



DECATUR PUBLIC LIBRARY

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SPECIAL MEETING

AGENDA

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, November 3, 2021

4:30 p.m.

Children's Auditorium

- I. Call to order** – Samantha Carroll
- II. Approval of agenda**
- III. Public comments** – Time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 5 minutes per speaker. No immediate response will be given by the Library Trustees or Library staff members
- IV. Review of Serving Our Public 4.0 (Discussion)**
- V. FY2022 Budget Proposal (Action)**
- VI. Other (Discussion)**
- VII. Adjournment**

If you have questions please contact:

Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org

Capital Fund Revenue	FY21 Budget	FY22 Proposed		This is a separate fund, set aside for capital needs.
Interest Income	\$ 800	\$ -	-100.0%	
Investment Income	\$ 1,400	\$ 492	-64.8%	
Foundation or other	\$ 250,000	\$ 250,000	0.0%	Pass-through place-holder.
Transfer from Library	\$ -	\$ 300,000	#DIV/0!	
Totals	\$ 252,200	\$ 550,492	118.3%	
Capital Fund Expenditures	Budgeted			
Equipment/Furniture	\$ 250,000	\$ 500,000.00	100.0%	
Professional Services		\$50,000		
Total		\$ 550,000.00		
Surplus/Deficit	\$ 2,200	\$ 492	-77.6%	

				These are separate funds, some of which are earmarked for specific purposes, or which have other limitations.
Trust Funds Revenue				
Interest Cantoni Fund	\$ 165	\$ -	-100.0%	
Interest Meyer Fund	\$ 325	\$ -	-100.0%	
Interest Donation Fund	\$ 75	\$ -	-100.0%	
Contributions	\$ 30,000	\$ 30,000	0.0%	
Totals	\$ 30,565	\$ 30,000	-1.8%	
Trust Expenses	Budgeted			
Cantoni (Books/Materials)	\$ -	0	#DIV/0!	
Meyer (Professional Fees)	\$ 5,000	\$ 5,000	0.0%	
Meyer (Supplies)	\$ 5,000	\$ 5,000	0.0%	
Meyer (Transfer for Salary)	\$ 28,000	\$ -	-100.0%	
Meyer (Small Capital)	\$ 5,000	\$ 5,000	0.0%	
Meyer (Books/Materials)	\$ 5,000	\$ 5,000	0.0%	
Memorial/Donation (Books/Materials)	\$ 60,000	\$ 40,000	-33.3%	
Totals	\$ 108,000.00	\$ 60,000.00	-44.4%	
Surplus/Deficit	\$ (77,435.00)	\$ (30,000.00)	-61.3%	

Library Operating Revenue

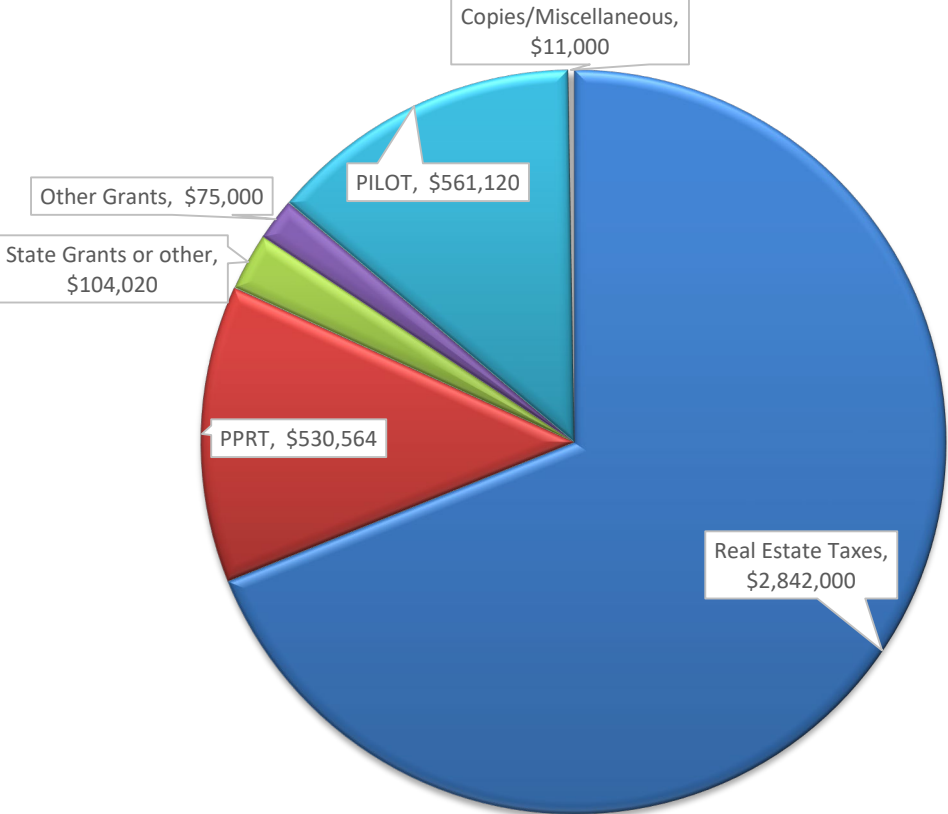
Fund	2021 Budgeted	2021 Projected Actual	2022 Proposal	change from 2021 Budget
Real Estate Taxes	\$ 2,842,000	\$ 2,917,168	\$ 2,842,000	0.0%
PPRT	\$ 259,920	\$ 544,868	\$ 530,564	104.1%
State Grants or other	\$ 103,250	\$ 112,280	\$ 104,020	0.7%
Other Grants	\$ 75,000	\$ 39,284	\$ 75,000	0.0%
PILOT	\$ 563,832	\$ 563,832	\$ 561,120	-0.5%
Fines	\$ 5,000	\$ 4,635	\$ 4,500	-10.0%
Non-Resident Fee	\$ 150	\$ 173	\$ 150	0.0%
Lost or Damaged Items	\$ 2,300	\$ 4,384	\$ 4,000	73.9%
Copies/Miscellaneous	\$ 3,500	\$ 11,282	\$ 11,000	214.3%
Meeting Room Fees	\$ 4,500	\$ 1,100	\$ 1,000	-77.8%
Transfer from Meyer Fund	\$ 28,000	\$ 26,664	\$ -	-100.0%
Interest Income	\$ 2,600	\$ 4	\$ -	-100.0%
Investment Income	\$ 4,700	\$ 1,032	\$ 1,000	-78.7%
Sale of Property	\$ -	\$ -	\$ -	#DIV/0!
Sublease	\$ 1,500	\$ 1,500	\$ -	-100.0%
Miscellaneous Income	\$ 1,000	\$ 85	\$ 50	-95.0%
Totals	\$ 3,897,252	\$ 4,228,289	\$ 4,134,404	6.1%
Expenditures				
Fund	Budgeted			
Salaries	\$ 1,646,241	\$ 1,650,002	\$ 1,644,156	-0.1%
Overtime	\$ -	\$ 622	\$ -	#DIV/0!
IMRF	\$ 199,182	\$ 195,644	\$ 159,403	-20.0%
FICA/Medicare	\$ 126,011	\$ 124,457	\$ 126,958	0.8%
Life insurance	\$ 3,078	\$ 2,775	\$ 3,045	-1.1%
Medical insurance	\$ 452,400	\$ 459,000	\$ 565,500	25.0%
Service recognition	\$ 16,363	\$ 16,493	\$ 15,430	-5.7%
Total Personnel	\$ 2,443,275	\$ 2,448,993	\$ 2,514,492	2.9%
Fund	Budgeted			
Unemployment insurance	\$ 1,332	\$ 1,332	\$ 1,056	-20.7%
Advertising	\$ 500	\$ 505	\$ 500	0.0%

Printing/binding	\$ 300	\$ -	\$ -	-100.0%
Service to maintain Building	\$ 500	\$ -	\$ -	-100.0%
Service to Office Equipment	\$ 20,000	\$ 25,562	\$ 27,000	35.0%
IT Services	\$ 40,116	\$ 40,116	\$ 36,684	-8.6%
Telephone/Internet	\$ 15,000	\$ 26,930	\$ 27,000	80.0%
Banking Service Charges	\$ 150	\$ 634	\$ 150	0.0%
Conferences/Travel/Continuing Ed	\$ 15,000	\$ 4,117	\$ 20,000	33.3%
General Fund	\$ 124,872	\$ 124,872	\$ 108,864	-12.8%
Postage	\$ 8,000	\$ 4,821	\$ 5,000	-37.5%
Computer Software	\$ 40,000	\$ 48,327	\$ 50,000	25.0%
Medical Expenses/ COVID-19	\$ -	\$ -	\$ -	#DIV/0!
Temp Agency Services	\$ 500	\$ 3,531	\$ 500	0.0%
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
Professional Services	\$ 40,000	\$ 12,826	\$ 102,000	155.0%
Membership Fees	\$ 57,000	\$ 49,082	\$ 50,000	-12.3%
Materials for Buildings	\$ 500	\$ 106	\$ 150	-70.0%
Per Capita Grant	\$ 103,250	\$ 103,250	\$ 104,020	0.7%
Other Grant	\$ 75,000	\$ 33,235	\$ 75,000	0.0%
Office Supplies	\$ 25,000	\$ 39,229	\$ 40,000	60.0%
Risk Management	\$ 71,484	\$ 71,484	\$ 81,900	14.6%
Small Capital	\$ 30,000	\$ 8,486	\$ 45,000	50.0%
Rent	\$ 584,583	\$ 584,583	\$ 589,380	0.8%
Books & Other Materials	\$ 245,000	\$ 245,000	\$ 245,000	0.0%
Lost or Damaged	\$ 3,000	\$ 2,060	\$ 2,500	-16.7%
Total operating	\$ 1,505,087	\$ 1,434,087	\$ 1,615,704	7.3%
Total expense	\$ 3,948,362	\$ 3,883,080	\$ 4,130,196	4.6%
Surplus (deficit)	\$ (51,110.00)	\$ 345,209.81	\$ 4,207.95	-108.2%

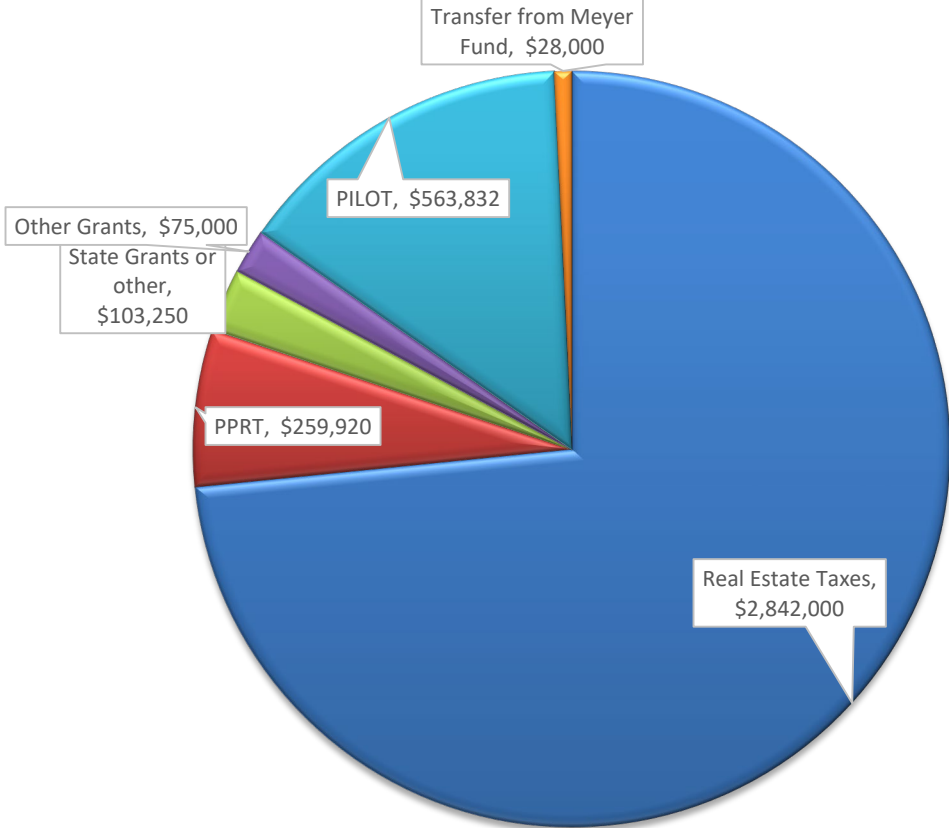
	2020 Budget ed	2020 Actua l	2021 Budgeted	2021 Projected Actual	2022	Change from 2020 Budget	Change from 2020 Actual	Change from 2021 Budget	Change from 2021 Projected Actual	
State Tax Support	\$ 449,144	\$411,282	\$ 363,170	\$ 657,148	\$ 634,584		41%	54%	75%	-3%
Local Tax Support	\$ 3,407,293	\$3,393,759	\$ 3,405,832	\$ 3,481,000	\$ 3,403,120		-0.1%	0.3%	-0.1%	-2%
Other Revenue	\$ 136,050	\$67,855	\$ 128,250	\$ 90,141	\$ 96,700		-29%	43%	-24.6%	7%
Total Revenue	\$ 3,992,487	\$3,872,895	\$ 3,897,252	\$ 4,228,289	\$ 4,134,404		4%	7%	6%	-2%
City Fixed Allocations	\$785,144	\$785,144	\$ 822,387	\$ 822,387	\$ 817,884		4%	4%	-0.5%	-1%
Personnel Costs	\$ 2,483,364	\$ 2,358,324	\$ 2,443,275	\$ 2,448,993	\$ 2,514,492		1.3%	7%	3%	3%
Books and Materials	\$ 341,000	\$ 372,342	\$ 348,250	\$ 348,250	\$ 349,020		2%	-6%	0%	0%
Other Operating Costs	\$ 375,950	\$ 250,069	\$ 334,450	\$ 263,450	\$ 448,800		19%	79%	34%	70%
Total Expense	\$3,985,458	\$3,765,879	\$ 3,948,362	\$ 3,883,080	\$ 4,130,196		4%	10%	5%	6%

Surplus/Deficit	\$	\$107,	\$	\$	\$
	7,029	017	(51,110)	345,210	4,208

Anticipated Revenue Stream 2022

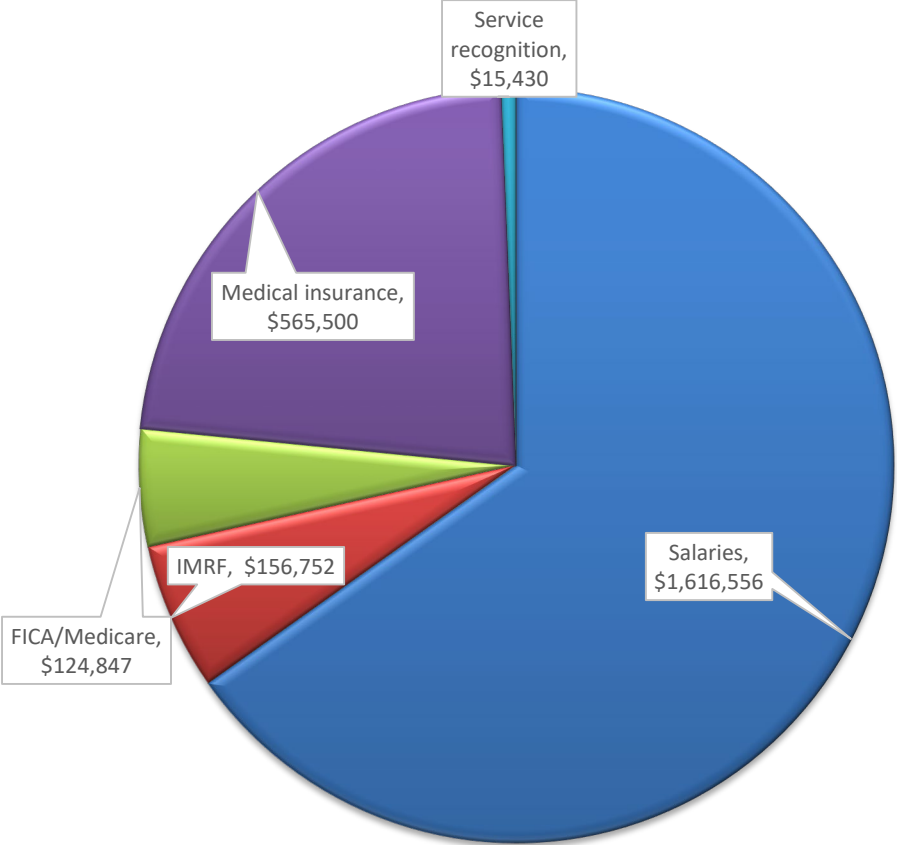


Revenue Stream 2021

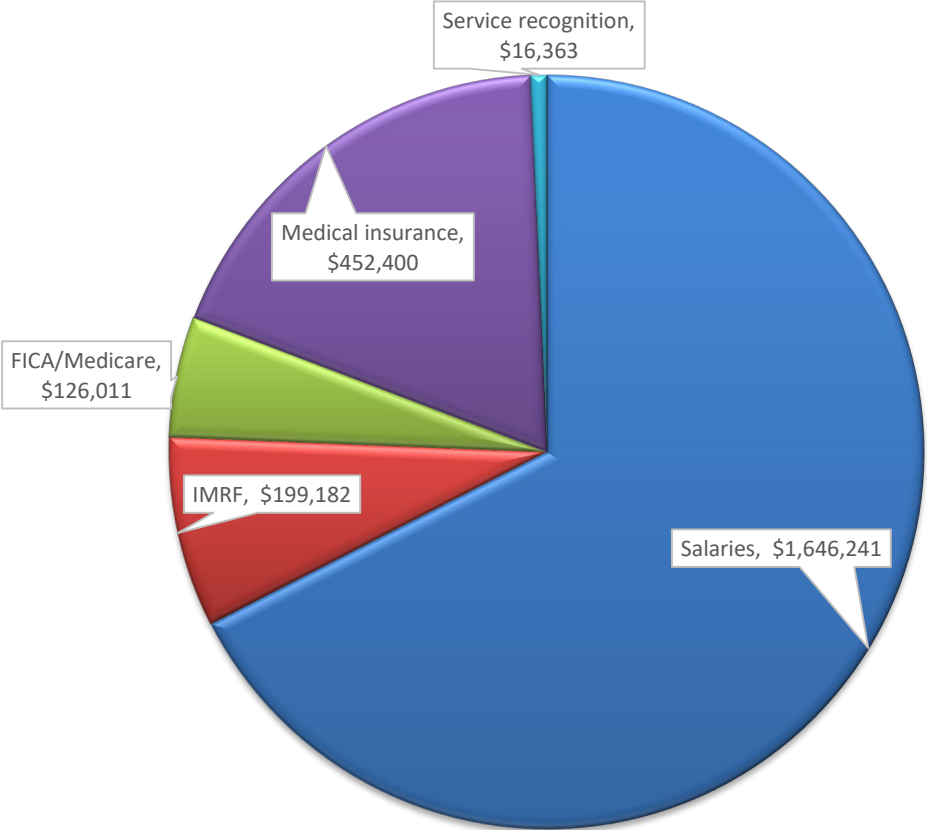


EXPENSES RELATED TO PERSONNEL

Anticipated 2022 Expenditures



2021 Expenditures



2022 Operating Expenditures

