



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, April 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 the March 21, 2024 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. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**—Elizabeth Rivera
 - i. DEI Committee Report
 - ii. Art and Artifacts Acquisition and Display Policy (Action)
 - iii. Meeting Rooms Policy (Action)
 - iv. Repurpose of Quiet Study to a Meeting Room (Action)
 - B. **Finance and Properties Committee**—Karl Coleman
 - i. March 2024 Check Register & Vendor Report (Action)
 - ii. March 2024 Budget Actuals (Discussion)
 - iii. April 2024 Projection
 - iv. Update on Donation of Furniture (Action)—Jordan Klein
 - v. Update on Security Costs (Action)
 - vi. Update on Furniture Bid (Action)
 - C. **Foundation**—Rick Meyer

- i. No meeting

D. Friends of the Library – Rick Meyer

- i. April 11 Meeting

E. Illinois Heartland Library System—Rick Meyer

- i. Update on ILS Costs

VIII. Old Business

- A. Open Trustee Seats (Discussion)
- B. DCEO Grant (Action)
- C. Other

IX. New Business

- A. Other (Discussion)

X. Adjournment

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



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 15, 2024 Annual Meeting Minutes

Decatur Public Library

Immediately following the regular monthly 4:30pm meeting

Location: Board Room

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

Present:

Karl Coleman
Sofia Xethalis
Jacobie Jones
Elizabeth Rivera
Alana Banks

Absent:

Emily West

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services

Call to Order: Mr. Coleman called the meeting to order at 5:54pm.

Public comments: None

Participation in Non-Resident Card Program (Action) Mr. Coleman made a motion to participate in the Non-resident card program, seconded by Mr. Jones. All in favor. The motion was adopted.

Cost of Non-Resident Card (Action) The cost is \$92.51 per household. Ms. Xethalis made a motion to accept the cost of the card, seconded by Mr. Jones. All in favor. The motion was adopted.

Annual Reports (Action)

2023 Illinois Public Library Annual Report – Mr. Meyer gave a brief overview of the IPLAR.

2023 Trustees Report to Mayor and Council – No discussion.

2023 City Librarian's Report to Board – Mr. Meyer presented an overview of the report and the value of the services provided for the year. Ms. Xethalis made a motion to accept all 3 reports as presented, seconded by Mr. Jones. All in favor. The motion was adopted.

Election of Officers for 2024/2025 (Action) The slate of officers for the Board is, Mr. Coleman, President, Ms. Xethalis, Vice-President, and Ms. Banks, Secretary. Mr. Jones made a motion to approve the slate of officers, seconded by Ms. Xethalis. All in favor. The motion was adopted.

Committee and Liaison Appointments (Action) Mr. Coleman made a motion that committee chairs will remain the same, as stated, Mr. Jones is the Finance chair, and Ms. Rivera is the chair for the Personnel, Policy, and Public Relations committee. Ms. Xethalis and Mr. Coleman will be voting members of the Foundation board.

Adjournment

Mr. Coleman made a motion to adjourn at 6.20pm. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 2/15/23



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

March 13, 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
Emily West
Elizabeth Rivera
Alana Banks

Absent: Sofia Xethalis, Jacobie Jones

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

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:33pm.

Consent Agenda (Approval of Agenda; Approval of February 15, 2024 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. A new copier vendor is being investigated.

Division Head Reports (Discussion) Ms. Dampitz reported on the ISHRAB grant, and OMEKA has been updated. May 3, 2024 at 10am, the director of the State Archives will visit the Library for a tour.

Ms. Henkel reported that a teen Librarian, Alexis Tippitt, has been hired and will start on April 8, 2024.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Ms. Rivera – No meeting
- B. Finance and Properties Committee –Mr. Jones
 - a. February 2024 Check Register & Vendor Report (Action) Ms. West made a motion to approve the check registers, seconded by Ms. Banks. Mr. Coleman requested a roll-call vote. Ms. West yes, Ms. Rivera yes, Ms. Banks yes, Mr. Coleman yes. All in favor. The motion was adopted.
 - b. February 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget actuals.
 - c. Update on Donation of Furniture (Action) Mr. Meyer stated that the Library attorney suggested hiring a broker to sell the furniture. Mr. Meyer will reach back out to the attorney for other suggestions.
 - d. Update on Security Costs (Action) Mr. Meyer said the City is going to consider adding more hours for security.
- C. Foundation – Mr. Meyer – no meeting.
- D. Friends of the Library – March 14 meeting. Mr. Meyer reported the requests submitted by the Library were all approved. They have seated some new members and the store sales are going well.
- E. Illinois Heartland Library System – Mr. Meyer stated they will be investing money in automated return handlers.

Old Business

- A. Open Trustee Seat (Discussion) Mr. Coleman mentioned there are still open seats to be filled.

New Business

- A. Other (Discussion) Mr. Meyer spoke about the bookmobile purchase and specifications. Mr. Meyer spoke to a consultant to help make an educated purchase. There is a fee to hire the consultant. There is a grant that needs to be completed to obtain the bookmobile. It's also possible to partner with Workforce Investment Solutions. Mr. Meyer suggested a sub-committee to discuss the additional details. Ms. Banks and Ms. West volunteered to participate on the committee.

Adjournment

Mr. Coleman made a motion to adjourn at 5:29pm., seconded by Ms. West. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 3/21/23



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

City Librarian's Report for March 2024

Administration

- On March 20th I met with Deputy City Manager Jon Kindseth to discuss new voluntary retirement savings options for employees and other topics.
- On the 22nd I toured Project ThinkWell.
- On the 26th I attended a meeting of the Board of Heritage Behavioral Health. The Board voted to approve me serving as a member.
- On the 26th I met with Chip Donohue of the Friends of the Library Board to give him a tour and an overview of Library services.
- On the 28th I attended a meeting of the State Library Advisory Committee.
- I spent a lot of time trying to drill down on bookmobile costs. I began working on the DCEO Grant.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 11 curbside pick-ups in March.
- Jennifer Pride and Shakera Powell served on DEI Committee.
- Shifting for new shelving completed entirely.
- Stack Maps main floor completed (just working out a few small details)
- "Laundering" the collection through the AMH

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Carol attended Share Executive Council meeting.
- Karen Williams served on the DEI Committee.
- Began reclassifying the WHO/WHAT series for new collection and display in children's area.
- Continued working on updating Juvenile series and correcting items with incorrect volume fields (nearing the end now), and adding years to DVDs.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- John Schirle worked with FOL to design a free book coupon for the DPS61 Summer Registration event in April.

- Jess Hill met with a therapist from the parole division of the IL Department of Corrections. Jess also worked with God's Shelter of Love to provide some GED resources to a woman at the shelter.
- Amanda Young is working with local bicycle shops for a program this summer. Amanda has been asked to present to families at the New Life Pregnancy Center for the 3rd year in a row.
- Sarah Yepsen is currently making Spanish translations of Jess's Community Resources Board. She finished making the Spanish translation of the Children's Dewey Decimal System.
- Jason Butterick completed the Billboard for Women in Music CD Display, and the Rock 'N' Roll Hall of Fame Nominees CD Display.
- John created a Winter Reading Challenge survey. He prepared for DPS61 Summer Registration event in April. He prepared Beanstack and the DPL website for the Children's Summer Reading Challenge.
- 251 kids are enrolled in 1000 Books Before Kindergarten. 325 rewards have been earned. 36,006 books have been read.
- Tye Pemberton completed the Incident Report Airtable and entry forms. He was able to incorporate automation, authority control, and indexing as part of the new design. Import of legacy data will be the next step, after which the system can be rolled-out to staff pending IRC and City Librarian approval.
- 157 resources were taken from the community board. Ten legal forms were taken. CHAT housed 6 homeless individuals. She created a new partnership with IL Department of Corrections. Jess assisted with an NAWQ proposal draft to get let library social work recognized as a legitimate profession within the National Association of Social Workers. Jess put together a display for Endo/Bias in Medicine with Scott's assistance. She also put together a newsletter on the same subject.
- Tye and Jess attended the Continuum of Care Brunch where DPL was one of the recipients of the Advocate of the Year Award. Congratulations DPL!
- Alissa Henkel met with a representative from Leadr and then arranged a meeting with Division Heads to see the product. We agreed to meet again in April to discuss further questions and set up a demonstration. Leadr builds healthy teams by improving meetings, aligning objectives and developing employees.
- Kasey Steiling, Alissa, and I met with Clanin Marketing to discuss the Brand Enhancement Timeline and the Marketing Planning Timeline as well as the Final Brand "Unveiling".
- Carol, Alix Frazier, Katie Eytchison, Tye, Susan Bishop, Scott Wilson, Jason, and Alissa participated in the on-site interview with Alexis Tippitt. We offered. Alexis accepted.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson reconfigured the old email server as the new TBS server. Added 32 gigabytes of memory for a total of 48 gigabytes. Added a TPM module and upgraded to Windows Server Standard 2022. Matt let TBS know the server was ready for them.
- Replaced the display computer in Children's with a faster computer and larger monitor.
- Added 8 gigabytes of memory to Patron 1-22 and expressmail computers for a total of 16 gigabytes. All of these computers have been updated to Windows 11.
- Added two security cameras and replaced the camera above double Staff doors.
- Replaced Jess' computer.

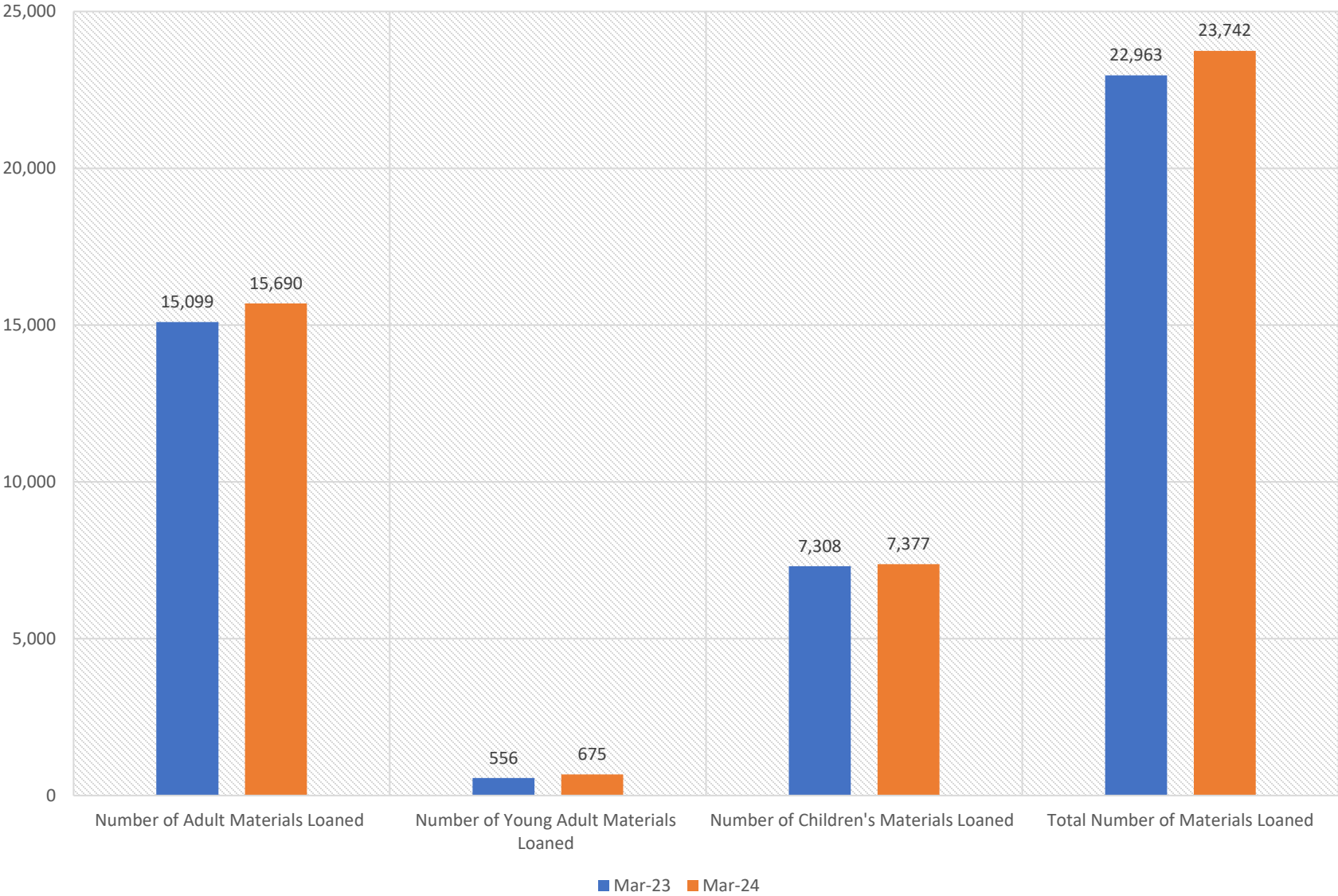
- The circulation gate computer was replaced on February 9th. Bibliotheca Support says the Gates are counting like they should, but the connection from Gates to circgates computer was not installed. They were still working on the issue in March. The affected counts are noted below.
- Update: Faronics Deep Freeze version 8.71 is still experiencing computer lock ups. Matt emailed Faronics about lockups being a problem since August of 2021. I think they thought the problem was fixed. Chris continues to send requested information to Faronics.
- **Archives and Special Collections**
- **Please see spreadsheet for statistics.**
- Leeann Grossman and Sheri Keller completed 27 in-depth research projects this month.
- Sheri presented to a group from Randall House on Decatur in 1900 to 1920 on March 12th. There were 4 people in the group. They will be back on April 16 for another presentation on the 1920s. Sheri and Leeann put the PowerPoint together for the 1st presentation, and Sheri spent time this month working on the PowerPoint for the 2nd presentation.
- Gary Geisler did a Zoom program on the St. Nicholas Hotel on March 12th. There were 12 people present. The program was recorded and can be seen on the library's YouTube page. <https://www.youtube.com/watch?v=iQDhkXYdxnM>
- Becky Dampitz ordered the new microfilm reader this month. It will arrive on April 1st.
- Sheri inventoried two boxes from the Anna B. Millikin Home Collection. This collection is unprocessed, so the box inventories will be helpful when researchers need to access the collection.
- Leeann finished adding the 2023 board minutes to Omeka this month.
- Leeann continues to add the League of Women Voters Collection to Omeka. This is a tedious labor of love.
- ISHRAB grant update: Becky finished scanning the non-problematic maps and started adding the images to Omeka. None of the maps are live yet but will be soon.
- 150th Anniversary Committee update:
 - Becky and Alix met with Cassie Yoder from Cass Concepts on March 1st to discuss event planning. We are waiting for her proposal.
 - The committee met on March 21st, and discussed programming ideas that the members brought to the table. Chris is working on a game day program, while Shelley is getting information on author speakers. This was our first open meeting, and had 1 attendee.

Alix and Becky attended the Friends meeting on March 14th to ask for funding for the Live History program coming October 2025.

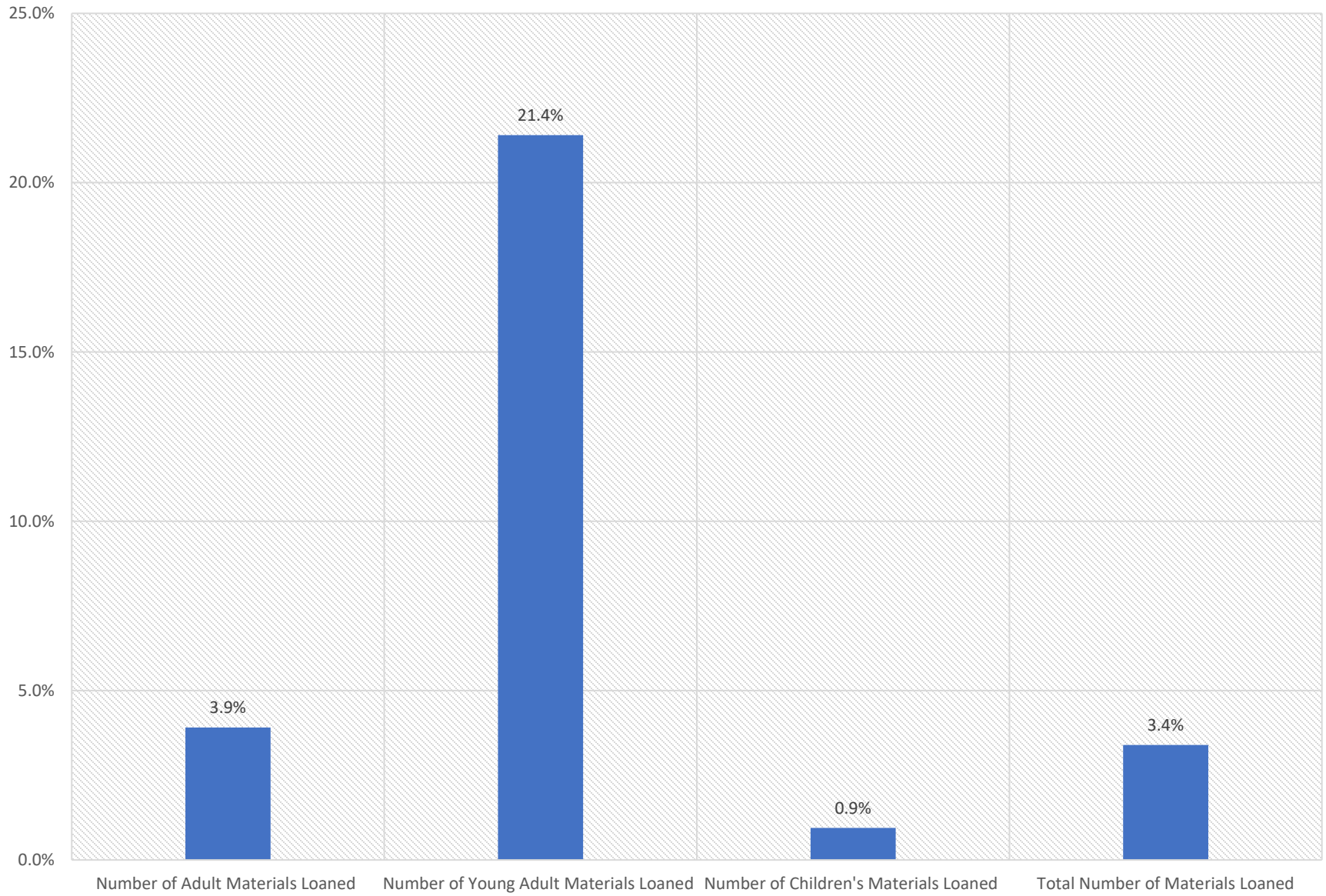
Respectfully Submitted,

Rick Meyer
City Librarian

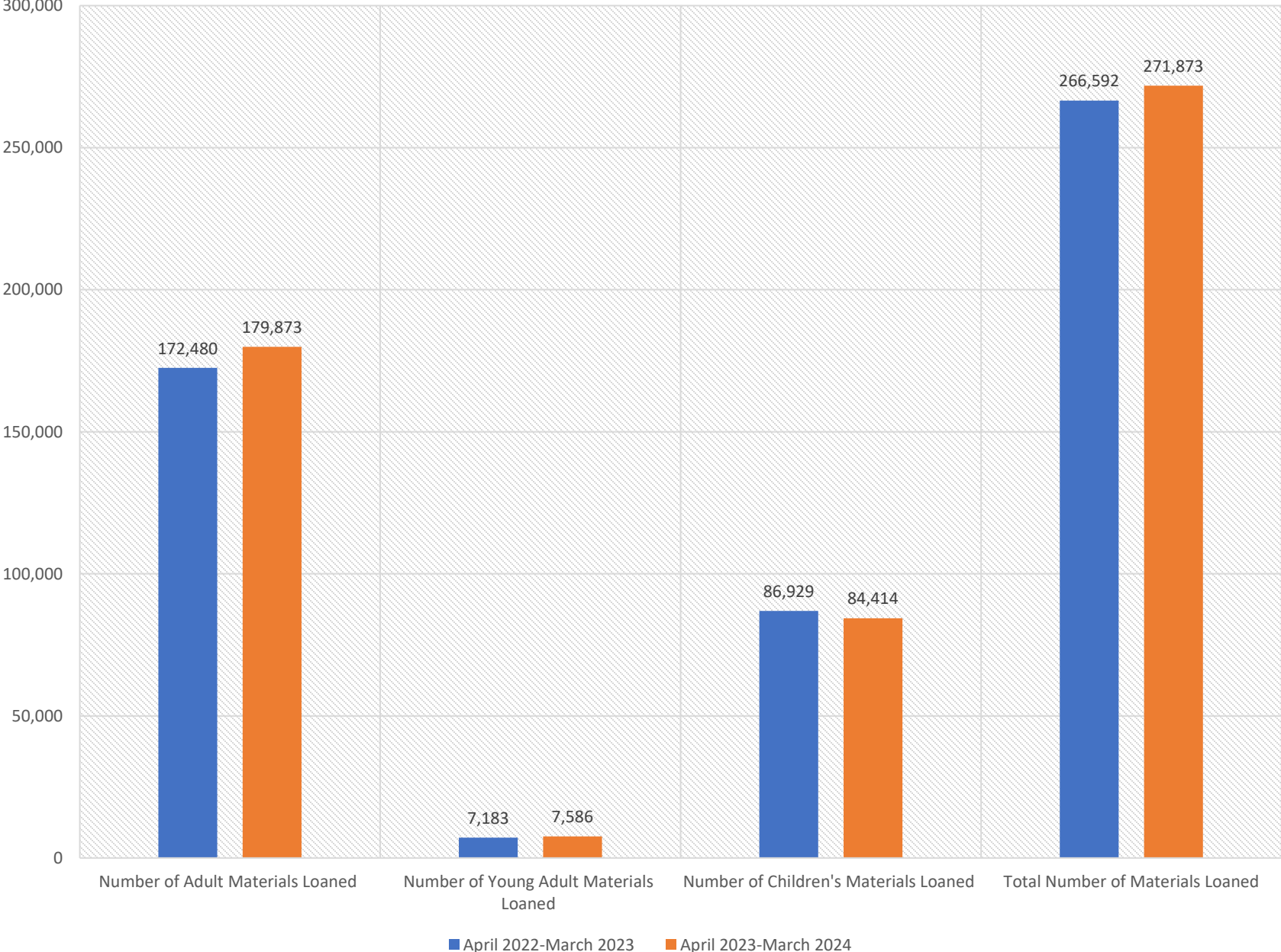
March 2024 Circulation by Audience



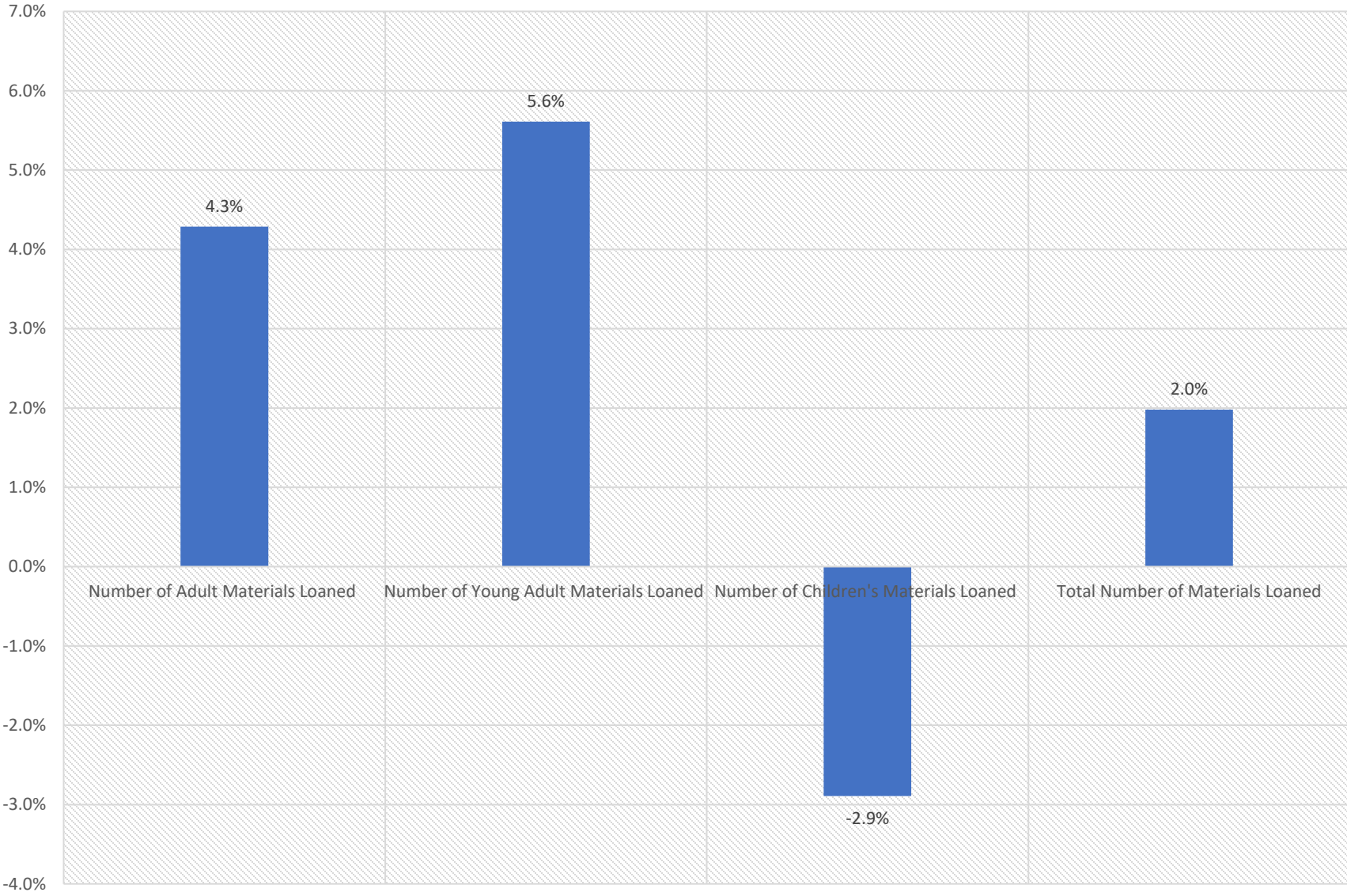
Change from 2023



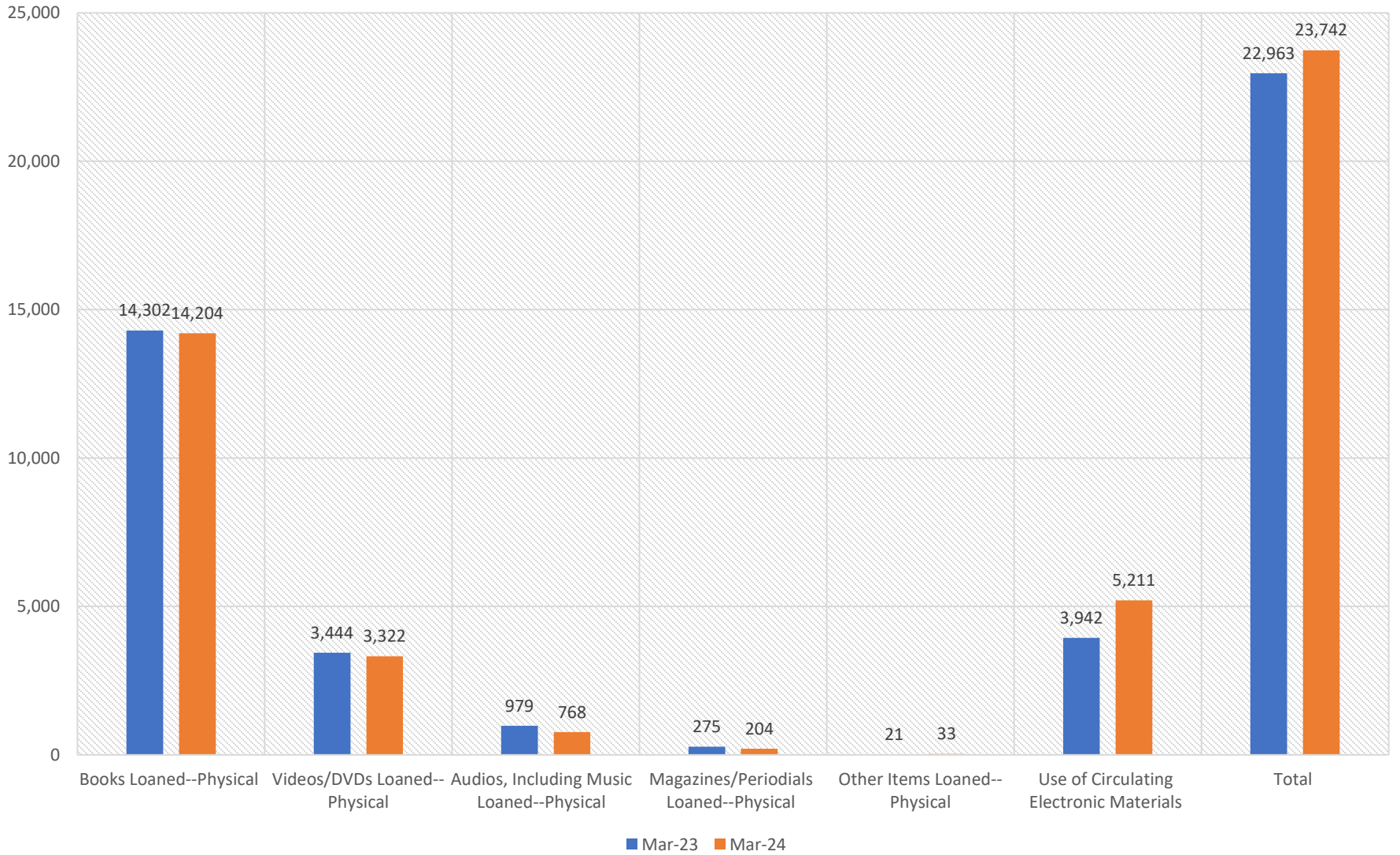
12-Month Trend



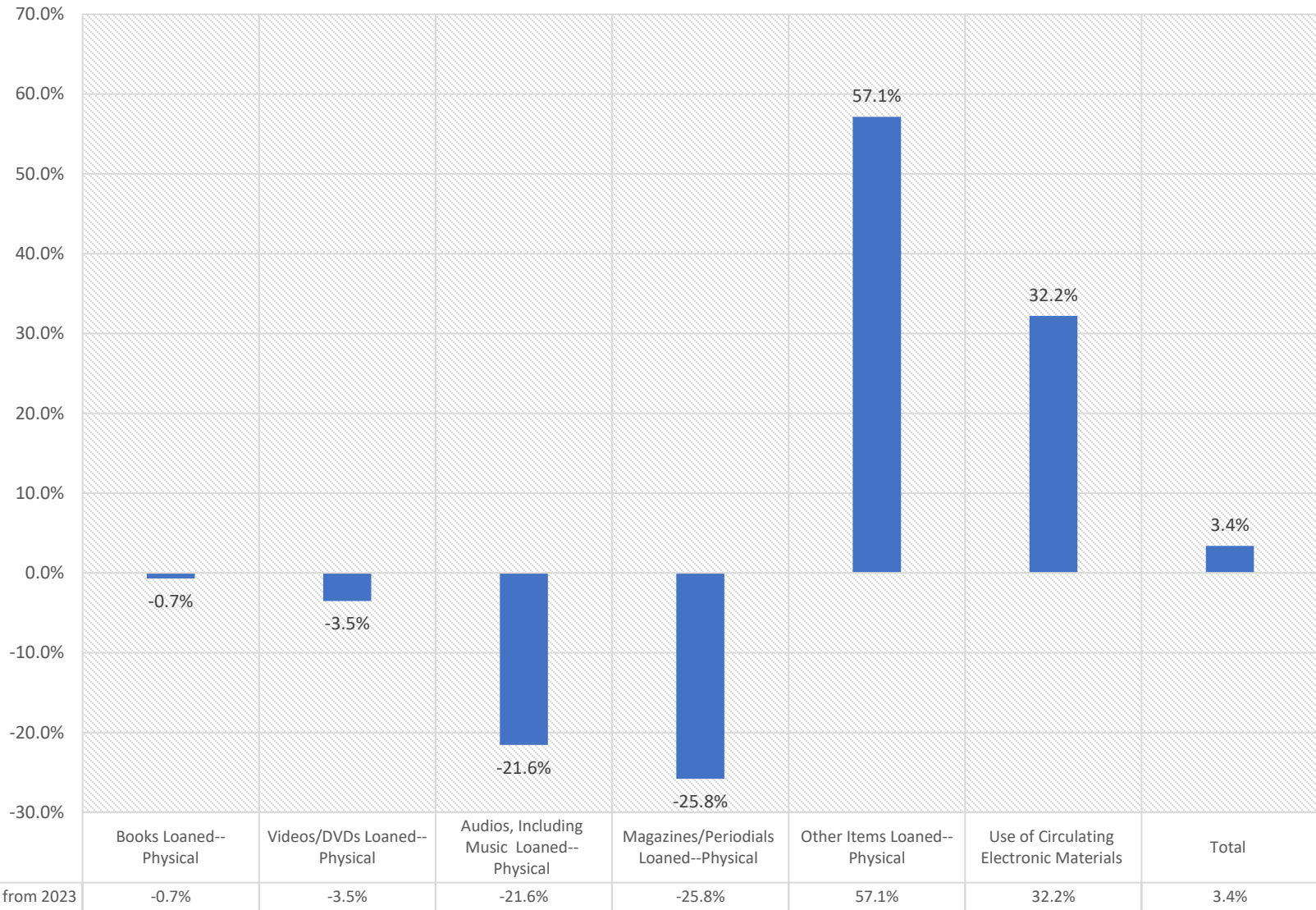
Change



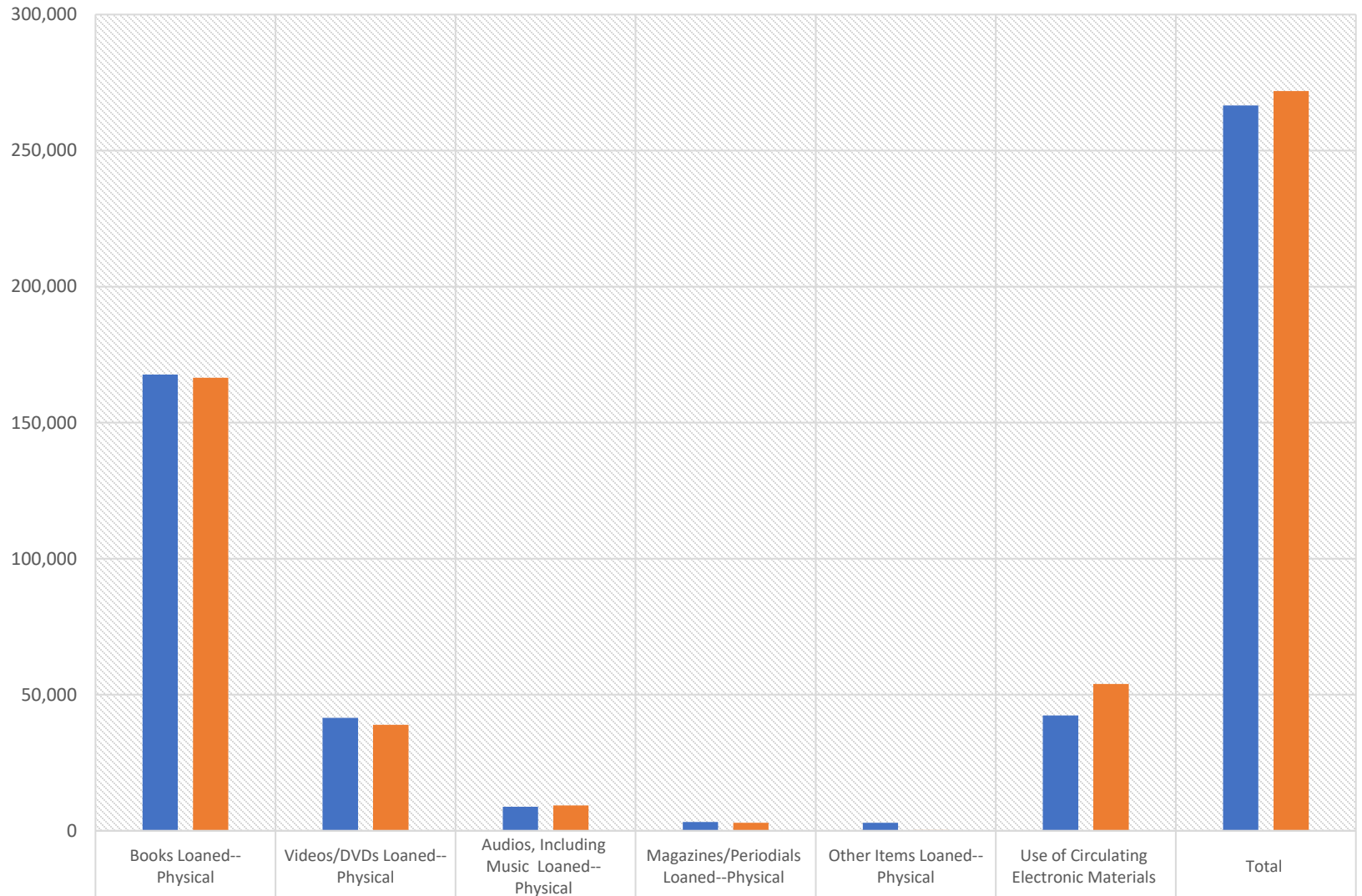
March Circulation by Material Type



Change from 2023



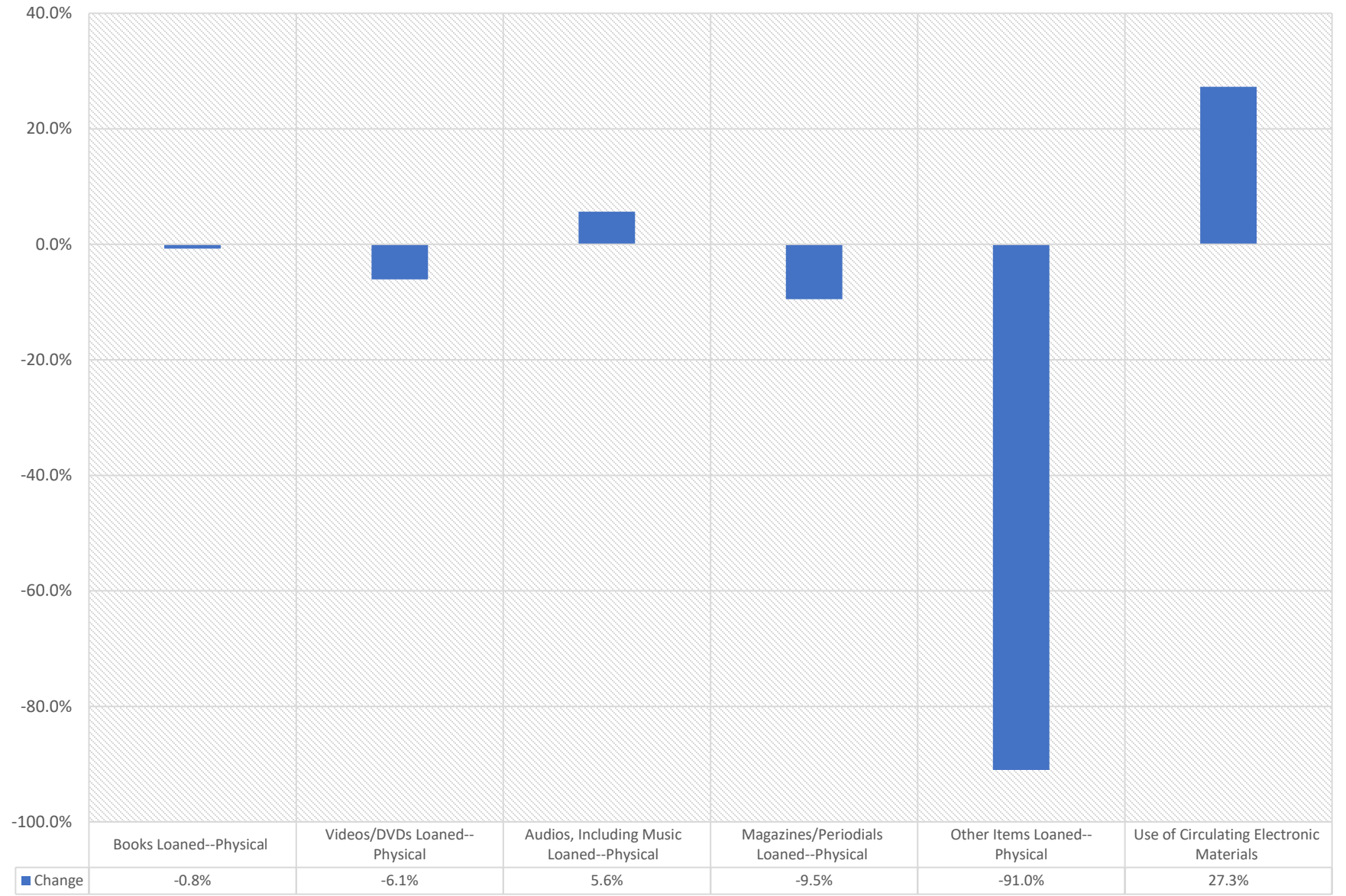
12-Month Trend



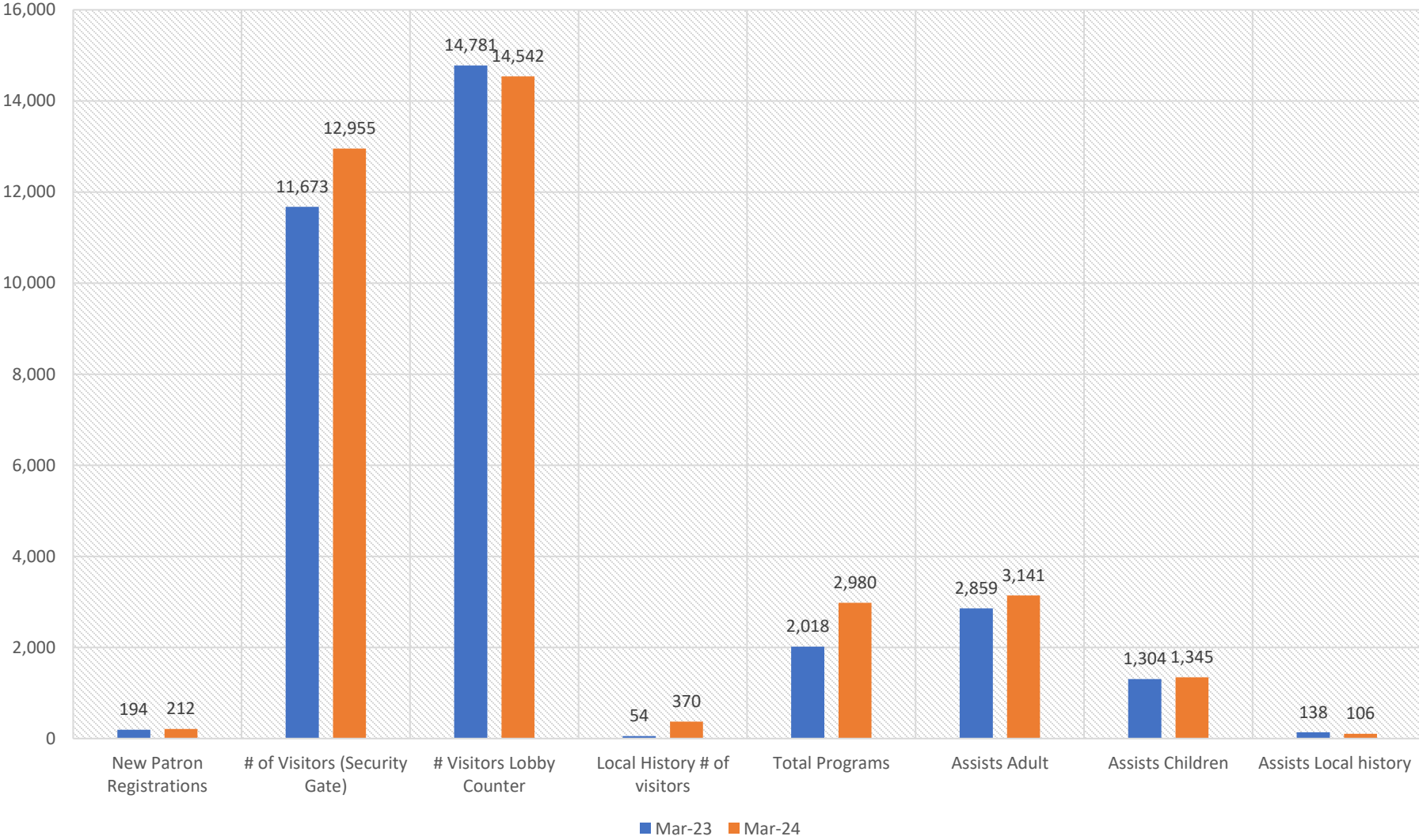
■ April 2022-March 2023	167,722	41,488	8,788	3,259	2,948	42,387	266,592
■ April 2023-March 2024	166,459	38,963	9,283	2,949	265	53,954	271,873

■ April 2022-March 2023
 ■ April 2023-March 2024

Change



Other March Stats



Circulation by Audience Physical & Electronic	Mar-23	Mar-24	Change from		2023 Total	2024 Projection	Projected Change from 2023	April 2023-		Change
			2023	% of Total				March 2023	March 2024	
Number of Adult Materials Loaned	15,099	15,690	3.9%	66.1%	177,618	186,643	5.1%	172,480	179,873	4.3%
Number of Young Adult Materials Loaned	556	675	21.4%	2.8%	7,316	8,492	16.1%	7,183	7,586	5.6%
Number of Children's Materials Loaned	7,308	7,377	0.9%	31.1%	83,939	85,836	2.3%	86,929	84,414	-2.9%
Total Number of Materials Loaned	22,963	23,742	3.4%		268,873	280,970	4.5%	266,592	271,873	2.0%

Circulation by Material Type	Mar-23	Mar-24	Change from		2023 Total	2024 Projection	Projected Change from 2023	April 2023-		Change
			2023	% of Total				March 2023	March 2024	
Books Loaned--Physical	14,302	14,204	-0.7%	59.8%	165,521	169,320	2.3%	167,722	166,459	-0.8%
Videos/DVDs Loaned--Physical	3,444	3,322	-3.5%	14.0%	39,535	37,430	-5.3%	41,488	38,963	-6.1%
Audios, Including Music Loaned--Physical	979	768	-21.6%	3.2%	9,775	7,784	-20.4%	8,788	9,283	5.6%
Magazines/Periodicals Loaned--Physical	275	204	-25.8%	0.9%	3,060	2,638	-13.8%	3,259	2,949	-9.5%
Other Items Loaned--Physical	21	33	57.1%	0.1%	740	107	-85.6%	2,948	265	-91.0%
Use of Circulating Electronic Materials	3,942	5,211	32.2%	21.9%	50,242	66,185	31.7%	42,387	53,954	27.3%
Total	22,963	23,742	3.4%		268,873	283,463	5.4%	266,592	271,873	2.0%

Successful Retrieval of Electronic Information	25,182	28,561	13.4%	54.6%	233,907	287,683	23.0%	203,682	251,045	23.3%
Electronic Content Use	29,124	33,772	16.0%	64.6%	284,149	353,867	24.5%	246,069	304,999	23.9%

Total Collection Use	Mar-23	Mar-24	Change from		2023 Total	2024 Projection	Projected Change from 2023	April 2023-		Change
			2023	% of Total				March 2023	March 2024	
Total Collection Use	48,145	52,303	8.6%		502,780	571,145	13.6%	470,274	522,918	11.2%

Interlibrary Loans Provided To Other Libraries	Mar-23	Feb-24	Change from		2023 Total	2024 Projection	Projected Change from 2023	April 2023-		Change
			2023	% of Total				March 2023	March 2024	
Interlibrary Loans Provided To Other Libraries	4,043	3,591	-11.2%	56.4%	41,045	38,482	-6.2%	42,465	40,322	-5.0%
Interlibrary Loans Received FROM Other Libraries	2,746	2,781	1.3%	43.6%	30,414	31,320	3.0%	30,495	30,654	0.5%
Total ILL Transactions	6,789	6,372	-6.1%		71,459	69,802	-2.3%	72,960	70,976	-2.7%

Other Stats	Mar-23	Mar-24	Change from 2022	2023 Total	Projected	Change from 2023	April 2022-	April 2023-	Change
					2024 Projection		March 2023	March 2024	
New Patron Registrations	194	212	9.3%	2,374	2,538	6.9%	2,233	2,415	8.2%
# of Visitors (Security Gate)	11,673	12,955	11.0%	133,995	149,599	11.6%	125,859	137,831	9.5%
# Visitors Lobby Counter	14,781	14,542	-1.6%	159,146	153,467	-3.6%	164,181	157,692	-4.0%
Local History # of visitors	54	370	585.2%	607	5,086	737.9%	485	1,640	238.1%
Adult Programs Active	384	224	-41.7%	3,751	1,877	-50.0%	2,976	3,171	6.6%
Adult Programs Passive	130	133	2.3%	1,451	1,490	2.7%	2,011	1,458	-27.5%
Adult Programs Virtual Live	45	22	-51.1%	814	929	14.2%	375	834	122.4%
Adult Programs Virtual Recorded	45	81	80.0%	755	2,431	222.0%	256	957	273.8%
YA Programs Active	5	11	120.0%	81	842	940.0%	52	128	146.2%
YA Programs Passive	22	23	4.5%	371	267	-28.1%	347	353	1.7%
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	699	1,139	62.9%	9,926	11,010	10.9%	9,418	10,208	8.4%
Children's Programs Passive	512	1,168	128.1%	7,357	15,375	109.0%	7,051	8,437	19.7%
Children's Virtual Live	176	179	1.7%	1,227	1,023	-16.7%	1,111	1,151	3.6%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Total Programs	2,018	2,980	47.7%	25,733	30,048	16.8%	23,597	26,697	13.1%
Public Sessions	1,835	1,294	-29.5%	20,380	18,250	-10.5%	20,076	19,840	-1.2%
Wireless Sessions	1,013	1,577	55.7%	13,555	13,125	-3.2%	15,043	13,424	-10.8%
Website Sessions	12,608	9,869	-21.7%	129,620	122,989	-5.1%	118,808	127,833	7.6%
Unique Visits	8,055	5,545	-31.2%	77,699	72,849	-6.2%	71,299	76,352	7.1%
Page Views	46,049	20,258	-56.0%	373,539	183,750	-50.8%	463,505	304,954	-34.2%
Self Checks	7,431	6,875	-7.5%	84,526	83,064	-1.7%	84,592	84,167	-0.5%
Percentage of Self Checks	0	0	-0.2%	49%	47%				
Assists Adult	2,859	3,141	9.9%	33,661	35,329	5.0%	28,549	34,073	19.3%
Assists Children	1,304	1,345	3.1%	12,682	13,062	3.0%	11,215	12,780	14.0%
Assists Local history	138	106	-23.2%	1,284	1,007	-21.6%	1,526	1,204	-21.1%
IT help calls	95	89	-6.3%	1,303	1,381	6.0%	1,118	1,320	18.1%
Searches in Catalog	18,329	27,993	52.7%	286,435	371,523	29.7%	203,840	302,391	48.3%
Number of Items processed	1,615	1,205	-25.4%	17,526	15,595	-11.0%	18,107	17,077	-5.7%
Number of Items Withdrawn from Collection	1,279	806	-37.0%	22,697	12,633	-44.3%	11,831	20,648	74.5%
Number of mended items	221	161	-27.1%	2,166	1,751	-19.2%	2,719	2,053	-24.5%
Number of items ordered	804	612	-23.9%	7,545	5,389	-28.6%	7,768	6,901	-11.2%
Number of records added to database	1,394	1,044	-25.1%	15,360	13,879	-9.6%	15,387	15,024	-2.4%

We probably have the most diverse board that DPL has ever had. The committee would like to acknowledge and celebrate that fact. We suggest the board members' names and photos be displayed in the rotation on our lobby information screen.

In order for the ideals of diversity, equity, and inclusion to be fully realized and maintained, it will require ongoing work and training. From onboarding new staff to staying current with the needs of our various communities, it will take intentional, focused effort. The path is messy and non-linear, but we are on it.

Accomplishments:

We have already implemented changes to our recruiting and interviewing process as a direct result of working with Nicki Bond.

- We increased the distribution of job postings to a broad range of organizations, instead of just on the City's website.
- We shortened the amount of time jobs were posted internally, and increased the amount of time for external posting.
- Began using library selection software, Collection HQ, to intentionally purchase inclusive library material and to audit current holdings.

Goals:

- Maintain focus on equitable hiring, recruiting, and retention practices
- Create a hiring statement/policy to periodically review interview questions/tests
- Explore alternatives to MLS for reaching librarian status
- Maintain an inclusive, supportive, anti-racist workplace environment
- Use tools to intentionally purchase inclusive library materials
- Maintain a welcoming and secure environment for all patrons
- Curate culturally diverse programs and foster community engagement
- Develop solid connections/partnerships with local community groups, especially underrepresented groups

Recommendations:

- Board and staff should read the policy review document provided by De Etta Jones
- Utilize the committee's amassed library of helpful articles
- Board should review DEI policies through an "equity lens" with staff input
- Continue using tools like Collection HQ and upcoming Library IQ to assess inclusivity
- Display board member names/photos on lobby info screen to celebrate diversity
- Work in tandem with the Code of Conduct committee on shared goals
- Provide ongoing DEI training for new/existing staff to stay current
- Recognize the path is "messy and non-linear" but continue intentional efforts



Art and Artifacts Acquisition and Display Policy

The Decatur Public Library Board of Trustees will consider prospective gifts and/or purchases of artwork or artifacts in order to determine the appropriateness for inclusion in the Decatur Public Library collection.

An artifact is defined as a physical item to be accepted by the Library for housing in the collection or display within the building.

Organizations or individuals wishing to donate or support the acquisition of art work or an artifact for the Library are requested to communicate their interest to the City Librarian, who will take the proposal to the Board for action.

Work Criteria

Work will be considered based on the following criteria:

- Artwork acquired by the Decatur Public Library should be of sufficiently high artistic merit to warrant inclusion in the Library collection. This generally requires that the works be unique pieces created by artists of established reputation or recognized potential.
- Artwork should be compatible with the character of the Library.
- Artwork must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
 - An exception to this could be made in the case of works that are specifically time based or of a temporary nature when it is understood that their installation would be of limited duration.

Gifts and Recognition

The Decatur Public Library Board of Trustees will consider all artwork offered as a gift to Decatur Public Library. In addition to the criteria above, the Board will take into account the significance of artwork as it relates to the Library's presence within the community.

Decatur Public Library will provide recognition to all individuals, groups and/or corporations who donate services, financial support or gifts of art to the Library. Appropriate recognition will be determined through consultation with the donor and will generally be consistent with the

recognition given to Library donors. Display of accepted artwork is at the discretion of the Decatur Public Library. There is no obligation for display.

Upkeep

Once a piece of art is accepted into the Library's collection the work will be owned and insured by Decatur Public Library. Basic upkeep is then the responsibility of Decatur Public Library. Major conservation or repairs are then the responsibility of Decatur Public Library.

The Decatur Public Library will work to retain all works accepted as gifts, but does retain the right to de-acquisition any items if it is seen to be in the best interest of the Library. Any de-acquisition would have to be approved by the Decatur Public Library Board.

Artwork Removal

The Library welcomes citizens' expressions of opinion concerning artwork displayed at the Library. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be considered for removal in the collection of materials is asked to complete and sign the Request for Removal Form, available at Decatur Public Library. The form will be forwarded to the City Librarian, who will consider the request in a timely fashion, in consultation with the Board of Trustees. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Board of Trustees. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Art and Artifacts Policy, as outlined above.

Approved by Board of Trustees February 17, 2000

Reviewed September 18, 2014

Amended November 16, 2017

Reviewed January 21, 2021



STATEMENT OF POLICY FOR USE OF MEETING ROOMS

The Decatur Public Library welcomes the use of its meeting rooms by organizations. The library will not charge a fee to not-for-profit, community, and government organizations.

For events planned and/or promoted in conjunction with Decatur Public Library, organizations will not be charged a fee.

For-profit businesses will be charged a fee, please see attached fee schedule.

Meeting rooms are not available for private social functions. There shall be no solicitation for donations or selling of products or services at the meetings, with the exception of library sponsored functions.

Requests requiring extensive setup should be made at least one week in advance. Requests should be submitted on the library meeting room **application form provided by the Library**. Meeting rooms can be booked tentatively by phone, email or fax, but the completed application with payment must be returned within 5 business days of the initial booking request, or the booking may be canceled. Payment may also be made by purchase order with prior approval. After payment is received, a 50% fee will be applied to all cancellations.

With the exception of the Library Board room, meeting rooms are available during regular library hours from the time the library is open until 30 minutes prior to the library closing time. The Library Board room is available Monday through Friday from the time the library opens through 4:30 p.m.

Please see library meeting room fee schedule for current cost of renting various rooms.

Not-for-profit, community, and government organizations~~Organizations~~ may book Library meeting rooms as many as twelve times per calendar year. For the first 30 hours in a calendar year there will be no charge to these organizations. Thereafter, organizations will be assessed a fee according to the attached fee schedule. If these organizations wish to cancel, they must do so more than 24 hours in advance. Failure to do so more than twice in a calendar year will result in the Library cancelling future events and not allowing further room reservations for

Formatted: Space Before: 0.05 pt

the remainder of the calendar year.

~~Thereafter, organizations that have booked Library meeting rooms fewer than twelve times during the current calendar year will be given preference over organizations that have booked Library meeting rooms twelve or more times during the current calendar year.~~

If food or beverages are served, the organization using the room is responsible for cleanup. A cleaning fee will be assessed if the room is not left clean per the discretion of the City Librarian or his or her designee. Please see fee schedule.

Alcoholic beverages and smoking are prohibited in the Library.

An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended August 17, 2017

**Amended June 18, 2020
Amended April 15, 2021
Amended July 15, 2021**

Decatur Public Library Meeting Room Rental Fee Schedule

Room rentals are in four hour increments only (a minimum of 4 hours).

Elizabeth Madden Auditorium (seats 150) Rental charges are: \$100 for a minimum of 4 hours and \$200 for 8 hours.

A. E. Staley Jr. Manufacturing Company Conference Room (seats 25) Rental charges are: \$60 for 4 hours and \$120 for 8 hours.

The Board Room (seats 15) Rental charges are: \$40 for 4 hours and \$80 for 8 hours.

Children's Auditorium (seats 75) Rental charges are: \$60 for 4 hours and \$120 for 8 hours.

Discounted rate for Government and Not-for-Profit Organizations

Elizabeth Madden Auditorium (seats 150) Rental charges are: \$50 for a minimum of 4 hours and \$100 for 8 hours.

A. E. Staley Jr. Manufacturing Company Conference Room (seats 25) Rental charges are: \$30 for 4 hours and \$60 for 8 hours.

The Board Room (seats 15) Rental charges are: \$20 for 4 hours and \$40 for 8 hours.

Children's Auditorium (seats 75) Rental charges are: \$30 for 4 hours and \$60 for 8 hours.

If food or beverages are served, the organization using the room is responsible for cleanup. A \$25 cleaning fee will be assessed if the room is not left clean

**Approved by the Decatur
Public Library Board of Trustees**

March 19, 2015

Amended August 17, 2017

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2024 to 3/31/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
159058	03/07/2024	AMAZON PAYMENTS RETURN ON INV 1MCX-WDPD-W9VL CREDIT AGAINST 1LRN-YFCN-7DDP PURCHASE FOR OTHER LIBRARY GRANTS	2,712.41	OFFICE SUPPLIES
159062	03/07/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	4,629.54	OFFICE SUPPLIES
159069	03/07/2024	BOOKPAGE BOOKPAGE PRINT - 12 MONTHLY SHIPMENTS	414.00	PER CAPITA GRANT EXPENSES
159076	03/07/2024	COMMERCIAL MAIL SERVICES FEB 16 - FEB 29'24	345.04	POSTAGE
159123	03/07/2024	MEEKS, JAMIE M REPLACES CK#158763 FROM 2/15/24	500.00	OTHER LIBRARY GRANT EXPENSES
159125	03/07/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	353.19	OFFICE SUPPLIES
159170	03/07/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	1,163.72	SERV-OFFICE EQUIPMENT
159190	03/14/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,353.59	OFFICE SUPPLIES
159191	03/14/2024	BARBECK COMMUNICATIONS GROUP BATTERY	115.50	SMALL CAPITAL ITEMS
159199	03/14/2024	BREWSTER, CONNIE K ART PROGRAM/ VALENTINE PRINTS ART PROGRAM/PATCHWORK ELEPHANTS	300.00	OTHER LIBRARY GRANT EXPENSES
159201	03/14/2024	CATLIN PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	18.00	LOST OR DAMAGED BOOKS
159217	03/14/2024	DECATUR TRIBUNE 2 SUBSCRIPTIONS/ LIBRARY	100.00	PER CAPITA GRANT EXPENSES
159240	03/14/2024	KANOPY LIBRARY STREAMING SERVICE	325.00	PER CAPITA GRANT EXPENSES
159242	03/14/2024	KILEY KLEIN, LTD LEGAL REPRESENTATION	346.50	PROFESSIONAL SERVICES
159246	03/14/2024	LAWRENCE PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	14.95	LOST OR DAMAGED BOOKS
159248	03/14/2024	LIBRARY IDEAS, LLC VOX BOOKS	926.78	PER CAPITA GRANT EXPENSES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2024 to 3/31/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
159249	03/14/2024	LINCOLN PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	37.00	LOST OR DAMAGED BOOKS
159251	03/14/2024	MACON CONSERVATION DIST FROG MUSIC PROGRAM REPTILE PROGRAM	160.00	OTHER LIBRARY GRANT EXI
159256	03/14/2024	MARION CARNEGIE LIBRARY LOST OR DAMAGED MATERIALS	14.00	LOST OR DAMAGED BOOKS
159264	03/14/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	667.44	OFFICE SUPPLIES
159268	03/14/2024	MURILLO, PHILLIP PAINTING OF DPL	200.00	SMALL CAPITAL ITEMS
159276	03/14/2024	PAETEC ACCT 633318933001 ACCT 633292627001	113.89	TELEPHONE
159294	03/14/2024	SIX MILE REGIONAL LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	18.00	LOST OR DAMAGED BOOKS
159298	03/14/2024	ST JOSEPH TOWNSHIP-SWEARINGEN MEMORIAL LII LOST OR DAMAGED MATERIALS	23.00	LOST OR DAMAGED BOOKS
159299	03/14/2024	STACKMAP, LLC STACK MAP COLLECTION ANNUAL SUBSCRIPTION 21	3,465.00	COMPUTER SOFTWARE
159302	03/14/2024	STRIGLOS/HAINES & ESSICK CARD STOCK FOR TS AND CIRC	158.46	OFFICE SUPPLIES
159305	03/14/2024	TECHSOUP GLOBAL PHOTOSHOP & PREMIER ELEMENTS 2024 16 CORE LICENSES/WINDOWS	1,080.00	COMPUTER SOFTWARE
159318	03/14/2024	UNIQUE MANAGEMENT SERVICES FEB'24 PLACEMENTS	472.80	PROFESSIONAL SERVICES
159341	03/21/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,280.04	OFFICE SUPPLIES
159345	03/21/2024	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	6.00	OFFICE SUPPLIES
159347	03/21/2024	BILL CLUTTER INVESTIGATIONS, INC BACKGROUND SCREENINGS TIPPETT/BROWN	120.00	PROFESSIONAL SERVICES
159359	03/21/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	109.32	SMALL CAPITAL ITEMS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2024 to 3/31/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
159367	03/21/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,402.78	SECURITY
159384	03/21/2024	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	14.14	LOST OR DAMAGED BOOKS
159390	03/21/2024	HARGADON, STEVE ANNUAL ALL ACCESS LIBRARY 2.0 WEBINAR	3,195.00	CONFERENCES & TRAVEL
159395	03/21/2024	IHLS-OCLC WEBDEWEY ITEM 3000039	817.00	MEMBERSHIP FEES
159413	03/21/2024	LIBRARY IDEAS, LLC VOX BOOKS	278.88	PER CAPITA GRANT EXPENS
159422	03/21/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	284.43	OFFICE SUPPLIES
159437	03/21/2024	PEERLESS NETWORK, INC ACCT 1212890	339.84	TELEPHONE
159463	03/21/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.68	TELEPHONE
159470	03/21/2024	WATSEKA PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	18.88	LOST OR DAMAGED BOOKS
159473	03/21/2024	YOUNG, AMANDA TRAVEL REIMBURSEMENT	20.54	CONFERENCES & TRAVEL
159488	03/28/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	395.66	OFFICE SUPPLIES
159494	03/28/2024	BRIDGEALL LIBRARIES LIMITED CHQ SUBSCRIPTION RENEWAL	12,500.00	COMPUTER SOFTWARE
159497	03/28/2024	CDW GOVERNMENT INC BITDEF ELITE 3YR RENEWAL	7,766.88	COMPUTER SOFTWARE
159503	03/28/2024	COMMERCIAL MAIL SERVICES MAR 1 - MAR 15'24	184.89	POSTAGE
159527	03/28/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
159528	03/28/2024	KANOPIY LIBRARY STREAMING SERVICE	457.00	PER CAPITA GRANT EXPENS
159534	03/28/2024	LIBRARY IDEAS, LLC VOX BOOKS	43.96	PER CAPITA GRANT EXPENS
159536	03/28/2024	MACON CONSERVATION DIST SOLAR ECLIPSE PROGRAM	80.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2024 to 3/31/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
159547	03/28/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	10,218.84	OFFICE SUPPLIES
159558	03/28/2024	PORTA 202-HIGH SCHOOL LOST OR DAMAGED MATERIALS	9.99	LOST OR DAMAGED BOOKS
159565	03/28/2024	SAM'S CLUB ACCT 9064	17.78	OTHER LIBRARY GRANT EXI
159568	03/28/2024	SHERWIN WILLIAMS PAINT/JESS OFFICE	29.49	MATERIALS - BUILDINGS
7004607	03/27/2024	DELL INC. PROSUPPORT NBD ONSITE SERVICE	668.68	SERV-OFFICE EQUIPMENT
7004608	03/27/2024	DELL INC. TRUSTED PLATFORM MODULE 2.0	12.12	SMALL CAPITAL ITEMS
23005812	03/14/2024	REGIONS/CREDIT CARD ACCT 7213	1,717.10	PER CAPITA GRANT EXPENSE
23005858	03/21/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,442.50	OTHER LIBRARY GRANT EXI
Total for: 35			66,987.23	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
159062	03/07/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	101.93	BOOKS & PERIODICALS
159182	03/14/2024	AMAZON PAYMENTS BOOK ORDER THROUGH DONATIONS	98.76	BOOKS & PERIODICALS
Total for: 59			200.69	
Total for All:			\$67,187.92	

MARCH VENDOR REPORT

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$2,811.17
BAKER & TAYLOR CO Total	\$7,760.76
BARBECK COMMUNICATIONS GROUP Total	\$115.50
BECK'S ENGRAVING & RUBBER STAMPS Total	\$6.00
BILL CLUTTER INVESTIGATIONS, INC Total	\$120.00
BOOKPAGE Total	\$414.00
BREWSTER, CONNIE K Total	\$300.00
BRIDGEALL LIBRARIES LIMITED Total	\$12,500.00
CATLIN PUBLIC LIBRARY DISTRICT Total	\$18.00
CDW GOVERNMENT INC Total	\$7,876.20
COMMERCIAL MAIL SERVICES Total	\$529.93
DECATUR CIVIC CENTER AUTHORITY Total	\$4,402.78
DECATUR TRIBUNE Total	\$100.00
DELL INC. Total	\$680.80
FORSYTH PUBLIC LIBRARY Total	\$14.14
HARGADON, STEVE Total	\$3,195.00
IHLS-OCLC Total	\$817.00
JESSICA HILL CONSULTING LLC Total	\$1,442.50
JONES & THOMAS Total	\$420.00
KANOPY Total	\$782.00
KILEY KLEIN, LTD Total	\$346.50
LAWRENCE PUBLIC LIBRARY DISTRICT Total	\$14.95
LIBRARY IDEAS, LLC Total	\$1,249.62
LINCOLN PUBLIC LIBRARY Total	\$37.00
MACON CONSERVATION DIST Total	\$240.00
MARION CARNEGIE LIBRARY Total	\$14.00
MEEKS, JAMIE M Total	\$500.00
MIDWEST TAPE, LLC Total	\$11,523.90
MURILLO, PHILLIP Total	\$200.00
PAETEC Total	\$113.89
PEERLESS NETWORK, INC Total	\$339.84
PORTA 202-HIGH SCHOOL Total	\$9.99
REGIONS/CREDIT CARD Total	\$1,717.10
SAM'S CLUB Total	\$17.78
SHERWIN WILLIAMS Total	\$29.49
SIX MILE REGIONAL LIBRARY DISTRICT Total	\$18.00
ST JOSEPH TOWNSHIP-SWEARINGEN MEMORIAL LIBRARY Total	\$23.00
STACKMAP, LLC Total	\$3,465.00
STRIGLOS/HAINES & ESSICK Total	\$158.46
TECHSOUP GLOBAL Total	\$1,080.00
UNIQUE MANAGEMENT SERVICES Total	\$472.80
VERIZON WIRELESS Total	\$107.68
WATSEKA PUBLIC LIBRARY Total	\$18.88
WATTS COPY SYSTEMS Total	\$1,163.72
YOUNG, AMANDA Total	\$20.54
Grand Total	\$67,187.92

DPL FY 2024 Budget Report

Prepared: March April 8, 2024

At the end of March 25% 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%	\$ 315,327.48	18.3%	\$ 392,332.44	-19.6%
Total Revenue	\$ 4,841,716		\$ 315,327.48	6.5%	\$ 392,332.44	-19.6%

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
Personnel						
Payroll	\$ 1,770,819		\$ 463,331.94	26.2%	\$ 454,899.06	1.9%
Benefits	\$ 978,733		\$ 246,636.05	25.2%	\$ 216,401.09	14.0%
	\$ 2,749,552	58.0%	\$ 709,967.99	25.8%	\$ 671,300.15	5.8%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 26,717.88	10.9%	\$ 71,018.85	-62.4%
Per Capita	\$ 104,020		\$ 45,045.51	43.3%	\$ 39,185.99	15.0%
Lost/Damage	\$ 1,600		\$ 247.42	15.5%	\$ 425.66	-42%
Total Materials	\$ 350,620	9.3%	\$ 72,010.81	20.5%	\$ 110,630.50	-34.9%

Professional Services

Security	\$ 45,000.00		\$ 13,068.03	29.0%	\$ 4,835.17	
Professional Services	\$ 70,000		\$ 23,355.34	33.4%	\$ 11,202.89	108.5%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 32.26	12.9%	\$ 67.56	-52%
Total	\$ 117,750	3.1%	\$ 36,455.63	31.0%	\$ 11,270.45	223.5%

Allocations

Administrative Fee	\$	147,732		\$	36,933.00	25.0%	\$	37,740.00	-2.1%
MIS	\$	16,337		\$	4,083.00	25.0%	\$	9,909.00	-58.8%
	\$	164,069	4.3%	\$	41,016.00	25.0%	\$	47,649.00	-13.9%

Grants

Other grants	\$	300,000		\$	11,300.32	3.8%	\$	28,558.31	-60.4%
	\$	300,000	7.9%	\$	11,300.32	3.8%	\$	28,558.31	-60.4%

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

Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	4,500		\$	1,449.14	32.2%	\$	720.29	101.2%
Service to Office Equipment	\$	22,000		\$	3,796.99	17.3%	\$	3,340.51	13.7%
Telephone	\$	16,000		\$	1,734.87	10.8%	\$	1,767.36	-1.8%
Software	\$	45,000		\$	25,060.88	55.7%	\$	2,053.00	1120.7%
Office Supplies	\$	36,000		\$	3,800.28	10.6%	\$	7,033.72	-46.0%
Small Capital	\$	152,000		\$	23,905.07	15.7%	\$	12,513.88	91.0%
	\$	275,500	7.3%	\$	59,747.23	21.7%	\$	27,428.76	117.8%

Staff Development

Conferences/Training/Travel	\$	13,000		\$	6,821.56	52.5%	\$	2,280.36	199.1%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	73,000		\$	1,993.93	2.7%	\$	2,025.70	-1.6%
	\$	96,000	2.5%	\$	8,815.49	9.2%	\$	4,306.06	104.7%

Insurance

Unemployment	\$	1,128		\$	282.00	25.0%	\$	270.00	4.4%
Risk Management	\$	93,612		\$	23,403.00	25.0%	\$	23,775.00	-1.6%
	\$	94,740	2.5%	\$	23,685.00	25.0%	\$	24,045.00	-1.5%

Building Costs

Transfer to Capital	\$ -		\$ -		\$ -	#DIV/0!
Rent	\$ 589,583		\$ 147,345.00	25.0%	\$ 147,345.00	0.0%
Supplies	\$ 1,000		\$ 29.49	2.9%	\$ 109.62	-73.1%
Maintenance	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 590,583	15.6%	\$ 147,374.49		\$ 147,454.62	-0.1%
Total Operations/Services	\$ 1,990,162	52.6%	\$ 400,728.97	20.1%	\$ 401,342.70	-0.2%
Total Expenses	\$ 4,739,714		\$ 1,110,696.96	23.4%	\$ 1,072,642.85	3.5%
Revenue Minus Expense	\$ 102,002		\$ (795,369.48)		\$ (680,310.41)	16.9%

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	\$ 109,763.73	\$ 339,891.84	\$ -	\$	1,002,771.15
4/1/2023	\$ 1,002,771.15					
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	\$ 1,696.75	\$ 3,000.00	\$ 817,094.84

4/1/2023	\$	817,094.84
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	\$ 19.11	\$ 101.93	\$ 24,775.14
4/1/2023	\$ 24,775.14			
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	\$ 30.73	\$ -	\$ 39,926.56
4/1/2023	\$ 39,926.56			
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	\$ 330.63	\$ 98.76	\$ 7,432.11
4/1/2023	\$ 7,432.11			
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	\$ 111,840.95	\$ 343,092.53	\$ - \$ 1,891,999.80
4/1/2023	\$ 1,891,999.80	\$ -	\$ -	\$ -
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 \$	-						

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,122,000	\$ 3,122,000	\$ -
PPRT	\$ 740,000	\$ 583,183	\$ (156,817)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 300,000	\$ 189,830	\$ (110,170)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 3,989	\$ (2,511)
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 6,585	\$ 1,585
Copies/Miscellaneous	\$ 12,500	\$ 14,845	\$ 2,345
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 11,261	\$ 6,261
Investment Income	\$ 3,000	\$ 22,183	\$ 19,183
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 0	\$ -
Miscellaneous Income	\$ -	\$ 0	\$ -
Reimbursement of Expenses	\$ -	\$ 0	\$ -
Totals	\$ 4,841,716	\$ 4,602,072	\$ (239,644)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,770,819	\$ 1,721,791	\$ 49,028
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 110,894	\$ 6,754
FICA/Medicare	\$ 136,572	\$ 128,824	\$ 7,748
Life insurance	\$ 3,283	\$ 2,715	\$ 568
Medical insurance	\$ 706,800	\$ 656,873	\$ 49,927
Service recognition	\$ 14,430	\$ 1,500	\$ 12,930
Total Personnel	\$ 2,749,552	\$ 2,622,597	\$ 126,955
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 1,296	\$ (396)
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 29,066	\$ (7,066)
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 7,991	\$ 8,009
Banking Service Charges	\$ 250	\$ 106	\$ 144
Conferences/Travel/Continuing Ed	\$ 13,000	\$ 17,000	\$ (4,000)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 7,753	\$ (3,253)
Security	\$ 45,000	\$ 52,272	\$ (7,272)
Computer Software	\$ 45,000	\$ 45,000	\$ -

Temp Agency Services	\$ 2,500	\$ -	\$ 2,500
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 70,000	\$ 70,000	\$ -
Membership Fees	\$ 73,000	\$ 73,000	\$ -
Rental Equipment	\$ -	\$ -	
Materials for Buildings	\$ 1,000	\$ -	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 300,000	\$ 34,497	\$ 265,503
Office Supplies	\$ 36,000	\$ 18,427	\$ 17,573
Risk Management	\$ 93,612	\$ 93,612	\$ -
Small Capital	\$ 152,000	\$ 152,000	\$ -
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 830	\$ 770
Transfer to Capital Fund	\$ -	\$ -	\$ -
Total operating	\$ 1,990,162	\$ 1,716,650	\$ 273,512
Total expense	\$ 4,739,714	\$ 4,339,247	\$ 400,467
Surplus (deficit)	\$ 102,002.00	\$ 262,826	

Category	Annual Cost	Notes
Fuel	\$ 5,000.00	Based on Bloomington
Repairs	\$ 11,000.00	Based on Bloomington
Wash	\$ 150.00	Based on Bloomington
Inspections	\$ 42.00	Based on Bloomington
Print Schedules	\$ 2,200.00	Based on Bloomington
Pring Postcards	\$ 4,000.00	Based on Bloomington
Staff	\$ 229,361.00	2 full time CDL/Clerks 11D/E and one supervisor
CDL	\$ 60,000.00	NOT annually
Insurance	\$ 70,000.00	Not confirmed
Tech	\$ 10,000.00	Initial cost
Collections	\$ 150,000.00	Based on collection size of 10,000 items in outreach collection
Total Year 1	\$ 541,753.00	
Annual	\$ 406,753.00	This number would increase annually