

Brooks Free Library Board of Trustees
Wed. October 5, 2022 at 7pm
739 Main St., Harwich MA 02645

1. Call to Order/Attendance
2. Vote to Approve Minutes of Sept 7, 2022 Trustees Meeting
3. Public Comment
4. Reports:
 - A. Chair
 - B. Library Director
 - C. Assistant Director
 - D. Review of Other Staff Reports or Information in Meeting Packet
 - E. Building & Grounds Committee
 - F. Liaison from Board of Selectmen
5. Correspondence
 - A. Email Response from Assistant Town Administrator to Trustees re Roof Project
6. Old Business
 - A. Status of Realignment of Positions - discussion and possible vote
 - B. Recruitment Process for Assistant Library Director - discussion and possible vote
7. New Business
 - A. Reconsideration of Funding Request for Roof Project
 - B. Vote to Accept Monetary Donations
 - C. Draft Report for Trustees Annual Meeting with Select Board - discussion and possible vote
 - D. National Friends of Libraries Week - discussion and possible vote
 - E. Potential Loan of Brewster Elder Chairs - discussion (no vote anticipated)
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Special Town Meeting - Tues. October 18, 2022 - 6 pm
 - B. Trustees Annual Meeting with Select Board - Oct. 24, 2022 - 6 pm
 - C. Library Board of Trustees – Wed., Nov. 2, 2022 - 7 pm
 - D. Library Board of Trustees – Wed., Dec. 7, 2022 - 7 pm

Authorized posting officer

Virginia A. Hewitt

Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town for posting. The full packet for the meeting will be posted on the Town website, www.harwich-ma.gov/brooks-free-library-board-of-trustees, and Library website, www.brooksfreelibrary.org/brooks-free-library-board-of-trustees on the Friday preceding the meeting.

** Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New*

Business." If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreelibrary@clamsnet.org.

Brooks Free Library Board of Trustees
Wed. September 7, 2022 at 7pm
739 Main St., Harwich MA 02645

DRAFT MINUTES

1. Call to Order/Attendance Chair called the meeting to order at 7:01 pm. Present were L. Cebula, K. Remillard, B. Waystack, J. Brown and J. McCarty. W. Crowell arrived at 7:09 pm during the Youth Services Update. J. Wheeler was absent. Library Director Hewitt, Assistant Director Milan, and Youth Services Ann Carpenter were also present.
2. Vote to Approve Minutes of August 3, 2022 Trustees Meeting
Motion: B.Waystack Second: J. McCarty Passed unanimously.
3. Public Comment- none
4. Youth Services Librarian Ann Carpenter - Wrap-up of Summer Reading Program and Plans for Upcoming School Year: Youth Services Librarian A. Carpenter reported that attendance at this year's special summer programs was back to pre pandemic normal. Program attendance outpaced Summer 2019 numbers and was in line with 3 year average of pre-pandemic normal attendance. Carpenter noted that storytime attendance was likely a main driver of 2022 attendance. She also expressed her sincere thanks to the friends of Brooks free Library for their financial support of the summer programs. In terms of participation in the summer reading program, Carpenter noted a slight decline this year. Lastly, Carpenter provided an update on plans for school year programming which include two storytimes, preschool projects, homeschool groups, escape room at middle school, school visits, and middle school makers. Carpenter also noted that the elimination of the "Express bus" may impact attendance at afterschool programs.
5. Reports:
 - A. Chair - none
 - B. Library Director- In addition to her written report, Hewitt reported the passing of Myrna Crowley, a long time Brooks employee and volunteer. Hewitt also provided an update from Town Administration on the DPW project to replace the Library's roof noting that a shortfall in funding which resulted from the revision of a bid might delay the project stating that she was asked to relay a request to the Trustees to see if they could provide any additional funding. The Board discussed the shortfall, bid process and potential funding sources to close the gap. Board members discussed a letter to the Town Administration outlining concerns and seeking legal opinion on next steps.
 - C. Assistant Director - In addition to the written report, Milan discussed the challenges presented by the current, ongoing vacancies.
 - D. Review of Other Staff Reports or Information in Meeting Packet
 - E. Building & Grounds Committee- none
 - F. Liaison from Board of Selectmen- none

6. Correspondence - The Chair reported receipt of correspondence related to National Friends of the Library week which is slated for October and discussed a possible proclamation which will be drafted and shared at the October meeting.

7. Old Business

A. Update on potential changes to organizational structure- The Board discussed potential changes to the organizational structure to align with current practices. The Board reviewed a classification report prepared by the Library Director and concurred with the recommendations. After Hewitt prepares a draft job description, the Chair will meet with the Town Administrator to present findings and create an implementation plan. Plan will be presented in final form to the Trustees and Select Board for approval at a future meeting.

Motion to authorize the Chair to submit a packet substantially similar to the draft packet review at the Sept 7th meeting regarding proposal for the new position of Deputy Director to the TA. (Amended by W. Crowell)

Motion: J. Brown Second: J. McCarty Passed Unanimously.

Motion to authorize library director put forth in the payroll the payments for vacation and sick leave buy back as outlined in the personnel action signed by the town administrator on 9/2/22 for the employee who is reducing hours.

Motion: J. McCarty Second J. Brown Passed unanimously.

8. New Business

A. Vote to Accept Monetary Donations- Motion to accept \$1241 to the Gift account as documented as follows: \$50 from thomas Dolan, \$641 from the Sitkin Family/Cornell University, \$50 from PATrick and Mary jhegarty in memory of Sarah McAllister and \$500 from E. Lee Drinane in memory of Sarah McAllister.

Motion: J. Brown Second: B. Waystack Passed unanimously.

B. Review of Library Director's Submission of Preliminary Information on FY24 Budget, Potential Articles and Capital Plan Projects- Hewitt reviewed the submission for the FY24 Capital Plan which included the replacement of the library air conditioning. Hewitt also noted that the Interior Modifications project was not resubmitted. The Board discussed options for the continued postponement of that project and the strong consensus was that the project needed to remain on the Capital Plan and that it should be submitted for FY27 and FY28.

9. Trustee Reports and Requests for Next Meeting's Agenda - Treasurer Crowell noted receipt of an email from Rockland Trust to provide a brief (10 minute) update of the status of Library Trust Funds at an upcoming meeting.

10. Upcoming Meetings/Events

A. Library Board of Trustees – Wed., October 5, 2022 - 7 pm

B. Special Town Meeting - Tues. October 18, 2022 - 6 pm

C. Library Board of Trustees – Wed., November 2, 2022 - 7 pm

There being no further business, the Chair called for a motion to adjourn. The meeting was adjourned at 9:01 pm.

Motion: J. McCarty Second: B. Waystack Passed unanimously.

Respectfully Submitted,

Emily Milan

((((INCLUDE the PACKET for DEPUTY DIRECTOR)))

Library Director's Report to the
Brooks Free Library Board of Trustees
for the October 5, 2022 meeting

9.29.22

ADMINISTRATIVE

Trustees' Annual with the Select Board

Your annual meeting with the Select Board has been scheduled for Oct. 24th. The Chair has prepared a draft report, which is included in your packet.

New Town email account

The Trustees now have a new email account with the Town, with the address librarytrustees@town.harwich.ma.us. The Trustee portion of the Town website and the Library website has been updated to include this email address.

Friends of Brooks Free Library

I am currently preparing a nomination for the Friends of Brooks Free Library for the Mass. Friends of Libraries' Alice Welch Award. This annual award recognizes Friend's groups that demonstrate the attributes of commitment, enthusiasm, the spirit of cooperation, dedicated involvement of members and willingness to contribute while providing on-going support for the Library. Our Friends' group remains active and vital, where many such groups in the town and at other libraries, have greatly diminished their activities, membership and support or even ceased to exist. Many of our Friends group are involved in the labor-intensive activity of accepting donations and managing both the on-going book sale shelves in the lobby as well as manning the Book Sale Room and stocking it's shelves. The Books on Wheels homebound delivery service is still going strong, delivering and picking up books to residents who cannot come into the library independently. The Friends also provide on-going support for the VITAL program, our Summer Reading Program performances and presenters and the First Sunday program series. All of these activities make such a difference in the lives of community members, so it would be wonderful if their efforts could be recognized by winning this award.

Vacation

I'll be on vacation for a week and a half, from Wed. Oct. 19th through Friday Oct. 28th.

PERSONNEL

Resignation of Assistant Director

Assistant Director Emily Milan has accepted the Library Media Specialist position at Monomoy Regional Middle School. This is sad news for the Library and for our patrons, but a wonderful opportunity for Emily to explore a different aspect of

librarianship. She will excel in that role, as she did here, and the students, teachers and MRMS community will benefit from her knowledge, skill and enthusiasm for learning.

Status of Realignment of Positions

Background:

- As approved by Town Administration and discussed at your last meeting we plan to consolidate the Library's one part-time position that has benefits with other vacant part-time positions to create a full-time Staff Librarian to manage the Circulation function, achieving a critical objective within existing funding.
- This action depends on the incumbent of the 24.5 hours/week benefited position voluntarily reducing her hours below 20 hours per week. She was interested in doing this so a personnel action was submitted and signed on Sept. 2 with an effective date of Sept. 30th.
- At the time of your Sept. 7th meeting, however, we were receiving conflicting information on whether the reduction in hours could occur as listed on the personnel action due to disputes between offices over payments for unused leave, longevity and related issues. The Trustees voted the reduction in hours should be implemented as documented on the previously approved and signed personnel action.

Since your Sept. 7 meeting:

- We were informed the signed personnel action was now considered voided.
- The employee was given several options of how the reduction in hours could be handled but they lacked details.. On Sept. 16th the employee submitted a written request asking for the specifics on each option so she could make an informed decision.
- A response was received on Sept. 28th which contained different options. Further clarification was needed, which was provided today (Sept. 29th.) The employee will now make a decision on whether to reduce her hours and which option to follow, and we will agree on an effective date.
- We can then post internally for the many vacant Senior Library Technician hours and the new Staff Librarian. If there are no qualified internal applicants we can then recruit from the outside.

Establishment of new management position

- I have not yet completed the draft job description so no action has been taken since your last meeting. The request has not been submitted to the Town Administrator.

- I have not yet had time to reassess how the pending vacancy in the Assistant Director position affects this effort.

FINANCIAL

State Aid Report

- I am currently preparing the State Aid Financial Report for FY22, due Oct. 7th.
- This is one of two annual reports to the Mass. Board of Library Commissioners (MBLC), required for the Town to be eligible for state certification and the State Aid to Libraries award.
- The Chase and Harwich Port libraries will file their financial reports with the MBLC by October 7th and provide me with a copy of their submission.
- I'll prepare the Compiled Financial Report for the Town of Harwich, due Oct. 14th.

FY24 Budget and FY24-FY28 Capital Plan Requests

- On Oct. 3rd the Select Board will discuss the Town Administrator's financial forecast, which was prepared utilizing the preliminary budget information submitted by departments in August.
- The Select Board will then draft their annual budget message to be used by departments in preparing their detailed budgets for the next fiscal year.
- The Town has designated March 4, 2023 for the all-day budget hearings.
- We have not yet been scheduled to meet with the Capital Outlay Committee.

FY23 Budget

- A year-to-date spreadsheet for FY23 is included in your packet.

Respectfully submitted,

Virginia Hewitt
Library Director

Assistant Library Director's Report for
October 5, 2022 Board of Trustees Meeting

Written 09.26.22

Lending Key Implementation

Late last month we met with OCLC to review the Lending Key product and discuss implementation. The process is multi-faceted and requires us to submit "product tickets" for each item we want to include in the lending Key collection. To get the ball rolling, we've elected to start by submitting the existing Library of Things items for which we already have all the necessary info readily available. Once those are added and OCLC has handed over the controls to us, we will begin adding the Independent Living Aids collection in their own category. We expect progress to be a bit slow on this project but hope to have access to Lending Key so that we can begin final steps towards implementation sometime later this Fall.

ARIS progress

I was able to complete and submit the Annual Report and Information Statistics on September 16, 2022. Over the course of the last few years we have been implementing changes in our data collection and statistics spreadsheets to accommodate the questions asked on the ARIS. Last year, in anticipation of changes to the programming statistics, we implemented a new program tracking spreadsheet. The use of this new format was extremely helpful in the completion of the ARIS this year and I must express gratitude to my colleagues for utilizing this new method despite its other faults.

Volunteer appreciation

In September we designated a week as volunteer appreciation week and distributed small tokens of our appreciation to the volunteers who help us year-round. While we benefit from their assistance 52 weeks a year we certainly could not make it through our busy summer season without their continued support.

This marks my final report as Assistant Director of the Brooks Free Library. As such, I wish to take this opportunity to thank you for your ongoing support over the course of my time here at Brooks. It has truly been an honor and pleasure to serve this community for the past 15 years. I am grateful for my time and experience here and will remain a Brooks Free Library ambassador in my new position as well.

Respectfully submitted,

*Emily Milan
Assistant Director*

Staff Librarian
October 2022
Report to the Trustees of Brooks Free Library

Technology

Jennifer and I met with our Galepages representative and determined whether we could change our Galepages site to better reflect our patron needs. After our meeting, I was able to restructure the site so it is easier to navigate to our more in-demand databases. One major change is labeling the site Statewide Research and Reference Resources rather than Gale. The resources hosted on the Galepages site are not all Gale resources, including statewide databases, so we wanted to make that distinction clear. I also added our logo, updated the color scheme, and overall made it a more user-friendly site. The link for our Statewide Research and Reference Resources site can be found on our eLibrary page on our website.

Programming

I updated our website and notified staff of our restart of the Book a Librarian service. Book a Librarian is a scheduled 30-minute one-on-one session with a patron that requires more technology help than our drop-in help at the reference desk. Reference staff will determine whether the patron requires an appointment, and I will follow up with the patron and schedule a time to meet. At this time I will be hosting all appointments and we will meet in the VITAL Alcove.

Jennifer and I scheduled a program with the Community Center to discuss technology at the library, and I will be hosting a talk on social media in October.

Collection Development

I purchased 34 ebooks and 20 eAudiobooks. I also ordered 17 Graphic Novels.

I attended a training on OverDrive CPC (Cost Per Circ) and Shelf Talkers on September 22nd. CPC will allow us to set a budget and select titles that allow multiple users to check out simultaneously. Shelf Talkers allows us to create a virtual title recommendation, mention our book groups, and more. This brings our staff picks, highlighted titles, and more virtual!

Future Work

Updating the current library technology inventory and re-evaluating the Graphic Novel collection.

Respectfully submitted,
Jamie Thornton
Staff Librarian

Library Trustees response re need for additional funds for roof project

Meggan Eldredge <meldredge@town.harwich.ma.us>

Tue, Sep 13, 2022 at
2:08 PM

To: Virginia Hewitt <vhewitt@clamsnet.org>, Library Trustees
<librarytrustees@town.harwich.ma.us>

Cc: Joe Powers <jpowers@town.harwich.ma.us>

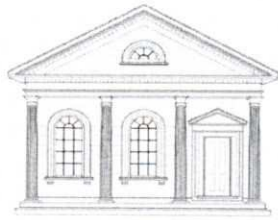
Good morning Ginny and Linda,

Joe provided me with the attached letter from the Library Trustees. I appreciate your concern for transparent and legal procurement processes. There are circumstances when a bid is able to be revised, in this case the bid contained a calculation error which, when corrected, still provided the lowest bid. The remaining 3 bids also exceeded the amount appropriated at Town Meeting, and so additional funding is required regardless of who the bid is awarded to.

At this point the "time for award" has lapsed and we need to re-evaluate the entire process.

Best,

Meggan



Brooks Free Library
Board of Trustees
739 Main St., Harwich MA 02645
phone: 508-430-7562
email: librarytrustees@town.harwich.ma.us

2022 Annual Meeting with Board of Selectmen

List of the Board of Trustees members provided below.

All Trustees are sworn in and all have completed the mandatory testing, with the certificates on file with the Town Clerk. Interest and attendance have been good, and the committee posts agendas and minutes on the Town and Library websites as required as well as the full packet of reports for the Trustees meetings.

First, our librarians led by Virginia Hewitt, have been tireless in their support of our community. Throughout the pandemic and its fallout since 2020, they have continued to provide tremendous service to our residents and community at large.

Brief summary for FY22

- The Library was open its full schedule of hours this year. In-person indoor programming resumed over the fall and winter. This summer was extremely busy, with activity and use of the Library returning to pre-pandemic levels. (See attached page of statistics.)
- Staffing continues to be an issue regarding open positions, lack of applicants is a cape wide issue.
- Reorganization plans for library staff in process – two goals of Board re management structure and operational needs
- The Trustees approved a more effective performance evaluation form for part-time Library Assistants
- The Trustees approval a comprehensive Collection Management Policy, with written selection criteria and a clearly defined procedure for challenges to materials

Still in process from prior year

- Roofing of building bids came in higher than funds available. Administration reports project is on hold until this funding issue can be resolved.
- Facilities Maintenance Article 12 of May 2019 ATM approved \$90,000 for Brooks Free Library sidewalk repair. Status of procurement?

Future Plans

- The replacement of the Integrated Library System (ILS) used by the CLAMS consortium, planned for Feb. 2023, will enhance our ability to serve our patrons. This new ILS is a modern software that integrates our databases for our collections and our patrons. Once we see how this impacts our workflow, we will then be able to start planning for additional interior modifications (approx. in 2 years).

- Potential new positions to be proposed while still being financially responsible to our community.
- High humidity levels in the building are now documented thanks to three-year grant of an environmental monitoring system from the Mass. Board of Library Commissioners. This data shows humidity is consistently well above target levels for sustained periods (the entire summer) and the risk of a mold bloom is high. We will continue to gather and provide data to Facilities and Administration as this may impact the timing of Capital Plan project for air conditioning/air handler replacement.

Committee Charge Since the Trustees are elected, not applicable.

Support requested

The support that is received from the Department of Public Works, specifically Sean Libby, continues to be excellent. His responsiveness and concern for our building is appreciated and valued. Other town staff as needed continue to be valuable in understanding and achieving our objectives.

Respectfully Submitted by the Trustees of Brooks Free Library,

Linda Cebula (Chair)

Bernadette Waystack (Vice Chair)

Kathleen Remillard (Secretary),

William Crowell (Treasurer)

Jeannie Wheeler (Building & Grounds)

Joanne Brown

Joan McCarty

Brooks Free Library Statistics - 20 Year Comparison

	Open Hours	Items Checked Out	Use of Electronic Resources	Total Use of Collection	Inter-library Loans	Items in Collection	Reference Questions	Number of Card-holders
FY03	2078	132869			24363	56833	8955	12094
FY04	2066	145212			29264	55784	11416	11661
FY05	2038	151871			33236	59565	12263	12308
FY06	1848	156630			37849	63041	12126	13108
FY07	1796	169529			44147	66393	13866	13370
FY08	1980	193024			52435	68620	13183	14298
FY09	1970	211719			61304	70454	15035	11936
FY10	1978	225385			65829	72620	15471	12606
FY11	1993	233533	<i>New item in state report for FY15</i>		71517	76093	15626	12702
FY12	2004	235597			70730	81688	15861	12573
FY13	1981	235941			68663	85450	16472	12379
FY14	1940	237565			66801	90739	16656	12511
FY15	1922	237876	24564	262440	62515	93757	16840	13231
FY16	2192	229141	32328	261469	61328	93159	17770	13801
FY17	1931	218229	25028	243257	60831	131973	17738	13831
FY18	2357	223840	25278	249118	55670	138677	18304	13410
FY19	2367	227722	30629	258351	56550	107511	18780	13617
FY20	1669	196445	69206	265651	37989	103803	13146	12810
FY21	371	170589	97869	268458	47139	109704	11941	9897
FY22	2382	238069	274884	512953	39107	123989	12051	9709

	Adult Programs	Adult Program Attendance	Youth Programs	Youth Program Attendance	Children's Programs	Children's Program Attendance	Total Programs	Total Program Attendance
FY03	235	1916	<i>included in Adult count until FY2010</i>		285	8338	520	10254
FY04	341	2592			284	6759	625	9351
FY05	496	2826			249	5939	745	8765
FY06	602	2608			254	7317	856	9925
FY07	396	1065			269	7303	665	8368
FY08	323	2460			286	8306	609	10766
FY09	534	3776			304	7701	838	11477
FY10	575	4047	42	273	317	6541	934	10861
FY11	602	3638	40	244	336	6775	978	10657
FY12	534	4340	30	519	330	7131	894	11990
FY13	701	4121	35	242	283	6357	1019	10720
FY14	572	4396	29	305	305	8493	906	13086
FY15	532	5097	65	348	257	7146	854	12591
FY16	540	4222	92	512	319	7883	951	12617
FY17	567	3482	84	428	561	12814	1212	16724
FY18	551	4046	59	592	668	13589	1278	18227
FY19	620	3786	47	324	584	15376	1251	19486
FY20	361	2240	53	254	562	10882	976	13376
FY21	187	2545	24	653	138	2188	349	5386
FY22	205	1392	16	92	225	10577	446	12061

DRAFT

OPTION A: Letter to the Editor

Dear Editor,

The Brooks Free Library gets by with a little help from our Friends . . . actually, we get by with a lot of help from our Friends! Established in 1974, our Friends of the Library group has given generously over the years to fund children's programming, provide new furniture, contribute funding for new and emerging technology, and help support staff training. In addition, the Friends have rallied countless times to advocate for adequate library funding.

October 17-23, 2021 is the 16th annual National Friends of Libraries Week, and it's the perfect opportunity for the administration and trustees of the Brooks Free Library to give our Friends a big shout out for all they do to make a difference for us every single day.

We know the Friends are always looking for new members and volunteers. They have so much fun while working to make our community better. It's easy to join, just drop by the library or visit the Friends page on our website, www.brooksfreeibrary.org, to locate the application.

Joining the Friends of the Library is a terrific way to make new friends of your own, and give back to our town and make its library even better.

Sincerely,

Linda Cebula, Chair, Brooks Free Library Board of Trustees

Virginia Hewitt, Director, Brooks Free Library

OPTION B: Proclamation

Whereas, Friends of the Brooks Free Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year;

Whereas, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

Whereas, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

Whereas, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Brooks Free Library Board of Trustees proclaims October 17-23, 2021, as Friends of Libraries week in Harwich, Massachusetts and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

OPTION C: Press Release

Harwich, MA (DATE) -- The Brooks FreeLibrary will be spending the week of October 17-23, 2021, celebrating its Friends of the Library group as part of the 16th annual celebration of National Friends of Libraries Week.

The Friends of the Brooks Free Library were established in 1974 and currently over 500 community members contribute annually to the Friends, and nearly 35 of these contributors actively volunteer their time to assist the group with fundraising efforts that include an annual gala and a used book sale held every spring.

"The library has always played such an important role in my life and in my family's life," said Friends president Margaret Smith. "I truly enjoy being able to give something back – and being an active member of this group is fun!"

Other officers of the organization are (add names and office).

"Our library would be much poorer without the Friends," said library director Bill Jones. "The funds they raise definitely put the icing on the cake. I think most patrons would be surprised to learn how many of the services and programs they enjoy are supported by the Friends."

Please contact the library at 508-430-7562 or visit www.brooksfreelibrary.org to learn more about how to become a member of the Friends.

National Friends of Libraries Week is coordinated by United for Libraries, a division of the American Library Association with approximately 4,000 personal and group members representing hundreds of thousands of library supporters. United for Libraries supports those who govern, promote, advocate, and fundraise for libraries, and brings together library trustees, advocates, friends, and foundations into a partnership that creates a powerful force for libraries in the 21st century. For more information, visit www.ala.org/united.

FY23 Budget Balances

Updated 9.29.22

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$376.44	\$3,147.56	11%
Library Materials	\$162,942.00	\$47,242.51	\$115,699.49	29%
Electric	\$27,475.00	\$9,014.18	\$18,460.82	33%
Employee Fringe Benefits	\$370.00	\$0.00	\$370.00	0%
Gas	\$8,867.00	\$333.09	\$8,533.91	4%
Library Supplies	\$13,000.00	\$2,047.21	\$10,952.79	16%
Maintenance & Repair	\$5,700.00	\$190.35	\$5,509.65	3%
Office Supplies	\$5,750.00	\$382.35	\$5,367.65	7%
Professional & Tech	\$50,973.00	\$43,151.82	\$7,821.18	85%
Water	\$1,402.00	\$0.00	\$1,402.00	0%
Total Library Expenses	\$280,183.00	\$102,737.95	\$177,445.05	37%
Wages & Salaries	\$755,032.00	\$172,640.30	\$582,391.70	23%
TOTAL	\$1,035,215.00	\$275,378.25	\$759,836.75	27%