



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES – REGULAR MEETING AGENDA**

Virtual Meeting

March 10, 2022, at 7:00 p.m.

South Pasadena Library Board of Trustees 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 tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Library Board of Trustees may conduct its meetings remotely and hold them via video conference. Pursuant to such Executive Order, the Trustees may participate remotely and not be physically present. Until further notice and as such Executive Orders remain in effect, public participation may continue via live public comment conducted over ZOOM.

The Library Board of Trustees meeting for March 10, 2022 will be conducted virtually from the Ray Bradbury Conference Room on the Library's 2nd floor at 1100 Oxley Street, South Pasadena.

Members of the public have the option to participate via Zoom using the following link:

**Library Board of Trustees
Zoom Meeting Information
Meeting ID: 892 5352 3747
Passcode: 073797**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or

2. Click on the following unique Zoom meeting link:

<https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na110ZExJeEszaytVZz09>

; or

3. You may listen to the meeting by calling: **669-900-9128** and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:

<https://zoom.us/j/9128123456789>

PUBLIC COMMENTS

The City of South Pasadena strongly encourages your participation. Participants can provide public comment live (in person or via Zoom).

Additionally, Public Comments can be received in writing by emailing to:

lbt@southpasadenaca.gov. Written Public Comments must be submitted by 12 p.m., March 10, 2022 to ensure adequate time to compile and post.

CALL TO ORDER:

President Bianca Richards

ROLL CALL:

Bianca Richards, President, Annie Chang Long, Secretary, Kenneth I. Gross, Trustee, Fred J. Pratt, Trustee, Dean Serwin, Trustee

COUNCIL LIAISON:

Councilmember Diana Mahmud, Council Liaison

STAFF PRESENT:

Cathy Billings, Library Director
Sean Faye, Administrative Secretary

PRESENTATIONS

1. **None**

PUBLIC COMMENTS

2. **Public Comment**

ACTION/DISCUSSION

3. **Review and approve draft minutes of the regular meeting held February 10, 2022**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on February 10, 2022.

4. **Election of Officers and Appointment of Representative to the Friends of the Library**
5. **Proposed Library Hours**
6. **Strategic Planning**

- 7. **Volunteer Recognition Luncheon**
- 8. **Parcel Tax Renewal**
- 9. **Proposed Fiscal Year 2022-2023 Library Budget**
- 10. **Library Operations Update**

COMMUNICATIONS

- 11. **Board President**
- 12. **Board Members**
- 13. **Council Liaison**
- 14. **Friends of the Library Representative**
- 15. **Trustee Liaison to the Friends**
- 16. **Library Director**

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

April 14, 2022	TBA	7:00 p.m.
May 12, 2022	TBA	7:00 p.m.
June 9, 2022	TBA	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: <https://www.southpasadenaca.gov/government/boards-commissions/library-board-of-trustees>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the Library Administrative Office at (626) 403-7330. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. 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).

I declare under penalty of perjury that I posted this notice of agenda 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.

3/7/2022

Date

/s/

Sean Faye

Administrative Secretary



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
February 10, 2022**

CONVENE:

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order, virtually via Zoom, on February 10, 2022 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Annie Chang Long
F.J. Pratt
Bianca Richards

Also Present

Cathy Billings, Library Director
Diana Mahmud, Council Liaison
Sally Kilby, Friends Board Representative
Maida Wong, Public Services Manager
Sean Faye, Administrative Secretary

EXCUSED: Trustee Dean Serwin

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION/DISCUSSION ITEMS:

3. Introduction of New Trustees

[Secretary Annie Chang Long arrived at the Library Board of Trustees meeting, via phone, at 7:05 p.m.]

Kenneth Gross has experience serving on boards and managing funds. He serves on the board of a historic downtown Los Angeles building and the Fremont Centre Theatre. He has also served on the board of The Young Shakespeareans, which introduces Shakespeare to inner city youth. He was president of Temple Beth David in Temple City for seven years. Kenneth has enjoyed the Library's programs in the Community Room and looks forward to sharing his time and developing his interests.

F.J. Pratt has lived in South Pasadena for 23 years. His wife taught first grade at Marengo Elementary School. F.J. has recently retired from a 30 year career as a television writer. Since 2015 he has taught classes in the Cinematic Arts Department at the University of Southern California (USC). He has also been the leader of Boy Scout Troop 7 in South Pasadena. F.J. loves this Library and looks forward to the return of Library programs.

4. Review and approve draft minutes of the regular meeting held January 13, 2022

Motion by Library Board Secretary Annie Chang Long, seconded by Library Board President Bianca Richards, to approve the minutes as written for the regular meeting of the Library Board of Trustees held January 13, 2022.

AYES:	Gross, Long, Pratt, Richards
NOES:	None
ABSENT:	Serwin
ABSTAIN:	None

5. Public Services Programming Overview

Public Services Manager Maida Wong discussed the Library programming in place for 2022. Maida Wong has worked at the Library for 34 years. She began in the Children's Department and now oversees both Children's Services and Adult Services as the Public Services Manager.

Programs are just one part of the array of services the Library provides. Staff are also focused on projects and processes that are fundamental to the provision of modern library services. The staff that plan programs also purchase materials and manage collections, staff the reference desk, maintain the website and our social media presence, produce publicity material, process local history collections, apply for grants and much more. Programming has had to be repeatedly adjusted in terms of public health guidelines and staffing resources.

Past successful programs were reexamined to determine whether they are in keeping with the current plan for programming and the amount of time staff have to devote to programs. Examples include the Eclectic Music Festival, events held for Pride month, Ray Bradbury's birthday in August, the Teen Book Club, National Poetry Month, Teen Advisory Board meetings, the Scary Story Contest, and Storytimes. These were balanced with new programs, such as Coffee Tasting, Memory Lab, Free Comic Book Giveaway Day, and the Library Open House. The Library has also partnered with the Chamber of Commerce to host a job fair and the Arts Crawl, and with the South Pasadena School District for the California Young Reader Medal. Staffing resources are devoted not just to conceiving and planning the programs, but to implementing them, including publicity, contracts, insurance and a myriad of other details.

2022 Adult Programming will include Will Eisner Week in March, the Eclectic Music Festival in April, and a Virtual Author visit with Hazel Newlevant for Pride Month in June. The Memory Lab program will take place during the summer. One City, One Story in the fall will involve a multiple month lead-up of events as the community will be engaged to vote for which book they would like to read. Many events and discussions will be planned around the selected title.

Teen programming will include the Teen Book Club and the Teen Advisory Board.

Children's programming will involve in-person Craft Lab, once it is permitted, bookmark contests, Story Times three times a week, and the Summer Reading Program.

There was a discussion about bringing back the Be Kind to Animals program. This has been a very popular program with the community. In the past, the Library has hosted the event in the Community Room and worked with the Animal Commission to publicize the contest and collect the artwork. Staff committed to looking into being involved in Be Kind to Animals this spring. Councilmember Diana Mahmud will discuss this with the City Manager.

[Secretary Annie Chang Long very briefly left the meeting and rejoined via Zoom, at 7:31 p.m.]

6. Board of Trustees Agenda Forecast

Upcoming Discussion Items for the 3/10/22 Trustees meeting include selecting the strategic planning consultant and the nominating committee to select the 2022 Library Board slate of officers.

There will be a Discussion Item at the 4/14/22 Trustees meeting regarding the renewal of the Library Parcel Tax and its terms. Staff will prepare a report with recommendations and seek direction from the Board. The Board's recommendation will be presented to the City Council. Trustees play an educational role to inform the public about the Library. Trustees and staff are not allowed to conduct any advocacy. The Parcel Tax has come up for renewal every five or so years. This year staff intend to propose that the tax be renewed in perpetuity, unless repealed by the voters.

Adopting the 2023-2028 Strategic Plan is expected to take place at the 7/14/22 Trustees meeting.

7. Parcel Tax Renewal Campaign Committee

During the 2015/2016 renewal of the Parcel Tax, the City Attorney at that time had warned of a potential conflict of interest if more than two Trustees served on the Parcel Tax committee. Two Trustees did serve on that committee, although the preference had been for none to serve. The current City Attorney is reviewing this recommendation.

The City Clerk provided guidance from the Fair Political Practices Commission (FPPC). A Trustee can serve as the principal officer of the committee and sign FPPC forms, unless the municipality states otherwise. It was not advisable for a Trustee to be in a position to sign checks. The City Clerk is awaiting a reply from the Secretary of State regarding whether a Trustee can author a position statement for the ballot.

Trustees are allowed to volunteer without serving on the committee. This will be a Discussion Item at the 3/10/22 Trustees meeting.

8. City Strategic Plan

The Strategic Plan is available on the City's website. There is a movement to change the annual work plan and annual reporting cycle from calendar year to fiscal year.

Parts of the strategic plan that relate most closely to the library were reviewed. The only part of the strategic plan that specifically mentions the library is Task 1.e., which is to renew the parcel tax. President Richards noted that Task 3.d., related to emergency preparedness, is closely connected to the library given that the building is a central resource for the community and is contracted to be used as a Red Cross shelter. It was noted that Task 4.e., related to the City's Capital Improvement Program, involves the Library, and that the library building would be part of the City's forthcoming assessment of facilities.

Task 6.c. is related to updating policies. One of the Library Board's main responsibilities is to set Library administrative policies. Many policies are out of date. The review and update of policies will remain on the Board's work plan.

Task 6.b. involves centralizing grants and contracts management. This will be a benefit to the Library. The City's Grants Analyst will centralize the process and procedures for grant applications. Library staff seek out opportunities for grants in coordination with the grants analyst in the Management Services department.

Task 6.f. is to review all boards and commissions. There will be a special study session with the City Council on 2/23/22 to discuss City Boards and Commissions. There aren't any expected changes for the Library Board of Trustees.

The City's IT Master Plan should include the Library's IT needs, such as Radio Frequency Identification (RFID) to manage the Library's collection and prevent theft. This relates to task 6.d. which is to improve technology.

The Board was encouraged to review the City Strategic Plan to become familiar with the City Council's priorities for the next five years.

9. Adopt Urban Libraries Council Statement on Race and Social Equity

Public Libraries are very focused on issues of diversity, equity, and inclusion, and are reviewing their collections, programs and policies through this lens to make sure that services are open and equal for all. The South Pasadena Public Library eliminated overdue fines to make access to its services more equitable.

Library Director Billings requested the South Pasadena Public Library sign on to the Urban Libraries Council Statement on Race and Social Equity. Signing on can demonstrate the Library's efforts towards becoming more inclusive. The County of Los Angeles Public Library, Los Angeles Public Library, Santa Monica Public Library, Pasadena Public Library, and hundreds of other libraries across the country have signed on to this statement.

The Library has launched its own Diversity, Equity, and Inclusion (DEI) webpage to provide resources to the public and inform them of the Library's efforts. The current wording of the Library's DEI statement can be revisited at a future meeting. Public Services Manager Maida Wong is working on a grant to the Pasadena Tournament of Roses Foundation for the funding to conduct an analysis of the Library's collection to identify any gaps in representation.

Motion by Library Board Trustee Kenneth Gross, seconded by Library Board Secretary Annie Chang Long, to approve the South Pasadena Public Library to sign on to the Urban Libraries Council Statement on Race and Social Equity.

AYES:	Gross, Long, Pratt, Richards
NOES:	None
ABSENT:	Serwin
ABSTAIN:	None

10. Volunteer Recognition Event

Every year the Board of Trustees host an event to honor the Library's many volunteers. The assignment of duties for the Board will be a Discussion Item at the 3/10/22 Trustees meeting.

Thursday, April 7, 2022 was selected as the date to host a mid-morning tea. South Pasadena historian Rick Thomas will be asked to speak about the Busch Gardens and Solar Motor Company historical collections the Library purchased from him.

11. Library Operations Update

There was a follow-up to a question posed at the 1/13/22 Trustees meeting regarding why FICA-Medicare was reported as being 74% expended so early in the fiscal year. The Finance Department realized a mistake had been made in the budget. This line item will be increased as part of the mid-year budget review. The amount spent has been on track.

Offers have been made to two people to fill vacant Library Aide positions. They are in the process of getting background checks. Another Aide has resigned due to a family health issue, and a candidate will be pulled from the Aide eligibility list to fill that position. Clerk interviews, which are a promotional opportunity, will take place next week. As soon as those promotions are processed, another Aide recruitment will need to be opened to fill the vacancies created by the promotions. Offers have been made to two candidates for the Weekend-In-Charge Librarian position. Four new Substitute Librarians have started training this month.

Starting in March, Community Services will use the Community Room for Senior Yoga and Tai-Chi three mornings a week.

In-person programming is suspended until the end of February. Take and Make craft kits have been given away every Thursday this month. The bookmark design contest is underway.

In-person Story Times will resume outdoors in March. The Community Room will serve as a back-up space for inclement weather.

The Eclectic Music Festival is scheduled for 4/30/22. The line-up for the Carnegie Stage is being developed. It will be held outdoors in front the Community Room. The USC Kazan Taiko drumming group is available and the South Pasadena High School (SPHS) jazz band has been contacted to take the second shift. The Other Mother Brother Band, a modern bluegrass group, may be the headliner.

Though we tried, we did not get a SPHS intern to assist in digitizing old photographs discovered by the School District. The Memory Lab intern may work on the project.

Local History Librarian Olivia Radbill received a grant for \$12,201 for Memory Lab. This will provide equipment for the public to digitize their analog memories, such as audio cassettes, VHS cassettes, slides, and photos. A staff report will be brought to the 3/2/22 City Council meeting to authorize the acceptance of the award and the execution of the agreement.

The funds for the Building Forward Infrastructure grant will be split into two rounds. The Library will not be ready to apply for the first round (applications due March 21) and would plan to apply for the second round, which would take place in one year. At that point it will be known what matching funds the City will be able to provide.

12. Appointment of a Committee to Participate in Strategic Planning Consultant Selection

President Bianca Richards and Secretary Annie Chang Long will serve on the ad hoc committee to participate in the Strategic Planning consultant selection.

COMMUNICATIONS:

13. Board President (Bianca Richards): President Bianca Richards welcomed the new Trustees to the Board.

14. Board Members: Secretary Annie Chang Long also welcomed the new Trustees.

Trustee Kenneth Gross looks forward to getting more involved the Library Board of Trustees.

Trustee F.J. Pratt is also looking forward to getting acquainted with the Board and see where he can contribute.

15. Council Liaison (Councilmember Diana Mahmud): Councilmember Mahmud was pleased that the Library took the initiative to post the DEI statement on the City’s website. A resolution was passed last week that acknowledged and apologized for the City’s history as a Sundown Town. Affirmative action was pledged to address DEI issues.

Staffing is a perennial issue that is affecting regions across the country. Councilmember Mahmud offered her support.

It was suggested that service hours be offered to SPHS students to assist the digitization project for the School District.

Councilmember Mahmud welcomed the new Trustees to the Board.

16. Friends of the Library Representative (Friends Communications Sally Kilby): Friends Representative Sally Kilby welcomed the new Trustees and expressed gratitude to have Councilmember Mahmud remain as the Board’s Council Liaison.

17. Trustee Liaison to Friends: A Trustee Liaison to the Friends will be designated once the Board officers are elected at the 3/10/22 Trustees meeting. Trustee Dean Serwin had attended the last Friends meeting. Meeting times are likely to change to accommodate Friends Board members’ work schedules.

18. Library Director (Cathy Billings): Director Billings also welcomed the new Trustees and made herself available to any questions they may have.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, March 10, 2022 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on February 10, 2022 at 8:32 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date

ITEM 5

PROPOSED LIBRARY HOURS**Current Hours**

38 hours per week, 6 days per week

Day	Open	Close	Hours
Monday	1	7	6
Tuesday	1	7	6
Wednesday	1	7	6
Thursday	1	7	6
Friday	10	5	7
Saturday	10	5	7
Sunday			
			38

Pre-pandemic Hours

57 hours per week, 7 days per week

Day	Open	Close	Hours
Monday	10	6	8
Tuesday	11	9	10
Wednesday	11	9	10
Thursday	11	9	10
Friday	10	6	8
Saturday	10	5	7
Sunday	1	5	4
			57

Proposed Hours

58 hours per week, 7 days per week

Day	Open	Close	Hours
Monday	10	6	8
Tuesday	10	8	10
Wednesday	10	8	10
Thursday	10	8	10
Friday	10	6	8
Saturday	10	6	8
Sunday	1	5	4
			58

Other Libraries' Hours**San Marino**

62 hours per week, 7 days per week

Day	Open	Close	Hours
Monday	10	9	11
Tuesday	10	9	11
Wednesday	10	9	11
Thursday	10	9	11
Friday	10	5	7
Saturday	10	5	7
Sunday	1	5	4
			62

Alhambra

54 hours per week, 7 days per week

Day	Open	Close	Hours
Monday	11	8	9
Tuesday	11	8	9
Wednesday	11	8	9
Thursday	11	8	9
Friday	10	5	7
Saturday	10	5	7
Sunday	1	5	4
			54

VOLUNTEER RECOGNITION EVENT

Purpose: To honor the contributions made by our library volunteers; to express the appreciation of the Board of Trustees; to provide a social opportunity where volunteers may become better acquainted.

Duties to be Assigned

Lead-Up

_____ Place Orders for pastries (Union Bakery, Berry Opera, Heirloom Bakery)

_____staff _____ Purchase napkins, cold cups, cocktail plates, pastry to-go bags

_____staff _____ Purchase coffee, tea bags, sugar, stir sticks, etc.

_____staff _____ Design program

_____staff _____ Order giveaways

Day Before

_____ Purchase table decorations

_____ Set-up – chairs, tablecloths, table decorations

_____ Purchase juice, cream

Day Of

_____staff _____ Make coffee/hot water

_____ Pick-up pastries

_____ Put pastries out

_____ Greet/welcome guests

Account Number	Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Unaudited	Budgeted	Proposed 2022/23
				2017/18	2018/19	2019/20	2020/21	2020/21	2021/22	
101-8010-8011-7000-000	7000	000	Salaries - Permanent	662,096	610,377	599,212	687,939	707,712	750,432	
101-8010-8011-7010-000	7010	000	Salaries - Temp / Part	308,437	290,259	240,771	196,000	250,634	364,000	345,000
101-8010-8011-7020-000	7020	000	Overtime	1,261	76	147	1,500	155	-	-
101-8010-8011-7040-000	7040	000	Holiday	507	-	12,789	500	23,432	-	-
101-8010-8011-7070-000	7070	000	Leave Buyback	8,581	7,491	17,016	10,000	-	12,308	
101-8010-8011-7100-000	7100	000	Retirement	154,902	179,768	226,060	177,175	190,818	242,704	
101-8010-8011-7108-000	7108	000	Deferred Compensation	1,199	2,401	1,422	1,359	31,618	1,387	
101-8010-8011-7110-000	7110	000	Workers Compensation	-	4,735	10,480	12,508	11,479	13,883	
101-8010-8011-7120-000	7120	000	Disability Insurance	1,142	-	-	-	-	-	
101-8010-8011-7122-000	7122	000	Unemployment Insurance	7	-	1,055	-	1,029	-	
101-8010-8011-7130-000	7130	000	Group Health Insurance	77,862	79,325	74,545	90,360	84,889	101,530	
101-8010-8011-7140-000	7140	000	Vision Insurance	1,854	1,619	1,460	2,400	1,610	2,160	
101-8010-8011-7150-000	7150	000	Dental Insurance	6,045	5,290	5,454	9,000	6,022	8,100	
101-8010-8011-7160-000	7160	000	Life Insurance	800	702	788	990	899	891	
101-8010-8011-7170-000	7170	000	FICA - Medicare	26,665	24,985	22,660	25,000	24,892	10,881	
			<WAGES & BENEFITS>	1,276,561	1,207,029	1,213,859	1,214,731	1,335,189	1,508,276	
101-8010-8011-8000-000	8000	000	Office Supplies	11,029	9,193	5,359	7,500	6,359	7,500	6,500
101-8010-8011-8010-000	8010	000	Postage	3,544	2,446	1,820	2,000	1,738	2,000	1,500
101-8010-8011-8020-000	8020	000	Special Department Expense	25,670	31,417	20,681	21,000	15,160	21,000	20,000
101-8010-8011-8030-000	8030	000	Library Periodicals	14,874	12,318	10,604	7,300	6,715	7,000	7,000
101-8010-8011-8031-000	8031	000	Digital Resources	39,852	30,993	29,292	22,000	20,619	22,000	20,000
101-8010-8011-8040-000	8040	000	Advertising	2,981	3,380	1,076	1,200	1,287	1,200	1,000
101-8010-8011-8050-000	8050	000	Printing/Duplicating	4,139	4,418	1,963	3,000	1,480	4,000	3,500
101-8010-8011-8060-000	8060	000	Dues & Memberships	1,990	2,002	4,104	5,000	4,060	4,500	4,200
101-8010-8011-8070-000	8070	000	Mileage/Auto Allowance	131	56	117	200	-	100	100
101-8010-8011-8080-000	8080	000	Books/DVDs/CDs	133,491	110,564	95,474	82,000	70,843	90,000	105,000
101-8010-8011-8083-000	8083	000	E-Books	-	9,988	35,393	30,000	33,288	30,000	35,000
101-8010-8011-8085-000	8085	000	City-wide Reading Program	-	-	-	-	-	-	1,000
101-8010-8011-8090-000	8090	000	Conference & Meeting Expense	913	1,911	200	-	-	2,000	2,000
101-8010-8011-8110-000	8110	000	Equipment Maintenance	4,763	4,192	2,789	4,000	405	3,500	3,000
101-8010-8011-8120-000	8120	000	Building Maintenance	15,669	12,979	9,469	28,000	24,552	11,650	9,000
101-8010-8011-8140-000	8140	000	Utilities	34,479	33,541	-	-	-	-	-
101-8010-8011-8151-000	8151	000	CENIC WiFi Expenses	16,333	11,258	6,218	18,000	5,646	11,960	11,500
101-8010-8011-8155-000	8155	000	Rental/Lease	305	-	-	-	-	-	-
101-8010-8011-8170-000	8170	000	Professional Services	7,640	10,622	4,375	6,500	2,625	27,000	15,000
101-8010-8011-8180-000	8180	000	Contract Services	59,238	85,600	81,432	82,000	51,941	72,000	72,000
101-8010-8011-8200-000	8200	000	Training Expense	1,825	-	-	1,500	1,820	1,500	1,500
101-8010-8011-8257-000	8257	000	Boards & Commissions	2,933	2,500	348	750	200	1,000	1,500
			<OPERATIONS & MAINTENANCE>	381,796	379,377	310,714	321,950	248,738	319,910	320,300
101-8010-8011-8500-000	8500	000	Building & Improvements	-	-	-	15,825	15,962	16,500	18,400
101-8010-8011-8520-000	8520	000	Machinery & Equipment	46,375	-	695	12,000	4,151	3,000	12,000
101-8010-8011-8521-000	8521	000	Mach. & Equip. - Library Ops. Study	12,349	77,341	-	3,150	3,150	-	-
101-8010-8011-8530-000	8530	000	Computer Equipment	19,740	8,628	417	525	1,179	2,000	2,000
			<CAPITAL OUTLAY>	78,463	85,969	1,112	31,500	24,442	21,500	32,400
			[101-8011] Library Total	1,736,821	1,672,375	1,525,685	1,568,181	1,608,369	1,849,686	