



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES
November 20, 2025 Meeting Minutes
4:30pm

Present:

Karl Coleman
Samantha Carroll
Paula Cross
Ashley Petty
Sofia Xethalis
Kaylee Ledbetter
Peggy Ankrum
Emily West

Absent: None

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services, Rebecca Dampitz, Head of Archives & Special Collections

Guests: None

Call to Order: Ms. Xethalis called the meeting to order at 4:31 pm.

Consent Agenda (Approval of Agenda; Approval of October 9, 2025 Regular Meeting Minutes) (Action) Ms. Xethalis made a motion to approve the consent agenda, seconded by Ms. Cross. All in favor. Motion approved.

Public comments: None

Written Communications from the Public: FOIA received regarding who the city rents non-library space to.

Division Head Reports (Discussion)

Ms. Dampitz informed the board of the success of Live History. It was an Escape Room experience with six live actors that drew 163 patrons.

Ms. Henkel spoke about the Aaron Reynolds visit and the huge success. There were 256 patrons at the first visit that day and 162 at the second.

City Librarian's Report (Discussion) Mr. Meyer reported that the new trustee was sworn in, the new executive administrative assistant was hired and started work, and the switch from Baker & Taylor to Ingram had occurred. The library performance charts also showed improvements from 2025 and magazine publications continue to decrease.

Reports of Committees:

- A. Personnel, Policy & Public Relations Committee – Ms. Carroll
 - i. The Board of Trustees Bylaws will be reviewed again at next meeting.
 - ii. Standards for Illinois Public Libraries were reviewed
- B. Finance and Properties Committee – Ms. Xethalis
 - i. Capital Needs
 - a. Roof Project no update
 - b. EV stations underway
 - ii. October 2025 Check Register and Vendor Report – Ms. West motioned to approve the register and vendor report, seconded by Mr. Coleman. Mr. Coleman requested a roll call vote, Ms. West yes, Ms. Ankrum yes, Ms. Petty yes, Ms. Carroll yes, Ms. Cross yes, Ms. Ledbetter yes, Mr. Coleman yes, and Ms. Xethalis yes. The motion was adopted.
 - iii. October 2025 Actuals & Projection – Mr. Meyer reviewed the budget actuals.
- C. Foundation – Mr. Meyer announced Louise Stewart was voted president. The Foundation approved funding the new website and the gaming room. The annual appeal was discussed and possibly online giving.
- D. Friends of the Library – Ms. Carroll reported the budget is being created. They have vacant seats on the board. Books between Bites is their upcoming event.
- E. Illinois Heartland Library System – No report

Old Business None

New Business None

Adjournment

Ms. Cross made a motion to adjourn at 5:35pm, seconded by Ms. Carroll. All in favor. The motion was adopted.

Scribe:

Rhonda Patton, Executive Administrative Assistant

Draft 11/24/2025

Bylaws of the Board of Trustees of Decatur Public Library

ARTICLE I – DEFINITION

The name of this body shall be Decatur Public Library (hereinafter referred to as the “Library”).

ARTICLE II -PURPOSE

The Board of Trustees of Decatur Public Library is responsible for governance and overseeing the provision of library service to meet the needs of the Decatur community. To this end, the Board shall:

1. Determine Library policies.
2. Employ a capable library administrator.
3. Secure adequate funds for library operations.
4. Approve expenditure of library funds.
5. Provide and maintain adequate facilities.
6. Promote use of the Library within the community.
7. Perform other duties as outlined in Illinois Compiled Statutes.

Trustees serve without compensation but may be compensated for expenses. In their position of public trust, Trustees shall avoid conflicts between private interests and official responsibilities. Prior to May 1st of each calendar year, all Trustees shall file a Statement of Economic Interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

ARTICLE III – MEMBERSHIP

The Board of Trustees shall consist of nine (9) members appointed by the Mayor of Decatur. The term of each member shall be for three (3) with new Trustees being sworn in at the July meeting. Vacancies are filled according to the process laid out in 75 ILCS 5/4-4.

ARTICLE IV – OFFICERS

The officers of the Board Trustees shall be a President, Vice---President, and Secretary, each to be elected at the annual meeting by a majority vote of the Trustees present. Each term of office shall be for one year, or until a successor has been elected and qualified. If a vacancy occurs in an Officer position, an election is held among the remaining Trustees, at the next regularly scheduled meeting of the Board.

ARTICLE V -DUTIES OF THE OFFICERS

President: The President shall preside at all meetings of the Board of Trustees, appoint committees and committee chairs, act as a member of all committees, and perform such other duties as are normally associated with the office or may be assigned to them by the Board.

Vice-President: The Vice-President shall, in the absence of the President, perform all duties of that office and shall have such other duties and responsibilities as the Board may determine.

Secretary: The Secretary shall have charge of such correspondence as is delegated by the President of the Board of Trustees. The PPPR Committee Chair shall be responsible for distribution, collection and tabulation of forms used in the annual City Librarian's evaluation. The evaluation shall occur in November.

The Secretary shall preside in the absence of both the President and Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect a President *pro tem* from among themselves to conduct that meeting only.

ARTICLE VI – COMMITTEES

Committees are advisory groups. They present non-binding recommendations to the Board which the Board then decides to accept, reject or modify. There are two standing committees, all other committees are considered *ad-hoc* committees or committees-of-the-whole unless otherwise determined by a vote of the majority of the Board.

Standing Committees

The following standing committees shall be appointed by the President to serve for one year and shall each consist of five Board members to include a chair, three other Trustees, and the President:

Committee on Finance and Properties
Committee on Personnel, Policy, and Public Relations

Each of these committees shall meet regularly at a day time, and place to be determined at the Board's Annual Meeting. This schedule shall be made public in accordance with the Illinois Open Meetings Act. The meeting day and time may be changed by majority agreement of the Committee, provided written notice is given seven days prior to the meeting. If no agenda items have been identified or if a quorum of the members will not be present, the meeting will be cancelled and notification of the cancellation will be given.

The duties of each of these committees shall be such as are associated with its name and related policies or shall be committed to it by action of the President with the advice and consent of the Board.

The duties of the Personnel, Policy, and Public Relations (PPPR) committee will also include the evaluation of the City Librarian, including the formulation of goals, and the recommendation to the Board of such goals and/or evaluation.

The duties of the Finance and Properties Committee will consist primarily of oversight of Library finances, including development of an annual budget, and issues related to the physical plant.

Trustees will also be appointed by the President to serve for one year on other required boards, including but not limited to the Friends of the Decatur Public Library and the Decatur Public Library Foundation. The President may appoint members of the Board to act as liaison agents between the Library and other institutions in the community.

***Ad hoc* Committees**

The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. *Ad hoc* committees shall review matters within the scope of their assigned work shall advise the Board of Trustees and the City Librarian thereon. All *ad hoc* committees shall abide by the general committee procedures described previously and shall disband when they have completed the work for which they were appointed.

The Nominating Committee is an *ad hoc* committee and will consist of two (2) Trustees appointed by the President at least 30 days in advance of the Annual Meeting each year. The Committee shall recommend a slate of officers to the Board.

ARTICLE VII – MEETINGS

Meetings shall be conducted following the current edition of Roberts Rules of Order to the extent possible.

All meetings shall be posted and open to the public as required by the Open Meetings Act and the Illinois Compiled Statutes.

The President of the Board shall establish the agenda as required.

Five (5) members of the nine-member Board shall constitute a quorum for conducting business. In the event of any unfilled vacancies on the Board, a quorum shall be a majority of the Trustees in office.

Regular monthly meetings of the Board and standing committees shall be held in the Library at times to be established annually. This schedule of monthly meetings shall be posted in the Library buildings and on the Library's web site.

Committee meetings shall be held in the Library as needed and an announcement shall be posted in all required locations no less than forty-eight (48) hours in advance of the meeting. Notice of all committee meetings will be sent to Board members. If a majority of the committee members are present, that shall constitute a quorum.

Immediately following the February monthly meeting each year shall be the Annual Meeting. The Board shall, at the Annual Meeting, elect Officers and conduct any other appropriate business.

Special meetings may be called by the President or the City Librarian, or upon the written request of two Trustees. Only such business as stated in the call may be transacted at a special meeting. Except in the case of a bona fide emergency, notice of call shall be sent to all Trustees and posted in all required locations no less than 48 hours prior to a special meeting. All special meetings will be posted and held as required by the Open Meetings Act.

Electronic Attendance at Meetings Rules

Section 1. Rules Statement. It is the decision of Decatur Public Library that any member of the Board of Trustees may attend any open or closed meeting of the Board of Trustees via electronic means (such as by telephone, video or internet connection) provided that such attendance complies with these rules and any applicable laws.

Section 2. Prerequisites. A member of the Board of Trustees may attend a meeting electronically if the member meets the following conditions:

- (a) The member should notify the Decatur Public Library Librarian at least one hour before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements may result in denial of a request for remote attendance.
- (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting,
 - 1) The member cannot attend because of personal illness or disability; or
 - 2) The member cannot attend because of employment purposes or the business of the Decatur Public Library; or
 - 3) The member cannot attend because of a family or other emergency.

Section 3. Authorization to Participate.

- (a) The Decatur Public Library Librarian, after receiving the electronic attendance request, shall inform the Board of Trustees of the request for electronic attendance.

After establishing that a quorum is physically present at meeting where member or members of the Board of Trustees desire to attend electronically, the presiding officer shall state that (i) a notice was received in accordance with these Rules, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the Board of Trustees physically at the meeting. If no such motion is made

and seconded or if any such motion fails to achieve the required vote by the members of the Board of Trustees physically present at the meeting, then the request by the Board of Trustees and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

Section 4. Adequate Equipment Required. The member participating electronically, and other members of the Board of Trustees must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Board of Trustees shall provide equipment adequate to accomplish this objective at the meeting site.

Section 5. Minutes. Any member attending electronically shall be considered an offsite attendee and counted as present electronically for that meeting if the member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

Section 6. Rights to Remote Member. A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Section 7. Committees. Boards and Commissions. These rules shall apply to all committees, boards and commissions established by authority of the Board of Trustees.

ARTICLE VIII – PUBLIC PARTICIPATION

The Library Board of Trustees acknowledges that public participation at Board meetings provides necessary input on various matters of concern to the public and contributes to the effective operation of the library. Members of the public are encouraged to participate at Board meetings in accordance with this Policy. The Library Board of Trustees hereby states its intention to comply with the laws of Illinois concerning provisions for public comments at open meetings.

1. Public participation shall be permitted at any regular or special meeting of the Library

Board of Trustees or any committee thereof which is required to be open to the public under the provisions of the Illinois Open Meetings Act (Illinois Rev. Statutes, 5 ILCS 120 et. seq.). The Board shall not, however, permit public participation during any meetings or portions of meetings that are deemed closed sessions under the Open Meetings Act.

2. A portion of each meeting required to be open to the public shall be reserved and set aside for purposes of public comment and participation. In addition to that portion of the meeting set aside for public participation, the President of this Board, in his discretion, may permit public comment at any other time during the meeting. The President's allowance of public comments at other times during the meeting shall be discretionary and non-precedential in character.
3. The Board shall permit any member of the public, including non-residents and employees of the library, to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board has no obligation, however, to respond to any comments or answer any questions raised by members of the public.
4. Members of the public shall be permitted to comment on any subjects or issues of public concern, If the subject falls within the statutory exceptions to the Open Meetings Act, however, the Board reserves the right to immediately adjourn the meeting to closed session to discuss such matters.
5. Members of the public shall be permitted to make comments or ask questions of the board at each meeting, subject to the following time limitations:
 - a. 3 minutes per speaker
 - b. 15 minutes per meeting

The president of the Board, upon the request of any member of the public seeking to make comments to or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall be discretionary and non-precedential in character.

In his or her discretion, the President may recognize such persons in any sequence or order.

ARTICLE IX – ORDER OF BUSINESS

The regular Order of Business of the monthly meeting shall be:

Call to order

Roll Call

Approval of Agenda

Approval of Minutes

Public Comments

Written Communications from the Public

City Librarian's Report

Division Head Reports

Reports of Committees

Old Business

New Business

Adjournment

ARTICLE X – DUTIES AND RESPONSIBILITIES OF TRUSTEES

DUTIES AND RESPONSIBILITIES OF TRUSTEES

1. Attend all Board meetings. If a Trustee misses more than 3 consecutive regularly scheduled committee meetings or 3 consecutive full Board meetings, the Board President or designee will contact the absent member and consult about their possible resignation. In the event of a 4th consecutive absence, the Board president will consult with the Mayor about removal of said Trustee.
2. Hire a competent and qualified City Librarian.
3. Determine and adopt written policies to govern the operation and programs of the library, including contracting for necessary expenses.
4. Excuse himself or herself from any voting where a conflict of interest might be determined.
5. Comply with all applicable statutes regarding bids.
6. Determine the needs of the library and secure adequate funds for the library's programs. Review and submit an annual budget request to the City Council.
7. Know the program and needs of the library in relation to the community, know the local and state laws, keep abreast of standards and library trends and support action to improve the library program.
8. Establish, support, and participate in a planned public relations program.

9. Review the program and operation of the library and make policy decisions regarding its management.
10. Attend regional, state, and national trustee meetings and workshops when practicable and affiliate with appropriate professional organizations

ARTICLE XI – THE CITY LIBRARIAN

The Board shall appoint a City Librarian, who will be responsible for the administration of the Library. The City Librarian shall report directly to the Board and shall be authorized to develop library programs, establish the organizational structure, purchase materials, and undertake such other activities as may be necessary for the library’s operation, subject to the policies established by the Board. The City Librarian shall make reports at the meetings of the Board in such form and on such subjects as the Board may direct.

The Board of Trustees will evaluate the performance of the City Librarian and determine compensation annually using an agreed upon process.

ARTICLE XII – AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting of the Board and, when adopted by a majority vote, shall become effective at the subsequent meeting of the Board.

ARTICLE XIII – PRIOR BYLAWS

All prior bylaws are hereby repealed.

As adopted December 16, 1966 and subsequently amended November 15, 1974; August 21, 1980; August 15, 1985; January 21, 1988; November 17, 1988; July 24, 1995; May 28, 1998; May 23, 2002; September 18, 2008; December 17, 2009; January 17, 2013; September 17, 2015; November 16, 2017; June 27, 2019; June 18, 2020; May 20, 2021; and December 15, 2022.

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 11/1/2025 to 11/30/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
170463	11/06/2025	SAM'S CLUB ACCT 9064	18.51	BANKING SERVICE CHARGE
170472	11/06/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	413.70	PROFESSIONAL SERVICES
170499	11/13/2025	BREWSTER, CONNIE K 10/20/25-10/21/25 2 SESSSIONS EACH SCHOOL ART	300.00	OTHER LIBRARY GRANT EXI
170501	11/13/2025	CITYBLUE TECHNOLOGIES LLC ESPON PRINTER INK OCTOBER	175.71	OFFICE SUPPLIES
170505	11/13/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEES 10/16-10/31	263.98	POSTAGE
170515	11/13/2025	DEMCO INC BLANKET - OTHER LIBRARY GRANT EXP&OFFICE SU	61.28	OFFICE SUPPLIES
170521	11/13/2025	EBSCO INDUSTRIES, INC EBSCO PACKAGE - NOVELIST PLUS 8/01/25-07/31/26 PERIODICAL & NEWSPAPER INVOICE FOR 2026	24,772.86	BOOKS & PERIODICALS
170525	11/13/2025	EVERGREEN SERVICES GROUP TOPCO LLC LIBRARY WEBSITE - DESIGN & DEVELOPMENT	12,450.00	OTHER LIBRARY GRANT EXI
170527	11/13/2025	EYTCHISON, KATIE EXPENSES FOR SUPPLIES FOR KRAFTY THINGS	423.32	OTHER LIBRARY GRANT EXI
170528	11/13/2025	FAIRVIEW HEIGHTS PUBLIC LIBRARY PAYMENT FOR DAMAGED MATERIAL	29.99	LOST OR DAMAGED BOOKS
170533	11/13/2025	FREITAG, PATTI SRC NOVEMBER ANNIVERSARIES	24.52	OTHER LIBRARY GRANT EXI
170536	11/13/2025	GREENUP TOWNSHIP PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	10.00	LOST OR DAMAGED BOOKS
170557	11/13/2025	KILEY KLEIN, LTD LEGAL REPRESENTATION OCT PHONE & EMAIL 2025	178.00	PROFESSIONAL SERVICES
170568	11/13/2025	MAVERIK MARKETING DPL LOGO SHORTS FOR EMPLOYEES	329.30	OFFICE SUPPLIES
170580	11/13/2025	PEASE, CONNIE L YOGA 24 SESSIONS 1 HOUR EACH OF INSTRUCTION	840.00	OTHER LIBRARY GRANT EXI
170600	11/13/2025	ST JOSEPH TOWNSHIP-SWEARINGEN MEMORIAL LII PAYMENT FOR LOST MATERIAL	29.99	LOST OR DAMAGED BOOKS
170605	11/13/2025	TODAY'S BUSINESS SOLUTIONS COST PER FAX PROGRAM 3RD QTR 2025 JULY-SEPT	122.64	TELEPHONE

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 11/1/2025 to 11/30/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
170702	11/20/2025	ILLINOIS AUDUBON SOCIETY 2026 ANNUAL BASIC MEMBERSHIP SUBSCRIPTION	25.00	BOOKS & PERIODICALS
170726	11/20/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	1,135.77	OFFICE SUPPLIES
170735	11/20/2025	PAETEC BLANKET - TELEPHONE SERVICE	92.97	TELEPHONE
170738	11/20/2025	PEERLESS NETWORK, INC ACCT 1212890	454.05	TELEPHONE
170788	11/26/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	1,964.31	BOOKS & PERIODICALS
170806	11/26/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	2,236.18	SECURITY
170822	11/26/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	3,064.24	BOOKS & PERIODICALS
170836	11/26/2025	MEYER, RICK SAMS MEMBERSHIP FEES REFERNCE 3241726047	146.72	MEMBERSHIP FEES
170850	11/26/2025	PUGSLEY CONTAINER LLC DUMPSTER RENTAL	300.00	SERVICE TO MAINT BUILDIN
170870	11/26/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	709.20	PROFESSIONAL SERVICES
170871	11/26/2025	VERIZON WIRELESS ACCT 980380645-00001	118.17	TELEPHONE
23007287	11/06/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,769.16	OTHER LIBRARY GRANT EXI
23007335	11/20/2025	REGIONS/CREDIT CARD ACCT 2191	6,749.85	OFFICE SUPPLIES
23007340	11/20/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,961.46	OTHER LIBRARY GRANT EXI
23007341	11/20/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
23007342	11/20/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
Total for: 35			62,010.88	

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 11/1/2025 to 11/30/2025**

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
170788	11/26/2025	AMAZON PAYMENTS BOOK ORDER THROUGH DONATIONS PO 05884-04	57.58	BOOKS & PERIODICALS
170822	11/26/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	406.83	BOOKS & PERIODICALS
Total for: 59			464.41	
Total for All:			\$62,475.29	

DPL FY2025 Budget Report
Prepared November 3, 2025
At the end of October 83% of
the year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ 3,203,221.85	99.4%	\$ 3,026,802.71	5.8%
All Other	\$ 1,440,919	30.9%	\$ 1,256,839.47	87.2%	\$ 1,271,092.12	-1.1%
Total Revenue	\$ 4,663,458		\$ 4,460,061.32	95.6%	\$ 4,297,894.83	3.8%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 1,706,563.92	91.4%	\$ 1,608,475.55	6.1%
Benefits	\$ 1,040,424		\$ 936,344.18	90.0%	\$ 855,330.00	9.5%
	\$ 2,907,648	57.5%	\$ 2,642,908.10	90.9%	\$ 2,463,805.55	7.3%

Library Materials						
Books, Periodicals, etc.	\$ 245,000		\$ 198,997.23	81.2%	\$ 163,372.99	21.8%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 107,796.34	-3.1%
Lost/Damage	\$ 1,600		\$ 864.34	54.0%	\$ 1,017.81	-15%
Total Materials	\$ 350,620	9.3%	\$ 304,264.85	86.8%	\$ 272,187.14	11.8%

Professional Services						
Security	\$ 22,500		\$ 22,765.70	101.2%	\$ 49,103.88	-53.6%
Professional Services	\$ 50,000		\$ 44,020.04	88.0%	\$ 56,055.70	-21.5%
Bank Service Charges	\$ 250		\$ 249.27	99.7%	\$ 244.49	2%
Total	\$ 72,750	1.9%	\$ 67,035.01	92.1%	\$ 56,300.19	19.1%

Allocations

Administrative Fee	\$ 189,792		\$ 173,976.00	91.7%	\$ 135,421.00	28.5%
MIS	\$ 19,967		\$ 18,293.00	91.6%	\$ 14,971.00	22.2%
	\$ 209,759	5.5%	\$ 192,269.00	91.7%	\$ 150,392.00	27.8%

Grants

Other grants	\$ 150,000		\$ 170,959.65	114.0%	\$ 98,772.48	73.1%
	\$ 150,000	4.0%	\$ 170,959.65	114.0%	\$ 98,772.48	73.1%

Advertising	\$ 900	0.02%	\$ 485.00	53.9%	\$ 523.38	-7%
--------------------	--------	-------	-----------	-------	-----------	-----

Office Supplies/Maintenance

Postage	\$ 5,000		\$ 5,863.39	117.3%	\$ 5,257.90	11.5%
Service to Office Equipment	\$ 25,000		\$ 12,000.70	48.0%	\$ 21,432.36	-44.0%
Telephone	\$ 6,000		\$ 9,145.38	152.4%	\$ 6,178.41	48.0%
Software	\$ 45,000		\$ 53,980.66	120.0%	\$ 60,477.01	-10.7%
Office Supplies	\$ 40,000		\$ 28,469.02	71.2%	\$ 24,242.49	17.4%
Small Capital	\$ 50,000		\$ 44,886.44	89.8%	\$ 82,495.27	-45.6%
	\$ 171,000	4.5%	\$ 154,345.59	90.3%	\$ 200,083.44	-22.9%

Staff Development

Conferences/Training/Travel	\$ 35,000		\$ 11,505.10	32.9%	\$ 19,856.90	-42.1%
Tuition Reimbursement	\$ 10,000		\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 71,000		\$ 81,296.62	114.5%	\$ 73,938.63	10.0%
	\$ 116,000	3.1%	\$ 92,801.72	80.0%	\$ 93,795.53	-1.1%

Insurance

Unemployment	\$ 1,176		\$ 1,078.00	91.7%	\$ 1,034.00	4.3%
Risk Management	\$ 111,948		\$ 102,619.00	91.7%	\$ 85,811.00	19.6%
	\$ 113,124	3.0%	\$ 103,697.00	91.7%	\$ 86,845.00	19.4%

Building Costs

Transfer to Capital	\$ 375,000		\$ 350,000.00	93.3%	\$ -	#DIV/0!
----------------------------	------------	--	---------------	-------	------	---------

Rent	\$ 589,583		\$ 540,265.00	91.6%	\$ 540,265.00	0.0%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ 8,085.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 964,583	25.5%	\$ 898,350.00		\$ 540,265.00	66.3%
Total Operations/Services	\$ 2,148,736	56.8%	\$ 1,984,207.82	92.3%	\$ 1,499,164.16	32.4%
Total Expenses						
	\$ 5,056,384		\$ 4,627,115.92	91.5%	\$ 3,962,969.71	16.8%
Revenue Minus Expense						
	\$ (392,926)		\$ (167,054.60)		\$ 334,925.12	-149.9%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activity	Ending
1/1/2025	1,865,528.14	\$ 177,743.66	\$ 756,098.52	\$ -	\$ 1,287,173.28
2/1/2025	\$ 1,287,173.28	\$ 51,768.64	\$ 475,969.98	\$ -	\$ 862,971.94
3/1/2025	\$ 862,971.94	\$ 78,349.86	\$ 363,344.33	\$ -	\$ 577,977.47
4/1/2025	\$ 577,977.47	\$ 152,276.92	\$ 370,899.38	\$ -	\$ 359,355.01
5/1/2025	\$ 359,355.01	\$ 180,401.23	\$ 351,501.99	\$ -	\$ 188,254.25
6/1/2025	\$ 188,254.25	\$ 54,561.09	\$ 342,717.32	\$ -	\$ (99,901.98)
7/1/2025	\$ (99,901.98)	\$ 1,764,953.82	\$ 578,097.14	\$ -	\$ 1,086,954.70
8/1/2025	\$ 1,086,954.70	\$ 407,246.59	\$ 461,144.63	\$ -	\$ 1,033,056.66
9/1/2025	\$ 1,033,056.66	\$ 652,019.40	\$ 241,672.14	\$ -	\$ 1,443,403.92
10/1/2025	\$ 1,443,403.92	\$ 752,160.33	\$ 329,359.57	\$ -	\$ 1,866,204.68
11/1/2025	\$ 1,866,204.68	\$ 188,579.78	\$ 356,368.49	\$ -	\$ 1,698,415.97
12/1/2025	\$ 1,698,415.97				
1/1/2026	\$ -				

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 194,018.17	\$ 315,631.65	\$ 160,002.22	\$ 349,647.60
2/1/2025	\$ 349,647.60	\$ 453.73	\$ 149,531.69	\$ 200,569.64
3/1/2025	\$ 200,569.64	\$ 747.20	\$ -	\$ 201,316.84
4/1/2025	\$ 201,316.84	\$ 35,540.22	\$ 33,876.93	\$ 202,980.13

5/1/2025	\$	202,980.13	\$	53.49	\$	33,684.82	\$	169,348.80
6/1/2025	\$	169,348.80	\$	671.51	\$	1,808.82	\$	168,211.49
7/1/2025	\$	168,211.49	\$	232.58	\$	(1,808.82)	\$	170,252.89
8/1/2025	\$	170,252.89	\$	118.42	\$	116,316.50	\$	54,054.81
9/1/2025	\$	54,054.81	\$	223.10	\$	32,141.25	\$	22,136.66
10/1/2025	\$	22,136.66	\$	82.58	\$	-	\$	22,219.24
11/1/2025	\$	22,219.24	\$	-	\$	-	\$	22,219.24
12/1/2025	\$	22,219.24						
1/1/2026	\$	-						

Trust Accounts

Cantoni

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 7,017.16	\$ 2.58	\$ -	\$ 7,019.74
2/1/2025	\$ 7,019.74	\$ 1.78	\$ 116.90	\$ 6,904.62
3/1/2025	\$ 6,904.62	\$ 1.36	\$ 368.69	\$ 6,537.29
4/1/2025	\$ 6,537.29	\$ 1.27	\$ 564.90	\$ 5,973.66
5/1/2025	\$ 5,973.66	\$ 1.66	\$ 52.33	\$ 5,922.99
6/1/2025	\$ 5,922.99	\$ 1.86	\$ -	\$ 5,924.85
7/1/2025	\$ 5,924.85	\$ 2.44	\$ -	\$ 5,927.29
8/1/2025	\$ 5,927.29	\$ 2.23	\$ -	\$ 5,929.52
9/1/2025	\$ 5,929.52	\$ 2.40	\$ -	\$ 5,931.92
10/1/2025	\$ 5,931.92	\$ 2.30	\$ -	\$ 5,934.22
11/1/2025	\$ 5,934.22	\$ -	\$ -	\$ 5,934.22
12/1/2025	\$ 5,934.22			
1/1/2026	\$ -			

Meyer

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 33,943.90	\$ 12.67	\$ 322.00	\$ 33,634.57
2/1/2025	\$ 33,634.57	\$ 8.77	\$ 74.70	\$ 33,568.64
3/1/2025	\$ 33,568.64	\$ 6.96	\$ -	\$ 33,575.60
4/1/2025	\$ 33,575.60	\$ 6.92	\$ 393.00	\$ 33,189.52
5/1/2025	\$ 33,189.52	\$ 9.49	\$ -	\$ 33,199.01
6/1/2025	\$ 33,199.01	\$ 10.67	\$ 102.70	\$ 33,106.98
7/1/2025	\$ 33,106.98	\$ 13.97	\$ -	\$ 33,120.95

8/1/2025	\$	33,120.95	\$	12.79	\$	-	\$	33,133.74
9/1/2025	\$	33,133.74	\$	13.67	\$	439.70	\$	32,707.71
10/1/2025	\$	32,707.71	\$	12.89	\$	456.52	\$	32,264.08
11/1/2025	\$	32,264.08	\$	-	\$	-	\$	32,264.08
12/1/2025	\$	32,264.08						
1/1/2026	\$	-						

Memorials/Donations

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 6,814.86	\$ 1,557.71	\$ 1,022.59	\$ 7,349.98
2/1/2025	\$ 7,349.98	\$ (98.22)	\$ 1,294.09	\$ 5,957.67
3/1/2025	\$ 5,957.67	\$ 1,171.36	\$ 238.03	\$ 6,891.00
4/1/2025	\$ 6,891.00	\$ 5,485.00	\$ 225.66	\$ 12,150.34
5/1/2025	\$ 12,150.34	\$ 1,055.64	\$ 171.12	\$ 13,034.86
6/1/2025	\$ 13,034.86	\$ 339.30	\$ -	\$ 13,374.16
7/1/2025	\$ 13,374.16	\$ 435.79	\$ 41.77	\$ 13,768.18
8/1/2025	\$ 13,768.18	\$ 1,125.45	\$ 715.27	\$ 14,178.36
9/1/2025	\$ 14,178.36	\$ 5.88	\$ 321.11	\$ 13,863.13
10/1/2025	\$ 13,863.13	\$ 5.53	\$ 153.79	\$ 13,714.87
11/1/2025	\$ 13,714.87	\$ -	\$ 464.41	\$ 13,250.46
12/1/2025	\$ 13,250.46			
1/1/2026	\$ -			

Total	Beginning	Revenue	Expense	Balance Sheet activity	Ending
1/1/2025	\$ 2,107,322.23	\$ 494,948.27	\$ 917,445.33	\$ -	\$ 1,684,825.17
2/1/2025	\$ 1,684,825.17	\$ 52,134.70	\$ 626,987.36	\$ -	\$ 1,109,972.51
3/1/2025	\$ 1,109,972.51	\$ 80,276.74	\$ 363,951.05	\$ -	\$ 826,298.20
4/1/2025	\$ 826,298.20	\$ 193,310.33	\$ 405,959.87	\$ -	\$ 613,648.66
5/1/2025	\$ 613,648.66	\$ 181,521.51	\$ 385,410.26	\$ -	\$ 409,759.91
6/1/2025	\$ 409,759.91	\$ 55,584.43	\$ 344,628.84	\$ -	\$ 120,715.50
7/1/2025	\$ 120,715.50	\$ 1,765,638.60	\$ 576,330.09	\$ -	\$ 1,310,024.01
8/1/2025	\$ 1,310,024.01	\$ 408,505.48	\$ 578,176.40	\$ -	\$ 1,140,353.09
9/1/2025	\$ 1,140,353.09	\$ 652,264.45	\$ 274,574.20	\$ -	\$ 1,518,043.34
10/1/2025	\$ 1,518,043.34	\$ 752,263.63	\$ 329,969.88	\$ -	\$ 1,940,337.09
11/1/2025	\$ 1,940,337.09	\$ 188,579.78	\$ 356,832.90	\$ -	\$ 1,772,083.97
12/1/2025	\$ 1,772,083.97	\$ -	\$ -	\$ -	\$ -

1/1/2026 \$ -

By end of November we have usually collected 95% of PPRT. We have currently collected 65% of budgeted.

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,222,539	\$ 3,203,222	\$ (19,317)
PPRT	\$ 592,000	\$ 400,230	\$ (191,770)
State Grants or other	\$ 104,020	\$ 104,120	\$ 100
Other Grants	\$ 150,000	\$ 174,616	\$ 24,616
PILOT	\$ 556,299	\$ 556,299	\$ -
Fines	\$ 4,500	\$ 8,076	\$ 3,576
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 2,902	\$ (2,098)
Copies/Miscellaneous	\$ 14,000	\$ 11,716	\$ (2,284)
Meeting Room Fees	\$ 4,000	\$ 6,793	\$ 2,793
Interest Income	\$ 6,000	\$ 3,755	\$ (2,245)
Investment Income	\$ 5,000	\$ 13,334	\$ 8,334
Sale of Property	\$ -	\$ 39,037	\$ 39,037
Reimbursement of Expenses	\$ -	\$ 6,362	
Totals	\$ 4,663,458	\$ 4,530,463	\$ (132,995)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,867,224	\$ 1,848,778	\$ 18,446
Overtime	\$ -	\$ 188	\$ (188)
IMRF	\$ 135,590	\$ 134,031	\$ 1,559
FICA/Medicare	\$ 144,064	\$ 137,573	\$ 6,491
Life insurance	\$ 3,800	\$ 2,608	\$ 1,192
Medical insurance	\$ 741,000	\$ 727,621	\$ 13,379
Service recognition	\$ 15,970	\$ 15,970	\$ -
Total Personnel	\$ 2,907,648	\$ 2,866,769	\$ 40,879
Fund	Budgeted		
Unemployment insurance	\$ 1,176	\$ 1,176	\$ -
Advertising	\$ 900	\$ 485	\$ 415
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 8,085	\$ (8,085)
Service to Office Equipment	\$ 25,000	\$ 12,415	\$ 12,585
IT Services	\$ 19,967	\$ 19,967	\$ -
Telephone/Internet	\$ 6,000	\$ 10,059	\$ (4,059)
Banking Service Charges	\$ 250	\$ 280	\$ (30)
Conferences/Travel/Continuing Ed	\$ 35,000	\$ 11,575	\$ 23,425
General Fund	\$ 189,792	\$ 189,792	\$ -
Postage	\$ 5,000	\$ 6,219	\$ (1,219)
Security	\$ 22,500	\$ 27,319	\$ (4,819)
Computer Software	\$ 45,000	\$ 56,069	\$ (11,069)
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 50,000	\$ 47,518	\$ 2,482

Membership Fees	\$ 71,000	\$ 81,297	\$ (10,297)
Per Capita Grant	\$ 104,020	\$ 104,403	\$ (383)
Other Grant	\$ 150,000	\$ 180,340	\$ (30,340)
Office Supplies	\$ 40,000	\$ 32,064	\$ 7,936
Risk Management	\$ 111,948	\$ 111,948	\$ -
Small Capital	\$ 50,000	\$ 46,231	\$ 3,769
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 960	\$ 640
Transfer to Capital Fund	\$ 375,000	\$ 350,000	\$ 25,000
Total operating	\$ 2,148,736	\$ 2,132,785	\$ 15,951
Total expense	\$ 5,056,384	\$ 4,999,554	\$ 56,830
Surplus (deficit)	\$ (392,926.00)	\$ (469,091)	
	\$ (17,926.00)	\$ (119,091)	