

Call to Order

The Camrose Public Library (CPL) is an organization located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.

1. Approval of the Agenda
2. Approval of the Minutes of September 10, 2025
3. Board Feedback
4. Consent Agenda
 - a. Items for Information
 - i. Correspondence
 - a. City of Camrose
 - b. Camrose County
 - ii. Libraries in the News
 - a. Camrose Booster – Meet & Greet
 - b. Parkland Newsletter (Libraries in Focus October 2025)
[PRLS Libraries in Focus - October](#)
 - c. Alberta government postpones release of revised school library book ban <https://globalnews.ca/news/11395522/alberta-school-library-book-ban-revised-date/>
 - iii. CPL Front Step Update
 - b. Reports
 - i. Director's Report
 - ii. Collections Report
 - c. Business Arising from the Consent Agenda
 - d. Approval of the Consent Agenda
5. Items for Discussion and Decision
 - a. Fellowship of the Library – Fundraising Proposal
 - b. Congratulation letters to those elected
 - c. Plan of Service
6. In-Camera Items for Discussion and Decision
7. 2026 Budget
8. Adjournment

Next regular Board meeting: November 12, 2025, 5:15pm

Present:

Renee Greer (Chair)	Cheryl Dezall	Margaret Weir Andreassen
Naomi Finseth (Vice-Chair)	Lucy Ernst	Joy-Anne Murphy (City Council)
Margaret Holliston (Secretary)	Jacqueline Schaffter	Amanda Haugen (Recorder)
Channing S. MacDonald (Interim Director)		

Regrets:

Don Simpson (County Council) Peter Hamm

Guests:

Renee LeBlanc (TAL)

Call to Order: Chair Renee Greer called the meeting to order at 5:16 pm.

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1. Approval of the Agenda

Motion 52/25 M/C Jacqueline Schaffter: Motion to approve the agenda as amended.

2. Approval of the Minutes of July 9, 2025

Motion 53/25 M/C Cheryl Dezall: Motion to approve the Minutes of July 9, 2025 as Amended.

3. Board Feedback

Margaret Holliston mentioned Camrose Helps is running a poverty simulation, October 8th. If anyone is interested you can register through Camrose Helps. The simulation is provided through the United Way. They are looking for volunteers and engagement from the community.

The Camrose Housing and Homelessness task force, asked City Council for funding a pilot project for 16 months. The funding has been approved for a Housing Navigator, they will try and address some of the complexities we are seeing with our unhoused. The Housing Navigator will work for FCSS. but will report to The Camrose Housing and Homelessness Task Force.

4. Consent Agenda

a. Items for Information

- i. Correspondence
 - a. City of Camrose – none at this time
 - b. Camrose County – none at this time
 - c. Letter from Patron
 - d. String of Camrose Booster Letters to the Editor
 - e. LAPP Policy

- f. Preliminary report on staff safety survey
- ii. Libraries in the News
 - a. [Assaults, overdoses: Edmonton Public Library union raises concerns over safety](#)
 - b. [Haskell Free Library inspires Vermont play about borders and belonging in the Trump era](#)
 - c. [Valleyview Library Workers Unanimously Unionize](#)

b. Reports

- i. Director's Report
- ii. Program Overview June & July 2025
- iii. Program Report and Library Statistics June & July 2025

5. Items for Discussion and Decision

a. Financial Reports – *Renee LeBlanc*

Reviewed summary of budget vs actuals this includes all the programs, administration of the library. Statements will give you details by the program and the initiative.

At the next presentation Renee will bring a forecast for the rest of the year and compare to the budget. Will also add notes to the next financial statements.

Not all entries are recorded for the end of August. Interest income will be higher, when reconciliation is complete.

There is a gap in the budget as LAPP, CP, EI etc. was budgeted as a lump sum but recorded individually. TAL was unaware where some of the 2025 budget was allocated. There will be cosmetic changes to the 2026 budget with CPL working with TAL For best accounting practices.

Reviewed activity by program – summary and detail report.

There was \$13,900 transferred from Operating Reserve to the Operating Funds to pay Margaret Law's contract.

It was asked what excess of revenue over expenses means. This is an accounting term used for Nonprofits, on the financial statements meaning we are in a surplus.

Library in a very healthy cash position, earning interest with reserves invested in GICs.

b. Concrete Steps – *Amanda*

Paul from the City of Camrose reported that Public Works has completed all repairs they are able to make to the steps. The matter has been referred to Engineering for further review, and it is likely that a rebuild will be required. Paul recommended that CPL bring the issue to the board for additional support.

CPL is tracking incidents of patrons tripping on the steps and ramp. While Public Works responds quickly to repair requests, some repairs may create uneven surfaces. Sections of the side of the ramp are missing, and visible deterioration has been noted.

Amanda will contact Joy-Anne to pursue this request, and Joy-Anne will bring it forward to City Manager Malcolm Boyd and possibly Mayor PJ Stasko.

c. 2025 Municipal Election Advocacy Strategy – *Channing*

Joy-Anne excused herself for this portion of the meeting.

The board reviewed the 2025 Municipal Election Advocacy Strategy as distributed. Certain elements were approved and others were rejected. The document was updated to reflect these decisions.

d. Fall CPL Professional Development – *Channing*

Presented a request to be closed for the first Wednesday of the month for the next 3 months. Our library staff have a hard job, we need to support them and make sure they have the tools they need.

Motion 54/25 M/C Moved by Cheryl Dezall, seconded by Jacqueline Schaffter: Motion to approve the library closure for all three days for professional development.

e. Reporting Schedule – *Channing*

The current reporting schedule includes monthly program reports and new quarterly financial reports. This results in programs getting a disproportionate focus from the board and overlooks other areas of service.

Going forward other areas that would be included in reports are Circulation, Collections, OH&S and an annual Board Evaluation Report.

Programming staff should benefit from this change by having a reduced reporting load and having the ability to batch reporting quarterly. The circulation supervisor and executive assistant will benefit from having a direct reporting relationship to the board. The library board and director will benefit from having increased oversight of library activities & services and reduced risk by nature of that increased oversight.

The board was in favor of this reporting schedule, there would also be some flexibility to switch dates if there was an issue.

f. Letter from Patron & Booster Letters

The board discussed whether the library should respond to recent letters to the editor in the *Booster* regarding the library. Possible messaging was considered.

It was noted that patrons have a formal procedure available if they wish to request a review of items in the collection.

The board will send a letter to the patron who submitted a letter and cut up library card, expressing regret at her departure and noting that she is always welcome back.

g. LAPP Policy

Discussion was held if the board should decide now or wait until after the 2026 budget is complete. It also should be noted Channing will be working on a staffing plan which would include additional hours that would possibly put these staff members over the 30 hours our policy currently holds.

LAPP Policy to be tabled until after the staffing report.

Motion 55/25 M/C Naomi Finseth: Motion to table LAPP Policy until after the staffing report.

h. Staff Introduction to City Council

When a new or Interim Director is appointed at CPL, they are to be introduced to City Council. The next meeting is Monday, September 22nd, time to be confirmed. Joy-Anne will finalize details and reach out to Channing.

Will also bring Channing back after the election, for an introduction to the new sitting City Council.

Will check when Don is back if introductions should be made with the County Council as well.

i. "Librarian" Movie Trailer

Discussion around possible options to host a screening. Final decision was to see if the board can do a viewing before moving forward.

j. E-vote Ratification

July 31, 2025 3-vote Moved by Naomi Finseth, seconded by Cheryl Dezall: Motion to provide a bonus of \$900 to Amanda Haugen and \$900 Krystal Shirley for sharing Acting Director duties, to be funded from the Operating Reserve.

Motion 56/25 M/C Moved by Joy-Anne Murphy, seconded by Margaret Holliston: Motion that the e-vote conducted on July 31, 2025, be ratified.

Cheryl left at 7:24pm

6. In-Camera Items for Discussion and Decision

Motion 57/25 M/C – Naomi Finseth: Motion to go in-camera.

Motion 58/25 M/C – Joy-Anne Murphy Motion to go out of camera.

a. 2026 Budget – *Channing*

Reviewed the old draft of the 2026 Budget that was created last year, as well as the new draft of the 2026 Budget.

Working on the operation budget, one off Grants (BRFSD) are not included, once Grants are received they will be added in .

Discussion was held regarding what CPL will request from Camrose County. It was noted that it is difficult to request additional funding given that provincial funding for municipalities has remained stagnant for several years.

Continued discussion included a review of CPL's largest costs that could be reduced or changed, as well as potential changes to be discussed with the City of Camrose regarding the upcoming lease.

Motion 59/25 M/C Moved by Joy-Anne Murphy, seconded by Margaret Holliston: Motion to request Camrose County for an extra 2%.

The board will approve the 2026 budget, once the municipalities' contributions are confirmed. Channing will bring forward the adjustments to the budget based off the salary grids to the October meeting.

7. Adjournment

Chair Renee Greer declared the meeting adjourned at 8:14pm.

Next regular Board meeting: October 15, 2025, 5:15pm

Renee Greer
Board Chair



Update on CPL Steps

On September 25th, Amanda discussed with Kris from the City the current condition of the steps and review some of the concerns we have with the steps.

In the short term, the City plans to paint (completed October 1st) the edges of the steps to increase visibility. It was noted that the bottom step is shallower than the others, and there was discussion about the possibility of extending it next year. The potential addition of a central handrail was also mentioned to provide extra support for users.

It was acknowledged that this is a larger issue overall. Rather than undertaking a full reconstruction at this time, which could present additional challenges, the focus will be on improving awareness of potential hazards in the meantime.

Amanda Haugen
Executive Assistant
OH&S Co-Chair
Camrose Public Library

This report is structured around the responsibilities of the Interim Director, outlined in Essential Functions of Schedule J of the Interim Director Offer of Employment.

1. CPL in Community Initiatives and Committees

The library is participating in the Camrose **Housing & Services Needs Assessment** for the month of October by advertising the initiative and providing and collecting print surveys.

The executive assistant attended the October **Camrose Helps Interagency** meeting and the **CARE** meeting.

2. Communications, Marketing, and Advocacy

The **2025 Municipal Election Advocacy Strategy** was rolled out with good response. The library received a small shout-out in the Camrose morning news from a voter who was able to attend one of the Meet & Greet events. Approximately 15 people attended the County event and approximately 60 people attended the city event. In future elections, I recommend continuing this service for the city, and perhaps trying a lunch-hour event for the county to catch people as they are still at work in town. We still have many signs left, but thankfully they can continue to be used as they were created for general and continued advocacy. To continue our advocacy, a congratulations letter has been prepared for new and returning councilors and mayors.

3. Collection Management

Please see collection report.

4. Programs Management

The library director, executive assistant, service desk supervisor, and library programmers participate in **weekly meetings** to keep abreast of programs and support needed.

The **Canadian Library Month** initiative has been running for October. This initiative encourages locals to get a library card by offering additional benefits, courtesy of local businesses. Cardholders can show their library card at participating businesses to receive discounts.

There was one **hiccup** as a result of the October initiative, and that is that we included a local pizza place as one of the sponsors, in **violation of a sponsorship contract** with Dominos Pizza. The representative from Dominos reached out and we apologized for the oversight. We are working on solutions for the future.

5. Circulation & Service Management

Parkland is hosting a virtual **special managers' meeting** in November to **discuss the late fees issue** I identified in September. I am hopeful this will result in a change, allowing libraries to disable the application of late fees. This will help procedures reflect our bylaws and reduce staff time wasted on waiving fees.

A **working group** has begun addressing the items outlined in the August signage audit. The group will be meeting weekly to create a cost-effective pilot signage project to support wayfinding in the library. The goal is to have temporary, well-branded, and effective **signage in place by December 18th, 2025**.

6. Organizational Changes Management

The fall training and development was launched on October 1st, with **two successful sessions of PD**. Library staff reviewed a new Emergency Response Plan, conducted a fire drill, completed role-playing scenarios to practice effective de-escalation in common high-stress patron interactions, and were introduced to a new scheduling software. Some of these elements will become part of a Staff Training and Development Plan, an item listed in the Margaret Law recommendations.

The OHS Committee has completed the **workplace hazard assessments** for 2025. Additional details may be provided in the November OHS report.

One of the goals in the recommendations is to conduct a **review of library compensation**. Much of this work has been done and is included in a draft Salary Grid.

7. Financial Management

7.1. Budget

At the last board meeting, I recommended that the board withhold a decision on the budget to provide time for me to address a newly-found issue. A **new draft budget** rectifying this issue has been created.

7.2. Grants

A notice of the upcoming call for submissions was sent out regarding the **Canada Summer Jobs Grant**. This grant will begin accepting applications on November 4th. I plan to apply in early November. I will also be watching for calls to the **Young Canada Works Program**.

Mary McArthur from the Fellowship of the Camrose Public Library **shared a grant** opportunity that may be able to revive the newcomers' project or offer a new service to that population. I am scheduled to look into this grant next week.

Human Resource Management

As stated above, the first of three **PD Day** sessions went off without a hitch. Additional sessions are upcoming on November 5th and December 3rd. This **next session** will review the Ryan Dowd training for **working with teens**, and staff will have opportunity to role-

play related scenarios. Training will also be offered to prevent workplace bullying, discrimination, and harassment.

8. Contract Services Management

We have had additional janitorial concerns throughout September and October. I have asked the executive assistant to **draft an RFP for janitorial services**, with the goal of having at least three options ready for the library director when they return in February.

This report provides oversight to the library board regarding library resources and collections development.

As this is a new report, I am going to use this to provide a brief introduction to some of the collections processes.

1. Collections Budget & Spending

The library has **two main collections budgets**. The first is **the collection development line** that you see in the library budget. For 2025 & 2026, this totals \$7925. When purchasing, this is referred in-house as "bill-direct." We also have **the allotment** budget of \$27 680. These funds are held by Parkland Regional Library System, and we spend these dollars by making purchases through a company called ULS. This budget line does not appear in our operating budget because we are not the holders of the funds.

For the 2025 budget, we have encountered **some errors** where, according to Parkland, more of the allotment budget has been spent than our records show. However, there is a near-matching amount that has been underspent in the bill-direct, according to Parkland, which clashes with our records.

Currently, we have six staff who do collections ordering. Each staff member is using their own system to track orders, which makes oversight difficult. Because of this and these discrepancies, I have been **working with our Parkland consultant to create some new tracking documents**. I have requested the Service Desk Supervisor to find a date where I can meet with these six staff to go over this new proposed document, to ensure it will work for everyone. I am hopeful that a new acquisition tracking process will be in place for 2026 to prevent any further issues.

2. Plan of Service Alignment

The sections of the Plan of Service (POS) that refer to or provide guidance to the collection are:

1. The Mission: We strengthen our region by providing the place, **tools**, and opportunities for everyone to learn, share, and create.
2. Our Values – We Protect Intellectual Freedom: We believe everyone has the right to unrestricted access to knowledge **without fear of censorship** or discrimination.
3. Goal Four – Objective 3: Uphold and champion the tenets of access, **intellectual freedom**, free services, and accessible spaces.

These points reference intellectual freedom, which in the practice of building and maintaining a collection, would mean that the library should be maintaining a collection of diverse voices with diverse topics for people of diverse interests representing diverse viewpoints. I believe this is **clear to the staff in charge of**

acquisition, but I have **not conducted** nor am I aware of any recent **diversity audit** of the collection.

3. Special Development Areas

The library may, from time to time, receive a grant or donation to develop a specific area of the library collection. There are currently no such projects underway.

4. Trends or Emerging Issues

In future reports, this would be an area to discuss emerging trends, such as increases to costs, changes with publishers, new processing procedures, etc.

In my observation, one emerging issue I am concerned with is that several of the staff who are doing acquisitions and weeding are **falling behind in these tasks**. Thankfully, Parkland is taking on some of this work. I am unsure whether this trend is because we have several staff members on leave, or it's because these staff members have too many tasks to manage with the patron demand, or a combination of these factors. It does appear the **library is very leanly staffed** and I believe this is at least a part of the issue.

5. Weeding

Weeding is the term **for withdrawing library books** from the collection. This is done to keep the collection fresh and relevant. Materials are weeded for a variety of reasons that can include damage, lack of checkouts, or outdated or incorrect information (medical info, for example). Weeded books are sold in book sales, recycled, or otherwise destroyed.

The library uses **a two-year rotation** to conduct the weeding. Most circulation and collections assistants are assigned a section based on whether their hours can support the task. They are provided the criteria for weeding and are able to pull reports from Leap to support their work.

Much like the acquisitions process, each staff member is using a bit of a different system to process the weeded materials. Part of the process I am working out with our Parkland consultant is a way to streamline this process, and to **create a master document to track progress and allow for efficient oversight**. If we can get this process sorted in November, we will plan to run a re-orientation session as part of the December PD Day.

“just SAYIN’”

Send your LETTER TO
THE EDITOR to:

The Camrose Booster
4925-48 Street,
Camrose, AB T4V 1L7
or email it to:

► news@camrosebooster.com

► **THE FINE PRINT:** We welcome letters that are of public interest, are fact based and represent logical attempts to make a constructive contribution to public discourse. We reserve the right to edit letters for clarity, legality, good taste and to fit available space. Letters that contain personal attacks or abuse and insults will be edited or rejected entirely. Letters to third parties are not accepted. Please limit your letters to 400 words and sign with your first name, initial, surname, address and phone number; only the name of the writer and city or town will be published. We thank you for your interest in this feature and encourage your comments.

Election Time

Time to replace the Mayor and Council of City of Camrose with some better choices.

I attended Council meetings both in person and some online in the past four years. I have served on Committees of Camrose Council including Assessment Review Board, (Local and Composite), Camrose Transit Advisory, Subdivision and Development Appeal, and Council Remuneration Committee. I have a strong interest in the operation of municipalities having served as auditor, accounting advisor, and consultant to Alberta municipalities for over 30 years.

This Mayor and Council chose to not record their votes on council motions and thus the Council minutes available for the taxpayer do not have this information. I made a “promise” earlier this year, in a previous letter to *The Booster*, to bring this decision up during Council elections. The Councillors who supported to record voting were councillors Broker, Francoeur, and Rosland, and they deserve your vote as they represent you the taxpayer. Councillors Banack, Hoveland, Murphy voted against accountability and most definitely do not deserve your vote, as they are “hiding” all their votes. Mayor Stasko voted against the motion, and he should not have your vote.

When confronted by taxpayers, the Mayor and Council explain that it was “Council” that made the decision. With no written record of the voting, the Mayor and Councillors avoid their responsibility to explain their position to the electors. In this manner, the “administration” largely controls the discussion even before the council meeting.

Secondly, and most importantly, when you are voting, please do not be trapped into voting for the mayor and all the eight members of council and thus voting on names you only vote for based on name recognition. In my view, some members of this council are not deserving of your continuing votes (they are fine and decent

people, but not suited for the roles of Council) and any new persons running could be an improvement. Please only vote for persons you know you support.

This Mayor and Council, in my opinion, have a “low” understanding of the finances and readily were maneuvered into excessive user fees, utility rates and taxes. We need better representation.

Make your votes count.

*David W. Kotyk,
Camrose*

Meet and greet

On October 7, my wife and I went to the City Candidates Meet and Greet. This is so important that we as residents of Camrose make sure that we vote in the right people for our City. I was able to have conversations with the previous and new City council members and, because of this meet and greet, which was held at the Library, I was able to have my list of whom I plan to vote for.

On October 20, please make sure to get out either to the Field House or the Mirror Lake Centre to make your vote count on who you want to see on City council and who you want as our mayor. This does affect everyone here in this City. Please take the time to vote.

*Lorne Vanderwoude,
Camrose*

Utility accounts

After reading *The Camrose Booster* of September 30, I was disheartened to read that the City of Camrose is again resurrecting the issue of utility accounts and mistreatment of their staff. In this article, management has also tossed revenue into the mix.

Tenants/renters? Landlords? This is what the City is doing. The City is going to transfer your account for utilities into your landlord's name. Why? Because the City has identified inappropriate behaviour towards staff that staff, at times, have found threatening and unsafe. So the City's response is to lump all tenants/renters in the same group and label them as ones who are responsible for inappropriate behaviour.

It doesn't matter how

long you have had utilities in your name, you are one of those “tenant/renters” and are being grouped in with the troublemakers. Tenants/renters are not second class citizens and should not be treated as such by lumping them into a group that has very negative connotations.

This same topic has come up in prior years and it is quite clear that City Hall doesn't have an effective policy or people in place to ensure the staff are treated respectfully and to deal with those who display inappropriate behaviour.

The councillors who voted for this amendment have enacted unjustly and unfairly to the citizens who pay their utilities promptly and with respect.

This new policy applies to business as well as residential, so you are no longer good enough or responsible enough to have utilities in your name. Doesn't matter how much pride you take in paying on time or for how long—you are now under the wing of your landlord, unless of course you own your own home—you can have utilities, however, if that same homeowner rented space for their business the landlord would have utilities in their name.

In summation, mayor and council, the citizens expect leadership, downloading the problems of some by carving out a segment of the population and labelling them the same as troublemakers is irresponsible.

The way to convey to the City that you are responsible for yourself is to make your voices heard to the mayor, councillors and City management. The City staff who have endured inappropriate behaviour have been failed miserably by everyone involved which is why we are still discussing this topic. Enough, fix it once and for all. Take responsibility.

Hold those who cause the trouble accountable. Put staff in place who are capable of enforcing policy/procedures to protect staff.

*Mickey Mohan,
Camrose*

**Camrose Public Library
Proposed Budget 2026**

Revenue	Amount
Operating Grants	
Municipal (City)	\$ 613,278
County	\$ 78,785
Provincial	\$ 113,955
Other	\$ 50,782
Program Grants	\$ -
Donations	\$ 750
Building Rent Subsidy	\$ 80,226
Interest Income	\$ 15,000
Service Revenue	\$ 12,850
Reserve Transfer	\$ -
TOTAL	\$ 965,626

Expenses	
Staffing Costs	\$ 727,418
Program Expenses	\$ 12,475
Library Resources	\$ 15,475
General & Administration	\$ 16,447
Memberships	\$ 910
Board & Volunteer	\$ 837
Occupancy	\$ 149,902
Professional Fees	\$ 47,416
TOTAL	\$ 970,880

Deficit/Surplus	\$ (5,254)
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2026 Revenue		
		2026 Budget
		New Draft
GL#	Income/Revenue	8/18/2025
4100	1. OPERATING GRANTS	
4101	Municipal (City) Grant	\$613,278.00
4102	Provincial Grant	\$113,955.00
4103	County Grant	\$78,784.80
4104	Rural Service Grant	\$24,304.00
4105	Federal Employment Grant	\$0.00
4106	Young Canada Works	\$26,477.84
	Total Operating Grants	\$856,799.64
4200	2. PROGRAM GRANTS	
	Total Program Grants	\$0.00
4300	3. DONATIONS & FUNDRAISING	
4301	Fundraising/Booksale	\$750.00
	Total Donations & Fundraising	\$750.00
4400	4. BUILDING RENT IN	
4401	Building Rent In	\$80,226.00
	Total Building Rent In	\$80,226.00
	5. INTEREST INCOME	
4501	Interest Income	\$15,000.00
	Total Interest Income	\$15,000.00
4600	6. SERVICE REVENUE	
4601	Printing & Photocopying	\$6,000.00
4602	Makerspace Printing	\$150.00
4603	Exams	\$4,600.00
4604	Lost Books	\$1,200.00
4605	Rental Revenue	\$900.00
	Memberships-Non-City Residents	\$0.00
	Total Service Revenue	\$12,850.00
	Total Revenue	\$965,625.64

	2026 Expenses	
		2026 Budget
		New Draft
		Option A
GL#	Expenses	9/1/2025
	1. STAFFING COSTS	
6101	Salaries & Wages	\$ 617,402.24
6102	CPP & EI	\$ 48,717.39
6103	LAPP	\$ 30,970.13
6104	Employee Group Benefits	\$ 17,191.02
6105	WCB	\$ 2,924.01
6106	Professional Development	\$ 5,903.00
6107	Security Checks	\$ 1,125.00
6108	Staff Appreciation	\$ 3,184.98
6109	Health Insurance	
	Total Staffing Costs	\$ 727,417.78
	2. PROGRAMS	
6200	Programs	\$ 12,475.00
	Total Programs	\$ 12,475.00
	3. LIBRARY RESOURCES	
6301	Collections	\$ 7,925.00
6302	Furniture & Fixtures	\$ -
6303	Technology Equipment	\$ 617.94
6304	Library Supplies	\$ 5,582.21
6305	Interlibrary Loan	\$ 150.00
6306	Lost Books Expense	\$ 1,200.00
	Total Library Resources	\$ 15,475.15
	4. GENERAL & ADMINISTRATION	
6401	Advertising & Marketing	\$ 2,335.92
6402	Bank & Credit Card Fees	\$ 1,500.00
6403	Equipment Repair & Maintenance	\$ 500.00
6404	Phone & Internet	\$ 3,004.31
6405	Printer Supplies & Service	\$ 3,300.68
6406	Recycling	\$ 1,468.80
6407	Software & Subscriptions	\$ 1,616.90
6408	Stationary & Supplies	\$ 2,720.74
	Total General & Administration	\$ 16,447.34
6500	5. MEMBERSHIPS	
6502	Association Memberships	\$ 910.00
	Total Memberships	\$ 910.00
6600	6. BOARD & VOLUNTEER	
6601	Board Development & Travel	\$ 316.72
6602	Volunteer Appreciation	\$ 520.00
	Total Board & Volunteer	\$ 836.72
6700	7. OCCUPANCY	
6701	Building Rent Out	\$ 80,226.00
6702	Building Repair & Maintenance	\$ 13,224.00
6703	Insurance	\$ 4,516.56
6704	Janitorial	\$ 32,063.00
6705	Utilities	\$ 19,872.01
	Total Occupancy	\$ 149,901.57
	8. PROFESSIONAL FEES	
6801	Audit	\$ 7,000.00
6802	Consulting	\$ 1,750.00
6803	Finance & Payroll	\$ 37,666.12
6804	Legal	\$ 1,000.00
	Total Professional Fees	\$ 47,416.12
	Total Expenses	\$ 970,879.68
	Total Revenue	\$ 965,625.64
	Difference	\$ (5,254.04)