



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, October 12, 2022
4:30 p.m.
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Approval of Agenda**
- III. Minutes**—September 14, 2022 Meeting
- IV. Written Communications from the Public**
- V. Public Comment-** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members
- VI. Old Business**
 - A. Capital Needs (Discussion)
 - B. Other
- VII. New Business**
 - A. September 2022 Check Register (Action)
 - B. September 2022 Budget Actuals (Discussion)
 - C. FY2022 Budget Projection (Discussion)
 - D. FY2023 Budget (Action)
 - E. Hire of Off-Duty Police (Discussion)

F. Friends of the Library Relocation (Discussion)

G. Shelving & Carpet Project (Discussion)

H. Other

VIII. Adjournment

If you have questions please contact: Rick Meyer, City Librarian
217-421-9713 or rmeyer@decaturlibrary.org

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties
Minutes

Date: September 14, 2022

Time: 4:30 p.m.

Location: Board Room

Present: Sofia Xethalis

Jeffrey Cancienne

Jecobie Jones (Chair)

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Alissa Henkel, Programs, Resources, & Services

Absent:

Alana Banks

Guests:

Call to Order:

Mr. Jones called the meeting to order at 5:06 pm.

Approval of Agenda

Mr. Jones requested a motion to approve the agenda. Ms. Xethalis made a motion to approve the agenda, seconded by Mr. Cancienne. All in favor. The motion was adopted.

Approval of Minutes: August 10, 2022 meeting minutes

Mr. Jones requested a motion to approve the August 10, 2022 meeting minutes. Ms. Xethalis made a motion to approve the minutes, seconded by Mr. Cancienne. All in favor. The motion was adopted.

Written Communication from the Public: none

Public Comments: none

Old Business

Capital Needs (Discussion) No report.

New Business

August 2022 Check Registers (Action) Ms. Xethalis made a motion to send the check register to the full Board, seconded by Mr. Cancienne. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Xethalis, yes, Mr. Cancienne, yes. All in favor. The motion was adopted.

August 2022 Budget Actuals (Discussion) Mr. Meyer discussed the August budget details. The Library's cash position is good. The per capita grant was received last week.

FY2022 Budget Projection (Discussion) Mr. Meyer gave a summary of the budget projections for the remainder of the year. The PPRT is coming in higher than budgeted. The excess can be rolled into our capital fund to be used on furniture next year.

FY2023 Budget (Discussion) Mr. Meyer is working on the 2023 budget and does not have a full balance of numbers to present today.

AFSCME Collective Bargaining Issue ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § © (2)) (Action) Mr. Jones made a motion to move into closed session at 5:34pm. All in favor. Ms. Xethalis made a motion to come out of closed session at 5:54pm. Seconded by Mr. Cancienne. All in favor. Motion carried.

Ms. Xethalis made a motion to go with Option 4 - Approach the union and offer them a 3.5% increase for 2023 and push all the other salary ranges into the future by 1-year and extend the CBA for 1-year. Seconded by Mr. Cancienne. Mr. Jones requested a roll call vote. Ms. Xethalis yes, Mr. Cancienne Yes, Mr. Jones Yes. All in favor. The motion carried.

Management Salary Increase Matrix (Action) This was tabled.

Off-Duty Police (Discussion) Mr. Meyer spoke to the Deputy City Manager Kindseth regarding how much the City pay toward this cost. Mr. Meyer will meet with Mike Pritchett to search for the officers with an approximate cost of \$60 an hour for a part-time officer. The peak times for instances are 11am to 12 noon, and 4pm to 5pm. The officers would be here 5-hours a day, equating to a 30-hour week.

Friends of The Library Relocation (Discussion) Mr. Meyer stated they have backed away from the partition idea. The adjoining rooms can have a large walkway put in with an adjustment to the HVAC equipment.

Shelving & Carpet Project (Discussion) Mr. Meyer stated the carpet portion is at the City's expense. The public area will be replaced first. The shelving detail is almost complete. There is a large lead time for shelving.

Adjournment

Mr. Jones requested a motion to adjourn at 6:15pm. Ms. Xethalis made a motion to adjourn, seconded by Mr. Cancienne. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 9/14/2022

DATE: 10/4/2022
 TIME: 9:31:32AM

**CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 9/1/2022 TO 9/30/2022

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	
35 LIBRARY FUND						
149068	9/6/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	2,926.02	OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
149069	9/6/2022 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	NAME BADGES W/MAGNET	24.00	OFFICE SUPPLIES	434500
149118	9/6/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC	SOC WORK JESSICA HILL SUB CONT	605.85	OTHER LIBRARY GRANT EXPENSE	433020
149133	9/6/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	357.58	OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
149145	9/6/2022 12:00:00 AM	PAETEC	ACCT 633292627001	241.16	TELEPHONE	423300
149180	9/6/2022 12:00:00 AM	WATTS COPY SYSTEMS	SERVICE AND MAINTENANCE OF OFF	765.09	SERV-OFFICE EQUIPMENT	421300
149189	9/13/2022 12:00:00 AM	AMAZON PAYMENTS	SUPPLIES AND BOOKS	1,241.26	SMALL CAPITAL ITEMS	449900
					BOOKS & PERIODICALS	458000
					OFFICE SUPPLIES	434500
					OTHER LIBRARY GRANT EXPENSE	433020
149194	9/13/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	1,141.63	OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
149204	9/13/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	AUG 16 -AUG 30'22	205.71	POSTAGE	424500
149218	9/13/2022 12:00:00 AM	ERICKSON DAVIS, ATTORNEYS	LEGAL SERVICES	435.00	PROFESSIONAL SERVICES	428000
149255	9/13/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	272.35	OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	
149316	9/20/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	1,381.20	OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
149318	9/20/2022 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	RUBBER STAMP	13.68	OFFICE SUPPLIES	434500
149333	9/20/2022 12:00:00 AM	CATLIN PUBLIC LIBRARY DISTRICT	LOST OR DAMAGED MATERIALS	12.00	LOST OR DAMAGED BOOKS	458100
149352	9/20/2022 12:00:00 AM	E.L. PRUITT CO	STAINLESS AWNING PROJECT	988.00	MATERIALS - BUILDINGS	432000
149353	9/20/2022 12:00:00 AM	EFFINGHAM PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	22.99	LOST OR DAMAGED BOOKS	458100
149362	9/20/2022 12:00:00 AM	G. BRADLEY PUBLISHING INC	FILM/NEGATIVE 3 BOOKS	750.00	BOOKS & PERIODICALS	458000
149376	9/20/2022 12:00:00 AM	JERSEYVILLE PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	39.92	LOST OR DAMAGED BOOKS	458100
149388	9/20/2022 12:00:00 AM	MAHOMET PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	24.95	LOST OR DAMAGED BOOKS	458100
149394	9/20/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	357.70	OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
149407	9/20/2022 12:00:00 AM	PAETEC	ACCT 633318933001	53.32	TELEPHONE	423300
149413	9/20/2022 12:00:00 AM	PRODUCT LLC	SHELVING AND CARPET SPECS & DESIGN	5,000.00	PROFESSIONAL SERVICES	428000
149430	9/20/2022 12:00:00 AM	TOLONO PUBLIC LIBRARY DISTRICT	LOST OR DAMAGED MATERIALS	11.95	LOST OR DAMAGED BOOKS	458100
149437	9/20/2022 12:00:00 AM	UNIQUE MANAGEMENT SERVICES	AUG'22 PLACEMENTS	4,938.61	PROFESSIONAL SERVICES	428000
149442	9/20/2022 12:00:00 AM	VESPASIAN WARNER PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	36.00	LOST OR DAMAGED BOOKS	458100
149447	9/20/2022 12:00:00 AM	WATTS COPY SYSTEMS	SMART BOARDS W/ ROLLING CART	6,129.00	OTHER LIBRARY GRANT EXPENSE	433020
149461	9/27/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	2,121.98	OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	
149477	9/27/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	SEPT 1 - SEPT 15'22	238.08	POSTAGE	424500
149489	9/27/2022 12:00:00 AM	DEMCO INC	OFFICE SUPPLIES	100.71	OFFICE SUPPLIES	434500
149505	9/27/2022 12:00:00 AM	ID LABEL	PATRON CARD/KEY TAGS	735.79	OFFICE SUPPLIES	434500
149519	9/27/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC	SOC WORK JESSICA HILL SUB CONT	1,154.00	OTHER LIBRARY GRANT EXPENSE	433020
149521	9/27/2022 12:00:00 AM	JONES & THOMAS	WEB SERVICES	400.00	PROFESSIONAL SERVICES	428000
149522	9/27/2022 12:00:00 AM	KANOPY	LIBRARY STREAMING SERVICE	426.00	BOOKS & PERIODICALS	458000
149527	9/27/2022 12:00:00 AM	LIBRARICA LLC	SUPPORT UPDATES RENEWAL	1,519.95	COMPUTER SOFTWARE	424700
149537	9/27/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	5,896.53	OFFICE SUPPLIES PER CAPITA GRANT EXPENSE	434500 433015
149564	9/27/2022 12:00:00 AM	SMITH NIKITIN, KRISTIE	REIMBURSEMENT FOR WORD WARRIORS SNACKS	56.47	OTHER LIBRARY GRANT EXPENSE	433020
149572	9/27/2022 12:00:00 AM	TECHSOUP GLOBAL	OFFICE STANDARD/OFFICE PROFESSIONAL	1,674.00	COMPUTER SOFTWARE	424700
923005012	9/19/2022 12:00:00 AM	REGIONS/CREDIT CARD	ACCT 3978	690.00	CONFERENCES & TRAVEL	424100
35 LIBRARY FUND Total				42,988.48		

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	
59 LIBRARY TRUST FUNDS						
149068	9/6/2022 12:00:00 AM	BAKER & TAYLOR CO		915.84		
			BOOKS AND ENTERTAINMENT 2022		BOOKS & PERIODICALS	458000
149194	9/13/2022 12:00:00 AM	BAKER & TAYLOR CO		507.19		
			BOOKS AND ENTERTAINMENT 2022		BOOKS & PERIODICALS	458000
149255	9/13/2022 12:00:00 AM	MIDWEST TAPE, LLC		71.64		
			AV AND STREAMING SERVICES		BOOKS & PERIODICALS	458000
149316	9/20/2022 12:00:00 AM	BAKER & TAYLOR CO		139.28		
			BOOKS AND ENTERTAINMENT 2022		BOOKS & PERIODICALS	458000
149461	9/27/2022 12:00:00 AM	BAKER & TAYLOR CO		75.33		
			BOOKS AND ENTERTAINMENT 2022		BOOKS & PERIODICALS	458000
149537	9/27/2022 12:00:00 AM	MIDWEST TAPE, LLC		1,030.75		
			AV AND STREAMING SERVICES		BOOKS & PERIODICALS	458000
149561	9/27/2022 12:00:00 AM	ROCKFORD MAP PUBLISHERS, INC.		74.70		
			LOGAN IL 2022 PLAT BOOK		BOOK AND PERIODICALS	458000
59 LIBRARY TRUST FUNDS Total				2,814.73		
WARRANT TOTAL:				45,803.21		

DPL FY 2022 Budget Report

Prepared: October 3, 2022

At the end of September 75% of the year has passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ 2,520,914.56	88.7%	\$ 2,442,942.37	3.2%
All Other	\$ 1,292,562	31.3%	\$ 1,433,740.21	110.9%	\$ 968,434.07	48.0%
Total Revenue	\$ 4,134,562		\$ 3,954,654.77	95.6%	\$ 3,411,376.44	15.9%

Expense	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
<u>Personnel</u>						
Payroll	\$ 1,644,156		\$ 1,232,469.84		\$ 1,272,661.12	-3.2%
Benefits	\$ 870,336		\$ 659,711.74		\$ 602,504.52	9.5%
	\$ 2,514,492	60.7%	\$ 1,892,181.58	75.3%	\$ 1,875,165.64	0.9%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 220,828.81	90.1%	\$ 251,507.26	-12.2%
Per Capita	\$ 104,020		\$ 22,729.55	21.9%	\$ 41,462.46	-45.2%
Lost/Damage	\$ 2,500.00		\$ 916.24	36.6%	\$ 1,369.14	n/a
Total Materials	\$ 351,520	9.3%	\$ 244,474.60	69.5%	\$ 294,338.86	-16.9%

Professional Services

Professional Services	\$ 102,000		\$ 32,281.03	31.6%	\$ 11,118.99	190.3%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 133.33	88.9%	\$ 282.88	-0.52867
Total	\$ 102,650	2.7%	\$ 32,414.36	31.6%	\$ 14,933.03	117.1%

Allocations

Administrative Fee	\$	108,864		\$	81,648.00	75.0%	\$	93,654.00	-12.8%
MIS	\$	36,684		\$	27,513.00	75.0%	\$	30,087.00	-8.6%
	\$	145,548	3.8%	\$	109,161.00	75.0%	\$	123,741.00	-11.8%

Grants

Other grants	\$	75,000		\$	59,943.73	79.9%	\$	24,707.03	142.6%
	\$	75,000	2.0%	\$	59,943.73	79.9%	\$	24,707.03	142.6%

Advertising	\$	500	0.01%	\$	898.00	179.6%	\$	421.00	113%
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	3,471.88	69.4%	\$	3,823.37	-9.2%
Service to Office Equipment	\$	27,000		\$	9,905.58	36.7%	\$	19,438.11	-49.0%
Telephone	\$	27,000		\$	12,006.25	44.5%	\$	18,807.83	-36.2%
Software	\$	50,000		\$	35,693.95	71.4%	\$	43,473.93	-17.9%
Office Supplies	\$	40,000		\$	18,675.01	46.7%	\$	26,260.20	-28.9%
Small Capital	\$	45,000		\$	27,102.18	60.2%	\$	6,992.69	287.6%
	\$	194,000	5.1%	\$	106,854.85	55.1%	\$	118,796.13	-10.1%

Staff Development

Interview Travel Expense	\$	-		\$	35.48		\$	-	
Conferences/Training/Travel	\$	20,000		\$	11,371.37	56.9%	\$	3,716.00	206.0%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	55,585.39	111.2%	\$	48,804.36	13.9%
	\$	74,000	2.0%	\$	66,992.24	90.5%	\$	52,520.36	27.6%

Insurance

Unemployment	\$	1,056		\$	792.00	75.0%	\$	999.00	-20.7%
Risk Management	\$	95,724		\$	71,793.00	75.0%	\$	53,613.00	33.9%
	\$	96,780	2.6%	\$	72,585.00	75.0%	\$	54,612.00	32.9%

Building Costs

Rent	\$	589,583.00		\$	442,035.00	75.0%	\$	437,243.00	1.1%
Supplies	\$	150		\$	988.00	658.7%	\$	106.11	831.1%
Maintenace	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Total Building	\$	589,733	15.6%	\$	443,023.00		\$	437,349.11	1.3%
Total Operations/Services	\$	1,629,731	43.1%	\$	1,136,346.78	69.7%	\$	1,121,418.52	1.3%
Total Expenses									
	\$	4,144,223		\$	3,028,528.36	73.1%	\$	2,996,584.16	1.1%
Revenue Minus Expense									
	\$	(9,661)		\$	926,126.41		\$	414,792.28	123.3%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet / Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73	\$ 198,431.40	\$ 380,813.40	\$ - \$ 950,658.73
4/1/2022	\$ 950,658.73	\$ 218,692.24	\$ 327,770.85	\$ - \$ 841,580.12
5/1/2022	\$ 841,580.12	\$ 293,190.39	\$ 316,569.96	\$ - \$ 818,200.55
6/1/2022	\$ 818,200.55	\$ 51,355.93	\$ 298,863.78	\$ - \$ 570,692.70
7/1/2022	\$ 570,692.70	\$ 1,678,475.83	\$ 361,853.97	\$ - \$ 1,887,314.56
8/1/2022	\$ 1,887,314.56	\$ 295,440.58	\$ 317,115.90	\$ - \$ 1,865,639.24
9/1/2022	\$ 1,865,639.24	\$ 1,010,721.17	\$ 406,150.24	\$ - \$ 2,470,210.17
10/1/2022	\$ 2,470,210.17			
11/1/2022				
12/1/2022				
1/1/2023				

Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
3/1/2022	\$ 533,466.61	\$ 41.81	\$ -	\$ 533,508.42
4/1/2022	\$ 533,508.42	\$ -	\$ -	\$ 533,508.42
5/1/2022	\$ 533,508.42	\$ 30.63	\$ -	\$ 533,539.05

6/1/2022	\$	533,539.05	\$	12.17	\$	-	\$	533,551.22
7/1/2022	\$	533,551.22	\$	-	\$	-	\$	533,551.22
8/1/2022	\$	533,551.22	\$	14.55	\$	-	\$	533,565.77
9/1/2022	\$	533,565.77	\$	-	\$	-	\$	533,565.77
10/1/2022	\$	533,565.77						
11/1/2022	\$	-						
12/1/2022	\$	-						
1/1/2023	\$	-						

**Trust Accounts
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
8/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
9/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
10/1/2022	\$ 58,479.83			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 51,488.14	\$ -	\$ 7,123.57	\$ 44,364.57
2/1/2022	\$ 44,364.57	\$ -	\$ (1,474.16)	\$ 45,838.73
3/1/2022	\$ 45,838.73	\$ -	\$ -	\$ 45,838.73
4/1/2022	\$ 45,838.73	\$ -	\$ 375.00	\$ 45,463.73
5/1/2022	\$ 45,463.73	\$ -	\$ 640.00	\$ 44,823.73
6/1/2022	\$ 44,823.73	\$ -	\$ 70.32	\$ 44,753.41
7/1/2022	\$ 44,753.41	\$ -	\$ -	\$ 44,753.41
8/1/2022	\$ 44,753.41	\$ -	\$ 853.90	\$ 43,899.51
9/1/2022	\$ 43,899.51	\$ -	\$ 74.70	\$ 43,824.81

10/1/2022	\$	43,824.81
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23	\$ -	\$ 46.21	\$ 20,531.02
4/1/2022	\$ 20,531.02	\$ -	\$ 3,841.69	\$ 16,689.33
5/1/2022	\$ 16,689.33	\$ 2,260.00	\$ 84.54	\$ 18,864.79
6/1/2022	\$ 18,864.79	\$ 675.00	\$ 32.75	\$ 19,507.04
7/1/2022	\$ 19,507.04	\$ 3,035.00	\$ 7,611.94	\$ 14,930.10
8/1/2022	\$ 14,930.10	\$ 2,490.00	\$ 3,279.80	\$ 14,140.30
9/1/2022	\$ 14,140.30	\$ 3,628.00	\$ 2,740.03	\$ 15,028.27
10/1/2022	\$ 15,028.27			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at Ending	
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ -	\$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ -	\$ 1,722,760.71
3/1/2022	\$ 1,722,760.71	\$ 198,473.21	\$ 380,859.61	\$ -	\$ 1,540,374.31
4/1/2022	\$ 1,540,374.31	\$ 218,692.24	\$ 331,987.54	\$ -	\$ 1,427,079.01
5/1/2022	\$ 1,427,079.01	\$ 295,481.02	\$ 317,294.50	\$ -	\$ 1,405,265.53
6/1/2022	\$ 1,405,265.53	\$ 52,043.10	\$ 298,966.85	\$ -	\$ 1,158,341.78
7/1/2022	\$ 1,158,341.78	\$ 1,681,510.83	\$ 369,465.91	\$ -	\$ 2,470,386.70
8/1/2022	\$ 2,470,386.70	\$ 297,945.13	\$ 321,249.60	\$ -	\$ 2,447,082.23
9/1/2022	\$ 2,447,082.23	\$ 1,014,349.17	\$ 408,964.97	\$ -	\$ 3,052,466.43
10/1/2022	\$ 3,052,466.43				
11/1/2022					
12/1/2022					
1/1/2023					

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 3,018,345	\$ 176,345
PPRT	\$ 530,722	\$ 1,208,851	\$ 678,129
State Grants or other	\$ 104,020	\$ 104,020	\$ (0)
Other Grants	\$ 75,000	\$ 71,055	\$ (3,945)
PILOT	\$ 561,120	\$ 561,120	\$ -
Fines	\$ 4,500	\$ 7,817	\$ 3,317
Non-Resident Fee	\$ 150	\$ 135	\$ (15)
Lost or Damaged Items	\$ 4,000	\$ 4,683	\$ 683
Copies/Miscellaneous	\$ 11,000	\$ 12,053	\$ 1,053
Meeting Room Fees	\$ 1,000	\$ 2,133.33	\$ 1,133
Interest Income	\$ -	\$ 71	\$ 71
Investment Income	\$ 1,000	\$ 350	\$ (650)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 1,500	\$ 1,500
Miscellaneous Income	\$ 50	\$ -	\$ (50)
Totals	\$ 4,134,562	\$ 4,992,132	\$ 857,570

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,644,156	\$ 1,643,293	\$ 863
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 159,403	\$ 146,536	\$ 12,867
FICA/Medicare	\$ 126,958	\$ 124,711	\$ 2,247
Life insurance	\$ 3,045	\$ 2,564	\$ 481
Medical insurance	\$ 565,500	\$ 656,360	\$ (90,860)
Service recognition	\$ 15,430	\$ 15,430	\$ -
Employee Relocation	\$ -	\$ 7,500	\$ (7,500)
Total Personnel	\$ 2,514,492	\$ 2,596,394	\$ (81,902)
Unemployment insurance	\$ 1,056	\$ 1,056	\$ -
Advertising	\$ 500	\$ 898	\$ (398)
Printing/binding	\$ -	\$ 0	\$ -
Service to maintain Building	\$ -	\$ 0	\$ -
Service to Office Equipment	\$ 27,000	\$ 10,975	\$ 16,025
IT Services	\$ 36,684	\$ 36,684	\$ -
Telephone	\$ 27,000	\$ 15,551	\$ 11,449
Banking Service Charges	\$ 150	\$ 149	\$ 1
Conferences/Travel/Continuing Ed	\$ 20,000	\$ 14,511	\$ 5,489
General Fund	\$ 108,864	\$ 108,864	\$ -
Postage	\$ 5,000	\$ 4,462	\$ 538
Computer Software	\$ 50,000	\$ 39,972	\$ 10,028
Travel Interview Expense	\$ -	\$ 35	\$ (35)

Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 88,041	\$ 13,959
Membership Fees	\$ 50,000	\$ 64,039	\$ (14,039)
Materials for Buildings	\$ 150	0	\$ 150
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 75,000	\$ 82,799	\$ (7,799)
Office Supplies	\$ 40,000	\$ 24,016	\$ 15,984
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 57,987	\$ (12,987)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 1,236	\$ 1,264
Total operating	\$ 1,629,731	\$ 1,589,602	\$ 40,129
Total expense	\$ 4,144,223	\$ 4,185,996	\$ (41,773)
Surplus (deficit)	\$ (9,661.00)	\$ 806,135.81	\$ (815,797)

Library Operating Revenue	3 year average	2022	2023 draft 1 *	2023 draft 2	draft 3	draft 4	Draft 5
Fund							
Real Estate Taxes	\$ 2,865,151	\$ 2,842,000	\$ 2,951,106	\$ 2,842,000	\$ 2,842,000	\$ 2,842,000	\$ 2,900,000
PPRT	\$ 712,710	\$ 530,722	\$ 734,092	\$ 700,000	\$ 700,000	\$ 700,000	\$ 500,000
State Grants or other	\$ 103,250	\$ 104,020	\$ 103,250	\$ 103,250	\$ 103,250	\$ 103,250	\$ 104,020
Other Grants	\$ 50,000	\$ 75,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 750,000	\$ 1,000,000
PILOT	\$ 563,415	\$ 561,120	\$ 580,317	\$ 561,120	\$ 561,120	\$ 561,120	\$ 589,176
Fines	\$ 6,152	\$ 4,500	\$ 6,337	\$ 6,337	\$ 6,337	\$ 6,337	\$ 6,337
Non-Resident Fee	\$ 275	\$ 150	\$ 283	\$ 275	\$ 275	\$ 275	\$ 275
Lost or Damaged Items	\$ 3,849	\$ 4,000	\$ 3,965	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,800
Copies/Miscellaneous	\$ 9,527	\$ 11,000	\$ 9,813	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,800
Meeting Room Fees	\$ 2,820	\$ 1,000	\$ 2,905	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,800
Interest Income	\$ 665	\$ -	\$ 685	\$ 600	\$ 600	\$ 600	\$ 600
Investment Income	\$ 1,918	\$ 1,000	\$ 1,975	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Sale of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Income	\$ 339	\$ 50	\$ 349	\$ 300	\$ 300	\$ 300	\$ 300
Totals	\$ 4,321,572	\$ 4,134,562	\$ 4,895,076	\$ 4,730,882	\$ 4,730,882	\$ 4,980,882	\$ 5,118,608

Expenditures							
Fund							
Salaries	\$ 1,605,029	\$ 1,644,156.00	\$ 1,653,180	\$ 1,701,330.74	\$ 1,669,230.16	\$ 1,665,696	\$ 1,688,964
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IMRF	\$ 143,134	\$ 159,403.00	\$ 147,428	\$ 151,722.04	\$ 148,859.36	\$ 168,580	\$ 104,095
FICA/Medicare	\$ 122,024	\$ 126,958.00	\$ 125,685	\$ 129,345.44	\$ 126,904.96	\$ 134,664	\$ 130,975
Life insurance	\$ 2,469	\$ 3,045.00	\$ 2,543	\$ 2,617.14	\$ 2,567.76	\$ 3,052	\$ 3,070
Medical insurance	\$ 580,250	\$ 565,500.00	\$ 597,658	\$ 615,065.00	\$ 603,460.00	\$ 585,000	\$ 644,800
Service recognition	\$ 14,945	\$ 15,430.00	\$ 15,393	\$ 15,841.70	\$ 15,542.80	\$ 14,820	\$ 14,680
Inflation Adjustment						\$ 79,798	\$ 8,445
Total Personnel	\$ 2,467,851	\$ 2,514,492	\$ 2,541,887	\$ 2,615,922	\$ 2,566,565	\$ 2,651,610	\$ 2,595,028
Fund							
Unemployment insurance	\$ 1,244	\$ 1,056	\$ 1,281	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,109
Advertising	\$ 677	\$ 500	\$ 697	\$ 700	\$ 700	\$ 700	\$ 700
Printing/binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 21,585	\$ 27,000	\$ 22,233	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000

IT Services	\$ 38,600	\$ 36,684	\$ 39,758	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 38,518
Telephone/Internet	\$ 19,689	\$ 27,000	\$ 20,279	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Banking Service Charges	\$ 238	\$ 150	\$ 245	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Conferences/Travel/Continuing Ed	\$ 6,749	\$ 20,000	\$ 6,951	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 30,000
General Fund	\$ 108,880	\$ 108,864	\$ 112,146	\$ 113,000	\$ 113,000	\$ 113,000	\$ 113,000	\$ 114,307
Postage	\$ 5,378	\$ 5,000	\$ 5,539	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Computer Software	\$ 41,257	\$ 50,000	\$ 42,494	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000
Temp Agency Services	\$ 3,401	\$ 500	\$ 3,503	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 500
Travel Interview Expenses	\$ 12	\$ -	\$ 12	\$ 100	\$ 100	\$ 100	\$ 100	\$ -
Tuition Reimbursement	\$ 1,625	\$ 4,000	\$ 4,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Professional Services	\$ 56,803	\$ 102,000	\$ 58,507	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 91,000
Membership Fees	\$ 55,441	\$ 50,000	\$ 57,104	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000
Materials for Buildings	\$ 35	\$ 150	\$ 36	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Per Capita Grant		\$ 104,020	\$ 103,250	\$ 103,250	\$ 103,250	\$ 103,250	\$ 103,250	\$ 104,020
Other Grant		\$ 75,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 750,000	\$ 1,000,000
Office Supplies	\$ 28,061	\$ 40,000	\$ 28,903	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000
Risk Management	\$ 81,368	\$ 95,724	\$ 83,809	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 100,510
Small Capital	\$ 28,643	\$ 45,000	\$ 29,502	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Rent		\$ 589,583	\$ 589,583	\$ 589,583	\$ 589,583	\$ 589,583	\$ 589,583	\$ 589,583
Books & Other Materials		\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000	\$ 210,000
Lost or Damaged	\$ 1,313	\$ 2,500	\$ 1,353	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400
Total operating	\$ 500,999	\$ 1,629,731	\$ 1,956,188	\$ 2,045,233	\$ 2,045,233	\$ 2,045,233	\$ 2,295,233	\$ 2,516,947

Total expense	\$ 2,968,850	\$ 4,144,223	\$ 4,498,075	\$ 4,661,155	\$ 4,611,798	\$ 4,946,843	\$ 5,111,975
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Surplus (deficit)	\$ 1,352,721	\$ (9,661)	\$ 397,002	\$ 69,727	\$ 119,084	\$ 34,039	\$ 6,633
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Capital Fund Revenue							
Interest Income	\$ 643	\$ 800					\$ 600
Investment Income	\$ 175	\$ 1,400					\$ 100
Foundation or other	\$ -	\$ 250,000					\$ 250,000
Transfer from Library		\$ 500,000					\$ 500,000

Totals \$ 750,700

Capital Fund Expenditures

Equipment/Furniture												\$ 1,250,000
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Surplus/Deficit \$ (499,300)

Trust Funds Revenue													
Interest Cantoni Fund	\$	36	\$	165								\$ -	
Interest Meyer Fund	\$	71	\$	325								\$ -	
Interest Donation Fund	\$	17	\$	75								\$ -	
Contributions	\$	9,156	\$	30,000								\$ 9,000	
Totals	\$	9,280	\$	30,565	\$	-	\$	-	\$	-	\$	-	\$ 9,000

Trust Expenses													
Cantoni (Books/Materials)	\$	-	\$	-								\$ 35,000	
Meyer (Professional Fees)	\$	-	\$	5,000								\$ 5,000	
Meyer (Supplies)	\$	2,186	\$	5,000								\$ 5,000	
Meyer (Small Capital)	\$	-	\$	5,000								\$ 5,000	
Meyer (Books/Materials)	\$	4,235	\$	5,000								\$ 5,000	
Memorial/Donation (Books/Materials)	\$	13,202	\$	60,000								\$ 60,000	
Meyer (Miscellaneous)	\$	-	\$	5,000								\$ 5,000	
Totals	\$	19,623	\$	85,000	\$	-	\$	-	\$	-	\$	-	\$ 120,000
Surplus/Deficit	\$	(10,343)	\$	(54,435)	\$	-	\$	-	\$	-	\$	-	\$ (111,000)

* 3 year
average + 3%