DECATUR PUBLIC LIBRARY

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ANNUAL MEETING AGENDA
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, February 15, 2024, immediately following the regular monthly 4:30pm meeting
Decatur Public Library
Board Room

Annual Meeting

I.   **Call to order** – Karl Coleman, President

II.   **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.

III.   **Participation in Non-Resident Card Program (Action)**

IV.   **Cost of Non-Resident Card (Action)**

V.   **Annual reports (Action)**

- **2023 Illinois Public Library Annual Report**
- **2023 Trustees Report to Mayor and Council**
- **2023**

VI.   **Election of Officers for 2024/2025 (Action)**
Slate to be determined

VII.   **Committee and Liaison Appointments (Action)**

VI.   **Adjournment**

Non-Resident Fee

Section 3050.60 Non-Resident Fee Formula

There are three options that a public library can use to determine its non-resident fee according to the formula established by the Illinois State Library F2 [75 ILCS 5/4-7(12) and 16/30-55.60]. In subsections (a) and (b) of this Section, the non-resident fee shall be equitable and proportionate to the fee paid by residents.

General Mathematical Formula:

1) To determine the minimum non-resident fee, a local library should divide the library income from local property tax sources or its equivalent by the local population to determine the cost of service per capita. The library should multiply the per capita figure by the average number of persons per household in the community to obtain the average cost per household on which to base a fee for a family card. The most recent federal census information available shall be used in determining population and household size.

2) Library income from local property tax sources excludes State and federal funds.

$2,952,060.80 / 70,522 = 41.86 X 2.21 = $92.51

Tax Bill Method

Adoption of the Average Non-Resident Fee in the System Area

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)   2024
DECATUR PUBLIC LIBRARY

IPLAR

Instructions

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

	1.1 ISL Control # [PLS 151, PLS 701]	**30221**
	1.2 ISL Branch # [PLS 151, PLS 701]	**00**
	1.3a FSCS ID [PLS 150, PLS 700]	**IL0132**
	1.3b FSCS_SEQ [PLS 700]	**002**
	1.4a Legal Name of Library [PLS 152]	**Decatur Public Library**
	1.4b If the library's name has changed, then enter the updated answer here.	
	1.4c Was this an official name change?	

1.5a Facility Street Address [PLS 153]	**130 North Franklin Street**	
1.5b If the facility's street address has changed, then enter the updated answer here.		

1.5c Was this a physical location change?	*1.6a Facility City [PLS 154]*	**Decatur**
	1.6b If the facility's city has changed, then enter the updated answer here.	
	1.7a Facility Zip [PLS 155]	**62523**
	1.7b If the facility's zip code has changed, then enter the updated answer here.	

	1.8a Mailing Address [PLS 157]	**130 North Franklin Street**
	1.8b If the facility's mailing address has changed, then enter the updated answer here.	
	1.9a Mailing City [PLS 158]	**Decatur**
	1.9b If the facility's mailing city has changed, then enter the updated answer here.	
	1.10a Mailing Zip [PLS 159]	**62523**
	1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
	1.11a Library Telephone Number [PLS 162]	**2174242900**
	1.11b If the telephone number has changed, then enter the updated answer here.	
	1.12a Library FAX Number	**2172334071**
	1.12b If the fax number	

	has changed, then enter the updated answer here.	
	1.13 Website	**http://www.decaturlibrary.org**

Library Director's Information
Please enter the full name, title and e-mail address of the library director.

	1.14 Name	**Rick Meyer**
	1.15 Title	**City Librarian**
	1.16 Library Director's E-mail	**rmeyer@decaturlibrary.org**

Library Information
Please provide the requested information about the library type.

	1.17a Type of library	

1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	
1.19 Does your library contract with another library to RECEIVE ALL your library services?	

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	**Macon**
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	

1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	**70,522**
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	
1.27 Does this library have paid staff?	
1.28 Does this library have an established schedule in which services of the staff are available to the public?	
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	
1.30 Is this library supported in whole or in part with public funds?	
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	**0**
2.1b Total number of branch libraries [PLS 210]	**0**
2.2a Are any of the branch libraries a combined public and school library?	

2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
DECATUR P.L.	DECATUR PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
DECATUR P.L.	30221	3022100

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
DECATUR P.L.	130 NORTH FRANKLIN STREET		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
DECATUR P.L.	DECATUR		62523	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
DECATUR P.L.				
2174242900				

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
DECATUR P.L.	108,505		

IDs Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
DECATUR P.L.	3,090	52	159,146

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	**01/01/2023**
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	**12/31/2023**
3.3 Number of months in this fiscal year	**12**
3.4 Name of person preparing this annual report	**Rick Meyer**
3.5 Telephone Number of Person Preparing Report	**217-421-9713**
3.6 FAX Number	**-1** ☑ **No Fax**
3.7 E-Mail Address	**rmeyer@decaturlibrary.org**

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats		
5.2 Total number of vacant board seats	**2**
5.2b Please explain	**Mayor has not made appointments to fill open seats.**
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	
5.4 IF NO, please explain	

First Member

5.5 Name	**Karl Coleman**
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	**06/2026**
5.8 Telephone Number	████████
5.9 E-mail Address	**kcoleman@decaturlibrary.org**
5.10 Home Address	████████

5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	

☑

Unknown

	6.1b If so, please describe	
	6.2 Total Number of Meeting Rooms	6
	6.2b Total number of times meeting room(s) used by the public during the fiscal year	628
	6.3 Total Number of Study Rooms	1
	6.3b Total number of times study room(s) used by the public during the fiscal year	-1 ☑ Unknown

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$0
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	**The library has set aside $959,597 to put toward furniture in 2024. $342,000 in unexpended funds transferred from operating fund this year.**

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	**$3,500,545**

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	**$3,562,096**

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for
federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	**$104,020**
8.3 Equalization aid grant	**$0**
8.4 Personal property replacement tax	**$934,202**
8.5 Other State Government funds received	**$0**
8.6 If Other, please specify	**-1** ☑ **Not Applicable**
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	**$1,038,222**

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	**$0**
8.9 E-Rate funds received	**$0**
8.10 Other federal funds received	**$0**
8.11 If Other, please specify	**-1** ☑ **Not Applicable**
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	**$0**

Other Income

This is all operating revenue other than that reported under local, state, and federal funds.
Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services,

or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	**$84,220**
8.14 Other receipts intended to be used for operating expenditures	**$59,584**
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	**$143,804**
8.16 Other non-capital receipts placed in reserve funds	**$12,962**

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	**$4,682,571**

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	
8.18b Proof of Certificate of Insurance for Library Funds	**-1|Surety Bond.pdf**
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	**$5,000,000**
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	
8.21 The designated custodian of the library's funds is:	

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)
This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	**$1,666,768**
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	**$817,554**
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	**$2,484,322**

COLLECTION EXPENDITURES (10.1 - 10.4)
Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	**$155,422**
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	**$243,957**
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	**$25,153**
10.3b Please list the types of materials purchased in 10.3a	**DVDs/CDs**
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	**$424,532**

OTHER OPERATING EXPENDITURES (11.1 - 11.2)
This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures.
Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]		**$1,771,221**
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]		**$4,680,075**

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales		**$0**
12.1b Local Government: Other		**$0**
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]		**$0**
12.2 State Government [PLS 401]		**$0**
12.3 Federal Government [PLS 402]		**$0**
12.4 Other Capital Revenue [PLS 403]		**$0**
12.5 If Other, please specify		**-1** ☑ **Not Applicable**
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]		**$0**

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g.,

carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	**$479,576**

PERSONNEL (13.1 - 13.46)
Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A
This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	9	9	$293.01	340.00
	13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**
	City Librarian			
	$54.81	40.00		
	Head of Programs, Resources and Services			
	$38.07	40.00		
	Head of Technical Services and Circulation			
	$35.33	40.00		
	Head of Archives and Special Collections			
	$32.21	40.00		
	Librarian			
	$26.97	40.00		
	Librarian			
	$28.23	40.00		
	Librarian			
	$26.67	40.00		
	Librarian			

$26.30	40.00
	Library Assistant
$24.42	20.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	8.50

Group A hidden group hours Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	11	11	11	$254.35	380.00
	13.6 Position Title	**13.7 Primary Work Area**	**13.8 Education Level**	**13.9 Hourly Rate**	**13.10 Total Hours/Week**
	Librarian				
$23.97			40.00		
		Library Assistant			
$24.42			40.00		
		Library Assistant			
$24.42			40.00		
		Library Assistant			
$20.98			20.00		
		Library Assistant			
$20.98			20.00		
		Library Assistant			
$24.42			40.00		
		Library Assistant			
$22.87			40.00		
		Library Assistant			
$21.43			40.00		
		Library Assistant			
$22.38			20.00		
		Junior Cataloger			
$24.24			40.00		
		Junior Cataloger			
$24.24			40.00		

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	9.50

13.12 Total FTE Librarians (13.5 + 13.11] [PLS 251]	**18.00**

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	**425.00**
13.14 Minimum hourly rate actually paid	**$16.56**
13.15 Maximum hourly rate actually paid	**$39.81**
13.16 Total FTE Group C employees (13.13 / 40)	**10.63**

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	**180.00**
13.18 Minimum hourly rate actually paid	**$15.18**
13.19 Maximum hourly rate actually paid	**$16.35**
13.20 Total FTE Group D employees (13.17 / 40)	**4.50**

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	**0.00**
13.22 Minimum hourly rate actually paid	**$0.00**
13.23 Maximum hourly rate actually paid	**$0.00**
13.24 Total FTE Group E employees (13.21 / 40)	**0.00**
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	**15.13**
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	**33.13**

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	**13.28 Primary Work Area**	**13.29 Education Level**	**13.30 Total Hours/Week**	**13.31 Number of Weeks Vacant during report period.**	**13.32 Annual Salary Range Minimum**	**13.33 Annual Salary Range Maximum**

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	**13.35 Primary Work Area**	**13.36 Education Level**	**13.37 Total Hours/Week**	**13.38 Current Status: Filled or Unfilled**	**13.39 Date Filled (mm/year, if applicable)**

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.40 Position Title	**13.41 Primary Work Area**	**13.42 Education Level**	**13.43 Total Hours/Week**	**13.44 Date Eliminated (mm/year)**	**13.45 Last Annual Salary Paid**	**13.46 Reason Eliminated**

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	**159,146**
14.1a Library Visits Reporting Method [PLS 501a]	

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy
tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:
A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	-1 ☑ Unknown	-1 ☑ Unknown	-1 ☑ Unknown	-1 ☑ Unknown
Children (6-11)	244	10,265	10	7,147
Young Adults (12-18)	21	81	6	350
Adults (19 and older)	283	4,392	40	2,177
General Interest	-1 ☑ Unknown	-1 ☑ Unknown	-1 ☑ Unknown	-1 ☑ Unknown
Total	548	14,738	56	9,674

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	475	12,811

Synchronous In-Person Offsite Program Sessions	-1 ☑ Unknown	-1 ☑ Unknown
Synchronous Virtual Program Sessions	73	1,927
Total	548	14,738

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	34
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	726

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	
15.39b Please describe the programming provided.	

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	14,898
16.2a Total Number of Unexpired Non-resident Cards	9
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	$89.82
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	14,907
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as

of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1 Print Materials [PLS 450]	**168,878**
17.2 Current Print Serial Subscriptions	**147**
17.3 Total Print Materials (17.1+17.2)	**169,025**
17.4 E-books Held at end of the fiscal year [PLS 451]	**15,577**
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	**10,746**
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	**18,747**
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	**12,590**
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	**6,766**
17.6c Other Circulating Physical Items [PLS 462]	**93**
17.6d Total Physical Items in Collection [PLS 461]	**192,307**

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	**18**
17.8 State (state government or state library) [PLS 457]	**16**
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	**34**

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	**177,618**
18.2 Number of young adult materials loaned	**7,316**
18.3 Number of children's materials loaned [PLS 551]	**83,939**
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	**268,873**

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	**165,521**
18.6 Videos/DVDs- Physical	**39,535**
18.7 Audios (include music)- Physical	**9,775**
18.8 Magazines/Periodicals- Physical	**3,060**
18.9 Other Items- Physical [PLS 561]	**740**
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	**218,631**
18.11 Use of Electronic Materials [PLS 552]	**50,242**
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	**268,873**
18.13 Successful Retrieval of Electronic Information [PLS 554]	**233,907**
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	**284,149**
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	**502,780**
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	**41,045**
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	**30,414**

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	**47,627**
19.1a Reference Transactions Reporting Method [PLS 502a]	

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	**-1** ☑ **Unknown**

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	**140**
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	**30**
20.3 Is your library's catalog automated?	
20.4 Is your library's catalog accessible via the web?	
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?		
21.2a What is the maximum speed of your library's Internet connection? (Select one)		
21.2b If Other, please specify		**150/150 Mbps**
21.3 What is the monthly cost of the library's internet access?		**$0**
21.4 Number of Internet Computers Available for Public Use [PLS 650]		**30**
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]		**20,380**
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]		
21.6 Wireless Sessions Per Year [PLS 652]		**13,555**
21.6a Reporting Method for Wireless Sessions [PLS 652a]		
21.7 Does your library utilize Internet filters on some or all of the public access computers?		
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?		
21.9 Number of website visits or sessions to your library website [PLS 653]		**129,620**

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?		
22.2a If YES, did your library apply for Category 1, Category 2 or both?		

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	**We do not pay for internet.**

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	**$15,589**
23.2 Does the above amount include travel expenses?	
23.3 How many hours of training did employees receive this year?	**810.00**
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	
23.5 Would you like to receive autism training at your library?	

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	**-1** ☑ **No Comments**
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	**-1** ☑ **No Comments**
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	**-1** ☑ **No Comments**

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.
NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	

	☑ Not Applicable		
	25.2 If NO, please list and explain any errors or discrepancies.	-1 ☑	**Not Applicable**
	25.3 First board member completing the audit	-1 ☑	**Not Applicable**
	25.4 Second board member completing the audit	-1 ☑	**Not Applicable**
	25.5 Date the Secretary's Audit was completed	-1 ☑	**Not Applicable**

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	**Date**
Library Director	**Rick Meyer**	**02/15/2024**
President	**Karl Coleman**	**02/15/2024**
Secretary	**Alana Banks**	**02/15/2024**

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

February 15, 2024

Honorable Mayor Moore Wolfe and Decatur City Council
City of Decatur
1 Gary L Anderson Plaza
Decatur, IL   62523

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for the fiscal year 2023.

Included with the Annual report to the Council is the Illinois Public Library Annual
Report to the Illinois State Library, used in compilation of uniform public library
statistics, and the Annual Report of the City Librarian to the Board of Trustees.

The Board of Trustees strives to serve the information and literacy needs of the citizens
of Decatur.   support and looks
forward to continuing a collaboration that will maintain and improve the services that the
people of Decatur have come to expect.

Sincerely,

Karl Coleman, President
Library Board of Trustees

MS:rcm

Cc: City Manager

Fiscal Year 2023
Annual Report

February 15, 2024

Decatur Public Library
130 N. Franklin Street
Decatur, IL 62523
(217) 424-2900

ANNUAL REPORT OF THE LIBRARY
BOARD OF TRUSTEES
FY 2023

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending December 31, 2023 and is a report of the condition of the Board's trusts on that date.

A.STATEMENT OF MONEY RECEIVED--LIBRARY OPERATING FUND

Beginning fund balance, January 1, 2023	**$1,652,323.23**
Real estate taxes	$2,952,060.80
State replacement tax	934,202.31
Payment in Lieu of Taxes	548,484.00
State grants or other	104,019.95
Fines & fees	6051.32
Non-resident fees	89.82
Lost & damaged books	4676.56
Copies and miscellaneous	14,009.74
Meeting room fees	4120.00
Interest income	12,946.19
Investment Income	12,050.20
Miscellaneous Income	(7.50)
Sale of Library Property	5039.50
Other Grants/Gifts	84,220.13
Total Revenue	**4,682,571.20**

B.STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND PERSONNEL

Salaries	$1,666,532.02
Overtime	235.68
Pension Contribution	99,034.72
FICA/Medicare	124,847.69
Life insurance	2690.75
Medical insurance	576,800.00
Service recognition	14,180.60

Division Total	**$2,484,321.46**

STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND

To Employee Benefits-Unemployment	$1080.00
Advertising	0.00
Service to Maintain Building	1845.00
Services to maintain office equipment	25,571.53
MIS services (City)	36,636.00
Telephone/Internet	8140.18
Banking Service Charges	223.00
Conferences/Travel/Continuing Ed	15,589.01
Postage	4,462.02
Computer software	41,115.69
Transfer to General Fund-Admin Fee	150,960.00
Temporary agency services	2077.90
Tuition reimbursement	0.00
Professional services	124,113.78
Membership fees	61,743.22
Rental Equipment	2875.00
Materials to maintain building	109.62
Office supplies	34,104.59
Risk Management insurance	95,100.00
Small capital items	117,099.05
Building Lease Payment	589,375.00
Books and periodicals	269,812.96
Lost or Damaged Books	1,245.03
Per Capita Expenditures (Books)	104,078.52
Other Grants/Gifts	87,181.78
Transfer to Capital Fund	200,000.00
Division Total	**$2,052,432.34**

TOTAL FUNDS RECEIVED (LIBRARY OPERATING FUND)	**$4,682,571.20**
TOTAL OPERATING EXPENDITURES	**$4,536,753.80**

Surplus/Deficit	**$145,817.40**
Balance sheet activity	**$0.00**
LIBRARY OPERATING FUND BALANCE (12/31/2023)	**$1,798,140.63**

D.STATEMENT OF MONEY RECEIVED AND EXPENDED--CANTONI FUND
Ellen and Peter Cantoni Fund (est. 1983)

Fund balance 01/01/2023	**$58,622.65**
Interest	391.08
Expenditures	32,436.74
Fund balance 12/31/2023	**$26,576.99**

NOTE: Cantoni fund restricted to purchases of books for library from income or principal.

E.STATEMENT OF MONEY RECEIVED AND EXPENDED--MEYER FUND
Margaret Meyer Fund (est. 2000)

Fund balance 01/01/2023	**$46,201.83**
Interest	336.31
Expenditures	6648.89
FUND BALANCE 12/31/2023	**$39,889.25**

NOTE: Meyer fund restricted to use of local history.

F.STATEMENT OF MONEY RECEIVED AND EXPENDED - BOOK DONATIONS

Fund balance 01/01/2023	**$1564.68**
Interest	9.21
Contributions	4922.54
Expenditures	4054.68
Fund balance 12/31/2023	**$2441.75**

G.STATEMENT OF MONEY RECEIVED AND EXPENDED – CAPITAL FUND

Fund balance 01/01/2023	**$1,134,988.71**
Interest	7068.09
Investment Income	7346.23
Contributions	200,000.00
Expenditures	479,576.00

Fund balance 12/31/2023   **$869,827.03**

H. STATEMENT OF ITEMS AVAILABLE MATERIALS

	FY2022	FY2023
Print materials	185,225	168,878
Subscriptions	174	147
E-books	4156	15,577
Physical Audio Recordings	13,000	10,746
Downloadable Audio Recordings	9078	18,747
DVDs/Video Recordings	11,501	12,590
Downloadable Video Recordings	4152	6766
Licensed Databases	36	34

I. STATEMENT OF CIRCULATION

	FY2022	FY2023
Total checkouts/renewals	260,805	268,873
Total Collection Use including databases	441,446	502,780
Borrows from other libraries	30,177	30,414
Loans to other libraries	42,190	41,045

J. STATEMENT OF ANY PERSONAL PROPERTY ACQUIRED BY LEGACY, GIFT, PURCHASE, OR OTHERWISE.

The Library received a number of donations of books and other
materials to add to its collection from various people and organizations.

The library purchased new shelving for the first floor from reserve
funds.

K. STATEMENT OF MONEY REQUIRED FOR LIBRARY OPERATION IN 2024

The Library Board provided the City Council with an estimate of funds needed to
operate the Library for fiscal year 2024 in November 2023.

The Library Board will provide the City Council with an estimate of funds needed to
operate the Library for fiscal year 2025 by November 2024.

L. STATEMENT OF OUTSTANDING LIABILITIES

The library has no outstanding liabilities.

Attached are the Fiscal Year 2023 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 2023 Annual Report of the City Librarian, which contains a narrative summary of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the Board meeting on February 15, 2024.

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Karl Coleman, President
Decatur Public Library Board of
Trustees

The Decatur Public Library 2023 Annual Report

DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Contents

- **Diversity, Equity, and Inclusion:** A staff committee worked with consultant Nicki Bond to lead the library to the next phase of the DEI initiative. New guidelines for policy reviews, collection and program reviews, and recruiting and on-boarding were developed.
- **Community Resource Coordinator:** Jessica Hill in the space of a little less than a year, assisted **237 individuals** in accessing mental health services, healthcare services, housing, employment, rental assistance, and food. She continued to work with over 30 community resource providers. She also proved to be a great help to staff when emergent situations involving patrons experiencing mental health or substance abuse issues arose. Please see Jess's attachment.
- **Media:** The Library had several positive newspaper stories throughout the year and at year's end the Library began completed on a documentary film through Viewpoint Project that aired in all 50 states in 2023.
- **Friends and Foundation:** The DPL Foundation's 7th Annual Appeal brought in about $35,000 in donations and matching funds. They partly funded the documentary referred two above. The Friends of the Decatur Public Library funded over $25,000 worth of programs throughout the year. They moved into the Library footprint and began having book sales several days a week.
- **Conferences:** Alissa Henkel attended the ALA, and ILA conferences. Rick Meyer attended the ILA and ALA conference. Becky Damptz attended the MAC Conference. Carol Ziese, Trustee LaTonya Ricks, and several librarians attended ILA. Katie Eytchison and Tye Pemberton attended ALA.
- **Rick Meyer:** I completed my term of service on the Illinois Library Association Executive Board. I continued to serve on the Directors University Planning Committee, served as a Mentor at Director's University, served on the Illinois Heartland Library System Board of Trustees Nominating Committee, was ILA Board Liaison to the ILA Awards Committee. I continued to serve on the Illinois State Library Advisory Committee.
- **Shelving/Carpeting:** Both projects were substantially completed by September.
- **Security:** Off duty police officers now provide security for 4 hour a day, 5 days a week.
- **Strategic Planning:** We completed the Strategic Plan for the next few years and are well underway in the implementation phase.

Boards and Partnerships

Board of Trustees: The responsibility and authority of the Library Board of the Decatur Public Library is derived from the Illinois Local Library Act. In April, Jeff Cancienne resigned from the Board for work reasons. In July LaTonya Ricks, Elizabeth Rivera and Emily West were sworn in as Trustees. Also in July, Karl Coleman began was sworn in for a second term and began duties as Board President, Shelli Brunner began duties as Vice-President and Chair of the Personnel, Policy, and Public Relations Committee, and Alana Banks began duties as Board Secretary. In June, Susan Avery completed her term and left the Board Jecobie Jones served as the Finance and Properties Committee Chair. Sofia and Shelli are the Trustees chosen to serve on the Foundation Board of Directors and the Friends Liaison rotates between members. In October Shelli Brunner resigned from the Board for health reasons. As of year's end writing, two seats remain unfilled.

Foundation*:* Please see above—the Foundation had a very successful year. Mark Sorensen is the current President.

Friends: The Friends discontinued their annual Labor Day Sale. Connie Peters is the current President.

Volunteers: Archives and Special Collections depends largely on the labor of volunteers. The Library used 1000 volunteer labor hours. The other traditionally large volunteer program is the Summer Reading Program. All three boards are made up of volunteers and the Trustees worked especially hard again this year due to the number of large projects undertaken by the Library.

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Real Talk on Race: This group evolved out of the Racial Taboo group and hosts twice-monthly discussions on issues revolving around race. All are welcome. The group continued to meet remotely or in person all year. DPL is very proud of this longstanding partnership. They are this year's winter of the Ray Batman Social Justice Advocate of the Year Award!

Project Read: Project Read is an adult literacy program housed in the Decatur Public Library. The Library has actively partnered with Project READ since 2003 when the literacy program's operations were moved to the Library. Because of their convenient location, Library staff are readily able to respond to the special needs of patrons who have low skills. Library staff may refer potential students to Project READ when it becomes evident that a patron may have low math or reading skills and as a result may be underemployed or unemployed.

Project READ provides a service by helping adults improve their reading and math skills through individualized tutoring. They offer free, one-on-one tutoring in reading and math to adults age 17 and older who are not currently enrolled in high school. They help individuals transition into new programs and positions, by helping them to improve their literacy skills.

Baby Talk: Baby Talk visits every new parent who gives birth in Decatur hospitals, informing them about the importance of reading to their baby, giving each new baby a board book and parent a copy of Babies & Books. They promote good parenting (and reading) at prenatal clinics, well-child clinics, at Early Head Start, at STEPS, in the Family Literacy Program; they hold their annual Lullaby Concert at the Decatur Public Library. Funding for the Baby TALK programing was provided, in part, by the Friends of the Library.

Workforce Investment Solutions: Workforce Investment Solutions of Macon County, funded through the Workforce Innovation Opportunity Act, is a community resource for meeting the skilled employee needs of local businesses.

- Supporting efforts to recruit new businesses locally and regionally
- Offering access to skilled workers and training incentives
- Assisting businesses that are closing or downsizing to ensure that their employees have necessary guidance

Workforce Investment Solutions (WIS) stands on the front line to ensure that all individuals can return to the workforce with the skills necessary to retain employment and maximize earnings.

Workforce Investment Solutions is able help job seekers with services and programs needed to find, prepare for, and keep the right job. They help people of all ages and skill levels connect, with employment opportunities in a variety of industries. They are housed on the first floor of the Library. The Library advocated for and WIS and the City of Decatur worked together to build new space for them on the second floor—out of the library footprint. The moved to new space on the second floor in June.

Other Partnerships/Collaborations most of which were on hold for 2021: Decatur Area Arts Council, Macon County Conservation District, Decatur Indoor Sports Center, Children's Museum of Illinois, Scovill Zoo, PawPrint Ministries, Court Appointed Special Advocates, Illinois Raptor Center, Project Thinkwell, Decatur Pride, Master Gardeners, Decatur Area Poets, Millikin University, DPS 61, Board Knight, Door 4 Brewing, DAR, Town & Country Bank, Decatur Herald & Review, Richland Community College, Crossings Recovery Center, ISA Corps, Heroes of Legend, Real Talk on Race, & Workforce Investment Solution.

Personnel:

Taneshia Cunningham: Resigned from DPL in February
Kristie Smith-Nikitin: Resigned in March.
Noah Harless: Began duties and full-time Library Clerk I in May.
Jason Butterick: Jason became full-time in May.
Sarah Yepsen and Chris Opsincs: Began duties as part-time Library Assistants in August.
Sheri Keller: Transferred from PRS to ASC in September.

Library staffing at year's end was a full-time equivalent of 33.13 employees. Per State standards laid out in Serving Our Public 4.0, a community of our size, is a minimum full-time equivalent of 47. A full time equivalent of 33.13 leaves the Library in a difficult position to fulfill its mission to the community, but budget constraints dictate the need for such a lean staff.

Library Departments

Programs, Resources, and Services (PRS)

Rather than inundate you with numbers, let me share a few highlights of PRS staff and their leader Alissa Henkel did:

- Sarah Yepsen attended the CHICO's November meeting and gathered some information about Decatur's Hispanic/Latino population and what could draw them to the library.
- Sarah translated the Copy/Print Page cost and Dewey Decimal System to Spanish for the Reference Desk.
- Jason Butterick developed a new music collection flyer/information.
- Jason completed a new CD collection shelf label project making it easier for patrons and staff to browse.
- Jason is creating a "Breaking News" Display - a column display near newspapers where materials of those "making headlines," including recent notable deaths, will be regularly displayed within days of breaking news. There is a window of opportunity to engage patrons and materials when it is recently reported. He is hopeful that having an assigned display location where materials are periodically updated will build interest and circulation.
- Sheri Keller performed her first Storytime Live! She also used the Smart Board to do it. Storytime Live was never the same again.
- Scott Wilson added Blu-Rays to the collection and created a display to showcase them.
- Scott has been assisting Tye Pemberton with Technology Basics and Electronic Resources Classes.
- John Schirle updated brochures and the website to include 2023 ALA awards.
- John also created a resource page on the website for children's literature students.
- John created and shared surveys for Winter Reading Program, Chess Club and Story Time Live with participants. He also reported stats on the WRP. John requested the support of the Golden K Kiwanis in providing Giggles Cookies to Children's 2024 WRP participants.
- Susan Bishop prepared a funding request for 1,000 Books Before Kindergarten which she launched in August. 189 kids are enrolled in 1000 Books Before Kindergarten. 347 rewards have been earned. 17,541 books have been read. The first child has reached 500 books and 1,000 books.
- Shelley ordered tax forms and coordinated access to the forms.
- She also has shifted all Biographies and also the Oversized Collection.
- Tye Pemberton chaired the Code of Conduct Committee and completed a Code of Conduct Handbook, complete with a Quick Sheet and Conversational Strategies. The material to the Division Heads and DPL Staff and was accepted with no changes made.
- Tye proposed and coordinated a social media coordination plan. He also added Hootsuite to the social media tools. He trained all social media owners. He regularly troubleshoots posts that fail.
- Tye coordinated with Matt, J&T, and Patron Point to use Patron Point Focus Items to add dynamic "Scroll Down for More Resources" bar to DPL homepage. Tye has been working diligently to solve the link problem that is occurring with bitly URLs and Patron Point. This month's links were replaced with tinyurl and all links functioned. A subscription might be in order due to the number of shortened links needed. Tye is A/B testing traditional vs. personalized subject line for monthly email newsblasts.

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- Tye cross-referenced EBSCO renewals list against Lifetime YTD and Previous YTD circulations. He is assessing data to make budgetary room to double-up on subscriptions for top 4-5 popular titles. Tye completed the EBSCO periodical renewal.
- Tye proposed, created and promoted Computer Instruction & Tech Help for patrons.
- Tye planned for the Auschwitz Experience in the Art of Prisoners for January 19.
- Amanda taught a class about the library's offerings at New Life Pregnancy Center to families. This is her second year doing this.
- Amanda spent a great deal of time recruiting volunteers for SRP 2023, vetting them and creating a schedule. Amanda hosted a Children's Volunteer dinner at Doherty's. 12 volunteers attended.
- She requested funding from the Friends for 4 preschool art classes in the fall. It was accepted.
- Katie Eytchison presented a program at ILA Annual Conference 2023 in partnership with Becky Stewart of Starting Point.
- Kasey Steiling created videos of the new changes at DPL.
- She created a Library Card sign up month "commercial."
- Kasey was able to share our Monthly Calendar with all of DPS61 through Peachjar. Kasey is working to add Library events to Community Calendars for WCIA and WAND and looking for other free outlets to promote library programs and services.
- Tye, Katie and Jess Hill attended the Macon County Continuum of Care Breakfast to meet with local organizers regarding Macon County/Decatur's unhoused and at-risk communities, and review the Point-in-Time Survey results.
- Alix Frazier has been on top of dynamic signage for carpet and shelving moves. Alix created directional signage for the new layout and Dewey run templates. She also printed the Hanging Directional Signage and put it into their new holders.
- Alix managed the schedule the for two weeks of the year.
- Alix created the IHLS Library Crawl map in Google.
- Alix has been working on an Art Wrap of our Logo for the new Reference Desk.
- She created the DPL Christmas Card for DAAC Christmas Card Lane.
- Decatur Magazine did a piece on DPL's Annual Book Tree which was featured as their profile picture on Facebook. Alix led the building and decorating of that Book Tree.
- Jess reported that 1,367 resources were handed out. Also, 212 Winter Gear items were distributed in the winter.
- Jess/CHAT were able to find housing for numerous individuals. Jess helped to coordinate transportation and housing for several individuals with the help of other organizations.
- Jess worked with a social worker in NY to assist a client to transition back to Illinois without a disruption in the therapeutic process.
- Jess has been asked to work with U of I, and also the SIU School of Medicine. She spoke on Library Social Work at the U of I in November.
- Jess had a meeting with the National Association of Social Workers to discuss getting library social work recognized as a legitimate profession within the association so that NASW can help establish ethical guidelines.
- She created a suicide prevention piece for the newsletter and also for a book display with help from Tye and Alix.
- Alissa Henkel and Susan Bishop put together a READiculous show for SRP 2023. READiculous performed a show during Project Viewpoint's Film Day.
- READiculous visited every Decatur elementary/middle school in the 22/23 School Year except for Dennis Mosaic. Susan and Alissa visited SDMS Life Skills class for the first time. READiculous performed six summer shows for 665 people in our new configuration with our new backdrop. Alissa and Susan spent most of December preparing for the READiculous Between the Holidays which brought in 170 people.
- Alissa, Alix, Kasey, Katie and Tye began meeting weekly in 2023 to tackle the Website – to refine and improve, and to parcel out who does what outside of the Kid's Section.

- Mid-year, the Website Team Meeting became the Librarians' meeting and Alissa, Alix, Kasey, Katie, Amanda and Tye met together and in one-to-ones to discuss specializing librarians' responsibilities from a monthly to a weekly basis.
- Alissa was interviewed by WANDtv about the changes that have or are about to come to DPL.
- Alissa served as chair of the ILA Awards Committee.
- Alissa attended ILA's Orientation for Committees and Forums.
- Becky, Alissa, and Penny Rogers (City of Decatur HR) interviewed two candidates for the position of Part Time Library Assistant in PRS.
- LaTonya, Rick, Carol and Alissa went to the ILA Legislative Meet Up in Bloomington on 11/29.
- Many PRS staff were instrumental in getting shelving project finished in a timely fashion.
- See attached statistical reports.

Circulation

- Circulation staff were the engine that made the shelving project a success. Special shout-out to Carol Ziese for big-picture thinking and Patti Freitag for getting all the details right.
- Staff are also working on the shelf mapping software, Stack Map. It is still "under construction," but major sections are complete. Robert Davis has been the leader in this project with key assist from Noah Harless.
- The circ department displayed exemplary teamwork on several large projects this year while never falling behind on their main duties.
- See attached statistical reports.

Archives and Special Collections

- Emily Gillespie interned in the Local History Room from January to April this year. Emily was a senior at Eisenhower High School, and interned through the DPS61's InspirED program. Her main project was to digitize the Delta Sigma Theta Collection. She was also interviewed by Valerie Wells from the Herald and Review about her internship at the library. The article was published February 22.
- 4th graders from Dennis School toured the library on February 24, and stopped in the Local History Room. Leeann Grossman talked to them about what they could find in the Local History Room.
- ISHRAB grant:
  - Becky and Tye wrote an ISHRAB grant to digitize large railroad maps. The money would be used to help pay for proper equipment to complete the project. DPL was awarded the grant in June, and received the funds in September.
  - Becky received digitization training from Tye in September, and started digitizing the maps in October.
  - Currently there are 33 out of 130 maps digitized.
  - An interim report was sent to ISHRAB in December.
- Microfilm was condensed this year in preparation of the carpet project. All the films with a vinegar scent were placed in one cabinet to separate them from the rest of the collection. The microfilm machines on the main floor were also put in storage. There are only microfilm readers in the Local History Room now.
- The DMH Foundation borrowed several items from the DMH Collection for a display on the School of Nursing in April. These materials have not come back yet.
- The Local History Room celebrated the 100th anniversary of Lake Decatur with a large display and Facebook posts during the summer.
- Sheri Keller joined the ASC team as a Local History Library Assistant in September.
- Cassandra Mayfield joined the volunteer team in July. She is a senior at St. Teresa High School, and has been digitizing the League of Women Voters Collection.
- Cindy Hamor joined the volunteer team in July.
- Ed Walker sent a quote to appraise the Local History collection for insurance. This appraisal will be done in 2024.
- Kailee from Barclay Library received training on digitization and the Omeka database in July and August. Barclay plans to digitize their local history collection and make it available online in the near future.

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- Becky attended the Society of American Archivists conference virtually July 27-29. The conference was excellent. There was a lot of talk at the plenaries and sessions about DEI, standing against adversity, and climate change. There were several sessions on indigenous collections, self-care, and one excellent one on managing backlogs.
- CBS National News contacted us to research the Busy Bee shop for a segment they're putting together on Wilbert Boyce, the last shoe shiner in Savannah, GA. He started working as a shoe shiner in Decatur at the Busy Bee when he was 15. The researcher also asked for pictures of downtown Decatur in the 1960s.   The segment aired sometime around September 8 on CBS Morning. Leeann, Becky and the volunteers worked on this project.
- Carl Walworth and Glenn Poshard gave a book talk and signing on Carl's new book, *Son of Southern Illinois: Glenn Poshard's Life in Education and Politics*, in the Local History Room on August 3. 25 people attended.
- The Homecoming Reunion committee requested research on a number of Black-owned businesses in Decatur. They reviewed the research that Leeann and the volunteers did on their list on August 30. This project led to the business file update we are currently working on.
- 150th Committee:
  - Met 11 times in 2023 to work on the budget and commemorative artwork.
  - The budget was completed in November.
  - Alix and Becky met with Nick Smith from DAAC on October 4 for advice on how to proceed with the 150th commemorative artwork. Nick's advice was to come up with a price point and a theme, and then commission an artist. He also mentioned that he would be happy to help with this project further as a consultant!
  - Alix and Becky attended the Friends, Board of Trustees, and Foundation meetings in October to recruit 1 shareholder from each board. Bryan Hedenberg, Alana Banks, and Samantha Carroll will be joining the committee no later than January 2024.
- Becky presented with Gail Leonard from DGS at Family History Day. This conference was held at the local Church of Latter-Day Saints on 9/16. They discussed the resources available to genealogists at DPL and DGS. Decatur's LDS Church Family History Center is not a group we normally work with, but this presentation has opened a door to future cooperation.
- Becky presented to the Early Bird Kiwanis in October at the Decatur Club. The talk was on the Local History Room.

Systems Administration

- A Patron computer lock-up issue with Deep Freeze, that started July of 2021, is still an issue. Faronics has sent several updates hoping they would fix the issue. Still waiting for fix. Chris Nihiser has sent a lot of log files to them.
- Our Watts printers printed 229,111 pages, that's 15.3% increase over 2022's 198,783 pages.
- The Notices printer was removed in March.
- SPOT Global Print was purchased in April. Devices can print from anywhere to our Cassie Print station. SPOT Global Print is an annual subscription.
- Renewed annual subscriptions for Adobe Creative Cloud, IceWarp Email, MailStore (email archiving). We have not renewed Cassie Time, Print Management and SPOT Global Print.
- Adding our current paper forms to online Intranet forms where possible**Network/Internet Connection**
- Our connection to the Illinois Century Network (ICN) is through the City of Decatur. Our current connection speeds are 150-gigabyte upload and a 150-gigabyte download.
- There are currently eight wireless access points in use. They are located in the City Librarian's office, Children's closet, Madden Auditorium, two near the Reference Desk (SPOT, Staff only), Computer Lab, Adult staff room and the Friends of the Library space.
- Ordered and installed twelve new Cisco CBS250-50 switches. The old switches were sent to recycling.
- We have a total of 43 internal and 5 external cameras.
- There are an additional ten cameras, purchased by the City, in the lease space.
- We have four sixteen-camera network video recorders with a total of 80 terabytes of storage.
- In a separate camera system there are three external cameras on the north side of the building and loading dock.
- Recycled six pallets of old computers and hardware.
- 45 gigabytes of old emails were purged in 2023.
- A 60-inch Sharp Aquos display was added to the north Lobby wall. It is managed by PRS.
- Purchased a new paper folder for Administration.

- Purchased a new 27-inch laminator for Administration.
- Purchase two additional video people counters.
- Replaced four flatbed scanners with new.
- Motorola radios with our own frequency are now in use.

Technical Services Division

- In 2023, TS cataloged **15,362** items. Roughly half that number are automatically ordered. Of the **7,196** items ordered by selectors, catalogers created **3,104** new bibliographic records.   Total withdrawals for the year were **22,697**.
- Several projects are nearing completion, including: relabeling juvenile series for easier findability, updating juvenile biographies with current call number labels, and correcting item work issues (in particular, the pesky volume field.)
- The library began purchasing Blu-rays this year and we also started putting the year of publication on our DVDs (and Blu-rays). This is helpful to both staff and patrons since many shows and movies are remade and rebooted in different years.
- All cataloging staff must complete **15** hours of training each year. For 2023, TS catalogers have logged **67** hours of continuing education.One thing that stands out is that we handled a lot of special ASC materials. These require a lot of extra time with cataloging and processing as no records exist for most of these materials.

Financial Highlights

The Library finished the year with unexpended funds in excess of $600,000.00. Please see the attached 2021 Trustees Annual Report for details.

Respectfully submitted,

RiK Meyer