



Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico
Director
Dedham Public Library
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Tracy Driscoll, Chair
Rachel Tuerck
Cecilia Emery Butler
Margaret Connolly
Monika Wilkinson

DPL TRUSTEES MEETING MINUTES	
MAY 29, 2014, MAIN LIBRARY, 9:15 AM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Tracy Driscoll
SECRETARY	Monika Wilkinson
ATTENDEES	Cecilia Emery Butler, Tracy Driscoll, Monika Wilkinson, Margaret Connolly, Mary Ann Tricarico
PUBLIC ATTENDEES	Sarah Santos, Lisa Ingemi, Rosemarie Shrewsbury, Robert McWhirk, Janice Crowley, Walter Kieseling, Dave Podolski, Pam Fadden, Laura Bowler, Laura Connell, Julie Leary, Amber Socci, Isabella Suci, Pat Reilly, Steve Davey, Elizabeth Martin

The May 29, 2014, meeting of the Dedham Library Board of Trustees was called to order at 9:22 am by Chairperson Ms. Driscoll.

1. **Public Comment:** No public input.

2. **Marketing Initiative Presentation:** Ms. Tuerck reported that following a recent Fin Comm meeting the Library felt a need to communicate the value of the Library and promote as relevant, adaptive, and current. The marketing team began by looking at logos of libraries and considering concepts behind them. Steve Davey presented initial sketches based on the team's ideas. Presentation of Mr. Davey's three designs. Mr. Davey shared the question, "How do we consider the constituencies and respond to them?" Some discussion about the three designs and what we hope to communicate with each. Lisa Ingemi suggested that our logo communicate a level of sophistication. Dr. Tricarico emphasized the idea of "not just books." Ms. Tuerck suggested sitting with designs and considering what is going to capture the public's attention. Amber Socci suggested writing down thoughts. Ms. Driscoll suggested a survey to gather thoughts. Sarah Santos commented that this direction is good and she'd like to see a monthly newsletter and classes to help patrons access what's available.

3. **Director and Staff Report on May 8, 2014, Massachusetts Library Association Conference:** Ms. Socci reported on conference. She shared that the most useful session was on the topic of how to teach an e-reader class. A suggestion of the session was to have small classes in three categories for iPads and tablets, Kindle, and Nooks and other. Practical suggestions to make effective were a big takeaway.

Dr. Tricarico reported on one session on sharing seeds. She explained that this could really spark interest and be practical with Endicott Greenhouse next door.

Ms. Ingemi reported that staff attendance at the conference was really valuable both for the staff and the patrons (who were interested in the staff participation). Ms. Ingemi said that she'd like to see this repeated in the future. She reported on the session presented by the Boston Chapter of Women's Association discussing local resources for book groups to enhance our book groups. She also reported helping for June 12 for Family Fun Night. Also coming up is an author visit.

Isabella Suciu reported valuable sessions on support for technology (Learnfree.org) as well as ways to promote the new and exciting materials that are high demand (Awesome Book Box). Ms. Emery Butler suggested promoting materials with staff recommendations. The third session was about an effort to unify e-book platforms.

Pat Reilly explained that the chance to network and meet authors was very valuable. Library Reads (librarians post current books that they are reading and enjoying) was a program Ms. Reilly learned about.

Ms. Shrewsbury reported a very engaging day. Two sessions that stood out were reading a book in 5 minutes and a one-desk service model to allow staff to work together.

Repeatedly the sentiment was shared that the day was valuable and helped build community.

- 4. Minutes:** Ms. Wilkinson made a motion to accept the March 27, 2014, minutes. Ms. Tuerck seconded. All voted in favor. A correction must be made in the minutes for April 16, 2014, correcting the spelling of Hana Heald's name. Ms. Emery Butler made a motion to accept the April 16, 2014 minutes. Ms. Connolly seconded. All voted in favor with Ms. Tuerck abstaining due to absence.
- 5. Financial Report:** Ms. Tuerck made a motion to accept the Financial Report. Ms. Emery Butler seconded. All voted in favor. Ms. Tuerck asked for clarification of line items. Ms. Shrewsbury explained that the chart doesn't include most recent funds received (\$10,000 in bank but not put into accounts). We've spent \$8,000 of state aid for air conditioning. \$3411 of other expenses was questioned and Ms. Shrewsbury said she would find out.
- 6. Director's Report:** Dr. Tricarico started with a request to close the Library at 3:00 instead of 5:00 for June 14, 2014, due to the complications of Flag Day. Discussion of impact on staff and patrons. Ms. Wilkinson made a motion to close at 4:00. Ms. Emery Butler seconded. All voted in favor.

Dr. Tricarico shared updates on operations including retroactive paychecks and state aid.

Dr. Tricarico presented an update on the grant proposal. She reported that commissioners received more applications than can be approved and have received funds for construction in FY16. Dr. Tricarico created a matrix to suggest timeframe and funding. She shared the opinion that we won't be poised to apply for construction grant before FY19, particularly because we do not have a site identified. A portion of the planning grant will have to be returned if we can't commit to the construction grant for

FY16. Dr. Tricarico expressed the opinion that we withdraw the application for planning and design and move ahead using mitigation money and state aid for a building program statement and apply for design in FY17. She recommended in the meantime getting involved in the BPCC. Ms. Driscoll raised the point that if we wish to be part of BPCC we will have to begin as ex officio and request appointment at November Town Meeting. Ms. Emery Butler made a motion to withdraw our application to MBLC. Ms. Connolly seconded. All voted in favor. Discussion of whether an OPM should be involved in the beginning stages of building program statements. Building program consultants are familiar to Dr. Tricarico, but without a purchasing department we are unsure how to go out to bid. Trustees directed Dr. Tricarico to investigate the process.

- 7. Old/New Business:** Ms. Emery Bulter reported no assessment of Endicott energy use. She also shared that in March she was elected as Chairman of By-Law Review. By-Laws are being printed and there will be a presentation to Selectman. Elizabeth Martin requested a change guide to make sense of changes.

Ms. Driscoll has requested dates with attorney regarding parking three times and has not heard a response. If attorney can't attend on June 19, we will invite DLIT and Friends.

Ms. Tuerck asked if any Trustee would like to lead something for Flag Day. Some discussion about reaching out to DLIT and Friends or even handouts (summer reading programs).

Ms. Tuerck motioned to adjourn at 11:30 a.m. Ms. Connolley seconded. All voted in favor.

Respectfully submitted,

Monika Wilkinson

Attachments:

Agenda

Director's Report

Finance Report

Logos

Authors Series Handout

Jolene Reid: Seed Library Handout

Future Meetings:

Thursday, June 19, Endicott, 7:00 pm, monthly meeting

Trustees Meeting - May 29, 2014 @ Main 9:15 a.m.

Dr. Mary Ann Tricarico, Library Director

1) Resources and Services

- a) Town Hall has contracted with King Information Systems to digitize their records. A representative from King will be contacting me regarding the possibility of digitizing our local history microfilm collection. More information to follow when available.

- b) 2014 Summer Reading Events from Children's Librarian Patricia Reilly:
 - Summer Reading 2014 to run from Monday, June 16 through Friday, August 22

 - Drop-In Storytimes (All Ages)
 - Tuesdays, 10:30 a.m. at Main (June 17- August 19*)
 - Wednesdays, 10:30 a.m. at Endicott (June 18 -August 20*)
 - *No Storytimes on July 1 or July 2 – Week of July 4th*

 - Thursday, June 19, 10:30 a.m. – Musical Concert for Young Children (0-5+) & Adults
 - Thursday, June 26, 2:00 p.m. – Summer Reading Kick-Off: Magic by George
 - Thursday, July 17, 11:00 a.m. at Endicott – Robots Presentation w/Mike Marks
 - Thursday, July 24, 2:00 p.m. – Sparky's Puppets
 - Thursday, August 7, 2:00 p.m. – Robots Presentation w/Mike Marks; tentative Robot-Making Workshop to follow
 - Thursday, August 14, 10:00 a.m. on Endicott Estate Lawn – Philip Alexander Band
 - Monday, August 18, 6:00 p.m. – Grand Finale with Magic by George

 - Currently in planning :
 - Mad Science of Boston Workshops – two for children ages 3-5; two for children 6-12
 - Animal Program
 - One additional paid-for program: cartooning or other
 - Ms. Marsha will present several programs
 - Amber Socci will be setting up science experiment tables each week at Main and Endicott – 10 weeks for duration of Summer Reading.
 - Pat Reilly will do a robot craft in late July.
 - A Christmas in July program and other crafts/projects
 - National Night Out, Tuesday, August 5 – Library Program to be developed in conjunction with town-wide initiative arranged by Police Chief.
 - Full summer events schedule will be posted when available.

2) Staffing

- a) On April 17, two members of the Dedham Police force conducted an emergency preparedness training session at our staff meeting. It was informative and provided the staff with useful procedures to follow in case of emergency situations.

- b) All members of the library staff attended the Massachusetts Library Association Conference in Worcester on May 8. It was an extremely worthwhile and fulfilling staff development opportunity for all of us. We are hopeful the trustees will make this an annual event.
- c) Amber Socci will be representing Dedham in Denver, Colorado with Robert Blaney, Director of the Youth Commission for the *All American City* competition from June 12 to 16. We are proud of Amber for being selected to represent Dedham!
- d) Mary Ann and Patricia Reilly will be attending the American Library Association Conference in Las Vegas June 26 to July 1
- e) Mary Ann will be on vacation in Ireland from July 7 through 23; Rosemarie will be in charge of the library during this time. She will have Mary Ann's contact information in Ireland.

3) Facilities

- a) **Flag Day Parade** will be Saturday, June 14, beginning at 6 p.m. Because the Endicott Branch Library is on the parade route, the staff would like to close the branch at 3 p.m. that day rather than the usual 5 p.m. closing time. **TRUSTEE APPROVAL NEEDED.**
- b) The DPW will be repaving Church and School Streets this summer. In preparation for this work, and because we are in the historical district, the town has hired a blast vibration consulting firm, PreSeis, to conduct a survey of all buildings on Church and School Streets.
- c) The PreSeis consultant surveyed the library on May 9 to examine the internal and external structure and to document any defects, such as cracks, crumbling walls, floor and foundation issues, etc. , that might be effected by blasting and road work. The report will be given to DPW director, Joe Flanagan. I have asked Joe if we may have a copy of the report.

4) Operations

- a) The Massachusetts Board of Library Commissioners has awarded the Dedham Public Library \$10,689.55 in State Aid. In November 2013, we received \$10,227.67. Our total for FY14 State Aid to Public Libraries is \$20,917.22. We were 100% compliant for full state aid.
- b) The Library workers (librarians and library assistants) and the Town Hall workers (library administrative assistant and library custodians) contracts were signed on April 8. The financial settlement is the following: 1% in FY12, 2% in FY13, and 3% in FY14. Town Meeting Members voted on May 19 to ratify this contract; retroactive salaries will be paid to current employees and those who retired during the years covered by the provisions of the agreement.

- c) Town Meeting members voted to approve the library's FY15 budget, and library-related Articles 40 and 43 for permission to accept the building and design grant if awarded and for by-laws clarification that trustees have care and custody control for the library facilities.
- d) The Town has hired the consulting firm MMA to prepare a search for a new Town Manager. Advertisements will be placed in professional journals and other sources beginning in early June for three weeks. After screening the applicants, MMA will present a slate of candidates to the nine-member Search Committee. The Search Committee will interview the candidates and select 3 or 4 applicants for the Selectmen to interview. The anticipated date for a new Town Manager to begin would be in September.
- e) On April 22, the Minuteman Library Network successfully converted from the Millennium platform to the Sierra platform. All went smoothly.
- f) On April 30, the library director submitted a grant proposal to the Dedham Institution for Savings for funding to refurbish the Main Children's Room by repainting the walls, refinishing the fireplace surround and woodwork, and purchasing new furniture. Our request is for \$18,000 which will probably exceed the bank's annual funding limit but I have indicated on the application that this could be a multi-year request and have ranked the items in order of priority for funding.
 - a) **Update** – on Monday afternoon, May 19, Gerald Lavoie, Trustee of the Dedham Institution for Savings Foundations, telephoned me. He said his committee voted to award the Library \$7500 of our \$18,000 grant request to repaint the walls and refinish the fireplace woodwork in the Main Library Children's Room. We are welcome to apply next year for the additional funding. The grant will be awarded in June. I have spoken with the new Facilities Director and we will put the project out to bid this summer after the money is received.
- g) **Request for agenda item for May 29 trustees meeting:**

Discussion of MBLC Planning and Design Grant requirements which Dedham may or may not be able to fulfill in grant timeframe, in particular identifying specific site for library construction project.

5) Statistics:

Circulation FY14	Main	Endicott	Total
July	6785	7367	14152
August	6433	7029	13462
September	3682	4240	7922
October	5528	5693	11221
November	4209	5801	10010
December	4556	5080	9636
January	4447	5595	10042
February	4086	5332	9418
March	5175	6135	11,310
April	4862	5640	10,502
May			
June			
Total Circulation	49,763	57,272	107,173

Gate Count FY14	Main total	Endicott total	Totals
July	4085	5230	9315
August	5823	7287	13110
September	4055	4471	8526
October	4257	5107	9364
November	4686	5172	9858
December	4553	6009	10562
January	3399	4008	7407
February	4478	4739	9217
March	4547	5330	9877
April	4234	4808	9042
May			
June			
Total	44117	52161	96278

Inter Library Loans FY14			
Borrowed from Other Libraries For	Main	Endicott	Total
July	1234	1338	2572
August	1166	1396	2562
September	1128	1225	2353
October	1100	1215	2315
November	957	1181	2138
December	1016	1210	2226
January	1021	1361	2382
February	915	1284	2099
March	1064	1223	2287
April	1061	1182	2243
May			
June			
Total Items Borrowed	10,662	12,615	23,277
Inter Library Loans FY14			
Loaned to Other Libraries From	Main	Endicott	Total
July	2721	1291	4012
August	1659	585	2244
September	2406	1043	3449
October	1713	524	2237
November	2366	937	3303
December	2532	1091	3623
January	2408	968	3376
February	2298	942	3240
March	2795	962	3757
April	2562	1018	3580
May			
June			
Total Items Loaned	23,370	9361	32,731

Dr. Mary Ann Tricarico May 20, 2014



Expense Budget Performance Report

Fiscal Year to Date 05/27/14

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 610 - Library										
EXPENSE										
<i>Personnel Services</i>										
5110	Wages, Perm.									
5110-193	Wages, Perm. Custodial Personnel	94,959.00	.00	94,959.00	6,376.50	.00	84,954.90	10,004.10	89	.00
5110-610	Wages, Perm. Library Director	84,990.00	.00	84,990.00	6,615.38	.00	74,823.15	10,166.85	88	.00
5110-613	Wages, Perm. Professional Librarian	229,752.00	.00	229,752.00	13,446.00	.00	175,952.13	53,799.87	77	.00
5110-614	Wages, Perm. Circulation Supervisor	52,090.00	.00	52,090.00	4,060.50	.00	45,771.15	6,318.85	88	.00
5110-615	Wages, Perm. Library Assistant	252,143.00	.00	252,143.00	16,990.40	.00	225,688.05	26,454.95	90	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,622.25	.00	19,903.50	1,237.50	94	.00
5110-619	Wages, Perm. Administrative Assistant I	44,397.00	.00	44,397.00	3,402.00	.00	39,123.00	5,274.00	88	.00
	5110 - Wages, Perm. Totals	\$779,472.00	\$0.00	\$779,472.00	\$52,513.03	\$0.00	\$666,215.88	\$113,256.12	85%	\$0.00
5141	Longevity	3,880.00	.00	3,880.00	310.00	.00	3,260.00	620.00	84	.00
	<i>Personnel Services Totals</i>	\$783,352.00	\$0.00	\$783,352.00	\$52,823.03	\$0.00	\$669,475.88	\$113,876.12	85%	\$0.00
<i>Overtime / Substitutes</i>										
5130	Overtime	11,000.00	.00	11,000.00	716.77	.00	7,789.64	3,210.36	71	.00
	<i>Overtime / Substitutes Totals</i>	\$11,000.00	\$0.00	\$11,000.00	\$716.77	\$0.00	\$7,789.64	\$3,210.36	71%	\$0.00
<i>Purchase of Services</i>										
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	1,598.17	.00	7,348.77	4,958.23	60	.00
5300	Prof/Tech									
5300-221	Prof/Tech Alarm Testing / Inspection	.00	.00	.00	.00	.00	.00	.00	+++	2,475.87
5300-300	Prof/Tech Professional / Technical	.00	.00	.00	.00	.00	.00	.00	+++	862.27
5300-611	Prof/Tech Minuteman Network	.00	.00	.00	.00	.00	.00	.00	+++	527.57
	5300 - Prof/Tech Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$3,865.71
5301	Professional/Technical Services	9,015.00	.00	9,015.00	905.00	.00	5,192.24	3,822.76	58	.00
5307	Regional Services	40,960.00	.00	40,960.00	561.62	.00	40,751.27	208.73	99	.00
5314	Alarm / Security Services	4,287.00	.00	4,287.00	108.05	.00	607.25	3,679.75	14	.00
	<i>Purchase of Services Totals</i>	\$66,569.00	\$0.00	\$66,569.00	\$3,172.84	\$0.00	\$53,899.53	\$12,669.47	81%	\$3,865.71
<i>Supplies</i>										
5420	Office Supplies	6,250.00	.00	6,250.00	(289.62)	.00	4,884.78	1,365.22	78	69.15
5421	Paper	915.00	.00	915.00	.00	.00	156.36	758.64	17	.00
5510	Educational Supplies	3,400.00	.00	3,400.00	.00	.00	2,492.79	907.21	73	.00
5580	Other Supplies									
5580	Other Supplies	5,300.00	.00	5,300.00	.00	.00	5,300.00	.00	100	.00
5580-581	Other Supplies Uniforms	.00	.00	.00	.00	.00	.00	.00	+++	56.00
	5580 - Other Supplies Totals	\$5,300.00	\$0.00	\$5,300.00	\$0.00	\$0.00	\$5,300.00	\$0.00	100%	\$56.00
5584	Uniforms	1,000.00	.00	1,000.00	407.53	.00	904.73	95.27	90	.00
	<i>Supplies Totals</i>	\$16,865.00	\$0.00	\$16,865.00	\$117.91	\$0.00	\$13,738.66	\$3,126.34	81%	\$125.15



Expense Budget Performance Report

Fiscal Year to Date 05/27/14

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 610 - Library										
EXPENSE										
<i>Library Materials</i>										
5581	Library Materials									
5581-611	Library Materials Books	111,750.00	.00	111,750.00	13,983.26	.00	92,493.72	19,256.28	83	193.47
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	.00	.00	20,468.25	(9,468.25)	186	540.94
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	552.53	.00	15,187.47	(3,187.47)	127	2,993.45
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	939.45	60.55	94	1,707.40
5581-617	Library Materials Audio	7,335.00	.00	7,335.00	.00	.00	.00	7,335.00	0	384.39
5581-618	Library Materials Databases	13,652.00	.00	13,652.00	.00	.00	27,671.16	(14,019.16)	203	.00
5581-619	Library Materials Other	168.00	.00	168.00	.00	.00	137.63	30.37	82	250.00
5581 - Library Materials Totals		\$156,905.00	\$0.00	\$156,905.00	\$14,535.79	\$0.00	\$156,897.68	\$7.32	100%	\$6,069.65
<i>Library Materials Totals</i>		<i>\$156,905.00</i>	<i>\$0.00</i>	<i>\$156,905.00</i>	<i>\$14,535.79</i>	<i>\$0.00</i>	<i>\$156,897.68</i>	<i>\$7.32</i>	<i>100%</i>	<i>\$6,069.65</i>
<i>Other Charges and Expenses</i>										
5305	Meetings & Conferences	4,770.00	.00	4,770.00	1,781.56	.00	3,632.55	1,137.45	76	19.88
5710	Travel	4,900.00	.00	4,900.00	.00	.00	2,587.50	2,312.50	53	.00
5730	Dues/Memberships	1,430.00	.00	1,430.00	.00	.00	363.00	1,067.00	25	992.82
<i>Other Charges and Expenses Totals</i>		<i>\$11,100.00</i>	<i>\$0.00</i>	<i>\$11,100.00</i>	<i>\$1,781.56</i>	<i>\$0.00</i>	<i>\$6,583.05</i>	<i>\$4,516.95</i>	<i>59%</i>	<i>\$1,012.70</i>
EXPENSE TOTALS		\$1,045,791.00	\$0.00	\$1,045,791.00	\$73,147.90	\$0.00	\$908,384.44	\$137,406.56	87%	\$11,073.21
Department 610 - Library Totals		(\$1,045,791.00)	\$0.00	(\$1,045,791.00)	(\$73,147.90)	\$0.00	(\$908,384.44)	(\$137,406.56)	87%	(\$11,073.21)
Fund 001 - General Fund Totals		\$1,045,791.00	\$0.00	\$1,045,791.00	\$73,147.90	\$0.00	\$908,384.44	\$137,406.56		\$11,073.21
Fund 254 - Library Lig/Meg State Grant										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
EXPENSE										
<i>Personnel Services</i>										
5120	Substitutes									
5120-999	Substitutes Miscellaneous Personnel	.00	.00	.00	.00	.00	4,611.60	(4,611.60)	+++	.00
5120 - Substitutes Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,611.60	(\$4,611.60)	+++	\$0.00
<i>Personnel Services Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$4,611.60</i>	<i>(\$4,611.60)</i>	<i>+++</i>	<i>\$0.00</i>
<i>Other Charges and Expenses</i>										
5790	Other Expenses									
5790-799	Other Expenses Other Fund Expenditures	.00	.00	.00	.00	.00	3,411.00	(3,411.00)	+++	6,105.34
5790 - Other Expenses Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,411.00	(\$3,411.00)	+++	\$6,105.34
<i>Other Charges and Expenses Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,411.00</i>	<i>(\$3,411.00)</i>	<i>+++</i>	<i>\$6,105.34</i>
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,022.60	(\$8,022.60)	+++	\$6,105.34
Division/Location 610 - Administration / Operations Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,022.60)	\$8,022.60	+++	(\$6,105.34)
Department 610 - Library Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,022.60)	\$8,022.60	+++	(\$6,105.34)
Fund 254 - Library Lig/Meg State Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,022.60	(\$8,022.60)		\$6,105.34



Expense Budget Performance Report

Fiscal Year to Date 05/27/14

Include Rollup Account and Rollup to Object & Classification

Grand Totals	\$1,045,791.00	\$0.00	\$1,045,791.00	\$73,147.90	\$0.00	\$916,407.04	\$129,383.96	\$17,178.55
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