

Sanibel Public Library District

770 Dunlop Road

Sanibel, FL 33957

239.472.2483

www.sanlib.org

Agenda
Board of Commissioners
Regular Meeting
Thursday, February 23, 2023 9:30 A.M.

- | | |
|--|---|
| 1. Call to Order | Congress |
| 2. Roll Call | |
| 3. Set Agenda | |
| 4. Secretary's Report
Minutes from January 26, 2023 | Uhler |
| 5. Public Comment | |
| 6. Ethics, Sunshine, Board Role | Sarah Spector,
Zach Liebetreu, Roetzel & Andress |
| 7. Treasurer's Report | Zahorchak |
| 8. Director's Report | Mohundro |
| 9. Board Comments | |
| 10. Foundation Update | Uhler |
| 11. Adjourn | Congress |

Upcoming Meeting Dates:

Thursday, March 23, 2023 @ 9:30 A.M.

Thursday, April 27, 2023 @ 9:30 A.M.



Sanibel PUBLIC LIBRARY

Director's Report BOC 2/23/2023

Customer Service

- Focusing on use and reorganizing existing services to best meet community need.
- Users benefit with upgrades in recommendations for reading, viewing, listening through SPL Advisory Services – personal, individual touch. COMING SOON!



"Listeners' Advisory Service" Introducing a service upgrade: Freegal Music is now a more user-friendly streaming platform and app. We all enjoy music through our phones, Bluetooth speakers, car, or computers to access 18 million songs from 200+ genres, including today's top music. *How are we supposed to keep this sorted in our heads????!!??* SPL is deploying a cutting-edge recommendations "engine" so users can discover new songs and artists tailored to your music tastes.



"Viewers' Advisory Service" includes Kanopy (foreign films, documentaries, award-winners) now or soon-to-be accessible via OverDrive's Libby app. Once that transition is completed and stable SPL will work to develop enhanced methods for users to easily find the type of films they like and, based on that, will be able to find similar films (e.g., similar settings, timelines, languages, etc.).

"Readers' Advisory Service" is something libraries have always done by guiding users to familiar, favorite, and new titles and authors. New staff hires will be focused on developing eblasts targeted your specific interests so you will be alerted to new titles at SPL you might want to check out. Example: you register for information on historical fiction, crafting, political thrillers, or current events – *alert me when new titles I might be interested are coming soon or are available in the SPL collection*. SPL expects to develop about 6-8 various topics of interest to start and you can click as many or as few as you want. A key to this service is that the lists will be connected to the SPL catalog, so users will know if the book is available for checkout, hold, on order, etc.; it will also boost collection development targets.

Many of these and other eShelf services have been developed as pilot projects funded by the Sanibel Public Library Foundation.

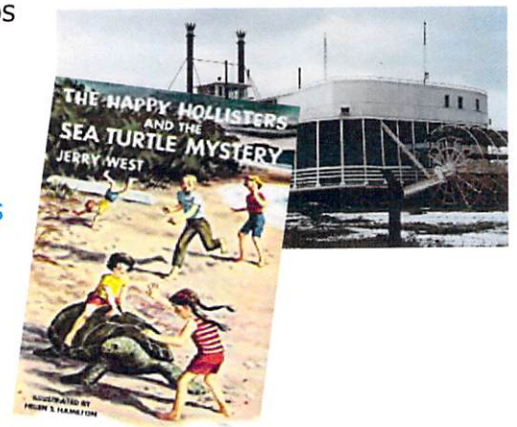
Personalized service – great examples:

User brought in Japanese Samurai sword from WWII; it included the name of a US naval officer taped to the handle. Duane S did some searching on Fold3, Ancestry.com, and Find-a-Grave and uncovered information about the owner. He was a naval beach master in charge of embarking and disembarking troops during the US invasion of several Pacific islands and served aboard an armed troop transport. The sword was most likely given to him by a Marine or Army officer. There was a Japanese character etched into the blade that was probably a personal identification of its original owner. It turned out to be a unique and valuable artifact that one of SPL's long-time users now has a backstory on and a new appreciation of the tools and talents of SPL and its staff. **Additions of Ancestry.com and Fold3 were supported at launch with a grant from the Sanibel Public Library Foundation.**



Local TV station called to ask permission to use SPL archive photos of the old Black School for story on the history of the building; using several of SPL archives photos.

If you are familiar with *The Happy Hollisters* children's mystery adventure classics (similar to Nancy Drew, Bobbsey Twins, Hardy Boys) from the 1950-70s you might know the title *The Happy Hollisters and the Sea Turtle*. Users contacted SPL for research assistance on whether the author had the Algiers in mind when he wrote the book. SPL provided newspaper articles and several photos of the Algiers; the users were granted permission by SPL to include these photos in a publication about the author and SPL has available the best resolutions of the photos. (From the book description: "...the children rowed to mysterious Captive Island to investigate the eerie sounds coming from there each night. They inspected a great Mississippi riverboat that had been towed up on land and turned into a huge mansion. ...").



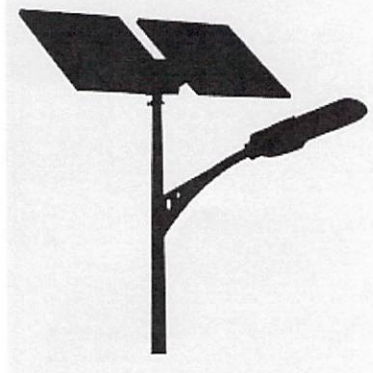
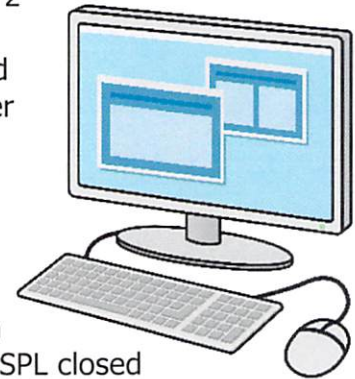
- Archives Update: As SPL continues to digitize, protect, and provide access to its often one-of-a kind collection of historic photos and documents, view how Beth J has organized and expanded access through CONTENTdm software:

SPL Archives Collection Name	Item Count
Algiers Collection	74
Bailey Family Photographs	107
Casa Ybel Resort	216
CONTENTdm, software, Website Files	0
Historic Captiva Island	230
Hurricanes	195
Papers From the Past	1638
Sample Image Collection	54
Sanibel Lighthouse	171
Sanibel Public Library Memories Project	1691
Sanibel Public Library Oral Histories	150
Sanibel Wildlife	85

- Digital Archives has developed best practices for copyright permission, source of photo, different dpi (dots per inch) resolutions, searchability, scanability, and other procedures to ensure SPL and users are following US copyright laws and have access. **SPL Digital Archives supported with a major grant from the Roni Jo Freer Fund of the Sanibel Public Library Foundation.**
- SPL is investigating online book club/discussion group development.
- Circulation collection is missing some materials and staff continues to “catch up” with SPL users who may be traveling, living elsewhere, not on the Island this Season, damaged or lost books locally, etc. Communications and eblasts out; letter developed and being sent this week to individual cardholders with past due items from pre-hurricane.
- New books coming in daily as replacements for lost books, missing books, damaged books; plus NEW titles coming in (following months of holding in shipping from major vendors Ingram, Midwest Tape, and Cengage).
- Staff reviewing automatic shipping on collection of popular items for efficiency: SPL works with vendors to keep lists of books on autoship of titles and authors we know we will purchase. There are about 100 authors including King, Grisham, Cussler, Steel, Silva, Patterson, etc. that we know we will be purchasing, so those authors are on the list and staff at SPL reviews list yearly to adjust – who is new? who has been discovered? Also on list are Large Type titles.

Library Environment Hurricane Ian Restoration

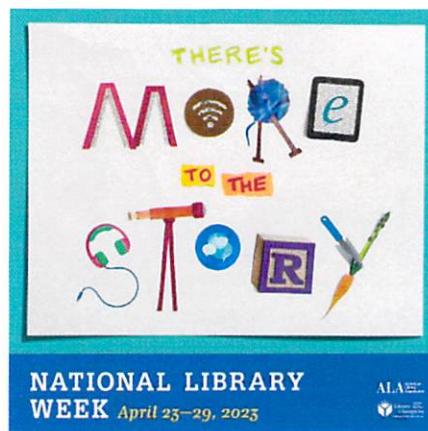
- SPL plans to extend hours to 9 a.m.5 p.m. beginning Monday, Feb. 27, 2023; adding Saturday hours soon following that.
- Seems to be a bit of lull around the Island as business and individuals prepare for their own next phases following cleanup/mitigation; City communications indicate heavy traffic to come; meantime SPL is working on physical plant.
- Otis Elevator has completed work on elevators regarding hydraulic fuel leaks; followed by AllDigital, which installs sensors and wiring for alarms; followed by Fyr Fyter, which oversees the alarm system and alerts select staff if alarm activates. These are all activities that must be completed due to safety, fire codes, liability, insurance. Once SPL receives **written/signed** ok elevators may be available for public use. SPL will get additional ok from Sanibel Fire Marshal and State of Florida for inspection if needed. This will complete the necessary repairs on the elevators since Hurricane Ian.
- Sanibel Air & Electric has completed the installation of the new split system for the data room and Meeting Room storage. Needed due to Hurricane Ian damage. Everything is working properly now on all 4 new mini splits (2 Ian-related, 2 general replacement planned for 2022-23 budget).
- Chiller operation concerns continue as work on cleanup, mold and rust removal, falling debris, tree trunk collision, and other Hurricane Ian-related issues arise; operations ok but Plant 1 (of 2 Plants, i.e., Carrier chiller units) went offline and shut down, so United Mechanical – SPL’s contract hardware and software group for chiller operations – is investigating.
- Complete blowout of electrical power LCEC in the area: WiFi, catalog, circulation, eShelf, staff computers – many ran on battery backup; no generator (as we wait for estimates); SPL closed 2/14/23 about 90 minutes early. Services monitored and up and running for following day Library operation.
- Staff comparing First OnSite inventory and SPL inventory of removal of items non-restorable or non-usable; similar inventories with a few notable differences, counts, etc., that will be dealt with, such as number of chairs, display case, movable file cabinet (puppy), other. SPL expects no difficulty with this.
- Signature from Chair Congress for First OnSite to begin phase 2, with estimate at about \$540,000 and includes labor/materials/repair for drywall, carpeting and tile, paint, shelving, cabinetry and more.



- Cabinetry delay due to high demand; staff looking at other options meantime.
- Light pole – working with City on leaning light pole replacement – options for SPL include possible solar-powered security lighting.
- Meantime, staff is working on replacements of items needed immediately such as, meeting room tables, appliances, computers/monitors/printers, other. Murry S, Danny H, Cathy C organizing.

Outreach

- Tool belts / waist aprons are being worn by staff and given to anyone who checks out item(s) or borrows from the SPL Tool Shed display or collection.
- Bags by Brenda – Brenda Lewis, SPL's longtime supplier of the iconic library tote bags, has worked up a "tool belt" as promotion for the Tool Shed display and library. She is supplying the first 50 at no charge and no shipping charge as a gift to help us heal from Hurricane Ian.
- Sanibel-Captiva Art League expects to hang new show for April 2023. Theme is "Food for Thought" and art will be various media representing food. SPL is planning reception or open house, possibly for opening of new show.
- Library celebrating National Library Week April 23-29, 2023 with promotion and possible Open House. Theme is "There's More to the Story"



Information Technology

- Many IT-related duties now are related to Hurricane Ian repairs, planning, and more; they are covered in Library Environment.
- New Computer Coach uniforms are being ordered.
- Staff Andrew Dyen-Shapiro is receiving many compliments regarding his knowledge, patience, expertise, helpfulness, and more in his role as IT clerk and duties on Help Desk.

Organizational Development

- Staff leaving include reasons moved, retired, illness, family concerns, changed life choices, etc. including 5.5 FTE (3 dpt heads). Some offered no notice or little notice.
 - New staff of 4 PT (20-24 hrs per week) hired and represent people who want to work at SPL (which has a reputation for being a good employer) ready to expand to FT, looking for new career paths, etc. These are not "just a job" people. SPL is prioritizing adding quality employees through competitive pay, flexibility, and positive work environment to maintain talent quality as part of its Strategic Initiatives Goals 1 and 2. These 4 are all excellent additions bringing a variety of library-related experiences we can use in various departments. New hires began



Monday, Feb.20. Received about a dozen – all great candidates – and are holding resumes for upcoming openings.

- Updating phone lists/contact lists, Employee Handbook, Policy Manual, Procedure Manuals, Salary Scales, Job Descriptions, Organizational Chart – soft infrastructure – new and ongoing.

Financial Security

- SPLD has received the January 2023 Distribution \$387,757.07 Tax Revenue.
- SPL discussing with Freegal music moving from monthly subscription to unlimited usage for tax dollar savings and improved return on investment.
- OverDrive is holding pricing steady as it introduces Kanopy films into the Libby app; SPL continues to monitor for costs.
- Staff evaluating continuing with Otis or opting for UMI for chiller regular service – based on pricing for contract maintenance, service calls, other.
- SPL has received communications from various libraries (school and public) and individuals from around the country offering books, supplies, asking what we need, and general support. Very gratifying and helpful!!

Sunshine Law-Public Meetings- Alert regarding “auditors”. From Preferred Panel Counsel Roper P.A.

A gentle reminder to our public entity membership, especially special districts (including Community Development Districts (CDD)), that board meetings and other official meetings of the public entity are subject to Florida’s Sunshine Law (Section 286.011 F.S.). See e.g., Section 109.006(9) F.S., governing CDDs - “All meetings of the board shall be open to the public and governed by the provisions of chapter 286.” All governmental entities in Florida are subject to the requirements of the Sunshine Law unless specifically exempted. *Sarasota Citizens for Responsible Government v. City of Sarasota*, 48 So. 3d 755, 762 (Fla. 2010). *Accord Florida Citizens Alliance, Inc. v. School Board of Collier County*, 328 So. 3d 22 (Fla. 2d DCA 2021).

Said meetings are therefore open to the general public, regardless of whether the attendee is a resident/member of the entity/district/community. That statute requires that all meetings of any board or commission of any or political subdivision of the state, at which official acts are to be taken, are declared to be public meetings open to the public, at all times. The law further provides that no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting and that the board or commission must provide reasonable notice of all such meetings. The location of such meetings must be open to and accessible by the general public. Public boards or commissions, therefore, are advised to avoid holding meetings at places where the public and the press are effectively excluded. AGO 71-295. Facilities which are owned or operated by the public entity are not considered to be “private property”. Further, members of the public are permitted to videotape or otherwise record the proceedings. *Pinellas County School Board v. Suncam, Inc.*, 829 So. 2d 989 (Fla. 2d DCA 2002) (school board’s ban on unobtrusive videotaping invalid). Accord AGO 91-28. However, attendees at such public meetings are not allowed to disrupt the proceedings and must comply with all of the entity’s procedural rules related to maintaining order and decorum.

We have become aware of certain so-called “government auditors” who have recently been making the rounds of various special district meetings, with video cameras, demanding that they be allowed to attend the scheduled board meeting. They are hoping to provoke a negative reaction, including the refusal to allow their entry to the meeting or having staff contact law enforcement to have them removed from the premises. Depending upon the nature of the response which they elicit, they could then proceed to post the encounter on the internet, file a civil suit alleging either a violation of the Sunshine law, or even assert a claim for false arrest, battery, etc. A party successfully bringing suit for a violation of the Sunshine Law is entitled to recover its attorney’s fees and costs incurred in prosecuting that claim, from the public entity. Further, any public officer who violates any provision of the statute may be found to be guilty of a noncriminal infraction, punishable by fine not exceeding \$500. Tort claims for false arrest, battery, etc., would obviously implicate the entity’s potential exposure for damages. An example of this auditing activity described above can be found at the following link: <https://www.youtube.com/watch?v=1uBxDBLjdWI>.

Understanding that your entity may have to address this issue in the future, we recommend that you insure that the location of your official board meetings is accessible to the general public and grant access to any member of the public seeking to attend the meeting, regardless of whether they are a resident of the community. We further recommend that you allow attendees to record the proceedings, provide that they are not disruptive or threatening. In our experience, once these individuals realize that they will not provoke the desired reaction, they will quickly move on to the next target. We would also recommend that you consult with your agency’s legal counsel to address any specific concerns or issues which you may encounter.

Sanibel Public Library District
Statement of Financial Position
As of September 30, 2022

	Sep 30, 22	Aug 31, 22	\$ Change	Sep 30, 21	\$ Change
ASSETS					
Current Assets					
Checking/Savings					
Cash in Bank					
Bank of Islands	240,342.63	448,948.70	(208,606.07)	831,185.00	(590,842.37)
Synovus MM	1,502,766.91	1,502,458.16	308.75	250,871.80	1,251,895.11
Total Cash in Bank	1,743,109.54	1,951,406.86	(208,297.32)	1,082,056.80	661,052.74
Cash on Hand					
Petty Cash	0.00	104.44	(104.44)	119.84	(119.84)
Register	200.00	200.00	0.00	200.00	0.00
Undeposited	18.20	45.30	(27.10)	231.50	(213.30)
Total Cash on Hand	218.20	349.74	(131.54)	551.34	(333.14)
Certificate of Deposits					
Bank of Islands .23% 5/31/22	0.00	0.00	0.00	100,250.72	(100,250.72)
Bank of Islands .23% 5/30/22	0.00	0.00	0.00	200,501.45	(200,501.45)
SCM 18 Month .30% 02/12/22	0.00	0.00	0.00	1,454,727.13	(1,454,727.13)
SCM 24 Month .260% 02/12/24	1,458,758.91	1,458,436.82	322.09	0.00	1,458,758.91
Total Certificate of Deposits	1,458,758.91	1,458,436.82	322.09	1,755,479.30	(296,720.39)
Total Checking/Savings	3,202,086.65	3,410,193.42	(208,106.77)	2,838,087.44	363,999.21
Other Current Assets					
Accounts Receivable - Other					
AR - Other	12,602.51	1,085.32	11,517.19	15,117.17	(2,514.66)
Total Accounts Receivable - Other	12,602.51	1,085.32	11,517.19	15,117.17	(2,514.66)
Prepaid					
Prepaid Expense	51,416.81	56,909.57	(5,492.76)	49,941.85	1,474.96
Prepaid Insurance	2,083.20	9,483.39	(7,400.19)	2,158.37	(75.17)
Prepaid Subscriptions	20,380.72	9,603.78	10,776.94	1,782.93	18,597.79
Total Prepaid	73,880.73	75,996.74	(2,116.01)	53,883.15	19,997.58
Total Other Current Assets	86,483.24	77,082.06	9,401.18	69,000.32	17,482.92
Total Current Assets	3,288,569.89	3,487,275.48	(198,705.59)	2,907,087.76	381,482.13
Fixed Assets					
Building & Building Improvement					
Building	9,401,882.04	9,401,882.04	0.00	9,401,882.04	0.00
Building Improvements	269,128.35	269,128.35	0.00	269,128.35	0.00
Accum Depr - Bldg & Bldg Improv	(2,394,747.09)	(2,153,192.36)	(241,554.73)	(2,153,192.36)	(241,554.73)
Total Building & Building Improvement	7,276,263.30	7,517,818.03	(241,554.73)	7,517,818.03	(241,554.73)
Land & Land Improvements					
Land	511,954.55	511,954.55	0.00	511,954.55	0.00
Land Improvements	76,786.71	76,786.71	0.00	76,786.71	0.00
Accum Depr - Land Improve	(15,135.64)	(12,777.86)	(2,357.78)	(12,777.86)	(2,357.78)
Total Land & Land Improvements	573,605.62	575,963.40	(2,357.78)	575,963.40	(2,357.78)
Furniture/Fixtures/Equipment					
Furniture & Equipment	625,784.35	625,784.35	0.00	625,784.35	0.00
Accum Depr - Furn & Equip	(235,688.26)	(174,811.67)	(60,876.59)	(174,811.67)	(60,876.59)
Total Furniture/Fixtures/Equipment	390,096.09	450,972.68	(60,876.59)	450,972.68	(60,876.59)
Lending Collection					
Physical Collection - Print					
Adult Print	1,224,148.99	1,172,504.83	51,644.16	1,172,504.83	51,644.16
Audio	6,725.17	4,829.65	1,895.52	4,829.65	1,895.52
Reference	125,886.46	125,440.96	445.50	125,440.96	445.50
Video/Gaming	11,707.21	7,197.18	4,510.03	7,197.18	4,510.03
Youth Print	117,645.05	112,530.98	5,114.07	112,530.98	5,114.07
A/D - Physical Collection Print	(892,857.61)	(826,940.36)	(65,917.25)	(826,940.36)	(65,917.25)
Total Physical Collection - Print	593,255.27	595,563.24	(2,307.97)	595,563.24	(2,307.97)
Digital NonPrint					
Audio	205,036.05	192,771.08	12,264.97	192,771.08	12,264.97

Sanibel Public Library District
Statement of Financial Position
As of September 30, 2022

	Sep 30, 22	Aug 31, 22	\$ Change	Sep 30, 21	\$ Change
Video/Gaming	132,787.97	126,281.29	6,506.68	126,281.29	6,506.68
References	22,059.15	22,059.15	0.00	22,059.15	0.00
Digital	217,842.63	189,946.46	27,896.17	189,946.46	27,896.17
Music Recordings	4,344.57	4,344.57	0.00	4,344.57	0.00
Accum Depr - Lending Other	(407,289.19)	(363,593.90)	(43,695.29)	(363,593.90)	(43,695.29)
Total Digital NonPrint	174,781.18	171,808.65	2,972.53	171,808.65	2,972.53
Total Lending Collection	768,036.45	767,371.89	664.56	767,371.89	664.56
Non-Depreciable Assets	72,288.50	72,288.50	0.00	72,288.50	0.00
Total Fixed Assets	9,080,289.96	9,384,414.50	(304,124.54)	9,384,414.50	(304,124.54)
TOTAL ASSETS	12,368,859.85	12,871,689.98	(502,830.13)	12,291,502.26	77,357.59
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	172,598.57	19,747.69	152,850.88	135,384.73	37,213.84
Total Accounts Payable	172,598.57	19,747.69	152,850.88	135,384.73	37,213.84
Other Current Liabilities					
Other Current Liabilities					
Accruals	21,135.51	885.15	20,250.36	18,968.22	2,167.29
Accrued Retirement Benefit	0.00	114,583.34	(114,583.34)	0.00	0.00
Accrued Vacation	24,998.38	29,245.56	(4,247.18)	15,849.61	9,148.77
Due to Employee	2,294.78	0.00	2,294.78	0.00	2,294.78
Due to SPL Foundation	203.00	222.75	(19.75)	370.75	(167.75)
Sales Tax Payable	66.29	54.69	11.60	45.86	20.43
Total Other Current Liabilities	48,697.96	144,991.49	(96,293.53)	35,234.44	13,463.52
Total Other Current Liabilities	48,697.96	144,991.49	(96,293.53)	35,234.44	13,463.52
Total Current Liabilities	221,296.53	164,739.18	56,557.35	170,619.17	50,677.36
Total Liabilities	221,296.53	164,739.18	56,557.35	170,619.17	50,677.36
Equity					
Unrealized Gain / (Loss)	6,132.96	6,132.96	0.00	6,132.96	0.00
Investment in Capital Assets					
Committed for Cap Projects/Impr	700,000.00	700,000.00	0.00	700,000.00	0.00
Committed for Unemployment	50,000.00	50,000.00	0.00	50,000.00	0.00
Committed Insurance Deductibles	400,000.00	400,000.00	0.00	400,000.00	0.00
Committed Emergencies	620,000.00	620,000.00	0.00	620,000.00	0.00
Committed - Self Ins Flood	500,000.00	500,000.00	0.00	500,000.00	0.00
Committed Technology	10,000.00	10,000.00	0.00	10,000.00	0.00
Total Investment in Capital Assets	2,280,000.00	2,280,000.00	0.00	2,280,000.00	0.00
Net Position- beginning of year	9,824,276.78	9,824,276.78	0.00	9,599,462.19	224,814.59
Net Income	37,153.58	596,541.06	(559,387.48)	235,287.94	(198,134.36)
Total Equity	12,147,563.32	12,706,950.80	(559,387.48)	12,120,883.09	26,680.23
TOTAL LIABILITIES & EQUITY	12,368,859.85	12,871,689.98	(502,830.13)	12,291,502.26	77,357.59

Sanibel Public Library District Schedule of Profit and Loss Budget Performance September 2022

	Sep 22	Budget	\$ Over Budget	Oct '21 - Sep 22	YTD Budget	\$ Over Budget	Annual Budget
Income							
Property Taxes							
Tax	12,724.09	203,585.66	(190,861.57)	2,360,394.40	2,443,028.00	(82,633.60)	2,443,028.00
Slippage	0.00	(8,143.41)	8,143.41	0.00	(97,721.00)	97,721.00	(97,721.00)
Total Property Taxes	12,724.09	195,442.25	(182,718.16)	2,360,394.40	2,345,307.00	15,087.40	2,345,307.00
Grants and Gifts							
Foundation Grants/Contribution							
Adult & Youth	0.00	2,083.34	(2,083.34)	0.00	25,000.00	(25,000.00)	25,000.00
Designated	0.00	416.67	(416.67)	0.00	5,000.00	(5,000.00)	5,000.00
Outreach	0.00	2,083.34	(2,083.34)	0.00	25,000.00	(25,000.00)	25,000.00
Youth	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
Total Foundation Grants/Contribution	0.00	4,583.35	(4,583.35)	1,500.00	55,000.00	(53,500.00)	55,000.00
eRate	2,331.00	2,083.34	247.66	16,317.00	25,000.00	(8,683.00)	25,000.00
State Grant/Revenue	0.00	2,500.00	(2,500.00)	37,120.00	30,000.00	7,120.00	30,000.00
Grants and Gifts - Other	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
Total Grants and Gifts	7,331.00	9,166.69	(1,835.69)	59,937.00	110,000.00	(50,063.00)	110,000.00
Investment							
Interest/Dividends	636.93	416.66	220.27	6,511.32	5,000.00	1,511.32	5,000.00
Total Investment	636.93	416.66	220.27	6,511.32	5,000.00	1,511.32	5,000.00
Other Income							
Copy Machine	236.35	500.00	(263.65)	5,506.25	6,000.00	(493.75)	6,000.00
Fines	162.50	333.34	(170.84)	4,120.91	4,000.00	120.91	4,000.00
User Fees	180.00	1,000.00	(820.00)	11,492.45	12,000.00	(507.55)	12,000.00
Room Rental	0.00	83.34	(83.34)	325.00	1,000.00	(675.00)	1,000.00
Total Other Income	578.85	1,916.68	(1,337.83)	21,444.61	23,000.00	(1,555.39)	23,000.00
Product Sales							
Hats	0.00	0.00	0.00	40.38	0.00	40.38	0.00
Tote Bag Sales	193.40	416.66	(223.26)	5,671.23	5,000.00	671.23	5,000.00
Total Product Sales	193.40	416.66	(223.26)	5,711.61	5,000.00	711.61	5,000.00
Sales Tax Discount	0.00	0.00	0.00	8.76	0.00	8.76	0.00
Total Income	21,464.27	207,358.94	(185,894.67)	2,454,007.70	2,488,307.00	(34,299.30)	2,488,307.00
Gross Profit	21,464.27	207,358.94	(185,894.67)	2,454,007.70	2,488,307.00	(34,299.30)	2,488,307.00
Expense							
Operating Expenditures							
Administrative							
Bank Fees	152.89	0.00	152.89	2,490.06	0.00	2,490.06	0.00
Community Relations	0.00	416.66	(416.66)	1,429.56	5,000.00	(3,570.44)	5,000.00
Insurance	9,233.56	10,789.00	(1,555.44)	110,880.17	129,468.00	(18,587.83)	129,468.00
Insurance-Workers' Compensation	166.63	166.66	(0.03)	2,000.00	2,000.00	0.00	2,000.00
Office Supplies	2,698.06	1,291.66	1,406.40	14,473.16	15,500.00	(1,026.84)	15,500.00
Organization Membership	1,646.08	541.66	1,104.42	9,496.00	6,500.00	2,996.00	6,500.00
Other	2,295.43	666.66	1,628.77	4,564.91	8,000.00	(3,435.09)	8,000.00
Over/Short	104.59	0.00	104.59	83.85	0.00	83.85	0.00
Postage	420.40	416.66	3.74	3,605.90	5,000.00	(1,394.10)	5,000.00

**Sanibel Public Library District
Schedule of Profit and Loss Budget Performance
September 2022**

	Sep 22	Budget	\$ Over Budget	Oct '21 - Sep 22	YTD Budget	\$ Over Budget	Annual Budget
Printing	0.00	541.66	(541.66)	4,164.35	6,500.00	(2,335.65)	6,500.00
Transponder	0.00	0.00	0.00	4,040.00	3,240.00	800.00	3,240.00
Total Administrative	16,717.64	14,830.62	1,887.02	157,227.96	181,208.00	(23,980.04)	181,208.00
Building Repair & Maintenance							
Storm Damage	2,270.00	0.00	2,270.00	2,270.00	0.00	2,270.00	0.00
Covid/Pandemic	1,290.00	716.66	573.34	4,018.33	8,600.00	(4,581.67)	8,600.00
Labor, Materials, & Repairs	4,016.27	2,166.66	1,849.61	25,516.10	26,000.00	(483.90)	26,000.00
Licenses	0.00	12.50	(12.50)	211.98	150.00	61.98	150.00
Supplies Building/Maintenance	348.90	375.00	(26.10)	4,925.10	4,500.00	425.10	4,500.00
Service Contracts	4,875.98	5,625.00	(749.02)	52,770.60	67,500.00	(14,729.40)	67,500.00
Total Building Repair & Maintenance	12,801.15	8,895.82	3,905.33	89,712.11	106,750.00	(17,037.89)	106,750.00
Collections							
Physical							
Adult	(47,140.79)	4,166.66	(51,307.45)	0.00	50,000.00	(50,000.00)	50,000.00
Audio	(1,862.54)	416.66	(2,279.20)	0.00	5,000.00	(5,000.00)	5,000.00
Reference	(445.50)	83.34	(528.84)	0.00	1,000.00	(1,000.00)	1,000.00
Video/Gaming	(3,940.67)	333.34	(4,274.01)	0.00	4,000.00	(4,000.00)	4,000.00
Youth	(5,114.07)	1,250.00	(6,364.07)	0.00	15,000.00	(15,000.00)	15,000.00
Total Physical	(58,503.57)	6,250.00	(64,753.57)	0.00	75,000.00	(75,000.00)	75,000.00
Digital							
Audio	(9,967.99)	1,333.34	(11,301.33)	0.00	16,000.00	(16,000.00)	16,000.00
E-Shelf	(22,190.48)	4,133.34	(26,323.82)	0.00	49,600.00	(49,600.00)	49,600.00
Video/Gaming	(6,506.68)	500.00	(7,006.68)	0.00	6,000.00	(6,000.00)	6,000.00
Total Digital	(38,665.15)	5,966.68	(44,631.83)	0.00	71,600.00	(71,600.00)	71,600.00
Total Collections	(97,168.72)	12,216.68	(109,385.40)	0.00	146,600.00	(146,600.00)	146,600.00
Furniture & Fixtures	143.95	2,083.34	(1,939.39)	4,439.74	25,000.00	(20,560.26)	25,000.00
Lee County Fees							
Property Appraiser	1,328.64	1,328.25	0.39	14,380.63	15,939.00	(1,558.37)	15,939.00
Tax Collector	0.00	4,166.66	(4,166.66)	47,415.10	50,000.00	(2,584.90)	50,000.00
Total Lee County Fees	1,328.64	5,494.91	(4,166.27)	61,795.73	65,939.00	(4,143.27)	65,939.00
Library Program							
Adult	0.00	1,666.66	(1,666.66)	26,486.62	20,000.00	6,486.62	20,000.00
Youth	95.58	1,250.00	(1,154.42)	9,231.84	15,000.00	(5,768.16)	15,000.00
Total Library Program	95.58	2,916.66	(2,821.08)	35,718.46	35,000.00	718.46	35,000.00
Preservation							
Print	0.00	175.00	(175.00)	0.00	2,100.00	(2,100.00)	2,100.00
Digital	0.00	583.34	(583.34)	7,122.08	7,000.00	122.08	7,000.00
Supplies	0.00	83.34	(83.34)	216.48	1,000.00	(783.52)	1,000.00
Total Preservation	0.00	841.68	(841.68)	7,338.56	10,100.00	(2,761.44)	10,100.00
Product Purchases							
Misc. Purchases	0.00	250.00	(250.00)	5,621.80	3,000.00	2,621.80	3,000.00
Total Product Purchases	0.00	250.00	(250.00)	5,621.80	3,000.00	2,621.80	3,000.00

Sanibel Public Library District
Schedule of Profit and Loss Budget Performance
September 2022

02/22/23

Accrual Basis

	Sep 22	Budget	\$ Over Budget	Oct '21 - Sep 22	YTD Budget	\$ Over Budget	Annual Budget
Professional Development							
Continuing Education	0.00	316.66	(316.66)	3,186.53	3,800.00	(613.47)	3,800.00
Travel	1,583.81	954.16	629.65	7,736.18	11,450.00	(3,713.82)	11,450.00
Total Professional Development	1,583.81	1,270.82	312.99	10,922.71	15,250.00	(4,327.29)	15,250.00
Professional Services							
Audit	0.00	0.00	0.00	21,315.00	0.00	21,315.00	0.00
Accounting	2,372.00	4,333.34	(1,961.34)	29,138.00	52,000.00	(22,862.00)	52,000.00
eRate	966.20	500.00	466.20	3,763.40	6,000.00	(2,236.60)	6,000.00
Legal	2,003.22	416.66	1,586.56	3,308.64	5,000.00	(1,691.36)	5,000.00
Other	0.00	708.34	(708.34)	8,358.00	8,500.00	(142.00)	8,500.00
Total Professional Services	5,341.42	5,958.34	(616.92)	65,883.04	71,500.00	(5,616.96)	71,500.00
Rental Contracts							
Rentals	2,800.65	1,083.34	1,717.31	16,783.27	13,000.00	3,783.27	13,000.00
Total Rental Contracts	2,800.65	1,083.34	1,717.31	16,783.27	13,000.00	3,783.27	13,000.00
Salaries, Wages & Benefits							
Employee Insurance	13,842.76	13,750.00	92.76	146,690.49	165,000.00	(18,309.51)	165,000.00
Payroll - Deferred Comp	0.00	3,000.00	(3,000.00)	0.00	3,000.00	(3,000.00)	3,000.00
Payroll - Fees	215.48	416.66	(201.18)	4,844.85	5,000.00	(155.15)	5,000.00
Payroll - Gross	117,253.97	78,533.59	38,720.38	931,057.27	942,403.00	(11,345.73)	942,403.00
Payroll - Inflationary Comp	35,500.00			35,500.00			
Payroll - Other	0.00	750.00	(750.00)	0.00	9,000.00	(9,000.00)	9,000.00
Payroll - Taxes	8,931.32	5,550.00	3,381.32	67,945.70	66,600.00	1,345.70	66,600.00
Pension	23,173.76	10,416.66	12,757.10	137,757.10	125,000.00	12,757.10	125,000.00
Total Salaries, Wages & Benefits	198,917.29	112,416.91	86,500.38	1,323,795.41	1,316,003.00	7,792.41	1,316,003.00
Subscriptions							
Electronic (E-Shelf)	3,119.62	1,716.66	1,402.96	30,386.51	20,600.00	9,786.51	20,600.00
Print	458.45	858.34	(399.89)	16,064.49	10,300.00	5,764.49	10,300.00
Total Subscriptions	3,578.07	2,575.00	1,003.07	46,451.00	30,900.00	15,551.00	30,900.00
Technology							
Equipment Maintenance	6,316.14	2,545.84	3,770.30	14,416.55	30,550.00	(16,133.45)	30,550.00
ILS Catalog	1,972.62	2,208.34	(235.72)	25,452.84	26,500.00	(1,047.16)	26,500.00
Licenses & Software	1,888.23	1,552.09	336.14	25,833.81	18,625.00	7,208.81	18,625.00
Total Technology	10,176.99	6,306.27	3,870.72	65,703.20	75,675.00	(9,971.80)	75,675.00
Utility Services							
Electric	7,093.80	4,116.66	2,977.14	73,272.81	49,400.00	23,872.81	49,400.00
Other	0.00	250.00	(250.00)	168.92	3,000.00	(2,831.08)	3,000.00
Sewer	242.41	483.34	(240.93)	4,445.39	5,800.00	(1,354.61)	5,800.00
Telecommunications	2,708.57	2,333.34	375.23	24,799.17	28,000.00	(3,200.83)	28,000.00
Trash Removal	130.16	225.00	(94.84)	1,561.92	2,700.00	(1,138.08)	2,700.00
Water	(41.30)	66.66	(107.96)	1,914.05	800.00	1,114.05	800.00
Total Utility Services	10,133.64	7,475.00	2,658.64	106,162.26	89,700.00	16,462.26	89,700.00

Sanibel Public Library District
Schedule of Profit and Loss Budget Performance
September 2022

	Sep 22	Budget	\$ Over Budget	Oct '21 - Sep 22	YTD Budget	\$ Over Budget	Annual Budget
Contingency - General	0.00	4,166.66	(4,166.66)	0.00	50,000.00	(50,000.00)	50,000.00
Contingency - Technology	0.00	833.34	(833.34)	0.00	10,000.00	(10,000.00)	10,000.00
Total Operating Expenditures	166,450.11	189,615.39	(23,165.28)	1,997,555.25	2,245,625.00	(248,069.75)	2,245,625.00
Capital Outlay							
Book Drop	0.00	833.34	(833.34)	0.00	10,000.00	(10,000.00)	10,000.00
Library Plaza	0.00	1,500.00	(1,500.00)	4,897.23	18,000.00	(13,102.77)	18,000.00
Solar	0.00	5,000.00	(5,000.00)	0.00	60,000.00	(60,000.00)	60,000.00
Depreciation & Amortization							
Depreciation	414,401.64			414,401.64	0.00	414,401.64	0.00
Total Depreciation & Amortization	414,401.64			414,401.64	0.00	414,401.64	0.00
Total Capital Outlay	414,401.64	7,333.34	407,068.30	419,298.87	88,000.00	331,298.87	88,000.00
Total Expense	580,851.75	196,948.73	383,903.02	2,416,854.12	2,333,625.00	83,229.12	2,333,625.00
Net Income	(559,387.48)	10,410.21	(569,797.69)	37,153.58	154,682.00	(117,528.42)	154,682.00

Sanibel Public Library District
Schedule of Fund Balance
October 2021 through September 2022

	<u>Oct '21 - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Source of Funds			
Beginning Fund Balance	1,847,468.00	1,800,000.00	47,468.00
Income			
Property Taxes			
Tax	2,360,394.40	2,443,028.00	(82,633.60)
Slippage	0.00	(97,721.00)	97,721.00
Total Property Taxes	2,360,394.40	2,345,307.00	15,087.40
Grants and Gifts			
Foundation Grants/Contribution			
Adult & Youth	0.00	25,000.00	(25,000.00)
Designated	0.00	5,000.00	(5,000.00)
Outreach	0.00	25,000.00	(25,000.00)
Youth	1,500.00	0.00	1,500.00
Total Foundation Grants/Contribution	1,500.00	55,000.00	(53,500.00)
eRate	16,317.00	25,000.00	(8,683.00)
State Grant/Revenue	37,120.00	30,000.00	7,120.00
Grants and Gifts - Other	5,000.00	0.00	5,000.00
Total Grants and Gifts	59,937.00	110,000.00	(50,063.00)
Investment			
Interest/Dividends	6,511.32	5,000.00	1,511.32
Total Investment	6,511.32	5,000.00	1,511.32
Other Income			
Copy Machine	5,506.25	6,000.00	(493.75)
Fines	4,120.91	4,000.00	120.91
User Fees	11,492.45	12,000.00	(507.55)
Room Rental	325.00	1,000.00	(675.00)
Total Other Income	21,444.61	23,000.00	(1,555.39)
Product Sales			
Hats	40.38	0.00	40.38
Tote Bag Sales	5,671.23	5,000.00	671.23
Total Product Sales	5,711.61	5,000.00	711.61
Sales Tax Discount	8.76	0.00	8.76
Total Income	2,454,007.70	2,488,307.00	(34,299.30)
Total Source of Funds	4,301,475.70	4,288,307.00	13,168.70
Expense			
Operating Expenditures			
Administrative			
Bank Fees	2,490.06	0.00	2,490.06
Community Relations	1,429.56	5,000.00	(3,570.44)
Insurance	110,880.17	129,468.00	(18,587.83)
Insurance-Workers' Compensation	2,000.00	2,000.00	0.00
Office Supplies	14,473.16	15,500.00	(1,026.84)

Sanibel Public Library District
Schedule of Fund Balance
October 2021 through September 2022

	<u>Oct '21 - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Organization Membership	9,496.00	6,500.00	2,996.00
Other	4,564.91	8,000.00	(3,435.09)
Over/Short	83.85	0.00	83.85
Postage	3,605.90	5,000.00	(1,394.10)
Printing	4,164.35	6,500.00	(2,335.65)
Transponder	4,040.00	3,240.00	800.00
Total Administrative	<u>157,227.96</u>	<u>181,208.00</u>	<u>(23,980.04)</u>
Building Repair & Maintenance			
Storm Damage	2,270.00	0.00	2,270.00
Covid/Pandemic	4,018.33	8,600.00	(4,581.67)
Labor, Materials, & Repairs	25,516.10	26,000.00	(483.90)
Licenses	211.98	150.00	61.98
Supplies Building/Maintenance	4,925.10	4,500.00	425.10
Service Contracts	52,770.60	67,500.00	(14,729.40)
Total Building Repair & Maintenance	<u>89,712.11</u>	<u>106,750.00</u>	<u>(17,037.89)</u>
Collections			
Physical			
Adult	0.00	50,000.00	(50,000.00)
Audio	0.00	5,000.00	(5,000.00)
Reference	0.00	1,000.00	(1,000.00)
Video/Gaming	0.00	4,000.00	(4,000.00)
Youth	0.00	15,000.00	(15,000.00)
Total Physical	<u>0.00</u>	<u>75,000.00</u>	<u>(75,000.00)</u>
Digital			
Audio	0.00	16,000.00	(16,000.00)
E-Shelf	0.00	49,600.00	(49,600.00)
Video/Gaming	0.00	6,000.00	(6,000.00)
Total Digital	<u>0.00</u>	<u>71,600.00</u>	<u>(71,600.00)</u>
Total Collections	0.00	146,600.00	(146,600.00)
Furniture & Fixtures	4,439.74	25,000.00	(20,560.26)
Lee County Fees			
Property Appraiser	14,380.63	15,939.00	(1,558.37)
Tax Collector	47,415.10	50,000.00	(2,584.90)
Total Lee County Fees	<u>61,795.73</u>	<u>65,939.00</u>	<u>(4,143.27)</u>
Library Program			
Adult	26,486.62	20,000.00	6,486.62
Youth	9,231.84	15,000.00	(5,768.16)
Total Library Program	<u>35,718.46</u>	<u>35,000.00</u>	<u>718.46</u>
Preservation			
Print	0.00	2,100.00	(2,100.00)
Digital	7,122.08	7,000.00	122.08
Supplies	216.48	1,000.00	(783.52)
Total Preservation	<u>7,338.56</u>	<u>10,100.00</u>	<u>(2,761.44)</u>
Product Purchases			

Sanibel Public Library District
Schedule of Fund Balance
October 2021 through September 2022

	<u>Oct '21 - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Misc. Purchases	5,621.80	3,000.00	2,621.80
Total Product Purchases	5,621.80	3,000.00	2,621.80
Professional Development			
Continuing Education	3,186.53	3,800.00	(613.47)
Travel	7,736.18	11,450.00	(3,713.82)
Total Professional Development	10,922.71	15,250.00	(4,327.29)
Professional Services			
Audit	21,315.00	0.00	21,315.00
Accounting	29,138.00	52,000.00	(22,862.00)
eRate	3,763.40	6,000.00	(2,236.60)
Legal	3,308.64	5,000.00	(1,691.36)
Other	8,358.00	8,500.00	(142.00)
Total Professional Services	65,883.04	71,500.00	(5,616.96)
Rental Contracts			
Rentals	16,783.27	13,000.00	3,783.27
Total Rental Contracts	16,783.27	13,000.00	3,783.27
Salaries, Wages & Benefits			
Employee Insurance	146,690.49	165,000.00	(18,309.51)
Payroll - Deferred Comp	0.00	3,000.00	(3,000.00)
Payroll - Fees	4,844.85	5,000.00	(155.15)
Payroll - Gross	931,057.27	942,403.00	(11,345.73)
Payroll - Inflationary Comp	35,500.00		
Payroll - Other	0.00	9,000.00	(9,000.00)
Payroll - Taxes	67,945.70	66,600.00	1,345.70
Pension	137,757.10	125,000.00	12,757.10
Total Salaries, Wages & Benefits	1,323,795.41	1,316,003.00	7,792.41
Subscriptions			
Electronic (E-Shelf)	30,386.51	20,600.00	9,786.51
Print	16,064.49	10,300.00	5,764.49
Total Subscriptions	46,451.00	30,900.00	15,551.00
Technology			
Equipment Maintenance	14,416.55	30,550.00	(16,133.45)
ILS Catalog	25,452.84	26,500.00	(1,047.16)
Licenses & Software	25,833.81	18,625.00	7,208.81
Total Technology	65,703.20	75,675.00	(9,971.80)
Utility Services			
Electric	73,272.81	49,400.00	23,872.81
Other	168.92	3,000.00	(2,831.08)
Sewer	4,445.39	5,800.00	(1,354.61)
Telecommunications	24,799.17	28,000.00	(3,200.83)
Trash Removal	1,561.92	2,700.00	(1,138.08)
Water	1,914.05	800.00	1,114.05
Total Utility Services	106,162.26	89,700.00	16,462.26
Contingency - General	0.00	50,000.00	(50,000.00)

**Sanibel Public Library District
Schedule of Fund Balance
October 2021 through September 2022**

	Oct '21 - Sep 22	Budget	\$ Over Budget
Contingency - Technology	0.00	10,000.00	(10,000.00)
Total Operating Expenditures	1,997,555.25	2,245,625.00	(248,069.75)
Capital Outlay			
Book Drop	0.00	10,000.00	(10,000.00)
Library Plaza	4,897.23	18,000.00	(13,102.77)
Solar	0.00	60,000.00	(60,000.00)
Depreciation & Amortization			
Depreciation	414,401.64	0.00	414,401.64
Total Depreciation & Amortization	414,401.64	0.00	414,401.64
Total Capital Outlay	419,298.87	88,000.00	331,298.87
Total Operating & Capital Outlay Expense	2,416,854.12	2,333,625.00	83,229.12
Non-Operating Expenditures			
Committed for Cap Projects/Improvements	700,000.00	700,000.00	-
Committed for unemployment	50,000.00	50,000.00	-
Committed for insurance deductibles	400,000.00	400,000.00	-
Committed for emergencies	620,000.00	620,000.00	-
Committed for self-insurance	500,000.00	500,000.00	-
Committed Technology	10,000.00	10,000.00	-
Total Non-Operating Expenditures	2,280,000.00	2,280,000.00	-
Unassigned Reserves/Fund Balance	(395,378.42)	(325,318.00)	(70,060.42)
Fund Balance/Reserves	1,884,621.58		
Total Use of Funds	4,301,475.70		
Unassigned Reserves Prior Month	164,009.06		
Change in Unassigned Reserves from Prior Month	(559,387.48)		

Sanibel Public Library District
Schedule of Fund Balance
October 2021 through September 2022

	<u>Oct '21 - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Source of Funds			
Beginning Fund Balance	1,847,468.00	1,800,000.00	47,468.00
Income			
Property Taxes			
Tax	2,360,394.40	2,443,028.00	(82,633.60)
Slippage	0.00	(97,721.00)	97,721.00
Total Property Taxes	<u>2,360,394.40</u>	<u>2,345,307.00</u>	<u>15,087.40</u>
Grants and Gifts			
Foundation Grants/Contribution			
Adult & Youth	0.00	25,000.00	(25,000.00)
Designated	0.00	5,000.00	(5,000.00)
Outreach	0.00	25,000.00	(25,000.00)
Youth	1,500.00	0.00	1,500.00
Total Foundation Grants/Contribution	<u>1,500.00</u>	<u>55,000.00</u>	<u>(53,500.00)</u>
eRate	16,317.00	25,000.00	(8,683.00)
State Grant/Revenue	37,120.00	30,000.00	7,120.00
Grants and Gifts - Other	5,000.00	0.00	5,000.00
Total Grants and Gifts	<u>59,937.00</u>	<u>110,000.00</u>	<u>(50,063.00)</u>
Investment			
Interest/Dividends	6,511.32	5,000.00	1,511.32
Total Investment	<u>6,511.32</u>	<u>5,000.00</u>	<u>1,511.32</u>
Other Income			
Copy Machine	5,506.25	6,000.00	(493.75)
Fines	4,120.91	4,000.00	120.91
User Fees	11,492.45	12,000.00	(507.55)
Room Rental	325.00	1,000.00	(675.00)
Total Other Income	<u>21,444.61</u>	<u>23,000.00</u>	<u>(1,555.39)</u>
Product Sales			
Hats	40.38	0.00	40.38
Tote Bag Sales	5,671.23	5,000.00	671.23
Total Product Sales	<u>5,711.61</u>	<u>5,000.00</u>	<u>711.61</u>
Sales Tax Discount	8.76	0.00	8.76
Total Income	<u>2,454,007.70</u>	<u>2,488,307.00</u>	<u>(34,299.30)</u>
 Total Source of Funds	 4,301,475.70	 4,288,307.00	 13,168.70
Expense			
Operating Expenditures			
Administrative			
Bank Fees	2,490.06	0.00	2,490.06
Community Relations	1,429.56	5,000.00	(3,570.44)
Insurance	110,880.17	129,468.00	(18,587.83)
Insurance-Workers' Compensation	2,000.00	2,000.00	0.00
Office Supplies	14,473.16	15,500.00	(1,026.84)

Sanibel Public Library District
Schedule of Fund Balance
October 2021 through September 2022

	<u>Oct '21 - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Organization Membership	9,496.00	6,500.00	2,996.00
Other	4,564.91	8,000.00	(3,435.09)
Over/Short	83.85	0.00	83.85
Postage	3,605.90	5,000.00	(1,394.10)
Printing	4,164.35	6,500.00	(2,335.65)
Transponder	4,040.00	3,240.00	800.00
Total Administrative	<u>157,227.96</u>	<u>181,208.00</u>	<u>(23,980.04)</u>
Building Repair & Maintenance			
Storm Damage	2,270.00	0.00	2,270.00
Covid/Pandemic	4,018.33	8,600.00	(4,581.67)
Labor, Materials, & Repairs	25,516.10	26,000.00	(483.90)
Licenses	211.98	150.00	61.98
Supplies Building/Maintenance	4,925.10	4,500.00	425.10
Service Contracts	52,770.60	67,500.00	(14,729.40)
Total Building Repair & Maintenance	<u>89,712.11</u>	<u>106,750.00</u>	<u>(17,037.89)</u>
Collections			
Physical			
Adult	0.00	50,000.00	(50,000.00)
Audio	0.00	5,000.00	(5,000.00)
Reference	0.00	1,000.00	(1,000.00)
Video/Gaming	0.00	4,000.00	(4,000.00)
Youth	0.00	15,000.00	(15,000.00)
Total Physical	<u>0.00</u>	<u>75,000.00</u>	<u>(75,000.00)</u>
Digital			
Audio	0.00	16,000.00	(16,000.00)
E-Shelf	0.00	49,600.00	(49,600.00)
Video/Gaming	0.00	6,000.00	(6,000.00)
Total Digital	<u>0.00</u>	<u>71,600.00</u>	<u>(71,600.00)</u>
Total Collections	<u>0.00</u>	<u>146,600.00</u>	<u>(146,600.00)</u>
Furniture & Fixtures	4,439.74	25,000.00	(20,560.26)
Lee County Fees			
Property Appraiser	14,380.63	15,939.00	(1,558.37)
Tax Collector	47,415.10	50,000.00	(2,584.90)
Total Lee County Fees	<u>61,795.73</u>	<u>65,939.00</u>	<u>(4,143.27)</u>
Library Program			
Adult	26,486.62	20,000.00	6,486.62
Youth	9,231.84	15,000.00	(5,768.16)
Total Library Program	<u>35,718.46</u>	<u>35,000.00</u>	<u>718.46</u>
Preservation			
Print	0.00	2,100.00	(2,100.00)
Digital	7,122.08	7,000.00	122.08
Supplies	216.48	1,000.00	(783.52)
Total Preservation	<u>7,338.56</u>	<u>10,100.00</u>	<u>(2,761.44)</u>
Product Purchases			

Sanibel Public Library District
Schedule of Fund Balance
October 2021 through September 2022

	<u>Oct '21 - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Misc. Purchases	5,621.80	3,000.00	2,621.80
Total Product Purchases	5,621.80	3,000.00	2,621.80
Professional Development			
Continuing Education	3,186.53	3,800.00	(613.47)
Travel	7,736.18	11,450.00	(3,713.82)
Total Professional Development	10,922.71	15,250.00	(4,327.29)
Professional Services			
Audit	21,315.00	0.00	21,315.00
Accounting	29,138.00	52,000.00	(22,862.00)
eRate	3,763.40	6,000.00	(2,236.60)
Legal	3,308.64	5,000.00	(1,691.36)
Other	8,358.00	8,500.00	(142.00)
Total Professional Services	65,883.04	71,500.00	(5,616.96)
Rental Contracts			
Rentals	16,783.27	13,000.00	3,783.27
Total Rental Contracts	16,783.27	13,000.00	3,783.27
Salaries, Wages & Benefits			
Employee Insurance	146,690.49	165,000.00	(18,309.51)
Payroll - Deferred Comp	0.00	3,000.00	(3,000.00)
Payroll - Fees	4,844.85	5,000.00	(155.15)
Payroll - Gross	931,057.27	942,403.00	(11,345.73)
Payroll - Inflationary Comp	35,500.00		
Payroll - Other	0.00	9,000.00	(9,000.00)
Payroll - Taxes	67,945.70	66,600.00	1,345.70
Pension	137,757.10	125,000.00	12,757.10
Total Salaries, Wages & Benefits	1,323,795.41	1,316,003.00	7,792.41
Subscriptions			
Electronic (E-Shelf)	30,386.51	20,600.00	9,786.51
Print	16,064.49	10,300.00	5,764.49
Total Subscriptions	46,451.00	30,900.00	15,551.00
Technology			
Equipment Maintenance	14,416.55	30,550.00	(16,133.45)
ILS Catalog	25,452.84	26,500.00	(1,047.16)
Licenses & Software	25,833.81	18,625.00	7,208.81
Total Technology	65,703.20	75,675.00	(9,971.80)
Utility Services			
Electric	73,272.81	49,400.00	23,872.81
Other	168.92	3,000.00	(2,831.08)
Sewer	4,445.39	5,800.00	(1,354.61)
Telecommunications	24,799.17	28,000.00	(3,200.83)
Trash Removal	1,561.92	2,700.00	(1,138.08)
Water	1,914.05	800.00	1,114.05
Total Utility Services	106,162.26	89,700.00	16,462.26
Contingency - General	0.00	50,000.00	(50,000.00)

Sanibel Public Library District
Schedule of Fund Balance
October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget
Contingency - Technology	0.00	10,000.00	(10,000.00)
Total Operating Expenditures	1,997,555.25	2,245,625.00	(248,069.75)
Capital Outlay			
Book Drop	0.00	10,000.00	(10,000.00)
Library Plaza	4,897.23	18,000.00	(13,102.77)
Solar	0.00	60,000.00	(60,000.00)
Depreciation & Amortization			
Depreciation	414,401.64	0.00	414,401.64
Total Depreciation & Amortization	414,401.64	0.00	414,401.64
Total Capital Outlay	419,298.87	88,000.00	331,298.87
Total Operating & Capital Outlay Expense	2,416,854.12	2,333,625.00	83,229.12
Non-Operating Expenditures			
Committed for Cap Projects/Improvements	700,000.00	700,000.00	-
Committed for unemployment	50,000.00	50,000.00	-
Committed for insurance deductibles	400,000.00	400,000.00	-
Committed for emergencies	620,000.00	620,000.00	-
Committed for self-insurance	500,000.00	500,000.00	-
Committed Technology	10,000.00	10,000.00	-
Total Non-Operating Expenditures	2,280,000.00	2,280,000.00	-
Unassigned Reserves/Fund Balance	(395,378.42)	(325,318.00)	(70,060.42)
Fund Balance/Reserves	1,884,621.58		
Total Use of Funds	4,301,475.70		
Unassigned Reserves Prior Month	164,009.06		
Change in Unassigned Reserves from Prior Month	(559,387.48)		