

# Peterborough Public Library Board Meeting Agenda

April 24, 2018

6:00 p.m.

345 Aylmer Street North

Library Board Room

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Confirmation of Minutes</b>	
2.1 March 27, 2018	1 - 6
<b>3. Disclosure of Pecuniary Interest</b>	
<b>4. Consent Agenda - 5.4., 5.5., 5.6., 5.7.</b>	
<b>5. Reports and Communications</b>	
5.1 Sponsorship Update Report PPL18-023	7 - 8
5.2 Library Strategic Plan - status update Report PPL18-022	9 - 10
5.3 Updates from the Foundation and Friends of the Library Report PPL18-026	11 - 12
5.4 Memorandum of Understanding Update Report PPL18-025	13 - 14
5.5 New Library Website - update Report PPL18-027	15 - 18
5.6 Library CEO Report April 2018 Report PPL18-024	19 - 22
5.7 Quarterly Budget Update Report PPL18-028	23 - 27
<b>6. Other Business</b>	

7. **Next Meeting - May 29, 2018**

8. **Adjournment**

## **Peterborough Public Library Board Minutes**

### **City of Peterborough**

**Date:** **March 27, 2018**

**Present** Paul Stern, Chair  
Barb Connor  
Mauro DiCarlo  
Dan Moloney  
Councillor Baldwin  
Councillor Riel  
Jayne White (arrived at 6:28 p.m.)

**Regrets** Leslie Woolcott  
Garth Wedlock

**Staff** Jennifer Jones, Library CEO  
Allison Bell, Library Services Manager  
Kendra Sedgwick, Committee Coordinator

#### **Call to Order**

The Chair called the Library Board meeting to order at 5:08 p.m.

#### **Closed Session**

Moved by Councillor Baldwin

**That Committee enter Closed session to discuss one item under Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.**

Carried

Resolution to adjourn Closed Session

Moved by Barb Connor

**That Committee rise from Closed Session at 5:40 p.m.**

Carried

**Report from Closed Session**

Library Property Matters

Report PPL18-022

Moved by Councillor Baldwin

**That the Library Board approve the recommendation outlined in Report PPL18-022 dated March 22, 2018, of the Library CEO, as follows:**

- a) **That the report of the Library CEO be received for information.**
- b) **That the Board provide direction to the Library CEO and the City of Peterborough regarding the property ownership arrangements for the Peterborough Public Library, main branch at 345 Aylmer Street North.**
- c) **That the Board provide direction to the Library CEO and the City of Peterborough regarding the property ownership arrangements for the Peterborough Public Library, DelaFosse branch at 729 Park Street South.**
- d) **That the Board retain legal counsel to investigate outstanding questions regarding land title and report back to the Board before moving forward.**

Carried

**Confirmation of Minutes**

Moved by Dan Moloney

**That the minutes of the Library Board meeting of February 13, 2018 be approved.**

Carried

**Disclosure of Pecuniary Interest**

There were no declarations of Pecuniary Interest.

**Consent Agenda**

Moved by Councillor Riel

**That items 6.4. and 6.6. be approved as part of the Consent Agenda.**

Carried

## Peterborough Public Library Board minutes of March 27, 2018

MOU Update

Report PPL18-015

Moved by Councillor Riel

**That the Library Board approve the recommendation outlined in Report PPL18-015 dated March 27, 2018, of the Library CEO, as follows:**

**That the report of the Library CEO be received for information.**

Carried

Library Strategic Plan - Status Update

Report PPL18-017

Moved by Councillor Riel

**That the Library Board approve Report PPL18-017, dated March 27, 2018 concerning the Library Strategic Plan, as follows:**

**That the report of the Library CEO be received for information.**

Carried

OLA Conference Recap

Report PPL18-013

Moved by Mauro DiCarlo

**That the Library Board approve the recommendation outlined in Report PPL18-013 dated March 27, 2018, of the Library CEO, as follows:**

**That the report of the Library Board Chair be received for information.**

Carried

Updates from the Foundation and Friends of the Library

Report PPL18-014

Moved by Dan Moloney

**That the Library Board approve the recommendation outlined in Report PPL18-014, dated March 27, 2018, of the Library CEO, as follows:**

**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

## Peterborough Public Library Board minutes of March 27, 2018

Community Communications Space at the Library

Report PPL18-018

Moved by Dan Moloney

**That the Library Board approve the recommendations in Report PPL18-018 dated March 27, 2018, of the Library CEO as follows:**

- a) That the report be received for information;**
- b) That comments and recommendations from the Board be referred to the Policy working group for consideration, and**
- c) That a report be brought back to the May meeting from the Policy working group.**

Carried

Library CEO Report March 2018

Report PPL18-016

Moved by Dan Moloney

**That the Library Board approve the recommendation in Report PPL18-016 dated March 27, 2018, of the Library CEO as follows:**

**That the report be received for information.**

Carried

New Library Website

Report PPL18-019

Moved by Barb Connor

**That the Library Board approve the recommendations outlined in Report PPL18-019 dated March 27, 2018, of the Library CEO, as follows:**

- a) That the report of the Library CEO be received for information; and**
- b) That the Library CEO bring a report back to the April meeting, outlining details regarding costs and pricing.**

Carried

## Peterborough Public Library Board minutes of March 27, 2018

Library Cafe - Update

Report PPL18-020

**That the Library Board approve the recommendation outlined in Report PPL18-020, dated March 27, 2018 concerning the Library Café, as follows:**

**That the report of the Library CEO be received for information.**

Carried

Sponsorship Update

PPL18-021

Moved by Councillor Riel

**That the Library Board approve the recommendation outlined in Report PPL18-021, dated March 27, 2018 concerning the Sponsorship Update, as follows:**

- a) **That the report be received for information, and**
- b) **That the City's Corporate Sponsorship Coordinator be invited to attend the April Board meeting.**

Carried

### **Other Business**

There were no items of Other Business.

### **Next Meeting - April 24, 2018**

The Chair indicated that the next meeting of the Library Board is scheduled for April 24, 2018 at 6:00 p.m.

### **Adjournment**

Moved by Dan Moloney

**The meeting was adjourned at 7:19 p.m.**

Carried

Peterborough Public Library Board minutes of March 27, 2018

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Kendra Sedgwick

Committee Coordinator

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Paul Stern, Chair





**Peterborough  
Public Library**

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** April 24, 2018

**Subject:** Report PPL18-023  
Sponsorship Update

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## **Purpose**

A report to inform the Library Board of matters concerning potential Sponsorship opportunities for the Library.

## **Recommendation**

That the Library Board approve the recommendation outlined in Report PPL18-028, dated April 24, 2018, of the Library CEO, as follows:

That the verbal update by the City's Sponsorship Coordinator, 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**

Scott Elliott, the City's Corporate Sponsorship Coordinator, will attend the Library Board meeting on April 24, 2018 to provide the Library Board with an update on the Sponsorship opportunities for the Library.

Submitted by,

Jennifer Jones  
Library CEO

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Library CEO  
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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** April 24, 2018

**Subject:** Report PPL18-022  
Library Strategic Plan - status update

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## **Purpose**

A report to inform the Library Board of matters concerning the Library Strategic Planning process.

## **Recommendation**

That the Library Board approve the recommendation outlined in Report PPL18-022 dated April 24, 2018, of the Library CEO, as follows:

That the Strategic Plan presentation 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

The strategic plan steering committee and members of the Library Board met on Thursday April 5, 2018 to review the final draft of the Strategic Plan. TCI will return to the April 24, 2018 meeting to present the completed strategic plan draft to the Library Board. The approved plan will then go to Council for an informational presentation in May.

Submitted by,

Jennifer Jones  
Library CEO

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**Peterborough  
Public Library**

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** April 24, 2018

**Subject:** Report PPL18-026  
Updates from the Foundation and Friends of the Library

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## **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 PPL18-026, dated April 24, 2018, 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 April 24, 2018, to provide a verbal update on the current status of the Foundation.

Barb Connor, will attend the Library Board meeting on April 24, 2018, 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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**Peterborough  
Public Library**

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** April 24, 2018

**Subject:** Report PPL18-025  
Memorandum of Understanding Update

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## **Purpose**

A report to inform the Library Board of the status of the Library Board/City of Peterborough Memorandum of Understanding (MOU).

## **Recommendation**

That the Library Board approve the recommendation outlined in Report PPL18-025 dated April 24, 2018, of the Library CEO, as follows:

That the report of the Library CEO 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

There was a meeting held to discuss the matter of property owned by the library board. There will be some follow up with the City Solicitor, but this should not preclude the MOU from proceeding for Council approval in the spring.

Submitted by,

Jennifer Jones  
Library CEO

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**Peterborough  
Public Library**

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** April 24, 2018

**Subject:** Report PPL18-027  
New Library Website - update

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## **Purpose**

A report to inform the Library Board of the answers to the questions asked at the previous meeting regarding the possibility of the library acquiring a new website.

## **Recommendations**

That the Library Board approve the recommendations outlined in Report PPL18-027 dated April 24, 2018, of the Library CEO, as follows:

- a) That the report of the Library CEO be received for information, and
- b) That the Library Board agree to hire eSolutions to create the Library's new website.

## **Budget and Financial Implications**

Ongoing costs after launch would include \$1200/year for hosting of the website, and a possible \$1500/year for a Book Club management module, should the additional option be chosen. The library currently pays no hosting fee, and approximately \$900 for our current Book Club management software.

## Background

The City will be rebuilding their website using a new content management system (CMS) within the next 2 years. This means that the current CMS, which the library uses to maintain our website, will no longer be supported by the City.

The original report presented the following three options to the Board. New background information is provided below each point.

**1. To continue on with the current CMS without support form the City.**

There are costs associated with the library hosting its website on the existing CMS, however the City does not currently charge any of those costs back to the Library. As the City is moving completely away from the current CMS, the costs would become exclusively Library related. These costs are difficult to determine at this time as the Library's portion would need to be separated out from the City's and customized to stand alone. The support network for this new set up would also need to be configured.

PTS has more security concerns with the current CMS than with eSolutions. The current CMS is not a well known product and the security set up requires constantly patching to make sure we are safe from attacks. A more mainstream product would provide us with better all around security and protection.

In general, it is felt that the current CMS software is outdated and no longer able to support the Library's needs. It would not be advised for the Board to persue this avenue.

**2. To create a new website along with the City (with eSolutions), while maintaining our own identity.**

With eSolutions the Library would be getting a CMS that is much more user friendly and that would empower the Library staff to do much of our own updates without needing technical support from the City or the vendor.

eSolutions offers many solutions to ongoing problems we currently face including staff training, accessibility testing, online membership registration, and the possibility for online payments. The mobile interface on an eSolutions platform also far exceeds the capabilities of the current CMS.

With this solution, the Library would be able to maintain its own separate website, distinct from the City's. The Library should be responsible for its own hosting fees under the new solution (\$1200 a year) to ensure this.

### **3. To create a new website on our own without any City support.**

Library staff put out the question to some local and known website developers to get a benchmark for the costs of establishing a completely new website. Prices returned ranged from \$12,000 set up + \$10,800 annual hosting fee; \$45,000 implementation + \$52,000 annual hosting; to \$300,000 + hosting fee.

Given the range of the quotes, this option would necessitate the creation of an RFP to ensure a competitive process is followed. Although we did try and compare like products, the RFP would result in a much better comparison of a set of standards.

This informal poll brought to light the rather reasonable cost of the proposal from eSolutions for the Library.

The overall cost of the eSolutions website implementation (\$35,700) was also followed up with the City as requested. Three years ago there were some additional funds set aside by PTS in the budgeting process for the library to hire a technology consultant to develop an IT strategy for the library. These funds have yet to be spent as we were waiting for the completion of the strategic plan and could be available for use for the website as the eSolutions approach to the Library's website is a very forward thinking approach that fits the definition of the IT strategy project for which the money is earmarked.

In short, Library staff still feel that eSolutions would provide superior support and service integration over the current CMS. It may also mean that we could potentially eliminate the use of some of our existing third party software (the book club management tool, for example), ultimately saving us money and patron confusion by being bounced around between a number of different interfaces.

Given that the City would be on the same software platform, it would streamline any assistance from City staff and provide us with a good support network internally.

Submitted by,

Jennifer Jones  
Library CEO

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**Peterborough  
Public Library**

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** April 24, 2018

**Subject:** Report PPL18-024  
Library CEO Report April 2018

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## **Purpose**

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

## **Recommendation**

That the Library Board approve the recommendation in Report PPL18-024 dated April 24, 2018, of the Library CEO as follows:

That Report PPL18-024 be received for information.

## **Budget and Financial Implications**

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

## **Background**

### **Collections**

A new Topical Picture Books collection has now been made available for circulation in the topics of: Alphabet, Counting, Dinosaurs, Potty Training, Singable Stories, and Starting School.

The collections librarian planned and delivered a “train the trainer” session to the staff at St. Joseph’s at Fleming. This is part of their project to bring technology and online resources to the residents. A follow-up session is planned for May.

The library now subscribes to **Lynda.com**. This is a wonderful resource providing access to a collection of 3,500+ self-paced courses for beginners to advanced level. It includes more than 144,000 video tutorials taught by experts, which are broken down into manageable chunks. Any individual who holds an active Peterborough Public Library card is able to access this resource for free.

### **Staffing Update**

The new Assistant Clerical Supervisor (ACS) started in their new role on April 3, 2018.

### **Security Guard**

The Library security services began on March 27, 2018. The initial stages have been a bit rocky, but we are working through it. Many of the challenges at this point stem from some miscommunications with the security company. The City has been supportive through this process and we are working through these challenges together.

There has been no noticeable change (neither an increase or a decrease) at this time to the number of incident reports since the guard started.

### **Computers and software**

The Library is still currently experiencing some severe bandwidth challenges. We have opted to temporarily turn off our public catalogue computers, while leaving the wifi on to try and alleviate the demand on the bandwidth. This has increased the demand for staff time at the service desks. Should the issues persist while working on a solution with our providers, the next level option would be to turn off the public computers/and or wifi services. This is not a decision that would be taken lightly as these are basic services expected at the public library in 2018.

### **Programs & Statistics**

Loaded electronic records: 1054

Loaded regular records: 672

Public computer use: 2871

Interlibrary Loans transactions = 437

Tours = 1 Children’s, 28 participants – 1 New Canadians Centre, 5 participants

Adult book club = 1 program, 15 participants

Drop in story time = 1 programs, 70 participants

Baby & Me = 2 programs, 42 participants

Parent-Child Mother Goose = 2 programs, 52 participants

New memberships created in March = 1689

Memberships renewed in March = 704

Approximate number of people through the door in March = 20361

Total checkouts in March = 399785

Total renewals in March = 112380

### March Break

Ferdinand the Movie: 221 participants

Lego: 91 participants

Therapy Dogs: 41 participants

Crafternoon: 92 participants

Hula Hooping: 62 participants

Duffle bag Theatre – The Three Musketeers: 154 participants

Little Red Theatre – Peter Rabbit: 133 participants

### Social Media Statistics

	Website	Facebook	Twitter	Instagram
Visits	14,278	710	1,178	<b>N/A</b>
Last Month	12,780	1,168	1,832	N/A
New Followers	10,437	64	31	1076
Last Month	9,419	80	34	1,057
Engagement	<b>N/A</b>	2,170	39,9000	<b>N/A</b>
Last Month	N/A	2,951	48,800	N/A

### In the news

Examiner:

- <https://www.guelphmercury.com/news-story/8299802-new-parental-leave-use-it-or-lose-it/>
- <https://www.thepeterboroughexaminer.com/news-story/8300227-peterborough-public-library-plays-host-to-city-council-s-third-town-hall-meeting/>
- <https://www.thepeterboroughexaminer.com/news-story/8346190-still-no-security-guards-for-peterborough-public-library/#.WrTZ8oLxMvw.twitter>
- <https://www.thepeterboroughexaminer.com/news-story/8354911-peterborough-public-library-told-to-chip-in-on-new-website-design/>

Submitted by,

Jennifer Jones, Library CEO

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**Peterborough  
Public Library**

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** April 24, 2018

**Subject:** Report PPL18-028  
Quarterly Budget Update

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## **Purpose**

A report to inform the Library Board of the status of the 2018 Library budget.

## **Recommendation**

That the Library Board approve the recommendation outlined in Report PPL18-028 dated April 24, 2018, of the Library CEO, as follows:

That the report on the status of the first quarter of the 2018 Library budget 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 first quarter of the 2018 Library budget is attached (see Appendix A). City staff are currently working with the auditors to reconcile the 2017 budget, as such there is no final report on the 2017 budget at this time. The final 2017 update will be brought to the Board at a future meeting.

Submitted by,

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Library CEO

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Attachment:

Appendix A – Q1 Budget Update

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LIBRARY OPERATIONS

From January 1, 2018 to January 31, 2018

## Appendix A

2017 ACTUALS								
ACCT#	TITLE	2018 BUDGET	QTR 1	QTR 2	QTR 3	QTR 4	TOTAL YEAR	%
<b>Main</b>								
601 9615212	LIBMN Revenue-Ont Grant	(132,806.00)						
601 9615282	LIBMN Membership revenue	(10,000.00)	(459.50)				(459.50)	4.60%
601 9615326	LIBMN Fines	(60,000.00)	(746.15)				(746.15)	1.24%
601 9615328	LIBMN Room rentals	(30,000.00)						
601 9615330	LIBMN Xerox fees	(2,000.00)						
601 9615332	LIBMN Lost books	(3,000.00)	(153.24)				(153.24)	5.11%
601 9615334	LIBMN Lost cards	(500.00)	(6.00)				(6.00)	1.20%
601 9615336	LIBMN Microfilm fees	(150.00)						
601 9615340	LIBMN Program revenue	(500.00)	(30.00)				(30.00)	6.00%
601 9615341	LIBMN Internet printing	(200.00)						
601 9615344	LIBMN Recoveries	(500.00)	(2,693.86)				(2,693.86)	538.77%
601 9615346	LIBMN Donations	(450.00)						
601 9615665	LIBMN Tsf frm Data Processing	(26,972.00)	(2,248.00)				(2,248.00)	8.33%
601 9615669	LIBMN Tsf frm FOL Res	(13,000.00)	(1,083.00)				(1,083.00)	8.33%
601 9615670	LIBMN City Contribution	(2,792,646.00)	(224,098.00)				(224,098.00)	8.02%
	Total Revenues	(3,072,724.00)	(231,517.75)	0.00	0.00	0.00	(231,517.75)	7.53%
601 9616005	LIBMN Salaries - Full time	1,246,886.00	92,380.18				92,380.18	7.41%
601 9616025	LIBMN Salaries - Part time	598,641.00	30,431.59				30,431.59	5.08%
601 9616075	LIBMN Employee Benefit O/H	421,461.00	30,300.32				30,300.32	7.19%
601 9616405	LIBMN Telephone	14,000.00	946.25				946.25	6.76%
601 9616410	LIBMN Adv & Publicity	5,000.00	1,069.08				1,069.08	21.38%
601 9616417	LIBMN Board Expenses	800.00	11.77				11.77	1.47%
601 9616420	LIBMN Light & Water	20,400.00	5,085.82				5,085.82	24.93%
601 9616425	LIBMN Heat	10,240.00						
601 9616430	LIBMN Postage	2,000.00						
601 9616440	LIBMN Information Technology	52,972.00	3,303.79				3,303.79	6.24%
601 9616442	LIBMN Hospitality	500.00						
601 9616510	LIBMN Courier Service	5,328.00						

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**LIBRARY OPERATIONS**

From January 1, 2018 to January 31, 2018

## Appendix A

2017 ACTUALS								
<u>ACCT#</u>	<u>TITLE</u>	<u>2018 BUDGET</u>	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>	<u>TOTAL YEAR</u>	<u>%</u>
601 9616520	LIBMN FOL Friends of library	<b>13,000.00</b>	1,279.00				<b>1,279.00</b>	9.84%
601 9617005	LIBMN Office Supplies	<b>5,000.00</b>	1,605.08				<b>1,605.08</b>	32.10%
601 9617047	LIBMN Special Events-Children	<b>6,000.00</b>	378.86				<b>378.86</b>	6.31%
601 9617048	LIBMN Adult programs	<b>4,500.00</b>	780.41				<b>780.41</b>	17.34%
601 9617050	LIBMN Photocopies	<b>15,000.00</b>	566.24				<b>566.24</b>	3.77%
601 9617071	LIBMN Library Foundation		453.64				<b>453.64</b>	
601 9617075	LIBMN Bookbinding - Adult	<b>100.00</b>						
601 9617076	LIBMN Bookbinding - Children	<b>100.00</b>						
601 9617077	LIBMN Technical Supplies	<b>10,000.00</b>	620.76				<b>620.76</b>	6.21%
601 9617078	LIBMN Circulation Supplies	<b>3,000.00</b>						
601 9617079	LIBMN Reference Supplies	<b>600.00</b>	300.20				<b>300.20</b>	50.03%
601 9617080	LIBMN Meeting Rm Support	<b>500.00</b>						
601 9617081	LIBMN Microfilm	<b>3,000.00</b>						
601 9617218	LIBMN Volunteer Recognition	<b>800.00</b>						
601 9617315	LIBMN Rep & Maint-Buildings	<b>15,000.00</b>	2,111.17				<b>2,111.17</b>	14.07%
601 9617317	LIBMN PM-Buildings	<b>11,229.00</b>	124.80				<b>124.80</b>	1.11%
601 9617505	LIBMN Insurance	<b>12,132.00</b>	1,011.00				<b>1,011.00</b>	8.33%
601 9617510	LIBMN Garbage Tax	<b>2,000.00</b>						
601 9617540	LIBMN Bank Charges	<b>500.00</b>	98.36				<b>98.36</b>	19.67%
601 9617555	LIBMN Audit fees	<b>3,500.00</b>	298.00				<b>298.00</b>	8.51%
601 9617705	LIBMN Tsf to Mat Acq Reserve	<b>374,300.00</b>	31,192.00				<b>31,192.00</b>	8.33%
601 9617706	LIBMN Tsf to Sys. Upgrde/Kilic	<b>69,703.00</b>	5,809.00				<b>5,809.00</b>	8.33%
601 9618005	LIBMN Office Equipment	<b>3,000.00</b>	736.70				<b>736.70</b>	24.56%
601 9618205	LIBMN Business Travel	<b>2,000.00</b>						
601 9618215	LIBMN Membership/Subscriptions	<b>5,000.00</b>	208.06				<b>208.06</b>	4.16%
601 9618220	LIBMN Staff training	<b>10,000.00</b>	193.34				<b>193.34</b>	1.93%
601 9618225	LIBMN Conf & Conventions	<b>3,000.00</b>	407.04				<b>407.04</b>	13.57%
	Total Expenses	<b><u>2,951,192.00</u></b>	<b><u>211,702.46</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>211,702.46</u></b>	<b><u>7.17%</u></b>

27  
**LIBRARY OPERATIONS**

From January 1, 2018 to January 31, 2018

**Appendix A**

ACCT#	TITLE	2018 BUDGET	2017 ACTUALS					%
			QTR 1	QTR 2	QTR 3	QTR 4	TOTAL YEAR	
Delafosse								
601 9635328	LIBDL Room rentals	(4,800.00)						
	Total Revenues	(4,800.00)	0.00	0.00	0.00	0.00	0.00	0.00%
601 9636025	LIBDL Salaries - Part time	55,148.00	4,668.60				4,668.60	8.47%
601 9636075	LIBDL Employee Benefit O/H	5,515.00						
601 9636420	LIBDL Light & Water	5,668.00						
601 9636425	LIBDL Heat	4,088.00						
601 9636510	LIBDL Courier	5,328.00						
601 9637315	LIBDL Rep & Maint-Buildings	15,000.00						
601 9637317	LIBDL PM-Buildings	4,085.00	124.80				124.80	3.06%
601 9637510	LIBDL Garbage Tax	500.00						
601 9637705	LIBDL Transfer to Reserve	31,000.00	2,583.00				2,583.00	8.33%
	Total Expenses	126,332.00	7,376.40	0.00	0.00	0.00	7,376.40	5.84%