



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, October 13, 2021 @ 5:00 PM
Published: Thursday, October 7, 2021 10:28
AM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

In accordance with Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Library Board of Trustees meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be emailed by 3:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line Library Board of Trustees agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89960887245>

Or One tap mobile :

US: +16699006833,,89960887245# or +13462487799,,89960887245#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or
+1 312 626 6799 or +1 929 205 6099

Webinar ID: 899 6088 7245

Page

1. CALL TO ORDER
2. ROLL CALL
Chair: Terry Wood
Vice Chair: David Slaby
Trustees: Emily Armstead, Janet Myers, Lin Weber and Rebecca Wendt
City Council Member Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
City staff present at the meeting will be noted in the minutes.

3. PUBLIC FORUM

An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.

4. REPORTS BY STAFF COMMITTEE:

Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Library Board of Trustees.**

5. CONSENT ITEMS:

Members of the Board or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

5.1. Library Board of Trustees Meeting Minutes of September 8, 2021

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[Minutes Library Board of Trustees - 08 Sep 2021](#)

6. SCHEDULED MATTERS:

6.1. Discussion and consideration of conducting hybrid, virtual, and/or in-person Library Board of Trustees meetings - Chris Kreiden

6.2. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlmeier, Friends & Foundation, Executive Director

6.3. Discussion identifying areas of the community the library may not be reaching - Terry Wood

6.4. Review of Library Statistics for September 2021 - Chris Kreiden

7 - 11

[Library Statistics 2021 September](#)

6.5. Review of Monthly Library Operating Expense Report for September 2021 - Chris Kreiden

13 - 14

[Library Monthly Expense Report 2021 September](#)

7. ADJOURNMENT

The next regular meeting is scheduled for November 10, 2021 at 5:00 PM, at a location to be determined.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on October 7, 2021.



Chris Kreiden, Library Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28

CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL LIBRARY BOARD OF TRUSTEES MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the City of St. Helena will host a Virtual Library Board of Trustees Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment.

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Library Board of Trustees Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Library Board of Trustees Meetings:

1. Watch and Listen on Zoom.us by clicking on the link in the Library Board of Trustees Agenda
2. Listen only by calling the Zoom number listed on the Library Board of Trustees Agenda

Watch Library Board of Trustees Meeting by Joining the Zoom Meeting:

1. By Computer, Tablet, or Smart Phone:

- a. Before joining the virtual Library Board of Trustees Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
- b. If you are logged into your account, Enter the **Meeting ID** listed on the Library Board of Trustees Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
- c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
- d. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

1. Listen Only by Telephone:

- a. **Dial** the number listed on the Library Board of Trustees Agenda.
- b. At the prompt, enter the **Meeting ID** provided on the top of the Library Board of Trustees Meeting Agenda and **Press #. A participate ID is not required.**
- c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Library Board of Trustees Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Chairperson will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. Send a Public Comment in by 3:00 PM Prior to the Meeting to:
publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO LIBRARY BOARD and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 3:00 PM will be attached to the agenda the following day.

2. Provide Comment through Zoom meeting from a computer, tablet, or smart phone

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



**Minutes
City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, September 8, 2021 @ 5:00 PM
Via Zoom**

1. **CALL TO ORDER** – Chairperson Weber called the meeting to order at 5:00 PM.
2. **ROLL CALL** – Present were:
Chairperson: Lin Weber
Vice-Chair: Terry Wood
Trustees: Janet Myers, David Slaby, and Rebecca Wendt
City Council Member Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
Also present: Paige Pohlers Meek, Friends & Foundation Executive Director.

Lin called for a moment of silence to remember Trustee Skip Lane who passed away on August 11, 2021.
3. **PUBLIC FORUM** – No public comment was received.
4. **REPORTS BY STAFF/COMMITTEE:**
Chris reported:
 - The Library's Summer Reading Challenge, *Reading Colors Your World*, ended August 31st. The program had 44 adults, 47 teens, and 281 children participate.
 - The Library Card Design Contest ended Saturday, September 4th. The Library received 32 entries. The possibilities will be narrowed to 12 or 15 by staff, these will then be displayed on the Library's Gallery Wall for voting on by the Public. The top three vote getters will become the Library's newest card designs.
 - Tuesday, September 7th the Library had its first indoor program. Jay Greene's presentation had 26 attendees.
 - Also on September 7th, the California State Library opened up the California Public Library Survey which must be completed by Friday, November 5th.
David asked for Chris to include as part of her future reports if there are any requests she may have of the Trustees.
5. **CONSENT ITEMS:**
 - 5.1. **Library Board of Trustees Meeting Minutes of August 11, 2021** – were approved.
6. **SCHEDULED MATTERS:**
 - 6.1. **Election of Library Board of Trustees Officers** - Lin Weber – It was reported that the City of St. Helena would not recognize co-chairs, therefore last meeting's

elections were not valid. David nominated Terry which was seconded by Janet. The vote was unanimous. Lin nominated David which was seconded by Rebecca. Again, the vote was unanimous.

- 6.2. **Discussion and consideration of conducting hybrid, virtual, and/or in-person Library Board of Trustees meetings** - Chris Kreiden – Trustees discussed their options and decided to conduct October’s meeting via Zoom. How to conduct future meetings will be done on a month-by-month basis as long as needed.

- 6.3. **Report from Friends & Foundation, St. Helena Public Library** - Paige Pohlers Meek, Friends & Foundation, Executive Director – Paige reported:

- There will be a chocolate version of Elsie available from Woodhouse Chocolates on October 1st. 25% of proceeds are to go to the Foundation. Chocolate Elsie will come with information about Elsie, her ornament, and the Bookmark event.
- Elsie’s ornament will be arriving soon and will go on sale in early November at Acres Home & Garden for \$60.
- Bookmark will be held on Sunday, January 30, 2022 at Tre Posti. Tickets can already be purchased through Eventbrite. The venue only has enough room for 160 seats maximum. Friends & Foundation will start publicizing the event on October 1st.
- The Fall Appeal letter will go out October 4th. An email blast will also be going out at the same time.
- The Foundation has a new board member: Jacob Langfelder. He is a Tony-award nominated Broadway producer who has been the executive producer of the non-profit Festival Napa Valley and Taste of Napa.

- 6.4. **Review of Library Statistics for August 2021**- Chris Kreiden – Chris reported that totals for renewals in August were 3899 and August 2020 were 3995. David asked about visitor numbers compared to two years ago. Chris reported that they are about half most days. Currently the Library is open less hours and is not doing as many events.

- 6.5. **Review of Monthly Library Operating Expense Report for August 2021** - Chris Kreiden – Trustees reviewed the expense report. Chris reported Administrative Services Director Mitts has inquired about the Tweed Property, Pacific Union College had not received any reports of damage due to last year’s wildfires.

7. **ADJOURNMENT** – Chairperson Wood adjourned the meeting at 5:39 PM.

The September 8, 2021 regular meeting of the Library Board of Trustees minutes were adopted at the October 13, 2021 Library Board of Trustees meeting.

APPROVED:

ATTEST:

Terry Wood, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 10/2/2021

9/1/2021 to 9/30/2021

St. Helena Public Library				<u>ON-SHELF</u>
	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>RETURNS</u>
Adult Book on CD	155	249	4	209
Adult Book on Tape	7	2	1	1
Adult CDROM	1	1	0	0
Adult Compact Disc	108	212	0	139
Adult Fiction	971	1,521	17	433
Adult Non Fiction	663	1,225	15	365
Adult Paperback Book	2	3	0	1
Adult Periodical	39	19	0	35
Blu-Ray - Feature Film	4	12	0	0
Blu-Ray - Juvenile Feature	0	1	0	0
DVD - Educational	123	173	1	51
DVD - Feature Film	1,273	1,774	8	426
DVD - Foreign Language	29	44	0	0
DVD - Juvenile Educational	1	2	0	2
DVD - Juvenile Feature Film	183	272	3	208
Easy Reader	220	304	9	121
Juvenile Book on CD	50	70	1	91
Juvenile Compact Disc	10	34	2	20
Juvenile Digital Audio Book	0	1	0	0
Juvenile Fiction	761	1,157	90	390
Juvenile Non-Fiction	479	624	30	310
Juvenile Paperback Book	108	156	16	62
Juvenile Spanish	99	69	0	49
Link+ Book	36	36	0	7
Link+ Media	10	4	0	3
Mixed Media Kit	0	3	0	0
Non-Circulating	2	1	0	1
Picture Books (EASY)	798	1,055	26	480
Video - Feature Film	1	1	0	0
Video - Juvenile Feature Film	0	2	0	0
WiFi Hotspot	1	2	0	0
Young Adult Book on CD	1	1	0	1
Young Adult Fiction	176	284	6	78
Young Adult Non-Fiction	5	9	0	2
Young Adult Paperback book	29	52	1	29
TOTAL:	6,345	9,375	230	3,514
GRAND TOTAL:	6,345	9,375	230	3,514

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			September 2021	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS			Hoopla	825
	Hoopla	198	Kanopy	427
	Overdrive	516	Overdrive	1164
	TOTAL	714	BookFlix	103
				2519
AUDIOBOOKS				
	Hoopla	396		
	Overdrive	569		
	TOTAL	965		804
MOVIES & TELEVISION				
	Hoopla	201		
	Kanopy	427		
	TOTAL	628		585
MUSIC				
	Hoopla	30		
	TOTAL	30		12
PERIODICALS				
	Overdrive	79		
	TOTAL	79		125
CHILDRENS				
	BookFlix	103		
	TOTAL	103		125
TOTAL DIGITAL CIRCULATION	2,519	2,388		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:10/2/2021

9/1/2021 to 9/30/2020

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	98	217	14	110
Adult Book on Tape	2	1	0	0
Adult Compact Disc	40	194	0	63
Adult Digital Audio Book	0	2	0	0
Adult Fiction	557	1,135	43	541
Adult Non Fiction	550	1,025	47	325
Adult Paperback Book	0	1	0	0
Adult Periodical	18	24	0	21
Blu-Ray - Educational	1	3	0	0
Blu-Ray - Feature Film	13	17	0	0
Blu-Ray - Juvenile Feature	1	1	0	0
DVD - Educational	128	178	50	62
DVD - Feature Film	666	1,276	80	615
DVD - Foreign Language	25	44	3	0
DVD - Juvenile Educational	7	13	0	5
DVD - Juvenile Feature Film	85	161	6	126
DVD - Juvenile Foreign Lang	1	1	0	0
Easy Reader	94	180	7	88
Juvenile Book on CD	30	66	11	48
Juvenile Book on Tape	1	0	0	0
Juvenile CD Non-English	1	1	0	0
Juvenile Compact Disc	6	13	2	26
Juvenile Digital Audio Book	2	3	0	0
Juvenile Fiction	462	836	51	412
Juvenile Non-Fiction	377	621	49	281
Juvenile Paperback Book	57	91	2	57
Juvenile Spanish	45	27	0	49
Mixed Media Kit	0	1	0	0
Non-Circulating	0	0	0	32
Picture Books (EASY)	351	761	37	448
Video - Info/Educ/Recreation	0	0	0	1
Video - Juvenile Feature Film	1	1	0	0
Young Adult Book on CD	5	14	0	10
Young Adult CD	0	0	0	1
Young Adult Fiction	94	184	17	70
Young Adult Non-Fiction	20	26	0	1
Young Adult Paperback book	10	16	1	20
TOTAL:	3,748	7,134	420	3,412
GRAND TOTAL:	3,748	7,134	420	3,412

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Programs and Attendance for September 2021

Counting Programs

Audience	Number of in-person, onsite program sessions	Number of in-person, offsite program sessions	Number of live, virtual program sessions	Number of pre-recorded program sessions
Created for Children age 0-5	4 - Storytime			
Created for Children age 6-11	2-School visits			
Created for Young Adults age 12-18				
Created for Adults age 19+	1-Jay Greene			
Created for everyone all ages	2-(Loteria) and Owl Pellet Kits			

Counting Attendees

Audience	Attendance at in-person, onsite program sessions	Attendance at in-person, offsite program sessions	Attendance at live, virtual program sessions	Views of pre-recorded program sessions*
Created for Children age 0-5	86			
Created for Children age 6-11	26			
Created for Young Adults age 12-18				
Created for Adults age 19+	26			
Created for everyone all ages	(16)50			

General Ledger Monthly Operating Expense Rpt



User: chrisk
Printed: 10/5/2021 3:49:36 PM
Period 01 - 04
Fiscal Year 2022

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	421,844.45	0.00	103,850.65	317,993.80	75.38
101-46-00-20-20	TempPart Time	46,853.63	0.00	14,945.96	31,907.67	68.10
101-46-00-20-30	Overtime	0.00	0.00	396.12	-396.12	0.00
101-46-00-20-37	Holiday Pay	2,386.74	0.00	306.80	2,079.94	87.15
101-46-00-20-40	FICAMedicare	35,340.55	0.00	9,195.23	26,145.32	73.98
101-46-00-20-45	Employer PERS	35,853.06	0.00	8,557.94	27,295.12	76.13
101-46-00-20-47	PERS Unfunded Liability	71,085.63	0.00	0.00	71,085.63	100.00
101-46-00-20-55	Health Insurance	123,890.69	0.00	22,791.00	101,099.69	81.60
101-46-00-20-61	Workers Comp	31,779.93	0.00	7,808.71	23,971.22	75.43
101-46-00-20-65	SDI	4,716.22	0.00	1,259.32	3,456.90	73.30
101-46-00-20-75	Deferred Comp	8,470.99	0.00	965.67	7,505.32	88.60
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>600.00</u>	<u>1,800.00</u>	<u>75.00</u>
20	Salaries & Benefits	784,621.89	0.00	170,677.40	613,944.49	78.25
101-46-00-21-10	Communications	15,000.00	0.00	234.96	14,765.04	98.43
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	51,000.00	0.00	14,424.98	36,575.02	71.72
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	1,407.52	8,592.48	85.92
101-46-00-21-45	Other Contract Services	109,100.00	0.00	3,413.60	105,686.40	96.87
101-46-00-21-55	Training & Conference	<u>2,250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,250.00</u>	<u>100.00</u>
21	Services	187,850.00	0.00	19,481.06	168,368.94	89.63
101-46-00-22-07	Copies	3,000.00	0.00	507.52	2,492.48	83.08
101-46-00-22-12	Computer Equipment	4,250.00	0.00	3,383.00	867.00	20.40
101-46-00-22-13	Office Supplies	1,500.00	0.00	0.00	1,500.00	100.00
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	0.00	1,000.00	100.00
101-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>1,047.55</u>	<u>-1,047.55</u>	<u>0.00</u>
22	Supplies	9,750.00	0.00	4,938.07	4,811.93	49.35
101-46-00-23-35	Software Maintenance	<u>7,600.00</u>	<u>0.00</u>	<u>6,596.00</u>	<u>1,004.00</u>	<u>13.21</u>
23	Maintenance	7,600.00	0.00	6,596.00	1,004.00	13.21
101-46-00-24-25	Taxes & Other Charges	<u>11,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,600.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	11,600.00	0.00	0.00	11,600.00	100.00
00	Administration	1,001,421.89	0.00	201,692.53	799,729.36	79.86

GL - Monthly Operating Expense Rpt (10/05/2021 - 03:49 PM)

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Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
218	Public Library Foundation					
46	Library					
218-46-00-26-40	Furniture & Fixtures	<u>1,288.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,288.00</u>	<u>100.00</u>
26	Capital	1,288.00	0.00	0.00	1,288.00	100.00
00	Administration	1,288.00	0.00	0.00	1,288.00	100.00
219	CLSA State Library Grant					
46	Library					
219-46-00-22-12	Computer Equipment	<u>1,350.00</u>	<u>0.00</u>	<u>230.16</u>	<u>1,119.84</u>	<u>82.95</u>
22	Supplies	1,350.00	0.00	230.16	1,119.84	82.95
00	Administration	1,350.00	0.00	230.16	1,119.84	82.95
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	55,021.55	0.00	15,831.23	39,190.32	71.23
380-46-00-20-37	Holiday Pay	2,754.64	0.00	393.28	2,361.36	85.72
380-46-00-20-40	FICAMedicare	<u>4,419.65</u>	<u>0.00</u>	<u>1,241.19</u>	<u>3,178.46</u>	<u>71.92</u>
20	Salaries & Benefits	62,195.84	0.00	17,465.70	44,730.14	71.92
380-46-00-22-16	Library Materials	58,000.00	52,124.70	5,896.94	-21.64	-0.04
380-46-00-22-40	Programming	15,000.00	0.00	1,463.31	13,536.69	90.24
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
22	Supplies	73,500.00	52,124.70	7,360.25	14,015.05	19.07
00	Administration	135,695.84	52,124.70	24,825.95	58,745.19	43.29
382	Martin Estate Trust					
46	Library					
382-46-00-23-35	Software Maintenance	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>100.00</u>
23	Maintenance	700.00	0.00	0.00	700.00	100.00
00	Administration	700.00	0.00	0.00	700.00	100.00
384	Tweed Trust					
46	Library					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	1,133.11	3,866.89	77.34
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>10,460.17</u>	<u>34,539.83</u>	<u>76.76</u>
22	Supplies	50,000.00	0.00	11,593.28	38,406.72	76.81
00	Administration	50,000.00	0.00	11,593.28	38,406.72	76.81
Grand Total		1,190,455.73	52,124.70	238,341.92	899,989.11	0.756