316 W. Webster Ave., Muskegon, Michigan 49440

BOARD OF TRUSTEES

<u>AGENDA</u>

Date: Tuesday, October 15, 2024

Time: 4:30 PM

Location: HPL Meeting Room

1. CALL TO ORDER AND ROLL CALL

2. APPROVE AGENDA (Motion to Approve)

3. APPROVE MINUTES of September 17, 2024 (Motion to Approve)

- 4. CITIZENS' COMMENTS
- 5. DIRECTOR'S REPORT
- **6. FINANCIAL REPORT** (Motion to pay bills)
- 7. COMMITTEE REPORTS
 - a. Budget and Finance
 - b. Buildings and Grounds
 - c. Personnel
- 8. NEW BUSINESS
 - a. Resolution 2024-17 | Authorize Business Credit Cards (Motion to Approval)
- 9. OLD BUSINESS
- 10. ADJOURN

BOARD MEETING MINUTES

Meeting Date: 17 September 2024 @ 4:30 pm

Location: Hackley Public Library

Present: Oneata Bailey, Ardena Duren, Karen Evans, Kevin Huss, Greg Sischo, Barb VanFossen

Absent: Thom DeVoogd

Library Staff: Joe Zappacosta, Jessica Larson

Public:

1. **Call to Order –** 4:34 pm

2. Approval of Agenda

- a. Sischo/Duren. Approved.
- b. Addition of recognition of Kim for her years of service.

3. Approval of August Minutes

a. Duren/Bailey. Approved.

4. Citizens' Comment

a. None

5. Director's Report

- a. Jim Kendra was hired for a new position: Library Specialist Floater. Started September 9th.
- b. Joe and Mallory attended a Rapid Roots session designed to help recently relocated executives build connections.
- c. Focus groups, interviews, and SOAR planning is ongoing.

6. Financial Report

a. Approval of payment of bills in the amount of \$47,105.35. Bailey/Huss. Approved.

7. Building and Grounds Report

- a. Possible intercom system for the back door of the library.
- b. Julia Hackley portrait will not be loaned out to Hackley Castle.

8. Personnel Report

- a. Paylocity will be the new payroll system.
- b. Maintenance manager pay is being researched to determine a fair and equitable offer for the staff member involved.
- c. Emergency Sick Leave Bank Policy

9. New Business

- Resolution 2024-16 Adopt the Optional Emergency Sick Leave Bank Policy. Huss/Duren.
 Approved
- b. Recognizing Kim for her years of service.

10. Old Business

11. **Adjourn** – 4:54 pm

Next Regular Meeting: October 15 @ 4:30 PM

LIBRARY DIRECTOR'S REPORT

Report Presented October 15, 2024

Friends of the Library

Little Free Library – McGrath Park [October 4]

We're excited to announce a successful community partnership that brings a Little Free Library (LFL) to McGrath Park. This initiative began when the Library sought ways to make books more accessible to YMCA Day Camp participants. Through collaborative efforts, we've created a sustainable solution that benefits the campers and the broader community. The Friends of the Library generously purchased and committed to stocking the Little Free Library with donated books for children, while T. Krichenbauer contributed by providing the base coating and sealer for the structure. The YMCA Day Camp participants brought their creativity to the project by beautifully decorating the library.

The City of Muskegon has agreed to handle the installation and provide general oversight. Additionally, the Glenside Neighborhood Association has committed to monitoring the library, reporting issues, and helping maintain the book inventory during the non-summer months.

Community Outreach

Read Muskegon Political Candidate Forum [September 12]

The library recently hosted a Candidate Forum organized by Read Muskegon, where community members had the opportunity to engage with local candidates running for Michigan House of Representatives, County Commission, and Judicial positions.

Strategic Planning

I continue to work closely with Library Strategies as they compile information and complete their benchmarking analysis. We anticipate having a draft plan ready for Library Board review soon and will determine if a special meeting is needed for discussion. Meanwhile, I am consulting with them on strategic matters, including ways to strengthen staff-Board relationships and develop new program promotion strategies as we transition away from household-wide print newsletter distribution.

Hackley Public Library September 2024

•••				brary ocptom			
Circulation				Programs			
					NUMBER of Programs	ATTENDANCE	
Children's				Outreach Info	5	768	
Board Books		158		Passive Program			
Picture Books		674		Youth Services Craft K	its 2	240	
Easy Books		203					
Juv. New Books		159		Youth	7	149	
Fiction		566		Adult	8	110	
Non-fiction		449		All Ages			
Audiobooks		0		Т	otal 22	259	
Graphic Novels		429					
Movies		371		Outreach Program			
Music		12		Programming To	otal 29	1,267	
Video Games		28					
Ch	ildren's	3,049	31%	Community/Rentals	0	0	
Tweens		•		Interactions est.			
					IN PERSON		
Young Adult				Genealogy	INT EROON		
New Books		28		Youth Services			
Fiction		189		Main Desk			
Graphic Novels		40		Technology Help Desk			
Audiobooks		70			otal 0	0	
	g Adult	257	30/	Patron Visits	otal 0	0	# - f D - · · ·
Youth Service	_	3,306	34%	ration visits			# of Days
Adult	S IUlai	3,300	34 /0	Torrent House	115	-	24
Adult					6,897		
Fiction		1254	NEW 245	Library	0,097		
Non-fiction		1043	243	Total V	ists 7,012		
Periodicals		155	217		1515 1,012		
			10	Public Computers			
Large Print		112	12	Dublic Commuter	Library	Torrent House	
Graphics		109		Public Computer	1,000	32	
Spanish		3	2001	Wi-Fi	1,082		
Adı	ılt Print	3,150	32%	I	otal 2,114		
Mar San		050		0.11			
Movies		958		Collection	ADDED	WEEDED	
Audiobook		92		Adult	241	TBA	
Music CD		79		Youth	124	TBA	
Hotspots/Library of Things		41		eMaterials -	7,298		
No	on Print	1,170	12%		otal 365 [1]	0	
Adult Service	s Total	4,320	44%	Circulation	9,842		
ILL	IN	оит		New Library Card	88		
LLC	322	1,045		Interactions	0		
MeL Cat	62	92		Programs	29	1,267	
				Patron Visits	7,012	,,	
Digital Callection				PAC Usage	1,032		
Digital Collection	4400			•			
Overdrive	1138			Collection	365	0	
Kanopy 1103 visits	338						
Hoopla	740			Website	8,317		
Digital Total	2216	23%					



			Hackley	Public Libr	ary September 2024 Programn	ning,	Outread	ch, Promotions										
	Adult Programs	Count		8 Total					Count		7 Total		140	Sto	imaa	Count Total		4 95
	Adult Programs			o Total	11		-	Youth Programs			rotar		149	Storyt		TOTAL		90
	Title	Attendance	Date		Notes	_	Title		Attendance	Date		Notes	No.	Attendance	Date		Notes	
1		16	9/9		Full registry of 20 plus waitlist		1	Fingerprint Art	33	9/12			1	23	9/6			
2	Business Blueprint with Route 31 Credit Union	15	9/10				2	Teen Craftarama	6	9/16			2		9/13			
3		28	9/10				3	Pirate Day Fest	15	9/19			3		9/20			
4	Left to Write	2	9/11				4	Story Time	23	9/6			4	21	9/27			
5	MCGS Program	32	9/21		23 regular members, 9 new atte	en	5	Story Time	26	9/13			5	i				
6	Senior Social Hour	9	9/26				6	Story Time	25	9/20			6	3				
7	Basic Intro to Computers	5	9/28		10 registered		7	Story Time	21	9/27			7	•				
8	Intro to Word	5	9/28		6 registered			•					3					
9													9					
10													10					
11													11					
12													12					
13													13					
14													14					
15													15					
15													16					
	Outreach Prog						_	Outreach Informational										
_	Title	Attendance	Dot	e Total	11	7 No	Title	outeach informational	Attendance	Date	Total		768					
0.		5	9/5	Count		3		Sportsmen for Youth	250	9/7	Count		5					
2		42	9/14	Count		M		egon County Latino Festival		9/7	Count		3					
	Michael Johnson Book of Kells	42	9/14				Z WIUSK	egon County Latino restivai	105	9//								
3	Presentation at MIMF - Related to outreach programming because we about Book of Kells at HPL	70	9/14				3 To	uch the Trucks City Event	145	9/19								
4							4 Glens	side Elementary Open House	113	9/25								
5							5 Dis	sability Network Outreach	95	9/27								
	School Vis	its					Pas	ssive Programs/Promos										
0.	School	Attendance	Dat	e Total	10	6 No.	Title		Attendance	Date	Total		0					
1	Muskegon Christian 4th Grade	16	9/24	Count		1	1				Count		0					
2							2											
3							3											
4							4											
5							5											
	Craft Kits	s																
0.	Name	Participants	Dat	e Total	24	0												
1	Apple Stress Balls	120		Count		2												
2		120	Ongoing															
3			2559															
4																		
5																		
၁																		

HPL - Debt Service Fund Summary Balance Sheet As of September 30, 2024

	Sep 30, 24	Aug 31, 24	\$ Change
ASSETS Current Assets			
Checking/Savings Other Current Assets	325,258.74 41,861.00	325,258.74 41,861.00	0.00 0.00
Total Current Assets	367,119.74	367,119.74	0.00
TOTAL ASSETS	367,119.74	367,119.74	0.00
LIABILITIES & EQUITY Equity	367,119.74	367,119.74	0.00
TOTAL LIABILITIES & EQUITY	367,119.74	367,119.74	0.00

Balance Sheet Comparison

As of September 30, 2024

	TOTAL	
	AS OF SEP 30, 2024	AS OF AUG 31, 2024 (PP)
ASSETS		
Current Assets		
Bank Accounts		
003 Checking - PNC	1,004,057.87	1,190,735.93
004 Miscellaneous - PNC	4,295.18	3,989.99
005 CD - PNC	203,231.95	203,231.95
006 CD (2)- PNC	236,480.56	236,480.56
008 Savings - PNC	125,273.69	125,270.51
009 Capital Improvement - PNC	0.00	0.00
018 PETTY CASH	100.00	100.00
Total Bank Accounts	\$1,573,439.25	\$1,759,808.94
Accounts Receivable		
1200 *Accounts Receivable	222.00	280.15
Total Accounts Receivable	\$222.00	\$280.15
Other Current Assets		
007 USF Lakeland	0.00	0.00
040 ACCOUNTS RECEIVABLE	0.00	0.00
070 Due from other Gov. Unit	0.00	0.00
12000 Undeposited Funds	0.00	0.00
123 PREPAID EXPENSES	0.00	0.00
201 DUE FROM OTHER FUNDS	0.00	0.00
Total Other Current Assets	\$0.00	\$0.00
Total Current Assets	\$1,573,661.25	\$1,760,089.09
TOTAL ASSETS	\$1,573,661.25	\$1,760,089.09

	TOTA	\L
	AS OF SEP 30, 2024	AS OF AUG 31, 2024 (PP)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 ACCOUNTS PAYABLE	40,419.33	47,105.35
Total Accounts Payable	\$40,419.33	\$47,105.35
Other Current Liabilities		
214 DUE TO OTHER FUNDS	41,861.00	41,861.00
225 Due to Other Governmental Units	0.00	0.00
257 ACCRUED WAGES PAYABLE	39,700.00	39,700.00
258 ACCRUED EXPENSES	0.00	0.00
258.001 FEDERAL W/H AND FICA	0.00	0.00
258.002 STATE WITHHOLDINGS	0.00	0.00
258.003 STATE UNEMPLOYMENT	0.00	0.00
258.004 ACCRUED DEFERRED COMP	339.29	-163.02
258.005 LOCAL WITHHOLDING	0.00	0.00
258.006 ANNUITY	0.00	0.00
258.007 UNITED WAY	0.00	0.00
258.008 EMPLOYEE C/U OR BANK	0.00	0.00
258.010 GARNISHMENT	0.00	0.00
258.011 UNION DUES	0.00	0.00
258.012 COPE	0.00	1.00
258.013 ORS - Pension Reform Act	90.72	-127.79
258.014 Capital Campaign-Payroll Deduct	0.00	0.00
258.016 MERS - Retirement	0.00	0.00
258.017 AFLAC (Pretax)	-51.36	-46.56
258.018 AFLAC (post-tax)	-76.44	-55.68
258.019 MERS - 457b	0.00	0.00
258.020 Insurance - Pretax	0.00	0.00
Total 258 ACCRUED EXPENSES	302.21	-392.05
Total Other Current Liabilities	\$81,863.21	\$81,168.95
Total Current Liabilities	\$122,282.54	\$128,274.30
Total Liabilities	\$122,282.54	\$128,274.30
Equity		
3000 Opening Bal Equity	0.00	0.00
3900 FUND BALANCE	1,834,540.48	1,834,540.48
Net Income	-383,161.77	-202,725.69
Total Equity	\$1,451,378.71	\$1,631,814.79
TOTAL LIABILITIES AND EQUITY	\$1,573,661.25	\$1,760,089.09

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

July - September, 2024

	TOTAL						
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET			
Income							
400 TAXES							
401 PROPERTY TAXES	22,584.77	1,844,927.00	-1,822,342.23	1.22 %			
404 PAYMENT IN LIEU OF TAXES		10,000.00	-10,000.00				
405 RENAISSANCE ZONE REIMBURSEMENT	1,778.44	10,000.00	-8,221.56	17.78 %			
406 LOCAL COM.STABILIZATION REIMB.		78,000.00	-78,000.00				
Total 400 TAXES	24,363.21	1,942,927.00	-1,918,563.79	1.25 %			
530 STATE AID	21,152.42	30,000.00	-8,847.58	70.51 %			
595 PENAL FINES	81,315.32	70,000.00	11,315.32	116.16 %			
642 CHARGES							
643 MEETING ROOM RENTAL		200.00	-200.00				
644 NON RES CARD FEES	1.85	100.00	-98.15	1.85 %			
Total 642 CHARGES	1.85	300.00	-298.15	0.62 %			
645 MISCELLANEOUS	710.40	3,000.00	-2,289.60	23.68 %			
646 SALES	34.29	300.00	-265.71	11.43 %			
646.1 Sales - Friends of HPL	605.41		605.41				
Total 646 SALES	639.70	300.00	339.70	213.23 %			
647 HACKLEY DONATIONS	559.44	6,000.00	-5,440.56	9.32 %			
647.1 Youth Services Dept - Donations		3,000.00	-3,000.00				
647.2 Local History Dept - Donations	7.95	500.00	-492.05	1.59 %			
655 BOOK FINES	736.17	2,000.00	-1,263.83	36.81 %			
665 INTEREST EARNINGS	6,244.18	10,000.00	-3,755.82	62.44 %			
667 Youth Services Programs	12,500.00	12,500.00	0.00	100.00 %			
668 Adult Programs	12,500.00	12,500.00	0.00	100.00 %			
677 REIMBURSEMENTS AND REFUNDS	3,249.94	6,000.00	-2,750.06	54.17 %			
680 WILLIAM & MARGARET BUSCH FUND		15,000.00	-15,000.00				
685 BERG FUND		100.00	-100.00				
688 GARDEN FUND (John J. Helstrom)		300.00	-300.00				
689 RUTHKOWSKI FUND		9,000.00	-9,000.00				
690 Robinson Fund		4,500.00	-4,500.00				
694 Cannon Fund		12,500.00	-12,500.00				
695 Wood Fund		1,000.00	-1,000.00				
Total Income	\$163,980.58	\$2,141,427.00	\$ -1,977,446.42	7.66 %			
GROSS PROFIT	\$163,980.58	\$2,141,427.00	\$ -1,977,446.42	7.66 %			
Expenses							
700 SALARIES AND WAGES							
701 SALARIES MANAGEMENT	69,009.60	357,133.00	-288,123.40	19.32 %			
702 SALARIES - LIBRARIANS	60,121.00	228,485.00	-168,364.00	26.31 %			
703 SALARIES - INFO. SPECIALIST	88,263.14	336,179.00	-247,915.86	26.25 %			
704 SALARIES - PARAPROFESSIONAL	15,480.80	57,450.00	-41,969.20	26.95 %			
706 SALARIES - CUSTODIAL - REG	19,515.45	89,596.00	-70,080.55	21.78 %			
Total 700 SALARIES AND WAGES	252,389.99	1,068,843.00	-816,453.01	23.61 %			
714 FRINGE BENEFITS							

	TOTAL						
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET			
715 FICA	18,689.90	76,000.00	-57,310.10	24.59 %			
716 HEALTH INSURANCE	49,210.01	216,000.00	-166,789.99	22.78 %			
716.2 DENTAL INSURANCE	4,507.09	12,000.00	-7,492.91	37.56 %			
716.3 VISION INSURANCE	1,246.50	4,000.00	-2,753.50	31.16 %			
Total 716 HEALTH INSURANCE	54,963.60	232,000.00	-177,036.40	23.69 %			
717 LIFE INSURANCE	2,554.10	10,800.00	-8,245.90	23.65 %			
718 ORS - RETIREMENT CONTRIBUTION	9,900.25	57,938.00	-48,037.75	17.09 %			
718.1 MERS - RETIREMENT CONTRIBUTION	21,716.25	89,596.00	-67,879.75	24.24 %			
719 WORKER'S COMPENSATION		5,000.00	-5,000.00				
720 STATE UNEMPLOYMENT		500.00	-500.00				
Total 714 FRINGE BENEFITS	107,824.10	471,834.00	-364,009.90	22.85 %			
726 SUPPLIES							
727 OFFICE SUPPLIES	4,962.02	15,000.00	-10,037.98	33.08 %			
728 POSTAGE	219.00	1,500.00	-1,281.00	14.60 %			
729 SUPPLIES - CUSTODIAL	954.19	6,000.00	-5,045.81	15.90 %			
730 Furniture & Equipment	8,253.94	13,000.00	-4,746.06	63.49 %			
731 BANK CHARGES		900.00	-900.00				
Total 726 SUPPLIES	14,389.15	36,400.00	-22,010.85	39.53 %			
738.1 Youth Serv Red Stock/Donation	842.60	3,000.00	-2,157.40	28.09 %			
738.2 Local History - Donations		500.00	-500.00				
740 OPERATING SUPPLIES							
741 SUPPLIES - BOOKS							
741.1 BOOKS - Schmidt - Y.S.	4,538.98	20,000.00	-15,461.02	22.69 %			
741.3 BOOKS - Adult - Ref/NonFic	1,919.66	13,000.00	-11,080.34	14.77 %			
741.4 BOOKS - Rostar - Local Hist.	2,326.58	12,000.00	-9,673.42	19.39 %			
741.5 BOOKS - McKenzie - Adult	1,855.69	20,000.00	-18,144.31	9.28 %			
Total 741 SUPPLIES - BOOKS	10,640.91	65,000.00	-54,359.09	16.37 %			
742 Continuations - Print	342.00	1,000.00	-658.00	34.20 %			
742.1 Continuations - Databases		8,000.00	-8,000.00				
Total 742 Continuations - Print	342.00	9,000.00	-8,658.00	3.80 %			
743 SUPPLIES - AUDIO VISUAL							
743.1 AV- Children & Teens	644.89	3,000.00	-2,355.11	21.50 %			
743.2 DVD & Audiobooks - Adults	1,362.25	7,000.00	-5,637.75	19.46 %			
743.3 Digital - Overdrive (Youth)	1,413.76	7,000.00	-5,586.24	20.20 %			
743.4 Digital - Overdrive (Adult)	2,046.73	7,000.00	-4,953.27	29.24 %			
743.5 Digital - Hoopla	3,488.02	18,000.00	-14,511.98	19.38 %			
743.6 Digital - Kanopy	387.60	1,200.00	-812.40	32.30 %			
Total 743 SUPPLIES - AUDIO VISUAL	9,343.25	43,200.00	-33,856.75	21.63 %			
744 Microfilm	6,682.00	6,500.00	182.00	102.80 %			
745 Mobile Hotspots	1,042.77	6,500.00	-5,457.23	16.04 %			
747 Periodicals	5,954.88	10,000.00	-4,045.12	59.55 %			
Total 740 OPERATING SUPPLIES	34,005.81	140,200.00	-106,194.19	24.26 %			
750 TECHNOLOGY							
751 Software	396.00	5,000.00	-4,604.00	7.92 %			
752 Hardware/Equipment	275.68	7,500.00	-7,224.32	3.68 %			
753 E-Rate Expenses	625.00	1,500.00	-875.00	41.67 %			
754 Website Expense		1,000.00	-1,000.00				
755 Subscription and License Renewal	1,699.60	8,000.00	-6,300.40	21.25 %			

		TOTAL						
Total Sour Personan		ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET			
767 Youth Services Program	Total 750 TECHNOLOGY	2,996.28	23,000.00	-20,003.72	13.03 %			
17.58 Auth Services Programs 995.06 12.500.00 -11.504.94 7.96 % 801 CONTRACTED SERVICES 7.500.00 15.000.00 -7.500.00 50.00 % 802.1 PAYROLL SERVICES 1.080.30 6.200.00 -7.500.00 17.50 % 17.5	766 Outreach/General Programs	4,287.28	5,000.00	-712.72	85.75 %			
BOY CONTTRACTED SERVICES	767 Youth Services Program	4,667.56	12,500.00	-7,832.44	37.34 %			
802 ADDIT FEE 7,500.00 15,000.00 -7,500.00 500.0% 802 I PAYROLL SERVICES 1,063.00 6,200.00 -12,370.00 17,157.00 Total 802 AUDIT FEE 8,563.00 21,200.00 -12,837.00 40,39 % 803 COLLECTIONS FEES 6,065.00 30,000.00 -23,938.00 20,21 % 804 ALTORINEY FEES 6,065.00 5,000.00 -23,938.00 20,21 % 811 CONTRACTED SERVICES - CUSTODIAL 2,478.00 -4,000.00 -4,000.00 813 Material Ordering Fees 1,300.00 -49,837.50 25,00 % 814 CONTRACTED SERVICES - CUSTODIAL 2,478.00 -19,848.81 29,38 % 815 Strategie Planning - Consulting 7,051.19 24,000.00 -49,837.50 25,00 % 815 Strategie Planning - Consulting 7,051.19 24,000.00 -10,5692.38 30,90 % 850 FELEPHONE 3,505.47 150,000.00 -6,494.53 35,05 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -2,639.00 86,814 875 LLEPHONE 1,7361.00 2,000.00 -2,639.00 </td <td>768 Adult Services Programs</td> <td>995.06</td> <td>12,500.00</td> <td>-11,504.94</td> <td>7.96 %</td>	768 Adult Services Programs	995.06	12,500.00	-11,504.94	7.96 %			
802.1 PAYROLL SERVICES	801 CONTRACTED SERVICES							
Total 802 AUDIT FEE 8,563.00 21,200.00 -12,637.00 40.39 % 803 COLLECTIONS FEES 265.55 1,000.00 -734.05 26.60 % 804 LAKELAND FEES 6,062.00 30,000.00 -23,333.00 20.21 % 806 ATTORNEY FEES 6,262.00 5,000.00 1,225.00 124.50 % 811 Contracted Srvc - Consulting 4,000.00 4,000.00 4,000.00 814 Contracted Srvc - Consulting 1,300.00 -1,300.00 -1,300.00 814 CONTRACTED SERVICES - CUSTODIAL 2,478.00 -1,300.00 -1,300.00 814 CONTRACTED SERVICES - CUSTODIAL 7,051.19 24,000.00 -1,4848.11 29.38 % 15 Strategic Planning - Consulting 7,051.19 24,000.00 -16,582.36 30.90 % 815 Strategic Planning - Consulting 7,051.19 24,000.00 -1,05,682.36 30.90 % 850 TELEPHONE 3,505.47 10,000.00 -4,494.53 29.38 % 850 TELEPHONE 3,505.47 10,000.00 -4,494.53 35.05 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -4,695.27 47.49 % 876 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,261.00 57.97 % 888 NEWSLETTER 6,000.00 -1,261.00 57.97 % 889 PUBLICITY 5,292.46 22,000.00 -1,6707.54 24.06 % 910 INSUIRANCE 1,7361.00 20,000.00 -2,639.00 86.81 % 920 UTILITIES 1,7361.00 20,000.00 -2,639.00 86.81 % 920 UTILITIES 992.82 2,700.00 -1,4514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -1,707.18 36.77 % 10tal 910 INSURANCE - UIABILITY 13,847.44 28,000.00 -1,707.18 36.77 % 10tal 920 UTILITIES 15,286.14 45,700.00 -1,415.25 6 49.46 % 923 UTILITIES 391 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 933 EQUIPMENT MAINTENANCE SUPPLIES 916.66 7,000.00 -1,415.25 6 49.46 % 939 Copie/Printers-EQUIPMENT RENTAL 2,775.61 13,000.00 -1,042.22 13,37 % 10,400.00 4,115.77 13,47 % 935 OTHER EXPENSES 946.66 7,000.00 -1,042.22 13,37 % 10,400.00 -1,042.22 13,37 % 10,400.00 -1,042.23 13,47 % 10,400.00 -1,042.24 13,47 % 13,47 % 13,47 % 13,47 % 13,47 % 13,47 % 13,47 % 13,47 % 13,47 % 13,47 % 13,47 % 13,47 % 13,47 % 13,47 %	802 AUDIT FEE	7,500.00	15,000.00	-7,500.00	50.00 %			
803 COLLECTIONS FEES 26.595 1,000.00 -734.05 26.60 % 804 LAKELAND FEES 6,082.00 30,000.00 -23,938.00 20.21 % 806 ATTORNEY FEES 6,225.00 5,000.00 1,225.00 124.50 % 811 Contracted Sirve - Consulting 2,478.00 2,478.00 2,478.00 812 CONTRACTED SERVICES - CUSTODIAL 2,478.00 49,837.50 25.00 % 813 Material Ordering Fees 1,6612.50 66,450.00 49,837.50 25.00 % 815 Strategic Planning- Consulting 7,051.19 24,000.00 -16,948.81 29.38 % 850 TELEPHONE 3,505.47 10,000.00 -6,494.53 35.05 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -2,625.27 47.49 % 876 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,670.54 24.06 % 899 PUBLICITY 17,361.00 20,000.00 -2,639.00 86.81 % Total 910 INSURANCE 17,361.00 20,000.00 -2,639.00 86.81 % Total 920 UTILTIES 3,84 495.88 15,000.00	802.1 PAYROLL SERVICES	1,063.00	6,200.00	-5,137.00	17.15 %			
804 LAKELAND FEES 6,082.00 30,000.00 -23,938.00 20.21 % 806 ATTORNEY FEES 6,225.00 5,000.00 1,225.00 811 Contracted Sirve - Consulting 4,000.00 -2,478.00 812 CONTRACTED SERVICES - CUSTODIAL 2,478.00 1,300.00 -1,300.00 813 Material Ordering Fees 1,300.0 -1,300.00 -16,948.81 25.00 % 815 Strategic Planning- Consulting 7,051.19 24,000.00 -16,948.81 29.38 % 815 Strategic Planning- Consulting 7,051.19 24,000.00 -16,948.81 29.38 % 850 TELEPHONE 3,505.47 10,000.00 -6,494.53 30.50 % 850 TELEPHONE 3,505.47 10,000.00 -6,494.53 30.50 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -1,670.54 24.06 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -1,670.75 24.06 % 880 NEWSLETTER 5,292.46 22,000.00 -1,670.75 24.06 % 991 URILITIES 17,361.00 20,000.00 -2,639.00 86.81 %	Total 802 AUDIT FEE	8,563.00	21,200.00	-12,637.00	40.39 %			
806 ATTORNEY FEES 6.225.00 5,000.00 1,225.00 124.00 % 811 CONTRACTED SERVICES - CUSTODIAL 2,478.00 4,000.00 -4,000.00 813 Material Ordering Fees 1,300.00 -1,300.00 -1,300.00 814 CONTRACTED SERVICES - CUSTODIAL 1,616.12.50 66,450.00 -49,837.50 25.00 % 815 Strategic Planning - Consulting 7,051.19 24,000.00 -18,948.81 29.38 % 815 Strategic Planning - Consulting 7,051.19 24,000.00 -16,948.81 29.38 % 815 Strategic Planning - Consulting 3,505.47 110,000.00 -6,494.53 35.05 % 850 FELEPHONE 3,505.47 10,000.00 -6,494.53 35.05 % 876 EUES & FEES - CORPORATE 1,739.00 3,000.00 -6,600.00 6,000.00 889 PUBLICITY 5,292.46 22,000.00 -16,707.54 24.06 % 910 INSURANCE 17,361.00 20,000.00 -2,639.00 86.81 % Total 910 INSURANCE 1,3847.44 26,000.00 -14,151.412 3,42 % 920 LILTIES 1,345.41 26	803 COLLECTIONS FEES	265.95	1,000.00	-734.05	26.60 %			
811 Contracted Srvc - Consulting 4,000.00 -4,000.00 812 CONTRACTED SERVICES - CUSTODIAL 2,478.00 2,478.00 813 Material Ordering Fees 1,300.00 -1,300.00 814 Contracted Services- IT 16,612.50 66,450.00 -49,837.50 25.00 % 815 Strategic Planning- Consulting 7,051.19 24,000.00 -16,948.81 29,38 % Total 801 CONTRACTED SERVICES 47,257.64 152,950.00 -105,692.36 30,90 % 850 TELEPHONE 3,505.47 10,000.00 -6,494.53 35,05 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -2,625.27 47.49 % 876 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,261.00 5.97 % 889 NEWSLETTER 6,000.00 -16,707.54 24.06 % 910 INSURANCE 17,361.00 20,000.00 -2,639.00 86.81 % 920 UTILITIES 11,3847.44 28,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,154.14 3.24 % 922 ELECTRICITY 13,847.44	804 LAKELAND FEES	6,062.00	30,000.00	-23,938.00	20.21 %			
812 CONTRACTED SERVICES - CUSTODIAL 2,478.00 2,478.00 813 Material Ordering Fees 1,300.00 -1,300.00 814 Contracted Services- IT 16,612.50 66,450.00 -49,837.50 25.00 % 815 Strategic Planning- Consulting 7,051.19 24,000.00 -16,948.81 29.38 % Total 801 CONTRACTED SERVICES 47,257.64 152,950.00 -6,948.53 35.05 % 850 TELEPHONE 3,505.47 10,000.00 -6,494.53 35.05 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -2,625.27 47.49 % 876 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,261.00 57.97 % 888 NEWSLETTER 6,000.00 -6,000.00 -6,000.00 910 INSURANCE 17,361.00 20,000.00 -2,639.00 86.81 % 101 INSURANCE 17,361.00 20,000.00 -2,639.00 86.81 % 102 UTILTIES 922 UTILTIES 15,326.14 45,700.00 -14,1514.12 3,24 % 923 WATER 92.0 UTILTIES 15,326.14 45,700.00 -14,152.56 49,	806 ATTORNEY FEES	6,225.00	5,000.00	1,225.00	124.50 %			
813 Material Ordering Fees 1,300.00 -1,300.00 814 Contracted Services- IT 16,612.50 66,480.00 49,897.50 25.00 % 815 Strategic Planning- Consulting 7,051.19 24,000.00 -16,548.81 29,38 % Total 801 CONTRACTED SERVICES 47,257.64 152,950.00 -105,692.36 30,90 % 850 TELEPHONE 3,505.47 10,000.00 -6,494.53 35.05 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -1,261.00 57.97 % 876 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,261.00 57.97 % 889 NEWSLETTER 6,000.00 -16,707.54 24.06 % 899 PUBLICITY 17,361.00 20,000.00 -2,639.00 86.81 % 910 INSURANCE 17,361.00 20,000.00 -2,639.00 86.81 % 7020 UTILITIES 17,361.00 20,000.00 -2,639.00 86.81 % 922 ELECTRICITY 13,847.44 28,000.00 -14,514.12 3,24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,152.56 49.66 %	811 Contracted Srvc - Consulting		4,000.00	-4,000.00				
814 Contracted Services-IT 16,612.50 66,450.00 49,837.50 25.00 % 815 Strategic Planning- Consulting 7,051.19 24,000.00 -16,948.81 29,38 % Total 801 CONTRACTED SERVICES 47,257.64 162,950.00 -105,692.36 30,90 % 805 TELEPHONE 3,505.47 10,000.00 -6,494.53 35.05 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -1,261.00 57.97 % 888 NEWSLETTER 6,000.00 -16,007.00 20.000.00 -16,007.00 20.000.00 26,39.00 86.81 % 910 INSURANCE 911 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % 920 UTILTIES 292 LECTRICITY 13,847.44 28,000.00 -14,514.12 3,24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,514.12 3,24 % 923 WATER 992.82 2,700.00 -1,707.18 36,77 % 70tal 920 UTILTIES 15,326.14 45,700.00 -1,451.12 3,24 % 932 WILLDING & GROUNDS REPAIRS 17,000.00 -1,107.71 <th< td=""><td>812 CONTRACTED SERVICES - CUSTODIAL</td><td>2,478.00</td><td></td><td>2,478.00</td><td></td></th<>	812 CONTRACTED SERVICES - CUSTODIAL	2,478.00		2,478.00				
815 Strategic Planning- Consulting 7,051.19 24,000.00 -16,948.81 29.38 % Total 801 CONTRACTED SERVICES 47,257.64 152,950.00 -105,692.36 30.90 % 850 TELEPHONE 3,505.47 10,000.00 -2,652.72 47.49 % 87.4 EDUCATION AND TRAINING 2,374.73 5,000.00 -2,652.72 47.49 % 87.6 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,261.00 57.97 % 888 NEWSLETTER 6,000.00 -6,000.00 -6,000.00 -7,265.00 % 7.90 % 89.9 PUBLICITY 7,361.00 20,000.00 -2,639.00 86.81 % 7.91 NISURANCE - LIABILITY 7,361.00 20,000.00 -2,639.00 86.81 % 7.91 NISURANCE - LIABILITY 7,361.00 20,000.00 -2,639.00 86.81 % 8.92 UTILITIES 8.92 MATER 992.82 2,700.00 -14,514.12 3.67 % 92.81 ECTRICITY 13,847.44 28,000.00 -14,152.56 49.46 % 92.82 WATER 992.82 2,700.00 -1,707.18 36.77 % 7.93 REPAIRS & MAINTENANCE SUPPLIES 91.10 NISURANCE SUPP	813 Material Ordering Fees		1,300.00	-1,300.00				
Total 801 CONTRACTED SERVICES 47,257.64 152,950.00 -105,692.36 30.90 % 850 TELEPHONE 3,505.47 10,000.00 -6,494.53 35.05 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -2,625.27 47.49 % 876 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,281.00 57.97 % 888 NEWSLETTER 6,000.00 -6,000.00 -6,000.00 -6,000.00 -16,707.54 24.06 % 910 INSURANCE 17,361.00 20,000.00 -26,39,00 86.81 % 920 UTILITIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,514.12 3.24 % 923 WATER 992.82 2,700.00 -14,514.12 3.24 % 930 REPAIRS & MAINTENANCE SUPPLIES 15,326.14 45,700.00 -4,149.72 124.1 % 932 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 -4,149.72 124.1 % 932 COJIPMENT MAINTENANCE SUPPLIES 24,543.36 37,000.00 -10,482.22 19,37 %	814 Contracted Services- IT	16,612.50	66,450.00	-49,837.50	25.00 %			
850 TELEPHONE 3,505.47 10,000.00 -6,494.53 35.05 % 874 EDUCATION AND TRAINING 2,374.73 5,000.00 -2,625.27 47.49 % 876 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,261.00 57.97 % 888 NEWSLETTER 6,000.00 -16,000.00 -16,000.00 24.06 % 899 PUBLICITY 5,292.46 22,000.00 -16,707.54 24.06 % 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % 70tal 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % 920 UTILITIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,152.56 49.46 % 923 WATER 992.82 2,700.00 -1,707.18 36.77 % 930 REPAIRS & MAINTENANCE SUPPLIES 918.80 7,000.00 4,149.72 124.41 % 932 SEULIDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 SEQUIPMENT MAINTENANCE 2,517.78	815 Strategic Planning- Consulting	7,051.19	24,000.00	-16,948.81	29.38 %			
874 EDUCATION AND TRAINING 2,374.73 5,000.00 -2,625.27 47.49 % 876 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,261.00 57.97 % 888 NEWSLETTER 6,000.00 -6,000.00 -6,000.00 899 PUBLICITY 5,292.46 22,000.00 -16,707.54 24.06 % 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % Total 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % 920 UTILTIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -1,707.18 36.77 % Total 920 UTILTIES 92.82 2,700.00 -1,707.18 36.77 % 930 REPAIRS & MAINTENANCE SUPPLIES 916.86 7,000.00 4,149.72 124.41 % 933 EQUIPMENT MAINTENANCE SUPPLIES 2,157.78 13,000.00 -10,482.22 19.37 % 933 EQUIPMENT MAINTENANCE SUPPLIES 24,584.36	Total 801 CONTRACTED SERVICES	47,257.64	152,950.00	-105,692.36	30.90 %			
876 DUES & FEES - CORPORATE 1,739.00 3,000.00 -1,261.00 57.97 % 888 NEWSLETTER 6,000.00 -6,000.00 -6,000.00 899 PUBLICITY 5,292.46 22,000.00 -16,707.54 24.06 % 910 INSURANCE 22,000.00 -2,639.00 86.81 % Total 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % 920 UTILITIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,707.18 36.77 % 923 WATER 992.82 2,700.00 -1,707.18 36.77 % Total 920 UTILITIES 15,326.14 45,700.00 -1,707.18 36.77 % 930 REPAIRS & MAINTENANCE SUPPLIES 91,409.00 -1,707.18 36.77 % 932 BUILDING EXPENSE 916.86 7,000.00 4,149.72 124.41 % 932 CUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19,37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,482.22 19,37	850 TELEPHONE	3,505.47	10,000.00	-6,494.53	35.05 %			
888 NEWSLETTER 6,000.00 -6,000.00 899 PUBLICITY 5,292.46 22,000.00 -16,707.54 24.06 % 910 INSURANCE. 317,361.00 20,000.00 -2,639.00 86.81 % 70 Total 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % 920 UTILITIES 820 UTILITIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,514.12 3.24 % 922 WATER 992.82 2,700.00 -1,707.18 36.77 % 7 Otal 920 UTILITIES 992.82 2,700.00 -1,707.18 36.77 % 922 ELECTRICITY 13,847.44 28,000.00 -1,707.18 36.77 % 922 WATER 992.82 2,700.00 -1,707.18 36.77 % 930 REPAIRS & MAINTENANCE SUPPLIES 992.82 2,700.00 -4,149.72 124.41 % 932 BUILDING & CROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 EQUIPMENT MAINTENANCE SUPPLIES 24,584.36 37,000.00 <t< td=""><td>874 EDUCATION AND TRAINING</td><td>2,374.73</td><td>5,000.00</td><td>-2,625.27</td><td>47.49 %</td></t<>	874 EDUCATION AND TRAINING	2,374.73	5,000.00	-2,625.27	47.49 %			
899 PUBLICITY 5,292.46 22,000.00 -16,707.54 24.06 % 910 INSURANCE. 911 INSURANCE - LIABILITY 17,361.00 20,000.00 -2,639.00 86.81 % Total 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % 920 UTILTIES 920 UTILTIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -1,707.18 36.77 % 923 WATER 992.82 2,700.00 -1,707.18 36.77 % 70tal 920 UTILTIES 15,326.14 45,700.00 -30,373.86 33.54 % 930 REPAIRS & MAINTENANCE SUPPLIES 916.86 7,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 4,083.14 13.10 % 933 EQUIPMENT MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,482.22 19.37 % 940 PARKING LOT RENTAL & GARBAGE 1,884.34 6,000.00 -111,2415.64	876 DUES & FEES - CORPORATE	1,739.00	3,000.00	-1,261.00	57.97 %			
910 INSURANCE. 911 INSURANCE - LIABILITY 17,361.00 20,000.00 -2,639.00 86.81 % Total 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % P20 UTILITIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -1,170.18 36.77 % 923 WATER 992.82 2,700.00 -1,707.18 36.77 % P30 WATER 992.82 2,700.00 -1,707.18 36.77 % Total 920 UTILITIES 15,326.14 45,700.00 -30,373.66 38.54 % 930 REPAIRS & MAINTENANCE SUPPLIES 931 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 EQUIPMENT MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,422.32 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,424.30 66.44 % 939 Copier/Printers EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -10,224.39 21.35 % 955 OTHER EXPENSES 137.75 500.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 2257.43 12,000.00 -25,000.00 997 MISCELLANEOUS EXPENSE 2257.43 12,000.00 -9,742.57 18.81 % 997 MISCELLANEOUS EXPENSE 2257.43 12,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,000.00	888 NEWSLETTER		6,000.00	-6,000.00				
911 INSURANCE - LIABILITY 17,361.00 20,000.00 -2,639.00 86.81 % Total 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % 920 UTILTIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -1,707.18 36.77 % 923 WATER 99.282 2,700.00 -1,707.18 36.77 % Total 920 UTILTIES 15,326.14 45,700.00 -30,373.86 33.54 % 930 REPAIRS & MAINTENANCE SUPPLIES 916.86 7,000.00 4,149.72 124.41 % 932 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 COUIPMENT MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,243.29 21.35 % 939 Copier/Printers - EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 %	899 PUBLICITY	5,292.46	22,000.00	-16,707.54	24.06 %			
Total 910 INSURANCE. 17,361.00 20,000.00 -2,639.00 86.81 % 920 UTILTIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,152.56 49.46 % 923 WATER 992.82 2,700.00 -1,707.18 36.77 % Total 920 UTILITIES 15,326.14 45,700.00 -30,373.66 33.54 % 930 REPAIRS & MAINTENANCE SUPPLIES 916.86 7,000.00 4,149.72 124.41 % 932 BUILDING SEPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 EQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,482.22 19.37 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 %	910 INSURANCE.							
920 UTILTIES 921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,152.56 49.46 % 923 WATER 992.82 2,700.00 -1,707.18 36.77 % Total 920 UTILTIES 15,326.14 45,700.00 -30,373.86 33.54 % 930 REPAIRS & MAINTENANCE SUPPLIES 931 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 EQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -12,415.64 66.44 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50	911 INSURANCE - LIABILITY	17,361.00	20,000.00	-2,639.00	86.81 %			
921 NATURAL GAS 485.88 15,000.00 -14,514.12 3.24 % 922 ELECTRICITY 13,847.44 28,000.00 -14,152.56 49.46 % 923 WATER 992.82 2,700.00 -1,707.18 36.77 % Total 920 UTILTIES 15,326.14 45,700.00 -30,373.66 33.54 % 930 REPAIRS & MAINTENANCE SUPPLIES 931 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 CQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -12,415.64 66.44 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % <td< td=""><td>Total 910 INSURANCE.</td><td>17,361.00</td><td>20,000.00</td><td>-2,639.00</td><td>86.81 %</td></td<>	Total 910 INSURANCE.	17,361.00	20,000.00	-2,639.00	86.81 %			
922 ELECTRICITY 13,847.44 28,000.00 -14,152.56 49.46 % 923 WATER 992.82 2,700.00 -1,707.18 36.77 % Total 920 UTILTIES 15,326.14 45,700.00 -30,373.86 33.54 % 930 REPAIRS & MAINTENANCE SUPPLIES 931 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 EQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,482.22 19.37 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 382.25 1,500.00 -7,55.50 24.45 % 970 CAPITAL IMPROVEMENTS 25,000.00 -9,742.57 18.81 % 997.11 Robins	920 UTILTIES							
923 WATER 992.82 2,700.00 -1,707.18 36.77 % Total 920 UTILTIES 15,326.14 45,700.00 -30,373.86 33.54 % 930 REPAIRS & MAINTENANCE SUPPLIES 931 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 EQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -10,482.22 19.37 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % 970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 2,257.43 12,000.00 -9,742.57 18.81 % </td <td>921 NATURAL GAS</td> <td>485.88</td> <td>15,000.00</td> <td>-14,514.12</td> <td>3.24 %</td>	921 NATURAL GAS	485.88	15,000.00	-14,514.12	3.24 %			
Total 920 UTILTIES 15,326.14 45,700.00 -30,373.86 33.54 % 930 REPAIRS & MAINTENANCE SUPPLIES 931 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 EQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -12,415.64 66.44 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -25,000.00 -9,742.57 18.81 % 997 MISCELLANEOUS EXPENSE 2,257.43 12,000.00 -9,742.57 18.81 % 997.14 Black History Month Programs 4,000.00 -4,500.00 <	922 ELECTRICITY	13,847.44	28,000.00	-14,152.56	49.46 %			
930 REPAIRS & MAINTENANCE SUPPLIES 931 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 EQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -12,415.64 66.44 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 137.75 500.00 -755.50 24.45 % 70tal 955 OTHER EXPENSES 382.25 1,500.00 -755.50 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -1,594,284.65 25.55 %	923 WATER		2,700.00	-1,707.18	36.77 %			
931 BUILDING & GROUNDS REPAIRS 21,149.72 17,000.00 4,149.72 124.41 % 932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 EQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -12,415.64 66.44 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -4,000.00 -4,000.00 Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55.55	Total 920 UTILTIES	15,326.14	45,700.00	-30,373.86	33.54 %			
932 BUILDING EXPENSE 916.86 7,000.00 -6,083.14 13.10 % 933 EQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -12,415.64 66.44 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -4,000.00 Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55 %	930 REPAIRS & MAINTENANCE SUPPLIES							
933 EQUIPMENT MAINTENANCE 2,517.78 13,000.00 -10,482.22 19.37 % Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -12,415.64 66.44 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -4,000.00 -5,555 % Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.555 %	931 BUILDING & GROUNDS REPAIRS	21,149.72	17,000.00	4,149.72	124.41 %			
Total 930 REPAIRS & MAINTENANCE SUPPLIES 24,584.36 37,000.00 -12,415.64 66.44 % 939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 \$-1,594,284.65 25.55 %	932 BUILDING EXPENSE	916.86	7,000.00	-6,083.14	13.10 %			
939 Copier/Printers- EQUIPMENT RENTAL 2,775.61 13,000.00 -10,224.39 21.35 % 940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 *-1,594,284.65 25.55 %	933 EQUIPMENT MAINTENANCE	2,517.78	13,000.00	-10,482.22	19.37 %			
940 PARKING LOT RENTAL & GARBAGE 1,888.43 6,000.00 -4,111.57 31.47 % 955 OTHER EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -4,000.00 -7,594,284.65 25.55 %	Total 930 REPAIRS & MAINTENANCE SUPPLIES	24,584.36	37,000.00	-12,415.64	66.44 %			
955 OTHER EXPENSES 956 BOARD EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 -9742.57 18.81 % 997 MISCELLANEOUS EXPENSE 2,257.43 12,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -4,000.00 -4,000.00 Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55 %	939 Copier/Printers- EQUIPMENT RENTAL	2,775.61	13,000.00	-10,224.39	21.35 %			
956 BOARD EXPENSES 137.75 500.00 -362.25 27.55 % 957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 -9.742.57 18.81 % 997 MISCELLANEOUS EXPENSE 2,257.43 12,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -4,000.00 -5,55 % Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55 %	940 PARKING LOT RENTAL & GARBAGE	1,888.43	6,000.00	-4,111.57	31.47 %			
957 DIRECTOR EXPENSES 244.50 1,000.00 -755.50 24.45 % Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 -97.42.57 18.81 % 997 MISCELLANEOUS EXPENSE 2,257.43 12,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 -4,000.00 997.14 Black History Month Programs 4,000.00 -4,000.00 -1,594,284.65 25.55 % Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55 %	955 OTHER EXPENSES							
Total 955 OTHER EXPENSES 382.25 1,500.00 -1,117.75 25.48 % 970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 -25,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 -4,500.00 -4,000.00 -7,000.00 <td< td=""><td>956 BOARD EXPENSES</td><td>137.75</td><td>500.00</td><td>-362.25</td><td>27.55 %</td></td<>	956 BOARD EXPENSES	137.75	500.00	-362.25	27.55 %			
970 CAPITAL IMPROVEMENTS 25,000.00 -25,000.00 997 MISCELLANEOUS EXPENSE 2,257.43 12,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -4,000.00 -4,000.00 Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55 %	957 DIRECTOR EXPENSES	244.50	1,000.00	-755.50	24.45 %			
997 MISCELLANEOUS EXPENSE 2,257.43 12,000.00 -9,742.57 18.81 % 997.11 Robinson Fund Expense 4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -4,000.00 Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55 %	Total 955 OTHER EXPENSES	382.25	1,500.00	-1,117.75	25.48 %			
997.11 Robinson Fund Expense 4,500.00 -4,500.00 997.14 Black History Month Programs 4,000.00 -4,000.00 Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55 %	970 CAPITAL IMPROVEMENTS		25,000.00	-25,000.00				
997.14 Black History Month Programs 4,000.00 -4,000.00 Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55 %	997 MISCELLANEOUS EXPENSE	2,257.43	12,000.00	-9,742.57	18.81 %			
Total Expenses \$547,142.35 \$2,141,427.00 \$-1,594,284.65 25.55 %	997.11 Robinson Fund Expense		4,500.00	-4,500.00				
<u> </u>	997.14 Black History Month Programs		4,000.00	-4,000.00				
NET OPERATING INCOME \$-383,161.77 \$0.00 \$-383,161.77 0.00%	Total Expenses	\$547,142.35	\$2,141,427.00	\$ -1,594,284.65	25.55 %			
	NET OPERATING INCOME	\$ -383,161.77	\$0.00	\$ -383,161.77	0.00%			

		TO	ΓAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$ -383,161.77	\$0.00	\$ -383,161.77	0.00%

Unpaid Bills Report

As of September 30, 2024

VENDOR	DATE	NUM	DUE DATE	AMOUNT
4Imprint USA				
4Imprint USA	09/20/2024	28068345	09/30/2024	\$222.62
Total for 4Imprint USA				\$222.62
Amazon Capital Services				
Amazon Capital Services	09/01/2024	September Bills	09/30/2024	\$1,823.38
Total for Amazon Capital Services				\$1,823.38
American Library Association				
American Library Association	09/01/2024	12419937	09/11/2024	\$16.45
Total for American Library Association				\$16.45
Baker & Taylor				
Baker & Taylor	09/01/2024	September Bills	10/01/2024	\$4,195.22
Total for Baker & Taylor				\$4,195.22
Belasco Electric Co., Inc.				
Belasco Electric Co., Inc.	09/01/2024	13654	09/30/2024	\$120.00
Total for Belasco Electric Co., Inc.				\$120.00
Books Galore Inc				
Books Galore Inc	09/13/2024	81449	09/29/2024	\$842.60
Total for Books Galore Inc				\$842.60
Brickley DeLong				
Brickley DeLong	09/04/2024	1248326	09/30/2024	\$7,500.00
Total for Brickley DeLong				\$7,500.00
Culligan				
Culligan	09/01/2024	34720TN	09/30/2024	\$71.00
Total for Culligan				\$71.00
Cybrarian Corporation				
Cybrarian Corporation	09/01/2024	10-97677	09/11/2024	\$849.95
Total for Cybrarian Corporation				\$849.95
Demco Inc.				
Demco Inc.	09/18/2024	7538061	09/29/2024	\$741.18
Total for Demco Inc.				\$741.18
Elite Fund, Inc.				
Elite Fund, Inc.	09/01/2024	10351	10/01/2024	\$312.50
Total for Elite Fund, Inc.				\$312.50
Enerco				
Enerco	09/17/2024	INV015993	09/29/2024	\$125.00
Total for Enerco				\$125.00
Hoopla				
Hoopla	09/01/2024	506126061	09/30/2024	\$1,675.67
Total for Hoopla				\$1,675.67
ImperialDade				
ImperialDade Total for ImperialDade	09/13/2024	12592257-00	09/30/2024	\$384.99 \$384.99

VENDOR	DATE	NUM	DUE DATE	AMOUNT
JanWay	00/40/0004	4.40007	00/00/0004	0074.40
JanWay Total for JanWay	09/13/2024	146227	09/30/2024	\$274.19 \$274.19
				Ψ217.13
Johnson Controls Fire Protection LP Johnson Controls Fire Protection LP	09/01/2024		09/30/2024	\$708.46
Total for Johnson Controls Fire Protection			03/30/2024	\$708.46
Vanany				
Kanopy Kanopy	09/01/2024	418440-PPU	09/11/2024	\$123.25
Total for Kanopy	00/01/2021		337 : 1723 :	\$123.25
Lakeland Library Cooperative				
Lakeland Library Cooperative	09/01/2024	PT24-1398	09/30/2024	\$88.40
Total for Lakeland Library Cooperative				\$88.40
Lakeshore Furniture				
Lakeshore Furniture	09/01/2024	24-185DB	09/30/2024	\$1,019.44
Total for Lakeshore Furniture				\$1,019.44
LEAF				
LEAF	09/01/2024	17222527	09/11/2024	\$532.08
Total for LEAF				\$532.08
Midwest Tape				
Midwest Tape	09/01/2024	September Bills	09/30/2024	\$127.45
Total for Midwest Tape				\$127.45
NCHM				^
NCHM Total for NCHM	09/01/2024	154379	09/11/2024	\$950.00
				\$950.00
Newsbank, Inc.	00/04/2024	DTDN4450620	00/44/2024	#6 692 00
Newsbank, Inc. Total for Newsbank, Inc.	09/01/2024	RTRN1150620	09/11/2024	\$6,682.00 \$6,682.00
Northshore Ace Hardware Northshore Ace Hardware	09/01/2024	149421/1	09/30/2024	\$30.97
Total for Northshore Ace Hardware	09/01/2024	179721/1	03/30/2024	\$30.97
Novotny Electronics, Inc.				
Novotry Electronics, Inc.	09/19/2024	48950	09/29/2024	\$171.00
Total for Novotny Electronics, Inc.				\$171.00
Office Machine Company				
Office Machine Company	09/24/2024	INV77347	09/29/2024	\$391.98
Total for Office Machine Company				\$391.98
O'Malley's Pest Control, Inc.				
O'Malley's Pest Control, Inc.	09/01/2024		09/30/2024	\$295.00
Total for O'Malley's Pest Control, Inc.				\$295.00
OverDrive				
OverDrive	09/01/2024		10/01/2024	\$1,056.16
Total for OverDrive				\$1,056.16
Patricia Coira				
Patricia Coira	09/30/2024	310	09/30/2024	\$1,188.00
Total for Patricia Coira				\$1,188.00
St. Pauls Episcopal Church				
St. Pauls Episcopal Church Total for St. Pauls Episcopal Church	09/01/2024		09/30/2024	\$375.00 \$375.00

VENDOR	DATE	NUM	DUE DATE	AMOUNT
Thomas Klise/Crimson Multimedia				
Thomas Klise/Crimson Multimedia	09/01/2024	016149	09/11/2024	\$330.79
Total for Thomas Klise/Crimson Multimedi	а			\$330.79
Unique Management				
Unique Management	09/01/2024	6130363	10/01/2024	\$68.95
Total for Unique Management				\$68.95
Verdant TCS				
Verdant TCS	09/30/2024	2901	09/30/2024	\$5,537.50
Total for Verdant TCS				\$5,537.50
Wilde Signs LLC				
Wilde Signs LLC	09/19/2024		09/30/2024	\$377.15
Total for Wilde Signs LLC				\$377.15
WVIB-FM				
WVIB-FM	09/01/2024		09/30/2024	\$211.00
Total for WVIB-FM				\$211.00
WWSN-FM Cumulus Media - Muskegon				
WWSN-FM Cumulus Media - Muskegon	09/01/2024		09/30/2024	\$1,000.00
Total for WWSN-FM Cumulus Media - Mus	kegon			\$1,000.00
				\$40,419.33

Hackley Public Library - Check Report September 2024

TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION NUMBER	VENDOR NAME	AMOUNT
09/03/2024	Check		Municipal Employees' Retirement System of	-\$9,457.65
09/04/2024	Check	19729	PNC Bank	-\$1,240.73
09/04/2024	Check	19730	Stephan Workman	-\$32.40
09/04/2024	Check	19731	City of Muskegon	-\$25.00
09/04/2024	Check	19732	Vision Service Plan	-\$292.88
09/04/2024	Check	19733	Standard Insurance Co.	-\$1,008.96
09/04/2024	Check	19734	City of Muskegon Water/Sewer	-\$304.97
09/04/2024	Check	19735	SEIU COPE	-\$1.00
09/04/2024	Check		Mich. Public School Employees Retirement	-\$2,012.61
09/06/2024	Check	19737	Stephan Workman	-\$48.60
09/12/2024	Check	19738		-\$41.62
09/13/2024	Check	19739		-\$3,400.00
09/13/2024	Check	19740	BCM One	-\$171.11
09/13/2024	Check	19741	Consumers Energy	-\$19.58
09/13/2024	Check	19742	Steve Jacobsen	-\$409.81
09/13/2024	Check	19743	Lowe's	-\$57.91
09/13/2024	Check	19744	T-Mobile	-\$440.06
09/13/2024	Check	19745	SEIU COPE	-\$1.00
09/13/2024	Check	19746	SEIU Local 517M	-\$252.00
09/13/2024	Check		Alerus Retirement	-\$25.00
09/16/2024	Check	19747	Double L Enterprises, Inc.	-\$166.25
09/16/2024	Check	19748		-\$193.31
09/16/2024	Check	19749		-\$16.08
09/17/2024	Check		Mich. Public School Employees Retirement	-\$2,012.62
09/18/2024	Bill Payment (Check)	19750	Kanopy	-\$155.55
09/18/2024	Bill Payment (Check)	19751	Lakeshore Carpet One	-\$1,055.35
09/18/2024	Bill Payment (Check)	19752	LEAF	-\$503.10
09/18/2024	Bill Payment (Check)	19753	The Corner	-\$300.00
09/18/2024	Bill Payment (Check)	19754	Good L Corp	-\$529.97
09/18/2024	Bill Payment (Check)	19755	All-Phase Electric Supply Co.	-\$45.00
09/18/2024	Bill Payment (Check)	19756	ImperialDade	-\$30.56
09/18/2024	Bill Payment (Check)	19757	Lego Education	-\$3,148.95
09/18/2024	Bill Payment (Check)	19758	Library Strategies	-\$6,975.00
09/18/2024	Bill Payment (Check)	19759	Ten Ring Construction	-\$10,000.00
09/18/2024	Bill Payment (Check)	19760	Office Machine Company	-\$665.72
09/18/2024	Bill Payment (Check)	19761	Amazon Capital Services	-\$664.87
09/18/2024	Bill Payment (Check)	19762	Baker & Taylor	-\$3,242.44
09/18/2024	Bill Payment (Check)	19763	Barnes & Thornburg LLP	-\$1,537.50
09/18/2024	Bill Payment (Check)	19764	Barry's	-\$891.16
09/18/2024	Bill Payment (Check)	19765	Belasco Electric Co., Inc.	-\$341.00
09/18/2024	Bill Payment (Check)	19766	Culligan	-\$77.90
09/18/2024	Bill Payment (Check)	19767	Demco Inc.	-\$2,067.81
09/18/2024	Bill Payment (Check)	19768	Enerco	-\$125.00
09/18/2024	Bill Payment (Check)	19769	Hoopla	-\$1,812.35
09/18/2024	Bill Payment (Check)	19770	Johnson Controls Fire Protection LP	-\$1,117.57
09/18/2024	Bill Payment (Check)	19771	Lakeshore Moving LLC	-\$477.75

TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION NUMBER	VENDOR NAME	AMOUNT
09/18/2024	Bill Payment (Check)	19772	Midwest Tape	-\$186.65
09/18/2024	Bill Payment (Check)	19773	Muskegon Area District Library	-\$3,500.00
09/18/2024	Bill Payment (Check)	19774	Northshore Ace Hardware	-\$113.95
09/18/2024	Bill Payment (Check)	19775	OverDrive	-\$1,220.70
09/18/2024	Bill Payment (Check)	19776	Pressures & Pipes Inc.	-\$382.00
09/18/2024	Bill Payment (Check)	19777	Verdant TCS	-\$5,537.50
09/18/2024	Bill Payment (Check)	19778	WUVS-LP 103.7 "The Beat"	-\$400.00
09/18/2024	Bill Payment (Check)	19779	Patricia Coira	-\$1,290.00
09/18/2024	Check	19780	United States Postal Service	-\$219.00
09/19/2024	Check	19781	SBIS	-\$21,155.77
09/19/2024	Check	19782	Republic Services	-\$182.51
09/19/2024	Check	19783	Muskegon Chronicle	-\$294.59
09/19/2024	Check	19784	Consumers Energy	-\$204.55
09/19/2024	Check	19785	DTE Energy	-\$70.97
09/19/2024	Check	19786	Frontier	-\$887.56
09/20/2024	Check	19787	James Klemp	-\$16.00
09/20/2024	Check	19788	Lakeshore Furniture	-\$5,894.25
09/20/2024	Check	19789		-\$19.95
09/25/2024	Check	19790	Gina Braspenninx	-\$57.62
09/26/2024	Check	19791	Vision Service Plan	-\$358.96
09/26/2024	Check	19792	DTE Energy	-\$40.61
09/26/2024	Check	19793	Stephan Workman	-\$32.40
09/26/2024	Check	19794	Delta Dental	-\$1,312.44
09/26/2024	Check	19795	City of Muskegon Water/Sewer	-\$282.55
09/26/2024	Check	19796	Consumers Energy	-\$3,359.67
09/26/2024	Check	19797	Aflac	-\$178.92
09/26/2024	Check	19798	PNC Bank	-\$653.83
09/26/2024	Check	19799	SEIU COPE	-\$1.00
09/26/2024	Check	19800	SEIU Local 517M	-\$252.00
09/26/2024	Check	19801	DeOndra Pentecost	-\$100.00
09/27/2024	Check		Alerus Retirement	-\$25.00
09/27/2024	Check		Municipal Employees' Retirement System of	-\$6,494.01
09/30/2024	Check	19802	Frau Van Kase, Inc	-\$676.50

BUDGET AND FINANCE MINUTES*

Meeting Date: September 10, 2024

Present: Oneata Bailey, Ardena Duren, Greg Sischo

Absent:

Library: Joseph Zappacosta, Jessica Larson

Call to order – The meeting was called to order at 4:10 PM

1. Approval of Agenda

2. Approval of Minutes

Motion: To approve minutes from August 13, 2024

Vote: Motion carried

3. New Business

• No recommendations were made in New Business

4. Old Business

• No recommendations were made in Old Business

5. Adjournment - The meeting ended at 4:25 PM

*See the corresponding Report for details of the meeting.

BUDGET AND FINANCE COMMITTEE

Meeting Date: October 8, 2024

Committee Members: Oneata Bailey, Ardena Duren, Greg Sischo

Adding Business Credit Cards

The committee reviewed a staff proposal to add two business credit cards to our accounts. Director J. Zappacosta and Youth Services Supervisor L. Schmidt are the only cardholders. Staff proposed issuing cards to Business Manager J. Larson and Community Engagement Coordinator M. Metzger to improve purchasing efficiency, particularly for meetings and last-minute programming needs. The committee determined that this addition requires a resolution, as the current purchasing policy does not address the process for adding cardholders. The committee will review and update the purchasing policy in future meetings.

RFP Plan for Accounting Consulting Services

The committee reviewed a plan for RFPs for accounting consulting services, not to include audit services.

BUILDINGS AND GROUNDS MONTHLY COMMITTEE MEETING MINUTES

Meeting Date: September 4, 2024

Present: Barbara VanFossen, Kevin Huss, Greg Sischo

Absent:

Staff: Joseph Zappacosta, Todd Kirchenbauer

Guest:

- 1. **CALL TO ORDER** B. VanFossen called the meeting to order at 4:40 PM
- 2. **APPROVAL OF MINUTES** The August 5, 2024, meeting minutes were approved by consensus
- 3. **CITIZENS' COMMENTS** There were no public comments
- 4. **NEW BUSINESS**
 - New business items were discussed, but no decisions were made
- 5. OLD BUSINESS
 - Old business items were discussed, but no decisions were made
- 6. ADJOURNMENT adjourned the meeting at 5:30 PM.

^{*}See the Committee Report for the details of the meeting.

BUILDINGS AND GROUNDS COMMITTEE REPORT

Meeting Date: October 7, 2024

Committee Members: Kevin Huss, Barb VanFossen, Greg Sischo

Network Infrastructure

The library's MPS Verdant TCS is consulting with the library to determine the best way to move forward with converting its network structure to handle remote management and cloud-based processes and storage. The hope is that we can replace necessary equipment through E-Rate funding. Once this network upgrade is completed, the library can investigate replacing its aging camera and key-card systems.

During this discussion, it was also mentioned that the library needs to add additional workstations to the training lab. J. Zappacosta will investigate funding options, including grant funding.

Project Updates

Bookstacks 2nd Floor – Safety Concerns

Kurt Emery, who had previously provided a quote for the work, would prefer to focus on the remaining second-floor work, which includes the open window wells. However, we had prioritized the staff back door ramp due to its urgent need. Since considerable time has passed, we must request new quotes for the remaining work.

Torrent House Rainwater Leaks

Water damage occurred in recently repaired areas during a severe storm, with water infiltrating from a different location. T. Kirchenbauer reported that the damage was caused by cracked mortar joints, indicating that the building requires tuckpointing.

Library Intercom System

The committee endorsed the library staff's proposal to install a Video Door Entry System at the library's back door. This system will enable staff at the Main Desk to control access remotely through the back door for those who need it.

BUILDINGS AND GROUNDS COMMITTEE REPORT

Energy Audit

The library's electricity invoices showed an average 12% increase during the first quarter compared to the same period last year. In response, staff initiated an energy audit, which yielded no significant findings. The committee recommended scheduling a review of the HVAC system. The increased costs may be attributed to this year's extended warm weather season.

PERSONNEL COMMITTEE MEETING MINUTES*

Meeting Date: September 3, 2024

Present: Barbara VanFossen, Thom DeVoogd

Absent: Karen Evans

Staff: Joseph Zappacosta

- 1. **CALL TO ORDER** B. VanFossen called the meeting to order at 5:34 PM
- 2. **APPROVAL OF MINUTES** August 6, 2024 Minutes approved by consensus.
- 3. **CITIZENS' COMMENTS** There were no public comments
- 4. **NEW/OLD BUSINESS**
 - The committee unanimously recommended that the Board approve the Optional Emergency Sick Leave Bank Policy.
- 5. **ADJOURNMENT** adjourned the meeting at 6:29 PM.

^{*}See the Committee Report for the details of the meeting.

PERSONNEL COMMITTEE

Meeting Date: September 3, 2024

Committee Members: Barb VanFossen (Chair), Karen Evans, Thom DeVoogd

New Employee Introduction – Gina Braspenninx

Gina explained that she started in the newly created position of Main Floor Manager near the end of August. She said she had previously performed a similar role for the Muskegon Area District Library as a branch lead at the Ravenna Branch Library.

Job Descriptions – Director Update

J. Zappacosta explained that he has updated all of the Library's job descriptions in the past few months. He will be notifying staff through Paylocity. Employees will be asked to verify that they have read their updated job descriptions. This will also be an opportunity to explain any changes or updates. In light of that, J. Zappacosta suggested that the committee review and update his job description for eventual approval by the board. It has not been updated since 2018.

Paylocity Update

The week of October 7, everyone will switch to using Paylocity for scheduling and leave requests. Managers will be required to submit leave requests for approval. Paylocity will also be the place to access HR information such as the Handbook and the organizational chart.

Director's Goals Quarterly Review

J. Zappacosta has progressed on his annual goals, particularly in staff communication and strategic planning. He has implemented open office hours regarding staff communication, although attendance has been low. He's seeking staff input to improve participation and has been making more rounds, especially since hiring a new Main Floor Manager. Zappacosta has been working closely with a consulting team from Library Strategies for the strategic planning process. He has provided comprehensive information about the library, formed a steering committee of 18 members, and coordinated focus groups and SOAR sessions for staff and board members.

PERSONNEL COMMITTEE

Regarding developing a comprehensive staff evaluation process, Zappacosta has updated all job descriptions and linked them to corresponding staff members in Paylocity. He informed managers and supervisors about the upcoming process at the August all-staff meeting, explaining how it will be tied to the new Paylocity system and include goals derived from the Strategic Plan. Additionally, he has initiated a 90-day evaluation process in Paylocity for two new staff members, which provides for self-evaluation and evaluation criteria.

Hackley Public Library, the City of Muskegon, County of Muskegon, State of Michigan

Resolution No. 2024-17

The Board of Trustees of the Hackley Public Library convened for a meeting on October 15, 2024, at 5:30 PM, located at 316 W. Webster Avenue, Muskegon, within the district library service area.

RESOLUTION TO AUTHORIZE ADDITIONAL BUSINESS CREDIT CARDS

WHEREAS, the Hackley Public Library requires efficient procurement methods for authorized business expenses and

WHEREAS, the Budget and Finance Committee has reviewed the operational needs of the Library and recommends the issuance of business credit cards to specified staff members and

WHEREAS, the Library recognizes the need to establish clear parameters for credit card usage and spending limits;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Hackley Public Library hereby authorizes:

- 1. The issuance of a business credit card to the Community Engagement Coordinator with a spending limit of Three Hundred Dollars (\$300.00); and
- 2. The issuance of a business credit card to the Library Business Manager with a spending limit of One Thousand Dollars (\$1,000.00); and

BE IT FURTHER RESOLVED that:

- 1. All credit cards shall be used solely for Library business purposes;
- 2. Cardholders must submit detailed receipts for all purchases:
- 3. The Library Director shall establish written procedures for credit card usage and oversight;
- 4. The Library Business Manager shall maintain records of all credit card assignments and transactions;
- 5. The Budget and Finance Committee shall review credit card activity upon request.

During the meeting, a resolution was introduced b	<u>HUSS</u>
and is supported by a second from 5190	<u> </u>
YEAS:	
nays: O	
Resolution declared DOSS	Hackley Public Library Board of Trustees