



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, August 22, 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 May 16, 2024 minutes) (Action)**
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **Division Head reports**—Becky Damptz, Alissa Henkel, Carol Ziese
- VI. **City Librarian’s report** –Rick Meyer (Discussion)
- VII. **Reports of committees**
  - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
    - i. Software Use Policy (Action)
    - ii. Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action)
    - iii. Meeting Room Policy Clarification (Action)
    - iv. DEI Committee (Discussion)
    - v. Other
  - B. **Finance and Properties Committee**—Karl Coleman
    - i. No Meeting
  - C. **Foundation**—Rick Meyer
    - i. No meeting
  - D. **Friends of the Library** – Rick Meyer
    - i. August 8 Meeting

**E. Illinois Heartland Library System—Rick Meyer**

- i. Update on SHARE agreement

**VIII. Old Business**

- A. Open Trustee Seats (Discussion)
- B. Sale of Library Furniture (Action)
- C. Furniture Grant Update (Discussion)
- D. Other

**IX. New Business**

- A. Capital Needs (Discussion)
- B. May-July Check Registers and Vendor Report (Action)
- C. July Budget Actuals & Projection (Discussion)
- D. Security Costs (Action)
- E. 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

May 16, 2024 Meeting Minutes

Decatur Public Library

4:30pm

#### **Location: Board Room**

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

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#### **Present:**

Karl Coleman  
Sofia Xethalis  
Emily West  
Alana Banks

#### **Absent:** Elizabeth Rivera

Jacobie Jones

**Staff:** Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services, Rebecca Damptz, Head of Archives and Special Collections, Carol Ziese Head of Technical Services and Circulation, Matt Wilkerson, Head of Systems Administration

**Guests:** Mr. Mark Hubrich

**Call to Order:** Mr. Coleman called the meeting to order at 4:35pm.

**Consent Agenda (Approval of Agenda; Approval of April 18, 2024 Regular Meeting Minutes) (Action)** Mr. Coleman requested a motion to approved the consent agenda. Ms. Banks made a motion to accept the agenda and minutes. No discussion. The agenda and minutes were approved by consent.

**Public comments:** Mr. Hubrich stated that he has trouble with people interrupting him while he is using the computer, and that policies regarding eating and sleeping at the Library aren't being addressed.

**Written Communications from the Public:** None

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

**Division Head Reports (Discussion)** Ms. Damptz reported the State Archivists came and looked at the railroad maps. They were also given a tour of the archives. They invited the

Library to apply for additional grants.

Ms. Henkel reported the incident report committee has taken the access database and created an air table to document incidents and banning information to create awareness for staff.

Ms. Ziese reported staff have been working on Stackmaps. The app allows a patron to find the location of the book in the Library. The app can be used to check out the books without using the machine or stopping at the circulation counter.

Mr. Wilkerson stated that he and Chris Nihiser have replaced 15 staff computers and 12 patron computers, and updated software on several other computers. City Blue has installed 9 new printers. Watts will be picking up their computers in the next few weeks. Today's Business Solutions will be installing a new server on July 10 and 11<sup>th</sup>.

#### Reports of Committees:

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

- a. Library Building Use Policy (Action) Ms. Xethalis made a motion to table, seconded by Ms. West. All in favor. The motion was adopted.
- b. Library Records Confidentiality Policy (Action) Ms. Xethalis made a motion to accept the policy as presented, seconded by Ms. West. All in favor. The motion was adopted.
- c. DEI Committee (Discussion) Ms. Henkel reviewed the SMART goals that have been established. First is standardizing the hiring policy, alternate college degrees, job descriptions, inclusive environment as seen by staff, increased DEI collection, LGBTQIA plus safe space, culturally diverse programs and community partners, community advisory board with representative from at least 5 under represented members.

##### B. Finance and Properties Committee –Mr. Coleman

- a. Capital Needs (Discussion) Mr. Meyer discussed there were serious problems with the new roof project. The roof leaked a considerable amount in the Work Force area, and some in the Library.
- b. April 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the check register, seconded by Ms. West. Mr. Coleman requested a roll-call vote. Ms. West yes, Mr. Coleman yes, Ms. Xethalis yes, Ms. Banks yes. All in favor. The motion was adopted.
- c. April 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget details.
- d. Resolution to Accept Furniture Bids, Proposals, Alternates (Action) Ms. Banks made a motion to accept the furniture resolution, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Banks yes, Ms. West yes, Ms. Xethalis yes. All in favor. The motion was adopted. The contracts will not be signed until the outstanding grant is determined.

C. Foundation – Mr. Meyer – No meeting.

D. Friends of the Library – May 9 meeting. No discussion.

E. Illinois Heartland Library System – No discussion.

#### **Old Business**

A. Open Trustee Seat (Discussion) Mr. Coleman stated there are still open positions.

B. Sale of Library Furniture (Action) Mr. Coleman made a motion to table, seconded by Ms. Banks. All in favor. The motion was adopted.

**Adjournment**

Mr. Coleman made a motion to adjourn at 5:20pm., seconded by Ms. West. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Final 5/16/24

Circulation by Audience Physical & Electronic	Jul-23	Jul-24	Change from		2023 Total	Projected		August 2022- July 2023	August 2023- July2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Number of Adult Materials Loaned	15,495	16,416	5.9%	62.3%	177,618	185,135	4.2%	174,639	182,037	4.2%
Number of Young Adult Materials Loaned	733	1,051	43.4%	4.0%	7,316	8,404	14.9%	7,347	8,009	9.0%
Number of Children's Materials Loaned	9,281	8,897	-4.1%	33.7%	83,939	87,694	4.5%	82,722	86,228	4.2%
<b>Total Number of Materials Loaned</b>	<b>25,509</b>	<b>26,364</b>	<b>3.4%</b>		<b>268,873</b>	<b>281,233</b>	<b>4.6%</b>	<b>264,708</b>	<b>276,274</b>	<b>4.4%</b>

Circulation by Material Type	Jul-23	Jul-24	Change from		2023 Total	Projected		August 2022- July 2023	August 2023- July2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Books Loaned--Physical	16,655	16,647	0.0%	63.1%	165,521	166,684	0.7%	164,780	166,230	0.9%
Videos/DVDs Loaned--Physical	3,373	3,976	17.9%	15.1%	39,535	41,205	4.2%	40,672	40,516	-0.4%
Audios, Including Music Loaned--Physical	884	703	-20.5%	2.7%	9,775	8,237	-15.7%	9,345	8,859	-5.2%
Magazines/Periodicals Loaned--Physical	252	222	-11.9%	0.8%	3,060	2,741	-10.4%	3,182	2,872	-9.7%
Other Items Loaned--Physical	8	29	262.5%	0.1%	740	161	-78.3%	1,767	253	-85.7%
Use of Circulating Electronic Materials	4,337	4,787	10.4%	18.2%	50,242	63,412	26.2%	44,962	57,544	28.0%
<b>Total</b>	<b>25,509</b>	<b>26,364</b>	<b>3.4%</b>		<b>268,873</b>	<b>282,439</b>	<b>5.0%</b>	<b>264,708</b>	<b>276,274</b>	<b>4.4%</b>

<b>Successful Retrieval of Electronic Information</b>	<b>16,331</b>	<b>29,154</b>	<b>78.5%</b>	<b>52.5%</b>	<b>233,907</b>	<b>294,526</b>	<b>25.9%</b>	227,314	273,321	20.2%
<b>Electronic Content Use</b>	<b>20,668</b>	<b>33,941</b>	<b>64.2%</b>	<b>61.1%</b>	<b>284,149</b>	<b>357,937</b>	<b>26.0%</b>	272,276	330,865	21.5%

Total Collection Use	Jul-23	Jul-24	Change from		2023 Total	Projected		August 2022- July 2023	August 2023- July2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
<b>Total Collection Use</b>	<b>41,840</b>	<b>55,518</b>	<b>32.7%</b>		<b>502,780</b>	<b>576,965</b>	<b>14.8%</b>	492,022	549,595	11.7%

Interlibrary Loan	Jul-23	Jul-24	Change from		2023 Total	Projected		August 2022- July 2023	August 2023- July2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Interlibrary Loans Provided To Other Libraries	2,898	3,039	4.9%	51.6%	41,045	45,332	10.4%	41,410	40,369	-2.5%
Interlibrary Loans Received FROM Other Libraries	2,458	2,849	15.9%	48.4%	30,414	37,516	23.4%	29,804	31,518	5.8%
<b>Total ILL Transactions</b>	<b>5,356</b>	<b>5,888</b>	<b>9.9%</b>		<b>71,459</b>	<b>82,848</b>	<b>15.9%</b>	71,214	71,887	0.9%

Other Stats	Jul-23	Jul-24	Change from		2023 Total	Projected		August 2022- July 2023	August 2023- July2024	Change
			2022	% of Total		2024 Projection	Change from 2023			

New Patron Registrations	206	213	3.4%	2,374	2,780	17.1%	2,271	2,383	4.9%
# of Visitors (Security Gate)	12,082	14,357	18.8%	133,995	183,594	37.0%	128,183	146,483	14.3%
# Visitors Lobby Counter	14,944	14,347	-4.0%	159,146	187,842	18.0%	162,528	159,188	-2.1%
Local History # of visitors	32	421	1215.6%	607	5,925	876.1%	489	3,072	528.2%
Adult Programs Active	189	230	21.7%	3,751	2,171	-42.1%	3,448	2,481	-28.0%
Adult Programs Passive	25	35	40.0%	1,130	884	-21.7%	1,341	940	-29.9%
Adult Programs Virtual Live	30	5	-83.3%	814	777	-4.5%	485	774	59.6%
Adult Programs Virtual Recorded	31	39	25.8%	755	1,852	145.3%	408	1,032	152.9%
YA Programs Active	30	36	20.0%	81	327	303.2%	75	145	93.3%
YA Programs Passive	1	7	600.0%	281	232	-17.5%	237	253	6.8%
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	655	588	-10.2%	9,926	11,466	15.5%	10,454	10,157	-2.8%
Children's Programs Passive	113	217	92.0%	5,346	8,151	52.5%	4,938	6,710	35.9%
Children's Virtual Live	0	4	#DIV/0!	1,227	1,287	4.9%	1,114	1,255	12.7%
Children's Virtual Recorded	0	44	#DIV/0!	0	#DIV/0!	#DIV/0!	0	44	#DIV/0!
Total Programs	1,074	3,312	<b>208.4%</b>	23,311	26,089	<b>11.9%</b>	22,500	23,791	5.7%
Public Sessions	1,584	484	-69.4%	20,380	19,918	-2.3%	20,170	18,560	-8.0%
Wireless Sessions	1,228	929	-24.3%	13,555	16,498	21.7%	14,916	13,862	-7.1%
Website Sessions	10,084	11,209	11.2%	129,620	147,240	13.6%	123,140	128,872	4.7%
Unique Visits	5,927	6,366	7.4%	77,699	84,366	8.6%	74,565	75,384	1.1%
Page Views	19,953	33,683	68.8%	373,539	245,366	-34.3%	442,127	266,800	-39.7%
Self Checks	8,807	9,136	3.7%	84,526	99,935	18.2%	84,333	83,898	-0.5%
Percentage of Self Checks	1	1	1.5%	49%	50%		6	3	
Assists Adult	2,892	2,979	3.0%	33,661	41,932	24.6%	29,378	34,817	18.5%
Assists Children	1,084	1,334	23.1%	12,682	14,224	12.2%	11,672	12,474	6.9%
Assists Local history	141	106	-24.8%	1,284	1,340	4.4%	1,501	1,174	-21.8%
IT help calls	113	120	6.2%	1,303	1,650	26.6%	1,127	1,349	19.7%
Searches in Catalog	19,056	30,143	58.2%	286,435	412,124	43.9%	228,744	323,994	41.6%
Number of Items processed	1,612	1,469	-8.9%	17,526	17,962	2.5%	18,406	16,127	-12.4%
Number of Items Withdrawn from Collection	1,262	121	-90.4%	22,697	13,096	-42.3%	14,959	17,232	15.2%
Number of mended items	147	245	66.7%	2,166	3,148	45.4%	2,266	2,497	10.2%
Number of items ordered	583	404	-30.7%	7,545	6,139	-18.6%	8,063	6,164	-23.6%
Number of records added to database	1,465	1,224	-16.5%	15,360	14,818	-3.5%	16,140	13,630	-15.6%



## DECATUR PUBLIC LIBRARY

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### Software Use Policy

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the software manager or designated department, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to this policy. The following points are to be followed in order to comply with software license agreements:

- All software, including fonts, whether downloaded or installed by disk or other means, must be pre-approved by the Systems Administrator. This includes software known as freeware or shareware.
- All users must use all software in accordance with license agreements and the Decatur Public Library software policy. All users acknowledge that they do not own this software or its related documentation, and, that unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.
- Decatur Public Library will not tolerate the use of any unauthorized copies of software or fonts in our organization. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. Users must not condone illegal copying of software under any circumstances. Anyone who makes, uses, or otherwise acquires unauthorized software will be appropriately disciplined.
- Any user who determines that there may be a misuse of software within the organization will notify the Systems Administrator.

I have read Decatur Public Library software code of ethics. I am fully aware of our software compliance policies and agree to abide by them. I understand that violation of any above policies may resulting my termination.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**Approved by DPL Board of Trustees May 20, 2021**

# DECATUR PUBLIC LIBRARY POLICY AGAINST WORKPLACE DISCRIMINATION, HARASSMENT, VIOLENCE AND RETALIATION

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**Effective Date**

**Revision 1**

**Page 1 of 7**

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**1.0 POLICY STATEMENT:** The Decatur Public Library (the “Library”) strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the workplace should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees are expected to conduct themselves in an appropriate manner, as judged by a reasonable person. Employees should be able to work and learn in a safe and stimulating atmosphere. The accomplishment of this goal is essential to the mission of the Library. For that reason, the Library will not tolerate unlawful discrimination or harassment, violence or retaliation of any kind. Through enforcement of this policy and by education of employees, the Library will seek to prevent, correct and discipline behavior that violates this policy. All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

**2.0 PROCEDURES:** Behaviors prohibited by this policy include unlawful discrimination, harassment, sexual harassment, workplace violence, and retaliation.

## **2.1 UNLAWFUL DISCRIMINATION**

It is unlawful and a violation of this policy to discriminate in Library employment, benefits, working conditions, or evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, ancestry, marital status or unfavorable military discharge. It is the policy of the Library to ensure all employees of the Library receive fair and impartial access to State and Federal organizations if they feel an act of unlawful discrimination has been committed against them in the course of work by the Library. As a matter of policy, parties involved in the alleged discrimination will be encouraged to settle their differences, to the mutual satisfaction of all at any step in the process, and as soon as practicable. Employees wishing to file a discrimination complaint against the Library may contact the City Librarian for guidance to the proper organizations to contact.

## **2.2. SEXUAL HARASSMENT**

Harassment on the basis of sex is a violation of Section 703 of Title VII of the U.S. Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include both verbal and nonverbal behavior such as sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another, statements about other employees, even outside of their presence, of a sexual nature, obscene or sexually suggestive gestures or noises, signs or materials of a sexual nature and/or the use of electronic devices and social media to harass or

threaten. For purposes of this definition, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Employees should promptly report incidents of sexual harassment in the workplace to the employee's supervisor or the City Librarian. The City Librarian, or his/her designee, will conduct thorough, prompt, and confidential investigations of the allegations. In cases of incidents of sexual harassment by an employee's supervisor, reports should be made to the offending supervisor's supervisor and to the City Librarian. If the City Librarian is the harasser, reports should be made to the Board President. Retaliation for reporting sexual harassment allegations is prohibited as set forth in Section 2.5 of this Policy and may be protected under the State Officials and Employees Ethics Act (5 ILCS 430/15-10); the Whistleblower Protection Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).

Sexual harassment is considered a form of sex discrimination. Procedures for filing such complaints are explained herein and in Section 2.1 of this of this Policy. If relief is not obtained through informal means, employees may also file discrimination complaints on such matters with state, and/or federal civil rights agencies. The Illinois Department of Human Rights has a State of Illinois Sexual Harassment and Discrimination Helpline. That number is 1-877-236-7703, and the website is [www.illinois.gov/SexualHarassment](http://www.illinois.gov/SexualHarassment). The federal agency that handles sexual harassment is the Equal Employment Opportunity Commission (EEOC). Their number is 1-800-669-4000, and the website is [www.EEOC.gov](http://www.EEOC.gov). Training on this policy will be provided to all new employees by the Library. The City Librarian, or his or her designee, will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Such refresher training should be provided annually, and at any time material changes are made to this policy. The City Librarian shall have final authority regarding disciplinary action for sexual harassment and/or retaliation.

### **2.2.1 COMPLAINTS OF SEXUAL HARASSMENT OF AN ELECTED OFFICIAL BY ANOTHER ELECTED OFFICIAL.**

Public Act (P.A) 101-0221 amended the State Officials and Employees Ethics Act to require the independent review of complaints of sexual harassment of an elected official, the Library will retain an experience outside consultant to receive complaints of sexual harassment of an elected official by another elected official and independently review those complaints. When completed, that review will be provided to the Library for appropriate action under this policy. Elected officials may also report allegations of sexual harassment to the City Librarian. The Library presently has no elected officials.

### **2.3. HARRASSMENT**

Harassment on the basis of any other protected characteristic is also prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that is placed on the employer's premises or circulated in the workplace (including through e-mail) which denigrates or shows hostility or aversion toward an individual or group.

The Library encourages individuals who believe they are being subjected to such conduct to advise the offender that the behavior is unwelcome and to request that it stop. Often, this action alone will resolve the problem, but the Library recognizes that individuals may prefer to pursue the matter through complaint procedures.

Such harassment is considered a form of unlawful discrimination. If relief is not obtained through informal means, employees may file discrimination complaints on such matters with state, and/or federal civil rights agencies. Procedures for filing such complaints are explained in Section 2.1 of this Policy.

## **2.4 WORKPLACE VIOLENCE**

Workplace violence includes assault, criminal damage to property, disorderly conduct, harassment, larceny, menacing behavior, reckless endangerment, robbery, and sex offenses (including lewdness, sex abuse, sodomy and rape) on the job.

To minimize workplace violence, the Library's librarian will assess employee and public vulnerability to workplace violence at all locations, audit workplace violence prevention efforts, oversee employee training programs in violence prevention, regularly review reports of incidents of violence in the workplace to recommend changes to correct hazards, communicate with similar local governments concerning experiences with workplace violence, work with supervisors to determine the presence of hazards, conditions, operations and other situations which might place workers at risk of occupational assault incidents, and survey employees to identify the potential for violent incidents and to identify the need for improved security measures.

The Library will provide training for all employees on identifying and reporting workplace violence incidents, recognizing signs of potential violence, reviewing measures instituted to prevent workplace violence, and describing post-incident medical follow-up, counseling, and reporting procedures. Employees should report signs of potential violence to supervisors immediately.

The Library encourages employees to bring their differences with other employees to the attention of their supervisors or the City Librarian before such situations escalate into potential violence. The Library is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Employees should report incidents and threats of workplace violence to their supervisors immediately and can complete the Library's "Incident Report Form". Supervisors will promptly investigate allegations of workplace violence, per the Library's policy on workplace investigations, and will ensure copies of incident reports are forwarded on all incidents to the City Librarian. In cases of incidents committed by an employee's supervisor, reports should be made directly to the offending supervisor's supervisor and to the City Librarian. If it is the City Librarian reports should be turned into the Board President.

Threats, threatening conduct or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, including reprimand, suspension and/or discharge. Non-employees engaged in violent acts on the Library's premises or directed toward a Library employee conducting library business will be reported to the proper authorities and fully prosecuted.

Supervisors will refer perpetrators of incidents and threats of workplace violence to the Library's employee assistance program (EAP) and will determine appropriate follow up and disciplinary action. Employees

will not be permitted to return to the workplace until such time as the EAP professional indicates in writing that the employee is complying with EAP recommendations and is fit to return to duty. Such referrals shall be considered "directed referrals". Employees failing to cooperate with directed referrals will be considered "absent without leave", and will be subject to possible disciplinary action, up to and including reprimand, suspension and/or discharge.

The Library will maintain an accurate record of all workplace violence incidents. Any on-duty injuries that occur as a result of a workplace violence incident will be reported and recorded. The Library will ensure that all injuries that require more than first aid, that result in a loss-time injury, that requires modified duty or that the cause of loss of consciousness will be recorded on the OSHA 300 log, and, should be reported on the standard job injury reporting forms. Doctors' reports and supervisors' reports of each incident will be kept with workers compensation files. Incidents of abuse, verbal attack, or aggressive behavior which may be threatening to the employee, but not resulting in injury, will also be recorded.

## **2.5 RETALIATION**

Retaliation is defined as: the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any employee that is taken as a result of an employee's or official's involvement in protected activity pursuant to this policy. This policy prohibits any retaliation against any employee or official for 1) filing a charge of discrimination, harassment, workplace violence or retaliation, 2) participating in an investigation or opposing discriminatory, harassing, violent practices or retaliation, or 3) being the target of discrimination, sexual harassment, harassment, workplace violence and/or retaliation. No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. Any witness to an incident of sexual harassment will be protected from retaliation.

## **2.6 FALSE REPORTING**

The filing of false, malicious, frivolous and/or groundless reports and/or complaints of discrimination, sexual harassment, workplace violence and/or retaliation is an abuse of this policy and is prohibited.

## **3.0. RESPONSIBILITY**

It is the responsibility of each department director to ensure that all supervisory personnel are aware at all times of this policy. It is the responsibility of all supervisors to ensure that all of their employees are aware of this policy and of the confidential means available to them for reporting incidents.

Training on this policy will be provided to all new employees by the librarian. The Library will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Sexual harassment training shall be provided annually.

It is the responsibility of the Library to effect investigations of informal allegations of incidents. Such investigations may be assigned to the appropriate Library personnel.

Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. The City Librarian, or his or her designee, shall have final authority on disciplinary action for policy violations.

APPROVED:

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President, Decatur Public Library  
Board of Trustees

**Workplace Incident Report Form  
Victim's Report**

1. Victim's Name:	2. Job Title:
3. Address:	4. City: <span style="float: right;">ST      Zip:</span>
5. Home Phone:	6. Work Phone:
7. Work Location:	8. Work Address:
9. Department:	10. Division:
11. Incident Date:	12. Incident Time:
13. Incident Location:	
14. Type of Incident: (See definitions on reverse side) (Check one): <input type="checkbox"/> Assault <input type="checkbox"/> Criminal Damage to Property <input type="checkbox"/> Disorderly Conduct <input type="checkbox"/> Harassment <input type="checkbox"/> Larceny <input type="checkbox"/> Menacing <input type="checkbox"/> Reckless Endangerment <input type="checkbox"/> Robbery <input type="checkbox"/> Sex Offense <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Other (Please Specify)	
15. Injuries to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Treatment Location:
17. Describe injuries:	
18. Did police respond to incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Police Agency:
20. Police report filed? <input type="checkbox"/> Yes <input type="checkbox"/> No	21. Police Report #
22. Was supervisor notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	23. Supervisor's Name:
24. Union/employee rep notified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25. Representative's Name:
26. Alleged Assailant/Perpetrator (check one): <input type="checkbox"/> Intruder <input type="checkbox"/> Citizen <input type="checkbox"/> Customer <input type="checkbox"/> Visitor <input type="checkbox"/> Co-Worker, <input type="checkbox"/> Former Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Relative <input type="checkbox"/> Friend/Acquaintance <input type="checkbox"/> Arrestee/Detainee <input type="checkbox"/> Other (Please specify):	
27. Alleged Perpetrator's Name:	28. Alleged Perpetrator's Age (if known):
29. Address (if known):	30. City: <span style="float: right;">ST      Zip</span>
31. Brief Description of the Incident:	
32. Did incident involve a weapon? <input type="checkbox"/> Yes <input type="checkbox"/> No    Description of weapon:	
33. Was inappropriate action/violence directed only at one victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	
34. Was victim alone when the incident occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No    List other victims/witnesses:	
35. Did victim have any reason to believe that an incident might occur? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, why?	
36. What can be done to prevent a future similar incident?	
37. <b>The victim's confidentiality will be protected as much as practical and this information will be shared on a need to know basis only.</b>	
38. Victim's Signature:	39. Date:
40. Signature of person preparing this form (if different than victim):	

**Definitions of Incidents:**

1. **ASSAULT:** The intentional use of physical injury (impairment of physical conditions or substantial pain) to another person, with or without a weapon or dangerous instrument.
2. **CRIMINAL DAMAGE TO PROPERTY:** Intentional or reckless damage to the property of another person without permission.
3. **DISORDERLY CONDUCT:** Intentionally causing public inconvenience, annoyance or alarm or recklessly creating a risk thereof by fighting (without injury) or in violent or threatening behavior, or making unreasonable noise, shouting abuse, misbehaving, disturbing an assembly or meeting of persons, or creating hazardous conditions by an act which serves no legitimate purpose.
4. **HARASSMENT:** any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person that:
  - a. Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
  - b. Has the purpose or effect of unreasonably interfering with an employee's work performance.
  - c. Affects an employee's employment opportunities or compensation.
  - d. May include: intentionally striking, shoving or kicking another or subjecting another person to physical contact, or threatening to do the same (without physical injury). Also, using abusive or obscene language or following a person in or about a public place, or engaging in a course of conduct which alarms or seriously annoys another person.
5. **SEXUAL HARASSMENT:** Any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-worker or third party.
6. **DISCRIMINATION:** Occurs whenever an employment decision for a member of any of the protected classes, is based on the employee's membership in that class rather than on the employee's job performance. Discriminatory practices can also include:
  - a. Harassment—see above.
  - b. Retaliation—against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.
7. **LARCENY:** Wrongfully taking, depriving, or withholding property from another (no force involved). Victim may or may not be present.
8. **MENACING:** Intentionally placing or attempting to place another person in fear of imminent serious physical injury.
9. **RECKLESS ENDANGERMENT:** Subjecting individuals to danger by recklessly engaging in conduct which creates substantial risk of serious physical injury.
10. **ROBBERY:** Forcible stealing of another's property by use of threat of immediate physical force. (Victim is present and aware of theft.)
11. **SEX OFFENSE:**
  - a. Public Lewdness: Exposure of sexual organs to others.
  - b. Sexual Abuse: Subjecting another to sexual contact without consent.
  - c. Sodomy: A deviant sexual act committed as in rape.
  - d. Rape: Sexual intercourse without consent.



## 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 48 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

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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.~~

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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**  
**Amended April 18, 2024**  
**effective January 1, 2025**

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2024 to 5/31/2024

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160103	05/02/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	712.00	OFFICE SUPPLIES
160112	05/02/2024	BREWSTER, CONNIE K 04/09/24 PRESCHOOL ART/ MONETS GARDEN	150.00	OTHER LIBRARY GRANT EXI
160128	05/02/2024	DECATUR BLUEPRINT, INC. BUSINESS CARDS/K COLEMAN	80.00	OFFICE SUPPLIES
160130	05/02/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	220.04	OTHER LIBRARY GRANT EXI
160137	05/02/2024	EYTCHEISON, KATIE SUPPLIES REIMBURSEMENT FOR PARTIES	212.36	OTHER LIBRARY GRANT EXI
160146	05/02/2024	HARLESS, NOAH TRAVEL REIMBURSEMENT	166.37	CONFERENCES & TRAVEL
160171	05/02/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	443.88	OFFICE SUPPLIES
160192	05/02/2024	SAM'S CLUB ACCT 9064	255.21	OTHER LIBRARY GRANT EXI
160194	05/02/2024	SCHNIEDERJAN, MEGAN 03/09/24 CHILDRENS YOGA 03/23/24 CHILDRENS YOGA 04/27/24 CHILDRENS YOGA	300.00	OTHER LIBRARY GRANT EXI
160211	05/02/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	1,211.79	SERV-OFFICE EQUIPMENT
160227	05/09/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	597.67	OFFICE SUPPLIES
160264	05/09/2024	EYTCHEISON, KATIE KRAFTY THINGS REIMBURSEMENT	265.17	OTHER LIBRARY GRANT EXI
160273	05/09/2024	HECKWINE, BETTI JO MAR-MAY'24 SERVICE ANNIVERSARIES	61.53	OTHER LIBRARY GRANT EXI
160276	05/09/2024	HR SOURCE 2025 MEMBERSHIP DUES	1,260.00	PROFESSIONAL SERVICES
160279	05/09/2024	ILLINOIS LIBRARY ASSOCIATION CHILDRENS SRP 2024 / JOHN SCHIRLE	1,247.07	OTHER LIBRARY GRANT EXI
160289	05/09/2024	KILEY KLEIN, LTD LEGAL SERVICES	280.50	PROFESSIONAL SERVICES
160308	05/09/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	503.30	OFFICE SUPPLIES

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

**For invoices from -- 5/1/2024 to 5/31/2024**

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
160350	05/09/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.62	TELEPHONE
160357	05/10/2024	COMMERCIAL MAIL SERVICES APR 16 - APR 30'24	192.28	POSTAGE
160367	05/16/2024	AMAZON PAYMENTS RETURN AGAINST INV 1313-4PKC-4KRM RETURN AGAINST INV 1V1C-P7GV-3MFJ PURCHASE FOR OTHER LIBRARY GRANTS CYBERGEEK NANO A1 PURCHASE FOR OTHER LIBRARY GRANTS ACCT A3D6PYLXS49OR / 2024 MEMBERSHIP FEE PURCHASE FOR OTHER LIBRARY GRANTS	2,585.69	SMALL CAPITAL ITEMS
160374	05/16/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	712.61	OFFICE SUPPLIES
160382	05/16/2024	BREWSTER, CONNIE K REPLACES CK#157670 PRESCHOOL ART 12/05/23 PRESCHOOL ART BUBBLES & BLOOMS 05/07/24	275.00	OTHER LIBRARY GRANT EXI
160385	05/16/2024	BUSEY BANK BOX 151001511 /ANNUAL FEE	45.00	BANKING SERVICE CHARGE
160408	05/16/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	873.82	OFFICE SUPPLIES
160422	05/16/2024	FRAZIER, ALIX TRAVEL REIMBURSEMENT	136.01	CONFERENCES & TRAVEL
160445	05/16/2024	MAVERIK MARKETING READICULOUS T-SHIRTS	282.98	OTHER LIBRARY GRANT EXI
160448	05/16/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	8,904.07	OFFICE SUPPLIES
160461	05/16/2024	PAETEC ACCT 633318933001	52.65	TELEPHONE
160463	05/16/2024	PAWPRINT MINISTRIES READ W/PAWPRINT 4 SESSIONS MAR & APR'24	400.00	OTHER LIBRARY GRANT EXI
160465	05/16/2024	PEASE, CONNIE L JAN-JUN'24 1HR SESSION PER MONTH	210.00	OTHER LIBRARY GRANT EXI
160471	05/16/2024	PRODUCT LLC COMPLETION OF BID DOCUMENTS	5,243.88	PROFESSIONAL SERVICES

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 5/1/2024 to 5/31/2024

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160478	05/16/2024	SCHIRLE, JOHN VOLUNTEER SRP T-SHIRTS	180.54	OTHER LIBRARY GRANT EXI
160479	05/16/2024	SCHNIEDERJAN, MEGAN CHILDRENS YOGA 05/11/24	100.00	OTHER LIBRARY GRANT EXI
160503	05/16/2024	UNIQUE MANAGEMENT SERVICES APR'24 PLACEMENTS	285.65	PROFESSIONAL SERVICES
160513	05/16/2024	WILLIAMSVILLE PUBLIC LIBRARY AND MUSEUM LOST OR DAMAGED MATERIALS	25.00	LOST OR DAMAGED BOOKS
160514	05/16/2024	WINDSOR STORM MEMORIAL PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	7.00	LOST OR DAMAGED BOOKS
160530	05/23/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	518.87	OFFICE SUPPLIES
160546	05/23/2024	CINDY'S DELIGHT DEPOSIT FOR CATERING 05/31/24 EVENT	100.00	OTHER LIBRARY GRANT EXI
160552	05/23/2024	COMMERCIAL MAIL SERVICES MAY 1 - MAY 15'24	245.64	POSTAGE
160557	05/23/2024	DAMPTZ, REBECCA REIMBURSEMENT FOR DROP CLOTH	21.70	OFFICE SUPPLIES
160559	05/23/2024	DECATUR AREA ARTS COUNCIL RENTAL OF LIGHTING EQUIP FOR SONGWRITERS E'	100.00	OTHER LIBRARY GRANT EXI
160574	05/23/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
160589	05/23/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,488.02	OFFICE SUPPLIES
160602	05/23/2024	SCHNIEDERJAN, MEGAN CHILDRENS YOGA 05/18/24	100.00	OTHER LIBRARY GRANT EXI
160603	05/23/2024	SCOVILL ZOO MOBILE ZOO PRESENTATION FOR 05/29/24	300.00	OTHER LIBRARY GRANT EXI
160608	05/23/2024	SOUNDCHECK MUSIC SOUND SYSTEM FOR READICULOUS	6,762.00	OTHER LIBRARY GRANT EXI
160618	05/23/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.62	TELEPHONE
160630	05/30/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	847.08	OFFICE SUPPLIES
160637	05/30/2024	CARRIE CHANDLER PERFORMANCE FOR SONGWRITER EVENT	100.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 5/1/2024 to 5/31/2024

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160639	05/30/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	108.00	SMALL CAPITAL ITEMS
160641	05/30/2024	CINDY'S DELIGHT CATERING FOR SONGWRITER EVENT 05/31/24	900.00	OTHER LIBRARY GRANT EXI
160646	05/30/2024	DANIEL S PETERSON CHLDRENS ANIMAL PROGRAM JUNE 3'24	463.00	OTHER LIBRARY GRANT EXI
160649	05/30/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	5,205.48	SECURITY
160668	05/30/2024	JESSICA JOLLY SPAIN PERFORMANCE FOR SONGWRITER EVENT	100.00	OTHER LIBRARY GRANT EXI
160669	05/30/2024	KANOPY LIBRARY STREAMING SERVICE	497.00	PER CAPITA GRANT EXPENS
160676	05/30/2024	LUCAS, MADISON BARTENDING SERVICES SONGWRITERS EVENT 05/3	290.00	OTHER LIBRARY GRANT EXI
160682	05/30/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	300.27	OFFICE SUPPLIES
160691	05/30/2024	ONLINE COMPUTER LIBRARY CENTER, INC IFM POSTAGE	25.26	POSTAGE
160694	05/30/2024	PEERLESS NETWORK, INC ACCT 1212890	336.35	TELEPHONE
160699	05/30/2024	PROQUEST INFORMATION & LEARNING DATABASE	1,445.37	PER CAPITA GRANT EXPENS
160703	05/30/2024	RILEY, ASHLEY HOSTING/PERFORMANCE SONGWRITER EVENT 05/3	100.00	OTHER LIBRARY GRANT EXI
160735	05/31/2024	RILEY, ASHLEY HOSTING/PERFORMANCE SONGWRITER EVENT 05/3	150.00	OTHER LIBRARY GRANT EXI
23005937	05/02/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,154.00	OTHER LIBRARY GRANT EXI
23006002	05/16/2024	REGIONS/CREDIT CARD ACCT 7213	3,614.01	OTHER LIBRARY GRANT EXI
23006012	05/16/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,269.40	OTHER LIBRARY GRANT EXI
23006016	05/30/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,096.30	OTHER LIBRARY GRANT EXI

**Total for: 35      57,752.06**

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2024 to 5/31/2024

**59 -- LIBRARY TRUST FUNDS**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
160103	05/02/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	200.37	BOOKS & PERIODICALS
160227	05/09/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	289.50	BOOKS & PERIODICALS
160367	05/16/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	36.45	BOOKS & PERIODICALS
160374	05/16/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	701.84	BOOKS & PERIODICALS
160530	05/23/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	494.86	BOOKS & PERIODICALS
160630	05/30/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,009.34	BOOKS & PERIODICALS
160699	05/30/2024	PROQUEST INFORMATION & LEARNING DATABASE	4,366.51	BOOK AND PERIODICALS
			<b>Total for: 59</b>	<b>7,098.87</b>
			<b>Total for All:</b>	<b>\$64,850.93</b>

## MAY VENDOR REPORT

<b>Vendor Name</b>	<b>Amount</b>
AMAZON PAYMENTS Total	\$2,622.14
BAKER & TAYLOR CO Total	\$6,084.14
BREWSTER, CONNIE K Total	\$425.00
BUSEY BANK Total	\$45.00
CARRIE CHANDLER Total	\$100.00
CDW GOVERNMENT INC Total	\$108.00
CINDY'S DELIGHT Total	\$1,000.00
COMMERCIAL MAIL SERVICES Total	\$437.92
DAMP TZ, REBECCA Total	\$21.70
DANIEL S PETERSON Total	\$463.00
DECATUR AREA ARTS COUNCIL Total	\$100.00
DECATUR BLUEPRINT, INC. Total	\$80.00
DECATUR CIVIC CENTER AUTHORITY Total	\$5,205.48
DEMCO INC Total	\$1,093.86
EYCHISON, KATIE Total	\$477.53
FRAZIER, ALIX Total	\$136.01
HARLESS, NOAH Total	\$166.37
HECKWINE, BETTI JO Total	\$61.53
HR SOURCE Total	\$1,260.00
ILLINOIS LIBRARY ASSOCIATION Total	\$1,247.07
JESSICA HILL CONSULTING LLC Total	\$3,519.70
JESSICA JOLLY SPAIN Total	\$100.00
JONES & THOMAS Total	\$420.00
KANOPI Total	\$497.00
KILEY KLEIN, LTD Total	\$280.50
LUCAS, MADISON Total	\$290.00
MAVERIK MARKETING Total	\$282.98
MIDWEST TAPE, LLC Total	\$12,639.54
ONLINE COMPUTER LIBRARY CENTER, INC Total	\$25.26
PAETEC Total	\$52.65
PAWPRINT MINISTRIES Total	\$400.00
PEASE, CONNIE L Total	\$210.00
PEERLESS NETWORK, INC Total	\$336.35
PRODUCT LLC Total	\$5,243.88
PROQUEST INFORMATION & LEARNING Total	\$5,811.88
REGIONS/CREDIT CARD Total	\$3,614.01
RILEY, ASHLEY Total	\$250.00
SAM'S CLUB Total	\$255.21
SCHIRLE, JOHN Total	\$180.54
SCHNIEDERJAN, MEGAN Total	\$500.00
SCOVILL ZOO Total	\$300.00
SOUNDCHECK MUSIC Total	\$6,762.00
UNIQUE MANAGEMENT SERVICES Total	\$285.65
VERIZON WIRELESS Total	\$215.24
WATTS COPY SYSTEMS Total	\$1,211.79
WILLIAMSVILLE PUBLIC LIBRARY AND MUSEUM Total	\$25.00
WINDSOR STORM MEMORIAL PUBLIC LIBRARY Total	\$7.00
<b>Grand Total</b>	<b>\$64,850.93</b>

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 6/1/2024 to 6/30/2024

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
160748	06/06/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	848.23	OFFICE SUPPLIES
160776	06/06/2024	STRINGER, BETH E 2 ANNUAL SUSCRIPTIONS CIRCULATION/LOCAL HIS	28.00	BOOKS & PERIODICALS
160781	06/06/2024	DYNAGRAPHICS UPDATED DONOR WALL	195.51	PROFESSIONAL SERVICES
160805	06/06/2024	ILLINOIS LIBRARY ASSOCIATION ONLINE JOB POSTING	100.00	ADVERTISING
160833	06/06/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	1,748.14	PER CAPITA GRANT EXPENSE
160896	06/06/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	627.39	SERV-OFFICE EQUIPMENT
160904	06/13/2024	AMAZON PAYMENTS RETURN ON INV 1Y3Y-4YRV-W1D6 RETURN ON INV 1N1Y-GG9K-W9FQ PURCHASE FOR OTHER LIBRARY GRANTS	4,791.49	SMALL CAPITAL ITEMS
160908	06/13/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,118.56	OFFICE SUPPLIES
160909	06/13/2024	BARCLAY PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	27.00	LOST OR DAMAGED BOOKS
160913	06/13/2024	BIBLIOTHECA, LLC SELFCHECK & RFID WORKSTATION SOFTWARE	2,858.67	SERV-OFFICE EQUIPMENT
160922	06/13/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	399.24	OFFICE SUPPLIES
160926	06/13/2024	CLUTTER INVESTIGATIONS, INC. BACKGROUND SCREENING	60.00	PROFESSIONAL SERVICES
160931	06/13/2024	COMMERCIAL MAIL SERVICES MAY 16 - MAY 31'24	184.45	POSTAGE
160954	06/13/2024	HECKWINE, BETTI JO REIMBURSEMENT FOR JUN/JUL SERV REC	30.21	OTHER LIBRARY GRANT EXI
160981	06/13/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,570.63	OFFICE SUPPLIES
160991	06/13/2024	PAETEC ACCT 633318933001	55.31	TELEPHONE
161006	06/13/2024	STRIGLOS/HAINES & ESSICK COLOR PRINT PAPER	342.99	OFFICE SUPPLIES

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 6/1/2024 to 6/30/2024

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
161020	06/13/2024	UNIQUE MANAGEMENT SERVICES PLACEMENTS FOR MAY'24	423.55	PROFESSIONAL SERVICES
161025	06/13/2024	WALLENDER-DEDMAN PRINTING READING LOG BROCHURE/SPANISH	560.00	OTHER LIBRARY GRANT EXI
161059	06/20/2024	BREWSTER, CONNIE K PRESCHOOL ART /POTATO STAMP DONUTS SCHOOLAGE ART/POP ART DONUTS	400.00	OTHER LIBRARY GRANT EXI
161070	06/20/2024	COMMERCIAL MAIL SERVICES JUNE 1 - JUNE 15'24	234.42	POSTAGE
161112	06/20/2024	KILEY KLEIN, LTD MAY'24 LEGAL REPRESENTATION	264.00	PROFESSIONAL SERVICES
161132	06/20/2024	O'FALLON PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	27.99	LOST OR DAMAGED BOOKS
161144	06/20/2024	SCHOLASTIC LIBRARY PUBLISHING CHILDREN'S SRP	1,681.78	OTHER LIBRARY GRANT EXI
161190	06/27/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	230.87	OFFICE SUPPLIES
161204	06/27/2024	CANON FINANCIAL SERVICES, INC SERVICE OFFICE EQUIPMENT COPIERS PRINTERS	780.60	SERV-OFFICE EQUIPMENT
161214	06/27/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,815.63	SECURITY
161217	06/27/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	105.06	OTHER LIBRARY GRANT EXI
161247	06/27/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
161248	06/27/2024	KANOPY LIBRARY STREAMING SERVICE	452.00	PER CAPITA GRANT EXPENSE
161256	06/27/2024	LEADR TECHNOLOGIES, INC SOFTWARE SUBSCRIPTION	4,560.00	COMPUTER SOFTWARE
161258	06/27/2024	LYNGSOE SYSTEMS INC AGREEMENT B25589-924-00 07/12/24-07/12/25	5,955.00	SERV-OFFICE EQUIPMENT
161263	06/27/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	8,788.79	OFFICE SUPPLIES
161276	06/27/2024	PEERLESS NETWORK, INC ACCT 1212890	336.88	TELEPHONE

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 6/1/2024 to 6/30/2024

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
161281	06/27/2024	RR DONNELLEY LIBRARY CARDS/KEY CARDS	771.47	OFFICE SUPPLIES
161284	06/27/2024	SCOVILL ZOO MOBILE ZOO 07/01/24	225.00	OTHER LIBRARY GRANT EXI
161305	06/27/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	188.42	TELEPHONE
161308	06/27/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	241.52	SERV-OFFICE EQUIPMENT
23006046	06/13/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,038.60	OTHER LIBRARY GRANT EXI
23006053	06/20/2024	REGIONS/CREDIT CARD ACCT 7213	1,052.04	COMPUTER SOFTWARE
23006092	06/27/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	807.80	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>50,347.24</b>	

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160748	06/06/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	256.34	BOOKS & PERIODICALS
160776	06/06/2024	STRINGER, BETH E 2 ANNUAL SUSCRIPTIONS CIRCULATION/LOCAL HIST	28.00	BOOK AND PERIODICALS
160908	06/13/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,576.42	BOOKS & PERIODICALS
161190	06/27/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	406.14	BOOKS & PERIODICALS
<b>Total for: 59</b>			<b>2,266.90</b>	
<b>Total for All:</b>			<b>\$52,614.14</b>	

## JUNE '24 VENDOR REPORT

<b>Vendor Name</b>	<b>Amount</b>
AMAZON PAYMENTS Total	\$4,791.49
BAKER & TAYLOR CO Total	\$4,436.56
BARCLAY PUBLIC LIBRARY DISTRICT Total	\$27.00
BIBLIOTHECA, LLC Total	\$2,858.67
BREWSTER, CONNIE K Total	\$400.00
CANON FINANCIAL SERVICES, INC Total	\$780.60
CDW GOVERNMENT INC Total	\$399.24
CLUTTER INVESTIGATIONS, INC. Total	\$60.00
COMMERCIAL MAIL SERVICES Total	\$418.87
DECATUR CIVIC CENTER AUTHORITY Total	\$4,815.63
DEMCO INC Total	\$105.06
DYNAGRAPHICS Total	\$195.51
HECKWINE, BETTI JO Total	\$30.21
ILLINOIS LIBRARY ASSOCIATION Total	\$100.00
JESSICA HILL CONSULTING LLC Total	\$1,846.40
JONES & THOMAS Total	\$420.00
KANOPY Total	\$452.00
KILEY KLEIN, LTD Total	\$264.00
LEADR TECHNOLOGIES, INC Total	\$4,560.00
LYNGSOE SYSTEMS INC Total	\$5,955.00
MIDWEST TAPE, LLC Total	\$13,107.56
O'FALLON PUBLIC LIBRARY Total	\$27.99
PAETEC Total	\$55.31
PEERLESS NETWORK, INC Total	\$336.88
REGIONS/CREDIT CARD Total	\$1,052.04
RR DONNELLEY Total	\$771.47
SCHOLASTIC LIBRARY PUBLISHING Total	\$1,681.78
SCOVILL ZOO Total	\$225.00
STRIGLOS/HAINES & ESSICK Total	\$342.99
STRINGER, BETH E Total	\$56.00
UNIQUE MANAGEMENT SERVICES Total	\$423.55
VERIZON WIRELESS Total	\$188.42
WALLENDER-DEDMAN PRINTING Total	\$560.00
WATTS COPY SYSTEMS Total	\$868.91
<b>Grand Total</b>	<b>\$52,614.14</b>

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2024 to 7/31/2024

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
161327	07/05/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	2,149.18	OFFICE SUPPLIES
161345	07/05/2024	COMMERCIAL MAIL SERVICES JUNE 16 - JUNE 30'24	175.89	POSTAGE
161409	07/05/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	56.02	OFFICE SUPPLIES
161433	07/05/2024	PRAIRIE FIRE ENTERTAINMENT LLC JUL 10 MUSIC BINGO	300.00	OTHER LIBRARY GRANT EXI
161448	07/05/2024	SOCIETY OF AMERICAN ARCHIVISTS 2024/2025 MEMEBERSHIP R DAMPTZ	250.00	MEMBERSHIP FEES
161453	07/05/2024	STRIGLOS/HAINES & ESSICK BRIGHT WHITE CARD STOCK	129.45	OFFICE SUPPLIES
161465	07/05/2024	ULINE PAPER TRIMMER	355.92	SMALL CAPITAL ITEMS
161487	07/11/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	2,653.77	OFFICE SUPPLIES
161495	07/11/2024	CANON FINANCIAL SERVICES, INC SERVICE OFFICE EQUIPMENT COPIERS PRINTERS	817.50	SERV-OFFICE EQUIPMENT
161537	07/11/2024	KANOPY LIBRARY STREAMING SERVICE	428.00	BOOKS & PERIODICALS
161544	07/11/2024	LIBRARY IDEAS, LLC VOX BOOKS	1,142.96	BOOKS & PERIODICALS
161556	07/11/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	889.98	OFFICE SUPPLIES
161575	07/11/2024	PRODUCT LLC FURNITURE PACKAGE DOCUMENTS	5,000.00	PROFESSIONAL SERVICES
161599	07/18/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	692.40	BOOKS & PERIODICALS
161605	07/18/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	530.27	OFFICE SUPPLIES
161607	07/18/2024	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	6.00	OFFICE SUPPLIES
161616	07/18/2024	CHARLES ROBERT BECK III TUNIING AND MOVING PIANO	180.00	PROFESSIONAL SERVICES
161638	07/18/2024	FAIRVIEW HEIGHTS PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	17.99	LOST OR DAMAGED BOOKS

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2024 to 7/31/2024

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
161641	07/18/2024	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	16.37	LOST OR DAMAGED BOOKS
161658	07/18/2024	KILEY KLEIN, LTD JUN'24 SERVICES	33.00	PROFESSIONAL SERVICES
161660	07/18/2024	KOREAN BUDDHIST GUMGANGKYUNGDOKSONFHW LATERN CLASS AND SUPPLY KITS	405.00	OTHER LIBRARY GRANT EXI
161676	07/18/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	10,842.33	OFFICE SUPPLIES
161685	07/18/2024	PAETEC ACCT 633318933001	42.38	TELEPHONE
161688	07/18/2024	PETERSBURG PULIC LIBRARY LOST OR DAMAGED MATERIALS	17.00	LOST OR DAMAGED BOOKS
161693	07/18/2024	SEN SOURCE HOSTING SERVICE FEE 09/30/24-09/30/25	648.00	COMPUTER SOFTWARE
161705	07/18/2024	TOLONO PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	20.00	LOST OR DAMAGED BOOKS
161712	07/18/2024	UNIQUE MANAGEMENT SERVICES JUN'24 PLACEMENTS	374.30	PROFESSIONAL SERVICES
161719	07/18/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	282.10	SERV-OFFICE EQUIPMENT
161722	07/18/2024	WINDSOR STORM MEMORIAL PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	18.00	LOST OR DAMAGED BOOKS
161732	07/25/2024	B & H PHOTO HPRC WATERPROOF HARD CASE	164.70	OFFICE SUPPLIES
161733	07/25/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	422.00	OFFICE SUPPLIES
161745	07/25/2024	COMMERCIAL MAIL SERVICES JULY 1 - JULY 15'24	233.93	POSTAGE
161756	07/25/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	3,954.28	SECURITY
161778	07/25/2024	IHLS-OCLC FY25 SOLUS LIBRARY FY25 LIBRARY IQ FY2025 SHARE MEMBERSHIP FEE	61,335.36	MEMBERSHIP FEES
161792	07/25/2024	LIBRARICA LLC SUPOORT/UPDATES REINSTATE CASSIE	505.20	COMPUTER SOFTWARE

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2024 to 7/31/2024

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
161810	07/25/2024	NORTH AMERICAN CATHOLIC ED PROGRAMMIND FC HOT SPOTS	600.00	SMALL CAPITAL ITEMS
161814	07/25/2024	PBC GURU LIBRARY SPEAKERS CONSORTIUM	3,500.00	OTHER LIBRARY GRANT EXI
161816	07/25/2024	PEERLESS NETWORK, INC ACCT 1212890	336.27	TELEPHONE
161824	07/25/2024	SCHOLASTIC LIBRARY PUBLISHING CHILDREN'S SRP	150.82	OTHER LIBRARY GRANT EXI
161846	07/25/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.68	TELEPHONE
161847	07/25/2024	VITAL EDUCATION AND SUPPLY REPLACEMENT AED PADS & BATTERY	183.77	OFFICE SUPPLIES
161848	07/25/2024	W W GRAINGER, INC. REPLACEMENT AED PADS & BATTERY	366.48	OFFICE SUPPLIES
23006131	07/18/2024	REGIONS/CREDIT CARD ACCT 7213	1,178.57	COMPUTER SOFTWARE
23006163	07/25/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,692.24	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>103,205.11</b>	

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
161487	07/11/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,367.44	BOOKS & PERIODICALS
161605	07/18/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	241.12	BOOKS & PERIODICALS
161733	07/25/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,857.28	BOOKS & PERIODICALS
<b>Total for: 59</b>			<b>3,465.84</b>	
<b>Total for All:</b>			<b>\$106,670.95</b>	

JULY 2024 VENDOR REPORT

<b>VENDOR NAME</b>	<b>AMOUNT</b>
AMAZON PAYMENTS Total	\$692.40
B & H PHOTO Total	\$164.70
BAKER & TAYLOR CO Total	\$9,221.06
BECK'S ENGRAVING & RUBBER STAMPS Total	\$6.00
CANON FINANCIAL SERVICES, INC Total	\$817.50
CHARLES ROBERT BECK III Total	\$180.00
COMMERCIAL MAIL SERVICES Total	\$409.82
DECATUR CIVIC CENTER AUTHORITY Total	\$3,954.28
FAIRVIEW HEIGHTS PUBLIC LIBRARY Total	\$17.99
FORSYTH PUBLIC LIBRARY Total	\$16.37
IHLS-OCLC Total	\$61,335.36
JESSICA HILL CONSULTING LLC Total	\$1,692.24
KANOPY Total	\$428.00
KILEY KLEIN, LTD Total	\$33.00
KOREAN BUDDHIST GUMGANGKYUNGDOKSONFHWEH, INC Total	\$405.00
LIBRARICA LLC Total	\$505.20
LIBRARY IDEAS, LLC Total	\$1,142.96
MIDWEST TAPE, LLC Total	\$11,788.33
NORTH AMERICAN CATHOLIC ED PROGRAMMIND FOUNDATION, Total	\$600.00
PAETEC Total	\$42.38
PBC GURU Total	\$3,500.00
PEERLESS NETWORK, INC Total	\$336.27
PETERSBURG PULIC LIBRARY Total	\$17.00
PRAIRIE FIRE ENTERTAINMENT LLC Total	\$300.00
PRODUCT LLC Total	\$5,000.00
REGIONS/CREDIT CARD Total	\$1,178.57
SCHOLASTIC LIBRARY PUBLISHING Total	\$150.82
SEN SOURCE Total	\$648.00
SOCIETY OF AMERICAN ARCHIVISTS Total	\$250.00
STRIGLOS/HAINES & ESSICK Total	\$129.45
TOLONO PUBLIC LIBRARY DISTRICT Total	\$20.00
ULINE Total	\$355.92
UNIQUE MANAGEMENT SERVICES Total	\$374.30
VERIZON WIRELESS Total	\$107.68
VITAL EDUCATION AND SUPPLY Total	\$183.77
W W GRAINGER, INC. Total	\$366.48
WATTS COPY SYSTEMS Total	\$282.10
WINDSOR STORM MEMORIAL PUBLIC LIBRARY Total	\$18.00
<b>Grand Total</b>	<b>\$106,670.95</b>

DPL FY 2024 Budget Report

Revised: July 1, 2024

At the end of June 50% of the Year Has Passed

Revenue

	FY 2024 Budgeted	% of Budget	Actual YTD	% Collected	FY23 YTD	% Change
Property Taxes	\$ 3,122,000	64.5%	\$ 1,677,061.41	53.7%	\$ 1,534,135.52	9.3%
All Other	\$ 1,719,716	35.5%	\$ 919,081.81	53.4%	\$ 1,226,505.54	-25.1%
<b>Total Revenue</b>	<b>\$ 4,841,716</b>		<b>\$ 2,596,143.22</b>	<b>53.6%</b>	<b>\$ 2,760,641.06</b>	<b>-6.0%</b>

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
<b>Personnel</b>						
Payroll	\$ 1,770,819		\$ 1,000,864.96	56.5%	\$ 954,274.78	4.9%
Benefits	\$ 978,733		\$ 532,952.41	54.5%	\$ 460,921.59	15.6%
	<b>\$ 2,749,552</b>	<b>58.0%</b>	<b>\$ 1,533,817.37</b>	<b>55.8%</b>	<b>\$ 1,415,196.37</b>	<b>8.4%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 53,468.73	21.8%	\$ 153,248.23	-65.1%
Per Capita	\$ 104,020		\$ 96,342.17	92.6%	\$ 47,134.62	104.4%
Lost/Damage	\$ 1,600		\$ 510.87	31.9%	\$ 668.33	-24%
<b>Total Materials</b>	<b>\$ 350,620</b>	<b>9.3%</b>	<b>\$ 150,321.77</b>	<b>42.9%</b>	<b>\$ 201,051.18</b>	<b>-25.2%</b>

Professional Services

Security	\$ 45,000.00		\$ 31,472.65	69.9%	\$ 14,297.37	120.1%
Professional Services	\$ 70,000		\$ 39,928.43	57.0%	\$ 32,364.80	23.4%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ 1,086.00	-1
Bank Service Charges	\$ 250		\$ 121.89	48.8%	\$ 167.81	-27%
<b>Total</b>	<b>\$ 117,750</b>	<b>3.1%</b>	<b>\$ 71,522.97</b>	<b>60.7%</b>	<b>\$ 33,618.61</b>	<b>112.7%</b>

Allocations

<b>Administrative Fee</b>	\$	147,732		\$	86,177.00	58.3%	\$	88,060.00	-2.1%
<b>MIS</b>	\$	16,337		\$	9,527.00	58.3%	\$	23,121.00	-58.8%
	<b>\$</b>	<b>164,069</b>	<b>4.3%</b>	<b>\$</b>	<b>95,704.00</b>	<b>58.3%</b>	<b>\$</b>	<b>111,181.00</b>	<b>-13.9%</b>

**Grants**

<b>Other grants</b>	\$	300,000		\$	46,021.53	15.3%	\$	60,290.71	-23.7%
	<b>\$</b>	<b>300,000</b>	<b>7.9%</b>	<b>\$</b>	<b>46,021.53</b>	<b>15.3%</b>	<b>\$</b>	<b>60,290.71</b>	<b>-23.7%</b>

<b>Advertising</b>	\$	900	0.02%	\$	523.38	58.2%	\$	-	#DIV/0!
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**Office Supplies/Maintenance**

<b>Printing/Binding</b>	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
<b>Postage</b>	\$	4,500		\$	3,200.78	71.1%	\$	1,572.23	103.6%
<b>Service to Office Equipment</b>	\$	22,000		\$	17,534.81	79.7%	\$	17,410.51	0.7%
<b>Telephone</b>	\$	16,000		\$	3,857.20	24.1%	\$	5,305.09	-27.3%
<b>Software</b>	\$	45,000		\$	44,758.48	99.5%	\$	19,550.24	128.9%
<b>Office Supplies</b>	\$	36,000		\$	13,361.19	37.1%	\$	16,145.02	-17.2%
<b>Small Capital</b>	\$	152,000		\$	37,374.09	24.6%	\$	36,177.04	3.3%
	<b>\$</b>	<b>275,500</b>	<b>7.3%</b>	<b>\$</b>	<b>120,086.55</b>	<b>43.6%</b>	<b>\$</b>	<b>96,160.13</b>	<b>24.9%</b>

**Staff Development**

<b>Conferences/Training/Travel</b>	\$	13,000		\$	11,881.40	91.4%	\$	8,882.57	33.8%
<b>Tuition Reimbursement</b>	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
<b>Membership</b>	\$	73,000		\$	64,325.29	88.1%	\$	52,338.26	22.9%
	<b>\$</b>	<b>96,000</b>	<b>2.5%</b>	<b>\$</b>	<b>76,206.69</b>	<b>79.4%</b>	<b>\$</b>	<b>61,220.83</b>	<b>24.5%</b>

**Insurance**

<b>Unemployment</b>	\$	1,128		\$	658.00	58.3%	\$	630.00	4.4%
<b>Risk Management</b>	\$	93,612		\$	54,607.00	58.3%	\$	55,475.00	-1.6%
	<b>\$</b>	<b>94,740</b>	<b>2.5%</b>	<b>\$</b>	<b>55,265.00</b>	<b>58.3%</b>	<b>\$</b>	<b>56,105.00</b>	<b>-1.5%</b>

**Building Costs**

<b>Transfer to Capital</b>	\$ -	\$ -	\$ -	#DIV/0!
<b>Rent</b>	\$ 589,583	\$ 343,805.00	58.3%	\$ 343,805.00 0.0%
<b>Supplies</b>	\$ 1,000	\$ 88.06	8.8%	\$ 109.62 -19.7%
<b>Maintenance</b>	\$ -	\$ -	#DIV/0!	\$ 1,845.00 -100.0%
<b>Total Building</b>	\$ 590,583	15.6%	\$ 343,893.06	\$ 345,759.62 -0.5%
<b>Total Operations/Services</b>	\$ 1,990,162	52.6%	\$ 959,544.95	48.2% \$ 965,387.08 -0.6%
<b>Total Expenses</b>	\$ 4,739,714	\$ 2,493,362.32	52.6%	\$ 2,380,583.45 4.7%
<b>Revenue Minus Expense</b>	\$ 102,002	\$ 102,780.90	\$ 380,057.61	-73.0%

### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activ Equals
1/1/2023	<b>1,794,636.63</b>	\$ 155,732.58	\$ 284,964.15	\$ - \$ 1,665,405.06
2/1/2023	\$ 1,665,405.06	\$ 49,831.17	\$ 485,840.97	\$ - \$ 1,229,395.26
3/1/2023	\$ 1,229,395.26	\$ 109,763.73	\$ 339,891.84	\$ - \$ 999,267.15
4/1/2023	\$ 999,267.15	\$ 97,993.77	\$ 341,221.82	\$ - \$ 756,039.10
5/1/2023	\$ 756,039.10	\$ 178,519.94	\$ 337,877.75	\$ - \$ 596,681.29
6/1/2023	\$ 596,681.29	\$ 170,639.31	\$ 326,745.32	\$ - \$ 440,575.28
7/1/2023	\$ 440,575.28	\$ 1,833,662.72	\$ 376,820.47	\$ - \$ 1,897,417.53
8/1/2023	\$ 1,897,417.53			
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	\$	<b>817,094.84</b>	\$	958.05	\$	958.05	\$	817,094.84
5/1/2023	\$	<b>817,094.84</b>	\$	1,593.09	\$	1,922.00	\$	816,765.93
6/1/2023	\$	<b>816,765.93</b>	\$	3,199.53	\$	63,844.84	\$	756,120.62
7/1/2023	\$	<b>756,120.62</b>	\$	968.00	\$	359,416.41	\$	397,672.21
8/1/2023	\$	<b>397,672.21</b>						
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	\$ 14.96	\$ 1,178.76	\$ 23,611.34
5/1/2023	\$ 23,611.34	\$ 13.35	\$ 2,695.91	\$ 20,928.78
6/1/2023	\$ 20,928.78	\$ 10.63	\$ 2,185.28	\$ 18,754.13
7/1/2023	\$ 18,754.13	\$ 11.34	\$ 3,218.49	\$ 15,546.98
8/1/2023	\$ 15,546.98			
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	\$ 24.35	\$ 1,124.72	\$ 38,826.19
5/1/2023	\$ 38,826.19	\$ 21.98	\$ 4,366.51	\$ 34,481.66
6/1/2023	\$ 34,481.66	\$ 18.47	\$ 28.00	\$ 34,472.13

7/1/2023	\$	<b>34,472.13</b>	\$	22.91	\$	-	\$	34,495.04
8/1/2023	\$	<b>34,495.04</b>						
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	\$ 1,044.91	\$ 19.00	\$ 8,458.02
5/1/2023	\$ 8,458.02	\$ 755.29	\$ 36.45	\$ 9,176.86
6/1/2023	\$ 9,176.86	\$ 104.93	\$ 53.62	\$ 9,228.17
7/1/2023	\$ 9,228.17	\$ 106.13	\$ 247.35	\$ 9,086.95
8/1/2023	\$ 9,086.95			
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	\$ 2,733,371.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,606,172.02
2/1/2023	\$ 2,606,172.02	\$ 55,476.92	\$ 541,901.56	\$ - \$ 2,119,747.38
3/1/2023	\$ 2,119,747.38	\$ 111,840.95	\$ 343,092.53	\$ - \$ 1,888,495.80
4/1/2023	\$ 1,888,495.80	\$ 100,036.04	\$ 344,502.35	\$ - \$ 1,644,029.49
5/1/2023	\$ 1,644,029.49	\$ 180,903.65	\$ 346,898.62	\$ - \$ 1,478,034.52
6/1/2023	\$ 1,478,034.52	\$ 173,972.87	\$ 392,857.06	\$ - \$ 1,259,150.33
7/1/2023	\$ 1,259,150.33	\$ 1,834,771.10	\$ 739,702.72	\$ - \$ 2,354,218.71
8/1/2023	\$ 2,354,218.71	\$ -	\$ -	\$ -
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	\$ 540,627	\$ (199,373)
State Grants or other	\$ 104,020	\$ 131,520	\$ 27,500
Other Grants	\$ 300,000	\$ 75,449	\$ (224,551)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 5,097	\$ (1,403)
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 4,428	\$ (572)
Copies/Miscellaneous	\$ 12,500	\$ 12,508	\$ 8
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 11,962	\$ 6,962
Investment Income	\$ 3,000	\$ 23,959	\$ 20,959
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ -	\$ -
Miscellaneous Income	\$ -	\$ -	\$ -
Reimbursement of Expenses	\$ -	\$ 836	
<b>Totals</b>	<b>\$ 4,841,716</b>	<b>\$ 4,472,562</b>	<b>\$ (369,154)</b>

## Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,770,819	\$ 1,734,833	\$ 35,986
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 111,210	\$ 6,438
FICA/Medicare	\$ 136,572	\$ 129,192	\$ 7,380
Life insurance	\$ 3,283	\$ 2,715	\$ 568
Medical insurance	\$ 706,800	\$ 665,818	\$ 40,982
Service recognition	\$ 14,430	\$ 14,430	\$ -
<b>Total Personnel</b>	<b>\$ 2,749,552</b>	<b>\$ 2,658,198</b>	<b>\$ 91,354</b>
<b>Fund</b>	<b>Budgeted</b>		
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 897	\$ 3
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 25,754	\$ (3,754)
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 5,919	\$ 10,081
Banking Service Charges	\$ 250	\$ 162	\$ 88
Conferences/Travel/Continuing Ed	\$ 13,000	\$ 20,852	\$ (7,852)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 7,846	\$ (3,346)
Security	\$ 45,000	\$ 45,000	\$ -
Computer Software	\$ 45,000	\$ 80,035	\$ (35,035)

Temp Agency Services	\$ 2,500	\$ -	\$ 2,500
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 70,000	\$ 70,398	\$ (398)
Membership Fees	\$ 73,000	\$ 75,884	\$ (2,884)
Rental Equipment	\$ -	\$ -	
Materials for Buildings	\$ 1,000	\$ -	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 300,000	\$ 94,048	\$ 205,952
Office Supplies	\$ 36,000	\$ 28,224	\$ 7,776
Risk Management	\$ 93,612	\$ 93,612	\$ -
Small Capital	\$ 152,000	\$ 86,750	\$ 65,250
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,091	\$ 509
Transfer to Capital Fund	\$ -	\$ -	\$ -
<b>Total operating</b>	<b>\$ 1,990,162</b>	<b>\$ 1,740,272</b>	<b>\$ 249,890</b>
<b>Total expense</b>	<b>\$ 4,739,714</b>	<b>\$ 4,398,470</b>	<b>\$ 341,244</b>
<b>Surplus (deficit)</b>	<b>\$ 102,002.00</b>	<b>\$ 74,092</b>	