



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, December 10, 2025
4:30 p.m.
Board Room**

- I. Call to Order** – Sofia Xethalis
- II. Swearing-In of New Trustee** – Karl Coleman
- III. Consent Agenda** (Approval of Agenda; Approval of November 12, 2025 Minutes)
- IV. Written Communications from the Public**
- V. Public Comment**— 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members
- VI. Old Business**
 - A.** Capital Needs (Discussion)
 - B.** Other (Discussion)
- VII. New Business**
 - A.** November 2025 Check Register and Vendor Report (Action)
 - B.** November 2025 Actuals & Projection (Discussion)

C. Other (Discussion)

VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

rmeyer@decaturlibrary.org

421-9713



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: November 12, 2025 meeting

Time: 4:30 p.m.

Location: Board Room

Present:

Sofia Xethalis

Paula Cross

Joren Martin

Karl Coleman

Staff: Rick Meyer, City Librarian, Alissa Henkel, Director Program, Resources, and Services

Absent:

Emily West

Guests: None

Call to Order: Ms. Xethalis called the meeting to order at 4:30 pm.

Consent Agenda

Ms. Cross made a motion to approve the consent agenda and Mr. Martin seconded. All in favor. The motion was adopted.

Written Communication from the Public: A FOIA was received. Mr. Meyer responded with information that only concerned the library from 2017-2023.

Public Comments: None

Old Business

Capital Needs (Discussion) Mr. Meyer stated the roof repairs are ongoing. There will be more work done by City of plumbing in the clinic. No updates on getting solar panels. A new electronic access system that was approved has no update on installation.

Other (Discussion) None.

New Business

October 2025 Check Register and Vendor Report (Action) Ms. Cross made a motion to approve the check register and send to the full Board, seconded by Mr. Martin. Ms. Xethalis requested a roll call vote. Mr. Coleman yes, Ms. Cross yes, Ms. Xethalis yes, Mr. Martin yes. The motion was adopted.

October 2025 Actuals and Projection (Discussion) Mr. Meyer presented the actual and projected budget detail.

Other (Discussion) AV charging stations are being installed in the parking lot, per media reports. The Library had not been informed.

Adjournment

Ms. West made a motion to adjourn at 5:01pm, Joren seconded. All in favor. The motion was adopted.

Scribe, Rhonda Patton, Executive Administrative Assistant

Draft 11/13/2025

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 11/1/2025 to 11/30/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
170463	11/06/2025	SAM'S CLUB ACCT 9064	18.51	BANKING SERVICE CHARGE
170472	11/06/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	413.70	PROFESSIONAL SERVICES
170499	11/13/2025	BREWSTER, CONNIE K 10/20/25-10/21/25 2 SESSSIONS EACH SCHOOL ART	300.00	OTHER LIBRARY GRANT EXI
170501	11/13/2025	CITYBLUE TECHNOLOGIES LLC ESPON PRINTER INK OCTOBER	175.71	OFFICE SUPPLIES
170505	11/13/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEES 10/16-10/31	263.98	POSTAGE
170515	11/13/2025	DEMCO INC BLANKET - OTHER LIBRARY GRANT EXP&OFFICE SU	61.28	OFFICE SUPPLIES
170521	11/13/2025	EBSCO INDUSTRIES, INC EBSCO PACKAGE - NOVELIST PLUS 8/01/25-07/31/26 PERIODICAL & NEWSPAPER INVOICE FOR 2026	24,772.86	BOOKS & PERIODICALS
170525	11/13/2025	EVERGREEN SERVICES GROUP TOPCO LLC LIBRARY WEBSITE - DESIGN & DEVELOPMENT	12,450.00	OTHER LIBRARY GRANT EXI
170527	11/13/2025	EYTCHISON, KATIE EXPENSES FOR SUPPLIES FOR KRAFTY THINGS	423.32	OTHER LIBRARY GRANT EXI
170528	11/13/2025	FAIRVIEW HEIGHTS PUBLIC LIBRARY PAYMENT FOR DAMAGED MATERIAL	29.99	LOST OR DAMAGED BOOKS
170533	11/13/2025	FREITAG, PATTI SRC NOVEMBER ANNIVERSARIES	24.52	OTHER LIBRARY GRANT EXI
170536	11/13/2025	GREENUP TOWNSHIP PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	10.00	LOST OR DAMAGED BOOKS
170557	11/13/2025	KILEY KLEIN, LTD LEGAL REPRESENTATION OCT PHONE & EMAIL 2025	178.00	PROFESSIONAL SERVICES
170568	11/13/2025	MAVERIK MARKETING DPL LOGO SHORTS FOR EMPLOYEES	329.30	OFFICE SUPPLIES
170580	11/13/2025	PEASE, CONNIE L YOGA 24 SESSIONS 1 HOUR EACH OF INSTRUCTION	840.00	OTHER LIBRARY GRANT EXI
170600	11/13/2025	ST JOSEPH TOWNSHIP-SWEARINGEN MEMORIAL LII PAYMENT FOR LOST MATERIAL	29.99	LOST OR DAMAGED BOOKS
170605	11/13/2025	TODAY'S BUSINESS SOLUTIONS COST PER FAX PROGRAM 3RD QTR 2025 JULY-SEPT	122.64	TELEPHONE

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 11/1/2025 to 11/30/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
170702	11/20/2025	ILLINOIS AUDUBON SOCIETY 2026 ANNUAL BASIC MEMBERSHIP SUBSCRIPTION	25.00	BOOKS & PERIODICALS
170726	11/20/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	1,135.77	OFFICE SUPPLIES
170735	11/20/2025	PAETEC BLANKET - TELEPHONE SERVICE	92.97	TELEPHONE
170738	11/20/2025	PEERLESS NETWORK, INC ACCT 1212890	454.05	TELEPHONE
170788	11/26/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	1,964.31	BOOKS & PERIODICALS
170806	11/26/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	2,236.18	SECURITY
170822	11/26/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	3,064.24	BOOKS & PERIODICALS
170836	11/26/2025	MEYER, RICK SAMS MEMBERSHIP FEES REFERNCE 3241726047	146.72	MEMBERSHIP FEES
170850	11/26/2025	PUGSLEY CONTAINER LLC DUMPSTER RENTAL	300.00	SERVICE TO MAINT BUILDIN
170870	11/26/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	709.20	PROFESSIONAL SERVICES
170871	11/26/2025	VERIZON WIRELESS ACCT 980380645-00001	118.17	TELEPHONE
23007287	11/06/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,769.16	OTHER LIBRARY GRANT EXI
23007335	11/20/2025	REGIONS/CREDIT CARD ACCT 2191	6,749.85	OFFICE SUPPLIES
23007340	11/20/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,961.46	OTHER LIBRARY GRANT EXI
23007341	11/20/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
23007342	11/20/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
Total for: 35			62,010.88	

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 11/1/2025 to 11/30/2025**

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
170788	11/26/2025	AMAZON PAYMENTS BOOK ORDER THROUGH DONATIONS PO 05884-04	57.58	BOOKS & PERIODICALS
170822	11/26/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	406.83	BOOKS & PERIODICALS
			Total for: 59	464.41
			Total for All:	\$62,475.29

DPL FY2025 Budget Report
Prepared November 3, 2025
At the end of October 83% of
the year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ 3,203,221.85	99.4%	\$ 3,026,802.71	5.8%
All Other	\$ 1,440,919	30.9%	\$ 1,256,839.47	87.2%	\$ 1,271,092.12	-1.1%
Total Revenue	\$ 4,663,458		\$ 4,460,061.32	95.6%	\$ 4,297,894.83	3.8%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 1,706,563.92	91.4%	\$ 1,608,475.55	6.1%
Benefits	\$ 1,040,424		\$ 936,344.18	90.0%	\$ 855,330.00	9.5%
	\$ 2,907,648	57.5%	\$ 2,642,908.10	90.9%	\$ 2,463,805.55	7.3%

Library Materials						
Books, Periodicals, etc.	\$ 245,000		\$ 198,997.23	81.2%	\$ 163,372.99	21.8%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 107,796.34	-3.1%
Lost/Damage	\$ 1,600		\$ 864.34	54.0%	\$ 1,017.81	-15%
Total Materials	\$ 350,620	9.3%	\$ 304,264.85	86.8%	\$ 272,187.14	11.8%

Professional Services						
Security	\$ 22,500		\$ 22,765.70	101.2%	\$ 49,103.88	-53.6%
Professional Services	\$ 50,000		\$ 44,020.04	88.0%	\$ 56,055.70	-21.5%
Bank Service Charges	\$ 250		\$ 249.27	99.7%	\$ 244.49	2%
Total	\$ 72,750	1.9%	\$ 67,035.01	92.1%	\$ 56,300.19	19.1%

Allocations

Administrative Fee	\$ 189,792		\$ 173,976.00	91.7%	\$ 135,421.00	28.5%
MIS	\$ 19,967		\$ 18,293.00	91.6%	\$ 14,971.00	22.2%
	\$ 209,759	5.5%	\$ 192,269.00	91.7%	\$ 150,392.00	27.8%

Grants

Other grants	\$ 150,000		\$ 170,959.65	114.0%	\$ 98,772.48	73.1%
	\$ 150,000	4.0%	\$ 170,959.65	114.0%	\$ 98,772.48	73.1%

Advertising	\$ 900	0.02%	\$ 485.00	53.9%	\$ 523.38	-7%
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Office Supplies/Maintenance

Postage	\$ 5,000		\$ 5,863.39	117.3%	\$ 5,257.90	11.5%
Service to Office Equipment	\$ 25,000		\$ 12,000.70	48.0%	\$ 21,432.36	-44.0%
Telephone	\$ 6,000		\$ 9,145.38	152.4%	\$ 6,178.41	48.0%
Software	\$ 45,000		\$ 53,980.66	120.0%	\$ 60,477.01	-10.7%
Office Supplies	\$ 40,000		\$ 28,469.02	71.2%	\$ 24,242.49	17.4%
Small Capital	\$ 50,000		\$ 44,886.44	89.8%	\$ 82,495.27	-45.6%
	\$ 171,000	4.5%	\$ 154,345.59	90.3%	\$ 200,083.44	-22.9%

Staff Development

Conferences/Training/Travel	\$ 35,000		\$ 11,505.10	32.9%	\$ 19,856.90	-42.1%
Tuition Reimbursement	\$ 10,000		\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 71,000		\$ 81,296.62	114.5%	\$ 73,938.63	10.0%
	\$ 116,000	3.1%	\$ 92,801.72	80.0%	\$ 93,795.53	-1.1%

Insurance

Unemployment	\$ 1,176		\$ 1,078.00	91.7%	\$ 1,034.00	4.3%
Risk Management	\$ 111,948		\$ 102,619.00	91.7%	\$ 85,811.00	19.6%
	\$ 113,124	3.0%	\$ 103,697.00	91.7%	\$ 86,845.00	19.4%

Building Costs

Transfer to Capital	\$ 375,000		\$ 350,000.00	93.3%	\$ -	#DIV/0!
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Rent	\$ 589,583		\$ 540,265.00	91.6%	\$ 540,265.00	0.0%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ 8,085.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 964,583	25.5%	\$ 898,350.00		\$ 540,265.00	66.3%
Total Operations/Services	\$ 2,148,736	56.8%	\$ 1,984,207.82	92.3%	\$ 1,499,164.16	32.4%
Total Expenses						
	\$ 5,056,384		\$ 4,627,115.92	91.5%	\$ 3,962,969.71	16.8%
Revenue Minus Expense						
	\$ (392,926)		\$ (167,054.60)		\$ 334,925.12	-149.9%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activity	Ending
1/1/2025	1,865,528.14	\$ 177,743.66	\$ 756,098.52	\$ -	\$ 1,287,173.28
2/1/2025	\$ 1,287,173.28	\$ 51,768.64	\$ 475,969.98	\$ -	\$ 862,971.94
3/1/2025	\$ 862,971.94	\$ 78,349.86	\$ 363,344.33	\$ -	\$ 577,977.47
4/1/2025	\$ 577,977.47	\$ 152,276.92	\$ 370,899.38	\$ -	\$ 359,355.01
5/1/2025	\$ 359,355.01	\$ 180,401.23	\$ 351,501.99	\$ -	\$ 188,254.25
6/1/2025	\$ 188,254.25	\$ 54,561.09	\$ 342,717.32	\$ -	\$ (99,901.98)
7/1/2025	\$ (99,901.98)	\$ 1,764,953.82	\$ 578,097.14	\$ -	\$ 1,086,954.70
8/1/2025	\$ 1,086,954.70	\$ 407,246.59	\$ 461,144.63	\$ -	\$ 1,033,056.66
9/1/2025	\$ 1,033,056.66	\$ 652,019.40	\$ 241,672.14	\$ -	\$ 1,443,403.92
10/1/2025	\$ 1,443,403.92	\$ 752,160.33	\$ 329,359.57	\$ -	\$ 1,866,204.68
11/1/2025	\$ 1,866,204.68	\$ 188,579.78	\$ 356,368.49	\$ -	\$ 1,698,415.97
12/1/2025	\$ 1,698,415.97				
1/1/2026	\$ -				

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 194,018.17	\$ 315,631.65	\$ 160,002.22	\$ 349,647.60
2/1/2025	\$ 349,647.60	\$ 453.73	\$ 149,531.69	\$ 200,569.64
3/1/2025	\$ 200,569.64	\$ 747.20	\$ -	\$ 201,316.84
4/1/2025	\$ 201,316.84	\$ 35,540.22	\$ 33,876.93	\$ 202,980.13

5/1/2025	\$	202,980.13	\$	53.49	\$	33,684.82	\$	169,348.80
6/1/2025	\$	169,348.80	\$	671.51	\$	1,808.82	\$	168,211.49
7/1/2025	\$	168,211.49	\$	232.58	\$	(1,808.82)	\$	170,252.89
8/1/2025	\$	170,252.89	\$	118.42	\$	116,316.50	\$	54,054.81
9/1/2025	\$	54,054.81	\$	223.10	\$	32,141.25	\$	22,136.66
10/1/2025	\$	22,136.66	\$	82.58	\$	-	\$	22,219.24
11/1/2025	\$	22,219.24	\$	-	\$	-	\$	22,219.24
12/1/2025	\$	22,219.24						
1/1/2026	\$	-						

Trust Accounts

Cantoni

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 7,017.16	\$ 2.58	\$ -	\$ 7,019.74
2/1/2025	\$ 7,019.74	\$ 1.78	\$ 116.90	\$ 6,904.62
3/1/2025	\$ 6,904.62	\$ 1.36	\$ 368.69	\$ 6,537.29
4/1/2025	\$ 6,537.29	\$ 1.27	\$ 564.90	\$ 5,973.66
5/1/2025	\$ 5,973.66	\$ 1.66	\$ 52.33	\$ 5,922.99
6/1/2025	\$ 5,922.99	\$ 1.86	\$ -	\$ 5,924.85
7/1/2025	\$ 5,924.85	\$ 2.44	\$ -	\$ 5,927.29
8/1/2025	\$ 5,927.29	\$ 2.23	\$ -	\$ 5,929.52
9/1/2025	\$ 5,929.52	\$ 2.40	\$ -	\$ 5,931.92
10/1/2025	\$ 5,931.92	\$ 2.30	\$ -	\$ 5,934.22
11/1/2025	\$ 5,934.22	\$ -	\$ -	\$ 5,934.22
12/1/2025	\$ 5,934.22			
1/1/2026	\$ -			

Meyer

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 33,943.90	\$ 12.67	\$ 322.00	\$ 33,634.57
2/1/2025	\$ 33,634.57	\$ 8.77	\$ 74.70	\$ 33,568.64
3/1/2025	\$ 33,568.64	\$ 6.96	\$ -	\$ 33,575.60
4/1/2025	\$ 33,575.60	\$ 6.92	\$ 393.00	\$ 33,189.52
5/1/2025	\$ 33,189.52	\$ 9.49	\$ -	\$ 33,199.01
6/1/2025	\$ 33,199.01	\$ 10.67	\$ 102.70	\$ 33,106.98
7/1/2025	\$ 33,106.98	\$ 13.97	\$ -	\$ 33,120.95

8/1/2025	\$	33,120.95	\$	12.79	\$	-	\$	33,133.74
9/1/2025	\$	33,133.74	\$	13.67	\$	439.70	\$	32,707.71
10/1/2025	\$	32,707.71	\$	12.89	\$	456.52	\$	32,264.08
11/1/2025	\$	32,264.08	\$	-	\$	-	\$	32,264.08
12/1/2025	\$	32,264.08						
1/1/2026	\$	-						

Memorials/Donations

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 6,814.86	\$ 1,557.71	\$ 1,022.59	\$ 7,349.98
2/1/2025	\$ 7,349.98	\$ (98.22)	\$ 1,294.09	\$ 5,957.67
3/1/2025	\$ 5,957.67	\$ 1,171.36	\$ 238.03	\$ 6,891.00
4/1/2025	\$ 6,891.00	\$ 5,485.00	\$ 225.66	\$ 12,150.34
5/1/2025	\$ 12,150.34	\$ 1,055.64	\$ 171.12	\$ 13,034.86
6/1/2025	\$ 13,034.86	\$ 339.30	\$ -	\$ 13,374.16
7/1/2025	\$ 13,374.16	\$ 435.79	\$ 41.77	\$ 13,768.18
8/1/2025	\$ 13,768.18	\$ 1,125.45	\$ 715.27	\$ 14,178.36
9/1/2025	\$ 14,178.36	\$ 5.88	\$ 321.11	\$ 13,863.13
10/1/2025	\$ 13,863.13	\$ 5.53	\$ 153.79	\$ 13,714.87
11/1/2025	\$ 13,714.87	\$ -	\$ 464.41	\$ 13,250.46
12/1/2025	\$ 13,250.46			
1/1/2026	\$ -			

Total	Beginning	Revenue	Expense	Balance Sheet activity	Ending
1/1/2025	\$ 2,107,322.23	\$ 494,948.27	\$ 917,445.33	\$ -	\$ 1,684,825.17
2/1/2025	\$ 1,684,825.17	\$ 52,134.70	\$ 626,987.36	\$ -	\$ 1,109,972.51
3/1/2025	\$ 1,109,972.51	\$ 80,276.74	\$ 363,951.05	\$ -	\$ 826,298.20
4/1/2025	\$ 826,298.20	\$ 193,310.33	\$ 405,959.87	\$ -	\$ 613,648.66
5/1/2025	\$ 613,648.66	\$ 181,521.51	\$ 385,410.26	\$ -	\$ 409,759.91
6/1/2025	\$ 409,759.91	\$ 55,584.43	\$ 344,628.84	\$ -	\$ 120,715.50
7/1/2025	\$ 120,715.50	\$ 1,765,638.60	\$ 576,330.09	\$ -	\$ 1,310,024.01
8/1/2025	\$ 1,310,024.01	\$ 408,505.48	\$ 578,176.40	\$ -	\$ 1,140,353.09
9/1/2025	\$ 1,140,353.09	\$ 652,264.45	\$ 274,574.20	\$ -	\$ 1,518,043.34
10/1/2025	\$ 1,518,043.34	\$ 752,263.63	\$ 329,969.88	\$ -	\$ 1,940,337.09
11/1/2025	\$ 1,940,337.09	\$ 188,579.78	\$ 356,832.90	\$ -	\$ 1,772,083.97
12/1/2025	\$ 1,772,083.97	\$ -	\$ -	\$ -	\$ -

1/1/2026 \$ -

By end of November we have usually collected 95% of PPRT. We have currently collected 65% of budgeted.

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,222,539	\$ 3,203,222	\$ (19,317)
PPRT	\$ 592,000	\$ 400,230	\$ (191,770)
State Grants or other	\$ 104,020	\$ 104,120	\$ 100
Other Grants	\$ 150,000	\$ 174,616	\$ 24,616
PILOT	\$ 556,299	\$ 556,299	\$ -
Fines	\$ 4,500	\$ 8,076	\$ 3,576
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 2,902	\$ (2,098)
Copies/Miscellaneous	\$ 14,000	\$ 11,716	\$ (2,284)
Meeting Room Fees	\$ 4,000	\$ 6,793	\$ 2,793
Interest Income	\$ 6,000	\$ 3,755	\$ (2,245)
Investment Income	\$ 5,000	\$ 13,334	\$ 8,334
Sale of Property	\$ -	\$ 39,037	\$ 39,037
Reimbursement of Expenses	\$ -	\$ 6,362	
Totals	\$ 4,663,458	\$ 4,530,463	\$ (132,995)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,867,224	\$ 1,848,778	\$ 18,446
Overtime	\$ -	\$ 188	\$ (188)
IMRF	\$ 135,590	\$ 134,031	\$ 1,559
FICA/Medicare	\$ 144,064	\$ 137,573	\$ 6,491
Life insurance	\$ 3,800	\$ 2,608	\$ 1,192
Medical insurance	\$ 741,000	\$ 727,621	\$ 13,379
Service recognition	\$ 15,970	\$ 15,970	\$ -
Total Personnel	\$ 2,907,648	\$ 2,866,769	\$ 40,879
Fund	Budgeted		
Unemployment insurance	\$ 1,176	\$ 1,176	\$ -
Advertising	\$ 900	\$ 485	\$ 415
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 8,085	\$ (8,085)
Service to Office Equipment	\$ 25,000	\$ 12,415	\$ 12,585
IT Services	\$ 19,967	\$ 19,967	\$ -
Telephone/Internet	\$ 6,000	\$ 10,059	\$ (4,059)
Banking Service Charges	\$ 250	\$ 280	\$ (30)
Conferences/Travel/Continuing Ed	\$ 35,000	\$ 11,575	\$ 23,425
General Fund	\$ 189,792	\$ 189,792	\$ -
Postage	\$ 5,000	\$ 6,219	\$ (1,219)
Security	\$ 22,500	\$ 27,319	\$ (4,819)
Computer Software	\$ 45,000	\$ 56,069	\$ (11,069)
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 50,000	\$ 47,518	\$ 2,482

Membership Fees	\$ 71,000	\$ 81,297	\$ (10,297)
Per Capita Grant	\$ 104,020	\$ 104,403	\$ (383)
Other Grant	\$ 150,000	\$ 180,340	\$ (30,340)
Office Supplies	\$ 40,000	\$ 32,064	\$ 7,936
Risk Management	\$ 111,948	\$ 111,948	\$ -
Small Capital	\$ 50,000	\$ 46,231	\$ 3,769
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 960	\$ 640
Transfer to Capital Fund	\$ 375,000	\$ 350,000	\$ 25,000
Total operating	\$ 2,148,736	\$ 2,132,785	\$ 15,951
Total expense	\$ 5,056,384	\$ 4,999,554	\$ 56,830
Surplus (deficit)	\$ (392,926.00)	\$ (469,091)	
	\$ (17,926.00)	\$ (119,091)	