



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, February 19, 2026

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda— (Approval of Agenda; Approval of the January 15, 2026 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, Alissa Henkel, Carol Ziese **(Discussion)**
- VI. **City Librarian’s report**—Rick Meyer **(Discussion)**
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Samantha Carroll
 - i. Lifetime Suspension (Action)

- ii. Collection Development Policy (Action)
- iii. Volunteer Policy (Action)
- iv. Other

B. Finance and Properties Committee—Sofia Xethalis

- i. Capital Needs (**Discussion**)
- ii. January 2026 Check Register & Vendor Report (**Action**)
- iii. January 2026 Actuals (**Discussion**)
- iv. Financial Policies (**Discussion**)
- v. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library – Samantha Carroll

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

E. Illinois Heartland Library System

- i. No Report

VIII. Old Business

- A. Other (**Discussion**)

IX. New Business

- A. Possible Mural (**Action**)
- B. Other (**Discussion**)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES January 15, 2025 Meeting Minutes 4:30pm

Present:

Karl Coleman
Paula Cross
Ashley Petty
Kaylee Ledbetter
Emily West
Joren Martin
Samantha Carroll
Sofia Xethalis

Absent:

Peggy Ankrum

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

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:32 pm.

Consent Agenda (Approval of Agenda; Approval of December 11, 2025 Regular Meeting Minutes) (Action) Ms. Carroll requested correction to minutes as to remove the listing that she voted for agenda and minutes. Ms. Xethalis then made a motion to approve the agenda and minutes with the correction, seconded by Ms. Carroll. All in favor. Motion approved.

Public comments: None

Written Communications from the Public: None

Appeal of Suspension: No appearance

Division Head Reports (Discussion) Ms. Dampitz gave summation of 150 anniversary celebration year noting booklets arriving in June. Ms. Henkel noted 16 applications have been received for Programming Librarian position.

City Librarian's Report (Discussion) Mr. Meyer shared 2025 statistics and performance results.

Reports of Committees:

- A. Personnel, Policy & Public Relations Committee
 - i. Ethics/Gifts Policy – Ms. Carroll made a motion to approve, seconded by Joren Martin. Mr. Coleman requested a roll call vote Kaylee Ledbetter yes, Mr. Martin yes, Ashley Petty yes, Ms. Carroll yes, Paula Cross yes, Mr. Coleman yes, Emily West yes, Ms. Xethalis yes. The motion was adopted.
 - ii. Collection Development Policy (Tabled)
 - iii. Emergency Succession Plan – Ms. Carroll made a motion to approve, seconded by Ms. Cross. All in favor. Motion adopted.
 - iv. Other – Mr. Meyer explained the webinar "Tell Your Story"
- B. Finance and Properties Committee
 - i. Capital Needs – Mr. Meyer stated no updates available.
 - ii. December 2025 Check Register – Ms. West motioned to approve the register, seconded by Mr. Martin. Mr. Coleman requested a roll call vote, Ms. Ledbetter yes, Mr. Martin yes, Ms. Petty yes, Ms. Carroll yes, Ms. Cross yes, Mr. Coleman yes, Ms. West yes, and Ms. Xethalis yes. The motion was adopted.
 - iii. December 2025 Actuals – Mr. Meyer reviewed the budget actuals.
- C. Foundation – Mr. Meyer announced the Annual Appeal is going well.
- D. Friends of the Library – Ms. Carroll now sits on the FOL Board.
- E. Illinois Heartland Library System – No report

Old Business None

New Business

- A. Nominating Committee – Mr. Coleman appointed Ms. Cross and Ms. Petty to the Nominating Committee.
- B. Election of Secretary – Ms. Xethalis nominated Ms. West, seconded by Ms. Ledbetter. All in favor. Motion adopted.
- C. Approval of 2026 Meeting Schedule – Mr. Martin motioned to approve, seconded by Ms. Cross. All in favor. Motion adopted.
- D. Other Discussion - None

Adjournment

Ms. Carroll made a motion to adjourn at 5:45pm, seconded by Ms. Petty. All in favor. The motion was adopted.

Scribe:

Rhonda Patton, Executive Administrative Assistant

Draft 1/16/2025

	Jan-25	Jan-26	Change from 2025	% of Total	2025 Total	2026 Projection	Projected Change	February 2024- January 2025	February 2025- January 2026	Change in 12-Month Trend
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned *	15,597	15,777	1.2%	67.8%	190,062	192,255	1.2%	181,472	187,790	3.5%
Number of Young Adult Materials Loaned *	615	630	2.4%	2.7%	9,405	9,634	2.4%	8,842	9,420	6.5%
Number of Children's Materials Loaned *	6,142	6,857	11.6%	29.5%	83,636	93,372	11.6%	81,670	84,351	3.3%
Total Number of Materials Loaned	22,354	23,264	4.1%		283,103	295,262	4.3%	271,984	281,561	3.5%

	Jan-25	Jan-26	Change from 2025	% of Total	2025 Total	2026 Projection	Projected Change	February 2024- January 2025	February 2025- January 2026	Change in 12-Month Trend
Circulation by Material Type										
Books Loaned--Physical **	12,500	12,934	3.5%	55.6%	162,742	168,392	3.5%	160,997	163,176	1.4%
Videos/DVDs Loaned--Physical **	3,468	3,062	-11.7%	13.2%	38,629	34,107	-11.7%	40,345	38,223	-5.3%
Audios, Including Music Loaned--Physical **	505	564	11.7%	2.4%	8,923	9,965	11.7%	8,068	8,982	11.3%
Magazines/Periodicals Loaned--Physical **	226	219	-3.1%	0.9%	2,514	2,436	-3.1%	2,788	2,507	-10.1%
Other Items Loaned--Physical **	8	5	-37.5%	0.0%	135	84	-37.5%	175	132	-24.6%
E-books	1,871	2,014	7.6%	8.7%	20,760	22,347	7.6%	1871	20,903	1017.2%
E-audio	2,956	3,547	20.0%	15.2%	37,122	44,544	20.0%	2956	37,713	1175.8%
E-video	820	919	12.1%	4.0%	12,278	13,760	12.1%	820	9,925	1110.4%
Total Item Circulation	22,354	23,264	4.1%		283,103	295,636	4.4%	218,020	281,561	29.1%
Total E Circ	5647	6,480	14.8%		70160	80,509	14.8%	59,611	68,541	15.0%
Successful Retrieval of Electronic Information	44,319	34,038	-23.2%		544,513	418,198	-23.2%	415,298	534,232	28.6%
Electronic Content Use	49,966	40,518	-18.9%		614,673	443,505	-27.8%	474,909	602,773	26.9%
Total Collection Use	66,673	63,782	-4.3%		827,616	711,293	-14.1%	687,282	815,793	18.7%

	Jan-25	Jan-26	Change from 2025	% of Total	2025 Total	2026 Projection	Projected Change	February 2024- January 2025	February 2025- January 2026	Change in 12-Month Trend
Interlibrary Loan										
Interlibrary Loans Provided To Other Libraries	3,346	3,181	-4.9%	56.1%	35,508	33,757	-4.9%	38,728	35,343	-8.7%
Interlibrary Loans Received FROM Other Libraries	2,496	2,493	-0.1%	43.9%	33,218	33,178	-0.1%	31,092	33,215	6.8%
Total ILL Transactions	5,842	5,674	-2.9%		68,726	66,935	-2.6%	69,820	68,558	-1.8%

Other Stats	Jan-25	Jan-26	Change from 2025	2025 Total	2026 Projection	Projected Change	February	February	Change in 12-Month Trend
							2024- January 2025	2025- January 2026	
New Patron Registrations	161	192	19.3%	2,295	2,737	19.3%	2,220	2,326	4.77%
# of Visitors (Security Gate)	11,959	13,700	14.6%	168,915	193,506	14.6%	161,865	170,656	5.43%
# of visitors Lobby	12,468	13,248	6.3%	175,547	186,529	6.3%	164,568	176,327	7.15%
Local History # of visitors	389	267	-31.4%	4,650	3,192	-31.4%	4,890	4,528	-7.40%
Synchronous Age 0-5 Programs		7							
Synchronous Age 6-11 Programs		3							
Synchronous Young Adult Programs		18							
Synchronous Adult Programs		30							
Synchronous General Interest Programs		2							
Total Synchronous Programs		60							
Synchronous Age 0-5 Attendance	150	272	81.3%	3,781	6,856	81.3%			
Synchronous Age 6-11 Attendance	179	277	54.7%	6,764	10,467	54.7%			
Synchronous Young Adult Attendance	82	75	-8.5%	593	542	-8.5%			
Synchronous Adult Attendance	220	256	16.4%	3,323	3,867	16.4%			
Synchronous General Interest Attendance	17	10	-41.2%	3,685	2,168	-41.2%			
Total Synchronous Attendance	648	890	37.3%	18,146	24,708	36.2%			
Self-Directed Age 0-5 Programs		2							
Self-Directed Age 6-11 Programs		1							
Self-Directed Young Adult Programs		1							
Self-Directed Adult Programs		3							
Self-Directed General Interest Programs		0							
Total Self-Directed Programs		7							
Self-Directed Age 0-5 Participants	624	142	-77.2%	2,449	557	-77.2%			
Self-Directed Age 6-11 Participants	284	217	-23.6%	1,295	989	-23.6%			
Self-Directed Young Adult Participants	79	55	-30.4%	466	324	-30.4%			
Self-Directed Adult Participants	211	155	-26.5%	1,376	1,011	-26.5%			
Self-Directed General Interest Participants	0	0		0	#DIV/0!	#DIV/0!			
Total Program Participants	1,198	569	-52.5%	23,576	22,338	-5.3%			
Synchronous In-Person Programs		51							
Synchronous Off-Site Programs		5							
Synchronous Virtual Programs		4							
Total Synchronous Programs		60							
Synchronous In-Person Attendance	353	332	-5.9%	11,936	11,226	-5.9%			
Synchronous Off-Site Attendance	170	502	195.3%	5,197	15,346	195.3%			
Synchronous Virtual Attendance	125	56	-55.2%	1,013	454	-55.2%			
Total Synchronous Attendance	648	890	37.3%	18,146	24,923	37.3%			
Asynchronous Virtual Programs		3							

Asynchronous Virtual Views	29	64	120.7%	895	1,975	120.7%			
Public Sessions	1,664	1,780	7.0%	21,753	23,269	7.0%	18,330	21,869	19.31%
Wireless Sessions	1,635	2,663	62.9%	20,028	32,621	62.9%	16,266	21,056	29.45%
Website Sessions	12,755	11,237	-11.9%	136,734	120,461	-11.9%	126,677	135,216	6.74%
Unique Visits	7,274	6,180	-15.0%	77,852	66,143	-15.0%	73,454	76,758	4.50%
Page Views	23,840	17,914	-24.9%	254,871	191,517	-24.9%	260,166	248,945	-4.31%
Self Checks	5,944	6,601	11.1%	82,062	91,132	11.1%	81,297	82,719	1.75%
Percentage of Self Checks	0	1	15.8%	0	1	15.8%	6	6	0.04%
Assists Adult	2,573	2,748	6.8%	31,723	33,881	6.8%	34,437	31,898	-7.37%
Assists Children	911	1,038	13.9%	12,931	14,734	13.9%	12,980	13,058	0.60%
Assists Local history	97	70	-27.8%	1,155	834	-27.8%	1,251	1,128	-9.83%
In-Depth Assists		65	#DIV/0!	1,032	0	-100.0%	1,274	1,335	4.79%
IT help calls	122	100	-18.0%	1,392	1,141	-18.0%	237,802	265,021	11.45%
Searches in Catalog	10,195	10,715	5.1%	275,116	289,148	5.1%	15,240	24,820	62.86%
Number of Items processed	1,075	0	-100.0%	15,180	0	-100.0%	15,990	9,269	-42.03%
Number of Items Withdrawn from Collection	830	0	-100.0%	10,099	0	-100.0%	2,723	2,977	9.33%
Number of mended items	154	0	-100.0%	3,131	0	-100.0%	5,646	6,540	15.83%
Number of items ordered	450	0	-100.0%	6,990	0	-100.0%	12,389	10,282	-17.01%
Number of records added to database	921	0	-100.0%	11,203	0	-100.0%	0	0	#DIV/0!



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Collection Development Policy

Purpose

- The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Decatur community.
- As the community changes, Decatur Public Library (DPL) reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection
- This policy does not apply to collection development for the Archives and Special Collections Division of DPL.

Principles

The Library strives to achieve broad and sustained use of its physical and digital offerings. Decatur Public Library will regularly review the collection to ensure it reflects the diversity of needs, interests, perspectives and backgrounds in the community.

The Library also strives to create opportunities for exploration by offering access to materials that honor and reflect a broad spectrum of cultures, traditions, and ideas both present in the community and beyond.

The controversial nature of certain subjects, authors, or language will not be cause for automatic inclusion or exclusion. Each item is considered based on its individual merit and potential role in the collection. Decatur Public Library does not endorse all of the ideas found in its collections or the discussions those ideas may inspire, but provides the space for those ideas and opportunities for the discussion they may inspire.

- 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 adopts the American Library Association's [Library Bill of Rights](#) and its [Freedom to View](#) and [Freedom to Read](#) Statements.
- Decatur Public Library is committed to being a good steward of the community's tax dollars and assets.

Responsibility for Selection

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

Scope

The collection is designed to meet the diverse needs of DPL users of all ages and takes into consideration our community and its interests, demographic makeup, the diversity of American society, and professional standards of collection development. Textbooks and scholarly materials may be acquired only when they serve the general public by providing information on subjects where little or no material is available in other forms. Materials of a highly specialized, academic, or technical nature are typically excluded from the collection.

While the Library does not purchase self-published materials, it may maintain a circulating collection of donated, self-published materials by local authors, subject to the selection and scope guidelines set forth in this policy. Due to the challenge of verifying the factuality of self-published non-fiction, any such collection will focus primarily on fiction and/or poetry.

Selection Criteria

Material selection criteria are informed by:

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

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

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

Formats

A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The Library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria.

Special Collections

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

Networks

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

Deselection

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

Gifts and Donations

Decatur Public Library encourages and accepts donations of materials with the understanding that decisions about adding gifts to the collection will be based on the same criteria that govern purchased materials. The donor of gift materials does so with the understanding that the Library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. All donations of books are reviewed by selectors for possible addition to DPL collection. Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sales. Gifts to the Library cannot be returned to donor.

Reconsideration of Library Materials

Any citizen may request that the Library reconsider materials that are part of the collection. If a citizen wishes to make a complaint they should do so by calling the library administration office or contacting the City Librarian at citylibrarian@decaturlibrary.org. The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question. The ad hoc committee will report their findings within two weeks of its appointment. The City Librarian will use the findings of the committee to assist their decision regarding the retention of the item. The complainant will be notified in writing of the City Librarian's decision within one month of receipt of complaint. DPL will not remove materials from its collection due to partisan or doctrinal reasons. The City Librarian shall include information on any formal complaints, and their decision with regard to the challenged materials, in the monthly report to the Library Board.

Review of Policy

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

Approved by the Decatur Public Library Board of Trustees

October 18, 2018

Amended by the Decatur Public Library Board of Trustees

November 19, 2020

**Reviewed by the Decatur Public Library Board of Trustees
September 15, 2022**
**Reviewed by the Decatur Public Library Board of Trustees
February 15, 2024**
**Amended by the Decatur Public Library Board of Trustees
February 19, 2026**



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Volunteer Policy

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

Purpose of Volunteer Policy:

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

Definition of “Volunteer”:

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

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

Who Can Volunteer:

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

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

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

All volunteers who begin service after October 16, 2020 will agree to undergo a background check prior to beginning their duties at the library. All volunteers who began service prior to that date will agree to undergo a background check no later than December 31, 2020. Any volunteer unwilling to undergo a background check will no longer be eligible to serve the library in that capacity. Any volunteer or volunteer applicant who is found to be a convicted sex offender or to have been convicted of a violent crime in the last five years will not be eligible to serve the library in that capacity.

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

Supervision:

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

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

Behavior:

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

Volunteer Training:

All volunteers will receive an orientation to the program they will be working with and a tour of the Library.

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

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

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

Volunteer Recognition:

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

Approved by the Decatur Public Library Board of Trustees February 16, 2017.

**Amended by the Decatur Public Library Board of Trustees October 16, 2020. Reviewed
11/16/2023.**

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 1/1/2026 to 1/31/2026**

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
171554	01/08/2026	CAMERON, LEA 2025 1 HOUR YOGA CLASS 12/06/25	35.00	OTHER LIBRARY GRANT EXI
171555	01/08/2026	CANON FINANCIAL SERVICES, INC 2025 CUST # 916230 2025 CONTRACT # 916230-1 BLANKET - SERVICE COPIERS & PRINTERS	1,681.50	SERV-OFFICE EQUIPMENT
171560	01/08/2026	CITYBLUE TECHNOLOGIES LLC 2025 EPSON PRINTER INK DECEMBER	175.71	OFFICE SUPPLIES
171562	01/08/2026	COMMERCIAL MAIL SERVICES 2025 - DEC 16 - DEC 31, 2025 MONTHLY POSTAGE FE	137.04	POSTAGE
171565	01/08/2026	DECATUR PARK DISTRICT 2025 TREES ON TEES	250.00	OTHER LIBRARY GRANT EXI
171571	01/08/2026	EYCHISON, KATIE 2025 HOLIDAY OPEN HOUSE 150TH EVENT	95.61	OTHER LIBRARY GRANT EXI
171574	01/08/2026	FREITAG, PATTI SRC JAN 2026 NEW YEARS TREATS	25.16	OTHER LIBRARY GRANT EXI
171575	01/08/2026	G. BRADLEY PUBLISHING INC 2025 DECATUR BOOKS	285.00	BOOKS & PERIODICALS
171576	01/08/2026	GIGGLES OF DECATUR LLC 2025 COOKIE COUPONS FOR WRP	999.00	OTHER LIBRARY GRANT EXI
171590	01/08/2026	NICHE ACADEMY LLC NICHE ACADEMY RENEWAL 2026	2,520.00	CONFERENCES & TRAVEL
171593	01/08/2026	PAETEC BLANKET - TELEPHONE SERVICES	17.84	TELEPHONE
171594	01/08/2026	PAWPRINT MINISTRIES 2025 SPRING SESSIONS FOR 2025	400.00	OTHER LIBRARY GRANT EXI
171595	01/08/2026	PEASE, CONNIE L 2025 YOGA 9 SESSIONS 1 HOUR EACH	315.00	OTHER LIBRARY GRANT EXI
171601	01/08/2026	STRIGLOS/HAINES & ESSICK 2026 CALENDARS	98.28	OFFICE SUPPLIES
171605	01/08/2026	VERIZON WIRELESS ACCT 980380645-00001	118.17	TELEPHONE
171617	01/15/2026	BOOKPAGE BLANKET - PERIODICAL	438.00	BOOKS & PERIODICALS
171654	01/15/2026	KANOPY BLANKET - STREAMING SERVICE	563.00	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2026 to 1/31/2026

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
171841	01/23/2026	INGRAM LIBRARY SERVICES BLANKET - BOOKS	7,996.93	BOOKS & PERIODICALS
171856	01/23/2026	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	9.99	BOOKS & PERIODICALS
171868	01/23/2026	PEERLESS NETWORK, INC ACCT 1212890	439.37	TELEPHONE
171902	01/29/2026	AMAZON PAYMENTS BLANKET-OFC SUPPLIES, SMALL CAP HARDWARE, E	2,898.74	BOOKS & PERIODICALS
171916	01/29/2026	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE 01/01/26-01/16/26	328.91	POSTAGE
171923	01/29/2026	DEMCO INC BLANKET-OFFICE SUPPLIES, OTHER GRANTS PROG	1,269.88	OFFICE SUPPLIES
171962	01/29/2026	PAETEC BLANKET - TELEPHONE SERVICES	94.28	TELEPHONE
171979	01/29/2026	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	157.60	PROFESSIONAL SERVICES
171981	01/29/2026	VERIZON WIRELESS ACCT 980380645-00001	118.17	TELEPHONE
23007443	01/15/2026	REGIONS/CREDIT CARD ACCT 2191	2,812.81	ADVERTISING
23007501	01/29/2026	JONES & THOMAS BLANKET - WEB SERVICES - PROFESSIONAL SERVIC	420.00	PROFESSIONAL SERVICES
Total for: 35			24,700.99	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
171836	01/23/2026	HERITAGE NETWORK OF DECATUR LOCAL HISTORY MEMBERSHIP	30.00	BOOK AND PERIODICALS
171841	01/23/2026	INGRAM LIBRARY SERVICES BLANKET - BOOKS	398.42	BOOKS & PERIODICALS
Total for: 59			428.42	
Total for All:			\$25,129.41	

JANUARY 2026

VENDOR	AMOUNT
AMAZON PAYMENTS	\$2,898.74
BOOKPAGE	\$438.00
CAMERON, LEA	\$35.00
CANON FINANCIAL SERVICES, INC	\$1,681.50
CITYBLUE TECHNOLOGIES LLC	\$175.71
COMMERCIAL MAIL SERVICES	\$465.95
DECATUR PARK DISTRICT	\$250.00
DEMCO INC	\$1,269.88
EYTCHISON, KATIE	\$95.61
FREITAG, PATTI	\$25.16
G. BRADLEY PUBLISHING INC	\$285.00
GIGGLES OF DECATUR LLC	\$999.00
HERITAGE NETWORK OF DECATUR	\$30.00
INGRAM LIBRARY SERVICES	\$8,395.35
JONES & THOMAS	\$420.00
KANOPY	\$563.00
MIDWEST TAPE, LLC	\$9.99
NICHE ACADEMY LLC	\$2,520.00
PAETEC	\$112.12
PAWPRINT MINISTRIES	\$400.00
PEASE, CONNIE L	\$315.00
PEERLESS NETWORK, INC	\$439.37
REGIONS/CREDIT CARD	\$2,812.81
STRIGLOS/HAINES & ESSICK	\$98.28
UNIQUE MANAGEMENT SERVICES	\$157.60
VERIZON WIRELESS	\$236.34
GRAND TOTAL	\$25,129.41

DPL FY2026 Budget Report
Prepared February 5, 2026
At the end of January 8% of
the year has passed

Revenue

	FY2026 Budgeted	% of Budget	Actual YTD	% Collected	FY2025 YTD	% Change
Property Taxes	\$ 3,300,000	70.8%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,358,720	29.2%	\$ 132,491.80	9.8%	\$ 177,743.66	-25.5%
Total Revenue	\$ 4,658,720		\$ 132,491.80	2.8%	\$ 177,743.66	-25.5%

Expense	FY2026 Budgeted	% of Budget	Actual YTD	% Expended	FY2025 YTD	% Change
Personnel						
Payroll	\$ 1,941,755		\$ 217,962.15	11.2%	\$ 210,691.74	3.5%
Benefits	\$ 1,289,039		\$ 122,401.15	9.5%	\$ 117,140.87	4.5%
	\$ 3,230,794	64.9%	\$ 340,363.30	10.5%	\$ 327,832.61	3.8%

Library Materials						
Books, Periodicals, etc.	\$ 245,000		\$ 10,050.61	4.1%	\$ 6,573.03	52.9%
Per Capita	\$ 104,020		\$ -	0.0%	\$ 191.64	-100.0%
Lost/Damage	\$ 1,600		\$ -	0.0%	\$ 183.06	-100%
Total Materials	\$ 350,620	9.3%	\$ 10,050.61	2.9%	\$ 6,947.73	44.7%

Professional Services						
Security	\$ 24,000		\$ -	0.0%	\$ 3,804.78	-100.0%
Professional Services	\$ 52,000		\$ 577.60	1.1%	\$ 9,692.40	-94.0%
Bank Service Charges	\$ 250		\$ 10.87	4.3%	\$ 48.33	-78%
Total	\$ 76,250	2.0%	\$ 588.47	0.8%	\$ 9,740.73	-94.0%

Allocations

Administrative Fee	\$	190,680		\$	15,890.00	8.3%	\$	15,816.00	0.5%
MIS	\$	32,524		\$	2,709.00	8.3%	\$	1,664.00	62.8%
	\$	223,204	5.9%	\$	18,599.00	8.3%	\$	17,480.00	6.4%

Grants

Other grants	\$	100,000		\$	3,408.58	3.4%	\$	7,884.85	-56.8%
	\$	100,000	2.6%	\$	3,408.58	3.4%	\$	7,884.85	-56.8%

Advertising	\$	900	0.02%	\$	674.00	74.9%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Postage	\$	6,500		\$	465.95	7.2%	\$	499.33	-6.7%
Service to Office Equipment	\$	15,000		\$	1,681.50	11.2%	\$	-	#DIV/0!
Telephone	\$	7,500		\$	787.83	10.5%	\$	544.89	44.6%
Software	\$	55,000		\$	-	0.0%	\$	20.00	-100.0%
Office Supplies	\$	48,000		\$	2,697.91	5.6%	\$	7,884.85	-65.8%
Small Capital	\$	40,000		\$	1,837.01	4.6%	\$	2,913.03	-36.9%
Office Equipment	\$	10,000		\$	-	n/a			
	\$	182,000	4.8%	\$	7,470.20	4.1%	\$	11,862.10	-37.0%

Staff Development

Conferences/Training/Travel	\$	20,000		\$	2,520.00	12.6%	\$	-	#DIV/0!
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	75,000		\$	-	0.0%	\$	(172.26)	-100.0%
Interview Expense	\$	-		\$	-				0.0%
	\$	105,000	2.8%	\$	2,520.00	2.4%	\$	(172.26)	-1562.9%

Insurance

Unemployment	\$	1,224		\$	102.00	8.3%	\$	98.00	4.1%
Risk Management	\$	109,920		\$	9,160.00	8.3%	\$	9,329.00	-1.8%
	\$	111,144	2.9%	\$	9,262.00	8.3%	\$	9,427.00	-1.8%

Building Costs

Transfer to Capital	\$ -	\$ -	#DIV/0!	\$ 315,000.00	-100.0%	
Rent	\$ 599,198	\$ 49,115.00	8.2%	\$ 49,115.00	0.0%	
Supplies	\$ 1,200	\$ -	0.0%	\$ -	#DIV/0!	
Maintenance	\$ 1,000	\$ -	0.0%	\$ -	#DIV/0!	
Total Building	\$ 601,398	15.9%	\$ 49,115.00	\$ 364,115.00	-86.5%	
Total Operations/Services	\$ 1,750,516	46.3%	\$ 101,687.86	5.8%	\$ 427,285.15	-76.2%
<hr/>						
Total Expenses	\$ 4,981,310		\$ 442,051.16	8.9%	\$ 755,117.76	-41.5%
<hr/>						
Revenue Minus Expense	\$ (322,590)		\$ (309,559.36)		\$ (577,374.10)	-46.4%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Ending
1/1/2026	1,522,801.81	\$ 132,491.80	\$ 442,051.16	\$ - \$ 1,213,242.45
2/1/2026	\$ 1,213,242.45			\$ 1,213,242.45
3/1/2026				\$ -
4/1/2026				\$ -
5/1/2026				\$ -
6/1/2026				\$ -
7/1/2026				\$ -
8/1/2026				\$ -
9/1/2026				\$ -
10/1/2026				\$ -
11/1/2026				\$ -
12/1/2026				\$ -
1/1/2027				

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Revenue	Expense	Ending
1/1/2026	\$ 22,489.62	\$ -	\$ -	\$ 22,489.62
2/1/2026	\$ 22,489.62			\$ 22,489.62

3/1/2026	\$ -
4/1/2026	\$ -
5/1/2026	\$ -
6/1/2026	\$ -
7/1/2026	\$ -
8/1/2026	\$ -
9/1/2026	\$ -
10/1/2026	\$ -
11/1/2026	\$ -
12/1/2026	\$ -
1/1/2027	

**Trust Accounts
Cantoni**

Date	Beginning	Revenue	Expense	Ending
1/1/2026	\$ 5,937.80	\$ -	\$ -	\$ 5,937.80
2/1/2026	\$ 5,937.80			\$ 5,937.80
3/1/2026				\$ -
4/1/2026				\$ -
5/1/2026				\$ -
6/1/2026				\$ -
7/1/2026				\$ -
8/1/2026				\$ -
9/1/2026				\$ -
10/1/2026				\$ -
11/1/2026				\$ -
12/1/2026				\$ -
1/1/2027				

**Meyer
Date**

Date	Beginning	Revenue	Expense	Ending
1/1/2026	\$ 31,912.25	\$ -	\$ 30.00	\$ 31,882.25
2/1/2026	\$ 31,882.25			\$ 31,882.25
3/1/2026				\$ -
4/1/2026				\$ -
5/1/2026				\$ -

6/1/2026	\$ -
7/1/2026	\$ -
8/1/2026	\$ -
9/1/2026	\$ -
10/1/2026	\$ -
11/1/2026	\$ -
12/1/2026	\$ -
1/1/2026	

Memorials/Donations

Date	Beginning	Revenue	Expense	Ending
1/1/2026	\$ 12,663.64	\$ 1,100.00	\$ -	\$ 13,763.64
2/1/2026	\$ 13,763.64			\$ 13,763.64
3/1/2026				\$ -
4/1/2026				\$ -
5/1/2026				\$ -
6/1/2026				\$ -
7/1/2026				\$ -
8/1/2026				\$ -
9/1/2026				\$ -
10/1/2026				\$ -
11/1/2026				\$ -
12/1/2026				\$ -
1/1/2027				

Total	Beginning	Revenue	Expense	Balance Sheet Ending	
1/1/2026	\$ 1,595,805.12	\$ 133,591.80	\$ 442,081.16	\$ -	\$ 1,287,315.76
2/1/2026	\$ 1,287,315.76	\$ -	\$ -	\$ -	\$ 1,287,315.76
3/1/2026		\$ -	\$ -	\$ -	\$ -
4/1/2026		\$ -	\$ -	\$ -	\$ -
5/1/2026		\$ -	\$ -	\$ -	\$ -
6/1/2026		\$ -	\$ -	\$ -	\$ -
7/1/2026		\$ -	\$ -	\$ -	\$ -
8/1/2026		\$ -	\$ -	\$ -	\$ -
9/1/2026		\$ -	\$ -	\$ -	\$ -
10/1/2026		\$ -	\$ -	\$ -	\$ -

11/1/2026	\$	-	\$	-	\$	-	\$	-
12/1/2026	\$	-	\$	-	\$	-	\$	-
1/1/2027								