



# DECATUR PUBLIC LIBRARY

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## **Board of Trustees FINANCE AND PROPERTIES COMMITTEE**

### **Meeting**

**Wednesday, October 14, 2020**

**4:30 p.m.**

### **Remote Meeting via Zoom**

**Meeting Video Link:** <https://us02web.zoom.us/j/85313624876>

**Meeting Phone Number:** 312-626-6799

**Meeting ID:** 853 1362 4876

## **AGENDA**

- I. Call to Order – Amy Stockwell**  
**Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual “Electronic Attendance and Voting” section of the Board Bylaws, and will allow all Board members to attend this meeting remotely and fully participate remotely.**
- II. Approval of Agenda**
- III. Minutes—September 9, 2020 Meeting**
- IV. Public Comment—** Due to the Governor’s order, The Decatur Public Library’s Board Room will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to [rmeyer@decaturlibrary](mailto:rmeyer@decaturlibrary) by 4:00 pm Wednesday May 14, 2020. Your statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.
- V. Old Business**

A. Capital Needs (Discussion)

B. Other

**VI. New Business**

A. September 2020 Check Register (Action)

B. 2020 Budget Report (Discussion)

C. 2020 Budget Projection (Discussion)

D. 2021 Budget Proposal (Action)

E. Other

**VII. Adjournment**



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

**Date: September 9, 2020**

**Time: 4:30 p.m.**

**Location: Decatur Public Library Board Room**

#### Board Members

##### **President:**

Donna Williams

##### **Members:**

Sofia Xethalis

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Present:** Amy Stockwell (Chair)

Samantha Carroll

Gregg Zientara

Sofia Xethalis

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Admin. Asst. Aide

**Absent:**

**Guests:**

#### **Call to Order:**

Ms. Stockwell called the meeting to order at 4:30 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual "Electronic Attendance and Voting" section of the Board Bylaws, and will allow all Board members to attend this meeting remotely and fully participate remotely.

#### **Agenda**

There was a request to approve the agenda as presented by Ms. Stockwell, there was a motion to accept by Ms. Carroll, it was seconded by Ms. Xethalis. Roll Call vote, Ms. Carroll yes, Ms. Xethalis yes, Mr. Zientara yes, and Ms. Stockwell yes.

**Minutes-** There was a request to approve the minutes as presented by Ms. Stockwell,

there was a motion to accept as presented by Ms. Carroll, and seconded by Mr. Zientara. Roll Call vote, Ms. Carroll yes, Ms. Xethalis yes, Mr. Zientara yes, and Ms. Stockwell yes.

## **Old Business**

### Landscaping

Mr. Zientara will follow up with public works and make sure re-seeding is taken care of by mid-September.

## **New Business**

### Check register

Discussed and reviewed the two big software expenses Faronics Technologies which is a public computer management system, it manages logins, time spent on computers, and has some filters. Bridgeall is a materials selection tool designed to improve selection decisions and improve selection efficiency. Jones and Thomas expense for hosting the Decatur Public Library website and for editing. Ms. Stockwell requested a motion to recommend the check register to the full board for approval, motion made by Ms. Xethalis, seconded by Mr. Zientara, vote by roll call Ms. Carroll yes, Ms. Xethalis yes, Mr. Zientara yes, and Ms. Stockwell yes.

### 2020 Budget

Looked at the August budget results, noted another payment from property taxes received since the last meeting. Payroll and materials expenses lower than expected, big ticket items coming up will be electronic resources, telephone expense is high due to the purchase of WIFI hotspots that is an ongoing expense. More hotspots are on order and should be covered under the CURES Act, along with costs associated with working from home, distance learning, and personal protective equipment. Temp expense is for the temp employee that is helping cover Joann Stanbery's position, till the position is filled.

### 2020 Budget and projection

Projection for statement replacement tax is better, it is based on the pattern in the past, August was better than expected, salaries slightly higher than budget due to hiring and a payout for Joann Stanbery's retirement, Mr. Meyer took the worst-case scenario. Operating expenses, the software will be higher, but some of the software was moved to the COVID-19 expense, for example the curbside software. Looking at the budget lines to get more clarity, working with the city, and making some changes.

The library is ordering more PPE and hand sanitizers to stock up, and it will go under the COVID-19 budget line and is covered under the CURES Act.

### 2021 Budget Planning

Discussed an early draft of the 2021 budget, property tax distribution, what is levied, and the market value of properties, PPRT, and the projection of this year's performance. Mr.

Meyer is awaiting allocations and other details from City of Decatur. Most of the big projects have been completed and anything building related will come out of the capital fund and the foundation. In October the finance and property committee will review the most recent draft budget and then recommend it go to the board.

Ms. Stockwell requested a motion to adjourn at 5:23 p.m., Ms. Carroll made the motion, Ms. Xethalis seconded it, Ms. Stockwell took a roll call vote, Ms. Carroll yes, Ms. Xethalis yes, Mr. Zientara yes, and Ms. Stockwell yes, unanimously approved.

Scribe,  
Betti Jo Heckwine  
Administrative Assistant Aide  
Edited by  
Rick Meyer  
City Librarian

Approval pending  
(draft 10/05/20)

DPL FY 2020 Budget Report

Prepared: October 1, 2020

At end of September 75% of the year has passed

**Revenue**

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ 1,701,317.23	59.9%	\$ 2,704,341.45	-37.1%
All Other	\$ 1,150,487	28.8%	\$ 827,528.26	71.9%	\$ 809,075.83	2.3%
<b>Total Revenue</b>	<b>\$ 3,992,487</b>		<b>\$ 2,528,845.49</b>	<b>63.3%</b>	<b>\$ 3,513,417.28</b>	<b>-28.0%</b>

**Expense**

**% Expended**

Personnel

Payroll	\$ 1,604,518		\$ 1,155,989.08		\$ 1,138,560.80	1.5%
Benefits	\$ 878,846		\$ 566,232.65		\$ 428,514.76	32.1%
	<b>\$ 2,483,364</b>	<b>65.6%</b>	<b>\$ 1,722,221.73</b>	<b>69.4%</b>	<b>\$ 1,567,075.56</b>	<b>9.9%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 228,991.54	93.5%	\$ 177,099.56	29.3%
Per Capita	\$ 96,000		\$ 10,334.73	10.8%	\$ 48,046.00	-78.5%
Lost/Damage	\$ 2,000.00		\$ 1,013.48	50.7%	n/a	n/a
<b>Total Materials</b>	<b>\$ 343,000</b>	<b>9.1%</b>	<b>\$ 240,339.75</b>	<b>70.1%</b>	<b>\$ 225,145.56</b>	<b>6.7%</b>

Professional Services

Professional Services	\$ 45,000		\$ 22,917.85	50.9%	\$ 29,431.31	-22.1%
Temp Agency	\$ 500		\$ 2,011.94	402.4%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 96.96	64.6%	\$ 96.95	0.000103
<b>Total</b>	<b>\$ 45,650</b>	<b>1.2%</b>	<b>\$ 25,026.75</b>	<b>54.8%</b>	<b>\$ 29,528.26</b>	<b>-15.2%</b>

Allocations

Administrative Fee	\$ 92,904		\$ 69,678.00	75.0%	\$ 82,476.00	-15.5%
MIS	\$ 39,000		\$ 29,250.00	75.0%	\$ 28,773.00	1.7%
	<b>\$ 131,904</b>	<b>3.5%</b>	<b>\$ 98,928.00</b>	<b>75.0%</b>	<b>\$ 111,249.00</b>	<b>-11.1%</b>

Grants

PNG	\$ 15,000		\$ 9,973.23	66.5%	\$ 5,594.29	78.3%
Other grants	\$ 75,000		\$ 3,386.26	4.5%	\$ 3,078.22	10.0%
	<b>\$ 90,000</b>	<b>2.4%</b>	<b>\$ 13,359.49</b>	<b>14.8%</b>	<b>\$ -</b>	<b>#DIV/0!</b>

Advertising	\$ 500	0.01%	\$ 70.00	14.0%	\$ 310.82	-0.774789
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Office Supplies/Maintenance

Printing/Binding	\$ 300		\$ -	0.0%	\$ 533.00	-100.0%
Postage	\$ 12,000		\$ 5,386.51	44.9%	\$ 8,371.96	-35.7%
Service to Office Equipment	\$ 30,000		\$ 14,914.44	49.7%	\$ 23,853.46	-37.5%
Telephone	\$ 10,000		\$ 10,818.37	108.2%	\$ 8,158.01	32.6%
Software	\$ 35,000		\$ 37,659.51	107.6%	\$ 32,560.25	15.7%
Office Supplies	\$ 30,000		\$ 13,454.70	44.8%	\$ 22,194.48	-39.4%
Small Capital	\$ 45,000		\$ 24,722.94	54.9%	\$ 22,069.15	12.0%
	<b>\$ 162,300</b>	<b>4.3%</b>	<b>\$ 106,956.47</b>	<b>65.9%</b>	<b>\$ 117,740.31</b>	

Staff Development

Conferences/Training/Travel	\$ 15,000		\$ 6,498.14	43.3%	\$ 7,432.20	-12.6%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

<b>Membership</b>	\$ 55,000		\$ 52,469.84	95.4%	\$ 50,064.57	4.8%
	\$ 74,000	2.0%	\$ 58,967.98	79.7%	\$ 57,496.77	2.6%
<b>Transfer to Reserves</b>	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Insurance</b>						
<b>Unemployment</b>	\$ 1,344		\$ 1,008.00	75.0%	\$ 1,989.00	-49.3%
<b>Medical expenses/COVID</b>	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
<b>Risk Management</b>	\$ 76,896		\$ 57,672.00	75.0%	\$ 58,932.00	-2.1%
	\$ 78,740	2.1%	\$ 58,680.00	74.5%	\$ 60,921.00	
<b>Building Costs</b>						
<b>Rent</b>	\$ 575,000.00		\$ 431,253.00	75.0%	\$ 431,253.00	0.0%
<b>Supplies</b>	\$ 500		\$ -	0.0%	\$ 191.25	-100.0%
<b>Maintenace</b>	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 431,253.00		\$ 431,444.25	
<b>Total Operations/Services</b>	\$ 1,502,094	39.7%	\$ 1,033,581.44	68.8%	\$ 1,033,835.97	0.0%
<b>Total Expenses</b>	\$ 3,985,458		\$ 2,755,803.17	69.1%	\$ 2,600,911.53	6.0%
<b>Revenue Minus Expense</b>	\$ 7,029		\$ (226,957.68)		\$ 912,505.75	-124.9%

#### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Ac Equals
1/1/2020	\$ 1,362,862.78	\$ 103,194.37	\$ 291,464.76	\$ - \$ 1,174,592.39
2/1/2020	\$ 1,174,592.39	\$ 52,788.81	\$ 279,410.42	\$ - \$ 947,970.78
3/1/2020	\$ 947,970.78	\$ 66,795.18	\$ 302,546.62	\$ - \$ 712,219.34
4/1/2020	\$ 712,219.34	\$ 121,979.25	\$ 382,653.86	\$ - \$ 451,544.73
5/1/2020	\$ 451,544.73	\$ 102,854.13	\$ 288,870.95	\$ - \$ 265,527.91
6/1/2020	\$ 265,527.91	\$ 50,046.78	\$ 290,881.19	\$ - \$ 24,693.50
7/1/2020	\$ 24,693.50	\$ 929,161.64	\$ 351,616.99	\$ - \$ 602,238.15
8/1/2020	\$ 602,238.15	\$ 943,202.06	\$ 300,939.93	\$ - \$ 1,244,500.28
9/1/2020	\$ 1,244,500.28	\$ 158,823.27	\$ 267,418.45	\$ - \$ 1,135,905.10
10/1/2020	\$ 1,135,905.10			
11/1/2020	\$ -			
12/1/2020	\$ -			

#### Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 333,111.40	\$ 222.24	\$ -	\$ 333,333.64
2/1/2019	\$ 333,333.64	\$ 215.95	\$ -	\$ 333,549.59
3/1/2019	\$ 333,549.59	\$ 406.84	\$ -	\$ 333,956.43
4/1/2019	\$ 333,956.43	\$ 11.35	\$ -	\$ 333,967.78
5/1/2019	\$ 333,967.78	\$ 11.18	\$ -	\$ 333,978.96
6/1/2019	\$ 333,978.96	\$ 455.72	\$ -	\$ 334,434.68
7/1/2019	\$ 334,434.68	\$ 21.67	\$ -	\$ 334,456.35
8/1/2019	\$ 334,456.35	\$ 11.49	\$ -	\$ 334,467.84
9/1/2019	\$ 334,467.84	\$ -	\$ -	\$ 334,467.84
10/1/2019	\$ 334,467.84			
11/1/2019	\$ -			
12/1/2019	\$ -			

#### Trust Accounts

##### Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 58,370.72	\$ 39.18	\$ -	\$ 58,409.90
2/1/2019	\$ 58,409.90	\$ 38.07	\$ -	\$ 58,447.97
3/1/2019	\$ 58,447.97	\$ 21.71	\$ -	\$ 58,469.68
4/1/2019	\$ 58,469.68	\$ 2.00	\$ -	\$ 58,471.68
5/1/2019	\$ 58,471.68	\$ 1.97	\$ -	\$ 58,473.65
6/1/2019	\$ 58,473.65	\$ 2.17	\$ -	\$ 58,475.82
7/1/2019	\$ 58,475.82	\$ 1.99	\$ -	\$ 58,477.81
8/1/2020	\$ 58,477.81	\$ 2.02	\$ -	\$ 58,479.83

9/1/2019	\$	58,479.83	\$	-	\$	-	\$	58,479.83
10/1/2019	\$	58,479.83			\$	-		
11/1/2019	\$	-			\$	-		
12/1/2019	\$	-			\$	-		
1/1/2020	\$	-			\$	-		

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 117,088.41	\$ 77.92	\$ 1,976.73	\$ 115,189.60
2/1/2019	\$ 115,189.60	\$ 74.42	\$ 2,014.94	\$ 113,249.08
3/1/2019	\$ 113,249.08	\$ 41.69	\$ 2,000.24	\$ 111,290.53
4/1/2019	\$ 111,290.53	\$ 3.75	\$ 3,000.36	\$ 108,293.92
5/1/2019	\$ 108,293.92	\$ 3.52	\$ 7,612.67	\$ 100,684.77
6/1/2019	\$ 100,684.77	\$ 3.69	\$ 2,028.26	\$ 98,660.20
7/1/2019	\$ 98,660.20	\$ 3.33	\$ 2,000.26	\$ 96,663.27
8/1/2019	\$ 96,663.27	\$ 3.31	\$ 2,000.24	\$ 94,666.34
9/1/2019	\$ 94,666.34	\$ -	\$ 2,000.24	\$ 92,666.10
10/1/2019	\$ 92,666.10			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 27,115.57	\$ 68.22	\$ -	\$ 27,183.79
2/1/2019	\$ 27,183.79	\$ 317.82	\$ -	\$ 27,501.61
3/1/2019	\$ 27,501.61	\$ 10.08	\$ 714.72	\$ 26,796.97
4/1/2019	\$ 26,796.97	\$ 0.92	\$ -	\$ 26,797.89
5/1/2019	\$ 26,797.89	\$ 0.90	\$ -	\$ 26,798.79
6/1/2019	\$ 26,798.79	\$ 100.99	\$ -	\$ 26,899.78
7/1/2019	\$ 26,899.78	\$ 85.91	\$ 150.65	\$ 26,835.04
8/1/2019	\$ 26,835.04	\$ 555.93	\$ -	\$ 27,390.97
9/1/2019	\$ 27,390.97	\$ 450.00	\$ -	\$ 27,840.97
10/1/2019	\$ 27,840.97			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet act Ending
1/1/2019	\$ 1,898,769.18	\$ 103,601.93	\$ 293,441.49	\$ - \$ 1,708,929.62
2/1/2019	\$ 1,708,929.62	\$ 53,435.07	\$ 281,425.36	\$ - \$ 1,480,939.33
3/1/2019	\$ 1,480,939.33	\$ 67,275.50	\$ 305,261.58	\$ - \$ 1,242,953.25
4/1/2019	\$ 1,242,953.25	\$ 121,997.27	\$ 385,654.22	\$ - \$ 979,296.30
5/1/2019	\$ 979,296.30	\$ 102,871.70	\$ 296,483.62	\$ - \$ 785,684.38
6/1/2019	\$ 785,684.38	\$ 50,609.35	\$ 292,909.45	\$ - \$ 543,384.28
7/1/2019	\$ 543,384.28	\$ 929,274.54	\$ 353,767.90	\$ - \$ 1,118,890.92
8/1/2019	\$ 1,118,890.92	\$ 943,774.81	\$ 302,940.17	\$ - \$ 1,759,725.56
9/1/2019	\$ 1,759,725.56	\$ 159,273.27	\$ 269,418.69	\$ - \$ 1,649,580.14
10/1/2019	\$ 1,649,580.14	\$ -	\$ -	\$ -
11/1/2019	\$ -	\$ -	\$ -	\$ -
12/1/2019	\$ -	\$ -	\$ -	\$ -



30-Sep

	2020 Projected	2020 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 362,248	\$ 339,144	\$ 23,104
State Grants or other	\$ 110,000	\$ 110,000	\$ -
Other Grants	\$ 13,169	\$ 75,000	\$ (61,831)
Payment in Lieu of Taxes	\$ 565,293	\$ 565,293	\$ -
Fines/Fees	\$ 4,904	\$ 3,400	\$ 1,504
Non-resident fees	\$ 501	\$ 150	\$ 351
Lost or Damaged Books	\$ 2,438	\$ 5,200	\$ (2,762)
Copies/Misc.	\$ 3,943	\$ 9,300	\$ (5,357)
Meeting Room Fees	\$ 2,880	\$ 7,500	\$ (4,620)
Interest Income	\$ 7,012	\$ 6,000	\$ 1,012
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,236	\$ 1,000	\$ 236
Transfer from Meyer	\$ 26,021	\$ 27,000	\$ (979)
<b>Total Revenues</b>	<b>\$ 3,943,145</b>	<b>\$ 3,992,487</b>	<b>\$ (49,342)</b>

**Library Operations**

**DPL Personnel Services**

Salaries	\$ -	\$ 1,603,518	\$ 1,603,518
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ -	\$ 205,499	\$ 205,499
FICA	\$ -	\$ 124,078	\$ 124,078
Life Insurance	\$ -	\$ 3,056	\$ 3,056
Medical Insurance	\$ -	\$ 527,800	\$ 527,800
Service Recognition	\$ -	\$ 18,413	\$ 18,413

<b>Total Personnel</b>	<b>\$ -</b>	<b>\$ 2,483,364</b>	<b>\$ 2,483,364</b>
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**Operating Expenses**

Unemployment insurance	\$ 1,344	\$ 1,344	\$ -
Advertising	\$ 70	\$ 500	\$ 430
Printing/Binding	\$ -	\$ 300	\$ 300
Service to Maintian Buildings	\$ -	\$ 500	
Service to Office Equipment	\$ 16,400	\$ 30,000	\$ 13,600
MIS Services	\$ 39,000	\$ 39,000	\$ -
Telephone	\$ 16,442	\$ 10,000	\$ (6,442)
Banking Service Charges	\$ 129	\$ 150	\$ 21
Conferences/Travel/training	\$ 9,284	\$ 15,000	\$ 5,716
Postage	\$ 7,304	\$ 12,000	\$ 4,696
Computer Software	\$ 44,907	\$ 35,000	\$ (9,907)
Admin Fee	\$ 92,904	\$ 92,904	\$ -

Medical Expenses/COVID	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ 2,682	\$ 1,000	\$ (1,682)
Tuition Reimbursement	\$ 1,000	\$ 4,000	\$ 3,000
Professional Services	\$ 39,619	\$ 45,000	\$ 5,381
Membership Fees	\$ 52,755	\$ 55,000	\$ 2,245
PNG Expenses	\$ 15,000	\$ 15,000	\$ -
Per Capita Expenses	\$ 95,120	\$ 96,000	\$ 880
Other Grant	\$ 4,514	\$ 75,000	\$ 70,486
Office Supplies	\$ 18,046	\$ 30,000	\$ 11,954
Risk Management	\$ 76,896	\$ 76,896	\$ -
Small Capital	\$ 26,838	\$ 45,000	\$ 18,162
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Materials for Building	\$ -	\$ 500	\$ 500
Lost or damaged books	\$ 1,351	\$ 2,000	\$ 649
<b>Total Operating Expenses</b>	<b>\$ 1,380,254</b>	<b>\$ 1,502,594</b>	<b>\$ 122,340</b>

Surplus/(Deficit)                                 \$           2,562,890     \$           6,529

**Library Operating Revenue**

	2020	2021	% change	\$ change	Notes
<b>Fund</b>					
Real Estate Taxes	\$ 2,842,000	\$ 2,852,000	0.4%	\$ 10,000	No change *
PPRT	\$ 339,144	\$ 301,011	-11%	\$ (38,133)	Based on IDR's projection of total distribution to City of Decatur and past percentage of that total received by DPL *
State Grants or other	\$ 110,000	\$ 103,250	-6%	\$ (6,750)	Based on population of 70,000 and no PNG Grant *
Other Grants	\$ 75,000	\$ 75,000	0%	\$ -	
PILOT	\$ 565,293	\$ 565,293	0%	\$ -	
Fines	\$ 3,400	\$ 5,000	47%	\$ 1,600	Based on this year, which is probably anomalous *
Non-Resident Fee	\$ 150	\$ 150	0%	\$ -	
Lost or Damaged Items	\$ 5,200	\$ 2,300	-56%	\$ (2,900)	Based on this year, which is probably anomalous *
Copies/Miscellaneous	\$ 9,300	\$ 3,500	-62%	\$ (5,800)	Based on this year, which is probably anomalous *
Meeting Room Fees	\$ 7,500	\$ 4,500	-40%	\$ (3,000)	Based on this year, which is probably anomalous *
Transfer from Meyer Fund	\$ 27,000	\$ 28,000	4%	\$ 1,000	
Interest Income	\$ 6,000	\$ 7,300	22%	\$ 1,300	
Sale of Property	\$ -	\$ -	#DIV/0!	\$ -	
Sublease	\$ 1,500	\$ 1,500	0%	\$ -	
Miscellaneous Income	\$ 1,000	\$ 1,000	0%	\$ -	
Transfer from	\$ -	\$ -	#DIV/0!	\$ -	
<b>Totals</b>	<b>\$ 3,992,487</b>	<b>\$ 3,949,804</b>	<b>-1%</b>	<b>\$ (42,683)</b>	

**Expenditures**

<b>Fund</b>	<b>Budgeted</b>				
Salaries	\$ 1,603,518	\$ 1,646,241	3%	\$ 42,723	Based on full staffing for the entire year *
Overtime	\$ 1,000	\$ -	-100%	\$ (1,000)	
IMRF	\$ 205,499	\$ 199,182	-3%	\$ (6,317)	
FICA/Medicare	\$ 124,078	\$ 126,011	2%	\$ 1,933	
Life insurance	\$ 3,056	\$ 3,078	1%	\$ 22	
Medical insurance	\$ 527,800	\$ 452,400	-14%	\$ (75,400)	
Service recognition	\$ 18,413	\$ 16,363	-11%	\$ (2,050)	

<b>Total Personnel</b>	\$	<b>2,483,364</b>	\$ <b>2,443,275</b>	-2%	\$ (40,089)	
					\$ -	
Unemployment insurance	\$	1,344	\$ 1,332	-1%	\$ (12)	
Advertising	\$	500	\$ 500	0%	\$ -	
Printing/binding	\$	300	\$ 300	0%	\$ -	
Service to maintain Building	\$	500	\$ 500	0%	\$ -	
Service to Office Equipment	\$	30,000	\$ 20,000	-33%	\$ (10,000)	
IT Services	\$	39,000	\$ 40,116	3%	\$ 1,116	
Telephone	\$	10,000	\$ 15,000	50%	\$ 5,000	Increase is due to hotspots--this may go down considerably *
Banking Service Charges	\$	150	\$ 150	0%	\$ -	
Conferences/Travel/Continuing Ed	\$	15,000	\$ 15,000	0%	\$ -	All conferences in IL, if they are even held
General Fund	\$	92,904	\$ 124,872	34%	\$ 31,968	*
Postage	\$	12,000	\$ 8,000	-33%	\$ (4,000)	*
Computer Software	\$	35,000	\$ 40,000	14%	\$ 5,000	
Medical Expenses/ COVID-19	\$	500	\$ 500	0%	\$ -	
Temp Agency Services	\$	500	\$ 500	0%	\$ -	
Tuition Reimbursement	\$	4,000	\$ 4,000	0%	\$ -	
Professional Services	\$	45,000	\$ 40,000	-11%	\$ (5,000)	*
Membership Fees	\$	55,000	\$ 57,000	4%	\$ 2,000	
Materials for Buildings	\$	500	\$ 500	0%	\$ -	
PNG Grant	\$	15,000	\$ -	-100%	\$ (15,000)	
Per Capita Grant	\$	96,000	\$ 103,250	8%	\$ 7,250	See above corresponding revenue note *
Other Grant	\$	75,000	\$ 75,000	0%	\$ -	
Office Supplies	\$	30,000	\$ 25,000	-17%	\$ (5,000)	*
Risk Management	\$	76,896	\$ 71,484	-7%	\$ (5,412)	
Small Capital	\$	45,000	\$ 30,000	-33%	\$ (15,000)	*
Rent	\$	575,000	\$ 584,583	2%	\$ 9,583	
Books & Other Materials	\$	245,000	\$ 245,000	0%	\$ -	
Lost or Damaged	\$	2,000	\$ 3,000	50%	\$ 1,000	*
<b>Total operating</b>	\$	<b>1,502,094</b>	\$ <b>1,505,587</b>	<b>0%</b>	\$ <b>3,493</b>	
<b>Total expense</b>	\$	<b>3,985,458</b>	\$ <b>3,948,862</b>	-1%	\$ (36,596)	
					\$ -	
<b>Surplus (deficit)</b>	\$	<b>7,029</b>	\$ <b>942</b>	-87%	\$ (6,087)	

<b>Capital Fund Revenue</b>	<b>Budgeted</b>				
Interest Income	\$ -	\$ 2,200		\$ 2,200	
Foundation or other	\$ 250,000	\$ 250,000	0%	\$ -	
Transfer from Library	\$ -	\$ -		\$ -	
				\$ -	
<b>Totals</b>	<b>\$ 250,000</b>	<b>\$ 252,200</b>	<b>1%</b>	<b>\$ 2,200</b>	
				\$ -	
				\$ -	

<b>Capital Fund Expenditures</b>	<b>Budgeted</b>				
Equipment/Furniture	\$ 250,000	\$ 250,000	0%	\$ -	
				\$ -	
<b>Surplus/Deficit</b>	<b>\$ -</b>	<b>\$ 2,200</b>		<b>\$ 2,200</b>	
				\$ -	
				\$ -	

<b>Trust Funds Revenue</b>	<b>Budgeted</b>				
Interest Cantoni Fund	\$ 800	\$ 165	-79%	\$ (635)	
Interest Meyer Fund	\$ 1,900	\$ 325	-83%	\$ (1,575)	
Interest Donation Fund	\$ 300	\$ 75	-75%	\$ (225)	
Contributions	\$ 30,000	\$ 30,000	0%	\$ -	
				\$ -	
<b>Totals</b>	<b>\$ 33,000</b>	<b>\$ 30,565</b>	<b>-7%</b>	<b>\$ (2,435)</b>	
				\$ -	
				\$ -	

<b>Trust Expenses</b>	<b>Budgeted</b>				
Cantoni (Books/Materials)	\$ -	\$ -		\$ -	
Meyer (Professional Fees)	\$ 5,000	\$ 5,000	0%	\$ -	
Meyer (Supplies)	\$ 5,000	\$ 5,000	0%	\$ -	
Meyer (Transfer for Salary)	\$ 27,000	\$ 28,000	4%	\$ 1,000	
Meyer (Small Capital)	\$ 5,000	\$ 5,000	0%	\$ -	
Meyer (Books/Materials)	\$ 5,000	\$ 5,000	0%	\$ -	
Memorial/Donation (Books/Materials)	\$ 30,000	\$ 60,000	100%	\$ 30,000	
				\$ -	
<b>Totals</b>	<b>\$ 77,000.00</b>	<b>\$ 108,000.00</b>	<b>40%</b>	<b>\$ 31,000</b>	
				\$ -	
<b>Surplus/Deficit</b>	<b>\$ (44,000.00)</b>	<b>\$ (77,435.00)</b>	<b>76%</b>	<b>\$ (33,435)</b>	
<b>Surplus/Deficit</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	