



Written materials relating to an item on this agenda that are distributed to the Oxnard Public Library Board of Trustees within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 251 South A Street during customary business hours.

**CITY OF OXNARD
OXNARD LIBRARY BOARD
AGENDA**

REGULAR MEETING

Oxnard Public Library, Madeleine Miedema Room, 251 South A Street
Oxnard, CA 93030
April 10, 2017
5:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

A person may address the Library Board (Board) only on matters within the subject matter jurisdiction of the Board. The presiding officer shall limit public comments to three minutes. The Board cannot enter into detailed discussion or take action on any item presented during public comments that is not on the agenda. Such items may only be referred to the Board Secretary for administrative action or scheduled on a subsequent agenda for discussion. Unless otherwise approved by the Board, persons wishing to speak on items on the agenda should do so during public comments.

D. OATH OF OFFICE

E. STAFF INTRODUCTIONS

F. BROWN ACT PRESENTATION BY THE CITY ATTORNEY'S OFFICE

G. APPROVAL OF MINUTES

SUBJECT: The minutes of the Oxnard Library Board meeting from March 13, 2017 are submitted for approval.

RECOMMENDATION: That the Oxnard Library Board approve the minutes of the March 13, 2017 regular meeting.

H. REPORT OF THE CITY LIBRARIAN

The City Librarian shall report on items of interest to the Board occurring since the last meeting. The Board cannot enter into detailed discussion or take action on any item

presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

I. OLD BUSINESS

1. SUBJECT: Statistical Report for March 2017
RECOMMENDATION: That the Board Receive the Report
2. SUBJECT: Library Budget Reports for February 2017
RECOMMENDATION: That the Board Receive the Report
3. SUBJECT: Friends of the Library Report
RECOMMENDATION: That the Board Receive the Report

J. NEW BUSINESS

1. SUBJECT: Main Library Botke Mural
RECOMMENDATION: That the Board receive a report on the appraisal and insurance for the Botke Mural located behind Circulation Desk of the Main Library
2. SUBJECT: Library Security Update
RECOMMENDATION: That the Board receive a report from the Oxnard Police Department

K. BOARD COMMENTS

Board members may individually report on items of interest or concern outside of sub-committee reports. The Board cannot enter into detailed discussion or take action on any item presented during these reports.

L. ITEMS OF FUTURE CONSIDERATION

Board may request that items be placed on future agendas for extended discussion.

M. ADJOURNMENT

The next regular meeting is scheduled for Monday, May 8, 2017, at 5:00 p.m. at the South Oxnard Branch Library, 4300 Saviers Road, Santa Rosa Room, Oxnard, California, 93030.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact Library Administration at (805) 385-7528.

Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

City of Oxnard Website: The Library Board agenda is available on the City of Oxnard website at www.oxnard.org 72 hours prior to a regular meeting and 24 hours prior to a special meeting.

RALPH M. BROWN ACT

JEFFERSON BILLINGSLEY
ASSISTANT CITY ATTORNEY
OFFICE OF THE CITY ATTORNEY



BROWN ACT

LEGISLATIVE INTENT

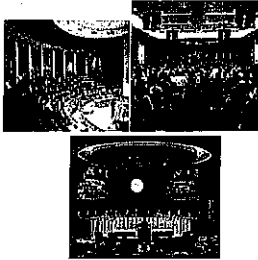
The purpose of the Brown Act is to ensure that local governmental bodies conduct the people's business openly.

"In enacting this chapter, the Legislature finds and declares that the public commissions, boards, and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be conducted openly."

BROWN ACT

APPLICATION

The Brown Act only applies to "meetings" of local "legislative bodies."



BROWN ACT

LEGISLATIVE BODIES

"LEGISLATIVE BODY" includes:

- Governing body;
- Newly-elected members;
- Appointed bodies;
- Standing committees;
- Certain private organizations
 - Created by the legislative body in order to exercise authority that may lawfully be delegated by such body to a private corporation;
 - That receive agency funding and whose governing board includes a member of the legislative body of the local agency appointed by the legislative body as a full voting member of the private entity's governing board.

BROWN ACT

LEGISLATIVE BODIES

"LEGISLATIVE BODY" does not include a temporary advisory committee:

- Composed solely of less than a quorum of the legislative body;
- That serves a limited single purpose;
- That is not perpetual;
- Whose meeting schedule is not fixed by formal action of the legislative body;
- That will be dissolved once its specific task is completed.



BROWN ACT

MEETINGS

"MEETING" is:

- Any congregation;
- Of a majority of the members of a legislative body;
- At the same time and place;
- To hear, discuss, or deliberate upon;
- Any item that is within the subject matter jurisdiction of the legislative body.



BROWN ACT

MEETINGS

MEETING exceptions:

- Individual contacts;
- Conferences;
- Community meetings (non City sponsored);
- Meetings of other legislative bodies;
- Attendance at an open and noticed standing committee meeting (only as observers);
- Social or ceremonial events;
- However, a majority of the members cannot discuss among themselves (other than as part of the scheduled meeting) business within their subject matter jurisdiction.

7

BROWN ACT

SERIAL MEETINGS

- Strictly prohibited under the Brown Act.



Serial Meeting is:

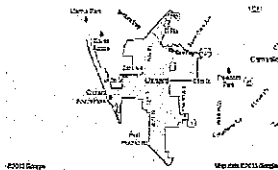
- Use of a series of communications of any kind by a majority of the members (avoid "reply all" in emails or group texts);
- Directly or through intermediaries;
- To discuss, deliberate, or take action on;
- Any item of business within the subject matter jurisdiction of the legislative body.

8

BROWN ACT

OTHER MEETING REQUIREMENTS

- Brown Act generally requires all regular and special meetings of a legislative body to be held within the territorial boundaries of a local agency's jurisdiction. Certain exceptions apply.
- Teleconference meetings are permitted under the Brown Act. Special rules apply.



9

BROWN ACT

AGENDA REQUIREMENTS

- Agendas should include a brief description of each item of business to be discussed.

4. SUBJECT: Award of Contract for the Replacement of Flooring in 129 Public Housing Units

RECOMMENDATION: That the City of Oxnard Housing Authority Board of Commissioners approve and authorize the Chairman to execute a firm-fixed price contract in the amount of \$362,014 with Coastal Flooring Surface dba Coastal Construction Team (Agreement number A-7956), using funds previously appropriated from 2015 and 2016 Capital Fund grants, for the replacement of the existing flooring in 52 public housing units located in Colonia Village and 77 units in scattered public housing sites throughout Oxnard for a total of 129 units.

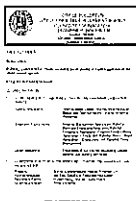
Legislative Body: HA Contact: Arturo Casillas Phone: 385-8094

10

BROWN ACT

AGENDA REQUIREMENTS

- No action or discussion of items not on the posted agenda.



▪ Exceptions:

- Emergency situation (i.e., disaster occurring since agenda posting that requires immediate action);
- 2/3 of the members present determine there is a need for immediate action and the need to take action came to the attention of the local agency subsequent to the agenda being posted (i.e., City has learned since agenda posting that it will lose grant funds and needs to take action before the next meeting).
- Adjourned items.

11

BROWN ACT

PUBLIC PARTICIPATION REQUIREMENTS

- Public has right to speak on any item on agenda;
- Public has right to speak on items within a legislative body's subject matter jurisdiction;
 - During special meetings, public can be limited to speaking only on items on the agenda and not any item within a legislative body's subject matter jurisdiction.
- Legislative body can impose reasonable limits on public testimony;
- Public has right to obtain documents when documents are distributed to members of the legislative body.

12

BROWN ACT

CLOSED SESSION

All matters must be discussed in open session unless there is specific statutory authority to discuss a subject in closed session.

Permissible closed session topics include:

- Litigation;
- Real estate negotiations;
- Public employment;
- Labor negotiations;
- Grand jury testimony;
- Public security.

It is unlikely that a CAG would ever discuss any topic in closed session.

13

BROWN ACT

CRIMINAL PENALTIES

Misdemeanor: A violation of the Brown Act is a misdemeanor if the public official:

1. Attends a meeting where action of the legislative body is in violation of the Brown Act;
2. Intends to deprive the public of information to which the official knows or has reason to know the public is entitled to under the Brown Act.



14

BROWN ACT

CIVIL REMEDIES



Brown Act provides two distinct types of civil remedies:

1. Injunction, mandamus or declaratory relief to prevent or stop violations or threatened violations.
2. Action to void past acts of the legislative body.

15

BROWN ACT

ADDITIONAL RESOURCES

League of California Cities:
 "Open & Public V: A Guide to the Ralph M. Brown Act."
<http://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>

Ralph M. Brown Act (Gov. Code section 54950 et seq.) (Full Text)
<http://leginfo.legislature.ca.gov/>

16

CITY OF OXNARD
 CALIFORNIA

QUESTIONS?



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact the **Oxnard Public Library** at **(805) 385-7528**. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

**CITY OF OXNARD
OXNARD PUBLIC LIBRARY
MINUTES
REGULAR MEETING**

**Oxnard Public Library, Madeleine Miedema Meeting Room A, 251 South A Street
Monday, March 13, 5:00 p.m.**

Staff member Sofia Kimsey called the Oxnard Public Library Board Meeting to order at 5:06 p.m.

A. ROLL CALL

Board Members Present: R. Durias, I. Milstead, I. Rauschenburger

Board Members Absent: F. Harper and P. Chavez

Staff Present: I. Hardy, Cultural & Community Services Director, S. Kimsey, Interim Library Manager; M. Herrera, Recording Secretary; M. Ascencion, City Clerk

B. PLEDGE OF ALLGIANCE

OATH OF OFFICE

Sofia Kimsey recommended that the City Clerk administer the Oath of Office to the Board Members. The City Clerk asked if the two other Board Members would be attending the meeting and Sofia Kimsey indicated that Board Member Chavez was absent and Board Member Harper was scheduled to attend. The City Clerk asked to wait for Board Member Harper before administering the Oath of Office.

Sofia Kimsey recommended to move Items I2 and I3 up to this portion of the meeting to elect a Chairperson and a Vice-Chairperson. The Board decided to instead move to Item I1. Introductions before the nomination. The following attendees introduced themselves: City Clerk Michelle Ascencion, Board Member Ruby Durias, Interim Library Manager Sofia Kimsey, Administrative Assistant Maria Herrera, Cultural & Community Services Director Ingrid Hardy, Board Member Irene Milstead, and Board Member Irene Rauschenburger.

The City Clerk administered the Oath of Office to Board Member Durias, Board Member Milstead, and Board Member Rauschenburger. Board Members Durias, Milstead, and Rauschenburger signed the official Oath of Office document. The document will be kept at the Main Library.

At 5:21 p.m. Michelle Ascencion, City Clerk, left the meeting.

I.2. ELECTION OF CHAIRPERSON

Board Member Milstead moved and Board Member Rauschenburger seconded approval to nominate Board Member Durias to the seat of Chairperson.

AYES: Durias, Milstead, and Rauschenburger
 NOS: None
 ABSENT: Harper and Chavez
 ABSTEIN: None

I.3 ELECTION OF VICE-CHAIRPERSON

Board Member Milstead moved and Board Member Rauschenburger seconded approval to nominate Board Member Milstead to the seat of Vice-Chairperson.

AYES: Durias, Milstead, and Rauschenburger
 NOS: None
 ABSENT: Harper and Chavez
 ABSTEIN: None

C. PUBLIC COMMENTS

None.

Board Member Rauschenburger asked what a quorum was. Sofia replied that it is a majority of the Board, which is three people.

D. APPROVAL OF MINUTES

Vice-Chairperson Milstead had a question regarding the book materials. She noticed that from December 2016 through February 2017 there was a decline for non-book materials, it had gone down each month, was there a reason attributed to that? Sofia replied that there are a couple of factors: it could be the librarians overseeing those areas were doing some weeding, meaning pulling out items that are not circulating or are in bad shape, and on top of that, they may not have been able to purchase new material as quickly. There are no returns so that might be a reason as well.

Vice-Chairman Milstead moved and Board Member Rauschenburger seconded to approve the December 12, 2016 regular meeting minutes.

AYES: Durias, Milstead, and Rauschenburger
 NOS: None
 ABSENT: Harper and Chavez
 ABSTEIN: None

E. CEREMONIAL CALENDAR

None.

F. PRESENTATION TO THE BOARD

None.

Sofia Kimsey acknowledged the guest and invited him to the table with the rest of the group. The guest declined.

G. REPORT OF INTERIM LIBRARY MANAGER

- Upcoming March Programs – Sofia indicated that each month she would be passing out fliers of the programming at the Main Library and its branches as information.

- Library Celebration – Update on the 110 Years of Service Celebration of the Oxnard Public Library. April 29 will be the main celebration.
- Introduction of new staff – Update on new staff and vacancies.
- CENIC Project – Progress update.
- Training in upcoming months – Staff will attend a mental health training through SCLC and Sofia will attend a webinar on Library funding.
- Summer Interns at the Library – Library will work with the High School District for student interns.

H. OLD BUSINESS

1. **SUBJECT:** Statistical Reports for December 2016, January 2017, and February 2017. No questions.
2. **SUBJECT:** Library Budget Reports for November 2016, December 2016, and January 2017. Vice-Chairperson Milstead asked for a clarification of the notation “7/2016” and Sofia explained. No other questions.
3. **SUBJECT:** Friends of the Library Report. No one was present at the meeting.

I. NEW BUSINESS

4. **SUBJECT:** Adoption of 2017 Meeting Schedule
Sofia asked if the Board would like to hold some Board meetings at the Branches. Vice-Chairperson Milstead suggested May 8 at South Oxnard Branch Library and August 14 at the Colonia Branch Library.
Vice-Chairman Milstead moved and Board Member Rauschenburger seconded to approve the 2017 Meeting Schedule.

AYES: Durias, Milstead, and Rauschenburger

NOS: None

ABSENT: Harper and Chavez

ABSTEIN: None

5. **SUBJECT:** Board and City Organizational Structure Overview
Sofia reviewed the organization chart and gave an overview of the Board by laws, discussed how the three library branches work, serving terms for Board Members, protocol for contact with City Council, Friends of the Library Foundation. Vice-Chairman Milstead asked if there would be any events for Earth Day at the Library. Chairperson Durias passed out a pamphlet from the City of Camarillo for their birthday celebration as a sample. Board Member Rauschenburger shared that she will staff a Sierra Club table at the Earth Day Celebration. Ingrid Hardy mentioned that the week of April 9 is National Library Week. Tuesday, April 11, staff will bring to City Council a Proclamation for the Library, and Library Worker Day. Maria Herrera gave a brief overview of the Roster, the City calendar, and Board 101 instruction sheet.

J. SUBCOMMITTEE REPORTS/COMMISSION BUSINESS

None.

K. BOARD COMMENTS

None.

L. ITEMS OF FUTURE CONSIDERATION

None.

M. ADJOURNMENT

With no objection Chairman Durias adjourned the meeting at 6:03 p.m.

RESPECTFULLY SUBMITTED

MARIA G. HERRERA
Recording Secretary

Ruby Durias, Chairperson

City of Oxnard Website: Library Board agenda is available on the city Oxnard website at www.oxnard.org/library 72 hours prior to a regular meeting and 24 hours prior to a special meeting.

Library Board Meeting Monthly Statistical Report FY 2016-17

Month of Mar 2017

Total number in collection

as of: Mar 2017

Books*	358,425
Periodicals	2,738
Non-book materials**	42,863
TOTAL	404,026

* "Books" include adult/young adult fiction & nonfiction, children's fiction & nonfiction, foreign & English books, paperbacks.

** "Non-book materials" include audio books, compact discs, audio cassettes, recordings, videos, maps, sheet music, CD-ROMs, DVDs, books on CDs, etc.

Summary for All Three Branches - Main, Colonia, and South Oxnard Branch

Registration for: <u>Mar 2017</u>	<u>Main</u>	<u>Colonia</u>	<u>SOBL</u>	<u>Total</u>	<u>FYTD</u>
Children	100	2	61	163	2,795
Adult	190	1	69	260	3,924
TOTAL	290	3	130	423	6,719

Circulation for: <u>Mar 2017</u>	<u>Main</u>	<u>Colonia</u>	<u>SOBL</u>	<u>Total</u>	<u>FYTD</u>
Adult/YA books, English & foreign	5,350	95	1,174	6,619	98,813
Children's books, English & foreign	10,137	237	4,316	14,690	204,432
Pamphlets, periodicals, non-book	5,541	173	1,167	6,881	100,862
TOTAL	21,028	505	6,657	28,190	404,107

Number of reference questions	4,415	427	753	5,595	78,349
Patron attendance	29,080	1,118	NA	30,198	399,584
In-house use of materials	1,589	813	1,405	3,807	65,065
Technical assistance	882	184	337	1,403	13,218

<u>Main Library</u>	<u>Mar</u>	<u>FYTD: 2017</u>
Passports executed	239	1,803
Execution fees	\$5,975.00	\$45,075.00
Postage	\$339.15	\$2,200.25

	No. of users this month	No. of users FYTD	# items returned this month	# of items returned FYTD
Automated Book Return System				
South Oxnard Branch Library	1,268	13,150	5,459	56,637

MAIN LIBRARY

RegistrationMar 2017

Children	100
Adult	190
TOTAL	290

CirculationMar 2017

Adult/YA books, English & foreign	5,350
Children's books, English & foreign	10,137
Pamphlets, periodicals, non-book	5,541
TOTAL	21,028

Number of periodical requests	250
Number of ILL loans from other libs.	21
Number of ILL loans to other libs.	13

Number of library-sponsored programs

	<u>Number</u>	<u>Number FYTD</u>	<u>Attendance</u>	<u>Attendance FYTD</u>
Pre-school (up to K)	4	121	141	911
Shool age (K to 14 years)	12	128	214	1,448
Young Adult (12-18 years)	2	32	19	87
Adult (19 years and older)	25	122	88	571
Homework Center (Opened 9-1-2010)	17	134	338	3,810
TOTAL	60	451	800	4,566

COLONIA LIBRARY

RegistrationMar 2017

Children	2
Adult	1
TOTAL	3

CirculationMar 2017

Adult/YA books, English & foreign	95
Children's books, English & foreign	237
Pamphlets, periodicals, non-book	173
TOTAL	505

Number of library-sponsored programs

	<u>Number</u>	<u>Number FYTD</u>	<u>Attendance</u>	<u>Attendance FYTD</u>
Pre-school (up to K)	9	99	170	1,895
Shool age (K to 14 years)	1	9	62	491
Young Adult (12-18 years)	1	10	10	120
TOTAL	11	118	242	2,506

SOUTH OXNARD BRANCH LIBRARY

Registration
Mar 2017

Children	61
Adult	69
TOTAL	130

Circulation
Mar 2017

Adult/YA books, English & foreign	1,174
Children's books, English & foreign	4,316
Pamphlets, periodicals, non-book	1,167
TOTAL	6,657

Number of library-sponsored programs
Number
Number FYTD
Attendance
Attendance FYTD

Pre-school (up to K)	116	255	116	976
Shool age (K to 14 years)	0	80	0	559
Young Adult (12-18 years)	63	104	63	394
Adult (19 years and older)	50	50	50	50
Technical assistance	337	2,542	0	0
Homework Center (Opened 9-1-2010)	17	88	425	1,781
TOTAL	583	1,788	654	3,760

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
UND 101 GENERAL FUND							
DEPT 54 LIBRARY SERVICES							
DIV 01 COMMUNITY OUTREACH							
51-7313 PHOTOCOPY FEES	213	213		78		135	36.62
54-7351 RENTAL OF FACILITIES	6,835	6,835		1,854		4,981	27.13
81-7523 MISCELLANEOUS REVENUES	73,868	73,868	7,405	7,405		66,463	10.02
	80,916	80,916	7,405	9,337		71,579	11.54
* COMMUNITY OUTREACH	80,916	80,916	7,405	9,337		71,579	11.54

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
UND 101	GENERAL FUND							
DEPT 54	LIBRARY SERVICES							
DIV 02	LIBRARY CIRCULATION SERVI							
56-7401	BOOK FINES	60,000	60,000	3,641	32,236		27,764	53.73
57-7432	DOCUMENT PROCESSING FEES	93,000	93,000	4,586	38,203		54,797	41.08
81-7519	OTHER REIMBURSEMENTS	4,182	4,182	351	2,689		1,493	64.30
81-7532	SALE OF PHOTOGRAPHIES	5,760	5,760		200		5,560	3.47
		162,942	162,942	8,578	73,328		89,614	45.00
		162,942	162,942	8,578	73,328		89,614	45.00
*	LIBRARY CIRCULATION SERVI							

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
UND 101	GENERAL FUND							
DEPT 54	LIBRARY SERVICES							
DIV 03	LIBRARY-INFO/REFER.SERVIC							
57-7431	PHOTO COPY FEES	0	0		21		21-	
57-7434	TEST PROCTORING FEES	494	494		200		294	40.49
81-7517	INTERNET REVENUES	13,260	13,260	1,053	8,093		5,167	61.03
		13,754	13,754	1,053	8,314		5,440	60.45
		13,754	13,754	1,053	8,314		5,440	60.45
*	LIBRARY-INFO/REFER.SERVIC							

MONTHLY REVENUE REPORT
 AT PERIOD END 08/2017
 67 % OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
UND 101 GENERAL FUND							
DEPT 54 LIBRARY SERVICES							
DIV 11 LIBRARY BRANCH SERV.DIV.							
56-7401 BOOK FINES	23,745	23,745	1,324	15,023		8,722	63.27
81-7517 INTERNET REVENUES	12,469	12,469	368	4,339		8,130	34.80
81-7519 OTHER REIMBURSEMENTS	11,126	11,126	276	14,297		3,171	128.50
	47,340	47,340	1,968	33,659		13,681	71.10
* LIBRARY BRANCH SERV.DIV.							
	47,340	47,340	1,968	33,659		13,681	71.10
** LIBRARY SERVICES							
	304,952	304,952	19,004	124,638		180,314	40.87
*** GENERAL FUND							
	304,952	304,952	19,004	124,638		180,314	40.87

ITEM I.2.

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
UND 101	GENERAL FUND							
DEPT 54	LIBRARY SERVICES							
DIV 01	COMMUNITY OUTREACH							
	PERSONNEL SERVICES							
05-8001	DIRECT LABOR REGULAR	228,016	228,016	23,370	135,851		92,165	59.58
05-8002	DIRECT LABOR-TEMPORARY	0	0		258		258-	
05-8021	AUTO ALLOWANCE	0	0	323	1,373		1,373-	
05-8040	PARS	28,753	28,753	1,608	12,457		16,296	43.32
05-8041	EMPLOYEE BENEFITS	52,012	52,012	5,000	31,848		20,164	61.23
05-8042	WORKER'S COMP INSURANCE	6,200	6,200	401	2,334		3,866	37.65
05-8043	PERKS	58,222	58,222	7,650	31,914		26,308	54.81
05-8044	WORKER'S COMP/SAFETY	1,200	1,200	155	901		299	75.08
05-8048	PEMCA-RETIREE	20,298	20,298	1,723	11,855		8,443	58.40
05-8099	VACANCY SAVINGS	22,182-	22,182-				22,182-	
		372,519	372,519	40,230	228,791		143,728	61.42
	PERSONNEL SERVICES							
	OPERATING							
05-8102	SUPPLIES - OFFICE	11,884	11,884	3,177	4,200		7,684	35.34
05-8209	SVCs-OTHER PROF/CONTRACT	0	0		12		12-	
05-8343	TRAINING/WORKSHOPS/MTINGS	0	6,000		144		5,856	2.40
05-8357	MEMBERSHIPS-OTHER	8,204	8,204				8,204	
05-8402	PHOTOCOPY CHARGES	3,886	3,886	1,091	2,210		1,676	56.87
	OPERATING	23,974	29,974	4,268	6,566		23,408	21.91
	FIXED CHARGES/DEBT SERVICE							
05-8522	DATA PROCESSING CHGS/OPER	8,600	8,600	717	5,733		2,867	66.66
05-8523	DATA PROCESSING CHGS-WPC	744	744	62	496		248	66.67
05-8525	LIABILITY INSURANCE CHGS	2,600	2,600	217	1,733		867	66.65
05-8526	FIRE & PROPERTY INSURANCE	175,632	175,632	14,636	117,088		58,544	66.67
05-8535	FACILITY CHG-MAINTENANCE	65,756	65,756	5,480	43,837		21,919	66.67
	FIXED CHARGES/DEBT SERVICE	253,332	253,332	21,112	168,887		84,445	66.67
*	COMMUNITY OUTREACH	649,825	655,825	65,610	404,244		251,581	61.64

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
UND 101	GENERAL FUND							
DEPT 54	LIBRARY SERVICES							
DIV 02	LIBRARY CIRCULATION SERVI							
	PERSONNEL SERVICES							
05-8001	DIRECT LABOR REGULAR	344,499	344,499	22,956	190,140		154,359	55.19
05-8002	DIRECT LABOR-TEMPORARY	224,068	224,068	12,502	103,518		120,550	46.20
05-8040	PARS	59,046	59,046	3,737	31,540		27,506	53.42
05-8041	EMPLOYEE BENEFITS	145,144	145,144	7,670	82,532		62,612	56.86
05-8042	WORKER'S COMP INSURANCE	17,900	17,900	616	5,089		12,811	28.43
05-8043	PERS	108,002	108,002	6,982	59,957		48,045	55.51
05-8044	WORKER'S COMP/SAFETY	5,700	5,700	235	1,941		3,759	34.05
05-8099	VACANCY SAVINGS	36,227-	36,227-				36,227-	
	PERSONNEL SERVICES	868,132	868,132	54,698	474,717		393,415	54.68
	OPERATING							
05-8101	POSTAGE	9,800	9,800	609	3,504		6,296	35.76
05-8109	SUPPLIES - OTHER	4,062	4,062	333	2,459		1,603	60.54
05-8209	SVCs-OTHER PROF/CONTRACT	10,115	10,115			618	9,497	
05-8261	UTILITY EXPENSE-ELECTRIC	103,000	103,000	5,238	49,475		53,525	48.03
05-8262	UTILITY EXPENSE-GAS	4,746	4,746	903	4,270		476	89.97
05-8266	UTILITY EXPENSE WSTWTR	2,192	2,192	206	1,502		690	68.52
05-8267	UTILITY EXPENSE-WATER	7,558	7,558	462	4,525		3,033	59.87
05-8301	MTNCE SVC-BUILDING IMPROV	0	0		1,046	1,657	1,046-	
05-8303	MAINTENANCE SVC-OFFICE EQ	0	0				1,657-	
05-8343	TRAINING/WORKSHOPS/MTNGS	6,000		261	2,370		1,630	59.25
05-8439	EQUIP MAINTENANCE CHGS	4,000	4,000				0	
	OPERATING	151,473	145,473	8,012	69,151	2,275	74,047	47.54
05-8522	FIXED CHARGES/DEBT SERVIC	40,000	40,000	3,333	26,667		13,333	66.67
05-8523	DATA PROCESSING CHGS/OPER	735	735	61	490		245	66.67
05-8525	LIABILITY INSURANCE CHGS	6,300	6,300	525	4,200		2,100	66.67
	FIXED CHARGES/DEBT SERVIC	47,035	47,035	3,919	31,357		15,678	66.67
*	LIBRARY CIRCULATION SERVI	1,066,640	1,060,640	66,629	575,225	2,275	483,140	54.23

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
UND 101	GENERAL FUND							
DEPT 54	LIBRARY SERVICES							
DIV 03	LIBRARY-INFO/REFER.SERVIC							
	PERSONNEL SERVICES							
05-8001	DIRECT LABOR REGULAR	367,842	371,842	28,003	200,964		170,878	54.05
05-8002	DIRECT LABOR-TEMPORARY	38,929	38,929	2,518	17,938		20,991	46.08
05-8003	OVERTIME	0	0	125	125		125-	
05-8040	PARS	46,314	46,314	2,928	23,474		22,840	50.68
05-8041	EMPLOYEE BENEFITS	97,982	97,982	7,464	52,576		45,406	53.66
05-8042	WORKER'S COMP INSURANCE	10,000	10,000	529	3,671		6,329	36.71
05-8043	PERS	85,559	85,559	6,036	45,285		40,274	52.93
05-8044	WORKER'S COMP/SAFETY	2,600	2,600	202	1,407		1,193	54.12
05-8099	VACANCY SAVINGS	36,140-	36,140-				36,140-	
	PERSONNEL SERVICES	613,086	617,086	47,805	345,440		271,646	55.98
	OPERATING							
05-8111	SUBSCRIPTIONS/PUBLICATION	15,212	15,212				15,212	
05-8112	LIBRARY REF.MATERIALS	181,091	181,091	13,912	81,904	10,651	88,536	45.23
05-8115	DATABASES	21,429	21,429	800	17,023		4,406	79.44
05-8303	MAINTENANCE SVC-OFFICE EQ	4,655	4,655				4,655	
	OPERATING	222,387	222,387	14,712	98,927	10,651	112,809	44.48
	FIXED CHARGES/DEBT SERVIC							
05-8522	DATA PROCESSING CHGS/OPER	18,000	18,000	1,500	12,000		6,000	66.67
05-8523	DATA PROCESSING CHGS-WPC	734	734	61	489		245	66.62
05-8525	LIABILITY INSURANCE CHGS	3,900	3,900	325	2,600		1,300	66.67
	FIXED CHARGES/DEBT SERVIC	22,634	22,634	1,886	15,089		7,545	66.67
*	LIBRARY-INFO/REFER.SERVIC	858,107	862,107	64,403	459,456	10,651	392,000	53.29

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
UND 101	GENERAL FUND							
DEPT 54	LIBRARY SERVICES							
DIV 04	LIBRARY SUPPORT SERVICES							
	PERSONNEL SERVICES							
05-8001	DIRECT LABOR REGULAR	145,472	145,472	6,356	63,048		82,424	43.34
05-8002	DIRECT LABOR-TEMPORARY	14,262	14,262	1,014	5,956		8,306	41.76
05-8040	PARS	25,079	25,079	900	9,891		15,188	39.44
05-8041	EMPLOYEE BENEFITS	45,180	45,180	2,244	22,274		22,906	49.30
05-8042	WORKER'S COMP INSURANCE	6,700	6,700	127	1,185		5,515	17.69
05-8043	PERS	37,152	37,152	1,502	15,502		21,650	41.73
05-8044	WORKER'S COMP/SAFETY	1,400	1,400	49	457		2,329	32.64
05-8047	PARS - ERIP	2,329	2,329					
05-8099	VACANCY SAVINGS	15,381	15,381					
	PERSONNEL SERVICES	262,193	262,193	12,192	118,313		143,880	45.12
	OPERATING							
05-8109	SUPPLIES - OTHER	11,782	11,782	536	1,936	2,342	7,504	16.43
05-8209	SVCs-OTHER PROF/CONTRACT	65,993	65,993	5,247	33,131	31,279	1,583	50.20
05-8421	TELEPHONE CHGS-BASIC SVC	27,792	27,792		10,759		17,033	38.71
05-8425	TELEPHONE CHGS-CELL/PAGER	501	501	27	341		160	68.06
	OPERATING	106,068	106,068	5,810	46,167	33,621	26,280	43.53
	FIXED CHARGES/DEBT SERVIC							
05-8522	DATA PROCESSING CHGS/OPER	9,800	9,800	817	6,533		3,267	66.66
05-8523	DATA PROCESSING CHGS-WPC	753	753	63	502		251	66.67
05-8525	LIABILITY INSURANCE CHGS	2,800	2,800	233	1,867		933	66.68
05-8530	TELEPHONE CHGS/HIPC	43,500	43,500	3,625	29,000		14,500	66.67
	FIXED CHARGES/DEBT SERVIC	56,853	56,853	4,738	37,902		18,951	66.67
	LIBRARY SUPPORT SERVICES	425,114	425,114	22,740	202,382	33,621	189,111	47.61

ITEM I.2.

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
UND 101	GENERAL FUND							
DEPT 54	LIBRARY SERVICES							
DIV 11	LIBRARY BRANCH SERV.DIV.							
	PERSONNEL SERVICES							
05-8001	DIRECT LABOR REGULAR	306,266	306,266	22,398	180,776		125,490	59.03
05-8002	DIRECT LABOR-TEMPORARY	59,860	59,860	4,341	40,912		18,948	68.35
05-8040	PARS	60,000	60,000	2,584	27,124		32,876	45.21
05-8041	EMPLOYEE BENEFITS	95,000	95,000	7,206	60,410		34,590	63.59
05-8042	WORKER'S COMP INSURANCE	10,300	10,300	460	3,806		6,494	36.95
05-8043	PERS	88,000	88,000	5,230	46,796		41,204	53.18
05-8044	WORKER'S COMP/SAFETY	3,000	3,000	177	1,464		1,536	48.80
05-8099	VACANCY SAVINGS	31,893	31,893				31,893	
	PERSONNEL SERVICES	590,533	590,533	42,396	361,288		229,245	61.18
	OPERATING							
05-8102	SUPPLIES - OFFICE	4,874	4,874	161	2,132		2,742	43.74
05-8109	SUPPLIES - OTHER	4,502	4,502				4,500	
05-8111	SUBSCRIPTIONS/PUBLICATION	40,962	40,962	3,546	10,766	18,950	11,246	26.28
05-8112	LIBRARY REF.MATERIALS	68,807	68,807	3,291	28,148		40,687	41.29
05-8209	SVCS-OTHER PROF/CONTRACT	68,176	68,176		1,252		544	176.84
05-8261	UTILITY EXPENSE-ELECTRIC	708	708	26	209		106	66.35
05-8262	UTILITY EXPENSE-GAS	315	315	192	1,868		1,380	57.51
05-8266	UTILITY EXPENSE WSTWTR	3,248	3,248				456	
05-8267	UTILITY EXPENSE-WATER	456	456	37	48		318	13.11
05-8305	MAINTENANCE SERV-OTHER EQ	366	366					
05-8345	MILEAGE REIMBURSEMENT							
	OPERATING	124,914	124,914	7,253	44,543	18,950	61,421	35.66
	FIXED CHARGES/DEBT SERVIC							
05-8522	DATA PROCESSING CHGS/OPER	20,800	20,800	1,733	13,867		6,933	66.67
05-8523	DATA PROCESSING CHGS-WPC	754	754	63	503		251	66.71
05-8525	LIABILITY INSURANCE CHGS	3,800	3,800	317	2,533		1,267	66.66
05-8530	TELEPHONE CHGS/HIPC	2,300	2,300	192	1,533		767	66.65
05-8535	FACILITY CHG-MAINTENANCE	93,422	93,422	7,785	62,281		31,141	66.67
	FIXED CHARGES/DEBT SERVIC	121,076	121,076	10,090	80,717		40,359	66.67
*	LIBRARY BRANCH SERV.DIV.	836,523	836,523	59,739	486,548	18,950	331,025	58.16
**	LIBRARY SERVICES	3,836,209	3,840,209	279,121	2,127,855	65,497	1,646,857	55.41
***	GENERAL FUND	3,836,209	3,840,209	279,121	2,127,855	65,497	1,646,857	55.41