



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, March 21, 2024

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of February 15, 2024 Regular Meeting Minutes, Approval of the February 15, 2024 Annual 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 Damptz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Elizabeth Rivera
 - i. No Meeting
 - B. **Finance and Properties Committee** Jacobie Jones
 - i. February 2024 Check Register & Vendor Report (Action)
 - ii. February 2024 Budget Actuals (Discussion)
 - iii. Update on Donation of Furniture (Action)
 - iv. Update on Security Costs (Action)
 - C. **Foundation** Rick Meyer
 - i. No meeting
 - D. **Friends of the Library** Rick Meyer
 - i. March 14 Meeting
 - E. **Illinois Heartland Library System** Rick Meyer

- i. No Report

VIII. Old Business

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

IX. New Business

- A. Other (Discussion)

X. Adjournment

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



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 15, 2024 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present:

Karl Coleman
Sofia Xethalis
Emily West
Jacobie Jones
Elizabeth Rivera
Alana Banks

Absent:

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services, Rebecca Damptz, Head of Archives and Special Collections

Guests: None.

Call to Order: Mr. Coleman called the meeting to order at 4:56pm.

Consent Agenda (Approval of Agenda; Approval of December 13, 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: None.

City Librarian's Report (Discussion) Mr. Meyer presented his report and added that 189 kids enrolled in the 1,000 books before Kindergarten.

Division Head Reports (Discussion) Ms. Damptz reported on a request for information submitted for Local History. There was a collection addition, based on the request, involving the Ryman Institute in Los Angeles. Mr. Ryman resided in Decatur and was an animator for Disney and the Wizard of Oz among others.

Ms. Henkel reported there was a 39% increase in electronic circulation from last January to this January. A cap has been placed on Hoopla for audio books. Books will be seen that is more than \$2.99. This can be changed to suit the budget at any time. The average people read is 4 books per month.

Reports of Committees:

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

- a. Management Personnel Handbook Revision (Action) Ms. Rivera made a motion to accept the policy as presented, seconded by Mr. Jones. All in favor. The motion was adopted.
- b. Emergency Succession Plan (Action) No changes were recommended. Ms. Xethalis made a motion to accept the plan as presented, seconded by Ms. West. All in favor. The motion was adopted.
- c. Collection Development Policy (Action) No revisions were made. Ms. Xethalis made a motion to accept the policy as presented, seconded by Ms. Rivera.
- d. Selection of Marketing Firm (Action) Mr. Jones made a motion to accept the Clanin Marketing proposal, seconded by Ms. Rivera. Mr. Coleman requested a roll-call vote. Ms. Xethalis yes, Ms. Rivera yes, Ms. West yes, Mr. Coleman yes, Mr. Jones yes, Ms. Banks yes. The motion was adopted.
- e. DEI Committee (Discussion) The DEI committee meets on March 21. A board member will attend.

B. Finance and Properties Committee –Mr. Jones

- a. December 2023 & January 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the check registers, seconded by Mr. Jones. Mr. Coleman requested a roll-call vote. Ms. Xethalis yes, Ms. West yes, Ms. Rivera yes, Ms. Banks yes, Mr. Coleman yes, Mr. Jones yes. All in favor. The motion was adopted.
- b. December 2023 & January 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget actuals. Excess funds in the budget can be used. A budget adjustment can be made in June of 2024.
- c. Proposal from Today’s Business Solutions (Action) Ms. Xethalis made a motion to approve the TBS proposal as presented, seconded by Ms. Banks. Mr. Coleman requested a roll-call vote. Ms. Xethalis yes, Mr. Coleman yes, Ms. Rivera yes, Ms. West yes. All in favor. The motion was adopted.
- d. Donation of Furniture (Action) Ms. Xethalis made a motion to table this discussion, seconded by Ms. Banks. All in favor. The motion was adopted.
- e. Security Costs (Action) Mr. Meyer will continue to negotiate with the City to get funding for security. He will meet with legal counsel to complete a written agreement with the City regarding funding details. Mr. Jones made a motion to table the discussion, seconded by Ms. West. All in favor. The motion was adopted.

C. Foundation – Mr. Meyer – no meeting.

D. Friends of the Library – February 8 meeting. Mr. Meyer reported on the requests submitted by the Library. Mr. Coleman will reach out to board members regarding attendance at future FOL meetings.

E. Illinois Heartland Library System – Mr. Meyer gave an update and on the new fee

structure that will increase about 19%.

Ms. West left the meeting at 5:35pm

Old Business

A. Open Trustee Seat (Discussion) No discussion.

New Business

A. Approval of Pre-Bid Furniture Selection (Action) Ms. Xethalis made a motion to approve the bid, seconded by Mr. Jones. All in favor. The motion was adopted.

B. Acquisition of Art (Action) Mr. Coleman made a motion to amend the acquisition of art to just the painting and not the stained glass, seconded by Mr. Jones. The motion was adopted. Mr. Coleman made a motion to purchase the painting, seconded by Mr. Jones. All in favor. The motion was adopted.

C. 2024/25 Meeting Schedule (Action) Ms. Xethalis made a motion to approve the schedule as presented, Mr. Jones seconded the motion. All in favor. The motion was adopted.

Adjournment

Mr. Jones made a motion to adjourn at 5:53pm., seconded by Mr. Coleman. The motion was adopted.

Scribe,

Michelle Whitehead, Executive Administrative Assistant

Final 2/15/23

City Librarian's Report for February 2024

Administration

- On the 9th I held two all-staff meetings.
- Last month I mistakenly reported that I completed the Illinois Public Library Annual Report, the Board of Trustees Report to the Mayor and the City Librarian's Annual Report to the Board of Trustees. They were well underway in January, but finished in February.
- On the 12th, 19th and 23rd, Alissa Henkel and I interviewed, via Zoom, candidates for the new Teen Librarian position.
- On the 21st Matt Wilkerson and I met with Angela Kirby of CDS to discuss DPL's printing needs prior to her developing a quote for us.
- I worked with Alissa to complete the Live and Learn Grant application. It was submitted on February 14.
- I was out of the office the week of the 26th.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 8 curbside pick-ups in February.
- Jennifer Pride and Shakera Powell 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.
- Juvenile biographies relabeling project has been completed.
- Karen Williams served on the DEI Committee.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- January:
- Sarah Yepsen started translating Children's Dewey Decimal System into Spanish. She also started correcting the Spanish document "How to Get a Decatur Public Library Card?" and working with the rest of Children's Dedicated staff to correct the English version.
- 209 kids are enrolled in 1000 Books Before Kindergarten. 430 rewards have been earned. 25,087 books have been read. Susan Bishop was interviewed about 1000BBK by the Herald and Review, and WCIA. Susan also prepped for READiculous, JR.

- Shelley Whiteside added a new home service patron.
- Tye Pemberton brought the Auschwitz Experience in Art of Prisoners to Decatur Public Library. In total, the programming connected to the exhibit served more than 100 patrons, with many more visiting the exhibit outside of connected events.
- Jess Hill submitted her Annual Report. Five chronically unhoused individuals were placed into permanent supportive housing. Point in Time Count had an amazing turnout and several unhoused individuals were reached through the event.
- Alissa worked with Hoopla to decrease the amount of funds spent on Instant with the least effect felt by patrons.
- Rick and Alissa attended the Medium Public Libraries meeting.
- February:
 - Sarah worked with Carol, John Schirle, and Amanda Young to create the “How to Get a Decatur Public Library Card” flyer in English and in Spanish. She started making a Spanish version of the Children’s Summer Reading Log.
 - Jason Butterick is ready to claim his column for the Breaking News Display. He’s working on a Permanent Music Display also. Preparing for *Billboard’s* Women in Music awards in March. Also looking ahead to the performers coming to the Devon Amphitheater this season.
 - Scott Wilson created record sets for Jess’s display and assisted Tye with two Technology Classes. Scott manages PRS Adult stats, Display stats, Local History social media stats and continuing education stats.
 - John created new shelf signs for the 398s after its massive weeding. John is working with Tye and Scott to create more trackable record sets for Children’s displays. John represented DPL at the DPS 61 Bilingual Resource Fair.
 - 233 kids are enrolled in 1000 Books Before Kindergarten. 263 rewards have been earned. 29,718 books have been read.
 - Tye completed initial build of Professional Development Airtable, and Professional Development Hours Recording Form/Airtable.
 - Alix Frazier worked on the hanging of Directional Signage and multiple RA Genre Bookmarks including Black Literature Authors, Indigenous Authors and LatinX Authors. Her Book Discussion group, Books & Brews was mentioned/linked in a CNN article.
 - Jess reports that 263 resources were taken from the community board. CHAT housed 2 chronically homeless individuals. She attended the Macon County Early Childhood Advisory board meeting and the Continuum of Care meeting. The VA came on site to meet with Jess to assist a housed veteran.
 - Alissa worked on three ILA Awards’ rubrics and submitted her ILA Awards Committee Report.
 - Alissa convened the first Patron Behavior Committee, renamed Incident Report Committee (IRC), with Noah Harless, Robert Davis, Scott, Susan, Tye and Kasey Steiling.

Systems Administration

- **See spreadsheet for statistical information.**
- The new mail server is up and running. The old email server was running Windows Server 2019, which is end of life on January 9, 2024. The server is not upgradable to Windows Server 2022 because it lacks a TPM chip.
- All patron computers were upgraded to Windows 11. Chris Nihiser replaced the Easy Search computers with older staff computers, all of which upgraded to Windows 11.

- Ordered 14 new Dell computers for staff. The circulation gates computer was replaced by Chris. All Local History computers were replaced.
- Kid computers 1-3 were replaced with smaller faster computers and monitors.
- Ongoing: Faronics Deep Freeze version 8.71 is still experiencing computer lock ups. Chris sends requested information to Faronics. There have been no updates for several months now.
- 1 page was 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 Dampitz received a quote from STImaging to replace the microfilm readers with one new one.
- Ed Walker completed the appraisal of the Local History collection.
- Map project update: This month 35 maps were photographed. In total, 103 maps have been photographed since October.
- Becky worked with Kasey to arrange marketing for the upcoming St. Nicholas Hotel program in March.
- 150th Anniversary Committee update:
 - Alix and Becky started meeting with Rick once a month in February to update him on the committee's progress.
 - The committee met on February 29th. At this meeting, Carol volunteered to start taking notes at all meetings, and discussed funding and programming.
 - Becky and Alix will be meeting with Cassie Yoder from Cass Concepts to discuss the feasibility of hiring them for event planning.
- Stormy Joplin-Reed started her internship in ASC on February 28th. Stormy is an Eisenhower High School senior, and will be here Tuesdays, Wednesdays, and Thursdays 1-3pm.
- Leeann Grossman is working hard to add the 2023 board minutes to Omeka.

Respectfully Submitted,

Rick Meyer

City Librarian

Circulation by Audience Physical & Electronic	Feb-23	Feb-24	Change from		2023 Total	2024 Projection	Projected Change from 2023	March 2022- February 2023	March 2023- February 2024	Change
			2023	% of Total						
Number of Adult Materials Loaned	14,288	14,824	3.8%	64.8%	177,618	187,711	5.7%	171,841	179,282	4.3%
Number of Young Adult Materials Loaned	637	710	11.5%	3.1%	7,316	8,299	13.4%	7,286	7,467	2.5%
Number of Children's Materials Loaned	6,482	7,329	13.1%	32.1%	83,939	86,424	3.0%	86,948	84,345	-3.0%
Total Number of Materials Loaned	21,407	22,863	6.8%		268,873	282,434	5.0%	266,075	271,094	1.9%

Circulation by Material Type	Feb-23	Feb-24	Change from		2023 Total	2024 Projection	Projected Change from 2023	March 2022- February 2023	March 2023- February 2024	Change
			2023	% of Total						
Books Loaned--Physical	12,869	13,992	8.7%	61.2%	165,521	171,976	3.9%	168,248	166,557	-1.0%
Videos/DVDs Loaned--Physical	3,434	3,246	-5.5%	14.2%	39,535	37,097	-6.2%	41,337	39,085	-5.4%
Audios, Including Music Loaned--Physical	701	488	-30.4%	2.1%	9,775	7,862	-19.6%	8,952	9,494	6.1%
Magazines/Periodicals Loaned--Physical	251	253	0.8%	1.1%	3,060	2,829	-7.5%	3,222	3,020	-6.3%
Other Items Loaned--Physical	255	17	-93.3%	0.1%	740	65	-91.2%	2,968	253	-91.5%
Use of Circulating Electronic Materials	3,897	4,867	24.9%	21.3%	50,242	66,067	31.5%	41,348	52,685	27.4%
Total	21,407	22,863	6.8%		268,873	285,896	6.3%	266,075	271,094	1.9%

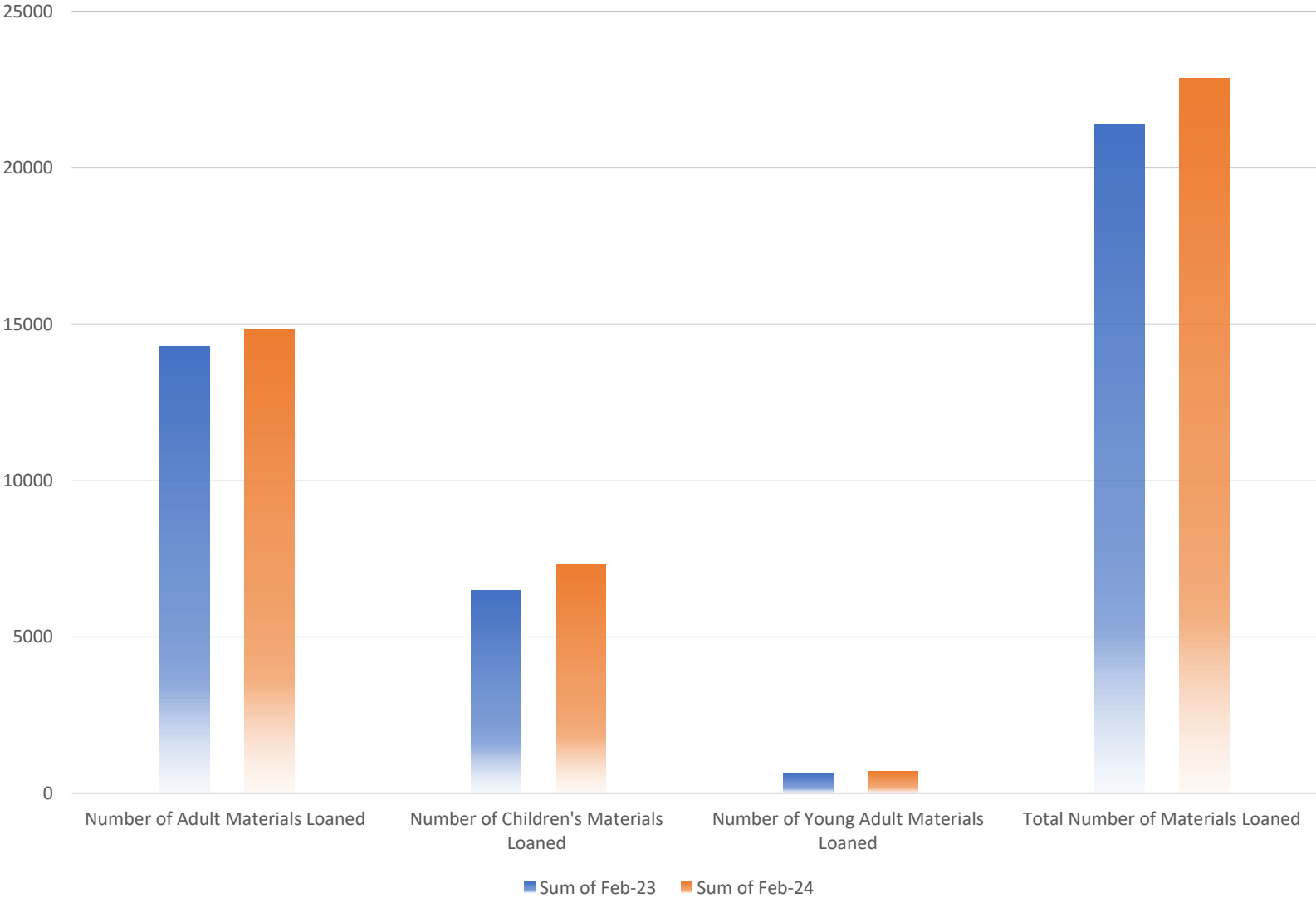
Successful Retrieval of Electronic Information	24,476	29,569	20.8%	56.4%	233,907	299,104	27.9%	193,805	247,666	27.8%
Electronic Content Use	28,373	34,436	21.4%	65.7%	284,149	365,171	28.5%	235,153	300,351	27.7%

Total Collection Use	Feb-23	Feb-24	Change from		2023 Total	2024 Projection	Projected Change from 2023	March 2022- February 2023	March 2023- February 2024	Change
			2023	% of Total						
Total Collection Use	45,883	52,432	14.3%		502,780	585,000	16.4%	459,880	518,760	12.8%

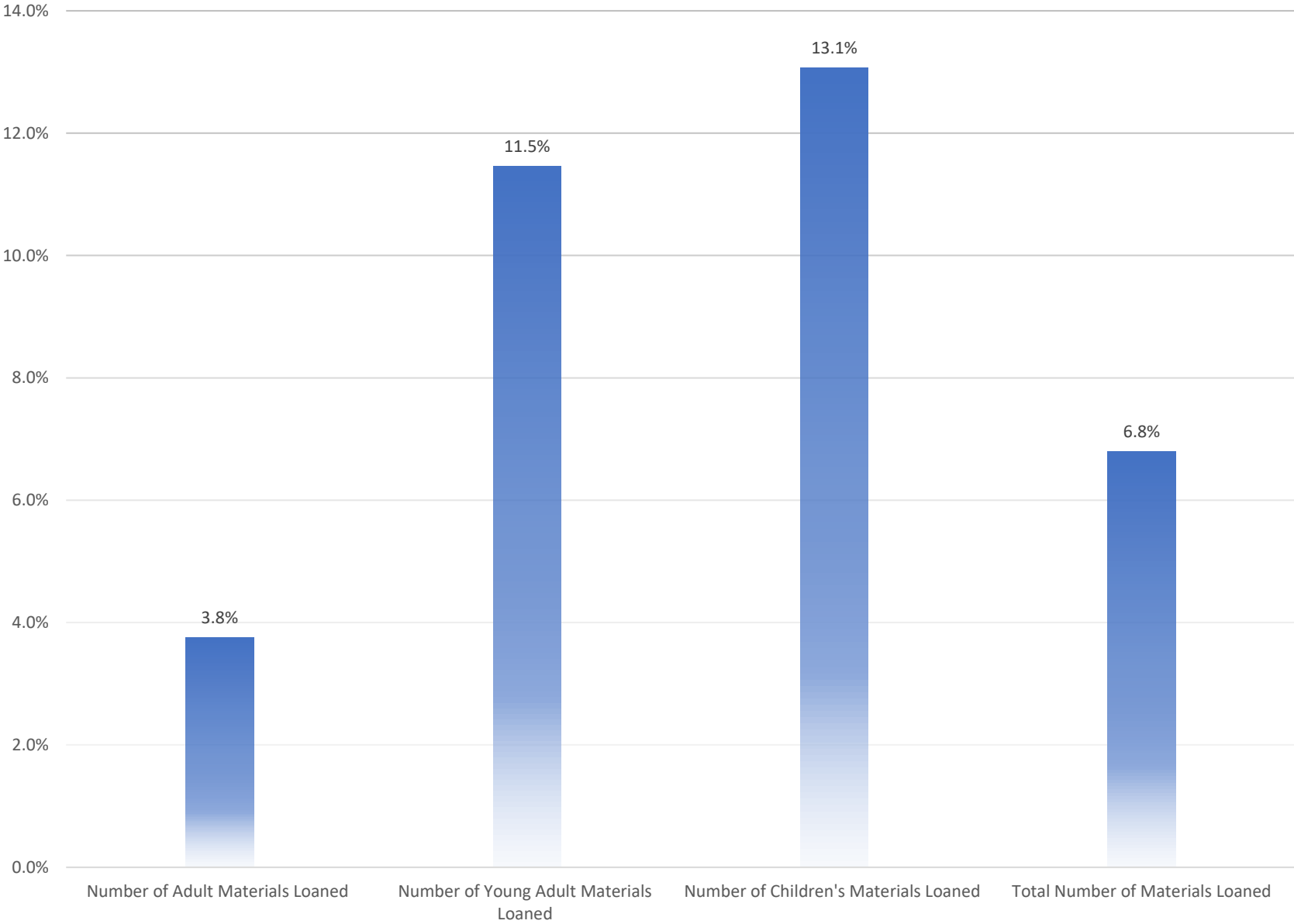
Interlibrary Loans Provided To Other Libraries	Feb-23	Feb-24	Change from		2023 Total	2024 Projection	Projected Change from 2023	March 2022- February 2023	March 2023- February 2024	Change
			2023	% of Total						
Interlibrary Loans Provided To Other Libraries	3,972	3,821	-3.8%	57.2%	41,045	39,569	-3.6%	42,503	40,774	-4.1%
Interlibrary Loans Received FROM Other Libraries	2,550	2,855	12.0%	42.8%	30,414	31,589	3.9%	30,841	30,619	-0.7%
Total ILL Transactions	6,522	6,676	2.4%		71,459	71,157	-0.4%	73,344	71,393	-2.7%

Other Stats	Feb-23	Feb-24	Change from 2022	2023 Total	2024	Projected	March 2022-	March	Change
					Projection	Change from 2023	February 2023	2023- February 2024	
New Patron Registrations	210	202	-3.8%	2,374	2,511	5.8%	2,218	2,397	8.1%
# of Visitors (Security Gate)	11,125	12,465	12.0%	133,995	150,087	12.0%	125,839	136,549	8.5%
# Visitors Lobby Counter	13,704	13,474	-1.7%	159,146	151,699	-4.7%	163,075	157,931	-3.2%
Local History # of visitors	47	381	710.6%	607	5,668	833.7%	475	1,324	178.7%
Adult Programs Active	554	169	-69.5%	3,751	1,723	-54.1%	2,866	3,331	16.2%
Adult Programs Passive	128	132	3.1%	1,451	1,496	3.1%	2,026	1,455	-28.2%
Adult Programs Virtual Live	4	13	225.0%	814	1,179	44.8%	330	857	159.7%
Adult Programs Virtual Recorded	14	59	321.4%	755	3,480	360.9%	211	921	336.5%
YA Programs Active	0	29	#DIV/0!	81	#DIV/0!	#DIV/0!	47	122	159.6%
YA Programs Passive	21	23	9.5%	371	203	-45.2%	336	352	4.8%
YA Virtual Live	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	1,205	1,481	22.9%	9,926	9,093	-8.4%	8,898	9,768	9.8%
Children's Programs Passive	479	694	44.9%	7,357	13,869	88.5%	6,851	7,781	13.6%
Children's Virtual Live	124	112	-9.7%	1,227	881	-28.2%	1,078	1,148	6.5%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Total Programs	2,529	2,712	7.2%	25,733	25,747	0.1%	22,643	25,735	13.7%
Public Sessions	1,716	1,725	0.5%	20,380	20,386	0.0%	20,073	20,381	1.5%
Wireless Sessions	1,541	1,369	-11.2%	13,555	10,534	-22.3%	15,222	12,860	-15.5%
Website Sessions	11,171	10,838	-3.0%	129,620	135,147	4.3%	118,625	130,572	10.1%
Unique Visits	7,031	7,637	8.6%	77,699	84,381	8.6%	70,705	78,862	11.5%
Page Views	43,873	20,621	-53.0%	373,539	193,807	-48.1%	465,243	330,745	-28.9%
Self Checks	6,413	6,758	5.4%	84,526	85,776	1.5%	83,954	84,723	0.9%
Percentage of Self Checks	46%	48%	2.9%	49%	48%				
Assists Adult	3,457	2,849	-17.6%	33,661	34,463	2.4%	28,678	33,791	17.8%
Assists Children	1,188	1,146	-3.5%	12,682	13,050	2.9%	11,254	12,739	13.2%
Assists Local history	118	105	-11.0%	1,284	1,019	-20.6%	1,596	1,236	-22.6%
IT help calls	98	123	25.5%	1,303	1,462	12.2%	1,149	1,326	15.4%
Searches in Catalog	16,874	21,281	26.1%	286,435	337,369	17.8%	205,559	292,727	42.4%
Number of Items processed	1,255	1,240	-1.2%	17,526	17,248	-1.6%	18,188	17,487	-3.9%
Number of Items Withdrawn from Collection	2,317	1,017	-56.1%	22,697	11,994	-47.2%	11,520	21,121	83.3%
Number of mended items	188	228	21.3%	2,166	1,855	-14.4%	2,721	2,113	-22.3%
Number of items ordered	956	445	-53.5%	7,545	5,193	-31.2%	7,688	7,093	-7.7%
Number of records added to database	1,067	1,012	-5.2%	15,360	15,463	0.7%	15,466	15,374	-0.6%

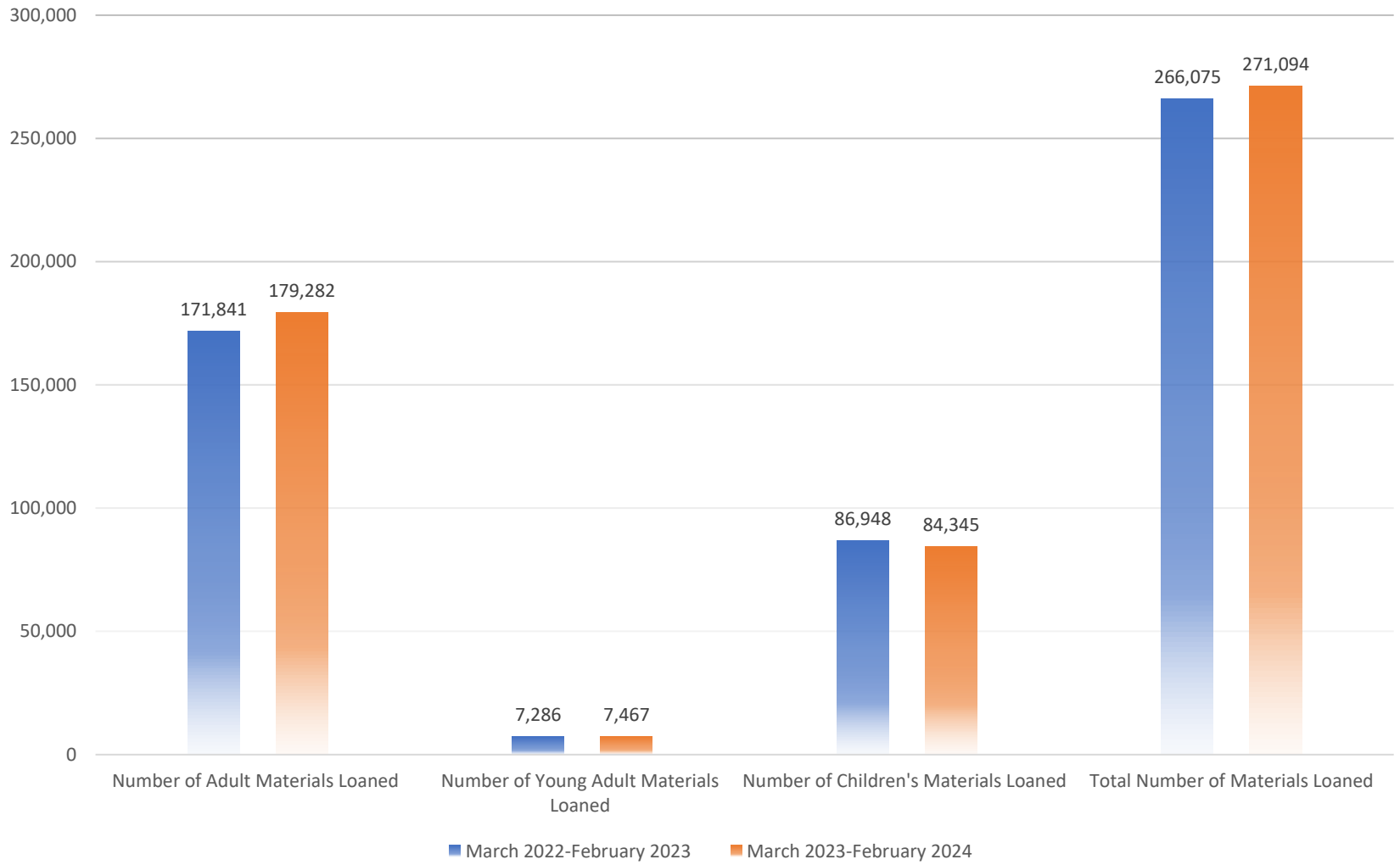
FEBRUARY CIRCULATION BY AUDIENCE



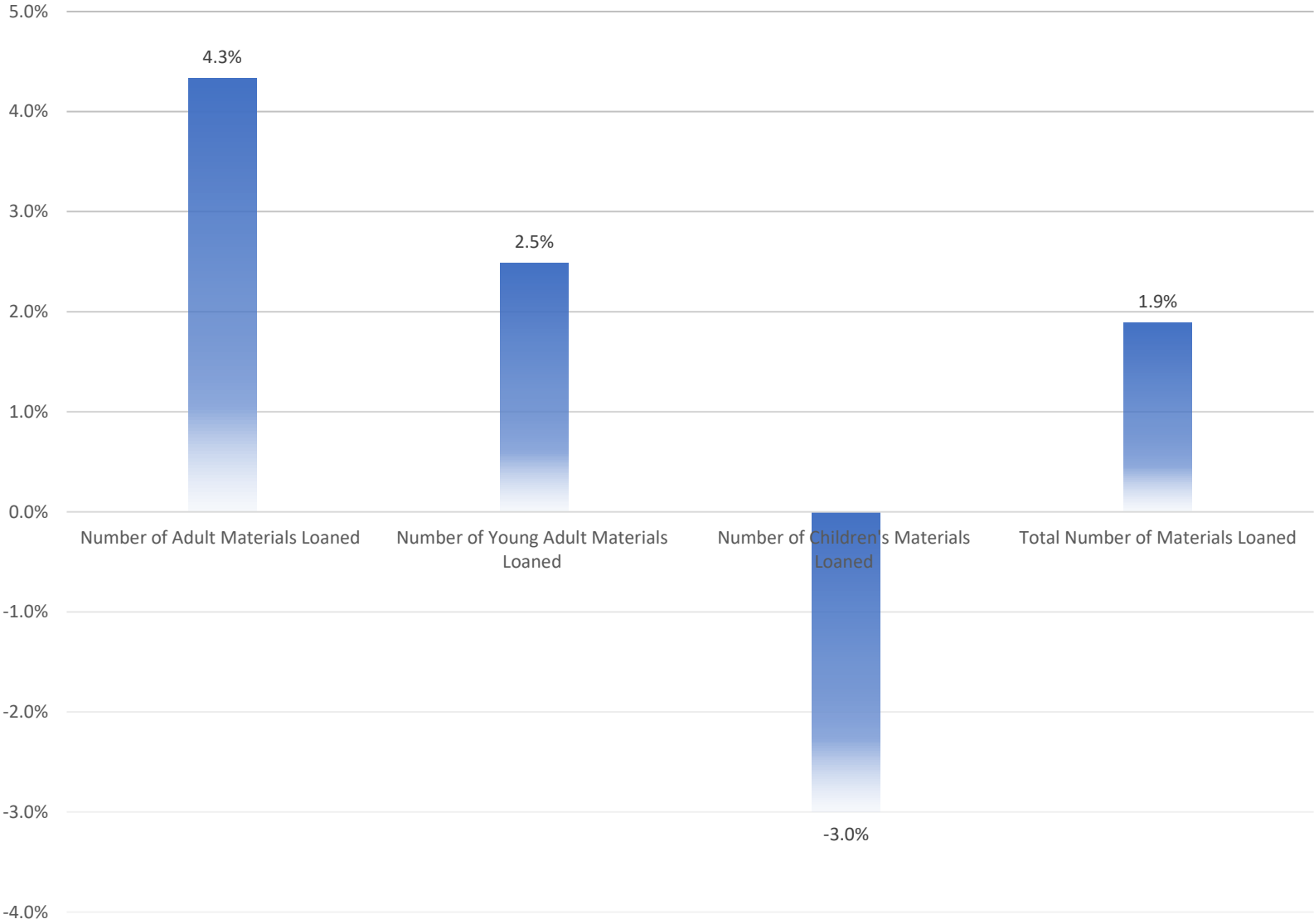
CHANGE FROM 2023



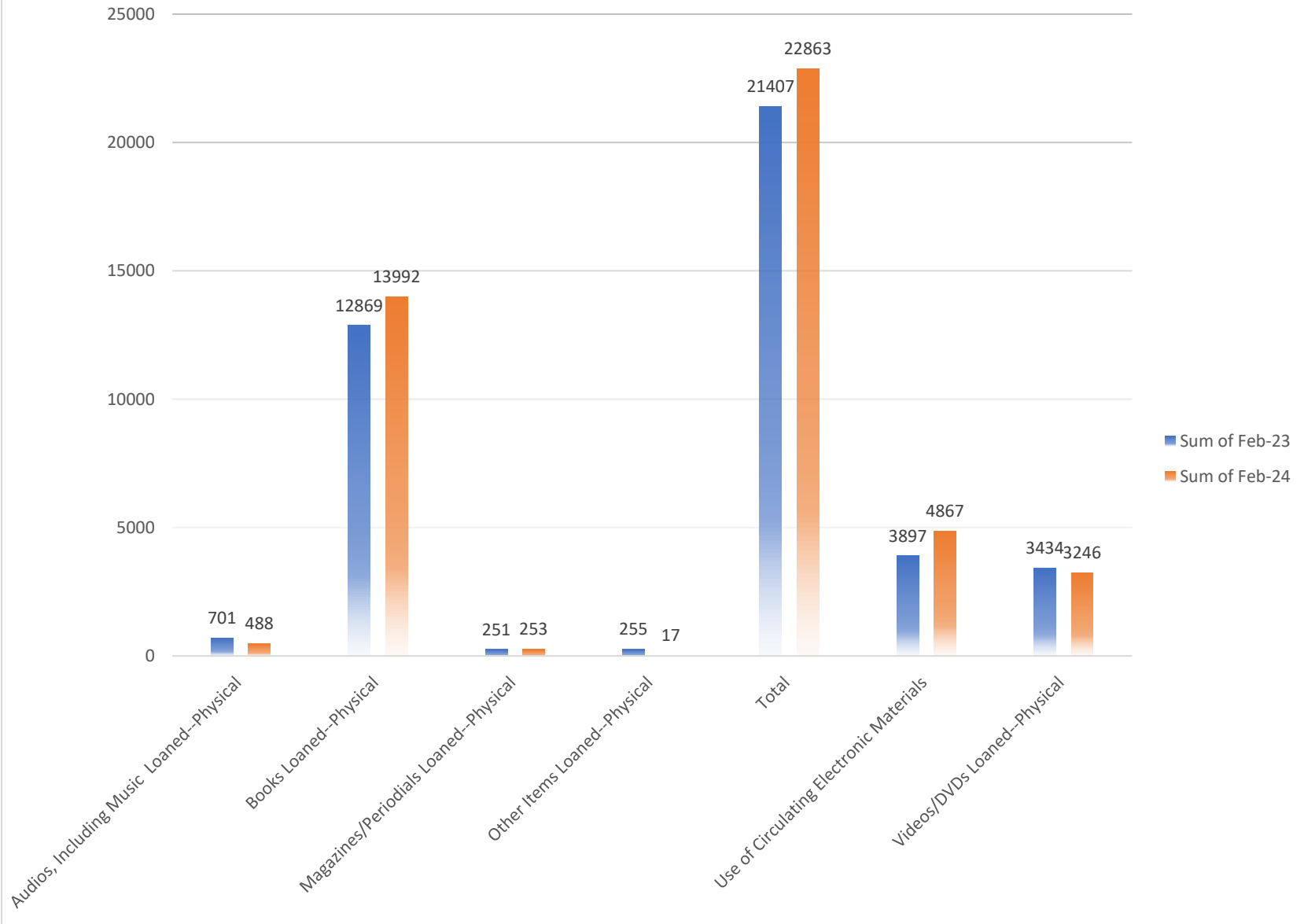
12-MONTH TREND



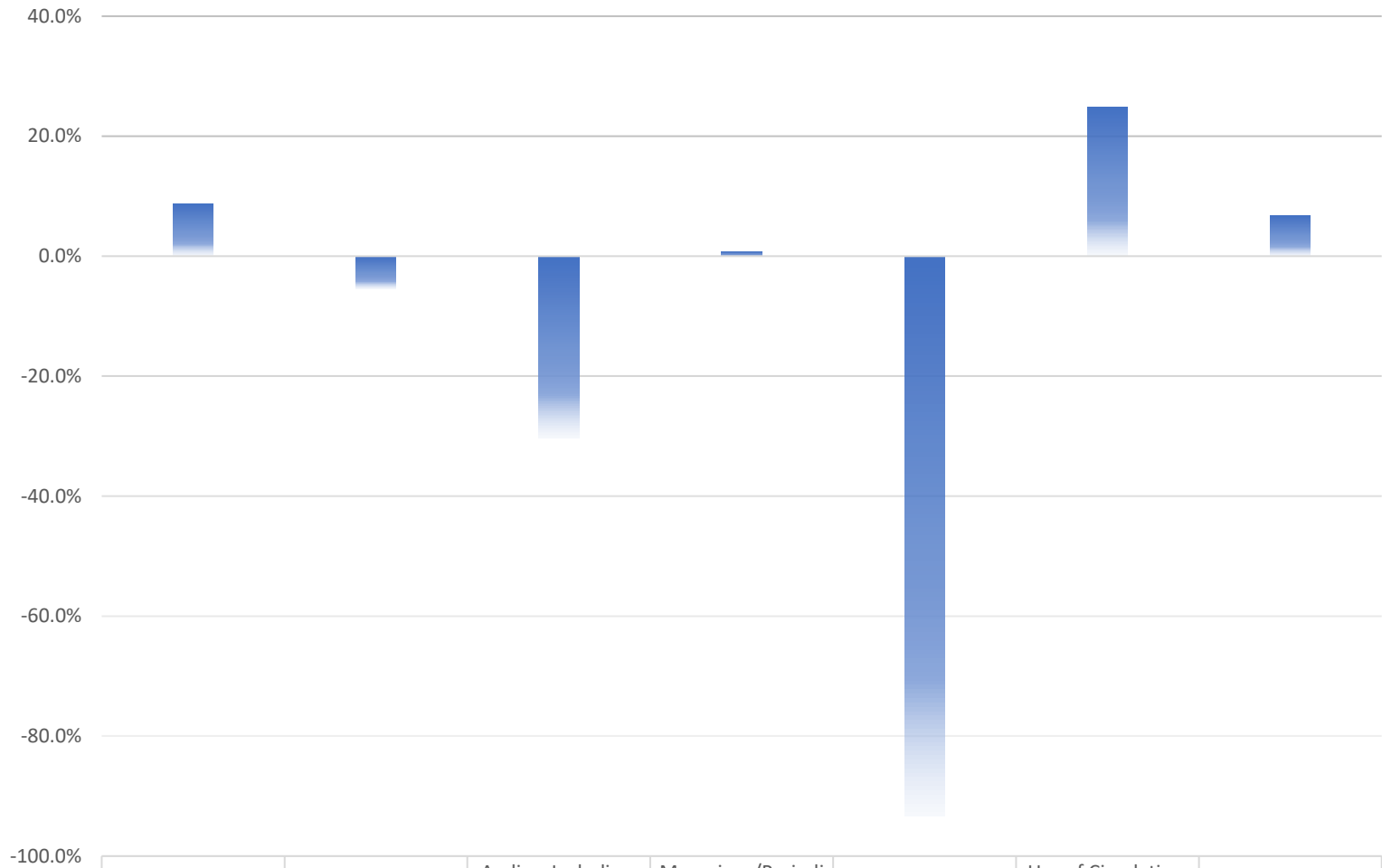
CHANGE IN 12-MONTH TREND



FEBRUARY CIRCULATION BY MATERIAL TYPE



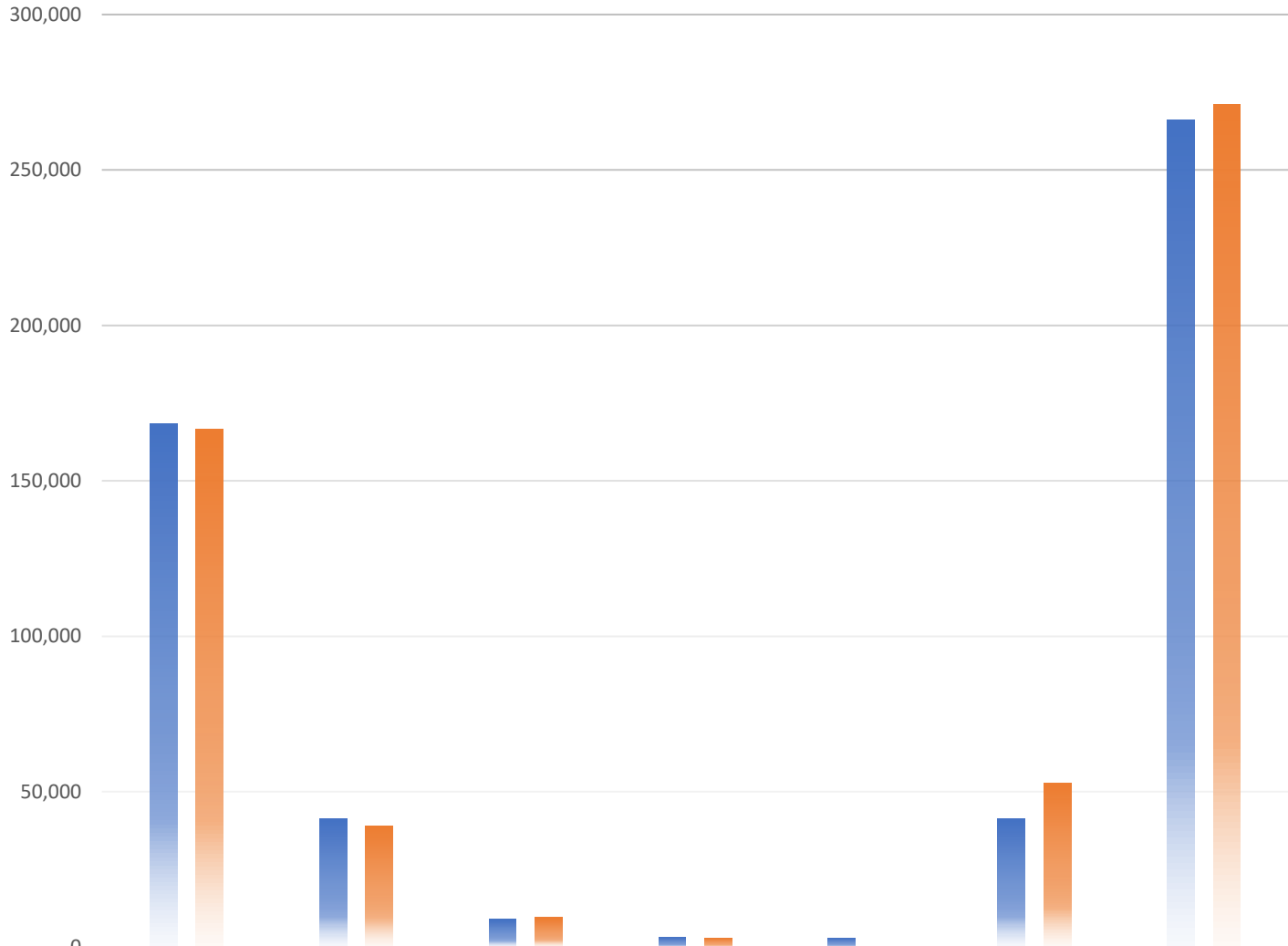
CHANGE FROM 2023



■ Change from 2023

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
8.7%	-5.5%	-30.4%	0.8%	-93.3%	24.9%	6.8%

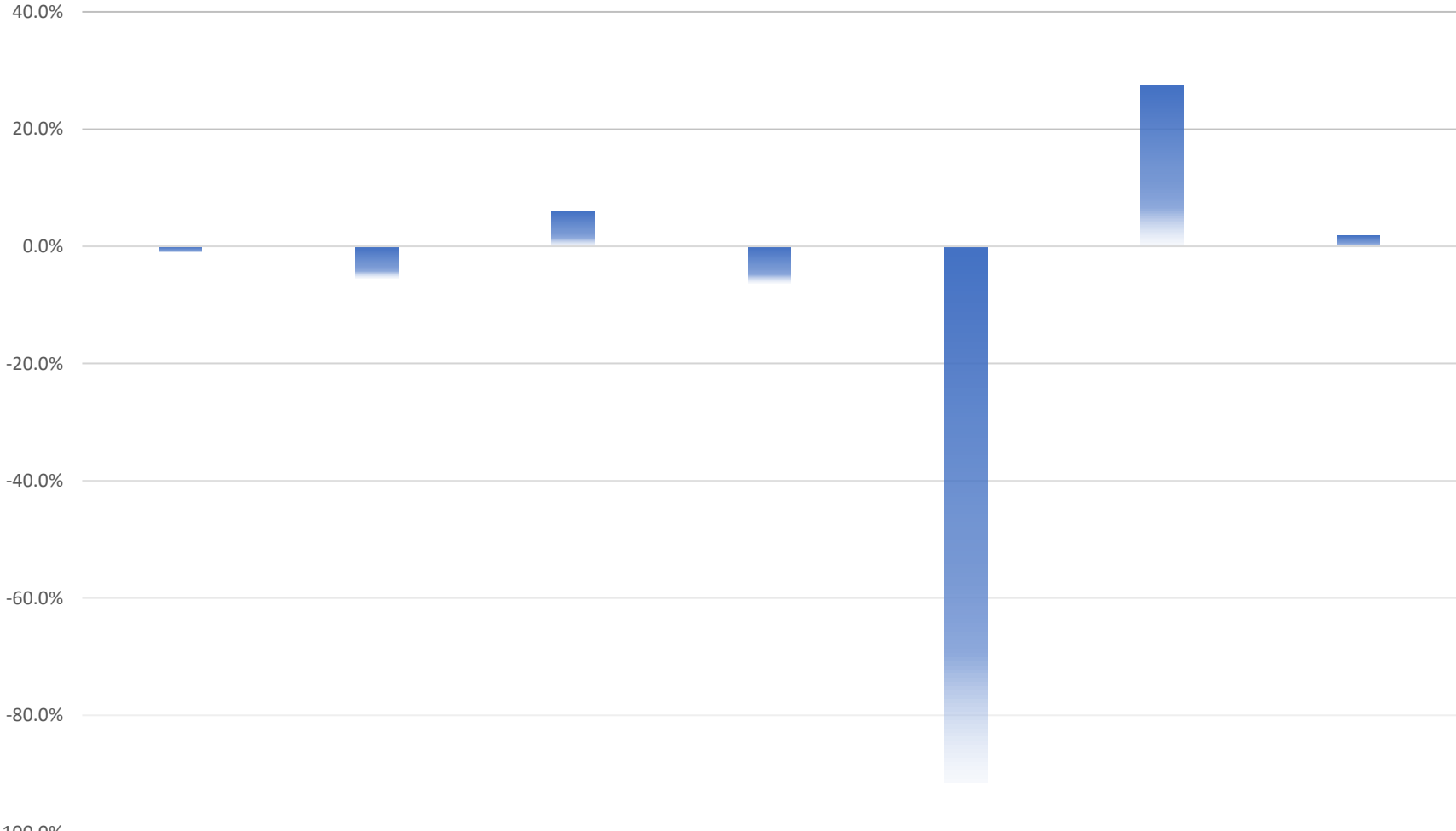
12-MONTH TREND



■ March 2022-February 2023	168,248	41,337	8,952	3,222	2,968	41,348	266,075
■ March 2023-February 2024	166,557	39,085	9,494	3,020	253	52,685	271,094

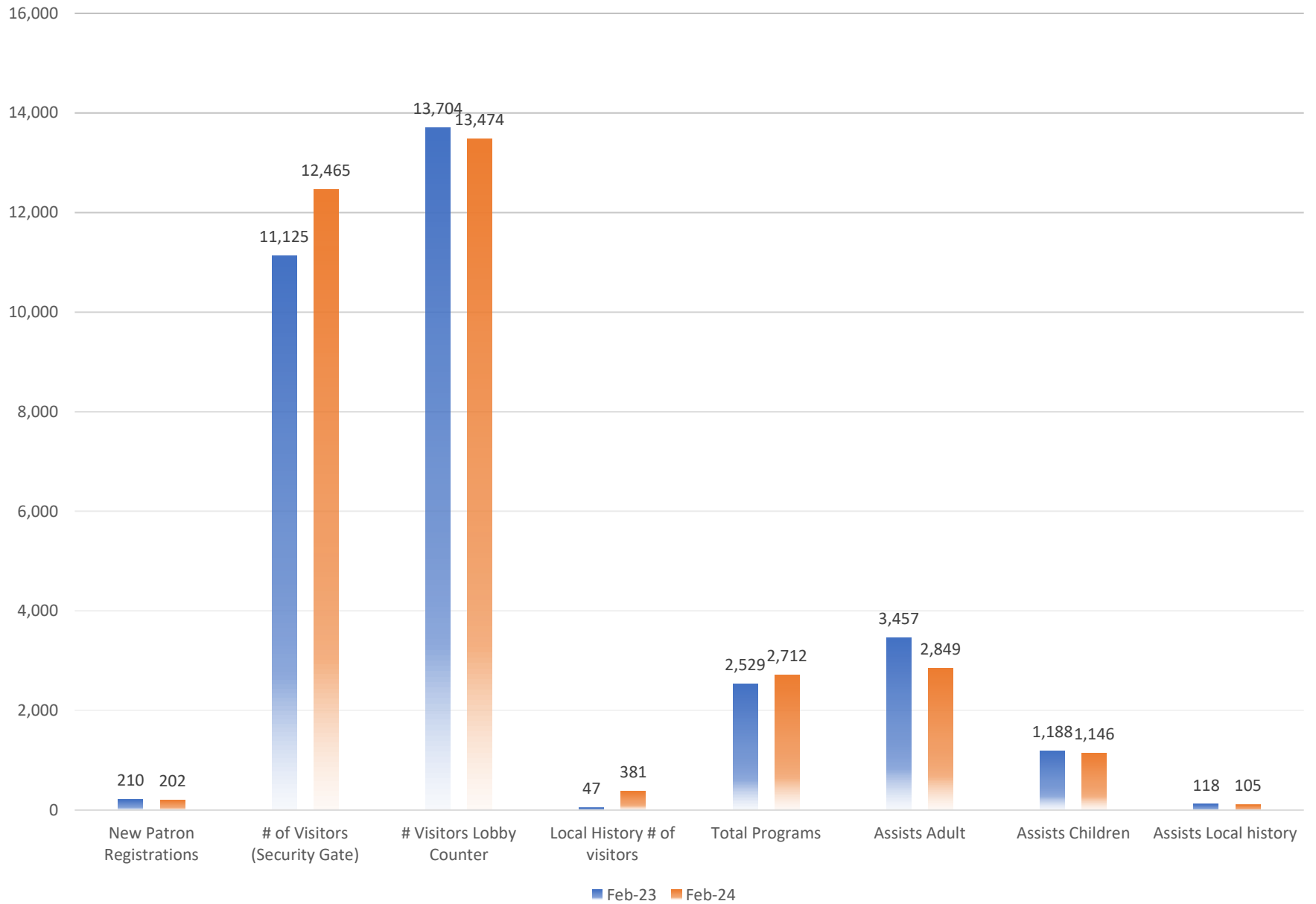
■ March 2022-February 2023
 ■ March 2023-February 2024

CHANGE



	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
Change	-1.0%	-5.4%	6.1%	-6.3%	-91.5%	27.4%	1.9%

OTHER FEBRUARY STATISTICS



**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 2/1/2024 to 2/29/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
158524	02/01/2024	EBSCO INDUSTRIES, INC PERIODICALS AND DATABASE	2,913.00	PER CAPITA GRANT EXPENSE
158540	02/01/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
158562	02/01/2024	PROQUEST INFORMATION & LEARNING DATABASE	3,054.63	PER CAPITA GRANT EXPENSE
158568	02/01/2024	SAM'S CLUB ACCT 9064	134.81	OTHER LIBRARY GRANT EXPENSE
158582	02/01/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.68	TELEPHONE
158588	02/08/2024	AMAZON PAYMENTS RETURN AGAINST INV 16VQ-Q1MW-H19P PURCHASE FOR OTHER LIBRARY GRANTS	1,327.66	OFFICE SUPPLIES
158592	02/08/2024	AMERICAN LIBRARY ASSOCIATION 2024 MEMBERSHIP MEMBER # 1254750	317.00	MEMBERSHIP FEES
158596	02/08/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,348.14	OFFICE SUPPLIES
158598	02/08/2024	BECK'S ENGRAVING & RUBBER STAMPS 6 NAME BADGES W/MAGNETS	36.00	OFFICE SUPPLIES
158608	02/08/2024	CCH 2024 US MASTER TAX GUIDE	217.89	PER CAPITA GRANT EXPENSE
158614	02/08/2024	COMMERCIAL MAIL SERVICES JAN 16 - JAN 31'24	312.34	POSTAGE
158621	02/08/2024	DECATUR BLUEPRINT, INC. GENERIC BUSINESS CARDS	100.00	OFFICE SUPPLIES
158635	02/08/2024	GALE GROUP, INC. LP BOOKS AND DATABASE	10,794.00	PER CAPITA GRANT EXPENSE
158645	02/08/2024	ILLINOIS LIBRARY ASSOCIATION 2024 MEMBERSHIP R MEYER ID#836120	250.00	MEMBERSHIP FEES
158646	02/08/2024	ILLINOIS LIBRARY ASSOCIATION 2024 MEMBERSHIP A HENKEL ID# 831339	150.00	MEMBERSHIP FEES
158647	02/08/2024	ILLINOIS LIBRARY ASSOCIATION 2024 MEMBERSHIP FOR DPL	300.00	MEMBERSHIP FEES
158662	02/08/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	1,820.34	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 2/1/2024 to 2/29/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
158683	02/08/2024	SCHNIEDERJAN, MEGAN 2/1/24 CHILDRENS YOGA CLASS	100.00	OTHER LIBRARY GRANT EXI
158684	02/08/2024	SCHOLASTIC LIBRARY PUBLISHING CHILDREN'S WRP	651.57	OTHER LIBRARY GRANT EXI
158704	02/08/2024	WALKER, EDWIN FINAL APPRAISAL LOCAL HISTORY ROOM	3,500.00	PROFESSIONAL SERVICES
158725	02/15/2024	DANVILLE PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	6.00	LOST OR DAMAGED BOOKS
158729	02/15/2024	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	10.46	LOST OR DAMAGED BOOKS
158753	02/15/2024	KILEY KLEIN, LTD LEGAL REPRESENTATION	181.50	PROFESSIONAL SERVICES
158760	02/15/2024	MARSHALL PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	30.00	LOST OR DAMAGED BOOKS
158761	02/15/2024	MARTIN, JULIA REIMBURSEMENT FOR POSTAGE	10.75	POSTAGE
158763	02/15/2024	MEEKS, JAMIE M BAKED GOODS FOR LIBRARY PROGRAM	500.00	OTHER LIBRARY GRANT EXI
158778	02/15/2024	PRODUCT LLC FURNITURE DESIGN/SPECIFICATIONS	4,262.64	PROFESSIONAL SERVICES
158781	02/15/2024	SCHNIEDERJAN, MEGAN FEB 10'24 CHILDRENS YOGA CLASS	100.00	OTHER LIBRARY GRANT EXI
158786	02/15/2024	SVENDSEN FLORIST, INC POWELL- PLANT	50.00	OTHER LIBRARY GRANT EXI
158795	02/15/2024	UNIQUE MANAGEMENT SERVICES PLACEMENTS FOR JANUARY 2024	522.05	PROFESSIONAL SERVICES
158800	02/15/2024	WALKER, EDWIN APPRAISAL MID-CENTURY FURNITURE	500.00	PROFESSIONAL SERVICES
158814	02/22/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	557.07	OFFICE SUPPLIES
158821	02/22/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	173.27	SMALL CAPITAL ITEMS
158826	02/22/2024	COMMERCIAL MAIL SERVICES FEB 1 - FEB 15'24	288.53	POSTAGE
158850	02/22/2024	GALE GROUP, INC. LP BOOKS AND DATABASE	282.65	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 2/1/2024 to 2/29/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
158854	02/22/2024	HERALD & REVIEW ACCT 111-60000246 2024 SUBSCRIPTION RENEWAL	1,360.00	PER CAPITA GRANT EXPENSE
158866	02/22/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
158867	02/22/2024	KANOPY LIBRARY STREAMING SERVICE	477.00	PER CAPITA GRANT EXPENSE
158874	02/22/2024	LIVE HISTORY PART 1 OF 3 SHOW IN TIME & TIMELESS GATHERING	800.00	PROFESSIONAL SERVICES
158882	02/22/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	18,996.28	OFFICE SUPPLIES
158891	02/22/2024	PAETEC ACCT 633318933001	55.73	TELEPHONE
158902	02/22/2024	SCOTT CLANIN QTLY CONSULTING FEES FOR MARKETING	8,937.50	PROFESSIONAL SERVICES
158920	02/22/2024	VESPASIAN WARNER PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	33.00	LOST OR DAMAGED BOOKS
158924	02/22/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	772.95	SERV-OFFICE EQUIPMENT
158936	02/29/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	6,606.75	OFFICE SUPPLIES
158950	02/29/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,421.75	SECURITY
158966	02/29/2024	HECKWINE, BETTI JO REIMBURSEMENT FOR SNACKS	37.17	OTHER LIBRARY GRANT EXPENSE
158997	02/29/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,544.33	PER CAPITA GRANT EXPENSE
159006	02/29/2024	NICHE ACADEMY LLC RENEWAL FOR 2024 NICHE ACADEMY	2,400.00	CONFERENCES & TRAVEL
159012	02/29/2024	PEERLESS NETWORK, INC ACCT 1212890	336.93	TELEPHONE
159024	02/29/2024	SMITH, MICHELLE DRAWING CLASS	275.00	OTHER LIBRARY GRANT EXPENSE
159043	02/29/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.68	TELEPHONE
159047	02/29/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	360.86	SERV-OFFICE EQUIPMENT

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 2/1/2024 to 2/29/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
1004614	02/22/2024	DELL INC. COMPUTER HARDWARE	21,264.37	SMALL CAPITAL ITEMS
23005737	02/01/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,154.00	OTHER LIBRARY GRANT EXI
23005754	02/01/2024	FORENINGEN MENNESKEBIBLIOTEKET HUMAN LIBRARY LICENSE US	249.00	COMPUTER SOFTWARE
23005779	02/15/2024	REGIONS/CREDIT CARD ACCT 7213	975.77	OTHER LIBRARY GRANT EXI
23005799	02/15/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,240.55	OTHER LIBRARY GRANT EXI
23005805	02/29/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,442.50	OTHER LIBRARY GRANT EXI
Total for: 35			110,599.10	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
158585	02/08/2024	A/R REFUNDS DONATION SENT TO DPL ILLINOIS IN ERROR	100.00	CONTRIBUTIONS
158596	02/08/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	22.99	BOOKS & PERIODICALS
158742	02/15/2024	HERITAGE NETWORK OF DECATUR 2024 HERITAGE NETWORK MEMBERSHIP	30.00	BOOK AND PERIODICALS
158936	02/29/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,777.60	BOOKS & PERIODICALS
Total for: 59			1,930.59	
Total for All:			\$112,529.69	

FEBRUARY 2024 VENDOR REPORT

VENDOR NAME	AMOUNT
A/R REFUNDS Total	\$100.00
AMAZON PAYMENTS Total	\$1,327.66
AMERICAN LIBRARY ASSOCIATION Total	\$317.00
BAKER & TAYLOR CO Total	\$10,312.55
BECK'S ENGRAVING & RUBBER STAMPS Total	\$36.00
CCH Total	\$217.89
CDW GOVERNMENT INC Total	\$173.27
COMMERCIAL MAIL SERVICES Total	\$600.87
DANVILLE PUBLIC LIBRARY Total	\$6.00
DECATUR BLUEPRINT, INC. Total	\$100.00
DECATUR CIVIC CENTER AUTHORITY Total	\$4,421.75
DELL INC. Total	\$21,264.37
EBSCO INDUSTRIES, INC Total	\$2,913.00
EFFINGHAM PUBLIC LIBRARY Total	\$10.46
FORENINGEN MENNESKEBIBLIOTEKET Total	\$249.00
GALE GROUP, INC. Total	\$11,076.65
HECKWINE, BETTI JO Total	\$37.17
HERALD & REVIEW Total	\$1,360.00
HERITAGE NETWORK OF DECATUR Total	\$30.00
ILLINOIS LIBRARY ASSOCIATION Total	\$700.00
JESSICA HILL CONSULTING LLC Total	\$3,837.05
JONES & THOMAS Total	\$840.00
KANOPIY Total	\$477.00
KILEY KLEIN, LTD Total	\$181.50
LIVE HISTORY Total	\$800.00
MARSHALL PUBLIC LIBRARY Total	\$30.00
MARTIN, JULIA Total	\$10.75
MEEKS, JAMIE M Total	\$500.00
MIDWEST TAPE, LLC Total	\$23,360.95
NICHE ACADEMY LLC Total	\$2,400.00
PAETEC Total	\$55.73
PEERLESS NETWORK, INC Total	\$336.93
PRODUCT LLC Total	\$4,262.64
PROQUEST INFORMATION & LEARNING Total	\$3,054.63
REGIONS/CREDIT CARD Total	\$975.77
SAM'S CLUB Total	\$134.81
SCHNIEDERJAN, MEGAN Total	\$200.00
SCHOLASTIC LIBRARY PUBLISHING Total	\$651.57
SCOTT CLANIN Total	\$8,937.50
SMITH, MICHELLE Total	\$275.00
SVENDSEN FLORIST, INC Total	\$50.00
UNIQUE MANAGEMENT SERVICES Total	\$522.05
VERIZON WIRELESS Total	\$215.36
VESPASIAN WARNER PUBLIC LIBRARY Total	\$33.00
WALKER, EDWIN Total	\$4,000.00

WATTS COPY SYSTEMS Total	\$1,133.81
Grand Total	\$112,529.69

DPL FY 2024 Budget Report

Prepared: March 11, 2024

At the end of January 8% of the Year Has Passed

Revenue

	FY 2024 Budgeted	% of Budget	Actual YTD	% Collected	FY23 YTD	% Change
Property Taxes	\$ 3,122,000	64.5%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,719,716	35.5%	\$ 205,563.75	12.0%	\$ 259,498.39	-20.8%
Total Revenue	\$ 4,841,716		\$ 205,563.75	4.2%	\$ 259,498.39	-20.8%

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
Personnel						
Payroll	\$ 1,770,819		\$ 330,790.75	18.7%	\$ 261,871.72	26.3%
Benefits	\$ 978,733		\$ 176,473.02	18.0%	\$ 125,066.03	41.1%
	\$ 2,749,552	58.0%	\$ 507,263.77	18.4%	\$ 386,937.75	31.1%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 23,851.91	9.7%	\$ 32,644.60	-26.9%
Per Capita	\$ 104,020		\$ 26,453.50	25.4%	\$ 35,916.14	-26.3%
Lost/Damage	\$ 1,600		\$ 79.46	5.0%	\$ 240.33	-67%
Total Materials	\$ 350,620	9.3%	\$ 50,384.87	14.4%	\$ 68,801.07	-26.8%

Professional Services

Security	\$ 45,000.00		\$ 8,665.25	19.3%	\$ 2,965.85	
Professional Services	\$ 70,000		\$ 21,996.04	31.4%	\$ 8,831.19	149.1%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 21.81	8.7%	\$ 55.71	-61%
Total	\$ 117,750	3.1%	\$ 30,683.10	26.1%	\$ 8,886.90	245.3%

Allocations

Administrative Fee	\$	147,732		\$	24,622.00	16.7%	\$	25,160.00	-2.1%
MIS	\$	16,337		\$	2,722.00	16.7%	\$	6,606.00	-58.8%
	\$	164,069	4.3%	\$	27,344.00	16.7%	\$	31,766.00	-13.9%

Grants

Other grants	\$	300,000		\$	7,968.14	2.7%	\$	9,408.44	-15.3%
	\$	300,000	7.9%	\$	7,968.14	2.7%	\$	9,408.44	-15.3%

Advertising	\$	900	0.02%	\$	324.00	36.0%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	4,500		\$	919.21	20.4%	\$	577.24	59.2%
Service to Office Equipment	\$	22,000		\$	1,964.59	8.9%	\$	1,651.60	19.0%
Telephone	\$	16,000		\$	1,173.46	7.3%	\$	881.07	33.2%
Software	\$	45,000		\$	249.00	0.6%	\$	2,053.00	-87.9%
Office Supplies	\$	36,000		\$	2,101.90	5.8%	\$	3,850.97	-45.4%
Small Capital	\$	152,000		\$	21,904.23	14.4%	\$	1,046.85	1992.4%
	\$	275,500	7.3%	\$	28,312.39	10.3%	\$	10,060.73	181.4%

Staff Development

Conferences/Training/Travel	\$	13,000		\$	3,327.92	25.6%	\$	2,106.19	58.0%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	73,000		\$	1,176.93	1.6%	\$	1,006.00	17.0%
	\$	96,000	2.5%	\$	4,504.85	4.7%	\$	3,112.19	44.7%

Insurance

Unemployment	\$	1,128		\$	188.00	16.7%	\$	180.00	4.4%
Risk Management	\$	93,612		\$	15,602.00	16.7%	\$	15,850.00	-1.6%
	\$	94,740	2.5%	\$	15,790.00	16.7%	\$	16,030.00	-1.5%

Building Costs

Transfer to Capital	\$ -		\$ -		\$ -	#DIV/0!
Rent	\$ 589,583		\$ 98,230.00	16.7%	\$ 98,230.00	0.0%
Supplies	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Maintenance	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 590,583	15.6%	\$ 98,230.00		\$ 98,230.00	0.0%
Total Operations/Services	\$ 1,990,162	52.6%	\$ 263,541.35	13.2%	\$ 246,295.33	7.0%
Total Expenses	\$ 4,739,714		\$ 770,805.12	16.3%	\$ 633,233.08	21.7%
Revenue Minus Expense	\$ 102,002		\$ (565,241.37)		\$ (373,734.69)	51.2%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet	Activ	Equals
1/1/2023	\$ 1,798,140.63	\$ 155,732.58	\$ 284,964.15	\$ -	\$	1,668,909.06
2/1/2023	\$ 1,668,909.06	\$ 49,831.17	\$ 485,840.97	\$ -	\$	1,232,899.26
3/1/2023	\$ 1,232,899.26					
4/1/2023	\$ -					
5/1/2023	\$ -					
6/1/2023	\$ -					
7/1/2023	\$ -					
8/1/2023	\$ -					
9/1/2023	\$ -					
10/1/2023	\$ -					
11/1/2023	\$ -					
12/1/2023	\$ -					
1/1/2024	\$ -					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 869,827.03	\$ 1,884.88	\$ -	\$ 871,711.91
2/1/2023	\$ 871,711.91	\$ 916.18	\$ 54,230.00	\$ 818,398.09
3/1/2023	\$ 818,398.09			

4/1/2023	\$	-
5/1/2023	\$	-
6/1/2023	\$	-
7/1/2023	\$	-
8/1/2023	\$	-
9/1/2023	\$	-
10/1/2023	\$	-
11/1/2023	\$	-
12/1/2023	\$	-
1/1/2024	\$	-

**Trust Accounts
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 26,576.99	\$ 18.14	\$ -	\$ 26,595.13
2/1/2023	\$ 26,595.13	\$ 6.03	\$ 1,743.20	\$ 24,857.96
3/1/2023	\$ 24,857.96			
4/1/2023	\$ -			
5/1/2023	\$ -			
6/1/2023	\$ -			
7/1/2023	\$ -			
8/1/2023	\$ -			
9/1/2023	\$ -			
10/1/2023	\$ -			
11/1/2023	\$ -			
12/1/2023	\$ -			
1/1/2024	\$ -			

**Meyer
Date**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 39,889.25	\$ 27.22	\$ -	\$ 39,916.47
2/1/2023	\$ 39,916.47	\$ 9.36	\$ 30.00	\$ 39,895.83
3/1/2023	\$ 39,895.83			
4/1/2023	\$ -			
5/1/2023	\$ -			
6/1/2023	\$ -			

7/1/2023	\$	-
8/1/2023	\$	-
9/1/2023	\$	-
10/1/2023	\$	-
11/1/2023	\$	-
12/1/2023	\$	-
1/1/2024	\$	-

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 2,441.75	\$ 101.70	\$ -	\$ 2,543.45
2/1/2023	\$ 2,543.45	\$ 4,714.18	\$ 57.39	\$ 7,200.24
3/1/2023	\$ 7,200.24			
4/1/2023	\$ -			
5/1/2023	\$ -			
6/1/2023	\$ -			
7/1/2023	\$ -			
8/1/2023	\$ -			
9/1/2023	\$ -			
10/1/2023	\$ -			
11/1/2023	\$ -			
12/1/2023	\$ -			
1/1/2024	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activit Ending
1/1/2023	\$ 2,736,875.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,609,676.02
2/1/2023	\$ 2,609,676.02	\$ 55,476.92	\$ 541,901.56	\$ - \$ 2,123,251.38
3/1/2023	\$ 2,123,251.38	\$ -	\$ -	\$ -
4/1/2023	\$ -	\$ -	\$ -	\$ -
5/1/2023	\$ -	\$ -	\$ -	\$ -
6/1/2023	\$ -	\$ -	\$ -	\$ -
7/1/2023	\$ -	\$ -	\$ -	\$ -
8/1/2023	\$ -	\$ -	\$ -	\$ -
9/1/2023	\$ -	\$ -	\$ -	\$ -
10/1/2023	\$ -	\$ -	\$ -	\$ -
11/1/2023	\$ -	\$ -	\$ -	\$ -

12/1/2023 \$	-	\$	-	\$	-	\$	-
1/1/2024 \$	-						