



# DECATUR PUBLIC LIBRARY

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**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting  
Wednesday, May 8, 2019  
4:30 p.m.**

**Decatur Public Library Board Room**

## **AGENDA**

- I. Call to Order** – Amy Stockwell
- II. Approval of Agenda**
- III. Minutes**—April 10, 2019 meeting
- IV. Old Business**
  - A. Parking Lot**
  - B. Space Planning**
  - C. Other**
- V. New Business**
  - A. April 2019 Check Register**
  - B. 2019 Budget & Projection**
  - C. Other**
- VI. 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.
- VII. Adjournment**

If you have questions please contact:  
Rick Meyer, City Librarian  
421-9713 or [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)

DATE: 4/30/2019

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
<b>35 LIBRARY FUND</b>				
127201	4/2/2019	BAKER & TAYLOR CO	5.98 LIBRARY MATERIALS	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	6.21	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	15.18	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	17.25	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	26.22	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	54.51	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	36.18	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	51.20	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	106.70	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	112.71	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	127.96	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	300.09	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	341.04	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	684.74	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	891.72	BOOKS & PERIODICALS
127202	4/2/2019	BEST BUY BUSINESS ADVANTAGE /	29.99 ACCT 6454 CUST#422515	PNG GRANT EXPENSE
127217	4/2/2019	COMMERCIAL MAIL SERVICES	368.02 MAR 18 - MAR 29'19	POSTAGE
127251	4/2/2019	MIDWEST TAPE, LLC	39.73 AV MATERIALS	BOOKS & PERIODICALS
127251	4/2/2019	MIDWEST TAPE, LLC	61.47	BOOKS & PERIODICALS
127251	4/2/2019	MIDWEST TAPE, LLC	124.97	BOOKS & PERIODICALS
127257	4/2/2019	NCI BUSINESS SYSTEMS	46.34 SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
127261	4/2/2019	OVERDRIVE	4,800.00 E-BOOKS	BOOKS & PERIODICALS
127280	4/2/2019	TUTOR.COM	3,740.00 LEARNING SUITE/ONLINE TUTORING	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	5.29 LIBRARY MATERIALS	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	7.82	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	12.88	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	15.64	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	16.33	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	17.25	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	20.47	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	25.53	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	34.27	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	95.50	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	106.77	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	115.40	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	155.31	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	322.83	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	341.76	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	554.34	BOOKS & PERIODICALS

127303	4/9/2019	BAKER & TAYLOR CO	575.61	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	681.86	BOOKS & PERIODICALS
127336	4/9/2019	DRY POINT TOWNSHIP LIBRARY	20.00 LOST ITEMS	PROFESSIONAL SERVICES
127347	4/9/2019	GALE GROUP, INC.	300.00 DATABASE AND LP STANDING ORDER	BOOKS & PERIODICALS
127347	4/9/2019	GALE GROUP, INC.	1,624.70	BOOKS & PERIODICALS
127347	4/9/2019	GALE GROUP, INC.	22,619.57	BOOKS & PERIODICALS
127353	4/9/2019	HERALD & REVIEW	728.26 ACCT 111-00004625	BOOKS & PERIODICALS
127369	4/9/2019	LIBRARY IDEAS, LLC	3,388.00 DATABASE VOX BOOKS	BOOKS & PERIODICALS
127379	4/9/2019	MIDWEST TAPE, LLC	45.73 AV MATERIALS	BOOKS & PERIODICALS
127379	4/9/2019	MIDWEST TAPE, LLC	124.97	BOOKS & PERIODICALS
127379	4/9/2019	MIDWEST TAPE, LLC	521.61	BOOKS & PERIODICALS
127382	4/9/2019	MILLIKIN UNIVERSITY	2,000.00 SPONSORSHIP 2019 CIVIC DISCOURSE WEEK	PROFESSIONAL SERVICES
127413	4/9/2019	SAM'S CLUB	116.73 ACCT 9064	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	6.90 LIBRARY MATERIALS	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	17.94	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	22.31	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	27.60	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	152.63	BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	312.11	BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	363.16	BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	593.06	BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	683.69	BOOKS & PERIODICALS
127460	4/16/2019	BEST BUY BUSINESS ADVANTAGE /	69.99 ACCT 6454	PNG GRANT EXPENSE
127474	4/16/2019	COMCAST	159.85 ACCT 929526423	TELEPHONE
127492	4/16/2019	DELL INC.	1,576.03 DELL G3 17-3779	PNG GRANT EXPENSE
127493	4/16/2019	DEMCO INC	9.95 LABEL PROTECTORS	POSTAGE
127493	4/16/2019	DEMCO INC	96.39	OFFICE SUPPLIES
127515	4/16/2019	GLEN CARBON CENTENNIAL LIBRAI	14.95 LOST ITEM	PROFESSIONAL SERVICES
127544	4/16/2019	MARION CARNEGIE LIBRARY	35.00 LOST ITEMS	PROFESSIONAL SERVICES
127551	4/16/2019	MIDWEST TAPE, LLC	22.49 AV MATERIALS	BOOKS & PERIODICALS
127551	4/16/2019	MIDWEST TAPE, LLC	29.99	BOOKS & PERIODICALS
127551	4/16/2019	MIDWEST TAPE, LLC	81.71	BOOKS & PERIODICALS
127551	4/16/2019	MIDWEST TAPE, LLC	180.69	BOOKS & PERIODICALS
127555	4/16/2019	MOTION PICTURE LICENSING CORF	257.00 MPLC UMBRELLA LICENSE	PROFESSIONAL SERVICES
127560	4/16/2019	PAETEC	40.66 ACCT 633292627001	TELEPHONE
127560	4/16/2019	PAETEC	45.90 ACCT 633318933001	TELEPHONE
127566	4/16/2019	SHERMAN PLD	35.00 LOST ITEMS	PROFESSIONAL SERVICES
127601	4/23/2019	BAKER & TAYLOR CO	0.69 LIBRARY MATERIALS	OFFICE SUPPLIES
127601	4/23/2019	BAKER & TAYLOR CO	39.79	OFFICE SUPPLIES
127601	4/23/2019	BAKER & TAYLOR CO	14.70	BOOKS & PERIODICALS
127601	4/23/2019	BAKER & TAYLOR CO	886.02	BOOKS & PERIODICALS
127608	4/23/2019	CALL ONE	244.60 ACCT 1212890-1135593	TELEPHONE
127618	4/23/2019	COMMERCIAL MAIL SERVICES	418.35 APR 1 - APR 15'19	POSTAGE
127645	4/23/2019	IHLS-OCLC	718.90 WEB-DEWEY RENEWAL	MEMBERSHIP FEES
127647	4/23/2019	ILLINOIS HEARTLAND LIBRARY SYS	50.00 C ZIESE CONFERENCE	CONFERENCES & TRAVEL
127659	4/23/2019	MEYER, RICK	45.47 MILEAGE REIMBURSEMENT	CONFERENCES & TRAVEL

127663	4/23/2019	MIDWEST TAPE, LLC	40.48	AV MATERIALS	BOOKS & PERIODICALS
127663	4/23/2019	MIDWEST TAPE, LLC	62.22		BOOKS & PERIODICALS
127663	4/23/2019	MIDWEST TAPE, LLC	107.97		BOOKS & PERIODICALS
127673	4/23/2019	NATIONWIDE BACKGROUND SCREE	85.00	NEW EMPLOYEE BACKGROUND	PROFESSIONAL SERVICES
127674	4/23/2019	NICHE ACADEMY LLC	2,400.00	ONLINE SUBSCRIPTION	BOOKS & PERIODICALS
127682	4/23/2019	ROTARY CLUB OF DECATUR	229.00	MEMBERSHIP R MEYER	MEMBERSHIP FEES
127686	4/23/2019	SCHIRLE, JOHN	26.53	REIMBURSEMENT CHILDRENS PROJECT	OFFICE SUPPLIES
127699	4/23/2019	UNIQUE MANAGEMENT SERVICES	438.55	COLLECTION SERVICE	PROFESSIONAL SERVICES
127718	4/30/2019	BAKER & TAYLOR CO	3.22	LIBRARY MATERIALS	OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	3.45		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	6.44		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	7.59		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	11.04		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	11.96		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	14.95		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	15.87		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	17.94		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	20.01		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	20.47		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	22.08		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	23.00		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	31.97		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	33.38		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	59.84		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	66.88		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	76.72		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	88.80		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	106.62		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	169.12		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	206.69		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	279.13		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	336.80		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	356.78		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	428.00		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	520.24		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	561.91		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	664.92		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	880.15		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	888.45		BOOKS & PERIODICALS
127722	4/30/2019	BEST BUY BUSINESS ADVANTAGE ACCOUNT	199.99	ACCT 6454	PNG GRANT EXPENSE
127722	4/30/2019	BEST BUY BUSINESS ADVANTAGE ACCOUNT	1,104.91	ACCT 6454	PNG GRANT EXPENSE
127731	4/30/2019	BUSEY BANK	45.00	#000151001511	PROFESSIONAL SERVICES
127757	4/30/2019	DEMCO INC	9.95	PAPER LABELS	POSTAGE
127757	4/30/2019	DEMCO INC	109.92		OFFICE SUPPLIES

127761	4/30/2019	ERICKSON DAVIS, ATTORNEYS	615.00	MAR'19 SERIVCES	PROFESSIONAL SERVICES
127782	4/30/2019	KANOPY	88.00	STREAMING DATABASE	BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	11.99	AV MATERIALS	BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	23.99		BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	67.47		BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	81.47		BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	91.46		BOOKS & PERIODICALS
127832	4/30/2019	VERIZON WIRELESS	267.59	TELEPHONE CHARGES	TELEPHONE
127836	4/30/2019	WATTS COPY SYSTEMS	589.53	MAINTENANCE TO OFFICE EQUIPMEN	SERV-OFFICE EQUIPMENT

620003777	4/12/2019	REGIONS/CREDIT CARD	200.00	ACCT 3978	CONFERENCES & TRAVEL
620003777	4/12/2019	REGIONS/CREDIT CARD	-0.04		OFFICE SUPPLIES
620003777	4/12/2019	REGIONS/CREDIT CARD	165.00		OFFICE SUPPLIES
620003777	4/12/2019	REGIONS/CREDIT CARD	24.95		BOOKS & PERIODICALS

**35 LIBRARY** **66,856.51**

**59 LIBRARY TRUST FUNDS**

127201	4/2/2019	BAKER & TAYLOR CO	18.14	LIBRARY MATERIALS	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	23.40		BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	15.37		BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	17.22		BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	108.58		BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	223.37		BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	14.62		BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	34.95		BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	41.58		BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	102.02		BOOKS & PERIODICALS
127601	4/23/2019	BAKER & TAYLOR CO	18.45		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	17.84		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	18.14		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	36.83		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	41.74		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	84.95		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	115.61		BOOKS & PERIODICALS

**59 LIBRARY** **932.81**

**WARRANT TOTAL:** **67,789.32**

**DPL FY 2019 Management/Budget Report**  
**Prepared: May 3, 2019**  
**At end of April 33% of the year has passed**

**Revenue**

	<b>FY 2019 Budgeted</b>	<b>% of Budget</b>		<b>Actual YTD</b>	<b>% of Budget</b>		<b>FY18 YTD</b>	<b>% Change</b>
Property Taxes	\$ 2,842,000		74.1%	\$ 151,661.00		5.3%	\$ -	#DIV/0!
All Other	\$ 993,545		25.9%	\$ 308,359.08		31.0%	\$ 360,728.67	-14.5%
<b>Total Revenue</b>	<b>\$ 3,835,545</b>			<b>\$ 460,020.08</b>		<b>12.0%</b>	<b>\$ 360,728.67</b>	<b>27.5%</b>

**Expense**

**Personnel**

Payroll	\$ 1,672,917			\$ 470,832.88		28.1%	\$ 478,325.75	-1.6%
Benefits	\$ 643,105			\$ 178,942.77		27.8%	\$ 191,160.80	-6.4%
	<b>\$ 2,316,022</b>		<b>61.2%</b>	<b>\$ 649,775.65</b>		<b>28.1%</b>	<b>\$ 669,486.55</b>	<b>-2.9%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000			\$ 105,663.36		43.1%	\$ 60,630.26	74.3%
Per Capita	\$ 95,000			\$ -		0.0%	n/a	n/a
<b>Total Materials</b>	<b>\$ 340,000</b>		<b>9.0%</b>	<b>\$ 105,663.36</b>		<b>31.1%</b>	<b>\$ 60,630.26</b>	<b>74.3%</b>

**Professional Services**

Professional Services	\$ 50,000			\$ 17,251.86		34.5%	\$ 8,527.75	102.3%
Temp Agency	\$ 1,000			\$ -		0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -			\$ -		#DIV/0!	\$ -	#DIV/0!

**Allocations**

Administrative Fee	\$ 97,584			\$ 32,528.00		33.3%	\$ 34,488.00	-5.7%
Purchasing	\$ 12,384			\$ 4,128.00		33.3%	\$ 4,892.00	-15.6%
MIS	\$ 38,364			\$ 12,788.00		33.3%	\$ 14,452.00	-11.5%

**Grants**

PNG	\$ 15,000	\$ 5,323.29	35.5%	n/a	n/a
Other grants	\$ 75,000	\$ -	0.0%	n/a	n/a

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

Printing/Binding	\$ 500	\$ 239.00	47.8%	\$ 168.00	42.3%
Postage	\$ 14,000	\$ 3,800.62	27.1%	\$ 2,707.61	40.4%
Service to Office Equipment	\$ 10,000	\$ 3,250.62	32.5%	\$ 5,224.81	-37.8%
Telephone	\$ 16,300	\$ 3,282.07	20.1%	\$ 9,077.54	-63.8%
Software	\$ 18,000	\$ 20,748.00	115.3%	\$ 1,039.96	1895.1%
Office Supplies	\$ 30,000	\$ 13,024.68	43.4%	\$ 8,776.24	48.4%
Small Capital	\$ 20,000.00	\$ 9,401.59	47.0%	\$ 960.60	878.7%

#### Staff Development

Conferences/Training/Travel	\$ 20,000	\$ 1,440.04	7.2%	\$ 7,359.10	-80.4%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ 500.00	-100.0%
Membership	\$ 48,000	\$ 2,037.90	4.2%	\$ 1,323.00	54.0%

#### Insurance

Unemployment	\$ 2,652	\$ 884.00	33.3%	\$ 660.00	33.9%
Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 26,192.00	33.3%	\$ 29,252.00	-10.5%

#### Building Costs

Rent	\$ 575,000.00	\$ 191,668.00	33.3%	\$ 143,751.00	33.3%
Supplies	\$ -	\$ 139.90	#DIV/0!	\$ 582.00	-76.0%
Maintenance	\$ -	\$ -	#DIV/0!	\$ 175.00	-100.0%
<b>Total Operations/Services</b>	<b>\$ 1,467,360</b>	<b>\$ 348,127.57</b>	<b>38.8%</b>	<b>\$ 273,916.61</b>	<b>27.1%</b>
<b>Total Expenses</b>	<b>\$ 3,783,382</b>	<b>\$ 997,903.22</b>	<b>26.4%</b>	<b>\$ 943,403.16</b>	<b>5.8%</b>
<b>Revenue Minus Expense</b>	<b>\$ 52,163</b>	<b>\$ (537,883.14)</b>	<b>-1031.2%</b>	<b>\$ (582,674.49)</b>	<b>-7.7%</b>

Date	Beginning	Revenue	Expense	Balance Sheet Activity	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	\$ 115,286.82	\$ 296,858.14	\$ -	\$ 422,193.95
5/1/2019	\$ 422,193.95				
6/1/2019	\$ -				
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

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 131,499.36	\$ 78.42	\$ -	\$ 131,577.78
2/1/2019	\$ 131,577.78	\$ 207.58	\$ -	\$ 131,785.36
3/1/2019	\$ 131,785.36	\$ 101.85	\$ -	\$ 131,887.21
4/1/2019	\$ 131,887.21	\$ -	\$ -	\$ 131,887.21
5/1/2019	\$ 131,887.21			

**Trust Accounts**

**Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 57,814.13	\$ 34.48	\$ -	\$ 57,848.61
2/1/2019	\$ 57,848.61	\$ 46.48	\$ -	\$ 57,895.09
3/1/2019	\$ 57,895.09	\$ 44.78	\$ -	\$ 57,939.87
4/1/2019	\$ 57,939.87	\$ -	\$ -	\$ 57,939.87
5/1/2019	\$ 57,939.87			

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 143,183.11	\$ 84.74	\$ 2,170.03	\$ 141,097.82
2/1/2019	\$ 141,097.82	\$ 112.53	\$ 2,099.45	\$ 139,110.90
3/1/2019	\$ 139,110.90	\$ 106.86	\$ 1,908.20	\$ 137,309.56
4/1/2019	\$ 137,309.56	\$ -	\$ 1,908.20	\$ 135,401.36



5/1/2019 \$ 135,401.36

**Memorials/Donations**

<b>Date</b>	<b>Beginning</b>	<b>Plus Received</b>		<b>Minus Expense</b>	<b>Equals Ending</b>	
1/1/2019	\$ 26,174.87	\$	290.69	\$ 10.45	\$	26,455.11
2/1/2019	\$ 26,455.11	\$	411.41	\$ 10.00	\$	26,856.52
3/1/2019	\$ 26,856.52	\$	1,059.81	\$ 246.89	\$	27,669.44
4/1/2019	\$ 27,669.44	\$	333.59	\$ 932.81	\$	27,070.22
5/1/2019	\$ 27,070.22					

**Total**

	<b>Beginning</b>	<b>Plus Received</b>		<b>Minus Expense</b>	<b>Balance Sheet activity</b>	<b>Ending</b>
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	\$	115,620.41	\$ 299,699.15	\$ -	\$ 774,492.61
5/1/2019	\$ 774,492.61					

## DPL 2019 Budget Projection April

	2019 Projected	2019 Budgeted	Difference
Real Estate Taxes	\$ 2,993,661	\$ 2,842,000	\$ 151,661
State Replacement Tax	\$ 349,941	\$ 250,000	\$ 99,941
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	\$ 3,349	\$ 1,000	\$ 2,349
Non-resident fees	\$ -	\$ 150	\$ (150)
Lost or Damaged Books	\$ 6,363	\$ 5,200	\$ 1,163
Copies/Misc.	\$ 10,205	\$ 8,400	\$ 1,805
Meeting Room Fees	\$ 4,860	\$ 3,700	\$ 1,160
Interest Income	\$ 5,821	\$ 500	\$ 5,321
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 6,069	\$ 2,000	\$ 4,069
Transfer from Meyer	\$ 22,874	\$ 25,000	\$ (2,126)
<b>Total Revenues</b>	<b>\$ 4,010,738</b>	<b>\$ 3,835,545</b>	<b>\$ 175,193</b>

### Library Operations

#### DPL Personnel Services

Salaries	\$ 1,528,352	\$ 1,671,917	\$ 143,565
Overtime	\$ 1,855	\$ 1,000	\$ (855)
IMRF	\$ 141,917	\$ 168,867	\$ 26,950
FICA	\$ 114,714	\$ 127,468	\$ 12,754
Life Insurance	\$ 2,503	\$ 3,182	\$ 679
Medical Insurance	\$ 302,738	\$ 321,750	\$ 19,012
Service Recognition	\$ 22,041	\$ 21,838	\$ (203)

<b>Total Personnel</b>	<b>\$ 2,114,120</b>	<b>\$ 2,316,022</b>	<b>\$ 201,902</b>
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### Operating Expenses

Unemployment insurance	\$ 2,652	\$ 2,652	\$ -
Advertising	\$ 500	\$ 500	\$ -
Printing/Binding	\$ 500	\$ 500	\$ -
Service to Office Equipment	\$ 25,752	\$ 10,000	\$ (15,752)
MIS Services	\$ 38,364	\$ 38,364	\$ -
Telephone	\$ 10,206	\$ 16,300	\$ 6,094
Banking Service Charges	\$ 130	\$ -	\$ (130)
Conferences/Travel/training	\$ 4,320	\$ 20,000	\$ 15,680
Postage	\$ 11,402	\$ 14,000	\$ 2,598
Computer Software	\$ 25,000	\$ 18,000	\$ (7,000)
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	\$ 51,756	\$ 50,000	\$ (1,756)
Membership Fees	\$ 46,360	\$ 48,000	\$ 1,640
PNG Expenses	\$ 15,970	\$ 15,000	\$ (970)
Per Capita Expenses	\$ 95,000	\$ 95,000	\$ -

Other Grant	\$ -	\$ 75,000	\$ 75,000
Office Supplies	\$ 39,074	\$ 30,000	\$ (9,074)
Purchasing	\$ 12,384	\$ 12,384	\$ -
Risk Management	\$ 78,576	\$ 78,576	\$ -
Small Capital	\$ 17,000	\$ 20,000	\$ 3,000
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Service to Mainting Building	\$ -	\$ -	\$ -
Materials for Building	\$ 420	\$ -	\$ (420)
<b>Total Operating Expenses</b>	<b>\$ 1,392,914</b>	<b>\$ 1,467,360</b>	<b>\$ 74,446</b>


<b>Total Expenses</b>	<b>\$ 3,507,034</b>	<b>\$ 3,783,382</b>	<b>\$ 276,348</b>
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<b>Surplus/Deficit</b>	<b>\$ 503,704</b>	<b>\$ 52,163</b>	
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