

**MORRIS AREA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING  
Monday, March 12, 2018 at 6:30 PM  
Meeting Room**

**Call to Order and Roll Call for Board of Trustees Meeting**

Carol Anderson called the meeting to order at 6:30 PM. Trustees present were Anderson, Dergo, Doug Pryor, Barb Boma. Absent were Steve Larson, Jamie Lain and Caroline Cummings. Also present was Rose Gilman, Director and Jean Peterson, recording secretary.

**Review of Agenda for Additions/Changes—**

**Public Comment—Kathy Maddox—RE: Meeting Room Cancellation**

**Review and Approval of Minutes—**Motion was made by Pryor to approve the February 12, 2018 minutes and was seconded by Boma. Roll call vote was taken and all approved.

**Review and Approval of March, 2018 Bills in the amount of \$8,563.36 & February, 2018 Payroll in the amount of \$36,245.69—**Pryor noticed increase in salary—Director Rose explained it was a comp time payout. Dergo motioned to accept the bills and payroll and was seconded by Boma. Roll call vote was taken and all approved.

**Review and Approval of Treasurer's Report and Financial Reports February, 2018—**Tort Liability is in the negative and money will have to be moved from corporate to liability—more will be levied for next year. Pryor said February was a boring revenue month and a non property tax month. Pryor would like a Pro's advice for extra cash investments. Pryor noted Payroll was up in expenses. Unemployment is all paid. Book purchases larger than normal. The \$9,000 in tech was quarterly Heritage bill. Furniture and Fixtures was high due to carpet replacement. Pryor said that the Bus Trip line was the happiest line item. Boma motioned to approve the Treasurer's and Financial Report's and was seconded by Dergo. Roll call vote was taken and all approved.

**Directors Report**

**Old business**

- Job Descriptions—Info only
- Organizational Chart—Info only

**New business**

- Meeting Room Policy—Jamie to set

**Executive Session**—Motion was made by Anderson to go into executive session for personnel at 7:50 PM and seconded by Pryor. Motion was made to go back to open session by Anderson and seconded by Boma at 8:23 PM.

Executive Session pursuant to 5ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

#### **Committee Reports**

- a. Personnel—Meet on job descriptions
- b. Policy—Anderson will call Lain before the next meeting
- c. Finance—Will meet Saturday, March 17, 2018 at 9:00
- d. Facilities

**Adjournment**—Motion was made by Boma to adjourn at 8:29 PM and was seconded by Pryor.

Submitted by,

Carol Anderson  
President

Jean Peterson

Recording Secretary



**MORRIS AREA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING  
Monday, April 9, 2018  
6:30 pm**

**Call to Order and Roll Call for Board of Trustee Meeting**

Carol Anderson called the meeting to order at 6:30 pm. Trustees present were Anderson, Boma, Dergo, Larson, Pryor and Cummings. Absent was Lain. Also present was Librarian Vagt, Administrative Assistant Harvey and Recording Secretary Peterson.

**Review of Agenda for Additions/Changes**

Item 4 should be corrected to state review and approval of minutes of March 12, 2018.

Item 5 should be corrected to state review and approval of March 2018 bills, March 2018 payroll

Item 6 should be corrected to state review and approval of Treasurer's Report and Financial Reports of March 2018.

**Public Comment**

There was no public comment.

**Review and Approval of Minutes: March 12, 2017**

Motion was made by Pryor to approve the minutes of March 12, 2018 and was seconded by Boma.

**Review and Approval of March, 2018 Bills in the amount of \$ & March, 2018 Payroll in the amount of \$**

Action was tabled until April 2018 meeting

**Review and Approval of Treasurer's Report and Financial Reports of March, 2017**

Action was tabled until April 2018 meeting

**Director's Report**

Director's report was submitted in written form prior to board meeting. Director reviewed highlights of the report.

**Old Business**

**Meeting Room Policy** – Approve as written or amended to send to lawyer

Motion was made by Larson to approve the meeting room policy as amended to send to lawyer and seconded by Anderson.

**Service Animal Policy** – Approve Service Animal Policy as written or amended to send to lawyer

Motion was made by Larson to approve the Service Animal Policy as amended and send to the lawyer and seconded by Anderson.

**New Business**

Draft FY2019 Budget

No action was taken because this was a time for Pryor to explain the breakdown of the budget and give the whole board a first look after the Finance Committee had met on March 17, 2018.

Cummings left meeting at 7:21pm.

### **Committee Reports**

#### **Personnel –**

Anderson stated a personnel meeting will be set before the May 2018 board meeting for purposes of the Director's 1 year review, job description overview and organizational chart update

#### **Policy –**

The Policy Committee met on Wednesday, April 4 to discuss the Meeting Room Policy and an Animal Service Policy.

#### **Finance –**

The Finance Committee met on Saturday, March 17 to discuss the preliminary FY19 budget numbers.

#### **Facilities**

The recommendations of the Facilities committee meeting that took place in September 2017 was shared with the Board of Trustees in written form.

### **Adjournment**

Motion was made by Anderson to adjourn meeting at 7:35 pm and seconded by Pryor.



**MORRIS AREA PUBLIC LIBRARY  
SPECIAL BOARD OF LIBRARY TRUSTEES MEETING  
Monday, May , 2018  
6:00 pm**

**Call to Order and Roll Call for Board of Trustee Meeting**

Carol Anderson called the meeting to order at 6:05 pm. Trustees present were Anderson, Dergo, Larson, and Cummings. Lain arrive and 6:20 pm. Cummings left at 7:08 pm. Also present was Librarian Vagt, Administrative Assistant Harvey.

**Review of Agenda for Additions/Changes**

Review Personnel Committee minutes of April 30, 2018.

**Public Comment**

There was no public comment.

**Review and Approval of Minutes: April 9, 2017**

Motion was made by Cummings to approve the minutes of April 9, 2018 and was seconded by Larson. Roll call was taken and all approved

**Review of Personnel meeting minutes of April 30, 2018.**

Personnel minutes from April 30, 2018 were reviewed and approved by committee members.

**Review and Approval of April, 2018 Bills in the amount of \$25,284 & April, 2018 Payroll in the amount of \$45368**

Motion was made by Cummings and seconded by Larson. Roll call was taken and all approved.

**Review and Approval of Treasurer's Report and Financial Reports of March and April, 2018**

Action was tabled until June 2018 meeting

**Director's Report**

Director's report was submitted in written form prior to board meeting. Director reviewed highlights of the report.

**Old Business**

**Approve FY2019 Budget to be put on file**

Motion was made by Dergo and seconded by Cummings. Roll call was taken and all approved.

**New Business**

**Approve FY2019 Nonresident fee**

Motion was made by Lain and seconded by Cummings. Roll call was taken and all approved.

**Approve Organizational chart**

Discussion was held and suggestions were made to Director for corrections. There was no motion to approve.

**Approval of Job Descriptions**

**Executive Session pursuant to 5 ILCS 120/2: the appointment employment, compensations, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity**

Motion to exit to closed session was made by Cummings and seconded by Dergo at 6:39 pm.

Roll call was taken and all approved.

Motion was made to exit closed session at 7:15pm by Anderson and seconded by Lain. Roll call was taken and all approved.

The Library Director's 1 year evaluation was discussed and no action was taken.

**Committee Reports**

**Personnel** – met on April 30, 2018

**Policy** – none

**Finance** – none

**Facilities** – none

**Adjournment**

Motion was made by Anderson to adjourn meeting at 7:10 pm and seconded by Lain. Roll call was taken and all approved.



**Morris Area Public Library  
Personnel Meeting April 30, 2018**

**Present:** Barb Boma, Carol Anderson (chair), Rose Vagt,  
Director

- Call to order at 12:30 (only Carol & Barb)
- Went over the Director's Evaluation; the committee approved to present to the full board on May 14. If the board approves, the evaluation will be given to the director and placed in her personnel file.
- Reconvened at 1:30 at the library with Director Rose.
- The committee looked over the job descriptions. The committee made a few changes and will recommend approval by the full board.
- Looked over then flow chart and approve with one correction.

Committee adjourned at 2:00.

**MORRIS AREA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING**

Director Report  
May 2018

**Tech/Hardware/Software**

The server needs replacing before we can purchase new computers and upgrade our wifi capabilities.

**Architect Fees, Engineering, Furniture and Fixtures**

3 trees and all of the bushes on the north side of the building are dead. These will be removed for \$1100 this week. The rest of the landscaping is slowly being taken care of by our maintenance staff and our Public Services Coordinator, Matt Knott.

**Miscellaneous**

Most of the staff has completed their PrairieCat training. An updated list of staff has been sent to PrairieCat. The Director attended the PrairieCat quarterly meeting. These meetings are mandatory and there is now going to be a \$150 fee if the Director or Public Services Coordinator does not attend. There is a maximum of a \$150 fee per fiscal year per library.

The Historical Society's building will now not be finished until July. Therefore, we will be moving the historical stuff into the old book sale room until it is taken.

**Tasks/Goals for the remainder of Fiscal 2018**

**1<sup>st</sup> Quarter of the fiscal year:**

1. Creating procedure manuals to support policies set forth by the Board of Trustees – done
2. Continue to develop programming – done
3. Continue to increase Outreach into the community – done
4. Facilities projects and decisions – done
5. Financial Planning Spring 2018 – done
6. Continue to coach and train staff in their roles – done
7. Create a regular schedule for staff meetings – done

**June Board Meeting Possible Preview**

Approval of Prevailing Wage Ordinance which is included in this month's packet.

**Respectfully Submitted,  
Rose Gilman, Library Director**



**Morris Area Public Library  
Board of Trustees Minutes  
Monday, June 11, 2018  
6:30 p.m.**

**Call to Order & Roll Call for the Board of Trustee Meeting**

Carol Anderson called the meeting to order at 6:30 p.m. Trustees present were: Anderson, Steve Larson, Jo Dergo, Jamie Lain, Barb Boma, and Doug Pryor; Rose Vagt (Director) and Recording Secretary Vicki Harvey; missing Caroline Cummings

**Review of Agenda for Addition/Changes:** none

**Public Comment:** none

**Motion to go into Closed Session at 6:34 p.m.:** Motion made by Boma and seconded by Dergo.

**Return to Open Session at 7:49 p.m.**

**Review & Approval of Minutes:** Special Meeting May 14, 2018, Motion by Anderson & 2<sup>nd</sup> by Lain; approved 6-0

**Review & Approval of June 2018 Bills & May 2018 Payroll:** Motion made by Anderson and 2<sup>nd</sup> by Pryor; motion carried 6-0

**Director's Report:** Hired additional staff for youth and another for Grant Writing; Awarded \$500 from the Community Foundation; discussion on library usage reports; Boren's Ins building is for sale – possible new entrance for the library

**New Business:**

- *Motion to Approve Prevailing Wage Ordinance No. 128-0611;* motion made by Boma & 2<sup>nd</sup> by Larson; motion carried 5-0
- *Motion to Approve Meeting Dates 2018-6-11:* Motion made by Boma & 2<sup>nd</sup> by Dergo; motion carried 5-0
- *Motion to Approve Holiday Dates FY 2019;* motion made by Lain & 2<sup>nd</sup> by Boma; motion carried 5-0

- Motion to Approve <sup>Sever</sup> ~~Sever~~ Replacement, not to exceed \$10,000; motion made by Anderson & 2<sup>nd</sup> by Dergo; motion carried 5-0
- Set up Special Meeting to Publish the Budget on Monday, June 18, 2018, at 1:00 p.m.

**Committee Reports:** none

**Motion to Adjourn at 8:17**, made by Boma & 2<sup>nd</sup> by Lain; motion approved 5-0



**MORRIS AREA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MINUTES  
Monday, July 9, 2018 at 6:30 PM**

**Call to Order and Roll Call for Board of Trustees Meeting**

President Carol Anderson called the meeting to order at 6:30 PM. Trustees present were Steve Larson, Joeine Dergo and Barb Boma. Also attending were library employees Sarah Sidy and Sarah Haish, and Vicki Harvey, recording secretary.

**Review of Agenda for Additions/Changes**—July bills changed from \$25,352.35 to \$26,082.09 due to the Walmart credit card being paid.

-Date of Special Meeting was corrected to read June 18, 2018 instead of June 9, 2018.

-Correction on page 2 of the minutes dated June 11, 2018 from Approve Sever Replacement to read Approve Server Replacement.

**Public Comment**—Sarah Haish in need of a workspace for her programs. She currently has to use other peoples desks when they're not in use. She also inquired about taking classes at JJC to further her library career.

**Minutes of the Meeting on July 9, 2018**— Boma motioned to approve the minutes from June 11, 2018 and Special Meeting on June 18, 2018 and was seconded by Dergo. Roll call vote was taken and all approved.

**Review and Approval of Bills & Payroll**—Boma motioned to approve the bills for July in the amount of \$26,082.09 and payroll for June in the amount of \$35,085.59 and was seconded by Larson. Roll call vote was taken and all approved.

**Review of roofing and gutter repairs**-- Anderson motioned to table this project until next board meeting and Dergo seconded. Roll call vote was taken and all approved.

**Audit date is scheduled for August 3, 2018**

**Tort Liability Fund**—fund is showing a \$1,715.89 deficit. This was brought to our auditor Joe and he said there's no need to transfer funds to cover it. It will be put under the category of "Finding".

**Estimate for air duct cleaning** -- One estimate received from JPJ Quality Services. Still waiting on two more estimates.

**Historical Society**— Need date set for them to pick up their remaining items in basement. I called, there wasn't an answer so I left message on voicemail.

**Director's Report** -- None

**Adjournment**— Dergo motioned to adjourn meeting at 7 PM, Boma second the motion. All approved.





Revenues FY18

General/Corporate	July	August	Sept.	Oct.	Nov.	Dec	Jan.	Feb.	March	April	May	June	Total	% of Budget	Budgeted	Remaining
Corporate Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 630,042	\$ 630,042
Replacement Tax	\$ 3,108	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,108	22%	\$ 14,000	\$ 10,892
Per Capita Grant	\$ 23,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	%		
Non-Res. Fees	\$ 106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106	5%	\$ 2,000	\$ 1,894
Overdue Fines	\$ 1,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,232	13%	\$ 9,500	\$ 8,268
Copy Machines	\$ 343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 343	11%	\$ 3,000	\$ 2,657
Interest Income	\$ 769	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 769	38%	\$ 2,000	\$ 1,231
Other Grants/BOAB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 5,000	\$ 5,000
Donations & Mem.	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13	1%	\$ 2,000	\$ 1,987
Endowment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 4,500	\$ 4,500
Passport Services	\$ 411	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 411	6%	\$ 7,000	\$ 6,589
Fax/Laminates/Prints	\$ 927	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 927	9%	\$ 10,000	\$ 9,073
Sales	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6	2%	\$ 300	\$ 294
Staff Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 200	\$ 200
Lost/Damaged Items	\$ 44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44	4%	\$ 1,000	\$ 956
Lost Cards	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36	18%	\$ 200	\$ 164
Book Sale	\$ 189	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189	11%	\$ 1,800	\$ 1,611
Collections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 50	\$ 50
Other Revenues	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5	0%	\$ 1,000	\$ 995
Over/Under	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A		
TIF Distributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 10,000	\$ 10,000
Bus Trip	\$ 555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 555	9%	\$ 6,000	\$ 5,445
3/23/18 dep to cking s/bMMSA																
Unclaimed Property										\$ 393			\$ 393			
General/Corporate Total	\$ 30,871	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 393	\$ -	\$ -	\$ 7,745	1%	\$ 709,592	\$ 701,847
Restricted																
IMRF Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 100,007	\$ 100,007
Audit Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,021	\$ 3,021
Tort/Liability Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 5,956	\$ 5,956
Social Security Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 30,127	\$ 30,127
Workers' Comp Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,590	\$ 2,590
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 141,701	\$ 141,701
<b>Total Library</b>	\$ 30,871	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 393	\$ -	\$ -	\$ 7,745		\$ 851,293	\$ 141,701

Revenues FY18

	July	August	Sept.	Oct.	Nov.	Dec	Jan.	Feb.	March	April	May	June	Total	% of Budget	Budgeted	Remaining
General/Corporate	\$ 345,313	\$ 14,948	\$ 48,503	\$ 202,608	\$ 18,891	\$ 630	\$ 609		\$ 8,659				\$ 643,444	102%	\$ 630,042	\$ (13,402)
Corporate Levy	\$ 3,501	\$ 7,565		\$ 2,390		\$ 630	\$ 2,146		\$ 1,904				\$ 22,125	158%	\$ 14,000	\$ (8,125)
Replacement Tax	\$ 210	\$ 597	\$ 97	\$ 110	\$ 200		\$ 97	\$ 307	\$ -	\$ 195	\$ 100		\$ 1,914	96%	\$ 2,000	\$ 87
Non-Res. Fees	\$ 963	\$ 953	\$ 864	\$ 1,033	\$ 885	\$ 736	\$ 1,003	\$ 742	\$ 886	\$ 750	\$ 758		\$ 9,573	101%	\$ 9,500	\$ (73)
Overdue Fines	\$ 352	\$ 287	\$ 471	\$ 453	\$ 360	\$ 273	\$ 428	\$ 370	\$ 211	\$ 716	\$ 279		\$ 4,200	140%	\$ 3,000	\$ (1,200)
Copy Machines	\$ 543	\$ 656	\$ 628	\$ 723	\$ 832	\$ 891	\$ 933	\$ 806	\$ 887	\$ 883	\$ 100		\$ 8,653	433%	\$ 2,000	\$ (6,653)
Interest Income													\$ 14,365	52%	\$ 27,364	\$ 12,999
Per Capita Grant										\$ 14,365			\$ 14,365	52%	\$ 27,364	\$ 12,999
Other Grants/BOAB													\$ 1,000	20%	\$ 5,000	\$ 4,000
Donations & Mem.	\$ 63	\$ -74	\$ 179	\$ 91	\$ 156	\$ 7	\$ 17	\$ 16	\$ 0	\$ 622	\$ 15		\$ 1,239	62%	\$ 2,000	\$ 761
Endowment	\$ 4,539												\$ 5,039	112%	\$ 4,500	\$ (539)
Passport Services	\$ 586	\$ 673	\$ 495	\$ 695	\$ 640	\$ 300	\$ 738	\$ 616	\$ 688	\$ 1,313	\$ 455		\$ 7,199	103%	\$ 7,000	\$ (199)
Library Services	\$ 1,334	\$ 1,426	\$ 1,215	\$ 1,056	\$ 1,045	\$ 874	\$ 920	\$ 1,007	\$ 681	\$ 1,227	\$ 794		\$ 11,579	116%	\$ 10,000	\$ (1,579)
Sales	\$ 3	\$ 5	\$ 3	\$ 2	\$ 16	\$ 13	\$ 5	\$ 5	\$ -		\$ 3		\$ 52	17%	\$ 300	\$ 248
Staff Purchases	\$ 2								\$ 19				\$ 22	11%	\$ 200	\$ 178
Lost/Damaged Items	\$ 29	\$ 123	\$ 49	\$ 92	\$ 80	\$ 9	\$ 19	\$ 107	\$ 124	\$ 82	\$ (28)		\$ 686	69%	\$ 1,000	\$ 314
Lost Cards	\$ 18	\$ 28	\$ 19	\$ 18	\$ 20	\$ 10	\$ 30	\$ 22	\$ 10	\$ 16	\$ 16		\$ 206	103%	\$ 200	\$ (6)
Book Sale	\$ 225	\$ 200	\$ 136	\$ 135	\$ 202	\$ 70	\$ 147	\$ 109	\$ 94	\$ 147	\$ 48		\$ 1,512	84%	\$ 1,800	\$ 288
Collections				\$ 10									\$ 10	20%	\$ 50	\$ 40
Other Revenues	\$ 50	\$ 92	\$ 3	\$ 140	\$ 58	\$ 64	\$ 18	\$ 267	\$ 23	\$ 252	\$ 501		\$ 6,593	659%	\$ 1,000	\$ (5,593)
Over/Under	\$ (4)	\$ (0)	\$ (9)	\$ 2	\$ 54	\$ 1	\$ (7)	\$ (12)	\$ 1	\$ (19)	\$ -		\$ 8	N/A	\$ 10,000	\$ (9,992)
TIF Distributions														0%	\$ 10,000	\$ 10,000
Bus Trip	\$ 3,924	\$ 1,282	\$ 2,545	\$ 245	\$ 622	\$ 2,325	\$ 2,120	\$ 2,135	\$ 178	\$ 625	\$ 155		\$ 16,156	269%	\$ 6,000	\$ (10,156)
3/23/18 dep to cking s/bm/MSA									\$ 996							
Unclaimed Property										\$ 393						
General/Corporate Total	\$ 361,651	\$ 28,908	\$ 55,196	\$ 209,802	\$ 24,061	\$ 6,205	\$ 9,223	\$ 6,497	\$ 15,359	\$ 21,567	\$ 11,098		\$ 755,574	103%	\$ 736,956	\$ (18,618)
Restricted																
IMRF Levy	\$ 54,812	\$ 2,373	\$ 7,699	\$ 32,160	\$ 2,999	\$ -	\$ 97	\$ -	\$ 1,315	\$ -	\$ -		\$ 101,454	101%	\$ 100,007	\$ (1,447)
Audit Levy	\$ 1,656	\$ 72	\$ 233	\$ 971	\$ 91	\$ -	\$ 3	\$ -	\$ 40	\$ -	\$ -		\$ 3,064	101%	\$ 3,021	\$ (43)
Tort/Liability Levy	\$ 3,264	\$ 141	\$ 458	\$ 1,915	\$ 179	\$ -	\$ 6	\$ -	\$ 106	\$ -	\$ -		\$ 6,069	102%	\$ 5,956	\$ (113)
Social Security Levy	\$ 16,512	\$ 715	\$ 2,319	\$ 9,689	\$ 903	\$ -	\$ 29	\$ -	\$ 408	\$ -	\$ -		\$ 30,576	101%	\$ 30,127	\$ (449)
Workers' Comp Levy	\$ 1,418	\$ 61	\$ 199	\$ 832	\$ 78	\$ -	\$ 2	\$ -	\$ 36	\$ -	\$ -		\$ 2,627	101%	\$ 2,590	\$ (37)
Total	\$ 77,662	\$ 3,362	\$ 10,908	\$ 45,567	\$ 4,249	\$ -	\$ 137	\$ -	\$ 1,905	\$ -	\$ -		\$ 143,789	101%	\$ 141,701	\$ (2,088)
Total Library	\$ 439,313	\$ 32,269	\$ 66,104	\$ 255,369	\$ 28,310	\$ 6,205	\$ 9,360	\$ 6,497	\$ 17,264	\$ 21,567	\$ 11,098		\$ 899,363		\$ 878,657	\$ (2,088)

Expenditures FY18

	July	August	September	October	November	December	January	February	March	April	May	June	Total	% of Budget	Budgeted	Remaining
<b>General/Corporate</b>																
Salaries and Wages	\$ 26,321	\$ 28,181	\$ 27,290	\$ 40,858	\$ 29,487	\$ 30,999	\$ 33,406	\$ 36,246	\$ 32,809	\$ 34,375	\$ 47,977	\$ 35,086	\$ 403,035	95%	\$ 425,000	\$ 21,965
Unemployment	\$ 1,889	\$ 1,016	\$ 1,459	\$ 1,496	\$ 1,276	\$ 2,356	\$ 3,295	\$ 1,120	\$ 2,297	\$ 2,928	\$ 2,777	\$ 2,875	\$ 24,784	113%	\$ 22,000	\$ (2,784)
Facilities Maintenance	\$ 4,009	\$ 5,000	\$ 4,593	\$ 4,617	\$ 13,441	\$ 1,608	\$ 2,093	\$ 1,222	\$ 7,367	\$ 289	\$ 3,914	\$ 4,855	\$ 53,018	112%	\$ 47,500	\$ (5,518)
Internet/Telephone	\$ 309	\$ 310	\$ 310	\$ 898	\$ 310	\$ 310	\$ 810	\$ 1,386	\$ 632	\$ 578	\$ 316	\$ 578	\$ 5,592	140%	\$ 4,000	\$ (1,592)
Utilities (gas/elec)	\$ 1,718	\$ 3,597	\$ 9	\$ 3,000	\$ 1,091	\$ 1,426	\$ 520	\$ 1,739	\$ 1,522	\$ 3,353	\$ 3,154	\$ 2,762	\$ 23,892	104%	\$ 23,000	\$ (892)
Postage	\$ 227	\$ 243	\$ 177	\$ 166	\$ 311	\$ 157	\$ 98	\$ 222	\$ 383	\$ 259	\$ 40	\$ 416	\$ 2,025	101%	\$ 2,000	\$ (25)
Copy Machines	\$ 520	\$ 340	\$ 179	\$ 909	\$ 214	\$ 358	\$ 190	\$ 195	\$ 355	\$ 259	\$ 539	\$ 3,519	\$ 3,519	70%	\$ 5,000	\$ 1,481
Property Insurance														0%	\$ 7,500	\$ 7,500
Legal Fees														0%	\$ 4,000	\$ 4,000
Payroll Expense	\$ 247	\$ 219	\$ 221	\$ 223	\$ 322	\$ 290	\$ 257	\$ 545	\$ 290	\$ 238	\$ 315	\$ 312	\$ 3,478	87%	\$ 4,000	\$ 522
Office Supplies	\$ 237	\$ 959	\$ 202	\$ 143	\$ 380	\$ 264	\$ 79	\$ 188	\$ 387	\$ 483	\$ 64	\$ 176	\$ 3,543	71%	\$ 5,000	\$ 1,457
Janitorial Supplies	\$ 48	\$ 73		\$ 105	\$ 517	\$ 136	\$ 257	\$ 76	\$ 415		\$ 276	\$ 128	\$ 1,902	190%	\$ 1,000	\$ (902)
Books	\$ 3,566	\$ 2,876	\$ 3,627	\$ 3,839	\$ 3,815	\$ 1,202	\$ 2,941	\$ 4,325	\$ 4,426	\$ 3,906	\$ 4,132	\$ 3,570	\$ 42,224	84%	\$ 50,000	\$ 7,776
E-Books					\$ 64	\$ 100				\$ 3,000		\$ 4	\$ 3,164	70%	\$ 4,500	\$ 1,336
Periodicals	\$ 70	\$ 862			\$ 702		\$ 599					\$ 141	\$ 2,234	56%	\$ 4,000	\$ 1,766
Databases/Sub Serv		\$ 2,423	\$ 180									\$ 141	\$ 2,603	74%	\$ 3,500	\$ 897
Collection Agency		\$ 90	\$ 45	\$ 36	\$ 116	\$ 18	\$ 54		\$ 72			\$ 250	\$ 430	72%	\$ 600	\$ 170
Technology Hdware/Soft	\$ 3,828	\$ 7,691		\$ 665	\$ 7,722	\$ 1,842	\$ 682	\$ 9,139	\$ 1,018		\$ 1,987		\$ 33,892	68%	\$ 50,000	\$ 16,108
Media	\$ 267	\$ 328	\$ 445	\$ 484	\$ 444	\$ 262	\$ 682	\$ 259	\$ 404		\$ 329	\$ 386	\$ 4,292	86%	\$ 5,000	\$ 708
Audiobooks	\$ 30		\$ 60				\$ 398			\$ 330	\$ 64		\$ 821	55%	\$ 1,500	\$ 679
Bonds on Fiscal Agents		\$ 30								\$ 555			\$ 645	65%	\$ 1,000	\$ 355
PR/Marketing	\$ 225	\$ 246	\$ 18	\$ 574	\$ 309	\$ 1,182	\$ 233	\$ 155					\$ 2,943	118%	\$ 2,500	\$ (443)
Professional Development	\$ 532	\$ 169	\$ 267	\$ 139	\$ 63	\$ 265	\$ 211	\$ 435	\$ 189	\$ 358	\$ 25	\$ 67	\$ 2,283	46%	\$ 5,000	\$ 2,717
Programming/Summerfest	\$ 830	\$ 665	\$ 824	\$ 597	\$ 440	\$ 346	\$ 280	\$ 435	\$ 963	\$ 278	\$ 3,504	\$ 1,083	\$ 10,242	128%	\$ 8,000	\$ (2,242)
Furniture & Fixtures	\$ 4,911	\$ 6,299	\$ 1,717	\$ 793							\$ 222	\$ 959	\$ 14,900	745%	\$ 2,000	\$ (12,900)
Local History														0%	\$ 2,000	\$ 2,000
Online Catalog (Prainrecat)	\$ 3,681			\$ 3,681			\$ 3,681			\$ 3,820			\$ 14,861	93%	\$ 16,000	\$ 1,139
Office Equipment						\$ 500		\$ 430	\$ 264				\$ 1,194	119%	\$ 1,000	\$ (194)
Consulting Fees														0%	\$ 1,000	\$ 1,000
Contingencies/Other	\$ 238	\$ 84	\$ 157	\$ 159	\$ 801	\$ 691	\$ 814	\$ 82	\$ 139		\$ 87	\$ 547	\$ 3,799	161%	\$ 2,356	\$ (1,443)
Bus Trip	\$ 600	\$ 5,448	\$ 3,355	\$ 200	\$ 54		\$ 4,128	\$ 890	\$ 4,682				\$ 19,356	323%	\$ 6,000	\$ (13,356)
Lost/Damaged									\$ 55							\$ (13,356)
Architect/Engineering Fees															\$ 20,000	
Staff Purchase																
<b>Total General/Corporate</b>	\$ 54,303	\$ 67,148	\$ 45,135	\$ 63,579	\$ 68,146	\$ 44,313	\$ 55,025	\$ 64,427	\$ 58,668	\$ 54,172	\$ 69,182	\$ 54,732	\$ 644,099	87%	\$ 736,956	\$ 92,857
<b>Restricted</b>																
JMRF	\$ 2,092	\$ 2,267	\$ 2,174	\$ 2,126	\$ 75,000	\$ 5,738	\$ 3,647	\$ 3,911		\$ 7,938	\$ 5,139		\$ 104,892	105%	\$ 100,000	\$ (4,892)
Audit			\$ 2,900										\$ 2,900	83%	\$ 3,500	\$ 600
Workers Compensation	\$ 1,225											\$ 1,242	\$ 1,250	63%	\$ 2,000	\$ 750
Social Security	\$ 1,982	\$ 2,128	\$ 2,060	\$ 3,084	\$ 2,228	\$ 2,344	\$ 2,514	\$ 2,731	\$ 2,468	\$ 2,588	\$ 3,493	\$ 2,621	\$ 24,127	83%	\$ 29,000	\$ 4,873
Liability Insurance	\$ 7,779							\$ 261					\$ 8,040	107%	\$ 7,500	\$ (540)
<b>Total Restricted</b>	\$ 13,078	\$ 4,395	\$ 7,134	\$ 5,210	\$ 77,253	\$ 8,082	\$ 6,161	\$ 6,903	\$ 2,468	\$ 10,526	\$ 8,632	\$ 3,863	\$ 141,209	99%	\$ 142,000	\$ 791
<b>Total Library</b>	\$ 67,381	\$ 71,543	\$ 52,268	\$ 68,789	\$ 145,399	\$ 52,394	\$ 61,187	\$ 71,330	\$ 61,137	\$ 64,698	\$ 77,814	\$ 58,595	\$ 785,308	89%	\$ 878,956	\$ 93,648