



# DECATUR PUBLIC LIBRARY

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## **Board of Trustees FINANCE AND PROPERTIES COMMITTEE**

### **Meeting**

**Wednesday, June 10, 2020**

**4:30 p.m.**

### **Remote Meeting via Zoom**

Meeting Video Link: <https://us02web.zoom.us/j/86367740837>

Meeting Phone Number: 312-626-6799

Meeting ID: 863 6774 0837

## **AGENDA**

- I. Call to Order – Amy Stockwell**  
**Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual “Electronic Attendance and Voting” section of the Board Bylaws, and will allow all Board members to attend this meeting remotely and fully participate remotely.**
- II. Approval of Agenda**
- III. Minutes—May 13, 2020 Meeting**
- IV. Public Comment—** Due to the Governor’s stay-at-home order, The Decatur Public Library’s Board Room will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to [rmeyer@decaturlibrary](mailto:rmeyer@decaturlibrary) by 4:00 pm Wednesday May 13, 2020. Your statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.
- V. Old Business**

A. Capital Needs (Discussion)

B. Space Plans (Discussion)

C. Other

**VI. New Business**

A. May 2020 Check Register (Action)

B. 2020 Budget Report (Discussion)

C. 2020 Budget Projection (Discussion)

D. Phased Reopening Plans (Discussion)

E. Other

**VII. Adjournment**

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

DATE: 6/8/2020

**FOR INVOICES  
FROM 5/1/2020**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
<b>35 LIBRARY FUND</b>					
134661	5/12/2020	EBSCO INDUSTRIE	7,905.00	NOVELIST PKG'S	BOOKS & PERIODICALS
134694	5/12/2020	MIDWEST TAPE, LI	1,923.13	AV MATERIALS	BOOKS & PERIODICALS
134811	5/19/2020	KANOPY	318.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
134948	5/26/2020	MANGO LANGUAG	4,900.23	MANGO CONVERSATION SUBSCRI	BOOKS & PERIODICALS
134958	5/26/2020	ODILOTID USA LLC	5,000.00	DIGITAL LIBRARY WEB PLATFORM	BOOKS & PERIODICALS
Total			20,046.36		
134554	5/5/2020	CDW GOVERNMEI	79.56	COMPUTER SOFTWARE	COMPUTER SOFTWARE
134554	5/5/2020	CDW GOVERNMEI	3,381.30		COMPUTER SOFTWARE
134962	5/26/2020	PATRON POINT, IN	11,000.00	ACCT 370686518	COMPUTER SOFTWARE
827003801	5/19/2020	REGIONS/CREDIT	21.99		COMPUTER SOFTWARE
Total			14,482.85		
134852	5/19/2020	TEAM ONE REPAIF	414.21	COVID 19 SUPPLIES	COVID-19
134879	5/26/2020	AMAZON.COM CRI	619.95	ACCT 861	COVID-19
Total			1,034.16		
134848	5/19/2020	SAM'S CLUB	165.00	MEMBER# 3412511989550	MEMBERSHIP FEES
827003801	5/19/2020	REGIONS/CREDIT	219.00		MEMBERSHIP FEES
134971	5/26/2020	SOCIETY OF AMEF	218.00	R DAMPTZ MEMBERSHIP	MEMBERSHIP FEES

Total			602.00		
134879	5/26/2020	AMAZON.COM CRI	701.98		OTHER LIBRARY GRANT EXPENSE
Total			701.98		
134879	5/26/2020	AMAZON.COM CRI	96.56		POSTAGE
134899	5/26/2020	COMMERCIAL MAI	7.03	MAY 1 - MAY 15'20	POSTAGE
Total			103.59		
134604	5/5/2020	SAM'S CLUB	17.69	ACCT 9064	PROFESSIONAL SERVICES
134635	5/12/2020	BUSEY BANK	45.00	SAFE DEPOSIT RENTAL #15100151	PROFESSIONAL SERVICES
134669	5/12/2020	HR SOURCE	1,040.00	SERVICES THRU JUN'21 DPL	PROFESSIONAL SERVICES
134936	5/26/2020	JONES & THOMAS	400.00	WEB HOSTING / MAINTENANCE	PROFESSIONAL SERVICES
Total			1,502.69		
134594	5/5/2020	NCI BUSINESS SY:	38.95	ANNUAL SERVICE TO OFFICE SUP	SERV-OFFICE EQUIPMENT
134741	5/12/2020	WATTS COPY SYS	278.01	ANNUAL PO FOR OFFICE EQUIPME	SERV-OFFICE EQUIPMENT
Total			316.96		
134637	5/12/2020	CALL ONE	664.92	ACCT 1212890	TELEPHONE
134705	5/12/2020	PAETEC	70.22	ACCT 633292627001	TELEPHONE
134763	5/19/2020	CALL ONE	664.93	ACCT 1212890	TELEPHONE
134769	5/19/2020	COMCAST	159.85	ACCT 929526423	TELEPHONE
134835	5/19/2020	PAETEC	36.17	ACCT 6333185933001	TELEPHONE
134992	5/26/2020	VERIZON WIRELE:	266.10	ACCT #980380645-00001	TELEPHONE
Total			1,862.19		
827003801	5/19/2020	REGIONS/CREDIT	129.00	ACCT 3978	TRAINING SCHOOL EXPENSES
Total			40781.78		

**59 LIBRARY TRUST FUNDS**

134712	5/12/2020	PROQUEST INFOR	5,267.43	HERITAGE ONLINE/ANCESTRY LIBI BOOK AND PERIODICALS
134872	5/26/2020	AASLH	345.00	LOCAL HISTORY MEMBERSHIP BOOK AND PERIODICALS

WARRANT  
TOTAL: **46,394.21**

DPL FY 2020 Budget Report

Prepared: June 8, 2020

At end of May 42% 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%	\$ 447,611.74	38.9%	\$ 448,937.83	-0.3%
<b>Total Revenue</b>	<b>\$ 3,992,487</b>		<b>\$ 447,611.74</b>	<b>11.2%</b>	<b>\$ 600,598.83</b>	<b>-25.5%</b>

**Expense**

**% Expended**

Personnel

Payroll	\$ 1,604,518		\$ 660,983.77		\$ 648,029.67	2.0%
Benefits	\$ 878,846		\$ 329,477.99		\$ 248,441.27	32.6%
	<b>\$ 2,483,364</b>	<b>65.6%</b>	<b>\$ 990,461.76</b>	<b>39.9%</b>	<b>\$ 896,470.94</b>	<b>10.5%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 124,199.19	50.7%	\$ 126,726.34	-2.0%
Per Capita	\$ 96,000		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,000.00		\$ 174.27	8.7%	n/a	n/a
<b>Total Materials</b>	<b>\$ 343,000</b>	<b>9.1%</b>	<b>\$ 124,373.46</b>	<b>36.3%</b>	<b>\$ 126,726.34</b>	<b>-1.9%</b>

Professional Services

Professional Services	\$ 45,000		\$ 14,966.44	33.3%	\$ 18,016.65	-16.9%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 54.67	36.4%	\$ 54.17	0.00923
<b>Total</b>	<b>\$ 45,650</b>	<b>1.2%</b>	<b>\$ 15,021.11</b>	<b>32.9%</b>	<b>\$ 18,070.82</b>	<b>-16.9%</b>

Allocations

Administrative Fee	\$ 92,904		\$ 38,710.00	41.7%	\$ 45,820.00	-15.5%
MIS	\$ 39,000		\$ 16,250.00	41.7%	\$ 15,985.00	1.7%
	<b>\$ 131,904</b>	<b>3.5%</b>	<b>\$ 54,960.00</b>	<b>41.7%</b>	<b>\$ 61,805.00</b>	<b>-11.1%</b>

Grants

PNG	\$ 15,000		\$ 3,918.59	26.1%	\$ 5,594.29	-30.0%
Other grants	\$ 75,000		\$ 2,167.95	2.9%	\$ -	#DIV/0!
	<b>\$ 90,000</b>	<b>2.4%</b>	<b>\$ 6,086.54</b>	<b>6.8%</b>	<b>\$ -</b>	<b>#DIV/0!</b>

Advertising	\$ 500	0.01%	\$ -	0.0%	\$ 310.82	-1
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Office Supplies/Maintenance

Printing/Binding	\$ 300		\$ -	0.0%	\$ 239.00	-100.0%
Postage	\$ 12,000		\$ 3,455.38	28.8%	\$ 4,753.22	-27.3%
Service to Office Equipment	\$ 30,000		\$ 3,283.39	10.9%	\$ 15,117.37	-78.3%
Telephone	\$ 10,000		\$ 6,208.43	62.1%	\$ 4,041.71	53.6%
Software	\$ 35,000		\$ 30,356.75	86.7%	\$ 20,828.00	45.7%
Office Supplies	\$ 30,000		\$ 5,841.04	19.5%	\$ 14,880.89	-60.7%
Small Capital	\$ 45,000		\$ 23,029.98	51.2%	\$ 15,765.82	46.1%
	<b>\$ 162,300</b>	<b>4.3%</b>	<b>\$ 72,174.97</b>	<b>44.5%</b>	<b>\$ 75,626.01</b>	

Staff Development

Conferences/Training/Travel	\$ 15,000		\$ 5,262.18	35.1%	\$ 1,758.04	199.3%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

Membership	\$ 55,000		\$ 3,327.95	6.1%	\$ 3,977.90	-16.3%
	\$ 74,000	2.0%	\$ 8,590.13	11.6%	\$ 5,735.94	49.8%
Transfer to Reserves	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Insurance</b>						
Unemployment	\$ 1,344		\$ 560.00	41.7%	\$ 1,105.00	-49.3%
Medical expenses/COVID	\$ 500		\$ 1,093.64	218.7%	\$ -	#DIV/0!
Risk Management	\$ 76,896		\$ 32,040.00	41.7%	\$ 32,740.00	-2.1%
	\$ 78,740	2.1%	\$ 33,693.64	42.8%	\$ 33,845.00	
<b>Building Costs</b>						
Rent	\$ 575,000.00		\$ 239,585.00	41.7%	\$ 239,585.00	0.0%
Supplies	\$ 500		\$ -	0.0%	\$ 139.90	-100.0%
Maintenace	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 239,585.00		\$ 239,724.90	
<b>Total Operations/Services</b>	<b>\$ 1,502,094</b>	<b>39.7%</b>	<b>\$ 554,484.85</b>	<b>36.9%</b>	<b>\$ 561,844.83</b>	<b>-1.3%</b>
<b>Total Expenses</b>	<b>\$ 3,985,458</b>		<b>\$ 1,544,946.61</b>	<b>38.8%</b>	<b>\$ 1,458,315.77</b>	<b>5.9%</b>
<b>Revenue Minus Expense</b>	<b>\$ 7,029</b>		<b>\$ (1,097,334.87)</b>		<b>\$ (857,716.94)</b>	<b>27.9%</b>

#### 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	\$ 52,788.81	\$ 279,410.42	\$ - \$ 947,970.78
3/1/2020	\$ 947,970.78	\$ 66,795.18	\$ 302,546.62	\$ - \$ 712,219.34
4/1/2020	\$ 712,219.34	\$ 121,979.25	\$ 382,653.86	\$ - \$ 451,544.73
5/1/2020	\$ 451,544.73	\$ 102,854.13	\$ 288,870.95	\$ - \$ 265,527.91
6/1/2020	\$ 265,527.91			
7/1/2020	\$ -			
8/1/2020	\$ -			
9/1/2020	\$ -			
10/1/2020	\$ -			
11/1/2020	\$ -			
12/1/2020	\$ -			

#### Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

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	\$ 215.95	\$ -	\$ 333,549.59
3/1/2019	\$ 333,549.59	\$ 406.84	\$ -	\$ 333,956.43
4/1/2019	\$ 333,956.43	\$ 11.18	\$ -	\$ 333,967.61
5/1/2019	\$ 333,967.61	\$ 11.18	\$ -	\$ 333,978.79
6/1/2019	\$ 333,978.79			
7/1/2019	\$ -			
8/1/2019	\$ -			
9/1/2019	\$ -			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			

#### 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	\$ 38.07	\$ -	\$ 58,447.97
3/1/2019	\$ 58,447.97	\$ 21.71	\$ -	\$ 58,469.68
4/1/2019	\$ 58,469.68	\$ 2.00	\$ -	\$ 58,471.68
5/1/2019	\$ 58,471.68	\$ 1.97	\$ -	\$ 58,473.65
6/1/2019	\$ 58,473.65		\$ -	
7/1/2019	\$ -		\$ -	
8/1/2019	\$ -		\$ -	
9/1/2019	\$ -		\$ -	
10/1/2019	\$ -		\$ -	
11/1/2019	\$ -		\$ -	
12/1/2019	\$ -		\$ -	
1/1/2020	\$ -		\$ -	

**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	\$ 74.42	\$ 2,014.94	\$ 113,249.08
3/1/2019	\$ 113,249.08	\$ 41.69	\$ 2,000.24	\$ 111,290.53
4/1/2019	\$ 111,290.53	\$ 3.75	\$ 3,000.36	\$ 108,293.92
5/1/2019	\$ 108,293.92	\$ 3.52	\$ 7,612.67	\$ 100,684.77
6/1/2019	\$ 100,684.77			
7/1/2019	\$ -			
8/1/2019	\$ -			
9/1/2019	\$ -			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 27,115.57	\$ 68.22	\$ -	\$ 27,183.79
2/1/2019	\$ 27,183.79	\$ 317.82	\$ -	\$ 27,501.61
3/1/2019	\$ 27,501.61	\$ 10.08	\$ 714.72	\$ 26,796.97
4/1/2019	\$ 26,796.97	\$ 0.92	\$ -	\$ 26,797.89
5/1/2019	\$ 26,797.89	\$ 0.90	\$ -	\$ 26,798.79
6/1/2019	\$ 26,798.79			
7/1/2019	\$ -			
8/1/2019	\$ -			
9/1/2019	\$ -			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet act Ending
1/1/2019	\$ 1,898,769.18	\$ 103,601.93	\$ 293,441.49	\$ - \$ 1,708,929.62
2/1/2019	\$ 1,708,929.62	\$ 53,435.07	\$ 281,425.36	\$ - \$ 1,480,939.33
3/1/2019	\$ 1,480,939.33	\$ 67,275.50	\$ 305,261.58	\$ - \$ 1,242,953.25
4/1/2019	\$ 1,242,953.25	\$ 121,997.10	\$ 385,654.22	\$ - \$ 979,296.13
5/1/2019	\$ 979,296.13	\$ 102,871.70	\$ 296,483.62	\$ - \$ 785,684.21
6/1/2019	\$ 785,684.21	\$ -	\$ -	\$ -
7/1/2019	\$ -	\$ -	\$ -	\$ -
8/1/2019	\$ -	\$ -	\$ -	\$ -
9/1/2019	\$ -	\$ -	\$ -	\$ -
10/1/2019	\$ -	\$ -	\$ -	\$ -
11/1/2019	\$ -	\$ -	\$ -	\$ -
12/1/2019	\$ -	\$ -	\$ -	\$ -



## April

	2020 Projected	2020 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 316,357	\$ 339,144	\$ (22,787)
State Grants or other	\$ 110,000	\$ 110,000	\$ -
Other Grants	\$ 8,788	\$ 75,000	\$ (66,212)
Payment in Lieu of Taxes	\$ 565,293	\$ 565,293	\$ -
Fines/Fees	\$ 5,418	\$ 3,400	\$ 2,018
Non-resident fees	\$ 664	\$ 150	\$ 514
Lost or Damaged Books	\$ 2,900	\$ 5,200	\$ (2,300)
Copies/Misc.	\$ 3,319	\$ 9,300	\$ (5,981)
Meeting Room Fees	\$ 8,382	\$ 7,500	\$ 882
Interest Income	\$ 10,375	\$ 6,000	\$ 4,375
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,486	\$ 1,000	\$ 486
Transfer from Meyer	\$ 26,020	\$ 27,000	\$ (980)
<b>Total Revenues</b>	<b>\$ 3,902,502</b>	<b>\$ 3,992,487</b>	<b>\$ (89,985)</b>

### Library Operations

#### DPL Personnel Services

Salaries	\$ 1,563,045	\$ 1,603,518	\$ 40,473
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 161,671	\$ 205,499	\$ 43,828
FICA	\$ 118,123	\$ 124,078	\$ 5,955
Life Insurance	\$ 2,607	\$ 3,056	\$ 449
Medical Insurance	\$ 472,163	\$ 527,800	\$ 55,637
Service Recognition	\$ 18,413	\$ 18,413	\$ -

<b>Total Personnel</b>	<b>\$ 2,336,022</b>	<b>\$ 2,483,364</b>	<b>\$ 147,342</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	\$ 30,000	\$ 30,000	\$ -
MIS Services	\$ 39,000	\$ 39,000	\$ -
Telephone	\$ 19,045	\$ 10,000	\$ (9,045)
Banking Service Charges	\$ 163	\$ 150	\$ (13)
Conferences/Travel/training	\$ 8,000	\$ 15,000	\$ 7,000
Postage	\$ 8,253	\$ 12,000	\$ 3,747
Computer Software	\$ 56,589	\$ 35,000	\$ (21,589)
Admin Fee	\$ 92,904	\$ 92,904	\$ -

Medical Expenses/COVID	\$ 3,281	\$ 500	\$ (2,781)
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000
Professional Services	\$ 42,265	\$ 45,000	\$ 2,735
Membership Fees	\$ 55,000	\$ 55,000	\$ -
PNG Expenses	\$ 15,000	\$ 15,000	\$ -
Per Capita Expenses	\$ 96,000	\$ 96,000	\$ -
Other Grant	\$ 8,672	\$ 75,000	\$ 66,328
Office Supplies	\$ 11,685	\$ 30,000	\$ 18,315
Risk Management	\$ 76,896	\$ 76,896	\$ -
Small Capital	\$ 34,996	\$ 45,000	\$ 10,004
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Materials for Building	\$ -	\$ 500	\$ 500
Lost or damaged books	\$ 697	\$ 2,000	\$ 1,303
<b>Total Operating Expenses</b>	<b>\$ 1,419,093</b>	<b>\$ 1,502,594</b>	<b>\$ 83,501</b>

Surplus/(Deficit)                                  \$                                  147,387      \$                                  6,529