



# DECATUR PUBLIC LIBRARY

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**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting AGENDA  
Wednesday, April 10, 2024  
4:30 p.m.  
Board Room**

- I. Call to Order** Jacobie Jones
- II. Consent Agenda** (Approval of Agenda; Approval of March 13, 2024 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. Other
- VI. New Business**
  - A. March 2024 Check Register & Vendor Report (Action)
  - B. March 2024 Budget Actuals (Discussion)
  - C. Update on Donation of Furniture (Action)
  - D. Update on Security Costs (Action)
  - E. Update on Furniture Bid (Action)
  - F. Other
- VII. Adjournment**



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
Finance and Properties  
Minutes

**Date:** March 13, 2024  
**Time:** 4:30 p.m.  
**Location:** Board Room

**Present:**  
Jacobie Jones  
Emily West  
Sofia Xethalis

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

**Absent:**  
Karl Coleman

**Guests:** None

**Call to Order:**  
Mr. Jones called the meeting to order at 4:45pm.

**Consent Agenda**  
Ms. Xethalis made a motion to approve the consent agenda. 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 presented the long-term capital needs plan from the City. The roof is currently being repaired. The furniture project is on hold while financing is being reviewed. Any changes to the budget by the City will be brought to the committee in April.

Other

**New Business**

February 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to send the check register to the full Board, seconded by Ms. West. Mr. Jones requested a roll call vote. Ms. Xethalis yes, Ms. West yes, Mr. Jones, yes. All in favor. Motion adopted.

February 2024 Budget Actuals (Discussion) Mr. Meyer presented the current budget detail.

Update on Donation of Furniture (Action) Mr. Meyer stated he spoke to the Library attorney about hiring a broker. Another idea is to put it on the .gov web page. Ms. Xethalis made a motion to table, seconded by Mr. Jones. All in favor. The motion was adopted.

Update on Security Costs (Action) Mr. Meyer spoke that the City is agreeable to paying 22% of the cost based on square footage that the Library occupies. Mr. Meyer will check and see if the City will pay more and include the parking lot in the square footage. Ms. Xethalis made a motion to table, seconded by Ms. West. All in favor. The motion was adopted.

### **Adjournment**

Ms. Xethalis made a motion to adjourn at 5:12pm, seconded by Ms. West. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 3/13/2024

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2024 to 3/31/2024

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
159058	03/07/2024	AMAZON PAYMENTS RETURN ON INV 1MCX-WDPD-W9VL CREDIT AGAINST 1LRN-YFCN-7DDP PURCHASE FOR OTHER LIBRARY GRANTS	2,712.41	OFFICE SUPPLIES
159062	03/07/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	4,629.54	OFFICE SUPPLIES
159069	03/07/2024	BOOKPAGE BOOKPAGE PRINT - 12 MONTHLY SHIPMENTS	414.00	PER CAPITA GRANT EXPENSES
159076	03/07/2024	COMMERCIAL MAIL SERVICES FEB 16 - FEB 29'24	345.04	POSTAGE
159123	03/07/2024	MEEKS, JAMIE M REPLACES CK#158763 FROM 2/15/24	500.00	OTHER LIBRARY GRANT EXPENSES
159125	03/07/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	353.19	OFFICE SUPPLIES
159170	03/07/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	1,163.72	SERV-OFFICE EQUIPMENT
159190	03/14/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,353.59	OFFICE SUPPLIES
159191	03/14/2024	BARBECK COMMUNICATIONS GROUP BATTERY	115.50	SMALL CAPITAL ITEMS
159199	03/14/2024	BREWSTER, CONNIE K ART PROGRAM/ VALENTINE PRINTS ART PROGRAM/PATCHWORK ELEPHANTS	300.00	OTHER LIBRARY GRANT EXPENSES
159201	03/14/2024	CATLIN PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	18.00	LOST OR DAMAGED BOOKS
159217	03/14/2024	DECATUR TRIBUNE 2 SUBSCRIPTIONS/ LIBRARY	100.00	PER CAPITA GRANT EXPENSES
159240	03/14/2024	KANOPI LIBRARY STREAMING SERVICE	325.00	PER CAPITA GRANT EXPENSES
159242	03/14/2024	KILEY KLEIN, LTD LEGAL REPRESENTATION	346.50	PROFESSIONAL SERVICES
159246	03/14/2024	LAWRENCE PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	14.95	LOST OR DAMAGED BOOKS
159248	03/14/2024	LIBRARY IDEAS, LLC VOX BOOKS	926.78	PER CAPITA GRANT EXPENSES

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2024 to 3/31/2024

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
159249	03/14/2024	LINCOLN PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	37.00	LOST OR DAMAGED BOOKS
159251	03/14/2024	MACON CONSERVATION DIST FROG MUSIC PROGRAM REPTILE PROGRAM	160.00	OTHER LIBRARY GRANT EXI
159256	03/14/2024	MARION CARNEGIE LIBRARY LOST OR DAMAGED MATERIALS	14.00	LOST OR DAMAGED BOOKS
159264	03/14/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	667.44	OFFICE SUPPLIES
159268	03/14/2024	MURILLO, PHILLIP PAINTING OF DPL	200.00	SMALL CAPITAL ITEMS
159276	03/14/2024	PAETEC ACCT 633318933001 ACCT 633292627001	113.89	TELEPHONE
159294	03/14/2024	SIX MILE REGIONAL LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	18.00	LOST OR DAMAGED BOOKS
159298	03/14/2024	ST JOSEPH TOWNSHIP-SWEARINGEN MEMORIAL LII LOST OR DAMAGED MATERIALS	23.00	LOST OR DAMAGED BOOKS
159299	03/14/2024	STACKMAP, LLC STACK MAP COLLECTION ANNUAL SUBSCRIPTION 21	3,465.00	COMPUTER SOFTWARE
159302	03/14/2024	STRIGLOS/HAINES & ESSICK CARD STOCK FOR TS AND CIRC	158.46	OFFICE SUPPLIES
159305	03/14/2024	TECHSOUP GLOBAL PHOTOSHOP & PREMIER ELEMENTS 2024 16 CORE LICENSES/WINDOWS	1,080.00	COMPUTER SOFTWARE
159318	03/14/2024	UNIQUE MANAGEMENT SERVICES FEB'24 PLACEMENTS	472.80	PROFESSIONAL SERVICES
159341	03/21/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,280.04	OFFICE SUPPLIES
159345	03/21/2024	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	6.00	OFFICE SUPPLIES
159347	03/21/2024	BILL CLUTTER INVESTIGATIONS, INC BACKGROUND SCREENINGS TIPPETT/BROWN	120.00	PROFESSIONAL SERVICES
159359	03/21/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	109.32	SMALL CAPITAL ITEMS

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159367	03/21/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,402.78	SECURITY
159384	03/21/2024	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	14.14	LOST OR DAMAGED BOOKS
159390	03/21/2024	HARGADON, STEVE ANNUAL ALL ACCESS LIBRARY 2.0 WEBINAR	3,195.00	CONFERENCES & TRAVEL
159395	03/21/2024	IHLS-OCLC WEBDEWEY ITEM 3000039	817.00	MEMBERSHIP FEES
159413	03/21/2024	LIBRARY IDEAS, LLC VOX BOOKS	278.88	PER CAPITA GRANT EXPENS
159422	03/21/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	284.43	OFFICE SUPPLIES
159437	03/21/2024	PEERLESS NETWORK, INC ACCT 1212890	339.84	TELEPHONE
159463	03/21/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.68	TELEPHONE
159470	03/21/2024	WATSEKA PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	18.88	LOST OR DAMAGED BOOKS
159473	03/21/2024	YOUNG, AMANDA TRAVEL REIMBURSEMENT	20.54	CONFERENCES & TRAVEL
159488	03/28/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	395.66	OFFICE SUPPLIES
159494	03/28/2024	BRIDGEALL LIBRARIES LIMITED CHQ SUBSCRIPTION RENEWAL	12,500.00	COMPUTER SOFTWARE
159497	03/28/2024	CDW GOVERNMENT INC BITDEF ELITE 3YR RENEWAL	7,766.88	COMPUTER SOFTWARE
159503	03/28/2024	COMMERCIAL MAIL SERVICES MAR 1 - MAR 15'24	184.89	POSTAGE
159527	03/28/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
159528	03/28/2024	KANOPIY LIBRARY STREAMING SERVICE	457.00	PER CAPITA GRANT EXPENS
159534	03/28/2024	LIBRARY IDEAS, LLC VOX BOOKS	43.96	PER CAPITA GRANT EXPENS
159536	03/28/2024	MACON CONSERVATION DIST SOLAR ECLIPSE PROGRAM	80.00	OTHER LIBRARY GRANT EXI

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159547	03/28/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	10,218.84	OFFICE SUPPLIES
159558	03/28/2024	PORTA 202-HIGH SCHOOL LOST OR DAMAGED MATERIALS	9.99	LOST OR DAMAGED BOOKS
159565	03/28/2024	SAM'S CLUB ACCT 9064	17.78	OTHER LIBRARY GRANT EXI
159568	03/28/2024	SHERWIN WILLIAMS PAINT/JESS OFFICE	29.49	MATERIALS - BUILDINGS
7004607	03/27/2024	DELL INC. PROSUPPORT NBD ONSITE SERVICE	668.68	SERV-OFFICE EQUIPMENT
7004608	03/27/2024	DELL INC. TRUSTED PLATFORM MODULE 2.0	12.12	SMALL CAPITAL ITEMS
23005812	03/14/2024	REGIONS/CREDIT CARD ACCT 7213	1,717.10	PER CAPITA GRANT EXPENSE
23005858	03/21/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,442.50	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>66,987.23</b>	

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
159062	03/07/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	101.93	BOOKS & PERIODICALS
159182	03/14/2024	AMAZON PAYMENTS BOOK ORDER THROUGH DONATIONS	98.76	BOOKS & PERIODICALS
<b>Total for: 59</b>			<b>200.69</b>	
<b>Total for All:</b>			<b>\$67,187.92</b>	



MARCH VENDOR REPORT

<b>VENDOR NAME</b>	<b>AMOUNT</b>
AMAZON PAYMENTS Total	\$2,811.17
BAKER & TAYLOR CO Total	\$7,760.76
BARBECK COMMUNICATIONS GROUP Total	\$115.50
BECK'S ENGRAVING & RUBBER STAMPS Total	\$6.00
BILL CLUTTER INVESTIGATIONS, INC Total	\$120.00
BOOKPAGE Total	\$414.00
BREWSTER, CONNIE K Total	\$300.00
BRIDGEALL LIBRARIES LIMITED Total	\$12,500.00
CATLIN PUBLIC LIBRARY DISTRICT Total	\$18.00
CDW GOVERNMENT INC Total	\$7,876.20
COMMERCIAL MAIL SERVICES Total	\$529.93
DECATUR CIVIC CENTER AUTHORITY Total	\$4,402.78
DECATUR TRIBUNE Total	\$100.00
DELL INC. Total	\$680.80
FORSYTH PUBLIC LIBRARY Total	\$14.14
HARGADON, STEVE Total	\$3,195.00
IHLS-OCLC Total	\$817.00
JESSICA HILL CONSULTING LLC Total	\$1,442.50
JONES & THOMAS Total	\$420.00
KANOPY Total	\$782.00
KILEY KLEIN, LTD Total	\$346.50
LAWRENCE PUBLIC LIBRARY DISTRICT Total	\$14.95
LIBRARY IDEAS, LLC Total	\$1,249.62
LINCOLN PUBLIC LIBRARY Total	\$37.00
MACON CONSERVATION DIST Total	\$240.00
MARION CARNEGIE LIBRARY Total	\$14.00
MEEKS, JAMIE M Total	\$500.00
MIDWEST TAPE, LLC Total	\$11,523.90
MURILLO, PHILLIP Total	\$200.00
PAETEC Total	\$113.89
PEERLESS NETWORK, INC Total	\$339.84
PORTA 202-HIGH SCHOOL Total	\$9.99
REGIONS/CREDIT CARD Total	\$1,717.10
SAM'S CLUB Total	\$17.78
SHERWIN WILLIAMS Total	\$29.49
SIX MILE REGIONAL LIBRARY DISTRICT Total	\$18.00
ST JOSEPH TOWNSHIP-SWEARINGEN MEMORIAL LIBRARY Total	\$23.00
STACKMAP, LLC Total	\$3,465.00
STRIGLOS/HAINES & ESSICK Total	\$158.46
TECHSOUP GLOBAL Total	\$1,080.00
UNIQUE MANAGEMENT SERVICES Total	\$472.80
VERIZON WIRELESS Total	\$107.68
WATSEKA PUBLIC LIBRARY Total	\$18.88
WATTS COPY SYSTEMS Total	\$1,163.72
YOUNG, AMANDA Total	\$20.54
<b>Grand Total</b>	<b>\$67,187.92</b>

DPL FY 2024 Budget Report

Prepared: March 11, 2024

At the end of January 8% of the Year Has Passed

**Revenue**

	<b>FY 2024 Budgeted</b>	<b>% of Budget</b>	<b>Actual YTD</b>	<b>% Collected</b>	<b>FY23 YTD</b>	<b>% Change</b>
Property Taxes	\$ 3,122,000	64.5%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,719,716	35.5%	\$ 315,327.48	18.3%	\$ 392,332.44	-19.6%
<b>Total Revenue</b>	<b>\$ 4,841,716</b>		<b>\$ 315,327.48</b>	<b>6.5%</b>	<b>\$ 392,332.44</b>	<b>-19.6%</b>

<b>Expense</b>	<b>FY 2024 Budgeted</b>	<b>% of Budget</b>	<b>Actual YTD</b>	<b>% Expended</b>	<b>FY23 YTD</b>	<b>% Change</b>
<b>Personnel</b>						
Payroll	\$ 1,770,819		\$ 463,331.94	26.2%	\$ 454,899.06	1.9%
Benefits	\$ 978,733		\$ 246,636.05	25.2%	\$ 216,401.09	14.0%
	<b>\$ 2,749,552</b>	<b>58.0%</b>	<b>\$ 709,967.99</b>	<b>25.8%</b>	<b>\$ 671,300.15</b>	<b>5.8%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 26,717.88	10.9%	\$ 71,018.85	-62.4%
Per Capita	\$ 104,020		\$ 45,045.51	43.3%	\$ 39,185.99	15.0%
Lost/Damage	\$ 1,600		\$ 247.42	15.5%	\$ 425.66	-42%
<b>Total Materials</b>	<b>\$ 350,620</b>	<b>9.3%</b>	<b>\$ 72,010.81</b>	<b>20.5%</b>	<b>\$ 110,630.50</b>	<b>-34.9%</b>

**Professional Services**

Security	\$ 45,000.00		\$ 13,068.03	29.0%	\$ 4,835.17	
Professional Services	\$ 70,000		\$ 23,355.34	33.4%	\$ 11,202.89	108.5%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 32.26	12.9%	\$ 67.56	-52%
<b>Total</b>	<b>\$ 117,750</b>	<b>3.1%</b>	<b>\$ 36,455.63</b>	<b>31.0%</b>	<b>\$ 11,270.45</b>	<b>223.5%</b>

**Allocations**

<b>Administrative Fee</b>	\$	147,732		\$	36,933.00	25.0%	\$	37,740.00	-2.1%
<b>MIS</b>	\$	16,337		\$	4,083.00	25.0%	\$	9,909.00	-58.8%
	<b>\$</b>	<b>164,069</b>	<b>4.3%</b>	<b>\$</b>	<b>41,016.00</b>	<b>25.0%</b>	<b>\$</b>	<b>47,649.00</b>	<b>-13.9%</b>

### Grants

<b>Other grants</b>	\$	300,000		\$	11,300.32	3.8%	\$	28,558.31	-60.4%
	<b>\$</b>	<b>300,000</b>	<b>7.9%</b>	<b>\$</b>	<b>11,300.32</b>	<b>3.8%</b>	<b>\$</b>	<b>28,558.31</b>	<b>-60.4%</b>

<b>Advertising</b>	\$	900	0.02%	\$	324.00	36.0%	\$	-	#DIV/0!
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### Office Supplies/Maintenance

<b>Printing/Binding</b>	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
<b>Postage</b>	\$	4,500		\$	1,449.14	32.2%	\$	720.29	101.2%
<b>Service to Office Equipment</b>	\$	22,000		\$	3,796.99	17.3%	\$	3,340.51	13.7%
<b>Telephone</b>	\$	16,000		\$	1,734.87	10.8%	\$	1,767.36	-1.8%
<b>Software</b>	\$	45,000		\$	25,060.88	55.7%	\$	2,053.00	1120.7%
<b>Office Supplies</b>	\$	36,000		\$	3,800.28	10.6%	\$	7,033.72	-46.0%
<b>Small Capital</b>	\$	152,000		\$	23,905.07	15.7%	\$	12,513.88	91.0%
	<b>\$</b>	<b>275,500</b>	<b>7.3%</b>	<b>\$</b>	<b>59,747.23</b>	<b>21.7%</b>	<b>\$</b>	<b>27,428.76</b>	<b>117.8%</b>

### Staff Development

<b>Conferences/Training/Travel</b>	\$	13,000		\$	6,821.56	52.5%	\$	2,280.36	199.1%
<b>Tuition Reimbursement</b>	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
<b>Membership</b>	\$	73,000		\$	1,993.93	2.7%	\$	2,025.70	-1.6%
	<b>\$</b>	<b>96,000</b>	<b>2.5%</b>	<b>\$</b>	<b>8,815.49</b>	<b>9.2%</b>	<b>\$</b>	<b>4,306.06</b>	<b>104.7%</b>

### Insurance

<b>Unemployment</b>	\$	1,128		\$	282.00	25.0%	\$	270.00	4.4%
<b>Risk Management</b>	\$	93,612		\$	23,403.00	25.0%	\$	23,775.00	-1.6%
	<b>\$</b>	<b>94,740</b>	<b>2.5%</b>	<b>\$</b>	<b>23,685.00</b>	<b>25.0%</b>	<b>\$</b>	<b>24,045.00</b>	<b>-1.5%</b>

### Building Costs

<b>Transfer to Capital</b>	\$ -		\$ -		\$ -	#DIV/0!
<b>Rent</b>	\$ 589,583		\$ 147,345.00	25.0%	\$ 147,345.00	0.0%
<b>Supplies</b>	\$ 1,000		\$ 29.49	2.9%	\$ 109.62	-73.1%
<b>Maintenance</b>	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Total Building</b>	\$ 590,583	15.6%	\$ 147,374.49		\$ 147,454.62	-0.1%
<b>Total Operations/Services</b>	\$ 1,990,162	52.6%	\$ 400,728.97	20.1%	\$ 401,342.70	-0.2%
<b>Total Expenses</b>	\$ 4,739,714		\$ 1,110,696.96	23.4%	\$ 1,072,642.85	3.5%
<b>Revenue Minus Expense</b>	\$ 102,002		\$ (795,369.48)		\$ (680,310.41)	16.9%

### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet	Activ	Equals
1/1/2023	\$ 1,798,140.63	\$ 155,732.58	\$ 284,964.15	\$ -	\$	1,668,909.06
2/1/2023	\$ 1,668,909.06	\$ 49,831.17	\$ 485,840.97	\$ -	\$	1,232,899.26
3/1/2023	\$ 1,232,899.26	\$ 109,763.73	\$ 339,891.84	\$ -	\$	1,002,771.15
4/1/2023	\$ 1,002,771.15					
5/1/2023	\$ -					
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	\$ 869,827.03	\$ 1,884.88	\$ -	\$ 871,711.91
2/1/2023	\$ 871,711.91	\$ 916.18	\$ 54,230.00	\$ 818,398.09
3/1/2023	\$ 818,398.09	\$ 1,696.75	\$ 3,000.00	\$ 817,094.84

4/1/2023	\$	<b>817,094.84</b>
5/1/2023	\$	-
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	\$ 26,576.99	\$ 18.14	\$ -	\$ 26,595.13
2/1/2023	\$ 26,595.13	\$ 6.03	\$ 1,743.20	\$ 24,857.96
3/1/2023	\$ 24,857.96	\$ 19.11	\$ 101.93	\$ 24,775.14
4/1/2023	\$ 24,775.14			
5/1/2023	\$ -			
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**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 39,889.25	\$ 27.22	\$ -	\$ 39,916.47
2/1/2023	\$ 39,916.47	\$ 9.36	\$ 30.00	\$ 39,895.83
3/1/2023	\$ 39,895.83	\$ 30.73	\$ -	\$ 39,926.56
4/1/2023	\$ 39,926.56			
5/1/2023	\$ -			
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	\$ 2,441.75	\$ 101.70	\$ -	\$ 2,543.45
2/1/2023	\$ 2,543.45	\$ 4,714.18	\$ 57.39	\$ 7,200.24
3/1/2023	\$ 7,200.24	\$ 330.63	\$ 98.76	\$ 7,432.11
4/1/2023	\$ 7,432.11			
5/1/2023	\$ -			
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 activit Ending
1/1/2023	\$ 2,736,875.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,609,676.02
2/1/2023	\$ 2,609,676.02	\$ 55,476.92	\$ 541,901.56	\$ - \$ 2,123,251.38
3/1/2023	\$ 2,123,251.38	\$ 111,840.95	\$ 343,092.53	\$ - \$ 1,891,999.80
4/1/2023	\$ 1,891,999.80	\$ -	\$ -	\$ -
5/1/2023	\$ -	\$ -	\$ -	\$ -
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

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,122,000	\$ 3,122,000	\$ -
PPRT	\$ 740,000	\$ 583,183	\$ (156,817)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 300,000	\$ 189,830	\$ (110,170)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 3,989	\$ (2,511)
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 6,585	\$ 1,585
Copies/Miscellaneous	\$ 12,500	\$ 14,845	\$ 2,345
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 11,261	\$ 6,261
Investment Income	\$ 3,000	\$ 22,183	\$ 19,183
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 0	\$ -
Miscellaneous Income	\$ -	\$ 0	\$ -
Reimbursement of Expenses	\$ -	\$ 0	\$ -
<b>Totals</b>	<b>\$ 4,841,716</b>	<b>\$ 4,602,072</b>	<b>\$ (239,644)</b>

## Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,770,819	\$ 1,721,791	\$ 49,028
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 110,894	\$ 6,754
FICA/Medicare	\$ 136,572	\$ 128,824	\$ 7,748
Life insurance	\$ 3,283	\$ 2,715	\$ 568
Medical insurance	\$ 706,800	\$ 656,873	\$ 49,927
Service recognition	\$ 14,430	\$ 1,500	\$ 12,930
<b>Total Personnel</b>	<b>\$ 2,749,552</b>	<b>\$ 2,622,597</b>	<b>\$ 126,955</b>
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 1,296	\$ (396)
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 29,066	\$ (7,066)
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 7,991	\$ 8,009
Banking Service Charges	\$ 250	\$ 106	\$ 144
Conferences/Travel/Continuing Ed	\$ 13,000	\$ 17,000	\$ (4,000)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 7,753	\$ (3,253)
Security	\$ 45,000	\$ 52,272	\$ (7,272)
Computer Software	\$ 45,000	\$ 45,000	\$ -



Temp Agency Services	\$ 2,500	\$ -	\$ 2,500
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 70,000	\$ 70,000	\$ -
Membership Fees	\$ 73,000	\$ 73,000	\$ -
Rental Equipment	\$ -	\$ -	
Materials for Buildings	\$ 1,000	\$ -	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 300,000	\$ 34,497	\$ 265,503
Office Supplies	\$ 36,000	\$ 18,427	\$ 17,573
Risk Management	\$ 93,612	\$ 93,612	\$ -
Small Capital	\$ 152,000	\$ 152,000	\$ -
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 830	\$ 770
Transfer to Capital Fund	\$ -	\$ -	\$ -
<b>Total operating</b>	<b>\$ 1,990,162</b>	<b>\$ 1,716,650</b>	<b>\$ 273,512</b>
<b>Total expense</b>	<b>\$ 4,739,714</b>	<b>\$ 4,339,247</b>	<b>\$ 400,467</b>
<b>Surplus (deficit)</b>	<b>\$ 102,002.00</b>	<b>\$ 262,826</b>	