



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, June 26, 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 May 15, 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
- V. Division Head reports—Becky Damptz, Alissa Henkel, Carol Ziese
- VI. City Librarian's report—Rick Meyer (Discussion)
- VII. Reports of committees
 - A. Personnel, Policy & Public Relations Committee-Samantha Carroll
 - i. Photography and Video Policy (Action)

- ii. Staff Social Media Policy (Action)
- iii. City Librarian Evaluation (Discussion)
- iv. Other

B. Finance and Properties Committee—Sofia Xethalis

- i. Capital Needs (Discussion)
- ii. Furniture Project Update (Discussion)
- iii. May 2025 Check Registers & Vendor Reports (Action)
- iv. Illinois Funds Statement (Discussion)
- v. May 2025 Budget Actuals & Projection (Discussion)
- vi. CityBlue Revised Agreement (Action)
- vii. Solar Clock (Discussion)
- viii. City Librarian Compensation ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (1)) (Action)
- ix. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library – Rick Meyer

- i. June 12 Meeting

E. Illinois Heartland Library System—Samantha Carroll

VIII. Old Business

- A. Other

IX. New Business

- A. Other

X. Adjournment

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



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

May 15, 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
Kaylee Ledbetter
Emily West

Absent:

Sofia Xethalis
Blake Allison

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services, Rebecca Damptz, Head of Archives & Special Collections, and Matt Wilkerson, Systems Administrator.

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:34pm.

Consent Agenda (Approval of Agenda; Approval of April 17, 2025 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Cross made a motion to accept the agenda and minutes. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: Mr. Meyer stated a FOIA had been received.

Division Head Reports (Discussion)

Ms. Dampitz reported that the Underground Railroad exhibit finished on April 30. It was well received by the public. Currently, there is an exhibit on Black History in Illinois, presented by Mt. Zion high school students, part of Rich Hansen's class on American Studies. This will be on display until July or August. The next 150th Celebration event will be on June 21st, The Clash of Generations. There will be a variety of video games to play. Archive Space is a catalog for all of the archived materials. This is searchable.

Ms. Henkel spoke about the ribbon cutting for the grand reopening event. There were 75 attendees. READiculous performed several shows, including a 1-hour performance for the 150th Celebration. In total, 648 people were served during all of the shows. Hoopla, Midwest Tape, was looking for spokespeople for their brand. DPL partnered with Hoopla and Midwest Tape, DPL to participate in a program providing free tablets for seniors. The tablets were loaded with requested technology by DPL staff. DPL staff also provided free tutoring to assist the seniors who received them.

Mr. Wilkerson spoke about system accomplishments. A new archive space server was added. New computers were added to the teen area. Several desktop computers were replaced by ones that are faster. The Library now has 11 servers. 52 gigabytes of email was purged earlier this year. There are over a million messages sitting on the server. Traffic counts from January to April show an increase of 7.2%, logins for patron computers went up 11% and minutes per person went up 10%. We have printed 45% more. You can print from home or your phone.

City Librarian's Report (Discussion) Mr. Meyer presented his report. Mr. Meyer intends to meet with Councilman Horn regarding the needs of the Library. He encouraged 1 or 2 Board members to attend this meeting.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee – Ms. Carroll

- a. Continuing Education and Travel Policy (Action) Ms. Carroll made a motion to approve the policy as presented, Ms. Cross seconded the motion. All in favor. The motion was adopted.
- b. Test Proctoring Policy (Action) Ms. Carroll made a motion to approve the policy with suggested changes, seconded by Ms. Petty. All in favor. The motion was adopted.
- c. Future Agenda Building (Discussion) A discussion about adding policies and the purpose for the committee moving forward.
- d. City Librarian Evaluation (Discussion) The Board stated the evaluation is complete and adding information about the timeliness of the review that can be added to the by-laws.
- e. There was a separate discussion also about how a patron appeal process is handled by the Board, and setting up a potential 2-person sub-committee.

B. Finance and Properties Committee – Mr. Coleman

- a. Capital Needs (Discussion) Mr. Meyer stated there is still trash on the roof. There was a leak in the water line to the refrigerator. Peerless came in to do some mold remediation. The air conditioning is working.

- b. Furniture Project Update (Discussion) Mr. Meyer stated the Children's reference desk and the security desk should be installed on Tuesday, May 20, and take 1 to 2 days. The adult reference desk does not have an installation date yet.
 - c. April 2025 Check Register & Vendor Report (Action) Ms. Carroll made a motion to approve the April Check Register, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes, and Ms. West yes. The motion was adopted.
 - d. April 2025 Budget Actuals & Projection (Discussion) Mr. Meyer discussed the budget actuals.
 - e. City Librarian Compensation ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 © (1)) (Action)
- C. Foundation – Mr. Meyer – No Report.
- D. Friends of the Library – May 8 meeting – Ms. Carroll stated they have a Books Between Bites book club at 12:15pm in the Madden, the first Wednesday of the month. They are working on a strategic plan. They recently participated in a craft sale. They are doing a book drive on May 24th. They have 128 memberships. They had 352 volunteer hours for April. They sent books to the jail and the correction center.
- E. Illinois Heartland Library System – Ms. Carroll reported there is a new automated material handler in Edwardsville, Il. New board members will be announced soon. The initial budget review for the year was reviewed.

Old Business

- A. Local History Collection Policy (Action) Ms. Carroll made a motion to accept the policy with suggested changes, seconded by Ms. Petty.

New Business

Other (Action) Mr. Meyer stated a group has proposed adding analemmatic sundials to the Library outdoor space. Mr. Meyer will add this to the Property and Finance committee agenda for next month.

Shiowa Karsten has resigned from the Board of Trustees, leaving an open position.

Adjournment

Ms. Carroll made a motion to adjourn at 6:00pm., seconded by Ms. Petty. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 5/15/25



DECATUR PUBLIC LIBRARY

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City Librarian's Report for May 2025

Administration

- I participated in about 50 regularly scheduled meetings.
- On the 7th, I received on behalf of the Library a check from the Pondelick Fund in the amount of \$9000.
- On the 20th, Foundation President Mark Sorensen and I attended the Endowment Luncheon of
- the Heart of Illinois Community Foundation.
- On the 20th, Board of Trustees President Karl Coleman, Trustee Ashley Petty and I met with Decatur City Councilman David Horn to discuss the Library's long-term financial position.
- On the 28th I attended the dedication of the Jim Edgar Reading Room at the Illinois State Library.
- I took a week's vacation the final week of May.

Circulation

- Please see statistical spreadsheet/charts.
 - Staff worked to prepare for Summer Reading Challenge.

Technical Services

- See statistical spreadsheet
- As areas are weeded, TS staff are laminating items previously covered with cardboard and plastic. They are working through JE for up-to-date labels. DVDs/Blu-Rays are being updated with publication years.
- Right now, the focus is on Young Adult and separating Manga, Comics, and Graphic novels.

Programs, Resources, and Services

- Please see attached spreadsheet for statistics
- Display outreach achieved a 69% turnover rate across 14 displays in May, including:
- High-performing displays: Lucky Day (187%), Spring Shenanigans (135%), Anniversary Challenge (113%), Pope Francis (111%)
- Tye Pemberton is working on new partnership with StartingPoint for 2-part iPad training course for iPad recipients (June and July)
- Katie Eytchison partnered with multiple organizations: 150th Committee for Puzzle Race planning, MT. Zion High School/AAHGS for "Black History in Illinois" traveling exhibit,

ASC for Bob Sampson Program, and State of Illinois Treasurer's office for ICASH event (successful enough to plan another)

- Susan Bishop and Alissa Henkel are collaborating with Neal Smith and Muni Band for READiculous performance in Central Park for Disney music evening
- Alissa working with City's Wellness Committee on Annual Wellness Fair (outreach event) with better-than-expected attendance despite fewer vendors.
- Sarah Yepsen graduated with Master's degree in Library & Information Science on May 17th!

Systems Administration

- See spreadsheet for statistical information.
- The power, USB, network and HDMI ports are working on the boardroom table. The telephone has been relocated to table also.
- Decaturlibrary.org domain name was renewed for another two years.

Archives and Special Collections

- Please see spreadsheet for statistics.
- Cassandra Mayfield returned as a volunteer on May 20. She will be here until she returns to college in August. Cassandra is going to finish digitizing the League of Women Voters collection, then start on the board minute project.
- Becky Damptz finished adding accession entries to ArchivesSpace, and started adding content data for our finished collections.
- Leeann Grossman and Sheri Keller worked on 21 in-depth requests in May.
- Joann Glacken from South Macon Public Library started digitizing the Macon News books from their collection using our camera equipment. She and one of that library's board members will be in each week to work on this project. Becky trained Joann on how to use the equipment, and will assist as necessary.
- 150th Anniversary Committee update:
 - The committee hired Stephanie Endsley from Having a Ball Productions to plan the August party. This will take A LOT of stress off the committee.
 - READiculous' Best Of show was held on May 3, and had 118 participants. This was the first time they had a Saturday show, and the first time their show was an hour long.
 - Next event will be Clash of Generations on June 21.

Respectfully Submitted,

*Rick Meyer
City Librarian*

			Change	% of	2024	2025	Change	June 2023-	June 2024-	Change in
	May-24	May-25	from 2024	Total	Total	Projection	from 2024	May 2024	May 2025	12-month trend
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned	14,960	15,981	6.8%	64.7%	181,998	182,152	0.1%	180,454	182,063	0.9%
Number of Young Adult Materials Loaned	767	773	0.8%	3.1%	8,792	9,653	9.8%	7,615	9,118	19.7%
Number of Children's Materials Loaned	6,690	7,929	18.5%	32.1%	82,318	79,137	-3.9%	87,569	80,965	-7.5%
Total Number of Materials Loaned	22,417	24,683	10.1%		273,108	270,942	-0.8%	275,638	272,146	-1.3%

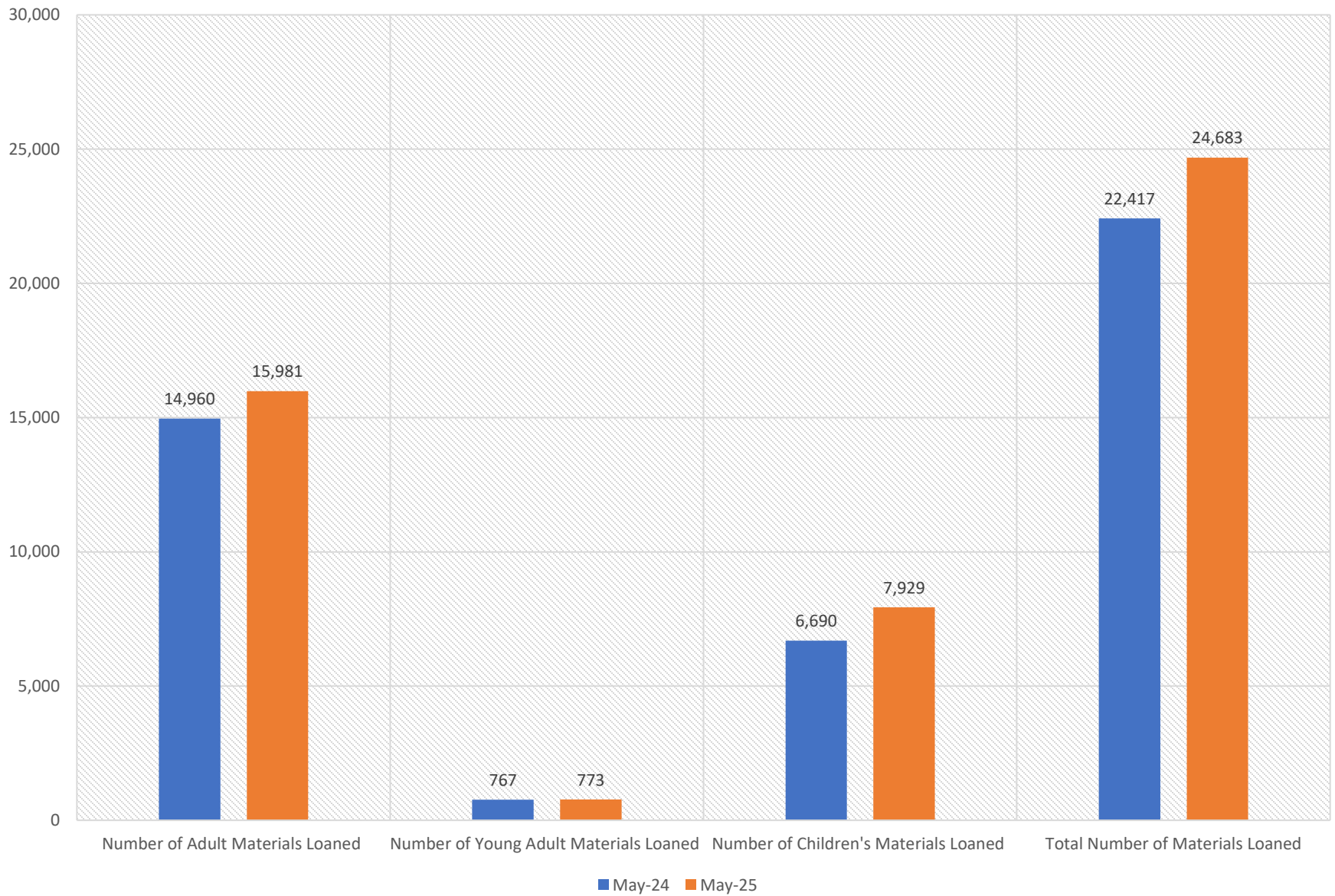
			Change	% of	2024	2025	Change	June 2023-	June 2024-	Change in
	May-24	May-25	from 2024	Total	Total	Projection	from 2024	May 2024	May 2025	12-month trend
Circulation by Material Type										
Books Loaned--Physical	13,157	14,888	13.2%	60.3%	162,108	157,910	-2.6%	167,428	160,336	-4.2%
Videos/DVDs Loaned--Physical	3,385	3,092	-8.7%	12.5%	40,478	37,842	-6.5%	39,751	39,373	-1.0%
Audios, Including Music Loaned--Physical	697	751	7.7%	3.0%	8,230	8,644	5.0%	9,070	8,399	-7.4%
Magazines/Periodicals Loaned--Physical	246	216	-12.2%	0.9%	2,799	2,492	-11.0%	2,963	2,670	-9.9%
Other Items Loaned--Physical	4	8	100.0%	0.0%	197	101	-48.5%	259	147	-43.2%
Use of Circulating Electronic Materials	4,928	5,728	16.2%	23.2%	59,296	63,800	7.6%	56,167	61,221	9.0%
Total	22,417	24,683	10.1%		273,108	270,790	-0.8%	275,638	272,146	-1.3%

Successful Retrieval of Electronic Information	28,608	44,369	55.1%	64.3%	406,458	995,670	145.0%	268,993	625,827	132.7%
Electronic Content Use	33,536	50,097	49.4%	72.5%	465,754	1,059,470	127.5%	325,160	687,048	111.3%
							Change			Change in
			Change		2024	2025	from	June 2023-	June 2024-	12-month
Total Collection Use	May-24	May-25	from 2024		Total	Projection	2024	May 2024	May 2025	trend
Total Collection Use	51,025	69,052	35.3%		679,566	1,266,460	86.4%	544,631	897,973	64.9%

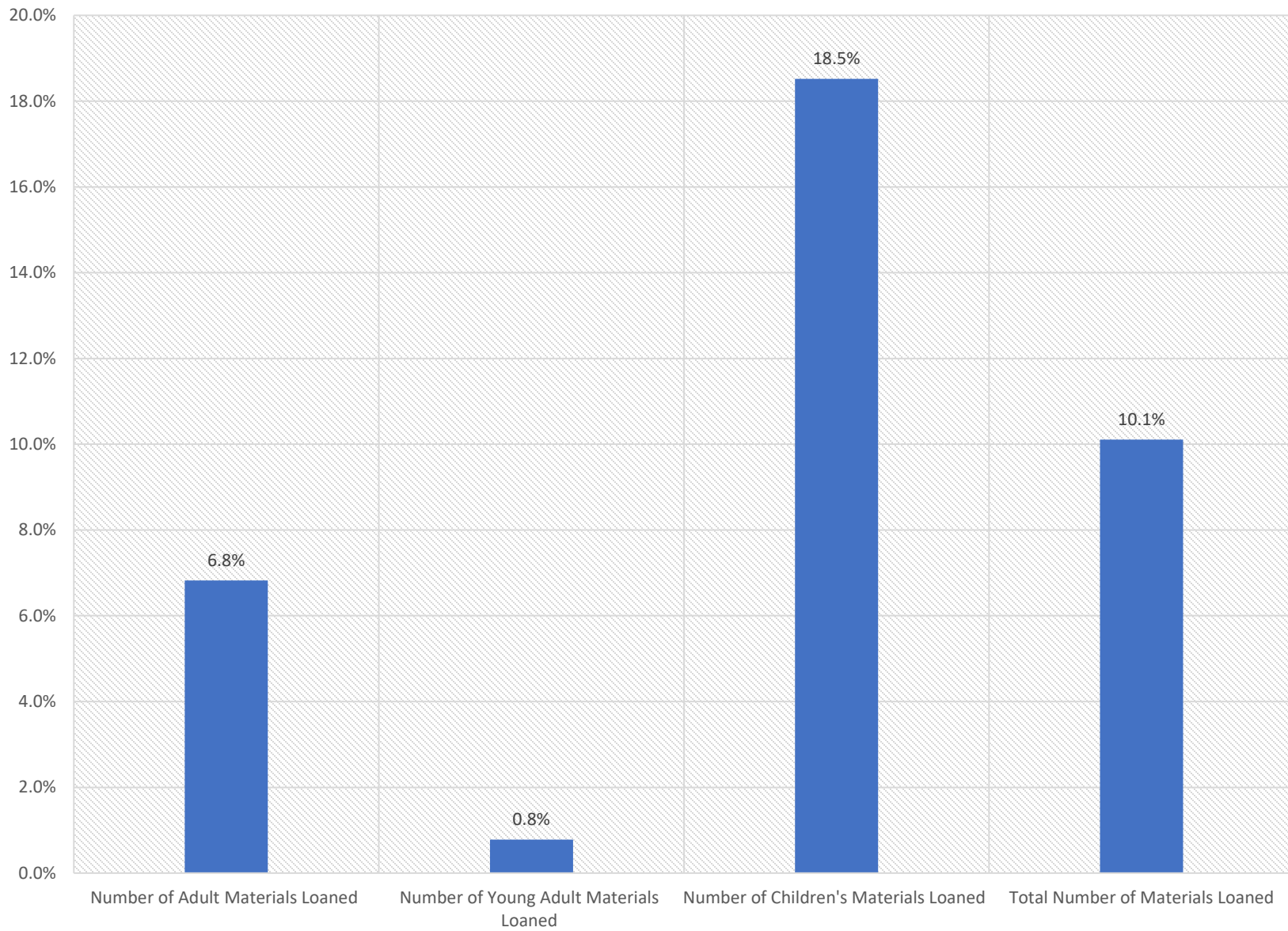
			Change	% of	2024	2025	Change	June 2023-	June 2024-	Change in
	May-24	May-25	from 2024	Total	Total	Projection	from 2024	May 2024	May 2025	12-month trend
Interlibrary Loan										
Interlibrary Loans Provided To Other Libraries	3,145	2,616	-16.8%	47.7%	38,825	33,099	-14.7%	40,455	36,241	-10.4%
Interlibrary Loans Received FROM Other Libraries	2,246	2,872	27.9%	52.3%	31,254	31,453	0.6%	31,023	31,339	1.0%
Total ILL Transactions	5,391	5,488	1.8%		70,079	64,552	-7.9%	71,478	67,580	-5.5%
							Change			Change in
			Change		2024	2025	from	June 2023-	June 2024-	12-month
Other Stats	May-24	May-25	from 2024		Total	Projection	2024	May 2024	May 2025	trend
New Patron Registrations	197	245	24.4%		2,278	2,220	-2.5%	2,433	2,252	-7.4%
# of Visitors (Security Gate)	12,329	14,351	16.4%		151,681	169,805	11.9%	142,740	159,124	11.5%

# Visitors Lobby Counter	13,563	15,019	10.7%	161,009	173,296	7.6%	160,338	166,169	3.6%
Local History # of visitors	385	282	-26.8%	4,923	4,741	-3.7%	2,321	4,851	109.0%
Synchronous Age 0-5		151							
Synchronous Age 6-11		123							
Synchronous Young Adult		22							
Synchronous Adult		476							
Synchronous General Interest		507							
Self-Directed Age 0-5		888							
Self-Directed Age 6-11		562							
Self-Directed Young Adult		165							
Self-Directed Adult		362							
Self-Directed General Interest		0							
Total Program	2,102	3,256	54.9%	19,413	21,306	9.8%	21,587	20,378	-5.6%
Synchronous In-Person		1,045							
Synchronous Off-Site		211							
Synchronous Virtual		23							
Asynchronous Virtual		34							
Public Sessions	1,700	1,820	7.1%	18,274	20,158	10.3%	19,854	19,106	-3.8%
Wireless Sessions	1,205	2,173	80.3%	15,685	17,126	9.2%	14,255	16,305	14.4%
Website Sessions	10,677	13,015	21.9%	126,362	130,593	3.3%	127,915	128,240	0.3%
Unique Visits	6,091	5,379	-11.7%	73,230	66,803	-8.8%	75,426	70,296	-6.8%
Page Views	22,832	30,261	32.5%	261,850	299,272	14.3%	255,863	277,760	8.6%
Self Checks	7,163	7,748	8.2%	82,118	80,030	-2.5%	84,597	81,249	-4.0%
Percentage of Self Checks	49%	51%	2.5%						
Assists Adult	2,865	2,295	-19.9%	34,601	29,392	-15.1%	34,902	32,349	-7.3%
Assists Children	967	1,064	10.0%	12,943	12,195	-5.8%	12,194	12,630	3.6%
Assists Local history	108	80	-25.9%	1,234	1,137	-7.8%	1,195	1,195	0.0%
IT help calls	153	87	-43.1%	1,241	1,263	1.8%	1,370	1,251	-8.7%
Searches in Catalog	19,937	18,512	-7.1%	248,002	188,215	-24.1%	293,057	221,220	-24.5%
Number of Items processed	1,434	0	-100.0%	15,346	12,640	-17.6%	16,768	14,230	-15.1%
Number of Items Withdrawn from Collection	1,428	0	-100.0%	15,909	15,422	-3.1%	18,908	15,760	-16.6%
Number of mended items	353	0	-100.0%	2,657	3,020	13.7%	2,355	2,805	19.1%
Number of items ordered	412	0	-100.0%	5,749	4,741	-17.5%	6,368	5,318	-16.5%
Number of records added to database	1,081	0	-100.0%	12,561	9,533	-24.1%	14,413	11,297	-21.6%

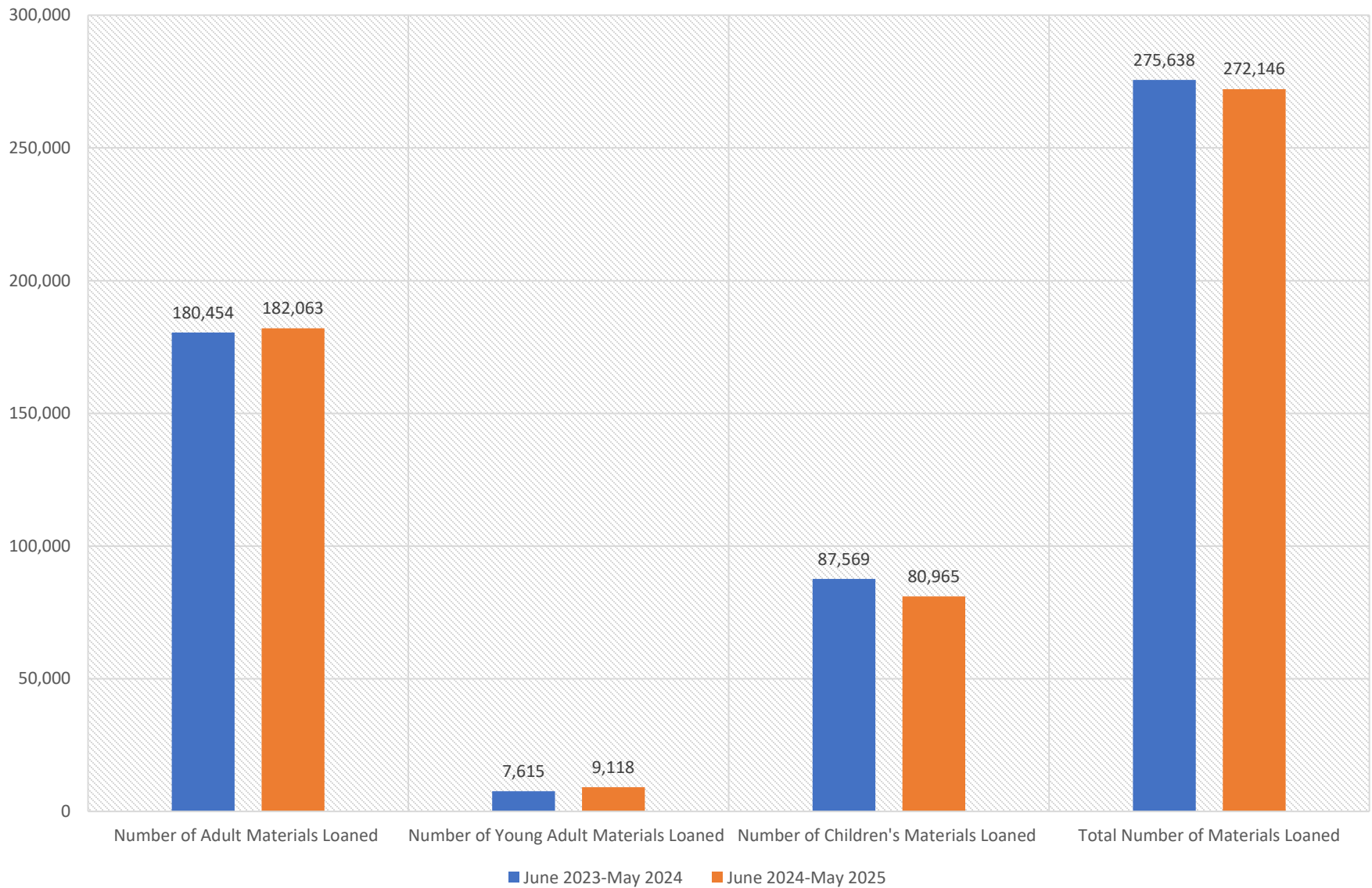
May Circulation by Audience



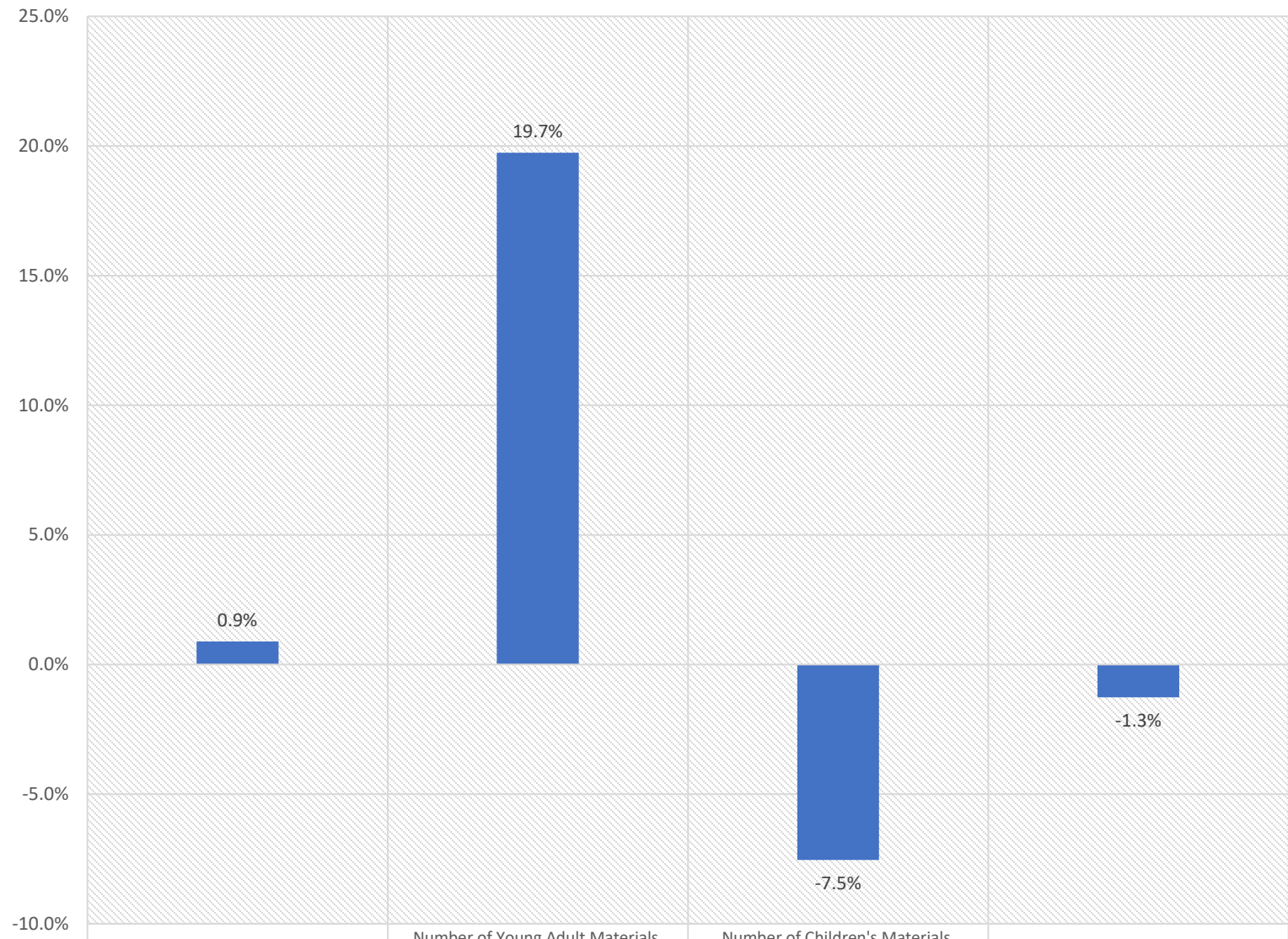
Change from 2024



12-Month Trend



Change in 12-month trend



■ Change in 12-month trend

Number of Adult Materials Loaned

0.9%

Number of Young Adult Materials Loaned

19.7%

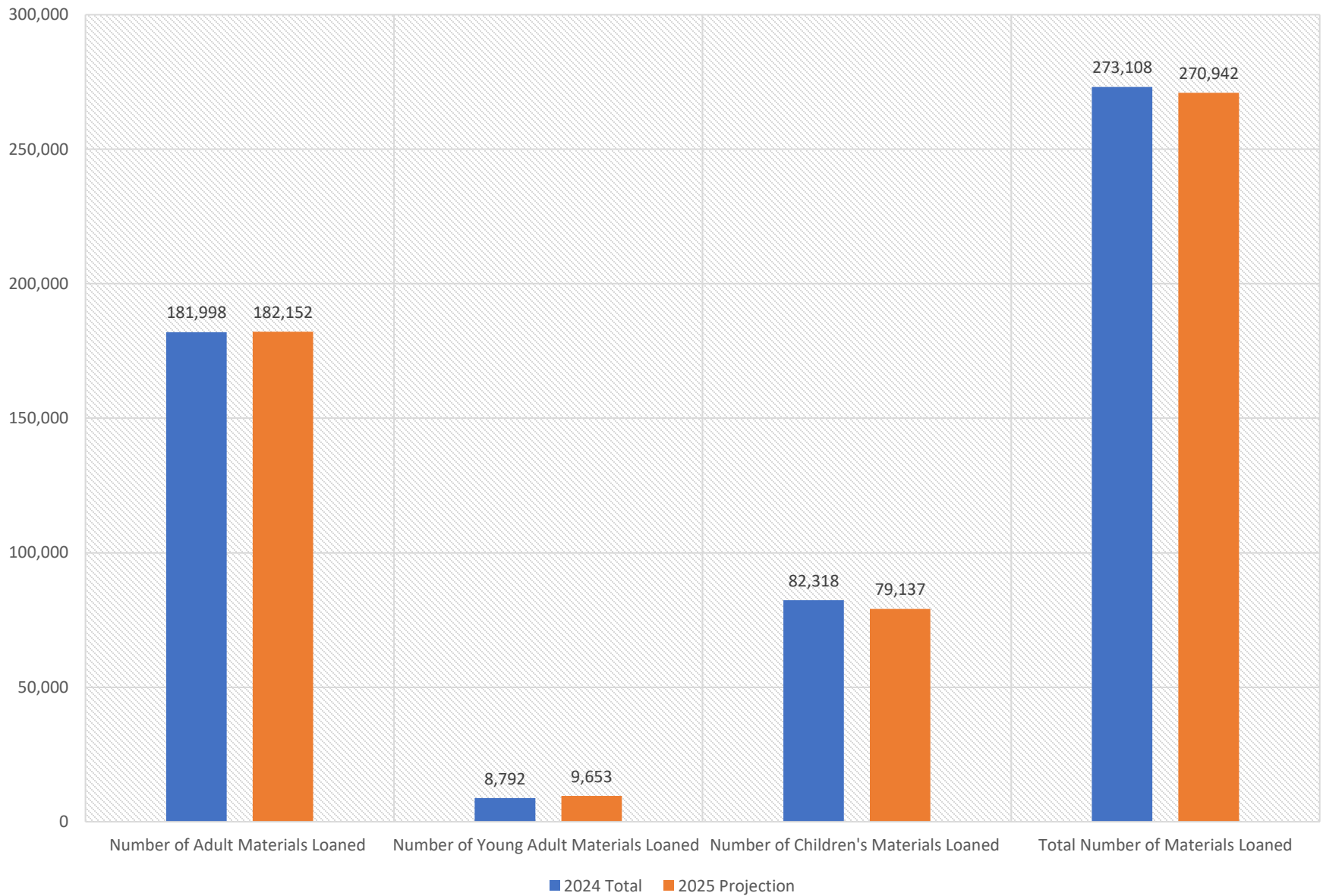
Number of Children's Materials Loaned

-7.5%

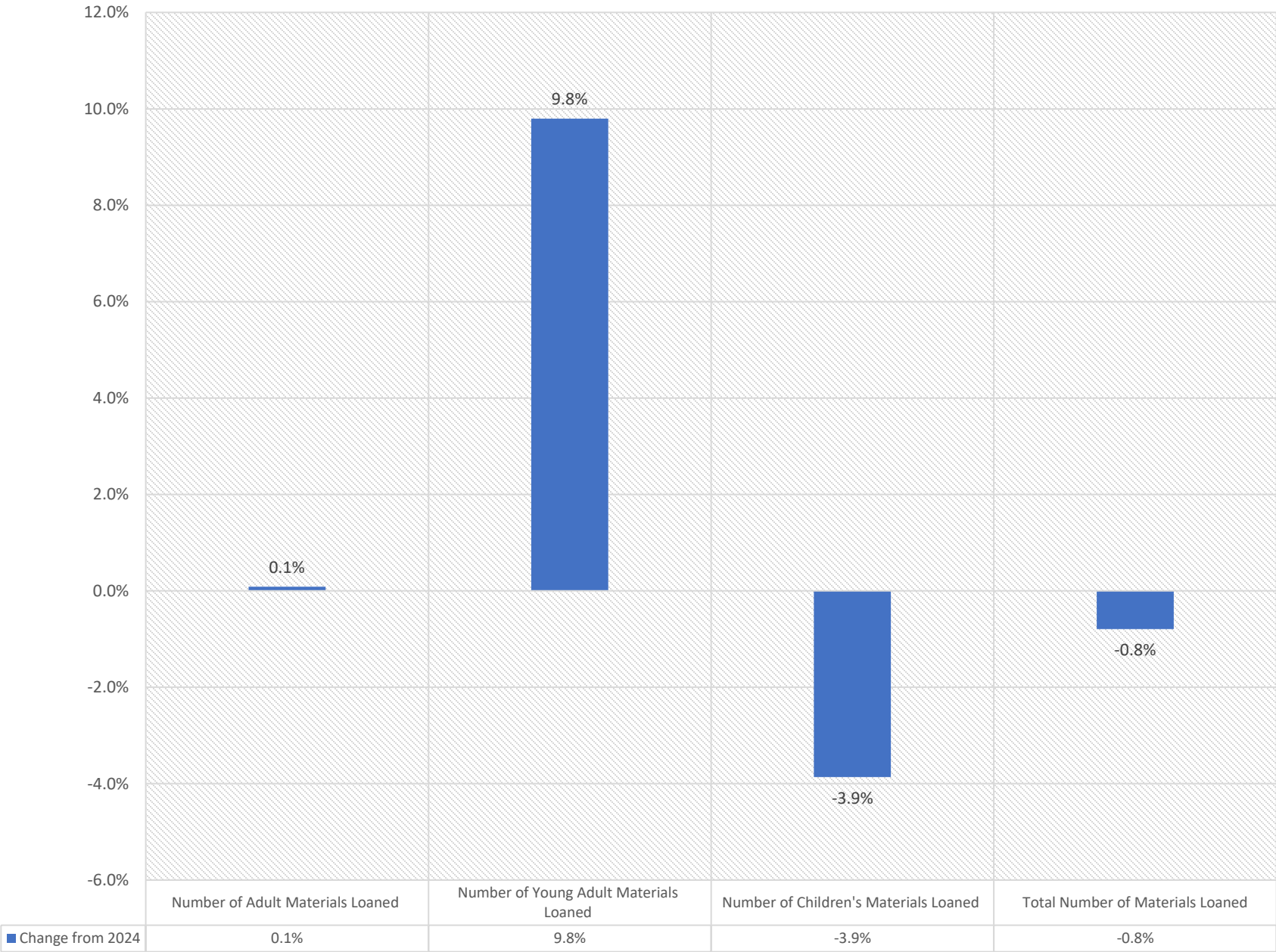
Total Number of Materials Loaned

-1.3%

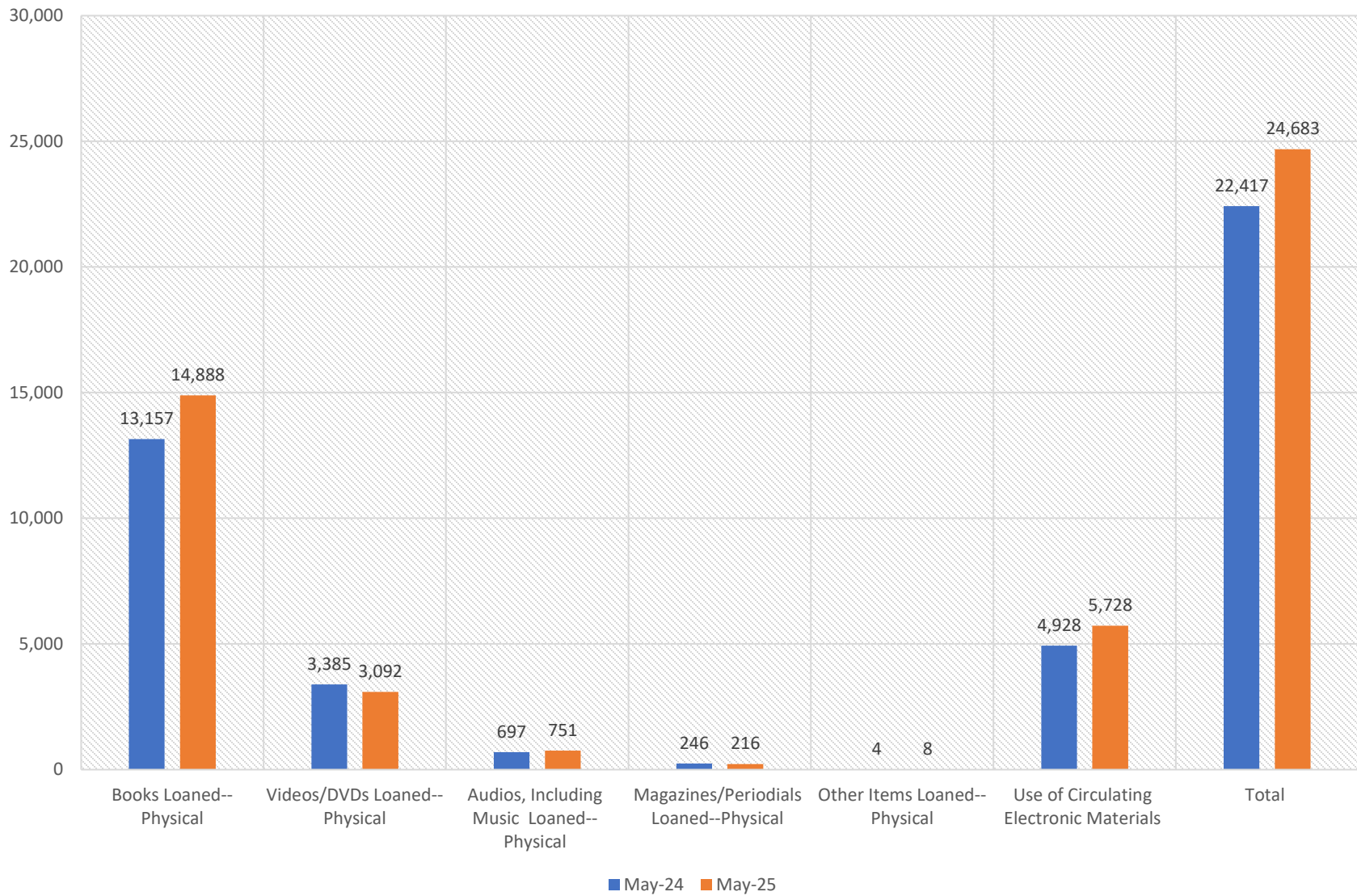
2025 Projection v 2024 Actuals



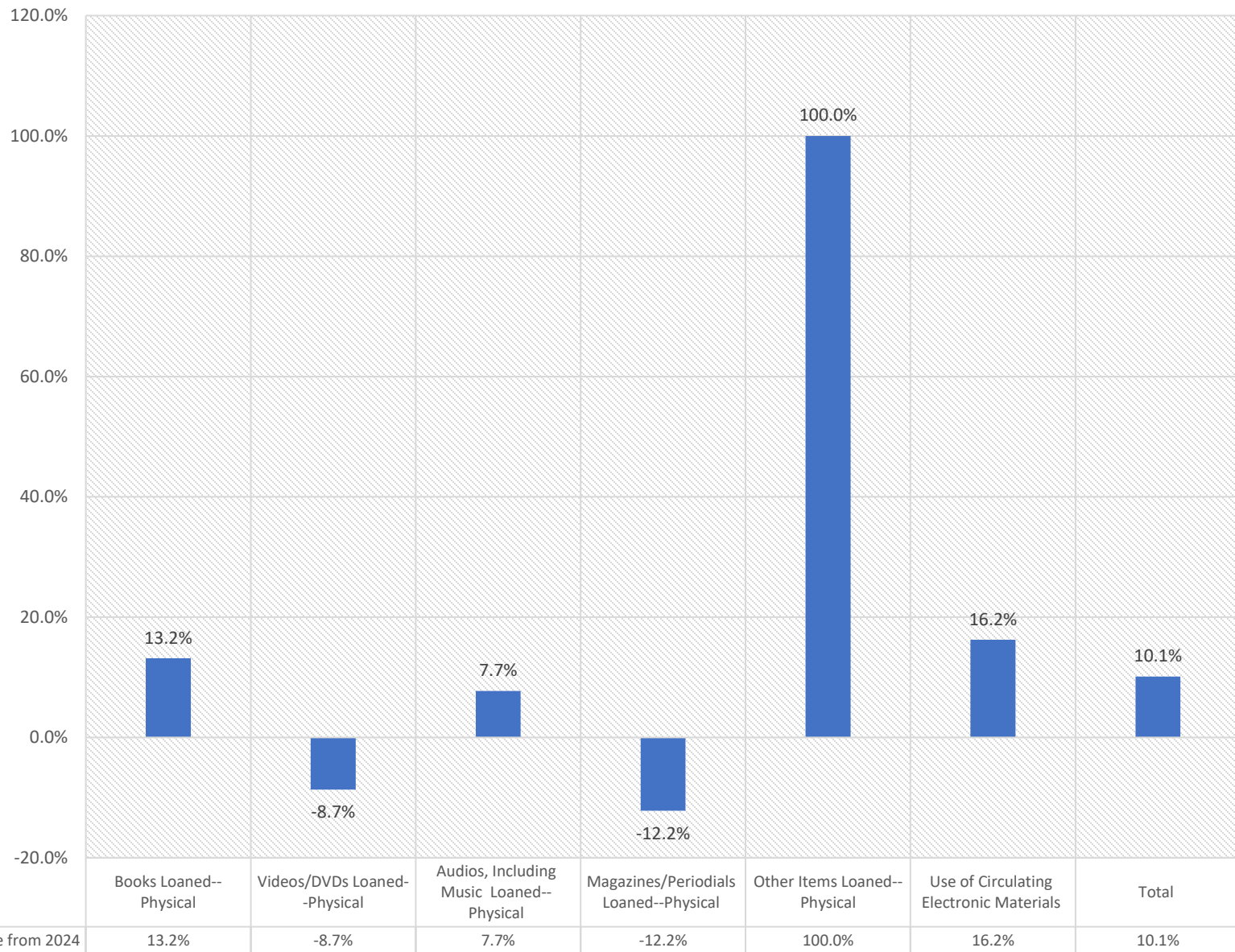
Projected Change from 2024



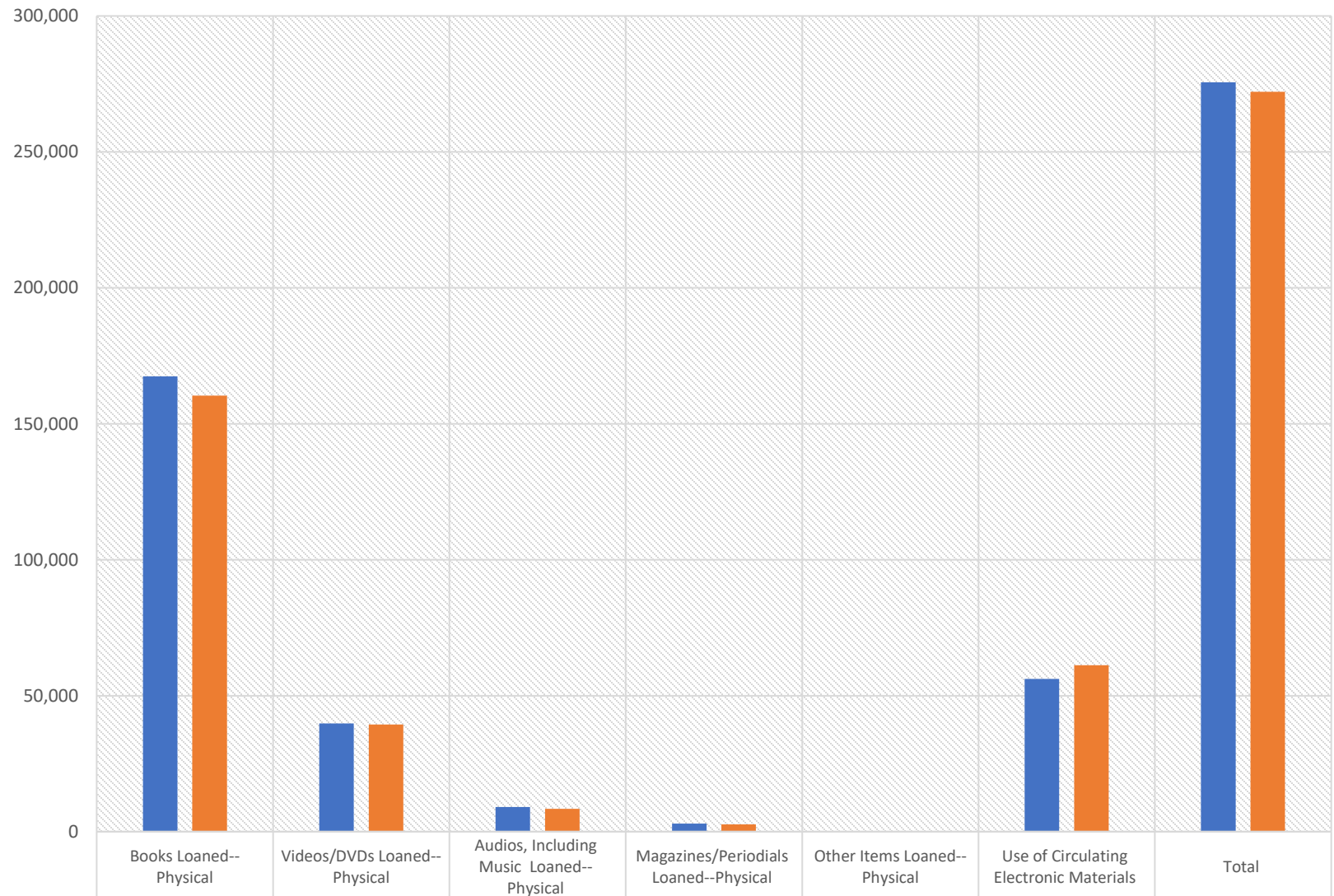
May Circulation by Material Type



Change from 2024



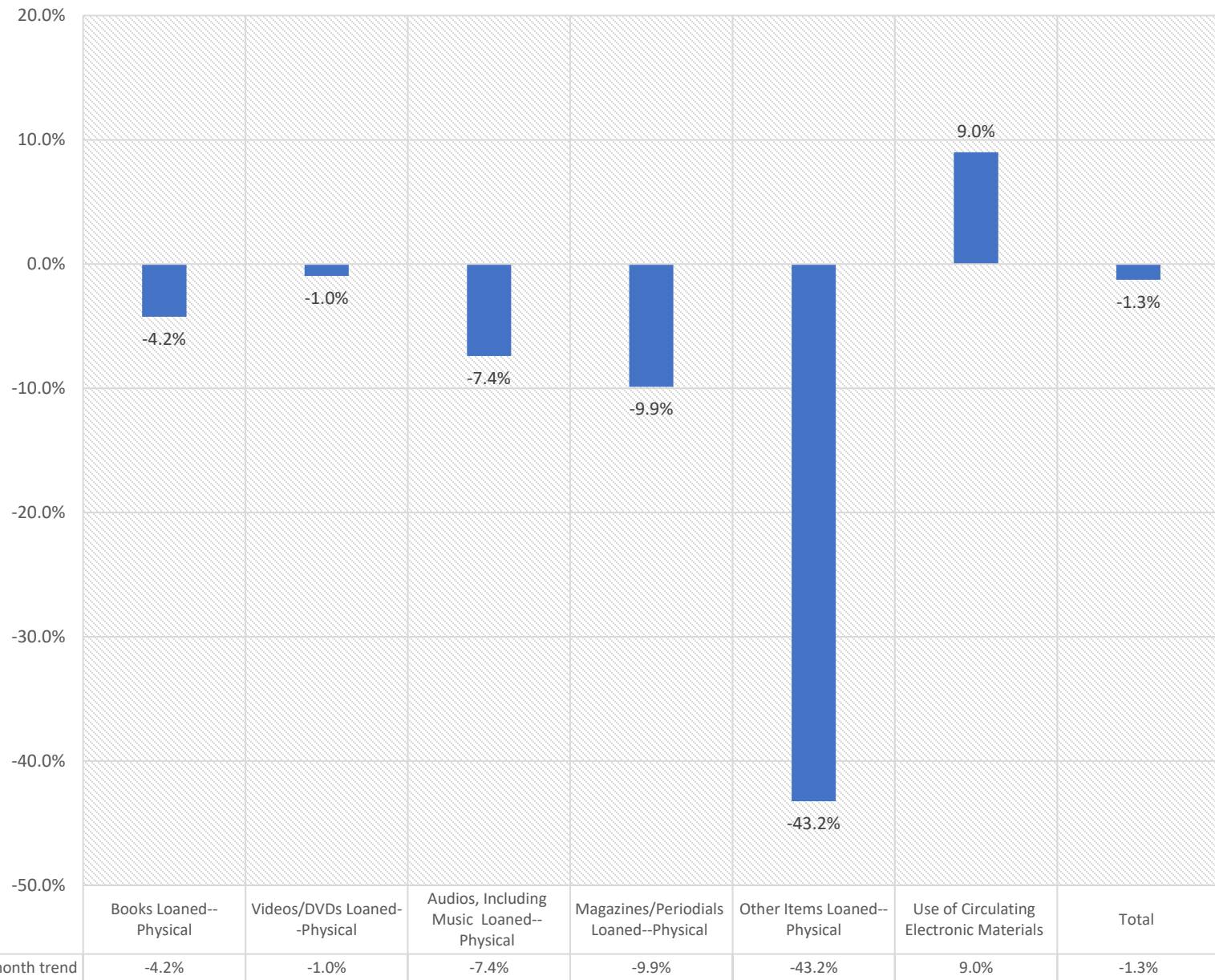
12-Month Trend



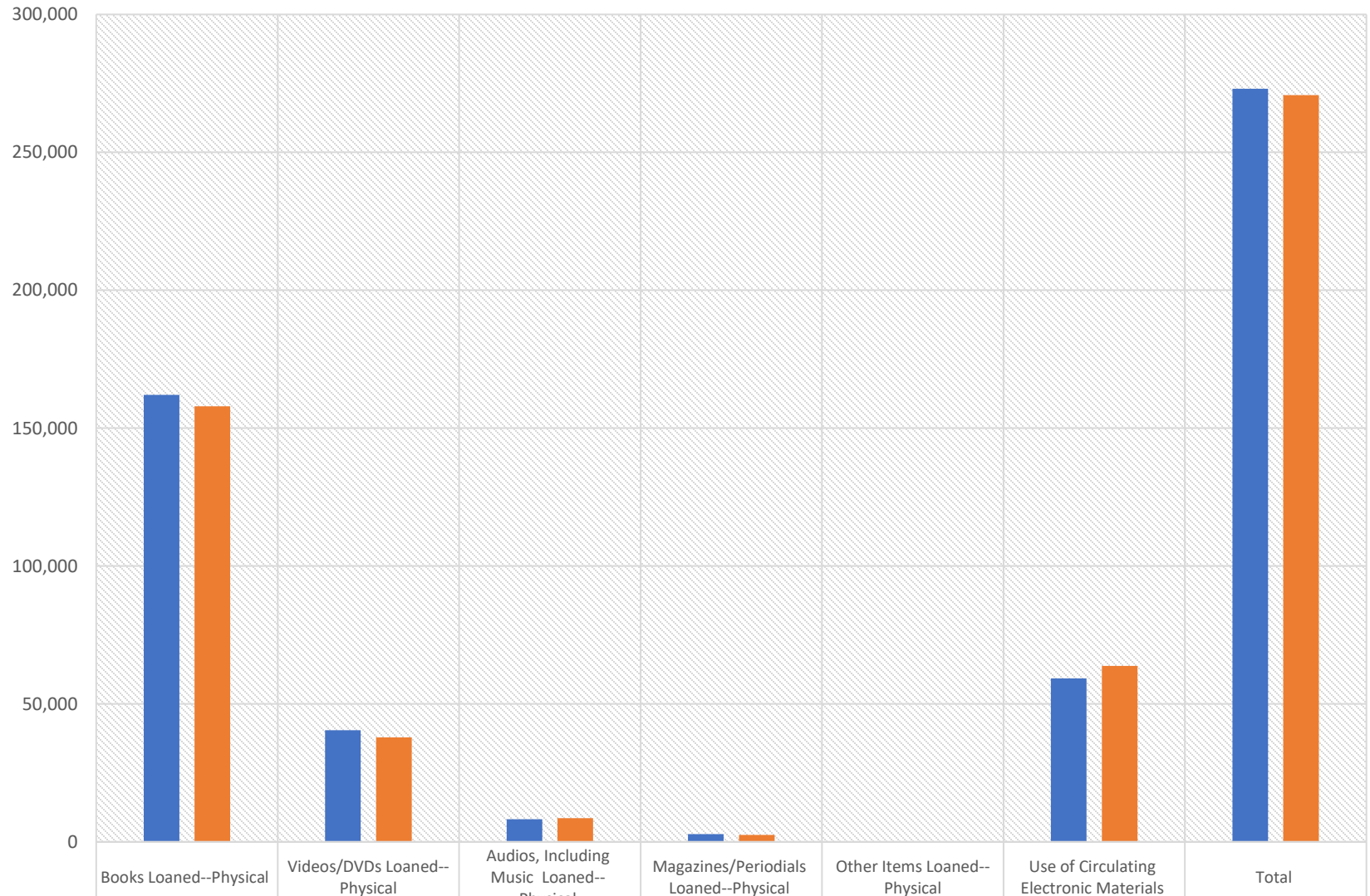
■ June 2023-May 2024	167,428	39,751	9,070	2,963	259	56,167	275,638
■ June 2024-May 2025	160,336	39,373	8,399	2,670	147	61,221	272,146

■ June 2023-May 2024 ■ June 2024-May 2025

Change in 12-month trend



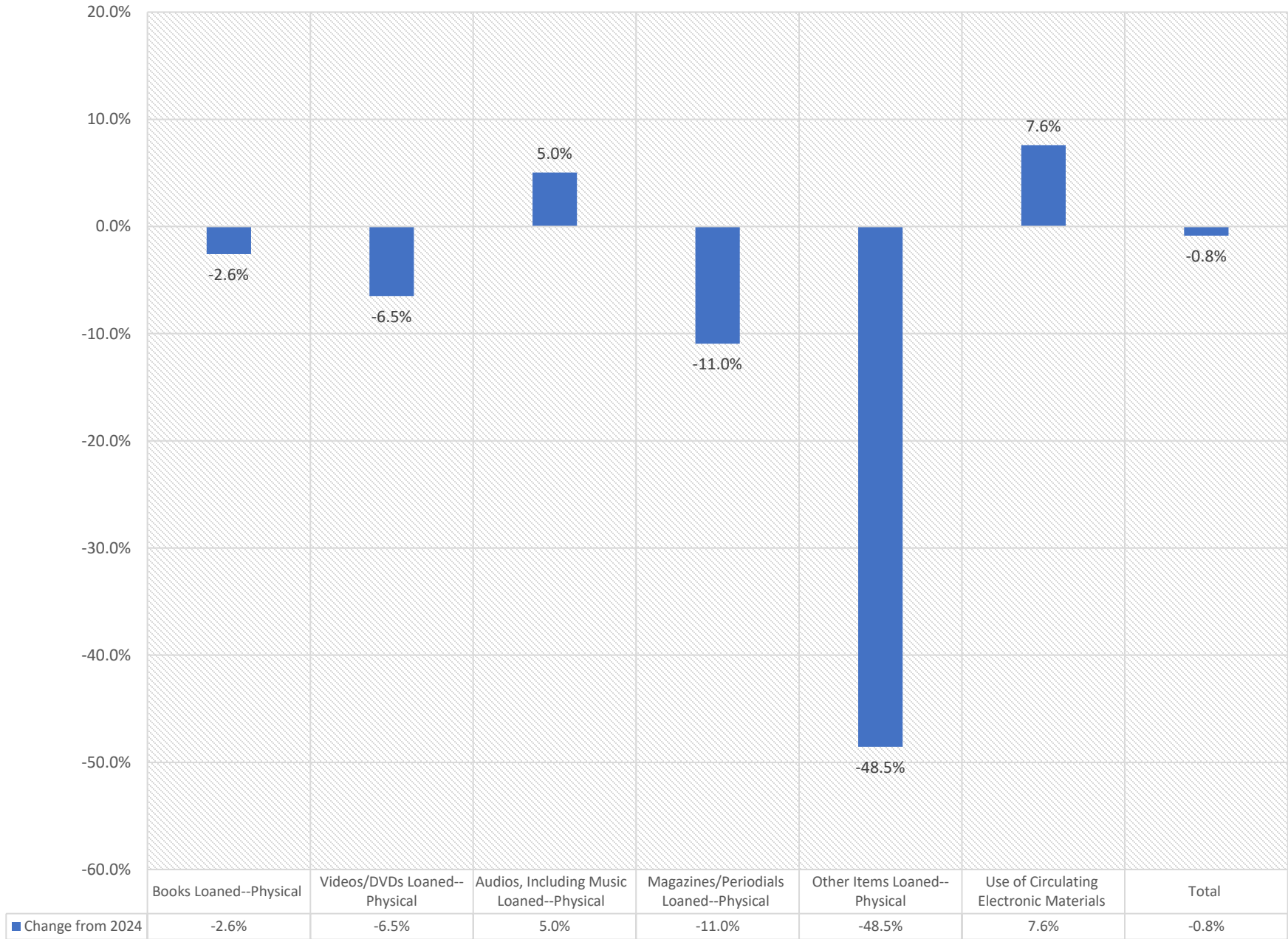
2025 Projection v 2024 Actuals



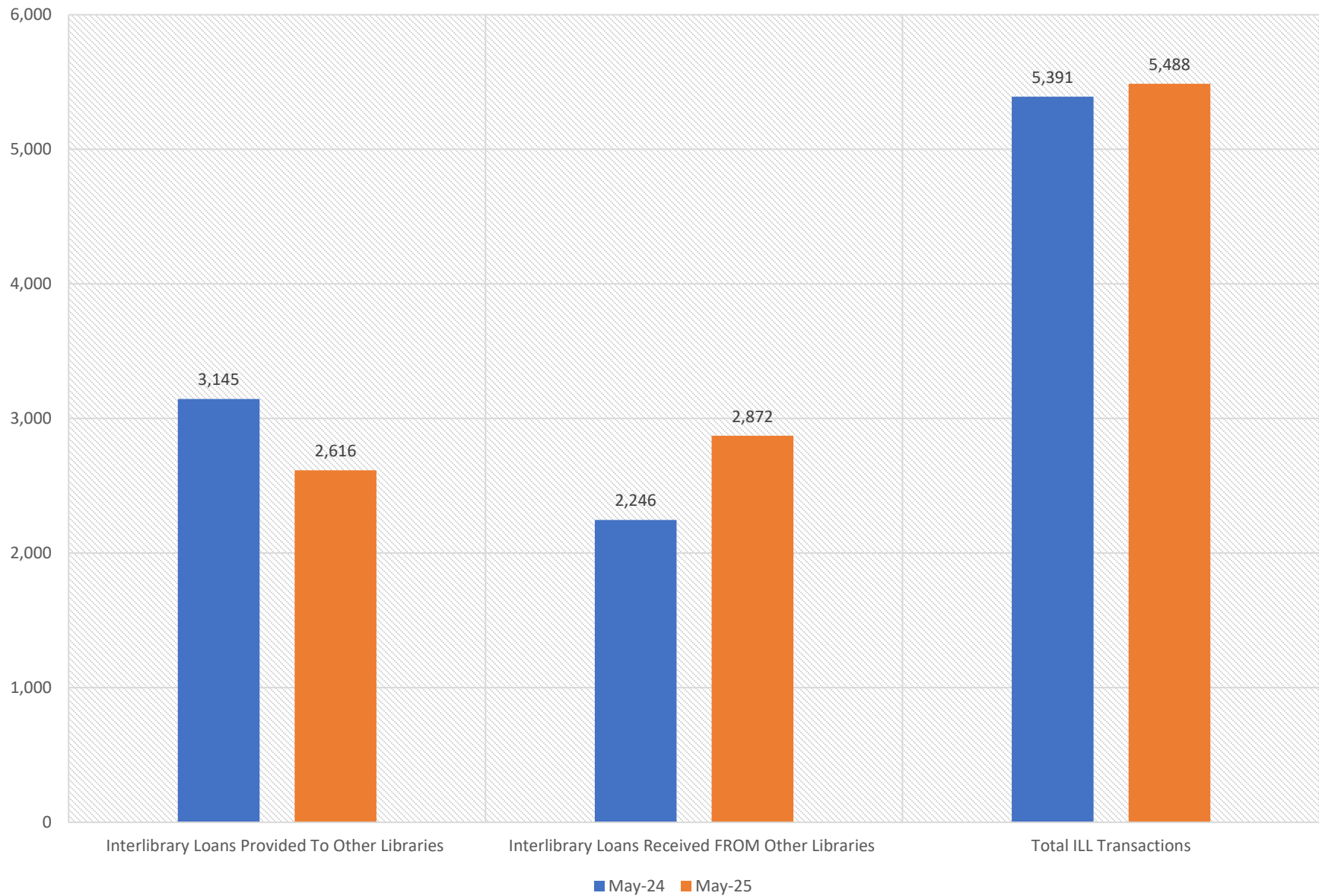
■ 2024 Total	162,108	40,478	8,230	2,799	197	59,296	273,108
■ 2025 Projection	157,910	37,842	8,644	2,492	101	63,800	270,790

■ 2024 Total ■ 2025 Projection

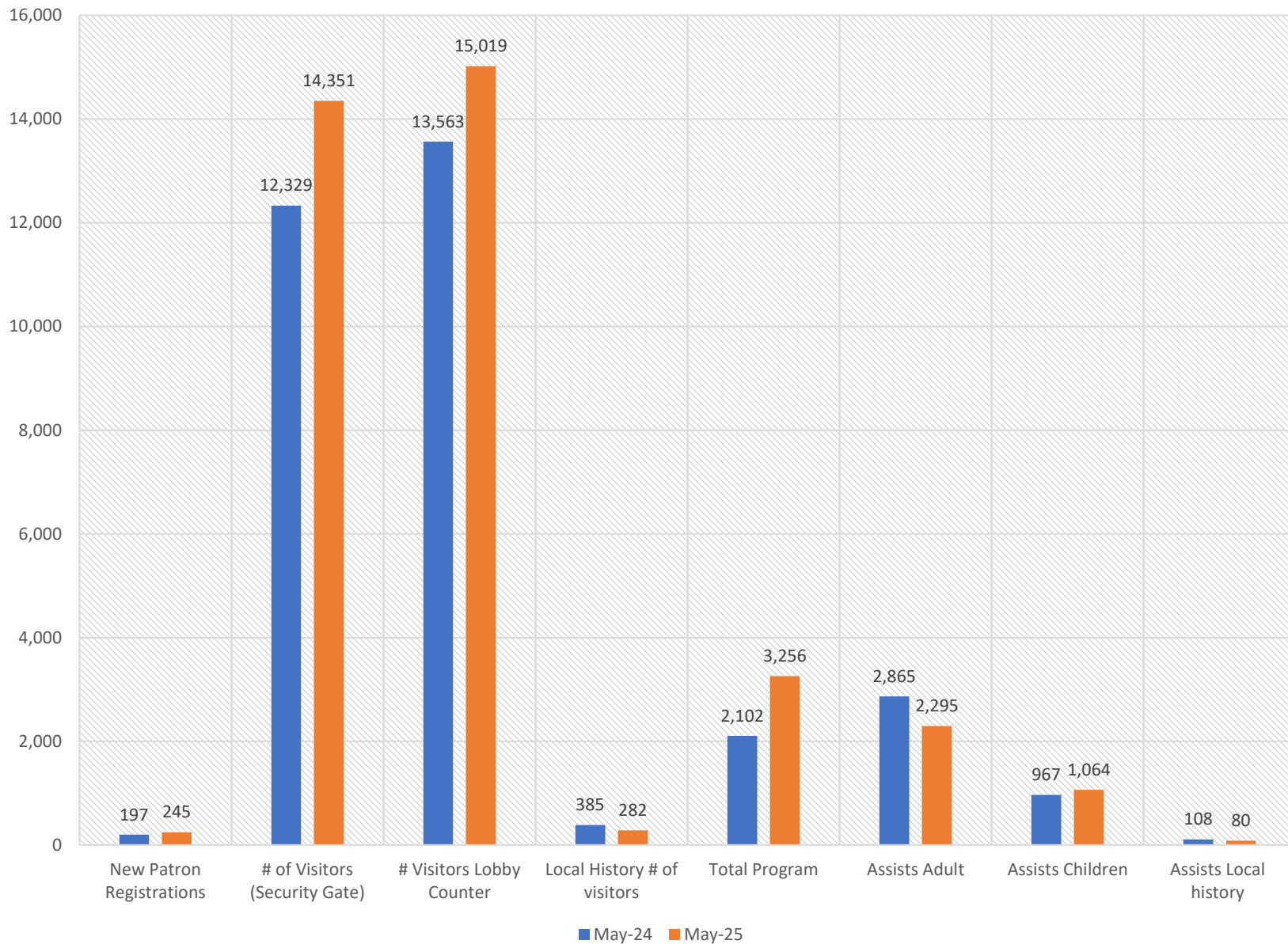
Change from 2024



May Interlibrary Loan



Other May Stats





Photography and Video Policy

I. General Policy

Permission is not required to take photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (e.g. restrooms and archival materials), including areas reserved for staff use only. If tripods, lights, or other specialized equipment are to be used, requests must be made at least 24 hours in advance.

II. Exterior Photography and Videos

Taking photographs and videos outside of the library building or on the library grounds does not require permission.

III. Commercial Photography and Videos

DPL may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with DPL operations and accommodates the rest of this policy. DPL may charge a fee to offset costs incurred by the library to provide access to the facility, and prior permission must be sought at least one week in advance. The taker of commercial photographs or videos shall have the sole responsibility for obtaining all necessary releases and permission required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

IV. Photography and Videos of Materials and Resources

DPL permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

V. Library Photography, Videos, and Recording

DPL may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. DPL reserves the right to document its services and the public's use of the library building and grounds. These

photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site).

VI. Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

VII. Right Subject to Compliance with Policy

DPL reserves the right to ask any individual or group violating this policy to leave the library.

Approved by the Board of Trustees November 21, 2019, December 15, 2022

Reviewed on June 26, 2025



Staff Social Media Use Policy

The purpose of this policy is to assist staff in making responsible decisions about their use of social media. It applies to all staff of Decatur Public Library.

Social media includes all means of communicating or posting information or content of any sort on the internet, including your own or someone else's web log or blog, journal or diary, personal web site, social networking web site, web bulletin board or chat room, whether or not associated or affiliated with the library, as well as any other form of electronic communication.

Staff are prohibited from the public posting of confidential information as defined by Decatur Public Library's Library Records Confidentiality Act ("75 ILCS 70/1").

Staff are prohibited from the public posting of information about Decatur Public Library that is deceptive, misleading or that can harass, threaten or discriminate against Staff, patrons, or vendors. To that end, Staff are discouraged from making remarks about other Library Staff, patrons, and/or vendors on public sites. Staff are prohibited from making negative remarks about other Library Staff, patrons, and/or vendors on public sites.

Staff are discouraged from accessing online networking sites during work time, unless authorized or for library purposes. Disciplinary action may result if use of social media adversely affects work performance.

Staff should have no expectation of personal privacy when using Decatur Public Library PCs, laptops, tablets, or other devices. The City Librarian reserves the right to access, monitor, retrieve or review any information on devices owned by Decatur Public Library.

If Staff discuss work related matters on social media in the scope of their employment and as part of their job duties they must disclose their affiliation with the Decatur Public Library. Only designated Staff are authorized to discuss matters on behalf of the Decatur Public Library on social media. Unless discussing work related matters on social media is in the scope of employment and as a part of job duties, Staff should clearly state on public websites that any opinions posted about work-related issues are their own, and not those of Decatur Public Library.

Nothing in this policy is intended to prevent Staff from engaging in protected, concerted activity. Further, notwithstanding any provision to the contrary in this policy, all Staff retain all rights set forth under Section 7 of the National Labor Relations Act. This policy is intended to specifically exclude any restriction on

protected Section 7 activity or any other protected non- work activity.

Approved by Decatur Public Library Board of Trustees November 2016,
Reviewed November 2022.

Amended June 26, 2025

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2025 to 5/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
166753	05/01/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	2,501.43	OFFICE SUPPLIES
166761	05/01/2025	CANON FINANCIAL SERVICES, INC BLANKET - SERVICE COPIERS & PRINTERS	1,681.47	SERV-OFFICE EQUIPMENT
166771	05/01/2025	DECATUR PARK DISTRICT PICNIC TABLE RENTAL FOR COLOR RUN	180.00	OTHER LIBRARY GRANT EXI
166774	05/01/2025	DEMCO INC BLANKET - OTHER LIBRARY GRANT EXP&OFFICE SL	944.15	OTHER LIBRARY GRANT EXI
166777	05/01/2025	DYNAGRAPHICS 6' X 4' BANNER DPL LOGO W/TAGLINE	201.98	OFFICE SUPPLIES
166795	05/01/2025	ILLINOIS LIBRARY ASSOCIATION IREAD PURCHASE FOR CHILDRENS SRP 2025	1,496.82	OTHER LIBRARY GRANT EXI
166796	05/01/2025	ILLINOIS PORTABLE TOILETS PORTABLE TOILETS	400.00	PROFESSIONAL SERVICES
166811	05/01/2025	KILEY KLEIN, LTD LEGAL REPRESENTATION JAN AND MAR 2025	713.00	PROFESSIONAL SERVICES
166827	05/01/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	279.78	OFFICE SUPPLIES
166846	05/01/2025	SOCIETY OF AMERICAN ARCHIVISTS SAA MEMBERSHIP - R. DAMPTZ HEAD OF ARCHIVES	509.00	MEMBERSHIP FEES
166849	05/01/2025	STEFAN KARRICK-WOODS TUNING PIANO	90.00	PROFESSIONAL SERVICES
166855	05/01/2025	TODAY'S BUSINESS SOLUTIONS COST PER FAX PROGRAM 1ST QTR 2025 JAN - MAR	105.24	TELEPHONE
166892	05/08/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	365.42	OFFICE SUPPLIES
166905	05/08/2025	CENTRALIA REGIONAL LIBRARY DISTRICT PAYMENT FOR LOST MATERIAL	11.99	LOST OR DAMAGED BOOKS
166911	05/08/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEES APRIL 15-APRIL 30, 2025	265.34	POSTAGE
166918	05/08/2025	CYNMARK BALLOON BOUQUETS ON STANDS GRAND REOPEN	315.00	OTHER LIBRARY GRANT EXI
166941	05/08/2025	HR SOURCE MEMBERSHIP DUES THROUGH JUNE'26	1,320.00	PROFESSIONAL SERVICES
166959	05/08/2025	LINCOLN PUBLIC LIBRARY PAYMENT FOR LOST MATERIALS	26.00	LOST OR DAMAGED BOOKS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2025 to 5/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
166965	05/08/2025	MAHOMET PUBLIC LIBRARY PAYMENT FOR LOST MATERIALS	17.18	LOST OR DAMAGED BOOKS
166966	05/08/2025	MARION CARNEGIE LIBRARY PAYMENT FOR LOST MATERIAL	55.00	LOST OR DAMAGED BOOKS
166978	05/08/2025	PEMBERTON, TY 4 LARGE BAGS OF ICE FOR GRAND REOPENING	24.20	OTHER LIBRARY GRANT EXI
166989	05/08/2025	SCHOOL'S IN LLC CHAIR DOLLY	198.38	SMALL CAPITAL ITEMS
167005	05/08/2025	ULINE ECONOMY T-SHIRT BAGS 3 CASES	120.58	OFFICE SUPPLIES
167033	05/15/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR CREDIT -OFFICE SUP, OTHER GRANTS, HARDWARE, BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	4,822.46	BOOKS & PERIODICALS
167037	05/15/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	2,980.62	OFFICE SUPPLIES
167047	05/15/2025	BRODART CO. CLASS LABELS MANGA, GRAPHIC LIT & COMICS	59.97	OFFICE SUPPLIES
167073	05/15/2025	DEMCO INC BLANKET - OTHER LIBRARY GRANT EXP&OFFICE SL	417.45	OFFICE SUPPLIES
167079	05/15/2025	DYNAGRAPHICS HARD CASE TO HOLD ALL 3	423.18	OTHER LIBRARY GRANT EXI
167107	05/15/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	562.00	BOOKS & PERIODICALS
167122	05/15/2025	MAVERIK MARKETING READICULOUS TSHIRTS	772.06	OTHER LIBRARY GRANT EXI
167126	05/15/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	443.16	OFFICE SUPPLIES
167137	05/15/2025	ONLINE LABELS, INC. 2"X2" SQUARE 20 PER SHEET 8.5"X11" STANDARD	44.02	OFFICE SUPPLIES
167140	05/15/2025	PAETEC BLANKET - TELEPHONE SERVICE	55.94	TELEPHONE
167156	05/15/2025	SCHOLASTIC LIBRARY PUBLISHING CHILDREN'S SRC	2,404.07	OTHER LIBRARY GRANT EXI
167157	05/15/2025	SCHOOL'S IN LLC 4 CHAIR DOLLY	809.10	SMALL CAPITAL ITEMS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2025 to 5/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
167171	05/15/2025	TIPPITT, ALEXIS SUPPLIES FOR TEEN CRAFT CLUB AND TEEN THING	199.42	OTHER LIBRARY GRANT EXI
167180	05/15/2025	UNIQUE MANAGEMENT SERVICES PLACEMENTS FOR APRIL 2025	364.45	PROFESSIONAL SERVICES
167207	05/22/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	3,056.60	OFFICE SUPPLIES
167228	05/22/2025	COMMERCIAL MAIL SERVICES MAY'25 MONTHLY POSTAGE FEES	320.03	POSTAGE
167288	05/22/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	717.52	OFFICE SUPPLIES
167301	05/22/2025	PEERLESS NETWORK, INC ACCT 1212890	330.28	TELEPHONE
167335	05/22/2025	VERIZON WIRELESS ACCT 980380645-00001	161.67	TELEPHONE
167358	05/29/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	2,645.56	OFFICE SUPPLIES
167361	05/29/2025	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE/MAGNET	6.50	OFFICE SUPPLIES
167363	05/29/2025	BELLEVILLE PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	12.99	LOST OR DAMAGED BOOKS
167375	05/29/2025	CANON FINANCIAL SERVICES, INC BLANKET - SERVICE COPIERS & PRINTERS	803.78	SERV-OFFICE EQUIPMENT
167378	05/29/2025	CITYBLUE TECHNOLOGIES LLC EPSON INK BLK & YELLOW	462.62	OFFICE SUPPLIES
167387	05/29/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	2,280.45	SECURITY
167423	05/29/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	201.24	OFFICE SUPPLIES
167443	05/29/2025	SCHOLASTIC LIBRARY PUBLISHING CHILDREN'S SRC	14.20	OTHER LIBRARY GRANT EXI
167463	05/29/2025	YUNAN CHANG, LLC 40% DEPOSIT 150TH BDAY PARTY	7,228.00	OTHER LIBRARY GRANT EXI
23006832	05/08/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,923.00	OTHER LIBRARY GRANT EXI
23006872	05/15/2025	REGIONS/CREDIT CARD ACCT 7213	2,051.33	CONFERENCES & TRAVEL

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2025 to 5/31/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23006873	05/15/2025	REGIONS/CREDIT CARD ACCT 2191	2,741.73	CONFERENCES & TRAVEL
23006894	05/22/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,730.70	OTHER LIBRARY GRANT EXI
23006895	05/22/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
Total for: 35			53,288.06	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
166753	05/01/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	17.55	BOOKS & PERIODICALS
166892	05/08/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	152.07	BOOKS & PERIODICALS
167037	05/15/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	11.68	BOOKS & PERIODICALS
167358	05/29/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	42.15	BOOKS & PERIODICALS
Total for: 59			223.45	
Total for All:			\$53,511.51	

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$4,822.46
BAKER & TAYLOR CO Total	\$11,773.08
BECK'S ENGRAVING & RUBBER STAMPS Total	\$6.50
BELLEVILLE PUBLIC LIBRARY Total	\$12.99
BRODART CO. Total	\$59.97
CANON FINANCIAL SERVICES, INC Total	\$2,485.25
CENTRALIA REGIONAL LIBRARY DISTRICT Total	\$11.99
CITYBLUE TECHNOLOGIES LLC Total	\$462.62
COMMERCIAL MAIL SERVICES Total	\$585.37
CYNMARK Total	\$315.00
DECATUR CIVIC CENTER AUTHORITY Total	\$2,280.45
DECATUR PARK DISTRICT Total	\$180.00
DEMCO INC Total	\$1,361.60
DYNAGRAPHICS Total	\$625.16
HR SOURCE Total	\$1,320.00
ILLINOIS LIBRARY ASSOCIATION Total	\$1,496.82
ILLINOIS PORTABLE TOILETS Total	\$400.00
JESSICA HILL CONSULTING LLC Total	\$3,653.70
JONES & THOMAS Total	\$420.00
KANOPY Total	\$562.00
KILEY KLEIN, LTD Total	\$713.00
LINCOLN PUBLIC LIBRARY Total	\$26.00
MAHOMET PUBLIC LIBRARY Total	\$17.18
MARION CARNEGIE LIBRARY Total	\$55.00
MAVERIK MARKETING Total	\$772.06
MIDWEST TAPE, LLC Total	\$1,641.70
ONLINE LABELS, INC. Total	\$44.02
PAETEC Total	\$55.94
PEERLESS NETWORK, INC Total	\$330.28
PEMBERTON, TY Total	\$24.20
REGIONS/CREDIT CARD Total	\$4,793.06
SCHOLASTIC LIBRARY PUBLISHING Total	\$2,418.27
SCHOOL'S IN LLC Total	\$1,007.48
SOCIETY OF AMERICAN ARCHIVISTS Total	\$509.00
STEFAN KARRICK-WOODS Total	\$90.00
TIPPITT, ALEXIS Total	\$199.42
TODAY'S BUSINESS SOLUTIONS Total	\$105.24
ULINE Total	\$120.58
UNIQUE MANAGEMENT SERVICES Total	\$364.45
VERIZON WIRELESS Total	\$161.67
YUNAN CHANG, LLC Total	\$7,228.00
Grand Total	\$53,511.51



Investor Statement

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for the period of: May 1, 2025 - May 31, 2025



Investor Services: (800) 947-8479



Internet: www.illinoisfunds.com

CITY OF DECATUR
130 N FRANKLIN ST
DECATUR IL 62523-6044

002200

Portfolio at-a-Glance

Portfolio Value Beginning 05/01/2025	\$1,836.69
+ Purchases	\$324.24
- Withdrawals	\$0.00
Portfolio Value Ending 05/31/2025	\$2,168.46

Portfolio Summary

Account Number	Fund Name	Shares	Share Price	Market Value on 05/31/2025	% of Account Holdings
CITY OF DECATUR	Illinois LGIP	2,168.460	\$1.00	\$2,168.46	100.0%

Account Transactions

Account Number	Trade Date	Transaction Description	Dollar Amount	Share Price	Shares this Transaction	Total Shares Owned
Illinois LGIP/5000		Beginning Balance as of 05/01/2025	\$1,836.69	\$1.00		1,836.690
	05/05/25	SHARES PURCHASED - WIRE	\$42.00	\$1.00	42.000	1,878.690
	05/13/25	SHARES PURCHASED - WIRE	\$16.24	\$1.00	16.240	1,894.930
	05/14/25	SHARES PURCHASED - WIRE	\$80.00	\$1.00	80.000	1,974.930
	05/19/25	SHARES PURCHASED - WIRE	\$150.00	\$1.00	150.000	2,124.930
	05/27/25	SHARES PURCHASED - WIRE	\$26.00	\$1.00	26.000	2,150.930
	05/28/25	SHARES PURCHASED - WIRE	\$10.00	\$1.00	10.000	2,160.930
	05/30/25	INCOME REINVEST	\$7.53	\$1.00	7.530	2,168.460
		Ending Balance as of 05/31/2025	\$2,168.46	\$1.00		2,168.460





CITY OF DECATUR

Investor Statement

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for the period of: May 1, 2025 - May 31, 2025



Investor Services: (800) 947-8479



Internet: www.illinoisfunds.com

Account Earnings Summary

Account Number	Fund Name	Capital Gains	Income Distributions	Period to Date	Year to Date
CITY OF DECATUR	Illinois LGIP	\$.00	\$7.53	\$7.53	\$500.42
	Total Portfolio	\$.00	\$7.53	\$7.53	\$500.42



DPL FY2025 Budget Report
 Prepared June 6, 2025
 At the end of May 42% of the
 year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,440,919	30.9%	\$ 640,540.31	44.5%	\$ 591,841.19	8.2%
Total Revenue	\$ 4,663,458		\$ 640,540.31	13.7%	\$ 591,841.19	8.2%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 780,530.50	41.8%	\$ 733,825.42	6.4%
Benefits	\$ 1,040,424		\$ 434,151.24	41.7%	\$ 391,235.04	11.0%
	\$ 2,907,648	57.5%	\$ 1,214,681.74	41.8%	\$ 1,125,060.46	8.0%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 61,424.53	25.1%	\$ 46,938.70	30.9%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 69,337.74	50.6%
Lost/Damage	\$ 1,600		\$ 508.02	31.8%	\$ 366.52	39%
Total Materials	\$ 350,620	9.3%	\$ 166,335.83	47.4%	\$ 116,642.96	42.6%

Professional Services

Security	\$ 22,500		\$ 10,130.64	45.0%	\$ 22,702.74	-55.4%
Professional Services	\$ 50,000		\$ 28,175.31	56.4%	\$ 32,078.07	-12.2%
Bank Service Charges	\$ 250		\$ 111.30	44.5%	\$ 100.08	11%
Total	\$ 72,750	1.9%	\$ 38,417.25	52.8%	\$ 32,178.15	19.4%

Allocations

Administrative Fee	\$	189,792		\$	79,080.00	41.7%	\$	61,555.00	28.5%
MIS	\$	19,967		\$	8,320.00	41.7%	\$	6,805.00	22.3%
	\$	209,759	5.5%	\$	87,400.00	41.7%	\$	68,360.00	27.9%

Grants

Other grants	\$	150,000		\$	82,902.44	55.3%	\$	31,657.84	161.9%
	\$	150,000	4.0%	\$	82,902.44	55.3%	\$	31,657.84	161.9%

Advertising	\$	900	0.02%	\$	-	0.0%	\$	423.38	-100%
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Office Supplies/Maintenance

Postage	\$	5,000		\$	2,780.11	55.6%	\$	2,372.09	17.2%
Service to Office Equipment	\$	25,000		\$	4,980.16	19.9%	\$	5,972.03	-16.6%
Telephone	\$	6,000		\$	2,928.62	48.8%	\$	2,790.26	5.0%
Software	\$	45,000		\$	21,908.70	48.7%	\$	39,005.28	-43.8%
Office Supplies	\$	40,000		\$	16,600.76	41.5%	\$	8,814.86	88.3%
Small Capital	\$	50,000		\$	24,348.10	48.7%	\$	34,783.66	-30.0%
	\$	171,000	4.5%	\$	73,546.45	43.0%	\$	93,738.18	-21.5%

Staff Development

Conferences/Training/Travel	\$	35,000		\$	4,242.75	12.1%	\$	11,213.40	-62.2%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	71,000		\$	1,316.74	1.9%	\$	2,739.93	-51.9%
	\$	116,000	3.1%	\$	5,559.49	4.8%	\$	13,953.33	-60.2%

Insurance

Unemployment	\$	1,176		\$	490.00	41.7%	\$	470.00	4.3%
Risk Management	\$	111,948		\$	46,645.00	41.7%	\$	39,005.00	19.6%
	\$	113,124	3.0%	\$	47,135.00	41.7%	\$	39,475.00	19.4%

Building Costs

Transfer to Capital	\$	375,000		\$	350,000.00	93.3%	\$	-	#DIV/0!
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Rent	\$	589,583		\$	245,575.00	41.7%	\$	245,575.00	0.0%
Supplies	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Maintenance	\$	-		\$	6,261.00	#DIV/0!	\$	-	#DIV/0!
Total Building	\$	964,583	25.5%	\$	601,836.00		\$	245,575.00	145.1%
Total Operations/Services	\$	2,148,736	56.8%	\$	1,103,132.46	51.3%	\$	642,003.84	71.8%
Total Expenses	\$	5,056,384		\$	2,317,814.20	45.8%	\$	1,767,064.30	31.2%
Revenue Minus Expense	\$	(392,926)		\$	(1,677,273.89)		\$	(1,175,223.11)	42.7%

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				
7/1/2025	\$ -				
8/1/2025	\$ -				
9/1/2025	\$ -				
10/1/2025	\$ -				
11/1/2025	\$ -				
12/1/2025	\$ -				
1/1/2026	\$ -				

Capital Fund

Revenue Expected:

Expense Expected:

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

5/1/2025	\$	202,980.13	\$	53.49	\$	33,684.82	\$	169,348.80
6/1/2025	\$	169,348.80						
7/1/2025	\$	-						
8/1/2025	\$	-						
9/1/2025	\$	-						
10/1/2025	\$	-						
11/1/2025	\$	-						
12/1/2025	\$	-						
1/1/2026	\$	-						

Trust Accounts

Cantoni

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 7,017.16	\$ 2.58	\$ -	\$ 7,019.74
2/1/2025	\$ 7,019.74	\$ 1.78	\$ 116.90	\$ 6,904.62
3/1/2025	\$ 6,904.62	\$ 1.36	\$ 368.69	\$ 6,537.29
4/1/2025	\$ 6,537.29	\$ 1.27	\$ 564.90	\$ 5,973.66
5/1/2025	\$ 5,973.66	\$ 1.66	\$ 52.33	\$ 5,922.99
6/1/2025	\$ 5,922.99			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
1/1/2026	\$ -			

Meyer

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

8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
12/1/2025	\$	-
1/1/2026	\$	-

Memorials/Donations

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 6,814.86	\$ 1,557.71	\$ 1,022.59	\$ 7,349.98
2/1/2025	\$ 7,349.98	\$ (98.22)	\$ 1,294.09	\$ 5,957.67
3/1/2025	\$ 5,957.67	\$ 1,171.36	\$ 238.03	\$ 6,891.00
4/1/2025	\$ 6,891.00	\$ 5,485.00	\$ 225.66	\$ 12,150.34
5/1/2025	\$ 12,150.34	\$ 1,055.64	\$ 171.12	\$ 13,034.86
6/1/2025	\$ 13,034.86			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
1/1/2026	\$ -			

Total	Beginning	Revenue	Expense	Balance Sheet activity	Ending
1/1/2025	\$ 2,107,322.23	\$ 494,948.27	\$ 917,445.33	\$ -	\$ 1,684,825.17
2/1/2025	\$ 1,684,825.17	\$ 52,134.70	\$ 626,987.36	\$ -	\$ 1,109,972.51
3/1/2025	\$ 1,109,972.51	\$ 80,276.74	\$ 363,951.05	\$ -	\$ 826,298.20
4/1/2025	\$ 826,298.20	\$ 193,310.33	\$ 405,959.87	\$ -	\$ 613,648.66
5/1/2025	\$ 613,648.66	\$ 181,521.51	\$ 385,410.26	\$ -	\$ 409,759.91
6/1/2025	\$ 409,759.91	\$ -	\$ -	\$ -	
7/1/2025	\$ -	\$ -	\$ -	\$ -	
8/1/2025	\$ -	\$ -	\$ -	\$ -	
9/1/2025	\$ -	\$ -	\$ -	\$ -	
10/1/2025	\$ -	\$ -	\$ -	\$ -	
11/1/2025	\$ -	\$ -	\$ -	\$ -	
12/1/2025	\$ -	\$ -	\$ -	\$ -	

1/1/2026 \$ -

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,222,539	\$ 3,222,539	\$ -
PPRT	\$ 592,000	\$ 384,720	\$ (207,280)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 150,000	\$ 150,000	\$ -
PILOT	\$ 556,299	\$ 556,299	\$ -
Fines	\$ 4,500	\$ 10,164	\$ 5,664
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 2,220	\$ (2,780)
Copies/Miscellaneous	\$ 14,000	\$ 10,567	\$ (3,433)
Meeting Room Fees	\$ 4,000	\$ 7,267	\$ 3,267
Interest Income	\$ 6,000	\$ 4,922	\$ (1,078)
Investment Income	\$ 5,000	\$ 30,235	\$ 25,235
Sale of Property	\$ -	\$ 34,583	\$ 34,583
Reimbursement of Expenses	\$ -	\$ 6,362	
Totals	\$ 4,663,458	\$ 4,523,899	\$ (139,559)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,867,224	\$ 1,844,890	\$ 22,334
Overtime	\$ -	\$ 411	\$ (411)
IMRF	\$ 135,590	\$ 133,814	\$ 1,776
FICA/Medicare	\$ 144,064	\$ 137,325	\$ 6,739
Life insurance	\$ 3,800	\$ 2,652	\$ 1,148
Medical insurance	\$ 741,000	\$ 738,755	\$ 2,245
Service recognition	\$ 15,970	\$ 15,970	\$ -
Total Personnel	\$ 2,907,648	\$ 2,873,817	\$ 33,831
Fund	Budgeted		
Unemployment insurance	\$ 1,176	\$ 1,176	\$ -
Advertising	\$ 900	\$ -	\$ 900
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 6,261	\$ (6,261)
Service to Office Equipment	\$ 25,000	\$ 18,489	\$ 6,511
IT Services	\$ 19,967	\$ 19,967	\$ -
Telephone/Internet	\$ 6,000	\$ 7,133	\$ (1,133)
Banking Service Charges	\$ 250	\$ 306	\$ (56)
Conferences/Travel/Continuing Ed	\$ 35,000	\$ 7,559	\$ 27,441
General Fund	\$ 189,792	\$ 189,792	\$ -
Postage	\$ 5,000	\$ 6,536	\$ (1,536)
Security	\$ 22,500	\$ 24,314	\$ (1,814)
Computer Software	\$ 45,000	\$ 35,283	\$ 9,717
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 50,000	\$ 53,149	\$ (3,149)

Membership Fees	\$ 71,000	\$ 71,000	\$ -
Per Capita Grant	\$ 104,020	\$ 104,403	\$ (383)
Other Grant	\$ 150,000	\$ 150,000	\$ -
Office Supplies	\$ 40,000	\$ 51,420	\$ (11,420)
Risk Management	\$ 111,948	\$ 111,948	\$ -
Small Capital	\$ 50,000	\$ 59,476	\$ (9,476)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,567	\$ 33
Transfer to Capital Fund	\$ 375,000	\$ 350,000	\$ 25,000
Total operating	\$ 2,148,736	\$ 2,104,360	\$ 44,376
Total expense	\$ 5,056,384	\$ 4,978,177	\$ 78,207
Surplus (deficit)	\$ (392,926.00)	\$ (454,279)	
	\$ (17,926.00)	\$ (104,279)	

EPSON

Epson Remote Services

Device Status / X6GL002139

WF-C879R

X6GL002139

Decatur Public Library

03/2025

19th 11:51:42

Status

Settings

Usage

Remote Operation

Extended Service Information

Status

Printer

Scanner

Fax

Network

Other

Black Ink

Cyan Ink

Magenta Ink

Yellow Ink

Maintenance Unit

ADF Pickup Roller

EPSON

Epson Remote Services

Device Status / X6GL002139

WF-C879R

X6GL002139

Decatur Public Library

03/2025

19th 11:51:42

Status

Settings

Usage

Remote Operation

Extended Service Information

Printing

First Time Printing

Total Number of Pages^[1]

Total Number of B&W Pages^[1]

Total Number of Color Pages^[1]

	Actual 27,563	Actual 27,563	Actual 9,105
Number of Sheets Loaded			
Rear Paper Feed	193	3 Level Color Counter	
Paper Cassette 1	17030	Display Mode	OFF
Paper Cassette Unit 1	2369	Threshold (%)	
Paper Cassette Unit 2	133	- High	10.0
Paper Cassette Unit 3	9	- Low	5.0
		Total Number of Pages	25,554
		Total Number of B&W Pages	18,249
		Total Number of Color Pages	7,305
		Total Number of Color High Pages	1,635
		Total Number of Color Middle Pages	2,127
		Total Number of Color Low Pages	3,543
		Average of Color (%)	
		- High	14.1
		- Middle	6.9
		- Low	2.2

EPSON

Epson Remote Services

Device Status / X6GL002138

WF-C879R

X6GL002138

Decatur Public Library

03/2025

19th 11:52:20

Status

Settings

Usage

Remote Operation

Extended Service Information

Status

Printer

Scanner

Fax

Network

Other

Consumables / Periodical Replacement Parts Information

EPSON

Epson Remote Services

Device Status / X6GL002138

WF-C879R

X6GL002138

Decatur Public Library

03/2025

19th 11:52:20

Status

Settings

Usage

Remote Operation

Extended Service Information

Printing

First Time Printing

Total Number of Pages^[1]

Total Number of B&W Pages^[1]

Total Number of Color Pages^[1]

	Actual 52,116	Actual 52,116	Actual 27,558
Number of Sheets Loaded			
Rear Paper Feed	518	3 Level Color Counter	
Paper Cassette 1	20409	Display Mode	OFF
Paper Cassette Unit 1	19343	Threshold (%)	
Paper Cassette Unit 2	500	- High	10.0
Paper Cassette Unit 3	119	- Low	5.0
		Total Number of Pages	51,574
		Total Number of B&W Pages	24,535
		Total Number of Color Pages	27,039
		Total Number of Color High Pages	2,465
		Total Number of Color Middle Pages	4,554
		Total Number of Color Low Pages	20,020
		Average of Color (%)	
		- High	15.7
		- Middle	7.3
		- Low	2.0

EPSON

Epson Remote Services

Device Status / X574015175

WF-C579R

X574015175

Decatur Public Library

03/2025

19th 12:03:36

Status

Settings

Usage

Remote Operation

Extended Service Information

Status

Printer

Scanner

Fax

Network

Other

Black Ink

Cyan Ink

Magenta Ink

Yellow Ink

Maintenance Box/Unit 1

ADF Pickup Roller

EPSON

Epson Remote Services

Device Status / X574015175

WF-C579R

X574015175

Decatur Public Library

03/2025

19th 12:03:36

Status

Settings

Usage

Remote Operation

Extended Service Information

Printing

First Time Printing

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

04/29/2024 00:00:00

4,139

2,795

1,344

Actual 4,191

Actual 4,191

Actual 1,396

Number of Sheets Loaded

3 Level Color Counter

EPSON

Epson Remote Services

Device Status / X574011461

WF-C579R

X574011461

Decatur Public Library

03/2025

19th 12:04:22

Status

Settings

Usage

Remote Operation

Extended Service Information

Status

Printer

Scanner

Fax

Network

Other

Consumables / Periodical Replacement Parts Information

Black Ink

Cyan Ink

Magenta Ink

Yellow Ink

Maintenance Box/Unit 1

ADF Pickup Roller

EPSON

Epson Remote Services

Device Status / X574011461

WF-C579R

X574011461

Decatur Public Library

03/2025

19th 12:04:22

Status

Settings

Usage

Remote Operation

Extended Service Information

Printing

First Time Printing

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

04/29/2024 00:00:00

22,636

17,020

5,616

Actual 25,946

Actual 25,946

Actual 8,926

Number of Sheets Loaded

3 Level Color Counter

EPSON

Epson Remote Services

Home

Help

Logout

Device Status / X574011348

WF-C579R

X574011348

Decatur Public Library

03/2025

19th 12:19:34

Status

Settings

Usage

Remote Operation

Extended Service Information

Status

Printer

Scanner

Fax

Network

Other

Warning

Ready

Ready

Ready

Ready

Ready

Consumables / Periodical Replacement Parts Information

Black Ink

Cyan Ink

Magenta Ink

Yellow Ink

Maintenance Box/Unit 1

ADF Pickup Roller

2

3

3

3

1

-

Black Ink Supply Unit T01D1

Cyan Ink Supply Unit T01C2

Magenta Ink Supply Unit T01C3

Yellow Ink Supply Unit T01C4

Maintenance Cartridge T6716

Remaining of feeder roller

181228003448

152329030628

172329060858

164429091811

EPSON

Epson Remote Services

Home

Help

Logout

Device Status / X574011348

WF-C579R

X574011348

Decatur Public Library

03/2025

19th 12:19:34

Status

Settings

Usage

Remote Operation

Extended Service Information

Printing

First Time Printing

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

04/29/2024 00:00:00

14,385

12,860

1,525

Actual 14,172

Actual 14,172

Actual 1,312

Number of Sheets Loaded

3 Level Color Counter

Rear Paper Feed

Paper Cassette 1

Paper Cassette Unit 1

10

12027

1861

Display Mode

Threshold (%)

- High

- Low

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

Total Number of Color High Pages

Total Number of Color Middle Pages

Total Number of Color Low Pages

Average of Color (%)

- High

- Middle

- Low

OFF

10.0

5.0

14,384

12,859

1,525

213

264

1,048

14.6

7.1

1.5

EPSON

Epson Remote Services

Home

Help

Logout

Device Status / X574011344

WF-C579R

X574011344

Decatur Public Library

03/2025

19th 12:06:14

Status

Settings

Usage

Remote Operation

Extended Service Information

Status

Printer

Scanner

Fax

Network

Other

Ready

Ready

Ready

Ready

Ready

Ready

Consumables / Periodical Replacement Parts Information

Black Ink

Cyan Ink

Magenta Ink

Yellow Ink

Maintenance Box/Unit 1

ADF Pickup Roller

2

2

2

2

1

-

Black Ink Supply Unit T01D1

Cyan Ink Supply Unit T01D2

Magenta Ink Supply Unit T01D3

Yellow Ink Supply Unit T01D4

Maintenance Cartridge T6716

Remaining of feeder roller

110229003828

13122403143C

184226070108

102224011538

EPSON

Epson Remote Services

Home

Help

Logout

Device Status / X574011344

WF-C579R

X574011344

Decatur Public Library

03/2025

19th 12:06:14

Status

Settings

Usage

Remote Operation

Extended Service Information

Printing

First Time Printing

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

04/29/2024 00:00:00

8,458

5,366

3,092

Actual 9,084

Actual 9,084

Actual 3,718

Number of Sheets Loaded

3 Level Color Counter

Rear Paper Feed

Paper Cassette 1

Paper Cassette Unit 1

25

7618

685

Display Mode

Threshold (%)

- High

- Low

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

Total Number of Color High Pages

Total Number of Color Middle Pages

Total Number of Color Low Pages

Average of Color (%)

- High

- Middle

- Low

OFF

10.0

5.0

8,455

5,365

3,090

551

630

1,909

18.1

6.4

2.4

EPSON

Epson Remote Services

Device Status / X574011222

WF-C579R

X574011222

Decatur Public Library

03/2025

19th 12:40:06

Status

Settings

Usage

Remote Operation

Extended Service Information

Status

Printer

Scanner

Fax

Network

Other

Warning

Code: 921203
Ink low - Magenta

Ready

Ready

Ready

Ready

Consumables / Periodical Replacement Parts Information

Black Ink

Cyan Ink

Magenta Ink

Yellow Ink

Maintenance Box/Unit 1

ADF Pickup Roller

2

2

2

2

1

-

Black Ink Supply Unit T01D1

Cyan Ink Supply Unit T01D2

Magenta Ink Supply Unit T01C3

Yellow Ink Supply Unit T01D4

Maintenance Cartridge T6716

Remaining of feeder roller

161228003648

13522303182C

185422171621

191224011248

-

-

EPSON

Epson Remote Services

Device Status / X574011222

WF-C579R

X574011222

Decatur Public Library

03/2025

19th 12:40:06

Status

Settings

Usage

Remote Operation

Extended Service Information

Printing

First Time Printing

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

04/29/2024 00:00:00

9,531

3,853

5,678

Actual 10,980

Actual 10,980

Actual 7,127

Number of Sheets Loaded

3 Level Color Counter

Rear Paper Feed

Paper Cassette 1

Paper Cassette Unit 1

Display Mode

Threshold (%)

- High

- Low

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

Total Number of Color High Pages

Total Number of Color Middle Pages

Total Number of Color Low Pages

Average of Color (%)

- High

- Middle

- Low

1565

1116

4169

OFF

10.0

5.0

9,531

3,853

5,678

1,074

1,934

2,670

14.7

7.5

2.0

EPSON

Epson Remote Services

Device Status / X574010845

WF-C579R

X574010845

Decatur Public Library

03/2025

19th 11:56:10

Status

Settings

Usage

Remote Operation

Extended Service Information

Status

Printer

Scanner

Fax

Network

Other

Warning

Code: 921400
Maintenance Box near full

Ready

Ready

Ready

Ready

Consumables / Periodical Replacement Parts Information

Black Ink

Cyan Ink

Magenta Ink

Yellow Ink

Maintenance Box/Unit 1

ADF Pickup Roller

6

4

4

4

2

-

Black Ink Supply Unit T01D1

Cyan Ink Supply Unit T01D2

Magenta Ink Supply Unit T01D3

Yellow Ink Supply Unit T01D4

Maintenance Cartridge T6716

Remaining of feeder roller

12332215153A

13332018075C

142229070738

140427142121

-

-

EPSON

Epson Remote Services

Device Status / X574010845

WF-C579R

X574010845

Decatur Public Library

03/2025

19th 11:56:10

Status

Settings

Usage

Remote Operation

Extended Service Information

Printing

First Time Printing

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

04/30/2024 00:00:00

67,993

62,657

5,336

Actual 72,361

Actual 72,361

Actual 9,703

Number of Sheets Loaded

3 Level Color Counter

Rear Paper Feed

Paper Cassette 1

Paper Cassette Unit 1

Display Mode

Threshold (%)

- High

- Low

Total Number of Pages

Total Number of B&W Pages

Total Number of Color Pages

Total Number of Color High Pages

Total Number of Color Middle Pages

Total Number of Color Low Pages

Average of Color (%)

- High

- Middle

- Low

462

9160

57086

OFF

10.0

5.0

67,983

62,647

5,336

1,832

885

2,619

20.0

7.5

2.0

EPSON

Epson Remote Services

Device Status / X574010034

WF-C579R

X574010034
Decatur Public Library

03/202519th 12:42:21

Status

Settings

Usage

Remote Operation

Extended Service Information

Status

Status

Ready

Printer

Ready

Scanner

Ready

Fax

Ready

Network

Ready

Other

Ready

Consumables / Periodical Replacement Parts Information

Black Ink

3

Black Ink Supply Unit T01C1

18532116112A

Cyan Ink

2

Cyan Ink Supply Unit T01D2

18222203115C

Magenta Ink

2

Magenta Ink Supply Unit T01D3

16122707060B

Yellow Ink

2

Yellow Ink Supply Unit T01D4

17322510171B

Maintenance Box/Unit 1

1

Maintenance Cartridge T6716

ADF Pickup Roller

Remaining of feeder roller

-

EPSON

Epson Remote Services

Device Status / X574010034

WF-C579R

X574010034
Decatur Public Library

03/202519th 12:42:21

Status

Settings

Usage

Remote Operation

Extended Service Information

Printing

First Time Printing

04/29/2024 00:00:00

Total Number of Pages

11,421

Total Number of B&W Pages

5,056

Total Number of Color Pages

6,365

Actual 14,130

Actual 14,130

Actual 9,074

Number of Sheets Loaded		3 Level Color Counter	
Rear Paper Feed	1121	Display Mode	OFF
Paper Cassette 1	7976	Threshold (%)	
		- High	10.0
		- Low	5.0
		Total Number of Pages	11,421
		Total Number of B&W Pages	5,056
		Total Number of Color Pages	6,365
		Total Number of Color High Pages	1,517
		Total Number of Color Middle Pages	981
		Total Number of Color Low Pages	3,867
		Average of Color (%)	
		- High	20.0
		- Middle	6.6
		- Low	2.6

Total 230,543	K Total 230,543	C, M, Y Total 77,919
Avg Per Month 19,212	Avg K Per Month 19,212	Avg C, M, Y Per Month 6,494
Previous Avg Per Month 19,093		

Item No.	Item Description	Quantity No Charge	Quantity Purchased	Yields No Charge	Yields Purchased
T01C120	Epson Black Ink Yield 10,000	7		70,000	
T01C220	Epson Cyan Ink Yield 5,000	4		20,000	
T01C320	Epson Magenta Ink Yield 5,000	5		25,000	
T01C420	Epson Yellow Ink Yield 5,000	4		20,000	
T01D120	Epson Black Ink Yield 50,000	9		450,000	
T01D220	Epson Cyan Ink Yield 20,000	5	4 - \$145.65 EA	100,000	80,000
T01D320	Epson Magenta Ink Yield 20,000	5	5 - \$145.65 EA	100,000	100,000
T01D420	Epson Yellow Ink Yield 20,000	5	5 - \$145.65 EA	100,000	100,000
T05A100	Black Ink Yield 20,000 High Ca	10		200,000	
T05B100	Epson Black Ink Yield 86,000	2		172,000	
T05B200	Epson Cyan Yield 50,000	2		100,000	
T05B300	Epson Magenta Ink 50,000 Yield	2		100,000	
T05B400	Epson Yellow Ink 50,000 Yield	2		100,000	
T671400	Epson Maintenance Box 878/879	0	1 - \$40.00 EA	NA	
T671600	Epson Maintenance Box 529/579	4	1 - \$26.99 EA	NA	
049850	Customer Total	\$0.00	\$2,106.09	1,557,000	280,000
Lease Per Month \$654.70		Avg Additional Cost Per Month \$175.51		Avg Cost Per Month \$830.21	
				Previous Cost Per Month \$1,087.84	

From: [Jordan Klein](#)
To: [Rick Meyer](#)
Subject: FW: Decatur Public Library - Printer Ink Issue
Date: Monday, June 2, 2025 12:49:52 PM
Attachments: [Outlook-2kqzdl2q.png](#)

Rick,

Sorry for the delay in this; Adam had reviewed everything and his draft email was sitting in my inbox, so I take the blame here!

We have looked through the ink vendor issue. Essentially, the Library did enter into an agreement with CityBlue, in which CityBlue agreed to provide printing services for the Library through nine printers with ink supplied. The proposal/contract indicated that the printers should provide 1.5 million pages at a 5% coverage, which would be well within its average number of print jobs. For some reason or another, this estimated number of pages was too high or the percentage of coverage of print jobs was too low, and the Library has had to expend several thousand dollars in replacement ink as a result. Under the terms of the initial agreement, the Library did agree to these terms. The IT employee would have had apparent authority to sign the contract. CityBlue has since come back to the Library to try to correct the error in the term through an addendum to the contract. Especially given that the Library will still come out saving money with CityBlue than its previous vendor, it is our opinion that it would be worth entering into the addendum with CityBlue to try to add more ink to the monthly supply.

--

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