



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, April 12, 2023
4:30 p.m.
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Approval of Agenda**
- III. Minutes**—March 8, 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. Increase Security Hours (Discussion)
 - D. Other
- VII. New Business**
 - A. March 2023 Check Register (Action)
 - B. FY2023 Budget Actuals & Projection (Discussion)
 - C. Vendor Report (Discussion)

D. Balance Sheet Reconciliation (Discussion)

E. Potential Grant Opportunity (Action)

F. Other

VIII. Adjournment



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

Date: March 8, 2023

Time: 4:30 p.m.

Location: Board Room

Present: Sofia Xethalis

Jeffrey Cancienne

Jecobie Jones (Chair)

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

Absent:

Alana Banks

Guests: None

Call to Order:

Mr. Jones called the meeting to order at 4:30 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. Xethalis. All in favor. The motion was adopted.

Approval of Minutes: February 8, 2023 meeting minutes

Mr. Jones requested a motion to approve the February 8, 2023 meeting minutes. Ms. Xethalis made a motion to approve the minutes, seconded by Mr. Jones. All in favor. The motion was adopted.

Written Communication from the Public: none

Public Comments: none

Old Business

Capital Needs (Discussion) Mr. Meyer hopes to have new seed put down this spring in the green space. The old shelving will be broken down starting next week. New carpeting and shelving installation will be done by August. New furniture will be discussed soon.

Friends of the Library Relocation (Discussion) Mr. Meyer stated the build-out is almost complete.

Increased Security Hours (Discussion) Mr. Meyer hopes to have more security hours available by mid-March. Mr. Meyer will check and see if the City will install outside security pods for the parking lot.

New Business

February 2023 Check Register (Action) Ms. Xethalis made a motion to send the check register to the full Board, seconded by Mr. Cancienne. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Xethalis, yes, Mr. Cancienne, yes. The motion was adopted.

FY2023 Budget Actuals (Discussion) Mr. Meyer gave a summary of the current budget. Mr. Meyer will send out the new City allocations to the Board.

Vendor Report (Discussion) There was a discussion about the vendor report.

Adjournment

Mr. Cancienne made a motion to adjourn at 5:05pm, seconded by Mr. Jones. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 3/8/2023

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 3/1/2023 to 3/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152245	03/02/2023	ALLERTON PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	30.99	LOST OR DAMAGED BOOKS
152254	03/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,288.80	OFFICE SUPPLIES
152264	03/02/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	242.58	SMALL CAPITAL ITEMS
152276	03/02/2023	DECATUR TRIBUNE 2 SUBSCRIPTIONS DECATUR LIBRARY	90.00	BOOKS & PERIODICALS
152294	03/02/2023	HERALD & REVIEW ACCT 111-00004625	1,360.00	BOOKS & PERIODICALS
152321	03/02/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,037.49	OFFICE SUPPLIES
152325	03/02/2023	MORRISON-TALBOT LIBRARY LOST OR DAMAGED MATERIAL	32.00	LOST OR DAMAGED BOOKS
152331	03/02/2023	NICHE ACADEMY LLC 2023 ONLINE SUBSCRIPTIONS	2,400.00	PER CAPITA GRANT EXPENS
152332	03/02/2023	NICKI BOND JAN/FEB'23 CONSULTING SERVICES	1,500.00	PROFESSIONAL SERVICES
152333	03/02/2023	O'FALLON PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	14.00	LOST OR DAMAGED BOOKS
152335	03/02/2023	PEERLESS NETWORK, INC ACCT 1212890	330.48	TELEPHONE
152341	03/02/2023	SAM'S CLUB ACCOUNT 9064	52.08	OTHER LIBRARY GRANT EXI
152346	03/02/2023	STRIGLOS/HAINES & ESSICK RUBBER STAMPS/INK PADS	36.00	OFFICE SUPPLIES
152366	03/02/2023	WHITEHEAD, MICHELLE REIMBURSEMENT FOR ANNIVERSARY ITEMS FOR EI	8.36	OTHER LIBRARY GRANT EXI
152377	03/09/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,089.22	OFFICE SUPPLIES
152388	03/09/2023	CHARLESTON CARNEGIE PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	51.55	LOST OR DAMAGED BOOKS
152393	03/09/2023	COMMERCIAL MAIL SERVICES FEB 15 - FEB 28'23	143.05	POSTAGE
152401	03/09/2023	DECATUR BLUEPRINT, INC. LETTERHEAD-COLOR PRINT #10 ENVELOPES	401.50	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2023 to 3/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152404	03/09/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	261.62	OFFICE SUPPLIES
152437	03/09/2023	LIBRARY IDEAS, LLC 6 VOX BOOKS 18 VOX BOOKS	1,087.32	BOOKS & PERIODICALS
152446	03/09/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	666.29	OFFICE SUPPLIES
152453	03/09/2023	PAETEC ACCT 633318933001 ACCT 633292627001	112.14	TELEPHONE
152464	03/09/2023	PROQUEST INFORMATION & LEARNING HERITAGE QUEST/ANCESTRY ONLINE DATABASES	5,615.34	BOOKS & PERIODICALS
152477	03/09/2023	STRIGLOS/HAINES & ESSICK DESK STAPLER FILE FOLDERS	52.73	OFFICE SUPPLIES
152492	03/09/2023	WATTS COPY SYSTEMS PRINTER RENTAL	75.00	OTHER LIBRARY GRANT EXI
152493	03/09/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	926.94	SERV-OFFICE EQUIPMENT
152502	03/16/2023	AMAZON PAYMENTS RETURN ON INV 1JQH-TWRF-43Y6 BLANKET PO FOR SUPPLIES/BOOKS	2,189.34	BOOKS & PERIODICALS
152506	03/16/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,082.88	OFFICE SUPPLIES
152507	03/16/2023	BARBECK COMMUNICATIONS GROUP RADIOS FOR CITY/CLINIC	9,945.96	SMALL CAPITAL ITEMS
152508	03/16/2023	BECK'S ENGRAVING & RUBBER STAMPS CUSTOM RUBBER STAMP	44.92	OFFICE SUPPLIES
152518	03/16/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	65.78	OFFICE SUPPLIES
152530	03/16/2023	DANDE, AMIT S HEART HEALTH PRESENTATION	100.00	OTHER LIBRARY GRANT EXI
152579	03/16/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	243.75	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 3/1/2023 to 3/31/2023**

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152624	03/16/2023	UNIQUE MANAGEMENT SERVICES FEB'23 PLACEMENTS	411.70	PROFESSIONAL SERVICES
152636	03/16/2023	WATTS COPY SYSTEMS PRINTER RENTAL 2/23'23-3/22'23	75.00	OTHER LIBRARY GRANT EXI
152645	03/23/2023	AMAZON PAYMENTS NLIGHT POWER SUPPLY LOCAL HISTORY ROOM DPI	109.62	MATERIALS - BUILDINGS
152649	03/23/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	4,858.40	OFFICE SUPPLIES
152661	03/23/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	344.35	OFFICE SUPPLIES
152671	03/23/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	1,869.32	SECURITY
152693	03/23/2023	IHLS-OCLC WEBDEWEY ITEM	783.70	MEMBERSHIP FEES
152704	03/23/2023	JONES & THOMAS WEB SERVICES	400.00	PROFESSIONAL SERVICES
152705	03/23/2023	KANOPY LIBRARY STREAMING SERVICE	379.00	BOOKS & PERIODICALS
152707	03/23/2023	KILEY KLEIN, LTD LEGAL SERVICES	60.00	PROFESSIONAL SERVICES
152716	03/23/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	9,311.99	OFFICE SUPPLIES
152722	03/23/2023	NOVEL IDEAS 45 BOOKS YA BOOK CLUB 03/08/23	442.50	BOOKS & PERIODICALS
152725	03/23/2023	PEERLESS NETWORK, INC ACCT 1212890	336.23	TELEPHONE
152753	03/23/2023	VERIZON WIRELESS ACCT 980380645-00001	107.44	TELEPHONE
152760	03/23/2023	YOUNG, AMANDA TRAVEL REIMBURSEMENT FOR 3/10/23	125.17	CONFERENCES & TRAVEL
152772	03/30/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	7,412.50	OFFICE SUPPLIES
152782	03/30/2023	CENTRALIA REGIONAL LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	15.99	LOST OR DAMAGED BOOKS
152785	03/30/2023	CLOW CONTROLS & SERVICE INC. REPLACE EXISTING CONTROL SYSTEM IN LOCAL HI	13,751.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2023 to 3/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152795	03/30/2023	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	26.91	LOST OR DAMAGED BOOKS
152801	03/30/2023	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	13.89	LOST OR DAMAGED BOOKS
152819	03/30/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	720.32	OFFICE SUPPLIES
152834	03/30/2023	SAM'S CLUB ACCOUNT 9064	197.06	OTHER LIBRARY GRANT EXI
152851	03/30/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	761.97	SERV-OFFICE EQUIPMENT
23005198	03/02/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	980.90	OTHER LIBRARY GRANT EXI
23005222	03/16/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,354.80	OTHER LIBRARY GRANT EXI
23005225	03/16/2023	REGIONS/CREDIT CARD ACCT 3978	820.32	CONFERENCES & TRAVEL
23005245	03/30/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,412.50	OTHER LIBRARY GRANT EXI
Total for: 35			83,660.69	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152240	03/02/2023	AASLH 2023 MEMBERSHIP LOCAL HISTORY RM	374.00	BOOK AND PERIODICALS
152254	03/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	47.93	BOOKS & PERIODICALS
152377	03/09/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	29.84	BOOKS & PERIODICALS
152506	03/16/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	28.99	BOOKS & PERIODICALS
152649	03/23/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	150.27	BOOKS & PERIODICALS
152772	03/30/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	112.85	BOOKS & PERIODICALS

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

For invoices from -- 3/1/2023 to 3/31/2023

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152772	03/30/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	112.85	BOOKS & PERIODICALS
			<hr/>	
			Total for: 59	743.88
			<hr/>	
			Total for All:	\$84,404.57

DPL FY 2023 Budget Report
 Prepared: March 1, 2023
 At the end of February 17% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ -	0.0%	\$ - #DIV/0!
All Other	\$ 2,529,754		45.6%	\$ 391,588.58	15.5%	\$ 406,778.63 -3.7%
Total Revenue	\$ 5,551,754		\$ 391,588.58	7.1%	\$ 406,778.63	-3.7%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 454,899.06	25.5%	\$ 425,861.36	6.8%
Benefits	\$ 929,958		\$ 216,401.09	23.3%	\$ 238,973.57	-9.4%
	\$ 2,712,400		\$ 671,300.15	24.7%	\$ 664,834.93	1.0%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 71,018.85	29.0%	\$ 94,093.81	-24.5%
Per Capita	\$ 104,020		\$ 39,185.99	37.7%	\$ -	#DIV/0!
Lost/Damage	\$ 1,400		\$ 425.66	30.4%	\$ 269.85	58%
Total Materials	\$ 350,420		\$ 110,630.50	31.6%	\$ 94,363.66	17.2%

Professional Services

Security	\$ -		\$ 4,835.17			
Professional Services	\$ 102,000		\$ 11,202.89	11.0%	\$ 13,290.62	-15.7%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 67.56	45.0%	\$ 33.01	105%
Total	\$ 102,650		\$ 16,105.62	15.7%	\$ 13,323.63	20.9%

Allocations

Administrative Fee	\$ 108,864		\$ 37,740.00	34.7%	\$ 27,216.00	38.7%
MIS	\$ 36,684		\$ 9,909.00	27.0%	\$ 9,171.00	8.0%
	\$ 145,548		\$ 47,649.00	32.7%	\$ 36,387.00	31.0%

Grants

Other grants	\$ 75,000	\$ 28,558.31	38.1%	\$ 8,380.91	240.8%
	\$ 75,000	\$ 28,558.31	38.1%	\$ 8,380.91	240.8%
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
Office Supplies/Maintenance					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 720.29	14.4%	\$ 1,161.12	-38.0%
Service to Office Equipment	\$ 27,000	\$ 3,340.51	12.4%	\$ 2,059.87	62.2%
Telephone	\$ 27,000	\$ 1,767.36	6.5%	\$ 5,209.14	-66.1%
Software	\$ 50,000	\$ 2,053.00	4.1%	\$ 300.00	584.3%
Office Supplies	\$ 40,000	\$ 7,033.72	17.6%	\$ 3,821.01	84.1%
Small Capital	\$ 45,000	\$ 12,513.88	27.8%	\$ 2,398.04	421.8%
	\$ 194,000	\$ 27,428.76	14.1%	\$ 14,949.18	83.5%
Staff Development					
Conferences/Training/Travel	\$ 20,000	\$ 2,280.36	11.4%	\$ -	#DIV/0!
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 2,025.70	4.1%	\$ 2,990.87	-32.3%
	\$ 74,000	\$ 4,306.06	5.8%	\$ 2,990.87	44.0%
Insurance					
Unemployment	\$ 1,056	\$ 270.00	25.6%	\$ 264.00	2.3%
Risk Management	\$ 95,724	\$ 23,775.00	24.8%	\$ 23,931.00	-0.7%
	\$ 96,780	\$ 24,045.00	24.8%	\$ 24,195.00	-0.6%
Building Costs					
Transfer to Capital	\$ 200,000	\$ -		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 147,345.00	25.0%	\$ 147,345.00	0.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ -	#DIV/0!
Maintenance	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,633	\$ 147,454.62	15.6%	\$ 147,345.00	0.1%
Total Operations/Services	\$ 1,628,531	\$ 406,177.87	24.9%	\$ 342,833.25	18.5%
Total Expenses	\$ 4,340,931	\$ 1,077,478.02	24.8%	\$ 1,007,668.18	6.9%
Revenue Minus Expense	\$ 1,210,823	\$ (685,889.44)		\$ (600,889.55)	14.1%
Operating fund					

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	\$ 132,090.19	\$ 441,279.09	\$ -	\$ 955,114.79
4/1/2023	\$ 955,114.79				
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	\$ 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	\$ -	\$ -	\$ 995,013.41
4/1/2023	\$ 995,013.41			
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	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
4/1/2023	\$ 58,664.68			
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	\$ 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	\$ -	\$ 374.00	\$ 45,063.64
4/1/2023	\$ 45,063.64			
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	\$ 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	\$ 335.00	\$ 369.88	\$ 1,193.16
4/1/2023	\$ 1,193.16			\$ 1,193.16
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	\$ 2,882,382.10	\$ 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	\$ 132,425.19	\$ 442,022.97	\$ - \$ 2,055,049.68
4/1/2023	\$ 2,055,049.68			

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	

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,022,000	\$ 3,022,000	\$ -
PPRT	\$ 852,000	\$ 1,055,754	\$ 203,754
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 84,835	\$ (915,165)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 10,453	\$ 4,353
Non-Resident Fee	\$ 250	\$ 0	\$ (250)
Lost or Damaged Items	\$ 3,800	\$ 5,751	\$ 1,951
Copies/Miscellaneous	\$ 9,500	\$ 14,025	\$ 4,525
Meeting Room Fees	\$ 2,800	\$ 6,363	\$ 3,563
Interest Income	\$ 600	\$ 9,411	\$ 8,811
Investment Income	\$ 1,900	\$ 0	\$ (1,900)
Sale of Property	\$ -	\$ 0	\$ -
Sublease	\$ -	\$ 0	\$ -
Miscellaneous Income	\$ 300	\$ 0	\$ (300)
Totals	\$ 5,551,754	\$ 4,861,096	\$ (690,658)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,782,442	\$ 1,711,487	\$ 70,955
Overtime	\$ -	\$ 549	\$ (549)
IMRF	\$ 109,144	\$ 101,754	\$ 7,390
FICA/Medicare	\$ 137,316	\$ 129,189	\$ 8,127
Life insurance	\$ 3,218	\$ 2,809	\$ 409
Medical insurance	\$ 665,600	\$ 561,000	\$ 104,600
Service recognition	\$ 14,680	\$ 16,099	\$ (1,419)
Total Personnel	\$ 2,712,400	\$ 2,522,887	\$ 189,513
Fund	Budgeted		
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 23,000	\$ 19,846	\$ 3,154
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 4,970	\$ 16,030
Banking Service Charges	\$ 250	\$ 366	\$ (116)
Conferences/Travel/Continuing E	\$ 40,000	\$ 9,121	\$ 30,879
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 2,768	\$ 3,232
Security	\$ -	\$ 200,000	\$ (200,000)
Computer Software	\$ 53,000	\$ 53,000	\$ -
Temp Agency Services	\$ 500	\$ -	\$ 500

Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 44,812	\$ 96,188
Membership Fees	\$ 58,000	\$ 58,000	\$ -
Materials for Buildings	\$ 50	\$ 438	\$ (388)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 288,735	\$ 711,265
Office Supplies	\$ 29,000	\$ 113,453	\$ (84,453)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 30,000	\$ -
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,964	\$ (564)
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
Total operating	\$ 2,806,368	\$ 2,262,853	\$ 543,515
Total expense	\$ 5,518,768	\$ 4,785,740	\$ 733,028
Surplus (deficit)	\$ 32,986.00	\$ 75,356	\$ (42,370)

VENDOR NAME	VENDOR AMOUNT
AASLH Total	\$374.00
ALLERTON PUBLIC LIBRARY DISTRICT Total	\$30.99
AMAZON PAYMENTS Total	\$2,298.96
BAKER & TAYLOR CO Total	\$20,101.68
BARBECK COMMUNICATIONS GROUP Total	\$9,945.96
BECK'S ENGRAVING & RUBBER STAMPS Total	\$44.92
CDW GOVERNMENT INC Total	\$652.71
CENTRALIA REGIONAL LIBRARY DISTRICT Total	\$15.99
CHARLESTON CARNEGIE PUBLIC LIBRARY Total	\$51.55
CLOW CONTROLS & SERVICE INC. Total	\$13,751.00
COMMERCIAL MAIL SERVICES Total	\$143.05
DANDE, AMIT S Total	\$100.00
DECATUR BLUEPRINT, INC. Total	\$401.50
DECATUR CIVIC CENTER AUTHORITY Total	\$1,869.32
DECATUR TRIBUNE Total	\$90.00
DEMCO INC Total	\$261.62
EFFINGHAM PUBLIC LIBRARY Total	\$26.91
FORSYTH PUBLIC LIBRARY Total	\$13.89
HERALD & REVIEW Total	\$1,360.00
IHLS-OCLC Total	\$783.70
JESSICA HILL CONSULTING LLC Total	\$3,748.20
JONES & THOMAS Total	\$400.00
KANOPY Total	\$379.00
KILEY KLEIN, LTD Total	\$60.00
LIBRARY IDEAS, LLC Total	\$1,087.32
MIDWEST TAPE, LLC Total	\$11,979.84
MORRISON-TALBOT LIBRARY Total	\$32.00
NICHE ACADEMY LLC Total	\$2,400.00
NICKI BOND Total	\$1,500.00
NOVEL IDEAS Total	\$442.50
O'FALLON PUBLIC LIBRARY Total	\$14.00
PAETEC Total	\$112.14
PEERLESS NETWORK, INC Total	\$666.71
PROQUEST INFORMATION & LEARNING Total	\$5,615.34
REGIONS/CREDIT CARD Total	\$820.32
SAM'S CLUB Total	\$249.14
STRIGLOS/HAINES & ESSICK Total	\$88.73
UNIQUE MANAGEMENT SERVICES Total	\$411.70
VERIZON WIRELESS Total	\$107.44
WATTS COPY SYSTEMS Total	\$1,838.91
WHITEHEAD, MICHELLE Total	\$8.36
YOUNG, AMANDA Total	\$125.17
Grand Total	\$84,404.57

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 35	LIBRARY FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3559350 LIBRARY FUND								
3559350	301103	REAL ESTATE TAXES						
		-3,022,000.00	-3,022,000.00	0.00	0.00	0.00	-3,022,000.00	.0%
3559350	302104	STATE REPLACEMENT TAX						
		-852,000.00	-852,000.00	-237,612.09	-78,714.30	0.00	-614,387.91	27.9%
3559350	302107	STATE GRANTS OR OTHER						
		-104,020.00	-104,020.00	0.00	0.00	0.00	-104,020.00	.0%
3559350	302124	OTHER LIBRARY GRANTS						
		-1,000,000.00	-1,000,000.00	-7,483.65	-5,019.90	0.00	-992,516.35	.7%
3559350	303607	PAYMENT IN LIEU OF TAXES						
		-548,484.00	-548,484.00	-137,121.00	-45,707.00	0.00	-411,363.00	25.0%
3559350	305509	FINES AND FEES						
		-6,100.00	-6,100.00	-1,953.10	-467.47	0.00	-4,146.90	32.0%
3559350	305510	NON- RESIDENTIAL FEES						
		-250.00	-250.00	0.00	0.00	0.00	-250.00	.0%
3559350	305511	LOST OR DAMAGED BOOKS						
		-3,800.00	-3,800.00	-1,140.91	-432.83	0.00	-2,659.09	30.0%
3559350	305514	COPIES AND MISCELLANEOUS						
		-9,500.00	-9,500.00	-2,992.53	-796.32	0.00	-6,507.47	31.5%
3559350	305515	MEETING ROOM FEES						
		-2,800.00	-2,800.00	-940.00	-880.00	0.00	-1,860.00	33.6%
3559350	307101	INTEREST INCOME						
		-600.00	-600.00	-2,352.80	-72.37	0.00	1,752.80	392.1%
3559350	307141	INVESTMENT INCOME						
		-1,900.00	-1,900.00	0.00	0.00	0.00	-1,900.00	.0%
3559350	308899	MISCELLANEOUS INCOME						
		-300.00	-300.00	7.50	0.00	0.00	-307.50	-2.5%
TOTAL LIBRARY FUND								
		-5,551,754.00	-5,551,754.00	-391,588.58	-132,090.19	0.00	-5,160,165.42	7.1%
35593511 DPL - PERSONNEL SERVICES								
35593511	409000	SALARIES						
		1,782,442.00	1,782,442.00	454,899.06	193,027.34	0.00	1,327,542.94	25.5%
35593511	410100	OVERTIME						
		0.00	0.00	109.80	0.00	0.00	-109.80	100.0%
35593511	410500	PENSION CONTRIBUTION						
		109,144.00	109,144.00	27,045.74	11,593.44	0.00	82,098.26	24.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 35	LIBRARY FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
35593511 410700		FICA/MEDICARE						
	137,316.00		137,316.00	34,203.48	14,597.54	0.00	103,112.52	24.9%
35593511 411100		LIFE INSURANCE						
	3,300.00		3,300.00	721.87	310.04	0.00	2,578.13	21.9%
35593511 411200		MEDICAL INSURANCE						
	665,600.00		665,600.00	150,000.00	63,000.00	0.00	515,600.00	22.5%
35593511 411500		SERVICE RECOGNITION						
	14,680.00		14,680.00	4,320.20	1,834.04	0.00	10,359.80	29.4%
TOTAL DPL - PERSONNEL SERVICES								
	2,712,482.00		2,712,482.00	671,300.15	284,362.40	0.00	2,041,181.85	24.7%

35593512 DPL - OPERATING EXPENSES

35593512 411300		TO EMPL BENEFITS-UNEMPLOYMENT						
	1,109.00		1,109.00	270.00	90.00	0.00	839.00	24.3%
35593512 420100		ADVERTISING						
	700.00		700.00	0.00	0.00	0.00	700.00	.0%
35593512 421000		SERVICE TO MAINT BUILDINGS						
	0.00		0.00	0.00	0.00	1,845.00	-1,845.00	100.0%
35593512 421300		SERV-OFFICE EQUIPMENT						
	23,000.00		23,000.00	3,340.51	1,688.91	5,159.49	14,500.00	37.0%
35593512 423000		GENERAL FUND IT SERVICES						
	38,518.00		38,518.00	9,909.00	3,303.00	0.00	28,609.00	25.7%
35593512 423300		TELEPHONE						
	21,000.00		21,000.00	1,767.36	886.29	8,809.03	10,423.61	50.4%
35593512 423901		BANKING SERVICE CHARGES						
	250.00		250.00	67.56	11.85	0.00	182.44	27.0%
35593512 424100		CONFERENCES & TRAVEL						
	40,000.00		40,000.00	2,280.36	174.17	250.00	37,469.64	6.3%
35593512 424350		GENERAL FUND FIXED ALLOCATION						
	114,238.00		114,238.00	37,740.00	12,580.00	0.00	76,498.00	33.0%
35593512 424500		POSTAGE						
	6,000.00		6,000.00	720.29	143.05	0.00	5,279.71	12.0%
35593512 424650		SECURITY						
	0.00		0.00	4,835.17	1,869.32	29,164.83	-34,000.00	100.0%
35593512 424700		COMPUTER SOFTWARE						
	53,000.00		53,000.00	2,053.00	0.00	0.00	50,947.00	3.9%
35593512 427100		TEMP AGENCY SERVICES						
	500.00		500.00	0.00	0.00	0.00	500.00	.0%
35593512 427200		TUITION REIMBURSEMENT						
	10,000.00		10,000.00	0.00	0.00	0.00	10,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 35	LIBRARY FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
35593512 428000		PROFESSIONAL SERVICES						
	141,000.00	141,000.00		11,202.89	2,371.70	5,900.00	123,897.11	12.1%
35593512 428400		MEMBERSHIP FEES						
	58,000.00	58,000.00		2,025.70	1,019.70	45.00	55,929.30	3.6%
35593512 432000		MATERIALS - BUILDINGS						
	50.00	50.00		109.62	109.62	0.00	-59.62	219.2%
35593512 433015		PER CAPITA GRANT EXPENSE						
	104,020.00	104,020.00		39,185.99	3,269.85	1,333.97	63,500.04	39.0%
35593512 433020		OTHER LIBRARY GRANT EXPENSE						
	1,000,000.00	1,000,000.00		28,558.31	19,149.87	30,462.82	940,978.87	5.9%
35593512 434500		OFFICE SUPPLIES						
	29,000.00	29,000.00		7,033.72	3,182.75	18,825.43	3,140.85	89.2%
35593512 442300		RISK MANAGEMENT INSURANCE						
	100,000.00	100,000.00		23,775.00	7,925.00	0.00	76,225.00	23.8%
35593512 442900		TRANSFER TO CAPITAL FUND						
	200,000.00	200,000.00		0.00	0.00	0.00	200,000.00	.0%
35593512 449900		SMALL CAPITAL ITEMS						
	30,000.00	30,000.00		12,513.88	11,467.03	24,761.93	-7,275.81	124.3%
35593512 455300		BUILDING LEASE PAYMENT						
	589,583.00	589,583.00		147,345.00	49,115.00	0.00	442,238.00	25.0%
TOTAL DPL - OPERATING EXPENSES								
	2,559,968.00	2,559,968.00		334,733.36	118,357.11	126,557.50	2,098,677.14	18.0%
35593515 DPL - OPERATING EXPENSES								
35593515 458000		BOOKS & PERIODICALS						
	245,000.00	245,000.00		71,018.85	38,374.25	134,474.48	39,506.67	83.9%
35593515 458100		LOST OR DAMAGED BOOKS						
	1,400.00	1,400.00		425.66	185.33	0.00	974.34	30.4%
TOTAL DPL - OPERATING EXPENSES								
	246,400.00	246,400.00		71,444.51	38,559.58	134,474.48	40,481.01	83.6%
TOTAL LIBRARY FUND								
	-32,904.00	-32,904.00		685,889.44	309,188.90	261,031.98	-979,825.42	-2877.8%
TOTAL REVENUES								
	-5,551,754.00	-5,551,754.00		-391,588.58	-132,090.19	0.00	-5,160,165.42	
TOTAL EXPENSES								
	5,518,850.00	5,518,850.00		1,077,478.02	441,279.09	261,031.98	4,180,340.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL -32,904.00	-32,904.00	685,889.44	309,188.90	261,031.98	-979,825.42	-2877.8%

** END OF REPORT - Generated by Meyer, Rick C **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 59		LIBRARY TRUST FUNDS		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED	BUDGET					
5959590 DPL TRUST FUND REVENUES								
5959590	307103		INTEREST INC - CANTONI					
		0.00	0.00	-85.77	0.00	0.00	85.77	100.0%
5959590	307104		INTEREST INC - MEYERS					
		0.00	0.00	-66.77	0.00	0.00	66.77	100.0%
5959590	307142		INTEREST - DONATIONS					
		0.00	0.00	-2.03	0.00	0.00	2.03	100.0%
5959590	308805		CONTRIBUTIONS					
		-9,000.00	-9,000.00	-675.00	-335.00	0.00	-8,325.00	7.5%
TOTAL DPL TRUST FUND REVENUES								
		-9,000.00	-9,000.00	-829.57	-335.00	0.00	-8,170.43	9.2%
59595912 TRUST CANTONI EXPENSES								
59595912	458000		BOOKS & PERIODICALS					
		35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	.0%
TOTAL TRUST CANTONI EXPENSES								
		35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	.0%
59595922 TRUST MEYER EXPENSES								
59595922	408899		MISC EXPENSE					
		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
59595922	428000		PROFESSIONAL FEES					
		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
59595922	431600		ARCHIVAL SUPPLIES					
		5,000.00	5,000.00	692.35	0.00	0.00	4,307.65	13.8%
59595922	449900		SMALL CAPITAL ITEMS					
		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
59595922	458000		BOOK AND PERIODICALS					
		5,000.00	5,000.00	478.70	374.00	0.00	4,521.30	9.6%
TOTAL TRUST MEYER EXPENSES								
		25,000.00	25,000.00	1,171.05	374.00	0.00	23,828.95	4.7%
59595942 TRUST MEMORIAL EXPENSES								
59595942	458000		BOOKS & PERIODICALS					

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 59	LIBRARY TRUST FUNDS							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
60,000.00	60,000.00	1,047.58	369.88	6,735.97	52,216.45	13.0%		
TOTAL TRUST MEMORIAL EXPENSES								
60,000.00	60,000.00	1,047.58	369.88	6,735.97	52,216.45	13.0%		
TOTAL LIBRARY TRUST FUNDS								
111,000.00	111,000.00	1,389.06	408.88	6,735.97	102,874.97	7.3%		
TOTAL REVENUES								
-9,000.00	-9,000.00	-829.57	-335.00	0.00	-8,170.43			
TOTAL EXPENSES								
120,000.00	120,000.00	2,218.63	743.88	6,735.97	111,045.40			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
111,000.00	111,000.00	1,389.06	408.88	6,735.97	102,874.97	7.3%

GRAND TOTAL

** END OF REPORT - Generated by Meyer, Rick C **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 58	LIBRARY CAPITAL							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
5859580 LIBRARY CAPITAL REVENUES								
5859580 306709	TRANSFER FROM LIBRARY							
-700,000.00	-700,000.00	0.00	0.00	0.00	-700,000.00	.0%		
5859580 307101	INTEREST INCOME							
-600.00	-600.00	-1,504.30	0.00	0.00	904.30	250.7%		
5859580 307141	INVESTMENT INCOME							
-100.00	-100.00	0.00	0.00	0.00	-100.00	.0%		
5859580 308826	DECATUR LIBRARY FOUNDATION							
-250,000.00	-250,000.00	0.00	0.00	0.00	-250,000.00	.0%		
TOTAL LIBRARY CAPITAL REVENUES								
-950,700.00	-950,700.00	-1,504.30	0.00	0.00	-949,195.70	.2%		
58595826 LIBRARY CAPITAL PROJECTS								
58595826 449950 L2301	LARGE CAPITAL ITEMS							
0.00	0.00	141,479.60	0.00	330,120.40	-471,600.00	100.0%		
58595826 451500	OFFICE EQUIPMENT							
1,250,000.00	1,250,000.00	0.00	0.00	0.00	1,250,000.00	.0%		
TOTAL LIBRARY CAPITAL PROJECTS								
1,250,000.00	1,250,000.00	141,479.60	0.00	330,120.40	778,400.00	37.7%		
TOTAL LIBRARY CAPITAL								
299,300.00	299,300.00	139,975.30	0.00	330,120.40	-170,795.70	157.1%		
TOTAL REVENUES								
-950,700.00	-950,700.00	-1,504.30	0.00	0.00	-949,195.70			
TOTAL EXPENSES								
1,250,000.00	1,250,000.00	141,479.60	0.00	330,120.40	778,400.00			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 299,300.00	299,300.00	139,975.30	0.00	330,120.40	-170,795.70	157.1%

** END OF REPORT - Generated by Meyer, Rick C **