



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, December 11, 2024
4:30 p.m.
Board Room**

- I. Call to Order** – Sofia Xethalis
- II. Consent Agenda** (Approval of Agenda; Approval of November 13, 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. November 2024 Check Registers & Vendor Reports (Action)
 - B. November 2024 Budget Actuals (Discussion)
 - C. 2024 Budget Projection (Discussion)
 - D. Resolution to Transfer Funds (Action)
 - E. FY2025 Compensation (Action) (**This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (2)**)
 - F. Other

VII. Adjournment



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: November 13, 2024

Time: 4:30 p.m.

Location: Board Room

Present:

Emily West

Sofia Xethalis

Blake Allison

Paula Cross

Karl Coleman

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

Absent: None

Guests: None

Call to Order:

Mr. Coleman called the meeting to order at 4:35pm.

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 indicated there are new ceiling tiles installed throughout the Library. The Boiler is being repaired soon. New furniture is on the way.

Furniture Project Update (Discussion) Mr. Meyer stated there will be a meeting with the vendors this week to coordinate the new furniture. It should start on December 2, 2024. The new Light Bright has been delivered for the Children's area. There is a delay in the Reference service desk and the children's service desk to late February of 2025. The mid-century furniture has been moved to a storage space for sale in the near future. Items for the Library's Wish List can be found on the Heart of Illinois Community Foundation web page. You can view them by clicking on Wish List in the menu bar. Mr. Meyer will update the digital signage to state the Library Wish List.

New Business

October 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. Coleman requested a roll call vote. Ms. Xethalis yes, Ms. West yes, Mr. Allison, yes, Mr. Coleman, yes, Ms. Petty, yes. All in favor. The motion adopted.

October 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 Amendment (Discussion) Mr. Meyer shared an email he received that the Budget for 2025 is roughly 50,000 less due to estimated property tax collection.

Other (Discussion) Mr. Coleman appointed Ms. Xethalis as the chair of the Finance & Property Committee.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:00pm, seconded by Ms. Petty. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 11/13/2024

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 11/1/2024 to 11/30/2024**

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
163764	11/07/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	943.67	OFFICE SUPPLIES
163783	11/07/2024	COMMERCIAL MAIL SERVICES OCT 16 - OCT 31'24	286.64	POSTAGE
163864	11/07/2024	SAM'S CLUB ACCT 9064	448.04	OTHER LIBRARY GRANT EXI
163903	11/14/2024	A TO Z DATABASE 24/25 DATABASE SUBSCRIPTION RENEWAL	8,034.00	BOOKS & PERIODICALS
163907	11/14/2024	ADOBE, INC CREATIVE CLOUD LICENSE RENEWAL 24/25	839.76	COMPUTER SOFTWARE
163910	11/14/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	1,519.58	OFFICE SUPPLIES
163913	11/14/2024	ARTHUR PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	30.00	LOST OR DAMAGED BOOKS
163916	11/14/2024	BECK'S ENGRAVING & RUBBER STAMPS INK PADS	10.00	OFFICE SUPPLIES
163919	11/14/2024	BISHOP, SUSAN REIMBURSEMENT HALLOWEEN SUPPLIES	31.50	OTHER LIBRARY GRANT EXI
163923	11/14/2024	CANON FINANCIAL SERVICES, INC SERVICE OFFICE EQUIPMENT COPIERS PRINTERS	739.44	SERV-OFFICE EQUIPMENT
163926	11/14/2024	CLUTTER INVESTIGATIONS, INC. BACKGROUND SCREENINGS	120.00	PROFESSIONAL SERVICES
163944	11/14/2024	DAUGHERTY PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	15.00	LOST OR DAMAGED BOOKS
163951	11/14/2024	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	26.13	LOST OR DAMAGED BOOKS
163958	11/14/2024	FREITAG, PATTI REIMBURSEMENT FOR SUPPLIES	19.93	OTHER LIBRARY GRANT EXI
163962	11/14/2024	GREENVIEW SCHOOLS LOST OR DAMAGED MATERIAL	7.00	LOST OR DAMAGED BOOKS
163964	11/14/2024	HECKWINE, BETTI JO CHILI COOK-OFF PRIZES/NOV SERVICE RECOGNITIC	50.23	OTHER LIBRARY GRANT EXI
163968	11/14/2024	ILLINOIS AUDUBON SOCIETY 2025 ANNUAL MEMBERSHIP RENEWAL	30.00	BOOKS & PERIODICALS
163969	11/14/2024	ILLIOPOLIS/NIANTIC PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	6.00	LOST OR DAMAGED BOOKS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 11/1/2024 to 11/30/2024**

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
163993	11/14/2024	MEYER, RICK TRAVEL REIMBURSEMENT FOR ILA CONFERENCE/PI	176.94	CONFERENCES & TRAVEL
163994	11/14/2024	MIDWEST ARCHIVES CONFERENCE R DAMPTZ MEMBERSHIP RENEWAL	55.00	MEMBERSHIP FEES
164002	11/14/2024	PAETEC ACCT 633318933001	42.69	TELEPHONE
164003	11/14/2024	PAWPRINT MINISTRIES 4 SESSIONS 9/5,9/19, 10/3 & 10/17'24	400.00	OTHER LIBRARY GRANT EXI
164013	11/14/2024	ROBINSON PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	19.92	LOST OR DAMAGED BOOKS
164017	11/14/2024	SCHNIEDERJAN, MEGAN CHILDRENS YOGA 11/02/24	100.00	OTHER LIBRARY GRANT EXI
164030	11/14/2024	TIPPITT, ALEXIS REIMBURSEMENT TEEN CRAFT CLUB SUPPLIES TRAVEL REIMBURSEMENT FOR ILA CONFERENCE PI	189.24	OTHER LIBRARY GRANT EXI
164039	11/14/2024	UNIQUE MANAGEMENT SERVICES OCT'24 PLACEMENTS	679.65	PROFESSIONAL SERVICES
164049	11/14/2024	WHITEHEAD, MICHELLE REIMBURSEMENT FOR WATER/ICE IN-SERVICE DAY	7.99	CONFERENCES & TRAVEL
164063	11/21/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	712.36	OFFICE SUPPLIES
164082	11/21/2024	COMMERCIAL MAIL SERVICES NOV 1 - NOV 15'24	216.89	POSTAGE
164093	11/21/2024	EBSCO INDUSTRIES, INC PERIODICALS AND DATABASE	15,818.77	BOOKS & PERIODICALS
164106	11/21/2024	IHLS-OCLC IFM DEBIT & ADMIN FEES	15.26	MEMBERSHIP FEES
164122	11/21/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,570.92	OFFICE SUPPLIES
164130	11/21/2024	NAYAX, LLC 10/20/24 MONTHLY SERVICE CASHLESS SYSTEM	19.44	BANKING SERVICE CHARGE
164134	11/21/2024	PEERLESS NETWORK, INC ACCT 1212890	330.06	TELEPHONE
164181	11/27/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	783.69	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 11/1/2024 to 11/30/2024**

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
164196	11/27/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,555.73	SECURITY
164228	11/27/2024	KANOPY LIBRARY STREAMING SERVICE	379.00	BOOKS & PERIODICALS
164242	11/27/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	8,505.50	OFFICE SUPPLIES
164273	11/27/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	161.67	TELEPHONE
23006381	11/06/2024	ICE WARP, INC. MAILSTORE RENEWAL	794.00	COMPUTER SOFTWARE
23006382	11/06/2024	ICE WARP, INC. ANTI-SPAM/ICEWARP SUITE RENEWAL	1,592.06	COMPUTER SOFTWARE
23006417	11/07/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,961.46	OTHER LIBRARY GRANT EXI
23006418	11/14/2024	PRODUCT LLC FURNITURE COORDINATION-RE-ISSUED DUE TO LO	4,000.00	PROFESSIONAL SERVICES
23006427	11/21/2024	REGIONS/CREDIT CARD ACCT 7213	3,663.62	OTHER LIBRARY GRANT EXI
23006460	11/21/2024	AAE HOLDINGS, INC DEPOSIT & TRAVEL EXPENSES/150 ANNIV CELEBRA	4,000.00	OTHER LIBRARY GRANT EXI
23006461	11/21/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,576.86	OTHER LIBRARY GRANT EXI
23006465	11/27/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,153.80	OTHER LIBRARY GRANT EXI
23006466	11/27/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
23006467	11/27/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	120.00	PROFESSIONAL SERVICES
23006468	11/27/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	390.00	PROFESSIONAL SERVICES
23006469	11/27/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	240.00	PROFESSIONAL SERVICES

Total for: 35 68,809.44

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 11/1/2024 to 11/30/2024

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
163764	11/07/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	567.67	BOOKS & PERIODICALS
164063	11/21/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	179.18	BOOKS & PERIODICALS
164140	11/21/2024	ROCKFORD MAP PUBLISHERS, INC. PLAT BOOKS MACON & SHELBY CO	139.45	BOOK AND PERIODICALS
164181	11/27/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	321.29	BOOKS & PERIODICALS
			Total for: 59	1,207.59
			Total for All:	\$70,017.03

NOVEMBER 2024 VENDOR REPORT

VENDOR NAME	AMOUNT
A TO Z DATABASE Total	\$8,034.00
AAE HOLDINGS, INC Total	\$4,000.00
ADOBE, INC Total	\$839.76
AMAZON PAYMENTS Total	\$1,519.58
ARTHUR PUBLIC LIBRARY DISTRICT Total	\$30.00
BAKER & TAYLOR CO Total	\$3,507.86
BECK'S ENGRAVING & RUBBER STAMPS Total	\$10.00
BISHOP, SUSAN Total	\$31.50
CANON FINANCIAL SERVICES, INC Total	\$739.44
CLUTTER INVESTIGATIONS, INC. Total	\$120.00
COMMERCIAL MAIL SERVICES Total	\$503.53
DAUGHERTY PUBLIC LIBRARY DISTRICT Total	\$15.00
DECATUR CIVIC CENTER AUTHORITY Total	\$4,555.73
EBSCO INDUSTRIES, INC Total	\$15,818.77
EFFINGHAM PUBLIC LIBRARY Total	\$26.13
FREITAG, PATTI Total	\$19.93
GREENVIEW SCHOOLS Total	\$7.00
HECKWINE, BETTI JO Total	\$50.23
ICE WARP, INC. Total	\$2,386.06
IHLS-OCLC Total	\$15.26
ILLINOIS AUDUBON SOCIETY Total	\$30.00
ILLIOPOLIS/NIANTIC PUBLIC LIBRARY Total	\$6.00
JESSICA HILL CONSULTING LLC Total	\$4,692.12
JONES & THOMAS Total	\$1,170.00
KANOPIY Total	\$379.00
MEYER, RICK Total	\$176.94
MIDWEST ARCHIVES CONFERENCE Total	\$55.00
MIDWEST TAPE, LLC Total	\$11,076.42
NAYAX, LLC Total	\$19.44
PAETEC Total	\$42.69
PAWPRINT MINISTRIES Total	\$400.00
PEERLESS NETWORK, INC Total	\$330.06
PRODUCT LLC Total	\$4,000.00
REGIONS/CREDIT CARD Total	\$3,663.62
ROBINSON PUBLIC LIBRARY Total	\$19.92
ROCKFORD MAP PUBLISHERS, INC. Total	\$139.45
SAM'S CLUB Total	\$448.04
SCHNIEDERJAN, MEGAN Total	\$100.00
TIPPITT, ALEXIS Total	\$189.24
UNIQUE MANAGEMENT SERVICES Total	\$679.65
VERIZON WIRELESS Total	\$161.67
WHITEHEAD, MICHELLE Total	\$7.99
Grand Total	\$70,017.03

DPL FY 2024 Budget Report

Prepared December 4, 2024

At the end of November 92% of the Year Has Passed

Revenue

	FY 2024 Budgeted	% of Budget	Actual YTD	% Collected	FY23 YTD	% Change
Property Taxes	\$ 3,122,000	64.5%	\$ 3,026,802.71	97.0%	\$ 2,952,060.80	2.5%
All Other	\$ 1,719,716	35.5%	\$ 1,271,928.06	74.0%	\$ 1,632,572.53	-22.1%
Total Revenue	\$ 4,841,716		\$ 4,298,730.77	88.8%	\$ 4,584,633.33	-6.2%

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
Personnel						
Payroll	\$ 1,770,819		\$ 1,608,475.55	90.8%	\$ 1,535,594.70	4.7%
Benefits	\$ 978,733		\$ 855,330.00	87.4%	\$ 751,990.98	13.7%
	\$ 2,749,552	58.0%	\$ 2,463,805.55	89.6%	\$ 2,287,585.68	7.7%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 163,372.99	66.7%	\$ 257,105.48	-36.5%
Per Capita	\$ 104,020		\$ 107,796.34	103.6%	\$ 94,627.08	13.9%
Lost/Damage	\$ 1,600		\$ 1,017.81	63.6%	\$ 1,335.14	-24%
Total Materials	\$ 350,620	9.3%	\$ 272,187.14	77.6%	\$ 353,067.70	-22.9%

Professional Services

Security	\$ 45,000.00		\$ 49,103.88	109.1%	\$ 23,470.64	109.2%
Professional Services	\$ 70,000		\$ 56,055.70	80.1%	\$ 117,386.83	-52.2%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ 2,077.90	-1
Bank Service Charges	\$ 250		\$ 244.49	97.8%	\$ 212.45	15%
Total	\$ 117,750	3.1%	\$ 105,404.07	89.5%	\$ 119,677.18	-11.9%

Allocations

Administrative Fee	\$	147,732		\$	135,421.00	91.7%	\$	138,380.00	-2.1%
MIS	\$	16,337		\$	14,971.00	91.6%	\$	36,333.00	-58.8%
	\$	164,069	4.3%	\$	150,392.00	91.7%	\$	174,713.00	-13.9%

Grants

Other grants	\$	300,000		\$	98,772.48	32.9%	\$	82,591.33	19.6%
	\$	300,000	7.9%	\$	98,772.48	32.9%	\$	82,591.33	19.6%

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

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	4,500		\$	5,257.90	116.8%	\$	3,551.80	48.0%
Service to Office Equipment	\$	22,000		\$	21,432.36	97.4%	\$	24,605.96	-12.9%
Telephone	\$	16,000		\$	6,178.41	38.6%	\$	7,566.62	-18.3%
Software	\$	45,000		\$	60,477.01	134.4%	\$	36,802.37	64.3%
Office Supplies	\$	36,000		\$	24,242.49	67.3%	\$	32,009.25	-24.3%
Small Capital	\$	152,000		\$	82,495.27	54.3%	\$	114,078.16	-27.7%
	\$	275,500	7.3%	\$	200,083.44	72.6%	\$	218,614.16	-8.5%

Staff Development

Conferences/Training/Travel	\$	13,000		\$	19,856.90	152.7%	\$	15,552.65	27.7%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	73,000		\$	73,938.63	101.3%	\$	61,743.22	19.8%
	\$	96,000	2.5%	\$	93,795.53	97.7%	\$	77,295.87	21.3%

Insurance

Unemployment	\$	1,128		\$	1,034.00	91.7%	\$	990.00	4.4%
Risk Management	\$	93,612		\$	85,811.00	91.7%	\$	87,175.00	-1.6%
	\$	94,740	2.5%	\$	86,845.00	91.7%	\$	88,165.00	-1.5%

Building Costs

Transfer to Capital	\$ -	\$ -	\$ -	#DIV/0!
Rent	\$ 589,583	\$ 540,265.00	91.6%	\$ 540,265.00 0.0%
Supplies	\$ 1,000	\$ 88.06	8.8%	\$ 109.62 -19.7%
Maintenance	\$ -	\$ -	#DIV/0!	\$ 1,845.00 -100.0%
Total Building	\$ 590,583	15.6%	\$ 540,353.06	\$ 542,219.62 -0.3%
Total Operations/Services	\$ 1,990,162	52.6%	\$ 1,548,356.10	77.8% \$ 1,656,343.86 -6.5%

Total Expenses	\$ 4,739,714	\$ 4,012,161.65	84.6%	\$ 3,943,929.54 1.7%
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Revenue Minus Expense	\$ 102,002	\$ 286,569.12	\$ 640,703.79	-55.3%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet	Activ	Equals
1/1/2024	1,794,636.63	\$ 155,732.58	\$ 284,964.15	\$ -	\$	1,665,405.06
2/1/2024	\$ 1,665,405.06	\$ 49,831.17	\$ 485,840.97	\$ -	\$	1,229,395.26
3/1/2024	\$ 1,229,395.26	\$ 109,763.73	\$ 339,891.84	\$ -	\$	999,267.15
4/1/2024	\$ 999,267.15	\$ 97,993.77	\$ 341,221.82	\$ -	\$	756,039.10
5/1/2024	\$ 756,039.10	\$ 178,519.94	\$ 337,877.75	\$ -	\$	596,681.29
6/1/2024	\$ 596,681.29	\$ 170,639.31	\$ 326,745.32	\$ -	\$	440,575.28
7/1/2024	\$ 440,575.28	\$ 1,833,662.72	\$ 376,820.47	\$ -	\$	1,897,417.53
8/1/2024	\$ 1,897,417.53	\$ 166,326.29	\$ 430,350.60	\$ -	\$	1,633,393.22
9/1/2024	\$ 1,633,393.22	\$ 410,845.15	\$ 373,447.75	\$ -	\$	1,670,790.62
10/1/2024	\$ 1,670,790.62	\$ 965,361.22	\$ 373,796.94	\$ -	\$	2,262,354.90
11/1/2024	\$ 2,262,354.90	\$ 160,054.89	\$ 341,204.04	\$ -	\$	2,081,205.75
12/1/2024	\$ 2,081,205.75					
1/1/2025	\$ -					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2024	\$ 869,827.03	\$ 1,884.88	\$ -	\$ 871,711.91
2/1/2024	\$ 871,711.91	\$ 916.18	\$ 54,230.00	\$ 818,398.09
3/1/2024	\$ 818,398.09	\$ 1,696.75	\$ 3,000.00	\$ 817,094.84

4/1/2024	\$	817,094.84	\$	958.05	\$	958.05	\$	817,094.84
5/1/2024	\$	817,094.84	\$	1,593.09	\$	1,922.00	\$	816,765.93
6/1/2024	\$	816,765.93	\$	3,199.53	\$	63,844.84	\$	756,120.62
7/1/2024	\$	756,120.62	\$	968.00	\$	359,416.41	\$	397,672.21
8/1/2024	\$	397,672.21	\$	1,383.80	\$	1,300.00	\$	397,756.01
9/1/2024	\$	397,756.01	\$	1,789.98	\$	-	\$	399,545.99
10/1/2024	\$	399,545.99	\$	800.55	\$	-	\$	400,346.54
11/1/2024	\$	400,346.54	\$	2,057.68	\$	12,861.00	\$	389,543.22
12/1/2024	\$	389,543.22						
1/1/2025	\$	-						

**Trust Accounts
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2024	\$ 26,576.99	\$ 18.14	\$ -	\$ 26,595.13
2/1/2024	\$ 26,595.13	\$ 6.03	\$ 1,743.20	\$ 24,857.96
3/1/2024	\$ 24,857.96	\$ 19.11	\$ 101.93	\$ 24,775.14
4/1/2024	\$ 24,775.14	\$ 14.96	\$ 1,178.76	\$ 23,611.34
5/1/2024	\$ 23,611.34	\$ 13.35	\$ 2,695.91	\$ 20,928.78
6/1/2024	\$ 20,928.78	\$ 10.63	\$ 2,185.28	\$ 18,754.13
7/1/2024	\$ 18,754.13	\$ 11.34	\$ 3,218.49	\$ 15,546.98
8/1/2024	\$ 15,546.98	\$ 8.06	\$ 3,544.82	\$ 12,010.22
9/1/2024	\$ 12,010.22	\$ 5.50	\$ 3,450.49	\$ 8,565.23
10/1/2024	\$ 8,565.23	\$ 4.45	\$ 1,167.67	\$ 7,402.01
11/1/2024	\$ 7,402.01	\$ 3.39	\$ 231.01	\$ 7,174.39
12/1/2024	\$ 7,174.39			
1/1/2025	\$ -			

**Meyer
Date**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2024	\$ 39,889.25	\$ 27.22	\$ -	\$ 39,916.47
2/1/2024	\$ 39,916.47	\$ 9.36	\$ 30.00	\$ 39,895.83
3/1/2024	\$ 39,895.83	\$ 30.73	\$ -	\$ 39,926.56
4/1/2024	\$ 39,926.56	\$ 24.35	\$ 1,124.72	\$ 38,826.19
5/1/2024	\$ 38,826.19	\$ 21.98	\$ 4,366.51	\$ 34,481.66
6/1/2024	\$ 34,481.66	\$ 18.47	\$ 28.00	\$ 34,472.13

7/1/2024	\$	34,472.13	\$	22.91	\$	-	\$	34,495.04
8/1/2024	\$	34,495.04	\$	20.38	\$	95.79	\$	34,419.63
9/1/2024	\$	34,419.63	\$	18.60	\$	330.00	\$	34,108.23
10/1/2024	\$	34,108.23	\$	19.37	\$	74.70	\$	34,052.90
11/1/2024	\$	34,052.90	\$	16.15	\$	139.45	\$	33,929.60
12/1/2024	\$	33,929.60						
1/1/2025	\$	-						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2024	\$ 2,441.75	\$ 101.70	\$ -	\$ 2,543.45
2/1/2024	\$ 2,543.45	\$ 4,714.18	\$ 57.39	\$ 7,200.24
3/1/2024	\$ 7,200.24	\$ 330.63	\$ 98.76	\$ 7,432.11
4/1/2024	\$ 7,432.11	\$ 1,044.91	\$ 19.00	\$ 8,458.02
5/1/2024	\$ 8,458.02	\$ 755.29	\$ 36.45	\$ 9,176.86
6/1/2024	\$ 9,176.86	\$ 104.93	\$ 53.62	\$ 9,228.17
7/1/2024	\$ 9,228.17	\$ 106.13	\$ 247.35	\$ 9,086.95
8/1/2024	\$ 9,086.95	\$ 55.43	\$ 167.65	\$ 8,974.73
9/1/2024	\$ 8,974.73	\$ 4.66	\$ 1,093.81	\$ 7,885.58
10/1/2024	\$ 7,885.58	\$ 54.36	\$ 780.61	\$ 7,159.33
11/1/2024	\$ 7,159.33	\$ 484.39	\$ 837.13	\$ 6,806.59
12/1/2024	\$ 6,806.59			
1/1/2025	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activit Ending
1/1/2024	\$ 2,733,371.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,606,172.02
2/1/2024	\$ 2,606,172.02	\$ 55,476.92	\$ 541,901.56	\$ - \$ 2,119,747.38
3/1/2024	\$ 2,119,747.38	\$ 111,840.95	\$ 343,092.53	\$ - \$ 1,888,495.80
4/1/2024	\$ 1,888,495.80	\$ 100,036.04	\$ 344,502.35	\$ - \$ 1,644,029.49
5/1/2024	\$ 1,644,029.49	\$ 180,903.65	\$ 346,898.62	\$ - \$ 1,478,034.52
6/1/2024	\$ 1,478,034.52	\$ 173,972.87	\$ 392,857.06	\$ - \$ 1,259,150.33
7/1/2024	\$ 1,259,150.33	\$ 1,834,771.10	\$ 739,702.72	\$ - \$ 2,354,218.71
8/1/2024	\$ 2,354,218.71	\$ 167,793.96	\$ 435,458.86	\$ - \$ 2,086,553.81
9/1/2024	\$ 2,086,553.81	\$ 412,663.89	\$ 378,322.05	\$ - \$ 2,120,895.65
10/1/2024	\$ 2,120,895.65	\$ 966,239.95	\$ 375,819.92	\$ - \$ 2,711,315.68
11/1/2024	\$ 2,711,315.68	\$ 162,616.50	\$ 355,272.63	\$ - \$ 2,518,659.55

12/1/2024 \$	2,518,659.55 \$	-	\$	-	\$	-
1/1/2025 \$	-					

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,122,000	\$ 3,026,803	\$ (95,197)
PPRT	\$ 740,000	\$ 547,724	\$ (192,276)
State Grants or other	\$ 104,020	\$ 131,520	\$ 27,500
Other Grants	\$ 300,000	\$ 60,332	\$ (239,668)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 5,802	\$ (698)
Non-Resident Fee	\$ 100	\$ 183	\$ 83
Lost or Damaged Items	\$ 5,000	\$ 6,315	\$ 1,315
Copies/Miscellaneous	\$ 12,500	\$ 13,160	\$ 660
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 10,895	\$ 5,895
Investment Income	\$ 3,000	\$ 28,417	\$ 25,417
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ -	\$ -
Miscellaneous Income	\$ -	\$ -	\$ -
Reimbursement of Expenses	\$ -	\$ 836	
Totals	\$ 4,841,716	\$ 4,376,164	\$ (465,552)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,770,819	\$ 1,742,515	\$ 28,304
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 111,698	\$ 5,950
FICA/Medicare	\$ 136,572	\$ 129,759	\$ 6,813
Life insurance	\$ 3,283	\$ 2,714	\$ 569
Medical insurance	\$ 706,800	\$ 668,859	\$ 37,941
Service recognition	\$ 14,430	\$ 14,430	\$ -
Total Personnel	\$ 2,749,552	\$ 2,669,975	\$ 79,577
Fund	Budgeted		
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 571	\$ 329
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 22,273	\$ (273)
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 6,647	\$ 9,353
Banking Service Charges	\$ 250	\$ 257	\$ (7)
Conferences/Travel/Continuing Education	\$ 13,000	\$ 19,903	\$ (6,903)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 5,705	\$ (1,205)
Security	\$ 45,000	\$ 48,000	\$ (3,000)
Computer Software	\$ 45,000	\$ 65,704	\$ (20,704)

Temp Agency Services	\$ 2,500	\$ -	\$ 2,500
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 70,000	\$ 59,268	\$ 10,732
Membership Fees	\$ 73,000	\$ 73,939	\$ (939)
Rental Equipment	\$ -	\$ -	
Materials for Buildings	\$ 1,000	\$ -	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 107,796	\$ (3,776)
Other Grant	\$ 300,000	\$ 104,262	\$ 195,738
Office Supplies	\$ 36,000	\$ 25,829	\$ 10,171
Risk Management	\$ 93,612	\$ 93,612	\$ -
Small Capital	\$ 152,000	\$ 124,181	\$ 27,819
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,088	\$ 512
Transfer to Capital Fund	\$ -	\$ -	\$ -
Total operating	\$ 1,990,162	\$ 1,758,816	\$ 231,346
Total expense	\$ 4,739,714	\$ 4,428,791	\$ 310,923
Surplus (deficit)	#####	\$ (52,627)	

RESOLUTION NO. 2024-01

RESOLUTION TO TRANSFER UNEXPENDED OPERATING FUNDS TO CAPITAL RESERVE FUND

BE IT RESOLVED, BY THE BOARD OF LIBRARY TRUSTEES OF THE DECATUR PUBLIC LIBRARY OF DECATUR, ILLINOIS:

WHEREAS, the Library has over \$200,000.00 in unexpended operating funds at the close of Fiscal Year 2024 and

WHEREAS, the Library needs to replace furniture in all public spaces and

WHEREAS, the Library needs additional funding to accomplish to accomplish this in Fiscal Year 2024 and Fiscal Year 2025,

NOW, THEREFORE, be it resolved by the corporate authorities of the Decatur Public Library, the following:

Section 1. Funds in the amount of \$275,000.00 will be transferred immediately into the Library's Capital Reserve Fund (Fund 58).

Section 2. This Resolution shall be in full force and effect on December 13, 2024 or by the end of FY2023.

PRESENTED, PASSED, APPROVED AND RECORDED this 12th day of December, 2024.

Board President

ATTEST:

Board Secretary