# TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY 

19 Sandwich Road
Bourne, Massachusetts 02532
Minutes of the February 16th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

| Trustees Present: | Staff Present: |
| :--- | :--- |
| Patrick Marshall |  |
| Peather Dipaolo <br> Stephanie Kelly <br> Diane Flynn |  |
| Linda Zuern <br> Joan Simpson |  |
| Trustees Absent: $\underline{\text { Guests: }}$ <br> None None |  |

Heather DiPaolo called the meeting to order at 5:30 p.m.
Minutes: Penny Myers moved to approve the minutes from the January 12, 2012 meeting. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

## Director's Report (see attached):

- Director led a brief discussion on the new Freading e-book program
- There will be an Intro to Geneology workshop by Linda Ames in April
- Monthly budget report is attached


## Personnel:

- Short staffing remains difficult. Director hopes the budget will pass with the inclusion of the Information/Technology Librarian
and the Library Assistant positions


## Friends of JBPL:

- Friends of the JBPL are working on ideas for the $19^{\text {th }}$ hole at the Dewey Classic - perhaps a hotdog machine
- The Friends will be paying for the library's portion of the bullying workshop and for the Linda Ames geneology event
- Joan Simpson reported that the Friends are planning a dinner/dance fundraiser at the Coonamessett Inn possibly in May


## FY13 Budget:

- Director's handouts are attached.
- A short discussion occurred about the FY13 budget. Director indicated that we will know more he presents the library's budget at the February $27^{\text {th }}$ Town Meeting.


## Trustee Elections:

- The terms for Linda Zuern and Penny Myers are up and they have both indicated that they will not seek re-election.
- Director will ask Town Clerk to post the vacancies in his weekly newspaper notice


## Trustee Training Meeting:

Director has been in contact with the Board of Library Commissioners and they will conduct a training for JBPL Trustees about our role which will be combined with the trustees of the Wareham Library. Director suggested that the training be scheduled for after the election since there will be two new trustees.

Next Meeting Date: March 15, 2012 at 5:30 p.m.
Joan Simpson moved and Linda Zuern seconded the motion to adjourn the meeting at 6:45 p.m.

## Director's Report

## February 16, 2012 Board of Trustees Meeting

(Jan/Feb Activity)

- $1 / 12 / 12$ - Trustees Meeting
- $1 / 18 / 12$ - E-Book Support group session
- 1/18/12 - Old oil burner dismantled. No going back now.
- $1 / 20 / 12$ - Meeting with L. Carr and S. Quick to go over Bullying workshop.
- $1 / 21 / 12$ - Library closes at 1:30 for snow.
- 1/23/12 - Attend Town Administrator's budget address to Selectmen
- $1 / 24 / 12$ - Interview with Sean Corcoran from NPR.
- 1/25/12 - Water department in to replace water connection.
- 1/30/12 - Mass Library System Board Meeting in Marlboro.
- 2/3/12 - Launch Freading EBook service.
- 2/3/12 - Power blip causes server to go down.
- $2 / 13 / 12$ - Attend Friends Executive Board Meeting
- 2/15/12 - Overview of JBPL Databases workshop.

Upcoming
2/27/12 - Budget Presentation to joint meeting of Finance Committee and Board of Selectmen at 7:00.
3/3/12 - Teen Night Out - Night of golf and pizza for teens and tweens.
3/4/12 - $4^{\text {th }}$ Annual Dewey Classic 10-4
3/6/12 - MLS meeting in Whateley
3/7/12 - Bourne Against Bullying Seminar 7:00 at the library.
Children's Department has been very busy with implementing the Teens and Tweens Grant. Kathy Gattoni has been tapped to be the Teen Coordinator with the funding provided by the grant. An opening meeting of the Teen Advisory Group yielded 24 teenagers and provided the children's staff some great ideas for upcoming programs and materials. The meeting also showed the unbelievable capacity of teenagers to devour pizza faster than the speed of light.

Budget presentation will be on Monday, February 27, 2012. I believe the time to be 7:00 p.m. I will be pushing for the technology librarian position as well as the part time library assistant. The need has never been greater for these positions and the time has come for them to be added to the library staff. Diane and I have both spent a number of hours at the circulation desk, preventing us from doing a lot of library activities.

The Finance Committee transferred $\$ 5,000$ to our database processing line item. This brought our FY 12 cut, when compared to the rest of the town, down from just over to just under $10 \%$. The result is that we were granted a waiver by the Massachusetts Board of Library Commissioners and are certified for FY 12 .

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 12 (as of Feb 15,2012)

| Account | Acct \# | Start Balance | Expen. to date | End <br> Balance | \% Spent |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Salaries - Dept Heads | 5111 | $\begin{array}{\|l\|} \hline \$ \\ 82,507.00 \end{array}$ | $\begin{array}{\|c\|} \hline \$ \\ 52,324.05 \end{array}$ | $\begin{gathered} \$ \\ \hline 00,182.95 \end{gathered}$ | 63.42\% |
| Salaries - Supervisors | 5112 | \$137,284.00 | $\begin{aligned} & \hline \$ \\ & 77,742.60 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ \hline \$ 9,541.40 \\ \hline \end{gathered}$ | 56.63\% |
| Salaries - Clerical/ Secretary | 5113 | \$102,500.00 | $\begin{array}{\|c\|} \hline \$ \\ 65,348.69 \\ \hline \end{array}$ | $\begin{aligned} & \hline \$ \\ & 37,151.31 \end{aligned}$ | 63.75\% |
| Salaries - Hourly Employees | 5117 | $\begin{gathered} \hline \$ \\ \hline \$ 9,99.00 \\ \hline \end{gathered}$ | $\begin{array}{\|c} \hline \$ \\ \hline 20,975.68 \\ \hline \end{array}$ | $\begin{aligned} & \hline \$ \\ & (976.68) \end{aligned}$ | 104.88\% |
| Salaries - Longevity | 5141 | $\begin{aligned} & \hline \$ \\ & 1,643.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 1,420.00 \end{aligned}$ | $\begin{gathered} \$ \\ 223.00 \end{gathered}$ | 86.43\% |
| Salaries - Differential Pay | 5142 | $\begin{array}{\|l\|} \hline \$ \\ 1,800.00 \\ \hline \end{array}$ | $\begin{array}{\|l\|} \hline 1, \text { דL. } 0 \\ \$ 848.00 \\ \hline \end{array}$ | $\begin{array}{\|l} \hline \$ \\ \hline \$ 52.00 \\ \hline \end{array}$ | 47.11\% |
| TOTAL SALARY |  | \$345,733.00 | $\begin{array}{\|c\|} \hline \$ \\ 218,659.02 \\ \hline \end{array}$ | $\begin{array}{\|l\|} \hline \$ \\ \hline 127,073.98 \\ \hline \end{array}$ | 63.25\% |
| Electricity (Fy10 1,661.41) | 5211 | $\begin{aligned} & \mid 17,250.00 \\ & \hline \$ \end{aligned}$ | $\begin{array}{\|l\|} \hline \$ \\ \hline 8,147.85 \end{array}$ | $\begin{aligned} & \hline \$ \\ & \hline 9,102.15 \end{aligned}$ | 47.23\% |
| Heating Fuel (fy10 538.61) | 5212 | $\begin{gathered} \$ \\ 16,000.00 \end{gathered}$ | $\begin{array}{\|l\|} \hline \$ \\ 7,761.43 \end{array}$ | $\begin{array}{\|l\|} \hline \$ \\ 8,238.57 \\ \hline \end{array}$ | 48.51\% |
| Non Energy - Water | 5230 | $\begin{gathered} \hline \$ \\ 300.00 \end{gathered}$ | $\begin{array}{\|c} \hline \$ \\ 131.50 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ \\ 168.50 \\ \hline \end{array}$ | 43.83\% |
| R \& M Miscellaneous | 5240 | $\begin{aligned} & \hline \$ \\ & \hline 6,000.00 \end{aligned}$ | $\begin{array}{\|l\|} \hline \$ \\ 2,517.47 \end{array}$ | $\begin{array}{\|c\|} \hline \$ \\ 3,482.53 \end{array}$ | 41.96\% |
| R \& M Office Equipment | 5245 | $\begin{array}{\|c\|} \hline \$ \\ 400.00 \\ \hline \end{array}$ | $\begin{aligned} & \$ \\ & 174.00 \end{aligned}$ | $\begin{array}{\|c\|} \hline \$ \\ 226.00 \end{array}$ | 43.50\% |
| R \& M Machine Repair Contract | 5246 | $\begin{aligned} & \$ \\ & 5,000.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 4,373.75 \end{aligned}$ | $\begin{gathered} \$ \\ 626.25 \\ \hline \end{gathered}$ | 87.48\% |


| Rentals - Misc Equipment | 5275 | $\begin{gathered} \$ \\ 250.00 \end{gathered}$ |  | $\begin{gathered} \$ \\ 250.00 \\ \hline \end{gathered}$ | 0.00\% |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Services - Data Processing *** | 5305 | $\begin{array}{\|c\|} \hline \$ \\ 40,000.00 \\ \hline \end{array}$ | $\begin{gathered} \$ \\ 34,431.47 \\ \hline \end{gathered}$ | $\begin{aligned} & \$ \\ & 5,568.53 \\ & \hline \end{aligned}$ | 86.08\% |
| Professional Development | 5307 | $\begin{gathered} \hline \$ \\ 200.00 \end{gathered}$ | \$ | $\begin{gathered} \$ \\ 200.00 \end{gathered}$ | 0.00\% |
| Communications - Telephone | 5340 | $\begin{array}{\|l\|} \hline \$ \\ \hline 1,000.00 \end{array}$ | $\begin{gathered} \$ \\ 501.58 \end{gathered}$ | $\begin{gathered} \$ \\ 498.42 \end{gathered}$ | 50.16\% |
| $\begin{aligned} & \begin{array}{l} \text { Postage (FY } 1072.89 \\ \text { phone) } \end{array} \\ & \hline \end{aligned}$ | 5341 | $\begin{aligned} & \hline \$ \\ & 1,400.00 \end{aligned}$ | $\begin{gathered} \$ \\ 507.76 \end{gathered}$ | $\begin{gathered} \$ \\ 892.24 \end{gathered}$ | 36.27\% |
| Printing | 5342 | $\begin{array}{\|c} \hline \$ \\ 1.00 \\ \hline \end{array}$ | \$ | $\begin{gathered} \$ \\ 1.00 \end{gathered}$ | 0.00\% |
| Advertising | 5343 | $\begin{array}{\|c} \hline \$ \\ 1.00 \\ \hline \end{array}$ | \$ | $\begin{gathered} \$ \\ 1.00 \\ \hline \end{gathered}$ | 0.00\% |
| Office Supplies - General | 5420 | $\begin{gathered} \$ \\ 90.00 \end{gathered}$ | $\begin{gathered} \$ \\ 502.38 \end{gathered}$ | $\begin{gathered} \$ \$ \\ 397.62 \end{gathered}$ | 55.82\% |
| Office Supplies - Copy Machine | 5421 | $\begin{aligned} & \$ \\ & 700.00 \end{aligned}$ | $\begin{gathered} \$ \\ 282.02 \end{gathered}$ | $\begin{gathered} \$ \\ 417.98 \end{gathered}$ | 40.29\% |
| Bldg/equip supplies-operational | 5430 | $\begin{array}{\|l\|} \hline \$ \\ 3,000.00 \\ \hline \end{array}$ | $\begin{aligned} & \hline \$ \\ & 1,657.03 \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 1,342.97 \\ & \hline \end{aligned}$ | 55.23\% |
| Bldg/equip supplies- other | 5435 | $\begin{gathered} \$ \\ 350.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 481.24 \end{gathered}$ | $\begin{aligned} & \$ \\ & (131.24) \\ & \hline \end{aligned}$ | 137.50\% |
| Custodial Supplies - Cleaning | 5450 | $\begin{array}{\|l\|} \hline \$ \\ 1,600.00 \\ \hline \end{array}$ | $\begin{aligned} & \hline \$ \\ & 1,135.22 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 464.78 \end{gathered}$ | 70.95\% |
| Other supplies - Bks 157.08 enc | 5580 | $\begin{array}{\|c\|} \hline \$ \\ 52,715.08 \end{array}$ | $\begin{gathered} \$ \\ \$ 0,253.17 \end{gathered}$ | $\begin{gathered} \$ \\ 12,461.91 \end{gathered}$ | 76.36\% |
| Other supplies - Magazines | 5581 | $\begin{aligned} & \hline \$ \\ & 7,250.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & \mathbf{\$ , 3 7 9 . 8 2} \end{aligned}$ | $\begin{aligned} & \$ \\ & (129.82) \end{aligned}$ | 101.79\% |
| Other Supplies - Misc. | 5595 | $\begin{gathered} \$ \\ 450.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 126.56 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ \$ 23.44 \end{gathered}$ | 28.12\% |
| Travel | 5710 | $\begin{gathered} \$ \\ \hline \$ 00.00 \end{gathered}$ | $\begin{gathered} \$ \\ 116.55 \end{gathered}$ | $\begin{gathered} \hline \$ \\ 183.45 \end{gathered}$ | 38.85\% |
| Dues | 5730 | $\begin{gathered} \$ \\ 250.00 \end{gathered}$ | $\begin{gathered} \$ \\ 225.00 \end{gathered}$ | $\begin{gathered} \$ \\ \hline \$ 5.00 \end{gathered}$ | 90.00\% |
| TOTAL EXPENSES |  | \$155,317.08 | $\begin{aligned} & \hline \$ \\ & 110,705.80 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & \hline 44,611.28 \\ & \hline \end{aligned}$ | 71.28\% |


|  | TOTAL | \$501,050.08 | $\begin{aligned} & \$ \\ & 329,364.82 \end{aligned}$ | $\begin{aligned} & \$ \\ & 171,685.26 \end{aligned}$ | 65.73\% |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Start Balance | $\begin{aligned} & \text { Expen. To } \\ & \text { date } \end{aligned}$ | Income to date | Account Bal |
| Revolving Fund | 3534 | $\begin{array}{\|l\|} \hline \$ \\ 3,239.52 \\ \hline \end{array}$ | $\begin{aligned} & \$ \\ & \mathbf{2 , 5 5 7 . 6 9} \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ \$ 10,688.04 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 11,369.87 \\ \hline \end{gathered}$ |
| Library Gifts \& Donations | 4849 | $\begin{array}{\|l\|} \hline \$ \\ 10,255.91 \\ \hline \end{array}$ | $\begin{aligned} & \hline \$ \\ & 8,509.85 \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 7,430.74 \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 9,176.80 \\ & \hline \end{aligned}$ |
| Lib Incentive \& MIG Grant | 3402 | $\begin{array}{\|c\|} \hline \$ \\ 35,426.89 \\ \hline \end{array}$ | $\begin{aligned} & \hline \$ \\ & 2,694.13 \\ & \hline \end{aligned}$ | \$ | $\begin{gathered} \$ \\ 32,732.76 \\ \hline \end{gathered}$ |
|  |  |  |  |  |  |
| *** Note includes \$5,000 transfe | rred to <br> acct from fin com to meet MAR | from fin com to meet MAR |  |  |  |
|  |  |  |  |  |  |

Budget Request Worksheet Jonathan Bourne Public Library
Town Administrator Feb 12

| Account | Acct <br> \# | $\begin{aligned} & \hline \text { FY } 06 \\ & \text { Expen } \end{aligned}$ | $\begin{aligned} & \text { FY } 07 \\ & \text { Expen } \end{aligned}$ | $\begin{aligned} & \hline \text { FY } 08 \\ & \text { Expen } \end{aligned}$ | Fy 09 Expen | $\begin{aligned} & \hline \text { FY } 10 \\ & \text { Expen } \end{aligned}$ | $\begin{aligned} & \text { FY } 11 \\ & \text { Expen } \end{aligned}$ | FY 12 App | FY 13 TA |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Salaries - Dept Heads | 5111 | $\begin{gathered} \$ \\ 60,201.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 58,960.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 69,723.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 74,555.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 79,680.00 \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ \\ 80,975.00 \\ \hline \end{array}$ | $\begin{aligned} & \hline \$ \\ & 82,507.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \hline \$ \\ 85,378.00 \\ \hline \end{gathered}$ |
| Salaries - Supervisors | 5112 | \$167,850.00 | \$163,258.00 | \$162,906.00 | \$170,878.00 | \$177,572.00 | \$179,829.00 | \$137,284.00 | \$168,712.00 |
| Salaries - Clerical/ Secretary | 5113 | $\begin{gathered} \$ \\ 89,396.00 \\ \hline \end{gathered}$ | $\begin{aligned} & \$ \\ & 94,693.00 \\ & \hline \end{aligned}$ | \$103,522.00 | \$108,007.00 | \$115,025.00 | \$116,514.00 | \$102,500.00 | \$122,022.00 |
| Salaries - Hourly Employees | 5117 | $\begin{gathered} \$ \\ 22,238.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 19,165.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ \$ 8,976.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ \$ 18,917.00 \\ \hline \end{gathered}$ | $\begin{aligned} & \$ \\ & 19,431.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ \$ 19,880.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ \$ 19,999.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 29,369.00 \\ \hline \end{gathered}$ |
| Salaries - Longevity | 5141 | $\begin{aligned} & \$ \\ & \$ 1,701.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & \$ 1,639.00 \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 1,201.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & \hline \$, 201.00 \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 1,251.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & \hline \$, 651.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & \hline \$, 643.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & \hline \$, 643.00 \end{aligned}$ |
| Salaries - Differential Pay | 5142 | $\begin{aligned} & \$ \\ & 1,774.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & 1,740.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 1,616.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & \mathbf{\$}, 556.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & \text { \$, } 672.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 1,648.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & 1,800.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & 1,800.00 \\ & \hline \end{aligned}$ |
| Total |  | \$343,160.00 | \$339,455.00 | \$357,944.00 | \$375,114.00 | \$394,631.00 | \$400,497.00 | \$345,733.00 | \$408,924.00 |
| Electricity | 5211 | $\begin{gathered} \$ \\ 17,366.00 \end{gathered}$ | $\begin{gathered} \$ \\ \$ 16,595.00 \end{gathered}$ | $\begin{gathered} \$ \\ \hline \$ 6,195.00 \end{gathered}$ | $\begin{gathered} \$ \\ \$ 8,526.00 \end{gathered}$ | $\begin{gathered} \$ \\ \$ 4,377.00 \end{gathered}$ | $\begin{gathered} \$ \\ \hline 16,117.00 \end{gathered}$ | $\begin{gathered} \$ \\ 17,250.00 \end{gathered}$ | $\begin{gathered} \$ \\ 17,250.00 \end{gathered}$ |
| Heating Fuel | 5212 | $\begin{aligned} & \$ \\ & 9,077.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 13,295.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 11,611.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 21,387.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 13,836.00 \\ \hline \end{gathered}$ | $\begin{array}{\|c} \$ \\ 12,064.00 \\ \hline \end{array}$ | $\begin{gathered} \$ \\ 16,000.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 12,000.00 \\ \hline \end{gathered}$ |
| Non Energy - Water | 5230 | $\begin{gathered} \$ \\ 395.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 210.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 244.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 241.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 276.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 246.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 300.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 300.00 \\ \hline \end{gathered}$ |
| R \& M Miscellaneous | 5240 | $\begin{aligned} & \$ \\ & \hline 5,005.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 7,120.00 \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 4,739.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ \$ 9,113.00 \end{gathered}$ | $\begin{aligned} & \$ \\ & 9,583.00 \end{aligned}$ | $\begin{gathered} \$ \\ 11,293.00 \end{gathered}$ | $\begin{aligned} & \$ \\ & \hline 6,000.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & \hline \$, 000.00 \end{aligned}$ |
| R \& M Office Equipment | 5245 | $\begin{gathered} \$ \\ 254.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ \$ 13.00 \end{gathered}$ | \$ | $\begin{gathered} \$ \\ 586.00 \end{gathered}$ | $\begin{gathered} \$ \\ \$ \\ 104.00 \\ \hline \end{gathered}$ | $\begin{array}{\|l\|} \hline \$ \\ 1,295.00 \\ \hline \end{array}$ | $\begin{gathered} \$ \\ 400.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 500.00 \\ \hline \end{gathered}$ |
| R \& M Machine Repair Contract | 5246 | $\begin{aligned} & \$ \\ & 4,205.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 3,276.00 \\ \hline \end{gathered}$ | $\begin{array}{\|l\|} \hline \$ \\ 4,477.00 \\ \hline \end{array}$ | $\begin{aligned} & \$ \\ & 4,140.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 5,338.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 5,275.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & 5,000.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & 6,700.00 \\ & \hline \end{aligned}$ |


| Rentals - Misc Equipment | 5275 | $\begin{aligned} & \$ \\ & 398.00 \end{aligned}$ | $\begin{gathered} \$ \\ 396.00 \end{gathered}$ | $\begin{gathered} \$ \\ 396.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 262.00 \\ \hline \end{gathered}$ | \$ | \$ | $\begin{gathered} \$ \\ 250.00 \end{gathered}$ | $\begin{gathered} \$ \\ 250.00 \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Services - Data Processing | 5305 | $\begin{gathered} \$ \\ 36,950.00 \end{gathered}$ | $\begin{gathered} \$ \\ 35,994.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 36,742.00 \end{gathered}$ | $\begin{aligned} & \$ \\ & 38,725.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 40,649.00 \end{aligned}$ | $\begin{gathered} \$ \\ 39,132.00 \end{gathered}$ | $\begin{gathered} \$ \\ 35,000.00 \end{gathered}$ | $\begin{aligned} & \$ \\ & 40,000.00 \end{aligned}$ |
| Professional Development | 5307 | \$ | $\begin{array}{\|c\|} \hline \$ \\ 275.00 \\ \hline \end{array}$ | $\begin{gathered} \$ \\ \$ 40.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ \$ 25.00 \\ \hline \end{gathered}$ | \$ | \$ | $\begin{gathered} \$ \\ 200.00 \\ \hline \end{gathered}$ | \$ |
| Communications - Telephone | 5340 | $\begin{aligned} & \hline \$ \\ & 1,074.00 \end{aligned}$ | $\begin{array}{\|l\|} \hline \$ \\ 1,072.00 \\ \hline \end{array}$ | $\begin{gathered} \$ \\ 741.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 971.00 \end{gathered}$ | $\begin{gathered} \$ \\ 805.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 808.00 \\ \hline \end{gathered}$ | $\begin{aligned} & \$ \\ & 1,000.00 \end{aligned}$ | $\begin{gathered} \$ \\ 900.00 \end{gathered}$ |
| Postage | 5341 | $\begin{aligned} & \hline \$ \\ & 1,077.00 \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 1,675.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 2,685.00 \end{gathered}$ | $\begin{aligned} & \$ \\ & 1,073.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & 1,400.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & 1,012.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 1,400.00 \\ \hline \end{gathered}$ | $\begin{aligned} & \$ \\ & 1,200.00 \\ & \hline \end{aligned}$ |
| Printing | 5342 | \$ | \$ | $\begin{gathered} \$ \\ 111.00 \end{gathered}$ | $\begin{gathered} \hline \$ \\ 41.00 \end{gathered}$ | \$ | \$ | $\begin{gathered} \$ \\ 1.00 \end{gathered}$ | $\begin{gathered} \$ \\ 1.00 \end{gathered}$ |
| Advertising | 5343 | $\begin{gathered} \$ \\ 902.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 173.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ \$ 38.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ \$ 121.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 51.00 \\ \hline \end{gathered}$ | \$ | $\begin{gathered} \$ \\ 1.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 1.00 \\ \hline \end{gathered}$ |
| Total |  | $\begin{gathered} \$ \\ \hline 76,703.00 \end{gathered}$ | $\begin{aligned} & \hline \$ \\ & 80,694.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 78,219.00 \\ \hline \end{gathered}$ | \$105,311.00 | $\begin{gathered} \$ \\ 86,419.00 \\ \hline \end{gathered}$ | $\begin{gathered} \hline \$ \\ 87,242.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 82,802.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 87,102.00 \\ \hline \end{gathered}$ |
| Office Supplies - General | 5420 | $\begin{gathered} \$ \\ 526.00 \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ \\ 872.00 \\ \hline \end{array}$ | $\begin{gathered} \$ \\ 975.00 \end{gathered}$ | $\begin{gathered} \$ \\ 425.00 \end{gathered}$ | $\begin{aligned} & \hline \$ \\ & 1,203.00 \end{aligned}$ | $\begin{gathered} \$ \\ 449.00 \end{gathered}$ | $\begin{gathered} \$ \\ 900.00 \end{gathered}$ | $\begin{gathered} \$ \\ 900.00 \end{gathered}$ |
| Office Supplies - Copy Machine | 5421 | $\begin{gathered} \$ \\ 706.00 \\ \hline \end{gathered}$ | $\begin{array}{\|c} \hline \$ \\ 393.00 \\ \hline \end{array}$ | $\begin{gathered} \$ \\ 700.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 479.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 435.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 605.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 700.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 700.00 \\ \hline \end{gathered}$ |
| Bldg/equip supplies-operational | 5430 | $\begin{gathered} \$ \\ 3,849.00 \end{gathered}$ | $\begin{array}{\|l\|} \hline \$ \\ \hline 1,781.00 \\ \hline \end{array}$ | $\begin{aligned} & \$ \\ & 3,284.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & \$ 2,519.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 2,674.00 \\ \hline \end{gathered}$ | $\begin{aligned} & \$ \\ & \hline \$, 434.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 3,000.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & 3,200.00 \end{aligned}$ |
| Bldg/equip supplies- other | 5435 | $\begin{gathered} \$ \\ 263.00 \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ \\ 636.00 \\ \hline \end{array}$ | $\begin{gathered} \$ \\ 332.00 \end{gathered}$ | $\begin{gathered} \$ \\ 403.00 \end{gathered}$ | $\begin{gathered} \$ \\ 340.00 \end{gathered}$ | $\begin{gathered} \$ \\ 33.00 \end{gathered}$ | $\begin{gathered} \$ \\ 350.00 \end{gathered}$ | $\begin{gathered} \$ \\ 350.00 \end{gathered}$ |
| Custodial Supplies - Cleaning | 5450 | $\begin{aligned} & \$ \\ & 1,327.00 \end{aligned}$ | $\begin{array}{\|l\|} \hline \$ \\ 1,591.00 \\ \hline \end{array}$ | $\begin{aligned} & \$ \\ & 1,646.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 2,132.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 1,475.00 \\ \hline \end{gathered}$ | $\begin{aligned} & \$ \\ & 1,231.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & 1,600.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ \\ & \mathbf{1}, 500.00 \\ & \hline \end{aligned}$ |
| Other supplies - Books | 5580 | $\begin{aligned} & \$ \\ & \$ 5,175.00 \\ & \hline \end{aligned}$ | $\begin{array}{\|c\|} \hline \$ \\ 62,753.00 \\ \hline \end{array}$ | $\begin{gathered} \$ \\ 72,699.00 \end{gathered}$ | $\begin{gathered} \$ \\ 68,310.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 72,307.00 \end{gathered}$ | $\begin{gathered} \$ \\ \$ 9,505.00 \\ \hline \end{gathered}$ | $\begin{aligned} & \$ \\ & 52,558.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 70,300.00 \\ \hline \end{gathered}$ |
| Other supplies - Magazines | 5581 | $\begin{aligned} & \$ \\ & 6,312.00 \end{aligned}$ | $\begin{array}{\|l\|} \hline \$ \\ 7,701.00 \end{array}$ | $\begin{aligned} & \hline \$ \\ & 8,338.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 3,670.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 8,472.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 7,193.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 7,250.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 7,250.00 \end{aligned}$ |
| Other Supplies - Misc. | 5595 | $\begin{aligned} & \$ \\ & 1,012.00 \end{aligned}$ | $\begin{aligned} & \$ \\ & 795.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 868.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 279.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 113.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 353.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 450.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 450.00 \\ \hline \end{gathered}$ |
| Total |  | $\begin{gathered} \$ \\ 79,170.00 \end{gathered}$ | $\begin{array}{\|l\|} \hline \$ \\ 76,522.00 \end{array}$ | $\begin{gathered} \hline \$ \\ 88,842.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 78,217.00 \\ \hline \end{gathered}$ | $\begin{gathered} \hline \$ \\ 87,019.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 82,803.00 \\ \hline \end{gathered}$ | $\begin{aligned} & \hline \$ \\ & 66,808.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \hline \$ \\ 84,650.00 \\ \hline \end{gathered}$ |
| Travel | 5710 | $\begin{gathered} \$ \\ 292.00 \end{gathered}$ | $\begin{gathered} \hline \$ \\ 445.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ \hline \$ 20.00 \end{gathered}$ | $\begin{gathered} \$ \\ 839.00 \end{gathered}$ | $\begin{gathered} \$ \\ 403.00 \end{gathered}$ | $\begin{gathered} \$ \\ 324.00 \end{gathered}$ | $\begin{gathered} \$ \\ 300.00 \end{gathered}$ | $\begin{gathered} \$ \\ 300.00 \end{gathered}$ |


| Dues | 5730 | $\begin{gathered} \$ \\ 551.00 \end{gathered}$ | $\begin{gathered} \$ \\ 500.00 \end{gathered}$ | $\begin{gathered} \$ \\ 280.00 \\ \hline \end{gathered}$ | $\begin{gathered} \$ \\ 455.00 \end{gathered}$ | $\begin{gathered} \$ \\ 215.00 \end{gathered}$ | $\begin{gathered} \$ \\ 170.00 \end{gathered}$ | $\begin{gathered} \$ \\ 250.00 \end{gathered}$ | $\begin{gathered} \$ \\ 250.00 \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Total |  | $\begin{gathered} \$ \\ \hline \$ 43.00 \end{gathered}$ | $\begin{aligned} & \$ \\ & \hline \$ 45.00 \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 1,100.00 \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline \$ \\ & 1,294.00 \\ & \hline \end{aligned}$ | $\begin{gathered} \$ \\ 618.00 \end{gathered}$ | $\begin{gathered} \$ \\ 494.00 \end{gathered}$ | $\begin{aligned} & \$ \\ & \hline \$ 50.00 \end{aligned}$ | $\begin{gathered} \$ \\ 550.00 \end{gathered}$ |
| BUDGET TOTAL |  | \$499,876.00 | \$497,616.00 | \$526,105.00 | \$559,936.00 | \$568,687.00 | \$571,036.00 | \$495,893.00 | \$581,226.00 |
| Expense Total |  | \$156,716.00 | \$158,161.00 | \$168,161.00 | \$184,822.00 | \$174,056.00 | \$170,539.00 | \$150,160.00 | \$172,302.00 |

