



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, January 10, 2024
4:30 p.m.
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Consent Agenda** (Approval of Agenda; Approval of November 8, 2023 Minutes)
- III. Written Communications from the Public**
- IV. 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
- V. Old Business**
 - A. Capital Needs (Discussion)
 - B. Other
- VI. New Business**
 - A. December 2023 Check Register & Vendor Report (Action)
 - B. December 2023 Budget Actuals (Discussion)
 - C. Approval of 2024/25 Meeting Schedule
 - D. Other
- VII. Adjournment**



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

Date: November 8, 2023

Time: 4:30 p.m.

Location: Board Room

Present:

Emily West

Karl Coleman

Sofia Xethalis

Jecobie Jones (Chair)

Staff: Rick Meyer, City Librarian, Alissa Henkel Head of Programs, Resources, and Services

Absent:

Alana Banks

Guests: None

Call to Order:

Mr. Coleman called the meeting to order at 4:31pm.

Consent Agenda

Mr. Coleman requested a motion to approve the consent agenda with October 11, 2023 minutes. No discussion. All in favor. The motion was adopted.

Written Communication from the Public: None

Public Comments: None

Old Business

Capital Needs (Discussion) Mr. Meyer reported on a discussion with the architects, who will give a final presentation on furniture at the January 18 2024, meeting. This will include furniture for both upstairs and downstairs.

New Business

October 2023 Check Register & Vendor Report (Action) Mr. Meyer reported that Midwest tape supplies our hard copy audio books and they will no longer be manufacturing new titles. The funds for that service will be moved to streaming. There will be an onsite demo from Today's Business Solutions on 11/9/23. Rick will follow up on references and experiences other vendors have had with this business. Ms. Xethalis made a motion

to send the check register to the full Board, seconded by Mr. Jones. Mr. Coleman requested a roll call vote. Ms. Xethalis yes, Ms. West yes, Mr. Jones yes. All in favor. The motion was adopted.

October 2023 Budget Actuals & Projection (Discussion) Mr. Meyer presented the current and projected budget. Mr. Meyer will check with Ruby James, the CFO at the City of Decatur, to see if additional funds can be voted on to be moved into the capital account at the November Board meeting. The next Finance and Property and Board meeting date will be voted on at the Board meeting on 11/16/23.

Adjournment

Ms. Xethalis made a motion to adjourn at 4:53pm, seconded by Ms. West. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Draft 11/8/2023

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 12/1/2023 to 12/31/2023**

35 -- LIBRARY FUND

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------|-------------------|---|------------------|----------------------------|
| 157495 | 12/07/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 49.43 | OFFICE SUPPLIES |
| 157510 | 12/07/2023 | COMMERCIAL MAIL SERVICES NOV 15 - NOV 30'23 | 135.11 | POSTAGE |
| 157541 | 12/07/2023 | GROSSMAN, LEEANN REIMBURSEMENT FOR CHRISTMAS PARTY SUPPLIE | 25.53 | OTHER LIBRARY GRANT EXI |
| 157560 | 12/07/2023 | LIBRARY IDEAS, LLC 6 VOX BOOKS 19 VOX BOOKS | 1,084.92 | BOOKS & PERIODICALS |
| 157574 | 12/07/2023 | MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES | 1,545.24 | OFFICE SUPPLIES |
| 157592 | 12/07/2023 | NOVEL IDEAS GIFT CARDS 4 @ 25.00 | 100.00 | OTHER LIBRARY GRANT EXI |
| 157601 | 12/07/2023 | ROCKFORD MAP PUBLISHERS, INC. 2024 DEWITT IL PLAT BOOK | 74.70 | PER CAPITA GRANT EXPENS |
| 157604 | 12/07/2023 | SAM'S CLUB ACCOUNT 9064 | 13.96 | OFFICE SUPPLIES |
| 157615 | 12/07/2023 | STAUNTON PUBLIC LIBRARY LOST OR DAMAGED MATERIALS | 7.99 | LOST OR DAMAGED BOOKS |
| 157633 | 12/07/2023 | ULINE BAG STAND/T-SHIRT BAGS | 234.87 | SMALL CAPITAL ITEMS |
| 157644 | 12/07/2023 | WHITEHEAD, MICHELLE REIMBURSEMENT FOR LIBRARY PURCHASES | 122.66 | CONFERENCES & TRAVEL |
| 157664 | 12/14/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 195.25 | OFFICE SUPPLIES |
| 157670 | 12/14/2023 | BREWSTER, CONNIE K PRESCHOOL HOLIDAY ART | 125.00 | OTHER LIBRARY GRANT EXI |
| 157673 | 12/14/2023 | CALM.COM INC CALM BUSINESS RENEWAL | 2,122.57 | COMPUTER SOFTWARE |
| 157686 | 12/14/2023 | DAMPTZ, REBECCA REIMBURSEMENT FOR VOLUNTEER CHRISTMAS PA | 117.96 | OTHER LIBRARY GRANT EXI |
| 157748 | 12/14/2023 | MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES | 6,347.90 | OFFICE SUPPLIES |
| 157757 | 12/14/2023 | NICKI BOND CONSULTING SERVICES NOV'23 | 1,800.00 | PROFESSIONAL SERVICES |

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For invoices from -- 12/1/2023 to 12/31/2023

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| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------|-------------------|---|------------------|----------------------------|
| 157764 | 12/14/2023 | PEASE, CONNIE L YOGA FOR THE PEOPLE | 210.00 | OTHER LIBRARY GRANT EXI |
| 157777 | 12/14/2023 | SEN SOURCE LOCAL HISTORY/CIRC GATES MONTHLY DATA HOST | 2,262.00 | SMALL CAPITAL ITEMS |
| 157793 | 12/14/2023 | UNIQUE MANAGEMENT SERVICES NOV'23 PLACEMENTS | 561.45 | PROFESSIONAL SERVICES |
| 157802 | 12/14/2023 | WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN | 965.57 | SERV-OFFICE EQUIPMENT |
| 157815 | 12/21/2023 | AMAZON PAYMENTS CREDIT AGAINST INV 1FD9-FCP7-FLL4 BLANKET PO FOR SUPPLIES/BOOKS | 1,623.93 | OFFICE SUPPLIES |
| 157820 | 12/21/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 7,094.78 | OFFICE SUPPLIES |
| 157834 | 12/21/2023 | CDW GOVERNMENT INC OFFICE SUPPLIES | 453.45 | OFFICE SUPPLIES |
| 157839 | 12/21/2023 | COMMERCIAL MAIL SERVICES DEC 1 - DEC 15'23 | 166.90 | POSTAGE |
| 157849 | 12/21/2023 | DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY | 2,341.12 | SECURITY |
| 157863 | 12/21/2023 | EBSCO INDUSTRIES, INC 2024 NOVELIST BOOKCHAT 2024 EBESCO DATABASE PKG | 9,452.00 | BOOKS & PERIODICALS |
| 157893 | 12/21/2023 | JONES & THOMAS WEB SERVICES | 420.00 | PROFESSIONAL SERVICES |
| 157910 | 12/21/2023 | MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES | 331.25 | PER CAPITA GRANT EXPENSE |
| 157921 | 12/21/2023 | PAETEC ACCT 633318933001 ACCT 633292627001 | 129.65 | TELEPHONE |
| 157925 | 12/21/2023 | PEERLESS NETWORK, INC ACCT 1212890 | 336.25 | TELEPHONE |
| 157970 | 12/21/2023 | VERIZON WIRELESS ACCT 980380645-00001 | 107.66 | TELEPHONE |
| 157973 | 12/21/2023 | WALKER, EDWIN DOCUMENT, PHOTOGRAPH AND APPRAISE LHR | 3,500.00 | PROFESSIONAL SERVICES |

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 12/1/2023 to 12/31/2023**

35 -- LIBRARY FUND

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------------|-------------------|--|------------------|----------------------------|
| 157977 | 12/21/2023 | WHITESIDE, SHELLEY REIMBURSE KROGER PURCHASE FOR CHRISTMAS I | 125.54 | OTHER LIBRARY GRANT EXI |
| 157990 | 12/28/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 2,266.13 | OFFICE SUPPLIES |
| 158018 | 12/28/2023 | DECATUR PARK DISTRICT TREES ON TEES SPONSORSHIP | 250.00 | OTHER LIBRARY GRANT EXI |
| 158025 | 12/28/2023 | EBSCO INDUSTRIES, INC 2024 DATABASE PKG RENEWAL | 29,655.00 | BOOKS & PERIODICALS |
| 158028 | 12/28/2023 | EYTCHISON, KATIE REIMBURSEMENT FOR TREES ON TEES 2023 REIMBURSEMENT FOR KRAFTY THINGS SUPPLIES | 294.43 | OTHER LIBRARY GRANT EXI |
| 158033 | 12/28/2023 | FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL | 16.95 | LOST OR DAMAGED BOOKS |
| 158038 | 12/28/2023 | GLEN CARBON CENTENNIAL LIBRARY DISTRICT LOST OR DAMAGED MATERIAL | 16.99 | LOST OR DAMAGED BOOKS |
| 158053 | 12/28/2023 | KANOPY LIBRARY STREAMING SERVICE | 436.00 | BOOKS & PERIODICALS |
| 158056 | 12/28/2023 | KILEY KLEIN, LTD LEGAL SERVICES | 445.50 | PROFESSIONAL SERVICES |
| 158075 | 12/28/2023 | MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES | 14,799.09 | OFFICE SUPPLIES |
| 158095 | 12/28/2023 | POLK CITY DIRECTORIES POLK CITY DIRECTORIES | 292.00 | BOOKS & PERIODICALS |
| 158123 | 12/28/2023 | TOLONO PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS | 50.00 | LOST OR DAMAGED BOOKS |
| 23005615 | 12/06/2023 | JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR | 894.35 | OTHER LIBRARY GRANT EXI |
| 23005624 | 12/14/2023 | REGIONS/CREDIT CARD ACCT 5562 | 1,146.19 | OFFICE SUPPLIES |
| 23005663 | 12/21/2023 | JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR | 1,384.80 | OTHER LIBRARY GRANT EXI |
| 23005665 | 12/28/2023 | JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR | 577.00 | OTHER LIBRARY GRANT EXI |
| Total for: 35 | | | 96,709.07 | |

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 12/1/2023 to 12/31/2023

59 -- LIBRARY TRUST FUNDS

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------|-------------------|---|-----------------------|----------------------------|
| 157495 | 12/07/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 221.76 | BOOKS & PERIODICALS |
| 157664 | 12/14/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 655.45 | BOOKS & PERIODICALS |
| 157820 | 12/21/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 3,318.83 | BOOKS & PERIODICALS |
| 157990 | 12/28/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 443.94 | BOOKS & PERIODICALS |
| 158095 | 12/28/2023 | POLK CITY DIRECTORIES POLK CITY DIRECTORIES | 292.00 | BOOK AND PERIODICALS |
| | | | <hr/> | |
| | | | Total for: 59 | 4,931.98 |
| | | | <hr/> | |
| | | | Total for All: | \$101,641.05 |

| VENDOR NAME | AMOUNT |
|---|---------------------|
| AMAZON PAYMENTS Total | \$1,623.93 |
| BAKER & TAYLOR CO Total | \$14,245.57 |
| BREWSTER, CONNIE K Total | \$125.00 |
| CALM.COM INC Total | \$2,122.57 |
| CDW GOVERNMENT INC Total | \$453.45 |
| COMMERCIAL MAIL SERVICES Total | \$302.01 |
| DAMPTZ, REBECCA Total | \$117.96 |
| DECATUR CIVIC CENTER AUTHORITY Total | \$2,341.12 |
| DECATUR PARK DISTRICT Total | \$250.00 |
| EBSCO INDUSTRIES, INC Total | \$39,107.00 |
| EYCHISON, KATIE Total | \$294.43 |
| FORSYTH PUBLIC LIBRARY Total | \$16.95 |
| GLEN CARBON CENTENNIAL LIBRARY DISTRICT Total | \$16.99 |
| GROSSMAN, LEEANN Total | \$25.53 |
| JESSICA HILL CONSULTING LLC Total | \$2,856.15 |
| JONES & THOMAS Total | \$420.00 |
| KANOPY Total | \$436.00 |
| KILEY KLEIN, LTD Total | \$445.50 |
| LIBRARY IDEAS, LLC Total | \$1,084.92 |
| MIDWEST TAPE, LLC Total | \$23,023.48 |
| NICKI BOND Total | \$1,800.00 |
| NOVEL IDEAS Total | \$100.00 |
| PAETEC Total | \$129.65 |
| PEASE, CONNIE L Total | \$210.00 |
| PEERLESS NETWORK, INC Total | \$336.25 |
| POLK CITY DIRECTORIES Total | \$584.00 |
| REGIONS/CREDIT CARD Total | \$1,146.19 |
| ROCKFORD MAP PUBLISHERS, INC. Total | \$74.70 |
| SAM'S CLUB Total | \$13.96 |
| SEN SOURCE Total | \$2,262.00 |
| STAUNTON PUBLIC LIBRARY Total | \$7.99 |
| TOLONO PUBLIC LIBRARY DISTRICT Total | \$50.00 |
| ULINE Total | \$234.87 |
| UNIQUE MANAGEMENT SERVICES Total | \$561.45 |
| VERIZON WIRELESS Total | \$107.66 |
| WALKER, EDWIN Total | \$3,500.00 |
| WATTS COPY SYSTEMS Total | \$965.57 |
| WHITEHEAD, MICHELLE Total | \$122.66 |
| WHITESIDE, SHELLEY Total | \$125.54 |
| Grand Total | \$101,641.05 |

DPL FY 2023 Budget Report

Prepared: January 3, 2024

At the end of December 100% of the Year Has Passed

Revenue

| | FY 2023 Budgeted | % of Budget | Actual YTD | % Collected | FY22 YTD | % Change |
|----------------------|---------------------|-------------|------------|------------------------|--------------|-----------------------------|
| Property Taxes | \$ 3,022,000 | | 54.4% | \$ 2,952,060.80 | 97.7% | \$ 2,866,276.15 3.0% |
| All Other | \$ 2,529,754 | | 45.6% | \$ 1,728,370.23 | 68.3% | \$ 1,763,121.36 -2.0% |
| Total Revenue | \$ 5,551,754 | | | \$ 4,680,431.03 | 84.3% | \$ 4,629,397.51 1.1% |

Expense

| | FY 2023 Budgeted | % of Budget | Actual YTD | % Expended | FY22 YTD | % Change |
|------------------|---------------------|-------------|------------------------|--------------|------------------------|-------------|
| Personnel | | | | | | |
| Payroll | \$ 1,782,442 | | \$ 1,666,532.02 | 93.5% | \$ 1,477,816.55 | 12.8% |
| Benefits | \$ 929,958 | | \$ 817,789.44 | 87.9% | \$ 789,135.47 | 3.6% |
| | \$ 2,712,400 | | \$ 2,484,321.46 | 91.6% | \$ 2,266,952.02 | 9.6% |

Library Materials

| | | | | | | |
|--------------------------|-------------------|--|----------------------|---------------|----------------------|--------------|
| Books, Periodicals, etc. | \$ 245,000 | | \$ 320,453.26 | 130.8% | \$ 229,636.79 | 39.5% |
| Per Capita | \$ 104,020 | | \$ 104,078.52 | 100.1% | \$ 86,903.30 | 19.8% |
| Lost/Damage | \$ 1,400 | | \$ 1,427.07 | 101.9% | \$ 1,166.09 | 22% |
| Total Materials | \$ 350,420 | | \$ 425,958.85 | 121.6% | \$ 317,706.18 | 34.1% |

Professional Services

| | | | | | | |
|-----------------------|-------------------|--|----------------------|---------------|---------------------|--------------|
| Security | \$ - | | \$ 25,811.76 | | | |
| Professional Services | \$ 102,000 | | \$ 124,113.78 | 121.7% | \$ 89,223.13 | 39.1% |
| Temp Agency | \$ 500 | | \$ 2,077.90 | 415.6% | \$ - | #DIV/0! |
| Bank Service Charges | \$ 150 | | \$ 223.00 | 148.7% | \$ 168.10 | 33% |
| Total | \$ 102,650 | | \$ 152,226.44 | 148.3% | \$ 89,391.23 | 70.3% |

Allocations

| | | | | | | |
|--------------------|-------------------|--|----------------------|---------------|----------------------|--------------|
| Administrative Fee | \$ 108,864 | | \$ 150,960.00 | 138.7% | \$ 99,792.00 | 51.3% |
| MIS | \$ 36,684 | | \$ 39,636.00 | 108.0% | \$ 33,627.00 | 17.9% |
| | \$ 145,548 | | \$ 190,596.00 | 131.0% | \$ 133,419.00 | 42.9% |

Grants

| | | | | | |
|------------------------------------|---------------------|------------------------|---------------|------------------------|----------------|
| Other grants | \$ 75,000 | \$ 87,181.78 | 116.2% | \$ 65,453.35 | 33.2% |
| | \$ 75,000 | \$ 87,181.78 | 116.2% | \$ 65,453.35 | 33.2% |
| Advertising | \$ 500 | \$ - | 0.0% | \$ 898.00 | -100% |
| Office Supplies/Maintenance | | | | | |
| Printing/Binding | \$ - | \$ - | #DIV/0! | \$ - | #DIV/0! |
| Postage | \$ 5,000 | \$ 3,853.81 | 77.1% | \$ 4,167.36 | -7.5% |
| Service to Office Equipment | \$ 27,000 | \$ 25,571.53 | 94.7% | \$ 11,481.35 | 122.7% |
| Telephone | \$ 27,000 | \$ 8,140.18 | 30.1% | \$ 13,890.60 | -41.4% |
| Software | \$ 50,000 | \$ 39,983.26 | 80.0% | \$ 40,756.77 | -1.9% |
| Office Supplies | \$ 40,000 | \$ 34,104.59 | 85.3% | \$ 27,821.29 | 22.6% |
| Small Capital | \$ 45,000 | \$ 118,419.05 | 263.2% | \$ 41,802.71 | 183.3% |
| | \$ 194,000 | \$ 230,072.42 | 118.6% | \$ 139,920.08 | 64.4% |
| Staff Development | | | | | |
| Conferences/Training/Travel | \$ 20,000 | \$ 15,589.01 | 77.9% | \$ 16,836.00 | -7.4% |
| Tuition Reimbursement | \$ 4,000 | \$ - | 0.0% | \$ - | #DIV/0! |
| Membership | \$ 50,000 | \$ 61,743.22 | 123.5% | \$ 57,436.39 | 7.5% |
| | \$ 74,000 | \$ 77,332.23 | 104.5% | \$ 74,272.39 | 4.1% |
| Insurance | | | | | |
| Unemployment | \$ 1,056 | \$ 1,080.00 | 102.3% | \$ 968.00 | 11.6% |
| Risk Management | \$ 95,724 | \$ 95,100.00 | 99.3% | \$ 87,747.00 | 8.4% |
| | \$ 96,780 | \$ 96,180.00 | 99.4% | \$ 88,715.00 | 8.4% |
| Building Costs | | | | | |
| Transfer to Capital | \$ 200,000 | \$ 342,000.00 | | \$ - | #DIV/0! |
| Rent | \$ 589,583 | \$ 589,375.00 | 100.0% | \$ 540,265.00 | 9.1% |
| Supplies | \$ 50 | \$ 2,984.62 | 5969.2% | \$ 2,548.00 | 17.1% |
| Maintenance | \$ - | \$ 1,845.00 | #DIV/0! | \$ - | #DIV/0! |
| Total Building | \$ 589,633 | \$ 936,204.62 | 15.6% | \$ 542,813.00 | 72.5% |
| Total Operations/Services | \$ 1,628,531 | \$ 2,195,752.34 | 43.0% | \$ 1,452,588.23 | 51.2% |
| Total Expenses | \$ 4,340,931 | \$ 4,680,073.80 | 107.8% | \$ 3,719,540.25 | 25.8% |
| Revenue Minus Expense | \$ 1,210,823 | \$ 357.23 | | \$ 909,857.26 | -100.0% |
| Operating fund | | | | | |

| Date | Beginning | Revenue | Expense | Balance Sheet Activit | Equals |
|-----------|-----------------|-----------------|---------------|-----------------------|-----------------|
| 1/1/2023 | \$ 1,641,004.23 | \$ 210,557.45 | \$ 316,724.15 | \$ - | \$ 1,534,837.53 |
| 2/1/2023 | \$ 1,534,837.53 | \$ 48,940.94 | \$ 319,474.78 | \$ - | \$ 1,264,303.69 |
| 3/1/2023 | \$ 1,264,303.69 | \$ 132,834.05 | \$ 441,279.09 | \$ - | \$ 955,858.65 |
| 4/1/2023 | \$ 955,858.65 | \$ 194,371.92 | \$ 306,999.42 | \$ - | \$ 843,231.15 |
| 5/1/2023 | \$ 843,231.15 | \$ 265,207.24 | \$ 310,812.57 | \$ 14,714.00 | \$ 812,339.82 |
| 6/1/2023 | \$ 812,339.82 | \$ 55,084.01 | \$ 345,466.41 | \$ - | \$ 521,957.42 |
| 7/1/2023 | \$ 521,957.42 | \$ 1,853,645.45 | \$ 355,444.40 | \$ - | \$ 2,020,158.47 |
| 8/1/2023 | \$ 2,020,158.47 | \$ 258,176.51 | \$ 473,838.44 | \$ - | \$ 1,804,496.54 |
| 9/1/2023 | \$ 1,804,496.54 | \$ 233,266.32 | \$ 393,708.85 | \$ - | \$ 1,644,054.01 |
| 10/1/2023 | \$ 1,644,054.01 | \$ 1,123,676.15 | \$ 332,527.89 | \$ - | \$ 2,435,202.27 |
| 11/1/2023 | \$ 2,435,202.27 | \$ 209,481.57 | \$ 375,319.18 | \$ - | \$ 2,269,364.66 |
| 12/1/2023 | \$ 2,269,364.66 | \$ 95,189.42 | \$ 708,478.62 | \$ - | \$ 1,656,075.46 |
| 1/1/2024 | \$ 1,656,075.46 | | | | |

Capital Fund

Revenue Expected:

Expense Expected:

| Date | Beginning | Plus Received | Minus Expense | Equals Ending |
|-----------|-----------------|---------------|---------------|-----------------|
| 1/1/2023 | \$ 1,134,988.71 | \$ 762.95 | \$ 141,479.60 | \$ 994,272.06 |
| 2/1/2023 | \$ 994,272.06 | \$ 741.35 | \$ - | \$ 995,013.41 |
| 3/1/2023 | \$ 995,013.41 | \$ 680.80 | \$ - | \$ 995,694.21 |
| 4/1/2023 | \$ 995,694.21 | \$ 414.24 | \$ - | \$ 996,108.45 |
| 5/1/2023 | \$ 996,108.45 | \$ 1,358.76 | \$ - | \$ 997,467.21 |
| 6/1/2023 | \$ 997,467.21 | \$ 1,528.25 | \$ - | \$ 998,995.46 |
| 7/1/2023 | \$ 998,995.46 | \$ 1,275.65 | \$ - | \$ 1,000,271.11 |
| 8/1/2023 | \$ 1,000,271.11 | \$ 2,078.26 | \$ 208,641.00 | \$ 793,708.37 |
| 9/1/2023 | \$ 793,708.37 | \$ 1,152.73 | \$ - | \$ 794,861.10 |
| 10/1/2023 | \$ 794,861.10 | \$ 1,576.48 | \$ 129,455.40 | \$ 666,982.18 |
| 11/1/2023 | \$ 666,982.18 | \$ 1,861.97 | \$ - | \$ 668,844.15 |
| 12/1/2023 | \$ 668,844.15 | \$ 342,000.00 | \$ - | \$ 1,010,844.15 |
| 1/1/2024 | \$ 1,010,844.15 | \$ 13,431.44 | | |

Trust Accounts

Cantoni

| Date | Beginning | Plus Received | Minus Expense | Equals Ending |
|----------|--------------|---------------|---------------|---------------|
| 1/1/2023 | \$ 58,622.65 | \$ 42.03 | \$ - | \$ 58,664.68 |
| 2/1/2023 | \$ 58,664.68 | \$ - | \$ - | \$ 58,664.68 |
| 3/1/2023 | \$ 58,664.68 | \$ 83.91 | \$ - | \$ 58,748.59 |
| 4/1/2023 | \$ 58,748.59 | \$ 24.44 | \$ - | \$ 58,773.03 |
| 5/1/2023 | \$ 58,773.03 | \$ 37.06 | \$ - | \$ 58,810.09 |
| 6/1/2023 | \$ 58,810.09 | \$ 35.20 | \$ 1,093.83 | \$ 57,751.46 |
| 7/1/2023 | \$ 57,751.46 | \$ 37.04 | \$ 4,500.97 | \$ 53,287.53 |

| | | | | | | | | |
|-----------|----|------------------|----|-------|----|----------|----|-----------|
| 8/1/2023 | \$ | 53,287.53 | \$ | 36.41 | \$ | 8,563.81 | \$ | 44,760.13 |
| 9/1/2023 | \$ | 44,760.13 | \$ | 28.19 | \$ | 5,695.24 | \$ | 39,093.08 |
| 10/1/2023 | \$ | 39,093.08 | \$ | 26.73 | \$ | 2,661.65 | \$ | 36,458.16 |
| 11/1/2023 | \$ | 36,458.16 | \$ | 22.47 | \$ | 5,559.16 | \$ | 30,921.47 |
| 12/1/2023 | \$ | 30,921.47 | \$ | - | \$ | 4,362.08 | \$ | 26,559.39 |
| 1/1/2024 | \$ | 26,559.39 | | | | | | |

**Meyer
Date**

| | Beginning | Plus Received | Minus Expense | Equals Ending |
|-----------|--------------|---------------|---------------|---------------|
| 1/1/2023 | \$ 46,201.83 | \$ 32.86 | \$ 722.35 | \$ 45,512.34 |
| 2/1/2023 | \$ 45,512.34 | \$ - | \$ 74.70 | \$ 45,437.64 |
| 3/1/2023 | \$ 45,437.64 | \$ 65.01 | \$ 374.00 | \$ 45,128.65 |
| 4/1/2023 | \$ 45,128.65 | \$ 18.60 | \$ 1,670.00 | \$ 43,477.25 |
| 5/1/2023 | \$ 43,477.25 | \$ 27.62 | \$ 309.80 | \$ 43,195.07 |
| 6/1/2023 | \$ 43,195.07 | \$ 26.05 | \$ 148.92 | \$ 43,072.20 |
| 7/1/2023 | \$ 43,072.20 | \$ 28.05 | \$ 2,081.62 | \$ 41,018.63 |
| 8/1/2023 | \$ 41,018.63 | \$ 30.48 | \$ - | \$ 41,049.11 |
| 9/1/2023 | \$ 41,049.11 | \$ 27.45 | \$ - | \$ 41,076.56 |
| 10/1/2023 | \$ 41,076.56 | \$ 28.74 | \$ - | \$ 41,105.30 |
| 11/1/2023 | \$ 41,105.30 | \$ 26.94 | \$ 506.05 | \$ 40,626.19 |
| 12/1/2023 | \$ 40,626.19 | \$ - | \$ 292.00 | \$ 40,334.19 |
| 1/1/2024 | \$ 40,334.19 | | | |

Memorials/Donations

| Date | Beginning | Plus Received | Minus Expense | Equals Ending |
|-----------|-------------|---------------|---------------|---------------|
| 1/1/2023 | \$ 1,564.68 | \$ 301.06 | \$ 483.55 | \$ 1,382.19 |
| 2/1/2023 | \$ 1,382.19 | \$ 40.00 | \$ 194.15 | \$ 1,228.04 |
| 3/1/2023 | \$ 1,228.04 | \$ 336.68 | \$ 369.88 | \$ 1,194.84 |
| 4/1/2023 | \$ 1,194.84 | \$ 150.25 | \$ 512.93 | \$ 832.16 |
| 5/1/2023 | \$ 832.16 | \$ 440.00 | \$ 1,068.55 | \$ 203.61 |
| 6/1/2023 | \$ 203.61 | \$ 50.08 | \$ 203.22 | \$ 50.47 |
| 7/1/2023 | \$ 50.47 | \$ 1,000.36 | \$ 27.00 | \$ 1,023.83 |
| 8/1/2023 | \$ 1,023.83 | \$ 388.33 | \$ 306.85 | \$ 1,105.31 |
| 9/1/2023 | \$ 1,105.31 | \$ 250.00 | \$ 513.84 | \$ 841.47 |
| 10/1/2023 | \$ 841.47 | \$ 451.09 | \$ - | \$ 1,292.56 |
| 11/1/2023 | \$ 1,292.56 | \$ 1,521.50 | \$ 549.30 | \$ 2,264.76 |
| 12/1/2023 | \$ 2,264.76 | \$ - | \$ 294.86 | \$ 1,969.90 |
| 1/1/2024 | \$ 1,969.90 | | | |

| Total | Beginning | Plus Received | Minus Expense | Balance Sheet activity Ending |
|----------|-----------------|---------------|---------------|-------------------------------|
| 1/1/2023 | \$ 2,882,382.10 | \$ 211,696.35 | \$ 459,409.65 | \$ - \$ 2,634,668.80 |
| 2/1/2023 | \$ 2,634,668.80 | \$ 49,722.29 | \$ 319,743.63 | \$ - \$ 2,364,647.46 |
| 3/1/2023 | \$ 2,364,647.46 | \$ 134,000.45 | \$ 442,022.97 | \$ - \$ 2,056,624.94 |
| 4/1/2023 | \$ 2,056,624.94 | \$ 194,979.45 | \$ 309,182.35 | \$ - \$ 1,942,422.04 |

| | | | | | | | | | | |
|-----------|----|---------------------|----|--------------|----|------------|----|-----------|----|--------------|
| 5/1/2023 | \$ | 1,942,422.04 | \$ | 267,070.68 | \$ | 312,190.92 | \$ | 14,714.00 | \$ | 1,912,015.80 |
| 6/1/2023 | \$ | 1,912,015.80 | \$ | 56,723.59 | \$ | 346,912.38 | \$ | - | \$ | 1,621,827.01 |
| 7/1/2023 | \$ | 1,621,827.01 | \$ | 1,855,986.55 | \$ | 362,053.99 | \$ | - | \$ | 3,115,759.57 |
| 8/1/2023 | \$ | 3,115,759.57 | \$ | 260,709.99 | \$ | 691,350.10 | \$ | - | \$ | 2,685,119.46 |
| 9/1/2023 | \$ | 2,685,119.46 | \$ | 234,724.69 | \$ | 399,917.93 | \$ | - | \$ | 2,519,926.22 |
| 10/1/2023 | \$ | 2,519,926.22 | \$ | 1,125,759.19 | \$ | 464,644.94 | \$ | - | \$ | 3,181,040.47 |
| 11/1/2023 | \$ | 3,181,040.47 | \$ | 212,914.45 | \$ | 381,933.69 | \$ | - | \$ | 3,012,021.23 |
| 12/1/2023 | \$ | 3,012,021.23 | \$ | 437,189.42 | \$ | 713,427.56 | \$ | - | \$ | 2,735,783.09 |
| 1/1/2024 | \$ | 2,735,783.09 | | | | | | | | |



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

FINANCE AND PROPERTIES COMMITTEE REGULAR MEETINGS 2024/2025

The regular meeting of the Decatur Public Library Finance and Properties Committee for 2024/25 will be held at the Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the second Wednesday of each month at 4:30 p.m. If the second Wednesday of each month is a legal holiday, the meeting will be held on the next available Wednesday in the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 14, 2024
March 13, 2024
April 10, 2024
May 8, 2024
June 12, 2024
July 10, 2024
August 14, 2024
September 11, 2024
October 9, 2024
November 13, 2024
December 11, 2024
January 8, 2025