



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, January 15, 2026

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda— (Approval of Agenda; Approval of the December 11, 2025 minutes) (Action)**
- III. **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 (Discussion)**
- V. **Appeal of suspension (Action)**
- VI. **Division Head reports**—Becky Damptz, Alissa Henkel **(Discussion)**
- VII. **City Librarian’s report**—Rick Meyer **(Discussion)**
- VIII. **Reports of committees**

A. Personnel, Policy & Public Relations Committee-Samantha Carroll

- i. Ethics/Gifts Policy (Action)
- ii. Collection Development Policy (Tabled)
- iii. Emergency Succession Plan (Action)
- iv. Other

B. Finance and Properties Committee—Sofia Xethalis

- i. Capital Needs (**Discussion**)
- ii. December 2025 Check Register (**Action**)
- iii. December 2025 Actuals (**Discussion**)
- iv. Financial Policies (**Discussion**)
- v. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library – Samantha Carroll

- i. January 8 Meeting (**Discussion**)

E. Illinois Heartland Library System

- i. No Report

IX. Old Business

- A. Other (**Discussion**)

X. New Business

- A. Nominating Committee (**Action**)
- B. Election of Secretary (**Action**)
- C. Approval of 2026 Schedule (**Action**)
- D. Other (**Discussion**)

XI. Adjournment

If you have questions please contact: Rick Meyer, City
Librarian 421-9713



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DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES
December 11, 2025 Meeting Minutes
4:30pm

Present:

Karl Coleman
Paula Cross
Ashley Petty
Kaylee Ledbetter
Emily West
Joren Martin

Absent:

Samantha Carroll
Peggy Ankrum
Sofia Xethalis

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services,

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:31 pm.

Consent Agenda (Approval of Agenda; Approval of October 9, 2025 Regular Meeting Minutes) (Action) Ms. Cross made a motion to approve the consent agenda, seconded by Mr. Martin. All in favor. Motion approved.

Public comments: None

Written Communications from the Public: A member of the public wrote regarding offering to volunteer for Friends of the Library and being disgruntled after receiving no response.

Division Head Reports (Discussion) Ms. Henkel announced that Katie Eytchison, the Programming Librarian, has given notice. She is looking for a replacement. She also announced the 150th year celebration event on Saturday, December 13 of Mark Sorenson speaking on the history of DPL.

City Librarian's Report (Discussion) Mr. Meyer reported that work has begun on the new website and the annual employee evaluations have been completed.

Reports of Committees:

- A. Personnel, Policy & Public Relations Committee
 - i. The Board of Trustees Bylaws – Ms. Cross motioned to approve changes, seconded by Ms. Petty. All in favor. Motion was adopted.
 - ii. Requests for Lifetime Suspensions – Mr. Martin motioned to approve suspensions, seconded by Ms. Cross. All in favor. Motion adopted.
- B. Finance and Properties Committee
 - i. Capital Needs
 - a. Roof Project and Sewer Issue no updates
 - b. HVAC having issues and being addressed by City
 - ii. November 2025 Check Register and Vendor Report – Ms. Cross motioned to approve the register and vendor report, seconded by Ms. West. Mr. Coleman requested a roll call vote, Ms. West yes, Ms. Petty yes, Ms. Carroll yes, Ms. Cross yes, Ms. Ledbetter yes, Mr. Coleman yes, and Mr. Martin yes. The motion was adopted.
 - iii. November 2025 Actuals & Projection – Mr. Meyer reviewed the budget actuals.
- C. Foundation – No report
- D. Friends of the Library – No report
- E. Illinois Heartland Library System – No report

Old Business None

New Business

- A. Art/Artifact Donation – Due to lack of a proper place to display, the board elected to allow another library to enjoy the pieces. Ms. West motioned to deny the donation, seconded by Ms. Petty. All in favor. Motion adopted.

Adjournment

Ms. Ledbetter made a motion to adjourn at 5:27pm, seconded by Ms. Petty. All in favor. The motion was adopted.

Scribe:

Rhonda Patton, Executive Administrative Assistant

Draft 12/12/2025



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City Librarian's Report for October 2025

Administration

- I participated in 30-ish scheduled meetings.
- Alissa Henkel, Kasey Steiling, Matt Wilkerson and I had several meetings with Library Market on the design of the new website. We also conducted both staff and public surveys about the current website.
- We had a surge in patron incidents in the month of December.
- I took vacation/holiday time the week of the 29th.
- We had our final 150th Anniversary events with Mark Sorensen's talk and a thank you to our patrons where we gave away treats and had music provided by our very own Jason Butterick.
- Katie Eytchison resigned in December. Her last day was actually Jan. 5. We wish her the best and she will be missed.
- We opened up Katie's position for applicants and have received about 14 applications as of this writing.

Circulation

- Please see statistical spreadsheet/charts.

Technical Services

- See statistical spreadsheet

Programs, Resources, and Services

- Please see attached spreadsheet for statistics

Systems Administration

- See spreadsheet for statistical information.
- The Power Supply Unit on our file server failed. To minimize downtime, I temporarily borrowed a PSU from another server to keep it running until the replacement arrived. The issue was resolved with no noticeable disruption to users.
- Ordered and received a new 65" lobby display. Will get it mounted in early January. The old display broke and was out of warranty.
- Easy Search 1003's power adapter began leaking yellowish fluid. Bee-Link wanted us to send computer and power adapter to China for replacement. I just ordered a new computer to replace.

- Following recent email security incidents, implemented GeoIP blocking on the firewall to proactively block inbound traffic from high-risk countries with no legitimate need to access library systems, reducing exposure to brute-force attacks, spam relaying, and unauthorized access attempts.
- Began purchasing equipment for the new game room.

Archives and Special Collections

- **Please see spreadsheet for statistics.**

Respectfully Submitted,

Rick Meyer

Rick Meyer
City Librarian

	Dec-24	Dec-25	Change from 2024	% of Total	2024 Total	2025 Actual	Change from 2024
Circulation by Audience Physical & Electronic							
Number of Adult Materials Loaned	13,701	14,724	7.5%	71.5%	181,998	190,184	4.5%
Number of Young Adult Materials Loaned	594	733	23.4%	3.6%	8,792	9,468	7.7%
Number of Children's Materials Loaned	4,558	5,149	13.0%	25.0%	82,318	83,417	1.3%
Total Number of Materials Loaned	18,853	20,606	9.3%		273,108	283,069	3.6%

	Dec-24	Dec-25	Change from 2024	% of Total	2024 Total	2025 Actual	Change from 2024
Circulation by Material Type							
Books Loaned--Physical	10,060	10,885	8.2%	52.8%	162,108	163,484	0.8%
Videos/DVDs Loaned--Physical	3,089	2,993	-3.1%	14.5%	40,478	38,588	-4.7%
Audios, Including Music Loaned--Physical	514	488	-5.1%	2.4%	8,230	8,290	0.7%
Magazines/Periodicals Loaned--Physical	206	173	-16.0%	0.8%	2,799	2,515	-10.1%
Other Items Loaned--Physical	9	5	-44.4%	0.0%	197	109	-44.7%
Use of Circulating Electronic Materials	4,975	6,062	21.8%	29.4%	59,296	70,083	18.2%
Total	18,853	20,606	9.3%		273,108	283,069	3.6%

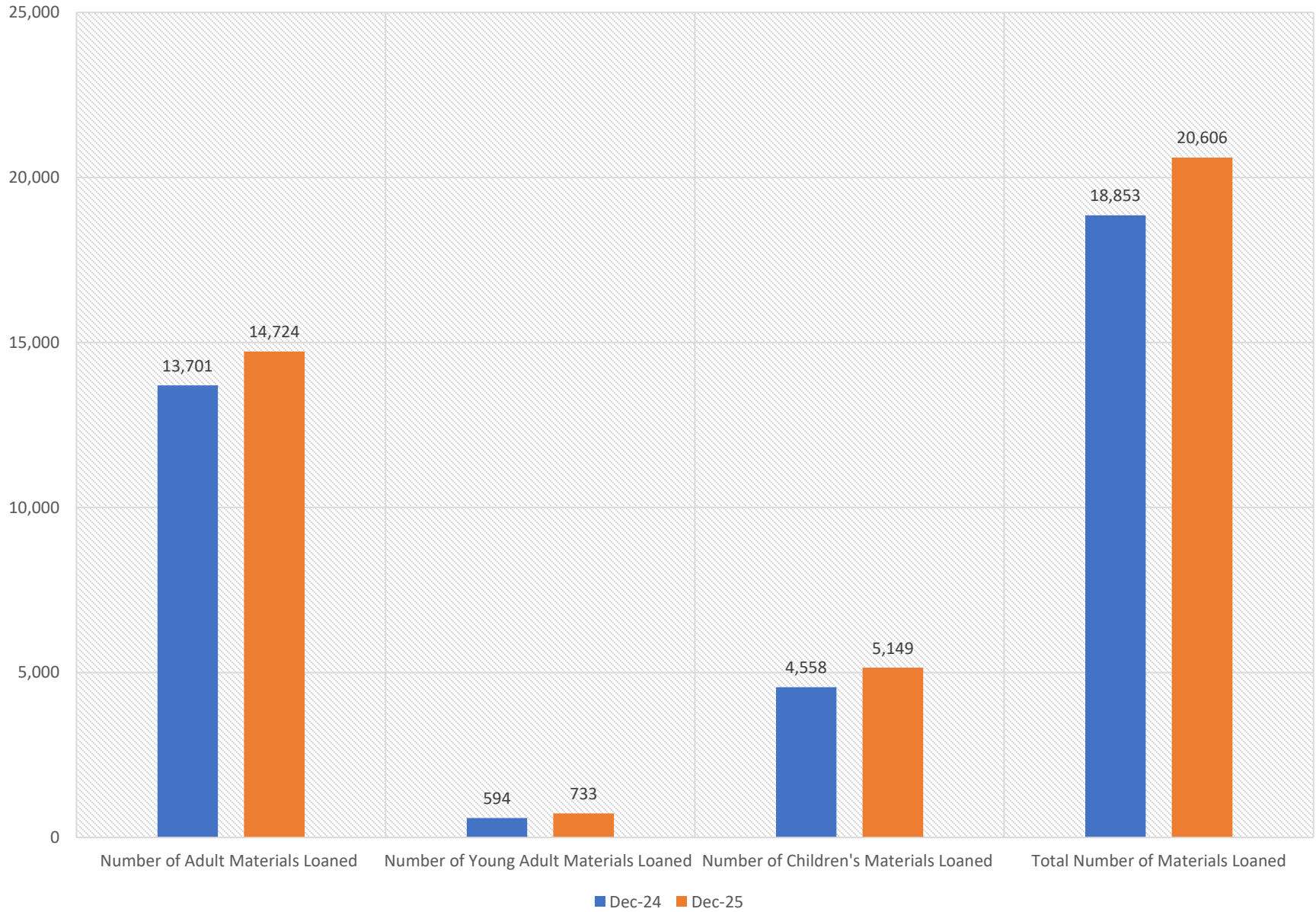
Succesful Retrieval of Electronic Information	17,441	11,323	-35.1%	35.5%	406,458	544,513	34.0%
Electronic Content Use	22,416	17,385	-22.4%	54.4%	465,754	614,596	32.0%
			Change		2024		from
Total Collection Use	Dec-24	Dec-25	from 2024		Total	2025 Actual	2024
Total Collection Use	36,294	31,929	-12.0%		679,566	827,582	21.8%

	Dec-24	Dec-25	Change from 2024	% of Total	2024 Total	2025 Actual	Change from 2024
Interlibrary Loan							

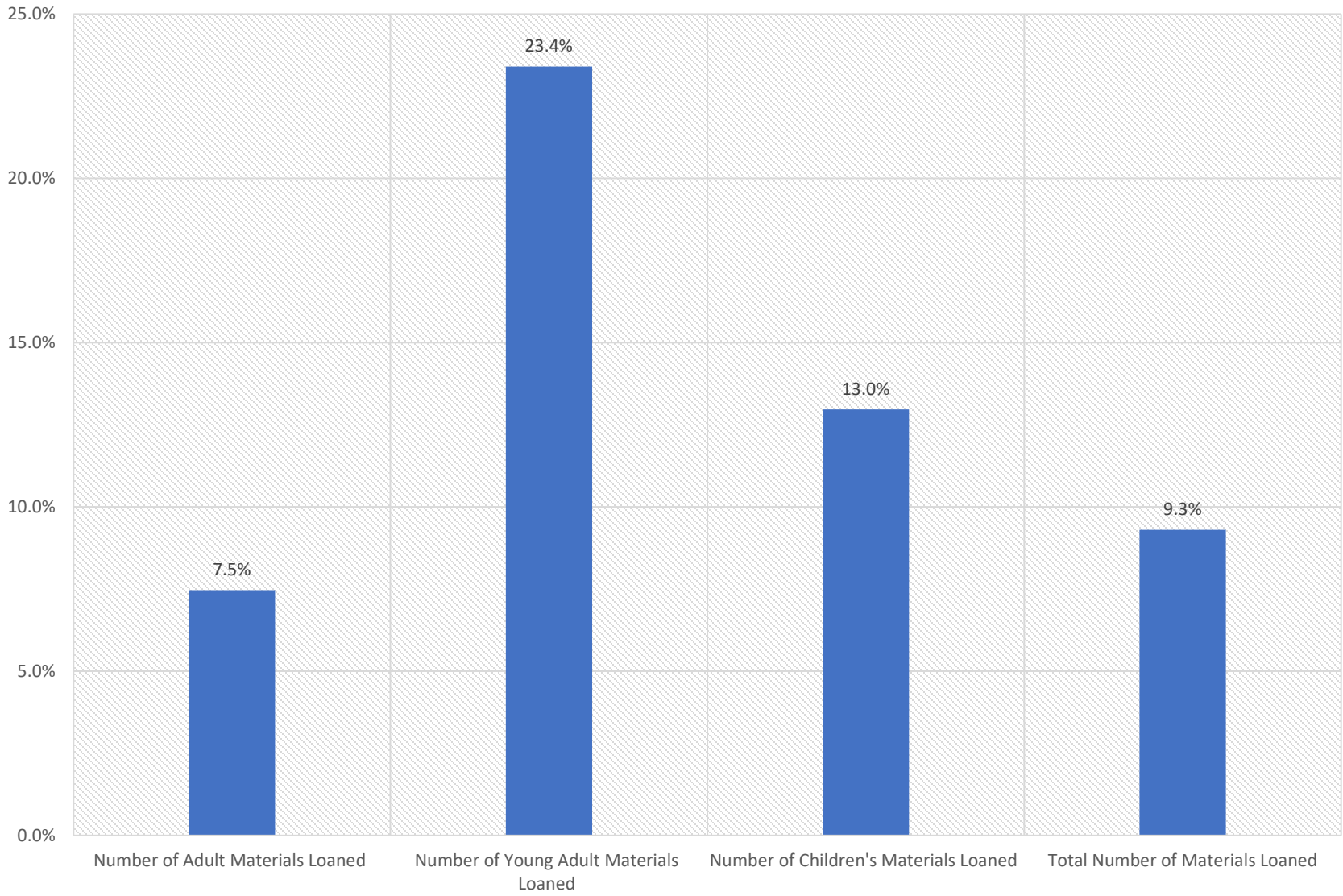
Interlibrary Loans Provided To Other Libraries	2,769	2,774	0.2%	54.3%	38,825	35,508	-8.5%
Interlibrary Loans Received FROM Other Libraries	2,085	2,333	11.9%	45.7%	31,254	33,218	6.3%
Total ILL Transactions	4,854	5,107	5.2%		70,079	68,726	-1.9%
							Change
Other Stats	Dec-24	Dec-25	Change from 2024		2024 Total	2025 Actual	from 2024
New Patron Registrations	114	100	-12.3%		2,278	2,295	0.7%
# of Visitors (Security Gate)	11,517	12,199	5.9%		161,083	168,915	4.9%
# Visitors Lobby Counter	11,796	12,828	8.7%		163,560	175,547	7.3%
Local History # of visitors	352	380	8.0%		4,923	4,650	-5.5%
Synchronous Age 0-5		561				3,640	
Synchronous Age 6-11		95				6,733	
Synchronous Young Adult		102				583	
Synchronous Adult		148				3,275	
Synchronous General Interest		794				3,644	
Self-Directed Age 0-5		609				4,867	
Self-Directed Age 6-11		0				1,282	
Self-Directed Young Adult		63				668	
Self-Directed Adult		195				1,846	
Self-Directed General Interest		0				78	
Total Program	952	2,567	169.6%		19,413	26,538	36.7%
Synchronous In-Person		1,228				11,945	
Synchronous Off-Site		472				5,117	
Synchronous Virtual		70				1,018	
Asynchronous Virtual		16				898	
Public Sessions	1,391	1,606	15.5%		18,274	21,753	19.0%
Wireless Sessions	1,093	1,871	71.2%		15,685	20,028	27.7%
Website Sessions	9,230	12,997	40.8%		126,362	136,734	8.2%
Unique Visits	5,187	8,997	73.5%		73,230	77,852	6.3%
Page Views	17,172	18,591	8.3%		261,850	254,871	-2.7%
Self Checks	4,541	5,216	14.9%		82,118	82,062	-0.1%
Percentage of Self Checks	55%	46%	-9.2%			1	

Assists Adult	2,463	2,369	-3.8%	34,601	31,723	-8.3%
Assists Children	696	790	13.5%	12,943	12,931	-0.1%
Assists Local history	69	0	-100.0%	1,234	1,009	-18.2%
IT help calls	90	98	8.9%	1,241	1,392	12.2%
Searches in Catalog	9,090	13,711	50.8%	248,002	275,116	10.9%
Number of Items processed	1,132	0	-100.0%	15,346	14,048	-8.5%
Number of Items Withdrawn from Collection	3,689	0	-100.0%	15,909	6,949	-56.3%
Number of mended items	112	0	-100.0%	2,657	3,019	13.6%
Number of items ordered	32	0	-100.0%	5,749	4,835	-15.9%
Number of records added to database	1,020	0	-100.0%	12,561	11,053	-12.0%

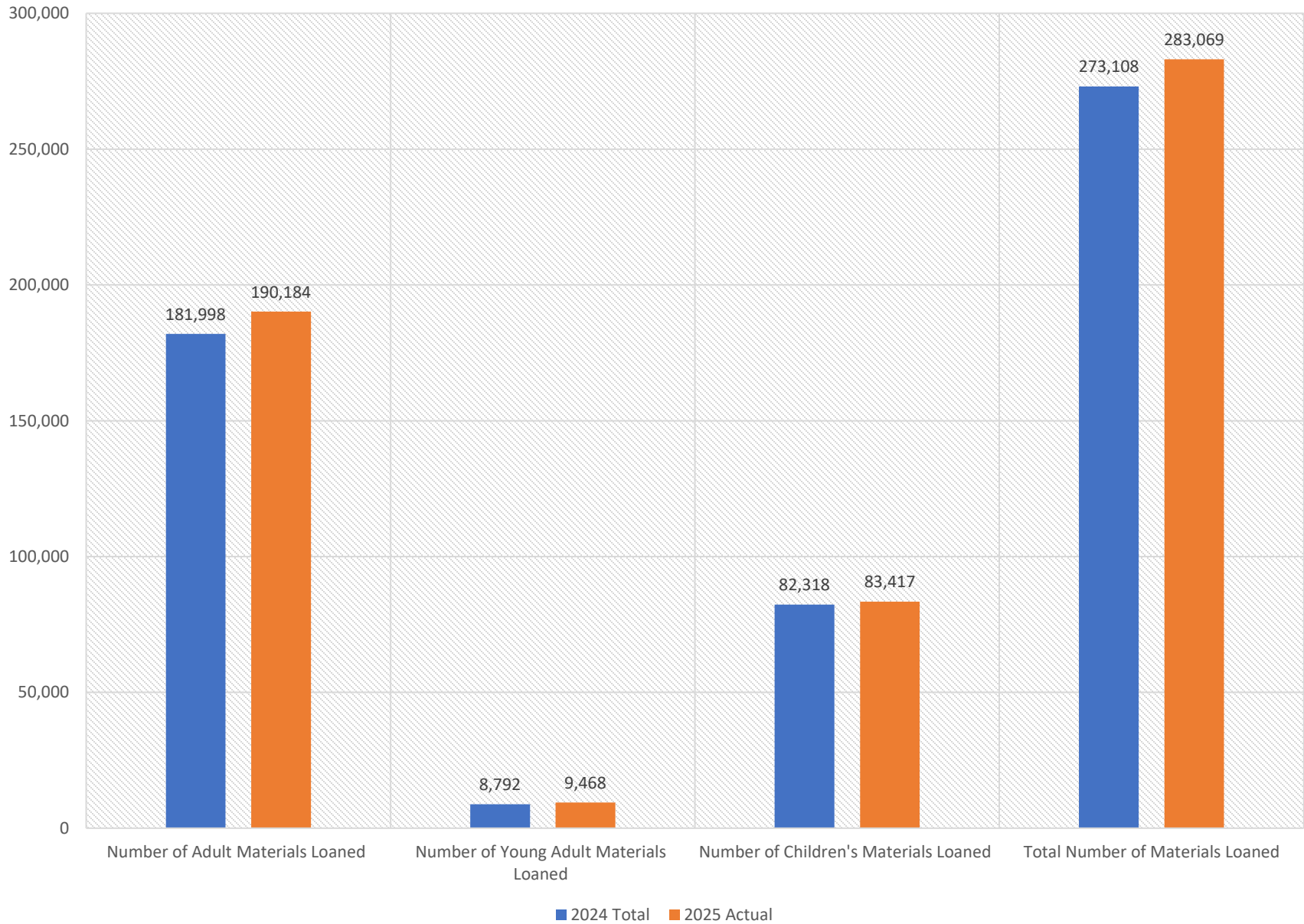
December Circulation by Audience



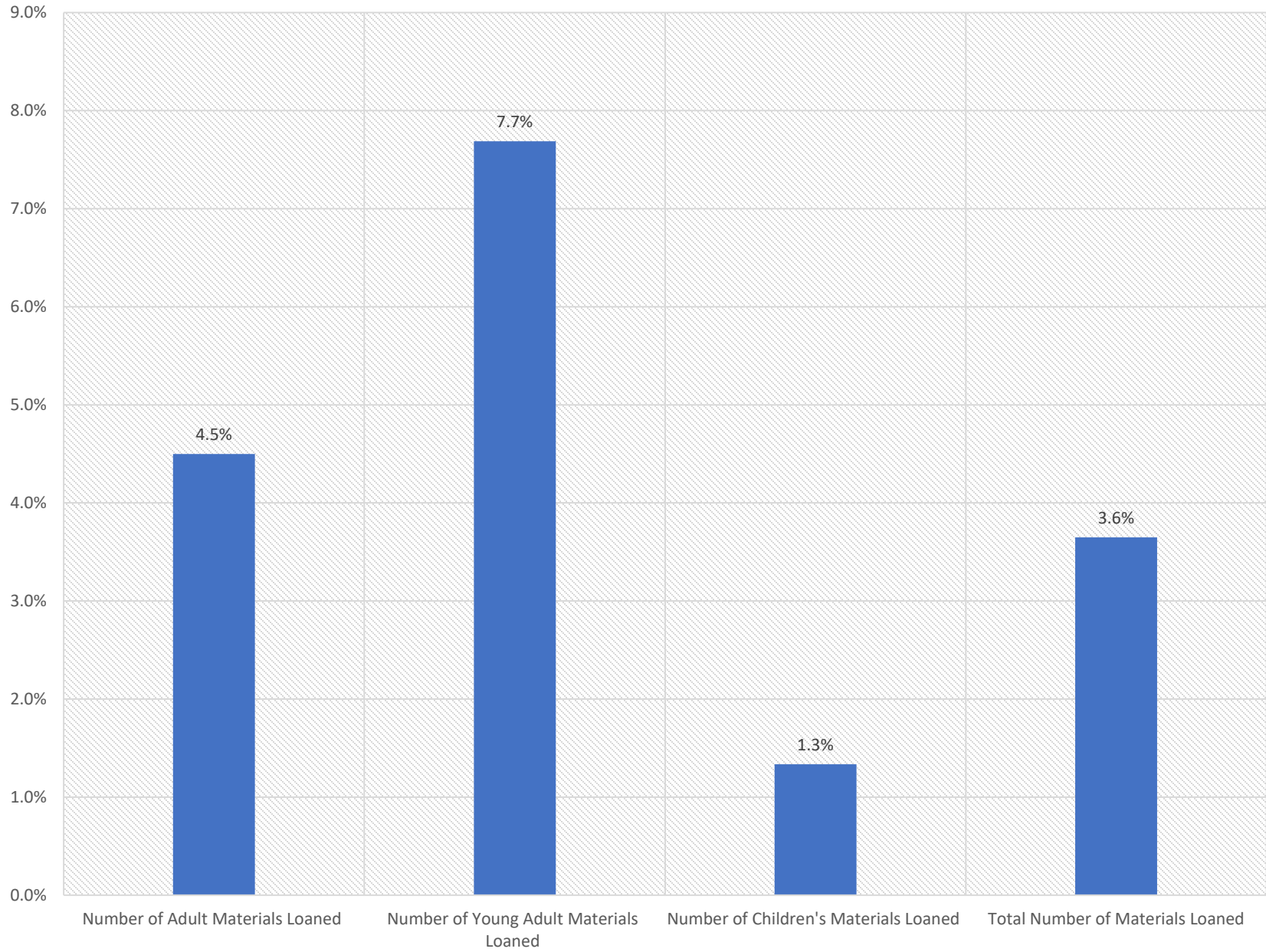
Change from 2024



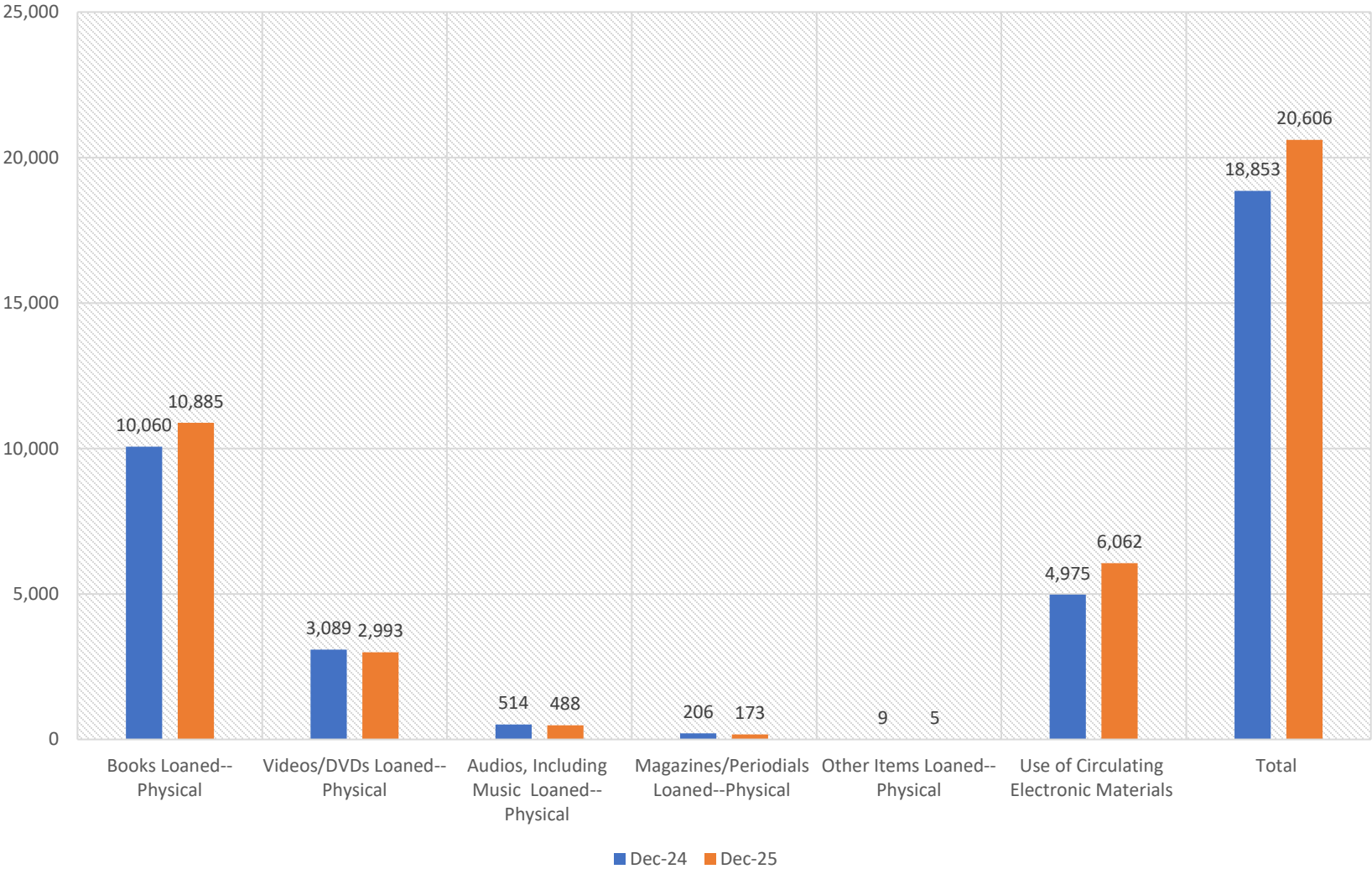
2024 vs. 2025



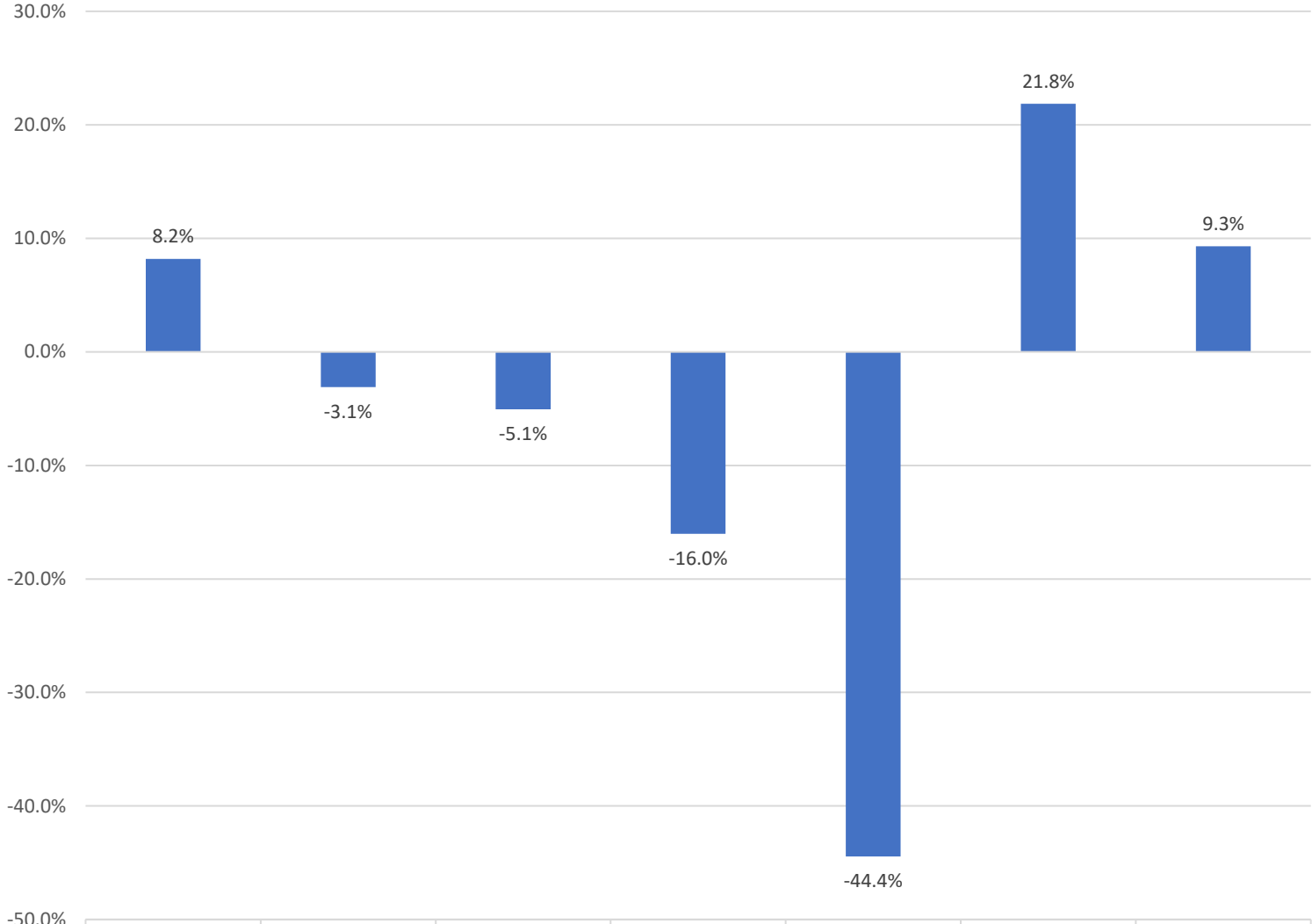
Change from 2024



December Circulation by Material Type



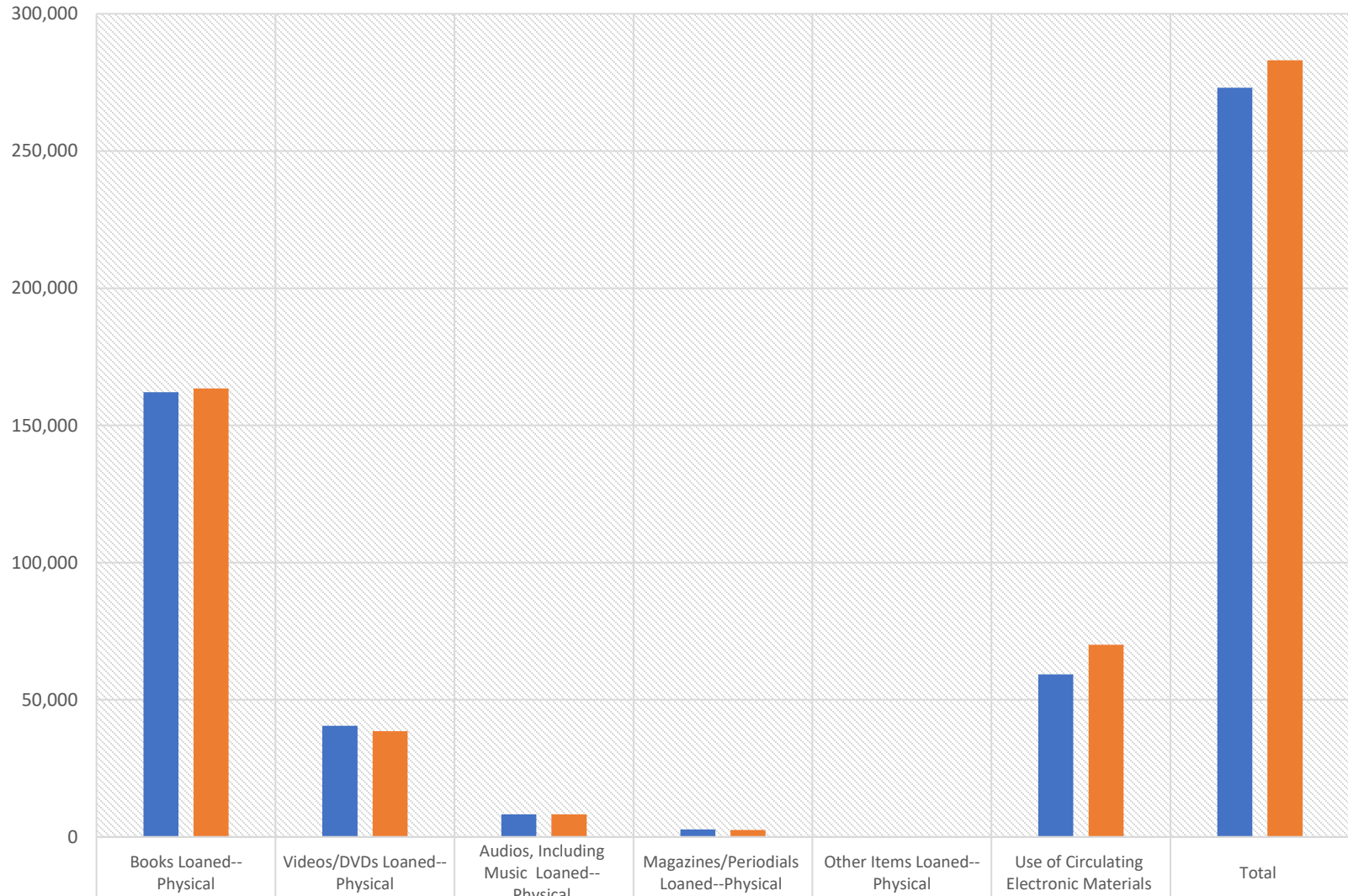
Change from 2024



■ Change from 2024

Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
8.2%	-3.1%	-5.1%	-16.0%	-44.4%	21.8%	9.3%

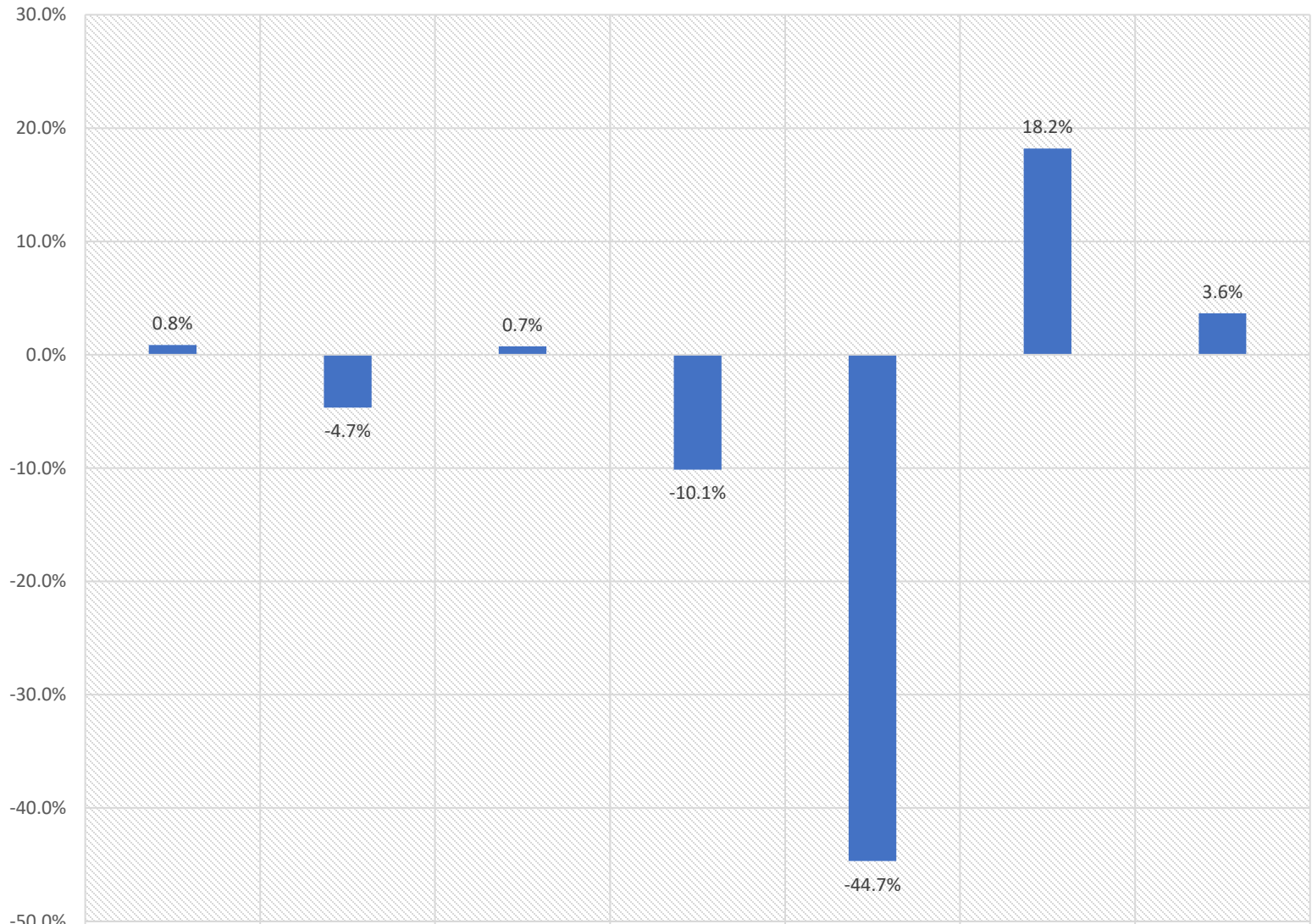
2024 vs. 2025



■ 2024 Total	162,108	40,478	8,230	2,799	197	59,296	273,108
■ 2025 Actual	163,484	38,588	8,290	2,515	109	70,083	283,069

■ 2024 Total ■ 2025 Actual

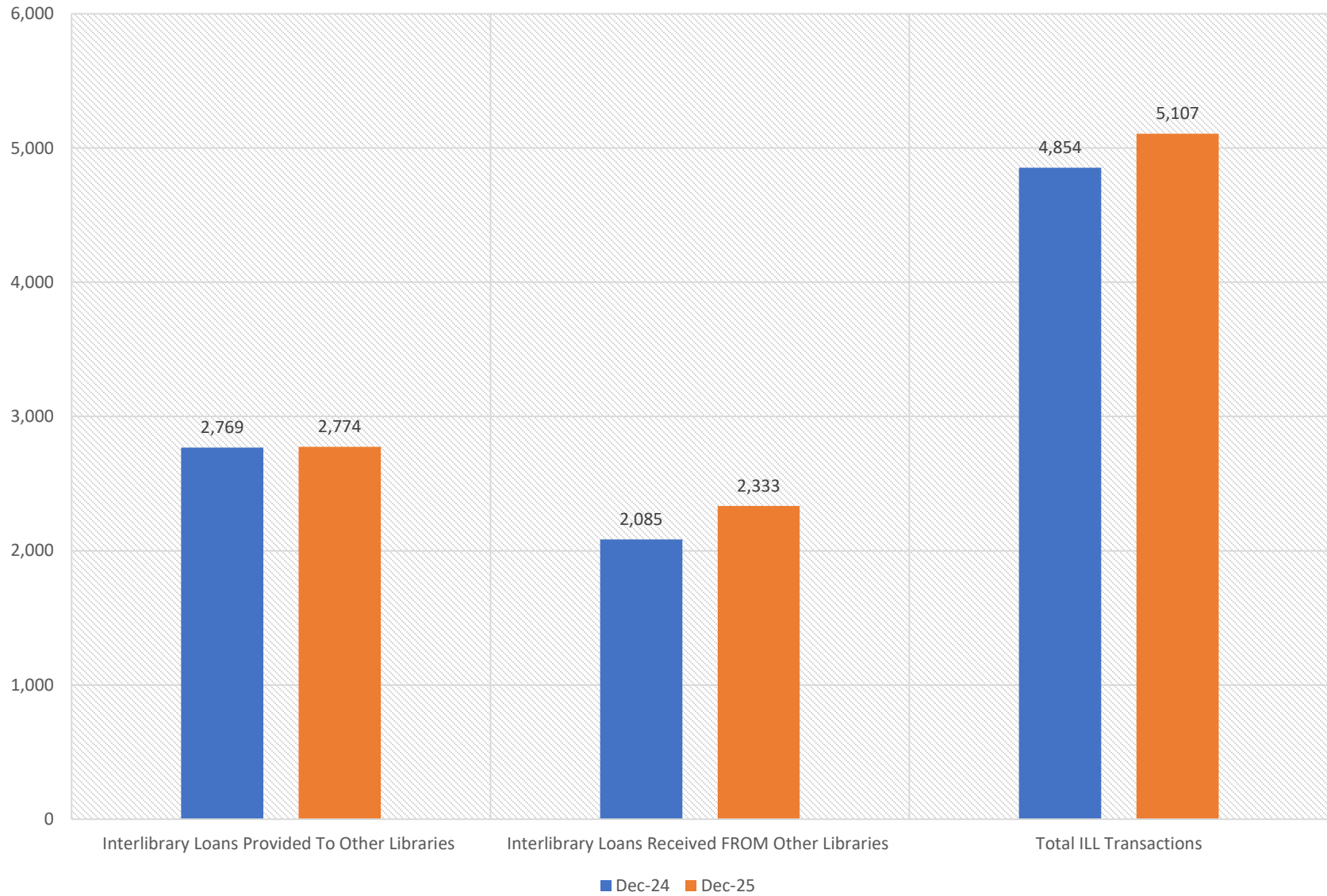
Change from 2024



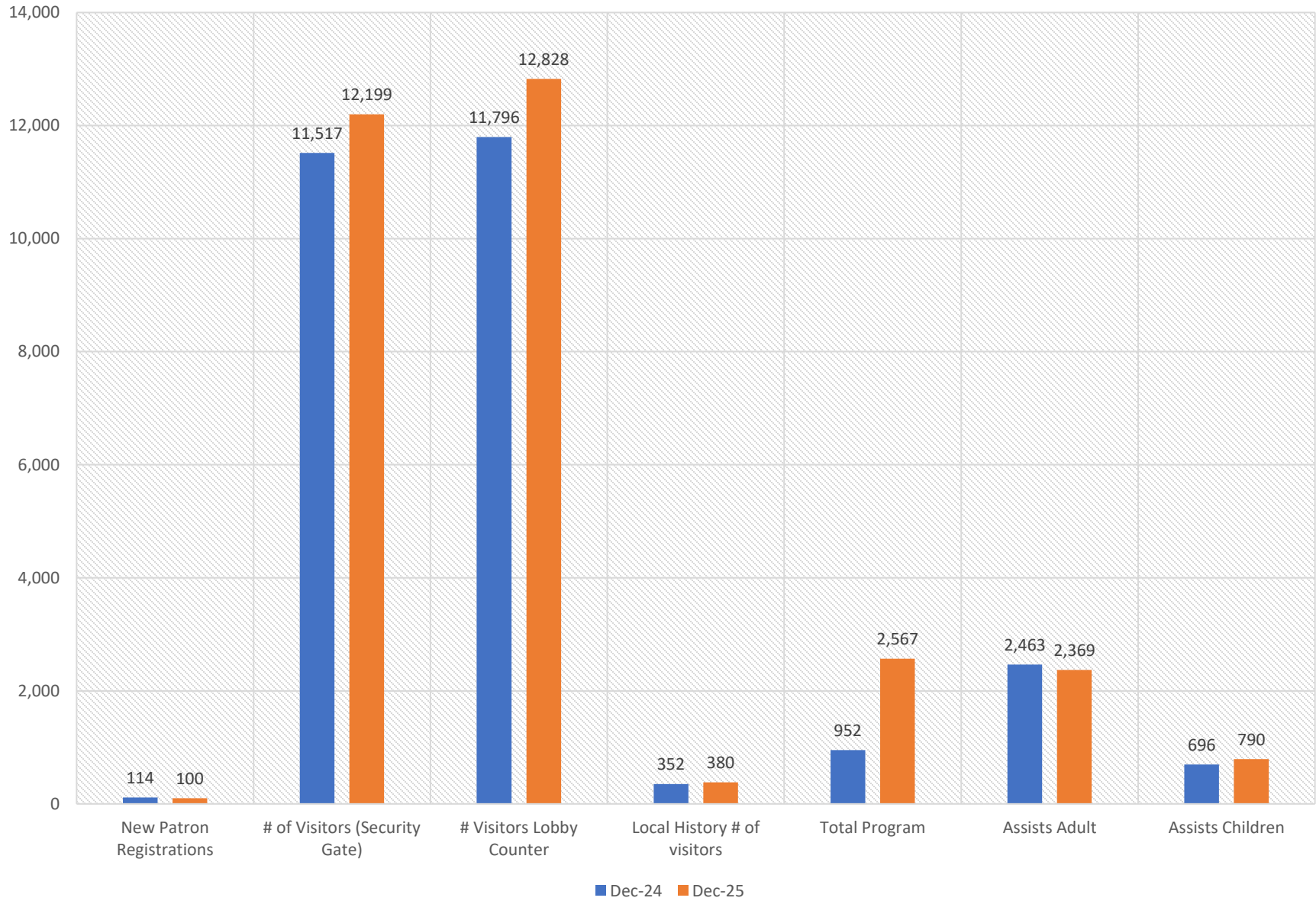
■ Change from 2024

Books Loaned--Physical	0.8%	Videos/DVDs Loaned--Physical	-4.7%	Audios, Including Music Loaned--Physical	0.7%	Magazines/Periodicals Loaned--Physical	-10.1%	Other Items Loaned--Physical	-44.7%	Use of Circulating Electronic Materials	18.2%	Total	3.6%
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December Interlibrary Loans



Other December Stats





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**AN ORDINANCE IMPLEMENTING THE PROVISIONS OF THE
STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

**NOW, THEREFORE, BE IT ORDAINED BY THE TRUSTEES OF THE DECATUR
PUBLIC LIBRARY, AS FOLLOWS:**

SECTION 1: The Trustees of the Decatur Public Library ("Library") hereby adopt the following as permanent Library policy:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Library, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Decatur Public Library.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official

capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election. "Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Library in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a

political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 25

PENALTIES

Section 25-1. Penalties.

(a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance may be prosecuted as a criminal offense by an attorney for the Library by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a

reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Library.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage and approval.

PASSED THIS _____ DAY OF _____, 20__ BY THE FOLLOWING VOTE:

Trustee	Aye	Nay	Abstain-Absent
Karl Coleman			
Sofia Xethalis			
Samantha Carroll			
Peggy Ankrom			
Paula Cross			
Kaylee Ledbetter			
Joren Martin			
Ashley Petty			
Emily West			

Decatur Public Library

City Librarian Emergency

Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence, or departure of the City Librarian and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the City Librarian will return to their position once events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or sabbatical.

In the event of an **unplanned absence**, the City Librarian or member of the management team will inform the Board President of the absence. As soon as it is feasible, the President should convene a special meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting City Librarian (ACL) would be:

- Alissa T. Henkel

The Board may decide to split executive duties as they and the ACL deem appropriate.

Authority and Compensation of the Acting Executive Director

The person appointed as ACL shall have the full authority for decision-making and independent action as the regular City Librarian.

The Board may but is not required to offer a bi-weekly payroll bonus to the ACL for the duration of leave of absence.

Board Oversight

The Board President will be responsible for monitoring the work of the ACL during the leave of absence period and will be sensitive to the special support needs of the ACL in this temporary leadership role.

Communications Plan

The Board President will notify staff and Board members immediately after transferring the responsibilities to the ACL.

As soon as possible after the ACL assumes their role, Board members and the ACL will communicate the temporary leadership structure to the following, key external supporters. This list is neither ranked nor exhaustive.

- Attorney
- City Manager
- City Treasurer
- Building Maintenance
- SHARE
- IHLS
- DPL Foundation & Friends of DPL

Completion of Temporary Absence: Short Term

The decision about when the City Librarian returns to lead the Library should be determined by the City Librarian and the Board of Trustees. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

Succession Plan in the Event of a Temporary Absence: Long-Term

A long-term absence is one that is expected to last more than three months. In addition to the procedures and conditions established for a short-term absence, the Board will give immediate consideration, in consultation with the Acting City Librarian, to either temporarily fill the management position left vacant by the ACL or hire an interim library director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the ACL to carry the duties of both positions, or depending upon the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination if an Interim City Librarian is needed

The criteria that the Board and Acting City Librarian should consider when determining whether or not to hire an Interim Director or consultant to the ACL are as follows:

- Time of year – are major deadlines pending?
- Required fiscal responsibilities – consider the status of the B&A, levy, and/or audit
- Special projects currently in progress or upcoming

Skills and experience an Interim Director needs:

- Significant experience as the director of an Illinois municipal library
- Flexible schedule to allow for on-site presence and to attend board meetings
- Prior experience as an Interim Director preferred

Completion of Temporary Absence: Long Term

The decision about when the absent City Librarian returns to lead the Library would be determined by the City Librarian and the Board. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

Succession Plan in Event of Permanent Change in City Librarian

A permanent change is one in which it is firmly determined that the City Librarian will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new City Librarian. The Board should strongly consider the option of hiring outside consultants to plan and manage the search. The Search Committee will also determine the need for an Interim City Librarian if one is not already in place.

Acceptance of Emergency Succession Plan

This succession plan requires approval by the Board of Trustees subsequent signatures by the Board President and the City Librarian.

This plan should be revised as needed and be reviewed annually.

The Library’s financial calendar is included with this document along with other succession related information necessary for this plan to be activated.

Board President: _____

Date: _____

City Librarian: _____

Date: _____

Information and Contact Inventory for Decatur Public Library

Knowing where the Library's key information is located is critical so that if an emergency succession should occur, the Library would be able to quickly continue work in the most efficient and effective way.

Attorney

- Name: Jordan Klein
- Contact:
- Phone Number: 217-428-0949
- Email: jordan@kileyklein.com

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 12/1/2025 to 12/31/2025**

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
170899	12/04/2025	CALM.COM INC CALM BUSINESS 12/01/25-11/30/26	2,097.60	COMPUTER SOFTWARE
170904	12/04/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEES 11/15/25-11/26/25 MONTHLY POSTAGE FEES 11/01/25-11/14/25	397.27	POSTAGE
170931	12/04/2025	FREITAG, PATTI SRC DECEMBER ANNIVERSARIES	86.60	OTHER LIBRARY GRANT EXI
170947	12/04/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	1,962.80	BOOKS & PERIODICALS
170952	12/04/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	686.00	BOOKS & PERIODICALS
170956	12/04/2025	LYNGSOE SYSTEMS INC SERVICE AGREEMENT 2025/2026 JULY'2025-JULY'26	6,011.00	SERV-OFFICE EQUIPMENT
170960	12/04/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	811.44	OFFICE SUPPLIES
170967	12/04/2025	OWEN, SHAYLEE COMMUNITY YOGA WITH SHAYLEE	35.00	OTHER LIBRARY GRANT EXI
171016	12/11/2025	BECK'S ENGRAVING & RUBBER STAMPS 1 SUBMITTED NAME BADGE W/ MAGNET	7.00	OFFICE SUPPLIES
171040	12/11/2025	DECATUR AREA ARTS COUNCIL CHRISTMAS CARD LANE BOARD	50.00	OTHER LIBRARY GRANT EXI
171042	12/11/2025	DECATUR CIVIC CENTER AUTHORITY LABOR TO ASSEMBLE NEW FURNITURE FOR ADMIN	610.05	SERVICE TO MAINT BUILDIN
171047	12/11/2025	DEMCO INC BLANKET - OTHER LIBRARY GRANT EXP&OFFICE SL	335.73	OTHER LIBRARY GRANT EXI
171089	12/11/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	2,983.70	BOOKS & PERIODICALS
171124	12/11/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	12,907.83	OFFICE SUPPLIES
171138	12/11/2025	ONLINE LABELS, INC. 1.5 x 1 STANDARD WHOTE OL975WX	41.20	OFFICE SUPPLIES
171162	12/11/2025	SCHOLASTIC LIBRARY PUBLISHING CHILDRENS WRP - 2025-2026	602.21	OTHER LIBRARY GRANT EXI
171166	12/11/2025	STEILING, KASEY LIBRARY MARKETING AND COMMUNICATIONS CONF	171.50	CONFERENCES & TRAVEL

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 12/1/2025 to 12/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
171167	12/11/2025	STRIGLOS/HAINES & ESSICK 2026 CALENDARS FOR EACH DPL DEPT.	446.70	OFFICE SUPPLIES
171215	12/22/2025	BREWSTER, CONNIE K 12/08-12/09 PRE SCHOOL & SCHOOL AGE ART	300.00	OTHER LIBRARY GRANT EXI
171222	12/22/2025	CDW GOVERNMENT INC BLANKET - OFFICE SUPPLIES AND COMPUTER HARI	151.32	OFFICE SUPPLIES
171225	12/22/2025	CITYBLUE TECHNOLOGIES LLC EPSON PRINTER INK - NOVEMBER	175.71	OFFICE SUPPLIES
171232	12/22/2025	COMMERCIAL MAIL SERVICES DEC'25 MONTHLY POSTAGE FEES	288.71	POSTAGE
171243	12/22/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	1,888.88	SECURITY
171251	12/22/2025	DYNAGRAPHICS EOY FOUNDATION LETTER -ENVELOPES & REPLY C/	1,217.18	OTHER LIBRARY GRANT EXI
171253	12/22/2025	EBSCO INDUSTRIES, INC OUTLOOK PRICE ADJUSTMENT	546.00	BOOKS & PERIODICALS
171263	12/22/2025	EYTCHEISON, KATIE EXPENSES FOR SUPPLIES FOR KRAFTY THINGS	148.42	OTHER LIBRARY GRANT EXI
171288	12/22/2025	ILLINOIS LIBRARY ASSOCIATION ILA PERSONAL MEMBERSHIP 2025-2026 ALIX FRAZIE	100.00	MEMBERSHIP FEES
171294	12/22/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	306.70	BOOKS & PERIODICALS
171309	12/22/2025	LIBRARY IDEAS, LLC VOX BOOKS FOR CHILDREN'S - 5 ITEMS VOX BOOKS FOR CHILDREN'S-20 ITEMS	1,225.72	BOOKS & PERIODICALS
171311	12/22/2025	LODA TOWNSHIP LIBRARY PAYMENT FOR DAMAGED MATERIAL	28.50	LOST OR DAMAGED BOOKS
171329	12/22/2025	MIDWEST ARCHIVES CONFERENCE MEMBERSHIP RENEWAL FOR R. DAMPTZ THROUGH	55.00	MEMBERSHIP FEES
171332	12/22/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	486.55	OFFICE SUPPLIES
171340	12/22/2025	MT ZION DISTRICT LIBRARY PAYMENT FOR LOST MATERIALS	164.00	LOST OR DAMAGED BOOKS
171349	12/22/2025	PAETEC BLANKET - TELEPHONE SERVICE	133.55	TELEPHONE

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 12/1/2025 to 12/31/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
171368	12/22/2025	SCHOLASTIC LIBRARY PUBLISHING CHILDREN'S WRP - 2025-2026	314.27	OTHER LIBRARY GRANT EXI
171417	12/31/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	2,409.08	SMALL CAPITAL ITEMS
171437	12/31/2025	CDW GOVERNMENT INC BLANKET - OFFICE SUPPLIES AND COMPUTER HARI	369.24	OFFICE SUPPLIES
171480	12/31/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	760.20	BOOKS & PERIODICALS
171483	12/31/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	656.00	BOOKS & PERIODICALS
171497	12/31/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	10,587.79	OFFICE SUPPLIES
171510	12/31/2025	PEERLESS NETWORK, INC ACCT CITYOFDE2682	447.61	TELEPHONE
171512	12/31/2025	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	297.00	BOOKS & PERIODICALS
23007369	12/11/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,538.40	OTHER LIBRARY GRANT EXI
23007377	12/17/2025	REGIONS/CREDIT CARD ACCT 8473	-694.18	COMPUTER SOFTWARE
23007414	12/22/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	2,153.76	OTHER LIBRARY GRANT EXI
23007434	12/31/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
23007435	12/31/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,230.72	OTHER LIBRARY GRANT EXI
Total for: 35			57,949.76	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
170947	12/04/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	179.56	BOOKS & PERIODICALS
171089	12/11/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	152.22	BOOKS & PERIODICALS
171294	12/22/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	50.38	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 12/1/2025 to 12/31/2025

59 -- LIBRARY TRUST FUNDS

Check #	Check Date	Vendor	Check Amt	Account Description
171363	12/22/2025	ROCKFORD MAP PUBLISHERS, INC. DEWITT IL 2025 PLAT BOOK & SHIPPING	74.70	BOOK AND PERIODICALS
171480	12/31/2025	INGRAM LIBRARY SERVICES BLANKET - BOOKS AND MATERIALS	212.90	BOOKS & PERIODICALS
171497	12/31/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	.00	BOOKS & PERIODICALS
171512	12/31/2025	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	297.00	BOOK AND PERIODICALS
Total for: 59			966.76	
Total for All:			\$58,916.52	

DPL FY2025 Budget Report
 Prepared January 5, 2026
 At the end of December 100%
 of the year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ 3,203,221.85	99.4%	\$ 3,026,802.71	5.8%
All Other	\$ 1,440,919	30.9%	\$ 1,432,713.59	99.4%	\$ 1,271,092.12	12.7%
Total Revenue	\$ 4,663,458		\$ 4,635,935.44	99.4%	\$ 4,297,894.83	7.9%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 1,849,080.37	99.0%	\$ 1,608,475.55	15.0%
Benefits	\$ 1,040,424		\$ 1,014,203.63	97.5%	\$ 855,330.00	18.6%
	\$ 2,907,648	57.5%	\$ 2,863,284.00	98.5%	\$ 2,463,805.55	16.2%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 233,228.23	95.2%	\$ 163,372.99	42.8%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 107,796.34	-3.1%
Lost/Damage	\$ 1,600		\$ 1,056.84	66.1%	\$ 1,017.81	4%
Total Materials	\$ 350,620	9.3%	\$ 338,688.35	96.6%	\$ 272,187.14	24.4%

Professional Services

Security	\$ 22,500		\$ 24,654.58	109.6%	\$ 49,103.88	-49.8%
Professional Services	\$ 50,000		\$ 44,440.04	88.9%	\$ 56,055.70	-20.7%
Bank Service Charges	\$ 250		\$ 259.83	103.9%	\$ 244.49	6%
Total	\$ 72,750	1.9%	\$ 69,354.45	95.3%	\$ 56,300.19	23.2%

Allocations

Administrative Fee	\$	189,792		\$	189,792.00	100.0%	\$	135,421.00	40.1%
MIS	\$	19,967		\$	19,956.00	99.9%	\$	14,971.00	33.3%
	\$	209,759	5.5%	\$	209,748.00	100.0%	\$	150,392.00	39.5%

Grants

Other grants	\$	150,000		\$	180,782.70	120.5%	\$	98,772.48	83.0%
	\$	150,000	4.0%	\$	180,782.70	120.5%	\$	98,772.48	83.0%

Advertising	\$	900	0.02%	\$	485.00	53.9%	\$	523.38	-7%
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Office Supplies/Maintenance

Postage	\$	5,000		\$	6,549.37	131.0%	\$	5,257.90	24.6%
Service to Office Equipment	\$	25,000		\$	18,011.70	72.0%	\$	21,432.36	-16.0%
Telephone	\$	6,000		\$	9,726.54	162.1%	\$	6,178.41	57.4%
Software	\$	45,000		\$	53,832.32	119.6%	\$	60,477.01	-11.0%
Office Supplies	\$	40,000		\$	30,647.07	76.6%	\$	24,242.49	26.4%
Small Capital	\$	50,000		\$	45,575.90	91.2%	\$	82,495.27	-44.8%
	\$	171,000	4.5%	\$	164,342.90	96.1%	\$	200,083.44	-17.9%

Staff Development

Conferences/Training/Travel	\$	35,000		\$	12,216.79	34.9%	\$	19,856.90	-38.5%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	71,000		\$	81,356.62	114.6%	\$	73,938.63	10.0%
	\$	116,000	3.1%	\$	93,573.41	80.7%	\$	93,795.53	-0.2%

Insurance

Unemployment	\$	1,176		\$	1,176.00	100.0%	\$	1,034.00	13.7%
Risk Management	\$	111,948		\$	111,948.00	100.0%	\$	85,811.00	30.5%
	\$	113,124	3.0%	\$	113,124.00	100.0%	\$	86,845.00	30.3%

Building Costs

Transfer to Capital	\$	375,000		\$	350,000.00	93.3%	\$	-	#DIV/0!
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Rent	\$ 589,583		\$ 589,375.00	100.0%	\$ 540,265.00	9.1%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ 8,695.05	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 964,583	25.5%	\$ 948,070.05		\$ 540,265.00	75.5%
Total Operations/Services	\$ 2,148,736	56.8%	\$ 2,118,168.86	98.6%	\$ 1,499,164.16	41.3%
Total Expenses						
	\$ 5,056,384		\$ 4,981,452.86	98.5%	\$ 3,962,969.71	25.7%
Revenue Minus Expense						
	\$ (392,926)		\$ (345,517.42)		\$ 334,925.12	-203.2%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activity	Ending
1/1/2025	1,865,528.14	\$ 177,743.66	\$ 756,098.52	\$ -	\$ 1,287,173.28
2/1/2025	\$ 1,287,173.28	\$ 51,768.64	\$ 475,969.98	\$ -	\$ 862,971.94
3/1/2025	\$ 862,971.94	\$ 78,349.86	\$ 363,344.33	\$ -	\$ 577,977.47
4/1/2025	\$ 577,977.47	\$ 152,276.92	\$ 370,899.38	\$ -	\$ 359,355.01
5/1/2025	\$ 359,355.01	\$ 180,401.23	\$ 351,501.99	\$ -	\$ 188,254.25
6/1/2025	\$ 188,254.25	\$ 54,561.09	\$ 342,717.32	\$ -	\$ (99,901.98)
7/1/2025	\$ (99,901.98)	\$ 1,764,953.82	\$ 578,097.14	\$ -	\$ 1,086,954.70
8/1/2025	\$ 1,086,954.70	\$ 407,246.59	\$ 461,144.63	\$ -	\$ 1,033,056.66
9/1/2025	\$ 1,033,056.66	\$ 652,019.40	\$ 241,672.14	\$ -	\$ 1,443,403.92
10/1/2025	\$ 1,443,403.92	\$ 752,160.33	\$ 329,359.57	\$ -	\$ 1,866,204.68
11/1/2025	\$ 1,866,204.68	\$ 189,080.91	\$ 356,368.49	\$ -	\$ 1,698,917.10
12/1/2025	\$ 1,698,917.10	\$ 175,372.99	\$ 354,279.37	\$ -	\$ 1,520,010.72
1/1/2026	\$ 1,520,010.72				

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 194,018.17	\$ 315,631.65	\$ 160,002.22	\$ 349,647.60
2/1/2025	\$ 349,647.60	\$ 453.73	\$ 149,531.69	\$ 200,569.64
3/1/2025	\$ 200,569.64	\$ 747.20	\$ -	\$ 201,316.84
4/1/2025	\$ 201,316.84	\$ 35,540.22	\$ 33,876.93	\$ 202,980.13

5/1/2025	\$	202,980.13	\$	53.49	\$	33,684.82	\$	169,348.80
6/1/2025	\$	169,348.80	\$	671.51	\$	1,808.82	\$	168,211.49
7/1/2025	\$	168,211.49	\$	232.58	\$	(1,808.82)	\$	170,252.89
8/1/2025	\$	170,252.89	\$	118.42	\$	116,316.50	\$	54,054.81
9/1/2025	\$	54,054.81	\$	223.10	\$	32,141.25	\$	22,136.66
10/1/2025	\$	22,136.66	\$	82.58	\$	-	\$	22,219.24
11/1/2025	\$	22,219.24	\$	6.53	\$	-	\$	22,225.77
12/1/2025	\$	22,225.77	\$	-	\$	-	\$	22,225.77
1/1/2026	\$	22,225.77						

Trust Accounts

Cantoni

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 7,017.16	\$ 2.58	\$ -	\$ 7,019.74
2/1/2025	\$ 7,019.74	\$ 1.78	\$ 116.90	\$ 6,904.62
3/1/2025	\$ 6,904.62	\$ 1.36	\$ 368.69	\$ 6,537.29
4/1/2025	\$ 6,537.29	\$ 1.27	\$ 564.90	\$ 5,973.66
5/1/2025	\$ 5,973.66	\$ 1.66	\$ 52.33	\$ 5,922.99
6/1/2025	\$ 5,922.99	\$ 1.86	\$ -	\$ 5,924.85
7/1/2025	\$ 5,924.85	\$ 2.44	\$ -	\$ 5,927.29
8/1/2025	\$ 5,927.29	\$ 2.23	\$ -	\$ 5,929.52
9/1/2025	\$ 5,929.52	\$ 2.40	\$ -	\$ 5,931.92
10/1/2025	\$ 5,931.92	\$ 2.30	\$ -	\$ 5,934.22
11/1/2025	\$ 5,934.22	\$ 1.63	\$ -	\$ 5,935.85
12/1/2025	\$ 5,935.85	\$ -	\$ -	\$ 5,935.85
1/1/2026	\$ 5,935.85			

Meyer

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 33,943.90	\$ 12.67	\$ 322.00	\$ 33,634.57
2/1/2025	\$ 33,634.57	\$ 8.77	\$ 74.70	\$ 33,568.64
3/1/2025	\$ 33,568.64	\$ 6.96	\$ -	\$ 33,575.60
4/1/2025	\$ 33,575.60	\$ 6.92	\$ 393.00	\$ 33,189.52
5/1/2025	\$ 33,189.52	\$ 9.49	\$ -	\$ 33,199.01
6/1/2025	\$ 33,199.01	\$ 10.67	\$ 102.70	\$ 33,106.98
7/1/2025	\$ 33,106.98	\$ 13.97	\$ -	\$ 33,120.95

8/1/2025	\$	33,120.95	\$	12.79	\$	-	\$	33,133.74
9/1/2025	\$	33,133.74	\$	13.67	\$	439.70	\$	32,707.71
10/1/2025	\$	32,707.71	\$	12.89	\$	456.52	\$	32,264.08
11/1/2025	\$	32,264.08	\$	9.09	\$	-	\$	32,273.17
12/1/2025	\$	32,273.17	\$	-	\$	371.70	\$	31,901.47
1/1/2026	\$	31,901.47						

Memorials/Donations

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 6,814.86	\$ 1,557.71	\$ 1,022.59	\$ 7,349.98
2/1/2025	\$ 7,349.98	\$ (98.22)	\$ 1,294.09	\$ 5,957.67
3/1/2025	\$ 5,957.67	\$ 1,171.36	\$ 238.03	\$ 6,891.00
4/1/2025	\$ 6,891.00	\$ 5,485.00	\$ 225.66	\$ 12,150.34
5/1/2025	\$ 12,150.34	\$ 1,055.64	\$ 171.12	\$ 13,034.86
6/1/2025	\$ 13,034.86	\$ 339.30	\$ -	\$ 13,374.16
7/1/2025	\$ 13,374.16	\$ 435.79	\$ 41.77	\$ 13,768.18
8/1/2025	\$ 13,768.18	\$ 1,125.45	\$ 715.27	\$ 14,178.36
9/1/2025	\$ 14,178.36	\$ 5.88	\$ 321.11	\$ 13,863.13
10/1/2025	\$ 13,863.13	\$ 5.53	\$ 153.79	\$ 13,714.87
11/1/2025	\$ 13,714.87	\$ 3.84	\$ 464.41	\$ 13,254.30
12/1/2025	\$ 13,254.30	\$ -	\$ 595.06	\$ 12,659.24
1/1/2026	\$ 12,659.24			

Total	Beginning	Revenue	Expense	Balance Sheet activity	Ending
1/1/2025	\$ 2,107,322.23	\$ 494,948.27	\$ 917,445.33	\$ -	\$ 1,684,825.17
2/1/2025	\$ 1,684,825.17	\$ 52,134.70	\$ 626,987.36	\$ -	\$ 1,109,972.51
3/1/2025	\$ 1,109,972.51	\$ 80,276.74	\$ 363,951.05	\$ -	\$ 826,298.20
4/1/2025	\$ 826,298.20	\$ 193,310.33	\$ 405,959.87	\$ -	\$ 613,648.66
5/1/2025	\$ 613,648.66	\$ 181,521.51	\$ 385,410.26	\$ -	\$ 409,759.91
6/1/2025	\$ 409,759.91	\$ 55,584.43	\$ 344,628.84	\$ -	\$ 120,715.50
7/1/2025	\$ 120,715.50	\$ 1,765,638.60	\$ 576,330.09	\$ -	\$ 1,310,024.01
8/1/2025	\$ 1,310,024.01	\$ 408,505.48	\$ 578,176.40	\$ -	\$ 1,140,353.09
9/1/2025	\$ 1,140,353.09	\$ 652,264.45	\$ 274,574.20	\$ -	\$ 1,518,043.34
10/1/2025	\$ 1,518,043.34	\$ 752,263.63	\$ 329,969.88	\$ -	\$ 1,940,337.09
11/1/2025	\$ 1,940,337.09	\$ 189,102.00	\$ 356,832.90	\$ -	\$ 1,772,606.19
12/1/2025	\$ 1,772,606.19	\$ 175,372.99	\$ 355,246.13	\$ -	\$ 1,592,733.05

1/1/2026 \$ 1,592,733.05



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

BOARD OF TRUSTEES REGULAR MEETINGS 2026/2027

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

The regular meeting of the Decatur Public Library Board of Trustees for 2026/2027 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 19, 2025

March 19, 2025

April 16, 2025

May 21, 2025

June 18, 2025

July 16, 2025

August 20, 2025

September 17, 2025

October 15, 2025

November 19, 2025

December 17, 2025

January 21, 2026