



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, January 16, 2020

4:30 p.m.

Decatur Public Library Board Room

I. Call to order – Donna Williams

II. Approval of agenda

III. Approval of minutes for December 19, 2019 Meeting

IV. Public comments – 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.

IV. Written Communications from the public

V. City Librarian's report –Rick Meyer

VI. Reports of committees

A. Personnel, Policy & Public Relations Committee—Donna Williams

- i. FOIA Report (Discussion)
- ii. Personnel Update (Discussion)
- iii. Equity, Diversity, Inclusion (Discussion)
- iv. Volunteer Policy (Discussion)
- v. Public Relations/Marketing Plan (Discussion)
- vi. Strategic Plan (Discussion)
- vii. Other

B. Finance and Properties Committee—Amy Stockwell

- i. Capital Needs (Discussion)

- ii. Space Plan (Discussion)
- iii. December 2019 Check Register (Action)
- iv. 2019 Budget Review (Discussion)
- v. Other

C. Foundation—Rick Meyer

- i. Annual Appeal Report

D. Friends of the Library—Donna Williams

- i. January 9 meeting

F. Illinois Heartland Library System—Rick Meyer

- i. No report

VII. Old Business

- i. Trustee Facts File (Discussion)

VIII. New Business

- i. 2020/2021 Meeting Schedule (Action)
- ii. Nominating Committee (Action)

IX. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 2: Governance and Administration

X. Adjournment

If you have questions please contact:

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



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City Librarian's Report for December 2019

Administration

- I continued to work with Becky Dampitz on records management project. This has proven to be a far bigger project than either of us had anticipated.
- On the 3rd I attended an IHLS Members Matter meeting via Zoom.
- On the 4th I attended a SHARE Executive Council meeting via Zoom.
- On the 5th I met with Mary Garrison to discuss the possibility of a Social Work Intern at the Library.
- On the 9th, Robert Edwards and I met with Bobbi Perryman and another representative of Warner Vespasian Library. They are considering converting their library to RFID.
- On the 26th I met with Dr. Onuora to discuss the training that she and Ms. Carroll attended in Chatham.

Circulation

- **Please see statistical spreadsheet.**
- Robert Edwards attended a SHARE Circulation Committee meeting. He completed 2 staff performance evaluations.

Technical Services

- **See statistical spreadsheet**
- Division Head, Carol Ziese, continues to assist at Reference Desk, Local History, and Children's desks. Her processing pages have continued helping out with shelving.
- Carol continued to head the Staff Recognition Committee.
- Carol and Alissa hosted TEDx Women (approx.. 50 attendees) and got positive feedback.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Librarian Tabitha Bilyeu and Library Assistant Susan Bishop are in talks with the Crossing to develop a partnership.
- Katie Eytchison completed her first semester of graduate-level library science courses.
- Staff completed 6 hours or continuing education.
- Downstairs displays had an 85% turnover rate.

Systems Administration

- Bibliotheca recalibrated the security gate people counter and Matt Wilkerson is conducting some other experimental changes to make the gate count more accurate.
- **See spreadsheet for statistical information.**

Archives and Special Collections (formerly Local History)

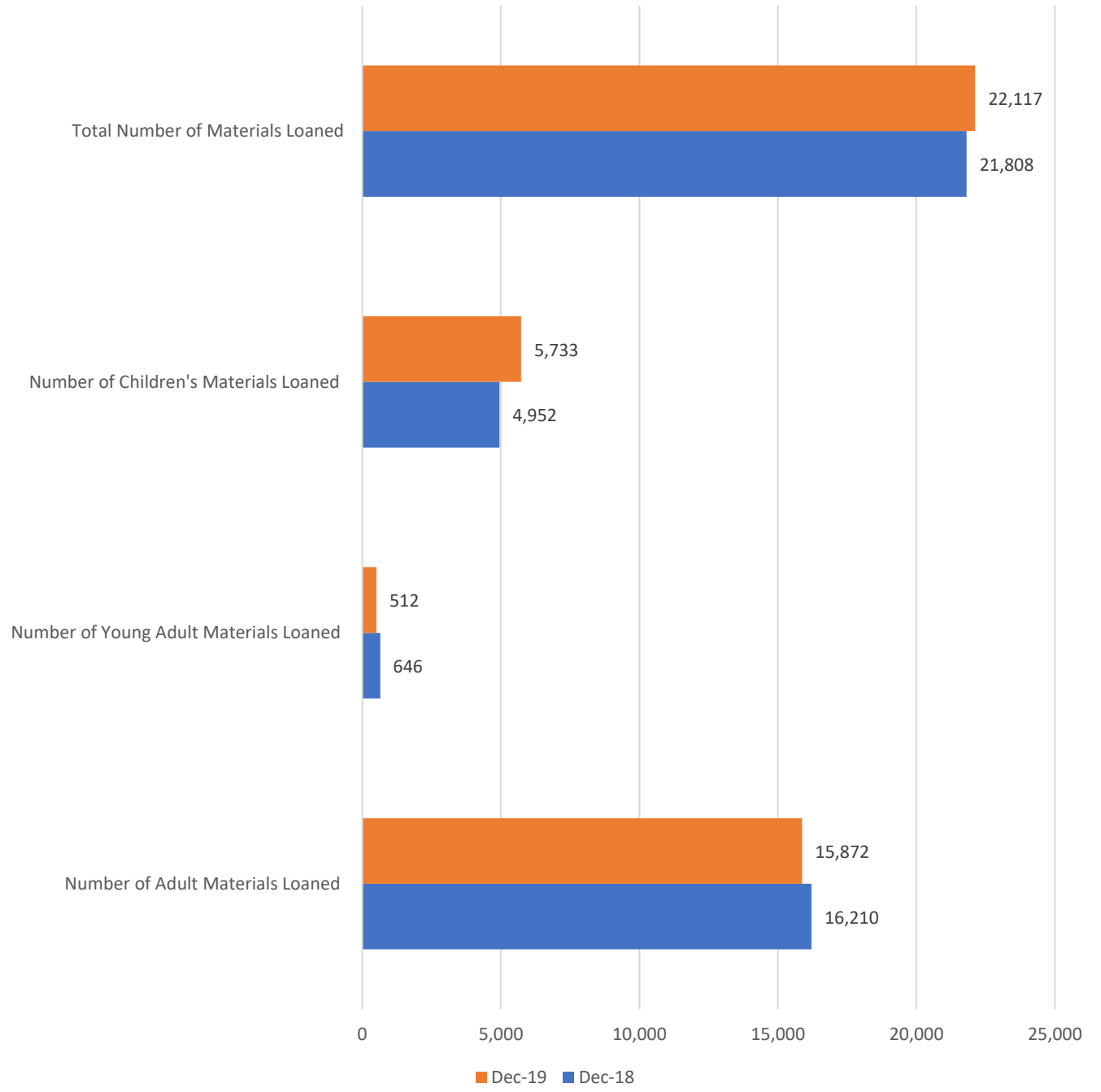
- Library Assistant Leeann Grossman completed her third year in the department.
- A very successful, and well-attended volunteer appreciation dinner was held at Tuscany. The Friends of the Library financed the event.
- Becky Dampz chaired her last meeting as President of the Heritage Network.
- Volunteer Pat Riley made a Kwanzaa display with materials borrowed from the African American Cultural and Genealogical Society of Illinois.
- About ¼th of the DMH Foundation collection has been completed.
- **Please see spreadsheet for statistics.**

Sincerely,

Rick Meyer

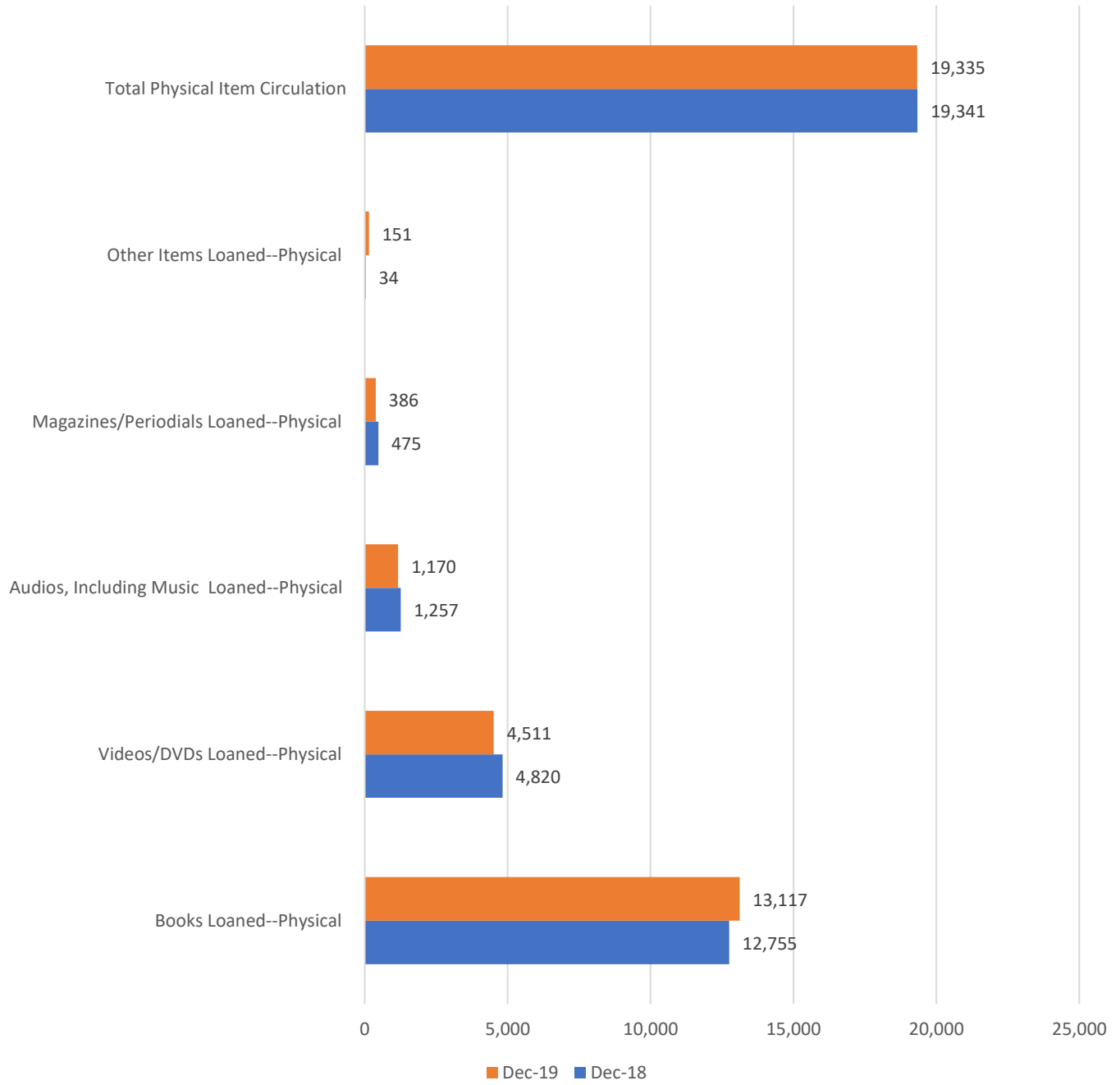
City Librarian

December Circulation by Audience *

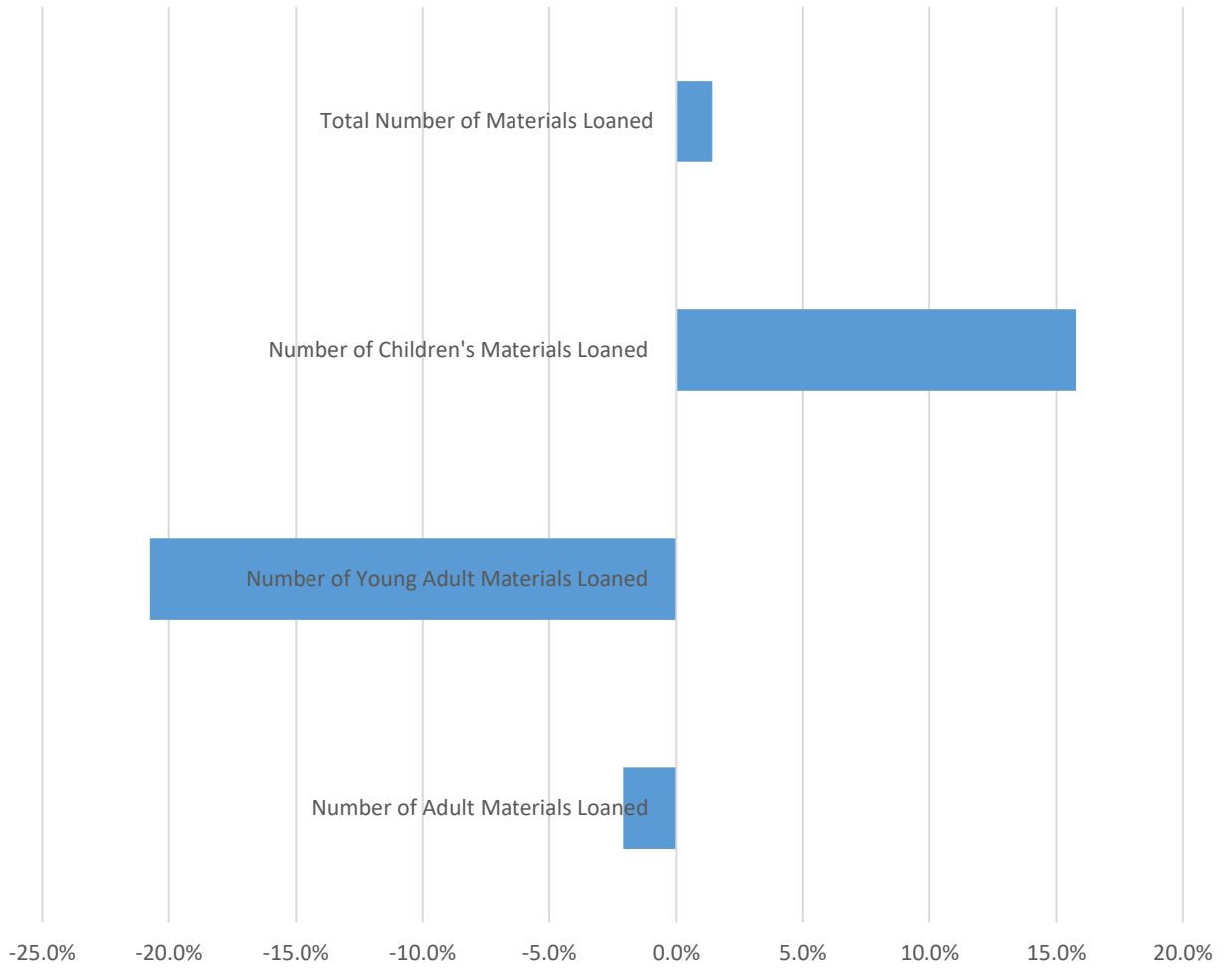


* Includes Electronic Materials

December Circulation by Material Type



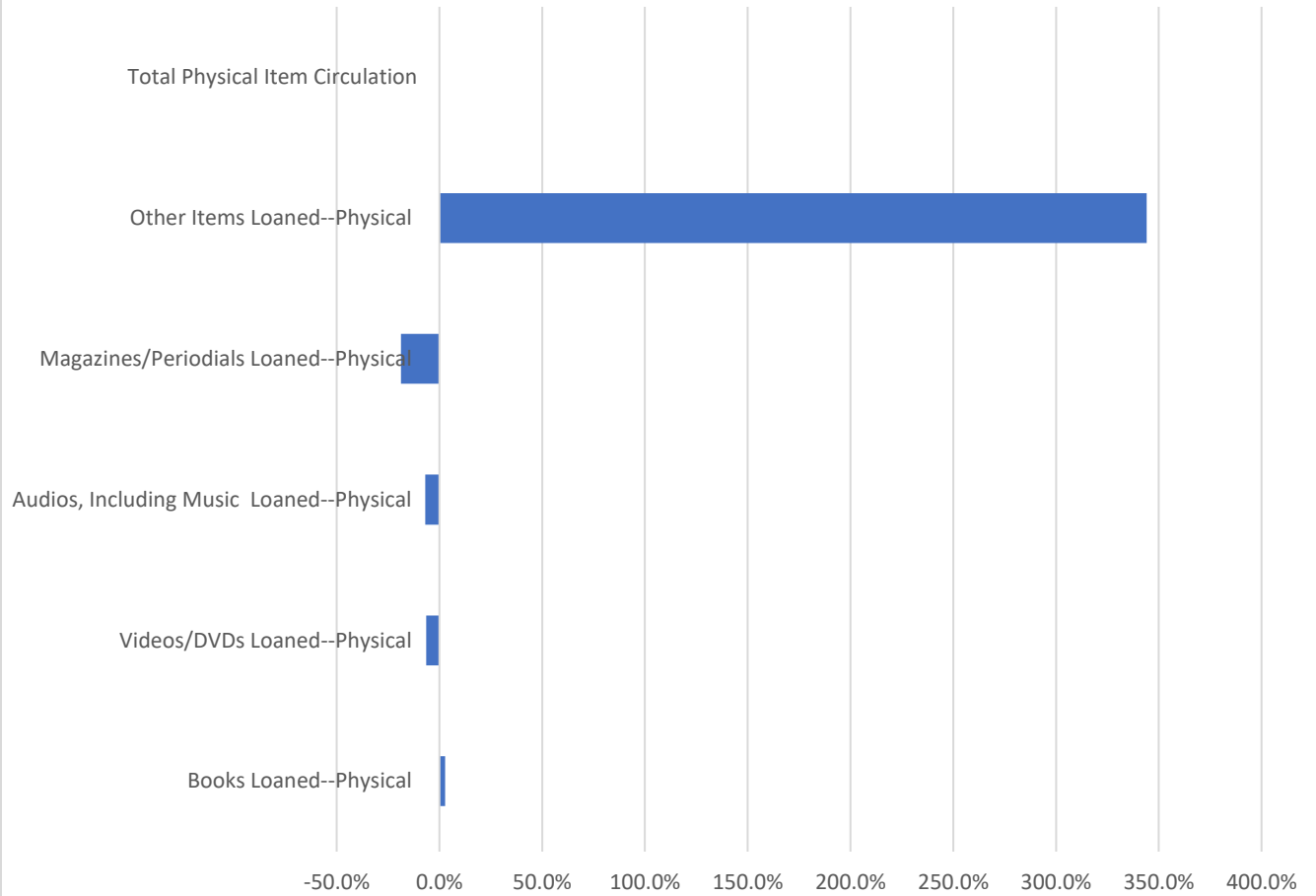
Circulation Change by Audience *



	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
■ Change	-2.1%	-20.7%	15.8%	1.4%

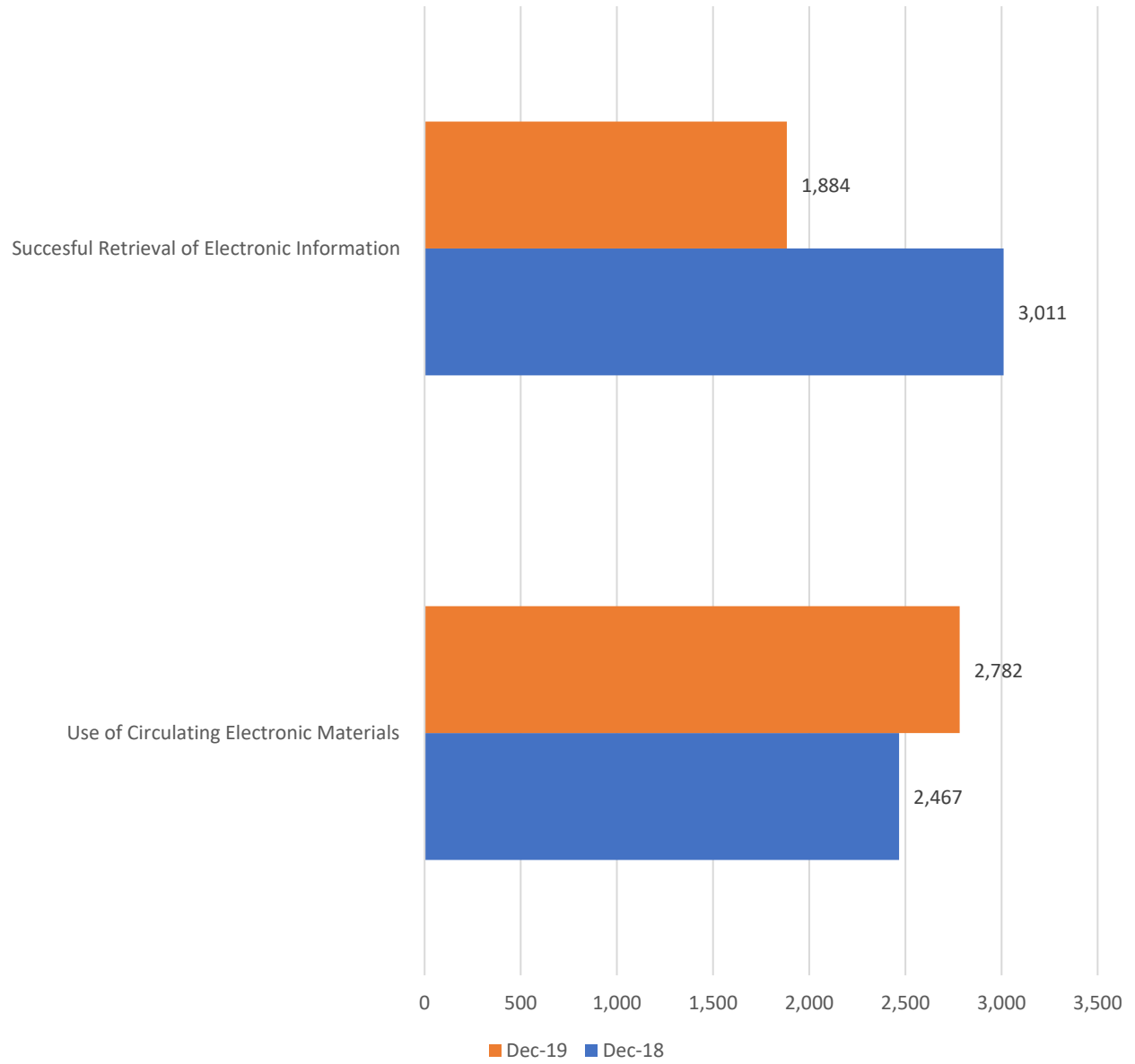
* Includes Electronic Materials

Circulation Change by Material Type

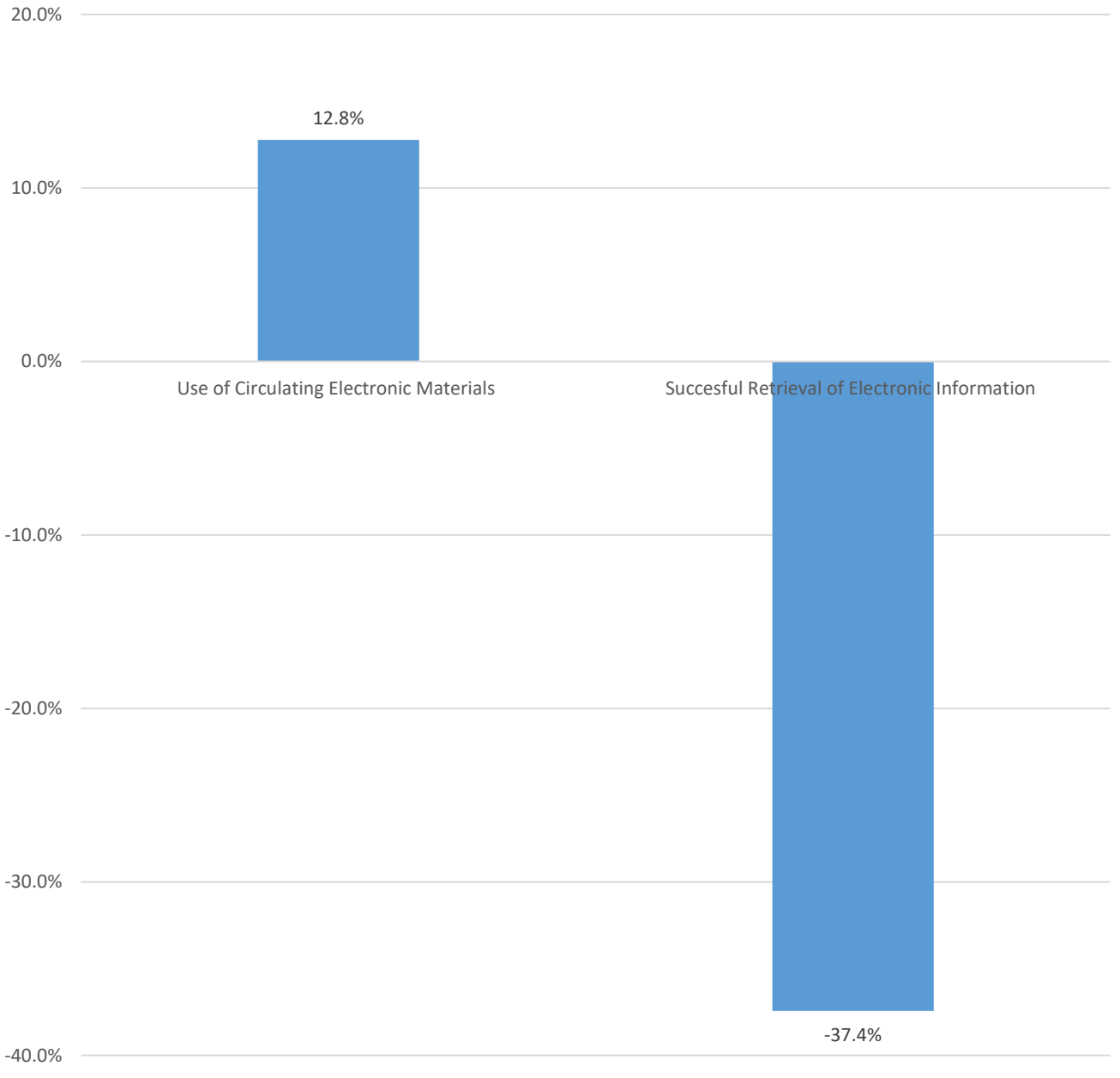


	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Total Physical Item Circulation
■ Change	2.8%	-6.4%	-6.9%	-18.7%	344.1%	0.0%

Use of Electronic Resources December



Change



Circulation by Audience Physical & Electronic

	Dec-18	Dec-19	% of Total	Change	2018 Total	2019 Projection	Projected change	2018	2019	% of Total	Change
Number of Adult Materials Loaned	16,210	15,872	71.8%	-2.1%	222,917	209,798	-5.9%	222,917	210,355	66.5%	-5.6%
Number of Young Adult Materials Loaned	646	512	2.3%	-20.7%	11,219	9,273	-17.3%	11,219	9,247	2.9%	-17.6%
Number of Children's Materials Loaned	4,952	5,733	25.9%	15.8%	97,993	96,120	-1.9%	97,993	96,951	30.6%	-1.1%
Total Number of Materials Loaned	21,808	22,117		1.4%	332,129	315,191	-5.1%	332,129	316,553		-4.7%

Circulation by Material Type (Physical only)

	Dec-18	Dec-19	% of Total	Change	2018 Total	2019 Projection	Projected change	2018	2019	% of Total	Change
Books Loaned--Physical	12,755	13,117	59.3%	2.8%	215,331	200,097	-7.1%	215,331	201,408	63.6%	-6.5%
Videos/DVDs Loaned--Physical	4,820	4,511	20.4%	-6.4%	61,722	59,845	-3.0%	61,722	59,688	18.9%	-3.3%
Audios, Including Music Loaned--Physical	1,257	1,170	5.3%	-6.9%	18,004	14,846	-17.5%	18,004	14,977	1.6%	-16.8%
Magazines/Periodicals Loaned--Physical	475	386	1.7%	-18.7%	6,295	5,221	-17.1%	6,295	5,215	1.6%	-17.2%
Other Items Loaned--Physical	34	151	0.7%	344.1%	636	1,867	193.5%	636	1,919	0.6%	201.7%
Total Physical Item Circulation	19,341	19,335		0.0%	301,988	281,875	-6.7%	301,988	283,207		-6.2%

Circulation by Material Type

	Dec-18	Dec-19	% of Total	Change	2018 Total	2019 Projection	Projected change	2018	2019	% of Total	Change
Use of Circulating Electronic Materials	2,467	2,782	12.6%	12.8%	30,141	36,325	20.5%	30,141	33,346	10.5%	10.6%
Total Circulation of Materials	21,808	22,117		1.4%	332,129	318,200	-4.2%	332,129	316,553		-4.7%
Successful Retrieval of Electronic Information	3,011	1,884	7.8%	-37.4%	30,791	37,366	21.4%	33,532	34,003	9.7%	1.4%
Electronic Content Use	5,478	4,666	19.4%	-14.8%	60,932	73,691	20.9%	63,673	67,349	19.2%	5.8%
Total Collection Use	<u>Dec-18</u>	<u>Dec-19</u>						<u>2018</u>	<u>2019</u>		
Total Collection Use	24,819	24,001		-3.3%	362,920	355,566	-2.0%	365,661	350,556		-4.1%

	Dec-18	Dec-19	December % Change	2018 Total	2019 Projection	Projected change	2018	2019	12-Month % Change		
Interlibrary Loans Provided To Other Libraries	3,589	3,507	53.7%	-2.3%	47,608	46,019	-3.3%	50,872	46,259	53.4%	-9.1%
Interlibrary Loans Received FROM Other Libraries	2,993	3,023	46.3%	1.0%	39,902	40,295	1.0%	40,292	40,336	46.6%	0.1%
Total ILL Transactions	6,582	6,530		-0.8%	87,510	86,314	-1.4%	91,164	86,595		-5.0%
	Dec-18	Dec-19	December % Change	2018 Total	2019 Projection	Projected change	2018	2019	12-Month % Change		
New Patron Registrations	162	146	-9.9%	2694	2452	-9.0%	2694	2451	-9.0%		
# of Visitors (Security Gate)	16316	16086	-1.4%	234443	247242	5.5%	234443	229935	-1.9%		
# Visitors Lobby Counter	n/a	14066	#VALUE!				0	79903	#DIV/0!		
Local History # of visitors	55	37	-32.7%	1017	797	-21.7%	1017	762	-25.1%		
Adult Programs Active	610	456	-25.2%	8589	9228	7.4%	9820	8472	-13.7%		
Adult Programs Passive	0	0		0			0	0	#DIV/0!		
YA Programs Active	0	0	#DIV/0!	1039	946	-9.0%	440	829	88.4%		
YA Programs Passive	0	0		0			0	0	#DIV/0!		
Children's Programs Active	1220	1132	-7.2%	11804	20561	74.2%	11804	19110	61.9%		
Children's Programs Passive	0	0		0			0	0	#DIV/0!		
Total Programs	1830	1588	-13.2%	22064	30734	39.3%	22064	28411	28.8%		
Public Sessions	2756	2317	-15.9%	0			38204	34947	-8.5%		
Wireless Sessions	569	990	74.0%	0			6103	11687	91.5%		
Website Sessions	8564	9736	13.7%	0			111189	126997	14.2%		
Unique Visits	5404	6162	14.0%	0			64572	78796	22.0%		
Page Views	14236	36011	153.0%	0			185757	445386	139.8%		
Self Checks	6428	6798	5.8%	0			121436	113374	-6.6%		
Percentage of Self Checks	40%	42%	2.1%	0			47%	46%	-0.4%		
Assists Adult	3277	2967	-9.5%	48099	47591	-1.1%	48099	45411	-5.6%		

Assists Children	1037	1041	0.4%	12386	16327	31.8%	12386	15761	27.2%
Assists Local history	138	103	-25.4%	2013	1991	-1.1%	2017	1891	-6.2%
IT help calls	74	70	-5.4%	0			483	959	98.6%
Searches in Catalog	63843	82603	29.38%	0			442093	691406	56.4%
Number of Items processed	0	2220		0			0	23490	#DIV/0!
Number of Items Withdrawn from Collection	0	1433		0			0	18567	#DIV/0!
Number of mended items	0	224		0			0	4161	#DIV/0!
Number of items ordered	0	770		0			0	9698	#DIV/0!
Number of records added to database	0	1996		0			0	19329	#DIV/0!

12/4/2019
12/23/2019

Route 36/Sept Oct Legal
Bob Smith/Stacey Young/Travel

Mr. Girdler
Mr. Girdler



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Volunteer Policy

The Decatur Public Library (“Library”) believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

Purpose of Volunteer Policy:

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy and all other Library policies at any time and to expect after notification, adherence to the changed policy. Changes or exceptions from this policy may be granted by the City Librarian. Changes must be obtained in advance, in writing, and approved by the City Librarian. Issues not covered by this policy shall be resolved by the City Librarian.

Definition of “Volunteer”:

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed. After the date of the approval of this policy, volunteers must execute an Acknowledgement of Volunteer Status and Acceptance of Decatur Public Library Policies prior to commencement of the Volunteer’s service at the Library.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

Who Can Volunteer:

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 14 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision:

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work, and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of any change to their schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior:

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training:

All volunteers will receive a general orientation on the purpose of the Library, the program they will be working with and a tour of the Library.

Volunteers will receive -on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the alternative arrangements may be made.

Volunteer Recognition:

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

Approved by the Decatur Public Library Board of Trustees

February 16, 2017



STRATEGIC PLAN 2017 - 2021



GOALS and STRATEGIES

MISSION

The Decatur Public Library strengthens the community by:
promoting the love of reading and life-long discovery,
helping ensure children and teens are ready and excited to learn,
offering robust connections to the digital world,
partnering to support local workforce development activities, and
providing a creative and welcoming environment for all.

VISION

The Library is recognized as an invaluable center of the community for its educational, economic, and cultural services, and in its role as a gathering place for all residents.

GOAL 1: WELCOMING ENVIRONMENT

Create a welcoming environment to increase use and the satisfaction of patrons

STRATEGIES:

1. Develop a plan to rework the interior space, focusing on ease of use for customers, and flexible use of space in the future
2. Work with the City to provide options for repairing the parking lot, and creating a plan for the outlying building
3. Improve both exterior and interior signage
4. Enhance the appeal of the exterior entrance, lobby and interior entry area
5. Strengthen customer service and friendliness, particularly at the checkout and reference desk areas

GOAL 2: ENGAGE COMMUNITY

Engage the broader community more fully

STRATEGIES:

1. Create a public relations and marketing plan to increase awareness of the broad array of available Library services
2. Increase partnerships with colleges, businesses and community organizations to increase resources and improve awareness of the Library
3. Advance connections to local schools to promote Library use
4. Explore options to broaden outreach outside of the Library facility, particularly to under-resourced households

GOAL 3: REMOVE BARRIERS

Work to remove potential barriers to Library use

STRATEGIES:

1. Increase the diversity of the Library staff, board, and volunteers to better reflect the community
2. Examine options for eliminating or minimizing the deterrent effect of Library fines
3. Consider opportunities to develop remote access or return locations for materials

GOAL 4: SERVICE & RESOURCES

Improve and enhance targeted areas of Library service and resources to expand and deepen use

STRATEGIES:

1. Advance teen service, through possible development of an on-going teen advisory group, creation of an engaging teen space, innovative teen programming, and/or increased teen-service staff
2. Expand adult programming, covering multiple formats and topics
3. Sustain and support existing, exceptional services for children
4. Continue the review of collections to better focus and match patron use and community needs
5. Working in partnership with other community providers, expand workforce and economic development services and resources
6. Improve digital access for patrons, including easier use of current computer and on-line services, increased digital collections, and acquiring new technologies as appropriate

GOAL 5: EXAMINE PRACTICES

Examine administrative and staffing practices to improve use of existing resources and the fulfillment of the Library's mission

STRATEGIES:

1. Review effective organizational structures and practices of other libraries for possible implementation
2. Improve communication and connections between Library departments
3. Train and develop staff to work toward a more flexible and innovative workplace which, in turn, engages and delights patrons

Decatur Planning Committee

Susan Bishop

Library Assistant, Children's Division

Samantha Carroll

Friends of the Decatur Public Library

Robert Edwards

Assistant City Librarian

Alissa Henkel

Head of Adult Division

Rick Meyer

City Librarian

Mark Sorensen

Vice President, Board of Trustees

Amy Stockwell

Decatur Public Library Foundation

Vicky Wrigley

Decatur Public Library Foundation

Sophia Xethalis

Friends of the Decatur Public Library

Gregg Zientara

Board of Trustees

Decatur Public Library Board of Trustees

John Phillips

President

Mark Sorensen

Vice President

Aaron Largent

Secretary

Paula Heinkel

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Jenny Sykes

Trustee

Donna Williams

Trustee

Gregg Zientara

Trustee



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130 N Franklin Street
Decatur, IL 62523

(217) 424-2900
www.decaturlibrary.org

CITY OF DECATUR

DATE:12-2019

FOR INVOICES FROM 12/1/2019 TO 12/31/2019

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
131979	12/3/2019	BAKER & TAYLOR CO	\$0.12		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$0.40		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$2.02		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$2.17		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$2.49		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$3.94		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$10.89		BOOKS & PERIODICALS
132025	12/3/2019	MIDWEST TAPE, LLC	\$37.49	AV MATERIALS	BOOKS & PERIODICALS
132032	12/3/2019	PROQUEST INFORMATION &	\$190.25	DATABASE AND MICROFILM	BOOKS & PERIODICALS
132064	12/10/2019	BAKER & TAYLOR CO	\$0.72		BOOKS & PERIODICALS
132064	12/10/2019	BAKER & TAYLOR CO	\$1.67		BOOKS & PERIODICALS
132064	12/10/2019	BAKER & TAYLOR CO	\$13.53		BOOKS & PERIODICALS
132074	12/10/2019	CCH	\$11.53		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$9.74	AV MATERIALS	BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$21.74		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$25.48		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$34.99		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$53.80		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$68.18		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$134.94		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$0.68		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$0.72		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$1.32		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$1.47		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$1.61		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$1.86		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.14		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.23		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.44		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.73		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.74		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$3.05		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$3.11		BOOKS & PERIODICALS

132224	12/17/2019	BAKER & TAYLOR CO	\$3.27		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$3.91		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$4.43		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$10.89		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$25.47		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$9.74	AV MATERIALS	BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$13.49		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$22.49	AV MATERIALS	BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$33.71		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$44.99		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$45.71		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$46.91		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$53.94		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$69.70		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$134.94		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$152.88		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$320.82		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$360.53		BOOKS & PERIODICALS
132405	12/31/2019	AMAZON.COM CREDIT	\$439.15		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.08		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.16		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.30		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.46		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.48		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.56		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.77	LIBRARY MATERIALS	BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.78		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$1.14		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$1.72		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$1.83		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$1.84		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.05		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.06		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.12		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.40		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.46		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.79		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.95		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.99		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$3.43		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$3.90		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$4.39		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$4.49		BOOKS & PERIODICALS

132417	12/31/2019	BAKER & TAYLOR CO	\$4.50		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$4.51		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$4.61		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$14.60		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$399.23		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$922.76		BOOKS & PERIODICALS
132468	12/31/2019	EBSCO INDUSTRIES, INC	\$179.45		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$5.24	AV MATERIALS	BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$8.98		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$10.49		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$11.24		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$13.49		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$14.24		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$14.99		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$18.74		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$19.78		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$22.49		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$23.24		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$33.27		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$35.97		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$36.71		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$39.99	AV MATERIALS	BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$41.82		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$52.47		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$57.70		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$59.50		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$83.19		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$107.16		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$111.66		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$127.44		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$137.93		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$141.66		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$150.68		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$153.64		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$153.65		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$156.67		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$160.38		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$177.65		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$178.37		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$183.64		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$205.40		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$212.88		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$295.35		BOOKS & PERIODICALS
132554	12/31/2019	POLK CITY DIRECTORIES	\$287.00	CITY DIRECTORIES	BOOKS & PERIODICALS

Total			\$7,569.67		
132269	12/17/2019	DR NGOZI ONUORA	\$55.91	TRAVEL REIMBURSMENT	CONFERENCES & TRAVEL
Total			\$55.91		
132138	12/10/2019	MIDWEST ARCHIVES CONFERENCE	\$55.00	R DAMPTZ MEMBER RENEWAL	MEMBERSHIP FEES
Total			\$55.00		
131979	12/3/2019	BAKER & TAYLOR CO	\$18.63		OFFICE SUPPLIES
131979	12/3/2019	BAKER & TAYLOR CO	\$21.39		OFFICE SUPPLIES
131979	12/3/2019	BAKER & TAYLOR CO	\$38.41		OFFICE SUPPLIES
132064	12/10/2019	BAKER & TAYLOR CO	\$17.48		OFFICE SUPPLIES
132066	12/10/2019	BECK'S ENGRAVING & RUBBER	\$5.25	NAME BADGE	OFFICE SUPPLIES
132092	12/10/2019	DEMCO INC	\$170.31		OFFICE SUPPLIES
132166	12/10/2019	SAM'S CLUB	\$106.22	ACCT 9064	OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$4.83		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$6.21	LIBRARY MATERIALS	OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$13.80		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$14.72		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$15.18		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$19.32		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$22.54		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$24.21		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$25.99		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$26.45		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$31.51		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$33.12		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$44.16		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$48.30		OFFICE SUPPLIES
132405	12/31/2019	AMAZON.COM CREDIT	\$497.35		OFFICE SUPPLIES
132365	12/17/2019	STRIGLOS/HAINES & ESSICK	\$296.17	OFFICE SUPPLIES	OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$0.69		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$2.07		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$2.53		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$3.45		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$4.60		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$4.83		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$10.58		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$12.65		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$14.03		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$16.10		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$16.79		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$18.40		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$19.78		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$20.70		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$26.22		OFFICE SUPPLIES

132417	12/31/2019	BAKER & TAYLOR CO	\$28.98		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$29.21		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$34.50		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$37.03		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$41.63		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$46.46		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$47.38		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$50.37		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$56.35		OFFICE SUPPLIES
132458	12/31/2019	DEMCO INC	\$107.30	OFFICE SUPPLIES	OFFICE SUPPLIES
132580	12/31/2019	STRIGLOS/HAINES & ESSICK	\$23.69	CALENDAR	OFFICE SUPPLIES
131979	12/3/2019	BAKER & TAYLOR CO	\$3.45		OFFICE SUPPLIES
Total			\$2,181.32		
132224	12/17/2019	BAKER & TAYLOR CO	\$18.14		OTHER LIBRARY GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$18.72		OTHER LIBRARY GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$347.10		OTHER LIBRARY GRANT EXPENSE
132405	12/31/2019	AMAZON.COM CREDIT	\$157.05		OTHER LIBRARY GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$32.29		OTHER LIBRARY GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$34.19		OTHER LIBRARY GRANT EXPENSE
Total			\$607.49		
131979	12/3/2019	BAKER & TAYLOR CO	\$24.55	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$29.92		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$80.94		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$404.69		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$433.94		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$497.41		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$788.89		PER CAPITA GRANT EXPENSE
132064	12/10/2019	BAKER & TAYLOR CO	\$144.20	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
132064	12/10/2019	BAKER & TAYLOR CO	\$184.97		PER CAPITA GRANT EXPENSE
132064	12/10/2019	BAKER & TAYLOR CO	\$314.70		PER CAPITA GRANT EXPENSE
132074	12/10/2019	CCH	\$135.00	2020 US MASTER TAX GUIDE	PER CAPITA GRANT EXPENSE
132123	12/10/2019	KANOPY	\$117.00	PRICE PER PLAY DIGITALS/KKIDS	PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	(\$573.26)	CUST#2000015200 DEPOSIT BAL	PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$22.49	BOOKS	PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$29.99		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$37.49		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$45.73		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$64.43		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$87.65	BOOKS	PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$185.91		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$192.60		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$464.27		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$1,099.12	CUST#2000015200	PER CAPITA GRANT EXPENSE

132195	12/10/2019	WESTON WOODS STUDIOS	\$1,157.02	46 JUVENILE BOOKS IN BAGS	PER CAPITA GRANT EXPENSE
132198	12/10/2019	WORLD BOOK, INC	\$999.00	2020 WORLD BOOK ENCYCLOPEDIA	PER CAPITA GRANT EXPENSE
132223	12/17/2019	BACKPAGES LIMITED	\$1,864.00	DATABASE SUBSCRIPTION / ROCK'S	PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$19.49	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$99.62		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$135.41		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$143.64		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$263.72		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$275.83		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$294.10		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$322.87		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$372.94		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$403.35		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$445.59		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$470.50		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$527.35		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$547.52		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$609.13		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$653.57		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$782.33		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$866.31		PER CAPITA GRANT EXPENSE
132257	12/17/2019	ROBERT F BEECHER	\$3,800.00	SELECT READS-ONE YR SUBSCRIPTION	PER CAPITA GRANT EXPENSE
132273	12/17/2019	EBSCO INDUSTRIES, INC	\$22,529.00	DATABASE PKG	PER CAPITA GRANT EXPENSE
132392	12/17/2019	WESTON WOODS STUDIOS	\$25.46	1 JUVENILE BOOK IN A BAG	PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$15.21	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$32.74		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$59.54		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$86.37		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$92.65		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$95.70		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$112.75		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$153.10		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$153.59		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$156.91		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$227.56		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$343.60		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$348.11		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$367.81		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$391.30		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$392.08		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$411.64		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$479.41		PER CAPITA GRANT EXPENSE

132417	12/31/2019	BAKER & TAYLOR CO	\$492.79		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$556.11		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$558.38		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$598.77	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$685.18		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$780.70		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$877.15		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$897.53		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$900.45		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$901.61		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$902.18		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$902.25		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$921.96		PER CAPITA GRANT EXPENSE
132468	12/31/2019	EBSCO INDUSTRIES, INC	\$287.80	PERIODICAL SUBSCRIPTIONS AND D	PER CAPITA GRANT EXPENSE
132618	12/31/2019	WORLD BOOK, INC	\$2,007.50	WORLD BOOK ONLINE/SCHOOL EDITION	PER CAPITA GRANT EXPENSE
Total			\$58,610.81		
132084	12/10/2019	COMMERCIAL MAIL SERVICES	\$290.09	NOV 18 - NOV 29'19	POSTAGE
132092	12/10/2019	DEMCO INC	\$9.95	OFFICE SUPPLIES	POSTAGE
132247	12/17/2019	COMMERCIAL MAIL SERVICES	\$402.61	DEC 2 - DEC 13'19	POSTAGE
132405	12/31/2019	AMAZON.COM CREDIT	\$87.57	ACCT 8641	POSTAGE
Total			\$790.22		
132177	12/10/2019	SWANK MOTION PICTURES, INC	\$1,403.00	2020 LICENSE / LICENSE# 3185443001	PROFESSIONAL SERVICES
132185	12/10/2019	UNIQUE MANAGEMENT SERVICES	\$778.65	COLLECTION SERVICE	PROFESSIONAL SERVICES
132255	12/17/2019	DAUGHERTY PUBLIC LIBRARY	\$19.95	LOST ITEM	PROFESSIONAL SERVICES
132274	12/17/2019	ELWOOD TOWNSHIP CARNEGIE	\$20.00	LOST ITEM	PROFESSIONAL SERVICES
132283	12/17/2019	FORSYTH PUBLIC LIBRARY	\$21.99		PROFESSIONAL SERVICES
132305	12/17/2019	JONES & THOMAS	\$400.00	WEB HOSTING AND MAINTENANCE	PROFESSIONAL SERVICES
132336	12/17/2019	MT ZION DISTRICT LIBRARY	\$109.00	LOST ITEMS	PROFESSIONAL SERVICES
132405	12/31/2019	AMAZON.COM CREDIT	\$35.00		PROFESSIONAL SERVICES
132535	12/31/2019	MT ZION DISTRICT LIBRARY	\$25.00	DAMAGED BOOKS	PROFESSIONAL SERVICES
132571	12/31/2019	SCHNEIDER PIPE ORGANS, INC	\$110.00	AUDITORIUM PIANO TUNING	PROFESSIONAL SERVICES
Total			\$2,922.59		
132194	12/10/2019	WATTS COPY SYSTEMS	\$597.11	MAINTENANCE TO OFFICE EQUIPMEN	SERV-OFFICE EQUIPMENT
132546	12/31/2019	NCI BUSINESS SYSTEMS	\$38.95	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
Total			\$636.06		
132405	12/31/2019	AMAZON.COM CREDIT	\$369.73		SMALL CAPITAL ITEMS
Total			\$369.73		
132154	12/10/2019	PAETEC	\$55.50	ACCT 633292627001	TELEPHONE
132246	12/17/2019	COMCAST	\$159.85	ACCT 929526423	TELEPHONE
132347	12/17/2019	PAETEC	\$10.86	ACCT 633318933001	TELEPHONE
132434	12/31/2019	CALL ONE	\$503.96	ACCT 1212890	TELEPHONE
Total			\$730.17		
827003693	12/16/2019	REGIONS/CREDIT CARD	\$93.41	ACCT 3978	PROFESSIONAL SERVICES

35 LIBRARY FUND TOTAL **\$74,622.38**

59 LIBRARY TRUST FUNDS

132064	12/10/2019	BAKER & TAYLOR CO	\$19.07	LIBRARY MATERIALS	BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$19.07		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$18.45		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$19.07		BOOKS & PERIODICALS
132554	12/31/2019	POLK CITY DIRECTORIES	\$287.00	CITY DIRECTORIES	BOOK AND PERIODICALS

59 LIBRARY TRUST FUNDS TOTAL **\$362.66**

WARRANT TOTAL: **\$74,985.04**

RLE



Travel Reimbursement Request

Date prepared 12/05/2019

Requested By

Name Ngozi Onoura

Department Trustee

Where did you go? Seminar on Forging Strong Relationships with Director,
Chatham Public Library
600 E Spruce, Chatham, IL, US, 62629

Was form 1010, Travel Expense Request, approved before submitting this form? Yes No

Reimbursement Requested (Attach all bills and receipts)

	Actual
Transportation via Personal Vehicle	
Actual Miles 96 Current paid per mile \$ 0.580	\$ 55.91
Lodging	
Meals	
Fees (registrations, dues, etc.)	
Other (telephone, tolls, parking, etc.)	
Total	\$ 55.91

Amount of Reimbursement Requested

None Requested, why?

I hereby certify that this is the actual expense incurred on authorized travel and that the information is correct

Signature Ngozi Onoura Date 12/5/2019

Approved by (City Librarian/Trustee) Donna Williams Date 12/11/2019

DPL FY 2019 Budget Report
 Prepared: January 3, 2020
 At end of December 100% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY18 YTD	% Change
Property Taxes	\$ 2,842,000	74.1%	\$ 3,021,531.79	106.3%	\$ 2,732,082.04	10.6%
All Other	\$ 993,545	25.9%	\$ 1,057,397.45	106.4%	\$ 958,846.22	10.3%
Total Revenue	\$ 3,835,545		\$ 4,078,929.24	106.3%	\$ 3,690,928.26	10.5%

Expense

% Expended

Personnel

Payroll	\$ 1,672,917		\$ 1,572,229.70		\$ 1,540,465.58	2.1%
Benefits	\$ 643,105		\$ 592,766.31		\$ 625,785.78	-5.3%
	\$ 2,316,022	61.2%	\$ 2,164,996.01	93.5%	\$ 2,166,251.36	-0.1%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 249,022.09	101.6%	\$ 350,258.08	-28.9%
Per Capita	\$ 95,000		\$ 95,152.20	100.2%	n/a	n/a
Total Materials	\$ 340,000	9.0%	\$ 344,174.29	101.2%	\$ 350,258.08	-1.7%

Professional Services

Professional Services	\$ 50,000		\$ 50,879.12	101.8%	\$ 26,078.75	95.1%
Temp Agency	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -		\$ 129.36	#DIV/0!	\$ -	#DIV/0!
Total	\$ 51,000	1.3%	\$ 51,008.48	100.0%	\$ 26,078.75	95.6%

Allocations

Administrative Fee	\$ 97,584		\$ 97,584.00	100.0%	\$ 103,464.00	-5.7%
Purchasing	\$ 12,384		\$ 12,384.00	100.0%	\$ 14,676.00	-15.6%
MIS	\$ 38,364		\$ 38,364.00	100.0%	\$ 43,356.00	-11.5%
	\$ 148,332	3.9%	\$ 148,332.00	100.0%	\$ 161,496.00	-8.2%

Grants

PNG	\$ 15,000		\$ 12,209.53	81.4%	n/a	n/a
Other grants	\$ 75,000		\$ 4,103.26	5.5%	n/a	n/a
	\$ 90,000	2.4%	\$ 16,312.79	18.1%		

Advertising	\$ 500	0.01%	\$ 310.82	62.2%	\$ -	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$ 500		\$ 533.00	106.6%	\$ 2,389.29	-77.7%
Postage	\$ 14,000		\$ 11,352.97	81.1%	\$ 10,236.30	10.9%
Service to Office Equipment	\$ 10,000		\$ 26,229.06	262.3%	\$ 11,467.93	128.7%
Telephone	\$ 16,300		\$ 12,398.58	76.1%	\$ 31,204.72	-60.3%
Software	\$ 18,000		\$ 38,826.11	215.7%	\$ 9,992.76	288.5%
Office Supplies	\$ 30,000		\$ 29,768.63	99.2%	\$ 29,854.78	-0.3%
Small Capital	\$ 20,000.00		\$ 23,957.31	119.8%	\$ 25,410.66	-5.7%
	\$ 108,800	2.9%	\$ 143,065.66	131.5%	\$ 120,556.44	

Staff Development

Conferences/Training/Travel	\$ 20,000		\$ 10,618.62	53.1%	\$ 19,199.68	-44.7%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ 1,500.00	-100.0%
Membership	\$ 48,000		\$ 50,336.57	104.9%	\$ 48,672.92	3.4%
	\$ 72,000	1.9%	\$ 60,955.19	84.7%	\$ 69,372.60	

Transfer to Reserves	\$ -	\$ 197,800.00			
Insurance					
Unemployment	\$ 2,652	\$ 2,652.00	100.0%	\$ 1,980.00	33.9%
Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 78,576.00	100.0%	\$ 87,756.00	-10.5%
	\$ 81,728	2.2%	\$ 81,228.00	99.4%	\$ 89,736.00

Building Costs

Rent	\$ 575,000.00	\$ 575,004.00	100.0%	\$ 575,000.00	0.0%	
Supplies	\$ -	\$ 191.25	#DIV/0!	\$ 582.00	-67.1%	
Maintenance	\$ -	\$ -	#DIV/0!	\$ 765.00	-100.0%	
	\$ 575,000	15.2%	\$ 575,195.25		\$ 576,347.00	
Total Operations/Services	\$ 1,467,360	38.8%	\$ 1,618,382.48	110.3%	\$ 1,393,844.87	16.1%

Total Expenses	\$ 3,783,382	\$ 3,783,378.49	100.0%	\$ 3,560,096.23	6.3%
Revenue Minus Expense	\$ 52,163	\$ 295,550.75		\$ 130,832.03	125.9%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2019	\$ 1,063,511.12	\$ 232,364.45	\$ 270,419.46	\$ 2,077.98	\$ 1,027,534.09
2/1/2019	\$ 1,027,534.09	\$ 50,666.36	\$ 250,995.03	\$ 194.64	\$ 827,400.06
3/1/2019	\$ 827,400.06	\$ 61,702.45	\$ 285,337.24	\$ -	\$ 603,765.27
4/1/2019	\$ 603,765.27	\$ 116,424.25	\$ 296,858.14	\$ -	\$ 423,331.38
5/1/2019	\$ 423,331.38	\$ 139,441.32	\$ 360,300.19	\$ -	\$ 202,472.51
6/1/2019	\$ 202,472.51	\$ 47,332.81	\$ 267,614.61	\$ -	\$ (17,809.29)
7/1/2019	\$ (17,809.29)	\$ 1,728,923.50	\$ 319,316.83	\$ 531.91	\$ 1,392,329.29
8/1/2019	\$ 1,392,329.29	\$ 56,400.84	\$ 267,312.94	\$ -	\$ 1,181,417.19
9/1/2019	\$ 1,181,417.19	\$ 1,080,161.30	\$ 291,429.60	\$ -	\$ 1,970,148.89
10/1/2019	\$ 1,970,148.89	\$ 134,956.14	\$ 368,385.34	\$ -	\$ 1,736,719.69
11/1/2019	\$ 1,736,719.69	\$ 51,816.61	\$ 300,284.39	\$ -	\$ 1,488,251.91
12/1/2019	\$ 1,488,251.91	\$ 378,739.21	\$ 505,124.72	\$ -	\$ 1,361,866.40
1/1/2020	\$ 1,361,866.40				

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

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 131,499.36	\$ 78.42	\$ -	\$ 131,577.78
2/1/2019	\$ 131,577.78	\$ 207.58	\$ -	\$ 131,785.36
3/1/2019	\$ 131,785.36	\$ 101.85	\$ -	\$ 131,887.21
4/1/2019	\$ 131,887.21	\$ 203.57	\$ -	\$ 132,090.78
5/1/2019	\$ 132,090.78	\$ 179.29	\$ -	\$ 132,270.07
6/1/2019	\$ 132,270.07	\$ 103.22	\$ -	\$ 132,373.29
7/1/2019	\$ 132,373.29	\$ 146.79	\$ -	\$ 132,520.08
8/1/2019	\$ 132,520.08	\$ 114.10	\$ -	\$ 132,634.18
9/1/2019	\$ 132,634.18	\$ 185.93	\$ -	\$ 132,820.11
10/1/2019	\$ 132,820.11	\$ 136.23	\$ -	\$ 132,956.34
11/1/2019	\$ 132,956.34	\$ 94.33	\$ -	\$ 133,050.67
12/1/2019	\$ 133,050.67	\$ 197,800.00	\$ -	\$ 330,850.67
1/1/2020	\$ 330,850.67			

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 57,814.13	\$ 34.48	\$ -	\$ 57,848.61
2/1/2019	\$ 57,848.61	\$ 46.48	\$ -	\$ 57,895.09
3/1/2019	\$ 57,895.09	\$ 44.78	\$ -	\$ 57,939.87
4/1/2019	\$ 57,939.87	\$ 49.62	\$ -	\$ 57,989.49
5/1/2019	\$ 57,989.49	\$ 52.03	\$ -	\$ 58,041.52
6/1/2019	\$ 58,041.52	\$ 45.33	\$ -	\$ 58,086.85
7/1/2019	\$ 58,086.85	\$ 53.82	\$ -	\$ 58,140.67
8/1/2019	\$ 58,140.67	\$ 50.10	\$ -	\$ 58,190.77
9/1/2019	\$ 58,190.77	\$ 49.72	\$ -	\$ 58,240.49

10/1/2019	\$	58,240.49	\$	47.90	\$	-	\$	58,288.39
11/1/2019	\$	58,288.39	\$	41.38	\$	-	\$	58,329.77
12/1/2019	\$	58,329.77	\$	-	\$	-	\$	58,329.77
1/1/2020	\$	58,329.77						

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 143,183.11	\$ 84.74	\$ 2,170.03	\$ 141,097.82
2/1/2019	\$ 141,097.82	\$ 112.53	\$ 2,099.45	\$ 139,110.90
3/1/2019	\$ 139,110.90	\$ 106.86	\$ 1,908.20	\$ 137,309.56
4/1/2019	\$ 137,309.56	\$ 116.78	\$ 1,908.20	\$ 135,518.14
5/1/2019	\$ 135,518.14	\$ 120.30	\$ 2,862.30	\$ 132,776.14
6/1/2019	\$ 132,776.14	\$ 102.84	\$ 1,908.20	\$ 130,970.78
7/1/2019	\$ 130,970.78	\$ 120.19	\$ 1,917.17	\$ 129,173.80
8/1/2019	\$ 129,173.80	\$ 109.77	\$ 2,988.80	\$ 126,294.77
9/1/2019	\$ 126,294.77	\$ 106.83	\$ 1,938.46	\$ 124,463.14
10/1/2019	\$ 124,463.14	\$ 47.90	\$ 2,862.30	\$ 121,648.74
11/1/2019	\$ 121,648.74	\$ 85.40	\$ 2,276.95	\$ 119,457.19
12/1/2019	\$ 119,457.19	\$ -	\$ 2,220.30	\$ 117,236.89
1/1/2020				

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 26,174.87	\$ 290.69	\$ 10.45	\$ 26,455.11
2/1/2019	\$ 26,455.11	\$ 411.41	\$ 10.00	\$ 26,856.52
3/1/2019	\$ 26,856.52	\$ 1,059.81	\$ 246.89	\$ 27,669.44
4/1/2019	\$ 27,669.44	\$ 357.03	\$ 932.81	\$ 27,093.66
5/1/2019	\$ 27,093.66	\$ 1,438.50	\$ 1,872.92	\$ 26,659.24
6/1/2019	\$ 26,659.24	\$ 20.47	\$ 900.54	\$ 25,779.17
7/1/2019	\$ 25,779.17	\$ 88.76	\$ 329.79	\$ 25,538.14
8/1/2019	\$ 25,538.14	\$ 21.86	\$ 327.90	\$ 25,232.10
9/1/2019	\$ 25,232.10	\$ 1,697.20	\$ 158.69	\$ 26,770.61
10/1/2019	\$ 26,770.61	\$ 121.95	\$ 260.87	\$ 26,631.69
11/1/2019	\$ 26,631.69	\$ 619.08	\$ 128.57	\$ 27,122.20
12/1/2019	\$ 27,122.20	\$ 50.00	\$ 75.66	\$ 27,096.54
1/1/2020	\$ 27,096.54			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity	Ending
1/1/2019	\$ 1,422,182.59	\$ 232,852.78	\$ 272,599.94	\$ 2,077.98	\$ 1,384,513.41
2/1/2019	\$ 1,384,513.41	\$ 51,444.36	\$ 253,104.48	\$ 194.64	\$ 1,183,047.93
3/1/2019	\$ 1,183,047.93	\$ 63,015.75	\$ 287,492.33	\$ -	\$ 958,571.35
4/1/2019	\$ 958,571.35	\$ 117,151.25	\$ 299,699.15	\$ -	\$ 776,023.45
5/1/2019	\$ 776,023.45	\$ 141,231.44	\$ 365,035.41	\$ -	\$ 552,219.48
6/1/2019	\$ 552,219.48	\$ 47,604.67	\$ 270,423.35	\$ -	\$ 329,400.80
7/1/2019	\$ 329,400.80	\$ 1,729,333.06	\$ 321,563.79	\$ 531.91	\$ 1,737,701.98
8/1/2019	\$ 1,737,701.98	\$ 56,696.67	\$ 270,629.64	\$ -	\$ 1,523,769.01
9/1/2019	\$ 1,523,769.01	\$ 1,082,200.98	\$ 293,526.75	\$ -	\$ 2,312,443.24
10/1/2019	\$ 2,312,443.24	\$ 135,310.12	\$ 371,508.51	\$ -	\$ 2,076,244.85
11/1/2019	\$ 2,076,244.85	\$ 52,656.80	\$ 302,689.91	\$ -	\$ 1,826,211.74
12/1/2019	\$ 1,826,211.74	\$ 576,589.21	\$ 505,200.38	\$ -	\$ 1,897,600.57
1/1/2020	\$ 1,897,600.57				



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES REGULAR MEETINGS 2020/2021

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

The regular meeting of the Decatur Public Library Board of Trustees for 2020/2021 will be held at the Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the third Thursday of each month. If the third Thursday of each month is a legal holiday, the meeting will be held on the next available Thursday of the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 20, 2020

March 19, 2020

April 16, 2020

May 21, 2020

June 18, 2020

July 16, 2020

August 20, 2020

September 17, 2020

October 15, 2020

November 19, 2020

December 17, 2020

January 21, 2021



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PERSONNEL, POLICY AND PUBLIC RELATIONS REGULAR MEETINGS 2020/2021

The regular meeting of the Decatur Public Library Personnel, Policy and Public Relations for 2020/2021 will be held at Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the first Thursday of each month at 4:30 p.m. If the first Thursday of each month is a legal holiday, the meeting will be held on the next available Thursday in the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 6, 2020
March 5, 2020
April 2, 2020
May 7, 2020
June 4, 2020
July 2, 2019
August 6, 2020
September 3, 2020
October 1, 2020
November 5, 2020
December 3, 2020
January 7, 2021



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FINANCE AND PROPERTIES COMMITTEE REGULAR MEETINGS 2020/2021

The regular meeting of the Decatur Public Library Finance and Properties Committee for 2020/2021 will be held at the Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the second Wednesday of each month at 4:30 p.m. If the second Wednesday of each month is a legal holiday, the meeting will be held on the next available Wednesday in the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 12, 2020
March 11, 2020
April 8, 2020
May 13, 2020
June 10, 2020
July 8, 2020
August 12, 2020
September 9, 2020
October 14, 2020
November 11, 2020
December 9, 2020
January 13, 2021