

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

April 19, 2011

4:00 p.m.

Location: The Dalles-Wasco County Library Meeting Room  
722 Court St., Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - A. Approval of March 8, 2011 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. DISCUSSION
  - A. Discussion Regarding Oregon Library Association Conference
  - B. Review of Gorge LINK Migration Status
  - C. Discussion Regarding Status of Library Services/Quality Control Goal
- VII. OLD BUSINESS
  - A. Fiscal Year 2011-2012 Budget
- VIII. REPORTS
  - A. Materials Expenditures Report

B. Library District Financial Report

C. Financial Report for The Dalles-Wasco County Library

IX. ADJOURNMENT

A. Set Next Meeting Date and Location

B. Adjourn

MINUTES SUBJECT TO  
COMMISSION APPROVAL  
AT ITS NEXT REGULAR  
SESSION

WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING MINUTES

March 8, 2011

COMMISSION PRESENT: CeeCee Anderson, Mary Beechler, Corliss Marsh, and  
Diana McElheran

COMMISSION ABSENT: Lynn Cotter

STAFF PRESENT: District Librarian Sheila Dooley, Dufur School/Community  
Librarian Louise Walkowiak, and Southern Wasco County Librarian Sarah Hennessey.

GUESTS PRESENT: City of Maupin Mayor Dennis Ross

The meeting of the Wasco County Library Service District Board was called to order at  
3:53 p.m. by Chairman Corliss Marsh.

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MINUTES

Mary Beechler moved to approve the minutes of the February 8<sup>th</sup> meeting. Diana  
McElheran seconded the motion and it was approved unanimously.

RECOGNITION OF GUESTS AND INTERESTED PARTIES

City of Maupin Mayor Dennis Ross was introduced to the Board.

LIBRARY DIRECTOR'S REPORT

The written report for The Dalles library was presented for information.

Rita Squires will be taking photographs of the Board at the April meeting for the Library  
District newsletter.

Library Board, Friends and Foundation members are invited to the ALTAFF (Association  
of Library Trustees, Advocates, Friends, and Foundations) workshop on May 14<sup>th</sup> in  
Pendleton.

Funding for the March 30<sup>th</sup> Pub Talk discussion program on whether books should be  
banned has been approved by Oregon Humanities.

Louise Walkowiak reported on Dufur's National Library Week plans, which will include a visit from author/illustrator Tedd Arnold.

Sarah Hennessey said the report for the Southern Wasco County Library would consist of the update to be provided by Mayor Dennis Ross.

#### SHARED CONCERNS OF THE BOARD

Corliss Marsh reported that Dufur School Superintendent Jack Henderson had asked her about using District funds to pay library personnel. This is a permitted use of the funds under the intergovernmental agreement between the School District and the Library District.

Corliss Marsh distributed a handout from ALTAFF regarding the importance of ALA (American Library Association) Conference attendance for Board members.

#### DISCUSSION

##### A. Update on Southern Wasco County Library Facility Plans with City of Maupin Mayor Dennis Ross

Mayor Dennis Ross updated the Board on plans for a combined city hall/public library building with the initial step being an application for technical assistance funding.

It was suggested that the Board visit the Umatilla Library, which is located in a combined municipal/library building, on May 14th. This is also the date of the ALTAFF workshop in Pendleton.

There was a discussion of the space needs at the Southern Wasco County Library and the need to weed the collection frequently due to a lack of space. Loaning children's books to the school library for an extended loan period was suggested as a way to help solve the space issue until a new building is built. The need for more bookshelves at the school library is an issue.

##### B. Review of Gorge LINK Migration Status

The timeline for the migration to the Sage Library System provided by Gorge LINK System Manager Jayne Guidinger was discussed.

##### C. Discussion Regarding Status of Collection Development Goal

The report was presented for information.

#### OLD BUSINESS

##### A. Fiscal Year 2011-2012 Budget

Sheila Dooley reported that funding for an express checkout terminal is included in the proposed budget.

#### REPORTS

A. Materials Expenditure Report

The written report was included for information. The materials budget was 61% expended as of 67% of the year.

B. Library District Financial Report

The report was presented for information.

C. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 64% expended or encumbered as of 67% of the year.

There was a consensus of the Board that the attendance of Sarah Hennessey and Louise Walkowiak at every Library Board meeting is not mandatory and that attending every other month would be sufficient.

ADJOURNMENT

At 5:10 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, April 19<sup>th</sup> at 4:00 p.m. at The Dalles-Wasco County Library.

## Wasco County Library Service District

### Library Director's Report

April 13, 2011

#### **Library Foundation**

The Library Foundation met on April 13<sup>th</sup> and added an addendum to its bylaws stating that the boundaries of the Foundation will be the same as the Library District's boundaries. The Board is seeking new members, preferably library users from other areas of the District. Establishing an endowment fund to provide long term sustainability for library services in Wasco County was discussed.

#### **Sage System Conversion**

The week of April 11<sup>th</sup>, library staff members from Gorge LINK attended training sessions at Columbia Gorge Community College on using the circulation, cataloging, and public access functions of the Sage system.

It was learned that hold notification using automated telephone messaging is a feature of the new system to be implemented at a later date.

A live online training session on the ORBIS Cascade Alliance's courier service was held on April 12<sup>th</sup>. Courier service using ORBIS is scheduled to start on April 19<sup>th</sup>. ORBIS will provide service to Sage libraries designated as dropsites, including service to The Dalles library. Service between The Dalles, Dufur and Maupin libraries will be provided by a Sage funded driver starting in June.

As the library starts the conversion to Evergreen (the name of the software used with Sage) there are several temporary service blocks:

Interlibrary loans have been disabled as of April 1<sup>st</sup> so that there are no items left in transit. Library patrons can place holds on items owned by our library for another week then all holds will be turned off on April 14<sup>th</sup> and resume on April 25<sup>th</sup>.

No issuing of patron library cards will be done on the system between April 8<sup>th</sup> and April 18<sup>th</sup>. On April 18<sup>th</sup> an offline product will be available for patron registrations.

No cataloging of new materials will be done between April 8<sup>th</sup> and April 25<sup>th</sup>, when the library goes live with the new system.

#### **Amnesty Week**

There were fines waived for 80 overdue books returned during Amnesty Week held in March. Although none of the books were more than a few years overdue, they included titles that had been considered missing.

### **Library Work Room Reorganization Project**

On April 5<sup>th</sup> library staff members met with Megan Spears who is working with the staff to develop a plan for reorganizing the workroom. The goal of the project is to reorganize the use of space and create more privacy and accessibility to supplies. The first step of the project is a survey of the library staff to gather feedback on how the workroom is currently used.

### **ALTAFF Workshop**

“Think Big - Great Ideas on How to Prosper with Friends Groups” will be presented on Saturday, May 14<sup>th</sup>, from 11:30 to 4:00 p.m. at the Hermiston Public Library. The program will be presented by Sally Gardner Reed, Executive Director of the National Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF), a division of the American Library Association.

The workshop is offered at no cost to attendees and there is no limit to the number of attendees from any one library. Libraries of Eastern Oregon (LEO) will provide a complimentary catered lunch. Advance registration by Tuesday, May 10<sup>th</sup>, is requested.

### **March Library Programs**

Please refer to the accompanying spreadsheet for program details.

Outreach during March included three visits to Tygh Valley Community Meal, Canyon Rim Assisted Living Center, and Dufur Pioneer Potlatch; two visits to Flagstone Senior Living, and one visit to Mill Creek Point. Events in the library included a Teen Advisory group meeting and five knitting group meetings.

On March 2<sup>nd</sup>, Barbara Telfer, Rita Squires, and Suzy Goolsby participated in Read Across America, which is held each year in honor of Dr. Seuss’s birthday. Rita and Barbara read at elementary schools in The Dalles, while Suzy read at Tygh Valley Head Start.

Rita Squires visited The Dalles Middle School several times during March to promote the spring break programs on a closed circuit televised program shown to all students and teachers.

Spring break programs and activities included:

March 22<sup>nd</sup>: Dragon Puppet Theatre presenting “Rapunzel Redeems Rumpelstiltskin,” a program funded by a State Ready To Read grant.” This program was attended by 110 people with much positive feedback from parents received.

March 22<sup>nd</sup>: Collage craft class

March 23<sup>rd</sup>: Paper airplanes class

March 24<sup>th</sup>: Rock painting class

The wii and new games purchased by the Friends of the Library were available for use from Tuesday through Friday.

Public programs included “Should Books Be Banned,” an Oregon Humanities funded public discussion program held at Clock Tower Ales on March 30th and attended by 33 people.

### **Upcoming Events**

Thursday, April 21<sup>st</sup>, 7:00 p.m.: a Cowboy Poetry Week celebration will be held featuring local cowboy poet Duane Nelson.

Friday, April 29<sup>th</sup>, 10:30 a.m.: Andrew the Fort Dalles Museum Mouse will be presenting a children’s program.

### **Tygh Valley Station**

The new Apple computer is being well used at the library station. Residents are taking an online class that they would otherwise have to drive to The Dalles to attend if the computer were not available.

### **Shaniko Station**

Setting up wifi service at the Shaniko Station is being investigated.

## Library usage data

	aug.10	sep.10	oct.10	nov.10	dec.10	jan.11	feb.11	mar.11	
Great & Small	130	0	149	216	126	68	0	2	
Toddler time	66	94	121	112	79	83	108	5	
Preschool Story.	94	28	94	65	250	90	84	4	
Hodges daycare	8	9	30	21	18	20	24	2	
Proffit daycare	14	10	9	5	5	6	0	1	
TV Head Start		34	17	26	14	14	14	3	
TD Head Start		95	60	15	42	89	101	6	
Summer Reading	160								
Mid Col C&F	13								
OCDC				48					
Child. prog.above		270	480	508	533	370	331	372	
Guest prog.child.		240		90				218	
<b>Total prog.child</b>	<b>19</b>	<b>22</b>	<b>31</b>	<b>35</b>	<b>30</b>	<b>24</b>	<b>18</b>	<b>31</b>	
<b>Prog.attendanc</b>	<b>485</b>	<b>510</b>	<b>480</b>	<b>598</b>	<b>595</b>	<b>370</b>	<b>331</b>	<b>590</b>	
<b>Adult programs 8;63</b>	<b>6;37</b>	<b>6;54</b>	<b>10;52</b>	<b>7;58</b>	<b>7;36</b>	<b>6;36</b>	<b>11;49</b>		
<b>Teen programs 5;38</b>	<b>1;11</b>	<b>1;11</b>		<b>1;3</b>	<b>1;13</b>	<b>1;13</b>	<b>1;13</b>		
<b># of users/items</b>									
Internet users	2695	2406	2424	2140	2311	2468	2416	3022	
Website users	914	940	998	1028	934	1091	1029	998	
Lib.2Go users	334	339	385	441	305*	430	405 NA		
Tumblebook use	10	10	32	141	56	19	22	516	
Patrons regist.	148	134	138	114	97	107	99	122	
ILLS-GL libraries	No record	No record	366	346	326	325	309	332	
Materials circ.	12946	12832	13310	13122	13938	14034	13618	16164**	
<b>Outreach Van</b>									
# of stops	22	20	29	33	21	22	15	26	
Items circulated	183	101	224	211	155	173	81	244	
Storyhours	11;233	12;148	20;265	26;331	17;204	16;197	10	14	
Adult programs	3;26	2;13	3;17	3;19	2;18	2;13	2;13	6	
Guest progs. C.	1;57	2;240						1	
Patrons served	443	496	501	515	316	336	235	478	
					*Ebooks under reported		**21% increase over March 2010		

## Library Services/Quality Control Goal Status

April 2011

**Goal: Library Services/Quality Control:** To maximize library services using allocated resources.

**Objective 1: To have well maintained facilities Districtwide that serve patron needs.**

**Activity 1: Provide input for capital improvement plans at each location.**

At its February 8, 2011 meeting, the Board reviewed and provided input for the Five Year CIP for The Dalles library. The purchase of an express checkout terminal was moved from FY 2012-2013 to FY 2011-12.

Other items in the CIP for FY 2011-2012 include:

One additional video security camera will be placed in an area that has been vandalized in the past (walkway and bicycle rack area) for improved public safety.

One outdoor security light will be installed along 7<sup>th</sup> Place to better light the lower public parking lot.

Three PC work stations will be purchased: one Sage computer for the Dufur library, and two staff computers for Printmaster and cataloging use at The Dalles library.

Other items in the CIP involve maintenance of the sidewalks, trees, and parking lots.

**Activity 2: Provide support for facility improvement planning and fundraising efforts at each location, including new facility planning at Maupin location.**

A discussion with Maupin Mayor Dennis Ross was included as part of the March 8, 2011 Library Board meeting. A combined Maupin City Hall/public library building has been proposed. The District has offered assistance with obtaining a Ford Family Foundation Technical Assistance Grant for this project.

Board members attending the ALTAFF workshop on May 14<sup>th</sup> in Pendleton will have the opportunity to visit the Umatilla Library, which is housed in a combined municipal/library building.

Working with the City of Maupin to support efforts for new facility planning and related fundraising has been included in the Vision/Master Plan as part of the facilities planning goal.

**Objective 2: To develop long range plan for improving library services.**

**Activity 1: Utilize Sage Library System for improved statistical reporting to Library Board.**

During April library staff has been working with the Sage System Administrator to develop reporting categories.

**Activity 2: Evaluate increasing service levels or adding new services as District becomes financially stable and services sustainable. Consider expanding hours at Maupin location.**

The Vision/Master plan addresses reaching a sustainability level which is based on having sufficient revenues as a percentage of operating costs. The District is not yet at this level but is making progress towards this goal. Express checkout service will be added at one location during FY 2011-2012.

**Activity 3: Seek alternative sources of funding.**

Establishing and building an endowment fund was identified as a means of ensuring long-term sustainability in the Vision/Master Plan. The Library Foundation is making plans to actively working towards the goal of establishing an endowment fund.

A new source of funds this past month was the receipt of a Responsive Grant through Oregon Humanities. A \$1,000 programming grant from the Wasco County Cultural Trust and a \$10,000 technology grant from Trust Management Services were received during the past year.

Continuing sources of additional funds included E-rate reimbursements, Kiwanis Club sponsorship of the summer reading program, and Ready To Read funding.

**Objective 3: To regularly review and employ emerging technologies to maximize library services to staff and public.**

The express checkout service will be a new technology for the District's patrons this coming year. The District has become involved in social media with a Facebook page for The Dalles library. In addition to attendance at conferences, the staff regularly uses webinars as a means of becoming informed regarding emerging technologies.

4/13/11

Wasco County Library District  
 Financial Report  
 Materials Expenditures  
 4/14/2011

Category	Budgeted Amount	Expended	%	Balance
Dufur	\$9,010.00	\$4,365.22	48.4%	\$4,644.78
Maupin	\$11,636.00	\$6,701.02	57.6%	\$4,934.98
Shaniko	\$0.00	\$0.00		\$0.00
Tygh Valley	\$0.00	\$0.00		\$0.00
TD books	\$77,219.00	\$56,898.66	73.7%	\$20,320.34
TD periodicals	\$4,417.00	\$3,593.92	81.4%	\$823.08
TD audiovisual	\$6,719.00	\$4,412.90	65.7%	\$2,306.10
<b>Total</b>	<b>\$109,001.00</b>	<b>\$75,971.72</b>	<b>69.7%</b>	<b>\$33,029.28</b>

City of The Dalles

FUND 004 LIBRARY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300									
00 00		41,111	.00		369,999	567,280.16	153	493,334	73,946.16-
300	**	41,111	.00		369,999	567,280.16	153	493,334	73,946.16-
300	*** BEGINNING BALANCE	41,111	.00		369,999	567,280.16		493,334	73,946.16-
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00
334	STATE GRANTS								
20 00	STATE FOR LIBRARY	424	.00		3,816	3,623.16	95	5,096	1,472.84
90 00	STATE GRANTS, OTHER	0	.00		0	.00		0	.00
334	** STATE GRANTS	424	.00		3,816	3,623.16	95	5,096	1,472.84
337	LOCAL GOVERNMENT REVENUES								
20 00	SHARE OF LIBRARY TAXES	79,714	239,143.50	300	717,426	717,430.50	100	956,574	239,143.50
337	** LOCAL GOVERNMENT REVENUES	79,714	239,143.50	300	717,426	717,430.50	100	956,574	239,143.50
330	*** INTERGOVERNMENTAL REVENUE	80,138	239,143.50		721,242	721,053.66		961,670	240,616.34
350	FINES AND FORFEITURES								
351	FINES								
50 00	LIBRARY FINES	625	1,604.49	257	5,625	11,361.25	202	7,500	3,861.25-
351	** FINES	625	1,604.49	257	5,625	11,361.25	202	7,500	3,861.25-
350	*** FINES AND FORFEITURES	625	1,604.49		5,625	11,361.25		7,500	3,861.25-
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	141	338.54	240	1,269	1,520.91	120	1,700	179.09
361	** INTEREST REVENUES	141	338.54	240	1,269	1,520.91	120	1,700	179.09
365	GIFTS AND DONATIONS								
00 00	GIFTS AND DONATIONS	437	.00		3,933	4,642.42	118	5,247	604.58
365	** GIFTS AND DONATIONS	437	.00		3,933	4,642.42	118	5,247	604.58
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	8	.00		72	1,589.31	2207	100	1,489.31-
369	** OTHER MISC REVENUES	8	.00		72	1,589.31	2207	100	1,489.31-
360	*** OTHER REVENUES	586	338.54		5,274	7,752.64		7,047	705.64-

City of The Dalles

FUND 004 LIBRARY FUND

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
01 00	GENERAL FUND	0	.00		0	.00		0	.00
391	** OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
390	*** OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL LIBRARY FUND		122,460	241,086.53		1,102,140	1,307,447.71		1,469,551	162,103.29

FUND 004 LIBRARY FUND			DEPT/DIV 2100 LIBRARY/									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
45		CULTURE AND RECREATION										
455		LIBRARY										
	01	PERSONNEL SERVICE										
	11 00	REGULAR SALARIES	28707	29659.64	103	258363	265521.45	103	.00	344486	78964.55	77
	12 00	PARTTIME/TEMP SALARIES	6384	4582.20	72	57456	43203.75	75	.00	76617	33413.25	56
	13 00	OVERTIME SALARIES	208	.00	0	1872	4.98	0	.00	2500	2495.02	0
	21 10	MEDICAL INSURANCE	8695	7918.82	91	78255	71269.12	91	.00	104348	33078.88	68
	20	L-T DISABILITY INSURANCE	166	200.89	121	1494	1841.47	123	.00	2000	158.53	92
	30	LIFE INSURANCE	37	43.16	117	333	388.53	117	.00	446	57.47	87
	40	WORKERS COMP INSURANCE	210	40.70	19	1890	2218.92	117	.00	2520	301.08	88
	22 00	FICA	2700	2463.44	91	24300	22558.36	93	.00	32406	9847.64	70
	23 00	RETIREMENT CONTRIBUTIONS	4133	4263.83	103	37197	39960.96	107	.00	49598	9637.04	81
	28 00	VEBA CONTRIBUTIONS	292	.00	0	2628	2333.03	89	.00	3505	1171.97	67
	29 00	OTHER EMPLOYEE BENEFITS	40	20.00	50	360	180.00	50	.00	480	300.00	38
	01 **	PERSONNEL SERVICE	51572	49192.68	95	464148	449480.57	97	.00	618906	169425.43	73
	02	MATERIALS & SERVICES										
	31 10	CONTRACTUAL SERVICES	3771	505.36	13	33939	24070.54	71	10677.03	45263	10515.43	77
	32 20	SPECIAL LEGAL SERVICES	20	.00	0	180	.00	0	.00	241	241.00	0
	34 30	COMPUTER SERVICES	62	.00	0	558	.00	0	.00	748	748.00	0
	41 10	WATER & SEWER	217	103.35	48	1953	2034.86	104	.00	2610	575.14	78
	20	GARBAGE SERVICES	85	82.25	97	765	670.95	88	.00	1023	352.05	66
	40	ELECTRICITY	2009	2450.68	122	18081	15041.30	83	.00	24108	9066.70	62
	43 10	BUILDINGS AND GROUNDS	2079	555.40	27	18711	9578.41	51	.00	24955	15376.59	38
	20	COMPUTERS	36	.00	0	324	150.00	46	.00	441	291.00	34
	40	OFFICE EQUIPMENT	361	.00	0	3249	3943.39	121	.00	4337	393.61	91
	45	JOINT USE OF LABOR/EQUIP	26	.00	0	234	.00	0	.00	321	321.00	0
	51	GAS/OIL/LUBRICANTS	0	73.60	0	0	650.19	0	.00	0	650.19	0
	52	LIBRARY VEHICLE	163	.00	0	1467	333.34	23	.00	1964	1630.66	17
	77	HVAC SYSTEMS	217	.00	0	1953	2064.44	106	.00	2607	542.56	79
	52 10	LIABILITY	186	.00	0	1674	2216.00	132	.00	2237	21.00	99
	30	PROPERTY	416	.00	0	3744	3436.23	92	.00	5001	1564.77	69
	50	AUTOMOTIVE	27	.00	0	243	289.73	119	.00	330	40.27	88
	53 20	POSTAGE	341	500.00	147	3069	3000.00	98	.00	4100	1100.00	73
	30	TELEPHONE	591	538.84	91	5319	5006.24	94	196.98	7099	1895.78	73
	40	LEGAL NOTICES	0	.00	0	0	.00	0	.00	0	.00	0
	54 00	ADVERTISING	0	.00	0	0	.00	0	.00	0	.00	0
	58 10	TRAVEL, FOOD & LODGING	331	.00	0	2979	424.70	14	.00	3981	3556.30	11
	50	TRAINING AND CONFERENCES	536	.00	0	4824	140.00	3	.00	6435	6295.00	2
	70	MEMBERSHIPS/DUES/SUBSCRIP	113	.00	0	1017	613.00	60	.00	1365	752.00	45
	60 10	OFFICE SUPPLIES	2046	1406.10	69	18414	17967.82	98	.00	24556	6588.18	73
	20	JANITORIAL SUPPLIES	186	101.53	55	1674	1745.16	104	.00	2235	489.84	78
	85	SPECIAL DEPT SUPPLIES	335	52.47	16	3015	1219.23	40	.00	4020	2800.77	30
	64 20	LIBRARY BOOKS AND BINDING	7674	6565.11	86	69066	62332.89	90	.00	92096	29763.11	68
	30	LIBRARY PERIODICALS	455	.00	0	4095	3593.92	88	.00	5465	1871.08	66
	40	AUDIO/VISUAL MATERIALS	953	687.73	72	8577	6057.40	71	.00	11440	5382.60	53
	80	COMPUTER SOFTWARE	953	75.13	8	8577	10191.95	119	.00	11446	1254.05	89
	69 50	MISCELLANEOUS EXPENSES	8	.00	0	72	108.33	151	.00	100	8.33	108
	80	ASSETS < \$5000	1150	.00	0	10350	13341.84	129	.00	13800	458.16	97



