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<td>coming soon!</td>
</tr>
</tbody>
</table>
Summary

We begin this strategic plan in the midst of a global pandemic. When this began, the library rapidly shifted focus from in-person programs and events to virtual. Staff quickly learned video recording and editing software to continue to provide our community with the educational programs and entertainment that they expected. As we come out the other side, we find that we need to, again, focus on capacity-building and the marketing of our services. Today’s libraries face serious competition and the pandemic highlighted that even more. People stayed away from public spaces and found other ways to interact with each other and with the world, but in doing so, we lost our connectedness.

From movies to books, the any-time, anywhere availability of on-demand digital media is quickly becoming the standard method of accessing all things educational and entertaining. As we are more comfortable with conducting our lives through smart phones and other devices, visiting physical locations to get what we want or need has become inconvenient. People just don’t have time and they don’t know what we do. The wide array of free services, programs, classes, events, cultural experiences, and even on-demand digital media that FCPL offers seems surprising to library patrons as well as non-users.

Therefore, we will focus on connecting our community, improving our customer service, making access easier, and marketing more effectively. We want to be a change agent in the lives of our neighbors, to bring together all types of people and groups to work on our challenges together, to be a gem that attracts residents, visitors, and business to Clinton County, to be your “go-to” spot, and to be a place that is fondly recalled by those who do leave our community. We do so much more than collect books. And we want you to know it.
About Us

The Frankfort Community Public Library and the Clinton County Contractual Public Libraries serve 12 of the 14 townships in Clinton County. With four locations (Frankfort, Rossville, Mulberry, and Michigantown) as well as a number of outreach services, the library strives to meet the educational and informational needs of our approximately 30,000 patrons.

The Frankfort Library started out as a subscription library in 1879; by 1884, the library collection was donated to the City of Frankfort but still did not have a permanent home until Superintendent of Schools Edwin S. Monroe provided space at the high school. In 1905, steel magnate Andrew Carnegie donated $24,000 to erect a dedicated library at the corner of Clinton and Columbia Streets.

Today’s library reflects the pulse of the community: it is a place where people can gather for a cup of coffee, study genealogy, tour the grounds and admire the architecture, partake in art exhibits and classes, participate in family reading programs, enjoy a movie or a play, secure homework assistance, listen to a live concert, and much more! FCPL also brings its programs, materials, and services to the community through Outreach. From e-books to academic journals, from language learning to resume building, from free music and movie streaming to audiobook downloads, FCPL offers a wide array of online and digital resources to the community, all with 24-hour accessibility to accommodate any schedule.
Message from the Library Director

It has been a difficult time these last few years due to the ongoing influence of the pandemic. Trying to envision the future of our community and library is challenging. I want to thank the members of the planning team for their hours of work and especially the driving force that has brought us to the finish line, Jen Casey. But we were guided by the many of you who responded to our surveys and questions about what you wanted. I hope you know we do this for you.

-Gregg Williamson, Library Director

Message from the Library Board President

When Andrew Carnegie in the early 1900’s gave out grant monies to start libraries, he was looking for “industrious and ambitious” communities to focus on the education of their people. The Frankfort Community Public Library continually fulfills and expands on his initial mission. Our library is the resource for learning, culture, and entertainment in Frankfort. It is an open door for all. If you haven’t already, check us out! You won’t be disappointed in the possibilities and neither would Mr. Carnegie.

-Pam Nichols, Library Board President
Planning Team

Gregg Williamson
Library Director

Jen Casey
Assistant Library Director

Chelsea Turner
Circulation Manager

Rachel Milburn
Teen Services Manager

Susie Ardelean
Art & Education Manager

Pam Nichols
Library Board President

Chad Kozuch
Library Board Member

Alyson Mahn
Adult Services Manager

Maeve Brewer
Children Services Manager

Library Board

Frankfort
Board of Trustees

Pam Nichols, President
Wayne Williams, Vice President
Pam Powers, Secretary
Mike Brackett
Esmeralda Cruz
Peggy Kloenne
Chad Kozuch

Clinton County Contractual
Board of Trustees

Diane Bever, President
Jennifer Prosser, Vice President
Beth Carter, Secretary
Aleeah Livengood
You think libraries are very important.

You aren’t sure what the library can do for you.

You don’t know all the things that the library does.

You want the library to provide food.

You don’t have a lot of free time.

You want the library to be more convenient.
Mission Statement

Every day we help the community to connect, discover, and learn.

Vision

We are the welcoming heart of our community and a cornerstone of its economic, social, and cultural well-being.
Values
(WHAT WE BELIEVE IN)

We believe that libraries are a trusted center of a community where everyone is welcome.

We believe that learning is a basic human right.

We believe that access to information should not be limited or obstructed.

We believe that a culture of literacy and lifelong learning helps create a better world.
Strategic Priorities

(Listening to and Learning from Our Community)

Communicate

We strive to increase community awareness and utilization of library services and offerings through targeted marketing and in reaching beyond the library walls.

Cultivate

We are committed to connecting people to the information, the experiences, and the experts that help them to learn and to grow. We work to provide an outstanding experience and recognize that each encounter is an opportunity to help change lives.

Collaborate

We engage with our neighbors, our partners, and one another to share resources and create a mutually beneficial support network within our community.
01. Effective Marketing

- Library App with Marketing Campaign
- Update Current Marketing and Marketing Plan
- New Library Van with Wrap
- Create a Marketing Internship

02. Trusted Information Source

- Library participates in Community Events
- Library Staff is Knowledgeable and Trained
- Create How-To Videos
- Technology Classes on Library Services
- Nonfiction Collection is Up-to-Date

03. Effective Internal Communication

- Evaluate Internal Communication
- Weekly Library Updates for Staff
- Board Meeting Information to Staff
01. The Customer Experience

- Friendly, Welcoming, Helpful Staff
- Staff Customer Service Training
- Prioritize Staff Mental and Physical Wellness
- Increase Library Attendance & Use

02. Welcoming Physical Environment

- Evaluate Use of Space
- Comfortable Seating Areas
- Update Meeting Rooms
- Increase Study Areas with Sound Insulation
- Add Lockers for Safe Patron Storage
- Add Area for Device Charging
- Add a Public Phone

03. Ease of Access

- Add After-Hours Access
- Improve Parking
- Go Fine-Free
- Fine Forgiveness
- Add Drive-Thru Access
01. Community Resources

- Advance our Role as Community Resource Connection
- Increase Use of Community Calendar
- Create a Physical Help Resource
- Partner with Nonprofits to Share Knowledge

02. Connect with Schools

- Increase School Partnerships
- Digital Library Cards for All County Schools
- School Reading Lists and Books for County
- Increase Homeschool Programming
- Create a System to Help Students find Books

03. Deepen Partnerships

- Create a List of Partnerships with Contact Information
- Collaborate with Partners on Events
- Increase Staff Representation in Community Organizations
Technology Plan

The Frankfort Community Public Library endeavors to be a community leader in helping to close the digital divide by recognizing that access to technology and the Internet is a critical service provided by our library. The Library strives to be a central place for patrons to access tools and information while developing essential digital literacy skills. The Library will provide knowledgeable and trained staff who curate electronic resources, train and guide patrons in their use, and educate the public as to the role of technology in their lives.

1. CURRENT NETWORK INFRASTRUCTURE

Substantial network improvements have taken place recently including fiber that connects the branches to the main library. The library will continue to ensure that performance, speed, and bandwidth availability keeps pace with today’s demands and application requirements.

The LAN Server located at the Frankfort Community Public Library:
Intel Xeon 4210R CPU @2.40 GHz
64 GB RAM
64-bit Operating System
Windows Server 2019 Standard

Polaris Server
Intel Xeon CPU E5-2680v3 @ 2.5 GHz
64 GB RAM
64-bit Operating System
Windows Server 2016 Standard

Telephone Server – Replacement Pending
Intel Celeron CPU G1820TE @ 2.20 GHz
32-bit Operating System
4 GB RAM
Windows Server 2008 Standard

Uniview Tec Camera System
2 – 16 channel Network Video Recorders with 8TB
1 – 8 channel Network Video Recorder with 4TB
39 – 4 MP cameras with IR
2. EXISTING HARDWARE

**Adult Services Department**
- 14 public Userful workstations
- 1 Userful Express Station
- 1 dedicated OPAC w/wireless
- 4 public Windows computers
- 1 print release station
- 7 staff workstations
- 2 Honeywell Laser Scanners
- 1 Kyocera TAS Kalfa 3553 Ci
- 1 Brother HL-L8366CDW Printer
- 1 HP Umax PowerLook 2100XL scanner
- 1 Epson Perfection V850 Pro Scanner
- 2 Minolta MicroSP2000 Microfilm readers
- 1 Samsung Galaxy Tablet 8" 16GB (Outreach)
- 1 Bluetooth Scanners (Outreach)
- 2 Bluetooth Receipt Printers (Outreach)
- 1 Sprint Wi-Fi Hotspot (Outreach)

**Children’s Department**
- 2 Staff Workstations
- 3 Staff Laptops
- 1 Staff Desktops
- 2 Public Chromebooks
- 8 Public iPad
- 1 Staff iPad
- 1 Kyocera TAS Kalfa 3553 Ci
- 1 Brother HL-L8366CDW Printer
- 1 HP Umax PowerLook 2100XL scanner
- 1 Epson Perfection V850 Pro Scanner
- 2 Minolta MicroSP2000 Microfilm readers
- 1 Samsung Galaxy Tablet 8" 16GB (Outreach)
- 1 Bluetooth Scanners (Outreach)
- 2 Bluetooth Receipt Printers (Outreach)
- 1 EPSON Expression 1100 XL scanner
- 1 HP 7210 printer
- 1 Epson Perfection V850 Pro scanner
- 1 Minolta MicroSP2000 Microfilm reader
- 1 Sharp Aquos TV

**Circulation Department**
- 5 staff workstations
- 2 dedicated Userful OPACs
- 1 Userful Express Station
- 5 Honeywell Laser scanners
- 4 Star receipt printers
- 1 iPad
- 1 ExpressCheck machine
- 1 HP Laserjet 1022
- 1 Kyocera TAS Kalfa 3553 Ci
- 1 Brother Intellifax fax machine
- 1 self-service fax machine
- 1 ELM Eco AutoSmart Disc Repair System
- 1 Bluetooth Scanner

**Technical Services Department**
- 3 staff workstations
- 3 Honeywell Laser scanners
- 1 HP LaserJet 1150
- 1 HP LaserJet 1022
- 1 HP LaserJet Pro MFP M227fdw

**Art & Education**
- 1 staff workstation
- 1 Cricut Maker
- 1 HP Color LaserJet Pro M452nw Printer

**Administration**
- 3 staff workstations
- 1 HP Color LaserJet CP2025
- 1 HP Color Laserjet Pro M452nw
- 1 HP InkJet All-in-one
- 1 Kyocera CopyStar CS 2551 Ci

**Facilities Department**
- 1 staff laptop
Automation and IT

2 staff workstations
4 staff laptops
1 flat screen LED TV
1 HP Color LaserJet CP2025 printer
1 Digital Camera
1 JVC Everio digital camcorder
1 staff ViewSonic Video Projector
1 RiF6 Cube Video Projector
1 Brother P-touch Label Printer

Michigan Road Public Library

2 staff workstations
1 public laptop
1 public Windows computer
4 public Userful workstations
2 Honeywell laser scanners
2 Star receipt printers
1 HP Color LaserJet CP2025 printer
1 Kyocera Copier
1 fax machine
1 AWE early literacy computer
1 ExpressCheck machine

Mulberry Public Library

2 staff workstations
1 staff laptop
4 public Userful workstations
2 public laptops
1 dedicated Userful OPAC
2 Honeywell laser scanners
1 Scanner Visioneer One Touch 5800
2 Star receipt printers
1 HP Color LaserJet Pro M452nw Printer
1 Kyocera Copier
1 fax machine
1 AWE early literacy computer
1 ExpressCheck machine

Rossville Public Library

2 staff workstations
1 staff laptop
2 public laptops
5 public Userful workstations
1 dedicated Userful OPAC
3 Honeywell laser scanners
1 Star receipt printer
1 HP Color LaserJet 3500
1 Kyocera Copier
1 fax machine
1 AWE early literacy computer
1 ExpressCheck machine

Teen Department

1 staff workstation
1 staff laptop
1 dedicated Userful OPAC
6 public laptops
6 public Managed Chromebooks
1 ExpressCheck machine
1 HP Color LaserJet CP2025 Printer
1 Star receipt printer
7 Android Tablets
2 iPads
3 Sphero Robots
7 Lego Mindstorm Robots
2 Flatscreen LED TVs
1 Microsoft Xbox 1
1 Microsoft Xbox 360
1 Nintendo Wii
1 Nintendo Switch
1 3D Printer
1 Amazon Echo
1 HP Deskjet 6540
Misc. Hardware

1 Epson ceiling-mounted video projector (219)
1 Yamaha YAS-108 sound bars (219)
1 Epson ceiling-mounted video projector (LL Meeting Room)
1 Yamaha YAS-108 sound bars (LL Meeting Room)
1 eiki Rear-projection Theater Projector (219 closet)
1 JMGo S1 Pro Smart Laser Television Projector
1 Meeting OWL
1 55’ Smart Board
1 PTZOptics 12X SDI
1 PTZOptics 20X SDI

3. EXISTING SOFTWARE:

- Microsoft Office 2016
- Windows 10 & Windows 11
- Polaris ILS (version 6.3)
- Bitdefender Endpoint Security
- Guard Station (Digital Video Surveillance software)
- Reboot Rx (public Windows computers)
- Adobe Cloud Suite (Marketing)
- Adobe Creative Cloud (Genealogy)

4. INTERNET ACCESS

The Frankfort Community Public Library offers 41 public Internet access workstations and 7 dedicated OPACs, and all staff have Internet access at their workstations. The Frankfort Community Public Library also provides a managed wireless Internet network, and offers 29 wireless laptops and 19 tablets for public and staff internet use.

5. ILS – POLARIS

The Frankfort Community Public Library uses Polaris for its integrated library system. The library is currently using Polaris version 6.3. The system includes circulation module, acquisitions module, cataloging module, offline circulation, and PowerPAC.
6. TECHNOLOGY GOALS AND OBJECTIVES

- Continue the operation, maintenance, and enhancement of the library’s hardware and software.
- Maintain and/or upgrade current telecommunication services to keep up with user needs.
- Update and maintain the Frankfort Community Public Library’s website consistently.
- Continue the operation, maintenance, and development of online-based resources and enhanced content.
- Promote library technology to the public.
- Continue to provide fair and equitable use of computer resources to the public.
- Keep abreast of emerging technologies, and implement as patron demand warrants.
- Maintain security on library computers.
- Provide increased security with digital video surveillance system.
- Train staff on new technologies and provide opportunities for learning.

7. PROFESSIONAL DEVELOPMENT STRATEGY

The Frankfort Community Public Library encourages professional development. Semi-annual in-service training days are held for all staff members, where at least two (2) hours of the day are devoted to technology training. Training offered at the library includes group training sessions as well as one-on-one help sessions. Technology competencies have been developed for staff and are evaluated each year.

8. EVALUATION PLAN

In order to meet the ever-changing needs of technology the library will complete the following actions:

- The Assistant Director and the Director will meet yearly to re-evaluate the technology plan and make any necessary changes.
- The plan will be included in the Library’s Strategic Plan and reviewed annually by the Trustees.

The Technology Plan will be evaluated by the following actions:

- Monitoring staff and patron requests for new software and technology.
- Monitoring the usage of the computers, Internet, software, and other hardware devices using computer and print management software.
- Evaluating surveys and questionnaires given to patrons and staff on current technology and suggestions for future technology.
9. BUDGET

The library will finance the Technology Plan by the following resources:

- Applying for Indiana LSTA Grants for Public Libraries.
- Applying for eRate discounts each year.
- Researching sources for funding beyond the tax base, including gifts, grants and endowments.
- Maintaining adequate increases in the personnel services, equipment and materials lines of the operating budget to maintain connectivity, hardware, and software necessary to meet the technology plan.
- The Library will use funds from the operating budget, grants, and gifts to fund this technology plan.

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**EQUIPMENT REPLACEMENT SCHEDULE 2022–2025**

<table>
<thead>
<tr>
<th>2022</th>
<th>Michigan Road Public #1</th>
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<tbody>
<tr>
<td>Branches Userful Licenses Renew</td>
<td>Mulberry Circ</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Mulberry Office</td>
</tr>
<tr>
<td>Frankfort Public #1</td>
<td>Rossville Circ</td>
</tr>
<tr>
<td>Frankfort Public #2</td>
<td>Rossville Office</td>
</tr>
<tr>
<td>Art &amp; Education Manager</td>
<td>2 Children’s public – laptops</td>
</tr>
<tr>
<td>Teen Desk</td>
<td>2 Staff – laptops</td>
</tr>
<tr>
<td>12 Teen Public – laptops</td>
<td>2025</td>
</tr>
<tr>
<td>1 MR Public – laptop</td>
<td>Branches Userful Licenses Renew</td>
</tr>
<tr>
<td>2 Mulberry Public – laptops</td>
<td>Acquisitions</td>
</tr>
<tr>
<td>2 Rossville Public – laptops</td>
<td>Administration Manager</td>
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<tr>
<td>Children’s Librarian – laptop</td>
<td>Adult Manager</td>
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<table>
<thead>
<tr>
<th>2023</th>
<th>Children’s Circ #2</th>
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<tbody>
<tr>
<td>Frankfort Userful Licenses Renew</td>
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<tr>
<td>Polaris Server</td>
<td>Circ03</td>
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<tr>
<td>Circ02</td>
<td>Genealogy Desk</td>
</tr>
<tr>
<td>Director Desktop</td>
<td>Genealogy 1 (Volunteers)</td>
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<tr>
<td>Reference OPAC</td>
<td>Genealogy 2 (Patrons)</td>
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<table>
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<tr>
<th>2024</th>
<th>Reference Desk</th>
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<tbody>
<tr>
<td>Technology Coordinator</td>
<td>Tech Services Manager</td>
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<td>Adult Outreach</td>
<td>Facilities Manager – laptop</td>
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<tr>
<td>Cataloging</td>
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<tr>
<td>Business Manager</td>
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<tr>
<td>Michigan Road Office</td>
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</table>
Financial Resources and Sustainability

FCPL’s operating budget is funded by those revenues allocated through state laws regarding library services. FCPL will increase its annual proposed budget by the state growth quotient recommended by the Department of Local Government Finance.

Money from FCPL’s annual operating fund will be allocated to support those library services and programs which best meet the needs of the community it serves. As available transfers of funds into LIRF and Rainy Day fund will be made annually to support future library improvements.

The Library will continue to seek additional revenues through grant writing activities. Library Director will attend council meetings as needed with the objective of seeking and earning those revenues appropriate for library support. Library Director will monitor Indiana Public Library Standards for any changes that may impact FCPL’s services, programs, policies or funding in the future.
### Sample Library Budget

<table>
<thead>
<tr>
<th>2022 Budget  - Adopted 10/11/21 Line Item</th>
<th>Fund</th>
<th>2022</th>
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<tbody>
<tr>
<td><strong>Personnel Service</strong></td>
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<tr>
<td>Salary and Wages  (2017 Actual - $1,082,991)</td>
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<td>1,281,500.00</td>
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<td>Employer's Share - FICA and Medicare</td>
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<td>Unemployment Compensation</td>
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<td>Employer's Contribution - PsF</td>
<td>413.4</td>
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<td>Employer's Contribution - Gp. Insurance</td>
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<td>Continuing Education</td>
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<td><strong>Substitutes</strong></td>
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<td>Other Compensation</td>
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<td>Personnel Service Total</td>
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<td><strong>Supplies</strong></td>
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<td>Official Records</td>
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<tr>
<td>Stationary and Supplies</td>
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<td>1,100.00</td>
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<tr>
<td>Other Office Supplies</td>
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<td>17,868.00</td>
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<td>Cleaning and Sanitation Supplies</td>
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<td>14,400.00</td>
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<td>Fuel, Oil, and Lubricants</td>
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<td>1,292.00</td>
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<td>Other Operating Supplies</td>
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<td>Building Materials and Supplies</td>
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<td>Paint and Painting Supplies</td>
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<td>Repair Parts</td>
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<td>Other Repair and Maintenance Supplies</td>
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<td>6,504.00</td>
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<td>Binding Books</td>
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<td>Microfilm</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Other Services and Charges</strong></td>
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<td>Consulting Services</td>
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<tr>
<td>Engineering and Architectural</td>
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<tr>
<td>Legal Services</td>
<td>431.3</td>
<td>2,168.00</td>
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<tr>
<td>Other Professional Services</td>
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<td>30,000.00</td>
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<td>Telephone and Internet</td>
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<td>Postage</td>
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<td>Traveling Expense</td>
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<td>Professional Meetings</td>
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<td>Software Maintenance</td>
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<td>Hardware Maintenance</td>
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## Sample Library Budget, cont.

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<thead>
<tr>
<th>Category</th>
<th>Code</th>
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<tbody>
<tr>
<td>Advertising and Public Notices</td>
<td>433.1</td>
<td>750.00</td>
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<td>Printing, Other than Office</td>
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<tr>
<td>Marketing</td>
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<td>Official Bonds</td>
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<td>Other Insurance</td>
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<td>40,000.00</td>
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<td>Gas</td>
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<td>Electricity</td>
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<td>Water</td>
<td>435.3</td>
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<td>Water Disposal Services</td>
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<td>4,168.00</td>
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<tr>
<td>Other</td>
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<td></td>
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<tr>
<td>Repair &amp; Maint. Buildings and Structures</td>
<td>436.1</td>
<td>20,000.00</td>
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<tr>
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THANK YOU