



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, October 17, 2024

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Swearing in of Paula Cross, Shiowa Karsten, and Ashley Petty**
- III. **Consent Agenda (Approval of Agenda; Approval of the September 19, 2024 minutes) (Action)**
- IV. **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.**
- V. **Written Communications from the public**
- VI. **Division Head reports**—Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **City Librarian’s report, May-August** –Rick Meyer (Discussion)
- VIII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. No Meeting
 - B. **Finance and Properties Committee**—Karl Coleman
 - i. Capital Needs (Discussion)

- ii. Furniture Project Update (Discussion)
- iii. September 2024 Check Registers & Vendor Reports (Action)
- iv. September 2024 Budget Actuals (Discussion)
- v. 2024 Budget Projection (Discussion)
- vi. FY2025 Budget Approval (Action)
- vii. Other

C. Foundation—Rick Meyer

- i. No meeting

D. Friends of the Library – Rick Meyer

- i. October 10 Meeting

E. Illinois Heartland Library System—Rick Meyer

- i. Integrated Library System

IX. Old Business

- A. Decennial Committee on Government Efficiency (Discussion)
- B. Other

X. New Business

- A. Committee Appointments (Action)
- B. Other (Discussion)

XI. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 22, 2024 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Emily West

Present:

Karl Coleman
Sofia Xethalis
Emily West
Blake Allison
Samantha Carroll
Alana Banks (Via zoom)

Absent:

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services, Matt Wilkerson, Head of Systems Administration

Guests:

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

Swearing in of Blake Allison, Samantha Carroll, and Alana Banks – Mr. Meyer swore in all members.

Consent Agenda (Approval of Agenda; Approval of May 16, 2024 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Xehtalis made a motion to accept the agenda and minutes. Mr. Coleman requested a motion to approve Ms. Banks be able to attend the meeting via zoom. No discussion. The agenda, attendance, and minutes were approved by consent.

Public comments: None

Written Communications from the Public: A former City council person emailed Mr. Meyer and stated the Library should be talking to City Council about the budget.

Division Head Reports (Discussion)

Ms. Henkel reported on The Summer Reading challenge that was completed for adults, teens and children. The numbers are about the same, although Children's was slightly higher. The

Code of Conduct Committee is performing role play during the morning stand-up meetings to show how to use the Code of Conduct. The Incident Report Committee has released the Best Practices and will be presenting Library Use Guidelines soon. There is also a gaming policy committee who are working on what it will look like and what technology will be included.

Mr. Wilkerson stated the systems department replaced 29 monitors funded by a State grant. 10 of the old monitors were donated. City Blue replaced the Watts printers. Today's Business installed their print management with replaced Cassie.

City Librarian's Report May – August (Discussion) Mr. Meyer presented the August report and will email the May – July reports to the Board.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee – Mr. Coleman

- a. Software Use Policy (Action) Ms. Xethalis made a motion to accept the policy as written, seconded by Ms. Carroll. All in favor. The motion was adopted.
- b. Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action) Ms. Xethalis made a motion to accept the policy as presented, seconded by Ms. Carroll. All in favor. The motion was adopted.
- c. Meeting Room Policy Clarification (Action) Ms. Xethalis made a motion to table, seconded by Ms. West. All in favor. The motion was adopted.
- d. DEI committee (Discussion) No discussion.

B. Finance and Properties Committee – Mr. Coleman

- a. Capital Needs (Discussion) Mr. Meyer stated the roof is almost complete. There is also a project replacing the retaining walls. Unsure when that will be completed. There will be solar panels installed on the roof and a solar canopy in the parking lot. Mr. Meyer has requested the City install key cards for areas that pose a security risk. There should be a new chiller installed this fall. He has also asked for additional work to be done to showcase the Library for the 150th Anniversary.
- b. Furniture Project Update (Discussion) Mr. Meyer stated the internal work will start the week of Thanksgiving. Furniture will be moved around and then new furniture will be placed and finished around December 19th. Homework hangout will be taking some of the old furniture that will be removed.
- c. Sale of Furniture (Action) A few pieces will be maintained for history of the Library. Ms. Xethalis made a motion to sell the mid-century furniture, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Carroll yes, Mr. Coleman yes, Ms. Xethalis yes, Mr. Allison yes, Ms. West yes, Ms. Banks, yes. All in favor. The motion was adopted.
- d. May, June, July, August 2024 Check Registers & Vendor Reports (Action) Ms. Xethalis made a motion to accept the May through August Check Registers, seconded by Ms. Banks. Mr. Coleman requested a roll call vote. Ms. Carroll yes, Mr. Coleman yes, Ms. Xethalis yes, Mr. Allison yes, Ms. West yes, Ms. Banks, yes. All in favor. The motion was adopted.
- e. August 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget actuals.
- f. 2024 Budget Projection (Discussion) Mr. Meyer presented the budget projection

with a possible shortfall. Mr. Meyer would like to add a hold locker, which is included in the budget

- g. FY2025 Budget Draft (Discussion) Mr. Meyer discussed the draft budget. The City Manager stated the City will make up a possible shortfall of \$20,000. Mr. Meyer will find out if the workers compensation is included in the insurance coverage.

C. Foundation – Mr. Meyer – No meeting.

D. Friends of the Library – September 12 meeting - Mr. Meyer stated they elected a new interim Vice-President and President. They approved funds, not to exceed \$50,000 to the 150th Anniversary events, that is minus what they already committed to previously.

E. Illinois Heartland Library System – Mr. Meyer gave an update on SHARE agreement. The fees were increased by 19%, and it's all inclusive.

Old Business

A. Open Trustee Seat (Discussion) Two additional trustee applicants will be interviewed September 24, 2024.

B. Furniture Grant Update (Discussion) The Library was not awarded this grant.

C. Decennial Committee on Government Efficiency (Discussion) There needs to be 2 meetings scheduled and held by law.

New Business

A. New Messaging Proposal from Clanin Creative (Action) Mr Meyer presented a power point presentation provided by Clanin. Ms. Xethalis made a motion to accept the proposal, seconded by Ms. West. All in favor. The motion was adopted.

B. Committee Appointments (Action) Mr. Coleman recommended tabling the Friends of the Library appointment. Mr. Coleman made a motion to appoint both Mr. Allison and Ms. Carroll to the Finance committee. Ms. Xethalis will come off of the Foundation Board, and Ms. Carroll will be installed on the Foundation Board. Ms. West seconded the motion. All in favor. The motion was adopted.

Adjournment

Ms. Xethalis made a motion to adjourn at 6:07pm., seconded by Ms. West. The motion was adopted.

Scribe,

Michelle Whitehead, Executive Administrative Assistant

Final 9/19/24



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City Librarian's Report for May 2024

Administration

- On the 1st Alissa Henkel and I met with Arlene Limas from PAVE Prevention to discuss their services. PAVE specializes in workplace violence prevention training.
- On the 3rd I attended a visit to the Local History room by Illinois State Archivist David Joens. The visit was a site inspection for the ISHRAB Grant Project.
- Also on the 3rd Tiffany Nash, Alissa, Becky Dampitz and I met with some furniture vendors to open the sealed furniture bids.
- Also on the 3rd I attended City Manager Wrighton's retirement party at the Civic Center
- On the 13th I attended a meeting of the Directors University 2024 Planning Committee.
- On the 14th I held two all staff meetings.
- On the 14th I met with Dynagraphics to review updates to the donor recognition board in the lobby.
- On the 15th Alissa Henkel, Carol Ziese and I met with Library IQ to discuss implementation.
- On the 22nd, Alissa, Kasey Steiling and I met to discuss development of a Social Media Policy to present to the Board of Trustees.
- On the 30th I participated in a meeting of the Illinois State Library Advisory Committee in Springfield.

Circulation

- **Please see statistical spreadsheet/charts.**
- Main floor Stack Map is complete.
- Robert Davis is updating the children's section now.
- Jennifer Pride is updating our institutional accounts with current contact information and has also updated the institutional form.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- The new "Who, What, Where," series section in children's is complete.
- TS is correcting item work in volume fields and adding years to DVDs.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**

- Chris Opsincs learned how to order materials from Baker & Taylor and sent his first book carts to Amanda Young and Alissa. Chris maintains the NYTimes Bestseller List for Children's books.
- Sarah Yepsen finished translating into Spanish the animals Around the World and Scovill Mobile Zoo quarter sheet flyers. She finishing the translation of the Ciruclation Policy Pamphlets that are handed out to patrons that get a library card for the first time.
- John Schirle prepared final reports for the Winter Reading Challenge. John provided Beanstack trainings to volunteers and staff.
- 337 kids are enrolled in 1000 Books Before Kindergarten. 423 rewards have been earned. 46,986 books have been read.
- Susan Bishop and Alissa met with John Patrick from Sound Check to pick up and receive training on their new sound system funded by the Andreas Foundation. They continue to work on the SRC 2024 Show.
- Alexis Tippitt completed her training in May and is now working Tuesday evenings and every other Saturday.
- Tye Pemberton's Incident Report tool is complete and goes live on 6/1. Instructional videos were created and uploaded to YouTube to assist in onboarding. Tye created and submitted a proposal for a Slack pilot program involving PRS and Admin. Tye provided a technology workshop for seniors at the request of SistaGirls & Friends.
- Amanda worked with 27 volunteers to create the volunteer schedule for the next 2 months. Over vacation, Amanda was gifted 2 signed canvas pieces of art from artist Mary Kenez. She liked the Read with PawPrint Ministries program. Her art often features dogs.
- On the 21st, late in the day, Alissa and Michelle Whitehead noticed roofing materials blowing off of the roof. Maintenance was alerted. Alissa stayed and warned patrons and assisted in the clean up until she could give the all clear.

Systems Administration

- **See spreadsheet for statistical information.**
- CityBlue returned for printer training including Matt Wilkerson, Chris Nihiser and Michelle.
- All Easy Search computers are now fast mini-pcs securely attached to new monitors.
- TBS has remote access the TBS server and are in the process of configuring the server. They plan on being onsite July 10th and 11th.
- Matt relocated print release station.
- Matt replaced the stolen curbside pickup cellphone.
- Ongoing: Faronics Deep Freeze version 8.71 is still experiencing computer lock ups. Chris continues to send requested information to Faronics. However, lock-ups appear to be fewer.

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- Becky met with the Ed Bachrach at his home in South Shores to see his family collection and receive a donation of materials about the Bachrach's renovations of the Powers Mansion. Ed brought more material to the Local History Room the next day.
- David Joens and Cathy Popovitch from the State Archives came to the library for an ISHRAB grant site visit. Both were very pleased with the railroad map project and the tour of the archives. We've been invited to apply for the grant again in the near future.
- ISHRAB project update:
 - Becky still needs to finish adding the completed maps to Omeka.
 - Need to photograph the "problem" maps, stitch them, and add them to Omeka.

- Need to take overall photographs of each map for reference.
 - Becky might need to ask for an extension.
- Sheri Keller presented to a group of adults from the “A Step Forward” program on May 10. About 12 people came to hear about the history of Decatur. The chaperones are planning to bring another group on June 14.
- On May 13, Tina Horve brought Melanie Weigel, the new director of the Forsyth Library, to the archives for a tour. They have recently opened a local history room at the Forsyth library.
- 150th Anniversary Committee update:
 - The committee decided to try to schedule RL Stine instead of Jacqueline Woodson.
 - The GIG grant did not accept Mychal Threets as an artist, so we can’t use that to fund his program. It can be used to fund a different art program, but we will need 2 events.
 - Members of the committee would like to revisit the time capsule idea, but would like to make it smaller than the original idea.
 - The committee will start meeting twice a month in June.

Respectfully Submitted,

Rick Meyer
City Librarian



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City Librarian's Report for June-July 2024

Administration

- On the 6th of June I met with Dustin Lamm from FE Technologies to discuss the possibility of the Library purchasing hold lockers.
- On the 11th I held two all-staff meetings.
- On the 20th I met with Portia Kapraun of Library IQ.
- I took vacation time the week of the 24th.
- On the 16th of July I held two all staff meetings.
- On the 9th I gave a tour of the Library to two staff members from Urbana Free Library.
- On the July 15, 22, and 25 I attended virtual presentations of Directors University as a mentor.
- On the 17th I participated in a focus group for IHLS as a part of their strategic planning process.
- From July 30 to August 1, I was in Normal, where I served as a mentor at Directors University.
- We dealt with leaks off and on throughout these two months. Most of which were in non-library areas of the building.

Circulation

- **Please see statistical spreadsheet/charts.**
- Staff continued to run all items through OTTO.
- Six more magazines ceased or were not renewed this month (86 items removed.)
- Since we did away with paper registration forms, staff have been assigned to check new registrations on a weekly rotating basis. This allows us to insure we are maintaining accuracy.
- Staff from the Urbana Free Library visited this month to view our AMH and ask questions for their upcoming project.
- Staff completed FOIA training for July

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- **Continuing Education:** Staff are current with required cataloging training for the year. (Our next year of cataloging training starts in July.)
- **Other projects:** Books on CD, CDs, and DVDs are currently being checked and run through OTTO. We are pacing ourselves with this so as not to get a large backlog waiting for new cases. 88 DVD year labels were added.
- Adding years to DVDs continues and cleaning up volume fields continue.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Susan Bishop worked with Mahomet and Argenta libraries to bring Incredible, Bats, Inc for the Animals Around the World program.
- Alexis Tippitt is working with both PawPrint Ministries and PUPs for upcoming Teen Thing events.
- Alix Frazier has been working with Carol Ziese and Patti Freitag to return some of the Reference Collection back to the Main Floor. Alix has also worked with Brandi O'Connor from Fleet Feet on a possible 150th Color Run.
- Katie Eytchison and Alissa Henkel worked with Pei-I Wang, Assistant Professor, to set up a piano recital in July.
- Sarah Yepsen translated into Spanish the Children's Summer Reading quarter sheet that shows how to use BeanStack. She also translated the SHARE App quarter sheet and made a "How do I change languages in my SHARE app?" quarter flyer.
- 374 kids are enrolled in 1000 Books Before Kindergarten. 495 rewards have been earned. 54,376 books have been read.
- Tye's IRC Incident Report tool is live. Adjustments were made to reduce email spam. Tye built a test design for online editable Marketing Materials Map. He deployed SRC Focus Item popups on the Homepage, Adult Page, Teen Page, and Kids page. Tye has been reaching out to personal contacts to secure authors for the 150th Committee, such as Jessamine Chan and Percival Everett.
- Alix is working on RA Genre Bookmarks for Horror and Romantasy. She is working on the selection and maintenance of the Lucky Day display. In the first month, there was an average of 3.27 circs per item. Additional Titles on the display circled an average of once per item.
- Alix and Alissa met with Caity Lear from Hoopla. Had we NOT put a cap on Audiobooks, our cost would have been \$120K instead of the \$96K we had budgeted.
- Alissa chaired the ILA Awards committee in selecting ILA Award winners.
- READiculous performed 6 shows in 4 days to a record number for an evening. After the 5th show, kids retrieved READiculous books and performed them in front of the READiculous backdrop for their grownups for 1.5 hours!
- Alexis met with Jim Wilkerson from Decatur Area Poets about a partnership for their Teen Poetry Contest that is being held at the Library in 2025.
- Amanda has collaborated with Taproot for the Children's Dedicated Volunteers annual dinner.
- Katie and Jess Hill reached out to Ruth from CHICO to work on Day of the Dead programming for November. - from the Implementation Plan. She also collaborated with RCC to bring First Aid/CPR classes to a central location. She worked with Impact Life to bring Blood Drives back to DPL.
- Rick, Carol, Alexis, and Alissa met with Jesse Blunt and Olivia Brewer from Thinkwell to discuss opportunities to partner.

Systems Administration

- **See spreadsheet for statistical information.**
- TBS has remote access the TBS server and are in the process of configuring the server. They plan on being onsite July 10th and 11th.

- Created a database for Betti Jo to better track payouts on FOL funding request.
- Matt Wilkerson and Chris Nihiser attended the Clanin Marketing focus groups.
- Replaced two Lobby cameras that were out of date and damaged.
- Ongoing: Installed Deep Freeze version 9.0. Version 9.0 does not contain a lock-up fix. We are still sending any lock-up information to Faronics. However, lock-ups appear to be fewer. Faronics stated the lock-up issues was fixed in version 8.7.1.220.5734.
- TBS did their install on July 10th and 11th. Most of PRS received some training. There are some issues that TBS has or is resolving.
- Cassie SPOT was renewed with 1 Cassie license and 20 SPOT licenses to manage Patron Free WiFi. A new computer was set up at the Reference desk for monitoring SPOT.
- Watts finally picked up their printers and unused toner.
- Lyngsoe was here for their annual visit. Technician did a cleaning and gave Chris a couple of recommendations.
- There were no Deep Freeze lockups in July. Faronics stated the lock-up issues were fixed in version 8.7.1.220.5734. We did experience some lockups with this version. Upgraded Deep Freeze to version 9.0.x.5760 (June 2024, no bearing on lock-ups)

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Archives and Special Collections

- **Please see spreadsheet for statistics.**
- ISHRAB Update: This project was completed this month. Each map was added to Omeka. Reference photos were taken of each map as well. The reference photos will eventually be added to the Omeka entries as low-resolution versions. A newsletter to patrons, Facebook post, and press release will go out in July. Becky Dampitz will write the final report to ISHRAB in July as well.
- Becky and Sheri Keller attended the Clanin Marketing focus groups on June 4th.
- 150th Anniversary Committee update:
 - Becky and Alix met with Stephanie, another event planner, to see how her company could help with some of the events in 2025.
 - The committee decided to start meeting twice a month. This was the first month with two meetings.
- Becky attended a Looking for Lincoln committee meeting on June 12th. The committee met to discuss the upcoming Underground Railroad traveling exhibit that will be available in Fall 2024 through 2025.
- Jesse Blunt brought two sessions of Project Thinkwell's summer camp to the Local History Room this month. Sheri and Leeann Grossman gave a presentation on Decatur history to the first group. The second group was introduced to the resources in the room, and did research on a particular topic.
- Leeann continues to add the League of Women Voters Collection to Omeka.
- ISHRAB update:
 - Promotion for the project went out this month: e-newsletter, social media posts, and a press release to the media.
 - WICS wrote an article about the project from our press release.
 - The final report was sent to ISHRAB on July 31.
 - Tye and Becky put the lights and camera away in water-resistant cases.
- 150th Anniversary Committee update:
 - Alix and Becky met with Brandi from Fleet Feet to get advice on developing a run/walk.
 - The committee met twice this month, and talked about programming and swag.

- FOL approved the funding for Mychal Threets and Clash of Generations.
- Becky trained Leeann, Sheri, and several volunteers how to print from the new TBS system.
- Sheri and Leeann gave a presentation on Decatur history to a group from the A Step Forward program on July 22. There were 12 people in the group.
- Leeann continues to work on adding the League of Women Voters board minutes to Omeka.
- Sheri continues to make an inventory for the stereograph card collection.
- Leeann and Sheri answered 26 in-depth research requests this month.
- Tye and Becky met with Ed Bachrach to discuss his born-digital material. He brought some with him for us to copy and add to our files. Becky is working on adding those photos and videos to the share drive. Many will require converting to a better file format.
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Respectfully Submitted,

Rick Meyer
City Librarian



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City Librarian's Report for August 2024

Administration

- On the 13th I held two all-staff meetings.
- On the 21st I met with Clanin Creative.
- On the 23rd I toured Bloomington Public Library with a few other directors.
- That afternoon I met with Tiffany Nash to discuss timeline of furniture project.
- On the 26th I met with Samantha Carroll for an update prior to her coming back on the Board.
- On the 27th, Becky Damptz and I attended a roundtable discussion at Forsyth Public Library.
- On the 28th I met with Stefan Dawson of Homework Hangout to discuss the logistics of possible furniture donation.

Circulation

- **Please see statistical spreadsheet/charts.**
- Staff continue to shelf read and check condition of books by “laundering” through sorter. We are on track to finish the adult collection by the end of the year.
- A record 114 periodicals were discontinued and removed from the database.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- We are continuing to add year labels to DVDs.
- We are down to 300 records with volume field problems from approximately 1000 records.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Sarah Yepsen translated Story Time Live! And Trick or Treat at the Library flyers.
- Jason Butterick began research on the “Carnegie Library years” 1903-1970 for the 150th committee.
- 419 kids are enrolled in 1000 Books Before Kindergarten. 595 rewards have been earned. 65,496 books have been read.
- Jess Hill reports that 362 resources were taken from the community board.
- Tye Pemberton finalized the IRC Best Practices Document with the IRCCommittee and began the first draft of Library Use Guideline edits to recommend to Rick and the Board.
- Alix Frazier, Amanda Young, Alexis Tippitt and Alissa Henkel met to discuss Display Furniture.
- Kasey Steiling, Tye and Alissa met with a Fiero Code rep to get onboarded.

- Alexis, Katie Eytchison, and Amanda met to brainstorm about programming for amplifying culture.
- Katie, Amanda, Jess, Susan, and Sarah met with CHICO members to discuss future displays and programs.
- Alissa met with EBSCO to assess the health of EDS and learned how to connect EDS to Aspen.
- Carol Ziese, Kasey, Alissa & I met with Clanin to hear their recommendations for messaging via in person, email, and telephones both internally and externally.
- Amanda, Susan, John Schirle, Jason, Sarah, Chris Opsincs, Alissa, and I attended the Children's SRC Volunteer Dinner.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson upgraded IceWarp from version 13.0.3.10 to EPOS version 14.1.0.11, a five-day battle. Multiple issues, some were resolved, some are ongoing. There is also a bug present in regards to saving changes. IceWarp developers are working on this.
- He ordered and received 29 computers and monitors for the \$27,500 State grant. Upgraded projector connections in Computer Lab to HDMI and VGA.
- Replaced all of the Computer Lab computers and Monitors. The Computer Lab now consists of ten computers and one instructor computer. There is now an All-In-One in the Lab for easier Zooming and Proctoring.
- Started replacing Patron Computers which will finish in September. There are now 19 Patron computers, down from 23.
- Updated backup storage device from 16 terabytes to 40 terabytes.
- The TBS ScanToCopy is now an ongoing issue that TBS is working on.
- Added URLs for State of Illinois Database Package to our website.

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- 150th Anniversary Committee:
 - Becky Dampitz and Alix met with Kasey to start promoting next year's events. Coming Soon posters and a webpage will go live sometime in September.
 - Becky met with the booklet subcommittee on August 20 to discuss goals and deadlines. The deadline for the first batch of research is October 20.
- Leeann Grossman finished adding the League of Women Voters board minutes to Omeka. She is now starting on the membership lists for that organization. Many boxes to go!
- Sheri Keller and Leeann fulfilled 18 in-depth requests this month.
- Becky continued to digitize Ed Bachrach's videos this month. She converted most of them to mp4s from vobs. There are two more to do in September.
- Becky attended the Society of American Archivists conference virtually on August 15-17. Many of the sessions were on remote reference, repatriation, FADGI, and middle management.
- Pat Riley put up his display on Ken Overlin. This display will be up until October. He also created a display on Fall events that will go up in September.
- Sheri gave a presentation on Abraham Lincoln in Decatur to 7 people from A Step Forward. Dave Frahlman assisted.

- Cassandra Mayfield left for college this month. She has volunteered for us since Summer 2023, and digitized several boxes of the League of Women Voters collection. She is now off at Illinois College in Jacksonville.

Respectfully Submitted,

Rick Meyer
City Librarian



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City Librarian's Report for September 2024

Administration

- On the 5th I spoke to the Early Bird chapter of Kiwanis.
- On the 9th I met with City of Decatur Treasurer, Ruby James.
- On the 10th I held two all-staff meetings.
- On the 16th I met with Tiffany Nash of Product Architecture to discuss future service desk installation.
- On the 19th I met with City Manager, Tim Gleason.
- On the 24th I met with Mayor Moore Wolfe and we interviewed Ashley Petty and Paula Cross for appointment to the Board of Trustees.
- On the 25th I met with Clanin Creative to discuss a training proposal.
- On the 27th I attended a meeting of the State Library Advisory Board.
- That afternoon I met with Ed Walker to discuss logistics of the sale of the mid-century furniture.
- I also attended a meeting of the Library's 150th Anniversary Committee.

Circulation

- **Please see statistical spreadsheet/charts.**
- Staff continue to shelf read and check condition of books by "laundering" through sorter. We are on track to finish the adult collection by the end of the year.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Local History clean up project: correcting missing and incorrect labels.
- We continue to update and correct juvenile series. Database corrections are always ongoing.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Sarah Yepsen and Susan Bishop have been preparing for Bilingual Story Time.
- 421 kids are enrolled in 1000 Books Before Kindergarten. 625 rewards have been earned. 68,707 books have been read.
- Jess Hill reports that 322 resources were taken from the community board. Two chronically homeless individuals were housed. She put together a book display for suicide prevention month, thanks to Scott. She also created a newsletter for suicide prevention month.
- Tye Pemberton created and deployed Exceptions, Complaints, and Sweeps tools throughout DPL. He created and deployed automated monthly Guest Pass reporting from Airtable for Matt

Wilkerson. He's working on American Sign Language for his Developmental Goal. He developed and submitted proposals for a Writing Workshop and a Code Club that will begin before year's end. Both were approved.

- Katie Eytchison and Sarah represented DPL at the Hispanic Heritage Festival. They interacted with 100 people. They provided handouts on upcoming programs aimed at engaging the Hispanic population. The weather was rainy.
- Katie and Alexis Tippitt represented DPL at the Pride Festival. They engaged between 300 to 400 people. 100 people signed up for the drawing. Prizes were claimed within 48 hours. They received lots of good feedback about the library from community members.
- Kasey Steiling and Alissa Henkel met with Scott Clanin to hear their recommendations marketing workflow

Systems Administration

- **See spreadsheet for statistical information.**
- Matt and Chris Nihiser replaced all 19 Patron computers.
- Chris reset 10 old patron computers for Thinkwell. Four are for Atwood-Hammond Library. The 13 old lab computers and 2 remaining patron computers will go to recycling.
- Fifteen hotspots were ordered and are available for Patron/Staff use.
- Upgraded the Systems cell phone. I also ordered a phone for Chris.
- Ongoing: IceWarp EPOS has multiple issues. IceWarp developers are working on this.
- The TBS ScanToCopy is fixed It was an Epson print driver issue. Other minor issues arise and are fixed after a help ticket is open.

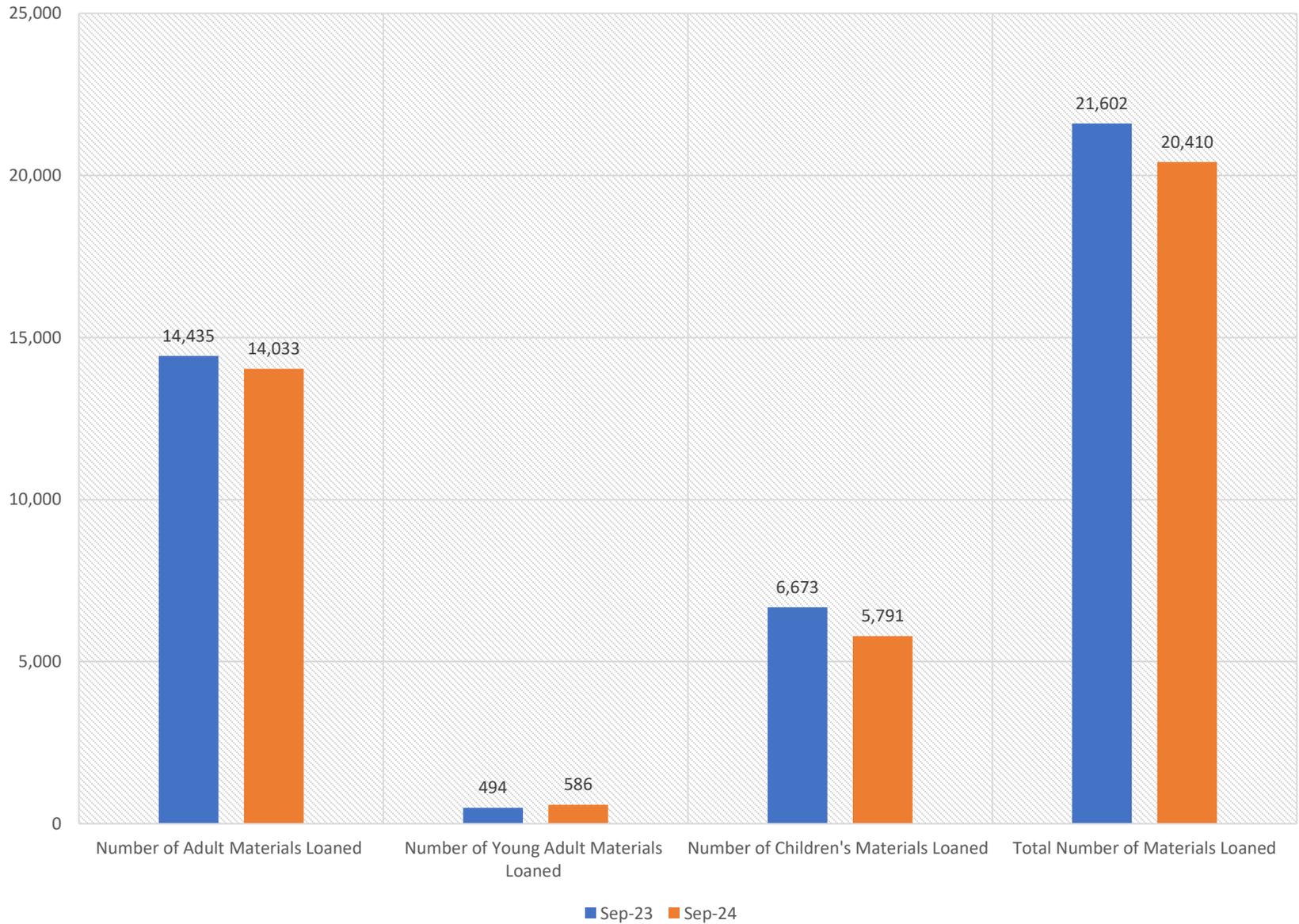
Archives and Special Collections

- **Please see spreadsheet for statistics.**
- 150th Anniversary Committee:
 - Promotion started this month. The webpage for the anniversary went live mid-month.
 - Alix Frazier and Becky Damptz met with Donnette Becket from the Herald and Review on September 24 to start talking about the upcoming year.
- Leeann Grossman and Sheri Keller worked on 17 in-depth requests in September.
- Volunteer Dave Miller died in late August. Becky and Leeann attended his memorial in September. He is missed!
- Dave Frahlman changed his display out at the beginning of the month. For the months of September and October, the display under the glass is of the Moose Country Club.
- Pat Riley put up a new display in the glass cabinets this month. The display is on fall festivals of Macon County.

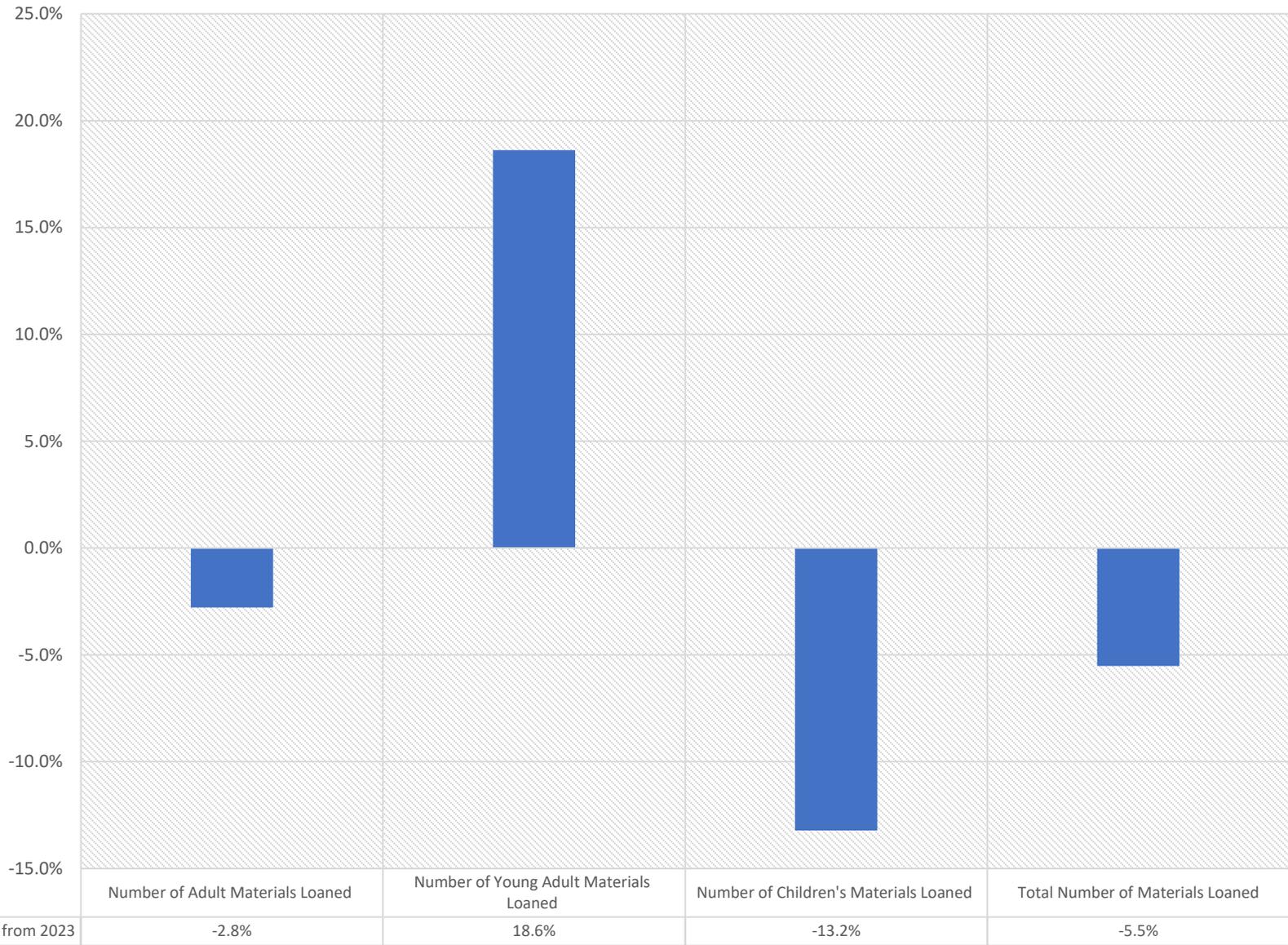
Respectfully Submitted,

Rick Meyer
City Librarian

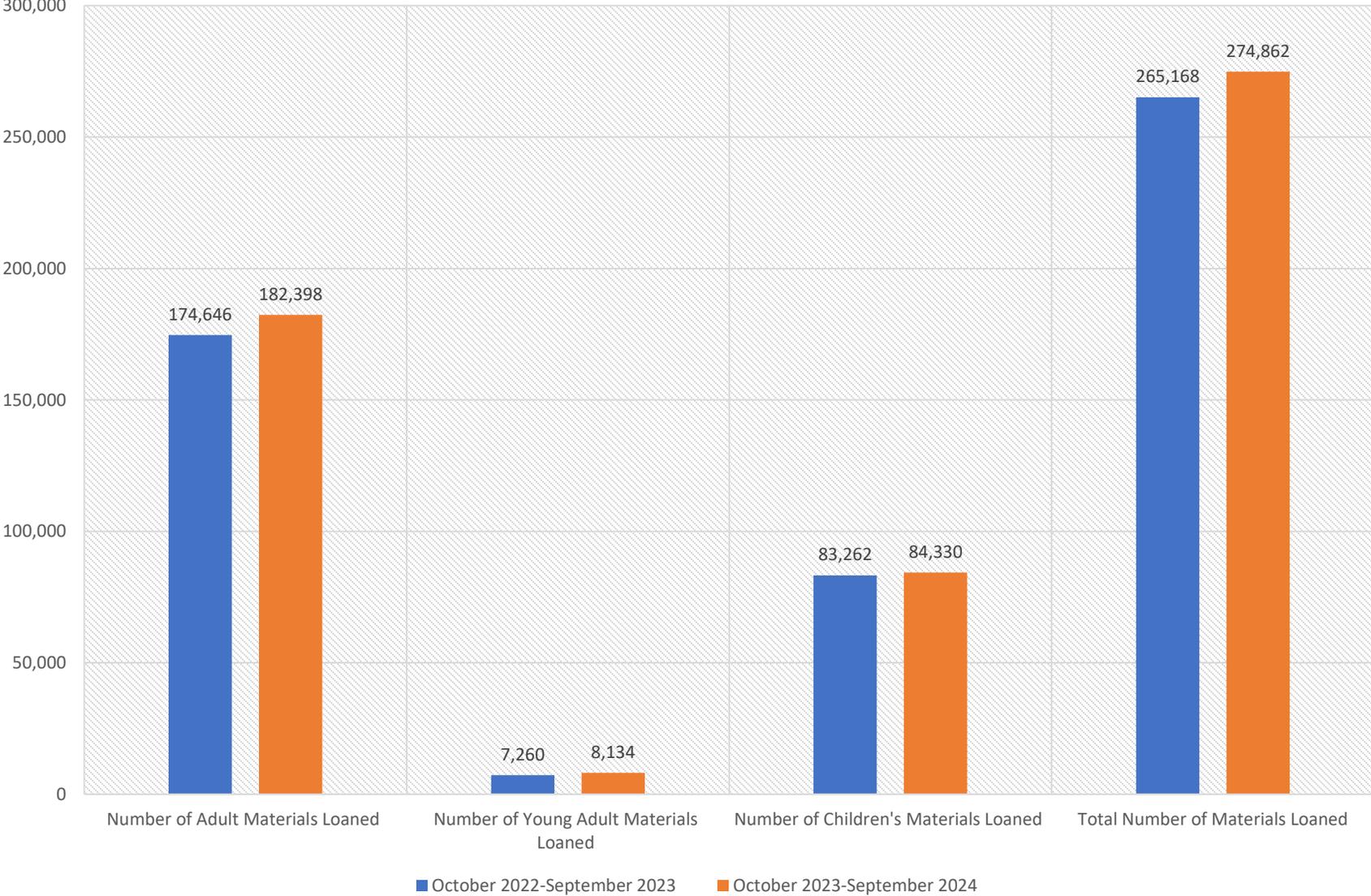
September Circulation by Audience



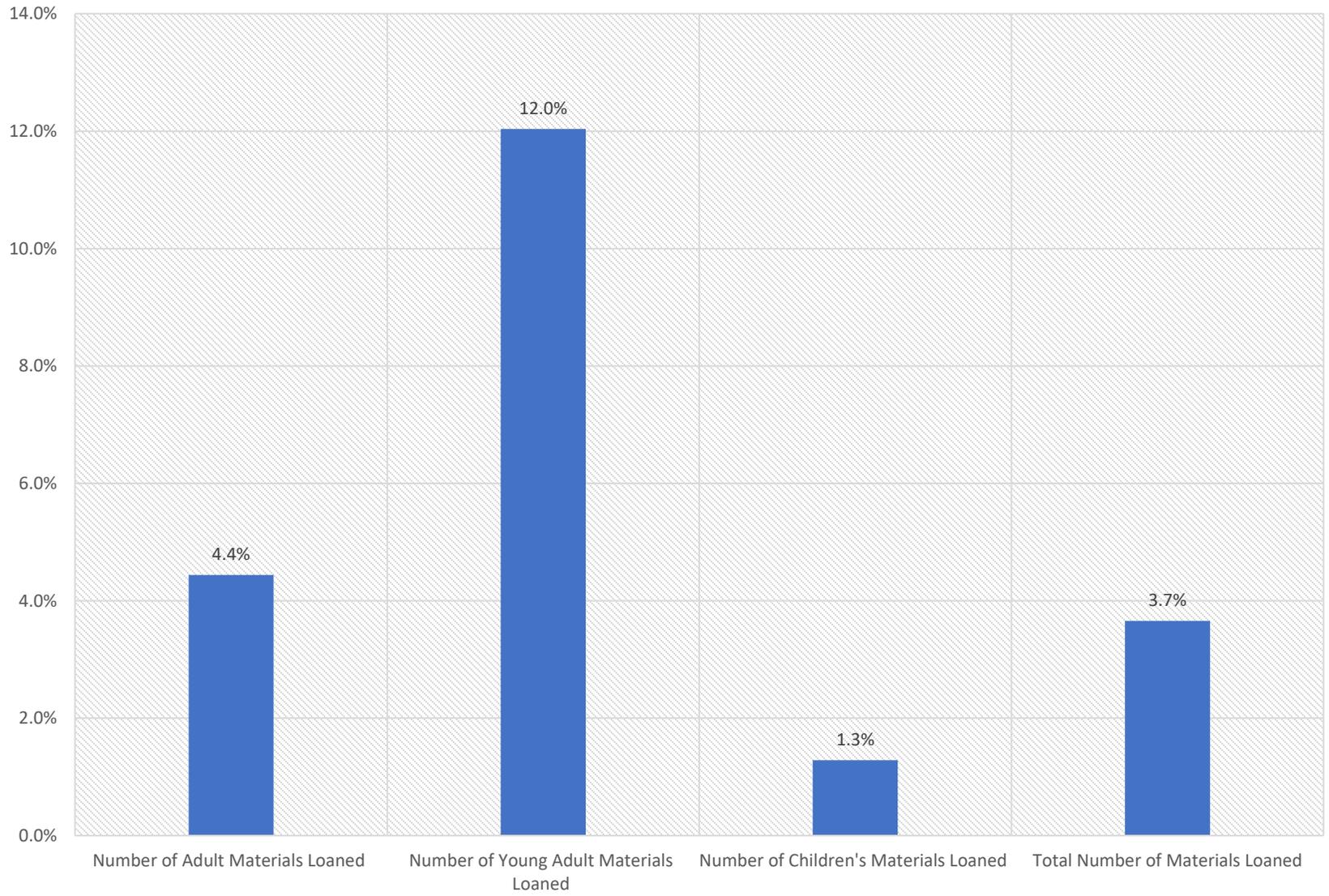
Change from 2023



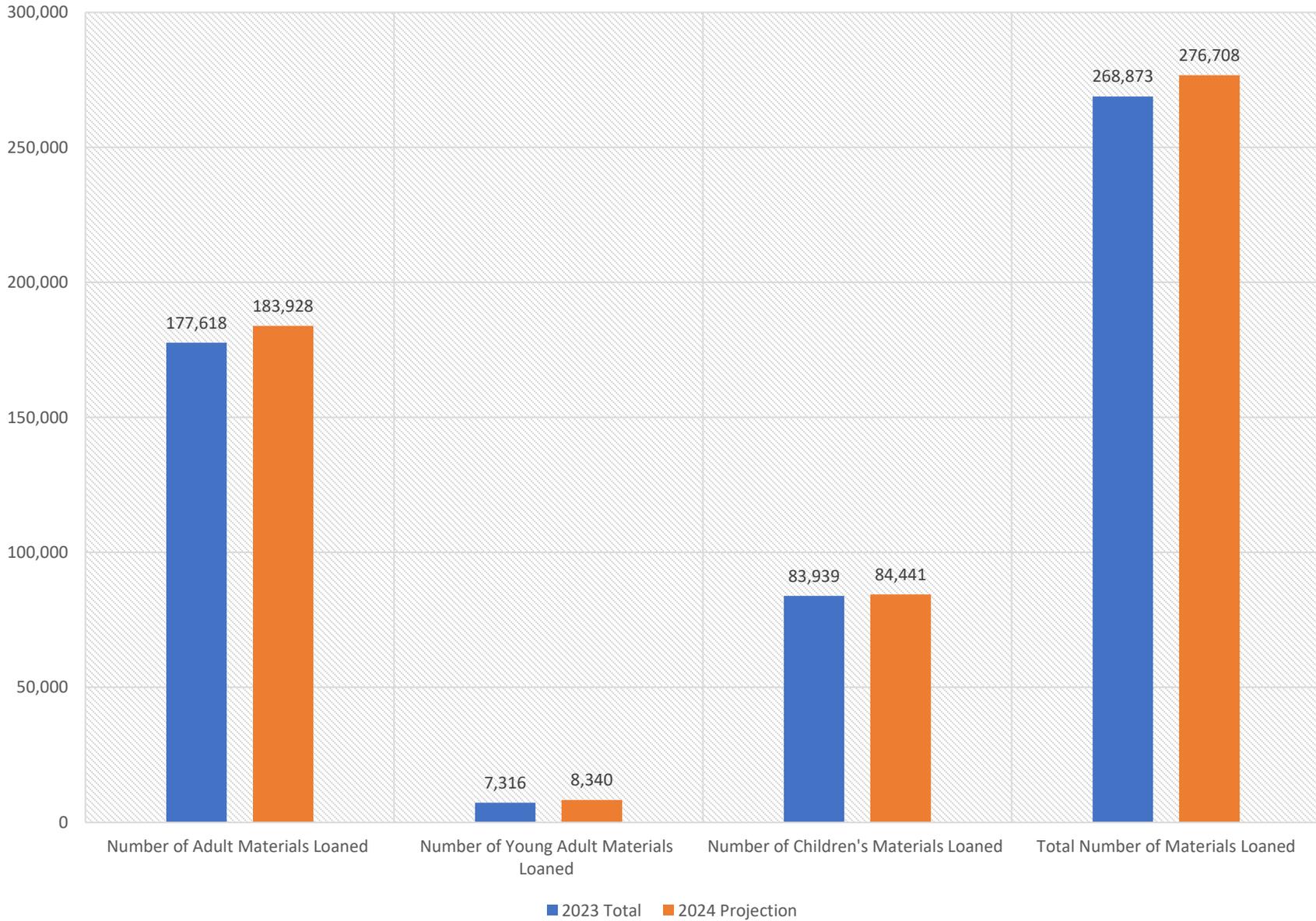
12-Month Trend



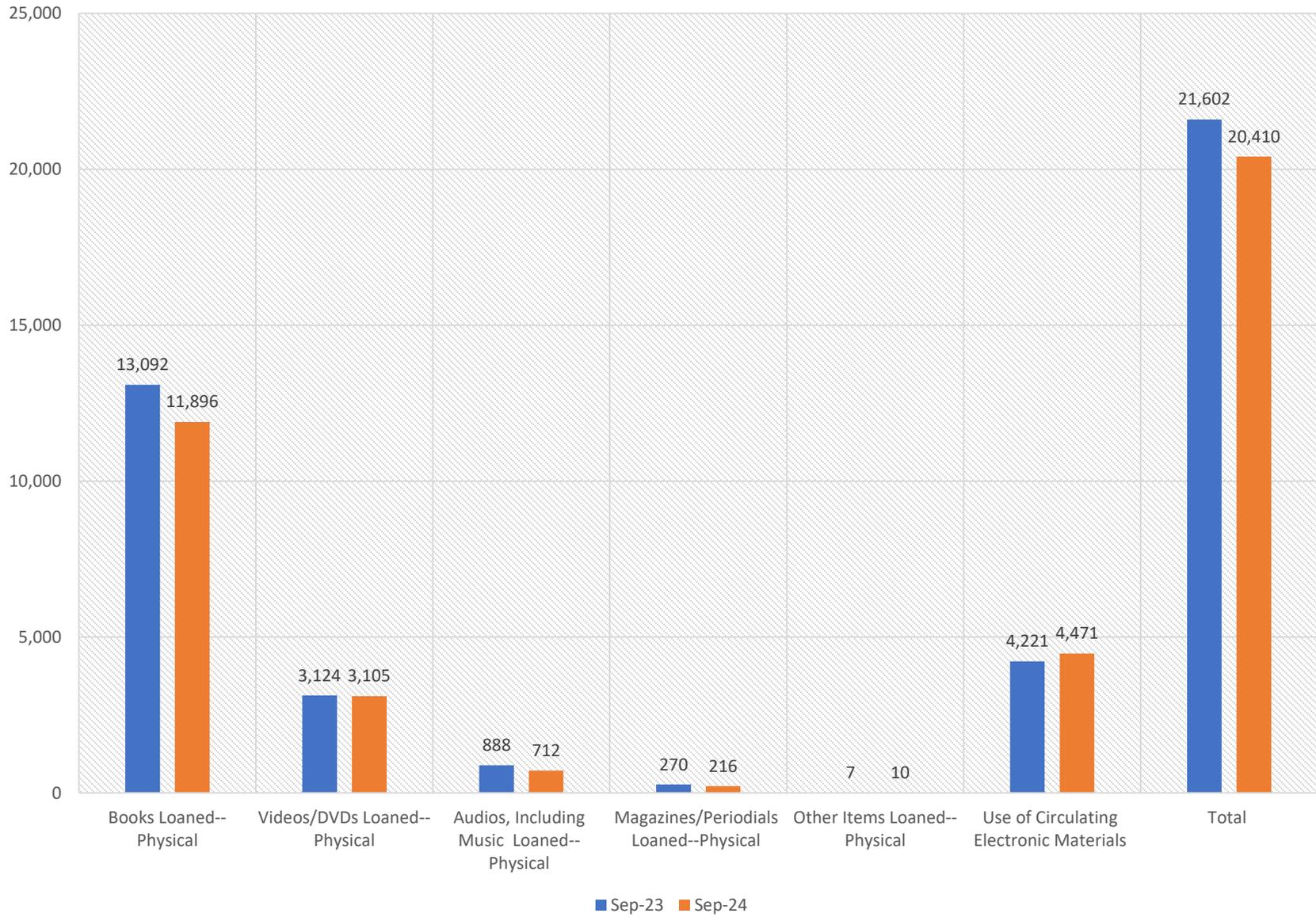
Change in 12-Month Trend



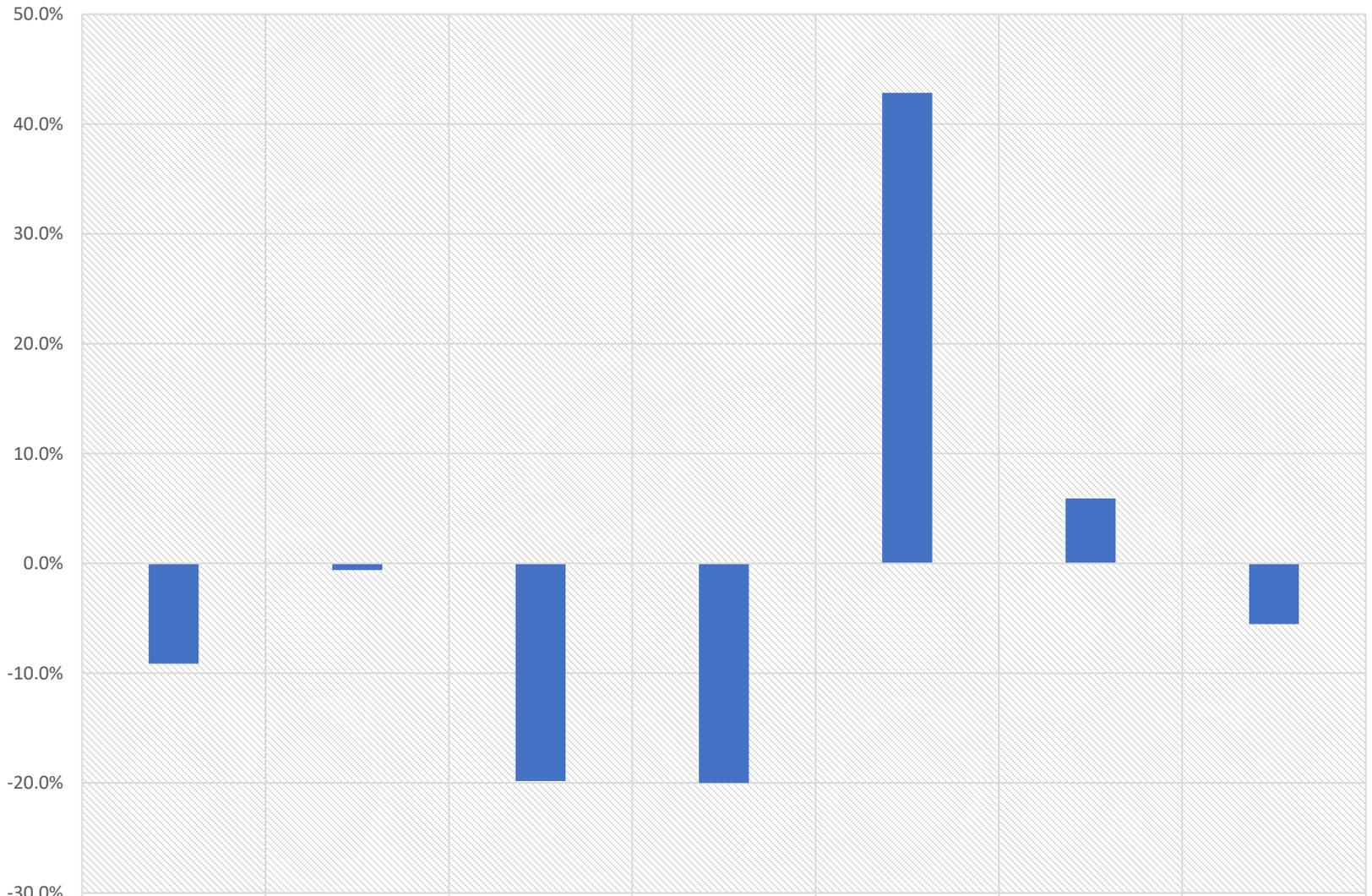
Projection



September Circulation by Material Type



Change from 2023



■ Change from 2023

-9.1%

-0.6%

-19.8%

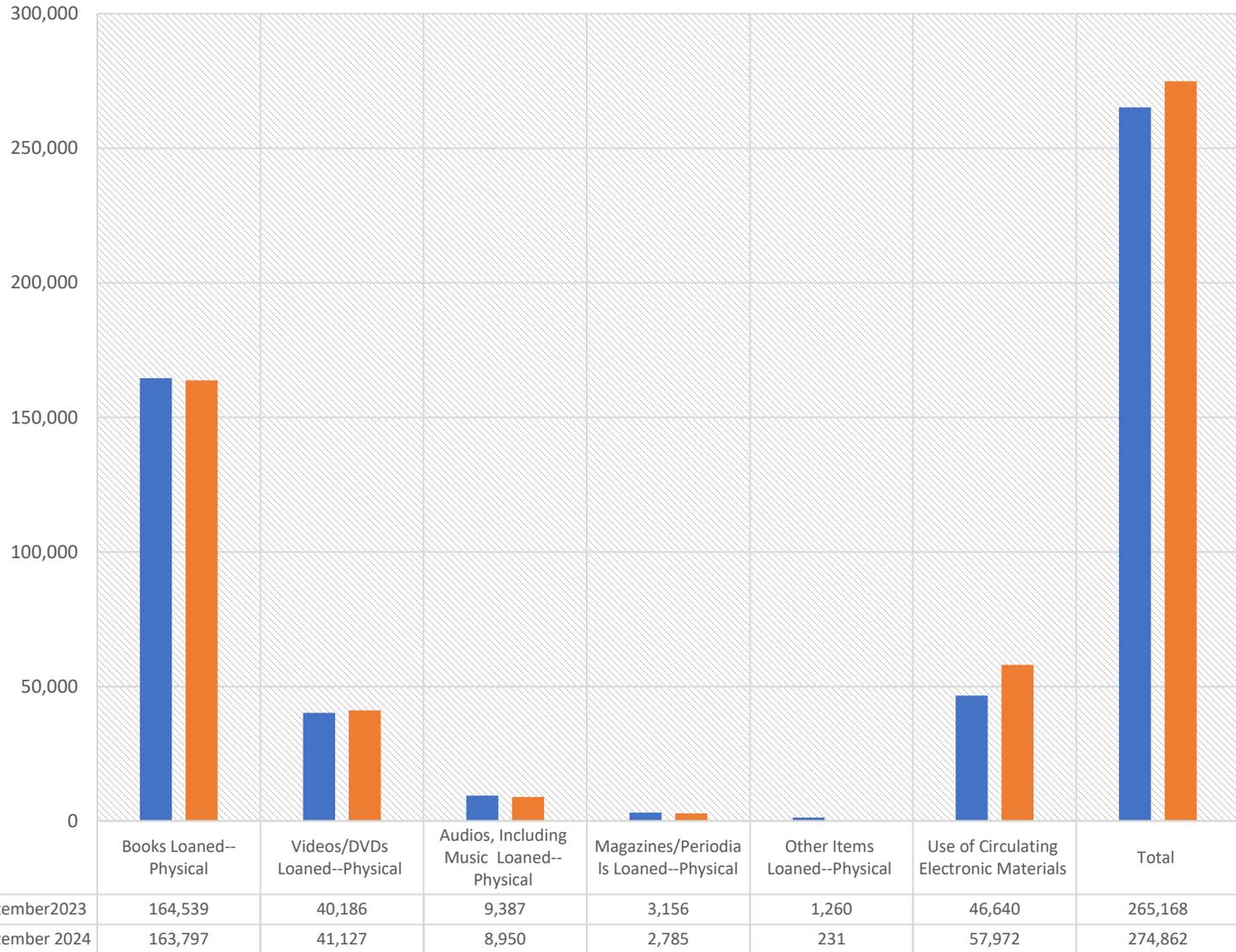
-20.0%

42.9%

5.9%

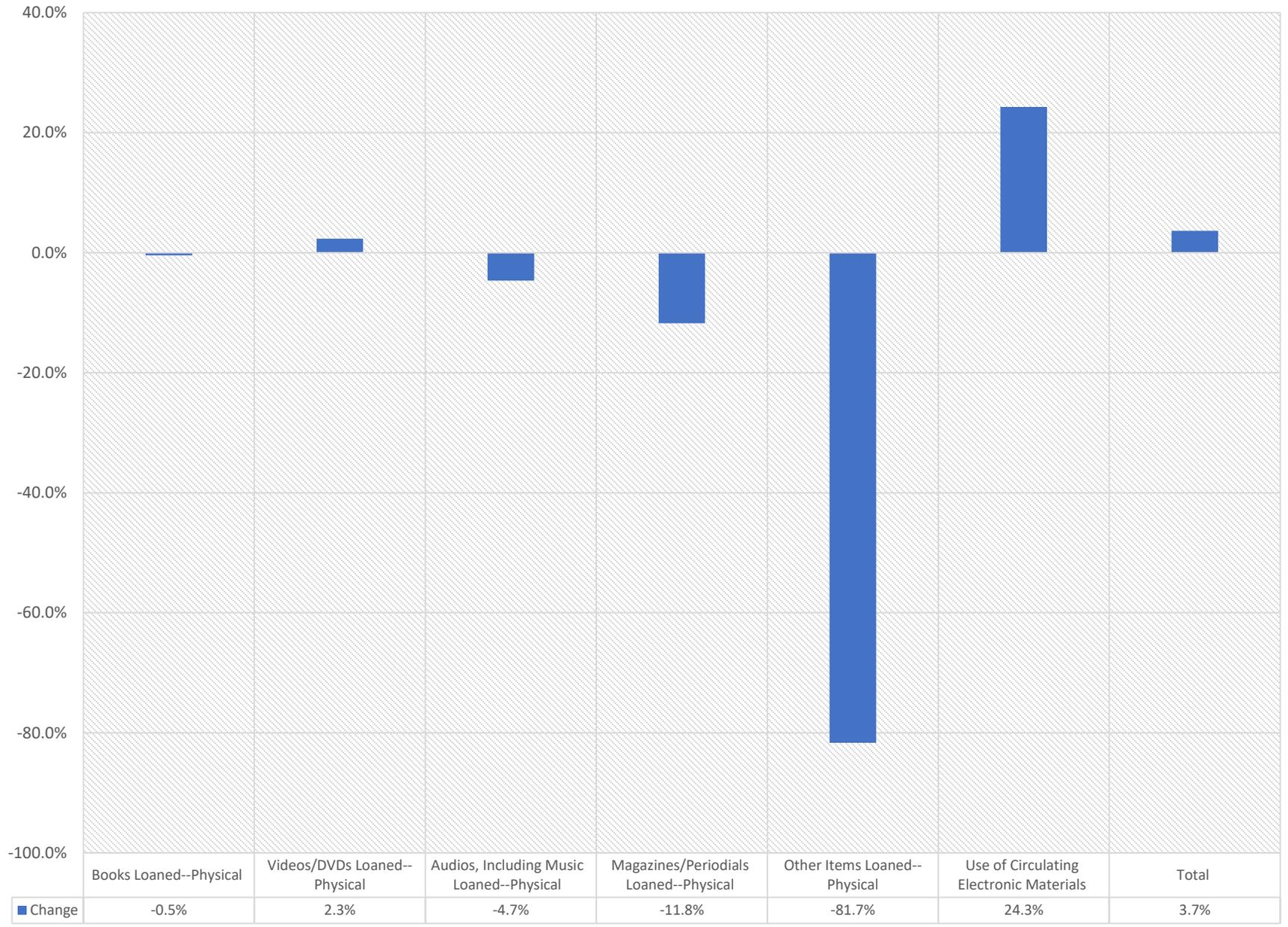
-5.5%

12-Month Trend

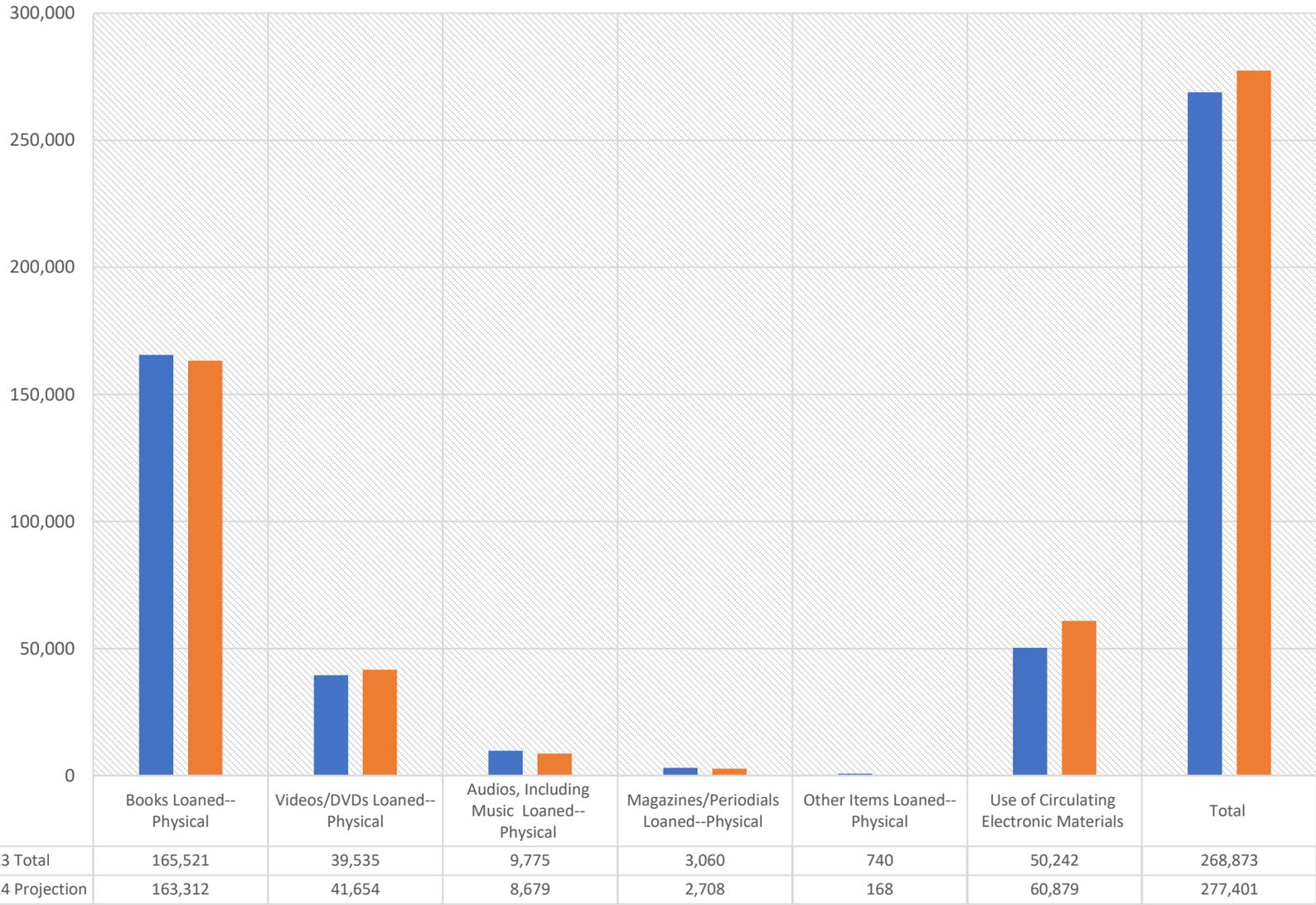


■ October 2022-September 2023
 ■ October 2023-September 2024

Change

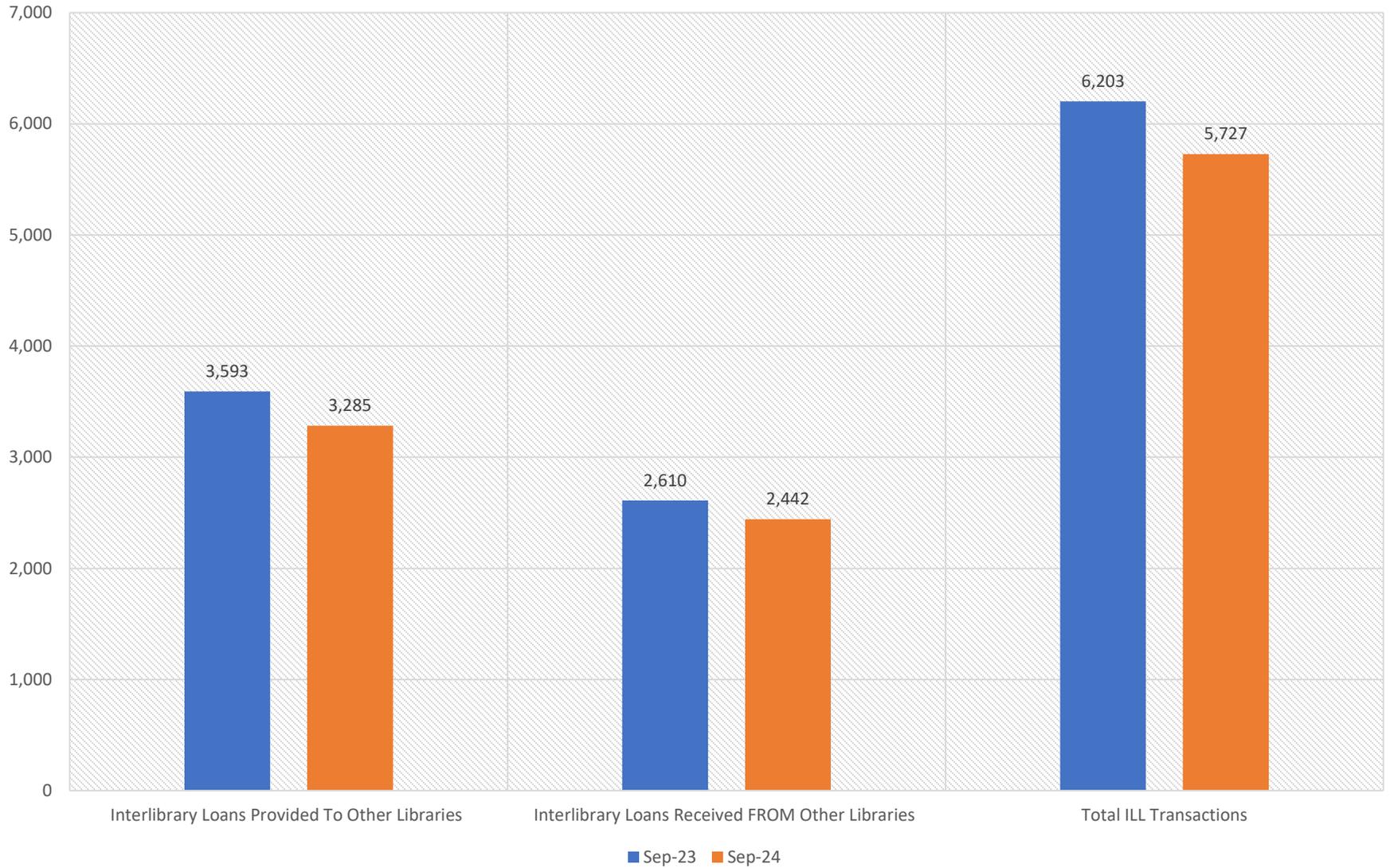


2024 Projection

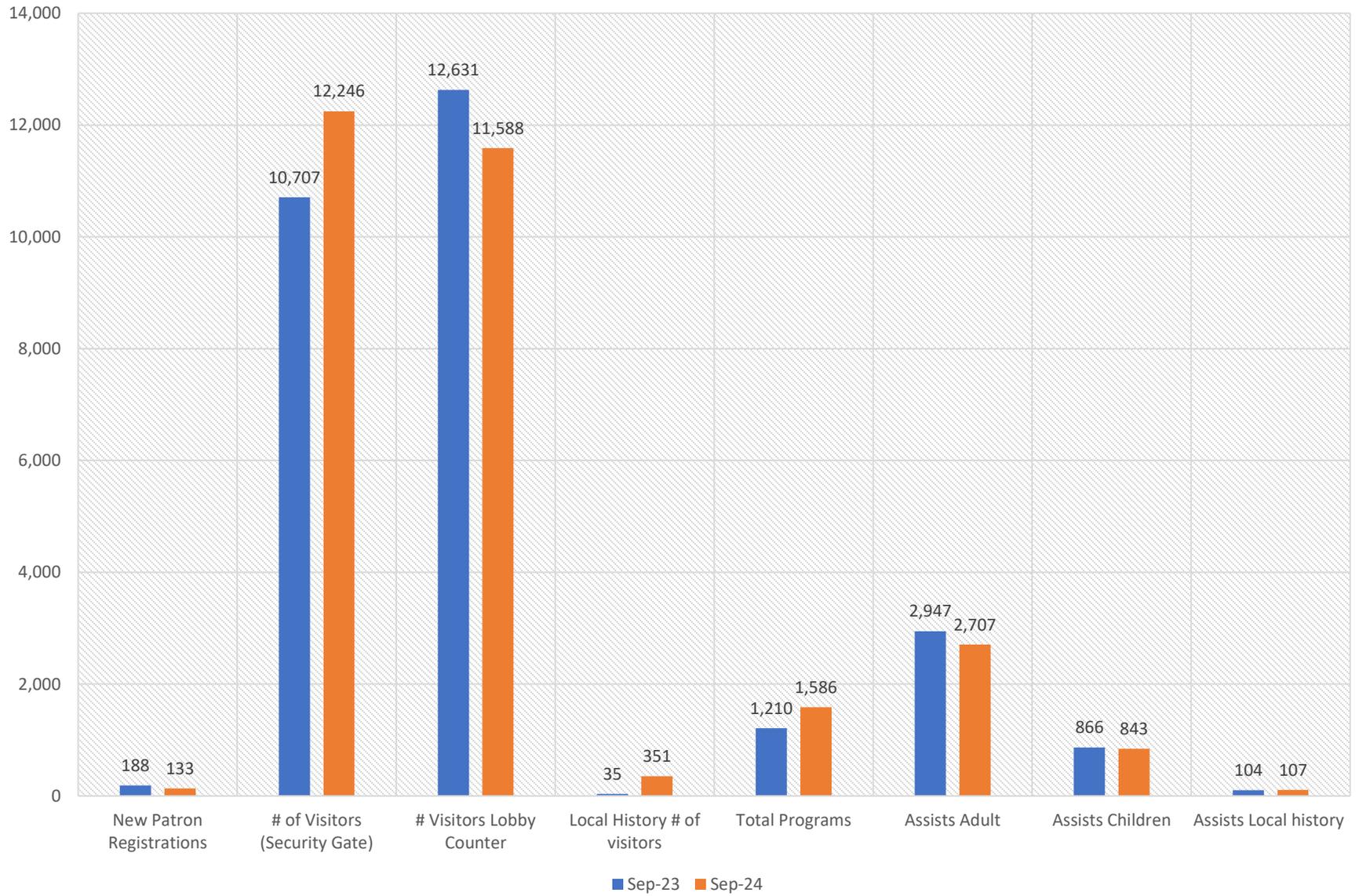


■ 2023 Total ■ 2024 Projection

September Interlibrary Loans



Other September Statistics



| Circulation by Audience Physical & Electronic | Change from | | | | 2023 Total | 2024 | Projected | October 2022- | October 2023- | Change |
|---|---------------|---------------|--------------|------------|----------------|----------------|------------------|----------------|----------------|-------------|
| | Sep-23 | Sep-24 | 2023 | % of Total | | Projection | Change from 2023 | September 2023 | September 2024 | |
| Number of Adult Materials Loaned | 14,435 | 14,033 | -2.8% | 68.8% | 177,618 | 183,928 | 3.6% | 174,646 | 182,398 | 4.4% |
| Number of Young Adult Materials Loaned | 494 | 586 | 18.6% | 2.9% | 7,316 | 8,340 | 14.0% | 7,260 | 8,134 | 12.0% |
| Number of Children's Materials Loaned | 6,673 | 5,791 | -13.2% | 28.4% | 83,939 | 84,441 | 0.6% | 83,262 | 84,330 | 1.3% |
| Total Number of Materials Loaned | 21,602 | 20,410 | -5.5% | | 268,873 | 276,708 | 2.9% | 265,168 | 274,862 | 3.7% |

| Circulation by Material Type | Change from | | | | 2023 Total | 2024 | Projected | October 2022- | October 2023- | Change |
|--|---------------|---------------|--------------|------------|----------------|----------------|------------------|----------------|----------------|-------------|
| | Sep-23 | Sep-24 | 2023 | % of Total | | Projection | Change from 2023 | September 2023 | September 2024 | |
| Books Loaned--Physical | 13,092 | 11,896 | -9.1% | 58.3% | 165,521 | 163,312 | -1.3% | 164,539 | 163,797 | -0.5% |
| Videos/DVDs Loaned--Physical | 3,124 | 3,105 | -0.6% | 15.2% | 39,535 | 41,654 | 5.4% | 40,186 | 41,127 | 2.3% |
| Audios, Including Music Loaned--Physical | 888 | 712 | -19.8% | 3.5% | 9,775 | 8,679 | -11.2% | 9,387 | 8,950 | -4.7% |
| Magazines/Periodicals Loaned--Physical | 270 | 216 | -20.0% | 1.1% | 3,060 | 2,708 | -11.5% | 3,156 | 2,785 | -11.8% |
| Other Items Loaned--Physical | 7 | 10 | 42.9% | 0.0% | 740 | 168 | -77.2% | 1,260 | 231 | -81.7% |
| Use of Circulating Electronic Materials | 4,221 | 4,471 | 5.9% | 21.9% | 50,242 | 60,879 | 21.2% | 46,640 | 57,972 | 24.3% |
| Total | 21,602 | 20,410 | -5.5% | | 268,873 | 277,401 | 3.2% | 265,168 | 274,862 | 3.7% |

| | | | | | | | | | | |
|---|---------------|---------------|--------------|--------------|----------------|----------------|--------------|---------|---------|-------|
| Successful Retrieval of Electronic Information | 16,421 | 24,108 | 46.8% | 54.2% | 233,907 | 323,830 | 38.4% | 228,021 | 282,952 | 24.1% |
| Electronic Content Use | 20,642 | 28,579 | 38.5% | 64.2% | 284,149 | 384,709 | 35.4% | 274,661 | 340,924 | 24.1% |

| Total Collection Use | Change from | | | | 2023 Total | 2024 | Projected | October 2022- | October 2023- | Change |
|-----------------------------|---------------|---------------|--------------|------------|----------------|----------------|------------------|----------------|----------------|--------|
| | Sep-23 | Sep-24 | 2023 | % of Total | | Projection | Change from 2023 | September 2023 | September 2024 | |
| Total Collection Use | 38,023 | 44,518 | 17.1% | | 502,780 | 601,231 | 19.6% | 493,189 | 557,814 | 13.1% |

| Interlibrary Loan | Change from | | | | 2023 Total | 2024 | Projected | October 2022- | October 2023- | Change |
|--|--------------|--------------|--------------|------------|---------------|---------------|------------------|----------------|----------------|-------------|
| | Sep-23 | Sep-24 | 2023 | % of Total | | Projection | Change from 2023 | September 2023 | September 2024 | |
| Interlibrary Loans Provided To Other Libraries | 3,593 | 3,285 | -8.6% | 57.4% | 41,045 | 44,355 | 8.1% | 41,201 | 39,683 | -3.7% |
| Interlibrary Loans Received FROM Other Libraries | 2,610 | 2,442 | -6.4% | 42.6% | 30,414 | 35,944 | 18.2% | 29,646 | 31,508 | 6.3% |
| Total ILL Transactions | 6,203 | 5,727 | -7.7% | | 71,459 | 80,299 | 12.4% | 70,847 | 71,191 | 0.5% |

| Other Stats | Change from | | | | 2023 Total | 2024 | Projected | October 2022- | October 2023- | Change |
|--------------------------|-------------|--------|--------|------------|------------|------------|------------------|----------------|----------------|--------|
| | Sep-23 | Sep-24 | 2022 | % of Total | | Projection | Change from 2023 | September 2023 | September 2024 | |
| New Patron Registrations | 188 | 133 | -29.3% | | 2,374 | 2,293 | -3.4% | 2,337 | 2,309 | -1.2% |

| | | | | | | | | | |
|---|--------|--------|--------------|---------|---------|-------------|---------|---------|---------|
| # of Visitors (Security Gate) | 10,707 | 12,246 | 14.4% | 133,995 | 154,757 | 15.5% | 130,123 | 149,614 | 15.0% |
| # Visitors Lobby Counter | 12,631 | 11,588 | -8.3% | 159,146 | 159,634 | 0.3% | 159,713 | 159,523 | -0.1% |
| Local History # of visitors | 35 | 351 | 902.9% | 607 | 5,262 | 766.8% | 511 | 3,751 | 634.1% |
| Adult Programs Active | 198 | 608 | 207.1% | 3,751 | 2,619 | -30.2% | 3,617 | 2,782 | -23.1% |
| Adult Programs Passive | 0 | 0 | #DIV/0! | 526 | 464 | -11.8% | 764 | 464 | -39.3% |
| Adult Programs Virtual Live | 107 | 9 | -91.6% | 814 | 491 | -39.6% | 600 | 657 | 9.5% |
| Adult Programs Virtual Recorded | 80 | 97 | 21.3% | 755 | 1,498 | 98.4% | 469 | 1,114 | 137.5% |
| YA Programs Active | 9 | 10 | 11.1% | 81 | 187 | 131.1% | 74 | 178 | 140.5% |
| YA Programs Passive | 0 | 0 | #DIV/0! | 148 | 136 | -8.0% | 113 | 139 | 23.0% |
| 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 | 543 | 291 | -46.4% | 9,926 | 10,059 | 1.3% | 10,610 | 10,021 | -5.6% |
| Children's Programs Passive | 100 | 421 | 321.0% | 3,822 | 4,790 | 25.3% | 3,673 | 4,593 | 25.0% |
| Children's Virtual Live | 173 | 150 | -13.3% | 1,227 | 1,235 | 0.7% | 1,201 | 1,232 | 2.6% |
| Children's Virtual Recorded | 0 | 0 | #DIV/0! | 0 | #DIV/0! | #DIV/0! | 0 | 44 | #DIV/0! |
| Total Programs | 1,210 | 1,586 | 31.1% | 21,050 | 21,285 | 1.1% | 21,121 | 21,224 | 0.5% |
| Public Sessions | 1,643 | 1,550 | -5.7% | 20,380 | 17,473 | -14.3% | 20,206 | 18,165 | -10.1% |
| Wireless Sessions | 886 | 1,526 | 72.2% | 13,555 | 15,229 | 12.4% | 14,410 | 14,835 | 2.9% |
| Website Sessions | 10,022 | 9,135 | -8.9% | 129,620 | 127,470 | -1.7% | 125,505 | 127,969 | 2.0% |
| Unique Visits | 5,384 | 5,302 | -1.5% | 77,699 | 74,289 | -4.4% | 75,568 | 75,077 | -0.6% |
| Page Views | 19,004 | 17,477 | -8.0% | 373,539 | 242,268 | -35.1% | 410,631 | 263,382 | -35.9% |
| Self Checks | 6,101 | 5,667 | -7.1% | 84,526 | 82,544 | -2.3% | 84,266 | 82,952 | -1.6% |
| Percentage of Self Checks | 45% | 45% | 0.0% | 49% | 49% | | | | |
| Assists Adult | 2,947 | 2,707 | -8.1% | 33,661 | 34,658 | 3.0% | 31,147 | 34,416 | 10.5% |
| Assists Children | 866 | 843 | -2.7% | 12,682 | 12,374 | -2.4% | 11,643 | 12,439 | 6.8% |
| Assists Local history | 104 | 107 | 2.9% | 1,284 | 1,141 | -11.1% | 1,442 | 1,163 | -19.3% |
| IT help calls | 121 | 92 | -24.0% | 1,303 | 1,287 | -1.2% | 1,182 | 1,291 | 9.2% |
| Searches in Catalog | 20,232 | 13,223 | -34.6% | 286,435 | 317,659 | 10.9% | 242,452 | 307,718 | 26.9% |
| Number of Items processed | 1,436 | 1,537 | 7.0% | 17,526 | 15,464 | -11.8% | 18,238 | 15,961 | -12.5% |
| Number of Items Withdrawn from Collection | 2,860 | 1,037 | -63.7% | 22,697 | 10,827 | -52.3% | 20,010 | 13,847 | -30.8% |
| Number of mended items | 211 | 244 | 15.6% | 2,166 | 2,550 | 17.7% | 2,273 | 2,463 | 8.4% |
| Number of items ordered | 429 | 402 | -6.3% | 7,545 | 5,688 | -24.6% | 8,171 | 6,075 | -25.7% |
| Number of records added to database | 1,225 | 1,293 | 5.6% | 15,360 | 12,731 | -17.1% | 15,965 | 13,370 | -16.3% |

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 9/1/2024 to 9/30/2024

35 -- LIBRARY FUND

| Check # | Check Date | Vendor | Check Amt | Account Description |
|----------------|-------------------|--|------------------|----------------------------|
| 162511 | 09/05/2024 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT | 2,061.01 | OFFICE SUPPLIES |
| 162515 | 09/05/2024 | CANON FINANCIAL SERVICES, INC SERVICE OFFICE EQUIPMENT COPIERS PRINTERS | 739.44 | SERV-OFFICE EQUIPMENT |
| 162523 | 09/05/2024 | COMMERCIAL MAIL SERVICES AUG 16 - AUG 31'24 | 326.04 | POSTAGE |
| 162550 | 09/05/2024 | HECKWINE, BETTI JO AUG RECOGNITION ICE CREAM SOCIAL | 20.90 | OTHER LIBRARY GRANT EXI |
| 162583 | 09/05/2024 | NEWSBANK, INC. 2024/2025 SUBSCRIPTION RENEWAL | 19,177.00 | BOOKS & PERIODICALS |
| 162603 | 09/05/2024 | SCHNIEDERJAN, MEGAN CHILDRENS YOGA CLASS 08/24/24 | 100.00 | OTHER LIBRARY GRANT EXI |
| 162644 | 09/12/2024 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT | 1,112.63 | OFFICE SUPPLIES |
| 162682 | 09/12/2024 | EFFINGHAM PUBLIC LIBRARY LOST/DAMAGED MATERIAL | 10.99 | LOST OR DAMAGED BOOKS |
| 162683 | 09/12/2024 | ELIZABETH TITUS MEMORIAL LIBRARY LOST/DAMAGED MATERIAL | 27.00 | LOST OR DAMAGED BOOKS |
| 162688 | 09/12/2024 | FORSYTH PUBLIC LIBRARY LOST/DAMAGED MATERIAL | 9.99 | LOST OR DAMAGED BOOKS |
| 162707 | 09/12/2024 | INFO USA MARKETING, INC CITY DIRECTORIES | 360.00 | PER CAPITA GRANT EXPENSE |
| 162712 | 09/12/2024 | KANOPY LIBRARY STREAMING SERVICE | 484.00 | BOOKS & PERIODICALS |
| 162714 | 09/12/2024 | KILEY KLEIN, LTD JULY/AUG'24 REPRESENTATION | 379.50 | PROFESSIONAL SERVICES |
| 162726 | 09/12/2024 | MARROWBONE PUBLIC LIBRARY DIST LOST/DAMAGED MATERIAL | 6.00 | LOST OR DAMAGED BOOKS |
| 162729 | 09/12/2024 | MARTINSVILLE LIBRARY LOST/DAMAGED MATERIAL | 15.95 | LOST OR DAMAGED BOOKS |
| 162732 | 09/12/2024 | MIDWEST TAPE, LLC AV AND STREAMING SERVICES | 65.05 | OFFICE SUPPLIES |
| 162745 | 09/12/2024 | PAWPRINT MINISTRIES 4 SESSIONS 6/6, 6/20, 7/11, 7/25'24 | 400.00 | OTHER LIBRARY GRANT EXI |
| 162750 | 09/12/2024 | REND LAKE COLLEGE LOST/DAMAGED MATERIAL | 20.50 | LOST OR DAMAGED BOOKS |

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 9/1/2024 to 9/30/2024

35 -- LIBRARY FUND

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------|-------------------|---|------------------|----------------------------|
| 162751 | 09/12/2024 | SCHNIEDERJAN, MEGAN CHILDREN'S YOGO SEPT 7'24 | 100.00 | OTHER LIBRARY GRANT EXI |
| 162761 | 09/12/2024 | TIMARAH KAUFMAN TRANSPORTATION DPL EMPLOYEE IN-SERV DAY | 1,889.00 | CONFERENCES & TRAVEL |
| 162768 | 09/12/2024 | UNIQUE MANAGEMENT SERVICES AUG'24 PLACEMENTS | 571.30 | PROFESSIONAL SERVICES |
| 162776 | 09/12/2024 | WELDON PUBLIC LIBRARY DISTRICT LOST/DAMAGED MATERIAL | 25.00 | LOST OR DAMAGED BOOKS |
| 162785 | 09/19/2024 | AMAZON PAYMENTS RETURN AGAINST INV 11PG-YDXY-DMX6 PURCHASE FOR OTHER LIBRARY GRANTS | 5,650.05 | BOOKS & PERIODICALS |
| 162791 | 09/19/2024 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT | 2,571.67 | OFFICE SUPPLIES |
| 162807 | 09/19/2024 | COMMERCIAL MAIL SERVICES SEPT 1 - 15'24 ADVANCE METERING FOR 804 | 212.52 | POSTAGE |
| 162866 | 09/19/2024 | LIBRARY IDEAS, LLC ANNUAL SUBSCRIPTION 24/25 FIERO CODE | 1,995.00 | BOOKS & PERIODICALS |
| 162873 | 09/19/2024 | MIDWEST TAPE, LLC AV AND STREAMING SERVICES | 8,224.39 | OFFICE SUPPLIES |
| 162880 | 09/19/2024 | MOYER DISTRICT LIBRARY LOST/ DAMAGED MATERIALS | 28.00 | LOST OR DAMAGED BOOKS |
| 162882 | 09/19/2024 | MT ZION DISTRICT LIBRARY LOST/ DAMAGED MATERIALS | 164.00 | LOST OR DAMAGED BOOKS |
| 162887 | 09/19/2024 | NAYAX, LLC CASHLESS ONLY- TBS | 19.44 | BANKING SERVICE CHARGE |
| 162890 | 09/19/2024 | PAETEC ACCT 633318933001 | 55.68 | TELEPHONE |
| 162946 | 09/19/2024 | WORLD ARCHIVES MIDCO, LLC ACCESS.NEWSPAPER.COM | 6,576.00 | BOOKS & PERIODICALS |
| 162955 | 09/26/2024 | AMERICAN LIBRARY ASSOCIATION A FRAZIER MEMBERSHIP DUES, PLA, SRRT | 262.00 | MEMBERSHIP FEES |
| 162963 | 09/26/2024 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT | 3,562.11 | OFFICE SUPPLIES |
| 162990 | 09/26/2024 | DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY | 4,329.75 | SECURITY |

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 9/1/2024 to 9/30/2024

35 -- LIBRARY FUND

| Check # | Check Date | Vendor | Check Amt | Account Description |
|----------------------|-------------------|--|------------------|----------------------------|
| 163014 | 09/26/2024 | ILLINOIS LIBRARY ASSOCIATION ILA MEMBERSHIP 24/25 A FRAZIER | 100.00 | MEMBERSHIP FEES |
| 163030 | 09/26/2024 | MEYER, RICK REIMBURSEMENT FOR TEEN LIBRARIAN PROGRAMS | 71.00 | BOOKS & PERIODICALS |
| 163033 | 09/26/2024 | MIDWEST TAPE, LLC AV AND STREAMING SERVICES | 1,944.04 | OFFICE SUPPLIES |
| 163081 | 09/27/2024 | PEERLESS NETWORK, INC ACCT 1212890 | 401.15 | TELEPHONE |
| 4007433 | 09/04/2024 | DELL INC. C2G 6FT DISPLAY PORT/HDMI ADAPTER | 21.99 | OTHER LIBRARY GRANT EXI |
| 8002826 | 09/18/2024 | DELL INC. ADULT/COMPUTER LAB | 24,366.99 | OTHER LIBRARY GRANT EXI |
| 23006247 | 09/05/2024 | JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS | 1,923.00 | OTHER LIBRARY GRANT EXI |
| 23006281 | 09/19/2024 | REGIONS/CREDIT CARD ACCT 7213 | 1,670.44 | OFFICE SUPPLIES |
| 23006311 | 09/19/2024 | JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS | 1,538.40 | OTHER LIBRARY GRANT EXI |
| 23006313 | 09/26/2024 | JONES & THOMAS PROFESSIONAL SERVICES - WEB | 420.00 | PROFESSIONAL SERVICES |
| 23006314 | 09/26/2024 | JONES & THOMAS PROFESSIONAL SERVICES - WEB | 420.00 | PROFESSIONAL SERVICES |
| 23006318 | 09/26/2024 | JONES & THOMAS RE-ISSUE FRAUDULENT CASHED CK160029 | 670.00 | PROFESSIONAL SERVICES |
| Total for: 35 | | | 95,098.92 | |

59 -- LIBRARY TRUST FUNDS

| Check # | Check Date | Vendor | Check Amt | Account Description |
|----------------|-------------------|--|------------------|----------------------------|
| 162511 | 09/05/2024 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT | 529.43 | BOOKS & PERIODICALS |
| 162644 | 09/12/2024 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT | 1,506.49 | BOOKS & PERIODICALS |
| 162707 | 09/12/2024 | INFO USA MARKETING, INC CITY DIRECTORIES | 330.00 | BOOK AND PERIODICALS |
| 162791 | 09/19/2024 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT | 1,633.27 | BOOKS & PERIODICALS |

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

For invoices from -- 9/1/2024 to 9/30/2024

59 -- LIBRARY TRUST FUNDS

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------|-------------------|--|-----------------------|----------------------------|
| 162963 | 09/26/2024 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT | 875.11 | BOOKS & PERIODICALS |
| | | | <hr/> | |
| | | | Total for: 59 | 4,874.30 |
| | | | <hr/> | |
| | | | Total for All: | \$99,973.22 |

SEPTEMBER 2024 VENDOR REPORT

| VENDOR NAME | AMOUNT |
|--|--------------------|
| AMAZON PAYMENTS Total | \$5,650.05 |
| AMERICAN LIBRARY ASSOCIATION Total | \$262.00 |
| BAKER & TAYLOR CO Total | \$13,851.72 |
| CANON FINANCIAL SERVICES, INC Total | \$739.44 |
| COMMERCIAL MAIL SERVICES Total | \$538.56 |
| DECATUR CIVIC CENTER AUTHORITY Total | \$4,329.75 |
| DELL INC. Total | \$24,388.98 |
| EFFINGHAM PUBLIC LIBRARY Total | \$10.99 |
| ELIZABETH TITUS MEMORIAL LIBRARY Total | \$27.00 |
| FORSYTH PUBLIC LIBRARY Total | \$9.99 |
| HECKWINE, BETTI JO Total | \$20.90 |
| ILLINOIS LIBRARY ASSOCIATION Total | \$100.00 |
| INFO USA MARKETING, INC Total | \$690.00 |
| JESSICA HILL CONSULTING LLC Total | \$3,461.40 |
| JONES & THOMAS Total | \$1,510.00 |
| KANOPIY Total | \$484.00 |
| KILEY KLEIN, LTD Total | \$379.50 |
| LIBRARY IDEAS, LLC Total | \$1,995.00 |
| MARROWBONE PUBLIC LIBRARY DIST Total | \$6.00 |
| MARTINSVILLE LIBRARY Total | \$15.95 |
| MEYER, RICK Total | \$71.00 |
| MIDWEST TAPE, LLC Total | \$10,233.48 |
| MOYER DISTRICT LIBRARY Total | \$28.00 |
| MT ZION DISTRICT LIBRARY Total | \$164.00 |
| NAYAX, LLC Total | \$19.44 |
| NEWSBANK, INC. Total | \$19,177.00 |
| PAETEC Total | \$55.68 |
| PAWPRINT MINISTRIES Total | \$400.00 |
| PEERLESS NETWORK, INC Total | \$401.15 |
| REGIONS/CREDIT CARD Total | \$1,670.44 |
| REND LAKE COLLEGE Total | \$20.50 |
| SCHNIEDERJAN, MEGAN Total | \$200.00 |
| TIMARAH KAUFMAN Total | \$1,889.00 |
| UNIQUE MANAGEMENT SERVICES Total | \$571.30 |
| WELDON PUBLIC LIBRARY DISTRICT Total | \$25.00 |
| WORLD ARCHIVES MIDCO, LLC Total | \$6,576.00 |
| Grand Total | \$99,973.22 |

DPL FY 2024 Budget Report

Prepared October 11, 2024

At the end of September 75% of the Year Has Passed

Revenue

| | FY 2024 Budgeted | % of Budget | Actual YTD | % Collected | FY23 YTD | % Change |
|----------------------|-------------------------|--------------------|------------------------|--------------------|------------------------|-----------------|
| Property Taxes | \$ 3,122,000 | 64.5% | \$ 2,088,178.29 | 66.9% | \$ 1,868,472.79 | 11.8% |
| All Other | \$ 1,719,716 | 35.5% | \$ 1,085,136.37 | 63.1% | \$ 1,383,002.82 | -21.5% |
| Total Revenue | \$ 4,841,716 | | \$ 3,173,314.66 | 65.5% | \$ 3,251,475.61 | -2.4% |

| Expense | FY 2024 Budgeted | % of Budget | Actual YTD | % Expended | FY23 YTD | % Change |
|------------------|-------------------------|--------------------|------------------------|-------------------|------------------------|-----------------|
| Personnel | | | | | | |
| Payroll | \$ 1,770,819 | | \$ 1,334,572.91 | 75.4% | \$ 1,274,779.18 | 4.7% |
| Benefits | \$ 978,733 | | \$ 710,143.79 | 72.6% | \$ 622,012.19 | 14.2% |
| | \$ 2,749,552 | 58.0% | \$ 2,044,716.70 | 74.4% | \$ 1,896,791.37 | 7.8% |

Library Materials

| | | | | | | |
|--------------------------|-------------------|-------------|----------------------|--------------|----------------------|---------------|
| Books, Periodicals, etc. | \$ 245,000 | | \$ 110,711.36 | 45.2% | \$ 211,822.20 | -47.7% |
| Per Capita | \$ 104,020 | | \$ 107,414.06 | 103.3% | \$ 68,135.60 | 57.6% |
| Lost/Damage | \$ 1,600 | | \$ 832.83 | 52.1% | \$ 1,066.46 | -22% |
| Total Materials | \$ 350,620 | 9.3% | \$ 218,958.25 | 62.4% | \$ 281,024.26 | -22.1% |

Professional Services

| | | | | | | |
|-----------------------|-------------------|-------------|---------------------|--------------|----------------------|---------------|
| Security | \$ 45,000.00 | | \$ 40,343.75 | 89.7% | \$ 18,661.05 | 116.2% |
| Professional Services | \$ 70,000 | | \$ 48,744.10 | 69.6% | \$ 101,693.43 | -52.1% |
| Temp Agency | \$ 2,500 | | \$ - | 0.0% | \$ 2,077.90 | -1 |
| Bank Service Charges | \$ 250 | | \$ 183.99 | 73.6% | \$ 190.03 | -3% |
| Total | \$ 117,750 | 3.1% | \$ 89,271.84 | 75.8% | \$ 103,961.36 | -14.1% |

Allocations

| | | | | | | | | | |
|---------------------------|-----------|----------------|-------------|-----------|-------------------|--------------|-----------|-------------------|---------------|
| Administrative Fee | \$ | 147,732 | | \$ | 110,799.00 | 75.0% | \$ | 113,220.00 | -2.1% |
| MIS | \$ | 16,337 | | \$ | 12,249.00 | 75.0% | \$ | 29,727.00 | -58.8% |
| | \$ | 164,069 | 4.3% | \$ | 123,048.00 | 75.0% | \$ | 142,947.00 | -13.9% |

Grants

| | | | | | | | | | |
|---------------------|-----------|----------------|-------------|-----------|------------------|--------------|-----------|------------------|--------------|
| Other grants | \$ | 300,000 | | \$ | 83,422.60 | 27.8% | \$ | 72,744.45 | 14.7% |
| | \$ | 300,000 | 7.9% | \$ | 83,422.60 | 27.8% | \$ | 72,744.45 | 14.7% |

| | | | | | | | | | |
|--------------------|----|-----|-------|----|--------|-------|----|---|---------|
| Advertising | \$ | 900 | 0.02% | \$ | 523.38 | 58.2% | \$ | - | #DIV/0! |
|--------------------|----|-----|-------|----|--------|-------|----|---|---------|

Office Supplies/Maintenance

| | | | | | | | | | |
|------------------------------------|-----------|----------------|-------------|-----------|-------------------|--------------|-----------|-------------------|---------------|
| Printing/Binding | \$ | - | | \$ | - | #DIV/0! | \$ | - | #DIV/0! |
| Postage | \$ | 4,500 | | \$ | 4,122.84 | 91.6% | \$ | 2,417.35 | 70.6% |
| Service to Office Equipment | \$ | 22,000 | | \$ | 19,953.48 | 90.7% | \$ | 22,525.68 | -11.4% |
| Telephone | \$ | 16,000 | | \$ | 4,811.95 | 30.1% | \$ | 6,414.07 | -25.0% |
| Software | \$ | 45,000 | | \$ | 46,200.46 | 102.7% | \$ | 32,846.55 | 40.7% |
| Office Supplies | \$ | 36,000 | | \$ | 18,286.76 | 50.8% | \$ | 22,884.90 | -20.1% |
| Small Capital | \$ | 152,000 | | \$ | 40,826.00 | 26.9% | \$ | 70,620.66 | -42.2% |
| | \$ | 275,500 | 7.3% | \$ | 134,201.49 | 48.7% | \$ | 157,709.21 | -14.9% |

Staff Development

| | | | | | | | | | |
|------------------------------------|-----------|---------------|-------------|-----------|------------------|--------------|-----------|------------------|--------------|
| Conferences/Training/Travel | \$ | 13,000 | | \$ | 16,249.50 | 125.0% | \$ | 9,421.57 | 72.5% |
| Tuition Reimbursement | \$ | 10,000 | | \$ | - | 0.0% | \$ | - | #DIV/0! |
| Membership | \$ | 73,000 | | \$ | 73,590.85 | 100.8% | \$ | 60,168.22 | 22.3% |
| | \$ | 96,000 | 2.5% | \$ | 89,840.35 | 93.6% | \$ | 69,589.79 | 29.1% |

Insurance

| | | | | | | | | | |
|------------------------|-----------|---------------|-------------|-----------|------------------|--------------|-----------|------------------|--------------|
| Unemployment | \$ | 1,128 | | \$ | 846.00 | 75.0% | \$ | 810.00 | 4.4% |
| Risk Management | \$ | 93,612 | | \$ | 70,209.00 | 75.0% | \$ | 71,325.00 | -1.6% |
| | \$ | 94,740 | 2.5% | \$ | 71,055.00 | 75.0% | \$ | 72,135.00 | -1.5% |

Building Costs

| | | | | | | |
|----------------------------------|--------------|-------|-----------------|---------|-----------------|----------|
| Transfer to Capital | \$ - | | \$ - | | \$ - | #DIV/0! |
| Rent | \$ 589,583 | | \$ 442,035.00 | 75.0% | \$ 442,035.00 | 0.0% |
| Supplies | \$ 1,000 | | \$ 88.06 | 8.8% | \$ 109.62 | -19.7% |
| Maintenance | \$ - | | \$ - | #DIV/0! | \$ 1,845.00 | -100.0% |
| Total Building | \$ 590,583 | 15.6% | \$ 442,123.06 | | \$ 443,989.62 | -0.4% |
| Total Operations/Services | \$ 1,990,162 | 52.6% | \$ 1,252,443.97 | 62.9% | \$ 1,344,100.69 | -6.8% |
| Total Expenses | \$ 4,739,714 | | \$ 3,297,160.67 | 69.6% | \$ 3,240,892.06 | 1.7% |
| Revenue Minus Expense | \$ 102,002 | | \$ (123,846.01) | | \$ 10,583.55 | -1270.2% |

Operating fund

| Date | Beginning | Revenue | Expense | Balance Sheet | Activ | Equals |
|-----------|---------------------|-----------------|---------------|---------------|-------|--------------|
| 1/1/2023 | 1,794,636.63 | \$ 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 | \$ 166,326.29 | \$ 430,350.60 | \$ - | \$ | 1,633,393.22 |
| 9/1/2023 | \$ 1,633,393.22 | \$ 410,845.15 | \$ 373,447.75 | \$ - | \$ | 1,670,790.62 |
| 10/1/2023 | \$ 1,670,790.62 | | | | | |
| 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 | \$ | 958.05 | \$ | 958.05 | \$ | 817,094.84 |
| 5/1/2023 | \$ | 817,094.84 | \$ | 1,593.09 | \$ | 1,922.00 | \$ | 816,765.93 |
| 6/1/2023 | \$ | 816,765.93 | \$ | 3,199.53 | \$ | 63,844.84 | \$ | 756,120.62 |
| 7/1/2023 | \$ | 756,120.62 | \$ | 968.00 | \$ | 359,416.41 | \$ | 397,672.21 |
| 8/1/2023 | \$ | 397,672.21 | \$ | 1,383.80 | \$ | 1,300.00 | \$ | 397,756.01 |
| 9/1/2023 | \$ | 397,756.01 | \$ | 1,789.98 | \$ | 248,648.22 | \$ | 150,897.77 |
| 10/1/2023 | \$ | 150,897.77 | | | | | | |
| 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 | \$ 8.06 | \$ 3,544.82 | \$ 12,010.22 |
| 9/1/2023 | \$ 12,010.22 | \$ 5.50 | \$ 3,450.49 | \$ 8,565.23 |
| 10/1/2023 | \$ 8,565.23 | | | |
| 11/1/2023 | \$ - | | | |
| 12/1/2023 | \$ - | | | |
| 1/1/2024 | \$ - | | | |

Meyer

| 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 | \$ | 34,472.13 | \$ | 22.91 | \$ | - | \$ | 34,495.04 |
| 8/1/2023 | \$ | 34,495.04 | \$ | 20.38 | \$ | 95.79 | \$ | 34,419.63 |
| 9/1/2023 | \$ | 34,419.63 | \$ | 18.60 | \$ | 330.00 | \$ | 34,108.23 |
| 10/1/2023 | \$ | 34,108.23 | | | | | | |
| 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 | \$ 55.43 | \$ 167.65 | \$ 8,974.73 |
| 9/1/2023 | \$ 8,974.73 | \$ 4.66 | \$ 1,093.81 | \$ 7,885.58 |
| 10/1/2023 | \$ 7,885.58 | | | |
| 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 | \$ 167,793.96 | \$ 435,458.86 | \$ - \$ 2,086,553.81 |
| 9/1/2023 | \$ 2,086,553.81 | \$ 412,663.89 | \$ 626,970.27 | \$ - \$ 1,872,247.43 |
| 10/1/2023 | \$ 1,872,247.43 | \$ - | \$ - | \$ - |
| 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 | \$ 546,184 | \$ (193,816) |
| State Grants or other | \$ 104,020 | \$ 131,520 | \$ 27,500 |
| Other Grants | \$ 300,000 | \$ 67,615 | \$ (232,385) |
| PILOT | \$ 540,096 | \$ 540,096 | \$ - |
| Fines | \$ 6,500 | \$ 4,906 | \$ (1,594) |
| Non-Resident Fee | \$ 100 | \$ 183 | \$ 83 |
| Lost or Damaged Items | \$ 5,000 | \$ 5,031 | \$ 31 |
| Copies/Miscellaneous | \$ 12,500 | \$ 12,830 | \$ 330 |
| Meeting Room Fees | \$ 3,500 | \$ 4,080 | \$ 580 |
| Interest Income | \$ 5,000 | \$ 11,386 | \$ 6,386 |
| Investment Income | \$ 3,000 | \$ 26,652 | \$ 23,652 |
| Sale of Property | \$ - | \$ - | \$ - |
| Sublease | \$ - | \$ - | \$ - |
| Miscellaneous Income | \$ - | \$ - | \$ - |
| Reimbursement of Expenses | \$ - | \$ 836 | |
| Totals | \$ 4,841,716 | \$ 4,473,319 | \$ (368,397) |

Expenditures

| Fund | Budgeted | Projected | Difference |
|-------------------------------|---------------------|---------------------|-------------------|
| Salaries | \$ 1,770,819 | \$ 1,736,433 | \$ 34,386 |
| Overtime | \$ - | \$ - | \$ - |
| IMRF | \$ 117,648 | \$ 111,379 | \$ 6,269 |
| FICA/Medicare | \$ 136,572 | \$ 129,389 | \$ 7,183 |
| Life insurance | \$ 3,283 | \$ 2,714 | \$ 569 |
| Medical insurance | \$ 706,800 | \$ 666,645 | \$ 40,155 |
| Service recognition | \$ 14,430 | \$ 14,430 | \$ - |
| Total Personnel | \$ 2,749,552 | \$ 2,660,990 | \$ 88,562 |
| Fund | Budgeted | | |
| Unemployment insurance | \$ 1,128 | \$ 1,128 | \$ - |
| Advertising | \$ 900 | \$ 698 | \$ 202 |
| Printing/binding | \$ - | \$ - | \$ - |
| Service to maintain Building | \$ - | \$ - | \$ - |
| Service to Office Equipment | \$ 22,000 | \$ 22,652 | \$ (652) |
| IT Services | \$ 16,337 | \$ 16,337 | \$ - |
| Telephone/Internet | \$ 16,000 | \$ 6,107 | \$ 9,893 |
| Banking Service Charges | \$ 250 | \$ 216 | \$ 34 |
| Conferences/Travel/Continuing | \$ 13,000 | \$ 26,887 | \$ (13,887) |
| General Fund | \$ 147,732 | \$ 147,732 | \$ - |
| Postage | \$ 4,500 | \$ 6,573 | \$ (2,073) |
| 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 | \$ 75,517 | \$ (2,517) |
| Rental Equipment | \$ - | \$ - | |
| Materials for Buildings | \$ 1,000 | \$ - | \$ 1,000 |
| Per Capita Grant | \$ 104,020 | \$ 104,020 | \$ - |
| Other Grant | \$ 300,000 | \$ 127,479 | \$ 172,521 |
| Office Supplies | \$ 36,000 | \$ 27,252 | \$ 8,748 |
| 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 | \$ 1,503 | \$ 97 |
| Transfer to Capital Fund | \$ - | \$ - | \$ - |
| Total operating | \$ 1,990,162 | \$ 1,774,478 | \$ 215,684 |
| | | | |
| Total expense | \$ 4,739,714 | \$ 4,435,468 | \$ 304,246 |
| | | | |
| Surplus (deficit) | \$ 102,002.00 | \$ 37,851 | |

CITY OF DECATUR 2025 BUDGET DETAIL

| 35 LIBRARY FUND | 2023 Actual | 2024 Revised Budget | 2024 YTD (period 10) | 2025 Department | % vs 2024RB |
|-----------------|----------------|---------------------------|-------------------------|--------------------|----------------|
|-----------------|----------------|---------------------------|-------------------------|--------------------|----------------|

350 LIBRARY

3559350 LIBRARY FUND

| | | | | | | |
|--------|--------------------------|-----------|-----------|-----------|-----------|------|
| 301103 | REAL ESTATE TAXES | 2,952,100 | 3,122,000 | 2,088,178 | 3,272,000 | 5 |
| 302104 | STATE REPLACEMENT TAX | 803,022 | 740,000 | 442,024 | 592,000 | -20 |
| 302107 | STATE GRANTS OR OTHER | 104,020 | 104,020 | 132,225 | 104,020 | |
| 302124 | OTHER LIBRARY GRANTS | 84,220 | 300,000 | 55,687 | 150,000 | -50 |
| 303607 | PAYMENT IN LIEU OF TAXES | 548,484 | 540,096 | 405,072 | 556,299 | 3 |
| 305509 | FINES AND FEES | 6,051 | 6,500 | 4,188 | 4,500 | -31 |
| 305510 | NON- RESIDENTIAL FEES | 90 | 100 | 183 | 100 | |
| 305511 | LOST OR DAMAGED BOOKS | 4,677 | 5,000 | 4,009 | 5,000 | |
| 305514 | COPIES AND MISCELLANEOUS | 14,010 | 12,500 | 10,048 | 14,000 | 12 |
| 305515 | MEETING ROOM FEES | 4,120 | 3,500 | 3,550 | 4,000 | 14 |
| 306785 | SBITA ISSUANCE | 1,299 | 0 | 0 | 0 | 100* |
| 307101 | INTEREST INCOME | 12,946 | 5,000 | 7,325 | 6,000 | 20 |
| 307141 | INVESTMENT INCOME | 12,050 | 3,000 | 19,989 | 5,000 | 67 |
| 307999 | UNREALIZED GAIN/LOSS | 9,035 | 0 | 0 | 0 | 100* |
| 308802 | SALE OF CITY PROPERTY | 5,040 | 0 | 0 | 0 | 100* |
| 308890 | REIMBURSEMENT OF EXPENSE | 608 | 0 | 836 | 0 | 100* |
| 308899 | MISCELLANEOUS INCOME | -8 | 0 | 0 | 0 | 100* |

3559350 Total: 4,561,764 4,841,716 3,173,314 4,712,919 -3

LIBRARY TOTAL: 4,561,764 4,841,716 3,173,314 4,712,919 -3

CITY OF DECATUR 2025 BUDGET DETAIL

35 LIBRARY FUND

2023 Actual 2024 Revised Budget 2024 YTD (period 10) 2025 Department % vs 2024RB

351 LIBRARY OPERATIONS

35593511 DPL - PERSONNEL SERVICES

| | | | | | | |
|-----------------|----------------------|-----------|-----------|-----------|-----------|------|
| 409000 | SALARIES | 1,672,401 | 1,770,819 | 1,334,573 | 1,867,224 | 5 |
| 410100 | OVERTIME | 236 | 0 | 0 | 0 | 100* |
| 410500 | PENSION CONTRIBUTION | 99,035 | 117,648 | 85,630 | 135,590 | 15 |
| 410700 | FICA/MEDICARE | 124,848 | 136,572 | 99,476 | 144,064 | 5 |
| 411100 | LIFE INSURANCE | 2,691 | 3,283 | 2,087 | 3,800 | 16 |
| 411200 | MEDICAL INSURANCE | 576,800 | 706,800 | 512,168 | 741,000 | 5 |
| 411500 | SERVICE RECOGNITION | 14,181 | 14,430 | 10,783 | 15,970 | 11 |
| 35593511 Total: | | 2,490,192 | 2,749,552 | 2,044,717 | 2,907,648 | 6 |

35593512 DPL - OPERATING EXPENSES

| | | | | | | |
|-----------------|-------------------------------|-----------|-----------|-----------|-----------|-------|
| 411300 | TO EMPL BENEFITS-UNEMPLOYMEN | 1,080 | 1,128 | 846 | 1,176 | 4 |
| 420100 | ADVERTISING | 0 | 900 | 523 | 900 | |
| 421000 | SERVICE TO MAINT BUILDINGS | 1,845 | 0 | 0 | 0 | 100* |
| 421300 | SERV-OFFICE EQUIPMENT | 25,572 | 22,000 | 19,953 | 25,000 | 14 |
| 423000 | GENERAL FUND IT SERVICES | 39,636 | 16,337 | 12,249 | 19,967 | 22 |
| 423300 | TELEPHONE | 8,140 | 16,000 | 4,920 | 6,000 | -62 |
| 423901 | BANKING SERVICE CHARGES | 223 | 250 | 184 | 250 | |
| 424100 | CONFERENCES & TRAVEL | 15,589 | 13,000 | 16,250 | 35,000 | >100* |
| 424350 | GENERAL FUND FIXED ALLOCATION | 150,960 | 147,732 | 110,799 | 189,792 | 28 |
| 424500 | POSTAGE | 3,854 | 4,500 | 4,123 | 5,000 | 11 |
| 424650 | SECURITY | 30,056 | 45,000 | 40,344 | 22,500 | -50 |
| 424700 | COMPUTER SOFTWARE | 39,321 | 45,000 | 46,200 | 45,000 | |
| 427100 | TEMP AGENCY SERVICES | 2,078 | 2,500 | 0 | 0 | -100* |
| 427200 | TUITION REIMBURSEMENT | 0 | 10,000 | 0 | 10,000 | |
| 428000 | PROFESSIONAL SERVICES | 124,114 | 70,000 | 48,744 | 50,000 | -29 |
| 428400 | MEMBERSHIP FEES | 61,743 | 73,000 | 73,686 | 71,000 | -3 |
| 428900 | RENTAL - EQUIPMENT | 2,875 | 0 | 0 | 0 | 100* |
| 432000 | MATERIALS - BUILDINGS | 110 | 1,000 | 88 | 0 | -100* |
| 433015 | PER CAPITA GRANT EXPENSE | 98,174 | 104,020 | 107,414 | 104,020 | |
| 433020 | OTHER LIBRARY GRANT EXPENSE | 87,182 | 300,000 | 84,409 | 150,000 | -50 |
| 434500 | OFFICE SUPPLIES | 34,105 | 36,000 | 18,287 | 40,000 | 11 |
| 440902 | SOFTWARE LEASE PRINCIPAL PMTS | 662 | 0 | 0 | 0 | 100* |
| 442300 | RISK MANAGEMENT INSURANCE | 95,100 | 93,612 | 70,209 | 111,948 | 20 |
| 442900 | TRANSFER TO CAPITAL FUND | 200,000 | 0 | 0 | 315,000 | 100* |
| 449900 | SMALL CAPITAL ITEMS | 117,099 | 152,000 | 40,826 | 50,000 | -67 |
| 449903 | SBITA CAPITAL OUTLAY | 1,299 | 0 | 0 | 0 | 100* |
| 455300 | BUILDING LEASE PAYMENT | 589,375 | 589,853 | 442,035 | 589,583 | 0 |
| 35593512 Total: | | 1,730,192 | 1,743,832 | 1,142,089 | 1,842,136 | 6 |

CITY OF DECATUR 2025 BUDGET DETAIL

| 35 | LIBRARY FUND | 2023 Actual | 2024 Revised Budget | 2024 YTD (period 10) | 2025 Department | % vs 2024RB |
|----|--------------|----------------|---------------------------|-------------------------|--------------------|----------------|
|----|--------------|----------------|---------------------------|-------------------------|--------------------|----------------|

351 LIBRARY OPERATIONS

35593515 DPL - OPERATING EXPENSES

| | | | | | | |
|-----------------|--------------------------|---------|---------|---------|---------|------|
| 442900 | TRANSFER TO CAPITAL FUND | 0 | 0 | 0 | 265,000 | 100* |
| 458000 | BOOKS & PERIODICALS | 302,771 | 245,000 | 110,711 | 245,000 | |
| 458100 | LOST OR DAMAGED BOOKS | 1,427 | 1,600 | 851 | 1,600 | |
| 35593515 Total: | | 304,198 | 246,600 | 111,562 | 511,600 | 107 |

| | | | | | | |
|---------------------------|---------------|------------------|------------------|------------------|------------------|-----------|
| LIBRARY OPERATIONS | TOTAL: | 4,524,582 | 4,739,984 | 3,298,368 | 5,261,384 | 11 |
|---------------------------|---------------|------------------|------------------|------------------|------------------|-----------|

| | | | | |
|---------------------|----------------|-----------------|----------------|----------------|
| FUND TOTAL:: | -37,182 | -101,732 | 125,054 | 548,465 |
|---------------------|----------------|-----------------|----------------|----------------|

| | | | | |
|----------------------------|------------------|------------------|------------------|------------------|
| Fund Revenue TOTAL: | 4,561,764 | 4,841,716 | 3,173,314 | 4,712,919 |
|----------------------------|------------------|------------------|------------------|------------------|

| | | | | |
|----------------------------|------------------|------------------|------------------|------------------|
| Fund Expense TOTAL: | 4,524,582 | 4,739,984 | 3,298,368 | 5,261,384 |
|----------------------------|------------------|------------------|------------------|------------------|

CITY OF DECATUR 2025 BUDGET DETAIL

| 58 | LIBRARY CAPITAL | 2023 Actual | 2024 Revised Budget | 2024 YTD (period 10) | 2025 Department | % vs 2024RB |
|----|-----------------|----------------|---------------------------|-------------------------|--------------------|----------------|
|----|-----------------|----------------|---------------------------|-------------------------|--------------------|----------------|

580 LIBRARY CAPITAL

5859580 LIBRARY CAPITAL REVENUES

| | | | | | | |
|--------|-----------------------|---------|-------|--------|---------|--------|
| 306709 | TRANSFER FROM LIBRARY | 200,000 | 0 | 0 | 315,000 | 100* |
| 307101 | INTEREST INCOME | 7,068 | 6,000 | 3,673 | 0 | <-100* |
| 307141 | INVESTMENT INCOME | 7,346 | 5,000 | 10,717 | 0 | <-100* |
| 307999 | UNREALIZED GAIN/LOSS | 6,099 | 0 | 0 | 0 | 100* |

5859580 Total: 220,513 11,000 14,390 315,000 2764

LIBRARY CAPITAL TOTAL: 220,513 11,000 14,390 315,000 2764

CITY OF DECATUR 2025 BUDGET DETAIL

| 58 | LIBRARY CAPITAL | 2023 Actual | 2024 Revised Budget | 2024 YTD (period 10) | 2025 Department | % vs 2024RB |
|----|-----------------|----------------|---------------------------|-------------------------|--------------------|----------------|
|----|-----------------|----------------|---------------------------|-------------------------|--------------------|----------------|

582 LIBRARY CAPITAL PROJECTS

58595826 LIBRARY CAPITAL PROJECTS

| | | | | | | | |
|-----------------|-------|---------------------|---------|---------|---------|---------|------|
| 449950 | L2301 | LARGE CAPITAL ITEMS | 338,096 | 0 | 59,152 | 0 | 100* |
| 451500 | | OFFICE EQUIPMENT | 0 | 500,000 | 0 | 50,000 | -90 |
| 451500 | L2401 | OFFICE EQUIPMENT | 0 | 0 | 424,561 | 745,000 | 100* |
| 58595826 Total: | | | 338,096 | 500,000 | 483,713 | 795,000 | 59 |

| | | | | | | | |
|---------------------------------|--|---------------|---------|---------|---------|---------|----|
| LIBRARY CAPITAL PROJECTS | | TOTAL: | 338,096 | 500,000 | 483,713 | 795,000 | 59 |
|---------------------------------|--|---------------|---------|---------|---------|---------|----|

| | | | | |
|--------------------|---------|---------|---------|---------|
| FUND TOTAL: | 117,583 | 489,000 | 469,323 | 480,000 |
|--------------------|---------|---------|---------|---------|

| | | | | |
|----------------------------|---------|--------|--------|---------|
| Fund Revenue TOTAL: | 220,513 | 11,000 | 14,390 | 315,000 |
|----------------------------|---------|--------|--------|---------|

| | | | | |
|----------------------------|---------|---------|---------|---------|
| Fund Expense TOTAL: | 338,096 | 500,000 | 483,713 | 795,000 |
|----------------------------|---------|---------|---------|---------|

CITY OF DECATUR 2025 BUDGET DETAIL

| 59 | LIBRARY TRUST FUNDS | 2023 Actual | 2024 Revised Budget | 2024 YTD (period 10) | 2025 Department | % vs 2024RB |
|----|---------------------|----------------|---------------------------|-------------------------|--------------------|----------------|
|----|---------------------|----------------|---------------------------|-------------------------|--------------------|----------------|

590 DECATUR PUBLIC LIBRARY TRUSTS

5959590 DPL TRUST FUND REVENUES

| | | | | | | |
|---|------------------------|--------------|---------------|--------------|---------------|-----------|
| 307103 | INTEREST INC - CANTONI | 391 | 0 | 107 | 0 | 100* |
| 307104 | INTEREST INC - MEYERS | 336 | 0 | 194 | 0 | 100* |
| 307142 | INTEREST - DONATIONS | 9 | 0 | 40 | 0 | 100* |
| 308805 | CONTRIBUTIONS | 4,923 | 30,000 | 7,178 | 50,000 | 67 |
| 5959590 Total: | | 5,659 | 30,000 | 7,519 | 50,000 | 67 |
| DECATUR PUBLIC LIBRARY TRUSTS TOTAL: | | 5,659 | 30,000 | 7,519 | 50,000 | 67 |

CITY OF DECATUR 2025 BUDGET DETAIL

| 59 | LIBRARY TRUST FUNDS | 2023 Actual | 2024 Revised Budget | 2024 YTD (period 10) | 2025 Department | % vs 2024RB |
|----|---------------------|----------------|---------------------------|-------------------------|--------------------|----------------|
|----|---------------------|----------------|---------------------------|-------------------------|--------------------|----------------|

| | |
|------------|--------------------------|
| 591 | DPL-CANTONI TRUST |
|------------|--------------------------|

| | |
|----------|------------------------|
| 59595912 | TRUST CANTONI EXPENSES |
|----------|------------------------|

| | | | | | | |
|--------|--------------------------|---------------|---------------|---------------|--------------|------------|
| 458000 | BOOKS & PERIODICALS | 32,437 | 20,000 | 18,119 | 6,000 | -70 |
| | 59595912 Total: | <u>32,437</u> | <u>20,000</u> | <u>18,119</u> | <u>6,000</u> | <u>-70</u> |
| | DPL-CANTONI TRUST | | | | | |
| | TOTAL: | <u>32,437</u> | <u>20,000</u> | <u>18,119</u> | <u>6,000</u> | <u>-70</u> |

CITY OF DECATUR 2025 BUDGET DETAIL

59 LIBRARY TRUST FUNDS

2023 Actual 2024 Revised Budget 2024 YTD (period 10) 2025 Department % vs 2024RB

592 DPL-MEYER TRUST

59595922 TRUST MEYER EXPENSES

| | | | | | | |
|--------|------------------------------------|--------------|---------------|--------------|---------------|-----------|
| 423903 | MISCELLANEOUS EXPENSE | 0 | 5,000 | 0 | 5,000 | |
| 428000 | PROFESSIONAL FEES | 0 | 5,000 | 0 | 5,000 | |
| 431600 | ARCHIVAL SUPPLIES | 3,576 | 5,000 | 812 | 5,000 | |
| 448600 | TRANSFER TO LIBRARY FUND | 0 | 0 | 0 | 5,000 | 100* |
| 449900 | SMALL CAPITAL ITEMS | 0 | 5,000 | 0 | 5,000 | |
| 458000 | BOOK AND PERIODICALS | 3,073 | 5,000 | 5,238 | 5,000 | |
| | 59595922 Total: | 6,649 | 25,000 | 6,050 | 30,000 | 20 |
| | DPL-MEYER TRUST TOTAL: | 6,649 | 25,000 | 6,050 | 30,000 | 20 |

CITY OF DECATUR 2025 BUDGET DETAIL

| 59 | LIBRARY TRUST FUNDS | 2023 Actual | 2024 Revised Budget | 2024 YTD (period 10) | 2025 Department | % vs 2024RB |
|----|---------------------|----------------|---------------------------|-------------------------|--------------------|----------------|
|----|---------------------|----------------|---------------------------|-------------------------|--------------------|----------------|

594 DPL-MEMORIALS

59595942 TRUST MEMORIAL EXPENSES

| | | | | | | |
|--------|-----------------------------|-------|--------|-------|--------|----|
| 458000 | BOOKS & PERIODICALS | 4,055 | 30,000 | 1,774 | 50,000 | 67 |
| | 59595942 Total: | 4,055 | 30,000 | 1,774 | 50,000 | 67 |
| | DPL-MEMORIALS TOTAL: | 4,055 | 30,000 | 1,774 | 50,000 | 67 |

| | | | | |
|----------------------------|---------------|---------------|---------------|---------------|
| FUND TOTAL: | 37,482 | 45,000 | 18,424 | 36,000 |
| Fund Revenue TOTAL: | 5,659 | 30,000 | 7,519 | 50,000 |
| Fund Expense TOTAL: | 43,141 | 75,000 | 25,943 | 86,000 |