



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting AGENDA  
Wednesday, October 16, 2024  
4:30 p.m.  
Board Room**

- I. Call to Order** – Karl Coleman
- II. Consent Agenda** (Approval of Agenda; Approval of September 11, 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. Other
- VI. New Business**
  - A. September 2024 Check Registers & Vendor Reports (Action)
  - B. September 2024 Budget Actuals (Discussion)
  - C. 2024 Budget Projection (Discussion)
  - D. FY2025 Budget Approval (Action)
  - E. Other
- VII. Adjournment**



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

**Date: September 11, 2024**

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

**Location: Board Room**

**Present:**

Emily West

Sofia Xethalis

Karl Coleman

**Staff:** Rick Meyer, City Librarian, Alissa Henkel, Director Program, Resources, and Services

**Absent:**

**Guests:**

**Call to Order:**

Mr. Coleman called the meeting to order at 4:30pm.

**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 roof is almost finished being repaired. The retaining walls are being replaced. The next project will be solar panels on the roof, and solar panels for the parking lot.

Furniture Project Update (Discussion) The project is waiting on a final timeline; however, it looks like the first week of December.

Sale of Furniture (Action) The collectable mid-century furniture is being considered for sale. There are around 40 chairs and some stools to sell. The appraisal value is about \$52,000.00. Ms. Xethalis made a recommendation to present the sale of furniture to the Board, seconded by Ms. West. All in favor. The motion was adopted.

**New Business**

May, June, July, August 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to send the check registers 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.

August 2024 Budget Actuals (Discussion) Mr. Meyer presented the current budget detail.

2024 Budget Projection (Discussion) Mr. Meyer presented the projected budget detail.

FY 2025 Budget Draft (Discussion) Mr. Meyer presented the 2025 Budget.

**Adjournment**

Ms. Xethalis made a motion to adjourn at 5:20pm, seconded by Ms. West. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 9/11/2024

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 9/1/2024 to 9/30/2024

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
162511	09/05/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	2,061.01	OFFICE SUPPLIES
162515	09/05/2024	CANON FINANCIAL SERVICES, INC SERVICE OFFICE EQUIPMENT COPIERS PRINTERS	739.44	SERV-OFFICE EQUIPMENT
162523	09/05/2024	COMMERCIAL MAIL SERVICES AUG 16 - AUG 31'24	326.04	POSTAGE
162550	09/05/2024	HECKWINE, BETTI JO AUG RECOGNITION ICE CREAM SOCIAL	20.90	OTHER LIBRARY GRANT EXI
162583	09/05/2024	NEWSBANK, INC. 2024/2025 SUBSCRIPTION RENEWAL	19,177.00	BOOKS & PERIODICALS
162603	09/05/2024	SCHNIEDERJAN, MEGAN CHILDRENS YOGA CLASS 08/24/24	100.00	OTHER LIBRARY GRANT EXI
162644	09/12/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,112.63	OFFICE SUPPLIES
162682	09/12/2024	EFFINGHAM PUBLIC LIBRARY LOST/DAMAGED MATERIAL	10.99	LOST OR DAMAGED BOOKS
162683	09/12/2024	ELIZABETH TITUS MEMORIAL LIBRARY LOST/DAMAGED MATERIAL	27.00	LOST OR DAMAGED BOOKS
162688	09/12/2024	FORSYTH PUBLIC LIBRARY LOST/DAMAGED MATERIAL	9.99	LOST OR DAMAGED BOOKS
162707	09/12/2024	INFO USA MARKETING, INC CITY DIRECTORIES	360.00	PER CAPITA GRANT EXPENS
162712	09/12/2024	KANOPY LIBRARY STREAMING SERVICE	484.00	BOOKS & PERIODICALS
162714	09/12/2024	KILEY KLEIN, LTD JULY/AUG'24 REPRESENTATION	379.50	PROFESSIONAL SERVICES
162726	09/12/2024	MARROWBONE PUBLIC LIBRARY DIST LOST/DAMAGED MATERIAL	6.00	LOST OR DAMAGED BOOKS
162729	09/12/2024	MARTINSVILLE LIBRARY LOST/DAMAGED MATERIAL	15.95	LOST OR DAMAGED BOOKS
162732	09/12/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	65.05	OFFICE SUPPLIES
162745	09/12/2024	PAWPRINT MINISTRIES 4 SESSIONS 6/6, 6/20, 7/11, 7/25'24	400.00	OTHER LIBRARY GRANT EXI
162750	09/12/2024	REND LAKE COLLEGE LOST/DAMAGED MATERIAL	20.50	LOST OR DAMAGED BOOKS

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 9/1/2024 to 9/30/2024

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
162751	09/12/2024	SCHNIEDERJAN, MEGAN CHILDREN'S YOGO SEPT 7'24	100.00	OTHER LIBRARY GRANT EXI
162761	09/12/2024	TIMARAH KAUFMAN TRANSPORTATION DPL EMPLOYEE IN-SERV DAY	1,889.00	CONFERENCES & TRAVEL
162768	09/12/2024	UNIQUE MANAGEMENT SERVICES AUG'24 PLACEMENTS	571.30	PROFESSIONAL SERVICES
162776	09/12/2024	WELDON PUBLIC LIBRARY DISTRICT LOST/DAMAGED MATERIAL	25.00	LOST OR DAMAGED BOOKS
162785	09/19/2024	AMAZON PAYMENTS RETURN AGAINST INV 11PG-YDXY-DMX6 PURCHASE FOR OTHER LIBRARY GRANTS	5,650.05	BOOKS & PERIODICALS
162791	09/19/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	2,571.67	OFFICE SUPPLIES
162807	09/19/2024	COMMERCIAL MAIL SERVICES SEPT 1 - 15'24 ADVANCE METERING FOR 804	212.52	POSTAGE
162866	09/19/2024	LIBRARY IDEAS, LLC ANNUAL SUBSCRIPTION 24/25 FIERO CODE	1,995.00	BOOKS & PERIODICALS
162873	09/19/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	8,224.39	OFFICE SUPPLIES
162880	09/19/2024	MOYER DISTRICT LIBRARY LOST/ DAMAGED MATERIALS	28.00	LOST OR DAMAGED BOOKS
162882	09/19/2024	MT ZION DISTRICT LIBRARY LOST/ DAMAGED MATERIALS	164.00	LOST OR DAMAGED BOOKS
162887	09/19/2024	NAYAX, LLC CASHLESS ONLY- TBS	19.44	BANKING SERVICE CHARGE
162890	09/19/2024	PAETEC ACCT 633318933001	55.68	TELEPHONE
162946	09/19/2024	WORLD ARCHIVES MIDCO, LLC ACCESS.NEWSPAPER.COM	6,576.00	BOOKS & PERIODICALS
162955	09/26/2024	AMERICAN LIBRARY ASSOCIATION A FRAZIER MEMBERSHIP DUES, PLA, SRRT	262.00	MEMBERSHIP FEES
162963	09/26/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	3,562.11	OFFICE SUPPLIES
162990	09/26/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,329.75	SECURITY

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 9/1/2024 to 9/30/2024

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
163014	09/26/2024	ILLINOIS LIBRARY ASSOCIATION ILA MEMBERSHIP 24/25 A FRAZIER	100.00	MEMBERSHIP FEES
163030	09/26/2024	MEYER, RICK REIMBURSEMENT FOR TEEN LIBRARIAN PROGRAMS	71.00	BOOKS & PERIODICALS
163033	09/26/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	1,944.04	OFFICE SUPPLIES
163081	09/27/2024	PEERLESS NETWORK, INC ACCT 1212890	401.15	TELEPHONE
4007433	09/04/2024	DELL INC. C2G 6FT DISPLAY PORT/HDMI ADAPTER	21.99	OTHER LIBRARY GRANT EXI
8002826	09/18/2024	DELL INC. ADULT/COMPUTER LAB	24,366.99	OTHER LIBRARY GRANT EXI
23006247	09/05/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,923.00	OTHER LIBRARY GRANT EXI
23006281	09/19/2024	REGIONS/CREDIT CARD ACCT 7213	1,670.44	OFFICE SUPPLIES
23006311	09/19/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,538.40	OTHER LIBRARY GRANT EXI
23006313	09/26/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
23006314	09/26/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
23006318	09/26/2024	JONES & THOMAS RE-ISSUE FRAUDULENT CASHED CK160029	670.00	PROFESSIONAL SERVICES
<b>Total for: 35</b>			<b>95,098.92</b>	

**59 -- LIBRARY TRUST FUNDS**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
162511	09/05/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	529.43	BOOKS & PERIODICALS
162644	09/12/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,506.49	BOOKS & PERIODICALS
162707	09/12/2024	INFO USA MARKETING, INC CITY DIRECTORIES	330.00	BOOK AND PERIODICALS
162791	09/19/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,633.27	BOOKS & PERIODICALS

CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER

For invoices from -- 9/1/2024 to 9/30/2024

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
162963	09/26/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	875.11	BOOKS & PERIODICALS
			<hr/>	
			<b>Total for: 59</b>	<b>4,874.30</b>
			<hr/>	
			<b>Total for All:</b>	<b>\$99,973.22</b>

## SEPTEMBER 2024 VENDOR REPORT

<b>VENDOR NAME</b>	<b>AMOUNT</b>
AMAZON PAYMENTS Total	\$5,650.05
AMERICAN LIBRARY ASSOCIATION Total	\$262.00
BAKER & TAYLOR CO Total	\$13,851.72
CANON FINANCIAL SERVICES, INC Total	\$739.44
COMMERCIAL MAIL SERVICES Total	\$538.56
DECATUR CIVIC CENTER AUTHORITY Total	\$4,329.75
DELL INC. Total	\$24,388.98
EFFINGHAM PUBLIC LIBRARY Total	\$10.99
ELIZABETH TITUS MEMORIAL LIBRARY Total	\$27.00
FORSYTH PUBLIC LIBRARY Total	\$9.99
HECKWINE, BETTI JO Total	\$20.90
ILLINOIS LIBRARY ASSOCIATION Total	\$100.00
INFO USA MARKETING, INC Total	\$690.00
JESSICA HILL CONSULTING LLC Total	\$3,461.40
JONES & THOMAS Total	\$1,510.00
KANOPIY Total	\$484.00
KILEY KLEIN, LTD Total	\$379.50
LIBRARY IDEAS, LLC Total	\$1,995.00
MARROWBONE PUBLIC LIBRARY DIST Total	\$6.00
MARTINSVILLE LIBRARY Total	\$15.95
MEYER, RICK Total	\$71.00
MIDWEST TAPE, LLC Total	\$10,233.48
MOYER DISTRICT LIBRARY Total	\$28.00
MT ZION DISTRICT LIBRARY Total	\$164.00
NAYAX, LLC Total	\$19.44
NEWSBANK, INC. Total	\$19,177.00
PAETEC Total	\$55.68
PAWPRINT MINISTRIES Total	\$400.00
PEERLESS NETWORK, INC Total	\$401.15
REGIONS/CREDIT CARD Total	\$1,670.44
REND LAKE COLLEGE Total	\$20.50
SCHNIEDERJAN, MEGAN Total	\$200.00
TIMARAH KAUFMAN Total	\$1,889.00
UNIQUE MANAGEMENT SERVICES Total	\$571.30
WELDON PUBLIC LIBRARY DISTRICT Total	\$25.00
WORLD ARCHIVES MIDCO, LLC Total	\$6,576.00
<b>Grand Total</b>	<b>\$99,973.22</b>

DPL FY 2024 Budget Report

Prepared October 11, 2024

At the end of September 75% 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%	\$ 2,088,178.29	66.9%	\$ 1,868,472.79	11.8%
All Other	\$ 1,719,716	35.5%	\$ 1,085,136.37	63.1%	\$ 1,383,002.82	-21.5%
<b>Total Revenue</b>	<b>\$ 4,841,716</b>		<b>\$ 3,173,314.66</b>	<b>65.5%</b>	<b>\$ 3,251,475.61</b>	<b>-2.4%</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		\$ 1,334,572.91	75.4%	\$ 1,274,779.18	4.7%
Benefits	\$ 978,733		\$ 710,143.79	72.6%	\$ 622,012.19	14.2%
	<b>\$ 2,749,552</b>	<b>58.0%</b>	<b>\$ 2,044,716.70</b>	<b>74.4%</b>	<b>\$ 1,896,791.37</b>	<b>7.8%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 110,711.36	45.2%	\$ 211,822.20	-47.7%
Per Capita	\$ 104,020		\$ 107,414.06	103.3%	\$ 68,135.60	57.6%
Lost/Damage	\$ 1,600		\$ 832.83	52.1%	\$ 1,066.46	-22%
<b>Total Materials</b>	<b>\$ 350,620</b>	<b>9.3%</b>	<b>\$ 218,958.25</b>	<b>62.4%</b>	<b>\$ 281,024.26</b>	<b>-22.1%</b>

**Professional Services**

Security	\$ 45,000.00		\$ 40,343.75	89.7%	\$ 18,661.05	116.2%
Professional Services	\$ 70,000		\$ 48,744.10	69.6%	\$ 101,693.43	-52.1%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ 2,077.90	-1
Bank Service Charges	\$ 250		\$ 183.99	73.6%	\$ 190.03	-3%
<b>Total</b>	<b>\$ 117,750</b>	<b>3.1%</b>	<b>\$ 89,271.84</b>	<b>75.8%</b>	<b>\$ 103,961.36</b>	<b>-14.1%</b>

**Allocations**

<b>Administrative Fee</b>	\$	147,732		\$	110,799.00	75.0%	\$	113,220.00	-2.1%
<b>MIS</b>	\$	16,337		\$	12,249.00	75.0%	\$	29,727.00	-58.8%
	<b>\$</b>	<b>164,069</b>	<b>4.3%</b>	<b>\$</b>	<b>123,048.00</b>	<b>75.0%</b>	<b>\$</b>	<b>142,947.00</b>	<b>-13.9%</b>

**Grants**

<b>Other grants</b>	\$	300,000		\$	83,422.60	27.8%	\$	72,744.45	<b>14.7%</b>
	<b>\$</b>	<b>300,000</b>	<b>7.9%</b>	<b>\$</b>	<b>83,422.60</b>	<b>27.8%</b>	<b>\$</b>	<b>72,744.45</b>	<b>14.7%</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		\$	4,122.84	91.6%	\$	2,417.35	70.6%
<b>Service to Office Equipment</b>	\$	22,000		\$	19,953.48	90.7%	\$	22,525.68	-11.4%
<b>Telephone</b>	\$	16,000		\$	4,811.95	30.1%	\$	6,414.07	-25.0%
<b>Software</b>	\$	45,000		\$	46,200.46	102.7%	\$	32,846.55	40.7%
<b>Office Supplies</b>	\$	36,000		\$	18,286.76	50.8%	\$	22,884.90	-20.1%
<b>Small Capital</b>	\$	152,000		\$	40,826.00	26.9%	\$	70,620.66	-42.2%
	<b>\$</b>	<b>275,500</b>	<b>7.3%</b>	<b>\$</b>	<b>134,201.49</b>	<b>48.7%</b>	<b>\$</b>	<b>157,709.21</b>	<b>-14.9%</b>

**Staff Development**

<b>Conferences/Training/Travel</b>	\$	13,000		\$	16,249.50	125.0%	\$	9,421.57	72.5%
<b>Tuition Reimbursement</b>	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
<b>Membership</b>	\$	73,000		\$	73,590.85	100.8%	\$	60,168.22	22.3%
	<b>\$</b>	<b>96,000</b>	<b>2.5%</b>	<b>\$</b>	<b>89,840.35</b>	<b>93.6%</b>	<b>\$</b>	<b>69,589.79</b>	<b>29.1%</b>

**Insurance**

<b>Unemployment</b>	\$	1,128		\$	846.00	75.0%	\$	810.00	4.4%
<b>Risk Management</b>	\$	93,612		\$	70,209.00	75.0%	\$	71,325.00	-1.6%
	<b>\$</b>	<b>94,740</b>	<b>2.5%</b>	<b>\$</b>	<b>71,055.00</b>	<b>75.0%</b>	<b>\$</b>	<b>72,135.00</b>	<b>-1.5%</b>

**Building Costs**

<b>Transfer to Capital</b>	\$ -		\$ -		\$ -	#DIV/0!
<b>Rent</b>	\$ 589,583		\$ 442,035.00	75.0%	\$ 442,035.00	0.0%
<b>Supplies</b>	\$ 1,000		\$ 88.06	8.8%	\$ 109.62	-19.7%
<b>Maintenance</b>	\$ -		\$ -	#DIV/0!	\$ 1,845.00	-100.0%
<b>Total Building</b>	\$ 590,583	15.6%	\$ 442,123.06		\$ 443,989.62	-0.4%
<b>Total Operations/Services</b>	\$ 1,990,162	52.6%	\$ 1,252,443.97	62.9%	\$ 1,344,100.69	-6.8%

<b>Total Expenses</b>	\$ 4,739,714		\$ 3,297,160.67	69.6%	\$ 3,240,892.06	1.7%
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<b>Revenue Minus Expense</b>	\$ 102,002		\$ (123,846.01)		\$ 10,583.55	-1270.2%
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### 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	\$ 170,639.31	\$ 326,745.32	\$ -	\$ 440,575.28
7/1/2023	\$ 440,575.28	\$ 1,833,662.72	\$ 376,820.47	\$ -	\$ 1,897,417.53
8/1/2023	\$ 1,897,417.53	\$ 166,326.29	\$ 430,350.60	\$ -	\$ 1,633,393.22
9/1/2023	\$ 1,633,393.22	\$ 410,845.15	\$ 373,447.75	\$ -	\$ 1,670,790.62
10/1/2023	\$ 1,670,790.62				
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>	\$	3,199.53	\$	63,844.84	\$	756,120.62
7/1/2023	\$	<b>756,120.62</b>	\$	968.00	\$	359,416.41	\$	397,672.21
8/1/2023	\$	<b>397,672.21</b>	\$	1,383.80	\$	1,300.00	\$	397,756.01
9/1/2023	\$	<b>397,756.01</b>	\$	1,789.98	\$	248,648.22	\$	150,897.77
10/1/2023	\$	<b>150,897.77</b>						
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	\$ 10.63	\$ 2,185.28	\$ 18,754.13
7/1/2023	\$ 18,754.13	\$ 11.34	\$ 3,218.49	\$ 15,546.98
8/1/2023	\$ 15,546.98	\$ 8.06	\$ 3,544.82	\$ 12,010.22
9/1/2023	\$ 12,010.22	\$ 5.50	\$ 3,450.49	\$ 8,565.23
10/1/2023	\$ 8,565.23			
11/1/2023	\$ -			
12/1/2023	\$ -			
1/1/2024	\$ -			

**Meyer**

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	\$ 18.47	\$ 28.00	\$ 34,472.13

7/1/2023	\$	<b>34,472.13</b>	\$	22.91	\$	-	\$	34,495.04
8/1/2023	\$	<b>34,495.04</b>	\$	20.38	\$	95.79	\$	34,419.63
9/1/2023	\$	<b>34,419.63</b>	\$	18.60	\$	330.00	\$	34,108.23
10/1/2023	\$	<b>34,108.23</b>						
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	\$ 104.93	\$ 53.62	\$ 9,228.17
7/1/2023	\$ 9,228.17	\$ 106.13	\$ 247.35	\$ 9,086.95
8/1/2023	\$ 9,086.95	\$ 55.43	\$ 167.65	\$ 8,974.73
9/1/2023	\$ 8,974.73	\$ 4.66	\$ 1,093.81	\$ 7,885.58
10/1/2023	\$ 7,885.58			
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	\$ 173,972.87	\$ 392,857.06	\$ - \$ 1,259,150.33
7/1/2023	\$ 1,259,150.33	\$ 1,834,771.10	\$ 739,702.72	\$ - \$ 2,354,218.71
8/1/2023	\$ 2,354,218.71	\$ 167,793.96	\$ 435,458.86	\$ - \$ 2,086,553.81
9/1/2023	\$ 2,086,553.81	\$ 412,663.89	\$ 626,970.27	\$ - \$ 1,872,247.43
10/1/2023	\$ 1,872,247.43	\$ -	\$ -	\$ -
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	\$ 546,184	\$ (193,816)
State Grants or other	\$ 104,020	\$ 131,520	\$ 27,500
Other Grants	\$ 300,000	\$ 67,615	\$ (232,385)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 4,906	\$ (1,594)
Non-Resident Fee	\$ 100	\$ 183	\$ 83
Lost or Damaged Items	\$ 5,000	\$ 5,031	\$ 31
Copies/Miscellaneous	\$ 12,500	\$ 12,830	\$ 330
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 11,386	\$ 6,386
Investment Income	\$ 3,000	\$ 26,652	\$ 23,652
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ -	\$ -
Miscellaneous Income	\$ -	\$ -	\$ -
Reimbursement of Expenses	\$ -	\$ 836	
<b>Totals</b>	<b>\$ 4,841,716</b>	<b>\$ 4,473,319</b>	<b>\$ (368,397)</b>

### Expenditures

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Salaries	\$ 1,770,819	\$ 1,736,433	\$ 34,386
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 111,379	\$ 6,269
FICA/Medicare	\$ 136,572	\$ 129,389	\$ 7,183
Life insurance	\$ 3,283	\$ 2,714	\$ 569
Medical insurance	\$ 706,800	\$ 666,645	\$ 40,155
Service recognition	\$ 14,430	\$ 14,430	\$ -
<b>Total Personnel</b>	<b>\$ 2,749,552</b>	<b>\$ 2,660,990</b>	<b>\$ 88,562</b>
<b>Fund</b>	<b>Budgeted</b>		
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 698	\$ 202
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 22,652	\$ (652)
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 6,107	\$ 9,893
Banking Service Charges	\$ 250	\$ 216	\$ 34
Conferences/Travel/Continuing	\$ 13,000	\$ 26,887	\$ (13,887)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 6,573	\$ (2,073)
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	\$ 75,517	\$ (2,517)
Rental Equipment	\$ -	\$ -	
Materials for Buildings	\$ 1,000	\$ -	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 300,000	\$ 127,479	\$ 172,521
Office Supplies	\$ 36,000	\$ 27,252	\$ 8,748
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	\$ 1,503	\$ 97
Transfer to Capital Fund	\$ -	\$ -	\$ -
<b>Total operating</b>	<b>\$ 1,990,162</b>	<b>\$ 1,774,478</b>	<b>\$ 215,684</b>
<b>Total expense</b>	<b>\$ 4,739,714</b>	<b>\$ 4,435,468</b>	<b>\$ 304,246</b>
<b>Surplus (deficit)</b>	<b>\$ 102,002.00</b>	<b>\$ 37,851</b>	

**CITY OF DECATUR 2025 BUDGET DETAIL**

35 LIBRARY FUND	2023 Actual	2024 Revised Budget	2024 YTD (period 10)	2025 Department	% vs 2024RB
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<b>350</b>	<b>LIBRARY</b>
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3559350 LIBRARY FUND

301103	REAL ESTATE TAXES	2,952,100	3,122,000	2,088,178	3,272,000	5
302104	STATE REPLACEMENT TAX	803,022	740,000	442,024	592,000	-20
302107	STATE GRANTS OR OTHER	104,020	104,020	132,225	104,020	
302124	OTHER LIBRARY GRANTS	84,220	300,000	55,687	150,000	-50
303607	PAYMENT IN LIEU OF TAXES	548,484	540,096	405,072	556,299	3
305509	FINES AND FEES	6,051	6,500	4,188	4,500	-31
305510	NON- RESIDENTIAL FEES	90	100	183	100	
305511	LOST OR DAMAGED BOOKS	4,677	5,000	4,009	5,000	
305514	COPIES AND MISCELLANEOUS	14,010	12,500	10,048	14,000	12
305515	MEETING ROOM FEES	4,120	3,500	3,550	4,000	14
306785	SBITA ISSUANCE	1,299	0	0	0	100*
307101	INTEREST INCOME	12,946	5,000	7,325	6,000	20
307141	INVESTMENT INCOME	12,050	3,000	19,989	5,000	67
307999	UNREALIZED GAIN/LOSS	9,035	0	0	0	100*
308802	SALE OF CITY PROPERTY	5,040	0	0	0	100*
308890	REIMBURSEMENT OF EXPENSE	608	0	836	0	100*
308899	MISCELLANEOUS INCOME	-8	0	0	0	100*

3559350 Total:	4,561,764	4,841,716	3,173,314	4,712,919	-3
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<b>LIBRARY</b>	<b>TOTAL:</b>	4,561,764	4,841,716	3,173,314	4,712,919	-3
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CITY OF DECATUR 2025 BUDGET DETAIL

35 LIBRARY FUND

2023 Actual      2024 Revised Budget      2024 YTD (period 10)      2025 Department      % vs 2024RB

351 LIBRARY OPERATIONS

35593511 DPL - PERSONNEL SERVICES

409000	SALARIES	1,672,401	1,770,819	1,334,573	1,867,224	5
410100	OVERTIME	236	0	0	0	100*
410500	PENSION CONTRIBUTION	99,035	117,648	85,630	135,590	15
410700	FICA/MEDICARE	124,848	136,572	99,476	144,064	5
411100	LIFE INSURANCE	2,691	3,283	2,087	3,800	16
411200	MEDICAL INSURANCE	576,800	706,800	512,168	741,000	5
411500	SERVICE RECOGNITION	14,181	14,430	10,783	15,970	11
35593511 Total:		2,490,192	2,749,552	2,044,717	2,907,648	6

35593512 DPL - OPERATING EXPENSES

411300	TO EMPL BENEFITS-UNEMPLOYMEN	1,080	1,128	846	1,176	4
420100	ADVERTISING	0	900	523	900	
421000	SERVICE TO MAINT BUILDINGS	1,845	0	0	0	100*
421300	SERV-OFFICE EQUIPMENT	25,572	22,000	19,953	25,000	14
423000	GENERAL FUND IT SERVICES	39,636	16,337	12,249	19,967	22
423300	TELEPHONE	8,140	16,000	4,920	6,000	-62
423901	BANKING SERVICE CHARGES	223	250	184	250	
424100	CONFERENCES & TRAVEL	15,589	13,000	16,250	35,000	>100*
424350	GENERAL FUND FIXED ALLOCATION	150,960	147,732	110,799	189,792	28
424500	POSTAGE	3,854	4,500	4,123	5,000	11
424650	SECURITY	30,056	45,000	40,344	22,500	-50
424700	COMPUTER SOFTWARE	39,321	45,000	46,200	45,000	
427100	TEMP AGENCY SERVICES	2,078	2,500	0	0	-100*
427200	TUITION REIMBURSEMENT	0	10,000	0	10,000	
428000	PROFESSIONAL SERVICES	124,114	70,000	48,744	50,000	-29
428400	MEMBERSHIP FEES	61,743	73,000	73,686	71,000	-3
428900	RENTAL - EQUIPMENT	2,875	0	0	0	100*
432000	MATERIALS - BUILDINGS	110	1,000	88	0	-100*
433015	PER CAPITA GRANT EXPENSE	98,174	104,020	107,414	104,020	
433020	OTHER LIBRARY GRANT EXPENSE	87,182	300,000	84,409	150,000	-50
434500	OFFICE SUPPLIES	34,105	36,000	18,287	40,000	11
440902	SOFTWARE LEASE PRINCIPAL PMTS	662	0	0	0	100*
442300	RISK MANAGEMENT INSURANCE	95,100	93,612	70,209	111,948	20
442900	TRANSFER TO CAPITAL FUND	200,000	0	0	315,000	100*
449900	SMALL CAPITAL ITEMS	117,099	152,000	40,826	50,000	-67
449903	SBITA CAPITAL OUTLAY	1,299	0	0	0	100*
455300	BUILDING LEASE PAYMENT	589,375	589,853	442,035	589,583	0
35593512 Total:		1,730,192	1,743,832	1,142,089	1,842,136	6

CITY OF DECATUR 2025 BUDGET DETAIL

35	LIBRARY FUND	2023 Actual	2024 Revised Budget	2024 YTD (period 10)	2025 Department	% vs 2024RB
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**351 LIBRARY OPERATIONS**

35593515 DPL - OPERATING EXPENSES

442900	TRANSFER TO CAPITAL FUND	0	0	0	265,000	100*
458000	BOOKS & PERIODICALS	302,771	245,000	110,711	245,000	
458100	LOST OR DAMAGED BOOKS	1,427	1,600	851	1,600	
35593515 Total:		304,198	246,600	111,562	511,600	107

<b>LIBRARY OPERATIONS</b>	<b>TOTAL:</b>	<b>4,524,582</b>	<b>4,739,984</b>	<b>3,298,368</b>	<b>5,261,384</b>	<b>11</b>
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<b>FUND TOTAL::</b>	<b>-37,182</b>	<b>-101,732</b>	<b>125,054</b>	<b>548,465</b>
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<b>Fund Revenue TOTAL:</b>	<b>4,561,764</b>	<b>4,841,716</b>	<b>3,173,314</b>	<b>4,712,919</b>
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<b>Fund Expense TOTAL:</b>	<b>4,524,582</b>	<b>4,739,984</b>	<b>3,298,368</b>	<b>5,261,384</b>
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CITY OF DECATUR 2025 BUDGET DETAIL

58	LIBRARY CAPITAL	2023 Actual	2024 Revised Budget	2024 YTD (period 10)	2025 Department	% vs 2024RB
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**580 LIBRARY CAPITAL**

5859580 LIBRARY CAPITAL REVENUES

306709	TRANSFER FROM LIBRARY	200,000	0	0	315,000	100*
307101	INTEREST INCOME	7,068	6,000	3,673	0	<-100*
307141	INVESTMENT INCOME	7,346	5,000	10,717	0	<-100*
307999	UNREALIZED GAIN/LOSS	6,099	0	0	0	100*
5859580 Total:		220,513	11,000	14,390	315,000	2764
<b>LIBRARY CAPITAL TOTAL:</b>		<b>220,513</b>	<b>11,000</b>	<b>14,390</b>	<b>315,000</b>	<b>2764</b>

CITY OF DECATUR 2025 BUDGET DETAIL

58	LIBRARY CAPITAL	2023 Actual	2024 Revised Budget	2024 YTD (period 10)	2025 Department	% vs 2024RB
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**582 LIBRARY CAPITAL PROJECTS**

58595826 LIBRARY CAPITAL PROJECTS

449950	L2301	LARGE CAPITAL ITEMS	338,096	0	59,152	0	100*
451500		OFFICE EQUIPMENT	0	500,000	0	50,000	-90
451500	L2401	OFFICE EQUIPMENT	0	0	424,561	745,000	100*
58595826 Total:			338,096	500,000	483,713	795,000	59

<b>LIBRARY CAPITAL PROJECTS</b>		<b>TOTAL:</b>	338,096	500,000	483,713	795,000	59
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<b>FUND TOTAL:</b>	117,583	489,000	469,323	480,000
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<b>Fund Revenue TOTAL:</b>	220,513	11,000	14,390	315,000
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<b>Fund Expense TOTAL:</b>	338,096	500,000	483,713	795,000
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CITY OF DECATUR 2025 BUDGET DETAIL

59	LIBRARY TRUST FUNDS	2023 Actual	2024 Revised Budget	2024 YTD (period 10)	2025 Department	% vs 2024RB
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**590 DECATUR PUBLIC LIBRARY TRUSTS**

5959590 DPL TRUST FUND REVENUES

307103	INTEREST INC - CANTONI	391	0	107	0	100*
307104	INTEREST INC - MEYERS	336	0	194	0	100*
307142	INTEREST - DONATIONS	9	0	40	0	100*
308805	CONTRIBUTIONS	4,923	30,000	7,178	50,000	67
5959590 Total:		5,659	30,000	7,519	50,000	67
<b>DECATUR PUBLIC LIBRARY TRUSTS TOTAL:</b>		<b>5,659</b>	<b>30,000</b>	<b>7,519</b>	<b>50,000</b>	<b>67</b>

CITY OF DECATUR 2025 BUDGET DETAIL

59	LIBRARY TRUST FUNDS	2023 Actual	2024 Revised Budget	2024 YTD (period 10)	2025 Department	% vs 2024RB
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<b>591</b>	<b>DPL-CANTONI TRUST</b>
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59595912	TRUST CANTONI EXPENSES
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458000	BOOKS & PERIODICALS	32,437	20,000	18,119	6,000	-70
	59595912 Total:	<u>32,437</u>	<u>20,000</u>	<u>18,119</u>	<u>6,000</u>	<u>-70</u>
	<b>DPL-CANTONI TRUST</b>					
	<b>TOTAL:</b>	<u>32,437</u>	<u>20,000</u>	<u>18,119</u>	<u>6,000</u>	<u>-70</u>

CITY OF DECATUR 2025 BUDGET DETAIL

59	LIBRARY TRUST FUNDS	2023 Actual	2024 Revised Budget	2024 YTD (period 10)	2025 Department	% vs 2024RB
<b>592 DPL-MEYER TRUST</b>						
<u>59595922 TRUST MEYER EXPENSES</u>						
423903	MISCELLANEOUS EXPENSE	0	5,000	0	5,000	
428000	PROFESSIONAL FEES	0	5,000	0	5,000	
431600	ARCHIVAL SUPPLIES	3,576	5,000	812	5,000	
448600	TRANSFER TO LIBRARY FUND	0	0	0	5,000	100*
449900	SMALL CAPITAL ITEMS	0	5,000	0	5,000	
458000	BOOK AND PERIODICALS	3,073	5,000	5,238	5,000	
	59595922 Total:	<u>6,649</u>	<u>25,000</u>	<u>6,050</u>	<u>30,000</u>	<u>20</u>
	<b>DPL-MEYER TRUST TOTAL:</b>	<u>6,649</u>	<u>25,000</u>	<u>6,050</u>	<u>30,000</u>	<u>20</u>

CITY OF DECATUR 2025 BUDGET DETAIL

59	LIBRARY TRUST FUNDS	2023 Actual	2024 Revised Budget	2024 YTD (period 10)	2025 Department	% vs 2024RB
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**594 DPL-MEMORIALS**

59595942 TRUST MEMORIAL EXPENSES

458000	BOOKS & PERIODICALS	4,055	30,000	1,774	50,000	67
	59595942 Total:	4,055	30,000	1,774	50,000	67
	<b>DPL-MEMORIALS TOTAL:</b>	4,055	30,000	1,774	50,000	67

<b>FUND TOTAL:</b>	<b>37,482</b>	<b>45,000</b>	<b>18,424</b>	<b>36,000</b>
<b>Fund Revenue TOTAL:</b>	<b>5,659</b>	<b>30,000</b>	<b>7,519</b>	<b>50,000</b>
<b>Fund Expense TOTAL:</b>	<b>43,141</b>	<b>75,000</b>	<b>25,943</b>	<b>86,000</b>