



Board of Trustees Meeting

Agenda

KCLS Service Center / Hybrid
Wednesday, July 29, 2026
5:00 PM

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If you would like to speak during the Public Comment, please email
BoardMeetingSupport@kcls.org by 4:00pm on February 28.

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes - June 24, 2026
- D. Public Comment

In the interest of time and to allow as many members of the public the opportunity to speak, comments are limited to three (3) minutes if speaking on one's behalf or five (5) minutes if speaking on behalf of a group or organization.

Commenters should refrain from using the public comment period to engage in speech or conduct that disrupts, disturbs or otherwise impedes the orderly conduct of a meeting, including derogatory remarks, profanity, or personal attacks.

- E. Finance and Facilities Reports
 - 1. Monthly Finance Report: Erhiza Rivera
 - 2. Investments: Erhiza Rivera
- F. Action Items
 - 3. Approval of Monthly Expenditures
- G. Staff and Director's Reports
 - 4. KCLS Foundation Update: Lisa Yamasaki
 - 5. Quarterly Director's Report: Heidi Daniel
- H. Board Committee Reports



Board of Trustees Meeting

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- I. Trustees' Reports
- J. Adjournment



King County Library System

Board of Trustees Meeting Minutes

Auburn Library/Hybrid | June 24, 2026, 5pm

Present

KCLS Board

Liz Callahan
Crystal Goodwin
Jeffery Guddat
Ranil Herath
Harish Kulkarni*
Srini Raghavan*

KCLS Staff

Maria Bassett
Angie Benedetti
Heidi Daniel
Lisa Fraser
Angie Miraflor
Dominica Myers
Danielle Perry
Cecie Streitman
Lisa Yamasaki
Donna Zirkle

**attended remotely*

Motions Approved

1. Board Meeting agenda
2. May 27, 2026 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

Call to Order

Secretary Jeff Guddat called the meeting to order at 5:04pm. Secretary Guddat, Liz Callahan, Ranil Herath and Crystal Goodwin were in attendance in person. Srini Raghavan and Harish Kulkarni attended remotely. There was a quorum.

Approval of Agenda

Crystal Goodwin moved approval of the Board Meeting agenda. Harish Kulkarni seconded, and the motion passed unanimously.

Jeff Guddat welcomed new Trustees Liz Callahan and Ranil Herath.

Approval of Board Minutes

Liz Callahan moved approval of the May 27, 2026 Board Meeting minutes. Ranil Herath seconded the motion. All voted in favor and the motion passed unanimously.

Public Comment

There was no public comment.

Finance and Facilities Report

Finance and Facilities Director Donna Zirkle presented the Finance report as of the end of May 2026. Year-to-date (YTD) revenues were \$77.9M, against the yearly revenue budget of \$155M, which is 50%. YTD expenses were \$65.9M, which is 40% of the total expense budget of \$165.4M. CIP expenses YTD at the end of May were \$2.8M accounting for 19% of the total budget of \$14.5M.

Donna provided an update on the installation of the new central sorter in Renton, which is now up and running. It is one of the largest sorting systems in North America, capable of processing 8,000 items per



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hour and up to 32,000 items per day on a five-hour shift. The old sorting machine in Preston is being decommissioned. A ribbon cutting is in the planning stages; the Board will be invited.

Approval of Monthly Expenditures

Liz Callahan moved approval of Payroll expenditures for May in the amount of \$3,701,417.90: (5/08) Ck#00202782-00202792; 259329568-259330750; (5/22) Ck#00202793-00202805; 267449561-267450734. **Srini Raghavan seconded, and the motion passed unanimously.**

Crystal Goodwin moved approval of General Fund #0010 expenditures for May in the amount of \$8,001,017.94: Travel Advances – Ck#1578-1584; (5/07) Ck#5016289-5016292; 1166251-1166341 (5/12) Ck#1166342-1166344; (5/14) Ck#5016293-5016295; 1166345-1166465; (5/18) Ck#1166466; (5/21) Ck#5016296-5016325; 1166467-1166558; (5/22) Ck#1166559; (5/29) Ck#1166560-1166669; 5016326; (6/04) Ck#5016327-5016361; 1166670-1166762. Voids – Ck#1166466. **Ranil Herath seconded, and the motion passed unanimously.**

Staff Reports

Rainier Region Update

Regional Manager David Wright welcomed the Board to the Auburn Library and introduced co-presenter Diana Miranda, the Librarian and Information Services Manager for the region.

David provided an overview of the Rainier Region, which serves approximately 180,000 residents across six libraries in South King County and a small portion of Pierce County: Algona-Pacific, Auburn, Black Diamond, Covington, Enumclaw, and Muckleshoot, the only KCLS library located on tribal land. Citing the 2025 KCLS Demographic Analysis Report, he noted that 42% of Rainier residents identify as BIPOC, that patrons speak a wide range of languages beyond English and Spanish, and that 27% of the region's population is under age 20, the highest of any KCLS region.

David reviewed the four service directions from the 2024 KCLS Service Strategy that guide the region's work, providing the structure for the evening's presentation: Student Success and Lifelong Learning; Engaging with Books and Reading; Making Meaningful Connections, and Obtaining Trustworthy Information.

Student Success and Lifelong Learning: Diana described close partnerships with the Auburn, Kent, Enumclaw, and Muckleshoot school districts, including work in 30 Title 1 and Learning Assistance Program schools, informal learning programs such as Math Club and STEM programming, and internship opportunities for Muckleshoot youth and adults. She noted adult programming and partnerships with



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organizations such as WorkSource and the King County Repair Program, along with offsite programming to reduce access barriers.

Engaging with Books and Reading: Diana highlighted weekly Story Times in multiple languages, programs such as Reading with Rover, and community literacy events including Fiestas at Auburn and Covington. She noted the region's expanding World Language and special interest collections, including materials in Hindi, Punjabi, Ukrainian, and Marshallese, a Genealogy Collection at Auburn, and an Indigenous Peoples Pacific Northwest collection at Muckleshoot.

Making Meaningful Connections: David talked about community-building programs including chess clubs and tournaments; arts partnerships that bring music, dance, and visual art to patrons, and programs supporting belonging among LGBTQIA+ and shelter youth populations. He also described the region's longstanding relationship with the Muckleshoot Tribe and Tribal College, including the Muckleshoot Internship Program, regular collaborative meetings, joint programming, and expanded materials by Indigenous authors.

Obtaining Trustworthy Information: For the final section, Diana described regular information tables, a monthly resource fair at Auburn, and partnerships with community organizations providing patrons access to local resources, including Welcoming Center hours for Ukrainian and Spanish speaking communities.

David closed by noting that Rainier staff presented at the Public Library Association (PLA) conference this year on serving teens and young adults in rural areas, drawing interest from a library system in Minnesota. He thanked the Board for attending.

Government Relations Update

Government Relations Manager John Sheller gave his annual report to the Board. John described KCLS' ongoing engagement with elected officials across its service area, noting that his role focuses on educating officials about KCLS' impact and connecting Executive Director Heidi Daniel with policymakers on relevant issues.

At the **federal** level, he noted that Ms. Daniel was elected Board Chair of the Urban Libraries Council and met with congressional staff this spring to discuss the impact of federal policy on KCLS.

At the **state** level, John noted that KCLS, as the state's most populous library system, is served by 42 legislators. Heidi chairs the Public Libraries of Washington board, which directs the organization's lobbyist, and John serves on its legislative analysis committee. KCLS participated in Library Legislative Day at the State Capitol in 2026, providing testimony on issues affecting the system.



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At the **county** level, he noted that KCLS supports unincorporated King County's 250,000+ residents by hosting weekly County office hours and 23 ballot drop boxes across its libraries. He noted that Bellevue Community Court, where KCLS was recognized by County Executive Girmay Zahilay as a key regional partner, marked its one-year anniversary this month.

At the **city** level, John described KCLS' participation in the Sound Cities Association and noted that regional managers present annual reports to the system's 35 city councils. He updated the Board on the Kent library refresh project, including coordination with Kent Mayor Dana Ralph and Police Chief Raphael Padilla.

At the **tribal** level, he reported on KCLS' relationship with the Snoqualmie Tribe, including Tribal Chair Robert de los Angeles' participation in the 2024 Carnation library centennial, which helped foster ongoing discussions with Snoqualmie biologists on library landscaping and climate resilience.

In response to a Board question about federal legislative efforts on rising e-Book costs, Executive Director Heidi Daniel noted she would share an e-Book advocacy toolkit recently released by the Urban Libraries Council (ULC), where she serves as Board Chair, with the trustees. She explained that e-Book pricing has long been a significant budget concern for libraries nationally, and that state-level legislative efforts have largely been rescinded or overturned in court, resulting in an inconsistent patchwork with limited nationwide impact.

Heidi provided background on current licensing models, explaining that when e-books first emerged, publishers were uncertain how the format would affect revenue and copyright protections, prompting restrictive terms such as embargo periods and strict caps on how many times a title could circulate before requiring repurchase. While some terms have loosened, she noted libraries are still often charged significantly more for e-Books than print, face circulation limits well below physical items, and can lose access entirely if a publisher or platform removes a title, making it difficult to build lasting local collections.

Heidi said current advocacy is focused at the federal level, aimed at encouraging publishers to return to direct conversation with libraries rather than pursuing further legislation. She noted that intermediary vendors such as OverDrive/Libby sit between libraries and publishers, and that while this partnership is valued, direct dialogue could support a more sustainable pricing model resembling print. She emphasized that libraries support fair compensation for publishers and authors, but that unpredictable pricing and licensing terms make budgeting difficult.



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She added that publishers, as private entities, aren't required to disclose data on how library use affects their costs, limiting libraries' ability to make their case. Federal pressure, she said, could help bring publishers back to the table and support further study of e-Book pricing. She noted that KCLS, among the last systems nationally to shift to majority digital circulation, is increasingly affected by this tension.

Board Committee Reports

On behalf of the Finance Committee, Jeff Guddat reported that the 2025 financial statements have been submitted to the Washington State Auditor's Office. These statements will serve as the basis for the financial audit scheduled for this fall.

Trustees Reports

There were no trustee reports.

Adjournment

Jeff Guddat adjourned the meeting at 6:18pm.

Laura Valenziano, President

Jeff Guddat, Secretary



FINANCE REPORT

King County Library System

July 29, 2026

1. GENERAL & CAPITAL FUND COMMENTARY

Expenditures in June 2026 were \$11.9M compared to the monthly budget average of \$13.8M and represented 7.2% of the annual budget. Last year, June expenditures were \$10.9M, or 6.6% of the 2025 budget. The year-over-year change in total expenditures is 7.0%.

2. GENERAL AND CAPITAL FUND HIGHLIGHTED EXPENDITURE ITEMS

Supplies

June expenditures of \$481K consisted primarily of \$277K for Attractive Assets, \$140K for Supplies-Program, \$44K for Supplies – Building Maintenance, \$22K for Supplies – Gas and Oil.

Staff Development

June expenditures of \$41K consisted of Training and Individual Development.

Professional Services

June expenditures of \$327K included \$98K for Administration, \$80K for Operations, \$56K for Programs, \$53K for Catalogue & Processing, \$25K for Facilities, and \$14K for Technology.

Communication & Advertising

June expenditures of \$280K included \$183K for Telephone – Data, Postage and Voice and \$97K for Advertising.

Operating Lease

June expenditures of \$259K primarily consisted of \$209K for Operating Lease, and \$50K for Operating Leases – Copiers.

Utilities

June expenditures of \$359K included electricity, water, and waste management services.

Repairs and Maintenance

June expenditures of \$716K consisted primarily of \$213K for Repairs and Maintenance Allowance, \$177K for Repairs and Maintenance Software Maintenance, \$166K for various repairs and maintenance activities, including Rest Room Reimbursement – Supplies & Starter Kit, FFE (Furniture Fixture and Equipment), Elevator Maintenance, Fire Noncontract, AMH Maintenance, Vehicle Repair Contracts, Pest Control Contracts, External Roof Repair, \$76K for Repairs Maintenance HVAC Outside of Contract, and \$70K for Repairs and Maintenance Landscape Maintenance & Contract.

Reserves

There were no reserve expenditures in June.

Miscellaneous

June expenditures of \$38K consisted primarily of \$29K for Ad Valorem, \$6K for Banking fees, and \$3K for Integumental.

Library Materials

June expenditures of \$1.3M included \$737K for Downloadable Material-Licensed & Purchased, \$460K for Books, \$82K for Non-book Media and Periodicals, and \$8K for Electronic Databases.

Capital Investment Program (CIP)***Facilities-CIP***

June expenditures were \$152K primarily included \$79K for Roof Replacement and \$72K Interior.

ITS-CIP

June expenditures of -\$2K primarily result from the reclassification of expenses to the General Fund to ensure expenditures are recorded in the appropriate fund.

3. GENERAL FUND REVENUE OVERVIEW

June revenues were \$3M, which is primarily Property Tax and Investment Interest revenue. June YTD revenues reflect 52.2% of the total budgeted amount.

4. CASH POSITION OVERVIEW

The cash balance in the General Fund (#001) as of June 30, 2026, was \$101,992,698. The lower YTD percentage is primarily due to the transfer of \$46.9M out of the General Fund to the Capital Project Fund in June. The year-over-year change in total revenue is -0.6%.

5. INVESTMENT RETURN

The County Investment Pool's gross rate of return for June 2026 was 4.28% This was 0.62 percentage points higher than the 90-day T-Bill average rate of 3.66%.

A/P Vendor Payments > \$20,000

JUNE 2026

Fund	Vendor	Amount	Description
Personnel			
001	Premera Blue Cross Total	\$ 916,726	Medical premiums
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 609,861	PERS
001	Empowerment Retirement-EFT Total	\$ 229,532	457 retirement plan
001	Kaiser Foundation Health Plan Total	\$ 156,474	Medical premiums
001	Delta Dental of WA - Washington Dental Total	\$ 66,495	Dental premiums
001	ConnectYourCare, LLC Total	\$ 64,610	Health care flexible spending account plans
001	Mercer Health & Benefits LLC Total	\$ 53,750	Semi-annual health & benefits broker consulting fee
001	Standard Insurance Company Total	\$ 41,401	Life and AD&D insurance premiums
001	WSCCCE, AFSCME, AFL-CIO Total	\$ 40,662	Union dues
001	DayForce US, Inc. Total	\$ 32,667	Payroll HCM billing
Buildings			
001	Puget Sound Energy (UTILITIES) Total	\$ 303,840	Utilities
001	Northwest Landscape Services Total	\$ 86,522	Landscape maintenance/repairs
001	Prime Electric Inc. Total	\$ 80,429	Electrical installation/repairs/services
001	MacDonald-Miller Facility Solutions Total	\$ 75,518	HVAC maintenance/repairs/upgrades
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 55,665	Building lease
001	Southcenter Owner LLC (LEASE) Total	\$ 54,697	Building lease
309	James King Roofing LLC Total	\$ 40,685	Roof project - Kenmore
001	Day & Nite Plumbing & Heating Inc. Total	\$ 39,391	Plumbing repairs - various branches
309	Corti Construction Inc. Total	\$ 38,399	Roof project - Kenmore
001	Supply Source Inc - SAMS Total	\$ 32,553	Janitorial supplies
001	T&B Products dba C4 Products LLC Total	\$ 29,791	Automatic door parts/maintenance/replacement - various branches
001	Fujitec America Inc. Total	\$ 22,498	Elevator maintenance - various branches
Collections			
001	OverDrive, Inc. Total	\$ 683,938	Downloadable books, audio, video, and music
001	Ingram Library Services Total	\$ 462,546	Print materials including Choice Reads and physical processing
001	Midwest Tape Total	\$ 71,212	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	Mackin Educational Resources Total	\$ 64,678	Children's books, pre-binding children's books and physical processing
001	Library Ideas LLC Total	\$ 27,523	Downloadable books, audio, video, and music
Other			
001	CDW Government, Inc. Total	\$ 198,845	Computer equip/parts/software
001	King County Finance (TELECOMM/I-NET) Total	\$ 157,778	I-Net billing KC wide area network
001	COPACINO + FUJIKADO LLC Total	\$ 107,098	Professional services - marketing
309	Johnston Architects LLC Total	\$ 72,469	Professional services - Kent remodel
001	Homeland Patrol Division Security LLC Total	\$ 61,996	Security service - various branches
001	Guidepoint Security LLC Total	\$ 59,180	Cybersecurity subscriptions
001	Amazon.com Total	\$ 43,854	Operating supplies
001	Ricoh USA Inc. Total	\$ 40,431	Copier leases
001	U.S. Bank VISA Total	\$ 38,275	VISA charges (supplies/training/advertising/subscriptions)
001	Mark Andy Print Products Total	\$ 37,352	Graphics Dept. high speed steel knife cutter/supplies/annual service contract renewal
001	Peer Washington Total	\$ 36,667	Professional services for Peers in Libraries grant
001	Loop1 LLC Total	\$ 33,526	IT Management software subscription
001	Image Source Inc. Total	\$ 33,243	Supplies - Summer Reading grant
001	Red Rover Productions Total	\$ 26,433	Supplies - Summer Reading grant
001	Uline Total	\$ 20,997	Building supplies - Preston and Oakesdale
001	General Fund		

GENERAL & CAPTIAL FUND REVENUES

June

2026					2025				
Revenues Received:	Budget 2026	June Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2025	YTD Received	% Growth Over 2025 YTD	
Property Tax, Current Year	\$ 144,102,474	\$ 1,394,824	\$ 75,391,430	52.3%	52.3%	\$ 138,919,195	\$ 73,728,571	2.3%	
Property Tax, Prior Years	1,637,323	65,271	1,039,892	63.5%	59.0%	1,348,472	990,483	5.0%	
Other Taxes	364,000	2,679	179,918	49.4%	66.8%	468,358	242,965	(25.9%)	
Timber & State Shared Revenues	109,000	12,259	20,752	19.0%	9.6%	34,460	9,268	123.9%	
Contracts	655,000	-	-	0.0%	0.9%	836,394	5,000	(100.0%)	
Printing/Photocopies	281,757	28,480	170,079	60.4%	55.8%	411,569	211,837	(19.7%)	
Damaged Materials/ Fines & Fees	38,009	5,212	19,830	52.2%	47.7%	38,570	17,992	10.2%	
Lost Materials	60,000	5,027	28,766	47.9%	44.7%	52,647	25,693	12.0%	
Investment Interest	4,500,000	558,162	2,325,401	51.7%	68.5%	6,145,959	2,465,535	(5.7%)	
Grants	-	-	-	N/A	N/A	-	-	N/A	
KCLS Foundation	1,999,857	259,733	872,350	43.6%	45.8%	1,716,860	752,649	15.9%	
E-Rate	1,000,000	-	-	0.0%	35.8%	1,121,249	357,552	(100.0%)	
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	975,360	-	N/A	
Miscellaneous Revenues/Other Financing Sources	262,007	663,337	818,651	312.5%	970.4%	2,841,710	2,542,608	(67.8%)	
TOTALS	\$155,009,427	\$2,994,982	\$80,867,069	52.2%	54.0%	\$154,910,803	\$81,350,152	(0.6%)	

Credit Card Payments	June Received	% of Month's Payments	YTD Received	% of YTD Payments	% of YTD Payments	Unaudited 2025	YTD Received	% Growth Over 2025 YTD	
Damaged Materials/ Fines & Fees	1,043	20.0%	5,364	27.0%	25.2%	9,297	4,527	18.5%	
Lost Materials	1,958	39.0%	11,876	41.3%	39.7%	19,009	10,199	16.4%	
TOTALS	\$3,001	29.3%	\$17,240	35.5%	33.7%	\$28,306	\$14,726	17.1%	

GENERAL & CAPITAL FUND EXPENDITURES

June

2026

2025

DESCRIPTION	BUDGET 2026	June EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2025 EXPENDED	YTD EXPENDED	% Growth Over 2025 YTD
Salaries	74,386,277	6,001,929	35,950,434	48.3%	46.8%	68,866,215	33,642,306	6.9%
Benefits	24,083,543	1,922,325	11,938,941	49.6%	43.7%	22,881,610	12,140,227	(1.7%)
SUB-TOTALS	\$ 98,469,820	\$ 7,924,254	\$ 47,889,374	48.6%	46.0%	\$ 91,747,825	\$ 45,782,533	4.6%
Supplies	4,408,679	480,851	1,646,937	37.4%	45.5%	2,615,913	1,311,604	25.6%
Staff Development	1,034,000	41,654	318,406	30.8%	27.0%	1,049,182	352,506	(9.7%)
Prof. Services	5,588,452	327,282	2,411,184	43.1%	44.0%	5,316,265	2,396,454	0.6%
Communications	1,369,210	182,748	664,955	48.6%	40.6%	1,390,950	612,115	8.6%
Travel	141,400	17,982	46,176	32.7%	36.6%	123,279	55,946	(17.5%)
Advertising	797,425	97,268	372,477	46.7%	55.4%	638,702	363,781	2.4%
Operating Leases	3,561,233	259,077	2,005,730	56.3%	52.6%	3,291,688	1,791,474	12.0%
Insurance	1,249,442	-	924,196	74.0%	93.5%	1,121,174	1,123,382	(17.7%)
Utilities	2,602,584	359,526	1,215,495	46.7%	46.2%	2,824,075	1,167,767	4.1%
Repairs & Maintenance	11,827,616	539,247	5,087,946	43.0%	50.3%	12,684,599	7,898,501	(35.6%)
Software Maintenance	3,639,410	177,071	4,185,647	115.0%		4,053,548	80,802	3.3%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	567,510	35,638	320,461	56.5%	69.7%	1,893,011	287,726	11.4%
Intergovernmental	127,100	2,733	41,008	32.3%	28.6%	143,241	48,094	(14.7%)
Library Material	15,908,230	1,286,854	7,875,166	49.5%	48.4%	15,840,036	7,681,285	2.5%
SUB-TOTALS	\$ 54,022,291	\$ 3,807,931	\$ 27,115,784	50.2%	48.0%	\$ 52,985,660	\$ 25,171,435	7.7%
Facilities - CIP	10,450,000	151,553	2,407,335	23.0%	12.7%	4,514,615	1,011,445	138.0%
ITS - CIP	2,472,000	(2,078)	375,592	15.2%	15.9%	3,815,265	729,694	(48.5%)
SUB-TOTALS	\$ 12,922,000	\$ 149,475	\$ 2,782,926	21.5%	13.9%	\$ 8,329,880	\$ 1,741,139	59.8%
TOTALS	\$ 165,414,111	\$ 11,881,661	\$ 77,788,085	47.0%	44.2%	\$ 153,063,365	\$ 72,695,107	7.0%