



# DECATUR PUBLIC LIBRARY

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**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting  
Wednesday, July 10, 2019  
4:30 p.m.**

**Decatur Public Library Board Room**

## **AGENDA**

- I. Call to Order – Amy Stockwell**
- II. Approval of Agenda**
- III. Swearing in of Sofia Xethalis**
- IV. Minutes—June 12, 2019 meeting**
- V. Old Business**
  - A. Parking Lot Status**
  - B. HVAC Status**
  - C. Space Planning/Capital Needs**
  - D. Property Tax Receipts Distribution**
  - E. 2020 Budget Process**
  - F. Other**
- VI. New Business**
  - A. June 2019 Check Register**
  - B. 2019 Budget & Projection**
  - C. Other**
- VII. 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.

**VIII. Adjournment**

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

DPL FY 2019 Management/Budget Report

Prepared: June 11, 2019

At end of May 42% of the year has passed

**Revenue**

	FY 2019 Budgeted	% of Budget	Actual YTD	% of Budget	FY18 YTD	% Change
Property Taxes	\$ 2,842,000	74.1%	\$ 151,661.00	5.3%	\$ -	#DIV/0!
All Other	\$ 993,545	25.9%	\$ 496,270.64	49.9%	\$ 509,421.37	-2.6%
<b>Total Revenue</b>	<b>\$ 3,835,545</b>		<b>\$ 647,931.64</b>	<b>16.9%</b>	<b>\$ 509,421.37</b>	<b>27.2%</b>

**Expense**

Personnel

Payroll	\$ 1,672,917		\$ 767,212.41	45.9%	\$ 777,160.37	-1.3%
Benefits	\$ 643,105		\$ 292,676.32	45.5%	\$ 314,641.37	-7.0%
	<b>\$ 2,316,022</b>	<b>61.2%</b>	<b>\$ 1,059,888.73</b>	<b>45.8%</b>	<b>\$ 1,091,801.74</b>	<b>-2.9%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 149,193.00	60.9%	\$ 166,495.48	-10.4%
Per Capita	\$ 95,000		\$ -	0.0%	n/a	n/a
<b>Total Materials</b>	<b>\$ 340,000</b>	<b>9.0%</b>	<b>\$ 149,193.00</b>	<b>43.9%</b>	<b>\$ 166,495.48</b>	<b>-10.4%</b>

Professional Services

Professional Services	\$ 50,000		\$ 19,477.48	39.0%	\$ 10,779.77	80.7%
Temp Agency	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!

Allocations

Administrative Fee	\$ 97,584		\$ 48,792.00	50.0%	\$ 51,732.00	-5.7%
Purchasing	\$ 12,384		\$ 6,192.00	50.0%	\$ 7,338.00	-15.6%
MIS	\$ 38,364		\$ 19,182.00	50.0%	\$ 21,678.00	-11.5%

Grants

PNG	\$ 15,000		\$ 5,594.29	37.3%	n/a	n/a
Other grants	\$ 75,000		\$ 258.02	0.3%	n/a	n/a

Advertising	\$ 500		\$ 310.82	62.2%	\$ -	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$ 500		\$ 239.00	47.8%	\$ 168.00	42.3%
Postage	\$ 14,000		\$ 5,544.97	39.6%	\$ 4,461.96	24.3%
Service to Office Equipment	\$ 10,000		\$ 21,274.06	212.7%	\$ 6,758.74	214.8%
Telephone	\$ 16,300		\$ 4,804.37	29.5%	\$ 13,612.45	-64.7%
Software	\$ 18,000		\$ 24,324.34	135.1%	\$ 2,214.96	998.2%
Office Supplies	\$ 30,000		\$ 16,304.87	54.3%	\$ 12,992.01	25.5%
Small Capital	\$ 20,000.00		\$ 15,765.82	78.8%	\$ 1,313.56	1100.2%

Staff Development

Conferences/Training/Travel	\$ 20,000		\$ 1,862.36	9.3%	\$ 10,009.85	-81.4%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ 500.00	-100.0%
Membership	\$ 48,000		\$ 4,195.90	8.7%	\$ 2,376.00	76.6%

**Insurance**

Unemployment	\$ 2,652	\$ 1,326.00	50.0%	\$ 990.00	33.9%
Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 39,288.00	50.0%	\$ 43,878.00	-10.5%

**Building Costs**

Rent	\$ 575,000.00	\$ 287,502.00	50.0%	\$ 287,502.00	0.0%
Supplies	\$ -	\$ 139.90	#DIV/0!	\$ 582.00	-76.0%
Maintenace	\$ -	\$ -	#DIV/0!	\$ 175.00	-100.0%

**Total Operations/Services**      \$ **1,467,360**      **38.8%**      \$ **522,378.20**      **35.6%**      \$ **479,062.30**      **9.0%**

**Total Expenses**      \$ **3,783,382**      \$ 1,582,266.93      41.8%      \$ 1,570,864.04      0.7%

**Revenue Minus Expense**      \$ **52,163**      \$ **(934,335.29)**      **-1791.2%**      \$ **(1,061,442.67)**      **-12.0%**

**Operating fund**

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2019	\$ 1,063,511.12	\$ 232,364.45	\$ 270,419.46	\$ 2,077.98	\$ 1,027,534.09
2/1/2019	\$ 1,027,534.09	\$ 50,666.36	\$ 250,995.03	\$ 194.64	\$ 827,400.06
3/1/2019	\$ 827,400.06	\$ 61,702.45	\$ 285,337.24	\$ -	\$ 603,765.27
4/1/2019	\$ 603,765.27	\$ 116,424.25	\$ 296,858.14	\$ -	\$ 423,331.38
5/1/2019	\$ 423,331.38	\$ 139,441.32	\$ 360,300.19	\$ -	\$ 202,472.51
6/1/2019	\$ 202,472.51	\$ 116,424.25	\$ 267,614.61	\$ -	\$ 51,282.15
7/1/2019	\$ 51,282.15				
8/1/2019	\$ -				
9/1/2019	\$ -				
10/1/2019	\$ -				
11/1/2019	\$ -				
12/1/2019	\$ -				

**Capital Fund**      Revenue Expected: \$250,000      Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 131,499.36	\$ 78.42	\$ -	\$ 131,577.78
2/1/2019	\$ 131,577.78	\$ 207.58	\$ -	\$ 131,785.36
3/1/2019	\$ 131,785.36	\$ 101.85	\$ -	\$ 131,887.21
4/1/2019	\$ 131,887.21	\$ -	\$ -	\$ 131,887.21
5/1/2019	\$ 131,887.21	\$ 179.29	\$ -	\$ 132,066.50
6/1/2019	\$ 132,066.50	\$ 668.86	\$ -	\$ 132,735.36
7/1/2019	\$ 132,735.36			

**Trust Accounts****Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 57,814.13	\$ 34.48	\$ -	\$ 57,848.61
2/1/2019	\$ 57,848.61	\$ 46.48	\$ -	\$ 57,895.09
3/1/2019	\$ 57,895.09	\$ 44.78	\$ -	\$ 57,939.87
4/1/2019	\$ 57,939.87	\$ -	\$ -	\$ 57,939.87
5/1/2019	\$ 57,939.87	\$ 52.03	\$ -	\$ 57,991.90
6/1/2019	\$ 57,991.90	\$ 227.39	\$ -	\$ 58,219.29
7/1/2019	\$ 58,219.29			

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 143,183.11	\$ 84.74	\$ 2,170.03	\$ 141,097.82
2/1/2019	\$ 141,097.82	\$ 112.53	\$ 2,099.45	\$ 139,110.90
3/1/2019	\$ 139,110.90	\$ 106.86	\$ 1,908.20	\$ 137,309.56
4/1/2019	\$ 137,309.56	\$ -	\$ 1,908.20	\$ 135,401.36
5/1/2019	\$ 135,401.36	\$ 120.30	\$ 2,862.30	\$ 132,659.36
6/1/2019	\$ 132,659.36	\$ 541.21	\$ 1,908.20	\$ 131,292.37

7/1/2019 \$ 131,292.37

**Memorials/Donations**

<b>Date</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Equals Ending</b>
1/1/2019	\$ 26,174.87	\$ 290.69	\$ 10.45	\$ 26,455.11
2/1/2019	\$ 26,455.11	\$ 411.41	\$ 10.00	\$ 26,856.52
3/1/2019	\$ 26,856.52	\$ 1,059.81	\$ 246.89	\$ 27,669.44
4/1/2019	\$ 27,669.44	\$ 333.59	\$ 932.81	\$ 27,070.22
5/1/2019	\$ 27,070.22	\$ 1,438.50	\$ 1,872.92	\$ 26,635.80
6/1/2019	\$ 26,635.80	\$ 105.72	\$ 900.54	\$ 25,840.98
7/1/2019	\$ 25,840.98			

<b>Total</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Balance Sheet activity</b>	<b>Ending</b>
1/1/2019	\$ 1,422,182.59	\$ 232,852.78	\$ 272,599.94	\$ 2,077.98	\$ 1,384,513.41
2/1/2019	\$ 1,384,513.41	\$ 51,444.36	\$ 253,104.48	\$ 194.64	\$ 1,183,047.93
3/1/2019	\$ 1,183,047.93	\$ 63,015.75	\$ 287,492.33	\$ -	\$ 958,571.35
4/1/2019	\$ 958,571.35	\$ 116,757.84	\$ 299,699.15	\$ -	\$ 775,630.04
5/1/2019	\$ 775,630.04	\$ 141,231.44	\$ 365,035.41	\$ -	\$ 551,826.07
6/1/2019	\$ 551,826.07	\$ 117,967.43	\$ 270,423.35	\$ -	\$ 399,370.15
7/1/2019	\$ 399,370.15				

## DPL 2019 Budget Projection April

	2019 Projected	2019 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 399,060	\$ 250,000	\$ 149,060
State Grants or other	\$ 95,000	\$ 110,000	\$ (15,000)
Other Grants	\$ 300	\$ 75,000	\$ (74,700)
Payment in Lieu of Taxes	\$ 511,095	\$ 511,095	\$ -
Fines/Fees	\$ 3,576	\$ 1,000	\$ 2,576
Non-resident fees	\$ 461	\$ 150	\$ 311
Lost or Damaged Books	\$ 6,536	\$ 5,200	\$ 1,336
Copies/Misc.	\$ 9,702	\$ 8,400	\$ 1,302
Meeting Room Fees	\$ 5,740	\$ 3,700	\$ 2,040
Interest Income	\$ 7,565	\$ 500	\$ 7,065
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 10,358	\$ 2,000	\$ 8,358
Transfer from Meyer	\$ 24,790	\$ 25,000	\$ (210)
<b>Total Revenues</b>	<b>\$ 3,917,683</b>	<b>\$ 3,835,545</b>	<b>\$ 82,138</b>

### Library Operations

#### DPL Personnel Services

Salaries	\$ 1,532,747	\$ 1,671,917	\$ 139,170
Overtime	\$ 1,678	\$ 1,000	\$ (678)
IMRF	\$ 143,379	\$ 168,867	\$ 25,488
FICA	\$ 115,836	\$ 127,468	\$ 11,632
Life Insurance	\$ 2,528	\$ 3,182	\$ 654
Medical Insurance	\$ 298,800	\$ 321,750	\$ 22,950
Service Recognition	\$ 21,838	\$ 21,838	\$ -

<b>Total Personnel</b>	<b>\$ 2,116,806</b>	<b>\$ 2,316,022</b>	<b>\$ 199,216</b>
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### Operating Expenses

Unemployment insurance	\$ 2,652	\$ 2,652	\$ -
Advertising	\$ 622	\$ 500	\$ (122)
Printing/Binding	\$ 478	\$ 500	\$ 22
Service to Office Equipment	\$ 42,548	\$ 10,000	\$ (32,548)
MIS Services	\$ 38,364	\$ 38,364	\$ -
Telephone	\$ 9,609	\$ 16,300	\$ 6,691
Banking Service Charges	\$ 129	\$ -	\$ (129)
Conferences/Travel/training	\$ 3,725	\$ 20,000	\$ 16,275
Postage	\$ 11,090	\$ 14,000	\$ 2,910
Computer Software	\$ 25,000	\$ 18,000	\$ (7,000)
Admin Fee	\$ 97,548	\$ 97,584	\$ 36
Medical Expenses	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000
Professional Services	\$ 38,955	\$ 50,000	\$ 11,045
Membership Fees	\$ 46,360	\$ 48,000	\$ 1,640
PNG Expenses	\$ 11,182	\$ 15,000	\$ 3,818
Per Capita Expenses	\$ 95,000	\$ 95,000	\$ -

Other Grant	\$ 516	\$ 75,000	\$ 74,484
Office Supplies	\$ 32,610	\$ 30,000	\$ (2,610)
Purchasing	\$ 12,384	\$ 12,384	\$ -
Risk Management	\$ 78,576	\$ 78,576	\$ -
Small Capital	\$ 17,000	\$ 20,000	\$ 3,000
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Service to Mainting Building	\$ -	\$ -	\$ -
Materials for Building	\$ 280	\$ -	\$ (280)
<b>Total Operating Expenses</b>	<b>\$ 1,384,628</b>	<b>\$ 1,467,360</b>	<b>\$ 82,732</b>

<b>Total Expenses</b>	<b>\$ 3,501,434</b>	<b>\$ 3,783,382</b>	<b>\$ 281,948</b>
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<b>Surplus/Deficit</b>	<b>\$ 416,249</b>	<b>\$ 52,163</b>	
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