

CITY OF DECA

DATE: 6/11/2019

TIME:

FOR INVOICES

<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					
127855	5/7/2019	AMERICAN LIBRARY ASSOCIAT	65.00	DR NGOZI ONOURA #2229115	MEMBERSHIP FEES
127859	5/7/2019	BAKER & TAYLOR CO	1,447.03		BOOKS & PERIODICALS
127874	5/7/2019	COMMERCIAL MAIL SERVICES	420.71	APR 16 - APR 30'19	POSTAGE
127918	5/7/2019	LIBRARY IDEAS, LLC	669.10	DATABASE VOX BOOKS	BOOKS & PERIODICALS
127923	5/7/2019	MANGO LANGUAGES	4,666.88	SUBSCRIPTION 19/20	BOOKS & PERIODICALS
127927	5/7/2019	MIDWEST TAPE, LLC	14.99	AV MATERIALS	BOOKS & PERIODICALS
127927	5/7/2019	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICALS
127927	5/7/2019	MIDWEST TAPE, LLC	65.22		BOOKS & PERIODICALS
127927	5/7/2019	MIDWEST TAPE, LLC	122.95		BOOKS & PERIODICALS
127927	5/7/2019	MIDWEST TAPE, LLC	134.09		BOOKS & PERIODICALS
127939	5/7/2019	NCI BUSINESS SYSTEMS	38.95	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
127947	5/7/2019	SAM'S CLUB	119.85	ACCT 9064	OFFICE SUPPLIES
127978	5/14/2019	AMAZON.COM CREDIT	1,807.99		BOOKS & PERIODICALS
127984	5/14/2019	BAKER & TAYLOR CO	2,553.60		BOOKS & PERIODICALS
127989	5/14/2019	BLUNT, JESSE	650.00	CONSULTANT, TRAINER 8 SESSI	PNG GRANT EXPENSE
128008	5/14/2019	DELL INC.	4,871.60	OPTIPLEX 7460	SMALL CAPITAL ITEMS
128024	5/14/2019	HERALD & REVIEW	130.91	ACCT 111-60000246	ADVERTISING
128024	5/14/2019	HERALD & REVIEW	179.91		ADVERTISING
128025	5/14/2019	HR SOURCE	1,040.00	MEMBERSHIP DUES	MEMBERSHIP FEES
128030	5/14/2019	ILLINOIS HEARTLAND LIBRARY	50.00	R MEYER REG FEE	CONFERENCES & TRAVEL
128051	5/14/2019	MIDWEST TAPE, LLC	7,260.16		BOOKS & PERIODICALS
128064	5/14/2019	PAETEC	99.21		TELEPHONE
128069	5/14/2019	SHELBYVILLE PUBLIC LIBRARY	30.00	DAMAGED ITEM	PROFESSIONAL SERVICES
128070	5/14/2019	SHERMAN PLD	19.99	LOST ITEM	PROFESSIONAL SERVICES

128071	5/14/2019	ROSE DREW, INC	764.47	OFFICE SUPPLIES
128073	5/14/2019	SOUTH MACON PUBLIC LIBRA	28.00 DAMAGED ITEM	PROFESSIONAL SERVICES
128079	5/14/2019	TAPED EDITIONS	6,075.94 ADVANCED PURCHASE PLAN	BOOKS & PERIODICALS
128106	5/21/2019	BAKER & TAYLOR CO	2,959.68	BOOKS & PERIODICALS
128111	5/21/2019	CALL ONE	232.68 ACCT 1212890-1135593	TELEPHONE
128122	5/21/2019	COMCAST	159.85 ACCT 929526423	TELEPHONE
128123	5/21/2019	COMMERCIAL MAIL SERVICES	409.32 MAY 1 - MAY 15'19	POSTAGE
128133	5/21/2019	DEMCO INC	106.55	OFFICE SUPPLIES
128169	5/21/2019	LYNGSOE SYSTEMS INC	11,043.00 ACCT D0000828	SERV-OFFICE EQUIPMENT
128194	5/21/2019	SAM'S CLUB	165.00 2019 RENEWAL #34125119895!	MEMBERSHIP FEES
128205	5/21/2019	TECHSOUP GLOBAL	80.00 SOFTWARE UPGRADE	COMPUTER SOFTWARE
128212	5/21/2019	UNIQUE MANAGEMENT SERV	519.10 COLLECTION SERVICE	PROFESSIONAL SERVICES
128217	5/21/2019	WATTS COPY SYSTEMS	784.80 MAINTENANCE TO OFFICE EQUI	SERV-OFFICE EQUIPMENT
128230	5/28/2019	BAKER & TAYLOR CO	2,000.17	BOOKS & PERIODICALS
128273	5/28/2019	FORSYTH PUBLIC LIBRARY	17.70 DAMAGED ITEMS	PROFESSIONAL SERVICES
128282	5/28/2019	HR SOURCE	150.00 2019 LACONI SURVEY PARTICIP	PROFESSIONAL SERVICES
128290	5/28/2019	KANOPY	98.00 STREAMING DATABASE	BOOKS & PERIODICALS
128327	5/28/2019	VERIZON WIRELESS	179.00 LIFT OFF LEMON PAPER	TELEPHONE
128329	5/28/2019	WALLENDER-DEDMAN PRINTI	657.72	OFFICE SUPPLIES
620003796	5/13/2019	REGIONS/CREDIT CARD	268.00 ACCT 3978	CONFERENCES & TRAVEL
620003796	5/13/2019	REGIONS/CREDIT CARD	670.00	MEMBERSHIP FEES
620003796	5/13/2019	REGIONS/CREDIT CARD	205.90	OFFICE SUPPLIES
35 LIBRARY FUND			46,510.09	
Total				
59 LIBRARY TRUST FUNDS				
127849	5/7/2019	AAA TROPHIES	40.00 2 PLAQUES	BOOKS & PERIODICALS
127859	5/7/2019	BAKER & TAYLOR CO	69.94 LIBRARY MATERIALS	BOOKS & PERIODICALS
127984	5/14/2019	BAKER & TAYLOR CO	102.56	BOOKS & PERIODICALS
128106	5/21/2019	BAKER & TAYLOR CO	282.08 LIBRARY MATERIALS	
128230	5/28/2019	BAKER & TAYLOR CO	30.12	BOOKS & PERIODICALS
128230	5/28/2019	BAKER & TAYLOR CO	71.40	BOOKS & PERIODICALS
59 LIBRARY			811.38	
WARRANT TOTAL:			47,321.47	

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%	\$ 448,937.83	45.2%	\$ 470,785.40	-4.6%
Total Revenue	\$ 3,835,545		\$ 600,598.83	15.7%	\$ 470,785.40	27.6%

Expense

Personnel

Payroll	\$ 1,672,917		\$ 648,029.67	38.7%	\$ 657,769.27	-1.5%
Benefits	\$ 643,105		\$ 248,441.27	38.6%	\$ 265,809.32	-6.5%
	\$ 2,316,022	61.2%	\$ 896,470.94	38.7%	\$ 923,578.59	-2.9%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 126,726.34	51.7%	\$ 60,630.26	109.0%
Per Capita	\$ 95,000		\$ -	0.0%	n/a	n/a
Total Materials	\$ 340,000	9.0%	\$ 126,726.34	37.3%	\$ 60,630.26	109.0%

Professional Services

Professional Services	\$ 50,000		\$ 18,016.65	36.0%	\$ 10,049.88	79.3%
Temp Agency	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!

Allocations

Administrative Fee	\$	97,584	\$	40,660.00	41.7%	\$	43,110.00	-5.7%
Purchasing	\$	12,384	\$	5,160.00	41.7%	\$	6,115.00	-15.6%
MIS	\$	38,364	\$	15,985.00	41.7%	\$	18,065.00	-11.5%

Grants

PNG	\$	15,000	\$	5,594.29	37.3%	n/a	n/a
Other grants	\$	75,000	\$	-	0.0%	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	\$	4,753.22	34.0%	\$	3,735.93	27.2%
Service to Office Equipment	\$	10,000	\$	15,117.37	151.2%	\$	6,062.32	149.4%
Telephone	\$	16,300	\$	4,041.71	24.8%	\$	11,367.45	-64.4%
Software	\$	18,000	\$	20,828.00	115.7%	\$	2,074.96	903.8%
Office Supplies	\$	30,000	\$	14,880.89	49.6%	\$	12,470.80	19.3%
Small Capital	\$	20,000.00	\$	15,765.82	78.8%	\$	1,313.56	1100.2%

Staff Development

Conferences/Training/Travel	\$	20,000	\$	1,758.04	8.8%	\$	9,336.20	-81.2%
Tuition Reimbursement	\$	4,000	\$	-	0.0%	\$	500.00	-100.0%
Membership	\$	48,000	\$	3,977.90	8.3%	\$	1,688.00	135.7%

Insurance

Unemployment	\$	2,652	\$	1,105.00	41.7%	\$	825.00	33.9%
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Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 32,740.00	41.7%	\$ 36,565.00	-10.5%

Building Costs

Rent	\$ 575,000.00	\$ 239,585.00	41.7%	\$ 143,751.00	66.7%
Supplies	\$ -	\$ 139.90	#DIV/0!	\$ 582.00	-76.0%
Maintenace	\$ -	\$ -	#DIV/0!	\$ 175.00	-100.0%

Total Operations/Services	\$ 1,467,360	38.8%	\$ 440,658.61	30.0%	\$ 307,955.10	43.1%
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Total Expenses	\$ 3,783,382	\$ 1,337,129.55	35.3%	\$ 1,231,533.69	8.6%
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Revenue Minus Expense	\$ 52,163	\$ (736,530.72)	-1412.0%	\$ (760,748.29)	-3.2%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activiti	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				
7/1/2019	\$ -				
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
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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								

DPL 2019 Budget Projection April

	2019 Projected	2019 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 291,226	\$ 250,000	\$ 41,226
State Grants or other	\$ 95,000	\$ 110,000	\$ (15,000)
Other Grants	\$ -	\$ 75,000	\$ (75,000)
Payment in Lieu of Taxes	\$ 511,095	\$ 511,095	\$ -
Fines/Fees	\$ 3,279	\$ 1,000	\$ 2,279
Non-resident fees	\$ 144	\$ 150	\$ (6)
Lost or Damaged Books	\$ 5,857	\$ 5,200	\$ 657
Copies/Misc.	\$ 9,593	\$ 8,400	\$ 1,193
Meeting Room Fees	\$ 6,528	\$ 3,700	\$ 2,828
Interest Income	\$ 9,067	\$ 500	\$ 8,567
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 10,019	\$ 2,000	\$ 8,019
Transfer from Meyer	\$ 25,169	\$ 25,000	\$ 169
Total Revenues	\$ 3,810,477	\$ 3,835,545	\$ (25,068)

Library Operations

DPL Personnel Services

Salaries	\$ 1,529,723	\$ 1,671,917	\$ 142,194
Overtime	\$ 1,983	\$ 1,000	\$ (983)
IMRF	\$ 143,127	\$ 168,867	\$ 25,740
FICA	\$ 115,801	\$ 127,468	\$ 11,667
Life Insurance	\$ 2,520	\$ 3,182	\$ 662
Medical Insurance	\$ 298,882	\$ 321,750	\$ 22,868
Service Recognition	\$ 27,309	\$ 21,838	\$ (5,471)

Total Personnel	\$ 2,119,345	\$ 2,316,022	\$ 196,677
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Operating Expenses

Unemployment insurance	\$ 2,652	\$ 2,652	\$ -
Advertising	\$ 746	\$ 500	\$ (246)
Printing/Binding	\$ 574	\$ 500	\$ (74)
Service to Office Equipment	\$ 36,282	\$ 10,000	\$ (26,282)
MIS Services	\$ 38,364	\$ 38,364	\$ -
Telephone	\$ 9,700	\$ 16,300	\$ 6,600
Banking Service Charges	\$ 130	\$ -	\$ (130)
Conferences/Travel/training	\$ 4,219	\$ 20,000	\$ 15,781
Postage	\$ 11,408	\$ 14,000	\$ 2,592
Computer Software	\$ 49,987	\$ 18,000	\$ (31,987)
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	\$ 43,240	\$ 50,000	\$ 6,760
Membership Fees	\$ 46,360	\$ 48,000	\$ 1,640
PNG Expenses	\$ 13,426	\$ 15,000	\$ 1,574
Per Capita Expenses	\$ 95,000	\$ 95,000	\$ -

Other Grant	\$ -	\$ 75,000	\$ 75,000
Office Supplies	\$ 35,714	\$ 30,000	\$ (5,714)
Purchasing	\$ 12,384	\$ 12,384	\$ -
Risk Management	\$ 78,576	\$ 78,576	\$ -
Small Capital	\$ 37,838	\$ 20,000	\$ (17,838)
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Service to Mainting Building	\$ -	\$ -	\$ -
Materials for Building	\$ 420	\$ -	\$ (420)
Total Operating Expenses	\$ 1,438,568	\$ 1,467,360	\$ 28,792

Total Expenses	\$ 3,557,913	\$ 3,783,382	\$ 225,469
Surplus/Deficit	\$ 252,564	\$ 52,163	