



DECATUR PUBLIC LIBRARY

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Board of Trustees FINANCE AND PROPERTIES COMMITTEE

Meeting

Wednesday, January 12, 2022

4:30 p.m.

Children's Auditorium

AGENDA

- I. Call to Order** – Sofia Xethalis
- II. Approval of Agenda**
- III. Minutes**—October 13, 2021 and November 2, 2021 meeting 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. Other
- VII. New Business**
 - A. November and December 2021 Check Registers (Action)
 - B. 2021 Actuals (Discussion)
 - C. 2022 Meeting Schedule (Action)
 - D. Other
- VIII. Adjournment**



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: October 13, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

Present: Alana Banks (via zoom)
Sofia Xethalis (Chair)
Samantha Carroll
Jecobie Jones

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Administrative Secretary

Absent:
Anay Hunt

Guests: None

Call to Order:
Ms. Xethalis called the meeting to order at 4:35 pm.

Approval of Agenda
Ms. Xethalis requested a motion to approve the agenda. Ms. Carroll made a motion to approve the agenda, seconded by Mr. Jones. The motion was adopted.

Minutes
Ms. Xethalis requested a motion to approve the September 8, 2021 minutes, Ms. Carroll made a motion to accept minutes as presented, seconded by Mr. Jones. The motion was adopted.

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.

Old Business
Capital Needs (Discussion) Mr. Meyer had a discussion with the state of the lawn with the City Manager. We have requested the lawn to be reseeded. The service elevator has not been working for a few days.

The electronic sign has been approved. The City will not be using our new sign, they are going to install their own sign on the corner. Rick advised Bendsen Signs that the sign was approved for installation. The Friends space is pending. Work Force Investment Solutions will be 120 N. Franklin Street when they relocate.

2022 Budget First Draft (Action) Mr. Meyer does not have an update to complete the 2022 Budget yet. Mr. Meyer has a meeting this Friday with the City to discuss the budget. Ms. Xethalis made a recommendation to table this item, Ms. Carroll made a motion to table, Mr. Jones seconded the motion. The motion was adopted.

Proposal from DeEtta Jones (Action) Ms. Carroll stated that the DEI committee recommended DeEtta Jones. This is what the DEI committee is looking for: continuing education, attracting diverse staffing and board, community needs assessment, reviewing policies through a DEI lens, DEI statement, community involvement, community understanding of why it's important, and staff engagement. The proposal includes changes both internal for the library and external for the community. The 3-year timeline gives us a broader scope to set and accomplish goals with support, while stringing out payments for our budgeting purposes. The value will work out to around 30K each year depending on how the financial contract is written between DeEtta and The Library. Ms. Carroll recommended this proposal be presented to the full board contingent on the contract, Mr. Jones seconded the motion. Ms Xethalis requested a roll call vote. Ms. Carroll, yes, Ms. Xethalis, yes, and Mr. Jones, yes. The motion was adopted.

New Business

September 2021 Check Register (Action)

Ms. Xethalis requested more information on the Lyngsoe System line item, which is the book return sorter system. The charge is the annual service agreement. Mr. Meyer is considering eliminating part of the service contract for next year. The Library has saved roughly 33K over the lifetime of this contract by negotiating each year. Happy or Not is the smiley or frowny face selections when you leave the Library. Ms. Carroll requested how much money we spend per service on Hoopla. The account is a paydown, its 2 to 4 dollars per check out. Canopy is 2 dollars for everything, however youth items are about 5 dollars each. Library On The Go, we pay for each item, and it varies. Bayscan Technologies is the sticky paper we put on books. Ms. Carroll made a motion to approve the check register, Mr. Jones seconded the motion. Ms Xethalis requested a roll call vote. Ms. Carroll, yes, Ms. Xethalis, yes, and Mr. Jones, yes. The motion was adopted.

2021 Actuals and Projected (Discussion)

Mr. Meyer presented the actual and projected budget detail. Total expenditures are at roughly 76%. The cash balance as of 10/1/21 is 1.9 million. The projection indicates we are going end up about 200K over on revenue. The personal property revenue tax is coming in better than expected. I recommend putting some of the rollover into our operating costs.

Proposal from HR Source (Discussion)

Mr. Meyer has worked with HR Source on several projects. The tool we use for performance evaluations is hard to use. It leans toward inconsistent results. The tool does determine management compensation to a degree. The HR Source proposal cost is about 13K. This tool could also be used to evaluate the director, Mr. Meyer's position, if the Board chooses. This is a one-time fee for a multi-year tool. This falls under professional services. There is room in the budget for this. Ms. Carroll made a motion to recommend to the full board, Mr. Jones seconded the motion. Ms Xethalis requested a roll call vote. Ms. Carroll, yes, Ms. Xethalis, yes, and Mr. Jones, yes. The motion was adopted.

Other

Mr. Meyer addressed speaking with Mr. Zientara and the City finance representative about rolling the surplus money over.

A new board member was sworn in at the beginning of today's meeting. His name is Jacobie Jones. Mr. Meyer will complete an orientation with him.

The union contract does have Sunday hour language in it, as long as written notice is given. The Library could be open on Sundays without clerks or union people in the building. It would be self-check. IHLS has a book club service that is just getting under way. There is not a lot to choose from at this point. Mr. Meyer has some info on it and can share that.

Adjournment

Ms. Xethalis requested a motion to adjourn, Ms. Carroll made a motion to adjourn at 5:34 pm, seconded by Mr. Jones. The motion was adopted

Scribe, Michelle Whitehead, Administrative Secretary

Final 10/13/2021



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: November 2, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Alana Banks
Sofia Xethalis (Chair)
Samantha Carroll
Anay Hunt

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Administrative Secretary

Absent:
Jacobie Jones

Guests:None

Call to Order:
Ms. Xethalis called the meeting to order at 4:30 pm.

Approval of Agenda
Ms. Xethalis requested a motion to approve the agenda. Ms. Carroll made a motion to approve the agenda, seconded by Ms. Banks, all in favor. The motion was adopted.

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.

New Business
FY 2022 Budget Proposal (Action) Mr. Meyer gave an overview of the budget and where the library stands as of yesterday. There was a discussion of the budget overage options. The Library can pay a portion of the DEI expenditure, if that is passed by the Board of Trustees. Option 1: The Library can roll the overage into our operating cash fund for next year. Option 2: The Library can move it into the capital fund. Mr. Meyer thinks it's best to roll into the capital fund. Mr. Meyer discussed the proposed budget for 2022. If the Board approves the expenditure, DeEtta Jones could have half of the balance paid this year.
Ms. Carroll moved to present the budget to the full board. Ms. Banks seconded, all in favor. The motion was adopted.

Adjournment

Ms. Xethalis requested a motion to adjourn, Ms. Carroll made a motion to adjourn at 5:14 pm, seconded by Ms. Anay Hunt. The motion was adopted

Scribe, Michelle Whitehead, Administrative Secretary

Final 11/2/2021

DATE: 12/9/2021
 TIME: 10:23:20AM

**CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 11/1/2021 TO 11/30/2021

<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					
143778	11/2/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	2,829.67	OFFICE SUPPLIES
143779	11/2/2021 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	NAME BADGE W/MAGNET	6.00	OFFICE SUPPLIES
143830	11/2/2021 12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	705.65	OFFICE SUPPLIES
143877	11/9/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	155.74	PER CAPITA GRANT EXPENSE
143896	11/9/2021 12:00:00 AM	COMMERCIAL MAIL SERVICES	OCT 16 - OCT 31'21	174.71	POSTAGE
143924	11/9/2021 12:00:00 AM	HR SOURCE	EMPLOYEE ENGAGEMENT SURVEY	1,750.00	PROFESSIONAL SERVICES
143939	11/9/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	CONSULTING PERIOD OF 10/25-11/5'21	1,096.30	OTHER LIBRARY GRANT EXPE
143953	11/9/2021 12:00:00 AM	MIDWEST ARCHIVES CONFERENCE	2022 MEMBERSHIP RENEWAL R DAMPTZ	55.00	MEMBERSHIP FEES
143954	11/9/2021 12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	192.36	OFFICE SUPPLIES
143974	11/9/2021 12:00:00 AM	SAM'S CLUB	ACCT 9064	88.78	OTHER LIBRARY GRANT EXPE
144000	11/9/2021 12:00:00 AM	WATTS COPY SYSTEMS	WATT COPY SYSTEMS SERVICES	666.95	SERV-OFFICE EQUIPMENT
144013	11/16/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	1,139.61	OFFICE SUPPLIES
144045	11/16/2021 12:00:00 AM	EBSCO INDUSTRIES, INC	RESTART PANTAGRAPH SERVICE	164.54	PER CAPITA GRANT EXPENSE

144053	11/16/2021	12:00:00 AM	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED ITEMS	52.99	LOST OR DAMAGED BOOKS
144064	11/16/2021	12:00:00 AM	IHLS-OCLC WEBDEWEY ITEM #3000039 FY2022 ANNUAL SERVICE FEE JULY'21-JUN'22	7,367.76	MEMBERSHIP FEES
144077	11/16/2021	12:00:00 AM	LIBRARICA LLC CASSIE SUPPORT/UPDATES RENEWAL	682.55	COMPUTER SOFTWARE
144092	11/16/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	721.23	OFFICE SUPPLIES
144108	11/16/2021	12:00:00 AM	PAETEC ACCT 633318933001 ACCT 633292627001	123.27	TELEPHONE
144116	11/16/2021	12:00:00 AM	ROBINSON PUBLIC LIBRARY LOST OR DAMAGED ITEMS	25.00	LOST OR DAMAGED BOOKS
144120	11/16/2021	12:00:00 AM	SHELBYVILLE PUBLIC LIBRARY LOST OR DAMAGED ITEMS	20.00	LOST OR DAMAGED BOOKS
144122	11/16/2021	12:00:00 AM	ROSE DREW, INC VINYL CD ALBUM, DOUBLE CD AND DVD SLEEVES	273.09	OFFICE SUPPLIES
144157	11/23/2021	12:00:00 AM	ADOBE, INC CREATIVE CLOUD ALL MLP LICENSE	839.76	COMPUTER SOFTWARE
144165	11/23/2021	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	529.06	OFFICE SUPPLIES
144176	11/23/2021	12:00:00 AM	CALL ONE ACCT 1212890	310.43	TELEPHONE
144182	11/23/2021	12:00:00 AM	COMMERCIAL MAIL SERVICES NOV 1 - NOV 15'21	186.09	POSTAGE
144219	11/23/2021	12:00:00 AM	JESSICA HILL CONSULTING LLC NOV 8 THRU NOV 19'21	1,355.95	OTHER LIBRARY GRANT EXPE
144220	11/23/2021	12:00:00 AM	JONES & THOMAS WEB SERVICES	400.00	PROFESSIONAL SERVICES
144235	11/23/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	1,044.61	OFFICE SUPPLIES
144299	11/30/2021	12:00:00 AM	BAKER & TAYLOR CO	945.57	OFFICE SUPPLIES

BOOKS AND ENTERTAINMENT 2021

144323	11/30/2021	12:00:00 AM	EBSCO INDUSTRIES, INC PERIODICAL FOR 2022	625.38	PER CAPITA GRANT EXPENSE
144324	11/30/2021	12:00:00 AM	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	34.48	LOST OR DAMAGED BOOKS
144326	11/30/2021	12:00:00 AM	ERICKSON DAVIS, ATTORNEYS LEGAL REPRESENTATION FOR DPL	15.00	PROFESSIONAL SERVICES
144335	11/30/2021	12:00:00 AM	GE MONEY BANK/AMAZON ACCT 8641	1,211.43	SMALL CAPITAL ITEMS
144347	11/30/2021	12:00:00 AM	JOHN A LOGAN COLLEGE LIBRARY LOST OR DAMAGED MATERIALS	19.95	LOST OR DAMAGED BOOKS
144349	11/30/2021	12:00:00 AM	KANOPY LIBRARY STREAMING SERVICE	438.00	OFFICE SUPPLIES
144351	11/30/2021	12:00:00 AM	LAKE LAND COLLEGE LOST OR DAMAGED MATERIALS	22.95	LOST OR DAMAGED BOOKS
144352	11/30/2021	12:00:00 AM	LIBRARY IDEAS, LLC VOX BOOKS	163.80	PER CAPITA GRANT EXPENSE
144353	11/30/2021	12:00:00 AM	LYNGSOE SYSTEMS INC TOUCH SCREEN 7" WINMATE	4,074.00	SMALL CAPITAL ITEMS
144358	11/30/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	2,767.80	OFFICE SUPPLIES
144362	11/30/2021	12:00:00 AM	MOYER DISTRICT LIBRARY LOST OR DAMAGED MATERIALS	48.00	LOST OR DAMAGED BOOKS
144382	11/30/2021	12:00:00 AM	TRUMP DIRECT #9 ENVELOPES /PREPRINTED	223.00	OFFICE SUPPLIES
144387	11/30/2021	12:00:00 AM	VERIZON WIRELESS ACCT #980380645-00001	1,854.72	TELEPHONE
9006220	11/29/2021	12:00:00 AM	DELL INC. POWEREDGE R250 SERVER	2,803.30	SMALL CAPITAL ITEMS
923004788	11/18/2021	12:00:00 AM	REGIONS/CREDIT CARD ACCT 3978	424.00	OFFICE SUPPLIES

35 LIBRARY FUND Total

38,628.48

59 LIBRARY TRUST FUNDS

143778	11/2/2021 12:00:00 AM	BAKER & TAYLOR CO	65.19	BOOKS & PERIODICALS
		BOOKS AND ENTERTAINMENT 2021		
143830	11/2/2021 12:00:00 AM	MIDWEST TAPE, LLC	26.24	BOOKS & PERIODICALS
		AV MATERIALS AND HOOPLA		
144013	11/16/2021 12:00:00 AM	BAKER & TAYLOR CO	66.80	BOOKS & PERIODICALS
		BOOKS AND ENTERTAINMENT 2021		
144092	11/16/2021 12:00:00 AM	MIDWEST TAPE, LLC	77.07	BOOKS & PERIODICALS
		AV MATERIALS AND HOOPLA		
144165	11/23/2021 12:00:00 AM	BAKER & TAYLOR CO	48.69	BOOKS & PERIODICALS
		BOOKS AND ENTERTAINMENT 2021		
144235	11/23/2021 12:00:00 AM	MIDWEST TAPE, LLC	60.25	BOOKS & PERIODICALS
		AV MATERIALS AND HOOPLA		
144257	11/23/2021 12:00:00 AM	ROCKFORD MAP PUBLISHERS, INC.	74.70	BOOK AND PERIODICALS
		DEWITT IL 2022 PLAT BOOK		
144299	11/30/2021 12:00:00 AM	BAKER & TAYLOR CO	42.00	BOOKS & PERIODICALS
		BOOKS AND ENTERTAINMENT 2021		
144332	11/30/2021 12:00:00 AM	GALE GROUP, INC.	120.68	BOOKS & PERIODICALS
		LP ORDER FOR JUVENILE		
144358	11/30/2021 12:00:00 AM	MIDWEST TAPE, LLC	5,000.00	BOOKS & PERIODICALS
		AV MATERIALS AND HOOPLA		
923004788	11/18/2021 12:00:00 AM	REGIONS/CREDIT CARD	65.18	CONTRIBUTIONS
		ACCT 3978		

59 LIBRARY TRUST FUNDS Total

5,646.80

WARRANT TOTAL:

44,275.28

NSE

NSE

NSE

DATE: 1/5/2022
TIME: 3:53:03PM

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 12/1/2021 TO 12/31/2021

<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					
144398	12/7/2021 12:00:00 AM	ATLAS BUSINESS SOLUTIONS, INC	SCHEDULE ANYWHERE LICENSE	1,188.00	COMPUTER SOFTWARE
144400	12/7/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	2,385.37	OFFICE SUPPLIES
144408	12/7/2021 12:00:00 AM	CCH	US MASTER TAX GUIDE	180.53	PER CAPITA GRANT EXPENSE
144414	12/7/2021 12:00:00 AM	COMMERCIAL MAIL SERVICES	NOV 16 - 30'21	193.43	POSTAGE
144425	12/7/2021 12:00:00 AM	DEETTA JONES AND ASSOCIATES LLC	CONSULTING FEES PAYMENT 1 OF 2	48,000.00	PROFESSIONAL SERVICES
144447	12/7/2021 12:00:00 AM	FORSYTH PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	10.00	LOST OR DAMAGED BOOKS
144450	12/7/2021 12:00:00 AM	HR SOURCE	CITY LIBRARIAN PERFORMANCE EVAL BUNDLE	2,500.00	PROFESSIONAL SERVICES
144461	12/7/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	NOV 22 - DEC 3'21	1,154.00	OTHER LIBRARY GRANT EXPENSE
144462	12/7/2021 12:00:00 AM	KAPLAN EARLY LEARNING COMPANY	ART KRAFT ROLL	49.39	OFFICE SUPPLIES
144469	12/7/2021 12:00:00 AM	LIBRARY IDEAS, LLC	VOX BOOKS	767.10	PER CAPITA GRANT EXPENSE
144481	12/7/2021 12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	122.13	OFFICE SUPPLIES
144487	12/7/2021 12:00:00 AM	MY BINDING.COM	REFILL FOR LAMINATOR	154.76	OFFICE SUPPLIES
144506	12/7/2021 12:00:00 AM	SAM'S CLUB	ACCT 9064	111.40	OTHER LIBRARY GRANT EXPENSE

144548	12/14/2021	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	19.32	OFFICE SUPPLIES
144575	12/14/2021	12:00:00 AM	DECATUR PARK DISTRICT TREES ON TEES SPONSOR	250.00	OTHER LIBRARY GRANT EXPENSE
144621	12/14/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	501.90	OFFICE SUPPLIES
144634	12/14/2021	12:00:00 AM	PAETEC ACCT 633292627001	89.20	TELEPHONE
144650	12/14/2021	12:00:00 AM	STRIGLOS/HAINES & ESSICK LASER PAPER PRINTABLE INDEX CARDS	39.01	OTHER LIBRARY GRANT EXPENSE
144661	12/14/2021	12:00:00 AM	WATTS COPY SYSTEMS WATT COPY SYSTEMS SERVICES	730.13	SERV-OFFICE EQUIPMENT
144673	12/21/2021	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	177.51	OFFICE SUPPLIES
144687	12/21/2021	12:00:00 AM	CALL ONE ACCT 1212890	460.73	TELEPHONE
144698	12/21/2021	12:00:00 AM	COMMERCIAL MAIL SERVICES DEC 1 - DEC 15'21	102.00	POSTAGE
144700	12/21/2021	12:00:00 AM	COMPUTYPE, INC DIGITAL BAR CODE LABELS	1,021.35	OFFICE SUPPLIES
144718	12/21/2021	12:00:00 AM	DEMCO INC BOOKMARKS AND BOOK COVERS EASY COVER BOOK COVER/LABELS BOOKMARKS AND BOOK COVERS	338.13	OTHER LIBRARY GRANT EXPENSE
144721	12/21/2021	12:00:00 AM	ERICKSON DAVIS, ATTORNEYS LEGAL REPRESENTATION	330.00	PROFESSIONAL SERVICES
144755	12/21/2021	12:00:00 AM	JESSICA HILL CONSULTING LLC DEC 6 - DEC 20'21	1,384.80	OTHER LIBRARY GRANT EXPENSE
144757	12/21/2021	12:00:00 AM	JONES & THOMAS WEB SERVICE	400.00	PROFESSIONAL SERVICES
144779	12/21/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	1,084.88	OFFICE SUPPLIES

144800	12/21/2021	12:00:00 AM	PAETEC	ACCT 633318933001	39.09	TELEPHONE
144815	12/21/2021	12:00:00 AM	SCHIRLE, JOHN	BOOK BIN AND VELCRO	21.76	OFFICE SUPPLIES
144823	12/21/2021	12:00:00 AM	SLOAN'S CALZONES	EMPLOYEE CHRISTMAS PARTY/FRIENDS OF LIBRARY	224.91	OTHER LIBRARY GRANT EXPENSE
144842	12/21/2021	12:00:00 AM	ULINE	CLEAR SIGN INSERTS, FLOOR STANDS, T-SHIRT BAGS	262.13	OFFICE SUPPLIES
144875	12/30/2021	12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	6,498.11	OFFICE SUPPLIES
144892	12/30/2021	12:00:00 AM	CINDY'S DELIGHT	CATERING FOR LOCAL HISTORY VOLUNTEERS	100.00	OTHER LIBRARY GRANT EXPENSE
144919	12/30/2021	12:00:00 AM	EBSCO INDUSTRIES, INC	REFERENCE PERIODICAL - OUTLOOK	467.25	PER CAPITA GRANT EXPENSE
144937	12/30/2021	12:00:00 AM	GE MONEY BANK/AMAZON	ACCT 8641	837.50	OTHER LIBRARY GRANT EXPENSE
144941	12/30/2021	12:00:00 AM	GLEN CARBON CENTENNIAL LIBRARY DISTRICT	LOST OR DAMAGED MATERIALS	19.95	LOST OR DAMAGED BOOKS
144957	12/30/2021	12:00:00 AM	JESSICA HILL CONSULTING LLC	DEC 21&22'21	230.80	OTHER LIBRARY GRANT EXPENSE
144960	12/30/2021	12:00:00 AM	KANOPY	LIBRARY STREAMING SERVICE	367.00	OFFICE SUPPLIES
144965	12/30/2021	12:00:00 AM	LAKE LAND COLLEGE	LOST OR DAMAGED MATERIALS	28.00	LOST OR DAMAGED BOOKS
144980	12/30/2021	12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	2,379.11	BOOKS & PERIODICALS
144997	12/30/2021	12:00:00 AM	POLK CITY DIRECTORIES	POLK CITY DIRECTORIES	292.00	BOOKS & PERIODICALS
144999	12/30/2021	12:00:00 AM	PRIDE, JENNIFER	TUITION REIMBURSEMENT FALL SEMESTER	875.97	TUITION REIMBURSEMENT
145016	12/30/2021	12:00:00 AM	STRIGLOS/HAINES & ESSICK	CREDIT AGAINST 201520 CREDIT AGAINST199759	421.80	OFFICE SUPPLIES

FRANKLIN COVEY #81047

CALENDARS FOR 2022

145035	12/30/2021	12:00:00 AM	VERIZON WIRELESS	958.99	TELEPHONE
			ACCT #980380645-00001		
923004811	12/21/2021	12:00:00 AM	REGIONS/CREDIT CARD	1,977.89	CONFERENCES & TRAVEL
			ACCT 3978		

35 LIBRARY FUND Total

79,747.33

59 LIBRARY TRUST FUNDS

144400	12/7/2021	12:00:00 AM	BAKER & TAYLOR CO	120.36	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2021		
144593	12/14/2021	12:00:00 AM	GAYLORD BROS.	1,163.20	ARCHIVAL SUPPLIES
			POLYPROPYLENE ALBUM PAGES		
144673	12/21/2021	12:00:00 AM	BAKER & TAYLOR CO	127.54	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2021		
144732	12/21/2021	12:00:00 AM	GAYLORD BROS.	242.86	ARCHIVAL SUPPLIES
			FLIP TOP CASE		
144875	12/30/2021	12:00:00 AM	BAKER & TAYLOR CO	119.07	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2021		
144980	12/30/2021	12:00:00 AM	MIDWEST TAPE, LLC	0.00	BOOKS & PERIODICALS
			AV MATERIALS AND HOOPLA		
144997	12/30/2021	12:00:00 AM	POLK CITY DIRECTORIES	292.00	BOOK AND PERIODICALS
			POLK CITY DIRECTORIES		

59 LIBRARY TRUST FUNDS Total

2,065.03

WARRANT TOTAL:

81,812.36

DPL FY 2021 Budget Report

Prepared: January 4, 2022

At the end of December 100% of the year has passed

Revenue

	FY 2021 Budgeted	% of Budget	Actual YTD	% Collected	FY20 YTD	% Change
Property Taxes	\$ 2,842,000	72.9%	\$ 2,924,987.04	102.9%	\$ 2,828,465.65	3.4%
All Other	\$ 1,055,252	27.1%	\$ 1,325,901.39	125.6%	\$ 1,044,429.65	26.9%
Total Revenue	\$ 3,897,252		\$ 4,250,888.43	109.1%	\$ 3,872,895.30	9.8%

Expense

% Expended

Personnel

Payroll	\$ 1,646,241		\$ 1,641,856.14		\$ 1,582,623.52	3.7%
Benefits	\$ 797,034		\$ 842,315.01		\$ 775,700.28	8.6%
	\$ 2,443,275	61.9%	\$ 2,484,171.15	101.7%	\$ 2,358,323.80	5.3%

Library Materials

Books, Periodicals, et	\$ 245,000		\$ 253,072.64	103.3%	\$ 276,567.61	-8.5%
Per Capita	\$ 103,250		\$ 93,662.62	90.7%	\$ 95,774.06	-2.2%
Lost/Damage	\$ 3,000.00		\$ 1,847.44	61.6%	\$ 1,365.90	n/a
Total Materials	\$ 351,250	9.3%	\$ 348,582.70	99.2%	\$ 373,707.57	-6.7%

Professional Services

Professional Services	\$ 40,000		\$ 65,483.70	163.7%	\$ 25,230.55	159.5%
Temp Agency	\$ 500		\$ 3,531.16	706.2%	\$ 6,672.87	-0.47082
Bank Service Charges	\$ 150		\$ 316.50	211.0%	\$ 232.19	0.363108
Total	\$ 40,650	1.1%	\$ 69,331.36	170.6%	\$ 32,135.61	115.7%

Allocations

Administrative Fee	\$	124,872		\$	124,872.00	100.0%	\$	92,904.00	34.4%
MIS	\$	40,116		\$	40,116.00	100.0%	\$	39,000.00	2.9%
	\$	164,988	4.4%	\$	164,988.00	100.0%	\$	131,904.00	25.1%

Grants

PNG	\$	-		\$	-	#DIV/0!	\$	15,593.03	-100.0%
Other grants	\$	75,000		\$	34,127.21	45.5%	\$	6,008.64	468.0%
	\$	75,000	2.0%	\$	34,127.21	45.5%	\$	21,601.67	58.0%

Advertising	\$	500	0.01%	\$	421.00	84.2%	\$	712.00	-41%
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	-	#DIV/0!
Postage	\$	8,000		\$	4,913.21	61.4%	\$	6,731.23	-27.0%
Service to Office Equi	\$	20,000		\$	21,536.35	107.7%	\$	20,437.22	5.4%
Telephone	\$	15,000		\$	24,360.32	162.4%	\$	15,756.08	54.6%
Software	\$	40,000		\$	48,684.41	121.7%	\$	42,113.15	15.6%
Office Supplies	\$	25,000		\$	33,766.63	135.1%	\$	20,711.06	63.0%
Small Capital	\$	30,000		\$	14,961.27	49.9%	\$	28,211.39	-47.0%
	\$	138,300	3.7%	\$	148,222.19	107.2%	\$	133,960.13	10.6%

Staff Development

Conferences/Training	\$	15,000		\$	4,741.96	31.6%	\$	7,198.76	-34.1%
Tuition Reimburseme	\$	4,000		\$	875.97	21.9%	\$	-	#DIV/0!
Membership	\$	57,000		\$	56,227.12	98.6%	\$	53,095.09	5.9%
	\$	76,000	2.0%	\$	61,845.05	81.4%	\$	60,293.85	2.6%

Insurance

Unemployment	\$	1,332		\$	1,332.00	100.0%	\$	1,344.00	-0.9%
Medical expenses/CO	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!

Risk Management	\$	71,484		\$	71,484.00	100.0%	\$	76,896.00	-7.0%
	\$	72,816	1.9%	\$	72,816.00	100.0%	\$	78,240.00	-6.9%

Building Costs

Rent	\$	584,583.00		\$	584,588.00	100.0%	\$	575,004.00	1.7%
Supplies	\$	500		\$	106.11	21.2%	\$	-	#DIV/0!
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Total Building	\$	585,583	15.5%	\$	584,694.11		\$	575,004.00	1.7%
Total Operations/Ser	\$	1,505,087	39.8%	\$	1,485,027.62	98.7%	\$	1,407,558.83	5.5%

Total Expenses	\$	3,948,362		\$	3,969,198.77	100.5%	\$	3,765,882.63	5.4%
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Revenue Minus Exper	\$	(51,110)		\$	281,689.66		\$	107,012.67	163.2%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activity	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	\$ 54,976.71	\$ 308,131.12	\$ -	\$ 1,098,707.09
3/1/2021	\$ 1,098,707.09	\$ 72,357.25	\$ 337,087.82	\$ -	\$ 833,976.52
4/1/2021	\$ 833,976.52	\$ 146,409.56	\$ 397,676.22	\$ -	\$ 582,709.86
5/1/2021	\$ 582,709.86	\$ 179,879.36	\$ 299,502.23	\$ -	\$ 463,086.99
6/1/2021	\$ 463,086.99	\$ 54,856.54	\$ 305,091.33	\$ -	\$ 212,852.20
7/1/2021	\$ 212,852.20	\$ 1,725,157.35	\$ 347,151.04	\$ -	\$ 1,590,858.51
8/1/2021	\$ 1,590,858.51	\$ 251,053.88	\$ 336,746.98	\$ -	\$ 1,505,165.41
9/1/2021	\$ 1,505,165.41	\$ 791,433.87	\$ 392,449.89	\$ -	\$ 1,904,149.39
10/1/2021	\$ 1,904,149.39	\$ 574,866.40	\$ 300,538.60	\$ -	\$ 2,178,477.19
11/1/2021	\$ 2,178,477.19	\$ 99,073.11	\$ 314,111.19	\$ -	\$ 1,963,439.11
12/1/2021	\$ 1,963,439.11	\$ 146,090.82	\$ 357,964.82	\$ -	\$ 1,751,565.11
1/1/2022	\$ 1,751,565.11				

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	\$	-	\$	-	\$	334,994.89
3/1/2021	\$	334,994.89	\$	92.11	\$	-	\$	335,087.00
4/1/2021	\$	335,087.00	\$	-	\$	-	\$	335,087.00
5/1/2021	\$	335,087.00	\$	-	\$	-	\$	335,087.00
6/1/2021	\$	335,087.00	\$	-	\$	-	\$	335,087.00
7/1/2021	\$	335,087.00	\$	236.19	\$	-	\$	335,323.19
8/1/2021	\$	335,323.19	\$	-	\$	-	\$	335,323.19
9/1/2021	\$	335,323.19	\$	45.61	\$	-	\$	335,368.80
10/1/2021	\$	335,368.80	\$	-	\$	-	\$	335,368.80
11/1/2021	\$	335,368.80	\$	89.91	\$	-	\$	335,458.71
12/1/2021	\$	335,458.71	\$	-	\$	-	\$	335,458.71
1/1/2022	\$	335,458.71						

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	\$ -	\$ -	\$ 58,479.83
3/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
8/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
9/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
10/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
11/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
12/1/2021	\$ 58,479.83			
1/1/2022	\$ -			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 82,832.74	\$ -	\$ 2,036.58	\$ 80,796.16
2/1/2021	\$ 80,796.16	\$ -	\$ 2,266.51	\$ 78,529.65
3/1/2021	\$ 78,529.65	\$ -	\$ 2,367.36	\$ 76,162.29

4/1/2021	\$	76,162.29	\$	-	\$	3,078.54	\$	73,083.75
5/1/2021	\$	73,083.75	\$	-	\$	2,586.05	\$	70,497.70
6/1/2021	\$	70,497.70	\$	-	\$	2,080.36	\$	68,417.34
7/1/2021	\$	68,417.34	\$	-	\$	2,740.44	\$	65,676.90
8/1/2021	\$	65,676.90	\$	-	\$	2,377.38	\$	63,299.52
9/1/2021	\$	63,299.52	\$	-	\$	2,127.06	\$	61,172.46
10/1/2021	\$	61,172.46	\$	-	\$	3,153.24	\$	58,019.22
11/1/2021	\$	58,019.22	\$	-	\$	2,127.08	\$	55,892.14
12/1/2021	\$	55,892.14	\$	-	\$	4,404.00	\$	51,488.14
1/1/2022	\$	51,488.14						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 25,606.07	\$ 1,180.00	\$ 357.08	\$ 26,428.99
2/1/2021	\$ 26,428.99	\$ 130.00	\$ 1,971.42	\$ 24,587.57
3/1/2021	\$ 24,587.57	\$ 530.00	\$ 610.30	\$ 24,507.27
4/1/2021	\$ 24,507.27	\$ 50.00	\$ 627.74	\$ 23,929.53
5/1/2021	\$ 23,929.53	\$ 270.00	\$ 336.46	\$ 23,863.07
6/1/2021	\$ 23,863.07	\$ -	\$ 140.69	\$ 23,722.38
7/1/2021	\$ 23,722.38	\$ 400.00	\$ 349.07	\$ 23,773.31
8/1/2021	\$ 23,773.31	\$ 200.00	\$ 266.16	\$ 23,707.15
9/1/2021	\$ 23,707.15	\$ 400.00	\$ 2,867.38	\$ 21,239.77
10/1/2021	\$ 21,239.77	\$ 95.49	\$ 2,866.87	\$ 18,468.39
11/1/2021	\$ 18,468.39	\$ 6,409.82	\$ 5,506.92	\$ 19,371.29
12/1/2021	\$ 19,371.29	\$ 1,250.00	\$ 366.97	\$ 20,254.32
1/1/2022	\$ 20,254.32			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity	Ending
1/1/2021	\$ 1,898,769.18	\$ 155,913.58	\$ 275,141.19	\$ -	\$ 1,779,541.57
2/1/2021	\$ 1,779,541.57	\$ 55,106.71	\$ 312,369.05	\$ -	\$ 1,522,279.23
3/1/2021	\$ 1,522,279.23	\$ 72,979.36	\$ 340,065.48	\$ -	\$ 1,255,193.11
4/1/2021	\$ 1,255,193.11	\$ 146,459.56	\$ 401,382.50	\$ -	\$ 1,000,270.17
5/1/2021	\$ 1,000,270.17	\$ 180,149.36	\$ 302,424.74	\$ -	\$ 877,994.79
6/1/2021	\$ 877,994.79	\$ 54,856.54	\$ 307,312.38	\$ -	\$ 625,538.95
7/1/2021	\$ 625,538.95	\$ 1,725,793.54	\$ 350,240.55	\$ -	\$ 2,001,091.94
8/1/2021	\$ 2,001,091.94	\$ 251,253.88	\$ 337,013.14	\$ -	\$ 1,915,332.68

9/1/2021	\$	1,915,332.68	\$	791,879.48	\$	397,444.33	\$	-	\$ 2,309,767.83
10/1/2021	\$	2,309,767.83	\$	574,961.89	\$	306,558.71	\$	-	\$ 2,578,171.01
11/1/2021	\$	2,578,171.01	\$	105,572.84	\$	321,745.19	\$	-	\$ 2,361,998.66
12/1/2021	\$	2,361,998.66	\$	147,340.82	\$	362,735.79	\$	-	\$ 2,146,603.69
1/1/2022	\$	2,146,603.69							



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

FINANCE AND PROPERTIES COMMITTEE REGULAR MEETINGS 2022/2023

The regular meeting of the Decatur Public Library Finance and Properties Committee for 2022/2023 will be held at the Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the second Wednesday of each month at 4:30 p.m. If the second Wednesday of each month is a legal holiday, the meeting will be held on the next available Wednesday in the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 9, 2022
March 9, 2022
April 13, 2022
May 11, 2022
June 8, 2022
July 13, 2022
August 10, 2022
September 14, 2022
October 12, 2022
November 9, 2022
December 14, 2022
January 11, 2023