



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, August 21, 2025

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda—(Approval of Agenda; Approval of the July 17, 2025 minutes) (Action)**
- III. **Oath of Office—Peggy Ankrom, Ashley Petty, Sofia Xethalis (Action)**
- 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.**
- V. **Written communications from the public (Discussion)**
- VI. **Division Head reports—Becky Damptz, Alissa Henkel, Carol Ziese (Discussion)**
- VII. **City Librarian's report—Rick Meyer (Discussion)**
- VIII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee-Samantha Carroll**

- i. Management Personnel Handbook **(Discussion)**
- ii. Program Policy **(Action)**
- iii. Gaming Room Policy **(Action)**
- iv. Other

B. Finance and Properties Committee—Sofia Xethalis

- i. Capital Needs **(Discussion)**
- ii. Furniture Project Update **(Discussion)**
- iii. July 2025 Check Register and Vendor Report **(Action)**
- iv. July 2025 Actuals & Projection **(Discussion)**
- v. FY2026 Budget Draft **(Action)**
- vi. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library – Samantha Carroll

- i. August 14 Meeting **(Discussion)**

E. Illinois Heartland Library System

- i. No Report

IX. Old Business

- A. Other **(Discussion)**

X. New Business

- A. Executive Administrative Assistant Search **(Discussion)**
- B. Other **(Discussion)**

XI. Adjournment

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



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 17, 2025 Meeting Minutes
Decatur Public Library
4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Emily West, Paula Cross, Ashley Petty, Blake Allison, Samantha Carroll, Kaylee Ledbetter

Present:

Karl Coleman
Samantha Carroll
Paula Cross
Ashley Petty
Emily West
Sofia Xethalis

Absent:

Blake Allison
Kaylee Ledbetter

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services, Rebecca Damptz, Head of Archives & Special Collections,

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:30pm.

Consent Agenda (Approval of Agenda; Approval of June 26, 2025 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Cross made a motion to accept the consent agenda, seconded by Ms. Carroll. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: None

Division Head Reports (Discussion)

Ms. Dampitz reported on the Puzzle Race that has 18 teams registered. The puzzle was created by Kasey Steiling. The 150th Celebration is on August 2. There will be bounce houses, free ice cream, food trucks, live music, a kid friendly environment. This is the same day as the YMCA backpack attack. Contact Ms. Dampitz to volunteer.

Ms. Henkel spoke about the specialization of the Librarians. Kasey Steiling has redirected her efforts to take on the marketing role for the Library. A new marketing procedure is being created. Media sources have been reaching in response to the promotional press releases. Patron incident tracking is being revised to make the workflows simpler.

Ms. Xethalis joined the meeting at 4:45pm

City Librarian's Report (Discussion) Mr. Meyer presented his report. He stated there is an applicant for the open Board position.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Ms. Carroll – No meeting.
- B. Finance and Properties Committee – Ms. Xethalis
 - a. Capital Needs (Discussion) Mr. Meyer stated one of the roof drains leaked into the ThinkWell area.
 - b. Furniture Project Update (Discussion) Mr. Meyer stated the reference desk is scheduled to be installed tomorrow. Still waiting to hear more about the security officer desk.
 - c. June 2025 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the Check Register, seconded by Ms. Carroll. Mr. Coleman requested a roll call vote. Ms. West yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes and Ms. Xethalis yes. The motion was adopted.
 - d. June 2025 Budget Actuals & Projection (Discussion) Mr. Meyer presented the budget details. There is a deficit based on the current prediction.
 - e. Illinois Funds Statement (Discussion) Mr. Meyer reviewed the statement.
 - f. Budget Process (Discussion) Mr. Meyer is meeting with council members to discuss an additional tax levy for the Library. Mr. Meyer will present the 2026 expenses to the Finance committee in September to be presented to the City Manager by October 1.
- C. Foundation – Mr. Meyer – No Report.
- D. Friends of the Library – July 10 meeting – Mr. Meyer stated there were several requests presented. They approved all of them. They are also working on a strategic plan
- E. Illinois Heartland Library System – Ms. Carroll reported is no longer on the Board. IHLS did get an electronic sorter.

Old Business

- A. Other (Discussion) Since Ms. Karsten resigned, a Secretary needs to be nominated.

New Business

A. Other (Discussion) No Discussion.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:23pm., seconded by Ms. West. All in favor.
The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Draft 7/17/25



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City Librarian's Report for July 2025

Administration

- I participated in 48 regularly scheduled meetings.
- On the 1st I met with Cabell King from the Illinois Literacy Foundation to discuss the possibility of partnership for online high school programs.
- On the 2nd I was interviewed by WAND regarding our Per Capita Grant award.
- On the 7th, Paula Cross, Sofia Xethalis, Alissa Henkel and I met with Mayor Moore Wolfe to discuss library finances.
- We also met with Councilwoman Cruz on the 15th.
- On the 26th we met with Councilman Culp.
- On the 16th I met with the City's HR team to discuss some title and job changes in management.
- I began work on the Library's FY2026 Budget.
- I completed review of Management Personnel Handbook.
- I took a week's vacation the final week of July.

Circulation

- Please see statistical spreadsheet/charts.
 - Worked with SHARE to resolve some Polaris notification problems.
 - Stack Map completed. Marketing starts in September.
 - Main floor "laundry" finishing up. Children's dept. starts the fall.

Technical Services

- See statistical spreadsheet
- Ongoing: adding year to DVD labels, updating J series, adding Kapco to YA books, adding graphic novel genres to YA books

Programs, Resources, and Services

- Please see attached spreadsheet for statistics
- Alix Frazier, Kasey Steiling, and Head of ASC Becky Dampitz were interviewed on WANDtv, CILiving, Byers & Company, and Cromwell to promote library services
- Jason Butterick and Tye Pemberton continued collaboration with ASC and the 150th committee on the anniversary booklet draft
- Amanda Young coordinated with TapRoot on the Children's Volunteers dinner for August

- Alissa and Jess Hill met with Sonja Chargois from Memorial Health on providing mental health kits to the community
- Alissa and Kasey continued work with Clanin to create a Marketing Plan and roll out the marketing request procedure.
- Chris Opsincs gave his first story time, reading four books and doing a craft with the kids
- Susan created a flyer for visitation agencies concerning DPL policies

Systems Administration

- See spreadsheet for statistical information.
- AMH was down from 6/26/2025 until 7/8/2025. The internal outside drop door motor fell off. Lyngsoe was onsite to fix the problem. They also performed their annual maintenance at this time and canceled the 7/23/2025 annual maintenance visit.
- Ordered and installed a laptop and desktop for Local History. The desktop is for the Camera they have in their store room.
- There is now a wireless access point in Local History.
- Purchased and installed four new replacement computers and monitors for the Teen area.
- ArchivesSpace is now available to the Public. The URL is <http://as.decaturlibrary.org:8081/>, and is also available on several Local History web pages.
- OPNSense firewall software, IceWarp and MailStore were updated to latest versions.
- Moved the Reference and Computer Desk back to their original locations.
- Watts was here troubleshooting the broken smartboard. They determined it was the display and not the computer attached to it. They say they have an RMA with Sharp to get the display fixed or replaced.
- Added the IIIF Toolkit and Universal Viewer to Omeka.
- We've had TBS for a year as of July 9th, 2024. Starting in August, I'll be able to provide year-over-year statistical comparisons.

Archives and Special Collections

- Please see spreadsheet for statistics.
- Joann Glacken and Mindy finished digitizing 1960 and most of 1961 of the Macon News.
- Leeann Grossman and Sheri Keller worked on 8 in-depth requests in July.
- Becky finished adding the DPL board minutes to ArchivesSpace, and started adding the DPL institutional records.
- Matt Wilkerson upgraded the laptop for the scansnap scanner and purchased a better computer to run CaptureOne. He also installed a wifi hub in the Local History Room.
- 150th Anniversary Committee:
 - The Puzzle Race on 7/19 was a success! We had 18 teams play for prizes.
 - The last week of July was dedicated to promoting the party on Saturday 8/2. We visited WAND, CI Living, Byers & Co, and Cromwell Radio to spread the word.

Respectfully Submitted,

Rick Meyer

Rick Meyer
City Librarian

	Jul-24	Jul-25	Change from 2024	% of Total	2024 Total	2025 Projection	Change from 2024	August 2023-July 2024	August 2024-July 2025	Change in 12-month trend
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned	16,416	17,651	7.5%	63.6%	181,998	185,669	2.0%	182,037	184,193	1.2%
Number of Young Adult Materials Loaned	1,051	1,189	13.1%	4.3%	8,792	9,643	9.7%	8,009	9,310	16.2%
Number of Children's Materials Loaned	8,897	8,931	0.4%	32.2%	82,318	81,607	-0.9%	86,228	81,856	-5.1%
Total Number of Materials Loaned	26,364	27,771	5.3%		273,108	276,918	1.4%	276,274	275,359	-0.3%

	Jul-24	Jul-25	Change from 2024	% of Total	2024 Total	2025 Projection	Change from 2024	August 2023-July 2024	August 2024-July 2025	Change in 12-month trend
Circulation by Material Type										
Books Loaned--Physical	16,610	17,072	2.8%	61.5%	162,108	161,601	-0.3%	166,193	161,790	-2.6%
Videos/DVDs Loaned--Physical	3,976	3,896	-2.0%	14.0%	40,478	38,066	-6.0%	40,516	39,036	-3.7%
Audios, Including Music Loaned--Physical	689	607	-11.9%	2.2%	8,230	9,038	9.8%	8,845	8,710	-1.5%
Magazines/Periodicals Loaned--Physical	222	206	-7.2%	0.7%	2,799	2,589	-7.5%	2,872	2,678	-6.8%
Other Items Loaned--Physical	29	7	-75.9%	0.0%	197	99	-49.6%	253	130	-48.6%
Use of Circulating Electronic Materials	4,838	5,983	23.7%	21.5%	59,296	65,559	10.6%	57,595	63,015	9.4%
Total	26,364	27,771	5.3%		273,108	276,952	1.4%	276,274	275,359	-0.3%

Successful Retrieval of Electronic Information	30,183	22,613	-25.1%	44.9%	406,458	815,087	100.5%	290,786	616,538	112.0%
Electronic Content Use	35,021	28,596	-18.3%	56.8%	465,754	880,646	89.1%	348,381	679,553	95.1%
			Change		2024	2025	Change	August	August	Change in
	Jul-24	Jul-25	from 2024		Total	Projection	from	2023-July	2024-July	12-month
Total Collection Use							2024	2024	2025	trend
Total Collection Use	56,547	50,384	-10.9%		679,566	1,092,038	60.7%	567,060	891,897	57.3%

	Jul-24	Jul-25	Change from 2024	% of Total	2024 Total	2025 Projection	Change from 2024	August 2023-July 2024	August 2024-July 2025	Change in 12-month trend
Interlibrary Loan										
Interlibrary Loans Provided To Other Libraries	3,039	2,635	-13.3%	47.9%	38,825	33,964	-12.5%	40,369	35,883	-11.1%
Interlibrary Loans Received FROM Other Libraries	2,849	2,865	0.6%	52.1%	31,254	32,510	4.0%	31,518	32,010	1.6%
Total ILL Transactions	5,888	5,500	-6.6%		70,079	66,474	-5.1%	71,887	67,893	-5.6%
			Change		2024	2025	Change	August	August	Change in
	Jul-24	Jul-25	from 2024		Total	Projection	from	2023-July	2024-July	12-month
Other Stats							2024	2024	2025	trend
New Patron Registrations	213	201	-5.6%		2,278	2,221	-2.5%	2,383	2,241	-6.0%
# of Visitors (Security Gate)	14,347	16,800	17.1%		161,083	169,366	5.1%	153,842	166,138	8.0%

# Visitors Lobby Counter	14,584	17,107	17.3%	163,560	175,392	7.2%	160,810	170,774	6.2%
Local History # of visitors	421	412	-2.1%	4,923	4,688	-4.8%	3,072	4,790	55.9%
Synchronous Age 0-5		225							
Synchronous Age 6-11		909							
Synchronous Young Adult		40							
Synchronous Adult		200							
Synchronous General Interest		7							
Self-Directed Age 0-5		52							
Self-Directed Age 6-11		76							
Self-Directed Young Adult		27							
Self-Directed Adult		41							
Self-Directed General Interest		0							
Total Program	1,205	1,577	30.9%	19,413	21,323	9.8%	20,772	20,745	-0.1%
Synchronous In-Person		1,362							
Synchronous Off-Site		19							
Synchronous Virtual		7							
Asynchronous Virtual		20							
Public Sessions	484	1,923	297.3%	18,274	22,715	24.3%	18,560	20,749	11.8%
Wireless Sessions	929	1,991	114.3%	15,685	20,212	28.9%	13,862	18,169	31.1%
Website Sessions	11,209	9,568	-14.6%	126,362	125,233	-0.9%	128,872	125,665	-2.5%
Unique Visits	6,366	4,796	-24.7%	73,230	64,171	-12.4%	75,384	67,576	-10.4%
Page Views	33,683	17,764	-47.3%	261,850	254,293	-2.9%	266,800	257,055	-3.7%
Self Checks	9,136	8,680	-5.0%	82,118	80,359	-2.1%	83,898	80,982	-3.5%
Percentage of Self Checks	1	0	-4.8%						
Assists Adult	2,979	2,685	-9.9%	34,601	30,152	-12.9%	34,817	31,962	-8.2%
Assists Children	1,334	1,334	0.0%	12,943	12,889	-0.4%	12,474	12,909	3.5%
Assists Local history	106	113	6.6%	1,234	1,125	-8.8%	1,174	1,169	-0.4%
IT help calls	120	122	1.7%	1,241	1,330	7.1%	1,349	1,295	-4.0%
Searches in Catalog	30,143	17,203	-42.9%	248,002	157,063	-36.7%	323,994	179,932	-44.5%
Number of Items processed	1,469	0	-100.0%	15,346	13,633	-11.2%	16,127	14,367	-10.9%
Number of Items Withdrawn from Collection	121	0	-100.0%	15,909	17,335	9.0%	17,232	16,423	-4.7%
Number of mended items	245	0	-100.0%	2,657	2,834	6.7%	2,497	2,759	10.5%
Number of items ordered	404	0	-100.0%	5,749	5,624	-2.2%	6,164	5,673	-8.0%
Number of records added to database	1,224	0	-100.0%	12,561	10,686	-14.9%	13,630	11,480	-15.8%



Program Policy

Purpose

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

Principles

- The Library strives to achieve broad participation in its services, including attendance at and participation in programs. The Library's programs, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, speakers, hosts, or partners will not be cause for automatic inclusion *or* exclusion. Each program will be selected on its individual merit and role in the Strategic Plan. Decatur Public Library does not promote all of the ideas found in its programs nor the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- The Library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the Library upholds the American Library Association's [Library Bill of Rights](#) position statement, including the [Freedom to View](#) and [Freedom to Read](#).
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

Responsibility for Programs

Ultimate responsibility for programs rests with the City Librarian who operates within a framework of policies established by the Decatur Public Library Board of Trustees. The City Librarian delegates responsibility for Programs to the Head of Programs, Resources and

Services. They may delegate responsibility for selection and maintenance of specific programs to various staff members, operating within the guidelines provided by the Policy.

Scope

The Library develops meaningful programs that are positioned to meet the needs and interests of the community as measured by attendance and surveys and less formal inputs via conversations with the community and professional insights in the course of community engagement.

Selection

Program selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Staff professional expertise
- Availability of vetted volunteers
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

Discontinuation of Serial Programs

Ongoing evaluation and review of library programs is necessary to maintain a viable use of space and time that meets the Library's needs and is of current interest to patrons. The Library will at least twice-yearly assess continuing viability of ongoing programs. Criteria will include attendance, participant feedback, perceived impact, and alignment with the Library's Strategic Plan, Mission, Vision, and Values. The Library reserves the right to discontinue any program at any time.

Volunteer Led Programs

Decatur Public Library encourages and accepts donations of time and expertise to lead programs, with the understanding that the decision whether to conduct a program will be based on the above criteria and the Library reserves the right to not accept any volunteer program.

Reconsideration of Library Programs

Any citizen may request that the Library reconsider programs. Requests must be made in writing on the form provided for this purpose, ***Request for Reconsideration of Programs***

(see attached). The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month or sooner if the time frame requires. In no cases will a reconsideration of a program occur if the request for reconsideration is received less than one week prior to the program. The City Librarian will use the findings of the committee to assist their decision regarding the retention of the program. The City Librarian shall include information on any formal complaints, and their decision with regard to the challenged programs, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

Review of Policy

This policy will be reviewed by the Board of Trustees at least once every three years.

Approved by Decatur Public Library Board of Trustees April 18, 2019

Amended by Decatur Public Library Board of Trustees May 16, 2019

Reviewed April 21, 2022

Reviewed October 13, 2022



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Gaming Room Policy

Decatur Public Library (DPL) is pleased to be able to offer a Gaming Room. DPL offers gaming to promote 21st century learning, recreation, and social interaction.

The following rules are subject to revision at any time, and users are responsible for staying informed about current policy. To keep the use of the gaming equipment fair for all, this gaming room policy must be followed. Failure to follow these rules will result in loss of library gaming room privileges. The patron is responsible for any damages to any of the equipment that occurs during use.

- The Gaming Room can be reserved for Programs through Administration for organized activities or events that are focused on a specific theme, goal, or audience.
- The Gaming Room cannot be reserved for an Individual's casual, private use.
- Gaming Stations are available on a first-come, first-serve basis during appropriate open hours as posted. (e.g. Open Hours for Teens).
- Patrons must sign in at the Reference Desk to reserve a Gaming Station, and sign out when they are finished.
- Gaming sessions are limited to 1 hour. If no one is waiting to use the system, an extension may be given, but the patron must be willing to end their time extension when requested by library staff. Library staff will give a 15-minute warning.
- Gaming equipment will be left in the Gaming Room, and cannot be checked out.
- Patrons may bring their personal games to play on the library's equipment. It is recommended that patrons bring their own headphones/headsets. Games may NOT be downloaded onto library equipment. Games must be rated T (teen) or lower. The participant accepts all responsibility for their own equipment, and such events as damage, theft, or breakage.
- Patrons viewing explicit material will be asked to leave the library for the day.
- Patrons are given two warnings before being suspended from the library for playing games with explicit images.
- Gaming Stations will shut down 30 minutes before the library closes.

- All Library Use Guidelines will be respected in the Gaming Room.

Gaming Room Agreement

To use the Decatur Public Library Gaming Room and equipment:

- I understand, and agree to follow all library policies, including the Library Use Guidelines. Copies of these policies are available online, and available upon request.
- I understand that Gaming Stations are reserved on a first-come/first-serve basis for 1 hour. I may request to extend my reservations provided no other user is waiting to use the Gaming Station. I understand I must be willing to end my time extension when requested by library staff. Library staff will give a 15-minute warning.
- I understand that gaming equipment may not be removed from the Gaming Room, and I may only use the gaming systems, and hardware provided by the library. I understand that I may play library owned games during my reservation.
- I understand that I may bring in my own games, and accessories. The library is not liable for any damage, or loss to my personal equipment while at the library. If I choose to use personal games, and accessories, I must show staff before use. I may be required to end a game if the content is deemed inappropriate for a library setting.
- I understand that software, including games, cannot be downloaded onto OR from library equipment.
- I understand that I am responsible for any damage, or loss that may result from accidents, theft, misuse, or neglect during my reservation. I agree to pay all costs associated with gaming equipment, or any associated equipment, if lost, damaged, or stolen during my reservation.
- I understand that I must sign a Gaming Room Agreement, and check in at the Reference Desk in order to be in the Gaming Room. I understand that I must be the person using the Gaming Station I signed up for if I intend to play. I understand that if I finish playing before my hour is up, I must check out at that time.

By signing, I agree that I am legally bound to adhere to all parts of this agreement.

Library card holders need only fill out name, library card number, and signature.

Name (Print):_____ Library Card #:_____

Address:_____ City, State, Zip:_____

Email:_____ Phone:_____

Signature:_____ Today's Date:_____

Signature of Parent/Guardian:_____

(If patron is under 18 years old)

Expires:_____

Gaming Room Procedures

- The VR headset can only be used by groups reserving the room. The VR must be sanitized after each use.
- Patron-owned consoles can only be used by groups reserving the room. Reference Staff are not responsible for plugging in patron-owned consoles.
- The Gaming Room Agreement should be signed once per year, and kept on file.
- Teens, ages 14-17, need a parent to sign the Gaming Room Agreement initially. Afterwards, teens 14-17 can check in on their own.
- At this time, we have family open hours, teen open hours, and adult open hours.
- Computers will automatically shut down 30 minutes before the library closes.
- Inappropriate content will be checked/verified for a T (teen) or lower rating
- Patrons viewing explicit material will be asked to leave the library for the day.
- Patrons are given two warnings before being suspended from the library for playing games with explicit images.

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2025 to 7/30/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
168039	07/03/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	3,422.63	OFFICE SUPPLIES
168040	07/03/2025	BECK'S ENGRAVING & RUBBER STAMPS 3 SUBLIMATED NAME BADGE WITH MAGNET	19.50	OFFICE SUPPLIES
168041	07/03/2025	BELLIVEAU, STEVE SENSATIONAL SCIENCE SHOW - REMAINING BALANCE	650.00	OTHER LIBRARY GRANT EXPENSE
168088	07/03/2025	MAVERIK MARKETING LARGE UTILITY TOTAL - BLACK WITH FULL COLOR PRINT	6,860.71	OTHER LIBRARY GRANT EXPENSE
168091	07/03/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	848.70	OFFICE SUPPLIES
168153	07/10/2025	BIBLIOTHECA, LLC SELF-CHECK AND RFID WORKSTATION SOFTWARE	3,001.64	SERV-OFFICE EQUIPMENT
168158	07/10/2025	CAMERON, LEA 1 HOUR YOGA CLASS 06/07/25	35.00	OTHER LIBRARY GRANT EXPENSE
168163	07/10/2025	CHAMBER OF COMMERCE FY25/26 MEMBERSHIP DUES BUSINESS INVESTOR	275.00	MEMBERSHIP FEES
168188	07/10/2025	FREITAG, PATTI SRC SUPPLIES, ACCESSORIES, & RECOGNITION	44.50	OTHER LIBRARY GRANT EXPENSE
168205	07/10/2025	KILEY KLEIN, LTD JUNE LEGAL REPRESENTATION EMAIL CORRESPONDENCE APRIL LEGAL REPRESENTATION EMAIL CORRESPONDENCE	605.50	PROFESSIONAL SERVICES
168215	07/10/2025	MIDLAND PAPER COMPANY PALLET OF 24 LB COPY PAPER	2,488.00	OFFICE SUPPLIES
168222	07/10/2025	PAETEC BLANKET - TELEPHONE SERVICE	73.41	TELEPHONE
168231	07/10/2025	SEN SOURCE DATA HOSTING SERVICE FEE - TRAF ANNUAL RENEWAL	648.00	COMPUTER SOFTWARE
168234	07/10/2025	SOCIETY OF AMERICAN ARCHIVISTS SAA MEMBERSHIP - R. DAMPTZ HEAD OF ARCHIVES	250.00	MEMBERSHIP FEES
168237	07/10/2025	TIPPITT, ALEXIS APR'25 SUPPLIES FOR TEEN CRAFT CLUB	106.15	OFFICE SUPPLIES
168246	07/10/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	433.40	PROFESSIONAL SERVICES
168252	07/10/2025	WALLENDER-DEDMAN PRINTING SUMMER READING LOG WD #204627	550.00	OTHER LIBRARY GRANT EXPENSE

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 7/1/2025 to 7/30/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
168265	07/17/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	1,488.02	SMALL CAPITAL ITEMS
168268	07/17/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	3,993.30	OFFICE SUPPLIES
168270	07/17/2025	BECK'S ENGRAVING & RUBBER STAMPS 2 SUBLIMATED NAME BADGE WITH MAGNET	13.00	OFFICE SUPPLIES
168275	07/17/2025	BREWSTER, CONNIE K 06/10- 2 SESSIONS PRESCHOOL - 6/11- 2 SESSIONS /	400.00	OTHER LIBRARY GRANT EXI
168288	07/17/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEE - 06/16/25-06/30/25	226.66	POSTAGE
168297	07/17/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	4,686.25	SECURITY
168310	07/17/2025	FARONICS TECHNOLOGIES DEEP FREEZE ENT NA MAINTENANCE RENEWAL	1,554.20	COMPUTER SOFTWARE
168332	07/17/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	584.00	BOOKS & PERIODICALS
168345	07/17/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	620.77	OFFICE SUPPLIES
168353	07/17/2025	NOVEL IDEAS 4- \$25.00 GIFT CARDS AND PUZZLES	134.00	OTHER LIBRARY GRANT EXI
168417	07/24/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	2,088.18	OFFICE SUPPLIES
168426	07/24/2025	CANON FINANCIAL SERVICES, INC BLANKET - SERVICE COPIERS & PRINTERS	803.78	SERV-OFFICE EQUIPMENT
168430	07/24/2025	CITYBLUE TECHNOLOGIES LLC ESPON PRINTER INK JUNE	175.71	OFFICE SUPPLIES
168434	07/24/2025	COMMERCIAL MAIL SERVICES JULY MONTHLY POSTAGE FEE	183.71	POSTAGE
168449	07/24/2025	DEMCO INC BLANKET - OTHER LIBRARY GRANT EXP&OFFICE SL	342.12	OFFICE SUPPLIES
168470	07/24/2025	HAPPYORNOT AMERICAS, INC SUBSCRIPTION - SAAS AND HW	1,284.94	PROFESSIONAL SERVICES
168478	07/24/2025	HOOPESTON PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	18.00	LOST OR DAMAGED BOOKS
168479	07/24/2025	IHLS-OCLC FY 2026 SOLUS LIBRARY APP CUST TEMP	78,371.65	MEMBERSHIP FEES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2025 to 7/30/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
168479	07/24/2025	IHLS-OCLC FY2025 LIBRARYIQ (07/01/25-06/30/26) FY2026 OCLC SERVICE FEE FY2025 SHARE MEMBERSHIP FEE (07/01/25-06/30/26)	78,371.65	MEMBERSHIP FEES
168496	07/24/2025	MAVERIK MARKETING 150TH CELEBRATION STAFF T-SHIRTS	653.74	OTHER LIBRARY GRANT EXI
168499	07/24/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	21,511.78	OFFICE SUPPLIES
168503	07/24/2025	MOYER DISTRICT LIBRARY PAYMENT FOR LOST MATERIAL	18.00	LOST OR DAMAGED BOOKS
168504	07/24/2025	MT ZION DISTRICT LIBRARY PAYMENT FOR LOST MATERIAL	50.00	LOST OR DAMAGED BOOKS
168514	07/24/2025	PBC GURU LIBRARY SPEAKERS CONSORNIUM MEMBERSHIP	3,500.00	OTHER LIBRARY GRANT EXI
168515	07/24/2025	PEERLESS NETWORK, INC ACCT 1212890	330.08	TELEPHONE
168530	07/24/2025	SHERMAN PLD PAYMENT FOR LOST MATERIAL	30.00	LOST OR DAMAGED BOOKS
168539	07/24/2025	THE ACADEMY OF CERTIFIED ARCHIVISTS MEMBERSHIP RENEWAL R. DAMPTZ	75.00	MEMBERSHIP FEES
168541	07/24/2025	TODAY'S BUSINESS SOLUTIONS APR-JUN COST PER FAX PROGRAM 2ND QTR	104.52	TELEPHONE
168552	07/24/2025	VERIZON WIRELESS ACCT 980380645-00001	161.82	TELEPHONE
23006982	07/17/2025	REGIONS/CREDIT CARD ACCT 2191	455.84	OTHER LIBRARY GRANT EXI
23007036	07/17/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,307.64	OTHER LIBRARY GRANT EXI
23007040	07/24/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
Total for: 35			145,898.85	

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2025 to 7/30/2025

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
168039	07/03/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	8.39	BOOKS & PERIODICALS
168265	07/17/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	19.95	BOOKS & PERIODICALS
Total for: 59			28.34	
Total for All:			\$145,927.19	

VENDOR REPORT JULY 2025

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$1,507.97
BAKER & TAYLOR CO Total	\$9,512.50
BECK'S ENGRAVING & RUBBER STAMPS Total	\$32.50
BELLIVEAU, STEVE Total	\$650.00
BIBLIOTHECA, LLC Total	\$3,001.64
BREWSTER, CONNIE K Total	\$400.00
CAMERON, LEA Total	\$35.00
CANON FINANCIAL SERVICES, INC Total	\$803.78
CHAMBER OF COMMERCE Total	\$275.00
CITYBLUE TECHNOLOGIES LLC Total	\$175.71
COMMERCIAL MAIL SERVICES Total	\$410.37
DECATUR CIVIC CENTER AUTHORITY Total	\$4,686.25
DEMCO INC Total	\$342.12
FARONICS TECHNOLOGIES Total	\$1,554.20
FREITAG, PATTI Total	\$44.50
HAPPYORNOT AMERICAS, INC Total	\$1,284.94
HOOPESTON PUBLIC LIBRARY Total	\$18.00
IHLS-OCLC Total	\$78,371.65
JESSICA HILL CONSULTING LLC Total	\$1,307.64
JONES & THOMAS Total	\$420.00
KANOPY Total	\$584.00
KILEY KLEIN, LTD Total	\$605.50
MAVERIK MARKETING Total	\$7,514.45
MIDLAND PAPER COMPANY Total	\$2,488.00
MIDWEST TAPE, LLC Total	\$22,981.25
MOYER DISTRICT LIBRARY Total	\$18.00
MT ZION DISTRICT LIBRARY Total	\$50.00
NOVEL IDEAS Total	\$134.00
PAETEC Total	\$73.41
PBC GURU Total	\$3,500.00
PEERLESS NETWORK, INC Total	\$330.08
REGIONS/CREDIT CARD Total	\$455.84
SEN SOURCE Total	\$648.00
SHERMAN PLD Total	\$30.00
SOCIETY OF AMERICAN ARCHIVISTS Total	\$250.00
THE ACADEMY OF CERTIFIED ARCHIVISTS Total	\$75.00
TIPPITT, ALEXIS Total	\$106.15
TODAY'S BUSINESS SOLUTIONS Total	\$104.52
UNIQUE MANAGEMENT SERVICES Total	\$433.40
VERIZON WIRELESS Total	\$161.82
WALLENDER-DEDMAN PRINTING Total	\$550.00
Grand Total	\$145,927.19

DPL FY2025 Budget Report
 Prepared August 9, 2025
 At the end of July 58% of the
 year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ 1,632,057.44	50.6%	\$ 1,677,061.41	-2.7%
All Other	\$ 1,440,919	30.9%	\$ 827,997.78	57.5%	\$ 919,081.81	-9.9%
Total Revenue	\$ 4,663,458		\$ 2,460,055.22	52.8%	\$ 2,596,143.22	-5.2%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 1,143,557.59	61.2%	\$ 1,000,864.96	14.3%
Benefits	\$ 1,040,424		\$ 632,667.85	60.8%	\$ 532,952.41	18.7%
	\$ 2,907,648	57.5%	\$ 1,776,225.44	61.1%	\$ 1,533,817.37	15.8%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 115,740.02	47.2%	\$ 53,468.73	116.5%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 96,342.17	8.4%
Lost/Damage	\$ 1,600		\$ 624.02	39.0%	\$ 510.87	22%
Total Materials	\$ 350,620	9.3%	\$ 220,767.32	63.0%	\$ 150,321.77	46.9%

Professional Services

Security	\$ 22,500		\$ 16,928.87	75.2%	\$ 31,472.65	-46.2%
Professional Services	\$ 50,000		\$ 32,582.49	65.2%	\$ 39,928.43	-18.4%
Bank Service Charges	\$ 250		\$ 187.52	75.0%	\$ 121.89	54%
Total	\$ 72,750	1.9%	\$ 49,698.88	68.3%	\$ 40,050.32	24.1%

Allocations

Administrative Fee	\$	189,792		\$	110,712.00	58.3%	\$	86,177.00	28.5%
MIS	\$	19,967		\$	11,641.00	58.3%	\$	9,527.00	22.2%
	\$	209,759	5.5%	\$	122,353.00	58.3%	\$	95,704.00	27.8%

Grants

Other grants	\$	150,000		\$	107,199.42	71.5%	\$	46,021.53	132.9%
	\$	150,000	4.0%	\$	107,199.42	71.5%	\$	46,021.53	132.9%

Advertising	\$	900	0.02%	\$	-	0.0%	\$	523.38	-100%
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Office Supplies/Maintenance

Postage	\$	5,000		\$	3,796.45	75.9%	\$	3,200.78	18.6%
Service to Office Equipment	\$	25,000		\$	9,589.36	38.4%	\$	17,534.81	-45.3%
Telephone	\$	6,000		\$	4,146.12	69.1%	\$	3,857.20	7.5%
Software	\$	45,000		\$	43,749.24	97.2%	\$	44,758.48	-2.3%
Office Supplies	\$	40,000		\$	22,299.53	55.7%	\$	13,361.19	66.9%
Small Capital	\$	50,000		\$	25,852.25	51.7%	\$	37,374.09	-30.8%
	\$	171,000	4.5%	\$	109,432.95	64.0%	\$	120,086.55	-8.9%

Staff Development

Conferences/Training/Travel	\$	35,000		\$	4,242.75	12.1%	\$	11,881.40	-64.3%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	71,000		\$	81,129.90	114.3%	\$	64,325.29	26.1%
	\$	116,000	3.1%	\$	85,372.65	73.6%	\$	76,206.69	12.0%

Insurance

Unemployment	\$	1,176		\$	686.00	58.3%	\$	658.00	4.3%
Risk Management	\$	111,948		\$	65,303.00	58.3%	\$	54,607.00	19.6%
	\$	113,124	3.0%	\$	65,989.00	58.3%	\$	55,265.00	19.4%

Building Costs

Transfer to Capital	\$	375,000		\$	350,000.00	93.3%	\$	-	#DIV/0!
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Rent	\$	589,583		\$	343,805.00	58.3%	\$	343,805.00	0.0%
Supplies	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Maintenance	\$	-		\$	7,785.00	#DIV/0!	\$	-	#DIV/0!
Total Building	\$	964,583	25.5%	\$	701,590.00		\$	343,805.00	104.1%
Total Operations/Services	\$	2,148,736	56.8%	\$	1,462,403.22	68.1%	\$	927,984.24	57.6%
Total Expenses	\$	5,056,384		\$	3,238,628.66	64.1%	\$	2,461,801.61	31.6%
Revenue Minus Expense	\$	(392,926)		\$	(778,573.44)		\$	134,341.61	-679.5%

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

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 194,018.17	\$ 315,631.65	\$ 160,002.22	\$ 349,647.60
2/1/2025	\$ 349,647.60	\$ 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						
9/1/2025	\$	-						
10/1/2025	\$	-						
11/1/2025	\$	-						
12/1/2025	\$	-						
1/1/2026	\$	-						

Trust Accounts

Cantoni

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

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

9/1/2025 \$ -

10/1/2025 \$ -

11/1/2025 \$ -

12/1/2025 \$ -

1/1/2026 \$ -

Memorials/Donations

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

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

1/1/2026 \$ -

By July we have usually
collected 77% of PPRT

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,222,539	\$ 3,191,497	\$ (31,042)
PPRT	\$ 592,000	\$ 382,116	\$ (209,884)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 150,000	\$ 150,000	\$ -
PILOT	\$ 556,299	\$ 556,299	\$ -
Fines	\$ 4,500	\$ 9,239	\$ 4,739
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 3,521	\$ (1,479)
Copies/Miscellaneous	\$ 14,000	\$ 11,317	\$ (2,683)
Meeting Room Fees	\$ 4,000	\$ 6,534	\$ 2,534
Interest Income	\$ 6,000	\$ 3,729	\$ (2,271)
Investment Income	\$ 5,000	\$ 18,061	\$ 13,061
Sale of Property	\$ -	\$ 39,037	\$ 39,037
Reimbursement of Expenses	\$ -	\$ 6,362	
Totals	\$ 4,663,458	\$ 4,481,731	\$ (181,727)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,867,224	\$ 1,856,042	\$ 11,182
Overtime	\$ -	\$ 348	\$ (348)
IMRF	\$ 135,590	\$ 134,604	\$ 986
FICA/Medicare	\$ 144,064	\$ 137,881	\$ 6,183
Life insurance	\$ 3,800	\$ 2,652	\$ 1,148
Medical insurance	\$ 741,000	\$ 740,050	\$ 950
Service recognition	\$ 15,970	\$ 15,970	\$ -
Total Personnel	\$ 2,907,648	\$ 2,887,547	\$ 20,101
Fund	Budgeted		
Unemployment insurance	\$ 1,176	\$ 1,176	\$ -
Advertising	\$ 900	\$ -	\$ 900
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 7,785	\$ (7,785)
Service to Office Equipment	\$ 25,000	\$ 12,125	\$ 12,875
IT Services	\$ 19,967	\$ 19,967	\$ -
Telephone/Internet	\$ 6,000	\$ 7,305	\$ (1,305)
Banking Service Charges	\$ 250	\$ 423	\$ (173)
Conferences/Travel/Continuing E	\$ 35,000	\$ 7,134	\$ 27,866
General Fund	\$ 189,792	\$ 189,792	\$ -
Postage	\$ 5,000	\$ 6,614	\$ (1,614)
Security	\$ 22,500	\$ 29,021	\$ (6,521)
Computer Software	\$ 45,000	\$ 61,400	\$ (16,400)
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 50,000	\$ 49,378	\$ 622

Membership Fees	\$ 71,000	\$ 93,255	\$ (22,255)
Per Capita Grant	\$ 104,020	\$ 104,403	\$ (383)
Other Grant	\$ 150,000	\$ 150,000	\$ -
Office Supplies	\$ 40,000	\$ 45,569	\$ (5,569)
Risk Management	\$ 111,948	\$ 111,948	\$ -
Small Capital	\$ 50,000	\$ 58,773	\$ (8,773)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,381	\$ 219
Transfer to Capital Fund	\$ 375,000	\$ 350,000	\$ 25,000
Total operating	\$ 2,148,736	\$ 2,142,032	\$ 6,704
Total expense	\$ 5,056,384	\$ 5,029,579	\$ 26,805
Surplus (deficit)	\$ (392,926.00)	\$ (547,848)	
	\$ (17,926.00)	\$ (197,848)	

Library Operating Revenue	3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026 change from 2025	Change from 2024
Fund					
Real Estate Taxes	\$ 2,948,380	\$ 3,122,000	\$ 3,222,539	\$ 4,600,000	43% 47%
PPRT	\$ 868,472	\$ 740,000	\$ 592,000	\$ 200,000	-66% -73%
State Grants or other	\$ 113,422	\$ 104,020	\$ 104,020	\$ 104,020	0% 0%
Other Grants	\$ 78,053	\$ 300,000	\$ 150,000	\$ 100,000	
Gifts				\$ 50,000	
PILOT	\$ 549,900	\$ 540,096	\$ 556,299	\$ 560,000	1% 4%
Fines	\$ 6,561	\$ 6,500	\$ 4,500	\$ 5,000	11% -23%
Non-Resident Fee	\$ 122	\$ 100	\$ 100	\$ 100	0% 0%
Lost or Damaged Items	\$ 5,439	\$ 5,000	\$ 5,000	\$ 3,000	-40% -40%
Copies/Miscellaneous	\$ 12,978	\$ 12,500	\$ 14,000	\$ 11,000	-21% -12%
Meeting Room Fees	\$ 4,158	\$ 3,500	\$ 4,000	\$ 6,000	50% 71%
Interest Income	\$ 9,569	\$ 5,000	\$ 6,000	\$ 4,000	-33% -20%
Investment Income	\$ 14,516	\$ 3,000	\$ 5,000	\$ 7,000	40% 133%
Sale of Property	\$ 1,707	\$ -	\$ -	\$ -	#DIV/0! #DIV/0!
Miscellaneous Income	\$ 500	\$ -	\$ -	\$ -	#DIV/0! #DIV/0!
Reimbursement of Expense	\$ 8,604	\$ -	\$ -	\$ -	#DIV/0! #DIV/0!
Totals	\$ 4,622,380	\$ 4,841,716	\$ 4,663,458	\$ 5,650,120	21% 17%

Expenditures						
Fund	3 Year Actual Average	2024 Budget	2025 Budget	2026	Change from 2025	Change from 2024
Salaries	\$ 1,670,826	\$ 1,770,819	\$ 1,867,224	\$ 2,199,907	18%	24%
Overtime	\$ 79	\$ -	\$ -	\$ -		
IMRF	\$ 117,934	\$ 117,648	\$ 135,590	\$ 182,601	35%	55%
FICA/Medicare	\$ 125,375	\$ 136,572	\$ 144,064	\$ 169,527	18%	24%
Life insurance	\$ 2,643	\$ 3,283	\$ 3,800	\$ 4,097	8%	25%
Medical insurance	\$ 606,959	\$ 706,800	\$ 741,000	\$ 1,102,608	49%	56%
Service recognition	\$ 14,135	\$ 14,430	\$ 15,970	\$ 16,130	1%	12%
Total Personnel	\$ 2,537,951	\$ 2,712,400	\$ 2,907,648	\$ 3,674,870	26%	35%
Fund	3 Year Actual Average	2024 Budget	2025 Budget	2026	Change from 2025	Change from 2024
Unemployment insurance	\$ 1,088	\$ 1,128	\$ 1,176	\$ 1,204	2%	7%
Advertising	\$ 592	\$ 900	\$ 900	\$ 900	0%	0%
Printing/binding	\$ -	\$ -	\$ -	\$ -		
Service to maintain Building	\$ 615	\$ -	\$ -	\$ 1,000		
Service to Office Equipment	\$ 19,994	\$ 22,000	\$ 25,000	\$ 15,000	-40%	-32%
IT Services	\$ 30,513	\$ 16,337	\$ 19,967	\$ 20,446	2%	25%
Telephone/Internet	\$ 9,861	\$ 16,000	\$ 6,000	\$ 7,500	25%	-53%
Banking Service Charges	\$ 226	\$ 250	\$ 250	\$ 250	0%	0%
Conferences/Travel/Continuing Ed	\$ 17,748	\$ 13,000	\$ 35,000	\$ 20,000	-43%	54%

General Fund	\$ 135,852	\$ 147,732	\$ 189,792	\$ 194,347	2%	32%
Postage	\$ 4,631	\$ 4,500	\$ 5,000	\$ 6,500	30%	44%
Security	\$ 22,847	\$ 45,000	\$ 22,500	\$ 23,000	2%	
Computer Software	\$ 47,972	\$ 45,000	\$ 45,000	\$ 55,000	22%	22%
Temp Agency Services	\$ 693	\$ 2,500	\$ -	\$ -	#DIV/0!	-100%
Tuition Reimbursement	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0%	0%
Professional Services	\$ 97,516	\$ 70,000	\$ 50,000	\$ 52,000	4%	-26%
Membership Fees	\$ 64,373	\$ 73,000	\$ 71,000	\$ 75,000	6%	3%
Materials for Buildings	\$ 1,190	\$ 1,000	\$ -	\$ 1,200	#DIV/0!	20%
Per Capita Grant	\$ 106,448	\$ 104,020	\$ 104,020	\$ 104,020	0%	0%
Other Grant	\$ 92,036	\$ 300,000	\$ 150,000	\$ 100,000	-33%	
Gifts				\$ 50,000		
Programs				\$ 5,000		
Office Supplies	\$ 30,753	\$ 36,000	\$ 40,000	\$ 48,000	20%	33%
Risk Management	\$ 94,812	\$ 83,612	\$ 111,948	\$ 114,635	2%	37%
Small Capital	\$ 81,768	\$ 152,000	\$ 50,000	\$ 90,000	80%	-41%
Equipment				\$ 10,000		
Rent	\$ 589,377	\$ 589,583	\$ 589,583	\$ 599,342	2%	2%
Books & Other Materials	\$ 260,024	\$ 245,000	\$ 245,000	\$ 350,000	43%	43%
Lost or Damaged	\$ 1,268	\$ 1,600	\$ 1,600	\$ 1,600	0%	0%
Transfer to Capital Fund	\$ 333,333	\$ 200,000	\$ -	\$ -		-100%
Total operating	\$ 2,045,529	\$ 2,180,162	\$ 1,773,736	\$ 1,955,944	10%	-10%

Total expense	\$	4,583,481	\$	4,892,562	\$	4,681,384	\$	5,630,815	20%	15%
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Surplus (deficit)	\$ 38,899	\$ (50,846)	\$ (17,926.00)	\$ 19,305.44	-208%	-138%
Average Household cost 2025	2026	Difference				
\$ 100.99	\$ 144.15	\$ 43.17				
Capital Fund Revenue	3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026	change from 2025	Change from 2024
Interest Income	\$ 4,194	\$ 6,000	\$ -	\$ -	#DIV/0!	-100%
Investment Income	\$ 7,588	\$ 5,000	\$ -	\$ -	#DIV/0!	-100%
Foundation or other	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Transfer from Library	\$ 266,667	\$ -	\$ 375,000	\$ -	-100%	#DIV/0!
Totals	\$ 278,449	\$ 11,000	\$ 375,000	\$ -	-100%	-100%
Capital Fund Expenditures	3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026	change from 2025	Change from 2024
Equipment/Furniture	\$ 159,868	\$ 989,000	\$ 475,000	\$ -	-100%	-100%
Surplus/Deficit	\$ 118,581	\$ (978,000)	\$ (100,000)	\$ -	-100%	-100%

2026 Budget Draft Growth

Trust Funds Revenue	3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026	change from 2025	Change from 2024
Interest Cantoni Fund	\$ 217	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Interest Meyer Fund	\$ 232	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Interest Donation Fund	\$ 28	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Contributions	\$ 10,648	\$ 30,000	\$ 50,000	\$ 50,000	0%	67%
Totals	\$ 11,125	\$ 30,000	\$ 50,000	\$ 50,000	0%	67%
Trust Expenses	3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026	change from 2025	Change from 2024
Cantoni (Books/Materials)	\$ 17,371	\$ 20,000	\$ 6,000	\$ 5,000	-17%	-75%
Meyer (Professional Fees)	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0%	0%
Meyer (Supplies)	\$ 2,082	\$ 5,000	\$ 5,000	\$ 5,000	0%	0%
Meyer (Small Capital)	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0%	0%
Meyer (Books/Materials)	\$ 4,706	\$ 5,000	\$ 5,000	\$ 6,000	20%	20%
Memorial/Donation (Books/Materials)	\$ 14,148	\$ 30,000	\$ 50,000	\$ 50,000	0%	67%
Meyer (Miscellaneous)	\$ 300	\$ 5,000	\$ 5,000	\$ 5,000	0%	0%
Totals	\$ 38,607	\$ 75,000	\$ 81,000.00	\$ 81,000	0%	8%
Surplus/Deficit	\$ (27,482)	\$ (45,000)	\$ (31,000.00)	\$ (31,000)	0%	-31%

Library Operating Revenue		3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026 change from 2025		Change from 2024
Fund							
Real Estate Taxes	\$	2,948,380	\$ 3,122,000	\$ 3,222,539	\$ 3,875,000	20%	24%
PPRT	\$	868,472	\$ 740,000	\$ 592,000	\$ 200,000	-66%	-73%
State Grants or other	\$	113,422	\$ 104,020	\$ 104,020	\$ 104,020	0%	0%
Other Grants	\$	78,053	\$ 300,000	\$ 150,000	\$ 100,000		
Gifts					\$ 50,000		
PILOT	\$	549,900	\$ 540,096	\$ 556,299	\$ 560,000	1%	4%
Fines	\$	6,561	\$ 6,500	\$ 4,500	\$ 5,000	11%	-23%
Non-Resident Fee	\$	122	\$ 100	\$ 100	\$ 100	0%	0%
Lost or Damaged Items	\$	5,439	\$ 5,000	\$ 5,000	\$ 3,000	-40%	-40%
Copies/Miscellaneous	\$	12,978	\$ 12,500	\$ 14,000	\$ 11,000	-21%	-12%
Meeting Room Fees	\$	4,158	\$ 3,500	\$ 4,000	\$ 6,000	50%	71%
Interest Income	\$	9,569	\$ 5,000	\$ 6,000	\$ 4,000	-33%	-20%
Investment Income	\$	14,516	\$ 3,000	\$ 5,000	\$ 7,000	40%	133%
Sale of Property	\$	1,707	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Miscellaneous Income	\$	500	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Reimbursement of Expense	\$	8,604	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Totals	\$	4,622,380	\$ 4,841,716	\$ 4,663,458	\$ 4,925,120	6%	2%
Expenditures							
Fund		3 Year Actual Average	2024 Budget	2025 Budget	2026	Change from 2025	Change from 2024
Salaries	\$	1,670,826	\$ 1,770,819	\$ 1,867,224	\$ 1,894,600	1%	7%
Overtime	\$	79	\$ -	\$ -	\$ -		
IMRF	\$	117,934	\$ 117,648	\$ 135,590	\$ 157,478	16%	34%
FICA/Medicare	\$	125,375	\$ 136,572	\$ 144,064	\$ 146,202	1%	7%
Life insurance	\$	2,643	\$ 3,283	\$ 3,800	\$ 3,501	-8%	7%
Medical insurance	\$	606,959	\$ 706,800	\$ 741,000	\$ 889,200	20%	26%
Service recognition	\$	14,135	\$ 14,430	\$ 15,970	\$ 16,540	4%	15%
Total Personnel	\$	2,537,951	\$ 2,712,400	\$ 2,907,648	\$ 3,107,520	7%	15%
Fund		3 Year Actual Average	2024 Budget	2025 Budget	2026	Change from 2025	Change from 2024
Unemployment insurance	\$	1,088	\$ 1,128	\$ 1,176	\$ 1,204	2%	7%
Advertising	\$	592	\$ 900	\$ 900	\$ 900	0%	0%
Printing/binding	\$	-	\$ -	\$ -	\$ -		
Service to maintain Building	\$	615	\$ -	\$ -	\$ 1,000		
Service to Office Equipment	\$	19,994	\$ 22,000	\$ 25,000	\$ 15,000	-40%	-32%
IT Services	\$	30,513	\$ 16,337	\$ 19,967	\$ 20,446	2%	25%
Telephone/Internet	\$	9,861	\$ 16,000	\$ 6,000	\$ 7,500	25%	-53%

2026 Budget Draft Inflation Only

Banking Service Charges	\$ 226	\$ 250	\$ 250	\$ 250	0%	0%
Conferences/Travel/Continuing Ed	\$ 17,748	\$ 13,000	\$ 35,000	\$ 20,000	-43%	54%
General Fund	\$ 135,852	\$ 147,732	\$ 189,792	\$ 194,347	2%	32%
Postage	\$ 4,631	\$ 4,500	\$ 5,000	\$ 6,500	30%	44%
Security	\$ 22,847	\$ 45,000	\$ 22,500	\$ 24,000	7%	
Computer Software	\$ 47,972	\$ 45,000	\$ 45,000	\$ 55,000	22%	22%
Temp Agency Services	\$ 693	\$ 2,500	\$ -	\$ -	#DIV/0!	-100%
Tuition Reimbursement	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0%	0%
Professional Services	\$ 97,516	\$ 70,000	\$ 50,000	\$ 52,000	4%	-26%
Membership Fees	\$ 64,373	\$ 73,000	\$ 71,000	\$ 75,000	6%	3%
Materials for Buildings	\$ 1,190	\$ 1,000	\$ -	\$ 1,200	#DIV/0!	20%
Per Capita Grant	\$ 106,448	\$ 104,020	\$ 104,020	\$ 104,020	0%	0%
Other Grant	\$ 92,036	\$ 300,000	\$ 150,000	\$ 100,000	-33%	
Gifts				\$ 50,000		
Programs				\$ 5,000		
Office Supplies	\$ 30,753	\$ 36,000	\$ 40,000	\$ 48,000	20%	33%
Risk Management	\$ 94,812	\$ 83,612	\$ 111,948	\$ 114,635	2%	37%
Small Capital	\$ 81,768	\$ 152,000	\$ 50,000	\$ 40,000	-20%	-74%
Equipment				\$ 10,000		
Rent	\$ 589,377	\$ 589,583	\$ 589,583	\$ 599,342	2%	2%
Books & Other Materials	\$ 260,024	\$ 245,000	\$ 245,000	\$ 245,000	0%	0%
Lost or Damaged	\$ 1,268	\$ 1,600	\$ 1,600	\$ 1,600	0%	0%
Transfer to Capital Fund	\$ 333,333	\$ 200,000	\$ -	\$ -		-100%
Total operating	\$ 2,045,529	\$ 2,180,162	\$ 1,773,736	\$ 1,801,944	2%	-17%

Total expense	\$ 4,583,481	\$ 4,892,562	\$ 4,681,384	\$ 4,909,465	5%	0%
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Surplus (deficit)	\$ 38,899	\$ (50,846)	\$ (17,926.00)	\$ 15,655.41	-187%	-131%
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Average Household cost 2025	2026	Difference				
\$ 100.99	\$ 121.43	\$ 20.45				

Capital Fund Revenue	3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026	change from 2025	Change from 2024
Interest Income	\$ 4,194	\$ 6,000	\$ -	\$ -	#DIV/0!	-100%
Investment Income	\$ 7,588	\$ 5,000	\$ -	\$ -	#DIV/0!	-100%
Foundation or other	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Transfer from Library	\$ 266,667	\$ -	\$ 375,000	\$ -	-100%	#DIV/0!
Totals	\$ 278,449	\$ 11,000	\$ 375,000	\$ -	-100%	-100%

Capital Fund Expenditures	3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026	change from 2025	Change from 2024
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2026 Budget Draft Inflation Only

Equipment/Furniture	\$ 159,868	\$ 989,000	\$ 475,000	\$ -	-100%	-100%
Surplus/Deficit	\$ 118,581	\$ (978,000)	\$ (100,000)	\$ -	-100%	-100%
Trust Funds Revenue	3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026	change from 2025	Change from 2024
Interest Cantoni Fund	\$ 217	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Interest Meyer Fund	\$ 232	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Interest Donation Fund	\$ 28	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Contributions	\$ 10,648	\$ 30,000	\$ 50,000	\$ 50,000	0%	67%
Totals	\$ 11,125	\$ 30,000	\$ 50,000	\$ 50,000	0%	67%
Trust Expenses	3 Year Actual Average (FY2022-FY2024)	2024 Budget	2025 Budget	2026	change from 2025	Change from 2024
Cantoni (Books/Materials)	\$ 17,371	\$ 20,000	\$ 6,000	\$ 5,000	-17%	-75%
Meyer (Professional Fees)	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0%	0%
Meyer (Supplies)	\$ 2,082	\$ 5,000	\$ 5,000	\$ 5,000	0%	0%
Meyer (Small Capital)	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0%	0%
Meyer (Books/Materials)	\$ 4,706	\$ 5,000	\$ 5,000	\$ 6,000	20%	20%
Memorial/Donation (Books/Materials)	\$ 14,148	\$ 30,000	\$ 50,000	\$ 50,000	0%	67%
Meyer (Miscellaneous)	\$ 300	\$ 5,000	\$ 5,000	\$ 5,000	0%	0%
Totals	\$ 38,607	\$ 75,000	\$ 81,000.00	\$ 81,000	0%	8%
Surplus/Deficit	\$ (27,482)	\$ (45,000)	\$ (31,000.00)	\$ (31,000)	0%	-31%