



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, September 18, 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 August 21, 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. **Division Head reports**—Becky Dampitz **(Discussion)**
- VI. **City Librarian’s report**—Rick Meyer **(Discussion)**
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Samantha Carroll
 - i. **Management Personnel Handbook (Discussion)**

- ii. Reference and Reader's Advisory Policy **(Action)**
- iii. Other

B. Finance and Properties Committee—Sofia Xethalis

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

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library – Samantha Carroll

- i. September 11 Meeting **(Discussion)**

E. Illinois Heartland Library System

- i. No Report

VIII. Old Business

- A. Other **(Discussion)**

IX. New Business

- A. Executive Administrative Assistant Search **(Discussion)**
- B. Public Awareness Campaign **(Action)**
- C. Other **(Discussion)**

X. Adjournment

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



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 21, 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
Kaylee Ledbetter
Peggy Ankrom

Absent:

Blake Allison

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 4:30pm.

Consent Agenda (Approval of Agenda; Approval of July 17, 2025 Regular Meeting Minutes)

(Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Xethalis made a motion to accept the consent agenda, seconded by Ms. Carroll. The agenda and minutes were approved by consent.

Oath of Office: Board President Karl Coleman administered the oath of office to: Peggy Ankrom, Ashley Petty, Sofia Xethalis. Board introductions. Mr. Meyer will send the board an updated roster.

Public comments: None

Written Communications from the Public:

Division Head Reports (Discussion)

- Ms. Henkel spoke about a new partnership with Memorial Health for mental health kits for children. Memorial Health purchased books to add to our collection, for children to check out and provided a kit with a folder of resources and contact information, along with some sensory type toys, for the parents and children to keep.

City Librarian's Report (Discussion) Mr. Meyer presented his report. Mr. Meyer stated he was happy about the direction the library is going, with the increased numbers in circulation and the door count. Mr. Meyer, will e-mail a copy of the bar graph comparisons to the board.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Ms. Carroll – discussed the Management Personnel Handbook, Ms. Carroll stated it was tabled.
Program Policy- Samantha Carroll requested a motion to accept the Program Policy as presented, seconded by Paula Cross, all in favor. The motion was adopted.
Gaming Room Policy-Samantha Carroll requested a motion to accept the Gaming Room Policy as presented, seconded by Ashley, all in favor. The motion was adopted.
- B. Finance and Properties Committee – Ms. Xethalis
 - a. Capital Needs-nothing to discuss.
 - b. Furniture Project Update (Discussion) Mr. Meyer stated a little piece of trim needs to be replaced, and the furniture project is basically done.
 - a. July 2025 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the Check Register, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Xethalis yes, Ms. Petty Yes, Ms. Ankrom yes, Ms. Cross yes, Mr. Coleman yes, Ms. Carroll yes, and Ms. West yes. The motion was adopted.
 - b. July 2025 Budget Actuals & Projection (Discussion) Mr. Meyer presented the budget details.
 - c. FY2026 Budget Draft (Discussion) Draft budget presented. Discussion held. Ms. Xethalis made a motion to present the budget to the City Council, seconded by Mr. Coleman. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Xethalis yes, Ms. Petty Yes, Ms. Ankrom yes, Ms. Cross yes, Mr. Coleman yes, Ms. Carroll yes, and Ms. West yes. The motion was adopted.
- C. Foundation – Mr. Meyer – No Report.
- D. Friends of the Library –(Discussion) Ms. Carroll reported, the Friends sponsored the Troy Taylor program, talked about Book Between Bites, and spoke about the Book Store two - year celebration. The Friends would like receive more book donations.
- E. Illinois Heartland Library System – No Report.

Old Business

A. Other (Discussion) No Discussion.

New Business

A. Other (Discussion) No Discussion.

Adjournment

Ms. Carroll made a motion to adjourn at 5:53 pm., seconded by Ms. Petty. All in favor. The motion was adopted.

Scribe,

Betti Jo Heckwine, Administrative Aide

Draft 0



DECATUR PUBLIC LIBRARY

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City Librarian's Report for August 2025

Administration

- I participated in 50-ish scheduled meetings.
- The focus of the month was two-fold: FY2026 Budget development and working to fill Michelle Whitehead's position.
- Betti Jo Heckwine was made temporarily full-time to allow her to complete some of Michelle's duties. She has performed admirably and with a great attitude.
- We received well over 100 applicants for the open position.

Circulation

- **Please see statistical spreadsheet/charts.**
 - Staff is continuing to shelf read via Otto.
 - We were having problems with email notices and Janet Denton worked with Dena Porter to resolve.

Technical Services

- **See statistical spreadsheet**
- Catalogers are adding publication year to DVDs, working through Juvenile series to correct labels, replacing old coverings with laminate (adult, YA, and juvenile)

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics**
- Amanda Young worked with Aaron Reynolds's people on 150th programs for November, including visits to Baum, Dansby, and MAP on November 14, plus an additional book signing at DPL on November 15.
- Alissa Henkel met with Jason Anderson, TAG and Tax Analyst with the IRS, to establish Virtual Service Delivery (VSD) at DPL for residents' tax questions, launching September 8th.
- Alissa collaborated with three Millikin staff members on up to four events for incoming students; Tye Pemberton attended the MU New Student Welcome event
- Community dinner with Children's Summer Reading Volunteers attended by Alissa, Amanda, John Schirle, Sarah Yepsen, Chris Opsincs.

Systems Administration

- **See spreadsheet for statistical information.**

- Completed final year of 3-year staff computer replacement plan (9 computers). Sent old computers to recycling.
- Renewed 20 Wi-Fi hotspots for another year.
- Replaced broken projector screen in Staley Room with one from storage.
- Watts replaced the broken smartboard.
- Started checking website compliance for WCAG 2.1 Level AA. Will require assistance from Jones & Thomas or other vendors. Omeka website will require attention also. Starting in August, I'll be able to provide year-over-year statistical comparisons.

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- SMPL project update:
 - Joann and Mindy finished digitizing 1961 and most of 1962 of the Macon News.
 - Becky Dampitz and Tye met with Vicki, Joann, and Mindy from South Macon Public Library to discuss the work they are currently doing, and the possibility of future collaboration on grant projects.
- Cassandra Mayfield went back to college this month. She was able to scan a box and a half of the League of Women Voters for us. Scanning this collection is almost complete. We should be able to finish scanning and add the collection to Omeka by the end of the year.
- Matt Wilkerson has been working on our display issues in Omeka. The railroad maps are showing up blurry in the universal viewer. Other images appear to be fine. It is probably the size of the files that is giving us issues.
- Becky attended the SAA conference virtually on August 25-27. The sessions were excellent, one of the main takeaways was the how GLAMs (galleries, libraries, archives, and museums) affect the environment. Our environmental footprint (i.e. HVAC, use of AI, etc.) is a contributor to climate change, and we should take measures to limit our footprint. Some examples of how to do that are to shut the HVAC system off and have passive cooldown days (would be easier in a different type of building, I'm sure), limiting our use of AI, and utilizing solar energy. Another takeaway was being mindful of environmental disasters that could happen in our area, and planning accordingly for them. There was also a lot of conversation about archives in the current political climate, and Indigenous sovereignty of collections.
- Sheri Keller and Leeann Grossman worked on 27 in-depth requests this month.
- Pat Riley put together a "First Day of School" display that will go up in September.

Respectfully Submitted,

Rick Meyer

Rick Meyer
City Librarian

	Aug-24	Aug-25	Change from 2024	% of Total	2024 Total	2025 Projection	Change from 2024	September 2023-August 2024	September 2024-August 2025	Change in 12-month trend
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned	16,470	15,911	-3.4%	67.8%	181,998	184,374	1.3%	182,800	183,634	0.5%
Number of Young Adult Materials Loaned	725	982	35.4%	4.2%	8,792	9,913	12.7%	8,042	9,567	19.0%
Number of Children's Materials Loaned	6,536	6,567	0.5%	28.0%	82,318	81,727	-0.7%	85,212	81,887	-3.9%
Total Number of Materials Loaned	23,731	23,460	-1.1%		273,108	276,014	1.1%	276,054	275,088	-0.3%

	Aug-24	Aug-25	Change from 2024	% of Total	2024 Total	2025 Projection	Change from 2024	September 2023-August 2024	September 2024-August 2025	Change in 12-month trend
Circulation by Material Type										
Books Loaned--Physical	13,924	13,700	-1.6%	58.4%	162,108	161,347	-0.5%	164,956	161,566	-2.1%
Videos/DVDs Loaned--Physical	3,987	2,949	-26.0%	12.6%	40,478	36,916	-8.8%	41,146	37,998	-7.7%
Audios, Including Music Loaned--Physical	844	724	-14.2%	3.1%	8,230	8,747	6.3%	9,038	8,590	-5.0%
Magazines/Periodicals Loaned--Physical	285	177	-37.9%	0.8%	2,799	2,461	-12.1%	2,839	2,570	-9.5%
Other Items Loaned--Physical	5	11	120.0%	0.0%	197	111	-43.6%	228	136	-40.4%
Use of Circulating Electronic Materials	4,686	5,904	26.0%	25.2%	59,296	66,634	12.4%	57,847	64,233	11.0%
Total	23,731	23,465	-1.1%		273,108	276,217	1.1%	276,054	275,093	-0.3%

Successful Retrieval of Electronic Information	23,525	29,269	24.4%	55.5%	406,458	802,077	97.3%	296,107	632,747	113.7%
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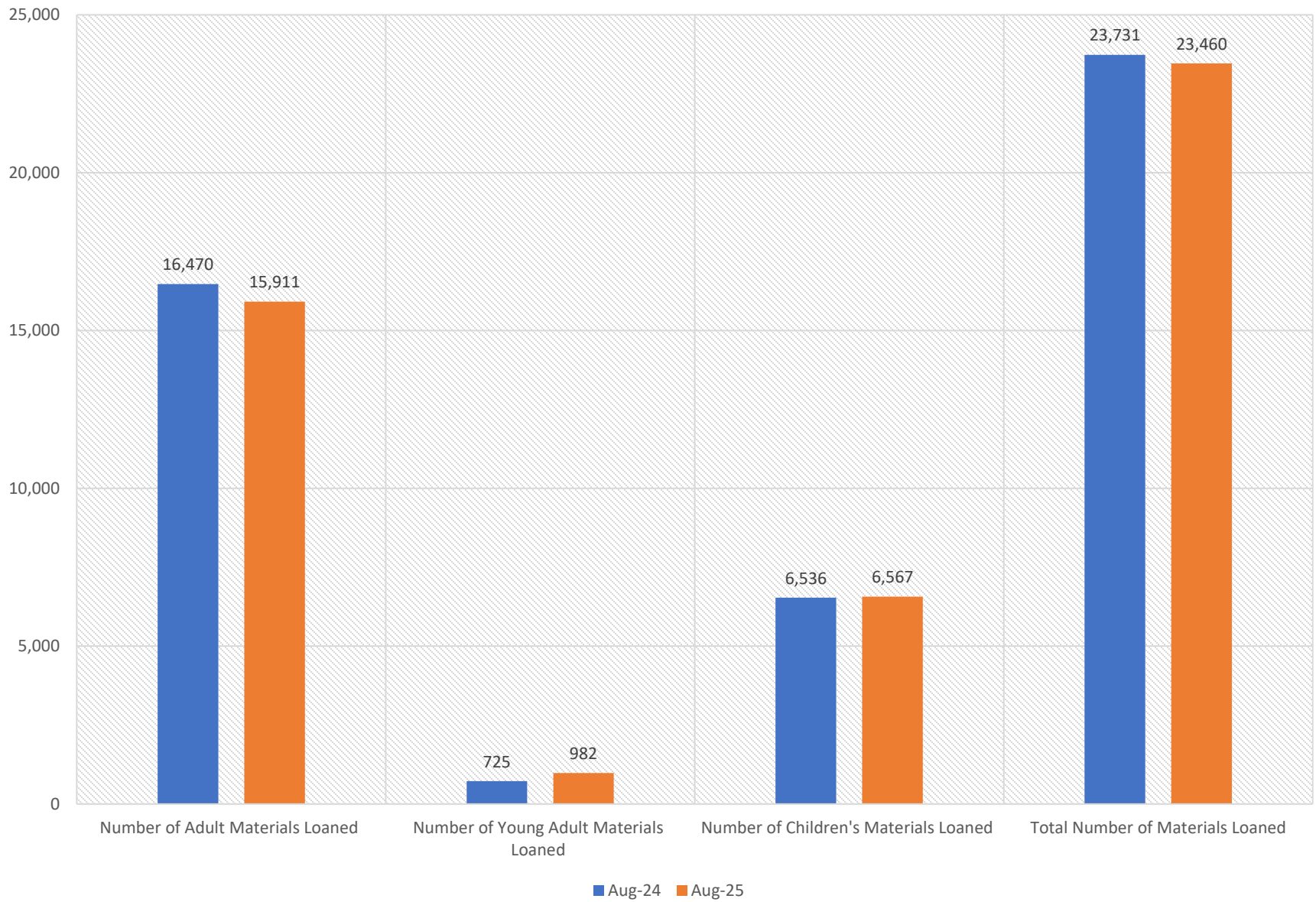
Electronic Content Use	28,211	35,173	24.7%	66.7%	465,754	868,710	86.5%	353,954	696,980	96.9%
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	Aug-24	Aug-25	Change from 2024		2024 Total	2025 Projection	Change from 2024	September 2023-August 2024	September 2024-August 2025	Change in 12-month trend
Total Collection Use										
Total Collection Use	47,256	52,734	11.6%		679,566	1,078,293	58.7%	572,161	907,840	58.7%

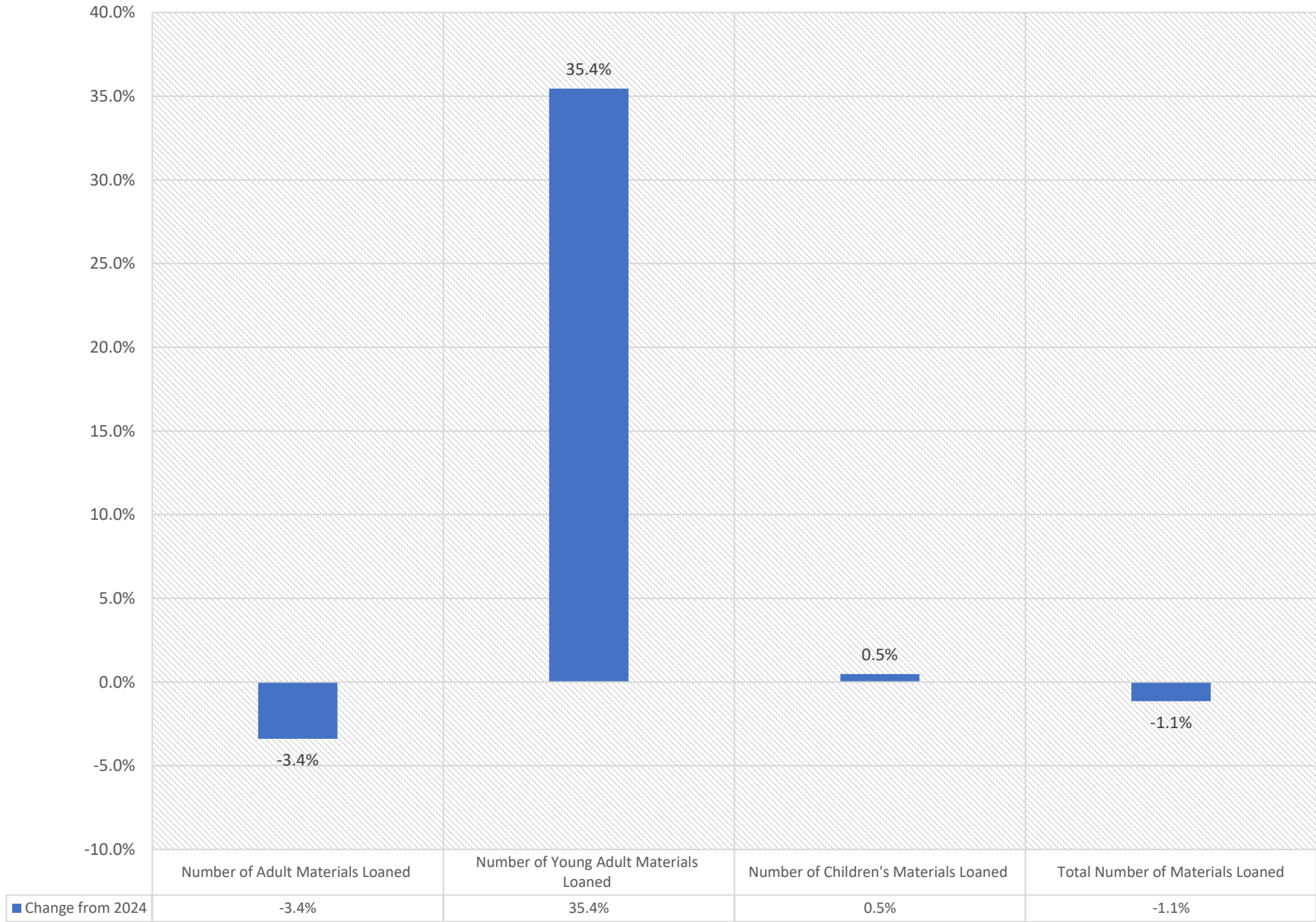
	Aug-24	Aug-25	Change from 2024	% of Total	2024 Total	2025 Projection	Change from 2024	September 2023-August 2024	September 2024-August 2025	Change in 12-month trend
Interlibrary Loan										
Interlibrary Loans Provided To Other Libraries	3,118	2,935	-5.9%	50.1%	38,825	34,266	-11.7%	39,991	35,700	-10.7%
Interlibrary Loans Received FROM Other Libraries	2,816	2,925	3.9%	49.9%	31,254	32,504	4.0%	31,676	32,119	1.4%
Total ILL Transactions	5,934	5,860	-1.2%		70,079	66,770	-4.7%	71,667	67,819	-5.4%

Other Stats	Aug-24	Aug-25	Change from 2024	2024 Total	2025 Projection	Change from 2024	September 2023-August 2024	September 2024-August 2025	Change in 12-month trend
New Patron Registrations	244	216	-11.5%	2,278	2,192	-3.8%	2,364	2,213	-6.4%
# of Visitors (Security Gate)	13,835	13,322	-3.7%	161,083	167,607	4.1%	156,039	165,625	6.1%
# Visitors Lobby Counter	14,009	13,741	-1.9%	163,560	173,550	6.1%	162,436	170,506	5.0%
Local History # of visitors	421	327	-22.3%	4,923	4,574	-7.1%	3,435	4,696	36.7%
Synchronous Age 0-5		105							
Synchronous Age 6-11		36							
Synchronous Young Adult		40							
Synchronous Adult		194							
Synchronous General Interest		1,009							
Self-Directed Age 0-5		4							
Self-Directed Age 6-11		4							
Self-Directed Young Adult		3							
Self-Directed Adult		5							
Self-Directed General Interest		0							
Total Program	624	1,400	124.4%	19,413	22,303	14.9%	20,848	21,521	3.2%
Synchronous In-Person		1,306							
Synchronous Off-Site		55							
Synchronous Virtual		34							
Asynchronous Virtual		34							
Public Sessions	1,577	1,774	12.5%	18,274	22,425	22.7%	18,258	20,946	14.7%
Wireless Sessions	1,510	1,768	17.1%	15,685	19,937	27.1%	14,195	18,427	29.8%
Website Sessions	10,713	9,839	-8.2%	126,362	124,125	-1.8%	128,856	124,791	-3.2%
Unique Visits	6,119	5,254	-14.1%	73,230	64,019	-12.6%	75,159	66,711	-11.2%
Page Views	19,686	20,425	3.8%	261,850	256,135	-2.2%	264,909	257,794	-2.7%
Self Checks	6,852	6,921	1.0%	82,118	80,655	-1.8%	83,386	81,051	-2.8%
Percentage of Self Checks	45%	50%	4.9%						
Assists Adult	3,021	2,787	-7.7%	34,601	30,379	-12.2%	34,656	31,728	-8.4%
Assists Children	851	792	-6.9%	12,943	12,808	-1.0%	12,462	12,850	3.1%
Assists Local history	119	100	-16.0%	1,234	1,113	-9.8%	1,160	1,150	-0.9%
IT help calls	115	117	1.7%	1,241	1,321	6.4%	1,320	1,297	-1.7%
Searches in Catalog	17,665	24,233	37.2%	248,002	172,977	-30.3%	314,727	186,500	-40.7%
Number of Items processed	1,427	1,581	10.8%	15,346	16,465	7.3%	15,860	16,090	1.5%
Number of Items Withdrawn from Collection	1,303	420	-67.8%	15,909	15,712	-1.2%	15,670	15,822	1.0%
Number of mended items	195	271	39.0%	2,657	3,580	34.7%	2,430	3,257	34.0%
Number of items ordered	617	690	11.8%	5,749	6,780	17.9%	6,102	6,484	6.3%
Number of records added to database	1,104	1,310	18.7%	12,561	13,011	3.6%	13,302	12,860	-3.3%

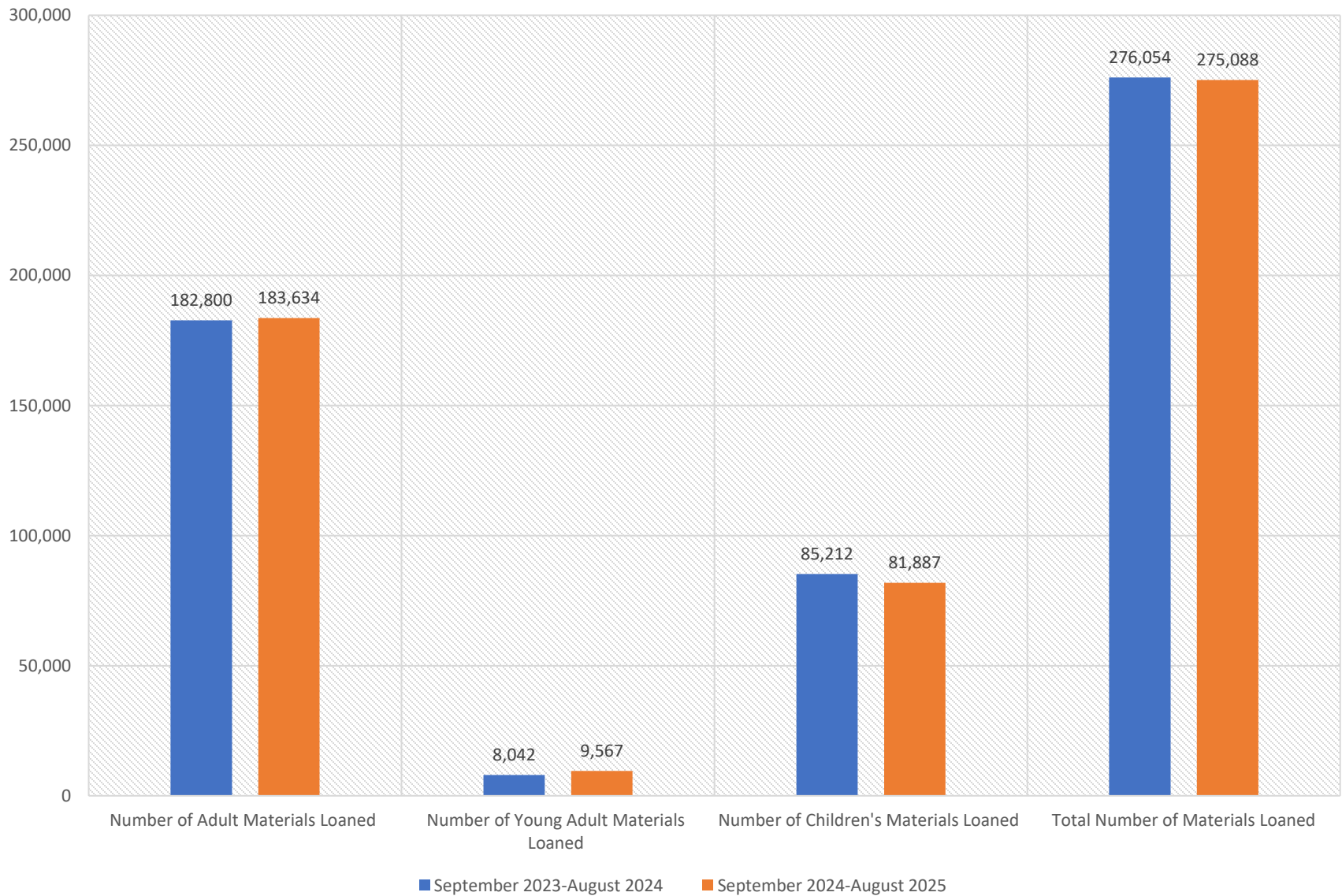
August Circulation by Audience



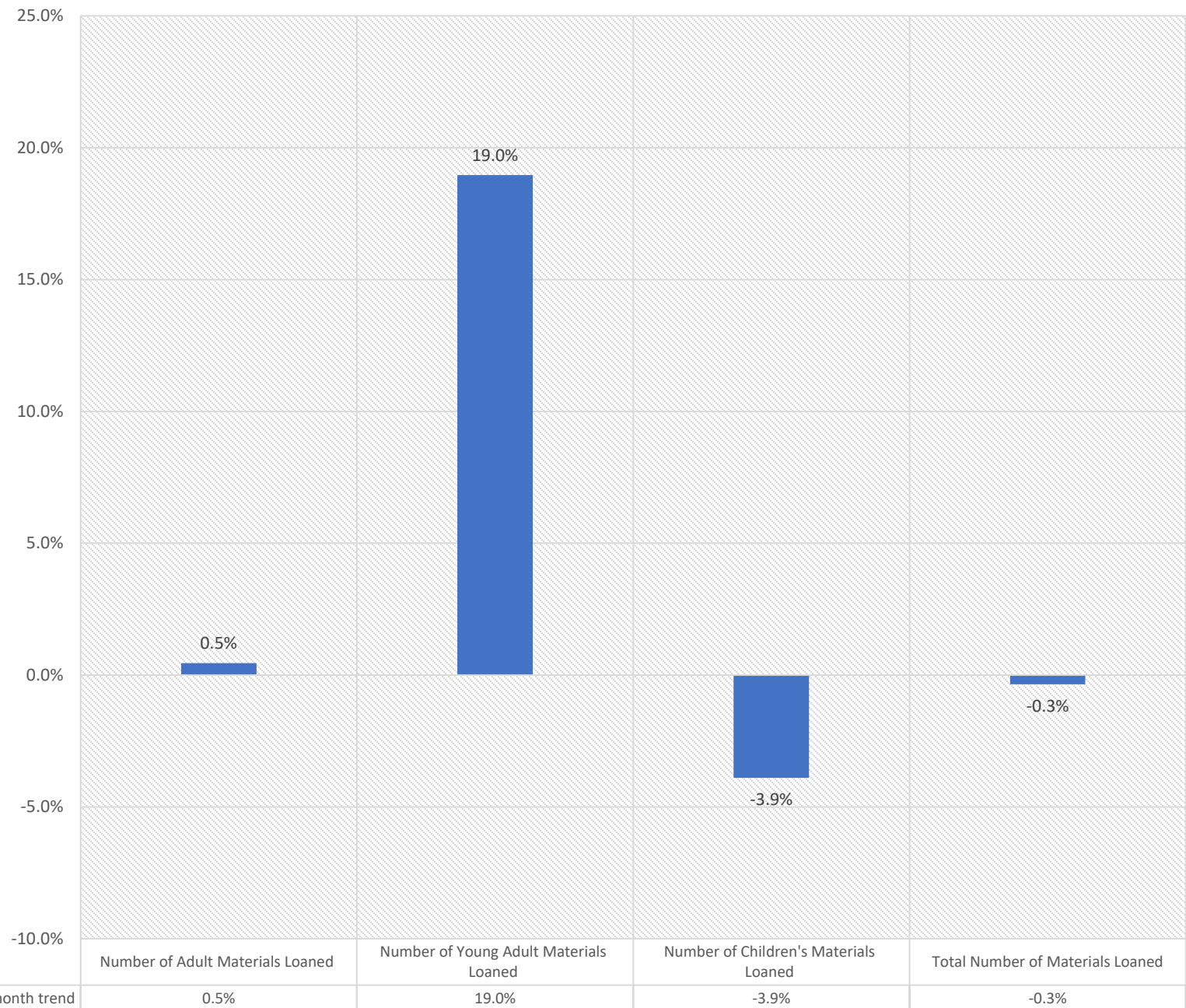
Change from 2024



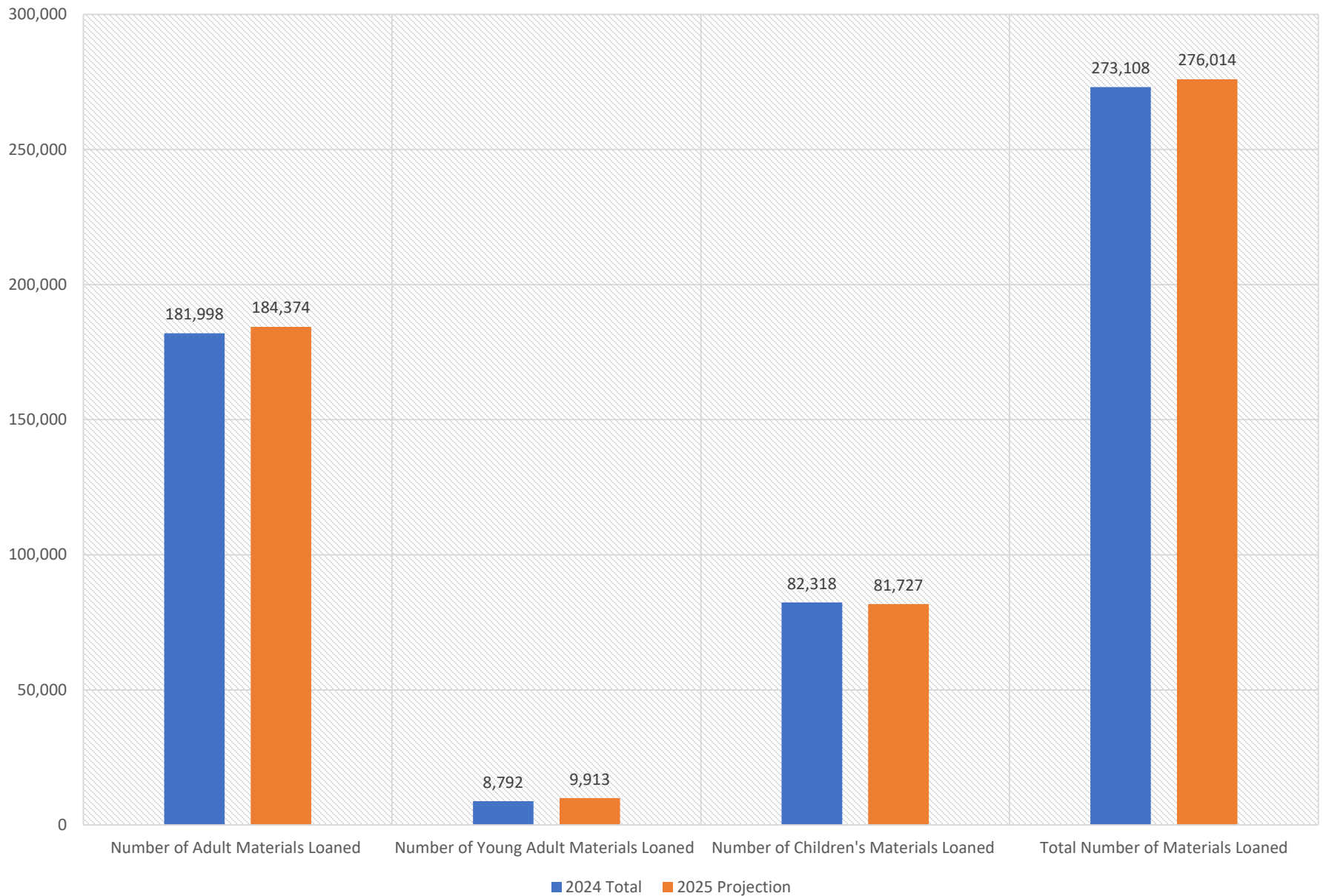
12-Month Trend



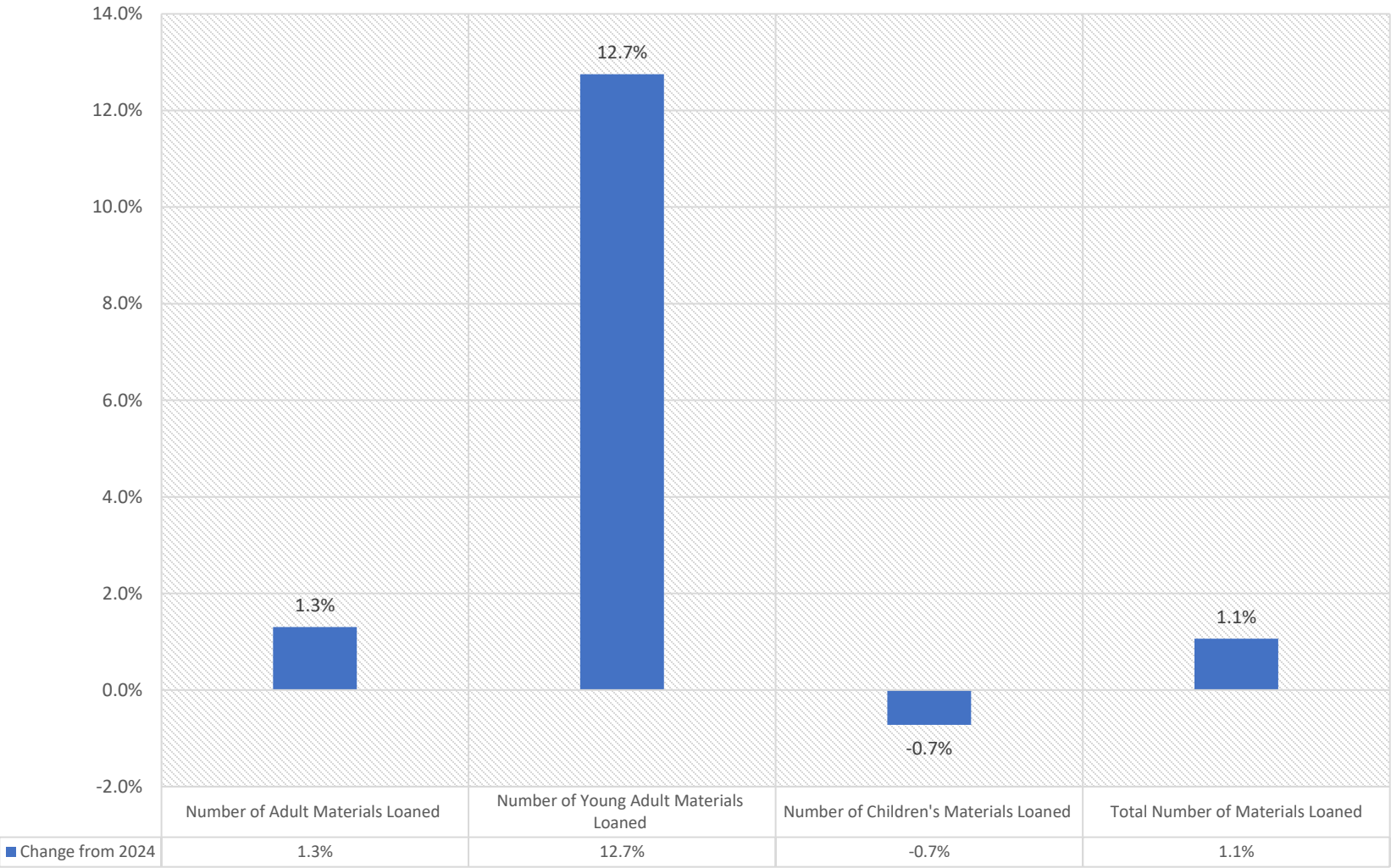
Change in 12-month trend



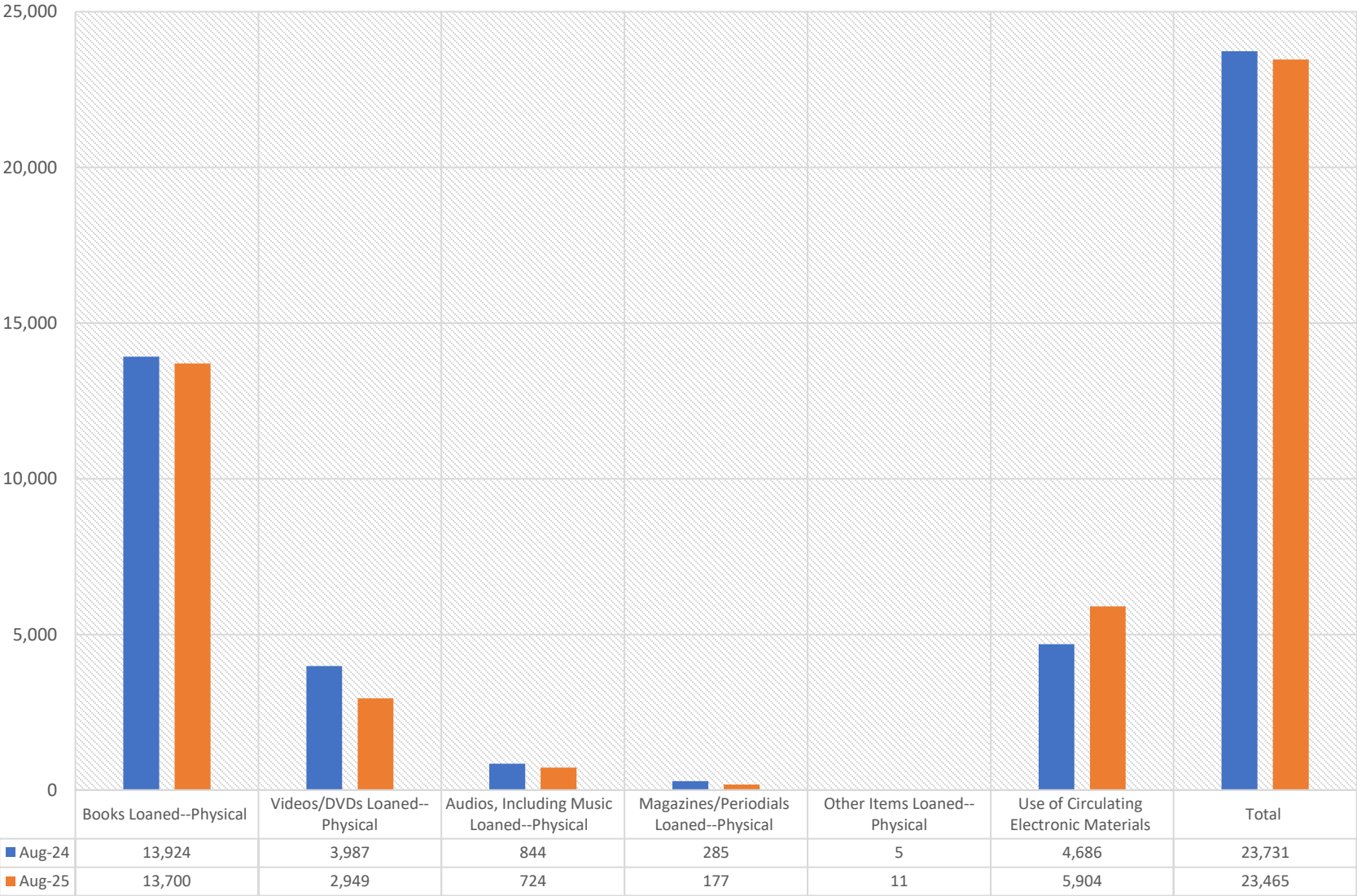
2024 Actuals vs. 2025 Projection



Projected Change from 2024

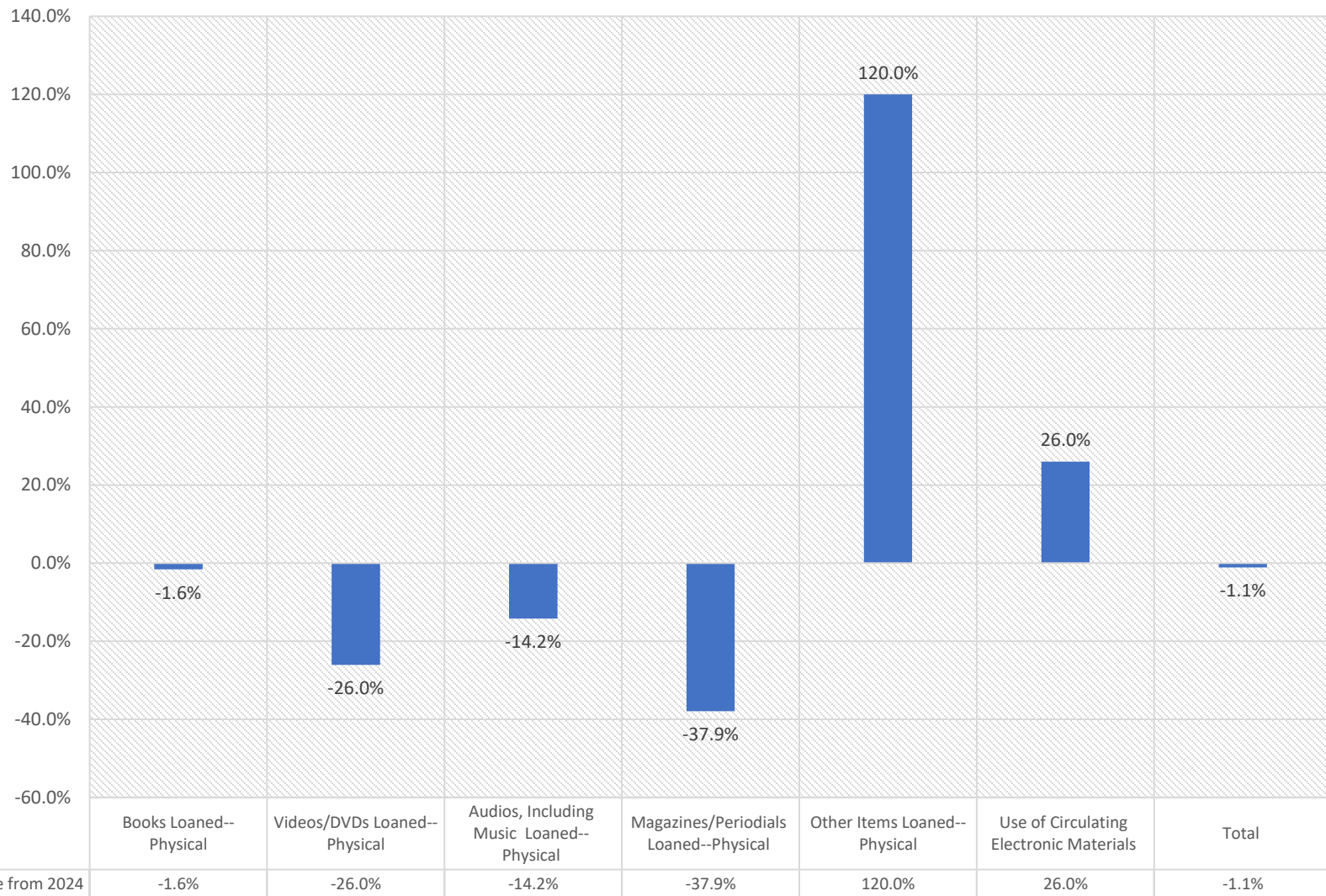


August Circulation by Material Type

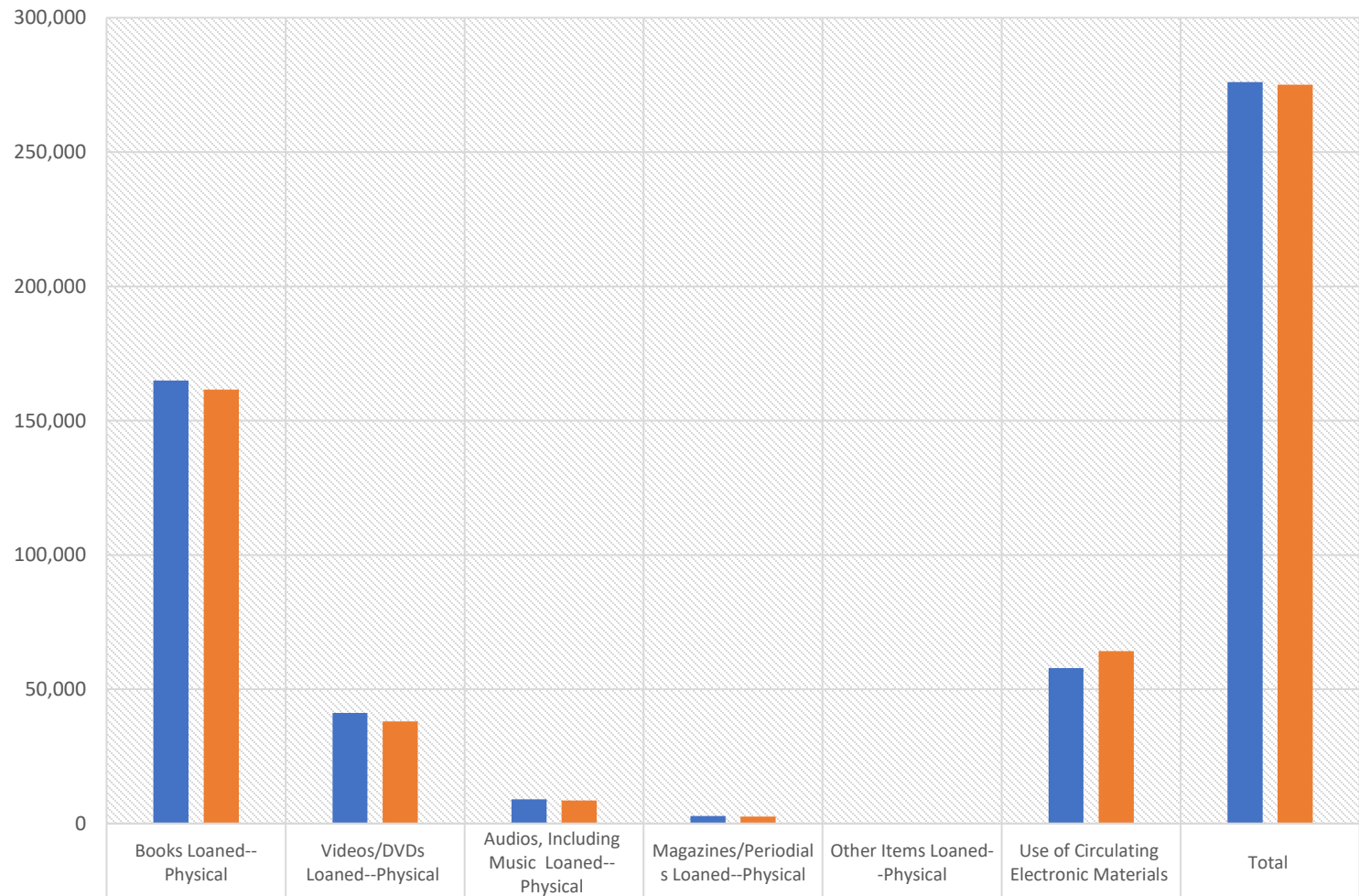


Aug-24 Aug-25

Change from 2024



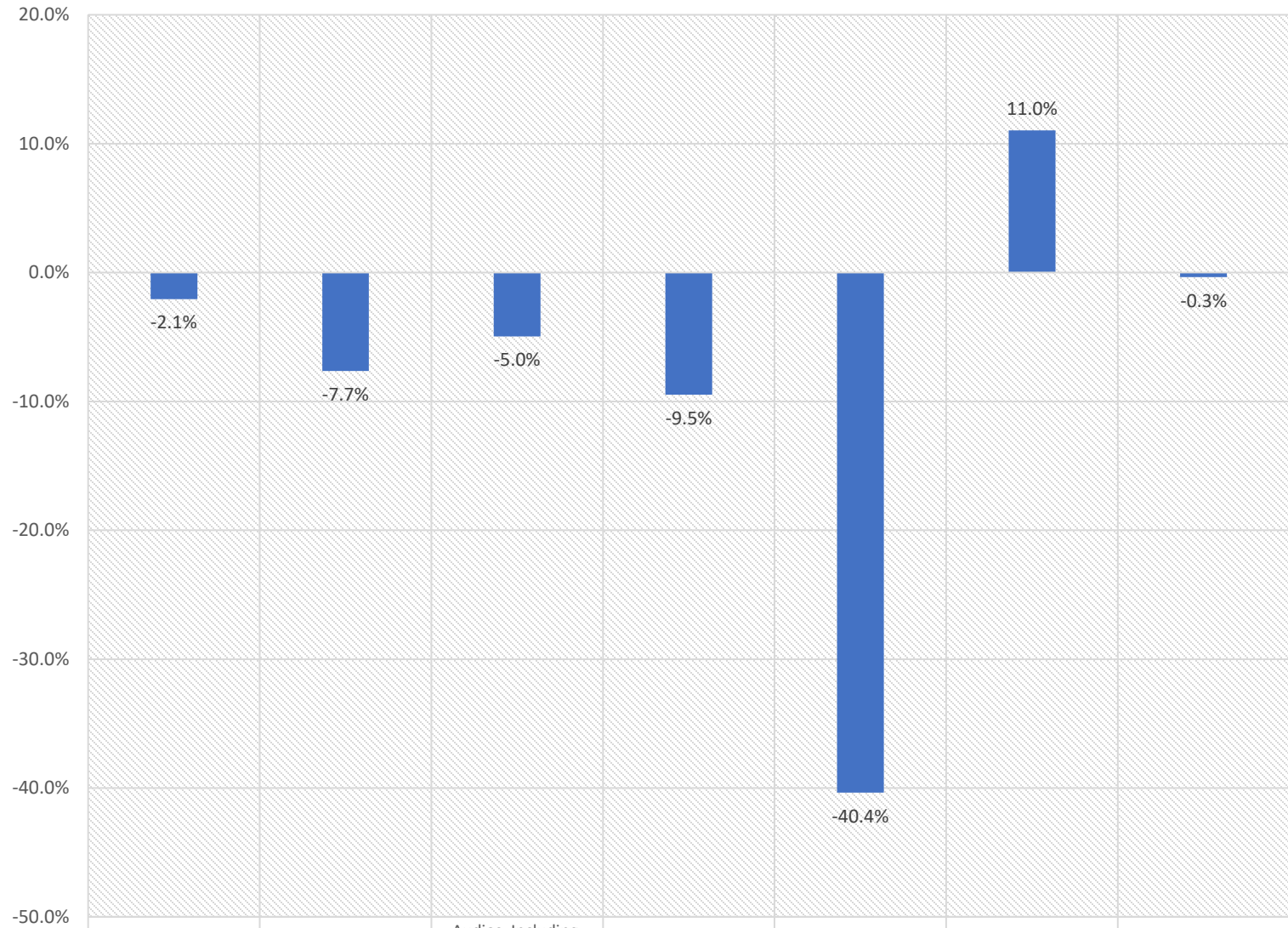
12-Month Trend



■ September 2023-August 2024	164,956	41,146	9,038	2,839	228	57,847	276,054
■ September 2024-August 2025	161,566	37,998	8,590	2,570	136	64,233	275,093

■ September 2023-August 2024 ■ September 2024-August 2025

Change in 12-month trend



■ Change in 12-month trend

Books Loaned--
Physical

-2.1%

Videos/DVDs Loaned--
Physical

-7.7%

Audios, Including
Music Loaned--
Physical

-5.0%

Magazines/Periodicals
Loaned--Physical

-9.5%

Other Items Loaned--
Physical

-40.4%

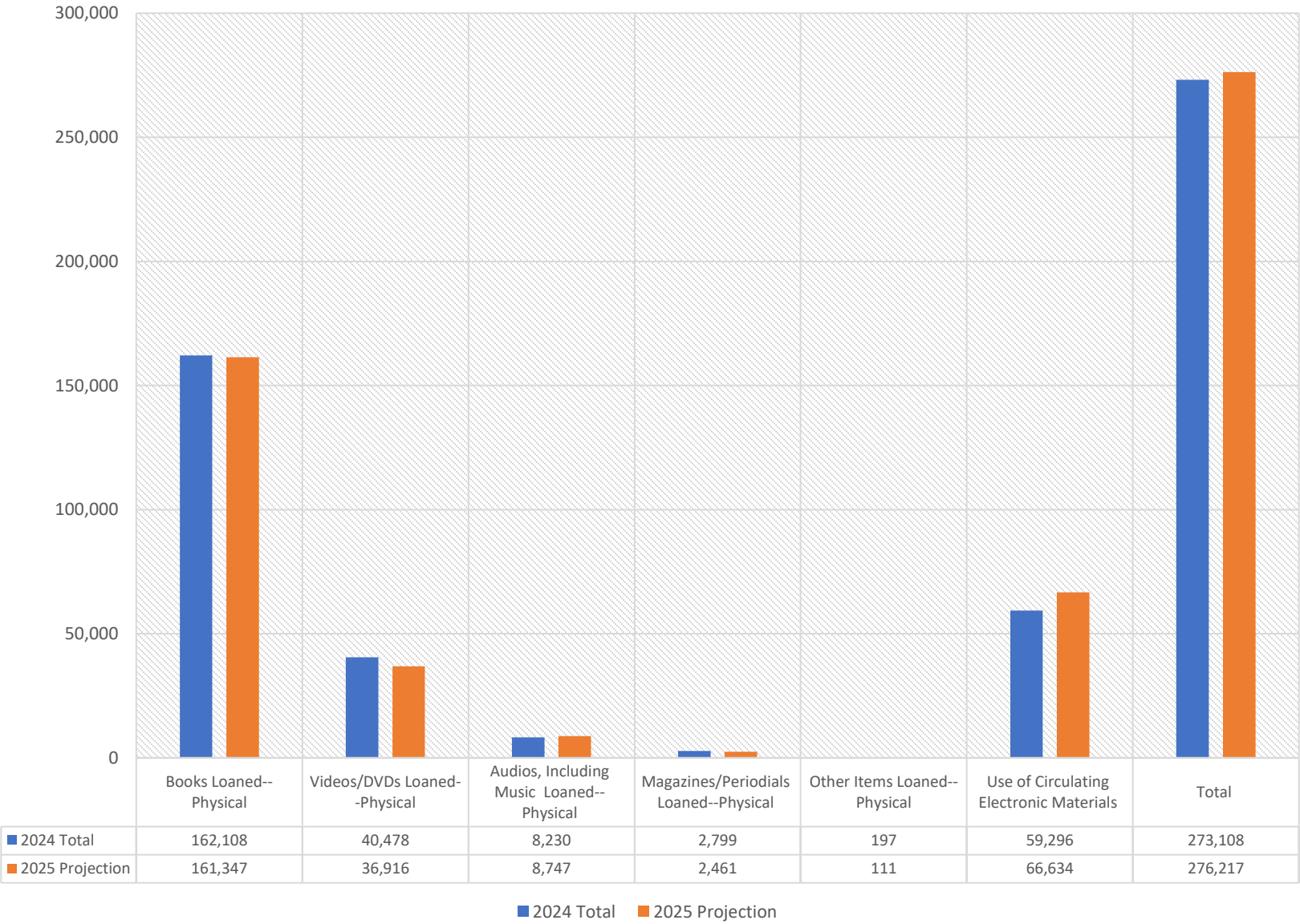
Use of Circulating
Electronic Materials

11.0%

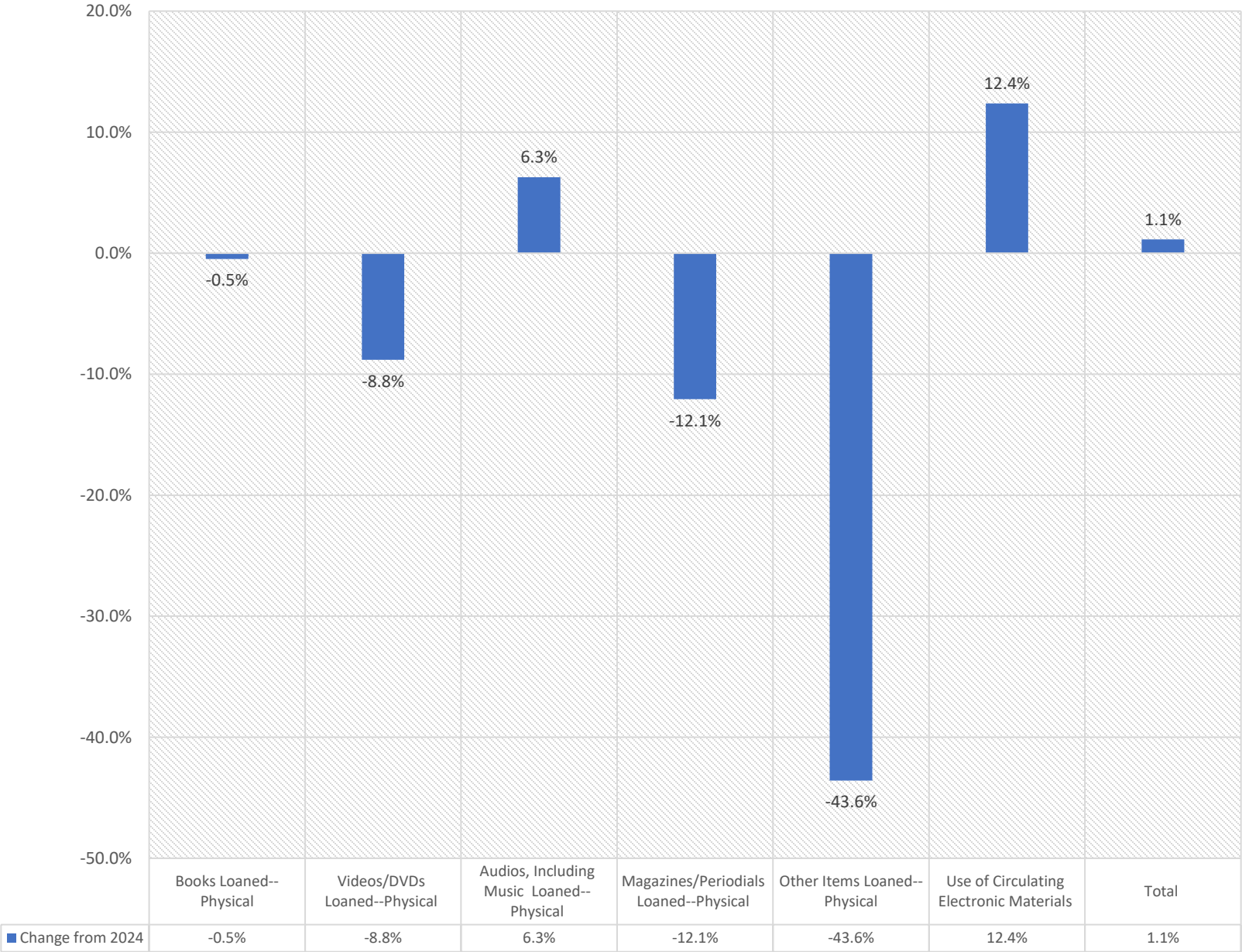
Total

-0.3%

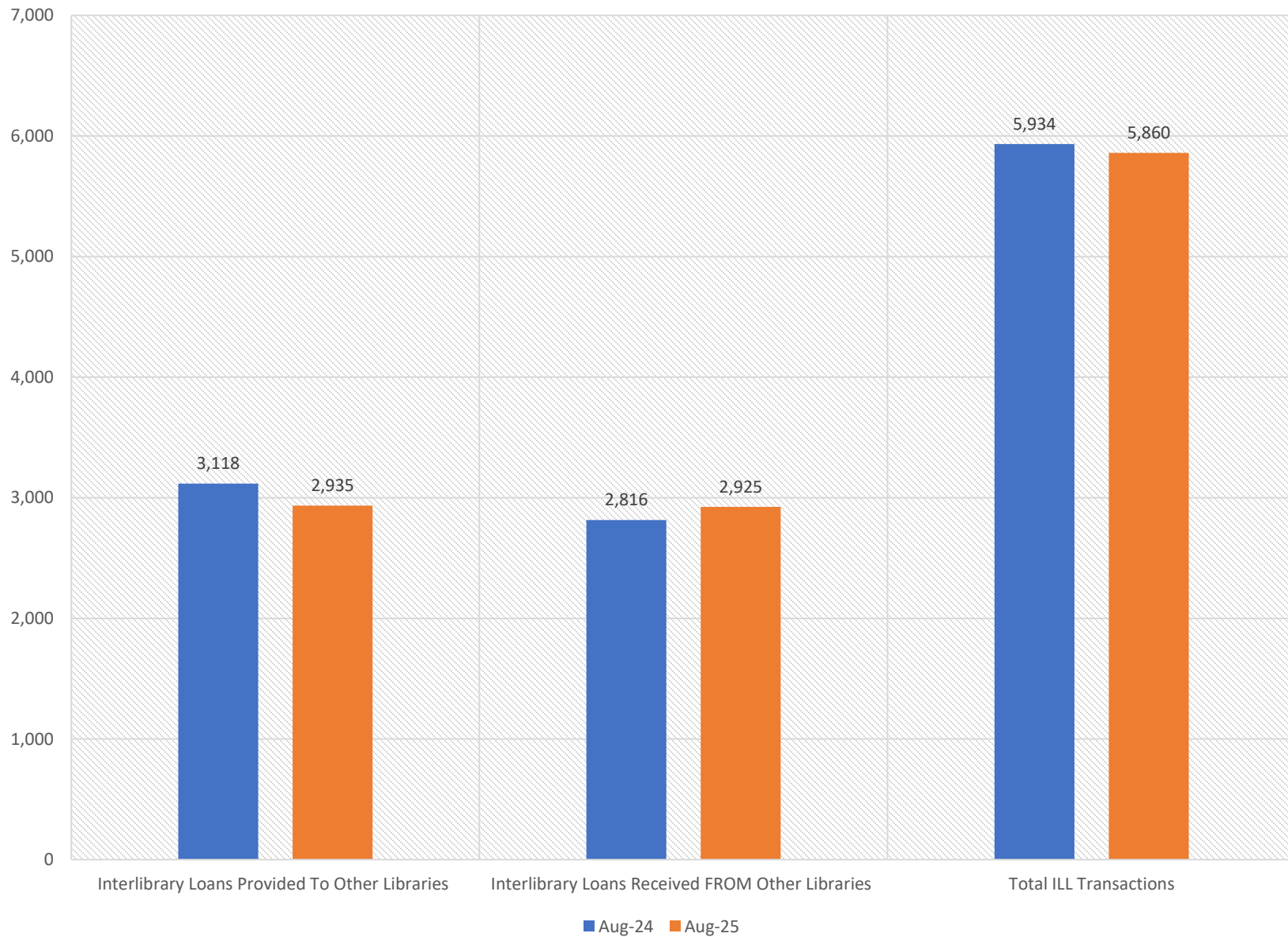
2024 Actuals vs. 2025 Projection



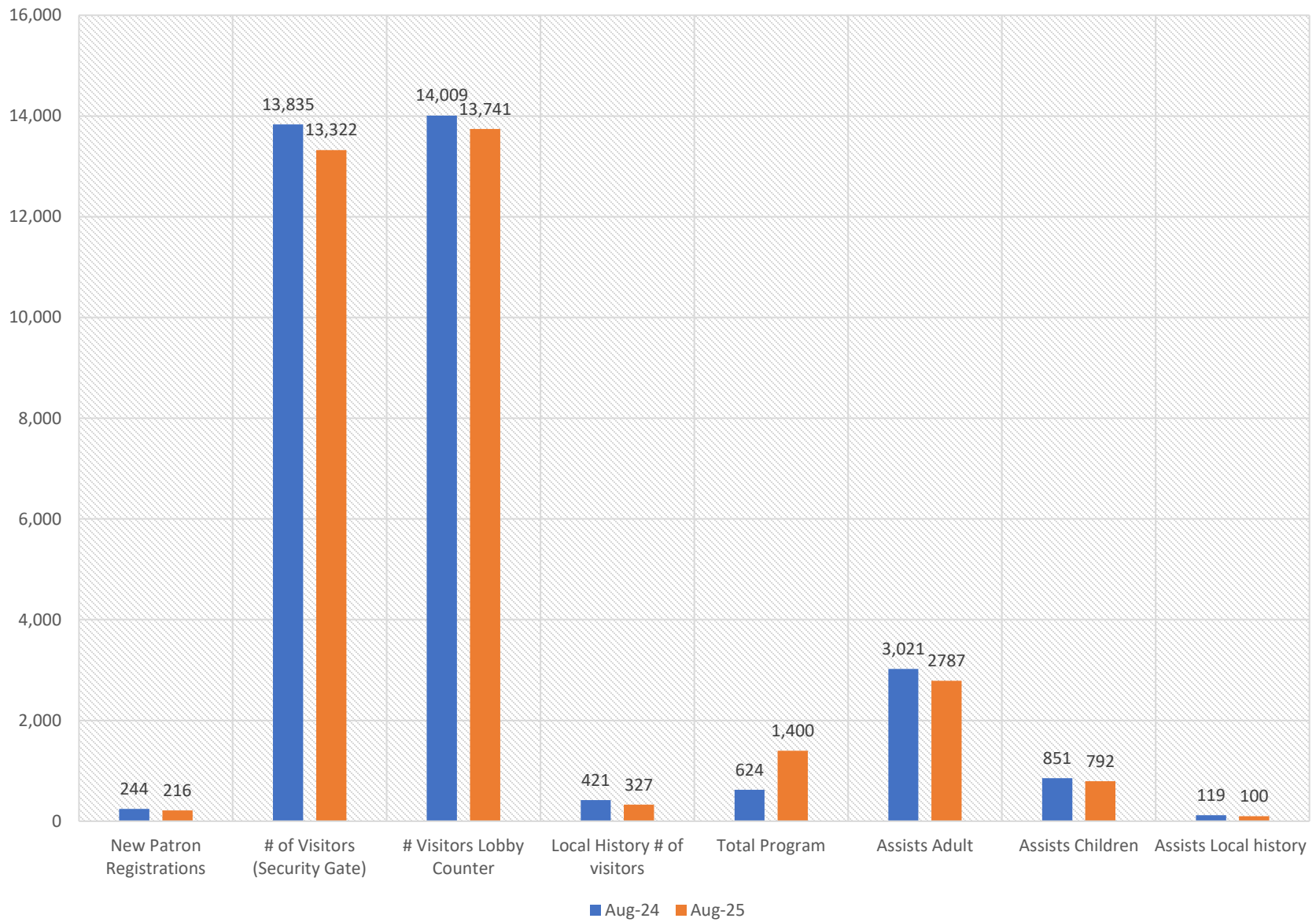
Projected Change from 2024



August Interlibrary Loans



Other August Stats





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Reference & Reader's Advisory Services Policy

Definition:

Reference Service Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. (Reference and User Services Association (RUSA))

Readers' Advisory Services is provided by public services librarians who assist in the reading needs of the patrons of a public library. A readers' advisor recommends specific titles and/or authors, based on knowledge of the patron's past reading preferences, and may also compile lists of recommended titles.

Introduction: Staff trained to provide reference service and materials are available all hours the library is open. Decatur Public Library (DPL) staff will respond to all reference and information questions as efficiently, accurately, and completely as possible, and in a timely manner. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with on-site resources are referred to the appropriate non-library resources. Every attempt is made to provide accurate answers to all questions. When possible, staff will refer patrons to authoritative, reputable sources, and offer supporting documentation or information upon further inquiry. Patrons have a right to be informed of the sources used to answer their questions.

Readers' Advisory Services answer questions that have more to do with the patron's leisure reading than their informational needs. Readers' advisory covers both fiction and nonfiction titles. Readers' advisory shall be provided in the following methods: formal or informal readers' advisory interviews with staff; bestseller lists; displays; genre labels; library resources such as NoveList. Readers' advisory is provided to all ages and without judgment of reading tastes or interests.

Access

The library will provide reference services and materials to all persons regardless of the age, race, gender, national origin, economic status, religion, sexual orientation, or disability. Patrons do not need to be registered DPL cardholders to use library facilities, reference materials or services. Service is provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, e-mail, instant message, or other forms of technology as they emerge. The reference questions of patrons present at the library are given the highest priority.

Confidentiality

The needs of library patrons are treated with respect. Names of patrons and the transactions which occur between patrons and the staff are confidential and not discussed outside a professional context.

Services

Insofar as it is possible, reference services shall not only meet but also anticipate patron needs. The library shall provide instruction in the effective use of its resources. Such instruction can include individual explanation of information resources, written guides and instructions, group presentations, videos, or other forms of technology as they emerge. Print and electronic resources are available to assist staff and patrons in answering questions. Electronic books and subscription databases are available remotely to DPL cardholders, except where not permitted by license agreements.

Reference staff may be available to work one-on-one with patrons to assist in their information needs. Staff instructional sessions include, but are not limited to, using library's research databases, training on Internet, basic Microsoft products, and specific electronic devices such as e-readers. Staff set reasonable limits on the amount of time and level of response given to patron requests for information in order to ensure equal and fair access to reference services for all patrons. Staff reserves the right to schedule appointments for one-on-one sessions as time permits.

Staff may assist patrons with basic computer operations and applications and/or refer patrons to other resources for further assistance. When assisting with computer resources, staff will not enter personal information for patrons.

Limits of Services

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice. Staff will not engage in conversation or debate of a personal nature, including but not limited to religious or political beliefs, or their personal lives. Patrons may not expect to work exclusively with a particular staff member.

Evaluation of Reference Service and the Reference Policy

The library will evaluate its service every three years to assure that the service furthers the institution's goals, and the goals reflect the needs and interest of the community served.

Approved by the Decatur Public Library Board of Trustees
November 2019, October 2022

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 8/1/2025 to 8/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
168666	08/07/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,502.12	OFFICE SUPPLIES
168676	08/07/2025	CAMERON, LEA 1 HOUR YOGA CLASS	35.00	OTHER LIBRARY GRANT EXI
168678	08/07/2025	CDW GOVERNMENT INC BLANKET - OFFICE SUPPLIES AND COMPUTER HARI	854.75	SMALL CAPITAL ITEMS
168704	08/07/2025	IHLS-OCLC FY2025 LIBRARYIQ	4,000.00	MEMBERSHIP FEES
168705	08/07/2025	IHLS-OCLC FY2025 SHARE MEMEBERSHIP FEE 07/01-06/30/26	66,204.87	MEMBERSHIP FEES
168706	08/07/2025	IHLS-OCLC FY2026 OCLC SERVICE FEE 07/01-06/30/26	7,416.78	MEMBERSHIP FEES
168707	08/07/2025	IHLS-OCLC FY2026 SOLUS LIBRARY APP CUST TEMP & RFID	750.00	MEMBERSHIP FEES
168712	08/07/2025	ILLINOIS STATE TREASURER'S OFFICE REMIT UNCLAIMED PROPERTY THROUGH 06/30/25	6.00	OFFICE SUPPLIES
168719	08/07/2025	JAMES T BOWLING TRUSTEE HEAD SHOT & PHOTO SESSION 2025	225.00	PROFESSIONAL SERVICES
168724	08/07/2025	KILEY KLEIN, LTD LEGAL REPRESENTATION FOR JULY PHONE & EMAIL	1,336.50	PROFESSIONAL SERVICES
168735	08/07/2025	MADCAP PRODUCTIONS PUPPET THEATRE MADCAP PUPPET PERFORMANCES (3)	1,903.00	OTHER LIBRARY GRANT EXI
168736	08/07/2025	MARISSA AREA PUBLIC LIBRARY DISTRICT PAYMENT FOR LOST MATERIALS	20.00	LOST OR DAMAGED BOOKS
168742	08/07/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	717.69	BOOKS & PERIODICALS
168748	08/07/2025	NEWSBANK, INC. ANNUAL SUBSCRIPTION- AMERICA'S NEWS 10/25-09	20,477.00	BOOKS & PERIODICALS
168751	08/07/2025	PAETEC BLANKET - TELEPHONE SERVICE	17.53	TELEPHONE
168754	08/07/2025	PRODUCT LLC COMPLETION OF FURNITURE PROJECT	1,000.00	PROFESSIONAL SERVICES
168786	08/07/2025	ULINE ECONOMY T-SHIRT BAGS - 6 CASES	239.80	OFFICE SUPPLIES
168801	08/07/2025	WESTVILLE PUBLIC LIBRARY DISTRICT PAYMENT FOR LOST MATERIALS	5.99	LOST OR DAMAGED BOOKS

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 8/1/2025 to 8/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
168803	08/07/2025	YUNAN CHANG, LLC DPL 150TH B-DAY PARTY FULL BALANCE DUE	11,045.02	OTHER LIBRARY GRANT EXI
168807	08/14/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	2,438.06	OFFICE SUPPLIES
168823	08/14/2025	COMMERCIAL MAIL SERVICES JULY 14 - AUG 1'25	426.85	POSTAGE
168834	08/14/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	2,383.95	SECURITY
168848	08/14/2025	FREITAG, PATTI SRC TREATS FOR AUGUST 2025	27.30	OTHER LIBRARY GRANT EXI
168868	08/14/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	679.00	BOOKS & PERIODICALS
168932	08/21/2025	AMAZON PAYMENTS RETURN -OFFICE SUP, OTHER GRANTS, HARDWARE BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	6,190.03	BOOKS & PERIODICALS
168940	08/21/2025	CANON FINANCIAL SERVICES, INC BLANKET - SERVICE COPIERS & PRINTERS	803.78	SERV-OFFICE EQUIPMENT
168945	08/21/2025	CITYBLUE TECHNOLOGIES LLC EPSON PRINTER INK - JUNE	175.71	OFFICE SUPPLIES
168948	08/21/2025	COMMERCIAL MAIL SERVICES AUG'25 MONTHLY POSTAGE FEES	257.14	POSTAGE
169007	08/21/2025	NOVEL IDEAS GIFT CARD 5300	100.00	OTHER LIBRARY GRANT EXI
169010	08/21/2025	PAETEC BLANKET - TELEPHONE SERVICE	43.10	TELEPHONE
169013	08/21/2025	PEERLESS NETWORK, INC ACCT 1212890	335.24	TELEPHONE
169046	08/21/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	531.90	PROFESSIONAL SERVICES
169048	08/21/2025	VERIZON WIRELESS ACCT 980380645-00001	161.82	TELEPHONE
169049	08/21/2025	VITAL EDUCATION AND SUPPLY REPLACEMENT AED PADS	84.11	SMALL CAPITAL ITEMS
169072	08/28/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	6,038.32	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 8/1/2025 to 8/31/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
169103	08/28/2025	EMPATHY STUDIOS, LLC HOMELESS TRAININGS - NICHE ACADEMY	539.00	CONFERENCES & TRAVEL
169133	08/28/2025	LAKE LAND COLLEGE PAYMENT FOR LOST MATERIALS	56.55	LOST OR DAMAGED BOOKS
169140	08/28/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	409.85	OFFICE SUPPLIES
20004436	08/21/2025	DELL INC. DELL PRO 24 ALL IN ONE QB25250 (8)	10,644.32	SMALL CAPITAL ITEMS
23007064	08/07/2025	AAE HOLDINGS, INC ELLEN HOPKINS ENGAGEMENT 9/18/25 TRAVEL BUY	3,000.00	OTHER LIBRARY GRANT EXI
23007071	08/14/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,384.56	OTHER LIBRARY GRANT EXI
23007075	08/21/2025	REGIONS/CREDIT CARD ACCT 2191	5,932.47	OTHER LIBRARY GRANT EXI
23007114	08/21/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
23007115	08/21/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,461.48	OTHER LIBRARY GRANT EXI
Total for: 35			162,281.59	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
168666	08/07/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	447.69	BOOKS & PERIODICALS
169072	08/28/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	267.58	BOOKS & PERIODICALS
Total for: 59			715.27	
Total for All:			\$162,996.86	

VENDOR NAME	AMOUNT
AAE HOLDINGS, INC Total	\$3,000.00
AMAZON PAYMENTS Total	\$6,190.03
BAKER & TAYLOR CO Total	\$10,693.77
CAMERON, LEA Total	\$35.00
CANON FINANCIAL SERVICES, INC Total	\$803.78
CDW GOVERNMENT INC Total	\$854.75
CITYBLUE TECHNOLOGIES LLC Total	\$175.71
COMMERCIAL MAIL SERVICES Total	\$683.99
DECATUR CIVIC CENTER AUTHORITY Total	\$2,383.95
DELL INC. Total	\$10,644.32
EMPATHY STUDIOS, LLC Total	\$539.00
FREITAG, PATTI Total	\$27.30
IHLS-OCLC Total	\$78,371.65
ILLINOIS STATE TREASURER'S OFFICE Total	\$6.00
JAMES T BOWLING Total	\$225.00
JESSICA HILL CONSULTING LLC Total	\$2,846.04
JONES & THOMAS Total	\$420.00
KANOPY Total	\$679.00
KILEY KLEIN, LTD Total	\$1,336.50
LAKE LAND COLLEGE Total	\$56.55
MADCAP PRODUCTIONS PUPPET THEATRE Total	\$1,903.00
MARISSA AREA PUBLIC LIBRARY DISTRICT Total	\$20.00
MIDWEST TAPE, LLC Total	\$1,127.54
NEWSBANK, INC. Total	\$20,477.00
NOVEL IDEAS Total	\$100.00
PAETEC Total	\$60.63
PEERLESS NETWORK, INC Total	\$335.24
PRODUCT LLC Total	\$1,000.00
REGIONS/CREDIT CARD Total	\$5,932.47
ULINE Total	\$239.80
UNIQUE MANAGEMENT SERVICES Total	\$531.90
VERIZON WIRELESS Total	\$161.82
VITAL EDUCATION AND SUPPLY Total	\$84.11
WESTVILLE PUBLIC LIBRARY DISTRICT Total	\$5.99
YUNAN CHANG, LLC Total	\$11,045.02
Grand Total	\$162,996.86

DPL FY2025 Budget Report
Prepared September 10, 2025
At the end of August 67% of
the year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ 1,873,960.90	58.2%	\$ 1,734,497.03	8.0%
All Other	\$ 1,440,919	30.9%	\$ 993,340.91	68.9%	\$ 1,027,136.54	-3.3%
Total Revenue	\$ 4,663,458		\$ 2,867,301.81	61.5%	\$ 2,761,633.57	3.8%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
<u>Personnel</u>						
Payroll	\$ 1,867,224		\$ 1,290,730.67	69.1%	\$ 1,199,474.61	7.6%
Benefits	\$ 1,040,424		\$ 710,611.33	68.3%	\$ 637,629.30	11.4%
	\$ 2,907,648	57.5%	\$ 2,001,342.00	68.8%	\$ 1,837,103.91	8.9%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 148,148.82	60.5%	\$ 65,990.89	124.5%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 104,352.94	0.0%
Lost/Damage	\$ 1,600		\$ 706.56	44.2%	\$ 525.40	34%
Total Materials	\$ 350,620	9.3%	\$ 253,258.66	72.2%	\$ 170,869.23	48.2%

Professional Services

Security	\$ 22,500		\$ 16,969.69	75.4%	\$ 36,014.00	-52.9%
Professional Services	\$ 50,000		\$ 36,095.89	72.2%	\$ 46,283.30	-22.0%
Bank Service Charges	\$ 250		\$ 198.08	79.2%	\$ 152.80	30%
Total	\$ 72,750	1.9%	\$ 53,263.66	73.2%	\$ 46,436.10	14.7%

Allocations

Administrative Fee	\$	189,792		\$	126,528.00	66.7%	\$	98,488.00	28.5%
MIS	\$	19,967		\$	13,304.00	66.6%	\$	10,888.00	22.2%
	\$	209,759	5.5%	\$	139,832.00	66.7%	\$	109,376.00	27.8%

Grants

Other grants	\$	150,000		\$	128,034.30	85.4%	\$	51,121.76	150.4%
	\$	150,000	4.0%	\$	128,034.30	85.4%	\$	51,121.76	150.4%

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

Postage	\$	5,000		\$	4,480.44	89.6%	\$	3,584.28	25.0%
Service to Office Equipment	\$	25,000		\$	10,393.14	41.6%	\$	19,214.04	-45.9%
Telephone	\$	6,000		\$	4,703.81	78.4%	\$	4,355.12	8.0%
Software	\$	45,000		\$	46,125.57	102.5%	\$	45,388.99	1.6%
Office Supplies	\$	40,000		\$	24,132.22	60.3%	\$	16,963.24	42.3%
Small Capital	\$	50,000		\$	41,174.44	82.3%	\$	39,005.46	5.6%
	\$	171,000	4.5%	\$	131,009.62	76.6%	\$	128,511.13	1.9%

Staff Development

Conferences/Training/Travel	\$	35,000		\$	7,410.50	21.2%	\$	14,360.50	-48.4%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	71,000		\$	81,129.90	114.3%	\$	73,228.85	10.8%
	\$	116,000	3.1%	\$	88,540.40	76.3%	\$	87,589.35	1.1%

Insurance

Unemployment	\$	1,176		\$	784.00	66.7%	\$	752.00	4.3%
Risk Management	\$	111,948		\$	74,632.00	66.7%	\$	62,408.00	19.6%
	\$	113,124	3.0%	\$	75,416.00	66.7%	\$	63,160.00	19.4%

Building Costs

Transfer to Capital	\$	375,000		\$	350,000.00	93.3%	\$	-	#DIV/0!
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Rent	\$	589,583		\$	392,920.00	66.6%	\$	392,920.00	0.0%
Supplies	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Maintenance	\$	-		\$	7,785.00	#DIV/0!	\$	-	#DIV/0!
Total Building	\$	964,583	25.5%	\$	750,705.00		\$	392,920.00	91.1%
Total Operations/Services	\$	2,148,736	56.8%	\$	1,620,059.64	75.4%	\$	1,050,506.95	54.2%
Total Expenses	\$	5,056,384		\$	3,621,401.64	71.6%	\$	2,887,610.86	25.4%
Revenue Minus Expense	\$	(392,926)		\$	(754,099.83)		\$	(125,977.29)	498.6%

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	\$ 499,725.49	\$ -	\$ 1,165,326.35
8/1/2025	\$ 1,165,326.35	\$ 407,246.59	\$ 236,028.07	\$ -	\$ 1,336,544.87
9/1/2025	\$ 1,336,544.87				
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	\$	118.42	\$	116,316.50	\$	54,054.81
9/1/2025	\$	54,054.81						
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	\$ 2.23	\$ -	\$ 5,929.52
9/1/2025	\$ 5,929.52			
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	\$	12.79	\$	-	\$	33,133.74
9/1/2025	\$	33,133.74						
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	\$ 1,125.45	\$ 715.27	\$ 14,178.36
9/1/2025	\$ 14,178.36			
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	\$ 497,958.44	\$ -	\$ 1,388,395.66
8/1/2025	\$ 1,388,395.66	\$ 408,505.48	\$ 353,059.84	\$ -	\$ 1,443,841.30
9/1/2025	\$ 1,443,841.30	\$ -	\$ -	\$ -	
10/1/2025	\$ -	\$ -	\$ -	\$ -	
11/1/2025	\$ -	\$ -	\$ -	\$ -	
12/1/2025	\$ -	\$ -	\$ -	\$ -	

1/1/2026 \$ -

By August we have usually collected 81% of PPRT. We have currently collected 52% of budgeted.

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,222,539	\$ 3,191,497	\$ (31,042)
PPRT	\$ 592,000	\$ 380,448	\$ (211,552)
State Grants or other	\$ 104,020	\$ 104,120	\$ 100
Other Grants	\$ 150,000	\$ 150,000	\$ -
PILOT	\$ 556,299	\$ 556,299	\$ -
Fines	\$ 4,500	\$ 8,366	\$ 3,866
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 2,405	\$ (2,595)
Copies/Miscellaneous	\$ 14,000	\$ 9,813	\$ (4,187)
Meeting Room Fees	\$ 4,000	\$ 5,926	\$ 1,926
Interest Income	\$ 6,000	\$ 3,748	\$ (2,252)
Investment Income	\$ 5,000	\$ 16,193	\$ 11,193
Sale of Property	\$ -	\$ 39,037	\$ 39,037
Reimbursement of Expenses	\$ -	\$ 6,362	
Totals	\$ 4,663,458	\$ 4,474,213	\$ (189,245)

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	\$ 450	\$ 450
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 7,785	\$ (7,785)
Service to Office Equipment	\$ 25,000	\$ 11,993	\$ 13,007
IT Services	\$ 19,967	\$ 19,967	\$ -
Telephone/Internet	\$ 6,000	\$ 7,340	\$ (1,340)
Banking Service Charges	\$ 250	\$ 356	\$ (106)
Conferences/Travel/Continuing Education	\$ 35,000	\$ 10,309	\$ 24,691
General Fund	\$ 189,792	\$ 189,792	\$ -
Postage	\$ 5,000	\$ 6,971	\$ (1,971)
Security	\$ 22,500	\$ 25,455	\$ (2,955)
Computer Software	\$ 45,000	\$ 63,836	\$ (18,836)
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 50,000	\$ 47,192	\$ 2,808

Membership Fees	\$ 71,000	\$ 81,916	\$ (10,916)
Per Capita Grant	\$ 104,020	\$ 104,403	\$ (383)
Other Grant	\$ 150,000	\$ 150,000	\$ -
Office Supplies	\$ 40,000	\$ 38,842	\$ 1,158
Risk Management	\$ 111,948	\$ 111,948	\$ -
Small Capital	\$ 50,000	\$ 50,000	\$ -
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,564	\$ 36
Transfer to Capital Fund	\$ 375,000	\$ 350,000	\$ 25,000
Total operating	\$ 2,148,736	\$ 2,125,878	\$ 22,858
Total expense	\$ 5,056,384	\$ 5,013,425	\$ 42,959
Surplus (deficit)	\$ (392,926.00)	\$ (539,212)	
	\$ (17,926.00)	\$ (189,212)	