



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES**

**A G E N D A
REGULAR MEETING
THURSDAY, SEPTEMBER 12, 2024, AT 7:00 P.M.**

**SOUTH PASADENA PUBLIC LIBRARY
RAY BRADBURY CONFERENCE ROOM, 2ND FLOOR
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

South Pasadena Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Library Board of Trustees Meeting will be conducted in-person from the Ray Bradbury Conference Room on the Library's 2nd Floor, located at 1100 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to lbt@southpasadenaca.gov
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na1l0ZExJeEszaytVZz09>.

CALL TO ORDER: President Annie Chang Long

ROLL CALL:

President	Annie Chang Long
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

Participate via Zoom.

Public Comment speakers have three minutes to address the Library Board, however, the Chair can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to lbt@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PUBLIC COMMENT**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATIONS**ACTION/DISCUSSION****2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

3. **APPROVAL OF MINUTES OF JULY 11, 2024, LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the July 11, 2024, Meeting Minutes.

4. **LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT PROGRESS REPORT**

Staff and Site Plan Ad Hoc Committee member Trustee Bianca Richards to provide updates to Trustees about the Site Planning Project and Ad Hoc Committee activity.

5. **ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT**

Staff and Committee members Kenny Gross and Minsun Meeker to provide updates to Trustees about Committee activity for discussion and direction.

6. **LIBRARY SAFETY/SECURITY UPDATE**

Staff to provide updates to Trustees on efforts to address safety and security issues at the library.

7. **LIBRARY OPERATIONS UPDATE**

Staff to provide updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

COMMUNICATIONS

8. **BOARD PRESIDENT COMMUNICATIONS**

9. **BOARD MEMBER COMMUNICATIONS**

10. **CITY COUNCIL LIAISON COMMUNICATIONS**

11. **FRIENDS OF THE LIBRARY COMMUNICATIONS**

12. **TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**

13. **LIBRARY DIRECTOR COMMUNICATIONS**

PUBLIC COMMENT – CONTINUED

14. **CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE LIBRARY BOARD MEETINGS

October 10, 202	Regular Board Meeting	7:00 p.m.
November 14, 2024	Regular Board Meeting	7:00 p.m.
December 12, 2024	Regular Board Meeting	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA

The complete agenda packet may be viewed on the City’s website, www.southpasadenaca.gov


Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting.

The City’s YouTube Channel may be accessed at:
https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact Library Administration via email at lbt@southpasadenaca.gov or call (626) 403-7330.

ACCOMMODATIONS

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **September 12, 2024**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s, website as required by law, on the date listed below.*

Date Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: September 12, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Approval of Minutes of July 11, 2024 Library Board of Trustees Meeting**

Recommendation

It is recommended that the Board review and consider approval of the minutes of the July 11, 2024 regular meeting of the Library Board of Trustees.

Attachment:

1. City of South Pasadena Library Board of Trustees Regular Meeting Minutes, Thursday, July 11, 2024.

ATTACHMENT

City of South Pasadena Library Board of
Trustees Regular Meeting Minutes, Thursday,
July 11, 2024



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES**

**MINUTES
REGULAR MEETING
THURSDAY, JULY 11, 2024, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by Vice President Kenneth Gross on Thursday, July 11, 2024, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

ABSENT

President	Annie Chang Long
Sean Faye, Library Administrative Secretary	

Library Director Cathy Billings announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Jon Primuth, Council Liaison; were present at Roll Call. The Friends of the Library Board representative presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Comments:

None.

ACTION/DISCUSSION

2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

3. APPROVAL OF MINUTES OF JUNE 13, 2024, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the June 13, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Richards, seconded by Secretary Pearson, and approved by roll call vote to approve Item No. 3 as presented by staff. The motion carried 4-0-1 by the following vote:

AYES: Gross, Meeker, Pearson, Richards
NOES: None.
ABSENT: Long
ABSTAINED: None.

4. CONSIDER CLOSING THE LIBRARY FOR THREE HOURS TO ALLOW STAFF TO ATTEND AN ALL-STAFF MEETING ON LIBRARY HEALTH AND SAFETY MATTERS

Recommendation

It is recommended that the Board approve closing the library for three hours, from 10:00 a.m. to 1:00 p.m., on a date in the month in August to be determined by staff availability, for the purpose of an all-staff meeting on library health and safety matters.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Pearson, seconded by Trustee Meeker, and approved by roll call vote to approve Item No. 4, as presented by staff. The motion carried 4-0-1-0 by the following vote:

AYES: Gross, Meeker, Pearson, Richards
NOES: None.
ABSENT: Long
ABSTAINED: None.

5. REQUEST TO DESIGNATE \$6,950 FROM THE ROMINE ESTATE FUNDS TO PAY FOR THE FIRST YEAR SUBSCRIPTION FEE AND ONE-TIME IMPLEMENTATION COSTS FOR INCIDENT TRACKING SOFTWARE

Recommendation

It is recommended that the Board consider designating \$6,950 from the Romine Estate funds to pay for the implementation costs (\$2,250) and first year subscription fee (\$4,700) for an incident tracking software from the vendor OrangeBoy, Inc.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Richards, seconded by Trustee Meeker, and approved by roll call vote to approve Item No. 5, as presented by staff. The motion carried 4-0-1-0 by the following vote:

AYES: Gross, Meeker, Pearson, Richards

NOES: None.

ABSENT: Long

ABSTAINED: None.

6. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT PROGRESS REPORT

Staff and Site Plan Ad Hoc Committee member Trustee Bianca Richards to provide updates to Trustees about the Site Planning Project and Ad Hoc Committee activity.

7. ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT

Staff and Committee members Kenny Gross and Minsun Meeker to provide updates to Trustees about Committee activity.

8. LIBRARY OPERATIONS UPDATE

Staff to provide updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

COMMUNICATIONS

9. BOARD PRESIDENT COMMUNICATIONS

None.

10. BOARD MEMBER COMMUNICATIONS

Vice President Gross was not able to attend the Commissioner Congress on 6/20/24. He asked the Board to provide an update.

Trustee Meeker attended the Commissioner Congress with President Long, Secretary Pearson, Trustee Richards, and Library Director Billings. She said it was good to hear what other commissions are working on and observe their passion for public service. She praised President Long's presentation of their goals, accomplishments, and the distinctions between the Library Board and other commissions.

Trustee Richards said it was a great opportunity for the Library Board to socialize amongst themselves, as well as meet other Board commissioners. Trustee Richards will attend the Arroyo Seco Golf Course Facility Planning Open House on 8/7/24. She will see if the approach for this project could be applied to the Library/Community Center Site Planning Ad Hoc Committee.

Secretary Pearson was impressed with the details from the Code of Conduct research provided by the Administrative Policies Sub-Committee. He would like to explore what the Board can do to better support and advocate for the Library.

11. COUNCIL LIAISON COMMUNICATIONS

City Council Liaison Primuth announced the City has parted ways with City Manager Arminé Chaparyan. The search for a new City Manager is underway. He said the City is currently under a continuing appropriations resolution, as opposed to a budget, which has yet to be approved, and that there won't be much impact in quality of service (because of continued appropriations).

12. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill said the Friends have been working with their lawyer regarding their amended Articles of Incorporation. He was very appreciative of the community's enthusiasm at the kick-off for the Wonderful Wednesday programs. He would like to continue to find ways to support any public outreach. There will be no Friends meeting in July.

13. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

None.

14. LIBRARY DIRECTOR COMMUNICATIONS

None.

PUBLIC COMMENT - CONTINUED

15. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, Vice President Kenneth Gross adjourned the meeting of the Library Board of Trustees at 8:01 P.M. to the next Regular Library Board of Trustees meeting scheduled for August 8, 2024.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Kenneth Gross
Vice President



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: September 12, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Library/Community Center Site Planning Project Progress Report**

Recommendation

It is recommended that the Trustees receive an update from Library Staff and Library/Community Center Site Plan Ad Hoc Committee member Trustee Bianca Richards about the Site Planning Project and Ad Hoc Committee activity.

Executive Summary

The Site Planning Project will explore the possibility of building a new facility for library and community services on the current site of the Library and Senior Center. The Ad Hoc Committee established by the City Council has met twice and participated in reviewing submissions received in response to the City's Request for Qualifications for site planning consultants.

Background

The Ad Hoc Committee had its first meeting on August 1, 2024. At that meeting a regular meeting schedule was adopted. The Committee will meet on the first Thursday of every month, at 7:00 p.m. at the Senior Center.

At the meeting Committee members received instructions for reviewing six submissions. These six were identified from a total of 13 submissions through a review and independent rating process by staff (Deputy Director of Community Services Lucy Hakobian and Library Director Cathy Billings) and Councilmembers (Mayor) Evelyn G. Zneimer and Janet Braun.

Committee members submitted their feedback/ratings to staff, which, compiled with the first-round review ratings, identified three firms to be invited to interview. At their meeting on September 5, 2024, the Committee approved the staff recommendation to move forward with interviewing the three firms (in alphabetical order):

- Group 4 Architecture, Research + Planning, Inc.
- Johnson Favaro, LLP
- Koning Eizenberg Architecture Inc.

At the September 5 meeting the Committee also received an overview/report from staff on the history of past Library and Community Services needs assessments and the resulting recommendations and activity.



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: September 12, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Administrative Policies Review Committee Progress Report**

Recommendation

It is recommended that the Trustees receive a progress report from staff and Committee members Kenny Gross and Minsun Meeker about Committee activity.



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: September 12, 2024
FROM: Cathy Billings, Library Director
SUBJECT: Library Safety/Security Update

Recommendation

It is recommended that the Trustees receive an oral report from staff on recent efforts to address safety and security issues at the library.



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: September 12, 2024
FROM: Cathy Billings, Library Director
SUBJECT: Library Operations Update

Recommendation

It is recommended that the Board receive a Library Operations Update.

Background

This Staff Report provides short summaries about library events and programs, new services or changes to service, and about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

UPDATES

Library Budget

The City Council adopted the Fiscal Year 2024-2025 Budget on August 21, 2024.

Notable Items

The Library's Contract Services budget (101-8010-8011-8180) was reduced by \$79,575, due to the consolidation of City-wide software expenses under the Management Services Department budget.

Capital Projects

\$482,295 was allocated for Library projects/repairs. \$150,000 (unspent last year) for Site Planning project consulting.

Project	Amount	Description
Radio Frequency Identification	\$90,000	
Security Improvements	\$120,698	Includes security cameras, electronic keycard access, security gates on exterior balconies
ADA Ramp Lighting	\$73,054	
Facility Improvements (ADA)	\$31,907	Compliant exit signage, compliant accessible parking space signage, make exterior book drop accessible, compliant handrails on upper-level ramps and elevator, compliant hand dryers
Library Roof and Waterproofing	\$166,636	Below grade waterproofing on Community Room face and roof repairs
Site Plan	\$150,000	

Library Staffing

Aides

We had 5 (out of 10) Aide vacancies. One has been filled, two are in the onboarding pipeline, and Darryl is reviewing a new batch of applications.

Welcome to New Aide Jose Mendez!

Jose graduated from UCLA with a degree in Anthropology. He is beginning his 3rd year as a physical education teacher at an elementary school. Jose has two Tabitha cats named Mimi & Bowie. He likes running and pickleball.

Clerks

We submitted a requisition to fill the vacant Clerk I position on August 13. We are waiting for the position to post. We have a Clerk II vacancy after the retirement of long-time employee Suzanne Soto.

Substitute Librarians

Currently 3 vacancies. Position posted July 29; closed August 23. Applications are being reviewed.

Service Awards

Service awards for years with the City were announced at the all-staff summer lunch. These Library staff were recognized:

- 5 Years: Michael Nakakura (PT Administration Clerk II)
- 5 Years: Olivia Radbill (Adult Services/Local History Librarian)
- 10 Years: Andrew Grafton (PT Aide)
- 15 Years: Kay Salz (PT Substitute Librarian)
- 30 Years: Bill Lopez (PT Support Services Clerk I)

New Computers for Library Staff

Staff computers had not been replaced since 2017. We have received 15 new computers for staff which should be deployed by the end of August.

Summer Reading Program

People registered	1,774
Hours read	12,664
Pre-readers	241
K-5 th graders	767
6-12 th graders	215
Adults	335
Wonderful Wednesday attendance	750
Number of Teen Volunteers	43
Hours worked by Teens	1,137

Anecdotally it was a good Summer Reading Program with lots of enthusiasm from readers.

Registration was down from last year overall (7.12% decrease from 1,910 to 1,774), and in all categories except Middle School (67.53% increase), Kindergarten (49.56% increase), and Pre-readers (16.43% increase).

We believe the decrease in numbers is largely due to getting a late start due to staff turnover and getting new staff up-to-speed. Staff has debriefed/discussed this at length, and we expect next year to be a more organized operation, where we meet all our target deadlines. We also don't expect to make any big changes next year, as we did this year with the return to all paper tracking.

Observations/Takeaways for Next Year:

- The district did not allow us to put posters in the classrooms. That outreach really makes a difference, especially with the middle and high schools.
- We ran out of time to do our SRP outreach in private daycares and preschools.
- Our monthly Educator News e-newsletter has been on a hiatus. If we can re-establish the newsletter and work through the principals, we can re-capture some of those students who we missed.
- One last thing that we've done before that we did not do this year was to give the SRP volunteers credit for practicing their registration speech on their friends and getting them to sign up. If each of them registered one or two friends, then that would bump our numbers, though not necessarily participation. But knowledge that the program exists is the first step!

Attachment

1. Library Department Fiscal Year 2024-2025 Adopted Budget

ATTACHMENT
Library Department Fiscal Year 2024-2025
Adopted Budget



LIBRARY DEPARTMENT FISCAL YEAR 2024-25 BUDGET SNAPSHOT

OVERVIEW

As a community anchor, the Library supports reading readiness, literacy, lifelong learning, recreation, and professional development with its collections, programs, services, and space. The Library is open 58 hours, 7 days a week, and has exceeded our statistical Key Performance Indicators in almost every category. Through April of Fiscal Year 2023-2024, 3,248 new library cards have been issued and 572 people on average have visited the Library each day. Items were checked out more than 265,670 times and librarians at our reference desks helped 75 daily and planned and presented 184 programs for kids, 42 for adults, and 6 all-ages events which were attended by more than 9,156 people.

The Library's accomplishments in Fiscal Year 2023-2024 were driven by our Strategic Plan and fell into four main categories: operations, technology, facility, and services. We launched a departmental Equity, Diversity and Inclusion Committee, implemented an acquisitions software module that enables us to get new materials into the hands of customers more quickly, launched an Ad Hoc Committee for the Library/Community Center site planning project, and improved communication and outreach to the community by adding more than 1,000 people to our email list, for a total of 5,786.

The Library's goals for Fiscal Year 2024-2025 are tied to the Strategic Plan. Staff will be focused on implementing a Radio Frequency Identification (RFID) system that will vastly improve efficiencies and expand the self-service options that customers expect from a modern library and on implementing new technology that improves printing and scanning options for customers. In collaboration with Public Works, the Library will also be focused on implementing critical safety improvements and completing overdue repairs to the building.

Notable Changes - Wages and Benefits

The Library is not requesting any new full-time positions for Fiscal Year 2024-2025.

Notable Changes - Operations and Maintenance

There are no notable changes to the Library's M&O budget in Fiscal Year 2024-2025.

Capital Outlay

There is a significant reduction in Capital Outlay expenses as compared to the prior Fiscal Year when one-time funds were allocated for improvements to Teen area. Funds for safety-related improvements and building repairs are reflected in the Capital Improvement Plan, not in the Department's Capital Outlay budget.

DRAFT

EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	1,335,189	1,544,306	1,499,933	1,810,839	1,591,086	1,878,828
Operations & Maintenance	248,738	284,301	271,371	341,395	348,971	263,650
Capital Outlay	24,442	10,525	61,696	59,000	44,000	1,500
Total Expenses by Category	1,608,369	1,839,131	1,833,000	2,211,234	1,984,057	2,143,978
[101-8011] Library	1,608,369	1,839,131	1,833,000	2,211,234	1,984,057	2,143,978
Total Expenses by Program	1,608,369	1,839,131	1,833,000	2,211,234	1,984,057	2,143,978

DRAFT

Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	707,712	727,965	789,504	904,837	850,648	923,447
7010	000	Salaries - Temp / Part	250,634	252,424	330,182	360,000	310,063	421,993
7020	000	Overtime	155	519	237	-	101	-
7040	000	Holiday	23,432	13,727	1,391	13,598	487	10,981
7070	000	Leave Buyback	-	-	5,965	18,553	-	18,553
7100	000	Retirement	190,818	446,798	206,203	100,577	100,719	102,915
7100	010	CalPERS UAL	-	-	-	153,309	154,682	179,137
7108	000	Deferred Compensation	31,618	(28,545)	5,027	8,947	8,227	9,120
7110	000	Workers Compensation	11,479	12,623	14,028	19,762	13,679	16,846
7120	000	Disability Insurance	-	-	-	-	-	-
7122	000	Unemployment Insurance	1,029	-	-	-	-	-
7130	000	Group Health Insurance	84,889	83,898	105,455	154,200	111,540	139,753
7140	000	Vision Insurance	1,610	1,800	1,748	2,174	1,941	2,023
7150	000	Dental Insurance	6,022	7,034	6,930	7,840	7,108	7,397
7160	000	Life Insurance	899	866	894	990	861	990
7170	000	FICA - Medicare	24,892	25,197	32,370	66,051	31,030	45,672
		<WAGES & BENEFITS>	1,335,189	1,544,306	1,499,933	1,810,839	1,591,086	1,878,828
8000	000	Office Supplies	6,359	7,297	6,362	7,500	7,000	7,000
8010	000	Postage	1,738	1,118	1,289	2,200	1,900	1,900
8020	000	Special Department Expense	15,160	30,645	20,392	22,500	36,270	22,600
8030	000	Library Periodicals	6,715	6,959	6,601	7,100	6,827	7,100
8031	000	Electronic Resources	20,619	20,433	19,982	20,000	19,909	23,925
8040	000	Advertising	1,287	204	475	-	-	-
8050	000	Printing/Duplicating	1,480	3,989	3,491	4,500	4,400	4,500
8060	000	Dues & Memberships	4,060	4,106	4,205	5,400	4,965	5,350
8070	000	Mileage/Auto Allowance	-	-	-	100	-	600
8080	000	Books/DVDs/CDs	70,843	86,375	105,917	110,000	110,000	110,000
8083	000	E-Books	33,288	32,648	34,985	36,000	38,000	36,000
8085	000	City-wide Reading Program	-	-	-	-	-	-
8090	000	Conference & Meeting Expense	-	100	1,377	6,845	1,000	3,700
8110	000	Equipment Maintenance	405	1,389	2,960	3,000	2,700	5,000
8120	000	Building Maintenance	24,552	4,294	2,827	6,250	4,000	5,250
8140	000	Utilities	-	-	-	-	-	-
8151	000	CENIC WiFi Expenses	5,646	12,241	(429)	11,500	9,000	9,300
8155	000	Rental/Lease	-	-	-	450	450	450
8170	000	Professional Services	2,625	6,611	26,855	10,000	15,800	8,500
8180	000	Contract Services	51,941	64,700	31,329	84,050	84,050	9,275
8200	000	Training Expense	1,820	199	1,488	2,500	1,200	1,500
8257	000	Boards & Commissions	200	992	1,266	1,500	1,500	1,700
		<OPERATIONS & MAINTENANCE>	248,738	284,301	271,371	341,395	348,971	263,650
8500	000	Building & Improvements	15,962	5,882	46,235	10,000	10,000	-
8520	000	Machinery & Equipment	4,151	2,837	13,425	49,000	34,000	-
8521	000	Mach. & Equip. - Library Ops. Study	3,150	-	-	-	-	-
8530	000	Computer Equipment	1,179	1,806	2,036	-	-	1,500
		<CAPITAL OUTLAY>	24,442	10,525	61,696	59,000	44,000	1,500
[101-8011]		Library Total	1,608,369	1,839,131	1,833,000	2,211,234	1,984,057	2,143,978