

Directors Report – September 2017

Follow up items

- Security camera disclosure
- MLS Bibliotemps service – action needed

Meetings and Events attended

- Facilities Director Gerry Boyle, Scott Brinch DPW Director Jay Marcotte, HR Director Jessica Porter, Friends Treasurer Sue Black, Lyn Hamer -Graphic Designer, Town Treasurer Floyd Carmen, Mike McHale – Bostonwood, Belmont Library Department Heads, Effective Leadership Development Program (4), Jen Campbell -JCH Consulting, Belmont Library Foundation Board, Friends of the Library Board, Council On Aging Focus Group, HS Building Committee Architect, MBLC State Aid Workshop, MLN Membership Committee, Planning Board, Board of Selectmen (3), Paul Reiss – Galaxy Integrated Technologies

Building and Grounds

- Review of Spreadsheet
- Volunteers supporting grounds
- Carpet installed on 3rd floor balcony
- Door Counter sent in for repairs

Facilities Projects

- Security camera installation completed – Network updates needed before feed goes live
- Boiler installation completed, only the flue liner work remains, currently in process
- Update on FY18 Capital Projects

General Update

- Facilities Director set to retire
- Rachel Moir begins as Young Adult Librarian, Chris Tremblay begins as Reference Librarian
- Awaiting self check out machine replacements
- 150 years of the Belmont Library in 2018 – Idea on deck
- Dial M For Movies!

Incidents

- September 7th, 2017 – Car scratched

Current Fiscal Year Data Comparison



Key Performance Indicators

	Last Year												
	Current month	Month comparison	Jul 2017	Jun 2017	May 2017	Apr 2017	Mar 2017	Feb 2017	Jan 2017	Dec 2016	Nov 2016	Oct 2016	Sep 2016
Circulation - Total	49,092	48,876	48,794	44,753	47,846	48,830	54,175	45,489	47,239	43,359	45,386	45,995	42,866
Circulation - Adult (books/magazines)	10,750	11,066	10,195	9,924	10,335	10,087	11,317	9,308	10,418	9,399	9,408	10,040	9,709
Circulation - YA print (books/magazines)	2,750	2,550	2,680	2,356	1,782	1,885	1,907	1,628	1,579	1,534	1,737	1,721	1,790
Circulation - Children's print (books/magazines)	19,896	19,410	19,831	17,933	20,324	21,230	23,731	19,512	19,326	16,518	19,265	19,625	17,270
Circulation - Adult Audio Visual	8,766	9,163	8,830	8,207	9,345	9,174	10,252	8,770	9,412	9,603	8,852	8,818	8,410
Circulation - YA Audio Visual	72	86	64	50	67	66	60	42	85	81	75	88	92
Circulation - Children's Audio Visual	2,819	3,150	2,753	2,522	2,582	2,858	3,224	2,697	2,763	2,767	2,834	2,656	2,431
Circulation - downloads (eBooks/eAudiobooks)	3,779	3,228	4,103	3,329	3,191	3,302	3,519	3,303	3,410	3,254	2,999	2,862	2,977
Network Transfers - items borrowed													
Network Transfers - items loaned													
Registered Borrowers													
Reference Questions	4,004	3,481	2,874	2,471	2,681	2,999	3,589	3,090	2,883	2,708	3,327	3,455	2,898
Programs Offered (total)	30	30	31	33	56	71	76	55	63	55	65	56	44
Adult Programs	12	4	11	9	16	18	15	16	15	13	16	12	15
YA Programs	1	5	1	7	5	17	16	11	7	11	14	10	8
Children's Programs	17	21	19	17	35	36	45	28	41	31	35	34	21
Programs Attendance (total)	1,806	992	1,290	955	1,625	1,771	2,664	1,707	1,851	1,684	1,524	1,579	1,360
Adult Programs Attendance	690	103	237	112	211	325	486	590	256	224	217	162	284
YA Programs Attendance	30	91	8	91	52	201	297	168	103	242	190	264	167
Children's Programs Attendance	1,086	798	1,045	752	1,362	1,245	1,881	949	1,492	1,218	1,117	1,153	909
Meeting Room Use	45	46	37	44	78	92	98	66	80	72	86	82	64
Museum Pass Use	247	256	283	238	228	261	174	180	203	171	186	164	176
Use of Library Computers	1,852	1,873	1,302	617	1,955	1,947	2,248	1,895	1,947	1,676	1,795	1,935	1,577
Use of Library Wireless													
Visits to Library Website													
Volunteers	16	51	17	17	12	36	51	43	57	49	44	47	38
Volunteer hours worked	71.50	308.00	108.00	126.75	125.50	206.75	298.00	176.25	193.75	199.75	189.25	225.75	212.75
Holdings - Books and other print													
Holdings - Aduio Visual (DVDs/CDs)													
Holdings - Downloadable (eBooks/eAudio/video)													
Holdings - Total													

August 2017



Current Fiscal Year Data Comparison

Key Performance Indicators

	FY17	FY16	FY15	FY14	FY13
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	562,579	557,469	536,824	555,696	531,572
Circulation - Adult (books/magazines)	121,002	124,061	120,027	128,476	128,453
Circulation - YA print (books/magazines)	23,424	21,516	20,486	22,456	20,471
Circulation - Children's print (books/magazines)	233,689	226,867	219,182	220,719	208,387
Circulation - Adult Audio Visual	108,748	110,921	106,847	119,738	117,716
Circulation - YA Audio Visual	870	894	1,029	1,229	1,129
Circulation - Children's Audio Visual	33,572	36,809	43,901	48,062	49,324
Circulation - downloads (eBooks/eAudiobooks)	38,552	34,639	24,441	15,491	11,677
Network Transfers - items borrowed					
Network Transfers - items loaned					
Registered Borrowers					
Reference Questions	36,646	37,526	34,883	37,988	38,424
Programs Offered (total)	645	566	495	443	399
Adult Programs	156	139	101	53	47
YA Programs	117	91	55	75	52
Children's Programs	372	336	339	315	300
Programs Attendance (total)	19,186	16,620	14,012	14,327	13,176
Adult Programs Attendance	3,061	2,517	940	1,278	1,599
YA Programs Attendance	1,900	1,213	799	1,276	772
Children's Programs Attendance	14,225	12,890	12,273	11,773	10,805
Meeting Room Use	855	781	695	675	651
Museum Pass Use	2,525	2,592	2,473	2,567	2,407
Use of Library Computers	21,116	22,343	21,019	24,399	23,903
Use of Library Wireless					
Visits to Library Website					
Volunteers	500.00	244.00			
Volunteer hours worked	2,580.00	1,265.30			
Holdings - Books and other print					
Holdings - Audio Visual (DVDs/CDs)					
Holdings - Downloadable (eBooks/eAudio/video)					
Holdings - Total					

Patron Traffic

Month: August 2017

	Main Entrance	Childrens Room	Assembly Room	Daily Total	
1	792		256	1,048	Battery
2	696	779	515	1,990	
3	611	730	333	1,674	
4	655	733	384	1,772	
5	549	602	172	1,323	
6	--	--	--		
7	429	439	176	1,044	
8					
9	1662	1933	603	4,198	
10	642	737	877	2,256	
11	667	825	1259	2,751	
12	497	699	127	1,323	
13	--	--	--		
14	631	1469	435	2,535	
15	686	669	185	1,540	
16	684	936	183	1,803	
17	676	837	259	1,772	
18	737	927	202	1,866	
19	609	671	82	1,362	
20	--	--	--		
21	398	1216	167	1,781	
22	1739	1273	169	3,181	
23	812	1170	136	2,118	
24	547	592	52	1,191	Battery
25	747	731	63	1,541	Battery
26	601	572	2	1,175	Battery
27	--	--	--		
28	370	373	19	762	Battery
29	879	883	15	1,777	Battery
30	692	860	14	1,566	Battery
31	732	761	5	1,498	Battery

Monthly total

46,847

BELMONT PUBLIC LIBRARY EXPENDITURES										18-Sep-17 1:01 PM
			SEPT	2017						
		ORIG./ADJ. APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT SEPT	SPENT JULY-SEPT	BALANCE	PROJECTED 3 MONTHS	% EXP	
LIBRARY ADMINISTRATION										
16111										
511000	SALARIES, FULL TIME	168,801.00		168,801.00	9,682.20	35,651.10	133,149.90	42,200.25	21.1%	
514800	LONGEVITY	775.00		775.00	0.00	0.00	775.00	193.75	0.0%	
517000	HEALTH INSURANCE	16,690.00		16,690.00	0.00	0.00	16,690.00	4,172.50	0.0%	
517800	MEDICARE	2,459.00		2,459.00	0.00	0.00	2,459.00	614.75	0.0%	
16112										
524500	MAINTENANCE OFFICE EQUIP	5,625.00		5,625.00	0.00	0.00	5,625.00	1,406.25	0.0%	
530001	MEDICAL REPORTS & BILLS	326.00		326.00	0.00	0.00	326.00	81.50	0.0%	
531700	EMPLOYEE TRAINING	367.00		367.00	0.00	0.00	367.00	91.75	0.0%	
531900	ADVERTISING & PUBLIC RELA	500.00		500.00	0.00	0.00	500.00	125.00	0.0%	
534500	POSTAGE	2,800.00		2,800.00	41.95	1,295.74	1,504.26	700.00	46.3%	
534700	PRINTING	1,575.00		1,575.00	261.97	261.97	1,313.03	393.75	16.6%	
542100	OFFICE SUPPLIES	975.00		975.00	0.00	73.68	901.32	243.75	7.6%	
571000	IN-STATE TRAVEL	390.00		390.00	0.00	0.00	390.00	97.50	0.0%	
573000	DUES & MEMBERSHIP	610.00		610.00	0.00	217.00	393.00	152.50	35.6%	
	TOTAL LIBRARY ADMIN	201,893.00	0.00	201,893.00	9,986.12	37,499.49	164,393.51	50,473.25	18.6%	
LIBRARY PLANT OPERATIONS										
16141										
511000	SALARIES, FULL TIME	55,303.00		55,303.00	3,270.66	11,992.42	43,310.58	13,825.75	21.7%	
511100	SALARIES, PART TIME	8,929.00		8,929.00	219.24	809.48	8,119.52	2,232.25	9.1%	
513000	OVERTIME	10,352.00		10,352.00	1,199.23	3,366.02	6,985.98	2,588.00	32.5%	
514100	SPECIALTY PAY/STIPEND	260.00		260.00	15.00	55.00	205.00	65.00	21.2%	
514800	LONGEVITY	450.00		450.00	0.00	0.00	450.00	112.50	0.0%	
517000	HEALTH INSURANCE	6,160.00		6,160.00	0.00	0.00	6,160.00	1,540.00	0.0%	
517200	WORKER'S COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
517800	MEDICARE	1,104.00		1,104.00	0.00	0.00	1,104.00	276.00	0.0%	
519900	UNIFORM	820.00		820.00	0.00	820.00	0.00	205.00	100.0%	
16142										
522800	GAS	20,903.00		20,903.00	0.00	125.07	20,777.93	5,225.75	0.6%	
522900	ELECTRICITY	44,116.00		44,116.00	0.00	3,690.53	40,425.47	11,029.00	8.4%	
523100	WATER	5,250.00		5,250.00	0.00	0.00	5,250.00	1,312.50	0.0%	
523400	ENERGY CONSERVATION	8,690.00		8,690.00	0.00	0.00	8,690.00	2,172.50	0.0%	
524300	MAINTENANCE BUILDING	116,692.00		116,692.00	6,652.31	20,346.91	96,345.09	29,173.00	17.4%	
524306	R&M HVAC CONTRACT SERVIC	16,698.00		16,698.00	0.00	0.00	16,698.00	4,174.50	0.0%	
545000	CUSTODIAL SUPPLIES	12,625.00		12,625.00	21.47	2,035.64	10,589.36	3,156.25	16.1%	
548900	GASOLINE	398.00		398.00	4.81	4.81	393.19	99.50	1.2%	
	TOTAL LIBRARY PLANT OPER	308,750.00	0.00	308,750.00	11,382.72	43,245.88	265,504.12	77,187.50	14.0%	

Work Orders Currently in Process							Status
Ticket Number	Date of Creation	Today	Days Open	Date Closed	Issue	Description	
#18728	9/14/2016	9/21/2017	372		2nd floor windows	Many of the windows won't open, many others open and won't stay open. New hardware is needed in many cases, in other cases new windows are needed.	Facilities staff came by on 9/19/17 to check out certain windows and ask questions. This has happened before, but perhaps it's back atop the list.
#22024	3/13/2017	9/21/2017	192		Cement slab	A cement slab has fallen off of the front of the building below the front fencing under the windows near the bushes. It's costly to replace, but only aesthetics.	Met with a Mason to review. Awaiting a repair quote. Mason suggested that this is a cosmetic repair only, will wait to review cost.
#24086	8/14/2017	9/21/2017	38		Pot hole	In the 15 minute space there is a pot hole now about 2 feet long by 3 feet wide	Heard from Mike Santoro on 9/18/17 - it will be taken care of soon (within a week)
#24106	8/15/2017	9/21/2017	37		Parking Lot	"No Parking" needs to be rewritten on the fire lanes	Likely will wait until the spring when the entire lot will be the focus of a larger project (curbs, new lines)
#24255	8/28/2017	9/21/2017	24		Roof Inspection Needed	Board of Trustees request a roof inspection be done to measure any urgent repairs that might be needed	Have reached to Foley Buhl Roberts & Associates (September 15th) awaiting outcome, reached back on 9/18/17 for update on process
Facilities Projects							
The Durkin Company	7/1/2017	9/21/2017	82		Contract needed.	1st two months with The Durkin Company has gone great, working now to establish a contract as agreed on in the Memorandum of Understanding	Contract Draft submitted on 8/17/19, on 9/5/17 Facilities requested that vendor create a vendor contract. It has been received and they are awaiting more information.
Boiler Security System	7/1/2016	9/21/2017	447		New boiler work in process	Installation Complete, Electrical Complete, Joint fitting complete, welding complete	Venting and Insulation still in progress.
					Security system installed.	Cameras and wiring installation is complete.	System yet to be brought online, waiting for project at Police Department to be completed.
FY 18 Capital Projects							
	7/1/2017	9/21/2017	82		Gutter replacement	Spec being written.	Schedule for August - October
	7/1/2017	9/21/2017	82		Stairwell tile abatement	Spec received.	Schedule for October - December
	7/1/2017	9/21/2017	82		Light replacement	Spec received on 9/12/17 (Facilities has asked for more time to review)	Schedule for September - January
	7/1/2017	9/21/2017	82		Quiet study room	Carpet installed	Schedule for November - February
	7/1/2017	9/21/2017	82		Parking lot work	Project has yet to begin.	Schedule for April - May

RECAP OF LIBRARY FUNDS FOR FISCAL YEAR 2017

LIBRARY FUNDS	OPENING BALANCE 7/1/2017	DONATIONS OR TRANSFERS IN	INCOME	EXPENDITURES OR TRANSFERS OUT	ENDING BALANCE 6/30/2017
Library Gift Fund	\$186,434.17		\$3,608.91	1,999.58	188,043.50
Michael E Deluty	16,331.66		311.09	468.76	16,173.99
Katharine W Atkins	23,097.46		439.95	663.99	22,873.42
Margaret Wrisley	19,981.50		380.60	574.07	19,788.03
Esther Burdick	13,007.30		247.78	372.82	12,882.26
Blanche Howe Jenney	17,606.53		335.36	505.54	17,436.35
Jane Gray Children's Educ Fund	608,958.51		11,597.83	17,570.62	602,985.72
Dustan Library Bequest	346,208.41		6,702.91		352,911.32
Library Capital Building Fund	28,065.34		543.38		28,608.72
Jane Gray EXPENDITURE FUND 72	8,937.12	17,570.62		16,466.83	10,040.91
SPECIAL FUND EXPENDITURE FUND 7	5,778.17	2,585.18		438.36	7,924.99
TOTAL	\$1,274,406.17	\$20,155.80	\$24,167.81	\$39,060.57	\$1,279,669.21

FY 2017 TRUSTEE FUNDS ACTIVITY									
SPECIAL FUNDS	Notes	OPENING BALANCE 7/1/2016	WITHDRAWAL OF 80% FY16 INCOME	ACTUAL EXPENDITURE FY17	DEPOSITS FY17	TOTAL	PERCENT OF TOTAL	FY17 INCOME CARRY TO FY2018	ENDING BALANCE 6/30/2017
Michael E Deluty Fund	Holistic - Medical	\$ 16,331.66	\$ 468.76	\$ 21.96	\$ -	\$ 15,862.90		\$ 311.09	\$ 16,173.99
Katharine W Atkins Fund	Special Books	23,097.46	663.99	-	-	\$22,433.47		439.95	22,873.42
Margaret Wrisley Fund	Special Books	19,981.50	574.07	79.10	-	\$19,407.43		380.60	19,788.03
Esther Burdick Fund	Horticulture	13,007.30	372.82	140.93	-	\$12,634.48		247.78	12,882.26
Blanche Howe Jenney Fund	Special Books	17,606.53	505.54	196.37	-	\$17,100.99		335.36	17,436.35
Special Fund "72" expenditure	Cash Fund	5,778.17		438.36	2,585.18	\$8,363.35			7,924.99
Jane Dustan Children's Ed Fund	Children's	608,958.51	17,570.62		-	\$591,387.89		11,597.83	602,985.72
Jane Dustan Children's Expense	Cash Fund	8,937.12		16,466.83	17,570.62				10,040.91
Jane Dustan Bequest	Cash Fund	346,208.41			-	\$346,208.41		6,702.91	352,911.32
Capital Building Fund	Building	28,065.34			-	\$28,065.34		543.38	28,608.72
TOTAL SPECIAL FUNDS		\$ 1,087,972.00	\$ 20,155.80	\$ 16,905.19	\$ 20,155.80	\$ 1,061,464.26		\$ 20,558.90	\$ 1,091,625.71
LIBRARY GIFT FUNDS	Notes	OPENING BALANCE 7/1/2016	WITHDRAWAL OF 80% FY16 INCOME	ACTUAL EXPENDITURE FY17	DEPOSITS FY17	TOTAL	PERCENT OF TOTAL	FY17 INCOME CARRY TO FY2018	ENDING BALANCE 6/30/2017
Frances Apt	Children's	\$ 9,495.36				\$ 9,495.36	5.09%	\$ 183.81	\$ 9,679.16
Alice B. Curtis Bequest	Non-fiction	5,683.68		74.57	-	5,683.68	3.05%	110.02	5,719.13
Clafin Fund	History	21,608.28		981.40	-	21,608.28	11.59%	418.28	21,045.17
Dr. Small Bequest	Non-fiction	5,738.49		78.11	-	5,738.49	3.08%	111.08	5,771.46
Lucy Luard Bequest	Art/crafts	2,803.54			-	2,803.54	1.50%	54.27	2,857.81
Rachel Atkins Bequest	Art/crafts	14,014.13		207.40	-	14,014.13	7.52%	271.28	14,078.01
Kaplan Fund	Unrestricted	6,216.22		42.32	-	6,216.22	3.33%	120.33	6,294.23
Dressler Fund	Biography	14,854.60		108.84	-	14,854.60	7.97%	287.55	15,033.31
Van Norden Fund	Music	8,172.59		27.25	-	8,172.59	4.38%	158.20	8,303.54
Regina O'Brien	Irish studies	2,219.27		30.46	-	2,219.27	1.19%	42.96	2,231.77
Edith Mintz Fund	Classical literature	1,308.58			-	1,308.58	0.70%	25.33	1,333.91
Richard Lenk	General	16,433.31		57.95	-	16,433.31	8.81%	318.11	16,693.47
Belmont Village Hill	Unrestricted	4,842.55			-	4,842.55	2.60%	93.74	4,936.29
Dr. Samuelson		2,540.85			-	2,540.85	1.36%	49.18	2,590.04
Mildred A. Manfredi-King		1,123.57			-	1,123.57	0.60%	21.75	1,145.32
Mary Claire Phelan	Staff Development	1,907.89			-	1,907.89	1.02%	36.93	1,944.82
Misc. Dedicated Fund		36,572.57			-	36,572.57	19.62%	707.96	37,280.53
Misc.-Unrestricted Fund		30,898.69		391.28	-	\$ 30,898.69	16.57%	\$ 598.12	\$ 31,105.53
TOTAL LIBRARY GIFT FUNDS		\$ 186,434.17		\$ 1,999.58	\$ -	\$ 186,434.17	100.00%	\$ 3,608.91	\$ 188,043.50
TOTAL FUNDS		\$ 1,274,406.17	\$ 20,155.80	\$ 18,904.77	\$ 20,155.80	\$ 1,274,406.17		\$ 24,167.81	\$ 1,279,669.21
Small Gifts		Opening Bal 7/1/2016	Expenditures FY17	New Gifts FY17				Ending Bal 6/30/2017	
		\$ 9,541.18	\$ 1,647.07	\$ 3,799.00				\$ 11,693.11	

FY 2018 TRUSTEE FUNDS TO SPEND						
SPECIAL FUNDS	Notes	A OPENING BALANCE 7/1/2017	B INCOME EARNED FY17	C WITHDRAWAL OF 80% IN FY18	D TOTAL	ENDING BALANCE 6/30/2017
Michael E Deluty Fund	Holistic - Medical	\$ 16,173.99	\$ 311.09	\$ 248.87	\$ 15,925.12	\$ 15,925.12
Katharine W Atkins Fund	Special Books	22,873.42	439.95	351.96	22,521.46	22,521.46
Margaret Wisley Fund	Special Books	19,788.03	380.60	304.48	19,483.55	19,483.55
Esther Burdick Fund	Horticulture	12,882.26	247.78	198.22	12,684.04	12,684.04
Blanche Howe Jenney Fund	Special Books	17,436.35	335.36	268.29	17,168.06	17,168.06
Special Fund '72" Expenditure	Cash Fund	7,924.99			7,924.99	7,924.99
Jane Dustan Children's Ed Fund	Children's	602,985.72	11,597.83	9,278.26	593,707.46	593,707.46
Jane Dustan Children's Expense	Cash Fund	10,040.91			10,040.91	10,040.91
Jane Dustan Bequest	Building	352,911.32	6,702.91		352,911.32	352,911.32
Capital Building Fund	Building	28,608.72	543.38		28,608.72	28,608.72
TOTAL SPECIAL FUNDS		\$ 1,091,625.71	\$ 20,558.90	\$ 10,650.09	\$ 1,080,975.62	\$ 1,080,975.62
LIBRARY GIFT FUNDS						
		A OPENING BALANCE 7/1/2017	B INCOME EARNED FY17	C WITHDRAWAL OF 80% IN FY18	D TOTAL	ENDING BALANCE 6/30/2017
Frances Apt	Children's	\$ 9,679.16	\$ 183.81	\$ 147.05	\$ 9,532.11	\$ 9,532.11
Alice B. Curtis Bequest	Non-fiction	5,719.13	110.02	88.02	5,631.11	5,631.11
Clafin Fund	History	21,045.17	418.28	334.63	20,710.54	20,710.54
Dr. Small Bequest	Non-fiction	5,771.46	111.08	88.87	5,682.59	5,682.59
Lucy Luard Bequest	Art/crafts	2,857.81	54.27	43.42	2,814.39	2,814.39
Rachel Atkins Bequest	Art/crafts	14,078.01	271.28	217.02	13,860.99	13,860.99
Kaplan Fund	Unrestricted	6,294.23	120.33	96.26	6,197.97	6,197.97
Dressler Fund	Biography	15,033.31	287.55	230.04	14,803.27	14,803.27
Van Norden Fund	Music	8,303.54	158.20	126.56	8,176.98	8,176.98
Regina O'Brien	Irish studies	2,231.77	42.96	34.37	2,197.40	2,197.40
Edith Mintz Fund	Classical literature	1,333.91	25.33	20.26	1,313.65	1,313.65
Richard Lenk	General	16,693.47	318.11	254.49	16,438.98	16,438.98
Belmont Village Hill	Unrestricted	4,936.29	93.74	74.99	4,861.30	4,861.30
Dr. Samuelson		2,590.04	49.18	39.35	2,550.69	2,550.69
Mildred A. Manfredi-King		1,145.32	21.75	17.40	1,127.92	1,127.92
Mary Claire Phelan	Staff Development	1,944.82	36.93	29.55	1,915.27	1,915.27
Misc. Dedicated Fund		37,280.53	707.96	566.36	36,714.17	36,714.17
Misc.-Unrestricted Fund		\$ 31,105.53	\$ 598.12	\$ 478.50	\$ 30,627.03	\$ 30,627.03
TOTAL LIBRARY GIFT FUNDS		\$ 188,043.50	\$ 3,608.91	\$ 2,887.13	\$ 185,156.37	\$ 185,156.37
TOTAL FUNDS		\$ 1,279,669.21	\$ 24,167.81	\$ 13,537.22	\$ 1,266,131.99	\$ 1,266,131.99