



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting AGENDA  
Wednesday, October 11, 2023  
4:30 p.m.  
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Consent Agenda** (Approval of Agenda; Approval of September 13, 2023 Minutes)
- III. Written Communications from the Public**
- IV. 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
- V. Old Business**
  - A. Capital Needs (Discussion)
  - B. Other
- VI. New Business**
  - A. September 2023 Check Register & Vendor Report (Action)
  - B. September 2023 Budget Actuals & Projection (Discussion)
  - C. Management Pay Grades and Benchmarking (Action)
  - D. FY2024 Budget (Action)
  - E. Other
- VII. Adjournment**



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

**Date: September 13, 2023**

**Time: 4:30 p.m.**

**Location: Board Room**

**Present:**

Alana Banks

Jecobie Jones (Chair)

Karl Coleman

**Staff:** Rick Meyer, City Librarian, Alissa Henkel Head of Programs, Resources, and Services

**Absent:**

Emily West

**Guests: None**

**Call to Order:**

Mr. Jones called the meeting to order at 4:33pm.

**Consent Agenda**

Mr. Jones requested a motion to approve the agenda and August 9, 2023 minutes. No discussion. All in favor. The motion was adopted.

**Written Communication from the Public: None**

**Public Comments: None**

**Old Business**

Capital Needs (Discussion) Mr. Meyer reported that the most of the carpeting and shelving project is complete. There is additional carpet to lay, pending some additional furniture items being added. The hot water pipeline is being replaced by the City. Mr. Meyer spoke with the Jerry Johnson, the Director of the Arts Council about the exterior of the Library. Mr. Meyer would like to first start with some power washing. Mr. Meyer is also meeting with the new Director of Operations in charge of maintenance and housekeeping at the Library. The Board can draft a letter to the City Manager, Director of Operations and the City Council to ask for exterior improvements, including a mural. Mr. Meyer is recommending some cleaning priorities get changed.

Furniture Budget (Action) Mr. Meyer discussed the initial furniture budget was coming from the capital reserve fund. Meyer would like to cut the furniture wish list down and find additional funding. Mr. Meyer will check

with the Foundation, the Community Foundation and State of IL. grants. The payment for furniture will come out of the 2024 budget.

### **New Business**

August 2023 Check Register & Vendor Report (Action) Mr. Coleman made a motion to send the check register to the full Board, seconded by Mr. Jones. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Banks, yes, Mr. Coleman, yes. The motion was adopted.

August Budget Actuals & Projection (Discussion) Mr. Meyer presented the current and projected budget.

Other (Discussion) Mr. Meyer gave an updated on the Narcan box outside at the Library. The SHARE membership vote will be coming up in the next few months.

### **Adjournment**

Mr. Coleman made a motion to adjourn at 5:37pm, seconded by Ms. Banks. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 9/13/2023

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 9/1/2023 to 9/30/2023

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
155663	09/07/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	255.38	OFFICE SUPPLIES
155679	09/07/2023	COMMERCIAL MAIL SERVICES AUG 16 - AUG 31'23	246.20	POSTAGE
155691	09/07/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	90.17	OFFICE SUPPLIES
155698	09/07/2023	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	29.99	LOST OR DAMAGED BOOKS
155700	09/07/2023	ELWOOD TOWNSHIP CARNEGIE LIBRARY LOST OR DAMAGED MATERIAL	9.99	LOST OR DAMAGED BOOKS
155704	09/07/2023	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	29.54	LOST OR DAMAGED BOOKS
155710	09/07/2023	HECKWINE, BETTI JO FLOWERS FOR R MEYER	50.00	OTHER LIBRARY GRANT EXI
155714	09/07/2023	INFO USA MARKETING, INC CITY DIRECTORIES 2023 EDITIONS	360.00	PER CAPITA GRANT EXPENSE
155722	09/07/2023	LIBRARY IDEAS, LLC 6 VOX BOOKS 20 VOX BOOKS	1,211.30	BOOKS & PERIODICALS
155726	09/07/2023	CENTRAL IL STAFFING SERVICES, LLC TEMP SERVICES DRUG TESTS	40.00	TEMP AGENCY SERVICES
155729	09/07/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	464.81	OFFICE SUPPLIES
155730	09/07/2023	MISSISSIPPI VALLEY PUBLIC LIBRARY DIST LOST OR DAMAGED MATERIAL	21.00	LOST OR DAMAGED BOOKS
155736	09/07/2023	MT ZION DISTRICT LIBRARY LOST OR DAMAGED MATERIAL	185.00	LOST OR DAMAGED BOOKS
155742	09/07/2023	NICKI BOND DEI CONSULTING 08/7-08/25'23	1,425.00	PROFESSIONAL SERVICES
155744	09/07/2023	PAWPRINT MINISTRIES JULY 20'23 PROGRAM FOR CHILDRENS DEPT	100.00	OTHER LIBRARY GRANT EXI
155757	09/07/2023	SAM'S CLUB ACCT 9064	83.67	SMALL CAPITAL ITEMS
155775	09/07/2023	ULINE CARPET CHAIR MAT	427.98	SMALL CAPITAL ITEMS

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155791	09/14/2023	AMAZON PAYMENTS RETURN ON INV 1LC7-ND79-94K6 BLANKET PO FOR SUPPLIES/BOOKS	3,568.93	SMALL CAPITAL ITEMS
155792	09/14/2023	AMERICAN LIBRARY ASSOCIATION 2023 MEMBERSHIP RENEWAl A FRAZIER	251.00	MEMBERSHIP FEES
155795	09/14/2023	B & H PHOTO CAMERAACCESSORIES CUST #B7669144	8,194.74	SMALL CAPITAL ITEMS
155796	09/14/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,611.01	OFFICE SUPPLIES
155800	09/14/2023	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGES W/MAGNET	18.00	OFFICE SUPPLIES
155814	09/14/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	38.25	OFFICE SUPPLIES
155817	09/14/2023	CONFIDENTIAL ON SITE PAPER SHREDDING DPL WORK ORDER 347127	62.79	PROFESSIONAL SERVICES
155881	09/14/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	324.20	OFFICE SUPPLIES
155894	09/14/2023	PAETEC ACCT 633292627001	70.56	TELEPHONE
155896	09/14/2023	PAWPRINT MINISTRIES SEPT 7 MINISTRIES	100.00	OTHER LIBRARY GRANT EXI
155904	09/14/2023	PRODUCT LLC FURNITURE DESIGN PROJECT	19,257.50	PROFESSIONAL SERVICES
155928	09/14/2023	UNIQUE MANAGEMENT SERVICES AUG'23 PLACEMENTS	433.40	PROFESSIONAL SERVICES
155940	09/14/2023	YOUNG, AMANDA FANS OF CHILDRENS LITERATURE AUG'23	14.16	OTHER LIBRARY GRANT EXI
155952	09/21/2023	B & H PHOTO FUJI TWIN BATTERY CHARGER CAMERA LIGHTING DRACAST	2,815.99	SMALL CAPITAL ITEMS
155954	09/21/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	970.56	OFFICE SUPPLIES
155956	09/21/2023	BIBLIOTHECA, LLC SELFCHECK AND RFID WORKSTATION SOFTWARE	3,213.71	SERV-OFFICE EQUIPMENT

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155965	09/21/2023	BRIDGEALL LIBRARIES LIMITED SUBSCRIPTION RENEWAL 2023	12,500.00	COMPUTER SOFTWARE
155974	09/21/2023	COMMERCIAL MAIL SERVICES SEPT 1 - SEPT 15'23	92.91	POSTAGE
155975	09/21/2023	COMPUTYPE, INC BAR CODE LABELS	2,231.50	OFFICE SUPPLIES
156000	09/21/2023	EYCHISON, KATIE REIMBURSE SUPPLIES FOR KRAFTY THINGS W/KATI	326.97	OTHER LIBRARY GRANT EXI
156001	09/21/2023	FARONICS TECHNOLOGIES MAINTENANCE RENEWAL DEEP FREEZE ENT	661.50	COMPUTER SOFTWARE
156034	09/21/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	5,656.69	OFFICE SUPPLIES
156045	09/21/2023	NEWSBANK, INC. ANNUAL SUBSCRIPTION 2023/2024	20,430.00	BOOKS & PERIODICALS
156047	09/21/2023	PAETEC ACCT 633318933001	40.48	TELEPHONE
156080	09/21/2023	VERIZON WIRELESS ACCT 980380645-00001	107.54	TELEPHONE
156091	09/28/2023	A TO Z DATABASE ATOZ DATABSE SUBSCRIPTION RENEWAL 23/24	8,034.00	PER CAPITA GRANT EXPENSE
156105	09/28/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,939.47	OFFICE SUPPLIES
156134	09/28/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	1,973.12	SECURITY
156163	09/28/2023	JONES & THOMAS WEB SERVICES	1,984.00	PROFESSIONAL SERVICES
156164	09/28/2023	KANOPY LIBRARY STREAMING SERVICE	484.00	BOOKS & PERIODICALS
156167	09/28/2023	KILEY KLEIN, LTD LEGAL SERVICES	115.50	PROFESSIONAL SERVICES
156175	09/28/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	8,309.17	OFFICE SUPPLIES
156187	09/28/2023	PAWPRINT MINISTRIES SEPT 21'23 MINISTRIES	100.00	OTHER LIBRARY GRANT EXI
156189	09/28/2023	PEERLESS NETWORK, INC ACCT 1212890	336.00	TELEPHONE

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156219	09/28/2023	ULINE BAG STAND/T-SHIRT BAGS	336.03	OFFICE SUPPLIES
156225	09/28/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	988.82	SERV-OFFICE EQUIPMENT
156227	09/28/2023	WORLD ARCHIVES MIDCO, LLC ACCESS NEWSPAPER ARCHIVE.COM RENEWAL 23/2	6,263.00	PER CAPITA GRANT EXPENSE
60001632	09/06/2023	DELL INC. OPTIPLEX ALL -IN -ONE	4,285.33	SMALL CAPITAL ITEMS
23005476	09/14/2023	REGIONS/CREDIT CARD ACCT 3978	1,353.75	BOOKS & PERIODICALS
23005489	09/14/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,182.85	OTHER LIBRARY GRANT EXPENSE
<b>Total for: 35</b>			<b>125,707.46</b>	

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
155663	09/07/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	603.26	BOOKS & PERIODICALS
155714	09/07/2023	INFO USA MARKETING, INC CITY DIRECTORIES 2023 EDITIONS	330.00	BOOK AND PERIODICALS
155753	09/07/2023	ROCKFORD MAP PUBLISHERS, INC. PIATT & MOULTRIE CO PLATT BOOKS 2023	139.45	BOOK AND PERIODICALS
155791	09/14/2023	AMAZON PAYMENTS ACCT A3D6PYLXS4P9OR	27.47	BOOKS & PERIODICALS
155796	09/14/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,163.43	BOOKS & PERIODICALS
155954	09/21/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	860.97	BOOKS & PERIODICALS
156105	09/28/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,084.50	BOOKS & PERIODICALS
<b>Total for: 59</b>			<b>6,209.08</b>	
<b>Total for All:</b>			<b>\$131,916.54</b>	

<b>VENDOR NAME</b>	<b>AMOUNT</b>
A TO Z DATABASE Total	\$8,034.00
AMAZON PAYMENTS Total	\$3,596.40
AMERICAN LIBRARY ASSOCIATION Total	\$251.00
B & H PHOTO Total	\$11,010.73
BAKER & TAYLOR CO Total	\$10,488.58
BECK'S ENGRAVING & RUBBER STAMPS Total	\$18.00
BIBLIOTHECA, LLC Total	\$3,213.71
BRIDGEALL LIBRARIES LIMITED Total	\$12,500.00
CDW GOVERNMENT INC Total	\$38.25
CENTRAL IL STAFFING SERVICES, LLC Total	\$40.00
COMMERCIAL MAIL SERVICES Total	\$339.11
COMPUTYPE, INC Total	\$2,231.50
CONFIDENTIAL ON SITE PAPER SHREDDING Total	\$62.79
DECATUR CIVIC CENTER AUTHORITY Total	\$1,973.12
DELL INC. Total	\$4,285.33
DEMCO INC Total	\$90.17
EFFINGHAM PUBLIC LIBRARY Total	\$29.99
ELWOOD TOWNSHIP CARNEGIE LIBRARY Total	\$9.99
EYCHISON, KATIE Total	\$326.97
FARONICS TECHNOLOGIES Total	\$661.50
FORSYTH PUBLIC LIBRARY Total	\$29.54
HECKWINE, BETTI JO Total	\$50.00
INFO USA MARKETING, INC Total	\$690.00
JESSICA HILL CONSULTING LLC Total	\$1,182.85
JONES & THOMAS Total	\$1,984.00
KANOPY Total	\$484.00
KILEY KLEIN, LTD Total	\$115.50
LIBRARY IDEAS, LLC Total	\$1,211.30
MIDWEST TAPE, LLC Total	\$14,754.87
MISSISSIPPI VALLEY PUBLIC LIBRARY DIST Total	\$21.00
MT ZION DISTRICT LIBRARY Total	\$185.00
NEWSBANK, INC. Total	\$20,430.00
NICKI BOND Total	\$1,425.00
PAETEC Total	\$111.04
PAWPRINT MINISTRIES Total	\$300.00
PEERLESS NETWORK, INC Total	\$336.00
PRODUCT LLC Total	\$19,257.50
REGIONS/CREDIT CARD Total	\$1,353.75
ROCKFORD MAP PUBLISHERS, INC. Total	\$139.45
SAM'S CLUB Total	\$83.67
ULINE Total	\$764.01
UNIQUE MANAGEMENT SERVICES Total	\$433.40
VERIZON WIRELESS Total	\$107.54
WATTS COPY SYSTEMS Total	\$988.82
WORLD ARCHIVES MIDCO, LLC Total	\$6,263.00
YOUNG, AMANDA Total	\$14.16
<b>Grand Total</b>	<b>\$131,916.54</b>



DPL FY 2023 Budget Report

Prepared: October 5, 2023

At the end of September 75% of the Year Has Passed

**Revenue**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ 1,868,472.79	61.8%	\$ 2,520,914.56 -25.9%
All Other	\$ 2,529,754		45.6%	\$ 1,383,002.92	54.7%	\$ 1,434,866.68 -3.6%
<b>Total Revenue</b>	<b>\$ 5,551,754</b>			<b>\$ 3,251,475.71</b>	<b>58.6%</b>	<b>\$ 3,955,781.24 -17.8%</b>

**Expense**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
<b>Personnel</b>						
Payroll	\$ 1,782,442		\$ 1,274,779.18	71.5%	\$ 1,232,469.84	3.4%
Benefits	\$ 929,958		\$ 622,012.19	66.9%	\$ 659,711.74	-5.7%
	<b>\$ 2,712,400</b>		<b>\$ 1,896,791.37</b>	<b>69.9%</b>	<b>\$ 1,892,181.58</b>	<b>0.2%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 211,822.20	86.5%	\$ 220,828.81	-4.1%
Per Capita	\$ 104,020		\$ 68,135.60	65.5%	\$ 22,729.55	199.8%
Lost/Damage	\$ 1,400		\$ 1,066.46	76.2%	\$ 916.24	16%
<b>Total Materials</b>	<b>\$ 350,420</b>		<b>\$ 281,024.26</b>	<b>80.2%</b>	<b>\$ 244,474.60</b>	<b>15.0%</b>

**Professional Services**

Security	\$ -		\$ 18,661.05			
Professional Services	\$ 102,000		\$ 101,693.43	99.7%	\$ 32,281.03	215.0%
Temp Agency	\$ 500		\$ 2,077.90	415.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 190.03	126.7%	\$ 145.19	31%
<b>Total</b>	<b>\$ 102,650</b>		<b>\$ 122,622.41</b>	<b>119.5%</b>	<b>\$ 32,426.22</b>	<b>278.2%</b>

**Allocations**

Administrative Fee	\$ 108,864		\$ 113,220.00	104.0%	\$ 81,648.00	38.7%
MIS	\$ 36,684		\$ 29,727.00	81.0%	\$ 27,513.00	8.0%
	<b>\$ 145,548</b>		<b>\$ 142,947.00</b>	<b>98.2%</b>	<b>\$ 109,161.00</b>	<b>31.0%</b>

**Grants**

Other grants	\$ 75,000	\$ 72,744.45	97.0%	\$ 59,943.73	21.4%
	<b>\$ 75,000</b>	<b>2.0%</b>	<b>\$ 72,744.45</b>	<b>97.0%</b>	<b>\$ 59,943.73</b>
Advertising	\$ 500	0.01%	\$ -	0.0%	\$ 898.00 -100%
<b>Office Supplies/Maintenance</b>					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 2,417.35	48.3%	\$ 3,471.88	-30.4%
Service to Office Equipment	\$ 27,000	\$ 22,525.68	83.4%	\$ 9,905.58	127.4%
Telephone	\$ 27,000	\$ 5,094.07	18.9%	\$ 12,006.25	-57.6%
Software	\$ 50,000	\$ 32,846.55	65.7%	\$ 35,693.95	-8.0%
Office Supplies	\$ 40,000	\$ 22,884.90	57.2%	\$ 18,675.01	22.5%
Small Capital	\$ 45,000	\$ 71,940.66	159.9%	\$ 27,102.18	165.4%
	<b>\$ 194,000</b>	<b>5.1%</b>	<b>\$ 157,709.21</b>	<b>81.3%</b>	<b>\$ 106,854.85</b>
<b>Staff Development</b>					
Conferences/Training/Travel	\$ 20,000	\$ 9,421.57	47.1%	\$ 11,371.37	-17.1%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 60,168.22	120.3%	\$ 55,585.39	8.2%
	<b>\$ 74,000</b>	<b>2.0%</b>	<b>\$ 69,589.79</b>	<b>94.0%</b>	<b>\$ 66,956.76</b>
<b>Insurance</b>					
Unemployment	\$ 1,056	\$ 810.00	76.7%	\$ 792.00	2.3%
Risk Management	\$ 95,724	\$ 71,325.00	74.5%	\$ 71,793.00	-0.7%
	<b>\$ 96,780</b>	<b>2.6%</b>	<b>\$ 72,135.00</b>	<b>74.5%</b>	<b>\$ 72,585.00</b>
<b>Building Costs</b>					
Transfer to Capital	\$ 200,000	\$ -		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 442,035.00	75.0%	\$ 442,035.00	0.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ 988.00	-88.9%
Maintenance	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	<b>\$ 589,633</b>	<b>15.6%</b>	<b>\$ 443,989.62</b>	<b>\$ 443,023.00</b>	<b>0.2%</b>
Total Operations/Services	<b>\$ 1,628,531</b>	<b>43.0%</b>	<b>\$ 1,362,761.74</b>	<b>83.7%</b>	<b>\$ 1,136,323.16</b>
Total Expenses	<b>\$ 4,340,931</b>		<b>\$ 3,259,553.11</b>	<b>75.1%</b>	<b>\$ 3,028,504.74</b>
Revenue Minus Expense	<b>\$ 1,210,823</b>		<b>\$ (8,077.40)</b>		<b>\$ 927,276.50</b>
<b>Operating fund</b>					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 55,084.01	\$ 344,146.41	\$ -	\$ 523,277.42
7/1/2023	\$ 523,277.42	\$ 1,853,645.45	\$ 355,444.40	\$ -	\$ 2,021,478.47
8/1/2023	\$ 2,021,478.47	\$ 258,176.51	\$ 473,838.44	\$ -	\$ 1,805,816.54
9/1/2023	\$ 1,805,816.54	\$ 233,266.32	\$ 393,708.85	\$ -	\$ 1,645,374.01
10/1/2023	\$ 1,645,374.01				
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	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ 1,528.25	\$ -	\$ 998,995.46
7/1/2023	\$ 998,995.46	\$ 1,275.65	\$ -	\$ 1,000,271.11
8/1/2023	\$ 1,000,271.11	\$ 2,078.26	\$ 208,641.00	\$ 793,708.37
9/1/2023	\$ 793,708.37	\$ 1,152.73	\$ -	\$ 794,861.10
10/1/2023	\$ 794,861.10			
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	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68	\$ 83.91	\$ -	\$ 58,748.59
4/1/2023	\$ 58,748.59	\$ 24.44	\$ -	\$ 58,773.03
5/1/2023	\$ 58,773.03	\$ 37.06	\$ -	\$ 58,810.09
6/1/2023	\$ 58,810.09	\$ 35.20	\$ 1,093.83	\$ 57,751.46
7/1/2023	\$ 57,751.46	\$ 37.04	\$ 4,500.97	\$ 53,287.53

8/1/2023	\$	53,287.53	\$	36.41	\$	8,563.81	\$	44,760.13
9/1/2023	\$	44,760.13	\$	28.19	\$	5,695.24	\$	39,093.08
10/1/2023	\$	39,093.08						
11/1/2023								
12/1/2023								
1/1/2024								

**Meyer  
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ 26.05	\$ 148.92	\$ 43,072.20
7/1/2023	\$ 43,072.20	\$ 28.05	\$ 2,081.62	\$ 41,018.63
8/1/2023	\$ 41,018.63	\$ 30.48	\$ -	\$ 41,049.11
9/1/2023	\$ 41,049.11	\$ 27.45	\$ -	\$ 41,076.56
10/1/2023	\$ 41,076.56			
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ 1,068.55	\$ 203.61
6/1/2023	\$ 203.61	\$ 50.08	\$ 203.22	\$ 50.47
7/1/2023	\$ 50.47	\$ 1,000.36	\$ 27.00	\$ 1,023.83
8/1/2023	\$ 1,023.83	\$ 388.33	\$ 306.85	\$ 1,105.31
9/1/2023	\$ 1,105.31	\$ 250.00	\$ 513.84	\$ 841.47
10/1/2023	\$ 841.47			\$ 841.47
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity Ending
1/1/2023	\$ 2,882,382.10	\$ 211,696.35	\$ 459,409.65	\$ - \$ 2,634,668.80
2/1/2023	\$ 2,634,668.80	\$ 49,722.29	\$ 319,743.63	\$ - \$ 2,364,647.46
3/1/2023	\$ 2,364,647.46	\$ 134,000.45	\$ 442,022.97	\$ - \$ 2,056,624.94
4/1/2023	\$ 2,056,624.94	\$ 194,979.45	\$ 309,182.35	\$ - \$ 1,942,422.04



## Library Operating Revenue

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Real Estate Taxes	\$ 3,022,000	\$ 3,022,000	\$ -
PPRT	\$ 852,000	\$ 1,021,731	\$ 169,731
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 92,485	\$ (907,515)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 6,499	\$ 399
Non-Resident Fee	\$ 250	\$ 90	\$ (160)
Lost or Damaged Items	\$ 3,800	\$ 4,916	\$ 1,116
Copies/Miscellaneous	\$ 9,500	\$ 14,121	\$ 4,621
Meeting Room Fees	\$ 2,800	\$ 5,148	\$ 2,348
Interest Income	\$ 600	\$ 9,582	\$ 8,982
Investment Income	\$ 1,900	\$ 7,559	\$ 5,659
Sale of Property	\$ -	\$ 6,719	\$ 6,719
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
Reimbursement of Expenses	\$ -	608	
<b>Totals</b>	<b>\$ 5,551,754</b>	<b>\$ 4,843,963</b>	<b>\$ (707,791)</b>

### Expenditures

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Salaries	\$ 1,782,442	\$ 1,667,778	\$ 114,664
Overtime	\$ -	\$ 239	\$ (239)
IMRF	\$ 109,144	\$ 99,138	\$ 10,006
FICA/Medicare	\$ 137,316	\$ 124,960	\$ 12,356
Life insurance	\$ 3,218	\$ 2,711	\$ 507
Medical insurance	\$ 665,600	\$ 571,753	\$ 93,847
Service recognition	\$ 14,680	\$ 15,156	\$ (476)
<b>Total Personnel</b>	<b>\$ 2,712,400</b>	<b>\$ 2,481,735</b>	<b>\$ 230,665</b>
<b>Fund</b>	<b>Budgeted</b>		
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 2,460	\$ (2,460)
Service to Office Equipment	\$ 23,000	\$ 27,829	\$ (4,829)
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 6,215	\$ 14,785
Banking Service Charges	\$ 250	\$ 234	\$ 16
Conferences/Travel/Continuin	\$ 40,000	\$ 14,648	\$ 25,352
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 3,107	\$ 2,893
Security	\$ -	\$ 24,881	\$ (24,881)
Computer Software	\$ 53,000	\$ 37,836	\$ 15,164

Temp Agency Services	\$ 500	\$ 2,771	\$ (2,271)
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 135,591	\$ 5,409
Membership Fees	\$ 58,000	\$ 62,172	\$ (4,172)
Rental Equipment	\$ -	\$ 2,875	
Materials for Buildings	\$ 50	\$ 146	\$ (96)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 96,993	\$ 903,007
Office Supplies	\$ 29,000	\$ 37,806	\$ (8,806)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 114,773	\$ (84,773)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,449	\$ (49)
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
<b>Total operating</b>	<b>\$ 2,806,368</b>	<b>\$ 2,007,165</b>	<b>\$ 799,203</b>
<b>Total expense</b>	<b>\$ 5,518,768</b>	<b>\$ 4,488,900</b>	<b>\$ 1,029,868</b>
<b>Surplus (deficit)</b>	<b>\$ 32,986.00</b>	<b>\$ 355,063</b>	

**Decatur Public Library  
Market Benchmarking Spreadsheet  
City Librarian  
Effective: January 1, 2024**

FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Geographic Adjustment	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Range Minimum	Range Midpoint	Range Maximum
E	City Librarian	A	1	Director, Budget \$4,000,000 to \$6,999,999	\$139,921	\$125,229	\$129,508	16.67%	\$126,908	\$101,527	\$126,908	\$152,290
		A	1	Director, Population 50,000 or more	\$147,735	\$132,223	\$136,740	16.67%				
		A	1	Director, Employment Size 25 to 49	\$116,414	\$104,191	\$107,750	16.67%				
		B		Director	\$139,540	\$124,888	\$129,155	50.00%				
<b>Survey Sources</b>												
<b>A</b>	HR Source 2023 Library Survey											
<b>B</b>	HR Source 2023 Public Library Supplemental Report (using selected comparable libraries)											



**Decatur Public Library  
Market Benchmarking Spreadsheet  
City Librarian  
Effective: January 1, 2024**

2019 - \$111,148

<b>Library Operating Revenue</b>	<b>3 year average 2023 Budget</b>	<b>2024 Proposal</b>	<b>Notes</b>
<b>Fund</b>			
Real Estate Taxes	\$ 2,865,151	\$ 3,022,000	\$ 3,022,000
PPRT	\$ 843,290	\$ 852,000	\$ 740,000
State Grants or other	\$ 106,773	\$ 104,020	\$ 104,020
Other Grants	\$ 75,663	\$ 1,000,000	\$ 300,000 Includes grants for 150th Anniversary
PILOT	\$ 557,812	\$ 548,484	\$ 540,096
Fines	\$ 6,455	\$ 6,100	\$ 6,500
Non-Resident Fee	\$ 118	\$ 250	\$ 100
Lost or Damaged Items	\$ 4,877	\$ 3,800	\$ 5,000
Copies/Miscellaneous	\$ 12,348	\$ 9,500	\$ 12,500
Meeting Room Fees	\$ 3,543	\$ 2,800	\$ 3,500
Interest Income	\$ 4,894	\$ 600	\$ 5,000
Investment Income	\$ 3,201	\$ 1,900	\$ 3,000
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 64	\$ 300	\$ -
Reimbursement of Expense	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 4,485,689	\$ 5,553,254	\$ 4,741,716
<b>Expenditures</b>			
<b>Fund</b>			
Salaries	\$ 1,637,291	\$ 1,782,442.00	\$ 1,768,999 Includes Teen Librarian
Overtime	\$ 166	\$ -	\$ -
IMRF	\$ 148,626	\$ 109,144.00	\$ 117,528
FICA/Medicare	\$ 127,510	\$ 137,316.00	\$ 136,432
Life insurance	\$ 2,830	\$ 3,218.00	\$ 3,278
Medical insurance	\$ 581,617	\$ 665,600.00	\$ 672,700
Service recognition	\$ 15,058	\$ 14,680.00	\$ 14,430
<b>Total Personnel</b>	\$ 2,513,097	\$ 2,712,400	\$ 2,713,367
<b>Fund</b>			
Unemployment insurance	\$ 1,166	\$ 1,109	\$ 1,128
Advertising	\$ 791	\$ 700	\$ 900
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 20,534	\$ 23,000	\$ 22,000
IT Services	\$ 38,439	\$ 38,518	\$ 16,337

**Additional wish list**

TBS=\$25,000

Website=\$35,000

Self Check=\$15,000

Mural=\$10,000

Additional security=\$170,000

Telephone/Internet	\$ 15,075	\$ 21,000	\$ 16,000	
Banking Service Charges	\$ 243	\$ 250	\$ 250	
Conferences/Travel/Continuing Ed	\$ 12,356	\$ 40,000	\$ 13,000	
General Fund	\$ 128,232	\$ 114,238	\$ 147,732	
Postage	\$ 4,161	\$ 6,000	\$ 4,500	
Security		\$ -	\$ 30,000	
Computer Software	\$ 42,545	\$ 53,000	\$ 45,000	
Temp Agency Services	\$ 2,101	\$ 500	\$ 2,500	
Tuition Reimbursement	\$ 3,625	\$ 10,000	\$ 10,000	
Professional Services	\$ 103,000	\$ 141,000	\$ 45,000	
Membership Fees	\$ 57,221	\$ 58,000	\$ 98,000	Included marketing consultant
Rental Equipment	\$ -	\$ -	\$ -	
Materials for Buildings	\$ 933	\$ 50	\$ 1,000	
Per Capita Grant	\$ 104,020	\$ 104,020	\$ 104,020	
Other Grant	\$ 71,951	\$ 1,000,000	\$ 300,000	Includes 150th Anniversary expenditures
Office Supplies	\$ 34,143	\$ 29,000	\$ 36,000	
Risk Management	\$ 89,069	\$ 100,000	\$ 93,912	
Small Capital	\$ 57,658	\$ 30,000	\$ 112,000	
Rent	\$ 589,583	\$ 589,583	\$ 589,583	
Books & Other Materials	\$ 255,962	\$ 245,000	\$ 245,000	
Lost or Damaged	\$ 1,514	\$ 1,400	\$ 1,600	
Transfer to Capital Fund	\$ 333,333	\$ 200,000	\$ -	
	\$ 1,967,656	\$ 2,806,368	\$ 1,935,462	

<b>Total expense</b>	\$ 4,480,753	\$ 5,518,768	\$ 4,648,829	
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<b>Surplus (deficit)</b>	\$ 4,937	\$ 34,486	\$ 92,887	
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<b>Capital Fund Revenue</b>				
Interest Income	\$ 1,077	\$ 800	\$ 1,000	
Investment Income	\$ 215	\$ 1,400	\$ 200	
Foundation or other	\$ -	\$ 250,000	\$ -	
Transfer from Library		\$ 500,000	\$ 200,000	

**Totals**

**Capital Fund Expenditures**

Equipment/Furniture

**Surplus/Deficit****Trust Funds Revenue**

Interest Cantoni Fund	\$	36	\$	165	\$	-
Interest Meyer Fund	\$	71	\$	325	\$	-
Interest Donation Fund	\$	17	\$	75	\$	-
Contributions	\$	10,514	\$	30,000	\$	30,000
<b>Totals</b>	\$	10,638	\$	30,565	\$	30,000

**Trust Expenses**

Cantoni (Books/Materials)	\$	-	\$	-	\$	20,000
Meyer (Professional Fees)	\$	-	\$	5,000	\$	5,000
Meyer (Supplies)	\$	2,296	\$	5,000	\$	5,000
Meyer (Small Capital)	\$	-	\$	5,000	\$	5,000
Meyer (Books/Materials)	\$	4,378	\$	5,000	\$	5,000
Memorial/Donation (Books/Materials)	\$	18,049	\$	60,000	\$	30,000
Meyer (Miscellaneous)	\$	-	\$	5,000	\$	5,000
<b>Totals</b>	\$	24,723	\$	85,000	\$	75,000

**Surplus/Deficit**                    \$    (14,085)    \$    (54,435)    \$    (45,000)