



DECATUR PUBLIC LIBRARY

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AGENDA

**Regular Board of Trustee
Thursday, November 21, 2024**

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of the October 17, 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**—Alissa Henkel, Matt Wilkerson, Carol Ziese
- VI. **City Librarian’s report, October** –Rick Meyer (Discussion)
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Chair Appointment (Discussion)
 - ii. Circulation Policy (Action)
 - iii. Unattended Children Policy (Action)
 - iv. Meeting Room Policy (Action)

- v. Remote Work Policy (Action)
- vi. DEI Committee (Discussion)

B. Finance and Properties Committee—Karl Coleman

- i. Capital Needs (Discussion)
- ii. Furniture Project Update (Discussion)
- iii. October 2024 Check Registers & Vendor Reports (Action)
- iv. October 2024 Budget Actuals (Discussion)
- v. 2024 Budget Projection (Discussion)
- vi. FY2025 Budget Amendment (Discussion)
- vii. Chair Appointment (Discussion)
- viii. Other

C. Foundation—Karl Coleman

- i. Annual Meeting, October 29

D. Friends of the Library – Alissa Henkel, Shiowa Karsten

- i. November 14 Meeting

E. Illinois Heartland Library System—Rick Meyer

- i. No Report

VIII. Old Business

- A. Other

IX. New Business

- A. Election of Secretary (Action)
- B. Serving Our Public 4.0-Rick Meyer (Discussion)
- C. Other (Discussion)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

October 17, 2024 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Emily West, Paula Cross, Shiowa Karsten, Ashley Petty, Blake Allison, Samantha Carroll, Alana Banks

Present:

Karl Coleman
Blake Allison
Samantha Carroll
Paula Cross
Shiowa Karsten
Ashley Petty

Absent:

Sofia Xethalis
Alana Banks
Emily West

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

Guests:

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

Swearing in of Paula Cross, Shiowa Karsten, and Ashley Petty – Mr. Meyer swore in all members.

Consent Agenda (Approval of Agenda; Approval of September 19, 2024 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Carroll made a motion to accept the agenda and minutes, seconded by Ms. Cross. The agenda and minutes were approved by consent.

Public comments: Guest, Mr. Sutman, spoke about the Library green space, wishing for native grassland and flowers to be incorporated.

Written Communications from the Public: None

Division Head Reports (Discussion)

Ms. Henkel gave a summary on the Program, Resources, and Services Department. Employees participated in multiple festivals in the community to provide Library information and register people for Library cards.

Ms. Ziese gave of summary of both Technical Services and the Circulation department.

Ms. Dampitz reported on the 150th Anniversary for the Library in 2025. It will be a year-long celebration. Ms. Carroll is a member of the 150th Anniversary committee representing the Decatur Public Library Foundation.

City Librarian's Report May – September (Discussion) Mr. Meyer presented the May - September reports.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Mr. Coleman – No Meeting
- B. Finance and Properties Committee – Mr. Coleman
 - a. Capital Needs (Discussion) Mr. Meyer gave an update on the roof, and retaining walls.
 - b. Furniture Project Update (Discussion) Mr. Meyer stated the project will begin December 2 and finish on December 19. Invoicing may fall partially into 2025. Ed Walker has been contracted to sell Library Mid-Century furniture. He is hoping to hold a public sale at Kirkland.
 - c. September 2024 Check Register & Vendor Report (Action) Mr. Allison made a motion to accept the Check Register, seconded by Ms. Carroll. Mr. Coleman requested a roll call vote. Ms. Carroll yes, Mr. Coleman yes, Ms. Cross, yes, Mr. Allison yes, Ms. Karsten yes, Ms. Petty yes. All in favor. The motion was adopted.
 - d. August 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget actuals.
 - e. 2024 Budget Projection (Discussion) Mr. Meyer presented the budget projection.
 - f. FY2025 Budget Approval (Action) Mr. Meyer discussed the 2025 budget. Mr. Coleman requested a roll call vote. Ms. Carroll yes, Mr. Coleman yes, Ms. Cross, yes, Mr. Allison yes, Ms. Karsten yes, Ms. Petty yes. All in favor. The motion was adopted.
 - g. Other (Discussion) Mr. Meyer presented talking points on the tax levy being increased to fund the Library better.
- C. Foundation – Mr. Meyer – No meeting.
- D. Friends of the Library – October 10 meeting – Ms. Karsten said she will attend this meeting going forward.
- E. Illinois Heartland Library System – Mr. Meyer stated he is looking into other resources, and possibly bringing other libraries on board.

Old Business

- A. Decennial Committee on Government Efficiency (Discussion) The meetings will be

prior to the Board meetings in November and December.

New Business

- A. Committee Appointments (Action) Ms. Petty and Ms. Karsten will be on the Personnel, Policy, and Public Relations committee. Ms. Cross, Ms. Carroll, and Mr. Allison will be on the Finance and Property committee.

Adjournment

Mr. Coleman made a motion to adjourn at 6:10pm., seconded by Ms. Cross. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 10/17/24



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City Librarian's Report for October 2024

Administration

- On the 3rd I met with Dustin Lamm of FE Technologies to discuss their proposal for a hold locker.
- On the 4th I met with Scott Bowers of Dynagraphics to discuss them replacing our Franklin Street sign.
- I attended the Illinois Library Association Conference in Peoria from the 8th to the 10th.
- On the 18th I met with Clanin Creative to review a draft of the DPL Brand Guide.
- On the 22nd I attended the DPL Librarian's meeting.
- **On the 28th all staff took a Field trip to Champaign-Urbana to visit Champaign Public Library, the IHLS Delivery Hub, and Urbana Free Library.**
- I worked on the 2025 Budget, the Living the Brand Guide, hold locker evaluations, and the DPL Implementation plan throughout the month.

Circulation

- **Please see statistical spreadsheet/charts.**
- Circulation hand out and brochure were brought up to date.
- Staff helped with the shelf rearrangement in Children's.
- Book laundering: 900s is last of nonfiction we are working on. All sections except DVDs are in process.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Shelf reading in Local History and updating LH records and labels
- Database cleanup is ongoing: just began updating item work for children's books labeled only with "JE."

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Sarah Yepsen created a short survey for the Bilingual story time. Bilingual Story time was rated 4 to 5 out of 5. And Saturdays are a good time for the families who attended. Sarah is already planning the next Bilingual Storytime.
- Four hundred twenty-six kids are enrolled in 1000 Books Before Kindergarten. 659 rewards have been earned. 72,307 books have been read.

- Three hundred fifteen resources were taken from the community board. Four chronically homeless individuals were housed. Jess Hill put together a book display for domestic violence prevention month, with assistance from Scott Wilson. Jess made a new connection with The Immigration Project. She met with the IRC and attended the MRI Empower Fair.
- Alexis Tippitt created an application for the Teen Advisory Board. She went to MacArthur to talk to students about the Teen Advisory Board and Teen Craft Club. One student has completed a Teen Advisor Application. She is working to get into other schools.
- Alexis, Amanda Young, and Alissa Henkel attended the ILA Annual Conference in Peoria, Illinois.
- Kasey Steiling, Katie Eytchison and Alix Frazier are working on the Christmas Card for the Decatur Area Arts Council Christmas Card Lane.
- Alix launched *Your Next Read* for Readers Advisory. After one week, there were 3 submissions. Alix created the Friends new Bookstore Sign. She also arranged for the first Collection Development Meet-up.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson reports he is not getting anywhere with Watts to replace broken SmartBoard. It is under warranty for 5 years. A technician came, 9/24/2024 and looked at it and said he will look into getting replaced. He changed his cellphone number and doesn't answer and I have posted to Watts service portal.
- Three additional cameras were added, for a total of 64.
- Building a test ArchivesSpace server for Becky Dampitz.
- Renewed our annual subscription to WPForms.
- Ongoing: IceWarp EPOS has multiple issues. IceWarp developers have released new software builds.

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- 150th Anniversary Committee update:
 - Becky presented 2 asks to the Friends of the Library on October 10. The asks were for Hungrytown and Aaron Reynolds. Both asks were approved.
 - Becky and Alix attended the Foundation meeting on October 29 to update the members on the committee's work, and to ask for funds. The Foundation approved \$50,000 to be used for the commemorative piece and other items needed for the anniversary year.
 - Janet Denton finished researching the library's branches and bookmobiles, and handed her research to Becky. Becky started writing the narrative for the upcoming booklet. Janet will research the early library locations next. Chris and Jason Butterick are working on Carnegie and North St. buildings. They are researching and writing their sections.
- Pat Riley put up a display on the YWCA time capsule. The display is in the glass cases outside the room.

Respectfully Submitted,

Rick Meyer, City Librarian

	Oct-23	Oct-24	Change from		2023 Total	Projected		November		Change
			2023	% of Total		2024	Change from 2023	November 2022- October 2023	2023-October 2024	
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned	14,787	14,926	0.9%	67.2%	177,618	183,468	3.3%	175,119	182,537	4.2%
Number of Young Adult Materials Loaned	604	757	25.3%	3.4%	7,316	8,417	15.1%	7,351	8,287	12.7%
Number of Children's Materials Loaned	7,139	6,537	-8.4%	29.4%	83,939	83,695	-0.3%	83,523	83,728	0.2%
Total Number of Materials Loaned	22,530	22,220	-1.4%		268,873	275,580	2.5%	265,993	274,552	3.2%

	Oct-23	Oct-24	Change from		2023 Total	Projected		November		Change
			2023	% of Total		2024	Change from 2023	November 2022- October 2023	2023-October 2024	
Circulation by Material Type										
Books Loaned--Physical	13,544	13,349	-1.4%	60.1%	165,521	163,295	-1.3%	164,875	163,602	-0.8%
Videos/DVDs Loaned--Physical	3,189	3,064	-3.9%	13.8%	39,535	41,298	4.5%	39,682	41,002	3.3%
Audios, Including Music Loaned--Physical	976	617	-36.8%	2.8%	9,775	8,387	-14.2%	9,675	8,591	-11.2%
Magazines/Periodicals Loaned--Physical	237	242	2.1%	1.1%	3,060	2,745	-10.3%	3,114	2,790	-10.4%
Other Items Loaned--Physical	14	20	42.9%	0.1%	740	187	-74.7%	978	237	-75.8%
Use of Circulating Electronic Materials	4,570	4,928	7.8%	22.2%	50,242	60,133	19.7%	47,669	58,330	22.4%
Total	22,530	22,220	-1.4%		268,873	276,046	2.7%	265,993	274,552	3.2%

Successful Retrieval of Electronic Information	15,968	11,099	-30.5%	33.3%	233,907	284,890	21.8%	229,993	278,083	20.9%
Electronic Content Use	20,538	16,027	-22.0%	48.1%	284,149	345,023	21.4%	277,662	336,413	21.2%

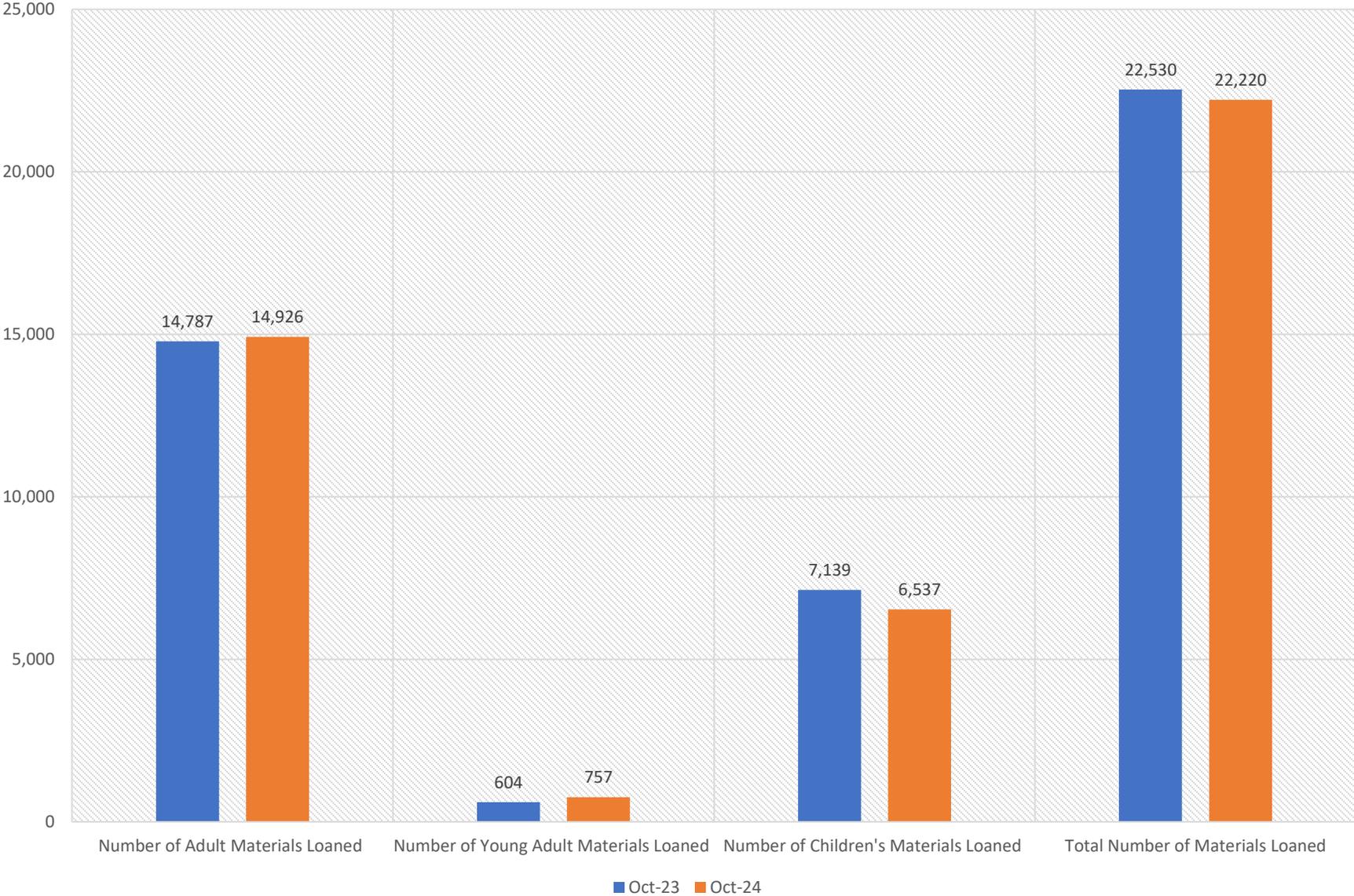
	Oct-23	Oct-24	Change from		2023 Total	Projected		November		Change
			2023	% of Total		2024	Change from 2023	November 2022- October 2023	2023-October 2024	
Total Collection Use										
Total Collection Use	38,498	33,319	-13.5%		502,780	560,936	11.6%	495,986	552,635	11.4%

	Oct-23	Oct-24	Change from		2023 Total	Projected		November		Change
			2023	% of Total		2024	Change from 2023	November 2022- October 2023	2023-October 2024	
Interlibrary Loan										
Interlibrary Loans Provided To Other Libraries	3,385	3,400	0.4%	55.4%	41,045	39,449	-3.9%	40,843	39,698	-2.8%
Interlibrary Loans Received FROM Other Libraries	2,728	2,735	0.3%	44.6%	30,414	31,717	4.3%	29,817	31,515	5.7%
Total ILL Transactions	6,113	6,135	0.4%		71,459	71,166	-0.4%	70,660	71,213	0.8%

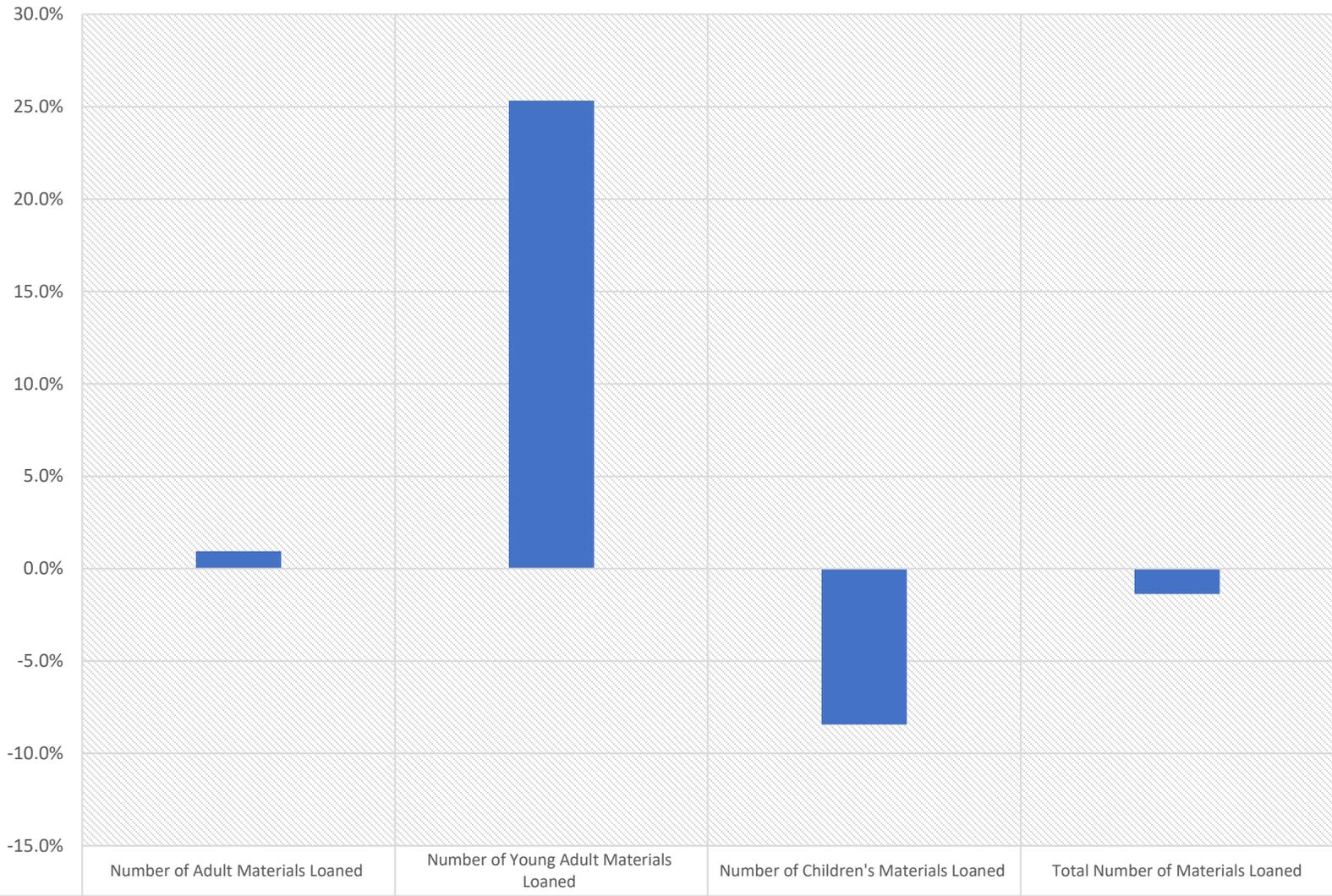
	Oct-23	Oct-24	Change from		2023 Total	Projected		November		Change
			2022	% of Total		2024	Change from 2023	November 2022- October 2023	2023-October 2024	
Other Stats										
New Patron Registrations	191	190	-0.5%		2,374	2,300	-3.1%	2,323	2,308	-0.6%

# of Visitors (Security Gate)	12,951	13,271	2.5%	133,995	151,995	13.4%	132,200	149,276	12.9%
# Visitors Lobby Counter	13,625	13,482	-1.0%	159,146	160,185	0.7%	158,936	160,038	0.7%
Local History # of visitors	78	662	748.7%	607	5,244	763.9%	537	4,335	707.3%
Adult Programs Active	188	148	-21.3%	3,751	2,637	-29.7%	3,670	2,742	-25.3%
Adult Programs Passive	0	210	#DIV/0!	526	674	28.1%	526	674	28.1%
Adult Programs Virtual Live	278	9	-96.8%	814	300	-63.2%	821	388	-52.7%
Adult Programs Virtual Recorded	244	68	-72.1%	755	982	30.0%	695	938	35.0%
YA Programs Active	7	23	228.6%	81	194	139.5%	81	194	139.5%
YA Programs Passive	35	0	-100.0%	148	104	-29.7%	148	104	-29.7%
YA Virtual Live	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	914	416	-54.5%	9,926	9,427	-5.0%	10,630	9,523	-10.4%
Children's Programs Passive	307	659	114.7%	3,822	5,103	33.5%	3,351	4,945	47.6%
Children's Virtual Live	227	70	-69.2%	1,227	1,035	-15.6%	1,256	1,075	-14.4%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	44	#DIV/0!
Total Programs	2,200	1,603	-27.1%	21,050	20,549	-2.4%	21,178	20,627	-2.6%
Public Sessions	1,708	1,907	11.7%	20,380	17,996	-11.7%	20,224	18,364	-9.2%
Wireless Sessions	927	1,706	84.0%	13,555	16,027	18.2%	13,919	15,614	12.2%
Website Sessions	9,958	9,857	-1.0%	129,620	127,546	-1.6%	125,674	127,868	1.7%
Unique Visits	5,641	5,822	3.2%	77,699	74,799	-3.7%	75,196	75,258	0.1%
Page Views	20,190	24,678	22.2%	373,539	255,236	-31.7%	394,328	267,870	-32.1%
Self Checks	6,281	6,449	2.7%	84,526	82,907	-1.9%	84,062	83,120	-1.1%
Percentage of Self Checks	45%	48%	3.1%	49%	49%				
Assists Adult	3,177	3,324	4.6%	33,661	34,720	3.1%	32,102	34,563	7.7%
Assists Children	1,241	1,259	1.5%	12,682	12,429	-2.0%	12,166	12,457	2.4%
Assists Local history	96	106	10.4%	1,284	1,163	-9.4%	1,375	1,173	-14.7%
IT help calls	127	79	-37.8%	1,303	1,232	-5.4%	1,246	1,243	-0.2%
Searches in Catalog	29,822	11,554	-61.3%	286,435	290,272	1.3%	255,035	289,450	13.5%
Number of Items processed	1,548	1,389	-10.3%	17,526	15,491	-11.6%	18,131	15,802	-12.8%
Number of Items Withdrawn from Collection	4,032	2,091	-48.1%	22,697	11,009	-51.5%	23,673	11,906	-49.7%
Number of mended items	184	340	84.8%	2,166	2,694	24.4%	2,221	2,619	17.9%
Number of items ordered	655	391	-40.3%	7,545	5,571	-26.2%	7,760	5,811	-25.1%
Number of records added to database	1,364	1,049	-23.1%	15,360	12,635	-17.7%	15,910	13,055	-17.9%

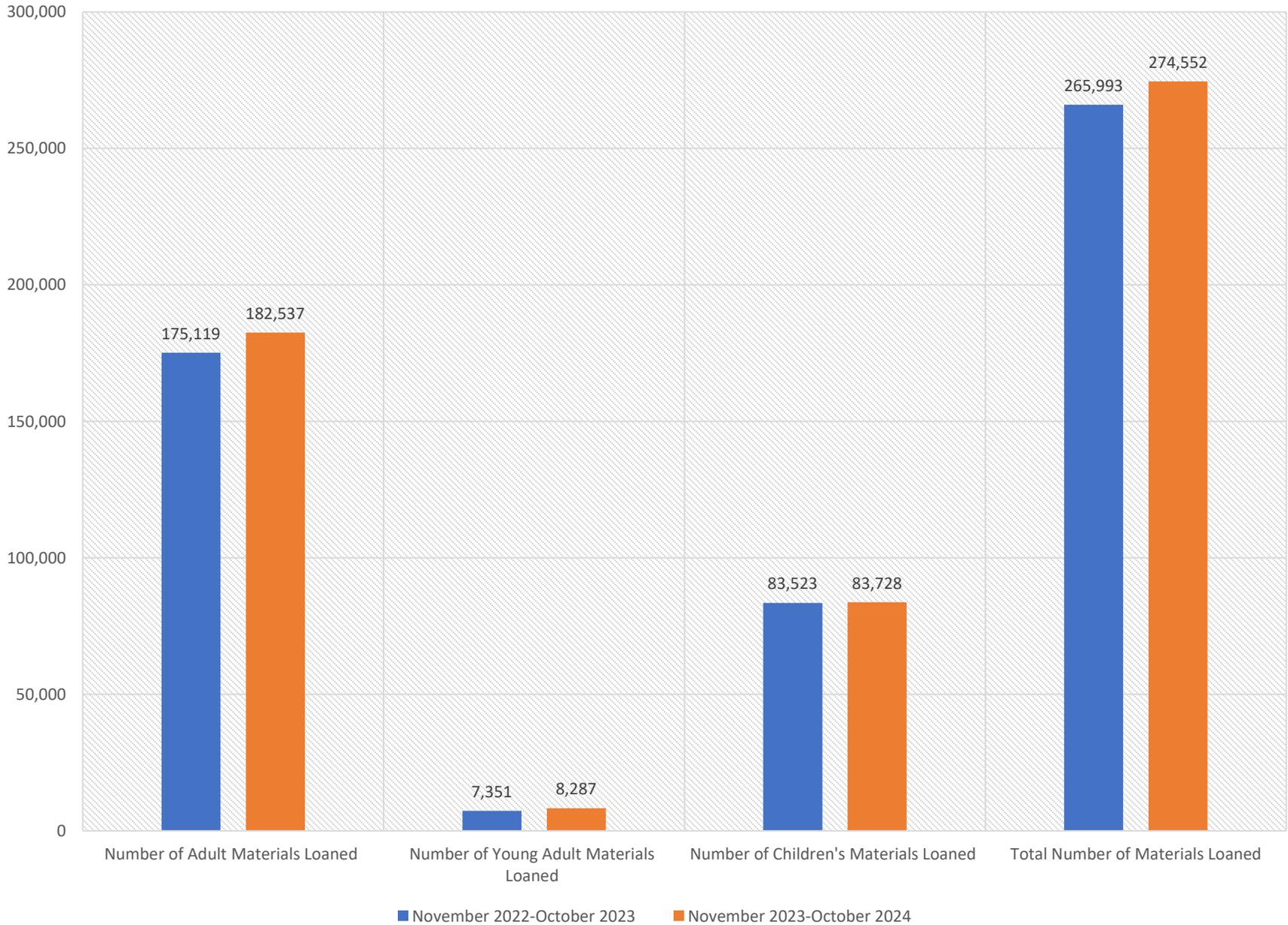
October Circulation by Audience



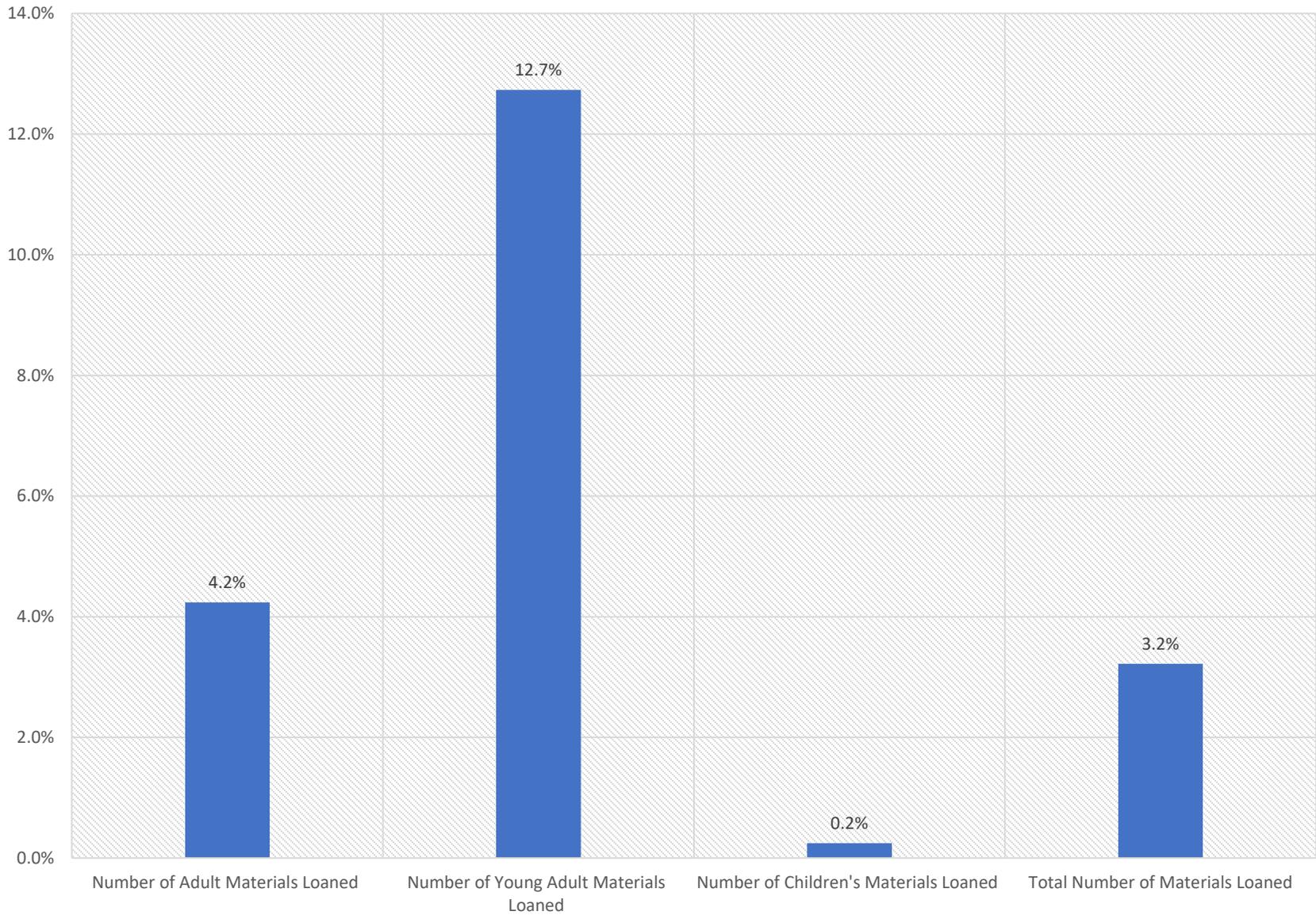
Change from 2023



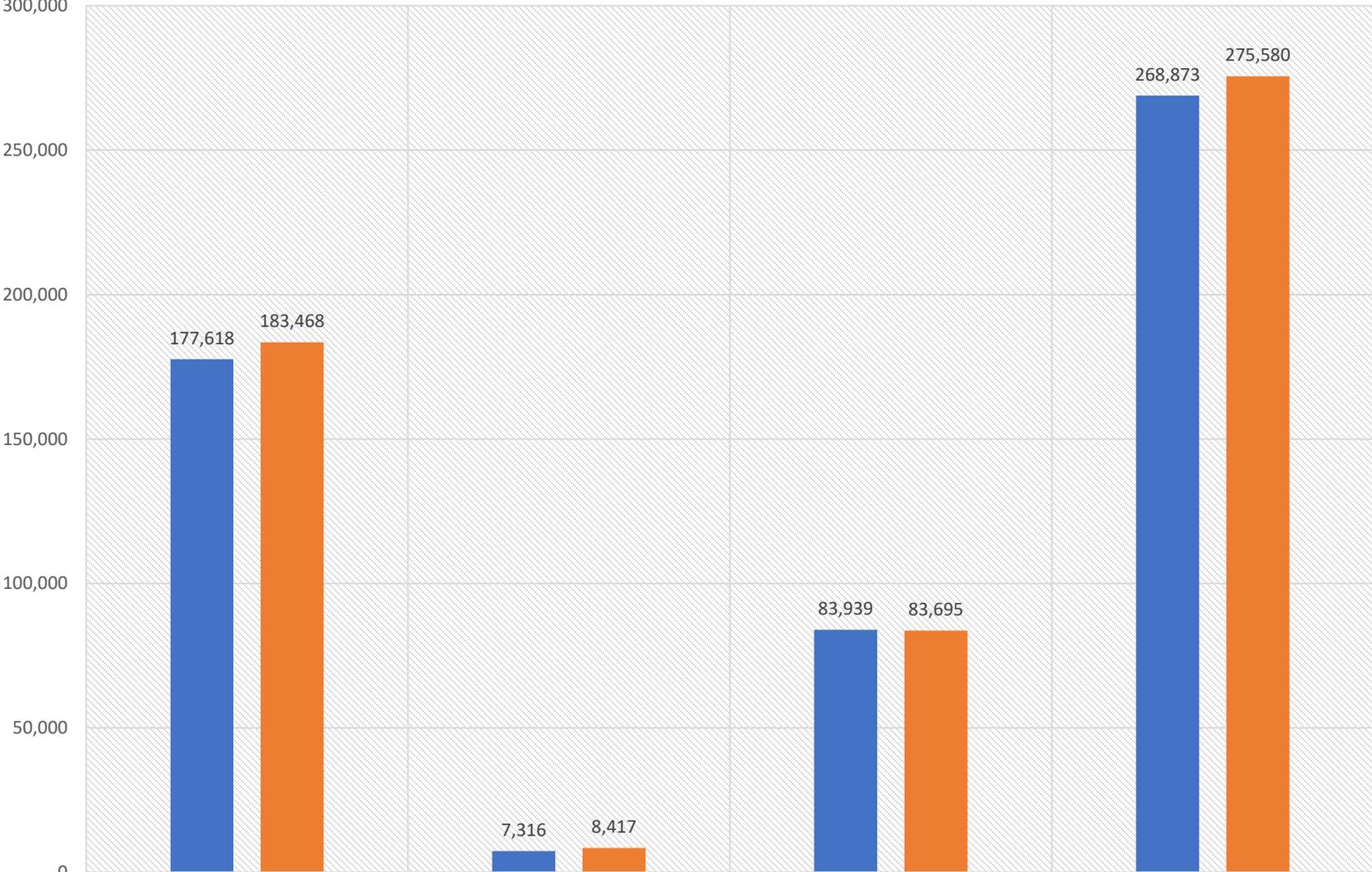
12-month Trend



Change in 12-Month Trend

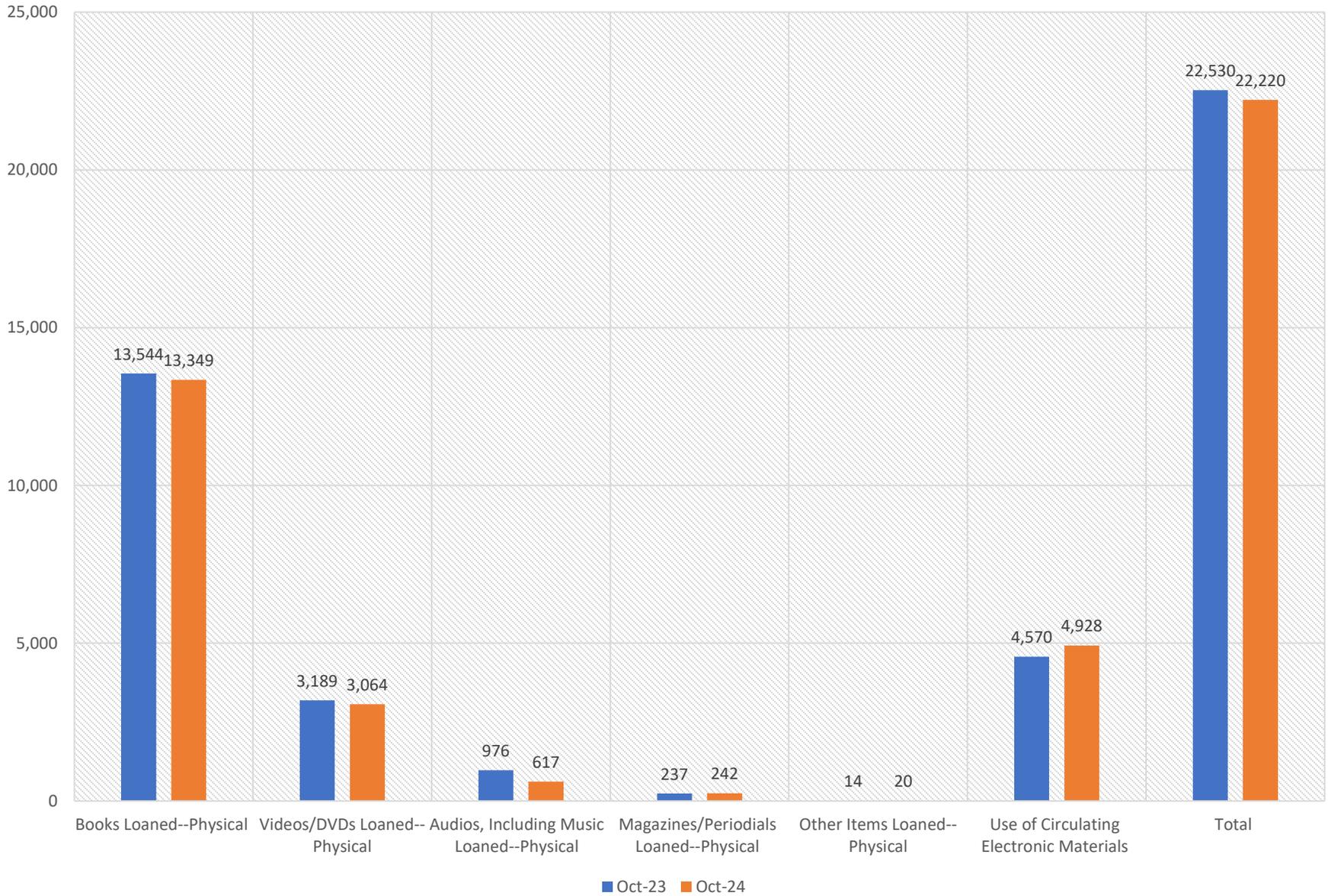


Projection

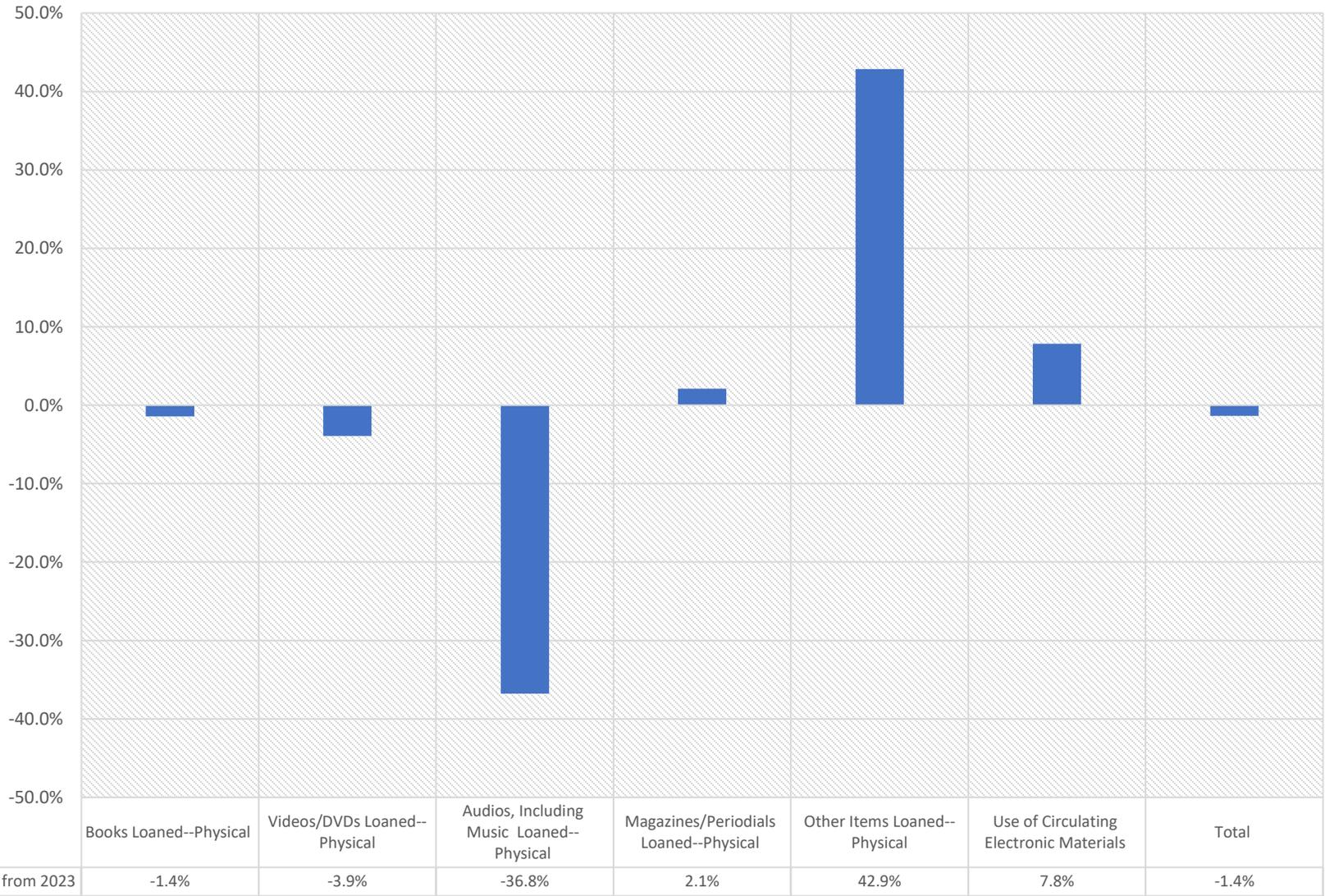


■ 2023 Total ■ 2024 Projection

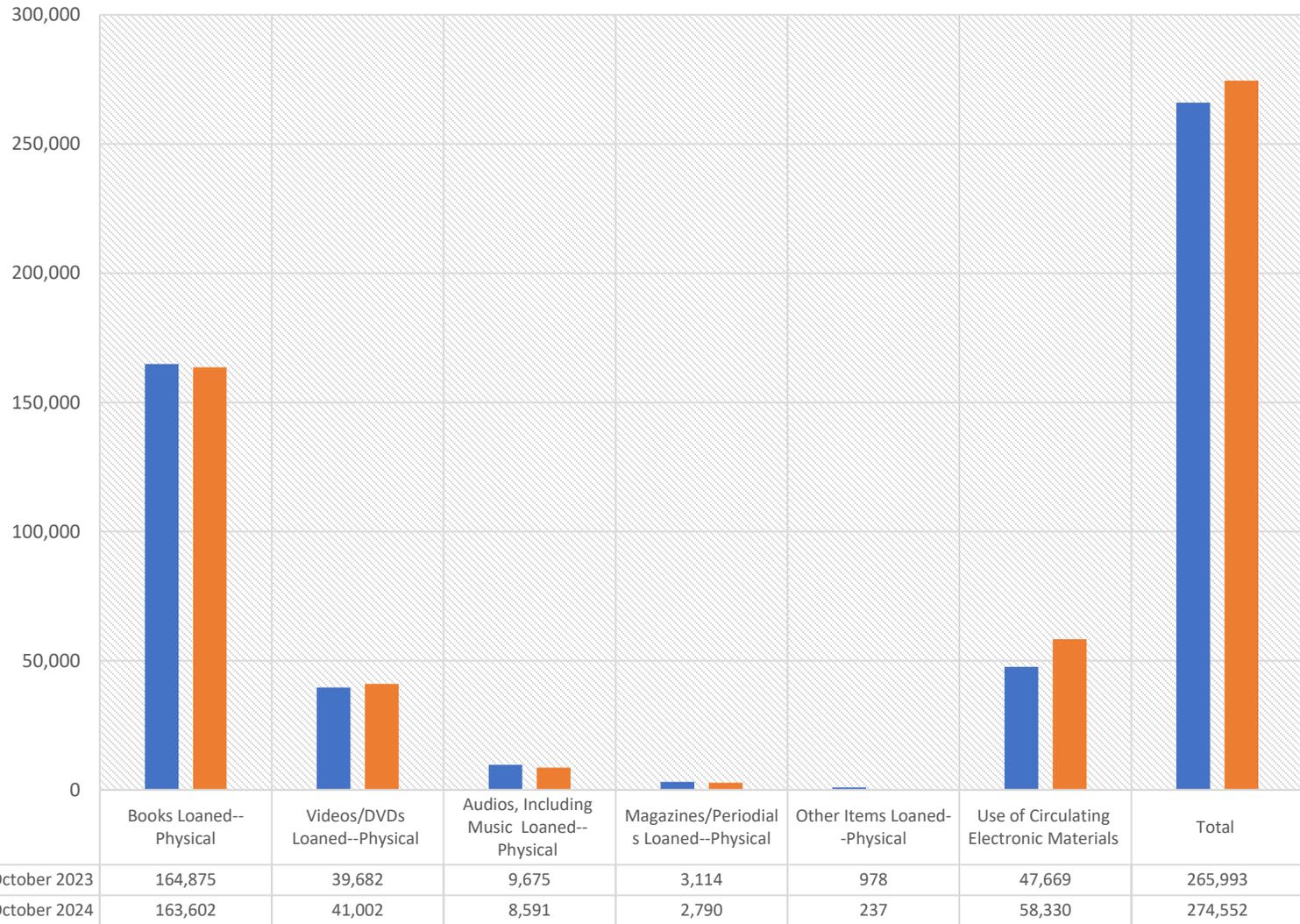
October Circulation by Material Type



Change from 2023

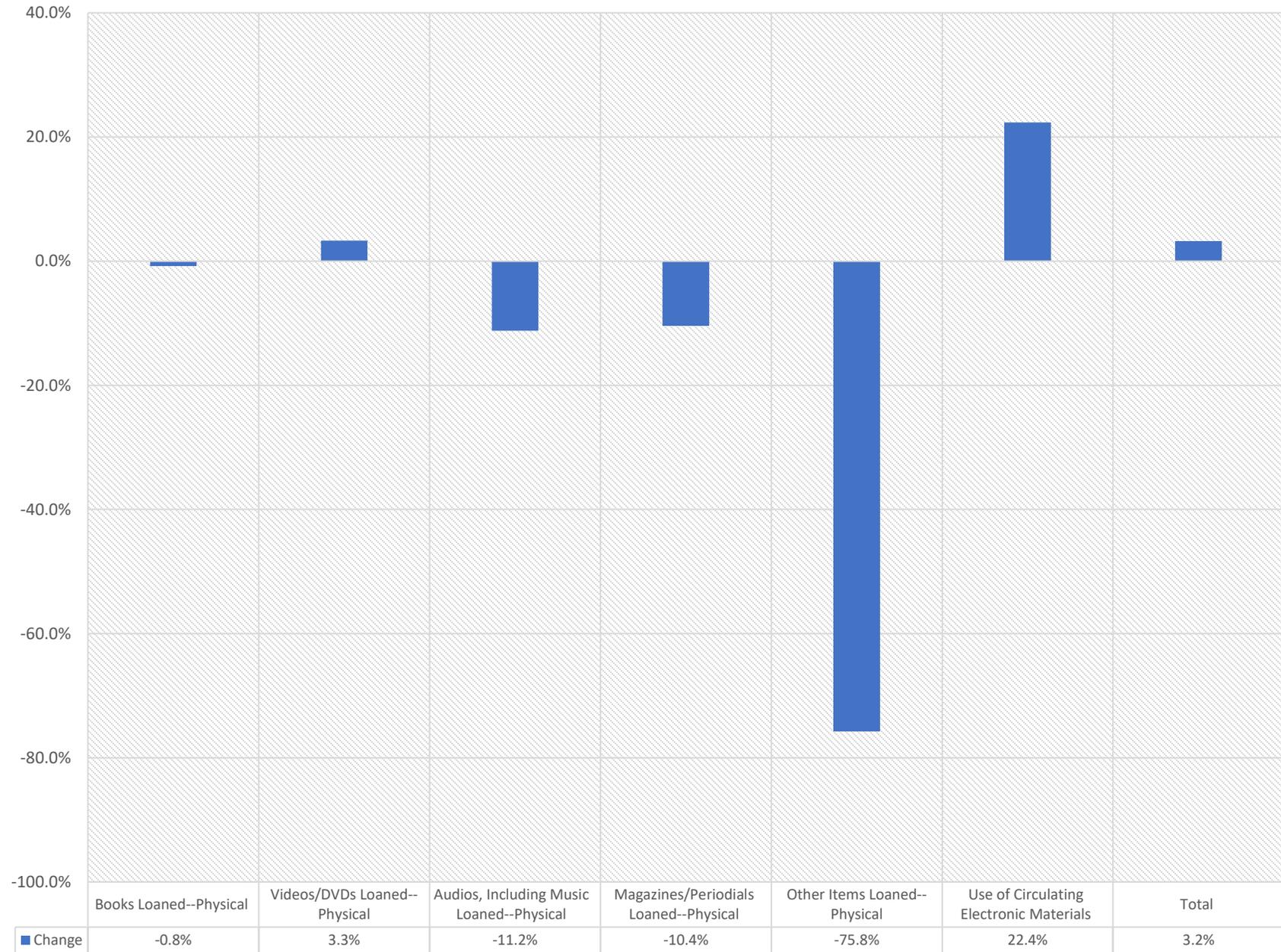


12-Month Trend

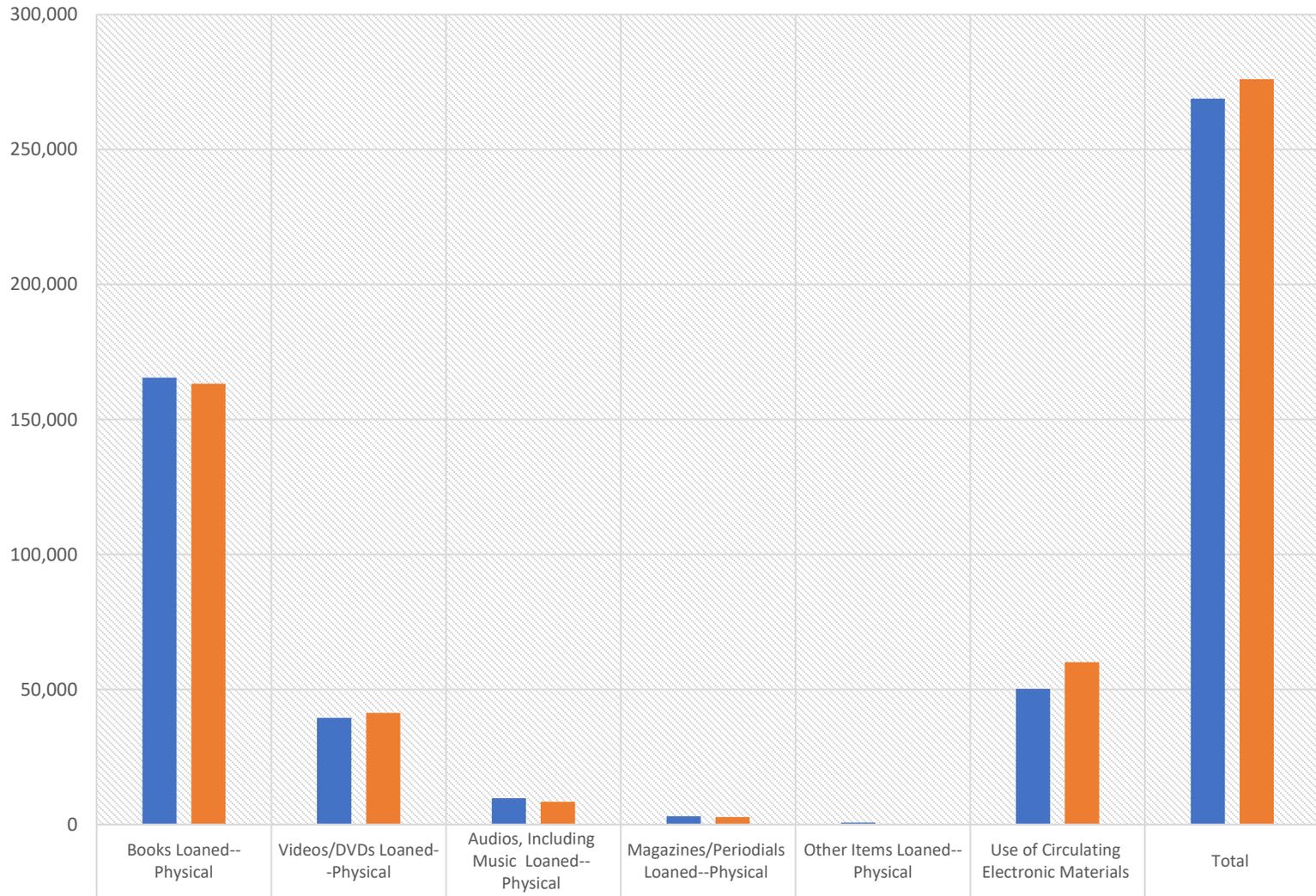


■ November 2022-October 2023
 ■ November 2023-October 2024

Change



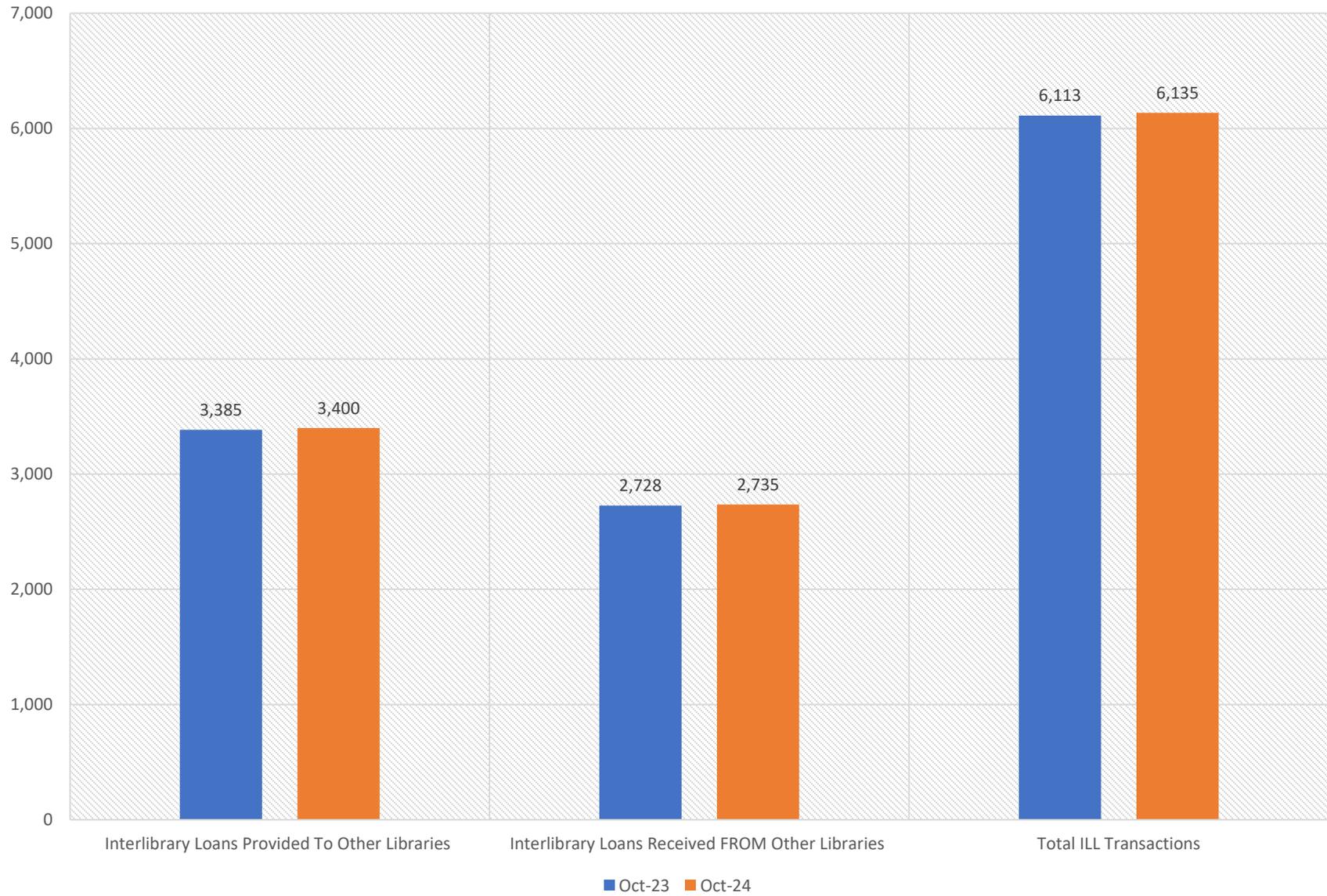
Projection



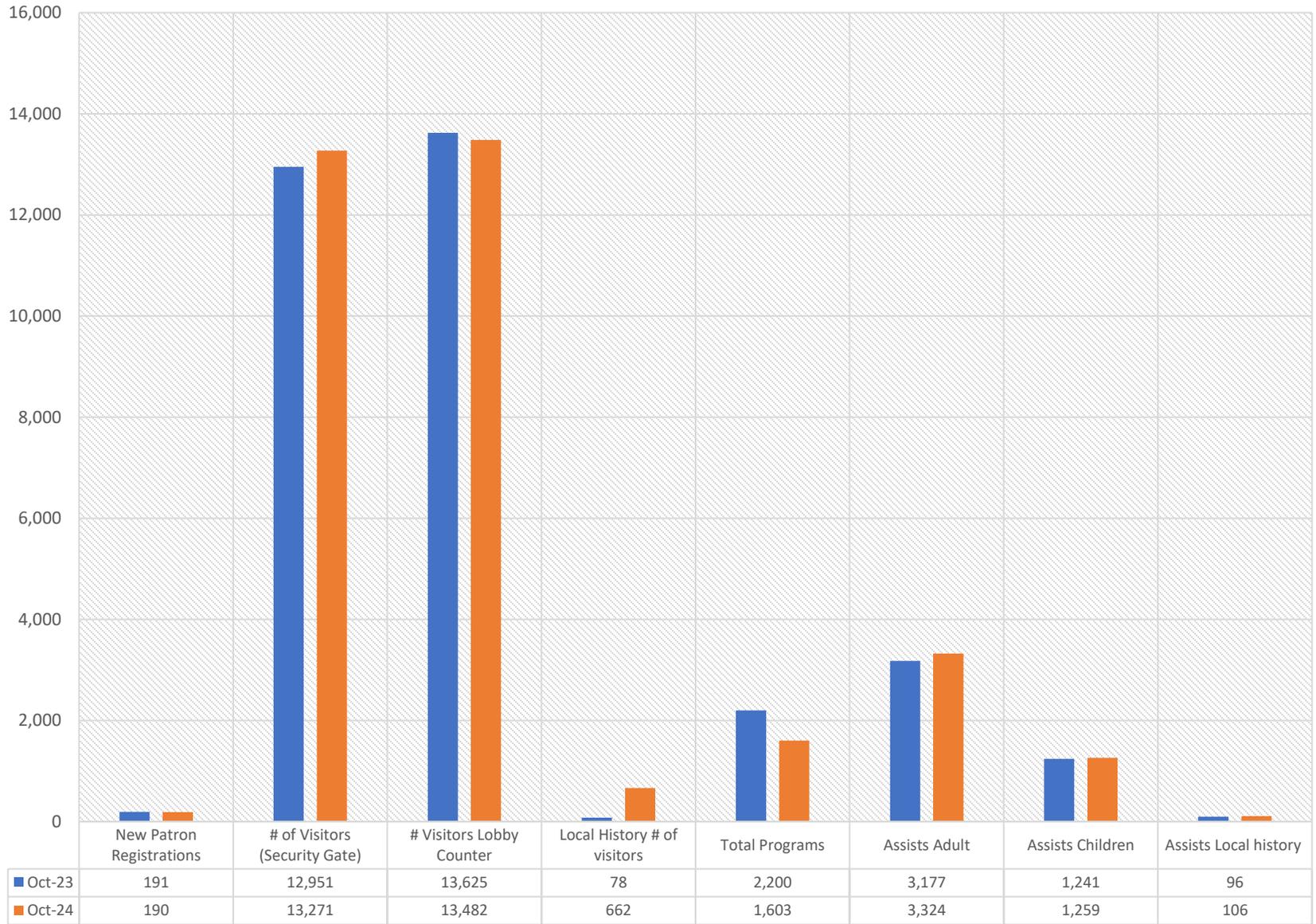
■ 2023 Total	165,521	39,535	9,775	3,060	740	50,242	268,873
■ 2024 Projection	163,295	41,298	8,387	2,745	187	60,133	276,046

■ 2023 Total ■ 2024 Projection

October Interlibrary Loans



Other October Statistics



■ Oct-23 ■ Oct-24

The Decatur Public Library supports the greatest possible use of the circulating collection for patrons in good standing. The Library is committed to resource sharing at local, state, and national levels as demonstrated by our membership and participation in the Illinois Heartland Library System/SHARE as well as OCLC's World Share Interlibrary Loan program.

Getting a Library Card

Decatur Residents

To borrow materials from the Decatur Public Library, patrons must have a library **card in good standing** from this library or other Illinois library which participates in reciprocal borrowing.

A Decatur Public Library card is free for anyone who is assessed property taxes in Decatur. Library cards are non-transferable and the registered cardholder remains responsible for all activity on the account. Patrons must verify their address every three years to maintain active status.

Library accounts that are unused for more than three years are removed from the database. After this time, patrons will need to re-register in order to have library privileges reinstated.

Patrons must notify the library as soon as possible of any changes in address or phone number.

It is the responsibility of the patron to report lost or stolen cards as soon as possible.

Cards for adults

Library cards will be issued to anyone 18 or older who provides proof of identity and residence within the Decatur Public Library service area and who has no outstanding charges with other libraries in the system.

Cards for children

Library cards will be issued to anyone under 18 **upon verification of an adult who affirms financial responsibility for the account.**

Parents, caregivers, and legal guardians are solely responsible for the child's selection and for the care of the materials checked out.

[ALA's Statement on Minors](#)

Digital E-card

Patrons who only wish to access the library's electronic resources **or who prefer a full service digital card only**, may apply for an E-card by filling out the form found on the [library website](#).

Non-Resident Cards

Patrons who are unserved by an Illinois public library are eligible for a non-resident card for a fee* which is approved annually by the Library Board of Trustees. Non-residents must obtain a library card from their closest public library, per Public Act 92-0166, effective July 1, 2002.

Non-residents who verifiably pay property tax in our service area, are eligible for a free Decatur Public Library card by presenting a valid ID.

All family members who reside at the residence shall be eligible for a non-resident card. Non-resident cards are valid for 12 months and are renewable annually.

**Exceptions are granted to children who are eligible for free school lunches, and disabled veterans, who may receive library cards at no charge per Illinois Administrative code [TITLE 23: EDUCATION AND CULTURAL RESOURCES, SUBTITLE B: CULTURAL RESOURCES CHAPTER I: SECRETARY OF STATE, PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES] (Source: Added at 45 Ill. Reg. 9538, effective July 19, 2021)*

Temporary Card

Temporary cards may be issued to those with temporary addresses and are valid for six months. (Suitable documents include: a letter from a Decatur housing shelter, a work visa, or a college student ID card.) The temporary card allows patrons to check out 5 items, and use library computers and databases.

Borrowing and Requesting Materials

Decatur Public Library items may be renewed up to two times if the material is not requested by another patron. Materials may be renewed at the circulation counter, online, or by phone. Current loan periods are:

- Books and audiobooks—28 days.
- DVDs/Blu-rays, CDs, Video Games, Magazines, and New Fiction—14 days.
- 20 DVDs, CDs, Video Games or Audiobooks can be charged to an account **at one time**.

Library materials borrowed from other libraries are subject to the loaning policies of the lending library.

Requests for library material may be made online, by phone, or in person. Patrons may be notified by email or text message when materials are available for pickup. Materials that are not picked up in the allotted time will be returned to the shelves or lending library.

Damaged or non-returned materials

Patrons who have damaged or not returned materials, ~~or who have charges on their account~~ will have their library privileges suspended until materials are renewed, returned, or paid for.

A payment plan may be arranged at the library's discretion

Patrons whose assessed fees exceed \$25.00 shall be referred to a collection agency after 60 days. There will be a fee of \$25.00 assessed for all returned checks.

Patrons who have lost or damaged materials shall be charged the listed price of the material. The Library does not reimburse patrons for materials returned after they have been paid for.

Willful destruction of library materials and property shall be subject to legal action.

Patrons who register for an account agree to abide by Library policies.

Approved by the Board of Trustees November 18, 2021



DECATUR PUBLIC LIBRARY

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Unattended Children Policy

Parents, legal guardians or their designated caregivers are responsible for the behavior of their children in the Library, whether or not the parents, guardians or caregivers are in attendance.

Decatur Public Library encourages parents to consider the safety and well-being of their children and the needs of other Library users of all ages. Children ages 8 and over are free to use the Library's facilities and resources unattended, provided that their behavior conforms to the Library Use Guidelines and does not disrupt other Library users or staff members. Children under age 8 must be attended and supervised by a parent or a caregiver age 14 years or older at all times while on Library premises. At no time shall a child under the age of 13 be at the library without a parent or caregiver in the building.

It is not the responsibility of Library staff to serve as caregivers, disciplinarians or teachers. Children are subject to all Library rules and policies concerning behavior, conduct, and demeanor. It is the responsibility of parents/caregivers, by monitoring and regulating the behavior of their children, to assure that their children abide by these policies at all times.

If at any time a child under age 8 is unattended and/or unsupervised the following will occur:

- The parent or caregiver will be paged in order to determine if they are in the Library. If the parent or caregiver is in the Library, they will be directed to stay with and supervise the child.
- If it is determined that the child is in the Library without a parent or a caregiver age 14 years or older, a staff member will attempt to contact the parent or guardian and request that they pick up the child. If the parent or guardian cannot be reached within 30 minutes or does not respond within 30 minutes, the Decatur Police Department will be asked to assume responsibility. If not contact information can be obtained, the police will be called after 30 minutes, if the parent or guardian does not arrive first.
- Anyone not complying with this Unattended Children Policy will first be warned by Library staff and will be advised that the City Librarian may take further action should noncompliance continue.

Decatur Public Library staff will try to notify the parent/caregiver of an unattended child, regardless of age whenever:

- The child is not meeting the Library Use Guidelines.
- The child's behavior disturbs other patrons of the Library.
- The child's health or safety may be in danger.
- The child is frightened or anxious while alone at the Library.
- The child is still at the Library 15 minutes before the Library closes to the public.

If the parent /caregiver cannot be reached, then the Library will contact the Decatur Police Department. In no instance will staff transport the child anywhere.

Approved by the Board of Trustees August 18, 2022

1. Children age 7 and under must have a guardian at least 14 years of age accompanying and supervising them at all times. Children age 8 to 13 must have a guardian at least 14 years of age inside the Library.



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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 that are based in or have offices in Macon County, with exceptions listed below.~~ Not-for-profit, community, and government organizations that are based in or have offices in Macon County will not be charged a fee for the first 48 hours of bookings in a calendar year. Thereafter, those 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.~~

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.

Cancellations must be more than 24 hours in advance. After two no-shows without notification, the Library will cancel future reservations and not allow further reservations for the remainder of the calendar year.

Set-up of rooms is to be done by the organization reserving the room. The Library will provide set-up for a \$25.00 fee.

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.

The Library is not responsible for personal belongings left in the meeting rooms.

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



Remote Work Policy

Policy brief & purpose

remote work policy is designed to make sure that working from home is beneficial to our employees and the Library.

Scope

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy. But, employees who carry out much of their work on a computer can occasionally work off-site.

Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of

- When experiencing mild but potentially contagious illness.
- Other medical issues.
- Temporary childcare issues.
- Temporary transportation issues.
- Other emergencies.

Work from home arrangements can be made no more than 12 working days per calendar year.

Other reasons for working from home depend on employees and managers' judgement.

Requesting Work from Home Procedure

When employees plan to work from home, this procedure must be followed:

If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Commented [RM1]: 200 hours for full-time employees or 100 hours for part-time

Commented [RM2]: This sentence should come before the one above it.

Employees who need to work from home for unforeseen reasons should file their request as soon as possible, so managers can consider and approve it.

Compensation and benefits

Work from home arrangements will not affect employees' employment terms.

Approved by Board of Trustees December 15, 2022

Decatur Public Library

Furniture Installation Schedule

November 25-27:

Library to remove electrical from existing computer tables, move computers and opacs. Tag furniture to be removed. Library to get dumpster. Library to move picture book bins.

Bodine to decommission existing desks. Get wiring ready for new desks as possible.

- Circulation desk: Existing floor box to be able to hardwire new desk and to contain data for new desk
- Security desk: power to be placed in correct location
- Youth desk: prepare to hardwire new desk DELAYED to LATE JANUARY
- Reference desk: prepare column to hardwire new desk DELAYED to LATE JANUARY

December 2-5

- December 2: Thomas Interiors demolish desks/ furniture and install new furniture. 4 days. (checking to see if there is another day of deliveries)
- December 3-5: Flooring Oasis to put in new carpet
- December 4: KI (furniture, wall may follow)
- December 5: Interior Investments
- Tiffany in Decatur Dec 5

December 9- 13

- December 9: LFI Install desks, oversized book shelving, baby garden, market. 4 days. (start with circ desk)
- December 12 or 13: Agati to install youth computer tables and round nooks in adult
- Tiffany in Decatur Dec 10th or 11th

December 16: Bodine to provide connections for circulation desk (*could come Dec 12 or 13*)

Late January:

- Bodine to disconnect youth desk
- Thomas to demolish reference and youth desks
- LFI to install new desks

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 10/1/2024 to 10/31/2024**

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
163131	10/03/2024	EYTCHISON, KATIE REIMBURSEMENT FOR KRAFT THINGS EXPENSES	602.24	OTHER LIBRARY GRANT EXI
163140	10/03/2024	HAYNER PUBLIC LIBRARY DIST. LOST OR DAMAGED MATERIAL	17.99	LOST OR DAMAGED BOOKS
163165	10/03/2024	MAVERIK MARKETING READICULOUS TSHIRTS	252.00	OTHER LIBRARY GRANT EXI
163181	10/03/2024	SAM'S CLUB ACCT 9064	126.69	OTHER LIBRARY GRANT EXI
163182	10/03/2024	SCHNIEDERJAN, MEGAN CHILCRENS YOGO CLASS 09/21/24	100.00	OTHER LIBRARY GRANT EXI
163206	10/03/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.76	TELEPHONE
163234	10/10/2024	CANON FINANCIAL SERVICES, INC SERVICE OFFICE EQUIPMENT COPIERS PRINTERS	739.44	SERV-OFFICE EQUIPMENT
163243	10/10/2024	COMMERCIAL MAIL SERVICES SEPT 15 - SEPT 28'24	266.52	POSTAGE
163283	10/10/2024	ICE WARP, INC. RENEWAL UPGRADE	794.00	COMPUTER SOFTWARE
163301	10/10/2024	MIDLAND PAPER COMPANY PALLET OF 24-LB COPY PAPER	2,348.00	OFFICE SUPPLIES
163368	10/17/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	768.62	BOOKS & PERIODICALS
163373	10/17/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,787.61	OFFICE SUPPLIES
163374	10/17/2024	BARISTA, DAVID COCHINEAL STEAM 2 WORKSHOP 2	200.00	OTHER LIBRARY GRANT EXI
163383	10/17/2024	BREWSTER, CONNIE K PRE-SCHOOL ART 9/10&10/08'24	300.00	OTHER LIBRARY GRANT EXI
163386	10/17/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	108.00	SMALL CAPITAL ITEMS
163418	10/17/2024	HECKWINE, BETTI JO OCT SERV REG/POTATO BAR	34.09	OTHER LIBRARY GRANT EXI
163422	10/17/2024	ICE WARP, INC. MAILSTORE RENEWAL UPGRADE	1,592.06	COMPUTER SOFTWARE
163423	10/17/2024	IHLS-OCLC IFM ADMIN FEES AUG'24	32.52	MEMBERSHIP FEES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 10/1/2024 to 10/31/2024**

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
163426	10/17/2024	ILLINOIS LIBRARY ASSOCIATION IL LIBRARY LAWS/RULES SERVING OUR PUBLIC 4.0	150.00	MEMBERSHIP FEES
163435	10/17/2024	KANOPY LIBRARY STREAMING SERVICE	404.00	BOOKS & PERIODICALS
163449	10/17/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	7,953.01	OFFICE SUPPLIES
163450	10/17/2024	MIRANDA ZERBST CUSTOM BOOKMARKS	110.00	OTHER LIBRARY GRANT EXI
163458	10/17/2024	NORTH AMERICAN CATHOLIC ED PROGRAMMIND FC HOT SPOTS	480.00	SMALL CAPITAL ITEMS
163459	10/17/2024	PAETEC ACCT 633318933001	56.03	TELEPHONE
163475	10/17/2024	STRIGLOS/HAINES & ESSICK CALENDARS	470.16	OFFICE SUPPLIES
163486	10/17/2024	UNIQUE MANAGEMENT SERVICES SEPT'24 PLACEMENTS	462.95	PROFESSIONAL SERVICES
163497	10/17/2024	YOUNG, AMANDA REIMBURSEMENT FOR PROGRAM PURCHASE	4.48	OTHER LIBRARY GRANT EXI
163511	10/24/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	969.82	OFFICE SUPPLIES
163519	10/24/2024	CARLINVILLE PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	22.95	LOST OR DAMAGED BOOKS
163520	10/24/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	272.19	OFFICE SUPPLIES
163524	10/24/2024	COMMERCIAL MAIL SERVICES OCT 1 - OCT 15'24	365.01	POSTAGE
163530	10/24/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,204.40	SECURITY
163533	10/24/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	881.49	OFFICE SUPPLIES
163550	10/24/2024	HENKEL, ALISSA TRAVEL REIMBURSEMENT 2024 ILA CONFERENCE	103.49	CONFERENCES & TRAVEL
163575	10/24/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	490.75	OFFICE SUPPLIES
163580	10/24/2024	NAYAX, LLC CASHLESS ONLY TBS	19.44	BANKING SERVICE CHARGE

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 10/1/2024 to 10/31/2024**

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
163584	10/24/2024	PEERLESS NETWORK, INC ACCT 1212890	290.84	TELEPHONE
163592	10/24/2024	SCHNIEDERJAN, MEGAN CHILDRENS YOGO 9/21/24	100.00	OTHER LIBRARY GRANT EXI
163593	10/24/2024	SCOTT CLANIN BRAND SERVICE TRAINING PROJECT 2024	2,235.00	PROFESSIONAL SERVICES
163595	10/24/2024	SIX MILE REGIONAL LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	39.99	LOST OR DAMAGED BOOKS
163605	10/24/2024	TODAY'S BUSINESS SOLUTIONS CENTRALIZED DATABASE/SCANEZ TABLET/ONSITE I	26,461.75	PROFESSIONAL SERVICES
163615	10/24/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	377.41	TELEPHONE
163623	10/24/2024	YOUNG, AMANDA REIMBURSEMENT FOR PROGRAM COSTS TRAVEL REIMBURSEMENT FROM 10/10/24	216.93	OTHER LIBRARY GRANT EXI
163638	10/31/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	2,331.59	OFFICE SUPPLIES
163706	10/31/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	1,666.96	OFFICE SUPPLIES
163732	10/31/2024	STRIGLOS/HAINES & ESSICK STENO PADS	18.40	OFFICE SUPPLIES
30003629	10/30/2024	DELL INC. OPTOPLEX ALL IN ONE	24,366.99	SMALL CAPITAL ITEMS
30003633	10/30/2024	DELL INC. HDMI ADAPTER CABLE	21.99	SMALL CAPITAL ITEMS
23006323	10/10/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,846.08	OTHER LIBRARY GRANT EXI
23006363	10/17/2024	REGIONS/CREDIT CARD ACCT 7213	2,586.87	PER CAPITA GRANT EXPENSE
23006371	10/24/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,615.32	OTHER LIBRARY GRANT EXI
23006373	10/24/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	574.00	PROFESSIONAL SERVICES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 10/1/2024 to 10/31/2024**

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23006374	10/24/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
Total for: 35			92,767.83	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
163179	10/03/2024	ROCKFORD MAP PUBLISHERS, INC. LOGAN CO PLAT BOOK	74.70	BOOK AND PERIODICALS
163373	10/17/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	762.95	BOOKS & PERIODICALS
163511	10/24/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,089.14	BOOKS & PERIODICALS
163638	10/31/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	96.19	BOOKS & PERIODICALS
Total for: 59			2,022.98	
Total for All:			\$94,790.81	

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$768.62
BAKER & TAYLOR CO Total	\$7,037.30
BARISTA, DAVID Total	\$200.00
BREWSTER, CONNIE K Total	\$300.00
CANON FINANCIAL SERVICES, INC Total	\$739.44
CARLINVILLE PUBLIC LIBRARY Total	\$22.95
CDW GOVERNMENT INC Total	\$380.19
COMMERCIAL MAIL SERVICES Total	\$631.53
DECATUR CIVIC CENTER AUTHORITY Total	\$4,204.40
DELL INC. Total	\$24,388.98
DEMCO INC Total	\$881.49
EYTCHEISON, KATIE Total	\$602.24
HAYNER PUBLIC LIBRARY DIST. Total	\$17.99
HECKWINE, BETTI JO Total	\$34.09
HENKEL, ALISSA Total	\$103.49
ICE WARP, INC. Total	\$2,386.06
IHLS-OCLC Total	\$32.52
ILLINOIS LIBRARY ASSOCIATION Total	\$150.00
JESSICA HILL CONSULTING LLC Total	\$3,461.40
JONES & THOMAS Total	\$994.00
KANOPY Total	\$404.00
MAVERIK MARKETING Total	\$252.00
MIDLAND PAPER COMPANY Total	\$2,348.00
MIDWEST TAPE, LLC Total	\$10,110.72
MIRANDA ZERBST Total	\$110.00
NAYAX, LLC Total	\$19.44
NORTH AMERICAN CATHOLIC ED PROGRAMMIND FOU	\$480.00
PAETEC Total	\$56.03
PEERLESS NETWORK, INC Total	\$290.84
REGIONS/CREDIT CARD Total	\$2,586.87
ROCKFORD MAP PUBLISHERS, INC. Total	\$74.70
SAM'S CLUB Total	\$126.69
SCHNIEDERJAN, MEGAN Total	\$200.00
SCOTT CLANIN Total	\$2,235.00
SIX MILE REGIONAL LIBRARY DISTRICT Total	\$39.99
STRIGLOS/HAINES & ESSICK Total	\$488.56
TODAY'S BUSINESS SOLUTIONS Total	\$26,461.75
UNIQUE MANAGEMENT SERVICES Total	\$462.95
VERIZON WIRELESS Total	\$485.17
YOUNG, AMANDA Total	\$221.41
Grand Total	\$94,790.81

DPL FY 2024 Budget Report

Prepared November 7, 2024

At the end of October 83% of the Year Has Passed

Revenue

	FY 2024 Budgeted	% of Budget	Actual YTD	% Collected	FY23 YTD	% Change
Property Taxes	\$ 3,122,000	64.5%	\$ 2,922,157.58	93.6%	\$ 2,801,369.20	4.3%
All Other	\$ 1,719,716	35.5%	\$ 1,216,518.30	70.7%	\$ 1,573,782.56	-22.7%
Total Revenue	\$ 4,841,716		\$ 4,138,675.88	85.5%	\$ 4,375,151.76	-5.4%

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
Personnel						
Payroll	\$ 1,770,819		\$ 1,472,833.61	83.2%	\$ 1,404,887.36	4.8%
Benefits	\$ 978,733		\$ 782,884.04	80.0%	\$ 686,897.89	14.0%
	\$ 2,749,552	58.0%	\$ 2,255,717.65	82.0%	\$ 2,091,785.25	7.8%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 125,812.82	51.4%	\$ 237,207.99	-47.0%
Per Capita	\$ 104,020		\$ 107,605.70	103.4%	\$ 68,158.83	57.9%
Lost/Damage	\$ 1,600		\$ 913.76	57.1%	\$ 1,231.40	-26%
Total Materials	\$ 350,620	9.3%	\$ 234,332.28	66.8%	\$ 306,598.22	-23.6%

Professional Services

Security	\$ 45,000.00		\$ 44,548.15	99.0%	\$ 21,010.50	112.0%
Professional Services	\$ 70,000		\$ 54,086.05	77.3%	\$ 113,847.58	-52.5%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ 2,077.90	-1
Bank Service Charges	\$ 250		\$ 214.29	85.7%	\$ 201.69	6%
Total	\$ 117,750	3.1%	\$ 98,848.49	83.9%	\$ 116,127.17	-14.9%

Allocations

Administrative Fee	\$	147,732		\$	123,110.00	83.3%	\$	125,800.00	-2.1%
MIS	\$	16,337		\$	13,610.00	83.3%	\$	33,030.00	-58.8%
	\$	164,069	4.3%	\$	136,720.00	83.3%	\$	158,830.00	-13.9%

Grants

Other grants	\$	300,000		\$	88,634.27	29.5%	\$	79,301.20	11.8%
	\$	300,000	7.9%	\$	88,634.27	29.5%	\$	79,301.20	11.8%

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

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	4,500		\$	4,754.37	105.7%	\$	2,941.63	61.6%
Service to Office Equipment	\$	22,000		\$	20,692.92	94.1%	\$	23,608.96	-12.4%
Telephone	\$	16,000		\$	5,643.99	35.3%	\$	6,996.68	-19.3%
Software	\$	45,000		\$	59,181.19	131.5%	\$	35,563.61	66.4%
Office Supplies	\$	36,000		\$	23,381.97	64.9%	\$	26,422.41	-11.5%
Small Capital	\$	152,000		\$	81,916.52	53.9%	\$	77,790.56	5.3%
	\$	275,500	7.3%	\$	195,570.96	71.0%	\$	173,323.85	12.8%

Staff Development

Conferences/Training/Travel	\$	13,000		\$	16,554.15	127.3%	\$	11,481.97	44.2%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	73,000		\$	73,868.37	101.2%	\$	60,368.22	22.4%
	\$	96,000	2.5%	\$	90,422.52	94.2%	\$	71,850.19	25.8%

Insurance

Unemployment	\$	1,128		\$	940.00	83.3%	\$	900.00	4.4%
Risk Management	\$	93,612		\$	78,010.00	83.3%	\$	79,250.00	-1.6%
	\$	94,740	2.5%	\$	78,950.00	83.3%	\$	80,150.00	-1.5%

Building Costs

Transfer to Capital	\$ -	\$ -	\$ -	#DIV/0!
Rent	\$ 589,583	\$ 491,150.00	83.3%	\$ 491,150.00 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%	\$ 491,238.06	\$ 493,104.62 -0.4%
Total Operations/Services	\$ 1,990,162	52.6%	\$ 1,415,239.96	71.1% \$ 1,479,285.25 -4.3%
Total Expenses	\$ 4,739,714	\$ 3,670,957.61	77.5%	\$ 3,571,070.50 2.8%
Revenue Minus Expense	\$ 102,002	\$ 467,718.27	\$ 804,081.26	-41.8%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet	Activ	Equals
1/1/2024	1,794,636.63	\$ 155,732.58	\$ 284,964.15	\$ -	\$	1,665,405.06
2/1/2024	\$ 1,665,405.06	\$ 49,831.17	\$ 485,840.97	\$ -	\$	1,229,395.26
3/1/2024	\$ 1,229,395.26	\$ 109,763.73	\$ 339,891.84	\$ -	\$	999,267.15
4/1/2024	\$ 999,267.15	\$ 97,993.77	\$ 341,221.82	\$ -	\$	756,039.10
5/1/2024	\$ 756,039.10	\$ 178,519.94	\$ 337,877.75	\$ -	\$	596,681.29
6/1/2024	\$ 596,681.29	\$ 170,639.31	\$ 326,745.32	\$ -	\$	440,575.28
7/1/2024	\$ 440,575.28	\$ 1,833,662.72	\$ 376,820.47	\$ -	\$	1,897,417.53
8/1/2024	\$ 1,897,417.53	\$ 166,326.29	\$ 430,350.60	\$ -	\$	1,633,393.22
9/1/2024	\$ 1,633,393.22	\$ 410,845.15	\$ 373,447.75	\$ -	\$	1,670,790.62
10/1/2024	\$ 1,670,790.62	\$ 965,361.22	\$ 373,796.94	\$ -	\$	2,262,354.90
11/1/2024	\$ 2,262,354.90					
12/1/2024	\$ -					
1/1/2025	\$ -					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2024	\$ 869,827.03	\$ 1,884.88	\$ -	\$ 871,711.91
2/1/2024	\$ 871,711.91	\$ 916.18	\$ 54,230.00	\$ 818,398.09
3/1/2024	\$ 818,398.09	\$ 1,696.75	\$ 3,000.00	\$ 817,094.84

4/1/2024	\$	817,094.84	\$	958.05	\$	958.05	\$	817,094.84
5/1/2024	\$	817,094.84	\$	1,593.09	\$	1,922.00	\$	816,765.93
6/1/2024	\$	816,765.93	\$	3,199.53	\$	63,844.84	\$	756,120.62
7/1/2024	\$	756,120.62	\$	968.00	\$	359,416.41	\$	397,672.21
8/1/2024	\$	397,672.21	\$	1,383.80	\$	1,300.00	\$	397,756.01
9/1/2024	\$	397,756.01	\$	1,789.98	\$	248,648.22	\$	150,897.77
10/1/2024	\$	150,897.77	\$	800.55	\$	-	\$	151,698.32
11/1/2024	\$	151,698.32						
12/1/2024	\$	-						
1/1/2025	\$	-						

**Trust Accounts
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2024	\$ 26,576.99	\$ 18.14	\$ -	\$ 26,595.13
2/1/2024	\$ 26,595.13	\$ 6.03	\$ 1,743.20	\$ 24,857.96
3/1/2024	\$ 24,857.96	\$ 19.11	\$ 101.93	\$ 24,775.14
4/1/2024	\$ 24,775.14	\$ 14.96	\$ 1,178.76	\$ 23,611.34
5/1/2024	\$ 23,611.34	\$ 13.35	\$ 2,695.91	\$ 20,928.78
6/1/2024	\$ 20,928.78	\$ 10.63	\$ 2,185.28	\$ 18,754.13
7/1/2024	\$ 18,754.13	\$ 11.34	\$ 3,218.49	\$ 15,546.98
8/1/2024	\$ 15,546.98	\$ 8.06	\$ 3,544.82	\$ 12,010.22
9/1/2024	\$ 12,010.22	\$ 5.50	\$ 3,450.49	\$ 8,565.23
10/1/2024	\$ 8,565.23	\$ 4.45	\$ 1,167.67	\$ 7,402.01
11/1/2024	\$ 7,402.01			
12/1/2024	\$ -			
1/1/2025	\$ -			

**Meyer
Date**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2024	\$ 39,889.25	\$ 27.22	\$ -	\$ 39,916.47
2/1/2024	\$ 39,916.47	\$ 9.36	\$ 30.00	\$ 39,895.83
3/1/2024	\$ 39,895.83	\$ 30.73	\$ -	\$ 39,926.56
4/1/2024	\$ 39,926.56	\$ 24.35	\$ 1,124.72	\$ 38,826.19
5/1/2024	\$ 38,826.19	\$ 21.98	\$ 4,366.51	\$ 34,481.66
6/1/2024	\$ 34,481.66	\$ 18.47	\$ 28.00	\$ 34,472.13

7/1/2024	\$	34,472.13	\$	22.91	\$	-	\$	34,495.04
8/1/2024	\$	34,495.04	\$	20.38	\$	95.79	\$	34,419.63
9/1/2024	\$	34,419.63	\$	18.60	\$	330.00	\$	34,108.23
10/1/2024	\$	34,108.23	\$	19.37	\$	74.70	\$	34,052.90
11/1/2024	\$	34,052.90						
12/1/2024	\$	-						
1/1/2025	\$	-						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2024	\$ 2,441.75	\$ 101.70	\$ -	\$ 2,543.45
2/1/2024	\$ 2,543.45	\$ 4,714.18	\$ 57.39	\$ 7,200.24
3/1/2024	\$ 7,200.24	\$ 330.63	\$ 98.76	\$ 7,432.11
4/1/2024	\$ 7,432.11	\$ 1,044.91	\$ 19.00	\$ 8,458.02
5/1/2024	\$ 8,458.02	\$ 755.29	\$ 36.45	\$ 9,176.86
6/1/2024	\$ 9,176.86	\$ 104.93	\$ 53.62	\$ 9,228.17
7/1/2024	\$ 9,228.17	\$ 106.13	\$ 247.35	\$ 9,086.95
8/1/2024	\$ 9,086.95	\$ 55.43	\$ 167.65	\$ 8,974.73
9/1/2024	\$ 8,974.73	\$ 4.66	\$ 1,093.81	\$ 7,885.58
10/1/2024	\$ 7,885.58	\$ 54.36	\$ 780.61	\$ 7,159.33
11/1/2024	\$ 7,159.33			
12/1/2024	\$ -			
1/1/2025	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activit Ending
1/1/2024	\$ 2,733,371.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,606,172.02
2/1/2024	\$ 2,606,172.02	\$ 55,476.92	\$ 541,901.56	\$ - \$ 2,119,747.38
3/1/2024	\$ 2,119,747.38	\$ 111,840.95	\$ 343,092.53	\$ - \$ 1,888,495.80
4/1/2024	\$ 1,888,495.80	\$ 100,036.04	\$ 344,502.35	\$ - \$ 1,644,029.49
5/1/2024	\$ 1,644,029.49	\$ 180,903.65	\$ 346,898.62	\$ - \$ 1,478,034.52
6/1/2024	\$ 1,478,034.52	\$ 173,972.87	\$ 392,857.06	\$ - \$ 1,259,150.33
7/1/2024	\$ 1,259,150.33	\$ 1,834,771.10	\$ 739,702.72	\$ - \$ 2,354,218.71
8/1/2024	\$ 2,354,218.71	\$ 167,793.96	\$ 435,458.86	\$ - \$ 2,086,553.81
9/1/2024	\$ 2,086,553.81	\$ 412,663.89	\$ 626,970.27	\$ - \$ 1,872,247.43
10/1/2024	\$ 1,872,247.43	\$ 966,239.95	\$ 375,819.92	\$ - \$ 2,462,667.46
11/1/2024	\$ 2,462,667.46	\$ -	\$ -	\$ -

12/1/2024 \$	-	\$	-	\$	-	\$	-
1/1/2025 \$	-						

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,122,000	\$ 3,079,347	\$ (42,653)
PPRT	\$ 740,000	\$ 547,724	\$ (192,276)
State Grants or other	\$ 104,020	\$ 131,520	\$ 27,500
Other Grants	\$ 300,000	\$ 64,941	\$ (235,059)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 5,166	\$ (1,334)
Non-Resident Fee	\$ 100	\$ 183	\$ 83
Lost or Damaged Items	\$ 5,000	\$ 5,477	\$ 477
Copies/Miscellaneous	\$ 12,500	\$ 12,961	\$ 461
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 11,230	\$ 6,230
Investment Income	\$ 3,000	\$ 25,653	\$ 22,653
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ -	\$ -
Miscellaneous Income	\$ -	\$ -	\$ -
Reimbursement of Expenses	\$ -	\$ 836	
Totals	\$ 4,841,716	\$ 4,429,213	\$ (412,503)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,770,819	\$ 1,740,622	\$ 30,197
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 111,622	\$ 6,026
FICA/Medicare	\$ 136,572	\$ 129,671	\$ 6,901
Life insurance	\$ 3,283	\$ 2,714	\$ 569
Medical insurance	\$ 706,800	\$ 667,477	\$ 39,323
Service recognition	\$ 14,430	\$ 14,430	\$ -
Total Personnel	\$ 2,749,552	\$ 2,666,536	\$ 83,016
Fund	Budgeted		
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 628	\$ 272
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 22,413	\$ (413)
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 6,566	\$ 9,434
Banking Service Charges	\$ 250	\$ 237	\$ 13
Conferences/Travel/Continuing Ed	\$ 13,000	\$ 22,475	\$ (9,475)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 6,229	\$ (1,729)
Security	\$ 45,000	\$ 45,000	\$ -
Computer Software	\$ 45,000	\$ 66,536	\$ (21,536)

Temp Agency Services	\$ 2,500	\$ -	\$ 2,500
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 70,000	\$ 58,963	\$ 11,037
Membership Fees	\$ 73,000	\$ 75,551	\$ (2,551)
Rental Equipment	\$ -	\$ -	
Materials for Buildings	\$ 1,000	\$ -	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 107,606	\$ (3,586)
Other Grant	\$ 300,000	\$ 97,442	\$ 202,558
Office Supplies	\$ 36,000	\$ 30,180	\$ 5,820
Risk Management	\$ 93,612	\$ 93,612	\$ -
Small Capital	\$ 152,000	\$ 123,310	\$ 28,690
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,059	\$ 541
Transfer to Capital Fund	\$ -	\$ -	\$ -
Total operating	\$ 1,990,162	\$ 1,757,588	\$ 232,574
Total expense	\$ 4,739,714	\$ 4,424,124	\$ 315,590
Surplus (deficit)	\$ 102,002.00	\$ 5,090	