

**AGENDA**  
**SMOKY VALLEY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Round Mountain Public Library**  
**Round Mountain, Nevada**  
**Tuesday December 1, 2020 – 5:45 PM**

Members:      Rebecca Lim, Chairperson                      Sara Keehfuss, Treasurer  
                    Gwenn Snow, Vice-Chairperson                      Frank Wagener-Member  
                    Mallory Barber, Secretary/Clerk

**SPECIAL NOTE:** Below is the agenda items scheduled to be considered. All items are approximate except for bid openings, public hearings, and any other items agendized at a specific time. Items on the agenda without a time designation may be taken out of order. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Action may be taken on those items denoted (FOR POSSIBLE ACTION)

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**ITEM#/SUBJECT**

1. Call meeting to order – For Possible Action
2. GENERAL PUBLIC COMMENT – (Three-minute time limit per person.) Action will not be taken on the matter considered during periods until specifically included on an agenda as an action item.
3. Approval of Agenda – For Possible Action
4. Reading, correction and approval of minutes for November 3, 2020 - For Possible Action
5. OPEN DISCUSSION – (This item is for discussion only. No action will be taken at this time. There may be a time limit placed on this discussion if necessary.)
6. INFORMATIONAL ITEMS
  - a.
7. DISTRICT MONTHLY REPORTS- For possible action
  - a. SVLD -
  - b. Children’s Wing report -
8. OLD BUSINESS - For Possible Action
  - a.
9. NEW BUSINESS – For Possible Action
  - a. Discussion and possible decision concerning - MINIMUM PUBLIC LIBRARY STANDARDS FOR NEVADA
  - b. Discussion and possible decision concerning the SVLD 5 year plan
10. CORRESPONDENCE – For possible Action
  - a.
11. FINANCE – For possible Action
  - a. Approve and sign expenditures for December 1, 2020.
  - b. Cash flow

12. GENERAL PUBLIC COMMENT – (Three-minute time limit per person.) Action will not be taken on the matter considered during periods until specifically included on an agenda as an action item.

13. SET DATE AND TIME FOR NEXT MEETING

14. ADJOURN – For Possible Action

Supporting information for this agenda can be obtained from Andrea Madziarek at the Round Mountain Public Library at 775-377-2215 or [andream@svld.net](mailto:andream@svld.net)

**All agendas are posted at the following locations:**

Round Mountain Post Office	Round Mountain Public Library	Manhattan Public Library
83 Hadley Circle	73 Hadley Circle	7 Mineral Street
Round Mountain, NV 89045	Round Mountain, NV 89045	Manhattan, NV 89022

Also can be found on the Department of Administration website <https://notice.nv.gov>  
County – Nye County - Smoky Valley Library Board.

Any member of the public who is disabled and requires accommodations or assistance at this meeting is requested to notify the Round Mountain Public Library in writing or call (775) 377-2215.

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**MINUTES**  
**SMOKY VALLEY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Round Mountain Public Library**  
**Round Mountain, Nevada**  
**Tuesday November 3, 2020– 5:45 PM**

Members present: Rebecca Lim, Chairperson  
Sara Keehfuss, Treasurer  
Frank Wagener, Member

Members absent: Gwenn Snow, Vice-Chairperson    Mallory Barber, Secretary/Clerk

Also present: Jeanne Bleecker, Co-Director, Smoky Valley Library District  
Andrea Madziarek, Co-Director, Smoky Valley Library District  
Amy Madziarek, Children's Wing Dept. Head, RMPL

These minutes are a draft, subject to revision and/or approval by Board of Trustees at their next regularly scheduled meeting.

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**ITEM#/SUBJECT**

1. This meeting was called to order at 5:47 pm by Becky Lim
2. General Public Comment: - Nothing at this time
3. Approval agenda – Sara made a motion to accept agenda for November 3, 2020. Frank seconded. All voted in favor. Motion passed.
4. Reading, correction and approval of minutes –November 3, 2020. Sara made a motion to accept minutes for October 6, 2020. Frank seconded. All voted in favor. Motion passed.
5. INFORMATIONAL ITEMS –
  - A. Nothing at this time.
6. OPEN DISCUSSION – Nothing at this time.
7. DISTRICT REPORTS– For possible action –
  - a. SVLD District report –Board looked over report.
  - b. Children's Wing report – Amy reported on the Ghost Walk and the numbers that participated. We had 29 entries for the photo contest, 2 entries for the Helen the Library Ghost writing contest, she reported that she prepared 150 bags for the trunk or treat and that was not enough. Then total count for that was approximately 205.
8. OLD BUSINESS– For Possible Action –. Nothing at this time
9. NEW BUSINESS– For possible action –
  - a.
10. CORRESPONDENCE –
  - a. N/A
11. FINANCE -
  - a. Finance – Sara made a motion to approve and sign vouchers dated November 3, 2020. Frank seconded. All voted in favor. Motion passed.
  - b. Cash flow – the board looked over the cash flow.
  - c. 1<sup>st</sup> Quarter report for 2020-2021. The board looked over the report Jeanne presented.
12. General Public Comment – (second) – Nothing at this time.

13. Set date and time of next meeting. The next meeting was set for Tuesday, December 1, 2020 @ 5:45 PM in Round Mountain Public Library in Round Mountain, Nevada.

14. ADJOURN – Frank made a motion to adjourn the meeting @ 6:15 PM.

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Date approved

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Mallory Barber, Secretary/Clerk

# Smoky Valley Library District

www.svld.net

Round Mountain Public Library  
 P.O. Box 1428  
 Round Mountain, Nevada, 89045  
 (775) 377-2215  
 Fax (775)-377-2699

Manhattan Public Library  
 P.O. Box 95  
 Manhattan, Nevada, 89022  
 (775) 487-2623  
 Fax (775) 487-2326

## SVLD MONTHLY REPORT FOR OCTOBER 2020

### Materials Added:

Category	RMPL	MPL	TOTAL	Total Materials	Circulations
Adults	86	26	112	12,433	274
Kids	213	8	221	14,396	924
Entertainment	118	32	150	18,412	941
eBooks	166	0	166	2,063	17
eAudio	445	0	445	39,914	70
Databases	0	0	0	54	1,982
Computer	0	0	0	15	126
<b>GRAND TOTAL</b>	<b>1028</b>	<b>66</b>	<b>1094</b>	<b>87,287</b>	<b>4334</b>

	RMPL	MPL	TOTAL
Visits	2,986	170	3,156
Wi-Fi	694	306	1,000
Meeting Room	21	14	35
Patron Cards	5		5

Website Visits	455
Volunteer Hours	37
Notaries	39
Tutoring	-
Proctoring	12
ILL	-
AR Testing	69
Reference ?	15
Material Requests	19

### Revenues:

Fax	\$	71.00
Fines	\$	159.00
Copies	\$	30.60
Donations	\$	1,613.10
Misc.	\$	91.25
<b>GRAND TOTAL:</b>	<b>\$</b>	<b>1,964.95</b>

### PROGRAMS:

Name	Offered	Attendance
Classes	4	52
3 Year Old Preschool	13	73
4 Year Old Preschool	13	120
Trunk or Treat	1	625
Ghost Walk	1	400
<b>TOTALS:</b>	<b>32</b>	<b>1270</b>

# **Round Mountain Public Library**

## **Children's Wing Report**

**November 2020**

### **Master of Minutes Reading Challenge:**

- **Ages 0 – 7: 11 participants – 10,101 minutes read**
- **Ages 8 & older: 6 participants – 4,834 minutes read**

**Master of Minutes coins spent: 44**

**We have stopped all in-house programs due to the up-tick of Covid-19 until further notice. All programs will be virtual with craft bags ready and available for pick-up.**

**STEM Program: 38 attended offered 3 times.**

**Spanish Program: 20 attended offered 2 times.**

**Joanna has been teaching about Life Sciences in her STEM class and will be finishing her lessons about Bio Domes and start on Natural Disasters in December.**

**We have ordered, received, and prepped the Christmas mugs we give out every year.**

**The Christmas display is Winter Wonderland and has been put up.**

**Nevada State Library, Archives & Public Records**  
**Public Library Standards**  
**Calendar year 2021**

**Library name:** Smoky Valley Library District

Check	MINIMUM PUBLIC LIBRARY STANDARDS FOR NEVADA
X	1. The library must be legally established and operated in compliance with <a href="#">NRS 379</a> , <a href="#">NAC 379</a> , <a href="#">NRS 380.153</a> and <a href="#">NAC 380.010</a> including having written by-laws and policies for the management of the library board of trustees and the library.
X	2. The library board of trustees shall have a written master plan designed to extend five years into the future and which must be made current at least every two years. The plan and its updates are filed with the Nevada State Library, Archives & Public Records by January 31 of the year following their adoption by the library board (NRS 379.003).
X	3. The library collects, provides, and coordinates access to library materials that are organized according to a nationally accepted classification system; the library ensures access to legal materials (NRS 380.153, NAC 380.010) through collections, online resources, or collaborative agreements with other agencies.
X	4. The library must have a completed annual statistical report for the preceding fiscal year accepted by, and on file with, the Nevada State Library, Archives & Public Records by December 31 to be made available in a timely manner for national reporting.
X	5. The library has regular and published hours of operation with a "system" wide average of twenty hours per identified branch/outlet per week including some night and/or weekend hours.
X	6. The library consists of a specific space designated for providing library services with the facilities, equipment, and staff necessary to enable public access to information.
Xc	7. The Library Board of Trustees shall select from one of three listed options as a means by which to validate and document the library's efforts to maintain a collection appropriate to community needs. The option selected by a jurisdiction may be revised each year. a. Option I: Meet or exceed at 90% - The five-year average of amounts spent on collections. b. Option II: Meet or exceed at 30% - Amount spent on collections divided by Total Services and Supplies budget. c. Option III: Meet or exceed at 10% - Adjusted total operating budget divided by collection budget. Exclude from TOB rent for facility(s), motor pool/vehicle charges, technology = Adjusted TOB
X	8. Librarian certification for staff: a. <i>Population (legal service area) of 1,000 – 14,999.</i> Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010). b. <i>Population (legal service area) of 15,000 – 49,999.</i> Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010). Any additional staff holding a full-time library position performing the duties of reference and/or children's services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010). c. <i>Population (legal service area) of 50,000 or more.</i> Public library jurisdictions shall have a library director who holds a master's degree in library or information science from a college or university accredited by the American Library Association. Any additional staff in the position of librarian or other full-time professional library position performing the duties of reference and/or children's services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010). d. Any public Library Board of Trustees that has declined to adopt NAC 379.010, Section 1 and whose librarians are not exempted under NAC 379.010, Section 2 may bring their library into compliance with this standard by adopting a good faith effort to meet the standards for public library employees delineated in NAC 379.020.
X	9. Public libraries shall agree to lend circulating materials in accordance with the state-wide interlibrary loan program Information Nevada. Postage charges for interlibrary loans are assumed by the library, not the user.
X	10. Public libraries shall extend to Nevada library card holders the same lending privileges received by their card holders. Nevada card holders will not be charged a non-resident fee when borrowing from any Nevada public library.
	11. Public libraries not meeting one or more of the above standards shall submit a "Request for Waiver of Minimum Standards" form to NSLAPR which includes the reason for the waiver, the action taken to comply with the standard, and the projected date for compliance with the standard.

(Amended 11/03/2017)

Certification: I certify to the best of my knowledge and belief that the information above is correct.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Typed (printed) Name and Title

# **FIVE YEAR PLAN FOR SMOKY VALLEY LIBRARY DISTRICT**

Updated December of 2020 revised every 2 years

## Goal #1 **Growth in services to the Smoky Valley Library District**

Objective: Maintain or exceed Minimum Public Library Standards for Nevada.

Objective: Continue to give quality services to library customers.

Objective: Keep libraries current in materials and services.

## Goal #2 **Be aware of customer and community needs**

Objective: Visit local community meetings

Objective: Circulate surveys to patrons and school officials

Objective: Develop adult programs

Objective: Bring in special programs and speakers

## Goal #3 **Save revenue for Capital Projects**

*Round Mountain Public Library.*

Objective: Expand the footprint in the adult areas

a. Add an adult computer room

b. Add additional meeting / activity areas

c. Apply for grant monies

Objective: Install new carpeting

*Manhattan Public Library*

Objective: Collect additional materials for museum

Objective: Landscape around school building

Objective: Install security system

## Goal #4 **Technology**

Objective: Upgrade technology services

Objective: Stay abreast of changing technology

Objective: Research and implement new library technologies

Objective: Keep staff trained in daily computer operation

Objective: Offer technology classes to patrons

Objective: Digitize regional special collections

## Goal #5 **Continuing Education**

Objective: Support Arts and Humanities, and science projects in the library

Objective: Encourage staff members to enroll in the library courses

Objective: Continue to support adult literacy programs



# FIVE YEAR PLAN FOR SMOKY VALLEY LIBRARY DISTRICT

Updated December of 2018 revised every 2 years

## Goal #1 Growth in services to the Smoky Valley Library District

Objective: Maintain or exceed Minimum Public Library Standards for Nevada.

Objective: Continue to give quality services to library customers.

Objective: Keep libraries current in materials and services.

## Goal #2 Be aware of customer and community needs

Objective: Visit local community meetings

Objective: Circulate surveys to patrons and school officials

Objective: Website functional and easy to use

Objective: Develop adult programs

Objective: Bring in special programs and speakers

## Goal #3 Save revenue for Capital Projects

*Round Mountain Public Library.*

Objective: Expand the footprint in the adult areas

a. Cover and repair the front walkway

b. Add an adult computer room

c. Add an IAV classroom

d. Add additional meeting / activity areas

e. Apply for grant monies

*Manhattan Public Library*

Objective: Collect additional materials for museum

Objective: Landscape around school building

a. Seek ways to improve and preserve roof

## Goal #4 Technology

Objective: Upgrade technology services

Objective: Stay abreast of changing technology

Objective: Research and implement new library technologies

Objective: Keep staff trained in daily computer operation

Objective: Offer technology classes to patrons

Objective: Digitize regional special collections

## Goal #5 Continuing Education

Objective: Support Arts and Humanities, and science projects in the library

Objective: Promote local college courses and use of the compressed video

Objective: Encourage staff members to enroll in the library courses

Objective: Continue to support adult literacy programs

SMOKY VALLEY LIBRARY DISTRICT  
 PO BOX 1428  
 ROUND MOUNTAIN, NV 89045  
 EXPENDITURE LISTING

**APPROVED USING PRE-APPROVAL LETTER:**

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AT&T	10/28/2020	AT&T Nov 2020	\$60.24	Phone, Fax, RMPL
CHASE	10/28/2020	Chase October 2020	\$6,052.24	Credit Card
NV ENERGY	10/31/2020	379561 October 2020	\$131.62	Power MPL
NV ENERGY	11/11/2020	378178 October 2020	\$198.31	Power RMPL
PUBLIC AGENCY TRUST	9/30/2020	093020-83	\$1,469.50	Workmans Comp Ins
XEROX	11/1/2020	011804544	\$462.74	Xerox Lease
XEROX	11/1/2020	011804545	\$571.50	Xerox Lease

**AMOUNT                    \$8,946.15**

**NEW INVOICES:**

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	11/10/2020	Amazon Dec 2020	\$7,578.42	Various
BAKER & TAYLOR INC	10/28/2020	2035585998	\$32.86	Adult Books
BAKER & TAYLOR INC	11/9/2020	2035610008	\$65.71	Adult Books
CENTER POINT	10/27/2020	1805315	\$565.65	Adult Books
CREATIVE PRODUCT	11/10/2020	CPI087265	\$313.16	Promotional
CRIMSON MULTIMEDIA	11/6/2020	004365	\$487.22	Video Games
GREY HOUSE PUBLISHING	10/21/2020	964333	\$247.50	Adult Books
LOOKOUT BOOKS	11/18/2020	ARU0312415	\$380.95	Kids Books
MICROMARKETING LLC	11/3/2020	828895	\$52.98	Adult Audios
MICROMARKETING LLC	11/6/2020	829229	\$15.99	Adult Books
MIDAMERICA BOOKS	10/21/2020	520960	\$548.64	Kids Books
MIDAMERICA BOOKS	11/13/2020	521194	\$219.45	Kids Books
PENWORTHY COMPANY	11/4/2020	0567000-IN	\$685.39	Kids Books
QUILL	11/2/2020	11874514	\$55.57	Office Supplies
SMOKY VALLEY HARDWARE	10/21/2020	2010-131517	\$56.62	Building Maint
SMOKY VALLEY HARDWARE	11/10/2020	2011-132387	\$34.72	Building Maint

**NEW INVOICE TOTAL:        \$11,340.83**  
**PRE-APPROVED TOTAL:    \$8,946.15**  
**GRAND TOTAL:                \$20,286.98**

\_\_\_\_\_  
 Rebecca Lim, Chairperson

\_\_\_\_\_  
 Sara Keehfuss, Treasurer

\_\_\_\_\_  
 Gwenn Snow, Vice-Chairperson

\_\_\_\_\_  
 Frank Wagener, Member

\_\_\_\_\_  
 Mallory Barber, Secretary/Clerk

PROJECTED Cash Flow 2020-2021 (BUDGETED AMOUNTS)

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Beginning Balance	\$ 646,495	\$ 515,746	\$ 583,950	\$ 453,201	\$ 521,397	\$ 408,648	\$ 283,899	\$ 221,346	\$ 202,698	\$ 289,542	\$ 158,793	\$ 538,969	\$ 1,375,740
Revenues	\$ 3,753	\$ 202,698	\$ 3,753	\$ 202,698	\$ 21,753	\$ 9,753	\$ 202,698	\$ 3,753	\$ 202,698	\$ 3,753	\$ 514,678	\$ 59,163	\$ 710,000
Wages	\$ 59,167	\$ 59,167	\$ 59,167	\$ 59,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 350,000
Benefits	\$ 29,167	\$ 29,163	\$ 29,167	\$ 29,167	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 243,000
Operating	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 15,000
Office	\$ 167	\$ 167	\$ 167	\$ 167	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 19	\$ 2,000
Fuel	\$ 21	\$ 21	\$ 21	\$ 21	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 500
Ads	\$ 42	\$ 38	\$ 42	\$ 42	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 87	\$ 1,000
Postage	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 15,000
Leases	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 87	\$ 1,000
Travel	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 163	\$ 2,000
Training	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 413	\$ 5,000
Communications	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,481	\$ 17,750
Utilities	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,587	\$ 55,000
Building Maint.	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 163	\$ 2,000
Vehicle Maint.	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 15,000
Equipment Maint.	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 587	\$ 7,000	
Professional Services	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 38	\$ 500
Dues	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,163	\$ 14,000
Property Insurance	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 413	\$ 5,000
Unemployment	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 6,000
Grant	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 150,000
Capital Outlay	\$ 134,669	\$ 134,661	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,649	\$ 1,500,000
MONTHLY EXPENDITURE	\$ 515,746	\$ 583,950	\$ 453,201	\$ 521,397	\$ 408,648	\$ 283,899	\$ 352,095	\$ 221,346	\$ 289,542	\$ 158,793	\$ 538,969	\$ 408,235	\$ 1,616,000

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	BUDGET	Remaining
Beginning Balance	\$ 684,858	\$ 592,797	\$ 660,842	\$ 576,889	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 345,403	\$ 1,375,740	\$ 1,030,337
Revenues	\$ 2,960	\$ 172,018	\$ 17,830	\$ 152,595	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 189,849	\$ 710,000	\$ 520,151
Wages	\$ 45,486	\$ 48,833	\$ 47,513	\$ 48,017	\$ 23,324	\$ 23,315	\$ 23,315	\$ 23,315	\$ 23,315	\$ 23,315	\$ 23,315	\$ 23,315	\$ 91,126	\$ 350,000	\$ 258,874
Benefits	\$ 20,930	\$ 23,557	\$ 23,324	\$ 23,315	\$ 11,417	\$ 11,417	\$ 11,417	\$ 11,417	\$ 11,417	\$ 11,417	\$ 11,417	\$ 11,417	\$ 72,253	\$ 243,000	\$ 170,747
Operating	\$ 13,320	\$ 27,389	\$ 20,127	\$ 20,127	\$ 1,155	\$ 1,155	\$ 1,155	\$ 1,155	\$ 1,155	\$ 1,155	\$ 1,155	\$ 1,155	\$ 1,789	\$ 15,000	\$ 13,211
Office	\$ -	\$ 321	\$ 63	\$ 57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188	\$ 2,000	\$ 1,812
Fuel	\$ -	\$ 68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 379
Postage	\$ -	\$ 85	\$ 18	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121	\$ 15,000	\$ 10,502
Leases	\$ 953	\$ 953	\$ 1,323	\$ 1,269	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,498	\$ 1,000	\$ 1,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Training	\$ -	\$ -	\$ 350	\$ 992	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,342	\$ 5,000	\$ 3,614
Communications	\$ 250	\$ 384	\$ 377	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 1,386	\$ 5,000	\$ 3,614
Utilities	\$ 55	\$ 727	\$ 654	\$ 458	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,894	\$ 17,750	\$ 15,856
Building Maint.	\$ 135	\$ 1,182	\$ 3,151	\$ 1,763	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,231	\$ 55,000	\$ 48,769
Vehicle Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Equipment Maint.	\$ -	\$ 308	\$ 1,788	\$ 1,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,493	\$ 15,000	\$ 11,507
Professional Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 14,000
Property Insurance	\$ 13,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,893	\$ 5,000	\$ 8,893
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 147,895
Capital Outlay	\$ 95,022	\$ 103,972	\$ 101,784	\$ 89,391	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,105	\$ 150,000	\$ 147,895
MONTHLY EXPENDITURE	\$ 592,797	\$ 660,842	\$ 576,889	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 640,093	\$ 390,168	\$ 1,616,000	\$ 1,225,832