



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, November 19, 2020

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/85840883217>

Meeting Phone Number: 1 312 626 6799 US

Meeting ID: 858 4088 3217

I. Call to order – Samantha Carroll

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

II. Consent Agenda (Approval of Agenda, Approval of October 15, 2020 Minutes) (Action)

IV. Public comments – Due to the pandemic mitigation efforts The Decatur Public Library’s Madden Auditorium will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary by 4:00 pm Thursday November 19, 2020. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

III. Written Communications from the public

IV. City Librarian’s report –Rick Meyer (Discussion)

V. Division Head reports—Robert Edwards, Becky Damptz, Alissa Henkel, Matt Wilkerson, Carol Ziese

VI. Reports of committees

A. Personnel, Policy & Public Relations Committee, November 5 Meeting—Michael Sexton

- i. Collection Development Policy (Action)
- ii. Art and Artifacts Display Policy (Action)
- iii. Patron Behavior and Patron Ban Guidelines (Action)
- iv. City Librarian Performance Evaluation Process (Discussion)
- v. Personnel Update (Discussion)
- vi. Equity, Diversity, Inclusion (Discussion)
- vii. Other (Discussion)

A. Finance and Properties Committee, November 11 Meeting—Amy Stockwell

- i. October 2020 Check Register (Action)
- ii. October 2020 Budget Report and Projections (Discussion)
- iii. 2021 Budget Proposal (Discussion)
- iv. Other (Discussion)

C. Foundation—Rick Meyer

- i. Annual Meeting, October 26—Samantha Carroll

D. Friends of the Library—Rick Meyer

- i. November 12, Meeting (Discussion)

F. Illinois Heartland Library System—Rick Meyer

- i. SHARE Executive Council (Discussion)

VII. Old Business

- i. Decatur Public Library Pandemic Response (Action)

VIII. New Business

- i. Board Openings (Discussion)
- ii. Other

IX. SERVING OUR PUBLIC 4.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

- i. No topic

X. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: October 15, 2020

Meeting time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Susan Avery

Karl Coleman

Michael Sexton

Amy Stockwell

Sofia Xethalis

Gregg Zientara

Present:

Samantha Carroll

Amy Stockwell

Susan Avery

Karl Coleman

Gregg Zientara

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Admin. Asst. Aide

Becky Dampitz, Head of Archives & Spec. Col

Alissa Henkel, Head of Prog., Res., and Serv.

Matt Wilkerson, Systems Administrator

Absent: Michael Sexton, Sofia Xethalis

Guests:

Call to Order: Ms. Carroll called the meeting to order at 4:31 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Consent agenda - Ms. Carroll asked for a motion to approve a combination of the consent agenda (agenda/September minutes) as presented, with the amendment of striking item three and taking off the language - no meeting for the PPPR meeting on the agenda, and Mr. Zientara made the motion, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, and Ms. Carroll yes.

Public Comment

None.

Written Communication from the Public

None.

City Librarians Report

Mr. Meyer reported circulation, foot traffic, interlibrary loans, new patron registrations, and visitors are all down, all due to the pandemic, but searches in catalog are up, total collection use is up due to databases, and magazine circulation is up. Virtual programming is all new and the guidelines of how to report the numbers have changed, so the numbers may look different now.

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager, in circulation, Jennifer Pride, Circulation Clerk had a poster session at the virtual ILA Conference. Shakeria Powell is doing great at her new clerk position. Still need to fill a page position, had SHARE meetings, modified procedures for quarantined materials, working on e-card for DPS high school freshmen. In administration worked through payroll, workflows, and invoices and purchase orders.

Mr. Meyer and Mr. Edwards are very impressed and proud of Ms. Pride.

Becky Damptz, Head of Archives & Special Collections, reported Local History is closed on Saturdays but will make appointments for patrons. Local History is open from 10:00 am. to 2:00 pm. Monday thru Friday. On October 8th Ms. Damptz and Leeann Grossman did a presentation at Dennis school for the teachers. On the 27th or 29th of October they will give a presentation to Millikin students on how to use resources. Ms. Damptz and Ms. Grossman are filming videos for them and Matt Wilkerson and Chris Nihiser are editing them. Next month on the 17th, volunteer Gary Geisler is doing a live video presentation on Dennis school.

Alissa Henkel, Head of Programs, Resources & Services reported the two part-time library assistants have completed their training successfully in the children's department and adult reference. Cross-training is a point of emphasis.

Matt Wilkerson, Systems Administrator reported that he purchased form software in order to make internal staff forms online, easier to use, and routed to appropriate staff. He also added more cameras to the security system, about 26 in the building, one outside. Mr. Wilkerson reported that help calls have been up 24% on help calls. Mr. Meyer said the help call totals being up is a good thing, it shows that there was a real need to hire Mr. Nihiser.

Reports of Committees

Personnel, Policy & Public Relations Committee

Patron Ban Policy

The patron ban policy was tabled, the committee will work on it at the next committee meeting and then present to the board at the next board meeting.

Credit Card Policy

Ms. Carroll said it was recommended that the policy be accepted as presented and requested a motion. Ms. Avery moved, seconded by Mr. Coleman. Discussed that this was developed to guide the use of the overall library credit card and any other store account cards the library has. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara yes, Ms. Stockwell yes, Ms. Avery yes, and Ms. Carroll yes.

City Librarian Performance Evaluation Process

Ms. Avery is heading up the committee to create the procedure and form to evaluate Mr. Meyer, Ms. Avery is going to ask Mr. Sexton to assist with this and hopefully have something by the end of the year.

Personnel Update

Mr. Meyer said that Shakera Powell was promoted and the library is going to back fill the position she vacated. He said they are making some decisions on administration and circulation staffing, by the end of the year the library will have the staff needed but save some money. Testing for page position is completed and a candidate will be selected after interviews, in about 2 weeks.

Equity, Diversity, Inclusion

The diversity group met with Jerome, a representative from Etta Jones & Associates, he walked them through the process and answered the committee's questions, they are waiting on a break down of charges. Members of the diversity group did a small bio., which Mr. Edwards is going to combine together so he can let the board know who is on the committee. The committee is looking for consultants and narrowing it down and they will send an RFI out.

Patron Ban Appeal

Recommended motion of the PPPR committee was that the board uphold the one-year ban from library premises and add a 30 day ban from curbside service. Ms. Carroll requested a motion to approve to discuss, Ms. Avery made the motion, seconded by Mr. Coleman. After discussion, Mr. Zientara expressed support of their recommendation, Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, and Ms. Carroll yes.

Volunteer Policy

The PPPR committee recommended approving the policy with the changes on background checks, Ms. Carroll requested a motion, Ms. Stockwell made a motion to accept as presented, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara

yes, Ms. Avery yes, Ms. Stockwell yes, and Ms. Carroll yes.

Finance and Properties Committee

Ms. Stockwell reported the Finance and Properties Committee reviewed and discussed the check register and recommends the September 2020 check register be approved. Ms. Stockwell made a motion to approve the check register, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, and Ms. Carroll yes. Finance and Properties reviewed Mr. Meyer's analysis for spending year to date and projection for the year, everything is on track, bottom line we are looking at doing slightly better than budget. Looked at draft of the 2021 budget, will look at it in November at the Finance meeting, then ask for the full board's approval at the full board meeting in November.

Decatur Public Library is hosting a vote by mail drop box on October 24, 2020.

Friends of the Library Committee

Mr. Meyer said the Board decided to suspend the book sales for the rest of the year. They approved the 2 funding requests of about \$400.00. The Board is looking to hire book keeper.

Illinois Heartland Library System-SHARE Executive Council

Mr. Meyer did not have a report for the IHLS Chair Executive Council. The Circ committee did vote to not pass auto renewals.

Old Business

Macon Counties Covid-19 numbers are not good. The Decatur Public Library has stepped things up and being more pro-active.

Discussed mandating that patrons have to wear masks to come into the library and how to enforce it. Discussed bringing it before the PPR committee at the next meeting.

New Business

Board Openings

Nothing new.

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Per Capita Grant Requirements

Looking at November 18 for a special meeting, to review, go through each chapter, and go through the check list.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:33 p.m., Mr. Zientara made a motion to adjourn, Ms. Stockwell seconded it. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara

yew, Ms. Stockwell yes, and Ms. Carroll yes.

Scribe,
Betti Jo Heckwine
Administrative Assistant

Pending Approval
Draft 11/10/20



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City Librarian's Report for October 2020

Administration

- Throughout the month of October, I had several meetings with the Illinois Library Association Awards Committee in order to plan our first ever virtual awards presentation. In spite of best efforts there was still a technical glitch or two.
- On October 12th I was trained in fielding and responding to complaints about violations of the ILA Conference Code of Conduct.
- From the 20th through the 22nd I attended the ILA Annual Conference Virtually. I would all it a mixed success and will present the Board with a written report soon.
- I attended several informal virtual meetings with colleagues around Central IL.
- Robert Edwards worked with admin staff to examine workflows and procedures.

Circulation

- **Please see statistical spreadsheet.**
- Robert Edwards continued to chair the Diversity Committee.
- Page interviews were completed.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve on the SHARE Executive Council.
- Carol continued to head the Staff Recognition Committee.
- One staff member continues to work remotely.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- John Schirle is collaborating with DPS61: video tour with Eisenhower Special Needs Students and he and Amanda Young did a video tour with Dennis 1st grade students.
- Tabitha continues to work with Becky on content for the Local History Newsletter for Patron Point.
- Tabitha is working with Assisted Living Facilities (ALF). She's currently working with Allie Hislope from Eagle Ridge. They want to implement a "Traveling Library" and their own Take and Makes by the first part of November.
- Kristie Nikitin Smith launched *Bookmarks: News from Your Decatur Public Library* on October 28. *The 5 Library Languages: Part 1 – Past.*

- John, and Susan Bishop have been working on Folktale Friday videos and John has been creating Folktale Educational videos to go along with.
- Staff completed 33 hours or continuing education.
- Downstairs displays had an 59% turnover rate.

Systems Administration

- Created an implemented a Covid related online Staff Wellness form for daily use.
- Set-up a Google account for tracking Omeka website statistics.
- Recycled three pallets of broken, outdated computers, monitors, printers and other electronic devices. The pick-up is part of the City of Decatur recycling.
- Moved Selfcheck102 downstairs in front of Circulation.
- Ordered and received a new Windows 10 computer for the Smartboard.
- **See spreadsheet for statistical information.**

Archives and Special Collections (formerly Local History)

- Leeann Grossman and Becky Damptz went to Dennis School on October 8, and gave a talk to teachers the Library.
- Leeann and Becky filmed a tour of the Local History Room for a Millikin University class this month. That video was added to YouTube, and shared on Facebook so that it can be viewed and enjoyed by all patrons.
- Becky and Leeann presented to a Millikin University education class via Zoom on October 29. The presentation was about how Local History can help in the classroom.
- Saturday appointments started October 24. To date, there have been no appointments on Saturdays.
- Becky finished rehousing the DPL Institutional Records and the Board of Trustees Records this month, and started working on the League of Women Voters Collection.
- Becky also started reviewing the glass negative files to prepare them for Omeka. The files are not complete, and therefore, Becky is going through each and making smaller jpg file. She is also creating a content list for the glass negative collection.
- **Please see spreadsheet for statistics.**

Sincerely,
Rick Meyer
City Librarian

Circulation by Audience Physical & Electronic	Oct-19	Oct-20 % of Total	Change	2019 Total	2020 Projection	Projected change	November 2018- Octo	November 2019-October	% of Total	Change	
Number of Adult Materials Loaned	17,261	14,342	71.1%	-16.9%	210,311	147,623	-29.8%	211,116	157,073	70.7%	-25.6%
Number of Young Adult Materials Loaned	757	500	2.5%	-33.9%	9,272	5,177	-44.2%	9,465	5,648	2.5%	-40.3%
Number of Children's Materials Loaned	6,349	5,343	26.5%	-15.8%	96,991	53,746	-44.6%	95,571	59,368	26.7%	-37.9%
Total Number of Materials Loaned	24,367	20,185		-17.2%	316,574	206,545	-34.8%	316,152	222,089		-29.8%

Circulation by Material Type	Oct-19	Oct-20 % of Total	Change	2019 Total	2020 Projection	Projected change	November 2018- Octo	November 2019-October	% of Total	Change	
Books Loaned--Physical	15,046	12,480	61.8%	-17.1%	201,408	117,780	-41.5%	201,194	129,083	58.1%	-35.8%
Videos/DVDs Loaned--Physical	4,729	2,830	14.0%	-40.2%	59,688	30,330	-49.2%	60,057	34,820	15.7%	-42.0%
Audios, Including Music Loaned--Physical	1,295	801	4.0%	-38.1%	14,977	7,692	-48.6%	15,160	8,826	1.6%	-41.8%
Magazines/Periodicals Loaned--Physical	370	334	1.7%	-9.7%	5,215	3,343	-35.9%	5,288	3,628	1.6%	-31.4%
Other Items Loaned--Physical	199	148	0.7%	-25.6%	1,919	1,721	-10.3%	1,633	1,760	0.8%	7.8%
Use of Circulating Electronic Materials	2,728	3,592	17.8%	31.7%	33,367	44,733	34.1%	32,820	43,972	19.8%	34.0%
Total Physical Item Circulation	24,367	20,185		-17.2%	316,574	205,600	-35.1%	316,152	222,089		-29.8%

Successful Retrieval of Electronic Information	2,483	3,004	13.0%	21.0%	32,863	38,802	18.1%	35,035	38,099	14.6%	8.7%
Electronic Content Use	5,211	6,596	28.4%	26.6%	66,230	83,535	26.1%	67,855	82,071	31.5%	21.0%
Total Collection Use	Oct-19	Oct-20						November 2018- Octo November 2019-October 2020			
Total Collection Use	26,850	23,189		-13.6%	349,437	244,402	-30.1%	351,187	260,188		-25.9%

	Oct-19	Oct-20 % of Total	Change	2019 Total	2020 Projection	Projected change	November 2018- Octo	November 2019-October	% of Total	Change	
Interlibrary Loans Provided To Other Libraries	4,036	2,682	53.5%	-33.5%	46,259	23,201	-49.8%	46,827	26,707	52.1%	-43.0%
Interlibrary Loans Received FROM Other Libraries	3,440	2,335	46.5%	-32.1%	40,336	21,601	-46.4%	40,028	24,579	47.9%	-38.6%
Total ILL Transactions	7,476	5,017		-32.9%	86,595	44,802	-48.3%	86,855	51,286		-41.0%

	Oct-19	Oct-20	Change	2019 Total	2020 Projection	Projected change	November 2018- Octo	November 2019-October	2020	Change
New Patron Registrations	191	99	-48.2%	2451	2843	16.0%	2474	2796		13.0%
# of Visitors (Security Gate)	19131	8644	-54.8%	229935	84171	-63.4%	231482	104530		-54.8%
# Visitors Lobby Counter	17132	9725	-43.2%	79903	87675	9.7%	51382	107191		108.6%
Local History # of visitors	72	24	-66.7%	762	342	-55.1%	795	396		-50.2%
Adult Programs Active	442	22	-95.0%	7419	1353	-81.8%	8877	2831		-68.1%
Adult Programs Passive	0	24		1309	1027	-21.6%	0	976		#DIV/0!
Adult Programs Virtual Live	n/a	21		n/a	29		n/a	116		
Adult Programs Virtual Recorded	n/a	0		n/a	1262		n/a	777		
YA Programs Active	72	0	-100.0%	94	58	-38.4%	788	2031		157.7%
YA Programs Passive	0	29		771	5	-99.3%	0	143		#DIV/0!

YA Virtual Live	n/a	0		n/a	0		n/a	2799	
YA Virtual Recorded	n/a	0		n/a	393		n/a	4901	
Children's Programs Active	1232	0	-100.0%	13362	4184	-68.7%	18870	5653	-70.0%
Children's Programs Passive	0	34		6707	2150	-67.9%	0	22796	#DIV/0!
Children's Virtual Live	n/a	10		n/a	19		n/a	13134	
Children's Virtual Recorded	n/a	199		n/a	7041		n/a	85415	
Total Programs	1746	339	-80.6%	29662	15259	-48.6%	28535	27974	-2.0%
Public Sessions	2916	1746	-40.1%	34947	15112	-56.8%	35732	13093	-63.4%
Wireless Sessions	1037	724	-30.2%	11687	6378	-45.4%	10941	11092	1.4%
Website Sessions	10741	8179	-23.9%	126997	112042	-11.8%	123103	95641	-22.3%
Unique Visits	6869	4171	-39.3%	78796	63620	-19.3%	76503	53295	-30.3%
Page Views	40638	34213	-15.8%	445386	496241	11.4%	392800	406439	3.5%
Self Checks	7806	4519	-42.1%	113374	45874	-59.5%	113329	197758	74.5%
Percentage of Self Checks	0.425256	0.331718	-9.4%	46.4%	58%	24.8%	5	3930	#####
Assists Adult	3409	2362	-30.7%	45411	22123	-51.3%	46026	22807	-50.4%
Assists Children	1148	928	-19.2%	15761	9140	-42.0%	15951	8396	-47.4%
Assists Local history	178	99	-44.4%	1891	1008	-46.7%	1934	2706	39.9%
IT help calls	111	111	0.0%	1132	1095	-3.3%	1148	4393	282.7%
Searches in Catalog	92904	67883	-26.9%	843956	1004859	19.1%	812500	817168	0.6%
Number of Items processed	2003	1667	-16.8%	23490	17947	-23.6%	19561	14945	-23.6%
Number of Items Withdrawn from Collection	1627	3390	108.4%	18567	17119	-7.8%	15081	13905	-7.8%
Number of mended items	398	253	-36.4%	4161	2188	-47.4%	3655	1922	-47.4%
Number of items ordered	912	1175	28.8%	9698	8533	-12.0%	7876	6930	-12.0%
Number of records added to database	1605	1414	-11.9%	19329	15143	-21.7%	15906	12461	-21.7%



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Collection Development Policy

Purpose

- The Collection Development Policy reflects the diverse needs of the Decatur community and the Library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- Decatur Public Library believes that collections are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and interests through this content.
- Through our collections we work to facilitate equitable experiences for engagement, education, and inspiration.

Principles

- The Library strives to achieve broad participation in its services, including the sustained use of materials. Decatur Public Library will regularly review the collection to ensure it reflects the diversity of needs, interests, perspectives and backgrounds in the community
- The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, or language will not be cause for automatic inclusion *or* exclusion. Each item will be selected on its individual merit and role in the collection. Decatur Public Library does not promote all of the ideas found in its collections or the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

Responsibility for Selection

Ultimate responsibility for selection rests with the City Librarian who operates within a framework of policies established by the Library Board of Trustees. The City Librarian delegates responsibility for collection development to the Heads of Programs, Resources and Services and Archives and Special Collections. Each Division Head delegates responsibility for selection and maintenance of specific areas of that department's collections to various staff members, operating within the guidelines provided by the Policy.

Scope

The Library develops a meaningful, evidenced-based collection that is positioned to meet the needs and interests of the community. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); and less formal inputs via conversations with the community and professional insights in the course of community engagement. Tools include collection analysis software to monitor collections according to use.

Selection

Material selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Collection analysis software
- Staff professional expertise
- Holdings by other libraries in the SHARE consortium
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The Library does not collect textbooks, academic, technical, or self-published materials not professionally reviewed, unless they are considered useful generally.

Formats

A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The Library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria. We strive to be “format neutral”, defining physical and digital collections and content as materials to which we facilitate access for and with our community.

Special Collections

Decatur Public Library maintains a large local history collection which operates under its own [Collection Policy](#).

Networks

No library has the resources available to meet the needs of all users all the time. The Library promotes and facilitates resource sharing through interlibrary loan and reciprocal borrowing arrangements as a means to provide our users with access to a wider selection of materials than our collections alone can provide. The Library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for its patrons while minimizing duplication. Thus, the selection of materials for the Library's collection is influenced by the ability to readily borrow materials from other libraries that can support a limited demand from our Library's patrons.

Deselection

Ongoing evaluation and review of Library materials is necessary to maintain a viable collection that meets the Library's needs and is of current interest to patrons. Physically deteriorated, duplicate, superseded and/or obsolete materials may be replaced or removed at the professional staff's discretion. Materials that have not circulated in more than 1 year may also be removed. Updated versions may be purchased when indicated. Staff may use collection analysis software to inform deselection decisions.

Gifts and Donations

Decatur Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchased materials. The donor of gift materials does so with the understanding that the Library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. Decatur Public Library does not accept gifts of self-published materials. Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sales. Gifts to the Library cannot be returned to donor.

Reconsideration of Library Materials

Any citizen may request that the Library reconsider materials that are part of the collection. If a citizen wishes to make a complaint they should do so by calling the library administration office or contacting the City Librarian at citylibrarian@decaturlibrary.org. The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month. The City Librarian will use the findings of the committee to assist his decision regarding the retention of the item. The complainant will be notified in writing of the City Librarian's decision. The City Librarian shall include information on any formal complaints, and his decision with regard to the challenged materials, in the monthly report to the Library Board.

Review of Policy

This policy will be reviewed by the Board of Trustees biennially in accordance with Illinois statute ([75 ILCS 5/4-7.2](#))

**Approved by the Decatur Public Library Board of Trustees
October 18, 2018**

Decatur Public Library

Art and Artifacts Acquisition and Display Policy

The acceptance of a work of art for the Library's permanent collection will be subject to the approval of the Library Board of Trustees. When a work is approved for inclusion, it will be for the purpose of display. Permanent display of a piece is not guaranteed. The length of time a work is displayed may be affected by the available space, appropriateness of the piece to the changing use of the facility, the condition of the piece, and/or the Library's interest in introducing new works to the community from time to time.

The acceptance of an artifact for the Library will be subject to the approval of the Library Board of Trustees. An artifact is defined as a physical item to be accepted by the Library for housing in the collection or display within the building.

When the Library Board of Trustees accepts or acquires an artifact or an art work, all ownership rights must transfer to the Library. The Board must receive a signed "transfer of ownership" form or "deed of gift" form before the item will be added to the collection. The Board reserves the right to withdraw an art work or artifact from the collection, transfer ownership, or sell the item if it will no longer be displayed.

Organizations or individuals wishing to donate or support the acquisition of art work or an artifact for the Library are requested to communicate their interest to the city librarian, who will take the proposal to the Board for action.

This policy does not apply to temporary displays in the Library's gallery or display cases. Short-term displays of this sort are handled by the Library's administrative secretary and are covered by separate guidelines.

Approved by the Library Board of Trustees February 17, 2000

Reviewed September 18, 2014

Reviewed November 19, 2020



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Library Use Guidelines

To aid all patrons of the Decatur Public Library in their use of Library facilities, the Library Board of Trustees has published the following use guidelines.

PATRONS SHALL:

- **Engage in activities associated with the use of a public library.**
Patrons not reading, studying, or using Library materials may be required to leave the building.
- **Respect the rights of other patrons & staff.**
Patrons shall not harass or annoy others by behaving in a manner which can be reasonably expected to disturb others.
- **Turn cell phone ringers to silent or vibrate.**

PATRONS SHALL NOT:

- **Bring food into the Library, smoke, or use tobacco, tobacco products, or vapor devices.**
Drink containers with a secure lid are allowed except in the computer area. Drinks without a secure lid are not allowed in the Library.
- **Sleep anywhere on Library property.**
- **Interfere with the use of the Library by other patrons or interfere with Library employees' performance of their duties.**
- **Deface or mar Library materials.**
Patrons shall not deface, mar, or in any way destroy or damage Library furnishings, walls, machines, or other Library property.
- **Enter the building without a shirt or shoes.**
Patrons must wear a covering of their upper body and shoes or other footwear. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building. Underwear should not be visible.
- **Bring pets or animals into the Library.**
(Other than authorized service animals.)
- **Leave children under the age of eight years unsupervised.**
Children under the age of eight years must be accompanied by a responsible adult or child over the age of 13.
- **Sell products or services or solicit for charitable organizations.**
Except the Library of Friends of the Library.
- **Carry firearms on Library property.**

In accordance with the Illinois Compiled Statutes, (75 ILCS 5/4-7), the Board of Library Trustees of Decatur Public Library has the following powers:

“To make and adopt...rules and regulations...for the government of the Library...” and

“To exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.”

Therefore, the Board of Trustees of Decatur Public Library adopts the following as its policy on patron behavior:

- The Decatur Public Library Board of Trustees has developed rules and regulations governing appropriate patron behavior. These rules are available for examination in the Library.
- Any patron who engages in any activity that materially disrupts the use of Library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall be given a verbal warning that his/her behavior is unacceptable and informed of the consequences should the behavior continue.
- If, following this direction, the patron fails or refuses to comply, or responds to the request in an abusive manner, he/she will be required to immediately leave the Library property for the balance of that calendar day. If he/she fails to leave, the Decatur Police will be summoned.
- Library staff will maintain a record of instances in which patrons are required to leave the premises.
- Library staff has the right to request to see identification of any person on the premises who is violating Library policies or rules governing patron behavior. Library staff are authorized to direct individuals to leave the Library premises immediately if they continue to violate the Code of Conduct rules after being warned to discontinue unacceptable behavior. Supervisors are authorized to ban the patron for a week. Anyone may, without prior notice or warning, be removed from the Library premises if his or her presence or conduct is threatening, willfully malicious or poses an immediate and imminent danger to any person or property.
- Parents or guardians of minors will be notified in writing, whenever possible, after the first recorded instance in which a minor is required to leave Library property, and advised of the consequences of any further recorded instances.
- Upon the second recorded instance within a four-week period in which a patron is required to leave the Library, the City Librarian shall ban the patron from Library property for a period of thirty days.
- In the event a patron banned from Library property attempts entry to Library property during any such period of exclusion, the police will be immediately summoned to respond to this trespassing violation.
- In the event the patron persists in abusive conduct or disruptive behavior following a period of exclusion, the City may determine that a long-term period of exclusion of that patron is in order. If an incident is the result of a repeat offender, or a very serious infraction of the Code of Conduct, the City Librarian has the right to ban up to a year. The Decatur Public Library Board of Trustees may extend the ban beyond one year.

- The Library is not required to go through the entire intervention process detailed in this policy. Intervention may begin at any step, including immediate involvement of the police and/or banning from Library property, depending upon the severity of the incident or behavior.
- Any person who is excluded from the Library for a period in excess of one month will be notified of such in writing by the City Librarian and has the right to appeal by requesting a hearing before the Board of Trustees of the Library, provided such hearing is requested by written notice addressed to “Board of Trustees, Decatur Public Library, 130 N. Franklin, Decatur, IL, 62523” or emailed to board@decaturLibrary.org or hand delivered to the Library. Exceptions can be made for oral requests.

Approved by the Library Board of Trustees

11/20/14

Reviewed 5/17/2018

	<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND						
35593512 - 421300	137208	10/6/2020	WATTS COPY SYSTEMS	533.57	ANNUAL PO FOR OFFICE EQ	SERV-OFFICE EQUIPMENT
35593512 - 421300	137435	10/20/2020	NCI BUSINESS SYSTEMS	38.95	ANNUAL SERVICE TO OFFIC	SERV-OFFICE EQUIPMENT
35593512 - 421300	137605	10/27/2020	WATTS COPY SYSTEMS	615.01	AGREEMENT #025-1470232-00	SERV-OFFICE EQUIPMENT
Total				1,187.53		
35593512 - 423300	137135	10/6/2020	CALL ONE	687.26	ACCT 1212890	TELEPHONE
35593512 - 423300	137204	10/6/2020	VERIZON WIRELESS	382.62	ACCT #980380645-00001	TELEPHONE
35593512 - 423300	137439	10/20/2020	PAETEC	48.67	ACCT 633318933001	TELEPHONE
35593512 - 423300	137439	10/20/2020	PAETEC	71.08	ACCT 633292627001	TELEPHONE
Total				1,189.63		
35593512 - 424500	137141	10/6/2020	COMMERCIAL MAIL SERVIC	254.85	SEPT 16 - SEPT 30'20	POSTAGE
35593512 - 424500	137372	10/20/2020	COMMERCIAL MAIL SERVIC	301.99	OCT 1 - OCT 15'20	POSTAGE
Total				556.84		
35593512 - 424700	137412	10/20/2020	LIBRARICA LLC	1,144.95	CASSIE - SOFTWARE	COMPUTER SOFTWARE
35593512 - 424700	923004532	10/20/2020	REGIONS/CREDIT CARD	598.00	ACCT 3978	COMPUTER SOFTWARE
35593512 - 427100	137152	10/6/2020	EXPRESS SERVICES, INC	410.60	S KRAMER WK END 09/13/20	TEMP AGENCY SERVICES
35593512 - 427100	137392	10/20/2020	EXPRESS SERVICES, INC	513.25	S KRAMER WK END 09/20/20	TEMP AGENCY SERVICES
35593512 - 427100	137392	10/20/2020	EXPRESS SERVICES, INC	513.25	S KRAMER WK END 9/27/20	TEMP AGENCY SERVICES
Total				3,180.05		
35593512 - 427200	137529	10/27/2020	EXPRESS SERVICES, INC	513.25	S KRAMER WK END 10/4/20	TUITION REIMBURSEMENT**
Total				513.25		
35593512 - 428000	137389	10/20/2020	ERICKSON DAVIS, ATTORNE	765.00	LEGAL CORRESPONDENCE	PROFESSIONAL SERVICES
35593512 - 428000	137407	10/20/2020	JONES & THOMAS	400.00	WEB HOSTING/MAINTENAN	PROFESSIONAL SERVICES
35593512 - 428000	137536	10/27/2020	GE MONEY BANK/AMAZON	-35.00	ACCT 8641	PROFESSIONAL SERVICES
Total				1,130.00		
35593512 - 428400	923004532	10/20/2020	REGIONS/CREDIT CARD	325.00		MEMBERSHIP FEES
Total				325.00		
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	18.74	BOOKS AND ENTERTAINME	PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	19.64		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	22.46		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	106.00		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	135.03		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	326.74		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	332.27		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	334.52		PER CAPITA GRANT EXPENSE
35593512 - 433015	137129	10/6/2020	BAKER & TAYLOR CO	396.37		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	19.49	AV MATERIALS	PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	20.98		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	22.49		PER CAPITA GRANT EXPENSE

35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	46.16		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	66.72		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	70.45		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	77.20		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	77.97		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	89.47		PER CAPITA GRANT EXPENSE
35593512 - 433015	137174	10/6/2020	MIDWEST TAPE, LLC	202.23		PER CAPITA GRANT EXPENSE
35593512 - 433015	137212	10/6/2020	WORLD BOOK, INC	2,107.87	ONLINE SCHOOL EDITION LI	PER CAPITA GRANT EXPENSE
35593512 - 433015	137212	10/6/2020	WORLD BOOK, INC	2,325.00	WORLD BOOK CHILDRENS S	PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	150.81	BOOKS AND ENTERTAINMEI	PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	156.19		PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	162.48		PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	237.12		PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	628.16		PER CAPITA GRANT EXPENSE
35593512 - 433015	137359	10/20/2020	BAKER & TAYLOR CO	704.68	BOOKS AND ENTERTAINMEI	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	9.82	BOOKS AND ENTERTAINMEI	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	44.95		PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	110.57		PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	172.70		PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	179.93		PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	315.47		PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	361.24		PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	381.55		PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	393.63	BOOKS AND ENTERTAINMEI	PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	756.39		PER CAPITA GRANT EXPENSE
35593512 - 433015	137493	10/27/2020	BAKER & TAYLOR CO	862.00		PER CAPITA GRANT EXPENSE
35593512 - 433015	137524	10/27/2020	EBSCO INDUSTRIES, INC	4,677.78	FLIPSTER DIGITAL MAG SUS	PER CAPITA GRANT EXPENSE
35593512 - 433015	137551	10/27/2020	KANOPY	328.00	LIBRARY STREAMING SERV	PER CAPITA GRANT EXPENSE
Total				17,451.27		
35593512 - 433020	137424	10/20/2020	MAVERICK MARKETING	331.66	DPL LOGO T-SHIRTS	OTHER LIBRARY GRANT EXPENSE
35593512 - 433020	137493	10/27/2020	BAKER & TAYLOR CO	17.55		OTHER LIBRARY GRANT EXPENSE
35593512 - 433020	137493	10/27/2020	BAKER & TAYLOR CO	30.99		OTHER LIBRARY GRANT EXPENSE
Total				380.20		
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	5.16		OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	6.78		OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	15.87		OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	16.10		OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	18.18		OFFICE SUPPLIES
35593512 - 434500	137129	10/6/2020	BAKER & TAYLOR CO	23.11		OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	5.01		OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	6.26		OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	7.41	AV MATERIALS	OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	11.17		OFFICE SUPPLIES

35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	16.18	OFFICE SUPPLIES
35593512 - 434500	137174	10/6/2020	MIDWEST TAPE, LLC	25.99	OFFICE SUPPLIES
35593512 - 434500	137190	10/6/2020	ROSE DREW, INC	375.84 DVD POLY SLEEVES	OFFICE SUPPLIES
35593512 - 434500	137359	10/20/2020	BAKER & TAYLOR CO	6.54	OFFICE SUPPLIES
35593512 - 434500	137359	10/20/2020	BAKER & TAYLOR CO	11.46	OFFICE SUPPLIES
35593512 - 434500	137359	10/20/2020	BAKER & TAYLOR CO	21.39	OFFICE SUPPLIES
35593512 - 434500	137359	10/20/2020	BAKER & TAYLOR CO	24.48	OFFICE SUPPLIES
35593512 - 434500	137424	10/20/2020	MAVERICK MARKETING	35.96 STAFF UNIFORM SHIRTS	OFFICE SUPPLIES
35593512 - 434500	137426	10/20/2020	MIDWEST TAPE, LLC	2.30 AV MATERIALS	OFFICE SUPPLIES
35593512 - 434500	137426	10/20/2020	MIDWEST TAPE, LLC	2.40 AV MATERIALS	OFFICE SUPPLIES
35593512 - 434500	137426	10/20/2020	MIDWEST TAPE, LLC	5.01	OFFICE SUPPLIES
35593512 - 434500	137426	10/20/2020	MIDWEST TAPE, LLC	18.48	OFFICE SUPPLIES
35593512 - 434500	137438	10/20/2020	ONLINE LABELS, INC.	78.10 RC 20 LABEL/SHEET	OFFICE SUPPLIES
35593512 - 434500	137468	10/20/2020	TRUMP DIRECT	212.00 LETTERHEAD	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	4.20	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	6.90	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	10.77	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	13.11	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	19.65	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	19.89	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	26.46	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	40.23	OFFICE SUPPLIES
35593512 - 434500	137493	10/27/2020	BAKER & TAYLOR CO	43.71	OFFICE SUPPLIES
35593512 - 434500	137495	10/27/2020	BECK'S ENGRAVING & RUBI	30.29 NAME BADGES/ RUBBER ST	OFFICE SUPPLIES
35593512 - 434500	137566	10/27/2020	MIDWEST TAPE, LLC	7.41 AV MATERIALS	OFFICE SUPPLIES
35593512 - 434500	137566	10/27/2020	MIDWEST TAPE, LLC	8.46	OFFICE SUPPLIES
35593512 - 434500	137566	10/27/2020	MIDWEST TAPE, LLC	11.17	OFFICE SUPPLIES
35593512 - 434500	137566	10/27/2020	MIDWEST TAPE, LLC	22.44	OFFICE SUPPLIES
Total				1,215.87	OFFICE SUPPLIES
35593512 - 449900	137536	10/27/2020	GE MONEY BANK/AMAZON	758.67	SMALL CAPITAL ITEMS
Total				758.67	SMALL CAPITAL ITEMS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	0.10	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	0.53	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	0.68	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	1.66	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	1.67 BOOKS AND ENTERTAINMEI	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	1.92	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	1.98	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	14.35	BOOKS & PERIODICALS
35593515 - 458000	137129	10/6/2020	BAKER & TAYLOR CO	15.33	BOOKS & PERIODICALS
35593515 - 458000	137174	10/6/2020	MIDWEST TAPE, LLC	12.74	BOOKS & PERIODICALS
35593515 - 458000	137174	10/6/2020	MIDWEST TAPE, LLC	44.98	BOOKS & PERIODICALS
35593515 - 458000	137174	10/6/2020	MIDWEST TAPE, LLC	66.72	BOOKS & PERIODICALS

35593515 - 458000	137174	10/6/2020	MIDWEST TAPE, LLC	124.46	BOOKS & PERIODICALS
35593515 - 458000	137188	10/6/2020	ROCKFORD MAP PUBLISHEI	10.95	LOGAN CO PLAT BOOK / LA BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	0.75	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	0.78	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	1.19	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	3.14	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	3.68	BOOKS & PERIODICALS
35593515 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	17.64	BOOKS & PERIODICALS
35593515 - 458000	137426	10/20/2020	MIDWEST TAPE, LLC	21.73	BOOKS & PERIODICALS
35593515 - 458000	137426	10/20/2020	MIDWEST TAPE, LLC	23.98	BOOKS & PERIODICALS
35593515 - 458000	137426	10/20/2020	MIDWEST TAPE, LLC	29.99	BOOKS & PERIODICALS
35593515 - 458000	137426	10/20/2020	MIDWEST TAPE, LLC	95.19	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	0.05	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	0.55	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	0.86	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	1.08	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	1.67	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	1.81	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	1.91	BOOKS AND ENTERTAINME BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	2.40	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	3.78	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	4.48	BOOKS & PERIODICALS
35593515 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	14.96	BOOKS & PERIODICALS
35593515 - 458000	137536	10/27/2020	GE MONEY BANK/AMAZON	476.87	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	17.99	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	50.97	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	52.48	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	57.71	BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	64.47	AV MATERIALS BOOKS & PERIODICALS
35593515 - 458000	137566	10/27/2020	MIDWEST TAPE, LLC	164.19	BOOKS & PERIODICALS
Total				1,414.37	BOOKS & PERIODICALS
35593515 - 458100	137219	10/13/2020	ATWOOD-HAMMOND PUBLI	25.00	LOST OR DAMAGED MATER LOST OR DAMAGED BOOKS
Total				25.00	LOST OR DAMAGED BOOKS
					** miscoded
					RLE

Total Library Funds				29,327.68	
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59595942 - 458000	<u>137129</u>	10/6/2020	<u>BAKER & TAYLOR CO</u>	37.51	BOOKS AND ENTERTAINME BOOKS & PERIODICALS
59595922 - 458000	137188	10/6/2020	ROCKFORD MAP PUBLISHE	63.75	LOGAN CO PLAT BOOK / LA BOOK AND PERIODICALS
59595942 - 458000	137359	10/20/2020	BAKER & TAYLOR CO	31.90	BOOKS AND ENTERTAINME BOOKS & PERIODICALS
59595922 - 431600	137396	10/20/2020	GAYLORD BROS.	280.89	COVERS FOR PRINTS ARCHIVAL SUPPLIES
59595922 - 431600	137396	10/20/2020	GAYLORD BROS.	449.91	FLIP TOP CASES ARCHIVAL SUPPLIES
59595942 - 458000	137493	10/27/2020	BAKER & TAYLOR CO	19.07	BOOKS AND ENTERTAINME BOOKS & PERIODICALS

59595942 - 458000

137539

10/27/2020

HARTLEY, ROBERT E

50.00 2 COPIES POWER, PURPOSE BOOKS & PERIODICALS

Total Trust Funds

933.03

Grand Total

30,260.71

DPL FY 2020 Budget Report

Prepared: November 6, 2020

At end of October 83% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ 2,736,134.63	96.3%	\$ 2,704,341.45	1.2%
All Other	\$ 1,150,487	28.8%	\$ 925,068.08	80.4%	\$ 944,031.97	-2.0%
Total Revenue	\$ 3,992,487		\$ 3,661,202.71	91.7%	\$ 3,648,373.42	0.4%

Expense

				% Expended		
Personnel						
Payroll	\$ 1,604,518		\$ 1,339,205.26		\$ 1,324,335.64	1.1%
Benefits	\$ 878,846		\$ 655,679.00		\$ 497,100.01	31.9%
	\$ 2,483,364	65.6%	\$ 1,994,884.26	80.3%	\$ 1,821,435.65	9.5%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 230,405.91	94.0%	\$ 179,835.83	28.1%
Per Capita	\$ 96,000		\$ 27,786.00	28.9%	\$ 62,256.66	-55.4%
Lost/Damage	\$ 2,000.00		\$ 1,038.48	51.9%	n/a	n/a
Total Materials	\$ 343,000	9.1%	\$ 259,230.39	75.6%	\$ 242,092.49	7.1%

Professional Services

Professional Services	\$ 45,000		\$ 23,597.10	52.4%	\$ 41,324.25	-42.9%
Temp Agency	\$ 500		\$ 3,449.04	689.8%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 107.73	71.8%	\$ 107.82	-0.00083
Total	\$ 45,650	1.2%	\$ 27,153.87	59.5%	\$ 41,432.07	-34.5%

Allocations

Administrative Fee	\$	92,904		\$	77,420.00	83.3%	\$	91,640.00	-15.5%
MIS	\$	39,000		\$	32,500.00	83.3%	\$	31,970.00	1.7%
	\$	131,904	3.5%	\$	109,920.00	83.3%	\$	123,610.00	-11.1%

Grants

PNG	\$	15,000		\$	9,973.23	66.5%	\$	12,209.53	-18.3%
Other grants	\$	75,000		\$	3,784.01	5.0%	\$	3,495.77	8.2%
	\$	90,000	2.4%	\$	13,757.24	15.3%			#DIV/0!

Advertising	\$	500	0.01%	\$	70.00	14.0%	\$	310.82	-0.77479
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	533.00	-100.0%
Postage	\$	12,000		\$	5,943.35	49.5%	\$	9,476.21	-37.3%
Service to Office Equipment	\$	30,000		\$	16,101.97	53.7%	\$	24,614.82	-34.6%
Telephone	\$	10,000		\$	12,008.00	120.1%	\$	9,260.78	29.7%
Software	\$	35,000		\$	39,402.46	112.6%	\$	35,717.79	10.3%
Office Supplies	\$	30,000		\$	14,680.97	48.9%	\$	24,800.00	-40.8%
Small Capital	\$	45,000		\$	25,481.61	56.6%	\$	23,207.71	9.8%
	\$	162,300	4.3%	\$	113,618.36	70.0%	\$	127,610.31	

Staff Development

Conferences/Training/Travel	\$	15,000		\$	6,498.14	43.3%	\$	8,656.92	-24.9%
Tuition Reimbursement	\$	4,000		\$	513.25	12.8%	\$	-	#DIV/0!
Membership	\$	55,000		\$	52,794.84	96.0%	\$	50,064.57	5.5%
	\$	74,000	2.0%	\$	59,806.23	80.8%	\$	58,721.49	1.8%
Transfer to Reserves	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!

Insurance

Unemployment	\$	1,344		\$	1,120.00	83.3%	\$	2,210.00	-49.3%
Medical expenses/COVID	\$	500		\$	-	0.0%	\$	-	#DIV/0!

Risk Management	\$	76,896		\$	64,080.00	83.3%	\$	65,480.00	-2.1%
	\$	78,740	2.1%	\$	65,200.00	82.8%	\$	67,690.00	

Building Costs

Rent	\$	575,000.00		\$	479,170.00	83.3%	\$	479,170.00	0.0%
Supplies	\$	500		\$	-	0.0%	\$	191.25	-100.0%
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
	\$	576,000	15.2%	\$	479,170.00		\$	479,361.25	
Total Operations/Services	\$	1,502,094	39.7%	\$	1,127,926.09	75.1%	\$	1,140,828.43	-1.1%

Total Expenses	\$	3,985,458		\$	3,122,810.35	78.4%	\$	2,962,264.08	5.4%
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Revenue Minus Expense	\$	7,029		\$	538,392.36		\$	686,109.34	-21.5%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Ac Equals
1/1/2020	\$ 1,362,862.78	\$ 103,194.37	\$ 291,464.76	\$ - \$ 1,174,592.39
2/1/2020	\$ 1,174,592.39	\$ 52,788.81	\$ 279,410.42	\$ - \$ 947,970.78
3/1/2020	\$ 947,970.78	\$ 66,795.18	\$ 302,546.62	\$ - \$ 712,219.34
4/1/2020	\$ 712,219.34	\$ 121,979.25	\$ 382,653.86	\$ - \$ 451,544.73
5/1/2020	\$ 451,544.73	\$ 102,854.13	\$ 288,870.95	\$ - \$ 265,527.91
6/1/2020	\$ 265,527.91	\$ 50,046.78	\$ 290,881.19	\$ - \$ 24,693.50
7/1/2020	\$ 24,693.50	\$ 929,161.64	\$ 351,616.99	\$ - \$ 602,238.15
8/1/2020	\$ 602,238.15	\$ 943,202.06	\$ 300,939.93	\$ - \$ 1,244,500.28
9/1/2020	\$ 1,244,500.28	\$ 159,790.41	\$ 267,418.45	\$ - \$ 1,136,872.24
10/1/2020	\$ 1,136,872.24	\$ 1,131,390.08	\$ 367,007.18	\$ - \$ 1,901,255.14
11/1/2020	\$ 1,901,255.14			
12/1/2020	\$ -			
1/1/2021	\$ -			

Capital Fund **Revenue Expected: \$250,000** **Expense Expected: \$250,000**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 333,111.40	\$ 222.24	\$ -	\$ 333,333.64

2/1/2019	\$	333,333.64	\$	215.95	\$	-	\$	333,549.59
3/1/2019	\$	333,549.59	\$	406.84	\$	-	\$	333,956.43
4/1/2019	\$	333,956.43	\$	11.35	\$	-	\$	333,967.78
5/1/2019	\$	333,967.78	\$	11.18	\$	-	\$	333,978.96
6/1/2019	\$	333,978.96	\$	455.72	\$	-	\$	334,434.68
7/1/2019	\$	334,434.68	\$	21.67	\$	-	\$	334,456.35
8/1/2019	\$	334,456.35	\$	11.49	\$	-	\$	334,467.84
9/1/2019	\$	334,467.84	\$	348.31	\$	-	\$	334,816.15
10/1/2019	\$	334,816.15	\$	39.08	\$	-	\$	334,855.23
11/1/2019	\$	334,855.23						
12/1/2019	\$	-						

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 58,370.72	\$ 39.18	\$ -	\$ 58,409.90
2/1/2019	\$ 58,409.90	\$ 38.07	\$ -	\$ 58,447.97
3/1/2019	\$ 58,447.97	\$ 21.71	\$ -	\$ 58,469.68
4/1/2019	\$ 58,469.68	\$ 2.00	\$ -	\$ 58,471.68
5/1/2019	\$ 58,471.68	\$ 1.97	\$ -	\$ 58,473.65
6/1/2019	\$ 58,473.65	\$ 2.17	\$ -	\$ 58,475.82
7/1/2019	\$ 58,475.82	\$ 1.99	\$ -	\$ 58,477.81
8/1/2020	\$ 58,477.81	\$ 2.02	\$ -	\$ 58,479.83
9/1/2019	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
10/1/2019	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
11/1/2019	\$ 58,479.83		\$ -	
12/1/2019	\$ -		\$ -	
1/1/2020	\$ -		\$ -	

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 117,088.41	\$ 77.92	\$ 1,976.73	\$ 115,189.60
2/1/2019	\$ 115,189.60	\$ 74.42	\$ 2,014.94	\$ 113,249.08
3/1/2019	\$ 113,249.08	\$ 41.69	\$ 2,000.24	\$ 111,290.53
4/1/2019	\$ 111,290.53	\$ 3.75	\$ 3,000.36	\$ 108,293.92
5/1/2019	\$ 108,293.92	\$ 3.52	\$ 7,612.67	\$ 100,684.77
6/1/2019	\$ 100,684.77	\$ 3.69	\$ 2,028.26	\$ 98,660.20
7/1/2019	\$ 98,660.20	\$ 3.33	\$ 2,000.26	\$ 96,663.27

8/1/2019	\$	96,663.27	\$	3.31	\$	2,000.24	\$	94,666.34
9/1/2019	\$	94,666.34	\$	-	\$	3,013.67	\$	91,652.67
10/1/2019	\$	91,652.67	\$	-	\$	3,794.91	\$	87,857.76
11/1/2019	\$	87,857.76						
12/1/2019	\$	-						
1/1/2020	\$	-						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 27,115.57	\$ 68.22	\$ -	\$ 27,183.79
2/1/2019	\$ 27,183.79	\$ 317.82	\$ -	\$ 27,501.61
3/1/2019	\$ 27,501.61	\$ 10.08	\$ 714.72	\$ 26,796.97
4/1/2019	\$ 26,796.97	\$ 0.92	\$ -	\$ 26,797.89
5/1/2019	\$ 26,797.89	\$ 0.90	\$ -	\$ 26,798.79
6/1/2019	\$ 26,798.79	\$ 100.99	\$ -	\$ 26,899.78
7/1/2019	\$ 26,899.78	\$ 85.91	\$ 150.65	\$ 26,835.04
8/1/2019	\$ 26,835.04	\$ 555.93	\$ 123.73	\$ 27,267.24
9/1/2019	\$ 27,267.24	\$ 450.00	\$ -	\$ 27,717.24
10/1/2019	\$ 27,717.24	\$ 150.00	\$ 138.48	\$ 27,728.76
11/1/2019	\$ 27,728.76			
12/1/2019	\$ -			
1/1/2020	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet act Ending
1/1/2019	\$ 1,898,769.18	\$ 103,601.93	\$ 293,441.49	\$ - \$ 1,708,929.62
2/1/2019	\$ 1,708,929.62	\$ 53,435.07	\$ 281,425.36	\$ - \$ 1,480,939.33
3/1/2019	\$ 1,480,939.33	\$ 67,275.50	\$ 305,261.58	\$ - \$ 1,242,953.25
4/1/2019	\$ 1,242,953.25	\$ 121,997.27	\$ 385,654.22	\$ - \$ 979,296.30
5/1/2019	\$ 979,296.30	\$ 102,871.70	\$ 296,483.62	\$ - \$ 785,684.38
6/1/2019	\$ 785,684.38	\$ 50,609.35	\$ 292,909.45	\$ - \$ 543,384.28
7/1/2019	\$ 543,384.28	\$ 929,274.54	\$ 353,767.90	\$ - \$ 1,118,890.92
8/1/2019	\$ 1,118,890.92	\$ 943,774.81	\$ 303,063.90	\$ - \$ 1,759,601.83
9/1/2019	\$ 1,759,601.83	\$ 160,588.72	\$ 270,432.12	\$ - \$ 1,649,758.43
10/1/2019	\$ 1,649,758.43	\$ 1,131,579.16	\$ 370,940.57	\$ - \$ 2,410,397.02

11/1/2019 \$	2,410,397.02	\$	-	\$	-	\$	-
12/1/2019 \$	-	\$	-	\$	-	\$	-

October 2020 Projection

	2020 Projected	2020 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 317,388	\$ 339,144	\$ (21,756)
State Grants or other	\$ 110,000	\$ 110,000	\$ -
Other Grants	\$ 13,736	\$ 75,000	\$ (61,264)
Payment in Lieu of Taxes	\$ 565,293	\$ 565,293	\$ -
Fines/Fees	\$ 4,963	\$ 3,400	\$ 1,563
Non-resident fees	\$ 501	\$ 150	\$ 351
Lost or Damaged Books	\$ 2,331	\$ 5,200	\$ (2,869)
Copies/Misc.	\$ 4,729	\$ 9,300	\$ (4,571)
Meeting Room Fees	\$ 2,880	\$ 7,500	\$ (4,620)
Interest Income	\$ 6,971	\$ 6,000	\$ 971
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,202	\$ 1,000	\$ 202
Transfer from Meyer	\$ 26,021	\$ 27,000	\$ (979)
Total Revenues	\$ 3,899,514	\$ 3,992,487	\$ (92,973)

Library Operations

DPL Personnel Services

Salaries	\$ 1,590,081	\$ 1,603,518	\$ 13,437
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 171,082	\$ 205,499	\$ 34,417
FICA	\$ 120,506	\$ 124,078	\$ 3,572
Life Insurance	\$ 3,255	\$ 3,056	\$ (199)
Medical Insurance	\$ 473,437	\$ 527,800	\$ 54,363
Service Recognition	\$ 18,413	\$ 18,413	\$ -

Total Personnel	\$ 2,376,774	\$ 2,483,364	\$ 106,590
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Operating Expenses

Unemployment insurance	\$ 1,344	\$ 1,344	\$ -
Advertising	\$ 500	\$ 500	\$ -
Printing/Binding	\$ -	\$ 300	\$ 300
Service to Maintian Buildings	\$ -	\$ 500	
Service to Office Equipment	\$ 20,158	\$ 30,000	\$ 9,842
MIS Services	\$ 39,000	\$ 39,000	\$ -
Telephone	\$ 16,077	\$ 10,000	\$ (6,077)
Banking Service Charges	\$ 129	\$ 150	\$ 21
Conferences/Travel/training	\$ 7,971	\$ 15,000	\$ 7,029
Postage	\$ 7,120	\$ 12,000	\$ 4,880
Computer Software	\$ 42,831	\$ 35,000	\$ (7,831)
Admin Fee	\$ 92,904	\$ 92,904	\$ -

Medical Expenses/COVID	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ 5,000	\$ 1,000	\$ (4,000)
Tuition Reimbursement	\$ 1,000	\$ 4,000	\$ 3,000
Professional Services	\$ 29,053	\$ 45,000	\$ 15,947
Membership Fees	\$ 53,082	\$ 55,000	\$ 1,918
PNG Expenses	\$ 15,000	\$ 15,000	\$ -
Per Capita Expenses	\$ 95,120	\$ 96,000	\$ 880
Other Grant	\$ 4,442	\$ 75,000	\$ 70,558
Office Supplies	\$ 17,622	\$ 30,000	\$ 12,378
Risk Management	\$ 76,896	\$ 76,896	\$ -
Small Capital	\$ 26,305	\$ 45,000	\$ 18,695
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Materials for Building	\$ -	\$ 500	\$ 500
Lost or damaged books	\$ 2,000	\$ 2,000	\$ -
Total Operating Expenses	\$ 1,371,554	\$ 1,502,594	\$ 131,040

Surplus/(Deficit) \$ 151,187 \$ 6,529

Library Operating Revenue

	2020	2021	% change	\$ change	Notes
Fund					
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	0.0%	\$ -	*
PPRT	\$ 339,144	\$ 259,920	-23%	\$ (79,224)	*
State Grants or other	\$ 110,000	\$ 103,250	-6%	\$ (6,750)	Based on population of 70,000 and no PNG Grant *
Other Grants	\$ 75,000	\$ 75,000	0%	\$ -	
PILOT	\$ 565,293	\$ 565,293	0%	\$ -	
Fines	\$ 3,400	\$ 5,000	47%	\$ 1,600	Based on this year, which is probably anomalous *
Non-Resident Fee	\$ 150	\$ 150	0%	\$ -	
Lost or Damaged Items	\$ 5,200	\$ 2,300	-56%	\$ (2,900)	Based on this year, which is probably anomalous *
Copies/Miscellaneous	\$ 9,300	\$ 3,500	-62%	\$ (5,800)	Based on this year, which is probably anomalous *
Meeting Room Fees	\$ 7,500	\$ 4,500	-40%	\$ (3,000)	Based on this year, which is probably anomalous *
Transfer from Meyer Fund	\$ 27,000	\$ 28,000	4%	\$ 1,000	
Interest Income	\$ 6,000	\$ 2,600	-57%	\$ (3,400)	*
Investment Income	\$ -	\$ 4,700	#DIV/0!	\$ 4,700	
Sale of Property	\$ -	\$ -	#DIV/0!	\$ -	
Sublease	\$ 1,500	\$ 1,500	0%	\$ -	
Miscellaneous Income	\$ 1,000	\$ 1,000	0%	\$ -	
Transfer from	\$ -	\$ -	#DIV/0!	\$ -	*
Totals	\$ 3,992,487	\$ 3,898,713	-2%	\$ (93,774)	

Expenditures

Fund	Budgeted				
Salaries	\$ 1,603,518	\$ 1,659,453	3%	\$ 55,935	Based on full staffing for the entire year *
Overtime	\$ 1,000	\$ -	-100%	\$ (1,000)	*
IMRF	\$ 205,499	\$ 200,763	-2%	\$ (4,736)	
FICA/Medicare	\$ 124,078	\$ 127,020	2%	\$ 2,942	
Life insurance	\$ 3,056	\$ 3,078	1%	\$ 22	
Medical insurance	\$ 527,800	\$ 452,400	-14%	\$ (75,400)	*
Service recognition	\$ 18,413	\$ 16,363	-11%	\$ (2,050)	*
Total Personnel	\$ 2,483,364	\$ 2,459,077	-1%	\$ (24,287)	

				\$	-	
Unemployment insurance	\$ 1,344	\$ 1,332	-1%	\$ (12)		
Advertising	\$ 500	\$ 500	0%	\$ -		
Printing/binding	\$ 300	\$ 300	0%	\$ -		
Service to maintain Building	\$ 500	\$ 500	0%	\$ -		
Service to Office Equipment	\$ 30,000	\$ 20,000	-33%	\$ (10,000)		*
IT Services	\$ 39,000	\$ 40,116	3%	\$ 1,116		
Telephone	\$ 10,000	\$ 15,000	50%	\$ 5,000		*
Banking Service Charges	\$ 150	\$ 150	0%	\$ -		
Conferences/Travel/Continuing Ed	\$ 15,000	\$ 10,000	-33%	\$ (5,000)		
General Fund	\$ 92,904	\$ 124,872	34%	\$ 31,968	Human Resources, Accounting, Payroll	*
Postage	\$ 12,000	\$ 8,000	-33%	\$ (4,000)		*
Computer Software	\$ 35,000	\$ 40,000	14%	\$ 5,000		
Medical Expenses/ COVID-19	\$ 500	\$ -	-100%	\$ (500)		
Temp Agency Services	\$ 500	\$ 500	0%	\$ -		
Tuition Reimbursement	\$ 4,000	\$ 4,000	0%	\$ -		
Professional Services	\$ 45,000	\$ 30,000	-33%	\$ (15,000)		*
Membership Fees	\$ 55,000	\$ 57,000	4%	\$ 2,000		
Materials for Buildings	\$ 500	\$ 500	0%	\$ -		
PNG Grant	\$ 15,000	\$ -	-100%	\$ (15,000)		
Per Capita Grant	\$ 96,000	\$ 103,250	8%	\$ 7,250	See above corresponding revenue note	*
Other Grant	\$ 75,000	\$ 75,000	0%	\$ -		
Office Supplies	\$ 30,000	\$ 25,000	-17%	\$ (5,000)		*
Risk Management	\$ 76,896	\$ 71,484	-7%	\$ (5,412)		
Small Capital	\$ 45,000	\$ 30,000	-33%	\$ (15,000)		*
Rent	\$ 575,000	\$ 584,583	2%	\$ 9,583		
Books & Other Materials	\$ 245,000	\$ 245,000	0%	\$ -		
Lost or Damaged	\$ 2,000	\$ 3,000	50%	\$ 1,000		*
Total operating	\$ 1,502,094	\$ 1,490,087	-1%	\$ (12,007)		

Total expense	\$ 3,985,458	\$ 3,949,164	-1%	\$ (36,294)
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Surplus (deficit)	\$ 7,029	\$ (50,451)	-818%	\$ (57,480)
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Capital Fund Revenue	Budgeted		
Interest Income	\$ -	\$ 800	\$ 800
Investment Income		\$ 1,400	

Foundation or other	\$ 250,000	\$ 250,000	0%	\$ -
Transfer from Library	\$ -	\$ -		\$ -

				\$ -
				\$ -
Totals	\$ 250,000	\$ 252,200	1%	\$ 2,200
				\$ -
				\$ -

Capital Fund Expenditures	Budgeted			
Equipment/Furniture	\$ 250,000	\$ 250,000	0%	\$ -

				\$ -
Surplus/Deficit	\$ -	\$ 2,200		\$ 2,200
				\$ -
				\$ -

Trust Funds Revenue	Budgeted			
Interest Cantoni Fund	\$ 800	\$ 165	-79%	\$ (635)
Interest Meyer Fund	\$ 1,900	\$ 325	-83%	\$ (1,575)
Interest Donation Fund	\$ 300	\$ 75	-75%	\$ (225)
Contributions	\$ 30,000	\$ 30,000	0%	\$ -

				\$ -
Totals	\$ 33,000	\$ 30,565	-7%	\$ (2,435)
				\$ -
				\$ -

Trust Expenses	Budgeted			
Cantoni (Books/Materials)	\$ -	\$ -		\$ -
Meyer (Professional Fees)	\$ 5,000	\$ 5,000	0%	\$ -
Meyer (Supplies)	\$ 5,000	\$ 5,000	0%	\$ -
Meyer (Transfer for Salary)	\$ 27,000	\$ 28,000	4%	\$ 1,000
Meyer (Small Capital)	\$ 5,000	\$ 5,000	0%	\$ -
Meyer (Books/Materials)	\$ 5,000	\$ 5,000	0%	\$ -
Memorial/Donation (Books/Materials)	\$ 30,000	\$ 60,000	100%	\$ 30,000

				\$ -
Totals	\$ 77,000.00	\$ 108,000.00	40%	\$ 31,000
				\$ -
Surplus/Deficit	\$ (44,000.00)	\$ (77,435.00)	76%	\$ (33,435)
Surplus/Deficit	\$ -			