

# Maroa Public Library District Regular Meeting Agenda

6/18/2018 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order
2. Roll Call
3. Board President Remarks
4. Recognition of Visitors, Delegations, etc.
5. Public comment period

## Consent Agenda

6. May 21, 2018 Meeting Minutes
7. Director's Report & Calendar
8. Accountant & Treasurer's Reports
9. List of Paid Bills

## Committee Reports

10. Personnel
11. Material Selection & Circulation
12. Building & Grounds
13. Finance Policy
14. Financial Development

## New Business

15. Prevailing Wage Ordinance
16. Capital Needs Assessment

## Old Business

17. Board Officer Vacancy / Voting
18. DVD Shelving Update

## Approvals

19. Approval, Consent Agenda
20. Approval, Audra Newton as Library Trustee
21. Approval, Board Officer Positions
22. Approval, DVD Shelving Expense
23. Approval, HVAC Purchase & Installation
24. Approval, Prevailing Wage Ordinance
25. July 16, 2018 6:30pm Meeting Agenda Suggestions
  - a. Budget hearing set for July meeting. Posted in paper on 6/14/18.
26. Adjournment

# Maroa Public Library District

305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com



# Maroa Public Library District Regular Meeting Notes

5/21/2018 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order – Meeting called to order by Angela Foulke at 6:30pm.
2. Roll Call – Trustees in attendance: Angela Foulke, Tony Norton, Amber Scott, James Meece, Carmen Hatton, Lindsey Hanes. Staff in attendance: Sara Gentle and Andrea Wilber. Guests in attendance: Audra Newton.
3. Board President Remarks – Angela Foulke complimented the Library on completed roof job, weeded juvenile section, and expanded garden.
4. Recognition of Visitors, Delegations, etc. – Interest was expressed in having Audra Newton join the board.
5. Public comment period – No comments.

## Consent Agenda

6. April 16, 2018 Meeting Minutes
7. Director's Report & Calendar – Sara Gentle reported that the roof was completed on May 18, 2018. Apex will be replacing the moldy ceiling insulation. The cost was guessed to be under \$500 however, they won't know the complete extent of the damage until the work starts.
8. Accountant & Treasurer's Reports – With slightly over one month left in the fiscal year, the library remains on budget.
9. List of paid bills

## Committee Reports

10. Personnel – No report
11. Material Selection & Circulation – Angela Foulke shared that there is a person willing to donate over 4,000 books to the Library. With the challenge of spending the existing book budget and lack of space, Sara said she appreciates the offer but cannot accept that many books at the current time.
12. Building & Grounds – No report
13. Finance Policy – No report
14. Financial Development – No report

## New Business

15. Board Officer Vacancy / Voting – The board will vote on two year termed officer positions, next month at the regular board meeting. Angela Foulke will run as president, Amber Scott as treasurer, and James Meece will change from secretary to vice president. No one has expressed interest in the secretary position at this time.
16. DVD Shelving – Sara presented information on new Gaylord brand DVD display shelving. Tony Norton suggested the Library check with Huffman Cabinets to see if they could make similar furniture at a more reasonable price. Sara will look into it and check back next month.
17. FY'18-19 Budget – The 2017 tax levy numbers are expected to be the same or just slightly higher than 2016. Highlights of the proposed budget:
  - a. Increase to the video budget from \$1500 to \$3000
  - b. Increase in the book budget from \$13,000 to \$14,200
  - c. Reduction in legal services from \$2000 to \$1000
  - d. Increase to office expenses by \$600
  - e. Reduction to payroll from \$89,950 to \$89,300

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#### Old Business

18. Roof Update – Started 4/30/18 . Completed 5/18/18. Looks great!
19. June 30, 1pm Bingo at City Hall – Several bingo prizes have been donated. We will need at least four volunteers to run the bingo event.

#### Approvals

20. Approval, Consent Agenda: Motion to approve by James Meece. Seconded by Lindsey Hanes.
21. Approval, Board Officer Positions: Tabled until June 18, 2018.
22. Approval, DVD Shelving Expense – Tabled until June 18, 2018.
23. Approval, FY'18-19 Budget - Motion to approve by Lindsey Hanes. Seconded by Carmen Hatton. All members aye.
  
24. June 18, 2018 6:30pm Meeting Agenda Suggestions – Angela Foulke will be absent. The board will vote on officers, vote to fill the board vacancy, and receive a report regarding the DVD display furniture.
  
25. Adjournment – Meeting was adjourned at 7:19pm with a motion by Lindsey Hanes, and a second by Tony Norton.

# Director's Report

May 2018 Statistics | June 18, 2018

## Circulation and Patron Statistics

Total Check Outs	1053	New Items	331
People Count	597	New Patrons	5
ILL	324 in / 268 out	MPLD checkouts to MPLD patrons	545
Computer Users	40	OCLC	4
LOTG	116	3M	N/A
Adult Program Attendance	71	Adult Program Count	15
Youth Program Attendance	15	Youth Program Count	2
Children's Program Attendance	529	Children's Program Count	6

### Materials & Selection:

- We're excited to start the DVD move ASAP so that the new art books (BTB grant) have a shelf location.
- Once the DVDs are relocated, we will be working on verifying adult inventory and weeding to make space for new books.

### Building & Maintenance:

- One thing learned at DU is that Corporate Funds can be used both for corporate expenses and building and maintenance. Excess funds in these two funds (Corporate and Building) may be put into a special reserve for future projects. The Library has a Special Reserve account already that we can use if the Board creates a policy stating how the funds are to be used. I am in the process of drafting such a policy and will be developing a list of expected future building expenses (bathroom tile, furnaces, air conditioning, etc.) so that we can plan for how to cover such expenses.

### Safety & Security:

- The two armchairs in the periodical area both were unsafe to sit in as both had broken legs. In order to help with bodily fluid and other clean ups, these chairs along with the other 3 fabric arm chairs original to the building were replaced with faux leather for ease of clean up.

### Programming & Events:

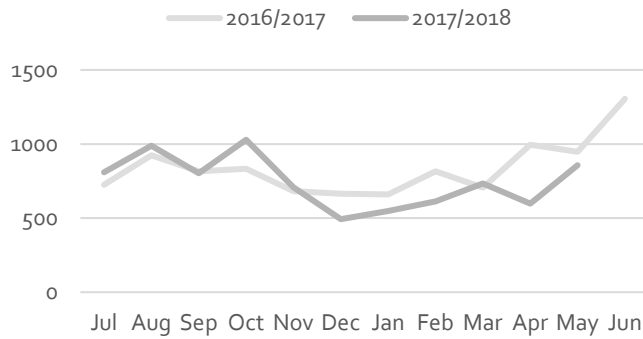
- Summer Reading – Is underway! The summer reading party will be held June 28<sup>th</sup> from 11am to 1pm.
- City Hall Bingo – We would appreciate Board support June 30<sup>th</sup> from 1pm to 2:45pm..

## Maroa Public Library District

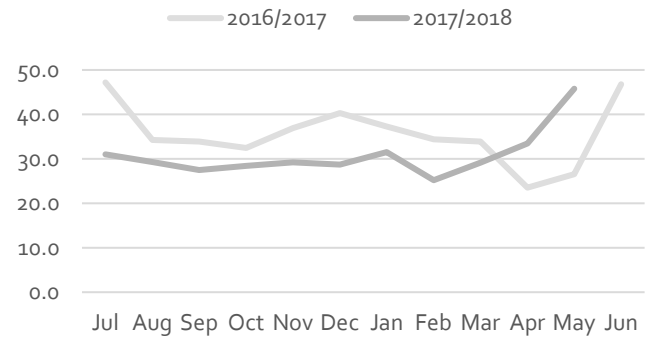
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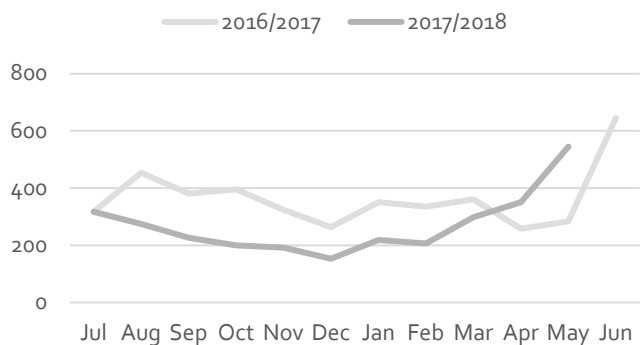
### Monthly People Count



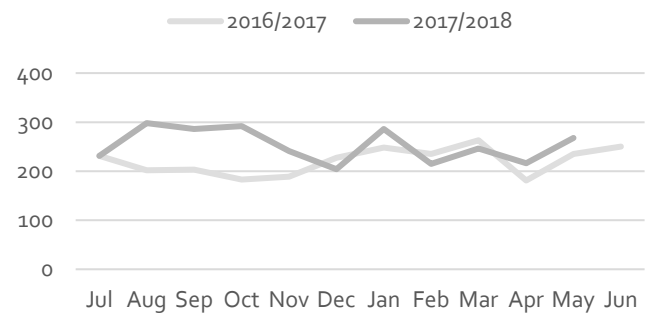
### Average Checkouts per Day



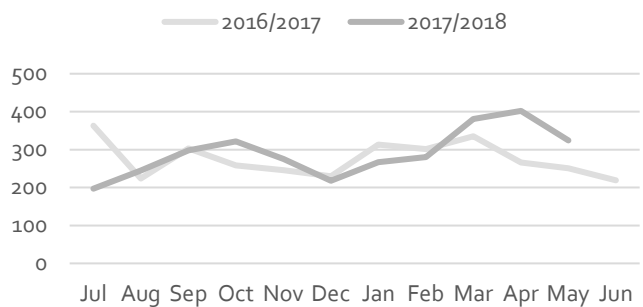
### Monthly MPLD Items Lent at MPLD



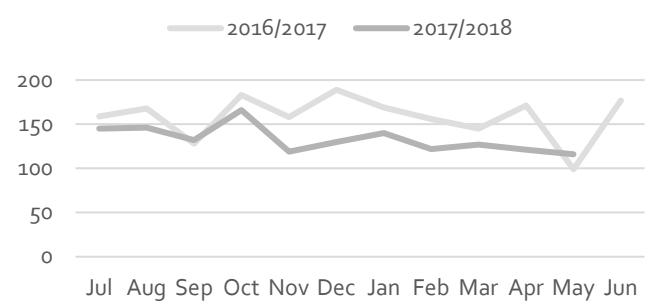
### Monthly Items Borrowed (Ordered In) from Other Libraries



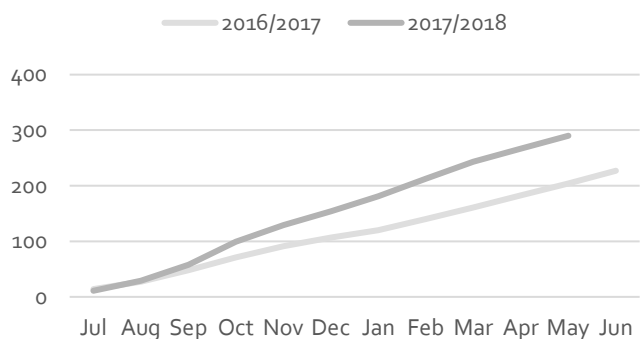
### Monthly MPLD Items Lent to Other Libraries (ILL In)



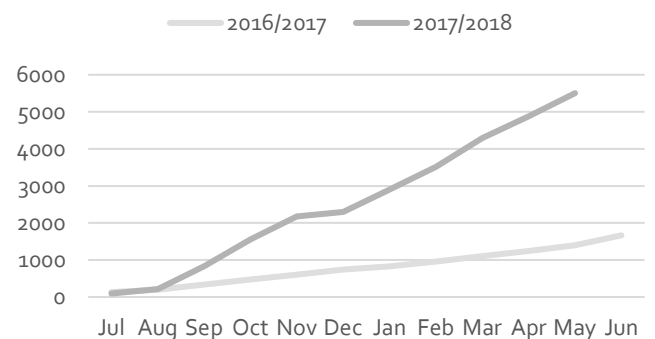
### Monthly Library On the Go Checkouts



### YTD Total Number of Programs



### YTD Total Program Attendance



## Maroa Public Library District (MARP-ZCH)

### Record Counts – May 1, 2018 through May 31, 2018

	Bibs w/Items	Bibs w/o Items	Authority		
Global	1,816,674	32,380	705,429		
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff
Branch Specific	20,180	20,670	0	1,743	10

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In
1,053	114	673	54
Holds Placed	Holds Satisfied	Holds Cancelled	
337	295	45	

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	2	0	331	5
Added by Other	6,934	3,992	0	0
Deleted by Branch	0	0	619	0
Deleted by Other	6,621	2,118	30	3

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived
\$119.50	\$94.85	\$0.00	\$94.85	\$217.24

Total Outstanding Fines - As of 6/9/2018 2:30 PM

\$9,153.04

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
399	0	195	4

## 6/18/18 Approval Request

- Excess of almost \$8000 in Corporate | Employee Gross Wages for FY' 17/18
- Move the DVD section over to the adult side, in front of the director's office windows, meeting ADA requirements.
- Existing DVD area would be used to display the \$2700 art book grant books.
- Allow for increase in DVD inventory in future years.
  - Since 7/1/2018 DVDs make up 26% of circulation statistics.
- Classify expense as Corporate | Office Expense | Supplies
- Cost to relocate DVDs ~\$4400

1) 3 Huffman Cabinet CD/DVD Browsers (\$3030.00)



3) 5 sets of alphabetical dividers (\$111.50)



2) 4000 DVD display sleeves (\$1110.00)



4) multi-disc DVD cases (~\$100)



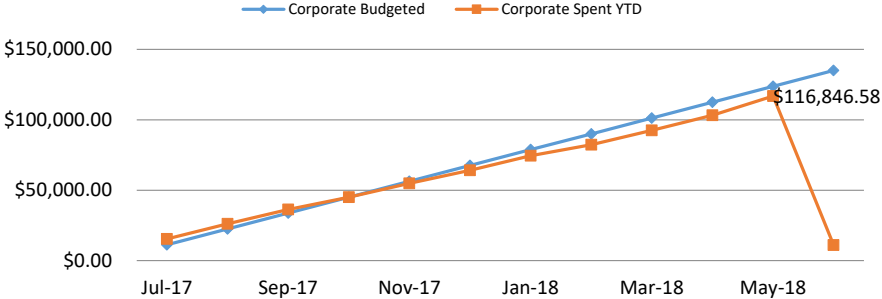
# Events Calendar

Jul 2018 (Central Time)

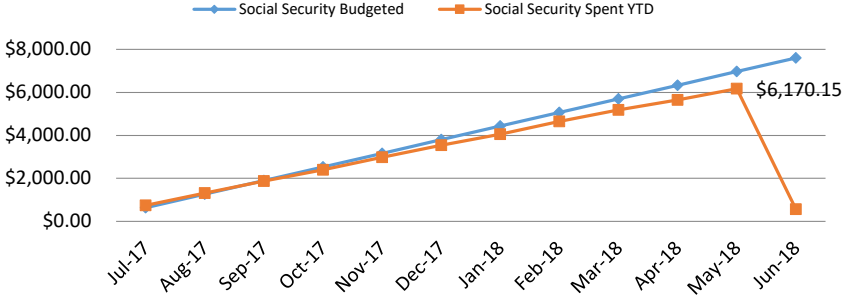
Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
		9am - Exercise	11am - SUMMER	9am - Exercise	8:30am - Andrea 1pm - Bingo at	
2	3	4	5	6	7	8
	Holiday-library	Holiday-Library 9am - Exercise	10am - Storyti 6pm - American	9am - Exercise		
9	10	11	12	13	14	15
		9am - Exercise 10:30am - Hom	10am - Storyti	9am - Exercise		
16	17	18	19	20	21	22
6:30pm - Librar	1pm - Movie	9am - Exercise	10am - Storyti	9am - Exercise		
23	24	25	26	27	28	29
		9am - Exercise 10:30am - Adult	10am - Storyti	9am - Exercise		
30	31	1	2	3	4	5
		9am - Exercise	10am - Storyti 6pm - American	9am - Exercise	11am - Gray Room	



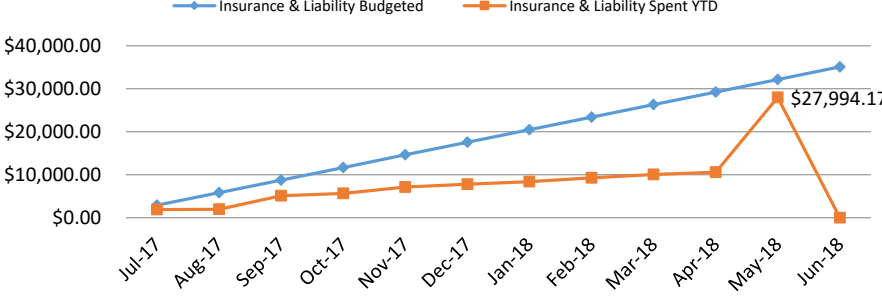
Corporate Expenses  
YTD vs Budget



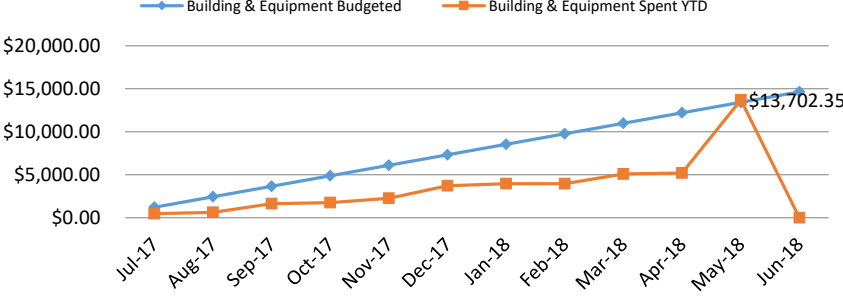
Social Security  
YTD vs Budget



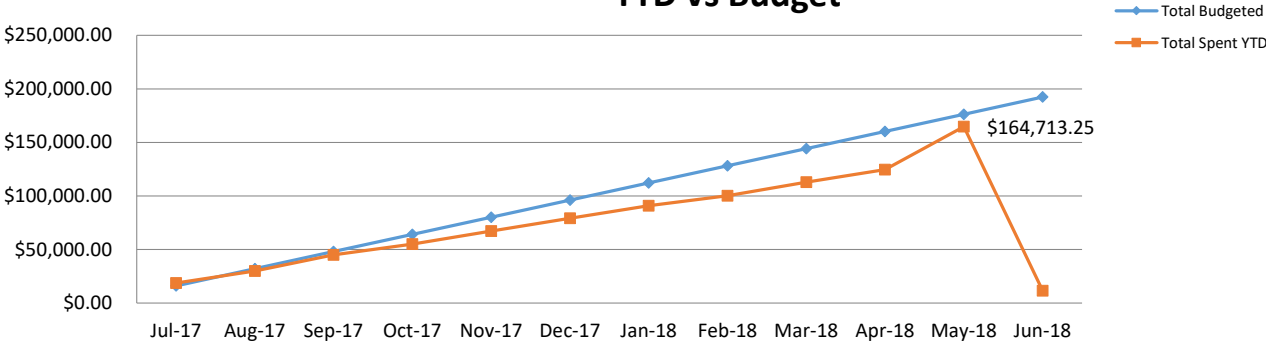
Insurance Expenses  
YTD vs Budget



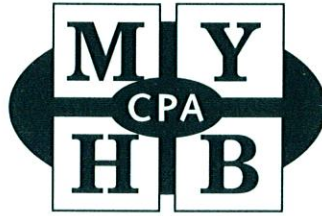
Building & Equipment  
YTD vs Budget



MPLD 2017-2018  
YTD vs Budget



Daniel J. McGuire, CPA  
Robert J. Yuhas Jr., CPA, CFP  
Kevin J. Huffman, CPA  
Kevin R. Buckley, CPA  
Tracie L. England, CPA  
Cody R. Buckley, CPA



Members: American  
Institute of Certified  
Public Accountants &  
Illinois CPA Society

## **McGuire, Yuhas, Huffman & Buckley, P.C.**

**Certified Public Accountants & Consultants**

To the Board of Directors  
Maroa Public Library District  
Maroa, Illinois

Management is responsible for the accompanying interim financial statements of Maroa Public Library District, which comprise the accompanying statements of assets, liabilities, and equity - modified cash basis of Maroa Public Library District as of May 31, 2018 and 2017 and the related statement of revenues and expenses - modified cash basis - for the one month ended May 31, 2018 and 2017 and the year to date ended May 31, 2018. We have performed a compilation engagement in accordance with Statements of Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about Maroa Public Library District assets, liabilities, equity, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Maroa Public Library District.

McGUIRE, YUHAS, HUFFMAN & BUCKLEY, P.C.  
Certified Public Accountants  
Decatur, Illinois

June 7, 2018

**Maroa Public Library District**  
**Statements of Assets, Liabilities & Equity - Mod. Cash Basis**  
**As of May 31, 2018**

	May 31, 18	May 31, 17
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
General Corp Acct	15,347.37	8,636.91
Building Maint Acct	17,210.94	9,335.11
Insurance & Liab Acct	54,559.58	39,302.81
Social Security Acct	14,712.12	21,160.66
Special Reserve Acct	1,506.49	1,504.24
R F Library Fund Acct	5,893.01	5,884.22
Working Cash Acct	9,005.65	8,992.22
Roberta Foulke Reserve CD-SSB	100,000.00	100,000.00
Total Checking/Savings	218,235.16	194,816.17
Total Current Assets	218,235.16	194,816.17
<b>TOTAL ASSETS</b>	<b>218,235.16</b>	<b>194,816.17</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Liabilities		
Fed/FICA/Med Payable	1,502.01	1,040.65
State Withholding Payable	334.20	203.98
Unemployment Taxes Payable	31.05	30.25
Retirement Payable	151.62	151.62
Total Payroll Liabilities	2,018.88	1,426.50
Total Other Current Liabilities	2,018.88	1,426.50
Total Current Liabilities	2,018.88	1,426.50
Total Liabilities	2,018.88	1,426.50
Equity		
Fund Balance - Corporate	184,948.42	127,942.33
Fund Balance - Liab. Insurance	50,673.62	10,182.49
Fund Balance - Social Security	20,281.65	24,881.33
Fund Balance - Equip & Bldg	8,614.89	6,440.11
Net Income	-48,302.30	23,943.41
Total Equity	216,216.28	193,389.67
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>218,235.16</b>	<b>194,816.17</b>



# Maroa Public Library District

## Statements of Revenues & Expenses - Mod. Cash Basis

### May 2018

	May 18	May 17	Jul '17 - May 18
<b>Income</b>			
Tax Levies			
Corporate	0.00	0.00	76,194.95
Liability Insurance	0.00	0.00	22,123.81
Social Security	0.00	0.00	57.57
Equipment & Building	0.00	0.00	6,095.35
Total Tax Levies	0.00	0.00	104,471.68
Grants			
Adult Stem Program Grant	0.00	0.00	1,500.00
Grants - Other	2,227.61	0.00	2,227.61
Total Grants	2,227.61	0.00	3,727.61
Donations	100.00	0.00	5,196.51
Interest Income			
Interest Income - CD	0.00	199.45	200.55
Interest Income - Money Market	0.00	0.00	8.79
Interest Income - Corporate	1.74	0.86	50.36
Interest Income - Equip & Bldg	0.00	0.00	17.00
Interest Income - Liab Insur	0.00	0.00	82.87
Interest Income - Soc Sec	0.00	0.00	26.55
Total Interest Income	1.74	200.31	386.12
Miscellaneous Income	334.90	883.53	2,647.94
Insurance Transfer In	0.00	0.00	3,900.00
<b>Total Income</b>	<b>2,664.25</b>	<b>1,083.84</b>	<b>120,329.86</b>
<b>Expense</b>			
CORPORATE FUNDS			
Materials			
Books	2,572.00	835.73	10,862.91
DVDs	392.35	208.55	1,423.46
Periodicals	115.00	82.79	493.69
Total Materials	3,079.35	1,127.07	12,780.06
Programs			
Children's Programs	653.38	99.26	1,959.96
Adult Programs	1,069.62	0.00	2,995.51
Summer Reading Program	596.84	1,262.33	1,913.86
After School Program	0.00	0.00	115.10
Total Programs	2,319.84	1,361.59	6,984.43
Accounting Services	600.00	600.00	6,600.00
Legal Service	0.00	0.00	1,000.00
Legal Notice & Publications	0.00	0.00	67.14
Miscellaneous	0.00	0.00	100.00
Office Expense			
Supplies	417.81	382.26	1,325.11
Service Charges and Fees	0.00	0.00	29.00
Membership	300.00	274.00	4,103.61
Postage	59.96	135.65	259.48
Total Office Expense	777.77	791.91	5,717.20

# Maroa Public Library District

## Statements of Revenues & Expenses - Mod. Cash Basis

### May 2018

	May 18	May 17	Jul '17 - May 18
<b>Payroll Expenses</b>			
Payroll Gross	6,201.50	5,193.02	74,948.16
Payroll Expenses - Fees	17.50	14.00	197.75
S.E.P. Employer Contribution	0.00	120.17	312.45
<b>Total Payroll Expenses</b>	<b>6,219.00</b>	<b>5,327.19</b>	<b>75,458.36</b>
<b>Utilities</b>			
Garbage	0.00	0.00	177.50
Power	386.00	365.00	4,312.93
Telephone & Communications	314.04	628.52	3,436.10
Water	18.78	37.56	212.86
<b>Total Utilities</b>	<b>718.82</b>	<b>1,031.08</b>	<b>8,139.39</b>
<b>Total CORPORATE FUNDS</b>	<b>13,714.78</b>	<b>10,238.84</b>	<b>116,846.58</b>
<b>INSURANCE &amp; LIABILITY</b>			
<b>Safety</b>			
Dir. Salary - Ins. Portion	550.00	523.58	5,707.45
Supplies	490.08	0.00	1,463.56
Services	290.37	429.00	1,129.37
Safety - Other	15,900.00	0.00	16,496.00
<b>Total Safety</b>	<b>17,230.45</b>	<b>952.58</b>	<b>24,796.38</b>
Liability Insurance	0.00	0.00	2,384.00
Unemployment Insurance	18.91	16.70	195.80
Commerical and Worker's Comp	0.00	3,965.00	9.00
<b>Risk Management</b>	<b>143.00</b>	<b>0.00</b>	<b>627.90</b>
<b>Total INSURANCE &amp; LIABILITY</b>	<b>17,392.36</b>	<b>4,934.28</b>	<b>28,013.08</b>
<b>SOCIAL SECURITY</b>			
<b>Payroll Taxes</b>			
FICA	418.59	354.43	5,000.64
Medicare	97.91	82.89	1,169.51
<b>Total Payroll Taxes</b>	<b>516.50</b>	<b>437.32</b>	<b>6,170.15</b>
<b>Total SOCIAL SECURITY</b>	<b>516.50</b>	<b>437.32</b>	<b>6,170.15</b>
<b>BUILDING &amp; EQUIPMENT</b>			
New Equipment	2,255.44	0.00	2,255.44
Computer and Maintenance	0.00	728.41	2,490.44
Copiers	126.73	133.78	1,318.93
Custodian	0.00	0.00	250.00
Grounds Maintenance	0.00	200.00	1,129.97
Pest Control	44.00	0.00	177.00
Repairs	6,080.57	0.00	6,080.57
<b>Total BUILDING &amp; EQUIPMENT</b>	<b>8,506.74</b>	<b>1,062.19</b>	<b>13,702.35</b>
<b>Building Transfer Out</b>	<b>0.00</b>	<b>0.00</b>	<b>3,900.00</b>
<b>Total Expense</b>	<b>40,130.38</b>	<b>16,672.63</b>	<b>168,632.16</b>
<b>Net Income</b>	<b>-37,466.13</b>	<b>-15,588.79</b>	<b>-48,302.30</b>

Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed	Receipts	
1	Patron Fax	-\$2.00	Corporate				1154				N/A	Deposit
2	Stoutenborough Insurance	-\$100.00	Corporate	Programs	Summer Reading		009497				N/A	Deposit
3	CD Interest	-\$199.45	Building			Foulke CD Interest	023586				N/A	Deposit
4	State of Illinois Treasurer	-\$2,227.61	Building			Per Capita Grant (Computers)	AB7456347				N/A	Deposit
5	Children's Program (Connie Townsend)	-\$10.00	Corporate	Programs	Children's Programming		N/A				N/A	Deposit
6	Cash Drawer	-\$123.95	Corporate			Includes \$57.65 postage donation	N/A				N/A	Deposit
	Total	-\$2,663.01										
1	Baker & Taylor	882.97	Corporate	Materials	Books	4/19/18 Invoice Date	12582	4/19/2018	5/19/2018	5/7/2018	N/A	Bill
2	Amerin	386.00	Corporate	Utilities	Power	power	12579	4/26/2018	6/25/2018	5/7/2018	N/A	Bill
3	Frontier	314.04	Corporate	Utilities	Telecommunications	phone & internet	12585	4/16/2018	5/10/2018	5/7/2018	N/A	Bill
4	City of Maroa	18.78	Corporate	Utilities	Water	water	12583	4/27/2018	5/15/2018	5/7/2018	N/A	Bill
5	Demco	103.02	Corporate	Office Expense	Office Supplies	Paperback covering & Book Esels	12584	4/24/2018	5/24/2018	5/7/2018	N/A	Bill
6	American Library Association	175.00	Corporate	Office Expense	Membership	2018-2019 Library Membership Basic Dues	12580	4/3/2018	5/3/2018	5/7/2018	N/A	Bill
7	Maroa Lumber	1.74	Corporate	Programs	Adult	Bolts for outdoor program seating	12587	4/27/2018	5/27/2018	5/7/2018	N/A	Bill
8	Maroa Lumber	10.98	Insurance	Safety	Supplies	Water sealant to prevent equipment damage	12587	4/24/2018	5/24/2018	5/7/2018	N/A	Bill
9	Maroa Lumber	30.57	Building	Repairs	Building	Mailbox post & concrete	12587	4/27/2018	5/27/2018	5/7/2018	N/A	Bill
10	Tom Shockey	50.00	Building	Repairs	Building	Mailbox repair	12588	4/26/2018	5/26/2018	5/7/2018	N/A	Bill
11	Lazerware	2,255.44	Building	Computer	New Equipment	2 new staff desktops *Per Capita Grant	12586	4/20/2018	5/20/2018	5/7/2018	N/A	Bill
12	APEX Builders	6,000.00	Building	Repairs	Roofing	roofing protection "for safety of building contents"	12581	5/2/2018		5/7/2018	N/A	Bill
12	APEX Builders	15,900.00	Insurance	Safety	Other	roofing protection "for safety of building contents"	12581	5/2/2018		5/7/2018	N/A	Bill
1	Baker & Taylor	1,654.33	Corporate	Materials	Books	4/28/18 Invoice Date	12590	4/28/2018	5/28/2018	5/21/2018	N/A	Bill
2	Watts	126.73	Building	Equipment	Copier	\$93 standard \$30.63 copies \$3.1 fuel	12600	4/25/2018	5/25/2018	5/21/2018	N/A	Bill
3	Cengage	23.24	Corporate	Materials	Books	books	12593	5/3/2018	6/2/2018	5/21/2018	N/A	Bill
4	Scotty's Pest Control	44.00	Building	Pest Control		bi-monthly pest control services.	12596	5/4/2018	6/3/2018	5/21/2018	N/A	Bill
5	MYHB	600.00	Corporate	Accounting Services		February 2018 Accounting Services	12595			5/21/2018	N/A	Bill
6	Electrical Service Company	290.37	Insurance & Safety		Services	Security Lighting Installation	12592	5/2/2018	6/1/2018	5/21/2018		
7	Electrical Service Company	479.10	Insurance & Safety		Supplies	Security Lighting	12592	5/2/2018	6/1/2018	5/21/2018		
8	Demco	265.38	Corporate	Office Expense	Supplies	Book Wrap & Tape	12591	5/4/2018	6/3/2018	5/21/2018		
9	Good Housekeepimg	15.00	Corporate	Materials	Periodicals	2 years of Women's Day & GH magazines	12594	5/10/2018		5/21/2018		
10	Amazon	392.35	Corporate	Materials	Video	19 DVDs	12589	4/10/2018	5/10/2018	5/21/2018	N/A	Bill
11	Amazon	321.23	Corporate	Programs	Children's Programming	Bulletin Board Supplies	12589	5/10/2018	6/9/2018	5/21/2018	N/A	Bill
12	Amazon	755.00	Corporate	Programs	Adult Programming	Picnic Table	12589	5/10/2018	6/9/2018	5/21/2018	N/A	Bill
13	Amazon	426.84	Corporate	Programs	Summer Reading	Prizes	12589	5/10/2018	6/9/2018	5/21/2018	N/A	Bill
14	Amazon	37.62	Corporate	Office Expense	Supplies	Book Tape	12589	5/10/2018	6/9/2018	5/21/2018	N/A	Bill
15	TLC's Ice Cream LLC	170.00	Corporate	Programs	Summer Reading	60 ice cream / slushes for party	12597	5/15/2018	6/14/2018	5/21/2018	N/A	Bill
16	Visa Andrea	332.15	Corporate	Programs	Children's Programming	Bulletin Board	12599	5/10/2018	6/4/2018	5/22/2018	Y	Bill
16	Visa Andrea	11.46	Corporate	Materials	Books	Children's Hardcover	12599	5/10/2018	6/4/2018	5/22/2018	Y	Bill
17	Visa Sara	100.00	Corporate	Materials	Periodicals	Decatur Herald 3 month subscription	12598	5/10/2018	6/4/2018	5/22/2018	N/A	Bill
17	Visa Sara	312.88	Corporate	Programs	Adult Programming	Masks compost & Farmer's Market plants	12598	5/10/2018	6/4/2018	5/22/2018	Y	Bill
17	Visa Sara	125.00	Corporate	Office Expense	Membership	Illinois Library Association annual membership	12598	5/10/2018	6/4/2018	5/22/2018	Y	Bill
17	Visa Sara	59.96	Corporate	Office Expense	Postage	OCLC & stamps	12598	5/10/2018	6/4/2018	5/22/2018	Y	Bill
17	Visa Sara	11.79	Corporate	Office Expense	Supplies	Colored paper for summer reading flyers	12598	5/10/2018	6/4/2018	5/22/2018	Y	Bill
17	Visa Sara	143.00	Insurance &	Risk Management		Shed skylights to protect Library contents / toilet paper & towels	12598	5/10/2018	6/4/2018	5/22/2018	Y	Bill
		3,275.75	Corporate	Payroll Expenses	Payroll Gross	May 01-May 15	Direct Deposit	5/15/2018	N/A	N/A	N/A	N/A
		3,475.75	Corporate	Payroll Expenses	Payroll Gross	May 16 - May 31	Direct Deposit	5/30/2018	N/A	N/A	N/A	N/A
	Total	6,751.50										
		8.75	Corporate	Payroll Expenses	Payroll Expenses - Fees	May 01-May 15	Direct Deposit	5/15/2018	N/A	N/A	N/A	N/A
		8.75	Corporate	Payroll Expenses	Payroll Expenses - Fees	May 16 - May 31	Direct Deposit	5/30/2018	N/A	N/A	N/A	N/A
	Total	17.50										
		-	Corporate	Payroll Expenses	SEP Employer Contribution	May 01-May 15	Direct Deposit	5/15/2018	N/A	N/A	N/A	N/A
			Corporate	Payroll Expenses	SEP Employer Contribution	May 16 - May 31	Direct Deposit	5/30/2018	N/A	N/A	N/A	N/A
	Total	-										