



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting
Wednesday, April 10, 2019
4:30 p.m.**

Decatur Public Library Board Room

AGENDA

- I. Call to Order – Amy Stockwell**
- II. Approval of Agenda**
- III. Minutes—February 13, 2019 meeting**
- IV. Old Business**
 - A. Parking Lot**
 - B. Other**
- V. New Business**
 - A. March 2019 Check Register**
 - B. 2019 Budget & Projection**
 - C. 2020 Budget Planning**
 - D. Space Use Priorities**
- VI. Adjournment**

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

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

DATE: 4/3/2019

FOR INVOICES FROM 3/1/2019 TO 3/31/2019

| <u>CHECK NO.</u> | <u>CHECK DATE</u> | <u>VENDOR</u> | <u>ITEM AMOUNT</u> | <u>ITEM DESCRIPTION</u> | <u>ACCOUNT DESCRIPTION</u> |
|------------------------|-------------------|---------------------------------------|--------------------|--|----------------------------|
| 35 LIBRARY FUND | | | | | |
| 126640 | 3/5/2019 | AMAZON.COM CREDIT | 425.81 | | BOOKS & PERIODICALS |
| 126648 | 3/5/2019 | BAKER & TAYLOR CO | 1,902.04 | | BOOKS & PERIODICALS |
| 126660 | 3/5/2019 | CDW GOVERNMENT INC | 232.38 | INK CARTRIDGES | OFFICE SUPPLIES |
| 126668 | 3/5/2019 | COMMERCIAL MAIL SERVICES | 330.32 | FEB 19 - FEB 28'19 | POSTAGE |
| 126683 | 3/5/2019 | DEMCO INC | 1,061.43 | OFFICE SUPPLIES | OFFICE SUPPLIES |
| 126730 | 3/5/2019 | MIDWEST TAPE, LLC | 442.83 | | BOOKS & PERIODICALS |
| 126738 | 3/5/2019 | NCI BUSINESS SYSTEMS | 49.01 | SERVICE TO OFFICE MACHINES | SERV-OFFICE EQUIPMENT |
| 126743 | 3/5/2019 | OVERDRIVE | 10,000.00 | E-BOOKS | BOOKS & PERIODICALS |
| 126761 | 3/5/2019 | TECHSOUP GLOBAL | 165.00 | REQUEST 2411426 AROBAT PRO 2017 | COMPUTER SOFTWARE |
| 126761 | 3/5/2019 | TECHSOUP GLOBAL | 480.00 | REQUEST 2414147 SYMANTEC ENDPOINT | COMPUTER SOFTWARE |
| 126789 | 3/12/2019 | ALLERTON PUBLIC LIBRARY DISTRICT | 32.98 | LOST/DAMAGED ITEMS | PROFESSIONAL SERVICES |
| 126793 | 3/12/2019 | BAKER & TAYLOR CO | 925.70 | | BOOKS & PERIODICALS |
| 126796 | 3/12/2019 | BELLEVILLE PUBLIC LIBRARY | 15.95 | LOST ITEM | PROFESSIONAL SERVICES |
| 126799 | 3/12/2019 | BRIDGEALL LIBRARIES LIMITED | 12,500.00 | YR 2 OF 3 ANNUAL SUBSCRIPTION | COMPUTER SOFTWARE |
| 126818 | 3/12/2019 | DANVILLE PUBLIC LIBRARY | 20.00 | LOST/DAMAGED ITEMS | PROFESSIONAL SERVICES |
| 126829 | 3/12/2019 | EDWARDSVILLE PUBLIC LIBRARY | 29.99 | | PROFESSIONAL SERVICES |
| 126836 | 3/12/2019 | FORSYTH PUBLIC LIBRARY | 51.76 | | PROFESSIONAL SERVICES |
| 126844 | 3/12/2019 | HAYNER PUBLIC LIBRARY DIST. | 25.95 | | PROFESSIONAL SERVICES |
| 126845 | 3/12/2019 | HENKEL, ALISSA | 59.16 | TRAVEL REIMBURSEMENT | CONFERENCES & TRAVEL |
| 126864 | 3/12/2019 | MASON CITY PUBLIC LIBRARY DISTRICT | 19.00 | LOST/DAMAGED ITEMS | PROFESSIONAL SERVICES |
| 126872 | 3/12/2019 | MOYER DISTRICT LIBRARY | 24.00 | | PROFESSIONAL SERVICES |
| 126873 | 3/12/2019 | MT ZION DISTRICT LIBRARY | 26.00 | LOST/DAMAGED ITEMS | PROFESSIONAL SERVICES |
| 126896 | 3/12/2019 | STRIGLOS/HAINES & ESSICK | 63.54 | OFFICE SUPPLIES | OFFICE SUPPLIES |
| 126918 | 3/19/2019 | AMERICAN LIBRARY ASSOCIATION | 10.00 | CALDECOTT/NEWBERRY GOLD SEALS | POSTAGE |
| 126918 | 3/19/2019 | AMERICAN LIBRARY ASSOCIATION | 26.10 | | OFFICE SUPPLIES |
| 126925 | 3/19/2019 | BAKER & TAYLOR CO | 2,961.04 | | BOOKS & PERIODICALS |
| 126927 | 3/19/2019 | BECK'S ENGRAVING & RUBBER STAMPS | 44.14 | SELF INKING STAMPS/PAD/NAME BADGES | OFFICE SUPPLIES |
| 126933 | 3/19/2019 | CALL ONE | 241.90 | ACCT 1212890-1135593 | TELEPHONE |
| 126943 | 3/19/2019 | COMCAST | 159.85 | ACCT 929526423 | TELEPHONE |
| 126975 | 3/19/2019 | HERITAGE NETWORK OF DECATUR | 30.00 | REBECCA DAMPTZ RENEWAL | MEMBERSHIP FEES |
| 127002 | 3/19/2019 | MIDWEST TAPE, LLC | 2,445.47 | | BOOKS & PERIODICALS |
| 127016 | 3/19/2019 | PAETEC | 45.90 | ACCT 633318933001 | TELEPHONE |
| 127019 | 3/19/2019 | PRODUCT LLC | 8,628.74 | MASTERPLAN SCHEMES, PRINTING & MILEAGE | PROFESSIONAL SERVICES |
| 127026 | 3/19/2019 | ROSE DREW, INC | 507.06 | VINYL SLEEVES | OFFICE SUPPLIES |
| 127033 | 3/19/2019 | TECHSOUP GLOBAL | 600.00 | SYMANTEC ENDPOINT PROTECTION | COMPUTER SOFTWARE |
| 127040 | 3/19/2019 | UNIQUE MANAGEMENT SERVICES | 447.50 | COLLECTION SERVICE | PROFESSIONAL SERVICES |
| 127043 | 3/19/2019 | VERITIV OPERATING COMPANY | 1,294.00 | 40 CASES COPY PAPER | OFFICE SUPPLIES |
| 127052 | 3/19/2019 | YOUNG, AMANDA | 61.48 | TRAVEK EXPENSE REIMBURSEMENT | CONFERENCES & TRAVEL |
| 127065 | 3/26/2019 | AMAZON.COM CREDIT | 72.88 | ACCT 8641 | POSTAGE |
| 127065 | 3/26/2019 | AMAZON.COM CREDIT | 1,514.75 | | PNG GRANT EXPENSE |
| 127065 | 3/26/2019 | AMAZON.COM CREDIT | 652.98 | | OFFICE SUPPLIES |
| 127065 | 3/26/2019 | AMAZON.COM CREDIT | 149.99 | | SMALL CAPITAL ITEMS |
| 127070 | 3/26/2019 | BAKER & TAYLOR CO | 1,231.54 | | BOOKS & PERIODICALS |
| 127072 | 3/26/2019 | BIOMETRIC IMPRESSIONS CORP | 20.00 | REFUND DUE TO CANCELLATION | PROFESSIONAL SERVICES |
| 127088 | 3/26/2019 | COMMERCIAL MAIL SERVICES | 442.33 | MAR 1 - MAR 15'19 | POSTAGE |
| 127090 | 3/26/2019 | CRCC-COURT REPORTING COST CONTAINMENT | 20.00 | REFUND DUE TO CANCELLATION | PROFESSIONAL SERVICES |
| 127101 | 3/26/2019 | DELL INC. | 827.63 | COMPUTER | PNG GRANT EXPENSE |
| 127102 | 3/26/2019 | DEMCO INC | 172.08 | | OFFICE SUPPLIES |
| 127107 | 3/26/2019 | ERICKSON DAVIS, ATTORNEYS | 570.00 | FEB'19 SERVICES | PROFESSIONAL SERVICES |
| 127135 | 3/26/2019 | KANOPY | 108.00 | STREAMING DATABASE | BOOKS & PERIODICALS |
| 127148 | 3/26/2019 | MIDWEST TAPE, LLC | 255.41 | | BOOKS & PERIODICALS |
| 127169 | 3/26/2019 | REXX BATTERY | 139.90 | BATTERIES 12V | MATERIALS - BUILDINGS |

| | | | | | |
|-------------------------------|-----------|--------------------------|------------------|--------------------------------|-----------------------|
| 127181 | 3/26/2019 | STRIGLOS/HAINES & ESSICK | 351.80 | OFFICE SUPPLIES | OFFICE SUPPLIES |
| 127191 | 3/26/2019 | VERIZON WIRELESS | 266.28 | TELEPHONE CHARGES | TELEPHONE |
| 127195 | 3/26/2019 | WATTS COPY SYSTEMS | 668.41 | MAINTENANCE TO OFFICE EQUIPMEN | SERV-OFFICE EQUIPMENT |
| | | | 53,850.01 | | |
| 59 LIBRARY TRUST FUNDS | | | | | |
| 126793 | 3/12/2019 | BAKER & TAYLOR CO | 4.78 | LIBRARY MATERIALS | BOOKS & PERIODICALS |
| 126793 | 3/12/2019 | BAKER & TAYLOR CO | 51.66 | | BOOKS & PERIODICALS |
| 126925 | 3/19/2019 | BAKER & TAYLOR CO | 71.72 | | BOOKS & PERIODICALS |
| 126937 | 3/19/2019 | CENTER POINT LARGE PRINT | 31.90 | LARGE PRINT STANDING ORDER | BOOKS & PERIODICALS |
| 127070 | 3/26/2019 | BAKER & TAYLOR CO | 86.83 | LIBRARY MATERIALS | BOOKS & PERIODICALS |
| | | | 246.89 | | |
| WARRANT TOTAL: | | | 54,096.90 | | |

DPL 2019 Budget Forecast

| | 2019 Projected March | 2019 Budgeted | Difference |
|--------------------------|----------------------|---------------------|------------------|
| Real Estate Taxes | \$ 2,993,661 | \$ 2,842,000 | \$ 151,661 |
| State Replacement Tax | \$ 193,891 | \$ 250,000 | \$ (56,109) |
| State Grants or other | \$ 95,000 | \$ 110,000 | \$ (15,000) |
| Other Grants | \$ - | \$ 75,000 | \$ (75,000) |
| Payment in Lieu of Taxes | \$ 511,095 | \$ 511,095 | \$ - |
| Fines/Fees | \$ 3,544 | \$ 1,000 | \$ 2,544 |
| Non-resident fees | \$ - | \$ 150 | \$ (150) |
| Lost or Damaged Books | \$ 5,759 | \$ 5,200 | \$ 559 |
| Copies/Misc. | \$ 10,042 | \$ 8,400 | \$ 1,642 |
| Meeting Room Fees | \$ 4,040 | \$ 3,700 | \$ 340 |
| Interest Income | \$ 5,542 | \$ 500 | \$ 5,042 |
| Sale of property | \$ - | \$ - | \$ - |
| Sublease | \$ 1,500 | \$ 1,500 | \$ - |
| Miscellaneous Income | \$ 7,307 | \$ 2,000 | \$ 5,307 |
| Transfer from Meyer | \$ 22,866 | \$ 25,000 | \$ (2,134) |
| Total Revenues | \$ 3,854,247 | \$ 3,835,545 | \$ 18,702 |

Library Operations

DPL Personnel Services

| | | | |
|---------------------|--------------|--------------|------------|
| Salaries | \$ 1,598,156 | \$ 1,671,917 | \$ 73,761 |
| Overtime | \$ 1,484 | \$ 1,000 | \$ (484) |
| IMRF | \$ 161,588 | \$ 168,867 | \$ 7,279 |
| FICA | \$ 123,987 | \$ 127,468 | \$ 3,481 |
| Life Insurance | \$ 2,517 | \$ 3,182 | \$ 665 |
| Medical Insurance | \$ 330,525 | \$ 321,750 | \$ (8,775) |
| Service Recognition | \$ 22,041 | \$ 21,838 | \$ (203) |

| | | | |
|------------------------|---------------------|---------------------|------------------|
| Total Personnel | \$ 2,240,298 | \$ 2,316,022 | \$ 75,724 |
|------------------------|---------------------|---------------------|------------------|

Operating Expenses

| | | | |
|-----------------------------|-----------|-----------|-------------|
| Unemployment insurance | \$ 2,652 | \$ 2,652 | \$ - |
| Advertising | \$ - | \$ 500 | \$ 500 |
| Printing/Binding | \$ - | \$ 500 | \$ 500 |
| Service to Office Equipment | \$ 14,071 | \$ 10,000 | \$ (4,071) |
| MIS Services | \$ 38,364 | \$ 38,364 | \$ - |
| Telephone | \$ 8,595 | \$ 16,300 | \$ 7,705 |
| Banking Service Charges | \$ 87 | \$ - | \$ (87) |
| Conferences/Travel/training | \$ 4,578 | \$ 20,000 | \$ 15,422 |
| Postage | \$ 15,977 | \$ 14,000 | \$ (1,977) |
| Computer Software | \$ 82,992 | \$ 18,000 | \$ (64,992) |
| Admin Fee | \$ 97,548 | \$ 97,584 | \$ 36 |
| Medical Expenses | \$ - | \$ 500 | \$ 500 |
| Temp Agency Services | \$ - | \$ 1,000 | \$ 1,000 |
| Tuition Reimbursement | \$ - | \$ 4,000 | \$ 4,000 |

| | | | |
|---------------------------------|---------------------|---------------------|---------------|
| Professional Services | \$ 54,825 | \$ 50,000 | \$ (4,825) |
| Membership Fees | \$ 46,360 | \$ 48,000 | \$ 1,640 |
| PNG Expenses | \$ 9,370 | \$ 15,000 | \$ 5,630 |
| Per Capita Expenses | \$ 95,000 | \$ 95,000 | \$ - |
| Other Grant | \$ - | \$ 75,000 | \$ 75,000 |
| Office Supplies | \$ 47,602 | \$ 30,000 | \$ (17,602) |
| Purchasing | \$ 12,384 | \$ 12,384 | \$ - |
| Risk Management | \$ 78,576 | \$ 78,576 | \$ - |
| Small Capital | \$ 37,606 | \$ 20,000 | \$ (17,606) |
| Rent | \$ 575,000 | \$ 575,000 | \$ - |
| Books/Materials | \$ 245,000 | \$ 245,000 | \$ - |
| Transfer to reserves | \$ - | \$ - | \$ - |
| Service to Mainting Building | \$ - | \$ - | \$ - |
| Materials for Building | \$ 560 | \$ - | \$ (560) |
| Total Operating Expenses | \$ 1,467,147 | \$ 1,467,360 | \$ 213 |

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|-----------------------|---------------------|---------------------|------------------|
| Total Expenses | \$ 3,707,445 | \$ 3,783,382 | \$ 75,937 |
|-----------------------|---------------------|---------------------|------------------|

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|------------------------|-------------------|------------------|--|
| Surplus/Deficit | \$ 146,802 | \$ 52,163 | |
|------------------------|-------------------|------------------|--|

Revenue

| | FY 2019 Budgeted | YTD | MTD | To Be Collected | % Collected | FY18 Budgeted | FY18 YTD | FY18 MTD | FY18 To Be Collected | FY18 % Collected |
|-------------------------------|---------------------|----------------------|---------------------|------------------------|-------------|------------------------|----------------------|---------------------|----------------------|------------------|
| Real Estate Taxes | \$ 2,842,000 | \$ 151,661.00 | \$ - | \$ 2,690,339.00 | 5% | \$ 2,842,000.00 | \$ - | \$ - | \$ 2,842,000.00 | 0% |
| PPRT | \$ 250,000 | \$ 48,472.83 | \$ 13,711.39 | \$ 201,527.17 | 19% | \$ 250,000.00 | \$ 61,041.72 | \$ 28,694.93 | \$ 188,958.28 | 24% |
| State Grants or other | \$ 110,000 | \$ - | \$ - | \$ 110,000.00 | 0% | \$ 61,000.00 | \$ 12,200.00 | \$ - | \$ 48,800.00 | 20% |
| Other Grants | \$ 75,000 | \$ - | \$ - | \$ 75,000.00 | 0% | \$ - | n/a | n/a | #VALUE! | #VALUE! |
| PILOT | \$ 511,095 | \$ 127,773.75 | \$ 42,591.25 | \$ 383,321.25 | 25% | \$ 418,090.00 | \$ 104,522.49 | \$ 34,840.83 | \$ 313,567.51 | 25% |
| Fines | \$ 1,000 | \$ 885.90 | \$ 321.55 | \$ 114.10 | 89% | \$ - | \$ 8,298.85 | \$ 3,144.32 | \$ (8,298.85) | #DIV/0! |
| Non-Resident Fee | \$ 150 | \$ - | \$ - | \$ 150.00 | 0% | \$ 150.00 | \$ - | \$ - | \$ 150.00 | 0% |
| Lost or Damaged Items | \$ 5,200 | \$ 1,439.63 | \$ 666.98 | \$ 3,760.37 | 28% | \$ 5,100.00 | \$ 1,224.39 | \$ 534.95 | \$ 3,875.61 | 24% |
| Copies/Miscellaneous | \$ 8,400 | \$ 2,510.59 | \$ 1,302.54 | \$ 5,889.41 | 30% | \$ 8,200.00 | \$ 3,149.84 | \$ 1,194.29 | \$ 5,050.16 | 38% |
| Meeting Room Fees | \$ 3,700 | \$ 1,010.00 | \$ 480.00 | \$ 2,690.00 | 27% | \$ 3,600.00 | \$ 935.00 | \$ 510.00 | \$ 2,665.00 | 26% |
| Transfer from Meyer Fund | \$ 25,000 | \$ 5,716.43 | \$ 1,908.20 | \$ 19,283.57 | 23% | \$ - | \$ 5,578.09 | \$ 1,860.52 | \$ (5,578.09) | #DIV/0! |
| Interest Income | \$ 500 | \$ 1,385.50 | \$ 2.94 | \$ (885.50) | 277% | \$ 75.00 | \$ 225.93 | \$ 27.53 | \$ (150.93) | 301% |
| Sale of Property | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | n/a | \$ - | #VALUE! | #VALUE! |
| Sublease | \$ 1,500 | \$ 1,500.00 | \$ - | \$ - | 100% | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Miscellaneous Income | \$ 2,000 | \$ 1,826.70 | \$ 166.67 | \$ 173.30 | 91% | \$ 7,000.00 | \$ 3,155.82 | \$ 1,283.57 | \$ 3,844.18 | 45% |
| Transfer from Capital Reserve | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ 0 | n/a | \$ - | #VALUE! | #VALUE! |
| Totals | \$ 3,835,545 | \$ 344,182.33 | \$ 61,151.52 | \$ 3,491,362.67 | 9% | \$ 3,595,215.00 | \$ 200,332.13 | \$ 72,090.94 | #VALUE! | 6% |

Personnel Expenditures

| | FY 2019 Budgeted | YTD | MTD | Available | % Spent | FY18 Budgeted | FY18 YTD | FY18 MTD | FY18 Available | FY18 % Spent |
|---------------------|------------------------|----------------------|----------------------|------------------------|------------|------------------------|----------------------|----------------------|------------------------|--------------|
| Salaries | \$ 1,671,917.00 | \$ 351,600.19 | \$ 117,598.32 | \$ 1,320,316.81 | 21% | \$ 1,524,457.00 | \$ 359,167.02 | \$ 119,490.13 | \$ 1,165,289.98 | 24% |
| Overtime | \$ 1,000.00 | \$ 342.41 | \$ 228.27 | \$ 657.59 | 34% | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | 0% |
| IMRF | \$ 168,867.00 | \$ 32,601.35 | \$ 11,146.37 | \$ 136,265.65 | 19% | \$ 183,586.00 | \$ 40,784.02 | \$ 13,673.32 | \$ 142,801.98 | 22% |
| FICA/Medicare | \$ 127,468.00 | \$ 26,424.09 | \$ 8,935.39 | \$ 101,043.91 | 21% | \$ 112,684.00 | \$ 27,119.53 | \$ 9,088.45 | \$ 85,564.47 | 24% |
| Life Insurance | \$ 3,182.00 | \$ 580.77 | \$ 194.23 | \$ 2,601.23 | 18% | \$ 2,996.00 | \$ 608.88 | \$ 202.96 | \$ 2,387.12 | 20% |
| Medical Insurance | \$ 321,750.00 | \$ 70,200.00 | \$ 23,400.00 | \$ 251,550.00 | 22% | \$ 327,600.00 | \$ 70,200.00 | \$ 23,400.00 | \$ 257,400.00 | 21% |
| Service Recognition | \$ 21,838.00 | \$ 5,086.44 | \$ 2,847.98 | \$ 16,751.56 | 23% | \$ 20,295.00 | \$ 5,582.54 | \$ 2,749.58 | \$ 14,712.46 | 28% |
| Totals | \$ 2,316,022.00 | \$ 486,835.25 | \$ 164,350.56 | \$ 1,829,186.75 | 21% | \$ 2,172,618.00 | \$ 503,461.99 | \$ 168,604.44 | \$ 1,669,156.01 | 23% |

Operating Expenditures

| | FY 2019 Budgeted | YTD | MTD | Available | % Spent | FY18 Budgeted | FY18 YTD | FY18 MTD | FY18 Available | FY18 % Spent |
|-----------------------------|------------------|--------------|--------------|---------------|---------|---------------|--------------|-------------|----------------|--------------|
| Unemployment | \$ 2,652.00 | \$ 663.00 | \$ 221.00 | \$ 1,989.00 | 25% | \$ 1,980.00 | \$ 495.00 | \$ 165.00 | \$ 1,485.00 | 25% |
| Advertising | \$ 500.00 | \$ - | \$ - | \$ 500.00 | 0% | \$ 500.00 | \$ - | \$ - | \$ 500.00 | 0% |
| Printing/Binding | \$ 500.00 | \$ - | \$ - | \$ 500.00 | 0% | \$ 500.00 | \$ 168.00 | \$ 168.00 | \$ 332.00 | 34% |
| Service to Office Equipment | \$ 10,000.00 | \$ 3,517.71 | \$ 717.42 | \$ 6,482.29 | 35% | \$ 10,000.00 | \$ 4,500.87 | \$ 806.65 | \$ 5,499.13 | 45% |
| MIS Services | \$ 38,364.00 | \$ 9,591.00 | \$ 3,197.00 | \$ 28,773.00 | 25% | \$ 43,356.00 | \$ 10,839.00 | \$ 3,613.00 | \$ 32,517.00 | 25% |
| Telephone | \$ 16,300.00 | \$ 2,148.71 | \$ 713.93 | \$ 14,151.29 | 13% | \$ 30,000.00 | \$ 6,667.22 | \$ 2,429.08 | \$ 23,332.78 | 22% |
| Bank Service Charges | \$ - | \$ 21.74 | \$ 10.77 | \$ (21.74) | #DIV/0! | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Training School Expenses | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Conferences/Travel | \$ 20,000.00 | \$ 1,144.57 | \$ 120.64 | \$ 18,855.43 | 6% | \$ 20,000.00 | \$ 2,316.21 | \$ 1,091.08 | \$ 17,683.79 | 12% |
| Postage | \$ 14,000.00 | \$ 2,994.35 | \$ 931.88 | \$ 11,005.65 | 21% | \$ 13,000.00 | \$ 1,981.80 | \$ 552.45 | \$ 11,018.20 | 15% |
| Computer Software | \$ 18,000.00 | \$ 20,748.00 | \$ 13,745.00 | \$ (2,748.00) | 115% | \$ 16,000.00 | \$ 1,039.96 | \$ 960.00 | \$ 14,960.04 | 6% |
| Administrative Fee | \$ 97,584.00 | \$ 24,396.00 | \$ 8,132.00 | \$ 73,188.00 | 25% | \$ 103,464.00 | \$ 25,866.00 | \$ 8,622.00 | \$ 77,598.00 | 25% |
| 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 | 0% |
| Tuition Reimbursement | \$ 4,000.00 | \$ - | \$ - | \$ 4,000.00 | 0% | \$ 4,000.00 | \$ 500.00 | \$ 500.00 | \$ 3,500.00 | 13% |
| Professional Services | \$ 50,000.00 | \$ 13,706.36 | \$ 9,931.87 | \$ 36,293.64 | 27% | \$ 45,000.00 | \$ 7,776.85 | \$ 5,669.74 | \$ 37,223.15 | 17% |

| | | | | | | | | | | |
|-----------------------------------|------------------------|----------------------|----------------------|------------------------|---------------|------------------------|------------------------|------------------------|----------------|------------------|
| Membership Fees | \$ 48,000.00 | \$ 1,090.00 | \$ 30.00 | \$ 46,910.00 | 2% | \$ 45,000.00 | \$ 1,073.00 | \$ 305.00 | \$ 43,927.00 | 2% |
| PNG Grant | \$ 15,000.00 | \$ 2,342.38 | \$ 2,342.38 | \$ 12,657.62 | 16% | \$ - | N/A | n/a | #VALUE! | #VALUE! |
| Per Capita Grant | \$ 95,000.00 | \$ - | \$ - | \$ 95,000.00 | 0% | \$ - | n/a | n/a | #VALUE! | #VALUE! |
| Other Grants | \$ 75,000.00 | \$ - | \$ - | \$ 75,000.00 | 0% | \$ - | n/a | n/a | #VALUE! | #VALUE! |
| Office Supplies | \$ 30,000.00 | \$ 11,900.65 | \$ 5,013.83 | \$ 18,099.35 | 40% | \$ 29,000.00 | \$ 4,426.31 | \$ 1,110.33 | \$ 24,573.69 | 15% |
| Purchasing Fee | \$ 12,384.00 | \$ 3,096.00 | \$ 1,032.00 | \$ 9,288.00 | 25% | \$ 14,676.00 | \$ 3,669.00 | \$ 1,223.00 | \$ 11,007.00 | 25% |
| Risk Management | \$ 78,576.00 | \$ 19,644.00 | \$ 6,548.00 | \$ 58,932.00 | 25% | \$ 87,756.00 | \$ 21,939.00 | \$ 7,313.00 | \$ 65,817.00 | 25% |
| Small Capital Items | \$ 20,000.00 | \$ 9,401.59 | \$ 149.99 | \$ 10,598.41 | 47% | 20000 | \$ 688.26 | \$ - | \$ 19,311.74 | 3% |
| Rent | \$ 575,000.00 | \$ 143,751.00 | \$ 47,917.00 | \$ 431,249.00 | 25% | \$ 575,000.00 | \$ 143,751.00 | \$ 47,917.00 | \$ 431,249.00 | 25% |
| Books/Materials | \$ 245,000.00 | \$ 49,897.95 | \$ 20,092.07 | \$ 195,102.05 | 20% | \$ 340,000.00 | \$ 60,630.26 | \$ 23,824.23 | \$ 279,369.74 | 18% |
| Transfer to Reserves | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | n/a | \$ - | #VALUE! | #VALUE! |
| Service to Maintain Buildings | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | \$ 175.00 | \$ 175.00 | \$ (175.00) | #DIV/0! |
| Materials for Buildings | \$ - | \$ 139.90 | \$ 139.90 | \$ (139.90) | #DIV/0! | \$ - | \$ 582.00 | \$ 582.00 | \$ (582.00) | #DIV/0! |
| Totals | \$ 1,467,360.00 | \$ 320,194.91 | \$ 120,986.68 | \$ 1,147,165.09 | 21.82% | \$ 1,400,732.00 | \$ 299,084.74 | \$ 107,026.56 | #VALUE! | 21.35% |
| Total Library Expenditures | \$ 3,783,382.00 | \$ 807,030.16 | \$ 285,337.24 | \$ 2,976,351.84 | 21% | \$ 3,573,350.00 | \$ 802,546.73 | \$ 275,631.00 | #VALUE! | 22.46% |
| Surplus/(Deficit) | \$ 52,163.00 | ##### | ##### | \$ 515,010.83 | -887% | \$ 21,865.00 | \$ (602,214.60) | \$ (203,540.06) | #VALUE! | \$ (0.17) |

| Capital Fund Revenue | Budgeted | YTD | MTD | To Be Collected | % Collected | FY18 Budgeted | FY2018 YTD | FY18 MTD | FY18 To Be Collected | FY18 % Collected |
|-----------------------|-------------------|------------------|-------------|----------------------|-------------|---------------|------------|----------|----------------------|------------------|
| Interest Income | \$ - | \$ 184.15 | \$ - | \$ (78.42) | #DIV/0! | | | | | |
| Foundation or other | \$ 250,000 | \$ - | \$ - | \$ 250,000.00 | 0.0% | | | | | |
| Transfer from Library | \$ - | \$ - | \$ - | \$ - | #DIV/0! | | | | | |
| Totals | \$ 250,000 | \$ 184.15 | \$ - | \$ 249,921.58 | 0.0% | | | | | |

| Capital Fund Expenditures | Budgeted | YTD Expended | MTD | YTD Available | % Expended | FY18 Budgeted | FY2018 YTD | FY18 MTD | FY18 Available | FY18 % Spent |
|---------------------------|-------------|------------------|-------------|-------------------|----------------|---------------|------------|----------|----------------|--------------|
| Equipment/Furniture | \$ 250,000 | \$ - | \$ - | \$ 250,000.00 | 0.0% | | | | | |
| Surplus/Deficit | \$ - | \$ 184.15 | \$ - | \$ (78.42) | #DIV/0! | | | | | |

| Trust Funds Revenue | Budgeted | YTD Collected | MTD | YTD To Be Collected | % Collected | FY18 Budgeted | FY2018 YTD | FY18 MTD | FY18 To Be Collected | FY18 % Collected |
|------------------------|------------------|--------------------|--------------------|---------------------|-------------|---------------|------------|----------|----------------------|------------------|
| Interest Cantoni Fund | \$ - | \$ 80.96 | \$ - | \$ (34.48) | #DIV/0! | | | | | |
| Interest Meyer Fund | \$ - | \$ 197.27 | \$ - | \$ (84.74) | #DIV/0! | | | | | |
| Interest Donation Fund | \$ - | \$ 37.10 | \$ - | \$ (15.69) | #DIV/0! | | | | | |
| Contributions | \$ 30,000 | \$ 1,703.73 | \$ 1,038.73 | \$ 29,725.00 | 0.9% | | | | | |
| Totals | \$ 30,000 | \$ 3,057.79 | \$ 1,038.73 | \$ 29,590.09 | 1.4% | | | | | |

| Trust Expenses | Budgeted | YTD Expended | MTD | YTD Available | % Expended | FY18 Budgeted | FY2018 YTD | FY18 MTD | FY18 Available | FY18 % Spent |
|-----------------------------|-----------|--------------|-------------|---------------|------------|---------------|------------|----------|----------------|--------------|
| Cantoni (Books/Materials) | \$ 30,000 | \$ - | \$ - | \$ 30,000.00 | 0.0% | | | | | |
| Meyer (Professional Fees) | \$ 5,000 | \$ - | \$ - | \$ 5,000.00 | 0.0% | | | | | |
| Meyer (Supplies) | \$ 5,000 | \$ - | \$ - | \$ 5,000.00 | 0.0% | | | | | |
| Meyer (Transfer for Salary) | \$ 25,000 | \$ 5,716.43 | \$ 1,908.20 | \$ 23,099.97 | 7.6% | | | | | |
| Meyer (Small Capital) | \$ 5,000 | \$ - | \$ - | \$ 5,000.00 | 0.0% | | | | | |
| Meyer (Books/Materials) | \$ 5,000 | \$ 461.25 | \$ - | \$ 4,730.00 | 5.4% | | | | | |

| | | | | | | | | | |
|--------------------------------|-----------------------|----------------------|----------------------|-----------------------|--------------|--|--|--|--|
| Memorial/Donation (Books/Mater | \$ 25,000 | \$ 267.34 | \$ 246.89 | \$ 24,989.55 | 0.0% | | | | |
| Totals | \$ 100,000.00 | \$ 6,445.02 | \$ 2,155.09 | \$ 97,819.52 | 2.2% | | | | |
| Surplus/Deficit | \$ (70,000.00) | \$ (3,387.23) | \$ (1,116.36) | \$ (68,229.43) | -0.8% | | | | |