

**Rock Hill Public Library
Board of Trustees Meeting Minutes
October 10, 2022**

Attendees:

In-Person: Karen Park, Ryan Shortal, Stephanie Van Stee, Chantal Hoffsten, Laurie Murphy, Patrick Long, Veronica Crowe, Erin Phelps, Susan Hoch, Mike Croghan
Zoom: Diane Madras, Danielle Oettle

Meeting called to order at 6:17 p.m. Roll call and introductions.

Karen moved to amend the agenda to begin with the public presentation of the audit by Mike Croghan. Laurie seconded. Motion passed unanimously.

Public Presentation - Audit

Mike Croghan distributed copies of the audit and the two accompanying auditor letters to the Board. He explained the updated new format for this year's auditor's report, in particular the new section on cybersecurity risk assessment. Per page 10 of the report, the audit indicates a net increase in library assets of \$94,771.30. Mike also noted that that his firm gave Danielle and Erin a number of journal entries to correct voided checks and reclassify payroll in the library's QuickBooks file. As in previous years, the audit identified a material weakness in the library's segregation of duties, attributable to the small number of staff available to perform separate duties. Mike also commented that this year's audit process went more smoothly than in past years. Mike Croghan left the meeting at 6:40 p.m.

Approval of Meeting Minutes

The Board reviewed the minutes from the September 12, 2022 meeting. Stephanie moved to approve the September 12, 2022 open session minutes. Ryan seconded. Motion passed unanimously.

Financial Report

The Board reviewed the financial statements as presented by Danielle Oettle. Danielle noted that the balance sheet reflects adjustments to the building loan made by Croghan & Croghan following the audit. Danielle reported that the library has received 15% of its budgeted revenue since the bulk of tax revenue will arrive by the end of the fiscal year. Actual expenses are on trend with the budget at 49%. Danielle also noted that revenue for this fiscal year to date was up and expenses are up by 69% compared to the previous fiscal year. Veronica asked where the miscellaneous income in the journal entries provided by Croghan and Croghan appear on the income and expense statement. Laurie and Chantal noted that the journal entries are dated for 3/31/22, and thus would not appear since they fall outside of the report parameters. Danielle also noted that the audit went much more smoothly this year.

Approval of Bills

Laurie asked about the bill reports provided to the Board. Danielle explained that there are no unpaid bills at this time. The Board reviewed the paid bills reports. Laurie moved to approve the

Transaction List for September 2022 in the amount of \$5,680.14. Stephanie seconded. Motion passed unanimously.

Budget Amendment Proposal

Danielle presented the board with the updated proposed budget amendments (see attached) following the decrease in strategic planning costs for the current fiscal year. The proposed budget amendments balance to zero as requested by the Board at last month's meeting. Laurie moved to approve the proposed budget amendments to the FY 22-23 budget as presented. Stephanie seconded. Motion passed unanimously. Danielle left meeting at 7:01 p.m.

Library Director's Report

Building

Erin reported that telephone service has been switched from AT&T to Charter. Credit for free installation will appear on subsequent bills from Charter.

Programs

STEM programs for school-aged children began in September. Oriana Foster will lead the program every other Saturday. Veronica mentioned that she has a middle school-aged relative who would be interested in volunteering to help Oriana. Ryan will talk to Oriana about developing a winter program. The Halloween event with Bobby Norfolk is scheduled for October 22 at 10 a.m. at Oakhaven Park. Erin shared that patrons can now check out pickleball sets from the library.

Erin reported that the library's participation in the city-wide garage sale in September generated \$60 in revenue. She also shared that the library booth at the Rock Hill Fall Festival sold approximately 60 books.

The library card project with Givens Elementary and Hudson Elementary schools to offer library cards to K-5 students is currently in progress. Erin expects the project to wrap up sometime in October. Stephanie asked if there is a residency requirement for those library cards. Erin explained that currently you must be a Rock Hill resident to get a RHPL library card, but other residents of surrounding municipalities can obtain an MLC card at their home library and use it to check books out of RHPL.

Grants/Donations

Erin updated the Board on the use of the restricted donation from the Fairfax Restoration organization. After speaking with Donia Hunter and Laurie Murphy, Erin has expanded the use of the funds to encompass African-American history in Rock Hill and in Missouri. She has purchased a special cabinet to display archival material, which she expects will arrive in December. Deb Swanegan, a master storyteller from University of Missouri-Columbia, will share Missouri-based ancestor stories at an event tentatively schedule for mid-November. Erin shared that she would also like to plan an exhibit of the library's archival material in December using the new cabinet. Veronica and Stephanie volunteered to help with flyers. The Board also discussed including community leaders at the event. Laurie mentioned that Donia also has some artifacts that she may be willing to loan the library for display.

Staffing

Erin shared that Olivia Knoesel officially retired on September 21, but has agreed to occasionally serve as a substitute for library staff. The library held their annual staff development day on October 10. The staff worked on reorganizing the adult fiction collect by genre. So far, the staff has separated mystery, romance, science fiction/fantasy, and general fiction.

Committee Reports & Communications

None

Unfinished Business

Library Policies Review

Erin announced that a review of some library policies will be postponed until the November 14 meeting due to time constraints.

Off-Site File Storage

Erin reported that the City of Rock Hill does not have space to help house overflow of library archival material. Some MLC libraries do have space, but the locations are not climate-controlled or secure. She verified that the storage space she found on Watson charges \$40/month, but will also revisit the shelving configuration in the office for storage solutions as well.

New Business

Form and Payment Integrator for website, Square account

Erin discussed updates to the website that would allow visitors to make donations to the library or make purchase suggestions. She suggested using GravityPro Forms, which would allow the library to link to a PayPal or Square account. The Board discussed the relative advantages and drawbacks to various payment platforms.

Laurie moved to allow the Library Director to open no more than two (2) Point-Of-Sale online merchant services accounts, which must have the Treasurer and the Library Director as primary authorized users. Karen seconded. Motion passed unanimously.

Patrick asked about the cybersecurity risk assessment flagged in the auditor's report. Karen suggested Erin contact other MLC libraries to see how they are currently handling cybersecurity risk. Erin suggested MOREnet, but Patrick pointed out that risk assessment should not be performed by the company that provide the service being assessed. Karen noted that she will place the topic on the agenda for the November meeting. Erin and Susan left meeting at 7:43 p.m.

Karen moved to adjourn to closed session. Ryan seconded. Roll call vote approved unanimously. Meeting adjourned at 7:44 p.m.

Board entered open session at 7:55 p.m. Karen moved to adjourn the meeting. Stephanie seconded. Motion approved unanimously. Meeting adjourned at 7:56 p.m.

ROCK HILL PUBLIC LIBRARY

4 Year Actual - Prior Year Budget - Proposed Budget 23

	Apr '17 - Mar '18	Apr '18 - Mar '19	Apr '19 - Mar '20	2021 Actual	2022 Budget	2022 YTD @ 1-31-2021	2023 Budget
Ordinary Income/Expense							
Income							
GRANTS							
Grants Miscellaneous							2,321
LSJA Technology/Mini Grant	\$ 1,250.00	\$ 1,250.00	\$ -	\$ 4,266.00	\$ 19,266.00	\$ 12,914.50	\$ 8,883.50
Summer Library Grant							\$ 3,037.00
Summer Reading Grant	\$ 93.40	\$ 93.32	\$ 92.76	\$ 91.71	\$ 93.00	\$ -	\$ 93.26
Continuing Education Grant							\$ 1,500.00
Total GRANTS	\$ 1,343.40	\$ 1,343.32	\$ 92.76	\$ 4,357.71	\$ 19,359.00	\$ 12,914.50	\$ 15,834.76
LIBRARY REVENUES							
Lost Materials							400.00
Envelopes/Toile Bags	\$ 26.00	\$ 51.00	\$ 58.00	\$ -	\$ 100.00	\$ 320.63	\$ 100.00
Replacement Cards	\$ -	\$ 28.00	\$ 12.10	\$ -	\$ 15.00	\$ -	\$ 25.00
Copies	\$ 1,122.41	\$ 930.74	\$ 1,194.38	\$ -	\$ 950.00	\$ -	\$ 250.00
Discarded/Donated Book Sales	\$ 766.21	\$ 725.08	\$ 374.05	\$ -	\$ 700.00	\$ -	\$ 1,000.00
Fax	\$ 233.80	\$ 265.25	\$ 298.25	\$ -	\$ 300.00	\$ -	\$ 100.00
Fines	\$ 2,083.08	\$ 905.35	\$ 1,521.02	\$ 115.00	\$ 100.00	\$ -	\$ 50.00
Total LIBRARY REVENUES	\$ 4,291.50	\$ 2,905.42	\$ 3,457.80	\$ 115.00	\$ 2,415.00	\$ 320.63	\$ 1,925.00
MISCELLANEOUS INCOME							
Sale of Easement to MODOT	\$ -	\$ 542.00	\$ 508.95	\$ 36,312.39	\$ -	\$ -	\$ -
Donations	\$ 979.85	\$ 542.00	\$ 508.95	\$ 500.00	\$ 2,500.00	\$ 30.00	\$ 2,000
Total MISCELLANEOUS INCOME	\$ 979.85	\$ 542.00	\$ 508.95	\$ 36,812.39	\$ 2,500.00	\$ 30.00	\$ 2,000
MONEY MARKET INTEREST	\$ 43.92	\$ 43.43	\$ 58.55	\$ 26.65	\$ 49.00	\$ 177.44	\$ 40
REAL ESTATE/PERSONAL PROPERTY							
FIN TAX	\$ 483.94	\$ -	\$ 331.67	\$ 1,049.95	\$ 400.00	\$ 140.20	\$ 350
REAL ESTATE/PERSONAL PROPERTY - Other	\$ 290,018.49	\$ 339,394.60	\$ 339,135.87	\$ 330,153.99	\$ 340,931.00	\$ 339,674.96	\$ 345,000
Total REAL ESTATE/PERSONAL PROPERTY	\$ 290,502.43	\$ 339,394.60	\$ 339,467.54	\$ 331,203.94	\$ 341,331.00	\$ 339,815.16	\$ 345,350
STATE AID	\$ 1,910.10	\$ 1,759.95	\$ 2,039.40	\$ 2,063.43	\$ 2,000.00	\$ 2,317.50	\$ 2,300
STATE ENTERTAINMENT TAX	\$ 801.45	\$ 1,896.52	\$ 1,852.43	\$ 1,783.54	\$ 1,800.00	\$ 2,086.29	\$ 2,100
Total Income	\$ 299,872.65	\$ 348,395.24	\$ 347,477.43	\$ 376,382.66	\$ 369,454.00	\$ 357,641.52	\$ 369,550
Gross Profit	\$ 299,872.65	\$ 348,395.24	\$ 347,477.43	\$ 376,382.66	\$ 369,454.00	\$ 357,641.52	\$ 369,550
Expense							
ADMINISTRATIVE SERVICES							
Office Supplies	\$ 1,433.71	\$ 1,112.55	\$ 1,310.57	\$ 1,076.02	\$ 1,100.00	\$ 930.84	\$ 2,000.00
Personal Protective Equipment	\$ -	\$ -	\$ -	\$ -	\$ 5,760.00	\$ 399.73	\$ 200.00
Library Supplies	\$ 1,216.55	\$ 892.80	\$ 1,052.47	\$ 2,471.77	\$ 2,000.00	\$ 776.77	\$ 2,080.00
Envelopes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Memberships	\$ -	\$ -	\$ 225.00	\$ 225.00	\$ 225.00	\$ -	\$ 225.00
ALA/APLA	\$ 213.00	\$ 220.00	\$ -	\$ -	\$ 60.00	\$ -	\$ 80.00
MLA	\$ 99.00	\$ 99.00	\$ 119.00	\$ 119.00	\$ 119.00	\$ 186.56	\$ 190.00
Amazon Prime	\$ -	\$ -	\$ -	\$ 30.00	\$ 10.00	\$ -	\$ 30.00
MP/D-Info Public Lib Dir	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
SLRLK St Region Lib Network	\$ -	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ -
Memberships - Other	\$ 412.00	\$ 539.00	\$ 444.00	\$ 474.00	\$ 514.00	\$ 286.56	\$ 625.00
Total Memberships	\$ 177.93	\$ 336.58	\$ 616.17	\$ 245.48	\$ 400.00	\$ 116.85	\$ 300.00
Postage	\$ 538.00	\$ 498.80	\$ 604.17	\$ 111.00	\$ 500.00	\$ 330.00	\$ 1,450.00
Marketing	\$ 367.50	\$ 2,065.00	\$ 1,015.00	\$ 2,832.50	\$ 2,000.00	\$ 1,507.50	\$ 1,600.00
Legal Fees	\$ 7,048.75	\$ -	\$ 11,096.06	\$ 5,036.00	\$ 5,300.00	\$ -	\$ 6,267.00
Insurance	\$ 1,048.00	\$ 1,067.00	\$ 918.00	\$ 888.00	\$ 900.00	\$ 1,278.00	\$ 1,296.00
Trustees	\$ 1,050.50	\$ 1,698.51	\$ 1,363.39	\$ 494.00	\$ 500.00	\$ -	\$ 1,051.00
WorkComp/Liability	\$ 9,147.25	\$ 2,755.51	\$ 13,377.45	\$ 6,428.00	\$ 6,700.00	\$ 1,278.00	\$ 8,614.00
Total Insurance							

ROCK HILL PUBLIC LIBRARY

4 Year Actual - Prior Year Budget - Proposed Budget 23

	Apr '17 - Mar '18	Apr '18 - Mar '19	Apr '19 - Mar '20	2021 Actual	2022 Budget	2022 YTD @ 1-31-2021	2023 Budget
Building Loan - Royal Bank	\$ 40,404.91	\$ 40,288.76	\$ 40,288.76	\$ 40,553.76	\$ 40,288.76	\$ 33,662.30	\$ 40,288.76
Bank Service Fees	\$ 547.83	\$ 699.60	\$ 252.15	\$ 361.60	\$ 500.00	\$ 286.65	\$ 350.00
Audit	\$ 6,750.00	\$ 7,250.00	\$ 7,750.00	\$ 8,250.00	\$ 8,750.00	\$ 8,250.00	\$ 8,250.00
Debt Collect	\$ 68.19	\$ 181.10	\$ 274.64	\$ 85.91	\$ 100.00	\$ 56.96	\$ 140.00
Total ADMINISTRATIVE SERVICES	\$ 61,063.87	\$ 56,619.50	\$ 66,985.38	\$ 62,890.04	\$ 68,612.76	\$ 47,881.96	\$ 65,897.76
BOOKKEEPING	\$ 4,075.00	\$ 5,737.50	\$ 5,912.25	\$ 5,365.00	\$ 6,240.00	\$ 5,090.50	\$ 6,000.00
BUILDING MAINT							
HVAC Maintenance	\$ -	\$ -	\$ 639.85	\$ 1,100.00	\$ 630.00	\$ 20.00	\$ 470.00
Building Repairs	\$ 7,961.81	\$ 30,743.14	\$ 10,530.70	\$ 8,182.50	\$ 15,000.00	\$ 1,179.00	\$ 7,500.00
Inspections	\$ 167.40	\$ 192.75	\$ 152.00	\$ -	\$ 175.00	\$ 136.00	\$ 150.00
Cleaning Company	\$ 4,200.00	\$ 4,050.00	\$ 4,225.00	\$ 4,225.00	\$ 7,200.00	\$ 3,500.00	\$ 4,200.00
Carpet/Tile Cleaning	\$ -	\$ 1,229.16	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	\$ 250.00
Cleaning Supplies	\$ -	\$ 224.65	\$ 220.88	\$ 912.87	\$ 290.00	\$ 384.50	\$ 400.00
Exterminator	\$ 247.80	\$ 290.00	\$ 50.00	\$ 150.00	\$ 250.00	\$ 150.00	\$ 200.00
Building Supplies	\$ 1,415.00	\$ 136.01	\$ 412.95	\$ 305.84	\$ 600.00	\$ 635.73	\$ 600.00
Window Cleaning	\$ -	\$ 84.00	\$ 232.00	\$ 290.00	\$ 300.00	\$ 174.00	\$ 250.00
Snow Removal & Salt	\$ 253.17	\$ 432.00	\$ -	\$ 29.97	\$ -	\$ -	\$ -
Site Improvements/Landscaping	\$ 663.00	\$ 425.00	\$ -	\$ -	\$ 500.00	\$ -	\$ 7,000.00
BUILDING MAINT- Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281.50	\$ -
Total BUILDING MAINT	\$ 14,908.18	\$ 37,806.71	\$ 16,713.48	\$ 89,146.18	\$ 25,155.00	\$ 6,470.73	\$ 21,020.00
CAPITAL EXPENSE							
Library Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Shelving	\$ -	\$ 62.54	\$ -	\$ -	\$ -	\$ -	\$ -
Total CAPITAL EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
COMPUTER EXPENSE							
Computer/Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 600.00	\$ 600.00
Internet Fees	\$ 486.85	\$ 505.72	\$ 611.33	\$ 923.28	\$ 900.00	\$ 538.28	\$ 650.00
MORENET	\$ 3,189.24	\$ 2,947.20	\$ 2,947.20	\$ 3,241.26	\$ 3,500.00	\$ 4,307.39	\$ 4,000.00
Aerohive Support from Morenet	\$ -	\$ -	\$ -	\$ -	\$ 280.00	\$ -	\$ 250.00
New Computer/Hardware	\$ 659.98	\$ -	\$ 84.45	\$ 6,333.34	\$ 15,000.00	\$ 13,907.51	\$ 3,000.00
Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Wireless Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Support/IT Support	\$ 948.97	\$ 900.00	\$ 854.65	\$ 1,570.80	\$ 2,180.00	\$ 1,103.12	\$ 2,000.00
Total COMPUTER EXPENSE	\$ 5,284.04	\$ 4,352.92	\$ 4,497.63	\$ 12,086.68	\$ 22,330.00	\$ 20,456.30	\$ 10,800.00
CONSORTIUM							
MALA - Delivery Expense	\$ 4,815.00	\$ 5,103.00	\$ 5,398.00	\$ 5,701.00	\$ 6,000.00	\$ 5,693.00	\$ 7,176.00
Overdrive Maintenance	\$ 907.00	\$ 285.00	\$ 283.00	\$ 346.00	\$ 350.00	\$ -	\$ 340.00
Overdrive Collection	\$ 1,472.00	\$ 2,651.00	\$ 2,222.00	\$ 3,335.00	\$ 2,700.00	\$ 1,178.00	\$ 3,608.00
Business	\$ 8.00	\$ 141.00	\$ 43.69	\$ 28.60	\$ 65.00	\$ 15.90	\$ 301.00
System Administrator	\$ 138.00	\$ 48.00	\$ 143.33	\$ 3.00	\$ 110.00	\$ -	\$ -
System Administration	\$ 1,989.00	\$ 1,739.00	\$ 2,057.00	\$ 2,664.00	\$ 2,300.00	\$ 1,235.67	\$ 2,311.00
MILC Subscriptions	\$ 3,901.11	\$ 7,190.48	\$ 6,422.89	\$ 9,325.07	\$ 7,000.00	\$ 3,154.68	\$ 6,299.00
System Maintenance	\$ 1,760.99	\$ 599.01	\$ 427.42	\$ 141.00	\$ 1,000.00	\$ 745.43	\$ 1,979.00
Contingency	\$ -	\$ 20.00	\$ 28.00	\$ 51.00	\$ 20.00	\$ 21.50	\$ 128.00
Website	\$ 402.00	\$ 5.00	\$ 14.00	\$ 6.00	\$ 10.00	\$ 7.00	\$ 8.00
Total CONSORTIUM	\$ 15,403.10	\$ 17,781.49	\$ 17,039.33	\$ 21,600.67	\$ 19,555.00	\$ 12,291.18	\$ 22,150.00
COPY MACHINE							
Copies	\$ 487.49	\$ 463.16	\$ 446.64	\$ 133.04	\$ 470.00	\$ 123.86	\$ 375.00
Copy Lease & Maintenance	\$ 4,922.39	\$ 4,062.96	\$ 4,414.62	\$ 2,993.96	\$ 2,500.00	\$ 1,786.70	\$ 2,144.00
Total COPY MACHINE	\$ 5,409.88	\$ 4,526.12	\$ 4,861.26	\$ 3,087.00	\$ 2,970.00	\$ 1,910.56	\$ 2,519.00
MATERIALS							

ROCK HILL PUBLIC LIBRARY

4 Year Actual - Prior Year Budget - Proposed Budget 23

	Apr '17 - Mar 18	Apr '18 - Mar 19	Apr '19 - Mar 20	2021 Actual	2022 Budget	2022 YTD @ 1-31-2021	2023 Budget
Audiobooks	\$ -	\$ -	\$ 450.08	\$ -	\$ 500.00	\$ -	\$ 500.00
Books	\$ 11,742.15	\$ 10,419.46	\$ 11,407.17	\$ 7,295.99	\$ 12,000.00	\$ 5,875.22	\$ 7,360.40
Adult Books	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460.13	\$ 7,360.40
Young Adult/Juvenile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 272.85	\$ 5,400.00
Dvd/cd	\$ 3,153.71	\$ 2,626.07	\$ 2,929.01	\$ 892.28	\$ 2,000.00	\$ 990.67	\$ 2,000.00
Newspapers & Magazines	\$ 2,160.21	\$ 2,229.36	\$ 2,462.99	\$ 218.00	\$ 2,250.00	\$ 1,272.97	\$ 2,250.00
Materials - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total MATERIALS	\$ 17,056.07	\$ 15,274.89	\$ 17,249.25	\$ 8,406.27	\$ 16,750.00	\$ 8,871.84	\$ 17,510.40
MISCELLANEOUS EXPENSE	\$ -	\$ 110.75	\$ -	\$ -	\$ -	\$ 7.07	\$ -
PROGRAM EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Children's Programming	\$ 2,783.27	\$ 2,220.12	\$ 2,627.99	\$ 1,217.54	\$ 3,000.00	\$ 565.50	\$ 2,000.00
Adult Programming	\$ 686.99	\$ 1,713.81	\$ 1,922.04	\$ 2,044.97	\$ 3,000.00	\$ 1,429.08	\$ 2,500.00
Summer Library Club	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00
Rock Hill Library Project	\$ -	\$ -	\$ -	\$ -	\$ 3,333.00	\$ -	\$ 3,333.00
Total PROGRAM EXPENSE	\$ 3,470.26	\$ 3,933.93	\$ 4,550.03	\$ 3,262.51	\$ 9,333.00	\$ 1,994.58	\$ 8,633.00
RECIPROCAL LENDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OCLC	\$ 228.27	\$ 232.68	\$ 241.41	\$ 241.44	\$ 250.00	\$ 246.27	\$ 250.00
St. Louis County	\$ 2,488.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total RECIPROCAL LENDING	\$ 2,714.27	\$ 232.68	\$ 241.41	\$ 241.44	\$ 250.00	\$ 246.27	\$ 250.00
STAFFING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Strategic Planning Consultant	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 4,000.00
Payroll Service	\$ 1,168.25	\$ 1,199.35	\$ 1,338.38	\$ 1,733.26	\$ 1,430.00	\$ 1,338.19	\$ 1,500.00
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,680.00	\$ -
Development/Training	\$ 810.44	\$ 2,465.93	\$ 483.20	\$ 228.76	\$ 1,000.00	\$ 243.97	\$ 1,000.00
Health Insurance	\$ 17,096.44	\$ 16,908.14	\$ 16,446.78	\$ 16,105.91	\$ 17,075.00	\$ 13,500.12	\$ 18,300.00
Miscellaneous	\$ 22.51	\$ 70.82	\$ -	\$ -	\$ 75.00	\$ 5,273.69	\$ 100.00
Conferences	\$ 2,142.05	\$ 56.67	\$ 1,326.41	\$ -	\$ 2,500.00	\$ 75.00	\$ 1,500.00
Payroll Taxes	\$ 113,027.15	\$ 114,128.09	\$ 113,890.60	\$ 115,653.40	\$ 127,485.95	\$ 79,000.88	\$ 147,701.41
Retirement - MO Layers	\$ 8,850.52	\$ 8,923.78	\$ 8,889.95	\$ 9,050.95	\$ 9,752.67	\$ 6,285.04	\$ 11,289.16
Total STAFFING	\$ 8,678.53	\$ 9,591.53	\$ 11,333.24	\$ 11,706.35	\$ 10,460.00	\$ 4,085.93	\$ 12,214.00
UTILITIES	\$ 151,795.89	\$ 153,344.31	\$ 153,508.56	\$ 154,478.63	\$ 184,778.62	\$ 113,472.82	\$ 197,614.57
Alarm	\$ 444.00	\$ 612.50	\$ 552.00	\$ 829.00	\$ 600.00	\$ 552.00	\$ 600.00
Electric	\$ 4,340.67	\$ 4,868.10	\$ 3,815.43	\$ 3,108.61	\$ 4,000.00	\$ 2,743.83	\$ 3,800.00
Gas	\$ 1,132.43	\$ 1,262.75	\$ 964.13	\$ 1,201.63	\$ 1,100.00	\$ 596.92	\$ 1,100.00
Sewer	\$ 358.97	\$ 364.00	\$ 398.59	\$ 698.02	\$ 700.00	\$ 252.94	\$ 430.00
Telephone	\$ 2,620.83	\$ 2,040.28	\$ 2,336.47	\$ 2,382.28	\$ 3,060.00	\$ 1,880.96	\$ 2,275.00
Trash	\$ 2,624.98	\$ 2,469.97	\$ 3,430.27	\$ 3,978.23	\$ 3,700.00	\$ 3,622.98	\$ 3,700.00
Water	\$ 169.26	\$ 175.33	\$ 191.27	\$ 280.56	\$ 320.00	\$ 142.06	\$ 280.00
Total UTILITIES	\$ 11,681.14	\$ 11,792.93	\$ 11,688.16	\$ 12,479.33	\$ 13,480.00	\$ 9,791.69	\$ 12,155.00
Total Expense	\$ 293,461.70	\$ 311,513.73	\$ 303,246.74	\$ 373,035.75	\$ 369,454	\$ 228,485	\$ 369,550
Net Ordinary Income	\$ 6,410.95	\$ 36,881.51	\$ 44,230.69	\$ 3,326.91	\$ (0)	\$ 129,156	\$ 0
Net Income	\$ 6,410.95	\$ 36,881.51	\$ 44,230.69	\$ 3,326.91	\$ (0)	\$ 129,156	\$ 0