



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, February 12, 2025
4:30 p.m.
Board Room**

- I. Call to Order** – Sofia Xethalis
- II. Consent Agenda** (Approval of Agenda; Approval of January 8, 2025 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. Report from City Facilities Manager Mike Pritchett (Discussion)
 - B. January 2025 Check Register and Vendor Report (Action)
 - C. January 2025 Actuals (Discussion)
 - D. Other
- VII. Adjournment**



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: January 8, 2025

Time: 4:30 p.m.

Location: Board Room

Present:

Emily West

Sofia Xethalis

Paula Cross

Karl Coleman via zoom

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

Absent: Blake Allison

Guests:

Call to Order: Ms. West called the meeting to order at 4:35pm.

Consent Agenda

Ms. Cross made a motion to approve the consent agenda. All in favor. The motion was adopted.

Written Communication from the Public: Mr. Meyer stated there was an email regarding improving the accessibility of our website. Mr. Meyer is having it reviewed.

Public Comments: None

Old Business

Capital Needs (Discussion) Mr. Meyer stated the roof is completed. There has been some minor plumbing completed. The old chiller will be replaced soon and the wall repaired.

Furniture Project Update (Discussion) Mr. Meyer stated there is still some work to be finished. Waiting on the reference desk and the children's desk and a new desk for the security officers. Some of the mid-century furniture

FY2025 Compensation Update (Discussion) Mr. Meyer stated the salaries are due to increase by 4.4% effective January 1, 2025. The City Council will vote on this increase on January 21, 2025. Back pay will be given for the time lapse in between the effective and approval date.

New Business

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

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

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

2025-26 Meeting Schedule (Action) Ms. West made a motion to accept the schedule, seconded by Ms. Cross. All in favor. The motion was adopted.

Adjournment

Ms. West made a motion to adjourn at 5:01pm, seconded by Ms. Cross. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Draft 1/8/2025

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 1/1/2025 to 1/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
164867	01/09/2025	COMMERCIAL MAIL SERVICES DEC 16 - DEC 31'24	166.23	POSTAGE
164890	01/09/2025	SAM'S CLUB ACCT 9064	154.33	BANKING SERVICE CHARGE
164904	01/16/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	6,459.69	MEMBERSHIP FEES
164925	01/16/2025	CHARLESTON CARNEGIE PUBLIC LIBRARY PYMT FOR 1 LOST & 1 DAMAGED BOOK PD BY DPL	46.00	LOST OR DAMAGED BOOKS
164945	01/16/2025	DOYLE PUBLIC LIBRARY DISTRICT PAYMT FOR DAMAGED MATERIAL	35.00	LOST OR DAMAGED BOOKS
164950	01/16/2025	EFFINGHAM PUBLIC LIBRARY PYMT FOR DAMAGED MATERIAL	11.06	LOST OR DAMAGED BOOKS
164958	01/16/2025	FREITAG, PATTI JAN'25 RECOGN 3 EMPLOYEE FUNDED BY FOL	15.15	OTHER LIBRARY GRANT EXI
164985	01/16/2025	MISSISSIPPI VALLEY PUBLIC LIBRARY DIST PAYMT FOR LOST MATERIALS	25.00	LOST OR DAMAGED BOOKS
164987	01/16/2025	MOYER DISTRICT LIBRARY PYMT FOR LOST MATERIAL	46.00	LOST OR DAMAGED BOOKS
164992	01/16/2025	NAYAX, LLC BLANKET - CASHLESS PRINTING SERVICES	19.44	BANKING SERVICE CHARGE
164997	01/16/2025	PAETEC BLANKET - TELEPHONE SERVICE	53.16	TELEPHONE
165000	01/16/2025	PEERLESS NETWORK, INC ACCT 1212890	330.06	TELEPHONE
165001	01/16/2025	POLK CITY DIRECTORIES POLK DIRECTORIES	292.00	BOOKS & PERIODICALS
165006	01/16/2025	SCOTT CLANIN BRAND SERVICE TRAINING PROJECT 2024	8,937.50	PROFESSIONAL SERVICES
165014	01/16/2025	STRIGLOS/HAINES & ESSICK RULED DESK PAD AND TAPE	320.48	OFFICE SUPPLIES
165033	01/16/2025	WELDON PUBLIC LIBRARY DISTRICT PAYMT FOR LOST MATERIAL	20.00	LOST OR DAMAGED BOOKS
165038	01/27/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	3,804.78	SECURITY
165051	01/30/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,862.29	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2025 to 1/31/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
165063	01/30/2025	BOOKPAGE BLANKET - PERIODICAL	420.00	BOOKS & PERIODICALS
165067	01/30/2025	CANON FINANCIAL SERVICES, INC SERVICE COPIERS & PRINTERS	739.44	SERV-OFFICE EQUIPMENT
165073	01/30/2025	COMMERCIAL MAIL SERVICES JAN 1ST-15TH '25 MONTHLY MAIL	333.10	POSTAGE
165115	01/30/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	527.00	BOOKS & PERIODICALS
165131	01/30/2025	MIDWEST ARCHIVES CONFERENCE MEMBERSHIP RENEWAL - R.DAMPTZ	55.00	MEMBERSHIP FEES
165134	01/30/2025	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	337.57	OFFICE SUPPLIES
165150	01/30/2025	PROQUEST INFORMATION & LEARNING BLANKET - DATABASE	3,161.54	BOOKS & PERIODICALS
165174	01/30/2025	UNIQUE MANAGEMENT SERVICES COLLECTION SERVICES	334.90	PROFESSIONAL SERVICES
165176	01/30/2025	VERIZON WIRELESS ACCOUNT 980380645-00001	161.67	TELEPHONE
2005903	01/29/2025	DELL INC. VESA MOUNT BRACKET	34.99	SMALL CAPITAL ITEMS
23006586	01/16/2025	REGIONS/CREDIT CARD ACCT 7213	6,200.80	COMPUTER SOFTWARE
23006605	01/15/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	999.96	OTHER LIBRARY GRANT EXI
23006606	01/15/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	961.50	OTHER LIBRARY GRANT EXI
23006609	01/29/2025	JONES & THOMAS WEB SERVICES	420.00	PROFESSIONAL SERVICES
Total for: 35			37,285.64	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
164904	01/16/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	300.53	BOOKS & PERIODICALS
165001	01/16/2025	POLK CITY DIRECTORIES POLK DIRECTORIES	292.00	BOOK AND PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2025 to 1/31/2025

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
165051	01/30/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	722.06	BOOKS & PERIODICALS
165103	01/30/2025	HERITAGE NETWORK OF DECATUR HERITAGE NETWORK MEMBERSHIP	30.00	BOOK AND PERIODICALS
			<hr/>	
			Total for: 59	1,344.59
			<hr/>	
			Total for All:	\$38,630.23

JANUARY 2025 VENDOR REPORT

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$6,760.22
BAKER & TAYLOR CO Total	\$2,584.35
BOOKPAGE Total	\$420.00
CANON FINANCIAL SERVICES, INC Total	\$739.44
CHARLESTON CARNEGIE PUBLIC LIBRARY Total	\$46.00
COMMERCIAL MAIL SERVICES Total	\$499.33
DECATUR CIVIC CENTER AUTHORITY Total	\$3,804.78
DELL INC. Total	\$34.99
DOYLE PUBLIC LIBRARY DISTRICT Total	\$35.00
EFFINGHAM PUBLIC LIBRARY Total	\$11.06
FREITAG, PATTI Total	\$15.15
HERITAGE NETWORK OF DECATUR Total	\$30.00
JESSICA HILL CONSULTING LLC Total	\$1,961.46
JONES & THOMAS Total	\$420.00
KANOPY Total	\$527.00
MIDWEST ARCHIVES CONFERENCE Total	\$55.00
MIDWEST TAPE, LLC Total	\$337.57
MISSISSIPPI VALLEY PUBLIC LIBRARY DIST Total	\$25.00
MOYER DISTRICT LIBRARY Total	\$46.00
NAYAX, LLC Total	\$19.44
PAETEC Total	\$53.16
PEERLESS NETWORK, INC Total	\$330.06
POLK CITY DIRECTORIES Total	\$584.00
PROQUEST INFORMATION & LEARNING Total	\$3,161.54
REGIONS/CREDIT CARD Total	\$6,200.80
SAM'S CLUB Total	\$154.33
SCOTT CLANIN Total	\$8,937.50
STRIGLOS/HAINES & ESSICK Total	\$320.48
UNIQUE MANAGEMENT SERVICES Total	\$334.90
VERIZON WIRELESS Total	\$161.67
WELDON PUBLIC LIBRARY DISTRICT Total	\$20.00
GRAND TOTAL	\$38,630.23

DPL FY2025 Budget Report
Prepared February 6, 2025
At the end of January 8% of the
year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,440,919	30.9%	\$ 177,743.66	12.3%	\$ 155,732.58	14.1%
Total Revenue	\$ 4,663,458		\$ 177,743.66	3.8%	\$ 155,732.58	14.1%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 210,691.74	11.3%	\$ 132,501.12	59.0%
Benefits	\$ 1,040,424		\$ 117,140.87	11.3%	\$ 70,215.21	66.8%
	\$ 2,907,648	57.5%	\$ 327,832.61	11.3%	\$ 202,716.33	61.7%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 6,573.03	2.7%	\$ 60.29	10802.4%
Per Capita	\$ 104,020		\$ 191.64	0.2%	\$ 25.00	666.6%
Lost/Damage	\$ 1,600		\$ 183.06	11.4%	\$ -	#DIV/0!
Total Materials	\$ 350,620	9.3%	\$ 6,947.73	2.0%	\$ 85.29	8046.0%

Professional Services

Security	\$ 22,500		\$ 3,804.78	16.9%	\$ 4,243.50	-10.3%
Professional Services	\$ 50,000		\$ 9,692.40	19.4%	\$ 2,452.35	295.2%
Bank Service Charges	\$ 250		\$ 48.33	19.3%	\$ 11.36	325%
Total	\$ 72,750	1.9%	\$ 13,545.51	18.6%	\$ 2,463.71	449.8%

Allocations

Administrative Fee	\$ 189,792	\$ 15,816.00	8.3%	\$ 12,311.00	28.5%	
MIS	\$ 19,967	\$ 1,664.00	8.3%	\$ 1,361.00	22.3%	
	\$ 209,759	5.5%	\$ 17,480.00	8.3%	\$ 13,672.00	27.9%

Grants

Other grants	\$ 150,000	\$ 7,884.85	5.3%	\$ 1,868.49	322.0%	
	\$ 150,000	4.0%	\$ 7,884.85	5.3%	\$ 1,868.49	322.0%

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

Postage	\$ 5,000	\$ 499.33	10.0%	\$ 307.59	62.3%	
Service to Office Equipment	\$ 25,000	\$ 739.44	3.0%	\$ 830.78	-11.0%	
Telephone	\$ 6,000	\$ 544.89	9.1%	\$ 565.44	-3.6%	
Software	\$ 45,000	\$ 20.00	0.0%	\$ -	#DIV/0!	
Office Supplies	\$ 40,000	\$ 4,321.39	10.8%	\$ 637.40	578.0%	
Small Capital	\$ 50,000	\$ 2,913.03	5.8%	\$ 102.70	2736.4%	
	\$ 171,000	4.5%	\$ 9,038.08	5.3%	\$ 2,443.91	269.8%

Staff Development

Conferences/Training/Travel	\$ 35,000	\$ -	0.0%	\$ 405.92	-100.0%	
Tuition Reimbursement	\$ 10,000	\$ -	0.0%	\$ -	#DIV/0!	
Membership	\$ 71,000	\$ (172.26)	-0.2%	\$ 55.00	-413.2%	
	\$ 116,000	3.1%	\$ (172.26)	-0.1%	\$ 460.92	-137.4%

Insurance

Unemployment	\$ 1,176	\$ 98.00	8.3%	\$ 94.00	4.3%	
Risk Management	\$ 111,948	\$ 9,329.00	8.3%	\$ 7,801.00	19.6%	
	\$ 113,124	3.0%	\$ 9,427.00	8.3%	\$ 7,895.00	19.4%

Building Costs

Transfer to Capital	\$ 375,000	\$ 315,000.00		\$ -	#DIV/0!
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Rent	\$ 589,583		\$ 49,115.00	8.3%	\$ 49,115.00	0.0%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 964,583	25.5%	\$ 364,115.00		\$ 49,115.00	641.4%
Total Operations/Services	\$ 2,148,736	56.8%	\$ 428,265.91	19.9%	\$ 78,004.32	449.0%
Total Expenses						
	\$ 5,056,384		\$ 756,098.52	15.0%	\$ 280,720.65	169.3%
Revenue Minus Expense						
	\$ (392,926)		\$ (578,354.86)		\$ (124,988.07)	362.7%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activity	Ending
1/1/2025	1,865,528.14	\$ 177,743.66	\$ 756,098.52	\$ -	\$ 1,287,173.28
2/1/2025	\$ 1,287,173.28				
3/1/2025	\$ -				
4/1/2025	\$ -				
5/1/2025	\$ -				
6/1/2025	\$ -				
7/1/2025	\$ -				
8/1/2025	\$ -				
9/1/2025	\$ -				
10/1/2025	\$ -				
11/1/2025	\$ -				
12/1/2025	\$ -				
1/1/2026	\$ -				

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 194,018.17	\$ 315,631.65	\$ 160,002.22	\$ 349,647.60
2/1/2025	\$ 349,647.60			
3/1/2025	\$ -			
4/1/2025	\$ -			

5/1/2025	\$	-
6/1/2025	\$	-
7/1/2025	\$	-
8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
12/1/2025	\$	-
1/1/2026	\$	-

**Trust Accounts
Cantoni**

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 7,017.16	\$ 2.58	\$ -	\$ 7,019.74
2/1/2025	\$ 7,019.74			
3/1/2025	\$ -			
4/1/2025	\$ -			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
1/1/2026	\$ -			

**Meyer
Date**

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 33,943.90	\$ 12.67	\$ 322.00	\$ 33,634.57
2/1/2025	\$ 33,634.57			
3/1/2025	\$ -			
4/1/2025	\$ -			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			

8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
12/1/2025	\$	-
1/1/2026	\$	-

Memorials/Donations

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 6,814.86	\$ 1,557.71	\$ 1,022.59	\$ 7,349.98
2/1/2025	\$ 7,349.98			
3/1/2025	\$ -			
4/1/2025	\$ -			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
1/1/2026	\$ -			

Total	Beginning	Revenue	Expense	Balance Sheet activity	Ending
1/1/2025	\$ 2,107,322.23	\$ 494,948.27	\$ 917,445.33	\$ -	\$ 1,684,825.17
2/1/2025	\$ 1,684,825.17	\$ -	\$ -	\$ -	\$ -
3/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -
4/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -
5/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -
6/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -
7/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -
8/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -
9/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -
10/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -
11/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -
12/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -

1/1/2026 \$

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