

**CITY OF OXNARD
OXNARD LIBRARY BOARD
AGENDA**

REGULAR MEETING

South Oxnard Branch Library, 4300 Saviers Road
Oxnard, CA 93033
May 8, 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. APPROVAL OF MINUTES**

SUBJECT: The minutes of the Oxnard Library Board meeting from April 10, 2017 are submitted for approval.

RECOMMENDATION: That the Oxnard Library Board approve the minutes of the April 10, 2017 regular meeting.

- G. 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.

H. OLD BUSINESS

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

I. NEW BUSINESS

1. SUBJECT: Update on CalTrac Training for Board Members
RECOMMENDATION: That the Board receive an update on the training in August 2017.

J. 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.

K. ITEMS OF FUTURE CONSIDERATION

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

L. ADJOURNMENT

The next regular meeting is scheduled for Monday, June 12, 2017, at 5:00 p.m. at the Oxnard Main Library, 251 South A Street, Madeleine Miedema Meeting Room, Oxnard, California, 93030.

There will be a tour of the South Oxnard Branch Library immediately following the adjournment of the Board meeting, anyone interested may participate.

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.



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

**Oxnard Public Library, Madeleine Miedema Meeting Room A, 251 South A Street
Monday, April 10, 5:00 p.m.**

Chairperson Ruby Durias called the Oxnard Public Library Board Meeting to order at 5:03 p.m.

A. ROLL CALL

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

Board Members Absent: F. Harper and P. Chavez

Staff Present: I. Hardy, Cultural & Community Services Director, S. Kimsey, City Library; M. Herrera, Recording Secretary; Leah Corella, Briana Blanchard, Angela McCabe, M. Ascencion, City Clerk, Jefferson Billingsley, Assistant City Attorney, Jason Zaragoza, Deputy City Attorney, Kathy Sullivan, Oxnard Police Department, Efren Marquez, PSC, and Jesus Nava, Assistant City Attorney

B. PLEDGE OF ALLGIANCE

C. PUBLIC COMMENTS

None

D. OATH OF OFFICE

The City Clerk administered the Oath of Office to Board Member Chavez.

At 5:20 Board Member Chavez joined the meeting.

At 5:35 Board Member Chavez left the meeting.

At 5:40 Board Member Chavez rejoined the meeting.

E. STAFF INTRODUCTIONS

Angela McCabe and Briana Blanchard introduced themselves. Ms. Blanchard passed out fliers on the upcoming teen programs and spoke about the Teen Council at the Main Library and Ms. McCabe added there is also a Teen Council at the South Oxnard Branch Library. Jefferson Billingsley introduced himself and also Jason Zaragoza, Deputy City Attorney. Sofia introduced Assistant City Manager Jesus Nava. Senior Officer of Oxnard Police Department Kathy Sullivan and Efren Marquez of PSC introduced themselves.

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

Jefferson Billingsley gave a presentation on the Brown Act.

G. APPROVAL OF MINUTES

Vice-Chairperson Milstead moved and Board Member Rauschenburger seconded to approve the April 10, 2016 regular meeting minutes as corrected.

AYES: Durias, Milstead, Chavez, and Rauschenburger

NOS: None

ABSENT: Harper

ABSTEIN: None

H. REPORT OF CITY LIBRARIAN

- Upcoming 110th Year Library Celebration – Update on the 110 Years of Service Celebration of the Oxnard Public Library. April 29 will be the main celebration. Sofia gave an update on the progress and passed out the invitation flier. She reported that “Save the Date” card invitations had been sent out to everyone. Board Member Chavez offered to volunteer for the Story-time Reading. Vice-Chairperson Milstead indicated that there are people who still don't know of the Literacy Program at the Library.
- Friends of the Library –The Friends will be presenting a donation check to the Library at their meeting on Saturday for the programs at the Library. Sofia will be accepting it.
- Youth Council – the Program is almost finalized. It will include library functions, monthly meetings, etc.
- Current Vacancies – at the moment there is a full time library aide moving to part time; Sofia transitioned into the City Librarian position.
- Staff Training – Staff will attend a mental health training through SCLC in Thousand Oaks. Sofia is attending a four-part series on supervisory training certification class at CalLutheran University. Sofia will also coordinate CalTac training for the Library Board with the State of California for training in the role of a Board Member, advocacy, etc. We will be looking at July and August to set the training date, a half-day session.

At 5:51 pm Assistant City Manager Jesus Nava left the meeting.

- The Library will be receiving a Proclamation from the City Council on Tuesday, April 11, for National Library Week
- Board Member Rauschenberger asked about registration counts. She asked if someone could give a report on general review on monthly budget figures. Chairperson Durias explained what to look for.

I. OLD BUSINESS

1. SUBJECT: Statistical Reports for March 2017. No questions/comments.
2. SUBJECT: Library Budget Reports for February 2017. Chairperson Durias asked about a large deposit in the Budget Report. Sofia reported that the City Housing Department gives a deposit for the Colonia Library on a quarterly basis for \$15,600 per year, in addition to that we may get additional funds from the lost book payments, etc.

3. SUBJECT: Friends of the Library Report. No one was present at the meeting.

J. NEW BUSINESS

1. SUBJECT: Main Library Botke Mural. Sofia gave report. It is our understanding that it is insured by the City. What our question is: does it need to be insured any further? In addition to the mural, we have a wooden piece that was not on the list of insured. We have other items throughout the library. We are waiting for a response from Risk Management. Board Member Rauschenberger mentioned she went on the internet to find additional information on it. Sofia explained that we got it from the Oxnard School District.
2. SUBJECT: Library Security Update. Note highlights:
 - a. Code of Conduct was passed by City Council in January 2015 to help enforce consistent patron behavior.
 - b. September 2016 overdose in men's restroom, patron not familiar to staff
 - c. Police Department stepped in to help address some of the issues
 - d. Police Department drafted a contract with PSC to cover library security
 - e. Zero tolerance approach, all patrons are treated the same
 - f. Warning Notices and Exclusion Notices are provided to those not adhering to Code of Conduct
 - g. Last year 24 police calls for services to library
 - h. This year only 12; calls reduced dramatically due to security and Police Department consistent presence
 - i. Library is surrounded by Plaza Park, Oxnard Transit Center, Rescue Mission, Charitable Food Banks, Winter Warming Shelters, and several rehab homes which draw a variety of people to its safe, cool building

K. BOARD COMMENTS

None.

L. ITEMS OF FUTURE CONSIDERATION

1. CalTrac Training – tentatively set for August 26, 2017.
2. Ingrid mentioned Council is dark in August and suggested all CAGs be dark during August. Cancel August meeting and have September meeting at Colonia Branch Library.

M. ADJOURNMENT

With no objection Chairman Durias adjourned the meeting at 6:07 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.

Oxnard Public Library Event Calendar

Today May 2017

Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 11am South Oxnard Baby/Toddler 4pm Día de los niños concert with 5pm South Oxnard Bilingual Family	May 1 10am 1-2-3 Play With Me 10:30am Main Library Preschool Storytime 4pm 3D Printing Workshop for Teens	2 10:30am Colonia Preschool Storytime 4pm South Oxnard Children's Flow 5pm Bilingual Family Storytime (A)		4 1pm The Beauty of Fore-edge Pair 4pm Teens Get Crafty	5 2:30pm Teen Movie: The Peanuts 3pm A Visit with Jane Austen and	6
7 11am South Oxnard Baby/Toddler 4pm Gamer's Lounge 5pm Library Board Meeting 5pm South Oxnard Bilingual Family 6:30pm Teen Knitting Club	8 10am 1-2-3 Play With Me 10:30am Main Library Preschool Storytime 4pm Adulting 101-Resumes 4pm Tuesday Afternoons (Pre K)	9 10am 1-2-3 Play With Me 10:30am Main Library Preschool Storytime 4pm South Oxnard Tuesday Crafts	10 10:30am Colonia Preschool Storytime 5pm Bilingual Family Storytime (A)	11 3:30pm Children's Spring Event: Family 4pm Teens Get Crafty	12	13
14 11am South Oxnard Baby/Toddler 4pm Games & Crafts 5pm South Oxnard Bilingual Family 6:30pm Teen Knitting Club	15 10am 1-2-3 Play With Me 10:30am Main Library Preschool Storytime 4pm South Oxnard Tuesday Crafts	16 10:30am Colonia Preschool Storytime 3:30pm South Oxnard Family Movie 4pm Teen Advisory Council 5pm Bilingual Family Storytime (A)	17	18 4pm Teens Get Crafty	19 2:30pm Teen Movie: Night at the IV	20
21 11am South Oxnard Baby/Toddler 4pm Children's movie matinee 5pm South Oxnard Bilingual Family 6:30pm Teen Knitting Club	22 10am 1-2-3 Play With Me 10:30am Main Library Preschool Storytime 3:30pm Movie Mania 4pm South Oxnard Maker Mania (	23 10am 1-2-3 Play With Me 10:30am Main Library Preschool Storytime 3:30pm Movie Mania 4pm South Oxnard Maker Mania (	24 10:30am Colonia Preschool Storytime 5pm Bilingual Family Storytime (A)	25 3:30pm Young Adult Spring Event: 4pm Teens Get Crafty	26	27
28 Memorial Day: All Libraries Closed 6:30pm Teen Knitting Club	29 10am 1-2-3 Play With Me 10:30am Main Library Preschool Storytime 3:30pm Teen Advisory Council Meeting 5pm Bilingual Family Storytime (A)	30 10am 1-2-3 Play With Me 10:30am Main Library Preschool Storytime 3:30pm Teen Advisory Council Meeting 5pm Bilingual Family Storytime (A)	31 10:30am Colonia Preschool Storytime 3:30pm Teen Advisory Council Meeting 5pm Bilingual Family Storytime (A)	Jun 1	2 3	3

Events shown in this view: Daily View

Google Calendar

Oxnard Public Library Event Calendar

Today June 2017 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 Memorial Day: All Libraries Closed 9:30pm Teen Knitting Club	29 10am 1-2-3 Play With Me 10:30am Main Library Preschool Storytime 5pm Bilingual Family Storytime (A)	30 10:30am Main Library Preschool Storytime 4pm 3D Printing Workshop for Teens 4pm Adulting 101-Job Interview Skills	31 10:30am Colonia Preschool Storytime 10:30am Teen Advisory Council Meeting 5pm Bilingual Family Storytime (A)	Jun 1	2	3
4 11am South Oxnard Baby/Toddler 4pm Gamer's Lounge 5pm South Oxnard Bilingual Family	5 10:30am Main Library Preschool Storytime 4pm 3D Printing Workshop for Teens 4pm Adulting 101-Job Interview Skills	6 10:30am Main Library Preschool Storytime 4pm 3D Printing Workshop for Teens 4pm Adulting 101-Job Interview Skills	7 10:30am Colonia Preschool Storytime 4pm 3D Printing Workshop for Teens 4pm Adulting 101-Job Interview Skills	8	9	10
11 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 4pm Summer Reading Kickoff 5pm Library Board Meeting 5pm South Oxnard Bilingual Family	12 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 4pm Summer Reading Kickoff 5pm Library Board Meeting 5pm South Oxnard Bilingual Family	13 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 4pm Summer Reading Kickoff 5pm Library Board Meeting 5pm South Oxnard Bilingual Family	14 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 4pm Summer Reading Kickoff 5pm Library Board Meeting 5pm South Oxnard Bilingual Family	15 3:30pm Science Saturday	16	17
18 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 1pm Build a Story with Annie Bani 5pm South Oxnard Bilingual Family	19 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 1pm Build a Story with Annie Bani 5pm South Oxnard Bilingual Family	20 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 1pm Build a Story with Annie Bani 5pm South Oxnard Bilingual Family	21 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 1pm Build a Story with Annie Bani 5pm South Oxnard Bilingual Family	22	23	24
25 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 5pm South Oxnard Bilingual Family	26 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 5pm South Oxnard Bilingual Family	27 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 5pm South Oxnard Bilingual Family	28 Summer Reading Program - Reading By Design! 11am South Oxnard Baby/Toddler 5pm South Oxnard Bilingual Family	29	30	Jul 1

Library Board Meeting Monthly Statistical Report FY 2016-17

Month of April 2017

Total number in collection

as of: April 2017

Books*	358,422
Periodicals	2,702
Non-book materials**	93,075
TOTAL	454,199

* "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

<u>Registration for: April 2017</u>	<u>Main</u>	<u>Colonia</u>	<u>SOBL</u>	<u>Total</u>	<u>FYTD</u>
Children	312	3	111	426	3,221
Adult	184	1	86	271	4,195
TOTAL	496	4	197	697	7,416

<u>Circulation for: April 2017</u>	<u>Main</u>	<u>Colonia</u>	<u>SOBL</u>	<u>Total</u>	<u>FYTD</u>
Adult/YA books, English & foreign	5,784	96	1,282	7,162	105,975
Children's books, English & foreign	11,051	280	5,278	16,609	221,041
Pamphlets, periodicals, non-book	5,466	96	1,040	6,602	107,464
TOTAL	22,301	472	7,600	30,373	434,480

Number of reference questions	4,067	422	709	5,198	83,547
Patron attendance	32,051	1,152	Unknown	33,203	432,787
In-house use of materials	1,821	749	1,664	4,234	69,299
Technical assistance	817	152	372	1,341	14,559

<u>Main Library</u>	<u>April</u>	<u>FYTD: 2017</u>
Passports executed	244	2,047
Execution fees	\$6,100.00	\$51,175.00
Postage	\$339.15	\$2,539.40

	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	1,117	14,267	4,484	61,121

MAIN LIBRARY

<u>Registration</u>	<u>April 2017</u>
Children	312
Adult	184
TOTAL	496

<u>Circulation</u>	<u>April 2017</u>
Adult/YA books, English & foreign	5,784
Children's books, English & foreign	11,051
Pamphlets, periodicals, non-book	5,466
TOTAL	22,301

Number of periodical requests	209
Number of ILL loans from other libs.	20
Number of ILL loans to other libs.	27

<u>Number of library-sponsored programs</u>	<u>Number</u>	<u>Number FYTD</u>	<u>Attendance</u>	<u>Attendance FYTD</u>
Pre-school (up to K)	4	125	137	1,048
Shool age (K to 14 years)	14	142	482	1,930
Young Adult (12-18 years)	6	38	30	117
Adult (19 years and older)	13	135	717	1,288
Homework Center (Opened 9-1-2010)	17	151	338	4,148
TOTAL	54	505	1,704	6,270

COLONIA LIBRARY

<u>Registration</u>	<u>April 2017</u>
Children	3
Adult	1
TOTAL	4

<u>Circulation</u>	<u>April 2017</u>
Adult/YA books, English & foreign	96
Children's books, English & foreign	280
Pamphlets, periodicals, non-book	96
TOTAL	472

<u>Number of library-sponsored programs</u>	<u>Number</u>	<u>Number FYTD</u>	<u>Attendance</u>	<u>Attendance FYTD</u>
Pre-school (up to K)	9	108	180	2,075
Shool age (K to 14 years)	2	11	68	559
Young Adult (12-18 years)	1	11	12	132
TOTAL	12	130	260	2,766

SOUTH OXNARD BRANCH LIBRARY

<u>Registration</u>	<u>April 2017</u>
Children	111
Adult	86
TOTAL	197

<u>Circulation</u>	<u>April 2017</u>
Adult/YA books, English & foreign	1,282
Children's books, English & foreign	5,278
Pamphlets, periodicals, non-book	1,040
TOTAL	7,600

<u>Number of library-sponsored programs</u>	<u>Number</u>	<u>Number FYTD</u>	<u>Attendance</u>	<u>Attendance FYTD</u>
Pre-school (up to K)	10	265	242	1,218
Shool age (K to 14 years)	3	83	106	665
Young Adult (12-18 years)	13	117	158	552
Adult (19 years and older)	10	60	111	161
Technical assistance	372	2,914	-	0
Homework Center (Opened 9-1-2010)	14	102	306	2,087
TOTAL	422	2,210	923	4,683

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	213	213		78		135	36.62
DEPT 54	LIBRARY SERVICES	6,835	6,835	128	1,981		4,854	28.98
DIV 01	COMMUNITY OUTREACH	73,868	73,868		7,405		66,463	10.02
51-7313	PHOTOCOPY FEES							
54-7351	RENTAL OF FACILITIES							
81-7523	MISCELLANEOUS REVENUES							
		80,916	80,916	128	9,464		71,452	11.70
		80,916	80,916	128	9,464		71,452	11.70
*	COMMUNITY OUTREACH							

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	4,501	36,737		23,263	61.23
57-7432 DOCUMENT PROCESSING FEES	93,000	93,000	6,095	44,298		48,702	47.63
81-7519 OTHER REIMBURSEMENTS	4,182	4,182	414	3,103		1,079	74.20
81-7532 SALE OF PHOTOGRAPHIES	5,760	5,760	375	575		5,185	9.98
	162,942	162,942	11,385	84,713		78,229	51.99
	162,942	162,942	11,385	84,713		78,229	51.99
* LIBRARY CIRCULATION SERVI							

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	979	9,071		4,189	68.41
	13,754	13,754	979	9,292		4,462	67.56
* LIBRARY-INFO/REFER.SERVIC	13,754	13,754	979	9,292		4,462	67.56

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	1,742	16,764		6,981	70.60
81-7517 INTERNET REVENUES	12,469	12,469	657	4,996		7,473	40.07
81-7519 OTHER REIMBURSEMENTS	11,126	11,126	561	14,858		3,732-	133.54
	47,340	47,340	2,960	36,618		10,722	77.35
* LIBRARY BRANCH SERV.DIV.	47,340	47,340	2,960	36,618		10,722	77.35
** LIBRARY SERVICES	304,952	304,952	15,452	140,087		164,865	45.94
*** GENERAL FUND	304,952	304,952	15,452	140,087		164,865	45.94

MONTHLY EXPENDITURE REPORT
 AT PERIOD END 09/2017
 75 % OF YEAR LAPSED

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	31,659	167,510		60,506	73.46
05-8002	DIRECT LABOR-TEMPORARY	0	0		258		258-	
05-8021	AUTO ALLOWANCE	0	0		1,696		1,696-	
05-8040	PARS	28,753	28,753	323	14,869		13,884	51.71
05-8041	EMPLOYEE BENEFITS	52,012	52,012	2,413	38,591		13,421	74.20
05-8042	WORKER'S COMP INSURANCE	6,200	6,200	6,743	2,877		3,323	46.40
05-8043	PERS	58,222	58,222	6,564	38,478		19,744	66.09
05-8044	WORKER'S COMP/SAFETY	1,200	1,200	210	1,111		89	92.58
05-8048	PEMCA-RETIREE	20,298	20,298	1,771	13,626		6,672	67.13
05-8099	VACANCY SAVINGS	22,182-	22,182-				22,182-	
	PERSONNEL SERVICES	372,519	372,519	50,226	279,016		93,503	74.90
	OPERATING							
05-8102	SUPPLIES - OFFICE	11,884	11,884	4,498	8,698		3,186	73.19
05-8209	SVCS-OTHER PROF/CONTRACT	0	0	12	24		24-	
05-8343	TRAINING/WORKSHOPS/MTNGS	0	6,000	220	364		5,636	6.07
05-8357	MEMBERSHIPS-OTHER	8,204	8,204	424	424		7,780	5.17
05-8402	PHOTOCOPY CHARGES	3,886	3,886		2,210		1,676	56.87
	OPERATING							
	FIXED CHARGES/DEBT SERVIC	23,974	29,974	5,154	11,720		18,254	39.10
05-8522	DATA PROCESSING CHGS/OPER	8,600	8,600	717	6,450		2,150	75.00
05-8523	DATA PROCESSING CHGS-WPC	744	744	62	558		186	75.00
05-8525	LIABILITY INSURANCE CHGS	2,600	2,600	217	1,950		650	75.00
05-8526	FIRE & PROPERTY INSURANCE	175,632	175,632	14,636	131,724		43,908	75.00
05-8535	FACILITY CHG-MAINTENANCE	65,756	65,756	5,480	49,317		16,439	75.00
	FIXED CHARGES/DEBT SERVIC							
		253,332	253,332	21,112	189,999		63,333	75.00
	COMMUNITY OUTREACH	649,825	655,825	76,492	480,735		175,090	73.30
*								

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	34,232	224,372		120,127	65.13
05-8002	DIRECT LABOR-TEMPORARY	224,068	224,068	18,891	122,409		101,659	54.63
05-8040	PARS	59,046	59,046	5,570	37,111		21,935	62.85
05-8041	EMPLOYEE BENEFITS	145,144	145,144	11,203	93,735		51,409	64.58
05-8042	WORKER'S COMP INSURANCE	17,900	17,900	923	6,012		11,888	33.59
05-8043	PERS	108,002	108,002	10,563	70,520		37,482	65.30
05-8044	WORKER'S COMP/SAFETY	5,700	5,700	352	2,293		3,407	40.23
05-8099	VACANCY SAVINGS	36,227-	36,227-				36,227-	
	PERSONNEL SERVICES	868,132	868,132	81,734	556,452		311,680	64.10
	OPERATING							
05-8101	POSTAGE	9,800	9,800	512	4,016		5,784	40.98
05-8102	SUPPLIES - OFFICE	0	0	67	67		67-	
05-8109	SUPPLIES - OTHER	4,062	4,062	139	2,598		1,464	63.96
05-8209	SVCs-OTHER PROF/CONTRACT	10,115	10,115	600	600		8,897	5.93
05-8261	UTILITY EXPENSE-ELECTRIC	103,000	103,000	5,301	54,776	618	48,224	53.18
05-8262	UTILITY EXPENSE-GAS	4,746	4,746	981	5,252		506-	110.66
05-8266	UTILITY EXPENSE WSTWTR	2,192	2,192	193	1,695		497	77.33
05-8267	UTILITY EXPENSE-WATER	7,558	7,558	579	5,104		2,454	67.53
05-8301	MTNCE SVC-BUILDING IMPROV	0	0		1,046		1,046-	
05-8303	MAINTENANCE SVC-OFFICE EQ	6,000	0			1,657	1,657-	
05-8343	TRAINING/WORKSHOPS/MTNGS	4,000	4,000	325	2,694		1,306	67.35
05-8439	EQUIP MAINTENANCE CHGS						0	
	OPERATING	151,473	145,473	8,697	77,848	2,275	65,350	53.51
	FIXED CHARGES/DEBT SERVIC							
05-8522	DATA PROCESSING CHGS/OPER	40,000	40,000	3,333	30,000		10,000	75.00
05-8523	DATA PROCESSING CHGS-WPC	735	735	61	551		184	74.97
05-8525	LIABILITY INSURANCE CHGS	6,300	6,300	525	4,725		1,575	75.00
	FIXED CHARGES/DEBT SERVIC	47,035	47,035	3,919	35,276		11,759	75.00
*	LIBRARY CIRCULATION SERVI	1,066,640	1,060,640	94,350	669,576	2,275	388,789	63.13

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	42,586	243,550		128,292	65.50
05-8002	DIRECT LABOR-TEMPORARY	38,929	38,929	2,826	20,763		18,166	53.34
05-8003	OVERTIME	0	0	125-			0	
05-8040	PARS	46,314	46,314	4,400	27,874		18,440	60.18
05-8041	EMPLOYEE BENEFITS	97,982	97,982	11,147	63,723		34,259	65.04
05-8042	WORKER'S COMP INSURANCE	10,000	10,000	1,780	4,450		5,550	44.50
05-8043	PERS	85,559	85,559	9,315	54,600		30,959	63.82
05-8044	WORKER'S COMP/SAFETY	2,600	2,600	301	1,708		892	65.69
05-8099	VACANCY SAVINGS	36,140-	36,140-				36,140-	
	PERSONNEL SERVICES	613,086	617,086	71,230	416,668		200,418	67.52
	OPERATING							
05-8111	SUBSCRIPTIONS/PUBLICATION	15,212	15,212			7,581	7,631	
05-8112	LIBRARY REF.MATERIALS	181,091	181,091	2,467	84,371	8,206	88,514	46.59
05-8115	DATABASES	21,429	21,429		17,023		4,406	79.44
05-8303	MAINTENANCE SVC-OFFICE EQ	4,655	4,655				4,655	
	OPERATING	222,387	222,387	2,467	101,394	15,787	105,206	45.59
	FIXED CHARGES/DEBT SERVIC							
05-8522	DATA PROCESSING CHGS/OPER	18,000	18,000	1,500	13,500		4,500	75.00
05-8523	DATA PROCESSING CHGS-WPC	734	734	61	551		183	75.07
05-8525	LIABILITY INSURANCE CHGS	3,900	3,900	325	2,925		975	75.00
	FIXED CHARGES/DEBT SERVIC	22,634	22,634	1,886	16,976		5,658	75.00
*	LIBRARY-INFO/REFER.SERVIC	858,107	862,107	75,583	535,038	15,787	311,282	62.06

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	9,693	72,741		72,731	50.00
05-8002	DIRECT LABOR-TEMPORARY	14,262	14,262	1,720	7,677		6,585	53.83
05-8040	PARS	25,079	25,079	1,378	11,269		13,810	44.93
05-8041	EMPLOYEE BENEFITS	45,180	45,180	3,380	25,654		19,526	56.78
05-8042	WORKER'S COMP INSURANCE	6,700	6,700	196	1,381		5,319	20.61
05-8043	PERS	37,152	37,152	2,321	17,824		19,328	47.98
05-8044	WORKER'S COMP/SAFETY	1,400	1,400	76	532		2,329	38.00
05-8047	PARS - ERIP	2,329	2,329				15,381	
05-8099	VACANCY SAVINGS	15,381	15,381					
	PERSONNEL SERVICES	262,193	262,193	18,764	137,078		125,115	52.28
	OPERATING							
05-8102	SUPPLIES - OFFICE	0	0	19	19		19	
05-8109	SUPPLIES - OTHER	11,782	11,782	1,173	3,110	1,902	6,770	26.40
05-8209	SVCS-OTHER PROF/CONTRACT	65,993	65,993	7,376	40,507	31,279	5,793	61.38
05-8421	TELEPHONE CHGS-BASIC SVC	27,792	27,792	2,142	12,901		14,891	46.42
05-8425	TELEPHONE CHGS-CELL/PAGER	501	501	33	374		127	74.65
	OPERATING	106,068	106,068	10,743	56,911	33,181	15,976	53.66
	FIXED CHARGES/DEBT SERVIC							
05-8522	DATA PROCESSING CHGS/OPER	9,800	9,800	817	7,350		2,450	75.00
05-8523	DATA PROCESSING CHGS-WPC	753	753	63	565		188	75.03
05-8525	LIABILITY INSURANCE CHGS	2,800	2,800	233	2,100		700	75.00
05-8530	TELEPHONE CHGS/HIPC	43,500	43,500	3,625	32,625		10,875	75.00
	FIXED CHARGES/DEBT SERVIC	56,853	56,853	4,738	42,640		14,213	75.00
*	LIBRARY SUPPORT SERVICES	425,114	425,114	34,245	236,629	33,181	155,304	55.66

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	33,662	214,438		91,828	70.02
05-8002	DIRECT LABOR-TEMPORARY	59,860	59,860	6,017	46,929		12,931	78.40
05-8040	PARS	60,000	60,000	3,967	31,091		28,909	51.82
05-8041	EMPLOYEE BENEFITS	95,000	95,000	10,899	71,309		23,691	75.06
05-8042	WORKER'S COMP INSURANCE	10,300	10,300	683	4,489		5,811	43.58
05-8043	PERS	88,000	88,000	7,841	54,637		33,363	62.09
05-8044	WORKER'S COMP/SAFETY	3,000	3,000	263	1,726		1,274	57.53
05-8099	VACANCY SAVINGS	31,893	31,893				31,893	
	PERSONNEL SERVICES	590,533	590,533	63,332	424,619		165,914	71.90
	OPERATING							
05-8102	SUPPLIES - OFFICE	4,874	4,874	1,136	3,269		1,605	67.07
05-8109	SUPPLIES - OTHER	4,502	4,502				502	
05-8111	SUBSCRIPTIONS/PUBLICATION	4,500	4,500			4,248	252	
05-8112	LIBRARY REF.MATERIALS	40,962	40,962			18,950	11,246	
05-8209	SVCS-OTHER PROF/CONTRACT	68,807	68,807				687	
05-8261	UTILITY EXPENSE-ELECTRIC	68,176	68,176	3,330	10,766		36,698	26.28
05-8262	UTILITY EXPENSE-GAS	708	708	884	31,478		14,28	14.87
05-8266	UTILITY EXPENSE WSTWTR	315	315	24	2,136		46.17	46.17
05-8267	UTILITY EXPENSE-WATER	3,248	3,248	266	2,133		1,428	301.69
05-8305	MAINTENANCE SERV-OTHER EQ	456	456				82	73.97
05-8345	MILEAGE REIMBURSEMENT	366	366		48		1,115	65.67
	OPERATING	124,914	124,914	5,640	50,183	23,198	318	13.11
	FIXED CHARGES/DEBT SERVIC							
05-8522	DATA PROCESSING CHGS/OPER	20,800	20,800	1,733	15,600		5,200	75.00
05-8523	DATA PROCESSING CHGS-WPC	754	754	63	565		189	74.93
05-8525	LIABILITY INSURANCE CHGS	3,800	3,800	317	2,850		950	75.00
05-8530	TELEPHONE CHGS/HIPC	2,300	2,300	192	1,725		575	75.00
05-8535	FACILITY CHG-MAINTENANCE	93,422	93,422	7,785	70,067		23,355	75.00
	FIXED CHARGES/DEBT SERVIC	121,076	121,076	10,090	90,807		30,269	75.00
*	LIBRARY BRANCH SERV.DIV.	836,523	836,523	79,062	565,609	23,198	247,716	67.61
**	LIBRARY SERVICES	3,836,209	3,840,209	359,732	2,487,587	74,441	1,278,181	64.78
***	GENERAL FUND	3,836,209	3,840,209	359,732	2,487,587	74,441	1,278,181	64.78