

**Brooks Free Library Board of Trustees**  
**Wed. Feb. 7, 2024 at 7pm**  
**739 Main St., Harwich MA 02645**

**Agenda**

1. Call to Order/Attendance
2. Vote to Approve Minutes of Jan. 3, 2024 Board of Trustees meeting
3. Public Comment
4. Reports:
  - A. Chair
  - B. Library Director
  - C. Review of Staff Reports and Other Information in Meeting Packet
  - D. Building & Grounds Committee
5. Correspondence
6. Old Business
  - A. Update on FY25 Budget – discussion and possible vote
7. New Business
  - A. Vote to Accept Monetary Donations
  - B. New Evaluation and Self-Evaluation Forms for Library Director – discussion and possible vote
8. Trustee Reports and Requests for Next Meeting’s Agenda
9. Upcoming Meetings/Events
  - A. Select Board/ Finance Committee Joint Budget Hearings – Sat., March 2, 2024
  - B. Library Board of Trustees – Wed., March 6, 2024 - 7 pm
  - C. Library Board of Trustees – Wed., April 3, 2024 - 7 pm

Authorized posting officer

Posted by

Virginia A. Hewitt

Brooks Free Library

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Town Clerk’s Office

*Agenda submitted electronically to Town for posting.*

*\* 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 Meeting**  
**739 Main Street, Harwich, MA 02645**  
**Wednesday, January 3, 2024, 7PM**

1. Call to order/Attendance

Meeting called to order at 7:03 PM

Members present: J.Brown, J. Wheeler, K. Remillard, L. Cebula, B. Waystack, J. McCarty, W.Crowell

Absent: none

Also present: V. Hewitt

2. Vote to approve the minutes of December 6, 2023. J. McCarty. 2nd J. Wheeler. V. Unanimous

3. Public Comment No report

4. **Reports**

**A. Chair** none

**B. Library Director** as submitted, with additional note that currently the new phone system is automatically generating emails from any voicemails left.

**C. Staff Reports** as submitted

**D. Building & Grounds** No formal report but thanks to Cary Sims for her additions to the Christmas decor, which garnered many compliments

**E. Liaison from the Select Board** No report

5. **Correspondence** Letter regarding a bequest which is forthcoming from the estate of Louisa Warren

6. **Old Business**

A. Establishment of Deputy Library Director in the Personnel Bylaw

Trustees voted the budget for FY ending 06/30/2024 which included the DD Position on 01/04/2023.

*Motion to affirm the Deputy Director position:*

*M. J. McCarty 2nd. W. Crowell. V. Unanimous*

*Motion for the Chair to present the required letter from the Trustees and Director dated January 5, 2024 which must be sent to the Select Board requesting this action.*

*M. W.Crowell. 2nd. J.McCarty v. Unanimous*

B. FY25 Budget Submission Director Hewitt presented a detailed explanation Of the budget as presented and addressed comments and questions from Board.

*Motion to approve the FY25 Budget for Brooks Free Library as presented*

*M. J.McCarty 2nd J. Brown. V. Unanimous*

## **7. New Business**

A. Vote to Accept Monetary Donations

*Motion to accept a donation of \$500 from the Dennis E. Jordan Family- Annual Donation*

*M. K. Remillard. 2nd. J. McCarty. V. Unanimous*

## **8. Trustees Reports and Requests for next meeting's agenda.**

Chair distributed a draft Library Director Evaluation (with thanks to Kathleen Remillard for drafting this instrument). Chair requests that all trustees review and prepare to discuss at next meeting.

## **9 Upcoming meetings and events**

A. Library Board of Trustees - Wed., Feb. 7, 2024 - 7 pm

B. Select Board/ Fin Comm, Joint Budget Hearings - Sat.March 2,2024

C. Library Board of Trustees - Wed., March 6, 2024 - 7 pm

*Motion to adjourn at 8:11 PM. Motion: J. Wheeler 2nd. J. McCarty v. Unanimous*

Respectfully submitted,  
Bernadette Waystack

Library Director's Report  
for Feb. 7, 2024 Meeting of the  
Brooks Free Library Board of Trustees

2.2.24

PERSONNEL

Deputy Director

- As voted at your January 3<sup>rd</sup> meeting, the Chair sent a letter to the Select Board informing them that you have created the position of Deputy Library Director and asking them to add the position to the Personnel Bylaw Management Compensation Plan.
- This position was included in the FY24 budget at the M4 grade level so it has already been approved at Town Meeting and funds are available.
- The Select Board has not yet scheduled this item on their agenda for a vote but the Chair has been told this will happen soon.
- Recruitment to fill this position is on hold until this occurs.

Staffing Levels

- With seasonal illnesses occurring frequently and several substitute employees on extended absences for medical reasons or seasonal relocations out of the area, we are again experiencing difficulty filling shifts.
- This will be more challenging in the next few months as one of our Library Assistants has just submitted her resignation. Permanent staff members will be using vacation, have absences for medical reasons coming up in the next few months and, as noted below, one expects to retire this spring.
- We will be recruiting soon to add some more Library Assistants to the pool of substitutes. This should allow sufficient time for them to be trained prior to the summer.

Transition Planning

- While I have not yet received a formal notice, one of our full-time librarians has announced plans to retire in mid-April.
- With the reorganization still taking time before positions can be filled on a permanent basis, I expect to make some temporary promotions in the next few weeks so employees can begin learning and performing the functions performed by the retiring librarian.

Reclassification Requests

- My meeting with the Town Administrator on January 4<sup>th</sup> focused primarily on the reclassifications we're seeking.

- I reviewed the changes and shared the rationale, providing a chart showing the salary structure of the Library, which as currently constituted shows poor organizational design, as well as documentation showing changes in the pay plan in recent years that have resulted in lack of parity for librarians.
- The reclassifications are included in the FY25 budget request you approved on Jan. 3<sup>rd</sup>, but I also informed the Town Administrator that they do not need to wait for July 1<sup>st</sup>. We have the funds and would like to implement them this year, as soon the changes can be negotiated.
- We discussed these reclassifications again at our budget meeting on January 30<sup>th</sup> and I emphasized that funds are available and we're requesting the changes be negotiated and implemented now, in FY24. There is no budget impact in FY25 and the changes are not an Enhancement of Service request for FY25.
- I am waiting for a response from Administration on the process and timeline. A formal letter may be needed to put this request in writing.

#### FY25 OPERATING BUDGET

- I met with the Town Administrator again on January 30<sup>th</sup> to review our budget request.
- The Town Administrator understands the need to fully fund Library Materials so we meet stated certification requirements as well as the need to fund the existing public photocopier service so I'm optimistic that he will include those funds in our operating budget.
- The Town Administrator will present his proposed FY25 budget to the Select Board on Feb. 5<sup>th</sup>, so I will update you on his recommendations for the Library at your Feb. 7<sup>th</sup> meeting.
- The Select Board and Finance Committee's Joint Budget Hearings will take place on Sat., March 2<sup>nd</sup>. The schedule for boards and departments presentations has not yet been set.

Respectfully submitted,

Ginny Hewitt  
Library Director

## **Acting Assistant Director/Reference Librarian's report for February 2024**

### **Clams Network involved tasks:**

I attended the Bibliographic Services Advisory Committee meeting held on January 9 In place of our Staff Librarian for cataloging who was on vacation. I had previously spoken to the chair of this committee who put forth a lot of my suggestions in the course of the meeting. I was pleased that many other staff agreed with the need for more focused groups of library staff to work with Clams staff on ILS issues relating to acquisitions and reports functions. I hope that these and other suggestions made at the meeting will be carried forward but as of this writing I have not received any updates.

The day before this meeting, Clams staff put out notifications about upcoming staff Koha training for Circulation and Cataloging staff. This training is long overdue and I made sure that our staff signed up - Alan (Senior Library tech who is learning cataloging) signed up for both Serials and Cataloging training and Gavin signed up for Circulation. Clams staff have historically led staff training sessions for the ILS products that they provide and it should be an expected part of the network services that we pay for and helps us to continue to function as a unified library network.

### **Staff Training:**

I decided to sign up our staff for a series of live zoom training sessions being offered by Dr.Steve Albrecht "Safe Library Basic Bootcamp Training". "Dr.Steve" is an expert in the field and author of several books about library safety and I had arranged for him to do a specialized training for us back in 2019 that was very well received. Our staff have been asking for more training on this topic and we also have 4 new staff members who attended this training who were not here for the previous training. This was a 3 session series held on Fridays with Q&A at the end of each session and 7-9 staff attended each session. I answered staff questions at the end of each session and I hope to follow up with more discussion when we have an all staff meeting in the future. Sessions were recorded for those who could not attend. A brief description of the training is attached.

I continue to work on fairly extensive collection development tasks as well as management tasks. I completed a very positive first annual performance appraisal for Gavin Williams, Staff Librarian for Circulation and am working on new draft job descriptions for several positions.

Respectfully submitted,

Jennifer Pickett, Acting Assistant Director/Reference Librarian

**Safe Library Basic Training:  
An Affordable All-Staff "Bootcamp" for Service, Safety, and Security  
3 x 1-hour Sessions**

OVERVIEW

This three-part professional development series, available as recordings to be watched without expiration, is presented by library author, trainer, and security expert Dr. Steve Albrecht. The program is designed to be an essential and affordable all-staff core training on library service, safety, and security, and can be utilized as an integral part of new-staff training or as an annual service, safety, and security refresher for existing staff.

The program's pricing and its unlimited-access licensing are designed to allow libraries of all sizes to be able to offer staff this critical training. Dr. Albrecht has 23 years of experience keeping create a safe library space, for staff and patrons. He will cover serious issues, from patron harassment, behavioral issues, conflicts, thefts, emergencies, and situations of extreme danger. He will also address helping libraries build a framework of thinking about safety and security to minimize staff fears, anxieties, and concerns, and show how management and staff can build a workplace with more peace of mind and better morale.

As the program is being recorded live with additional Q&A time, it can also be attended by registrants in real-time if wanted over three weeks in January (one-hour session per week). A certificate of attendance will be available to those who need professional development hours or who need to comply with any requirements for staff safety and emergency training.

**SESSION 1 - "Basic Safety & Security"**

**(LIVE on FRIDAY, JANUARY 12, 2024, 2:00 - 3:00 PM US-EASTERN TIME)**

- Basic Principles
- Essential Safety and Security
  - Security is everybody's responsibility
  - The "Duty of Care" for those we bring inside the building, including for staff
  - Safety and security plans: knowing them and practicing them
  - Reporting security or safety incidents
  - Knowing building safety procedures
  - Rural library security and safety
- Emergencies
  - Preparing for natural disasters
  - Collection protection: thefts, vandalism, fire, and other disasters
  - Medical events
  - Bomb, phone, and social media threats, and acts of intimidation
- Rare but Catastrophic Situations
  - Being prepared for an active shooter

- Protecting patrons and staff
- Safety and Security Myths

## **SESSION 2 - "Challenging Patrons"**

**(LIVE on FRIDAY, JANUARY 19, 2024, 2:00 - 3:00 PM US-EASTERN TIME)**

- Basic Principles
- The Top 10 Most Challenging Patrons
  - The Essential 8: Are we being firm, fair, legal, consistent, assertive, patient, empathic, and reasonable?
  - Knowing your community resources for the homeless, for mental health issues, and for social support
  - Handling Complaints
- Awkward Conversations
  - Handling hard discussions with patrons
  - Using tactful assertiveness
  - Knowing your library code of conduct using it to set boundaries with patrons
- Behavioral Issues
  - Having hard but necessary conversations with patrons
  - Minimizing anger, arguments, and threats
  - Real tools for conflict resolution
  - Good kids, bad behavior
- Stressful Situations
  - Identifying and planning for main challenges and challenging patrons
  - Building your communication skills
  - Strategies for helping people who are struggling
  - Holding "crucial conversations"
  - Strategically aligning different staff strengths
  - Interacting with the homeless with patience and empathy
  - Patrons with a trauma history
- Tense, Disruptive, or Difficult Situations
  - Training to be able to handle the most difficult situations
  - Distinguishing between fears and actual likely outcomes
  - Mandated reporting - child abuse, dependent adult abuse, and elder abuse
  - Mental health issues
- Dangerous Behaviors
  - De-escalating dangerous, high intensity, or high-emotion situations
- Your Relationship with the Police
  - Engaging with the police—when and how



### **SESSION 3 - "Safe and Supportive Work Cultures"**

**(LIVE on FRIDAY, JANUARY 26, 2024, 2:00 - 3:00 PM US-EASTERN TIME)**

- Basic Principles
- Returning to Library Civility
- Preventing Sexual and Racial Harassment
  - Creating a sexual/racial harassment-prevention environment and a self-protection mindset among staff and library managers and supervisors
- Equity, Diversity, Inclusion, and Belonging
- A Service Mindset
  - The reality of being in a high-stress customer service job.
- Mental Health and Well-being
  - Stress Management
- Thinking Ahead
  - Taking time to train.
  - Better outcomes for staff meeting.
  - Knowing the system in your library for suggestions, improvements, and making changes.
  - Reporting and documenting
  - Staff service, safety, and security committees.

Youth Services Report  
2/1/24

February Vacation

We have a number of special programs coming up for February Vacation. We will be doing a Bluey Party on Saturday (Bluey is an extremely popular young children's show that highlights imaginative play). Cookie Decorating - our most popular program last February - will be returning. We will also be doing a Stuffed Animal Sleepover and a Lego Day. New this year is "How to be Annoying Class" which I think will be a lot of fun.

Mock Caldecott

We had our annual Mock Caldecott vote at the elementary school. Second, third and fourth graders voted for what they thought should win the Caldecott. Our school winner The Skull (a unanimous choice for every class, which has never happened before!) didn't win the real award (which went to Big by Vashti Harrison) but it was still a great exercise in thinking about what makes a "good" picture book. Now that the Mock Caldecott is over, when I visit the school each Monday I will be reading books that tie in with each grade level's curriculum.

Winter Vacation roundup

We had a somewhat slow Winter Vacation, which is often the case when Christmas and the day after Christmas are both on weekdays of the vacation week. Our most popular program was Animal Ambassadors with 90 participants. The Noon Year's Eve program was also well attended, with 45 people.

Respectfully submitted,

Ann Carpenter  
Youth Services Librarian

Staff Librarian - Circulation  
January 2024 Report for  
February 7th, 2024 Trustees of Brooks Free Library Meeting

Circulation

Circulation activities in January have continued to include clean up and patron record management. There were approximately 14,000 checkouts and renewals of items in January. Weeding of non-circulating and duplicate items in fiction (including large print) continued in January and will continue to be carried out over the next few months. We have continued to send "long overdue/lost" bill notices to patrons, limiting the notices to patrons who were recently listed as having long overdue items (i.e., 42 days or more past the due date). We have sent approximately 50 notices in January.

ByWater provided a Koha Circulation Training for circulation supervisors on January 24th to review functions within Koha (including processing returned billed items, merging duplicate patrons, etc.) and address questions that had been raised by CLAMS library staff (adding/checking for manual restrictions, checking for failed messages, etc.). CLAMS staff also presented a Circulation Overview Training on January 31st, covering circulation policies, procedures, and guidelines for CLAMS, and answering questions CLAMS library staff had (including about payments for lost items and running reports on item statuses, etc.)

Patron Services

I continue to monitor new e-card registrations to check on non-Massachusetts registrants applying for cards, however, in January there were only Harwich residents successfully registering (thanks to the new statewide Quipi system's screening process). The new CLAMS Library Network app (rolled out at the end of November) has continued to be received well by patrons, with minimal complaints or requests for assistance - we will continue to promote the app (via in-library signs and information online) and assist patrons as needed.

Circulation/Library Communication

Safe Library Basic Training was provided to library staff over three Fridays in January - the trainings were live, online sessions with Library 2.0's Dr. Steve Albrecht, who brings over 20 years of experience in delivering training and providing advice on safety and security to libraries around the United States. The sessions were recorded so that staff who could not attend will have an opportunity to view them - Albrecht covered basic safety and security, challenging patrons, and safe and supporting work cultures. A Circulation Circular will be sent with information on the ByWater and CLAMS trainings referenced above.

Future Work

We will work on checking for items that are currently showing as "Missing" in the system, to confirm they are not actually on the shelves and carrying out ongoing work on patron account clean up, including Institution cards. I continue to learn additional elements in processing Commonwealth Catalog (ComCat) items, conduct in transit claims, and order books (via McNaughton) as part of a transition to carrying out these, and other, tasks in the new year.

Personal Development

I started my next course (Information System Retrieval Design) for my online MLIS program at San Jose State University; in addition to the ByWater/CLAMS trainings, I plan on taking advantage of any other relevant online trainings offered through MBLC and other organizations, as time permits.

Respectfully submitted,  
Gavin Williams, Staff Librarian - Circulation

Staff Librarian - Technology  
February 2024  
Report to the Trustees of Brooks Free Library

Technology

On the evening of December 18th to the morning of December 19th, Barnstable County IT switched library phones from the old phone system to Microsoft Teams. During the week prior to migration, I added contacts, speed dials, and updated settings for 11 separate Microsoft Teams accounts and phones, chose locations for different phone models, and worked with County IT and Carla to ensure that the town-provided iPhone is operational and accessible. Ryan from County IT and I also trained staff on the new phones. For the week after and beyond the migration, I opened several tickets with County IT, ranging from updating settings, notifying them of errors experienced by staff, adding permissions, and other customization. I also trained several other staff on various settings and permissions, like adding a voicemail message, updating the library closure messages, and other customizations.

With Carla Burke, I met with Jamie Goodwin and Carolyn Carey on January 11th to discuss their Assistive Listening System to see how their system works and how it may be utilized in the library meeting room. My goal is to continue working with Jamie and see how we can further upgrade this room.

I also worked with CLAMS to create an authentication system for patrons wishing to access the Wall Street Journal. The link on our website now sends users to Aspen, where patrons must login with their library card before accessing the WSJ.

Reference

I continue to work the Reference desk for several hours, answering hundreds of reference questions, assisting with technology help, and other needs. I created a large print version of our Libby and Hoopla handouts, which will be helpful to have on hand for patrons looking for more information.

Collection Development

In December I selected and ordered 40 adult ebooks and 22 adult e-audiobooks. In January, I ordered 29 adult ebooks and 24 adult e-audiobooks.

Future Work

Replacing circulation computers, working with channel 8 to upgrade the hearing assistive technology, speakers, microphones, and other upgrades in the Thornton Meeting Room.

Respectfully submitted,  
Jamie Thornton  
Staff Librarian



## BUILDING A STRONGER COMMONWEALTH: one person at a time

The Commonwealth's libraries connect people to each other, to opportunities, and to personal growth so we're working to ensure that everyone feels welcome and we're listening to what people need. 85% of public libraries are now [fine free](#). Partnerships and collaborations are leading to innovative programming like [Access to Justice](#). Libraries are safe spaces where people can be who they are, explore interests and hobbies, and connect to other support services in the community.

### Library Legislation – Librarians are defending our right to read

According to the [American Library Association](#) (ALA), there were 45 book challenges in Massachusetts in 2022 affecting 57 titles. That's more than the past 9 years (2013-2021) combined which totaled 38 challenges. In 2023, attempts to ban books in the Commonwealth continued with more than 2,000 complaints and informal challenges and 38 formal challenges in public libraries. [Bills S2528](#) and [H4229](#) will help ensure diverse voices stay in our collections and give everyone the opportunity to learn from different perspectives.

**Funding Priority: 7000-9508** [Massachusetts Center for the Book](#). While other states are banning books like *Flamer* by Mike Curato and *A Scatter of Light* by Malinda Lo, these titles are [recipients of awards from Massachusetts Center for the Book](#) and are featured along with their "Must Read" titles promoted through libraries.

**Funding Priority: 7000-9101** [Board of Library Commissioners'](#) staff support libraries facing book challenges and work with them to develop policies that protect collections and staff.

### Broadband access is just the start of digital equity

20% of respondents to a recent [Massachusetts Broadband Institute](#) survey said they don't have broadband at home; 21% said they don't have a laptop or desktop at home.\* Over 1 in 3 respondents reported having at least some difficulty paying for their internet.\*\* Thousands of people access the internet through libraries every day and libraries lend laptops and WI-FI hotspots. Librarians also teach people how to use technology. From helping someone get their first email address, apply for a job online, navigate government forms, access telehealth and more, librarians ensure that no one is left behind in the digital world.

**Funding Priority: 7000-9501** [State Aid to Public Libraries](#) is local aid for libraries. Libraries often use State Aid funding to upgrade computers or purchase new technology.

**Funding Priority: 7000-9101** [Board of Library Commissioners'](#) staff educate librarians on the application process and the benefits of federal E-rate funds to improve and expand library connectivity.

## Library Legislation – Publisher practices restrict eBook access

Publishers often charge libraries triple what a consumer pays for the same eBook with more restrictive licenses. Networks have [doubled what they spend](#) on eBooks and yet residents may face wait times as long as six months. Libraries simply can't afford to keep pace with demand. The Massachusetts Library Association is working with Representative Ruth Balser on [Bill H.3239](#) which leans on the Commonwealth's strong consumer protection law to require publishers use fair practices when doing business with libraries. For many people, eBooks and audiobooks aren't just a preference, they're a necessity. Students with dyslexia depend on audiobooks. For people with disabilities, eBooks keep them reading. For those with mobility issues or who are homebound, eContent keeps them connected to the world around them.

**Funding Priority: 7000-9501** [State Aid to Public Libraries](#) is local aid for libraries. Spending on high priced popular eBooks often limits the expansion of the rest of the collection. Libraries can use State Aid to supplement their materials budget.

**Funding Priority: 7000-9101** [Board of Library Commissioners'](#) staff work with Automated Networks to support the statewide eContent lending program.

## A trusted space for immigrants

Libraries serve as gateways to citizenship, English language learning, and civic engagement. For example, [Worcester Public Library's](#) program offers language learning, books and resources in 13 languages, and assistance with citizenship. [Framingham Public Library's "Finding Your Way"](#) helps with everything from housing to transportation. The Watertown Free Public Library is at the center of the [Multicultural Fest](#). At libraries, immigrant families connect with neighbors so that relationships form, creating communities where diversity is celebrated.

**Funding Priority: 7000-9508** [Massachusetts Center for the Book](#) offers family literacy programming in gateway cities.

**Funding Priority: 7000-9101** [Board of Library Commissioners'](#) staff work with libraries on grants that enable programming for immigrants including, ESOL and citizenship classes.



\* MBI survey respondents in Northeast Massachusetts;

\*\* MBI survey respondents statewide

Line Item Number	Line Name	FY2023	FY2024	PROPOSED INCREASE	FY2025 REQUEST
7000-9101	Board of Library Commissioners	\$1,731,586	\$1,904,745	\$190,475	\$2,095,220
7000-9401	Regional Libraries Local Aid	\$14,516,000	\$16,717,600	\$835,880	\$17,553,480
7000-9402	Talking Book Program Worcester	\$521,569	\$678,040	\$33,902	\$711,942
7000-9406	Talking Book Program (Perkins) Watertown	\$2,969,554	\$3,860,420	\$193,021	\$4,053,441
7000-9501	Public Libraries Local Aid	\$16,000,000	\$17,600,000	\$2,400,000	\$20,000,000
7000-9506	Technology & Resource Sharing	\$4,744,293	\$6,167,581	\$308,379	\$6,475,960
7000-9508	Center for the Book	\$400,000	\$420,000	\$80,000	\$500,000
		<b>\$40,883,002</b>	<b>\$47,348,386</b>	<b>\$4,041,657</b>	<b>\$51,390,043</b>

Massachusetts Board of Library Commissioners  
90 Canal St., Suite 500 | Boston, MA 02114

Phone (in state only): **800-952-7403** | Phone (general): **617-725-1860**

Consumer Portal: [libraries.state.ma.us](http://libraries.state.ma.us) | Agency Site: [mass.gov/mblc](http://mass.gov/mblc)

[mblclegislativeagenda.com](http://mblclegislativeagenda.com)

## FY24 Budget Balances

As of 1.31.24

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,600.00	\$1,172.46	\$2,427.54	33%
Library Materials	\$173,019.00	\$98,303.92	\$74,715.08	57%
Electric	\$31,000.00	\$17,421.07	\$13,578.93	56%
Employee Fringe Benefits	\$600.00	\$0.00	\$600.00	0%
Gas	\$9,445.00	\$4,343.26	\$5,101.74	46%
Library Supplies	\$18,000.00	\$9,596.20	\$8,403.80	53%
Maintenance & Repair	\$5,907.00	\$937.55	\$4,969.45	16%
Office Supplies	\$5,850.00	\$2,640.35	\$3,209.65	45%
Professional & Tech	\$51,397.00	\$46,255.02	\$5,141.98	90%
Water	\$1,402.00	\$816.33	\$585.67	58%
Total Library Expenses	\$300,400.00	\$181,486.16	\$118,913.84	60%
Wages & Salaries	\$819,809.00	\$431,731.60	\$388,077.40	53%
<b>TOTAL</b>	<b>\$1,120,209.00</b>	<b>\$613,217.76</b>	<b>\$506,991.24</b>	<b>55%</b>