

## ENCLOSURES

1. AGENDA
2. MINUTES
3. LIBRARY DIRECTOR'S REPORT
4. TREASURER'S REPORT
5. MEMORIALS & DONATIONS
6. INVOICES & EXPENDITURES
7. FINANCIAL REPORT
8. CIRCULATION
9. ACTIVITY SUMMARY
10. COLLECTION REPORT

**DIXON PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING**

\* Monday, October 9th, 2017 at 5:30 p.m.

**AGENDA**

- 1) Call to Order
- 2) Attendance
- 3) Citizen's Comments
- 4) Trustee's Comments
- 5) Approval of Minutes from September 11th
- 6) President's Report: Glen Hughes
- 7) Library Director's Report: Antony Deter
- 8) Treasurer's Report – Approval of Trust Fund Bills and Expenditures – Action Item
- 9) Ratification of Library Invoices and Expenditures – Action Item
- 10) Reports from Standing Committees
  - i) Finance and Budget: Glen Hughes / Terry Dunphy
  - ii) Building and Grounds: Terry Dunphy / Rachel Cocar
  - iii) Personnel and Salaries: Peter Shaw / Barb Coss
  - iv) By-laws, Policies, and Procedures: Carol Linkowski / David Badger
  - v) Technology & Technology Resources: Tracey Lawton / Marcella Kitson
- 11) Unfinished Business
  - a) None.
- 12) New Business
  - a) None.
- 13) Other business
- 14) Adjournment

**\*The October 9th meeting will be held in the TAD room on the lower floor at the  
Dixon Public Library, 221 S Hennepin Ave., Dixon.**

The next Library Board Meeting will be held on **Monday, November 13th at 5:30 p.m.**

The Dixon Public Library is ADA compliant and the public is welcome.

## MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

**Monday, September 11, 2017**

**In attendance:** Director Antony Deter, Rachel Cocar, Barb Coss, Treasurer Terry Dunphy, President Glen Hughes, Carol Linkowski.

**Absent with notice:** David Badger, Marcella Kitson, Secretary Tracey Lawton, Vice President Peter Shaw.

**Meeting Location:** Teaching and Development Room on the lower level of the Dixon Public Library

**Call to order:** President Glen Hughes called the meeting to order at 5:34 pm

**Citizens Present:** There were no citizens present

**Citizen's Comments:** There were no citizens' written or emailed comments.

**Trustee's Comments:** There were no Trustees' comments

**Approval of the Minutes:** Carol Linkowski made a motion to approve the August Meeting Minutes of the Dixon Public Library Board of Trustees as corrected. Terry Dunphy seconded the motion, and the motion was passed by the Board.

**President's Report:** Deferred until later in the meeting

**Director's Report:**

- In addition to the written report, the Director sought guidance from the board with regards to measures that can be implemented during the period of the elevator's closure, which may be for as long as two or three weeks. There was a discussion which followed. Out of this discussion, a plan for providing a "concierge" service based in the TAD room for those in need of services, but unable to reach the main floor without the elevator. Timing of this service will need to be accommodated alongside other programming commitments for the room. Extra part-time staffing could be used during this period, if needed. Times of elevator closure and this service will be advertised on radio, Facebook, twitter, and the Director will contact the newspaper.
- There was also discussion regarding the potential provision of mobile wifi hotspots to patrons, and also their potential use as backup internet hardware in times when the internet or power services might be interrupted. The Director said he would bring more information once he had received it, and has already sent draft policy language to the board's policy committee.

**Treasurer's Report:**

- Beginning balance of the checking account on July 31, 2017 was \$62,338.88. Total expenditures for August were \$640.00 and total deposits were \$1194.06. The ending balance as of August 31, 2017 was \$62,888.52. No changes in the trust funds. After reviewing the figures, Barb Coss made a motion to accept the checking account and trust fund figures for August. Rachel Cocar seconded the motion, and the motion was passed by the Board.
- The Board reviewed Invoices and Expenditures for August 2017. Terry Dunphy made a motion to ratify the figures and Barb Coss seconded the motion. The motion was passed by the Board.

**Committee Reports:**

- **Finance and Budget:** Terry Dunphy & Glen Hughes
- **Building and Grounds:** Terry Dunphy and Rachel Cocar
- **Personnel and Salary:** Peter Shaw and Barb Coss
- **By-Laws, Policies, and Procedures:** Carol Linkowski & David Badger
- **Technology and Technology Resources:** Tracey Lawton & Marcella Kitson

**Unfinished Business:**

- The Director presented a revised version of the New Section 25 of the Policy Manual: Freedom of Information Act, as requested at the last meeting. This version cleaned up language, especially regarding requiring requests be made in writing, following advice from the city attorney. Carol Linkowski moved that New Section 25 of the Policy Manual: Freedom of Information Act be adopted in to the Dixon Public Library Policy Manual. Terry Dunphy seconded the motion. The motion was passed by the Board.

**New Business:**

- The Director reminded the board that they had wanted to have the opportunity to move money from the Restricted Fund to the Reserved Capital Balance in order to cover the anticipated increased costs for the elevator project. The increase is in the amount of \$15,000. Glen Hughes led a discussion which included alternatives to this, but felt that this action was probably the best. Carol Linkowski moved that \$15,000 should be moved from the Restricted Fund Balance to the Reserved Capital Balance. Rachel Cocar seconded the motion. The motion was passed by the board.

With no other business, at 6:52pm, Barb Coss made a motion to adjourn with Terry Dunphy seconding the motion. The meeting was adjourned at 6:52pm.

Respectfully Submitted,  
Antony Deter  
pp. Tracey Lawton, Secretary

## LIBRARY DIRECTOR'S REPORT

### Meeting held on October 9th, 2017

#### Building & Equipment

##### Capital Plan for 2017-18

- I am still shopping around for replacement chairs for the computers upstairs (12 of them). I am also still looking for new lounge seating, but have found a promising lead in the company that Sterling Public Library used.
- SBM returned to do some of the remediation work, but needed to order new parts to finish it.
- Bud Lefebvre of Distinctive Gardens has completed tilling work and Public Works removed the protruding tree stumps. The area is now ready for planting due in the spring.
- Allen and Nate continue with the work to the networking project. I think that this project will probably be done by the next board meeting.

##### Other

- I have asked Comcast to relocate the DEMARC for their cable, to allow for easier access for Allen to bring the internet cable to the network box. This is connected to the network plan, but is separate from it. There will be no charge for this. Currently Comcast's cable is draped all the way across the roof of the extension. This will be replaced, and Allen will then run new cable on the inside of the building. Comcast is not charging for this work and it is scheduled for October 6th.
- Also connected to the elevator plan, but a separate job, is that we will need to move the telephone DEMARC from its current position inside the elevator shaft. I am in contact with CenturyLink's representative to organise this work. It is intended that the new location will be near the one for the cable, again allowing Allen to run new cable inside the building. To this end Jeremy from the Building Department has installed new conduit for both cable and phone, which is up to code. Any costs from CenturyLink will be charged to the Capital Plan phone system replacement, as this will aid in that project.
- The alarm system has developed two separate faults: one on the intruder alarm where a sensor has gone bad, and will need to be replaced; and the other on the fire alarm, which will require the control board to be replaced. This will run to about \$3000 in total, but needs to be done to bring the system back into working order. I have ordered the necessary work.

#### Programs and promotions

- The Literary Merits book group met on September 13th. They read Virginia Reeves' *Work Like Any Other*. There were 11 in attendance.
- Orbital Book Group met on September 20th. Five patrons attended and discussed "Hounded" by Kevin Hearne. The group has had some lively discussions on the Facebook page too.
- Mysteries @ 6 met on September 27th. The book was Sheila Connolly's "Be Buried in a Bog". There were five patrons in attendance.

- Promotional displays for September included “I can’t remember the title, but it was blue..., or red”, Westerns, canning books, “Feed your brain, grab a bite to read”, Adult Graphic Novels, and We Need Diverse Books and Banned Books in Young Adult.
- **September 2017 Youth Attendance Figures (from Kathleen Schaefer)**

| <u>Date</u>  | <u>Event</u>   | <u>Youth</u> | <u>Adults</u> |
|--------------|--|--------------|---------------|
| 9/12         | Raising Readers Preschool Storytime  | 13           | 10            |
| 9/13         | Tales For Tots Baby/Toddler Storytime (2 sessions)   | 34           | 27            |
| 9/14         | Young Library Volunteers   | 5            |               |
| 9/15         | Kathleen’s presentation at DHS Key Club Meeting  | 69           | 2             |
| 9/18         | Kathleen’s visit to YMCA Child Care  | 13           | 2             |
| 9/19         | Raising Readers Preschool Storytime  | 15           | 13            |
| 9/20         | Tales For Tots Baby/Toddler Storytime (2 sessions)   | 20           | 17            |
| 9/21         | September Family Event   | 73           | 35            |
| 9/21         | Volunteers for Family Event  | 5            | 12            |
| 9/22         | ARK Preschool Visit  | 13           | 2             |
| 9/25         | Jefferson School 2 <sup>nd</sup> Grade Visit (Only 1 class this day due to an early out for Dixon Schools) | 23           | 8             |
| 9/26         | Raising Readers Preschool Storytime  | 8            | 6             |
| 9/26         | Jefferson School 2 <sup>nd</sup> Grade Visit (2 classes)   | 50           | 13            |
| 9/27         | Tales For Tots Baby/Toddler Storytime (2 sessions)   | 25           | 21            |
| 9/27         | Jefferson School 2 <sup>nd</sup> Grade Visit (3 classes)   | 77           | 24            |
| 9/28         | Young Library Volunteer  | 3            |               |
| <b>Total</b> |  | <b>446</b>   | <b>192</b>    |

Additional Activities:

Marble Guessing Contest:

Free Play Toy Sign-out:

42 participants

123 participants

## Meetings

- I attended City Department Heads meetings on 9/7, 9/13, 9/20, and 9/27.
- On 9/5 I attended a preconstruction conference for the elevator project. Work was started before the 140 day deadline.
- On 9/11 and 9/12 I attended two very useful webinars on disaster planning. Some of the information I picked up will be incorporated into our new draft plan.
- On 9/15 we had a staff meeting in which we once again discussed recent policy changes and I updated the staff on the various capital projects. I also discussed with staff some preparations I would like them to make with regards to their evaluations, which I intend to start with them before the end of this year

- On 9/21 I met with the other representatives of the RRLC consortium libraries. All members of the consortium are now full members of RAILS, which will enable us to move forward with obtaining LLSAP recognition.
- On 9/22 I attended the city's insurance committee meeting.

### **Staffing**

- I interviewed five candidates for the custodian position and have offered the position to one of them. I was pleased by the overall high quality of the candidates. At time of writing, I am waiting for reference checks to be completed before a formal offer is made.

### **Technology**

- I am still waiting for the information I requested from Mobile Beacon regarding the mobile wifi hotspots they provide for libraries. Because of the heavy discounts we can get on the hardware, I think it is worth persisting with them as a potential vendor.
- Odilo should launch in the next couple of weeks. We will make announcements in the usual channels.

### **Board**

- Reminder: One of the requirements for the 2018 Per Capita Grant will be that staff and trustees will complete at least one free online education opportunity focusing on safety in the library. I will ensure that staff do this, but can trustees please let me know when they have been able to do this. Suitable training webinars can be found at: [www.railslibraries.info/ce/archive/111281](http://www.railslibraries.info/ce/archive/111281) or [www.railslibraries.info/ce/archive/114033](http://www.railslibraries.info/ce/archive/114033)

### **General**

- I am about halfway finished with the updated Disaster Plan. I met with Sergeant Wolfley at Dixon PD, Blaine Kurth at IMLRMA, and Kevin Lalley the Director of Lee County Emergency Management, and received valuable feedback from all of them. I intend to have the plan ready for board consideration at the December meeting. I intend to rename it the Emergency Management Plan, which I think more accurately describes the approach I'm taking with the document. I will then share the draft with the board for consideration and approval.

### **Grants, Memorials, Donations**

- \$142.00 in book sales.
- \$10.00 for the purchase of a GROU book.
- \$142.57 from online book sales for August.

**DIXON PUBLIC LIBRARY - BOARD of TRUSTEES**  
**Treasurer's Report for October 9, 2017 Meeting**

|   |                          |                            |
|---|--------------------------|----------------------------|
| Beginning Balance in Checking Acct  | August 31, 2017          | 62,888.52                  |
| <b>Expenditures:</b>  |                          |                            |
|   |                          | <i>DATE:</i>               |
| <b>Deduct from memorial fund</b>  | <b>Check payable to</b>  | <b>Amount</b>              |
| <b>Books and Materials:</b>   |                          |                            |
|   |                          | <i>check dated 9-5-17</i>  |
| Media Fund (Murphy Fdn)   | Penguin Random House LLC | <b>26.25</b>               |
| Invoice # 902-880-0000 dtd 8-24-17 (1 audiobook) * 26.25  |                          |                            |
| <b>Youth Programs / Projects:</b>   |                          |                            |
|   |                          | <i>check dated 9-13-17</i> |
| Programs & Special Projects   | Wells Fargo              | <b>267.94</b>              |
| NOTES: Wells Fargo credit card bill is typically paid from regular budget account lines<br>(Party City 60.54 - 4.61 credit + S & S Worldwide 127.24 + OTC Brands 150.78 + Nasco 71.05 = 405.00 )<br>used budget account line 15-410-5510 Programs (remaining balance) * 137.06<br>paid balance due with Trust Funds as noted above * 267.94 |                          |                            |
| The items below would usually be paid from regular budget account line of Programs<br>Programs line is 0.00 (until library grant arrives) so each was paid with Trust Funds as noted  |                          |                            |
| <b>Special Funds:</b>   |                          |                            |
|   |                          | <i>check dated 9-29-17</i> |
| Friends of the Library  | Dixon Public Library     | <b>7.66</b>                |
| * Oliver's Corner Market 7.66 (items for book club meeting)   |                          |                            |
| <b>Special Funds:</b>   |                          |                            |
|   |                          | <i>check dated 9-29-17</i> |
| Friends of the Library  | Demco, Inc.              | <b>40.65</b>               |
| * seasonal "color craze" bookmarks for adult programs   |                          |                            |
| <i>Sync/Amazon items were paid in one check dated 9-29-17 total of 164.16 from Funds below:</i>   |                          |                            |
| <b>Youth Programs / Projects:</b>   |                          |                            |
| Programs & Special Projects   | Sync/Amazon              | <b>137.66</b>              |
| * crafts-supplies for youth programs: 15.62 + 72.12 + 49.92 = * 137.66  |                          |                            |
| <b>Special Funds:</b>   |                          |                            |
| Friends of the Library  | Sync/Amazon              | <b>26.50</b>               |
| * books for adult programs: 5.30 x 5 = * 26.50  |                          |                            |
| <b>Total Expenditures</b>   |                          | <b>506.66</b>              |

|                  |                    |        |
|------------------|--------------------|--------|
| <b>Deposits:</b> | September 13, 2017 | 142.57 |
|                  | September 28, 2017 | 10.00  |
|                  | September 28, 2017 | 142.00 |
|                  | TOTAL              | 294.57 |

*continued....*



## TREASURER'S REPORT for October 9, 2017 continued.....

| Apply to Fund:  | Source:   | Amount        |
|---|---|---------------|
| <b>Books &amp; Materials:</b>                                 |   |               |
| Kullerstrand (online book sales)                              | Kullerstrand, Diane                             | 142.57        |
| Aug sales * 142.57  |   |               |
| Sep sales * 0.00 (check not received yet)                     |   |               |
| <b>Adult Programs/Projects:</b>                               |   |               |
| IHC / GROF Fund   | purchase of GROF book                           | 10.00         |
| cash purchase   |   |               |
| <b>Special Funds:</b>   |   |               |
| Friends of the Library  | see notes below:                                | 142.00        |
| from sale of used books: Sep sales: cash 142.00 / checks 0.00 |   |               |
| <b>Total Deposits</b>   |   | <b>294.57</b> |
| <b>Interest pd to checking account:</b>                       |   |               |
|   | August 31, 2017                                 | 1.60          |
|   | September 30, 2017 (statement not received yet) | -             |
|   | TOTAL interest                                  | 1.60          |
| Ending Balance in Checking Acct                               | August 31, 2017                                 | 62,678.03     |

| TRUST FUNDS 9-30-17                    |              |   |              |                 |                     |
|--|--------------|---|--------------|-----------------|---------------------|
| CD INFO / checking account balance     |              |   |              |                 |                     |
| MATURITY DATE                          | CURRENT RATE | BANK CONTACT #                                      | OPENING DATE | OPENING BALANCE | CURRENT BALANCE     |
| 5/24/2018                              | 1.00%        | Community State Bank<br>284-8500                    | 5/24/2016    | 45,000.00       | 45,566.96           |
| 10/27/2018                             | 0.80%        | Community State Bank<br>284-8500                    | 4/27/2017    | 30,000.00       | 30,059.84           |
| 3/4/2019                               | 1.605%       | Sauk Valley Bank<br>632-4490                        | 3/4/2014     | 105,647.72      | 111,011.52          |
| 6/23/2019                              | 1.585%       | Community State Bank<br>284-8500                    | 6/23/2014    | 104,942.41      | 110,498.17          |
| 5/25/2020                              | 1.24%        | Community State Bank<br>284-8500                    | 5/25/2016    | 23,144.53       | 23,506.10           |
| 5/24/2021                              | 1.74%        | Sauk Valley Bank<br>632-4490                        | 5/24/2016    | 45,000.00       | 45,723.86           |
|  |              | TOTAL BALANCE OF<br>CD'S                            |              |                 | 366,366.45          |
| NA                                     | APY 0.03%    | Midland States Bank<br>285-5155<br>checking account | NA           | NA              | 62,678.03           |
| <b>Dixon Public Library TRUST FUND</b> |              |   |              |                 | <b>\$429,044.48</b> |

Notes: Current Balance amounts include updates to cd:  
Community State Bank cd (matures 6-23-19) accrued interest of 440.56 to previous balance of cd

Dixon Public Library Trust Fund  
Memorials, Donations, Special Funds

September 2017

5.

|   | Previous Month      | Income          | Expenditure     | Remainder           | Notes on sources and uses  |
|---|---------------------|-----------------|-----------------|---------------------|--|
| <b>Books and Materials</b>                    |                     |                 |                 |                     |  |
| Feczko, George                                | \$400.00            |                 |                 | \$400.00            | music (Dec 2014)   |
| KSB/DPL                                       | \$0.00              |                 |                 | \$0.00              | consumer medical books 3/1 match   |
| Kullerstrand                                  | \$22,885.17         | \$142.57        |                 | \$23,027.74         | online book sales  |
| Kuter   | \$739.85            |                 |                 | \$739.85            | youth dept award books (last \$200 Aug 2014)   |
| Large Print Fund                              | \$800.00            |                 |                 | \$800.00            | Senior Citizen Levy (annual), Fred Meinke Memorial (occasional, last Jun 2015)                               |
| Moore/Nichols                                 | \$2,510.95          |                 |                 | \$2,510.95          | Moore: Interest only on \$2500 to be spent on classical recordings (Feb 1971). Nichols: opera recordings     |
| Media Fund                                    | \$3,562.68          |                 | \$26.25         | \$3,536.43          | Murphy Foundation (annual)   |
| Serendipity (General Book Fund)               | \$6,779.46          |                 |                 | \$6,779.46          | Misc. small donations  |
| Binding Fund                                  | \$0.00              |                 |                 | \$0.00              |  |
| Youth Book Fund                               | \$600.00            |                 |                 | \$600.00            |  |
| Glenn Memorial Fund                           | \$2,100.00          |                 |                 | \$2,100.00          | for purchase of youth books  |
| <b>TOTAL BOOK &amp; MATERIALS</b>             | <b>\$40,378.11</b>  |                 |                 | <b>\$40,494.43</b>  |  |
| <b>Technology</b>                             |                     |                 |                 |                     |  |
| Donaldson                                     | \$556.42            |                 |                 | \$556.42            | career center/computers  |
| Murphy, Michael                               | \$2,400.00          |                 |                 | \$2,400.00          | digital  |
| <b>TOTAL TECHNOLOGY</b>                       | <b>\$2,956.42</b>   |                 |                 | <b>\$2,956.42</b>   |  |
| <b>Adult Programs/Projects</b>                |                     |                 |                 |                     |  |
| Adult Summer Reading                          | \$0.00              |                 |                 | \$0.00              |  |
| Big Read                                      | \$972.55            |                 |                 | \$972.55            | book promotion   |
| IHC/GROP                                      | \$3,880.81          | \$10.00         |                 | \$3,890.81          | book publishing  |
| <b>TOTAL ADULT PROGRAMS/PROJECTS</b>          | <b>\$4,853.36</b>   |                 |                 | <b>\$4,863.36</b>   |  |
| <b>Youth Programs/Projects</b>                |                     |                 |                 |                     |  |
| Programs & Special Projects                   | \$10,832.85         |                 | \$405.60        | \$10,427.25         | Anna M. Brockwell Memorial (\$10,000, Jun 2012), Bratt Family Memorial (\$1000, Nov 2010) , Bubrick Memorial |
| Summer Reading Program                        | \$7,552.00          |                 |                 | \$7,552.00          | Various donations  |
| Young Library Volunteer Fund                  | \$505.50            |                 |                 | \$505.50            | fund teen volunteers   |
| Youth Dept Fund                               | \$2,875.00          |                 |                 | \$2,875.00          | donation from family of Dorothy Schumacher (Sep 14)  |
| <b>TOTAL YOUTH PROGRAMS/PROJECTS</b>          | <b>\$21,765.35</b>  |                 |                 | <b>\$21,359.75</b>  |  |
| <b>Building Improvement</b>                   |                     |                 |                 |                     |  |
| Building Improvements-misc                    | \$1,707.84          |                 |                 | \$1,707.84          |  |
| Youth Dept. Improvements                      | \$867.59            |                 |                 | \$867.59            |  |
| <b>TOTAL BUILDING IMPROVEMENT</b>             | <b>\$2,575.43</b>   |                 |                 | <b>\$2,575.43</b>   |  |
| <b>Special Funds</b>                          |                     |                 |                 |                     |  |
| Friends of the Library                        | \$3,701.23          | \$142.00        | \$74.81         | \$3,768.42          | sales of used books  |
| McCoy, Joan and Sarah                         | \$19,358.39         |                 |                 | \$19,358.39         | estate of Joan McCoy & annual giving from Sarah  |
| Price, Wilma                                  | \$2,565.00          |                 |                 | \$2,565.00          | bequest & memorial-former board member (\$2565, Dec 2010)  |
| Reuter, Dale & Roberta Trust                  | \$6,711.74          |                 |                 | \$6,711.74          | (Aug 2014, first & final), no specification  |
| Sinow, Ethel                                  | \$436.00            |                 |                 | \$436.00            | undesignated memorial  |
| Zinnen, Junemarie                             | \$1,000.00          |                 |                 | \$1,000.00          | undesignated memorial - former board member  |
| <b>TOTAL SPECIAL FUNDS</b>                    | <b>\$33,772.36</b>  |                 |                 | <b>\$33,839.55</b>  |  |
| <b>TOTAL DESIGNATED MEMORIALS/DONATIONS</b>   | <b>\$106,301.03</b> | <b>\$294.57</b> | <b>\$506.66</b> | <b>\$106,088.94</b> | designated on this report  |
| <b>Undesignated Funds</b>                     |                     |                 |                 |                     |  |
| Undesignated Income & Expenditure             |                     |                 |                 |                     |  |
| INTEREST FROM CDs                             |                     | \$440.56        |                 |                     |  |
| INTEREST FROM CHECKING                        |                     | \$1.60          |                 |                     |  |
| <b>TOTAL UNDESIGNATED FUNDS</b>               | <b>\$322,513.38</b> | <b>\$442.16</b> | <b>\$0.00</b>   | <b>\$322,955.54</b> | cd interest checks/cd deposits/donations   |
| <b>TOTAL TRUST FUND CASH &amp; SECURITIES</b> | <b>\$428,814.41</b> | <b>\$736.73</b> | <b>\$506.66</b> | <b>\$429,044.48</b> | held as per Trust Cash & Securities Report   |

**INVOICES & EXPENDITURES FOR September 2017**

**SUPPLIES & SERVICES**

|             |   |        |   |          |
|-------------|---|--------|---|----------|
| 15-410-5210 | Medical Insurance   |        | <a href="#">City of Dixon Corp. Fund</a>                    | 6,189.09 |
|             | * for September 2017: (breakdown of amounts removed to insure HIPAA compliance)   |        |   |          |
| 15-410-5220 | Life Insurance  |        | <a href="#">City of Dixon Corp. Fund</a>                    | 32.88    |
|             | * for September 2017: (breakdown of amounts removed to insure HIPAA compliance)   |        |   |          |
| 15-410-5310 | Maintenance & Repairs   |        | <a href="#">Complete Electrical Contractors Inc.</a>        | 390.00   |
|             | stairway: replaced can trims with LED trims   |        |   |          |
| 15-410-5310 | Maintenance & Repairs   |        | <a href="#">Fyr-Fyter Inc</a>                               | 60.45    |
|             | service total fire extinguishers 55.95 / includes tamper seals 4.50   |        |   |          |
| 15-410-5310 | Maint. & Repairs  |        | <a href="#">TruGreen Processing Center</a>                  | 52.50    |
|             | lawn care * service date 9-11-17  |        |   |          |
| 15-410-5310 | Maintenance & Repairs   |        | <a href="#">Willett Hofmann &amp; Associates, Inc.</a>      | 3,462.80 |
|             | professional services from Jan 26, 2017 to Jul 29, 2017 * Elevator Modernization Project  |        |   |          |
|             | Design Phase 28.00 / Construction Documents Phase 903.20 / Bid Phase 2340.30 / Advertising-Legal 191.10   |        |   |          |
|             |   |        | <a href="#">Wells Fargo (VISA credit card) library card</a> | 405.32   |
|             | <i>statement closing date of 09-04-17</i>   |        |   |          |
| 15-410-5310 | Maintenance & Repairs   | 76.76  | Office of State Fire Marshal-elevator 1.76 + 75.00          |          |
| 15-410-5350 | Postage   | 49.00  | Post Office roll of stamps 49.00                            |          |
| 15-410-5450 | Office Supplies   | 30.00  | Walmart mag file holders 26.16 + frames 3.84                |          |
| 15-410-5510 | Programs  | 137.06 | See notes below: crafts & supplies for youth programs       |          |
|             | Party City 60.54 less credit 4.61 / S & S Worldwide 127.24 / OTC Brands 150.78 / Nasco 71.05  |        |   |          |
|             | total = 405.00 / Programs line total remaining = 137.06 (remainder of 267.94 being paid by DPL Trust Funds)   |        |   |          |
| 15-410-5530 | Professional Dev/Training   | 112.50 | UW Extension online course on library coding 112.50         |          |
| *           | * Notes: total amount of this invoice is <b>673.26</b> / regular budget account lines paid <b>405.32</b><br>remaining balance due of <b>267.94</b> (program items) paid by check submitted from DPL Trust Funds |        |   |          |
| 15-410-5323 | Other Contractual   |        | <a href="#">Pest Control Consultants</a>                    | 65.00    |
|             | pest control service for Sep (service date 9-18-17) * 65.00   |        |   |          |
| 15-410-5323 | Other Contractual   |        | <a href="#">Quality Cleaning Service QCS, LLC</a>           | 1,102.00 |
|             | janitorial services for Aug 25 - Sep 7, 2017 * 541.50   |        |   |          |
|             | janitorial services for Sep 8 - Sep 21, 2017 * 560.50   |        |   |          |
| 15-410-5340 | Info Technology   |        | <a href="#">City of Dixon Corp. Fund</a>                    | 153.90   |
|             | (Allen Philhower, City of Dixon) purchases for library: thru Amazon.com   |        |   |          |
|             | 8-31-17 patch cables * 53.96 / 9-5-17 patch cables * 99.94  |        |   |          |
| 15-410-5340 | Info Technology   |        | <a href="#">Comcast</a>                                     | 128.22   |
|             | high-speed internet charges/fees * billing date 09-02-17 / due date 9-27-17   |        |   |          |

continued...

SUPPLIES and SERVICES September 2017 continued...

15-410-5340 Info Technology [Sterling Public Library](#) 7,160.77  
 DPL portion of Rock River Library Consortium: TLC Licenses for FY17 \* 5278.92 / Enhanced Contact \* 169.74  
 Hosted Solution year \* 1483.68 / Go Daddy Domain renewal \* 80.06 / SIP \* 148.37

15-410-5340 Info Technology [Useful Corporation](#) 5,319.30  
 1 year renewal \* Useful Desktop subscription starting Aug 1, 2017 to Aug 1, 2018 \* 2844.10  
 UD Multiplier Module \* 702.10  
 6 mth renewal \* Useful Desktop subscription starting Feb 1, 2017 to Aug 1, 2017 \* 1422.05  
 UD Multiplier Module \* 351.05

15-410-5351 Telephone [CenturyLink](#) 197.16  
 bill date 09-04-17 due 09-29-17

*on library account \* for library* [Ace Hardware](#) 16.69

|             |                      |       |                         |
|-------------|----------------------|-------|-------------------------|
| 15-410-5410 | Maintenance Supplies | 3.23  | Sparkle glass cleaner   |
| 15-410-5450 | Office Supplies      | 13.46 | heavy duty wall hangers |

15-410-5410 Maintenance Supplies [Ace Hardware](#) 87.99  
*(on City account, Jeremy W. street dept, operated equip. for library)*  
 rental of core drill & core bit for concrete 85.00 + Great Stuff G & C 2.99 = \* 87.99

15-410-5410 Maintenance Supplies [Astro-Ven Distributors, Inc.](#) 365.49  
 towels:C-Fold white + kitchen roll + brown roll / Canliner blk 33 gal \* 155.75  
 antibacterial handsoap \* 20.76  
 stainless steel polish / towels: whtie C-fold, kitchen roll / toilet paper / sani disinfectant wipes \* 188.98

15-410-5410 Maintenance Supplies [Menards - Sterling](#) 35.31  
 PVC conduit/adapter/coupler/hanger/locknut (City of Dixon street dept purchased for library)

*(corporate acct credit line statement date 09-10-17)* [SYNCB/Amazon](#) 326.67

|             |                       |        |   |
|-------------|-----------------------|--------|---|
| 15-410-5410 | Maintenance Supplies  | 246.69 | Hoover vacuum supplies: handle * 9.71<br>filters, bags, bel set, vacuum * 193.07 / handle release pedal * 9.33 / hose & main body 15.37 + 19.21 = * 34.58 |
| 15-410-5440 | Small Equipment/Tools | 79.98  | 2 Big Joe Bean Bag chairs for youth dept  |
| 15-410-5450 | Office Supplies       | 00.00  | LD black toner 67.99 / credit for defective one returned  |
| 15-410-5510 | Programs              | 00.00  | See notes below: supplies for youth & adult programs  |

Programs line total remaining = 00.00 so amount of \* 164.16 being paid by DPL Trust Funds  
 youth programs: 15.62 + 72.12 + 49.92 = \* 137.66 AND adult programs: 5.30 x 5 = \* 26.50

\* **\* Notes: total amount of this invoice is 507.77 / regular budget account lines paid 343.61**  
*listed above and see Adult Materials (Books, Standing Orders & Periodicals)*  
**remaining balance due of 164.16 (program items) paid by check submitted from DPL Trust Funds**

*invoice dated 9-13-17* [Demco, Inc.](#) 132.11

|             |                               |       |  |
|-------------|-------------------------------|-------|--|
| 15-410-5430 | Materials Processing Supplies | 53.78 | 2 roll Vistafoil laminate              |
| 15-410-5450 | Office Supplies               | 78.33 | 3 pkg steel book support magnetic base |

SUPPLIES and SERVICES September 2017 continued....

|  |                                      |   |        |
|--|--------------------------------------|---|--------|
| <i>invoice dated 9-19-17</i>   |                                      | <u>Demco, Inc.</u>  | 798.47 |
| 15-410-5430  | Materials Processing Supplies 785.44 | label protectors: clear glossy & ultra aggressive<br>filament tape / laser labels / book jackets / Vistafoil laminate / subject labels: new, YA, graphic novels |        |
| 15-410-5450  | Office Supplies 13.03                | roll Scotch book tape 4"  |        |
| 15-410-5510  | Programs 00.00                       | See notes below: adult programs - seasonal bookmarks  |        |
| Programs line total remaining = 00.00 so amount of * 40.65 being paid by DPL Trust Funds |                                      |   |        |

\* **\* Notes: total amount of this invoice is 839.12 / regular budget account lines paying 798.47 remaining balance due of 40.65 (program items) is being paid by check submitted from DPL Trust Funds**

|             |                                  |  |        |
|-------------|----------------------------------|--|--------|
|             |                                  | <u>The Library Store, Inc.</u>                   | 730.32 |
| 15-410-5437 | Building Projects - Trust 701.31 | ofm Jupiter Stool (4) 615.44 + shipping 85.87    |        |
| 15-410-5440 | Small Equipment/Tools 29.01      | Elephant & Piggie Bookends 25.46 + shipping 3.55 |        |

15-410-5440 Small Equip / Tools LEAF 581.58  
Sharp copier(s) \* monthly contract amount of 349.38 (Sep payment due 10-12-17) + ins 16.45 = \* 365.83  
 quarterly usage report : color overage \* 215.75

15410-5530 Professional Development/Training Antony Deter 62.10  
 reimburse mileage 8-31-17 to & from Rockton, IL 108 miles (library directors meeting) at Talcott Free Library

15-410-5530 Professional Development/Training Molly Love 15.07  
 reimburse mileage 9-19-17 to & from Sterling, IL 26.2 miles (Youth Services meeting) Sterling Public Library

**TOTAL \* SUPPLIES & SERVICES \* 27,871.19**

**BUILDING CAPITAL \* SEPTEMBER 2017**

|             |                  |   |          |
|-------------|------------------|---|----------|
| 15-410-6300 | Building Capital | <u>Complete Electrical Contractors Inc.</u>   | 5,912.50 |
|             |                  | lighting repairs: EM lights main floor, office workroom, youth dept, meeting room, back corridor,<br>basement storage, boiler room, elevator equipment room |          |

**TOTAL \* BUILDING CAPITAL \* 5,912.50**

**BOOKS, STANDING ORDERS & PERIODICALS \* SEPTEMBER 2017**

15-410-5431 Adult Library Materials Copyright Clearance Center 35.65  
 photocopies of journal articles IL State Historical Society

|             |                               |                                |          |
|-------------|-------------------------------|--------------------------------|----------|
|             |                               | <u>Ingram Library Services</u> | 4,705.60 |
| 15-410-5431 | Adult Library Materials       | 2469.26                        |          |
| 15-410-5432 | Young Adult Library Materials | 404.70                         |          |
| 15-410-5433 | Child Library Materials       | 1831.64                        |          |
| 15-410-5510 | Programs                      | 0.00                           |          |
| 15-410-5890 | Misc Expense                  | 0.00                           |          |

continued...

BOOK, STANDING ORDERS & PERIODICALS August 2017 continued....

|   |   |  |                 |
|---|---|--|-----------------|
| 15-410-5431   | Adult Library Materials   | <a href="#">Meredith Books</a>             | 33.91           |
|   | book - <i>Celebrate the Season - 2017</i>   |  |                 |
|   | (corporate acct credit line statement date 09-10-17)  | <a href="#">SYNCB/Amazon</a>               | 16.94           |
| 15-410-5431   | Adult Library Materials   | Lincoln book for historical collection     |                 |
| 15-410-5433   | Child Library Materials   | <a href="#">Diane Kullerstrand</a>         | 24.85           |
|   | reimburse for purchase of Bobbey Twin books for youth dept (4.95 + 4.95 + 4.95 + 5.00 + 5.00) |  |                 |
| 15-410-5433   | Child Library Materials   | <a href="#">Penguin Random House LLC</a>   | 10.00           |
|   | 1 disc replacement to youth audiobook   |  |                 |
| 15-410-5435   | Materials Database  | <a href="#">EBSCO Information Services</a> | 608.00          |
|   | OmniFile Full Text Select (Wilson Web) coverage 7-1-2017 thru 6-30-2018                       |  |                 |
| 15-410-5435   | Materials Database  | <a href="#">Hydraulic IT Solutions</a>     | 75.00           |
|   | Document scanning, yearbooks 3 @ 25.00  |  |                 |
| <b>TOTAL * BOOKS, STANDING ORDERS &amp; PERIODICALS *</b> |   |  | <b>5,509.95</b> |

**PETTY CASH \* SEPTEMBER 2017**

|   |                     |                            |  |
|---|---------------------|----------------------------|--|
|   |                     | <a href="#">Petty Cash</a> | 56.17  |
| 15-410-4950   | Misc Expense        | 7.66                       | 9-27-17 Oliver's : items for book club             |
| DPL Trust Funds will issue check to DPL * to be credited to Misc. Revenue 15-001-4950                     |                     |                            |  |
| 15-410-5350   | Postage             | 4.20                       | 8-31-17 mailing 3 <i>Lincoln in Dixon</i> booklets |
| 15-410-5450   | Office Supplies     | 3.25                       | 8-31-17 envelopes for mailing booklets             |
| 15-410-5440   | Small Equip / Tools | 41.06                      | See notes below:                                   |
| 9-6-17 Shopko * 33.12 (curtains for windows Tech Services) / 9-7-17 Walmart * 7.94 (curtain tension rods) |                     |                            |  |
| <b>TOTAL * PETTY CASH *</b>   |                     |                            | <b>56.17</b>                                       |

**SALARIES \* SEPTEMBER 2017**

|                           |  |                  |
|---------------------------|--|------------------|
| September 8, 2017         |  |                  |
| September 22, 2017        |  |                  |
| <b>TOTAL * SALARIES *</b> |  | <b>23,370.26</b> |

**SUMMARY \* SEPTEMBER 2017**

|                 |                                |                  |
|-----------------|--------------------------------|------------------|
| <b>TOTAL</b>    | <b>Supplies &amp; Services</b> | 27,871.19        |
| <b>TOTAL</b>    | <b>Building Capital</b>        | 5,912.50         |
| <b>TOTAL</b>    | <b>Books etc.</b>              | 5,509.95         |
| <b>TOTAL</b>    | <b>Petty Cash</b>              | 56.17            |
| <b>TOTAL</b>    | <b>Salaries</b>                | 23,370.26        |
| <b>TOTAL **</b> |                                | <b>62,720.07</b> |

| <b>September 2017 Financial Report</b>     |                     | % of year elapsed   | 42%                |                     |               |                     |
|--|---------------------|---------------------|--------------------|---------------------|---------------|---------------------|
|  |                     | BUDGETED            | September          | YTD                 | % OF          | Remainder           |
|  |                     | 2017-18             | 2017               | 2017-18             | 2017-18       | 2017-18             |
| <b>REVENUES</b>                            |                     |                     |                    |                     |               |                     |
| 15-001-4110                                | RE Tax Levy         | \$468,000.00        | \$84,973.65        | \$241,615.97        | 51.63%        | \$226,384.03        |
| 15-001-4320                                | CPPRT               | \$55,000.00         | \$0.00             | \$18,568.62         | 33.76%        | \$36,431.38         |
| 15-001-4410                                | Non-resident Fees   | \$16,500.00         | \$1,470.00         | \$7,679.00          | 46.54%        | \$8,821.00          |
| 15-001-4230                                | Overdue Fines       | \$7,000.00          | \$729.25           | \$3,494.19          | 49.92%        | \$3,505.81          |
| 15-001-4412                                | Service Fees        | \$7,000.00          | \$565.10           | \$3,130.95          | 44.73%        | \$3,869.05          |
| 15-001-4950                                | Miscellaneous       | \$1,500.00          | \$12.66            | \$42.61             | 2.84%         | \$1,457.39          |
| 15-001-4350                                | State Allocation    | \$11,799.75         | \$0.00             | \$0.00              | 0.00%         | \$11,799.75         |
| 15-001-4910                                | Interest Income     | \$0.00              | \$60.66            | \$60.66             | 0.00%         | -\$60.66            |
| 15-001-4930                                | Contribution Income | \$33,000.00         | \$0.00             | \$10,000.00         | 30.30%        | \$23,000.00         |
|  |                     |                     |                    |                     |               |                     |
| <b>TOTAL REVENUE</b>                       |                     | <b>\$599,799.75</b> | <b>\$87,811.32</b> | <b>\$284,592.00</b> | <b>47.45%</b> | <b>\$315,207.75</b> |
|  |                     |                     |                    |                     |               |                     |
| <b>TOTAL FUNDS AVAILABLE FOR BUDGETING</b> |                     | <b>\$599,799.75</b> |                    |                     |               |                     |

7a.



7a.

| September 2017 Financial Report                |                               | % of year elapsed   | 42%                |                     |               |                     |
|--|-------------------------------|---------------------|--------------------|---------------------|---------------|---------------------|
| LIBRARY  |                               | BUDGETED            | September          | YTD                 | % OF          | Remainder           |
| EXPENDITURES                                   |                               | 2017-18             | 2017               | 2017-18             | 2017-18       | 2017-18             |
| 15-410-5110                                    | FULLTIME SALARY               | \$262,888.66        | \$20,534.36        | \$108,792.08        | 41.38%        | \$154,103.27        |
| 15-410-5120                                    | PARTTIME SALARY               | \$57,663.07         | \$2,835.90         | \$17,410.93         | 30.19%        | \$40,252.14         |
| 15-410-5210                                    | MEDICAL INSURANCE             | \$93,737.54         | \$6,189.09         | \$35,839.21         | 38.23%        | \$57,898.33         |
| 15-410-5220                                    | LIFE INSURANCE                | \$406.78            | \$32.88            | \$164.40            | 40.41%        | \$242.38            |
|  | <b>TOTAL SALARIES</b>         | <b>\$414,696.04</b> | <b>\$29,592.23</b> | <b>\$162,206.62</b> | <b>39.11%</b> | <b>\$252,496.12</b> |
| 15-410-5310                                    | MAINTENANCE & REPAIRS         | \$12,500.00         | \$4,042.51         | \$6,757.28          | 54.06%        | \$5,742.72          |
| 15-410-5323                                    | OTHER CONTRACTUAL             | \$27,500.00         | \$1,167.00         | \$11,142.33         | 40.52%        | \$16,357.67         |
| 15-410-5410                                    | MAINTENANCE SUPPLIES          | \$3,500.00          | \$738.71           | \$1,979.05          | 56.54%        | \$1,520.95          |
| 15-410-5610                                    | NATURAL GAS                   | \$2,500.00          | \$0.00             | \$0.00              | 0.00%         | \$2,500.00          |
| 15-410-5437                                    | BUILDING PROJECTS-TRUST       | \$10,000.00         | \$701.31           | \$7,027.28          | 70.27%        | \$2,972.72          |
|  | <b>BUILDING EXPENSES</b>      | <b>\$56,000.00</b>  | <b>\$6,649.53</b>  | <b>\$26,905.94</b>  | <b>48.05%</b> | <b>\$29,094.06</b>  |
| 15-410-5440                                    | SMALL EQUIP/TOOLS             | \$7,000.00          | \$731.63           | \$2,502.02          | 35.74%        | \$4,497.98          |
| 15-410-5352                                    | PRINTING/PUBLISHING           | \$300.00            | \$0.00             | \$0.00              | 0.00%         | \$300.00            |
| 15-410-5450                                    | OFFICE SUPPLIES               | \$3,750.00          | \$138.07           | \$919.99            | 24.53%        | \$2,830.01          |
| 15-410-5350                                    | POSTAGE                       | \$100.00            | \$53.20            | \$61.51             | 61.51%        | \$38.49             |
| 15-410-5351                                    | TELEPHONE                     | \$2,500.00          | \$197.16           | \$989.72            | 39.59%        | \$1,510.28          |
|  | <b>OFFICE EXPENSES</b>        | <b>\$13,650.00</b>  | <b>\$1,120.06</b>  | <b>\$4,473.24</b>   | <b>32.77%</b> | <b>\$9,176.76</b>   |
| 15-410-5340                                    | INFO TECHNOLOGY               | \$16,500.00         | \$12,762.19        | \$14,461.58         | 87.65%        | \$2,038.42          |
|  | <b>TECHNOLOGY</b>             | <b>\$16,500.00</b>  | <b>\$12,762.19</b> | <b>\$14,461.58</b>  | <b>87.65%</b> | <b>\$2,038.42</b>   |
| 15-410-5431                                    | ADULT LIBRARY MATERIALS       | \$32,000.00         | \$2,555.76         | \$15,581.59         | 48.69%        | \$16,418.41         |
| 15-410-5432                                    | YOUNG ADULT LIBRARY MATERIALS | \$9,500.00          | \$404.70           | \$3,507.43          | 36.92%        | \$5,992.57          |
| 15-410-5433                                    | CHILD LIBRARY MATERIALS       | \$21,000.00         | \$1,866.49         | \$7,303.62          | 34.78%        | \$13,696.38         |
| 15-410-5434                                    | PERIODICALS                   | \$3,500.00          | \$0.00             | \$1,821.17          | 52.03%        | \$1,678.83          |
| 15-410-5435                                    | MATERIALS DATABASES           | \$8,000.00          | \$683.00           | \$4,728.31          | 59.10%        | \$3,271.69          |
| 15-410-5430                                    | MATERIALS PROCESSING SUPPLIES | \$5,000.00          | \$839.22           | \$2,344.00          | 46.88%        | \$2,656.00          |
|  | <b>TOTAL MATERIALS</b>        | <b>\$79,000.00</b>  | <b>\$6,349.17</b>  | <b>\$35,286.12</b>  | <b>44.67%</b> | <b>\$43,713.88</b>  |
| 15-410-5530                                    | PROFESSIONAL DEV/TRAINING     | \$1,000.00          | \$189.67           | \$206.35            | 20.64%        | \$793.65            |
| 15-410-5890                                    | MISC. EXP                     | \$250.00            | \$7.66             | \$50.61             | 20.24%        | \$199.39            |
| 15-410-5510                                    | PROGRAMS                      | \$6,000.00          | \$137.06           | \$6,000.00          | 100.00%       | \$0.00              |
| 15-410-5353                                    | DUES & SUBSCRIPTIONS          | \$450.00            | \$0.00             | \$0.00              | 0.00%         | \$450.00            |
|  | <b>TOTAL OTHER EXPENSES</b>   | <b>\$7,700.00</b>   | <b>\$334.39</b>    | <b>\$6,256.96</b>   | <b>81.26%</b> | <b>\$1,443.04</b>   |
| <b>LIBRARY GRANT</b>                           |                               |                     |                    |                     |               |                     |
| 15-411-5510                                    | PROGRAMS                      | \$4,600.00          | \$0.00             | \$0.00              | 0%            | \$4,600.00          |
| 15-411-5430                                    | LIBRARY PURCHASES             | \$2,199.75          | \$0.00             | \$0.00              | 0.00%         | \$2,199.75          |
| 15-411-5340                                    | INFO TECHNOLOGY               | \$5,000.00          | \$0.00             | \$0.00              | 0.00%         | \$5,000.00          |
|  | <b>LIBRARY GRANT</b>          | <b>\$11,799.75</b>  | <b>\$0.00</b>      | <b>\$0.00</b>       | <b>0.00%</b>  | <b>\$11,799.75</b>  |
|  | <b>TOTAL LIBRARY EXPENSES</b> | <b>\$599,345.79</b> | <b>\$56,807.57</b> | <b>\$249,590.46</b> | <b>41.64%</b> | <b>\$349,762.03</b> |
| <b>ENDING BALANCE</b>                          | Ending Balance April 30, 2018 | \$453.96            |                    |                     |               |                     |
| <b>TOTAL ENDING BALANCE &amp; EXPENDITURES</b> |                               | <b>\$599,799.75</b> |                    |                     |               |                     |

### Capital Plan Activity for 2017-18 as of September 30, 2017

#### 15-410-6300 Building Capital

|  |                       |                     |   |   |
|--|-----------------------|---------------------|---|---|
| Opening balance May 1 2017   |                       | \$24,461.15         |   |   |
| Transfer in from Restricted fund June 2017                                   |                       | \$130,000.00        |   |   |
| Transfer in from Restricted fund Sept 2017                                   |                       | \$15,000.00         |   |   |
| <b>Total</b>   |                       | <b>\$169,461.15</b> |   |   |
|  |                       |                     |   |   |
| <b>Project</b>   | <b>Estimated cost</b> | <b>Actual spend</b> | <b>Progress Report</b>  | <b>Notes</b>  |
| Repairs to oak paneling in 1900 section                                      | \$7,440.00            | \$7,300.00          | completed 6/23/17   |   |
| Oak shelving in 1900 area, new book area and "nook"                          | \$12,308.00           | \$12,432.00         | completed 6/19/17   |   |
| Youth department display shelving  | \$8,000.00            |                     | updated estimate received 5/17  |   |
| Replace phone system   | \$6,500.00            |                     | Requested estimates from 4 vendors  |   |
| Work to window well  | \$35,000.00           | \$790.30            | Working on bid document   | Amount so far on Willett Hofmann invoice  |
| Replace "lounge" seating in 1900 section and tables/chairs for 1969 addition | \$9,073.77            |                     | Received initial estimates from SBM. Some items to be purchased from TLS                                      | Total budget is \$10,000. Rest is from Trust contribution to operating budget   |
| Install traffic counters   | \$3,000.00            | \$2,984.35          | Ordered 6/30/17. Delivered 8/10/17. Installation made part of network project                                 | Price includes purchase and one-off calibration service. Installation to be arranged with Public Works and IT.  |
| Remodel office space for technical services                                  | \$8,500.00            | \$8,210.05          | Ordered 6/20/17. Delivery completed 8/29/17. Invoice received and held. Slight remediation work still needed. |   |
| Computer replacements  | \$3,000.00            | \$2,049.15 [1]      | 3 computers installed 8/2/17. Awaiting delivery of thin clients   |   |
| Elevator   | \$65,000.00           |                     | Bid received in total amount of \$115,000.  | Other \$50,000 to come from State. Bid includes amount to cover 5 years of maintenance plan. Willett Hofmann invoice \$3462.80 was charged to Maintenance line in Operating budget. |
| Replace emergency exit signs and lighting                                    | \$6,000.00            | \$5,912.50          | Installation completed 8/3/17.  |   |
| <b>Total Committed</b>   | <b>\$163,821.77</b>   |                     |   |   |
| <b>Spent to date</b>   |                       | <b>\$39,678.35</b>  |   |   |
| <b>Remaining</b>   |                       | <b>\$129,782.80</b> |   |   |

#### 15-410-5437 Building Projects - Trust (Operating Budget)

|                                     |                       |                     |  |  |
|-------------------------------------|-----------------------|---------------------|--|--|
| <b>Project</b>                      | <b>Estimated cost</b> | <b>Actual spend</b> | <b>Progress Report</b>   | <b>Notes</b>   |
| Landscape north side by parking lot | \$3,000.00            |                     | Ground tilled and stumps cut out. Planting to be done in spring 2018 | Funded by trust contribution to operating budget in 17/18  |
| Paint interior upstairs             | \$6,465.14            | \$6,325.97          | completed 7/31/17  | Total project budgeted at \$10,000. The first \$3534.86 funded by operating budget 16/17. The remainder from trust contribution to operating budget in 17/18 |
| New seating                         | \$926.23              | \$701.31            |  | "change for chairs" trust line (\$926.23 as of 5/8/17) Put into trust contribution. 4 stools from TLS delivered 8/31/17                                      |
| <b>Total</b>                        | <b>\$10,391.37</b>    | <b>\$7,027.28</b>   |  |  |
| <b>Total Project Commitments</b>    | <b>\$174,213.14</b>   | <b>\$46,705.63</b>  |  |  |

**CIRCULATION REPORT FOR SEPTEMBER 2017  
2017-2018**

|                          | JULY          | AUGUST       | SEPT.        | TOTAL          | Monthly      |
|--------------------------|---------------|--------------|--------------|----------------|--------------|
|                          | 2016          | 2016         | 2016         | 2016-2017      | Average      |
|                          |               |              |              |                | 2016-17      |
| <b>LIBRARY MATERIALS</b> |               |              |              |                |              |
| Adult Books              | 2,992         | 3,150        | 2,882        | 33,933         | 2,828        |
| E-Books                  | 395           | 399          | 460          | 5,082          | 424          |
| Young Adult              | 776           | 829          | 653          | 8,938          | 745          |
| Juv. Books               | 4,488         | 3,715        | 3,433        | 42,087         | 3,507        |
| Periodicals              | 111           | 174          | 173          | 1,686          | 141          |
| E-Periodicals            | 160           | 83           | 93           | 1,042          | 143          |
| In-House Circ            | 56            | 34           | 29           | 531            | 44           |
| Paperback Exchange       | 110           | 94           | 96           | 972            | 81           |
| <b>Monthly Subtotal</b>  | <b>9,088</b>  | <b>8,478</b> | <b>7,819</b> | <b>95,948</b>  | <b>7,912</b> |
|                          |               |              |              |                |              |
| <b>MEDIA</b>             |               |              |              |                |              |
| DVD                      | 587           | 511          | 637          | 7,163          | 597          |
| Audio Books              | 151           | 145          | 150          | 1,640          | 137          |
| E-Audio Books            | 159           | 126          | 152          | 1,604          | 134          |
| CD Music                 | 26            | 25           | 32           | 297            | 25           |
| Cameras/Equipment        | 0             | 0            | 0            | 0              | 0            |
| <b>Monthly Subtotal</b>  | <b>923</b>    | <b>807</b>   | <b>971</b>   | <b>10,704</b>  | <b>892</b>   |
|                          |               |              |              |                |              |
| <b>RAILS-ILL</b>         |               |              |              |                |              |
| Materials Borrowed       | 140           | 204          | 147          | 1,859          | 155          |
| Materials Loaned         | 25            | 40           | 48           | 556            | 46           |
| <b>Monthly Subtotal</b>  | <b>165</b>    | <b>244</b>   | <b>195</b>   | <b>2,415</b>   | <b>201</b>   |
|                          |               |              |              |                |              |
| <b>RRLC</b>              |               |              |              |                |              |
| Materials Borrowed       | 93            | 120          | 99           | 1,219          | 102          |
| Materials Loaned         | 151           | 222          | 193          | 2,290          | 191          |
| <b>Monthly Subtotal</b>  | <b>244</b>    | <b>342</b>   | <b>292</b>   | <b>3,509</b>   | <b>292</b>   |
|                          |               |              |              |                |              |
| <b>Monthly Total</b>     | <b>10,420</b> | <b>9,871</b> | <b>9,277</b> | <b>111,570</b> | <b>9,298</b> |

Year on Year % change

Computer Individual Sessions  
Computer Usage Hours

Year on Year % change

| JULY         | AUGUST       | SEPT.        | TOTAL so far  | Monthly      |
|--------------|--------------|--------------|---------------|--------------|
| 2017         | 2017         | 2017         | 2017-2018     | Average      |
|              |              |              | 2017-2018     | 2017-18      |
|              |              |              | 42%           |              |
| 3,079        | 3,256        | 2,806        | 15,052        | 3,010        |
| 369          | 382          | 399          | 1,834         | 367          |
| 950          | 800          | 637          | 4,272         | 854          |
| 3,769        | 3,044        | 2,735        | 18,366        | 3,673        |
| 125          | 145          | 154          | 756           | 151          |
| 96           | 95           | 65           | 403           | 81           |
| 38           | 44           | 16           | 156           | 31           |
| 108          | 86           | 122          | 463           | 93           |
| <b>8,534</b> | <b>7,852</b> | <b>6,934</b> | <b>41,302</b> | <b>8,260</b> |
|              |              |              |               |              |
| 572          | 522          | 521          | 3,002         | 600          |
| 127          | 127          | 125          | 712           | 142          |
| 145          | 199          | 172          | 838           | 168          |
| 20           | 30           | 35           | 154           | 31           |
| 0            | 0            | 0            | 0             | 0            |
| <b>864</b>   | <b>878</b>   | <b>853</b>   | <b>4,706</b>  | <b>941</b>   |
|              |              |              |               |              |
| 223          | 227          | 162          | 975           | 195          |
| 29           | 52           | 49           | 206           | 41           |
| <b>252</b>   | <b>279</b>   | <b>211</b>   | <b>1,181</b>  | <b>236</b>   |
|              |              |              |               |              |
| 115          | 151          | 126          | 641           | 128          |
| 216          | 241          | 201          | 1,107         | 221          |
| <b>331</b>   | <b>392</b>   | <b>327</b>   | <b>1,748</b>  | <b>350</b>   |
|              |              |              |               |              |
| <b>9,981</b> | <b>9,401</b> | <b>8,325</b> | <b>48,937</b> | <b>9,787</b> |

|       |       |        |        |         |
|-------|-------|--------|--------|---------|
| -4.21 | -4.76 | -10.26 | 43.86% | 105.26% |
|-------|-------|--------|--------|---------|

|     |      |     |      |
|-----|------|-----|------|
| 960 | 1128 | 976 | 5060 |
| 576 | 627  | 570 | 2951 |

|          |        |       |        |
|----------|--------|-------|--------|
| Sessions | 31.97% | Hours | 32.90% |
|----------|--------|-------|--------|

**Activity Summary for Location**  
**Dixon PL**  
**Sep 1, 2017 through Sep 30, 2017**

| Circulations *            |               | Holds *          |        |
|---------------------------|---------------|------------------|--------|
| Circulation Type          | Counts        | Hold Type        | Counts |
| Check Out                 | 5,517         | Hold Added       | 421    |
| Check In                  | 5,817         | Hold Arrived     | 409    |
| Renewal                   | 1,695         | Hold Canceled    | 101    |
| In-House Use              | 1             | Hold Checked Out | 329    |
| <b>Circulations Total</b> | <b>13,030</b> |                  |        |

| Fines Paid/Waived * |          | Overdue Notices **          |                |
|---------------------|----------|-----------------------------|----------------|
| Transaction Type    | Total    | Notice Number               | Items Notified |
| Fines Paid          | \$772.19 | 1                           | 89             |
| Fines Waived        | \$434.89 | 2                           | 30             |
|                     |          | Courtesy Notice             | 2,720          |
|                     |          | <b>Items Notified Total</b> | <b>2,839</b>   |

| Borrower Maintenance *    |               |        |
|---------------------------|---------------|--------|
| Borrower Maintenance Type | Borrower Type | Counts |
| Borrower Add              | DPLAD         | 1      |
|                           | DPLAN         | 4      |
|                           | DPLAR         | 48     |
|                           | DPLIL         | 4      |
|                           | DPLJN         | 2      |
|                           | DPLJR         | 16     |
|                           | DPLRB         | 1      |
| Borrower Delete           | DPLAR         | 2      |
| Borrower Update           | ADULT NR      | 1      |
|                           | DPLAD         | 18     |
|                           | DPLAN         | 57     |
|                           | DPLAR         | 282    |
|                           | DPLEN         | 2      |
|                           | DPLER         | 3      |
|                           | DPLIL         | 3      |

**Stats Only Check Outs**  
**No Data matches Selection Criteria**

Activity Summary for Location  
 Dixon PL  
 Sep 1, 2017 through Sep 30, 2017

**Borrower Maintenance \***

| Borrower Maintenance Type         | Borrower Type | Counts     |
|-----------------------------------|---------------|------------|
| Borrower Update                   | DPLJN         | 11         |
|                                   | DPLJR         | 45         |
|                                   | DPLNT         | 15         |
|                                   | DPLRB         | 10         |
|                                   | RFPA          | 1          |
|                                   | STAFF         | 5          |
| <b>Borrower Maintenance Total</b> |               | <b>531</b> |

**Titles Added \*\*\***

No Data matches Selection Criteria

**Titles Deleted \*\*\***

No Data matches Selection Criteria

**Items Added \*\*\***

| Item Add Type            | Counts    |
|--------------------------|-----------|
| Item Added - Circ        | 78        |
| <b>Items Added Total</b> | <b>78</b> |

**Items Deleted \*\*\***

| Item Delete Type           | Counts     |
|----------------------------|------------|
| Item Deleted - Circ        | 136        |
| <b>Items Deleted Total</b> | <b>136</b> |

*\* If done in Circulation, tracked by Location setup in Station option. If done in PAC, tracked by Borrower Location. Check Out Counts include Stats Only Check Outs.*

*\*\* Tracked by Borrower Location*

*\*\*\* If done in Cataloging, tracked by Statistics setup. If done in Circulation, tracked by Location setup in Station option.*

Count of Items Added and Deleted by Holdings Codes and Modules

Dixon PL

Sep 1, 2017 through Sep 30, 2017

| Owning Holdings Code            | Item Added -<br>Cat | Item Added -<br>Circ | Item Deleted -<br>Cat | Item Deleted -<br>Circ | Current Item<br>Count |
|---------------------------------|---------------------|----------------------|-----------------------|------------------------|-----------------------|
| Adult-Christian Fic (XPCF)      | 17                  |                      |                       | 2                      | 1,980                 |
| Adult-Fiction (XPF)             | 82                  |                      | 325                   | 1                      | 15,220                |
| Adult-Graphic Novels<br>(XPAGN) | 4                   |                      |                       |                        | 149                   |
| Adult-High Demand (XPHD)        | 11                  |                      |                       |                        | 33                    |
| Adult-Lincoln Coll (XPLC)       | 37                  |                      | 6                     |                        | 519                   |
| Adult-Local Hist Ref (XPLHR)    | 20                  |                      | 1                     |                        | 309                   |
| Adult-Local History (XPLH)      | 5                   |                      |                       |                        | 417                   |
| Adult-Non-Fiction (XPANF)       | 86                  |                      | 17                    |                        | 13,936                |
| Adult-Reagan Collect<br>(XPARC) |                     |                      |                       |                        | 167                   |
| Adult-Reference (XPAREF)        | 5                   |                      | 1                     |                        | 213                   |
| Adult-Science Fic (XPSF)        | 14                  |                      | 4                     |                        | 958                   |
| Adult-Urban Fiction (XPUF)      | 4                   |                      | 4                     |                        | 339                   |
| Adult-Vault (XPV)               |                     |                      | 13                    |                        |                       |
| Adult-Western (XPW)             | 7                   |                      | 1                     |                        | 881                   |
| Back Office (XPBO)              | 1                   |                      |                       |                        | 118                   |
| Juvenile Award (XPJAWA)         |                     |                      | 1                     |                        | 99                    |
| Juvenile Bag (XPJBAG)           |                     |                      |                       |                        | 27                    |
| Juvenile Biography (XPJBIO)     | 12                  |                      | 318                   |                        | 1,020                 |
| Juvenile Board Book (XPJBB)     |                     |                      | 51                    |                        | 229                   |
| Juvenile Easy Reader (XPJER)    | 28                  |                      |                       | 1                      | 1,923                 |
| Juvenile Fiction (XPJF)         | 93                  |                      | 484                   | 24                     | 5,879                 |
| Juvenile Fiction (XPJFF)        | 45                  |                      | 4                     | 15                     | 6,618                 |
| Juvenile Holiday (XPJH)         |                     |                      |                       |                        | 1,025                 |
| Juvenile Non-Fiction (XPJNF)    | 23                  |                      | 4                     | 5                      | 7,462                 |
| Juvenile Oversize (XPJQ)        | 24                  |                      | 7                     | 4                      | 2,927                 |
| Juvenile Periodical (XPJPER)    |                     | 5                    |                       |                        | 156                   |
| Juvenile Popular (XPJPOP)       | 12                  |                      | 60                    | 4                      | 688                   |
| Juvenile Reference (XPJREF)     |                     |                      |                       |                        | 88                    |
| Juvenile Stacks (XPJST)         |                     |                      | 2                     |                        | 1,036                 |

Count of Items Added and Deleted by Holdings Codes and Modules

Dixon PL

Sep 1, 2017 through Sep 30, 2017

| Owning Holdings Code             | Item Added -<br>Cat | Item Added -<br>Circ | Item Deleted -<br>Cat | Item Deleted -<br>Circ | Current Item<br>Count |
|----------------------------------|---------------------|----------------------|-----------------------|------------------------|-----------------------|
| Juvenile-Prof (XPJPRO)           |                     |                      |                       | 10                     | 9                     |
| Media - DVD (XPMDVD)             | 4                   |                      | 11                    |                        | 1,346                 |
| Media-Book on CD (XPBKCD)        | 15                  |                      | 1                     |                        | 400                   |
| Media-Compact Disc (XPCD)        |                     |                      |                       |                        | 361                   |
| Media-Juv Book on CD<br>(XPJCDB) |                     |                      |                       | 1                      | 217                   |
| Media-Juvenile CD (XPJCD)        |                     |                      |                       |                        | 46                    |
| Media-Juvenile DVD<br>(XPJDVD)   |                     |                      | 4                     |                        | 270                   |
| Periodical (2 wk.) (XPPER2)      | 9                   | 73                   | 45                    | 72                     | 626                   |
| Y A Fiction (XPYAF)              | 28                  |                      | 4                     |                        | 4,574                 |
| Y A Manga (XPYAM)                | 6                   |                      | 1                     |                        | 1,099                 |
| Y A Non-Fiction (XPYANF)         | 1                   |                      |                       |                        | 289                   |
| YA Graphic Novels (XPYAGN)       | 6                   |                      |                       |                        | 770                   |
| <b>Report Totals</b>             | <b>59</b>           | <b>73</b>            | <b>131</b>            | <b>136</b>             | <b>74,414</b>         |