



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, May 14, 2025
4:30 p.m.
Board Room**

- I. Call to Order** – Sofia Xethalis
- II. Consent Agenda** (Approval of Agenda; Approval of April 9, 2025 Minutes)
- III. Written Communications from the Public**
- IV. 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
- V. Old Business**
 - A. Capital Needs (Discussion)
 - B. Furniture Project Update (Discussion)
 - C. Other
- VI. New Business**
 - A. April 2025 Check Register and Vendor Report (Action)
 - B. April 2025 Actuals & Projection (Discussion)
 - C. City Librarian Compensation ((**This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (1)**)) (Action)
 - D. Other
- VII. Adjournment**



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: April 9, 2025

Time: 4:30 p.m.

Location: Board Room

Present:

Emily West

Sofia Xethalis

Paula Cross

Karl Coleman

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

Absent:

Blake Allison

Guests: None

Call to Order: Ms. Xethalis called the meeting to order at 4:36pm.

Consent Agenda

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

Written Communication from the Public: Mr. Meyer mentioned there were 2 FOIA requests received.

Public Comments: None.

Old Business

Capital Needs (Discussion) Mr. Meyer stated the cooling system should be finished on April 21. Mr. Meyer stated the roofers need to return to fix some broken plugged drains and remove the trash off the roof. The sewer line is still working well.

Furniture Project Update (Discussion) Mr. Meyer stated the reference desks will be installed between April 21 – 23. Electrical work to be done on April 24. Grand Re-opening on April 25.

Other (discussion) Mr. Meyer gave an update on IMLS. There will be a law suit against the federal government about the funding that has been halted by the President's executive order.

New Business

March 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 Ms. West. Ms. Xethalis requested a roll call vote. Mr. Coleman yes, Ms. Cross yes, Ms. West yes, Ms. Xethalis yes. The motion was adopted.

March 2025 Actuals and Projection (Discussion) Mr. Meyer presented the actual and projected budget detail. He also presented the March statement for the Illinois Funds account.

Adjournment

Ms. West made a motion to adjourn at 5:20pm, seconded by Ms. Cross. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 4/9/2025

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2025 to 4/30/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
166341	04/03/2025	VERIZON WIRELESS ACCT 980380645-00001	161.67	TELEPHONE
166352	04/03/2025	ZOOBEAN INC BEANSTACK PLUS 04/24/25-04/26/26	2,295.00	COMPUTER SOFTWARE
166365	04/10/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,744.17	OFFICE SUPPLIES
166380	04/10/2025	CONNIE MARTIN PRESENTATIONS LLC PRE-CIVIL WAR QUILT PRESENTATION	612.87	OTHER LIBRARY GRANT EXI
166397	04/10/2025	DYNAGRAPHICS SIGN INSER REPLACEMENTS PYLON SIGN	6,239.88	SMALL CAPITAL ITEMS
166417	04/10/2025	HECKWINE, BETTI JO APRIL & MAY SERV REC TREATS	53.95	OTHER LIBRARY GRANT EXI
166433	04/10/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	538.00	BOOKS & PERIODICALS
166446	04/10/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	374.05	OFFICE SUPPLIES
166508	04/17/2025	ALLERTON PUBLIC LIBRARY DISTRICT PAYMENT FOR LOST MATERIAL	16.99	LOST OR DAMAGED BOOKS
166517	04/17/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,782.27	OFFICE SUPPLIES
166527	04/17/2025	BRODART CO. CLASS LABELS MANGA, GRAPHIC LIT & COMICS	65.53	OFFICE SUPPLIES
166533	04/17/2025	COMMERCIAL MAIL SERVICES MARCH 16- MARCH 31, 2025 MONTHLY POSTAGE CH	308.33	POSTAGE
166540	04/17/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	1,923.95	SECURITY
166547	04/17/2025	DYNAGRAPHICS INVITAIONS, ENVELOPES, MAIL SERV, AND ADVANCE	416.13	OTHER LIBRARY GRANT EXI
166561	04/17/2025	HARLESS, NOAH MILEAGE REIMBURSMENT	81.88	CONFERENCES & TRAVEL
166570	04/17/2025	JERSEYVILLE PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	49.99	LOST OR DAMAGED BOOKS
166580	04/17/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	215.31	OFFICE SUPPLIES
166592	04/17/2025	SCOVILL ZOO MOBILE ZOO VISIT 05/27/25	300.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2025 to 4/30/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
166595	04/17/2025	SOWA, AMANDA 850 SUGAR COOKIES GRAND REOPENING 2025	1,800.00	OTHER LIBRARY GRANT EXI
166623	04/24/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	4,250.07	BOOKS & PERIODICALS
166629	04/24/2025	BACKYARD BLOOMS & BOUQUETS LLC FLOWER ARRANGEMENTS FOR THE GRAND REOPE	470.00	OTHER LIBRARY GRANT EXI
166630	04/24/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,034.35	OFFICE SUPPLIES
166638	04/24/2025	BREWSTER, CONNIE K 4/15/25 PRESCHOOL 4/16/25 SCHOOL AGE ART	300.00	OTHER LIBRARY GRANT EXI
166644	04/24/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEES	311.47	POSTAGE
166667	04/24/2025	HARGADON, STEVE LIBRARY 2.0 WEBINAR LICENSE	99.00	CONFERENCES & TRAVEL
166673	04/24/2025	ILLINOIS LIBRARY ASSOCIATION 2025 REACHING FORWARD SOUTH CONFERENCE - I	100.00	CONFERENCES & TRAVEL
166674	04/24/2025	ILLINOIS LIBRARY ASSOCIATION 2025 REACHING FORWARD SOUTH CONFERENCE - I	100.00	CONFERENCES & TRAVEL
166675	04/24/2025	ILLINOIS LIBRARY ASSOCIATION 2025 REACHING FORWARD SOUTH CONFERENCE - I	100.00	CONFERENCES & TRAVEL
166676	04/24/2025	ILLINOIS LIBRARY ASSOCIATION 2025 REACHING FORWARD SOUTH CONFERENCE - I	100.00	CONFERENCES & TRAVEL
166694	04/24/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	347.51	OFFICE SUPPLIES
166704	04/24/2025	PAETEC BLANKET - TELEPHONE SERVICE	55.94	TELEPHONE
166707	04/24/2025	PEERLESS NETWORK, INC ACCT 1212890	330.06	TELEPHONE
166716	04/24/2025	SOUNDCHECK MUSIC ANCHOR EXT900SOUND & ANCHOR MOBILE BAG	179.97	OTHER LIBRARY GRANT EXI
166719	04/24/2025	STACKMAP, LLC STACKMAP COLLECTION MAPPING TIL 03/24/26	3,625.00	COMPUTER SOFTWARE
166729	04/24/2025	VERIZON WIRELESS ACCT 980380645-00001	161.67	TELEPHONE
23006759	04/10/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,730.70	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2025 to 4/30/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23006770	04/17/2025	REGIONS/CREDIT CARD ACCT 7213	3,664.41	OTHER LIBRARY GRANT EXI
23006805	04/24/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,653.78	OTHER LIBRARY GRANT EXI
23006806	04/24/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
Total for: 35			38,013.90	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
166365	04/10/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	51.71	BOOKS & PERIODICALS
166506	04/17/2025	AASLH LOCAL HISTORY MEMBERSHIP TO AASLH 2024	393.00	BOOK AND PERIODICALS
166517	04/17/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	101.97	BOOKS & PERIODICALS
166630	04/24/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	636.88	BOOKS & PERIODICALS
Total for: 59			1,183.56	
Total for All:			\$39,197.46	

APRIL 2025 VENDOR REPORT

VENDOR NAME	AMOUNT
AASLH Total	\$393.00
ALLERTON PUBLIC LIBRARY DISTRICT Total	\$16.99
AMAZON PAYMENTS Total	\$4,250.07
BACKYARD BLOOMS & BOUQUETS LLC Total	\$470.00
BAKER & TAYLOR CO Total	\$5,351.35
BREWSTER, CONNIE K Total	\$300.00
BRODART CO. Total	\$65.53
COMMERCIAL MAIL SERVICES Total	\$619.80
CONNIE MARTIN PRESENTATIONS LLC Total	\$612.87
DECATUR CIVIC CENTER AUTHORITY Total	\$1,923.95
DYNAGRAPHICS Total	\$6,656.01
HARGADON, STEVE Total	\$99.00
HARLESS, NOAH Total	\$81.88
HECKWINE, BETTI JO Total	\$53.95
ILLINOIS LIBRARY ASSOCIATION Total	\$400.00
JERSEYVILLE PUBLIC LIBRARY Total	\$49.99
JESSICA HILL CONSULTING LLC Total	\$3,384.48
JONES & THOMAS Total	\$420.00
KANOPI Total	\$538.00
MIDWEST TAPE, LLC Total	\$936.87
PAETEC Total	\$55.94
PEERLESS NETWORK, INC Total	\$330.06
REGIONS/CREDIT CARD Total	\$3,664.41
SCOVILL ZOO Total	\$300.00
SOUNDCHECK MUSIC Total	\$179.97
SOWA, AMANDA Total	\$1,800.00
STACKMAP, LLC Total	\$3,625.00
VERIZON WIRELESS Total	\$323.34
ZOOBEAN INC Total	\$2,295.00
Grand Total	\$39,197.46

DPL FY2025 Budget Report
Prepared May 5, 2025
At the end of April 33% of the
year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,440,919	30.9%	\$ 457,917.16	31.8%	\$ 413,321.25	10.8%
Total Revenue	\$ 4,663,458		\$ 457,917.16	9.8%	\$ 413,321.25	10.8%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 638,251.72	34.2%	\$ 597,556.58	6.8%
Benefits	\$ 1,040,424		\$ 354,304.73	34.1%	\$ 317,968.55	11.4%
	\$ 2,907,648	57.5%	\$ 992,556.45	34.1%	\$ 915,525.13	8.4%

Library Materials						
Books, Periodicals, etc.	\$ 245,000		\$ 47,819.79	19.5%	\$ 34,966.65	36.8%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 64,052.25	63.0%
Lost/Damage	\$ 1,600		\$ 384.86	24.1%	\$ 334.52	15%
Total Materials	\$ 350,620	9.3%	\$ 152,607.93	43.5%	\$ 99,353.42	53.6%

Professional Services						
Security	\$ 22,500		\$ 7,850.19	34.9%	\$ 17,497.26	-55.1%
Professional Services	\$ 50,000		\$ 24,867.86	49.7%	\$ 24,588.04	1.1%
Bank Service Charges	\$ 250		\$ 99.84	39.9%	\$ 43.63	129%
Total	\$ 72,750	1.9%	\$ 32,817.89	45.1%	\$ 24,631.67	33.2%

Allocations

Administrative Fee	\$ 189,792		\$ 63,264.00	33.3%	\$ 49,244.00	28.5%
MIS	\$ 19,967		\$ 6,656.00	33.3%	\$ 5,444.00	22.3%
	\$ 209,759	5.5%	\$ 69,920.00	33.3%	\$ 54,688.00	27.9%

Grants

Other grants	\$ 150,000		\$ 59,104.72	39.4%	\$ 14,562.56	305.9%
	\$ 150,000	4.0%	\$ 59,104.72	39.4%	\$ 14,562.56	305.9%

Advertising	\$ 900	0.02%	\$ -	0.0%	\$ 324.00	-100%
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Office Supplies/Maintenance

Postage	\$ 5,000		\$ 2,194.74	43.9%	\$ 1,908.91	15.0%
Service to Office Equipment	\$ 25,000		\$ 2,494.91	10.0%	\$ 4,760.24	-47.6%
Telephone	\$ 6,000		\$ 2,275.49	37.9%	\$ 2,186.02	4.1%
Software	\$ 45,000		\$ 20,828.70	46.3%	\$ 39,005.28	-46.6%
Office Supplies	\$ 40,000		\$ 13,211.60	33.0%	\$ 6,318.94	109.1%
Small Capital	\$ 50,000		\$ 23,004.16	46.0%	\$ 33,429.55	-31.2%
	\$ 171,000	4.5%	\$ 64,009.60	37.4%	\$ 87,608.94	-26.9%

Staff Development

Conferences/Training/Travel	\$ 35,000		\$ 4,058.88	11.6%	\$ 7,664.38	-47.0%
Tuition Reimbursement	\$ 10,000		\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 71,000		\$ 807.74	1.1%	\$ 1,993.93	-59.5%
	\$ 116,000	3.1%	\$ 4,866.62	4.2%	\$ 9,658.31	-49.6%

Insurance

Unemployment	\$ 1,176		\$ 392.00	33.3%	\$ 376.00	4.3%
Risk Management	\$ 111,948		\$ 37,316.00	33.3%	\$ 31,204.00	19.6%
	\$ 113,124	3.0%	\$ 37,708.00	33.3%	\$ 31,580.00	19.4%

Building Costs

Transfer to Capital	\$ 375,000		\$ 350,000.00	93.3%	\$ -	#DIV/0!
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Rent	\$ 589,583		\$ 196,460.00	33.3%	\$ 196,460.00	0.0%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ 6,261.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 964,583	25.5%	\$ 552,721.00		\$ 196,460.00	181.3%
Total Operations/Services	\$ 2,148,736	56.8%	\$ 973,755.76	45.3%	\$ 518,866.90	87.7%
Total Expenses						
	\$ 5,056,384		\$ 1,966,312.21	38.9%	\$ 1,434,392.03	37.1%
Revenue Minus Expense						
	\$ (392,926)		\$ (1,508,395.05)		\$ (1,021,070.78)	47.7%

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	\$ 150,055.00	\$ 370,899.38	\$ -	\$ 357,133.09
5/1/2025	\$ 357,133.09				
6/1/2025	\$ -				
7/1/2025	\$ -				
8/1/2025	\$ -				
9/1/2025	\$ -				
10/1/2025	\$ -				
11/1/2025	\$ -				
12/1/2025	\$ -				
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	\$ 35,000.00	\$ 33,876.93	\$ 202,439.91

5/1/2025	\$	202,439.91
6/1/2025	\$	-
7/1/2025	\$	-
8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
12/1/2025	\$	-
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	\$ -	\$ 564.90	\$ 5,972.39
5/1/2025	\$ 5,972.39			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
1/1/2026	\$ -			

**Meyer
Date**

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	\$ -	\$ 393.00	\$ 33,182.60
5/1/2025	\$ 33,182.60			
6/1/2025	\$ -			
7/1/2025	\$ -			

8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
12/1/2025	\$	-
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			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
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	\$ 190,540.00	\$ 405,959.87	\$ -	\$ 610,878.33
5/1/2025	\$ 610,878.33	\$ -	\$ -	\$ -	
6/1/2025	\$ -	\$ -	\$ -	\$ -	
7/1/2025	\$ -	\$ -	\$ -	\$ -	
8/1/2025	\$ -	\$ -	\$ -	\$ -	
9/1/2025	\$ -	\$ -	\$ -	\$ -	
10/1/2025	\$ -	\$ -	\$ -	\$ -	
11/1/2025	\$ -	\$ -	\$ -	\$ -	
12/1/2025	\$ -	\$ -	\$ -	\$ -	

1/1/2026 \$

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Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,222,539	\$ 3,222,539	\$ -
PPRT	\$ 592,000	\$ 336,687	\$ (255,313)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 150,000	\$ 335,535	\$ 185,535
PILOT	\$ 556,299	\$ 556,299	\$ -
Fines	\$ 4,500	\$ 13,108	\$ 8,608
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 2,427	\$ (2,573)
Copies/Miscellaneous	\$ 14,000	\$ 10,208	\$ (3,792)
Meeting Room Fees	\$ 4,000	\$ 10,788	\$ 6,788
Interest Income	\$ 6,000	\$ 4,804	\$ (1,196)
Investment Income	\$ 5,000	\$ 29,819	\$ 24,819
Sale of Property	\$ -	\$ 27,914	\$ 27,914
Reimbursement of Expenses	\$ -	\$ 6,362	
Totals	\$ 4,663,458	\$ 4,660,510	\$ (2,948)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,867,224	\$ 1,843,838	\$ 23,386
Overtime	\$ -	\$ 502	\$ (502)
IMRF	\$ 135,590	\$ 133,610	\$ 1,980
FICA/Medicare	\$ 144,064	\$ 137,217	\$ 6,847
Life insurance	\$ 3,800	\$ 2,652	\$ 1,148
Medical insurance	\$ 741,000	\$ 738,256	\$ 2,744
Service recognition	\$ 15,970	\$ 15,970	\$ -
Total Personnel	\$ 2,907,648	\$ 2,872,045	\$ 35,603
Fund	Budgeted		
Unemployment insurance	\$ 1,176	\$ 1,176	\$ -
Advertising	\$ 900	\$ -	\$ 900
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 6,261	\$ (6,261)
Service to Office Equipment	\$ 25,000	\$ 11,621	\$ 13,379
IT Services	\$ 19,967	\$ 19,967	\$ -
Telephone/Internet	\$ 6,000	\$ 7,074	\$ (1,074)
Banking Service Charges	\$ 250	\$ 629	\$ (379)
Conferences/Travel/Continuing Ed	\$ 35,000	\$ 10,579	\$ 24,421
General Fund	\$ 189,792	\$ 189,792	\$ -
Postage	\$ 5,000	\$ 6,412	\$ (1,412)
Security	\$ 22,500	\$ 23,551	\$ (1,051)
Computer Software	\$ 45,000	\$ 33,544	\$ 11,456
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 50,000	\$ 61,199	\$ (11,199)

Membership Fees	\$ 71,000	\$ 71,000	\$ -
Per Capita Grant	\$ 104,020	\$ 104,403	\$ (383)
Other Grant	\$ 150,000	\$ 335,535	\$ (185,535)
Office Supplies	\$ 40,000	\$ 57,086	\$ (17,086)
Risk Management	\$ 111,948	\$ 111,948	\$ -
Small Capital	\$ 50,000	\$ 58,469	\$ (8,469)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,301	\$ 299
Transfer to Capital Fund	\$ 375,000	\$ 350,000	\$ 25,000
Total operating	\$ 2,148,736	\$ 2,296,129	\$ (147,393)
Total expense	\$ 5,056,384	\$ 5,168,174	\$ (111,790)
Surplus (deficit)	\$ (392,926.00)	\$ (507,664)	
	\$ (17,926.00)	\$ (157,664)	