



# DECATUR PUBLIC LIBRARY

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**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting  
Wednesday, February 12, 2020  
4:30 p.m.  
Decatur Public Library Board Room  
AGENDA**

- I. Call to Order** – Amy Stockwell
- II. Approval of Agenda**
- III. Minutes**—January 8, 2020 Meeting
- IV. Written Communications from the Public**
- V. Public Comment**— 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members
- VI. Old Business**
  - A. Capital Needs (Discussion)
  - B. Space Plans (Discussion)
  - C. Other
- VII. New Business**
  - A. January 2020 Check Register (Action)
  - B. 2020 Budget Report (Discussion)
  - C. 2019 Financial Report to City Council (Action)
  - D. Other
- VIII. Adjournment**

If you have questions please contact:  
Rick Meyer, City Librarian  
421-9713 or [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

**FOR INVOICES FROM 1/1/2020 TO 1/31/2020**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>
<b>35 LIBRARY FUND</b>				
132830	1/28/2020	AMAZON.COM CREDIT	83.09	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	32.32	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	48.19	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	94.50	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	130.91	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	132.84	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	143.64	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	165.87	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	218.36	BOOKS AND ENTERTAINMENT FOR 20
132835	1/28/2020	BAKER & TAYLOR CO	379.87	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	430.67	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	480.68	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	505.66	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	515.63	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	650.62	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	661.65	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	669.23	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	890.66	BOOKS & PERIODICALS
132881	1/28/2020	GALE GROUP, INC.	23,697.12	DATABASE PKG
132886	1/28/2020	HERALD & REVIEW	1,007.60	GOLD MEMBERSHIP RENEWAL

132901	1/28/2020	KANOPY	179.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	7.49	AV MATERIALS	BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	10.49		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	10.79		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	11.24		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	11.69		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	12.59		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	12.73		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	12.74		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	14.98		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	14.99		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	22.47		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	22.48		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	23.23		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	25.18		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	26.23		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	26.97		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	29.98		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	29.99		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	32.96		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	36.87		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	37.47		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	37.48		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	41.23		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	50.05		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	52.47	AV MATERIALS	BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	65.17		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	65.65		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	67.44		BOOKS & PERIODICALS

132915	1/28/2020	MIDWEST TAPE, LLC	78.73		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	89.04		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	89.90		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	128.96		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	217.36		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	233.09		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	239.76		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	262.33		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	270.54		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	339.56		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	340.29		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	353.83		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	356.48		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	389.02		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	1,131.88	HOOPLA STREAMING	BOOKS & PERIODICALS
132937	1/28/2020	PROQUEST INFORMATI	2,768.48	FOLD3 LOCAL HISTORY DATABASE	BOOKS & PERIODICALS
<b>TOTAL</b>			<b>39,242.90</b>		<b>BOOKS &amp; PERIODICALS</b>
132755	1/16/2020	FRAZIER, ALIX	42.72	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
<b>TOTAL</b>			<b>42.72</b>		<b>CONFERENCES &amp; TRAVEL</b>
132786	1/16/2020	O'FALLON PUBLIC LIBR	40.99	LOST/DAMAGED ITEM	LOST OR DAMAGED BOOKS
132798	1/16/2020	SHERMAN PLD	17.00	LOST ITEMS	LOST OR DAMAGED BOOKS
<b>TOTAL</b>			<b>57.99</b>		<b>LOST OR DAMAGED BOOKS</b>
132767	1/16/2020	ILLINOIS LIBRARY ASS	250.00	R MEYER 2020 MEMBERSHIP RENEWAL	MEMBERSHIP FEES
132791	1/16/2020	ROTARY CLUB OF DEC	241.00	3QTR R MEYER MEMBERSHIP	MEMBERSHIP FEES
132831	1/28/2020	AMERICAN LIBRARY A	280.00	R MEYER # 1254750 MEMBERSHIP RENEWAL	MEMBERSHIP FEES
132887	1/28/2020	HERITAGE NETWORK C	30.00	R DAMPTZ MEMEBERSHIP RENEWAL	MEMBERSHIP FEES
132891	1/28/2020	ILLINOIS LIBRARY ASS	300.00	2020 MEMEBERSHIP	MEMBERSHIP FEES
<b>TOTAL</b>			<b>1,101.00</b>		<b>MEMBERSHIP FEES</b>
132792	1/16/2020	SAM'S CLUB	168.78	ACCT 9064	OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	1.38		OFFICE SUPPLIES

132835	1/28/2020	BAKER & TAYLOR CO	2.07		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	4.60		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	5.52		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	7.59		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	8.51		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	9.66		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	10.81		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	11.73		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	13.11		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	17.02		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	17.94		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	19.78		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	21.85		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	29.21		OFFICE SUPPLIES
<b>TOTAL</b>			<b>349.56</b>		<b>OFFICE SUPPLIES</b>
132835	1/28/2020	BAKER & TAYLOR CO	16.38	BOOKS AND ENTERTAINMENT FOR 20	OTHER LIBRARY GRANT EXPENSE
132835	1/28/2020	BAKER & TAYLOR CO	17.55		OTHER LIBRARY GRANT EXPENSE
132835	1/28/2020	BAKER & TAYLOR CO	30.39		OTHER LIBRARY GRANT EXPENSE
<b>TOTAL</b>			<b>64.32</b>		<b>OTHER LIBRARY GRANT EXPENSE</b>
132641	1/9/2020	COMMERCIAL MAIL SE	445.24	DEC 16 - DEC 31'19	POSTAGE
132817	1/23/2020	COMMERCIAL MAIL SE	442.94	JAN 2 - JAN 15'20	POSTAGE
132830	1/28/2020	AMAZON.COM CREDIT	10.42	ACCT 8641	POSTAGE
<b>TOTAL</b>			<b>898.60</b>		<b>POSTAGE</b>
132775	1/16/2020	LIMITED NORTH, LLC	125.00	READINGRECORD HOSTING 2020	PROFESSIONAL SERVICES
132897	1/28/2020	JONES & THOMAS	400.00	WEB HOSTING AND MAINTENANCE	PROFESSIONAL SERVICES
<b>TOTAL</b>			<b>525.00</b>		<b>PROFESSIONAL SERVICES</b>
132812	1/16/2020	WATTS COPY SYSTEMS	701.87	ANNUAL PO FOR OFFICE EQUIPMENT	SERV-OFFICE EQUIPMENT
<b>TOTAL</b>			<b>701.87</b>		<b>SERV-OFFICE EQUIPMENT</b>
132854	1/28/2020	COMCAST	159.85	ACCT 929526423	TELEPHONE
132789	1/16/2020	PAETEC	48.38	ACCT 633318933001	TELEPHONE

132789	1/16/2020	PAETEC	57.82 ACCT 633292627001	TELEPHONE
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132809	1/16/2020	VERIZON WIRELESS	266.61 ACCT #980380645-00001	TELEPHONE
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<b>TOTAL</b>			<b>532.66</b>	<b>TELEPHONE</b>
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**35 LIBRARY FUND Total**

**46,645.66**

**RE-1-2020**

132945	1/28/2020	ROSE DREW, INC	20.09 VINYL CD ALBUM	POSTAGE
132945	1/28/2020	ROSE DREW, INC	41.98 6 CASES DVD VINYL SLEEVES	POSTAGE
132945	1/28/2020	ROSE DREW, INC	251.10 VINYL CD ALBUM	OFFICE SUPPLIES
132945	1/28/2020	ROSE DREW, INC	524.80 6 CASES DVD VINYL SLEEVES	OFFICE SUPPLIES
132961	1/28/2020	UNIQUE MANAGEMENT	554.90 ANNUAL PO 2020	PROFESSIONAL SERVICES
132963	1/28/2020	VERIZON WIRELESS	269.58 ACCT #980380645-00001	TELEPHONE
827003715	1/14/2020	REGIONS/CREDIT CARE	856.59 ACCT 3978	CONFERENCES & TRAVEL
827003715	1/14/2020	REGIONS/CREDIT CARE	610.00	MEMBERSHIP FEES



## DPL 2020 Budget Projection January

	2019 Projected	2020 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 526,479	\$ 339,144	\$ 187,335
State Grants or other	\$ 110,000	\$ 110,000	\$ -
Other Grants	\$ 1,885	\$ 75,000	\$ (73,115)
Payment in Lieu of Taxes	\$ 565,293	\$ 565,293	\$ -
Fines/Fees	\$ 5,360	\$ 3,400	\$ 1,960
Non-resident fees	\$ 150	\$ 150	\$ -
Lost or Damaged Books	\$ 5,779	\$ 5,200	\$ 579
Copies/Misc.	\$ 29,292	\$ 9,300	\$ 19,992
Meeting Room Fees	\$ 22,761	\$ 7,500	\$ 15,261
Interest Income	\$ 14,837	\$ 6,000	\$ 8,837
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	2000	\$ 1,000	\$ 1,000
Transfer from Meyer	\$ 25,826	\$ 27,000	\$ (1,174)
<b>Total Revenues</b>	<b>\$ 4,153,161</b>	<b>\$ 3,992,487</b>	<b>\$ 160,674</b>

### Library Operations

#### DPL Personnel Services

Salaries	\$ 1,562,287	\$ 1,603,518	\$ 41,231
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 160,315	\$ 205,499	\$ 45,184
FICA	\$ 116,743	\$ 124,078	\$ 7,335
Life Insurance	\$ 2,596	\$ 3,056	\$ 460
Medical Insurance	\$ 473,850	\$ 527,800	\$ 53,950
Service Recognition	\$ 22,608	\$ 18,413	\$ (4,195)

<b>Total Personnel</b>	<b>\$ 2,338,399</b>	<b>\$ 2,483,364</b>	<b>\$ 144,965</b>
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#### Operating Expenses

Unemployment insurance	\$ 1,344	\$ 1,344	\$ -
Advertising	\$ -	\$ 500	\$ 500
Printing/Binding	\$ -	\$ 300	\$ 300
Service to Maintian Buildings	\$ -	\$ 500	
Service to Office Equipment	\$ 15,788	\$ 30,000	\$ 14,212
MIS Services	\$ 39,000	\$ 39,000	\$ -
Telephone	\$ 7,069	\$ 10,000	\$ 2,931
Banking Service Charges	\$ 128	\$ 150	\$ 22
Conferences/Travel/training	15000	\$ 15,000	\$ -
Postage	\$ 10,440	\$ 12,000	\$ 1,560
Computer Software	\$ 35,000	\$ 35,000	\$ -
Admin Fee	\$ 92,904	\$ 92,904	\$ -
Medical Expenses	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000
Professional Services	\$ 22,152	\$ 45,000	\$ 22,848
Membership Fees	\$ 55,000	\$ 55,000	\$ -
PNG Expenses	\$ 15,000	\$ 15,000	\$ -
Per Capita Expenses	\$ 96,000	\$ 96,000	\$ -
Other Grant	\$ 1,137	\$ 75,000	\$ 73,863
Office Supplies	\$ 7,667	\$ 30,000	\$ 22,333
Risk Management	\$ 76,896	\$ 76,896	\$ -

Small Capital	\$ 45,000	\$ 45,000	\$ -
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Materials for Building	\$ -	\$ 500	\$ 500
Lost or damaged books	\$ 696	\$ 2,000	\$ 1,304
<b>Total Operating Expenses</b>	<b>\$ 1,355,525</b>	<b>\$ 1,502,594</b>	<b>\$ 147,069</b>

Surplus/(Deficit) \$ 459,236 \$ 6,529

DPL FY 2020 Budget Report

Prepared: February 5, 2020

At end of January 8% of the year has passed

**Revenue**

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ -	0.0%	\$ 151,661.00	-100.0%
All Other	\$ 1,150,487	28.8%	\$ 103,194.37	9.0%	\$ 80,703.45	27.9%
<b>Total Revenue</b>	<b>\$ 3,992,487</b>		<b>\$ 103,194.37</b>	<b>2.6%</b>	<b>\$ 232,364.45</b>	<b>-55.6%</b>

**Expense**

**% Expended**

Personnel

Payroll	\$ 1,604,518		\$ 120,175.95		\$ 116,511.97	3.1%
Benefits	\$ 878,846		\$ 58,938.78		\$ 43,668.73	35.0%
	<b>\$ 2,483,364</b>	<b>65.6%</b>	<b>\$ 179,114.73</b>	<b>7.2%</b>	<b>\$ 160,180.70</b>	<b>11.8%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 39,334.64	16.1%	\$ 16,435.66	139.3%
Per Capita	\$ 96,000		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,000.00		\$ 57.99	2.9%	n/a	n/a
<b>Total Materials</b>	<b>\$ 343,000</b>	<b>9.1%</b>	<b>\$ 39,392.63</b>	<b>11.5%</b>	<b>\$ 16,435.66</b>	<b>139.7%</b>

Professional Services

Professional Services	\$ 45,000		\$ 1,079.90	2.4%	\$ 2,480.29	-56.5%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 10.68	7.1%	\$ 10.77	-0.008357
<b>Total</b>	<b>\$ 45,650</b>	<b>1.2%</b>	<b>\$ 1,090.58</b>	<b>2.4%</b>	<b>\$ 2,491.06</b>	<b>-56.2%</b>

Allocations

Administrative Fee	\$ 92,904		\$ 7,742.00	8.3%	\$ 8,132.00	-4.8%
MIS	\$ 39,000		\$ 3,250.00	8.3%	\$ 3,197.00	1.7%
	<b>\$ 131,904</b>	<b>3.5%</b>	<b>\$ 10,992.00</b>	<b>8.3%</b>	<b>\$ 11,329.00</b>	<b>-3.0%</b>

Grants

PNG	\$ 15,000		\$ -	0.0%	\$ -	#DIV/0!
Other grants	\$ 75,000		\$ 94.71	0.1%	\$ -	#DIV/0!
	<b>\$ 90,000</b>	<b>2.4%</b>	<b>\$ 94.71</b>	<b>0.1%</b>	<b>\$ -</b>	<b>#DIV/0!</b>

Advertising	\$ 500	0.01%	\$ -	0.0%	\$ -	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$ 300		\$ -	0.0%	\$ 239.00	-100.0%
Postage	\$ 12,000		\$ 960.67	8.0%	\$ 1,044.68	-8.0%
Service to Office Equipment	\$ 30,000		\$ 701.87	2.3%	\$ 1,166.03	-39.8%
Telephone	\$ 10,000		\$ 802.24	8.0%	\$ 1,407.12	-43.0%
Software	\$ 35,000		\$ -	0.0%	\$ 7,003.00	-100.0%
Office Supplies	\$ 30,000		\$ 1,268.02	4.2%	\$ 4,923.25	-74.2%
Small Capital	\$ 45,000		\$ -	0.0%	\$ 7,930.96	-100.0%
	<b>\$ 162,300</b>	<b>4.3%</b>	<b>\$ 3,732.80</b>	<b>2.3%</b>	<b>\$ 23,714.04</b>	

Staff Development

Conferences/Training/Travel	\$ 15,000		\$ 899.31	6.0%	\$ -	#DIV/0!
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

<b>Membership</b>	\$ 55,000		\$ 1,711.00	3.1%	\$ 551.00	210.5%
	\$ 74,000	2.0%	\$ 2,610.31	3.5%	\$ 551.00	373.7%
<b>Transfer to Reserves</b>	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Insurance</b>						
<b>Unemployment</b>	\$ 1,344		\$ 112.00	8.3%	\$ 221.00	-49.3%
<b>Medical expenses</b>	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
<b>Risk Management</b>	\$ 76,896		\$ 6,408.00	8.3%	\$ 6,548.00	-2.1%
	\$ 78,740	2.1%	\$ 6,520.00	8.3%	\$ 6,769.00	
<b>Building Costs</b>						
<b>Rent</b>	\$ 575,000.00		\$ 47,917.00	8.3%	\$ 47,917.00	0.0%
<b>Supplies</b>	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
<b>Maintenace</b>	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 47,917.00		\$ 47,917.00	
<b>Total Operations/Services</b>	\$ 1,502,094	39.7%	\$ 112,350.03	7.5%	\$ 109,206.76	2.9%
<b>Total Expenses</b>	\$ 3,985,458		\$ 291,464.76	7.3%	\$ 269,387.46	8.2%
<b>Revenue Minus Expense</b>	\$ 7,029		\$ (188,270.39)		\$ (37,023.01)	408.5%

#### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Ac Equals
1/1/2020	\$ 1,362,862.78	\$103,194.37	\$ 291,464.76	\$ 1,174,592.39
2/1/2020	\$ 1,174,592.39			
3/1/2020	\$ -			
4/1/2020	\$ -			
<b>Capital Fund</b>	<b>Revenue Expected: \$250,000</b>		<b>Expense Expected: \$250,000</b>	

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 333,111.40	\$ 222.24	\$ -	\$ 333,333.64
2/1/2019	\$ 333,333.64			
3/1/2019	\$ -			

#### Trust Accounts

##### Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 58,370.72	\$ 39.18	\$ -	\$ 58,409.90
2/1/2019	\$ 58,409.90		\$ -	
3/1/2019	\$ -		\$ -	

##### Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 117,088.41	\$ 77.92	\$ 1,976.73	\$ 115,189.60
2/1/2019	\$ 115,189.60			
3/1/2019	\$ -			

##### Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 27,115.57			\$ 27,115.57
2/1/2019	\$ 27,115.57			
3/1/2019	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet act Ending
1/1/2019	\$ 1,898,769.18	\$ 103,533.71	\$ 293,441.49	\$ - \$ 1,708,861.40
2/1/2019	\$ 1,708,861.40	\$ -	\$ -	\$ -
3/1/2019	\$ -	\$ -	\$ -	\$ -



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# Fiscal Year 2019 Annual Report

January 28, 2019

Decatur Public Library  
130 N. Franklin Street  
Decatur, IL 62523  
(217) 424-2900



## ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES FY 2019

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending December 31, 2019 and is a report of the condition of the Board's trusts on that date.

### A.STATEMENT OF MONEY RECEIVED--LIBRARY OPERATING FUND

<b>Beginning fund balance, January 1, 2019</b>	<b>\$1,063,511.12</b>
Real estate taxes	3,021,531.79
State replacement tax	353,714.10
Payment in Lieu of Taxes	511,095.00
State grants or other	110,052.50
Fines & fees	3968.06
Non-resident fees	230.34
Lost & damaged books	5613.83
Copies and miscellaneous	9150.95
Meeting room fees	7916.80
Interest income	8804.43
Investment Income	2267.99
Miscellaneous Income	14,889.49
Transfer from Library Trust	24,823.53
Sublease	1500.00
Other Grants/Gifts	4367.11
<b>Division Total</b>	<b>\$4,079,925.92</b>

### B.STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND PERSONNEL

Salaries	1,571,181.24
Overtime	1048.46
Pension Contribution	147,477.26
FICA/Medicare	118,332.19
Life insurance	2,584.83
Medical insurance	303,300.00



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Service recognition	21,072.03
<b>Division Total</b>	<b>\$2,164,996.01</b>
<b>STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND</b>	
<b>To Employee Benefits-Unemployment</b>	2652.00
Advertising	310.82
Printing and binding	533.00
Services to maintain buildings	0.00
Services to maintain office equipment	26,229.06
MIS services (City)	38,364.00
Telephone	12,398.58
Banking Service Charges	129.36
Training school	539.00
Conferences & travel	10,079.62
Postage	11,352.97
Computer software	38,826.97
Transfer to General Fund-Admin Fee	97,584.00
Medical expenses	0.00
Temporary agency services	0.00
Tuition reimbursement	0.00
Professional services	50,879.12
Membership fees	50,336.57
Materials to maintain building	191.25
Office supplies	29,854.78
Transfer to general fund-Purchasing	12,384.00
Risk Management insurance	78,576.00
Small capital items	23,957.31
Building Lease Payment	575,000.00
Books and periodicals	249,022.09
Per Capita Expenditures (Books)	95,152.20
PNG Grant Expenditures	12,209.53
Other Grants/Gifts	4103.26
Transfer to Capital Fund	197,800.00
<b>Division Total</b>	<b>\$1,618,382.78</b>

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TOTAL FUNDS RECEIVED (LIBRARY OPERATING FUND)	\$4,079,925.92
TOTAL OPERATING EXPENDITURES	\$3,783,378.79
<b>Surplus/Deficit</b>	<b>\$296,547.43</b>
Balance sheet activity	\$2804.53
<b>LIBRARY OPERATING FUND BALANCE(12/31/2019)</b>	<b>\$1,362,862.77</b>

## **D.STATEMENT OF MONEY RECEIVED AND EXPENDED--CANTONI FUND**

Ellen and Peter Cantoni Fund (est. 1983)

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<b>Fund balance 01/01/2019</b>	<b>\$57,814.13</b>
Interest	556.59
Expenditures	0.00
<b>Fund balance 12/31/2019</b>	<b>\$58,370.72</b>

**NOTE:** Cantoni fund restricted to purchases of books for library from income of fund.

## **E.STATEMENT OF MONEY RECEIVED AND EXPENDED--MEYER FUND**

Margaret Meyer Fund (est. 2000)

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<b>Fund balance 01/01/2019</b>	<b>\$143,183.11</b>
Interest	1250.11
Expenditures	27,344.81
<b>FUND BALANCE 12/31/2019</b>	<b>\$117,088.41</b>

**NOTE:** Meyer fund restricted to use of local history.

## **F.STATEMENT OF MONEY RECEIVED AND EXPENDED - BOOK DONATIONS**

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<b>Fund balance 01/01/2019</b>	<b>\$26,174.87</b>
Interest	254.07
Contributions	5941.72
Expenditures	5255.09
<b>Fund balance 12/31/2019</b>	<b>\$27,115.57</b>

## **G.STATEMENT OF MONEY RECEIVED AND EXPENDED – CAPITAL FUND**

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<b>Fund balance 01/01/2019</b>	<b>\$131,499.36</b>
Interest	1336.63
Investment Income	475.41





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<b>Contributions</b>	197,800.00
<b>Expenditures</b>	0.00
<b>Fund balance 12/31/2019</b>	<b>\$331,111.40</b>

## H. STATEMENT OF ITEMS AVAILABLE MATERIALS

	<b>FY2018</b>	<b>FY2019</b>
<b>Print materials</b>	199,073	192,129
<b>Subscriptions</b>	303	303
<b>E-books</b>	23,138	28,071
<b>Physical Audio Recordings</b>	16,238	15,103
<b>Downloadable Audio Recordings</b>	4734	6498
<b>DVDs/Video Recordings</b>	9,615	10,028
<b>Downloadable Video Recordings</b>	1081	2342
<b>Licensed Databases</b>	37	37

## I. STATEMENT OF CIRCULATION

	<b>FY2018</b>	<b>FY2019</b>
<b>Items Loaned</b>	332,129	316,124
<b>Total Collection Use</b>	362,920	349,437
<b>Items loaned to other libraries</b>	<b>47,608</b>	<b>46,259</b>

## J. STATEMENT OF ANY PERSONAL PROPERTY ACQUIRED BY LEGACY, GIFT, PURCHASE, OR OTHERWISE.

The Library received a number of donations of books and other materials to add to its collection from various people and organizations.

No other personal property was purchased except for items required in the normal operation of the Library.

## K. STATEMENT OF MONEY REQUIRED FOR LIBRARY OPERATION IN 2020

The Library Board provided the City Council with an estimate of funds needed to operate the Library for fiscal year 2020 in October 2019.

The Library Board will provide the City Council with an estimate of funds needed to operate the Library for fiscal year 2021 by October, 2020.

## L. STATEMENT OF OUTSTANDING LIABILITIES

The library has no outstanding liabilities.



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Attached are the Fiscal Year 2019 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 2019 Fiscal Year Annual Report of the City Librarian, which contains a narrative summary of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the Board meeting on February 20, 2020.

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Donna Williams, President  
Decatur Public Library Board of  
Trustees