



# DECATUR PUBLIC LIBRARY

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## AGENDA

### BOARD OF TRUSTEES

Thursday, February 23, 2022

Via Zoom

<https://us02web.zoom.us/j/85933429925>

Meeting ID: 859 3342 9925

1 312 626 6799 US (Chicago)

- I. **Call to order** – Samantha Carroll – (PLEASE TAKE NOTICE THAT, PURSUANT TO SECTION 7(e) OF THE ILLINOIS OPEN MEETINGS ACT (5 ILCS 120/7(e)) AND THE GUBERNATORIAL DISASTER PROCLAMATION ISSUED BY GOVERNOR JB PRITZKER ON JANUARY 3, 2021, THE BOARD OF TRUSTEES FOR THE DECATUR PUBLIC LIBRARY IS CONDUCTING THIS MEETING BY AUDIO AND/OR VIDEO CONFERENCE)
- II. **Consent Agenda (Approval of Agenda; Approval of January 20, 2022 Regular Meeting Minutes) (Action)**
- III. **Public comments.** The Decatur Public Library’s Board Room will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org) by 4:00 pm Thursday February 17, 2022. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached
- IV. **Written Communications from the public**
- V. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
  - A. **Personnel, Policy & Public Relations Committee**—Karl Coleman
    - i. No meeting held
  - B. **Finance and Properties Committee**—Sofia Xethalis
    - i. Capital Needs (Discussion)
    - ii. January 2022 Check Registers (Action)
    - iii. 2022 Budget Actuals (Action)
    - iv. Other (Discussion)
  - C. **Foundation**—Rick Meyer
    - i. Annual Appeal Update

**D. Friends of the Library – Rick Meyer**

- i. February 10 Meeting (Discussion)

**E. Illinois Heartland Library System—Rick Meyer**

**VIII. Old Business**

- A. Friends of the Library Relocation (Discussion)
- B. City Librarian Performance Review (Discussion)
- C. Other

**IX. New Business**

- A. Other (Discussion)

**X. Adjournment**

If you have questions please contact: Rick Meyer, City Librarian  
421-9713 or [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

January 20, 2022 Meeting Minutes

Via Zoom at 4:30pm

#### **Location: Zoom Meeting**

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**Board President:** Samantha Carroll **Board Members:** Sofia Xethalis, Susan Avery, Karl Coleman, Anay Hunt, Alana Banks, Shelli Brunner, Jacobie Jones

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#### **Present:** Samantha Carroll

Sofia Xethalis  
Karl Coleman  
Alana Banks  
Shelli Brunner  
Jacobie Jones  
Susan Avery

#### **Absent:**

Anay Hunt

#### **Staff:** Rick Meyer, City Librarian

Michelle Whitehead  
Becky Dampitz  
Carol Ziese  
Alissa Henkel  
Matt Wilkerson

#### **Guests:** None

#### **Call to Order:**

PLEASE TAKE NOTICE THAT, PURSUANT TO SECTION 7(e) OF THE ILLINOIS OPEN MEETINGS ACT (5 ILCS 120/7(e)) AND THE GUBERNATORIAL DISASTER PROCLAMATION ISSUED BY GOVERNOR JB PRITZKER ON JANUARY 3, 2021, THE BOARD OF TRUSTEES FOR THE DECATUR PUBLIC LIBRARY IS CONDUCTING THIS MEETING BY AUDIO AND/OR VIDEO CONFERENCE.

Samantha Carroll called the meeting to order at 4:33p.m.

**Consent Agenda (Approval of Agenda; Approval of November 18, 2021 Regular Meeting Minutes) (Action)** Confirmed from video review that Ms. Avery did not attend the November 18, 2021 meeting. She will be listed as absent in the minutes. Ms. Carroll requested a roll call vote. Ms. Avery made a motion to accept the minutes with the necessary change, seconded by Mr. Jones. Ms. Carroll requested a roll call vote. Ms. Avery yes, Ms. Brunner yes, Mr. Coleman yes, Ms. Banks yes, Ms. Xethalis yes, Ms. Carroll yes, the motion was adopted.

**Public comments:** None.

**Written Communications from the Public:** None.

**City Librarian's Report** (Discussion) Mr. Meyer reported on compensation for management staff. Mr. Meyer has been reacquainted with Covid protocols. A number of library staff have been affected by Covid. Working with colleagues in Normal and Urbana on the Legislative meet up. Mr. Meyer and Ms. Whitehead have revised the Executive Assistant job description. Administrative staff have been working on cash handling procedures. Mr. Meyer drew attention to the statistics sheet. The overall collection use, including database use, went up 2% from 2019. Most of this is in the electronic realm.

**Division Head Reports** (Discussion)

Rebecca Dampitz, Head of Local History – Ms. Dampitz reported The Library Local History room was on an episode of Illinois Stories. When the episode is posted on Utube, Ms. Dampitz will post it on The Library site. This is a 30-minute episode. Since the episode aired, The Library has received a lot of compliments and it has increased foot traffic. Local History also received a donation of an 1872 map of Decatur that can be viewed in the Local History room.

Alissa Henkel, Head of Programs, Resources, and Services – Ms. Henkel reported that The Library now has an LED street sign. Ms. Henkel has been trained on how to edit the content presented on the sign.

Matt Wilkerson, Systems Administrator – Mr. Wilkerson reported that currently, he and Chris Nihiser are keeping staff and patron computers updated, including windows updates. They recently replaced one of The Library servers. The Madden Auditorium is ready for the tax preparers that start next week. They will have their own printer.

Carol Ziese, Head of Technical Services and Head of Circulation – Ms. Ziese reported on how Covid has allowed her department to complete database clean up. Her staff have been removing expired patron records. New scanners are being installed so that will allow you to turn your phone into your library card. The Library is slowly moving into the online card registration process through Patron Point. Because cataloging has changed, labeling has changed. The staff are busy making our labels look better. The pandemic has given us time to clean up all of the backend jobs.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee -Karl Coleman

- a. Personnel Update (Discussion) Mr. Meyer stated that a librarian resigned. Ms. Henkel and Mr. Meyer are conducting zoom interviews. Currently, there are 6 qualified candidates. Michelle Whitehead has been promoted to executive administrative assistant.
- b. Intergovernmental Agreement (Action) The Library can join with other libraries to put on programs with authors that they wouldn't be able to financially support on their own. This agreement is with a group of respected colleagues who are all well-known to Mr. Meyer. It will cost Decatur Public Library \$750 for the first

6 months. The programs presented will all be remote. Mr. Coleman made a motion to accept the agreement. Mr. Jones seconded the motion. Ms. Carroll requested a roll call vote. Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes, Ms. Banks yes, Ms. Xethalis yes, Mr. Jones yes, Ms. Carroll yes. Motion was adopted. Ms. Whitehead will have a copy of the agreement for Ms. Carroll to sign.

- c. City Librarian Annual Review (Discussion) Ms. Carroll stated she and Mr. Coleman will have a question and answer session with HR source regarding the evaluation for the City Librarian in the near future. The Board can email Ms. Carroll any additional questions.
- d. 2022 Meeting Schedule (Action) Mr. Coleman made a motion to approve the Board of Trustee meetings, Ms. Brunner seconded the motion. Ms. Carroll requested a roll call vote. Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes, Ms. Banks yes, Ms. Xethalis yes, Mr. Jones yes, Ms. Carroll yes. Motion was adopted.
- e. Diversity, Equity, and Inclusion (Discussion) Mr. Meyer stated the main point of the meeting today was how to select members of the engagement committee. They suggested including 1 board member. This committee will be small and include a representative from each department if possible, along with 1 or 2 community members, and 1 or 2 people who are on the DEI committee. Ms. Carroll and Mr. Coleman will decide on how to select a board member. DeEtta Jones would like to have a roster for the committee by next Thursday. Ms. Brunner stated she is interested in participating and expressed concern about the time commitment. Staff will meet again on Tuesday morning to nominate participants for the committee.
- f. Equipment Circulation Policy (Action) Mr. Meyer added the first sentence on the policy to clarify what can be checked out at The Library. Mr. Coleman made a motion to approved the policy, seconded by Ms. Brunner. Ms. Carroll requested a roll call vote. Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes, Ms. Banks yes, Ms. Xethalis yes, Mr. Jones yes, Ms. Carroll yes. Motion was adopted.

#### B. Finance and Properties Committee – Sofia Xethalis

- a. Capital Needs (Discussion) Mr. Meyer will follow up with the City to be sure the lawn will be reseeded. The HVAC unit has been corrected. It's warm in the building.
- b. November and December 2021 Check Registers (Action) Ms. Xethalis made a motion to approve the November and December check register, Mr Coleman seconded the motion. Ms. Carroll requested a roll call vote. Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes, Ms. Banks yes, Ms. Xethalis yes, Mr. Jones yes, Ms. Carroll yes. Motion was adopted.
- c. 2021 Budget Actuals (Action) The city approved a \$200,000 transfer into the capital reserve fund. No action required. The Library overspent on insurance, however, that was not something The Library can control. The Library was fortunate on the revenue side.

#### C. Foundation – Rick Meyer

- a. Annual Appeal Update (Discussion) Mr. Meyer stated that as of the last review the amount collected is about \$14,000.00. This has been the most successful

annual appeal for the foundation. Ms. Xehalis would like to see electronic donations via a web link.

**D. Friends of the Library – Rick Meyer**

- a.** December and January Meetings (Discussion) Mr. Meyer stated they have requested that a member of the board be at their meetings. The Friends of the Library would like to know more about what the board is doing. They have approved all of the programs so far. They have even given us additional funds. Linda Castleman will be the new President. Mr. Coleman plans to attend the February 10, 2022 meeting at 4pm.

**E. Illinois Heartland Library System – Rick Meyer**

- a.** Annual Meeting (Discussion) No report. Mr. Meyer was unable to attend.

**Old Business**

- A.** Electronic Sign (Discussion) Mr. Meyer will follow up on the lens of the adjoining sign.
- B.** Friends of the Library Relocation (Discussion) Mr. Meyer will continue to follow up on the relocation updates with the City Manager.

**New Business**

- A.** Extension of FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 (Action) Mr. Meyer stated that in 2020 this was a federal mandate. It is recommended that The Board choose to extend the policy for our employees through the end of this year. This gives our full-time staff 80 hours for themselves for Covid related illness. Currently there are 4 staff members out due to Covid. There is a possibility to close the library due to lack of staffing. Ms. Avery made a motion to accept the policy for another year, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote. Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes, Ms. Banks yes, Ms. Xehalis yes, Mr. Jones yes, Ms. Carroll yes. Motion was adopted.

**Adjournment**

Ms. Carroll requested a motion to adjourn at 5:35 p.m. Ms. Brunner made a motion to adjourn, seconded by Ms. Xehalis. Ms. Carroll requested a roll call vote. Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes, Ms. Banks yes, Ms. Xehalis yes, Mr. Jones yes, Ms. Carroll yes. Motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Draft 1/20/22



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### City Librarian's Report for January 2022

#### Administration

- On January 4 I met with representatives from City of Decatur and Friends of the Decatur Public Library to discuss moving from the sort room.
- I continued working with colleagues in Normal and Urbana to plan the 2022 Illinois Library Association (ILA) Legislative Meet Up. I attended the event on January 28.
- On January 11 I held two staff meetings.
- On January 17, Michelle Whitehead assumed duties of Executive Administrative Assistant.
- On the 12<sup>th</sup> I participated in a meeting of the IHLS Board of Directors Nominating Committee.
- On the 18<sup>th</sup> I spoke to a Kiwanis group—actually two as it was a joint meeting.
- On the 19<sup>th</sup>, 20<sup>th</sup>, and 25<sup>th</sup> Alissa Henkel and I interviewed 6 candidates, via Zoom, for the librarian position vacated by Tabitha Bilyeu. We invited 4 candidates for a second, in-person interview in February.
- On the 20<sup>th</sup> the leadership team attended DEI kickoff meeting with representatives from DeEtta Jones.

#### Circulation

- **Please see statistical spreadsheet/charts.**
- There were 27 curbside pick-ups in November.
- Staff has worked diligently to remove old periodicals, Head Page Patti Freitag deserves special mention in this effort. The response from the public has been really good.

#### Technical Services

- **See statistical spreadsheet**
- Karen Williams and Kathy Collett are working on a variety of cataloging and reclassifying projects: MacArthur year books (62) were reclassified and relabeled. Cemetery records are currently being RDA updated and reclassified. Adult fiction is being scanned for missing call number labels and corrected.

#### Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- John Schirle updated flyers and websites with this year's ALA award winners.
- Susan Bishop created a record set and marketing for reading resources for parents teaching their child to read or improve skills.
- Kasey published DPL's first TikTok featuring Scott's Lonely DVD display.

- Jessica Hill provided ongoing consultation on an education course for Certificate on Social Work and Librarianship for UIUC. She hopes to present Library Social Work to the National Association of Social Workers (NASW) in March. She was a guest speaker for Left at the Door, a local podcast.
- Matt Wilkerson and Alissa Henkel were trained on using our new LED sign on Franklin Street.
- All management staff met with HR Source to establish BARS (Behaviorally Anchored Rating Scale) for management evaluations.
- The leadership team met with HR Source to establish Core Values for management to be evaluated on.

### **Systems Administration**

- **See spreadsheet for statistical information.**
- A leased printer for Tax preparation from Watt's was installed and configured by Chris Nihiser.
- Matt Wilkerson replaced wireless access point in Madden, which has better security and signal. Hopefully this makes for better access for tax preparers.
- Matt ordered and received nine new barcode scanners from Bayscan Technologies. They will scan a barcode off of a mobile device.
- Matt is working with Fire Insurance Maps online (FIMo) for database access outside of Library. They say we need a Proxy Server. They have partnered with LibLynx for authentication services which will work in near future. They will let me know when it is available.
- Work in Progress: Deep Freeze is working with Microsoft to correct Patron computer freezing problem. Chris sent additional log files from affected computers to Deep Freeze. Will look at alternatives in February
- Updated IceWarp and our Firewall to most recent versions.

### **Archives and Special Collections (formerly Local History)**

- **Please see spreadsheet for statistics.**
- The volunteer party was held on January 18 in the Local History Room. The party was catered by Cindy's Delights, and funded by the Friends. 16 people attended the event.
- Leeann Grossman started adding the rest of the 2021 board minutes to Omeka.
- The FIMo database was added to our repertoire of databases this month. It is currently only available onsite, but Matt is working on home access, as indicated above.
- Joyce Doris finished the adding the schools to Omeka. She is now adding extra street photos, and will work on visitor photos next.
- David Frahlman put up this year's Black History Month display on one of the large tables. The display will be up until March.
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*Sincerely,*

***Rick Meyer***

*City Librarian*



DATE: 2/7/2022  
TIME: 12:03:58PM

**CITY OF DECATUR**  
**LIBRARY FUNDS CHECK REGISTER**  
**FOR INVOICES FROM 1/1/2022 TO 1/31/2022**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>
<b>35 LIBRARY FUND</b>					
145051	1/6/2022	COMMERCIAL MAIL SERVICES	DEC 15 - DEC 31'21	92.94	POSTAGE
145055	1/6/2022	DEMCO INC	VINYL COATED CLOTH TAPE	159.31	OFFICE SUPPLIES
145073	1/6/2022	SAM'S CLUB	ACCT 9064	9.53	OTHER LIBRARY GRANT EXPENSE
145075	1/6/2022	ROSE DREW, INC	POLY DVD SLEEVES	405.00	OFFICE SUPPLIES
145088	1/13/2022	ATLAS LOCK INC	MASTER PADLOCKS	42.00	SERVICE TO MAINT BUILDINGS
145097	1/13/2022	CENTER POINT LARGE PRINT	LARGE PRINT STANDING ORDER	2,818.80	BOOKS & PERIODICALS
145117	1/13/2022	EBSCO INDUSTRIES, INC	DATABASE PACKAGE	28,915.00	BOOKS & PERIODICALS
145136	1/13/2022	KANOPY	DIGITAL STREAMING SERVICE 12/2021	375.00	BOOKS & PERIODICALS
145142	1/13/2022	MAVERICK MARKETING	DPL LOGO UNIFORM TEE'S STAFF TEE'S ,HOODIES, AND POLO'S	290.90	OFFICE SUPPLIES
145145	1/13/2022	MIDWEST TAPE, LLC	DIGITAL STREAMING SERVICE	2,139.47	BOOKS & PERIODICALS
145154	1/13/2022	PROQUEST INFORMATION & LEARNING	FOLD3 LIBRARY EDITION DATABASE	2,851.53	BOOKS & PERIODICALS
145169	1/13/2022	WORLD TRADE PRESS	DATABASE SUBSCRIPTION	2,800.00	BOOKS & PERIODICALS
145183	1/25/2022	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	1,763.06	OFFICE SUPPLIES

DATE: 2/7/2022  
 TIME: 12:03:58PM

**CITY OF DECATUR**  
**LIBRARY FUNDS CHECK REGISTER**  
**FOR INVOICES FROM 1/1/2022 TO 1/31/2022**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>
145193	1/25/2022	BURDICK PLUMBING & HEATING CO INC	WATER LEAK	224.64	SERVICE TO MAINT BUILDINGS
145200	1/25/2022	COMMERCIAL MAIL SERVICES	JAN 1 - JAN 14'22	228.46	POSTAGE
145210	1/25/2022	DEMCO INC	COLOR TINTED LABEL PROTECTORS	196.15	OFFICE SUPPLIES
145214	1/25/2022	DYNAGRAPHICS	DONOR WALL SIGN ADJUSTMENTS	270.53	PROFESSIONAL SERVICES
145217	1/25/2022	ERICKSON DAVIS, ATTORNEYS	LEGAL SERVICES	555.00	PROFESSIONAL SERVICES
145236	1/25/2022	JESSICA HILL CONSULTING LLC	CONSULTING FEES FOR 1/3-1/14	980.90	OTHER LIBRARY GRANT EXPENSE
145237	1/25/2022	JONES & THOMAS	WEB SERVICES	400.00	PROFESSIONAL SERVICES
145250	1/25/2022	MT ZION DISTRICT LIBRARY	LOST OR DAMAGED MATERIALS	39.00	LOST OR DAMAGED BOOKS
145259	1/25/2022	PAETEC	ACCT 633318933001 ACCT 633292627001	134.51	TELEPHONE
145260	1/25/2022	PEERLESS NETWORK, INC	ACCT 1212890	456.18	TELEPHONE
145286	1/25/2022	VERIZON WIRELESS	ACCT 980380645-00001	1,510.89	TELEPHONE
145292	1/25/2022	WATTS COPY SYSTEMS	SERVICE AND MAINTENANCE OF OFF	802.11	SERV-OFFICE EQUIPMENT
923004827	1/13/2022	REGIONS/CREDIT CARD	ACCT 3978	243.68	OTHER LIBRARY GRANT EXPENSE

DATE: 2/7/2022  
TIME: 12:03:58PM

**CITY OF DECATUR**  
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**FOR INVOICES FROM 1/1/2022 TO 1/31/2022**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>
<b>35 LIBRARY FUND Total</b>				<b>48,704.59</b>	
<b>59 LIBRARY TRUST FUNDS</b>					
145127	1/13/2022	HISTORICAL INFORMATION GATHERERS	FLMO LIBRARY EDITION SERVICE	4,460.00	BOOK AND PERIODICALS
145183	1/25/2022	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	15.79	BOOKS & PERIODICALS
145225	1/25/2022	GAYLORD BROS.	ARCHVL FILE/ ALBUM PAGES	539.41	ARCHIVAL SUPPLIES
<b>59 LIBRARY TRUST FUNDS Total</b>				<b>5,015.20</b>	
WARRANT TOTAL:				<b>53,719.79</b>	

DPL FY 2021 Budget Report

Prepared:December 15, 2021 2021

At the end of January 8% 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%	\$ 160,802.87	12.4%	\$ 101,964.99	57.7%
<b>Total Revenue</b>	<b>\$ 4,134,562</b>		<b>\$ 160,802.87</b>	<b>3.9%</b>	<b>\$ 152,697.00</b>	<b>5.3%</b>

**Expense**

% Expended

Personnel

Payroll	\$ 1,644,156		\$ 120,385.81		\$ 122,804.80	-2.0%
Benefits	\$ 870,336		\$ 79,632.58		\$ 62,480.08	27.5%
	<b>\$ 2,514,492</b>	<b>60.7%</b>	<b>\$ 200,018.39</b>	<b>8.0%</b>	<b>\$ 185,284.88</b>	<b>8.0%</b>

Library Materials

Books, Periodicals, e	\$ 245,000		\$ 41,614.35	17.0%	\$ 15,448.95	169.4%
Per Capita	\$ 104,020		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,500.00		\$ 39.00	1.6%	\$ -	n/a
<b>Total Materials</b>	<b>\$ 351,520</b>	<b>9.3%</b>	<b>\$ 41,653.35</b>	<b>11.8%</b>	<b>\$ 15,448.95</b>	<b>169.6%</b>

Professional Services

Professional Service:	\$ 102,000		\$ 1,225.53	1.2%	\$ 25,230.55	-95.1%
Temp Agency	\$ 500		\$ -	0.0%	\$ 6,672.87	-1
Bank Service Charge	\$ 150		\$ 11.17	7.4%	\$ 232.19	-0.95189
<b>Total</b>	<b>\$ 102,650</b>	<b>2.7%</b>	<b>\$ 1,236.70</b>	<b>1.2%</b>	<b>\$ 32,135.61</b>	<b>-96.2%</b>

Allocations

<b>Administrative Fee</b>	\$	108,864		\$	9,072.00	8.3%	\$	92,904.00	-90.2%
<b>MIS</b>	\$	36,684		\$	3,057.00	8.3%	\$	39,000.00	-92.2%
	\$	<b>145,548</b>	<b>3.8%</b>	\$	<b>12,129.00</b>	<b>8.3%</b>	\$	<b>131,904.00</b>	<b>-90.8%</b>

<b>Grants</b>									
<b>Other grants</b>	\$	75,000		\$	1,317.19	1.8%	\$	6,008.64	-78.1%
	\$	<b>75,000</b>	<b>2.0%</b>	\$	<b>1,317.19</b>	<b>1.8%</b>	\$	<b>6,008.64</b>	<b>-78.1%</b>

<b>Advertising</b>	\$	500	0.01%	\$	100.00	20.0%	\$	712.00	-86%
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**Office Supplies/Maintenance**

<b>Printing/Binding</b>	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
<b>Postage</b>	\$	5,000		\$	321.40	6.4%	\$	6,731.23	-95.2%
<b>Service to Office Equ</b>	\$	27,000		\$	802.11	3.0%	\$	20,437.22	-96.1%
<b>Telephone</b>	\$	27,000		\$	2,101.58	7.8%	\$	15,756.08	-86.7%
<b>Software</b>	\$	50,000		\$	-	0.0%	\$	42,113.15	-100.0%
<b>Office Supplies</b>	\$	40,000		\$	920.24	2.3%	\$	20,711.06	-95.6%
<b>Small Capital</b>	\$	45,000		\$	-	0.0%	\$	28,211.39	-100.0%
	\$	<b>194,000</b>	<b>5.1%</b>	\$	<b>4,145.33</b>	<b>2.1%</b>	\$	<b>133,960.13</b>	<b>-96.9%</b>

**Staff Development**

<b>Conferences/Trainin</b>	\$	20,000		\$	-	0.0%	\$	7,198.76	-100.0%
<b>Tuition Reimbursen</b>	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
<b>Membership</b>	\$	50,000		\$	-	0.0%	\$	53,095.09	-100.0%
	\$	<b>74,000</b>	<b>2.0%</b>	\$	<b>-</b>	<b>0.0%</b>	\$	<b>60,293.85</b>	<b>-100.0%</b>

**Insurance**

<b>Unemployment</b>	\$	1,056		\$	88.00	8.3%	\$	1,344.00	-93.5%
<b>Risk Management</b>	\$	95,724		\$	7,977.00	8.3%	\$	76,896.00	-89.6%
	\$	<b>96,780</b>	<b>2.6%</b>	\$	<b>8,065.00</b>	<b>8.3%</b>	\$	<b>78,240.00</b>	<b>-89.7%</b>

**Building Costs**

<b>Rent</b>	\$	589,583.00		\$	49,115.00	8.3%	\$	575,004.00	-91.5%
<b>Supplies</b>	\$	150		\$	-	0.0%	\$	-	#DIV/0!
<b>Maintenace</b>	\$	-		\$	266.64	#DIV/0!	\$	-	#DIV/0!
<b>Total Building</b>	\$	<b>589,733</b>	<b>15.6%</b>	\$	<b>49,381.64</b>		\$	<b>575,004.00</b>	<b>-91.4%</b>
<b>Total Operations/Se</b>	\$	<b>1,629,731</b>	<b>43.1%</b>	\$	<b>118,028.21</b>	<b>7.2%</b>	\$	<b>1,033,707.18</b>	<b>-88.6%</b>
<hr/>									
<b>Total Expenses</b>	\$	<b>4,144,223</b>		\$	<b>318,046.60</b>	7.7%	\$	<b>1,218,992.06</b>	<b>-73.9%</b>
<hr/>									
<b>Revenue Minus Exp€</b>	\$	<b>(9,661)</b>		\$	<b>(157,243.73)</b>		\$	<b>(1,066,295.06)</b>	<b>-85.3%</b>

**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			\$ -
3/1/2022				\$ -
4/1/2022				\$ -
5/1/2022				\$ -
6/1/2022				\$ -
7/1/2022				\$ -
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
1/1/2021	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2021	\$ 533,466.61			

3/1/2021	\$	-
4/1/2021	\$	-
5/1/2021	\$	-
6/1/2021	\$	-
7/1/2021	\$	-
8/1/2021	\$	-
9/1/2021	\$	-
10/1/2021	\$	-
11/1/2021	\$	-
12/1/2021	\$	-
1/1/2022	\$	-

**Trust Accounts**

**Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2021	\$ 58,479.83			
3/1/2021	\$ -			
4/1/2021	\$ -			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 51,488.14	\$ -	\$ 7,123.57	\$ 44,364.57
2/1/2021	\$ 44,364.57			
3/1/2021	\$ -			
4/1/2021	\$ -			
5/1/2021	\$ -			

6/1/2021	\$	-
7/1/2021	\$	-
8/1/2021	\$	-
9/1/2021	\$	-
10/1/2021	\$	-
11/1/2021	\$	-
12/1/2021	\$	-
1/1/2022	\$	-

**Memorials/Donations**

<b>Date</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Equals Ending</b>
1/1/2021	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2021	\$ 20,438.53			
3/1/2021	\$ -			
4/1/2021	\$ -			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

<b>Total</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Balance Sheet at Ending</b>
1/1/2021	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2021	\$ 1,982,447.15			
3/1/2021				
4/1/2021				
5/1/2021				
6/1/2021				
7/1/2021				
8/1/2021				
9/1/2021				
10/1/2021				



11/1/2021

12/1/2021

1/1/2022

