



DECATUR PUBLIC LIBRARY

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REGULAR MEETING BOARD OF TRUSTEES AGENDA

Thursday, September 20, 2018

4:30 p.m.

Decatur Public Library Board Room

- I. Call to order** – Mark Sorensen
- II. Approval of agenda**
- III. Approval of minutes** for August 16, 2018
- IV. Communications from the public**
- V. City Librarian’s report** –Rick Meyer
- VI. Reports of committees**
 - A. Personnel, Policy & Public Relations Committee** – Aaron Largent
 - i. 3D Printer Policy
 - ii. Collection Development Policy
 - iii. Website Update
 - iv. Other
 - B. Friends of the Library**—Samantha Carroll
 - i. September 13 meeting
 - C. Foundation**
 - i. No meeting
 - D. Finance and Properties Committee**—John Phillips
 - i. August 2018 Check Register
 - ii. 2018 Budget Review
 - iii. 2019 Budget Proposal
 - iv. Other
 - F. Illinois Heartland Library System**—

- i. SHARE Executive Committee—Rick Meyer

VII. Old Business

- i. Parking Lot/Annex Discussion

VIII. New Business

- i. Other

IX. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 2: Governance and Administration

- X. Public comments** – 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.

XI. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org



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City Librarian's Report for August 2018

Administration

On August 3 & 4, the library was closed for Decatur Celebration. Library staff reported to work on the 3rd for special projects, cleaning, and team-building exercises. I spent most of the day meeting with Michael Zingaro from Brodart to discuss shelving and other furniture needs.

On August 7, I attended the IHLS Members Matter meeting Decatur Public Library.

On the 8th Robert Edwards and I met with donor June Parker to discuss expenditure of her generous \$10,000 gift. I also attended the Decatur Legacy Luncheon.

I was out of the office from the 14th through the 21st due to illness in the family. On the 13th, Robert Edwards and I met with Board President Mark Sorensen to discuss the Board meeting of the 16th.

On the 21st, Mark Sorensen, Robert Edwards, and I met with Interim City Manager Billy Tyus to discuss parking lot, annex and other issues.

On the 23rd I met with Lethia and Dave Draves to discuss future or Racial Taboo at Decatur Public Library.

On the 24th I met with two prospective Trustees, Amanda Pippitt and Katherine Unruh.

On the 9th Alissa Henkel, Carol Ziese and I met with Curt Leppert & Brendan Pearce of Baker & Taylor to discuss their software options to streamline and improve selection of materials.

On the 30th, the Decatur Public Library Division Heads and I visited the Bloomington and Normal Public Libraries. We toured facilities, and discussed organizational structures, service models, and challenges.

Circulation

In August of 2018 26,391 physical items were checked out or renewed, and 2815 electronic items, for a total of 29,206. The library had 20,824 visitors in August.

This represents a decrease in circulation of 3%, and a 10% decline in foot traffic. 35% of all physical items were checked out using self-check kiosks, returning to the average we have been seeing since installation. The actual percentage was 41%. I had been mistakenly including renewals in this total.

The library lent 4215 (within the SHARE system and without) items to other libraries in August, and borrowed 3942 (within our system and without) items from other libraries. This represents a 16% increase in lending to other libraries, and a 3% decrease in borrowing from other libraries.

New patron registrations were down 20% in August.

Technical Services

1875 new items were added to the collection in August of 2018. 912 more items were ordered. 1456 items were withdrawn. A total of 2420 items were processed, including mended items.

Junior Catalogers Kathy Collet and Karen Williams have begun reclassification project that has not been worked on in many years. Database cleanup is also in progress.

Children's Department

Circulation in the Children's department declined 7% in August of 2018 as compared to August of 2017.

Children's department assists were up 163% in August, most likely a function of more accurate record keeping.

August saw an 17% decrease in program attendance. READiculous performed 1 show in August for a crowd of 200.

Summer reading program ended with 1262 signups, the most since 2015. 560 kids finished, the most since 2012. 44% of signups finished, the highest percentage since 2010.

Systems Administration

Matt Wilkerson purchased and configured a new email backup,

Matt is working with Bibliotecha to address the number of false alarms on security gates.

He upgraded the firewall.

He is working to restore another backup device.

66,036 searches were performed on our catalog.

Public Access computer sessions were down 2% from last August, wireless sessions were down 5%. Website visits were down 7%.

Local History

Becky Dampitz took her recertification exam to remain a Certified Archivist, but did not receive the results in August. Spoiler alert, she passed.

Becky will be passing the mantle of Chair of Customer Now committee. Her last act was purchase and installation of the HappyorNot kiosk. The committee's focus has been to obtain data and she did an excellent job leading a strong committee.

The Obituary database is nearing completion.

Board minutes continued to be scanned and digitized.

Visits were up 16% and assists were up 64%.

Adult Division

Assists were down in August, by 42%. Last August, however, was when we gave away the eclipse glasses. Programming was up 134%. In August of 2017 there were 425 attendees at adult programs, in August of 2018 there were 996 people.

In August, Gale Courses enrollment was down 86%, Niche Academy up 3%, Ancestry down 78%, A to Z databases up 177%, Gale databases down 63%. Novelist use is down 53%. Hoopla continues to grow steadily, up 101% in August. Freeding up 175% (from 4 checkouts last August), and Total Boox was down 25%. Library on the Go circulation was up 18%. Mango Languages was up 178% in August. Kanopy was up 327% from last August.

Still trying to find the best way to measure Lynda.com. We could use sessions completed, total hours viewed, or average viewing time. None of those tell the whole story especially since a selling point of Lynda.com is that you can skip right to the part of the video that interests you. Any of the ways that we measure use, it is not heavy.

Sincerely,

Rick Meyer

City Librarian



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3D PRINTER POLICY

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- I. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

The Library reserves the right to refuse any 3D print request.

A fee will be charged to cover the materials used in printing.

Items must be picked up by the individual who ordered them. Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library.

Hands-on access to the 3D printer is designated by the library.

Approval Pending



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Collection Development Policy

Purpose

- The Collection Development Policy reflects the diverse needs of the Decatur community and the library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- The library believes that collections are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and aspirations through this content.
- Through our collections we work to facilitate equitable experiences for engagement, education, and inspiration.

Principles

- The library advocates for broad participation in the library, including the sustained use of materials. The Library's collections, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, or language will not be cause for automatic inclusion or exclusion. Each item will be selected on its individual merit and role in the collection. Decatur Public Library does not promote all of the ideas found in its collections or the discussions those ideas may inspire – but provides the spaces and opportunities for those ideas and discussions.
- *The library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the library upholds the American Library Association's Library Bill of Rights position statement, including the Freedom to View and Freedom to Read. It is the decision of the library not to filter Internet access.*
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

Responsibility for Selection

Ultimate responsibility for selection rests with the City Librarian who operates within a framework of policies established by the Library Board of Trustees. The City Librarian delegates responsibility for collection development to the Heads of Adult, Local History and Children's Divisions. Each Division Head delegates responsibility for selection and maintenance of specific areas of that department's collections to various staff members,

operating within the guidelines provided by the Policy.

Scope

The library develops a meaningful, evidenced-based collection that is positioned to meet the needs of the community. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); and less formal inputs via conversations with the community and professional insights in the course of community engagement. Tools include collection analysis software to monitor collections according to use.

Selection

Material selection criteria are informed by:

- *Community interests & impact*
- *National and international news and events*
- *Publishing and social trends*
- *Professional reviews and journals*
- *Collection analysis software*
- *Staff professional expertise*
- *Holdings by other libraries in the SHARE consortium*
- *Cost*
- *Available space*
- *Maintenance*

Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The library does not collect textbooks, academic, technical, or self-published materials not professionally reviewed, unless they are considered useful generally.

The library adopts “digital curation” as an umbrella term for actions and strategies to provide stewardship of our digital assets. Digital assets include electronic resources, software and hardware, and devices. Digital curation takes into account the lifespan of the item, the product, and the product version to maintain currency, relevance, and sustainability.

As stewards of content, we carefully consider materials relative to cost, space, maintenance, and patron interest. We ask such questions as: “Does the item have proven or potential interest to our community? Does it meet known or potential demand? Has it earned the attention of critics, reviewers, and the public to an extent that has created that demand? Are there similar materials already in the collection? To what extent are the materials available elsewhere in the community and library consortium? Can we anticipate, based on our ongoing conversations and engagement, those items and experiences that delight and inspire our community members?” Selection means identifying and measuring the impact of collections in the community.

Formats

A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria. We strive to be “format neutral”, defining physical and digital collections and content as materials to which we facilitate access for and with our community.

Special Collections

Decatur Public Library maintains a large local history collection which operates under its own [Collection Policy](#).

Networks

No library has the resources available to meet the needs of all users all the time. The library promotes and facilitates resource sharing through interlibrary loan and reciprocal borrowing arrangements as a means to provide our users with access to a wider selection of materials than our collections alone can provide. The library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for its patrons while minimizing duplication. Thus, the selection of materials for the library's collection is influenced by the ability to readily borrow materials from other libraries that can support a limited demand from our library's patrons.

Deselection

Ongoing evaluation and review of library materials is necessary to maintain a viable collection that meets the library's needs and is of current interest to patrons. Physically deteriorated, duplicate, superseded and/or obsolete materials may be replaced or removed at the professional staff's discretion. Materials that have not circulated in more than 1 year may also be removed. Updated versions may be purchased when indicated. *Staff may use collection analysis software to inform deselection decisions*

Gifts and Donations

Decatur Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchased materials. The donor of gift materials does so with the understanding that the library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. *Decatur Public Library does not accept gifts of self-published materials.* Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sale. Gifts to the library cannot be returned to donor.

Reconsideration of Library Materials

Any citizen may request that the Library reconsider materials that are part of the collection. Requests must be made in writing on the form provided for this purpose, ***Request for Reconsideration of Library Material*** (see attached). The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month. The City Librarian will use the findings of the committee to assist his decision regarding the retention of the item. The City Librarian shall include information on any formal complaints, and his decision with regard to the challenged materials, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

Review of Policy


This policy will be reviewed by the Board of Trustees biennially in accordance with Illinois statute ([75 ILCS 5/4-7.2](#))

Approval pending

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Name:

Address:

Telephone No.: _____  Material Challenged:

Author:

Title:

Type (Format) of Material: _____

I have have not read/viewed the material in its entirety.

Specific nature of the challenge: _____

What do you believe is the theme or intent of the material? _____

_____ *A copy of the Decatur Public Library Collection Development Policy has been made available to me.*

_____ I am acquainted with the *Collection Development Policy* and believe this material fails to meet the criteria established in the *Policy* because:

_____ I agree that this material meets currently established criteria but I would like the policy modified to ~~exclude such material~~ because: _____

_____ Date

_____ Signature of Library User

PATRON REQUEST FOR MATERIALS PURCHASE

Date Requested _____

Type of Material Requested

Book _____ DVD _____ Audio Book on CD _____ Audio CD _____

Other _____

Title _____

Author _____

Publisher and Date, if known _____

ISBN, if known _____

Where did you hear about requested item? _____

Cite related reviews, ads, etc. _____

Your name and address _____

_____ Zip code _____

Phone # _____ Library Card # _____

Email address _____

Do you want to be informed as to the library's decision to purchase this item?

Yes _____ No _____

Please complete this form and give to a Staff Member at the Reference Desk.

Form 207 Revised 9/12

The item you requested for purchase by the Decatur Public Library:

_____ Is now on order.

_____ Is now on order and ready to request. If you wish to reserve it, please bring your DPL library card to the Reference Desk, call 424-2900 ext. 7, or access our online catalog at www.decaturlibrary.org to place a request on this item.

_____ Is already on request for you.

_____ Will **NOT** be ordered due to the following:

_____ Out of print/No longer available

_____ Cost of item

_____ Insufficient Reviews

_____ Other _____

_____ Cannot be located due to lack of complete information about the title.

Please call 424-2900, Ext. _____ to discuss this with a staff member.

Thank you for your interest in materials to be purchased for your library!

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

DATE: 9/9/2018

FOR INVOICES FROM 8/1/2018 TO 8/31/2018

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
122715	8/7/2018	BAKER & TAYLOR CO	3,148.09	BOOKS AND ENTERTAINMENT	BOOKS & PERIODICALS
122728	8/7/2018	COMMERCIAL MAIL SERVICES	510.48	JULY 16 - JULY 31'18	POSTAGE
122741	8/7/2018	DEMCO INC	122.41		OFFICE SUPPLIES
122781	8/7/2018	MIDWEST TAPE, LLC	2,587.39	AV MATERIALS	BOOKS & PERIODICALS
122805	8/7/2018	ROTARY CLUB OF DECATUR	229.00	MEMBERSHIP R MEYER 1ST QTR	MEMBERSHIP FEES
122808	8/7/2018	ROSE DREW, INC	36.88	DVD CASES	POSTAGE
122808	8/7/2018	ROSE DREW, INC	461.00		OFFICE SUPPLIES
122839	8/14/2018	BAKER & TAYLOR CO	1,277.00	BOOKS AND ENTERTAINMENT	BOOKS & PERIODICALS
122860	8/14/2018	COMCAST	159.85	ACCT 929526423	TELEPHONE
122877	8/14/2018	DR NGOZI ONUORA	382.56	CONFERENCE TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
122920	8/14/2018	MEYER, RICK	219.57	CONFERENCE TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
122924	8/14/2018	MIDWEST TAPE, LLC	475.28	AV MATERIALS	BOOKS & PERIODICALS
122939	8/14/2018	PAETEC	102.04	ACCT 633292627001	TELEPHONE
122950	8/14/2018	SAM'S CLUB	34.72	LATE FEES/INTEREST CHARGES	PROFESSIONAL SERVICES
122956	8/14/2018	SLOAN'S CALZONES	168.82	CONFERENCE LUNCH EXPENSE	CONFERENCES & TRAVEL
122961	8/14/2018	STRIGLOS/HAINES & ESSICK	20.24	OFFICE SUPPLIES	OFFICE SUPPLIES
122986	8/21/2018	BAKER & TAYLOR CO	3,402.97	BOOKS AND ENTERTAINMENT	BOOKS & PERIODICALS
122998	8/21/2018	CALL ONE	620.83	ACCT 1212890-1135593	TELEPHONE
123004	8/21/2018	COMMERCIAL MAIL SERVICES	464.07	AUG 1 - AUG 14'18	POSTAGE
123033	8/21/2018	HEART TECHNOLOGIES INC	1,497.34	ANNUAL PO TELEPHONE SYSTEM	TELEPHONE
123051	8/21/2018	JONES & THOMAS	75.00	COPYWRITING	PROFESSIONAL SERVICES
123051	8/21/2018	JONES & THOMAS	325.00	COPYWRITING/PROJECT MANAGMNT	PROFESSIONAL SERVICES
123067	8/21/2018	MIDWEST TAPE, LLC	353.30	AV MATERIALS	BOOKS & PERIODICALS
123071	8/21/2018	MT ZION DISTRICT LIBRARY	18.00	DAMAGED ITEM	PROFESSIONAL SERVICES
123092	8/21/2018	SKILLPATH SEMINARS	149.00	R MEYER/ MANG MULT PROJECTS	CONFERENCES & TRAVEL
123101	8/21/2018	UNIQUE MANAGEMENT SERVICES	581.75	PROFESSIONAL SERVICES ANNUAL P	PROFESSIONAL SERVICES
123116	8/28/2018	AMAZON.COM CREDIT	1,225.35		BOOKS & PERIODICALS
123122	8/28/2018	BAKER & TAYLOR CO	3,143.00	BOOKS AND ENTERTAINMENT	BOOKS & PERIODICALS
123137	8/28/2018	CDW GOVERNMENT INC	1,766.03	COMPUTER EQUIP	SMALL CAPITAL ITEMS
123156	8/28/2018	DEMCO INC	392.37	ASST OFFICE SUPPLIES	OFFICE SUPPLIES
123161	8/28/2018	GLENN PETERSON	229.00	SOFTWARE/EVENTS HOSTING SERVICE	COMPUTER SOFTWARE
123163	8/28/2018	ERICKSON DAVIS, ATTORNEYS	30.00	LEGAL SERVICES	PROFESSIONAL SERVICES
123187	8/28/2018	KANOPY	90.00	DATABASES	BOOKS & PERIODICALS
123217	8/28/2018	PALESTINE PUBLIC LIBRARY DISTRICT	59.99	LOST ITEMS	PROFESSIONAL SERVICES
123247	8/28/2018	VERIZON WIRELESS	266.70	ANNUAL PO 2018 TELEPHONE	TELEPHONE
123251	8/28/2018	WATTS COPY SYSTEMS	625.65	ANNUAL PO COPY MACHINE CHARGE	SERV-OFFICE EQUIPMENT

123256	8/28/2018	WORLD TRADE PRESS	2,240.00	ELECTRONIC LICENSE SUBSCRIPTIO	BOOKS & PERIODICALS
620003603	8/14/2018	REGIONS/CREDIT CARD	350.00	ACCT 3978	CONFERENCES & TRAVEL
620003603	8/14/2018	REGIONS/CREDIT CARD	141.00		COMPUTER SOFTWARE
620003603	8/14/2018	REGIONS/CREDIT CARD	142.00		MEMBERSHIP FEES
35 LIBRARY FUND Total			28,123.68		

59 LIBRARY TRUST FUNDS

122715	8/7/2018	BAKER & TAYLOR CO	182.51	BOOKS AND ENTERTAINMENT	BOOKS & PERIODICALS
122839	8/14/2018	BAKER & TAYLOR CO	19.95		BOOKS & PERIODICALS
122986	8/21/2018	BAKER & TAYLOR CO	19.95		BOOKS & PERIODICALS
123122	8/28/2018	BAKER & TAYLOR CO	22.73		BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total			510.16		

WARRANT TOTAL: 28,633.84

Revenue

	FY 2018 Budgeted	YTD	MTD	To Be Collected	% Collected	FY17 Budgeted	FY17 YTD	FY17 MTD	FY17 To Be Collected	FY17 % Collected
Real Estate Taxes	\$ 2,842,000.00	\$ 1,551,560.80	\$ -	\$ 1,290,439.20	55%	\$ 2,842,000.00	\$ 1,432,585.50	\$ -	\$ 1,409,414.50	50%
PPRT	\$ 250,000.00	\$ 231,741.83	\$ 4,735.13	\$ 18,258.17	93%	\$ 293,000.00	\$ 267,420.07	\$ 2,433.57	\$ 25,579.93	91%
State Grants or other	\$ 61,000.00	\$ 166,456.57	\$ -	\$ (105,456.57)	273%	\$ 61,000.00	\$ -	\$ -	\$ 61,000.00	0%
PILOT	\$ 418,090.00	\$ 278,726.64	\$ 34,840.83	\$ 139,363.36	67%	\$ 362,037.00	\$ 241,358.00	\$ 30,169.75	\$ 120,679.00	67%
Fines	\$ -	\$ 15,248.24	\$ 278.91	\$ (15,248.24)	#DIV/0!	\$ 33,500.00	\$ 14,183.77	\$ 1,925.70	\$ 19,316.23	42%
Non-Resident Fee	\$ 150.00	\$ 85.12	\$ -	\$ 64.88	57%	\$ 150.00	\$ 161.44	\$ -	\$ (11.44)	108%
Lost or Damaged Items	\$ 5,100.00	\$ 2,904.29	\$ 219.45	\$ 2,195.71	57%	\$ 5,100.00	\$ 3,868.40	\$ 388.93	\$ 1,231.60	76%
Copies/Miscellaneous	\$ 8,200.00	\$ 6,996.63	\$ 704.72	\$ 1,203.37	85%	\$ 8,200.00	\$ 6,150.45	\$ 722.79	\$ 2,049.55	75%
Meeting Room Fees	\$ 3,600.00	\$ 3,225.00	\$ 275.00	\$ 375.00	90%	\$ 3,600.00	\$ 3,885.00	\$ 385.00	\$ (285.00)	108%
Interest Income	\$ 75.00	\$ 1,121.63	\$ 267.90	\$ (1,046.63)	1496%	\$ 75.00	\$ -	\$ -	\$ 75.00	0%
Miscellaneous Income	\$ 2,000.00	\$ 11,273.11	\$ -	\$ (9,273.11)	564%	\$ 7,000.00	\$ 509.81	\$ 16.94	\$ 6,490.19	7%
Federal Grants	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	-
Transfer from Meyer Fund	\$ -	\$ 15,810.91	\$ 1,860.52	\$ (15,810.91)	#DIV/0!	\$ 26,528.00	\$ 1,753.60	\$ 454.00	\$ -	-
Sale of Property	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	-
Totals	\$ 3,590,215.00	\$ 2,285,150.77	\$ 43,182.46	\$ 1,305,064.23	64%	\$ 3,642,190.00	\$ 1,971,876.04	\$ 36,496.68		

Personnel Expenditures

	FY 2018 Budgeted	YTD	MTD	Available	% Spent	FY17 Budgeted	FY17 YTD	FY17 MTD	FY17 Available	FY17 % Spent
Salaries	\$ 1,524,457.00	\$ 1,019,308.03	\$ 117,132.95	\$ 505,148.97	67%	\$ 1,568,106.00	\$ 965,782.26	\$ 115,584.85	\$ 602,323.74	62%
Overtime	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%	\$ 1,000.00	\$ 167.01	\$ -	\$ 832.99	17%
IMRF	\$ 183,586.00	\$ 115,788.75	\$ 13,197.50	\$ 67,797.25	63%	\$ 195,191.00	\$ 115,751.89	\$ 13,366.80	\$ 79,439.11	59%
FICA/Medicare	\$ 112,684.00	\$ 77,137.45	\$ 8,783.51	\$ 35,546.55	68%	\$ 119,486.00	\$ 73,318.43	\$ 8,703.63	\$ 46,167.57	61%
Life Insurance	\$ 2,996.00	\$ 1,704.66	\$ 188.94	\$ 1,291.34	57%	\$ 2,629.00	\$ 1,589.26	\$ 194.02	\$ 1,039.74	60%
Medical Insurance	\$ 327,600.00	\$ 199,800.00	\$ 24,300.00	\$ 127,800.00	61%	\$ 315,900.00	\$ 189,900.00	\$ 23,400.00	\$ 126,000.00	60%
Service Recognition	\$ 20,295.00	\$ 16,140.36	\$ 957.64	\$ 4,154.64	80%	\$ 21,508.00	\$ 14,025.31	\$ 823.10	\$ 7,482.69	65%
Totals	\$ 2,172,618.00	\$ 1,429,879.25	\$ 164,560.54	\$ 742,738.75	66%	\$ 2,223,820.00	\$ 1,360,534.16	\$ 162,072.40	\$ 863,285.84	61%

Operating Expenditures

	FY 2018 Budgeted	YTD	MTD	Available	% Spent	FY17 Budgeted	FY17 YTD	FY17 MTD	FY17 Available	FY17 % Spent
Unemployment	\$ 1,980.00	\$ 1,320.00	\$ 165.00	\$ 660.00	67%	\$ 5,916.00	\$ 3,944.00	\$ 493.00	\$ 1,972.00	67%
Advertising	\$ 500.00	\$ -	\$ -	\$ 500.00	0%	\$ 500.00	\$ 602.60	\$ 403.00	\$ (102.60)	121%
Printing/Binding	\$ 500.00	\$ 168.00	\$ -	\$ 332.00	34%	\$ 500.00	\$ 1,288.15	\$ -	\$ (788.15)	258%
Service to Office Equipment	\$ 10,000.00	\$ 8,745.67	\$ 625.65	\$ 1,254.33	87%	\$ 10,000.00	\$ 5,595.66	\$ 836.15	\$ 4,404.34	56%
MIS Services	\$ 43,356.00	\$ 28,904.00	\$ 3,613.00	\$ 14,452.00	67%	\$ 41,724.00	\$ 27,816.00	\$ 3,477.00	\$ 13,908.00	67%
Telephone	\$ 30,000.00	\$ 19,158.76	\$ 2,646.76	\$ 10,841.24	64%	\$ 30,000.00	\$ 18,552.16	\$ 2,387.25	\$ 11,447.84	62%
Conferences & Travel	\$ 20,000.00	\$ 15,234.67	\$ 1,269.95	\$ 4,765.33	76%	\$ 10,000.00	\$ 4,427.02	\$ 370.62	\$ 5,572.98	44%
Postage	\$ 13,000.00	\$ 6,291.04	\$ 1,097.64	\$ 6,708.96	48%	\$ 13,000.00	\$ 5,556.73	\$ 683.45	\$ 7,443.27	43%
Computer Software	\$ 16,000.00	\$ 2,692.96	\$ 370.00	\$ 13,307.04	17%	\$ 16,000.00	\$ 2,114.10	\$ -	\$ 13,885.90	13%
Admin Fee	\$ 103,464.00	\$ 68,976.00	\$ 8,622.00	\$ 34,488.00	67%	\$ 92,304.00	\$ 61,536.00	\$ 7,692.00	\$ 30,768.00	67%
Medical Expenses	\$ 500.00	\$ -	\$ -	\$ 500.00	0%	\$ 500.00	\$ -	\$ -	\$ 500.00	0%
Temp Agency Services	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	
Tuition Reimbursement	\$ 4,000.00	\$ 1,500.00	\$ -	\$ 2,500.00	38%	\$ 4,000.00	\$ 1,000.00	\$ -	\$ 3,000.00	
Professional Services	\$ 45,000.00	\$ 16,903.97	\$ 1,124.46	\$ 28,096.03	38%	\$ 51,000.00	\$ 55,296.94	\$ 11,457.26	\$ (4,296.94)	108%
Membership Fees	\$ 45,000.00	\$ 47,463.92	\$ 371.00	\$ (2,463.92)	105%	\$ 51,000.00	\$ 44,812.73	\$ 5,977.74	\$ 6,187.27	88%
Office Supplies	\$ 29,000.00	\$ 18,166.63	\$ 2,177.33	\$ 10,833.37	63%	\$ 29,000.00	\$ 11,143.01	\$ 1,944.41	\$ 17,856.99	38%
Purchasing Fee	\$ 14,676.00	\$ 9,784.00	\$ 1,223.00	\$ 4,892.00	67%	\$ 7,356.00	\$ 4,904.00	\$ 613.00	\$ 2,452.00	67%
Risk Management	\$ 87,756.00	\$ 58,504.00	\$ 7,313.00	\$ 29,252.00	67%	\$ 81,204.00	\$ 54,136.00	\$ 6,767.00	\$ 27,068.00	67%

Transfer to Capital fund	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	\$	-	\$	-	
Small Capital Items	\$	20,000.00	\$	10,113.38	\$	2,111.88	\$	9,886.62	51%	\$	20,000.00	\$	16,958.95	\$	400.91	\$	3,041.05	85%
Rent to City	\$	575,000.00	\$	383,336.00	\$	47,917.00	\$	191,664.00	67%	\$	575,000.00	\$	383,336.00	\$	47,917.00	\$	191,664.00	67%
Service to Maintain Buildings	\$	-	\$	175.00	\$	-	\$	(175.00)	#DIV/0!									
Materials for Buildings	\$	-	\$	582.00	\$	-	\$	(582.00)	#DIV/0!									
Totals	\$	1,060,732.00	\$	698,020.00	\$	80,647.67	\$	362,712.00	66%	\$	1,040,004.00	\$	703,020.05	\$	91,419.79	\$	336,983.95	68%
Books/Materials	\$	340,000.00	\$	210,042.19	\$	16,422.51	\$	129,957.81	62%	\$	340,000.00	\$	215,294.18	\$	38,709.59	\$	10,376.12	63%
Total Library Expenditures	\$	3,573,350.00	\$	2,337,941.44	\$	261,630.72	\$	1,235,408.56	65%	\$	3,603,824.00	\$	2,278,848.39	\$	248,698.99	\$	1,210,645.91	
Surplus/(Deficit)	\$	16,865.00								\$	38,366.00							

	2018 Budget	2019 Proposal
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000
State Replacement Tax	\$ 250,000	\$ 250,000
State Grants	\$ 61,000	\$ 110,000
Payment in Lieu of Taxes	\$ 418,090	\$ 511,095
Fines/Fees	\$ -	\$ 1,000
Non-resident fees	\$ 150	\$ 150
Lost or Damaged Books	\$ 5,100	\$ 5,200
Copies/Misc.	\$ 8,200	\$ 8,400
Meeting Room Fees	\$ 3,600	\$ 3,700
Interest Income	\$ 75	\$ 500
Miscellaneous	\$ 2,000	\$ 2,000
Transfer from Meyer	\$ 25,000	\$ 25,000
lease of property	\$ -	\$ 1,500
Other grants	\$ -	\$ 75,000
Transfer from Capital	\$ 20,000	
Total Revenues	\$ 3,635,215	\$ 3,835,545

Library Operations

DPL Personnel Services

Salaries	\$ 1,524,457	\$ 1,671,917
Overtime	\$ 1,000	\$ 1,000
IMRF	\$ 183,586	\$ 168,867
FICA	\$ 112,684	\$ 127,468
Life Insurance	\$ 2,996	\$ 3,182
Medical Insurance	\$ 327,600	\$ 321,750
Service Recognition	\$ 20,295	\$ 21,838

Total Personnel	\$ 2,172,618	\$ 2,316,022
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Operating Expenses

Unemployment insurance	\$ 1,980	\$ 2,208
Advertising	\$ 500	\$ 500
Printing/Binding	\$ 500	\$ 500
Service to Office Equipment	\$ 10,000	\$ 10,000
MIS Services	\$ 43,356	\$ 38,364
Telephone	\$ 30,000	\$ 16,300
Conferences/Travel	\$ 20,000	\$ 20,000
Postage	\$ 13,000	\$ 14,000
Computer Software	\$ 16,000	\$ 18,000
Admin Fee	\$ 103,464	\$ 97,584
Medical Expenses	\$ 500	\$ 500
Temp Agency Services	\$ 1,000	\$ 1,000

Tuition Reimbursement	\$ 4,000	\$ 4,000
Professional Services	\$ 45,000	\$ 50,000
Membership Fees	\$ 45,000	\$ 48,000
Building expenses	\$ -	\$ -
Office Supplies	\$ 29,000	\$ 30,000
Purchasing	\$ 14,676	\$ 12,384
Risk Management	\$ 87,756	\$ 105,288
Transfer to Capital	\$ -	\$ -
Small Capital	\$ 20,000	\$ 20,000
Books/Periodicals/etc.	\$ 340,000	\$ 245,000
Rent	\$ 575,000	\$ 575,000
Other grants	\$ -	\$ 75,000
State Grants	\$ -	\$ 110,000

Total Operating Expenses	\$ 1,400,732	\$ 1,493,628
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Total Expenses	\$ 3,573,350	\$ 3,809,650
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Surplus/Deficit	\$ 61,865	\$ 25,895
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DPL 2019 Capital Reserve Fund

REVENUE	2018	2019 Budget Draft
Contribution	\$ 375,000	\$ 250,000
Total Revenues	\$ 375,000	\$ 250,000
Expense	\$ -	
Equipment/Furniture	\$ 355,000	\$ 250,000
Transfer to Operating	\$ 20,000	
Total Expense	\$ 375,000	\$ 250,000
Over/Under	\$ -	\$ -

DPL 2019 Trust Fund

Trust Fund Revenues

2018 2019 Proposed

Cantoni Fund Interest	\$ -	\$ -
Meyer Fund Interest	\$ -	\$ -
Donation Fund Interest	\$ -	\$ -
Contributions	\$ 10,000	\$ 30,000
Total	\$ 10,000	\$ 30,000

Cantoni Expenses

Books & Periodicals	\$ 45,000	\$ 30,000
Total	\$ 45,000	\$ 30,000

Meyer Expenses

Professional Fees	\$ 5,000	\$ 5,000
Archival Supplies	\$ 5,000	\$ 5,000
Personnel	\$ 26,528	\$ 25,000
Books & Periodicals	\$ 5,000	\$ 5,000
Small Capital	\$ 5,000	\$ 5,000
Total	\$ 46,528	\$ 45,000

Donation Memorial Expenses

Miscellaneous Expenses	\$ 5,000	
Books & Periodicals	\$ 25,000	\$ 25,000
Total	\$ 30,000	\$ 25,000

Total Expenses	\$ 121,528	\$ 100,000
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Current Balances

Cantoni Trust	\$ 57,732
Meyer	\$ 150,622
Donations/Memorials	\$ 27,204



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Date: August 16, 2018

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Mark Sorensen (President) **Staff:** Robert Edwards, Asst. City Librarian

John Phillips

Donna Williams

Gregg Zientara

Aaron Largent

Michael Sexton

Samantha Carroll

Absent: Louise Greene, Dr. Ngozi Onuora, City Librarian Rick Meyer

Guests:

Call to Order:

Mr. Sorensen called the meeting to order at 4:31 pm. He informed the board that Director Meyer would be unavailable for the meeting due to family medical reasons and that Mr. Edwards would be assisting in the meeting in his place.

Agenda

The agenda was unanimously approved

Minutes- July 19, 2018

Motion to approve minutes by Mr. Sexton, seconded by Mr. Largent, unanimously approved

Communications from the Public

None

City Librarian's report

Mr. Edwards gave an overview of the Director Meyer's City Librarian's report. Mr. Sorenson asked the board if there were any questions about library operations for the month of July, 2018. Mr. Sorenson said that Director Meyer was moving forward on investigating bookshelves. He spoke about the tour of the library by interim City Manager, Billy Tyus on August 21. There was discussion about the tour and the meeting afterward with Board President Mark Sorenson, Director Rick Meyer, and Asst. Library Director Robert Edwards.

Reports of committees

Personnel, Policy & Public Relations Committee- Aaron Largent

Mr. Largent reported that there were some policies discussed at the Personnel, Policy & Public Relations Committee meeting.

Gates Lab Policy

Mr. Largent said the Gates Lab Policy was presented at the Personnel, Policy & Public Relations Committee and they had recommended that no changes be made. He said Director Meyer had pointed out that the lab is free and open to the public. Motion to approve the Gates Lab Policy as is by Mr. Largent, seconded by Mr. Zientara, unanimously approved
There was discussion.

New Donor Recognition Plaque Proposal

Mr. Largent talked about the donor wall proposal, the options presented and adding names for new donors. Mr. Sorenson added that the original discussions were for modifications but after researching the options, the option to redo the entire donor board seemed more appealing. Mr. Zientara asked about the donor designations and donor amounts. There was more discussion. No decision reached.

Other

City Librarians evaluation

Mr. Sorenson said that the board probably needed to move forward with the City Librarian Rick Meyer's evaluation. He said he would like to see the evaluation completed by November 2018 or early December 2018. There was discussion about the timeline of the City Librarian's evaluation and pay raise. Mr. Sorenson noted that Director Meyer had not received a raise since last year, although all other library staff had received raises. Mr. Largent confirmed that the last salary adjustment for Director Meyer was July 2017. Mr. Sorenson said he would like to have everything completed by December 2018.

Friends of the Library- Samantha Carroll

Mrs. Carroll reported that Dr. Ngozi Onuora had spoken at the Friends of the Library Book Between Bites meeting. She announced that donations were up to \$8575 and there was currently a membership drive to add members to the Friends of the Library. She reminded everyone that the annual library book sale was coming up and the Friends would be able to process credit and debit cards. Mr. Sorenson stated that he had noticed that the Friends of Library had put up a big Labor Day Book Sale banner on the front of the Annex building for advertisement. There was discussion

Foundation

Mr. Sorensen reported that there had been no meeting.

Illinois Heartland Library System (IHLS)

No report

Finance and Properties Committee–John Phillips

Check Register

There was discussion about expenses and the line items. Motion to approve the check register by Mr. Phillips, seconded by Mr. Largent, unanimously approved

Budget

Mr. Phillips said budget spreadsheet was available for review. He said he had spoken with Director Meyer about the progression of the budget and everything seemed to be ok. He asked Mr. Zientara if he had anything to add from the City. Mr. Zientara said that he really didn't have anything to add. He reported that the City was going through the normal process to make sure tax revenue is distributed as timely as possible. Mr. Phillips said his understanding was that distributions to the library should be no later than the end of September. There was discussion about the tax distribution.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 1: Core Standards

Mr. Sorenson explained that the Library reviews the twelve chapters of Serving Our Public: Standards For Illinois Public Libraries each year. Mr. Edwards reported that there are a couple core standards where the Decatur Public Library is falling short on, such as being open more hours and the number of staffing suggested by the core standards. There was discussion about the library's website and the additional development.

Public Comments

None

Adjournment

Motion to adjourn by Mrs. Carroll seconded by Mr. Sexton, unanimously approved at 5:07 pm, unanimously approved

Scribe,

Robert L. Edwards

Assistant City Librarian

Approval pending

Chapter 2 [Governance and Administration]

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

APPLICABLE CORE STANDARDS – Please see Core Standards 1 to 24 in Chapter 1.

GOVERNANCE AND ADMINISTRATION STANDARDS

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - Write, call, or visit legislators
 - Attend meetings of other units of local government
 - Serve on ALA, ILA, or system legislative committees
 - Participate in other community organizations that have similar legislative interests
 - Include the subject of legislation on board meeting agendas
 - Provide a forum for local community issues
4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix I)
5. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
7. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
 - Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
8. Library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix G)

GOVERNANCE AND ADMINISTRATION CHECKLIST

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.

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1. DO NOT DAMAGE LIGHTPOLE



DPL 2018 Budget Forecast

	2018 Forecast	2018 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 250,000	\$ 250,000	\$ -
State Grants or other	\$ 166,457	\$ 61,000	\$ 105,457
Payment in Lieu of Taxes	\$ 418,090	\$ 418,090	\$ -
Fines/Fees	\$ 16,000	\$ 2,000	\$ 14,000
Non-resident fees	\$ 85	\$ 150	\$ (65)
Lost or Damaged Books	\$ 4,356	\$ 5,100	\$ (744)
Copies/Misc.	\$ 10,495	\$ 8,200	\$ 2,295
Meeting Room Fees	\$ 4,838	\$ 3,600	\$ 1,238
Interest Income	\$ 1,682	\$ 75	\$ 1,607
Miscellaneous	\$ 11,273	\$ 2,000	\$ 9,273
Transfer from Meyer	\$ 24,182	\$ 25,000	\$ (818)
Sale of property	\$ -	\$ -	\$ -
Total Revenues	\$ 3,749,458	\$ 3,617,215	\$ 132,243

Library Operations

DPL Personnel Services

Salaries	\$ 1,558,693	\$ 1,524,457	\$ (34,236)
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 177,071	\$ 183,586	\$ 6,515
FICA	\$ 118,039	\$ 112,684	\$ (5,355)
Life Insurance	\$ 2,609	\$ 2,996	\$ 387
Medical Insurance	\$ 305,486	\$ 327,600	\$ 22,114
Service Recognition	\$ 25,982	\$ 20,295	\$ (5,687)

Total Personnel	\$ 2,187,880	\$ 2,172,618	\$ (15,262)
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Operating Expenses

Unemployment insurance	\$ 1,980	\$ 1,980	\$ -
Advertising	\$ -	\$ 500	\$ 500
Printing/Binding	\$ 252	\$ 500	\$ 248
Service to Office Equipment	\$ 13,119	\$ 10,000	\$ (3,119)
MIS Services	\$ 43,356	\$ 43,356	\$ -
Telephone	\$ 28,738	\$ 30,000	\$ 1,262
Conferences/Travel	\$ 22,852	\$ 20,000	\$ (2,852)
Postage	\$ 9,437	\$ 13,000	\$ 3,563
Computer Software	\$ 16,000	\$ 16,000	\$ -
Admin Fee	\$ 103,434	\$ 103,464	\$ 30
Medical Expenses	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 25,356	\$ 45,000	\$ 19,644

Membership Fees	\$ 47,464	\$ 45,000	\$ (2,464)
Building expenses	\$ 873	\$ -	\$ (873)
Office Supplies	\$ 27,250	\$ 29,000	\$ 1,750
Purchasing	\$ 14,676	\$ 14,676	\$ -
Risk Management	\$ 87,756	\$ 87,756	\$ -
Transfer to Capital	\$ -	\$ -	\$ -
Small Capital	\$ 20,000	\$ 20,000	\$ -
Books/Periodicals/etc.	\$ 340,000	\$ 340,000	\$ -
Rent	\$ 575,000	\$ 575,000	\$ -
Total Operating Expenses	\$ 1,381,543	\$ 1,400,732	\$ 19,189

Total Expenses	\$ 3,569,423	\$ 3,573,350	\$ 3,927
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Surplus/Deficit	\$ 180,035	\$ 43,865	
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