



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, March 9, 2022
4:30 p.m.
Children's Auditorium**

- I. Call to Order** – Sofia Xethalis
- II. Approval of Agenda**
- III. Minutes**—February 9, 2022 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. Other
- VII. New Business**
 - A. February 2022 Check Register (Action)
 - B. February Actuals (Discussion)
 - C. Other
- VIII. Adjournment**



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

Date: February 9, 2022

Time: 4:30 p.m.

Location: Via Zoom

Present: Sofia Xethalis (Chair)

Samantha Carroll

Anay Hunt

Jecobie Jones

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

Absent:

Guests:None

Call to Order:

Ms. Xethalis called the meeting to order at 4:31pm.(REMOTE ATTENDANCE. PLEASE TAKE NOTICE THAT, PURSUANT TO SECTION 7(e) OF THE ILLINOIS OPEN MEETINGS ACT (5 ILCS 120/7(e)) AND THE GUBERNATORIAL DISASTER PROCLAMATION ISSUED BY GOVERNOR JB PRITZKER ON JANUARY 3, 2021, THE BOARD OF TRUSTEES FOR THE DECATUR PUBLIC LIBRARY IS CONDUCTING THIS MEETING BY AUDIO AND/OR VIDEO CONFERENCE.)

Approval of Agenda

Ms. Xethalis requested a motion to approve the agenda. Mrs. Carroll made a motion to approve the agenda, seconded by Ms. Hunt. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Ms. Xethalis yes. The motion was adopted.

Approval of Minutes: January 12, 2022 meeting minutes

Ms. Xethalis requested a motion to approve the January 12, 2022 meeting minutes. Ms. Carroll made a motion to approve the minutes, seconded by Ms. Hunt. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Ms. Xethalis yes. The motion was adopted.

Public Comments: None

Old Business

Capital Needs (Discussion) Mr. Meyer stated there isn't anything new to discuss.

New Business

January 2022 Check Registers (Action) Mr. Meyer pointed out the larger expenses in the register for database expenditures. There will be a correction under services to maintain buildings that should have been charged to the City, not The Library. This will be corrected in February and you will see the correction in March. Ms. Xethalis requested a motion to approve the January 2022 check register. Ms. Carroll made a motion to send the check register to the full board, seconded by Mr. Jones. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Mr. Jones yes, Ms. Xethalis yes. The motion was adopted.

February Actuals (Discussion) Mr. Meyer discussed that Ms. Grossman's salary had been paid out of the Meyer Fund for several years. He requested that her salary no longer be paid out of that fund. This was overlooked. This will be corrected next month by initiating a transfer back into the Meyer Fund. The Capital Reserve Fund, cash on hand, has a \$2,000 differential due to a keying error Mr. Meyer made. The Capital Reserve Fund may be used in 2022 to buy bookshelves and furniture for The Library once we receive a bid.

Financial Report to Mayor and City Council (Action) Mr. Meyer stated this is an annual report. Illinois law requires that we send this. This report is signed off by Ms. Carroll. This report goes to the Mayor and the City Council. Ms. Carroll made a motion to approve the financial report and send it to the full board, seconded by Ms. Hunt. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Mr. Jones yes, Ms. Xethalis yes. The motion was adopted.

Other (Discussion) Mr. Meyer has invited Ms. Henkel to attend these meetings as part of the succession plan. The 2022 Board of Trustee officers will be elected at the Board Meeting next week.

Adjournment

Ms. Xethalis requested a motion to adjourn at 4:55 pm. Ms. Carroll made a motion to adjourn, seconded by Mr. Jones. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Mr. Jones yes, Ms. Xethalis yes. The motion was adopted.

Scribe, Michelle Whitehead, Administrative Secretary

Final 2/9/2022

DATE: 3/3/2022
TIME: 9:25:40AM

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

FOR INVOICES FROM 2/1/2022 TO 2/28/2022

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
145304	2/1/2022 12:00:00 AM	AMERICAN LIBRARY ASSOCIATION	2022 MEMBERSHIP ID# 1254750	283.00	MEMBERSHIP FEES
145309	2/1/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	3,560.18	OFFICE SUPPLIES
145310	2/1/2022 12:00:00 AM	BAYSCAN TECHNOLOGIES	2D AREA IMAGER/USB KITW/ CABLE AND STAND	1,656.00	SMALL CAPITAL ITEMS
145339	2/1/2022 12:00:00 AM	GE MONEY BANK/AMAZON	ACCT 8641	1,040.37	BOOKS & PERIODICALS
145344	2/1/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC	SOC WORK JESSICA HILL SUB CONT	980.90	OTHER LIBRARY GRANT EXPENSE
145360	2/1/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	1,483.77	OFFICE SUPPLIES
145374	2/1/2022 12:00:00 AM	SCHOLASTIC LIBRARY PUBLISHING	PRIZE BOOKS/CHILDRENS WINTER READING PROGRAM	708.20	OTHER LIBRARY GRANT EXPENSE
145377	2/1/2022 12:00:00 AM	SHAWNEE COMMUNITY COLLEGE	LOST OR DAMAGED MATERIALS	19.00	LOST OR DAMAGED BOOKS
145400	2/8/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	619.62	OFFICE SUPPLIES
145407	2/8/2022 12:00:00 AM	BOOKPAGE	PERIODICAL SUBSCRIPTION	390.00	BOOKS & PERIODICALS
145412	2/8/2022 12:00:00 AM	CHARLESTON CARNEGIE PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	11.00	LOST OR DAMAGED BOOKS
145414	2/8/2022 12:00:00 AM	CINDY'S DELIGHT	CATERING FOR LOCAL HISTORY VOLUNTEERS	120.00	OTHER LIBRARY GRANT EXPENSE
145418	2/8/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	JAN 15 - JAN 31'22	220.19	POSTAGE

145429	2/8/2022	12:00:00 AM	EBSICO INDUSTRIES, INC DATABASE PACKAGE	8,171.00	BOOKS & PERIODICALS
145435	2/8/2022	12:00:00 AM	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	76.88	LOST OR DAMAGED BOOKS
145436	2/8/2022	12:00:00 AM	GALE GROUP, INC. 2022 STANDING ORDER PLAN	9,432.00	BOOKS & PERIODICALS
145440	2/8/2022	12:00:00 AM	GLEN CARBON CENTENNIAL LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	39.99	LOST OR DAMAGED BOOKS
145459	2/8/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	49.99	BOOKS & PERIODICALS
145498	2/8/2022	12:00:00 AM	WATTS COPY SYSTEMS FOL PAYING FOR PRINTER USE DURING TAX SEASON	75.00	OTHER LIBRARY GRANT EXPENSE
145499	2/8/2022	12:00:00 AM	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	614.46	SERV-OFFICE EQUIPMENT
145509	2/15/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,106.30	OFFICE SUPPLIES
145510	2/15/2022	12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	12.00	OFFICE SUPPLIES
145544	2/15/2022	12:00:00 AM	GALE GROUP, INC. 8 LARGE PRINT BOOKS	173.52	BOOKS & PERIODICALS
145550	2/15/2022	12:00:00 AM	HERALD & REVIEW 2 SUBSCRIPTIONS FOR 2022	1,240.00	BOOKS & PERIODICALS
145553	2/15/2022	12:00:00 AM	HR SOURCE JAN'22 PERFORMANCE WORK/PROJECT COMPETENCY	6,000.00	PROFESSIONAL SERVICES
145565	2/15/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	908.78	OTHER LIBRARY GRANT EXPENSE
145581	2/15/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	603.38	OFFICE SUPPLIES
145600	2/15/2022	12:00:00 AM	PAETEC ACCT 633318933001 ACCT 633292627001	132.44	TELEPHONE
145614	2/15/2022	12:00:00 AM	STRIGLOS/HAINES & ESSICK MANILA FOLDERS	80.99	OTHER LIBRARY GRANT EXPENSE

145634	2/15/2022	12:00:00 AM	WORLD BOOK, INC	482.98	BOOKS & PERIODICALS
			VOLUMES 6		
			VOLUME 8		
			VOLUMES 5 & 6		
145652	2/22/2022	12:00:00 AM	BAKER & TAYLOR CO	4,012.38	OFFICE SUPPLIES
			BOOKS AND ENTERTAINMENT 2022		
145667	2/22/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES	224.78	POSTAGE
			FEB 1 - FEB 15'22		
145697	2/22/2022	12:00:00 AM	KANOPI	512.00	BOOKS & PERIODICALS
			LIBRARY STREAMING SERVICE		
145703	2/22/2022	12:00:00 AM	LIBRARY IDEAS, LLC	87.90	BOOKS & PERIODICALS
			VOX BOOKS		
145712	2/22/2022	12:00:00 AM	MIDWEST TAPE, LLC	4,529.07	OFFICE SUPPLIES
			AV AND STREAMING SERVICES		
145721	2/22/2022	12:00:00 AM	PEERLESS NETWORK, INC	510.97	TELEPHONE
			ACCT 1212890		
145727	2/22/2022	12:00:00 AM	RAILS	750.00	MEMBERSHIP FEES
			ILLINOIS LIBRARY PRESENT JAN-JUN'22		
923004853	2/15/2022	12:00:00 AM	REGIONS/CREDIT CARD	969.00	MEMBERSHIP FEES
			ACCT 3978		
35 LIBRARY FUND Total				52,888.04	
59 LIBRARY TRUST FUNDS					
145509	2/15/2022	12:00:00 AM	BAKER & TAYLOR CO	32.33	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2022		
145581	2/15/2022	12:00:00 AM	MIDWEST TAPE, LLC	12.59	BOOKS & PERIODICALS
			AV AND STREAMING SERVICES		
145652	2/22/2022	12:00:00 AM	BAKER & TAYLOR CO	16.38	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2022		
145687	2/22/2022	12:00:00 AM	GIGGLES, INC	650.00	MISCELLANEOUS EXPENSE
			260 READING GIFT CERTIFICATE COOKIES		
59 LIBRARY TRUST FUNDS Total				711.30	
WARRANT TOTAL:				53,599.34	

DPL FY 2022 Budget Report

Prepared: March 2, 2022

At the end of February 17% of the year has passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ -	0.0%	\$ 50,732.01	-100.0%
All Other	\$ 1,292,562	31.3%	\$ 208,347.23	16.1%	\$ 154,889.34	34.5%
Total Revenue	\$ 4,134,562		\$ 208,347.23	5.0%	\$ 205,621.35	1.3%

Expense

% Expended

Personnel

Payroll	\$ 1,644,156		\$ 243,068.99		\$ 247,354.09	-1.7%
Benefits	\$ 870,336		\$ 143,830.74		\$ 118,056.72	21.8%
	\$ 2,514,492	60.7%	\$ 386,899.73	15.4%	\$ 365,410.81	5.9%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 78,446.47	32.0%	\$ 62,370.61	25.8%
Per Capita	\$ 104,020		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,500.00		\$ 146.87	5.9%	\$ 140.92	n/a
Total Materials	\$ 351,520	9.3%	\$ 78,593.34	22.4%	\$ 62,511.53	25.7%

Professional Services

Professional Services	\$ 102,000		\$ 7,225.53	7.1%	\$ 25,230.55	-71.4%
Temp Agency	\$ 500		\$ 2,002.00	400.4%	\$ 6,672.87	-0.69998
Bank Service Charges	\$ 150		\$ 21.94	14.6%	\$ 232.19	-0.90551
Total	\$ 102,650	2.7%	\$ 9,249.47	9.0%	\$ 32,135.61	-71.2%

Allocations

Administrative Fee	\$	108,864		\$	18,144.00	16.7%	\$	92,904.00	-80.5%
MIS	\$	36,684		\$	6,114.00	16.7%	\$	39,000.00	-84.3%
	\$	145,548	3.8%	\$	24,258.00	16.7%	\$	131,904.00	-81.6%

Grants

Other grants	\$	75,000		\$	4,191.06	5.6%	\$	6,008.64	-30.2%
	\$	75,000	2.0%	\$	4,191.06	5.6%	\$	6,008.64	-30.2%

Advertising	\$	500	0.01%	\$	100.00	20.0%	\$	712.00	-86%
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	766.37	15.3%	\$	6,731.23	-88.6%
Service to Office Equipment	\$	27,000		\$	1,416.57	5.2%	\$	20,437.22	-93.1%
Telephone	\$	27,000		\$	2,744.99	10.2%	\$	15,756.08	-82.6%
Software	\$	50,000		\$	-	0.0%	\$	42,113.15	-100.0%
Office Supplies	\$	40,000		\$	1,912.69	4.8%	\$	20,711.06	-90.8%
Small Capital	\$	45,000		\$	-	0.0%	\$	28,211.39	-100.0%
	\$	194,000	5.1%	\$	6,840.62	3.5%	\$	133,960.13	-94.9%

Staff Development

Conferences/Training/Travel	\$	20,000		\$	-	0.0%	\$	7,198.76	-100.0%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	2,002.00	4.0%	\$	53,095.09	-96.2%
	\$	74,000	2.0%	\$	2,002.00	2.7%	\$	60,293.85	-96.7%

Insurance

Unemployment	\$	1,056		\$	176.00	16.7%	\$	1,344.00	-86.9%
Risk Management	\$	95,724		\$	15,954.00	16.7%	\$	76,896.00	-79.3%
	\$	96,780	2.6%	\$	16,130.00	16.7%	\$	78,240.00	-79.4%

Building Costs

Rent	\$ 589,583.00	\$ 98,230.00	16.7%	\$ 575,004.00	-82.9%
Supplies	\$ 150	\$ -	0.0%	\$ -	#DIV/0!
Maintenace	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,733	15.6%	\$ 98,230.00	\$ 575,004.00	-82.9%
Total Operations/Services	\$ 1,629,731	43.1%	\$ 239,594.49	14.7%	\$ 1,080,769.76
Total Expenses	\$ 4,144,223	\$ 626,494.22	15.1%	\$ 1,446,180.57	-56.7%
Revenue Minus Expense	\$ (9,661)	\$ (418,146.99)		\$ (1,240,559.22)	-66.3%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet / Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73			\$ 1,133,040.73
4/1/2022				\$ -
5/1/2022				\$ -
6/1/2022				\$ -
7/1/2022				\$ -
8/1/2022				\$ -
9/1/2022				\$ -
10/1/2022				\$ -
11/1/2022				\$ -
12/1/2022				\$ -
1/1/2023				

Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
3/1/2022	\$ 533,466.61			
4/1/2022	\$ -			
5/1/2022	\$ -			

6/1/2022	\$	-
7/1/2022	\$	-
8/1/2022	\$	-
9/1/2022	\$	-
10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

**Trust Accounts
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2022	\$ 58,479.83			
4/1/2022	\$ -			
5/1/2022	\$ -			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

**Meyer
Date**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 51,488.14	\$ -	\$ 7,123.57	\$ 44,364.57
2/1/2022	\$ 44,364.57	\$ -	\$ (1,474.16)	\$ 45,838.73
3/1/2022	\$ 45,838.73			
4/1/2022	\$ -			
5/1/2022	\$ -			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			

10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23			
4/1/2022	\$ -			
5/1/2022	\$ -			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at Ending
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ - \$ 1,722,760.71
3/1/2022	\$ 1,722,760.71			
4/1/2022				
5/1/2022				
6/1/2022				
7/1/2022				
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				