

Agenda
Ames Public Library Board of Trustees
December 10, 2009 - 7:00 p.m.
Dale H. Ross Board Room, 515 Douglas Avenue

Adoption of Agenda

Approval of Minutes

- Approval of the minutes of the regular meeting of November 19, 2009

Public Forum

- All meetings of the Library 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 at this time. (Please sign in.)

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 Trustees vote on the motion.)
 - Claims
 - Gifts
 - Hires
 - Financial reports

Communications

Administrative Report – Weeks, Carey

Friends of the Ames Public Library Report – Bradley, Budd

Ames Public Library Foundation Report – Meier, Stow, Carey

Policy Review

- Proposed schedule for future policy review

Unfinished Business

New Business

- Conversation with Library Architect Jeff Scherer
- Summer Hours – Action Item
- Library Services Contract with City of Gilbert – Action Item
- Appointment of Director Evaluation Committee

Trustee Comments

Adjournment

The next regular meeting will be Thursday, January 21, 2010, at 7:00 p.m.

**Ames Public Library Board of Trustees
Meeting Minutes
November 19, 2009**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, November 19, 2009, in the Library Atrium with Bradley, Budd, Campbell, Lockett, Meier, Schill, Seagrave, and Warnick in attendance. Stow was excused. Library Director Weeks and Assistant Director Carey were also present.

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

Adoption of Agenda: Seagrave stated that he would like Unfinished Business to immediately follow approval of the Consent Agenda. The revised agenda was approved by consent.

Approval of Minutes: Moved by Campbell, seconded by Bradley, to approve the minutes of the regular meeting of October 15, 2009, and the special retreat of November 7, 2009.
Vote on Motion: 7-0. Motion carried unanimously.

Public Forum: No one spoke.

Consent Agenda: Meier moved and Schill seconded adoption of a resolution approving the consent agenda.

- 1) Claims report: October 1, 2009 – October 31, 2009
 - 2) Gifts:
 - a) For Project Smyles in honor of Karen Thompson's birthday \$15.00
 - b) In memory of Dorcas Speer
from Teresa and James Larson \$200.00
from Eileen and Morris Mericle \$50.00
 - 2) Financial Reports
 - a) Monthly Expense Report Summary through 10/31/09
 - b) Year-to-date Expense Summary through 10/31/09
 - c) Year-to-date Donations Report through 10/31/09
 - d) Library Bequest Interest Earnings Report through 10/31/09
- Vote on Motion: 7-0. Motion passed unanimously.

Unfinished Business:

Statement of Concern filed by John and Joyce Bannantine

Board President Seagrave reviewed happenings of the meeting held on October 15 and stated that the motion which had been on the floor had expired; thus, a new motion would be entertained at the appropriate time. He also noted that since the last meeting the Trustees had had the opportunity to review the periodical, information had appeared in the press, and numerous e-mails had been received from the public. Seagrave noted that the Trustees had not had time to read all the communications, but stated that they would be made available. He then called forward persons desiring to speak, in the order they had signed in.

Ray Rodriguez, 703 Meadow Place, stated that he is a certified health education specialist who has been teaching for 22 years and is a recognized expert in dealing with sexuality issues. He is also a community member and the parent of a 13-year-old daughter who is a regular library user. He personally believes that the *Sex, Etc.* a fantastic magazine and should be made available because it gives a peer approach to sexual health. While he is an expert in this field, he is 42 years old and most young people do not want to hear sex education from him -- they

will choose each other as sources of information. Mr. Rodriguez also said it is a fallacy to believe that young persons will see information about sex and then feel the urge to go try it out. Yet, sex education is necessary for the teen population because of the high numbers of pregnancies occurring in unmarried women under the age of 21 and the estimated one in four children between the ages of 15 and 19 who have some form of sexually transmitted disease (STD). Mr. Rodriguez said he had read the minutes of the last meeting and stated that anyone who believes a 12-year-old has not ever heard about sexuality has not spent much time in the middle school. Many 12-year-olds have friends who are engaging in sexual activity, and they are doing so based on myth and pressure that *Sex, Etc.* and its articles do a lot to dispel. Mr. Rodriguez said that having access to the information is not only appropriate but, in his opinion, is the function of a public library. Young people need to be empowered to make their own decisions and to find the information that is available; locking it away someplace where they can't see it would be a disservice.

Trustee Campbell disclosed that Mr. Rodriguez speaks to his incoming freshman community and teachers every fall.

Justine Dvorchak-Rodriguez, 703 Meadow Place, stated that she works with students as an administrator and is also a parent of a 13-year-old daughter. She is accustomed to hearing young people talk and is aware that they have a lot of false information. Recently she overheard a group of boys saying that they could get AIDS if someone in the locker room had it. She said the only way to keep misinformation from being spread is by making sure correct information is available. Ms. Dvorchak-Rodriguez said that she and her husband have chosen to have an ongoing conversation about sexual matters with their daughter so that she will feel comfortable coming to them for information; nevertheless, she feels having a magazine like *Sex, Etc.* available in the library is important because it can help her daughter deal with some of the questions she may not want to discuss with them.

Susan Wallace, 318 Pearson, stated that she was a former member of the Connecticut Center for First Amendment Rights, is a writer by profession, and works with young collegiate women every day. She said she looked at the magazine in question and she thought it was wonderful. She pointed out that young people can pick up information from television and magazine racks in the grocery store, but she believes they need to be provided information that gives them the opportunity to make informed, factual, educated decisions about something that is going to be inevitable in their lives. She urged the board to keep *Sex, Etc.* visible, accessible, and open.

Trustee Bradley mentioned that she and Ms. Wallace are friends.

Warren Blumenfeld, 201 S. Russell Avenue, stated that he was a friend of Trustee Campbell and an Assistant Professor in the Department of Curriculum and Instruction at Iowa State. He said he was also speaking from the perspective of someone who is both gay and Jewish. He read a poem by Walt Whitman from Leaves of Grass, which was banned in 1860 and considered obscene literature by some at that time. He also quoted Thomas Jefferson, who said that "the future of the democracy depends on the education of its people," unlike totalitarian regimes in which we sometimes see the censoring of books. His comment on this issue was, "If you don't want to read this publication, don't read it -- but don't take it away from others who do."

John Bannantine, 5417 Tennessee Street, said it was clear that there was misunderstanding about the nature of his Statement of Concern, which was not about sex education; rather, it had to do with the periodical being elevated beyond others through prominent display and the distribution of ten extra copies at an upgraded subscription price. He said the request to the

Board is that it not distribute free copies of the magazine and that it be displayed as any other periodical is.

Bob Hibbing, 3151 State Avenue, stated that he was a father of five, all of whom survived without STDs because they learned from him. He was opposed to the display of the magazine.

Kate Dobson, 4117 Phoenix Street, said she is a junior at Ames High and was also representing the Mayor's Youth Committee. She stated that she went through sex education in fifth grade and had a lot of questions when she got home, but did not know where to go for valid information. She said she felt it was appropriate for the library to have *Sex, Etc.* and the material needs to be available. She feels that if it were shelved and cataloged with other publications, teens would not go up and ask for it – but it is information that is valid and vital for them to know.

Tina Hopkins, 101 W. Sycamore, Ogden, stated that she represented Youth and Shelter Services, where she works as a teen pregnancy prevention coordinator for Boone and Story Counties. She said she talks to teens every day. They have questions and they are not getting the information they need at home. She said accurate information needs to be available, prominent, and displayed for all ages. Similar information can be found in *Cosmo* or *Seventeen*, but the nice thing about *Sex, Etc.* is that it is reviewed and is accurate, science-based information. She feels that the ten free issues now offered by APL are probably not enough, but it is important to have them.

Etta Thornburg, 419 Hawthorne Avenue, stated that she is a librarian for a non-profit agency in Des Moines, but has been a member of the Ames community for 21 years. She feels access to information is a central issue and that this magazine needs to be available. She said she used to go hide in the corner with the romance paperbacks, but does not want her brothers or other kids getting information about sex from romances because she knows it is not accurate or realistic. Ms. Thornburg said if it were a matter of money, she would be willing to pay so that students could have 50 issues. She pointed out that *Tunes* is also available for free at the library and, while she realizes there is a difference between the publications, she feels libraries should try very hard not to censor.

Tim Borseth, 418 Stanton Avenue, said that fear may have clouded some persons' judgment. He appealed to the Board to understand that there is no effort to censor the magazine or blacklist it; the petitioners are simply asking that it not be given preferential treatment, that it not be available for kids to sneak out of the library without monitoring, and that it be put with the other periodicals. Teens can access other materials without trouble, but this magazine does contain information that is very difficult for some to read, offensive to some, and even somewhat biased.

Mary Jo Gonzalez, 5419 Durant, stated that people in a community have differences and she was pleased that different voices were able to be heard on this matter; it scared her to think of voices in the past that were not allowed to be heard. She is also aware that it is the community that will help her raise her daughter and the library is part of that community. She said the community deserves diversity and the decision the Trustees had to make was whether or not they would allow people to have access to information.

Harold Ault, 57154 - 245th Street, stated that he is not a parent, but he remembers being a teenager when the primary form of sex education was word of mouth and *National Geographic* magazine. He said he likes *Sex, Etc.* because it conveys reliable information. Mr. Ault said you can't hide things from teens. They have access to the Internet, but it contains both reliable and unreliable information and it is often hard to tell the difference. He also noted that if the

magazine were called “Comments on Social Interactions from Rutgers University,” it would not catch anyone’s attention, but it’s called *Sex, Etc.* so that it will catch teens’ attention. He said he felt it was factual, well-done, does not encourage teens to do anything – it mostly presents information. Some people might say the kids should go to their parents with questions, but there are some things the parents don’t know the answers to. Mr. Ault said he believes the magazine should stay where it is; he doesn’t feel it is any more prominent than the other ten or twelve magazines in the rack and it’s a good thing for the library to have.

Tara Anzio stated that she was a resident of Ames and understands both points of view. As a previous library director, she asked the Trustees to think about the fact that if they start setting library policy based on a minority petition, they might start down a slippery slope they do not want to go down. She also hoped that they had faith and trust in the library director they had hired.

Seagrave asked Library Director Weeks to state his recommendation. Mr. Weeks indicated that the Bannantines had followed the procedures detailed in APL policies and he appreciated the fact that they had expressed their concerns. He said that the journal in question is part of a shelf called the FYI Shelf, which has been stocked with information for teens that has been evaluated by library staff and which is relevant to their lives. For many, the topics on the FYI Shelf don’t lend themselves to inquiry at the reference desk, so it is provided there and displayed prominently. Weeks said it is an essential part of the library’s mission and responsibility to proactively and non-judgmentally provide authoritative information, and he is proud of the library staff for doing that. Mr. Weeks said that the Board also bears a responsibility to adhere to the guiding principles of librarianship and library service as developed by the American Library Association (ALA) and have been endorsed by the Board of Trustees. Mr. Weeks maintained that the library should continue its current practice of display and distribution of the free copies of the journal, which was based on the professional judgment of library staff.

Moved by Budd, seconded by Campbell, that the Board of Trustees adopt a resolution to support the recommendation of the Library Director and the staff, based on their professional judgment and adherence to the policies of the Ames Public Library and the American Library Association guidance document.

Trustee Campbell thanked the members of the audience, especially the teens who had spoken. He said that he had reviewed the information and found the magazine to be informative, non-judgmental, and based on research done by top scholars. He also noted that a medical person monitors the information made public on the *Sex, Etc.* blog.

Trustee Warnick stated that this issue was agonizing for her. She said there was much frank and honest information in the magazine that teens need; however, she agrees with the petitioners that the materials are being treated preferentially. She said she would support making the ten extra copies available to circulate through check-out, but does not believe they should be given out free and without oversight. She also disagreed with the notion that this position represented a lack of support for staff.

Trustee Budd said the first issue he read of *Sex, Etc.* was of no concern to him. He was less comfortable with the second one, but he said he was thankful that not everything in the library conforms to what he personally believes. He feels the library staff is dedicated, knowledgeable, and very professional; he supported their efforts.

Trustee Schill said that he supported having materials available on issues that are of concern to youth; he supported keeping copies of the magazine where they are.

Trustee Meier said she reviewed the ALA guidelines and agrees that parents, and only parents, have the right to restrict materials from their children. She supported the Director's position.

Vote on Motion: 6-1. (Budd, Bradley, Campbell, Lockett, Meier, Schill voting yes; Warnick voting no.) Motion carried.

Recess: 7:51 p.m.

Reconvene: 7:55 p.m.

Communications: Campbell stated that he had received a communication regarding *Sex, Etc.* at his office, but had not brought it. Staff believed it was probably included in the list provided, but Campbell said he would forward it the following day.

Administrative Staff Report: Weeks reviewed his written report and noted that he would contact the City Attorney about questions related to the Trustees terms of office, now that the ordinance change has been approved by the voters. Seagrave stated that he would work with the By-laws Committee to review the existing by-laws and make recommendations for appropriate changes.

APL Friends Liaisons' Report: Bradley said that the Friends met on November 2. Gross income from the October book sale amounted to \$11,002. Eleven new members were recruited and the valet service was quite popular. She said Fred Brown had volunteered to serve as Treasurer, a By-laws Committee was formed, and the Memorandum of Understanding with the Library Board was approved. The teen advisory group (TAG) held a successful Halloween dance party and participated in Community Day at Younkers. There was only one attendee at the National Writing Month activity; they would like to have had more participants in it. On November 17, the teens will hold a Monopoly tournament.

APL Foundation Liaisons' Report: Carey reported that the Foundation Board discussed the Memorandum of Understanding and their thoughts on the disposition of the \$17,000 payment. She said that close to \$30,000 had come in from the annual campaign and approximately \$24,000 is estimated from a recent bequest. A mailing will be going out in December asking past donors to remember the library at the end of the year and indicating that the Foundation would acknowledge any donations given as gifts with a holiday card.

Policy Review:

Unattended Child Policy Moved by Warnick, seconded by Meier, to adopt a resolution approving the Unattended Child Policy as presented/amended.

Carey recognized Jerri Heid and her staff for reviewing the policy with a fine-toothed comb and making improvements. She said supervisors also reviewed the changes. The revised policy includes definitions and the language now includes information about the philosophy behind the rules. She said staff intends to post the policy publicly so that it will not be a surprise to parents.

There was discussion about how often the police have had to be involved in situations with unattended children. Carey said that serious searches had been conducted about a dozen times and the police had been contacted twice since she started at the library (twenty-four years ago).

Vote on motion to approve the Unattended Child Policy, as presented: 7-0. Motion carried unanimously.

New Business:

Operating Budget: Moved by Campbell, seconded by Budd, to approve the Operating Budget, including expenditures adjusted for Fiscal Year 09/10 and projected for Fiscal Year FY10/11, general revenue adjusted for Fiscal Year 09/10 and projected for Fiscal Year FY10/11, and the use of gifts and donations for Fiscal Year 09/10, as presented/amended.

Weeks stated that the City anticipates reductions in sales and property tax revenue, so all departments were asked to submit conservative budgets, but not to change the level of service offered to the public. He reported on how current-year adjustments and future-year projections compared to the expense budget originally adopted for this year.

Category	FY09/10 Adjusted Budget*	FY10/11 Projected Budget*
Salaries, sick leave, vacation	.45%	3.50%
Employee benefits	2.19%	9.83%
Internal City Services	2.94%	5.64%
Contractual	-6.30%	-1.40%
Commodities	-10.08%	-8.80%
Capital (collections)	0.00%	1.52%
Overall	0.23%	3.47%

* compared to the FY09/10 Adopted Budget

Weeks stated that estimates for the first three categories and a few other line items, such as utilities and fleet expenses, were calculated by the Finance Department. In areas where the library was allowed discretion, the following changes were made:

- Travel and meetings -- only funded if an employee is involved in committee work, is appearing as a speaker, or will benefit from something directly related to his or her job.
- Dues -- included for supervisory staff only, not front-line workers; Trustee memberships were covered for the Iowa Library Association (ILA), but not for the American Library Association (ALA). This means the Trustees will not receive the magazines.
- Minor Computer Equipment – received permission to use funds in the library’s depreciation account, which totals approximately \$100,000 now, and is more than adequate to meet the anticipated replacement schedule.
- Capital expenses, including books and materials – held at the present service level this year and slightly increased next year, in order to continue to carry out the essential mission of the library.

There was some discussion about the City’s annual payroll increase. Weeks said that the City engages in union bargaining for some of its employees, but wages for most people fall under the purview of the City Council. He also explained that the miscellaneous expenses for hourly employees are simply “parked” in the Temporary Salary Benefits line; the actual expenditures are entered by the Finance Department in the appropriate categories at the end of the year.

Campbell asked about the cost of ALA membership for Trustees, and remarked that he found the magazine very useful and has even used it at work. Weeks said he thought the fee was about \$70. Carey suggested that she and Weeks could share one magazine and their second copy could be routed to any of the Trustees who were interested in seeing it.

Budd asked staff to comment on the cost of electricity. Carey said energy savings measures have been put in place so the library's usage is actually down, but rates have gone up. The library was advised about the amount it needed to budget.

Moving on to revenue, Weeks said that staff factored a three percent increase into the Gilbert Contract; however, APL desk receipts from fines are lower because the due date pre-notifications now being sent to borrowers are effective. (Library customers are happier, but income is lower.) The fee formerly charged for expired holds has also been dropped because customers complained and collecting it turned out to be more work for staff than it was worth.

Carey commented on proposed expenditures from gifts and donations, noting that the bequest accounts or the interest earned on them would fund special requests, while general donations were targeted, as usual, for collections. She said the Children's Theater account was created about 14 years ago when someone gave the library \$5000 to spend on children's programs; a couple thousand dollars remain to be spent. Weeks stated that Governor Culver did not cut the funding for Direct State Aid to libraries.

Trustee Meier asked if there was only one Smyles costume. Carey replied that the library has two of them, but the original one is about four or five years old. It is dry cleaned, but more and more people are wearing it and the feet and bottom of the legs are getting worn out.

Vote on Motion as presented: 7-0. Motion carried unanimously.

Memorandum of Understanding Funding Designation for the APL Foundation: Moved by Lockett, seconded by Bradley, to adopt a resolution designating the \$17,000 payment received in accordance with the Memorandum of Understanding with the Ames Public Library Foundation for Project Smyles as presented/amended.

Vote on Motion as presented: 7-0. Motion carried unanimously.

Memorandum of Understanding with the Friends of the Ames Public Library: Moved by Schill, seconded by Warning, to adopt a resolution approving the Memorandum of Understanding between the Friends of the Ames Public Library and the Ames Public Library Board of Trustees for Fiscal Year 2009/10 as presented/amended.

Weeks said the calculations for monetary compensation to the library were based on a percentage of the Volunteer Coordinator's salary and benefits, the cost of some clerical staff time, a charge based on square footage for storage of books for book sales, some office space, and the cost of utilities based on the percentage of the library's total square footage being used by the Friends. He noted that \$12,185 represented payment for services provided by the library; the City has agreed to allow the payments to be used for purposes designated by Trustees, rather than including them in the operating budget.

Seagrave asked what percentage of the Friends income the fee represented. Weeks said the group typically raises a little less than \$30,000 per year – about \$12,000 comes in from each book sale, along with some income from Literary Grounds and sales on e-bay. Carey said that the Friends had already indicated that they were planning to give \$29,000 to the library this year and this payment will come from that.

Seagrave suggested that next year the disposition of books being retired by the library and of books that are donated should be further defined.

Vote on Motion as presented: 7-0. Motion carried unanimously.

Memorandum of Understanding Funding Designation for the Friends of the Ames Public Library:

Moved by Bradley, seconded by Warnick, to adopt a resolution designating the \$12,185 payment received in accordance with the Memorandum of Understanding with the Friends of the Ames Public Library for library collections and programs as presented/amended.

Vote on Motion as presented: 7-0. Motion carried unanimously.

Change in Date of December Meeting: Moved by Campbell, seconded by Meier, to change the date of the next meeting from December 17 to December 10, 2009.

Vote on Motion: 7-0. Motion carried unanimously.

Trustee Comments:

Seagrave remarked that circulation statistics were included in the packet, as usual, and asked if staff would care to comment on them. Weeks said that the circulation of adult print materials in October 2009 was up 9% over October 2008, which indicates that the library is serving its mission. The circulation of youth materials was slightly down last month, but it had been increasing earlier in the year. Overall, he believes the numbers show that libraries have not lost their relevance. Seagrave added that the invention of electronic readers may prove to be a positive complement.

Shill – no comments.

Warnick – no comments.

Bradley – no comments.

Campbell stated that he was impressed with comments made by the community and passion of the people who attended this meeting; he believes it shows that libraries mean a lot to people.

Luckett – no comments.

Meier passed out materials she had brought back from the Iowa Library Association Conference and expressed appreciation for the opportunity to attend it.

Budd said he felt the results of the election held earlier in the month and the size of the crowd at this meeting revealed a good deal of public interest in the library. While the petitioners may not have gotten the result they wanted, he was pleased that they had enough interest to get involved.

Adjournment: The meeting adjourned at 8:45 p.m.

The next regular meeting will be Thursday, December 10, at 7:00 p.m.

Consent Agenda

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
DECEMBER 10, 2009**

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

- **Claims Report 11/1/09 – 11/31/09**

- **Gifts**
 - From Susan North for an audiobook..... \$99.00
 - From Susan Sulzbacher in memory of Eric Rudman..... \$50.00

- **Hires**
 - Hiring of Emily Knapp as circulation desk assistant at \$7.69/hour, effective 12/7/09.

- **Financial Reports 7/1/09 – 10/31/09**
 - Monthly Expense Report Summary through 11/30/09
 - Year-to-date Expense Summary through 11/30/09
 - Year-to-date Donations Report through 11/30/09
 - Library Bequest Interest Earnings Report through 11/30/09

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Library Claims
11/1/2009 - 11/30/2009

Administration		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 34,542.56
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 244.35
PAYROLL SUMMARY	LONGEVITY	\$ 527.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 215.89
PAYROLL SUMMARY	LIFE INSURANCE	\$ 76.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,787.92
PAYROLL SUMMARY	MEDICARE FICA	\$ 499.42
PAYROLL SUMMARY	FICA	\$ 2,135.39
PAYROLL SUMMARY	IPERS	\$ 2,348.39
PAYROLL SUMMARY	WORKERS COMP	\$ 96.32
OCTOBER 2009 INFO SRVCS	CITY DATA SERV	\$ 649.86
OCT. MESSENGER CHARGES	CITY MESSENGER SERV	\$ 310.91
OCT. 2009 PRINTING CHRGS	PRINTING/GRAPHICS	\$ 109.00
NOV. 2009 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 277.26
OCT. 2009 LONG DISTANCE	LONG DISTANCE	\$ 16.01
EXPERIENCE WORKS INC	OUTSIDE PROF SERV	\$ 350.00
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 7.96
OCT 09 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 54.94
SILLS, KEN	TRAVEL/MEETINGS	\$ 40.59
L CAREY ILA REGISTRATION	CONFERENCES	\$ (25.00)
BANK OF AMERICA	CONFERENCES	\$ 554.40
CAMPBELL, AL	CONFERENCES	\$ 78.24
AMES CONVENTION & VISITOR	DUES AND MEMBERSHIPS	\$ 75.00
SECRETARY OF STATE	DUES AND MEMBERSHIPS	\$ 30.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 410.00
MAIN STREET CULTURAL DIST	DUES AND MEMBERSHIPS	\$ 325.00
HEUSS PRINTING INC	PRINTING OUTSIDE	\$ 616.94
SIGN PRO	PRINTING OUTSIDE	\$ 37.00
BANK OF AMERICA	PRINTING OUTSIDE	\$ 43.61
DEX MEDIA EAST	ADVERTISING	\$ 195.00
YELLOWBOOK WEST	ADVERTISING	\$ 1,767.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 3,816.47
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 157.09
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 44.54
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 5.29
CITY OF AMES UTILITIES	WATER/SEWER	\$ 279.07
CORBIN SANITATION INC	WASTE DISPOSAL	\$ 196.32
ALLIANT ENERGY	NATURAL GAS	\$ 422.77
DRAINTECH	STRUCTURAL REPAIR	\$ 154.59
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 116.72
HOKEL MACHINE SUPPLY	FIXED EQUIPMENT REPAIR	\$ 70.28
WOLIN & ASSOCIATES INC	FIXED EQUIPMENT REPAIR	\$ 103.00
BANKERS LEASING CO	RENTALS AND LEASES	\$ 1,243.00
PREMIER OFFICE EQUIPMENT	RENTALS AND LEASES	\$ 25.66
BANK OF AMERICA	RENTALS AND LEASES	\$ 165.00
WHISPER CLEAN CO	NON-CITY SERVICE	\$ 4,000.00
G & K SERVICES	NON-CITY SERVICE	\$ 134.31
JASONS LAWN & TREE CARE	NON-CITY SERVICE	\$ 50.00
CH ISSUES	OFFICE SUPPLIES	\$ 7.43
QUILL CORP	OFFICE SUPPLIES	\$ 56.50
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 286.65

Library Claims
11/1/2009 - 11/30/2009

JEFF'S PIZZA/FAREWAY	FOOD & FEED	\$ (66.66)
BANK OF AMERICA	FOOD & FEED	\$ 213.84
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 17.90
	Total Administration	\$ 62,897.93
Outreach Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,896.20
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,266.96
PAYROLL SUMMARY	LONGEVITY	\$ 295.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 84.49
PAYROLL SUMMARY	LIFE INSURANCE	\$ 39.97
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,068.69
PAYROLL SUMMARY	MEDICARE FICA	\$ 221.00
PAYROLL SUMMARY	FICA	\$ 944.77
PAYROLL SUMMARY	IPERS	\$ 1,028.03
PAYROLL SUMMARY	WORKERS COMP	\$ 135.03
NOV. 2009 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 138.63
OCT. 2009 LONG DISTANCE	LONG DISTANCE	\$ 0.64
OCTOBER 2009 FLEET SRVCS	FLEET OPERATING/MAINT	\$ 852.30
OCTOBER 2009 FLEET SRVCS	FLEET REPLACEMENT FUNDS	\$ 1,923.00
OCT 09 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 21.07
NELSON, LEIGH	TRAVEL/MEETINGS	\$ 36.14
DONNELL, VALERIE	TRAINING	\$ 41.09
CITY OF AMES UTILITIES	ELECTRICITY	\$ 41.08
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 318.39
OCT. 2009 PRINTING CHRGS	OFFICE SUPPLIES	\$ 38.00
	Total Outreach Services	\$ 22,390.48
Collection Development		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 17,387.28
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 615.20
PAYROLL SUMMARY	LONGEVITY	\$ 472.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 108.67
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.20
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,732.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 259.26
PAYROLL SUMMARY	FICA	\$ 1,108.56
PAYROLL SUMMARY	IPERS	\$ 1,228.59
PAYROLL SUMMARY	WORKERS COMP	\$ 21.60
NOV. 2009 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 184.84
OCT. 2009 LONG DISTANCE	LONG DISTANCE	\$ 5.33
OCT 09 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,040.14
WAGAMAN, CAMILLE	CONFERENCES	\$ 81.55
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 408.08
BRODART CO	EQUIPMENT PARTS/SUPPLIES	\$ 35.47
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 13.40
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 942.56
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 73.05
A M I CORP	EQUIPMENT PARTS/SUPPLIES	\$ 562.56
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 57.38
BANK OF AMERICA	PERIODICALS	\$ 248.38
BAKER & TAYLOR INC	JUVENILE	\$ 3,204.66
BBC AUDIOBOOKS AMERICA	JUVENILE	\$ 67.46
MARSHALL CAVENDISH	JUVENILE	\$ 176.29

Library Claims
11/1/2009 - 11/30/2009

RECORDED BOOKS LLC	JUVENILE	\$	325.15
REGENT BOOK CO INC	JUVENILE	\$	110.87
LIVE OAK MEDIA	JUVENILE	\$	34.12
AMAZON	JUVENILE	\$	97.07
MIDWEST TAPE	JUVENILE	\$	2,213.06
BANK OF AMERICA	JUVENILE	\$	18.90
CQ PRESS	ADULT REFERENCE	\$	143.83
NNDC NCDC	ADULT REFERENCE	\$	86.00
R C BOOTH ENTERPRISE	ADULT REFERENCE	\$	28.00
BAKER & TAYLOR INC	AUDIO-VISUAL	\$	467.89
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$	638.44
RANDOM HOUSE INC	AUDIO-VISUAL	\$	350.00
RECORDED BOOKS LLC	AUDIO-VISUAL	\$	396.00
NEW READERS PRESS	AUDIO-VISUAL	\$	198.38
AMAZON	AUDIO-VISUAL	\$	215.57
MIDWEST TAPE	AUDIO-VISUAL	\$	5,491.16
BANK OF AMERICA	AUDIO-VISUAL	\$	907.46
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$	11,264.83
REGENT BOOK CO INC	ADULT COLLECTIONS	\$	109.40
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$	378.17
AMAZON	ADULT COLLECTIONS	\$	632.90
CENTER POINT PUBLISHING	ADULT COLLECTIONS	\$	50.92
BANK OF AMERICA	ADULT COLLECTIONS	\$	981.72
GALE GROUP	ADULT COLLECTIONS	\$	395.51
	Total Collection Development	\$	57,617.74
Youth Services			
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$	20,989.92
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$	110.33
PAYROLL SUMMARY	LONGEVITY	\$	75.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	106.77
PAYROLL SUMMARY	LIFE INSURANCE	\$	63.24
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,737.94
PAYROLL SUMMARY	MEDICARE FICA	\$	301.01
PAYROLL SUMMARY	FICA	\$	1,287.06
PAYROLL SUMMARY	IPERS	\$	1,408.16
PAYROLL SUMMARY	WORKERS COMP	\$	80.67
OCT. 2009 PRINTING CHRGS	PRINTING/GRAPHICS	\$	26.20
NOV. 2009 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$	184.84
OCT. 2009 LONG DISTANCE	LONG DISTANCE	\$	3.79
OCT 09 POSTAGE CHARGES	POSTAGE/FREIGHT	\$	14.83
BRISENO, TRACY	TRAINING	\$	40.59
LIB 11-10-09	CONFERENCES	\$	(30.00)
9/30/09 ILA REG/AMY	CONFERENCES	\$	165.00
9/30/09 ILA REG/ANASTASIA	CONFERENCES	\$	78.00
9/30/09 ILA REG/CHRISTINA	CONFERENCES	\$	108.00
9/30/09 ILA REG/CONNIE	CONFERENCES	\$	(132.00)
9/30/09 ILA REG/DANIELLE	CONFERENCES	\$	132.00
9/30/09 ILA REG/JERI	CONFERENCES	\$	200.00
9/30/09 ILA REG/JOAN	CONFERENCES	\$	(132.00)
9/30/09 ILA REG/TRACY	CONFERENCES	\$	170.00
ROBINSON, CHRISTINA	CONFERENCES	\$	34.65
BANK OF AMERICA	CONFERENCES	\$	32.25

Library Claims
11/1/2009 - 11/30/2009

BRISENO, TRACY	CONFERENCES	\$ 34.45
HEID, JERRI	CONFERENCES	\$ 11.00
BANK OF AMERICA	FOOD & FEED	\$ 93.79
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 41.63
	Total Youth Services	\$ 28,237.12
Information Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 30,567.98
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 106.93
PAYROLL SUMMARY	LONGEVITY	\$ 870.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 167.62
PAYROLL SUMMARY	LIFE INSURANCE	\$ 79.65
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,168.14
PAYROLL SUMMARY	MEDICARE FICA	\$ 449.12
PAYROLL SUMMARY	FICA	\$ 1,920.39
PAYROLL SUMMARY	IPERS	\$ 2,097.73
PAYROLL SUMMARY	WORKERS COMP	\$ 38.48
OCT. 2009 PRINTING CHRGS	PRINTING/GRAPHICS	\$ 335.20
NOV. 2009 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 369.68
OCT. 2009 LONG DISTANCE	LONG DISTANCE	\$ 6.35
OCT 09 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.82
QUINN, MICHAEL	CONFERENCES	\$ 44.00
DOBBS, ANN R	CONFERENCES	\$ 42.40
LOGSDON, MARY	CONFERENCES	\$ 34.65
HEUSS, JAN	CONFERENCES	\$ 43.64
AMER LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 190.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 130.00
OCT. 2009 PRINTING CHRGS	OFFICE SUPPLIES	\$ 36.00
BANK OF AMERICA	FOOD & FEED	\$ 31.80
FAX MACHINE LIB 11-23-09	SPECIAL PROJECT SUPPLIES	\$ (3.00)
LIB 11-16-09	SPECIAL PROJECT SUPPLIES	\$ (13.50)
LIB 11-2-09	SPECIAL PROJECT SUPPLIES	\$ (5.50)
LIB 11-9-09	SPECIAL PROJECT SUPPLIES	\$ (4.00)
	Total Information Services	\$ 40,704.58
Circulation		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,759.88
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 12,526.08
PAYROLL SUMMARY	LONGEVITY	\$ 140.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 88.46
PAYROLL SUMMARY	LIFE INSURANCE	\$ 42.12
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,402.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 387.32
PAYROLL SUMMARY	FICA	\$ 1,656.41
PAYROLL SUMMARY	IPERS	\$ 1,761.37
PAYROLL SUMMARY	WORKERS COMP	\$ 270.10
OCT. 2009 PRINTING CHRGS	PRINTING/GRAPHICS	\$ 80.00
NOV. 2009 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 184.84
OCT. 2009 LONG DISTANCE	LONG DISTANCE	\$ 16.81
LIBRARY CREDIT CARD CHGS	OUTSIDE PROF SERV	\$ 117.68
OCT 09 POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 364.06
9/30/09 ILA REG/AMY	CONFERENCES	\$ (165.00)
9/30/09 ILA REG/ANASTASIA	CONFERENCES	\$ (78.00)
9/30/09 ILA REG/CHRISTINA	CONFERENCES	\$ (108.00)

Library Claims
11/1/2009 - 11/30/2009

9/30/09 ILA REG/CONNIE	CONFERENCES	\$ 132.00
9/30/09 ILA REG/DANIELLE	CONFERENCES	\$ (132.00)
9/30/09 ILA REG/JERI	CONFERENCES	\$ (200.00)
9/30/09 ILA REG/JOAN	CONFERENCES	\$ 132.00
9/30/09 ILA REG/TRACY	CONFERENCES	\$ (170.00)
GILMORE, CONNIE	CONFERENCES	\$ 43.15
UNIQUE MANAGEMENT SVC	NON-CITY SERVICE	\$ 483.30
	Total Circulation	\$ 33,734.96
Network Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 5,177.92
PAYROLL SUMMARY	LONGEVITY	\$ 60.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 32.36
PAYROLL SUMMARY	LIFE INSURANCE	\$ 11.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 755.66
PAYROLL SUMMARY	MEDICARE FICA	\$ 75.37
PAYROLL SUMMARY	FICA	\$ 322.28
PAYROLL SUMMARY	IPERS	\$ 348.33
PAYROLL SUMMARY	WORKERS COMP	\$ 6.22
NOV. 2009 TELEPHONE CHRGS	PHONE OPERATION & MAINT	\$ 46.21
OCT. 2009 LONG DISTANCE	LONG DISTANCE	\$ 0.12
NOV. 2009 DEPR. EXPENSE	COMPUTER REPLACEMENT FUND	\$ 617.36
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 943.35
HEARTLAND TECH SOLUTIONS	COMPUTER MAINT	\$ 2,055.00
QUILL CORP	OFFICE SUPPLIES	\$ 235.14
BANK OF AMERICA	OFFICE SUPPLIES	\$ 304.83
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 164.06
TRANSFER YTD EXPENSES	MINOR COMPUTER EQUIPMENT	\$ (4,222.78)
	Total Network Services	\$ 6,933.23
TOTAL:		\$ 252,516.04
Richard Seagrave, President	Sherry Meier, Secretary	Date:

EXPENSE REPORT SUMMARY FY 2009/2010																	
November 30, 2009																	
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	1,639,243	136,372	133,825	137,968	137,323	137,321									682,809	956,434	41.7%
Temporary Salaries	221,305	13,822	26,483	16,324	14,676	14,871									86,176	135,129	38.9%
Time and One-Half			148												148	(148)	
Longevity	5,031					2,441									2,441	2,590	48.5%
Comp Time			186												186	(186)	
Adjustment					(521)										(521)	521	
Vacation		928	1,374												2,302	(2,302)	
Total Personal Svcs	1,865,579	151,122	162,016	154,292	151,478	154,633	0	0	0	0	0	0	0	0	773,541	1,092,038	41.5%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	33,862														0	33,862	0.0%
IPERS Disability	11,146	820	794	793	792	805									4,004	7,142	35.9%
Life Insurance	4,798	363	349	347	359	360									1,778	3,020	37.1%
Health Insurance	203,550	17,419	17,414	17,938	17,623	17,654									88,048	115,502	43.3%
FICA Medicare	23,239	2,139	2,302	2,190	2,153	2,194									10,978	12,261	47.2%
FICA	99,369	9,157	9,832	9,357	9,214	9,375									46,935	52,434	47.2%
IPERS	109,617	10,764	10,498	10,171	10,043	10,221									51,697	57,920	47.2%
Workers Comp	5,340	871	808	667	643	648									3,637	1,703	68.1%
Flex Benefits	794														0	794	0.0%
Total Employee Ben	491,715	41,533	41,997	41,463	40,827	41,257	0	0	0	0	0	0	0	0	207,077	284,638	42.1%
INTERNAL SERVICES																	
City Data Services	8,653		721	721	721	650									2,813	5,840	32.5%
City Messenger	3,536		420	327	293	311									1,351	2,185	38.2%
Printing	4,260		282	99	211	550									1,142	3,118	26.8%
Insurance & Bonds	25,367														0	25,367	0.0%
Phone Operation/Maint	16,638		1,341	1,339	1,341	1,385									5,406	11,232	32.5%
Long Distance	570		37	40	35	49									161	409	28.2%
Fleet Operating/Maint	9,484		319	1,324	291	852									2,786	6,698	29.4%
Fleet Replacement	23,079		1,923	1,923	1,923	1,923									7,692	15,387	33.3%
Computer Replacement		617		1,235	617	618									3,087	(3,087)	
Total Internal Svcs	91,587	617	5,043	7,008	5,432	6,338	0	0	0	0	0	0	0	0	24,438	67,149	26.7%
CONTRACTUAL																	
Outside Prof Services	45,100	21,764	213	2,174	106	468									24,725	20,375	54.8%
Postage/Freight	12,881	24	1,701	1,509	1,798	1,502									6,534	6,347	50.7%
Travel/Meetings	2,310	52	10	134	151	77									424	1,886	18.4%
Training	3,880	140	607	1,993	42	82									2,864	1,016	73.8%
Conferences	25,085	2,513	2,299	2,022	519	978									8,331	16,754	33.2%
Subscriptions/Books	100														0	100	
Dues & Memberships	8,781		30	285	43	1,160									1,518	7,263	17.3%
Printing	2,900		114	99		697									910	1,990	31.4%
Advertising	6,559		195	725	195	1,962									3,077	3,482	46.9%
Recruiting Costs	0	40	369	169											578	(578)	
Insurance	0														0	0	
Electricity	56,270	13	5,439	6,001	5,478	3,857									20,788	35,482	36.9%
Phone Operation/Maint	17,934	1,110	1,467	1,297	1,345	1,468									6,687	11,247	37.3%
Long Distance	20														0	20	

EXPENSE REPORT SUMMARY FY 2009/2010																	
November 30, 2009																	
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		388	342	296	279									1,305	2,095	38.4%
Waste Disposal	2,700		244	201	197	196									838	1,862	31.0%
Natural Gas	12,675		21	16	59	422									518	12,157	4.1%
Structural Repair	10,000	62	55	160	689	272									1,238	8,762	12.4%
Moveable Equip Repair	1,500														0	1,500	
Fixed Equip Repair	22,000	79	136		11,485	174									11,874	10,126	54.0%
Computer Maintenance	42,816	4,265		23,427		2,055									29,747	13,069	69.5%
Rentals & Leases	15,576	1,243	1,408	1,243	1,243	1,434									6,571	9,005	42.2%
Contractual Employees	500														0	500	
Other Non-City Services	40,998	95	4,552	4,093	2,524	4,668									15,932	25,066	38.9%
Total Contractual	333,985	31,400	19,248	45,890	26,170	21,751	0	0	0	0	0	0	0	0	144,459	189,526	43.3%
COMMODITIES																	
Office Supplies	12,760	2,365	1,250	1,920	4,306	678									10,519	2,241	82.4%
Minor Office Equipment	1,700			11	25										36	1,664	2.1%
Minor Computer Equip	15,350	2,095	1,081	787	260	(4,059)									164	15,186	1.1%
Ag-Hort Supplies	250														0	250	0.0%
Structural Materials	2,500														0	2,500	0.0%
Cleaning Supplies	7,700	816	253	1,474	456										2,999	4,701	38.9%
Equip Parts/Supplies	32,790	905	1,813	1,906	765	2,323									7,712	25,078	23.5%
Minor Equipment/Tools	500	96	3,795												3,891	(3,391)	778.2%
Food	3,335	60	430	23	257	272									1,042	2,293	31.2%
Special Project Supplies	5,930	319	825	542	268	34									1,988	3,942	33.5%
Purchase Card Clearing	0														0	0	
Equipment/Vehicle Fuel	0														0	0	
Total Commodities	82,815	6,656	9,447	6,663	6,337	(752)	0	0	0	0	0	0	0	0	28,351	54,464	34.2%
COLLECTION																	
Periodicals	15,450	11,867	(40)	741	434	306									13,308	2,142	86.1%
Juvenile	99,395	6,473	4,274	12,176	4,965	6,247									34,135	65,260	34.3%
Adult Reference	41,400	28,696	1,805	18,633	883	258									50,275	(8,875)	121.4%
Audio Visual	98,500	5,073	6,358	8,994	6,759	8,665									35,849	62,651	36.4%
Adult Collection	132,366	6,515	9,088	12,153	11,917	13,813									53,486	78,880	40.4%
Total Collection	387,111	58,624	21,485	52,697	24,958	29,289	0	0	0	0	0	0	0	0	187,053	200,058	48.3%
OTHER																	
Refunds	0				22										22	(22)	
Total Other	0	0	0	0	22	0	0	0	0	0	0	0	0	0	22	(22)	
GRAND TOTAL	3,252,792	289,952	259,236	308,013	255,224	252,516	0	0	0	0	0	0	0	0	1,364,941	1,887,851	42.0%

2009/10 Library Expense Summary							
All Funding Sources							
November 30, 2009							
		Local					
	General	Option	Bequest	State	Friends of	Donations	Total
	Fund	Tax	Funds	Funding	the Library	& Grants	Expenses
Administration:							
General administration	316,656				163	1,903	318,722
Equipment/furniture				4,972			4,972
Total Administration	316,656	0	0	4,972	163	1,903	323,694
Outreach Services:							
Total Outreach Services	109,085	0	0	0	0	0	109,085
Collections Development:							
Collections administration	159,414						159,414
Periodicals	13,308						13,308
Youth collection	34,135					2,692	36,827
Reference collection	50,275						50,275
Audio/visual collection	35,849						35,849
Adult collection	53,486				2,941	593	57,020
Refunds	22						22
Total Collection Development	346,489	0	0	0	2,941	3,285	352,715
Youth Services:							
General youth services	139,200						139,200
Project Smyles						28,652	28,652
Books for Babies						2,609	2,609
Children's Theater						490	490
Total Youth Services	139,200	0	0	0	0	31,751	170,951
Information Services:							
General information services	199,514						199,514
Friends programming					3,100		3,100
ACVB concert series							0
FINRA grant expenses						1,988	1,988
Fall Ames concert series							0
Total Information Services	199,514	0	0	0	3,100	1,988	204,602
Circulation Services:							
Total Circulation Services	178,333	0	0	0	0	0	178,333
Network Services:							
General network services	75,664						75,664
Computer equipment							0
Total Network Services	75,664	0	0	0	0	0	75,664
Capital Improvements:							
Library building maintenance							0
Library security/fire system							0
Library a/c & elevator repair							0
Library building project		14,956					14,956
Total Capital Improvements	0	14,956	0	0	0	0	14,956
Transfers:							
Transfer for Project Smyles							0
Transfer for Books for Babies							0
Total Transfers	0	0	0	0	0	0	0
Total Expenses	1,364,941	14,956	0	4,972	6,204	38,927	1,430,000

Library Donations Report					
Fiscal Year 2009/2010					
Year-to-Date through November 30, 2009					
	Library	State	Friends	Donations	
	Bequests	Funding	of the	& Grants	Total
			Library		
Balance @ 6/30/09	1,399,678.41	0.00	(722.90)	33,556.14	1,432,511.65
Revenues:					
Interest revenue	9,379.80			143.33	9,523.13
Direct state aid		13,933.30			
Donations			5,806.86	5,596.91	11,403.77
Library Foundation support				250.00	250.00
ACVB concert series grant					
FINRA grant				33,990.85	33,990.85
Project Smyles grant					
Fall Ames concert series grant					
Miscellaneous revenue					
Total revenues	9,379.80	13,933.30	5,806.86	39,981.09	55,167.75
Expenses:					
Administration:					
Supplies/printing/misc			163.15	1,903.42	2,066.57
Equipment/furniture		4,971.60			4,971.60
Collection Development:					
Collection administration					
Periodicals					
Youth collection				2,692.10	2,692.10
Adult collection			2,940.67	593.23	3,533.90
Audio-Visual collection					
Youth Services:					
Project Smyles				28,651.90	28,651.90
Books for Babies				2,608.60	2,608.60
Children's Theater				489.79	489.79
Miscellaneous support					
Information Services:					
Friends programming			3,100.00		3,100.00
ACVB concert series					
FINRA grant				1,987.58	1,987.58
Fall Ames concert series					
Miscellaneous support					
Network Services:					
Computer equipment/support					
Library Building Project					
Total expenses	0.00	4,971.60	6,203.82	38,926.62	50,102.04
Transfers between funds:					
Project Smyles support					
Books for Babies support					
Total transfers	0.00	0.00	0.00	0.00	
Current balance	1,409,058.21	8,961.70	(1,119.86)	34,610.61	1,437,577.36
Less:					
Reserved principal	708,276.00 *				708,276.00
Reserved interest	99,514.30 **				99,514.30
Balance available					
for expenditure	601,267.91	8,961.70	(1,119.86)	34,610.61	629,787.06
* 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 is to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large-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 2009/2010										
Year-to-Date through November 30, 2009										
	General Donations	Children's Theater	Youth Donations	Books for Babies	Library Foundation	Project Smyles	ACVB Concert Series	FINRA Grant	Fall Ames Concert Series	Total
Balance @ 6/30/09	20,953.80	2,997.40	1,803.00	0.00	(250.00)	41,051.92	18.03	(33,018.01)	0.00	33,556.14
Revenues:										
Interest revenue	143.33									143.33
General donations	3,354.09									3,354.09
Project Smyles donations						2,242.82				2,242.82
Library Foundation support					250.00					250.00
Youth donations										0.00
ACVB concert series grant										0.00
FINRA Grant								33,990.85		33,990.85
Fall Ames concert series grant										0.00
Project Smyles grant										0.00
Transfers from bequests										0.00
Transfers from state funding										0.00
Total revenues	3,497.42	0.00	0.00	0.00	250.00	2,242.82	0.00	33,990.85	0.00	39,981.09
Expenses:										
Administration:										
Supplies/printing/misc	1,903.42									1,903.42
Furniture/equipment										0.00
Programming:										
Children's Theater		489.79								489.79
Books for Babies				2,608.60						2,608.60
Project Smyles						28,651.90				28,651.90
ACVB concert series										0.00
FINRA grant expenses								1,987.58		1,987.58
Fall Ames concert series										0.00
Collections:										
Periodicals										0.00
Youth collection			1,037.67		1,654.43					2,692.10
Audio/Visual Collection										0.00
Adult collection	593.23									593.23
Total expenses	2,496.65	489.79	1,037.67	2,608.60	1,654.43	28,651.90	0.00	1,987.58	0.00	38,926.62
Current balance	21,954.57	2,507.61	765.33	(2,608.60)	(1,654.43)	14,642.84	18.03	(1,014.74)	0.00	34,610.61

