



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, August 9, 2023
4:30 p.m.
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Consent Agenda** (Approval of Agenda; Approval of July 12, 2023 Minutes)
- III. Written Communications from the Public**
- IV. 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
- V. Old Business**
 - A. Capital Needs (Discussion)
 - B. Friends of the Library Relocation (Discussion)
 - C. Other
- VI. New Business**
 - A. July 2023 Check Register & Vendor Report (Action)
 - B. FY2023 Budget Actuals & Projection (Discussion)
 - C. Other
- VII. Adjournment**



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: July 12, 2023

Time: 4:30 p.m.

Location: Board Room

Present: Sofia Xethalis

Alana Banks

Jecobie Jones (Chair)

Emily West

Karl Coleman

Staff: Rick Meyer, City Librarian

Absent:

Guests: None

Call to Order:

Mr. Jones called the meeting to order at 4:36pm.

Swearing in of Emily West (Action) Mr. Jones swore in Ms. West.

Approval of Agenda

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

Approval of Minutes: May 10, 2023 meeting minutes

Mr. Jones requested a motion to approve the May 10, 2023 meeting minutes. Ms. Xethalis made a motion to approve the minutes, seconded by Ms. Banks. All in favor. The motion was adopted.

Written Communication from the Public: None

Public Comments: Mr. Coleman stated some of his constituents mentioned that they felt the exterior of the Library needed to be more inviting.

Old Business

Capital Needs (Discussion) Mr. Meyer stated the architect will be at the Library on Tuesday to discuss furniture and invited 2 Board members to attend and possibly broaden the discussion into other exterior options.

Friends of the Library Relocation (Discussion) Mr. Meyer stated their space is open and they are moving some things in.

Other (Discussion) Mr. Meyer stated the carpet and shelving should be complete in early August.

New Business

June 2023 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to send the check register to the full Board, seconded by Ms. Banks. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Xethalis, yes, Ms. Banks, yes, Ms. West, yes, Mr. Coleman, yes. The motion was adopted.

FY2023 Budget Actuals & Projection (Discussion) Mr. Meyer presented the current and projected budget. Mr. Meyer presented adding lockers with patron holds so they could pick up books after-hours.

Increase in Hourly Rate of Library Counsel (Action) Ms. Xethalis made a motion to accept the increase in hourly rate, Ms. Banks seconded the motion. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Xethalis, yes, Ms. Banks, yes, Ms. West, yes, Mr. Coleman, yes. The motion was adopted.

Other (Discussion) Mr. Meyer stated the carpet and shelving is making progress. Phase 1 is almost complete of 3 phases. Hoping this will be done by Labor Day.

Adjournment

Ms. Xethlais made a motion to adjourn at 5:31pm, seconded by Ms. Banks. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Fianl 7/12/2023

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2023 to 7/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154504	07/06/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	590.03	OFFICE SUPPLIES
154515	07/06/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	26.38	SMALL CAPITAL ITEMS
154546	07/06/2023	HENKEL, ALISSA TRAVEL REIMBURSEMENT 2023 ALA CONFERENCE	96.81	CONFERENCES & TRAVEL
154547	07/06/2023	HIGGS, CHERYL ANN SUPER SCIENCE PROGRAM	340.00	OTHER LIBRARY GRANT EXI
154548	07/06/2023	HOPE WELTY PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	30.00	LOST OR DAMAGED BOOKS
154566	07/06/2023	MARYVILLE COMMUNITY LIBRARY LOST OR DAMAGED MATERIALS	34.00	LOST OR DAMAGED BOOKS
154572	07/06/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	5,788.07	OFFICE SUPPLIES
154579	07/06/2023	NATIONWIDE BACKGROUND SCREENING INC M WALKER/C HAMOR BACKGROUND REPORT	170.00	PROFESSIONAL SERVICES
154581	07/06/2023	NICKI BOND DEI SERVICES	1,500.00	PROFESSIONAL SERVICES
154583	07/06/2023	PAWPRINT MINISTRIES CHILDRENS DEPT 6/15 & 7/6	200.00	OTHER LIBRARY GRANT EXI
154631	07/13/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,035.74	OFFICE SUPPLIES
154646	07/13/2023	CHAMBER OF COMMERCE FY 23/24 MEMBERSHIP DUES	275.00	MEMBERSHIP FEES
154651	07/13/2023	COMMERCIAL MAIL SERVICES JUNE 16 - JUNE 30'23	134.48	POSTAGE
154707	07/13/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,026.00	OFFICE SUPPLIES
154719	07/13/2023	PAETEC ACCT 633318933001 ACCT 633292627001	111.01	TELEPHONE
154733	07/13/2023	SEN SOURCE ANNUAL DATA HOSTING FEE RENEWAL	198.00	COMPUTER SOFTWARE
154742	07/13/2023	STOUT, JENNIFER A ART CLASS	100.00	OTHER LIBRARY GRANT EXI

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154746	07/13/2023	THE ACADEMY OF CERTIFIED ARCHIVISTS R DAMPTZ MEMEBERSHIP RENEWAL	75.00	MEMBERSHIP FEES
154760	07/13/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	1,189.71	SERV-OFFICE EQUIPMENT
154769	07/20/2023	AMAZON PAYMENTS BLANKET PO FOR SUPPLIES/BOOKS	2,006.56	BOOKS & PERIODICALS
154773	07/20/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,580.95	OFFICE SUPPLIES
154793	07/20/2023	COMMERCIAL MAIL SERVICES JULY 1 - JULY 16'23	155.32	POSTAGE
154822	07/20/2023	IHLS-OCLC FY 2024 MEMEBERSHIP FEES/ADDITIONAL MODULE	49,113.56	MEMBERSHIP FEES
154832	07/20/2023	KILEY KLEIN, LTD RESEACH FOR RELEASE/WAIVER FOR BOUNCE HOI	300.00	PROFESSIONAL SERVICES
154840	07/20/2023	CENTRAL IL STAFFING SERVICES, LLC DRUG TEST TEMP EMPLOYEES	60.00	TEMP AGENCY SERVICES
154845	07/20/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	822.37	OFFICE SUPPLIES
154852	07/20/2023	NATIONWIDE BACKGROUND SCREENING INC BACKGROUND REPORTS	255.00	PROFESSIONAL SERVICES
154855	07/20/2023	ONLINE LABELS, INC. 50 LABEL SHEETS	23.08	OFFICE SUPPLIES
154859	07/20/2023	PEMBERTON, TY TRAVEL REIMBURSEMENT 2023 ALA CONFERENCE	200.04	CONFERENCES & TRAVEL
154879	07/20/2023	UNIQUE MANAGEMENT SERVICES JUN'23 PLACEMENTS	304.30	PROFESSIONAL SERVICES
154900	07/27/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,542.88	OFFICE SUPPLIES
154925	07/27/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	2,417.01	SECURITY
154932	07/27/2023	EICHENAUER SERVICES SERVICE TO SMART CART	230.00	SERV-OFFICE EQUIPMENT
154946	07/27/2023	ILLINOIS LIBRARY ASSOCIATION A FRAZIER MEMBERSHIP DUES 23/24	100.00	MEMBERSHIP FEES
154952	07/27/2023	JONES & THOMAS WEB SERVICES	420.00	PROFESSIONAL SERVICES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2023 to 7/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154953	07/27/2023	KANOPY LIBRARY STREAMING SERVICE	323.00	BOOKS & PERIODICALS
154963	07/27/2023	CENTRAL IL STAFFING SERVICES, LLC TEMP SERVICES WK END 7/16	1,026.00	TEMP AGENCY SERVICES
154969	07/27/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	7,895.93	OFFICE SUPPLIES
154982	07/27/2023	PEERLESS NETWORK, INC ACCT 1212890	335.98	TELEPHONE
155008	07/27/2023	ULINE CHAIR MATS	2,339.82	SMALL CAPITAL ITEMS
155010	07/27/2023	VERIZON WIRELESS ACCT 980380645-00001	107.38	TELEPHONE
23005376	07/06/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,038.60	OTHER LIBRARY GRANT EXI
23005410	07/20/2023	REGIONS/CREDIT CARD ACCT 3978	2,948.99	CONFERENCES & TRAVEL
23005415	07/20/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,125.15	OTHER LIBRARY GRANT EXI
Total for: 35			89,592.15	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154504	07/06/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,716.38	BOOKS & PERIODICALS
154543	07/06/2023	GAYLORD BROS. BARRIER BOARD FLI P TOP CASE	363.52	ARCHIVAL SUPPLIES
154674	07/13/2023	GAYLORD BROS. POLYPROPYLENE PAGES	713.12	ARCHIVAL SUPPLIES
154773	07/20/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	751.52	BOOKS & PERIODICALS
154814	07/20/2023	GAYLORD BROS. FILE FOLDERS	1,004.98	ARCHIVAL SUPPLIES
154815	07/20/2023	GE MONEY BANK/AMAZON BOOK RETURNS AGAINST INV 1V6R-PYY1-N1D1 BOOKS	632.40	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2023 to 7/31/2023

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154888	07/20/2023	AMAZON PAYMENTS RETURN AGAINST INV 1VR6-PYY1-N1D1 BOOKS - CANTONI FUNDS	632.40	BOOKS & PERIODICALS
154900	07/27/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	795.27	BOOKS & PERIODICALS
Total for: 59			<u>6,609.59</u>	
Total for All:			<u>\$96,201.74</u>	

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$2,638.96
BAKER & TAYLOR CO Total	\$8,012.77
CDW GOVERNMENT INC Total	\$26.38
CENTRAL IL STAFFING SERVICES, LLC Total	\$1,086.00
CHAMBER OF COMMERCE Total	\$275.00
COMMERCIAL MAIL SERVICES Total	\$289.80
DECATUR CIVIC CENTER AUTHORITY Total	\$2,417.01
EICHENAUER SERVICES Total	\$230.00
GAYLORD BROS. Total	\$2,081.62
GE MONEY BANK/AMAZON Total	\$632.40
HENKEL, ALISSA Total	\$96.81
HIGGS, CHERYL ANN Total	\$340.00
HOPE WELTY PUBLIC LIBRARY Total	\$30.00
IHLS-OCLC Total	\$49,113.56
ILLINOIS LIBRARY ASSOCIATION Total	\$100.00
JESSICA HILL CONSULTING LLC Total	\$2,163.75
JONES & THOMAS Total	\$420.00
KANOPY Total	\$323.00
KILEY KLEIN, LTD Total	\$300.00
MARYVILLE COMMUNITY LIBRARY Total	\$34.00
MIDWEST TAPE, LLC Total	\$15,532.37
NATIONWIDE BACKGROUND SCREENING INC Total	\$425.00
NICKI BOND Total	\$1,500.00
ONLINE LABELS, INC. Total	\$23.08
PAETEC Total	\$111.01
PAWPRINT MINISTRIES Total	\$200.00
PEERLESS NETWORK, INC Total	\$335.98
PEMBERTON, TY Total	\$200.04
REGIONS/CREDIT CARD Total	\$2,948.99
SEN SOURCE Total	\$198.00
STOUT, JENNIFER A Total	\$100.00
THE ACADEMY OF CERTIFIED ARCHIVISTS Total	\$75.00
ULINE Total	\$2,339.82
UNIQUE MANAGEMENT SERVICES Total	\$304.30
VERIZON WIRELESS Total	\$107.38
WATTS COPY SYSTEMS Total	\$1,189.71
Grand Total	\$96,201.74

DPL FY 2023 Budget Report
 Prepared: August 7, 2023
 At the end of July 58% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ 1,534,135.52	50.8%	\$ 1,463,948.12 4.8%
All Other	\$ 2,529,754		45.6%	\$ 1,225,191.35	48.4%	\$ 1,184,544.90 3.4%
Total Revenue	\$ 5,551,754			\$ 2,759,326.87	49.7%	\$ 2,648,493.02 4.2%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 954,274.78	53.5%	\$ 926,458.64	3.0%
Benefits	\$ 929,958		\$ 460,921.59	49.6%	\$ 498,664.84	-7.6%
	\$ 2,712,400		62.5%	\$ 1,415,196.37	52.2%	\$ 1,425,123.48 -0.7%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 153,248.23	62.6%	\$ 198,519.21	-22.8%
Per Capita	\$ 104,020		\$ 47,134.62	45.3%	\$ 6,189.92	661.5%
Lost/Damage	\$ 1,400		\$ 668.33	47.7%	\$ 712.20	-6%
Total Materials	\$ 350,420		9.3%	\$ 201,051.18	57.4%	\$ 205,421.33 -2.1%

Professional Services

Security	\$ -		\$ 14,297.37			
Professional Services	\$ 102,000		\$ 32,364.80	31.7%	\$ 19,069.76	69.7%
Temp Agency	\$ 500		\$ 1,086.00	217.2%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 167.81	111.9%	\$ 121.97	38%
Total	\$ 102,650		2.7%	\$ 47,915.98	46.7%	\$ 19,191.73 149.7%

Allocations

Administrative Fee	\$ 108,864		\$ 88,060.00	80.9%	\$ 63,504.00	38.7%
MIS	\$ 36,684		\$ 23,121.00	63.0%	\$ 21,399.00	8.0%
	\$ 145,548		3.8%	\$ 111,181.00	76.4%	\$ 84,903.00 31.0%

Grants

Other grants	\$ 75,000	\$ 60,290.71	80.4%	\$ 32,073.52	88.0%
	\$ 75,000	\$ 60,290.71	80.4%	\$ 32,073.52	88.0%
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
Office Supplies/Maintenance					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 1,572.23	31.4%	\$ 2,497.15	-37.0%
Service to Office Equipment	\$ 27,000	\$ 17,410.51	64.5%	\$ 8,442.24	106.2%
Telephone	\$ 27,000	\$ 3,985.09	14.8%	\$ 10,602.68	-62.4%
Software	\$ 50,000	\$ 19,550.24	39.1%	\$ 31,620.00	-38.2%
Office Supplies	\$ 40,000	\$ 16,145.02	40.4%	\$ 11,768.31	37.2%
Small Capital	\$ 45,000	\$ 37,497.04	83.3%	\$ 16,918.88	121.6%
	\$ 194,000	\$ 96,160.13	49.6%	\$ 81,849.26	17.5%
Staff Development					
Conferences/Training/Travel	\$ 20,000	\$ 8,882.57	44.4%	\$ 6,893.36	28.9%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 52,338.26	104.7%	\$ 48,613.06	7.7%
	\$ 74,000	\$ 61,220.83	82.7%	\$ 55,506.42	10.3%
Insurance					
Unemployment	\$ 1,056	\$ 630.00	59.7%	\$ 616.00	2.3%
Risk Management	\$ 95,724	\$ 55,475.00	58.0%	\$ 55,839.00	-0.7%
	\$ 96,780	\$ 56,105.00	58.0%	\$ 56,455.00	-0.6%
Building Costs					
Transfer to Capital	\$ 200,000	\$ -		\$ 880,138.74	-100.0%
Rent	\$ 589,583	\$ 343,805.00	58.3%	\$ 343,805.00	0.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ -	#DIV/0!
Maintenance	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,633	\$ 345,759.62	15.6%	\$ 343,805.00	0.6%
Total Operations/Services	\$ 1,628,531	\$ 979,684.45	60.2%	\$ 880,103.26	11.3%
Total Expenses	\$ 4,340,931	\$ 2,394,880.82	55.2%	\$ 2,305,226.74	3.9%
Revenue Minus Expense	\$ 1,210,823	\$ 364,446.05		\$ 343,266.28	6.2%
Operating fund					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 53,769.82	\$ 344,146.41	\$ -	\$ 521,963.23
7/1/2023	\$ 521,963.23	\$ 1,853,645.45	\$ 355,444.40	\$ -	\$ 2,020,164.28
8/1/2023	\$ 2,020,164.28				
9/1/2023					
10/1/2023					
11/1/2023					
12/1/2023					
1/1/2024					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ 1,528.25	\$ -	\$ 998,995.46
7/1/2023	\$ 998,995.46	\$ 1,275.65	\$ -	\$ 1,000,271.11
8/1/2023	\$ 1,000,271.11			
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024				

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68	\$ 83.91	\$ -	\$ 58,748.59
4/1/2023	\$ 58,748.59	\$ 24.44	\$ -	\$ 58,773.03
5/1/2023	\$ 58,773.03	\$ 37.06	\$ -	\$ 58,810.09
6/1/2023	\$ 58,810.09	\$ 35.20	\$ 1,093.83	\$ 57,751.46
7/1/2023	\$ 57,751.46	\$ 37.04	\$ 4,500.97	\$ 53,287.53

8/1/2023	\$	53,287.53
9/1/2023		
10/1/2023		
11/1/2023		
12/1/2023		
1/1/2024		

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ 26.05	\$ 148.92	\$ 43,072.20
7/1/2023	\$ 43,072.20	\$ 28.05	\$ 2,081.62	\$ 41,018.63
8/1/2023	\$ 41,018.63	.		
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ 1,068.55	\$ 203.61
6/1/2023	\$ 203.61	\$ 50.08	\$ 203.22	\$ 50.47
7/1/2023	\$ 50.47	\$ 1,000.36	\$ 27.00	\$ 1,023.83
8/1/2023	\$ 1,023.83			\$ 1,023.83
9/1/2023				\$ -
10/1/2023				\$ -
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity Ending
1/1/2023	\$ 2,882,382.10	\$ 211,696.35	\$ 459,409.65	\$ - \$ 2,634,668.80
2/1/2023	\$ 2,634,668.80	\$ 49,722.29	\$ 319,743.63	\$ - \$ 2,364,647.46
3/1/2023	\$ 2,364,647.46	\$ 134,000.45	\$ 442,022.97	\$ - \$ 2,056,624.94
4/1/2023	\$ 2,056,624.94	\$ 194,979.45	\$ 309,182.35	\$ - \$ 1,942,422.04

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,022,000	\$ 3,003,697	\$ (18,303)
PPRT	\$ 852,000	\$ 1,008,623	\$ 156,623
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 77,278	\$ (922,722)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 7,316	\$ 1,216
Non-Resident Fee	\$ 250	\$ 89.82	\$ (160)
Lost or Damaged Items	\$ 3,800	\$ 6,482	\$ 2,682
Copies/Miscellaneous	\$ 9,500	\$ 15,384	\$ 5,884
Meeting Room Fees	\$ 2,800	\$ 4,350	\$ 1,550
Interest Income	\$ 600	\$ 8,874	\$ 8,274
Investment Income	\$ 1,900	\$ 4,020	\$ 2,120
Sale of Property	\$ -	\$ 1,982	\$ 1,982
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
Totals	\$ 5,551,754	\$ 4,790,599	\$ (761,155)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,782,442	\$ 1,654,800	\$ 127,642
Overtime	\$ -	\$ 393	\$ (393)
IMRF	\$ 109,144	\$ 98,313	\$ 10,831
FICA/Medicare	\$ 137,316	\$ 124,039	\$ 13,277
Life insurance	\$ 3,218	\$ 2,684	\$ 534
Medical insurance	\$ 665,600	\$ 558,333	\$ 107,267
Service recognition	\$ 14,680	\$ 14,887	\$ (207)
Total Personnel	\$ 2,712,400	\$ 2,453,449	\$ 258,951
Fund	Budgeted		
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 3,163	\$ (3,163)
Service to Office Equipment	\$ 23,000	\$ 25,238	\$ (2,238)
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 5,506	\$ 15,494
Banking Service Charges	\$ 250	\$ 246	\$ 4
Conferences/Travel/Continuing	\$ 40,000	\$ 22,781	\$ 17,219
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 2,809	\$ 3,191
Security	\$ -	\$ 100,000	\$ (100,000)
Computer Software	\$ 53,000	\$ 25,421	\$ 27,579
Temp Agency Services	\$ 500	\$ 1,862	\$ (1,362)

Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 55,483	\$ 85,517
Membership Fees	\$ 58,000	\$ 61,838	\$ (3,838)
Materials for Buildings	\$ 50	\$ 188	\$ (138)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 103,356	\$ 896,644
Office Supplies	\$ 29,000	\$ 42,325	\$ (13,325)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 95,828	\$ (65,828)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,168	\$ 232
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
Total operating	\$ 2,806,368	\$ 1,982,591	\$ 823,777
Total expense	\$ 5,518,768	\$ 4,436,040	\$ 1,082,728
Surplus (deficit)	\$ 32,986.00	\$ 354,559	\$ (321,573)