



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, July 13, 2022
4:30 p.m.
Board Room**

- I. Call to Order** – Sofia Xethalis
- II. Approval of Agenda**
- III. Swearing in of Jeff Cancienne**
- IV. Minutes**—June 8, 2022 Meeting
- V. Written Communications from the Public**
- VI. 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
- VII. Old Business**
 - A. Capital Needs (Discussion)
 - B. Other
- VIII. New Business**
 - A. Naming of Committee Chair (Action)
 - B. June 2022 Check Register (Action)
 - C. June 2022 Budget Actuals (Discussion)
 - D. FY2022 Budget Projection (Discussion)

E. Off Duty Police Cost (Action)

F. Friends of the Library Relocation (Discussion)

G. Other

IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties
Minutes

Date: June 8, 2022

Time: 4:30 p.m.

Location: Board Room

Present: Sofia Xethalis (Chair)

Samantha Carroll

Jecobie Jones

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Alissa Henkel, Programs, Resources, & Services

Absent:

Alana Banks

Guests:

Call to Order:

Ms. Xethalis called the meeting to order at 4:37 pm.

Approval of Agenda

Ms. Xethalis requested a motion to approve the agenda. Ms. Carroll made a motion to approve the agenda, seconded by Mr. Jones. All in favor. The motion was adopted.

Approval of Minutes: May 11, 2022 meeting minutes

Ms. Xethalis requested a motion to approve the May 11, 2022 meeting minutes. Ms. Carroll made a motion to approve the minutes with suggested changes, seconded by Mr. Jones. All in favor. The motion was adopted.

Public Comments: None

Old Business

Capital Needs (Discussion) The City council will vote on the budget adjustment for shelving, and vote on whether or not to pay for the carpet at their next meeting on June 20, 2022.

Other (Discussion) There was some spam mail that went to the Board members.

New Business

May 2022 Check Register (Action) There was a discussion about the May check register. Mr. Meyer will review how the Check Register is grouped and presented for the next meeting. Mr. Meyer will discuss the number of hot spots available with Ms. Ziese. Mr. Meyer pointed out an error for the line item, My Lebro. This should be June 22 to December 22. Mr. Jones made a motion to send the check register to the full Board, seconded by Ms. Carroll. Roll call vote, Mr. Jones, yes, Ms. Carroll, yes, Ms. Xethalis, yes. All in favor. The motion was adopted.

May Actuals (Discussion) Mr. Meyer discussed the revenue collected, expenses, and professional services. DEI will start working on strategy Wednesday. The legal process for the Cantoni Fund has been initiated. The overall cash position is good.

FY2022 Projection (Discussion) Mr. Meyer stated the PPRT is way ahead. The medical insurance is online to exceed the budget. Mr. Meyer hopes the new clinic will alleviate the medical insurance deficit.

Off-Duty Police Cost (Action) Mr. Meyer met with Mike Pritchett who contracts off-duty police officers for the civic center and the bus depot. This includes county and city officers. The cost is \$32.00 an hour, which is \$3.00 more an hour than Securitas. It's possible the grant money for violence prevention will help pay for the extra cost for security. The cost for a metal detector is reasonable. It could be used in conjunction with security. Mr. Meyer will investigate metal detector quality options and how much of the \$32 goes to the officer. Mr. Meyer will get additional details from Mr. Pritchett for the full Board meeting. This topic was tabled.

Local History Control System (Action) Mr. Meyer opened a discussion about the Local History control system. The City feels the inadequate system is a design flaw. Mr. Meyer intends to ask the Foundation to pay for the repair as quoted by Clow Controls. The Foundation should meet the third week of June. The control system is inadequate. This was tabled until there is a discussion with the Foundation.

Other (Discussion) The Work Force construction bid has been sent out. Mr. Meyer is unaware if a contractor has been hired. Mr. Meyer apologized for the lack of the close of business on primary election day, at noon. The thought was to have staff work the morning shift.

Adjournment

Ms. Xethalis requested a motion to adjourn at 5:27 pm. Ms. Carroll made a motion to adjourn, seconded by Mr. Jones. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 6/8/2022

DATE: 7/8/2022
 TIME: 3:36:32PM

**CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 6/1/2022 TO 6/30/2022

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
147516	6/7/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	418.62	OFFICE SUPPLIES BOOKS & PERIODICALS
147556	6/7/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC	SOC WORK JESSICA HILL SUB CONT	1,182.85	OTHER LIBRARY GRANT EXPENSE
147565	6/7/2022 12:00:00 AM	MACON CONSERVATION DIST	FROG MUSIC PROGRAM DISCOVERING DINOSAURS PROGRAM FROG MUSIC PROGRAM	130.00	OTHER LIBRARY GRANT EXPENSE
147609	6/7/2022 12:00:00 AM	WATTS COPY SYSTEMS	SERVICE AND MAINTENANCE OF OFF	779.38	SERV-OFFICE EQUIPMENT
147622	6/14/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	2,701.93	OFFICE SUPPLIES BOOKS & PERIODICALS
147626	6/14/2022 12:00:00 AM	CDW GOVERNMENT INC	INKJET CARTRIDGES	228.65	OFFICE SUPPLIES
147633	6/14/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	MAY 16 - MAY 31'22	184.95	POSTAGE
147641	6/14/2022 12:00:00 AM	STRINGER, BETH E	2022 RENEWAL FOR CIRCULATION AND LOCAL HISTORY	56.00	BOOKS & PERIODICALS
147643	6/14/2022 12:00:00 AM	DEMCO INC	DOT LABELS/BOOK COVERS/REMOVEABLE LABELS	161.22	OFFICE SUPPLIES
147657	6/14/2022 12:00:00 AM	HR SOURCE	ANNUAL MEMBERSHIP 2023	1,135.00	PROFESSIONAL SERVICES
147680	6/14/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	2,516.52	OFFICE SUPPLIES BOOKS & PERIODICALS

147686	6/14/2022	12:00:00 AM	NATIONWIDE BACKGROUND SCREENING INC BACKGROUND REPORT S SLOAN	85.00	PROFESSIONAL SERVICES
147689	6/14/2022	12:00:00 AM	PAETEC ACCT 633318933001	105.35	TELEPHONE
147730	6/21/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	1,743.36	OFFICE SUPPLIES BOOKS & PERIODICALS
147742	6/21/2022	12:00:00 AM	CCH 2022 US MASTER TAX GUIDE	197.39	BOOKS & PERIODICALS
147746	6/21/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES JUNE 1 - JUNE 15'22	172.52	POSTAGE
147748	6/21/2022	12:00:00 AM	CONFIDENTIAL ON SITE PAPER SHREDDING COPS 95 PURGE DPL WORK ORDER 313492	192.86	PROFESSIONAL SERVICES
147757	6/21/2022	12:00:00 AM	DEMCO INC BOOK COVERS AND BOOKMARKS	110.56	OTHER LIBRARY GRANT EXPENSE OFFICE SUPPLIES
147794	6/21/2022	12:00:00 AM	MACON CONSERVATION DIST SNAKE AND TURTLE PROGAM AT LIBRARY	80.00	OTHER LIBRARY GRANT EXPENSE
147801	6/21/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	243.44	OFFICE SUPPLIES BOOKS & PERIODICALS
147807	6/21/2022	12:00:00 AM	MT ZION DISTRICT LIBRARY LOST OR DAMAGED MATERIALS	16.00	LOST OR DAMAGED BOOKS
147839	6/21/2022	12:00:00 AM	UNIQUE MANAGEMENT SERVICES PLACEMATS FOR MAY'22	179.00	PROFESSIONAL SERVICES
147848	6/21/2022	12:00:00 AM	WALLENDER-DEDMAN PRINTING READING LOG BROCHURE	310.00	OTHER LIBRARY GRANT EXPENSE
147859	6/28/2022	12:00:00 AM	AMAZON PAYMENTS SUPPLIES AND BOOKS	1,150.11	SMALL CAPITAL ITEMS
147865	6/28/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	869.78	OFFICE SUPPLIES BOOKS & PERIODICALS OTHER LIBRARY GRANT EXPENSE
147876	6/28/2022	12:00:00 AM	BREWSTER, CONNIE K CHILDREN'S ART CLASS 7/1/22	150.00	OTHER LIBRARY GRANT EXPENSE

147879	6/28/2022	12:00:00 AM	CDW GOVERNMENT INC	529.18	
			SEAGATE SKYHAWK 10TB HARD DRIVE		SMALL CAPITAL ITEMS
147891	6/28/2022	12:00:00 AM	ERICKSON DAVIS, ATTORNEYS	420.00	
			LEGAL SERVICES FOR DPL		PROFESSIONAL SERVICES
147914	6/28/2022	12:00:00 AM	KANOPY	382.00	
			LIBRARY STREAMING SERVICE		BOOKS & PERIODICALS
147927	6/28/2022	12:00:00 AM	MERDON, INC	285.00	
			SRP KICKOFF TOILET RENTAL		OTHER LIBRARY GRANT EXPENSE
147928	6/28/2022	12:00:00 AM	MIDWEST TAPE, LLC	5,713.80	
			AV AND STREAMING SERVICES		OFFICE SUPPLIES BOOKS & PERIODICALS
147935	6/28/2022	12:00:00 AM	PEERLESS NETWORK, INC	397.80	
			ACCT 1212890		TELEPHONE
147942	6/28/2022	12:00:00 AM	SCHOLASTIC LIBRARY PUBLISHING	1,069.60	
			PROZE BOOKS SUMMER READING PROGRAM 2022		OTHER LIBRARY GRANT EXPENSE
147944	6/28/2022	12:00:00 AM	SLOAN'S CALZONES	224.91	
			RE-ISSUED VOIDED CK#144823 LIBRARY CHRISTMAS LUNCH		OTHER LIBRARY GRANT EXPENSE
147948	6/28/2022	12:00:00 AM	STRIGLOS/HAINES & ESSICK	23.68	
			COLOR CARD STOCK		OFFICE SUPPLIES
147962	6/28/2022	12:00:00 AM	VERIZON WIRELESS	887.16	
			ACCT 980380645-00001		TELEPHONE
7004744	6/27/2022	12:00:00 AM	DELL INC.	3,127.80	
			OPTOPLEX 7090 SMALL FORM FACTOR BTX		SMALL CAPITAL ITEMS
923004953	6/14/2022	12:00:00 AM	REGIONS/CREDIT CARD	3,922.92	
			ACCT 3978		MEMBERSHIP FEES OFFICE SUPPLIES OTHER LIBRARY GRANT EXPENSE CONFERENCES & TRAVEL
35 LIBRARY FUND Total				32,084.34	
59 LIBRARY TRUST FUNDS					
147545	6/7/2022	12:00:00 AM	GAYLORD BROS.	70.32	
			SHIPPING NOT PAID ON PRIOR PAYMENT		ARCHIVAL SUPPLIES
147622	6/14/2022	12:00:00 AM	BAKER & TAYLOR CO	32.75	
			BOOKS AND ENTERTAINMENT 2022		BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total				103.07	
WARRANT TOTAL:				32,187.41	

DPL FY 2022 Budget Report

Prepared: July 5, 2022

At the end of June 50% of the year has passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ -	0.0%	\$ 50,732.01	-100.0%
All Other	\$ 1,292,562	31.3%	\$ 969,993.32	75.0%	\$ 598,487.38	62.1%
Total Revenue	\$ 4,134,562		\$ 969,993.32	23.5%	\$ 649,219.39	49.4%

Expense

	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
Personnel						
Payroll	\$ 1,644,156		\$ 803,785.94		\$ 825,017.48	-2.6%
Benefits	\$ 870,336		\$ 433,466.55		\$ 393,120.95	10.3%
	\$ 2,514,492	60.7%	\$ 1,237,252.49	49.2%	\$ 1,218,138.43	1.6%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 178,428.37	72.8%	\$ 183,450.05	-2.7%
Per Capita	\$ 104,020		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,500.00		\$ 456.33	18.3%	\$ 1,158.91	n/a
Total Materials	\$ 351,520	9.3%	\$ 178,884.70	50.9%	\$ 184,608.96	-3.1%

Professional Services

Professional Services	\$ 102,000		\$ 17,347.48	17.0%	\$ 5,630.99	208.1%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 110.92	73.9%	\$ 214.37	-0.48258
Total	\$ 102,650	2.7%	\$ 17,458.40	17.0%	\$ 9,376.52	86.2%

Allocations

Administrative Fee	\$	108,864		\$	54,432.00	50.0%	\$	62,436.00	-12.8%
MIS	\$	36,684		\$	18,342.00	50.0%	\$	20,058.00	-8.6%
	\$	145,548	3.8%	\$	72,774.00	50.0%	\$	82,494.00	-11.8%

Grants

Other grants	\$	75,000		\$	23,222.06	31.0%	\$	14,250.57	63.0%
	\$	75,000	2.0%	\$	23,222.06	31.0%	\$	14,250.57	63.0%

Advertising	\$	500	0.01%	\$	898.00	179.6%	\$	421.00	113%
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	2,223.89	44.5%	\$	2,433.65	-8.6%
Service to Office Equipment	\$	27,000		\$	4,124.71	15.3%	\$	3,898.99	5.8%
Telephone	\$	27,000		\$	9,703.38	35.9%	\$	12,473.70	-22.2%
Software	\$	50,000		\$	29,322.00	58.6%	\$	43,293.93	-32.3%
Office Supplies	\$	40,000		\$	9,813.03	24.5%	\$	13,821.34	-29.0%
Small Capital	\$	45,000		\$	12,717.59	28.3%	\$	4,450.05	185.8%
	\$	194,000	5.1%	\$	67,904.60	35.0%	\$	80,371.66	-15.5%

Staff Development

Interview Travel Expense	\$	-		\$	35.48		\$	-	
Conferences/Training/Travel	\$	20,000		\$	4,207.42	21.0%	\$	2,402.00	75.2%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	5,191.10	10.4%	\$	1,761.00	194.8%
	\$	74,000	2.0%	\$	9,434.00	12.7%	\$	4,163.00	126.6%

Insurance

Unemployment	\$	1,056		\$	528.00	50.0%	\$	666.00	-20.7%
Risk Management	\$	95,724		\$	47,862.00	50.0%	\$	35,742.00	33.9%
	\$	96,780	2.6%	\$	48,390.00	50.0%	\$	36,408.00	32.9%

Building Costs

Rent	\$ 589,583.00		\$ 294,690.00	50.0%	\$ 289,898.00	1.7%
Supplies	\$ 150		\$ -	0.0%	\$ 106.11	-100.0%
Maintenace	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,733	15.6%	\$ 294,690.00		\$ 290,004.11	1.6%
Total Operations/Services	\$ 1,629,731	43.1%	\$ 713,655.76	43.8%	\$ 702,097.82	1.6%
<hr/>						
Total Expenses	\$ 4,144,223		\$ 1,950,908.25	47.1%	\$ 1,920,236.25	1.6%
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Revenue Minus Expense	\$ (9,661)		\$ (980,914.93)		\$ (1,271,016.86)	-22.8%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet / Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73	\$ 198,431.40	\$ 380,813.40	\$ - \$ 950,658.73
4/1/2022	\$ 950,658.73	\$ 218,692.24	\$ 327,770.85	\$ - \$ 841,580.12
5/1/2022	\$ 841,580.12	\$ 293,190.39	\$ 316,569.96	\$ - \$ 818,200.55
6/1/2022	\$ 818,200.55	\$ 51,332.06	\$ 298,863.78	\$ - \$ 570,668.83
7/1/2022	\$ 570,668.83			
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				

Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
3/1/2022	\$ 533,466.61	\$ 41.81	\$ -	\$ 533,508.42
4/1/2022	\$ 533,508.42	\$ -	\$ -	\$ 533,508.42
5/1/2022	\$ 533,508.42	\$ 30.63	\$ -	\$ 533,539.05

6/1/2022	\$	533,539.05	\$	-	\$	-	\$	533,539.05
7/1/2022	\$	533,539.05						
8/1/2022	\$	-						
9/1/2022	\$	-						
10/1/2022	\$	-						
11/1/2022	\$	-						
12/1/2022	\$	-						
1/1/2023	\$	-						

**Trust Accounts
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2022	\$ 58,479.83			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

**Meyer
Date**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 51,488.14	\$ -	\$ 7,123.57	\$ 44,364.57
2/1/2022	\$ 44,364.57	\$ -	\$ (1,474.16)	\$ 45,838.73
3/1/2022	\$ 45,838.73	\$ -	\$ -	\$ 45,838.73
4/1/2022	\$ 45,838.73	\$ -	\$ 375.00	\$ 45,463.73
5/1/2022	\$ 45,463.73	\$ -	\$ 640.00	\$ 44,823.73
6/1/2022	\$ 44,823.73	\$ -	\$ 70.32	\$ 44,753.41
7/1/2022	\$ 44,753.41			
8/1/2022	\$ -			
9/1/2022	\$ -			

10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23	\$ -	\$ 46.21	\$ 20,531.02
4/1/2022	\$ 20,531.02	\$ -	\$ 3,841.69	\$ 16,689.33
5/1/2022	\$ 16,689.33	\$ 2,260.00	\$ 84.54	\$ 18,864.79
6/1/2022	\$ 18,864.79	\$ 675.00	\$ 32.75	\$ 19,507.04
7/1/2022	\$ 19,507.04			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at Ending
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ - \$ 1,722,760.71
3/1/2022	\$ 1,722,760.71	\$ 198,473.21	\$ 380,859.61	\$ - \$ 1,540,374.31
4/1/2022	\$ 1,540,374.31	\$ 218,692.24	\$ 331,987.54	\$ - \$ 1,427,079.01
5/1/2022	\$ 1,427,079.01	\$ 295,481.02	\$ 317,294.50	\$ - \$ 1,405,265.53
6/1/2022	\$ 1,405,265.53	\$ 52,007.06	\$ 298,966.85	\$ - \$ 1,158,305.74
7/1/2022	\$ 1,158,305.74			
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
PPRT	\$ 530,722	\$ 1,267,031	\$ 736,309
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 75,000	\$ 49,723	\$ (25,277)
PILOT	\$ 561,120	\$ 561,120	\$ -
Fines	\$ 4,500	\$ 9,021	\$ 4,521
Non-Resident Fee	\$ 150	\$ 150	\$ -
Lost or Damaged Items	\$ 4,000	\$ 4,601	\$ 601
Copies/Miscellaneous	\$ 11,000	\$ 12,627	\$ 1,627
Meeting Room Fees	\$ 1,000	\$ 3,560.00	\$ 2,560
Interest Income	\$ -	\$ 34	\$ 34
Investment Income	\$ 1,000	\$ 315	\$ (685)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 1,500	\$ 1,500
Miscellaneous Income	\$ 50	\$ -	\$ (50)
Totals	\$ 4,134,562	\$ 4,855,702	\$ 721,140

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,644,156	\$ 1,607,572	\$ 36,584
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 159,403	\$ 143,513	\$ 15,890
FICA/Medicare	\$ 126,958	\$ 121,388	\$ 5,570
Life insurance	\$ 3,045	\$ 2,457	\$ 588
Medical insurance	\$ 565,500	\$ 584,100	\$ (18,600)
Service recognition	\$ 15,430	\$ 15,476	\$ (46)
Total Personnel	\$ 2,514,492	\$ 2,474,506	\$ 39,986
Fund	Budgeted		
Unemployment insurance	\$ 1,056	\$ 1,056	\$ -
Advertising	\$ 500	\$ 898	\$ (398)
Printing/binding	\$ -	\$ 0	\$ -
Service to maintain Building	\$ -	\$ 0	\$ -
Service to Office Equipment	\$ 27,000	\$ 22,783	\$ 4,217
IT Services	\$ 36,684	\$ 36,684	\$ -
Telephone	\$ 27,000	\$ 18,950	\$ 8,050
Banking Service Charges	\$ 150	\$ 164	\$ (14)
Conferences/Travel/Continuing Ed	\$ 20,000	\$ 8,306	\$ 11,694
General Fund	\$ 108,864	\$ 108,864	\$ -
Postage	\$ 5,000	\$ 4,490	\$ 510
Computer Software	\$ 50,000	\$ 32,973	\$ 17,027
Travel Interview Expense	\$ -	\$ 35	\$ (35)

Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 79,695	\$ 22,305
Membership Fees	\$ 50,000	\$ 57,000	\$ (7,000)
Materials for Buildings	\$ 150	0	\$ 150
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 75,000	\$ 55,612	\$ 19,388
Office Supplies	\$ 40,000	\$ 29,345	\$ 10,655
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 42,757	\$ 2,243
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 727	\$ 1,773
Total operating	\$ 1,629,731	\$ 1,538,667	\$ 91,064
Total expense	\$ 4,144,223	\$ 4,013,173	\$ 131,050
Surplus (deficit)	\$ (9,661.00)	\$ 842,529.21	\$ (852,190)