



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting AGENDA  
Wednesday, September 13, 2023  
4:30 p.m.  
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Consent Agenda** (Approval of Agenda; Approval of August 9, 2023 Minutes)
- III. Written Communications from the Public**
- IV. Public Comment**— 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members
- V. Old Business**
  - A. Capital Needs (Discussion)
  - B. Furniture Budget (Action)
  - C. Other
- VI. New Business**
  - A. August 2023 Check Register & Vendor Report (Action)
  - B. August 2023 Budget Actuals & Projection (Discussion)
  - C. Other
- VII. Adjournment**



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

**Date:** August 9, 2023

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

**Location:** Board Room

**Present:** Sofia Xethalis

Alana Banks

Jecobie Jones (Chair)

Emily West

Karl Coleman

**Staff:** Rick Meyer, City Librarian, Alissa Henkel Head of Programs, Resources, and Services

**Absent:**

**Guests:** None

**Call to Order:**

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

**Consent Agenda**

Mr. Jones requested a motion to approve the agenda and July 12, 2023 minutes. No discussion. All in favor. The motion was adopted.

**Written Communication from the Public:** None

**Public Comments:** None

**Old Business**

Capital Needs (Discussion) Mr. Meyer reported on the carpeting and shelving project. Additional shelving will be needed to complete the project. The project is a little ahead of schedule. There was a leak in the Library that may become a capital need. The City is working on correcting the leak. The carpet project should be completed in the next 2 weeks. Rick will provide an update at the Board meeting next Thursday.

Friends of the Library Relocation (Discussion) Mr. Meyer reported the Friends of The Library had a sale this week. Additional sales will be held on Monday's, Tuesday's, Thursday's, and Saturday's.

Other (Discussion) Mr. Meyer stated the Bookmobile has been budgeted by the State of Illinois. There will be a townhall session to discuss the Bookmobile on September 14, 2023 in the Madden Auditorium at 7 pm.

**New Business**

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

FY2023 Budget Actuals & Projection (Discussion) Mr. Meyer presented the current and projected budget. He passed around a copy of the Regions statement for review. The Library cash position is very good. The Library is considering a gaming room. The architect will be at the Library on Monday, August 14, at 10 am to discuss furniture.

**Adjournment**

Ms. Xethalis made a motion to adjourn at 5:18 pm, seconded by Ms. West. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 8/9/2023

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 8/1/2023 to 8/31/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
155020	08/02/2023	ABOS 2023 MEMBERSHIP FOR 3	135.00	MEMBERSHIP FEES
155028	08/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,163.21	OFFICE SUPPLIES
155033	08/02/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	4,909.15	SMALL CAPITAL ITEMS
155043	08/02/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	670.37	OFFICE SUPPLIES
155054	08/02/2023	HALLETT & SONS EXPERT MOVERS, INC LIBRARY SHELVING TEMP LOCATION PHASE 1&2	19,800.00	PROFESSIONAL SERVICES
155058	08/02/2023	IHLS-OCLC FY2024 FEES	7,093.96	MEMBERSHIP FEES
155073	08/02/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	202.28	OFFICE SUPPLIES
155076	08/02/2023	NICKI BOND JULY 3 - JULY 26'23 SERVICES	1,725.00	PROFESSIONAL SERVICES
155085	08/02/2023	STOUT, JENNIFER A B POTTER ART CLASS	100.00	OTHER LIBRARY GRANT EXI
155096	08/02/2023	ULINE CARPET CHAIR MAT	1,554.41	SMALL CAPITAL ITEMS
155117	08/10/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,683.82	OFFICE SUPPLIES
155119	08/10/2023	BELTMANN GROUP INCORPORATED LIBRARY CART RENTAL	2,875.00	RENTAL - EQUIPMENT
155140	08/10/2023	COMMERCIAL MAIL SERVICES JULY 17 - JULY 31'23	250.51	POSTAGE
155155	08/10/2023	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	117.61	LOST OR DAMAGED BOOKS
155193	08/10/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	4,716.51	OFFICE SUPPLIES
155205	08/10/2023	PAETEC ACCT 633292627001	70.56	TELEPHONE
155225	08/10/2023	STOUT, JENNIFER A AUG 8TH ART CLASS JULY 21 ART CLASS	200.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 8/1/2023 to 8/31/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>	<u>Balance</u>
155227	08/10/2023	SVENDSEN FLORIST, INC HARLESS PLANT KELLER PLANT	90.00	OTHER LIBRARY GRANT EXI	YES
155243	08/10/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	912.64	SERV-OFFICE EQUIPMENT	
155252	08/17/2023	AMAZON PAYMENTS RETURN ON INV 14F4-M46R-J4RF BLANKET PO FOR SUPPLIES/BOOKS	2,011.71	OFFICE SUPPLIES	ES
155254	08/17/2023	AMIGO MOBILITY INTERNATIONAL, INC AT3 MOBILITY SCOOTER W/BASKET	1,964.45	SMALL CAPITAL ITEMS	
155258	08/17/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,168.65	OFFICE SUPPLIES	
155305	08/17/2023	GEORGETOWN PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	5.00	LOST OR DAMAGED BOOKS	
155312	08/17/2023	HR SOURCE MARKET BENCHMARKING PROJECT COMPLETION	2,700.00	PROFESSIONAL SERVICES	
155320	08/17/2023	KILEY KLEIN, LTD LEGAL REPRESENTATION	180.00	PROFESSIONAL SERVICES	
155337	08/17/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,802.88	PER CAPITA GRANT EXPENSE	
155354	08/17/2023	PAETEC ACCT 633318933001	40.48	TELEPHONE	
155362	08/17/2023	PRODUCT LLC FURNITURE DESIGN PROJECT	10,000.00	PROFESSIONAL SERVICES	
155368	08/17/2023	SCHOLASTIC LIBRARY PUBLISHING SRP BOOK ORDER	616.35	OTHER LIBRARY GRANT EXI	
155380	08/17/2023	THE FRIENDS OF THE SAINT PAUL PUBLIC LIBRARY CONSULTING STRATEGIC PLANNING PROJECT	9,712.39	PROFESSIONAL SERVICES	PENS
155389	08/17/2023	UNIQUE MANAGEMENT SERVICES JUL'23 PLACEMENTS	325.05	PROFESSIONAL SERVICES	
155406	08/24/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,936.90	OFFICE SUPPLIES	
155423	08/24/2023	COMMERCIAL MAIL SERVICES AUG 1 - AUG 15'23	255.50	POSTAGE	EXI
155427	08/24/2023	DISPLAYS2GO LITERATURE FLOOR STAND	2,907.10	SMALL CAPITAL ITEMS	

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 8/1/2023 to 8/31/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23005421	08/02/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,182.85	OTHER LIBRARY GRANT EXI
23005427	08/17/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,240.55	OTHER LIBRARY GRANT EXI
23005453	08/17/2023	REGIONS/CREDIT CARD ACCT 3978	607.26	COMPUTER SOFTWARE
23005468	08/31/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,298.25	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>114,124.94</b>	

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
155028	08/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	960.71	BOOKS & PERIODICALS
155113	08/10/2023	AMAZON PAYMENTS BOOKS	165.19	BOOKS & PERIODICALS
155117	08/10/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,295.11	BOOKS & PERIODICALS
155258	08/17/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,552.29	BOOKS & PERIODICALS
155406	08/24/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,423.77	BOOKS & PERIODICALS
155538	08/31/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,105.99	BOOKS & PERIODICALS
<b>Total for: 59</b>			<b>9,503.06</b>	
<b>Total for All:</b>			<b>\$123,628.00</b>	

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ABOS Total	\$135.00
AMAZON PAYMENTS Total	\$2,176.90
AMIGO MOBILITY INTERNATIONAL, INC Total	\$1,964.45
BAKER & TAYLOR CO Total	\$19,312.25
BECK'S ENGRAVING & RUBBER STAMPS Total	\$6.00
BELTMANN GROUP INCORPORATED Total	\$2,875.00
CDW GOVERNMENT INC Total	\$12,446.71
CENTRAL IL STAFFING SERVICES, LLC Total	\$951.90
COMMERCIAL MAIL SERVICES Total	\$506.01
DECATUR CIVIC CENTER AUTHORITY Total	\$2,390.56
DEMCO INC Total	\$858.69
DISPLAYS2GO Total	\$2,907.10
EFFINGHAM PUBLIC LIBRARY Total	\$117.61
GALE GROUP, INC. Total	\$6,111.01
GEORGETOWN PUBLIC LIBRARY Total	\$5.00
HALLETT & SONS EXPERT MOVERS, INC Total	\$19,800.00
HAPPYORNOT AMERICAS, INC Total	\$1,188.00
HR SOURCE Total	\$2,700.00
IHLS-OCLC Total	\$7,093.96
JESSICA HILL CONSULTING LLC Total	\$3,721.65
JONES & THOMAS Total	\$420.00
KANOPY Total	\$353.00
KILEY KLEIN, LTD Total	\$180.00
MIDWEST TAPE, LLC Total	\$8,056.77
NICKI BOND Total	\$1,725.00
PAETEC Total	\$111.04
PEERLESS NETWORK, INC Total	\$335.98
PRODUCT LLC Total	\$10,000.00
REGIONS/CREDIT CARD Total	\$607.26
SCHOLASTIC LIBRARY PUBLISHING Total	\$616.35
STOUT, JENNIFER A Total	\$300.00
SVENDSEN FLORIST, INC Total	\$90.00
THE FRIENDS OF THE SAINT PAUL PUBLIC LIBRARY Total	\$9,712.39
ULINE Total	\$2,474.22
UNIQUE MANAGEMENT SERVICES Total	\$325.05
VERIZON WIRELESS Total	\$107.38
WATTS COPY SYSTEMS Total	\$912.64
WHITEHEAD, MICHELLE Total	\$33.12
<b>Grand Total</b>	<b>\$123,628.00</b>

DPL FY 2023 Budget Report  
 Prepared: September 7, 2023  
 At the end of August 67% of the Year Has Passed

**Revenue**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ 1,690,558.85	55.9%	\$ 1,688,990.94 0.1%
All Other	\$ 2,529,754		45.6%	\$ 1,326,336.35	52.4%	\$ 1,254,942.66 5.7%
<b>Total Revenue</b>	<b>\$ 5,551,754</b>			<b>\$ 3,016,895.20</b>	<b>54.3%</b>	<b>\$ 2,943,933.60 2.5%</b>

**Expense**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
<b>Personnel</b>						
Payroll	\$ 1,782,442		\$ 1,144,284.35	64.2%	\$ 1,049,724.58	9.0%
Benefits	\$ 929,958		\$ 557,541.96	60.0%	\$ 563,388.93	-1.0%
	<b>\$ 2,712,400</b>		<b>\$ 1,701,826.31</b>	<b>62.7%</b>	<b>\$ 1,613,113.51</b>	<b>5.5%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 170,716.70	69.7%	\$ 212,374.53	-19.6%
Per Capita	\$ 104,020		\$ 53,478.60	51.4%	\$ 15,968.09	234.9%
Lost/Damage	\$ 1,400		\$ 790.94	56.5%	\$ 768.43	3%
<b>Total Materials</b>	<b>\$ 350,420</b>		<b>\$ 224,986.24</b>	<b>64.2%</b>	<b>\$ 229,111.05</b>	<b>-1.8%</b>

**Professional Services**

Security	\$ -		\$ 16,687.93			
Professional Services	\$ 102,000		\$ 78,415.24	76.9%	\$ 21,507.42	264.6%
Temp Agency	\$ 500		\$ 2,037.90	407.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 179.27	119.5%	\$ 133.33	34%
<b>Total</b>	<b>\$ 102,650</b>		<b>\$ 97,320.34</b>	<b>94.8%</b>	<b>\$ 21,640.75</b>	<b>349.7%</b>

**Allocations**

Administrative Fee	\$ 108,864		\$ 100,640.00	92.4%	\$ 72,576.00	38.7%
MIS	\$ 36,684		\$ 26,424.00	72.0%	\$ 24,456.00	8.0%
	<b>\$ 145,548</b>		<b>\$ 127,064.00</b>	<b>87.3%</b>	<b>\$ 97,032.00</b>	<b>31.0%</b>

**Grants**



Other grants	\$ 75,000	\$ 65,341.01	87.1%	\$ 36,981.03	76.7%
	<b>\$ 75,000</b>	<b>2.0%</b>	<b>\$ 65,341.01</b>	<b>87.1%</b>	<b>\$ 36,981.03</b>
Advertising	\$ 500	\$ -	0.01%	\$ 898.00	-100%
<b>Office Supplies/Maintenance</b>					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 2,078.24	41.6%	\$ 3,028.09	-31.4%
Service to Office Equipment	\$ 27,000	\$ 18,323.15	67.9%	\$ 9,140.49	100.5%
Telephone	\$ 27,000	\$ 4,539.49	16.8%	\$ 11,711.77	-61.2%
Software	\$ 50,000	\$ 19,685.05	39.4%	\$ 32,500.00	-39.4%
Office Supplies	\$ 40,000	\$ 19,379.80	48.4%	\$ 16,456.26	17.8%
Small Capital	\$ 45,000	\$ 57,856.22	128.6%	\$ 27,022.93	114.1%
	<b>\$ 194,000</b>	<b>5.1%</b>	<b>\$ 121,861.95</b>	<b>62.8%</b>	<b>\$ 99,859.54</b>
<b>Staff Development</b>					
Conferences/Training/Travel	\$ 20,000	\$ 8,882.57	44.4%	\$ 10,681.37	-16.8%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 59,567.22	119.1%	\$ 55,585.39	7.2%
	<b>\$ 74,000</b>	<b>2.0%</b>	<b>\$ 68,449.79</b>	<b>92.5%</b>	<b>\$ 66,266.76</b>
<b>Insurance</b>					
Unemployment	\$ 1,056	\$ 720.00	68.2%	\$ 704.00	2.3%
Risk Management	\$ 95,724	\$ 63,400.00	66.2%	\$ 63,816.00	-0.7%
	<b>\$ 96,780</b>	<b>2.6%</b>	<b>\$ 64,120.00</b>	<b>66.3%</b>	<b>\$ 64,520.00</b>
<b>Building Costs</b>					
Transfer to Capital	\$ 200,000	\$ -		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 392,920.00	66.6%	\$ 392,920.00	0.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ -	#DIV/0!
Maintenace	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	<b>\$ 589,633</b>	<b>15.6%</b>	<b>\$ 394,874.62</b>	<b>\$ 392,920.00</b>	<b>0.5%</b>
Total Operations/Services	<b>\$ 1,628,531</b>	<b>43.0%</b>	<b>\$ 1,164,017.95</b>	<b>71.5%</b>	<b>\$ 1,009,229.13</b>
Total Expenses	<b>\$ 4,340,931</b>		<b>\$ 2,865,844.26</b>	<b>66.0%</b>	<b>\$ 2,622,342.64</b>
Revenue Minus Expense	<b>\$ 1,210,823</b>		<b>\$ 151,050.94</b>		<b>\$ 321,590.96</b>
<b>Operating fund</b>					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 53,769.82	\$ 344,146.41	\$ -	\$ 521,963.23
7/1/2023	\$ 521,963.23	\$ 1,853,645.45	\$ 355,444.40	\$ -	\$ 2,020,164.28
8/1/2023	\$ 2,020,164.28	\$ 258,176.51	\$ 473,838.44	\$ -	\$ 1,804,502.35
9/1/2023	\$ 1,804,502.35				
10/1/2023					
11/1/2023					
12/1/2023					
1/1/2024					

**Capital Fund**

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ 1,528.25	\$ -	\$ 998,995.46
7/1/2023	\$ 998,995.46	\$ 1,275.65	\$ -	\$ 1,000,271.11
8/1/2023	\$ 1,000,271.11	\$ 2,078.26	\$ 208,641.00	\$ 793,708.37
9/1/2023	\$ 793,708.37			
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024				

**Trust Accounts**

**Cantoni**

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

8/1/2023	\$	<b>53,287.53</b>	\$	36.41	\$	8,563.81	\$	44,760.13
9/1/2023	\$	<b>44,760.13</b>						
10/1/2023								
11/1/2023								
12/1/2023								
1/1/2024								

**Meyer  
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ 26.05	\$ 148.92	\$ 43,072.20
7/1/2023	\$ 43,072.20	\$ 28.05	\$ 2,081.62	\$ 41,018.63
8/1/2023	\$ 41,018.63	\$ 30.48	\$ -	\$ 41,049.11
9/1/2023	\$ 41,049.11			
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ 1,068.55	\$ 203.61
6/1/2023	\$ 203.61	\$ 50.08	\$ 203.22	\$ 50.47
7/1/2023	\$ 50.47	\$ 1,000.36	\$ 27.00	\$ 1,023.83
8/1/2023	\$ 1,023.83	\$ 388.33	\$ 306.85	\$ 1,105.31
9/1/2023	\$ 1,105.31			\$ 1,105.31
10/1/2023				\$ -
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

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



## Library Operating Revenue

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Real Estate Taxes	\$ 3,022,000	\$ 2,868,937	\$ (153,063)
PPRT	\$ 852,000	\$ 1,021,731	\$ 169,731
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 100,410	\$ (899,590)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 6,067	\$ (33)
Non-Resident Fee	\$ 250	\$ 90	\$ (160)
Lost or Damaged Items	\$ 3,800	\$ 5,605	\$ 1,805
Copies/Miscellaneous	\$ 9,500	\$ 14,776	\$ 5,276
Meeting Room Fees	\$ 2,800	\$ 4,350	\$ 1,550
Interest Income	\$ 600	\$ 10,027	\$ 9,427
Investment Income	\$ 1,900	\$ 7,115	\$ 5,215
Sale of Property	\$ -	\$ 4,927	\$ 4,927
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
Reimbursement of Expenses	\$ -	608	
<b>Totals</b>	<b>\$ 5,551,754</b>	<b>\$ 4,697,148</b>	<b>\$ (854,606)</b>

### Expenditures

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Salaries	\$ 1,782,442	\$ 1,673,688	\$ 108,754
Overtime	\$ -	\$ 362	\$ (362)
IMRF	\$ 109,144	\$ 99,306	\$ 9,838
FICA/Medicare	\$ 137,316	\$ 125,271	\$ 12,045
Life insurance	\$ 3,218	\$ 2,720	\$ 498
Medical insurance	\$ 665,600	\$ 573,052	\$ 92,548
Service recognition	\$ 14,680	\$ 14,634	\$ 46
<b>Total Personnel</b>	<b>\$ 2,712,400</b>	<b>\$ 2,489,033</b>	<b>\$ 223,367</b>

<b>Fund</b>	<b>Budgeted</b>		
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 2,768	\$ (2,768)
Service to Office Equipment	\$ 23,000	\$ 24,532	\$ (1,532)
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 5,678	\$ 15,322
Banking Service Charges	\$ 250	\$ 240	\$ 10
Conferences/Travel/Continuing	\$ 40,000	\$ 14,702	\$ 25,298
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 3,062	\$ 2,938
Security	\$ -	\$ 25,032	\$ (25,032)
Computer Software	\$ 53,000	\$ 24,904	\$ 28,096

Temp Agency Services	\$ 500	\$ 3,057	\$ (2,557)
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 117,623	\$ 23,377
Membership Fees	\$ 58,000	\$ 61,551	\$ (3,551)
Rental Equipment	\$ -	\$ 2,875	
Materials for Buildings	\$ 50	\$ 164	\$ (114)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 98,012	\$ 901,988
Office Supplies	\$ 29,000	\$ 36,332	\$ (7,332)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 92,573	\$ (62,573)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,282	\$ 118
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
<b>Total operating</b>	<b>\$ 2,806,368</b>	<b>\$ 1,949,765</b>	<b>\$ 856,603</b>
<b>Total expense</b>	<b>\$ 5,518,768</b>	<b>\$ 4,438,798</b>	<b>\$ 1,079,970</b>
<b>Surplus (deficit)</b>	<b>\$ 32,986.00</b>	<b>\$ 258,349</b>	<b>\$ (225,363)</b>