

Peterborough Public Library Board Meeting Agenda

February 12, 2019

6:00 p.m.

345 Aylmer Street North

Library Board Room

	Pages
1. Call to Order	
2. Confirmation of Minutes	
2.1 January 8, 2019	1 - 4
3. Disclosure of Pecuniary Interest	
4. Consent Agenda	
Item 5.4	
5. Reports and Communications	
5.1 Report PPL19-008 Newspaper Digitization Project - Update	5 - 7
5.2 Report PPL19-007 Updates from the Foundation and Friends of the Library	8 - 9
5.3 Report PPL19-006 Library CEO Report February 2019	10 - 13
5.4 Report PPL19-009 Budget Update	14 - 20
6. Other Business	
7. Next Meeting - March 12, 2019	
8. Adjournment	

Peterborough Public Library Board Minutes City of Peterborough

January 8, 2019

Present	Leslie Woolcott Paul Stern, Chair Barb Connor Mauro DiCarlo Jayne White Councillor Akapo Councillor Clarke
Regrets	Garth Wedlock Dan Moloney
Staff	Natalie Garnett, Deputy Clerk Jennifer Jones, Library CEO

Call to Order

The meeting was called to order by the Chair at 6:01 p.m.

Confirmation of Minutes

Moved by Mauro DiCarlo

That the minutes of the Library Board Meeting of Trustees on December 11, 2018 be approved.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of Pecuniary Interest.

Consent Agenda

No Items were considered as part of the Consent Agenda.

Reports and Communications

Report PPL19-002

Updates from the Foundation and Friends of the Library

Barb Connor reported that the dates for the upcoming book sales are March 1 (noon-7:00 p.m.), March 2 (10:00 a.m. - 3:00 p.m.).

Moved by Councillor Akapo

That the Library Board approve the recommendations outlined in Report PPL19-002, dated January 8, 2019, of the Library CEO, as follows:

- a) That a verbal report to inform the Library Board on the status of the Foundation by Jayne White be received for information; and**
- b) That a verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library by Barb Connor be received for information.**

Carried

Report PPL19-003

New Library Board Orientation - Proposed Outline

Moved by Councillor Clarke

That the Library Board approve the recommendations outlined in Report PPL19-003 January 8, 2019 of the Library CEO, as follows:

- a) That the report be received for information; and**
- b) That the current Board provide feedback on the orientation elements proposed.**

Carried

Report PPL19-001

Library CEO Report January 2019

Moved by Leslie Woolcott

That the Library Board approves the recommendation as outlined in Report PPL19-001 dated January 8, 2019, of the Library CEO as follows:

That the report be received for information.

Carried

Report PPL19-004

Strategic Plan - Action Items Check-in

Moved by Barb Connor

That the Library Board approves the recommendation in Report PPL19-004 dated January 8, 2019, of the Library CEO as follows:

That the report be received for information.

Carried

Report PPL19-005

Library CEO Annual Evaluation Process Completed

Moved by Jayne White

That the Library Board approve the recommendations outlined in Report PPL19-005, dated January 8, 2019, of the Library Board Chair, as follows:

- a) **That the report be received for information,**
- b) **That the final process outlined be approved and adopted by the Board.**

Carried

Other Business

Mauro DiCarlo distributed a draft Board Procedure By-law and members were asked to review the document.

Moved by Councillor Clarke

That the Draft Procedure By-law for the Peterborough Public Library Board of Trustees be received for information; and

That the Draft By-law be referred to the incoming Board.

Carried

Next Meeting - February 12, 2019

Adjournment

Moved by Mauro DiCarlo

That the meeting adjourn at 7:28 p.m.

Carried

Natalie Garnett

Deputy Clerk

Paul Stern, Chair



City of
Peterborough

To: Peterborough Public Library Board of Trustees

From: Erik Hanson, Heritage Resources Coordinator

Meeting Date: February 12, 2019

Subject: Report PPL19-008
Newspaper Digitization Project - Update

Purpose

The purpose of this report is to provide the Library Board with an update on the status of the Newspaper Digitization Project.

Recommendations

That the Peterborough Public Library Board approve the recommendations outlined in Report PPL19-008, dated February 12, 2019 of the Heritage Resources Coordinator, as follows:

- a) That the Library Board receive for information an update presentation on the microfilm digitization project; and,
- b) That the Library Board approve an additional allocation of reserve funds, up to \$10,996.94, to digitize the remaining 80 reels.

Budget and Financial Implications

If approved, there would be an additional allocation of Library Reserve funds up to \$10,996.94 for this project.

Background

On June 6, 2018, the Library Board received a presentation regarding the proposed digitization, from microfilm, of four Peterborough newspapers dating between 1846 and 1950 and approved funding of \$42,357 for the project. The total number of reels within the date range is 384. With the budget allocated by the Library Board, staff estimated that 147 reels could be scanned by the chosen vendor, Canadiana, dating from 1846 to the end of 1911, which was calculated using the approximate number of images contained on each reel. These 147 reels have now been scanned. However, Canadiana has indicated there were fewer page images required than anticipated and that they are able to scan an additional 157 reels of microfilm and remain within the project budget. These reels will be sent to Canadiana for digitization in February 2019.

The additional 157 reels would extend the date range to the end of 1938. Of the initial 384 reels identified as part of the project scope, this would leave only 80 reels left to be digitized. Completing the digitization of all 384 reels, through the year 1950, will be a valuable historical resource for researchers and the general public. In particular, the additional reels will capture the period between 1939 and 1945 and Peterborough's involvement in the Second World War.

Staff are requesting that additional funds be allocated to cover the cost of the remaining 80 reels. Canadiana charges \$3.00 per reel, at a per-page fee of \$0.10. The OCR fee per page is \$0.03. The splitting of the reels into folders of approx. 500 pages is based on cost per hour. Based on the equation below, it is estimated that an additional \$10,996.64 will be needed for the remainder for this project.

Scanning Fees:	
Basic \$3.00 per reel x 80=	\$ 240.00
Per page fee of \$0.10 x 80,478	\$ 8,047.80
OCR Fees:	
Per Page fee of \$0.03 x 80,478	\$ 2,414.34
Splitting of Reels into folders of approx. 500 pages	
80 reels x 2 minutes = 160 minutes	
160 minutes or 2.7 hours x\$35 per-hour=	\$ 94.50
Storage Media:	\$ 200.00
Estimated total before tax=	\$ 10,996.64

The number of pages per issue is challenging to estimate, particularly as the issues increase in size as the year's progress. Staff are requesting that the Library Board approves up to \$10,966.64 to ensure the completion of the full range of reels.

The digitized collection will be available on an online platform for public access and copies for each file will also be provided to the Library as an in-house research tool by the end of the summer 2019.

Submitted by,

Erik Hanson
Heritage Resources Coordinator

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Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 12, 2019

Subject: Report PPL19-007
Updates from the Foundation and Friends of the Library

Purpose

A report to inform the Library Board on the status of the Peterborough Public Library Foundation and the Friends of the Peterborough Public Library.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL19-007, dated February 12, 2019, of the Library CEO, as follows:

- a) That a verbal report to inform the Library Board on the status of the Foundation by Jayne White be received for information; and
- b) That a verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library by Barb Connor be received for information.

Budget and Financial Implications

There is no budget or financial implications associated with the recommendations of this report.

Background

Jayne White, from the Library Foundation Board, will attend the Library Board meeting on February 12, 2019, to provide a verbal update on the current status of the Foundation.

Barb Connor, co-chair of the Friends of the Library, will attend the Library Board meeting on February 12, 2019, to provide a verbal update on the current status of the Friends of the Library.

Submitted by,

Jennifer Jones
Library CEO

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Library CEO
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Peterborough Public Library

To: Library Board of Trustees
From: Jennifer Jones, Library CEO
Meeting Date: February 12, 2019
Subject: Report PPL19-006
Library CEO Report February 2019

Purpose

A report to inform the Library Board of Trustees on general matters concerning Library operations and services.

Recommendations

That the Library Board approves the recommendations as outlined in Report PPL19-006 dated February 12, 2019, of the Library CEO as follows:

- a) That the report be received for information; and,
- b) That the Board provide suggestions for potential partnerships to explore in the community.

Budget and Financial Implications

There are no budget or financial implications resulting from the approval of the recommendation of this report.

Background

Work has begun on a summary of 2018 statistics, both to complete the annual survey and to provide a benchmark for future statistical comparisons.

The library launched its new website on January 30, 2019. Feedback from the community has been very positive. There are a few final design changes to be made to the website, however the bulk of the hard work has been completed.

Information staff were presented with the Connecting Families Initiative by Industry Canada. This program provides basic internet service for a low fee of \$10 a month to selected households who receive Social Assistance. Eligible households who are selected will receive a letter with a code to enter on the website. The library's role is to assist recipients in registering for this service online so they are able to receive the discounted service.

The acoustical solution for the FOL Community Room and the Multipurpose room is expected to be completed shortly. Parts have arrived and an installation date is pending. Staff are hopeful that this will resolve some of the sound challenges in these rooms.

Staff are reviewing current policies and procedures to prepare a revision calendar for the new Library Board. Of note, a few community members have raised some concerns with two of our documents:

- the Code of Conduct, with regard to:
 - sleeping in the library; as well as,
 - the line pertaining to not possessing any controlled substances while on the premises
- the membership renewal procedure which requires community members to present themselves in person at a library branch with photo id and proof of address to continue to qualify for free library membership.

These documents are both under review at this time.

Progammimg

There has been very positive response by community members and local organizations in presenting our "Try it Tuesdays" events, which are helping us to meet two Strategic Plan objectives:

- Strategic Plan Initiative A 2 – Identify new ways our collections, programs and services can assist with life-long literacy
- Strategic plan initiative B 2 – Identify and work with community groups and partners to develop innovative and effective programs, collections, and services.

Thus far we have tried Zumba, making slime, dancing and yoga. Next up is "Improv!". "PPL Does Pinterest" projects sessions are also filling up quickly. Paper flowers were a

hit, and staff are surrounding themselves with pompoms in preparation for the next session.

Attendance at our adult Tech programs was much higher in January due in part to our new column in the Peterborough Examiner.

The Adult book club has been expanded to 2 sessions – one afternoon & one evening – both with more than 10 people attending each time. The ‘Tween book club has had 12 participants in regular attendance.

Board game usage and maker box usage continue to increase and be a popular addition to our collection.

Café update

The café RFP was unsuccessful and there was no award of the contract. The Library has continued to work with the Peterborough Sport & Wellness Centre to find a new solution. There are a couple of avenues being explored with local businesses that have the potential to be a good fit for both locations.

OLA SuperConference

The Library CEO was able to attend the full OLA SuperConference in Toronto. The theme of this year’s conference was “Powered by the People.” Celebrating it’s 25th year, the conference challenges attendees to transform both themselves and their libraries. With over 4,600 attendees from across the nation, the conference has an outstanding track record for bringing long-term professional benefits, including sharing ideas and best practices throughout the field.

The CEO attended a number of sessions on programming, administration, staffing support, mentoring, marketing and the vendor exhibit.

The Adult Services Librarian attended the conference for one day. She was able to attend sessions on using boardgames to engage new Canadians, privacy protection in the digital age, staff technology training, and an author talk by Tanya Talaga who wrote “Seven Fallen Feathers”.

Partnerships

The annual January Family Literacy Day event is a partnership between many agencies involved with literacy in our community. Readings by local authors and dignitaries, crafts, displays, entertainment and a free book for every child makes for a very busy and successful venue to promote literacy. The library was asked to participate in a radio panel to promote the library’s commitment to literacy on Radio 90.5 FM the week before the event.

An ideal partnership is one that is mutually beneficial to all parties. Common goals and objectives are a great start. Any suggestions that the Board may have for future partnerships in the community are welcome. (Is there anyone or any specific group that should be sought out to discuss opportunities?)

Submitted by,

Jennifer Jones
Library CEO

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Library CEO
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Peterborough Public Library

To: Peterborough Public Library Board of Trustees
From: Jennifer Jones, Library CEO
Meeting Date: February 12, 2019
Subject: Report PPL19-009
Budget Update

Purpose

A report to inform the Library Board of the status of the Library budget.

Recommendation

That the Library Board approve the recommendation outlined in Report PPL19-009 dated February 12, 2019, of the Library CEO, as follows:

That the report be received for information.

Budget and Financial Implications

There is no budget or financial implication resulting from the approval of the recommendation of this report.

Background

A summary report of the 2018 Library budget is attached (see Appendix A). Though revenues for room rentals fell short of the budgeted amount, memberships, recoveries, and donations from the Friends provided a positive increase in overall revenues.

The 2018 budget summary indicates that there is a \$1,292,855.40 debt charge. This amount is to be transferred back to the City's capital accounts as a result of the completion of the property transfer. Subtracting this from the totals on page 4, the library exceeded its operating budget by \$49,775.03. As Finance is in the process of finalizing 2018 invoices, it is estimated that the actual amount of the overage is approximately \$70,000. Library reserve surplus money from 2017 was requested to cover this expected overage at the November 2018 meeting (Report 18-055). These expenditures included:

Art rail system	\$5,479
Userful Computer set up	\$3,152
Wifi changes for new building	\$1,152
Diversified - phone and intercom set up	\$2,000
Dishwasher and fridges	\$1,387
Bird Deterrent at entrances	\$3,816
Furniture enhancements - window box dividers	\$285
Signage enhancements	\$10,633
Curtain for story corner	\$2,000
Additional blinds for quiet study area	\$4,946
Ergonomic equipment for service desks	\$2,801
Carpet for Children's toy corner	\$921
Additional staff headsets	\$5,084
Return bin - interior	\$2,917
Hushups - chair leg protectors	\$1,394
Planters for front entrance (accessibility enhancement)	\$1,832
Stanchions	\$940
Slat wall hangers	\$554
Community Bulletin Board	\$615
Kick stools	\$313
Grand opening events	
Cattfish Willie performance	\$200
Dub Trinity performance	\$600
Costume rental - Olaf	\$51
Catering	\$853
Lanyards & t-shirts	\$430

The 2019 budget was approved at Council on January 28, 2019. This will allow the library to proceed with hiring security services for all library operating hours and discussions have begun with the security company to establish this service.

The 2020 budgeting process will begin in the spring, with plans for discussion and final approval at a November Council meeting.

Submitted by,

Jennifer Jones
Library CEO

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Attachment:
Appendix A – 2018 Budget summary report

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LIBRARY OPERATIONS

From January 1, 2018 to December 31, 2018

User ID: jjones

<u>ACCT#</u>	<u>TITLE</u>	<u>YTD ACTUAL</u>	<u>YTD COMMITMENTS</u>	<u>ACTUAL WITH COMMITMENTS</u>	<u>2018 BUDGET</u>	<u>YTD VARIANCE</u>
Main						
601 9615212	LIBMN Revenue-Ont Grant	(132,806.00)		(132,806.00)	(132,806.00)	
601 9615216	LIBMN Grant SOLS					
601 9615256	LIBMN Restaurant rent					
601 9615282	LIBMN Membership revenue	(17,855.00)		(17,855.00)	(10,000.00)	7,855.00
601 9615326	LIBMN Fines	(57,379.65)		(57,379.65)	(60,000.00)	(2,620.35)
601 9615328	LIBMN Room rentals	(11,410.00)		(11,410.00)	(30,000.00)	(18,590.00)
601 9615330	LIBMN Xerox fees	(5,339.91)		(5,339.91)	(2,000.00)	3,339.91
601 9615331	LIBMN Computer Lab					
601 9615332	LIBMN Lost books	(4,499.31)		(4,499.31)	(3,000.00)	1,499.31
601 9615334	LIBMN Lost cards	(916.78)		(916.78)	(500.00)	416.78
601 9615335	LIBMN Technical Services					
601 9615336	LIBMN Microfilm fees	(504.79)		(504.79)	(150.00)	354.79
601 9615340	LIBMN Program revenue	(1,560.00)		(1,560.00)	(500.00)	1,060.00
601 9615341	LIBMN Internet printing				(200.00)	(200.00)
601 9615343	LIBMN Sponsorship	(498.88)		(498.88)		498.88
601 9615344	LIBMN Recoveries	(14,978.82)		(14,978.82)	(500.00)	14,478.82
601 9615346	LIBMN Donations	(5,259.10)		(5,259.10)	(450.00)	4,809.10
601 9615417	LIBMN Nevada revenue					
601 9615466	LIBMN Library Foundation					
601 9615485	LIBMN PerfectMind Withdrawal F	(41.70)		(41.70)		41.70
601 9615642	LIBMN Interest	(29,168.98)		(29,168.98)		29,168.98
601 9615652	LIBMN Sale of Publications					
601 9615664	LIBMN Library Surplus Res					
601 9615665	LIBMN Tsf frm Data Processing	(11,240.00)		(11,240.00)	(26,972.00)	(15,732.00)
601 9615668	LIBMN Tsf frm Marthas Res					
601 9615669	LIBMN Tsf frm FOL Res	(13,000.00)		(13,000.00)	(13,000.00)	
601 9615670	LIBMN City Contribution	(3,417,233.41)		(3,417,233.41)	(2,878,646.00)	538,587.41
601 9615702	LIBMN Unclassified revenue					

Appendix A

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LIBRARY OPERATIONS

From January 1, 2018 to December 31, 2018

User ID: jjones

<u>ACCT#</u>	<u>TITLE</u>	<u>YTD ACTUAL</u>	<u>YTD COMMITMENTS</u>	<u>ACTUAL WITH COMMITMENTS</u>	<u>2018 BUDGET</u>	<u>YTD VARIANCE</u>
601 9615712	LIBMN Surplus	48,250.00		48,250.00		(48,250.00)
	Total Revenues	<u>(3,675,442.33)</u>	<u>0.00</u>	<u>(3,675,442.33)</u>	<u>(3,158,724.00)</u>	<u>516,718.33</u>
601 9616005	LIBMN Salaries - Full time	1,094,433.01		1,094,433.01	1,246,886.00	152,452.99
601 9616015	LIBMN Salaries - Overtime					
601 9616025	LIBMN Salaries - Part time	588,361.23		588,361.23	598,641.00	10,279.77
601 9616030	LIBMN Wages - Part time					
601 9616040	LIBMN Salaries (alternative)					
601 9616075	LIBMN Employee Benefit O/H	399,499.20		399,499.20	421,461.00	21,961.80
601 9616079	LIBMN Employee Future Ben					
601 9616405	LIBMN Telephone	10,576.66		10,576.66	14,000.00	3,423.34
601 9616410	LIBMN Adv & Publicity	4,823.69		4,823.69	5,000.00	176.31
601 9616417	LIBMN Board Expenses	288.10		288.10	800.00	511.90
601 9616420	LIBMN Light & Water	83,000.26		83,000.26	20,400.00	(62,600.26)
601 9616422	LIBMN Vestar Energy Conservat					
601 9616425	LIBMN Heat	13,645.08		13,645.08	10,240.00	(3,405.08)
601 9616430	LIBMN Postage	747.21		747.21	2,000.00	1,252.79
601 9616440	LIBMN Information Technology	31,507.33		31,507.33	52,972.00	21,464.67
601 9616442	LIBMN Hospitality	680.03		680.03	500.00	(180.03)
601 9616486	LIBMN Computer Lab					
601 9616510	LIBMN Courier Service	1,991.40		1,991.40	5,328.00	3,336.60
601 9616520	LIBMN FOL Friends of library	4,745.17		4,745.17	13,000.00	8,254.83
601 9616522	LIBMN Martha's FOL					
601 9616524	LIBMN YA Programs					
601 9617005	LIBMN Office Supplies	6,629.31		6,629.31	5,000.00	(1,629.31)
601 9617047	LIBMN Special Events-Children	5,105.30		5,105.30	6,000.00	894.70
601 9617048	LIBMN Adult programs	4,490.22		4,490.22	4,500.00	9.78
601 9617050	LIBMN Photocopies	15,996.13		15,996.13	15,000.00	(996.13)
601 9617071	LIBMN Library Foundation	56,924.99		56,924.99		(56,924.99)

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LIBRARY OPERATIONS

From January 1, 2018 to December 31, 2018

User ID: jjones

ACCT#	TITLE	YTD ACTUAL	YTD <u>COMMITMENTS</u>	ACTUAL WITH <u>COMMITMENTS</u>	<u>2018 BUDGET</u>	YTD VARIANCE
601 9617075	LIBMN Bookbinding - Adult	181.15		181.15	100.00	(81.15)
601 9617076	LIBMN Bookbinding - Children				100.00	100.00
601 9617077	LIBMN Technical Supplies	6,574.03		6,574.03	10,000.00	3,425.97
601 9617078	LIBMN Circulation Supplies	3,116.66		3,116.66	3,000.00	(116.66)
601 9617079	LIBMN Reference Supplies	1,438.63		1,438.63	600.00	(838.63)
601 9617080	LIBMN Meeting Rm Support	1,110.06		1,110.06	500.00	(610.06)
601 9617081	LIBMN Microfilm	3,767.32		3,767.32	3,000.00	(767.32)
601 9617218	LIBMN Volunteer Recognition	239.81		239.81	800.00	560.19
601 9617315	LIBMN Rep & Maint-Buildings	37,459.70		37,459.70	15,000.00	(22,459.70)
601 9617317	LIBMN PM-Buildings	23,846.47	17,023.15	40,869.62	11,229.00	(29,640.62)
601 9617483	Debt charges - library	1,292,855.40		1,292,855.40		(1,292,855.40)
601 9617505	LIBMN Insurance	13,610.75		13,610.75	12,132.00	(1,478.75)
601 9617510	LIBMN Garbage Tax	1,922.22		1,922.22	2,000.00	77.78
601 9617540	LIBMN Bank Charges	2,442.00		2,442.00	500.00	(1,942.00)
601 9617555	LIBMN Audit fees	7,131.60		7,131.60	3,500.00	(3,631.60)
601 9617570	LIBMN Collection Fees					
601 9617705	LIBMN Tsf to Mat Acq Reserve	374,300.00		374,300.00	374,300.00	
601 9617706	LIBMN Tsf to Sys. Upgrde/Kllic	69,703.00		69,703.00	69,703.00	
601 9617707	LIBMN Tsf to Surplus Res.	158.72		158.72		(158.72)
601 9617715	LIBMN Transfer to Capital fund	86,000.00		86,000.00	86,000.00	
601 9618005	LIBMN Office Equipment	5,595.44		5,595.44	3,000.00	(2,595.44)
601 9618205	LIBMN Business Travel	490.80		490.80	2,000.00	1,509.20
601 9618215	LIBMN Membership/Subscriptions	984.90		984.90	5,000.00	4,015.10
601 9618220	LIBMN Staff training	5,391.48		5,391.48	10,000.00	4,608.52
601 9618225	LIBMN Conf & Conventions	1,484.76		1,484.76	3,000.00	1,515.24
	Total Expenses	<u>4,263,249.22</u>	<u>17,023.15</u>	<u>4,280,272.37</u>	<u>3,037,192.00</u>	<u>(1,243,080.37)</u>

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LIBRARY OPERATIONS

From January 1, 2018 to December 31, 2018

User ID: jjones

ACCT#	TITLE	YTD ACTUAL	YTD COMMITMENTS	ACTUAL WITH COMMITMENTS	2018 BUDGET	YTD VARIANCE
Delafosse						
601 9635328	LIBDL Room rentals	(4,800.00)		(4,800.00)	(4,800.00)	
	Total Revenues	<u>(4,800.00)</u>	<u>0.00</u>	<u>(4,800.00)</u>	<u>(4,800.00)</u>	<u>0.00</u>
601 9636025	LIBDL Salaries - Part time	51,078.56		51,078.56	55,148.00	4,069.44
601 9636030	LIBDL Wages - Part time					
601 9636040	LIBDL Salaries (alternative)					
601 9636075	LIBDL Employee Benefit O/H				5,515.00	5,515.00
601 9636405	LIBDL Telephone					
601 9636420	LIBDL Light & Water	4,268.50		4,268.50	5,668.00	1,399.50
601 9636425	LIBDL Heat	4,019.81		4,019.81	4,088.00	68.19
601 9636510	LIBDL Courier	1,991.40		1,991.40	5,328.00	3,336.60
601 9637050	LIBDL Photocopies					
601 9637315	LIBDL Rep & Maint-Buildings	4,191.36		4,191.36	15,000.00	10,808.64
601 9637317	LIBDL PM-Buildings	5,350.61	731.91	6,082.52	4,085.00	(1,997.52)
601 9637510	LIBDL Garbage Tax	202.87		202.87	500.00	297.13
601 9637705	LIBDL Transfer to Reserve	31,000.00		31,000.00	31,000.00	
601 9637715	LIBDL Transfer to Capital fund					
	Total Expenses	<u>102,103.11</u>	<u>731.91</u>	<u>102,835.02</u>	<u>126,332.00</u>	<u>23,496.98</u>