



DECATUR PUBLIC LIBRARY

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

- I. Call to Order** – Jacobie Jones
- II. Swearing in of Emily West** (Action)
- III. Consent Agenda** (Approval of Agenda; Approval of May 10, 2023 Minutes)
- 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.** Other (Discussion)
- VII. New Business**
 - A.** June 2023 Check Register & Vendor Report (Action)
 - B.** FY2023 Budget Actuals & Projection (Discussion)
 - C.** Increase in Hourly Rate of Library Counsel (Action)
 - D.** Other
- VIII. Adjournment**



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: May 10, 2023

Time: 4:30 p.m.

Location: Board Room

Present: Sofia Xethalis

Alana Banks

Jecobie Jones (Chair)

Staff: Rick Meyer, City Librarian, and Alissa Henkel, Head of Programs, Resources and Services

Absent:

Guests:

Call to Order:

Mr. Jones called the meeting to order at 4:45pm.

Approval of Agenda

Mr. Jones requested a motion to approve the agenda. Ms. Xethalis made a motion to approve the agenda, seconded by Ms. Banks. All in favor. The motion was adopted.

Approval of Minutes: April 12, 2023 meeting minutes

Mr. Jones requested a motion to approve the April 12, 2023 meeting minutes. Ms. Xethalis made a motion to approve the minutes, seconded by Ms. Banks. All in favor. The motion was adopted.

Written Communication from the Public: None.

Public Comments: None.

Old Business

Capital Needs (Discussion) Mr. Meyer stated the green space has been fertilized and reseeded. The carpet installation is scheduled to start on May 15, 2023. The City is planning to replace the roof on the Library this summer. The chiller is likely to be replaced this summer also. Mr. Meyer spoke to State Representative, Sue Scherer's assistant. There will be a follow up meeting including Mr. Meyer, and Mr. Coleman, to discuss how much it costs to operate a book mobile and a timeline. There was a discussion about adding study rooms.

Friends of the Library Relocation (Discussion) Mr. Meyer stated workforce investment solutions are moving out of the Library. Once they move out, the Friends of the Library can move in and they can resume sales.

New Business

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

FY2023 Budget Actuals & Projection (Discussion) Mr. Meyer presented the current and projected budget including added security.

Vendor Report (Discussion) Ms. Xethalis suggested to include the Vendor Report with the Check Register each month.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:30pm, seconded by Ms. Banks. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 5/10/2023

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For Invoices from -- 6/1/2023 to 6/30/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
153888	06/01/2023	AIRWALK ACTION BOUNCE HOUSE/TOY STORY COMBO GENERATOR	450.00	OTHER LIBRARY GRANT EXI
153892	06/01/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	964.99	OFFICE SUPPLIES
153918	06/01/2023	ID LABEL PATRON CARD/ID TAGS	1,316.59	OFFICE SUPPLIES
153922	06/01/2023	ILLINOIS LIBRARY ASSOCIATION IREAD PURCHASE	1,260.18	OTHER LIBRARY GRANT EXI
153929	06/01/2023	KILEY KLEIN, LTD LEGAL SERVICES	210.00	PROFESSIONAL SERVICES
153933	06/01/2023	LIBRARY IDEAS, LLC 20 VOX BOOKS	845.76	BOOKS & PERIODICALS
153940	06/01/2023	NATIONWIDE BACKGROUND SCREENING INC D CUNNINGHAM BACKGROUND REPORT	85.00	PROFESSIONAL SERVICES
153953	06/01/2023	SAM'S CLUB ACCOUNT 9064	47.92	OTHER LIBRARY GRANT EXI
153981	06/08/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,093.60	OFFICE SUPPLIES
153997	06/08/2023	COMMERCIAL MAIL SERVICES MAY 16 - MAY 31'23	229.88	POSTAGE
154010	06/08/2023	DYNAGRAPHICS DONOR WALL EDITING	298.53	PROFESSIONAL SERVICES
154042	06/08/2023	LIBRARY IDEAS, LLC 6 SPANISH VOX BOOKS	258.48	BOOKS & PERIODICALS
154055	06/08/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	272.11	OFFICE SUPPLIES
154064	06/08/2023	NICKI BOND DEI CONSULTING SERVICES MAY 3-MAY19'23	1,500.00	PROFESSIONAL SERVICES
154067	06/08/2023	PAETEC ACCT 633318933001 ACCT 633292627001	110.95	TELEPHONE
154104	06/08/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	955.97	SERV-OFFICE EQUIPMENT
154112	06/15/2023	AMAZON PAYMENTS RETURN AGAINST INV 1VRQ-FPFR-37DF BLANKET PO FOR SUPPLIES/BOOKS	4,028.96	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154112	06/15/2023	AMAZON PAYMENTS CRIMINAL MISCHIEF BLANKET PO FOR SUPPLIES/BOOKS	4,028.96	BOOKS & PERIODICALS
154114	06/15/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	518.77	OFFICE SUPPLIES
154116	06/15/2023	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	12.00	OFFICE SUPPLIES
154123	06/15/2023	BREWSTER, CONNIE K CHILDREN'S ART CLASS 06/07/23 CHILDRENS ART CLASS 6/7/23	200.00	OTHER LIBRARY GRANT EXI
154126	06/15/2023	CHILDRENS MUSEUM OF ILLINOIS ZOOMU FAMILY MEMBERSHIP	230.00	OTHER LIBRARY GRANT EXI
154136	06/15/2023	DECATUR BLUEPRINT, INC. R MEYER/M WHITEHEAD BUSINESS CARDS	130.00	OFFICE SUPPLIES
154138	06/15/2023	STRINGER, BETH E 2 2023 SUBSCRIPTION RENEWALS	28.00	BOOKS & PERIODICALS
154157	06/15/2023	HENKEL, ALISSA REIMBURSEMENT FOR READICULOUS PROGRAM	9.64	OTHER LIBRARY GRANT EXI
154164	06/15/2023	HUDDLESTON, CHRISTOPHER L SUMMER READING KICK OFF	125.00	OTHER LIBRARY GRANT EXI
154167	06/15/2023	KANOPY LIBRARY STREAMING SERVICE	264.00	BOOKS & PERIODICALS
154170	06/15/2023	LAMINATING AND BINDING SOLUTIONS, INC EZLOAD READY ROLL LAMINATOR	1,929.99	SMALL CAPITAL ITEMS
154174	06/15/2023	LONDON, CHARLES ALEXANDER AUTHOR PRESENTATION 6/15/23	3,000.00	OTHER LIBRARY GRANT EXI
154175	06/15/2023	LONDON, CHARLES ALEXANDER TRAVEL EXPENSE REIMBURSEMENT FOR 6/15/23	949.92	OTHER LIBRARY GRANT EXI
154188	06/15/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	11,180.31	OFFICE SUPPLIES
154195	06/15/2023	NATIONAL AUDUBON SOCIETY 2023 ANNUAL MEMBERSHIP RENEWAL	30.00	BOOKS & PERIODICALS
154200	06/15/2023	NOVEL IDEAS GLASS CASTLE LARGE PRINT BOOK	22.00	BOOKS & PERIODICALS
154204	06/15/2023	PAWPRINT MINISTRIES 1 PROGRAM EA MONTH/ 5 MONTHS	500.00	OTHER LIBRARY GRANT EXI

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154205	06/15/2023	PBC GURU 23/24 LIBRARY SPEAKERS CONSORIUM MEMMMBERS	3,500.00	OTHER LIBRARY GRANT EXI
154217	06/15/2023	ROBINSON PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	25.00	LOST OR DAMAGED BOOKS
154221	06/15/2023	SCOVILL ZOO MOBILE ZOO 6/21/23	80.00	OTHER LIBRARY GRANT EXI
154234	06/15/2023	STRIGLOS/HAINES & ESSICK SPECTRAARTKRAFT DUO FINISH PAPER	53.05	OFFICE SUPPLIES
154235	06/15/2023	SVENDSEN FLORIST, INC GREEN PLANT JOHNSON	45.00	OTHER LIBRARY GRANT EXI
154241	06/15/2023	UNIQUE MANAGEMENT SERVICES MAY'23 PLACEMENTS	545.95	PROFESSIONAL SERVICES
154249	06/15/2023	WALLENDER-DEDMAN PRINTING READING LOG BROCHURE WD 192269	350.00	OTHER LIBRARY GRANT EXI
154251	06/15/2023	WHITAKER BROTHERS BUSINESS MACHINES, INC PAPER FOLDER	3,954.00	SMALL CAPITAL ITEMS
154258	06/15/2023	WHITAKER BROTHERS BUSINESS MACHINES, INC FREIGHT FOR PAPER ORDER	85.00	SMALL CAPITAL ITEMS
154264	06/22/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	771.24	OFFICE SUPPLIES
154298	06/22/2023	HIGGS, CHERYL ANN SUPER SCIENCE PROGRAM/SLIME 3 WAYS	760.00	OTHER LIBRARY GRANT EXI
154302	06/22/2023	ILLINOIS LIBRARY ASSOCIATION QTY 4 SERVING OUR PUBLIC 4.0	120.00	OFFICE SUPPLIES
154303	06/22/2023	ILLINOIS LIBRARY ASSOCIATION QTY 4 IL LIBRARY LAWS/RULES EFF JAN 2020	120.00	OFFICE SUPPLIES
154310	06/22/2023	JONES & THOMAS WEB SERVICES	420.00	PROFESSIONAL SERVICES
154312	06/22/2023	KILEY KLEIN, LTD LEGAL SERVICES	60.00	PROFESSIONAL SERVICES
154322	06/22/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	138.92	OFFICE SUPPLIES
154331	06/22/2023	PEERLESS NETWORK, INC ACCT 1212890	336.06	TELEPHONE
154346	06/22/2023	SCOVILL ZOO MOBILE PRESENTATION 6/27/23	80.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 6/1/2023 to 6/30/2023

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154353	06/22/2023	STACKMAP, LLC 2023 ANNUAL SUBSCRIPTION	3,315.00	COMPUTER SOFTWARE
154385	06/29/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,959.03	OFFICE SUPPLIES
154387	06/29/2023	BARBECK COMMUNICATIONS GROUP RADIOS FOR CITY/CLINIC	9,945.95	SMALL CAPITAL ITEMS
154400	06/29/2023	BUSEY BANK SAFE DEPOSIT BOX FEE	55.00	BANKING SERVICE CHARGE
154402	06/29/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	493.15	OFFICE SUPPLIES
154407	06/29/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	2,366.99	SECURITY
154410	06/29/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	217.64	OTHER LIBRARY GRANT EXI
154441	06/29/2023	LYNGSOE SYSTEMS INC SERVICE AGREEMENT B25589-923-00 DPL SERVICE	5,618.00	SERV-OFFICE EQUIPMENT
154447	06/29/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,360.59	OFFICE SUPPLIES
154467	06/29/2023	SAM'S CLUB ACCOUNT 9064	147.94	OTHER LIBRARY GRANT EXI
154468	06/29/2023	SCHOLASTIC LIBRARY PUBLISHING PRIZE BOOKS SUMMER READING PROGRAM	1,210.05	OTHER LIBRARY GRANT EXI
154489	06/29/2023	VERIZON WIRELESS ACCT 980380645-00001	107.38	TELEPHONE
154496	06/29/2023	WHITEHEAD, MICHELLE SNACK REIMBURSEMENT	11.00	OTHER LIBRARY GRANT EXI
1006172	06/21/2023	DELL INC. POWEREDGE R250 SERVER	3,475.08	SMALL CAPITAL ITEMS
23005352	06/15/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,125.15	OTHER LIBRARY GRANT EXI
23005355	06/15/2023	REGIONS/CREDIT CARD ACCT 3978	6,231.51	COMPUTER SOFTWARE
Total for: 35			83,142.23	

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

For invoices from -- 6/1/2023 to 6/30/2023

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
153892	06/01/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	16.38	BOOKS & PERIODICALS
153981	06/08/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	77.57	BOOKS & PERIODICALS
154138	06/15/2023	STRINGER, BETH E 2 2023 SUBSCRIPTION RENEWALS	28.00	BOOK AND PERIODICALS
154218	06/15/2023	ROCKFORD MAP PUBLISHERS, INC. 2023 CHRISTIAN PLAT BOOK	74.70	BOOK AND PERIODICALS
154264	06/22/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	74.37	BOOKS & PERIODICALS
154295	06/22/2023	GAYLORD BROS. FREIGHT ON INV 2815531	46.22	ARCHIVAL SUPPLIES
154385	06/29/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,128.73	BOOKS & PERIODICALS
			<hr/>	
			Total for: 59	1,445.97
			<hr/>	
			Total for All:	\$84,588.20

VENDOR NAME	AMOUNT
AIRWALK ACTION Total	\$450.00
AMAZON PAYMENTS Total	\$4,028.96
BAKER & TAYLOR CO Total	\$7,604.68
BARBECK COMMUNICATIONS GROUP Total	\$9,945.95
BECK'S ENGRAVING & RUBBER STAMPS Total	\$12.00
BREWSTER, CONNIE K Total	\$200.00
BUSEY BANK Total	\$55.00
CDW GOVERNMENT INC Total	\$493.15
CHILDRENS MUSEUM OF ILLINOIS Total	\$230.00
COMMERCIAL MAIL SERVICES Total	\$229.88
DECATUR BLUEPRINT, INC. Total	\$130.00
DECATUR CIVIC CENTER AUTHORITY Total	\$2,366.99
DELL INC. Total	\$3,475.08
DEMCO INC Total	\$217.64
DYNAGRAPHICS Total	\$298.53
GAYLORD BROS. Total	\$46.22
HENKEL, ALISSA Total	\$9.64
HIGGS, CHERYL ANN Total	\$760.00
HUDDLESTON, CHRISTOPHER L Total	\$125.00
ID LABEL Total	\$1,316.59
ILLINOIS LIBRARY ASSOCIATION Total	\$1,500.18
JESSICA HILL CONSULTING LLC Total	\$1,125.15
JONES & THOMAS Total	\$420.00
KANOPY Total	\$264.00
KILEY KLEIN, LTD Total	\$270.00
LAMINATING AND BINDING SOLUTIONS, INC Total	\$1,929.99
LIBRARY IDEAS, LLC Total	\$1,104.24
LONDON, CHARLES ALEXANDER Total	\$3,949.92
LYNGSOE SYSTEMS INC Total	\$5,618.00
MIDWEST TAPE, LLC Total	\$12,951.93
NATIONAL AUDUBON SOCIETY Total	\$30.00
NATIONWIDE BACKGROUND SCREENING INC Total	\$85.00
NICKI BOND Total	\$1,500.00
NOVEL IDEAS Total	\$22.00
PAETEC Total	\$110.95
PAWPRINT MINISTRIES Total	\$500.00
PBC GURU Total	\$3,500.00
PEERLESS NETWORK, INC Total	\$336.06
REGIONS/CREDIT CARD Total	\$6,231.51
ROBINSON PUBLIC LIBRARY Total	\$25.00
ROCKFORD MAP PUBLISHERS, INC. Total	\$74.70
SAM'S CLUB Total	\$195.86
SCHOLASTIC LIBRARY PUBLISHING Total	\$1,210.05
SCOVILL ZOO Total	\$160.00
STACKMAP, LLC Total	\$3,315.00

VENDOR NAME	AMOUNT
STRIGLOS/HAINES & ESSICK Total	\$53.05
STRINGER, BETH E Total	\$56.00
SVENDSEN FLORIST, INC Total	\$45.00
UNIQUE MANAGEMENT SERVICES Total	\$545.95
VERIZON WIRELESS Total	\$107.38
WALLENDER-DEDMAN PRINTING Total	\$350.00
WATTS COPY SYSTEMS Total	\$955.97
WHITAKER BROTHERS BUSINESS MACHINES, INC Total	\$4,039.00
WHITEHEAD, MICHELLE Total	\$11.00
Grand Total	\$84,588.20

DPL FY 2023 Budget Report
 Prepared: July 3, 2023
 At the end of June 50% 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%	\$ 905,681.42	35.8%	\$ 918,661.26 -1.4%
Total Revenue	\$ 5,551,754			\$ 905,681.42	16.3%	\$ 918,661.26 -1.4%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 826,088.29	46.3%	\$ 672,581.67	22.8%
Benefits	\$ 929,958		\$ 396,308.97	42.6%	\$ 367,219.25	7.9%
	\$ 2,712,400		\$ 1,222,397.26	45.1%	\$ 1,039,800.92	17.6%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 134,049.45	54.7%	\$ 163,905.60	-18.2%
Per Capita	\$ 104,020		\$ 46,101.99	44.3%	\$ -	#DIV/0!
Lost/Damage	\$ 1,400		\$ 604.33	43.2%	\$ 440.33	37%
Total Materials	\$ 350,420		\$ 180,755.77	51.6%	\$ 164,345.93	10.0%

Professional Services

Security	\$ -		\$ 11,880.36			
Professional Services	\$ 102,000		\$ 29,415.50	28.8%	\$ 15,335.62	91.8%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 156.66	104.4%	\$ 99.76	57%
Total	\$ 102,650		\$ 41,452.52	40.4%	\$ 15,435.38	168.6%

Allocations

Administrative Fee	\$ 108,864		\$ 75,480.00	69.3%	\$ 45,360.00	66.4%
MIS	\$ 36,684		\$ 19,818.00	54.0%	\$ 15,285.00	29.7%
	\$ 145,548		\$ 95,298.00	65.5%	\$ 60,645.00	57.1%

Grants

Other grants	\$ 75,000	\$ 55,984.97	74.6%	\$ 18,069.06	209.8%
	\$ 75,000	\$ 55,984.97	74.6%	\$ 18,069.06	209.8%
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
Office Supplies/Maintenance					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 1,282.43	25.6%	\$ 1,866.42	-31.3%
Service to Office Equipment	\$ 27,000	\$ 15,990.80	59.2%	\$ 3,345.33	378.0%
Telephone	\$ 27,000	\$ 3,430.72	12.7%	\$ 8,313.07	-58.7%
Software	\$ 50,000	\$ 19,352.24	38.7%	\$ 29,322.00	-34.0%
Office Supplies	\$ 40,000	\$ 15,318.89	38.3%	\$ 8,714.04	75.8%
Small Capital	\$ 45,000	\$ 34,886.69	77.5%	\$ 7,910.50	341.0%
	\$ 194,000	\$ 90,261.77	46.5%	\$ 59,471.36	51.8%
Staff Development					
Conferences/Training/Travel	\$ 20,000	\$ 5,776.81	28.9%	\$ 2,302.24	150.9%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 2,774.70	5.5%	\$ 5,141.10	-46.0%
	\$ 74,000	\$ 8,551.51	11.6%	\$ 7,443.34	14.9%
Insurance					
Unemployment	\$ 1,056	\$ 540.00	51.1%	\$ 440.00	22.7%
Risk Management	\$ 95,724	\$ 47,550.00	49.7%	\$ 39,885.00	19.2%
	\$ 96,780	\$ 48,090.00	49.7%	\$ 40,325.00	19.3%
Building Costs					
Transfer to Capital	\$ 200,000	\$ -		\$ 612,243.55	-100.0%
Rent	\$ 589,583	\$ 294,690.00	50.0%	\$ 245,575.00	20.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ -	#DIV/0!
Maintenance	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,633	\$ 296,644.62	15.6%	\$ 245,575.00	20.8%
Total Operations/Services	\$ 1,628,531	\$ 817,039.16	50.2%	\$ 612,208.07	33.5%
Total Expenses	\$ 4,340,931	\$ 2,039,436.42	47.0%	\$ 1,652,008.99	23.5%
Revenue Minus Expense	\$ 1,210,823	\$ (1,133,755.00)		\$ (733,347.73)	54.6%
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	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 53,769.82	\$ 344,146.41	\$ -	\$ 521,963.23
7/1/2023	\$ 521,963.23				
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	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ -	\$ -	\$ 997,467.21
7/1/2023	\$ 997,467.21			
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	\$ 83.91	\$ -	\$ 58,748.59
4/1/2023	\$ 58,748.59	\$ 24.44	\$ -	\$ 58,773.03
5/1/2023	\$ 58,773.03	\$ 37.06	\$ -	\$ 58,810.09
6/1/2023	\$ 58,810.09	\$ -	\$ 1,093.83	\$ 57,716.26
7/1/2023	\$ 57,716.26			

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	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ -	\$ 148.92	\$ 43,046.15
7/1/2023	\$ 43,046.15			
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	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ -	\$ 1,272.16
6/1/2023	\$ 1,272.16	\$ 50.00	\$ 203.22	\$ 1,118.94
7/1/2023	\$ 1,118.94			\$ 1,118.94
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	\$ 134,000.45	\$ 442,022.97	\$ - \$ 2,056,624.94
4/1/2023	\$ 2,056,624.94	\$ 194,979.45	\$ 309,182.35	\$ - \$ 1,942,422.04

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,022,000	\$ 3,022,000	\$ -
PPRT	\$ 852,000	\$ 978,604	\$ 126,604
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 107,203	\$ (892,797)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 7,538	\$ 1,438
Non-Resident Fee	\$ 250	0	\$ (250)
Lost or Damaged Items	\$ 3,800	\$ 5,461	\$ 1,661
Copies/Miscellaneous	\$ 9,500	\$ 14,350	\$ 4,850
Meeting Room Fees	\$ 2,800	\$ 2,887	\$ 87
Interest Income	\$ 600	\$ 10,189	\$ 9,589
Investment Income	\$ 1,900	0	\$ (1,900)
Sale of Property	\$ -	1152	\$ 1,152
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
Totals	\$ 5,551,754	\$ 4,801,889	\$ (749,865)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,782,442	\$ 1,652,177	\$ 130,265
Overtime	\$ -	\$ 471	\$ (471)
IMRF	\$ 109,144	\$ 98,166	\$ 10,978
FICA/Medicare	\$ 137,316	\$ 123,925	\$ 13,391
Life insurance	\$ 3,218	\$ 2,755	\$ 463
Medical insurance	\$ 665,600	\$ 552,000	\$ 113,600
Service recognition	\$ 14,680	\$ 15,395	\$ (715)
Total Personnel	\$ 2,712,400	\$ 2,444,889	\$ 267,511
Fund	Budgeted		
Unemployment insurance	\$ 1,109	\$ 1,296	\$ (187)
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 23,000	\$ 47,444	\$ (24,444)
IT Services	\$ 38,518	\$ 47,563	\$ (9,045)
Telephone/Internet	\$ 21,000	\$ 5,179	\$ 15,821
Banking Service Charges	\$ 250	\$ 252	\$ (2)
Conferences/Travel/Continuing Ed	\$ 40,000	\$ 24,274	\$ 15,726
General Fund	\$ 114,238	\$ 181,152	\$ (66,914)
Postage	\$ 6,000	\$ 2,573	\$ 3,427
Security	\$ -	\$ 200,000	\$ (200,000)
Computer Software	\$ 53,000	\$ 27,136	\$ 25,864
Temp Agency Services	\$ 500	\$ -	\$ 500

Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 70,597	\$ 70,403
Membership Fees	\$ 58,000	\$ 58,000	\$ -
Materials for Buildings	\$ 50	\$ 263	\$ (213)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 134,364	\$ 865,636
Office Supplies	\$ 29,000	\$ 48,161	\$ (19,161)
Risk Management	\$ 100,000	\$ 114,120	\$ (14,120)
Small Capital	\$ 30,000	\$ 30,000	\$ -
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,649	\$ (249)
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
Total operating	\$ 2,806,368	\$ 2,142,628	\$ 663,740
Total expense	\$ 5,518,768	\$ 4,587,516	\$ 931,252
Surplus (deficit)	\$ 32,986.00	\$ 214,373	\$ (181,387)

From: [Jordan Klein](#)
To: rmeyer@decaturlibrary.org
Subject: Request for Rate Increase for Legal Fees
Date: Thursday, June 29, 2023 11:04:12 AM
Attachments: [image001.png](#)

Rick,

I would like to formally submit a request for a rate increase for legal fees for my Firm. Looking back at the file, I can see that the rate has been \$150/hr. since at least 2016. I would like to request a rate increase to \$165/hr., which is consistent with my Firm's rate for other municipalities and units of local government. I would be happy to come to a Board meeting to present this request, if you think that would be beneficial.

Thank you for the consideration. And, have a good Independence Day weekend!

--

Jordan T. Klein
KILEY KLEIN, LTD.
132 S. Water St., Suite 610
Decatur, IL 62523
Phone: (217) 428-0948
www.kileyklein.com



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