



Agenda
Library Board

September 9, 2021

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

That the agenda for the September 9, 2021 regular meeting of the St. Marys Public Library Board be approved as presented.

4. **DELEGATIONS**
5. **CONSENT AGENDA**

RECOMMENDATION

That consent agenda items 5.1 through 5.3 be approved as presented.

5.1. Acceptance of Minutes

5.1.1. Minutes of the June 3, 2021 Meeting 3

5.1.2. Minutes of the August 19, 2021 Meeting 7

5.2. CEO Report

5.2.1. CEO Report (September) 10

5.2.2. Adult Learning Report (September) 12

5.3. Library Statistics

5.3.1. Stats Infographic (July in Review) 14

5.3.2. Stats Graphs (July in Review) 15

6. NEW AND UNFINISHED BUSINESS

6.1. COVID-19 Update

6.2. Draft Budget

6.2.1. Draft Library Budget 16

6.2.2. Draft Adult Learning Budget 18

7. ROUNDTABLE DISCUSSION

7.1. Friends of the Library Report

8. UPCOMING MEETINGS

9. ADJOURNMENT

RECOMMENDATION

That the September 9, 2021 regular meeting of the St. Marys Public Library Board be adjourned at _____ pm.



Minutes

Library Board

June 3, 2021

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present Mayor Strathdee, Councillor Craigmile, Councillor Edney,
Barbara Tuer, Cole Atlin, Lynda Hodgins, Melinda Zurbrigg, Reg
Quinton, Joyce Vivian

Staff Present Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

1. CALL TO ORDER

The June 3, 2021 Regular Meeting of the St. Marys Public Library Board was called to order at 6:45pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Joyce Vivian

Seconded By Reg Quinton

That the agenda for the June 3, 2021 regular meeting of the St. Marys Public Library Board be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

Moved By Reg Quinton

Seconded By Councillor Edney

That consent agenda items 5.1 though 5.4 be approved as presented.

Carried

5.1 Acceptance of Minutes

5.1.1 Minutes of the May Meeting

5.2 CEO Report

5.2.1 CEO Report (June)

5.2.2 ALPP Monthly Report (June)

5.3 Library Statistics

5.3.1 Stats Infographic (April in Review)

5.3.2 Stats Graphs (April in Review)

5.4 Financial Report

5.4.1 Financial Report Library (June)

5.4.2 Financial Report Adult Learning (June)

6. NEW AND UNFINISHED BUSINESS

Moved By Reg Quinton

Seconded By Lynda Hodgins

That an additional item be added to the agenda as item 6.3 under New and Unfinished Business

Carried

6.1 Budget Preparations Discussion

The Board and CEO will meet with Andre Morin, Treasurer for the Town of St. Marys to discuss budget preparations further on August 19th at 6:45pm.

6.2 Public Consultation regarding Mission, Vision, and Values

6.3 CEO Update

CEO S. Andrews gave a verbal update to the Board about emerging items. Including that the Library continues to support the Town of St. Marys Vaccine Support line and will soon be supporting clients of Ontario works as they transition to an online service model. The Library will also be supporting community members in completing their census. The Library gratefully accepted a memorial donation from the estate of Mr. Ken Gorvett. The Library is slated to open in Phase 2 of the Provincial reopening plan.

7. ROUNDTABLE DISCUSSION

7.1 Friends of the Library Report

J. Vivian updated the Board on the activities of the FOL management committee.

8. UPCOMING MEETINGS

The next regular meeting of the St. Marys Public Library Board will take place on August 19th, 2021 at 6:45pm.

9. ADJOURNMENT

Moved By Reg Quinton

Seconded By Melinda Zurbrigg

That the June 3, 2021 regular meeting of the St. Marys Public Library Board be adjourned at 7:32pm.

Carried

Chair

Board Secretary



Minutes

Library Board

August 19, 2021

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present	Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin, Lynda Hodgins, Reg Quinton, Joyce Vivian
Member Absent	Mayor Strathdee, Melinda Zurbrigg
Staff Present	Sarah Andrews, Library CEO

1. CALL TO ORDER

The August 19, 2021 meeting of the St. Marys Public Library Board was called to order at 6:47pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Reg Quinton

Seconded By Lynda Hodgins

That the August 19, 2021 meeting agenda be approved as presented.

Carried

4. DELEGATIONS

Present at the meeting is HR Director Lisa Lawrence and Town Treasurer Andre Morin.

5. CLOSED SESSION

Moved By Reg Quinton

Seconded By Joyce Vivian

That the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 16.1(4)(d) labour relations or employee negotiations at 6:53pm.

Carried

6. RISE AND REPORT

Board Chair C. Atlin reported that one matter was discussed related to the CEO Performance Review in closed session and direction has been given to staff.

Moved By Lynda Hodgins

Seconded By Joyce Vivian

THAT the Library Board rise from a closed session at 7:22pm and that the Board accept the recommendation put forth by the personnel committee.

Carried

7. NEW AND UNFINISHED BUSINESS

7.1 Draft Budget Discussion

The Board reviewed the Library and Adult Learning draft budgets and requested changes to be made and presented at the September meeting of the Board.

That the 2022 Library budget be forwarded to the Town Council for consideration.

Defeated

That the 2022 Adult Learning budget be forwarded Town Council for consideration.

Defeated

8. ROUNDTABLE DISCUSSION

9. UPCOMING MEETINGS

The next regular meeting of the St. Marys Public Library Board will take place on September 9, 2021 at 6:45pm.

10. ADJOURNMENT

Moved By Barbara Tuer

Seconded By Joyce Vivian

That the August 19, 2021 meeting of the St. Marys Public Library Board be adjourned at 8:12pm.

Carried

Chair

Board Secretary



INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	9 September 2021
Subject:	Summer Report 2021

PURPOSE

The purpose of this report is to provide the Board an overview of the Library's activities from June to August, 2021.

REPORT

Public Service

Staff at the Library continued to offer a high level of service to the community throughout the summer. June saw an average of 200 visits per week, with a significant increase in July to almost 430 a week. August has seen an increase to an average of 466 per week. The Library said goodbye to two casuals this summer, Emma Brommer and Amelia Ritchie. Emma has moved on to Stratford Public Library and Amelia is returning to school this Fall to pursue academic opportunities. We enjoyed their participation on our Team and we wish them well in their pursuits. We welcome three new casuals to our pool, Rebecca Cousins, Carolyn McAsh and welcomed back Meaghan Everett. They are fantastic members of our team.

Kayak Lending

As part of the Town's economic development initiative to lend kayaks to both community members and tourists, the Library began lending four individual kayaks in July and added an additional one in late August. We have already loaned them 235 times as of August 31st. The program will finish at the end of September for the season. We look forward to debriefing on this initiative and continuing to offer this again in 2022.

Seed Library

The Seed Library has proven very popular this growing season, with 494 packets being selected from our inventory. These were for a variety of flowers, fruit and vegetable plants.

Summer Reading Program

The Library's Program has had another successful year despite the restrictions that COVID-19 has created for programs. Two hundred children participated this year, reading a total of 2,646 hours over the past two months. Special thanks to our two Summer Reading Coordinators, Tate Neale and Kameryn Kelly, who did a fantastic job connecting virtually with the readers, creating fun online

programs and activities and preparing the pickup activity bags. We received very positive feedback from families.

Outreach for Community Consultation Survey

We are completing our Survey on the Library's strategic directions this month. We had two successful visits to the St. Marys Farmers Market, from 8-12 on July 17th and August 14th. Reg Quinton assisted in the set up of our tent and equipment and many Friends' volunteers assisted me with interacting with the community and tourists, telling them about the survey, answering questions about the Library and the Friends organization. I also visited the Foodland for an afternoon to share the survey and had a spot outside the front entrance. Feedback verbally was extremely positive about the Library. We have had 113 surveys completed online and 32 in paper format, totally 145. The results of the survey will be shared at an upcoming meeting.

Staff Wellness and COVID

Staff remain healthy through the summer and we have had good compliance with the public about masking and distancing. We had an issue with one patron the last week of August but with some repeated clarification about the masking rule we have resolved the issue. We underline that people are very welcome to be in the Library but that masking is mandatory. We have distributed fifty masks to patrons which were sponsored by the Friends of the Library.

Staff Training

Staff are continuing to comment on the value of the Ryan Dowd Homelessness Training package we purchased this year. The package consists of units for the staff to complete as well as a variety of webinars which are added monthly.

Adult Learning

Adult Learning Staff have been reviewing curriculum resources and preparing some digital tech content for learners. The ALPP Advisory Group met the last week of August to review program goals and review the budget. (Program Report attached).

Job Description Review

All Library job descriptions have been reviewed as part of the Town-wide process. These include the positions of CEO, Public Service Coordinator, Library Assistants, Summer students and Library Pages. The HR Department is working with an external consultant on a compensation project review.

In the News

The Library was in the local media and on social media a few times over the summer, including in the Independent regarding our kayak lending and as a location for wedding photos.





ALPP Program Update – August 2021

Author: Adam Stapleton (Program Coordinator) **Date:** 08/30/2021

Performance

Learner Breakdown: St. Marys (9) Stratford (6)

2021 has presented similar challenges to last year, particularly as in-person instruction was unavailable during the months of April, May, and June. As such the program has served 15 learners to date, where 5 have been new and 8 were carried over. It is worth noting however that a further 5 registrations will be visible once the September report is published.

August 2021

Core Measure	Perf. Commitment	Actual	% of YTD of Target
Customer Satisfaction	90%	100%	111%
Service Coordination	50%	67%	133%
Suitability	30%	17%	56%
Learner Progress	60%	44%	73%

Service coordination has remained strong where PIE alone have referred 8 learners since April. The challenge the program faces however is that many learners start new jobs before or shortly after engaging with us. This is perhaps symptomatic of the urgency that exists within the local labour market at present and echoes the low unemployment rate seen within the region (3%). Instead, and this is reflected by the suitability indicator, the program is seeing an increase in demand for digital instruction amongst senior populations within the independence goal path. A fact also represented by an increase in the average learner age to 46 from 44 years old two years previous.

Additional Updates

Stratford Update

The Conestoga Career Centre and associated LBS program have no plans to return to the Young Street location until January 2022 at the very earliest. Whilst the program can continue to

serve learners at the PIE Stratford location, the program will be meeting with Alex Burgess of the City of Stratford on September 1st to discuss service deliverables and how the City can support. The program will seek for example a space/table at the Stratford Public Library to engage with potential learners and possibly explore the use of other municipal space for instruction.

Local Business Support

The program continues to work alongside the Town's Economic and Tourism team to assist local businesses with their learning needs. Our instructors Nicole and Stephanie for example have developed Google pages resources to support with digital footprints and marketing. Further, the program will meet with the Comms department on September 1st to discuss how to market a dedicated business support morning for employers/business owners.

Opportunity Lives Here

The program has posted its first advertisement on the Perth County 'Opportunity Lives Here' bulletin board/forum which is managed by the Town's own library staff.

Webpage redevelopment

Additionally, the program will also discuss the potentially developing a standalone website complete with a live chat box and online learning opportunities. The domain name adultlearningperth.ca is already own by the program and currently redirects to the town's ALPP webpage. Stacey Wheal will be preparing metrics as to how many people currently visit our existing portal within the town's website.

Thank you,

Adam

July in Review

St. Marys Public Library
September 9, 2021



1853

VISITORS TO THE
LIBRARY

501
WIFI USERS



AVE. SESSION
TIME (MIN)
169



7
ONLINE
PROGRAMS
OFFERED



192
PROGRAM
VIEWS +
ATTENDANCE



4502

Database
Searches

2204

E-BOOKS
CHECKED OUT



6503

TIMES ITEMS
WERE CHECKED OUT



1400

FACEBOOK
FOLLOWERS



Bibliocommons
Sessions

3300

4502

ACTIVE
PATRONS



128

NEW PATRONS (YTD)



8754

WEBSITE VISITS

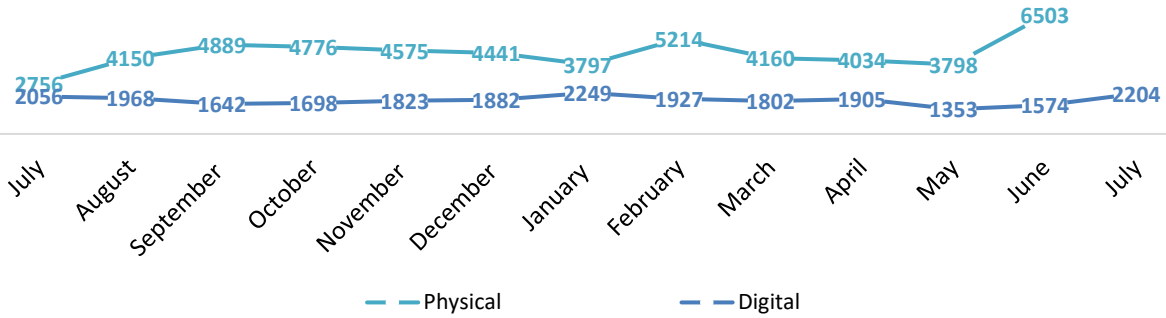


St Marys Public Library

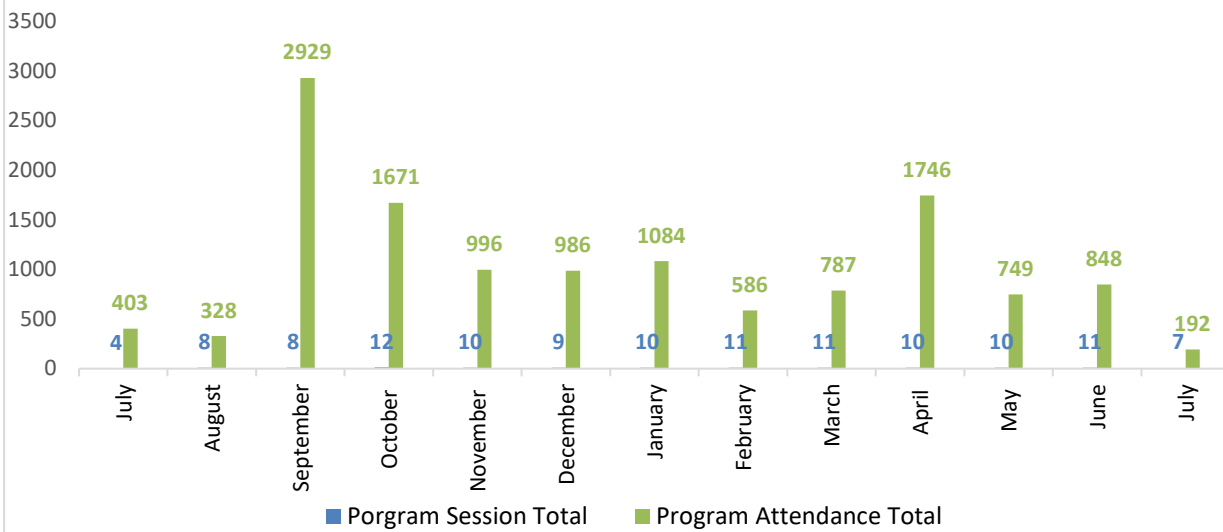
15 Church St. N., PO Box 700
St. Marys, Ontario N4X 1B4 | 519-284-3346
www.stmaryspubliclibrary.ca

July In Review

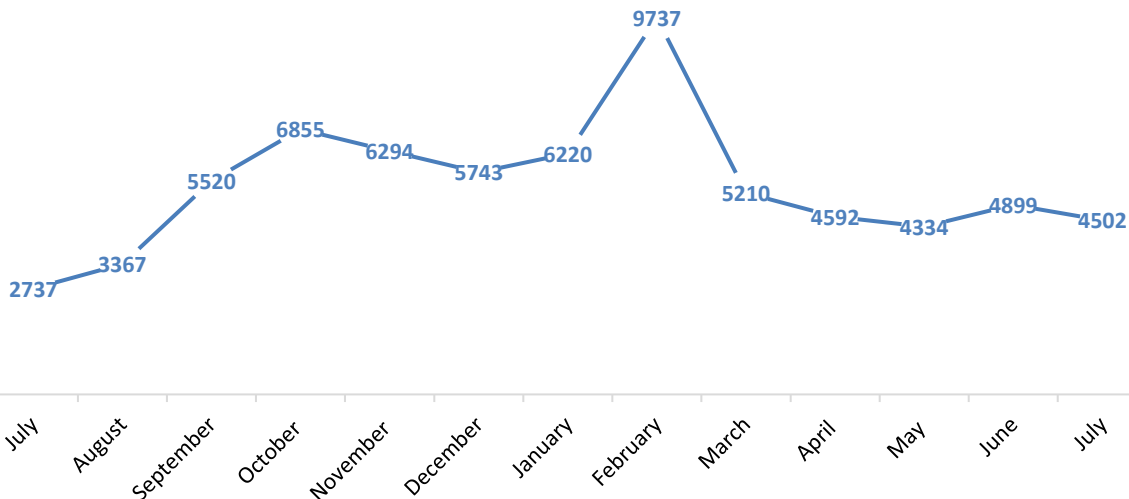
MONTHLY CIRCULATION



PROGRAMMING



DATABASE USAGE



DRAFT LIBRARY BUDGET	2020 Actual		2020 Budget		2021 Actual		2021 Budget		2022 Budget	Changes
7410 LIBRARY										
01-7410-4160 ONTARIO SPECIFIC GRANTS (PLOG)	-\$	14,747.22	-\$	10,830.00	-\$	9,491.52	-\$	10,830.00	-\$	10,830.00
01-7410-4170 CANADA SPECIFIC GRANTS	-\$	4,203.00	-\$	5,000.00	-\$	1,828.62	-\$	5,000.00	-\$	13,072.00
01-7410-4200 REVENUE - PERTH SOUTH	-\$	65,650.00	-\$	63,736.00	-\$	10,000.00	-\$	65,650.00	-\$	67,620.00
01-7410-4210 FEES/SERVICE CHARGES	-\$	44.25	\$	-	-\$	51.86	\$	-	\$	-
01-7410-4215 MEMBERSHIP FEES	\$	-	\$	-	\$	-	\$	-	\$	-
01-7410-4218 PROGRAM REVENUE	-\$	4,800.00	\$	-	\$	-	\$	-	\$	-
01-7410-4221 PHOTO COPY REVENUE	-\$	1,586.15	-\$	3,000.00	-\$	728.58	-\$	1,000.00	-\$	1,000.00
01-7410-4405 FINES - OTHER	-\$	2,063.66	-\$	6,600.00	-\$	866.67	-\$	6,600.00	-\$	1,000.00
01-7410-4505 DONATIONS	-\$	3,322.28	-\$	1,200.00	-\$	4,017.65	-\$	1,200.00	-\$	1,200.00
01-7410-4550 OTHER REVENUE	-\$	810.03	-\$	800.00	-\$	4,705.82	-\$	800.00	-\$	5,000.00
										Opportunity Lives Here
01-7410-4555 REVENUE - FOL	-\$	4,446.61	\$	-	-\$	5,542.32	-\$	720.00	\$	-
01-7410-5005 FULL TIME WAGES	\$	116,449.94	\$	179,786.00	\$	109,910.24	\$	186,840.00	\$	192,157.00
01-7410-5006 OVERTIME	\$	-	\$	1,031.00	\$	-	\$	1,045.00	\$	-
01-7410-5010 PART TIME WAGES	\$	100,576.39	\$	160,555.00	\$	100,310.84	\$	165,949.00	\$	175,443.00
01-7410-5015 CPP/EI	\$	14,845.76	\$	23,621.00	\$	14,879.15	\$	24,228.00	\$	25,821.00
01-7410-5016 GROUP BENEFITS	\$	9,834.61	\$	12,749.00	\$	10,812.81	\$	14,596.00	\$	17,251.00
01-7410-5017 EHT	\$	4,252.32	\$	6,678.00	\$	4,113.76	\$	6,922.00	\$	7,192.00
01-7410-5018 WSIB	\$	5,034.96	\$	8,534.00	\$	4,879.97	\$	9,306.00	\$	10,151.00
01-7410-5019 OMERS	\$	16,142.48	\$	28,047.00	\$	15,381.99	\$	29,340.00	\$	32,096.00
01-7410-5050 BOARD REMUNERATION	\$	920.00	\$	1,000.00	\$	-	\$	1,000.00	\$	-
01-7410-5100 OFFICE SUPPLIES	\$	4,469.73	\$	4,500.00	\$	2,104.92	\$	4,500.00	\$	8,000.00
01-7410-5105 OFFICE EQUIPMENT	\$	7,944.26	\$	3,500.00	\$	1,304.33	\$	3,500.00	\$	-
										2%
										Rolled into 5100
01-7410-5110 TRAVEL/MILEAGE	\$	-	\$	2,300.00	-\$	63.15	\$	2,323.00	\$	2,369.00
01-7410-5120 PROFESSIONAL MEMBERSHIPS	\$	75.00	\$	700.00	\$	284.14	\$	700.00	\$	714.00
01-7410-5121 MEMBERSHIP - PCIN	\$	29,015.00	\$	29,550.00	\$	29,553.00	\$	29,494.00	\$	30,440.00
01-7410-5130 PROFESSIONAL DEVELOPMENT	\$	1,151.32	\$	3,500.00	\$	1,829.46	\$	3,500.00	\$	5,610.00
01-7410-5135 MEETING EXPENSES	\$	58.74	\$	500.00	\$	-	\$	500.00	\$	510.00
01-7410-5155 ADVERTISING	\$	1,319.32	\$	1,000.00	\$	-	\$	1,000.00	\$	1,500.00
										Strategic Plan Promotion
01-7410-5175 INTERLOAN COURIER CHARGES	\$	288.94	\$	2,000.00	\$	151.89	\$	2,000.00	\$	2,040.00
01-7410-5260 TRAINING	\$	213.23	\$	2,000.00	\$	9,356.96	\$	2,000.00	\$	-
										2%

01-7410-5310 CONTRACTED SERVICES	\$	28,016.48	\$	17,250.00	\$	598.67	\$	17,423.00	\$	17,772.00	2%
01-7410-5610 PROGRAM EXPENSES	\$	2,494.29	\$	3,000.00	\$	685.99	\$	3,000.00	\$	3,060.00	2%
01-7410-5701 ELECTRONIC SERVICES	\$	24,754.97	\$	7,550.00	\$	4,445.74	\$	7,550.00	\$	7,701.00	2%
01-7410-5705 MAGAZINES & NEWSPAPERS	\$	1,603.56	\$	3,822.00	\$	308.84	\$	3,822.00	\$	3,900.00	2%
01-7410-5813 REPAIRS/MAINT - COMPUTERS	\$	957.34	\$	3,000.00	\$	610.53	\$	3,000.00	\$	3,060.00	2%
01-7410-5990 MATERIALS & SUPPLIES	\$	316.66	\$	-	\$	21.81	\$	-	\$	-	Not used
01-7410-5991 MATERIALS & SUPPLIES TECH	\$	-	\$	-	\$	-	\$	-	\$	-	Not used
01-7410-5992 NON TRADITIONAL COLLECTION	\$	-	\$	-	\$	-	\$	-	\$	2,000.00	New line
01-7410-6200 AUDIT FEES	\$	-	\$	600.00	\$	202.99	\$	600.00	\$	612.00	2%
01-7410-7100 BANK CHARGES	\$	380.30	\$	500.00	\$	190.35	\$	500.00	\$	510.00	2%
01-7410-8110 CAPITAL - BOOK PURCHASES	\$	-	\$	58,000.00	\$	-	\$	59,740.00	\$	60,934.00	2%
01-7410-8520 TRANSFER TO RESERVE	\$	2,687.00	\$	2,687.00	\$	1,328.00	\$	2,656.00	\$	2,664.00	0%
01-7410-8993 INTERNAL CHARGES IT	\$	11,563.96	\$	11,294.00	\$	7,320.53	\$	16,642.00	\$	16,642.00	0%
TOTAL 7410 LIBRARY	\$	289,327.38	\$	430,088.00	\$	288,736.27	\$	452,136.00	\$	489,424.00	
Total Revenue	-\$	97,226.59	-\$	91,166.00	-\$	31,690.72	-\$	91,080.00	-\$	99,722.00	
Total Expenses	\$	385,366.56	\$	579,254.00	\$	320,523.76	\$	603,676.00	\$	630,149.00	

7500 ADULT LEARNING	2019 Actual	2019 Bydget	2020 Actual	2020 Budget	2021 Actual	2021 Budget	2022 Budget	Increase
01-7500-4160 ONTARIO SPECIFIC GRANTS	-\$ 128,788.00	-\$ 127,615.00	-\$ 127,865.00	-\$ 127,865.00	-\$ 85,027.00	-\$ 135,112.00	-\$ 145,268.00	8%
01-7500-4550 OTHER REVENUE - STRATFORD	-\$ 12,962.90	-\$ 12,432.00	-\$ 12,430.00	-\$ 12,432.00	-\$ 13,937.00	-\$ 13,932.00	-\$14,350.00	3%
01-7500-4562 CONTRIBUTION FROM RESERVE	-\$ 15,403.26	-\$ 2,000.00	-\$ 11,115.90	\$ -	\$ -	\$ -	-\$ 4,000.00	or increase 4550
01-7500-5005 FULL TIME WAGES	\$ -	\$ -	\$ -	\$ 43,562.00	\$ -	\$ -	\$ -	
01-7500-5006 OVERTIME	\$ 162.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-7500-5010 PART TIME WAGES	\$ 105,093.64	\$ 98,381.00	\$ 103,174.94	\$ 52,772.00	\$ 65,664.90	\$ 107,729.00	\$112,533.00	
01-7500-5015 CPP/EI	\$ 7,278.96	\$ 7,304.00	\$ 7,175.79	\$ 7,242.00	\$ 4,706.18	\$ 8,254.00	\$8,903.00	
01-7500-5016 GROUP BENEFITS	\$ 1,542.50	\$ 1,500.00	\$ -	\$ 132.00	\$ 750.00	\$ 750.00	\$ 750.00	
01-7500-5017 EHT	\$ 2,049.20	\$ 1,918.00	\$ 2,011.93	\$ 1,879.00	\$ 1,280.49	\$ 2,101.00	\$2,194.00	
01-7500-5018 WSIB	\$ 406.40	\$ 374.00	\$ 2,363.08	\$ 2,408.00	\$ 1,561.52	\$ 2,833.00	\$3,108.00	
01-7500-5019 OMERS	\$ 6,171.07	\$ 8,127.00	\$ 41.99	\$ -	\$ 2,248.83	\$ 3,613.00	\$9,965.00	
01-7500-5100 OFFICE SUPPLIES	\$ 1,251.17	\$ 2,000.00	\$ 3,357.36	\$ 2,576.00	\$ 646.46	\$ 2,000.00	\$ 3,500.00	
01-7500-5105 OFFICE EQUIPMENT	\$ 814.05	\$ 1,000.00	\$ 1,390.65	\$ 1,446.00	\$ 3,775.77	\$ 1,500.00	\$ -	Rolled into 5100
01-7500-5110 TRAVEL/MILEAGE	\$ 939.92	\$ 1,500.00	\$ -	\$ 2,000.00	\$ -	\$ 250.00	\$ 250.00	
01-7500-5120 MEMBERSHIPS	\$ 90.06	\$ 100.00	\$ 150.00	\$ 767.00	\$ 50.00	\$ 250.00	\$ 250.00	
01-7500-5130 PROFESSIONAL DEVELOPMENT	\$ 1,142.26	\$ 963.00	\$ -	\$ 1,500.00	\$ -	\$ 250.00	\$ 250.00	
01-7500-5155 ADVERTISING	\$ 1,160.06	\$ 1,000.00	\$ 2,797.38	\$ 1,500.00	\$ -	\$ 3,000.00	\$ 3,060.00	2%
01-7500-5170 COMMUNICATIONS	\$ 942.42	\$ 1,400.00	\$ 1,649.81	\$ 1,400.00	\$ 415.93	\$ 1,000.00	\$ 1,020.00	2%
01-7500-5262 LEARNER TRAINING SUPPORT	\$ 694.02	\$ 500.00	\$ 166.69	\$ 750.00	\$ -	\$ 500.00	\$ 500.00	
01-7500-5302 HYDRO	\$ 1,757.77	\$ 2,200.00	\$ 1,433.95	\$ 2,200.00	\$ 538.41	\$ 2,222.00	\$ 2,222.00	
01-7500-5305 JANITORIAL SUPPLIES	\$ 2,317.89	\$ 1,900.00	\$ 2,877.97	\$ 2,100.00	\$ 1,058.33	\$ 2,121.00	\$ 2,121.00	
01-7500-5700 BOOK PURCHASES	\$ 1,226.04	\$ 1,000.00	\$ -	\$ 4,306.00	\$ -	\$ -	\$ -	
01-7500-5990 MATERIALS & SUPPLIES	\$ 381.66	\$ 1,000.00	\$ 814.88	\$ 1,500.00	\$ -	\$ 500.00	\$ 500.00	
01-7500-6200 AUDIT FEES	\$ 1,170.24	\$ 2,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	
01-7500-7300 RENT	\$ 6,748.12	\$ 7,880.00	\$ 6,408.92	\$ 7,880.00	\$ 2,833.37	\$ 8,038.00	\$ 8,198.76	2%
01-7500-8520 TRANSFER TO RESERVE	\$ 13,813.90	\$ 2,698.00	\$ -	\$ -	\$ -	\$ -	\$ -	
01-7500-8993 INTERNAL CHARGES IT	\$ -	\$ -	\$ 2,544.00	\$ 3,264.00	\$ 855.54	\$ 3,240.00	\$ 3,304.80	2%
Total Revenue	-\$ 157,154.16	-\$ 142,047.00	-\$ 151,410.90	-\$ 140,297.00	-\$ 98,964.00	-\$ 149,044.00	-\$ 163,618.00	
Total Expenses	\$ 157,154.16	\$ 144,745.00	\$ 138,359.34	\$ 142,184.00	\$ 86,385.73	\$ 151,151.00	\$ 163,629.56	