



## Agenda

### A Regular Meeting of the St. Marys Public Library Board

St. Marys Public Library, 15 Church St. N. St. Marys, ON

November 1<sup>st</sup>, 2018

6:30pm

1. Call to order

2. Approval of the agenda

**Motion:**

**That the November 1<sup>st</sup>, 2018 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

3. Declarations of pecuniary interest

4. Welcome guests or delegations  
G. Brouwer, Director of Building

5. Consent agenda

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.**

5.1. Minutes of the October 4<sup>th</sup>, 2018 Regular Library Board meeting

**Motion:**

**That the minutes of the October 4<sup>th</sup>, 2018 Regular Library Board Meeting be approved.**

5.2. CEO Report

**Motion:**

**The CEO Report be received.**

5.3. Library Statistics

**Motion:**

**That the Library statistics report be approved.**

5.4. Financial Report

**Motion:**

**That the Library Financial report be approved.**



6. Discussion items
  - 6.1. Engineering Update—Discussions with G. Brouwer

**Motion:**

**Moved by:**

**Seconded by:**

**Result:**

- 6.2. Printer Report

**Motion: That the report be accepted as information.**

**Moved by:**

**Seconded by:**

**Result:**

- 6.3. December 6<sup>th</sup> Board Meeting Cancellation

**Motion: That the December 6<sup>th</sup> Board Meeting be cancelled.**

**Moved by:**

**Seconded by:**

**Result:**

7. Friends of the Library report
8. Round table discussion
9. Date of next meeting—Thursday, January 3<sup>rd</sup>, 2019
10. Adjournment

**Motion:**

**That the November 1<sup>st</sup>, 2018 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by:**

**Seconded by:**

**Result:**



## **Minutes of a Regular Meeting of the St. Marys Public Library Board**

**Meeting Location:** Pyramid Recreation Centre

**Meeting Date:** October 4<sup>th</sup>, 2018

**Meeting Time:** 6:30 pm

**Meeting Attendance:**

**Present:** Board Chair, C. Atlin, J. Mustard, R. Quinton, B. Tuer, T. Winter, M. Zurbrigg, A. Strathdee

**Staff Present:** CEO M. Corbett, Library Services Coordinator R. Webb

**Regrets:** B. Osbourne, L. Hodgins

1. Call to order

Meeting was called to order at 6:30 by Board Chair C. Atlin.

2. Approval of the agenda

**Motion:**

**That the October 4<sup>th</sup>, 2018 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by: J. Mustard**

**Seconded by: A. Strathdee**

**Result: Carried**

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

The Board welcomed Adult Learning Coordinators C. Sproat and Y. Thompson, as well as Council Candidates P. McAsh, D. Cullen,

5. Consent agenda

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.**

**Moved by: M. Zurbrigg**

**Seconded by: B. Tuer**

**Result: Carried**

5.1. Minutes of the September 6<sup>th</sup>, 2018 Regular Library Board meeting

**Motion:**

**That the minutes of the September 6<sup>th</sup>, 2018 Regular Library Board Meeting be approved.**

5.2. CEO Report

**Motion:**



**The CEO Report be received.**

5.3. Library Statistics

**Motion:**

**That the Library statistics report be approved.**

5.4. Financial Report

**Motion:**

**That the Library Financial report be approved.**

6. Discussion items

6.1. Verbal Update from Adult Learning

Adult Learning Coordinators C. Sproat and Y. Thompson gave a presentation to members of the Board which outlined the first and second quarters of the year and some highlights from that time period.

6.2. First Aid Training and Staff Professional Development Closure

**Motion: To approve the closure of the Library one (1) Friday in November and one (1) Friday in December for First Aid Training and for a profession development staff training day.**

**Moved by: B. Tuer**

**Seconded by: J. Mustard**

**Result: Carried**

6.3. Library PRC Costs

CEO M. Corbett explained to members of the Board that there was a purchase of a network switch necessitated by the temporary relocation to the PRC.

**Motion: That the Board approve the CEO to use the Reserve Account to pay for the Network Switch required by the temporary relocation to the PRC in the amount of \$2039.49 and that the CEO, M. Corbett investigate the possible further use or function of the Network Switch.**

**Moved by: R. Quinton**

**Seconded by: T. Winter**

**Result: Carried**

6.4. Budget Amendment

**Motion: That the Board approve the amendments to the 2019 draft Library budget presented on September 6<sup>th</sup> as proposed by the CEO and that the amended draft 2019 budget as presented to the Board on October 4<sup>th</sup> be submitted to the Corporation of the Town of St. Marys for Budget deliberations.**



**Moved by: R. Quinton**  
**Seconded by: M. Zurbrigg**  
**Result: Carried**

- 6.5. Friends of the Library—Discussion led by J. Mustard and R. Quinton  
Friends of the Library members reported that the Newcomers Program is currently canvassing for sponsors and getting renewals from local businesses. The Friends of the Library also announced that they are working on getting a book cart in place at the PRC. Additionally, they would like to request that the issue of a space for the Fall Book Sale be clarified and that the Board prioritize the need for an Engineers report as the Book Sale is an important effort for both the Friends of the Library and the Board.

**Motion**

**That the Building Inspector and Chief Building official be invited as guests at the regular November board meeting to discuss the Engineering report.**

**Moved by: B. Tuer**  
**Seconded by: J. Mustard**  
**Result: Carried**

**The Board gave direction to library CEO M. Corbett to request that the report be received prior to the next regular board meeting so that it may be circulated and reviewed beforehand.**

7. Round table discussion  
CEO M. Corbett updated the Board on the EarlyON grant for which PCIN submitted a grant proposal. Members of the Board discussed the upcoming AGM. It was noted that the Library will move back into the Library building on October 9<sup>th</sup>, 2018 and it will be closed on October 5<sup>th</sup> to facilitate moving items back into the Library.

8. Date of next meeting—Thursday, October 25<sup>th</sup>, 2018

9. Adjournment

**Motion:**

**That the October 4<sup>th</sup>, 2018 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by: R. Quinton**  
**Seconded by:**  
**Result: Carried.**

**Prepared by Matthew Corbett, Chief Executive Officer**

### **Highlights for October 2018**

This month, the Library put the finishing touches on the Renovation. The CEO worked alongside the Facilities Department to complete the touch-ups for the paint. Doors opened at the Library on Tuesday, October 9<sup>th</sup> to the public. To date, comments have been very positive, and the work seems to be received well within the community.

The Library has experienced some technical issues with a few of the computers. Useful was contacted, and our IT department is working on connecting our final two units to the network. The Library debit machine is not properly connecting to the host. The CEO is working alongside the Finance and IT Departments in an attempt to identify a solution to the problem.

Mid-Year performance and goals check-ins were completed early in October. These check-ins were a result of the Employee Engagement Survey, and are designed to provide Staff with more connections to their Director/CEO/Supervisor. It also provides a chance to discuss progression on the annual goals, and to reassess if required.

The CEO and Library Services Coordinator had a meeting with the Teacher Librarian from St. Marys DCVI school. The meeting was designed to look at current, existing opportunities between the School and the Library, and to develop new strategies/opportunities for partnership going forward. The hope is this will revitalize what once was a strong partnership between the two organizations.

The CEO, Library Chair and the Library Services Coordinator have been preparing for the Board AGM scheduled on October 25<sup>th</sup>. The AGM is designed to provide members of the community an update on the years progress, as well as be a tribute to two strong members of the Library Community/St. Marys community, B. Taylor and J. O'Drowsky

CEO met with M. Kuttschrutter, Network Administrator to discuss the Network Switch used at the Library-PRC temporary location. As the Board recalls, the Switch was purchased in order to provide all IT services to the Library (Networking, Public Access Computers, Staff workstations, printing services, etc). The Switch will serve as a back up to the current one at the Library, in the event that a replacement is required.

### **Cookbook Club Volunteer Opportunity**

Rebecca Webb

This October, five (5) members of the Library's Cookbook Club volunteered their time at a community dinner at the United Church in St. Marys. The Cookbook Club was inspired to volunteer their time at a dinner after working through a cookbook entitled *The Soup Sisters and Broth Brothers Cookbook: More Than 100 Heart-warming Seasonal Recipes for You to Cook at Home*. The book is a collection of recipes inspired by the Soup Sisters organization that provides comfort to women, children and youth through the making, sharing and donating of soup. The book spurred in the group a desire to volunteer at a local dinner in order to pass on some of the sentiment of the Soup Sisters. On October

9th, the group met at the United Church and Volunteered three hours of time to the community. It was such a great experience for the members who attended that they would like to organize something similar in the near future. This is just one example of how Library programs can inspire volunteerism and build relationships that positively impact the community that we are all so lucky to be a part of.

### **Training:**

The Chief Executive Officer attended the second of eight seminar courses in Paris, Ontario entitled Future Ready Leadership Training. This is an extensive training program designed to refine leadership skills, knowledge and attitudes for effective leaders using industry standards. This seminar was an introductory session designed to think critically about functionalities of a team, and team make-up/dynamics.

A staff member attended a Readers Advisory workshop in Stratford on Wednesday 10<sup>th</sup>, 2018. The information was then taught to the whole staff at the monthly staff meeting. The workshop looked at trends and tips for performing excellent Readers Advisory, and staff were also exposed to some of the new materials coming out in 2019.

Staff also received training on deposits and financial transactions. This was due to the banking switchover the Town had.

The Adult Learning staff and the CEO attended a Mental Health webinar hosted by Accessibilities Ontario. The webinar addressed high-level information on what mental health is, how it affects the communities, and statistics/breaking down the norms and engaging in new conversations around mental health.

### **Financial Update:**

The financial report from Keystone is attached.

### **General Updates/Information:**

The Chief Executive Officer had a PCIN CEO Meeting on October 3<sup>rd</sup> and 31<sup>st</sup>. These meetings were to discuss/update the member Libraries of what has been going on in each Library, provide conversation around the election and the PCIN Board Transition, as well as investigate options for a Strategic Plan for PCIN.

The CEO ran the Thursday Night Book Club at Customs House in St. Marys. This was the second meeting of this club, and four attended. While it is a small group, it does target individuals who are unable to attend Book Clubs during regular hours of the Library.

The CEO and Collection Development Clerk met with a representative of Rotary on October 25<sup>th</sup>, in recognition of the partnership between the two organizations. This was an opportunity to discuss 2019, and some of the new ideas the Library is working on. There was also a photo to recognize the partnership between the Library and Rotary.

## **Adult Learning Updates**

- Plan to run a Money Matters (Financial Literacy) through ABC Canada and the TD Bank in November (November); a volunteer tutor may be more achievable this time as it is Financial Literacy Month
- Content for the website was completed and sent to B. O'Reilly on Monday October 22<sup>nd</sup>. There is a soft launch set for November 9<sup>th</sup> and a hard launch for November 19<sup>th</sup>
- Participated in a Mental Health Webinar through Accessibility Ontario with Matthew, and a series of 5 "Why Math Matters" webinars.
  - Yvonne is sitting on a panel for one of the sessions in February to describe how ALPP ran Money Matters and the promotions that were done
- The Part-Time Administration Assistance was hired
- Trying to run a teacher-led computer workshop in January/February
- Worked with Matthew on the Plaque for B. Taylor
- Attended the AGM on October 25<sup>th</sup>. It was a good night.
- There has been no word of a Business planning session for the upcoming year (2019-20). Usually in Quarter 3 planning would happen, but no word has been set. Traditionally

## **Project List/Action Items**

1. Continue work with Adult Learning staff on Program Marketing and Advertising strategies
2. Finalize the Adult Learning Website for publication in November
3. Beginning development of the Policies and Procedures for Adult Learning (Target date of end of 2019)
4. Plan the Library Window renovation
5. Board Succession Planning
6. Develop an Advocacy Plan Framework
7. Develop a Policy work plan



**Prepared by: Matthew Corbett, Chief Executive Officer**

## **Introduction**

The purpose of this report is to inform the Library Board of an unforeseen issue in the Library that is affecting operational services. The report will outline events that have taken place and the next steps in order to return services to the same standards prior to the issue at hand.

## **Background**

As the Board is aware, the Library transitioned to the Endzone during the renovations at the end of August through to October 9<sup>th</sup>. Services were offered at the new site that included programming, public access computer technologies, and the Library printing services. Within the Library CEO report, the CEO identified a few challenges that are currently presenting a limited impact on technological service deliveries at the Library. Additional to these issues, a larger, more impactful service disruption that has presented itself is the multi-purpose printing machine. Given the age of the machine, Rival Office Solutions, a professional company who specialize in these machines, transported the printer from and to the Library.

## **Report:**

In the first week of October, the CEO requested that Rival Office Solutions bring the multi-purpose printer back to the Library during the week of October 9<sup>th</sup>. The printer was scheduled to move back to the Library on October 12<sup>th</sup>. At that time, the CEO arranged with the PRC director to leave the multi-purpose printer in the EndZone until the company could come and move it. This information was disseminated to the PRC staff. However, the unit was moved to a different location by staff at the PRC due to a room booking. The Technician from Rival was able to find the unit, and it was returned to the Library on the afternoon of October 12<sup>th</sup>. Library staff hooked the printer up to the network and power source; however, the unit displayed an error code. The IT department of the Town was called and investigated the machine. They recommended that the CEO phone the company to have a technician inspect the machine.

On the 15<sup>th</sup> of October, the company was called to investigate options and solutions for the problem. The technician suggested the Mother Board of the unit was probably the issue, and if that were the case, the unit would have to be replaced. This is based on the age of the unit, and the lack of parts available to service the unit. To determine this, the technician was called to service the machine, at which point he determined that the motherboard was not properly communicating with the rest of the printer. Service disruptions were sent out to the community through our social media accounts, as well as through the Town Corporate Communications Department on October 22<sup>nd</sup>.

The Board may recall the CEO increased the budget line for contracted services to offset the cost of the printing contract/fees. Recognizing the significance of the printing

services offered at the Library, the CEO moved ahead, with the assistance of the IT Department, in leasing a new Kyocera Printer. While this is an unbudgeted item found in the 2019 contracted services line, the decision was made to reinstate services as quickly as possible as this was an unavoidable outcome from an unavoidable circumstance.

**Recommendation and Next Steps:**

The CEO recommends the Board accept this report as information. The CEO will monitor the financial accounts for the duration of 2018, and bring any amendments required from budget discussions in 2019 to the next Board.

The next step in obtaining a new printer is to obtain the printing contract. This is being set up through the IT department and Ricoh Canada (the contracting company). Once the contract has been set up and signed, the printer will be ordered and installed at the Library. Unfortunately, this process does not yet have a definitive end date for installation; however, the IT department warned this could take a month to be fully completed. In the interim, options are being investigated for a temporary loaner printer/fax machine to bridge the gap in service delivery.

# September in Review

St. Marys Public Library  
November 1, 2018



**4707 (July)**

VISITORS TO THE LIBRARY



**19**

PROGRAMS  
OFFERED



**257**

PROGRAM  
ATTENDANCE

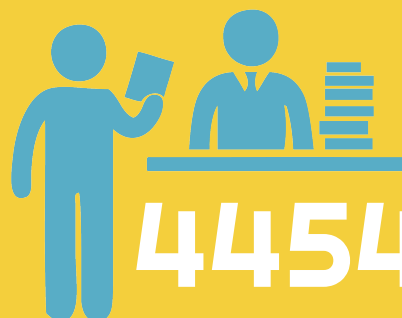


**2696**

Database  
Searches

**1234**

E-BOOKS  
CHECKED OUT



**4454**

TIMES ITEMS  
WERE CHECKED OUT



**374**

PUBLIC  
COMPUTER  
SESSIONS



**1009**

FACEBOOK  
FOLLOWERS



**0**

MEETING  
ROOM  
BOOKINGS



**2082**

Bibliocommons  
Sessions

**2466**

ACTIVE  
PATRONS



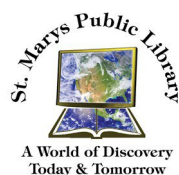
**265**

NEW PATRONS



**3497**

WEBSITE VISITS

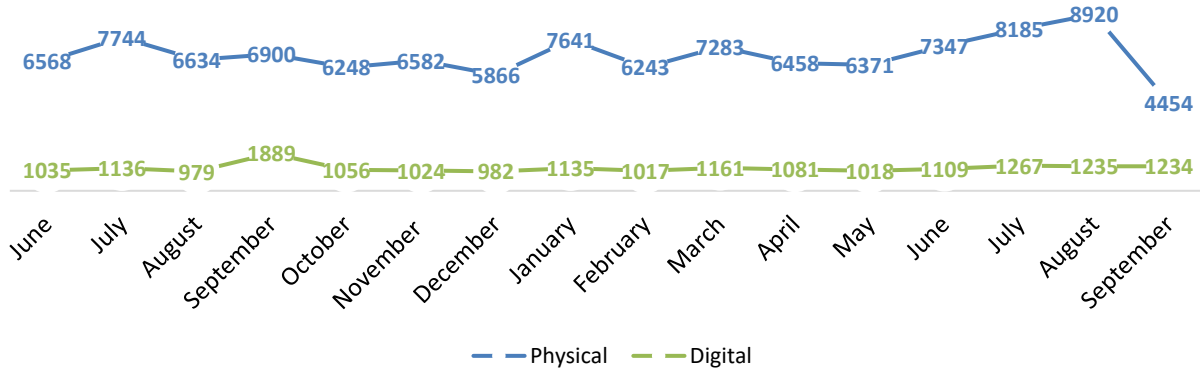


## St Marys Public Library

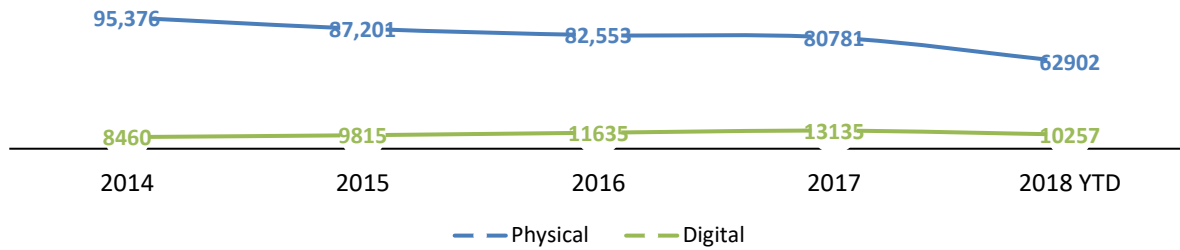
15 Church St. N., PO Box 700  
St. Marys, Ontario N4X 1B4 | 519-284-3346  
[www.stmaryspubliclibrary.ca](http://www.stmaryspubliclibrary.ca)

# SEPTEMBER STATISTICS

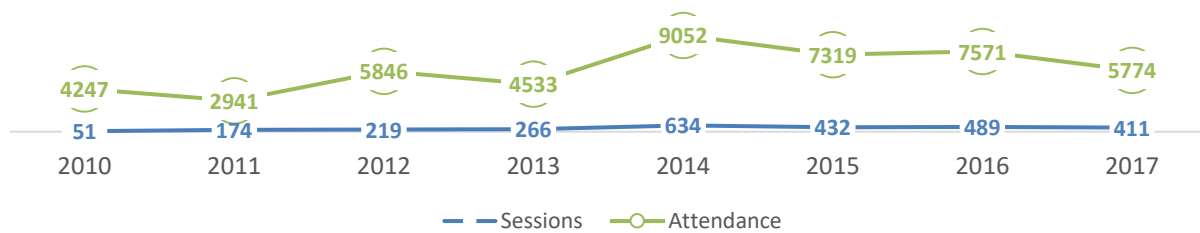
## MONTHLY CIRCULATION



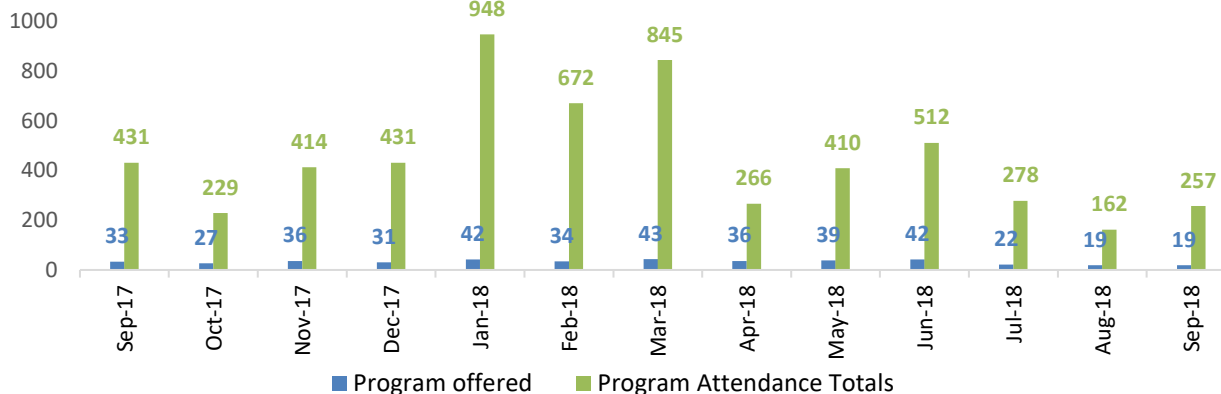
## ANNUAL CIRCULATION



## ANNUAL PROGRAM SESSIONS AND ATTENDANCE

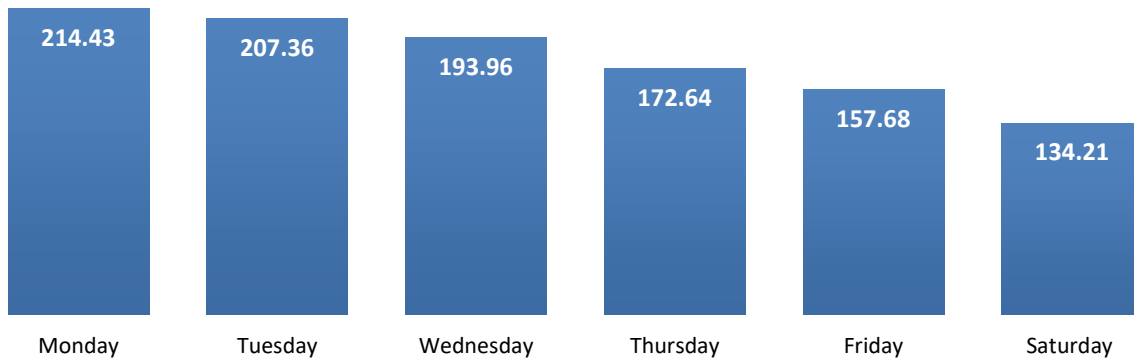


## PROGRAMMING

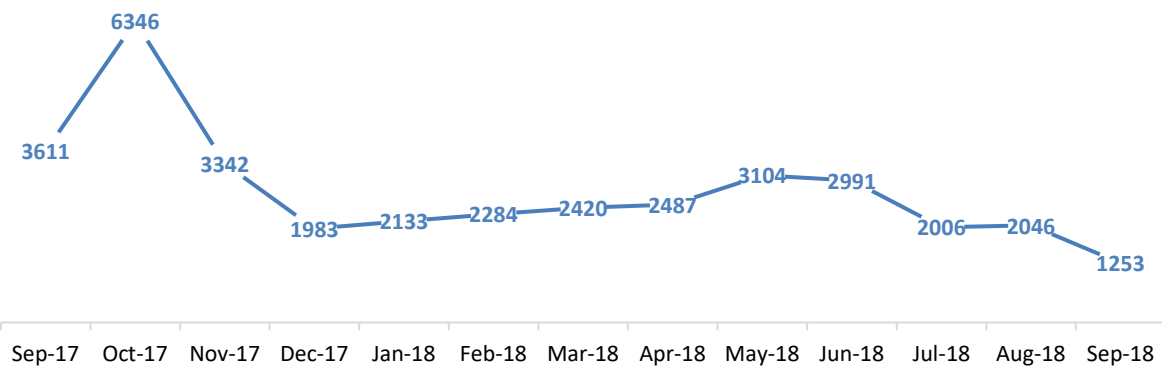


# SEPTEMBER STATISTICS

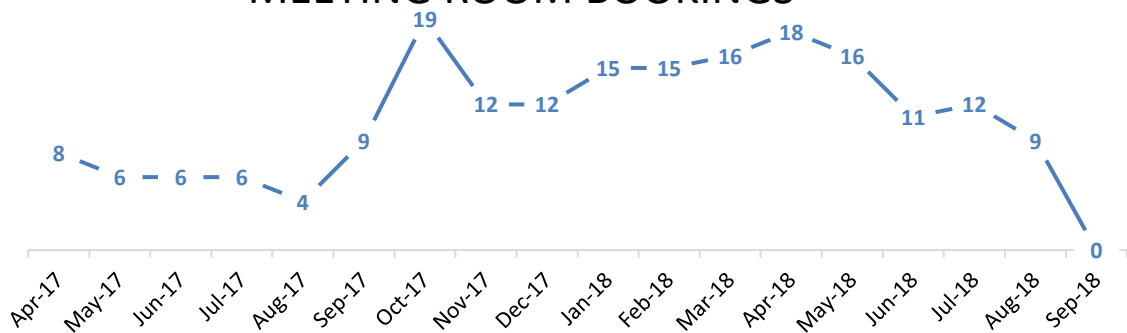
## AVERAGE VISITS PER WEEKDAY



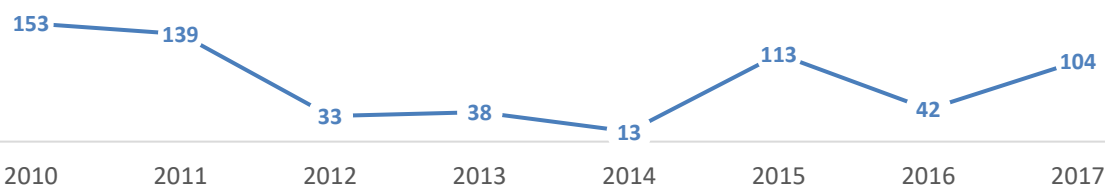
## DATABASE USAGE



## MEETING ROOM BOOKINGS



## ANNUAL MEETING ROOM BOOKINGS



**General Ledger Annual Department Budget vs. Actual Comparison Report**  
**Fiscal Year Ending: December 31, 2018 - From Period 1 to Period 10 Ending October 24, 2018**

**FUND: 01 GENERAL FUND**

**7410 LIBRARY**

**REVENUE**

Account	Description	CurrYTDActual	BudgetRemaining	Total Budget
01-7410-4160	ONTARIO SPECIFIC GRANTS	\$425.00	\$19,575.00	\$20,000.00
01-7410-4170	CANADA SPECIFIC GRANTS	\$5,246.14	-\$2,852.14	\$2,394.00
01-7410-4200	REVENUE - OTHER MUNICIPALITIES	\$31,398.78	\$30,551.22	\$61,950.00
01-7410-4210	FEES/SERVICE CHARGES	\$163.89	\$436.11	\$600.00
01-7410-4215	MEMBERSHIP FEES	\$14.00	\$61.00	\$75.00
01-7410-4218	PROGRAM REVENUE	\$1.00	\$799.00	\$800.00
01-7410-4221	PHOTO COPY REVENUE	\$2,521.21	\$1,478.88	\$4,000.00
01-7410-4405	FINES - OTHER	\$6,098.86	\$2,901.14	\$9,000.00
01-7410-4505	DONATIONS	\$1,866.80	\$2,133.20	\$4,000.00
01-7410-4550	OTHER REVENUE	\$1,018.16	\$381.84	\$1,400.00
01-7410-4555	Revenue--Friends of the Library	\$1,542.68	-\$1,542.68	\$0.00
01-7410-4562	CONTRIB FR RESERVE/DISCRE RESERVE	\$3,000.00	-\$3,000.00	\$0.00
Total Revenue		\$53,296.52	\$50,922.57	\$104,219.00

**EXPENSE**

01-7410-5005	SALARIES/WAGES	\$129,546.77	\$33,180.23	\$162,727.00
01-7410-5006	OVERTIME	\$494.21	\$165.79	\$660.00
01-7410-5010	PART TIME WAGES	\$120,374.38	\$32,014.62	\$152,389.00
01-7410-5015	CPP/EI	\$15,782.89	\$5,962.11	\$21,745.00
01-7410-5016	GROUP BENEFITS	\$11,677.79	\$7,220.21	\$18,898.00
01-7410-5017	EHT	\$4,900.27	\$1,173.73	\$6,074.00
01-7410-5018	WSIB	\$884.28	\$233.72	\$1,118.00
01-7410-5019	OMERS	\$16,718.20	\$6,937.80	\$23,656.00
01-7410-5050	BOARD REMUNERATION	\$0.00	\$1,000.00	\$1,000.00
01-7410-5100	OFFICE SUPPLIES	\$893.22	\$1,606.78	\$2,500.00
01-7410-5105	OFFICE EQUIPMENT	\$3,110.31	\$3,389.69	\$6,500.00

01-7410-5110	TRAVEL/MILEAGE	\$1,164.61	\$635.39	\$1,800.00
01-7410-5120	MEMBERSHIPS	\$0.00	\$700.00	\$700.00
01-7410-5121	MEMBERSHIP - PCIN	\$0.00	\$25,655.00	\$25,655.00
01-7410-5130	PROFESSIONAL DEVELOPMENT	\$2,585.04	\$914.96	\$3,500.00
01-7410-5135	MEETING EXPENSES	\$169.69	\$330.31	\$500.00
01-7410-5155	ADVERTISING	\$0.00	\$1,000.00	\$1,000.00
01-7410-5175	COURIER/FREIGHT CHARGES	\$202.41	\$297.59	\$500.00
01-7410-5260	TRAINING	\$170.00	\$1,330.00	\$1,500.00
01-7410-5310	CONTRACTED SERVICES	\$1,626.74	\$8,373.26	\$10,000.00
01-7410-5610	PROGRAM EXPENSES	\$1,463.16	\$1,036.84	\$2,500.00
01-7410-5701	ELECTRONIC SERVICES	\$5,653.07	\$3,346.93	\$9,000.00
01-7410-5705	MAGAZINES & NEWSPAPERS	\$3,573.42	\$31.58	\$3,605.00
01-7410-5813	REPAIRS/MAINT - COMPUTER EQUIP	\$3,533.20	-\$533.20	\$3,000.00
01-7410-5990	MATERIALS & SUPPLIES	\$846.45	\$1,153.55	\$2,000.00
01-7410-5991	MATERIALS & SUPPLIES TECH	\$1,487.45	\$1,012.55	\$2,500.00
01-7410-5995	FOL Materials and Supplies	\$2,538.25	-\$2,538.25	\$0.00
01-7410-6200	PROFESSIONAL FEES	\$25.00	\$575.00	\$600.00
01-7410-7100	BANK CHARGES	\$332.75	\$167.25	\$500.00
01-7410-8520	TRANSFER TO RESERVE	\$0.00	\$5,000.00	\$5,000.00
01-7410-8993	INTERNAL CHARGES IT	\$4,517.00	\$4,517.00	\$9,034.00
<b>Total Expenses</b>		<b>\$334,270.56</b>	<b>\$145,890.44</b>	<b>\$480,161.00</b>
<b>Dept Excess Revenus Over (Under) Expenditures</b>		<b>-\$280,974.04</b>	<b>-\$94,967.87</b>	<b>-\$375,942.00</b>

**General Ledger Annual Department Budget vs. Actual Comparison Report**  
**Fiscal Year Ending: December 31, 2018 - From Period 1 to Period 10 Ending October 24, 2018**

**7500 ADULT LEARNING**

**REVENUE**

Account	Description	CurrYTDActual	BudgetRemaining	Total Budget
01-7500-4160	ONTARIO SPECIFIC GRANTS	\$132,562.00	\$16,674.00	\$115,888.00
01-7500-4550	OTHER REVENUE	\$12,532.00	-\$100.00	\$12,432.00
01-7500-4562	CONTRIBUTION FROM RESERVE	\$9,119.95	-\$7,119.95	\$2,000.00

Total Revenue		\$154,213.95	\$9,454.05	\$130,320.00
<b>EXPENSE</b>				
01-7500-5010	PART TIME WAGES	\$80,980.19	\$11,927.81	\$92,908.00
01-7500-5015	CPP/EI	\$5,614.12	\$1,388.88	\$7,003.00
01-7500-5016	GROUP BENEFITS	\$1,500.00	\$0.00	\$1,500.00
01-7500-5017	EHT	\$1,579.12	\$221.88	\$1,801.00
01-7500-5018	WSIB	\$280.95	\$52.05	\$333.00
01-7500-5019	OMERS	\$7,423.57	\$725.43	\$8,149.00
01-7500-5100	OFFICE SUPPLIES	\$1,925.20	\$74.80	\$2,000.00
01-7500-5105	OFFICE EQUIPMENT	\$21,158.71	-\$20,658.71	\$500.00
01-7500-5110	TRAVEL/MILEAGE	\$963.68	\$536.32	\$1,500.00
01-7500-5120	MEMBERSHIPS	\$50.00	\$50.00	\$100.00
01-7500-5130	PROFESSIONAL DEVELOPMENT	\$330.72	-\$59.72	\$271.00
01-7500-5155	ADVERTISING	\$254.40	\$245.60	\$500.00
01-7500-5170	COMMUNICATIONS	\$636.31	\$763.69	\$1,400.00
01-7500-5262	TRAINING SUPPORT	\$326.95	\$173.05	\$500.00
01-7500-5302	HYDRO	\$1,198.29	\$1,001.71	\$2,200.00
01-7500-5305	JANITORIAL SUPPLIES	\$1,834.66	\$65.34	\$1,900.00
01-7500-5700	BOOK PURCHASES	\$157.89	\$442.11	\$600.00
01-7500-5990	MATERIALS & SUPPLIES	\$449.69	\$50.31	\$500.00
01-7500-6200	PROFESSIONAL FEES	\$2,970.78	-\$970.78	\$2,000.00
01-7500-7300	RENT	\$5,302.91	\$2,577.09	\$7,880.00
01-7500-8520	TRANSFER TO RESERVE	-\$9,119.95	\$9,119.95	\$0.00
<b>Total Expenses</b>		<b>\$125,818.19</b>	<b>\$7,726.81</b>	<b>\$133,545.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>\$28,395.76</b>	<b>\$1,727.24</b>	<b>-\$3,225.00</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>-\$252,578.28</b>	<b>-\$93,240.63</b>	<b>-\$379,167.00</b>

**CATEGORY: 9???**

**9740 CAPITAL - LIBRARY (MATERIALS)**

**REVENUE**

01-9740-4562	CONTRIBUTION FROM RESERVE	\$0.00	\$48,000.00	\$48,000.00
01-9740-4563	CONTRIBUTION FROM RESERVE FUND	\$0.00	\$10,000.00	\$10,000.00
<b>Total Revenue</b>		<b>\$0.00</b>	<b>\$58,000.00</b>	<b>\$58,000.00</b>



**EXPENSE**

01-9740-5700	BOOK PURCHASES	\$44,995.15	\$13,004.85	\$58,000.00
<b>Total Expense</b>		\$44,995.15	\$13,004.85	\$58,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		-\$44,995.15	\$44,995.15	\$0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		-\$44,995.15	\$44,995.15	\$0.00

**FUND: 32 LIBRARY TRUST FUND****REVENUE**

32-7410-4500	INVESTMENT INCOME	\$642.81	-\$642.81	\$0.00
32-7410-4505	DONATIONS	\$1,571.01	-\$1,571.01	\$0.00
<b>Total Expense</b>		\$2,213.82	-\$2,213.82	\$0.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		\$2,213.82	-\$2,213.82	\$0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		\$2,213.82	-\$2,213.82	\$0.00

## Report Summary

01-7410	Library	\$53,296.52	\$50,922.57	\$104,219.00
01-7500	Adult Learning	\$154,213.95	\$9,454.05	\$130,320.00
01-9740	Capital - Library (Materials)	\$0.00	\$58,000.00	\$58,000.00
<b>Fund 01 Total Revenue</b>		\$207,510.47	\$118,376.62	\$292,539.00

01-7410	Library	\$334,270.56	\$145,890.44	\$480,161.00
01-7500	Adult Learning	\$125,818.19	\$7,726.81	\$133,545.00
01-9740	Capital - Library (Materials)	\$44,995.15	\$13,004.85	\$58,000.00
<b>Fund 01 Total Expenditures</b>		\$505,083.90	\$166,622.10	\$671,706.00
<b>Fund 01 Excess Revenue Over (Under) Expenditures</b>		-\$297,573.43	-\$48,245.48	-\$379,167.00

32-7410	Library Trust Fund	\$2,213.82	-\$2,213.82	\$0.00
<b>Fund 32 Total Revenue</b>		\$2,213.82	-\$2,213.82	\$0.00
<b>Fund 32 Excess Revenue Over (Under) Expenditures</b>		\$2,213.82	-\$2,213.82	\$0.00

<b>Report Total Revenue</b>		\$209,724.29	\$116,162.80	\$292,539.00
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**Report Total Expenditure**

**Report Excess Revenue Over (Under) Expenditures**

\$505,083.90	\$166,622.10	\$671,706.00
-\$295,359.61	-\$50,459.30	-\$379,167.00