



DECATUR PUBLIC LIBRARY

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Board of Trustees FINANCE AND PROPERTIES COMMITTEE

Meeting

Wednesday, February 10, 2021

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/85313624876>

Meeting Phone Number: 312-626-6799

Meeting ID: 853 1362 4876

AGENDA

I. Call to Order – Amy Stockwell

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual “Electronic Attendance and Voting” section of the Board Bylaws, and will allow all Board members to attend this meeting remotely and fully participate remotely.

II. Approval of Agenda

III. Minutes—January 13, 2021 Meeting

IV. Public Comment— Due to the Governor’s order, The Decatur Public Library’s Board Room will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary by 4:00 pm Wednesday February 10, 2021. Your statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

V. Old Business

A. Capital Needs (Discussion)

B. Other

VI. New Business

A. January 2021 Check Register (Action)

B. 2021 Budget Report (Discussion)

C. Authority to Spend (Action)

D. Other

VII. Adjournment



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: January 13, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Present: Amy Stockwell (Chair)

Samantha Carroll

Gregg Zientara

Sofia Xethalis

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Administrative Aide

Absent:

Guests:

Call to Order:

Ms. Stockwell called the meeting to order at 4:30 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual "Electronic Attendance and Voting" section of the Board Bylaws, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda

There was a request to approve the agenda by Ms. Stockwell, there was a motion to approve the agenda by Ms. Xethalis, it was seconded by Ms. Carroll. Roll Call vote, Ms. Carroll yes, Ms. Xethalis yes, and Ms. Stockwell yes, unanimously approved.

Minutes- Ms. Stockwell requested a motion to accept the minutes, Ms. Xethalis made a motion to accept the minutes as presented, seconded by Ms. Carroll. Roll Call vote, Ms. Carroll yes, Ms. Xethalis yes, and Ms. Stockwell yes, unanimously approved.

Public comments

None

Written Communications from the Public

None

Old Business

Landscaping

Discussed that it was a lot greener in November and that they would have to wait and see how it is in the spring.

New Business

Check register for November and December 2020

The Finance and Properties committee did not have any questions regarding the November check register. Discussed the expenses of the December check register, SenSource for \$180.00 is software to track building capacity. Mama's Boyz, Inc. for \$1,500.00 is for Jerry Craft to discuss his book on a virtual program. Various databases were discussed.

Ms. Stockwell requested a motion to present the November and December check register to the full board for approval, motion made by Mr. Xethalis, seconded by Ms. Carroll, vote by roll call, Ms. Carroll yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Stockwell yes, unanimously approved.

2020 Budget Report

Final budget report for 2020 shows about \$100,000.00 in the black. Mr. Zientara stated the library received another property tax disbursement from the 2020 fiscal year in January 2021

2021 Meeting Schedule

Schedule for committee meetings agreed to be the 2nd Wednesday of each month at 4:30pm. Ms. Stockwell requested a motion to adopt the schedule, Ms. Xethalis made the motion, seconded by Ms. Carroll, unanimously approved.

Discussed plans and updates of the library returning to the normal operating schedule, no meetings or programs in the library, masks will be enforced, and other ways to offer service, curbside and whatever is needed.

Mr. Meyer shared an email that was thanking and complimenting Shelley Whiteside, for picking out books for he, and for curbside service.

Ms. Stockwell requested a motion to adjourn at 5:10 p.m., Ms. Carroll made the motion, seconded by Ms. Xethalis. Ms. Stockwell took a roll call vote, Mr. Zientara yes, Ms. Carroll yes, Ms. Xethalis yes, and Ms. Stockwell yes, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Aide
Edited by
Rick Meyer
City Librarian

Approval pending
(draft 02/05/21)



DECATUR PUBLIC LIBRARY

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Library Expenditures 1-1-2021 to 1-31-2021

35 LIBRARY FUND

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
138813	01/07/2021	CENTER POINT LARGE PRINT	2,060.10	LARGE PRINT STANDING ORDER	BOOKS & PERIODICALS
138868	01/07/2021	WORLD TRADE PRESS	2,800.00	DATABASE SUBSCRIPTIONS	BOOKS & PERIODICALS
138881	01/14/2021	BAKER & TAYLOR CO	226.83	BOOKS AND ENTERTAINMENT 2	BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	43.39		BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	143.31		BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	223.93		BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	281.39		BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	514.92		BOOKS & PERIODICALS
139118	01/26/2021	GALE GROUP, INC.	6,228.72	LARGE PRINT STANDING ORDER	BOOKS & PERIODICALS
139130	01/26/2021	KANOPY	396.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	63.98	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	162.96		BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	174.95		BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	366.92		BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	1,761.55		BOOKS & PERIODICALS
Total			15,448.95		
139073	01/26/2021	AMERICAN LIBRARY ASSOCIAT	280.00	MEMBERSHIP RENEWAL R MEY	MEMBERSHIP FEES
Total			280.00		
139081	01/26/2021	BAKER & TAYLOR CO	2.49	BOOKS AND ENTERTAINMENT 2	OFFICE SUPPLIES
Total			2.49		
139081	01/26/2021	BAKER & TAYLOR CO	10.77		OFFICE SUPPLIES
139081	01/26/2021	BAKER & TAYLOR CO	17.73		OFFICE SUPPLIES
Total			28.50		
138816	01/07/2021	COMMERCIAL MAIL SERVICES	181.86	DEC 16 - DEC 31'20	POSTAGE
139099	01/26/2021	COMMERCIAL MAIL SERVICES	265.33	JAN 4 - JAN 15'21	POSTAGE

Total				447.19		
	139110	01/26/2021	ERICKSON DAVIS, ATTORNEYS	240.00	LEGAL SERVICES	PROFESSIONAL SERVICES
Total				240.00		
	138890	01/14/2021	CALL ONE	826.13	ACCT 1212890	TELEPHONE
Total				826.13		
	139113	01/26/2021	EXPRESS SERVICES, INC	307.95	D TAYLOR WK END 1/10/21	TEMP AGENCY SERVICES
	139113	01/26/2021	EXPRESS SERVICES, INC	307.95	D TAYLOR WK END 12/20/20	TEMP AGENCY SERVICES
	139113	01/26/2021	EXPRESS SERVICES, INC	410.60	D TAYLOR WK END 01/03/21	TEMP AGENCY SERVICES
	139113	01/26/2021	EXPRESS SERVICES, INC	451.66	D TAYLOR WK END 12/27/20	TEMP AGENCY SERVICES
Total				1,478.16		
	923004579	01/14/2021	REGIONS/CREDIT CARD	948.96	ACCT 3978	TRAINING SCHOOL EXPENSES
Total				948.96		

Total 19700.38

LIBRARY TRUST FUNDS						
	138909	01/14/2021	EDC EDUCATIONAL SVCS	4.99	DIRECT ORDER CHILDRENS BOC BOOKS & PERIODICALS	
	139081	01/26/2021	BAKER & TAYLOR CO	19.06	BOOKS AND ENTERTAINMENT 2 BOOKS & PERIODICALS	
	139081	01/26/2021	BAKER & TAYLOR CO	333.03		BOOKS & PERIODICALS
Total				357.08		RLE

Grand Total 20,057.46

DPL FY 2021 Budget Report

Prepared: February 8, 2021

At the end of January 8% of the year has passed

Revenue

	FY 2021 Budgeted	% of Budget	Actual YTD	% Collected	FY20 YTD	% Change
Property Taxes	\$ 2,842,000	72.9%	\$ 50,732.01	1.8%	\$ -	#DIV/0!
All Other	\$ 1,056,713	27.1%	\$ 104,001.57	9.8%	\$ 103,194.37	0.8%
Total Revenue	\$ 3,898,713		\$ 154,733.58	4.0%	\$ 103,194.37	49.9%

Expense

% Expended

Personnel

Payroll	\$ 1,659,453		\$ 122,804.80		\$ 120,175.95	2.2%
Benefits	\$ 799,624		\$ 62,480.08		\$ 58,938.78	6.0%
	\$ 2,459,077	62.3%	\$ 185,284.88	7.5%	\$ 179,114.73	3.4%

Library Materials

Books, Periodicals, et	\$ 245,000		\$ 15,448.95	6.3%	\$ 39,334.64	-60.7%
Per Capita	\$ 103,250		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 3,000.00		\$ -	0.0%	\$ 57.99	n/a
Total Materials	\$ 351,250	9.3%	\$ 15,448.95	4.4%	\$ 39,392.63	-60.8%

Professional Services

Professional Services	\$ 30,000		\$ 240.00	0.8%	\$ 1,079.90	-77.8%
Temp Agency	\$ 500		\$ 1,478.16	295.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 10.48	7.0%	\$ 10.68	-0.01873
Total	\$ 30,650	0.8%	\$ 1,728.64	5.6%	\$ 1,090.58	58.5%

Allocations

Administrative Fee	\$	124,872		\$	10,406.00	8.3%	\$	7,742.00	34.4%
MIS	\$	40,116		\$	3,343.00	8.3%	\$	3,250.00	2.9%
	\$	164,988	4.4%	\$	13,749.00	8.3%	\$	10,992.00	25.1%

Grants

PNG	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Other grants	\$	75,000		\$	-	0.0%	\$	94.71	-100.0%
	\$	75,000	2.0%	\$	-	0.0%	\$	94.71	-100.0%

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

Printing/Binding	\$	300		\$	-	0.0%	\$	-	#DIV/0!
Postage	\$	8,000		\$	447.19	5.6%	\$	960.67	-53.5%
Service to Office Equi	\$	20,000		\$	-	0.0%	\$	701.87	-100.0%
Telephone	\$	15,000		\$	826.13	5.5%	\$	802.24	3.0%
Software	\$	40,000		\$	-	0.0%	\$	-	#DIV/0!
Office Supplies	\$	25,000		\$	48.78	0.2%	\$	1,268.02	-96.2%
Small Capital	\$	30,000		\$	-	0.0%	\$	-	#DIV/0!
	\$	138,300	3.7%	\$	1,322.10	1.0%	\$	3,732.80	-64.6%

Staff Development

Conferences/Training	\$	10,000		\$	948.96	9.5%	\$	899.31	5.5%
Tuition Reimburseme	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	57,000		\$	280.00	0.5%	\$	1,711.00	-83.6%
	\$	71,000	1.9%	\$	1,228.96	1.7%	\$	2,610.31	-52.9%

Insurance

Unemployment	\$	1,332		\$	111.00	8.3%	\$	112.00	-0.9%
Medical expenses/CO	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!

Risk Management	\$	71,484		\$	5,957.00	8.3%	\$	6,408.00	-7.0%
	\$	72,816	1.9%	\$	6,068.00	8.3%	\$	6,520.00	-6.9%

Building Costs

Rent	\$	584,583.00		\$	47,917.00	8.2%	\$	47,917.00	0.0%
Supplies	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Total Building	\$	585,583	15.5%	\$	47,917.00		\$	47,917.00	
Total Operations/Ser	\$	1,490,087	39.4%	\$	87,462.65	5.9%	\$	112,350.03	-22.2%

Total Expenses	\$	3,949,164		\$	272,747.53	6.9%	\$	291,464.76	-6.4%
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Revenue Minus Exper	\$	(50,451)		\$	(118,013.95)		\$	(188,270.39)	-37.3%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Equals
1/1/2021	\$ 1,469,875.45	\$ 154,733.58	\$ 272,747.53	\$ - \$ 1,351,861.50
2/1/2021	\$ 1,351,861.50			
3/1/2021	\$ -			
4/1/2021	\$ -			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

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

Date	Beginning	Plus Received	Minus Expense	Equals Ending
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1/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
2/1/2021	\$	334,994.89					
3/1/2021	\$	-					
4/1/2021	\$	-					
5/1/2021	\$	-					
6/1/2021	\$	-					
7/1/2021	\$	-					
8/1/2021	\$	-					
9/1/2021	\$	-					
10/1/2021	\$	-					
11/1/2021	\$	-					
12/1/2021	\$	-					
1/1/2022	\$	-					

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2021	\$ 58,479.83			
3/1/2021	\$ -			
4/1/2021	\$ -			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 78,983.23	\$ -	\$ 2,036.58	\$ 76,946.65
2/1/2021	\$ 76,946.65			
3/1/2021	\$ -			

4/1/2021	\$	-
5/1/2021	\$	-
6/1/2021	\$	-
7/1/2021	\$	-
8/1/2021	\$	-
9/1/2021	\$	-
10/1/2021	\$	-
11/1/2021	\$	-
12/1/2021	\$	-
1/1/2022	\$	-

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 25,606.07	\$ 1,180.00	\$ (357.08)	\$ 27,143.15
2/1/2021	\$ 27,143.15			
3/1/2021	\$ -			
4/1/2021	\$ -			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet Ending
1/1/2021	\$ 1,898,769.18	\$ 155,913.58	\$ 274,427.03	\$ - \$ 1,780,255.73
2/1/2021	\$ 1,780,255.73			
3/1/2021	\$ -			
4/1/2021	\$ -			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			

9/1/2021	\$	-
10/1/2021	\$	-
11/1/2021	\$	-
12/1/2021	\$	-
1/1/2022	\$	-

Authority to Spend Policy

The City Librarian of Decatur Public Library is authorized to spend up to \$_____ on any single item without prior board approval.

The City Librarian of Decatur Public Library is authorized to spend up to \$_____ on any single item with the approval of the finance committee.

The City Librarian of Decatur Public Library is authorized to spend up to \$_____ on any single item only with the approval of the full board.

Decatur Public Library may spend in excess of \$20,000.00* only after completing the formal bid process as described in Illinois Law.

In case of extreme emergency, the City Librarian of Decatur Public Library may spend \$_____ in addition to \$_____ with the approval of any two library board members so long as the amount does not exceed the threshold requiring a formal bidding process.

*Note: The statutory amount is \$20,000 and this entry cannot be any higher than that but can be lower in the discretion of the Board, where it is self-imposing a bidding requirement earlier, or at a lower than required amount.