



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, April 9, 2025
4:30 p.m.
Board Room**

- I. Call to Order** – Sofia Xethalis
- II. Consent Agenda** (Approval of Agenda; Approval of March 12, 2025 Minutes)
- III. Written Communications from the Public**
- IV. Public Comment**— 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members
- V. Old Business**
 - A. Capital Needs (Discussion)
 - B. Furniture Project Update (Discussion)
 - C. Other
- VI. New Business**
 - A. March 2025 Check Register and Vendor Report (Action)
 - B. March 2025 Actuals & Projection (Discussion)
 - C. Other
- VII. Adjournment**



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: March 12, 2025

Time: 4:30 p.m.

Location: Board Room

Present:

Emily West

Sofia Xethalis

Paula Cross

Karl Coleman

Staff: Rick Meyer, City Librarian, Alissa Henkel, Director Program, Resources, and Services

Absent:

Blake Allison

Guests:

Call to Order: Ms. Xethalis called the meeting to order at 4:35pm.

Consent Agenda

Ms. West made a motion to approve the consent agenda. All in favor. The motion was adopted.

Written Communication from the Public: None

Public Comments: None

Old Business

Capital Needs (Discussion) Mr. Meyer stated the crane work is complete, however, they are still finishing the fine details of the project. The waste water adjustments made at the clinic are working well.

Furniture Project Update (Discussion) Mr. Meyer stated the reference desks and children's service desks should be installed at the end of the month. Corrections were made to furniture scratches and other repairs were made. Payment is being withheld until everything is fixed.

Other (discussion) Mr. Meyer stated he will follow up on the check register irregularity.

New Business

Resolution to Transfer Funds (Action) Mr. Meyer stated the online payments have not been deposited into the Library account. Mr. Meyer suggested moving \$35,000 to the capital reserve fund to be used for furniture. Mr. Coleman made a motion to transfer the funds to the capital reserve fund, seconded by Ms. West. Ms. Xethalis requested a roll call vote, Ms. West yes, Mr. Coleman yes, Ms. Cross yes, Ms. Xethalis yes. The motion was adopted.

February 2025 Check Register and Vendor Report (Action) Ms. Henkel gave details on the amount paid to Midwest Tape. Questions were raised about Beck's and the Regions amounts. Ms. Xethalis made a motion to table, seconded by Ms. West. All in favor. The motion was adopted.

February 2025 Actuals (Discussion) Mr. Meyer presented the projected budget detail. He expects a budget deficit by year end.

Adjournment

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

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 3/12/2025

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 3/1/2025 to 3/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
165741	03/06/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,850.85	OFFICE SUPPLIES
165749	03/06/2025	CCH 2025 U.S. MASTER TAX GUIDE & S&H	231.89	BOOKS & PERIODICALS
165752	03/06/2025	COMMERCIAL MAIL SERVICES FEB 15- FEB 28 MONTHLY POSTAGE CHARGES	246.71	POSTAGE
165764	03/06/2025	EFFINGHAM PUBLIC LIBRARY PAYMENT FOR LOST MATERIALS	17.83	LOST OR DAMAGED BOOKS
165775	03/06/2025	HECKWINE, BETTI JO MAR 2025 SRC FOR 3 STAFF MBRS	15.73	OTHER LIBRARY GRANT EXI
165789	03/06/2025	JERSEYVILLE PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	14.99	LOST OR DAMAGED BOOKS
165796	03/06/2025	LEE ARIC EMCEE/HOST - TRIVIA NIGHT	150.00	OTHER LIBRARY GRANT EXI
165802	03/06/2025	MARION CARNEGIE LIBRARY PAYMENT FOR LOST MATERIAL	44.00	LOST OR DAMAGED BOOKS
165806	03/06/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	35.33	OFFICE SUPPLIES
165807	03/06/2025	MT ZION DISTRICT LIBRARY PAYMENT FOR LOST MATERIAL	25.00	LOST OR DAMAGED BOOKS
165812	03/06/2025	NICHE ACADEMY LLC NICHE ACADEMY RENEWAL	2,400.00	CONFERENCES & TRAVEL
165815	03/06/2025	OAKWOOD PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	13.00	LOST OR DAMAGED BOOKS
165830	03/06/2025	TOLONO PUBLIC LIBRARY DISTRICT PAYMENT FOR DAMAGED MATERIAL	20.00	LOST OR DAMAGED BOOKS
165858	03/13/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,561.93	OFFICE SUPPLIES
165870	03/13/2025	CANON FINANCIAL SERVICES, INC BLANKET - SERVICE COPIERS & PRINTERS	1,755.47	SERV-OFFICE EQUIPMENT
165874	03/13/2025	CITYBLUE TECHNOLOGIES LLC EPSON PRINTER INK	1,236.02	OFFICE SUPPLIES
165912	03/13/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	452.00	BOOKS & PERIODICALS
165914	03/13/2025	LAURA F KEYES PERFORMANCE AT LIBRARY	535.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2025 to 3/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
165926	03/13/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	912.42	OFFICE SUPPLIES
165935	03/13/2025	PAETEC BLANKET - TELEPHONE SERVICE	55.82	TELEPHONE
165946	03/13/2025	RR DONNELLEY LIBRARY CARD/KEY CARD	1,227.58	OFFICE SUPPLIES
165950	03/13/2025	STEALTH MODE THREE LLC PRIZES FOR THE 150TH	2,285.50	OTHER LIBRARY GRANT EXI
165981	03/20/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	9,423.24	OTHER LIBRARY GRANT EXI
165984	03/20/2025	ASSISTIVE HEARING SYSTEMS LLC AHS INSTALLATION	6,450.00	OTHER LIBRARY GRANT EXI
165985	03/20/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,745.95	OFFICE SUPPLIES
165988	03/20/2025	BECK'S ENGRAVING & RUBBER STAMPS 3 CUSTOM RUBBER STAMPS & 3 INK PADS	59.55	OFFICE SUPPLIES
165994	03/20/2025	BREWSTER, CONNIE K DECEMBER SCHOOL ART ORNAMENTS FEBRAURY SCHOOL ART MARCH SCHOOL ART	900.00	OTHER LIBRARY GRANT EXI
166008	03/20/2025	COMMERCIAL MAIL SERVICES MARCH - MONTHLY POSTAGE & FEES - 3/1-3/15	272.66	POSTAGE
166024	03/20/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	1,869.90	SECURITY
166026	03/20/2025	DENTON, JANET SOCIAL WORKER CARD & TREAT WITH ALL STAFF	17.17	OTHER LIBRARY GRANT EXI
166029	03/20/2025	DYNAGRAPHICS 72 X 48" BANNERS HEM & GROMMETS	777.85	OTHER LIBRARY GRANT EXI
166059	03/20/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	440.35	OFFICE SUPPLIES
166070	03/20/2025	PEERLESS NETWORK, INC ACCT 1212890	330.06	TELEPHONE
166077	03/20/2025	SCOTT CLANIN ANNIVERSARY LOGO FILE DESIGN	118.75	PROFESSIONAL SERVICES
166120	03/27/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	2,810.28	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2025 to 3/31/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
166123	03/27/2025	BELIVEAU, STEVE SENSATIONAL SCIENCE SHOW DEPOSIT	100.00	OTHER LIBRARY GRANT EXI
166133	03/27/2025	CAMERON, LEA 2 HOUR YOGA CLASS 03/01/25 & 04/05/25	70.00	OTHER LIBRARY GRANT EXI
166159	03/27/2025	HARGADON, STEVE WELLNESS SERIES - ACCESS UP TO 50 STAFF	599.00	CONFERENCES & TRAVEL
166190	03/27/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	616.90	OFFICE SUPPLIES
166195	03/27/2025	ONLINE LABELS, INC. 2"X2" SQUARE 20 PER SHEET	54.02	OFFICE SUPPLIES
166196	03/27/2025	PAETEC BLANKET - TELEPHONE SERVICE	55.86	TELEPHONE
166203	03/27/2025	RR DONNELLEY Z FOLD FORM	437.10	OFFICE SUPPLIES
166204	03/27/2025	SAM'S CLUB ACCT 9064	197.29	OTHER LIBRARY GRANT EXI
166210	03/27/2025	SPRINGSHARE LLC MAY'25-APR'26 PATRON POINT SOFTWARE SUBSCRI	8,797.50	COMPUTER SOFTWARE
166215	03/27/2025	STRIGLOS/HAINES & ESSICK BRIGHT WHITE CARD STOCK & PREM LASER PAPER	313.20	OFFICE SUPPLIES
166229	03/27/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	364.45	PROFESSIONAL SERVICES
2003337	03/12/2025	MYCHAL ALEXANDER THREETS AUTHOR FEE, FLIGHT REIMBURSEMENT, AND HOTEL	6,681.25	OTHER LIBRARY GRANT EXI
23006695	03/13/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,730.70	OTHER LIBRARY GRANT EXI
23006725	03/19/2025	REGIONS/CREDIT CARD ACCT 7213	4,142.28	PER CAPITA GRANT EXPENSE
23006750	03/27/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
23006751	03/27/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,692.24	OTHER LIBRARY GRANT EXI
Total for: 35			66,574.62	

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2025 to 3/31/2025

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
165741	03/06/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	245.08	BOOKS & PERIODICALS
165858	03/13/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	273.92	BOOKS & PERIODICALS
165985	03/20/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	34.99	BOOKS & PERIODICALS
166120	03/27/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	52.73	BOOKS & PERIODICALS
			Total for: 59	606.72
			Total for All:	\$67,181.34

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$9,423.24
ASSISTIVE HEARING SYSTEMS LLC Total	\$6,450.00
BAKER & TAYLOR CO Total	\$8,575.73
BECK'S ENGRAVING & RUBBER STAMPS Total	\$59.55
BELIVEAU, STEVE Total	\$100.00
BREWSTER, CONNIE K Total	\$900.00
CAMERON, LEA Total	\$70.00
CANON FINANCIAL SERVICES, INC Total	\$1,755.47
CCH Total	\$231.89
CITYBLUE TECHNOLOGIES LLC Total	\$1,236.02
COMMERCIAL MAIL SERVICES Total	\$519.37
DECATUR CIVIC CENTER AUTHORITY Total	\$1,869.90
DENTON, JANET Total	\$17.17
DYNAGRAPHICS Total	\$777.85
EFFINGHAM PUBLIC LIBRARY Total	\$17.83
HARGADON, STEVE Total	\$599.00
HECKWINE, BETTI JO Total	\$15.73
JERSEYVILLE PUBLIC LIBRARY Total	\$14.99
JESSICA HILL CONSULTING LLC Total	\$3,422.94
JONES & THOMAS Total	\$420.00
KANOPY Total	\$452.00
LAURA F KEYES Total	\$535.00
LEE ARIC Total	\$150.00
MARION CARNEGIE LIBRARY Total	\$44.00
MIDWEST TAPE, LLC Total	\$2,005.00
MT ZION DISTRICT LIBRARY Total	\$25.00
MYCHAL ALEXANDER THREETS Total	\$6,681.25
NICHE ACADEMY LLC Total	\$2,400.00
OAKWOOD PUBLIC LIBRARY Total	\$13.00
ONLINE LABELS, INC. Total	\$54.02
PAETEC Total	\$111.68
PEERLESS NETWORK, INC Total	\$330.06
REGIONS/CREDIT CARD Total	\$4,142.28
RR DONNELLEY Total	\$1,664.68
SAM'S CLUB Total	\$197.29
SCOTT CLANIN Total	\$118.75
SPRINGSHARE LLC Total	\$8,797.50
STEALTH MODE THREE LLC Total	\$2,285.50
STRIGLOS/HAINES & ESSICK Total	\$313.20
TOLONO PUBLIC LIBRARY DISTRICT Total	\$20.00
UNIQUE MANAGEMENT SERVICES Total	\$364.45
Grand Total	\$67,181.34

DPL FY2025 Budget Report

Prepared April 3, 2025

At the end of March 25% of the year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,440,919	30.9%	\$ 305,180.72	21.2%	\$ 315,327.48	-3.2%
Total Revenue	\$ 4,663,458		\$ 305,180.72	6.5%	\$ 315,327.48	-3.2%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 495,566.81	26.5%	\$ 463,331.94	7.0%
Benefits	\$ 1,040,424		\$ 275,143.53	26.4%	\$ 246,636.05	11.6%
	\$ 2,907,648	57.5%	\$ 770,710.34	26.5%	\$ 709,967.99	8.6%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 41,843.50	17.1%	\$ 26,717.88	56.6%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 45,045.51	131.8%
Lost/Damage	\$ 1,600		\$ 317.88	19.9%	\$ 247.42	28%
Total Materials	\$ 350,620	9.3%	\$ 146,564.66	41.8%	\$ 72,010.81	103.5%

Professional Services

Security	\$ 22,500		\$ 5,926.24	26.3%	\$ 13,068.03	-54.7%
Professional Services	\$ 50,000		\$ 24,447.86	48.9%	\$ 23,355.34	4.7%
Bank Service Charges	\$ 250		\$ 88.47	35.4%	\$ 32.26	174%
Total	\$ 72,750	1.9%	\$ 30,462.57	41.9%	\$ 23,387.60	30.3%

Allocations

Administrative Fee	\$ 189,792	\$ 47,448.00	25.0%	\$ 36,933.00	28.5%
MIS	\$ 19,967	\$ 4,992.00	25.0%	\$ 4,083.00	22.3%
	\$ 209,759	5.5%	\$ 52,440.00	25.0%	\$ 41,016.00

Grants

Other grants	\$ 150,000	\$ 49,482.09	33.0%	\$ 11,300.32	337.9%
	\$ 150,000	4.0%	\$ 49,482.09	33.0%	\$ 11,300.32

Advertising	\$ 900	0.02%	\$ -	0.0%	\$ 324.00	-100%
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Office Supplies/Maintenance

Postage	\$ 5,000	\$ 1,574.94	31.5%	\$ 1,449.14	8.7%
Service to Office Equipment	\$ 25,000	\$ 2,494.91	10.0%	\$ 3,796.99	-34.3%
Telephone	\$ 6,000	\$ 1,566.15	26.1%	\$ 1,734.87	-9.7%
Software	\$ 45,000	\$ 11,521.70	25.6%	\$ 25,060.88	-54.0%
Office Supplies	\$ 40,000	\$ 11,939.37	29.8%	\$ 3,800.28	214.2%
Small Capital	\$ 50,000	\$ 15,483.36	31.0%	\$ 23,905.07	-35.2%
	\$ 171,000	4.5%	\$ 44,580.43	26.1%	\$ 59,747.23

Staff Development

Conferences/Training/Travel	\$ 35,000	\$ 3,478.00	9.9%	\$ 6,821.56	-49.0%
Tuition Reimbursement	\$ 10,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 71,000	\$ 807.74	1.1%	\$ 1,993.93	-59.5%
	\$ 116,000	3.1%	\$ 4,285.74	3.7%	\$ 8,815.49

Insurance

Unemployment	\$ 1,176	\$ 294.00	25.0%	\$ 282.00	4.3%
Risk Management	\$ 111,948	\$ 27,987.00	25.0%	\$ 23,403.00	19.6%
	\$ 113,124	3.0%	\$ 28,281.00	25.0%	\$ 23,685.00

Building Costs

Transfer to Capital	\$ 375,000	\$ 315,000.00	84.0%	\$ -	#DIV/0!
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Rent	\$ 589,583		\$ 147,345.00	25.0%	\$ 147,345.00	0.0%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ 6,261.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 964,583	25.5%	\$ 468,606.00		\$ 147,345.00	218.0%
Total Operations/Services	\$ 2,148,736	56.8%	\$ 824,702.49	38.4%	\$ 387,631.45	112.8%
Total Expenses						
	\$ 5,056,384		\$ 1,595,412.83	31.6%	\$ 1,097,599.44	45.4%
Revenue Minus Expense						
	\$ (392,926)		\$ (1,290,232.11)		\$ (782,271.96)	64.9%

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	\$ 75,668.42	\$ 363,344.33	\$ -	\$ 575,296.03
4/1/2025	\$ 575,296.03				
5/1/2025	\$ -				
6/1/2025	\$ -				
7/1/2025	\$ -				
8/1/2025	\$ -				
9/1/2025	\$ -				
10/1/2025	\$ -				
11/1/2025	\$ -				
12/1/2025	\$ -				
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	\$ -	\$ -	\$ 200,569.64
4/1/2025	\$ 200,569.64			

5/1/2025	\$	-
6/1/2025	\$	-
7/1/2025	\$	-
8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
12/1/2025	\$	-
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	\$ 1.88	\$ 116.90	\$ 6,904.72
3/1/2025	\$ 6,904.72	\$ -	\$ 368.69	\$ 6,536.03
4/1/2025	\$ 6,536.03			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
1/1/2026	\$ -			

Meyer

Date

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	\$ -	\$ -	\$ 33,568.64
4/1/2025	\$ 33,568.64			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			

8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
12/1/2025	\$	-
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	\$ 101.78	\$ 1,294.09	\$ 6,157.67
3/1/2025	\$ 6,157.67	\$ 1,170.00	\$ 238.03	\$ 7,089.64
4/1/2025	\$ 7,089.64			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
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	\$ 52,334.80	\$ 626,987.36	\$ -	\$ 1,110,172.61
3/1/2025	\$ 1,110,172.61	\$ 76,838.42	\$ 363,951.05	\$ -	\$ 823,059.98
4/1/2025	\$ 823,059.98	\$ -	\$ -	\$ -	
5/1/2025	\$ -	\$ -	\$ -	\$ -	
6/1/2025	\$ -	\$ -	\$ -	\$ -	
7/1/2025	\$ -	\$ -	\$ -	\$ -	
8/1/2025	\$ -	\$ -	\$ -	\$ -	
9/1/2025	\$ -	\$ -	\$ -	\$ -	
10/1/2025	\$ -	\$ -	\$ -	\$ -	
11/1/2025	\$ -	\$ -	\$ -	\$ -	
12/1/2025	\$ -	\$ -	\$ -	\$ -	

1/1/2026 \$

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Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,222,539	\$ 3,222,539	\$ -
PPRT	\$ 592,000	\$ 350,916	\$ (241,084)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 150,000	\$ 87,337	\$ (62,663)
PILOT	\$ 556,299	\$ 556,299	\$ -
Fines	\$ 4,500	\$ 9,844	\$ 5,344
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 2,297	\$ (2,703)
Copies/Miscellaneous	\$ 14,000	\$ 9,992	\$ (4,008)
Meeting Room Fees	\$ 4,000	\$ 5,349	\$ 1,349
Interest Income	\$ 6,000	\$ 4,856	\$ (1,144)
Investment Income	\$ 5,000	\$ 20,845	\$ 15,845
Sale of Property	\$ -	\$ 27,914	\$ 27,914
Reimbursement of Expenses	\$ -	\$ 6,362	
Totals	\$ 4,663,458	\$ 4,408,569	\$ (254,889)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,867,224	\$ 1,840,677	\$ 26,547
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 135,590	\$ 133,351	\$ 2,239
FICA/Medicare	\$ 144,064	\$ 137,114	\$ 6,950
Life insurance	\$ 3,800	\$ 2,652	\$ 1,148
Medical insurance	\$ 741,000	\$ 737,471	\$ 3,529
Service recognition	\$ 15,970	\$ 15,970	\$ -
Total Personnel	\$ 2,907,648	\$ 2,867,235	\$ 40,413
Fund	Budgeted		
Unemployment insurance	\$ 1,176	\$ 1,176	\$ -
Advertising	\$ 900	\$ -	\$ 900
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 6,261	\$ (6,261)
Service to Office Equipment	\$ 25,000	\$ 14,569	\$ 10,431
IT Services	\$ 19,967	\$ 19,967	\$ -
Telephone/Internet	\$ 6,000	\$ 6,135	\$ (135)
Banking Service Charges	\$ 250	\$ 754	\$ (504)
Conferences/Travel/Continuing Ed	\$ 35,000	\$ 10,185	\$ 24,815
General Fund	\$ 189,792	\$ 189,792	\$ -
Postage	\$ 5,000	\$ 6,061	\$ (1,061)
Security	\$ 22,500	\$ 23,705	\$ (1,205)
Computer Software	\$ 45,000	\$ 28,879.89	\$ 16,120
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 50,000	\$ 63,341	\$ (13,341)

Membership Fees	\$ 71,000	\$ 71,000	\$ -
Per Capita Grant	\$ 104,020	\$ 104,403	\$ (383)
Other Grant	\$ 150,000	\$ 87,337	\$ 62,663
Office Supplies	\$ 40,000	\$ 40,000	\$ -
Risk Management	\$ 111,948	\$ 111,948	\$ -
Small Capital	\$ 50,000	\$ 55,033	\$ (5,033)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,452.76	\$ 147
Transfer to Capital Fund	\$ 375,000	\$ 315,000	\$ 60,000
Total operating	\$ 2,148,736	\$ 1,991,582	\$ 157,154
Total expense	\$ 5,056,384	\$ 4,858,817	\$ 197,567
Surplus (deficit)	\$ (392,926.00)	\$ (450,248)	
	\$ (17,926.00)	\$ (135,248)	