



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, February 14, 2024
4:30 p.m.
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Consent Agenda** (Approval of Agenda; Approval of January 10, 2024 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. January 2024 Check Register & Vendor Report (Action)
 - B. January 2024 Budget Actuals (Discussion)
 - C. R " "V "D " (Action)
 - D. 2023 Board of Trustees Annual Report (Action)
 - E. Donation of Furniture (Action)
 - F. Security Costs (Action)
 - G. Other
- VII. Adjournment**



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: January 10, 2024

Time: 4:30 p.m.

Location: Board Room

Present:

Emily West

Karl Coleman

Sofia Xethalis

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

Absent: Jacobie Jones

Guests: None

Call to Order:

Mr. Coleman called the meeting to order at 4:36pm.

Consent Agenda

Ms. Xethalis made a motion to approve the consent agenda. 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 discussed the furniture project. Some items will likely be postponed until 2025. There is a grant opportunity that may allow for all furniture to be purchased in 2024.

New Business

December 2023 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to send the check register to the full Board, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Xethalis yes, Ms. West yes, Mr. Coleman yes. All in favor. Motion adopted.

December 2023 Budget Actuals & Projection (Discussion) Mr. Meyer stated the books are not closed yet, so this is not final just yet. There is a shortfall from the levy that was collected by the City. There will be a cap

initiated for 2024 on the total spent for Hoopla. There will be some changes to the final budget presentation in February.

Approval of 2024/25 Meeting Schedule (Action) Ms. Xethalis made a motion to approve the schedule as presented, seconded by Ms. West. All in favor. Motion adopted.

Adjournment

Ms. Xethalis made a motion to adjourn at 4:56pm, seconded by Ms. West. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Draft 1/10/2024

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2024 to 1/31/2024

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
158150	01/04/2024	COMMERCIAL MAIL SERVICES DEC 16 - DEC 31'23	84.38	POSTAGE
158207	01/11/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,243.50	SECURITY
158250	01/11/2024	NICKI BOND DEC 7 - DEC 27-23	1,950.00	PROFESSIONAL SERVICES
158254	01/11/2024	PAETEC ACCT 633292627001	176.22	TELEPHONE
158257	01/11/2024	RICKS, LATONYA REIMBURSE FOR LIBRARY BOARD TRAVEL	62.68	CONFERENCES & TRAVEL
158271	01/11/2024	UNIQUE MANAGEMENT SERVICES DEC'23 PLACEMENTS	502.35	PROFESSIONAL SERVICES
158276	01/11/2024	WATTS COPY SYSTEMS DEC'23 SERVICE OFFICE EQUIPMENT	830.78	SERV-OFFICE EQUIPMENT
158285	01/18/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	913.04	OFFICE SUPPLIES
158304	01/18/2024	COMMERCIAL MAIL SERVICES JAN 1 - JAN 15'24	223.21	POSTAGE
158314	01/18/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	119.09	OTHER LIBRARY GRANT EXI
158327	01/18/2024	ILLINOIS AUDUBON SOCIETY 2024 MEMBERSHIP SUBSCRIPTION	25.00	PER CAPITA GRANT EXPENSE
158342	01/18/2024	MIDWEST ARCHIVES CONFERENCE 2024 R DAMPTZ MEMBERSHIP RENEWAL	55.00	MEMBERSHIP FEES
158350	01/18/2024	PAETEC ACCT 633318933001	53.07	TELEPHONE
158352	01/18/2024	POLK CITY DIRECTORIES POLK CITY DIRECTORIE/REISSUE CK DAMAGED IN M	292.00	BOOKS & PERIODICALS
158456	01/25/2024	PEERLESS NETWORK, INC ACCT 1212890	336.15	TELEPHONE
23005690	01/18/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,586.75	OTHER LIBRARY GRANT EXI
23005695	01/18/2024	REGIONS/CREDIT CARD ACCT 5562	393.24	OTHER LIBRARY GRANT EXI
Total for: 35			11,846.46	

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

For invoices from -- 1/1/2024 to 1/31/2024

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
158352	01/18/2024	POLK CITY DIRECTORIES POLK CITY DIRECTORIE/REISSUE CK DAMAGED IN R	292.00	BOOK AND PERIODICALS
			Total for: 59	292.00
			Total for All:	\$12,138.46

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$913.04
COMMERCIAL MAIL SERVICES Total	\$307.59
DECATUR CIVIC CENTER AUTHORITY Total	\$4,243.50
DEMCO INC Total	\$119.09
ILLINOIS AUDUBON SOCIETY Total	\$25.00
JESSICA HILL CONSULTING LLC Total	\$1,586.75
MIDWEST ARCHIVES CONFERENCE Total	\$55.00
NICKI BOND Total	\$1,950.00
PAETEC Total	\$229.29
PEERLESS NETWORK, INC Total	\$336.15
POLK CITY DIRECTORIES Total	\$584.00
REGIONS/CREDIT CARD Total	\$393.24
RICKS, LATONYA Total	\$62.68
UNIQUE MANAGEMENT SERVICES Total	\$502.35
WATTS COPY SYSTEMS Total	\$830.78
Grand Total	\$12,138.46

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%	\$ 1,730,510.40	68.4%	\$ 1,763,121.36 -1.8%
Total Revenue	\$ 5,551,754			\$ 4,682,571.20	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	\$ 141,000		\$ 124,113.78	88.0%	\$ 89,223.13	39.1%
Temp Agency	\$ 500		\$ 2,077.90	415.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 223.00	89.2%	\$ 168.10	33%
Total	\$ 141,750		\$ 152,226.44	107.4%	\$ 89,391.23	70.3%

Allocations

Administrative Fee	\$ 114,238		\$ 150,960.00	132.1%	\$ 99,792.00	51.3%
MIS	\$ 38,518		\$ 39,636.00	102.9%	\$ 33,627.00	17.9%
	\$ 152,756		\$ 190,596.00	124.8%	\$ 133,419.00	42.9%

Grants

Other grants	\$ 1,000,000	\$ 87,181.78	8.7%	\$ 65,453.35	33.2%
	\$ 1,000,000	\$ 87,181.78	8.7%	\$ 65,453.35	33.2%
Advertising	\$ 700	\$ -	0.0%	\$ 898.00	-100%
Office Supplies/Maintenance					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 6,000	\$ 3,853.81	64.2%	\$ 4,167.36	-7.5%
Service to Office Equipment	\$ 23,000	\$ 25,571.53	111.2%	\$ 11,481.35	122.7%
Telephone	\$ 21,000	\$ 8,140.18	38.8%	\$ 13,890.60	-41.4%
Software	\$ 53,000	\$ 39,983.26	75.4%	\$ 40,756.77	-1.9%
Office Supplies	\$ 29,000	\$ 34,104.59	117.6%	\$ 27,821.29	22.6%
Small Capital	\$ 30,000	\$ 117,099.05	390.3%	\$ 41,802.71	180.1%
	\$ 162,000	\$ 228,752.42	141.2%	\$ 139,920.08	63.5%
Staff Development					
Conferences/Training/Travel	\$ 40,000	\$ 15,589.01	39.0%	\$ 16,836.00	-7.4%
Tuition Reimbursement	\$ 10,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 58,000	\$ 61,743.22	106.5%	\$ 57,436.39	7.5%
	\$ 108,000	\$ 77,332.23	71.6%	\$ 74,272.39	4.1%
Insurance					
Unemployment	\$ 1,109	\$ 1,080.00	97.4%	\$ 968.00	11.6%
Risk Management	\$ 100,000	\$ 95,100.00	95.1%	\$ 87,747.00	8.4%
	\$ 101,109	\$ 96,180.00	95.1%	\$ 88,715.00	8.4%
Building Costs					
Transfer to Capital	\$ 200,000	\$ 200,000.00		\$ -	#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	\$ 794,204.62	15.6%	\$ 542,813.00	46.3%
Total Operations/Services	\$ 2,806,368	\$ 2,052,432.34	73.1%	\$ 1,452,588.23	41.3%
Total Expenses	\$ 5,518,768	\$ 4,536,753.80	82.2%	\$ 3,719,540.25	22.0%
Revenue Minus Expense	\$ 32,986	\$ 145,817.40		\$ 909,857.26	-84.0%
Operating fund					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,652,323.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,546,156.53
2/1/2023	\$ 1,546,156.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,275,622.69
3/1/2023	\$ 1,275,622.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 967,177.65
4/1/2023	\$ 967,177.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 854,550.15
5/1/2023	\$ 854,550.15	\$ 265,207.24	\$ 310,812.57	\$ -	\$ 808,944.82
6/1/2023	\$ 808,944.82	\$ 55,084.01	\$ 344,146.41	\$ -	\$ 519,882.42
7/1/2023	\$ 519,882.42	\$ 1,853,645.45	\$ 355,444.40	\$ -	\$ 2,018,083.47
8/1/2023	\$ 2,018,083.47	\$ 258,176.51	\$ 473,838.44	\$ -	\$ 1,802,421.54
9/1/2023	\$ 1,802,421.54	\$ 233,266.22	\$ 393,708.85	\$ -	\$ 1,641,978.91
10/1/2023	\$ 1,641,978.91	\$ 1,123,676.15	\$ 332,527.89	\$ -	\$ 2,433,127.17
11/1/2023	\$ 2,433,127.17	\$ 209,481.57	\$ 375,319.18	\$ -	\$ 2,267,289.56
12/1/2023	\$ 2,267,289.56	\$ 97,329.69	\$ 566,478.62	\$ -	\$ 1,798,140.63
1/1/2024	\$ 1,798,140.63				

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	\$ 200,982.88	\$ -	\$ 869,827.03
1/1/2024	\$ 869,827.03			

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	\$	17.60	\$	4,362.08	\$	26,576.99
1/1/2024	\$	26,576.99						

**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	\$ 469.45	\$ 40,607.11
10/1/2023	\$ 40,607.11	\$ 28.74	\$ -	\$ 40,635.85
11/1/2023	\$ 40,635.85	\$ 26.94	\$ 506.05	\$ 40,156.74
12/1/2023	\$ 40,156.74	\$ 24.51	\$ 292.00	\$ 39,889.25
1/1/2024	\$ 39,889.25			

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	\$ 250.81	\$ 44.39	\$ 1,311.73
10/1/2023	\$ 1,311.73	\$ 451.09	\$ -	\$ 1,762.82
11/1/2023	\$ 1,762.82	\$ 1,521.50	\$ 549.30	\$ 2,735.02
12/1/2023	\$ 2,735.02	\$ 1.59	\$ 294.86	\$ 2,441.75
1/1/2024	\$ 2,441.75			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity	Ending
1/1/2023	\$ 2,893,701.10	\$ 211,696.35	\$ 459,409.65	\$ -	\$ 2,645,987.80
2/1/2023	\$ 2,645,987.80	\$ 49,722.29	\$ 319,743.63	\$ -	\$ 2,375,966.46
3/1/2023	\$ 2,375,966.46	\$ 134,000.45	\$ 442,022.97	\$ -	\$ 2,067,943.94
4/1/2023	\$ 2,067,943.94	\$ 194,979.45	\$ 309,182.35	\$ -	\$ 1,953,741.04

5/1/2023	\$	1,953,741.04	\$	267,070.68	\$	312,190.92	\$	-	\$	1,908,620.80
6/1/2023	\$	1,908,620.80	\$	56,723.59	\$	345,592.38	\$	-	\$	1,619,752.01
7/1/2023	\$	1,619,752.01	\$	1,855,986.55	\$	362,053.99	\$	-	\$	3,113,684.57
8/1/2023	\$	3,113,684.57	\$	260,709.99	\$	691,350.10	\$	-	\$	2,683,044.46
9/1/2023	\$	2,683,044.46	\$	234,725.40	\$	399,917.93	\$	-	\$	2,517,851.93
10/1/2023	\$	2,517,851.93	\$	1,125,759.19	\$	464,644.94	\$	-	\$	3,178,966.18
11/1/2023	\$	3,178,966.18	\$	212,914.45	\$	381,933.69	\$	-	\$	3,009,946.94
12/1/2023	\$	3,009,946.94	\$	298,356.27	\$	571,427.56	\$	-	\$	2,736,875.65
1/1/2024	\$	2,736,875.65								

DPL FY 2024 Budget Report

Prepared: February 2, 2024

At the end of January 8% of the Year Has Passed

Revenue

	FY 2024 Budgeted	% of Budget	Actual YTD	% Collected	FY23 YTD	% Change
Property Taxes	\$ 3,122,000	64.5%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,719,716	35.5%	\$ 155,732.58	9.1%	\$ 210,557.45	-26.0%
Total Revenue	\$ 4,841,716		\$ 155,732.58	3.2%	\$ 210,557.45	-26.0%

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
Personnel						
Payroll	\$ 1,770,819		\$ 132,501.12	7.5%	\$ 134,589.52	-1.6%
Benefits	\$ 978,733		\$ 70,215.21	7.2%	\$ 62,643.74	12.1%
	\$ 2,749,552	58.0%	\$ 202,716.33	7.4%	\$ 197,233.26	2.8%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 60.29	0.0%	\$ 10,566.84	-99.4%
Per Capita	\$ 104,020		\$ 25.00	0.0%	\$ 22,376.86	-99.9%
Lost/Damage	\$ 1,600		\$ -	0.0%	\$ 125.84	-100%
Total Materials	\$ 350,620	9.3%	\$ 85.29	0.0%	\$ 33,069.54	-99.7%

Professional Services

Security	\$ 45,000.00		\$ 4,243.50	9.4%	\$ -	
Professional Services	\$ 70,000		\$ 2,452.35	3.5%	\$ 2,468.79	-0.7%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 11.36	4.5%	\$ 44.35	-74%
Total	\$ 117,750	3.1%	\$ 6,707.21	5.7%	\$ 2,513.14	166.9%

Allocations

Administrative Fee	\$	147,732		\$	12,311.00	8.3%	\$	12,580.00	-2.1%
MIS	\$	16,337		\$	1,361.00	8.3%	\$	3,303.00	-58.8%
	\$	164,069	4.3%	\$	13,672.00	8.3%	\$	15,883.00	-13.9%

Grants

Other grants	\$	300,000		\$	1,868.49	0.6%	\$	3,103.28	-39.8%
	\$	300,000	7.9%	\$	1,868.49	0.6%	\$	3,103.28	-39.8%

Advertising	\$	900	0.02%	\$	-	0.0%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	4,500		\$	307.59	6.8%	\$	345.01	-10.8%
Service to Office Equipment	\$	22,000		\$	830.78	3.8%	\$	855.45	-2.9%
Telephone	\$	16,000		\$	565.44	3.5%	\$	645.19	-12.4%
Software	\$	45,000		\$	-	0.0%	\$	2,053.00	-100.0%
Office Supplies	\$	36,000		\$	637.40	1.8%	\$	1,886.52	-66.2%
Small Capital	\$	152,000		\$	102.70	0.1%	\$	526.76	-80.5%
	\$	275,500	7.3%	\$	2,443.91	0.9%	\$	6,311.93	-61.3%

Staff Development

Conferences/Training/Travel	\$	13,000		\$	405.92	3.1%	\$	874.00	-53.6%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	73,000		\$	55.00	0.1%	\$	606.00	-90.9%
	\$	96,000	2.5%	\$	460.92	0.5%	\$	1,480.00	-68.9%

Insurance

Unemployment	\$	1,128		\$	94.00	8.3%	\$	90.00	4.4%
Risk Management	\$	93,612		\$	7,801.00	8.3%	\$	7,925.00	-1.6%
	\$	94,740	2.5%	\$	7,895.00	8.3%	\$	8,015.00	-1.5%

Building Costs

Transfer to Capital	\$ -		\$ -		\$ -	#DIV/0!
Rent	\$ 589,583		\$ 49,115.00	8.3%	\$ 49,115.00	0.0%
Supplies	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Maintenance	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 590,583	15.6%	\$ 49,115.00		\$ 49,115.00	0.0%
Total Operations/Services	\$ 1,990,162	52.6%	\$ 82,247.82	4.1%	\$ 119,490.89	-31.2%
Total Expenses	\$ 4,739,714		\$ 284,964.15	6.0%	\$ 316,724.15	-10.0%
Revenue Minus Expense	\$ 102,002		\$ (129,231.57)		\$ (106,166.70)	21.7%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet	Activ	Equals
1/1/2023	\$ 1,798,140.63	\$ 155,732.58	\$ 284,964.15	\$ -	\$	1,668,909.06
2/1/2023	\$ 1,668,909.06					
3/1/2023	\$ -					
4/1/2023	\$ -					
5/1/2023	\$ -					
6/1/2023	\$ -					
7/1/2023	\$ -					
8/1/2023	\$ -					
9/1/2023	\$ -					
10/1/2023	\$ -					
11/1/2023	\$ -					
12/1/2023	\$ -					
1/1/2024	\$ -					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 869,827.03	\$ 1,884.88	\$ -	\$ 871,711.91
2/1/2023	\$ 871,711.91			
3/1/2023	\$ -			

4/1/2023	\$	-
5/1/2023	\$	-
6/1/2023	\$	-
7/1/2023	\$	-
8/1/2023	\$	-
9/1/2023	\$	-
10/1/2023	\$	-
11/1/2023	\$	-
12/1/2023	\$	-
1/1/2024	\$	-

**Trust Accounts
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 26,576.99	\$ 18.14	\$ -	\$ 26,595.13
2/1/2023	\$ 26,595.13			
3/1/2023	\$ -			
4/1/2023	\$ -			
5/1/2023	\$ -			
6/1/2023	\$ -			
7/1/2023	\$ -			
8/1/2023	\$ -			
9/1/2023	\$ -			
10/1/2023	\$ -			
11/1/2023	\$ -			
12/1/2023	\$ -			
1/1/2024	\$ -			

**Meyer
Date**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 39,889.25	\$ 27.22	\$ -	\$ 39,916.47
2/1/2023	\$ 39,916.47			
3/1/2023	\$ -			
4/1/2023	\$ -			
5/1/2023	\$ -			
6/1/2023	\$ -			

7/1/2023	\$	-
8/1/2023	\$	-
9/1/2023	\$	-
10/1/2023	\$	-
11/1/2023	\$	-
12/1/2023	\$	-
1/1/2024	\$	-

Memorials/Donations

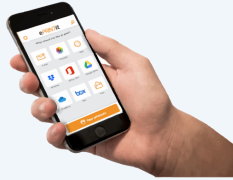
Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 2,441.75	\$ 101.70	\$ -	\$ 2,543.45
2/1/2023	\$ 2,543.45			
3/1/2023	\$ -			
4/1/2023	\$ -			
5/1/2023	\$ -			
6/1/2023	\$ -			
7/1/2023	\$ -			
8/1/2023	\$ -			
9/1/2023	\$ -			
10/1/2023	\$ -			
11/1/2023	\$ -			
12/1/2023	\$ -			
1/1/2024	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activit Ending
1/1/2023	\$ 2,736,875.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,609,676.02
2/1/2023	\$ 2,609,676.02	\$ -	\$ -	\$ -
3/1/2023	\$ -	\$ -	\$ -	\$ -
4/1/2023	\$ -	\$ -	\$ -	\$ -
5/1/2023	\$ -	\$ -	\$ -	\$ -
6/1/2023	\$ -	\$ -	\$ -	\$ -
7/1/2023	\$ -	\$ -	\$ -	\$ -
8/1/2023	\$ -	\$ -	\$ -	\$ -
9/1/2023	\$ -	\$ -	\$ -	\$ -
10/1/2023	\$ -	\$ -	\$ -	\$ -
11/1/2023	\$ -	\$ -	\$ -	\$ -

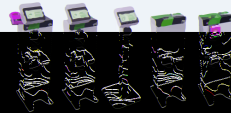
12/1/2023 \$	-	\$	-	\$	-	\$	-
1/1/2024 \$	-						

Redefining Your Library's Customer Experience

ePRINTit™
SECURE CLOUD PRINTING
Mobile Printing

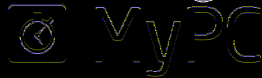


PaperCut MF
Print Management

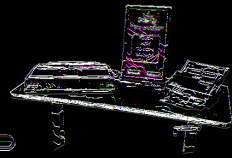


TBS 9900
PAYMENT KIOSKS
Payment Solutions

Easy Booking
MyPC
Computer Booking



ScanEZ
Scanning Solutions



POINT OF SALE SYSTEM
MAGNA
POS-L
FOR LIBRARIES
Point Of Sale

TBS
TODAY'S BUSINESS SOLUTIONS, INC.





Wednesday, February 07, 2024

Decatur Public Library
Rick Meyer
130 N. Franklin St.
Decatur, IL 62523
rmeyer@decaturlibrary.org

Dear Rick,

Today's Business Solutions, Inc. (TBS) would like to thank you and your Library Team for the opportunity to earn your partnership. We are excited to provide more capabilities and provide significant enhancements for your patrons and staff with our solutions and outstanding customer service and support.

A few of the many benefits your staff and patrons will receive from TBS include:

- Since 1991 TBS has become the leader for advancing technology for time and print management for libraries.
- Customer service is the center of our philosophy.
- Our extensive knowledge of library management systems, your patrons and staff for the ever-changing needs of this market has set TBS apart from other companies within this industry.
- We are a Hardware and Software expert, thus for the past 7 years TBS has been Awarded Platinum Status from MLA for our products and solutions.
- In the past 10 years, TBS has successfully converted many libraries from competitive systems similar to your current one.
- TBS was the first vendor to bring mobile printing to the market and our solution is far easier for your patrons to use than any other.
- TBS offers a browser-based staff portal that will save your staff hours.
- Our robust standard reporting provides valuable tools for staff that are unmatched by anyone else in the industry.
- Our Scan EZ scan/copy/fax solution with image enhancement, internet-based faxing and translation service to text and audio is revolutionizing scanning to attract more patrons.
- TBS's expertise in system conversions will make transitioning to the TBS solution a smooth one for both customers and staff.

It is our intent to earn your partnership and provide your Library with state-of-the-art solutions that far exceed your minimum requirements.

Thank you in advance for reviewing our proposal. Do not hesitate to reach me to review or ask any questions regarding any part of our proposal or solution via email or at 630-537-1370.

Mick Smith
Director of Sales
Corporate Office



About Us

TBS – Today’s Business Solutions was established in 1991 and is a software and hardware solutions provider specializing in the Public Library and Higher Education markets.

TBS provides **BookScan Stations, Print Management, MyPC Computer** booking, and **Web-Based Printing Portals** as well as a full line of payment devices.

Payment devices range from low-cost coin towers to combination systems of a coin, bill, and debit cards; to “networked” terminals connected to a centralized server. Payment devices control access and charge for such things as copies, printing, scanning, fax, laundry, vending, Point of Sale, PC time access, door access.

Our solutions can also integrate a Web-Base credit card gateway which will allow users to use their credit cards or Debit cards (**Master Card, Visa, American Express**, etc.) for such purchases. Our solutions decrease your cost of operating your business while increasing your patron’s overall satisfaction.

In addition to being an equipment provider, TBS provides: Sales Support, Technical Support and can custom design support and implementation programs to meet any customer’s requirements

MyPC Computer Time Management

Product No.	Qty	Description	Unit Price	Ext. Price
MYPC-BASE	1	Centralised Database, Internet / Intranet Booking, Library Fines and Overdue Items Module, Full Documentation and Reference Guides	\$1,995.00	\$1,995.00
MYPC-ADD-Migration	34	MyPC Migration Workstation License	\$20.00	\$680.00
MYPC-ASM-IMWS	1	MyPC - Includes annual license fee, updates & bug fixes within the maintenance period.	\$972.00	\$972.00
TBS-ILS-CT	1	This module is included with active TBS Support Contract. Use of the module is prohibited without a current TBS Support Contract for MyPC.	\$995.00	\$995.00

Subtotal: \$4,642.00

PaperCut Print Management

Product No.	Qty	Description	Unit Price	Ext. Price
PCUT-MF	1	PaperCut MF Library Edition	\$898.00	\$898.00
PCUT-CCC	1	Cartadis cPad connection	\$75.00	\$75.00
PCUT-CVL	1	Cartadis cPad Value Loader	\$280.00	\$280.00
PCUT-UAS-12	1	PaperCut Upgrade Assurance and Support (12 months)	\$280.00	\$280.00
TBS-SP	1	TBS Staff Portal	\$495.00	\$495.00

Subtotal: \$2,028.00

Kiosk

Product No.	Qty	Description	Unit Price	Ext. Price
TBS-Kiosk-CCHB	1	TBS Kiosk with High Capacity Coin/Bill Recycler and Credit Card There is an additional \$8.95 monthly fee for each Credit Card terminal and NOT included above. Each Credit Card transaction is billed at 5.95%.	\$5,795.75	\$5,795.75
TBS-WHEELS	1	9900 Stand with Wheels	\$165.00	\$165.00
CMP-20	1	Audit Collection Receipt Printer for Staff	\$350.00	\$350.00

Subtotal: \$6,310.75



Scan Stations

Product No.	Qty	Description	Unit Price	Ext. Price
SSS-21-FBS	1	ScanEZ with 21" Tablet/Wide Screen and 11" x 17" Book Edge Flat Bed Scanner	\$5,095.00	\$5,095.00
AD370	1	Single Pass Duplex Sheet Feed Scanner 70ppm/140ppm	\$695.00	\$695.00
ASA-SCANEZ	1	ScanEZ Annual license and support. Includes all hardware and software support, updates, and licenses. First Year Maintenance & Support are included with the purchase.	\$0.00	\$0.00
SSS-ATS	1	ScanEZ - 80+ Languages to Text, 40+ Languages to Audio (MP3)	\$240.00	\$240.00
SSS-VPIX	1	Image Enhancement Module	\$195.00	\$195.00
SSS-Fax	1	Simple Scan Station - Fax Service	\$0.00	\$0.00
SSS-Credit Card	1	ScanEZ Station Credit Card Reader There is an additional \$8.95 monthly fee for each Credit Card terminal and NOT included above. Each Credit Card transaction is billed at 5.95%.	\$995.00	\$995.00
SSS-WR	1	ScanEZ Web Reports	\$0.00	\$0.00
SSS-OCR	1	ABBYY® Fine Reader - OCR supports 198 recognition languages in all combinations. 53 languages include dictionary support.	\$0.00	\$0.00
SSS-MLI	1	The ScanEZ Station multilingual interface allows users to switch on-screen text to one of languages 25 different languages.	\$0.00	\$0.00
SSS-TC	1	True Copy Function – Provides user with an easy way to utilize the ScanEZ Station as a copier replacement including Single Pass ID Copy, reduction and enlargement capabilities.	\$0.00	\$0.00
SSS-HSF	1	HIPAA Compliant Fax Service - Privacy and Security of an individual's medical records and health information.	\$0.00	\$0.00
SSS-BF	1	Busy Fax - Automatic call re-submission during off-hours	\$0.00	\$0.00

Subtotal: \$7,220.00

ePRINTit

Product No.	Qty	Description	Unit Price	Ext. Price
EPI-UP	1	ePrintIT Mobile Unlimited Printer Licenses - Per Building	\$445.00	\$445.00



Subtotal: \$445.00

POS Solution

Description	Price	Qty	Ext. Price
MAGNA-LM MagnaPOS Location Manager	\$940.00	1	\$940.00
MAGNA-POS Magna POS - Library Edition	\$850.00	2	\$1,700.00
MAGNA-UAS MANGA-POS Annual Software Maintenance and Support	\$480.00	1	\$480.00
MMF-VAL1416E-04 14"W x 16"D - MMXPOS Printer Driven Cash Drawer	\$139.00	2	\$278.00
VPK-27B-15-BX Under Counter Cash Drawer Mounting Kit for Vasario 1915 Series	\$49.00	2	\$98.00
M400 VeriFone Credit Card Readers for POS	\$897.00	2	\$1,794.00

Subtotal: \$5,290.00

Services

Product No.	Qty	Description	Unit Price	Ext. Price
A-1003	1	A-1003 Onsite Installation & Training	\$1,900.00	\$1,900.00
A-1012	1	A-1012 Travel Expenses - Airfare, Hotel, Rental Car/Transportation, Meals, etc.	\$420.00	\$420.00

Subtotal: \$2,320.00

Annual Maintenance and Support After Year 1

Description	Price	Qty	Ext. Price
MYPC-ASM-IMWS MyPC - Includes annual license fee, updates & bug fixes within the maintenance period.	\$972.00	1	\$972.00
PCUT-MS PaperCut Upgrade Maintenance and Support	\$280.00	1	\$280.00
EPI-UP ePrintIT Mobile Unlimited Printer Licenses - Per Building	\$445.00	1	\$445.00
ASA-KT TBS Kiosk/Towers Annual Depot Service Agreement includes all parts, shipping, return shipping, and bill changer updates.	\$695.00	1	\$695.00
ASA-SSS ScanEZ Station Annual license and support. Includes all hardware support and software support , updates and licenses.	\$795.00	1	\$795.00
SSS-VPIX-BSA Yearly Support for Image Enhancement	\$60.00	1	\$60.00
SSS-ATS ScanEZ - 80+ Languages to Text, 40+ Languages to Audio (MP3)	\$240.00	1	\$240.00



Annual Maintenance and Support After Year 1

Description		Price	Qty	Ext. Price
POS-MS	Includes annual license fee, updates & bug fixes within the maintenance period.	\$480.00	1	\$480.00
			Subtotal:	\$3,967.00



PC, Print, Mobile Printing, Payment Kiosk, Scan EZ and POS Solutions 2024

Quote Information:

Quote #: MS001339

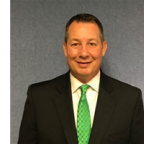
Version: 1
Delivery Date: 02/07/2024
Expiration Date: 03/05/2024

Prepared for:

Decatur Public Library

130 N. Franklin St.
Decatur, IL 62523
Rick Meyer
(217) 421-9713
rmeyer@decaturlibrary.org

Prepared by:



Corporate Office

Mick Smith
630-537-1370 ex: 1004
Fax 630-537-1369
msmith@tbsit360.com

Quote Summary

Description	Amount
MyPC Computer Time Management	\$4,642.00
PaperCut Print Management	\$2,028.00
Kiosk	\$6,310.75
Scan Stations	\$7,220.00
ePRINTit	\$445.00
POS Solution	\$5,290.00
Services	\$2,320.00
Total:	\$28,255.75

Terms and Conditions

1. Freight Prepaid
2. This price quote is good for 40 days from the date of this quotation
3. TERMS are Net 30 days from the date of shipment (not installation)
4. Lead-time is TBD
5. Equipment remains TBS Inc. property until payment is received

Corporate Office

Signature: _____
Name: Mick Smith
Title: Director of Sales
Date: 02/07/2024

Decatur Public Library

Signature: _____
Name: Rick Meyer
Date: _____



DECATUR PUBLIC LIBRARY

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Fiscal Year 2023 Annual Report

February 15, 2024

Decatur Public Library
130 N. Franklin Street
Decatur, IL 62523
(217) 424-2900



ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES FY 2023

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending December 31, 2023 and is a report of the condition of the Board's trusts on that date.

A.STATEMENT OF MONEY RECEIVED--LIBRARY OPERATING FUND

Beginning fund balance, January 1, 2023	\$1,652,323.23
Real estate taxes	\$2,952,060.80
State replacement tax	934,202.31
Payment in Lieu of Taxes	548,484.00
State grants or other	104,019.95
Fines & fees	6051.32
Non-resident fees	89.82
Lost & damaged books	4676.56
Copies and miscellaneous	14,009.74
Meeting room fees	4120.00
Interest income	12,946.19
Investment Income	12,050.20
Miscellaneous Income	(7.50)
Sale of Library Property	5039.50
Other Grants/Gifts	84,220.13
Total Revenue	4,682,571.20

B.STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND PERSONNEL

Salaries	\$1,666,532.02
Overtime	235.68
Pension Contribution	99,034.72
FICA/Medicare	124,847.69
Life insurance	2690.75
Medical insurance	576,800.00
Service recognition	14,180.60



DECATUR PUBLIC LIBRARY

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Division Total	\$2,484,321.46
STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND	
To Employee Benefits-Unemployment	\$1080.00
Advertising	0.00
Service to Maintain Building	1845.00
Services to maintain office equipment	25,571.53
MIS services (City)	36,636.00
Telephone/Internet	8140.18
Banking Service Charges	223.00
Conferences/Travel/Continuing Ed	15,589.01
Postage	4,462.02
Computer software	41,115.69
Transfer to General Fund-Admin Fee	150,960.00
Temporary agency services	2077.90
Tuition reimbursement	0.00
Professional services	124,113.78
Membership fees	61,743.22
Rental Equipment	2875.00
Materials to maintain building	109.62
Office supplies	34,104.59
Risk Management insurance	95,100.00
Small capital items	117,099.05
Building Lease Payment	589,375.00
Books and periodicals	269,812.96
Lost or Damaged Books	1,245.03
Per Capita Expenditures (Books)	104,078.52
Other Grants/Gifts	87,181.78
Transfer to Capital Fund	200,000.00
Division Total	\$2,052,432.34

TOTAL FUNDS RECEIVED (LIBRARY OPERATING FUND)	\$4,682,571.20
TOTAL OPERATING EXPENDITURES	\$4,536,753.80



DECATUR PUBLIC LIBRARY

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Surplus/Deficit	\$145,817.40
Balance sheet activity	\$0.00
LIBRARY OPERATING FUND BALANCE (12/31/2023)	\$1,798,140.63

D.STATEMENT OF MONEY RECEIVED AND EXPENDED--CANTONI FUND

Ellen and Peter Cantoni Fund (est. 1983)

Fund balance 01/01/2023	\$58,622.65
Interest	391.08
Expenditures	32,436.74
Fund balance 12/31/2023	\$26,576.99

NOTE: Cantoni fund restricted to purchases of books for library from income or principal.

E.STATEMENT OF MONEY RECEIVED AND EXPENDED--MEYER FUND

Margaret Meyer Fund (est. 2000)

Fund balance 01/01/2023	\$46,201.83
Interest	336.31
Expenditures	6648.89
FUND BALANCE 12/31/2023	\$39,889.25

NOTE: Meyer fund restricted to use of local history.

F.STATEMENT OF MONEY RECEIVED AND EXPENDED - BOOK DONATIONS

Fund balance 01/01/2023	\$1564.68
Interest	9.21
Contributions	4922.54
Expenditures	4054.68
Fund balance 12/31/2023	\$2441.75

G.STATEMENT OF MONEY RECEIVED AND EXPENDED – CAPITAL FUND

Fund balance 01/01/2023	\$1,134,988.71
Interest	7068.09
Investment Income	7346.23
Contributions	200,000.00
Expenditures	479,576.00



Fund balance 12/31/2023

\$869,827.03

H. STATEMENT OF ITEMS AVAILABLE MATERIALS

	FY2022	FY2023
Print materials	185,225	168,878
Subscriptions	174	147
E-books	4156	15,577
Physical Audio Recordings	13,000	10,746
Downloadable Audio Recordings	9078	18,747
DVDs/Video Recordings	11,501	12,590
Downloadable Video Recordings	4152	6766
Licensed Databases	36	34

I. STATEMENT OF CIRCULATION

	FY2022	FY2023
Total checkouts/renewals	260,805	268,873
Total Collection Use including databases	441,446	502,780
Borrows from other libraries	30,177	30,414
Loans to other libraries	42,190	41,045

J. STATEMENT OF ANY PERSONAL PROPERTY ACQUIRED BY LEGACY, GIFT, PURCHASE, OR OTHERWISE.

The Library received a number of donations of books and other materials to add to its collection from various people and organizations.

The library purchased new shelving for the first floor from reserve funds.

K. STATEMENT OF MONEY REQUIRED FOR LIBRARY OPERATION IN 2024

The Library Board provided the City Council with an estimate of funds needed to operate the Library for fiscal year 2024 in November 2023.

The Library Board will provide the City Council with an estimate of funds needed to operate the Library for fiscal year 2025 by November 2024.

L. STATEMENT OF OUTSTANDING LIABILITIES



The library has no outstanding liabilities.

Attached are the Fiscal Year 2023 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 2023 Annual Report of the City Librarian, which contains a narrative summary of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the Board meeting on February 15, 2024.

Karl Coleman, President
Decatur Public Library Board of
Trustees