14,649 ^[5]	
Rentals & Leases	18,165	17,033	6,065	8,458	8,575	
Contractual Employees		500			500	
Other Non-City Services	15,733	16,070	3,775	17,809	(1,739) ^[6]	
Total Contractual	288,422	279,138	143,417	146,726	132,412	52.6%

Library Donations Report					
Fiscal Year 2007/2008					
Year-to-Date through November 30, 2007					
	Library	State	Friends	Donations	
	Bequests	Funding	of the	& Grants	Total
			Library		
Balance @ 6/30/07	1,398,785.79	70,240.72	(1,370.38)	36,502.72	1,504,158.85
Revenues:					
Interest revenue	31,226.68			2,923.71	34,150.39
Enrich Iowa funds		14,203.87			14,203.87
Iowa Infrastructure funds					0.00
Donations	41,520.98		11,686.60	11,173.95	64,381.53
Library Foundation support					0.00
Miscellaneous revenue		720.38			720.38
Total revenues	72,747.66	14,924.25	11,686.60	14,097.66	113,456.17
Expenses:					
Administration:					
Supplies/printing/misc	2,597.84		214.30	850.53	3,662.67
Equipment/furniture	29,567.84			231.65	29,799.49
Computer equipment	12,507.00				12,507.00
Iowa Infrastructure expenses		4,420.39			4,420.39
Enrich Iowa expenses					0.00
Collection Development:					
Youth collection	454.85		312.08	9.49	776.42
Adult collection	321.40		8,003.59	2,912.75	11,237.74
Youth Services:					
Project Smyles				22,666.68	22,666.68
Books for Babies				6,992.00	6,992.00
Children's Theater				318.71	318.71
Miscellaneous support			54.40		54.40
Library Services:					
Friends Programming			2,700.00		2,700.00
ACVB Concert Series				10,136.48	10,136.48
Total expenses	45,448.93	4,420.39	11,284.37	44,118.29	105,271.98
Transfers between funds:					
Project Smyles support				0.00	
Books for Babies support				0.00	
Total transfers	0.00	0.00	0.00	0.00	
Current balance	1,426,084.52	80,744.58	(968.15)	6,482.09	1,512,343.04
Less:					
Reserved principal	708,276.00	*			708,276.00
Reserved interest	82,449.38	**			82,449.38
Balance available					
for expenditure	635,359.14	80,744.58	(968.15)	6,482.09	721,617.66
* Reserved principal consists of \$600,000 of the Gladys Myers bequest, \$100,000 of the Marsden bequest, the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large print-print materials.					
** 20% of the interest earned annually on the Gladys Myers bequest was reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest may be used for projects and/or acquisitions approved by the Board. On February 15, 2007, the Board approved applying the same 20% reserve process to the interest earned by the new combined bequest fund.					

Library Donations Report								
Fiscal Year 2007/2008								
Year-to-Date through November 30, 2007								
	General Donations	Children's Theater	Youth Donations	Books for Babies	Library Foundation	Project Smyles	ACVB Concert Series Grant	Total
Balance @ 6/30/07	13,594.11	3,664.04	2,000.88	2,257.51	10,385.24	4,600.94	0.00	36,502.72
Revenues:								
Interest revenue	2,923.71							2,923.71
General donations	3,180.77		100.00			7,893.18		11,173.95
Project Smyles donations								0.00
Library Foundation support								0.00
Youth donations								0.00
NEA: The Big Read grant								0.00
Books for Babies donations								0.00
Transfers from bequests								0.00
Transfers from state funding								0.00
Total revenues	6,104.48	0.00	100.00	0.00	0.00	7,893.18	0.00	14,097.66
Expenses:								
Administration:								
Supplies/printing/misc	697.52				153.01			850.53
Furniture/equipment					231.65			231.65
Programming:								
Children's Theater		318.71						318.71
Books for Babies				6,992.00				6,992.00
Project Smyles						22,666.68		22,666.68
ACVB Concert Series							10,136.48	10,136.48
Collections:								
Youth collection			9.49					9.49
Adult collection	2,810.40				102.35			2,912.75
Total expenses	3,507.92	318.71	9.49	6,992.00	487.01	22,666.68	10,136.48	44,118.29
Current balance	16,190.67	3,345.33	2,091.39	(4,734.49)	9,898.23	(10,172.56)	(10,136.48)	6,482.09

Library Bequest Interest			
Interest Earned per Fiscal Year			
Year-to-Date through November 30, 2007			
			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	28,296.05	5,659.21	22,636.84
2006/07	74,644.23	14,928.85	59,715.38
2007/08	31,226.68	6,245.34	24,981.34
Total	412,246.88	82,449.38	329,797.50
Interest was reserved only on the Gladys Myer bequest until 2007, when all Library bequests were merged into one fund, and 20% of the interest earned by the entire fund began to be reserved.			

Strategic Plan Update

Activity:	Progress:
Evaluate, use, placement and features of self check-out units	Installed on December 11, 2007
Partner with community agencies, organizations, and interest groups to provide and coordinate programs that promote appreciation and understanding of diverse people and cultures	Director Art Weeks and Teen Librarian Tracie Briseño met with Ames Ministerial Association to address city wide concerns of cultural diversity. December 13, 2007 Received grant from the Story County Community Foundation to present the “India in Ames” program series in partnership with the India Cultural Association of Ames and Sankalp. November 13, 2007
Repaint public areas	Bids on project due January 22, 2008
Implement staffing dedicated to teen service	Teen Librarian Tracie Briseño now in place and staffing teen area during peak hours
Create a new Iowa collection and lounge to highlight materials from the Iowa Room	Iowa Lounge project now complete. Dedication ceremony held December 2, 2007
Evaluate wired and wireless infrastructure, including the bookmobile, to ensure optimum performance	Bookmobile integrated library system (ILS) now operation on a wireless cell system. October 2007
Implement a comprehensive security and surveillance system	Partnering with other city agencies, police to develop a surveillance system.

Resident Satisfaction Survey: The city’s annual resident satisfaction survey has been released to the public. The library retains a 96% satisfaction rating with only 4% signifying that they are dissatisfied with the library. While we can be proud of one of the highest satisfaction ratings of all city departments, we will analyze the dissatisfaction comments to determine how we may improve library services. “Dissatisfied” users typically refer to those who truly wish to use the library but find barriers or negative experiences when visiting the library.

Self Checks: The long awaited self check out units have been installed. We are finding some problems with the units which we hope to have corrected by the vendor, Library Automation Technologies.

Budget PROBE: The administrative team cleared the first hurdle with the FY 2008/09 budget at the PROBE meeting on November 29. We met with the Dept. of Finance head Duane Pitcher, Budget Officer Carol Collings, and Assistant City Manager Sheila Lundt. At this stage, the proposed budget approved by the board remains intact.

Smart Investing at the Library: We have received notification that we are one of twelve libraries in the nation to receive the “Smart Investing at the Library” grant, which is funded by FINRA, a non-governmental regulatory agency of the financial and securities agencies in the United States. We have partnered with ISU’s Cooperative Extension to provide investment guidance and information for people focusing on the financial objectives of different stages in life.

Bulgarian Librarian: APL hosted visiting Bulgarian Librarian, Nataliya Angelova. Nataliya is the systems librarian at our sister library in Varna. Her visit was the last of many exchanges sponsored by the ABLE (American Bulgarian Library Exchange) project.

Celebrations:

- The Ames Public Library Foundation and the APL staff hosted a reception on December 2 in honor of Marcia and John Imsande for their generous donation which sparked the Iowa Lounge project.
- Literary Grounds volunteers were honored at a reception on November 28.
- Eileen Born was honored for her twenty five years of dedicated service at a retirement party and potluck on December 10. This event also served as the APL annual holiday party.

Director’s Presentations and Outside Meetings:

December 7:	Ankeny.	Memorial Reception for Beth Marie Quanbeck
December 12:	Ames	Leadership Ames
December 13:	Ames	Ames Ministerial Association

Assistant Director’s Outside Meetings:

November 8:	Chamber After Hours at the Octagon (with Art)
November 13:	Story County Community Foundation grant awards program
November 13:	YWCA annual awards event
November 14:	Breaking Down the Barriers
November 15:	Story County Philanthropy Day annual awards luncheon (with Art)
November 15:	Youth and Shelter Services Diversity Task Force
November 26:	CIP (Capital Improvement Plan) discussion and tour with City Manager, Steve Schainker (with Art and Patti)
November 30 through December 7:	annual leave
December 12:	Hosted Breaking Down the Barriers at APL

Briefing Paper: Library Policies

Background: The Library Board reviews and revises library policies on a regularly scheduled basis.

Recommendations:

Library Authority: Discussion addressed in a separate briefing paper.

Library Mission: The current mission statement of the Ames Public Library was developed at the time of the strategic plan of 2001. Administration recommends retaining the current mission statement.

Library History: The administration has reviewed this document and does not have any recommendations for addition at this time.

Library Policies: Other Policies: Personnel: Smoking: This is an obsolete document which has been superseded by the board revision to the “Conduct in the Library” policy, which now prohibits smoking within the library facility and library grounds. This applies to library staff as well as the general public.

Authority Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 20, 2007**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Briefing Paper: Authority Policy

Background: The “Authority” policy of the Ames Public Library is Chapter 15 of the Municipal Code of Ames. This ordinance sets the powers of the Board of Trustees. I have compared our ordinance with those of the other nine major libraries in the Iowa Urban Public Library Association, of which we are a member. The following chart indicates the differences and similarities.

Discussion: Special attention should be paid to the following provisions:

Composition of the Board of Trustees: Administration recommends that we drop the phrase “none of whom shall be re-appointed.” It disallows a “fill-in trustee” from serving more than an abbreviated term and disallows any further appointment to the board. The Mayor and City Council should have discretion in re-appointments. If the board or council feels a limit should be set, it can read: limit of two full terms to cover such instances.

Unexcused absences: Change to three consecutive unexcused absences. An excused absence is typically any notification that a trustee was unable to attend a meeting either before or after the fact. The board president can determine whether or not the absence was justified.

Start of Term: Recommend changing to July 1, in conformance to fiscal year. An April 1 start date brings new trustees in before any final budget amendments, if such business is necessary.

Powers:

- Items 1-3: Administration recommends no change.
- Item 4: Regarding removal of the director and employees: Administration recommends changing to: “To remove by a two-thirds vote of the board the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty, subject to provisions of applicable state and federal law.”
- Item 5: add the phrase, “or authorize the librarian to select”
- Items 6-9: Administration recommends no change

Note: Other provisions, such as annual reporting, deposits of money to the city treasury, regulations on conduct and defacing of library materials, and other such matters covered in various ways by most of the ordinances were reviewed but not included as they are standard among all documents and have not posed any barriers to the efficient operation of the library.

Recommendation: Acknowledge that the Authority policy was reviewed this evening. Deliberate on this further, either by special committee or further board deliberation at the next meeting and pass a resolution at the next meeting to proceed with the process of amending the ordinance

Ordinance Comparatives

	Ames	Cedar Rapids	Council Bluffs	Davenport	Des Moines	Dubuque	Iowa City	Sioux City	Waterloo
Number of Trustees	9	9	9	9	5	7	9	7	5
Term Length	6	6	6	6	6	4	6	3	6
Term Limits	once only	Silent	Silent	Silent	Silent	Silent	Silent	2-Full	2-Full
Unexcused Absences	6	6	6	Silent	Silent	Silent	4	6	6
Term begins	April 1	July 1	July 1	July 1	July 1	July 1	July 1	Unspecified	July 1
Powers of Library Trustees									
1	Baseline	Identical	Variance	Variance	Variance	Identical	Variance	Identical	Identical
2	Baseline	Identical	Identical	Identical	Identical	Identical	Identical	Identical	Identical
3	Baseline	Identical	Identical	Identical	Identical	Identical	Identical	Identical	Identical
4	Baseline	Identical	Variance	Variance	Variance	Variance	Variance	Identical	Variance
5	Baseline	Identical	Variance	Variance	Variance	Identical	Variance	Identical	Variance
6	Baseline	Identical	Identical	Identical	Identical	Identical	Identical	Identical	Identical
7	Baseline	Identical	Identical	Identical	Identical	Identical	Identical	Identical	Identical
8	Baseline	Identical	Identical	Identical	Identical	Minor Var.	Minor Var.	Identical	Identical
9	Baseline	Identical	Identical	Identical	Identical	Omits	Identical	Identical	Identical

Variations Item 1

Council Bluffs	States that the city finance officer is the board treasurer but not a board member
Davenport	States that the city finance officer is the board treasurer but not a board member
Des Moines	States that the city finance officer is the board treasurer but not a board member
Iowa City	States that the city finance officer is the board treasurer but not a board member

Variations Item 4

Council Bluffs	Adds the phrase "subject to provisions of Chapter 70 Code of Iowa
Davenport	Adds the phrase "subject as established by state law
Des Moines	Adds the phrase "subject to Iowa Code Chap. 35C.
Dubuque	Provides for removal only of the librarian; provides procedures for removal of other employees
Iowa City	Provides for removal only of the librarian; provides procedures for removal of other employees
Waterloo	Adds the phrase "subject to provisions of Chapter 70 Code of Iowa

Variance Item 5

Council Bluffs	Adds the phrase "authorize the librarian" Adds the phrase: "Within limits set by the budget
Davenport	Adds the phrase "authorize the librarian" Adds the phrase: "Within limits set by the budget
Des Moines	Adds the phrase "authorize the librarian"
Iowa City	Adds the phrase "authorize the librarian" Adds the phrase: "Within limits set by the budget
Waterloo	Adds the phrase "authorize the librarian" Adds the phrase: "Within limits set by the budget

Item 9

Dubuque	States elsewhere that the board "has charge and control of all gifts and donations to the city for library purposes, and see that the same are properly preserved for public use.
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	Ames	Cedar Rapids	Council Bluffs	Davenport	Des Moines	Dubuque	Iowa City	Sioux City	Waterloo
Historical Society	Baseline	Identical	Identical	Identical	Identical	Omits	Omits	Omits	Identical
Non-Resident Use	Provides for	Provides for	Provides for	Provides for	Provides for	Omits	Provides for	Omits	Omits

Unique Entries: Gifts and Donations

Dubuque	States that the board "has charge and control of all gifts and donations to the city for library purposes, and see that the same are properly preserved for public use.
Cedar Rapids	States: The City of Cedar Rapids may receive hold and dispose of all gifts, donations, devises and bequests that may be made to them for the purpose of establishing, increasing, or improving any library; and when the conditions thereof have been accepted by the city, their performance may be enforced by the library board by an action of mandamus against the Council or by other proper action. The Council may apply the profits accruing therefore to best promote the prosperity and utility of the library. Gifts: The trustees may accept and control the expenditure of all gifts, devises and bequests to the library.

Ames Public Library
Section: History, Authority, Mission
Subject: Authority

Board
Approved: 6/97
Reviewed: 12/07
Revised:

Municipal Code of Ames

The following is Chapter 15 of the Municipal Code of Ames, granting the Board of Trustees the authority to operate the Ames Public Library:

CHAPTER 15: LIBRARIES

COMPOSITION OF THE BOARD OF TRUSTEES.

The board of trustees of the Ames Public Library consists of nine (9) members, none of whom shall be reappointed.

(Ord. No. 784, Sec. 1; Code 1956, Sec. 17-1) State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.3)

APPOINTMENT, TERMS OF TRUSTEES

All members of the board of trustees of the public library shall be appointed by the mayor, by and with the approval of the city council, and the term of office for each trustee shall be for a six (6) year period. Terms beginning on April 1 of the year of appointment.

(Ord. No. 784, Sec. 2; Code 1956, Sec. 17-2) State Law Ref. Iowa Code Sec. 292.5; Code 1973, Sec. 378.3, 378.4)

QUALIFICATIONS OF TRUSTEES

All members of the board of trustees shall be bona fide citizens and residents of the city and over the age of eighteen (18) years.

(Ord. No. 784, Sec. 3; Code 1956, Sec. 17-3; Ord No. 2496, Sec. 2, 1-21-75) State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.5, Ch. 140, Sec. 41-1st 65GA)

COMPENSATION OF TRUSTEES

Members of the board of trustees shall receive no compensation for their services.

(Ord. No. 784, Sec. 6; Code 1956, Sec. 17-6) (State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.8)

GROUND FOR REMOVAL OF TRUSTEE

The removal of any trustee permanently from the city, or absence from six (6) consecutive regular meetings of the board, except in case of sickness or temporary absence from the city, without due explanation of the absence shall render the office as trustee vacant.

(Ord. No. 784, Sec. 5; Code 1956, Sec. 17-5) (State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.7)

VACANCIES ON THE BOARD OF TRUSTEES

Vacancies on the board shall be filled by appointment by the mayor, by and with the approval of the city council. Such appointees shall fill out the unexpired term for which the appointment is made.

(Ord. No. 784, Sec. 4; Code 1956, Sec. 17-4) (State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.6)

POWERS, DUTIES OF TRUSTEES.

The board of the library trustees has and exercises the following powers:

- (1) To meet and organize by the election of one of their number as president of the board, and by the election of a secretary and such other officers as the board may deem, necessary.
- (2) To have charge, control and supervision of the public library, its appurtenances and fixtures, and rooms containing the same, directing and controlling all the affairs of such library.
- (3) To employ a librarian, such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided however, that prior to such employment, the compensation of such librarian, assistants, and employees shall be fixed for the term of employment by a majority of the members of the board voting in favor thereof.
- (4) To remove such librarian, assistants, or employees by a vote of two-thirds (2/3) of such board for misdemeanor, incompetency, or inattention to the duties of such employment.
- (5) To select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, furniture, fixtures, stationery, and supplies for such library.
- (6) To authorize the use of such libraries by nonresidents of the city and to fix charges therefor.
- (7) To make, adopt, amend, modify, or repeal bylaws, rules and regulations, not inconsistent with law, for the care, use, government, and management of the library and business of the board, and fixing and enforcing penalties for the violation thereof.
- (8) To have exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the board of trustees.
- (9) To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.

(Ord. No. 784, Sections 7--7.9; Code 1956, Sections 17-7--17-7.9) (State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.10)

TRUSTEES TO KEEP RECORDS OF PROCEEDINGS.

The board of trustees shall keep a record of its proceedings.

(Ord. No. 784, Sec. 8; Code 1956, Section 17-8) (State Law Ref. Iowa Code chapter 28A)

TRUSTEES TO PROPOSE BUDGET.

The board of trustees shall, in accord with such schedule and procedure as may be announced by the director of finance, file with the director of finance a proposed budget of its funds for the following year.

(Ord. No. 784, Sec. 10; Code 1956, Sec. 17-10; Ord. No. 2496, Sec. 2, 1-21-75) (State Law Ref. Iowa Code Sec. 392.1, 392.5; Code 1973, Sec. 378.10 (8))

ANNUAL REPORT OF TRUSTEES

The board of trustees shall, immediately after the close of each municipal fiscal year, make to the council a report containing a statement of the condition of the library, the number of books added thereto, the number circulated, the number not returned or lost, the amount of fines collected, and the amount of money expended in the maintenance thereof during such year, together with such information as required by the council.

(Ord. No. 784, Sec. 11; Code 1956, Sec. 17-11; Ord. No. 2496, Sec. 2, 1-21-75 State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.18)

LIBRARY FUNDS; EXPENDITURES

All moneys allocated by the council for the maintenance of the library shall be deposited in the treasury of the city to the credit of the library fund, and shall be kept by the treasurer separate and apart from all other moneys, and shall be paid out upon the order of the board of trustees, signed by its president and secretary.

(Ord. No. 784, Sec. 9; Code 1956, Sec. 17-9; Ord. no. 2496, Sec. 2, 1-21-75) (State Law Ref. Iowa Code Sec. 392.5; Code 1975, Sec. 378.17)

LIBRARY REGULATIONS; PENALTY

Any person, who takes from any public school, or library, within the city, any book, pamphlet, periodical, paper or other property, except in accordance with the rules of such library; or who takes or borrows from such library any book (,) pamphlet, periodical, paper or other property and neglects or refuses to return the same within one week after receiving notice to do so; or who shall willfully cut, mutilate, mark, tear, write upon, deface or otherwise destroy or injure any book, pamphlet, periodical map, document, picture or other property of such library; or who violates any other rule of the said library, or disturbs the peace and quiet thereof by disorderly conduct, is guilty of a misdemeanor.

(Ord. No. 812, Sec. 76; Code 1956, Sec. 76-76)

POWER TO CONTRACT

Contracts may be made between the board of trustees of the Ames library and other boards of trustees of free public libraries, and any city, town, school corporation, township or county or with the trustees of any county library district for its use by their respective residents.

(Ord. No. 2496, Sec. 2, 1-21-75) (State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.11)

METHOD OF USE

Such use shall be accomplished by one or more of the following methods in whole or in part:

- (1) By lending the books of the Ames Public Library to such residents on the same terms and conditions as to the residents of the City of Ames.
- (2) By the establishment of depositories of books of the Ames Public Library to be loaned to such residents at stated times and places.
- (3) By the transportation of books of the Ames Public Library by mobile or other conveyance for lending the same to such residents as stated times and places.

(4) By the establishment of branch libraries for lending books to such residents.

(Ord. No. 2496, Sec. 2, 1-21-75) (State Law Ref. Iowa Code Sec. 378.12)

RATE OF TAX

Such contracts shall provide for the rate of tax to be levied during the period thereof. They may, by mutual consent of the contracting parties, be terminated at any time. They may also be terminated by a majority of electors, represented by either of the contracting parties, voting of a proposition to terminate which shall be submitted by the governing body upon a written petition of electors in a number not less than five (5) per cent of those who voted in the area for governor at the last general election.

The proposition may be submitted at any election provided by law which covers the area of that seeking to terminate the contract. The petition shall be presented to the governing body not less than forty days before the election at which the question is to be submitted.

(Ord. No. 2496, Sec. 2, 1-21-75) State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.13)

UNITED WITH HISTORICAL ASSOCIATIONS

Whenever a local county historical association shall be formed in Story County, the trustees of the Ames Public Library are hereby authorized to unite with such historical association and to set apart the necessary room and to care for such articles as may come into possession of said association. the library trustees are also authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of historical and educational nature and pay for the same out of the library fund.

(Ord. No. 2496, Sec. 2, 1-21-75) State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.16)

State Code of Iowa

a. Authority for Chapter 15

- *Article III, Section 38A of the State Code of Iowa* states that “municipal corporations are granted home rule power and authority, not inconsistent with the laws of the general assembly, to determine their local affairs and government.”
- *Section 392.5 of the State Code of Iowa* states: “A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in this section. In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by 64 GA, Chapter 1088.”
- *Section 392.5 of the State Code of Iowa* states that cities “A proposal to alter the composition, manner of selection, or charge of a library board or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city. . . . If a majority of those voting approves the proposal, the city may proceed as proposed. If a majority of those voting does not approve the proposal, the same or similar proposal may not be submitted to the voters of the city for at least four years from the date of the election at which the proposal was defeated.

History Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 20, 2007**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy
Section: History, Authority, Mission
Subject: History

Board of Trustees
Approved: 6/97
Reviewed: 3/03, 12/07
Revised:

The earliest known reference to a "Public Library", probably a subscription library of some sort, was in *The Ames Intelligencer* of November 4, 1886. This short-lived library may have been the inspiration for the Ames Library Association, a subscription library founded on November 7, 1892. As early as November 21, 1893, the Association began attempts to secure the cooperation of the City Council in establishing a free city library.

Mayor Parley Sheldon requested \$10,000 from Andrew Carnegie in December, 1902, which was granted the following February. The citizens of Ames voted to accept Carnegie's gift on March 29; and the City Council passed an ordinance establishing a free public library on April 16, 1903. The first Board of Trustees was appointed immediately, and met on May 7, 1903, at the Story County Bank. The site of the original building was donated by Mr. and Mrs. W. M. Greeley. The cornerstone was laid April 15, 1904; the building dedicated on September 16; and the Library finally opened for service on October 20, 1904.

The first addition, west and south of the original building was completed in 1907, with a second gift of \$6,000 from Andrew Carnegie. An \$85,000 bond issue was passed in 1938, to build the second addition to the Library building, which was completed in 1940.

The Ames Branch Library on Welch Avenue operated from May 7, 1946 to July 25, 1950. Bookmobile service began on August 11, 1966. The Library has served rural Story County by contract with the supervisors since 1975, and the City of Gilbert by contract since 1976.

On November 8, 1983, the citizens of Ames approved issuance of \$3,937,000 in bonds to construct a major building addition and to remodel the existing facility. The 35,000 square foot addition opened for service April 25, 1985, and the entire 50,000 square foot facility was dedicated September 8, 1985.

Mission Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 20, 2007**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy
Section: History, Authority, Mission
Subject: Mission

Board
Approved: 6/97
Reviewed: 3/03, 12/07
Revised: 3/02

Mission Statement

The Ames Public Library: We connect you to the world of ideas.

Personnel: Other Policies

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 20, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, remove the Personnel:
Other Policies as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy**Section: Personnel****Subject: Other Policies****Board****Approved: 5/98****Reviewed: 4/01, 12/07****Revised:****Smoking**

It is the goal of this policy to provide a comfortable, healthful environment for Library employees, as well as for members of the public who visit or use Library buildings and facilities. Effective May 1, 1996, smoking shall be prohibited in all City buildings, facilities and vehicles. Smoking shall be permitted on City property only in open, outdoor areas. The City Manager or his/her designee (in this case, the Library Director) is authorized to determine approved outdoor areas.

Employees shall be permitted to smoke during break periods provided by Library policy; however, employees may not take smoke breaks in addition to such designated rest breaks. Employees may smoke while working out of doors provided that other persons are not subject to second-hand smoke, that productivity is not diminished, and that no fire hazard is present.

Library Space Needs Study

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 20, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Library Space Needs Study as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Library Coffee Shop Lease

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 20, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Library Coffee Shop Lease as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Library Coffee Shop Lease

This Lease Agreement is made effective the 1st day of December 2007, between the City of Ames, Iowa, for the use and benefit of the Ames Public Library (APL) and the Friends of the Ames Public Library, an Iowa non-profit corporation (Friends).

1. Premises. APL leases to Friends space comprising approximately 450 square feet and described as follows: the area between the Circulation Desk and the Computer Lab known as Literary Grounds.
2. Purpose. Friends shall use the leased premises to sell used books and sundries and provide for an unspecified donation coffee, tea, and lemonade as well as other products as approved in advance by APL.
3. Term. The term of this lease agreement is one year beginning on the above stated date and ending on November 30, 2008. Either party may terminate the lease on sixty (60) days written notice to the other.
4. Operations. Friends shall provide, maintain and remove, at their own expense, all equipment necessary for the conduct of its activities on the leased premises. The use of vending machines is prohibited.
5. Remodeling. No remodeling of the leased premises by the Friends shall occur without the prior written approval of the plans of remodeling by the APL. All costs of any such remodeling, if any, shall be paid by Friends and Friends shall pay to APL whatever amount may be required to remove any lien for labor or materials claims by contractors of Friends.
6. Rent. Friends shall pay APL \$100.00, thirty days from the date of signature of this lease, as rent for the leased premises.
7. Insurance. Friends shall have in effect at all times during the term of this lease agreement such policy of insurance with respect to the leased premises as APL shall reasonably require.

By: _____
Dale Ross
President, Library Board of Trustees

Date: _____

By: _____
Michale Hansen
President, Friends of the Ames Public Library

Date: _____

Alternative Funding Request

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 20, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Alternative Funding Request as presented/amended.

Category	Amount	Funding Source
Books for Babies	\$10,000.00	State Funding
Equipment		
Auditorium Sound System	\$ 5,000.00	State Funding
Book Carts	\$ 1,130.00	State Funding
Ceiling Fans	\$ 1,200.00	State Funding
Dimmer Switch in Auditorium	\$ 500.00	State Funding
Label Maker	\$ 3,200.00	State Funding
Professional Services		
Organizational Consultant	\$15,000.00	State Funding
Furnishings		
Office furnishings	\$ 1,850.00	State Funding
Supplies		
Program and youth supplies	\$ 7,000.00	State Funding
Label maker supplies	\$ 930.00	State Funding
TOTAL	\$45,810.00	

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Briefing Paper: Alternative Funding Request

Background: In addition to the funds provided by the City of Ames for the operations of the library, we further our service objectives with money from other sources such as state grants, donations, and money held in interest bearing accounts from bequests.

Discussion: The recommended items are the result of staff input into the needs for supporting current services that are not covered in the operational budget.

Books for Babies: This is an annual expenditure from state funding to support the Books for Babies program

Auditorium Sound system: In need of an upgrade and a simpler system to operate.

Book Carts: Need additional carts for to hold donations for the book sale. Also replacing carts in circulation.

Ceiling Fans: For collection development area. With cubicles throughout the room, the area gets too hot in summer.

Dimmer switch in auditorium: To dim lights during movies and presentations.

Label maker: For collection development. Makes circular labels that print “Ames Public Library” and barcode on CDs and DVDs. These labels are presently handwritten.

Organizational consultant: A consultant to review and assess job positions.

Office furnishings: Tables and chairs for staff offices.

Program and youth supplies: With more and more participants in reading programs and programs, we need additional funding for prizes and craft supplies. Included are supplemental monies for miscellaneous youth services requests.

Label maker supplies: One year of supplies for label maker.

Recommendation: Approve expenditures as presented.

**Main Stats
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
ADULT FICTION	9,914	9,004	7,517	7,485	7,093	0	0	0	0	0	0	0	41,013
ADULT NON-FICTION	11,210	10,684	10,030	10,709	10,313	0	0	0	0	0	0	0	52,946
ADULT GRAPHIC NOVELS	662	798	661	560	512	0	0	0	0	0	0	0	3,193
ADULT MANGA	1,219	1,283	923	1,046	1,085	0	0	0	0	0	0	0	5,556
ADULT ILL ITEMS	60	71	79	63	67	0	0	0	0	0	0	0	340
ADULT PAPERBACKS	943	1,090	970	1,113	997	0	0	0	0	0	0	0	5,113
NEW FICTION	4,717	4,800	4,167	4,299	4,243	0	0	0	0	0	0	0	22,226
NEW NON-FICTION	3,044	3,079	2,683	2,923	2,911	0	0	0	0	0	0	0	14,640
PERIODICALS	1,170	1,139	1,057	1,172	1,176	0	0	0	0	0	0	0	5,714
TRAVEL BAGS	73	53	37	33	32	0	0	0	0	0	0	0	228
SUBTOTAL (PRINT)	33,012	32,001	28,124	29,403	28,429	0	0	0	0	0	0	0	150,969
NEW MEDIA	2	5	3	5	4	0	0	0	0	0	0	0	19
MUSIC CDS	7,018	6,293	6,452	7,031	6,672	0	0	0	0	0	0	0	33,466
AUDIO BOOKS ON CD	3,669	3,670	3,135	3,301	3,268	0	0	0	0	0	0	0	17,043
AUDIO BOOKS ON TAPE	548	478	478	202	123	0	0	0	0	0	0	0	1,829
THEATRICAL VIDEOS	1,907	1,296	1,129	1,029	1,205	0	0	0	0	0	0	0	6,566
NON-THEATRICAL VIDEOS	315	185	265	274	306	0	0	0	0	0	0	0	1,345
THEATRICAL DVDS	18,731	18,465	15,382	16,661	17,080	0	0	0	0	0	0	0	86,319
NON-THEATRICAL DVDS	2,570	2,332	2,001	2,110	2,145	0	0	0	0	0	0	0	11,158
KITS	568	587	473	573	532	0	0	0	0	0	0	0	2,733
SUBTOTAL (MEDIA)	35,328	33,311	29,318	31,186	31,335	0	0	0	0	0	0	0	160,478
ADULT MISC.	176	165	184	320	282	0	0	0	0	0	0	0	1,127
TOTAL (ADULT)	68,516	65,477	57,626	60,909	60,046	0	0	0	0	0	0	0	312,574
BIG BOOKS	22	25	25	40	193	0	0	0	0	0	0	0	305
BOARD BOOKS	2,157	2,493	2,021	2,722	3,286	0	0	0	0	0	0	0	12,679
EASY	8,793	8,539	8,549	9,848	8,188	0	0	0	0	0	0	0	43,917
EASY TO READ	3,024	2,598	2,339	2,434	2,299	0	0	0	0	0	0	0	12,694
JUVENILE NON FICTION	4,256	4,319	4,454	4,957	4,506	0	0	0	0	0	0	0	22,492
JUVENILE FICTION	7,153	6,082	4,138	4,786	4,678	0	0	0	0	0	0	0	26,837
JUVENILE GRAPHIC NOVELS	676	695	503	380	438	0	0	0	0	0	0	0	2,692
PARENTING COLLECTION	109	139	147	140	159	0	0	0	0	0	0	0	694
JUVENILE LARGE PRINT	56	50	38	34	41	0	0	0	0	0	0	0	219
JUVENILE PERIODICALS	326	420	254	292	236	0	0	0	0	0	0	0	1,528
YOUNG ADULT PRINT	2,883	2,666	2,066	2,202	2,079	0	0	0	0	0	0	0	11,896
COMIC BOOKS	12	3	0	1	0	0	0	0	0	0	0	0	16
YOUNG ADULT GRAPHIC NOVELS	380	451	442	448	319	0	0	0	0	0	0	0	2,040
MANGA	1,349	1,144	1,098	952	949	0	0	0	0	0	0	0	5,492
YOUNG ADULT PERIODICALS	47	92	56	68	66	0	0	0	0	0	0	0	329
YOUTH REFERENCE	4	0	6	3	13	0	0	0	0	0	0	0	26
SUBTOTAL YOUTH (PRINT)	31,247	29,716	26,136	29,307	27,450	0	0	0	0	0	0	0	143,856
YOUTH DVDS	11,258	11,413	8,797	9,550	9,370	0	0	0	0	0	0	0	50,388
YOUTH VIDEOS	1,216	1,302	981	1,141	1,133	0	0	0	0	0	0	0	5,773
YOUTH KITS	379	383	334	348	300	0	0	0	0	0	0	0	1,744
YOUTH CDS	1,767	1,616	1,240	1,383	1,308	0	0	0	0	0	0	0	7,314
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	21	9	18	15	30	0	0	0	0	0	0	0	93
TOYS & PUPPETS	292	334	229	312	293	0	0	0	0	0	0	0	1,460
SUBTOTAL YOUTH (MEDIA)	14,933	15,057	11,599	12,749	12,434	0	0	0	0	0	0	0	66,772
TOTAL YOUTH	46,180	44,773	37,735	42,056	39,884	0	0	0	0	0	0	0	210,628
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	114,696	110,250	95,361	102,965	99,930	0	0	0	0	0	0	0	523,202
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	6,060	6,061	5,013	5,025	5,272	0	0	0	0	0	0	0	27,431
GILBERT	1,627	1,897	1,134	1,339	1,239	0	0	0	0	0	0	0	7,236
OPEN ACCESS	15,380	15,056	12,801	14,835	13,861	0	0	0	0	0	0	0	71,933
Total Special Circulation	23,067	23,014	18,948	21,199	20,372	0	0	0	0	0	0	0	106,600
% Special Circulation	20.11%	20.87%	19.87%	20.59%	20.39%								20.37%
AMES	90,752	86,206	75,442	80,758	76,949	0	0	0	0	0	0	0	410,107

**Bookmobile Stats
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
ADULT FICTION	631	621	697	737	679	0	0	0	0	0	0	0	3,365
ADULT NON-FICTION	481	362	449	534	501	0	0	0	0	0	0	0	2,327
ADULT GRAPHIC NOVELS	2	1	6	0	7	0	0	0	0	0	0	0	16
ADULT MANGA	1	2	11	22	46	0	0	0	0	0	0	0	82
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	366	395	402	433	408	0	0	0	0	0	0	0	2,004
NEW FICTION	247	249	274	272	289	0	0	0	0	0	0	0	1,331
NEW NON-FICTION	262	156	247	275	293	0	0	0	0	0	0	0	1,233
PERIODICALS	80	53	63	84	88	0	0	0	0	0	0	0	368
TRAVEL BAGS	2	0	0	1	1	0	0	0	0	0	0	0	4
SUBTOTAL (PRINT)	2,072	1,839	2,149	2,358	2,312	0	0	0	0	0	0	0	10,730
NEW MEDIA	0	1	0	1	0	0	0	0	0	0	0	0	2
MUSIC CDS	150	52	68	129	148	0	0	0	0	0	0	0	547
AUDIO BOOKS ON CD	129	84	105	107	115	0	0	0	0	0	0	0	540
AUDIO BOOKS ON TAPE	49	44	34	30	4	0	0	0	0	0	0	0	161
THEATRICAL VIDEOS	103	41	111	75	37	0	0	0	0	0	0	0	367
NON-THEATRICAL VIDEOS	10	4	10	12	10	0	0	0	0	0	0	0	46
THEATRICAL DVDS	705	416	807	945	944	0	0	0	0	0	0	0	3,817
NON-THEATRICAL DVDS	56	36	82	64	42	0	0	0	0	0	0	0	280
KITS	39	30	23	42	53	0	0	0	0	0	0	0	187
SUBTOTAL (MEDIA)	1,241	708	1,240	1,405	1,353	0	0	0	0	0	0	0	5,947
ADULT MISC.	0	0	0	0	1	0	0	0	0	0	0	0	1
TOTAL (ADULT)	3,313	2,547	3,389	3,763	3,666	0	0	0	0	0	0	0	16,678
BIG BOOKS	52	44	43	47	193	0	0	0	0	0	0	0	379
BOARD BOOKS	681	489	674	861	3,286	0	0	0	0	0	0	0	5,991
EASY	1,151	874	1,198	1,537	1,386	0	0	0	0	0	0	0	6,146
EASY TO READ	646	382	596	790	578	0	0	0	0	0	0	0	2,992
JUVENILE NON FICTION	858	532	922	1,084	870	0	0	0	0	0	0	0	4,266
JUVENILE FICTION	862	527	925	1,055	951	0	0	0	0	0	0	0	4,320
JUVENILE GRAPHIC NOVELS	182	68	104	162	152	0	0	0	0	0	0	0	668
PARENTING COLLECTION	12	1	5	13	8	0	0	0	0	0	0	0	39
JUVENILE LARGE PRINT	4	2	5	8	13	0	0	0	0	0	0	0	32
JUVENILE PERIODICALS	8	1	0	0	1	0	0	0	0	0	0	0	10
YOUNG ADULT PRINT	217	170	250	236	212	0	0	0	0	0	0	0	1,085
COMIC BOOKS	9	0	0	2	5	0	0	0	0	0	0	0	16
YOUNG ADULT GRAPHIC NOVELS	21	13	31	32	28	0	0	0	0	0	0	0	125
MANGA	29	16	49	53	90	0	0	0	0	0	0	0	237
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH REFERENCE	1	1	1	0	0	0	0	0	0	0	0	0	3
SUBTOTAL YOUTH (PRINT)	4,733	3,120	4,803	5,880	7,773	0	0	0	0	0	0	0	26,309
YOUTH DVDS	1,338	660	1,341	1,656	1,706	0	0	0	0	0	0	0	6,701
YOUTH VIDEOS	315	158	346	381	180	0	0	0	0	0	0	0	1,380
YOUTH KITS	79	55	54	72	72	0	0	0	0	0	0	0	332
YOUTH CDS	248	233	254	283	258	0	0	0	0	0	0	0	1,276
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	14	25	27	30	36	0	0	0	0	0	0	0	132
TOYS & PUPPETS	108	119	169	186	145	0	0	0	0	0	0	0	727
SUBTOTAL YOUTH (MEDIA)	2,102	1,250	2,191	2,608	2,397	0	0	0	0	0	0	0	10,548
TOTAL YOUTH	6,835	4,370	6,994	8,488	10,170	0	0	0	0	0	0	0	36,857
YOUTH MISC.	81	43	37	0	0	0	0	0	0	0	0	0	161
GRAND TOTAL	10,229	6,960	10,420	12,251	13,836	0	0	0	0	0	0	0	53,696
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	233	201	414	445	352	0	0	0	0	0	0	0	1,645
GILBERT	470	285	614	707	815	0	0	0	0	0	0	0	2,891
OPEN ACCESS	90	60	136	112	122	0	0	0	0	0	0	0	520
Total Special Circulation	793	546	1,164	1,264	1,289	0	0	0	0	0	0	0	5,056
% Special Circulation	7.75%	7.84%	11.17%	10.32%	9.32%								9.42%
AMES	9,247	6,265	9,200	10,866	9,575	0	0	0	0	0	0	0	45,153

**Misc. Stats
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
HOME DELIVERY													
# of Patrons	47	48	47	47	47								236
Centers	21	21	20	20	20								102
Individual Deliveries Made	41	38	39	42	39								199
Additional Individuals serv.	9	8	9	11	4								41
GATE COUNT	45,426	43,520	36,671	38,211	36,679								200,507
PUBLIC COMPUTERS													
Number of Uses	5,564	5,801	4,987	5,332	4,964								21,084
Average Session (minutes)	37	37	38	43	40								158
HOLDS													
Main	10,287	10,689	8,929	9,590	9,382								48,877
BKM/Hm Delivery	788	408	911	1,062	959								4,128
Total Holds	11,075	11,097	9,840	10,652	10,341	0	0	0	0	0	0	0	53,005
INTERLIBRARY LOANS													
Requested	67	79	102	67	78								393
Received	58	69	85	65	59								336
Loaned	309	336	393	501	382								1,921
MEETING ROOM USAGE													
Number of Room Uses	172	120	182	198	193								865
People	3,887	2,126	3,347	5,004	3,286								17,650
PROGRAMS													
Adult	19	14	35	31	25								124
Children & Family	96	19	86	106	103								410
Outreach	17	6	3	3	2								31
Teen	7	5	2	3	3								20
Project Smyles	35	40	50	52	53								230
Total Programs	174	84	176	195	186	0	0	0	0	0	0	0	815
PROGRAM ATTENDANCE													
Adult	1,101	517	1,124	1,903	506								5,151
Children & Family	2,237	683	1,638	2,415	2,373								9,346
Outreach	398	121	194	3	28								744
Teen	552	92	25	3	16								688
Project Smyles	425	432	636	52	3								1,548
Total Attendance	4,713	1,845	3,617	4,376	2,926	0	0	0	0	0	0	0	17,477
Webref	126	149	174	149	122								720
PAC Usage													
PAC	102,324	96,770	92,094	107,926	90,265								489,379
Community Organizations & Ames Tribune	750	499	351	619	487								2,706
Total	103,074	97,269	92,445	108,545	90,752	0	0	0	0	0	0	0	492,085

Monthly Stats For Subscription Databases FY07/08

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	93	92	82	40	68								375
Business Remote	34	133	55	32	12								266
Business Total	127	225	137	72	80	0	0	0	0	0	0	0	641
Residential In-House	74	62	85	88	36								345
Residential Remote	69	36	27	65	17								214
Residential Total	143	98	112	153	53	0	0	0	0	0	0	0	559
Grand Total	270	323	249	225	133	0	0	0	0	0	0	0	1200
Des Moines Register													
In-House	6	7	0	2	108								123
Remote	17	15	25	32	18								107
Total	23	22	25	34	126	0	0	0	0	0	0	0	230
New York Times													
In-House	6	2	3	2	3								16
Remote	216	129	112	8	13								478
Total	222	131	115	10	16	0	0	0	0	0	0	0	494
Access World News													
In-House	6	5	0	9	6								26
Remote	33	19	27	13	28								120
Total	39	24	27	22	34	0	0	0	0	0	0	0	146
EBSCOhost													
In-House	289	441	948	520	188								2386
Remote	217	7	0	405	672								1301
Total	506	448	948	925	860	0	0	0	0	0	0	0	3687
Novelist													
In-House	253	270	329	410	394								1656
Remote	2	0	0	0	0								2
Total	255	270	329	410	394	0	0	0	0	0	0	0	1658
Auto Reference													
In-House	73	120	100	36	11								340
Remote	13	0	0	74	133								220
Total	86	120	100	110	144	0	0	0	0	0	0	0	560
Heritage Quest													
In-House + Remote	3868	3410	4932	4134	5172								21516
GRAND TOTAL	5269	4748	6725	5870	6879	0	0	0	0	0	0	0	29491
YEAR TO DATE	29491												
Bookletters (Pageviews)	2701	2492	2292	3093	2481								13059