



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

## **Board of Trustees FINANCE AND PROPERTIES COMMITTEE Meeting AGENDA**

**Wednesday, February 11, 2026**

**4:30 p.m.**

**Board Room**

- I. **Call to Order** – Sofia Xethalis
- II. **Consent Agenda** (Approval of Agenda; Approval of January 14, 2026 Minutes)
- III. **Written Communications from the Public**
- IV. **Public Comment** – 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. **Old Business**
  - A. Capital Needs (Discussion)
  - B. Financial Policies (Discussion)
  - C. Other (Discussion)
- VI. **New Business**
  - A. FY2025 Final Budget Actuals and Report to City Council  
(Action)

**B.** January 2026 Check Register and Vendor Report (Action)

**C.** January 2026 Budget Actuals (Discussion)

**D.** Other (Discussion)

**VII. Adjournment**

If you have questions please contact:

Rick Meyer

City Librarian

[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)

421-9713



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

**Date:** January 14, 2025 meeting

**Time:** 4:30 p.m.

**Location:** Board Room

**Present:**

Paula Cross

Joren Martin

Karl Coleman

Emily West

**Staff:** Rick Meyer, City Librarian, Alissa Henkel, Director Program, Resources, and Services

**Absent:**

Sofia Xethalis

**Guests:** None

**Call to Order:** Mr. Coleman called the meeting to order at 4:37 pm.

**Consent Agenda**

Ms. Cross made a motion to approve the consent agenda and Ms. West seconded. All in favor. The motion was adopted.

**Written Communication from the Public:** None

**Public Comments:** None

**Old Business**

Capital Needs (Discussion) Mr. Meyer gave an update on capital needs.

Other (Discussion) None

## **New Business**

December 2025 Check Register (Action) Ms. West made a motion to approve the check register and send to the full Board, seconded by Ms. Coleman. Mr. Coleman requested a roll call vote. Ms. West yes, Ms. Cross yes, Mr. Martin yes and Mr. Coleman yes. The motion was adopted.

December 2025 Actuals and Projection (Discussion) Mr. Meyer presented the December budget actuals.

2026 Meeting Schedule (Action) Ms. West motioned to approve the 2026 Schedule, seconded by Ms. Cross. All in favor. The motion was adopted.

Financial Policies (Discussion) A discussion was held on developing financial policies.

Other (Discussion) None

## **Adjournment**

Mr. Martin made a motion to adjourn at 5:12pm, Ms. West seconded. All in favor. The motion was adopted.

Scribe, Rhonda Patton, Executive Administrative Assistant

Draft 1/14/2025

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

**Revenue**

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ 3,203,221.85	99.4%	\$ 3,026,802.71	5.8%
All Other	\$ 1,440,919	30.9%	\$ 1,435,504.68	99.6%	\$ 1,271,092.12	12.9%
<b>Total Revenue</b>	<b>\$ 4,663,458</b>		<b>\$ 4,638,726.53</b>	<b>99.5%</b>	<b>\$ 4,297,894.83</b>	<b>7.9%</b>

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

**Library Materials**

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

**Professional Services**

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

**Allocations**

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

#### Grants

<b>Other grants</b>	\$	150,000		\$	180,782.70	120.5%	\$	98,772.48	<b>83.0%</b>
	\$	<b>150,000</b>	<b>4.0%</b>	\$	<b>180,782.70</b>	<b>120.5%</b>	\$	98,772.48	<b>83.0%</b>

<b>Advertising</b>	\$	900	0.02%	\$	485.00	53.9%	\$	523.38	-7%
--------------------	----	-----	-------	----	--------	-------	----	--------	-----

#### Office Supplies/Maintenance

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

#### Staff Development

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

#### Insurance

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

#### Building Costs

<b>Transfer to Capital</b>	\$	375,000		\$	350,000.00	93.3%	\$	-	#DIV/0!
----------------------------	----	---------	--	----	------------	-------	----	---	---------

Rent	\$ 589,583		\$ 589,375.00	100.0%	\$ 540,265.00	9.1%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ 8,695.05	#DIV/0!	\$ -	#DIV/0!
<b>Total Building</b>	<b>\$ 964,583</b>	<b>25.5%</b>	<b>\$ 948,070.05</b>		<b>\$ 540,265.00</b>	<b>75.5%</b>
<b>Total Operations/Services</b>	<b>\$ 2,148,736</b>	<b>56.8%</b>	<b>\$ 2,118,168.86</b>	<b>98.6%</b>	<b>\$ 1,499,164.16</b>	<b>41.3%</b>
<hr/>						
<b>Total Expenses</b>	<b>\$ 5,056,384</b>		<b>\$ 4,981,452.86</b>	<b>98.5%</b>	<b>\$ 3,962,969.71</b>	<b>25.7%</b>
<hr/>						
<b>Revenue Minus Expense</b>	<b>\$ (392,926)</b>		<b>\$ (342,726.33)</b>		<b>\$ 334,925.12</b>	<b>-202.3%</b>
<hr/>						

### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activity	Ending
1/1/2025	1,865,528.14	\$ 177,743.66	\$ 756,098.52	\$ -	\$ 1,287,173.28
2/1/2025	\$ 1,287,173.28	\$ 51,768.64	\$ 475,969.98	\$ -	\$ 862,971.94
3/1/2025	\$ 862,971.94	\$ 78,349.86	\$ 363,344.33	\$ -	\$ 577,977.47
4/1/2025	\$ 577,977.47	\$ 152,276.92	\$ 370,899.38	\$ -	\$ 359,355.01
5/1/2025	\$ 359,355.01	\$ 180,401.23	\$ 351,501.99	\$ -	\$ 188,254.25
6/1/2025	\$ 188,254.25	\$ 54,561.09	\$ 342,717.32	\$ -	\$ (99,901.98)
7/1/2025	\$ (99,901.98)	\$ 1,764,953.82	\$ 578,097.14	\$ -	\$ 1,086,954.70
8/1/2025	\$ 1,086,954.70	\$ 407,246.59	\$ 461,144.63	\$ -	\$ 1,033,056.66
9/1/2025	\$ 1,033,056.66	\$ 652,019.40	\$ 241,672.14	\$ -	\$ 1,443,403.92
10/1/2025	\$ 1,443,403.92	\$ 752,160.33	\$ 329,359.57	\$ -	\$ 1,866,204.68
11/1/2025	\$ 1,866,204.68	\$ 189,080.91	\$ 356,368.49	\$ -	\$ 1,698,917.10
12/1/2025	\$ 1,698,917.10	\$ 178,164.08	\$ 354,279.37	\$ -	\$ 1,522,801.81
1/1/2026	\$ 1,522,801.81				

### 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	\$	<b>202,980.13</b>	\$	53.49	\$	33,684.82	\$	169,348.80
6/1/2025	\$	<b>169,348.80</b>	\$	671.51	\$	1,808.82	\$	168,211.49
7/1/2025	\$	<b>168,211.49</b>	\$	232.58	\$	(1,808.82)	\$	170,252.89
8/1/2025	\$	<b>170,252.89</b>	\$	118.42	\$	116,316.50	\$	54,054.81
9/1/2025	\$	<b>54,054.81</b>	\$	223.10	\$	32,141.25	\$	22,136.66
10/1/2025	\$	<b>22,136.66</b>	\$	82.58	\$	-	\$	22,219.24
11/1/2025	\$	<b>22,219.24</b>	\$	6.53	\$	-	\$	22,225.77
12/1/2025	\$	<b>22,225.77</b>	\$	263.85	\$	-	\$	22,489.62
1/1/2026	\$	<b>22,489.62</b>						

**Trust Accounts**

**Cantoni**

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 7,017.16	\$ 2.58	\$ -	\$ 7,019.74
2/1/2025	\$ 7,019.74	\$ 1.78	\$ 116.90	\$ 6,904.62
3/1/2025	\$ 6,904.62	\$ 1.36	\$ 368.69	\$ 6,537.29
4/1/2025	\$ 6,537.29	\$ 1.27	\$ 564.90	\$ 5,973.66
5/1/2025	\$ 5,973.66	\$ 1.66	\$ 52.33	\$ 5,922.99
6/1/2025	\$ 5,922.99	\$ 1.86	\$ -	\$ 5,924.85
7/1/2025	\$ 5,924.85	\$ 2.44	\$ -	\$ 5,927.29
8/1/2025	\$ 5,927.29	\$ 2.23	\$ -	\$ 5,929.52
9/1/2025	\$ 5,929.52	\$ 2.40	\$ -	\$ 5,931.92
10/1/2025	\$ 5,931.92	\$ 2.30	\$ -	\$ 5,934.22
11/1/2025	\$ 5,934.22	\$ 1.63	\$ -	\$ 5,935.85
12/1/2025	\$ 5,935.85	\$ 1.95	\$ -	\$ 5,937.80
1/1/2026	\$ 5,937.80			

**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	\$	<b>33,120.95</b>	\$	12.79	\$	-	\$	33,133.74
9/1/2025	\$	<b>33,133.74</b>	\$	13.67	\$	439.70	\$	32,707.71
10/1/2025	\$	<b>32,707.71</b>	\$	12.89	\$	456.52	\$	32,264.08
11/1/2025	\$	<b>32,264.08</b>	\$	9.09	\$	-	\$	32,273.17
12/1/2025	\$	<b>32,273.17</b>	\$	10.78	\$	371.70	\$	31,912.25
1/1/2026	\$	<b>31,912.25</b>						

**Memorials/Donations**

<b>Date</b>	<b>Beginning</b>	<b>Revenue</b>	<b>Expense</b>	<b>Ending</b>
1/1/2025	\$ 6,814.86	\$ 1,557.71	\$ 1,022.59	\$ 7,349.98
2/1/2025	\$ 7,349.98	\$ (98.22)	\$ 1,294.09	\$ 5,957.67
3/1/2025	\$ 5,957.67	\$ 1,171.36	\$ 238.03	\$ 6,891.00
4/1/2025	\$ 6,891.00	\$ 5,485.00	\$ 225.66	\$ 12,150.34
5/1/2025	\$ 12,150.34	\$ 1,055.64	\$ 171.12	\$ 13,034.86
6/1/2025	\$ 13,034.86	\$ 339.30	\$ -	\$ 13,374.16
7/1/2025	\$ 13,374.16	\$ 435.79	\$ 41.77	\$ 13,768.18
8/1/2025	\$ 13,768.18	\$ 1,125.45	\$ 715.27	\$ 14,178.36
9/1/2025	\$ 14,178.36	\$ 5.88	\$ 321.11	\$ 13,863.13
10/1/2025	\$ 13,863.13	\$ 5.53	\$ 153.79	\$ 13,714.87
11/1/2025	\$ 13,714.87	\$ 3.84	\$ 464.41	\$ 13,254.30
12/1/2025	\$ 13,254.30	\$ 4.40	\$ 595.06	\$ 12,663.64
1/1/2026	\$ 12,663.64			

<b>Total</b>	<b>Beginning</b>	<b>Revenue</b>	<b>Expense</b>	<b>Balance Sheet activity</b>	<b>Ending</b>
1/1/2025	\$ 2,107,322.23	\$ 494,948.27	\$ 917,445.33	\$ -	\$ 1,684,825.17
2/1/2025	\$ 1,684,825.17	\$ 52,134.70	\$ 626,987.36	\$ -	\$ 1,109,972.51
3/1/2025	\$ 1,109,972.51	\$ 80,276.74	\$ 363,951.05	\$ -	\$ 826,298.20
4/1/2025	\$ 826,298.20	\$ 193,310.33	\$ 405,959.87	\$ -	\$ 613,648.66
5/1/2025	\$ 613,648.66	\$ 181,521.51	\$ 385,410.26	\$ -	\$ 409,759.91
6/1/2025	\$ 409,759.91	\$ 55,584.43	\$ 344,628.84	\$ -	\$ 120,715.50
7/1/2025	\$ 120,715.50	\$ 1,765,638.60	\$ 576,330.09	\$ -	\$ 1,310,024.01
8/1/2025	\$ 1,310,024.01	\$ 408,505.48	\$ 578,176.40	\$ -	\$ 1,140,353.09
9/1/2025	\$ 1,140,353.09	\$ 652,264.45	\$ 274,574.20	\$ -	\$ 1,518,043.34
10/1/2025	\$ 1,518,043.34	\$ 752,263.63	\$ 329,969.88	\$ -	\$ 1,940,337.09
11/1/2025	\$ 1,940,337.09	\$ 189,102.00	\$ 356,832.90	\$ -	\$ 1,772,606.19
12/1/2025	\$ 1,772,606.19	\$ 178,445.06	\$ 355,246.13	\$ -	\$ 1,595,805.12

1/1/2026 \$ 1,595,805.12



**DECATUR PUBLIC LIBRARY**

knowledge | creativity | inspiration

# Fiscal Year 2025 Annual Report

February 19, 2026

Decatur Public Library  
130 N. Franklin Street  
Decatur, IL 62523  
(217) 424-2900



## ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES FY 2025

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending December 31, 2025 and is a report of the condition of the Board's trusts on that date.

### A. STATEMENT OF MONEY RECEIVED--LIBRARY OPERATING FUND

Beginning fund balance, January 1, 2025	\$1,865,528.14
Real estate taxes	3,203,221.85
State replacement tax	441,193.28
Payment in Lieu of Taxes	556,298.88
State grants or other	104,119.95
Fines & fees	7893.40
Non-resident fees	0.00
Lost or damaged books	2667.44
Copies and miscellaneous	21,955.34
Meeting room fees	4472.20
Interest income	13,511.35
Investment Income	30,849.07
Sale of Library Property	39,036.85
Other Grants/Gifts	231,921.47
Reimbursement of Expense	6700.93
Total Revenue	\$4,638,726.53

### B. STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND PERSONNEL

Salaries	\$1,849,080.37
Overtime	173.90
Pension Contribution	134,095.47
FICA/Medicare	137,616.42
Life insurance	2597.62
Medical insurance	726,750.00



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Service recognition	12,970.22
Division Total	\$ 2,863,284.00
<b>C.STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND</b>	
To Employee Benefits-Unemployment	\$1176.00
Advertising	485.00
Service to Maintain Building	8695.05
Services to maintain office equipment	18,011.70
MIS services (City)	19,956.00
Telephone/Internet	9726.54
Banking Service Charges	259.83
Conferences/Travel/Continuing Ed	12,159.22
Postage	6549.37
Computer software	53,832.32
Transfer to General Fund-Admin Fee	189,792.00
Professional services	44,440.04
Membership fees	81,356.62
Materials to maintain building	88.06
Office supplies	30,647.07
Risk Management insurance	111,948.00
Small capital items	45,575.90
Building Lease Payment	589,375.00
Books and periodicals	233,228.23
Lost or Damaged Books	1056.84
Per Capita Expenditures (Books)	104,403.28
Other Grants/Gifts	180,782.70
Security	24,654.58
Transfer to Capital Fund	350,000.00
Interview Expense	57.57
Division Total	\$2,118,168.86
<hr/>	
TOTAL FUNDS RECEIVED (LIBRARY OPERATING FUND)	\$4,638,726.53
TOTAL OPERATING EXPENDITURES	\$4,981,452.86
Surplus/Deficit	<b>\$342,726.33</b>



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Balance sheet activity	\$0.00
LIBRARY OPERATING FUND BALANCE (12/31/2025)	\$1,522,801.81

## D. STATEMENT OF MONEY RECEIVED AND EXPENDED--CANTONI FUND Ellen and Peter Cantoni Fund (est. 1983)

Fund balance 01/01/2025	\$7017.16
Interest	23.46
Expenditures	1102.82
Fund balance 12/31/2024	\$5937.80

NOTE: Cantoni fund restricted to purchases of books for library from income or principal.

## E. STATEMENT OF MONEY RECEIVED AND EXPENDED--MEYER FUND Margaret Meyer Fund (est. 2000)

Fund balance 01/01/2024	\$33,943.90
Interest	128.67
Expenditures	2160.32
FUND BALANCE 12/31/2024	\$31,912.25

NOTE: Meyer fund restricted to use of local history.

## F. STATEMENT OF MONEY RECEIVED AND EXPENDED - BOOK DONATIONS

Fund balance 01/01/2024	\$6814.86
Interest	46.68
Contributions	11,047.00
Expenditures	5242.90
Fund balance 12/31/2024	\$12,663.64

## G. STATEMENT OF MONEY RECEIVED AND EXPENDED – CAPITAL FUND

Fund balance 01/01/2024	\$194,018.17
Interest	522.49
Investment Income	3502.37
Contributions (Transfer from Operating Fund)	350,000.00



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Expenditures	525,553.41
Fund balance 12/31/2024	\$22,489.62

### H. STATEMENT OF ITEMS AVAILABLE MATERIALS

	FY2024	FY2025
Print materials	161,211	156,797
Subscriptions	158	127
Physical Audio Recordings	10,880	11,265
DVDs/Video Recordings	13,152	13,705

### I. STATEMENT OF CIRCULATION

	FY2024	FY2025
Total checkouts/renewals	273,108	283,069
Total Collection Use including databases	679,566	873,175
Borrows from other libraries	31,254	33,218
Loans to other libraries	38,825	35,508

### J. STATEMENT OF ANY PERSONAL PROPERTY ACQUIRED BY LEGACY, GIFT, PURCHASE, OR OTHERWISE.

The Library received a number of donations of books and other materials to add to its collection from various people and organizations.

The library purchased furniture and service desks from reserved funds.

### K. STATEMENT OF MONEY REQUIRED FOR LIBRARY OPERATION IN 2025

The Library Board provided the City Council with an estimate of funds needed to operate the Library for fiscal year 2026 in September 2025.

The Library Board will provide the City Council with an estimate of funds needed to operate the Library for fiscal year 2027 by October 2026.

### L. STATEMENT OF OUTSTANDING LIABILITIES

The library has no outstanding liabilities.



**DECATUR PUBLIC LIBRARY**

knowledge | creativity | inspiration

Attached are the Fiscal Year 2025 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 2025 Annual Report of the City Librarian, which contains a narrative summary of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the Board meeting on February 20, 2026.

---

Karl Coleman, President  
Decatur Public Library Board of  
Trustees

**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
<b>Total for: 35</b>			<b>24,700.99</b>	

**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
<b>Total for: 59</b>			<b>428.42</b>	
<b>Total for All:</b>			<b>\$25,129.41</b>	

**JANUARY 2026**

<b>VENDOR</b>	<b>AMOUNT</b>
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
<b>GRAND TOTAL</b>	<b>\$25,129.41</b>

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%
<b>Total Revenue</b>	<b>\$ 4,658,720</b>		<b>\$ 132,491.80</b>	<b>2.8%</b>	<b>\$ 177,743.66</b>	<b>-25.5%</b>

<b>Expense</b>	FY2026 Budgeted	% of Budget	Actual YTD	% Expended	FY2025 YTD	% Change
<b>Personnel</b>						
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%
	<b>\$ 3,230,794</b>	<b>64.9%</b>	<b>\$ 340,363.30</b>	<b>10.5%</b>	<b>\$ 327,832.61</b>	<b>3.8%</b>

<b>Library Materials</b>						
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%
<b>Total Materials</b>	<b>\$ 350,620</b>	<b>9.3%</b>	<b>\$ 10,050.61</b>	<b>2.9%</b>	<b>\$ 6,947.73</b>	<b>44.7%</b>

<b>Professional Services</b>						
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%
<b>Total</b>	<b>\$ 76,250</b>	<b>2.0%</b>	<b>\$ 588.47</b>	<b>0.8%</b>	<b>\$ 9,740.73</b>	<b>-94.0%</b>

**Allocations**

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

#### Grants

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

<b>Advertising</b>	\$	900	0.02%	\$	674.00	74.9%	\$	-	#DIV/0!
--------------------	----	-----	-------	----	--------	-------	----	---	---------

#### Office Supplies/Maintenance

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

#### Staff Development

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

#### Insurance

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

**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!	
<b>Total Building</b>	<b>\$ 601,398</b>	<b>15.9%</b>	<b>\$ 49,115.00</b>	<b>\$ 364,115.00</b>	<b>-86.5%</b>	
<b>Total Operations/Services</b>	<b>\$ 1,750,516</b>	<b>46.3%</b>	<b>\$ 101,687.86</b>	<b>5.8%</b>	<b>\$ 427,285.15</b>	<b>-76.2%</b>
<b>Total Expenses</b>						
	<b>\$ 4,981,310</b>		<b>\$ 442,051.16</b>	<b>8.9%</b>	<b>\$ 755,117.76</b>	<b>-41.5%</b>
<b>Revenue Minus Expense</b>						
	<b>\$ (322,590)</b>		<b>\$ (309,559.36)</b>		<b>\$ (577,374.10)</b>	<b>-46.4%</b>

**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								