



DECATUR PUBLIC LIBRARY

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REGULAR MEETING BOARD OF TRUSTEES AGENDA

Thursday, November 15, 2018

4:30 p.m.

Decatur Public Library Board Room

- I. Call to order** – Mark Sorensen
- II. Approval of agenda**
- III. Approval of minutes** for October 18, 2018
- IV. Communications from the public**
- V. City Librarian’s report** –Rick Meyer
- VI. Reports of committees**
 - A. Personnel, Policy & Public Relations Committee** – Aaron Largent
 - i. City Librarian Evaluation Form
 - ii. Other
 - B. Friends of the Library**—Rick Meyer
 - i. November 8 Meeting
 - C. Foundation**
 - i. No meeting
 - D. Finance and Properties Committee**—John Phillips
 - i. October 2018 Check Register
 - ii. 2018 Budget Review
 - iii. Other
 - F. Illinois Heartland Library System**—Rick Meyer
 - i. SHARE Executive Committee
- VII. Old Business**
 - i. Parking Lot/Annex Discussion

- ii. Space Plan Update
- iii. Website Update

VIII. New Business

- i. Strategic Plan Progress Report
- ii. Decatur Area Arts Council Mural Project
- iii. Other

IX. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 2: Governance and Administration

- X. 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.

XI. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org

2017-2021 ACTION PLAN

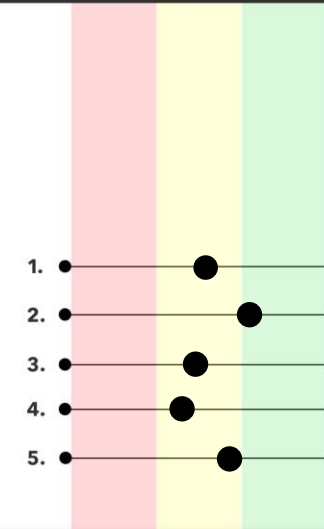


Goals & Strategies Progress Comments

GOAL 1: WELCOMING ENVIRONMENT

Create a welcoming environment to increase use and the satisfaction of patrons

1. Develop a plan to rework the interior space, focusing on ease of use for customers, and flexible use of space in the future
2. Work with the City to provide options for repairing the parking lot, and creating a plan for the outlying building
3. Improve both exterior and interior signage
4. Enhance the appeal of the exterior entrance, lobby and interior entry area
5. Strengthen customer service and friendliness, particularly at the checkout and reference desk areas

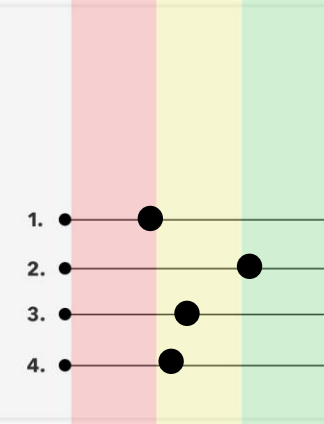


- #1 Leadership team has completed space use assessment. Space planner has been secured.
- #2—Demolition of annex building is underway. Initial concept for parking lot completed.
- #3—Staff committee assigned this task, beginning to make recommendations.
- #4 Not begun, but the space planner’s second phase is interior design.
- #5—Customer loyalty training finished. Measurement tool has been rolled out. Very low number of responses so another tools implemented.

GOAL 2: ENGAGE COMMUNITY

Engage the broader community more fully

1. Create a public relations and marketing plan to increase awareness of the broad array of available Library services
2. Increase partnerships with colleges, businesses and community organizations to increase resources and improve awareness of the Library
3. Advance connections to local schools to promote Library use
4. Explore options to broaden outreach outside of the Library facility, particularly to under-resourced households

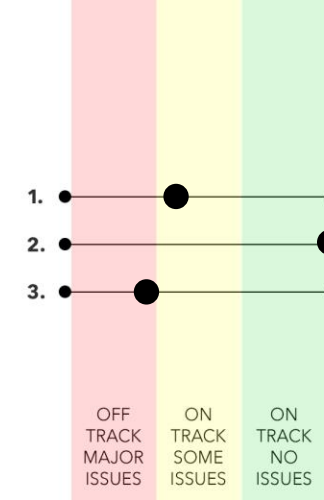


- #1—Website redesign will underway, taking longer than expected. Marketing rejected by board and no other plan was offered.
- #2—12 partnerships active or in the works with 10 organizations.
- #3—Began going into schools to register kids for library cards. More can be done.
- #4—E-resource-only library cards are available.

GOAL 3: REMOVE BARRIERS

Work to remove potential barriers to Library use

1. Increase the diversity of the Library staff, board, and volunteers to better reflect the community
2. Examine options for eliminating or minimizing the deterrent effect of Library fines
3. Consider opportunities to develop remote access or return locations for materials



- #1—Still needs an articulated strategic approach.
- #2—Decatur Public Library is now fine-free.
- #3—Not begun.

2017-2021 ACTION PLAN



Goals & Strategies

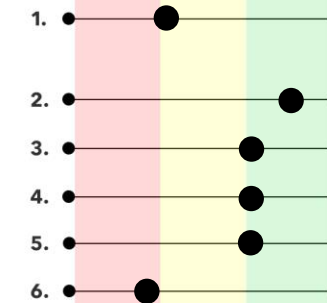
Progress

Comments

GOAL 4: SERVICE & RESOURCES

Improve and enhance targeted areas of Library service and resources to expand and deepen use

1. Advance teen service, through possible development of an on-going teen advisory group, creation of an engaging teen space, innovative teen programming, and/or increased teen-service staff
2. Expand adult programming, covering multiple formats and topics
3. Sustain and support existing, exceptional services for children
4. Continue the review of collections to better focus and match patron use and community needs
5. Working in partnership with other community providers, expand workforce and economic development services and resources
6. Improve digital access for patrons, including easier use of current computer and on-line services, increased digital collections, and acquiring new technologies as appropriate



- #1. Have begun discussion of partnering with Millikin for teen advisory group, using students as facilitators. Follow up needed with Millikin. Girls Who Code had successful beginning.
- #2. Attendance at adult programming is up about 150% overall.
- #3. READiculous continues, Alissa Henkel named new head of division.
- #4. New assessment software is being used for evidence-based deselection and selection decisions.
- #5. Workforce Investment Solutions now a tenant and full partner.
- #6. Working on the politics of this within the consortium. Several options are being considered.

GOAL 5: EXAMINE PRACTICES

Examine administrative and staffing practices to improve use of existing resources and the fulfillment of the Library's mission

1. Review effective organizational structures and practices of other libraries for possible implementation
2. Improve communication and connections between Library departments
3. Train and develop staff to work toward a more flexible and innovative workplace which, in turn, engages and delights patrons



- #1. After visiting several other libraries and examining several options (including with a staff committee) Decatur Public Library has decided to combine the Adult Division and the Children's Division allowing for greater levels of staff collaboration while retaining some level of subject specialization.
- #2. Combining two public service departments will go a long way toward remedying this.
- #3. Customer loyalty training made progress on this. We also believe the newly created Public Services Division will address this.

OFF TRACK MAJOR ISSUES ON TRACK SOME ISSUES ON TRACK NO ISSUES





DECATUR PUBLIC LIBRARY

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City Librarian's Report for October 2018

Administration

- On October 2, Robert Edwards, Mark Sorensen, Gregg Zienatara, City Public Works Director Matt Newell and I met with reps from the firm of Massie & Massie to discuss the future of the parking lot after demolition of annex.
- On October 8 through October 11 I attended the Illinois Library Association Annual Conference. The 8th was a pre-conference leadership development event.
- On the 11th Robert Edwards attended the Friends of the Library Board meeting.
- On the 15th I made arrangements with Sandra Lucas to visit Decatur Public Library to assist us with amending our Local Records Certificate of Disposal and to assist in managing our records.
- On the 16th I held two staff meetings. I also met with Foundation President, Teena Zindel-McWilliams to discuss the Foundations Annual Meeting and Annual Appeal.
- Throughout the month of October I worked with State of Illinois staff on converting our ePay system.
- On the 25th I met with Randy Hellmann, Staff Rep from AFSCME Council 31, Cliff Bruce, President of Local 268, Kathy Collett, Library Chapter Chair, and Amanda Young, Library Chapter Secretary to discuss recommended changes to the Library Assistant job description.
- On the 29th Robert Edwards, Mark Sorensen, Gregg Zienatara and I met with other City of Decatur officials to discuss initial concepts for parking lot after demolition of annex.
- Throughout the month I was in contact with the firm of Product Architecture & Design to discuss their Space Planning services.
- Robert attended the ceremony in honor of the Veteran's History Project at the State Librar.

Circulation

- In October of 2018 22,768 physical items were checked out or renewed, and 2630 electronic items for a total of 25,398 an 8% decline from last October.
- The library lent 4435 items to other libraries (SHARE members and other), a 13% increase from last October. The library borrowed 3161 items from other libraries a 13% decrease.
- The library had 23,520 visitors in October, a 28% increase.
- New patron registrations were up 22%.

Technical Services

- 1646 new items were added to the collection in October of 2018.
- 797 more items were ordered.
- 2632 items were withdrawn.

- A total of 2042 items were processed, including mended items.
- Division Head, Carol Ziese, hosted a TedX Talk on the 23rd.
- Carol continued to head the Staff Recognition Committee and held a How Well Do You Know Your Coworkers contest in October.

Resources and Services

- The library again did not calculate children's circulation separately. We will do so at the Board's request.
- For the time being, this is what I am calling the newly formed department that combines the old Adult Division and Children's Division.
- Decatur Public Library saw a 108% increase in program attendance compared to last October.
- Decatur Public Library saw a 19% increase in assists.
- Amanda Young attended the Illinois Reading Council Conference. She serves on the Reading Council's Bluestem Award Committee.
- Alix Frazier and Susan Bishop attended the Illinois Library Association Conference. Ms. Bishop presented at the conference.
- Division Head Alissa Henkel spoke about TedX Talks to the Early Bird Kiwanis group.
- Gale Courses: -74%
- Computer Classes (Robert Edwards): +36%
- Lynda.com: +700%
- Tutor.com: no use, no change
- Niche Academy: =107%
- **Ancestry: -82%**
- AtoZ Databases: +47%
- World Trade Press AtoZ Databases: +313%
- **Chilton Library: -75%**
- **Newsbank: -34%**
- **Gale Databases: -77%**
- Novelist: +879%
- **Total Database Use: -28%**
- Library on the Go: +13%
- Hoopla: +132%
- Freading: +63%
- TotalBoox: +17%
- Kanopy: +356%
- Mango: +1456%
- Patron Reports: -83%
- Home Service: -50%

Systems Administration

- Matt Wilkerson developed a Civil Service examination for the position of Systems Support Specialist.
- Matt upgraded our backup devices.

- He worked on installation of projector in Children's Auditorium.
- He responded to 55 help requests, a decrease of 5% from last October.
- 60,873 searches were performed on our catalog.
- Public Access computer sessions were up 11% from last October, wireless sessions were down 11%.
- Website visits were up 9%.

Local History

- David Frahlman worked on a WWI display.
- Becky Dampitz and David worked on an Illinois Bicentennial display.
- Becky continued the processing historical library documents. She has found some gaps in the 1980's and 1990.s.
- Dick Doris and Sy and Janey Stewart are working on the scanning of Boar minutes.
- Alissa Henkel and Carol Ziese will be trained to work in Local History on an as-needed basis.
- Assists were up 2%
- Visits were up 8%.

Sincerely,
Rick Meyer
City Librarian

Decatur Public Library
City Librarian Performance Evaluation

Ratings:

5. **Extraordinary** – Performance consistently exceeds expectations, and the quality of work overall was outstanding.
 4. **Commendable** – Performance consistently meets expectations and sometimes exceeds expectations.
 3. **Competent** – Performance consistently met expectations, at times possibly exceeding expectations, and the quality of the work was good.
 2. **Improvement Needed** – Performance sometimes meets expectations and sometimes does not.
 1. **Unacceptable** – Performance was consistently below expectations. Requires immediate attention to meet expectations.
- CR. Cannot Rate** – Do not have enough information to rate.

Please complete the following evaluation completely and to the best of your ability. This evaluation will be used as a guide for further discussion in closed-door session, tied to the City Librarian's annual review and recommendation for merit increase, if deemed fit.

For historical purposes, the City Librarian has received the following compensation throughout his tenure:

- 4/25/2014: \$85,000
- 1/1/2016: \$87,500 (~3% increase)
- 7/1/2016: \$95,000 (~8.5% increase, was a total dollar raise, not %)
- 7/1/2017: \$98,000 (~3.5% increase)
- At some points when merit were awarded, the City Librarian was provided back pay, but the retroactive date was chosen by the Board at that time and it does not state anywhere in Policy or contract about setting a particular date.

I attempted to modify the evaluation this year to focus on both the City Librarian's goals, agreed upon by the board as well as the financial aspects that he is charged with maintaining. In the past, the evaluation has asked the Board to understand more operational and day to day specifics that at times were difficult to have full transparency on, so shifted more towards broader topics that would then drive a continuing conversation.

Please provide any and all comments you deem necessary throughout the evaluation, as a summarized matrix and total responses will be sent to other Board Members for review.

If you have any questions, please reach out to me directly, aaron.largent@adm.com. Thanks!

A. Develop Disaster/Emergency Response Plans

		1	2	3	4	5	CR
1	Has communicated the disaster/emergency response plans to the board throughout the year.						
2	Has updated or modified the plan per request of the board, the Library's patrons or Library staff throughout the year.						
3	Acquired and assured appropriate training was involved for all Library staff.						

Comments:

B. Increase Partnerships between the Library and Other Community Organizations / Increase Level of Involvement in Community and Professional Organizations in order to Increase Awareness of Library Services.

		1	2	3	4	5	CR
1	Clearly communicates and maintains a positive relationship with external partners including city officials, community members, and library fundraising groups.						
2	Participates in various local, regional, and national organizations and events that impact the Library.						
3	Attends professional conferences and other public meetings; chairs various local, regional, and national committees that impact the Library.						
4	Effectively communicates library services to the public. Provide news releases and submissions to the media to announce new and special services and events that spotlight the library.						
5	Seeks out and responds to speaking engagements at diverse community organizations.						

Comments:

C. Examine Collection Size

		1	2	3	4	5	CR
1	Continually investigate the value, costs, and logistics of adding or changing library services, new media, and new technologies in order to keep the library current and relevant in its service to the public.						
2	Maintains and analyzes data and metrics on circulation, use of library services, local demographics, and surrounding libraries.						
3	Provides insight into furthering the increase of the collection budget and the path through which the Decatur Public Library will maintain/increase its current collection.						
4	Communicates effectively to the Board changing trends and reactions to those trends related to the collection and how the purchasing and removing policies are being utilized toward a common goal.						

Comments:

D. Business and Financial Affairs

		1	2	3	4	5	CR
1	Develops annual budget and participates in the presentation of the annual budget to local officials.						
2	Receives and expends library funds according to established guidelines; ensures that funds are wisely spent and within budget limitations.						
3	Maintains accurate and up-to-date records showing the status of library finances.						
4	Consults with, seeks information from, and shares information with the city of Decatur staff and management regarding budget issues.						

Comments:

E. Review Organizational Structure as Compared to Similar Libraries

		1	2	3	4	5	CR
1	Has, throughout the year, updated the Board on potential staffing concerns, retirements, backfill required, and staffing levels.						
2	In response to staffing related concerns, presents to the Board multiple options on how to rectify the situation, both financially for external replacements as well as internal organizational change.						
3	Communicates feedback from department heads effectively on staffing related concerns and issues to the Board.						

Comments:

Overall Summary:

LIBRARY FUNDS CHECK REGISTER

OCTOBER-2018

35 LIBRARY FUND

<u>CHECK</u>	<u>CHECKDATE</u>	<u>VENDOR</u>		<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
123797	10/2/2018	BAKER & TAYLOR CO	1,567.13		BOOKS & PERIODICALS
123857	10/2/2018	LINKEDIN CORPORATION	13,125.00	LICENSES OF LYNDALIBRARY.COM	BOOKS & PERIODICALS
123866	10/2/2018	MIDWEST TAPE, LLC	467.47		BOOKS & PERIODICALS
123920	10/9/2018	A TO Z DATABASE	10,500.00	DATABASE SUBSCRIPTION	BOOKS & PERIODICALS
123926	10/9/2018	AMAZON.COM CREDIT	909.53		BOOKS & PERIODICALS
123928	10/9/2018	BAKER & TAYLOR CO	1,722.69		BOOKS & PERIODICALS
123938	10/9/2018	CDW GOVERNMENT INC	163.22	OFFICE SUPPLIES/PRINTER INK	OFFICE SUPPLIES
123943	10/9/2018	COMMERCIAL MAIL SERVICES	366.34	SEPT 17 - SEPT 26'18	POSTAGE
123956	10/9/2018	DEMCO INC	276.32		OFFICE SUPPLIES
123964	10/9/2018	ERICKSON DAVIS, ATTORNEYS	465.00	JULY'18 UNION MATTER	PROFESSIONAL SERVICES
123969	10/9/2018	FORSYTH PUBLIC LIBRARY	13.53	DAMAGED ITEMS	PROFESSIONAL SERVICES
123975	10/9/2018	HENKEL, ALISSA	118.28	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
123998	10/9/2018	LIBRARICA LLC	1,144.95	CASSIE UPDATE/SUPORT RENEWAL	COMPUTER SOFTWARE
123999	10/9/2018	LIBRARY IDEAS, LLC	3,075.95	VOX 75 BOOKS CORE COLLECTION	BOOKS & PERIODICALS
124011	10/9/2018	MEYER, RICK	76.85	TRAVEL REIMBURSMENT	CONFERENCES & TRAVEL
124024	10/9/2018	NEWSBANK, INC.	13,465.00	ANNUAL SUBSCRIPTION 10'18-9'19	BOOKS & PERIODICALS
124028	10/9/2018	PAETEC	52.00	ACCT 633292627001	TELEPHONE
124041	10/9/2018	SAM'S CLUB	52.26		OFFICE SUPPLIES
124050	10/9/2018	SVENDSEN FLORIST, INC	52.00	M SKELLEY	PROFESSIONAL SERVICES
124059	10/9/2018	VERIZON WIRELESS	268.56	ANNUAL PO 2018	TELEPHONE TELEPHONE
124074	10/16/2018	BAKER & TAYLOR CO	2,764.63		BOOKS & PERIODICALS
124163	10/16/2018	MIDWEST TAPE, LLC	571.13		BOOKS & PERIODICALS
124176	10/16/2018	NCI BUSINESS SYSTEMS	38.95	ANNUAL PO FOR OFFICE EQUIPMENT	SERV-OFFICE EQUIPMENT
124181	10/16/2018	PAETEC	36.64	ACCT 633318933001	TELEPHONE
124189	10/16/2018	PROQUEST INFORMATION & LEAI	240.98	DATABASE AND MICROFILM	BOOKS & PERIODICALS
124242	10/23/2018	BAKER & TAYLOR CO	2,381.70		BOOKS & PERIODICALS
124247	10/23/2018	BISHOP, SUSAN	113.16	RAVEL AND SUPPLY REIMBURSEMENT	CONFERENCES & TRAVEL
124247	10/23/2018	BISHOP, SUSAN	105.92		OFFICE SUPPLIES
124254	10/23/2018	CALL ONE	642.96	ACCT 1212890-1135593	TELEPHONE
124260	10/23/2018	COMCAST	159.85	ACCT 929526423	TELEPHONE

124262	10/23/2018	COMMERCIAL MAIL SERVICES	436.66	OCT 1 - OCT 15'18 POSTAGE
124274	10/23/2018	ROBERT F BEECHER	3,800.00	1YR SUBSCRIPT SELECT READS BOOKS & PERIODICALS
124314	10/23/2018	JONES & THOMAS	3,150.00	JOB #011330 PROFESSIONAL SERVICES
124315	10/23/2018	KANOPY	58.00	DATABASES BOOKS & PERIODICALS
124316	10/23/2018	KAPCO	353.86	OFFICE SUPPLIES
124330	10/23/2018	MEYER, RICK	49.01	TRAVEL REIMBURSEMENT CONFERENCES & TRAVEL
124334	10/23/2018	MIDWEST TAPE, LLC	353.86	BOOKS & PERIODICALS
124353	10/23/2018	ROTARY CLUB OF DECATUR	229.00	R MEYER MEMBERSHIP 2ND QTR MEMBERSHIP FEES
124365	10/23/2018	STRIGLOS/HAINES & ESSICK	384.85	OFFICE SUPPLIES OFFICE SUPPLIES
124375	10/23/2018	UNIQUE MANAGEMENT SERVICE	1,145.55	PROFESSIONAL SERVICES ANNUAL P PROFESSIONAL SERVICES
124377	10/23/2018	VANCE TOWNSHIP LIBRARY	6.99	LOST/RETURED ITEMS PROFESSIONAL SERVICES
124382	10/23/2018	WATTS COPY SYSTEMS	537.56	ANNUAL PO COPY MACHINE CHARGE SERV-OFFICE EQUIPMENT
124387	10/23/2018	YOUNG, AMANDA	147.00	TRAVEL REIMBURSEMENT TRAINING SCHOOL EXPENSES
124402	10/30/2018	BAKER & TAYLOR CO	902.23	BOOKS & PERIODICALS
124436	10/30/2018	FORSYTH PUBLIC LIBRARY	24.99	DAMAGED ITEM PROFESSIONAL SERVICES
124440	10/30/2018	GAYLORD BROS.	1,018.89	OFFICE SUPPLIES
124445	10/30/2018	HEART TECHNOLOGIES INC	1,497.34	ANNUAL PO TELEPHONE SYSTEM TELEPHONE
124451	10/30/2018	INFOGROUP	325.00	BOOKS & PERIODICALS
124470	10/30/2018	MIDWEST TAPE, LLC	23.24	AV MATERIALS BOOKS & PERIODICALS
124470	10/30/2018	MIDWEST TAPE, LLC	24.98	BOOKS & PERIODICALS
124470	10/30/2018	MIDWEST TAPE, LLC	64.76	BOOKS & PERIODICALS
124470	10/30/2018	MIDWEST TAPE, LLC	772.79	BOOKS & PERIODICALS
124480	10/30/2018	NCI BUSINESS SYSTEMS	38.95	ANNUAL PO FOR OFFICE EQUIPMENT SERV-OFFICE EQUIPMENT
124518	10/30/2018	VERIZON WIRELESS	265.94	ANNUAL PO 2018 TELEPHONE TELEPHONE
35 LIBRARY FUND Total			70,210.92	

59 LIBRARY TRUST FUNDS

123797	10/2/2018	BAKER & TAYLOR CO	77.78	BOOKS AND ENTERTAINMENT BOOKS & PERIODICALS
123922	10/9/2018	AFRICAN-AMERICAN CULTURAL	30.00	ANNUAL SUBSCRIPTION 8'18-8'19 BOOK AND PERIODICALS
124074	10/16/2018	BAKER & TAYLOR CO	29.44	BOOKS AND ENTERTAINMENT BOOKS & PERIODICALS
124292	10/23/2018	GALE GROUP, INC.	184.46	DATABASE AND STANDING ORDERS L BOOKS & PERIODICALS
124402	10/30/2018	BAKER & TAYLOR CO	17.55	BOOKS AND ENTERTAINMENT BOOKS & PERIODICALS
124437	10/30/2018	GALE GROUP, INC.	30.39	DATABASE AND STANDING ORDERS L BOOKS & PERIODICALS
124451	10/30/2018	INFOGROUP	285.00	CITY DIRECTORIES BOOK AND PERIODICALS

59 LIBRARY TRUST FUNDS

654.62

WARRANT TOTAL:

70,865.54

Revenue

	FY 2018 Budgeted	YTD	MTD	To Be Collected	% Collected	FY17 Budgeted	FY17 YTD	FY17 MTD	FY17 To Be Collected	FY17 % Collected
Real Estate Taxes	\$ 2,842,000.00	\$ 2,732,082.04	\$ -	\$ 109,917.96	96%	\$ 2,842,000.00	\$ 2,693,375.71	\$ -	\$ 148,624.29	95%
PPRT	\$ 250,000.00	\$ 274,140.81	\$ -	\$ (24,140.81)	110%	\$ 293,000.00	\$ 303,452.14	\$ 36,032.07	\$ (10,452.14)	104%
State Grants or other	\$ 61,000.00	\$ 166,456.57	\$ -	\$ (105,456.57)	273%	\$ 61,000.00	\$ -	\$ -	\$ 61,000.00	0%
PILOT	\$ 418,090.00	\$ 348,408.30	\$ 34,840.83	\$ 69,681.70	83%	\$ 362,037.00	\$ 301,697.50	\$ 30,169.75	\$ 60,339.50	83%
Fines	\$ -	\$ 16,377.53	\$ 703.49	\$ (16,377.53)	#DIV/0!	\$ 33,500.00	\$ 18,262.19	\$ 1,768.03	\$ 15,237.81	55%
Non-Resident Fee	\$ 150.00	\$ 85.12	\$ -	\$ 64.88	57%	\$ 150.00	\$ 161.44	\$ -	\$ (11.44)	108%
Lost or Damaged Items	\$ 5,100.00	\$ 3,478.52	\$ 305.99	\$ 1,621.48	68%	\$ 5,100.00	\$ 4,606.90	\$ 411.55	\$ 493.10	90%
Copies/Miscellaneous	\$ 8,200.00	\$ 8,098.63	\$ 424.00	\$ 101.37	99%	\$ 8,200.00	\$ 8,012.52	\$ 802.07	\$ 187.48	98%
Meeting Room Fees	\$ 3,600.00	\$ 4,605.00	\$ 610.00	\$ (1,005.00)	128%	\$ 3,600.00	\$ 4,915.00	\$ 535.00	\$ (1,315.00)	137%
Interest Income	\$ 75.00	\$ 1,318.39	\$ 181.49	\$ (1,243.39)	1758%	\$ 75.00	\$ -	\$ -	\$ 75.00	0%
Miscellaneous Income	\$ 2,000.00	\$ 11,273.11	\$ -	\$ (9,273.11)	564%	\$ 7,000.00	\$ 1,183.17	\$ 651.10	\$ 5,816.83	17%
Federal Grants	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	-
Transfer from Meyer Fund	\$ -	\$ 19,392.38	\$ 1,860.51	\$ (19,392.38)	#DIV/0!	\$ 26,528.00	\$ 10,623.70	\$ 4,272.10	\$ -	-
Sale of Property	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	-
Totals	\$ 3,590,215.00	\$ 3,585,716.40	\$ 38,926.31	\$ 4,498.60	100%	\$ 3,642,190.00	\$ 3,346,290.27	\$ 74,641.67		

Personnel Expenditures

	FY 2018 Budgeted	YTD	MTD	Available	% Spent	FY17 Budgeted	FY17 YTD	FY17 MTD	FY17 Available	FY17 % Spent
Salaries	\$ 1,524,457.00	\$ 1,252,733.60	\$ 116,377.23	\$ 271,723.40	82%	\$ 1,568,106.00	\$ 1,201,431.48	\$ 117,997.65	\$ 366,674.52	77%
Overtime	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%	\$ 1,000.00	\$ 232.58	\$ 65.57	\$ 767.42	23%
IMRF	\$ 183,586.00	\$ 142,085.94	\$ 13,107.78	\$ 41,500.06	77%	\$ 195,191.00	\$ 143,043.81	\$ 13,671.32	\$ 52,147.19	73%
FICA/Medicare	\$ 112,684.00	\$ 94,642.22	\$ 8,726.40	\$ 18,041.78	84%	\$ 119,486.00	\$ 91,073.86	\$ 8,893.53	\$ 28,412.14	76%
Life Insurance	\$ 2,996.00	\$ 2,082.54	\$ 188.94	\$ 913.46	70%	\$ 2,629.00	\$ 1,979.42	\$ 195.08	\$ 649.58	75%
Medical Insurance	\$ 327,600.00	\$ 248,400.00	\$ 24,300.00	\$ 79,200.00	76%	\$ 315,900.00	\$ 236,700.00	\$ 23,400.00	\$ 79,200.00	75%
Service Recognition	\$ 20,295.00	\$ 18,081.56	\$ 966.28	\$ 2,213.44	89%	\$ 21,508.00	\$ 15,677.27	\$ 826.94	\$ 5,830.73	73%
Totals	\$ 2,172,618.00	\$ 1,758,025.86	\$ 163,666.63	\$ 414,592.14	81%	\$ 2,223,820.00	\$ 1,690,138.42	\$ 165,050.09	\$ 533,681.58	76%

Operating Expenditures

	FY 2018 Budgeted	YTD	MTD	Available	% Spent	FY17 Budgeted	FY17 YTD	FY17 MTD	FY17 Available	FY17 % Spent
Unemployment	\$ 1,980.00	\$ 1,650.00	\$ 165.00	\$ 330.00	83%	\$ 5,916.00	\$ 4,930.00	\$ 493.00	\$ 986.00	83%
Advertising	\$ 500.00	\$ -	\$ -	\$ 500.00	0%	\$ 500.00	\$ 602.60	\$ -	\$ (102.60)	121%
Printing/Binding	\$ 500.00	\$ 240.00	\$ 72.00	\$ 260.00	48%	\$ 500.00	\$ 1,288.15	\$ -	\$ (788.15)	258%
Service to Office Equipment	\$ 10,000.00	\$ 10,000.00	\$ 638.87	\$ -	100%	\$ 10,000.00	\$ 6,944.76	\$ 626.95	\$ 3,055.24	69%
MIS Services	\$ 43,356.00	\$ 36,130.00	\$ 3,613.00	\$ 7,226.00	83%	\$ 41,724.00	\$ 34,770.00	\$ 3,477.00	\$ 6,954.00	83%
Telephone	\$ 30,000.00	\$ 24,580.03	\$ 2,497.98	\$ 5,419.97	82%	\$ 30,000.00	\$ 23,445.59	\$ 2,406.58	\$ 6,554.41	78%
Conferences & Travel	\$ 20,000.00	\$ 17,895.11	\$ 2,156.14	\$ 2,104.89	89%	\$ 10,000.00	\$ 6,707.22	\$ 1,455.20	\$ 3,292.78	67%
Postage	\$ 13,000.00	\$ 8,281.59	\$ 930.10	\$ 4,718.41	64%	\$ 13,000.00	\$ 7,024.83	\$ 608.31	\$ 5,975.17	54%
Computer Software	\$ 16,000.00	\$ 3,837.91	\$ -	\$ 12,162.09	24%	\$ 16,000.00	\$ 23,136.56	\$ 2,769.96	\$ (7,136.56)	145%
Admin Fee	\$ 103,464.00	\$ 86,220.00	\$ 8,622.00	\$ 17,244.00	83%	\$ 92,304.00	\$ 76,920.00	\$ 7,692.00	\$ 15,384.00	83%
Medical Expenses	\$ 500.00	\$ -	\$ -	\$ 500.00	0%	\$ 500.00	\$ -	\$ -	\$ 500.00	0%
Temp Agency Services	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%	\$ 1,000.00	\$ 271.04	\$ -	\$ 728.96	
Tuition Reimbursement	\$ 4,000.00	\$ 1,500.00	\$ -	\$ 2,500.00	38%	\$ 4,000.00	\$ 1,000.00	\$ -	\$ 3,000.00	
Professional Services	\$ 45,000.00	\$ 23,194.79	\$ 2,161.18	\$ 21,805.21	52%	\$ 51,000.00	\$ 57,121.73	\$ 1,112.67	\$ (6,121.73)	112%
Membership Fees	\$ 45,000.00	\$ 47,717.92	\$ 25.00	\$ (2,717.92)	106%	\$ 51,000.00	\$ 45,024.73	\$ -	\$ 5,975.27	88%
Office Supplies	\$ 29,000.00	\$ 25,094.54	\$ 3,966.49	\$ 3,905.46	87%	\$ 29,000.00	\$ 11,143.01	\$ 1,204.76	\$ 17,856.99	38%
Purchasing Fee	\$ 14,676.00	\$ 12,230.00	\$ 1,223.00	\$ 2,446.00	83%	\$ 7,356.00	\$ 6,130.00	\$ 613.00	\$ 1,226.00	83%
Risk Management	\$ 87,756.00	\$ 73,130.00	\$ 7,313.00	\$ 14,626.00	83%	\$ 81,204.00	\$ 67,670.00	\$ 6,767.00	\$ 13,534.00	83%

Transfer to Capital fund	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	40,000.00	\$	20,000.00	\$	(40,000.00)	
Small Capital Items	\$	20,000.00	\$	11,561.78	\$	822.74	\$	8,438.22	58%	\$	20,000.00	\$	18,020.05	\$	808.69	\$	1,979.95	90%
Rent to City	\$	575,000.00	\$	479,170.00	\$	47,917.00	\$	95,830.00	83%	\$	575,000.00	\$	479,170.00	\$	47,917.00	\$	95,830.00	83%
Service to Maintain Buildings	\$	-	\$	175.00	\$	-	\$	(175.00)	#DIV/0!									
Materials for Buildings	\$	-	\$	582.00	\$	-	\$	(582.00)	#DIV/0!									
Totals	\$	1,060,732.00	\$	863,190.67	\$	82,123.50	\$	197,541.33	81%	\$	1,040,004.00	\$	911,320.27	\$	97,952.12	\$	128,683.73	88%
Books/Materials	\$	340,000.00	\$	276,760.99	\$	10,649.26	\$	63,239.01	81%	\$	340,000.00	\$	278,555.11	\$	14,112.32	\$	26,678.50	82%
Total Library Expenditures	\$	3,573,350.00	\$	2,897,977.52	\$	256,439.39	\$	675,372.48	81%	\$	3,603,824.00	\$	2,880,013.80	\$	227,079.41	\$	689,043.81	
Surplus/(Deficit)	\$	16,865.00								\$	38,366.00							

DPL 2018 Budget Forecast

	2018 Forecast	2018 Budgeted	Difference	
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -	Currently 96%
State Replacement Tax	\$ 274,141	\$ 250,000	\$ 24,141	
State Grants or other	\$ 166,457	\$ 61,000	\$ 105,457	
Payment in Lieu of Taxes	\$ 418,090	\$ 418,090	\$ -	
Fines/Fees	\$ 17,471	\$ 2,000	\$ 15,471	
Non-resident fees	\$ 85	\$ 150	\$ (65)	
Lost or Damaged Books	\$ 4,174	\$ 5,100	\$ (926)	
Copies/Misc.	\$ 9,718	\$ 8,200	\$ 1,518	
Meeting Room Fees	\$ 5,526	\$ 3,600	\$ 1,926	
Interest Income	\$ 1,582	\$ 75	\$ 1,507	
Miscellaneous	\$ 11,273	\$ 2,000	\$ 9,273	
Transfer from Meyer	\$ 23,271	\$ 25,000	\$ (1,729)	
Sale of property	\$ -	\$ -	\$ -	
Total Revenues	\$ 3,773,788	\$ 3,617,215	\$ 156,573	

Library Operations

DPL Personnel Services

Salaries	\$ 1,551,432	\$ 1,524,457	\$ (26,975)
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 176,008	\$ 183,586	\$ 7,578
FICA	\$ 117,358	\$ 112,684	\$ (4,674)
Life Insurance	\$ 2,585	\$ 2,996	\$ 411
Medical Insurance	\$ 307,200	\$ 327,600	\$ 20,400
Service Recognition	\$ 24,639	\$ 20,295	\$ (4,344)

Total Personnel	\$ 2,179,222	\$ 2,172,618	\$ (6,604)
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Operating Expenses

Unemployment insurance	\$ 1,980	\$ 1,980	\$ -
Advertising	\$ -	\$ 500	\$ 500
Printing/Binding	\$ 288	\$ 500	\$ 212
Service to Office Equipment	\$ 12,000	\$ 10,000	\$ (2,000)
MIS Services	\$ 43,356	\$ 43,356	\$ -
Telephone	\$ 29,496	\$ 30,000	\$ 504
Conferences/Travel	\$ 21,474	\$ 20,000	\$ (1,474)
Postage	\$ 9,938	\$ 13,000	\$ 3,062
Computer Software	\$ 16,000	\$ 16,000	\$ -
Admin Fee	\$ 103,434	\$ 103,464	\$ 30
Medical Expenses	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 45,000	\$ 45,000	\$ -

Membership Fees	\$ 47,718	\$ 45,000	\$ (2,718)
Building expenses	\$ 986	\$ -	\$ (986)
Office Supplies	\$ 30,113	\$ 29,000	\$ (1,113)
Purchasing	\$ 14,676	\$ 14,676	\$ -
Risk Management	\$ 87,756	\$ 87,756	\$ -
Transfer to Capital	\$ -	\$ -	\$ -
Small Capital	\$ 20,000	\$ 20,000	\$ -
Books/Periodicals/etc.	\$ 340,000	\$ 340,000	\$ -
Rent	\$ 575,000	\$ 575,000	\$ -
Total Operating Expenses	\$ 1,403,215	\$ 1,400,732	\$ (2,483)

Total Expenses	\$ 3,582,437	\$ 3,573,350	\$ (9,087)
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Surplus/Deficit	\$ 191,351	\$ 43,865	
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Concept Plan 1

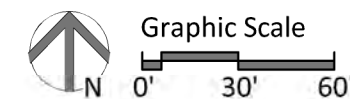
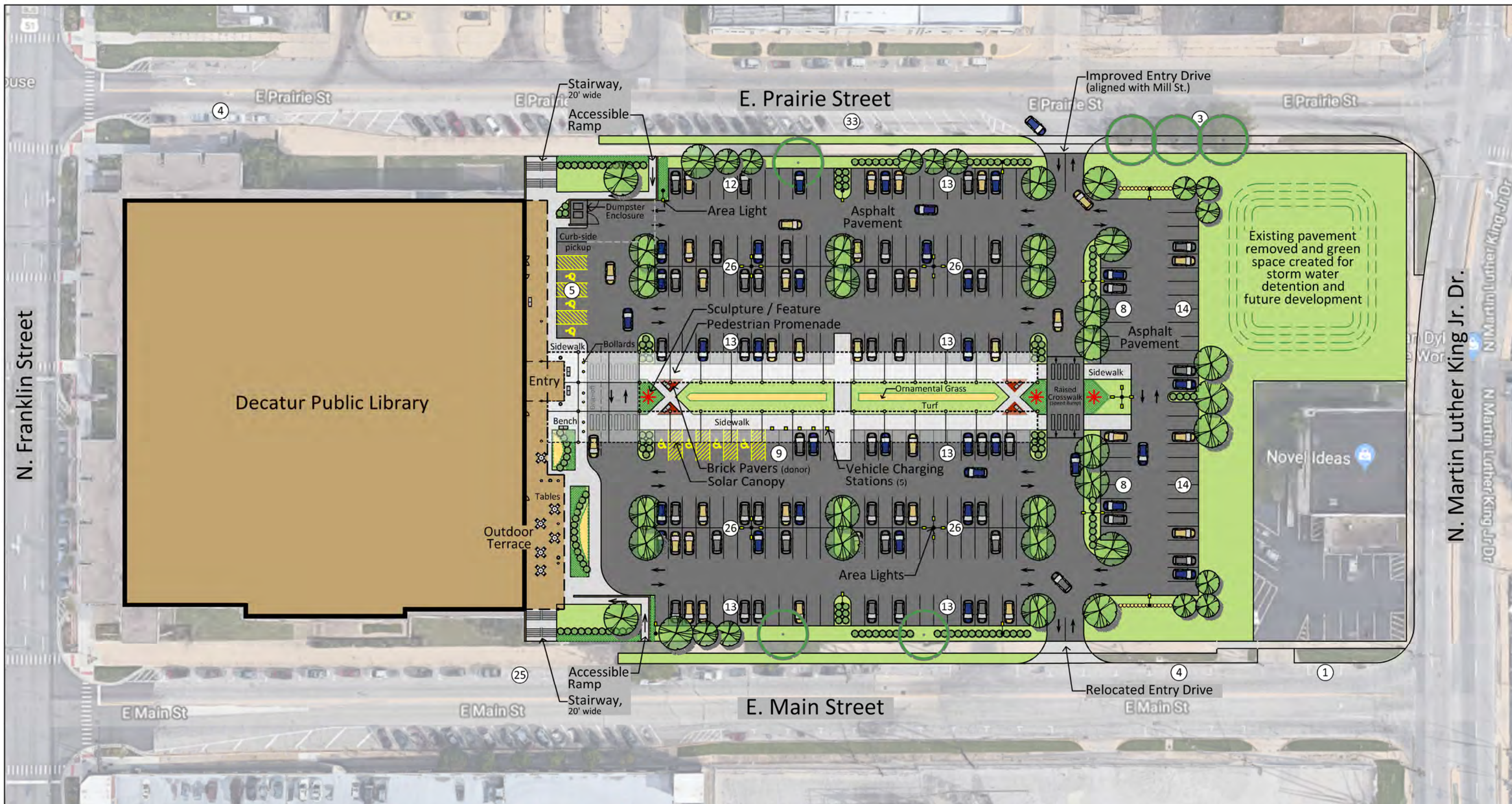
Decatur Public Library

Total Parking Count

- 252 parking spaces (including 7 handicap spaces)
- 208 spaces west of entry drive / 44 spaces east of entry drive

Total Parking Count - Adjacent Streets

- 70 parking spaces (including handicap spaces)
- 40 spaces on south side of Prairie St. / 30 spaces on north side of Main St.



Concept Plan 1A

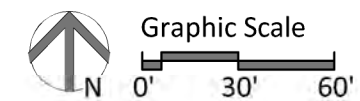
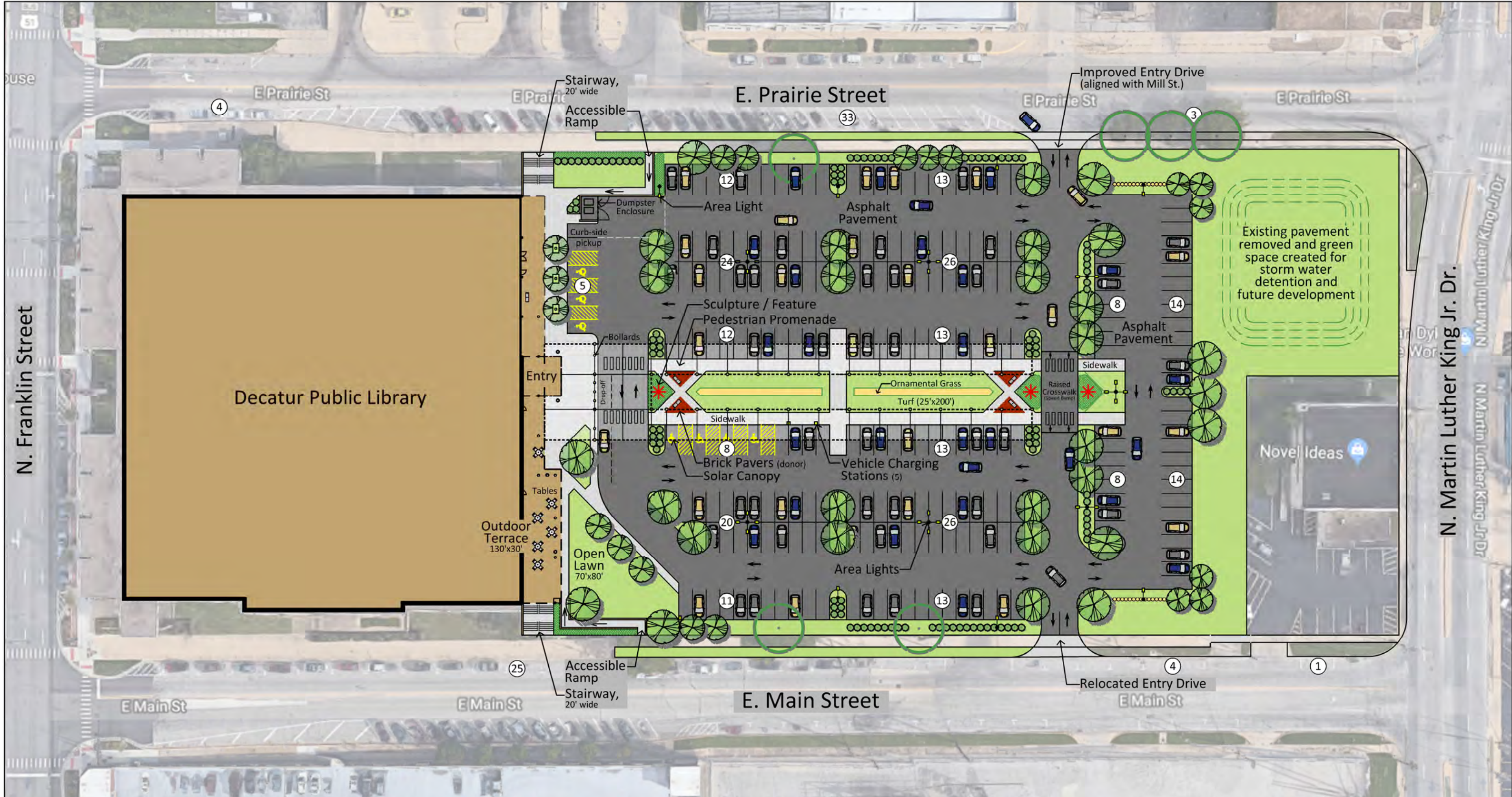
Decatur Public Library

Total Parking Count

- 240 parking spaces (including 7 handicap spaces)
- 196 spaces west of entry drive / 44 spaces east of entry drive

Total Parking Count - Adjacent Streets

- 70 parking spaces (including handicap spaces)
- 40 spaces on south side of Prairie St. / 30 spaces on north side of Main St.



Chapter 2 [Governance and Administration]

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

APPLICABLE CORE STANDARDS – Please see Core Standards 1 to 24 in Chapter 1.

GOVERNANCE AND ADMINISTRATION STANDARDS

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - Write, call, or visit legislators
 - Attend meetings of other units of local government
 - Serve on ALA, ILA, or system legislative committees
 - Participate in other community organizations that have similar legislative interests
 - Include the subject of legislation on board meeting agendas
 - Provide a forum for local community issues
4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix I)
5. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
7. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
 - Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
8. Library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix G)

GOVERNANCE AND ADMINISTRATION CHECKLIST

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.

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