



DECATUR PUBLIC LIBRARY

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ANNUAL MEETING AGENDA

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Thursday, February 16, 2023, immediately following the regular monthly 4:30pm meeting

Decatur Public Library

Board Room

Annual Meeting

Call to order

II. Public comments

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

IV. Cost of Non-Resident Card (Action)

V. Annual reports (Action)

- **2022 Illinois Public Library Annual Report**
- **2022 Trustees Report to Mayor and Council**
- **2022 City Librarian's Report to Board**

VI. Election of Officers for 2023/2024 (Action)

VII. Committee and Liaison Appointments (Action)

Adjournment

Non-Resident Fee

Section 3050.60 Non-Resident Fee Formula

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2023
DECATUR PUBLIC LIBRARY**IPLAR****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.	
1.5a 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.	
1.6a 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]	217-424-2900
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	City
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?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

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]	Yes
1.22b	IF YES, indicate the reason for the boundary change	Annexation
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	
1.25a	This library is currently a member of what Illinois library system?	IHLS
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?	Yes
1.27	Does this library have paid staff?	Yes
1.28	Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29	Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30	Is this library supported in whole or in part with public funds?	Yes
1.31	Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

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?	

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.	MacON		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	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
DECATUR P.L.	2,920	52	157,183	0	0

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]	01/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2022
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?	No
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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	9
5.2 Total number of vacant board seats	2
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.	Yes

First Member

5.5 Name	Sofia Xethals
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	sxethals@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62521

Second member

5.5 Name	Karl Coleman
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	kcoleman@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62522

Third member

5.5 Name	Shelli Brunner
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	sbrunner@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62521

Fourth member

5.5 Name	Susan Avery
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	savery@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62521

Fifth member

5.5 Name	Alana Banks
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	abanks@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62521

Sixth member

5.5 Name	Jecobie Jones
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	jones@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62522

Seventh member

5.5 Name	Jeff Cancienne
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	jcancienne@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62522

Eighth member

5.5 Name	open
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62522

Ninth member

5.5 Name	open
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
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
6.2 Total Number of Meeting Rooms	6
6.2b Total number of times meeting room(s) used by the public during the fiscal year	432
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

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities	0	0	0	0	1	0

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1		0	
Structural repairs (walls, foundations, etc.)	1	\$13,000,000	0	
Roof repair/replacement	1		0	
Heating/ventilation/air conditioning	1		0	
Electrical systems other than alarms	1		0	
Plumbing systems	1		0	
Egress systems (doors, stairs, etc.)	1		0	
Fire protection (detectors, alarms, etc.)	1		0	
Asbestos abatement	1		0	
Security measures	1	\$50,000	0	
Energy conservation	1		0	
Repair of sidewalks, curbing, parking areas	1		0	
Accessibility measures	1		0	
Technology upgrading	1		0	
New building construction (construction of a new facility)	1		0	
Building additions (adding square feet to existing facility)	1		0	

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$800,000	0	
Structural repairs (walls, foundations, etc.)	1	\$10,000	0	
Roof repair/replacement	1		0	
Heating/ventilation/air conditioning	1		0	
Electrical systems other than alarms	1		0	
Plumbing systems	1		0	
Egress systems (doors, stairs, etc.)	1		0	
Fire protection (detectors, alarms, etc.)	1		0	
Asbestos abatement	1		0	
Security measures	1		0	
Energy conservation	1		0	
Repair of sidewalks, curbing, parking areas	1		0	
Accessibility measures	1		0	
Technology upgrading	1		0	
New building construction (construction of a new facility)	1		0	
Building additions (adding square feet to existing facility)	1		0	

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?	No

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.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	At this time the library has \$534,640.98 in reserve funds to be spent this year on shelving.

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.?	No
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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)	\$3,427,396
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.]?	No
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.)	\$3,570,484

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).

8.18a	The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b	Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19	What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,500,000
8.20	Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21	The designated custodian of the library's funds is:	Municipal Corporate Authority

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]	\$1,609,738
9.2a	Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$855,147
9.3	Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,464,884

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]	\$169,777
10.2	Electronic Materials (e-books, databases, etc.) [PLS 354]	\$177,322
10.3a	Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$30,183
10.3b	Please provide an explanation of the other types of material expenditures.	Microforms/DVDs/CDS
10.4	TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$377,282

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.

11.1.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357] ¹	\$1,851,294
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$4,693,460

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]	\$43,238
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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	\$288.23	340.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
City Librarian	Library Director	\$55.00	40.00	
Head of Programs, Resources, and Services	Adult Services	\$38.07	40.00	
Head of Technical Services and Circulation	Circulation	\$35.33	40.00	
Head of Archives and Special Collections	Other Type of Librarian	\$31.35	40.00	
Librarian	Children's Services	\$26.97	40.00	
Librarian	Adult Services	\$28.23	40.00	
Librarian	Adult Services	\$24.88	40.00	
Librarian	Adult Services	\$26.30	40.00	
Library Assistant Archives and Special Collections	Other Type of Librarian	\$22.10	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	10	10	\$225.30	360.00
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Librarian	Young Adult Services	Bachelor's Degree: No library science	\$23.97	40.00
Librarian Assistant	Children's Services	Bachelor's Degree: No library science	\$23.59	40.00
Librarian Assistant	Children's Services	Master's Degree: Not in library science	\$20.27	20.00
Librarian Assistant	Children's Services	Bachelor's Degree: No library science	\$21.16	20.00
Librarian Assistant	Children's Services	Master's Degree: Not in library science	\$23.59	40.00
Librarian Assistant	Adult Services	Master's Degree: Not in library science	\$21.16	40.00
Librarian Assistant	Adult Services	Bachelor's Degree: No library science	\$23.59	40.00
Librarian Assistant	Adult Services	Bachelor's Degree: No library science	\$21.62	40.00
Junior Cataloger	Cataloging	Less than a Bachelor's degree	\$23.42	40.00
Junior Cataloger	Cataloging	Less than a Bachelor's degree	\$22.93	40.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	9.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	17.50

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	\$16.33
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	\$14.39
13.19 Maximum hourly rate actually paid	\$15.80
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]	32.63

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 1	1	1	40.00	1	1
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)
Librarian	Adult Services	Master's Degree (ALA accredited)	40.00	Filled	06/2022

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]	157,183
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

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)	219	7,117	10	6,924
Young Adults (12-18)	25	47	9	315
Adults (19 and older)	215	2,419	12	2,067
General Interest	-1 Unknown	-1 Unknown	-1 Unknown	-1 Unknown
Total	459	9,583	31	9,306

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	459	9,583
Synchronous In-Person Offsite Program Sessions	-1 Unknown	-1 Unknown
Synchronous Virtual Program Sessions	63	1,280
Total	522	10,863

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	16
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	165

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
--	----

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	16,111
16.2a Total Number of Unexpired Non-resident Cards	2
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?	\$91.66
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	16,113
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	No

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]	185,225
17.2 Current Print Serial Subscriptions	174
17.3 Total Print Materials (17.1+17.2)	185,399
17.4 E-books Held at end of the fiscal year [PLS 451]	4,156
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	13,000
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	9,078
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	11,501
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	4,152
17.6c Other Circulating Physical Items [PLS 462]	240
17.6d Total Physical Items in Collection [PLS 461]	209,966

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]	20
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	36

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	
18.2	Number of young adult materials loaned	
18.3	Number of children's materials loaned [PLS 551]	
18.4	Total number of materials loaned (18.1 + 18.2 + 18.3)	

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	164,887
18.6	Videos/DVDs- Physical	40,110
18.7	Audios (include music)- Physical	8,642
18.8	Magazines/Periodicals- Physical	3,164
18.9	Other Items- Physical [PLS 561]	2,733
18.10	Physical Item Circulation (18.5-18.9) [PLS 553]	219,536
18.11	Use of Electronic Materials [PLS 552]	41,269
18.12	Total Circulation of Materials (18.10+18.11) [PLS 550]	260,805
18.13	Successful Retrieval of Electronic Information [PLS 554]	180,641
18.14	Electronic Content Use (18.11+18.13) [PLS 555]	221,910
18.15	Total Collection Use (18.10+18.11+18.13) [PLS 556]	441,446
18.16	Interlibrary Loans Provided To other libraries [PLS 575]	42,190
18.17	Interlibrary Loans Received FROM other libraries [PLS 576]	30,177

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]	41,019
19.1a	Reference Transactions Reporting Method [PLS 502a]	Annual Count

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

-1Unknown

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	147
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	27
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

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?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
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]	27
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	19,780
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	13,962
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	No
21.9 Number of website visits or sessions to your library website [PLS 653]	118,183 --Select--

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?	No
22.3 IF NO, why did your library NOT participate in the E-rate program?	No POTS E-rate

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.)	\$17,680
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	746.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

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?	
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?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

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?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

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.

Library Director	Electronic Signature	Date
President		
Secretary		

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).

¹, 1.1.1 Include transfer of \$600,000 to capital reserve fund. (0-2023-01-24)



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Fiscal Year 2022 Annual Report

February 16, 2023

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



ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES FY 2022

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, 2022 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, 2022	\$1,551,583.76
Real estate taxes	\$2,866,276.15
State replacement tax	1,122,899.36
Payment in Lieu of Taxes	561,120.00
State grants or other	104,019.95
Fines & fees	7,717.38
Non-resident fees	91.66
Lost & damaged books	5,009.66
Copies and miscellaneous	11,727.80
Meeting room fees	3,520.00
Interest income	5,095.72
Investment Income	649.78
Miscellaneous Income	107.50
Sublease	1500.00
Other Grants/Gifts	93,146.62
Total Revenue	4,782,881.58

B.STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND PERSONNEL

Salaries	1,602,237.61
Overtime	0.00
Pension Contribution	142975.59
FICA/Medicare	121,409.18
Life insurance	2,523.87
Medical insurance	574,050.00
Service recognition	14,188.05



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Employee Relocation	7,500.00
Division Total	\$2,464,884.30
STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND	
To Employee Benefits-Unemployment	1,056.00
Advertising	1,251.40
Services to maintain office equipment	12,237.87
MIS services (City)	36,684.00
Telephone/Internet	14,648.52
Banking Service Charges	178.76
Conferences/Travel/Continuing Ed	17,679.53
Postage	4,462.02
Computer software	41,115.69
Transfer to General Fund-Admin Fee	108,864.00
Temporary agency services	0.00
Travel Interview Expenses	35.48
Tuition reimbursement	0.00
Professional services	107,923.93
Membership fees	57,436.39
Materials to maintain building	2,548.00
Office supplies	30,851.42
Risk Management insurance	95,724.00
Small capital items	43,238.23
Building Lease Payment	589,380.00
Books and periodicals	269,812.96
Lost or Damaged Books	1,245.03
Per Capita Expenditures (Books)	107,469.41
Other Grants/Gifts	84,734.17
Transfer to Capital Fund	600,000.00
Division Total	\$2,228,576.81

TOTAL FUNDS RECEIVED (LIBRARY OPERATING FUND)	\$4,782,881.58
TOTAL OPERATING EXPENDITURES	\$4,693,461.11



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Surplus/Deficit	\$89,420.47
Balance sheet activity	\$0.00
LIBRARY OPERATING FUND BALANCE (12/31/2022)	\$1,641,004.23

D.STATEMENT OF MONEY RECEIVED AND EXPENDED--CANTONI FUND

Ellen and Peter Cantoni Fund (est. 1983)

Fund balance 01/01/2022	\$58,479.83
Interest	142.82
Expenditures	0.00
Fund balance 12/31/2022	\$58,622.65

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 01/01/2022	\$51,488.14
Interest	114.55
Expenditures	8,526.24
FUND BALANCE 12/31/2022	\$43,076.45

NOTE: Meyer fund restricted to use of local history.

F.STATEMENT OF MONEY RECEIVED AND EXPENDED - BOOK DONATIONS

Fund balance 01/01/2022	\$20,254.32
Interest	114.55
Contributions	16,563.00
Expenditures	32,254.32
Fund balance 12/31/2022	\$4,586.99

G.STATEMENT OF MONEY RECEIVED AND EXPENDED – CAPITAL FUND

Fund balance 01/01/2022	\$533,466.61
Interest	1,303.29
Investment Income	218.87
Contributions	600,00.00
Expenditures	0.00



Fund balance 12/31/2020

\$1,134,988.71

H.STATEMENT OF ITEMS AVAILABLE MATERIALS

	FY2021	FY2022
Print materials	183,155	185,225
Subscriptions	303	174
E-books	30,415	4,156
Physical Audio Recordings	14,240	13,000
Downloadable Audio Recordings	9,968	9,078
DVDs/Video Recordings	11,288	11,501
Downloadable Video Recordings	3,841	4,152
Licensed Databases	40	36

I.STATEMENT OF CIRCULATION

	FY2021	FY2022
Total checkouts/renewals	234,246	260,805
Total Collection Use including databases	357,730	441,446
Borrows from other libraries	28,865	30,177
Loans to other libraries	39,903	42,190

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.

No other personal property was purchased except for items required in the normal operation of the Library.

K. STATEMENT OF MONEY REQUIRED FOR LIBRARY OPERATION IN 2023

The Library Board provided the City Council with an estimate of funds needed to operate the Library for fiscal year 2023 in November 2022.

The Library Board will provide the City Council with an estimate of funds needed to operate the Library for fiscal year 2024 by November, 2023.

L. STATEMENT OF OUTSTANDING LIABILITIES



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The library has no outstanding liabilities.

Attached are the Fiscal Year 2022 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 2022 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 16, 2023.

Sofia Xethalis, President
Decatur Public Library Board of
Trustees



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The Decatur Public Library 2022 Annual Report



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The Year in Review:

- **COVID-19 Pandemic: Last year I wrote the below: “Here is what I wrote for last year’s report:** “What can be said that has not already been said? This pandemic profoundly affected every aspect of Library service and the lives of our staff, volunteers and patrons. Our training mattered very little. Our strategic plan was no longer a valuable guide. Response plans were developed, then modified or discarded, sometimes in the span of a work shift. In addition to the pandemic, there were months of grave social unrest across the nation, and DPL was not immune to said unrest. The good news is that our folks responded beautifully to all of the challenges. In the rest of the report I will enumerate some of the specifics. But I would like to state here that there is no way I will get to all of the positive ways our team responded to the challenges. Every single person employed at Decatur Public Library stepped up to this challenge, sometimes in quiet ways. We saw different individuals at different times step to the front and become leaders. We saw some individuals be consistently positive, some consistently encouraging, or creative or whatever it took in the moment. As I told the staff on the last day of 2020---I’d hate to repeat any of it, but I was privileged to have experienced it with them.”

I share last year’s because the main thing that changed was that I think all of the above continuing for another year—in some ways worsening---has taken a toll on staff and on the patrons. We’re no different from the rest of the world in this. While this pandemic/social upheaval fatigue does not make us special, it is no less real due to being common. Staff has continued to respond exceptionally well in difficult circumstances—but it is getting more challenging.”

While things are not quite back to normal, usage is inching closer to pre-pandemic levels—patrons have largely regained confidence in their safety in being in public spaces. That said, staff has continued to be hit hard in terms of positive COVID cases. Gratefully none have been terribly serious.

- **Diversity, Equity, and Inclusion:** A staff committee worked with consulting firm DeEtta Jones on DEI issues at Decatur Public Library. DeEtta Jones provided a framework in which to make progress. Decatur Public Library has begun working with Nicki Bond to lead the library to the next phase of the DEI initiative.
- **Community Resource Coordinator:** Jessica Hill in the space of a little less than a year, assisted 345 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.
- **AFSCME:** In recognition of unusually high inflation in 2022, the Board of Trustees and library administration negotiated a bigger raise in 2023 than had been scheduled, in exchange for a 1-year extension of the contract.
- **Media:** The Library had several positive newspaper stories throughout the year and at year’s end the Library began working on a documentary through Viewpoint Project that will air in all 50 states in June of 2023.
- **Friends and Foundation:** The DPL Foundation’s 6th Annual Appeal brought in about \$35,000 in donations and matching funds. They partly funded the documentary referred two above, purchased two family work stations and 6 smart Boards. The Friends of the Decatur Public Library funded over \$25,000 worth of programs throughout the year.
- **Conferences:** Alissa Henkel attended the PLA, ALA, and ILA conferences. Rick Meyer attended the ILA conference. Carol Ziese attended a new manager leadership training. Dozens of webinars were completed by various staff.
- **Rick Meyer:** Continued to serve on the Illinois Library Association Executive Board, 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,

The Decatur Public Library – 2022 Annual Report

served as a legislative recruiter for the February Legislative Meetup, and was named to the Illinois State Library Advisory Committee in June.

- **Shelving/Carpeting:** Funding and planning for both projects proceeded, with expected completion date in summer of 2023.
- **Security:** Off duty police officers now provide security for 4 hour a day, 5 days a week.
- **Strategic Planning:** DPL engaged Library Strategies to guide us through the strategic planning process, which is well underway as I write this.

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 July Jeff Cancienne was sworn in as a Trustee. Also in July, Anay Hunt resigned from the Board of Trustees. In June, Samantha Carroll completed her second term and left the Board. She remains on the Foundation Board of Directors. The Library thanks Samantha for her tireless service to Decatur Public Library. Sofia Xethalis was elected to serve as President, Karl Coleman as Vice-President and Shelli Brunner as Secretary. Karl serves as the Personnel, Policy and Public Relations Committee Chair, and Jecobie Jones serves 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. As of this 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 held their annual Labor Day Sale for the first time in 3 years. The Friends are currently without a sale space and are depending on online sales for most of their revenue. The Library expects to have a space for them on the first floor in early summer. Connie Peters is the current President.

Volunteers: Archives and Special Collections depends largely on the labor of volunteers. This year that labor was greatly curtailed by the pandemic. The Library used 1000 volunteer labor hours. The other traditionally large volunteer program is the Summer Reading Program which used fewer volunteers due to the pandemic. All three boards are made up of volunteers and the Trustees worked especially hard again this year to wrestle with pandemic-related issues.

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.

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.

The Decatur Public Library – 2022 Annual Report

- 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. We expect them to move in early summer 2023. The Friends of the Library will then move into the current WIS space on the first floor.

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:

Michelle Whitehead: Michelle was promoted to Executive Administrative Assistant in January.

Katie Eytchison: In May, Katie received her Master of Library Science degree from the University of Missouri.

Tye Pemberton: In May, Tye was hired as full-time Librarian.

Sherrill Goodwin: Sherrill resigned her position as part-time Library Assitant in September.

Jason Butterick: Jason was hired as part-time Library Assistant in November.

Library staffing at year’s end was a full-time equivalent of 33.5 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 33.5 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 tell you what the PRS staff and their leader Alissa Henkel did:

- Susan Bishop and John Schirle worked on LIVE and IN PERSON story times.
- READiculous, JR. met for the first time since COVID lockdown. There were 17 students who completed the program. READiculous performed at DPL for the Summer Reading Program for the first time since COVID began. There were over 600 in attendance for 3 shows. READiculous started visiting schools as well. They saw over 3,000 kids before year’s end. Finally, READiculous performed its first Show Between the Holidays since 2019. READiculous also got a brand-new backdrop thanks to Dynagraphics and, especially, the Andreas’ Foundation.
- Kristie Smith Nikitin, Tye Pemberton, and Chris Nihiser are working on offering computer classes again in the future.
- Tye also created a DPL, PRS Librarian/Library Assistant Guidebook v. 1.0.
- Amanda Young presented to a 45-minute class at New Life Pregnancy Center in April.
- Tye, Amanda and Alix Frazier completed a LJ seminar about community engagement. They are working together to present their conclusions and begin plans to put into practice what they have learned.

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- Susan, Katie and Alix completed a LJ seminar on Social Emotional Librarianship.
- Kasey Steiling published DPL's first TikTok featuring Scott Wilson's Lonely DVD display.
- Jess Hill created a resource board for patrons to use when she is unavailable. Resources include the following: mental health and substance use services, housing, access to food, employment, financial assistance, senior resources, and government information. Kasey assisted.
- Jess and Alix attended the mental Health Board community event. This event spurred Jess to collaborate with Children's Staff on creating SEL and neurodiversity book bags based upon the Needs Assessment. Another idea from this event encouraged Jess to work with Kasey and Alix on ideas for a young adult group/activity based upon the Needs Assessment – Teen Things began.
- Jess was the guest lecturer at UIUC for library social work. She was the guest speaker for the National Association of Social Work Illinois Chapter.
- Katie Eytchison and Alissa attended the ALA conference in Washington DC. Alissa attended the 2022 PLA Conference in Portland, Oregon. Alissa attended the first in person ILA Conference since the pandemic began.
- Rick, Carol Ziese, Matt Wilkerson, Becky Dampitz, Julie Martin and Alissa met with HR Source to establish Core Values for management performance evaluations.

Circulation

- All of the old back issues of magazines were withdrawn and given away.
- Pages and clerks completed J and J GN shifting in children's area.
- Clerks and pages also shifted downstairs in preparation for new carpet and shelving.
- 17,443 expired patron records were removed from Polaris.

Archives and Special Collections

- Ny'Vaya Scruggs interned in ASC from March 9 to April 28. Ny'Vaya was a senior at MacArthur High School, and the internship was through DPS 61 InspirEd program. While here, Ny'Vaya scanned baby photos from the Children's Section, and rehouse them in acid-free materials. She was able to scan 4 or 5 binders during her internship.
- Two Heritage Network organizations have been trained to add materials to Omeka database. Cinda Faris from Lincoln Trail Homestead State Park added their entire compendium to Omeka. Nola and Harold Wilkinson are currently working on adding the newsletters from James Millikin Homestead. Becky Dampitz prepared a procedure for this project as well.
- Leeann Grossman added all of the 2021 board minutes to Omeka earlier this year.
- Leeann added the Charlotte Meyer Collection to Omeka. Once she was finished with that collection, she moved on to the League of Women Voters Collection.
- The 150th Anniversary Committee had their first meeting on June 30. The anniversary is in 2025, so we have 3 years to plan. The committee has met several times since, worked on the logo for 2025. They've also started brainstorming programs for the whole year. The committee members are: Becky, Alix, Shelley Whiteside, Taneshia Cunningham, Carol, Janet Denton, and Amanda.
- Leeann and Becky worked with Tye to set up three databases on AirTable in July: assists/requests database, temperature/humidity database, and a cash database. These databases have worked out well for us, and we will be migrating completely to them in 2023.
- Tina Horve completed a 100/hr practicum in the Local History Room from August to November. She is a graduate student in the iSchool at UIUC, and wanted to get more hands-on experience with small archives. Tina processed 3 collections, and helped rehouse a collection of large railroad maps. She also went through a box of maps and blueprints that were in the work room. In this box were blueprints for the Cruikshank mansion, coal mine maps, etc.
- In October, Becky unfolded and mended 133 railroad maps from a donation we received in 2017. The maps are fragile, and range from 1906 to 1951. The maps will be digitized and encapsulated in polyester. The originals will be stored flat on the top shelf in the work room, while digital copies will be made accessible to patrons through Omeka. Becky will write a grant in 2023 for equipment funding for this project.

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- Becky interviewed an Eisenhower HS senior for the InspirEd internship program in November. She will be starting in January 2023. The intern will be working on digitization projects. Hopefully, she will be helping with digitizing the maps.
- In December, Becky went through the books stored in the back room, and sent any we didn't need to the Friends. They received two carts full of books. Several more books were sent to TS to be added to the collection, mended, or have an RFID tag put on them so they could go back on the shelves. This has cleared up some more room on the shelves.
- The Foundation had a small donor party on December 9 at 6pm in and around the Local History Room. Becky gave a tour of the room and prepared a photo slide show.
- Leeann and the volunteers assisted a Fellow-In-Residence from Harvard University with her research on the Americana Nursing Home in April. Although the nursing facility was only open for a short time, we were able to find several articles about it. The Fellow was very grateful for our help.
- Leeann assisted a researcher from the Associated Press with information on a family who came to Decatur as part of the Brownsville migration in June. The researcher was interested in finding any descendants of the family to interview for a podcast about incarceration of African-Americans in Tennessee in the early 1900s. The father of the man she was interested in had been incarcerated in the coal mines for a petty crime. We could not find much on the family, but the researcher was grateful nonetheless.
- In June, Becky assisted a professor from the University of Iowa in Iowa City, IA with research a murder in Decatur that was connected to the race riot in Omaha, NE in 1919. The wife of the man who was lynched (Will Brown) was murdered in Decatur in 1920. The professor is writing a book on Will Brown, and wanted to tell his entire story.
- Leeann and Becky talked to Dr. Sundiata Cha-Jua and Ana Rebec, a Fulbright scholar, about the Local History collection, and what it has to offer researchers looking for information about the African-Americans in Macon County.

Systems Administration

- 45 gigabytes of old emails were purged in 2022.
- Four portable 70" Smartboards were delivered and setup by Watt's. A 60" lobby display was also delivered.
- All Verizon WIFI hotspots are now off and cancelled.
- Ordered eleven WIFI hotspots from Mobile Beacon.
- Setup Amazon Purchasing logins and billing.
- Ordered and received nine new barcode scanners from Bayscan Technologies. They will scan a barcode off of a mobile device.
- Trained on outdoor sign administration.
- Purchased and installed 10 security cameras.

Technical Services Division

- Yearbooks were cleaned up and relabeled
- Cemetery records were updated and reclassified
- Adult fiction relabeling has been completed
- J biographies are almost completely relabeled with updated call numbers
- J BKCD labels have nearly all been updated
- Clean up of serial records and J series fiction is in progress

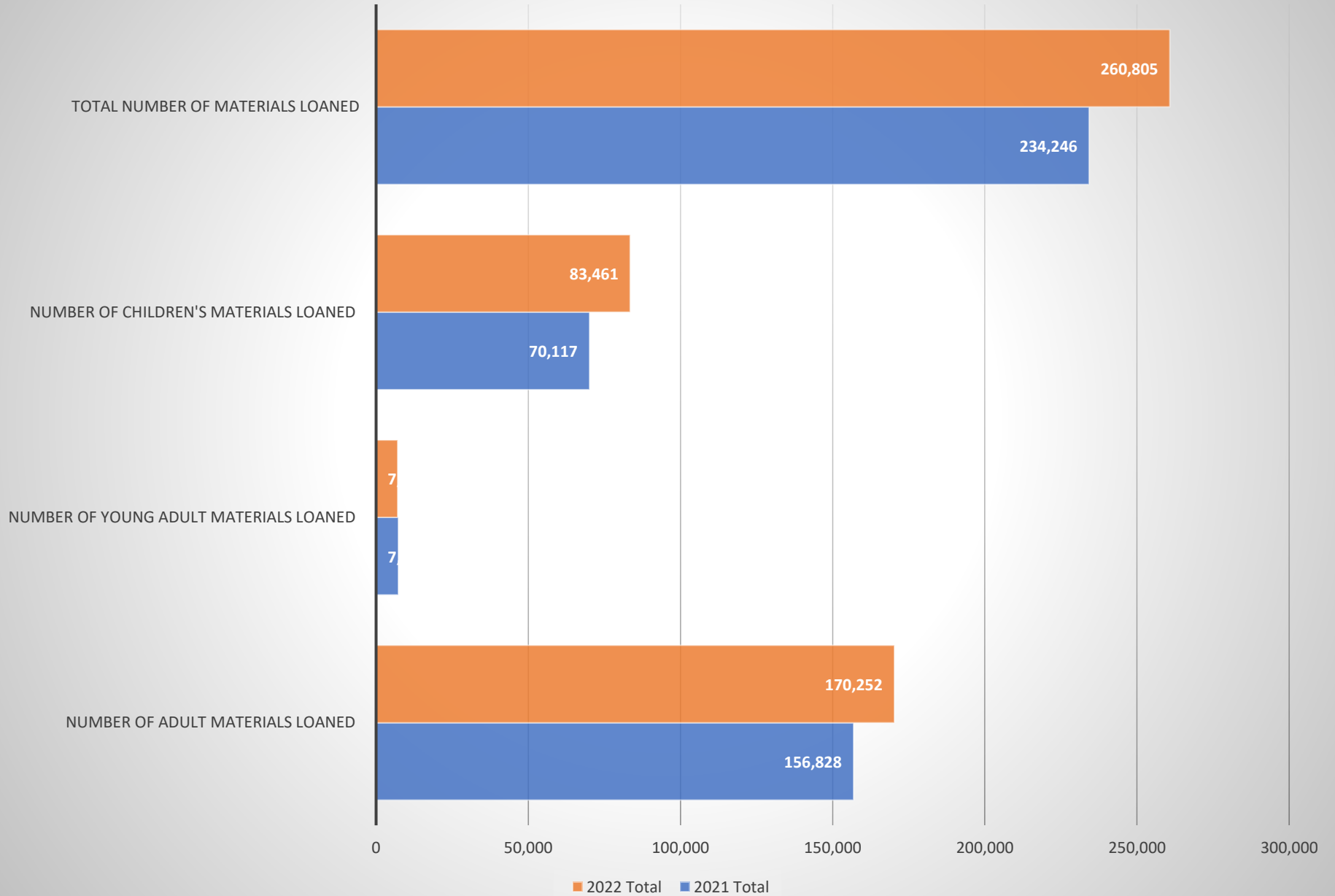
Financial Highlights

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

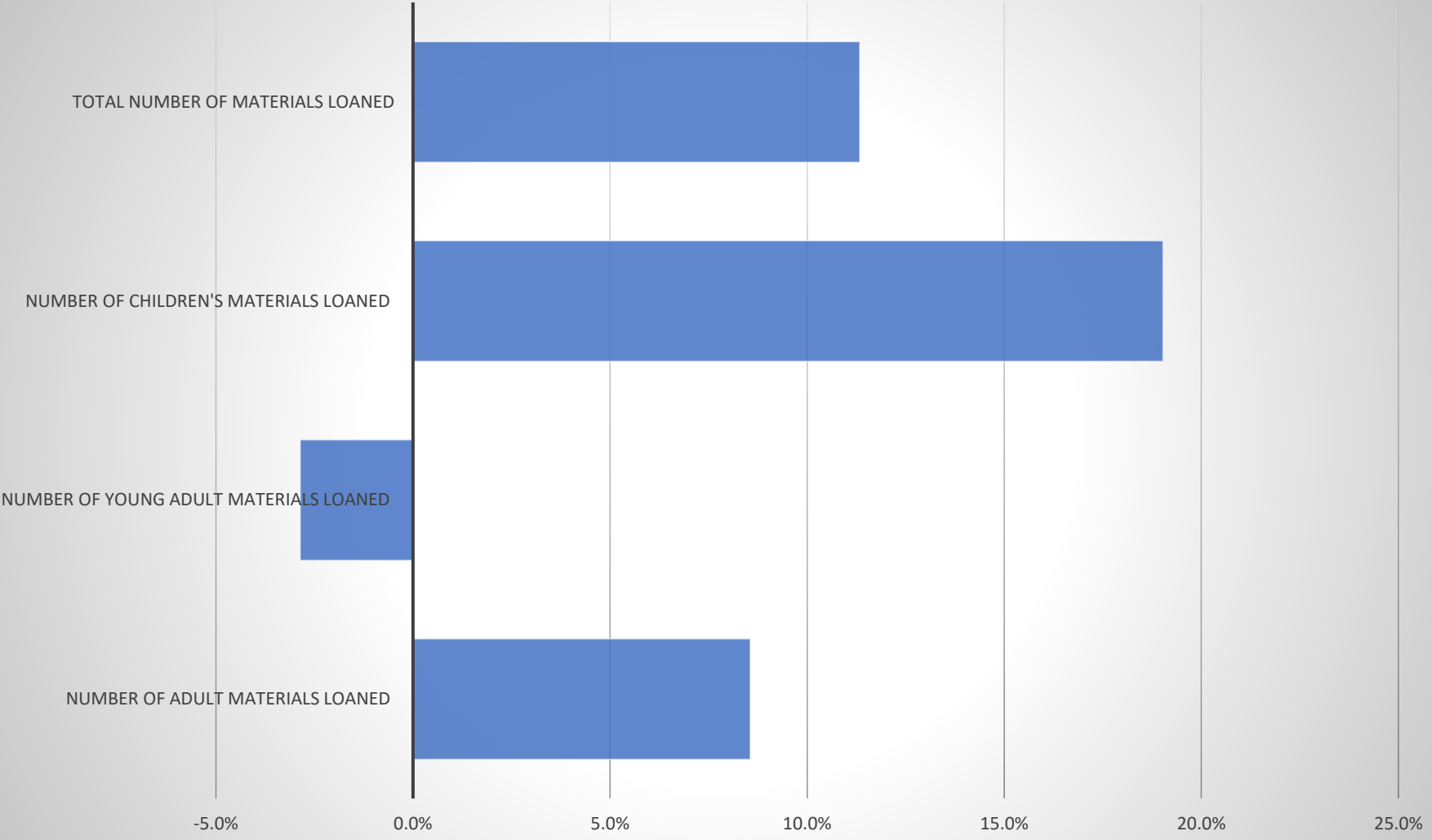
Respectfully submitted,

Rick Meyer

Circulation by Audience 2021 vs. 2022

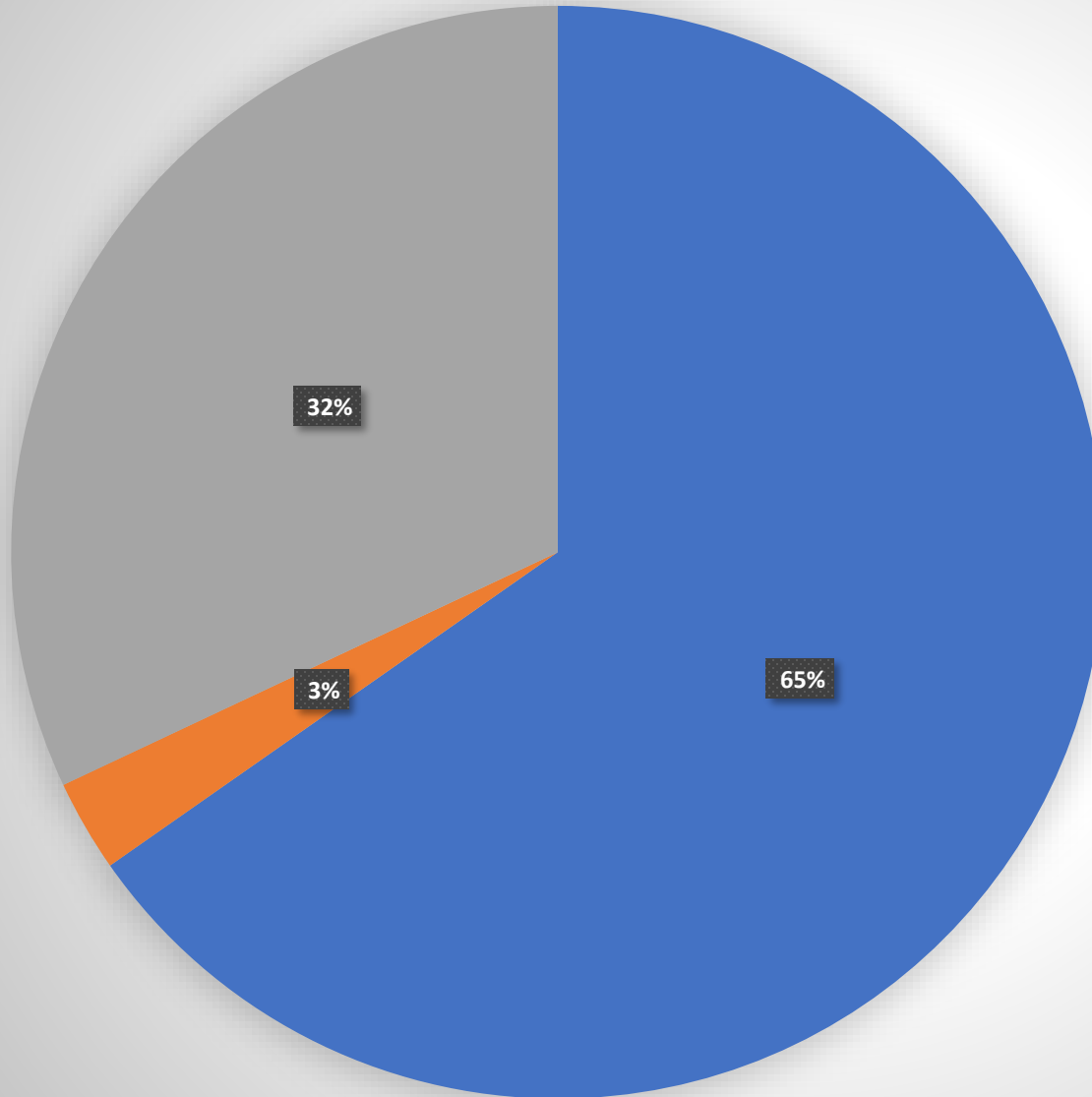


Change from 2021



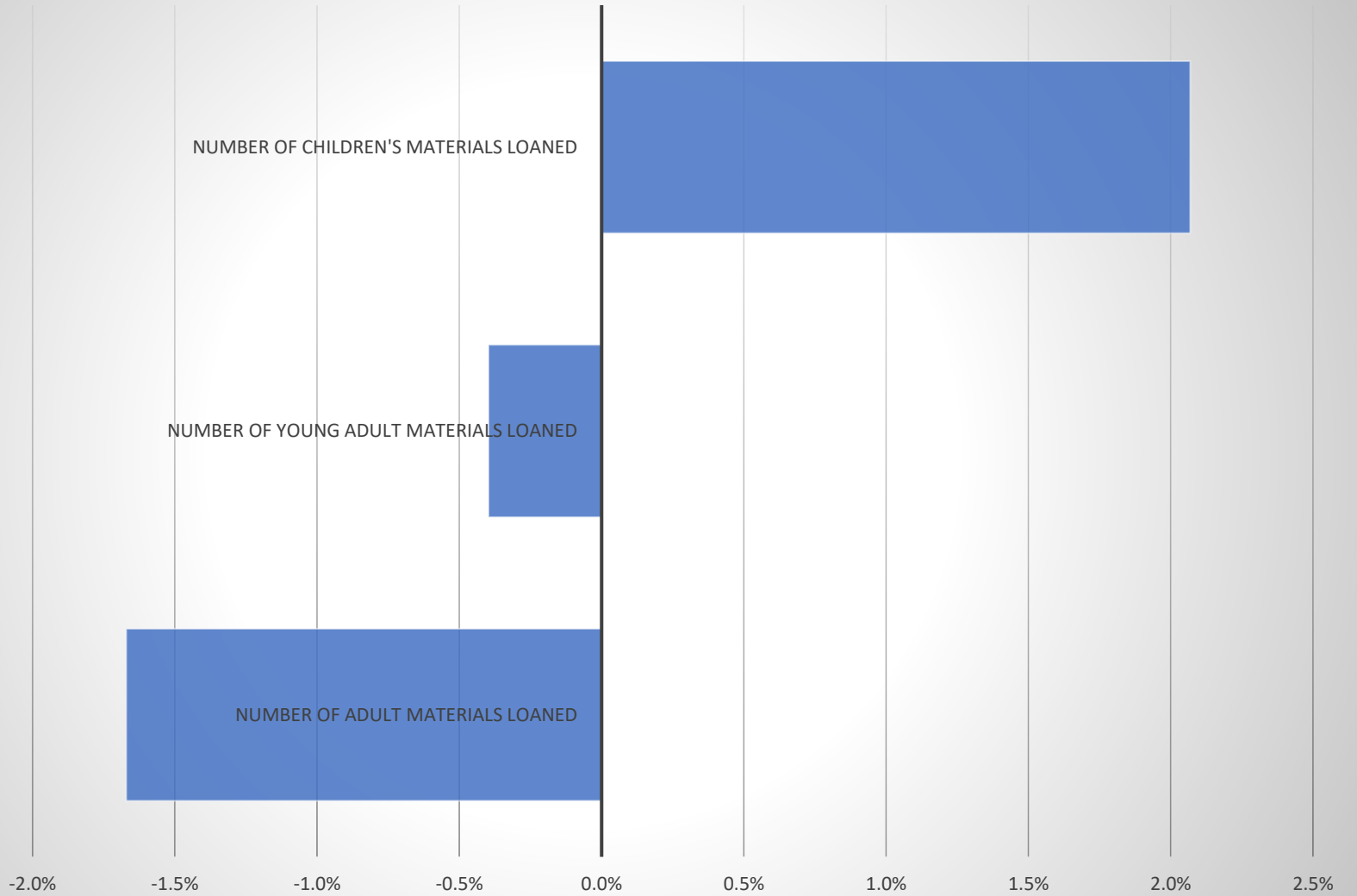
	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
■ Change from 2021	8.6%	-2.9%	19.0%	11.3%

% of Total



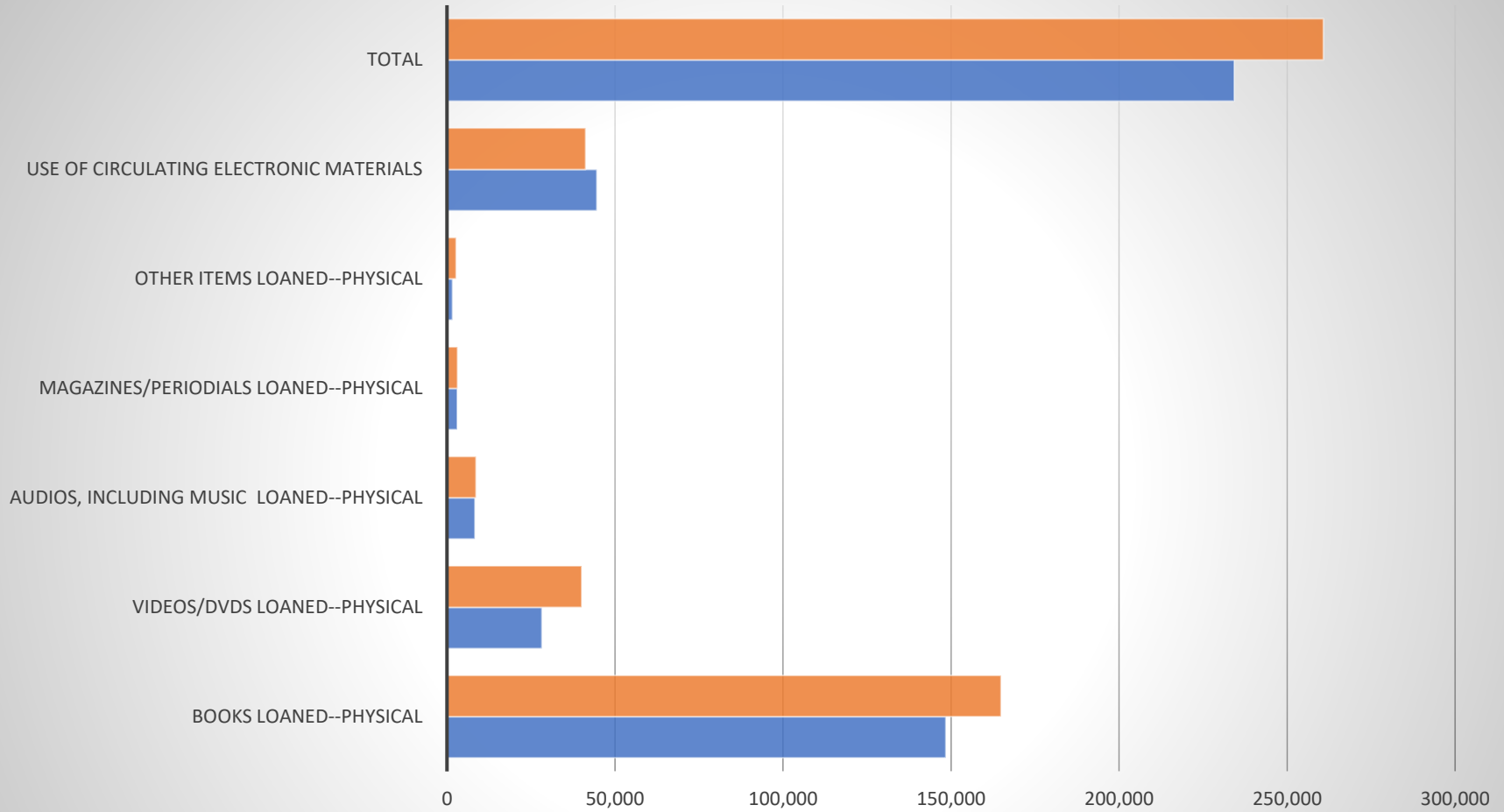
- Number of Adult Materials Loaned
- Number of Young Adult Materials Loaned
- Number of Children's Materials Loaned

How did the pie change from 2021?



	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned
■ Change in % of Total	-1.7%	-0.4%	2.1%

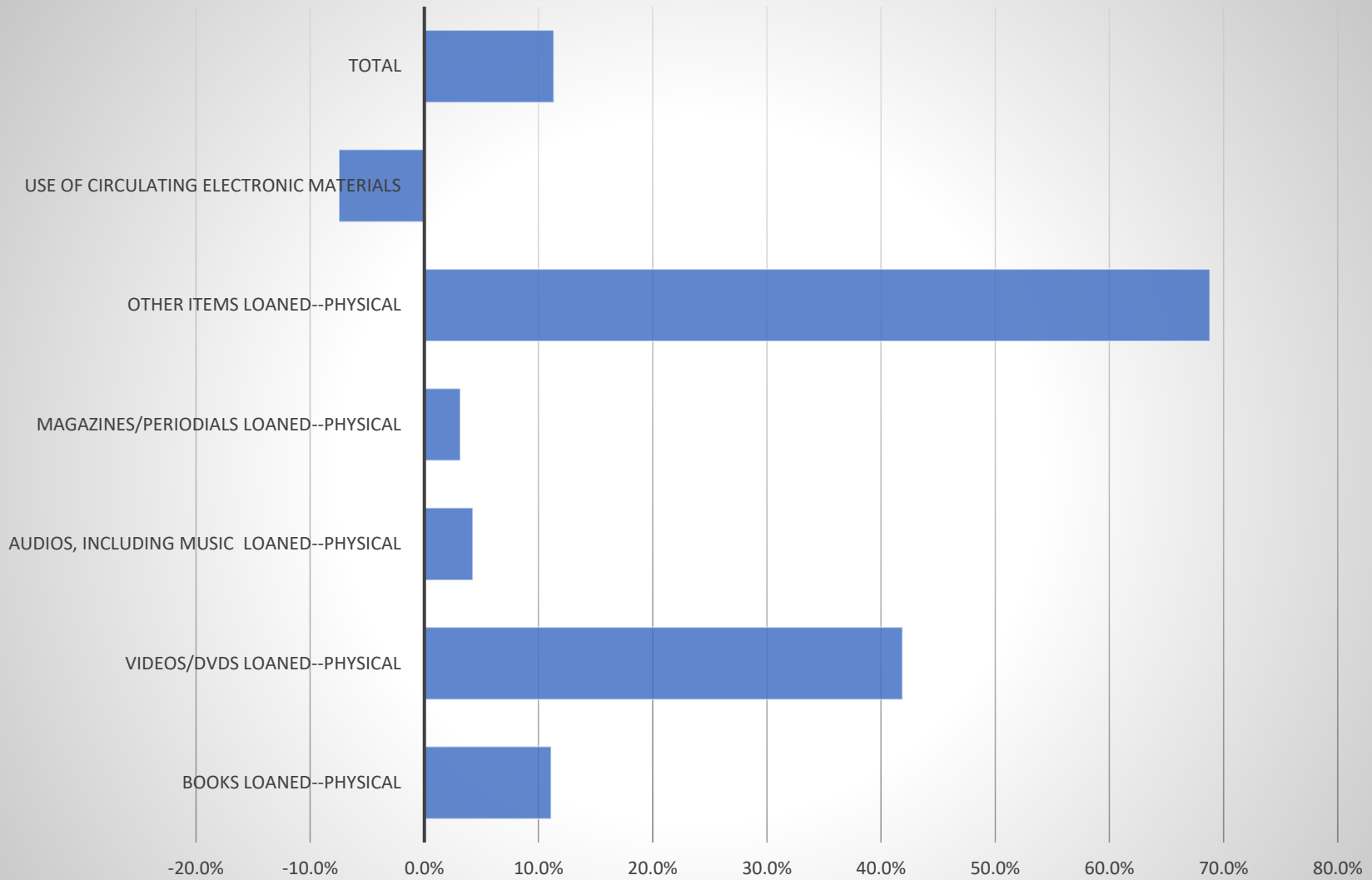
Circulation by Material Type 2021 vs. 2022



	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
2022 Total	164,887	40,110	8,642	3,164	2,733	41,269	260,805
2021 Total	148,399	28,267	8,289	3,067	1,619	44,605	234,246

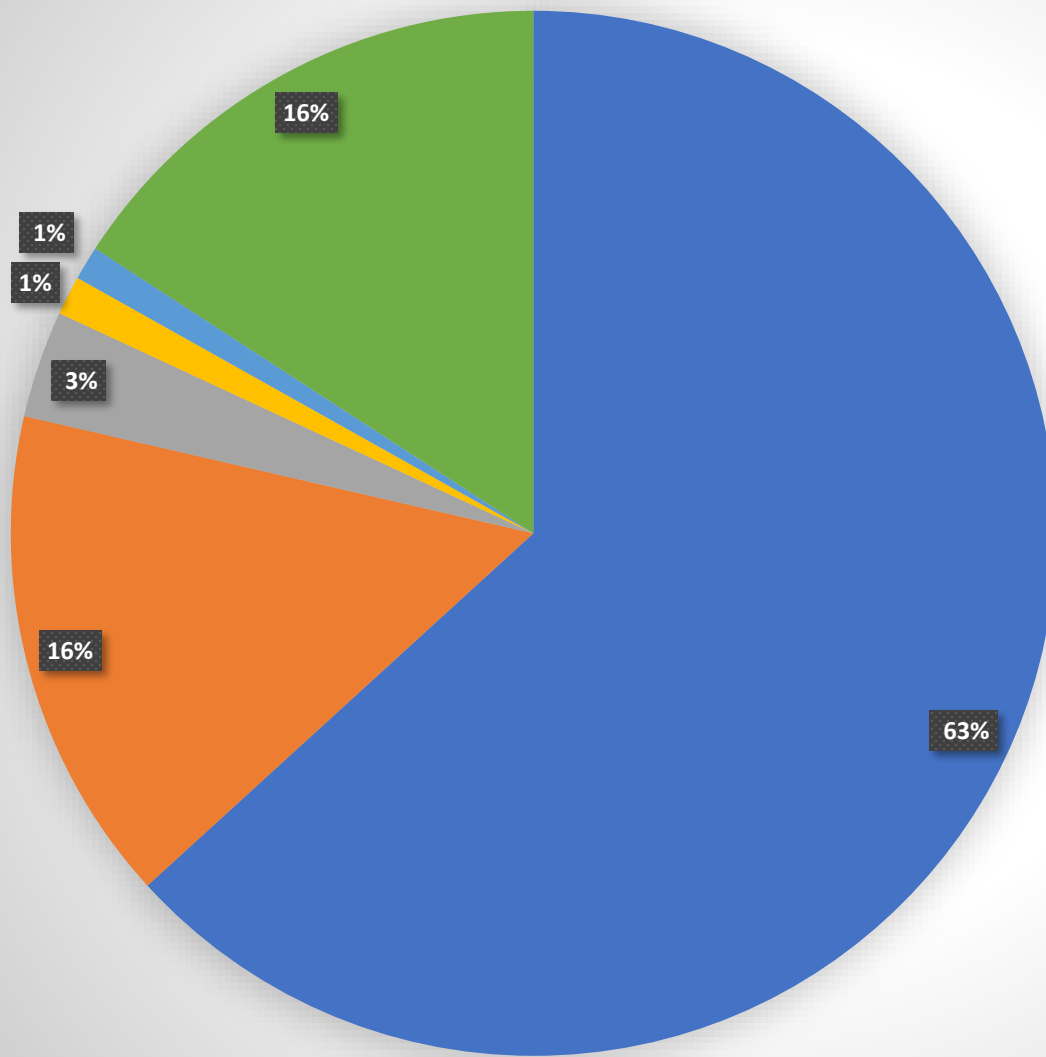
■ 2022 Total
 ■ 2021 Total

Change from 2021



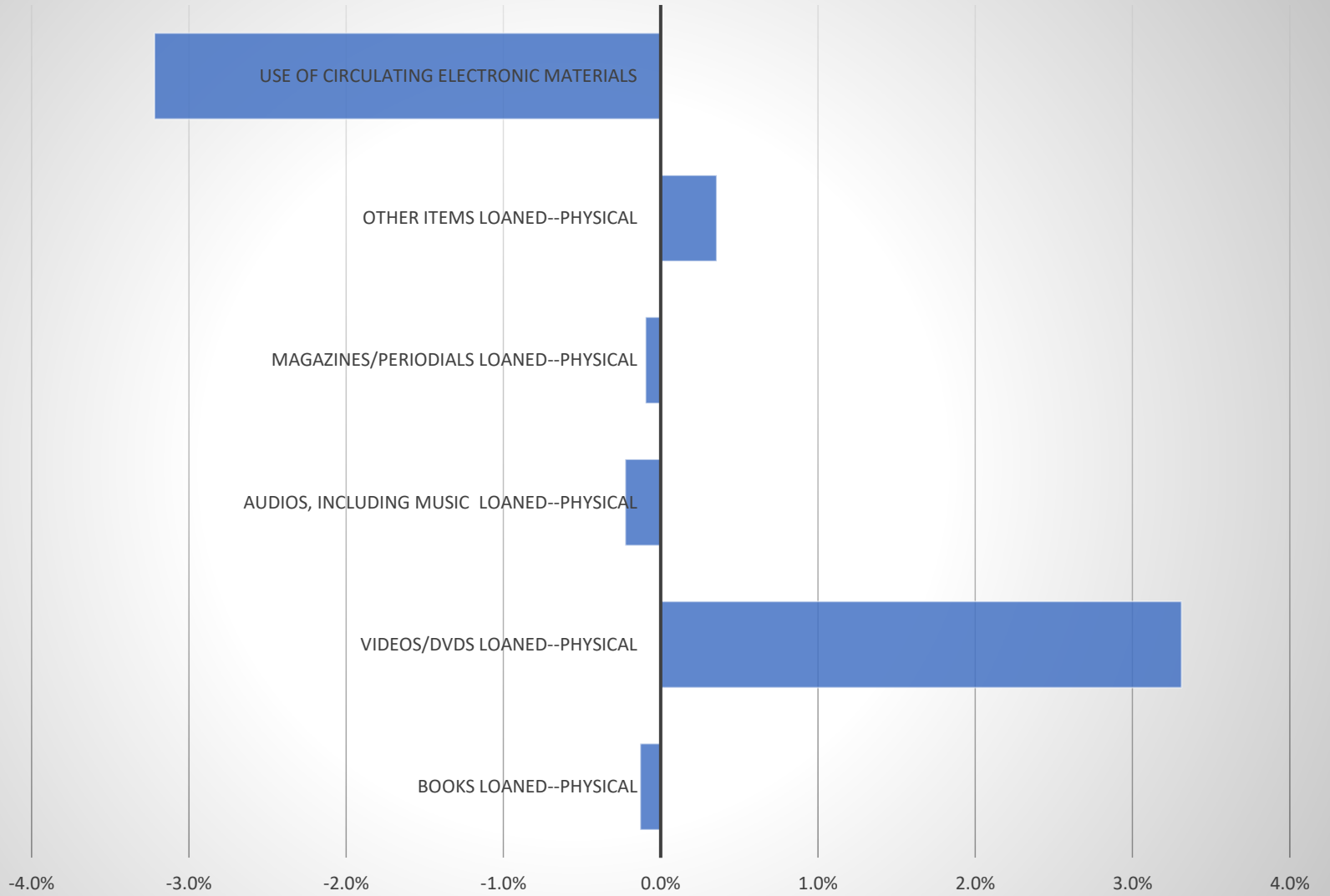
	Books Loaned--Physical	Videos/DVDS Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
Change from 2021	11.1%	41.9%	4.3%	3.2%	68.8%	-7.5%	11.3%

% of Total



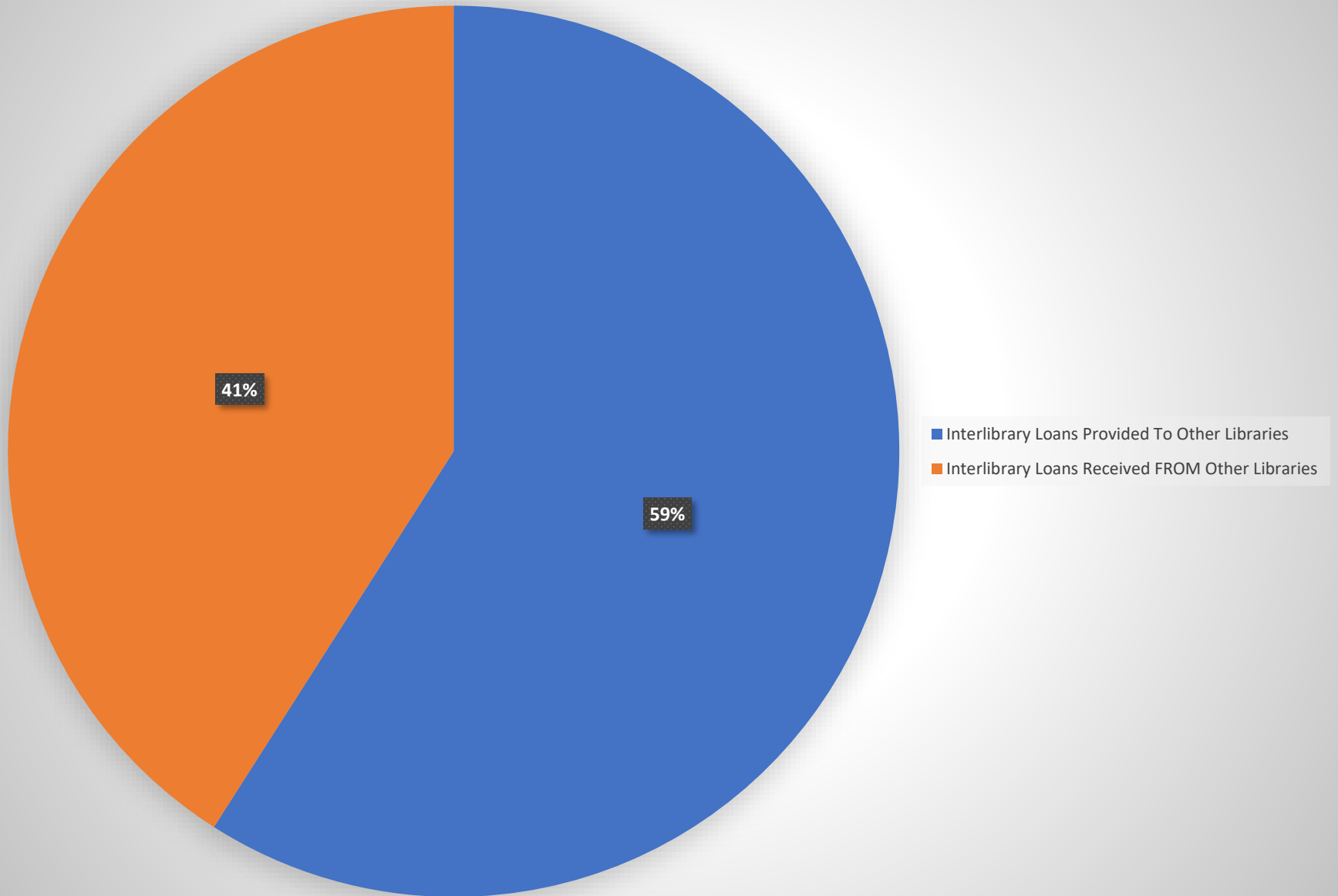
- Books Loaned--Physical
- Videos/DVDs Loaned--Physical
- Audios, Including Music Loaned--Physical
- Magazines/Periodicals Loaned--Physical
- Other Items Loaned--Physical
- Use of Circulating Electronic Materials

How did the pie change?

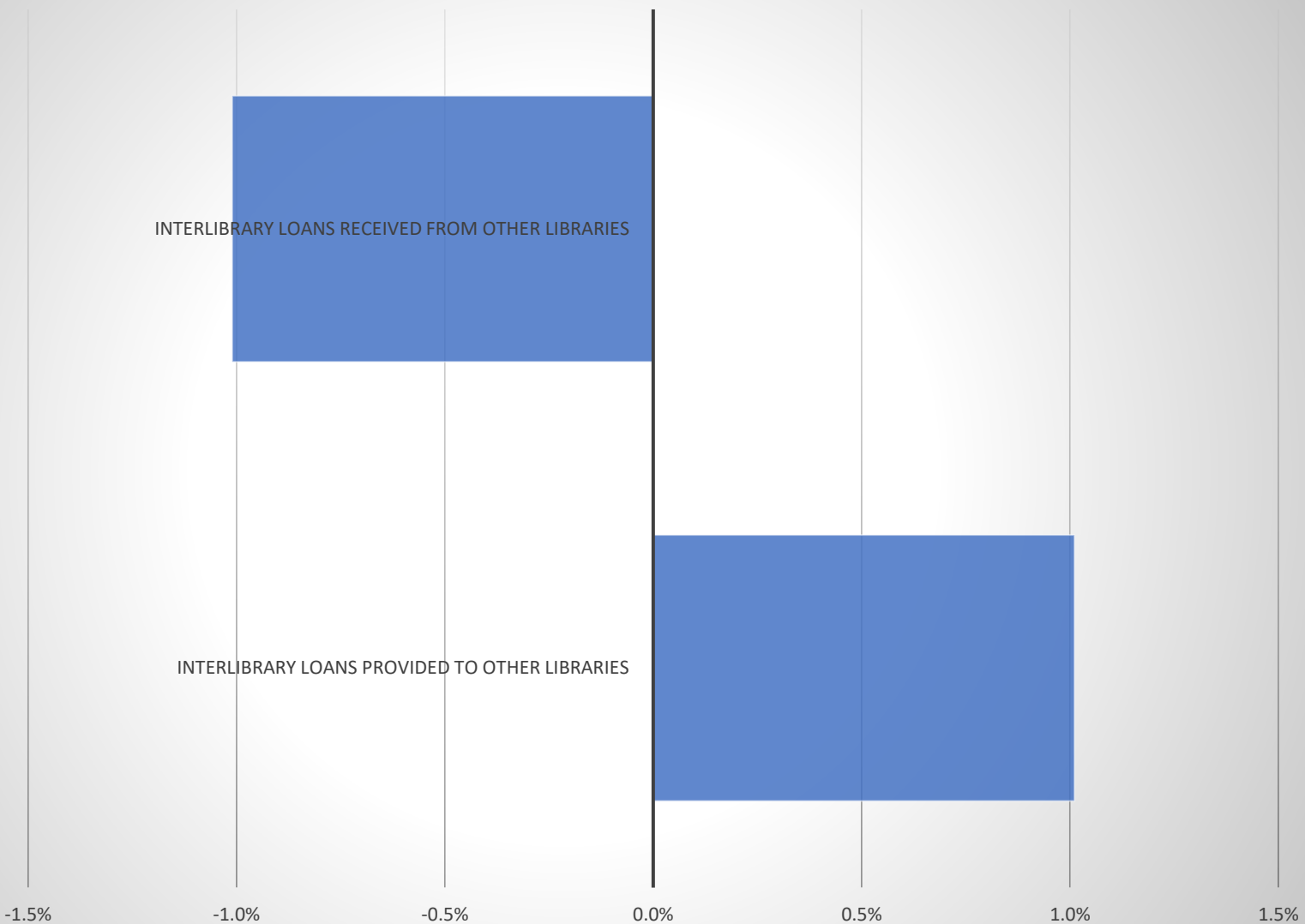


	Books Loaned--Physical	Videos/DVDS Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials
■ Change in % of Total	-0.1%	3.3%	-0.2%	-0.1%	0.4%	-3.2%

ILL Transactions

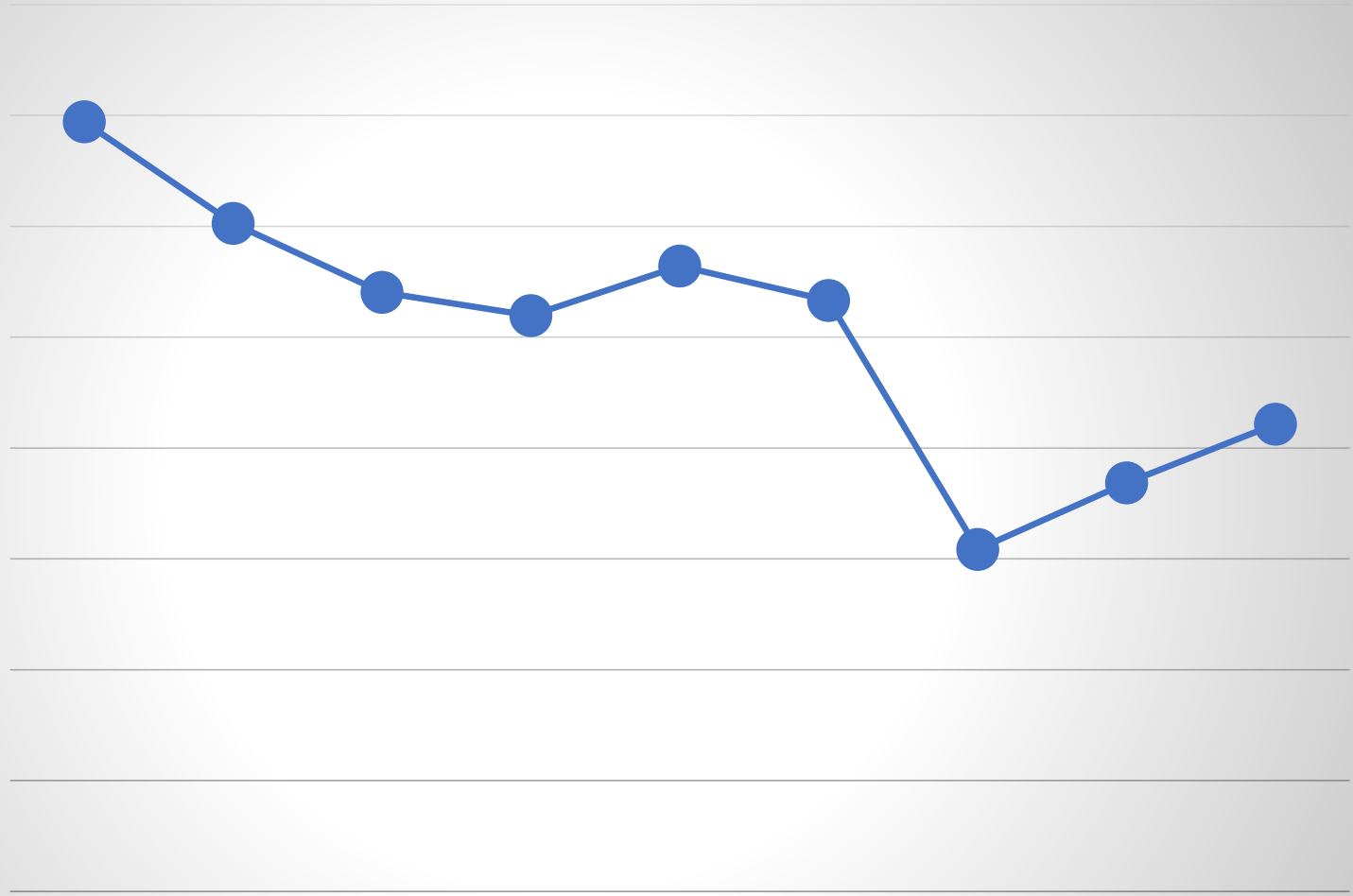


How did the pie change?



■ Change in % of Total	Interlibrary Loans Provided To Other Libraries	Interlibrary Loans Received FROM Other Libraries
	1.0%	-1.0%

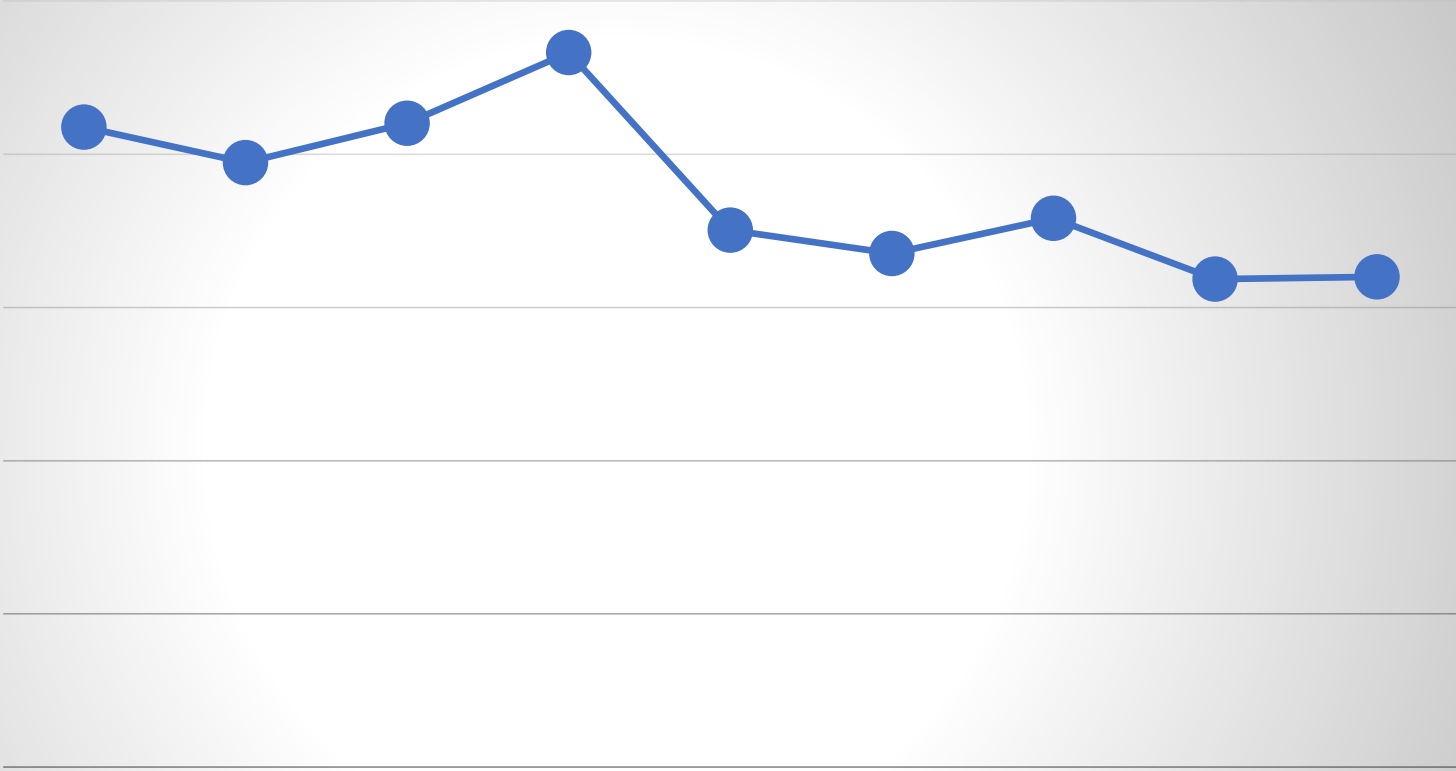
Total Circulation Since 2014



● Total Circulation

2014	2015	2016	2017	2018	2019	2020	2021	2022
397,109	351,308	320,194	309,740	332,129	316,574	204,307	234,246	260,805

Collection Size Since 2014



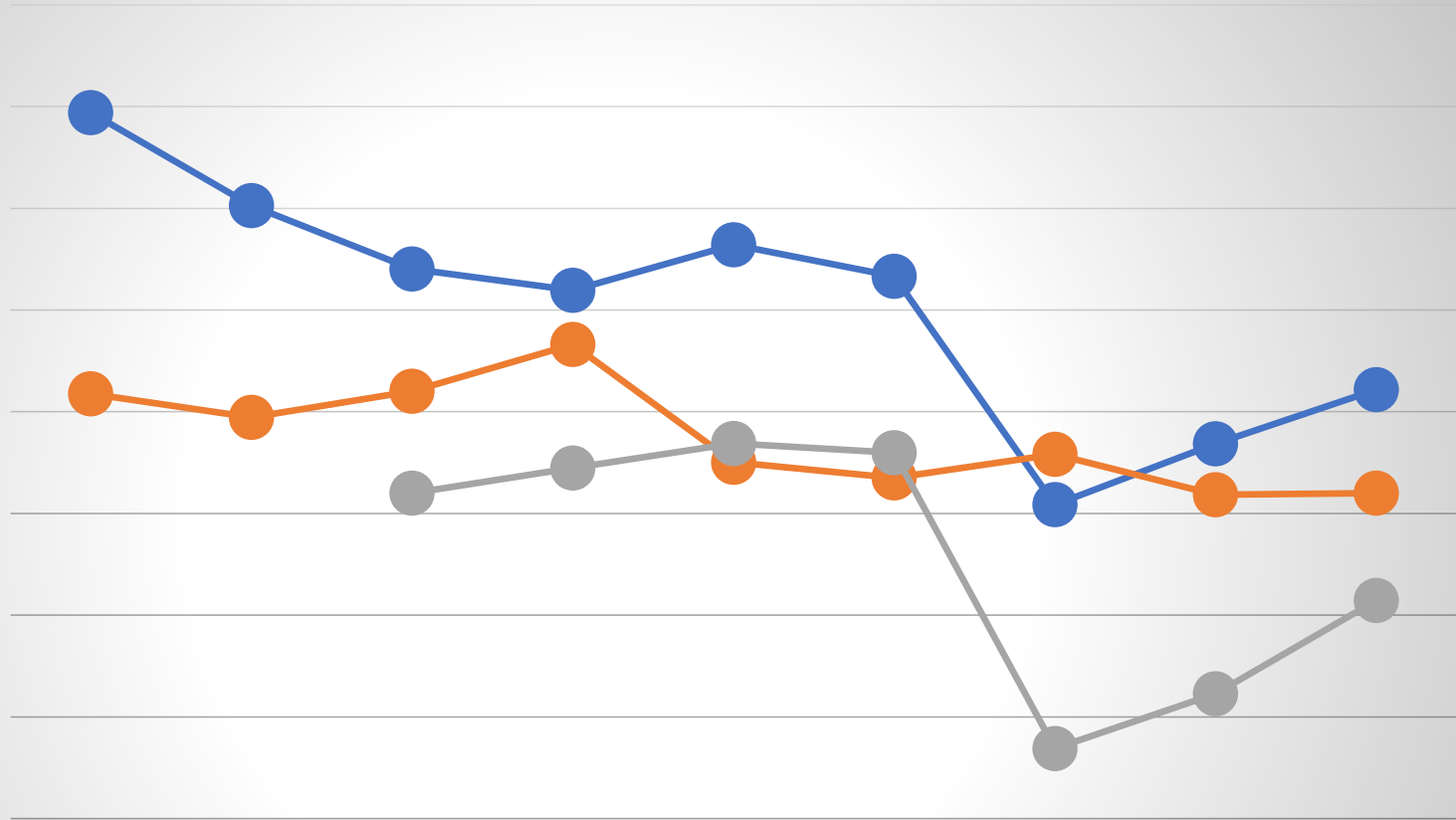
	2014	2015	2016	2017	2018	2019	2020	2021	2022
Collection Size	258,796	247,299	260,120	283,122	225,229	217,563	229,086	209,238	209,966

Library Visits Since 2016



	2014	2015	2016	2017	2018	2019	2020	2021	2022
Library Visits			210,034	222,352	234,443	229,935	84,502	111,366	157,183

Circulation/Collection Size/Visits to Library



	2014	2015	2016	2017	2018	2019	2020	2021	2022
● Total Circulation	397,109	351,308	320,194	309,740	332,129	316,574	204,307	234,246	260,805
● Collection Size	258,796	247,299	260,120	283,122	225,229	217,563	229,086	209,238	209,966
● Library Visits			210,034	222,352	234,443	229,935	84,502	111,366	157,183

● Total Circulation
 ● Collection Size
 ● Library Visits

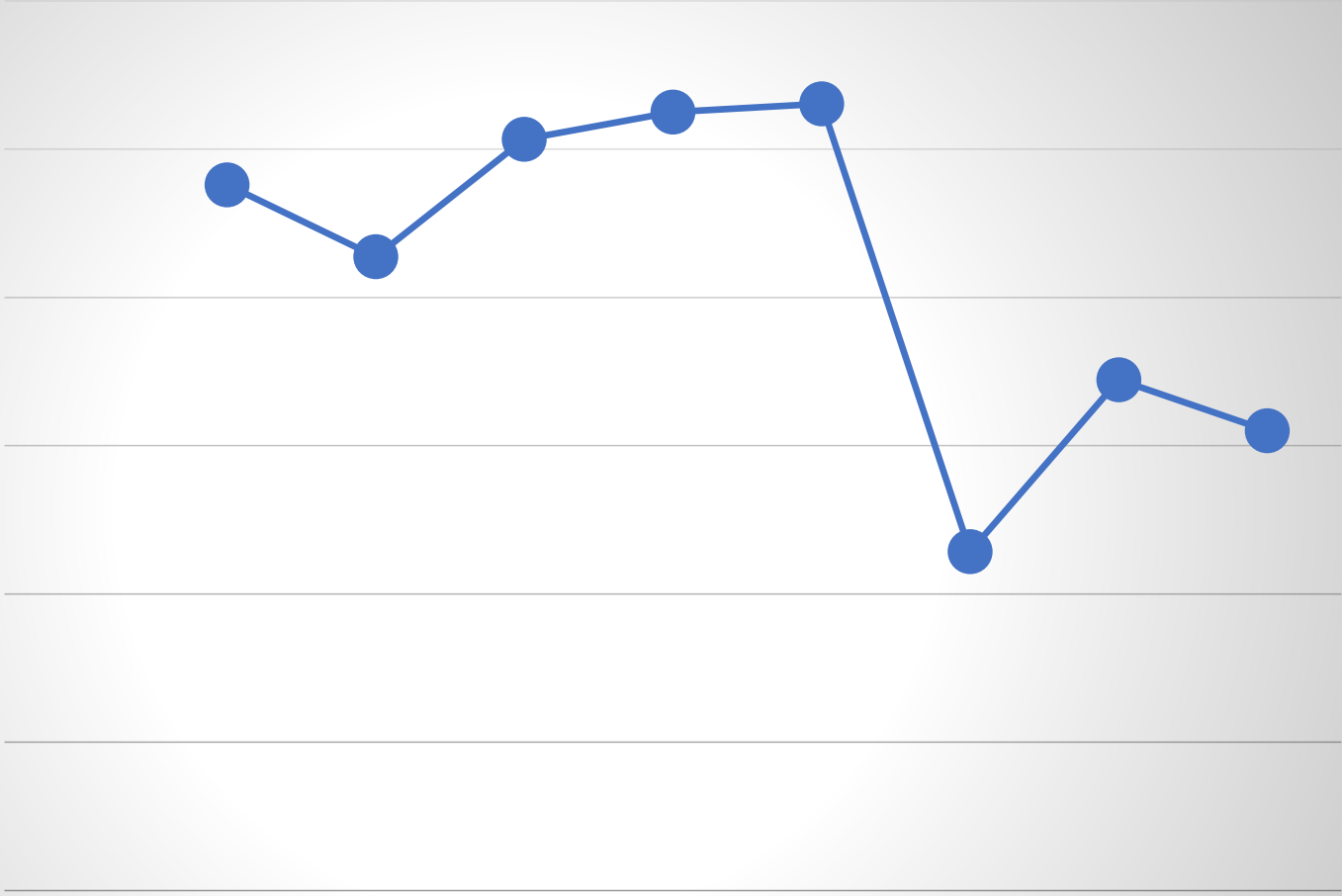
Library Programs Since 2014



	2014	2015	2016	2017	2018	2019	2020	2021	2022
Number of Programs	197	307	334	479	754	737	176	214	536
Number of Attendees	9,084	11,280	12,373	15,545	22,064	28,411	12,288	11,940	20,309

Number of Programs Number of Attendees

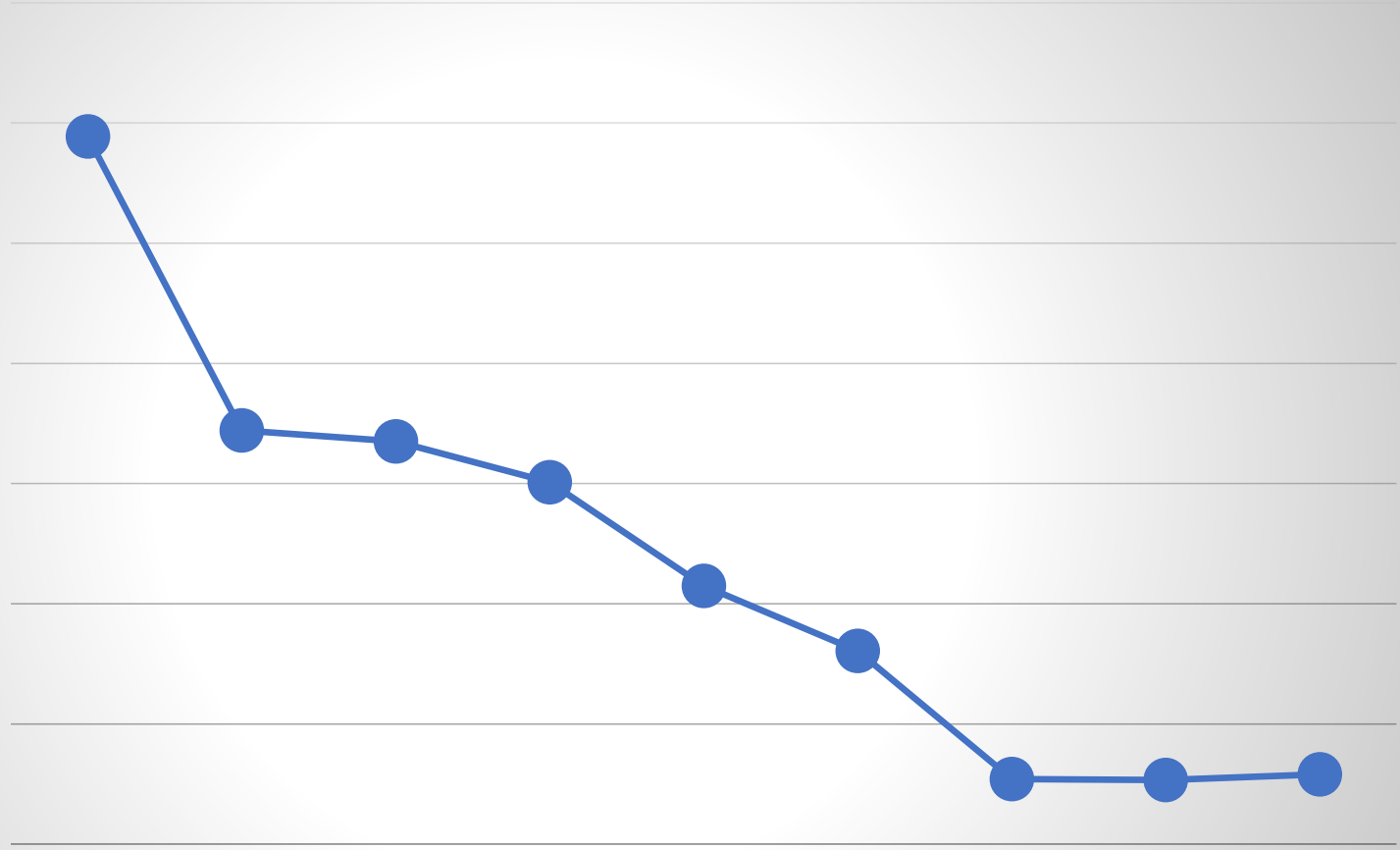
Reference Questions Since 2015



Reference Questions

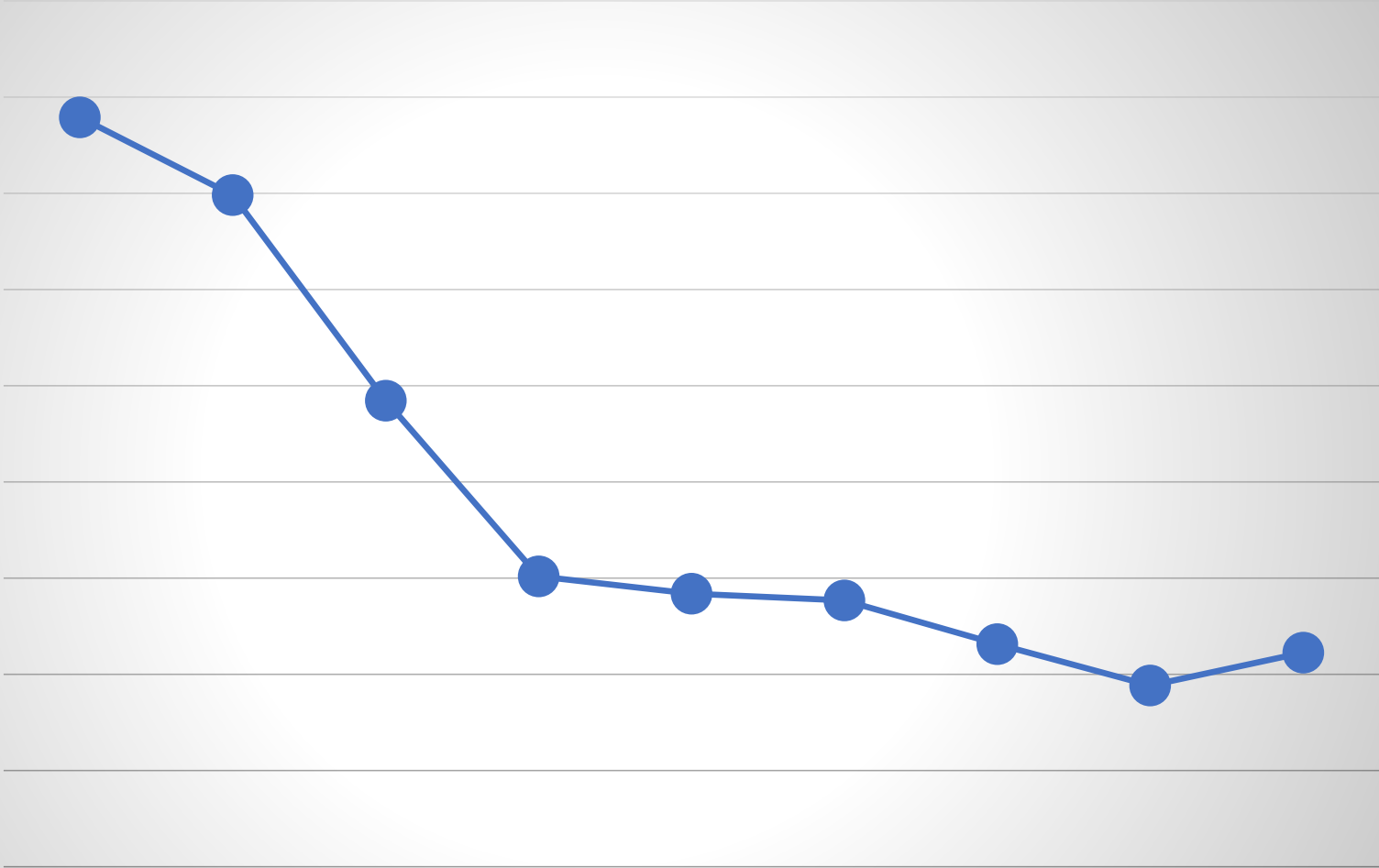
2014	2015	2016	2017	2018	2019	2020	2021	2022
	57,586	52,761	60,672	62,502	63,063	32,855	44,451	41,019

Periodial Circulation Since 2014



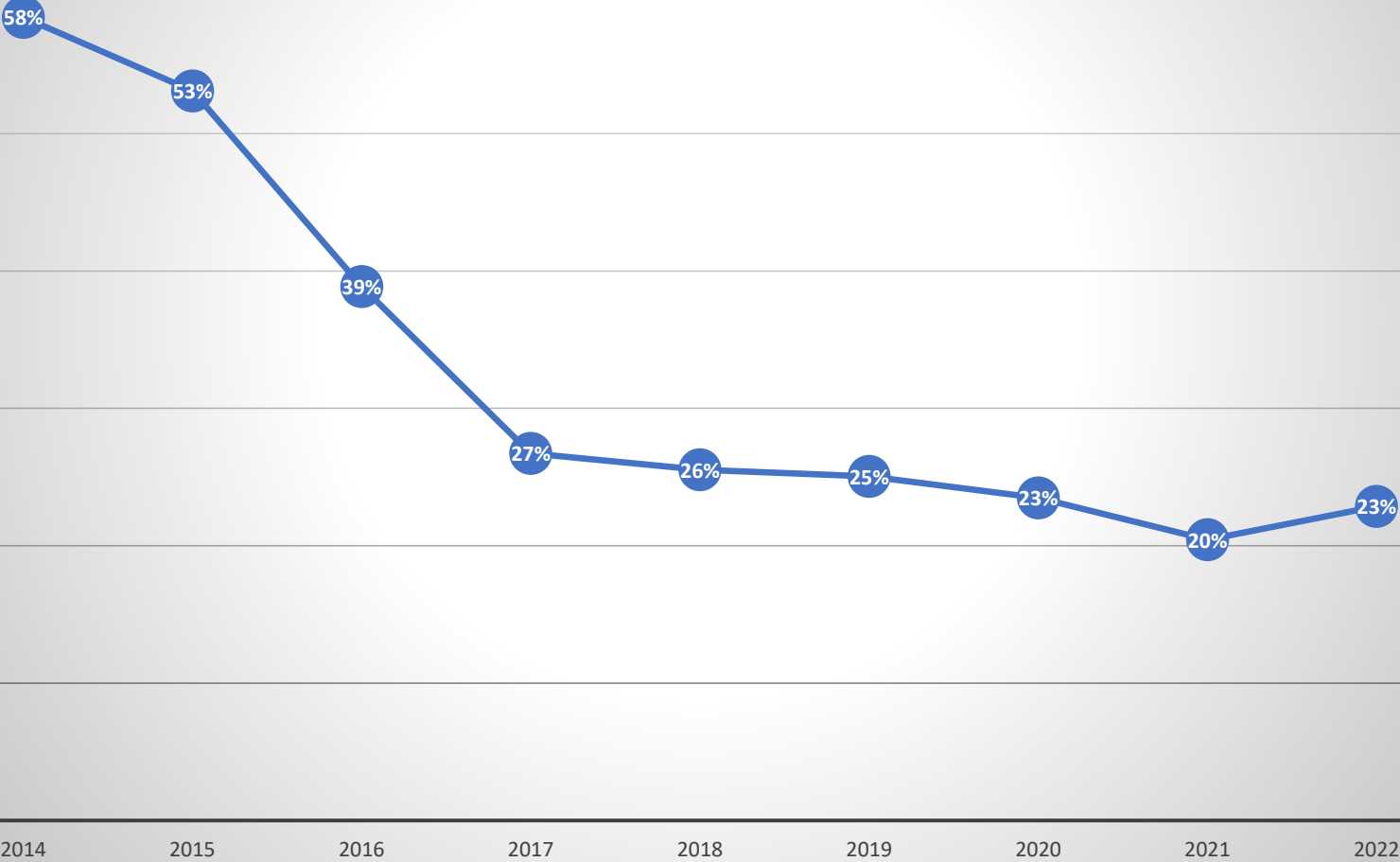
	2014	2015	2016	2017	2018	2019	2020	2021	2022
Periodial Circulation	13,777	8,885	8,701	8,024	6,296	5,215	3,083	3,067	3,164

Cardholders Since 2014

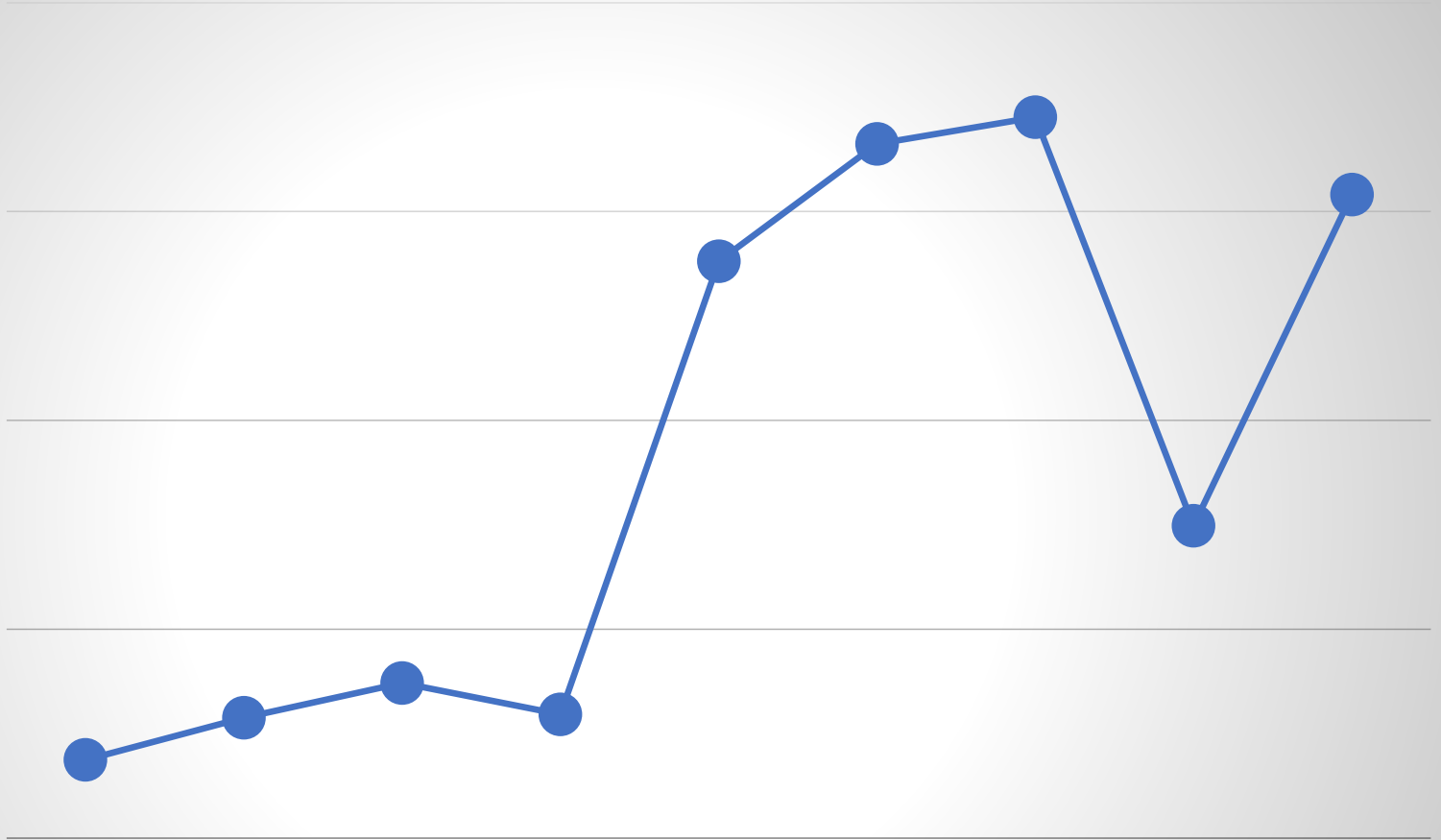


	2014	2015	2016	2017	2018	2019	2020	2021	2022
Cardholders	43,950	39,912	29,224	20,091	19,194	18,833	16,562	14,414	16,121

Saturation Since 2014



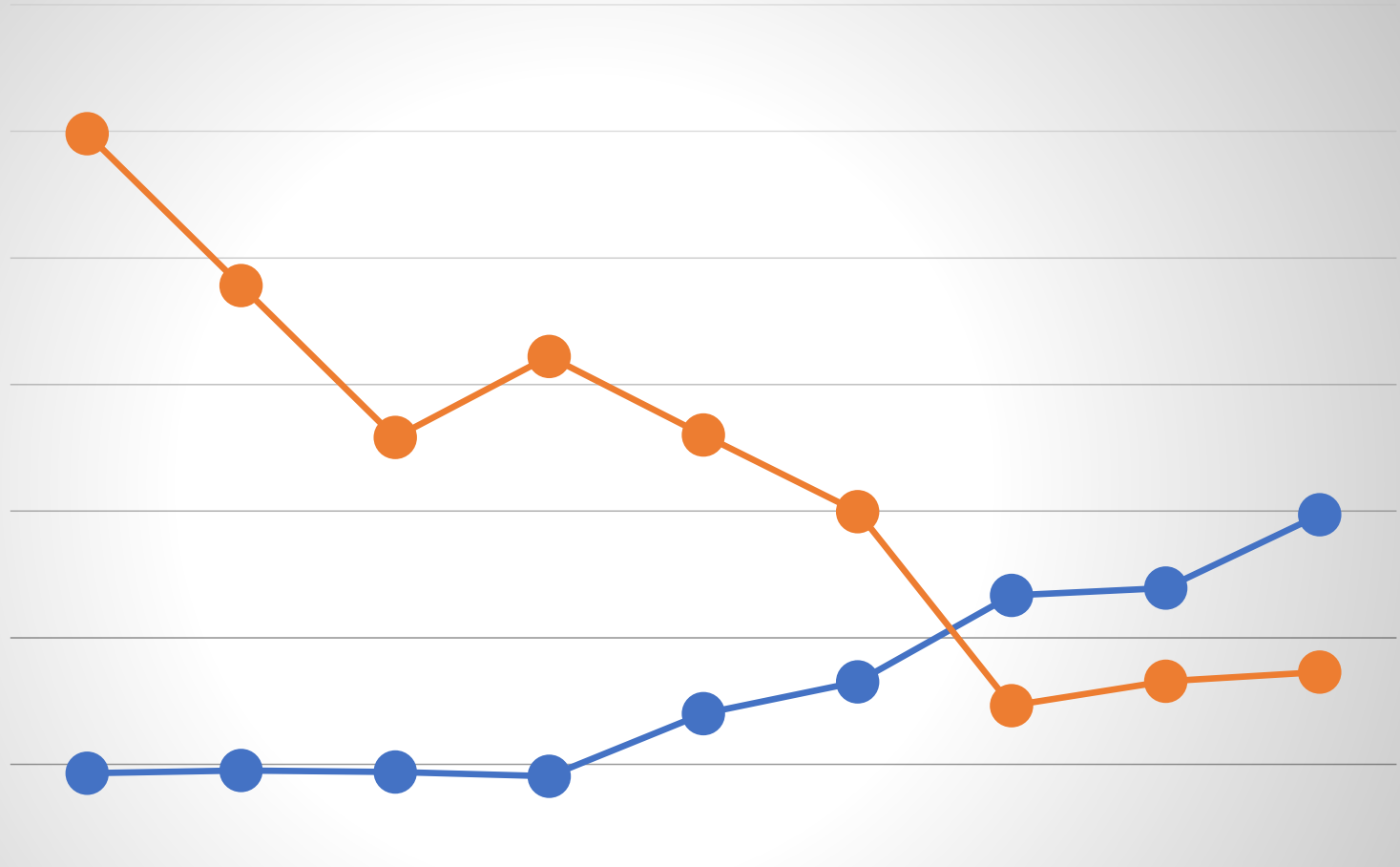
New Registrations Since 2014



● New Registrations

2014	2015	2016	2017	2018	2019	2020	2021	2022
687	788	871	796	1,881	2,162	2,226	1,248	2,041

Streaming vs. Physical Audio Since 2014



	2014	2015	2016	2017	2018	2019	2020	2021	2022
Streaming Audio	4,653	4,756	4,696	4,534	7,009	8,263	11,669	11,962	14,856
Physical Audio	29,902	23,913	17,918	21,108	18,004	14,977	7,322	8,289	8,642

— Streaming Audio — Physical Audio

Circulation by Audience Physical & Electronic	2021 Total	2022 Total	Change from 2021	% of Total	Change in % of
					Total
Number of Adult Materials Loaned	156,828	170,252	8.6%	65.3%	-1.7%
Number of Young Adult Materials Loaned	7,301	7,092	-2.9%	2.7%	-0.4%
Number of Children's Materials Loaned	70,117	83,461	19.0%	32.0%	2.1%
Total Number of Materials Loaned	234,246	260,805	11.3%		

Circulation by Material Type	2021 Total	2022 Total	Change from 2021	% of Total	Change in % of
					Total
Books Loaned--Physical	148,399	164,887	11.1%	63.2%	-0.1%
Videos/DVDs Loaned--Physical	28,267	40,110	41.9%	15.4%	3.3%
Audios, Including Music Loaned--Physical	8,289	8,642	4.3%	3.3%	-0.2%
Magazines/Periodicals Loaned--Physical	3,067	3,164	3.2%	1.2%	-0.1%
Other Items Loaned--Physical	1,619	2,733	68.8%	1.0%	0.4%
Use of Circulating Electronic Materials	44,605	41,269	-7.5%	15.8%	-3.2%
Total	234,246	260,805	11.3%		

Successful Retrieval of Electronic Information **123,484** **180,641** **46.3%** #REF!

Electronic Content Use **168,089** **241,445** **43.6%** #REF!

Total Collection Use **2021 Total** **2022 Total** **Change from 2021**

Total Collection Use **357,730** **441,446** **23.4%**

ILL Transactions	2021 Total	2022 Total	Change from 2021	% of Total	Change in % of
					Total
Interlibrary Loans Provided To Other Libraries	39,903	42,190	5.7%	#REF!	#REF!
Interlibrary Loans Received FROM Other Libraries	28,865	30,177	4.5%	#REF!	#REF!
Total ILL Transactions	68,768	72,367	5.2%		

2021 Total **2022 Total** **Change from 2021**

New Patron Registrations 1,248 2,041 63.5%

of Visitors (Security Gate) 78,509 122,746 56.3%

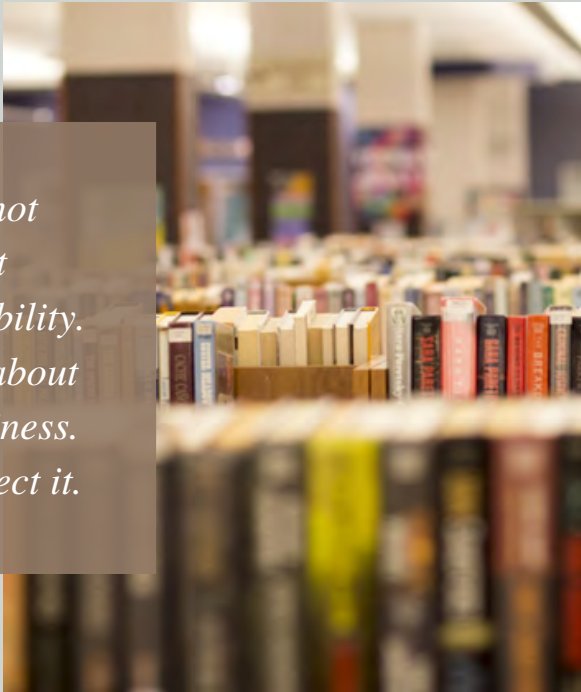
Visitors Lobby Counter 84,502 157,183 86.0%

Local History # of visitors 298 446 49.7%

Adult Programs Active 1,121 2,419 115.8%

Adult Programs Passive	1,207	2,067		71.3%
Adult Programs Virtual Live	22	234		963.6%
Adult Programs Virtual Recorded	193	165		-14.5%
YA Programs Active	0	47	#DIV/0!	
YA Programs Passive	409	315		-23.0%
YA Virtual Live	0	0	#DIV/0!	
YA Virtual Recorded	57	0		-100.0%
Children's Programs Active	1,354	7,117		425.6%
Children's Programs Passive	2,599	6,924		166.4%
Children's Virtual Live	185	1,021		451.9%
Children's Virtual Recorded	5,141	0		-100.0%
Total Programs	12,288	20,309		65.3%
Public Sessions	14,620	19,780		35.3%
Wireless Sessions	5,691	13,962		145.3%
Website Sessions	113,083	118,183		4.5%
Unique Visits	63,468	69,694		9.8%
Page Views	485,031	458,445		-5.5%
Self Checks	43,324	81,114		87.2%
Percentage of Self Checks	40%	0		6.8%
Assists Adult	22,718	28,110		23.7%
Assists Children	9,181	11,301		23.1%
Assists Local history	956	1,608		68.2%
IT help calls	1,154	1,163		0.8%
Searches in Catalog	848,610	205,526		-75.8%
Number of Items processed	18,575	18,344		-1.2%
Number of Items Withdrawn from Collection	19,237	10,083		-47.6%
Number of mended items	2,189	2,657		21.4%
Number of items ordered	8,213	7,654		-6.8%
Number of records added to database	15,824	15,686		-0.9%

A LOOK BACK



*It is not
about
capability.
It is about
readiness.
Respect it.*

345 PEOPLE SERVED:

Race:

- 58% White
- 22% Black/African American
- 17% Unknown/Not identified
- 3% Hispanic/Latinx

Gender identity:

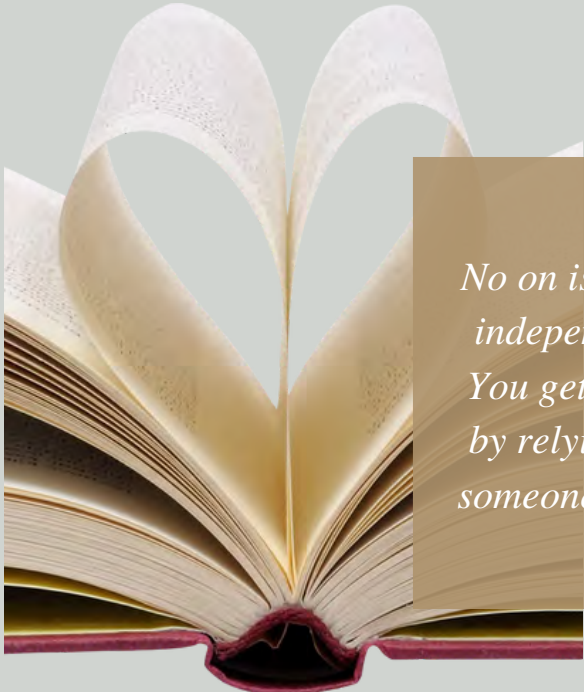
- 52% Identified as male
- 38% Identified as female
- 7% Did not disclose
- 3% Identified as non-binary

TYPE OF RAPPORT:

- 45% Social work outreach
- 43% Walk-ins
- 8% Phone calls/voicemails
- 4% Via e-mail

MENTAL HEALTH + SUBSTANCE USE

- 10% of individuals directly disclosed living with mental health issues.
- 4% disclosed substance use.
- An estimated **42%** of patrons are likely living with mental health/substance use based on daily social work interaction and observation.



*No on is truly
independent.
You get there
by relying on
someone else.*

A LOOK BACK


WHAT WE ACCOMPLISHED:

- DPL was a host site for Homelessness Point in Time Count. The county uses this critical data to obtain state and federal funding.
- Legal aid and an employability specialist came to the library.
- Revised policies to ensure we are offering service through a trauma-informed lens.
- We reached 150 families at the Community Healing Fair and signed up individuals for library cards.
- A safe space was for teens to come weekly to discuss hard topics and do activities. We reached some vulnerable populations with this program!
- Consulted on library social work curriculum at the University of Illinois Champaign-Urbana.

- Guest speaker for the National Association for Social Workers, Illinois Chapter.
- In September, we created a community resource board for the public. It provided 344 different resources to patrons.
- Successfully housed 23 individuals who were previously experiencing chronic homelessness. Meaning they were unhoused for a year or more.
- We assisted 12 libraries across the country in building their own library social work programs.
- Heavily advocated for access to mental health, housing, and reproductive rights: as well as voting rights and protection for LGBTQ+ people.

Thank you for another great year!

Jessica Hill, MSW, LSW



"The ache for home lives in all of us, the safe place where we can go as we are and not be questioned."



Kindness is beautiful and just a little can go a long way.