



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, January 18, 2024

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of December 13, 2023 Regular Meeting 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. Rick Meyer (Discussion)
- VI. **Division Head reports** Becky Dampitz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. No meeting
 - B. **Finance and Properties Committee** Jacobie Jones
 - i. December 2023 Check Register & Vendor Report (Action)
 - ii. December 2023 Budget Actuals (Discussion)
 - iii. Approval of 2024/25 Meeting Schedule (Discussion)
 - C. **Foundation** Rick Meyer
 - i. No meeting
 - D. **Friends of the Library** Rick Meyer
 - i. January 11 Meeting
 - E. **Illinois Heartland Library System** Rick Meyer
 - i. Proposed Fee Structure Update

VIII. Old Business

- A. Open Trustee Seats (Discussion)
- B. Other

IX. New Business

- A. Appointment of PPPR Chair (Action)
- B. Appointment of Friends of the Library Liaison(s) (Action)
- C. Appointment of Foundation Director (Action)
- D. Donation of Eames Chairs to Decatur Public Library Foundation (Action)
- E. Approval of Pre-Bid Furniture Selection (Action)
- F. Acquisition of Art (Action)
- G. Other (Discussion)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

December 13, 2023 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Alana Banks, Jacobie Jones, LaTonya Ricks, Emily West, Elizabeth Rivera

Present:

Karl Coleman
Sofia Xethalis
Emily West
Jacobie Jones

Absent:

LaTonya Ricks
Elizabeth Rivera
Alana Banks

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

Guests:

Call to Order: Mr. Coleman called the meeting to order at 4:38pm.

Consent Agenda (Approval of Agenda; Approval of November 16, 2023 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. No discussion. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: Mr. Meyer has received news links via email without comments.

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

Division Head Reports (Discussion) Ms. Dampitz reported that the railroad map digitization is coming along nicely. Ms. Dampitz also attended a symposium regarding how to create a

disaster plan for the Local History collection. The Local History collection will be appraised. Ms. Henkel reported that the Children's librarian, Amanda Young, will be implanting a preschool yoga program. We have 155 kids signed up for 1,000 books before kindergarten. Tye Pemberton is presenting a computer lecture for patrons, and offering 1 on 1 computer support separately. We will be presenting the Human Library program in 2024. Ms. Ziese reported that circulation is up a little over 4 percent. Technical Services will be closing out the budget. We are running everything through Otto to catch things that are out of order, or not on file. It's an inventory process. Shelf reading is when you eyeball the shelves to make sure everything is in the proper order.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Mr. Coleman
 - a. Selection of Marketing Firm (Discussion) There were 3 marketing candidates. Additional information will be presented at the next PPPR committee meeting.
- B. Finance and Properties Committee –Mr. Jones no meeting.
- C. Foundation – Mr. Meyer no meeting. Donations have been received.
- D. Friends of the Library – Mr. Meyer no report. Mr. Coleman plans to attend the meeting on 12/14/23.
- E. Illinois Heartland Library System – Mr. Meyer reported on the proposed fee structure. It looks like the increase will be about 17 percent. This still has to be voted on, likely next month.

Old Business

- A. Open Trustee Seat (Discussion) Mr. Coleman sent a candidate a link for the open trustee seat. No additional discussion.

New Business

- A. Approval of Check Register (Action) Mr. Jones made a motion to approve the check register, seconded by Ms. Xethalis. Mr. Coleman requested a roll call vote, Ms. Xethalis yes, Ms. West yes, Mr. Jones yes, Mr. Coleman yes. Motion was adopted.
- B. FY2023 Budget Actuals and Projection (Discussion) Mr. Meyer presented the budget detail.
- C. Resolution to Move Unexpended Funds to Reserve Fund (Action) Ms. Xethalis made a motion to move \$200,000.00 of unexpended funds to the Reserve Fund, Mr. Jones seconded the motion. Mr. Coleman requested a roll call vote. Ms. Xethalis yes, Ms. West yes, Mr. Jones yes, Mr. Coleman yes. The motion was adopted.
- D. Election of Vice President (Action) Mr. Coleman made a motion to accept Ms. Xethalis as the Vice President, seconded by Ms. West. All in favor. The motion was adopted.
- E. Appointment of PPPR Chair (Action) Mr. Coleman suggested to table this discussion.
- F. Acquisition of Art (Action) Mr. Meyer will inquire the cost of the painted photo of the Library. Ms. Xethalis made a motion to table the discussion, seconded by Ms. West. All in favor. The motion was adopted.

Adjournment

Mr. Coleman made a motion to adjourn at 5:32pm., seconded by Ms. West. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
12/13/23

City Librarian's Report for December 2023

Administration

- On the 4th we held an in-service day for all staff.
- On the 12th I held two all-staff meetings.
- On the 28th I submitted the Illinois Per Capita Grant application.
- I was out several days with vacation and holidays in December.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 14 curbside pick-ups in December.
- Non-fiction end caps applied.
- 2021 magazines withdrawn.
- Started the process to run all collections through materials sorter for inventorying and finding errors.
- Jennifer Pride served on DEI Committee.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Carol attended Share Executive Council meeting.
- TS started adding years to film franchise DVDs and the newly added Blu-rays.
- They continue to update juvenile series and juvenile biography call numbers.
- Our list of volume fields has gone from 735 to 376 this year. (Incorrect use of volume field leads to difficulty for patrons placing holds. Many records converted incorrectly when we adopted Polaris.)
- Karen Williams served on the DEI Committee.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Tye Pemberton is partnering with Macon-Piatt Regional Office of Education to offer Professional Development Hours for Teacher Workshop for the Auschwitz Experience in the Art of Prisoners.
- Amanda Young continues to work with the Friends, DAAC and Megan Schneiderjan to provide preschool art and yoga classes.
- Alix Frazier worked with Circulation to update the Deweys for the non-fiction shift.

- Alissa Henkel, Carol Ziese and Childrens staff worked with Kaitlin Glause from DPS61 to get an Institutional Card and 170 books for Dennis School's Displaced Middle Schoolers who had been without a library since the beginning of the school year.
- Sarah Yepsen translated the Copy/Print Page cost and Dewey Decimal System to Spanish for the Reference Desk. They are being kept behind the desk. They are given to Spanish-speaking patrons and then returned to the desk when they are finished.
- Jason Butterick is creating a "Breaking News" Display. A column display near newspapers where materials of those "making headlines," including recent notable deaths, will be regularly displayed within days of breaking news. There is a window of opportunity to engage patrons and materials when it is recently reported. He is hopeful that having an assigned display location where materials are periodically updated will build interest and circulation.
- Scott Wilson has assisted Tye with Technology Electronic Resources class. Scott created 2 displays and created the record set for Jess's display. Check out a Lonely 500.
- John Schirle requested the support of the Golden K Kiwanis in providing Giggles Cookies to Children's WRP participants.
- Susan Bishop reports that 189 kids are enrolled in 1000 Books Before Kindergarten. 347 rewards have been earned. 17,541 books have been read. The first child has reached 1,000 books.
- Shelley Whiteside shifted the Oversize Collection again. She's also still trying to find the right place for the oversized, but not quite oversized enough 700s. She's weeding some 100s and 200s Reference with Jason's permission. Shelley spent 3 hours selecting materials for home service patrons and made 3 home deliveries.
- Tye has been planning for the Auschwitz Experience in the Art of Prisoners for January 19.
- Alix was busy building and decorating the Book Tree. She also printed the Hanging Directional Signage and put it into their new holders.
- Jess Hill reports that 145 resources were taken from the community board. She's working with the Health Department to host a support group at the library for caregivers if the ALZ association does not regroup.
- Alissa and Susan spent most of the month preparing for the READiculous Between the Holidays.

Systems Administration

- **See spreadsheet for statistical information.**
- Mozilla has replaced Edge on the Easy Search computers.
- Ordered and installed, with Dalton Bowles' assistance, two video people counters. One above the Circulation Gates, the other in Local History for a total of three.
- The Kid4 replacement mini-computer is now in place and testing.
- Posted 2024 timesheet to our intranet.
- There is now a camera looking at the southwest corner of the first floor. We now have 58 cameras, including City cameras in lease space.
- City picked up four pallets of computer hardware for recycling. The company will wipe the hard drives and send a list of serial numbers etc.
- Ongoing: Faronics released a partial fixed Deep Freeze version 8.71. Still experiencing computer lock ups. Chris sends requested information to Faronics.

- Ongoing: There is a problem with Patrons paying for a print and nothing prints. Chris is working with Cassie to resolve the issue.
- 17 pages were printed through the SPOT Global printing App. SGP stopped working on October 28, 2023 as we have not renewed our annual maintenance contract.

- **Archives and Special Collections**
- **Please see spreadsheet for statistics.**
- Becky Damptz interviewed a potential high school intern on December 15th from the InspirED program through DPS61.
- The ISHRAB interim grant report was sent to our grant mentor this month. The report included an update on the progress of the project, and how much money has been spent. The next report will be the final report in June.
- There was no 150th anniversary committee meeting this month due to the holiday. The next meeting will be January 25th.
- Leann Grossman and Sheri Keller continue to research businesses to add to the vertical file.

Respectfully Submitted,

Rick Meyer
City Librarian

Circulation by Audience Physical & Electronic	Dec-22	Dec-23	Change from		2022 Total	2023 Total	Change from
			2022	% of Total			
Number of Adult Materials Loaned	12,852	13,989	8.8%	70.9%	170,252	177,618	4.3%
Number of Young Adult Materials Loaned	436	432	-0.9%	2.2%	7,092	7,316	3.2%
Number of Children's Materials Loaned	5,319	5,306	-0.2%	26.9%	83,461	83,939	0.6%
Total Number of Materials Loaned	18,607	19,727	6.0%		260,805	268,873	3.1%

Circulation by Material Type	Dec-22	Dec-23	Change from		2022 Total	2023 Total	Change from
			2022	% of Total			
Books Loaned--Physical	10,932	10,799	-1.2%	54.7%	164,887	165,521	0.4%
Videos/DVDs Loaned--Physical	3,330	3,241	-2.7%	16.4%	40,110	39,535	-1.4%
Audios, Including Music Loaned--Physical	799	803	0.5%	4.1%	8,642	9,775	13.1%
Magazines/Periodicals Loaned--Physical	230	210	-8.7%	1.1%	3,164	3,060	-3.3%
Other Items Loaned--Physical	54	32	-40.7%	0.2%	2,733	740	-72.9%
Use of Circulating Electronic Materials	3,262	4,642	42.3%	23.5%	41,269	50,242	21.7%
Total	18,607	19,727	6.0%		260,805	268,873	3.1%

Succesful Retrieval of Electronic Information **14,375** **17,612** **22.5%** **47.2%** **180,641** **233,907** **29.5%**

Electronic Content Use **17,637** **22,254** **26.2%** **59.6%** **221,910** **284,149** **28.0%**

Total Collection Use	Dec-22	Dec-23	Change from		2022 Total	2023 Total	Change from
			2022	% of Total			
Total Collection Use	32,982	37,339	13.2%		441,446	502,780	13.9%

Interlibrary Loans Provided To Other Libraries	Dec-22	Dec-23	Change from		2022 Total	2023 Total	Change from
			2022	% of Total			
Interlibrary Loans Provided To Other Libraries	2,940	2,883	-1.9%	55.5%	42,190	41,045	-2.7%

Interlibrary Loans Received FROM Other Libraries	2,040	2,313	13.4%	44.5%	30,177	30,414	0.8%
Total ILL Transactions	4,980	5,196	4.3%		72,367	71,459	-1.3%
			Change				Change from
Other Stats	Dec-22	Dec-23	2022		2022 Total	2023 Total	2022
New Patron Registrations	96	132	37.5%		2,041	2,374	16.3%
# of Visitors (Security Gate)	9,129	10,060	10.2%		122,746	133,995	9.2%
# Visitors Lobby Counter	10,705	10,897	1.8%		157,183	159,146	1.2%
Local History # of visitors	26	49	88.5%		446	607	36.1%
Adult Programs Active	112	159	42.0%		2,419	3,751	55.1%
Adult Programs Passive	0	0	#DIV/0!		2,067	1,451	-29.8%
Adult Programs Virtual Live	107	14	-86.9%		234	722	208.5%
Adult Programs Virtual Recorded	58	29	-50.0%		165	723	338.2%
YA Programs Active	0	0	#DIV/0!		47	81	72.3%
YA Programs Passive	0	0	#DIV/0!		315	350	11.1%
YA Virtual Live	0	0	#DIV/0!		0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!		0	0	#DIV/0!
Children's Programs Active	972	788	-18.9%		7,117	9,926	39.5%
Children's Programs Passive	0	210	#DIV/0!		6,924	7,357	6.3%
Children's Virtual Live	127	100	-21.3%		1,021	1,227	20.2%
Children's Virtual Recorded	0	0	#DIV/0!		0	0	#DIV/0!
Total Programs	1,376	1,300	-5.5%		20,309	25,588	26.0%
Public Sessions	1,434	1,530	6.7%		19,780	20,380	3.0%
Wireless Sessions	1,321	1,095	-17.1%		13,962	13,555	-2.9%
Website Sessions	8,124	10,704	31.8%		118,183	129,620	9.7%
Unique Visits	5,020	6,637	32.2%		69,694	77,699	11.5%
Page Views	29,790	18,579	-37.6%		458,445	373,539	-18.5%
Self Checks	5,151	5,493	6.6%		81,114	84,526	4.2%
Percentage of Self Checks	0	0	4.6%			0	
Assists Adult	1,658	2,205	33.0%		28,110	33,661	19.7%
Assists Children	391	724	85.2%		11,301	12,682	12.2%
Assists Local history	86	72	-16.3%		1,608	1,284	-20.1%
IT help calls	72	114	58.3%		1,163	1,303	12.0%

Searches in Catalog	14,799	23,668	59.9%	205,526	286,435	39.4%
Number of Items processed	1,624	1,317	-18.9%	18,344	17,526	-4.5%
Number of Items Withdrawn from Collection	1,749	948	-45.8%	10,083	22,697	125.1%
Number of mended items	197	95	-51.8%	2,657	2,166	-18.5%
Number of items ordered	25	459	1736.0%	7,654	7,545	-1.4%
Number of records added to database	1,427	1,222	-14.4%	15,686	15,360	-2.1%

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 12/1/2023 to 12/31/2023**

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
157495	12/07/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	49.43	OFFICE SUPPLIES
157510	12/07/2023	COMMERCIAL MAIL SERVICES NOV 15 - NOV 30'23	135.11	POSTAGE
157541	12/07/2023	GROSSMAN, LEEANN REIMBURSEMENT FOR CHRISTMAS PARTY SUPPLIE	25.53	OTHER LIBRARY GRANT EXI
157560	12/07/2023	LIBRARY IDEAS, LLC 6 VOX BOOKS 19 VOX BOOKS	1,084.92	BOOKS & PERIODICALS
157574	12/07/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,545.24	OFFICE SUPPLIES
157592	12/07/2023	NOVEL IDEAS GIFT CARDS 4 @ 25.00	100.00	OTHER LIBRARY GRANT EXI
157601	12/07/2023	ROCKFORD MAP PUBLISHERS, INC. 2024 DEWITT IL PLAT BOOK	74.70	PER CAPITA GRANT EXPENS
157604	12/07/2023	SAM'S CLUB ACCOUNT 9064	13.96	OFFICE SUPPLIES
157615	12/07/2023	STAUNTON PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	7.99	LOST OR DAMAGED BOOKS
157633	12/07/2023	ULINE BAG STAND/T-SHIRT BAGS	234.87	SMALL CAPITAL ITEMS
157644	12/07/2023	WHITEHEAD, MICHELLE REIMBURSEMENT FOR LIBRARY PURCHASES	122.66	CONFERENCES & TRAVEL
157664	12/14/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	195.25	OFFICE SUPPLIES
157670	12/14/2023	BREWSTER, CONNIE K PRESCHOOL HOLIDAY ART	125.00	OTHER LIBRARY GRANT EXI
157673	12/14/2023	CALM.COM INC CALM BUSINESS RENEWAL	2,122.57	COMPUTER SOFTWARE
157686	12/14/2023	DAMPTZ, REBECCA REIMBURSEMENT FOR VOLUNTEER CHRISTMAS PA	117.96	OTHER LIBRARY GRANT EXI
157748	12/14/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	6,347.90	OFFICE SUPPLIES
157757	12/14/2023	NICKI BOND CONSULTING SERVICES NOV'23	1,800.00	PROFESSIONAL SERVICES

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157764	12/14/2023	PEASE, CONNIE L YOGA FOR THE PEOPLE	210.00	OTHER LIBRARY GRANT EXI
157777	12/14/2023	SEN SOURCE LOCAL HISTORY/CIRC GATES MONTHLY DATA HOST	2,262.00	SMALL CAPITAL ITEMS
157793	12/14/2023	UNIQUE MANAGEMENT SERVICES NOV'23 PLACEMENTS	561.45	PROFESSIONAL SERVICES
157802	12/14/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	965.57	SERV-OFFICE EQUIPMENT
157815	12/21/2023	AMAZON PAYMENTS CREDIT AGAINST INV 1FD9-FCP7-FLL4 BLANKET PO FOR SUPPLIES/BOOKS	1,623.93	OFFICE SUPPLIES
157820	12/21/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	7,094.78	OFFICE SUPPLIES
157834	12/21/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	453.45	OFFICE SUPPLIES
157839	12/21/2023	COMMERCIAL MAIL SERVICES DEC 1 - DEC 15'23	166.90	POSTAGE
157849	12/21/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	2,341.12	SECURITY
157863	12/21/2023	EBSCO INDUSTRIES, INC 2024 NOVELIST BOOKCHAT 2024 EBESCO DATABASE PKG	9,452.00	BOOKS & PERIODICALS
157893	12/21/2023	JONES & THOMAS WEB SERVICES	420.00	PROFESSIONAL SERVICES
157910	12/21/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	331.25	PER CAPITA GRANT EXPENSE
157921	12/21/2023	PAETEC ACCT 633318933001 ACCT 633292627001	129.65	TELEPHONE
157925	12/21/2023	PEERLESS NETWORK, INC ACCT 1212890	336.25	TELEPHONE
157970	12/21/2023	VERIZON WIRELESS ACCT 980380645-00001	107.66	TELEPHONE
157973	12/21/2023	WALKER, EDWIN DOCUMENT, PHOTOGRAPH AND APPRAISE LHR	3,500.00	PROFESSIONAL SERVICES

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35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
157977	12/21/2023	WHITESIDE, SHELLEY REIMBURSE KROGER PURCHASE FOR CHRISTMAS I	125.54	OTHER LIBRARY GRANT EXI
157990	12/28/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,266.13	OFFICE SUPPLIES
158018	12/28/2023	DECATUR PARK DISTRICT TREES ON TEES SPONSORSHIP	250.00	OTHER LIBRARY GRANT EXI
158025	12/28/2023	EBSCO INDUSTRIES, INC 2024 DATABASE PKG RENEWAL	29,655.00	BOOKS & PERIODICALS
158028	12/28/2023	EYTCHISON, KATIE REIMBURSEMENT FOR TREES ON TEES 2023 REIMBURSEMENT FOR KRAFTY THINGS SUPPLIES	294.43	OTHER LIBRARY GRANT EXI
158033	12/28/2023	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	16.95	LOST OR DAMAGED BOOKS
158038	12/28/2023	GLEN CARBON CENTENNIAL LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	16.99	LOST OR DAMAGED BOOKS
158053	12/28/2023	KANOPY LIBRARY STREAMING SERVICE	436.00	BOOKS & PERIODICALS
158056	12/28/2023	KILEY KLEIN, LTD LEGAL SERVICES	445.50	PROFESSIONAL SERVICES
158075	12/28/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	14,799.09	OFFICE SUPPLIES
158095	12/28/2023	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	BOOKS & PERIODICALS
158123	12/28/2023	TOLONO PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	50.00	LOST OR DAMAGED BOOKS
23005615	12/06/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	894.35	OTHER LIBRARY GRANT EXI
23005624	12/14/2023	REGIONS/CREDIT CARD ACCT 5562	1,146.19	OFFICE SUPPLIES
23005663	12/21/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,384.80	OTHER LIBRARY GRANT EXI
23005665	12/28/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	577.00	OTHER LIBRARY GRANT EXI
Total for: 35			96,709.07	

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 12/1/2023 to 12/31/2023

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
157495	12/07/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	221.76	BOOKS & PERIODICALS
157664	12/14/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	655.45	BOOKS & PERIODICALS
157820	12/21/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,318.83	BOOKS & PERIODICALS
157990	12/28/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	443.94	BOOKS & PERIODICALS
158095	12/28/2023	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	BOOK AND PERIODICALS
			Total for: 59	4,931.98
			Total for All:	\$101,641.05

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$1,623.93
BAKER & TAYLOR CO Total	\$14,245.57
BREWSTER, CONNIE K Total	\$125.00
CALM.COM INC Total	\$2,122.57
CDW GOVERNMENT INC Total	\$453.45
COMMERCIAL MAIL SERVICES Total	\$302.01
DAMPTZ, REBECCA Total	\$117.96
DECATUR CIVIC CENTER AUTHORITY Total	\$2,341.12
DECATUR PARK DISTRICT Total	\$250.00
EBSCO INDUSTRIES, INC Total	\$39,107.00
EYCHISON, KATIE Total	\$294.43
FORSYTH PUBLIC LIBRARY Total	\$16.95
GLEN CARBON CENTENNIAL LIBRARY DISTRICT Total	\$16.99
GROSSMAN, LEEANN Total	\$25.53
JESSICA HILL CONSULTING LLC Total	\$2,856.15
JONES & THOMAS Total	\$420.00
KANOPY Total	\$436.00
KILEY KLEIN, LTD Total	\$445.50
LIBRARY IDEAS, LLC Total	\$1,084.92
MIDWEST TAPE, LLC Total	\$23,023.48
NICKI BOND Total	\$1,800.00
NOVEL IDEAS Total	\$100.00
PAETEC Total	\$129.65
PEASE, CONNIE L Total	\$210.00
PEERLESS NETWORK, INC Total	\$336.25
POLK CITY DIRECTORIES Total	\$584.00
REGIONS/CREDIT CARD Total	\$1,146.19
ROCKFORD MAP PUBLISHERS, INC. Total	\$74.70
SAM'S CLUB Total	\$13.96
SEN SOURCE Total	\$2,262.00
STAUNTON PUBLIC LIBRARY Total	\$7.99
TOLONO PUBLIC LIBRARY DISTRICT Total	\$50.00
ULINE Total	\$234.87
UNIQUE MANAGEMENT SERVICES Total	\$561.45
VERIZON WIRELESS Total	\$107.66
WALKER, EDWIN Total	\$3,500.00
WATTS COPY SYSTEMS Total	\$965.57
WHITEHEAD, MICHELLE Total	\$122.66
WHITESIDE, SHELLEY Total	\$125.54
Grand Total	\$101,641.05

DPL FY 2023 Budget Report

Prepared: January 3, 2024

At the end of December 100% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ 2,952,060.80	97.7%	\$ 2,866,276.15 3.0%
All Other	\$ 2,529,754		45.6%	\$ 1,728,370.23	68.3%	\$ 1,763,121.36 -2.0%
Total Revenue	\$ 5,551,754			\$ 4,680,431.03	84.3%	\$ 4,629,397.51 1.1%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 1,666,532.02	93.5%	\$ 1,477,816.55	12.8%
Benefits	\$ 929,958		\$ 817,789.44	87.9%	\$ 789,135.47	3.6%
	\$ 2,712,400		\$ 2,484,321.46	91.6%	\$ 2,266,952.02	9.6%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 320,453.26	130.8%	\$ 229,636.79	39.5%
Per Capita	\$ 104,020		\$ 104,078.52	100.1%	\$ 86,903.30	19.8%
Lost/Damage	\$ 1,400		\$ 1,427.07	101.9%	\$ 1,166.09	22%
Total Materials	\$ 350,420		\$ 425,958.85	121.6%	\$ 317,706.18	34.1%

Professional Services

Security	\$ -		\$ 25,811.76			
Professional Services	\$ 102,000		\$ 124,113.78	121.7%	\$ 89,223.13	39.1%
Temp Agency	\$ 500		\$ 2,077.90	415.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 223.00	148.7%	\$ 168.10	33%
Total	\$ 102,650		\$ 152,226.44	148.3%	\$ 89,391.23	70.3%

Allocations

Administrative Fee	\$ 108,864		\$ 150,960.00	138.7%	\$ 99,792.00	51.3%
MIS	\$ 36,684		\$ 39,636.00	108.0%	\$ 33,627.00	17.9%
	\$ 145,548		\$ 190,596.00	131.0%	\$ 133,419.00	42.9%

Grants

Other grants	\$ 75,000	\$ 87,181.78	116.2%	\$ 65,453.35	33.2%
	\$ 75,000	\$ 87,181.78	116.2%	\$ 65,453.35	33.2%
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
Office Supplies/Maintenance					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 3,853.81	77.1%	\$ 4,167.36	-7.5%
Service to Office Equipment	\$ 27,000	\$ 25,571.53	94.7%	\$ 11,481.35	122.7%
Telephone	\$ 27,000	\$ 8,140.18	30.1%	\$ 13,890.60	-41.4%
Software	\$ 50,000	\$ 39,983.26	80.0%	\$ 40,756.77	-1.9%
Office Supplies	\$ 40,000	\$ 34,104.59	85.3%	\$ 27,821.29	22.6%
Small Capital	\$ 45,000	\$ 118,419.05	263.2%	\$ 41,802.71	183.3%
	\$ 194,000	\$ 230,072.42	118.6%	\$ 139,920.08	64.4%
Staff Development					
Conferences/Training/Travel	\$ 20,000	\$ 15,589.01	77.9%	\$ 16,836.00	-7.4%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 61,743.22	123.5%	\$ 57,436.39	7.5%
	\$ 74,000	\$ 77,332.23	104.5%	\$ 74,272.39	4.1%
Insurance					
Unemployment	\$ 1,056	\$ 1,080.00	102.3%	\$ 968.00	11.6%
Risk Management	\$ 95,724	\$ 95,100.00	99.3%	\$ 87,747.00	8.4%
	\$ 96,780	\$ 96,180.00	99.4%	\$ 88,715.00	8.4%
Building Costs					
Transfer to Capital	\$ 200,000	\$ 342,000.00		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 589,375.00	100.0%	\$ 540,265.00	9.1%
Supplies	\$ 50	\$ 2,984.62	5969.2%	\$ 2,548.00	17.1%
Maintenance	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,633	\$ 936,204.62	15.6%	\$ 542,813.00	72.5%
Total Operations/Services	\$ 1,628,531	\$ 2,195,752.34	43.0%	\$ 1,452,588.23	51.2%
Total Expenses	\$ 4,340,931	\$ 4,680,073.80	107.8%	\$ 3,719,540.25	25.8%
Revenue Minus Expense	\$ 1,210,823	\$ 357.23		\$ 909,857.26	-100.0%
Operating fund					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 55,084.01	\$ 345,466.41	\$ -	\$ 521,957.42
7/1/2023	\$ 521,957.42	\$ 1,853,645.45	\$ 355,444.40	\$ -	\$ 2,020,158.47
8/1/2023	\$ 2,020,158.47	\$ 258,176.51	\$ 473,838.44	\$ -	\$ 1,804,496.54
9/1/2023	\$ 1,804,496.54	\$ 233,266.32	\$ 393,708.85	\$ -	\$ 1,644,054.01
10/1/2023	\$ 1,644,054.01	\$ 1,123,676.15	\$ 332,527.89	\$ -	\$ 2,435,202.27
11/1/2023	\$ 2,435,202.27	\$ 209,481.57	\$ 375,319.18	\$ -	\$ 2,269,364.66
12/1/2023	\$ 2,269,364.66	\$ 95,189.42	\$ 708,478.62	\$ -	\$ 1,656,075.46
1/1/2024	\$ 1,656,075.46				

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ 1,528.25	\$ -	\$ 998,995.46
7/1/2023	\$ 998,995.46	\$ 1,275.65	\$ -	\$ 1,000,271.11
8/1/2023	\$ 1,000,271.11	\$ 2,078.26	\$ 208,641.00	\$ 793,708.37
9/1/2023	\$ 793,708.37	\$ 1,152.73	\$ -	\$ 794,861.10
10/1/2023	\$ 794,861.10	\$ 1,576.48	\$ 129,455.40	\$ 666,982.18
11/1/2023	\$ 666,982.18	\$ 1,861.97	\$ -	\$ 668,844.15
12/1/2023	\$ 668,844.15	\$ 342,000.00	\$ -	\$ 1,010,844.15
1/1/2024	\$ 1,010,844.15	\$ 13,431.44		

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68	\$ 83.91	\$ -	\$ 58,748.59
4/1/2023	\$ 58,748.59	\$ 24.44	\$ -	\$ 58,773.03
5/1/2023	\$ 58,773.03	\$ 37.06	\$ -	\$ 58,810.09
6/1/2023	\$ 58,810.09	\$ 35.20	\$ 1,093.83	\$ 57,751.46
7/1/2023	\$ 57,751.46	\$ 37.04	\$ 4,500.97	\$ 53,287.53

8/1/2023	\$	53,287.53	\$	36.41	\$	8,563.81	\$	44,760.13
9/1/2023	\$	44,760.13	\$	28.19	\$	5,695.24	\$	39,093.08
10/1/2023	\$	39,093.08	\$	26.73	\$	2,661.65	\$	36,458.16
11/1/2023	\$	36,458.16	\$	22.47	\$	5,559.16	\$	30,921.47
12/1/2023	\$	30,921.47	\$	-	\$	4,362.08	\$	26,559.39
1/1/2024	\$	26,559.39						

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ 26.05	\$ 148.92	\$ 43,072.20
7/1/2023	\$ 43,072.20	\$ 28.05	\$ 2,081.62	\$ 41,018.63
8/1/2023	\$ 41,018.63	\$ 30.48	\$ -	\$ 41,049.11
9/1/2023	\$ 41,049.11	\$ 27.45	\$ -	\$ 41,076.56
10/1/2023	\$ 41,076.56	\$ 28.74	\$ -	\$ 41,105.30
11/1/2023	\$ 41,105.30	\$ 26.94	\$ 506.05	\$ 40,626.19
12/1/2023	\$ 40,626.19	\$ -	\$ 292.00	\$ 40,334.19
1/1/2024	\$ 40,334.19			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ 1,068.55	\$ 203.61
6/1/2023	\$ 203.61	\$ 50.08	\$ 203.22	\$ 50.47
7/1/2023	\$ 50.47	\$ 1,000.36	\$ 27.00	\$ 1,023.83
8/1/2023	\$ 1,023.83	\$ 388.33	\$ 306.85	\$ 1,105.31
9/1/2023	\$ 1,105.31	\$ 250.00	\$ 513.84	\$ 841.47
10/1/2023	\$ 841.47	\$ 451.09	\$ -	\$ 1,292.56
11/1/2023	\$ 1,292.56	\$ 1,521.50	\$ 549.30	\$ 2,264.76
12/1/2023	\$ 2,264.76	\$ -	\$ 294.86	\$ 1,969.90
1/1/2024	\$ 1,969.90			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity Ending
1/1/2023	\$ 2,882,382.10	\$ 211,696.35	\$ 459,409.65	\$ - \$ 2,634,668.80
2/1/2023	\$ 2,634,668.80	\$ 49,722.29	\$ 319,743.63	\$ - \$ 2,364,647.46
3/1/2023	\$ 2,364,647.46	\$ 134,000.45	\$ 442,022.97	\$ - \$ 2,056,624.94
4/1/2023	\$ 2,056,624.94	\$ 194,979.45	\$ 309,182.35	\$ - \$ 1,942,422.04

5/1/2023	\$	1,942,422.04	\$	267,070.68	\$	312,190.92	\$	14,714.00	\$	1,912,015.80
6/1/2023	\$	1,912,015.80	\$	56,723.59	\$	346,912.38	\$	-	\$	1,621,827.01
7/1/2023	\$	1,621,827.01	\$	1,855,986.55	\$	362,053.99	\$	-	\$	3,115,759.57
8/1/2023	\$	3,115,759.57	\$	260,709.99	\$	691,350.10	\$	-	\$	2,685,119.46
9/1/2023	\$	2,685,119.46	\$	234,724.69	\$	399,917.93	\$	-	\$	2,519,926.22
10/1/2023	\$	2,519,926.22	\$	1,125,759.19	\$	464,644.94	\$	-	\$	3,181,040.47
11/1/2023	\$	3,181,040.47	\$	212,914.45	\$	381,933.69	\$	-	\$	3,012,021.23
12/1/2023	\$	3,012,021.23	\$	437,189.42	\$	713,427.56	\$	-	\$	2,735,783.09
1/1/2024	\$	2,735,783.09								



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

BOARD OF TRUSTEES REGULAR MEETINGS 2024/2025

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

The regular meeting of the Decatur Public Library Board of Trustees for 2024/2025 will be held at the Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the third Thursday of each month. If the third Thursday of each month is a legal holiday, the meeting will be held on the next available Thursday of the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 15, 2024

March 21, 2024

April 18, 2024

May 16, 2024

June 20, 2024

July 18, 2024

August 15, 2024

September 19, 2024

October 17, 2024

November 21, 2024

December 19, 2024

January 16, 2025