



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, July 20, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of June 15, 2023 Regular Meeting Minutes)**
(Action)
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian's report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Committee Chair Appointment (Action)
 - iii. COVID Leave Expansion (Action)
 - iv. Security Camera Policy (Action)
 - v. Diversity, Equity, Inclusion (Discussion)
 - vi. Viewpoint Project (Discussion)
 - vii. Other (Discussion)
 - B. **Finance and Properties Committee**—Jacobie Jones
 - i. Capital Needs & Projects (Discussion)
 - ii. Friends of the Library Relocation (Discussion)
 - iii. June 2023 Check Register (Action)

- iv. June 2023 Actuals & Projection (Discussion)
- v. Increase in Hourly Rate of Library Counsel (Action)
- vi. Other (Discussion)

C. Foundation—Rick Meyer

- i. No Meeting

D. Friends of the Library – Rick Meyer

- i. July 13 meeting

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

- A. Open Trustee Seat (Discussion)
- B. Other

IX. New Business

- A. Election of Board Secretary (Action)
- B. Other (Discussion)

X. Adjournment

If you have questions please contact: Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

June 15, 2023 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Sofia Xethalis **Board Members:** Susan Avery, Karl Coleman, Alana Banks, Shelli Brunner, Jacobie Jones

Present:

Karl Coleman
Susan Avery
Sofia Xethalis
Alana Banks

Absent:

Jacobie Jones
Shelli Brunner

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

Guests: Mr. Marc Girdler and 1 other attendee.

Call to Order: Ms. Xethalis called the meeting to order at 4:31pm.

Consent Agenda (Approval of Agenda; Approval of May 18, 2023 Regular Meeting Minutes) (Action) Ms. Avery made a motion to approve the agenda and minutes, seconded by Ms. Banks. All in favor. The motion was adopted.

Public comments: Mr. Girdler spoke to the Board about the movies he presents at the Library.

Written Communications from the Public: Mr. Meyer stated there was one written communication from the public that he will forward to the Board.

City Librarian's Report (Discussion) Mr. Meyer introduced the new Board member, Elizabeth Rivera. He presented a summary of the City Librarian's report.

Division Head Reports (Discussion) Ms. Damptz reported that a \$5,000 grant was submitted and approved for digitization from ISHRAB. Tye Pemberton will be assisting with digitization.

Ms. Henkel reported that they had 450 people attended the Summer Kick-off program.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee -Karl Coleman

- a. Personnel Update (Discussion) Jason Butterick moved from part-time to a full-time Library Assistant position in May. Lisa Manalisay will start on July 17 as his part-time replacement. Noah Harless started on May 22. There will be a new part-time Library assistant position offered for Archives and Special collections.
- b. Diversity, Equity, and Inclusion (Discussion) No report.
- c. City Librarian Job Description (Action) Mr. Coleman recommended the City Library job description be approved with the format changes only, seconded by Ms. Banks. All in favor. The motion was adopted.
- d. Strategic Plan (Action) Mr. Coleman recommended the 3-year Strategic Plan be approved by the Board, seconded by Ms. Avery. All in favor. The motion was adopted.

B. Finance and Properties Committee – Sofia Xethalis for Jacobie Jones

- a. Capital Needs & Projects (Discussion) Mr. Meyer said the lawn is dying from lack of rain. It has been reseeded and fertilized. There was a delay in the new carpet and shelving project. The finishing day should be around Labor Day.
- b. Friends of the Library Relocation (Discussion) Mr. Meyer stated there was a delay due to not passing inspections. This is now resolved.
- c. May 2023 Check Register (Action) Ms. Banks made a motion to approve the check register, seconded by Mr. Coleman. Ms. Xethalis requested a roll call vote, Ms. Banks yes, Mr. Coleman yes, Ms. Avery yes, Ms. Xethalis yes. The motion was adopted.
- d. May 2023 Actuals & Projections (Discussion) Mr. Meyer presented the budget. Total cash position is really good.

C. Foundation – Rick Meyer - No meeting.

D. Friends of the Library – May 11 Ms. Henkel reported the Friends of the Library will not be having the annual book sale.

E. Illinois Heartland Library System – No report.

Old Business

- A. Open Trustee Seat (Discussion) Currently, there are 3 open seats, that will be filled in July. When Ms. Avery resigns from the Board at the end of June, there will be one additional open seat to fill.

New Business

- A. Other (Discussion) The new V.P. will be Ms. Brunner. The new president of the Board will be Mr. Coleman. The Secretary position is open.

Adjournment

Ms. Avery made a motion to adjourn at 5:17pm, seconded by Ms. Banks. The motion was adopted.

Scribe,

Michelle Whitehead, Executive Administrative Assistant

Final 6/15/23

City Librarian's Report for June 2023

Administration

- On the 4th I attended a meeting of the iLead Trustee Advisory Committee.
- On the 7th we held our initial organizational meeting of the Committee on Local Government Efficiency.
- On the 20th I met with LaTonya Ricks, Elizabeth Rivera, and Emily West for Board of Trustees Orientation.
- Also on the 20th, Alissa Henkel and I met remotely with Tiffany Nash and Dan Pohrte of Product Architecture to review furniture project.
- I worked with the following Committees/Boards in June: Director's University Planning Committee, iLead Trustee Advisory Committee.
- I attended the American Library Association Conference in Chicago from the 24th to the 26th.
- Projects Completed: Phase 1 of Shelving Installation. Book Shift Phase 1 begun.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 11 curbside pick-ups in June.
- Carol Ziese and the Circulation staff, especially Head Page Patti Freitag, played a leading role in the shifting of books after installation of new shelving.
- Jennifer Pride served on DEI Committee.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Karen Williams served on the DEI Engagement Committee.

Programs, Resources, and Services

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

Systems Administration

- **See spreadsheet for statistical information.**
- The new Dell Omeka server is configured and live.
- Matt Wilkerson received and setup a new paper folder for Administration.
- He removed user number requirement from both copiers.

- 4-fan cooler was added to our network rack in computer room.
- Matt replaced an outdated UPS in the computer room.
- Chris Nihiser added DVD player and software to the four Smartboards
- Matt removed Deep Freeze 8.70 from Patron computers. Reinstalled Reboot Restore Pro. There have been computer lockups. He let Faronics technical support know about them.
- Still waiting: Faronics released version 8.7 of Deep Freeze. Matt and Chris installed the release on a limited number of computers. Faronics then stated there was a bug in the new release, which hasn't affected us yet, but we will wait to install on the rest of the computers until Faronics releases version 8.71.
- The Print Release printer was having constant cassette errors. Watts replaced quite a few parts in the printer. Watts switched Print release station with the Computer Desk printer. Same problem Watts is preparing another printer and switching out the Computer Desk Printer (old Print Release).

There is also a problem with Patrons paying for a print and nothing prints. Chris is working with Cassie to resolve the issue

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- Volunteers David Frahlman and Pat Riley put up their displays on Lake Decatur for the 100th anniversary. David also put up a display on Del's Popcorn Shop. This is part 1 of the Del's display. Part 2 will go up later this year. Pat also put up a display on Special Olympics.
- Pat, Leeann Grossman, and Kevin "manned" the Local History table at the Summer Reading Kickoff on June 3rd.
- The Library was awarded the ISHRAB grant for the railroad map digitization project this month. The grant period starts July 1, and goes until June next year.
- The Local History Library Assistant position opened internally for a week at the end of June. One staff member applied and was accepted. This person will be announced in July, and hopefully start in August.
- The 150th Anniversary Committee meeting was cancelled this month due to shortage of staff. Next meeting is July 27th.
- Two high school students applied to volunteer in the Local History Room this Summer. Background checks are currently being done on them. Hopefully, they can start in mid-July.
- Leeann continues to add the League of Women Voters Collection to Omeka.
- Becky Dampitz is still working on the DMH collection.

Respectfully Submitted,

Rick Meyer
City Librarian



FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under Employer's other leave policies such as the Family Medical Leave Act policy and/or the General Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave¹

Employee Eligibility

All employees who have been employed with Decatur Public Library for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period. (FMLA employers only).

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).



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For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee **may** use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The Organization will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Library Administration. If the employee does not continue these pre-arranged benefit payments, the Organization may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees **will** accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Library Administration as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of Decatur Public Library Administration and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

² Generally, an employee who takes Emergency FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. If the position the employee held before leave started no longer exists due to economic conditions or operational changes that are made because of the public health emergency, and no equivalent position is available, the employee will not be returned to employment. However, for the period of one year after qualifying leave under this policy ends, the Organization will make reasonable efforts to contact the employee if an equivalent position becomes available.



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The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee **must** use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;



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- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the Organization. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Organization, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

Approved by the Decatur Public Library Board of Trustees June 18, 2020. Policy extended through June 30, 2021 by Board of Trustees January 21, 2021. Policy extended through December 31, 2021 by Board of Trustees August 19, 2021. Policy extended through June 30, 2022 by Board of Trustees January 20, 2022. Policy extended through December 31, 2022 by Board of Trustees August 18, 2022. Policy extended through June 30, 2023 by Board of Trustees January 19, 2023. Board terminated policy on July 6, 2023.



SECURITY CAMERA POLICY

Policy Statement

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's rules and guidelines of conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Decatur Public Library.

Guidelines

- Cameras are installed at library locations on an as needed basis.
- Signs will be posted at Library entrances and other locations throughout the library informing the public that security cameras are in use
- Security cameras may be placed in both indoor and outdoor areas where security staff and designated Library staff can randomly monitor activity.
- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's rules of conduct is restricted to designated staff: Board of Trustee members, the City Librarian, Assistant City Librarian, Systems Manager or their designees.
- Access is also allowed by law enforcement officials upon request or when pursuant to a subpoena, court order, or when otherwise required by law.
- Designated staff as described above may have access to real-time monitors.
- Video records will be maintained for approximately 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These shall be retained for one year after the incident, provided no criminal activity or policy violation has occurred. In cases where criminal or civil litigation is involved, recordings will be kept until 30 days after final judgment.
- In situations involving patrons who have been banned from the premises, stored still images may be shared with all staff. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images may be archived for a limited period of time.
- Questions from the public may be directed to the City Librarian or Assistant City Librarian.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy.
- Cameras will not be installed for the purpose of monitoring staff performance.
- Installation and placement of cameras will be under the management and direct supervision of the City Librarian

Approved by the Board of Trustees on November 21, 2013. Amended by the Board of Trustees on July 20, 2017. Amended by the Board of Trustees August 20, 2020. Reviewed by the Board of Trustees on July 6, 2023.

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For Invoices from -- 6/1/2023 to 6/30/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
153888	06/01/2023	AIRWALK ACTION BOUNCE HOUSE/TOY STORY COMBO GENERATOR	450.00	OTHER LIBRARY GRANT EXI
153892	06/01/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	964.99	OFFICE SUPPLIES
153918	06/01/2023	ID LABEL PATRON CARD/ID TAGS	1,316.59	OFFICE SUPPLIES
153922	06/01/2023	ILLINOIS LIBRARY ASSOCIATION IREAD PURCHASE	1,260.18	OTHER LIBRARY GRANT EXI
153929	06/01/2023	KILEY KLEIN, LTD LEGAL SERVICES	210.00	PROFESSIONAL SERVICES
153933	06/01/2023	LIBRARY IDEAS, LLC 20 VOX BOOKS	845.76	BOOKS & PERIODICALS
153940	06/01/2023	NATIONWIDE BACKGROUND SCREENING INC D CUNNINGHAM BACKGROUND REPORT	85.00	PROFESSIONAL SERVICES
153953	06/01/2023	SAM'S CLUB ACCOUNT 9064	47.92	OTHER LIBRARY GRANT EXI
153981	06/08/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,093.60	OFFICE SUPPLIES
153997	06/08/2023	COMMERCIAL MAIL SERVICES MAY 16 - MAY 31'23	229.88	POSTAGE
154010	06/08/2023	DYNAGRAPHICS DONOR WALL EDITING	298.53	PROFESSIONAL SERVICES
154042	06/08/2023	LIBRARY IDEAS, LLC 6 SPANISH VOX BOOKS	258.48	BOOKS & PERIODICALS
154055	06/08/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	272.11	OFFICE SUPPLIES
154064	06/08/2023	NICKI BOND DEI CONSULTING SERVICES MAY 3-MAY19'23	1,500.00	PROFESSIONAL SERVICES
154067	06/08/2023	PAETEC ACCT 633318933001 ACCT 633292627001	110.95	TELEPHONE
154104	06/08/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	955.97	SERV-OFFICE EQUIPMENT
154112	06/15/2023	AMAZON PAYMENTS RETURN AGAINST INV 1VRQ-FPFR-37DF BLANKET PO FOR SUPPLIES/BOOKS	4,028.96	BOOKS & PERIODICALS

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154112	06/15/2023	AMAZON PAYMENTS CRIMINAL MISCHIEF BLANKET PO FOR SUPPLIES/BOOKS	4,028.96	BOOKS & PERIODICALS
154114	06/15/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	518.77	OFFICE SUPPLIES
154116	06/15/2023	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	12.00	OFFICE SUPPLIES
154123	06/15/2023	BREWSTER, CONNIE K CHILDREN'S ART CLASS 06/07/23 CHILDRENS ART CLASS 6/7/23	200.00	OTHER LIBRARY GRANT EXI
154126	06/15/2023	CHILDRENS MUSEUM OF ILLINOIS ZOOMU FAMILY MEMBERSHIP	230.00	OTHER LIBRARY GRANT EXI
154136	06/15/2023	DECATUR BLUEPRINT, INC. R MEYER/M WHITEHEAD BUSINESS CARDS	130.00	OFFICE SUPPLIES
154138	06/15/2023	STRINGER, BETH E 2 2023 SUBSCRIPTION RENEWALS	28.00	BOOKS & PERIODICALS
154157	06/15/2023	HENKEL, ALISSA REIMBURSEMENT FOR READICULOUS PROGRAM	9.64	OTHER LIBRARY GRANT EXI
154164	06/15/2023	HUDDLESTON, CHRISTOPHER L SUMMER READING KICK OFF	125.00	OTHER LIBRARY GRANT EXI
154167	06/15/2023	KANOPY LIBRARY STREAMING SERVICE	264.00	BOOKS & PERIODICALS
154170	06/15/2023	LAMINATING AND BINDING SOLUTIONS, INC EZLOAD READY ROLL LAMINATOR	1,929.99	SMALL CAPITAL ITEMS
154174	06/15/2023	LONDON, CHARLES ALEXANDER AUTHOR PRESENTATION 6/15/23	3,000.00	OTHER LIBRARY GRANT EXI
154175	06/15/2023	LONDON, CHARLES ALEXANDER TRAVEL EXPENSE REIMBURSEMENT FOR 6/15/23	949.92	OTHER LIBRARY GRANT EXI
154188	06/15/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	11,180.31	OFFICE SUPPLIES
154195	06/15/2023	NATIONAL AUDUBON SOCIETY 2023 ANNUAL MEMBERSHIP RENEWAL	30.00	BOOKS & PERIODICALS
154200	06/15/2023	NOVEL IDEAS GLASS CASTLE LARGE PRINT BOOK	22.00	BOOKS & PERIODICALS
154204	06/15/2023	PAWPRINT MINISTRIES 1 PROGRAM EA MONTH/ 5 MONTHS	500.00	OTHER LIBRARY GRANT EXI

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154205	06/15/2023	PBC GURU 23/24 LIBRARY SPEAKERS CONSORIUM MEMMMBERS	3,500.00	OTHER LIBRARY GRANT EXI
154217	06/15/2023	ROBINSON PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	25.00	LOST OR DAMAGED BOOKS
154221	06/15/2023	SCOVILL ZOO MOBILE ZOO 6/21/23	80.00	OTHER LIBRARY GRANT EXI
154234	06/15/2023	STRIGLOS/HAINES & ESSICK SPECTRAARTKRAFT DUO FINISH PAPER	53.05	OFFICE SUPPLIES
154235	06/15/2023	SVENDSEN FLORIST, INC GREEN PLANT JOHNSON	45.00	OTHER LIBRARY GRANT EXI
154241	06/15/2023	UNIQUE MANAGEMENT SERVICES MAY'23 PLACEMENTS	545.95	PROFESSIONAL SERVICES
154249	06/15/2023	WALLENDER-DEDMAN PRINTING READING LOG BROCHURE WD 192269	350.00	OTHER LIBRARY GRANT EXI
154251	06/15/2023	WHITAKER BROTHERS BUSINESS MACHINES, INC PAPER FOLDER	3,954.00	SMALL CAPITAL ITEMS
154258	06/15/2023	WHITAKER BROTHERS BUSINESS MACHINES, INC FREIGHT FOR PAPER ORDER	85.00	SMALL CAPITAL ITEMS
154264	06/22/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	771.24	OFFICE SUPPLIES
154298	06/22/2023	HIGGS, CHERYL ANN SUPER SCIENCE PROGRAM/SLIME 3 WAYS	760.00	OTHER LIBRARY GRANT EXI
154302	06/22/2023	ILLINOIS LIBRARY ASSOCIATION QTY 4 SERVING OUR PUBLIC 4.0	120.00	OFFICE SUPPLIES
154303	06/22/2023	ILLINOIS LIBRARY ASSOCIATION QTY 4 IL LIBRARY LAWS/RULES EFF JAN 2020	120.00	OFFICE SUPPLIES
154310	06/22/2023	JONES & THOMAS WEB SERVICES	420.00	PROFESSIONAL SERVICES
154312	06/22/2023	KILEY KLEIN, LTD LEGAL SERVICES	60.00	PROFESSIONAL SERVICES
154322	06/22/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	138.92	OFFICE SUPPLIES
154331	06/22/2023	PEERLESS NETWORK, INC ACCT 1212890	336.06	TELEPHONE
154346	06/22/2023	SCOVILL ZOO MOBILE PRESENTATION 6/27/23	80.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 6/1/2023 to 6/30/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154353	06/22/2023	STACKMAP, LLC 2023 ANNUAL SUBSCRIPTION	3,315.00	COMPUTER SOFTWARE
154385	06/29/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,959.03	OFFICE SUPPLIES
154387	06/29/2023	BARBECK COMMUNICATIONS GROUP RADIOS FOR CITY/CLINIC	9,945.95	SMALL CAPITAL ITEMS
154400	06/29/2023	BUSEY BANK SAFE DEPOSIT BOX FEE	55.00	BANKING SERVICE CHARGE
154402	06/29/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	493.15	OFFICE SUPPLIES
154407	06/29/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	2,366.99	SECURITY
154410	06/29/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	217.64	OTHER LIBRARY GRANT EXI
154441	06/29/2023	LYNGSOE SYSTEMS INC SERVICE AGREEMENT B25589-923-00 DPL SERVICE	5,618.00	SERV-OFFICE EQUIPMENT
154447	06/29/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,360.59	OFFICE SUPPLIES
154467	06/29/2023	SAM'S CLUB ACCOUNT 9064	147.94	OTHER LIBRARY GRANT EXI
154468	06/29/2023	SCHOLASTIC LIBRARY PUBLISHING PRIZE BOOKS SUMMER READING PROGRAM	1,210.05	OTHER LIBRARY GRANT EXI
154489	06/29/2023	VERIZON WIRELESS ACCT 980380645-00001	107.38	TELEPHONE
154496	06/29/2023	WHITEHEAD, MICHELLE SNACK REIMBURSEMENT	11.00	OTHER LIBRARY GRANT EXI
1006172	06/21/2023	DELL INC. POWEREDGE R250 SERVER	3,475.08	SMALL CAPITAL ITEMS
23005352	06/15/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,125.15	OTHER LIBRARY GRANT EXI
23005355	06/15/2023	REGIONS/CREDIT CARD ACCT 3978	6,231.51	COMPUTER SOFTWARE
Total for: 35			83,142.23	

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

For invoices from -- 6/1/2023 to 6/30/2023

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
153892	06/01/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	16.38	BOOKS & PERIODICALS
153981	06/08/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	77.57	BOOKS & PERIODICALS
154138	06/15/2023	STRINGER, BETH E 2 2023 SUBSCRIPTION RENEWALS	28.00	BOOK AND PERIODICALS
154218	06/15/2023	ROCKFORD MAP PUBLISHERS, INC. 2023 CHRISTIAN PLAT BOOK	74.70	BOOK AND PERIODICALS
154264	06/22/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	74.37	BOOKS & PERIODICALS
154295	06/22/2023	GAYLORD BROS. FREIGHT ON INV 2815531	46.22	ARCHIVAL SUPPLIES
154385	06/29/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,128.73	BOOKS & PERIODICALS
			<hr/>	
			Total for: 59	1,445.97
			<hr/>	
			Total for All:	\$84,588.20

VENDOR NAME	AMOUNT
AIRWALK ACTION Total	\$450.00
AMAZON PAYMENTS Total	\$4,028.96
BAKER & TAYLOR CO Total	\$7,604.68
BARBECK COMMUNICATIONS GROUP Total	\$9,945.95
BECK'S ENGRAVING & RUBBER STAMPS Total	\$12.00
BREWSTER, CONNIE K Total	\$200.00
BUSEY BANK Total	\$55.00
CDW GOVERNMENT INC Total	\$493.15
CHILDRENS MUSEUM OF ILLINOIS Total	\$230.00
COMMERCIAL MAIL SERVICES Total	\$229.88
DECATUR BLUEPRINT, INC. Total	\$130.00
DECATUR CIVIC CENTER AUTHORITY Total	\$2,366.99
DELL INC. Total	\$3,475.08
DEMCO INC Total	\$217.64
DYNAGRAPHICS Total	\$298.53
GAYLORD BROS. Total	\$46.22
HENKEL, ALISSA Total	\$9.64
HIGGS, CHERYL ANN Total	\$760.00
HUDDLESTON, CHRISTOPHER L Total	\$125.00
ID LABEL Total	\$1,316.59
ILLINOIS LIBRARY ASSOCIATION Total	\$1,500.18
JESSICA HILL CONSULTING LLC Total	\$1,125.15
JONES & THOMAS Total	\$420.00
KANOPY Total	\$264.00
KILEY KLEIN, LTD Total	\$270.00
LAMINATING AND BINDING SOLUTIONS, INC Total	\$1,929.99
LIBRARY IDEAS, LLC Total	\$1,104.24
LONDON, CHARLES ALEXANDER Total	\$3,949.92
LYNGSOE SYSTEMS INC Total	\$5,618.00
MIDWEST TAPE, LLC Total	\$12,951.93
NATIONAL AUDUBON SOCIETY Total	\$30.00
NATIONWIDE BACKGROUND SCREENING INC Total	\$85.00
NICKI BOND Total	\$1,500.00
NOVEL IDEAS Total	\$22.00
PAETEC Total	\$110.95
PAWPRINT MINISTRIES Total	\$500.00
PBC GURU Total	\$3,500.00
PEERLESS NETWORK, INC Total	\$336.06
REGIONS/CREDIT CARD Total	\$6,231.51
ROBINSON PUBLIC LIBRARY Total	\$25.00
ROCKFORD MAP PUBLISHERS, INC. Total	\$74.70
SAM'S CLUB Total	\$195.86
SCHOLASTIC LIBRARY PUBLISHING Total	\$1,210.05
SCOVILL ZOO Total	\$160.00
STACKMAP, LLC Total	\$3,315.00

VENDOR NAME	AMOUNT
STRIGLOS/HAINES & ESSICK Total	\$53.05
STRINGER, BETH E Total	\$56.00
SVENDSEN FLORIST, INC Total	\$45.00
UNIQUE MANAGEMENT SERVICES Total	\$545.95
VERIZON WIRELESS Total	\$107.38
WALLENDER-DEDMAN PRINTING Total	\$350.00
WATTS COPY SYSTEMS Total	\$955.97
WHITAKER BROTHERS BUSINESS MACHINES, INC Total	\$4,039.00
WHITEHEAD, MICHELLE Total	\$11.00
Grand Total	\$84,588.20

DPL FY 2023 Budget Report
 Prepared: July 3, 2023
 At the end of June 50% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ -	0.0%	\$ - #DIV/0!
All Other	\$ 2,529,754		45.6%	\$ 905,681.42	35.8%	\$ 918,661.26 -1.4%
Total Revenue	\$ 5,551,754			\$ 905,681.42	16.3%	\$ 918,661.26 -1.4%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 826,088.29	46.3%	\$ 672,581.67	22.8%
Benefits	\$ 929,958		\$ 396,308.97	42.6%	\$ 367,219.25	7.9%
	\$ 2,712,400		\$ 1,222,397.26	45.1%	\$ 1,039,800.92	17.6%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 134,049.45	54.7%	\$ 163,905.60	-18.2%
Per Capita	\$ 104,020		\$ 46,101.99	44.3%	\$ -	#DIV/0!
Lost/Damage	\$ 1,400		\$ 604.33	43.2%	\$ 440.33	37%
Total Materials	\$ 350,420		\$ 180,755.77	51.6%	\$ 164,345.93	10.0%

Professional Services

Security	\$ -		\$ 11,880.36			
Professional Services	\$ 102,000		\$ 29,415.50	28.8%	\$ 15,335.62	91.8%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 156.66	104.4%	\$ 99.76	57%
Total	\$ 102,650		\$ 41,452.52	40.4%	\$ 15,435.38	168.6%

Allocations

Administrative Fee	\$ 108,864		\$ 75,480.00	69.3%	\$ 45,360.00	66.4%
MIS	\$ 36,684		\$ 19,818.00	54.0%	\$ 15,285.00	29.7%
	\$ 145,548		\$ 95,298.00	65.5%	\$ 60,645.00	57.1%

Grants

Other grants	\$ 75,000	\$ 55,984.97	74.6%	\$ 18,069.06	209.8%
	\$ 75,000	\$ 55,984.97	74.6%	\$ 18,069.06	209.8%
Advertising	\$ 500	\$ -	0.01%	\$ 898.00	-100%
Office Supplies/Maintenance					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 1,282.43	25.6%	\$ 1,866.42	-31.3%
Service to Office Equipment	\$ 27,000	\$ 15,990.80	59.2%	\$ 3,345.33	378.0%
Telephone	\$ 27,000	\$ 3,430.72	12.7%	\$ 8,313.07	-58.7%
Software	\$ 50,000	\$ 19,352.24	38.7%	\$ 29,322.00	-34.0%
Office Supplies	\$ 40,000	\$ 15,318.89	38.3%	\$ 8,714.04	75.8%
Small Capital	\$ 45,000	\$ 34,886.69	77.5%	\$ 7,910.50	341.0%
	\$ 194,000	\$ 90,261.77	46.5%	\$ 59,471.36	51.8%
Staff Development					
Conferences/Training/Travel	\$ 20,000	\$ 5,776.81	28.9%	\$ 2,302.24	150.9%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 2,774.70	5.5%	\$ 5,141.10	-46.0%
	\$ 74,000	\$ 8,551.51	11.6%	\$ 7,443.34	14.9%
Insurance					
Unemployment	\$ 1,056	\$ 540.00	51.1%	\$ 440.00	22.7%
Risk Management	\$ 95,724	\$ 47,550.00	49.7%	\$ 39,885.00	19.2%
	\$ 96,780	\$ 48,090.00	49.7%	\$ 40,325.00	19.3%
Building Costs					
Transfer to Capital	\$ 200,000	\$ -		\$ 612,243.55	-100.0%
Rent	\$ 589,583	\$ 294,690.00	50.0%	\$ 245,575.00	20.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ -	#DIV/0!
Maintenance	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,633	\$ 296,644.62	15.6%	\$ 245,575.00	20.8%
Total Operations/Services	\$ 1,628,531	\$ 817,039.16	50.2%	\$ 612,208.07	33.5%
Total Expenses	\$ 4,340,931	\$ 2,039,436.42	47.0%	\$ 1,652,008.99	23.5%
Revenue Minus Expense	\$ 1,210,823	\$ (1,133,755.00)		\$ (733,347.73)	54.6%
Operating fund					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 53,769.82	\$ 344,146.41	\$ -	\$ 521,963.23
7/1/2023	\$ 521,963.23				
8/1/2023					
9/1/2023					
10/1/2023					
11/1/2023					
12/1/2023					
1/1/2024					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ -	\$ -	\$ 997,467.21
7/1/2023	\$ 997,467.21			
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024				

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68	\$ 83.91	\$ -	\$ 58,748.59
4/1/2023	\$ 58,748.59	\$ 24.44	\$ -	\$ 58,773.03
5/1/2023	\$ 58,773.03	\$ 37.06	\$ -	\$ 58,810.09
6/1/2023	\$ 58,810.09	\$ -	\$ 1,093.83	\$ 57,716.26
7/1/2023	\$ 57,716.26			

8/1/2023
9/1/2023
10/1/2023
11/1/2023
12/1/2023
1/1/2024

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ -	\$ 148.92	\$ 43,046.15
7/1/2023	\$ 43,046.15			
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ -	\$ 1,272.16
6/1/2023	\$ 1,272.16	\$ 50.00	\$ 203.22	\$ 1,118.94
7/1/2023	\$ 1,118.94			\$ 1,118.94
8/1/2023				\$ -
9/1/2023				\$ -
10/1/2023				\$ -
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity	Ending
1/1/2023	\$ 2,882,382.10	\$ 211,696.35	\$ 459,409.65	\$ -	\$ 2,634,668.80
2/1/2023	\$ 2,634,668.80	\$ 49,722.29	\$ 319,743.63	\$ -	\$ 2,364,647.46
3/1/2023	\$ 2,364,647.46	\$ 134,000.45	\$ 442,022.97	\$ -	\$ 2,056,624.94
4/1/2023	\$ 2,056,624.94	\$ 194,979.45	\$ 309,182.35	\$ -	\$ 1,942,422.04

Library Operating Revenue

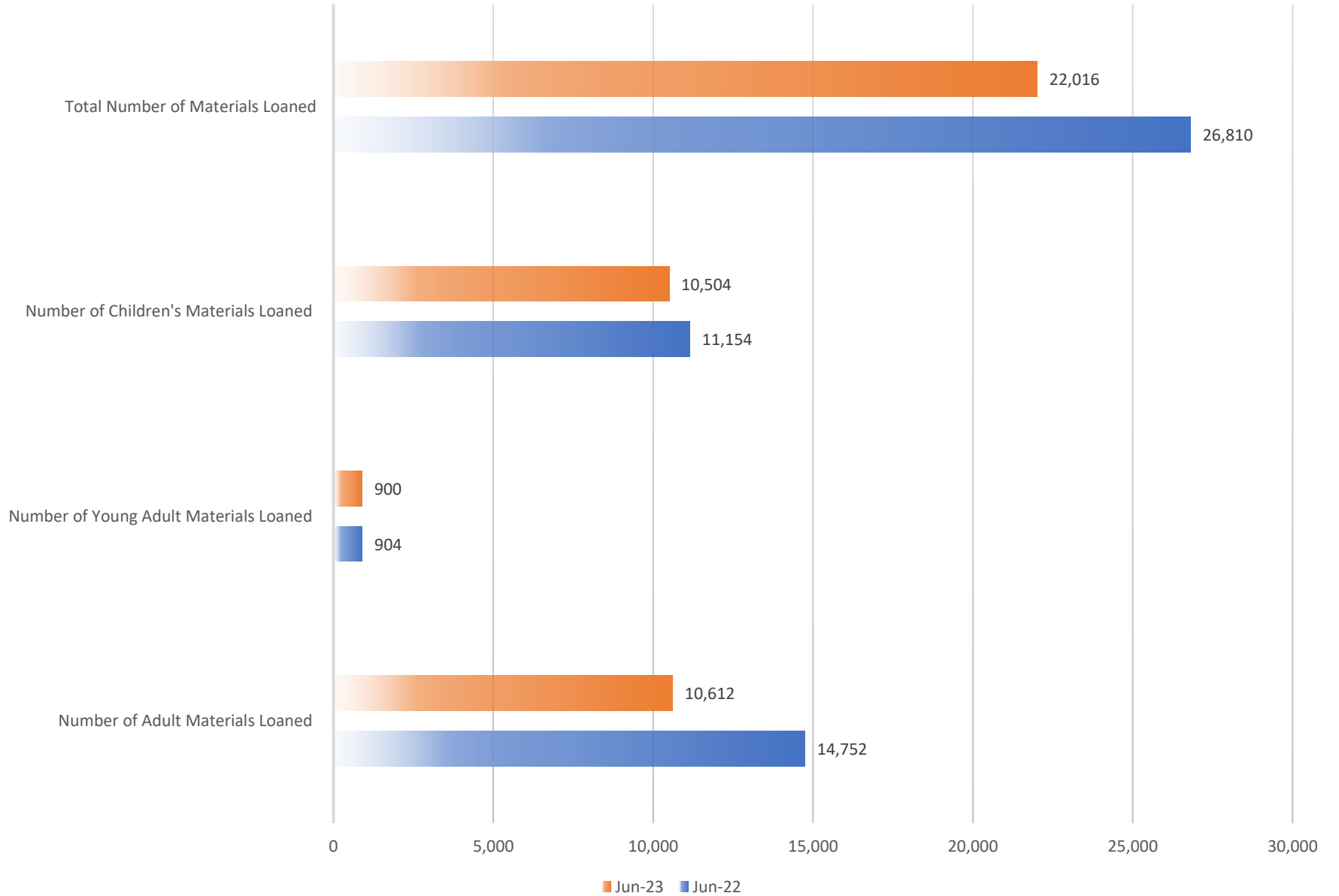
Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,022,000	\$ 3,022,000	\$ -
PPRT	\$ 852,000	\$ 978,604	\$ 126,604
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 107,203	\$ (892,797)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 7,538	\$ 1,438
Non-Resident Fee	\$ 250	0	\$ (250)
Lost or Damaged Items	\$ 3,800	\$ 5,461	\$ 1,661
Copies/Miscellaneous	\$ 9,500	\$ 14,350	\$ 4,850
Meeting Room Fees	\$ 2,800	\$ 2,887	\$ 87
Interest Income	\$ 600	\$ 10,189	\$ 9,589
Investment Income	\$ 1,900	0	\$ (1,900)
Sale of Property	\$ -	1152	\$ 1,152
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
Totals	\$ 5,551,754	\$ 4,801,889	\$ (749,865)

Expenditures

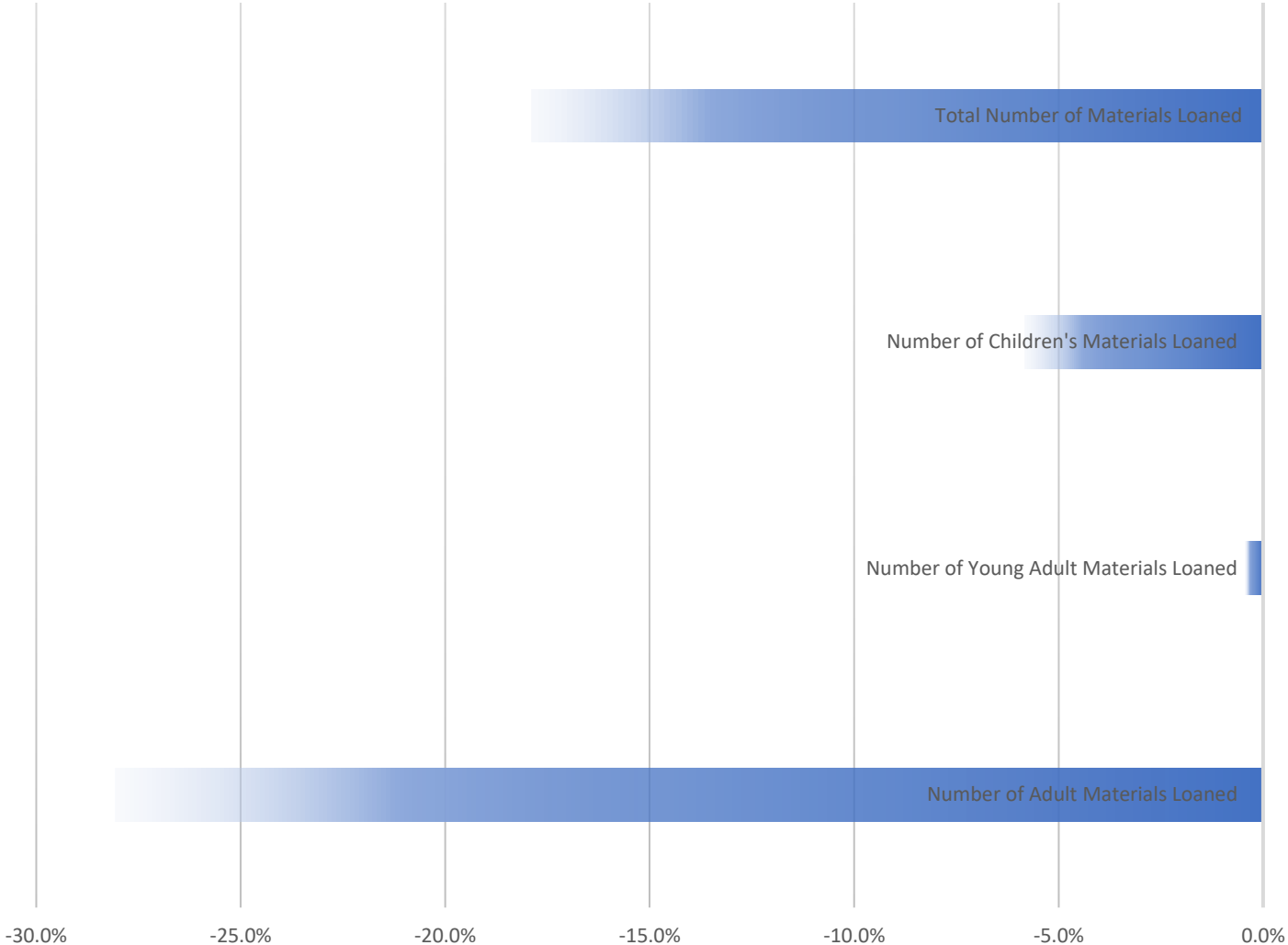
Fund	Budgeted	Projected	Difference
Salaries	\$ 1,782,442	\$ 1,652,177	\$ 130,265
Overtime	\$ -	\$ 471	\$ (471)
IMRF	\$ 109,144	\$ 98,166	\$ 10,978
FICA/Medicare	\$ 137,316	\$ 123,925	\$ 13,391
Life insurance	\$ 3,218	\$ 2,755	\$ 463
Medical insurance	\$ 665,600	\$ 552,000	\$ 113,600
Service recognition	\$ 14,680	\$ 15,395	\$ (715)
Total Personnel	\$ 2,712,400	\$ 2,444,889	\$ 267,511
Fund	Budgeted		
Unemployment insurance	\$ 1,109	\$ 1,296	\$ (187)
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 23,000	\$ 47,444	\$ (24,444)
IT Services	\$ 38,518	\$ 47,563	\$ (9,045)
Telephone/Internet	\$ 21,000	\$ 5,179	\$ 15,821
Banking Service Charges	\$ 250	\$ 252	\$ (2)
Conferences/Travel/Continuing Ed	\$ 40,000	\$ 24,274	\$ 15,726
General Fund	\$ 114,238	\$ 181,152	\$ (66,914)
Postage	\$ 6,000	\$ 2,573	\$ 3,427
Security	\$ -	\$ 200,000	\$ (200,000)
Computer Software	\$ 53,000	\$ 27,136	\$ 25,864
Temp Agency Services	\$ 500	\$ -	\$ 500

Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 70,597	\$ 70,403
Membership Fees	\$ 58,000	\$ 58,000	\$ -
Materials for Buildings	\$ 50	\$ 263	\$ (213)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 134,364	\$ 865,636
Office Supplies	\$ 29,000	\$ 48,161	\$ (19,161)
Risk Management	\$ 100,000	\$ 114,120	\$ (14,120)
Small Capital	\$ 30,000	\$ 30,000	\$ -
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,649	\$ (249)
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
Total operating	\$ 2,806,368	\$ 2,142,628	\$ 663,740
Total expense	\$ 5,518,768	\$ 4,587,516	\$ 931,252
Surplus (deficit)	\$ 32,986.00	\$ 214,373	\$ (181,387)

JUNE CIRCULATION BY AUDIENCE

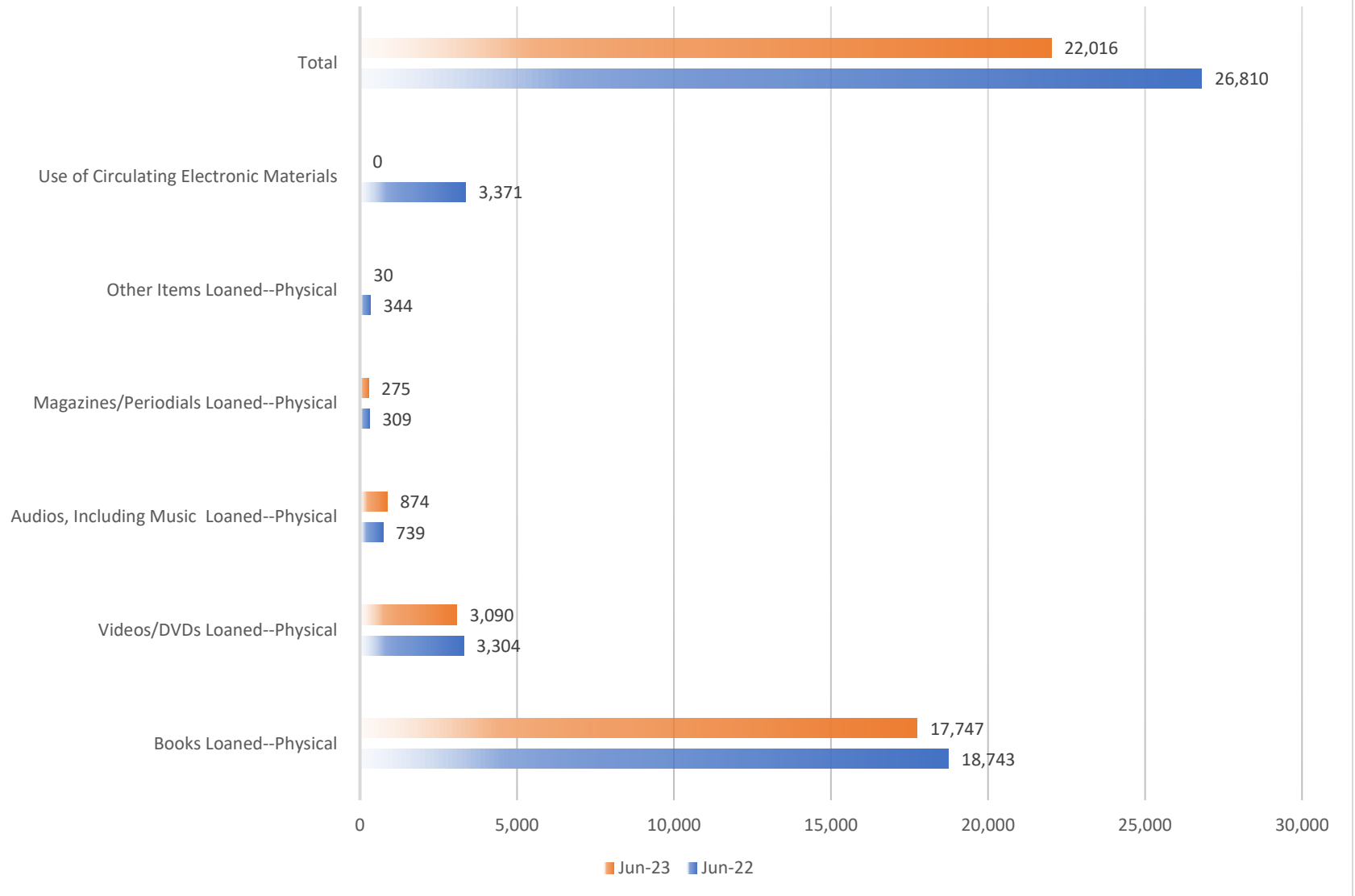


CHANGE FROM 2022

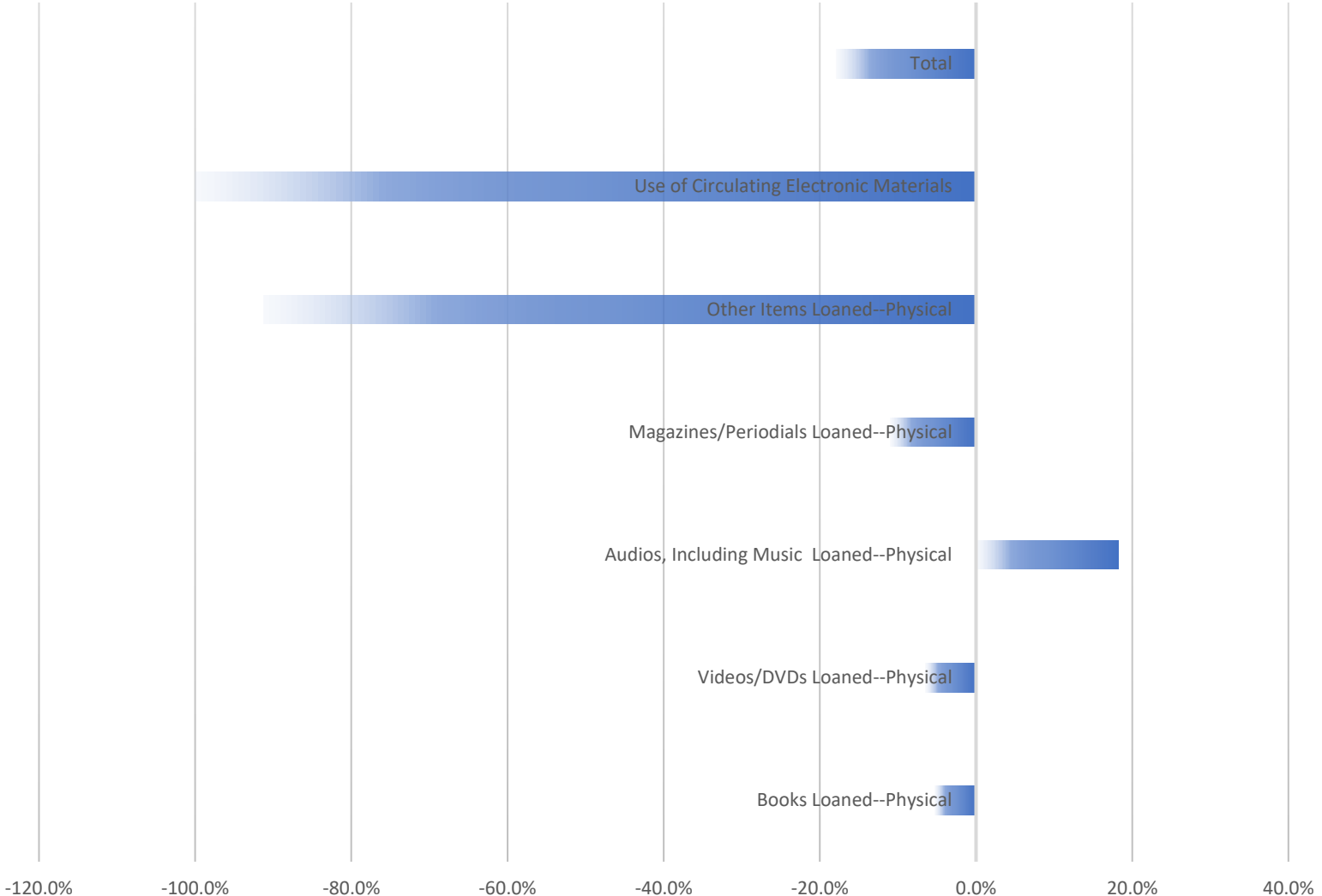


	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
■ Change from 2022	-28.1%	-0.4%	-5.8%	-17.9%

JUNE CIRCULATION BY MATERIAL TYPE

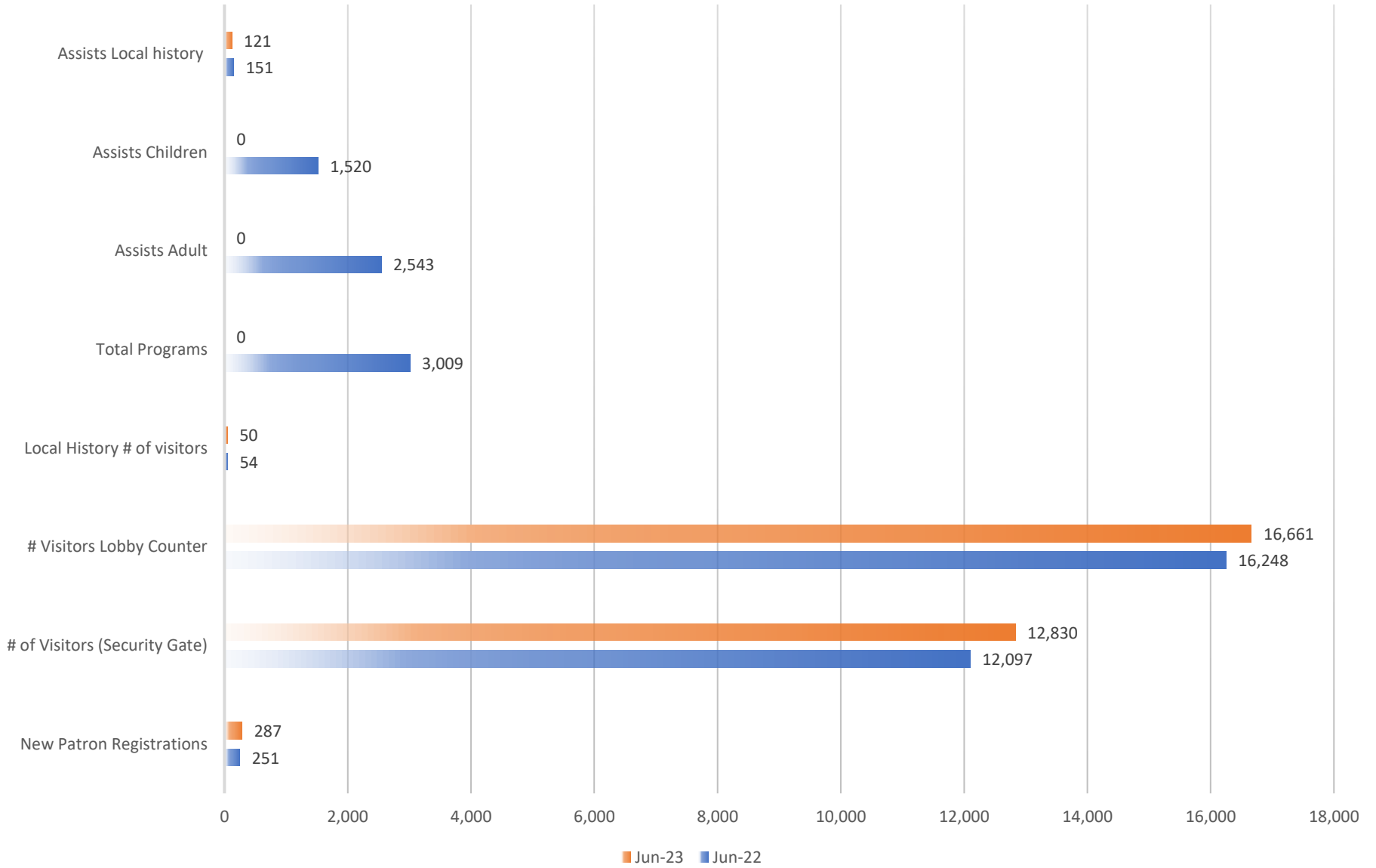


CHANGE FROM 2022



	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
■ Change from 2022	-5.3%	-6.5%	18.3%	-11.0%	-91.3%	-100.0%	-17.9%

OTHER JUNE STATS



Circulation by Audience Physical & Electronic	Jun-22	Jun-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	July 2021- July 2022-			
							Change from 2022	June 2022	June 2023	Change
Number of Adult Materials Loaned	14,752	10,612	-28.1%	48.2%	170,252	170,542	0.2%	166,264	170,396	2%
Number of Young Adult Materials Loaned	904	900	-0.4%	4.1%	7,092	7,634	7.6%	7,262	7,371	2%
Number of Children's Materials Loaned	11,154	10,504	-5.8%	47.7%	83,461	81,962	-1.8%	76,984	82,695	7%
Total Number of Materials Loaned	26,810	22,016	-17.9%		260,805	260,138	-0.3%	250,510	260,462	4%

Circulation by Material Type	Jun-22	Jun-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	July 2021- July 2022-			
							Change from 2022	June 2022	June 2023	Change
Books Loaned--Physical	18,743	17,747	-5.3%	80.6%	164,887	165,018	0.1%	160,646	164,954	3%
Videos/DVDs Loaned--Physical	3,304	3,090	-6.5%	14.0%	40,110	41,688	3.9%	34,116	40,861	20%
Audios, Including Music Loaned--Physical	739	874	18.3%	4.0%	8,642	9,618	11.3%	8,794	9,143	4%
Magazines/Periodicals Loaned--Physical	309	275	-11.0%	1.2%	3,164	3,294	4.1%	2,901	3,225	11%
Other Items Loaned--Physical	344	30	-91.3%	0.1%	2,733	1,323	-51.6%	1,942	2,079	7%
Use of Circulating Electronic Materials	3,371	0	-100.0%	0.0%	41,269	39,116	-5.2%	42,111	40,200	-5%
Total	26,810	22,016	-17.9%		260,805	260,056	-0.3%	250,510	260,462	4%

Successful Retrieval of Electronic Information	15,195	0	-100.0%	0.0%	180,641	236,934	31.2%	150,924	208,259	38%
Electronic Content Use	18,566	0	-100.0%	0.0%	221,910	276,050	24.4%	193,035	248,459	29%

Total Collection Use	Jun-22	Jun-23	Change from 2022	2022 Total	Projected 2023 Total	July 2021- July 2022-			
						Change from 2022	June 2022	June 2023	Change
Total Collection Use	42,005	22,016	-47.6%	441,446	496,991	12.6%	401,434	468,721	17%

Interlibrary Loans Provided To Other Libraries	Jun-22	Jun-23	Change from 2022	% of Total	2022 Total	2023 Total	July 2021- July 2022-			
							Change from 2022	June 2022	June 2023	Change
Interlibrary Loans Provided To Other Libraries	3,407	3,164	-7.1%	55.6%	42,190	41,576	-1.5%	42,534	41,876	-2%
Interlibrary Loans Received FROM Other Libraries	2,640	2,523	-4.4%	44.4%	30,177	30,069	-0.4%	28,470	30,122	6%
Total ILL Transactions	6,047	5,687	-6.0%		72,367	71,645	-1.0%	71,004	71,998	1%

Other Stats	Jun-22	Jun-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	June	June	Change
							2021- May 2022	2022- May 2023	
New Patron Registrations	251	287	14.3%	2,041	2,547	24.8%	1,638	2,291	40%
# of Visitors (Security Gate)	12,097	12,830	6.1%	122,746	131,666	7.3%	115,162	127,243	10%
# Visitors Lobby Counter	16,248	16,661	2.5%	157,183	169,754	8.0%	140,866	163,336	16%
Local History # of visitors	54	50	-7.4%	446	523	17.3%	739	488	-34%
Adult Programs Active	549	0	-100.0%	2,419	2,832	17.1%	2,436	2,694	11%
Adult Programs Passive	277	0	-100.0%	2,067	760	-63.3%	2,958	1,313	-56%
Adult Programs Virtual Live	0	0	#DIV/0!	234	#DIV/0!	#DIV/0!	119	344	189%
Adult Programs Virtual Recorded	0	0	#DIV/0!	165	#DIV/0!	#DIV/0!	1,120	334	-70%
YA Programs Active	9	0	-100.0%	47	39	-17.6%	17	44	159%
YA Programs Passive	72	0	-100.0%	315	88	-72.1%	284	204	-28%
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	895	0	-100.0%	7,117	15,106	112.3%	2,839	9,379	230%
Children's Programs Passive	1,207	0	-100.0%	6,924	3,927	-43.3%	5,783	5,395	-7%
Children's Virtual Live	0	0	#DIV/0!	1,021	1,219	19.4%	790	1,114	41%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	24	0	-100%
Total Programs	3,009	0	-100.0%	20,309	21,464	5.7%	16,370	20,821	27%
Public Sessions	1,683	1,825	8.4%	19,780	20,743	4.9%	20,350	20,264	0%
Wireless Sessions	933	1,021	9.4%	13,962	15,443	10.6%	12,670	14,640	16%
Website Sessions	10,596	10,890	2.8%	118,183	125,774	6.4%	125,729	122,328	-3%
Unique Visits	5,902	6,391	8.3%	69,694	77,384	11.0%	73,865	73,877	0%
Page Views	45,081	23,922	-46.9%	458,445	456,827	-0.4%	492,080	457,549	-7%
Self Checks	10,624	10,763	1.3%	81,114	88,233	8.8%	74,723	84,734	13%
Percentage of Self Checks	54%	59%	4.5%					3	
Assists Adult	2,543	0	-100.0%	28,110	24,407	-13.2%	31,522	26,029	-17%
Assists Children	1,520	0	-100.0%	11,301	9,102	-19.5%	13,100	9,874	-25%
Assists Local history	151	121	-19.9%	1,608	1,370	-14.8%	1,602	1,485	-7%
IT help calls	109	94	-13.8%	1,163	1,076	-7.4%	1,371	1,115	-19%
Searches in Catalog	18,759	24,549	30.9%	205,526	249,355	21.3%	206,694	228,204	10%
Number of Items processed	1,271	1,473	15.9%	18,344	17,852	-2.7%	19,224	18,108	-6%
Number of Items Withdrawn from Collection	328	1,280	290.2%	10,083	19,145	89.9%	15,190	14,786	-3%
Number of mended items	227	159	-30.0%	2,657	1,999	-24.8%	3,086	2,310	-25%
Number of items ordered	319	647	102.8%	7,654	9,202	20.2%	7,309	8,374	15%
Number of records added to database	1,044	1,457	39.6%	15,686	15,924	1.5%	16,137	15,798	-2%

From: [Jordan Klein](#)
To: rmeyer@decaturlibrary.org
Subject: Request for Rate Increase for Legal Fees
Date: Thursday, June 29, 2023 11:04:12 AM
Attachments: [image001.png](#)

Rick,

I would like to formally submit a request for a rate increase for legal fees for my Firm. Looking back at the file, I can see that the rate has been \$150/hr. since at least 2016. I would like to request a rate increase to \$165/hr., which is consistent with my Firm's rate for other municipalities and units of local government. I would be happy to come to a Board meeting to present this request, if you think that would be beneficial.

Thank you for the consideration. And, have a good Independence Day weekend!

--

Jordan T. Klein
KILEY KLEIN, LTD.
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