



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, May 8, 2024
4:30 p.m.
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Consent Agenda** (Approval of Agenda; Approval of April 10, 2024 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. Other
- VI. New Business**
 - A. April 2024 Check Register & Vendor Report (Action)
 - B. April 2024 Budget Actuals (Discussion)
 - C. Furniture Bids (Action)
 - D. Other
- VII. Adjournment**



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

Date: April 10, 2024

Time: 4:30 p.m.

Location: Board Room

Present:

Emily West

Sofia Xethalis

Karl Coleman

Staff: Rick Meyer, City Librarian, Alissa Henkel Head of Programs, Resources, and Services

Absent:

Jacobie Jones

Guests: None

Call to Order:

Mr. Coleman called the meeting to order at 4:40pm.

Consent Agenda

Ms. Xethalis made a motion to approve the consent agenda. No discussion. All in favor. The motion was adopted.

Written Communication from the Public: None

Public Comments: None

Old Business

Capital Needs (Discussion) Mr. Meyer the roof is currently under repair.

Other

New Business

March 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to send the check register to the full Board, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Xethalis yes, Ms. West yes, Mr. Coleman, yes. All in favor. Motion adopted.

March 2024 Budget Actuals (Discussion) Mr. Meyer presented the current and projected budget detail.

Update on Donation of Furniture (Action) Mr. Meyer stated he feels the best way to get the best return is to hire a broker. Mr. Klein has been invited to attend the next meeting to give more details.

Update on Security Costs (Action) Mr. Meyer spoke that the City has agreed to paying 20% of the security cost this year.

Update on Furniture Bid (Action) The invitation to bid will be posted on Friday, April 12, 2024. The grant application will be reviewed on April 25, 2024.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:04pm, seconded by Ms. West. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Draft 4/10/2024

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 4/1/2024 to 4/30/2024

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
159600	04/04/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	2,226.68	OFFICE SUPPLIES
159631	04/04/2024	GALE GROUP, INC. LP BOOKS AND DATABASE	300.00	PER CAPITA GRANT EXPENSE
159661	04/04/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	697.46	OFFICE SUPPLIES
159697	04/04/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	963.25	SERV-OFFICE EQUIPMENT
159708	04/11/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	3,157.74	OFFICE SUPPLIES
159725	04/11/2024	COMMERCIAL MAIL SERVICES MAR 16 - MAR 31'24	219.84	POSTAGE
159729	04/11/2024	DECATUR BLUEPRINT, INC. J HILL BUSINESS CARDS	80.00	OFFICE SUPPLIES
159743	04/11/2024	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	37.16	LOST OR DAMAGED BOOKS
159777	04/11/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,351.03	OFFICE SUPPLIES
159795	04/11/2024	PAETEC ACCT 633292627001	72.68	TELEPHONE
159796	04/11/2024	PATRON POINT, INC ANNUAL SERVICE RENEWAL	8,500.00	COMPUTER SOFTWARE
159798	04/11/2024	PORTA 202-HIGH SCHOOL LOST OR DAMAGED MATERIALS	9.99	LOST OR DAMAGED BOOKS
159807	04/11/2024	RMC IMAGING INC VIEWSCAN MEGAPIXEL CAMERA	8,145.00	SMALL CAPITAL ITEMS
159811	04/11/2024	SPARTA PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	24.95	LOST OR DAMAGED BOOKS
159820	04/11/2024	UNIQUE MANAGEMENT SERVICES MAR'24 PLACEMENTS	315.20	PROFESSIONAL SERVICES
159824	04/11/2024	VESPASIAN WARNER PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	15.00	LOST OR DAMAGED BOOKS
159836	04/11/2024	ZOOBEAN INC YR 3 OF 3 BEANSTACK PLUS 2024-2025	2,295.00	COMPUTER SOFTWARE
159843	04/18/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	3,226.18	OFFICE SUPPLIES

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 4/1/2024 to 4/30/2024

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
159847	04/18/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	995.44	OFFICE SUPPLIES
159873	04/18/2024	EBSCO INDUSTRIES, INC PERIODICALS AND DATABASE	4,260.00	BOOKS & PERIODICALS
159904	04/18/2024	KILEY KLEIN, LTD LEGAL REPRESENTATION	247.50	PROFESSIONAL SERVICES
159915	04/18/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	574.14	OFFICE SUPPLIES
159924	04/18/2024	ONLINE LABELS, INC. LABELS	89.29	OFFICE SUPPLIES
159949	04/18/2024	W W GRAINGER, INC. entryway mat 6 ft x 4 ft 3/8 inch thickness	221.51	OFFICE SUPPLIES
159971	04/25/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	3,548.31	OFFICE SUPPLIES
159985	04/25/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	142.01	OFFICE SUPPLIES
159993	04/25/2024	COMMERCIAL MAIL SERVICES APR 1 - APR 15'24	239.93	POSTAGE
160001	04/25/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,429.23	SECURITY
160029	04/25/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	670.00	PROFESSIONAL SERVICES
160031	04/25/2024	KANOPY LIBRARY STREAMING SERVICE	461.00	BOOKS & PERIODICALS
160047	04/25/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	9,053.51	OFFICE SUPPLIES
160060	04/25/2024	PAETEC ACCT 633318933001	42.02	TELEPHONE
160061	04/25/2024	PEERLESS NETWORK, INC ACCT 1212890	336.45	TELEPHONE
23005887	04/04/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,644.45	OTHER LIBRARY GRANT EXI
23005899	04/18/2024	REGIONS/CREDIT CARD ACCT 7213	4,129.31	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2024 to 4/30/2024

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
23005929	04/18/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,240.55	OTHER LIBRARY GRANT EXI
Total for: 35			64,961.81	

59 -- LIBRARY TRUST FUNDS

Check #	Check Date	Vendor	Check Amt	Account Description
159838	04/18/2024	AASLH 2024 LOCAL HISTORY MEMEBERSHIP	374.00	BOOK AND PERIODICALS
159843	04/18/2024	AMAZON PAYMENTS BOOK ORDERS	19.00	BOOKS & PERIODICALS
159847	04/18/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	186.29	BOOKS & PERIODICALS
159886	04/18/2024	GAYLORD BROS. POLYPROPENE ALBUM PAGES	750.72	ARCHIVAL SUPPLIES
159971	04/25/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	992.47	BOOKS & PERIODICALS
Total for: 59			2,322.48	
Total for All:			\$67,284.29	

APRIL 2024 VENDOR REPORT

VENDOR NAME	AMOUNT
AASLH Total	\$374.00
AMAZON PAYMENTS Total	\$3,245.18
BAKER & TAYLOR CO Total	\$11,106.93
CDW GOVERNMENT INC Total	\$142.01
COMMERCIAL MAIL SERVICES Total	\$459.77
DECATUR BLUEPRINT, INC. Total	\$80.00
DECATUR CIVIC CENTER AUTHORITY Total	\$4,429.23
EBSCO INDUSTRIES, INC Total	\$4,260.00
FORSYTH PUBLIC LIBRARY Total	\$37.16
GALE GROUP, INC. Total	\$300.00
GAYLORD BROS. Total	\$750.72
JESSICA HILL CONSULTING LLC Total	\$2,885.00
JONES & THOMAS Total	\$670.00
KANOPY Total	\$461.00
KILEY KLEIN, LTD Total	\$247.50
MIDWEST TAPE, LLC Total	\$12,676.14
ONLINE LABELS, INC. Total	\$89.29
PAETEC Total	\$114.70
PATRON POINT, INC Total	\$8,500.00
PEERLESS NETWORK, INC Total	\$336.45
PORTA 202-HIGH SCHOOL Total	\$9.99
REGIONS/CREDIT CARD Total	\$4,129.31
RMC IMAGING INC Total	\$8,145.00
SPARTA PUBLIC LIBRARY Total	\$24.95
UNIQUE MANAGEMENT SERVICES Total	\$315.20
VESPASIAN WARNER PUBLIC LIBRARY Tot	\$15.00
W W GRAINGER, INC. Total	\$221.51
WATTS COPY SYSTEMS Total	\$963.25
ZOOBEAN INC Total	\$2,295.00
Grand Total	\$67,284.29

DPL FY 2024 Budget Report

Prepared: May 2, 2024

At the end of April 33% of the Year Has Passed

Revenue

	FY 2024 Budgeted	% of Budget	Actual YTD	% Collected	FY23 YTD	% Change
Property Taxes	\$ 3,122,000	64.5%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,719,716	35.5%	\$ 411,841.40	23.9%	\$ 586,704.36	-29.8%
Total Revenue	\$ 4,841,716		\$ 411,841.40	8.5%	\$ 586,704.36	-29.8%

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
<u>Personnel</u>						
Payroll	\$ 1,770,819		\$ 597,556.58	33.7%	\$ 576,664.27	3.6%
Benefits	\$ 978,733		\$ 317,968.55	32.5%	\$ 274,262.95	15.9%
	\$ 2,749,552	58.0%	\$ 915,525.13	33.3%	\$ 850,927.22	7.6%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 34,966.65	14.3%	\$ 87,381.78	-60.0%
Per Capita	\$ 104,020		\$ 64,052.25	61.6%	\$ 46,101.99	38.9%
Lost/Damage	\$ 1,600		\$ 334.52	20.9%	\$ 491.62	-32%
Total Materials	\$ 350,620	9.3%	\$ 99,353.42	28.3%	\$ 133,975.39	-25.8%

Professional Services

Security	\$ 45,000.00		\$ 17,497.26	38.9%	\$ 4,835.17	
Professional Services	\$ 70,000		\$ 24,588.04	35.1%	\$ 20,812.27	18.1%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 43.63	17.5%	\$ 79.23	-45%
Total	\$ 117,750	3.1%	\$ 42,128.93	35.8%	\$ 20,891.50	101.7%

Allocations

Administrative Fee	\$	147,732		\$	49,244.00	33.3%	\$	50,320.00	-2.1%
MIS	\$	16,337		\$	5,444.00	33.3%	\$	13,212.00	-58.8%
	\$	164,069	4.3%	\$	54,688.00	33.3%	\$	63,532.00	-13.9%

Grants

Other grants	\$	300,000		\$	14,562.56	4.9%	\$	32,974.97	-55.8%
	\$	300,000	7.9%	\$	14,562.56	4.9%	\$	32,974.97	-55.8%

Advertising	\$	900	0.02%	\$	324.00	36.0%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	4,500		\$	1,908.91	42.4%	\$	904.06	111.1%
Service to Office Equipment	\$	22,000		\$	4,760.24	21.6%	\$	8,640.51	-44.9%
Telephone	\$	16,000		\$	2,186.02	13.7%	\$	2,322.02	-5.9%
Software	\$	45,000		\$	39,005.28	86.7%	\$	7,297.40	434.5%
Office Supplies	\$	36,000		\$	6,318.94	17.6%	\$	9,682.92	-34.7%
Small Capital	\$	152,000		\$	33,429.55	22.0%	\$	13,110.08	155.0%
	\$	275,500	7.3%	\$	87,608.94	31.8%	\$	41,956.99	108.8%

Staff Development

Conferences/Training/Travel	\$	13,000		\$	7,664.38	59.0%	\$	2,883.88	165.8%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	73,000		\$	1,993.93	2.7%	\$	2,025.70	-1.6%
	\$	96,000	2.5%	\$	9,658.31	10.1%	\$	4,909.58	96.7%

Insurance

Unemployment	\$	1,128		\$	376.00	33.3%	\$	360.00	4.4%
Risk Management	\$	93,612		\$	31,204.00	33.3%	\$	31,700.00	-1.6%
	\$	94,740	2.5%	\$	31,580.00	33.3%	\$	32,060.00	-1.5%

Building Costs

Transfer to Capital	\$	-	\$	-	\$	-	#DIV/0!		
Rent	\$	589,583	\$	196,460.00	33.3%	\$	196,460.00	0.0%	
Supplies	\$	1,000	\$	29.49	2.9%	\$	109.62	-73.1%	
Maintenance	\$	-	\$	-	#DIV/0!	\$	1,845.00	-100.0%	
Total Building	\$	590,583	15.6%	\$	196,489.49	\$	198,414.62	-1.0%	
Total Operations/Services	\$	1,990,162	52.6%	\$	536,393.65	27.0%	\$	528,715.05	1.5%
Total Expenses	\$	4,739,714		\$	1,451,918.78	30.6%	\$	1,379,642.27	5.2%
Revenue Minus Expense	\$	102,002		\$	(1,040,077.38)		\$	(792,937.91)	31.2%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activ	Equals
1/1/2023	\$ 1,798,140.63	\$ 155,732.58	\$ 284,964.15	\$ -	\$ 1,668,909.06
2/1/2023	\$ 1,668,909.06	\$ 49,831.17	\$ 485,840.97	\$ -	\$ 1,232,899.26
3/1/2023	\$ 1,232,899.26	\$ 109,763.73	\$ 339,891.84	\$ -	\$ 1,002,771.15
4/1/2023	\$ 1,002,771.15	\$ 96,513.92	\$ 341,221.82	\$ -	\$ 758,063.25
5/1/2023	\$ 758,063.25				
6/1/2023	\$ -				
7/1/2023	\$ -				
8/1/2023	\$ -				
9/1/2023	\$ -				
10/1/2023	\$ -				
11/1/2023	\$ -				
12/1/2023	\$ -				
1/1/2024	\$ -				

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 869,827.03	\$ 1,884.88	\$ -	\$ 871,711.91
2/1/2023	\$ 871,711.91	\$ 916.18	\$ 54,230.00	\$ 818,398.09
3/1/2023	\$ 818,398.09	\$ 1,696.75	\$ 3,000.00	\$ 817,094.84

4/1/2023	\$	817,094.84	\$	-	\$	-	\$	817,094.84
5/1/2023	\$	817,094.84						
6/1/2023	\$	-						
7/1/2023	\$	-						
8/1/2023	\$	-						
9/1/2023	\$	-						
10/1/2023	\$	-						
11/1/2023	\$	-						
12/1/2023	\$	-						
1/1/2024	\$	-						

**Trust Accounts
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 26,576.99	\$ 18.14	\$ -	\$ 26,595.13
2/1/2023	\$ 26,595.13	\$ 6.03	\$ 1,743.20	\$ 24,857.96
3/1/2023	\$ 24,857.96	\$ 19.11	\$ 101.93	\$ 24,775.14
4/1/2023	\$ 24,775.14	\$ -	\$ 1,178.76	\$ 23,596.38
5/1/2023	\$ 23,596.38			
6/1/2023	\$ -			
7/1/2023	\$ -			
8/1/2023	\$ -			
9/1/2023	\$ -			
10/1/2023	\$ -			
11/1/2023	\$ -			
12/1/2023	\$ -			
1/1/2024	\$ -			

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 39,889.25	\$ 27.22	\$ -	\$ 39,916.47
2/1/2023	\$ 39,916.47	\$ 9.36	\$ 30.00	\$ 39,895.83
3/1/2023	\$ 39,895.83	\$ 30.73	\$ -	\$ 39,926.56
4/1/2023	\$ 39,926.56	\$ -	\$ 1,124.72	\$ 38,801.84
5/1/2023	\$ 38,801.84			
6/1/2023	\$ -			

7/1/2023	\$	-
8/1/2023	\$	-
9/1/2023	\$	-
10/1/2023	\$	-
11/1/2023	\$	-
12/1/2023	\$	-
1/1/2024	\$	-

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 2,441.75	\$ 101.70	\$ -	\$ 2,543.45
2/1/2023	\$ 2,543.45	\$ 4,714.18	\$ 57.39	\$ 7,200.24
3/1/2023	\$ 7,200.24	\$ 330.63	\$ 98.76	\$ 7,432.11
4/1/2023	\$ 7,432.11	\$ 1,040.00	\$ 19.00	\$ 8,453.11
5/1/2023	\$ 8,453.11			
6/1/2023	\$ -			
7/1/2023	\$ -			
8/1/2023	\$ -			
9/1/2023	\$ -			
10/1/2023	\$ -			
11/1/2023	\$ -			
12/1/2023	\$ -			
1/1/2024	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activit Ending
1/1/2023	\$ 2,736,875.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,609,676.02
2/1/2023	\$ 2,609,676.02	\$ 55,476.92	\$ 541,901.56	\$ - \$ 2,123,251.38
3/1/2023	\$ 2,123,251.38	\$ 111,840.95	\$ 343,092.53	\$ - \$ 1,891,999.80
4/1/2023	\$ 1,891,999.80	\$ 97,553.92	\$ 343,544.30	\$ - \$ 1,646,009.42
5/1/2023	\$ 1,646,009.42	\$ -	\$ -	\$ -
6/1/2023	\$ -	\$ -	\$ -	\$ -
7/1/2023	\$ -	\$ -	\$ -	\$ -
8/1/2023	\$ -	\$ -	\$ -	\$ -
9/1/2023	\$ -	\$ -	\$ -	\$ -
10/1/2023	\$ -	\$ -	\$ -	\$ -
11/1/2023	\$ -	\$ -	\$ -	\$ -

12/1/2023 \$	-	\$	-	\$	-	\$	-
1/1/2024 \$	-						

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,122,000	\$ 3,122,000	\$ -
PPRT	\$ 740,000	\$ 508,510	\$ (231,490)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 300,000	\$ 51,118	\$ (248,882)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 3,582	\$ (2,918)
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 6,690	\$ 1,690
Copies/Miscellaneous	\$ 12,500	\$ 13,659	\$ 1,159
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 10,299	\$ 5,299
Investment Income	\$ 3,000	\$ 16,637	\$ 13,637
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 0	\$ -
Miscellaneous Income	\$ -	\$ 0	\$ -
Reimbursement of Expenses	\$ -	\$ 0	\$ -
Totals	\$ 4,841,716	\$ 4,380,690	\$ (461,026)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,770,819	\$ 1,727,469	\$ 43,350
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 110,933	\$ 6,715
FICA/Medicare	\$ 136,572	\$ 128,869	\$ 7,703
Life insurance	\$ 3,283	\$ 2,716	\$ 567
Medical insurance	\$ 706,800	\$ 661,258	\$ 45,542
Service recognition	\$ 14,430	\$ 15,623	\$ (1,193)
Total Personnel	\$ 2,749,552	\$ 2,646,868	\$ 102,685
Fund	Budgeted		
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 972	\$ (72)
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 14,088	\$ 7,912
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 7,663	\$ 8,337
Banking Service Charges	\$ 250	\$ 123	\$ 127
Conferences/Travel/Continuing Ed	\$ 13,000	\$ 22,993	\$ (9,993)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 8,137	\$ (3,637)
Security	\$ 45,000	\$ 45,000	\$ -
Computer Software	\$ 45,000	\$ 117,016	\$ (72,016)

Temp Agency Services	\$ 2,500	\$ -	\$ 2,500
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 70,000	\$ 73,764	\$ (3,764)
Membership Fees	\$ 73,000	\$ 73,000	\$ -
Rental Equipment	\$ -	\$ -	
Materials for Buildings	\$ 1,000	\$ -	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 300,000	\$ 38,502	\$ 261,498
Office Supplies	\$ 36,000	\$ 30,639	\$ 5,361
Risk Management	\$ 93,612	\$ 93,612	\$ -
Small Capital	\$ 152,000	\$ 100,289	\$ 51,711
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 971	\$ 629
Transfer to Capital Fund	\$ -	\$ -	\$ -
Total operating	\$ 1,990,162	\$ 1,740,569	\$ 249,593
Total expense	\$ 4,739,714	\$ 4,387,436	\$ 352,278
Surplus (deficit)	\$ 102,002.00	\$ (6,746)	