



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting
Wednesday, March 11, 2020
4:30 p.m.
Decatur Public Library Board Room
AGENDA**

- I. Call to Order** – Amy Stockwell
- II. Approval of Agenda**
- III. Minutes**—February 12, 2020 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. Space Plans (Discussion)
 - C. Other
- VII. New Business**
 - A. February 2020 Check Register (Action)
 - B. 2020 Budget Report (Discussion)
 - C. 2020 Budget Projection (Discussion)
 - D. Other
- VIII. Adjournment**

If you have questions please contact:
Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org

DATE: 3/3/2020

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
133011	2/5/2020	CENTER POINT LARGE	\$2,746.80	LARGE PRINT STANDING ORDER	BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$18.19		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$30.76		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$38.53		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$64.15		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$72.44		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$117.33		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$155.02		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$170.88		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$278.11		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$309.14		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$504.43		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$576.75		BOOKS & PERIODICALS
133140	2/18/2020	BAKER & TAYLOR CO	\$581.26		BOOKS & PERIODICALS
133235	2/18/2020	MIDWEST TAPE, LLC	\$11.69	AV MATERIALS	BOOKS & PERIODICALS
133235	2/18/2020	MIDWEST TAPE, LLC	\$12.59	AV MATERIALS	BOOKS & PERIODICALS
133235	2/18/2020	MIDWEST TAPE, LLC	\$26.24		BOOKS & PERIODICALS

133235	2/18/2020	MIDWEST TAPE, LLC	\$33.74		BOOKS & PERIODICALS
133235	2/18/2020	MIDWEST TAPE, LLC	\$34.17		BOOKS & PERIODICALS
133235	2/18/2020	MIDWEST TAPE, LLC	\$44.99		BOOKS & PERIODICALS
133235	2/18/2020	MIDWEST TAPE, LLC	\$85.43		BOOKS & PERIODICALS
133235	2/18/2020	MIDWEST TAPE, LLC	\$157.38		BOOKS & PERIODICALS
133235	2/18/2020	MIDWEST TAPE, LLC	\$224.15		BOOKS & PERIODICALS
133235	2/18/2020	MIDWEST TAPE, LLC	\$318.59		BOOKS & PERIODICALS
133253	2/18/2020	OVERDRIVE	\$10,000.00	ON ACCT FOR CONTENT PURCHASES	BOOKS & PERIODICALS
133301	2/18/2020	WESTON WOODS STUD	\$16.11	CHILDRENS BOOK	BOOKS & PERIODICALS
133320	2/25/2020	BAKER & TAYLOR CO	\$55.82		BOOKS & PERIODICALS
133320	2/25/2020	BAKER & TAYLOR CO	\$138.28		BOOKS & PERIODICALS
133320	2/25/2020	BAKER & TAYLOR CO	\$254.84		BOOKS & PERIODICALS
133320	2/25/2020	BAKER & TAYLOR CO	\$397.63		BOOKS & PERIODICALS
133320	2/25/2020	BAKER & TAYLOR CO	\$546.18		BOOKS & PERIODICALS
133320	2/25/2020	BAKER & TAYLOR CO	\$926.21		BOOKS & PERIODICALS
133332	2/25/2020	BOOKPAGE	\$354.00	BOOK REVIEW PUBLICATION	BOOKS & PERIODICALS
133358	2/25/2020	DECATUR TRIBUNE	\$80.00	2 SUBSCRIPTION RENEWALS 1YR	BOOKS & PERIODICALS
133385	2/25/2020	KANOPY	\$168.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
133398	2/25/2020	MIDWEST TAPE, LLC	\$1,176.99	AV MATERIALS	BOOKS & PERIODICALS
Sub-total			\$17,980.02		
133233	2/18/2020	MEYER, RICK	\$44.85	REIMBURSE CONFERENCE/TRAVEL	CONFERENCES & TRAVEL
133182	2/18/2020	EFFINGHAM PUBLIC LI	\$12.99	LOST/DAMAGED ITEMS	LOST OR DAMAGED BOOKS
133192	2/18/2020	FORSYTH PUBLIC LIBR.	\$48.30	LOST/DAMAGED ITEMS	LOST OR DAMAGED BOOKS

133270	2/18/2020	ST ELMO PUBLIC LIBRA	\$12.99	LOST/DAMAGED ITEMS	LOST OR DAMAGED BOOKS
Sub-total			\$74.28		
133001	2/5/2020	BECK'S ENGRAVING & I	\$89.88	2 DATE STAMPS	OFFICE SUPPLIES
133028	2/5/2020	DEMCO INC	\$445.91		OFFICE SUPPLIES
133138	2/18/2020	AZURADISC, INC	\$15.00		OFFICE SUPPLIES
133140	2/18/2020	BAKER & TAYLOR CO	\$7.13		OFFICE SUPPLIES
133140	2/18/2020	BAKER & TAYLOR CO	\$11.04		OFFICE SUPPLIES
133140	2/18/2020	BAKER & TAYLOR CO	\$18.63		OFFICE SUPPLIES
133140	2/18/2020	BAKER & TAYLOR CO	\$25.30		OFFICE SUPPLIES
133140	2/18/2020	BAKER & TAYLOR CO	\$26.22		OFFICE SUPPLIES
133140	2/18/2020	BAKER & TAYLOR CO	\$30.36		OFFICE SUPPLIES
133140	2/18/2020	BAKER & TAYLOR CO	\$3.91	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
133320	2/25/2020	BAKER & TAYLOR CO	\$2.76	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
133320	2/25/2020	BAKER & TAYLOR CO	\$6.67		OFFICE SUPPLIES
133320	2/25/2020	BAKER & TAYLOR CO	\$8.74		OFFICE SUPPLIES
133320	2/25/2020	BAKER & TAYLOR CO	\$12.19		OFFICE SUPPLIES
133320	2/25/2020	BAKER & TAYLOR CO	\$19.32		OFFICE SUPPLIES
133320	2/25/2020	BAKER & TAYLOR CO	\$22.54		OFFICE SUPPLIES
133359	2/25/2020	DEMCO INC	\$114.11		OFFICE SUPPLIES
133439	2/25/2020	VERITIV OPERATING CO	\$1,260.00	PALLET OF COPY PAPER	OFFICE SUPPLIES
Sub-total			\$2,119.71		
133124	2/5/2020	WORLD TRADE PRESS	\$850.00	DATABASES	OTHER LIBRARY GRANT EXPENSE
133196	2/18/2020	GALE GROUP, INC.	\$22.09	K FOUNDATION FUNDS-JUNE PARKER	OTHER LIBRARY GRANT EXPENSE

133196	2/18/2020	GALE GROUP, INC.	\$454.34	IS FOUNDATION FUNDS-JUNE PARKER	OTHER LIBRARY GRANT EXPENSE
133371	2/25/2020	GALE GROUP, INC.	\$44.83	LP BOOKS / JUNE PARKER	OTHER LIBRARY GRANT EXPENSE
Sub-total			\$1,371.26		
133016	2/5/2020	COMMERCIAL MAIL SE	\$409.56	JAN 16 - JAN 31'20	POSTAGE
133028	2/5/2020	DEMCO INC	\$9.95	ASST OFFICE SUPPLIES	POSTAGE
133138	2/18/2020	AZURADISC, INC	\$2.40	QUICK LOAD PLATE	POSTAGE
133359	2/25/2020	DEMCO INC	\$9.95	BOOKMARKS/LABEL PROTECTORS	POSTAGE
Sub-total			\$431.86		
133096	2/5/2020	SAM'S CLUB	\$33.95	ACCT 9064	PROFESSIONAL SERVICES
133181	2/18/2020	DYNAGRAPHICS	\$185.45	DONOR WALL SIGN	PROFESSIONAL SERVICES
133185	2/18/2020	ERICKSON DAVIS, ATTORNEY	\$1,455.00	LEGAL SERVICES	PROFESSIONAL SERVICES
133185	2/18/2020	ERICKSON DAVIS, ATTORNEY	\$2,490.00		PROFESSIONAL SERVICES
133437	2/25/2020	UNIQUE MANAGEMENT	\$581.75	ANNUAL PO 2020	PROFESSIONAL SERVICES
Sub-total			\$4,746.15		
133384	2/25/2020	JONES & THOMAS	\$400.00	WEB HOSTING MAINTENANCE SERVICE	PROFESSIONAL SERVICES
133078	2/5/2020	NCI BUSINESS SYSTEMS	\$38.95	ANNUAL SERVICE TO OFFICE SUPPL	SERV-OFFICE EQUIPMENT
133298	2/18/2020	WATTS COPY SYSTEMS	\$607.24	ANNUAL PO FOR OFFICE EQUIPMENT	SERV-OFFICE EQUIPMENT
Sub-total			\$1,046.19		
133009	2/5/2020	CALL ONE	\$575.60	ACCT 1212890	TELEPHONE
133157	2/18/2020	COMCAST	\$319.70	ACCT 929526423	TELEPHONE
133254	2/18/2020	PAETEC	\$36.22	ANNUAL PO 2020	TELEPHONE
133254	2/18/2020	PAETEC	\$67.92	ACCT 633292627001	TELEPHONE
133340	2/25/2020	CALL ONE	\$639.37	ACCT 1212890	TELEPHONE
133440	2/25/2020	VERIZON WIRELESS	\$268.27	ACCT #980380645-00001	TELEPHONE

Sub-total		\$1,907.08		
827003744	2/14/2020 REGIONS/CREDIT CARD	\$330.00	ACCT 3978	CONFERENCES & TRAVEL
827003744	2/14/2020 REGIONS/CREDIT CARD	\$49.00		PROFESSIONAL SERVICES
827003744	2/14/2020 REGIONS/CREDIT CARD	\$119.00		MEMBERSHIP FEES
WARRANT TOTAL:		\$32,966.20		3/4/2020-RLE

DPL FY 2020 Budget Report

Prepared: March 6, 2020

At end of January 17% 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%	\$ 155,983.18	13.6%	\$ 131,369.81	18.7%
Total Revenue	\$ 3,992,487		\$ 155,983.18	3.9%	\$ 283,030.81	-44.9%

Expense

% Expended

Personnel

Payroll	\$ 1,604,518		\$ 241,270.73		\$ 234,116.01	3.1%
Benefits	\$ 878,846		\$ 118,764.16		\$ 88,368.68	34.4%
	\$ 2,483,364	65.6%	\$ 360,034.89	14.5%	\$ 322,484.69	11.6%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 60,061.46	24.5%	\$ 29,805.88	101.5%
Per Capita	\$ 96,000		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,000.00		\$ 132.27	6.6%	n/a	n/a
Total Materials	\$ 343,000	9.1%	\$ 60,193.73	17.5%	\$ 29,805.88	102.0%

Professional Services

Professional Services	\$ 45,000		\$ 6,275.05	13.9%	\$ 3,774.49	66.2%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 21.65	14.4%	\$ 21.74	-0.00414
Total	\$ 45,650	1.2%	\$ 6,296.70	13.8%	\$ 3,796.23	65.9%

Allocations

Administrative Fee	\$ 92,904		\$ 15,484.00	16.7%	\$ 18,328.00	-15.5%
MIS	\$ 39,000		\$ 6,500.00	16.7%	\$ 6,394.00	1.7%
	\$ 131,904	3.5%	\$ 21,984.00	16.7%	\$ 24,722.00	-11.1%

Grants

PNG	\$ 15,000		\$ -	0.0%	\$ -	#DIV/0!
Other grants	\$ 75,000		\$ 1,465.97	2.0%	\$ -	#DIV/0!
	\$ 90,000	2.4%	\$ 1,465.97	1.6%	\$ -	#DIV/0!

Advertising	\$ 500	0.01%	\$ -	0.0%	\$ -	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$ 300		\$ -	0.0%	\$ 239.00	-100.0%
Postage	\$ 12,000		\$ 1,392.53	11.6%	\$ 2,062.47	-32.5%
Service to Office Equipment	\$ 30,000		\$ 1,348.06	4.5%	\$ 1,897.33	-28.9%
Telephone	\$ 10,000		\$ 2,709.32	27.1%	\$ 1,809.54	49.7%
Software	\$ 35,000		\$ -	0.0%	\$ 7,003.00	-100.0%
Office Supplies	\$ 30,000		\$ 3,471.82	11.6%	\$ 6,886.82	-49.6%
Small Capital	\$ 45,000		\$ -	0.0%	\$ 9,251.60	-100.0%
	\$ 162,300	4.3%	\$ 8,921.73	5.5%	\$ 29,149.76	

Staff Development

Conferences/Training/Travel	\$ 15,000		\$ 1,274.16	8.5%	\$ 1,023.93	24.4%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

Membership	\$ 55,000		\$ 1,830.00	3.3%	\$ 1,060.00	72.6%
	\$ 74,000	2.0%	\$ 3,104.16	4.2%	\$ 2,083.93	49.0%
Transfer to Reserves	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Insurance						
Unemployment	\$ 1,344		\$ 224.00	16.7%	\$ 442.00	-49.3%
Medical expenses	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 76,896		\$ 12,816.00	16.7%	\$ 13,096.00	-2.1%
	\$ 78,740	2.1%	\$ 13,040.00	16.6%	\$ 13,538.00	
Building Costs						
Rent	\$ 575,000.00		\$ 95,834.00	16.7%	\$ 95,834.00	0.0%
Supplies	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Maintenace	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 95,834.00		\$ 95,834.00	
Total Operations/Services	\$ 1,502,094	39.7%	\$ 210,840.29	14.0%	\$ 198,929.80	6.0%
Total Expenses	\$ 3,985,458		\$ 570,875.18	14.3%	\$ 521,414.49	9.5%
Revenue Minus Expense	\$ 7,029		\$ (414,892.00)		\$ (238,383.68)	74.0%

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			
4/1/2020	\$ -			

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			

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		\$ -	

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			

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			

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	\$ -	\$ -	\$ -

DPL FY 2020 Budget Report

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Benefits	\$ 878,846		\$ 118,764.16		\$ 88,368.68	34.4%
	\$ 2,483,364	65.6%	\$ 360,034.89	14.5%	\$ 322,484.69	11.6%

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Per Capita	\$ 96,000		\$ -	0.0%	\$ -	#DIV/0!
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Total Materials	\$ 343,000	9.1%	\$ 60,193.73	17.5%	\$ 29,805.88	102.0%

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MIS	\$ 39,000		\$ 6,500.00	16.7%	\$ 6,394.00	1.7%
	\$ 131,904	3.5%	\$ 21,984.00	16.7%	\$ 24,722.00	-11.1%

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Advertising	\$ 500	0.01%	\$ -	0.0%	\$ -	#DIV/0!
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Telephone	\$ 10,000		\$ 2,709.32	27.1%	\$ 1,809.54	49.7%
Software	\$ 35,000		\$ -	0.0%	\$ 7,003.00	-100.0%
Office Supplies	\$ 30,000		\$ 3,471.82	11.6%	\$ 6,886.82	-49.6%
Small Capital	\$ 45,000		\$ -	0.0%	\$ 9,251.60	-100.0%
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Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

Membership	\$ 55,000		\$ 1,830.00	3.3%	\$ 1,060.00	72.6%
	\$ 74,000	2.0%	\$ 3,104.16	4.2%	\$ 2,083.93	49.0%
Transfer to Reserves	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Insurance						
Unemployment	\$ 1,344		\$ 224.00	16.7%	\$ 442.00	-49.3%
Medical expenses	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 76,896		\$ 12,816.00	16.7%	\$ 13,096.00	-2.1%
	\$ 78,740	2.1%	\$ 13,040.00	16.6%	\$ 13,538.00	
Building Costs						
Rent	\$ 575,000.00		\$ 95,834.00	16.7%	\$ 95,834.00	0.0%
Supplies	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Maintenace	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 95,834.00		\$ 95,834.00	
Total Operations/Services	\$ 1,502,094	39.7%	\$ 210,840.29	14.0%	\$ 198,929.80	6.0%
Total Expenses	\$ 3,985,458		\$ 570,875.18	14.3%	\$ 521,414.49	9.5%
Revenue Minus Expense	\$ 7,029		\$ (414,892.00)		\$ (238,383.68)	74.0%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Ac Equals
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2/1/2020	\$ 1,174,592.39	\$ 52,788.81	\$ 279,410.42	\$ 947,970.78
3/1/2020	\$ 947,970.78			
4/1/2020	\$ -			

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			

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		\$ -	

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			

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			

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	\$ -	\$ -	\$ -