



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, July 17, 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 June 26, 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 Dampitz, 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. No meeting

B. Finance and Properties Committee—Sofia Xethalis

- i. Capital Needs (Discussion)
- ii. Furniture Project Update (Discussion)
- iii. June 2025 Check Registers & Vendor Reports (Action)
- iv. June 2025 Budget Actuals & Projection (Discussion)
- v. Illinois Funds Statement (Discussion)
- vi. Budget Process (Discussion)
- vii. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library – Rick Meyer

- i. July 10 Meeting

E. Illinois Heartland Library System—Samantha Carroll

VIII. Old Business

- A. Other (Discussion)

IX. New Business

- A. Other (Discussion)

X. Adjournment

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



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

June 26, 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
Sofia Xethalis
Blake Allison
Kaylee Ledbetter

Absent:

Emily West

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services, Rebecca Damptz, Head of Archives & Special Collections, and Carol Ziese, Head of Technical Services and Circulation.

Guests:

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

Consent Agenda (Approval of Agenda; Approval of May 15, 2025 Regular Meeting Minutes)
(Action) Ms. Xethalis requested a motion to approved the consent agenda. Mr. Meyer recommended moving the Art for Display discussion before Public Comments on the agenda, Ms. Carroll made a motion to accept the revised order of the agenda and minutes, seconded by Mr. Allison. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: None

Division Head Reports (Discussion)

Ms. Dampitz reported on searchable archive space and gave a demonstration. This is not a live database yet.

Ms. Henkel spoke about the Summer Reading Program. It's up about 20% from last year. There has been a new glass case that showcases the prizes for the Adult/Teen and Children's Reading programs.

Ms. Ziese reported on cataloging, and database changes. There are yearbook collections and plat book collections. These are being changed to narrow down years. Jennifer attended the City Health Fair and got some new Library Card sign-ups. The Bibliographical standards committee is going to update the Gulf of Mexico to Gulf of America. Mr. Meyer stated Carol's staff is the foundation of the Library.

City Librarian's Report (Discussion) Mr. Meyer presented his report

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Ms. Carroll
 - a. Photography and Video Policy (Action) Ms. Carroll made a motion to approve the policy as presented, Ms. Ledbetter seconded the motion. All in favor. The motion was adopted.
 - b. Staff Social Media Policy (Action) Ms. Carroll made a motion to approve the policy with suggested changes, seconded by Ms. Cross. All in favor. The motion was adopted.
 - c. City Librarian Evaluation (Discussion) No discussion.
- B. Finance and Properties Committee – Mr. Coleman
 - a. Capital Needs (Discussion) Mr. Meyer stated the trash has been removed from the roof. The roof drain repairs have been completed.
 - b. Furniture Project Update (Discussion) Mr. Meyer stated the reference desk is scheduled to be installed in July. The other furniture repairs are still in progress.
 - c. May 2025 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the May Check Register, seconded by Ms. Cross. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes and Ms. Xethalis yes. The motion was adopted.
 - d. Illinois Funds Statement (Discussion) The Board reviewed the statement.
 - e. May 2025 Budget Actuals & Projection (Discussion) Mr. Meyer discussed the budget actuals.
 - f. CityBlue Revised Agreement (Action) The revised agreement provides enough ink per month, and still at a reduced cost than what the Library was paying Watts. Ms. Xethalis recommended to accept the revised agreement, seconded by Ms. Cross. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms.

Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes and Ms. Xethalis yes. All in favor. The motion was adopted.

- g. Solar Clock (Discussion) Mr. Meyer stated the Solar Clock would be referred to the City for review. The clock would be placed in the green space and that is City property.
- h. City Librarian Compensation ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 © (1)) (Action) Ms. Xethalis made a motion to go into closed session at 5:22pm. The committee ended closed session at 5:35pm. Mr. Coleman made a motion to increase the City Librarian salary to \$125,054.00 retroactive to January 1, 2025, second by Ms. Xethalis. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes and Ms. Xethalis yes.

C. Foundation – Mr. Meyer – No Report.

D. Friends of the Library – June 12 meeting – Mr. Meyer stated the 150th Anniversary committee asked them to move some money around and they agreed. They are working on a strategic plan.

E. Illinois Heartland Library System – Ms. Carroll reported for both May and June. She attended the meet and greet. Her last meeting was Tuesday. She toured the IHLS facility. They held their elections. The Directors were approved.

Old Business

A. Other (Action) Ms. Carroll mentioned there are shirts for sale that the Board can purchase. She also attended a City Council meeting and read her Love Letter to the Library. Mr. Meyer stated that he is going to reach out the City Council to make a proclamation for the 150th Anniversary of the Decatur Public Library, which was a suggestion from Jason Butterick.

New Business

A. Art for Display (Action) Ms. Dolly spoke about donating a piece of art on loan for display. Ms. Cross made a motion to accept the art piece in accordance with the loan agreement to be displayed in the Library, seconded by Ms. Carroll. All in favor. The motion was adopted.

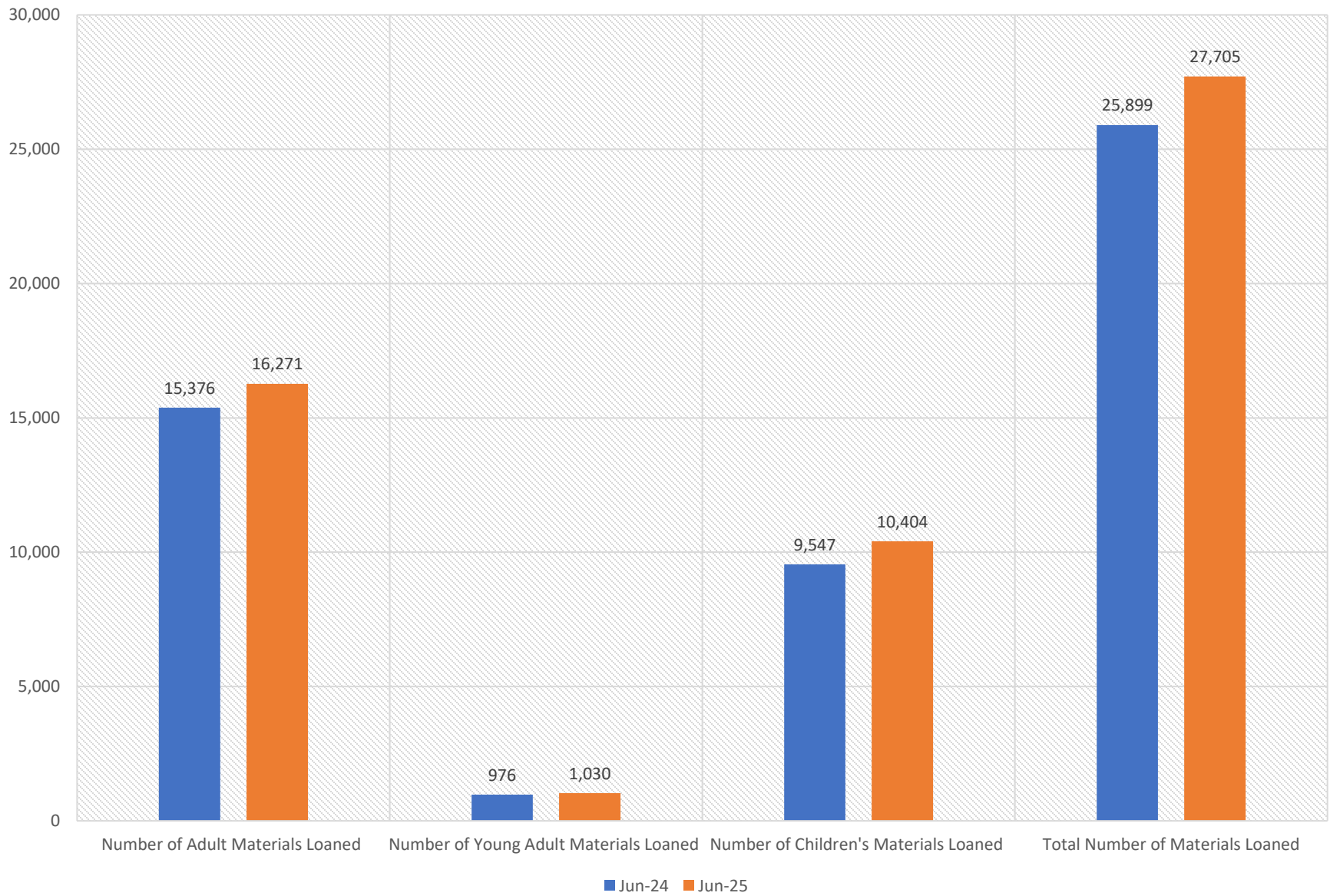
B. Other (Discussion)

Adjournment

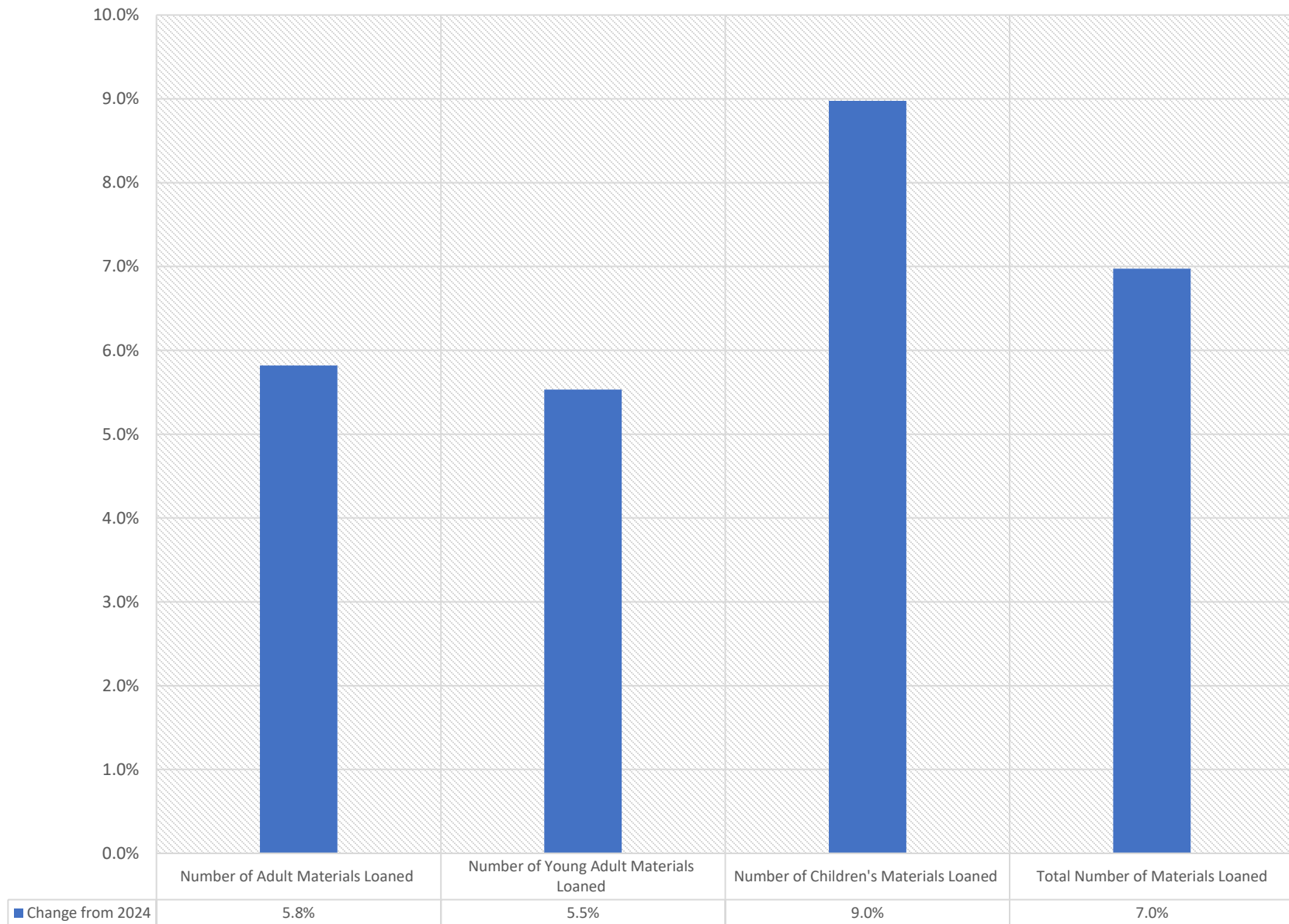
Ms. Xethalis made a motion to adjourn at 5:30 pm., seconded by Ms. Carroll. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 6/26/25

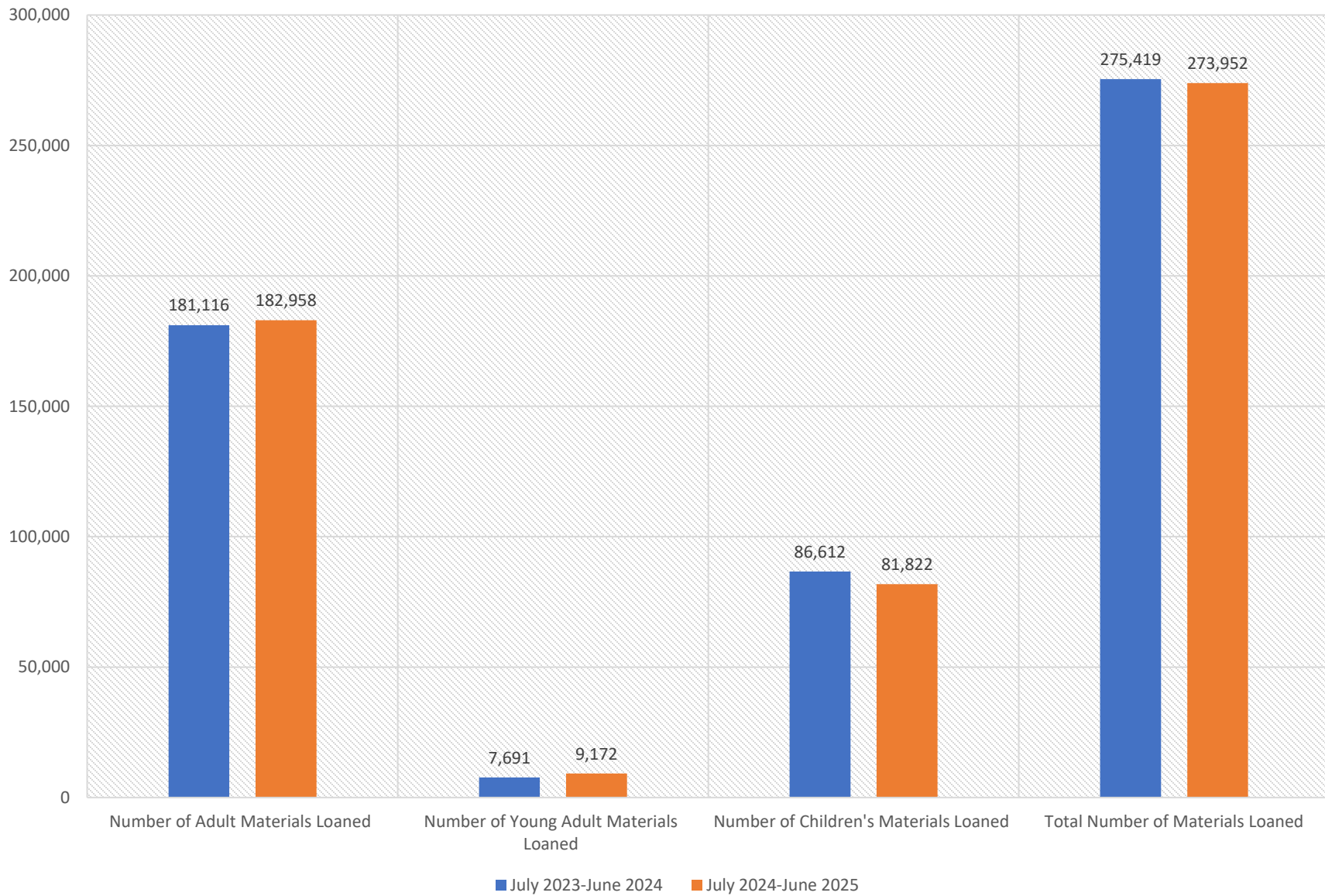
June Circulation by Audience



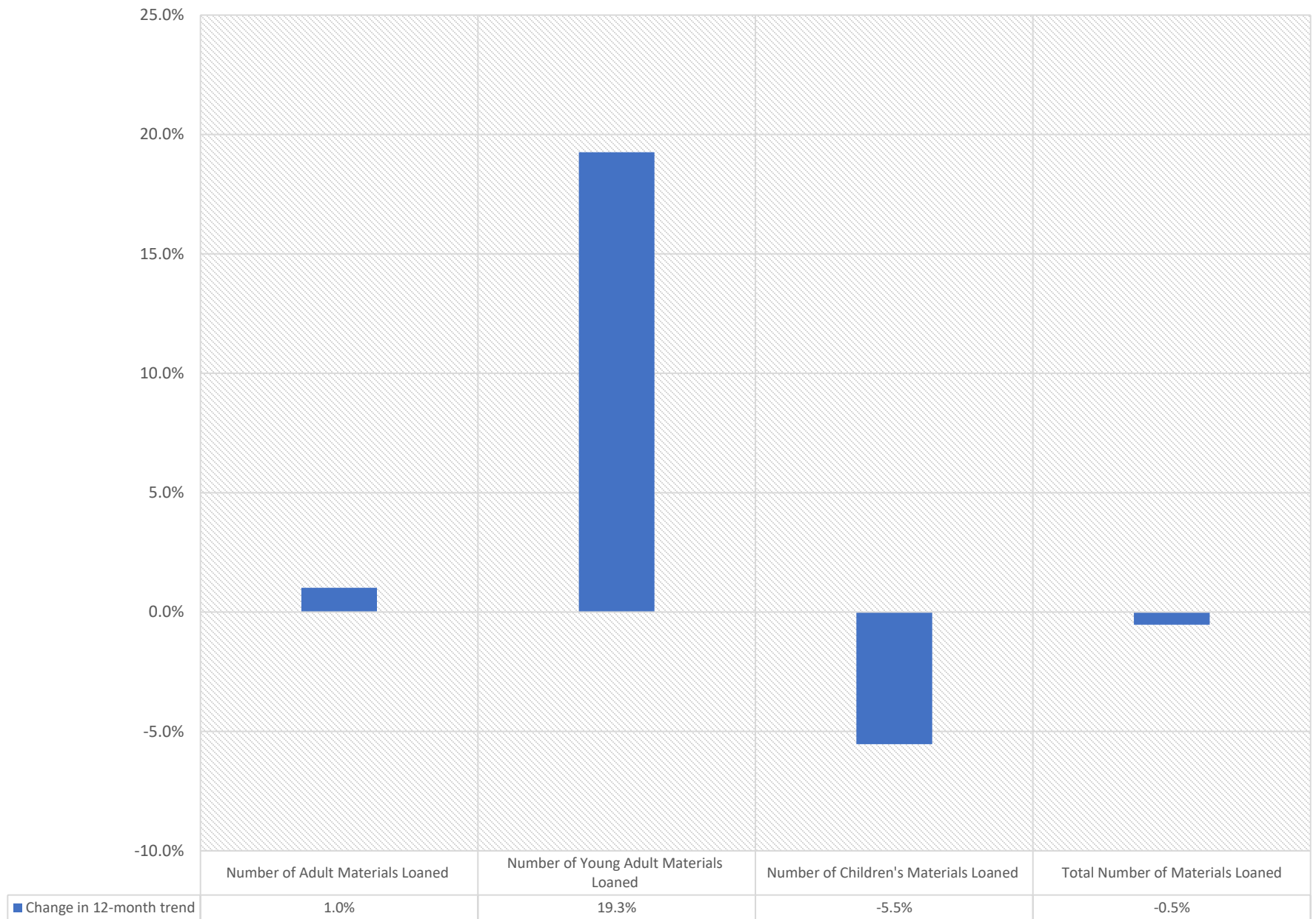
Change from June 2024



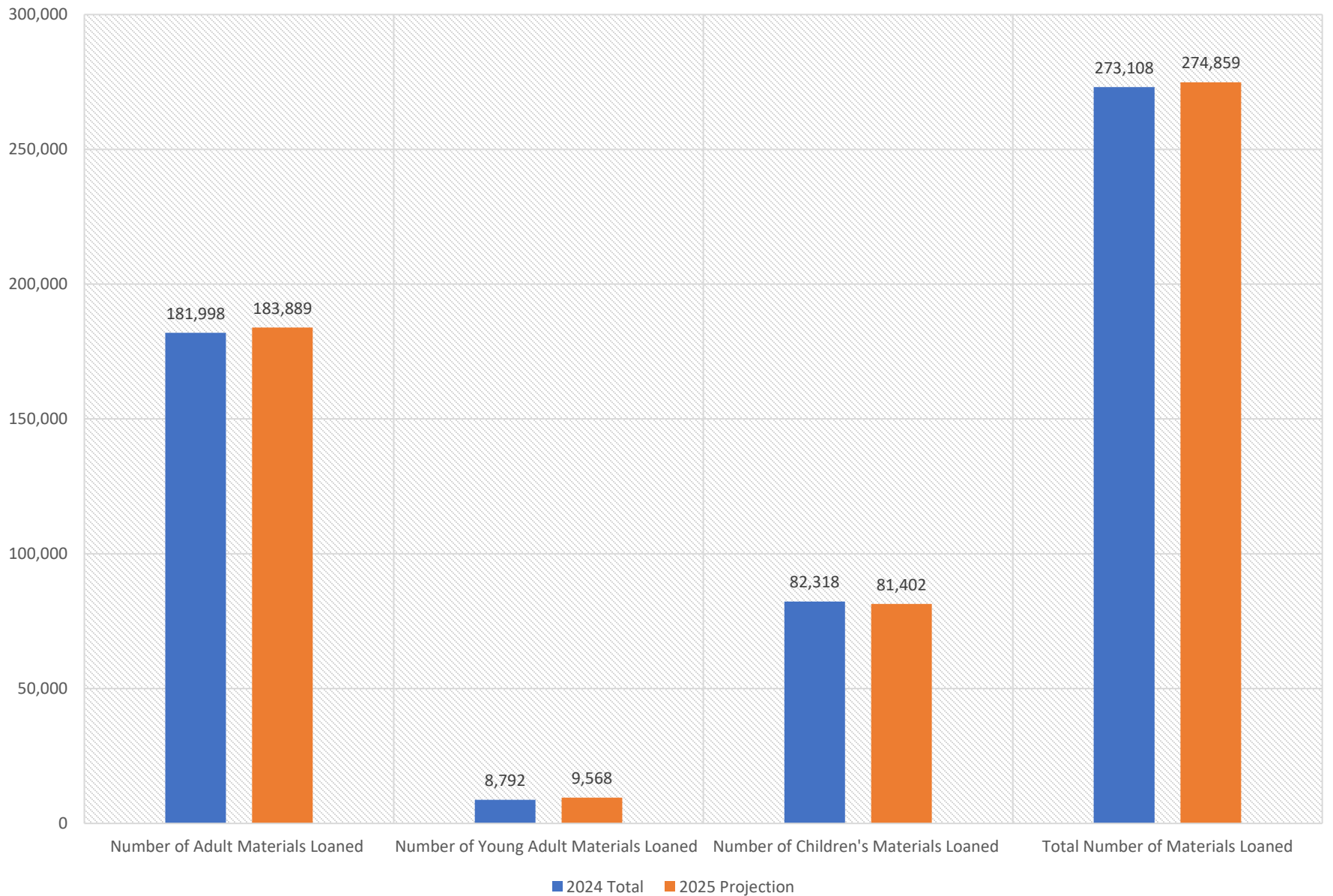
12-Month Trend



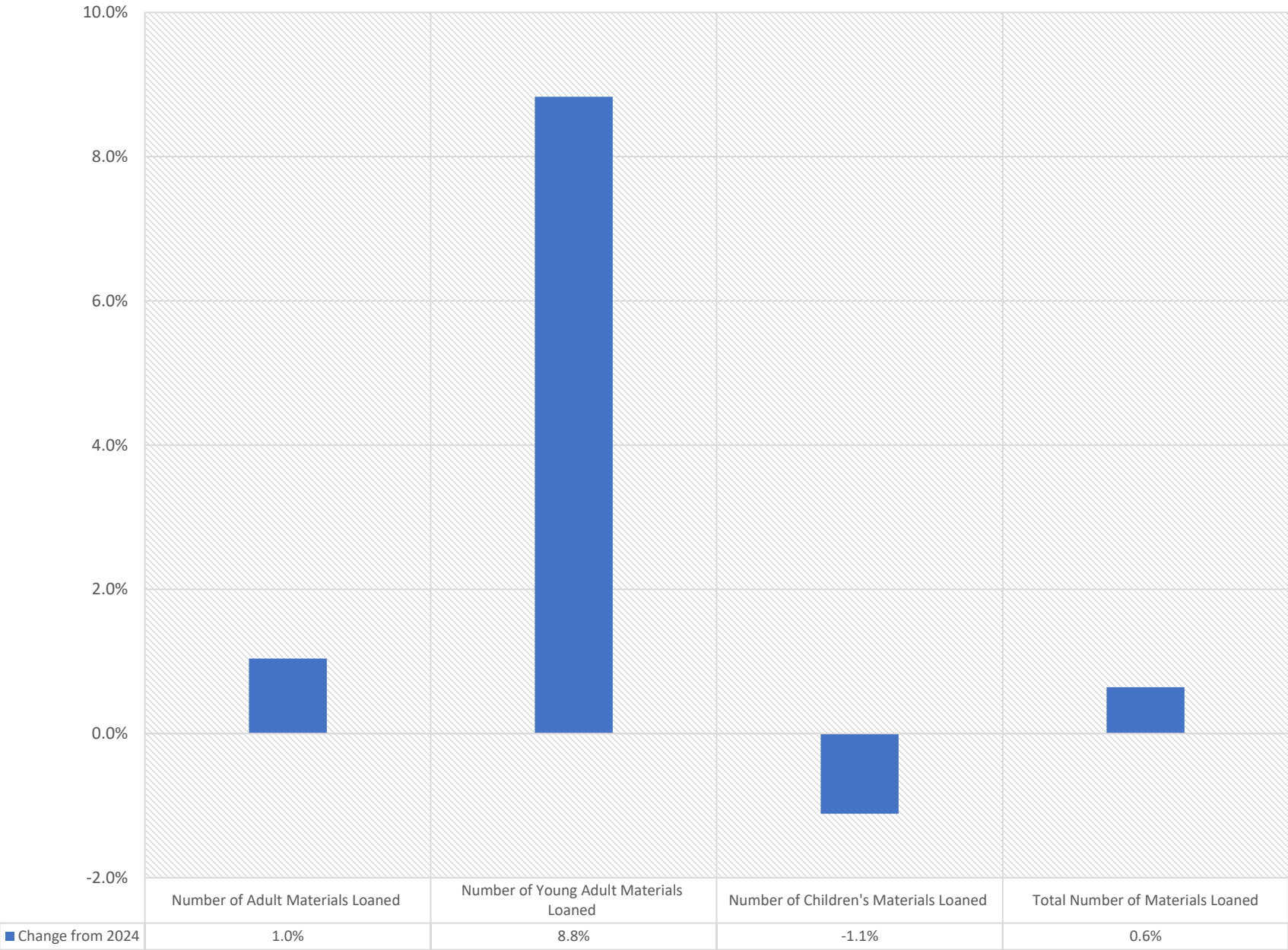
Change in 12-month trend



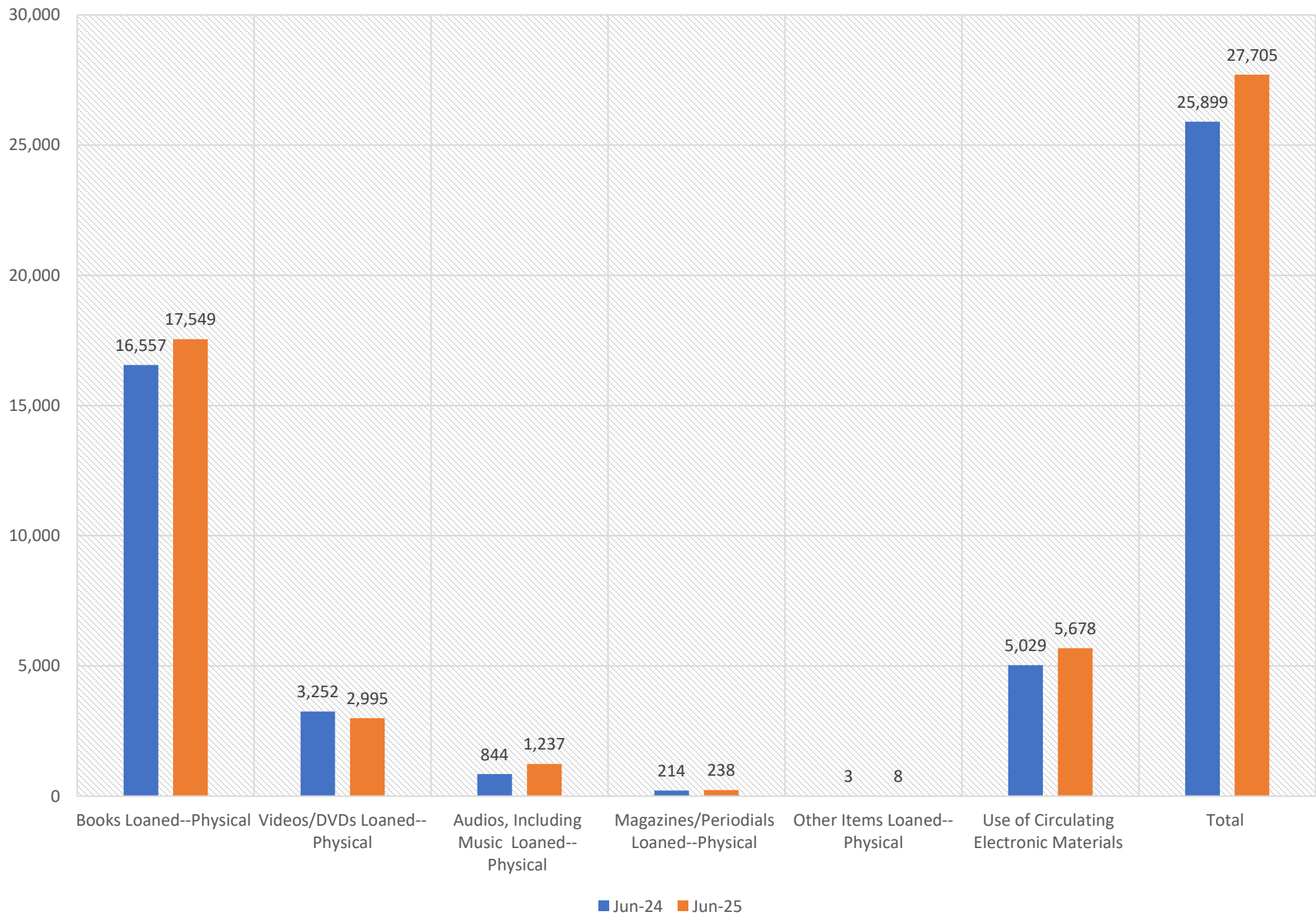
2024 Actuals vs. 2025 Projection



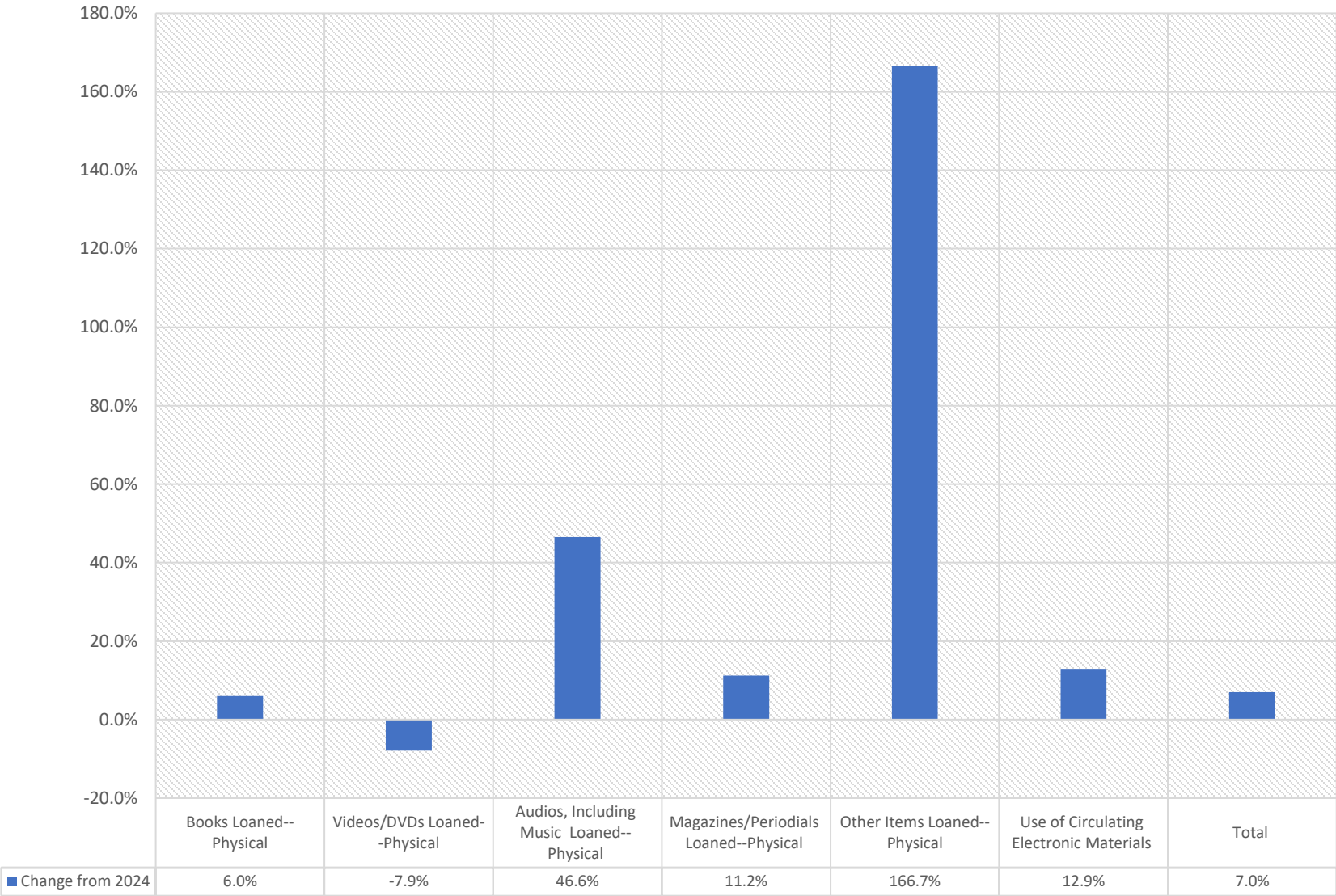
Projected Change from 2024



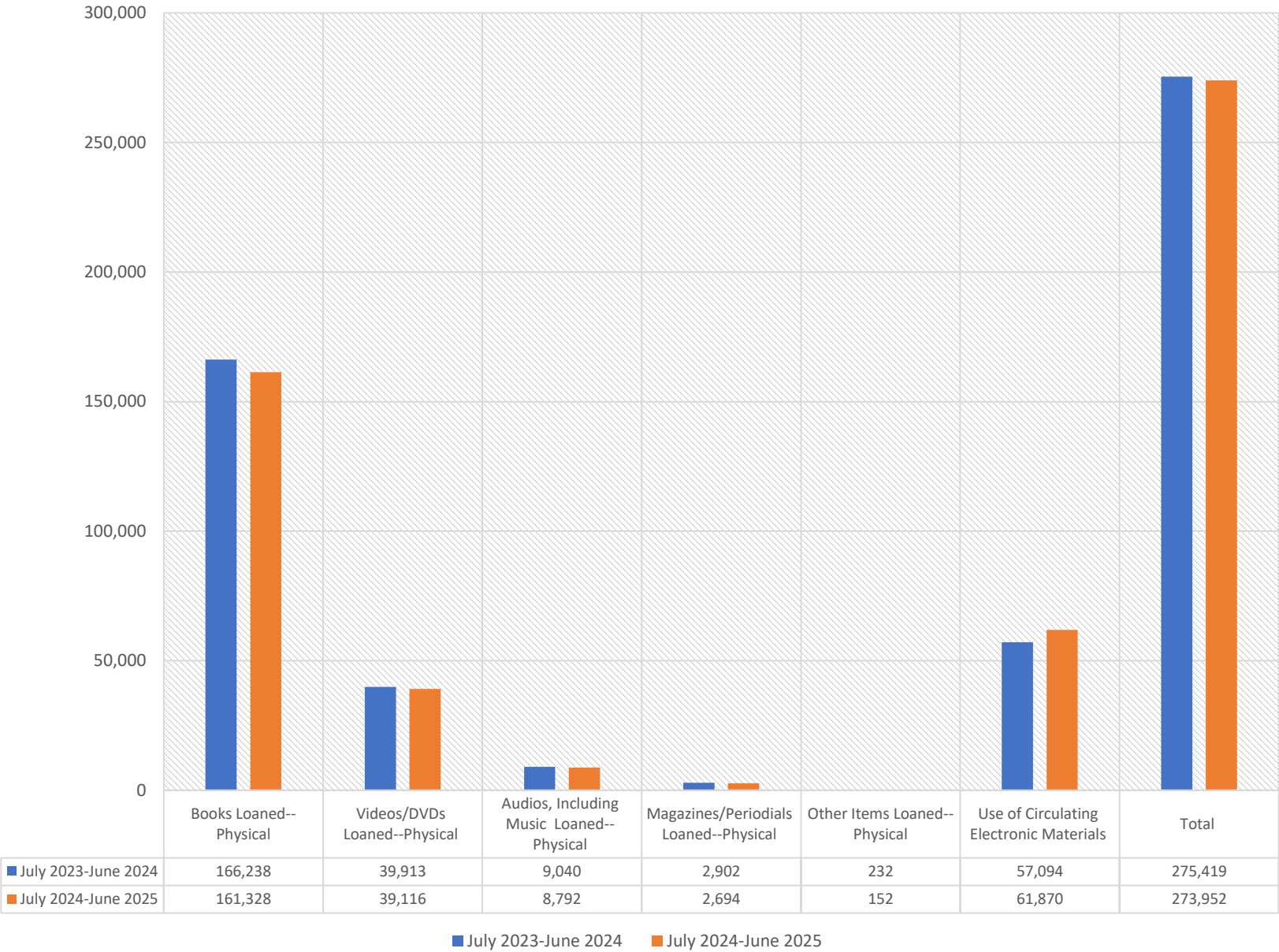
June Circulation by Material Type



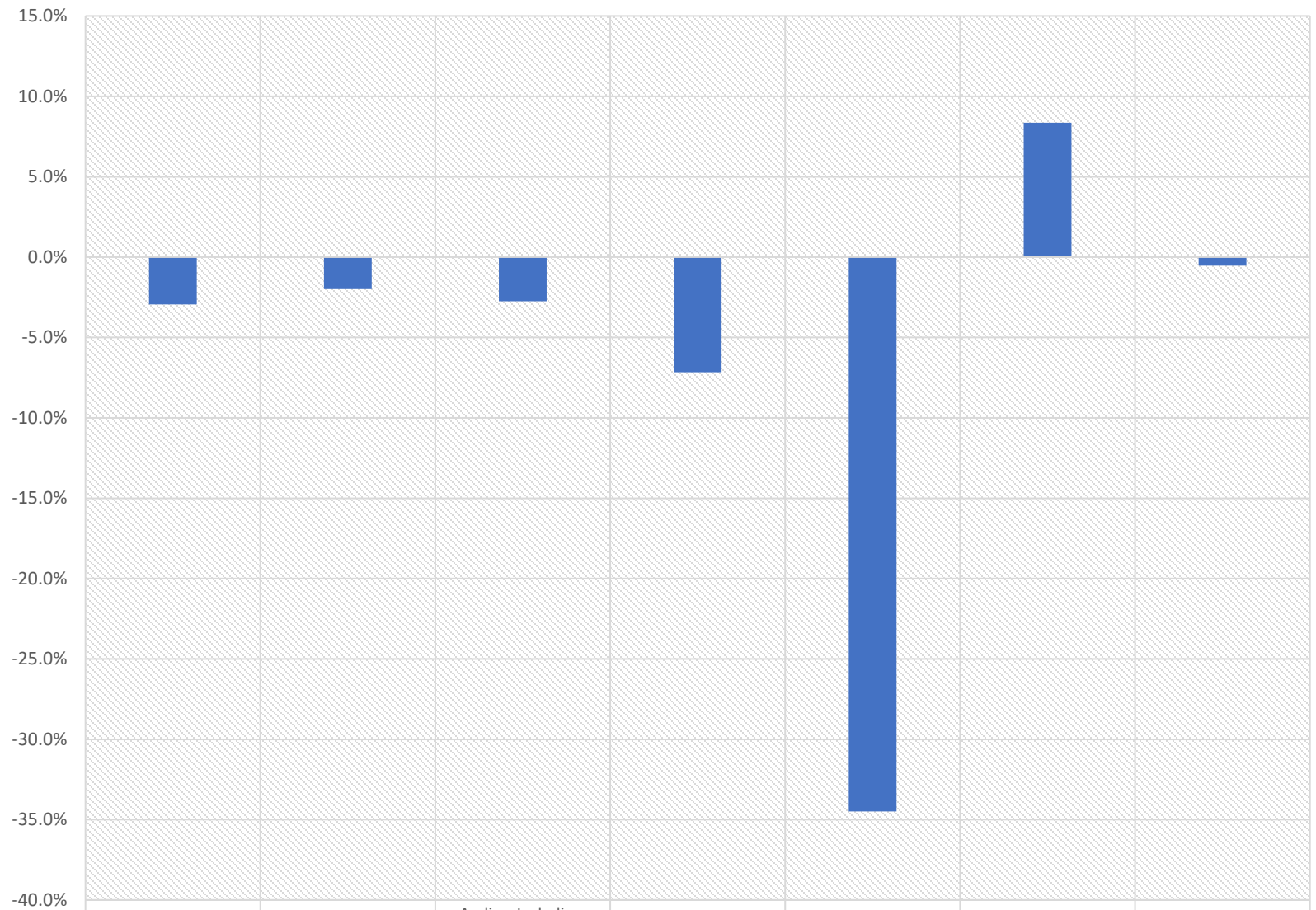
Change from June 2024



12-Month Trend



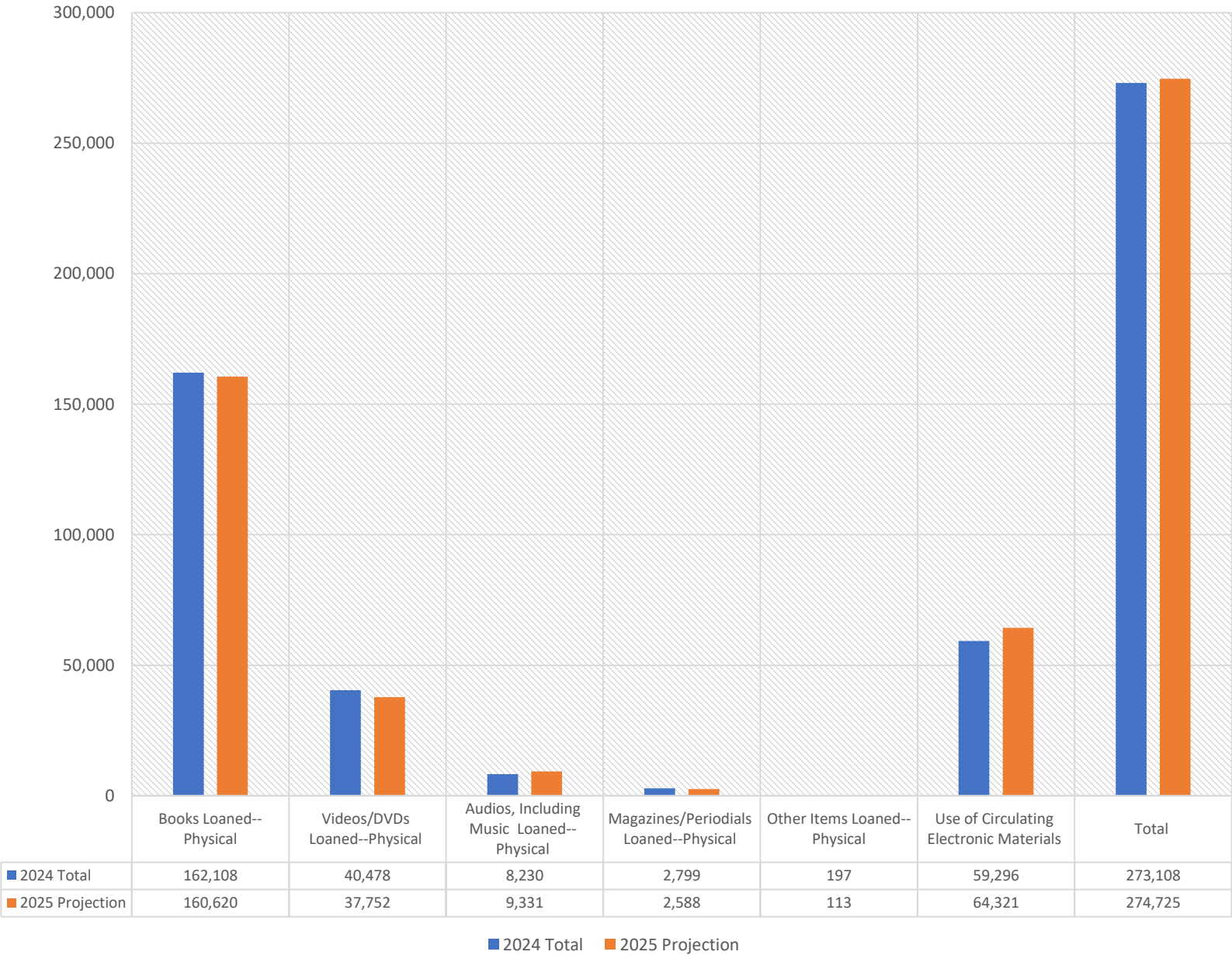
Change in 12-month trend



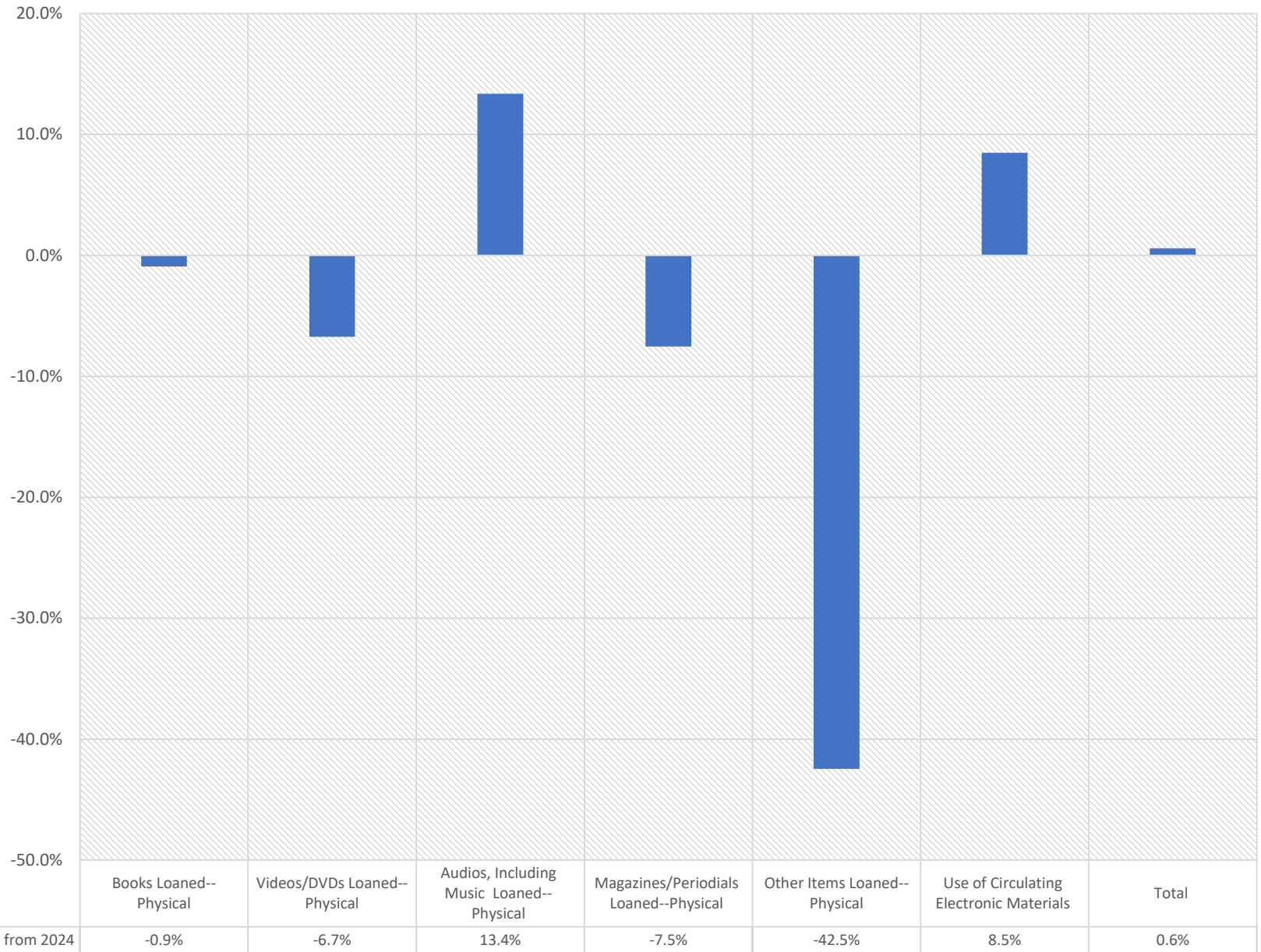
■ Change in 12-month trend

Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
-3.0%	-2.0%	-2.7%	-7.2%	-34.5%	8.4%	-0.5%

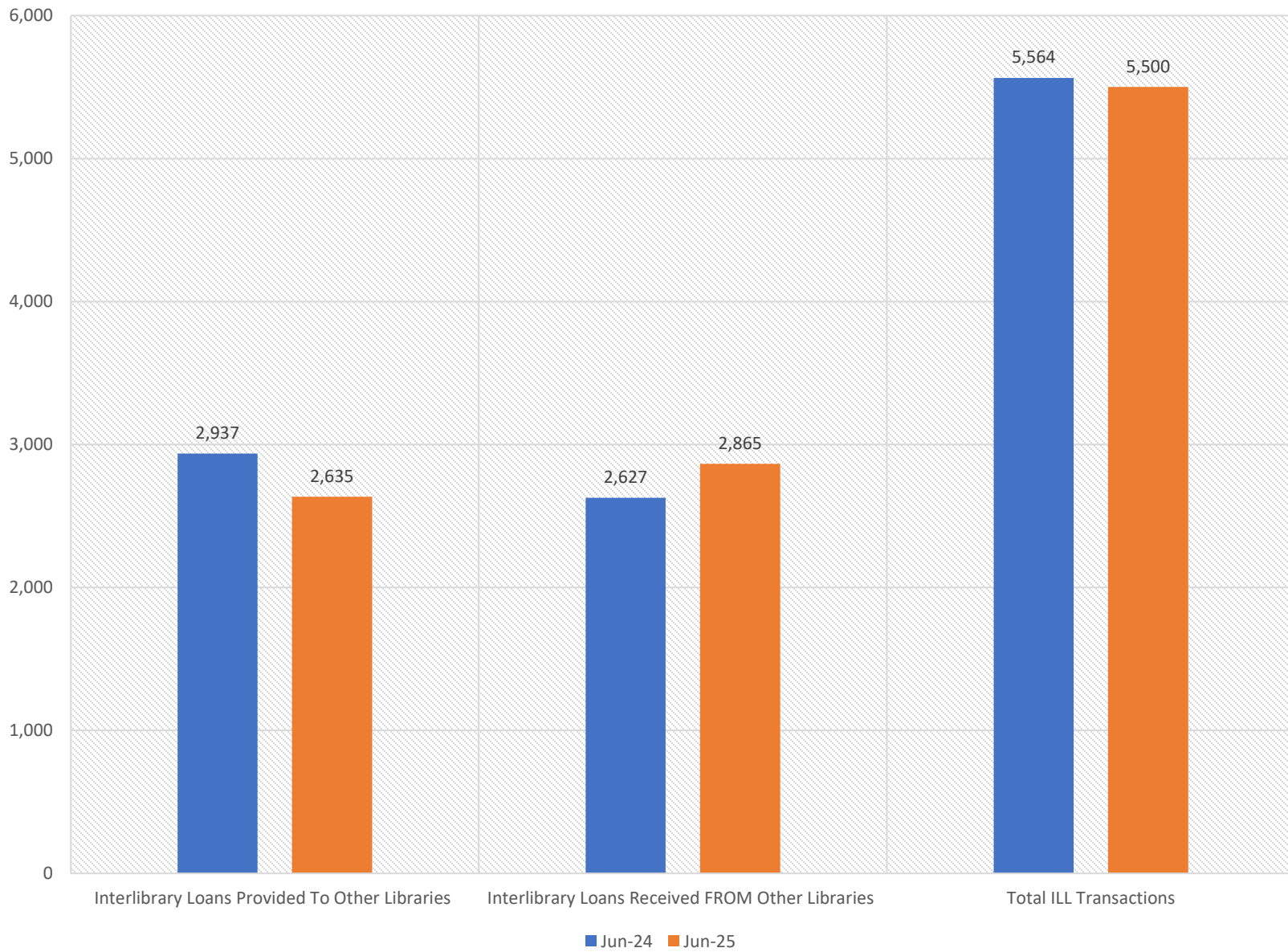
2024 Actuals vs. 2025 Projection



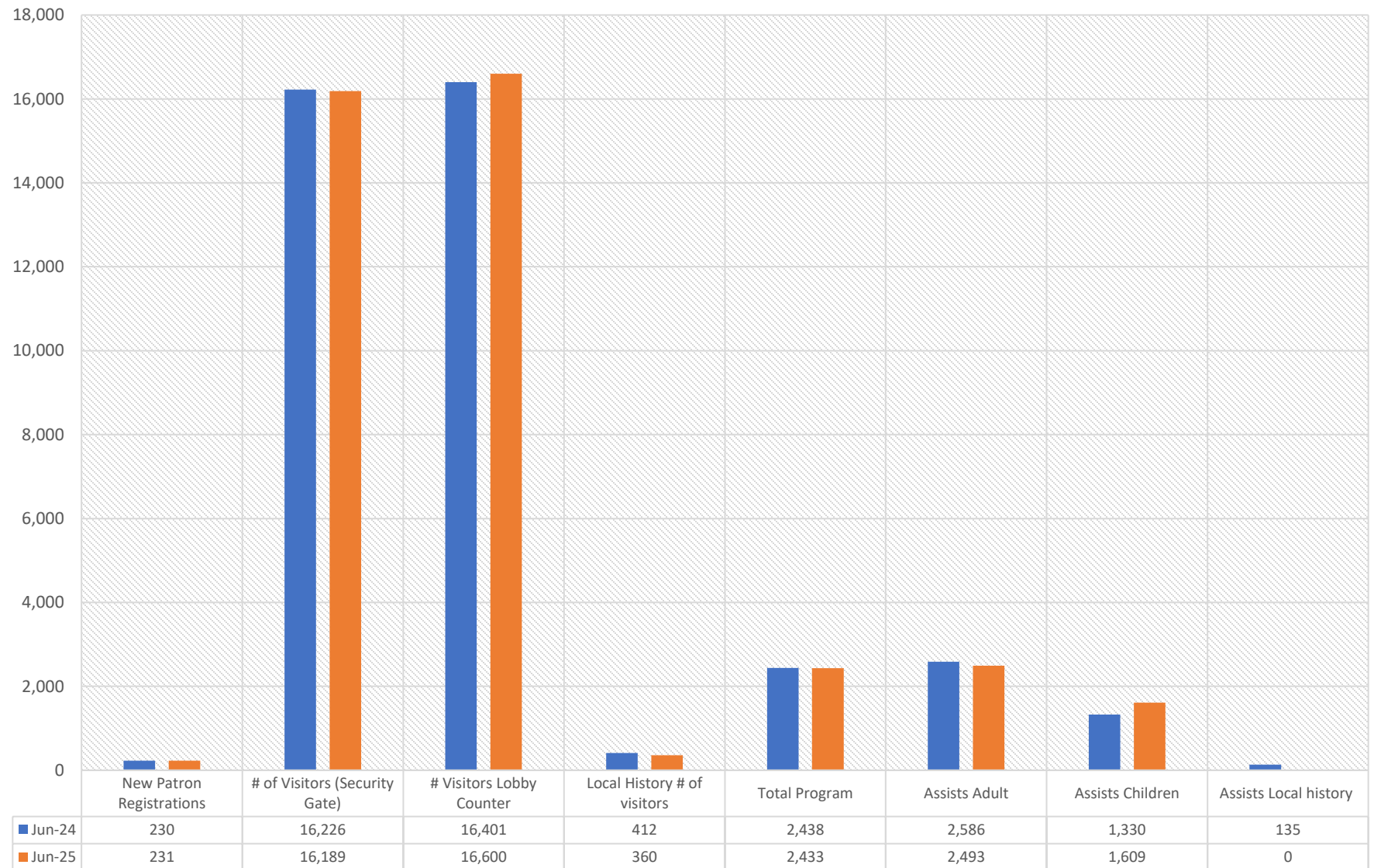
Projected Change from 2024



June Interlibrary Loan



Other June Stats



■ Jun-24 ■ Jun-25

			Change	% of	2024	2025	Change	July 2023-	July 2024-	Change in
	Jun-24	Jun-25	from 2024	Total	Total	Projection	from 2024	June 2024	June 2025	12-month trend
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned	15,376	16,271	5.8%	58.7%	181,998	183,889	1.0%	181,116	182,958	1.0%
Number of Young Adult Materials Loaned	976	1,030	5.5%	3.7%	8,792	9,568	8.8%	7,691	9,172	19.3%
Number of Children's Materials Loaned	9,547	10,404	9.0%	37.6%	82,318	81,402	-1.1%	86,612	81,822	-5.5%
Total Number of Materials Loaned	25,899	27,705	7.0%		273,108	274,859	0.6%	275,419	273,952	-0.5%

			Change	% of	2024	2025	Change	July 2023-	July 2024-	Change in
	Jun-24	Jun-25	from 2024	Total	Total	Projection	from 2024	June 2024	June 2025	12-month trend
Circulation by Material Type										
Books Loaned--Physical	16,557	17,549	6.0%	63.3%	162,108	160,620	-0.9%	166,238	161,328	-3.0%
Videos/DVDs Loaned--Physical	3,252	2,995	-7.9%	10.8%	40,478	37,752	-6.7%	39,913	39,116	-2.0%
Audios, Including Music Loaned--Physical	844	1,237	46.6%	4.5%	8,230	9,331	13.4%	9,040	8,792	-2.7%
Magazines/Periodicals Loaned--Physical	214	238	11.2%	0.9%	2,799	2,588	-7.5%	2,902	2,694	-7.2%
Other Items Loaned--Physical	3	8	166.7%	0.0%	197	113	-42.5%	232	152	-34.5%
Use of Circulating Electronic Materials	5,029	5,678	12.9%	20.5%	59,296	64,321	8.5%	57,094	61,870	8.4%
Total	25,899	27,705	7.0%		273,108	274,725	0.6%	275,419	273,952	-0.5%

Successful Retrieval of Electronic Information	27,453	25,734	-6.3%	48.2%	406,458	901,285	121.7%	276,934	624,108	125.4%
Electronic Content Use	32,482	31,412	-3.3%	58.8%	465,754	965,606	107.3%	334,028	685,978	105.4%
							Change			Change in
			Change		2024	2025	from	July 2023-	July 2024-	12-month
Total Collection Use	Jun-24	Jun-25	from 2024		Total	Projection	2024	June 2024	June 2025	trend
Total Collection Use	53,352	53,439	0.2%		679,566	1,176,010	73.1%	552,353	898,060	62.6%

			Change	% of	2024	2025	Change	July 2023-	July 2024-	Change in
	Jun-24	Jun-25	from 2024	Total	Total	Projection	from 2024	June 2024	June 2025	12-month trend
Interlibrary Loan										
Interlibrary Loans Provided To Other Libraries	2,937	2,635	-10.3%	47.9%	38,825	33,348	-14.1%	40,228	35,939	-10.7%
Interlibrary Loans Received FROM Other Libraries	2,627	2,865	9.1%	52.1%	31,254	31,886	2.0%	31,127	31,577	1.4%
Total ILL Transactions	5,564	5,500	-1.2%		70,079	65,234	-6.9%	71,355	67,516	-5.4%
							Change			Change in
			Change		2024	2025	from	July 2023-	July 2024-	12-month
Other Stats	Jun-24	Jun-25	from 2024		Total	Projection	2024	June 2024	June 2025	trend
New Patron Registrations	230	231	0.4%		2,278	2,233	-2.0%	2,376	2,253	-5.2%
# of Visitors (Security Gate)	16,226	16,189	-0.2%		161,083	166,075	3.1%	151,577	163,685	8.0%

# Visitors Lobby Counter	16,401	16,600	1.2%	163,560	172,572	5.5%	161,170	168,251	4.4%
Local History # of visitors	412	360	-12.6%	4,923	4,664	-5.3%	2,683	4,799	78.9%
Synchronous Age 0-5		153							
Synchronous Age 6-11		1,187							
Synchronous Young Adult		53							
Synchronous Adult		144							
Synchronous General Interest		69							
Self-Directed Age 0-5		226							
Self-Directed Age 6-11		325							
Self-Directed Young Adult		118							
Self-Directed Adult		158							
Self-Directed General Interest		0							
Total Program	2,438	2,433	-0.2%	19,413	20,924	7.8%	20,641	20,373	-1.3%
Synchronous In-Person		1,576							
Synchronous Off-Site		12							
Synchronous Virtual		18							
Asynchronous Virtual		25							
Public Sessions	1,631	1,835	12.5%	18,274	20,226	10.7%	19,660	19,310	-1.8%
Wireless Sessions	927	1,729	86.5%	15,685	18,590	18.5%	14,161	17,107	20.8%
Website Sessions	10,722	9,788	-8.7%	126,362	128,148	1.4%	127,747	127,306	-0.3%
Unique Visits	5,910	4,760	-19.5%	73,230	65,628	-10.4%	74,945	69,146	-7.7%
Page Views	21,129	16,343	-22.7%	261,850	283,841	8.4%	253,070	272,974	7.9%
Self Checks	9,735	9,924	1.9%	82,118	80,846	-1.5%	83,569	81,438	-2.5%
Percentage of Self Checks	1	1	0.4%					3	
Assists Adult	2,586	2,493	-3.6%	34,601	29,976	-13.4%	34,730	32,256	-7.1%
Assists Children	1,330	1,609	21.0%	12,943	12,878	-0.5%	12,224	12,909	5.6%
Assists Local history	135	0	-100.0%	1,234	895	-27.5%	1,209	1,060	-12.3%
IT help calls	66	108	63.6%	1,241	1,342	8.2%	1,342	1,293	-3.7%
Searches in Catalog	44,399	16,051	-63.8%	248,002	160,073	-35.5%	312,907	192,872	-38.4%
Number of Items processed	975	1,290	32.3%	15,346	16,376	6.7%	16,270	15,836	-2.7%
Number of Items Withdrawn from Collection	745	540	-27.5%	15,909	17,709	11.3%	18,373	16,544	-10.0%
Number of mended items	203	225	10.8%	2,657	3,373	27.0%	2,399	3,004	25.2%
Number of items ordered	622	722	16.1%	5,749	6,361	10.7%	6,343	6,077	-4.2%
Number of records added to database	772	1,065	38.0%	12,561	12,860	2.4%	13,871	12,704	-8.4%



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City Librarian's Report for June 2025

Administration

- I participated in 47 regularly scheduled meetings.
- On the 12th I met with City Manager Gleason, Deputy City Manager Hon, and City Treasurer James to discuss Library's short- and long-term financial position.
- On the 18th Paula Cross, Alissa Henkel and I met with Decatur City Councilman Dennis Cooper to discuss the Library's long-term financial position.
- I reached out to Councilman McDaniel, Councilwoman Gregory, and Councilman Culp, but have yet to schedule meetings with any of the three.
- I began review of Management Personnel Handbook.
- I took a week's vacation the final week of May.

Circulation

- Please see statistical spreadsheet/charts.
 - The automated materials handler was offline starting June 26 and staff were amazing working around that.

Technical Services

- See statistical spreadsheet
- Recovering cardboard backed books with Kapco.
- Updating children's series (ongoing)
- Reclassifying non-circulating LH serials for easier findability
- Relabeling DVD collections with clearer call numbers (i.e., DVD WAYNE → DVD WAYNE COLLECTION v.1)
- Finishing up adding publication year on all DVDs.

Programs, Resources, and Services

- Please see attached spreadsheet for statistics
- Alix Frazier and Kasey Steiling coordinated marketing for the 150th anniversary with Having a Ball Productions.
- Jason Butterick and Tye Pemberton continued collaboration with Archives and Special Collections on the 150th anniversary booklet draft.
- Susan Bishop and Alissa collaborated with Neal Smith and Muni Band for READiculous performance in Central Park for Disney music evening
- Alissa and Kasey worked with Clanin to create a Marketing Request Procedure.

- Alissa met with the Wellness Team to plan new Lunch & Learns and Walking Challenge for Fall.
- Chris Opsincs worked on history-related programming and pop-up displays for the US Army's Birthday and Flag Day.
- Jason wrote draft Proclamation for Mayor/City Council for 150th DPL Anniversary
- Scott Wilson helped Jess Hill with Alzheimer's Awareness display and created Time Travel DVD display.
- Susan and Alissa developed new READiculous Show for Summer Reading Challenge.

Systems Administration

- See spreadsheet for statistical information.
- Mounted a display monitor and computer on column next to Children's desk.
- Renewed Deep Freeze for three years.
- Upgraded IceWarp email software to EPOS-Update 2 build 5 from EPOS-Update 1 build 17. It has some administration issues.
- Added folder redirection group policies to PRS, Circ and TS. Solves reappearing deleted desktop icons and folders issue.
- Located and made note of Outdoor sign circuit breaker location. The sign had to be power cycled to correct connection issue.
- Assisted Staff in installing DUO on cellphones for paycheck stub viewing and printing. Some staff will use a DUO hardware token for their access.
- AMH went down on 6/26/2025. It was still down on 6/30.

Archives and Special Collections

- Please see spreadsheet for statistics.
- Joann Glacken and Mindy from South Macon Public Library have been in several times to digitize the Macon News. They've spent the last month learning the ins and outs of shoot sheets, file names, and using CaptureOne.
- Leeann Grossman and Sheri Keller worked on 9 in-depth requests this month.
- Leeann started adding the Delta Sigma Theta Collection to Omeka.
- Sheri and Dennis Downey worked on box inventories for the Macon County Medical Association, Chicoine Collection, and the Then & Now Collection.
- Becky Dampitz started adding collection information to ArchivesSpace. At the June board meeting, she showed the board members the public side of ArchivesSpace, and announced that we would be making this available to the public very soon. Becky asked Matt Wilkerson to add the link to the Local History page, and Kasey if she could make promotional material for this.
- Dalton Bowles and Becky started digitizing the library's blueprints this month.
- 150th Anniversary Committee:
 - Clash of Generations had 26 participants.
 - Registration opened for the puzzle race on July 17. It quickly filled up.

Respectfully Submitted,

Rick Meyer

Rick Meyer
City Librarian



Investor Statement

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for the period of: June 1, 2025 - June 30, 2025



Investor Services: (800) 947-8479



Internet: www.illinoisfunds.com

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

002166

Portfolio at-a-Glance

Portfolio Value Beginning 06/01/2025	\$2,168.46
+ Purchases	\$372.15
- Withdrawals	\$0.00
Portfolio Value Ending 06/30/2025	\$2,549.31

Portfolio Summary

Account Number	Fund Name	Shares	Share Price	Market Value on 06/30/2025	% of Account Holdings
CITY OF DECATUR	Illinois LGIP	2,549.310	\$1.00	\$2,549.31	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 06/01/2025	\$2,168.46	\$1.00		2,168.460
CITY OF DECATUR	06/02/25	SHARES PURCHASED - WIRE	\$128.12	\$1.00	128.120	2,296.580
	06/05/25	SHARES PURCHASED - WIRE	\$60.93	\$1.00	60.930	2,357.510
	06/23/25	SHARES PURCHASED - WIRE	\$42.00	\$1.00	42.000	2,399.510
Distributions:	06/26/25	SHARES PURCHASED - WIRE	\$130.10	\$1.00	130.100	2,529.610
Dividends	06/30/25	SHARES PURCHASED - WIRE	\$11.00	\$1.00	11.000	2,540.610
Cap Gains	06/30/25	INCOME REINVEST	\$8.70	\$1.00	8.700	2,549.310
REINVEST		Ending Balance as of 06/30/2025	\$2,549.31	\$1.00		2,549.310





CITY OF DECATUR

Investor Statement

Page 2 of 2

for the period of: June 1, 2025 - June 30, 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	\$8.70	\$8.70	\$509.12
	Total Portfolio	\$.00	\$8.70	\$8.70	\$509.12



DPL FY2025 Budget Report
 Prepared July 2, 2025
 At the end of June 50% 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%	\$ 696,052.09	48.3%	\$ 762,480.50	-8.7%
Total Revenue	\$ 4,663,458		\$ 696,052.09	14.9%	\$ 762,480.50	-8.7%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 923,175.93	49.4%	\$ 868,295.53	6.3%
Benefits	\$ 1,040,424		\$ 513,114.25	49.3%	\$ 462,663.17	10.9%
	\$ 2,907,648	57.5%	\$ 1,436,290.18	49.4%	\$ 1,330,958.70	7.9%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 68,592.18	28.0%	\$ 47,341.70	44.9%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 84,291.29	23.9%
Lost/Damage	\$ 1,600		\$ 508.02	31.8%	\$ 421.51	21%
Total Materials	\$ 350,620	9.3%	\$ 173,503.48	49.5%	\$ 132,054.50	31.4%

Professional Services

Security	\$ 22,500		\$ 12,242.62	54.4%	\$ 27,518.37	-55.5%
Professional Services	\$ 50,000		\$ 29,838.65	59.7%	\$ 33,441.13	-10.8%
Bank Service Charges	\$ 250		\$ 177.06	70.8%	\$ 111.03	59%
Total	\$ 72,750	1.9%	\$ 42,258.33	58.1%	\$ 33,552.16	25.9%

Allocations

Administrative Fee	\$	189,792		\$	94,896.00	50.0%	\$	73,866.00	28.5%
MIS	\$	19,967		\$	9,978.00	50.0%	\$	8,166.00	22.2%
	\$	209,759	5.5%	\$	104,874.00	50.0%	\$	82,032.00	27.8%

Grants

Other grants	\$	150,000		\$	90,880.22	60.6%	\$	39,472.68	130.2%
	\$	150,000	4.0%	\$	90,880.22	60.6%	\$	39,472.68	130.2%

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

Postage	\$	5,000		\$	3,386.08	67.7%	\$	2,790.96	21.3%
Service to Office Equipment	\$	25,000		\$	5,783.94	23.1%	\$	16,435.21	-64.8%
Telephone	\$	6,000		\$	3,476.29	57.9%	\$	3,370.87	3.1%
Software	\$	45,000		\$	41,547.04	92.3%	\$	43,585.28	-4.7%
Office Supplies	\$	40,000		\$	18,006.35	45.0%	\$	11,533.30	56.1%
Small Capital	\$	50,000		\$	25,087.61	50.2%	\$	36,203.62	-30.7%
	\$	171,000	4.5%	\$	97,287.31	56.9%	\$	113,919.24	-14.6%

Staff Development

Conferences/Training/Travel	\$	35,000		\$	4,242.75	12.1%	\$	11,681.40	-63.7%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	71,000		\$	2,158.25	3.0%	\$	2,739.93	-21.2%
	\$	116,000	3.1%	\$	6,401.00	5.5%	\$	14,421.33	-55.6%

Insurance

Unemployment	\$	1,176		\$	588.00	50.0%	\$	564.00	4.3%
Risk Management	\$	111,948		\$	55,974.00	50.0%	\$	46,806.00	19.6%
	\$	113,124	3.0%	\$	56,562.00	50.0%	\$	47,370.00	19.4%

Building Costs

Transfer to Capital	\$	375,000		\$	350,000.00	93.3%	\$	-	#DIV/0!
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Rent	\$	589,583		\$	294,690.00	50.0%	\$	294,690.00	0.0%
Supplies	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Maintenance	\$	-		\$	7,785.00	#DIV/0!	\$	-	#DIV/0!
Total Building	\$	964,583	25.5%	\$	652,475.00		\$	294,690.00	121.4%
Total Operations/Services	\$	2,148,736	56.8%	\$	1,224,241.34	57.0%	\$	758,035.29	61.5%
Total Expenses	\$	5,056,384		\$	2,660,531.52	52.6%	\$	2,088,993.99	27.4%
Revenue Minus Expense	\$	(392,926)		\$	(1,964,479.43)		\$	(1,326,513.49)	48.1%

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	\$ 55,511.78	\$ 342,717.32	\$ -	\$ (98,951.29)
7/1/2025	\$ (98,951.29)				
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	\$	-	\$	1,808.82	\$	167,539.98
7/1/2025	\$	167,539.98						
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	\$ -	\$ -	\$ 5,922.99
7/1/2025	\$ 5,922.99			
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	\$ -	\$ 102.70	\$ 33,096.31
7/1/2025	\$ 33,096.31			

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	\$ 335.00	\$ -	\$ 13,369.86
7/1/2025	\$ 13,369.86			
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	\$ 55,846.78	\$ 344,628.84	\$ -	\$ 120,977.85
7/1/2025	\$ 120,977.85	\$ -	\$ -	\$ -	
8/1/2025	\$ -	\$ -	\$ -	\$ -	
9/1/2025	\$ -	\$ -	\$ -	\$ -	
10/1/2025	\$ -	\$ -	\$ -	\$ -	
11/1/2025	\$ -	\$ -	\$ -	\$ -	
12/1/2025	\$ -	\$ -	\$ -	\$ -	

1/1/2026 \$ -

JUNE 2025 VENDOR REPORT

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$1,648.68
BAKER & TAYLOR CO Total	\$5,181.67
BODINE ELECTRIC Total	\$1,524.00
BREWSTER, CONNIE K Total	\$300.00
BRIDGEALL LIBRARIES LIMITED Total	\$13,125.00
BUSEY BANK Total	\$55.00
CANON FINANCIAL SERVICES, INC Total	\$803.78
CDW GOVERNMENT INC Total	\$87.17
COMMERCIAL MAIL SERVICES Total	\$605.97
CONFIDENTIAL ON SITE PAPER SHREDDING Total	\$62.79
DECATUR BLUEPRINT, INC. Total	\$450.50
DECATUR CIVIC CENTER AUTHORITY Total	\$2,111.98
HENKEL, ALISSA Total	\$199.99
IHLS-OCLC Total	\$841.51
JESSICA HILL CONSULTING LLC Total	\$3,461.40
JONES & THOMAS Total	\$670.00
KANOPY Total	\$624.00
KILEY KLEIN, LTD Total	\$113.00
KUZEL, BRENDEN MICHAEL Total	\$2,500.00
LIBRARY SOLUTIONS Total	\$2,500.00
MIDWEST TAPE, LLC Total	\$1,423.36
PAETEC Total	\$55.94
PEASE, CONNIE L Total	\$455.00
PEERLESS NETWORK, INC Total	\$330.06
REGIONS/CREDIT CARD Total	\$522.84
ROCKFORD MAP PUBLISHERS, INC. Total	\$74.70
SAM'S CLUB Total	\$265.14
SOUNDCHECK MUSIC Total	\$179.97
STRIGLOS/HAINES & ESSICK Total	\$189.12
STRINGER, BETH E Total	\$56.00
TODAY'S BUSINESS SOLUTIONS Total	\$3,967.00
UNIQUE MANAGEMENT SERVICES Total	\$817.55
VERIZON WIRELESS Total	\$161.67
Grand Total	\$45,364.79

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 6/1/2025 to 6/30/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
167491	06/05/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEES - 05/16-05/31	271.06	POSTAGE
167524	06/05/2025	IHLS-OCLC WEBDEWEY 03/1/25-02/28/26	841.51	MEMBERSHIP FEES
167617	06/12/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	2,317.21	OFFICE SUPPLIES
167621	06/12/2025	BODINE ELECTRIC DATA & REC ON COLUMN	1,524.00	SERVICE TO MAINT BUILDIN
167622	06/12/2025	BREWSTER, CONNIE K 05/13 PRESCHOOL 5/14 SCHOOL AGE ART	300.00	OTHER LIBRARY GRANT EXI
167623	06/12/2025	BRIDGEALL LIBRARIES LIMITED CHQ - SUBSCRIPTION - RENEWAL PRODUCT CODE	13,125.00	COMPUTER SOFTWARE
167644	06/12/2025	DECATUR BLUEPRINT, INC. 8.5X11 LETTERHEAD- COLOR PRINTING ON 28# #10	450.50	OFFICE SUPPLIES
167645	06/12/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	2,111.98	SECURITY
167646	06/12/2025	STRINGER, BETH E SUBSCRIPTION LOCAL HISTORY & CIRCULATION	28.00	BOOKS & PERIODICALS
167664	06/12/2025	HENKEL, ALISSA IKEA GLASS DOOR CABINET	199.99	SMALL CAPITAL ITEMS
167678	06/12/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	624.00	BOOKS & PERIODICALS
167679	06/12/2025	KILEY KLEIN, LTD LEGAL REPRESENTATION FOR MAY 2025	113.00	PROFESSIONAL SERVICES
167697	06/12/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	799.99	OFFICE SUPPLIES
167708	06/12/2025	PEASE, CONNIE L YOGA FOR THE PEOPLE: 1 HOUR MAR/APR/MAY	455.00	OTHER LIBRARY GRANT EXI
167717	06/12/2025	SAM'S CLUB ACCT 9064	79.07	OTHER LIBRARY GRANT EXI
167725	06/12/2025	SOUNDCHECK MUSIC ANCHOR EXT900SOUND & ANCHOR MOBILE BAG	179.97	OTHER LIBRARY GRANT EXI
167729	06/12/2025	STRIGLOS/HAINES & ESSICK COLORS PRINT PAPER & PREM LASER PAPER	189.12	OFFICE SUPPLIES
167735	06/12/2025	TODAY'S BUSINESS SOLUTIONS ANNUAL LICENSE AND SOFTWARE SUPPORT	3,967.00	COMPUTER SOFTWARE

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 6/1/2025 to 6/30/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
167762	06/18/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	1,648.68	OFFICE SUPPLIES
167764	06/18/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,349.03	OFFICE SUPPLIES
167773	06/18/2025	CANON FINANCIAL SERVICES, INC BLANKET - SERVICE COPIERS & PRINTERS	803.78	SERV-OFFICE EQUIPMENT
167776	06/18/2025	CDW GOVERNMENT INC BLANKET - OFFICE SUPPLIES AND COMPUTER HARI	87.17	SMALL CAPITAL ITEMS
167812	06/18/2025	KUZEL, BRENDEN MICHAEL CLASH OF GENERATION 2025 150TH ANNIVERSARY	2,500.00	OTHER LIBRARY GRANT EXI
167816	06/18/2025	LIBRARY SOLUTIONS LIBRARY CALENDER ANNUAL SUBSCRIPTION	2,500.00	COMPUTER SOFTWARE
167823	06/18/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	311.13	OFFICE SUPPLIES
167830	06/18/2025	PAETEC BLANKET - TELEPHONE SERVICE	55.94	TELEPHONE
167833	06/18/2025	PEERLESS NETWORK, INC ACCT 1212890	330.06	TELEPHONE
167863	06/18/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	315.20	PROFESSIONAL SERVICES
167885	06/26/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,515.43	OFFICE SUPPLIES
167900	06/26/2025	BUSEY BANK SAFETY DEPOSIT BOX 151001511 SERVICE FEE	55.00	BANKING SERVICE CHARGE
167908	06/26/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEES	334.91	POSTAGE
167909	06/26/2025	CONFIDENTIAL ON SITE PAPER SHREDDING COPS 95 PURGE DPL WORK ORDER 390031	62.79	PROFESSIONAL SERVICES
167963	06/26/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	312.24	OFFICE SUPPLIES
167981	06/26/2025	SAM'S CLUB ACCT 9064	186.07	OTHER LIBRARY GRANT EXI
168005	06/26/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	502.35	PROFESSIONAL SERVICES
168011	06/26/2025	VERIZON WIRELESS ACCT 980380645-00001	161.67	TELEPHONE

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 6/1/2025 to 6/30/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23006902	06/05/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,923.00	OTHER LIBRARY GRANT EXI
23006910	06/18/2025	REGIONS/CREDIT CARD ACCT 2191	522.84	COMPUTER SOFTWARE
23006962	06/18/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,538.40	OTHER LIBRARY GRANT EXI
23006965	06/26/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
23006966	06/26/2025	JONES & THOMAS BLANKET - WEB SERVICES	250.00	PROFESSIONAL SERVICES
Total for: 35			45,262.09	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
167646	06/12/2025	STRINGER, BETH E SUBSCRIPTION LOCAL HISTORY & CIRCULATION	28.00	BOOK AND PERIODICALS
167839	06/18/2025	ROCKFORD MAP PUBLISHERS, INC. SANGAMON IL 2025 PLAT BOOK	74.70	BOOK AND PERIODICALS
Total for: 59			102.70	
Total for All:			\$45,364.79	