



# DECATUR PUBLIC LIBRARY

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

- I. Call to Order** – Karl Coleman
- II. Consent Agenda** (Approval of Agenda; Approval of May 8, 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. Furniture Project Update (Discussion)
  - C. Sale of Furniture (Action)
  - D. Other
- VI. New Business**
  - A. May & June 2024 Check Registers & Vendor Reports (Action)
  - B. June 2024 Budget Actuals (Discussion)
  - C. 2024 Budget Projection (Discussion)
  - D. Other
- VII. Adjournment**

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
Finance and Properties  
Minutes

**Date:** May 8, 2024

**Time:** 4:30 p.m.

**Location:** Board Room

**Present:**

Emily West

Sofia Xethalis

Karl Coleman

Jecobie Jones

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

**Absent:** None

**Guests:** None

**Call to Order:**

Mr. Jones called the meeting to order at 4:37pm.

**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 stated the rock has been vacuumed off the building, and the roof repair is continuing.

Other

**New Business**

April 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to send the check register to the full Board, seconded by Ms. West. Mr. Jones requested a roll call vote. Ms. Xethalis yes, Ms. West yes, Mr. Coleman, yes, Mr. Jones yes. All in favor. Motion adopted.

April 2024 Budget Actuals (Discussion) Mr. Meyer presented the current and projected budget detail.

Furniture Bid (Action) Mr. Meyer presented the furniture bids. The Lowest bidder is Thomas Interiors. Ms. Xethalis made a motion to table the decision until the Board meeting on May 16, 2024, seconded by Mr. Jones. All in favor. The motion was adopted.

**Adjournment**

Mr. Jones made a motion to adjourn at 5:28pm, seconded by Ms. Xethalis. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 5/8/2024

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2024 to 5/31/2024

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160103	05/02/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	712.00	OFFICE SUPPLIES
160112	05/02/2024	BREWSTER, CONNIE K 04/09/24 PRESCHOOL ART/ MONETS GARDEN	150.00	OTHER LIBRARY GRANT EXI
160128	05/02/2024	DECATUR BLUEPRINT, INC. BUSINESS CARDS/K COLEMAN	80.00	OFFICE SUPPLIES
160130	05/02/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	220.04	OTHER LIBRARY GRANT EXI
160137	05/02/2024	EYTCHEISON, KATIE SUPPLIES REIMBURSEMENT FOR PARTIES	212.36	OTHER LIBRARY GRANT EXI
160146	05/02/2024	HARLESS, NOAH TRAVEL REIMBURSEMENT	166.37	CONFERENCES & TRAVEL
160171	05/02/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	443.88	OFFICE SUPPLIES
160192	05/02/2024	SAM'S CLUB ACCT 9064	255.21	OTHER LIBRARY GRANT EXI
160194	05/02/2024	SCHNIEDERJAN, MEGAN 03/09/24 CHILDRENS YOGA 03/23/24 CHILDRENS YOGA 04/27/24 CHILDRENS YOGA	300.00	OTHER LIBRARY GRANT EXI
160211	05/02/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	1,211.79	SERV-OFFICE EQUIPMENT
160227	05/09/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	597.67	OFFICE SUPPLIES
160264	05/09/2024	EYTCHEISON, KATIE KRAFTY THINGS REIMBURSEMENT	265.17	OTHER LIBRARY GRANT EXI
160273	05/09/2024	HECKWINE, BETTI JO MAR-MAY'24 SERVICE ANNIVERSARIES	61.53	OTHER LIBRARY GRANT EXI
160276	05/09/2024	HR SOURCE 2025 MEMBERSHIP DUES	1,260.00	PROFESSIONAL SERVICES
160279	05/09/2024	ILLINOIS LIBRARY ASSOCIATION CHILDRENS SRP 2024 / JOHN SCHIRLE	1,247.07	OTHER LIBRARY GRANT EXI
160289	05/09/2024	KILEY KLEIN, LTD LEGAL SERVICES	280.50	PROFESSIONAL SERVICES
160308	05/09/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	503.30	OFFICE SUPPLIES

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**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
160350	05/09/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.62	TELEPHONE
160357	05/10/2024	COMMERCIAL MAIL SERVICES APR 16 - APR 30'24	192.28	POSTAGE
160367	05/16/2024	AMAZON PAYMENTS RETURN AGAINST INV 1313-4PKC-4KRM RETURN AGAINST INV 1V1C-P7GV-3MFJ PURCHASE FOR OTHER LIBRARY GRANTS CYBERGEEK NANO A1 PURCHASE FOR OTHER LIBRARY GRANTS ACCT A3D6PYLXS49OR / 2024 MEMBERSHIP FEE PURCHASE FOR OTHER LIBRARY GRANTS	2,585.69	SMALL CAPITAL ITEMS
160374	05/16/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	712.61	OFFICE SUPPLIES
160382	05/16/2024	BREWSTER, CONNIE K REPLACES CK#157670 PRESCHOOL ART 12/05/23 PRESCHOOL ART BUBBLES & BLOOMS 05/07/24	275.00	OTHER LIBRARY GRANT EXI
160385	05/16/2024	BUSEY BANK BOX 151001511 /ANNUAL FEE	45.00	BANKING SERVICE CHARGE
160408	05/16/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	873.82	OFFICE SUPPLIES
160422	05/16/2024	FRAZIER, ALIX TRAVEL REIMBURSEMENT	136.01	CONFERENCES & TRAVEL
160445	05/16/2024	MAVERIK MARKETING READICULOUS T-SHIRTS	282.98	OTHER LIBRARY GRANT EXI
160448	05/16/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	8,904.07	OFFICE SUPPLIES
160461	05/16/2024	PAETEC ACCT 633318933001	52.65	TELEPHONE
160463	05/16/2024	PAWPRINT MINISTRIES READ W/PAWPRINT 4 SESSIONS MAR & APR'24	400.00	OTHER LIBRARY GRANT EXI
160465	05/16/2024	PEASE, CONNIE L JAN-JUN'24 1HR SESSION PER MONTH	210.00	OTHER LIBRARY GRANT EXI
160471	05/16/2024	PRODUCT LLC COMPLETION OF BID DOCUMENTS	5,243.88	PROFESSIONAL SERVICES

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 5/1/2024 to 5/31/2024

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160478	05/16/2024	SCHIRLE, JOHN VOLUNTEER SRP T-SHIRTS	180.54	OTHER LIBRARY GRANT EXI
160479	05/16/2024	SCHNIEDERJAN, MEGAN CHILDRENS YOGA 05/11/24	100.00	OTHER LIBRARY GRANT EXI
160503	05/16/2024	UNIQUE MANAGEMENT SERVICES APR'24 PLACEMENTS	285.65	PROFESSIONAL SERVICES
160513	05/16/2024	WILLIAMSVILLE PUBLIC LIBRARY AND MUSEUM LOST OR DAMAGED MATERIALS	25.00	LOST OR DAMAGED BOOKS
160514	05/16/2024	WINDSOR STORM MEMORIAL PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	7.00	LOST OR DAMAGED BOOKS
160530	05/23/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	518.87	OFFICE SUPPLIES
160546	05/23/2024	CINDY'S DELIGHT DEPOSIT FOR CATERING 05/31/24 EVENT	100.00	OTHER LIBRARY GRANT EXI
160552	05/23/2024	COMMERCIAL MAIL SERVICES MAY 1 - MAY 15'24	245.64	POSTAGE
160557	05/23/2024	DAMPTZ, REBECCA REIMBURSEMENT FOR DROP CLOTH	21.70	OFFICE SUPPLIES
160559	05/23/2024	DECATUR AREA ARTS COUNCIL RENTAL OF LIGHTING EQUIP FOR SONGWRITERS E'	100.00	OTHER LIBRARY GRANT EXI
160574	05/23/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
160589	05/23/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,488.02	OFFICE SUPPLIES
160602	05/23/2024	SCHNIEDERJAN, MEGAN CHILDRENS YOGA 05/18/24	100.00	OTHER LIBRARY GRANT EXI
160603	05/23/2024	SCOVILL ZOO MOBILE ZOO PRESENTATION FOR 05/29/24	300.00	OTHER LIBRARY GRANT EXI
160608	05/23/2024	SOUNDCHECK MUSIC SOUND SYSTEM FOR READICULOUS	6,762.00	OTHER LIBRARY GRANT EXI
160618	05/23/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.62	TELEPHONE
160630	05/30/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	847.08	OFFICE SUPPLIES
160637	05/30/2024	CARRIE CHANDLER PERFORMANCE FOR SONGWRITER EVENT	100.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**  
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**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160639	05/30/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	108.00	SMALL CAPITAL ITEMS
160641	05/30/2024	CINDY'S DELIGHT CATERING FOR SONGWRITER EVENT 05/31/24	900.00	OTHER LIBRARY GRANT EXI
160646	05/30/2024	DANIEL S PETERSON CHLDRENS ANIMAL PROGRAM JUNE 3'24	463.00	OTHER LIBRARY GRANT EXI
160649	05/30/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	5,205.48	SECURITY
160668	05/30/2024	JESSICA JOLLY SPAIN PERFORMANCE FOR SONGWRITER EVENT	100.00	OTHER LIBRARY GRANT EXI
160669	05/30/2024	KANOPY LIBRARY STREAMING SERVICE	497.00	PER CAPITA GRANT EXPENS
160676	05/30/2024	LUCAS, MADISON BARTENDING SERVICES SONGWRITERS EVENT 05/3	290.00	OTHER LIBRARY GRANT EXI
160682	05/30/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	300.27	OFFICE SUPPLIES
160691	05/30/2024	ONLINE COMPUTER LIBRARY CENTER, INC IFM POSTAGE	25.26	POSTAGE
160694	05/30/2024	PEERLESS NETWORK, INC ACCT 1212890	336.35	TELEPHONE
160699	05/30/2024	PROQUEST INFORMATION & LEARNING DATABASE	1,445.37	PER CAPITA GRANT EXPENS
160703	05/30/2024	RILEY, ASHLEY HOSTING/PERFORMANCE SONGWRITER EVENT 05/3	100.00	OTHER LIBRARY GRANT EXI
160735	05/31/2024	RILEY, ASHLEY HOSTING/PERFORMANCE SONGWRITER EVENT 05/3	150.00	OTHER LIBRARY GRANT EXI
23005937	05/02/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,154.00	OTHER LIBRARY GRANT EXI
23006002	05/16/2024	REGIONS/CREDIT CARD ACCT 7213	3,614.01	OTHER LIBRARY GRANT EXI
23006012	05/16/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,269.40	OTHER LIBRARY GRANT EXI
23006016	05/30/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,096.30	OTHER LIBRARY GRANT EXI

**Total for: 35      57,752.06**

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2024 to 5/31/2024

**59 -- LIBRARY TRUST FUNDS**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
160103	05/02/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	200.37	BOOKS & PERIODICALS
160227	05/09/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	289.50	BOOKS & PERIODICALS
160367	05/16/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	36.45	BOOKS & PERIODICALS
160374	05/16/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	701.84	BOOKS & PERIODICALS
160530	05/23/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	494.86	BOOKS & PERIODICALS
160630	05/30/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,009.34	BOOKS & PERIODICALS
160699	05/30/2024	PROQUEST INFORMATION & LEARNING DATABASE	4,366.51	BOOK AND PERIODICALS
			<b>Total for: 59</b>	<b>7,098.87</b>
			<b>Total for All:</b>	<b>\$64,850.93</b>

## MAY VENDOR REPORT

<b>Vendor Name</b>	<b>Amount</b>
AMAZON PAYMENTS Total	\$2,622.14
BAKER & TAYLOR CO Total	\$6,084.14
BREWSTER, CONNIE K Total	\$425.00
BUSEY BANK Total	\$45.00
CARRIE CHANDLER Total	\$100.00
CDW GOVERNMENT INC Total	\$108.00
CINDY'S DELIGHT Total	\$1,000.00
COMMERCIAL MAIL SERVICES Total	\$437.92
DAMPTZ, REBECCA Total	\$21.70
DANIEL S PETERSON Total	\$463.00
DECATUR AREA ARTS COUNCIL Total	\$100.00
DECATUR BLUEPRINT, INC. Total	\$80.00
DECATUR CIVIC CENTER AUTHORITY Total	\$5,205.48
DEMCO INC Total	\$1,093.86
EYCHISON, KATIE Total	\$477.53
FRAZIER, ALIX Total	\$136.01
HARLESS, NOAH Total	\$166.37
HECKWINE, BETTI JO Total	\$61.53
HR SOURCE Total	\$1,260.00
ILLINOIS LIBRARY ASSOCIATION Total	\$1,247.07
JESSICA HILL CONSULTING LLC Total	\$3,519.70
JESSICA JOLLY SPAIN Total	\$100.00
JONES & THOMAS Total	\$420.00
KANOPI Total	\$497.00
KILEY KLEIN, LTD Total	\$280.50
LUCAS, MADISON Total	\$290.00
MAVERIK MARKETING Total	\$282.98
MIDWEST TAPE, LLC Total	\$12,639.54
ONLINE COMPUTER LIBRARY CENTER, INC Total	\$25.26
PAETEC Total	\$52.65
PAWPRINT MINISTRIES Total	\$400.00
PEASE, CONNIE L Total	\$210.00
PEERLESS NETWORK, INC Total	\$336.35
PRODUCT LLC Total	\$5,243.88
PROQUEST INFORMATION & LEARNING Total	\$5,811.88
REGIONS/CREDIT CARD Total	\$3,614.01
RILEY, ASHLEY Total	\$250.00
SAM'S CLUB Total	\$255.21
SCHIRLE, JOHN Total	\$180.54
SCHNIEDERJAN, MEGAN Total	\$500.00
SCOVILL ZOO Total	\$300.00
SOUNDCHECK MUSIC Total	\$6,762.00
UNIQUE MANAGEMENT SERVICES Total	\$285.65
VERIZON WIRELESS Total	\$215.24
WATTS COPY SYSTEMS Total	\$1,211.79
WILLIAMSVILLE PUBLIC LIBRARY AND MUSEUM Total	\$25.00
WINDSOR STORM MEMORIAL PUBLIC LIBRARY Total	\$7.00
<b>Grand Total</b>	<b>\$64,850.93</b>

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 6/1/2024 to 6/30/2024

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
160748	06/06/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	848.23	OFFICE SUPPLIES
160776	06/06/2024	STRINGER, BETH E 2 ANNUAL SUSCRIPTIONS CIRCULATION/LOCAL HIS	28.00	BOOKS & PERIODICALS
160781	06/06/2024	DYNAGRAPHICS UPDATED DONOR WALL	195.51	PROFESSIONAL SERVICES
160805	06/06/2024	ILLINOIS LIBRARY ASSOCIATION ONLINE JOB POSTING	100.00	ADVERTISING
160833	06/06/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	1,748.14	PER CAPITA GRANT EXPENSE
160896	06/06/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	627.39	SERV-OFFICE EQUIPMENT
160904	06/13/2024	AMAZON PAYMENTS RETURN ON INV 1Y3Y-4YRV-W1D6 RETURN ON INV 1N1Y-GG9K-W9FQ PURCHASE FOR OTHER LIBRARY GRANTS	4,791.49	SMALL CAPITAL ITEMS
160908	06/13/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,118.56	OFFICE SUPPLIES
160909	06/13/2024	BARCLAY PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	27.00	LOST OR DAMAGED BOOKS
160913	06/13/2024	BIBLIOTHECA, LLC SELFCHECK & RFID WORKSTATION SOFTWARE	2,858.67	SERV-OFFICE EQUIPMENT
160922	06/13/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	399.24	OFFICE SUPPLIES
160926	06/13/2024	CLUTTER INVESTIGATIONS, INC. BACKGROUND SCREENING	60.00	PROFESSIONAL SERVICES
160931	06/13/2024	COMMERCIAL MAIL SERVICES MAY 16 - MAY 31'24	184.45	POSTAGE
160954	06/13/2024	HECKWINE, BETTI JO REIMBURSEMENT FOR JUN/JUL SERV REC	30.21	OTHER LIBRARY GRANT EXI
160981	06/13/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,570.63	OFFICE SUPPLIES
160991	06/13/2024	PAETEC ACCT 633318933001	55.31	TELEPHONE
161006	06/13/2024	STRIGLOS/HAINES & ESSICK COLOR PRINT PAPER	342.99	OFFICE SUPPLIES

**CITY OF DECATUR  
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161020	06/13/2024	UNIQUE MANAGEMENT SERVICES PLACEMENTS FOR MAY'24	423.55	PROFESSIONAL SERVICES
161025	06/13/2024	WALLENDER-DEDMAN PRINTING READING LOG BROCHURE/SPANISH	560.00	OTHER LIBRARY GRANT EXI
161059	06/20/2024	BREWSTER, CONNIE K PRESCHOOL ART /POTATO STAMP DONUTS SCHOOLAGE ART/POP ART DONUTS	400.00	OTHER LIBRARY GRANT EXI
161070	06/20/2024	COMMERCIAL MAIL SERVICES JUNE 1 - JUNE 15'24	234.42	POSTAGE
161112	06/20/2024	KILEY KLEIN, LTD MAY'24 LEGAL REPRESENTATION	264.00	PROFESSIONAL SERVICES
161132	06/20/2024	O'FALLON PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	27.99	LOST OR DAMAGED BOOKS
161144	06/20/2024	SCHOLASTIC LIBRARY PUBLISHING CHILDREN'S SRP	1,681.78	OTHER LIBRARY GRANT EXI
161190	06/27/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	230.87	OFFICE SUPPLIES
161204	06/27/2024	CANON FINANCIAL SERVICES, INC SERVICE OFFICE EQUIPMENT COPIERS PRINTERS	780.60	SERV-OFFICE EQUIPMENT
161214	06/27/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,815.63	SECURITY
161217	06/27/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	105.06	OTHER LIBRARY GRANT EXI
161247	06/27/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
161248	06/27/2024	KANOPY LIBRARY STREAMING SERVICE	452.00	PER CAPITA GRANT EXPENSE
161256	06/27/2024	LEADR TECHNOLOGIES, INC SOFTWARE SUBSCRIPTION	4,560.00	COMPUTER SOFTWARE
161258	06/27/2024	LYNGSOE SYSTEMS INC AGREEMENT B25589-924-00 07/12/24-07/12/25	5,955.00	SERV-OFFICE EQUIPMENT
161263	06/27/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	8,788.79	OFFICE SUPPLIES
161276	06/27/2024	PEERLESS NETWORK, INC ACCT 1212890	336.88	TELEPHONE

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

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**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
161281	06/27/2024	RR DONNELLEY LIBRARY CARDS/KEY CARDS	771.47	OFFICE SUPPLIES
161284	06/27/2024	SCOVILL ZOO MOBILE ZOO 07/01/24	225.00	OTHER LIBRARY GRANT EXI
161305	06/27/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	188.42	TELEPHONE
161308	06/27/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	241.52	SERV-OFFICE EQUIPMENT
23006046	06/13/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,038.60	OTHER LIBRARY GRANT EXI
23006053	06/20/2024	REGIONS/CREDIT CARD ACCT 7213	1,052.04	COMPUTER SOFTWARE
23006092	06/27/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	807.80	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>50,347.24</b>	

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160748	06/06/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	256.34	BOOKS & PERIODICALS
160776	06/06/2024	STRINGER, BETH E 2 ANNUAL SUSCRIPTIONS CIRCULATION/LOCAL HIST	28.00	BOOK AND PERIODICALS
160908	06/13/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,576.42	BOOKS & PERIODICALS
161190	06/27/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	406.14	BOOKS & PERIODICALS
<b>Total for: 59</b>			<b>2,266.90</b>	
<b>Total for All:</b>			<b>\$52,614.14</b>	

## JUNE '24 VENDOR REPORT

<b>Vendor Name</b>	<b>Amount</b>
AMAZON PAYMENTS Total	\$4,791.49
BAKER & TAYLOR CO Total	\$4,436.56
BARCLAY PUBLIC LIBRARY DISTRICT Total	\$27.00
BIBLIOTHECA, LLC Total	\$2,858.67
BREWSTER, CONNIE K Total	\$400.00
CANON FINANCIAL SERVICES, INC Total	\$780.60
CDW GOVERNMENT INC Total	\$399.24
CLUTTER INVESTIGATIONS, INC. Total	\$60.00
COMMERCIAL MAIL SERVICES Total	\$418.87
DECATUR CIVIC CENTER AUTHORITY Total	\$4,815.63
DEMCO INC Total	\$105.06
DYNAGRAPHICS Total	\$195.51
HECKWINE, BETTI JO Total	\$30.21
ILLINOIS LIBRARY ASSOCIATION Total	\$100.00
JESSICA HILL CONSULTING LLC Total	\$1,846.40
JONES & THOMAS Total	\$420.00
KANOPY Total	\$452.00
KILEY KLEIN, LTD Total	\$264.00
LEADR TECHNOLOGIES, INC Total	\$4,560.00
LYNGSOE SYSTEMS INC Total	\$5,955.00
MIDWEST TAPE, LLC Total	\$13,107.56
O'FALLON PUBLIC LIBRARY Total	\$27.99
PAETEC Total	\$55.31
PEERLESS NETWORK, INC Total	\$336.88
REGIONS/CREDIT CARD Total	\$1,052.04
RR DONNELLEY Total	\$771.47
SCHOLASTIC LIBRARY PUBLISHING Total	\$1,681.78
SCOVILL ZOO Total	\$225.00
STRIGLOS/HAINES & ESSICK Total	\$342.99
STRINGER, BETH E Total	\$56.00
UNIQUE MANAGEMENT SERVICES Total	\$423.55
VERIZON WIRELESS Total	\$188.42
WALLENDER-DEDMAN PRINTING Total	\$560.00
WATTS COPY SYSTEMS Total	\$868.91
<b>Grand Total</b>	<b>\$52,614.14</b>

DPL FY 2024 Budget Report

Revised: July 1, 2024

At the end of June 50% of the Year Has Passed

**Revenue**

	<b>FY 2024 Budgeted</b>	<b>% of Budget</b>	<b>Actual YTD</b>	<b>% Collected</b>	<b>FY23 YTD</b>	<b>% Change</b>
Property Taxes	\$ 3,122,000	64.5%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,719,716	35.5%	\$ 758,501.45	44.1%	\$ 906,995.61	-16.4%
<b>Total Revenue</b>	<b>\$ 4,841,716</b>		<b>\$ 758,501.45</b>	<b>15.7%</b>	<b>\$ 906,995.61</b>	<b>-16.4%</b>

<b>Expense</b>	<b>FY 2024 Budgeted</b>	<b>% of Budget</b>	<b>Actual YTD</b>	<b>% Expended</b>	<b>FY23 YTD</b>	<b>% Change</b>
<b>Personnel</b>						
Payroll	\$ 1,770,819		\$ 868,295.53	49.0%	\$ 826,088.29	5.1%
Benefits	\$ 978,733		\$ 462,663.17	47.3%	\$ 396,308.97	16.7%
	<b>\$ 2,749,552</b>	<b>58.0%</b>	<b>\$ 1,330,958.70</b>	<b>48.4%</b>	<b>\$ 1,222,397.26</b>	<b>8.9%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 47,341.70	19.3%	\$ 134,049.45	-64.7%
Per Capita	\$ 104,020		\$ 84,291.29	81.0%	\$ 46,101.99	82.8%
Lost/Damage	\$ 1,600		\$ 421.51	26.3%	\$ 604.33	-30%
<b>Total Materials</b>	<b>\$ 350,620</b>	<b>9.3%</b>	<b>\$ 132,054.50</b>	<b>37.7%</b>	<b>\$ 180,755.77</b>	<b>-26.9%</b>

**Professional Services**

Security	\$ 45,000.00		\$ 27,518.37	61.2%	\$ 11,880.36	131.6%
Professional Services	\$ 70,000		\$ 33,441.13	47.8%	\$ 29,415.50	13.7%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 111.03	44.4%	\$ 156.66	-29%
<b>Total</b>	<b>\$ 117,750</b>	<b>3.1%</b>	<b>\$ 61,070.53</b>	<b>51.9%</b>	<b>\$ 29,572.16</b>	<b>106.5%</b>

**Allocations**

<b>Administrative Fee</b>	\$	147,732		\$	73,866.00	50.0%	\$	75,480.00	-2.1%
<b>MIS</b>	\$	16,337		\$	8,166.00	50.0%	\$	19,818.00	-58.8%
	<b>\$</b>	<b>164,069</b>	<b>4.3%</b>	<b>\$</b>	<b>82,032.00</b>	<b>50.0%</b>	<b>\$</b>	<b>95,298.00</b>	<b>-13.9%</b>

#### Grants

<b>Other grants</b>	\$	300,000		\$	39,472.68	13.2%	\$	55,984.97	-29.5%
	<b>\$</b>	<b>300,000</b>	<b>7.9%</b>	<b>\$</b>	<b>39,472.68</b>	<b>13.2%</b>	<b>\$</b>	<b>55,984.97</b>	<b>-29.5%</b>

<b>Advertising</b>	\$	900	0.02%	\$	523.38	58.2%	\$	-	#DIV/0!
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#### Office Supplies/Maintenance

<b>Printing/Binding</b>	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
<b>Postage</b>	\$	4,500		\$	2,790.96	62.0%	\$	1,282.43	117.6%
<b>Service to Office Equipment</b>	\$	22,000		\$	16,435.21	74.7%	\$	15,990.80	2.8%
<b>Telephone</b>	\$	16,000		\$	3,370.87	21.1%	\$	4,750.72	-29.0%
<b>Software</b>	\$	45,000		\$	43,585.28	96.9%	\$	19,352.24	125.2%
<b>Office Supplies</b>	\$	36,000		\$	11,533.30	32.0%	\$	15,318.89	-24.7%
<b>Small Capital</b>	\$	152,000		\$	36,203.62	23.8%	\$	33,566.69	7.9%
	<b>\$</b>	<b>275,500</b>	<b>7.3%</b>	<b>\$</b>	<b>113,919.24</b>	<b>41.3%</b>	<b>\$</b>	<b>90,261.77</b>	<b>26.2%</b>

#### Staff Development

<b>Conferences/Training/Travel</b>	\$	13,000		\$	11,681.40	89.9%	\$	5,776.81	102.2%
<b>Tuition Reimbursement</b>	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
<b>Membership</b>	\$	73,000		\$	2,739.93	3.8%	\$	2,774.70	-1.3%
	<b>\$</b>	<b>96,000</b>	<b>2.5%</b>	<b>\$</b>	<b>14,421.33</b>	<b>15.0%</b>	<b>\$</b>	<b>8,551.51</b>	<b>68.6%</b>

#### Insurance

<b>Unemployment</b>	\$	1,128		\$	564.00	50.0%	\$	540.00	4.4%
<b>Risk Management</b>	\$	93,612		\$	46,806.00	50.0%	\$	47,550.00	-1.6%
	<b>\$</b>	<b>94,740</b>	<b>2.5%</b>	<b>\$</b>	<b>47,370.00</b>	<b>50.0%</b>	<b>\$</b>	<b>48,090.00</b>	<b>-1.5%</b>

#### Building Costs

Transfer to Capital	\$ -	\$ -	\$ -	#DIV/0!
Rent	\$ 589,583	\$ 294,690.00	50.0%	\$ 294,690.00 0.0%
Supplies	\$ 1,000	\$ 29.49	2.9%	\$ 109.62 -73.1%
Maintenance	\$ -	\$ -	#DIV/0!	\$ 1,845.00 -100.0%
Total Building	\$ 590,583	15.6%	\$ 294,719.49	\$ 296,644.62 -0.6%
Total Operations/Services	\$ 1,990,162	52.6%	\$ 785,583.15	39.5% \$ 805,158.80 -2.4%
<b>Total Expenses</b>				
	\$ 4,739,714	\$ 2,116,541.85	44.7%	\$ 2,027,556.06 4.4%
<b>Revenue Minus Expense</b>				
	\$ 102,002	\$ (1,358,040.40)		\$ (1,120,560.45) 21.2%

### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet	Activ	Equals
1/1/2023	<b>1,794,636.63</b>	\$ 155,732.58	\$ 284,964.15	\$ -	\$	1,665,405.06
2/1/2023	\$ 1,665,405.06	\$ 49,831.17	\$ 485,840.97	\$ -	\$	1,229,395.26
3/1/2023	\$ 1,229,395.26	\$ 109,763.73	\$ 339,891.84	\$ -	\$	999,267.15
4/1/2023	\$ 999,267.15	\$ 97,993.77	\$ 341,221.82	\$ -	\$	756,039.10
5/1/2023	\$ 756,039.10	\$ 178,519.94	\$ 337,877.75	\$ -	\$	596,681.29
6/1/2023	\$ 596,681.29	\$ 166,660.26	\$ 326,745.32	\$ -	\$	436,596.23
7/1/2023	\$ 436,596.23					
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	\$ 916.18	\$ 54,230.00	\$ 818,398.09
3/1/2023	\$ 818,398.09	\$ 1,696.75	\$ 3,000.00	\$ 817,094.84

4/1/2023	\$	<b>817,094.84</b>	\$	958.05	\$	958.05	\$	817,094.84
5/1/2023	\$	<b>817,094.84</b>	\$	1,593.09	\$	1,922.00	\$	816,765.93
6/1/2023	\$	<b>816,765.93</b>	\$	-	\$	63,844.84	\$	752,921.09
7/1/2023	\$	<b>752,921.09</b>						
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	\$ 6.03	\$ 1,743.20	\$ 24,857.96
3/1/2023	\$ 24,857.96	\$ 19.11	\$ 101.93	\$ 24,775.14
4/1/2023	\$ 24,775.14	\$ 14.96	\$ 1,178.76	\$ 23,611.34
5/1/2023	\$ 23,611.34	\$ 13.35	\$ 2,695.91	\$ 20,928.78
6/1/2023	\$ 20,928.78	\$ -	\$ 2,185.28	\$ 18,743.50
7/1/2023	\$ 18,743.50			
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	\$ 9.36	\$ 30.00	\$ 39,895.83
3/1/2023	\$ 39,895.83	\$ 30.73	\$ -	\$ 39,926.56
4/1/2023	\$ 39,926.56	\$ 24.35	\$ 1,124.72	\$ 38,826.19
5/1/2023	\$ 38,826.19	\$ 21.98	\$ 4,366.51	\$ 34,481.66
6/1/2023	\$ 34,481.66	\$ -	\$ 28.00	\$ 34,453.66

7/1/2023	\$	<b>34,453.66</b>
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	\$ 4,714.18	\$ 57.39	\$ 7,200.24
3/1/2023	\$ 7,200.24	\$ 330.63	\$ 98.76	\$ 7,432.11
4/1/2023	\$ 7,432.11	\$ 1,044.91	\$ 19.00	\$ 8,458.02
5/1/2023	\$ 8,458.02	\$ 755.29	\$ 36.45	\$ 9,176.86
6/1/2023	\$ 9,176.86	\$ 100.00	\$ 53.62	\$ 9,223.24
7/1/2023	\$ 9,223.24			
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	\$ 2,733,371.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,606,172.02
2/1/2023	\$ 2,606,172.02	\$ 55,476.92	\$ 541,901.56	\$ - \$ 2,119,747.38
3/1/2023	\$ 2,119,747.38	\$ 111,840.95	\$ 343,092.53	\$ - \$ 1,888,495.80
4/1/2023	\$ 1,888,495.80	\$ 100,036.04	\$ 344,502.35	\$ - \$ 1,644,029.49
5/1/2023	\$ 1,644,029.49	\$ 180,903.65	\$ 346,898.62	\$ - \$ 1,478,034.52
6/1/2023	\$ 1,478,034.52	\$ 166,760.26	\$ 392,857.06	\$ - \$ 1,251,937.72
7/1/2023	\$ 1,251,937.72	\$ -	\$ -	\$ -
8/1/2023	\$ -	\$ -	\$ -	\$ -
9/1/2023	\$ -	\$ -	\$ -	\$ -
10/1/2023	\$ -	\$ -	\$ -	\$ -
11/1/2023	\$ -	\$ -	\$ -	\$ -

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

## Library Operating Revenue

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Real Estate Taxes	\$ 3,122,000	\$ 3,122,000	\$ -
PPRT	\$ 740,000	\$ 522,068	\$ (217,932)
State Grants or other	\$ 104,020	\$ 131,520	\$ 27,500
Other Grants	\$ 300,000	\$ 76,144	\$ (223,856)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 4,562	\$ (1,938)
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 4,944	\$ (56)
Copies/Miscellaneous	\$ 12,500	\$ 13,695	\$ 1,195
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 11,157	\$ 6,157
Investment Income	\$ 3,000	\$ 20,601	\$ 17,601
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ -	0	\$ -
Reimbursement of Expenses	\$ -	831	
<b>Totals</b>	<b>\$ 4,841,716</b>	<b>\$ 4,451,697</b>	<b>\$ (390,019)</b>

### Expenditures

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Salaries	\$ 1,770,819	\$ 1,736,591	\$ 34,228
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 111,368	\$ 6,280
FICA/Medicare	\$ 136,572	\$ 129,375	\$ 7,197
Life insurance	\$ 3,283	\$ 2,716	\$ 567
Medical insurance	\$ 706,800	\$ 666,520	\$ 40,280
Service recognition	\$ 14,430	\$ 14,430	\$ -
<b>Total Personnel</b>	<b>\$ 2,749,552</b>	<b>\$ 2,660,999</b>	<b>\$ 88,553</b>
<b>Fund</b>	<b>Budgeted</b>		
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 1,256	\$ (356)
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 26,282	\$ (4,282)
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 5,776	\$ 10,224
Banking Service Charges	\$ 250	\$ 158	\$ 92
Conferences/Travel/Continuing Education	\$ 13,000	\$ 20,000	\$ (7,000)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 8,387	\$ (3,887)
Security	\$ 45,000	\$ 45,000	\$ -
Computer Software	\$ 45,000	\$ 80,035	\$ (35,035)

Temp Agency Services	\$ 2,500	\$ -	\$ 2,500
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 70,000	\$ 70,398	\$ (398)
Membership Fees	\$ 73,000	\$ 73,000	\$ -
Rental Equipment	\$ -	\$ -	
Materials for Buildings	\$ 1,000	\$ -	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 300,000	\$ 88,968	\$ 211,032
Office Supplies	\$ 36,000	\$ 25,677	\$ 10,323
Risk Management	\$ 93,612	\$ 93,612	\$ -
Small Capital	\$ 152,000	\$ 86,750	\$ 65,250
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 995	\$ 605
Transfer to Capital Fund	\$ -	\$ -	\$ -
<b>Total operating</b>	<b>\$ 1,990,162</b>	<b>\$ 1,740,095</b>	<b>\$ 250,067</b>
<b>Total expense</b>	<b>\$ 4,739,714</b>	<b>\$ 4,401,094</b>	<b>\$ 338,620</b>
<b>Surplus (deficit)</b>	<b>\$ 102,002.00</b>	<b>\$ 50,603</b>	