



AGENDA  
REGULAR MEETING  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
NORTH BUILDING CONFERENCE ROOM  
1107 SOUTH DUCK, 3RD FLOOR RECEPTION SPACE  
STILLWATER, OK. 74074  
FEBRUARY 22, 2022, 12:00 NOON  
[library.stillwater.org](http://library.stillwater.org)

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**1. CALL MEETING TO ORDER**

**2. CONSENT DOCKET**

*Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.*

- a) Minutes: January 25, 2022, Regular Meeting
- b) Stillwater Public Library January 2022 Financial Reports
- c) Stillwater Public Library January 2022 Activity Reports

**3. GENERAL ORDERS**

*The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.*

- a) Consider Fiscal Year 2023 operating budget

#### **4. REPORTS FROM OFFICERS & BOARDS**

*Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action (including a vote or series of votes) are listed below.*

- a) Miscellaneous items from the Library Director
  - i. Report from the Library Director
  - ii. Report from Children's Services Supervisor Elizabeth Murray
- b) Miscellaneous items from the Library Board
  - i. Report from Library Board member Jill Rooker
  - ii. Discussion about scheduling items for upcoming meetings
    - 1. Library facilities tour

#### **5. QUESTIONS & INQUIRIES**

#### **6. ADJOURN**

***The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8124.***

***On \_\_\_\_\_, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.***



## **MINUTES**

REGULAR MEETING  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
NORTH BUILDING CONFERENCE ROOM  
1107 SOUTH DUCK, ROOM 119  
STILLWATER, OK 74074  
JANUARY 25, 2022 | 12:00 NOON  
library.stillwater.org

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|                               |                                                                                          |
|-------------------------------|------------------------------------------------------------------------------------------|
| <b>Board Members Present:</b> | <b>Cara Adney, Martha McMillian, Jill Rooker, Donna Sinnes, Mike Woods, Andrea Yough</b> |
| <b>Board Members Absent:</b>  | <b>Kathryn Ross</b>                                                                      |
| <b>Staff Present:</b>         | <b>Teresa Chaufy, Stacy DeLano, Christy Driskel, Dennis McGrath</b>                      |

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1. CALL MEETING TO ORDER  
Yough called the meeting to order at 12:00 pm.
2. EXECUTIVE SESSION  
Requests for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

a) Vote to convene executive session

At 12:02 pm, Adney/Sinnes made a motion to convene executive session for the purpose of confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

c) Vote to reconvene regular meeting

**At 12:25 pm, a vote was taken to reconvene regular meeting. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.**

d) Action (including vote or series of votes) regarding employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

3. **CONSENT DOCKET**

*Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. **The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.***

- a. Minutes: December 14, 2021 Regular Meeting
- b. Stillwater Public Library December 2021 Financial Report
- c. Stillwater Public Library December 2021 Activity Report

**Woods/Rooker moved to approve items on the consent docket. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.**

4. **GENERAL ORDERS**

*The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda specifically states that no action will be taken.*

- a. Consider Fiscal Year 2023 personnel budget

**DeLano explained this month's board packet contains two personnel sheets: FY23 worksheet and Proposed FY23 Personnel Budget. On the worksheet, unfilled positions to be removed are highlighted in yellow and unfilled positions to keep highlighted in green. There has been one change since the November meeting when personnel was discussed - the 4<sup>th</sup> Children's Services Assistant part-time position will be filled instead of cut. Staff feel strongly that children and parents are a core audience which we need to concentrate on since programs & activities have been cut due to covid. She explained the personnel budget has already been submitted to the City with the understanding it will also need to be approved by the Library Board. The new personnel budget is \$70,000 less than last year. This does not represent a reduction in services to patrons. Job duties of several staff members will become more efficient due to the installation of the RFID system and outsourcing the processing of new materials. Sinnes/Rooker moved to approve the Fiscal Year 2023 personnel budget. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.**

b. Consider revision of job description for Data Entry Operator

Job duties of the Data Entry Operator will change due to the outsourcing of processing of new materials. This position will now be able to work with the special collections. About 20 hours per week will be dedicated to the processing, digitization, and preservation of special collections. The other 20 hours will be used to process materials which are not outsourced. The job title will be changed to Technical Services Specialist. Adney/Sinnes moved to approve the revision of the job description for Data Entry Operator. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

c. Consider the Holiday Schedule, revised to include the Juneteenth holiday and to correct minor errors

Next, DeLano explained although the holiday schedule is approved by the Library Board, the schedule does follow the City's schedule. The updated schedule now includes the Juneteenth holiday. Rooker/Sinnes moved to approve the Holiday Schedule, revised to include the Juneteenth holiday and to correct minor errors. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

d. Consider results of the 100<sup>th</sup> Anniversary Committee's public survey

During the fall, members of the 100<sup>th</sup> Anniversary Committee worked together to create a survey asking patrons what they want/need from the library. The committee suggested the survey results be shared with the Library Board. Tentatively, plans are to bring to the three boards involved, the goals & activities of the committee in the late spring. Survey results were discussed among board members. No action was taken.

5. REPORTS FROM OFFICERS AND BOARDS

*Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action (including a vote or series of votes) are listed below.*

a. Miscellaneous items from the Library Director

i. Report from the Library Director

- DeLano reported covid has been a huge disruption and challenge to the library and staff. Despite this, the staff has been doing a great job.
- Since the last meeting, storytimes have been paused due to covid. A reassessment of this decision is done every two weeks. The next reassessment will be around February 1<sup>st</sup>. It could be held outdoors depending on the weather.
- Staff had a project management meeting with the RFID equipment provider. This project has begun and will be worked on in the next 3-5 months. SPL is receiving a huge amount of assistance from the City's IT Department which is much appreciated.
- SPL has closed out the Big Read grant. We had around 1,800 in attendance.
- DeLano reported on a bill being introduced into the OK legislature regarding books in public school libraries. At this time, it does not include public libraries.

- DeLano and staff member Emily States have started their final school semester in attaining their MLIS.

b. Miscellaneous items from the Library Board

i. Discussion about scheduling items for upcoming meetings

**None.**

5. QUESTIONS & INQUIRIES

**At this time, a guest attending the board meeting introduced himself. His name is Terry Austin. There were no questions or inquiries.**

6. ADJOURN

**Sinnes/Rooker moved to adjourn. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Meeting adjourned at 1:00 pm.**

**Prepared by: Teresa Chaufy, Recording Secretary**

**Approved by: \_\_\_\_\_  
Chair, Stillwater Public Library Board**

**January 2022**

**58% of Year Elapsed**

**City of Stillwater, OK**

**Budget to Actuals with Encumbrances by Key and Object**

| Object - Description                  |            | Month to date |            | Year to date |            | Report Date: |  | 01/31/2022 |  |
|---------------------------------------|------------|---------------|------------|--------------|------------|--------------|--|------------|--|
| Key: 1015510 - Library administration |            | Actual        |            | Actual       |            |              |  | Pct.       |  |
| Budget                                |            |               |            | Encumbrance  |            | Balance      |  | Rem.       |  |
| Revenue                               |            |               |            |              |            |              |  |            |  |
| 43100 - Federal Grant Revenue         | 149,799.00 | 10,000.00     | 131,429.35 | 0.00         | 18,369.65  | 12.26%       |  |            |  |
| 45000 - Fines & Forfeitures           | 15,000.00  | 1,638.29      | 10,346.67  | 0.00         | 4,653.33   | 31.02%       |  |            |  |
| 47012 - Misc Fees                     | 8,000.00   | 555.00        | 5,471.62   | 0.00         | 2,528.38   | 31.60%       |  |            |  |
| 47501 - Room Rental                   | 5,000.00   | 198.75        | 3,314.00   | 0.00         | 1,686.00   | 33.72%       |  |            |  |
| 48701 - Donations                     | 8,184.00   | 73.92         | 8,358.21   | 0.00         | -174.21    | -2.12%       |  |            |  |
| Revenue Total:                        | 185,983.00 | 12,465.96     | 158,919.85 | 0.00         | 27,063.15  | 14.55%       |  |            |  |
| Expenditure                           |            |               |            |              |            |              |  |            |  |
| 51001 - Full Time                     | 653,975.00 | 47,497.66     | 341,900.66 | 0.00         | 312,074.34 | 47.71%       |  |            |  |
| 51002 - Part Time                     | 254,617.00 | 11,535.67     | 92,983.49  | 0.00         | 161,633.51 | 63.48%       |  |            |  |
| 51003 - Overtime                      | 1,400.00   | 126.23        | 502.95     | 0.00         | 897.05     | 64.07%       |  |            |  |
| 51005 - On-Call                       | 500.00     | 0.00          | 0.00       | 0.00         | 500.00     | 100.00%      |  |            |  |
| 51021 - Social Security               | 69,653.00  | 4,296.54      | 31,622.79  | 0.00         | 38,030.21  | 54.59%       |  |            |  |
| 51022 - Retirement                    | 39,353.00  | 2,855.81      | 20,544.35  | 0.00         | 18,808.65  | 47.79%       |  |            |  |
| 52012 - Vehicle Repair Parts          | 500.00     | 0.00          | 2.39       | 0.00         | 497.61     | 99.52%       |  |            |  |
| 52034 - Postage                       | 3,000.00   | 0.00          | 511.60     | 0.00         | 2,488.40   | 82.94%       |  |            |  |
| 52036 - Janitorial Supplies           | 6,100.00   | 0.00          | 1,024.50   | 1,046.86     | 4,028.64   | 66.04%       |  |            |  |
| 52040 - Books & Publications          | 85,000.00  | 4,478.31      | 44,471.91  | 37,937.12    | 2,590.97   | 3.04%        |  |            |  |
| 52041 - Clothing & Uniforms           | 600.00     | 0.00          | 0.00       | 0.00         | 600.00     | 100.00%      |  |            |  |
| 52043 - Vehicle Fuel & Oil            | 450.00     | 0.00          | 77.25      | 322.75       | 50.00      | 11.11%       |  |            |  |
| 52046 - Supplies                      | 10,000.00  | 1,449.80      | 4,819.66   | 1,490.72     | 3,689.62   | 36.89%       |  |            |  |
| 53001 - Natural Gas                   | 3,000.00   | 608.15        | 1,272.81   | 1,727.19     | 0.00       | 0.00%        |  |            |  |
| 53004 - Telecommunications            | 5,040.00   | 52.20         | 370.01     | 0.00         | 4,669.99   | 92.65%       |  |            |  |
| 53011 - Equipment Rental              | 6,800.00   | 309.37        | 2,810.56   | 1,890.32     | 2,099.12   | 30.86%       |  |            |  |
| 53020 - Repair-Structures             | 17,000.00  | 687.50        | 7,203.66   | 830.00       | 8,966.34   | 52.74%       |  |            |  |
| 53023 - Repair-HVAC                   | 10,000.00  | 0.00          | 161.17     | 1,350.00     | 8,488.83   | 84.88%       |  |            |  |
| 53041 - Donations                     | 29,560.00  | -59.51        | 5,201.57   | 7,309.40     | 17,049.03  | 57.67%       |  |            |  |
| 53045 - Grant Expenditure             | 325,585.00 | 88.98         | 228,254.00 | 35,144.62    | 62,186.38  | 19.09%       |  |            |  |
| 53049 - Cash Short                    | 0.00       | -0.46         | -3.80      | 0.00         | 3.80       | 0.00%        |  |            |  |
| 53054 - Dues & Subscriptions          | 689.00     | 0.00          | 97.00      | 0.00         | 592.00     | 85.92%       |  |            |  |
| 53055 - Training                      | 1,300.00   | 0.00          | 710.00     | 0.00         | 590.00     | 45.38%       |  |            |  |
| 53062 - Refunds                       | 200.00     | 0.00          | 27.51      | 0.00         | 172.49     | 86.24%       |  |            |  |
| 53064 - Contract for Services         | 8,615.00   | 459.70        | 3,518.80   | 5,092.20     | 4.00       | 0.04%        |  |            |  |
| 53066 - Miscellaneous Services        | 250.00     | 0.00          | 17.50      | 232.50       | 0.00       | 0.00%        |  |            |  |
| 53068 - Travel Expense                | 750.00     | 0.00          | 0.00       | 0.00         | 750.00     | 100.00%      |  |            |  |

January 2022

58% of Year Elapsed

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 01/31/2022

| Object - Description          | Budget         | Month to date |  | Year to date |  | Encumbrance | Balance      | Rem.<br>Pct. |
|-------------------------------|----------------|---------------|--|--------------|--|-------------|--------------|--------------|
|                               |                | Actual        |  | Actual       |  |             |              |              |
| 53071 - Software Maintenance  | 48,170.00      | 0.00          |  | 47,498.76    |  | 0.00        | 671.24       | 1.39%        |
| 54012 - Building & Structures | 10,000.00      | 0.00          |  | 0.00         |  | 0.00        | 10,000.00    | 100.00%      |
| 56000 - Direct Costs          | 702.00         | 59.00         |  | 413.00       |  | 0.00        | 289.00       | 41.16%       |
| 56001 - Indirect Costs        | 851.00         | 71.00         |  | 497.00       |  | 0.00        | 354.00       | 41.59%       |
| Expenditure Total:            | 1,593,660.00   | 74,515.95     |  | 836,511.10   |  | 94,373.68   | 662,775.22   | 41.58%       |
| Key Total:                    | (1,407,677.00) | (62,049.99)   |  | (677,591.25) |  | (94,373.68) | (635,712.07) | 45.16%       |

**PUBLIC SERVICES**

## USER SERVICES

## STILLWATER PUBLIC LIBRARY PATRON PROFILE

2,629 / 19,578

### ESTIMATED ADULT REFERENCE

### ESTIMATED CHILDREN'S REFERENCE

## PROGRAMMING

## TECHNICAL SERVICES

## MATERIALS ADDED & PROCESSED

( 71,063 ) 78,606 TOTAL NUMBER OF VOLUMES IN OKVL

( ) FIGURES IN BRACKETS ARE FOR THE SAME MONTH LAST YEAR

# STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

## JANUARY 2022

### ADULT SERVICES

|              |                            |          |              |          |                                           |
|--------------|----------------------------|----------|--------------|----------|-------------------------------------------|
| <u>4,418</u> | <u>Reference Questions</u> | <u>0</u> | <u>Tours</u> | <u>0</u> | <u>Participants</u>                       |
|              | <u>2,851</u>               |          | <u>12</u>    |          | <u>Number of Adult Programs</u>           |
|              | <u>1,010</u>               |          | <u>349</u>   |          | <u>Attendance at Adult Programs</u>       |
|              | <u>557</u>                 |          | <u>1</u>     |          | <u>Number of Young Adult Programs</u>     |
|              |                            |          | <u>8</u>     |          | <u>Attendance at Young Adult Programs</u> |
| <u>63</u>    | <u>Meeting Room Usage</u>  |          | <u>8</u>     |          | <u>Number of Volunteers</u>               |
|              |                            |          | <u>57.45</u> |          | <u>Total Volunteer Hours</u>              |
|              |                            |          | <u>21</u>    |          | <u>Displays</u>                           |

### CHILDREN'S SERVICES

|             |                                                                 |                    |                                  |
|-------------|-----------------------------------------------------------------|--------------------|----------------------------------|
| <u>376</u>  | <u>Reference Questions</u>                                      |                    |                                  |
|             | <u>306</u>                                                      | <u>in person</u>   |                                  |
|             | <u>11</u>                                                       | <u>by phone</u>    |                                  |
|             | <u>59</u>                                                       | <u>directional</u> |                                  |
| <u>0</u>    | <u>Number of pre-school programs</u>                            |                    | <u>(daycare &amp; Headstart)</u> |
| <u>0</u>    | <u>Attendance at pre-school programs</u>                        |                    |                                  |
| <u>0</u>    | <u>Number of storyhours</u>                                     |                    |                                  |
| <u>0</u>    | <u>Attendance at storyhours</u>                                 |                    |                                  |
| <u>0</u>    | <u>Number of programs/school visits for school age children</u> |                    | <u>(here or away)</u>            |
| <u>0</u>    | <u>Attendance at programs for school age children</u>           |                    |                                  |
| <u>0</u>    | <u>Number of programs for Summer Reading Program</u>            |                    |                                  |
| <u>0</u>    | <u>Attendance at Summer Reading Program</u>                     |                    |                                  |
| <u>8</u>    | <u>Displays</u>                                                 |                    |                                  |
| <u>0</u>    | <u>Number of volunteers</u>                                     |                    |                                  |
| <u>0.00</u> | <u>Total volunteer hours</u>                                    |                    |                                  |

### REGISTRATION

|            |                            |
|------------|----------------------------|
| <u>226</u> | <u>Total new borrowers</u> |
|            | <u>191</u> <u>Adults</u>   |
|            | <u>35</u> <u>Juveniles</u> |

# STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

## JANUARY 2022

### ADULT

Total Book & Non-Book Material Checkouts

| 2020   | 2021   | 2022   |                      |
|--------|--------|--------|----------------------|
| 4,855  | 3,324  | 3,902  | Fiction              |
| 2,455  | 1,760  | 1,458  | Nonfiction           |
| 1,630  | 1,230  | 1,239  | New books            |
| 13     | 2      | 18     | Multi-language items |
| 8,953  | 6,316  | 6,617  | Total Book Checkouts |
| 0      | 0      | 34     | Devices              |
| 596    | 261    | 193    | CD books             |
| 122    | 34     | 16     | Music cds            |
| 524    | 267    | 289    | DVDs & Blu-rays      |
| 80     | 70     | 80     | Book Club Bks        |
| 37     | 6      | 13     | Kits                 |
| 1,359  | 638    | 625    | Total Checkouts      |
| 725    | 342    | 320    | In-library use       |
| 66     | 45     | 29     | ILL                  |
| 5,568  | 7,089  | 6,953  | Ebooks               |
| 3,914  | 4,216  | 4,395  | Downloadable audios  |
| 87     | 483    | 361    | Emagazines           |
| 5      | 3      | 30     | Streaming videos     |
| 10,365 | 12,178 | 12,088 | Total Checkouts      |

32,296

27,673

28,525

**GRAND TOTAL CIRCULATION**

### CHILDREN'S

Total Book & Non-Book Material Checkouts

| 2020   | 2021  | 2022  |                      |
|--------|-------|-------|----------------------|
| 7,782  | 5,807 | 6,204 | Fiction              |
| 1,571  | 1,361 | 1,448 | Nonfiction           |
| 683    | 476   | 508   | New books            |
| 70     | 38    | 97    | Multi-language items |
| 10,106 | 7,682 | 8,257 | Total Book Checkouts |
| 374    | 347   | 389   | CD books             |
| 6      | 6     | 9     | Music cds            |
| 526    | 310   | 231   | DVDs & Blu-rays      |
| 51     | 13    | 4     | Kits                 |
| 957    | 676   | 633   | Total Checkouts      |
| 556    | 183   | 305   | In-library use       |

### OUTREACH

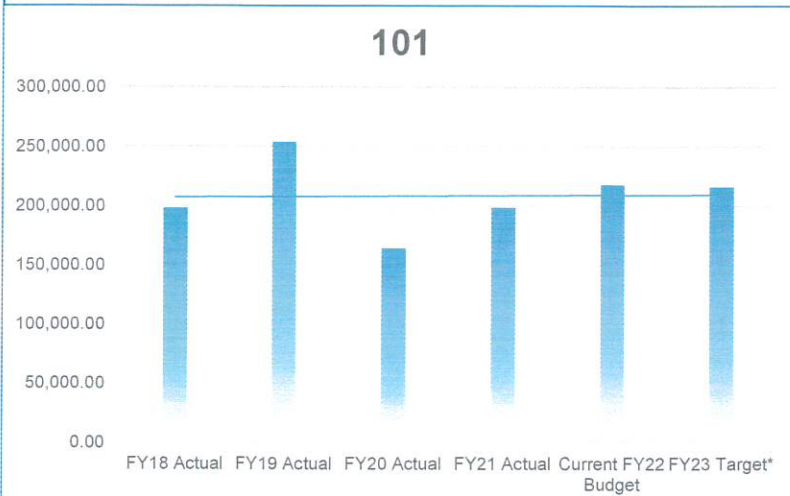
|    |                             |
|----|-----------------------------|
| 6  | Homebound patron deliveries |
| 40 | Homebound books             |

|     |                                |
|-----|--------------------------------|
| 5   | Outreach facilities deliveries |
| 8   | Outreach deposit collections   |
| 160 | Outreach books                 |

Department Title: Library

| Fund: 101                      |           | Annual Budgets 101  |            |
|--------------------------------|-----------|---------------------|------------|
| Total Budget Four Year Average | \$272,000 | FY18 Actual         | 197,831.05 |
| FY23 Total Target*             | \$215,945 | FY19 Actual         | 253,363.56 |
| Current Total FY23 Budget      | \$214,568 | FY20 Actual         | 163,844.96 |
|                                |           | FY21 Actual         | 198,339.19 |
|                                |           | Current FY22 Budget | 217,464.00 |
|                                |           | FY23 Target*        | 215,944.76 |

Notes (if over):



\*The target budget is based on the current trend plus the 12 month percentage change in the Consumer Price Index for the south region

|                         |                |                   |            |                   |                                  |                          |                                       |                   |                                                                                                                                                             |
|-------------------------|----------------|-------------------|------------|-------------------|----------------------------------|--------------------------|---------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column Totals           | 271,124.00     | 223,940.00        | 198,339.19 | 217,464.00        | 217,464.00                       | 93,227.81                | 64,175.90                             | 214,568.00        |                                                                                                                                                             |
| Object Code Description | 4 Year Average | 21 Adopted Budget | 21 Actual  | 22 Adopted Budget | 22 Revised Budget as of 11/29/21 | 22 Actual as of 11/29/21 | 22 Actual Encumbrances as of 11/29/21 | 23 Budget Request | Notes                                                                                                                                                       |
| AudioVisual Equipment   | 7,823.00       | 0.00              | 0.00       | 0.00              | 0.00                             | 0.00                     | 0.00                                  | 0                 |                                                                                                                                                             |
| Vehicle Repair Parts    | 467.00         | 500.00            | 0.00       | 500.00            | 500.00                           | 2.39                     | 0.00                                  | 500.00            |                                                                                                                                                             |
| Office Supplies         | 2,688.00       | 3,100.00          | 3,014.00   | 0.00              | 0.00                             | 0.00                     | 0.00                                  | 1,700.00          |                                                                                                                                                             |
| Postage                 | 4,644.00       | 6,100.00          | 3,777.18   | 3,000.00          | 3,000.00                         | 11.60                    | 0.00                                  | 3,000.00          |                                                                                                                                                             |
| Janitorial Supplies     | 32,549.00      | 85,000.00         | 83,338.86  | 6,100.00          | 6,100.00                         | 1,024.50                 | 0.00                                  | 6,100.00          |                                                                                                                                                             |
| Books& Publs            | 53,290.00      | 600.00            | 72.00      | 85,000.00         | 85,000.00                        | 29,271.54                | 51,514.67                             | 88,300.00         | Increase reflects book processing fee charges for outsourcing. The 3300 was moved out of 52046 bk proc supplies and allowed us to remove one staff position |
| Clothing& Uniforms      | 341.00         | 600.00            | 72.00      | 600.00            | 600.00                           | 0.00                     | 0.00                                  | 600.00            |                                                                                                                                                             |
| Food                    | 14.00          | 0.00              | 0.00       | 0.00              | 0.00                             | 0.00                     | 0.00                                  | 0.00              |                                                                                                                                                             |
| VehicleFuel &Oil        | 303.00         | 450.00            | 53.81      | 450.00            | 450.00                           | 77.25                    | 322.75                                | 450.00            |                                                                                                                                                             |
| Supplies                | 14,552.00      | 12,000.00         | 7,208.36   | 10,000.00         | 10,000.00                        | 3,311.15                 | 997.83                                | 9,200.00          | Moved office supplies to 52031 and moved building supplies into                                                                                             |
| NaturalGas              | 3,512.00       | 3,000.00          | 2,717.87   | 3,000.00          | 3,000.00                         | 395.51                   | 2,604.49                              | 3,000.00          |                                                                                                                                                             |

[illegible]

|                |           |           |           |           |           |           |      |           |                                                                                                                                                                                       |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |           |           |           |           |           |           |      |           | Increased for RFID software maint (allows us to drop one FT clerk), equipment lending tracking; microfilm software maint, door count software maintenance and 3% increase to services |
| Software Maint | 48,267.00 | 51,485.00 | 39,961.75 | 48,170.00 | 48,170.00 | 47,498.76 | 0.00 | 52,467.00 |                                                                                                                                                                                       |
| StateAid       | 14,615.00 | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00 | 0.00      |                                                                                                                                                                                       |

\*Inactive