



KENNEDALE
Library
www.kennedalelibrary.org

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
July 12, 2018
LIBRARY BUILDING, 316 W THIRD ST**

REGULAR SESSION - 7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

- A. Review and approve minutes from January 4, 2018 meeting
- B. Review and approve minutes from May 31, 2018 meeting

IV. VISITOR/CITIZENS FORUM

At this time, any person with business before the Library Advisory Board may speak to the board. All comments must be directed towards the Chair, rather than individual commissioners or staff. All speakers must limit their comments to subject matter relating to the board. No formal action can be taken on these items.

V. REGULAR ITEMS

- A. Consider the addition of a Vulnerable Adults policy for the Library.
- B. Approve changes to the Children in the Library policy.
- C. Approve changes to the Computer Use policy.
- D. Review and discuss the FY 2018-2019 proposed budget for Library Services

VI. REPORTS/ANNOUNCEMENTS

- A. Library Director updates the Board on current/upcoming Library initiatives

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact the City Secretary at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the July 12, 2018, Library Advisory Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible

to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

Amanda King, Library Director



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: July 12, 2018

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

Review and approve minutes from January 4, 2018 meeting

II. Originated by:

III. Summary:

IV. Recommendation:

Approve

V. Attachments:

1.	2018 January	2018 January.pdf
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Kennedale Public Library

Library Board Meeting Minutes

January 4, 2018

I. Call to order

Rebecca Clark called the meeting to order at 7:04 pm.

II. Roll Call

Members present and signed in: Amanda King, Library Director; Don Rawe, Rebecca Clark, Daniel Medina, Josh Virnoche, and Stan Seat

III. Minutes for Previous Meeting

Reviewed minutes from June 8, 2017. **Motion** To approve Don Rawe, **Action** Approve, **Moved By** Don Rawe, **Seconded By** Josh Virnoche. Motion Passed Unanimously.

IV. Visitor/Citizens Forum

There were no visitors

V. Regular Items

A. *Introduce New Library Advisory Board Members*

Each board member introduced themselves and spoke about how they came to be on the Library Advisory Board

B. *Discuss progress made on the Library Strategic Plan to date.*

Amanda King reviewed the goals accomplished so far in the Library Strategic Plan. Daniel Medina mentioned approaching contractors to do a mock up of how to change the Library layout and approximate costs associated with a major renovation/expansion. Josh Virnoche discussed the feasibility of using college students for architecture plans. Josh Virnoche also mentioned maximizing the Library data on file to reach potential patrons and market the Library resources.

C. *Discuss drafting a policy in regards to when a patron will be permanently banned from facilities*

Amanda King gave an overview of specific patron issues that warranted permanently banning a patron and asked for guidance from the Library Advisory Board as to the need to have a written policy. Don Rawe and Rebecca Clark asked if this was covered under the patron code of conduct. Amanda King clarified that the code of conduct did not give a framework of, for example, a three strikes and your out situation or other specifics. The code of conduct merely alerts patrons that they may be banned for their conduct. Stan Seat raised concerns about any legal jeopardy the City might face by having a specific policy since if something is not included but warrants a permanent ban then the patron might sue the City for not following policy. Rebecca Clark recommended coming up with something and asking the City Attorney first.

VI. Reports/announcements

A. *Report on Library Statistics*

Library Director Amanda King reported updated usage statistics for the Library

B. *Announcements about upcoming programs in Spring 2018*

Amanda King talked about SCORE and Family Place workshops. She updated the board on the \$8,000 STEM grant from the Hancher Foundation. Amanda King will be attending the Public Library Association Semi Annual Conference in March and the Texas Library Association Conference in April. The Summer Reading Club theme this year is Music.

VII. Adjournment

Motion To adjourn Don Rawe, **Action** Adjourn, **Moved By** Don Rawe, **Seconded By** Rebecca Clark.
Motion Passed Unanimously.

The meeting was adjourned at 8:05 pm. Next Meeting March 2018, Date TBD.

APPROVED:

Chairman Rebecca Clark

ATTEST:

Amanda King, Library Director



Date: July 12, 2018

Agenda Item No: MINUTES OF PREVIOUS MEETING - B.

I. Subject:

Review and approve minutes from May 31, 2018 meeting

II. Originated by:

III. Summary:

IV. Recommendation:

Approve

V. Attachments:

1.	2018 May	2018 May.pdf
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Kennedale Public Library

Library Board Meeting Minutes

May 31, 2018

I. Call to order

Rebecca Clark called the meeting to order at 7:20 pm.

II. Roll Call

Members present and signed in: Amanda King, Library Director; Don Rawe, Rebecca Clark, Josh Virnoche, **Members absent:** Stan Seat

III. Minutes for Previous Meeting

Minutes not included as an oversight, will re-introduced at a later date. Josh Virnoche motioned, Don Rawe seconded. Motion passes unanimously

IV. Visitor/Citizens Forum

There were no visitors

V. Regular Items

A. Discuss proposed changes to the Computer Use Policy

Amanda King, Library Director, updated the Board on the need to amend the time frame for computer use to encourage patrons to take a break after two hours of computer use. The Library is having a challenge regarding minors on the computers for the entire day. An amendment to the policy that doesn't encroach on one age groups equitable access was discussed. The Library Director will present an amended policy at the next meeting. No action necessary on this item.

B. Discuss recommendations for prospective Library Advisory Board members

Daniel Medina resigned from the Board, opening a vacancy mid-year. Josh Virnoche suggested his wife for the position and Rebecca Clark suggested Susan Dalrymple. Amanda King will follow-up with the City Secretary about spouses serving on the same board and approach Susan Dalrymple.

C. Discuss and recommend process for Library Long Range Plan 2021-2026

The Library Advisory Board as a whole would like to meet regularly and suggest survey questions to ask residents about the future of Kennedale Library service over the next year. In addition, the Board would like to see focus groups conducted in FY 2019-2020 in preparation for drafting a new plan, including public needs for facility space.

VI. Reports/announcements

A. Report on Library Statistics

Library Director Amanda King reported updated usage statistics for the Library, noting that the Library is on track to have over 28,000 annual visits..

B. Report on Library Programs January 2018-May 2018

Amanda King talked about how program attendance has quadrupled over the past 2 years.

C. Report on Library Programs Planned June 2018-August 2018

Amanda King briefly went over the plans for the 2018 Summer Reading Club

VII. Adjournment

Motion To adjourn Don Rawe, **Action** Adjourn, **Moved By** Don Rawe, **Seconded By** Rebecca Clark.
Motion Passed Unanimously.

The meeting was adjourned at 8:24 pm. Next Meeting July 12, 2018 7:00 PM.

APPROVED:

Chairman Rebecca Clark

ATTEST:

Amanda King, Library Director



Date: July 12, 2018

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Consider the addition of a Vulnerable Adults policy for the Library.

II. Originated by:

III. Summary:

IV. Recommendation:

None

V. Attachments:

1.	Vulnerable Adults	Vulnerable Adults.pdf
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VULNERABLE ADULTS

KENNEDALE PUBLIC LIBRARY

Kennedale Public Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults* in and around the Library. A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

Definitions

*A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.

- Vulnerable adults, who can understand and follow the rules of conduct and who can care for themselves, are welcomed to be in the Library unattended. Vulnerable adults will be expected to follow the rules of conduct as outlined in the Patron Responsibilities Policy. They should have contact information for a parent/guardian or caregiver who can assist them in an emergency.
- Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times.
- The Library assumes no responsibility for vulnerable adults left unattended on the Library premises. Staff members are responsible for assisting all Library patrons and cannot adequately monitor unattended vulnerable adults.
- Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.
- Sudden emergencies may occur in the library and in such cases the Library assumes no responsibility for unattended vulnerable adults.
- Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's:
 - health or safety is in doubt
 - behavior disturbs other Library users
 - actions violate any of the [Patron Responsibilities Policy](#)
 - parent/guardian or caregiver is not present at closing time
- Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate adult. If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of Library closing, staff may notify the police.
- Library staff may not drive vulnerable adults to any location, even by request of the parent/caregiver.
- Any time vulnerable adults are left unattended in the library, staff will attempt to discuss this policy with the parent/caregiver.



Date: July 12, 2018

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Approve changes to the Children in the Library policy.

II. Originated by:

III. Summary:

IV. Recommendation:

Approve

V. Attachments:

1.	Children in the Library	Children in the Library.pdf
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CHILDREN IN THE LIBRARY

EXPECTED BEHAVIORS INSIDE THE LIBRARY

We welcome families to Kennedale Library programs and encourage them to use all available Library services. A love of learning produces a lifetime of success.

However, because the Library is a public building, the *safety and welfare* of children in the Library is a serious concern for staff, the Library Advisory Board, and City Administration. Since the Library staff cannot monitor children in addition to their other duties, we cannot be certain that children will be safe unless monitored by a responsible adult while visiting the Library.

For the protection and well-being of the children who enjoy the Library, and to prevent undue disruption of normal library activities, we have adopted the following statements:

- **Children under age 12 should be accompanied by a responsible adult.**
- Responsible adults must remain with their children at library programs and not drop children off. Teens with their own transportation may attend library programs without a responsible adult.
- Children under age 6 must have their responsible adult with them at all times. Adults should not leave a child under age 6 alone in any part of the Library.
- Children ages 6 and up may play quietly in the children's area or browse the collection while their parent conducts business at the computers.
- Older siblings are not a substitute for a responsible adult for the purposes of this policy unless they are over age 18.
- Children or teens who engage in disruptive behavior will be required to leave and their parent or guardian notified as to the nature of the disturbance.
- Library computers are connected to the internet and responsible adults are encouraged to monitor their children's access.
- **Should an unattended child be discovered at the Library, the staff will make every attempt to locate the parents or guardian of the child. If a parent or guardian is not located within 15 minutes then the police will be notified and the child entrusted in their care. If it is past closing time a note will be left on the door directing parents or guardians to the Kennedale Police Department. Library staff will not transport children away from the building.**
- In any event involving the safety of a child, Library staff members involved will complete an incident report and notify the City Manager immediately.
- **The Library assumes no responsibility for an unattended child.**

Revised and Adopted January 11, 2016



Date: July 12, 2018

Agenda Item No: REGULAR ITEMS - C.

I. Subject:

Approve changes to the Computer Use policy.

II. Originated by:

III. Summary:

IV. Recommendation:

Approve

V. Attachments:

1.	Computer Use	Computer Use.pdf
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COMPUTER USE

RESPONSIBILITIES FOR PATRONS AND STAFF

As a service to our community Kennedale Public Library provides free computers and internet access, including Wi-Fi. Library staff members and community users are governed by a set of responsibilities as outlined below:

General Use

- Patron computers are available on a first come, first serve basis during normal Library operating hours unless maintenance is required.
- Patrons are required to have a current library card from a MORE area Library in good standing.
- Visiting patrons over age 18 may request a guest pass from the Library staff and will be expected to abide by all other policy restrictions.
- **Library computer use is limited to one hour but may be extended another 60 minutes if no one is waiting. Additional time may be extended as demand permits after a 30 minute break in the form of a guest pass to patrons or visitors in good standing.**
- Library computers shut down 15 minutes prior to closing.
- No more than two patrons may be at one computer at a time due to space limitations.

Minors and Computer Access

- **Guest passes will not be issued to minors under age 17 unless their parent or guardian provide written approval with a signature.**
- Parents or guardians must remain with their children ages 12 and under at the computer.
- Library computers have limited filtering but parents or guardians are encouraged to monitor their child's activities and make sure that what they are viewing is age appropriate. **Parents or guardians alone are responsible for what their children view on the computer.**

Staff Assistance

- Library staff are happy to offer assistance to patrons when availability permits for quick assistance requests (10 mins or less). We do not have the staff necessary to provide on the spot in-depth assistance.
- For in-depth assistance needs please schedule an appointment with the Library Director.

Printing/Scanning

- Patrons may print items off for a fee. All fees are set by the City Council.
- All prints made are the responsibility of the patron and must be paid at the time of printing.
- Scanning may be done for free from the Library printer to a patron computer. Patrons may choose to email scanned documents to themselves or download them onto their person portable storage device for free.

Confidentiality

- Library staff will consider information stored on its computer network that identifies or serves to identify a person who requested, obtained, or used Library materials or services, including the internet as confidential unless the information is exempted by the Texas Public Information Act.

- In order to maintain patron privacy, Library staff will not enter sensitive personal data for the patron into any form pertaining, but not limited to: medical records, job applications, resumes, personal usernames or passwords, tax information, or legal concerns, etc.

Loss of Computer Privileges

Patrons who engage in these behaviors will temporarily or permanently lose computer access:

- Gain unauthorized access to any network or computer system, including the Library network or computer system.
- Willfully attempt to damage or misuse any computer hardware and/or software, or to alter software configurations.
- Obstruct other people's work by using the system unreasonably or by deliberately crashing or disrupting any computer systems.
- Engage in activity prohibited by federal, state law, or local ordinance.
- Violate any rules established herein.

Unlawful Use

- Engage in illegal or criminal activity, including slander, libel and the transmission/display of pornography. According to the Texas State Penal Code, Sec. 43.24(b) a person commits an offense if they display harmful material and is reckless about whether a minor is present who may be offended or alarmed by the display.
- According to Texas Penal Code Sec. 43.21, 43.22 and 43.24 display of pornography is a criminal offense. Patrons who view pornography within view of a minor will have their session ended and be barred from the Library for 24 hours. A second offense will result in a permanent ban of said patron from the Library.
- U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of "fair use". Users may not copy or distribute materials without the express permission of the copyright holder. **Any responsibility for any consequences or copyright infringement lies with the user.** The Kennedale Public Library expressly disclaims any liability or responsibility from such use.



Date: July 12, 2018

Agenda Item No: REGULAR ITEMS - D.

I. Subject:

Review and discuss the FY 2018-2019 proposed budget for Library Services

II. Originated by:

III. Summary:

IV. Recommendation:

None

V. Attachments:

1.	Library Detail	Library Detail.pdf
2.	Library Summary	Library Summary.pdf

CITY OF KENNEDALE
ANNUAL PROGRAM OF SERVICES

01: GENERAL FUND
17: LIBRARY

FY18-19
PROPOSE

5101-17-00	SALARIES	REFER TO PERSONNEL SUMMARY OVERVIEW	132,219	132,219
5107-17-00	OVERTIME	ADDITIONAL PAY OVER 40 HOURS PER WEEK AT 1.5 FOR NON-EXEMPT EMPLOYEES.	-	-
5109-17-00	TEMPORARY/PART-TIME	REFER TO PERSONNEL SUMMARY OVERVIEW	-	-
5114-17-00	LONGEVITY PAY	PAID TO EMPLOYEES WITH A MINIMUM OF TWELVE MONTHS OF SERVICE PRIOR TO SEPTEMBER 30TH OF EACH YEAR. EMPLOYEES RECEIVE \$8, \$10 OR	2,722	2,722
5115-17-00	RETIREMENT	REQUIRED FOR ANYTHING OVER 1000 CALENDAR HOURS. PAID MONTHLY. BASED ON JAN-DEC CALENDAR YEAR. NEW RATE RECEIVED IN MAY OF CURRENT YEAR FOR JAN-DEC OF UPCOMING FISCAL YEAR. OCT-DEC OF NEW FISCAL YEAR BILLED AT OLD RATE. RATE RECEIVED IN MAY HAS A LAC OF ONE YEAR DUE TO ACTUARIAL STUDY	19,277	19,277
5117-17-00	FICA	BASED ON 6.20% SOCIAL SECURITY/1.45% FICA, TOTALING 7.65%, ASSESSED ON ANY FORM OF	10,418	10,418
5118-17-00	MEDICAL INSURANCE	BASED ON MONTHLY PREMIUM	21,594	21,594
5120-17-00	LIFE INSURANCE	BASED ON LIFE AND ACCIDENTAL DEATH &	455	455
5121-17-00	DENTAL INSURANCE	BASED ON MONTHLY PREMIUM	979	979
5122-17-00	VISION INSURANCE	BASED ON MONTHLY PREMIUM	214	214
5230-17-00	CLEANING SUPPLIES	DISINFECTANT WIPES - CASE OF 4 - NEED 6 CASE @ PAPER TOWELS -- CASE OF 12 -- NEED 3 @ \$17 EA LARGE TRASH BAGS - 2 BOX @ 15 EA DISTILLED WATER FOR DISCO MACHINE 1 GAL MO MAGIC ERASERS 3 PACK @ \$13 EA SWIFFER DUSTERS 2 PACK @ \$24 EA TOILET PAPER FOR REST ROOM 3 PACK @ \$23 EA CLEANING CHEMICALS (BLEACH/VINEGAR)	54 34 30 12 39 48 69 20	306
5240-17-00	PRINTED SUPPLIES	PRINTER PAPER PUBLIC COPIER -- 12 BOXES @15 EA	180	180
5260-17-00	GENERAL OFFICE SUPPLIES	PENCILS, FILE LABELS, STAPLES, ENVELOPES ETC. DVD CLEANING MACHINE FLUIDS PRINTER PAPER -- 5 BOXES @ 15 EA	350 137 75	562
5261-17-00	POSTAGE	POSTAGE FOR ROUTINE WEEKLY MAIL OUTS TO SUPPORT INTERLIBRARY LOAN PROGRAM	200	200
5290-17-00	EXPENDABLE SUPPLIES	SUMMER READING SUPPLIES STORYTIME CRAFT SUPPLIES TEEN PROGRAM SUPPLIES SUMMER READING PRIZES SUMMER READING FLYERS ADULT SPECIAL PROGRAM SUPPLIES PUMPKIN PALOOZA SUPPLIES BATTERIES FOR VARIOUS EQUIPMENT	2,700 780 150 500 325 1,380 400 100	6,335
5292-17-00	LIBRARY PROCESSING SUPPLIES	PURCHASE SUPPLIES TO PROCESS LIBRARY INVENTORY -- Adult Fiction Collection Maintenance Project	400	400
5293-17-00	LIBRARY GRANT EXPENDITURES		-	-
5294-17-00	LIBRARY BOOK-CITY FUND	ADULT BOOKS CHILDREN / YOUTH BOOKS PERIODICALS OVERDRIVE AND HOOPLA E-BOOKS DVDS DATABASES	10,725 8,725 1,000 3,000 2,000 3,050	28,500

**CITY OF KENNEDALE
ANNUAL PROGRAM OF SERVICES**

5403-17-00	BUILDING MAINTENANCE	JANITORIAL SERVICE - \$650 MONTHLY, 3 TIMES A WEEK	6,930	13,436
		PEST CONTROL - \$70 PER MONTH	840	
		HEATING & A/C MAINTENANCE - \$185 PER QUARTER + \$500 EMERGENCY	1,720	
		WINDOW CLEANING - \$125 QUARTERLY	500	
		STANLEY SECURITY MONITORING / FIRE SERVICES / EXTINGUISHER INSPECTIONS (\$158/MO)	1,200	
		CARPET CLEANING - 2 TIMES @ \$300 & 2 TIMES @ \$150	1,896	
		CLEAN LOBBY TILE TWICE A YEAR @ \$175 EACH	350	
5440-17-00	OFFICE	SAVIN MONTHLY MAINTENANCE (\$126.28/MO)	1,515	2,799
		POLARIS (ANNUAL MAINTENANCE)	954	
		CASSIE/LIBRARICA	330	
		LIBRARY AUTOMATION MAINTENANCE		
5525-17-00	TRAINING/SEMINARS	TLA ANNUAL CONFERENCE REGISTRATION FOR LIBRARY DIRECTOR @ \$290	290	990
		PLANT ANNUAL CONFERENCE FOR LIBRARY DIRECTOR	700	
5510-17-00	ASSOC DUES/PUBLICATIONS	TEXAS LIBRARY ASSOCIATION DUES	185	1,047
		ANNUAL MEMBERSHIP IN PLANT(PUBLIC LIBRARY ADMIN OF N. TX)	35	
		TEXSHARE DATABASES - TX STATE LIBRARY	240	
		TEXAS MUNICIPAL LIBRARY DIRECTORS ASSOCIATION	150	
		AMERICAN LIBRARY ASSOCIATION ANNUAL MEMBERSHIP FOR DIRECTOR	330	
		AMAZON PRIME MEMBERSHIP	107	
5530-17-00	ELECTRIC SERVICES	PROVIDED BY GEXA ENERGY	9,000	9,000
5535-17-00	GAS SERVICES	PROVIDED BY ATMOS ENERGY	950	950
5570-17-00	SPECIAL SERVICES	STORYTELLERS & OTHER LIBRARY PROGRAMS - 2 @	800	5,130
		CONSORTIUM COSTS (ARLINGTON PARTNERSHIP)	4,095	
		LEGO CLUB AND BABYGARTEN EQUIPMENT	200	
		DOMAIN NAME REGISTRATION	35	
5575-17-00	EQUIPMENT RENTAL	SAVIN COPIER RENTAL - ENDS 08/2017 (\$122/MO)	1,461	1,461
5578-17-00	TRAVEL	PLANT MEETINGS (MONTHLY) 10 MEETINGS --	440	1,880
		MILEAGE & MEALS APPROX \$44.00 EA		
		TLA MILEAGE AND MEALS -- 4 DAYS AUSTIN MEALS, HOTEL & MILEAGE	1,440	
5585-17-00	TELEPHONE SERVICES	FAX LINE - \$65 PER MONTH	780	780
5590-17-00	WATER/SEWER SERVICES	PROVIDED BY THE CITY/ARLINGTON/FORT WORTH	4,800	4,800

TOTAL EXPENDITURES \$ 266,636

CITY OF KENNEDALE
ANNUAL PROGRAM OF SERVICES

01: GENERAL FUND
17: LIBRARY

ACCOUNT NAME	FY16-17 ACTUAL	FY17-18 ADOPTED	FY17-18 AMENDED	FY17-18 MAY	FY17-18 PROJECTED	'ROJECTED VS BUDGET	FY18-19 PROPOSED	\$\$ CHANGE	% CHANGE
SALARIES	130,947	132,216	132,216	84,494	132,216	-	132,219	3	0%
OVERTIME	893	-	-	149	250	250	-	-	-
TEMPORARY/PART-TIME	396	-	-	-	-	-	-	-	-
LONGEVITY PAY	2,978	2,722	2,722	3,410	3,410	688	2,722	-	0%
RETIREMENT	19,480	19,277	19,277	12,282	19,277	0	19,277	0	0%
FICA	9,863	10,418	10,418	6,279	10,381	(37)	10,418	0	0%
MEDICAL INSURANCE	21,187	20,039	20,039	15,321	21,000	961	21,594	1,556	8%
LIFE INSURANCE	602	455	455	403	600	145	455	-	0%
DENTAL INSURANCE	1,187	979	979	740	1,000	21	979	-	-
VISION INSURANCE	254	214	214	162	225	11	214	-	-
PERSONNEL	\$ 187,786	\$ 186,320	\$ 186,320	\$ 123,240	\$ 188,359	\$ 2,039	\$ 187,880	\$ 1,559	1%
CLEANING SUPPLIES	78	86	86	230	254	168	306	220	256%
PRINTED SUPPLIES	-	-	-	353	400	400	180	180	#DIV/0!
GENERAL OFFICE SUPPL	823	643	643	612	681	38	562	(81)	-13%
POSTAGE	273	200	200	212	250	50	200	-	-
EXPENDABLE SUPPLIES	3,240	4,425	4,425	1,981	4,210	(215)	6,335	1,910	43%
LIBRARY PROCESSING S	32	400	400	216	300	(100)	400	-	-
LIBRARY BOOK-CITY FUN	23,283	25,000	25,000	10,515	20,200	(4,800)	28,500	3,500	-
SUPPLIES	\$ 27,729	\$ 30,754	\$ 30,754	\$ 14,119	\$ 26,295	\$ (4,459)	\$ 36,483	\$ 5,729	19%
BUILDING MAINTENANCE	33,096	13,106	13,106	8,797	14,582	1,476	13,436	330	3%
OFFICE EQUIP/SOFTWARE	1,843	2,768	2,768	1,889	3,668	900	2,799	31	1%
MAINTENANCE	\$ 34,939	\$ 15,874	\$ 15,874	\$ 10,686	\$ 18,250	\$ 2,376	\$ 16,235	\$ 361	2%
ASSOC DUES/PUBLICATI	709	976	976	888	988	12	1,047	71	7%
TRAINING/SEMINARS	199	1,823	1,823	1,772	1,800	(23)	990	(833)	-46%
ELECTRIC SERVICES	8,573	9,000	9,000	5,088	8,000	(1,000)	9,000	-	0%
GAS SERVICES	1,025	950	950	1,057	1,300	350	950	-	0%
SPECIAL SERVICES	6,731	5,085	5,085	183	4,285	(800)	5,130	45	1%
EQUIPMENT RENTAL	1,218	1,461	1,461	852	1,461	(0)	1,461	-	-
TRAVEL	809	720	720	2,044	1,000	280	1,880	1,160	161%
TELEPHONE SERVICES	843	780	780	631	780	-	780	-	-
WATER/SEWER SERVICE	4,182	4,800	4,800	2,274	4,800	-	4,800	-	-
SUNDRY	\$ 24,287	\$ 25,595	\$ 25,595	\$ 14,789	\$ 24,414	\$ (1,181)	\$ 26,038	\$ 443	2%
LIBRARY GRANT EXPEND	10,048	-	-	5,500	8,809	8,809	-	-	-
GRANTS	\$ 10,048	\$ -	\$ -	\$ 5,500	\$ 8,809	\$ 8,809	\$ -	\$ -	#DIV/0!
TOTAL EXPENDITURES	\$284,790	\$258,544	\$ 258,544	\$ 168,335	\$ 266,127	\$ 7,583	\$ 266,636	\$ 8,092	3%



Date: July 12, 2018

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Library Director updates the Board on current/upcoming Library initiatives

II. Originated by:

III. Summary:

IV. Recommendation:

None

V. Attachments: