

MEETING OF THE BOARD OF TRUSTEES

O'Fallon Public Library

December 12, 2016

6:00 p.m. Upstairs Small Conference Room

AGENDA

- I. Roll Call
- II. Secretary's Report
- III. Treasurer's Report
- IV. December Bills
- V. Librarian's Report
- VI. Friends of the Library
- VII. Book Discussion Group
- VIII. Public Comment
- IX. Topics for Future Consideration
- X. Unfinished Business:
 - a. Building Update
- XI. New Business:
 - a. Personnel
(Executive Session: The Board may go into closed session to consider employment/appointment matters. The Library Board reserves the right to return to open session to act on matters discussed.)
 - b. Per Capita Grant
 - c. Budget committee meeting date
- XII. Adjournment

General Citizen Comments: The City of O'Fallon welcomes comments from our citizens. The Illinois Open Meetings Act provides an opportunity for citizens to speak at all committee and Board meetings. However, 5 ILCS 120/1 mandates that NO action shall be taken on matters not listed on the agenda. Please submit your name to the chairman and limit your comments so that anyone present has the opportunity to speak.

O'Fallon Public Library
Regular Board Meeting Minutes
November 14, 2016

President Dennis Grimmer called the meeting to order at 7:00 p.m. in the upstairs small conference room of the library. Also present were Board members Doug Distler, Linda Gruchala, Larry Morrison, Nancy Clark, Suzanne Rupright, Linda Kahley, Betty Reed, Library Director Molly Scanlan and Shirley Seipp, recording secretary. Harriet Baker was excused. Alderman Robert Kueker attended as a guest.

Secretary's Report A motion was made by L. Morrison and seconded by L. Kahley to approve the October minutes. All ayes. Motion carried. In addition, there was a motion by D. Distler to approve the October executive meeting minutes. It was seconded by L. Morrison. All ayes. Motion carried.

Treasurer's Report After D. Distler gave a short report on the library's IL Funds balance for the first half of the fiscal year, B. Reed made the motion to file for audit the October Treasurer's Report. N. Clark then seconded the motion. All ayes. Motion carried.

November Bills A motion was made by D. Distler and seconded by L. Morrison to approve payment of the presented bills. Roll call: L. Kahley, aye; N. Clark, aye; D. Distler, aye; L. Gruchala, aye; L. Morrison, aye; D. Grimmer, aye; B. Reed, aye; and S. Rupright, aye. All ayes. Motion carried.

Librarian's Report After Director Molly Scanlan gave an update on the contracts with Gerardi Landscaping and Christ Brothers on the work being done on the library grounds and parking lot, a suggestion was made by D. Distler to have a separate building and grounds committee. All present agreed and L. Kahley, L. Morrison, and S. Rupright volunteered to serve on that committee. The Building and Grounds committee will look into having a study done to decide the best action to take for the new HVAC and insulation needs for the children's section of the library. A motion was made by L. Kahley to increase the price of black and white copies from \$.10 to \$.15 each. N. Clark seconded. All Ayes. Motion carried. A motion was made by Betty Reed to purchase a new movie screen and projector for a total cost of \$3000. The motion was seconded by L. Morrison. Roll call: L. Kahley, aye; N. Clark, aye; D. Distler, aye; L. Gruchala, aye; L. Morrison, aye; D. Grimmer, aye; B. Reed, aye; and S. Rupright, aye. All ayes. Motion carried. After reviewing all the bids, L. Kahley made the motion to use HWH for the installation of the new cabinets and sink in the staff room. L. Gruchala seconded. All ayes. Motion carried.

Friends of the Library S. Rupright reported that the book sales held on October 22nd and 23rd, and November 5th and 6th were a great success! The Friends group along with the help of some of the library staff were able to gross approximately \$1300 from the two sales.

Book Discussion Group October's book is *A Fierce Radiance*, by Lauren Belfer. The group meets the fourth Monday of the month at 7:00 p.m. at the library. Molly's book club is reading *50 Children*, by Steve Pressman .

Public Comment Alderman Robert Kueker reported the names of the aldermen who are on the city's finance committee.

B. Reed commented that her elderly mother appreciates the large print books available at the library and the fact that she can order more large print books from other libraries.

It was mentioned that Molly should wear a name tag like the rest of the staff so patrons will know who she is.

Topics for Future Consideration 2017 Legislative Meet-Ups will be held in February and March. Contact Molly if you are interested.

Unfinished Business D. Distler gave a report on the committee meeting with the mayor asking for support for an increase in our tax levy. He reported that the idea for a tax levy for the 2017-2018 budget was well received by the mayor and that Walter Denton seemed supportive as well. The amount needed to add to our budget is around \$214,000. D. Grimmer, D. Distler & Molly Scanlan will attend the public finance committee on November 28th at 5:30pm at the Public Safety Building for the review of the issue.

New Business The library board members were issued the forms for the director's evaluation and were asked to have them returned by the next meeting.

It was announced that the library volunteer Christmas party will be held on December 8th.

Also announced was the change in the meeting time for next month's board meeting. December's library board will meet at 6pm instead of 7pm.

Adjournment There being no further business, the meeting was adjourned at 8:13 p.m.

Respectfully Submitted,

Shirley Seipp
Recording Secretary

Approved by O'Fallon Public Library Board Action

Nancy K. Clark, Secretary

**THE BOARD OF TRUSTEES
O'FALLON PUBLIC LIBRARY**

Special Meeting
11/21/16

7:00 pm Small Conference Room

Meeting Minutes

The meeting was called to order at 7:00 pm by President Dennis Grimmer. In attendance were Board members Larry Morrison, Harriet Baker, Linda Kahley, Linda Gurchala, Harriet Baker, Nancy Clark, and Director Molly Scanlan. Betty Reed and Suzanne Rupright were excused. Also in attendance was Angela Simmons from the O'Fallon Weekly.

A motion was made by Doug Distler and seconded by Linda Gurchala to lower the amount of tax levy increase of \$214,000. All ayes. Motion carried.

A discussion followed that Residents may be upset over such a large increase. Doug Distler presented a budget analysis and tax levy history.

A motion was made by Linda Kahley and seconded by Harriet Baker to ask for an increase in the levy in the amount \$1,888,500 which includes the Library's own Social Security and IMRF levies and operating expenses of about \$76,000.

Molly Scanlan, will attend the finance committee meeting on November 28th with Dennis Grimmer and Doug Distler presenting the need for the increase. Any board member can attend by it is not required.

It was also suggested that volunteers wear name tags. Harriet Baker also announced that the Friends of the Library gave the Library \$4,000.

With no further business, the meeting adjourned at 7:40 pm.

Respectfully submitted,

Molly Scanlan
Acting Recording Secretary

Approved by O'Fallon Public Library Board Action

12/12/16 _____

Nancy K. Clark, Secretary



1. Building Issues:

It has rained once and roof hasn't leaked. Will wait a few more times and then change the ceiling tiles.

I am getting more quotes for best solutions for new HVAC units, screening them, and adding heat to children's area and foyer. I think the cost of doing all this is going to cost more than we have budgeted for but will discuss at the meeting. This is really the last area of maintenance that needs to be done.

Parking lot is completely finished.

Von Alst will paint all the EFIS and doors on the parking lot side for \$7,000 since he did the work on the North side of the building. This is a good price since last time I had it done it was twice as much so I told him to go ahead. Although it is kind of cold now. The north side has already been done so that should be it for outside painting for at least seven years or more. Although it is a little cold to do it now.

The elevator was finally inspected today and passed. I just need to send in the paperwork to get our certificate.

One of the rooftop units caught on fire or was smoking so much that it set off the fire alarms on Monday and we had to evacuate the building. The fire department came and turned off the unit that was the problem. We had to get a new blower for the unit.

The two panic bars in the patio are not waterproof and the one in the children's department blew out. After much discussion with Del Scott who wanted us to replace it with the same thing and Nanette was going to pay the \$400 since it was her mistake, he found a company that does make waterproof panic bars. Then I had to get them out here because they never showed up. They came yesterday and said it would cost more than \$400 and I asked to have both replaced. He will work with Del Scott and I will keep up on it since it under warranty until mid-January although I think they were not completely out of the Library by then. But told him the Library was not going to pay for someone's mistake so want it resolved before the one year warranty is up.

2. I feel like I have seen most of you every week so not much more to report except the Finance Committee and City Council passed our levy request. It has one more reading. Walter said we don't need to go, but I might in case anyone shows up. So far nobody has said a word against the increase in public. Some people were surprised that we had so few people working here and I was surprised when the O'Fallon Progress said our levy was \$160,909. About \$600,000 more than it is. Got them to change it online and they will put a correction in next week's paper. So this is the shortest report you will ever get from me.

DON'T FORGET TO BRING MY EVALUATION FOR DENNIS (He wanted me to remind you.)

Molly Scanlan

Adult Services Monthly Report

A major accomplishment in November was finalizing and making available a set of patron handouts. The handouts are targeted at specific groups of people: Job Seekers, Students, and those needing to improve their Digital Skills. These handouts point people toward great resources on our website that can help them in a variety of ways. While no substitution for one-on-one assistance, the handouts can serve those who prefer not to ask for help, or as a useful takeaway after getting assistance. It is my hope that these handouts not only meet people at their level of need, but increase usage of our online resources.

Also this month, we learned that Heidi is leaving us for a position with the News-Democrat. She's been with us for nearly 5 years, and among other duties, played a major role in outreach by creating the monthly newsletter (both print and digital). We've started the interview process and will have someone in place by the holiday break.

Other highlights of the month include:

- Began prepping Adult Events for the Spring: including a new #Adulting series and an oral history workshop series
- Collaborated with Mike and Molly to create improved Marketplace collection codes
- Participated in the eResources Committee Meeting
- Created a cost-per-use breakdown for our online databases
- Contributed an article for the O'Fallon Weekly
- Began working with OTHS for our Spring Distinguished Speaker event
- Gathered and analyzed bids for a new all-in-one patron copier
- Webinars:
 - Hot New Graphic Novels
 - Secrets to Creating a Wow-Worthy Library Website
 - Break the Cycle with Evidence-Based Analytics and Selection



120 Civic Plaza
O'Fallon, IL 62269
(618) 632-3783 ext. 4341
michael@ofpl.info

CIRCULATION SERVICES REPORT

Staff Updates

--Maggie Samson gave birth to a baby boy, James Asher, on 11/11/16. Lara Hesse is expected to return to work 1/6/17.

--Working on realigning the circulation staff schedule to eliminate all scheduled solo shifts. With the increase in foot traffic, it is becoming increasingly difficult to run the downstairs help desk with just one person.

Other Updates

--Vending machine popularity continues to increase. Circulation staff are being trained on stocking and refilling procedures.

Month 1 (October): 520 items sold, \$162.88 profit.

Month 2 (November): 639 items sold, \$216.26 profit

--In response to patron feedback, Michael M. and Adam worked together to adjust the height of the shelves in the Large Print section. Many patrons were having difficulty reaching books on the bottom shelf.

--Circulation staff continue to help barcode and process new books during slower times.

--Worked with Ryan and Teri to develop a new part-time employee evaluation process. The new form incorporates ideas learned from a PLA conference session in April as well as information from my HR management courses. All front-line employees are rated on criteria relating to customer service, policy/procedure adherence, technology, communication & teamwork, professionalism, and department-specific criteria that are rooted from our customer service guidelines and job descriptions. We are hoping this produces some more positive outcomes than our previous evaluation process.

Meetings/Events Attended

November 3 - SHARE Executive Council - online via ZOOM. Established date of SHARE Semi-Annual meeting

November 13 -Barnes & Noble Bookfair -- Updated several library card registrations, and discussed library service with multiple patrons in addition to helping Teri & Julie with the event.

Michael King
Circulation Manager

Fiscal Year 2016-2017 Stats

Category	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	Total
Adult/Young Adult CSI	1673	1622	1547	1700	1503	1701	1323						11069
Juvenile CSI	1647	2674	2252	1412	1209	1150	1026						11370
Internet Sessions	3991	4350	3925	3975	2726	3155	3248						25370
Wifi Data (GB)	436.78	289.71	346.67	438.75	339.96	385.69	443.06						2680.62
Wifi Users	2925	3180	3380	3587	3535	4040	3647						24294
Adult/Young Adult Prog. Att.	406	344	236	191	221	243	249						1890
Juvenile Prog Att.	492	1590	718	296	757	810	872						5535
Website Visits	11923	11922	11917	11863	11678	11519	11310						82132
Website Users	4867	4767	4759	4789	5008	4587	4580						33357
Newsletter Signups	82	116	133	75	81	48	88						623
Newsletter Opens	514	498	565	567	577	577	596						3894
Self-Checkout Items	15778	21744	19721	17927	15981	15800	15835						122786
Self-Checkout Patrons	4466	5951	5542	5106	4557	4661	4346						34629
Patron Count	14621	17771	16584	15298	13547	13780	12657						104258
Study Room Usage	230	234	232	233	217	286	306						1738
Volunteer Hours	74	170	124	62	67	72	58						627
New Library Cards – Resident	152	202	200	149	149	123	108						1083
Non-Resident Cards Purchased	26	23	21	20	9	17	10						126
Adult Material Loaned	13667	15120	15225	14494	13042	13618	12772						97938
Young Adult Material Loaned	1104	1629	1507	1381	1241	1205	1217						9284
Juvenile Material Loaned	13778	20135	17295	14476	13362	13321	13228						105595
Digital Material Loaned	1939	1961	1750	1916	1797	1820	1727						12910
Total Material Loaned	30488	38845	35777	32267	29442	29964	28944						225727
ILL Materials Sent – Local	2120	2247	2054	2219	2231	2178	2062						15111
ILL Materials Sent – Non-local	41	47	48	57	47	58	44						342
ILL Materials Received – Local	4811	5286	4977	5407	5217	5325	4984						36007
ILL Materials Received – Non-local	85	75	58	77	76	125	86						582
Total Database Usage	2078	1227	3214	5105	8380	8778	7330						36112
Adult Material Added	95	180	305	244	217	325	405						1771
Young Adult Material Added	59	58	37	71	79	53	45						402
Juvenile Material Added	198	179	157	322	244	398	257						1755
Magazines Added	72	94	72	83	69	85	74						549
Total Material Added	424	511	571	720	609	861	781						4477

Monthly Stats Comparisons - November 2016

Category	Current Month	Previous Month	% Change	Previous Year	% Change
Adult/Young Adult CSI	1323	1701	(28.57)	2247	(69.84)
Juvenile CSI	1026	1150	(12.09)	1384	(34.89)
Internet Sessions	3248	3155	2.86	3142	3.26
Wifi Data (GB)	443.06	385.69	12.95	246.49	44.37
Wifi Users	3647	4040	(10.78)	1643	54.95
Adult/Young Adult Prog. Att.	249	243	2.41	17	93.17
Juvenile Prog Att.	872	810	7.11	110	87.39
Website Visits	11310	11519	(1.85)	9051	19.97
Website Users	4580	4587	(0.15)	4540	0.87
Newsletter Signups	88	48	45.45	35	60.23
Newsletter Opens	596	577	3.19	334	43.96
Self-Checkout Items	15835	15800	0.22	7865	50.33
Self-Checkout Patrons	4346	4661	(7.25)	2003	53.91
Patron Count	12657	13780	(8.87)	11220	11.35
Study Room Usage	306	286	6.54	0	100.00
Volunteer Hours	58	72	(24.14)	25	56.90
New Library Cards – Resident	108	123	(13.89)	98	9.26
Non-Resident Cards Purchased	10	17	(70.00)	7	30.00
Adult Material Loaned	12772	13618	(6.62)	10286	19.46
Young Adult Material Loaned	1217	1205	0.99	951	21.86
Juvenile Material Loaned	13228	13321	(0.70)	11730	11.32
Digital Material Loaned	1727	1820	(5.39)	1576	8.74
Total Material Loaned	28944	29964	(3.52)	24543	15.21
ILL Materials Sent – Local	2062	2178	(5.63)	2120	(2.81)
ILL Materials Sent – Non-local	44	58	(31.82)	40	9.09
ILL Materials Received – Local	4984	5325	(6.84)	4677	6.16
ILL Materials Received – Non-local	86	125	(45.35)	68	20.93
Total Database Usage	7330	8778	(19.75)	2597.25	64.57
Adult Material Added	405	325	19.75	86	78.77
Young Adult Material Added	45	53	(17.78)	9	80.00
Juvenile Material Added	257	398	(54.86)	230	10.51
Magazines Added	74	85	(14.86)	111	(50.00)
Total Material Added	781	861	(10.24)	436	44.17



Youth Services November 2016

Tutoring

The America Reads/SIUE tutoring program continues to gain momentum.

- There were **39 more tutoring sessions** in November than October
- Tutoring increased **40 percent**
- The local schools have been advertising and word of mouth has been effective

Continuing Education

- Attended American Library Association Webinar, **STEP Into Story Time**. The facilitators shared ideas for expanding themes and concepts for varied age groups.
- Attended Webinar, **Middle Grades Matter**. Discussed book titles and ideas for reaching 'Tween readers.
- Attended SHARE Cataloging Meeting on audiobooks

Professional

- Attended SWAYS (Southwestern Advocates for Youth Services) meeting in Freeburg. Summer reading program ideas were presented

Programs

- Eight Hundred ten (**810**) people attended Youth Services Programs in October!
- Held **gaming day** hosted by Ashley, manager from Fantasy Books and Games. Kids played awesome new games such as Nuts About Mutts, Just Desserts, Tempura, Happy Salmon, Zombie Dice and others
- Held **Boards and Builds** on Saturday, November 12, for those who have difficulty attending after school session
- Held a **Book Fair** at Barnes and Noble to promote the library in the community and to raise money for the YS Department. We had a photo booth, story time with local author, Josie Hladick, face painting, and a coloring contest. The book fair total will be available in mid-December.
- Our **Chess Club** attendance has doubled since Charlie Knoth, our previous (and much loved) chess instructor has returned.
- We added another Book Babies session on Wednesday mornings in order to keep attendance at an optimal low number.

Teri Rankin

Youth Services Manager

Julie & friend at book fair



O'Fallon Public Library
Material (4710) Budget
FY 16/17

November, 2016

mo. #7

41.66%

Type	Expense per Month	Expense YTD	Budget	Unexpended YTD	% Unused
Books (A)	\$ 3,128.11	\$ 22,929.73	\$ 41,000.00	\$ 18,070.27	44%
Books (J)	\$ 3,501.57	\$ 12,806.77	\$ 27,000.00	\$ 14,193.23	53%
YA	\$ 917.20	\$ 2,822.54	\$ 3,000.00	\$ 177.46	6% ✖
Periodicals	\$ -	\$ 2,681.87	\$ 4,000.00	\$ 1,318.13	33% ✖
AV (A)	\$ 2,438.92	\$ 11,215.28	\$ 16,000.00	\$ 4,784.72	30% ✖
AV (J)	\$ 782.30	\$ 6,777.27	\$ 14,000.00	\$ 7,222.73	52%
Reference	\$ -	\$ 32.83	\$ 1,000.00	\$ 967.17	97%
Digital Resources	\$ 5,032.35	\$ 39,346.97	\$ 50,000.00	\$ 10,653.03	21% ✖
Other	\$ (48.24)	\$ 820.90	\$ 5,000.00	\$ 4,179.10	84%
Totals	\$ 15,752.21	\$ 99,434.16	\$ 161,000.00	\$ 61,565.84	38.24%
		61.87%			



No transfer from Reserves

Budget Performance Report

Fiscal Year to Date 11/30/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 04 - Library Fund											
REVENUE											
Department 00 - Revenues											
3000	Interest Earned-CD/other	300.00	.00	300.00	.00	.00	.00	2,448.03	(2,148.03)	816	1,000.88
3010	Property Taxes	1,100,600.00	.00	1,100,600.00	.00	.00	.00	941,754.21	158,845.79	86	1,039,801.56
3072	Illinois Funds Interest	100.00	.00	100.00	.00	.00	.00	158.83	(58.83)	159	283.86
3100	Pers Prop Replace Tax	7,000.00	.00	7,000.00	.00	.00	.00	912.58	6,087.42	13	7,583.60
3821	Special Gifts	12,000.00	.00	12,000.00	4,005.00	.00	.00	10,905.00	1,095.00	91	11,922.07
3841	Per Capita Grant	15,400.00	.00	15,400.00	.00	.00	.00	21,889.06	(6,489.06)	142	34,495.00
3858	Lost Materials	2,500.00	.00	2,500.00	189.91	.00	.00	3,147.77	(647.77)	126	3,205.71
3860	Fax	3,000.00	.00	3,000.00	36.00	.00	.00	454.25	2,545.75	15	1,704.93
3871	Fines	12,000.00	.00	12,000.00	535.88	.00	.00	4,431.85	7,568.15	37	8,026.61
3873	Fees	3,500.00	.00	3,500.00	109.86	.00	.00	1,511.24	1,988.76	43	1,830.48
3880	Non-Resident Cards	8,000.00	.00	8,000.00	440.50	.00	.00	9,650.40	(1,650.40)	121	11,367.00
3890	Lost Cards	300.00	.00	300.00	10.00	.00	.00	85.00	215.00	28	265.00
3891	Research Fee	.00	.00	.00	.00	.00	.00	14.70	(14.70)	+++	5.00
3892	Photocopier	12,000.00	.00	12,000.00	1,380.25	.00	.00	8,671.52	3,328.48	72	13,190.85
3897	Electronics Rental	.00	.00	.00	19.00	.00	.00	36.10	(36.10)	+++	189.56
Department 00 - Revenues Totals		\$1,176,700.00	\$0.00	\$1,176,700.00	\$6,726.40	\$0.00	\$0.00	\$1,006,070.54	\$170,629.46	85%	\$1,134,872.11
REVENUE TOTALS		\$1,176,700.00	\$0.00	\$1,176,700.00	\$6,726.40	\$0.00	\$0.00	\$1,006,070.54	\$170,629.46	85%	\$1,134,872.11
EXPENSE											
Department 01 - Expenses											
4000	Salaries	301,530.00	.00	301,530.00	34,378.86	.00	.00	172,495.80	129,034.20	57	295,070.78
4001	Part Time Salaries	269,000.00	.00	269,000.00	26,312.97	.00	.00	134,147.63	134,852.37	50	220,152.29
4012	Social Security	44,000.00	.00	44,000.00	.00	.00	.00	.00	44,000.00	0	37,990.42
4020	Pension	50,000.00	.00	50,000.00	.00	.00	.00	.00	50,000.00	0	40,981.57
4030	Hospitalization Insurance	51,545.00	.00	51,545.00	3,921.01	.00	.00	31,172.91	20,372.09	60	49,218.42
4031	Dental Insurance	3,135.00	.00	3,135.00	246.50	.00	.00	1,711.20	1,423.80	55	2,886.76
4032	Life Insurance	300.00	.00	300.00	24.72	.00	.00	173.04	126.96	58	296.64
4060	Unemployment Compensation	2,655.00	.00	2,655.00	.00	.00	.00	.00	2,655.00	0	3,792.48
4100	Maintenance Bldgs	45,000.00	.00	45,000.00	8,044.43	.00	.00	34,137.34	10,862.66	76	54,315.05
4120	Maintenance Equipment	9,540.00	.00	9,540.00	.00	.00	.00	4,869.71	4,670.29	51	13,773.37
4150	Maintenance Grounds	9,000.00	.00	9,000.00	3,478.55	.00	.00	6,418.55	2,581.45	71	8,008.50
4210	Workmens Comp Insurance	4,010.00	.00	4,010.00	2,247.85	.00	.00	2,279.06	1,730.94	57	2,033.06
4220	General Insurance	21,730.00	.00	21,730.00	22,561.42	.00	.00	22,561.42	(831.42)	104	19,752.43
4230	Telephone	4,000.00	.00	4,000.00	221.86	.00	.00	1,936.13	2,063.87	48	7,124.84
4260	Utilities	29,000.00	.00	29,000.00	2,932.12	.00	.00	21,471.99	7,528.01	74	28,706.97
4290	Travel Expense	3,000.00	.00	3,000.00	.00	.00	.00	475.34	2,524.66	16	5,543.91
4320	Training	3,000.00	.00	3,000.00	.00	.00	.00	2,800.00	200.00	93	1,125.74
4330	Postage	4,000.00	(150.00)	3,850.00	199.59	.00	.00	1,096.94	2,753.06	28	2,922.82
4340	Computer Services	33,700.00	.00	33,700.00	205.00	.00	.00	19,173.07	14,526.93	57	31,589.99



Budget Performance Report

Fiscal Year to Date 11/30/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 04 - Library Fund										
EXPENSE										
Department 01 - Expenses										
4345	IT Support/Services	.00	.00	.00	1,369.99	.00	1,386.52	(1,386.52)	+++	3,249.18
4350	Printing & Publishing	1,165.00	.00	1,165.00	949.29	.00	1,434.90	(269.90)	123	2,059.96
4360	Accounting Services	5,000.00	.00	5,000.00	.00	.00	2,664.00	2,336.00	53	4,526.10
4380	Legal Services	800.00	.00	800.00	.00	.00	60.00	740.00	8	722.50
4390	Professional Service	4,000.00	.00	4,000.00	215.00	.00	1,249.90	2,750.10	31	7,486.69
4412	Furnishings	1,500.00	.00	1,500.00	.00	.00	280.00	1,220.00	19	330.69
4416	Dues	1,000.00	.00	1,000.00	497.00	.00	522.00	478.00	52	840.00
4460	Special Event Program/sup	20,000.00	.00	20,000.00	1,707.43	.00	13,015.68	6,984.32	65	21,189.40
4580	Contingencies	505.00	.00	505.00	.00	.00	.00	505.00	0	.00
4640	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	111.78	888.22	11	1,234.59
4650	Office Supplies	15,000.00	.00	15,000.00	2,079.75	.00	11,356.04	3,643.96	76	19,031.83
4655	Equipment- Non-capital	2,000.00	.00	2,000.00	.00	.00	2,118.76	(118.76)	106	1,903.37
4670	Maintenance Supplies	3,000.00	.00	3,000.00	130.70	.00	1,757.52	1,242.48	59	720.56
4680	Operating Supplies	4,000.00	.00	4,000.00	161.71	.00	3,554.42	445.58	89	7,493.23
4710	Publications	161,000.00	.00	161,000.00	15,752.21	.00	99,324.55	61,675.45	62	128,777.83
4795	Transfer for IT Allocation	25,285.00	.00	25,285.00	.00	.00	9,669.00	15,616.00	38	.00
4810	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	1,234,477.08
4858	Vending Mach Recpts/Disb	.00	.00	.00	(381.80)	.00	(73.71)	73.71	+++	.00
4954	Equipment Lease Payment	.00	.00	.00	.00	.00	.00	.00	+++	9,135.95
4955	Loan payment-principal	.00	150.00	150.00	.00	.00	77.38	72.62	52	173.84
5000	Interest - Loans	.00	.00	.00	.00	.00	16.56	(16.56)	+++	42.89
Department 01 - Expenses Totals		\$1,133,400.00	\$0.00	\$1,133,400.00	\$127,256.16	\$0.00	\$605,445.43	\$527,954.57	53%	\$2,268,681.73
EXPENSE TOTALS		\$1,133,400.00	\$0.00	\$1,133,400.00	\$127,256.16	\$0.00	\$605,445.43	\$527,954.57	53%	\$2,268,681.73
Fund 04 - Library Fund Totals										
REVENUE TOTALS		1,176,700.00	.00	1,176,700.00	6,726.40	.00	1,006,070.54	170,629.46	85	1,134,872.11
EXPENSE TOTALS		1,133,400.00	.00	1,133,400.00	127,256.16	.00	605,445.43	527,954.57	53	2,268,681.73
Fund 04 - Library Fund Totals		\$43,300.00	\$0.00	\$43,300.00	(\$120,529.76)	\$0.00	\$400,625.11	(\$357,325.11)		(\$1,133,809.62)
Grand Totals										
REVENUE TOTALS		1,176,700.00	.00	1,176,700.00	6,726.40	.00	1,006,070.54	170,629.46	85	1,134,872.11
EXPENSE TOTALS		1,133,400.00	.00	1,133,400.00	127,256.16	.00	605,445.43	527,954.57	53	2,268,681.73
Grand Totals		\$43,300.00	\$0.00	\$43,300.00	(\$120,529.76)	\$0.00	\$400,625.11	(\$357,325.11)		(\$1,133,809.62)



Budget Performance Report

Fiscal Year to Date 11/30/16
Include Rollup Account and Rollup to Account

*Transferred
from 1022020000
to 1100000000
11/30/16*

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year Total
REVENUE											
Department 00 - Revenues											
3000	Interest Earned-CD/other	300.00	.00	300.00	.00	.00	2,448.03	(2,148.03)	816	1,000.88	
3010	Property Taxes	1,100,600.00	.00	1,100,600.00	.00	.00	941,754.21	158,845.79	86	1,039,801.56	
3072	Illinois Funds Interest	100.00	.00	100.00	.00	.00	158.83	(58.83)	159	283.86	
3100	Pers Prop Replace Tax	7,000.00	.00	7,000.00	.00	.00	912.58	6,087.42	13	7,583.60	
3821	Special Gifts	12,000.00	.00	12,000.00	4,005.00	.00	10,905.00	1,095.00	91	11,922.07	
3841	Per Capita Grant	15,400.00	.00	15,400.00	.00	.00	21,889.06	(6,489.06)	142	34,495.00	
3858	Lost Materials	2,500.00	.00	2,500.00	189.91	.00	3,147.77	(647.77)	126	3,205.71	
3860	Fax	3,000.00	.00	3,000.00	36.00	.00	454.25	2,545.75	15	1,704.93	
3871	Fines	12,000.00	.00	12,000.00	535.88	.00	4,431.85	7,568.15	37	8,026.61	
3873	Fees	3,500.00	.00	3,500.00	109.86	.00	1,511.24	1,988.76	43	1,830.48	
3880	Non-Resident Cards	8,000.00	.00	8,000.00	440.50	.00	9,650.40	(1,650.40)	121	11,367.00	
3890	Lost Cards	300.00	.00	300.00	10.00	.00	85.00	215.00	28	265.00	
3891	Research Fee	.00	.00	.00	.00	.00	14.70	(14.70)	+++	5.00	
3892	Photocopier	12,000.00	.00	12,000.00	1,380.25	.00	8,671.52	3,328.48	72	13,190.85	
3897	Electronics Rental	.00	.00	.00	19.00	.00	36.10	(36.10)	+++	189.56	
Department 00 - Revenues Totals		\$1,176,700.00	\$0.00	\$1,176,700.00	\$6,726.40	\$0.00	\$1,006,070.54	\$170,629.46	85%	\$1,134,872.11	
REVENUE TOTALS		\$1,176,700.00	\$0.00	\$1,176,700.00	\$6,726.40	\$0.00	\$1,006,070.54	\$170,629.46	85%	\$1,134,872.11	
EXPENSE											
Department 01 - Expenses											
4000	Salaries	301,530.00	.00	301,530.00	34,378.86	.00	172,495.80	129,034.20	57	295,070.78	
4001	Part Time Salaries	269,000.00	.00	269,000.00	26,312.97	.00	134,147.63	134,852.37	50	220,152.29	
4012	Social Security	44,000.00	.00	44,000.00	.00	.00	.00	44,000.00	0	37,990.42	
4020	Pension	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	40,981.57	
4030	Hospitalization Insurance	51,545.00	.00	51,545.00	3,921.01	.00	31,172.91	20,372.09	60	49,218.42	
4031	Dental Insurance	3,135.00	.00	3,135.00	246.50	.00	1,711.20	1,423.80	55	2,886.76	
4032	Life Insurance	300.00	.00	300.00	24.72	.00	173.04	126.96	58	296.64	
4060	Unemployment Compensation	2,655.00	.00	2,655.00	.00	.00	.00	2,655.00	0	3,792.48	
4100	Maintenance Bldgs	45,000.00	.00	45,000.00	8,044.43	.00	34,137.34	10,862.66	76	54,315.05	
4120	Maintenance Equipment	9,540.00	.00	9,540.00	.00	.00	4,869.71	4,670.29	51	13,773.37	
4150	Maintenance Grounds	9,000.00	.00	9,000.00	3,478.55	.00	6,418.55	2,581.45	71	8,008.50	
4210	Workmens Comp Insurance	4,010.00	.00	4,010.00	2,247.85	.00	2,279.06	1,730.94	57	2,033.06	
4220	General Insurance	21,730.00	.00	21,730.00	22,561.42	.00	22,561.42	(831.42)	104	19,752.43	
4230	Telephone	4,000.00	.00	4,000.00	221.86	.00	1,936.13	2,063.87	48	7,124.84	
4260	Utilities	3,000.00	.00	3,000.00	2,932.12	.00	21,471.99	7,528.01	74	28,706.97	
4290	Travel Expense	3,000.00	.00	3,000.00	.00	.00	475.34	2,524.66	16	5,543.91	
4320	Training	3,000.00	.00	3,000.00	.00	.00	2,800.00	200.00	93	1,125.74	
4330	Postage	4,000.00	(150.00)	3,850.00	199.59	.00	1,096.94	2,753.06	28	2,922.82	
4340	Computer Services	33,700.00	.00	33,700.00	205.00	.00	19,173.07	14,526.93	57	31,589.99	

Budget Performance Report

Fiscal Year to Date 11/30/16
Include Rollup Account and Rollup to Account

Account	Account Description	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 04 - Library Fund											
EXPENSE											
Department 01 - Expenses											
4345	IT Support/Services		.00	.00	.00	1,369.99	.00	1,386.52	(1,386.52)	+++	3,249.18
4350	Printing & Publishing		1,165.00	.00	1,165.00	949.29	.00	1,434.90	(269.90)	123	2,059.96
4360	Accounting Services		5,000.00	.00	5,000.00	.00	.00	2,664.00	2,336.00	53	4,526.10
4380	Legal Services		800.00	.00	800.00	.00	.00	60.00	740.00	8	722.50
4390	Professional Service		4,000.00	.00	4,000.00	215.00	.00	1,249.90	2,750.10	31	7,486.69
4412	Furnishings		1,500.00	.00	1,500.00	.00	.00	280.00	1,220.00	19	330.69
4416	Dues		1,000.00	.00	1,000.00	497.00	.00	522.00	478.00	52	840.00
4460	Special Event Program/sup		20,000.00	.00	20,000.00	1,707.43	.00	13,015.68	6,984.32	65	21,189.40
4580	Contingencies		505.00	.00	505.00	.00	.00	.00	505.00	0	.00
4640	Computer Supplies		1,000.00	.00	1,000.00	.00	.00	111.78	888.22	11	1,234.59
4650	Office Supplies		15,000.00	.00	15,000.00	2,079.75	.00	11,356.04	3,643.96	76	19,031.83
4655	Equipment- Non-capital		2,000.00	.00	2,000.00	.00	.00	2,118.76	(118.76)	106	1,903.37
4670	Maintenance Supplies		3,000.00	.00	3,000.00	130.70	.00	1,757.52	1,242.48	59	720.56
4680	Operating Supplies		4,000.00	.00	4,000.00	161.71	.00	3,554.42	445.58	89	7,493.23
4710	Publications		161,000.00	.00	161,000.00	15,752.21	.00	99,324.55	61,675.45	62	128,777.83
4795	Transfer for IT Allocation		25,285.00	.00	25,285.00	.00	.00	9,669.00	15,616.00	38	.00
4810	Buildings		.00	.00	.00	.00	.00	.00	.00	+++	1,234,477.08
4858	Vending Mach Recpts/Disb		.00	.00	.00	(381.80)	.00	(73.71)	73.71	+++	.00
4884	ImprovementsOtherThanBldg		150,000.00	.00	150,000.00	1,450.00	.00	6,358.00	143,642.00	4	.00
4954	Equipment Lease Payment		.00	.00	.00	.00	.00	.00	.00	+++	9,135.95
4955	Loan payment-principal		.00	150.00	150.00	.00	.00	77.38	72.62	52	173.84
5000	Interest - Loans		.00	.00	.00	.00	.00	16.56	(16.56)	+++	42.89
Department 01 - Expenses Totals			\$1,283,400.00	\$0.00	\$1,283,400.00	\$128,706.16	\$0.00	\$611,803.43	\$671,596.57	48%	\$2,268,681.73
EXPENSE TOTALS			\$1,283,400.00	\$0.00	\$1,283,400.00	\$128,706.16	\$0.00	\$611,803.43	\$671,596.57	48%	\$2,268,681.73
Fund 04 - Library Fund Totals											
REVENUE TOTALS			1,176,700.00	.00	1,176,700.00	6,726.40	.00	1,006,070.54	170,629.46	85	1,134,872.11
EXPENSE TOTALS			1,283,400.00	.00	1,283,400.00	128,706.16	.00	611,803.43	671,596.57	48	2,268,681.73
Fund 04 - Library Fund Totals			(\$106,700.00)	\$0.00	(\$106,700.00)	(\$121,979.76)	\$0.00	\$394,267.11	(\$500,967.11)		(\$1,133,809.62)
Grand Totals											
REVENUE TOTALS			1,176,700.00	.00	1,176,700.00	6,726.40	.00	1,006,070.54	170,629.46	85	1,134,872.11
EXPENSE TOTALS			1,283,400.00	.00	1,283,400.00	128,706.16	.00	611,803.43	671,596.57	48	2,268,681.73
Grand Totals			(\$106,700.00)	\$0.00	(\$106,700.00)	(\$121,979.76)	\$0.00	\$394,267.11	(\$500,967.11)		(\$1,133,809.62)



Balance Sheet

Through 11/30/16
Detail Listing
Include Rollup Account/Rollup to Account

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Governmental Funds				
Fund Type	Special Revenue Fund				
Fund	04 - Library Fund				
	ASSETS				
1010	Petty Cash	50.00	50.00	.00	.00
1020	Cash In Bank	27,235.83	(388,510.51)	415,746.34	107.01
1025	Illinois Funds	458,130.93	487,972.10	(29,841.17)	(6.12)
1030	Certificates of Deposit	.00	250,000.00	(250,000.00)	(100.00)
1040	Accounts Receivable	.00	4,478.78	(4,478.78)	(100.00)
1047	Reliance Bank Money Market	250,182.20	.00	250,182.20	+++
1069	Business Premium Money Markey Caroliton Bank	250,000.00	250,000.00	.00	.00
1070	Taxes Receivable	1,006,909.00	1,006,909.00	.00	.00
1071	Unexpired Insurance	14,850.34	14,850.34	.00	.00
1801	Prepaid Expenses	1,466.24	1,466.24	.00	.00
	ASSETS TOTALS	\$2,008,824.54	\$1,627,215.95	\$381,608.59	23.45%
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2300	Due to other funds	20,114.49	.00	20,114.49	+++
2308	Accounts Payable	536.66	13,149.39	(12,612.73)	(95.92)
2310	Accrued Wages	.00	20,160.28	(20,160.28)	(100.00)
2780	Deferred Taxes	1,006,909.00	1,006,909.00	.00	.00
	LIABILITIES TOTALS	\$1,027,560.15	\$1,040,218.67	(\$12,658.52)	(1.22%)
	FUND EQUITY				
2800	Fund Balance	586,997.28	586,997.28	.00	.00
	FUND EQUITY TOTALS Prior to Current Year Changes	\$586,997.28	\$586,997.28	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00			
	Fund Revenues	(1,006,070.54)			
	Fund Expenses	611,803.43			
	FUND EQUITY TOTALS	\$981,264.39	\$586,997.28	\$394,267.11	67.17%
	LIABILITIES AND FUND EQUITY TOTALS	\$2,008,824.54	\$1,627,215.95	\$381,608.59	23.45%
	Fund 04 - Library Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Fund Type Special Revenue Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Fund Category Governmental Funds Totals	\$0.00	\$0.00	\$0.00	+++



Balance Sheet

Through 11/30/16
Detail Listing

Include Rollup Account/Rollup to Account

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Governmental Funds				
Fund Type	Special Revenue Fund				
Fund	74 - Ohlendorf Bequest				
	ASSETS				
1041	Accrued Interest	8,913.20	8,913.20	.00	.00
1212	Investments-First Bank	2,466,998.55	2,466,998.55	.00	.00
1299	Market Value Adjustment	328,065.16	328,065.16	.00	.00
	ASSETS TOTALS	\$2,803,976.91	\$2,803,976.91	\$0.00	0.00%
	FUND EQUITY				
2800	Fund Balance	2,803,976.91	2,803,976.91	.00	.00
	FUND EQUITY TOTALS Prior to Current Year Changes	\$2,803,976.91	\$2,803,976.91	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00			
	Fund Revenues	.00			
	Fund Expenses	.00			
	FUND EQUITY TOTALS	\$2,803,976.91	\$2,803,976.91	\$0.00	0.00%
	LIABILITIES AND FUND EQUITY TOTALS	\$2,803,976.91	\$2,803,976.91	\$0.00	0.00%
	Fund 74 - Ohlendorf Bequest Totals	\$0.00	\$0.00	\$0.00	+++
	Fund Type Special Revenue Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Fund Category Governmental Funds Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++