

**Abbott Library Trustees  
Meeting Minutes  
November 20, 2007**

Present: Rhonda Gurney, Vice-Chair; Steve Fair, Treasurer; Sally Southard; Faith Reney; Lisa Bozogan; Mary Empremium, as alternate for Peter Urbach; and John Walden, Library Director, Paul Pratt, alternate

Absent: Peter Urbach, Chair

Public Attendees: Joan Wilson, Jean Wilson,

Rhonda acting chair called the meeting to order at 6:00.

**Secretary**

Rhonda asked for a volunteer to take minutes as no one has stepped forward to accept position of secretary.

**Approval of Minutes**

First order of business was the approval of the minutes from the October 16<sup>th</sup> meeting. John Mapley had a couple of changes to the minutes, as did Paul Pratt. Lisa asked how these changes would be made and it was agreed the changes would be shown in this months report.

John proposed two changes to the minutes; page 2 4<sup>th</sup> paragraph up from the bottom, delete second sentence which reads "Because of this John mentions certain monies were not available for expenditure at this time" and substitute "This is why \$58,000 is being retained in the interest earning refunds bank account." Note this would not be available for expenditures anyways, it is donors' money. Also three times on page four 'Prentice Jackson' should read 'Patience Jackson'. John also pointed out that he sent an email to the trustees with an attachment on October 20<sup>th</sup> titled "Ski Tow Hill" which he requested be attached to the October 16 minutes. As the attachment was not included in the October 16 minutes he would like attached to the current minutes.

Paul Pratt noted on page 1, its Sally not Sarah, and Bruce Burdett, not Burdette. On page 5 Paul noted the inconsistency of reporting on the results of voting for, against, or abstaining. It was agreed that the minutes should reflect this. On the October 16<sup>th</sup> vote regarding the motion to accept the LSPA site for the new library, the 1 vote against was John Mapley, while two abstained; Peter Urbach and Paul Pratt. The follow up motion to allow the ALBC up to \$30,000 for architectural fees; one vote against was John Mapley and the two abstainers were Peter Urbach and Paul Pratt. The changes were unanimously agreed and the minutes approved as modified.

Sally Southard who was absent from the October 16<sup>th</sup> meeting asked to be heard regarding the LSPA site and rejection of the Ski-Tow Hill site, Sally wished to make clear that she did not at all like the fact that the Ski-Tow Hill site was not seriously considered because of recreation usage issues which had been totally resolved and use of town forest which had been resolved. John Mapley agreed and added that there was not a lack of public support. Sally felt personally done in and shafted by the whole process, and reiterated her desire to have had Ski-Tow Hill on the listing.

### **Chairman's Report**

No report was presented for this meeting as the Chairman was not present and gave nothing to the vice-chair to present.

### **Library Director's Report**

John passed out the director's report for November of 2007 (attached to file copy of minutes), which included:

#### **NH Downloadable Audio Books**

John W announced that the library would be joining the NH Downloadable Audio Book Consortium on December 3<sup>rd</sup>. There has been a lot of interest in this and John felt it was worth the fee. Basis premise is you can download digital files of popular audio books that then can be transferred to any MP3 compatible device for listening except the Apple Ipods. The fee to join is \$500 per year for the content licensing and a one-time fee of \$300 to set up the service. Patrons interested in using this software will have to install Overdrive software on their home computers in order to take advantage of the service. John had initial concerns over id security and privacy issues but feels confident in the software, another issue is the number of licenses available, and noted this service will not at first be available at the library. John indicated he might demonstrate at next meeting, and Rhonda asked if this could be announced at the Community Forum on November the 29<sup>th</sup>.

#### **Computer Statistics**

The October statistics sheet shows a 54% increase in the use of computer usage as compared to October of the prior year. John's belief is the increase is due to the addition of two new computers.

#### **Weeding Report**

At Rhonda's request John produced a report (attached to file copy of minutes), on the number of titles weeded from the collections this year, to date 1400 titles have been weeded from the collection due to lack of space. As the report indicates the two largest areas of the collection that were affected was Fiction and books on tape.

Sally asked John the criteria for selecting an item to be weeded, John stated that he looks at what is hot in fiction catalog (recommended titles) and circulation figures to identify potential titles to weed out.

#### **Treasurer's Report**

The Treasurer's Report was submitted by Steve Fair and discussed (attached to file copy of minutes).

#### **Building Committee Report**

Rhonda Gurney reported. Last night (November 19<sup>th</sup>) we met with the selectman after the special trustees meeting to formally request the selectman to talk to the Riverway to acquire the suggested site the building committee presented to the library trustees. Rhonda felt the meeting went well and there was enthusiasm regarding this. The selectman agreed to meet with the Riverway on December 8<sup>th</sup> to discuss. Rhonda had to go to Town Hall on other business so asked if they needed anything else (nothing at this point), and asked if the town assessor would be assessing the property at the Riverway and the present library. The assessor has done the current library but not formally. On November 29 a community forum will be presented at 7:00 pm in the music room of the high school. Various people will speak; someone from the planning board discussing the master plan, someone from Old Town Hall committee, Tony

Bergeron is going to speak regarding the one-way loop as he has permission from the selectman to move forward with this. He is going to speak on how this relates to the library, how this all came together with the Charette and the master plan, and how we feel there is good public support for this. Question was asked if there was a public vote needed for the one-way loop at the March meeting; Rhonda noted no vote is needed as this has already been approved. Only item needed to vote on were expenditures of \$6,000 for barriers, etc. Sally asked if there was a cost for the cut-through, this is not an issue as it is just a reconfiguration of roads.

Paul Pratt asked to be heard, he thought the meeting with the selectman was interesting and basically well done last night but thought the gallery overstepped. He felt an individual came close to slandering the trustees, saying negative things about this trustees as constituted in the past. Specifically one member of gallery said the past board was crazy to suggest Ski-Tow Hill, and they did not know what they were doing (Lisa interjected that she did not think he used that language). He was disappointed that the current library trustee members at the meeting said nothing to defend the trustees past decision regarding Ski-Tow Hill and this was wrong and thinks this person should apologize to the Trustees.

Sally went on record stating the current site serves the interest of the Riverway Corporation.

Lisa asked if now was an appropriate time to ask about reimbursement for personal expenditures made on Library matters. John Mapley explained these are normally presented to the Chairman for his approval. If it is a proper and reasonable expense, the Chairman signs off, if not, he would bring it to the trustees for discussion.

Sally expressed safety concerns about the Riverway site, lack of parking, the proximity to the street (particularly with cars stopping on the street for someone to run into library creating hazards) and the river (both safety concerns for young children). Rhonda agreed that the site does have issues, but they are being addressed and noted that this is why they are having public forums and meetings to discuss these issues and asked any and all of those with concerns to attend.

A request was made for the rendering of the building if expanded and showing the proximity to the old town hall, Rhonda thought this could be done.

Sally asked if the shoreland protection provision was considered and if it would impact the site, Rhonda reported that this is being researched.

Rhonda went on to say that this is all a learning process and this is why we are doing the research, and having meetings to actively solicit public and professional input to answer these questions and concerns.

#### **Endowment Proposal Status Report (Betty/Betsy)**

Betty was not present; John Walden noted the Friends have not had further discussion on this.

#### **By Law Signing**

Paul Pratt reported everyone except for himself and Lisa had signed the amended by-laws. Paul reported the principal change was relating to the secretary's status (no longer an officer) thus facilitating a way of getting someone to serve, and notification of timing of meetings. Paul has checked with the State and feels there are no problems with these changes. Paul would like this done as soon as possible, and several questioned why the two had not signed.

Paul said Lisa had not signed, after discussion Lisa agreed to read and sign at which time Paul would sign.

**Other Business**

No other business.

Meeting adjourned at 6:45

Steve Fair, Acting Secretary exclusively for the meeting of 11/20/07

**Abbott Building Committee – Report to Library Trustees  
dated October 16, 2007**

**Misconceptions about support for the Ski Tow Hill site for a  
new Sunapee library.**

**Under ‘Evaluation of Sites’ two specific reasons were given  
for Rejecting Ski Tow Hill:  
‘Recreational Deed Restrictions & lack of public support’**

On the subject of recreational deed restrictions, I have the following input from Peter Urbach:

One of the reasons given by the Library Building Committee for rejecting the Ski Tow Hill Site from consideration as a possible library site is that there are "Recreation deed restrictions" on the land. This is incorrect.

There is a restriction in the 1958 Tilton will that bequests the Ski Tow Hill land to the Town of Sunapee. This restriction limits the use of the land to "recreational purposes". After the Town of Sunapee voted to build the library on Ski Tow Hill in 2003, the Town went to the Probate Court that has jurisdiction over the Tilton will and asked whether a library could be built on the land in view of the will restriction. The Court in consultation with Town and the Office of the Attorney General (which has jurisdiction over the "charitable trust" that is the gift of the land to the town) agreed that if certain recreational facilities (playground, skate board park, walking trails) were added to the site the terms of the will would be met and the library could be built on the site.

Therefore, by Court Order the construction of the library on the site with the additional recreational facilities is permitted within the terms of the will and there are no "Recreational deed restrictions" that apply.

On the subject of public support for the Ski Tow Hill site a question arose before, during and after the Library Trustees meeting on October 16, 2007,  
The facts are these:

1. There were 261 major donors to the campaign. That is those who contributed \$250 or more. The amounts ranged from \$250 up to \$100,000. Most of those donors were couples. Very few were single people. Some were banks, businesses and foundations which would, in most cases, have required several people to make the gift decision. I believe we can safely double the 261 number and say that those gifts came from and with the authority of more than 522 people.

2. There were 451 donors who each gave less than \$250. Most of these gifts were from couples. There is some duplication in this list where the same people gave more than once at different points in time. However I double this number to an amount of 902.
3. Enthusiastic teams organized at least six separate fund raising events raising a net of a very significant \$30,599. It is not known how many of the participants at those events were or were not donors.
4. I add the known 522 and 902 to reach a total of 1,424 as the minimum number who supported the Ski Tow Hill site with gifts of money. This is not just people who thought a library on Ski Tow Hill would be 'nice'. This is people who voted with their checks books. Out of a 'Service Population' of 3550 (quoted in the Building Committee Report of October 16, 2007) this represents 40.1%. Is this really a 'lack of public support'? Also I believe the 2005 Service Population quoted of 3,550 is based on census data and includes children. There were no child donors to the Capital Campaign. So the donors represent significantly more than 40.1% of the adult Service Population.

#### LACK OF PUBLIC SUPPORT?

### **NH Downloadable Audio Books**

The library will be joining the NH Downloadable Audio book consortium on December 3<sup>rd</sup>. I have had patrons asking about this program over the past year and so I have decided to make the service available to our patrons. The basic premise is that you will be able to download digital files of popular audio books which then can be transferred to any MP3 compatible device for listening except the Apple iPods. The iPods is not available because of the lack of licensing arrangements between Apple and Microsoft. The fee to join is \$500 per year for the content licensing and a one-time fee of \$300 to setup the service. I believe this service will be used primarily by "early adopters" of new technology.

The company providing the service is called Overdrive and anyone interested in downloading the audio books will have to install Overdrive software on their home computer in order to take advantage of the service. At this time, I will only be offering the service as a remote option which means it will be available to patrons from home but not in the library. I have participated in some online training with Overdrive so I should be able to advise anyone who is interested in trying the program.

The only patron information that Overdrive will get is a range of our patron barcode numbers and nothing else. Patrons will go to the special consortium website and choose our library from the list and then enter their barcode number and then they will be granted access to the site. Overdrive will provide statistics of use based on our patron barcodes so I will have some hard data in the coming year regarding use of the service.

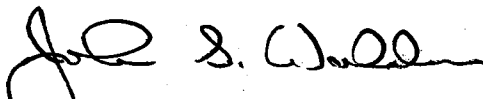
### **Computer Statistics**

The October statistics sheet shows a 54% increase in computer usage as compared to October of last year. I believe the computer usage numbers will continue to rise due to the addition of two new computers. The addition of the two new machines has eliminated waiting lists for the most part and patrons are finding computers that are free when they come in. In the past many patrons would simply leave if both workstations were being used.

### **Weeding Report**

Rhonda had asked for a report on the number of titles weeded from the collection this year and I thought I should provide this report to the entire board. So far this year we have removed just shy of 1400 items from the collection due to lack of space. As the report indicates the two largest areas of the collection that were affected were Fiction and books on tape.

Respectfully Submitted,



John Walden, Director

## Weeded Materials Summary 2007

Adult Fiction	562
Adult Non-Fiction	66
Large Print	51
Audio Books (Book Cassettes)	560
Children's Fiction	4
Children's Non-Fiction	15
YA	2
Videos	58
CD's	3
DVD's	3
Periodicals	6
Reference	52
Total	1382



**Abbott Library Trustees**

**Sunapee NH**

**November 15, 2007**

To: Trustees & Alternates  
Cc: John Walden  
From: Steve Fair  
Subject: Treasurers Report October 2007

Attached are the library financials for October, you will note that expenditures for October are well up from other months. This increase is mainly in collection expenses as significant yearly subscriptions were paid this month.

Respectfully submitted,

Steve Fair  
Treasurer

1	A	B	C	D	E	F	G	H	I	J	M	Q	S	T	U	V	W
1	a/c	\$	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Year	07 Bdgt	var.
2		<b>RECEIPTS</b>													0		
3		Friends reimbursement										1,092			1,092		
4		Book Bag Sales													0		
5		Donations for books		100		82			210	187					579		
6		Trust Fund Interest													0		
7		Interest Income	1	1		1			3		2	1			9		
9		Town Allotment	17,596	18,586	16,969	17,464	20,110	23,427	14,586	19,611	18,770	22,030			189,149		
13		<b>TOTAL RECEIPTS</b>	17,597	18,687	16,969	17,547	20,110	23,427	14,799	19,798	18,772	23,123	0	0	190,829		
14															0		
15		<b>PAYMENTS</b>													0		
16	110	Full Time Payroll	7,087	5,546	5,579	5,834	7,434	5,753	7,491	6,182	6,990	7,610			65,506	75,619	10,113
17	120	Part Time Payroll	3,918	3,337	3,299	3,490	4,595	3,511	4,171	3,386	3,672	5,047			38,426	48,937	10,511
18	209	Unused Sick													0	1,779	1,779
19	210	Health Ins		3,025	1,512	1,512	1,512	1,512	1,512	3,528	1,512	1,512			17,137	21,144	4,007
20	215	Life disab	116	116	232		232	116	116	116	116	116			1,276	1,569	293
21	220	FICA - Medic	156	126	126	132	171	131	166	136	151	180			1,475	1,794	319
22	221	Library Emp FICA	667	538	538	566	730	562	708	581	646	769			6,305	7,672	1,367
23	231	Retirements						506	392						898	6,018	5,120
24	250	Unempl. Comp													0	123	123
25	260	Workers Comp		246	31	31	31	31	31	31	31	31			494	173	-321
26		Payroll Sub total	11,944	12,934	11,317	11,565	14,705	12,122	14,587	13,960	13,118	15,265	0	0	131,517	164,828	33,311
27	341	Telephone	95	105	106	102	97	105	102	103	104	98			1,017	1,200	183
28	341	Alarm system			75			75			75				225	300	75
29	341	B Internet Access			315										315	700	385
31	342	A Computer Costs		357			497	185	535			260			1,834	1,825	-9
32	342	B Copier Lease & Service	150	150	50	200	460		484	218	100	482			2,294	2,400	106
33	365	Equipment Repairs		113		65		25		25					228	200	-28
34	410	Electricity	204	227		424	205	277	338	373	336	227			2,611	3,200	589
35	411	Heat	308		392	281									981	1,400	419

1	A	B	C	D	E	F	G	H	I	J	M	Q	S	T	U	V	W
	a/c	\$	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Year	07 Bdgt	var.
36	412	Water					220					140			360	390	30
37	413	Sewer					155					155			310	310	0
38	430	Bldg Repairs	195		156	59	393	50	50	102	59	50			1,114	2,000	886
39	520	Insurance										1,113			1,113	1,800	687
40	530	Travel													0		0
41	540	Training/meetings													0		0
42	550	Programs						345	300						645	160	-485
43	555	Advertising					550			53	54				657	300	-357
44	560	Memberships	160						140			221			521	500	-21
46	610	General Supplies		-1,747	27	98	138	-18	41	93		129			(1,239)	1,875	3,114
47	610	A Machine supplies	620				65		35			519			1,239	900	-339
49	610	C Program Supplies	35	1,770	93	380	-852	126	228	135		172			2,087	500	-1,587
52	625	Postage	200	78		95	251	234		81	82	94			1,115	1,075	-40
53	630	Office Equipment				83	56				70	324			533	640	107
54	640	Bldg Custodial Supplies			49	221				11	32	43			356		-356
55	750	Furniture		438			135								573		-573
57																	0
58	802	<b>Collections</b>													0		0
59	A	Books	523	2,468	1,020	1,983	2,385	1,757	2,854	1,761	2,102	3,594			20,447	24,000	3,553
60		less book reimbursement	(68)	(34)	(57)	(22)			(165)	(89)		(66)			(501)	0	501
61	B	Subscriptions	25									2,968			2,993	3,400	407
62	C	Non-Print	516	287		428	610	379	453	348	671	1,195			4,887	6,000	1,113
63	D	Large Print	244	219	269	216	192	218	141	267	116	216			2,098	3,000	902
64	E	Encyclopedia etc													0		0
65	F	Computer Software	995			50				72		1,275			2,392	3,940	1,548
66	G	Processing Supplies	739		216		901	100		277	228	493			2,954	2,600	-354
68		Collections sub total	2,974	2,940	1,448	2,655	4,088	2,454	3,283	2,636	3,117	9,675	0	0	35,270	42,940	7,670
70		Non-Payroll sub-total	4,941	4,431	2,711	4,663	6,458	3,858	5,536	3,830	4,029	13,702	0	0	54,159	64,615	10,456
71		<b>TOTAL PAYMENTS</b>	<b>16,885</b>	<b>17,365</b>	<b>14,028</b>	<b>16,228</b>	<b>21,163</b>	<b>15,980</b>	<b>20,123</b>	<b>17,790</b>	<b>17,147</b>	<b>28,967</b>	<b>0</b>	<b>0</b>	<b>185,676</b>	<b>229,443</b>	<b>43,767</b>
72		<b>TRANSFERS</b>															
73		To Capital Campaign															
74		To+/from- Trust & Fine															
75		To+/from- SRSB	-260														
76		<b>TOTAL PAYMENTS</b>	<b>16,625</b>	<b>17,365</b>	<b>14,028</b>	<b>16,228</b>	<b>21,163</b>	<b>15,980</b>	<b>20,123</b>	<b>17,790</b>	<b>17,147</b>	<b>28,967</b>	<b>0</b>	<b>0</b>	<b>185,676</b>		
77		<b>NET CASH in+/out-</b>	<b>972</b>	<b>1,322</b>	<b>2,941</b>	<b>1,319</b>	<b>-1,053</b>	<b>7,447</b>	<b>-5,324</b>	<b>2,008</b>	<b>1,625</b>	<b>-5,844</b>	<b>0</b>	<b>0</b>	<b>5,153</b>		
78		Opening balance at Bank	-64	908	2,230	5,171	6,489	5,436	12,833	7,584	9,592	11,217			-64		
79		Net cash in+/out-	972	1,322	2,941	1,318	-1,053	7,447	-5,323	2,008	1,625	-5,844			5,437		
80		Closing balance at Bank	908	2,230	5,171	6,489	5,436	12,883	7,510	9,592	11,217	5,373			5,373		
81																	
82		Actual per books	908	2,230	5,171	6,489	5,436	12,883	7,584	9,592	11,217	5,373			5,373		
83		Difference	0	0	0	0	0	0	-74	0	0	0	0	0	0		



Reg. Checking

Abbott Library Financial by Month1 - Oct 2007

10/1/2007 through 10/31/2007 Using 2007 Budget

11/9/2007

Page 1

Category Description	10/1/2007 Actual	- Budget	10/31/2007 Difference
<b>INFLOWS</b>			
Book Reimb.	66	0	66
Friends	1,092	0	1,092
Interest Income	1	0	1
Town allotment	22,030	19,121	2,909
<b>TOTAL INFLOWS</b>	<b>23,189</b>	<b>19,121</b>	<b>4,068</b>
<b>OUTFLOWS</b>			
110-FT wages	7,610	6,302	-1,308
120-PT wages	5,047	4,078	-969
209-Unused sick	0	148	148
210-Health Ins.	1,512	1,762	250
215-Life-Disab	116	131	15
220-FICA-Medic	180	150	-30
221-Library Emprly FICA	769	639	-130
231-Retirement	0	502	502
250-unemp.comp	0	10	10
260-Work Comp	31	14	-16
341 Telephone	98	100	2
341-A SIS	0	25	25
341B Internet	0	88	88
342A Computer	260	152	-108
342B Copier Service	0	50	50
342B Imagisitcs Lease	482	150	-332
365 Equip Rep	0	17	17
410 Electricity	227	267	40
411 Heat	0	117	117
412 Water	140	33	-108
413 Sewer	155	26	-129
430 Bldg Rep-	50	167	117
520 Insurance	1,113	150	-963
540 Trng-Mtgs	0	50	50
550 Programs	0	83	83
555 Advertising	0	25	25
560 Memberships	221	42	-179
610 General Sup	130	156	27
610A Machine Supplies	519	75	-444
610C Program Supplies	172	208	37
625 Postage	94	90	-5
640 Bldg, Custodial supplies	43	33	-10
741 Office Eq	324	0	-324
750 Furniture	0	21	21
802 Collections			
A-Books	3,594	2,100	-1,494
B-Subscriptions	2,968	283	-2,685
C-Non-Print	1,195	500	-695
D-Large Print	216	250	34
F-Computer Software	1,275	328	-947
G-collection Processing Supplies	493	217	-277
<b>TOTAL 802 Collections</b>	<b>9,742</b>	<b>3,678</b>	<b>-6,063</b>

# Abbott Library Financial by Month1 - Oct 2007

10/1/2007 through 10/31/2007 Using 2007 Budget

11/9/2007

Page 2

Category Description	10/1/2007 Actual	- Budget	10/31/2007 Difference
<b>TOTAL OUTFLOWS</b>	<b>29,034</b>	<b>19,538</b>	<b>-9,496</b>
<b>OVERALL TOTAL</b>	<b>-5,845</b>	<b>-417</b>	<b>-5,428</b>

Reg. Checking

Abbott Library Financial by Year1:7

1/1/2007 through 10/31/2007 Using 2007 Budget

11/9/2007

Page 1

Category Description	1/1/2007 Actual	Budget	10/31/2007 Difference
<b>INFLOWS</b>			
Book Reimb.	500	0	500
Friends	21,092	0	21,092
Interest Income	9	0	9
Reimbursements	24	0	24
Town allotment	189,149	191,211	-2,061
Sunapee Library Return Fund Account	25	0	25
FROM LSB-TRUST & FINE	21,427	0	21,427
<b>TOTAL INFLOWS</b>	<b>232,227</b>	<b>191,211</b>	<b>41,016</b>
<b>OUTFLOWS</b>			
110-FT wages	65,506	63,016	-2,490
120-PT wages	38,426	40,781	2,355
209-Unused sick	0	1,483	1,483
210-Health Ins.	17,139	17,620	481
215-Life-Disab	1,276	1,308	32
220-FICA-Medic	1,475	1,495	20
221-Library Emplry FICA	6,305	6,393	89
231-Retirement	898	5,015	4,117
250-unemp.comp	0	103	103
260-Work Comp	492	144	-347
341 Telephone	1,017	1,000	-17
341-A SIS	225	250	25
341B Internet	315	883	568
342A Computer	2,659	1,521	-1,138
342B Copier Service	113	500	387
342B Imagisitics Lease	2,296	1,500	-796
365 Equip Rep	115	167	52
410 Electricity	2,612	2,667	55
411 Heat	981	1,167	186
412 Water	360	325	-35
413 Sewer	310	258	-52
430 Bldg Rep-	1,114	1,667	553
520 Insurance	1,113	1,500	387
540 Trng-Mtgs	0	500	500
550 Programs	645	833	188
555 Advertising	657	250	-407
560 Memberships	521	417	-104
610 General Sup	600	1,563	962
610A Machine Supplies	1,237	750	-487
610C Program Supplies	3,069	2,083	-986
612 New Library Study Exp.	43	0	-43
625 Postage	1,116	896	-220
640 Bldg, Custodial supplies	365	333	-32
741 Office Eq	450	0	-450
750 Furniture	573	208	-364
790 Other Capit	2,090	0	-2,090
802 Collections			
A-Books	20,447	21,000	553
B-Subscriptions	2,993	2,833	-160

# Abbott Library Financial by Year1:7

1/1/2007 through 10/31/2007 Using 2007 Budget

11/9/2007

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Category Description	1/1/2007 Actual	Budget	10/31/2007 Difference
C-Non-Print	4,888	5,000	112
D-Large Print	2,099	2,500	401
F-Computer Software	37,776	3,283	-34,493
G-collection Processing Supplies	2,955	2,167	-789
<b>TOTAL 802 Collections</b>	<b>71,158</b>	<b>36,783</b>	<b>-34,375</b>
<b>TOTAL OUTFLOWS</b>	<b>227,269</b>	<b>195,378</b>	<b>-31,892</b>
<b>OVERALL TOTAL</b>	<b>4,958</b>	<b>-4,167</b>	<b>9,125</b>