



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, October 13, 2022

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Sofia Xethalis
- II. **Consent Agenda (Approval of Agenda; Approval of September 15, 2022 Regular Meeting Minutes) (Action)**
- III. **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.**
- IV. **Written Communications from the public**
- V. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
  - A. **Personnel, Policy & Public Relations Committee**—Karl Coleman
    - i. Personnel Update (Discussion)
    - ii. Diversity, Equity, Inclusion (Discussion)
    - iii. Remote Work Policy (Discussion)
    - iv. Management Personnel Policy (Discussion)
    - v. Program Policy (Action)
    - vi. Reference and Reader’s Advisory Services Policy (Action)
    - vii. Other (Discussion)
  - B. **Finance and Properties Committee**—Jacobie Jones
    - i. Capital Needs (Discussion)
    - ii. September 2022 Check Register (Action)
    - iii. September 2022 Budget Actuals & Projection (Discussion)

- iv. FY2023 Budget (Action)
- v. Hire of Off-Duty Police for Security (Action)
- vi. Friends of the Library Relocation (Discussion)
- vii. Shelving & Carpet Project (Discussion)
- viii. Other (Discussion)

**C. Foundation—Rick Meyer**

- i. September 15 Meeting—Sofia Xethalis
- ii. Summer Appeal Update—Rick Meyer

**D. Friends of the Library – Rick Meyer**

- i. September 8 Meeting (Discussion)

**E. Illinois Heartland Library System—Rick Meyer**

**VIII. Old Business**

- A. Open Trustee Seats (Discussion)
- B. City Librarian Compensation (Action) ((**This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (1) (Action Item)**)
- C. 2022 Holiday (Action)
- D. Other

**IX. New Business**

- A. Other (Discussion)

**X. Adjournment**

If you have questions please contact: Rick Meyer, City Librarian  
421-9713 or [rmeyer@decalurlibrary.org](mailto:rmeyer@decalurlibrary.org)



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 15, 2022 Meeting Minutes

Decatur Public Library

4:30pm

#### **Location: Board Room**

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**Board President:** Sofia Xethalis **Board Members:** Susan Avery, Karl Coleman, Alana Banks, Shelli Brunner, Jacobie Jones, Jeffrey Cancienne

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#### **Present:**

Sofia Xethalis  
Karl Coleman  
Jeffrey Cancienne  
Shelli Brunner

#### **Absent:**

Alana Banks  
Jacobie Jones  
Susan Avery

**Staff:** Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Becky Dampitz, Head of Archives and Special Collections, Alissa Henkel, Head of Programs, Resources, and Services, Matt Wilkerson, Head of Information Technology

**Guests:** None

**Call to Order:** Ms. Xethalis called the meeting to order at 4:33pm.

**Consent Agenda (Approval of Agenda; Approval of August 18, 2022 Regular Meeting Minutes) (Action)** Ms. Xethalis requested a motion to approve the August 18, 2022 minutes. Mr. Coleman made a motion to approve the minutes, seconded by Ms. Brunner. All in favor. The motion was adopted.

**Public comments:** None

**Written Communications from the Public:** None

**City Librarian's Report (Discussion)** Mr. Meyer reported that Ms. Ziese staff worked very hard to clear off shelving. Some of the shelving was recycled and given to other libraries. The balance of what is left will be recycled. Mr. Meyer attended the Macon County Legacy event

with Mr. Sorensen. The Summer Appeal was mailed out to with help from Betti Jo Heckwine, Ms. Whitehead and Mr. Wilkerson. Curbside pick-ups remain constant. Circulation in August 2022 versus 2021 is doing really well. Young adult is down 3 percent. PRS created a Teen Thing program including crafts, listening to music, and talking with our social worker. Circulating electronic materials is down a little bit. New patron registrations are on pace to be 2000 for this year. We currently have 13 to 14 thousand active patrons.

**Division Head Reports** (Discussion) Ms. Damptz has an intern who is completing archival work. She will be here through the end of the year. Next month is family history month and ASC will be doing a display of family pictures to get people in the Library.

Ms. Henkel reported on the summer reading program. This fall The Library will have preschool story time on-site and via zoom. The Library is seeking an interpreter for deaf individuals. The Library has a virtual zoom for Authors presenting topics on self-help, and other topics.

Mr. Wilkerson stated they replaced two old servers this month, added 4 new smart boards and will soon have a 60-inch display mounted in the lobby. These items were paid for by the Foundation. Mr. Wilkerson and his assistant, Mr. Nihiser, keep the day-to-day technology running for patrons and staff.

#### Reports of Committees:

##### A. Personnel, Policy, & Public Relations Committee -Karl Coleman

- a. Personnel Update (Discussion) Mr. Meyer stated that in August 1 part-time library assistant left and took a full-time job. This will be posted publicly.
- b. Diversity, Equity, and Inclusion (Discussion) Mr. Meyer stated the final meeting with DeEtta Jones is next week. The Library will get all of the deliverables at that time. The Library will hold an in-service on November 16 for staff and Board Members. This will cover mental health crisis intervention, possible first aid, CPR, and AED training, and Nicki Bond will complete DEI training.
- c. Remote Work Policy (Action) Mr. Meyer spoke to the risk manager at the City. The risk manager wants to have a meeting with Mr. Meyer and the workman's comp insurance provider first. Mr. Coleman made a motion to table, seconded by Ms. Brunner. All in favor. The motion adopted.
- d. Management Personnel Policy (Discussion) Mr. Meyer is looking at an across-the-board raise for everyone.
- e. Collection Development Policy (Action) Mr. Coleman made a motion to accept the policy as is, seconded by Ms. Brunner. All in favor. The motion was adopted.
- f. Other (Discussion) Mr. Coleman spoke with HR source and hopes to have a meeting set for early next week.

##### B. Finance and Properties Committee – Mr. Jones - Absent

- a. Capital Needs (Discussion) No discussion.
- b. August 2022 Check Registers (Action) Mr. Cancienne made a motion to pass the August check register, seconded by Ms. Brunner. Ms. Xethalis requested a roll call vote, Ms. Xethalis yes, Ms. Brunner yes, Mr. Cancienne yes, Mr. Coleman yes. The motion was adopted.
- c. August 2022 Budget Actuals and Projection (Discussion) Mr. Meyer discussed

the August budget and projections. The Library is in good shape. We will have access to the Cantoni fund next year.

- d. FY2023 Budget (Action) No discussion.
- e. AFSCME Collective Bargaining Issue ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (2)) (Action) the committee recommended option 4, from the email presented. Mr. Coleman made a motion to go into closed session at 5:34pm, seconded by Ms. Brunner. All in favor. The motion was adopted. Mr. Coleman made a motion to come out of closed session at 5:50pm, seconded by Ms. Brunner. All in favor. The motion was adopted. Mr. Coleman made a recommendation for an across the board 3.5 percent raise with a .5 percent bonus, to add Juneteenth to the holiday schedule and change the other holidays back to match the contract, seconded by Ms. Brunner. Ms. Xethalis requested a roll call vote, Ms. Xethalis yes, Ms. Brunner yes, Mr. Cancienne yes, Mr. Coleman yes. The motion was adopted.
- f. Off-Duty Police for Security (Discussion) Mr. Meyer stated he is meeting with the City next week to get the details ironed out.
- g. Friends of the Library Relocation (Discussion) No discussion.
- h. Shelving & Carpet Project (Discussion) Mr. Meyer stated the City is paying for the carpet and the shelving final specs are almost complete.
- i. Management Salary Increase Matrix (Action) Mr. Coleman made a motion to table, seconded by Ms. Brunner. All in favor. The motion was adopted.
- j. Other

#### C. Foundation – Rick Meyer

- a. September 15 Meeting (Discussion) Mr. Meyer stated the summer appeal was very successful. Bylaws will be reviewed. The Foundation will host a thank you event for Donors at 6pm on December 9.
- b. Summer Appeal Update – Covered already.

D. Friends of the Library – The September 8 meeting had no requests. Nothing to report. The second Thursday of October is the next meeting at 4pm in Staley. Ms. Brunner will attend. Mr. Cancienne will attend the November meeting and Ms. Xethalis will attend in December.

- a. September 8 Meetings (Discussion) Mr. Meyer stated there we no ask from the Library. Nothing to report.

E. Illinois Heartland Library System – Mr. Meyer reported that they lost their logistics person to retirement.

#### **Old Business**

- A. Open Trustee Seat (Discussion) Mr. Coleman has reached out to someone and has not had a response. Diane Devore will be asked if she is interested. Dr. Michael Brown from Millikin University was also recommended as well as Kyle Karsten at the Salvation Army.
- B. City Librarian Compensation (Action) ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (2)) Mr. Coleman made a motion to table, seconded by Mr. Cancienne. All in favor. The motion was adopted.

#### **New Business**

No Discussion.

## **Adjournment**

Ms. Xethalis requested a motion to adjourn at 6:04 p.m. Mr. Cancienne made a motion to adjourn, seconded by Mr. Coleman. All in favor. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Final 9/15/22



## DECATUR PUBLIC LIBRARY

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### Program Policy

#### Purpose

- The Program 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 programs 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 interests through this content.
- Through our programs we work to facilitate equitable experiences for engagement, education, and inspiration.

#### Principles

- The Library strives to achieve broad participation in its services, including attendance at and participation in programs. The Library's programs, 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, speakers, hosts, or partners will not be cause for automatic inclusion *or* exclusion. Each program will be selected on its individual merit and role in the Strategic Plan. Decatur Public Library does not promote all of the ideas found in its programs nor 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](#).
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

#### Responsibility for Programs

Ultimate responsibility for programs rests with the City Librarian who operates within a framework of policies established by the Decatur Public Library Board of Trustees. The City Librarian delegates responsibility for Programs to the Head of Programs, Resources and

Services. He or she may delegate responsibility for selection and maintenance of specific programs to various staff members, operating within the guidelines provided by the Policy.

### **Scope**

The Library develops meaningful programs that are positioned to meet the needs and interests of the community as measured by attendance and surveys; and less formal inputs via conversations with the community and professional insights in the course of community engagement.

### **Selection**

Program selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Staff professional expertise
- Availability of vetted volunteers
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

### **Discontinuation of Serial Programs**

Ongoing evaluation and review of library programs is necessary to maintain a viable use of space and time that meets the Library's needs and is of current interest to patrons. The Library will at least every six months evaluate all ongoing programs to assess continuing viability. Criteria will include attendance, participant feedback, perceived impact, and alignment with the Library's Strategic Plan, Mission, Vision, and Values.

### **Volunteer Led Programs**

Decatur Public Library encourages and accepts donations of time and expertise to lead programs, with the understanding that the decision whether to conduct a program will be based on the above criteria and the Library reserves the right to not accept any volunteer program.

### **Reconsideration of Library Programs**

Any citizen may request that the Library reconsider programs. Requests must be made in writing on the form provided for this purpose, *Request for Reconsideration of Programs* (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 or sooner if the time frame requires. In no cases will a reconsideration of a program occur if the request for reconsideration is received less than one week prior to the program. The City Librarian will use the findings of the committee to assist his or her decision regarding the retention of the program. The City Librarian shall include information on any formal complaints, and his or her decision with regard to the challenged programs, 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 at least once every three years.

**Approved by Decatur Public Library Board of Trustees April 18, 2019**



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### Reference & Reader's Advisory Services Policy

#### **Definition:**

**Reference Service Transactions** are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. (Reference and User Services Association (RUSA))

**Readers' Advisory Services** is provided by public services librarians who assist in the reading needs of the patrons of a public library. A readers' advisor recommends specific titles and/or authors, based on knowledge of the patron's past reading preferences, and may also compile lists of recommended titles.

#### **Introduction:**

Staff trained to provide reference service and materials are available all hours the library is open. Decatur Public Library (DPL) staff will respond to all reference and information questions as efficiently, accurately, and completely as possible, and in a timely manner. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with on-site resources are referred to the appropriate non-library resources. Every attempt is made to provide accurate answers to all questions. When possible, staff will refer patrons to authoritative, reputable sources, and offer supporting documentation or information upon further inquiry. Patrons have a right to be informed of the sources used to answer their questions.

Readers' Advisory Services answer questions that have more to do with the patron's leisure reading than their informational needs. Readers' advisory covers both fiction and nonfiction titles. Readers' advisory shall be provided in the following methods: formal or informal readers' advisory interviews with staff; bestseller lists; displays; genre labels; library resources such as NoveList. Readers' advisory is provided to all ages and without judgment of reading tastes or interests.

#### **Access**

The library will provide reference services and materials to all persons regardless of the age, race, gender, national origin, economic status, religion, sexual orientation, or disability. Patrons do not need to be registered DPL cardholders to use library facilities, reference materials or services. Service is provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, e-mail, instant message, or other forms of technology as they emerge. The reference questions of patrons present at the library are given the highest priority.

#### **Confidentiality**

The needs of library patrons are treated with respect. Names of patrons and the transactions which occur between patrons and the staff are confidential and not discussed outside a professional context.

#### **Services**

Insofar as it is possible, reference services shall not only meet but also anticipate patron needs. The library shall provide instruction in the effective use of its resources. Such instruction can include individual explanation of information resources, written guides and instructions, group presentations, videos, or other forms of technology as they emerge. Print and electronic resources are available to assist staff and patrons in answering questions. Electronic books and subscription databases are available remotely to DPL cardholders, except where not permitted by license agreements.

Reference staff may be available to work one-on-one with patrons to assist in their information needs. Staff instructional sessions include, but are not limited to, using library's research databases, training on Internet, basic Microsoft products, and specific electronic devices such as e-readers. Staff set reasonable limits on the amount of time and level of response given to patron requests for information in order to ensure equal and fair access to reference services for all patrons. Staff reserves the right to schedule appointments for one-on-one sessions as time permits.

Staff may assist patrons with basic computer operations and applications and/or refer patrons to other resources for further assistance. When assisting with computer resources, staff will not enter personal information for patrons.

### **Limits of Services**

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice. Staff will not engage in conversation or debate of a personal nature, including but not limited to religious or political beliefs, or their personal lives. Patrons may not expect to work exclusively with a particular staff member.

### **Evaluation of Reference Service and the Reference Policy**

The library will evaluate its service every three years to assure that the service furthers the institution's goals, and the goals reflect the needs and interest of the community served.

Approved by the Decatur Public Library Board of Trustees  
November 2019

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

**CITY OF DECATUR  
 LIBRARY FUNDS CHECK REGISTER**

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

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

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

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

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

DPL FY 2022 Budget Report

Prepared: October 3, 2022

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

**Revenue**

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

**Expense**

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

**Library Materials**

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

**Professional Services**

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

**Allocations**



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

#### Grants

Other grants	\$	75,000		\$	59,943.73	79.9%	\$	24,707.03	<b>142.6%</b>
	\$	<b>75,000</b>	<b>2.0%</b>	\$	<b>59,943.73</b>	<b>79.9%</b>	\$	24,707.03	<b>142.6%</b>

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

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

#### Staff Development

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

#### Insurance

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

#### Building Costs

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

### Operating fund

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

### Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

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

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

**Trust Accounts**

**Cantoni**

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

**Meyer**

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

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

**Memorials/Donations**

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

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

## Library Operating Revenue

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

### Expenditures

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

Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 88,041	\$ 13,959
Membership Fees	\$ 50,000	\$ 64,039	\$ (14,039)
Materials for Buildings	\$ 150	0	\$ 150
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 75,000	\$ 82,799	\$ (7,799)
Office Supplies	\$ 40,000	\$ 24,016	\$ 15,984
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 57,987	\$ (12,987)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 1,236	\$ 1,264

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

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

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

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

**Totals** \$ 750,700

**Capital Fund Expenditures**



