

West Grey Public Library Board

Mission Statement: The West Grey Library offers resources and services inclusive for all.

Agenda

January 10, 2024, 6pm

Join Zoom Meeting

<https://zoom.us/j/94663766249>

Meeting ID: 946 6376 6249

Dial by your location

• +1 647 558 0588 Canada

1. Call to Order

2. Approval of the Agenda

Moved by and seconded by THAT the West Grey Library Board approves the agenda as presented.

3. Declarations of Interest

4. Board Training

4.1. Board Self-Evaluation review

5. Minutes of December 13, 2023

Moved by and seconded by THAT the West Grey Library Board minutes of December 13, 2023, be approved as presented.

6. Business arising from the minutes

7. Board information package

West Grey Public Library Board

Mission Statement: The West Grey Library offers resources and services inclusive for all.

7.1. Treasurer's Report

7.2. BDO Auditor's Report

Moved by and seconded by THAT the West Grey Library Board accepts the Treasurer's Report and Auditor's Report as presented.

8. Chief Librarian's report

Moved by and seconded by THAT the West Grey Library Board accepts the Chief Librarian's report as presented.

9. Policy review and updates

9.1. N/A

10. Call for nomination for the Board Chair

11. Election of new Board Chair

12. Report from Board and Council members'

13. Other business

14. Open Discussion

15. Next Meeting

Wednesday February 14, 2024, 6pm to be held virtually.

16. Adjournment

West Grey Public Library Board Minutes

December 13, 2023
West Grey Public Library – Durham Branch

Present: Malcolm Beddoe, Scott Foerster, Geoffrey Shea, Stephen
Townsend, Samantha Mund, Doug Townsend

Regrets: Yvonne Pelletier

1 Call to Order

1.1 The Chair called the meeting to order at 6:00 pm.

2 Agenda

2.1 Moved by Samantha Mund and seconded by Geoffrey Shea THAT the
West Grey Library Board approve the agenda as presented.

Carried.

3 Declaration of Interest

3.1 It is recorded that there were no declarations of pecuniary or conflict
of interest or the general nature thereof.

4 Board Training

4.1.1 4.1. Board self-evaluation to be returned to CEO by Jan 3rd;
evaluation of CEO and Feedback to Chair to be returned to Board
Chair by Jan 3rd

West Grey Public Library Board Minutes

December 13, 2023
West Grey Public Library – Durham Branch

5 Minutes of November 8, 2023

- 5.1 Moved by Doug Townsend and seconded by Stephen Townsend
THAT the West Grey Library Board minutes of November 8, 2023, be approved as presented.

Carried.

6 Business arising from the minutes.

- 6.1 Bruce County bookmobile
a) No progress reported. Only limited data may be available.

7 Board information package: correspondence, Treasurer's report, committee reports

- 7.1. N/A

8 Chief Librarian's report

- 8.1 2024 Library Board representation at 2024 Budget presentation, December 12th, 9am: Malcolm Beddoes, Yvonne Pelletier and CEO attended.

- 8.2 Moved by Geoffrey Shea and seconded by Samantha Mund THAT the West Grey Library Board approves the Chief Librarian's report as presented.

Carried.

West Grey Public Library Board Minutes

December 13, 2023
West Grey Public Library – Durham Branch

9 Policy review and updates

9.1. Distribution of OLA and FOPL Advocacy Priorities document

10 Report on Board & Council members' activities

10.1 Malcolm Beddoes and Yvonne Pelletier at Budget presentation (see 8.1)

11 Other Business

11.1 Election of Board Chair in January, 2024: Chair encouraged members to stand

11.2 Budget presentation: Budget was approved after delegation left

11.3 GHPL: CEO directed to gather statistics, including cost per person of current contract, and cost per person information from neighbouring areas: Southgate/Mount Forest, Bruce, Hanover, Wellington for further discussion.

12 Open Discussion

13 **Next Meeting** – Wednesday, January 10, 6pm start – **virtual**

14 Adjournment

Motion to adjourn at 7:17 by Samantha Mund

Chair:

Date:



For Period Ending 31-Dec-2023

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
OPERATING REVENUES				
Transfer from Reserves	0.00	(5,000.00)	(5,000.00)	0.00
Grants Province	(24,190.00)	(24,190.00)	0.00	100.00
West Grey Levy	(512,490.00)	(512,490.00)	0.00	100.00
Interest Revenue	(101.85)	0.00	101.85	0.00
Prov Revenue - Connectivity	(404.35)	(800.00)	(395.65)	50.54
Donations	(6,429.98)	0.00	6,429.98	0.00
Library Revenue	(1,958.43)	(1,250.00)	708.43	156.67
Service Fees Revenue	(1,947.25)	(1,250.00)	697.25	155.78
Total OPERATING REVENUES	(547,521.86)	(544,980.00)	2,541.86	100.47
OPERATING EXPENSES				
Wages	321,639.87	330,845.00	9,205.13	97.22
Benefits	73,563.13	71,789.00	(1,774.13)	102.47
Materials & Supplies	1,347.80	500.00	(847.80)	269.56
Office Supplies	5,448.60	4,000.00	(1,448.60)	136.22
Volunteer Recognition	128.35	500.00	371.65	25.67
General Memberships	325.00	600.00	275.00	54.17
Advertising	973.49	1,000.00	26.51	97.35
Building Maintenance	8,239.48	4,000.00	(4,239.48)	205.99
Mileage/Courier	1,605.61	1,200.00	(405.61)	133.80
Copier Lease	1,770.60	2,000.00	229.40	88.53
Program Development	8,099.27	6,000.00	(2,099.27)	134.99
ILLO Expense	139.74	300.00	160.26	46.58
E-Resources	10,272.10	10,000.00	(272.10)	102.72
KOHA Support	4,611.77	5,200.00	588.23	88.69
IT Support	3,238.47	2,500.00	(738.47)	129.54
Hardware	7,532.38	6,308.00	(1,224.38)	119.41
Software	2,866.89	5,000.00	2,133.11	57.34
Book Processing Fee	2,765.57	3,300.00	534.43	83.81
Books	19,522.16	25,000.00	5,477.84	78.09
Collections	2,113.11	3,000.00	886.89	70.44
Conference/Training	4,821.49	2,500.00	(2,321.49)	192.86
Security	1,288.80	1,500.00	211.20	85.92
Library Board	16,456.00	19,533.00	3,077.00	84.25
Total OPERATING EXPENSES	498,769.68	506,575.00	7,805.32	98.46
BRANCH EXPENSES				
NEUSTADT BRANCH EXPENSES	7,829.73	8,280.00	450.27	94.56
NORMANBY BRANCH EXPENSES	7,740.73	7,525.00	(215.73)	102.87
DURHAM BRANCH EXPENSES	22,649.68	22,600.00	(49.68)	100.22
Total BRANCH EXPENSES	38,220.14	38,405.00	184.86	99.52
Total LIBRARY	(10,532.04)	0.00	10,532.04	0.00



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Independent Auditor's Report

**To the Members of Council of
The Corporation of the Municipality of West Grey**

Opinion

We have audited the financial statements of The Corporation of the Municipality of West Grey Public Library Board (the Entity), which comprise the statement of financial position as at December 31, 2022 and the statements of operations, change in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and its results of operations, its change in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Hanover, Ontario
October 3, 2023

**The Corporation of the Municipality of West Grey
Public Library Board
Statement of Financial Position**

December 31	2022	2021
Financial assets		
Cash	\$ 27,960	\$ 26,032
Accounts receivable	6,596	4,661
Due from Municipality of West Grey	1,642	33,035
	<u>36,198</u>	<u>63,728</u>
Commitments (Note 5)		
Liabilities		
Accounts payable and accrued liabilities	<u>7,144</u>	<u>6,794</u>
Net financial assets	29,054	56,934
Non-Financial Assets		
Tangible capital assets (Note 1)	<u>203,274</u>	<u>197,748</u>
Accumulated surplus (Note 3)	\$ 232,328	\$ 254,682

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the Municipality of West Grey
Public Library Board
Statement of Operations**

For the year ended December 31	2022 Budget	2022 Actual	2021 Actual
Revenue			
Province of Ontario grants	\$ 24,990	\$ 25,403	\$ 26,313
Municipal grants	440,045	445,045	404,284
Investment income	-	488	107
Miscellaneous	2,500	15,035	5,040
Federal grant	-	2,025	-
	<u>467,535</u>	<u>487,996</u>	<u>435,744</u>
Expenses			
Amortization of tangible capital assets	-	27,988	29,074
Materials and periodical purchases	3,000	2,527	1,529
Supplies and office	98,796	123,105	99,174
Wages and benefits	347,739	356,730	296,343
	<u>449,535</u>	<u>510,350</u>	<u>426,120</u>
Annual surplus (deficit)	<u>18,000</u>	<u>(22,354)</u>	<u>9,624</u>
Accumulated surplus, beginning of year	<u>254,682</u>	<u>254,682</u>	<u>245,058</u>
Accumulated surplus, end of year	<u>\$ 272,682</u>	<u>\$ 232,328</u>	<u>\$ 254,682</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the Municipality of West Grey
Public Library Board
Statement of Change in Net Financial Assets**

For the year ended December 31	2022	2022	2021
	Budget	Actual	Actual
Annual surplus (deficit)	\$ 18,000	\$ (22,354)	\$ 9,624
Acquisition of tangible capital assets	(23,000)	(33,514)	(25,040)
Amortization	-	27,988	29,074
	<u>(23,000)</u>	<u>(5,526)</u>	<u>4,034</u>
Change in net financial assets	(5,000)	(27,880)	13,658
Net financial assets, beginning of year	<u>56,934</u>	<u>56,934</u>	<u>43,276</u>
Net financial assets, end of year	<u>\$ 51,934</u>	<u>\$ 29,054</u>	<u>\$ 56,934</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the Municipality of West Grey
Public Library Board
Statement of Cash Flow**

For the year ended December 31	2022	2021
Cash provided by (used in)		
Operating activities		
Annual surplus (deficit)	\$ (22,354)	\$ 9,624
Items not involving cash		
Amortization	27,988	29,074
Increase in accounts receivable	(1,935)	(1,317)
Decrease in Due from Municipality	31,393	1,811
Increase (decrease) in accounts payable	350	2,429
	<u>35,442</u>	<u>41,621</u>
Capital activities		
Acquisition of tangible capital assets	<u>(33,514)</u>	<u>(25,040)</u>
Net change in cash	1,928	16,581
Cash, beginning of year	<u>26,032</u>	<u>9,451</u>
Cash, end of year	<u>\$ 27,960</u>	<u>\$ 26,032</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the Municipality of West Grey
Public Library Board
Summary of Significant Accounting Policies**

December 31, 2022

Management Responsibility	The management of The Corporation of the Municipality of West Grey Public Library Board has prepared and is responsible for the integrity, objectivity and accuracy of the financial information presented in these financial statements. The Board reviews and approves the financial statements.
Basis of Accounting	The financial statements have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada.
Use of Estimates	The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.
Revenue Recognition	User fee revenue is recognized when earned, as services are rendered to customers, providing the amount is fixed or determinable, and collectibility is reasonably assured.
Government Transfers	Government transfers are recognized in the financial statements as revenue in the period that the events giving rise to the transfer occur; providing that the transfer is authorized, eligibility criteria, if any, have been met by the recipient, and a reasonable estimate of the amount can be made.
Non-Financial Assets	Tangible capital and other non-financial assets are accounted for as assets by the organization because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the organization unless they are sold.

**The Corporation of the Municipality of West Grey
Public Library Board
Summary of Significant Accounting Policies**

December 31, 2022

**Tangible
Capital Assets**

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair market value at the date of contribution. Where fair market value cannot be reasonably determined, contributed tangible capital assets are recorded at a nominal amount. Amortization is calculated on a straight-line basis over the estimated useful life of the asset. The useful lives of the assets are based on estimates made by management as follows:

Books - 15 years
Furniture, fixtures, and computers - 7 to 50 years

**Employee
Future Benefits**

Defined contribution plan accounting is applied to the board's multi-employer defined benefit pension plan.

**The Corporation of the Municipality of West Grey
Public Library Board
Notes to Financial Statements**

December 31, 2022

1. Tangible Capital Assets

	2022		2021	
	Furniture, fixtures, books, and computer	Total	Furniture, fixtures, books, and computer	Total
Cost, beginning of year	\$ 503,748	\$ 503,748	\$ 504,808	\$ 504,808
Additions	33,514	33,514	25,040	25,040
Disposals	(26,600)	(26,600)	(26,100)	(26,100)
Cost, end of year	<u>510,662</u>	<u>510,662</u>	<u>503,748</u>	<u>503,748</u>
Accumulated amortization, beginning of year	306,000	306,000	303,026	303,026
Amortization	27,988	27,988	29,074	29,074
Disposals	(26,600)	(26,600)	(26,100)	(26,100)
Accumulated amortization, end of year	<u>307,388</u>	<u>307,388</u>	<u>306,000</u>	<u>306,000</u>
Net carrying amount, end of year	<u>\$ 203,274</u>	<u>\$ 203,274</u>	<u>\$ 197,748</u>	<u>\$ 197,748</u>

**The Corporation of the Municipality of West Grey
Public Library Board
Notes to Financial Statements**

December 31, 2022

2. Employee Future Benefits Liability

Pension Plan

The Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 2 members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The amount contributed to OMERS for 2022 was \$13,119 (2021 - \$11,914). The contribution rate for 2022 was 9.0% to 15.8% depending on age and income level (2021 - 9.0% to 15.8%).

OMERS is a multi-employer plan, therefore, any pension plan surplus or deficit is a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2022. At that time the plan reported an actuarial deficit of \$6.7 billion (2021 - deficit of \$3.1 billion), based on actuarial liabilities of \$128.8 billion (2021 - \$119.3 billion) and actuarial assets of \$122.1 billion (2021 - \$116.2 billion). Ongoing adequacy of the current contribution rates will need to be monitored as fluctuations in financial markets may lead to increased future funding requirements.

3. Accumulated Surplus

The accumulated surplus reported on the statement of financial position is comprised of the following:

	<u>2022</u>	<u>2021</u>
Amount invested in tangible capital assets	\$ 203,274	\$ 197,748
Reserves	29,054	56,934
	<u>\$ 232,328</u>	<u>\$ 254,682</u>

**The Corporation of the Municipality of West Grey
Public Library Board
Notes to Financial Statements**

December 31, 2022

4. Budget Amounts

Under Canadian generally accepted accounting principles, budget amounts are to be reported on the statement of financial activities for comparative purposes. The budget amounts for The Corporation of the Municipality of West Grey Public Library Board are as approved by council and have been restated to conform to the basis of presentation of the revenues and expenditures on the statement of financial activities.

The following is a reconciliation of the budget approved by Council:

	2022 Budget	2022 Actual	2021 Actual
Annual surplus (deficit)	\$ 18,000	\$ (22,354)	\$ 9,624
Capital acquisitions, disposals and write-down	(23,000)	(33,514)	(25,040)
Amortization	-	27,988	29,074
Transfers from reserves for operations	5,000	27,880	(13,658)
General surplus (deficit), end of year	\$ -	\$ -	\$ -

5. Contractual Commitments

The Board extended their agreement with the Municipality of Grey Highlands dated February 8, 2017 which now expires December 31, 2024, to allow West Grey residents to use the Grey Highlands Library services at no cost. In exchange the board will pay Grey Highlands Library \$14,905 per year, increasing by 2% per year.

Chief Librarian/CEO Report
JAN 10, 2024

ADMINISTRATION

Staff – We welcome Jessica into her new position with us as the Digital Services Coordinator. The Library Assistant position has been posted.

PROGRAMMING

Child & Youth – Kayla

I visited three Spruce Ridge kindergarten classes to do Christmas story times. We sang 'the Reindeer Hokey Pokey' and 'Jingle Bells' and enjoyed stories and shared some upcoming programs.

Families are busy in December, but we still had great attendance for our Christmas parties in all three branches! We read stories, sang songs, played reindeer games, and tested their elf skills with cookie-decorating and present-wrapping tasks.

Adult Programming – Kimm

--Adult Programming said thank you to its in-residence talent pool and all its volunteer facilitators at events on December 6th. Program attendance for adults in 2023 was up significantly, thanks to the ongoing contributions of these talented individuals, and the end-of-year survey of program participants revealed that they were appreciative of the range and depth of programming available.

BUILDINGS

The windows for Ayton have been installed. Neustadt window will be completed by the end of the first week of January.

WGPL Usage Statistics

CIRCULATION STATISTICS

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
													2022	2023
AYT	210	228	288	283	251	167	158	157	161	165	130	107	1,873	2,305
DUR	3,459	3,094	3,904	3,184	2,735	2,905	3,170	3,713	3,006	2,591	2,572	2,010	33,392	36,343
NEU	583	472	511	390	434	337	249	260	244	312	257	237	4,467	4,286

VISITS STATISTICS

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
													2022	2023
AYT	89	91	132	93	109	110	126	80	77	114	62	80	570	1,163
DUR	1,574	1,413	1,943	1,522	1,550	1,444	1,657	1,999	1,472	1,512	1,549	1,032	10,721	18,667
NEU	114	102	134	95	112	102	120	89	107	106	100	74	1,071	1,255

NEW CARDS

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
													2022	2023
AYT	3	10	2	1	-	4	2	5	2	1	1	1	10	32
DUR	47	32	40	28	30	30	36	28	41	27	26	11	291	376
NEU	10	-	2	3	1	2	3	3	5	1	2	4	28	36

COMPUTER USAGE

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
													2022	2023
AYT	14	4	6	5	12	6	4	4	7	6	2	6	63	76
DUR	89	87	133	109	108	125	77	71	62	70	93	65	583	1,089
NEU	7	5	7	3	-	-	4	1	-	1	-	-	21	28

WIFI USAGE

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
													2022	2023
AYT	2	1	3	8	8	31	47	34	15	3	3	6	18	161
DUR	102	78	104	125	136	124	178	201	192	102	80	80	883	1,502
NEU	-	-	6	11	12	11	3	2	5	2	-	1	4	53

DIGITAL STATISTICS

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
													2022	2023
FACEBOOK FOLLOWERS	826	850	858	873	885	899	909	922	944	958	977	990	800	858
INSTAGRAM FOLLOWERS	590	598	607	614	615	612	611	616	622	629	633	636	589	607
KANOPY VISITS	587	331	366	312	776	924	1,186	966	907	1,838	1,680	1,027	5,196	10,900
WEBSITE VIEWS	2,630	2,249	2,880	1,642	2,183	1,626	2,341	2,705	2,614	2,034	1,884	1,923	19,676	26,711

LIBBY CIRCULATION STATISTICS

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
													2022	2023
E-BOOKS	636	573	642	607	583	529	621	613	622	637	650	624	7,148	7,337
E-AUDIOBOOKS	533	489	605	572	520	567	601	598	593	646	597	624	5,496	6,945
NEW MEMBERS	19	6	11	9	6	11	7	5	15	12	8	12	99	121