



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, February 8, 2023
4:30 p.m.
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Approval of Agenda**
- III. Minutes**—January 11, 2023 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. Friends of the Library Relocation (Discussion)
 - C. Other
- VII. New Business**
 - A. January 2023 Check Register (Action)
 - B. FY2023 Budget Actuals (Discussion)
 - C. Vendor Report (Discussion)
 - D. Annual Report (Action)
 - E. Increase Security Hours (Action)
 - F. Other
- VIII. Adjournment**



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

Date: January 11, 2023

Time: 4:30 p.m.

Location: Board Room

Present: Sofia Xethalis

Jeffrey Cancienne

Jecobie Jones (Chair)

Alana Banks

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Alissa Henkel, Programs, Resources, & Services

Absent:

Guests:

Call to Order:

Mr. Jones called the meeting to order at 4:40 pm.

Approval of Agenda

Mr. Jones requested a motion to approve the agenda. Mr. Cancienne made a motion to approve the agenda, seconded by Ms. Banks. All in favor. The motion was adopted.

Approval of Minutes: November 9, 2022 meeting minutes

Mr. Jones requested a motion to approve the November 9, 2022 meeting minutes. Mr. Cancienne made a motion to approve the minutes, seconded by Ms. Banks. All in favor. The motion was adopted.

Written Communication from the Public: None

Public Comments: None

Old Business

Capital Needs (Discussion) Mr. Meyer stated the carpet contract should go to the City tomorrow.

Friends of the Library Relocation (Discussion) Mr. Meyer stated they are close to being able to relocate, likely by the end of May.

Other (Discussion) There was a review of the last book challenge.

New Business

December 2022 Check Register (Action). Ms. Xethalis made a motion to send the check register to the full Board, seconded by Ms. Banks. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Xethalis, yes, Mr. Cancienne, yes, Ms. Banks, yes. The motion was adopted.

FY2022 Budget Actuals (Discussion) Mr. Meyer gave a summary of the year end budget. No unexpected changes.

Project Viewpoint (Action) Mr. Meyer stated this is not an action item. This will begin in late March. The producers will have a conversation with Mr. Meyer, Ms. Xethalis, and an end-user. The Library will get all the raw footage.

Shelving Bid Resolution (Action) Mr. Meyer stated the attorney still has this bid. It is not ready for a resolution yet. The alternate bid includes shelving for AV. Mr. Jones recommended presenting this bid including the alternate bid to the board, seconded by Ms. Xethalis. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Xethalis, yes, Mr. Cancienne, yes, Ms. Banks, yes. The motion was adopted.

Other (Discussion) There was a discussion about producing a 5-year budget plan, and sending the raw data from the December 2022 Check Register to Mr. Meyer and Mr. Cancienne to review. Mr. Meyer stated he has received several outside requests to use space inside the Library.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:33pm, seconded by Mr. Cancienne. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 1/11/2023

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2023 to 1/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
151430	01/05/2023	COMMERCIAL MAIL SERVICES DEC 16-DEC31'22	152.95	POSTAGE
151451	01/05/2023	SAM'S CLUB ACCT 9064	80.21	BANKING SERVICE CHARGE
151486	01/12/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	181.88	OTHER LIBRARY GRANT EXI
151491	01/12/2023	EYTCHISON, KATIE REIMBURSEMENT FOR TREES ON TEES DECORATIC	138.86	OTHER LIBRARY GRANT EXI
151517	01/12/2023	NICKI BOND DEI CONSULTING SERVICES RENDERED 12/14/22	150.00	PROFESSIONAL SERVICES
151518	01/12/2023	PAETEC ACCT 633318933001 ACCT 633292627001	128.07	TELEPHONE
151520	01/12/2023	PEERLESS NETWORK, INC ACCT 1212890	409.68	TELEPHONE
151541	01/12/2023	VESPASIAN WARNER PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	15.00	LOST OR DAMAGED BOOKS
151559	01/19/2023	BARCLAY PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	110.84	LOST OR DAMAGED BOOKS
151571	01/19/2023	CCH 2022 US MASTER TAX GUIDE	203.23	BOOKS & PERIODICALS
151572	01/19/2023	CDW GOVERNMENT INC USB SMART CARD READER SMART BACK LCD	283.90	SMALL CAPITAL ITEMS
151579	01/19/2023	CONFIDENTIAL ON SITE PAPER SHREDDING ONSITE SHREDDING	63.94	PROFESSIONAL SERVICES
151591	01/19/2023	ERICKSON DAVIS, ATTORNEYS LEGAL SERVICES	1,470.00	PROFESSIONAL SERVICES
151593	01/19/2023	GALE GROUP, INC. LARGE PRINT STANDING ORDER	9,252.73	PER CAPITA GRANT EXPENSE
151596	01/19/2023	GE MONEY BANK/AMAZON SUPPLIES	684.06	OFFICE SUPPLIES
151600	01/19/2023	GOVDEALS, INC. SELLING FEES	7.50	MISCELLANEOUS INCOME
151601	01/19/2023	HARGADON, STEVE WEBINAR COACHING SKILLS FOR LIBRARY LEADER:	225.00	CONFERENCES & TRAVEL

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2023 to 1/31/2023

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
151655	01/19/2023	STRIGLOS/HAINES & ESSICK BRIGHT WHITE CARD STOCK	78.57	OFFICE SUPPLIES
151662	01/19/2023	UNIQUE MANAGEMENT SERVICES DEC'22 PLACEMENTS	384.85	PROFESSIONAL SERVICES
151666	01/19/2023	VERIZON WIRELESS TELEPHONE SERVICE	107.44	TELEPHONE
151673	01/19/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	855.45	SERV-OFFICE EQUIPMENT
151679	01/26/2023	AMERICAN LIBRARY ASSOCIATION 2023 MEMBERSHIP	306.00	MEMBERSHIP FEES
151690	01/26/2023	CENTER POINT LARGE PRINT STANDING ORDER LARGE PRINT BOOKS	2,890.80	PER CAPITA GRANT EXPENSE
151694	01/26/2023	COMMERCIAL MAIL SERVICES JAN 1 - JAN 15'23	192.06	POSTAGE
151707	01/26/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	98.92	OFFICE SUPPLIES
151711	01/26/2023	EBSCO INDUSTRIES, INC OUTLOOK REFERENCE PERIODICAL SUBSCRIPTION DATABASE PACKAGE	7,765.00	BOOKS & PERIODICALS
151725	01/26/2023	ILLINOIS LIBRARY ASSOCIATION 2023/24 MEMBERSHIP	300.00	MEMBERSHIP FEES
151730	01/26/2023	JONES & THOMAS WEB SERVICES	400.00	PROFESSIONAL SERVICES
151732	01/26/2023	KANOPY LIBRARY STREAMING SERVICE	308.00	BOOKS & PERIODICALS
151748	01/26/2023	MIDWEST TAPE, LLC NOV'22 HOOPLA USAGE DEC'22 HOOPLA USAGE	9,572.61	BOOKS & PERIODICALS
151760	01/26/2023	PROQUEST INFORMATION & LEARNING FOLD3 LIBRARY EDITION	2,951.33	PER CAPITA GRANT EXPENSE
151765	01/26/2023	SCHOLASTIC LIBRARY PUBLISHING PRIZE BOOKS 2023 CHILDRENS WINTER READING P	991.46	OTHER LIBRARY GRANT EXPENSE
151766	01/26/2023	ROSE DREW, INC 6 DVD FULL SLEEVES 300 QTY	1,283.04	OFFICE SUPPLIES
151772	01/26/2023	TIMECLOCK PLUS, LLC SCHEDULEANYWHERE RENEWAL 2023	1,908.00	COMPUTER SOFTWARE

**CITY OF DECATUR
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For invoices from -- 1/1/2023 to 1/31/2023

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23005133	01/19/2023	REGIONS/CREDIT CARD ACCT 3978	1,103.95	COMPUTER SOFTWARE
23005145	01/19/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,413.65	OTHER LIBRARY GRANT EXI
Total for: 35			46,468.98	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
151438	01/05/2023	EDC EDUCATIONAL SVCS 2022/ CHILDRENS BOOKS	483.55	BOOKS & PERIODICALS
151595	01/19/2023	GAYLORD BROS. 5 MIL ARCHIVAL ROLL	692.35	ARCHIVAL SUPPLIES
151723	01/26/2023	HERITAGE NETWORK OF DECATUR 2023 MEMBERSHIP	30.00	BOOK AND PERIODICALS
Total for: 59			1,205.90	
Total for All:			\$47,674.88	

DPL FY 2023 Budget Report

Prepared: February 3, 2023

At the end of January 8% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.5%	\$ -	0.0%	\$ - #DIV/0!
All Other	\$ 2,521,754		45.5%	\$ 209,442.39	8.3%	\$ 160,802.87 30.2%
Total Revenue	\$ 5,543,754			\$ 209,442.39	3.8%	\$ 160,802.87 30.2%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 134,589.52		\$ 120,385.81	11.8%
Benefits	\$ 929,958		\$ 62,643.74		\$ 79,632.58	-21.3%
	\$ 2,712,400		\$ 197,233.26		\$ 200,018.39	-1.4%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 10,566.84	4.3%	\$ 41,614.35	-74.6%
Per Capita	\$ 104,020		\$ 22,376.86	21.5%	\$ -	#DIV/0!
Lost/Damage	\$ 1,400		\$ 125.84	9.0%	\$ 39.00	223%
Total Materials	\$ 350,420		\$ 33,069.54	9.4%	\$ 41,653.35	-20.6%

Professional Services

Professional Services	\$ 102,000		\$ 2,468.79	2.4%	\$ 1,225.53	101.4%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 44.35	29.6%	\$ 11.17	297%
Total	\$ 102,650		\$ 2,513.14	2.7%	\$ 1,236.70	103.2%

Allocations

Administrative Fee	\$ 108,864		\$ 9,525.58	8.7%	\$ 9,072.00	5.0%
MIS	\$ 36,684		\$ 3,209.83	8.7%	\$ 3,057.00	5.0%
	\$ 145,548		\$ 12,735.42	8.7%	\$ 12,129.00	5.0%

Grants

Other grants	\$ 75,000	\$ 3,103.28	4.1%	\$ 1,317.19	135.6%	
	\$ 75,000	2.0%	\$ 3,103.28	4.1%	\$ 1,317.19	135.6%
Advertising	\$ 500	0.01%	\$ -	0.0%	\$ 100.00	-100%
Office Supplies/Maintenance						
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	
Postage	\$ 5,000	\$ 345.01	6.9%	\$ 321.40	7.3%	
Service to Office Equipment	\$ 27,000	\$ 855.45	3.2%	\$ 802.11	6.6%	
Telephone	\$ 27,000	\$ 645.19	2.4%	\$ 2,101.58	-69.3%	
Software	\$ 50,000	\$ 2,053.00	4.1%	\$ -	#DIV/0!	
Office Supplies	\$ 40,000	\$ 1,886.52	4.7%	\$ 920.24	105.0%	
Small Capital	\$ 45,000	\$ 526.76	1.2%	\$ -	#DIV/0!	
	\$ 194,000	5.1%	\$ 6,311.93	3.3%	\$ 4,145.33	52.3%
Staff Development						
Conferences/Training/Travel	\$ 20,000	\$ 874.00	4.4%	\$ -	#DIV/0!	
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!	
Membership	\$ 50,000	\$ 606.00	1.2%	\$ -	#DIV/0!	
	\$ 74,000	2.0%	\$ 1,480.00	2.0%	\$ -	#DIV/0!
Insurance						
Unemployment	\$ 1,056	\$ 92.42	8.8%	\$ 88.00	5.0%	
Risk Management	\$ 95,724	\$ 8,375.83	8.7%	\$ 7,977.00	5.0%	
	\$ 96,780	2.6%	\$ 8,468.25	8.8%	\$ 8,065.00	5.0%
Building Costs						
Transfer to Capital	\$ 600,000	\$ -	\$ -	#DIV/0!		
Rent	\$ 589,583	\$ 49,115.00	8.3%	\$ 49,115.00	0.0%	
Supplies	\$ 150	\$ -	0.0%	\$ -	#DIV/0!	
Maintenance	\$ -	\$ -	#DIV/0!	\$ 266.64	-100.0%	
Total Building	\$ 589,733	15.6%	\$ 49,115.00	\$ 49,381.64	-0.5%	
Total Operations/Services	\$ 1,628,631	43.0%	\$ 116,796.56	7.2%	\$ 118,028.21	-1.0%
Total Expenses	\$ 4,341,031	\$ 314,029.82	7.2%	\$ 318,046.60	-1.3%	
Revenue Minus Expense	\$ 1,202,723	\$ (104,587.43)	\$ (157,243.73)	-33.5%		
Operating fund						

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 209,442.39	\$ 314,029.82	\$ -	\$ 1,536,416.80
2/1/2023	\$ 1,536,416.80				
3/1/2023					
4/1/2023					
5/1/2023					
6/1/2023					
7/1/2023					
8/1/2023					
9/1/2023					
10/1/2023					
11/1/2023					
12/1/2023					
1/1/2024					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ -	\$ 141,479.60	\$ 993,509.11
2/1/2023	\$ 993,509.11			
3/1/2023				
4/1/2023				
5/1/2023				
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024				

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ -	\$ -	\$ 58,622.65
2/1/2023	\$ 58,622.65			
3/1/2023				
4/1/2023				
5/1/2023				
6/1/2023				
7/1/2023				

8/1/2023	
9/1/2023	
10/1/2023	
11/1/2023	
12/1/2023	
1/1/2024	

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 43,076.45	\$ -	\$ 722.35	\$ 42,354.10
2/1/2023	\$ 42,354.10			
3/1/2023				
4/1/2023				
5/1/2023				
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 4,586.99	\$ 300.00	\$ 483.55	\$ 4,403.44
2/1/2023	\$ 4,403.44			\$ 4,403.44
3/1/2023				\$ -
4/1/2023				\$ -
5/1/2023				\$ -
6/1/2023				\$ -
7/1/2023				\$ -
8/1/2023				\$ -
9/1/2023				\$ -
10/1/2023				\$ -
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity Ending
1/1/2023	\$ 2,146,630.24	\$ 209,742.39	\$ 456,715.32	\$ - \$ 1,899,657.31
2/1/2023	\$ 1,899,657.31			
3/1/2023				
4/1/2023				

5/1/2023	
6/1/2023	
7/1/2023	
8/1/2023	
9/1/2023	
10/1/2023	
11/1/2023	
12/1/2023	
1/1/2024	

VENDOR NAME	AMOUNT
MIDWEST TAPE, LLC Total	\$9,572.61
GALE GROUP, INC. Total	\$9,252.73
EBSCO INDUSTRIES, INC Total	\$7,765.00
PROQUEST INFORMATION & LEARNING Total	\$2,951.33
CENTER POINT LARGE PRINT Total	\$2,890.80
TIMECLOCK PLUS, LLC Total	\$1,908.00
ERICKSON DAVIS, ATTORNEYS Total	\$1,470.00
JESSICA HILL CONSULTING LLC Total	\$1,413.65
ROSE DREW, INC Total	\$1,283.04
REGIONS/CREDIT CARD Total	\$1,103.95
SCHOLASTIC LIBRARY PUBLISHING Total	\$991.46
WATTS COPY SYSTEMS Total	\$855.45
GAYLORD BROS. Total	\$692.35
GE MONEY BANK/AMAZON Total	\$684.06
EDC EDUCATIONAL SVCS Total	\$483.55
PEERLESS NETWORK, INC Total	\$409.68
JONES & THOMAS Total	\$400.00
UNIQUE MANAGEMENT SERVICES Total	\$384.85
COMMERCIAL MAIL SERVICES Total	\$345.01
KANOPY Total	\$308.00
AMERICAN LIBRARY ASSOCIATION Total	\$306.00
ILLINOIS LIBRARY ASSOCIATION Total	\$300.00
CDW GOVERNMENT INC Total	\$283.90
DEMCO INC Total	\$280.80
HARGADON, STEVE Total	\$225.00
CCH Total	\$203.23
NICKI BOND Total	\$150.00
EYCHISON, KATIE Total	\$138.86
PAETEC Total	\$128.07
BARCLAY PUBLIC LIBRARY DISTRICT Total	\$110.84
VERIZON WIRELESS Total	\$107.44
SAM'S CLUB Total	\$80.21
STRIGLOS/HAINES & ESSICK Total	\$78.57
CONFIDENTIAL ON SITE PAPER SHREDDING Total	\$63.94
HERITAGE NETWORK OF DECATUR Total	\$30.00
VESPASIAN WARNER PUBLIC LIBRARY Total	\$15.00
GOVDEALS, INC. Total	\$7.50
Grand Total	\$47,674.88

VENDOR NAME	AMOUNT
MIDWEST TAPE, LLC Total	\$117,522.34
BAKER & TAYLOR CO Total	\$117,424.10
EBSCO INDUSTRIES, INC Total	\$95,793.47
IHLS-OCLC Total	\$52,895.16
DEETTA JONES AND ASSOCIATES LLC Total	\$48,000.00
JESSICA HILL CONSULTING LLC Total	\$29,984.02
PIONEER PRODUCTION SERVICES, LLC Total	\$29,400.00
REGIONS/CREDIT CARD Total	\$27,037.00
DELL INC. Total	\$24,627.45
AMAZON PAYMENTS Total	\$18,483.60
NEWSBANK, INC. Total	\$17,894.00
GALE GROUP, INC. Total	\$15,839.58
WATTS COPY SYSTEMS Total	\$15,428.85
BRIDGEALL LIBRARIES LIMITED Total	\$12,500.00
HR SOURCE Total	\$12,455.04
PRODUCT LLC Total	\$11,200.00
PATRON POINT, INC Total	\$8,500.00
PROQUEST INFORMATION & LEARNING Total	\$8,276.98
A TO Z DATABASE Total	\$8,034.00
VERIZON WIRELESS Total	\$7,329.99
UNIQUE MANAGEMENT SERVICES Total	\$7,149.26
WORLD ARCHIVES MIDCO, LLC Total	\$5,965.00
JONES & THOMAS Total	\$5,730.00
PEERLESS NETWORK, INC Total	\$5,090.07
LIBRARY IDEAS, LLC Total	\$4,579.52
WORLD BOOK, INC Total	\$4,566.98
HISTORICAL INFORMATION GATHERERS Total	\$4,460.00
COMMERCIAL MAIL SERVICES Total	\$4,416.42
KANOPY Total	\$4,353.00
ENVISIONWARE, INC Total	\$3,881.00
FINDAWAY Total	\$3,796.72
ERICKSON DAVIS, ATTORNEYS Total	\$3,720.00
PBC GURU Total	\$3,500.00
CDW GOVERNMENT INC Total	\$3,361.45
STACKMAP, LLC Total	\$3,168.00
TECHSOUP GLOBAL Total	\$3,123.00
BIBLIOTHECA, LLC Total	\$3,120.11
CENTER POINT LARGE PRINT Total	\$2,818.80
WORLD TRADE PRESS Total	\$2,800.00
NICKI BOND Total	\$2,550.00
NICHE ACADEMY LLC Total	\$2,400.00
HERALD & REVIEW Total	\$2,391.40
ZOOBEAN INC Total	\$2,295.00
RAILS Total	\$2,250.00
PAETEC Total	\$2,228.46
ICE WARP, INC. Total	\$2,048.06

VENDOR NAME	AMOUNT
MIDLAND PAPER COMPANY Total	\$1,916.00
SCHOLASTIC LIBRARY PUBLISHING Total	\$1,876.23
CALM.COM INC Total	\$1,776.00
GE MONEY BANK/AMAZON Total	\$1,710.52
ROSE DREW, INC Total	\$1,681.83
DEMCO INC Total	\$1,666.53
BAYSCAN TECHNOLOGIES Total	\$1,656.00
SCHOOL OUTFITTERS LLC Total	\$1,608.98
THICKSTAT, INC Total	\$1,575.00
DUNKER ELECTRIC SUPPLY,INC Total	\$1,560.00
GAYLORD BROS. Total	\$1,535.98
LIBRARICA LLC Total	\$1,519.95
ID LABEL Total	\$1,515.79
HAPPYORNOT AMERICAS, INC Total	\$1,188.00
SAM'S CLUB Total	\$1,098.21
ILLINOIS LIBRARY ASSOCIATION Total	\$1,095.06
HENKEL, ALISSA Total	\$1,068.74
E.L. PRUITT CO Total	\$988.00
DISPLAYS2GO Total	\$977.93
GIGGLES, INC Total	\$900.00
ADOBE, INC Total	\$839.76
STRIGLOS/HAINES & ESSICK Total	\$819.73
G. BRADLEY PUBLISHING INC Total	\$750.00
MH MEDIATE Total	\$750.00
TRUMP DIRECT Total	\$699.00
INFO USA MARKETING, INC Total	\$680.00
DYNAGRAPHICS Total	\$623.72
HARGADON, STEVE Total	\$588.00
EYCHISON, KATIE Total	\$584.83
POLK CITY DIRECTORIES Total	\$584.00
MAVERIK MARKETING Total	\$563.90
SCHOOL LIBRARY JOURNAL Total	\$507.45
BARRY G CLOYD Total	\$500.00
BRODART CO. Total	\$491.52
FRAZIER, ALIX Total	\$479.75
BOOKPAGE Total	\$390.00
SCOVILL MOBILE ZOO Total	\$355.00
AASLH Total	\$345.00
NATIONWIDE BACKGROUND SCREENING INC Total	\$340.00
OFFICEFURNITURE.COM LLC Total	\$339.00
VILLAGE OF FORSYTH Total	\$321.04
WALLENDER-DEDMAN PRINTING Total	\$310.00
BECK'S ENGRAVING & RUBBER STAMPS Total	\$307.04
BREWSTER, CONNIE K Total	\$300.00
MICHALSKI, BRIAN Total	\$300.00
MERDON, INC Total	\$285.00

VENDOR NAME	AMOUNT
AMERICAN LIBRARY ASSOCIATION Total	\$283.00
CHAMBER OF COMMERCE Total	\$275.00
SOCIETY OF AMERICAN ARCHIVISTS Total	\$250.00
MEYER, RICK Total	\$241.02
SLOAN'S CALZONES Total	\$224.91
BURDICK PLUMBING & HEATING CO INC Total	\$224.64
CHILDRENS MUSEUM OF ILLINOIS Total	\$224.00
WHITEHEAD, MICHELLE Total	\$223.28
ROCKFORD MAP PUBLISHERS, INC. Total	\$214.15
AFSCME COUNCIL 31 Total	\$210.00
MACON CONSERVATION DIST Total	\$210.00
DECATUR AREA CONVENTION AND Total	\$200.00
FORSYTH PUBLIC LIBRARY Total	\$199.74
ZIESE, CAROL Total	\$198.90
SEN SOURCE Total	\$198.00
CCH Total	\$197.39
CONFIDENTIAL ON SITE PAPER SHREDDING Total	\$192.86
TOLONO PUBLIC LIBRARY DISTRICT Total	\$159.95
FASTENAL INDUSTRIAL Total	\$157.05
DECATUR POLICE AUXILIARY UNIT Total	\$150.00
MT ZION DISTRICT LIBRARY Total	\$126.00
CINDY'S DELIGHT Total	\$120.00
VERMA, NUPUR Total	\$100.00
DECATUR TRIBUNE Total	\$90.00
THE GLASS HOUSE Total	\$79.63
THE ACADEMY OF CERTIFIED ARCHIVISTS Total	\$75.00
POWELL, SHAKERA Total	\$70.71
EFFINGHAM PUBLIC LIBRARY Total	\$64.94
MAHOMET PUBLIC LIBRARY Total	\$56.89
SMITH NIKITIN, KRISTIE Total	\$56.47
STRINGER, BETH E Total	\$56.00
MIDWEST ARCHIVES CONFERENCE Total	\$55.00
MISSISSIPPI VALLEY PUBLIC LIBRARY DIST Total	\$54.95
MOYER DISTRICT LIBRARY Total	\$54.00
LIBRARYWORKS, INC Total	\$49.00
REND LAKE COLLEGE Total	\$48.75
EFURNITUREMAX, LLC Total	\$45.60
BUSEY BANK Total	\$45.00
ATLAS LOCK INC Total	\$42.00
GLEN CARBON CENTENNIAL LIBRARY DISTRICT Total	\$39.99
JERSEYVILLE PUBLIC LIBRARY Total	\$39.92
SHELBYVILLE PUBLIC LIBRARY Total	\$37.95
VESPASIAN WARNER PUBLIC LIBRARY Total	\$36.00
NOKOMIS PUBLIC LIBRARY Total	\$30.98
CAHOKIA PUBLIC LIBRARY DISTRICT Total	\$30.00
HERITAGE NETWORK OF DECATUR Total	\$30.00

VENDOR NAME	AMOUNT
NATIONAL AUDUBON SOCIETY Total	\$30.00
ILLINOIS AUDUBON SOCIETY Total	\$25.00
BETHALTO PUBLIC LIBRARY Total	\$24.99
ALLERTON PUBLIC LIBRARY DISTRICT Total	\$24.98
MARION CARNEGIE LIBRARY Total	\$24.55
DANVILLE PUBLIC LIBRARY Total	\$22.00
SHAWNEE COMMUNITY COLLEGE Total	\$19.00
HAYNER PUBLIC LIBRARY DIST. Total	\$18.99
MILLER, DAVID Total	\$18.00
LAWRENCE PUBLIC LIBRARY DISTRICT Total	\$17.99
CHRISMAN PUBLIC LIBRARY Total	\$15.99
ARGENTA-OREANA PUBLIC LIBRARY DISTRICT Total	\$15.00
BISHOP, SUSAN Total	\$15.00
JOHNSTON CITY PUBLIC LIBRARY Total	\$15.00
CATLIN PUBLIC LIBRARY DISTRICT Total	\$12.00
CHARLESTON CARNEGIE PUBLIC LIBRARY Total	\$11.00
ONARGA COMMUNITY PUBLIC LIBRARY DISTRICT Total	\$10.00
REBECCA CAUDILL YOUNG READERS BOOK AWARD Total	\$10.00
TRI CITY PUBLIC LIBRARY DISTRICT Total	\$8.00
ST ELMO PUBLIC LIBRARY DISTRICT Total	\$7.48
Grand Total	\$822,469.96



DECATUR PUBLIC LIBRARY

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Fiscal Year 2022 Annual Report

February 16, 2023

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



ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES FY 2022

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, 2022 and is a report of the condition of the Board's trusts on that date.

A.STATEMENT OF MONEY RECEIVED--LIBRARY OPERATING FUND

Beginning fund balance, January 1, 2022	\$1,551,583.76
Real estate taxes	\$2,866,276.15
State replacement tax	1,122,899.36
Payment in Lieu of Taxes	561,120.00
State grants or other	104,019.95
Fines & fees	7,717.38
Non-resident fees	91.66
Lost & damaged books	5,009.66
Copies and miscellaneous	11,727.80
Meeting room fees	3,520.00
Interest income	5,095.72
Investment Income	649.78
Miscellaneous Income	107.50
Sublease	1500.00
Other Grants/Gifts	93,146.62
Total Revenue	4,782,881.58

B.STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND PERSONNEL

Salaries	1,602,237.61
Overtime	0.00
Pension Contribution	142975.59
FICA/Medicare	121,409.18
Life insurance	2,523.87
Medical insurance	574,050.00
Service recognition	14,188.05



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Employee Relocation	7,500.00
Division Total	\$2,464,884.30
STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND	
To Employee Benefits-Unemployment	1,056.00
Advertising	1,251.40
Services to maintain office equipment	12,237.87
MIS services (City)	36,684.00
Telephone/Internet	14,648.52
Banking Service Charges	178.76
Conferences/Travel/Continuing Ed	17,679.53
Postage	4,462.02
Computer software	41,115.69
Transfer to General Fund-Admin Fee	108,864.00
Temporary agency services	0.00
Travel Interview Expenses	35.48
Tuition reimbursement	0.00
Professional services	107,923.93
Membership fees	57,436.39
Materials to maintain building	2,548.00
Office supplies	30,851.42
Risk Management insurance	95,724.00
Small capital items	43,238.23
Building Lease Payment	589,380.00
Books and periodicals	269,812.96
Lost or Damaged Books	1,245.03
Per Capita Expenditures (Books)	107,469.41
Other Grants/Gifts	84,734.17
Transfer to Capital Fund	600,000.00
Division Total	\$2,228,576.81

TOTAL FUNDS RECEIVED (LIBRARY OPERATING FUND)	\$4,782,881.58
TOTAL OPERATING EXPENDITURES	\$4,693,461.11



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Surplus/Deficit	\$89,420.47
Balance sheet activity	\$0.00
LIBRARY OPERATING FUND BALANCE (12/31/2022)	\$1,641,004.23

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

Ellen and Peter Cantoni Fund (est. 1983)

Fund balance 01/01/2022	\$58,479.83
Interest	142.82
Expenditures	0.00
Fund balance 12/31/2022	\$58,622.65

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

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

Margaret Meyer Fund (est. 2000)

Fund balance 01/01/2022	\$51,488.14
Interest	114.55
Expenditures	8,526.24
FUND BALANCE 12/31/2022	\$43,076.45

NOTE: Meyer fund restricted to use of local history.

F.STATEMENT OF MONEY RECEIVED AND EXPENDED - BOOK DONATIONS

Fund balance 01/01/2022	\$20,254.32
Interest	114.55
Contributions	16,563.00
Expenditures	32,254.32
Fund balance 12/31/2022	\$4,586.99

G.STATEMENT OF MONEY RECEIVED AND EXPENDED – CAPITAL FUND

Fund balance 01/01/2022	\$533,466.61
Interest	1,303.29
Investment Income	218.87
Contributions	600,00.00
Expenditures	0.00



Fund balance 12/31/2020	\$1,134,988.71
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H.STATEMENT OF ITEMS AVAILABLE MATERIALS

	FY2021	FY2022
Print materials	183,155	185,225
Subscriptions	303	174
E-books	30,415	4,156
Physical Audio Recordings	14,240	13,000
Downloadable Audio Recordings	9,968	9,078
DVDs/Video Recordings	11,288	11,501
Downloadable Video Recordings	3,841	4,152
Licensed Databases	40	36

I.STATEMENT OF CIRCULATION

	FY2021	FY2022
Total checkouts/renewals	234,246	260,805
Total Collection Use including databases	357,730	441,446
Borrows from other libraries	28,865	30,177
Loans to other libraries	39,903	42,190

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 2023

The Library Board provided the City Council with an estimate of funds needed to operate the Library for fiscal year 2023 in November 2022.

The Library Board will provide the City Council with an estimate of funds needed to operate the Library for fiscal year 2024 by November, 2023.

L. STATEMENT OF OUTSTANDING LIABILITIES



The library has no outstanding liabilities.

Attached are the Fiscal Year 2022 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 2022 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 16, 2023.

Sofia Xethalis, President
Decatur Public Library Board of
Trustees