



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting AGENDA  
Wednesday, November 9, 2022  
4:30 p.m.  
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Approval of Agenda**
- III. Minutes**—September 14, 2022 Meeting
- IV. Written Communications from the Public**
- V. Public Comment**— 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
- VI. Old Business**
  - A. Capital Needs (Discussion)
  - B. Friends of the Library Relocation (Discussion)
  - C. Hire of Off-Duty Police (Discussion)
  - D. Shelving & Carpet Project (Discussion)
  - E. Other
- VII. New Business**
  - A. October 2022 Check Register (Action)
  - B. October 2022 Budget Actuals (Discussion)

C. FY2022 Budget Projection (Discussion)

D. Project Viewpoint (Action)

E. Library Strategies Proposal (Action)

F. Other

**VIII. Adjournment**

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
Finance and Properties  
Minutes

**Date: September 14, 2022**

**Time: 4:30 p.m.**

**Location: Board Room**

**Present:** Sofia Xethalis  
Jeffrey Cancienne  
Jacobie Jones (Chair)

**Staff:** Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Alissa Henkel, Programs, Resources, & Services

**Absent:**  
Alana Banks

**Guests:**

**Call to Order:**  
Mr. Jones called the meeting to order at 5:06 pm.

**Approval of Agenda**  
Mr. Jones requested a motion to approve the agenda. Ms. Xethalis made a motion to approve the agenda, seconded by Mr. Cancienne. All in favor. The motion was adopted.

**Approval of Minutes: August 10, 2022 meeting minutes**  
Mr. Jones requested a motion to approve the August 10, 2022 meeting minutes. Ms. Xethalis made a motion to approve the minutes, seconded by Mr. Cancienne. All in favor. The motion was adopted.

**Written Communication from the Public:** none

**Public Comments:** none

**Old Business**  
Capital Needs (Discussion) No report.

**New Business**

August 2022 Check Registers (Action) Ms. Xethalis made a motion to send the check register to the full Board, seconded by Mr. Cancienne. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Xethalis, yes, Mr. Cancienne, yes. All in favor. The motion was adopted.

August 2022 Budget Actuals (Discussion) Mr. Meyer discussed the August budget details. The Library's cash position is good. The per capita grant was received last week.

FY2022 Budget Projection (Discussion) Mr. Meyer gave a summary of the budget projections for the remainder of the year. The PPRT is coming in higher than budgeted. The excess can be rolled into our capital fund to be used on furniture next year.

FY2023 Budget (Discussion) Mr. Meyer is working on the 2023 budget and does not have a full balance of numbers to present today.

AFSCME Collective Bargaining Issue ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § © (2)) (Action) Mr. Jones made a motion to move into closed session at 5:34pm. All in favor. Ms. Xethalis made a motion to come out of closed session at 5:54pm. Seconded by Mr. Cancienne. All in favor. Motion carried.

Ms. Xethalis made a motion to go with Option 4 - Approach the union and offer them a 3.5% increase for 2023 and push all the other salary ranges into the future by 1-year and extend the CBA for 1-year. Seconded by Mr. Cancienne. Mr. Jones requested a roll call vote. Ms. Xethalis yes, Mr. Cancienne Yes, Mr. Jones Yes. All in favor. The motion carried.

Management Salary Increase Matrix (Action) This was tabled.

Off-Duty Police (Discussion) Mr. Meyer spoke to the Deputy City Manager Kindseth regarding how much the City pay toward this cost. Mr. Meyer will meet with Mike Pritchett to search for the officers with an approximate cost of \$60 an hour for a part-time officer. The peak times for instances are 11am to 12 noon, and 4pm to 5pm. The officers would be here 5-hours a day, equating to a 30-hour week.

Friends of The Library Relocation (Discussion) Mr. Meyer stated they have backed away from the partition idea. The adjoining rooms can have a large walkway put in with an adjustment to the HVAC equipment.

Shelving & Carpet Project (Discussion) Mr. Meyer stated the carpet portion is at the City's expense. The public area will be replaced first. The shelving detail is almost complete. There is a large lead time for shelving.

### **Adjournment**

Mr. Jones requested a motion to adjourn at 6:15pm. Ms. Xethalis made a motion to adjourn, seconded by Mr. Cancienne. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 9/14/2022

DATE: 11/2/2022  
 TIME: 2:39:04PM

**CITY OF DECATUR  
 LIBRARY FUNDS CHECK REGISTER**

**FOR INVOICES FROM 10/1/2022 TO 10/31/2022**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>	
<b>35 LIBRARY FUND</b>						
149603	10/4/2022 12:00:00 AM	BAKER & TAYLOR CO		2,654.12		
			BOOKS AND ENTERTAINMENT 2022		OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
149628	10/4/2022 12:00:00 AM	EBSCO INDUSTRIES, INC		908.95		
			ACCT CG-F-18868-00 /PEORIA JOURNAL SUBSCRIPTION		PER CAPITA GRANT EXPENSE	433015
149636	10/4/2022 12:00:00 AM	GALE GROUP, INC.		24.79		
			LARGE PRINT BOOK		PER CAPITA GRANT EXPENSE	433015
149664	10/4/2022 12:00:00 AM	MIDWEST TAPE, LLC		459.83		
			AV AND STREAMING SERVICES		OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
149674	10/4/2022 12:00:00 AM	PEERLESS NETWORK, INC		387.32		
			ACCT 1212890		TELEPHONE	423300
149710	10/4/2022 12:00:00 AM	WATTS COPY SYSTEMS		798.10		
			SERVICE AND MAINTENANCE OF OFF		SERV-OFFICE EQUIPMENT	421300
149712	10/11/2022 12:00:00 AM	A TO Z DATABASE		8,034.00		
			DATABASE SUBSCRIPTION 22/23		PER CAPITA GRANT EXPENSE	433015
149716	10/11/2022 12:00:00 AM	AMAZON PAYMENTS		1,524.10		
			SUPPLIES AND BOOKS		OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
					SMALL CAPITAL ITEMS	449900
149723	10/11/2022 12:00:00 AM	BAKER & TAYLOR CO		1,745.34		
			BOOKS AND ENTERTAINMENT 2022		OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
149737	10/11/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES		220.86		
			SEPT 16 - SEPT 30'22		POSTAGE	424500
149748	10/11/2022 12:00:00 AM	EFFINGHAM PUBLIC LIBRARY		41.95		
			LOST OR DAMAGED MATERIALS		LOST OR DAMAGED BOOKS	458100
149752	10/11/2022 12:00:00 AM	ENVISIONWARE, INC		3,881.00		
			RFID-TAGS		OFFICE SUPPLIES	434500
149753	10/11/2022 12:00:00 AM	ERICKSON DAVIS, ATTORNEYS		1,035.00		
			LEGAL SERVICES		PROFESSIONAL SERVICES	428000
149760	10/11/2022 12:00:00 AM	FORSYTH PUBLIC LIBRARY		80.93		
			LOST OR DAMAGED MATERIALS		LOST OR DAMAGED BOOKS	458100

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>	
149761	10/11/2022 12:00:00 AM	FRAZIER, ALIX		251.00		
			ALA MEMBERSHIP, DUES-R, DIV-R-PLA & RT-R-SRRT		MEMBERSHIP FEES	428400
149763	10/11/2022 12:00:00 AM	HARGADON, STEVE		99.00		
			WEBINAR PATRON HARASSMENT		CONFERENCES & TRAVEL	424100
149767	10/11/2022 12:00:00 AM	ICE WARP, INC.		2,048.06		
			LICENSE RENEWAL 22/23		COMPUTER SOFTWARE	424700
149778	10/11/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC		1,384.80		
			SOC WORK JESSICA HILL SUB CONT		OTHER LIBRARY GRANT EXPENSE	433020
149787	10/11/2022 12:00:00 AM	MAHOMET PUBLIC LIBRARY		14.99		
			LOST OR DAMAGED MATERIALS		LOST OR DAMAGED BOOKS	458100
149793	10/11/2022 12:00:00 AM	MIDWEST TAPE, LLC		309.33		
			AV AND STREAMING SERVICES		OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
149797	10/11/2022 12:00:00 AM	MOYER DISTRICT LIBRARY		54.00		
			LOST OR DAMAGED MATERIALS		LOST OR DAMAGED BOOKS	458100
149803	10/11/2022 12:00:00 AM	PAETEC		241.36		
			ACCT 633292627001		TELEPHONE	423300
149814	10/11/2022 12:00:00 AM	SAM'S CLUB		262.12		
			ACCT 9064		MEMBERSHIP FEES	428400
					OTHER LIBRARY GRANT EXPENSE	433020
149856	10/18/2022 12:00:00 AM	AMAZON PAYMENTS		238.60		
			ITEM RETURN		BOOKS & PERIODICALS	458000
					OTHER LIBRARY GRANT EXPENSE	433020
149860	10/18/2022 12:00:00 AM	BAKER & TAYLOR CO		1,314.90		
			BOOKS AND ENTERTAINMENT 2022		OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
149862	10/18/2022 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS		113.40		
			S-852 CUSTOM STAMP		OFFICE SUPPLIES	434500
149893	10/18/2022 12:00:00 AM	DEETTA JONES AND ASSOCIATES LLC		48,000.00		
			FINAL PAYMENT EDI STRATEGY WORK/CONSULTING		PROFESSIONAL SERVICES	428000
149912	10/18/2022 12:00:00 AM	HR SOURCE		907.00		
			HARRASSMENT PREVENTION TRAINING		CONFERENCES & TRAVEL	424100
149929	10/18/2022 12:00:00 AM	JOHNSTON CITY PUBLIC LIBRARY		15.00		
			LOST OR DAMAGED MATERIALS		LOST OR DAMAGED BOOKS	458100
149951	10/18/2022 12:00:00 AM	MIDWEST TAPE, LLC		341.45		
			AV AND STREAMING SERVICES		OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
149965	10/18/2022 12:00:00 AM	PAETEC		52.35		
			ACCT 633318933001		TELEPHONE	423300

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>	
149974	10/18/2022 12:00:00 AM	PRODUCT LLC		6,200.00		
			BID DOCUMENTS FOR SHELVING & CARPET		PROFESSIONAL SERVICES	428000
150004	10/18/2022 12:00:00 AM	UNIQUE MANAGEMENT SERVICES		492.25		
			SEPT'22 PLACEMENTS		PROFESSIONAL SERVICES	428000
150018	10/18/2022 12:00:00 AM	WORLD BOOK, INC		2,213.00		
			ONLINE SCHOOL EDITION LIBRARY		PER CAPITA GRANT EXPENSE	433015
150020	10/18/2022 12:00:00 AM	ZIESE, CAROL		738.96		
			TRAVEL REQUEST FOR 10/25/22		CONFERENCES & TRAVEL	424100
150026	10/25/2022 12:00:00 AM	BAKER & TAYLOR CO		3,729.19		
			BOOKS AND ENTERTAINMENT 2022		OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
					PER CAPITA GRANT EXPENSE	433015
150048	10/25/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES		192.06		
			OCT 1 - OCT 14'22		POSTAGE	424500
150088	10/25/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC		1,240.55		
			SOC WORK JESSICA HILL SUB CONT		OTHER LIBRARY GRANT EXPENSE	433020
150089	10/25/2022 12:00:00 AM	JONES & THOMAS		400.00		
			WEB SERVICES		PROFESSIONAL SERVICES	428000
150091	10/25/2022 12:00:00 AM	KANOPY		225.00		
			LIBRARY STREAMING SERVICE		BOOKS & PERIODICALS	458000
150108	10/25/2022 12:00:00 AM	MIDWEST TAPE, LLC		6,078.82		
			AV AND STREAMING SERVICES		OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
150145	10/25/2022 12:00:00 AM	STRIGLOS/HAINES & ESSICK		316.50		
			2023 CALENDARS		OFFICE SUPPLIES	434500
150160	10/25/2022 12:00:00 AM	VERIZON WIRELESS		84.22		
			ACCT 980380645-00001		TELEPHONE	423300
7007554	10/11/2022 12:00:00 AM	DELL INC.		7,806.00		
			OPTIPLEX 7400 ALL IN ONE		SMALL CAPITAL ITEMS	449900
7007556	10/7/2022 12:00:00 AM	DELL INC.		3,683.23		
			POWER EDGE T150 SERVER		SMALL CAPITAL ITEMS	449900
923005047	10/18/2022 12:00:00 AM	REGIONS/CREDIT CARD		1,238.62		
			ACCT 3978		CONFERENCES & TRAVEL	424100
			ACCT 3978		OTHER LIBRARY GRANT EXPENSE	433020
		<b>35 LIBRARY FUND Total</b>		<b>112,082.05</b>		

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>	
<b>59 LIBRARY TRUST FUNDS</b>						
149603	10/4/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	147.65	BOOKS & PERIODICALS	458000
149664	10/4/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	65.00	BOOKS & PERIODICALS	458000
149723	10/11/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	369.52	BOOKS & PERIODICALS	458000
149793	10/11/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	1,739.01	BOOKS & PERIODICALS	458000
149860	10/18/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	71.98	BOOKS & PERIODICALS	458000
150026	10/25/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	689.18	BOOKS & PERIODICALS	458000
150108	10/25/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	314.19	BOOKS & PERIODICALS	458000
<b>59 LIBRARY TRUST FUNDS Total</b>				<b>3,396.53</b>		
WARRANT TOTAL:				<b>115,478.58</b>		



DPL FY 2022 Budget Report

Prepared: November 2, 2022

At the end of October 83% of the year has passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ 2,772,057.60	97.5%	\$ 2,821,941.53	-1.8%
All Other	\$ 1,292,562	31.3%	\$ 1,708,652.20	132.2%	\$ 1,161,222.77	47.1%
<b>Total Revenue</b>	<b>\$ 4,134,562</b>		<b>\$ 4,480,709.80</b>	<b>108.4%</b>	<b>\$ 3,983,164.30</b>	<b>12.5%</b>

Expense	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
<u>Personnel</u>						
Payroll	\$ 1,644,156		\$ 1,355,124.52		\$ 1,394,476.51	-2.8%
Benefits	\$ 870,336		\$ 731,857.32		\$ 673,964.39	8.6%
	<b>\$ 2,514,492</b>	<b>60.7%</b>	<b>\$ 2,086,981.84</b>	<b>83.0%</b>	<b>\$ 2,068,440.90</b>	<b>0.9%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 228,842.20	93.4%	\$ 252,162.90	-9.2%
Per Capita	\$ 104,020		\$ 42,110.40	40.5%	\$ 68,252.67	-38.3%
Lost/Damage	\$ 2,500.00		\$ 1,123.11	44.9%	\$ 1,566.12	n/a
<b>Total Materials</b>	<b>\$ 351,520</b>	<b>9.3%</b>	<b>\$ 272,075.71</b>	<b>77.4%</b>	<b>\$ 321,981.69</b>	<b>-15.5%</b>

Professional Services

Professional Services	\$ 102,000		\$ 88,408.28	86.7%	\$ 11,995.29	637.0%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 157.04	104.7%	\$ 294.15	-0.46612
<b>Total</b>	<b>\$ 102,650</b>	<b>2.7%</b>	<b>\$ 88,565.32</b>	<b>86.3%</b>	<b>\$ 15,820.60</b>	<b>459.8%</b>

Allocations

Administrative Fee	\$	108,864		\$	90,720.00	83.3%	\$	104,060.00	-12.8%
MIS	\$	36,684		\$	30,570.00	83.3%	\$	33,430.00	-8.6%
	\$	<b>145,548</b>	<b>3.8%</b>	\$	<b>121,290.00</b>	<b>83.3%</b>	\$	<b>137,490.00</b>	<b>-11.8%</b>

#### Grants

Other grants	\$	75,000		\$	63,024.59	84.0%	\$	27,695.90	<b>127.6%</b>
	\$	<b>75,000</b>	<b>2.0%</b>	\$	<b>63,024.59</b>	<b>84.0%</b>	\$	27,695.90	<b>127.6%</b>

Advertising	\$	500	0.01%	\$	898.00	179.6%	\$	421.00	113%
-------------	----	-----	-------	----	--------	--------	----	--------	------

#### Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	3,884.80	77.7%	\$	4,256.98	-8.7%
Service to Office Equipment	\$	27,000		\$	10,703.68	39.6%	\$	20,139.27	-46.9%
Telephone	\$	27,000		\$	12,771.50	47.3%	\$	20,523.89	-37.8%
Software	\$	50,000		\$	37,742.01	75.5%	\$	45,216.18	-16.5%
Office Supplies	\$	40,000		\$	24,359.76	60.9%	\$	27,811.79	-12.4%
Small Capital	\$	45,000		\$	39,463.29	87.7%	\$	7,664.58	414.9%
	\$	194,000	5.1%	\$	<b>128,925.04</b>	<b>66.5%</b>	\$	<b>125,612.69</b>	2.6%

#### Staff Development

Interview Travel Expense	\$	-		\$	35.48		\$	-	
Conferences/Training/Travel	\$	20,000		\$	14,297.43	71.5%	\$	3,716.00	284.8%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	55,881.39	111.8%	\$	48,804.36	14.5%
	\$	74,000	2.0%	\$	<b>70,214.30</b>	<b>94.9%</b>	\$	<b>52,520.36</b>	33.7%

#### Insurance

Unemployment	\$	1,056		\$	880.00	83.3%	\$	1,110.00	-20.7%
Risk Management	\$	95,724		\$	79,770.00	83.3%	\$	59,570.00	33.9%
	\$	96,780	2.6%	\$	<b>80,650.00</b>	<b>83.3%</b>	\$	<b>60,680.00</b>	32.9%

#### Building Costs

Rent	\$ 589,583.00		\$ 491,150.00	83.3%	\$ 486,358.00	1.0%
Supplies	\$ 150		\$ 988.00	658.7%	\$ 106.11	831.1%
Maintenace	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Total Building</b>	<b>\$ 589,733</b>	<b>15.6%</b>	<b>\$ 492,138.00</b>		<b>\$ 486,464.11</b>	<b>1.2%</b>
<b>Total Operations/Services</b>	<b>\$ 1,629,731</b>	<b>43.1%</b>	<b>\$ 1,317,780.96</b>	<b>80.9%</b>	<b>\$ 1,228,686.35</b>	<b>7.3%</b>
<b>Total Expenses</b>	<b>\$ 4,144,223</b>		<b>\$ 3,404,762.80</b>	<b>82.2%</b>	<b>\$ 3,297,127.25</b>	<b>3.3%</b>
<b>Revenue Minus Expense</b>	<b>\$ (9,661)</b>		<b>\$ 1,075,947.00</b>		<b>\$ 686,037.05</b>	<b>56.8%</b>

### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet / Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73	\$ 198,431.40	\$ 380,813.40	\$ - \$ 950,658.73
4/1/2022	\$ 950,658.73	\$ 218,692.24	\$ 327,770.85	\$ - \$ 841,580.12
5/1/2022	\$ 841,580.12	\$ 293,190.39	\$ 316,569.96	\$ - \$ 818,200.55
6/1/2022	\$ 818,200.55	\$ 51,355.93	\$ 298,863.78	\$ - \$ 570,692.70
7/1/2022	\$ 570,692.70	\$ 1,678,475.83	\$ 361,853.97	\$ - \$ 1,887,314.56
8/1/2022	\$ 1,887,314.56	\$ 295,440.58	\$ 317,115.90	\$ - \$ 1,865,639.24
9/1/2022	\$ 1,865,639.24	\$ 1,011,847.64	\$ 406,162.10	\$ - \$ 2,471,324.78
10/1/2022	\$ 2,471,324.78	\$ 524,928.56	\$ 368,722.58	\$ - \$ 2,627,530.76
11/1/2022	\$ 2,627,530.76			
12/1/2022				
1/1/2023				

### Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
3/1/2022	\$ 533,466.61	\$ 41.81	\$ -	\$ 533,508.42
4/1/2022	\$ 533,508.42	\$ -	\$ -	\$ 533,508.42
5/1/2022	\$ 533,508.42	\$ 30.63	\$ -	\$ 533,539.05

6/1/2022	\$	533,539.05	\$	12.17	\$	-	\$	533,551.22
7/1/2022	\$	533,551.22	\$	-	\$	-	\$	533,551.22
8/1/2022	\$	533,551.22	\$	14.55	\$	-	\$	533,565.77
9/1/2022	\$	533,565.77	\$	80.77	\$	-	\$	533,646.54
10/1/2022	\$	533,646.54	\$	-	\$	-	\$	533,646.54
11/1/2022	\$	533,646.54						
12/1/2022	\$	-						
1/1/2023	\$	-						

**Trust Accounts**

**Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
8/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
9/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
10/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
11/1/2022	\$ 58,479.83			
12/1/2022	\$ -			
1/1/2023	\$ -			

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 51,488.14	\$ -	\$ 7,123.57	\$ 44,364.57
2/1/2022	\$ 44,364.57	\$ -	\$ (1,474.16)	\$ 45,838.73
3/1/2022	\$ 45,838.73	\$ -	\$ -	\$ 45,838.73
4/1/2022	\$ 45,838.73	\$ -	\$ 375.00	\$ 45,463.73
5/1/2022	\$ 45,463.73	\$ -	\$ 640.00	\$ 44,823.73
6/1/2022	\$ 44,823.73	\$ -	\$ 70.32	\$ 44,753.41
7/1/2022	\$ 44,753.41	\$ -	\$ -	\$ 44,753.41
8/1/2022	\$ 44,753.41	\$ -	\$ 853.90	\$ 43,899.51
9/1/2022	\$ 43,899.51	\$ -	\$ 74.70	\$ 43,824.81

10/1/2022	\$	<b>43,824.81</b>	\$	-	\$	-	\$	43,824.81
11/1/2022	\$	<b>43,824.81</b>						
12/1/2022	\$	-						
1/1/2023	\$	-						

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23	\$ -	\$ 46.21	\$ 20,531.02
4/1/2022	\$ 20,531.02	\$ -	\$ 3,841.69	\$ 16,689.33
5/1/2022	\$ 16,689.33	\$ 2,260.00	\$ 84.54	\$ 18,864.79
6/1/2022	\$ 18,864.79	\$ 675.00	\$ 32.75	\$ 19,507.04
7/1/2022	\$ 19,507.04	\$ 3,035.00	\$ 7,611.94	\$ 14,930.10
8/1/2022	\$ 14,930.10	\$ 2,490.00	\$ 3,279.80	\$ 14,140.30
9/1/2022	\$ 14,140.30	\$ 3,628.00	\$ 2,740.03	\$ 15,028.27
10/1/2022	\$ 15,028.27	\$ 350.00	\$ 3,396.53	\$ 11,981.74
11/1/2022	\$ 11,981.74			
12/1/2022	\$ -			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at Ending
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ - \$ 1,722,760.71
3/1/2022	\$ 1,722,760.71	\$ 198,473.21	\$ 380,859.61	\$ - \$ 1,540,374.31
4/1/2022	\$ 1,540,374.31	\$ 218,692.24	\$ 331,987.54	\$ - \$ 1,427,079.01
5/1/2022	\$ 1,427,079.01	\$ 295,481.02	\$ 317,294.50	\$ - \$ 1,405,265.53
6/1/2022	\$ 1,405,265.53	\$ 52,043.10	\$ 298,966.85	\$ - \$ 1,158,341.78
7/1/2022	\$ 1,158,341.78	\$ 1,681,510.83	\$ 369,465.91	\$ - \$ 2,470,386.70
8/1/2022	\$ 2,470,386.70	\$ 297,945.13	\$ 321,249.60	\$ - \$ 2,447,082.23
9/1/2022	\$ 2,447,082.23	\$ 1,015,556.41	\$ 408,976.83	\$ - \$ 3,053,661.81
10/1/2022	\$ 3,053,661.81	\$ 525,278.56	\$ 372,119.11	\$ - \$ 3,206,821.26
11/1/2022	\$ 3,206,821.26			
12/1/2022				
1/1/2023				

**Library Operating Revenue**

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Real Estate Taxes	\$ 2,842,000	\$ 2,873,282	\$ 31,282
PPRT	\$ 530,722	\$ 1,110,532	\$ 579,810
State Grants or other	\$ 104,020	\$ 104,020	\$ (0)
Other Grants	\$ 75,000	\$ 77,870	\$ 2,870
PILOT	\$ 561,120	\$ 561,120	\$ -
Fines	\$ 4,500	\$ 8,764	\$ 4,264
Non-Resident Fee	\$ 150	\$ 118	\$ (32)
Lost or Damaged Items	\$ 4,000	\$ 4,914	\$ 914
Copies/Miscellaneous	\$ 11,000	\$ 11,679	\$ 679
Meeting Room Fees	\$ 1,000	\$ 1,920	\$ 920
Interest Income	\$ -	\$ 146	\$ 146
Investment Income	\$ 1,000	\$ 710	\$ (290)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 1,500	\$ 1,500
Miscellaneous Income	\$ 50	\$ -	\$ (50)
<b>Totals</b>	<b>\$ 4,134,562</b>	<b>\$ 4,756,574</b>	<b>\$ 622,012</b>

<b>Expenditures</b>			
<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Salaries	\$ 1,644,156	\$ 1,626,149	\$ 18,007
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 159,403	\$ 144,927	\$ 14,476
FICA/Medicare	\$ 126,958	\$ 123,274	\$ 3,684
Life insurance	\$ 3,045	\$ 2,545	\$ 500
Medical insurance	\$ 565,500	\$ 584,460	\$ (18,960)
Service recognition	\$ 15,430	\$ 14,022	\$ 1,408
Employee Relocation	\$ -	\$ 7,500	\$ (7,500)
<b>Total Personnel</b>	<b>\$ 2,514,492</b>	<b>\$ 2,502,877</b>	<b>\$ 11,615</b>
<b>Fund</b>	<b>Budgeted</b>		
Unemployment insurance	\$ 1,056	\$ 1,056	\$ -

Advertising	\$ 500		\$ 500
Printing/binding	\$ -	0	\$ -
Service to maintain Building	\$ -	0	\$ -
Service to Office Equipment	\$ 27,000	\$ 11,446	\$ 15,554
IT Services	\$ 36,684	\$ 36,684	\$ -
Telephone	\$ 27,000	\$ 15,159	\$ 11,841
Banking Service Charges	\$ 150	\$ 169	\$ (19)
Conferences/Travel/Continuing Education	\$ 20,000	\$ 18,245	\$ 1,755
General Fund	\$ 108,864	\$ 108,864	\$ -
Postage	\$ 5,000	\$ 4,484	\$ 516
Computer Software	\$ 50,000	\$ 40,637	\$ 9,363
Travel Interview Expense	\$ -	\$ 35	\$ (35)
Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 95,582	\$ 102,000
Membership Fees	\$ 50,000	\$ 64,381	\$ (14,381)
Materials for Buildings	\$ 150	0	\$ 150
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 75,000	\$ 77,660	\$ (2,660)
Office Supplies	\$ 40,000	\$ 29,579	\$ 10,421
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 77,032	\$ (32,032)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 1,325	\$ 1,175
<b>Total operating</b>	<b>\$ 1,629,731</b>	<b>\$ 1,620,664</b>	<b>\$ 9,067</b>
<b>Total expense</b>	<b>\$ 4,144,223</b>	<b>\$ 4,123,541</b>	<b>\$ 20,682</b>
<b>Surplus (deficit)</b>	<b>\$ (9,661.00)</b>	<b>\$ 633,032.97</b>	<b>\$ (642,694)</b>

**From:** [ed@viewpointproject.com](mailto:ed@viewpointproject.com)  
**To:** [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org); [ahenkel@decaturlibrary.org](mailto:ahenkel@decaturlibrary.org)  
**Subject:** Viewpoint Project with Dennis Quaid  
**Date:** Thursday, October 13, 2022 1:03:32 PM  
**Attachments:** [Viewpoint Regional Overview.pdf](#)

---

Rick and Alissa-

It was a real pleasure speaking with you both yesterday; I enjoyed the conversation.

Thanks for taking the time to discuss the programming that I'm producing for **Viewpoint**, a short-form educational series, hosted by Dennis Quaid airing on Public Television Stations, next to programs such as *Nova*, *Financial Matters*, *The Antiques Roadshow*, *Frontline* and *This Old House*.

Our main focus is in producing compelling and educational content and featuring thought leaders and experts in a variety of fields.

I am currently developing a programming initiative featuring organizations that are having an impact on their communities. As part of the initiative, I'm interested in educating our viewers about what library professionals do and how they do what they do to foster a further understanding and appreciation of the important role they play and the significant impact they have on the people they serve.

**Decatur Public Library** appears to be a good fit for a story to highlight all that a modern community library has to offer and to underscore how libraries can enhance the quality of life for all through equitable access to information, services and opportunity.

Featured Guests are selected based on their desire and ability to communicate an educational story-line suitable for viewing on Public Television Stations and their ability to participate in an on-location shoot within the next 2-3 months.

If we invite you on the series, there are three requirements:

1. You agree to adhere to the timeline for the project.
2. You are available for a one-day, structured, onsite location shoot.
3. You have the available resources allotted for underwriting the cost of the project, which is \$25,900\*.  
- optionally, there is an additional travel fee of \$3,500 IF we film domestically, within the contiguous U.S. outside of South Florida.

As a thanks for collaborating with *Viewpoint*, your library will receive licensing rights to the three digital assets: the Public Television Story, the 1 minute segment and the 5-6 minute short documentary video. You also have access to all the raw footage. (You can re-edit the raw footage and re-purpose the 1 minute and the 5-6 minute video segments for content that can be used for fund raising, volunteer recruitment, social media outreach, digital newsletters, video streaming, vlogging, etc.). You can re-air the one-minute segment on cable TV or re-edit for online video streaming pre-roll, as well.

For more information about the project, click on the following link: [www.viewpointproject.com](http://www.viewpointproject.com). The first video featured on top of the home page (click on the arrow-play button) is a story on Diversity, Equity & Inclusion featuring Southwest Airlines. To watch some previously produced programming and content from previous seasons, hover your mouse over **PORTFOLIO** on the menu bar on top of the website and then you can click on each category (PTV Story, 1 minute commercials and 5-6 minute short



documentary/identity piece).

For starters, I suggest clicking on [PTV LINK](#), scrolling down to EDUCATION and the fourth segment (COMMUNITY COLLEGE) highlights the important role that community colleges play in preparing students with the skills they need to enter into today's (and tomorrow's) workforce. For an example of a short documentary video, click on: [CORP. DOC. LINK](#) scroll down to TRAVEL & ADVENTURE and the fifth segment features Cocke County, TN as a great place to live, work, play and visit. Lastly, for an example of a one-minute segment, click on: [ONE MINUTE LINK](#), scroll down to CULTURE and the second segment features the Amon Carter Museum of American Art. Please keep in mind, each project that we produce is completely different from one another, but these will give you a basic understanding of our style and format.

\*While we don't accept corporate or foundation sponsors for the series as a whole, we do allow corporate and foundation benefactors to help underwrite one-off projects. Any co-underwriter(s) of the content will receive a billboard recognizing the co-underwriter's support. A 10-20 second billboard will be placed at the end of the Public Television Station story and the 5-6 minute short documentary. A 5 second billboard will be placed at the end of the one minute segment. Alternatively, a co-underwriter's spokesperson/spokespeople may be interviewed on camera. Again, this is an option if you did not want your organization to fund the project entirely on its own.

Here is a video link to the Smithsonian Story: [Smithsonian PTV Story](#) | (<https://player.vimeo.com/video/702882727>)

In this particular case, the billboards lasted a total of 15 seconds; the Smithsonian used 5 seconds and provided its funders/sponsors: Johnson & Johnson and the Gordon and Betty Moore Foundation with 10 seconds. We have flexibility with the Decatur Public Library and its potential sponsor(s) to extend the billboards longer, if you/they wanted.

Please feel free to share the video link with any potential benefactor. Also, if you need me to talk to anyone, answer any questions, etc., please let me know.

We also have another section (click your mouse on **INVITE** on the top of our home page - or click on this link: [Invite Link](#)) with materials such as the questionnaire, demographics, details of the project, etc. for you to review:

**Password: documentary**

I'll review my notes from our conversation with Tony Williams, the V.P. of Program Development to get the green light. I will reach back out, if Tony has any questions and/or to let you know his thoughts.

In the meantime, if either of you have any questions for me, give me a call at 561-244-7620 ext. 208.

Best Regards-

**Ed Simmons**

**Senior Producer of Viewpoint | Dennis Quaid**

**home office:** 561-245-7540

**office:** 561-244-7620 ext. 208

**mobile:** 561-569-2293

**site:** [www.viewpointproject.com](http://www.viewpointproject.com)

**"Education is the most powerful weapon we can use to change the world" ~ Nelson Mandela**

Please consider the environment before printing this email.

**NOTICE OF TRANSMISSION:** This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you do not wish to receive e-mail messages, please reply to this e-mail with unsubscribe. If you are not the intended recipient, you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

-----  
**Recap of the project (see first attachment):**

**Public Television Story**

A 3-5 minute educational segment produced and distributed as a standalone story to U.S. Public Television Stations for unlimited broadcast (estimated reach is over 60 million households). In addition to the national distribution, a special feed of this story will be provided to emphasize additional airings on Public Television Stations in Macon County, Illinois.

**Educational Short Documentary**

A 5-6 minute short documentary, or identity piece, that will be used in a narrowcast campaign inviting 1,000,000 email addresses within demographics of your choice (age, gender, zip code, etc.) to watch the video via a 'private screening'. The average open rate is 16-18% and the average click through rate is 2-4%. The 5-6 minute short documentary will also be digitized for video streaming on your website.

**Educational One-Minute Segment**

A one minute educational segment is produced and will air 50 times in the city or cities of your choice, primetime, on FOX Business Network, CNN, HGTV, National Geographic, Discovery Channel, BET, History Channel, Lifetime (and/or similar networks). As an alternative to airing the one minute segment 50 times, we can produce a 30 second segment and air that 100 times, primetime, in the city or cities of your choice on the aforementioned networks.

WARNING! This email is from an external sender. Do not click links or open attachments unless you know the sender. Never give out your username and password.

NOTICE: E-mail to or from the Decatur Public Library staff members may be subject to disclosure pursuant to the Illinois Freedom of Information Act.

CONFIDENTIALITY NOTICE: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email reply.

# REGIONAL

## **Public Television Documentary**

Viewpoint short-form documentary (3-5 minutes) will be distributed to Public Television stations in all 50 states, airing for one year, for unlimited broadcast (estimated reach for one year is 60 million households). The short-form documentary is hosted by Dennis Quaid.

## **5-6 Minute Corporate Profile**

Viewpoint will provide the production of one (1) broadcast quality, 5-6 minute educational documentary profile in HD with expansive and detailed information documenting the issues and educational message that concern your target audience.

## **Internet Media**

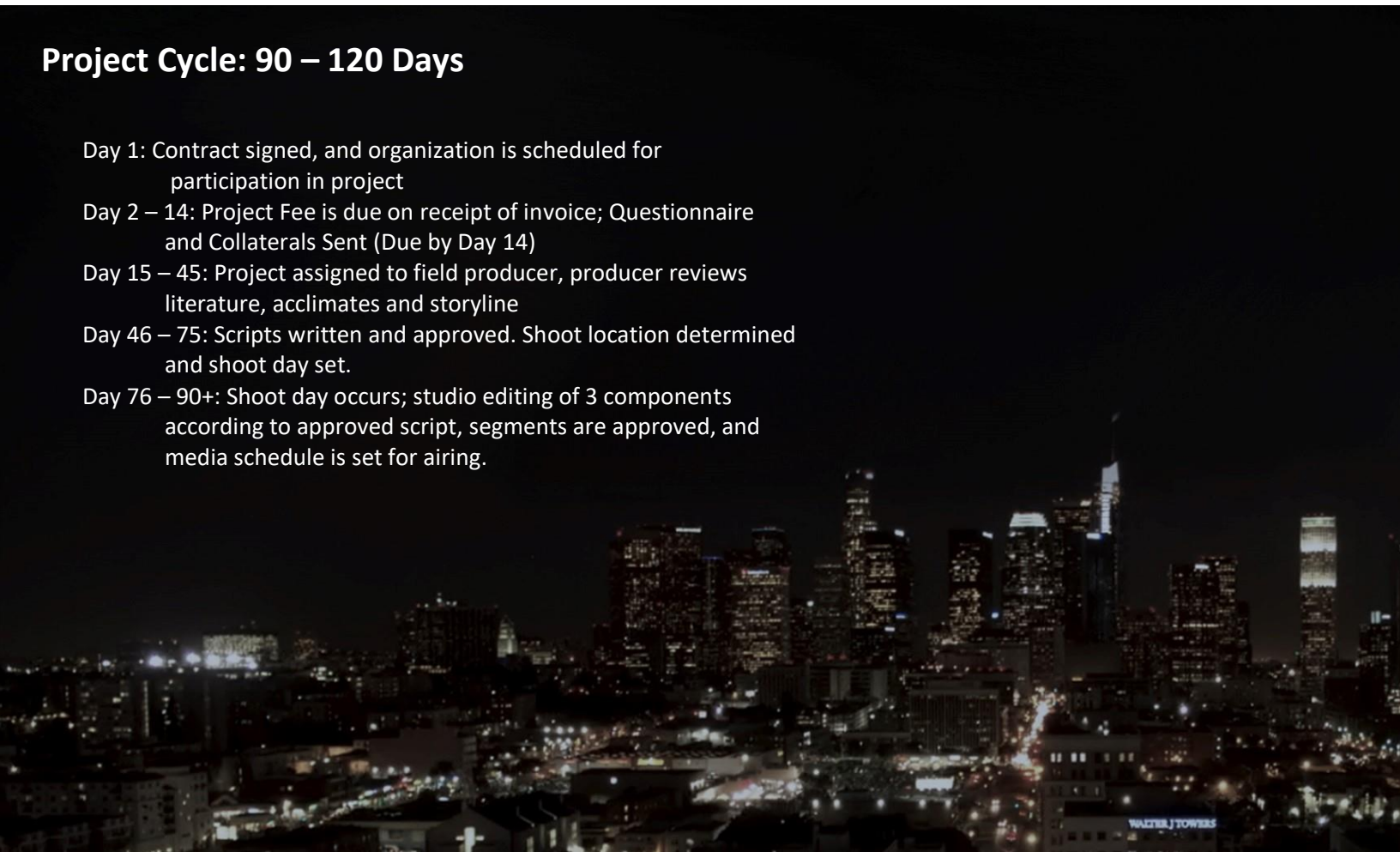
Viewpoint will digitize the 5-6 minute documentary into a digital file for streaming on your company or organization's website, and will be delivered in a format for streaming on social media. Viewpoint will design and generate an email campaign to your narrowcasted audience sending up to 1,000,000 video emails from the Viewpoint email database.

## **Commercial Television Airings**

Viewpoint will provide the production of one(1) highend one-minute educational commercial segment used for network distribution, broadcast fifty (50) times prime time via MSNBC, CNBC, CNN or an equivalent network, and in the city / cities of your choice.

## **Project Cycle: 90 – 120 Days**

- Day 1: Contract signed, and organization is scheduled for participation in project
- Day 2 – 14: Project Fee is due on receipt of invoice; Questionnaire and Collaterals Sent (Due by Day 14)
- Day 15 – 45: Project assigned to field producer, producer reviews literature, acclimates and storyline
- Day 46 – 75: Scripts written and approved. Shoot location determined and shoot day set.
- Day 76 – 90+: Shoot day occurs; studio editing of 3 components according to approved script, segments are approved, and media schedule is set for airing.





# LIBRARY STRATEGIES



Proposal for:

## Decatur Public Library

Strategic Planning Consulting Services

October 17, 2022



## LETTER OF INTRODUCTION

Decatur Public Library  
Attn: Rick Meyer  
130 N Franklin St  
Decatur, IL 62523

Dear Mr. Meyer,


Library Strategies is pleased to submit the following proposal to facilitate Decatur Public Library's strategic planning process.

As demonstrated by this proposal, Library Strategies offers unique insights and specialization to continue support of the Decatur Public Library for its strategic planning goals. Our team includes distinguished members of the library community, ready to apply their knowledge and experience to guiding the staff, board, and township and other stakeholders in developing an actionable strategic plan for the Library.

Library Strategies Consulting Group  
1080 Montreal Avenue, Suite 2  
Saint Paul, MN 55116  
Primary Contact: Alayne Hopkins  
Director of Programs & Services  
(651) 366-6488  
[alayne@thefriends.org](mailto:alayne@thefriends.org)

We look forward to the opportunity to work with the Decatur Public Library team and stakeholders. Thank you for your consideration of our attached proposal.

Best regards,



Alayne Hopkins  
Director, Library Strategies Consulting Group

## EXECUTIVE SUMMARY

Decatur Public Library is a valued organization with a dedicated board, and staff that serves the growing community of Decatur, Illinois. Today, the Decatur Public Library remains a cornerstone of the community, providing not only print and other hard copy materials, but also a rich digital library, on-line classes and resources, programs for all ages, local history materials, and much more. As the Library looks ahead to strategic planning, there is a strong interest to incorporate the diverse and varied voices of the Decatur community: Library users, non-users, and stakeholders including board, Friends and staff, in order to strengthen its position as a valuable resource that continuously provides meaningful services reflective of the needs of its service area.



**DECATUR PUBLIC LIBRARY**  
knowledge | creativity | inspiration

Through the surprises and instabilities of COVID-19, as well as opportunities created through the last strategic plan, the past few years have seen much change and growth for the Decatur Public Library. Now is an opportune time for Decatur Library to establish a comprehensive strategic plan, and having worked together before, Library Strategies is pleased to continue our partnership. As outlined in our proposed Methodology, Library Strategies utilizes a number of unique tools to engage and incorporate inputs from a wide range of internal and external stakeholders. This multi-pronged approach allows us to articulate a vision and goals for Decatur Public Library that will complement and support your mission and values.

We propose a broad-based and rigorous strategic planning process that effectively incorporates multiple community input opportunities with a scope to include services, collections, programs, and operations. Community engagement activities can include surveys, one-on-one interviews, focus groups and/or a community retreat, designed to hear and incorporate the diverse voices and visions of the community. At the conclusion of the strategic planning process, we believe the resulting strategic plan can set the Library on course to continue its responsiveness to varied community interests and build a dynamic future for the Library and Decatur.

Library Strategies believes that our team is well matched to partner with Decatur Public Library stakeholders on the design of the Library's next strategic plan. Library Strategies is mission-driven in our work to provide unique services that facilitate libraries and library support organizations to strengthen their position and effectiveness in their communities.

## ABOUT US: QUALIFICATIONS & EXPERIENCE

Library Strategies is a consulting group of The Friends of the Saint Paul Public Library – the foundation of the Saint Paul (Minnesota) Public Library system. We are the *only* consulting group in the country based *inside of* a library support organization. Moreover, our consultants are leaders in the national library community, and outstanding professionals in allied fields, who each offer decades of expertise and a wide range of practical skills.



We offer a unique set of services designed specifically to strengthen libraries and their communities. These services include:

- Strategic Planning (using our Rapid Results Planning™ model)
- Facilities and Space Planning
- Feasibility Studies + Capital Campaign Counsel
- Staff Planning
- Friends and Foundation Assessments/Plans
- Library Operations Audits
- Fundraising and Advocacy Training
- Board and Staff Leadership Training

The Friends of the Saint Paul Public Library formally established Library Strategies in 2006, to provide insights and hands-on assistance *solely* to libraries and library support institutions. Our teams have partnered with organizations in 34 states, Eastern Europe, and the Middle East. Clients range from small libraries in rural Tennessee and Wisconsin, to national bodies like the American Library Association (ALA) and Council of State Library Agencies (COSLA), to public libraries in places as far afield as Romania and Saudi Arabia.

We pride ourselves on innovation. In recent years, Library Strategies developed a comprehensive “capacity building” training program for small and rural libraries in Wisconsin, Minnesota, and North Dakota. We’ve also designed a replicable, scalable “train-the-trainer” program built upon our Rapid Results Planning™ process, which has been rolled out to library directors throughout Georgia, South Carolina and southeast Florida. Our team also proudly designed, structured, and implemented an exciting and first-of-its-kind children’s “One Read” program for the State of Minnesota. In 2013, Library Strategies published, *Beyond Book Sales: A Comprehensive Guide to Library Fundraising* (American Library Association Press).

### Our Mission and Values

Libraries are vital centers for community connection, collaboration, and inspiration. But libraries must continually hone their skills and adapt to a changing society to thrive. Library Strategies exists to cultivate your potential – so that you can better serve and strengthen your community over the long haul.

## **We strengthen communities, one library at a time.**

- **We believe in libraries. We get libraries.** We're a nonprofit housed within a library foundation. We understand library missions because they are *our* mission. We also understand the challenges libraries and library organizations face. We bring this passion and library-focused knowledge and experience, and tailor it to achieve your goals.
- **We help you serve your community by *engaging your community*.** We enlist individuals representing a wide swathe of your community, to get to know their aspirations and help them understand (and you to articulate) how libraries can help people achieve those goals.
- **We bring a “comprehensive perspective” to your project.** Whether you're looking for fundraising, marketing, strategic planning, advocacy, or other guidance, we approach your project in the whole context of you: your current capacity, your future goals, and your desired influence on your community.
- **We turn big ideas into practical insights that help you create meaningful change.** We lead national conversations about the future of libraries, but more importantly, we've developed unique tools and action plans that equip your organization for tomorrow.
- **We are your ally.** We connect with your key stakeholders to engage them in the process, help them adapt to change, and empower them to be advocates for your plan, so that the results are meaningful and sustainable after we leave.

In short, we are passionate about helping clients deliver on their missions and achieve their visions for increased community impact. You will find our team smart, experienced, creative, passionate, and dedicated to libraries.

## **Library Strategies' Commitment to Diversity, Equity, and Inclusion**

Library Strategies, as part of The Friends of the Saint Paul Public Library, is committed to embracing diversity, becoming more inclusive, and producing more equitable outcomes through our work. We have immersed ourselves in ongoing learning and sharing activities related to building our team and individual strengths for diversity, equity, and inclusion. For example, we have partnered with consultants to conduct a thorough audit of our organizational practices and create an action plan for growth. Our teams have been participating in all-staff training sessions with DEI professionals, journal club style discussions, and creating space for one-on-one and small group discussions. Our goals include continuous attention to, and growth towards, being an equitable and inclusive organization, and incorporating organizational and individual values for diversity, equity, and inclusion into our day-to-day work with each other, our partners, and our clients.



## KEY PERSONNEL / PROJECT TEAM

*See appendices for consultant vitas.*



**NICK DIMASSIS** is the Director of the Beloit (WI) Public Library. Formerly, Dimassis served as the Deputy Director of Hennepin County Library, Director of Carver County Library, Assistant Director of East Central Regional Library, and past chair of the Public Libraries Division and the Legislative Committee of the Minnesota Library Association. Dimassis has presented widely on library advocacy, fundraising and operations, and currently holds various leadership roles in the Wisconsin Library Association. Dimassis is a principal consultant with Library Strategies facilitating a wide range of projects, including facility and community

needs assessment, strategic planning, and Board development with libraries and library support organizations.



**STU WILSON** previously served as the Executive Director of the Friends of the Hennepin County Library (Minneapolis) and Vice President of The Friends of the Saint Paul Public Library. He has led or participated in over 30 strategic planning efforts for library and nonprofit organizations, as well as conducted numerous fundraising activities, board retreats, and tailored training for libraries across the country. Wilson will contribute remotely to this project.

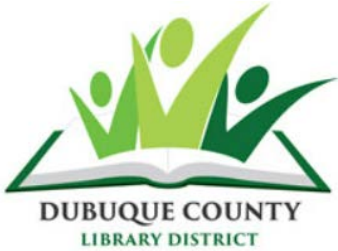


**David Katz** is Programs and Services Manager with Library Strategies. In that capacity, he manages the firm's special and ongoing projects, as well as its day-to-day administration. He holds an MLIS from the University of Wisconsin – Madison. Katz will contribute remotely to the survey research, drafting of reports, and other data synthesis, as well as assist with overall project management.

## REFERENCES

Library Strategies has worked with hundreds of libraries across the country, offering our unique approach to planning designed *specifically* for public libraries. Here are highlights of other planning processes Library Strategies has conducted recently:

---



### Dubuque County Library District

Dubuque County Library District (DCLD) hired Library Strategies in 2020-21 to conduct a hybridized strategic planning process – one that incorporated site visits alongside robust but largely remote community engagement activities. DCLD faces some unique operational and perception challenges, most stemming from the system’s proximity and relationship to other libraries: patrons in Dubuque County are also served by independent libraries operated by and for the cities of Dubuque, Dyersville and Cascade. DCLD services Asbury plus the most rural subsets of the community – a population of approx. 38,000. Library Strategies’ catered process reflected these special circumstances. Between remote and in-person community engagement efforts, consultants ultimately incorporated feedback from nearly 300 community members and staffs into an actionable 2021-2027 roadmap for DCLD.

**Contact:** Amanda Vazquez (Director) | [amandav@dubcolib.org](mailto:amandav@dubcolib.org) | (563) 582-0008

---



### Wilsonville Public Library (OR)

Library Strategies facilitated the Wilsonville Public Library’s strategic planning process during 2020-2021. The delivery of our RRP™ process was a hybrid project, with some of the work being completed virtually during the Covid-19 pandemic.

**Contact:** Shasta Sasser (Interim Director) | [sasser@wilsonvillelibrary.org](mailto:sasser@wilsonvillelibrary.org) | (503) 570-1590

---



**Arlington Heights Memorial Library** serves an affluent community of 75,100 in suburban Chicago and sees upwards of 2,400 visitors each day. Library Strategies spearheaded AHML’s 2018-2022 strategic planning process, which condensed numerous data points into just 23 actionable strategies aligned under four overarching goal areas. While conducting this work, but under a separate contract, Library Strategies also worked with the AHML Friends of the Library on an operations and fundraising audit.

**Contact:** Mike Driskell (Executive Director) | [mdriskell@ahml.info](mailto:mdriskell@ahml.info) | 847-392-0100

## PROJECT OVERVIEW

If selected by Decatur Public Library (DPL) the Library Strategies team will employ a four-phase process that builds upon itself – moving from data gathering and organizational assessment, to staff and board input, to community engagement and planning. Rapid Results Planning™ is tailored to yield maximum community input yet focused results, all on an aggressive timetable, typically 4-6 months from initiation to completion.

### Phase 1: Preparation, Data Analysis & Benchmarking

#### Strategic Planning Committee Meeting

Library Strategies recommends forming a *Strategic Planning Steering Committee* at the outset (if one is not already in place). This committee will oversee the process; provide local context and insights throughout; identify key leaders and influencers; and help ensure the final plan is both inclusive and comprehensive. We recommend the Planning Committee be comprised of 8-12 members total. It will likely include the following individuals:

- Library Director, and one or two other lead staff (including representation from the DPL Diversity, Equity, and Inclusion Committee)
- One or two Board of Trustees members (but not the full board)
- Foundation/Friends leadership
- City and/or county government representatives, as deemed appropriate
- Community leaders representing at least two of the following:
  - Business / Social Infrastructure (ex., Northwest Community Healthcare)
  - Philanthropy (ex., area foundations)
  - Education (ex., Decatur School District 17, etc.)
  - Arts & Culture (ex., area arts coalitions, museums, theaters)

An initial meeting of the Planning Committee, facilitated by Library Strategies over Zoom, will address the following agenda items:

- Identify critical documents and data to inform the planning process (library usage data, demographic projections, relevant local government documents, etc.)
- Brainstorm initial focus areas for community input. These could include staffing models, technology infrastructure, operational considerations (such as hours of operation), alternative models for library service delivery, etc.
- Identify best methods for engaging the community (particularly those who have been disenfranchised in the past) and individuals who will be invited to participate in the engagement phase, with careful attention given to including a broad representation of residents – both library users and non-users.

## Community and Library Assessment

Library Strategies will conduct a data audit and assessment of current DPL service area demographics, library services, and resources. This audit will review:

- Census data + trends for Decatur, including but not limited to:
  - ✓ Age distribution / Household status
  - ✓ Race and Ethnic background / Special populations
  - ✓ Income / Education
  - ✓ Population / Geographic distribution
  - ✓ Economic development projections
- Library-specific data:
  - ✓ Circulation numbers and trends for the past 3-5 years
  - ✓ Library visits / Programming attendance
  - ✓ Technology access and usage
  - ✓ Community outreach efforts / Marketing and PR
  - ✓ Budget and financial sources
  - ✓ Staffing patterns
  - ✓ Board of Trustees structure and governance
  - ✓ Friends and Foundation fundraising model / patterns

## PHASE 2: KEY STAKEHOLDER INPUT

### One-on-One Interviews

In preparation for Phase 3, Library Strategies consultants will conduct 3-5 confidential phone interviews with key informants: long-serving Library trustees, Council members, lead government officials, key community leaders, and other candidates who bring some outsized knowledge about the Decatur landscape (or some subset of its residents).

The list of interviewees – and questions sets – will be developed in consultation with the Library Director and steering committee. Ordinarily, consultant questions focus on interviewees’ perceptions of their community’s most salient needs; what the Library can do (and is not already doing) to address them; and key challenges the Library is facing in its mission to enhance residents’ quality of life.

### Staff SWOC Analysis [OPTIONAL]

Library Strategies recommends convening a SWOC analysis (Strengths, Weaknesses, Opportunities and Challenges) strategizing session attended by select staff members. This session provides an opportunity for internal stakeholders to offer their insights and express concerns in a collaborative environment, and typically yields insights that complement and build upon the staff survey (see below).

*Note: SWOC analysis session may take place in person or over videoconference. Format will be dictated by client preference, overall project timetable and budget, and timing of consultant trips.*

### **All Staff Survey**

An online staff survey will be designed to elicit information from *all* staff concerning library operations, programs, services, communication, aspirations and overall morale. The responses to this survey will also be collected via SurveyMonkey. A summary of the responses, as well as the raw data, will be made available to Library leadership. However, respondents will be ensured anonymity to encourage candor and a high response rate.

## **PHASE 3: COMMUNITY ENGAGEMENT**

### **Community Survey**

In the run-up to the focus groups or community forum (see next section), Library Strategies consultants will design and administer a community survey. This tool, ordinarily 14-18 questions in length, is crafted to probe the interests and under-met needs of Decatur residents.

Issues to be explored, both quantitatively and qualitatively, include (but are not limited to):

- Awareness of / perceptions of / satisfaction with the Library;
- Barriers to using DPL and its services;
- Facilities and outreach efforts;
- Diversity concerns / opportunities for inclusivity;
- Future directions for the Library.

Our consultants will present a draft survey to the project Steering Committee and make revisions as necessary. The survey will be posted online using SurveyMonkey. (If desired, Library Strategies can also format this questionnaire for print. In that event, the Library will be responsible for transcribing paper data according to instructions supplied by the consultants.)

Library Strategies will assist in identifying the best outlets and a promotion strategy to encourage broad-based participation in the survey.

### **Focus Groups or Community Forum**

Library Strategies' community engagement activities culminate with real-time opportunities for residents from different walks of life (and with differing levels of engagement with DPL to converse and brainstorm together about service "pain points" and their hoped-for Library of the Future. There are several different means to this same end and we want the process to be adaptable to the specific needs of the Decatur community.

Each has been successful in a wide range of communities. All have one element in common: invitee rosters are shaped with significant help from the project Steering Committee. This ensures that the participant pool offers diversity in personal backgrounds, professions, lived experiences, and library usage habits.

This makes our gatherings different from standard “listening sessions” favored by many strategic planners. In this latter paradigm, anyone can take part and little attention is given to who is explicitly invited (or who is unintentionally left out). Listening sessions of this sort disproportionately attract the library’s “power users” and most stalwart supporters – and are rarely if ever representative of the community at large.

### **In-Person Community Retreat (Option 3.B.1)**

Since the firm’s inception more than a decade ago, Library Strategies has conducted day-long Retreats in dozens of communities of all sizes. This large but nimble “thinktank” activity continues to serve as the cornerstone of many Rapid Results Planning™ strategic planning processes.

In brief, the Retreat gathers a cross-section of users, non-users, diverse populations and key stakeholders all in one room (approx. 40 attendees total). See the Appendix at the end of this section for a breakdown of recommended invitee profiles.

By including many participants from all walks of life, the Library gains valuable insights – while also securing early buy-in and future advocates for its vision.

The in-person Retreat agenda is frequently structured as follows:

- 1. A short presentation by the Director on the current state/activities of the Library.**  
This gives all participants a common baseline understanding of what the Library currently does – and how.
- 2. A short presentation/discussion on regional and national trends.** The Library Strategies team will offer a short primer on “Libraries 101,” with an emphasis on emerging trends in this dynamic field. The two-fold goal is to offer participants a sense of what might be possible in terms of future directions, and encourage them to think broadly about the Library’s role in Decatur.
- 3. A large group, “big picture” visioning session (and development of goal areas).**  
This part of the retreat invites participants to brainstorm broad, strategic visions for the community and consider the Library’s role as a contributor to residents’ quality of life. This session will hone “goal areas” where the Library should concentrate its attentions over the next three to five years. (These areas might pertain to technology, community partnerships, DEI, early literacy, workforce development, public awareness, etc.)
- 4. Small group strategy sessions.** Towards the end of the day, participants will be encouraged to dive

deeper – by brainstorming specific strategies likely to move the Library closer to its big, overarching goals. The consulting team will mediate these smaller discussions and facilitate a share-out at the end of the Retreat.

### **Focus Groups (Option 3.B.2)**

For all its advantages, a day-long, in-person retreat is not always viable or attractive for all the communities in which Library Strategies works. Fortunately, this style of engagement is NOT a prerequisite for securing real-time, authentic, valuable input from a broad swathe of the community. As an alternative, Library Strategies can also conduct x4 focus groups – either in person, over videoconference, or via a mix of the two.

Topics probed, and the breadth of residents identified for inclusion, are comparable to a full-day Retreat. However, focus groups are shorter in length (usually 2 hours), involve only 10-12 participants per session, and are often booked across 3-4 days.

In addition to asking a shorter time commitment of each participant, focus groups bring several secondary benefits.

- 1.** Retreats take place over just one day (ordinarily a Saturday). Invitees who are unable to take part that day, due to some prior obligation or for another reason, then cannot offer feedback in a live/synchronous setting. With a slate of focus groups, by contrast, the planning team can stagger sessions across more than one day and integrate morning, afternoon and evening options. This makes real-time participation more accessible.
- 2.** In all likelihood, some community members who would be uncomfortable (or otherwise disinclined) to take part in a Retreat may be more agreeable to a focus group invitation.
  - a.** If sessions are conducted in person, they need not all be held at the library itself. It is worth exploring alternate venues for the comfort of invitees who do not have a rapport with DPL, as well as the convenience of any who do not live close to the Library.
  - b.** With virtual focus groups, attendees can participate fully from the comfort of their own home. In our experience, many candidates who would decline to commit to a 2-hour meeting at their nearest library or community center are glad to volunteer the same amount of time when this perceived barrier is removed.
- 3.** Focus groups save lunch and refreshment costs. Any conducted virtually also cut down meaningfully on consultant expenses.

## PHASE 4: CRAFTING STRATEGIC + IMPLEMENTATION PLANS

### Finalizing Strategic Plan

Once the Retreat or focus groups concludes, the Library Strategies consultants will draft a short, concrete Strategic Plan document (typically 4-5 pages) for review by the Steering Committee.

During an iterative review period, the Steering Committee will determine whether the goals and strategies outlined seem realistic and appropriate – given finite resources, timetables, and committee members’ own evolving understanding of their community’s needs. Our consultants will then make revisions based on that feedback.

Once the text is vetted by the Steering Committee and approved by the organization’s board, Library Strategies’ graphic designer will format DPL’s new plan. This illustrated version of the final text can be shared with other government bodies as applicable, as well as the community at large.

Library Strategies has found that long-range planning only *truly* works if it becomes a part of regular culture. For this reason, our firm will also provide an easy-to-use “dashboard” measurement tool to track the progress of the Strategic Plan over time. We recommend that the board review progress on the Strategic Plan at every regularly scheduled meeting.

### Implementation Plan [OPTIONAL]

In order to move the Plan forward, our process can also include a consultant-facilitated implementation planning step. Using the goals outlined in the approved Strategic Plan, staff collaborate on a detailed operating work or implementation plan to reach the Plan goal, with a primary focus on year 1 objectives.

Hallmarks of an Implementation Plan include:

- Action steps for reaching the strategic goals
- Resources needed (funding, staffing, strategic partners, etc.)
- Responsibility delegation
- Deadlines for task completion
- Outcomes or measures for each strategy

The Implementation Plan is usually an internal working document and *not* approved by the Board. In that way, it remains flexible and most useful to Library administration and staff. This Implementation Plan should become a regular discussion item at staff meetings and updated by the Library staff at least annually.

Library Strategies is pleased to remain in contact with many previous clients. The Library will receive a follow-up evaluation survey, and consultants are available beyond the contracted planning project for any questions from Library leadership. The Library Strategies team will generally follow up after approximately six months have passed into the new strategic plan to check in with Library leadership on how the implementation is progressing.



## DELIVERABLES

Library Strategies will provide the following deliverables during or after project activities:

- Community Survey Summary Report (*and raw data*)
- Staff Survey Summary Report (*and raw data*)
- Staff SWOC Analysis Write-Up/Notes (*optional / add-on*)
- Focus Group/Community Retreat Notes
- Draft and Final Strategic Plan (*prefaced by community profile section, and including suggestions re: mission, vision and values statements*)
- Strategic Plan Tracking Dashboard
- Implementation Plan (*optional / add-on*)

### Project Timeline

The tentative timeline presented here is flexible and represents a typical RRP process. The timeline will be adjusted at the initiation of the project to accommodate key stakeholders of the Library and the deadline for approval of the strategic plan.

ACTIVITY	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
<b>Phase 1: Preparation + Data Analysis</b>						
Steering committee kickoff   Finalize workplan	X					
Collect/analyze library and other background data	X					
<b>Phase 2: Key Stakeholder Input</b>						
Conduct one-on-one interviews		X				
Create/publish community survey + staff survey			X			
Synthesize and analyze survey results				X		
Present synthesis survey reports					X	
Conduct staff SWOC session ( <i>optional</i> )			X			
<b>Phase 3: Community Engagement</b>						
Launch invitation process for retreat or focus groups		X				
Facilitate RRP™ retreat or focus groups				X		
<b>Phase 4: Crafting Strategic Plan + Implementation Planning</b>						
Drafting of written strategic plan				X		
Revising/refining documents w/ steering committee					X	
Plan formatting   Dashboard creation						X
Consultant-led implementation planning ( <i>optional</i> )						X

## PROJECT BUDGET

Library Strategies proposes to provide the above stated services for the following fees, plus expenses reimbursed at actual cost. Fees are based on a daily rate of \$1,800 (\$225 per hour).

**Notes:**

- (1) More than one consultant will be involved during critical steps of this process. Pricing reflects this.
- (2) Library Strategies does not charge for consultant travel time.
- (3) Expense estimates are included below, but actual expenses will be billed.

CONSULTING ACTIVITY DESCRIPTION	PROPOSAL Consultant Days	OPTIONAL Consultant Days
<b>Phase 1: Preparation and Data Review</b>		
Prep meetings, steering committee kickoff	0.50 day	
Data collection and review	0.25 day	
<b>Phase 2: Stakeholder Input</b>		
Survey creation and management: 1. Staff survey 2. Community survey	1.00 day	
Survey analysis and write-ups	1.50 days	
<i>Staff SWOC, analysis and write-up</i>		1.50 day
Conduct 3-5 one-on-one interviews	1.00 day	<i>Further interviews @1.0 day per 5</i>
<b>Phase 3: Community Engagement (full-day in-person Retreat <u>or</u> four 2-hour Focus Groups)</b>		
Lead, launch and oversee invitation process	1.00 day	
Facilitate community retreat or x4 focus groups	2.50 days	<i>more focus groups @0.5 day/ea.</i>
<b>Phase 4: Crafting Strategic Plan / Implementation Planning</b>		
Draft and finalize Strategic Plan	1.50 days	
Create dashboard measurement tool	0.50 day	
Partner with staff to develop Implementation Plan		2.00 days
<b>Total Consulting Fees</b>		
	<b>9.75 consultant days = <u>\$17,550</u></b>	<i>Additional, as described</i>
<b>EXPENSE DESCRIPTION</b>		
<b>QUANTITY</b>		
<b>ESTIMATED COST</b>		
Mileage - Consultant 1 (Beloit, WI > Decatur, IL)	x1 trips	\$244

Flight - Consultant 2 (MSP> Decatur, IL)	x1 trip	\$400
*Hotel (\$150/night)	x4 nights	\$600
*M&IE per diem (\$59/day)	x4 days	\$472
<b>Total Estimated Expenses</b>		<b>\$1,716</b>

\*Estimates calculated from gsa.gov/travel. M&IE is likely a high estimate. Expenses will be billed to client at cost, and all itemized receipts provided upon request.

**TOTAL ESTIMATED FEES & EXPENSES: \$19,266**

The above outline of services and budget are flexible, and the budget would be adjusted based on the actual services needed by the Library. For instance, if the Library recently has conducted its own community or staff survey, those services would be an extraneous and the budget could be modified accordingly. Additionally, if the Library elects to conduct more of the consultant services remotely, travel expenses would correspondingly be reduced.

## CONCLUSION

Library Strategies would be pleased to partner with Decatur Public Library on its upcoming strategic planning process. We believe that our consultants' knowledge and experience with libraries nationwide, and in the region, positions us well to be an asset throughout this key period for the Library.

Thank you for considering this proposal.



**Library Strategies**

**The Friends of the Saint Paul Public Library**

1080 Montreal Avenue, Ste. 2

Saint Paul, MN, 55116

**Alayne Hopkins**

Director, Programs & Services

alayne@thefriends.org

651-366-6488

***librarystrategiesconsulting.org***

## APPENDIX A: RETREAT or FOCUS GROUP PARTICIPANTS

Community Engagement, Phase 3, is a cornerstone of the Rapid Results Planning™ process. While the exact composition of the participants group is determined in the process, Library Strategies strongly recommends that the following community audiences are included:

- Lead library staff/staff representatives (3-5)
- Library board/trustees (3-4)
- City/County, or other, public officials (2-3)
- Friends of the Library leaders (2-3)
- Head or staff from an affiliated regional or system library (1)
- Local school leaders and one or two teachers (2-4)
- Business leaders – from varied businesses or Chamber of Commerce (2-4)
- Representatives from other cultural or arts organizations (2-4)
- Representatives from social service agencies (2-4)
- Other governmental department heads (1-2)
- Religious leaders (1-2)
- Representatives from civic groups, such as Rotary or Kiwanis (1-2)
- Local philanthropic community, such as a community foundation, etc. (1-2)
- Colleges or university leadership (1-2)
- Representatives from nearby military bases – if in the area (1-2)
- Local labor leaders (1-2)
- Homeschool community (1-2, if significant users of the Library)
- Include representatives from certain demographics important in the community and to the library (it is likely that there is some duplication from above stakeholders):
  - people from diverse groups in the community with notable populations
  - seniors
  - parents with small children (very good to have attend)
  - teenagers (Youth Council, etc.)
  - 20- and 30-somethings
  - people who are disabled
  - special library user groups
  - GLBTQ community
- Other groups that the planning team identifies as locally important

## APPENDIX B: RECENT AND CURRENT CLIENT LIST

### Feasibility Studies & Capital Campaign Counsel:

Appleton Public Library (WI)  
Alexander Mitchell Public Library (Aberdeen, SD)  
Davenport Public Library (IA)  
Montclair Public Library Foundation (NJ)  
Sawyer Free Library, Gloucester (MA)  
Tulsa City-County Library (OK)  
Upper Dublin Public Library (PA)  
Watertown Public Library (WI)  
Waukesha Public Library (WI)  
Winter Park Public Library (FL)

### Facilities Planning/Assessments:

Big Horn County Public Library (WY)  
Brentwood Library (TN)  
Central Arkansas Library System (Little Rock, AR)  
City of Byron (MN)  
Clarksville-Montgomery County Library (TN)  
Detroit Lakes Public Library (MN)  
Douglas County Library (MN)  
Duluth Public Library (MN)  
Franklin County Library System (PA)  
Gardiner Community Library (MT)  
Kingsport Public Library (TN)  
Lake Agassiz Regional Library (MN)  
Marathon County Library (WI)  
Marathon Public Library (TX)  
Moorhead Public Library (MN)  
Palm Springs Public Library (CA)  
Park Rapids Public Library (MN)  
Racine Public Library (WI)  
Shawano Public Library (WI)  
Swarthmore Public Library (PA)

### Friends & Foundations:

Friends of the Bozeman Library (MT)  
Friends of the Maple Lake Library (MN)  
Fairhope Public Library Foundation (AL)  
Friends of the Hennepin County Library (MN)  
Friends of the Inver Glen Library (MN)  
Friends of the Osceola Public Library (WI)  
Frisco Library Foundation (TX)

Grosse Pointe Library Foundation (MI)  
Houston Public Library Foundation (TX)  
Huntsville Library Foundation (AL)  
Kitsap Regional Library Foundation (WA)  
Madison Public Library Foundation (WI)  
Muscookee Public Library Foundation (GA)  
St. Helena Friends & Foundation (CA)  
The Foundation for Sarasota County Libraries (FL)  
Tulsa Library Trust (OK)  
Worcester Public Library Foundation (MA)  
Jackson County Library Foundation (OR)  
Kenosha Public Library (WI)

### Strategic Planning\*:

Anoka County Library (MN)  
Arlington Heights Public Library (IL)  
Atlanta-Fulton County Library Foundation (GA)  
Bayport Public Library (MN)  
Bozeman Public Library (MT)  
Brentwood Library (TN) – 2 rounds  
Bridgman Public Library (MI)  
Central Arkansas Library System (Little Rock, AR)  
Champaign Public Library (IL)  
Chattahoochee Valley Libraries (GA)  
Clarksville-Montgomery County Public Library (TN) – 2 rounds  
Commerce Township Public Library (MI)  
Council of State Library Agencies (KY)  
Council Bluffs Public Library (IA)  
Cromaine District Library (MI)  
Crystal Lake Public Library (IL)  
Davenport Public Library (IA)  
Decatur Public Library (IL)  
Dubuque County Library District (IA)  
Duluth Public Library (MN)  
Evanston Public Library (IL)  
Friends of the Bozeman Library (MT)  
Friends of the Maple Lake Library (MN)  
Glencoe Public Library (IL)  
Gwinnett County Library (GA)  
Hudson Area Joint Library (WI)  
Jackson County Library District (OR)  
King Abdul Aziz Library (Riyadh, Saudi Arabia)

Kingsport Public Library (TN)  
Kitchigami Regional Library System (MN)  
Lewis & Clark Public Library (Helena, MT)  
Loudoun County Public Library (VA)  
Menomonie Public Library (WI)  
Meridian Library District (ID)  
Minnesota Genealogical Society (MN)  
Montana State Library – IMLS (MT)  
Montclair Public Library Foundation (NJ)  
Muskegon Area District Library (MI) – 2 rounds  
Newark Public Library (NJ)  
Nobles County Public Library (MN)  
Normal Public Library (IL)  
Nova Southeastern University Libraries (FL)  
Palm Springs Public Library (CA)

Robbins Library (Arlington, MA)  
SAMMIE regional system (MN)  
Schlow Centre Region Library (State College, PA)  
SELCO/SELS regional system (MN)  
SENYLRC regional system (NY)  
St. Charles City-County Library District (MO)  
Stillwater Public Library (MN) Traverse des Sioux  
Library System (MN)  
Washington County Library System (MN)  
Washington County Library System (PA)  
White Plains Public Library (NY) – 2 rounds  
Wilsonville Public Library (OR)  
Wisconsin Dept. of Public Instruction  
Woburn Public Library (MA)

\*In addition to the above planning related clients, Library Strategies has worked with numerous libraries across the country and internationally, providing such services as feasibility studies, capital campaigns, development plans, staff plans, advocacy training, board training, marketing, and program evaluation.

## APPENDIX C: Team Member Vitas

### NICK DIMASSIS

**NICK DIMASSIS** is the Director of the Beloit (WI) Public Library. Formerly, Dimassis served as the Deputy Director of Hennepin County Library, Director of Carver County Library, Assistant Director of East Central Regional Library, and past chair of the Public Libraries Division and the Legislative Committee of the Minnesota Library Association. Dimassis has presented widely on library advocacy, fundraising and operations, and currently holds various leadership roles in the Wisconsin Library Association. Dimassis is a principal consultant with Library Strategies facilitating a wide range of projects, including facility and community needs assessment, strategic planning, and Board development with libraries and library support organizations.

#### Areas of Expertise

- Strategic Planning
- Building and Facilities Plans
- Library Management

#### Experience

2015-present	Director, Beloit Public Library, Beloit, WI
2014	Deputy Library Director, Hennepin County Library, Minnetonka, MN
2012-2014	Director, Carver County Library, Chaska, MN
2006-2011	Assistant Director, East Central Regional Library, Cambridge, MN (Acting director for three months in 2007)
2005-2012	Adjunct Instructor, Saint Mary's University, Twin Cities and Rochester, MN, Campuses
2003-2006	Reference and Instruction Librarian, Saint Mary's University, Minneapolis, MN
2003	Reference and Instruction Librarian, St. Olaf College, Northfield, MN
2002-2003	Reference and Instruction Librarian, Inver Hills Community College, Inver Grove Heights, MN

#### Education

Master of Arts, Management, Saint Mary's University of Minnesota, 2006

Master of Library and Information Science, Dominican University, 2002

Bachelor of Arts, History, University of Minnesota, 1999

#### Professional Affiliations and Honors

Member, American Library Association and Wisconsin Library Association

Chair, Public Libraries Division of the Minnesota Library Association, 2014



Board Member, Minnesota Library Association, 2010

Chair, Legislative Committee, Minnesota Library Association, 2010

Member, Continuing Education Committee, MN State Library Services, 2009—2011

## STU WILSON

**STU WILSON** previously served as the Executive Director of the Friends of the Hennepin County Library (Minneapolis) and Vice President of The Friends of the Saint Paul Public Library. He has led or participated in over 30 strategic planning efforts for library and nonprofit organizations, as well as conducted numerous fundraising activities, board retreats, and tailored training for libraries across the country.

### Areas of Expertise

- Strategic Planning
- Fundraising and Development
- Board Training and Development
- Library Friends and Foundations
- Marketing and Public Awareness

### Experience

2018-2020 Director, Library Strategies Consulting Group, Saint Paul, MN  
2007-2017 Principal, Library Strategies Consulting Group, Saint Paul, MN  
2008-2012 Exec. Director, Friends/Foundation of the Hennepin County Library, Minneapolis, MN  
1997-2008 Vice President, The Friends of the Saint Paul Public Library, Saint Paul, MN  
1992-1996 Asst. Director, Silas Wright Museum/St. Lawrence Co. Historical Association, Canton, NY  
1987-1989 Asst. Director, Michigan Literacy (based in Library of Michigan), Lansing, MI

### Education

University of Oregon, M.A., Art and Architectural History, 1982  
University of Wisconsin - Madison, B.S., History and Art History, 1979

### Affiliations and Honors

Affiliations: American Library Association, Minnesota Library Association, Public Library Association

Recent Board Service: F. Scott Fitzgerald in Saint Paul, Minnesota Book Awards, Minnesota Library Foundation

Honors (personal or staff leader): National Award for Library Outreach, Institute of Museum and Library Services; Best Friends Award, Friends of Libraries USA; John Cotton Dana Award, American Library Association; John Sessions Memorial Award, American Library Association; Marshall Cavendish Award, American Library Association; Hispanic Community Service Award, Instituto de Arte y Cultura, Minneapolis

## DAVID KATZ

**David Katz** is Programs and Services Manager with Library Strategies. In that capacity, he manages the firm's special and ongoing projects, as well as its day-to-day administration. He holds an MLIS from the University of Wisconsin – Madison. Katz will contribute remotely to the survey research, drafting of reports, and other data synthesis, as well as assist with overall project management.

### Areas of Expertise

- Strategic Planning
- Building and Facilities Plans
- Library Management
- Research and Project Management

### Experience

- 2012-present Programs and Services Manager, Library Strategies, St. Paul, MN  
*Responsibilities include serving as manager of the Minnesota Association of Library Friends, coordinating the metro-wide Club Book author series, co-coordinating the Minnesota Book Awards, and research and project management support for Library Strategies Consulting Group*
- 2011-2017 Research Consultant, Minnesota Historical Society, St. Paul, MN
- 2012-present Office Manager, Minnesota Assoc. of Library Friends, St. Paul, MN
- 2008-2011 Communications Assistant, Schreiber Inc., Green Bay, WI

### Education

- B.A. (Journalism) – University of Minnesota  
B.A. (History) – University of Minnesota  
MLIS – University of Wisconsin, Madison