



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, May 18, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Sofia Xethalis
- II. **Consent Agenda (Approval of Agenda; Approval of April 20, 2023 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. Viewpoint Project (Discussion)
    - iii. City Librarian Job Description (Discussion)
    - iv. Diversity, Equity, Inclusion (Discussion)
    - v. Strategic Plan Draft (Discussion)
    - vi. Results of Staff Survey on Security (Discussion)
    - vii. Other (Discussion)
  - B. **Finance and Properties Committee**—Jacobie Jones
    - i. Capital Needs & Projects (Discussion)
    - ii. Friends of the Library Relocation (Discussion)
    - iii. April 2023 Check Register (Action)

- iv. April 2023 Actuals & Projection (Discussion)
- v. Other (Discussion)

**C. Foundation—Rick Meyer**

- i. No Meeting

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

- i. May 11 meeting

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

**VIII. Old Business**

- A. Open Trustee Seats (Discussion)
- B. Other

**IX. New Business**

- A. Other (Discussion)

**X. Adjournment**

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



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

April 20, 2023 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:**

Karl Coleman  
Jeffrey Cancienne  
Susan Avery  
Sofia Xethalis  
Shelli Brunner

#### **Absent:**

Alana Banks  
Jacobie Jones

**Staff:** Rick Meyer, City Librarian, Becky Dampitz, Head of Archives and Special Collections, Alissa Henkel, Head of Programs, Resources, and Services, Carol Ziese, Head of Circulation and Technical Services

**Guests:** None

**Call to Order:** Ms. Xethalis called the meeting to order at 4:30pm.

**Consent Agenda (Approval of Agenda; Approval of March 16, 2023 Regular and Annual Meeting Minutes) (Action)** Mr. Meyer requested to move the Strategic Plan discussion to the top of the agenda after Written Communications from the Public. Ms. Avery made a motion to approve the change to the agenda, seconded by Mr. Cancienne. All in favor. The motion was adopted.

**Public comments:** None.

**Written Communications from the Public:** There was a FOIA request for all the books we have bought and removed since 2017.

**City Librarian's Report (Discussion)** Mr. Meyer presented his monthly report.

**Division Head Reports** (Discussion) Ms. Damptz reported they have 2 volunteers coming back to Local History. There is a possibility of add another part-time employee for Local History.

Ms. Henkel reported on changing the setup for Readiculous to make the exits readily accessible for safety reasons.

Ms. Ziese reported there will be 19 interviews for the Library Clerk position. DEI recently had a training on hiring and Ms. Ziese is working with HR on improving the questions. The next DEI will be meeting on May 2<sup>nd</sup> at noon.

#### Reports of Committees:

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

- a. Personnel Update (Discussion) Mr. Meyer stated the Library Assistant job was posted, and likely an internal candidate will move into that position, which will leave an open position for a part-time Library Assistant.
- b. Tuition Reimbursement (Discussion) Mr. Meyer discussed how this affects union concessions and the discussion was tabled.
- c. Diversity, Equity, Inclusion (Discussion) Mr. Coleman reported the next meeting will be May 3<sup>rd</sup> at noon.
- d. Emergency Response Plan (Discussion) Mr. Meyer reported the City Manager asked for patience on moving forward due to some turnover at the City.
- e. Credit Card Policy (Action) Ms. Brunner made a motion to accept the policy as presented, seconded by Ms. Xethalis. The motion was adopted.

##### B. Finance and Properties Committee – Jeff Cancienne

- a. Capital Needs & Projects (Discussion) Mr. Meyer said the pallet movers will start moving shelves next week so the carpet can be installed. Phase 1 of carpet installation should begin May 15. The Summer Reading kick-off will be in the Library green space on June 3<sup>rd</sup>.
- b. Friends of the Library Relocation (Discussion) Mr. Meyer stated Work Force Investment has asked for an extension on the move.
- c. March Actuals & Projection (Discussion) Mr. Meyer presented detailed budget details. An increase in security hours will directly affect the projected budget numbers.
- d. Summary of Vendor Expenditures for March 2023 (Discussion) Mr. Meyer presented an overview of the expenditures.
- e. March 2023 Check Register (Action) Ms. Xethalis made a motion to approve the check register, seconded by Mr. Coleman. Ms. Xethalis requested a roll call vote, Mr. Cancienne yes, Ms. Brunner yes, Mr. Coleman yes, Ms. Avery yes, Ms. Xethalis yes. The motion was adopted.
- f. Increase in Security Officer Hours (Discussion) Mr. Meyer stated he met with City Manager Wrighton. Mr. Wrighton is not ready to commit to extra funding for additional security hours at The Library. This topic will be added to the Finance and Property meeting for further discussion.
- g. Balance Sheet Reconciliation (Discussion) Mr. Meyer stated he has reconciled the errors and he will discuss this with Anthony Cooling at the City. The Library

budget matches with the City.

- h. Grant Opportunity (Action) State Representative of Sue Sherer would like to propose a grant for \$600,000 in order to purchase a bookmobile. Mr. Myer has concerns about operational costs. There was a letter signed-off on by Mr. Meyer to the Speaker of the House to put the grant in motion. Mr. Meyer presented information on the cost of operating bookmobiles at the Library. Mr. Meyer will attempt to set up a conference call with Ms. Sherer and Mr. Cancienne. Ms. Brunner made a motion to table waiting on additional information, seconded by Mr. Cancienne. All in favor. The motion was adopted.

C. Foundation – Rick Meyer - No meeting.

D. Friends of the Library – April 13 meeting was unattended. Ms. Banks is scheduled for May 11.

E. Illinois Heartland Library System – No report.

### **Old Business**

- A. Open Trustee Seat (Discussion) Mr. Meyer is rescheduling meetings with potential board members.
- B. Strategic Plan (Action) Nick Dismassis presented a summary of the Strategic Plan. Ms. Brunner made a motion to table the discussion, seconded by Mr. Cancienne. All in favor. The motion was adopted.
- C. Viewpoint Project (Discussion) Mr. Meyer gave a summary of the video that he received back from the project.
- D. Friends of the Library Liaison Assignments (Discussion) There are still a few open dates. Ms. Brunner took June, Ms. Xethalis took July.

### **New Business**

- A. Other (Discussion) None.

### **Adjournment**

Ms. Brunner made a motion to adjourn at 6:30pm, seconded by Mr. Cancienne. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
4/20/23

**Position: City Librarian**

Reports to Decatur Public Library Board of Trustees

**Position Summary:** Under the policy guidance and direction of the Board of Trustees, the City Librarian performs the administrative, supervisory, and professional work in planning and delivering library services. The City Librarian works closely with internal and external groups, including the City of Decatur, the Board of Trustees, the Library Foundation, and the Friends of the Library to promote the vision and goals of the Library. Using strong written and verbal communication skills, the City Librarian is an effective motivator, good negotiator, and tactful partner. A Master's degree in Library and Information Sciences from an ALA-accredited program is required, with at least five years of professional experience in an administrative capacity. Public library experience is preferred.

**Essential Functions and Job Accountability:**

Provides leadership to the staff, the Board of Trustees, and general library operations.

Has primary responsibility for patron services and is aware of needs and interests of current and potential patrons.

Clearly communicates and maintains a positive relationship with internal and external partners, including city officials, community members, and library support groups.

Has primary responsibility for collaboration with the City of Decatur staff and management.

Provides leadership for and maintains an effective, positive relationship with staff at all levels to ensure proper service, collaboration, and understanding of library trends and needs.

Prepares and manages the Library's budget, including expenditures, revenues, trusts, and grants, following state and local policies; provides accurate and timely budget information to the Board of Trustees.

Works with the Library Foundation and the Friends of the Library on identified opportunities for fundraising and for supporting the services of the Library, and provides timely information to the Board of Trustees.

Conducts an impartial evaluation system for staff and provides resolution of deficiencies in staff performance in a timely manner.

Is responsible for hiring, firing, and discipline of all staff.

Serves as the primary agent of the Board of Trustees in collective bargaining and other union-related issues.

Provides guidance for public programming for all ages, including the Local History Room.

Provides well-rounded library services within budgetary constraints.

Is on call at all times and responds to all emergency situations.

Maintains an open line of communication with the Board of Trustees, including timely and relevant information for the regular Board and committee meetings and the required annual report for the City of Decatur.

Implements policies and procedures that support efficient library operation and appraises the Board of potential policy and procedural concerns, and ensures compliance with state, federal, and local laws.

Ensures strong relations with regional and state library systems.

Continues professional development to remain current on trends, opportunities, and challenges for public libraries.

**City Librarian**

**Decatur Public Library**

**Nature of Work**

This is a highly responsible administrative and professional position. The City Librarian manages all activities of the Decatur Public Library.

Work involves broad responsibility for planning, directing, coordinating, evaluating and controlling all activities and personnel of a medium-sized municipal public library. Duties include the administration of all phases of library management work including relations with the public, staff hiring, training and development, evaluation, labor negotiations, budgeting services and operations, and long and short term planning.

Requires broad professional knowledge and work experience in most or all phases of library services. Work is carried out in accordance with policies established by the Decatur Public Library Board of Trustees.

**Examples of Work**

The delineated examples do not necessarily include all tasks that may be performed.

Plans, organizes, coordinates, and directs a balanced program of library services for the residents of the city.

Evaluates the effectiveness of library services in relation to the changing needs of the city.

Formulates and recommends policies to the library board; implements library policies and procedures.

Submits an annual budget to the library Board of Trustees; directs and supervises the expenditure of library funds.

Directs the maintenance of the library building and vehicles.

Provides programs for employee training and development.

Conducts orientation for new Board members and meets with the Board President on a regular basis.

Recommends and administers policies on the acquisition and processing of library materials.

Recommends and administers public relations programs.



**CITY LIBRARIAN  
DECATUR PUBLIC LIBRARY**

**Job Description**

**Page 2**

Establishes and maintains effective working relationships with governmental agencies, civic and community groups, and the general public.

Serves as a resource person for the Friends of the Library.

Maintains memberships and participates as an active member in civic and community groups.

Represents the library and speaks before the community, civic organizations, and other groups regarding the library; makes presentations.

Attends professional conferences and other public meetings; chairs various committees that impact the library.

Performs related duties as required, or as assigned by the Board.

**Desirable Knowledge, Abilities, and Skills**

Comprehensive knowledge of the principles, methods, and practices of professional library science and administration.

Comprehensive knowledge of public management principles as they relate to library operations and administration.

Demonstrated administrative ability to plan, organize, train and direct a large staff of professional, paraprofessional and support staff.

Knowledgeable of budgeting, fundraising, programming, and automation systems and practices.

Ability to communicate effectively, both orally and in writing.

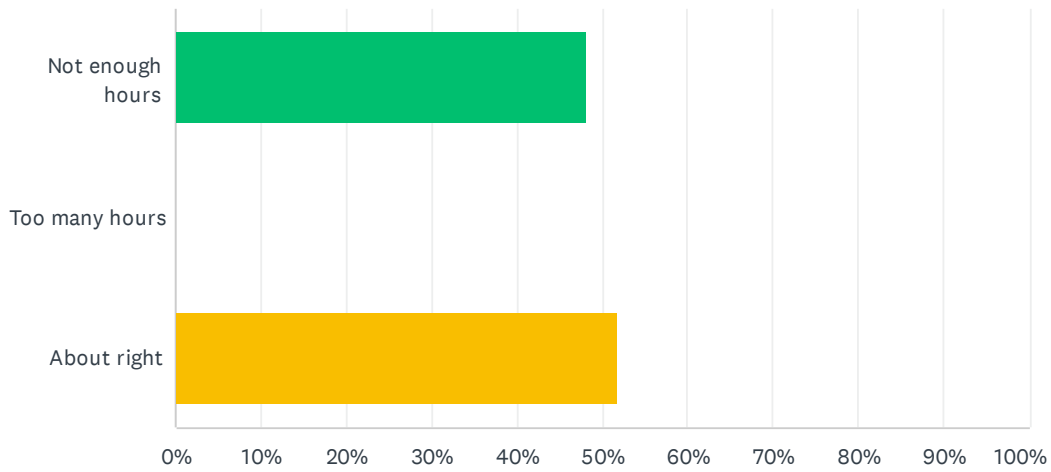
**Desirable Training and Experience**

Graduation from an approved university with a master's degree in Library Science from an ALA-accredited university. At least five or more years of professional experience, preferably at a public library, is required. The City Librarian is on call 24 hours a day to respond to emergency situations.

Approved 4/17/03 by the Library Board of Trustees

# Q1 What do you think of the current off duty police officer schedule?

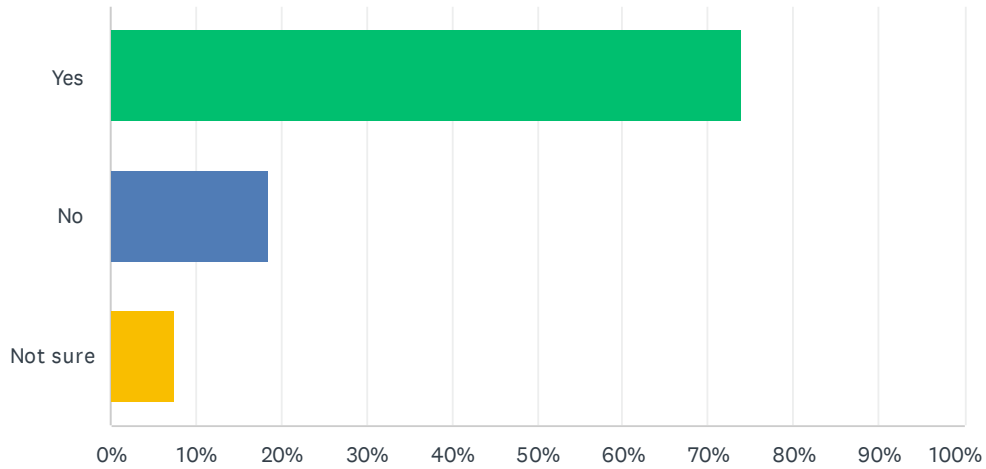
Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not enough hours	48.15%	13
Too many hours	0.00%	0
About right	51.85%	14
<b>TOTAL</b>		<b>27</b>

## Q2 Has the addition of off duty police officers made you personally feel more safe?

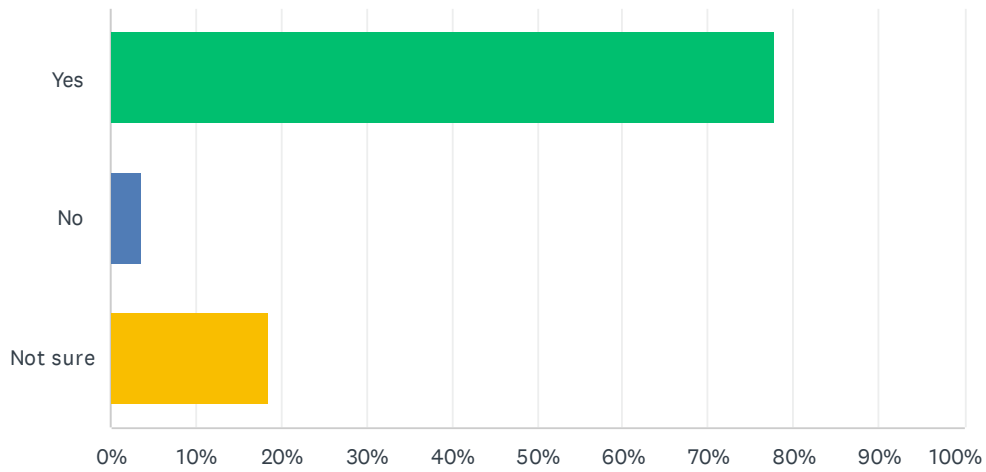
Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	74.07%	20
No	18.52%	5
Not sure	7.41%	2
<b>TOTAL</b>		<b>27</b>

### Q3 Has the presence of off duty police had a positive impact on safety?

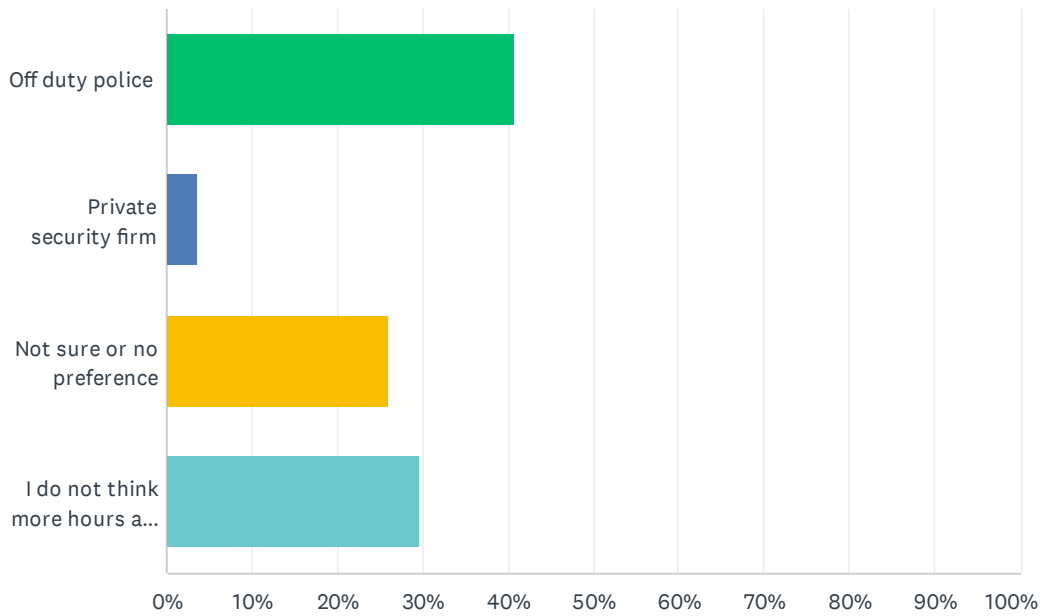
Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	77.78%	21
No	3.70%	1
Not sure	18.52%	5
<b>TOTAL</b>		<b>27</b>

### Q4 If you feel more hours are needed, would you prefer:

Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Off duty police	40.74%	11
Private security firm	3.70%	1
Not sure or no preference	25.93%	7
I do not think more hours are needed	29.63%	8
<b>TOTAL</b>		<b>27</b>

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 4/1/2023 to 4/30/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152862	04/06/2023	ARGENTA-OREANA PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	8.00	LOST OR DAMAGED BOOKS
152875	04/06/2023	COMMERCIAL MAIL SERVICES MAR 16 - MAR 31'23	183.77	POSTAGE
152907	04/06/2023	ISLAM, KHONDKER LUNCH/LEARN COLON HEALTH	50.00	OTHER LIBRARY GRANT EXI
152909	04/06/2023	JERSEYVILLE PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	9.97	LOST OR DAMAGED BOOKS
152921	04/06/2023	MATTOON PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	25.99	LOST OR DAMAGED BOOKS
152925	04/06/2023	MIDWEST TAPE, LLC 1 BOX CD SINGLE CASES	157.99	OFFICE SUPPLIES
152931	04/06/2023	NICKI BOND DEI CONSULTING FOR MAR'23	1,200.00	PROFESSIONAL SERVICES
152934	04/06/2023	PAETEC ACCT 633292627001	70.90	TELEPHONE
152961	04/06/2023	WEBB, ALYSON LUNCH/LEARN COLON HEALTH	50.00	OTHER LIBRARY GRANT EXI
152968	04/13/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,158.18	OFFICE SUPPLIES
152992	04/13/2023	EBSCO INDUSTRIES, INC DATABASE PKG NOVELIST	4,116.00	PER CAPITA GRANT EXPENSE
153034	04/13/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,013.29	OFFICE SUPPLIES
153046	04/13/2023	PAETEC ACCT 633318933001	40.42	TELEPHONE
153092	04/13/2023	WHITEHEAD, MICHELLE REIMBURSEMENT FOR SNACKS	13.86	OTHER LIBRARY GRANT EXI
153096	04/13/2023	WORLD TRADE PRESS A TO Z DATABASE RENEWAL	2,800.00	PER CAPITA GRANT EXPENSE
153101	04/20/2023	AMAZON PAYMENTS BLANKET PO FOR SUPPLIES/BOOKS	1,226.67	BOOKS & PERIODICALS
153106	04/20/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,417.93	OFFICE SUPPLIES
153148	04/20/2023	GALE GROUP, INC. GALE EBOOK HOSTING FEE	300.00	BOOKS & PERIODICALS

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2023 to 4/30/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
153152	04/20/2023	HARGADON, STEVE WEBINAR CHATGPT BOOTCAMP	298.00	CONFERENCES & TRAVEL
153167	04/20/2023	KILEY KLEIN, LTD LEGAL SERVICES	345.00	PROFESSIONAL SERVICES
153175	04/20/2023	MAVERIK MARKETING 21 READ ICULOUS TEES	349.65	OTHER LIBRARY GRANT EXI
153179	04/20/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	591.48	OFFICE SUPPLIES
153210	04/20/2023	THE FRIENDS OF THE SAINT PAUL PUBLIC LIBRARY STRATEGIC PLANNING LODGING/MILEAGE REIMBUF	7,179.58	PROFESSIONAL SERVICES
153219	04/20/2023	UNIQUE MANAGEMENT SERVICES MAR'23 PLACEMENTS	214.80	PROFESSIONAL SERVICES
153227	04/20/2023	WATTS COPY SYSTEMS PRINTER RENTAL	75.00	OTHER LIBRARY GRANT EXI
153230	04/20/2023	ZOOBEAN INC ANNUAL SUSCRIPTION APRIL 23-24	2,295.00	COMPUTER SOFTWARE
153242	04/27/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,386.01	OFFICE SUPPLIES
153252	04/27/2023	CHATHAM AREA PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	22.00	LOST OR DAMAGED BOOKS
153266	04/27/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	500.00	OFFICE SUPPLIES
153270	04/27/2023	ELECTRICAL SERVICE CO.,INC SERVICE TO MAINTAIN BUILDING	1,845.00	SERVICE TO MAINT BUILDIN
153271	04/27/2023	ELKHART PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	19.00	LOST OR DAMAGED BOOKS
153293	04/27/2023	JONES & THOMAS WEB SERVICES	670.00	PROFESSIONAL SERVICES
153295	04/27/2023	KANOPI LIBRARY STREAMING SERVICE	351.00	BOOKS & PERIODICALS
153299	04/27/2023	LYNGSOE SYSTEMS INC SERVICE AGREEMENT JULY'22-JULY'23 B25589-922-C	5,300.00	SERV-OFFICE EQUIPMENT
153307	04/27/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	6,703.44	OFFICE SUPPLIES
153318	04/27/2023	PEERLESS NETWORK, INC ACCT 1212890	335.96	TELEPHONE

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2023 to 4/30/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
153345	04/27/2023	VERIZON WIRELESS ACCT 980380645-00001	107.38	TELEPHONE
153346	04/27/2023	VESPASIAN WARNER PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	13.00	LOST OR DAMAGED BOOKS
153351	04/27/2023	WATTS COPY SYSTEMS IMAGE CHARGES JAN-APR'23 TAXES	92.60	OTHER LIBRARY GRANT EXI
23005265	04/13/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,384.80	OTHER LIBRARY GRANT EXI
23005281	04/20/2023	REGIONS/CREDIT CARD ACCT 3978	5,012.21	CONFERENCES & TRAVEL
23005285	04/27/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,442.50	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>54,376.38</b>	

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152968	04/13/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	313.73	BOOKS & PERIODICALS
153106	04/20/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	175.80	BOOKS & PERIODICALS
153242	04/27/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	23.40	BOOKS & PERIODICALS
153282	04/27/2023	HISTORICAL INFORMATION GATHERERS FIMO LIBRARY EDITION SERVICE	1,670.00	BOOK AND PERIODICALS
<b>Total for: 59</b>			<b>2,182.93</b>	
<b>Total for All:</b>			<b>\$56,559.31</b>	



DPL FY 2023 Budget Report  
 Prepared: May 1, 2023  
 At the end of April 33% of the Year Has Passed

**Revenue**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ -	0.0%	\$ - #DIV/0!
All Other	\$ 2,529,754		45.6%	\$ 585,698.04	23.2%	\$ 406,778.63 44.0%
<b>Total Revenue</b>	<b>\$ 5,551,754</b>			<b>\$ 585,698.04</b>	<b>10.5%</b>	<b>\$ 406,778.63 44.0%</b>

**Expense**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
<b>Personnel</b>						
Payroll	\$ 1,782,442		\$ 576,664.27	32.4%	\$ 425,861.36	35.4%
Benefits	\$ 929,958		\$ 274,262.95	29.5%	\$ 238,973.57	14.8%
	<b>\$ 2,712,400</b>		<b>\$ 850,927.22</b>	<b>31.4%</b>	<b>\$ 664,834.93</b>	<b>28.0%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 87,381.78	35.7%	\$ 94,093.81	-7.1%
Per Capita	\$ 104,020		\$ 46,101.99	44.3%	\$ -	#DIV/0!
Lost/Damage	\$ 1,400		\$ 491.62	35.1%	\$ 269.85	82%
<b>Total Materials</b>	<b>\$ 350,420</b>		<b>\$ 133,975.39</b>	<b>38.2%</b>	<b>\$ 94,363.66</b>	<b>42.0%</b>

**Professional Services**

Security	\$ -		\$ 4,835.17			
Professional Services	\$ 102,000		\$ 20,812.27	20.4%	\$ 13,290.62	56.6%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 67.56	45.0%	\$ 33.01	105%
<b>Total</b>	<b>\$ 102,650</b>		<b>\$ 25,715.00</b>	<b>25.1%</b>	<b>\$ 13,323.63</b>	<b>93.0%</b>

**Allocations**

Administrative Fee	\$ 108,864		\$ 50,320.00	46.2%	\$ 27,216.00	84.9%
MIS	\$ 36,684		\$ 13,212.00	36.0%	\$ 9,171.00	44.1%
	<b>\$ 145,548</b>		<b>\$ 63,532.00</b>	<b>43.7%</b>	<b>\$ 36,387.00</b>	<b>74.6%</b>

**Grants**

Other grants	\$ 75,000	\$ 32,974.97	44.0%	\$ 8,380.91	293.5%
	<b>\$ 75,000</b>	<b>\$ 32,974.97</b>	<b>44.0%</b>	<b>\$ 8,380.91</b>	<b>293.5%</b>
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
<b>Office Supplies/Maintenance</b>					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 904.06	18.1%	\$ 1,161.12	-22.1%
Service to Office Equipment	\$ 27,000	\$ 8,640.51	32.0%	\$ 2,059.87	319.5%
Telephone	\$ 27,000	\$ 2,322.02	8.6%	\$ 5,209.14	-55.4%
Software	\$ 50,000	\$ 7,297.40	14.6%	\$ 300.00	2332.5%
Office Supplies	\$ 40,000	\$ 9,682.92	24.2%	\$ 3,821.01	153.4%
Small Capital	\$ 45,000	\$ 13,110.08	29.1%	\$ 2,398.04	446.7%
	<b>\$ 194,000</b>	<b>\$ 41,956.99</b>	<b>21.6%</b>	<b>\$ 14,949.18</b>	<b>180.7%</b>
<b>Staff Development</b>					
Conferences/Training/Travel	\$ 20,000	\$ 2,883.88	14.4%	\$ -	#DIV/0!
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 2,025.70	4.1%	\$ 2,990.87	-32.3%
	<b>\$ 74,000</b>	<b>\$ 4,909.58</b>	<b>6.6%</b>	<b>\$ 2,990.87</b>	<b>64.2%</b>
<b>Insurance</b>					
Unemployment	\$ 1,056	\$ 360.00	34.1%	\$ 264.00	36.4%
Risk Management	\$ 95,724	\$ 31,700.00	33.1%	\$ 23,931.00	32.5%
	<b>\$ 96,780</b>	<b>\$ 32,060.00</b>	<b>33.1%</b>	<b>\$ 24,195.00</b>	<b>32.5%</b>
<b>Building Costs</b>					
Transfer to Capital	\$ 200,000	\$ -		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 196,460.00	33.3%	\$ 147,345.00	33.3%
Supplies	\$ 50	\$ 109.62	219.2%	\$ -	#DIV/0!
Maintenance	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	<b>\$ 589,633</b>	<b>\$ 198,414.62</b>	<b>15.6%</b>	<b>\$ 147,345.00</b>	<b>34.7%</b>
Total Operations/Services	<b>\$ 1,628,531</b>	<b>\$ 533,538.55</b>	<b>32.8%</b>	<b>\$ 342,833.25</b>	<b>55.6%</b>
Total Expenses	<b>\$ 4,340,931</b>	<b>\$ 1,384,465.77</b>	<b>31.9%</b>	<b>\$ 1,007,668.18</b>	<b>37.4%</b>
Revenue Minus Expense	<b>\$ 1,210,823</b>	<b>\$ (798,767.73)</b>		<b>\$ (600,889.55)</b>	<b>32.9%</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	\$ 193,365.60	\$ 306,987.75	\$ -	\$ 842,236.50
5/1/2023	\$ 842,236.50				
6/1/2023					
7/1/2023					
8/1/2023					
9/1/2023					
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	\$ -	\$ -	\$ 995,694.21
5/1/2023	\$ 995,694.21			
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
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	\$ -	\$ -	\$ 58,748.59
5/1/2023	\$ 58,748.59			
6/1/2023				
7/1/2023				

8/1/2023
9/1/2023
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	\$ -	\$ 1,670.00	\$ 43,458.65
5/1/2023	\$ 43,458.65			
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
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	\$ 150.00	\$ 512.93	\$ 831.91
5/1/2023	\$ 831.91			\$ 831.91
6/1/2023				\$ -
7/1/2023				\$ -
8/1/2023				\$ -
9/1/2023				\$ -
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	\$ 193,515.60	\$ 309,170.68	\$ - \$ 1,940,969.86

5/1/2023	\$	<b>1,940,969.86</b>	
6/1/2023			
7/1/2023			
8/1/2023			
9/1/2023			
10/1/2023			
11/1/2023			
12/1/2023			
1/1/2024			

## Library Operating Revenue

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Real Estate Taxes	\$ 3,022,000	\$ 3,022,000	\$ -
PPRT	\$ 852,000	\$ 964,704	\$ 112,704
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 83,374	\$ (916,626)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 6,152	\$ 52
Non-Resident Fee	\$ 250	0	\$ (250)
Lost or Damaged Items	\$ 3,800	\$ 5,530	\$ 1,730
Copies/Miscellaneous	\$ 9,500	\$ 15,820	\$ 6,320
Meeting Room Fees	\$ 2,800	\$ 6,286	\$ 3,486
Interest Income	\$ 600	\$ 9,290	\$ 8,690
Investment Income	\$ 1,900	0	\$ (1,900)
Sale of Property	\$ -	0	\$ -
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
<b>Totals</b>	<b>\$ 5,551,754</b>	<b>\$ 4,765,661</b>	<b>\$ (786,093)</b>

## **Expenditures**

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Salaries	\$ 1,782,442	\$ 1,729,993	\$ 52,449
Overtime	\$ -	\$ 366	\$ (366)
IMRF	\$ 109,144	\$ 102,778	\$ 6,366
FICA/Medicare	\$ 137,316	\$ 129,860	\$ 7,456
Life insurance	\$ 3,218	\$ 2,781	\$ 437
Medical insurance	\$ 665,600	\$ 571,500	\$ 94,100
Service recognition	\$ 14,680	\$ 15,539	\$ (859)
<b>Total Personnel</b>	<b>\$ 2,712,400</b>	<b>\$ 2,552,817</b>	<b>\$ 159,583</b>
<b>Fund</b>	<b>Budgeted</b>		
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 23,000	\$ 39,589	\$ (16,589)
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 4,987	\$ 16,013
Banking Service Charges	\$ 250	\$ 277	\$ (27)
Conferences/Travel/Continuin	\$ 40,000	\$ 22,735	\$ 17,265
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 2,608	\$ 3,392
Security	\$ -	\$ 200,000	\$ (200,000)
Computer Software	\$ 53,000	\$ 15,589	\$ 37,411
Temp Agency Services	\$ 500	\$ -	\$ 500

Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 62,437	\$ 78,563
Membership Fees	\$ 58,000	\$ 58,000	\$ -
Materials for Buildings	\$ 50	\$ 329	\$ (279)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 98,925	\$ 901,075
Office Supplies	\$ 29,000	\$ 43,959	\$ (14,959)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 30,000	\$ -
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 2,126	\$ (726)
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
<b>Total operating</b>	<b>\$ 2,806,368</b>	<b>\$ 2,016,939</b>	<b>\$ 789,429</b>
<b>Total expense</b>	<b>\$ 5,518,768</b>	<b>\$ 4,569,756</b>	<b>\$ 949,012</b>
<b>Surplus (deficit)</b>	<b>\$ 32,986.00</b>	<b>\$ 195,904</b>	<b>\$ (162,918)</b>