



# DECATUR PUBLIC LIBRARY

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## **Board of Trustees FINANCE AND PROPERTIES COMMITTEE**

### **Meeting**

**Wednesday, August 12, 2020**

**4:30 p.m.**

### **Remote Meeting via Zoom**

**Meeting Video Link:** <https://us02web.zoom.us/j/85313624876>

**Meeting Phone Number:** 312-626-6799

**Meeting ID:** 853 1362 4876

## **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—May 13, 2020 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](mailto:rmeyer@decaturlibrary) by 4:00 pm Wednesday May 13, 2020. 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. Space Plans (Discussion)

C. Other

**VI. New Business**

A. July 2020 Check Register (Action)

B. 2020 Budget Report (Discussion)

C. 2020 Budget Projection (Discussion)

D. 2021 Budget Planning (Discussion)

E. Other

**VII. Adjournment**

DATE: 8/10/2020

TIME: 12:00:24PM

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
<b>35 LIBRARY FUND</b>					
135552	7/7/2020	BAKER & TAYLOR CO	4.93		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	9.88		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	10.59		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	14.70		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	15.88	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	15.96		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	20.94		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	21.26		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	26.08		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	27.78		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	30.56		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	30.81		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	32.06		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	34.03		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	34.68		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	35.16		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	37.96		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	38.12		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	42.28		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	45.86		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	48.19		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	50.70		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	50.99		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	51.20		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	55.01		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	55.84		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	57.89		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	61.00		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	61.59		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	62.48		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	62.73		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	65.60		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	65.99		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	68.11		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	69.32		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	70.94		BOOKS & PERIODICALS

135552	7/7/2020	BAKER & TAYLOR CO	85.26		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	85.87		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	86.16		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	90.36		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	92.96		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	96.72		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	101.98		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	105.99		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	157.01		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	208.29		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	210.38	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	215.47		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	223.52		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	248.56		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	286.38		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	333.26		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	384.89		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	412.58		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	433.20		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	452.85		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	466.67		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	557.99		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	611.95		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	625.73		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	644.26		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	681.92		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	723.19		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	754.24		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	813.87		BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	896.74		BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	11.24	AV MATERIALS	BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	23.98		BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	64.47		BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	116.20		BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	150.61		BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	231.59		BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	317.80		BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	431.74		BOOKS & PERIODICALS
135602	7/7/2020	MIDWEST TAPE, LLC	574.24		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	4.93		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	8.00		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	10.50		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	14.80		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	15.29		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	15.43		BOOKS & PERIODICALS

135657	7/14/2020	BAKER & TAYLOR CO	15.96		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	16.04		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	16.05		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	17.04		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	17.17		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	24.67		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	36.40		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	45.04		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	88.42		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	102.50		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	102.70		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	114.26		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	121.49		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	190.52		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	253.17		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	280.11		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	332.99		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	338.96		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	347.44		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	367.67		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	385.80		BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	513.22	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
135657	7/14/2020	BAKER & TAYLOR CO	688.19		BOOKS & PERIODICALS
135729	7/14/2020	MIDWEST TAPE, LLC	50.97	AV MATERIALS	BOOKS & PERIODICALS
135729	7/14/2020	MIDWEST TAPE, LLC	52.46		BOOKS & PERIODICALS
135729	7/14/2020	MIDWEST TAPE, LLC	66.66		BOOKS & PERIODICALS
135729	7/14/2020	MIDWEST TAPE, LLC	107.17		BOOKS & PERIODICALS
135729	7/14/2020	MIDWEST TAPE, LLC	245.88		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	0.06		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	8.03		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	14.54		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	14.70		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	16.45		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	17.04	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	17.07		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	23.61		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	26.34		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	26.35		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	28.21		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	32.30		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	32.33		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	32.92		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	33.23		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	34.17		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	41.96		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	42.21		BOOKS & PERIODICALS

135792	7/23/2020	BAKER & TAYLOR CO	47.59		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	48.45		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	49.07		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	49.69		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	50.55		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	58.27		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	59.63		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	61.54		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	66.81		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	84.83		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	93.24		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	132.15		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	137.57		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	151.79		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	155.07		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	157.01		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	163.46		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	246.74		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	284.16		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	309.35		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	376.32		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	401.85		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	415.39		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	438.60		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	766.10		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	868.67		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	874.64		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	910.76		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	927.98		BOOKS & PERIODICALS
135826	7/23/2020	GALE GROUP, INC.	5,278.92	20/21 UNLIMITED COURSE SUBSCRIPTION	BOOKS & PERIODICALS
135858	7/23/2020	MIDWEST TAPE, LLC	14.99	AV MATERIALS	BOOKS & PERIODICALS
135858	7/23/2020	MIDWEST TAPE, LLC	19.48		BOOKS & PERIODICALS
135858	7/23/2020	MIDWEST TAPE, LLC	41.23		BOOKS & PERIODICALS
135858	7/23/2020	MIDWEST TAPE, LLC	59.97		BOOKS & PERIODICALS
135858	7/23/2020	MIDWEST TAPE, LLC	86.19		BOOKS & PERIODICALS
135858	7/23/2020	MIDWEST TAPE, LLC	152.89		BOOKS & PERIODICALS
135907	7/23/2020	WORLD ARCHIVES	5,410.00	SUBSCRIPTION ACCESS OCT'20-SEPT'21	BOOKS & PERIODICALS
135918	7/28/2020	AMAZON.COM CREDIT	105.88		BOOKS & PERIODICALS
135921	7/28/2020	BAKER & TAYLOR CO	169.44		BOOKS & PERIODICALS
135921	7/28/2020	BAKER & TAYLOR CO	249.48		BOOKS & PERIODICALS
135975	7/28/2020	KANOPY	187.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
135992	7/28/2020	MIDWEST TAPE, LLC	29.99	AV MATERIALS	BOOKS & PERIODICALS
135992	7/28/2020	MIDWEST TAPE, LLC	74.96		BOOKS & PERIODICALS
135992	7/28/2020	MIDWEST TAPE, LLC	77.94		BOOKS & PERIODICALS
135992	7/28/2020	MIDWEST TAPE, LLC	157.44		BOOKS & PERIODICALS
135992	7/28/2020	MIDWEST TAPE, LLC	2,277.57		BOOKS & PERIODICALS

Total				42,749.78		
	135595	7/7/2020	LOEWEN, JAMES	100.50	RE-ISSUE CK#130937 10/8/19 / MEALS PER DIEM	CONFERENCES & TRAVEL
Total				100.50		
	135974	7/28/2020	JONDON INC.	73.01	COVID SUPPLIES	COVID-19
	135999	7/28/2020	NORTHERN TOOL & EQUIPMENT	20.50	COVID 19 - BOTANICLEAN	COVID-19
	135626	7/7/2020	SAM'S CLUB	49.93	ACCT 9064 FACE MASKS	COVID-19
Total				143.44		
	135804	7/23/2020	CHAMBER OF COMMERCE	275.00	FY20/21 MEMBERSHIP	MEMBERSHIP FEES
	135878	7/23/2020	ROTARY CLUB OF DECATUR	135.00	1Q 2020-21	MEMBERSHIP FEES
	135888	7/23/2020	THE ACADEMY OF CERTIFIED ARCHIVISTS	50.00	MEMBERSHIP FEE R DAMPTZ	MEMBERSHIP FEES
	135968	7/28/2020	ILLINOIS HEARTLAND LIBRARY SYSTEM	255.00	FY2021 SHARE BIBLIOGRAPHIC SERVICE FEE/MAF	MEMBERSHIP FEES
	135968	7/28/2020	ILLINOIS HEARTLAND LIBRARY SYSTEM	41,955.00	FY20201 MEMBERSHIP FEES/ADDITINAL MODULE	MEMBERSHIP FEES
Total				42,670.00		
	135552	7/7/2020	BAKER & TAYLOR CO	0.69		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	1.15		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	1.38		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	1.84		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	2.07		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	2.30		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	2.76		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	2.99		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	3.22		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	3.68		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	4.14		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	4.37		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	4.83		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	5.06		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	5.75		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	5.98		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	6.21		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	6.44		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	6.67		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	8.28		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	9.66		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	11.27		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	12.42		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	14.26		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	16.56		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	16.79		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	17.25		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	22.54		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	22.77		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	23.92		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	28.29		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	28.52		OFFICE SUPPLIES
	135552	7/7/2020	BAKER & TAYLOR CO	33.81		OFFICE SUPPLIES

135552	7/7/2020	BAKER & TAYLOR CO	37.49		OFFICE SUPPLIES
135552	7/7/2020	BAKER & TAYLOR CO	44.16		OFFICE SUPPLIES
135552	7/7/2020	BAKER & TAYLOR CO	52.21		OFFICE SUPPLIES
135574	7/7/2020	DEMCO INC	129.85		OFFICE SUPPLIES
135600	7/7/2020	MAVERICK MARKETING	521.52	UNIFORM SHIRTS	OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	0.69		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	1.15		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	1.84		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	2.07	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	2.30		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	5.29		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	5.52		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	7.36		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	8.05		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	10.81		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	13.57		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	15.87		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	16.33		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	17.48		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	20.24		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	21.39		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	28.98		OFFICE SUPPLIES
135657	7/14/2020	BAKER & TAYLOR CO	32.43		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	0.69		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	1.15		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	1.38		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	1.84		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	2.07		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	2.30		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	2.53		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	2.76		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	3.22		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	3.91		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	6.21		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	7.59		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	8.74		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	9.43		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	10.58		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	11.73		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	11.96		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	13.11		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	17.25		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	17.94		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	19.09		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	24.84		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	37.03		OFFICE SUPPLIES



135792	7/23/2020	BAKER & TAYLOR CO	41.86		OFFICE SUPPLIES
135792	7/23/2020	BAKER & TAYLOR CO	51.98		OFFICE SUPPLIES
135886	7/23/2020	STRIGLOS/HAINES & ESSICK	8.79	OFFICE SUPPLIES	OFFICE SUPPLIES
135886	7/23/2020	STRIGLOS/HAINES & ESSICK	117.55		OFFICE SUPPLIES
135887	7/23/2020	TAPED EDITIONS	342.15		OFFICE SUPPLIES
135895	7/23/2020	ULINE	85.44	TAPE	OFFICE SUPPLIES
135918	7/28/2020	AMAZON.COM CREDIT	905.07		OFFICE SUPPLIES
135921	7/28/2020	BAKER & TAYLOR CO	15.18	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
<b>Total</b>			<b>3,119.84</b>		
135552	7/7/2020	BAKER & TAYLOR CO	103.55	BOOKS AND ENTERTAINMENT FOR 20	OTHER LIBRARY GRANT EXPENSE
135657	7/14/2020	BAKER & TAYLOR CO	69.98	BOOKS AND ENTERTAINMENT FOR 20	OTHER LIBRARY GRANT EXPENSE
135792	7/23/2020	BAKER & TAYLOR CO	31.90	BOOKS AND ENTERTAINMENT FOR 20	OTHER LIBRARY GRANT EXPENSE
135792	7/23/2020	BAKER & TAYLOR CO	38.99		OTHER LIBRARY GRANT EXPENSE
<b>Total</b>			<b>244.42</b>		
135918	7/28/2020	AMAZON.COM CREDIT	1,221.82		PNG GRANT EXPENSE
<b>Total</b>			<b>1,221.82</b>		
135560	7/7/2020	COMMERCIAL MAIL SERVICES	35.97	JUN 14 - JUNE 30'20	POSTAGE
135574	7/7/2020	DEMCO INC	9.95	BOOK JACKETS/LABELS	POSTAGE
135808	7/23/2020	COMMERCIAL MAIL SERVICES	267.58	JULY 1 - JULY 15'20	POSTAGE
135887	7/23/2020	TAPED EDITIONS	21.23	50 CD CASES	POSTAGE
135918	7/28/2020	AMAZON.COM CREDIT	195.71	ACCT 8641	POSTAGE
<b>Total</b>			<b>530.44</b>		
135580	7/7/2020	ERICKSON DAVIS, ATTORNEYS	675.00	MAY'20 SERVICES	PROFESSIONAL SERVICES
135672	7/14/2020	CONFIDENTIAL ON SITE PAPER SHREDDING	179.40	WORK ORDER 263624	PROFESSIONAL SERVICES
135840	7/23/2020	JONES & THOMAS	400.00	WEB HOSTING	PROFESSIONAL SERVICES
135641	7/7/2020	WATTS COPY SYSTEMS	154.16	ANNUAL PO FOR OFFICE EQUIPMENT	SERV-OFFICE EQUIPMENT
135780	7/14/2020	WATTS COPY SYSTEMS	485.13	ANNUAL PO FOR OFFICE EQUIPMENT	SERV-OFFICE EQUIPMENT
135848	7/23/2020	LYNGSOE SYSTEMS INC	10,088.00	20/21 SERVICE AGREEMENT	SERV-OFFICE EQUIPMENT
135918	7/28/2020	AMAZON.COM CREDIT	129.98		SMALL CAPITAL ITEMS
<b>Total</b>			<b>12,111.67</b>		
135746	7/14/2020	PAETEC	67.34	ACCT 633292627001	TELEPHONE
135807	7/23/2020	COMCAST	159.85	ACCT 929526423	TELEPHONE
135868	7/23/2020	PAETEC	46.87	ACCT 633318933001	TELEPHONE
136026	7/28/2020	VERIZON WIRELESS	396.49	ACCT #980380645-00001	TELEPHONE
<b>Total</b>			<b>670.55</b>		
827003833	7/17/2020	REGIONS/CREDIT CARD	69.00	ACCT 3978	COMPUTER SOFTWARE
<b>Fund Total</b>			<b>103,631.46</b>		
<b>59 LIBRARY TRUST FUNDS</b>					
135552	7/7/2020	BAKER & TAYLOR CO	19.07	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
135552	7/7/2020	BAKER & TAYLOR CO	44.87		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	12.29		BOOKS & PERIODICALS
135792	7/23/2020	BAKER & TAYLOR CO	17.84		BOOKS & PERIODICALS

135792

7/23/2020

BAKER & TAYLOR CO

18.44

BOOKS & PERIODICALS

Trust Total

**112.51**

WARRANT TOTAL:

**103,743.97**

RLE

DPL FY 2020 Budget Report

Prepared: August 5, 2020 Amended: August 11, 2020

At end of July 58% of the year has passed

**Revenue**

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ 831,306.17	29.3%	\$ 1,688,486.45	-50.8%
All Other	\$ 1,150,487	28.8%	\$ 595,513.99	51.8%	\$ 688,368.69	-13.5%
<b>Total Revenue</b>	<b>\$ 3,992,487</b>		<b>\$ 1,426,820.16</b>	<b>35.7%</b>	<b>\$ 2,376,855.14</b>	<b>-40.0%</b>

**Expense**

**% Expended**

Personnel

Payroll	\$ 1,604,518		\$ 903,883.13		\$ 890,747.52	1.5%
Benefits	\$ 878,846		\$ 447,511.81		\$ 337,529.43	32.6%
	<b>\$ 2,483,364</b>	<b>65.6%</b>	<b>\$ 1,351,394.94</b>	<b>54.4%</b>	<b>\$ 1,228,276.95</b>	<b>10.0%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 192,105.77	78.4%	\$ 173,017.00	11.0%
Per Capita	\$ 96,000		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,000.00		\$ 174.27	8.7%	n/a	n/a
<b>Total Materials</b>	<b>\$ 343,000</b>	<b>9.1%</b>	<b>\$ 192,280.04</b>	<b>56.1%</b>	<b>\$ 173,017.00</b>	<b>11.1%</b>

Professional Services

Professional Services	\$ 45,000		\$ 18,964.14	42.1%	\$ 20,380.02	-6.9%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 74.92	49.9%	\$ 75.51	-0.007814
<b>Total</b>	<b>\$ 45,650</b>	<b>1.2%</b>	<b>\$ 19,039.06</b>	<b>41.7%</b>	<b>\$ 20,455.53</b>	<b>-6.9%</b>

Allocations

Administrative Fee	\$ 92,904		\$ 54,194.00	58.3%	\$ 64,148.00	-15.5%
MIS	\$ 39,000		\$ 22,750.00	58.3%	\$ 22,379.00	1.7%
	<b>\$ 131,904</b>	<b>3.5%</b>	<b>\$ 76,944.00</b>	<b>58.3%</b>	<b>\$ 86,527.00</b>	<b>-11.1%</b>

Grants

PNG	\$ 15,000		\$ 5,140.41	34.3%	\$ 5,594.29	-8.1%
Other grants	\$ 75,000		\$ 3,248.49	4.3%	\$ 2,139.62	51.8%
	<b>\$ 90,000</b>	<b>2.4%</b>	<b>\$ 8,388.90</b>	<b>9.3%</b>	<b>\$ -</b>	<b>#DIV/0!</b>

Advertising	\$ 500	0.01%	\$ 70.00	14.0%	\$ 310.82	-0.774789
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Office Supplies/Maintenance

Printing/Binding	\$ 300		\$ -	0.0%	\$ 344.00	-100.0%
Postage	\$ 12,000		\$ 4,395.02	36.6%	\$ 6,379.87	-31.1%
Service to Office Equipment	\$ 30,000		\$ 14,375.64	47.9%	\$ 22,825.56	-37.0%
Telephone	\$ 10,000		\$ 8,635.05	86.4%	\$ 5,927.14	45.7%
Software	\$ 35,000		\$ 31,344.75	89.6%	\$ 26,097.49	20.1%
Office Supplies	\$ 30,000		\$ 10,613.60	35.4%	\$ 18,971.58	-44.1%
Small Capital	\$ 45,000		\$ 26,998.96	60.0%	\$ 16,928.32	59.5%
	<b>\$ 162,300</b>	<b>4.3%</b>	<b>\$ 96,363.02</b>	<b>59.4%</b>	<b>\$ 97,473.96</b>	

Staff Development

Conferences/Training/Travel	\$ 15,000		\$ 8,610.14	57.4%	\$ 4,101.86	109.9%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

<b>Membership</b>	\$ 55,000		\$ 46,082.95	83.8%	\$ 50,002.57	-7.8%
	\$ 74,000	2.0%	\$ 54,693.09	73.9%	\$ 54,104.43	1.1%
<b>Transfer to Reserves</b>	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Insurance</b>						
<b>Unemployment</b>	\$ 1,344		\$ 784.00	58.3%	\$ 1,547.00	-49.3%
<b>Medical expenses/COVID</b>	\$ 500		\$ 7,212.74	1442.5%	\$ -	#DIV/0!
<b>Risk Management</b>	\$ 76,896		\$ 44,856.00	58.3%	\$ 45,836.00	-2.1%
	\$ 78,740	2.1%	\$ 52,852.74	67.1%	\$ 47,383.00	
<b>Building Costs</b>						
<b>Rent</b>	\$ 575,000.00		\$ 335,419.00	58.3%	\$ 335,419.00	0.0%
<b>Supplies</b>	\$ 500		\$ -	0.0%	\$ 139.90	-100.0%
<b>Maintenace</b>	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 335,419.00		\$ 335,558.90	
<b>Total Operations/Services</b>	\$ 1,502,094	39.7%	\$ 836,049.85	55.7%	\$ 814,830.64	2.6%
<b>Total Expenses</b>	\$ 3,985,458		\$ 2,187,444.79	54.9%	\$ 2,043,107.59	7.1%
<b>Revenue Minus Expense</b>	\$ 7,029		\$ (760,624.63)		\$ 333,747.55	-327.9%

#### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Ac Equals
1/1/2020	\$ 1,362,862.78	\$ 103,194.37	\$ 291,464.76	\$ - \$ 1,174,592.39
2/1/2020	\$ 1,174,592.39	\$ 52,788.81	\$ 279,410.42	\$ - \$ 947,970.78
3/1/2020	\$ 947,970.78	\$ 66,795.18	\$ 302,546.62	\$ - \$ 712,219.34
4/1/2020	\$ 712,219.34	\$ 121,979.25	\$ 382,653.86	\$ - \$ 451,544.73
5/1/2020	\$ 451,544.73	\$ 102,854.13	\$ 288,870.95	\$ - \$ 265,527.91
6/1/2020	\$ 265,527.91	\$ 50,046.78	\$ 290,881.19	\$ - \$ 24,693.50
7/1/2020	\$ 24,693.50	\$ 929,161.64	\$ 351,616.99	\$ - \$ 602,238.15
8/1/2020	\$ 602,238.15			
9/1/2020	\$ -			
10/1/2020	\$ -			
11/1/2020	\$ -			
12/1/2020	\$ -			

#### Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 333,111.40	\$ 222.24	\$ -	\$ 333,333.64
2/1/2019	\$ 333,333.64	\$ 215.95	\$ -	\$ 333,549.59
3/1/2019	\$ 333,549.59	\$ 406.84	\$ -	\$ 333,956.43
4/1/2019	\$ 333,956.43	\$ 11.35	\$ -	\$ 333,967.78
5/1/2019	\$ 333,967.78	\$ 11.18	\$ -	\$ 333,978.96
6/1/2019	\$ 333,978.96	\$ 455.72	\$ -	\$ 334,434.68
7/1/2019	\$ 334,434.68	\$ 21.67	\$ -	\$ 334,456.35
8/1/2019	\$ 334,456.35			
9/1/2019	\$ -			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			

#### Trust Accounts

##### Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 58,370.72	\$ 39.18	\$ -	\$ 58,409.90
2/1/2019	\$ 58,409.90	\$ 38.07	\$ -	\$ 58,447.97
3/1/2019	\$ 58,447.97	\$ 21.71	\$ -	\$ 58,469.68
4/1/2019	\$ 58,469.68	\$ 2.00	\$ -	\$ 58,471.68
5/1/2019	\$ 58,471.68	\$ 1.97	\$ -	\$ 58,473.65
6/1/2019	\$ 58,473.65	\$ 2.17	\$ -	\$ 58,475.82
7/1/2019	\$ 58,475.82	\$ 1.99	\$ -	\$ 58,477.81
8/1/2020	\$ 58,477.81			
9/1/2020	\$ -			
10/1/2019	\$ -			

11/1/2019	\$	-	\$	-
12/1/2019	\$	-	\$	-
1/1/2020	\$	-	\$	-

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 117,088.41	\$ 77.92	\$ 1,976.73	\$ 115,189.60
2/1/2019	\$ 115,189.60	\$ 74.42	\$ 2,014.94	\$ 113,249.08
3/1/2019	\$ 113,249.08	\$ 41.69	\$ 2,000.24	\$ 111,290.53
4/1/2019	\$ 111,290.53	\$ 3.75	\$ 3,000.36	\$ 108,293.92
5/1/2019	\$ 108,293.92	\$ 3.52	\$ 7,612.67	\$ 100,684.77
6/1/2019	\$ 100,684.77	\$ 3.69	\$ 2,028.26	\$ 98,660.20
7/1/2019	\$ 98,660.20	\$ 3.33	\$ 2,000.26	\$ 96,663.27
8/1/2019	\$ 96,663.27			
9/1/2019	\$ -			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 27,115.57	\$ 68.22	\$ -	\$ 27,183.79
2/1/2019	\$ 27,183.79	\$ 317.82	\$ -	\$ 27,501.61
3/1/2019	\$ 27,501.61	\$ 10.08	\$ 714.72	\$ 26,796.97
4/1/2019	\$ 26,796.97	\$ 0.92	\$ -	\$ 26,797.89
5/1/2019	\$ 26,797.89	\$ 0.90	\$ -	\$ 26,798.79
6/1/2019	\$ 26,798.79	\$ 100.99	\$ -	\$ 26,899.78
7/1/2019	\$ 26,899.78	\$ 85.91	\$ 150.65	\$ 26,835.04
8/1/2019	\$ 26,835.04			
9/1/2019	\$ -			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet act Ending
1/1/2019	\$ 1,898,769.18	\$ 103,601.93	\$ 293,441.49	\$ - \$ 1,708,929.62
2/1/2019	\$ 1,708,929.62	\$ 53,435.07	\$ 281,425.36	\$ - \$ 1,480,939.33
3/1/2019	\$ 1,480,939.33	\$ 67,275.50	\$ 305,261.58	\$ - \$ 1,242,953.25
4/1/2019	\$ 1,242,953.25	\$ 121,997.27	\$ 385,654.22	\$ - \$ 979,296.30
5/1/2019	\$ 979,296.30	\$ 102,871.70	\$ 296,483.62	\$ - \$ 785,684.38
6/1/2019	\$ 785,684.38	\$ 50,609.35	\$ 292,909.45	\$ - \$ 543,384.28
7/1/2019	\$ 543,384.28	\$ 929,274.54	\$ 353,767.90	\$ - \$ 1,118,890.92
8/1/2019	\$ 1,118,890.92	\$ -	\$ -	\$ -
9/1/2019	\$ -	\$ -	\$ -	\$ -
10/1/2019	\$ -	\$ -	\$ -	\$ -
11/1/2019	\$ -	\$ -	\$ -	\$ -
12/1/2019	\$ -	\$ -	\$ -	\$ -