



DECATUR PUBLIC LIBRARY

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Board of Trustees FINANCE AND PROPERTIES COMMITTEE

Meeting

Wednesday, April 14, 2021

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link:

<https://us02web.zoom.us/j/84812451440?pwd=Y2kzTjNISytmNHl6eEtEVnk0VFIWUT09>

Meeting Phone Number: 312-626-6799

Meeting ID: 848 1245 1440

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**—March 10, 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 March 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. March 2021 Check Register (Action)

B. 2021 Actuals and Projected (Discussion)

C. Other

VII. Adjournment



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Property
Minutes

Date: March 10, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Amy Stockwell, Gregg Zientara, Michael Sexton, Susan Avery, Karl Coleman,

Present:

Sofia Xethalis

Gregg Zientara

Amy Stockwell - Chair

Absent: Samantha Carroll,

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Michelle Whitehead, Administrative Secretary

Guests:

Call to Order:

Ms. Stockwell called the meeting to order at 4:44 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 not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda- Ms. Stockwell requested a motion to approve the agenda, Ms. Xethalis made the motion, seconded by Mr. Zientara. Ms. Stockwell requested a roll call vote, Ms. Xethalis yes, Ms. Stockwell yes, Mr. Zientara yes. Unanimously approved.

Minutes of January 13, 2021 meeting: Ms. Stockwell requested a motion to approve the minutes. Ms. Xethalis made a motion and Mr. Zientara seconded the motion to approve January 13, 2021 minutes. Ms. Stockwell requested a roll call vote, Ms. Xethalis yes, Ms. Stockwell yes, Mr. Zientara yes. Unanimously approved.

Public comments: None

Written Communications from the Public: None.

Old Business

Landscaping

Discussion by Greg Zientara, nothing new to report. He will follow up at the next meeting.

New Business

January & February 2021 Check Register (Action)

Discussion of January check regarding large print and the usage data being captured. The library tracks by intended audience. Robert can give more in depth information regarding hot spots for the next meeting.

Recommending to approve the check register for January and February and present them to the board. Mr. Zientara made a motion to approve and Ms. Xethalis seconded the motion.

2021 Budget Report (Discussion)

Discussion of the budget report. Everything looks on track for the year.

Authority to Spend (Action)

Mr. Meyer presented formal resolution to give him authority to spend. Ms. Xethalis and Mr. Zientara agree with the current model that Mr. Meyer is following. No motion to adopt the resolution.

Other Discussion

Institute of Museum and Library Services will get 200 million dollars. Waiting on additional details about how it will be distributed to the States and Public Libraries.

Mr. Zientara brought up the finances of the library. Rick mentioned that the Friends of the Library may have to move from their current location. The library is paying for the space that the Friends of the Library currently occupies.

Adjournment

Ms. Stockwell requested a motion for adjournment at 5:28 pm. Ms. Xethalis made a motion to adjourn and Mr. Zientara seconded the motion. Ms. Stockwell requested a roll call, Ms. Xethalis yes, Ms. Stockwell yes, Mr. Zientara yes. Unanimously approved. Adjourned at 5:30 p.m.

Scribe,
Michelle Whitehead Administrative Secretary

Edited by Rick Meyer

Decatur Public Library

FOR INVOICES FROM 3/1/2021 TO 3/31/2021

LIBRARY FUND

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
139928	3/16/2021	GE MONEY BANK/AMAZON	35.00	ACCT 8641	BANKING SERVICE CHARGES
139665	3/2/2021	BAKER & TAYLOR CO	14.69		BOOKS & PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	64.14		BOOKS & PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	85.49		BOOKS & PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	125.68		BOOKS & PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	132.91		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	10.49		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	18.74		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	29.99		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	38.97		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	59.98	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	89.96		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	106.41		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	142.96		BOOKS & PERIODICALS
139707	3/2/2021	MIDWEST TAPE, LLC	144.96		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	88.94		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	121.66		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	527.17		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	779.11		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	875.78		BOOKS & PERIODICALS
139781	3/9/2021	DECATUR TRIBUNE	40.00	SUBSCRIPTION RENEWAL 2021/ COPY 2	BOOKS & PERIODICALS
139781	3/9/2021	DECATUR TRIBUNE	40.00	SUBSCRIPTION RENEWAL 2021/COPY 1	BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	10.49		BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	11.24		BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	14.99		BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	18.74		BOOKS & PERIODICALS
139828	3/9/2021	MIDWEST TAPE, LLC	71.21		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	9.99		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	32.95		BOOKS & PERIODICALS

139882	3/16/2021	BAKER & TAYLOR CO	78.05		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	87.58		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	99.77		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	369.28		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	489.47		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	498.55		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	684.27		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	690.12		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	846.15		BOOKS & PERIODICALS
139927	3/16/2021	GALE GROUP, INC.	300.00	ACCT 159635 HOSTING FEE SUBSCRIPTIONS EBOOKS	BOOKS & PERIODICALS
139927	3/16/2021	GALE GROUP, INC.	1,786.33	ACCT 159635 CONTEXT BIOGRAPHY SUBSCRIPT 3'21-2'22	BOOKS & PERIODICALS
139927	3/16/2021	GALE GROUP, INC.	23,412.22	ACCT 159635 SUBSCRIPTIONS MAR'21-FEB'22	BOOKS & PERIODICALS
139928	3/16/2021	GE MONEY BANK/AMAZON	138.72		BOOKS & PERIODICALS
139937	3/16/2021	INFOGROUP	345.00	DECATUR/HARRISTOWN DIRECTORIES CUST#104566	BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	7.49		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	10.48		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	29.23		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	34.99		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	59.97	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	82.98		BOOKS & PERIODICALS
139950	3/16/2021	MIDWEST TAPE, LLC	284.05		BOOKS & PERIODICALS
140002	3/23/2021	BAKER & TAYLOR CO	188.45		BOOKS & PERIODICALS
140002	3/23/2021	BAKER & TAYLOR CO	209.54		BOOKS & PERIODICALS
140034	3/23/2021	EBSCO INDUSTRIES, INC	8,011.00	NOVELIST DATABASE PACKAGE	BOOKS & PERIODICALS
140055	3/23/2021	KANOPY	247.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
140059	3/23/2021	LIBRARY IDEAS, LLC	236.70	VOX BOOKS FOR CHILDRENS	BOOKS & PERIODICALS
140059	3/23/2021	LIBRARY IDEAS, LLC	725.10	VOX BOOKS FOR CHILDREN	BOOKS & PERIODICALS
140068	3/23/2021	MIDWEST TAPE, LLC	20.24		BOOKS & PERIODICALS
140068	3/23/2021	MIDWEST TAPE, LLC	26.24	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
140068	3/23/2021	MIDWEST TAPE, LLC	43.47		BOOKS & PERIODICALS
140068	3/23/2021	MIDWEST TAPE, LLC	1,851.61		BOOKS & PERIODICALS
140073	3/23/2021	NICHE ACADEMY LLC	2,400.00	NICHE ACADEMY ANNUAL SUBSCRIPT	BOOKS & PERIODICALS
140077	3/23/2021	OVERDRIVE	1,200.00	LIBRARY PARTICIPATION FUTURES PURCHASES/MAINT FEE	BOOKS & PERIODICALS
140077	3/23/2021	OVERDRIVE	2,000.00	DEPOSIT ON ADVANTAGE ACCT FOR CONTENT PURCHASES	BOOKS & PERIODICALS

140077	3/23/2021	OVERDRIVE	3,600.00	LIBRARY PARTICIPATION FUTURES PURCHASES/MAINT FEE	BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	136.49		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	153.90		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	154.14		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	160.06	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	439.90		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	542.93		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	699.40		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	19.48		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	39.99		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	104.16		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	109.97		BOOKS & PERIODICALS
140167	3/30/2021	MIDWEST TAPE, LLC	224.92		BOOKS & PERIODICALS
Books & Periodicals Total			57,644.52		
139974	3/16/2021	STACKMAP, LLC	3,029.00	ANNUAL SUBSCRIPTION 2021/2022	COMPUTER SOFTWARE
140108	3/23/2021	ZOOBEAN INC	2,295.00	2ND YEAR LICENSE PLUS 4/27/21-4/26/22	COMPUTER SOFTWARE
140108	3/23/2021	ZOOBEAN INC	2,590.00	CUSTOM BEANSTACK SERVICE/LICENSE 4/27/20-4/26/21	COMPUTER SOFTWARE
Computer Software Total			7,914.00		
139665	3/2/2021	BAKER & TAYLOR CO	0.69	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
139665	3/2/2021	BAKER & TAYLOR CO	6.12		OFFICE SUPPLIES
139665	3/2/2021	BAKER & TAYLOR CO	10.41		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	1.50		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	2.50		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	4.50		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	5.01		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	12.32		OFFICE SUPPLIES
139707	3/2/2021	MIDWEST TAPE, LLC	30.59		OFFICE SUPPLIES
139760	3/9/2021	BAKER & TAYLOR CO	21.39		OFFICE SUPPLIES
139760	3/9/2021	BAKER & TAYLOR CO	26.46		OFFICE SUPPLIES
139760	3/9/2021	BAKER & TAYLOR CO	41.61		OFFICE SUPPLIES
139828	3/9/2021	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
139828	3/9/2021	MIDWEST TAPE, LLC	1.25		OFFICE SUPPLIES
139828	3/9/2021	MIDWEST TAPE, LLC	1.50	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES

139828	3/9/2021	MIDWEST TAPE, LLC	16.28		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	0.69	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	1.38		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	2.76		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	4.05		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	17.58		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	25.17		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	29.19		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	31.95	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	39.00		OFFICE SUPPLIES
139882	3/16/2021	BAKER & TAYLOR CO	40.08		OFFICE SUPPLIES
139884	3/16/2021	C'S ENGRAVING & RUBBER STAMPS	18.00	NAME BADGES/INK PADS	OFFICE SUPPLIES
139884	3/16/2021	C'S ENGRAVING & RUBBER STAMPS	24.00	NAME BADGES	OFFICE SUPPLIES
139913	3/16/2021	DEMCO INC	116.27	CIRCEXTENDER LAMINATE VINYL GLOSS	OFFICE SUPPLIES
139913	3/16/2021	DEMCO INC	1,457.24	BOOK TAPE	OFFICE SUPPLIES
139928	3/16/2021	GE MONEY BANK/AMAZON	307.12		OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	2.30		OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	3.45		OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	5.40		OFFICE SUPPLIES
139950	3/16/2021	MIDWEST TAPE, LLC	102.50		OFFICE SUPPLIES
139976	3/16/2021	IL&FEDERAL POSTER-INVOICE DEPT	28.94	IL STATE/FEDERAL LABOR LAW POSTER 2021	OFFICE SUPPLIES
139984	3/16/2021	ULINE	110.05	ECON POLY BUBBLE MAILER AND CD	OFFICE SUPPLIES
140002	3/23/2021	BAKER & TAYLOR CO	8.88	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
140068	3/23/2021	MIDWEST TAPE, LLC	5.01	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
140068	3/23/2021	MIDWEST TAPE, LLC	6.90		OFFICE SUPPLIES
140068	3/23/2021	MIDWEST TAPE, LLC	7.31		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	4.74	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	4.83		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	11.19		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	19.74		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	27.30		OFFICE SUPPLIES
140115	3/30/2021	BAKER & TAYLOR CO	39.03		OFFICE SUPPLIES
140167	3/30/2021	MIDWEST TAPE, LLC	1.25	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES

140167	3/30/2021	MIDWEST TAPE, LLC	3.00		OFFICE SUPPLIES
140167	3/30/2021	MIDWEST TAPE, LLC	10.55		OFFICE SUPPLIES
140167	3/30/2021	MIDWEST TAPE, LLC	41.23		OFFICE SUPPLIES
Office Supplies Total			2,743.66		
139760	3/9/2021	BAKER & TAYLOR CO	16.95	BOOKS AND ENTERTAINMENT 2021	OTHER LIBRARY GRANT EXPENSE
139810	3/9/2021	JESSICA HILL CONSULTING LLC	1,000.00	HOURS WORKED FOR FEBRUARY 2021	OTHER LIBRARY GRANT EXPENSE
139928	3/16/2021	GE MONEY BANK/AMAZON	382.54		OTHER LIBRARY GRANT EXPENSE
140053	3/23/2021	JESSICA HILL CONSULTING LLC	1,000.00	3/1/21-3/13/21	OTHER LIBRARY GRANT EXPENSE
Library Grant Expense Total			2,399.49		
139774	3/9/2021	COMMERCIAL MAIL SERVICES	184.76	FEB 16 - FEB 26'21	POSTAGE
140022	3/23/2021	COMMERCIAL MAIL SERVICES	196.16	MONTHLY MAIL 3/1/21-3/15/21	POSTAGE
Postage Total			380.92		
139912	3/16/2021	DELL INC.	58.99	DIAGNOGSTIC/SUPPORT SERVICE UPGRADE	PROFESSIONAL SERVICES
Prof. Services Total			58.99		
139837	3/9/2021	NCI BUSINESS SYSTEMS	38.95	NCI-ANNUAL PO FOR DUPLICATOR-2	SERV-OFFICE EQUIPMENT
139869	3/9/2021	WATTS COPY SYSTEMS	694.60	WATT COPY SYSTEMS SERVICES	SERV-OFFICE EQUIPMENT
Serv-Office Equip.			733.55		
139880	3/16/2021	B & B GLASS	699.00	PLEXIGLASS BARRIER	SMALL CAPITAL ITEMS
139928	3/16/2021	GE MONEY BANK/AMAZON	342.10		SMALL CAPITAL ITEMS
Small Capital Items Total			1,041.10		
139839	3/9/2021	PAETEC	50.29	ACCT 633318933001	TELEPHONE
139839	3/9/2021	PAETEC	72.80	ACCT 633292627001	TELEPHONE
139864	3/9/2021	VERIZON WIRELESS	1,644.84	ACCT #980380645-00001	TELEPHONE
140014	3/23/2021	CALL ONE	703.67	ACCT 1212890	TELEPHONE
140078	3/23/2021	PAETEC	50.44	ACCT 633318933001	TELEPHONE
140078	3/23/2021	PAETEC	88.08	ACCT 633292627001	TELEPHONE
140193	3/30/2021	VERIZON WIRELESS	1,663.25	ACCT #980380645-00001	TELEPHONE
Telephone Total			4,273.37		
139922	3/16/2021	EXPRESS SERVICES, INC	205.30	D TAYLOR WK END 2/24/21	TEMP AGENCY SERVICES
139922	3/16/2021	EXPRESS SERVICES, INC	307.95	D TAYLOR WK END 2/14/21	TEMP AGENCY SERVICES
139922	3/16/2021	EXPRESS SERVICES, INC	307.95	D TAYLOR WK END 2/28/21	TEMP AGENCY SERVICES
Temp Agency Services Total			821.20		
LIBRARY FUND Total			78,010.80		

59 LIBRARY TRUST FUNDS

139937	3/16/2021	INFOGROUP	315.00	DECATUR/HARRISTOWN DIRECTORIES CUST#104566	BOOK AND PERIODICALS
139665	3/2/2021	BAKER & TAYLOR CO	65.98	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	15.94		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	19.06		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	19.68		BOOKS & PERIODICALS
139760	3/9/2021	BAKER & TAYLOR CO	110.69	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	11.68		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	35.51		BOOKS & PERIODICALS
139882	3/16/2021	BAKER & TAYLOR CO	64.65		BOOKS & PERIODICALS
139917	3/16/2021	EDC EDUCATIONAL SVCS	14.99	DIRECT ORDER CHILDREN'S BOOK	BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	10.07	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	18.45		BOOKS & PERIODICALS
140115	3/30/2021	BAKER & TAYLOR CO	223.60		BOOKS & PERIODICALS
TRUST FUNDS Total			925.30		RLE
WARRANT			78,936.10		

DPL FY 2021 Budget Report

Prepared: March 4, 2021

At the end of February 17% 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	\$ 1,055,252	27.1%	\$ 231,065.35	21.9%	\$ 222,778.36	3.7%
Total Revenue	\$ 3,897,252		\$ 281,797.36	7.2%	\$ 222,778.36	26.5%

Expense

% Expended

Personnel

Payroll	\$ 1,646,241		\$ 377,540.91		\$ 362,507.49	4.1%
Benefits	\$ 797,034		\$ 179,176.15		\$ 178,342.93	0.5%
	\$ 2,443,275	61.9%	\$ 556,717.06	22.8%	\$ 540,850.42	2.9%

Library Materials

Books, Periodicals, et	\$ 245,000		\$ 119,980.13	49.0%	\$ 96,725.60	24.0%
Per Capita	\$ 103,250		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 3,000.00		\$ 123.92	4.1%	\$ 174.27	n/a
Total Materials	\$ 351,250	9.3%	\$ 120,104.05	34.2%	\$ 96,899.87	23.9%

Professional Services

Professional Services	\$ 40,000		\$ 493.99	1.2%	\$ 10,605.75	-95.3%
Temp Agency	\$ 500		\$ 3,531.16	706.2%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 66.53	44.4%	\$ 32.52	1.045818
Total	\$ 40,650	1.1%	\$ 4,091.68	10.1%	\$ 10,638.27	-61.5%

Allocations

Administrative Fee	\$	124,872		\$	31,218.00	25.0%	\$	23,226.00	34.4%
MIS	\$	40,116		\$	10,029.00	25.0%	\$	9,750.00	2.9%
	\$	164,988	4.4%	\$	41,247.00	25.0%	\$	32,976.00	25.1%

Grants

PNG	\$	-		\$	-	#DIV/0!	\$	3,918.59	-100.0%
Other grants	\$	75,000		\$	5,046.01	6.7%	\$	1,465.97	244.2%
	\$	75,000	2.0%	\$	5,046.01	6.7%	\$	5,384.56	-6.3%

Advertising	\$	500	0.01%	\$	421.00	84.2%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	-	#DIV/0!
Postage	\$	8,000		\$	1,261.70	15.8%	\$	3,242.04	-61.1%
Service to Office Equi	\$	20,000		\$	2,406.05	12.0%	\$	2,162.64	11.3%
Telephone	\$	15,000		\$	5,868.42	39.1%	\$	3,748.52	56.6%
Software	\$	40,000		\$	9,252.00	23.1%	\$	1,760.00	425.7%
Office Supplies	\$	25,000		\$	5,486.44	21.9%	\$	5,517.89	-0.6%
Small Capital	\$	30,000		\$	1,041.10	3.5%	\$	1,537.66	-32.3%
	\$	138,300	3.7%	\$	25,315.71	18.3%	\$	17,968.75	40.9%

Staff Development

Conferences/Training	\$	15,000		\$	2,388.96	15.9%	\$	3,353.45	-28.8%
Tuition Reimburseme	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	57,000		\$	680.00	1.2%	\$	1,980.00	-65.7%
	\$	76,000	2.0%	\$	3,068.96	4.0%	\$	5,333.45	-42.5%

Insurance

Unemployment	\$	1,332		\$	333.00	25.0%	\$	336.00	-0.9%
Medical expenses/CO	\$	-		\$	-	#DIV/0!	\$	59.48	-100.0%

Risk Management	\$	71,484		\$	17,871.00	25.0%	\$	19,224.00	-7.0%
	\$	72,816	1.9%	\$	18,204.00	25.0%	\$	19,619.48	-7.2%

Building Costs

Rent	\$	584,583.00		\$	143,751.00	24.6%	\$	143,751.00	0.0%
Supplies	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Total Building	\$	585,583	15.5%	\$	143,751.00		\$	143,751.00	
Total Operations/Ser	\$	1,505,087	39.8%	\$	361,249.41	24.0%	\$	332,571.38	8.6%

Total Expenses	\$	3,948,362		\$	917,966.47	23.2%	\$	873,421.80	5.1%
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Revenue Minus Exper	\$	(51,110)		\$	(636,169.11)		\$	(650,643.44)	-2.2%
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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	\$ 54,976.71	\$ 308,131.12	\$ - \$ 1,098,707.09
3/1/2021	\$ 1,098,707.09	\$ 72,087.07	\$ 337,087.82	\$ - \$ 833,706.34
4/1/2021	\$ 833,706.34			
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	\$	-	\$	-	\$ 334,994.89
3/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
4/1/2021	\$	334,994.89					
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	\$ -	\$ -	\$ 58,479.83
3/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2021	\$ 58,479.83			
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	\$ 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
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	\$ 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			
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	\$ 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	\$ 72,617.07	\$ 340,065.48	\$ -	\$ 1,254,830.82
4/1/2021	\$ 1,254,830.82				
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	\$	-

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
PPRT	\$ 259,920	\$ 377,441	\$ 117,521
State Grants or other	\$ 103,250	\$ 103,250	\$ -
Other Grants	\$ 75,000	\$ 45,000	\$ (30,000)
PILOT	\$ 563,832	\$ 563,832	\$ -
Fines	\$ 5,000	\$ 2,493	\$ (2,507)
Non-Resident Fee	\$ 150	\$ 1	\$ (149)
Lost or Damaged Items	\$ 2,300	\$ 1,820	\$ (480)
Copies/Miscellaneous	\$ 3,500	\$ 8,533	\$ 5,033
Meeting Room Fees	\$ 4,500	\$ -	\$ (4,500)
Transfer from Meyer Fund	\$ 28,000	\$ 26,642	\$ (1,358)
Interest Income	\$ 2,600	\$ 3	\$ (2,597)
Investment Income	\$ 4,700	\$ -	\$ (4,700)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,000	\$ -	\$ (1,000)
Transfer from	\$ -	\$ -	\$ -
Totals	\$ 3,897,252	\$ 3,972,516	\$ 75,264

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,646,241	\$ 1,648,256	\$ (2,015)
Overtime	\$ -	\$ 894	\$ (894)
IMRF	\$ 199,182	\$ 196,728	\$ 2,454
FICA/Medicare	\$ 126,011	\$ 124,875	\$ 1,136
Life insurance	\$ 3,078	\$ 2,802	\$ 276
Medical insurance	\$ 452,400	\$ 439,400	\$ 13,000
Service recognition	\$ 16,363	\$ 18,664	\$ (2,301)
Total Personnel	\$ 2,443,275	\$ 2,431,619	\$ 11,656
Fund	Budgeted		
Unemployment insurance	\$ 1,332	\$ 1,332	\$ -
Advertising	\$ 500	\$ 1,684.00	\$ (1,184)
Printing/binding	\$ 300	0	\$ 300
Service to maintain Building	\$ 500	0	\$ 500
Service to Office Equipment	\$ 20,000	\$ 22,737.48	\$ (2,737)
IT Services	\$ 40,116	\$ 40,116	\$ -
Telephone	\$ 15,000	\$ 24,666.61	\$ (9,667)
Banking Service Charges	\$ 150	\$ 475.02	\$ (325)
Conferences/Travel/Continuing E	\$ 15,000	\$ 5,128.32	\$ 9,872
General Fund	\$ 124,872	\$ 124,872	\$ -
Postage	\$ 8,000	\$ 2,620	\$ 5,380

Computer Software	\$ 40,000	\$ 40,000	\$ -
Medical Expenses/ COVID-19	\$ -	\$ -	\$ -
Temp Agency Services	\$ 500	\$ 3,531	\$ (3,031)
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 40,000	\$ 1,175	\$ 38,825
Membership Fees	\$ 57,000	\$ 57,000	\$ -
Materials for Buildings	\$ 500	0	\$ 500
PNG Grant	\$ -	\$ -	\$ -
Per Capita Grant	\$ 103,250	\$ 103,250	\$ -
Other Grant	\$ 75,000	\$ 20,682	\$ 54,318
Office Supplies	\$ 25,000	\$ 20,593	\$ 4,407
Risk Management	\$ 71,484	\$ 71,484	\$ -
Small Capital	\$ 30,000	\$ 19,101	\$ 10,899
Rent	\$ 584,583	\$ 584,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 3,000	\$ 971	\$ 2,029
Total operating	\$ 1,505,087	\$ 1,395,002	\$ 110,085
Total expense	\$ 3,948,362	\$ 3,826,621	\$ 121,741
Surplus (deficit)	\$ (51,110.00)	\$ 145,894.63	\$ (197,005)