



DECATUR PUBLIC LIBRARY

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Board of Trustees FINANCE AND PROPERTIES COMMITTEE

Meeting

Wednesday, November 11, 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—September 9, 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 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. Other

VI. New Business

A. October 2020 Check Register (Action)

B. 2020 Budget Report (Discussion)

C. 2020 Budget Projection (Discussion)

D. 2021 Budget Proposal (Action)

E. Other

VII. Adjournment



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: October 14, 2020

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Present: Amy Stockwell (Chair)
Samantha Carroll
Gregg Zientara

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian
Betti Jo Heckwine, Admin. Asst. Aide

Absent: Sofia Xethalis

Guests:

Call to Order:

Ms. Stockwell called the meeting to order at 4:32 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 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.

Agenda

There was a request to approve the agenda by Ms. Stockwell, there was a motion to approve the agenda by Mr. Zientara, it was seconded by Ms. Carroll. Roll Call vote, Ms. Carroll yes, Mr. Zientara yes, and Ms. Stockwell yes.

Minutes- There was a request to approve the minutes as presented with an amendment reflecting the correction to the roster, Ms. Carroll Made the motion to accept as amendment, seconded by Mr. Zientara. Roll Call vote, Ms. Carroll yes, Mr. Zientara yes, and Ms. Stockwell yes, unanimously approved.

Old Business

Landscaping

Mr. Zientara expressed dissatisfaction with the landscaping, he will follow up with public works and library maintenance then report back to the board. Discussed the door being closed off due to the broken window, but now it is fixed and accessible.

New Business

Check register

Discussed and reviewed NewsBank Inc., a yearly subscription for over 2000 newspapers, registration for ILA for Ms. Carroll and staff, the COVID-9-19 related expenses which have been reimbursed through the Local CURES Grant, Discussed annual cost for Tutor.Com, it is for online one-on-one tutoring sessions, for high school and college students. Happy or Not annual fee is for customer satisfaction survey service. Dynagraphics fee for a back drop is an error that will be paid by the City. Express Services Inc. is for temp service. Ms. Stockwell requested a motion to recommend the check register to the full board for approval, motion made by Mr. Zientara, seconded by Ms. Carroll, vote by roll call, Mr. Zientara yes, Ms. Carroll yes, and Ms. Stockwell yes.

2020 Budget Process

Looked at the September results, running a little behind in the revenue. Payroll slightly behind, pay out is complete for retiree.

2020 Budget and projection

Projection will be a little under what was budgeted. Discussed medical insurance and IMRF, city reducing the employer portion for health care insurance. The City has built up cash reserves in the employee benefit fund, going to harvest back to the departments as a mitigation to the revenue shortfalls. Operating budget coming in quite a bit lower, looking at about 160,000.00 to the good. Should have about 150,000.00 to add to the capital fund.

2021 Budget Planning

Mr. Zientara reports that the City Council does not want to increase property tax rate. Any growth will be due to property annexations. He does not anticipate the the levy will go down. Discussed the PPRT amount for 2021, getting more revenue for 2020, need to be conservative. Presenting the preliminary documentation to the full board to discuss, and then plan to vote on it in November, at the full board meeting. Discussed staffing growth, budgeting of staff, upcoming changes of staff and positions, staffing levels, department sizes, and minimum wage increases. Discussed the increased cost of the general fund, rent, and computer software. Will present to the full board as a background information item, and Finance and Property Committee will review in the November

meeting, Ms. Carroll moved to table till next month.

Decatur Public Library will host absentee ballot drop off on Saturday November, 24, 2020.

Ms. Carroll moved to adjourn at 5:18 p.m., Ms. Stockwell took a roll call vote, Ms. Carroll yes, Mr. Zientara yes, and Ms. Stockwell yes, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant Aide

Approval pending
(draft 10/29/20)

	<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						
35593512 - 421300	137208	10/6/2020	WATTS COPY SYSTEMS	533.57	ANNUAL PO FOR OFFICE EQ	SERV-OFFICE EQUIPMENT
35593512 - 421300	137435	10/20/2020	NCI BUSINESS SYSTEMS	38.95	ANNUAL SERVICE TO OFFIC	SERV-OFFICE EQUIPMENT
35593512 - 421300	137605	10/27/2020	WATTS COPY SYSTEMS	615.01	AGREEMENT #025-1470232-00	SERV-OFFICE EQUIPMENT
Total				1,187.53		
35593512 - 423300	137135	10/6/2020	CALL ONE	687.26	ACCT 1212890	TELEPHONE
35593512 - 423300	137204	10/6/2020	VERIZON WIRELESS	382.62	ACCT #980380645-00001	TELEPHONE
35593512 - 423300	137439	10/20/2020	PAETEC	48.67	ACCT 633318933001	TELEPHONE
35593512 - 423300	137439	10/20/2020	PAETEC	71.08	ACCT 633292627001	TELEPHONE
Total				1,189.63		
35593512 - 424500	137141	10/6/2020	COMMERCIAL MAIL SERVIC	254.85	SEPT 16 - SEPT 30'20	POSTAGE
35593512 - 424500	137372	10/20/2020	COMMERCIAL MAIL SERVIC	301.99	OCT 1 - OCT 15'20	POSTAGE
Total				556.84		
35593512 - 424700	137412	10/20/2020	LIBRARICA LLC	1,144.95	CASSIE - SOFTWARE	COMPUTER SOFTWARE
35593512 - 424700	923004532	10/20/2020	REGIONS/CREDIT CARD	598.00	ACCT 3978	COMPUTER SOFTWARE
35593512 - 427100	137152	10/6/2020	EXPRESS SERVICES, INC	410.60	S KRAMER WK END 09/13/20	TEMP AGENCY SERVICES
35593512 - 427100	137392	10/20/2020	EXPRESS SERVICES, INC	513.25	S KRAMER WK END 09/20/20	TEMP AGENCY SERVICES
35593512 - 427100	137392	10/20/2020	EXPRESS SERVICES, INC	513.25	S KRAMER WK END 9/27/20	TEMP AGENCY SERVICES
Total				3,180.05		
35593512 - 427200	137529	10/27/2020	EXPRESS SERVICES, INC	513.25	S KRAMER WK END 10/4/20	TUITION REIMBURSEMENT**
Total				513.25		
35593512 - 428000	137389	10/20/2020	ERICKSON DAVIS, ATTORNE	765.00	LEGAL CORRESPONDENCE	PROFESSIONAL SERVICES
35593512 - 428000	137407	10/20/2020	JONES & THOMAS	400.00	WEB HOSTING/MAINTENAN	PROFESSIONAL SERVICES
35593512 - 428000	137536	10/27/2020	GE MONEY BANK/AMAZON	-35.00	ACCT 8641	PROFESSIONAL SERVICES
Total				1,130.00		
35593512 - 428400	923004532	10/20/2020	REGIONS/CREDIT CARD	325.00		MEMBERSHIP FEES
Total				325.00		
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	18.74	BOOKS AND ENTERTAINME	PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	19.64		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	22.46		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	106.00		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	135.03		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	326.74		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	332.27		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	334.52		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	396.37		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	19.49	AV MATERIALS	PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	20.98		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	22.49		PER CAPITA GRANT EXPENSE

35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	46.16	PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	66.72	PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	70.45	PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	77.20	PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	77.97	PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	89.47	PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	202.23	PER CAPITA GRANT EXPENSE
35593512 - 433015	137212	10/6/2020	WORLD BOOK, INC	2,107.87	ONLINE SCHOOL EDITION LI PER CAPITA GRANT EXPENSE
35593512 - 433015	137212	10/6/2020	WORLD BOOK, INC	2,325.00	WORLD BOOK CHILDRENS S PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	150.81	BOOKS AND ENTERTAINMEI PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	156.19	PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	162.48	PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	237.12	PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	628.16	PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	704.68	BOOKS AND ENTERTAINMEI PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	9.82	BOOKS AND ENTERTAINMEI PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	44.95	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	110.57	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	172.70	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	179.93	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	315.47	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	361.24	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	381.55	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	393.63	BOOKS AND ENTERTAINMEI PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	756.39	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	862.00	PER CAPITA GRANT EXPENSE
35593512 - 433015	137524	10/27/2020	EBSCO INDUSTRIES, INC	4,677.78	FLIPSTER DIGITAL MAG SUS PER CAPITA GRANT EXPENSE
35593512 - 433015	137551	10/27/2020	KANOPY	328.00	LIBRARY STREAMING SERV PER CAPITA GRANT EXPENSE
Total				17,451.27	
35593512 - 433020	137424	10/20/2020	MAVERICK MARKETING	331.66	DPL LOGO T-SHIRTS OTHER LIBRARY GRANT EXPENSE
35593512 - 433020	137493	10/27/2020	BAKER & TAYLOR CO	17.55	OTHER LIBRARY GRANT EXPENSE
35593512 - 433020	137493	10/27/2020	BAKER & TAYLOR CO	30.99	OTHER LIBRARY GRANT EXPENSE
Total				380.20	
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	5.16	OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	6.78	OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	15.87	OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	16.10	OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	18.18	OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	23.11	OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	5.01	OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	6.26	OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	7.41	AV MATERIALS OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	11.17	OFFICE SUPPLIES

35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	16.18	OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	25.99	OFFICE SUPPLIES
35593512 - 434500	137190	10/6/2020	ROSE DREW, INC	375.84	DVD POLY SLEEVES OFFICE SUPPLIES
35593512 - 434500	137359	10/20/2020	BAKER & TAYLOR CO	6.54	OFFICE SUPPLIES
35593512 - 434500	137359	10/20/2020	BAKER & TAYLOR CO	11.46	OFFICE SUPPLIES
35593512 - 434500	137359	10/20/2020	BAKER & TAYLOR CO	21.39	OFFICE SUPPLIES
35593512 - 434500	137359	10/20/2020	BAKER & TAYLOR CO	24.48	OFFICE SUPPLIES
35593512 - 434500	137424	10/20/2020	MAVERICK MARKETING	35.96	STAFF UNIFORM SHIRTS OFFICE SUPPLIES
35593512 - 434500	137426	10/20/2020	MIDWEST TAPE, LLC	2.30	AV MATERIALS OFFICE SUPPLIES
35593512 - 434500	137426	10/20/2020	MIDWEST TAPE, LLC	2.40	AV MATERIALS OFFICE SUPPLIES
35593512 - 434500	137426	10/20/2020	MIDWEST TAPE, LLC	5.01	OFFICE SUPPLIES
35593512 - 434500	137426	10/20/2020	MIDWEST TAPE, LLC	18.48	OFFICE SUPPLIES
35593512 - 434500	137438	10/20/2020	ONLINE LABELS, INC.	78.10	RC 20 LABEL/SHEET OFFICE SUPPLIES
35593512 - 434500	137468	10/20/2020	TRUMP DIRECT	212.00	LETTERHEAD OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	4.20	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	6.90	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	10.77	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	13.11	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	19.65	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	19.89	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	26.46	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	40.23	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	43.71	OFFICE SUPPLIES
35593512 - 434500	137495	10/27/2020	BECK'S ENGRAVING & RUBI	30.29	NAME BADGES/ RUBBER ST OFFICE SUPPLIES
35593512 - 434500	137566	10/27/2020	MIDWEST TAPE, LLC	7.41	AV MATERIALS OFFICE SUPPLIES
35593512 - 434500	137566	10/27/2020	MIDWEST TAPE, LLC	8.46	OFFICE SUPPLIES
35593512 - 434500	137566	10/27/2020	MIDWEST TAPE, LLC	11.17	OFFICE SUPPLIES
35593512 - 434500	137566	10/27/2020	MIDWEST TAPE, LLC	22.44	
Total				1,215.87	OFFICE SUPPLIES
35593512 - 449900	137536	10/27/2020	GE MONEY BANK/AMAZON	758.67	SMALL CAPITAL ITEMS
Total				758.67	SMALL CAPITAL ITEMS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	0.10	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	0.53	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	0.68	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	1.66	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	1.67	BOOKS AND ENTERTAINMEI BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	1.92	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	1.98	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	14.35	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	15.33	BOOKS & PERIODICALS
35593515 - 458000	137174	10/6/2020	MIDWEST TAPE, LLC	12.74	BOOKS & PERIODICALS
35593515 - 458000	137174	10/6/2020	MIDWEST TAPE, LLC	44.98	BOOKS & PERIODICALS
35593515 - 458000	137174	10/6/2020	MIDWEST TAPE, LLC	66.72	BOOKS & PERIODICALS

35593515 - 458000	137174	10/6/2020	MIDWEST TAPE, LLC	124.46	BOOKS & PERIODICALS
35593515 - 458000	137188	10/6/2020	ROCKFORD MAP PUBLISHEI	10.95	LOGAN CO PLAT BOOK / LA BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	0.75	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	0.78	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	1.19	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	3.14	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	3.68	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	17.64	BOOKS & PERIODICALS
35593515 - 458000	137426	10/20/2020	MIDWEST TAPE, LLC	21.73	BOOKS & PERIODICALS
35593515 - 458000	137426	10/20/2020	MIDWEST TAPE, LLC	23.98	BOOKS & PERIODICALS
35593515 - 458000	137426	10/20/2020	MIDWEST TAPE, LLC	29.99	BOOKS & PERIODICALS
35593515 - 458000	137426	10/20/2020	MIDWEST TAPE, LLC	95.19	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	0.05	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	0.55	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	0.86	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	1.08	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	1.67	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	1.81	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	1.91	BOOKS AND ENTERTAINME BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	2.40	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	3.78	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	4.48	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	14.96	BOOKS & PERIODICALS
35593515 - 458000	137536	10/27/2020	GE MONEY BANK/AMAZON	476.87	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	17.99	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	50.97	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	52.48	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	57.71	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	64.47	AV MATERIALS BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	164.19	BOOKS & PERIODICALS
Total				1,414.37	BOOKS & PERIODICALS
35593515 - 458100	137219	10/13/2020	ATWOOD-HAMMOND PUBLI	25.00	LOST OR DAMAGED MATER LOST OR DAMAGED BOOKS
Total				25.00	LOST OR DAMAGED BOOKS
					** miscoded
					RLE

Total Library Funds				29,327.68	
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59595942 - 458000	<u>137129</u>	10/6/2020	<u>BAKER & TAYLOR CO</u>	37.51	BOOKS AND ENTERTAINME BOOKS & PERIODICALS
59595922 - 458000	137188	10/6/2020	ROCKFORD MAP PUBLISHE	63.75	LOGAN CO PLAT BOOK / LA BOOK AND PERIODICALS
59595942 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	31.90	BOOKS AND ENTERTAINME BOOKS & PERIODICALS
59595922 - 431600	137396	10/20/2020	GAYLORD BROS.	280.89	COVERS FOR PRINTS ARCHIVAL SUPPLIES
59595922 - 431600	137396	10/20/2020	GAYLORD BROS.	449.91	FLIP TOP CASES ARCHIVAL SUPPLIES
59595942 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	19.07	BOOKS AND ENTERTAINME BOOKS & PERIODICALS

59595942 - 458000

137539

10/27/2020

HARTLEY, ROBERT E

50.00 2 COPIES POWER, PURPOSBOOKS & PERIODICALS

Total Trust Funds

933.03

Grand Total

30,260.71

DPL FY 2020 Budget Report

Prepared: November 6, 2020

At end of October 83% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ 2,736,134.63	96.3%	\$ 2,704,341.45	1.2%
All Other	\$ 1,150,487	28.8%	\$ 925,068.08	80.4%	\$ 944,031.97	-2.0%
Total Revenue	\$ 3,992,487		\$ 3,661,202.71	91.7%	\$ 3,648,373.42	0.4%

Expense

				% Expended		
Personnel						
Payroll	\$ 1,604,518		\$ 1,339,205.26		\$ 1,324,335.64	1.1%
Benefits	\$ 878,846		\$ 655,679.00		\$ 497,100.01	31.9%
	\$ 2,483,364	65.6%	\$ 1,994,884.26	80.3%	\$ 1,821,435.65	9.5%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 230,405.91	94.0%	\$ 179,835.83	28.1%
Per Capita	\$ 96,000		\$ 27,786.00	28.9%	\$ 62,256.66	-55.4%
Lost/Damage	\$ 2,000.00		\$ 1,038.48	51.9%	n/a	n/a
Total Materials	\$ 343,000	9.1%	\$ 259,230.39	75.6%	\$ 242,092.49	7.1%

Professional Services

Professional Services	\$ 45,000		\$ 23,597.10	52.4%	\$ 41,324.25	-42.9%
Temp Agency	\$ 500		\$ 3,449.04	689.8%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 107.73	71.8%	\$ 107.82	-0.00083
Total	\$ 45,650	1.2%	\$ 27,153.87	59.5%	\$ 41,432.07	-34.5%

Allocations

Administrative Fee	\$	92,904		\$	77,420.00	83.3%	\$	91,640.00	-15.5%
MIS	\$	39,000		\$	32,500.00	83.3%	\$	31,970.00	1.7%
	\$	131,904	3.5%	\$	109,920.00	83.3%	\$	123,610.00	-11.1%

Grants

PNG	\$	15,000		\$	9,973.23	66.5%	\$	12,209.53	-18.3%
Other grants	\$	75,000		\$	3,784.01	5.0%	\$	3,495.77	8.2%
	\$	90,000	2.4%	\$	13,757.24	15.3%			#DIV/0!

Advertising	\$	500	0.01%	\$	70.00	14.0%	\$	310.82	-0.77479
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	533.00	-100.0%
Postage	\$	12,000		\$	5,943.35	49.5%	\$	9,476.21	-37.3%
Service to Office Equipment	\$	30,000		\$	16,101.97	53.7%	\$	24,614.82	-34.6%
Telephone	\$	10,000		\$	12,008.00	120.1%	\$	9,260.78	29.7%
Software	\$	35,000		\$	39,402.46	112.6%	\$	35,717.79	10.3%
Office Supplies	\$	30,000		\$	14,680.97	48.9%	\$	24,800.00	-40.8%
Small Capital	\$	45,000		\$	25,481.61	56.6%	\$	23,207.71	9.8%
	\$	162,300	4.3%	\$	113,618.36	70.0%	\$	127,610.31	

Staff Development

Conferences/Training/Travel	\$	15,000		\$	6,498.14	43.3%	\$	8,656.92	-24.9%
Tuition Reimbursement	\$	4,000		\$	513.25	12.8%	\$	-	#DIV/0!
Membership	\$	55,000		\$	52,794.84	96.0%	\$	50,064.57	5.5%
	\$	74,000	2.0%	\$	59,806.23	80.8%	\$	58,721.49	1.8%
Transfer to Reserves	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!

Insurance

Unemployment	\$	1,344		\$	1,120.00	83.3%	\$	2,210.00	-49.3%
Medical expenses/COVID	\$	500		\$	-	0.0%	\$	-	#DIV/0!

Risk Management	\$	76,896		\$	64,080.00	83.3%	\$	65,480.00	-2.1%
	\$	78,740	2.1%	\$	65,200.00	82.8%	\$	67,690.00	

Building Costs

Rent	\$	575,000.00		\$	479,170.00	83.3%	\$	479,170.00	0.0%
Supplies	\$	500		\$	-	0.0%	\$	191.25	-100.0%
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
	\$	576,000	15.2%	\$	479,170.00		\$	479,361.25	
Total Operations/Services	\$	1,502,094	39.7%	\$	1,127,926.09	75.1%	\$	1,140,828.43	-1.1%

Total Expenses	\$	3,985,458		\$	3,122,810.35	78.4%	\$	2,962,264.08	5.4%
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Revenue Minus Expense	\$	7,029		\$	538,392.36		\$	686,109.34	-21.5%
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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	\$ 943,202.06	\$ 300,939.93	\$ - \$ 1,244,500.28
9/1/2020	\$ 1,244,500.28	\$ 159,790.41	\$ 267,418.45	\$ - \$ 1,136,872.24
10/1/2020	\$ 1,136,872.24	\$ 1,131,390.08	\$ 367,007.18	\$ - \$ 1,901,255.14
11/1/2020	\$ 1,901,255.14			
12/1/2020	\$ -			
1/1/2021	\$ -			

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	\$	11.49	\$	-	\$	334,467.84
9/1/2019	\$	334,467.84	\$	348.31	\$	-	\$	334,816.15
10/1/2019	\$	334,816.15	\$	39.08	\$	-	\$	334,855.23
11/1/2019	\$	334,855.23						
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	\$	2.02	\$	-	\$	58,479.83
9/1/2019	\$	58,479.83	\$	-	\$	-	\$	58,479.83
10/1/2019	\$	58,479.83	\$	-	\$	-	\$	58,479.83
11/1/2019	\$	58,479.83			\$	-		
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	\$	3.31	\$	2,000.24	\$	94,666.34
9/1/2019	\$	94,666.34	\$	-	\$	3,013.67	\$	91,652.67
10/1/2019	\$	91,652.67	\$	-	\$	3,794.91	\$	87,857.76
11/1/2019	\$	87,857.76						
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	\$ 555.93	\$ 123.73	\$ 27,267.24
9/1/2019	\$ 27,267.24	\$ 450.00	\$ -	\$ 27,717.24
10/1/2019	\$ 27,717.24	\$ 150.00	\$ 138.48	\$ 27,728.76
11/1/2019	\$ 27,728.76			
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	\$ 943,774.81	\$ 303,063.90	\$ -	\$ 1,759,601.83
9/1/2019	\$ 1,759,601.83	\$ 160,588.72	\$ 270,432.12	\$ -	\$ 1,649,758.43
10/1/2019	\$ 1,649,758.43	\$ 1,131,579.16	\$ 370,940.57	\$ -	\$ 2,410,397.02

11/1/2019 \$	2,410,397.02	\$	-	\$	-	\$	-
12/1/2019 \$	-	\$	-	\$	-	\$	-

October 2020 Projection

	2020 Projected	2020 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 317,388	\$ 339,144	\$ (21,756)
State Grants or other	\$ 110,000	\$ 110,000	\$ -
Other Grants	\$ 13,736	\$ 75,000	\$ (61,264)
Payment in Lieu of Taxes	\$ 565,293	\$ 565,293	\$ -
Fines/Fees	\$ 4,963	\$ 3,400	\$ 1,563
Non-resident fees	\$ 501	\$ 150	\$ 351
Lost or Damaged Books	\$ 2,331	\$ 5,200	\$ (2,869)
Copies/Misc.	\$ 4,729	\$ 9,300	\$ (4,571)
Meeting Room Fees	\$ 2,880	\$ 7,500	\$ (4,620)
Interest Income	\$ 6,971	\$ 6,000	\$ 971
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,202	\$ 1,000	\$ 202
Transfer from Meyer	\$ 26,021	\$ 27,000	\$ (979)
Total Revenues	\$ 3,899,514	\$ 3,992,487	\$ (92,973)

Library Operations

DPL Personnel Services

Salaries	\$ 1,590,081	\$ 1,603,518	\$ 13,437
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 171,082	\$ 205,499	\$ 34,417
FICA	\$ 120,506	\$ 124,078	\$ 3,572
Life Insurance	\$ 3,255	\$ 3,056	\$ (199)
Medical Insurance	\$ 473,437	\$ 527,800	\$ 54,363
Service Recognition	\$ 18,413	\$ 18,413	\$ -

Total Personnel	\$ 2,376,774	\$ 2,483,364	\$ 106,590
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Operating Expenses

Unemployment insurance	\$ 1,344	\$ 1,344	\$ -
Advertising	\$ 500	\$ 500	\$ -
Printing/Binding	\$ -	\$ 300	\$ 300
Service to Maintian Buildings	\$ -	\$ 500	
Service to Office Equipment	\$ 20,158	\$ 30,000	\$ 9,842
MIS Services	\$ 39,000	\$ 39,000	\$ -
Telephone	\$ 16,077	\$ 10,000	\$ (6,077)
Banking Service Charges	\$ 129	\$ 150	\$ 21
Conferences/Travel/training	\$ 7,971	\$ 15,000	\$ 7,029
Postage	\$ 7,120	\$ 12,000	\$ 4,880
Computer Software	\$ 42,831	\$ 35,000	\$ (7,831)
Admin Fee	\$ 92,904	\$ 92,904	\$ -

Library Operating Revenue

	2020	2021	% change	\$ change	Notes
Fund					
Real Estate Taxes	\$ 2,842,000	\$ 2,872,000	1.1%	\$ 30,000	less than 1% increase. Average of .08% increase over the last 5 years. *
PPRT	\$ 339,144	\$ 301,011	-11%	\$ (38,133)	Based on IDR's projection of total distribution to City of Decatur and past percentage of that total received by DPL *
State Grants or other	\$ 110,000	\$ 103,250	-6%	\$ (6,750)	Based on population of 70,000 and no PNG Grant *
Other Grants	\$ 75,000	\$ 75,000	0%	\$ -	
PILOT	\$ 565,293	\$ 565,293	0%	\$ -	
Fines	\$ 3,400	\$ 5,000	47%	\$ 1,600	Based on this year, which is probably anomalous *
Non-Resident Fee	\$ 150	\$ 150	0%	\$ -	
Lost or Damaged Items	\$ 5,200	\$ 2,300	-56%	\$ (2,900)	Based on this year, which is probably anomalous *
Copies/Miscellaneous	\$ 9,300	\$ 3,500	-62%	\$ (5,800)	Based on this year, which is probably anomalous *
Meeting Room Fees	\$ 7,500	\$ 4,500	-40%	\$ (3,000)	Based on this year, which is probably anomalous *
Transfer from Meyer Fund	\$ 27,000	\$ 28,000	4%	\$ 1,000	
Interest Income	\$ 6,000	\$ 7,300	22%	\$ 1,300	
Sale of Property	\$ -	\$ -	#DIV/0!	\$ -	
Sublease	\$ 1,500	\$ 1,500	0%	\$ -	
Miscellaneous Income	\$ 1,000	\$ 1,000	0%	\$ -	
Transfer from	\$ -	\$ -	#DIV/0!	\$ -	
Totals	\$ 3,992,487	\$ 3,969,804	-1%	\$ (22,683)	

Expenditures

Fund	Budgeted				
Salaries	\$ 1,603,518	\$ 1,659,453	3%	\$ 55,935	Based on full staffing for the entire year *
Overtime	\$ 1,000	\$ -	-100%	\$ (1,000)	
IMRF	\$ 205,499	\$ 200,763	-2%	\$ (4,736)	
FICA/Medicare	\$ 124,078	\$ 127,020	2%	\$ 2,942	
Life insurance	\$ 3,056	\$ 3,078	1%	\$ 22	

Medical insurance	\$ 527,800	\$ 452,400	-14%	\$ (75,400)	*
Service recognition	\$ 18,413	\$ 16,363	-11%	\$ (2,050)	*
Total Personnel	\$ 2,483,364	\$ 2,459,077	-1%	\$ (24,287)	

				\$ -	
Unemployment insurance	\$ 1,344	\$ 1,332	-1%	\$ (12)	
Advertising	\$ 500	\$ 500	0%	\$ -	
Printing/binding	\$ 300	\$ 300	0%	\$ -	
Service to maintain Building	\$ 500	\$ 500	0%	\$ -	
Service to Office Equipment	\$ 30,000	\$ 20,000	-33%	\$ (10,000)	*
IT Services	\$ 39,000	\$ 40,116	3%	\$ 1,116	
Telephone	\$ 10,000	\$ 15,000	50%	\$ 5,000	Increase is due to hotspots--this may go down considerably *
Banking Service Charges	\$ 150	\$ 150	0%	\$ -	
Conferences/Travel/Continuing Ed	\$ 15,000	\$ 15,000	0%	\$ -	All conferences in IL, if they are even held
General Fund	\$ 92,904	\$ 124,872	34%	\$ 31,968	*
Postage	\$ 12,000	\$ 8,000	-33%	\$ (4,000)	*
Computer Software	\$ 35,000	\$ 40,000	14%	\$ 5,000	
Medical Expenses/ COVID-19	\$ 500	\$ 500	0%	\$ -	
Temp Agency Services	\$ 500	\$ 500	0%	\$ -	
Tuition Reimbursement	\$ 4,000	\$ 4,000	0%	\$ -	
Professional Services	\$ 45,000	\$ 40,000	-11%	\$ (5,000)	*
Membership Fees	\$ 55,000	\$ 57,000	4%	\$ 2,000	
Materials for Buildings	\$ 500	\$ 500	0%	\$ -	
PNG Grant	\$ 15,000	\$ -	-100%	\$ (15,000)	
Per Capita Grant	\$ 96,000	\$ 103,250	8%	\$ 7,250	See above corresponding revenue note *
Other Grant	\$ 75,000	\$ 75,000	0%	\$ -	
Office Supplies	\$ 30,000	\$ 25,000	-17%	\$ (5,000)	*
Risk Management	\$ 76,896	\$ 71,484	-7%	\$ (5,412)	
Small Capital	\$ 45,000	\$ 30,000	-33%	\$ (15,000)	*
Rent	\$ 575,000	\$ 584,583	2%	\$ 9,583	
Books & Other Materials	\$ 245,000	\$ 245,000	0%	\$ -	
Lost or Damaged	\$ 2,000	\$ 3,000	50%	\$ 1,000	*
Total operating	\$ 1,502,094	\$ 1,505,587	0%	\$ 3,493	

Total expense	\$ 3,985,458	\$ 3,964,664	-1%	\$ (20,794)	
				\$ -	

Surplus (deficit)	\$ 7,029	\$ 5,140	-27%	\$ (1,889)
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Capital Fund Revenue	Budgeted			
Interest Income	\$ -	\$ 2,200		\$ 2,200
Foundation or other	\$ 250,000	\$ 250,000	0%	\$ -
Transfer from Library	\$ -	\$ -		\$ -
				\$ -
Totals	\$ 250,000	\$ 252,200	1%	\$ 2,200
				\$ -
				\$ -

Capital Fund Expenditures	Budgeted			
Equipment/Furniture	\$ 250,000	\$ 250,000	0%	\$ -
				\$ -
Surplus/Deficit	\$ -	\$ 2,200		\$ 2,200
				\$ -
				\$ -

Trust Funds Revenue	Budgeted			
Interest Cantoni Fund	\$ 800	\$ 165	-79%	\$ (635)
Interest Meyer Fund	\$ 1,900	\$ 325	-83%	\$ (1,575)
Interest Donation Fund	\$ 300	\$ 75	-75%	\$ (225)
Contributions	\$ 30,000	\$ 30,000	0%	\$ -
				\$ -
Totals	\$ 33,000	\$ 30,565	-7%	\$ (2,435)
				\$ -
				\$ -

Trust Expenses	Budgeted			
Cantoni (Books/Materials)	\$ -	\$ -		\$ -
Meyer (Professional Fees)	\$ 5,000	\$ 5,000	0%	\$ -
Meyer (Supplies)	\$ 5,000	\$ 5,000	0%	\$ -
Meyer (Transfer for Salary)	\$ 27,000	\$ 28,000	4%	\$ 1,000
Meyer (Small Capital)	\$ 5,000	\$ 5,000	0%	\$ -
Meyer (Books/Materials)	\$ 5,000	\$ 5,000	0%	\$ -
Memorial/Donation (Books/Materials)	\$ 30,000	\$ 60,000	100%	\$ 30,000
				\$ -
Totals	\$ 77,000.00	\$ 108,000.00	40%	\$ 31,000
				\$ -
Surplus/Deficit	\$ (44,000.00)	\$ (77,435.00)	76%	\$ (33,435)
Surplus/Deficit	\$ -			