



Springfield Art Museum
Board of Directors Meeting

February 20, 2025

5:00 PM

**Springfield Art Museum Temporary
Location
431 S Jefferson Ave, Suite 108
Springfield, MO 65806**

TENTATIVE AGENDA

- 1. Call to Order**
- 2. Consent Agenda**
 - 2.1. Minutes
 - 2.2. Financial Report
- 3. Reports**
 - 3.1. SMMA
 - 3.2. FOSAM/SAM Foundation
 - 3.3. Director's Report
 - 3.4. Committee Reports
 - 3.4. Executive Committee Report
 - 3.4. Budget & Finance Committee Report
- 4. FY2026 Budget**

In accordance with Americans with Disabilities Act (ADA) guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's Office at 417-864-1651 as soon as possible to ensure our ability to accommodate your needs.

4.1. FY2026 Draft Budget Presentation

5. **Adjournment**

**Springfield Art Museum
Board of Directors Meeting Minutes
Thursday, January 16, 2025
Art Study Club, 431 S. Jefferson Ave., Suite 108, Springfield, MO - 5:00 p.m.**

Board Members Present:

☒ Nora Cox	☐ Lindsey Kelsay	☒ Amanda Stadler
☒ Calie Holden	☒ Mitzi Kirkland-Ives	
☒ Cheryl Hom	☒ Debra Mergen	

Staff Members Present: Nick Nelson (Museum Director), Mary Bozarth (Assistant City Attorney)

Others Present: None

Call to Order: Meeting called to order by Mitzi Kirkland-Ives at 5:04 PM.

Approval of Consent Agenda: Debra Mergen made a motion to approve the Consent Agenda items. The motion was seconded by Calie Holden. The motion carried and the consent agenda was approved.

Reports:

SMMA: None

FOSAM/SAM Foundation: None

Director's Report:

Nick Nelson provided the Director's Report. He reported that the Museum is presenting the Guaranteed Maximum Price for the expansion and renovation project to City Council on February 10. The Museum will host a grand opening for the Art Study Club, the temporary location during construction. The event will be at First Friday Art Walk with a reception from 5 PM – 6 PM then an open house from 6 PM – 9 PM. The Museum is also planning a groundbreaking for the expansion and renovation project which is scheduled for Friday, February 28 at 11 AM. The Art Study Club will be open during First Friday Art Walks as well as during classes and for other events/programs.

Executive Committee:

The Executive Committee met on Tuesday, January 14 at 4 PM. The committee discussed items for the January Board Meeting.

Budget & Finance Committee:

Meeting cancelled due to inclement weather.

Building & Grounds Committee:

Still coordinating meeting times.

Strategic Planning Committee:

Still coordinating meeting times.

Other Items:

Committee Terms: The Board discussed committee terms. It was proposed that each committee have set meeting times and committee assignments be extended until said committee members step off the committee or are reassigned. This will eliminate the need to reform committees each year. The Board agreed to this proposal.

FY2026 Budget: Nick Nelson discussed the FY2026 Budget calendar. The draft budget will be presented to the Budget & Finance Committee at their February meeting and then presented to the Board at the February Board meeting. The Board will be able to review, ask questions, make recommendations, etc. and then the Budget will be presented for approval at the March Board meeting. After approval, the Budget will go to City Council for approval which is anticipated to happen in June.

Adjournment: Adjournment: A motion to adjourn was made by Debra Mergen and seconded by Calie Holden. The motion carried and the meeting adjourned at 5:20 PM.

Submitted by: Nick Nelson, Museum Director

SPRINGFIELD ART MUSEUM FINANCIAL REPORT

YTD Period Ending 1/31/2025

58% of Budget

FUND BALANCE

	Goal	Actual
Beginning Fund Balance	\$ 1,782,655	\$ 1,436,003
Current Fund Balance	\$ 1,749,987.50	6,546,316
Reserve	\$ 400,269	400,269
Restricted Funds	\$ 402,953	5,232,074
Available Fund Balance	946,765	913,973

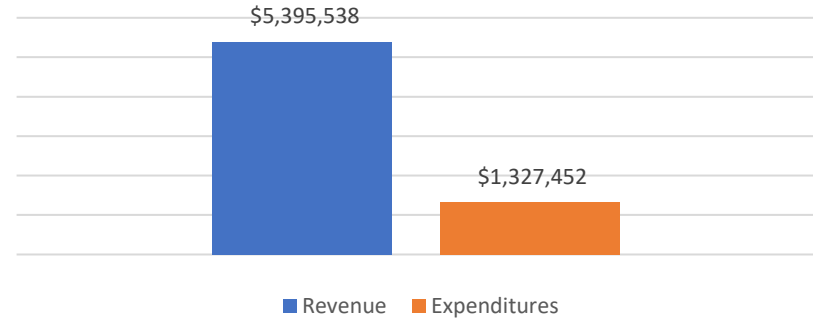
YTD BUDGET VS ACTUALS

Revenue	Budget	Actual
Property Tax	\$ 1,678,629	\$ 33,784
Donations & Grants	\$ 234,500	\$ 870,909
Earned Revenue	\$ 9,500	\$ 9,999
Fund Balance Appropriations	\$ 60,000	\$ -
Other Revenues	\$ 18,717	\$ 4,480,846
Change in FMV	\$ -	\$ -
Total	\$ 2,001,346	\$ 5,395,538

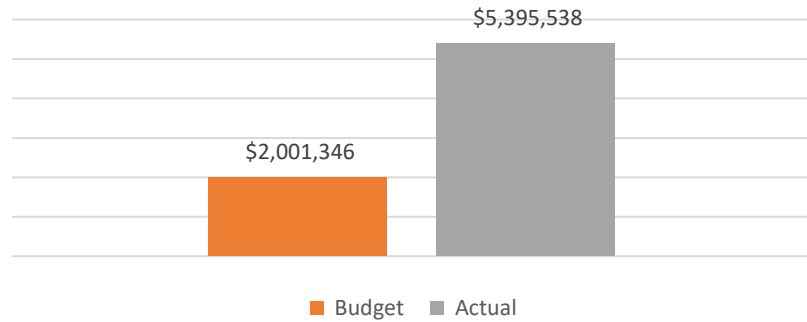
Expenditures	Budget	Actual
Personal Services	\$ 1,437,896	\$ 785,463
Supplies & Services	\$ 520,970	\$ 279,988
Capital/One-time Expenditures	\$ -	\$ 262,001
Transfers to Other Departments	\$ 42,480	\$ -
Total	\$ 2,001,346	\$ 1,327,452

Surplus(Deficit) \$ - \$ 4,068,086

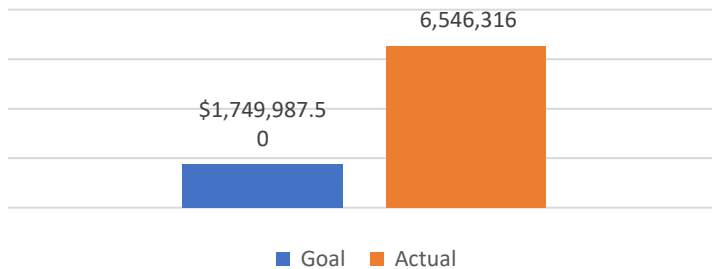
YTD Revenue vs Expenses



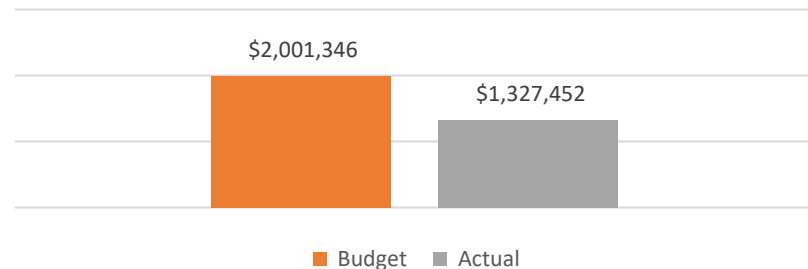
YTD Revenue (Budget vs Actual)



Fund Balance



YTD Expenses (Budget vs Actual)



SPRINGFIELD ART MUSEUM FINANCIAL REPORT

MTD Period Ending 1/31/2025

58% of Budget

FUND BALANCE

	Goal	Actual
Beginning Fund Balance	\$ 1,782,655	\$ 1,436,003
Current Fund Balance	\$ 1,749,988	\$ 6,546,316
Reserve	\$ 400,269	\$ 400,269
Restricted Funds	\$ 402,953	\$ 5,232,074
Available Fund Balance	\$ 946,765	\$ 913,973

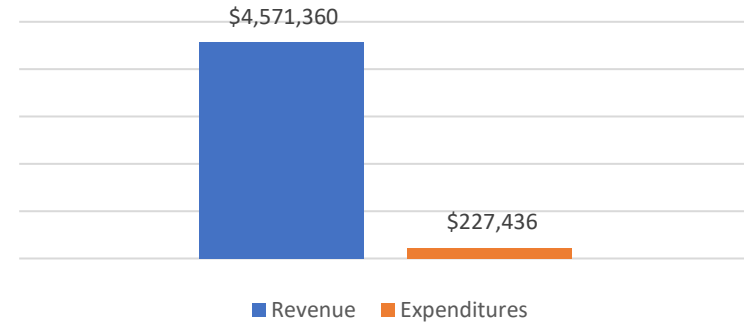
MTD BUDGET VS ACTUALS

Revenue	Budget	Actual
Property Tax	\$ 139,886	\$ 27,331
Donations & Grants	\$ 19,542	\$ 60,348
Earned Revenue	\$ 792	\$ 2,835
Fund Balance Appropriations	\$ 5,000	\$ -
Other Revenues	\$ 1,560	\$ 4,480,846
Change in FMV	\$ -	\$ -
Total	\$ 166,779	\$ 4,571,360

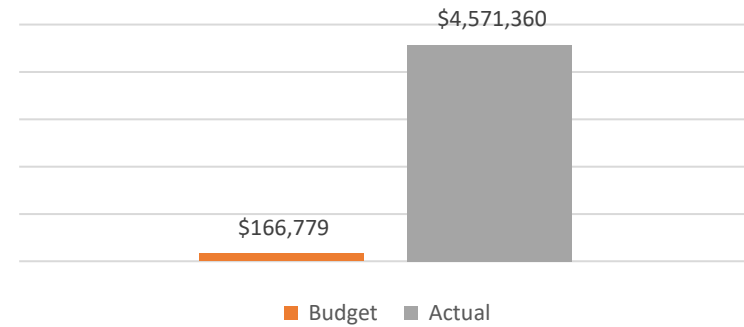
Expenditures	Budget	Actual
Personal Services	\$ 119,825	\$ 161,753
Supplies & Services	\$ 43,414	\$ 44,083
Capital/One-time Expenditures	\$ -	\$ 21,600
Transfers to Other Departments	\$ 3,540	\$ -
Total	\$ 166,779	\$ 227,436

Surplus(Deficit) \$ - \$ 4,343,924

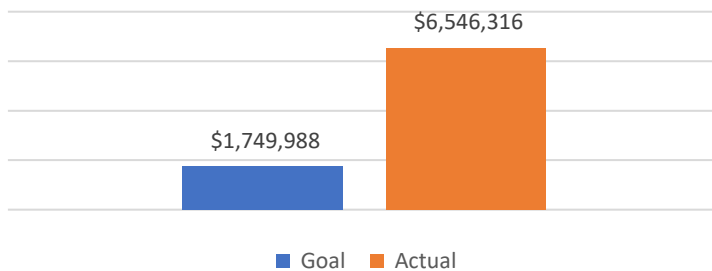
MTD Revenue vs Expenses



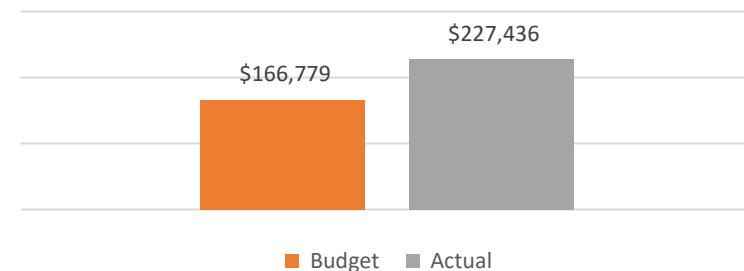
MTD Revenue (Budget vs Actual)



Fund Balance



MTD Expenses (Budget vs Actual)



**Springfield Art Museum
Proposed Budget
2025 - 2026**

2/14/2025, 8:20 AM

REVENUE							Proposed
FUND	ORG	ACCOUNT	DESCRIPTION	2023/2024 Actual	2024/2025 Budget	2025/2026 Budget	2025/2026 Budget
29110	21010	401010	Real Estate Tax-Current	\$ 1,159,184	\$ 1,212,230	\$ 1,239,712	
29110	21010	401020	Penalty/Interest Delinq. Tax	\$ 17,197	\$ 24,859	\$ 18,392	
29110	21010	401030	Personal Tax-Current	\$ 268,686	\$ 286,069	\$ 287,352	
29110	21010	401040	Railroad & Utility Tax	\$ 21,770	\$ 26,433	\$ 23,283	
29110	21010	401070	Financial Institute Tax	\$ 6,137	\$ 6,102	\$ 6,564	
29110	21010	401080	Surtax	\$ 125,782	\$ 122,936	\$ 134,520	
29110	21040	406060	Documents & Printed Mat.	\$ 4,481	\$ -	\$ -	
29110	21040	406130	Goods	\$ 14,320	\$ -	\$ 5,000	
29110	21010	410010	Interest Earnings	\$ 13,956	\$ 18,717	\$ 40,000	
29110	21010	410030	Change in FMV	\$ 8,802	\$ -	\$ -	
29110	21040	412010	Admission Fees	\$ 7,890	\$ -	\$ -	
29110	21040	412020	Activity Fees	\$ 48,441	\$ -	\$ 28,088	
29110	21010	414070	Donations	\$ 187,647	\$ 187,500	\$ 121,500	
29110	21010	414080	Fund Balance Appropriation	\$ 163,081	\$ 60,000	\$ 75,000	
29110	21010	414100	Misc. Revenue	\$ 120	\$ -	\$ -	
29120	21010	410010	Interest Earnings	\$ 13,184	\$ -	\$ -	
29120	21010	410030	Change in FMV	\$ 4,589	\$ -	\$ -	
29130	21010	410010	Interest Earnings	\$ 15,654	\$ -	\$ -	
29130	21010	410030	Change in FMV	\$ 6,983	\$ -	\$ -	
29140	21010	410010	Interest Earnings	\$ 510	\$ -	\$ -	
29140	21010	410030	Change in FMV	\$ 194	\$ -	\$ -	
29150	21010	410030	Art Museum Grants	\$ 44,528	\$ 47,000	\$ 239,000	
				\$ 2,133,136	\$ 1,991,846	\$ 2,218,411	

Springfield Art Museum
Proposed Budget
2025 - 2026

2/14/2025, 8:20 AM

<u>Expenditures</u>				Proposed		
<u>FUND</u>	<u>ORG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2023/2024 Actual</u>	<u>2024/2025 Budget</u>	<u>2025/2026 Budget</u>
Administration						
29110	21010	50111	BASE SALARIES	\$ 577,488	\$ 596,276	\$ 587,695
29110	21010	50115	TEMPORARY WAGES	\$ -	\$ -	\$ 57,564
29110	21010	50151	LAGERS CONTRIBUTION	\$ 79,208	\$ 101,312	\$ 109,655
29110	21010	50154	FICA CONTRIBUTION	\$ 43,491	\$ 42,900	\$ 49,163
29110	21010	50155	HEALTH INS CONTRIBUTION	\$ 55,665	\$ 56,385	\$ 62,650
29110	21010	50157	WORKMENS COMP CONTRIBUTION	\$ 10,869	\$ 11,285	\$ 14,927
TOTAL SALARIES AND BENEFITS				\$ 766,721	\$ 808,158	\$ 881,654
29110	21010	501110	BUILDING MATERIALS	\$ 10,863	\$ 500	\$ 1,500
29110	21010	501130	CHEMICALS DRUG	\$ 255	\$ -	\$ -
29110	21010	501140	CLOTHING ALLOWANCE	\$ 700	\$ -	\$ 700
29110	21010	501160	FOOD SUPPLIES	\$ 13,430	\$ 14,500	\$ 15,462
29110	21010	501180	JANITORIAL SUPPLIES	\$ 1,928	\$ 1,788	\$ 720
29110	21010	501200	REPAIR & MAINTENANCE	\$ 1,571	\$ -	\$ -
29110	21010	501220	NON-CAPITAL COMPUTER HARDWARE	\$ 4,304	\$ -	\$ -
29110	21010	501230	NON-CAPITAL SOFTWARE/UPGRADES	\$ 5,448	\$ 8,324	\$ 50,455
29110	21010	501240	OFFICE SUPPLIES	\$ 4,337	\$ 765	\$ 5,150
29110	21010	501260	OPERATING SUPPLIES	\$ 13,621	\$ 9,925	\$ 2,800
29110	21010	501280	PLUMBING ELECTRICAL	\$ 725	\$ -	\$ -
29110	21010	502010	ADVERTISING	\$ 53,481	\$ 47,658	\$ 34,238
29110	21010	502040	AUTO ALLOWANCE	\$ 4,185	\$ 3,600	\$ 7,800
29110	21010	502050	BACKGROUND CHECKS	\$ 172	\$ 500	\$ 500
29110	21010	502070	BANK CARD & EPAYMENT FEES	\$ 3,477	\$ 2,500	\$ 3,500
29110	21010	502230	INSURANCE PREMIUM	\$ 24,283	\$ 24,283	\$ 24,283
29110	21010	502250	INTERNET SERVICES	\$ 150	\$ -	\$ -
29110	21010	502280	MARKETING	\$ 9,087	\$ 12,200	\$ 12,750
29110	21010	502290	MEMBERSHIP DUES	\$ 2,755	\$ 4,365	\$ 7,565
29110	21010	502370	POSTAGE	\$ 33,046	\$ 6,820	\$ 6,000
29110	21010	502380	PRINTING AND BINDING	\$ 16,232	\$ 5,875	\$ 11,045
29110	21010	502390	PRINT SHOP CHARGES	\$ 1,253	\$ -	\$ -
29110	21010	502410	PUBLICATIONS	\$ 1,007	\$ 800	\$ 1,010
29110	21010	502460	TAX COLLECTION FEE	\$ 33,720	\$ 28,000	\$ 28,000
29110	21010	502515	SOFTWARE	\$ 9,221	\$ -	\$ -
29110	21010	502520	OUTSIDE SERVICES	\$ 10,955	\$ -	\$ -
29110	21010	502710	BUILDING REPAIRS	\$ 5,085	\$ 5,962	\$ 1,500
29110	21010	502760	PLANT EQUIPMENT REPAIRS	\$ 16,853	\$ 12,817	\$ 8,000
29110	21010	504540	CONVENTION SERVICES	\$ 195	\$ -	\$ -
29110	21010	504580	OTHER PROFESSIONAL SERVICES	\$ 109,107	\$ 53,294	\$ 15,544
29110	21010	504590	PROFESSIONAL DEVELOPMENT	\$ 130	\$ 1,350	\$ 1,550
29110	21010	504620	SPECIALTY SERVICES	\$ 583	\$ -	\$ -
29110	21010	505530	SANITATION	\$ 3,432	\$ 4,800	\$ 1,500
29110	21010	505550	TELEPHONE	\$ 13,922	\$ 12,720	\$ 14,000
29110	21010	505690	TRAVEL	\$ 1,892	\$ -	\$ 4,500
29110	21010	505820	BUILDING RENTAL	\$ -	\$ 17,400	\$ 118,325
29110	21010	505830	MACHINERY RENTAL	\$ 3,532	\$ 9,500	\$ 18,000
29110	21010	507520	INVENTORY PURCHASES	\$ 280	\$ -	\$ -
29130	21010	501160	FOOD SUPPLIES	\$ 133	\$ -	\$ -
29130	21010	501260	OPERATING SUPPLIES	\$ 391	\$ -	\$ -
29130	21010	505690	TRAVEL	\$ 51	\$ -	\$ -
29140	21010	504580	OTHER PROFESSIONAL SERVICES	\$ 1,000	\$ -	\$ -
TOTAL SUPPLIES & SERVICES				\$ 416,792	\$ 290,246	\$ 396,397

Springfield Art Museum
Proposed Budget
2025 - 2026

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Education									
29110	21020	500110	BASE SALARIES	\$	105,122	\$	134,696	\$	138,406
29110	21020	500120	OVERTIME	\$	14	\$	-	\$	-
29110	21020	50151	LAGERS CONTRIBUTION	\$	16,778	\$	22,944	\$	23,578
29110	21020	50154	FICA CONTRIBUTION	\$	7,437	\$	10,264	\$	10,548
29110	21020	50155	HEALTH INS CONTRIBUTION	\$	9,803	\$	12,530	\$	12,530
29110	21020	50157	WORKMENS COMP CONTRIBUTION	\$	2,178	\$	2,777	\$	2,777
TOTAL SALARIES AND BENEFITS				\$	141,332	\$	183,211	\$	187,839
29110	21020	501160	FOOD SUPPLIES	\$	1,252	\$	2,550	\$	1,200
29110	21020	501260	OPERATING SUPPLIES	\$	14,260	\$	31,130	\$	62,654
29110	21020	502290	MEMBERSHIP DUES	\$	-	\$	-	\$	400
29110	21020	502050	BACKGROUND CHECKS	\$	34	\$	-	\$	-
29110	21020	502380	PRINTING/BINDING	\$	-	\$	2,850	\$	4,200
29110	21020	502390	PRINTSHOP CHARGES	\$	405	\$	-	\$	4,400
29110	21010	502515	SOFTWARE	\$	234	\$	-	\$	-
29110	21020	504580	OTHER PROFESSIONAL SERVICES	\$	33,896	\$	39,436	\$	61,715
29110	21020	505690	TRAVEL	\$	-	\$	134	\$	6,222
TOTAL SUPPLIES & SERVICES				\$	50,081	\$	76,100	\$	140,791
Exhibits									
29110	21030	500110	BASE SALARIES	\$	294,952	\$	299,883	\$	260,535
29110	21030	50151	LAGERS CONTRIBUTION	\$	47,475	\$	51,058	\$	44,374
29110	21030	50154	FICA CONTRIBUTION	\$	21,975	\$	22,842	\$	19,851
29110	21030	50155	HEALTH INS CONTRIBUTION	\$	29,941	\$	31,325	\$	25,060
29110	21030	50157	WORKMENS COMP CONTRIBUTION	\$	8,572	\$	8,932	\$	5,290
TOTAL SALARIES AND BENEFITS				\$	402,915	\$	414,040	\$	355,110
29110	21030	501110	BUILDING MATERIALS	\$	1,600	\$	14,400	\$	750
29110	21030	501160	FOOD SUPPLIES	\$	243	\$	-	\$	-
29110	21030	501190	TOOLS & EQUIPMENT	\$	3,595	\$	9,000	\$	5,000
29110	21030	501220	NON-CAPITAL COMPUTER HARDWARE	\$	-	\$	4,895	\$	1,895
29110	21030	501230	NON-CAPITAL SOFTWARE/UPGRADES	\$	3,969	\$	-	\$	-
29110	21030	501260	OPERATING SUPPLIES	\$	11,058	\$	13,350	\$	8,350
29110	21030	502040	AUTO ALLOWANCE	\$	20	\$	-	\$	-
29110	21030	502290	MEMBERSHIP DUES	\$	245	\$	350	\$	350
29110	21030	502370	POSTAGE AND FREIGHT	\$	54,704	\$	-	\$	-
29110	21030	502380	PRINTING AND BINDING	\$	10,918	\$	50,000	\$	60,000
29110	21030	502410	PUBLICATIONS	\$	520	\$	450	\$	450
29110	21030	502515	SOFTWARE	\$	4,802	\$	-	\$	-
29110	21030	504580	OTHER PROFESSIONAL SERVICES	\$	14,581	\$	17,500	\$	15,000
29110	21030	505690	TRAVEL	\$	2,475	\$	17,000	\$	16,000
29130	21030	507550	ART ACQUISITIONS	\$	25,650	\$	-	\$	75,000
TOTAL SUPPLIES & SERVICES				\$	108,730	\$	126,945	\$	107,795
Retail & Concessions									
29110	21040	501260	OPERATING SUPPLIES	\$	471	\$	-	\$	-
29110	21040	507520	INVENTORY PURCHASES	\$	14,865	\$	-	\$	2,500
TOTAL SUPPLIES & SERVICES				\$	15,336	\$	-	\$	2,500
TOTAL SALARIES AND BENEFITS (ALL ORGS)				\$	1,310,968	\$	1,405,409	\$	1,367,039
TOTAL TEMP AND OVERTIME (ALL ORGS)				\$	-	\$	-	\$	57,564
TOTAL SUPPLIES & SERVICES(ALL ORGS)				\$	590,939	\$	493,291	\$	647,483
CAPITAL IMPROVEMENTS/ONE-TIME EXPENDITURES				\$	231,229	\$	-	\$	75,000
TRANSFER TO OTHER FUNDS				\$	-	\$	42,480	\$	42,480
CONTINGENCY FOR PERSONNEL COST				\$	-	\$	32,487	\$	-
TOTAL EXPENSES				\$	2,133,136	\$	1,973,667	\$	2,189,566
SURPLUS/DEFICIT				\$	-	\$	18,179	\$	28,845

Revenue Breakdown

2/14/2025, 8:20 AM

ART MUSEUM 29110

	Amount	Total
401010 Real Estate Tax-Current	\$ 1,239,712	
401020 Penalty/Interest Delinq. Tax	18,392	
401030 Personal Tax-Current	287,352	
401040 Railroad & Utility Tax	23,283	
401070 Financial Institute Tax	6,564	
401080 Surtax	134,520	
Subtotal		\$ 1,709,823
406040 Concessions		
Food & Beverage	\$ -	
Subtotal		\$ -
406060 Documents & Printed Mat.		
WCUSA Catalogue Sales	\$ -	
Other Catalogue Sales Rose O'Neill	\$ -	
Subtotal		\$ -
406130 Goods		
Gift Shop Merchandise	\$ 5,000	
Subtotal		\$ 5,000
407010 Rentals		
Auditorium Rentals	\$ -	
Subtotal		\$ -
410010 Interest Earnings		
Interest Earnings	\$ 40,000	
Subtotal		\$ 40,000
412010 Admission Fees		
WCUSA Entry Fees	\$ -	
Subtotal		\$ -
412020 Activity Fees		
Adult classes	\$ 14,625	
Youth classes	\$ 3,038	
Project Bags and Misc.	\$ 3,425	
Summer Camp	\$ 7,000	
Subtotal		\$ 28,088
414070 Donations		
Donation Box	\$ 1,500	
Annual Appeal	\$ 25,000	
SMMA	\$ 3,500	
FOSAM/Foundation Support	Reimbursement for Staff Support \$ 50,000	
	99X net proceeds \$ 15,000	
	FOSAM Pops Concert \$ 15,000	
Foundation Support	Henry Luce Foundation \$ -	
	Other Local Grants \$ -	
	McDaniel Trust \$ -	
Exhibition Sponsors	Black Tie \$ -	
	Corporate Support \$ 10,000	
	Individuals \$ 1,500	
Subtotal		\$ 121,500
414100 Misc. Revenue		
Return Shipping for artworks	\$ -	
Subtotal		\$ -
414080 Fund Balance Appropriation		
Fund Balance Appropriation	\$ 75,000	
Subtotal		\$ 75,000
ART MUSEUM GRANTS 29150		
41610 Federal Grants	NEA \$ 50,000	
	NEH \$ 50,000	
	IMLS \$ 60,000	
41620 State Grants	Missouri Arts Council \$ 14,000	
	Missouri Humanities Council \$ 15,000	
Local Grants	CFO Collective Impact \$ 30,000	
	SRAC \$ 20,000	
Subtotal		\$ 239,000
Grand Total		\$ 2,218,411

<u>ACCOUNT/CATEGORY</u>		<u>JUSTIFICATION</u>	<u>AMOUNT</u>
501110 BUILDING MATERIALS			
Building Materials- Adhesives, Caulks, & Spackle			\$ -
Building Materials- Hooks & Other Hardware			\$ -
Building Materials- Landscaping/Plants			\$ -
Building Materials- Lumber & Other Materials			\$ -
Building Materials- Nails, Screws, & Fasteners			\$ -
Building Materials- Other			\$ -
Building Materials- Paint & Primer			\$ 1,500.00
Subtotal			\$ 1,500.00
501160 FOOD SUPPLIES			
Food Supplies- Corporate/Donor Relations	Board Appreciation		\$ -
	Meals w/ donors and other supporters		\$ 4,000.00
	Salon Event Catering (2 events)		\$ 8,000.00
Food Supplies- Receptions/Meetings	Refreshments for Staff Meetings		\$ -
	FFAW Receptions (x9)		\$ 1,000.00
	Focus Groups (x4)		\$ 481.00
	Catering Holiday Party		\$ -
	Receptions & Meetings		\$ 1,481.00
	Catering Board/Committee Meetings		\$ 500.00
	Director's Dinner		\$ -
Subtotal			\$ 15,462.00
501180 JANITORIAL SUPPLIES			
Janitorial- Cleaning Chemicals			\$ 50.00
Janitorial- Hand Soap & Other Visitor Supplies			\$ 150.00
Janitorial- Mops, Brooms, Etc.			\$ 20.00
Janitorial- Other Supplies			\$ -
Janitorial- Scrub Brushes, Towels, Etc.			\$ -
Janitorial- Toilet Paper & Hand Towels			\$ 200.00
Janitorial- Trash Can Liners			\$ 300.00
Subtotal			\$ 720.00
501190 TOOLS & EQUIPMENT			
Equipment- A/V & Electronics			\$ -
Misc. Items			\$ -
Subtotal			\$ -
501230 NON-CAPITAL SOFTWARE/UPGRADES			
Software- Purchase/Renewal	CRM		\$ 40,000.00
Software- Purchase/Renewal	Microsoft Office Licenses		\$ 2,500.00
Software- Purchase/Renewal	Adobe Licences		\$ 1,500.00
Software- Purchase/Renewal	Accessibe Website Filters		\$ 900.00
Software- Purchase/Renewal	BeFunky Photo Editing Suite		\$ 35.00
Software- Purchase/Renewal	HootSuite Social Media Monitoring		\$ -
Software- Purchase/Renewal	DropBox File Sharing		\$ 120.00
Service- Website	When I Work		\$ 600.00
	Maintenance Care		\$ 1,800.00
	CivicPlus Web Hosting		\$ 3,000.00
			\$ 50,455.00
501240 OFFICE SUPPLIES			
Office Supplies- Misc.	Education		\$ 150.00
Office Supplies- Copier/Printer	Printer Ink Cartridges		\$ -
Office Supplies- Other	Office Supplies		\$ 5,000.00
Office Supplies- Paper Products	PhotoTex Paper		\$ -
Office Supplies- Other	Binders, pens, folders, etc.		\$ -

Office Supplies- Other	Education	\$	-
Office Supplies- Paper Products	Year End Holiday Cards/Envelopes	\$	-
		Subtotal	\$ 5,150.00
501260 OPERATING SUPPLIES			
Supplies- Audience Studies	Supplies for project bags	\$	-
Supplies- Building & Grounds Main.		\$	-
Supplies- Events	Salon Event Supplies (2 events)	\$	2,500.00
Supplies- Events	Director's Dinner, Preview Parties, Etc.	\$	-
Supplies- Events	Event Supplies	\$	-
Supplies- First Aid		\$	150.00
Supplies- Security		\$	150.00
		Subtotal	\$ 2,800.00
502010 ADVERTISING			
Advertising- Digital	Artshow.com Ad	\$	-
Advertising- Digital	CVB Website Listing (Annual) & Spotlight Ads (6 month)	\$	1,350.00
Advertising- Digital	417 Magazine Digital Ads (Event Specific in E-blasts)	\$	-
Advertising- Digital/Social Media	Facebook Ads- Discretionary	\$	500.00
	Project Bags	\$	1,000.00
	All School Meta Boosts	\$	1,000.00
	WUSA Meta Boosts	\$	500.00
	Art is Everywhere Facebook Ads	\$	500.00
	MFA Show Instagram Daily Ads	\$	200.00
	Special Events Facebook Ads	\$	500.00
	Weisel Society Membership	\$	250.00
	Annual Fund/Year End Giving Promotion	\$	250.00
	Giving Tuesday/Annual Fund Promotion	\$	150.00
Advertising- Digital/Social Media	Campaignium (Includes Creative Build-Outs)	\$	3,000.00
Advertising- Digital/Social Media	Ozarks Inclusion Project Listing	\$	200.00
Advertising- Print	Deitra Magazine	\$	500.00
Advertising- Print	City Utilities/Houck Bus Ad (2 buses/12months)	\$	5,200.00
Advertising- Print	Springfield Business Journal (1/4 page ad/13x)	\$	-
Advertising- Print	Unite Publication (1/4 page ad/12x)	\$	3,600.00
Advertising- Print	Daily Citizen	\$	7,200.00
Advertising- Print/Digital	Springfield Kids Directory (1/2 page ad/12x)	\$	-
Advertising- Print/Digital	Joplin/J Mag (1/2 page/6x)	\$	400.00
Advertising- Print/Digital	417 Magazine (1/3 page/12x)	\$	7,938.00
Advertising- Radio	KSMU Sense of Community Package	\$	-
		Subtotal	\$ 34,238.00
502040 AUTO ALLOWANCE			
Auto Allowance		\$	7,800.00
		Subtotal	\$ 7,800.00
502050 BACKGROUND CHECKS			
Background Checks		\$	500.00
		Subtotal	\$ 500.00
502070 BANK CARD & EPAYMENT FEES			
Fees- Credit Card Processing		\$	-
		Subtotal	\$ -
502230 INSURANCE PREMIUM			
Insurance- General Liability		\$	24,283.00
		Subtotal	\$ 24,283.00
502280 MARKETING			
Marketing- Service	Arts & Culture Reporting Corps	\$	500.00
Marketing- Sponsorship	ArtsFest	\$	1,000.00
Marketing- Sponsorship	SRAC Ozzie Awards Table	\$	750.00
Marketing- Sponsorship	Sculpture Walk Springfield	\$	2,000.00

Marketing- Sponsorship	Discretionary/Misc.	\$	5,000.00
Marketing- Sponsorship	CVB Salute to Travel & Tourism Gold Level	\$	1,000.00
Marketing- Sponsorship	Springfield Black Tie Platinum (1 table of 10 tkts)	\$	1,000.00
Marketing- Sponsorship	Springfield Multicultural Festival Bronze Level	\$	1,500.00
		Subtotal	\$ 12,750.00

502290 MEMBERSHIP DUES

Membership- Civic Clubs/Local Organization SRAC		\$	200.00
	Leadership Springfield	\$	150.00
	NARM	\$	350.00
	Rotary	\$	1,850.00
	Chamber of Commerce	\$	900.00
	DSA	\$	500.00
	CID	\$	500.00
	FFAW	\$	600.00
Membership- Professional Organizations	Assoc. of Midwest Museums	\$	200.00
	Association of Fundraising Professionals	\$	350.00
	Association of Women in Communications	\$	150.00
	Association of Museum Development Directors	\$	150.00
	American Assoc. for State and Local History	\$	115.00
	AFTA Arts Marketing Membership	\$	-
	IFCPP	\$	350.00
	MAMA Membership	\$	100.00
	AAM (Tier 3)	\$	1,100.00
		Subtotal	\$ 7,565.00

502370 POSTAGE

Postage- Misc.	Salon Invitation Mailing Postage	\$	400.00
	General Office Mailing	\$	500.00
	Annual Fund Mailing	\$	750.00
	Holiday Card/Solicit November 2023	\$	-
	Direct Mail Postcards/Art is Everywhere	\$	1,000.00
	Invitations for All School and MFA Shows	\$	2,800.00
Postage- Package Shipping	Exhibition & Event Materials Shipping to the Museum	\$	550.00
		Subtotal	\$ 6,000.00

502380 PRINTING AND BINDING

Printing- Brochure	Public Programs Rack Card	\$	400.00
Printing- Fliers	FFAW Scavenger Hunt	\$	-
Printing- Other	Discretionary- Art is Everywhere	\$	1,500.00
Printing- Other	Art is Everywhere Direct Mail	\$	500.00
Printing- Other	T-Shirts for Volunteers Art is Everywhere	\$	270.00
Printing- Other	Stickers/Temp Tattoos Art is Everywhere	\$	500.00
Printing- Outdoor Banners	Pop-up Exhibition Paintings Art is Everywhere	\$	1,000.00
Printing- Postcard	All School Invitations	\$	700.00
Printing- Postcard	MFA Showcase	\$	700.00
Printing- Rackcard	Creating an American Identity Rackcard	\$	-
Printing- Posters	All School Posters	\$	125.00
Printing- Signage	Event Signage and Programs for Salon Events	\$	1,000.00
Printing- Signage	Pop-Up Banners Art is Everywhere, Slow Viewing, Cem	\$	900.00
Printing- Signage	FFAW/Temp Space Banners x 2	\$	200.00
Printing- Other	2025 Year-End Mailing	\$	1,000.00
Printing- Other	Salon Invitations	\$	750.00
Printing- Other	Annual Fund Brochure Refresh Qty 500	\$	1,500.00
Printing- Other	Adult Classes Brochure	\$	-
Printing- Other	Annual Fund NARM Card Reprint Qty 200	\$	-
Printing- Other	Sponsorship Brochure Printing Qty 100	\$	-
Printing- Other	Envelopes	\$	-

		Subtotal	\$ 11,045.00
502410 PUBLICATIONS			
Publications- Other	Springfield News-Leader Subscription (Print & Digital)	\$	60.00
Publications- Other	Springfield Business Journal Subscription	\$	120.00
Publications- Other	417 Magazine Subscription	\$	25.00
		Subtotal	\$ 205.00
502460 TAX COLLECTION FEE			
Tax Collection Fees		\$	28,000.00
		Subtotal	\$ 28,000.00
502710 BUILDING REPAIRS			
Repairs- Doors, Windows, Etc.		\$	-
Repairs- Electrical		\$	-
Repairs- Exterior		\$	-
Repairs- Other		\$	-
Repairs- Plumbing		\$	1,500.00
Repairs- Roof		\$	-
Repairs- Telecom		\$	-
Repairs- Security		\$	-
Repairs- Fire Protection		\$	-
		Subtotal	\$ 1,500.00
502760 PLANT EQUIPMENT REPAIRS			
Repairs- HVAC	Contingency	\$	8,000.00
Repairs- Other Equipment/Tools		\$	-
Repairs- Plumbing		\$	-
		Subtotal	\$ 8,000.00
504580 OTHER PROFESSIONAL SERVICES			
Service- Elevator	Annual Elevator Inspection	\$	400.00
Service- Fire Extinguisher/Safety	Annual Inspections	\$	750.00
Service- Graphic Design	Discretionary	\$	500.00
Service- Graphic Design	Annual Fund Brochure Refresh/Redesign	\$	500.00
Service- Graphic Design	FY22 Annual Report Design	\$	-
Service- HVAC	Preventative Maintenance	\$	-
Service- Janitorial	Weekend Janitorial Services	\$	-
Service- Landscaping	Mowing/Lawn-care/Weed-control/Mulching	\$	1,300.00
Service- Mat/Rug	Monthly Rug Service	\$	-
Service- Other	Fassnacht Creek Plantings	\$	7,494.00
Exhibition Awards	Art In Bloom Awards	\$	-
Marketing- Service	Exhibit/Event Photography	\$	600.00
Marketing- Service	Event Videography	\$	-
Service- Pest Control	Monthly Pest Management	\$	1,500.00
Rental- Other Equipment	Body Form Rental (AIB)	\$	-
Service- Roof		\$	-
Service- Security System	Atlas Security Monitoring	\$	2,500.00
		Subtotal	\$ 15,544.00
504590 PROFESSIONAL DEVELOPMENT			
Service- Training	MuseumNext Conference (Unlimited Delegates)	\$	-
Service- Other	Various Community/Networking Meetings/Events	\$	800.00
Service- Training	Other Training/Audience Development	\$	600.00
Service- Training	Online Security Training	\$	150.00
		Subtotal	\$ 1,550.00
505530 SANITATION			
Trash Pick-up- Monthly	Trash Pick-up	\$	-
Trash Pick-up- Other	Misc. Waste Disposal	\$	-
Utilities		\$	1,500.00
		Subtotal	\$ 1,500.00

505550 TELEPHONE

Cell Phone Charges	Cell Phone Allowance	\$	2,000.00
Internet Charges	Springnet	\$	5,000.00
Telephone Charges	AT&T Telephone Service	\$	7,000.00
		Subtotal	\$ 14,000.00

505690 TRAVEL

Travel- Conference/Staff Development	Art Museum Development Association Conference	\$	2,250.00
	AFP Internationa Conference (ICON)	\$	2,250.00
		Subtotal	\$ 4,500.00

505820 BUILDING RENTAL

Rental- Building	Wilhoit Plaza	\$	107,950.00
Rental- Storage	Eastway Storage	\$	10,374.96
		\$	118,324.96

505830 MACHINERY RENTAL

Rental- Computer Lease	Computer leases	\$	14,500.00
Rental- Office Equipment	Pitney Bowes Mail Machine	\$	1,000.00
	Copier Rental	\$	2,500.00
Rental- Other Equipment	Exhibition Building Banner Installation	\$	-
		Subtotal	\$ 18,000.00

Grand Total \$ 391,391.96

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<u>ACCOUNT/CATEGORY</u>	<u>JUSTIFICATION</u>	<u>AMOUNT</u>
501160 FOOD SUPPLIES		
Food Supplies- Other	Art Camp snacks	\$ 700.00
Food Supplies- Other	Museum Camp	\$ -
Food Supplies- Receptions/Meetings	All School Catering	\$ 500.00
Food Supplies- Receptions/Meetings	Winter 2023/2024 Exhibition Programs	\$ -
Food Supplies- Receptions/Meetings	Spring 2024 Exhibition Programs	\$ -
Food Supplies- Receptions/Meetings	Summer 2024 Exhibition Programs	\$ -
Food Supplies- Receptions/Meetings	refreshments--docent meetings and museum wor	\$ -
Subtotal		\$ 1,200.00
501190 TOOLS & EQUIPMENT		
Equipment- Storage Cabinets & Shelving		\$ -
Subtotal		\$ -
501260 OPERATING SUPPLIES		
Supplies- Art Classes/Summer Camp	Collection Connection	\$ 1,250.00
Supplies- Art Classes/Summer Camp	Art Camp	\$ 1,504.00
Supplies- Art Classes/Summer Camp	Adult Classes	\$ 6,000.00
Supplies- Art Classes/Summer Camp	Young Artist (Monthly and Clay)	\$ 3,100.00
Supplies- Other Educational	Art is Everywhere	\$ 10,800.00
Supplies- Other Educational	Take-Home Project Bags (General Public)	\$ 10,800.00
Supplies- Other Educational	Take-Home Project Bags (Distribution Sites)	\$ 10,800.00
Supplies- Other Educational	Take-Home Project Bags (Paid)	\$ 3,900.00
Supplies- Other Educational	DEIA Site Supplies	\$ 10,000.00
Supplies- Other Educational	5th Grade Field Trips (sketch books)	\$ -
Supplies- Other Educational	5th Grade Field Trips (project materials)	\$ 4,500.00
Subtotal		\$ 62,654.00
502290 MEMBERSHIP DUES		
Membership- Professional Organizations	Missouri Art Education Association membership fe	\$ 220.00
Membership- Professional Organizations	Association of Missouri Interpreters membership	\$ 15.00
Membership- Professional Organizations	National Association for Interpretation membersh	\$ 90.00
Membership- Professional Organizations	Missouri Environmental Education Association me	\$ 75.00
Membership- Other	Art is Everywhere	\$ -
Subtotal		\$ 400.00
502380 PRINTING AND BINDING		
Printing- Other	Picture catchers (3,000 quantity)	\$ 600.00
Printing- Signage	Pop-up banner inserts for Slow View, Slow Readin	\$ -
Printing- Signage	All School Exhibition 2026 in-gallery signage and te	\$ 1,400.00
Printing- Other	Art Camp	\$ 200.00
Printing- Other	Collection Connection	\$ 500.00
Printing- Other	Art is Everywhere	\$ 900.00
Printing- Other	Adult Classes	\$ 300.00
Printing- Other	Youth Classes	\$ 300.00
Subtotal		\$ 4,200.00
502390 PRINTSHOP CHARGES		
Printing- Brochure	Free Take-Home Project Bag Guidelines (General I	\$ 1,200.00
Printing- Brochure	Free Take-Home Project Bag Guidelines (Distributi	\$ 1,200.00
Printing- Brochure	Paid Take-Home Project Box Guidelines (General I	\$ 300.00
Printing- Brochure	5th grade in-school site visit workbooks (3,000 qu	\$ 1,200.00
Printing- Brochure	Misc. partner program printing	\$ 500.00
Printing- Rackcard	Public programs rackcard	\$ -
Subtotal		\$ 4,400.00
504580 OTHER PROFESSIONAL SERVICES		
Instructor- Adult Classes	Instructor, Adult Classes	\$ 13,650.00
Instructor- Children's Classes	PreK Open Studios	\$ 8,955.00
Instructor- Outreach	5th Grade in-school site visits (4 fees x 34 site visit	\$ 4,080.00
Instructor- Outreach	Misc. programming (1 fee x 12 sessions, 3 hrs/ses:	\$ 1,080.00
Instructor- Program Presenter	Slow Viewing facilitator fee (\$250 x 14 sessions)	\$ 3,500.00
Instructor- Program Presenter	Untitled/Unknowable facilitator fee (\$250 x 10 ses:	\$ 3,000.00
Service- Honorarium	First Friday Art Walk presenter honorariums (\$175	\$ 2,100.00
Service- Honorarium	Educator test group/focus group honorariums (\$2	\$ 10,000.00
Service- Other	Spanish language translation services for All Scho	\$ 1,600.00
Service- Other	Spanish language translation services for misc. prc	\$ 400.00
Service- Other	American sign language interpretation services for	\$ 1,800.00
Service- Website	CloudPano virtual exhibition design and editing	\$ -
Instructor- Program Presenter/Other	Collection Connection	\$ 2,160.00
Instructor- Summer Camp	Art Camp Teachers	\$ 4,410.00
Service- Other	Art is Everywhere	\$ 4,980.00
Subtotal		\$ 61,715.00
505690 TRAVEL		
Travel- Other	Art is Everywhere	\$ 321.60
Travel- Conference/Staff Development	Conference	\$ 3,000.00
	National Arts Intergration	\$ 1,200.00
	Arts Education Partnership Annual Convening	\$ 1,200.00
	MAMA	\$ 500.00
	AFPA transportation	\$ -
Subtotal		\$ 6,221.60
Grand Total		\$ 140,790.60

<u>ACCOUNT/CATEGORY</u>	<u>JUSTIFICATION</u>	<u>AMOUNT</u>	
501110 BUILDING MATERIALS			
Building Materials- Lumber & Other Materials		\$	400.00
Building Materials- Nails, Screws, & Other Fasteners		\$	150.00
Building Materials- Paint & Primer		\$	200.00
	Subtotal	\$	750.00
501160 FOOD SUPPLIES			
Food Supplies- Other	Juror meals (WUSA/4x4)	\$	-
Food Supplies- Receptions/Meetings	WHS Board Meeting	\$	-
	Subtotal	\$	-
501190 TOOLS & EQUIPMENT			
Equipment- Collection Storage/Shelving	Tennsco Upright Frames and shelves	\$	2,500.00
Equipment - Collection	Narrow rolling ladder for UV4	\$	2,500.00
	Subtotal	\$	5,000.00
501230 NON-CAPITAL COMPUTER SOFTWARE			
Software- Purchase/Renewal	FrameReady	\$	-
	PastPerfect Upgrade to Web Edition	\$	1,895.00
Software - Purchase/Renewal	Digital Label (CultureConnect)	\$	-
	Subtotal	\$	1,895.00
501260 OPERATING SUPPLIES			
Supplies- Collection Storage/Conservation	archival supplies (tissue, boxes, tags, etc.)	\$	4,000.00
Supplies- Exhibition Prep	paint brushes, exhibit materials	\$	-
Supplies- Frame Shop	framing materials, glass, foam-cor, mat board	\$	4,000.00
Supplies- Other Collection	ethafoam, hooks, etc.	\$	-
Supplies- Other Exhibits	props, fabric, mounts, etc.	\$	-
	Participatory component - Kent Bicentennial	\$	-
Supplies- Shipping	bubble wrap, packing tape	\$	350.00
	Subtotal	\$	8,350.00
502290 MEMBERSHIP DUES			
Membership- Professional Organizations	American Federation of Arts	\$	-
Membership- Professional Organizations	AAMC/ARCS/PACCIN	\$	350.00
	Subtotal	\$	350.00
502370 POSTAGE			
Postage- Art Shipping	Sarah Braman	\$	-
Postage - Art Shipping	Jordan Eagles (round trip)	\$	-
Postage - Art Shipping	Tradition Interrupted	\$	-
Postage- Package Shipping	Registrar/collection	\$	-
Postage - Misc.	WUSA Catalogue mailing	\$	-
Postage- Return Shipping	WUSA returns/catalogs	\$	-
	Subtotal	\$	-
502380 PRINTING AND BINDING			
Printing- Brochure	Collection Handbook	\$	60,000.00
Printing - Brochure	Egyptology exhibit	\$	-
Printing - Brochure	Tradition Interrupted	\$	-
Printing- Catalogue	WUSA	\$	-
Printing - Outdoor signage	4 Sculpture signs	\$	-
Printing- Signage	vinyl/panels for exhibits	\$	-
	Subtotal	\$	60,000.00
502410 PUBLICATIONS			
Publications- Library Acquisitions		\$	-
Publications- Library Subscriptions	artnet	\$	450.00
Publications- Staff		\$	-
	Subtotal	\$	450.00
504580 OTHER PROFESSIONAL SERVICES			
Exhibition Awards	WUSA Awards	\$	-
Service- Collection Care/Conservation	Conservation - John Grillo	\$	5,000.00
	Appraisal services/Collection review	\$	-
Service- Graphic Design	Jordan Eagles	\$	-
	Collection Handbook	\$	-
Service- Honorarium	Sarah Braman	\$	5,000.00
	Courtyard Commission	\$	5,000.00
	Artist Fees (4 x 4 artists, \$1,000 x 4)	\$	-

Moved to AMRN Project

	Artist Fee (Jordan Eagles)	\$	-	
Service- Other	Installation of Sarah Braman	\$	-	Moved to AMRN Project
	Final guest essay/Coll. Handbook	\$	-	
	Contract Asst./PT for Coll. Handbook	\$	-	
Service- Training	Webinars/training	\$	-	
		Subtotal	\$	15,000.00
504640 EXHIBITION FEES				
Exhibit Fees- Exhibit Rental	Loan fee for Tradition Interrupt.	\$	-	
Exhibit Fees- Other	Copyright release/licenses	\$	-	
		Subtotal	\$	-
505690 TRAVEL				
Travel- Conference/Staff Development		\$	5,000.00	
Travel- Curatorial/Exhibition Development		\$	6,000.00	
Travel- Programming/Consultant	Courtyard Commission	\$	2,000.00	
	Sarah Braman	\$	3,000.00	
		Subtotal	\$	16,000.00
505830 MACHINERY RENTAL				
Rental- Other Equipment	Movement of outdoor sculpture x 2	\$	-	
		Subtotal	\$	-
507550 ART ACQUISITIONS				
Art Acquisitions (29130)	Local Art Purchases	\$	75,000.00	Deaccession Funds
	Enamel Vessel Purchase	\$	-	
		Subtotal	\$	75,000.00
		Grand Total	\$	182,795.00

<u>ACCOUNT/CATEGORY</u>	<u>JUSTIFICATION</u>	<u>AMOUNT</u>
501260 OPERATING SUPPLIES		
Supplies- Retail	Bunn Air Pot 3-liter	\$ -
	Adjustable Round Cocktail Table - White	\$ -
	Rectangular White Reception Desk w/Frosted Glass Par	\$ -
	Modern Desk Chair - White	\$ -
	cups, lids, sleeves, stirrers, napkins, etc.	\$ -
	Subtotal	\$ -
502070 BANK CARD & EPAYMENT FEES		
Fees- Credit Card Processing	POS & Inventory Management System	\$ -
	Subtotal	\$ -
502380 PRINTING AND BINDING		
Printing- Signage	Signage	\$ -
	Subtotal	\$ -
502710 BUILDING REPAIRS		
Repairs- Other	Painting	\$ -
	Glass- countertops and mirrors	\$ -
	Misc.- painting, equipment repairs, etc.	\$ -
	Subtotal	\$ -
504580 OTHER PROFESSIONAL SERVICES		
Service- Graphic Design	Design services	\$ -
	Subtotal	\$ -
505830 MACHINERY RENTAL		
Rental- Other	Art-O-Mat	\$ -
	Subtotal	\$ -
507520 INVENTORY PURCHASES		
Inventory- Food & Beverage	Coffee, Soft Drinks, & Pastries	\$ -
Inventory- Merchandise	Gift items, books, art supplies, and branded items	\$ 2,500.00
Inventory- Art-O-Mat	Art-O-Mat Artwork	\$ -
		\$ 2,500.00
	Grand Total	\$ 2,500.00