



CITY OF OREGON CITY LIBRARY BOARD REGULAR MEETING AGENDA

Virtual Meeting
Wednesday, January 13, 2021 at 6:15 PM

This meeting will be held online via Zoom; please contact dbutcher@orccity.org for the meeting link.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Review and approve minutes from the December 12, 2020 Library Board meeting.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share the January, 2020 Library Director's Report and review monthly statistics.

PUBLIC COMMENTS

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. The Library Board Officers do not generally engage in dialog with those making comments but may refer the issue to the City Manager.

DISCUSSION ITEMS

3. Election of Officers for 2021
4. Discussion of Candidates for Library Board Vacancy

COMMUNICATIONS

FUTURE AGENDA ITEMS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the Library Board Regular Meeting does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Staff Member prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503 657 0891

Agenda Posted at City Hall, Pioneer Community Center, Library, City Web site.

Video Streaming & Broadcasts: The meeting is streamed live on Internet on the Oregon City's Web site at www.orcity.org and available on demand following the meeting. The meeting can be viewed live on Willamette Falls Television on channel 28 for Oregon City area residents. The meetings are also rebroadcast on WFMC. Please contact WFMC at 503 650 0275 for a programming schedule



City of Oregon City

Meeting Minutes

Library Board

625 Center Street
Oregon City, OR 97045
503-657-0891

Item #1.

Wednesday, December 9, 2020

Online via Zoom

5:30 PM

1. Call to Order:

Scott Edwards called the meeting to order at 5:32 PM.

Members Present: Larry Osborne, Cynthia Andrews, David Goldberg, Nick Dierckman, Kari Linder, and Scott Edwards.

Members Absent: Ken Hall.

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager.

2. Approval of Minutes:

Nick Dierckman motioned to approve the minutes from the Library Board's October 14, 2020 meeting with no changes. Larry Osborne seconded the motion. Larry Osborne, Cynthia Andrews, David Goldberg, Nick Dierckman, Kari Linder, and Scott Edwards all voted aye. The motion carried.

3. Library Director's Report:

Greg Williams thanked the Library Board for their support and care during a personally difficult time.

Greg stated that he had included a new section in the Director's Report where he would try to provide additional context for notable changes in monthly statistics. Greg pointed out that jumps in programming and circulation statistics were likely attributable to a high volume of Halloween-related programming and the introduction of grab and go bundles. Greg explained that the decline in registered library borrowers was due to the Libraries in Clackamas County (LINCC) purge of inactive accounts which occurs annually in October.

Greg explained that he was unable to provide the November statistics in time for this Library Board meeting because the library statistics were not available until several days into the new month. In instances where Board meetings fall earlier in the month, these statistics were released after the Board packets were due for distribution. Greg stated that he would have two months of statistics at the January meeting.

Greg and Denise shared that interviews for on call Library Assistants had concluded with five new hires. Greg stated that this would not have an additional budget impact but would allow for better coverage of existing budgeted hours and spoke positively of the new hires.

Greg explained that the holder for the Carl Clapp memorial sign had been installed on the concrete near the reading circle rather than in the originally planned location next to a tree near John Adams Street. This decision was reached after consulting with Parks and Recreation and determining there was a high likelihood the tree near the anticipated site would need to be removed in the coming years and placing the sign there would necessitate later relocation. The current location of the sign also allowed for easier maintenance. Greg expressed hope that a dedication ceremony might occur in the next month.

Greg shared that discussions were underway with Facilities to add additional handrails to the

concrete steps near the splash pad in order to deter skateboarders from performing skateboarding tricks on the step. Despite posted signage in the area indicating skateboarding is not allowed, the concrete has sustained damage. Denise shared that earlier in the day skateboarders had been atop the bookdrops.

Greg anticipated having more information for the next meeting about people counters to provide real time occupancy monitoring. Greg said that the system under consideration was projected to help the library function in an environment where capacity restrictions were essential to library operations and that it should be reimbursable under the CARES act as a COVID-related expense. Vendor selection was underway.

Greg updated the Board on COVID-related procedures, highlighting the State's move away from phased reopening and migration to a county-by-county risk evaluation model. Greg shared that the Library's phased reopening plan was being revised to fit with the new rubric. Greg shared that the Library and City were updating practices to be in accordance with new OSHA guidelines and that more details were to follow at next month's Board meeting.

Greg shared that new services had been implemented and that the most popular part of the gran-and-go book bundles were the popcorn packs included with the movie bundles. Greg shared that holiday-themed bundles were forthcoming. Bookflix, an ebook resource tailored for younger readers, was a new resource that had been added to fill a gap in electronic resource offerings. A children's trivia program had been added too. Greg reported that Barratt Miller, Youth Services Librarian, led the effort to get the undistributed Summer Reading books to the school district for distribution to students via lunch delivery routes and in-person delivery.

Greg highlighted the countywide library initiative, "We are your LINCC to..." and shared that Adult Services Librarian Gina Bacon had designed the graphic.

Greg shared positive feedback received and reflected that the feedback was not limited to people in Oregon and that the library's online services had widespread impact.

Scott Edwards asked what additional electronic content might be added to the library's offerings. Greg stated that the Adult Services and Social Media staff were constantly looking for and collecting econtent to promote. Greg offered to bring back more concrete examples.

Scott spoke positively of the existing online resources, particularly Kanopy and the language resources. Greg provided some distinction between the resources that all LINCC libraries agreed to participate in and the more individualized nature of Oregon City Public Library's social media presence.

Scott asked if the mailing of library materials might be expanded in the future. Greg stated that materials were still being mailed, and it is currently an unadvertised service. Greg said that the expansion of this service was a long-term goal and that the possibility of a county-wide books by mail service was also being discussed but at present nothing was definitive.

David Goldberg noted that the circulation statistics indicated that 2020 year to date circulation was down approximately 70% from 2019. David expressed curiosity as to what other libraries were experiencing. David also pointed out that growing numbers back to pre-COVID levels would likely take time even after people were vaccinated. Greg concurred and explained that Oregon City Public Library's efforts to be open physically and digitally was an effort to remain visible and part of people's lives. Greg stated he would bring other statistics and acknowledged that with the reduced hours and staff there was no physical way to move pre-COVID amounts of materials.

Nick Dierckman noted that electronic checkouts were about 15% higher than last year and expressed surprise that this increase was not greater. Greg shared that this may be attributed to

patron screen fatigue and patrons who are not comfortable accessing digital materials, based on some patron feedback. Greg explained that this may also be an issue of limited availability of electronically available titles due to finite funding.

Scott Edwards expressed appreciation of the new book drop and always having space available to return things. Greg and Denise acknowledged that this was the first year that staff did not need to come in on Thanksgiving weekend to empty the bookdrop and that there was room left over at the end of the long weekend.

4. Public Comments: none

5. 2020 Oregon Public Library Statistical Report:

Greg acknowledged that the report had not been provided to the Board prior to submission to the State and apologized.

Greg stated that 2.04 of the report appeared to show an increase in staff positions by two employees, but that was this was because previously the number of filled positions, not budgeted positions, had been reported.

Greg remarked that 2.07 showed a drop in volunteer hours, which was partially explained by the lack of volunteers following the library's closure in March and subsequently not having volunteers in building. Additionally, the previous year's statistics had included the hours worked by Friends of the Library volunteers. These hours were not included in this year's statistics as Friends is a different organization.

Greg pointed out that the money reflected in 3.09 reflected the federal funds received as part of COVID-related reimbursement from the CARES act.

Greg explained the discrepancy in numbers for 8.17 (relating to library visits) was a combination of last year's numbers likely having been sourced from a double counting people counter combined with closure and pandemic related limitations of patron visits during 2020.

Greg highlighted that despite the declines in other areas, the programming statistics regarding number of programs and number of attendees were more steady.

The Board had no questions.

6. Library Board Interview Questions:

Greg shared that there would be one open Board position at the end of the year.

Scott asked if Ken was not reapplying; Greg confirmed he was not.

Nick asked how many had applied. Greg replied that there was one applicant so far.

Greg noted that he had submitted the questions with some suggested changes. Greg pointed out that the question about Library of Things might need some adjustment since at the point that it was last used, the collection was just getting started.

Scott expressed support for the revisions. Kari Linder expressed support for removing the Library of Things question in its entirety.

Scott asked if anyone had ideas for a replacement question; there were no suggestions.

Greg expressed appreciation for the question about the service area.

Greg asked if there was support for the removal of the Library of Things question. There was general assent. No formal motion was made.

Kari asked how interviews would be conducted.

Greg said that under normal circumstances the interviews would occur during a normally scheduled Board meeting, Greg would contact the applicants and let them know of their scheduled time, and the interview would be recorded. The applicant would have time to answer the questions and then the Board would have a chance to discuss later. The Board's recommendation would be sent to the Mayor who retains authority over appointments.

Scott asked if the discussion about the candidates would be recorded and be part of the public record. Greg shared that that was current practice. Denise clarified that in the past audio recordings had been acceptable.

Nick asked if Ken's position was an in-City position; Greg stated that as of right now that was the case.

Greg stated that in talking with the City Recorder there were a few options: The Board could go forward with just one applicant, outreach could be made to applicants for other Boards, and the recruitment could remain open for more applicants.

Scott inquired as to the cutoff date for the position; Greg replied that the advertised cutoff date had been in November and that it was not unusual for this situation to occur. Scott expressed support for increasing the applicant pool.

David asked if the open position was being posted on social media; Greg replied he would check on it.

Nick suggested an email be sent to the email list.

Cynthia suggested a clarification to know that the meetings are currently occurring remotely and ensure potential applicants be comfortable utilizing technology to conduct Board business.

Nick stated that phone call in would suffice.

Cynthia agreed that a phone call would suffice and reiterated a desire to be upfront about the changes to how meetings were conducted and that this change in criteria be advertised in the recruitment communication.

Greg sought confirmation that it was the pleasure of the Board to continue to develop a pool of candidates. The Board affirmed this.

7. Communications:

Scott thanked Ken for his time and energy serving on the Board.

Denise reported that the Friends of the Library's November meeting was focused on ways to increase membership. Greg shared that Friends of the Library would be having their annual meeting online via Zoom on December 16 at 4:00 pm. Greg anticipated giving a presentation of library functions during the COVID pandemic as well as a look ahead to the post-COVID future.

Scott encouraged the Board and anyone watching the meeting to visit the Friends of the Library Bookstore for affordable books.

Cynthia reported that the Library Foundation did not meet in November but was scheduled to meet on December 17. Karen Martini, Foundation Director, reached out to prior donors via letter. Cynthia shared that two new members would be filling Foundation Board positions made open by retirements and stated that the members' names would be shared once they had officially joined. Cynthia stated that a memorandum of understanding with the Oregon City Schools Foundation concerning support for the Dolly Parton Imagination Library and more details would be shared at the next meeting.

Scott stated that with Ken's departure that a new liaison to Friends of the Library would be needed and invited the Board to consider assuming this role.

Greg shared that Friends of the Library meetings occur at 3:00 pm on the same day as the Library Board meetings, that Greg gives a brief version of the Director's Report, and that finances, marketing, and membership are discussed, and the meetings occur online and rarely exceed 30 to 45 minutes.

Nick stated that LDAC was working on organizing a Zoom meeting and that specific dates were forthcoming.

Nick asked if the Board anticipated having interviews at the January meeting. Greg asked if the Board would be comfortable with three to four applicants in the interview process. Scott affirmed that the most applicants he had seen at an interview was three or four. Greg said he would try to reach out to get more applicants so that a robust interview pool could be interviewed at the January meeting and would provide updates.

Nick shared the thought that if more applicants did not materialize in the next two to three weeks that there would likely not be any additional interest.

8. Future Agenda Items:

Greg shared that the annual update to the City Commission would occur January 6, 2021. Greg asked about the practices and logistics of the creation of the report. Scott responded that previously the Chair and the Library Director attend the meeting whereupon the Chair gives the report. Scott said that previously other Board members had attended, but as the meeting was scheduled on Zoom this year, that would not be possible.

9. Adjournment:

The meeting adjourned at 6:26 PM.



Library Director's Report for January 2021



Monthly Statistics Notes

- WiFi stats were not available at the time of report preparation. I anticipate this will be rectified by next month.
- Our Grab and Go Book Bundles continue to be popular. Circulation statistics for the last two months are as follows:

	NOVEMBER 2020	DECEMBER 2020
# of bundles	231	284
# of items	1,328	1,607

Library Staff

- We added 5 new on-call Library Assistants to the OCPL team. Welcome to Kathleen Kelso, Liz Ochoa, Angela Parsons, Katelyn Roach, and Shannon Rosenblat!
- We successfully recruited for a new, 0.8 FTE Library Technology Specialist position. The position will provide our Library team with additional technology support, including the areas of public computing hardware and systems, calendar system management, web site development, social media activities, and internal process automation. We are able to accommodate the position within our existing, approved FY 19/21 budget (both in terms of dollars and FTE count). Congratulations to Adam Murphy (former on-call Library Assistant) on his new role!

Library Grounds and Facilities

- At the beginning of January, we reconfigured the basement staff area, with the goals of improving operational efficiency, team collaboration, and staff safety (particularly in relation to COVID-19). While we are still waiting for a few more shelving units, we are all very pleased with the reconfiguration.
- We are in the process of implementing new people counters and occupancy monitors from SenSource. The sensors should improve our ability to monitor capacity and usage of various areas of the library, and should even help us better estimate the number of children vs. adults using the library.

Library Operations

- Library Director Greg Williams and Library Board Chair Scott Edwards attended the January 6, 2021 meeting of the City Commission, where Chair Edwards provided the Commission with the Board's 2020 annual update. Video of the presentation is available at:
<https://www.youtube.com/watch?v=nWPn0UVS1jo>

Library Programs and Services

- We are planning to launch online access to the New York Times this month! OCPL cardholders will be able to access the New York Times website (and other Times-provided resources).
- Library staff shared their top 2020 book, movie, and music picks as part of our inaugural "12 Days of Staff Picks" best-of lists.



Figure 1 - "12 Days of Staff Picks" graphic

Library Partnerships and Outreach

- In December, staff assembled and delivered 150 book bags for distribution through Head Start classrooms in our library service area (CCC Head Start and Early Head Start, Oregon City View Manor, and King School Head Start). The bags included a picture book as well as a few other items supporting early literacy (rubber duck, finger puppet, bubbles, crayons, stickers, etc.).



Figure 2 - Assembly and distribution of book bags for Clackamas County Head Start

Library District / LINCC Cooperative

- In recognition of the ongoing COVID-19 pandemic, all LINCC libraries have agreed to continue extended circulation periods and fine-free checkins at least through March 2021.
- The Library District Advisory Committee (LDAC) met (via Zoom) for the first time in nearly a year on Tuesday, January 5. The meeting was primarily an opportunity for members to touch base and catch up. The next meeting is scheduled for March 22 and will likely involve discussion of “next steps” for the Library District Task Force (which has not been able to meet during the pandemic).

Follow-up from last Library Board meeting

- Last month, there was a question about how other LINCC libraries’ circulation numbers had changed during the COVID-19 pandemic. Below is a chart comparing each LINCC library’s total circulation for December 2019 and December 2020.
 - Milwaukie’s numbers reflect operating in two different buildings (one temporary, one permanent) during each measurement period.

	<i>Total Circulation</i>		
	Dec. 2019	Dec. 2020	% Change
Canby	20,585	12,429	(39.6%)
Oak Lodge	23,885	9,943	(58.4%)
Estacada	11,855	4,921	(58.5%)
Gladstone	14,665	8,515	(41.9%)
Hoodland	5,688	2,377	(58.2%)
Lake Oswego	72,242	44,190	(38.8%)
Milwaukie	15,211	25,731	69.2%
Molalla	16,572	9,794	(40.9%)
Oregon City	44,611	23,234	(47.9%)
Sandy	20,562	10,638	(48.3%)
Happy Valley	63,520	35,186	(44.6%)
West Linn	41,345	23,452	(43.3%)
Wilsonville	32,429	24,750	(23.7%)

Figure 3 - LINCC December total circulation

Patron Feedback

- A patron posted their thanks and a pic on Instagram about our Book Bundles.

“Thankful for @oregoncitylibrary for curating a reading list for my 7 year old’s unique interests...and for the easy breezy pick up. Let the holidays begin!”

Oregon City Public library
Monthly Statistical Report
Reporting period: **December, 2020**

	Current Month	FY 20/21 YTD	Last Month	Same Month Last FY	FY 19/20 YTD
PATRON REGISTRATIONS					
New Patron Registrations	77	412	71	199	1,669
Total Registered Patrons	18,153	18,153	18,071	19,815	19,815

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	8,779	43,740	7,902	22,194	142,314
YA materials	881	4,662	778	1,667	11,695
Children's materials	7,760	35,970	7,710	16,322	108,351
Electronic materials	5,814	34,836	5,706	4,428	26,830
Total Circulation	23,234	119,208	22,096	44,611	289,190

1st Time Circulation (Physical)	10,986	53,484	10,242	27,595	180,941
1st Time Circulation (Self-Check)	149	1,177	128	23,375	156,773

Holds received from other libraries	13,058	59.2%	65,138	55.8%	12,487	57.9%	13,284	58.8%	85,666	58.4%
Holds sent to other libraries	9,002	40.8%	51,608	44.2%	9,069	42.1%	9,317	41.2%	61,064	41.6%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	765	56.5%	n/a	781	57.6%	1,755	56.6%	n/a
Borrowers - Unincorporated Residents	481	35.6%	n/a	490	36.1%	1,068	34.5%	n/a
Borrowers - Other	107	7.9%	n/a	85	6.3%	275	8.9%	n/a

Service Area Pop - City	35,570	58.3%	n/a	35,570	58.3%	34,860	58.3%	n/a
Service Area Pop - Unincorporated	25,422	41.7%	n/a	25,422	41.7%	25,401	41.7%	n/a

TECHNOLOGY

Internet Sessions	-	-	-	1,618	10,777
WiFi Sessions	n/a	413	n/a	2,150	12,983

SOCIAL MEDIA / EMAIL

Facebook followers	3,536	n/a	3,532	3,325	n/a
Instagram followers	1,720	n/a	1,701	1,356	n/a
Twitter followers	901	n/a	894	783	n/a
YouTube subscribers	150	n/a	150	-	n/a
YouTube unique viewers	348	n/a	369	-	n/a
YouTube views	572	3,972	571	-	3
Email newsletter subscribers	4,269	n/a	4,290	4,226	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

PROGRAMMING *

Children's programming - # of progs	n/a	92	n/a	27	179
Children's programming - attendance/engagement	n/a	6,826	n/a	812	7,784

YA programming - # of progs	n/a	2	n/a	1	26
YA programming - attendance/engagement	n/a	4	n/a	7	212

Adult programming - # of progs	n/a	90	n/a	19	104
Adult programming - attendance/engagement	n/a	839	n/a	300	1,806

Virtual programming currently uses a 2-week statistical collection period; stats will be one month "behind"

MEETING ROOM USE

Revisions pending

MATERIALS PROCESSING

Revisions pending

Oregon City Public library
Monthly Statistical Report
Reporting period: **November, 2020**

	Current Month	FY 20/21 YTD	Last Month	Same Month Last FY	FY 19/20 YTD
PATRON REGISTRATIONS					
New Patron Registrations	71	335	73	263	1,470
Total Registered Patrons	18,071	18,071	18,009	19,625	19,625

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	7,902	34,961	8,079	22,225	120,120
YA materials	778	3,781	857	1,672	10,028
Children's materials	7,710	28,210	6,935	17,329	92,029
Electronic materials	5,706	29,022	5,631	4,342	22,402
Total Circulation	22,096	95,974	21,502	45,568	244,579

1st Time Circulation (Physical)	10,242	42,498	10,251	28,368	153,346
1st Time Circulation (Self-Check)	128	1,028	220	24,521	133,398

Holds received from other libraries	12,487	57.9%	52,080	55.0%	12,928	57.8%	13,702	58.1%	72,382	58.3%
Holds sent to other libraries	9,069	42.1%	42,606	45.0%	9,444	42.2%	9,882	41.9%	51,747	41.7%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	781	57.6%	n/a	820	57.5%	1,830	56.0%	n/a
Borrowers - Unincorporated Residents	490	36.1%	n/a	508	35.6%	1,147	35.1%	n/a
Borrowers - Other	85	6.3%	n/a	99	6.9%	293	9.0%	n/a

Service Area Pop - City	35,570	58.3%	n/a	35,570	58.3%	34,860	58.3%	n/a
Service Area Pop - Unincorporated	25,422	41.7%	n/a	25,422	41.7%	25,401	41.7%	n/a

TECHNOLOGY

Internet Sessions	-	-	-	1,711	9,159
WiFi Sessions	n/a	413	121	2,033	10,833

SOCIAL MEDIA / EMAIL

Facebook followers	3,532	n/a	3,523	3,313	n/a
Instagram followers	1,701	n/a	1,678	1,102	n/a
Twitter followers	894	n/a	893	781	n/a
YouTube subscribers	150	n/a	141	-	n/a
YouTube unique viewers	369	n/a	436	-	n/a
YouTube views	571	3,400	870	1	3
Email newsletter subscribers	4,290	n/a	4,361	4,189	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

PROGRAMMING *

Children's programming - # of progs	8	100	21	25	152
Children's programming - attendance/engagement	876	7,702	2,167	1,089	6,972

YA programming - # of progs	-	2	1	3	25
YA programming - attendance/engagement	-	4	-	18	205

Adult programming - # of progs	19	109	23	19	85
Adult programming - attendance/engagement	172	1,011	263	350	1,506

Virtual programming currently uses a 2-week statistical collection period; stats will be one month "behind"

MEETING ROOM USE

Revisions pending

MATERIALS PROCESSING

Revisions pending



Library Board Report

Nov 01 - Nov 30, 2020



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Oregon City Public Library

Page 14

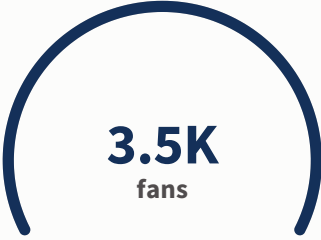
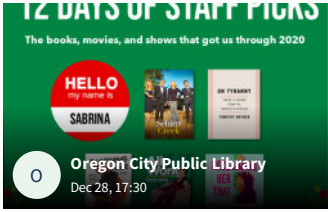
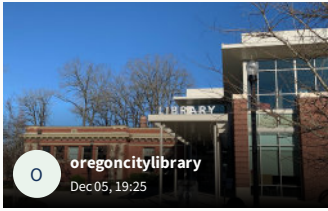
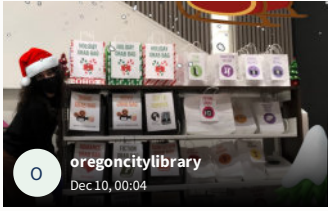
Followers	Net New Followers > Acco...	Tweets	Engagement > Type
894 followers	@ORCityLibrary1	109 tweets	Likes18
			Retweets6
			Replies2



Library Board Report

Dec 01 - Dec 31, 2020

-  @ORCityLibrary
-  oregoncitylibrary
-  Oregon City Public Library

f Fans  3.5K fans	f New Fans 17 new fans	f Posts 107 posts	f Engagement > Type Reactions 206 Shares 89 Comments 51
f Post Reach 22K users	f Top posts > Reach   		
f Post Likes 109 likes	f Top posts > Reactions   		
@ Followers  1.7K followers	@ Top Posts > Reach   		
@ Posts 29 posts	@ Top posts > Likes   		

Followers

901

followers

Net New Followers > Accomplishments

@ORCityLibrary

7

Tweets

126

tweets

Engagement > Type

Likes

35

Replies

3

Retweets

2



Biennium Budget Report Y2 by Category

Item #2.

Data through 12/31/2020

	2019-2020 Budget	2019-2020 Balance	Year 1 Difference	2020-2021 Budget	December 2020-2021 Activity	2020-2021 Balance	2020-2021 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,357,051.00	2,481,216.44	(124,165.44)	2,418,515.00	8,784.00	43,406.12	0.00	2,250,943.44
44 - Charges for Services	0.00	3,430.86	(3,430.86)	0.00	1,800.00	1,800.00	0.00	(5,230.86)
46 - Fines & Forfeitures	40,000.00	38,473.34	1,526.66	40,000.00	0.00	0.00	0.00	41,526.66
47 - Miscellaneous Income	50,000.00	88,006.36	(38,006.36)	50,000.00	0.00	9,962.48	0.00	2,031.16
49 - Other Financing Sources	150,000.00	150,000.00	0.00	150,000.00	0.00	150,000.00	0.00	0.00
4 - Revenue Totals:	2,597,051.00	2,761,127.00	(164,076.00)	2,658,515.00	10,584.00	205,168.60	0.00	2,289,270.40
5 - Expense								
51 - Salaries and Wages	929,069.00	854,273.44	74,795.56	917,766.00	81,531.42	436,309.07	0.00	556,252.49
52 - Benefits	530,822.00	489,850.09	40,971.91	556,618.00	39,253.42	219,646.41	0.00	377,943.50
60 - Professional & Technical Services	2,540.00	1,337.50	1,202.50	2,540.00	0.00	250.00	0.00	3,492.50
61 - Repair & Maintenance Services	142,557.00	134,592.89	7,964.11	127,057.00	15,503.54	57,746.12	18,521.88	58,753.11
62 - Other Services	653.00	1,480.16	(827.16)	653.00	250.60	715.59	779.31	(1,669.06)
63 - Employee Costs	13,700.00	3,962.55	9,737.45	13,700.00	0.00	200.00	200.00	23,037.45
64 - Operating Materials & Supplies	310,750.00	211,877.38	98,872.62	229,250.00	43,298.84	95,514.91	17,480.25	215,127.46
65 - Office & Administrative Supplies	49,712.00	34,828.86	14,883.14	49,712.00	2,234.52	23,703.37	3,162.83	37,728.94
66 - Special Programs	31,150.00	38,320.04	(7,170.04)	31,150.00	1,584.01	3,857.23	75.89	20,046.84
68 - Community Programs and Grants	8,741.00	9,749.84	(1,008.84)	0.00	0.00	235.61	0.00	(1,244.45)
69 - Internal Service Charges	45,700.00	45,700.00	0.00	46,100.00	0.00	19,208.30	0.00	26,891.70
70 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	9,761.00	0.00	(9,761.00)
80 - Debt Service	415,371.00	415,371.02	(0.02)	415,370.00	0.00	71,865.24	0.00	343,504.74
98 - Transfers	20,000.00	20,000.00	0.00	20,000.00	0.00	8,333.35	0.00	11,666.65
5 - Expense Totals:	2,500,765.00	2,261,343.77	239,421.23	2,409,916.00	183,656.35	947,346.20	40,220.16	1,661,770.87