



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, April 15, 2021

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/88049756296>

Meeting Phone Number: 1 312 626 6799 US

Meeting ID: 880 4975 6296

I. Call to order – Samantha Carroll

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 not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

II. Consent Agenda (Approval of Agenda, Approval of March 18, 2021 Regular Meeting Minutes)
(Action)

IV. Public comments – Due to the pandemic mitigation efforts The Decatur Public Library’s Madden Auditorium 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 by 4:00 pm Thursday April 15, 2021. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

III. Written Communications from the public

IV. City Librarian’s report –Rick Meyer (Discussion)

V. Division Head reports—Robert Edwards, Becky Damptz, Alissa Henkel, Matt Wilkerson, Carol Ziese

VI. Reports of committees

A. Personnel, Policy & Public Relations Committee, November 5 Meeting—Michael Sexton

- a. Personnel Update (Discussion)
- b. Meeting Room Policy (Action)
- c. City Librarian’s Professional Goals for 2021 (Action)
- d. Diversity, Equity and Inclusion (Discussion)
- e. Other (Discussion)

A. Finance and Properties Committee, November 11 Meeting—Amy Stockwell

- i. March 2021 Check Register (Action)
- ii. 2021 Budget Report & Projection (Discussion)
- iii. Other (Discussion)

C. Foundation—Rick Meyer

- i. Upcoming Meeting (Discussion)

D. Friends of the Library—Rick Meyer

- i. April 8, Meeting (Discussion)

F. Illinois Heartland Library System—Rick Meyer

- i. Executive Council (Discussion)

VII. Old Business

- i. Board Opening (Discussion)
- ii. Other (Discussion)

VIII. New Business

- i. Building Committee (Discussion)
- ii. Other (Discussion)

IX. Adjournment

If you have questions please contact:

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



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
March 18, 2021 Meeting
Minutes

Date: March 18, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Amy Stockwell, Gregg Zientara, Michael Sexton, Susan Avery, Karl Coleman, Kathy Wrigley

Present: Samantha Carroll yes

Sofia Xethalis yes

Amy Stockwell yes

Greg Zientara yes

Susan Avery yes

Karl Coleman yes

Kathy Wrigley yes

Absent:

Michael Sexton

Staff: Rick Meyer, City Librarian

Robert Edwards

Carol Ziese

Alissa Henkel

Michelle Whitehead, Administrative Secretary

Guests:

Call to Order:

Samantha Carroll 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 not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Public comments: None

Consent Agenda (Approval of Agenda, Approval of February 18, 2021 Regular Meeting

Minutes, February 18, 2021 Annual Meeting Minutes: (Action) Ms. Carroll made the motion to approve the February 18, 2021 regular Board of Trustee meeting minutes and Annual meeting minutes Mr. Coleman made a motion to approve, seconded by Ms Xethalis, Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Wrigley yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Carroll yes.

Written Communications from the Public: None.

City Librarian's Report (Discussion)

Mr. Meyer discussed reported that the use of electronic material is up as expected. It has gone from 10% of total circulation to 21%. It's difficult to compare due to COVID. Rick will add 2019 data to get a better comparison from year to year and month to month. Discussed newly hired employees and newly promoted employees.

Division Head Reports (Discussion)

Robert Edwards, Assistant City Librarian, presented information on circulation and how it affects staffing. 108 curb side visits, 2 employee promotions creating a cost savings of about \$10,000 vs. filling a new position. Currently sorting out duties in Administration between Betti Jo Heckwine and Michelle Whitehead. Circulation staff fielded and resolved 42 customer service calls. Mr. Edwards will resume computer classes very soon.

Alissa Henkel, Head of Programs, Resources & Services presented information about how the Decatur Public Library is engaging local schools. Staff completed a video tour with the Eisenhower special needs students in October as well the Dennis first grade students. They also promoted story time live to those students. Millikin University music teacher gave her students an assignment to set books to music, so staff helped them out with that program. Multicultural program will be a story time live also.

Carol Ziese, Head of Technical Services reported her department is maintaining *status quo*. They are coming up with less expensive ways to process items.

Alissa and Carol left the meeting at 4:53pm.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee, November 5 Meeting – Michael Sexton – Not present, no discussion.
 - a. Personnel Update (Discussion) Update already given.
 - b. Building Use Policy (Action) Motion to accept the policy as is with the adjustment from a lowercase l to a capital L for library. Ms. Carroll requested motion to approve, Ms. Stockwell made a motion to approve, seconded by Ms. Wrigley. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Wrigley yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Carroll yes.
 - c. Diversity, Equity, and Inclusion (Discussion) Mr. Edwards met with the committee yesterday. Staff completed a 3-week training with different types of libraries in different cities. The DEI Committee is looking at our strategic plan with Library Strategies. The Committee will examine community needs, and assess for community services, processes and programs, racial equity. They

hope to bring before the board within a month.

- B. Finance and Properties Committee, March 10 Meeting – Amy Stockwell
 - a. January & February 2021 Check Register (Action) Ms. Stockwell made a motion to approve, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Wrigley yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Carroll yes.
 - b. 2021 Budget Report (Discussion) Also reviewed the actual vs. budget report.
- C. Foundation –Mr. Meyer is talking with Teena Zindel-McWilliams regarding an LED sign funded by the Foundation, and spoke to Mr. Kindseth, Deputy City Manager, for approval.
- D. Friends of the Library –Friends of the Library met in March and approved a handful of remote programs and they are reviewing bylaws.
- E. Illinois Heartland Library System – Mr. Meyer mentioned there is an app called SOLUS, to be shared system wide. Waiting on cost detail. Member libraries are excited about this new app.

Old Business

Board Opening (Discussion) No response yet.

New Business

Meeting Room Policy (Discussion) Can the meeting rooms be used by individuals or pairs? Is this policy intended for organizations only? We need to have clarity. Mr. Meyer will investigate to see what other libraries are offering in this same spectrum. Mr. Meyer will follow up with the PPPR committee for final consideration.

Adjournment

Ms. Carroll requested a motion for adjournment at 5:24 pm. Ms. Xethalis made the motion to adjourn, seconded by Ms. Wrigley. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Ms. Wrigley yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Stockwell yes, Ms. Avery yes. Adjourned at 5:24 p.m.

Scribe,
Michelle Whitehead, Administrative Secretary
Draft 3/19/21



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City Librarian's Report for March 2021

Administration

- Michelle Whitehead began duties as Administrative Secretary on March 1.
- Robert Edwards took the lead on getting Michelle trained. She eventually spent time in every department.
- On March 3, I participated in the Director's University 2021 Planning Committee meeting.
- I completed and submitted the annual Per Capita Grant application on the 15th.
- On the 17th I participated in the ILA Awards Committee meeting.
- On the 25th I participated in the ILA Executive Board meeting.
- I took a vacation March 22- 26.

Circulation

- **Please see statistical spreadsheet/charts.**
- Robert Davis began duties as Library Clerk I.
- Janet Denton began duties as Library Clerk II.
- Patti Freitag and Nancy Rostek continue to serve on the Staff Recognition Committee.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve on the SHARE Executive Council.
- Carol continued to head the Staff Recognition Committee.
- One staff member continues to work remotely.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Kristie Nikitin-Smith is collaborating with Megan Holt from DPS 61 on a Writers' Workshop.
- Susan Bishop and Alissa Henkel have been working with Jesse Blunt and Thinkwell Maker Camp to begin in June.
- Susan Bishop worked with a Millikin University student, Shelby, to have a Multicultural Story Time Live event.
- Amanda Young and Alissa met with BabyTALK Representatives concerning bringing BabyTALK times back to the library. They also received a tour of the new building.
- Amanda Young worked with the U of I Extension to promote their STEM virtual classes and promoted on Facebook.

- Tabitha Bilyeu is bringing Mari-Mann Herbs' Mike King as a special guest speaker at May's Spice Club.

Systems Administration

- **See spreadsheet for statistical information.**
- Microsoft issued an update that causes Windows 10 computers to crash when printing to Kyocera printers. It hit us as soon as staff attempted to print. Another update corrects the problem and was installed.
- Matt Wilkerson changed Work Order database so staff can notify Nick Haake and Mike Pritchett when a work order is added.
- Ordered and gave four new radios to Maintenance.
- Chris Nihiser is working with Joy Harvey, from Richland, on a network switch problem. Our computers, at times, attempt to connect the Richland/Workforce VLAN. A reboot corrects the problem. Chris is reassigning/reconfiguring switch ports to correct the problem.
- Watt's replaced the Adult staff room printer.
- Matt and Rick began updating Computer Use and Software policies.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- Becky Damptz was gone for 3 weeks dealing with family matters in the latter half of the month. Leeann Grossman and the volunteers kept the department running during this difficult time. The Local History Room was open every day, and fulfilled 34 in-depth research requests. Kudos from Becky and Rick to Leeann and all the volunteers.
- Becky attended the Heritage Network meeting on March 3.
- Leeann is currently adding the 2020 board minutes to Omeka. When she completes that year, we will officially be all caught up with the board minute entries. The plan is to add each new year at the beginning of the next year. Therefore, we will work on adding 2021 in early 2022.
- Joyce Doris returned to adding the digitized photos from the Herald and Review to Omeka. She is currently working on schools.
- David Frahlman and Pat Riley are putting together new displays for April.
- Deb Lebo is putting in the obituary records from when we were closed between November and February.

Sincerely,

Rick Meyer

City Librarian

Circulation by Audience Physical & Electronic

	Mar-19	Mar-20	Mar-21	% of Total	Change	2019 Total	2020 Total	2021 Projection	Projected change	April 2018-March 2019	April 2019-March 2020	March 2020-February 2021	% Change
Number of Adult Materials Loaned	18,570	14,094	14,328	67.5%	1.7%	210,311	145,040	99,746	-31.2%	220,905	205,068	129,690	-58%
Number of Young Adult Materials Loaned	855	572	696	3.3%	21.7%	9,272	5,283	4,700	-11.0%	10,816	8,900	5,085	-75%
Number of Children's Materials Loaned	8,295	6,334	6,205	29.2%	-2.0%	96,991	53,984	45,312	-16.1%	96,432	95,449	50,693	-88%
Total Number of Materials Loaned	27,720	21,000	21,229		1.1%	316,574	204,307	149,759	-26.7%	328,153	309,417	185,468	-67%

Circulation by Material Type

	Mar-19	Mar-20	Mar-21	% of Total	Change	2019 Total	2020 Total	2021 Projection	Projected change	April 2018-March 2019	March 2019-February 20	March 2020-February 2021	% Change
Books Loaned--Physical	17,451	12,590	13,573	63.9%	7.8%	201,408	118,284	87,406	-26.1%	211,437	200,855	119,477	-68%
Videos/DVDs Loaned--Physical	5,564	3,315	2,713	12.8%	-18.2%	59,688	28,714	13,685	-52.3%	61,961	58,763	25,331	-132%
Audios, Including Music Loaned--Physical	1,379	823	701	3.3%	-14.8%	14,977	7,322	3,755	-48.7%	16,852	15,073	6,597	-128%
Magazines/Periodicals Loaned--Physical	523	304	351	1.7%	15.5%	5,215	3,083	2,154	-30.1%	5,911	5,209	3,028	-72%
Other Items Loaned--Physical	165	220	180	0.8%	-18.2%	1,919	1,577	983	-37.7%	924	2,089	1,551	-35%
Use of Circulating Electronic Materials	2,638	3,748	3,717	17.5%	-0.8%	33,367	45,327	51,767	14.2%	31,068	34,148	50,490	32%
Total	27,720	21,000	21,235		1.1%	316,574	204,307	159,750	-21.8%	328,153	316,137	206,474	-53%

Successful Retrieval of Electronic Information

	3,657	3,157	2,825	11.7%	-10.5%	32,863	39,210	31,634	-19.3%	36,303	35,642	40,070	11%
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Electronic Content Use

	Mar-19	Mar-20	Mar-21	Change	2019 Total	2020 Total	2021 Projection	Projected change	April 2018-March 2019	March 2019-February 20	March 2020-February 2021	% Change	
Total Collection Use	6,295	6,905	6,542	27.2%	-5.3%	66,230	84,537	83,401	-1.3%	67,371	69,790	90,560	23%
Total Collection Use	31,377	24,157	24,060		-0.4%	349,437	243,517	191,384	-21.4%	364,456	351,779	246,544	-43%

Interlibrary Loans Provided To Other Libraries
Interlibrary Loans Received FROM Other Libraries
Total ILL Transactions

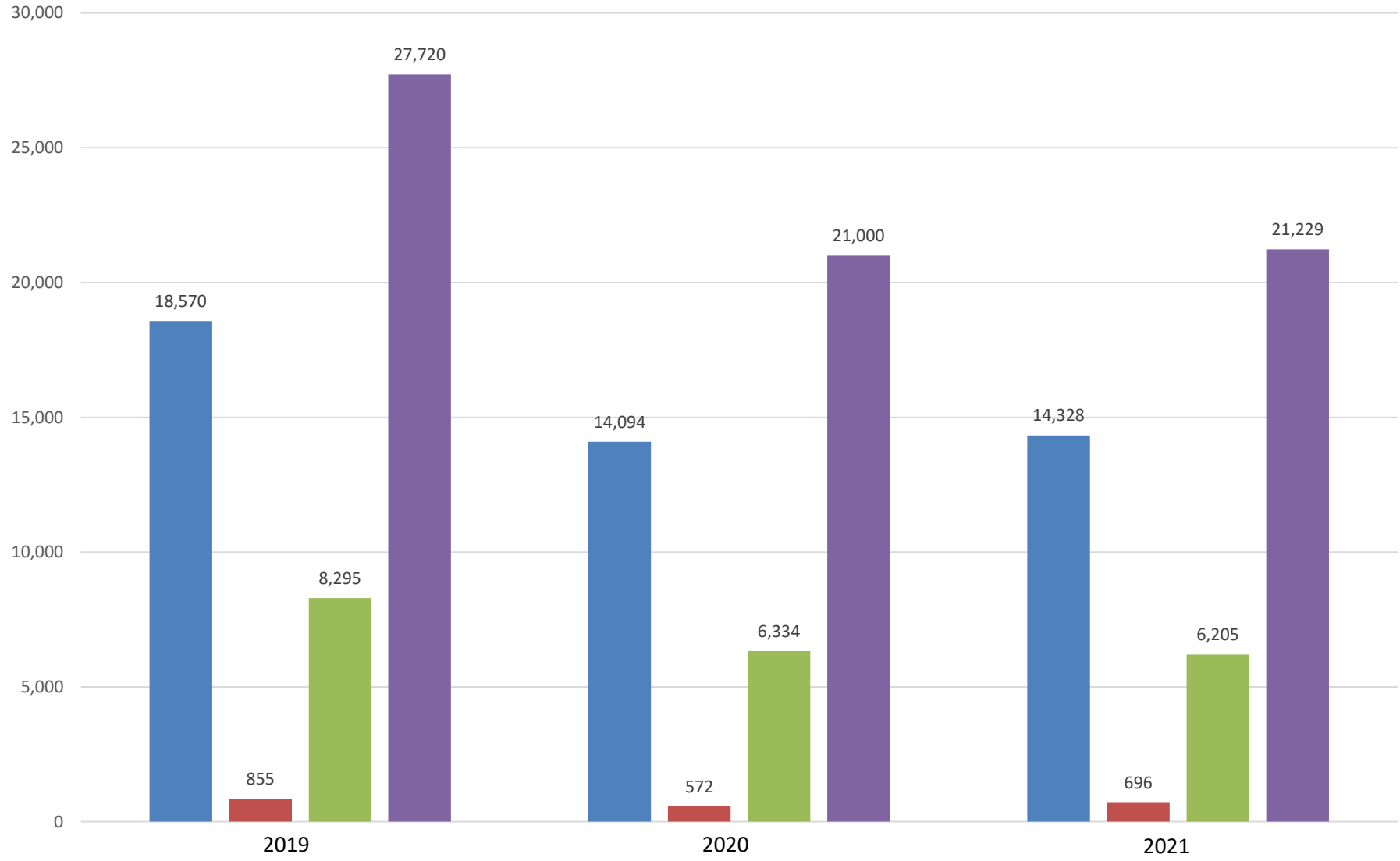
	Mar-19	Mar-20	Mar-21	% of Total	Change	2019 Total	2020 Total	2021 Projection	Projected change	April 2018-March 2019	March 2019-February 20	March 2020-February 2021	% Change
Interlibrary Loans Provided To Other Libraries	4,860	2,515	3,703	52.2%	47.2%	46,259	24,966	25,014	0.2%	50,905	45,708	25,849	-77%
Interlibrary Loans Received FROM Other Libraries	3,636	2,344	3,393	47.8%	44.8%	40,336	22,884	19,756	-13.7%	40,200	40,194	24,845	-62%
Total ILL Transactions		4,859	7,096		46.0%	86,595	47,850	44,771	-6.4%	91,105	85,902	50,694	-69%

New Patron Registrations
of Visitors (Security Gate)
Visitors Lobby Counter
Local History # of visitors
Adult Programs Active
Adult Programs Passive
Adult Programs Virtual Live
Adult Programs Virtual Recorded
YA Programs Active
YA Programs Passive
YA Virtual Live
YA Virtual Recorded
Children's Programs Active
Children's Programs Passive
Children's Virtual Live
Children's Virtual Recorded
Total Programs
Public Sessions
Wireless Sessions
Website Sessions
Unique Visits
Page Views
Self Checks
Percentage of Self Checks
Assists Adult
Assists Children

	Mar-19	Mar-20	Mar-21	Change	2019 Total	2020 Total	2021 Projection	Projected change	April 2018-March 2019	March 2019-February 20	March 2020-February 2021	% Change	
New Patron Registrations	233	100	100	0.0%	2,451	2,848	1,959	-31.2%	2,695	2,443	2,790	12%	
# of Visitors (Security Gate)	20,659	7,502	8,995	19.9%	229,935	78,509	44,648	-43.1%	234,589	190,786	70,570	-170%	
# Visitors Lobby Counter	n/a	8,691	8,449	-2.8%	79,903	84,502	#DIV/0!	#DIV/0!	0	112,958	69,714	-62%	
Local History # of visitors	70	38	18	-52.6%	762	298	31	-89.5%	954	815	149	-447%	
Adult Programs Active	884	174	222	27.6%	8,472	1,121	344	-69.3%	9,556	7,837	553	-1317%	
Adult Programs Passive	0	89	131		0	1,207	1,738	44.0%	0	136	1,395	90%	
Adult Programs Virtual Live	0	0	30		0	22	#DIV/0!	#DIV/0!	0	0	155	100%	
Adult Programs Virtual Recorded	0	0	3		0	193	#DIV/0!	#DIV/0!	0	0	196	100%	
YA Programs Active	122	0	0	#DIV/0!	829	0	#DIV/0!	#DIV/0!	697	694	0	#DIV/0!	
YA Programs Passive	0	21	53		0	409	737	80.3%	0	55	491	89%	
YA Virtual Live	0	0	0		0	0	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	
YA Virtual Recorded	0	0	0		0	57	#DIV/0!	#DIV/0!	0	0	57	100%	
Children's Programs Active	1,860	453	0	-100.0%	19,110	1,354	0	-100.0%	13,093	17,582	453	-3781%	
Children's Programs Passive	0	435	294		0	2,599	1,105	-57.5%	0	804	2,322	65%	
Children's Virtual Live	0	0	27		0	185	#DIV/0!	#DIV/0!	0	0	360	100%	
Children's Virtual Recorded	0	974	162		0	5,141	#DIV/0!	#DIV/0!	0	0	5,558	100%	
Total Programs	2,866	2,146	922		-57.0%	28,411	12,288	5,086	-58.6%	13,790	27,108	11,540	-135%
Public Sessions	3,961	1,495	1,714	14.6%	34,947	14,620	7,536	-48.5%	38,475	34,748	12,810	-171%	
Wireless Sessions	1,055	591	598	1.2%	11,687	5,691	1,828	-67.9%	6,345	13,467	4,197	-221%	
Website Sessions	5,333	9,788	11,092	13.3%	126,997	113,083	123,252	9.0%	108,654	128,947	125,740	-3%	
Unique Visits	3,570	6,149	6,087	-1.0%	78,796	63,468	60,797	-4.2%	63,422	81,625	68,758	-19%	
Page Views	8,984	38,226	42,939	12.3%	445,386	485,031	476,468	-1.8%	179,772	510,876	520,839	2%	
Self Checks	9,917	5,390	4,386	-18.6%	113,374	43,324	18,446	-57.4%	121,968	112,313	35,909	-213%	
Percentage of Self Checks				0.0%				#DIV/0!				#DIV/0!	
Assists Adult	4,337	2,164	2,550	17.8%	45,411	22,718	19,159	-15.7%	47,016	45,034	23,394	-93%	
Assists Children	1,524	700	1,199	71.3%	15,761	9,181	8,435	-8.1%	14,095	15,704	9,589	-64%	

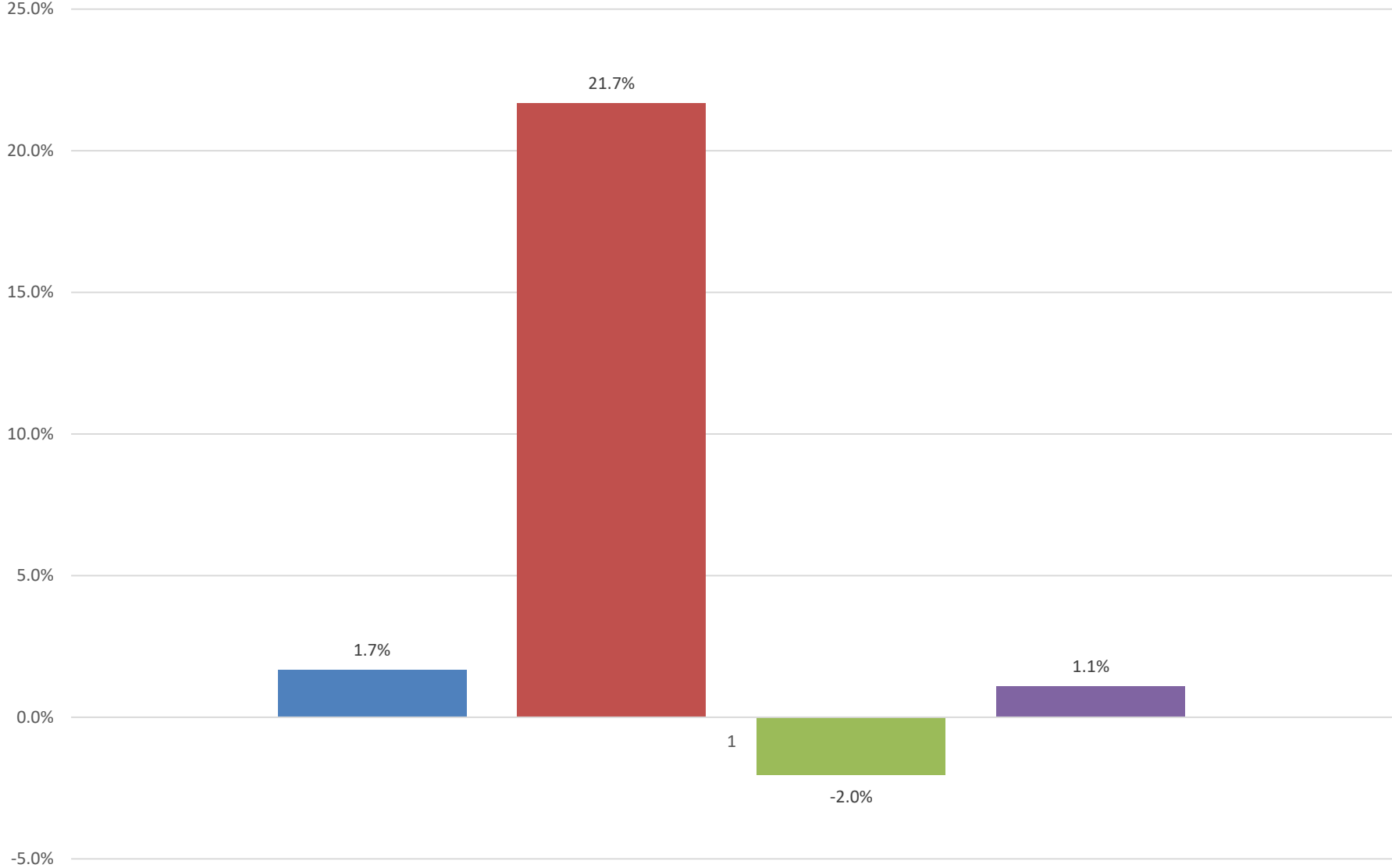
Assists Local history	154	139	104	-25.2%	1,891	956	322	-66.4%	1,984	1,937	742	-161%
IT help calls	80	66	192	190.9%	1,132	1,154	2,253	95.3%	736	1,104	1,421	22%
Searches in Catalog	70,051	78,326	19,182	-75.5%	843,956	848,610	236,631	-72.1%	664,694	868,813	742,513	-17%
Number of Items processed	1,812	812	2,026	149.5%	23,490	18,575	19,758	6.4%	5,888	23,611	19,706	-20%
Number of Items Withdrawn from Collection	1,567	965	589	-39.0%	18,567	19,237	22,655	17.8%	6,841	17,061	21,043	19%
Number of mended items	263	0	185	#DIV/0!	4,161	2,189	2,041	-6.8%	966	4,183	2,140	-95%
Number of items ordered	878	477	1,367	186.6%	9,698	8,213	9,862	20.1%	2,410	10,155	9,185	-11%
Number of records added to database	1,549	142	1,841	1196.5%	19,329	15,824	20,369	28.7%	4,922	19,428	17,004	-14%

March Circulation by Target Audience



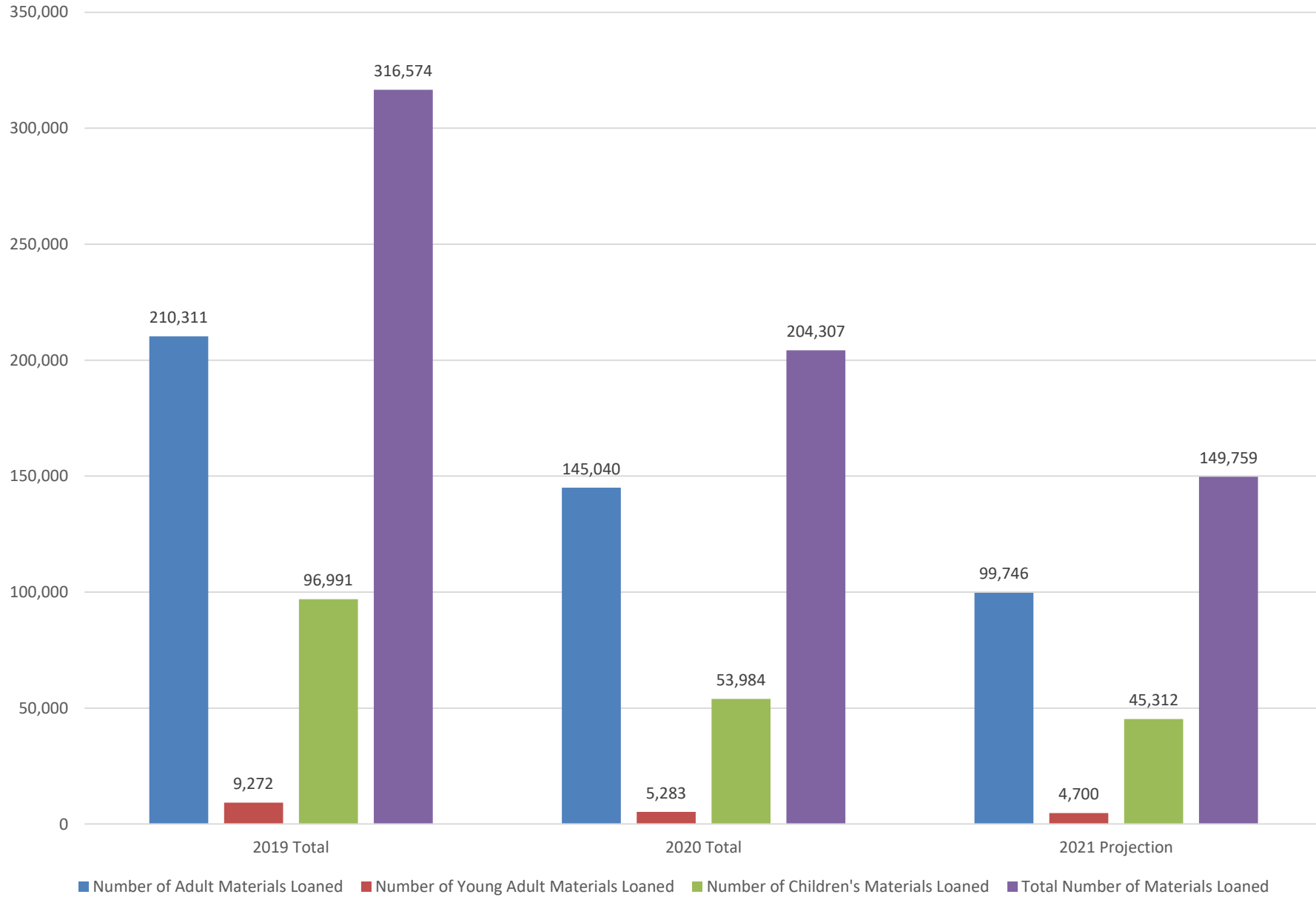
■ Number of Adult Materials Loaned ■ Number of Young Adult Materials Loaned ■ Number of Children's Materials Loaned ■ Total Number of Materials Loaned

Change in Circulation 2020-2021

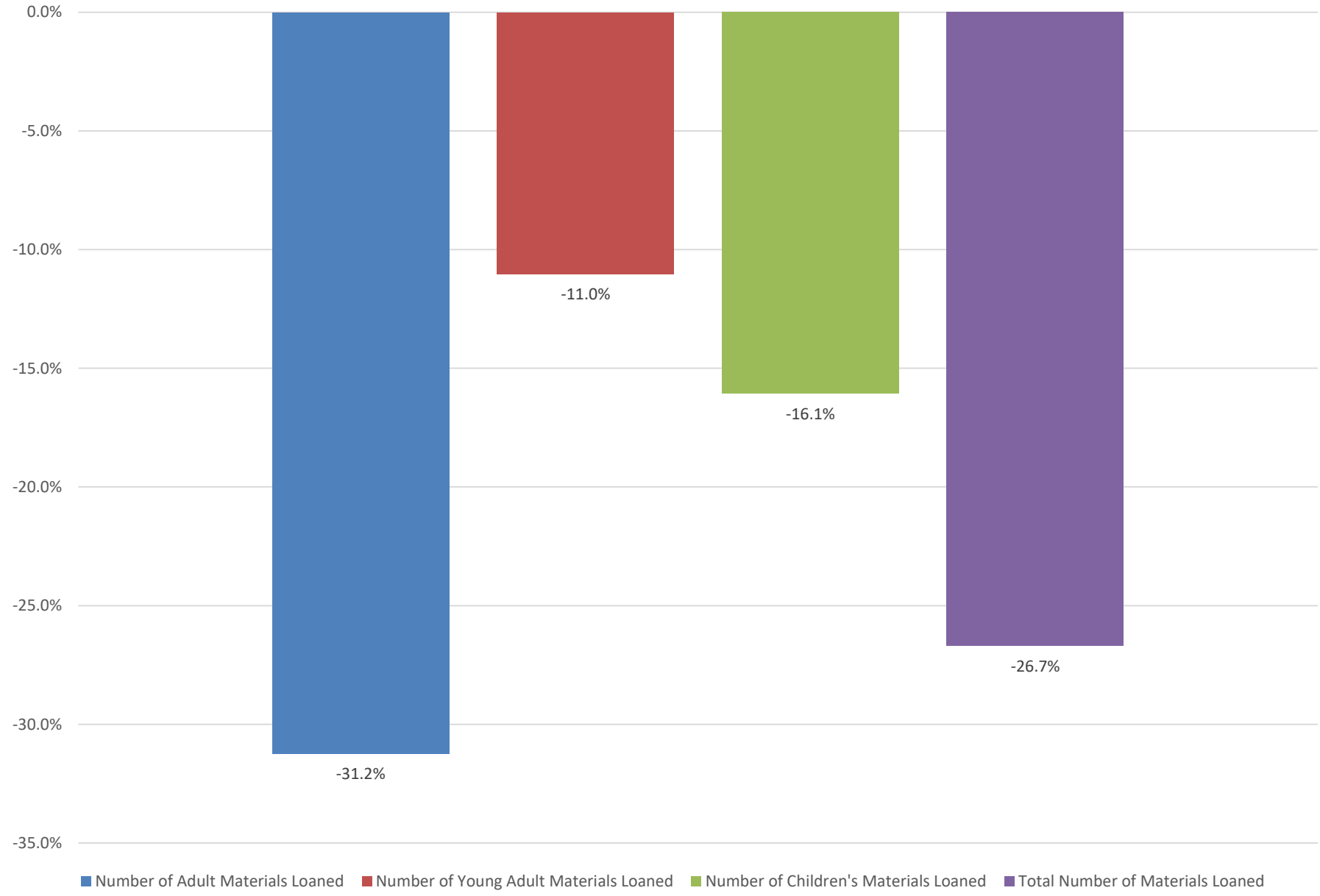


■ Number of Adult Materials Loaned ■ Number of Young Adult Materials Loaned ■ Number of Children's Materials Loaned ■ Total Number of Materials Loaned

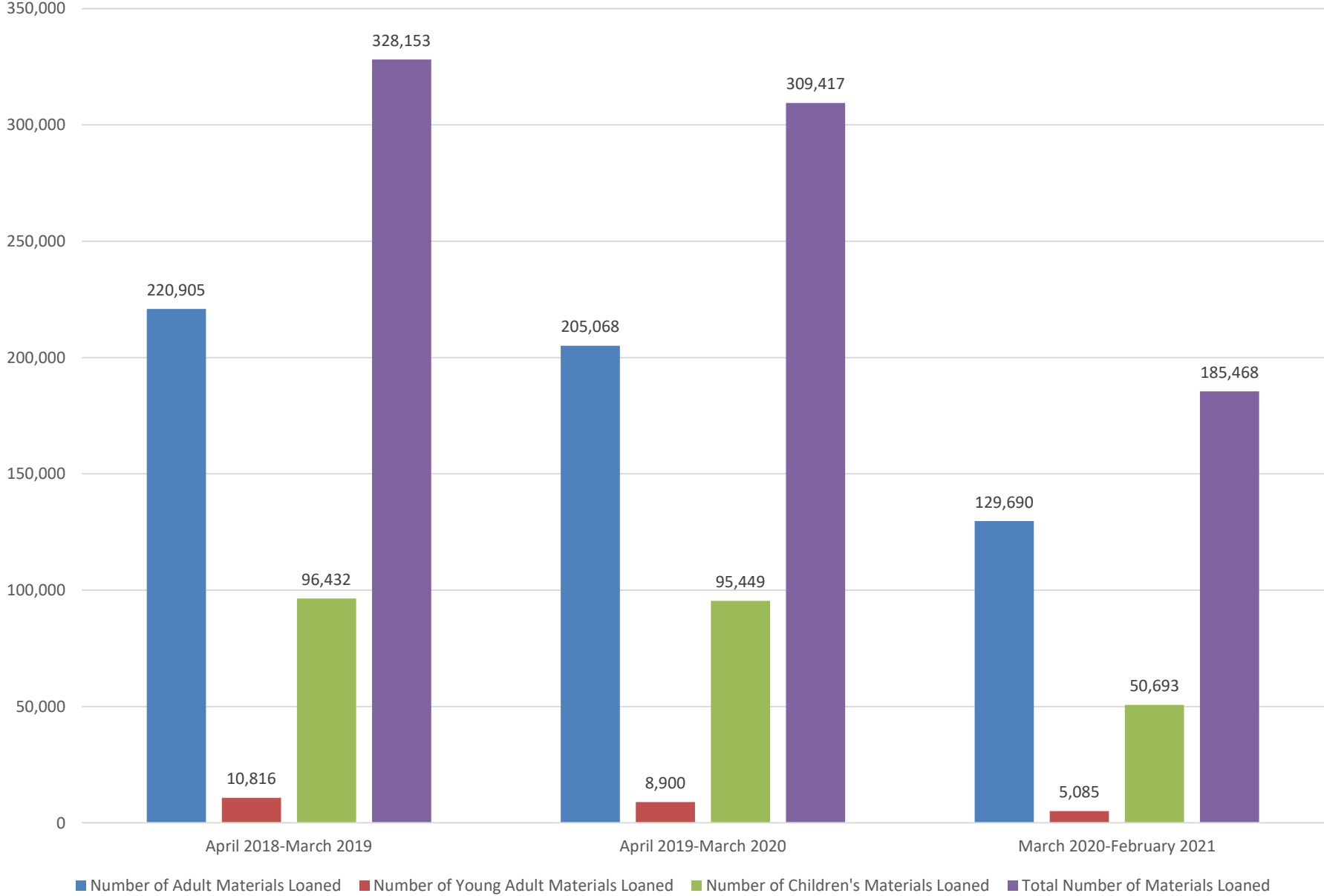
2019 Actual, 2020 Actual, 2021 Projection



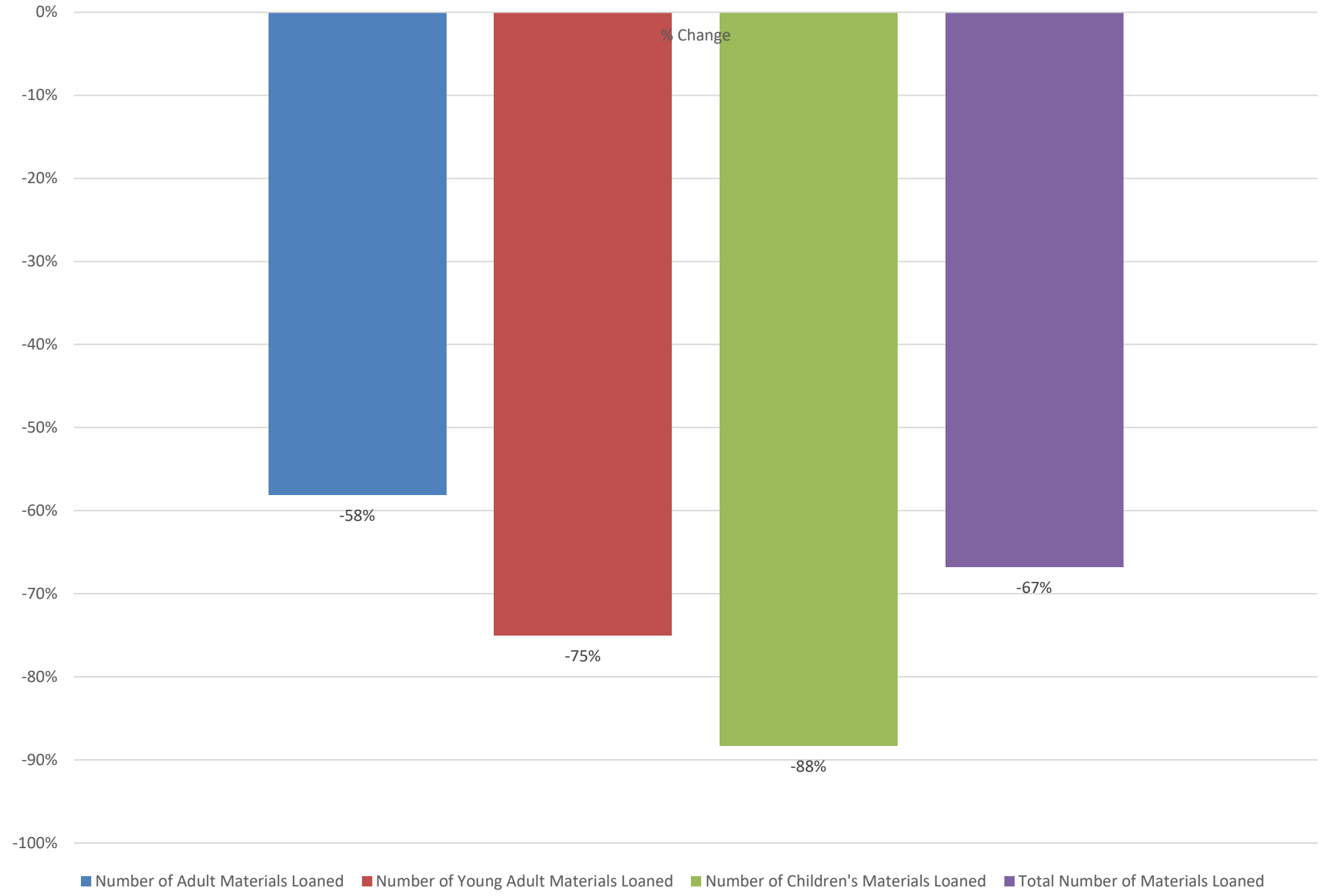
Projected Change



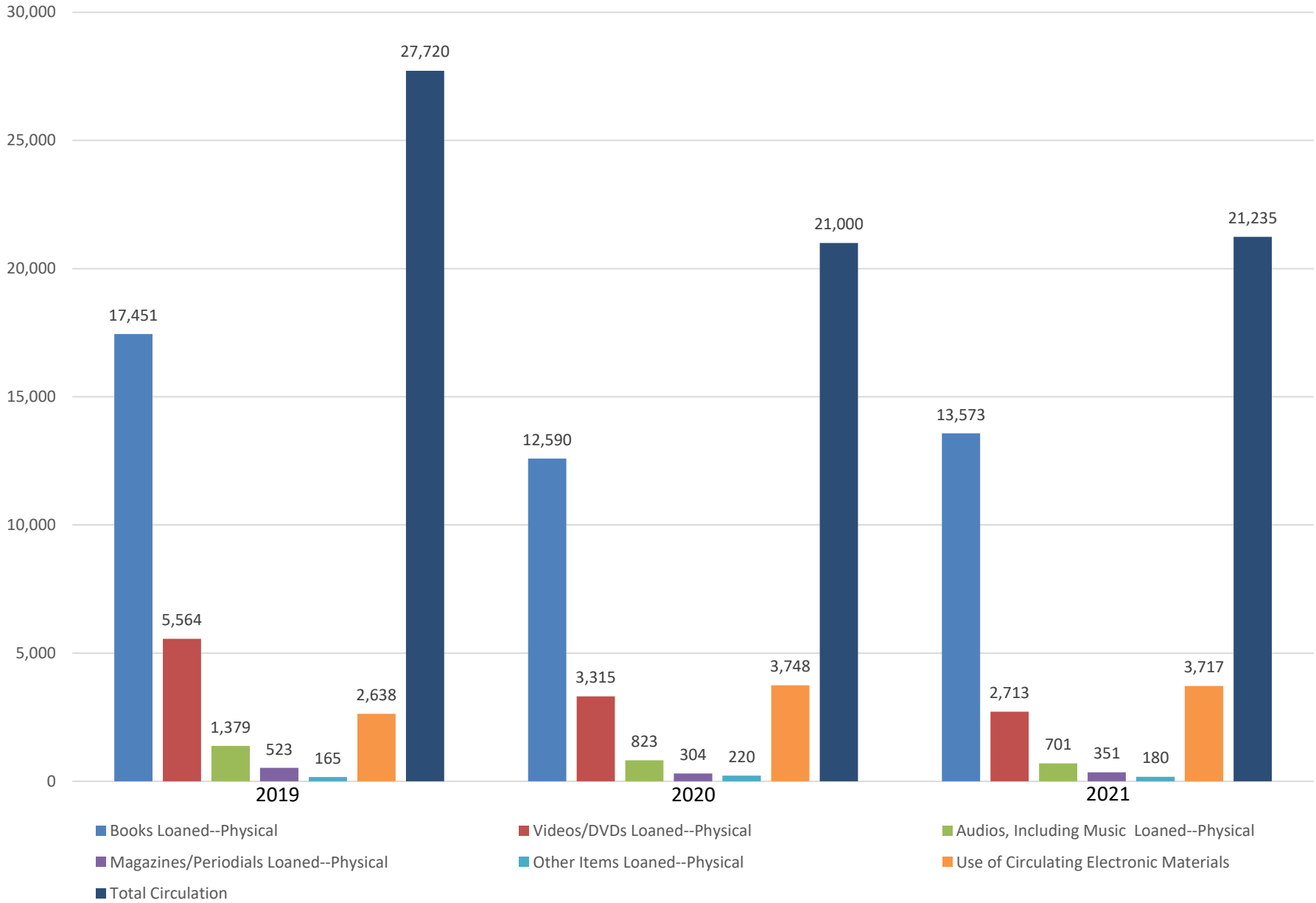
Twelve-Month Trend



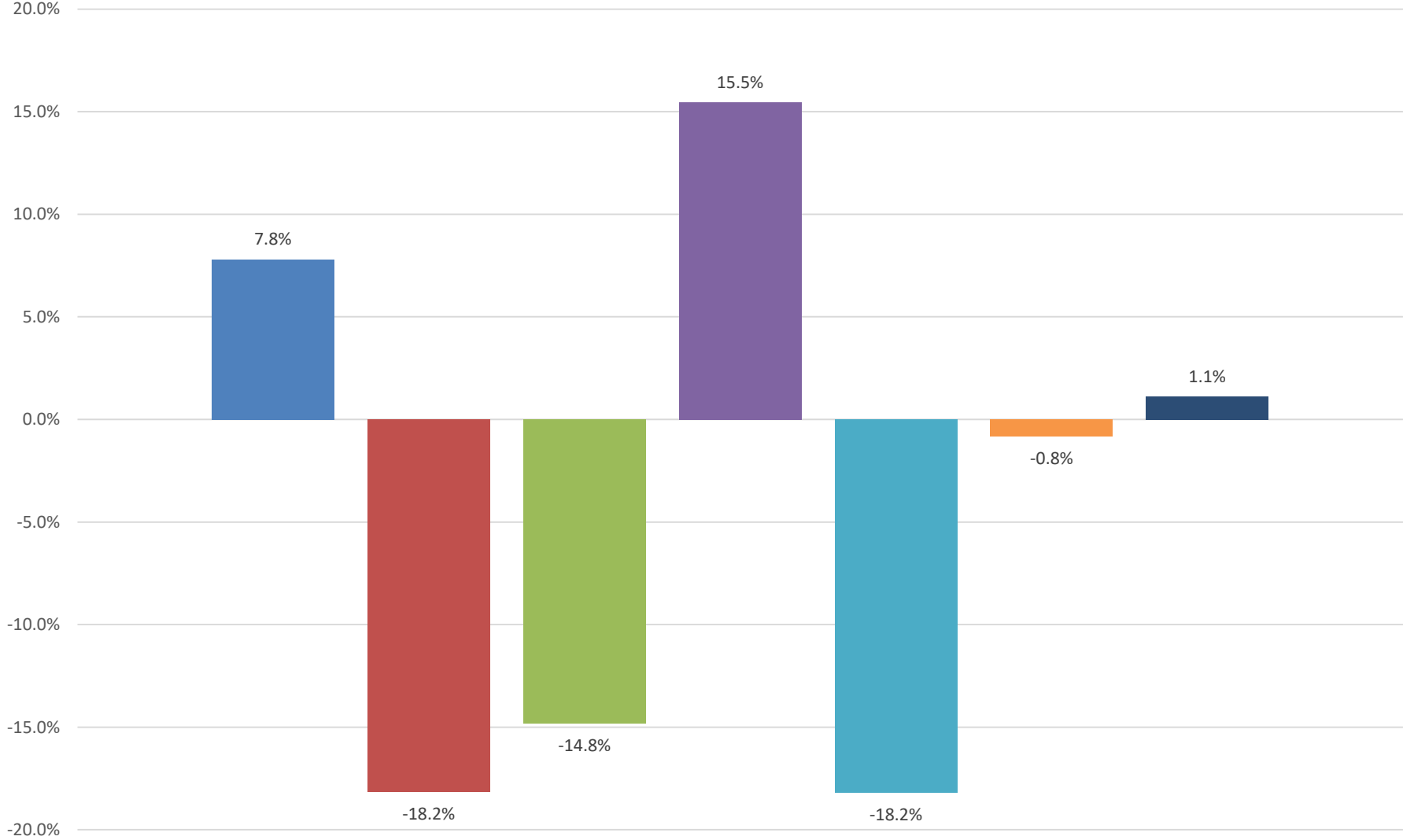
Change in 12 Month Trend



March 2019, 2020, 2021 by Material Type

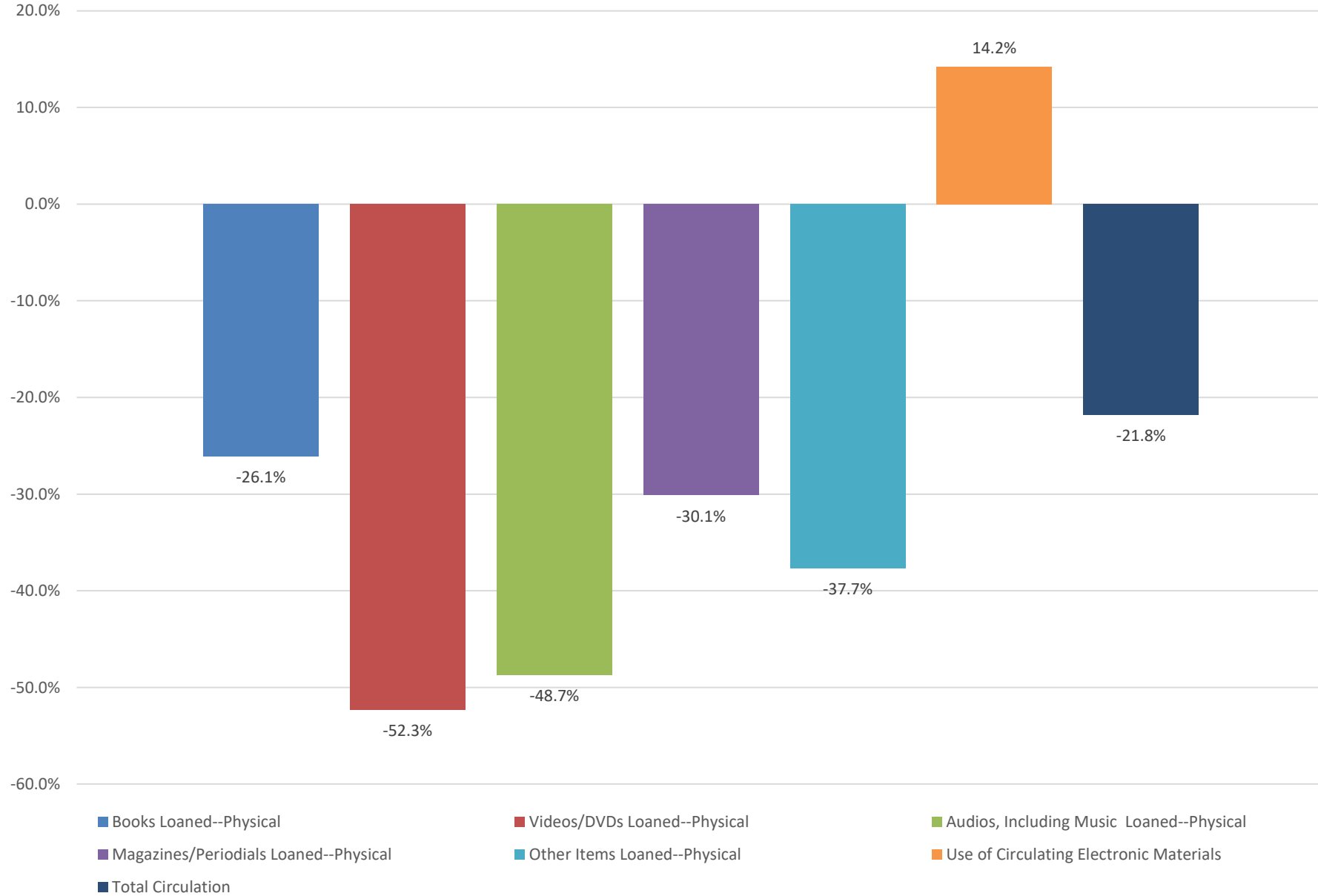


Change from 2019

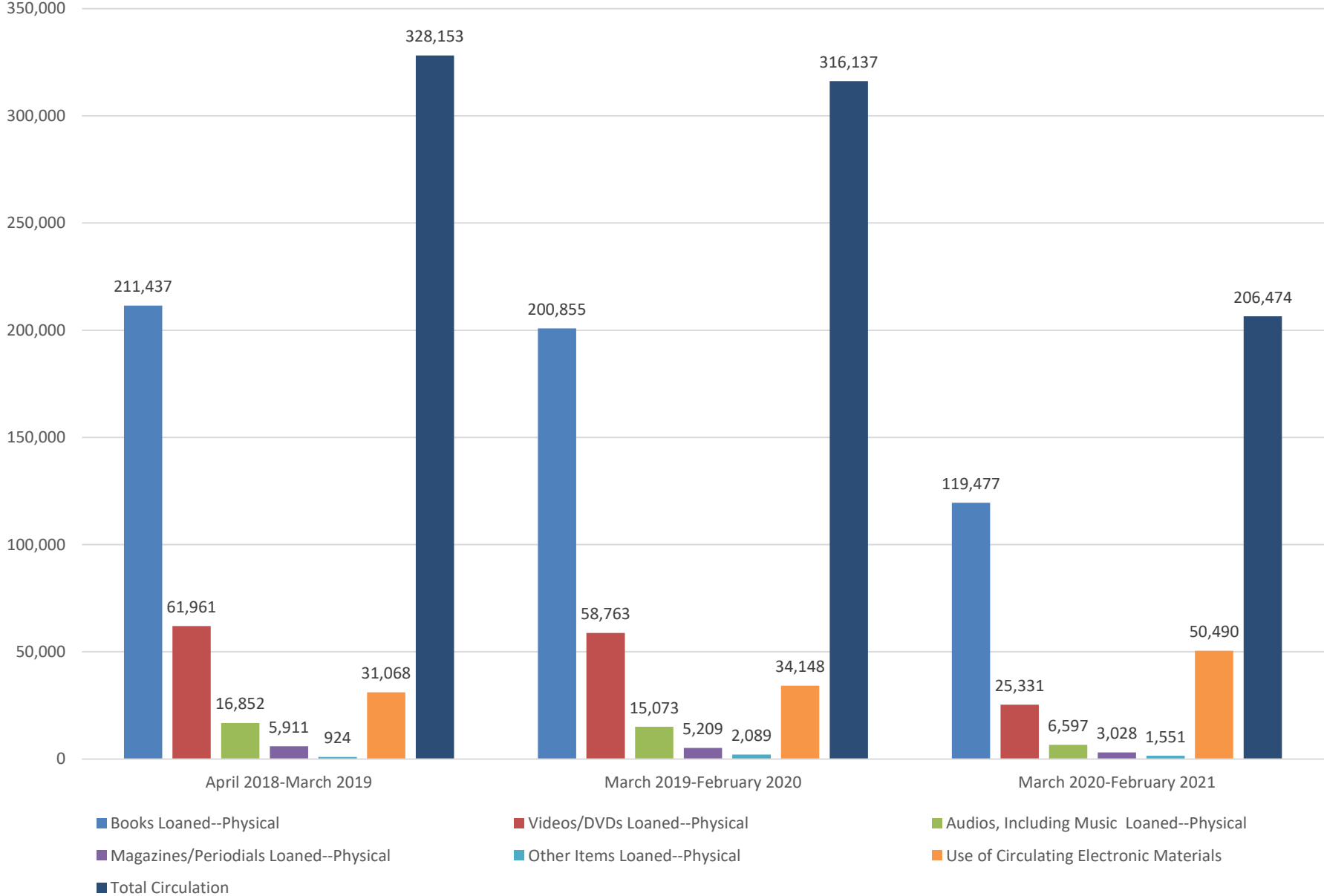


- Books Loaned--Physical
- Videos/DVDs Loaned--Physical
- Audios, Including Music Loaned--Physical
- Magazines/Periodicals Loaned--Physical
- Other Items Loaned--Physical
- Use of Circulating Electronic Materials
- Total Circulation

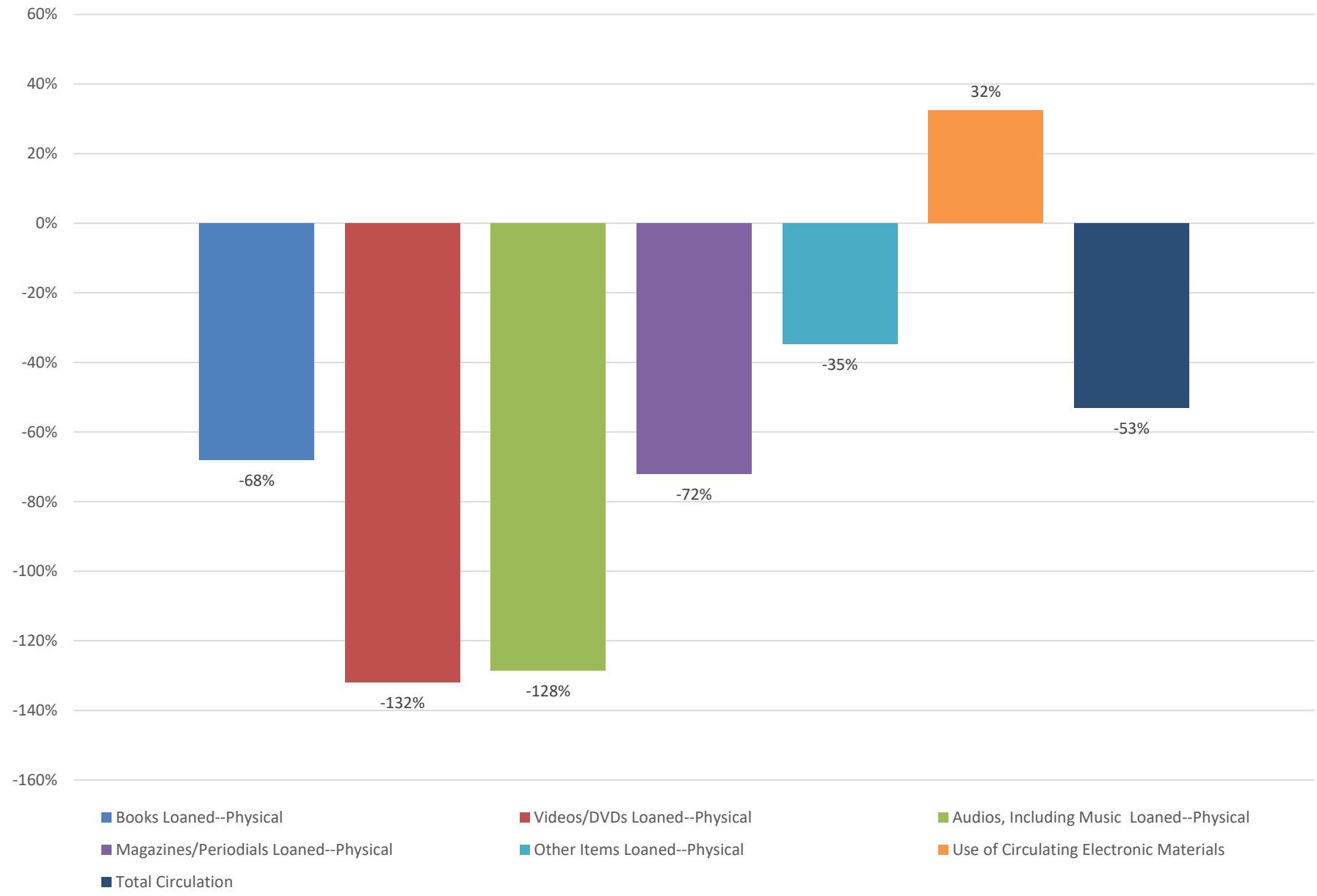
Projected Change



12-monthTrend



12-month Trend Change





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STATEMENT OF POLICY FOR USE OF MEETING ROOMS

The Decatur Public Library welcomes the use of its meeting rooms by organizations. The library will not charge a fee to not-for-profit, community, and government organizations.

For events planned and/or promoted in conjunction with Decatur Public Library, organizations will not be charged a fee.

Meeting rooms are not available for private social functions. There shall be no solicitation for donations or selling of products or services at the meetings, with the exception of library sponsored functions.

Requests for use of a meeting room must be made no later than the Friday before the meeting, **but no earlier than 2 months prior to the meeting date.** Requests should be submitted on the library meeting room **application form provided by the Library.** Meeting rooms can be booked tentatively by phone, email or fax, but the completed application with payment must be returned within 5 business days of the initial booking request, or the booking may be cancelled. Payment may also be made by purchase order with prior approval. After payment is received, a 50% fee will be applied to all cancellations.

With the exception of the Library Board room, meeting rooms are available during regular library hours from the time the library is open until 30 minutes prior to the library closing time. The Library Board room is available Monday through Friday from the time the library opens through 4:30 p.m.

Please see library meeting room fee schedule for current cost of renting various rooms.

Organizations may rent Library meeting rooms as many as twelve times per calendar year.

If food or beverages are served, the organization using the room is responsible for cleanup. A cleaning fee will be assessed if the room is not left clean. Please see fee schedule. Alcoholic beverages and smoking are prohibited in the Library.

The Library is not responsible for personal belongings left in the meeting rooms.

An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended August 17, 2017

Amended June 18, 2020

Amended April 15, 2021

2021 Professional Goals

1. Workplace Culture: Develop or Adopt Employee Engagement and or Culture Survey and implement said surveys.
2. Workplace Culture: Develop plan to address any issues found.
3. Timeliness: Work to ensure that Board of Trustees has all needed documents one week in advance.
4. Advocacy:
 - A. Re-join Rotary as soon as in-person meetings are back—Make library related announcements at least monthly.
 - B. Develop a Decatur Public Library Speaker's Bureau and make available to local organizations.
 - C. Re-introduce "This Week at Decatur Public Library" and broaden beyond City Council.

Decatur Public Library

FOR INVOICES FROM 3/1/2021 TO 3/31/2021

LIBRARY FUND

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
139928	3/16/2021	GE MONEY BANK/AMAZON	35.00	ACCT 8641	BANKING SERVICE CHARGES
139665	3/2/2021	BAKER & TAYLOR CO	14.69		BOOKS & PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	64.14		BOOKS & PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	85.49		BOOKS & PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	125.68		BOOKS & PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	132.91		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	10.49		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	18.74		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	29.99		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	38.97		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	59.98	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	89.96		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	106.41		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	142.96		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	144.96		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	88.94		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	121.66		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	527.17		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	779.11		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	875.78		BOOKS & PERIODICALS
139781	3/9/2021	DECATUR TRIBUNE	40.00	SUBSCRIPTION RENEWAL 2021/ COPY 2	BOOKS & PERIODICALS
139781	3/9/2021	DECATUR TRIBUNE	40.00	SUBSCRIPTION RENEWAL 2021/COPY 1	BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	10.49		BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	11.24		BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	14.99		BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	18.74		BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	71.21		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	9.99		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	32.95		BOOKS & PERIODICALS

139882	3/16/2021	BAKER & TAYLOR CO	78.05		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	87.58		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	99.77		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	369.28		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	489.47		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	498.55		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	684.27		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	690.12		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	846.15		BOOKS & PERIODICALS
139927	3/16/2021	GALE GROUP, INC.	300.00	ACCT 159635 HOSTING FEE SUBSCRIPTIONS EBOOKS	BOOKS & PERIODICALS
139927	3/16/2021	GALE GROUP, INC.	1,786.33	ACCT 159635 CONTEXT BIOGRAPHY SUBSCRIPT 3'21-2'22	BOOKS & PERIODICALS
139927	3/16/2021	GALE GROUP, INC.	23,412.22	ACCT 159635 SUBSCRIPTIONS MAR'21-FEB'22	BOOKS & PERIODICALS
139928	3/16/2021	GE MONEY BANK/AMAZON	138.72		BOOKS & PERIODICALS
139937	3/16/2021	INFOGROUP	345.00	DECATUR/HARRISTOWN DIRECTORIES CUST#104566	BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	7.49		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	10.48		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	29.23		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	34.99		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	59.97	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	82.98		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	284.05		BOOKS & PERIODICALS
140002	3/23/2021	BAKER & TAYLOR CO	188.45		BOOKS & PERIODICALS
140002	3/23/2021	BAKER & TAYLOR CO	209.54		BOOKS & PERIODICALS
140034	3/23/2021	EBSCO INDUSTRIES, INC	8,011.00	NOVELIST DATABASE PACKAGE	BOOKS & PERIODICALS
140055	3/23/2021	KANOPY	247.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
140059	3/23/2021	LIBRARY IDEAS, LLC	236.70	VOX BOOKS FOR CHILDRENS	BOOKS & PERIODICALS
140059	3/23/2021	LIBRARY IDEAS, LLC	725.10	VOX BOOKS FOR CHILDREN	BOOKS & PERIODICALS
140068	3/23/2021	MIDWEST TAPE, LLC	20.24		BOOKS & PERIODICALS
140068	3/23/2021	MIDWEST TAPE, LLC	26.24	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
140068	3/23/2021	MIDWEST TAPE, LLC	43.47		BOOKS & PERIODICALS
140068	3/23/2021	MIDWEST TAPE, LLC	1,851.61		BOOKS & PERIODICALS
140073	3/23/2021	NICHE ACADEMY LLC	2,400.00	NICHE ACADEMY ANNUAL SUBSCRIPT	BOOKS & PERIODICALS
140077	3/23/2021	OVERDRIVE	1,200.00	LIBRARY PARTICIPATION FUTURES PURCHASES/MAINT FEE	BOOKS & PERIODICALS
140077	3/23/2021	OVERDRIVE	2,000.00	DEPOSIT ON ADVANTAGE ACCT FOR CONTENT PURCHASES	BOOKS & PERIODICALS

140077	3/23/2021	OVERDRIVE	3,600.00	LIBRARY PARTICIPATION FUTURES PURCHASES/MAINT FEE	BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	136.49		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	153.90		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	154.14		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	160.06	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	439.90		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	542.93		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	699.40		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	19.48		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	39.99		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	104.16		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	109.97		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	224.92		BOOKS & PERIODICALS
Books & Periodicals Total			57,644.52		
139974	3/16/2021	STACKMAP, LLC	3,029.00	ANNUAL SUBSCRIPTION 2021/2022	COMPUTER SOFTWARE
140108	3/23/2021	ZOOBEAN INC	2,295.00	2ND YEAR LICENSE PLUS 4/27/21-4/26/22	COMPUTER SOFTWARE
140108	3/23/2021	ZOOBEAN INC	2,590.00	CUSTOM BEANSTACK SERVICE/LICENSE 4/27/20-4/26/21	COMPUTER SOFTWARE
Computer Software Total			7,914.00		
139665	3/2/2021	BAKER & TAYLOR CO	0.69	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
139665	3/2/2021	BAKER & TAYLOR CO	6.12		OFFICE SUPPLIES
139665	3/2/2021	BAKER & TAYLOR CO	10.41		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	1.50		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	2.50		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	4.50		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	5.01		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	12.32		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	30.59		OFFICE SUPPLIES
139760	3/9/2021	BAKER & TAYLOR CO	21.39		OFFICE SUPPLIES
139760	3/9/2021	BAKER & TAYLOR CO	26.46		OFFICE SUPPLIES
139760	3/9/2021	BAKER & TAYLOR CO	41.61		OFFICE SUPPLIES
139828	3/9/2021	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
139828	3/9/2021	MIDWEST TAPE, LLC	1.25		OFFICE SUPPLIES
139828	3/9/2021	MIDWEST TAPE, LLC	1.50	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES

139828	3/9/2021	MIDWEST TAPE, LLC	16.28		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	0.69	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	1.38		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	2.76		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	4.05		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	17.58		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	25.17		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	29.19		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	31.95	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	39.00		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	40.08		OFFICE SUPPLIES
139884	3/16/2021	C'S ENGRAVING & RUBBER STAMPS	18.00	NAME BADGES/INK PADS	OFFICE SUPPLIES
139884	3/16/2021	C'S ENGRAVING & RUBBER STAMPS	24.00	NAME BADGES	OFFICE SUPPLIES
139913	3/16/2021	DEMCO INC	116.27	CIRCEXTENDER LAMINATE VINYL GLOSS	OFFICE SUPPLIES
139913	3/16/2021	DEMCO INC	1,457.24	BOOK TAPE	OFFICE SUPPLIES
139928	3/16/2021	GE MONEY BANK/AMAZON	307.12		OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	2.30		OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	3.45		OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	5.40		OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	102.50		OFFICE SUPPLIES
139976	3/16/2021	IL&FEDERAL POSTER-INVOICE DEPT	28.94	IL STATE/FEDERAL LABOR LAW POSTER 2021	OFFICE SUPPLIES
139984	3/16/2021	ULINE	110.05	ECON POLY BUBBLE MAILER AND CD	OFFICE SUPPLIES
140002	3/23/2021	BAKER & TAYLOR CO	8.88	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
140068	3/23/2021	MIDWEST TAPE, LLC	5.01	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
140068	3/23/2021	MIDWEST TAPE, LLC	6.90		OFFICE SUPPLIES
140068	3/23/2021	MIDWEST TAPE, LLC	7.31		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	4.74	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	4.83		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	11.19		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	19.74		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	27.30		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	39.03		OFFICE SUPPLIES
140167	3/30/2021	MIDWEST TAPE, LLC	1.25	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES

140167	3/30/2021	MIDWEST TAPE, LLC	3.00		OFFICE SUPPLIES
140167	3/30/2021	MIDWEST TAPE, LLC	10.55		OFFICE SUPPLIES
140167	3/30/2021	MIDWEST TAPE, LLC	41.23		OFFICE SUPPLIES
Office Supplies Total			2,743.66		
139760	3/9/2021	BAKER & TAYLOR CO	16.95	BOOKS AND ENTERTAINMENT 2021	OTHER LIBRARY GRANT EXPENSE
139810	3/9/2021	JESSICA HILL CONSULTING LLC	1,000.00	HOURS WORKED FOR FEBRUARY 2021	OTHER LIBRARY GRANT EXPENSE
139928	3/16/2021	GE MONEY BANK/AMAZON	382.54		OTHER LIBRARY GRANT EXPENSE
140053	3/23/2021	JESSICA HILL CONSULTING LLC	1,000.00	3/1/21-3/13/21	OTHER LIBRARY GRANT EXPENSE
Library Grant Expense Total			2,399.49		
139774	3/9/2021	COMMERCIAL MAIL SERVICES	184.76	FEB 16 - FEB 26'21	POSTAGE
140022	3/23/2021	COMMERCIAL MAIL SERVICES	196.16	MONTHLY MAIL 3/1/21-3/15/21	POSTAGE
Postage Total			380.92		
139912	3/16/2021	DELL INC.	58.99	DIAGNOGSTIC/SUPPORT SERVICE UPGRADE	PROFESSIONAL SERVICES
Prof. Services Total			58.99		
139837	3/9/2021	NCI BUSINESS SYSTEMS	38.95	NCI-ANNUAL PO FOR DUPLICATOR-2	SERV-OFFICE EQUIPMENT
139869	3/9/2021	WATTS COPY SYSTEMS	694.60	WATT COPY SYSTEMS SERVICES	SERV-OFFICE EQUIPMENT
Serv-Office Equip.			733.55		
139880	3/16/2021	B & B GLASS	699.00	PLEXIGLASS BARRIER	SMALL CAPITAL ITEMS
139928	3/16/2021	GE MONEY BANK/AMAZON	342.10		SMALL CAPITAL ITEMS
Small Capital Items Total			1,041.10		
139839	3/9/2021	PAETEC	50.29	ACCT 633318933001	TELEPHONE
139839	3/9/2021	PAETEC	72.80	ACCT 633292627001	TELEPHONE
139864	3/9/2021	VERIZON WIRELESS	1,644.84	ACCT #980380645-00001	TELEPHONE
140014	3/23/2021	CALL ONE	703.67	ACCT 1212890	TELEPHONE
140078	3/23/2021	PAETEC	50.44	ACCT 633318933001	TELEPHONE
140078	3/23/2021	PAETEC	88.08	ACCT 633292627001	TELEPHONE
140193	3/30/2021	VERIZON WIRELESS	1,663.25	ACCT #980380645-00001	TELEPHONE
Telephone Total			4,273.37		
139922	3/16/2021	EXPRESS SERVICES, INC	205.30	D TAYLOR WK END 2/24/21	TEMP AGENCY SERVICES
139922	3/16/2021	EXPRESS SERVICES, INC	307.95	D TAYLOR WK END 2/14/21	TEMP AGENCY SERVICES
139922	3/16/2021	EXPRESS SERVICES, INC	307.95	D TAYLOR WK END 2/28/21	TEMP AGENCY SERVICES
Temp Agency Services Total			821.20		
LIBRARY FUND Total			78,010.80		

59 LIBRARY TRUST FUNDS

139937	3/16/2021	INFOGROUP	315.00	DECATUR/HARRISTOWN DIRECTORIES CUST#104566	BOOK AND PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	65.98	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	15.94		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	19.06		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	19.68		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	110.69	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	11.68		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	35.51		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	64.65		BOOKS & PERIODICALS
139917	3/16/2021	EDC EDUCATIONAL SVCS	14.99	DIRECT ORDER CHILDREN'S BOOK	BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	10.07	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	18.45		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	223.60		BOOKS & PERIODICALS
TRUST FUNDS Total			925.30		RLE
WARRANT			78,936.10		

DPL FY 2021 Budget Report

Prepared: March 4, 2021

At the end of February 17% of the year has passed

Revenue

	FY 2021 Budgeted	% of Budget	Actual YTD	% Collected	FY20 YTD	% Change
Property Taxes	\$ 2,842,000	72.9%	\$ 50,732.01	1.8%	\$ -	#DIV/0!
All Other	\$ 1,055,252	27.1%	\$ 231,065.35	21.9%	\$ 222,778.36	3.7%
Total Revenue	\$ 3,897,252		\$ 281,797.36	7.2%	\$ 222,778.36	26.5%

Expense

% Expended

Personnel

Payroll	\$ 1,646,241		\$ 377,540.91		\$ 362,507.49	4.1%
Benefits	\$ 797,034		\$ 179,176.15		\$ 178,342.93	0.5%
	\$ 2,443,275	61.9%	\$ 556,717.06	22.8%	\$ 540,850.42	2.9%

Library Materials

Books, Periodicals, et	\$ 245,000		\$ 119,980.13	49.0%	\$ 96,725.60	24.0%
Per Capita	\$ 103,250		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 3,000.00		\$ 123.92	4.1%	\$ 174.27	n/a
Total Materials	\$ 351,250	9.3%	\$ 120,104.05	34.2%	\$ 96,899.87	23.9%

Professional Services

Professional Services	\$ 40,000		\$ 493.99	1.2%	\$ 10,605.75	-95.3%
Temp Agency	\$ 500		\$ 3,531.16	706.2%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 66.53	44.4%	\$ 32.52	1.045818
Total	\$ 40,650	1.1%	\$ 4,091.68	10.1%	\$ 10,638.27	-61.5%

Allocations

Administrative Fee	\$	124,872		\$	31,218.00	25.0%	\$	23,226.00	34.4%
MIS	\$	40,116		\$	10,029.00	25.0%	\$	9,750.00	2.9%
	\$	164,988	4.4%	\$	41,247.00	25.0%	\$	32,976.00	25.1%

Grants

PNG	\$	-		\$	-	#DIV/0!	\$	3,918.59	-100.0%
Other grants	\$	75,000		\$	5,046.01	6.7%	\$	1,465.97	244.2%
	\$	75,000	2.0%	\$	5,046.01	6.7%	\$	5,384.56	-6.3%

Advertising	\$	500	0.01%	\$	421.00	84.2%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	-	#DIV/0!
Postage	\$	8,000		\$	1,261.70	15.8%	\$	3,242.04	-61.1%
Service to Office Equi	\$	20,000		\$	2,406.05	12.0%	\$	2,162.64	11.3%
Telephone	\$	15,000		\$	5,868.42	39.1%	\$	3,748.52	56.6%
Software	\$	40,000		\$	9,252.00	23.1%	\$	1,760.00	425.7%
Office Supplies	\$	25,000		\$	5,486.44	21.9%	\$	5,517.89	-0.6%
Small Capital	\$	30,000		\$	1,041.10	3.5%	\$	1,537.66	-32.3%
	\$	138,300	3.7%	\$	25,315.71	18.3%	\$	17,968.75	40.9%

Staff Development

Conferences/Training	\$	15,000		\$	2,388.96	15.9%	\$	3,353.45	-28.8%
Tuition Reimburseme	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	57,000		\$	680.00	1.2%	\$	1,980.00	-65.7%
	\$	76,000	2.0%	\$	3,068.96	4.0%	\$	5,333.45	-42.5%

Insurance

Unemployment	\$	1,332		\$	333.00	25.0%	\$	336.00	-0.9%
Medical expenses/CO	\$	-		\$	-	#DIV/0!	\$	59.48	-100.0%

Risk Management	\$	71,484		\$	17,871.00	25.0%	\$	19,224.00	-7.0%
	\$	72,816	1.9%	\$	18,204.00	25.0%	\$	19,619.48	-7.2%

Building Costs

Rent	\$	584,583.00		\$	143,751.00	24.6%	\$	143,751.00	0.0%
Supplies	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Total Building	\$	585,583	15.5%	\$	143,751.00		\$	143,751.00	
Total Operations/Ser	\$	1,505,087	39.8%	\$	361,249.41	24.0%	\$	332,571.38	8.6%

Total Expenses	\$	3,948,362		\$	917,966.47	23.2%	\$	873,421.80	5.1%
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Revenue Minus Exper	\$	(51,110)		\$	(636,169.11)		\$	(650,643.44)	-2.2%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Equals
1/1/2021	\$ 1,469,875.45	\$ 154,733.58	\$ 272,747.53	\$ - \$ 1,351,861.50
2/1/2021	\$ 1,351,861.50	\$ 54,976.71	\$ 308,131.12	\$ - \$ 1,098,707.09
3/1/2021	\$ 1,098,707.09	\$ 72,087.07	\$ 337,087.82	\$ - \$ 833,706.34
4/1/2021	\$ 833,706.34			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Capital Fund Revenue Expected: \$250,000 Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
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1/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
2/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
3/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
4/1/2021	\$	334,994.89					
5/1/2021	\$	-					
6/1/2021	\$	-					
7/1/2021	\$	-					
8/1/2021	\$	-					
9/1/2021	\$	-					
10/1/2021	\$	-					
11/1/2021	\$	-					
12/1/2021	\$	-					
1/1/2022	\$	-					

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2021	\$ 58,479.83			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 82,832.74	\$ -	\$ 2,036.58	\$ 80,796.16
2/1/2021	\$ 80,796.16	\$ -	\$ 2,266.51	\$ 78,529.65
3/1/2021	\$ 78,529.65	\$ -	\$ 2,367.36	\$ 76,162.29

4/1/2021	\$	76,162.29
5/1/2021	\$	-
6/1/2021	\$	-
7/1/2021	\$	-
8/1/2021	\$	-
9/1/2021	\$	-
10/1/2021	\$	-
11/1/2021	\$	-
12/1/2021	\$	-
1/1/2022	\$	-

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 25,606.07	\$ 1,180.00	\$ 357.08	\$ 26,428.99
2/1/2021	\$ 26,428.99	\$ 130.00	\$ 1,971.42	\$ 24,587.57
3/1/2021	\$ 24,587.57	\$ 530.00	\$ 610.30	\$ 24,507.27
4/1/2021	\$ 24,507.27			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet	Ending
1/1/2021	\$ 1,898,769.18	\$ 155,913.58	\$ 275,141.19	\$ -	\$ 1,779,541.57
2/1/2021	\$ 1,779,541.57	\$ 55,106.71	\$ 312,369.05	\$ -	\$ 1,522,279.23
3/1/2021	\$ 1,522,279.23	\$ 72,617.07	\$ 340,065.48	\$ -	\$ 1,254,830.82
4/1/2021	\$ 1,254,830.82				
5/1/2021	\$ -				
6/1/2021	\$ -				
7/1/2021	\$ -				
8/1/2021	\$ -				

9/1/2021	\$	-
10/1/2021	\$	-
11/1/2021	\$	-
12/1/2021	\$	-
1/1/2022	\$	-

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
PPRT	\$ 259,920	\$ 377,441	\$ 117,521
State Grants or other	\$ 103,250	\$ 103,250	\$ -
Other Grants	\$ 75,000	\$ 45,000	\$ (30,000)
PILOT	\$ 563,832	\$ 563,832	\$ -
Fines	\$ 5,000	\$ 2,493	\$ (2,507)
Non-Resident Fee	\$ 150	\$ 1	\$ (149)
Lost or Damaged Items	\$ 2,300	\$ 1,820	\$ (480)
Copies/Miscellaneous	\$ 3,500	\$ 8,533	\$ 5,033
Meeting Room Fees	\$ 4,500	\$ -	\$ (4,500)
Transfer from Meyer Fund	\$ 28,000	\$ 26,642	\$ (1,358)
Interest Income	\$ 2,600	\$ 3	\$ (2,597)
Investment Income	\$ 4,700	\$ -	\$ (4,700)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,000	\$ -	\$ (1,000)
Transfer from	\$ -	\$ -	\$ -
Totals	\$ 3,897,252	\$ 3,972,516	\$ 75,264

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,646,241	\$ 1,648,256	\$ (2,015)
Overtime	\$ -	\$ 894	\$ (894)
IMRF	\$ 199,182	\$ 196,728	\$ 2,454
FICA/Medicare	\$ 126,011	\$ 124,875	\$ 1,136
Life insurance	\$ 3,078	\$ 2,802	\$ 276
Medical insurance	\$ 452,400	\$ 439,400	\$ 13,000
Service recognition	\$ 16,363	\$ 18,664	\$ (2,301)
Total Personnel	\$ 2,443,275	\$ 2,431,619	\$ 11,656
Fund	Budgeted		
Unemployment insurance	\$ 1,332	\$ 1,332	\$ -
Advertising	\$ 500	\$ 1,684.00	\$ (1,184)
Printing/binding	\$ 300	0	\$ 300
Service to maintain Building	\$ 500	0	\$ 500
Service to Office Equipment	\$ 20,000	\$ 22,737.48	\$ (2,737)
IT Services	\$ 40,116	\$ 40,116	\$ -
Telephone	\$ 15,000	\$ 24,666.61	\$ (9,667)
Banking Service Charges	\$ 150	\$ 475.02	\$ (325)
Conferences/Travel/Continuing E	\$ 15,000	\$ 5,128.32	\$ 9,872
General Fund	\$ 124,872	\$ 124,872	\$ -
Postage	\$ 8,000	\$ 2,620	\$ 5,380

Computer Software	\$ 40,000	\$ 40,000	\$ -
Medical Expenses/ COVID-19	\$ -	\$ -	\$ -
Temp Agency Services	\$ 500	\$ 3,531	\$ (3,031)
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 40,000	\$ 1,175	\$ 38,825
Membership Fees	\$ 57,000	\$ 57,000	\$ -
Materials for Buildings	\$ 500	0	\$ 500
PNG Grant	\$ -	\$ -	\$ -
Per Capita Grant	\$ 103,250	\$ 103,250	\$ -
Other Grant	\$ 75,000	\$ 20,682	\$ 54,318
Office Supplies	\$ 25,000	\$ 20,593	\$ 4,407
Risk Management	\$ 71,484	\$ 71,484	\$ -
Small Capital	\$ 30,000	\$ 19,101	\$ 10,899
Rent	\$ 584,583	\$ 584,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 3,000	\$ 971	\$ 2,029
Total operating	\$ 1,505,087	\$ 1,395,002	\$ 110,085
Total expense	\$ 3,948,362	\$ 3,826,621	\$ 121,741
Surplus (deficit)	\$ (51,110.00)	\$ 145,894.63	\$ (197,005)