



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, November 17, 2022

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call To Order** Sofia Xethalis
- II. **Consent Agenda (Approval of Agenda; Approval of October 13, 2022 Regular Meeting Minutes) (Action)**
- III. **Presentation For Samantha Carroll**
- IV. **Public Comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- V. **Written Communications From The Public**
- VI. **City Librarian's Report** –Rick Meyer (Discussion)
- VII. **Division Head Reports**—Becky Damptz, Alissa Henkel, Carol Ziese
- VIII. **Reports Of Committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Diversity, Equity, Inclusion (Discussion)
 - iii. Remote Work Policy (Discussion)
 - iv. Management Personnel Policy (Discussion)
 - v. Trustee Bylaws (Discussion)
 - vi. Staff Social Media Policy (Action)
 - vii. Other (Discussion)
 - B. **Finance and Properties Committee**—Jacobie Jones
 - i. Capital Needs (Discussion)

- ii. October 2022 Check Register (Action)
- iii. October 2022 Budget Actuals & Projection (Discussion)
- iv. Project Viewpoint (Action)
- v. Library Strategies Proposal (Action)
- vi. Hire of Off-Duty Police for Security (Discussion)
- vii. Friends of the Library Relocation (Discussion)
- viii. Shelving & Carpet Project (Discussion)
- ix. Other (Discussion)

C. Foundation—Rick Meyer

- i. October 24 Meeting

D. Friends Of The Library – Sofia Xethalis

- i. November 10 Meeting

E. Illinois Heartland Library System—Rick Meyer

IX. Old Business

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

X. New Business

- A. Other (Discussion)

XI. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

October 13, 2022 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present:

Sofia Xethalis
Karl Coleman
Shelli Brunner
Susan Avery

Absent:

Jeffrey Cancienne
Jacobie Jones
Alana Banks

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Becky Dampitz, Head of Archives and Special Collections, Alissa Henkel, Head of Programs, Resources, and Services, Carol. Ziese, Head of Technical Services and Circulation

Guests: None.

Call to Order: Ms. Xethalis called the meeting to order at 4:42 pm.

Consent Agenda (Approval of Agenda; Approval of September 15, 2022 Regular Meeting Minutes) (Action) Ms. Xethalis requested a motion to approve the consent agenda. Mr. Coleman made a motion to approve the consent agenda, seconded by Ms. Avery. All in favor. The motion was adopted.

Public comments: None

Written Communications from the Public: None

City Librarian's Report (Discussion) Mr. Meyer stated The Library had a good usage month in September. To encourage use, The Library looks at registered users, who haven't come into The Library in a while, and then sends letters to them welcoming them back.

Division Head Reports (Discussion) Ms. Damptz reported that on October 3rd a social studies elementary class came to Local History and also visited the children's area. They were engaged and interacting. Leeann Grossman did an interview for WAND. Also, there was an article in the current Decatur Magazine.

Ms. Henkel reported that Readiculous performed for 360 kids. Since the performances, a variety of the kids who saw the performance came into The Library with their parents. Readiculous Jr. is back. We had 18 attendees and they performed for the parents and families.

Ms. Ziese reported Circulation has deleted a lot of expired records to clean up the database in order to move toward e-registrations. We are working to get mailings down and transition people to email or text messaging. Books are being relocated to make room for new carpet and shelving.

Reports of Committees:

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

- a. Personnel Update (Discussion) Mr. Meyer The Library has 1 half-time library assistant position open. Six people took the exam and 6 passed. Interviews can begin.
- b. Diversity, Equity, and Inclusion (Discussion) Mr. Meyer stated The Library has finished the work with DeEtta Jones. The DEI committee will work on the recommendations. Mr. Meyer would like to have a Board member be involved on this committee. The next committee meeting date is in early November.
- c. Remote Work Policy (Discussion) Tabled at PPPR. The risk manager has not given further detail to Mr. Meyer.
- d. Management Personnel Policy (Discussion) Tabled at PPPR. Mr. Meyer received information today on how to add language about new parent leave for both mothers and fathers for birth or adoption.
- e. Program Policy (Action) Ms. Brunner made a motion to accept the policy as is, seconded by Mr. Coleman. All in favor. The motion was adopted.
- f. Reference and Reader' Advisory Services Policy (Action) Mr. Coleman made a motion to accept the policy as is, seconded by Ms. Brunner. All in favor. The motion was adopted.

B. Finance and Properties Committee – Ms. Xethalis stated the meeting was not held since we did not meet quorum.

- a. Capital Needs (Discussion) No discussion.
- b. September 2022 Check Register (Action) Ms.Xethalis recommended the register be passed by the Board. Mr. Coleman made a motion to pass the September check register, seconded by Ms. Brunner. Ms. Xethalis requested a roll call vote, Ms. Xethalis yes, Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes. The motion was adopted.
- c. August 2022 Budget Actuals and Projection (Discussion) Mr. Meyer discussed the September budget and projections. The surplus at the end of the year will be transferred into the capital reserve fund so The Library can buy furniture in 2023.
- d. FY2023 Budget (Action) The 2023 budget was presented to the Board. Mr.

Coleman made a motion to pass the 2023 budget, seconded by Ms. Avery. Ms. Xethalis requested a roll call vote, Ms. Xethalis yes, Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes. The motion was adopted.

- e. Hire of Off-Duty Police for Security (Action) Mr. Meyer stated there are 16 candidates. The cost would be \$35,000 annually. Mr. Coleman made a motion to pass hiring Off-Duty Police for Security, seconded by Ms. Avery. Ms. Xethalis requested a roll call vote. Ms. Xethalis yes, Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes. The motion was adopted.
- f. Friends of the Library Relocation (Discussion) They will meet with architects and designers to determine an approach.
- g. Shelving & Carpet Project (Discussion) The bid documents have gone to the City.

C. Foundation – Rick Meyer

- a. September 15 Meeting Sofia Xethalis No discussion.

D. Summer Appeal Update – Rick Meyer stated the Foundation raised \$50,000.

E. Friends of the Library – October 13-(Discussion) No discussion.

F. Illinois Heartland Library System – Mr. Meyer reported the annual meeting is coming up. They are looking for a logistics person.

Old Business

- A. Open Trustee Seat (Discussion) Ms. Xethalis and Ms. Avery will both reach out to the Mayor to discuss the open positions.
 - a. City Librarian Compensation (Action) ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (2)) Mr. Coleman made a motion to go into closed session at 5:41pm, seconded by Ms. Avery. The Board came out of closed session at 5:48pm. The City librarian compensation was discussed. Mr. Coleman recommended the Board offer a 5% rate increase for Mr. Meyer. Ms. Avery seconded the motion. Ms. Xethalis requested a roll call vote, Ms. Xethalis yes, Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes. The motion was adopted.
- B. 2022 Holiday (Action) Mr. Meyer recommended to make the ½ days of closure into a full day of closure. This includes Election day, Christmas Eve and New Year’s Eve. Mr. Coleman made a motion to approve, seconded by Ms. Avery. All in favor. The motion was adopted.

New Business

- A. Other (Discussion) Mr. Meyer discussed the short PBS subseries called Project Viewpoint on Public Libraries in America. They offered a potential program with a cost of \$29,400. Mr. Meyer will send an email with additional detail to the Board. Mr. Meyer will go to the Foundation, The Community Foundation, and the Friends of the Library to see if they want to help with the funding for this program. This is a short film hosted by Dennis Quade. This topic can be added to the next meeting.

Adjournment

Ms. Xethalis requested a motion to adjourn at 5:56pm. Mr. Coleman made a motion to adjourn, seconded by Ms. Brunner. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 10/13/22

City Librarian's Report for October 2022

Administration

- I continued to work on the 2023 Budget proposal.
- On the 5th I met with new Friends of the Library President Connie Peters.
- On the 11th I held two all-staff meetings.
- Also on the 11th, Board President Sofia Xethalis and I met with Decatur Chief of Police Shane Brandel to discuss guidelines for using off-duty police to provide security at DPL.
- On the 12th, Alissa Henkel and I had a telephone meeting with Ed Simmons, producer of Project Viewpoint with Dennis Quaid to discuss the possibility of DPL being a subject of one of their videos that air on PBS.
- On the 13th I met with a committee from Friends of the Library to begin planning their use of their future space on the 1st floor.
- Also on the 13th I attended a training on new updates to City Financial software.
- The week of the 17th I was in Rosemont, IL for the Illinois Library Association Annual Conference. I will send a separate report.
- On the 24th I attended the annual meeting of the Decatur Public Library Foundation.
- I worked on several policies and with architects and city purchasing to prepare for bids to be let.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 10 curbside pick-ups in September
- 17,443 expired registrations were removed from the database. 5 file boxes of expired patron cards will be sent for destruction.
- 2,862 patrons need to be converted to email or text messaging. Staff will begin making calls in November.
- Jennifer Pride served on DEI Engagement Committee.

Technical Services

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

Programs, Resources, and Services

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

- Katie Eytchison and Alissa worked with the Reducing Isolation Committee which includes Starting Point to set up a grant and partnership agreement to provide loaded tablets to isolated seniors.
- Katie and Alissa attended the ECIAAA event at Scovill Zoo in which Decatur was declared a Dementia Friendly Town. There were brainstorming sessions at the end to determine other ways Decatur can be dementia friendly.
- John Schirle is teaching Susan Bishop how to manage the Kids portion of the DPL website.
- Susan and Alissa began READiculous visits to local schools again. They also created a “new” show for the Holidays.
- 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. 146 different resources were taking in the first month that it was up. Kasey assisted.
- Alissa attended the first in-person ILA Conference since the pandemic began.
- Carol Ziese and Alissa interviewed five candidates for the part-time Library Assistant position along with Penny Rodgers from City HR.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson renewed our IceWarp email software for another year.
- Matt rebuilt our Patron Proxy server to another faster computer.
- He worked on getting the lobby display mounted, also testing and working on instructions for updating the display.
- All City purchased cameras are mounted and recording.
- Chris Nihiser’s testing with Deep Freeze is ongoing.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- Leeann Grossman talked to a Millikin University elementary education class on October 3 about how local history rooms could benefit their curriculum. There were 18 students in the class.
- Leeann gave an interview to WAND on October 3 about Family History Month and the displays we have in the room. This interview was in response to the press release we sent out in late September.
- Tina Horve continued to work on the Charles Emery Papers. The collection has been organized, and she is working on the finding aid and labels. This is the third collection she has worked on since starting her internship in August.
- The 150th Anniversary Committee met on October 27. They have been working with Jones & Thomas on a logo for the anniversary, and are currently working on adjustments to what was sent.
- Becky Damptz 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 the digital copies will be made accessible to patrons through Omeka.
- Becky completed the Malone Family Collection (#5.006) this month. The collection will eventually be made available on Omeka.

- David Frahlman and Pat Riley put up their family history display. This includes the photos of the Roberts family, Foulk family, and Zerfowski family, and also a section on family reunions in Decatur. The display will be up through November.

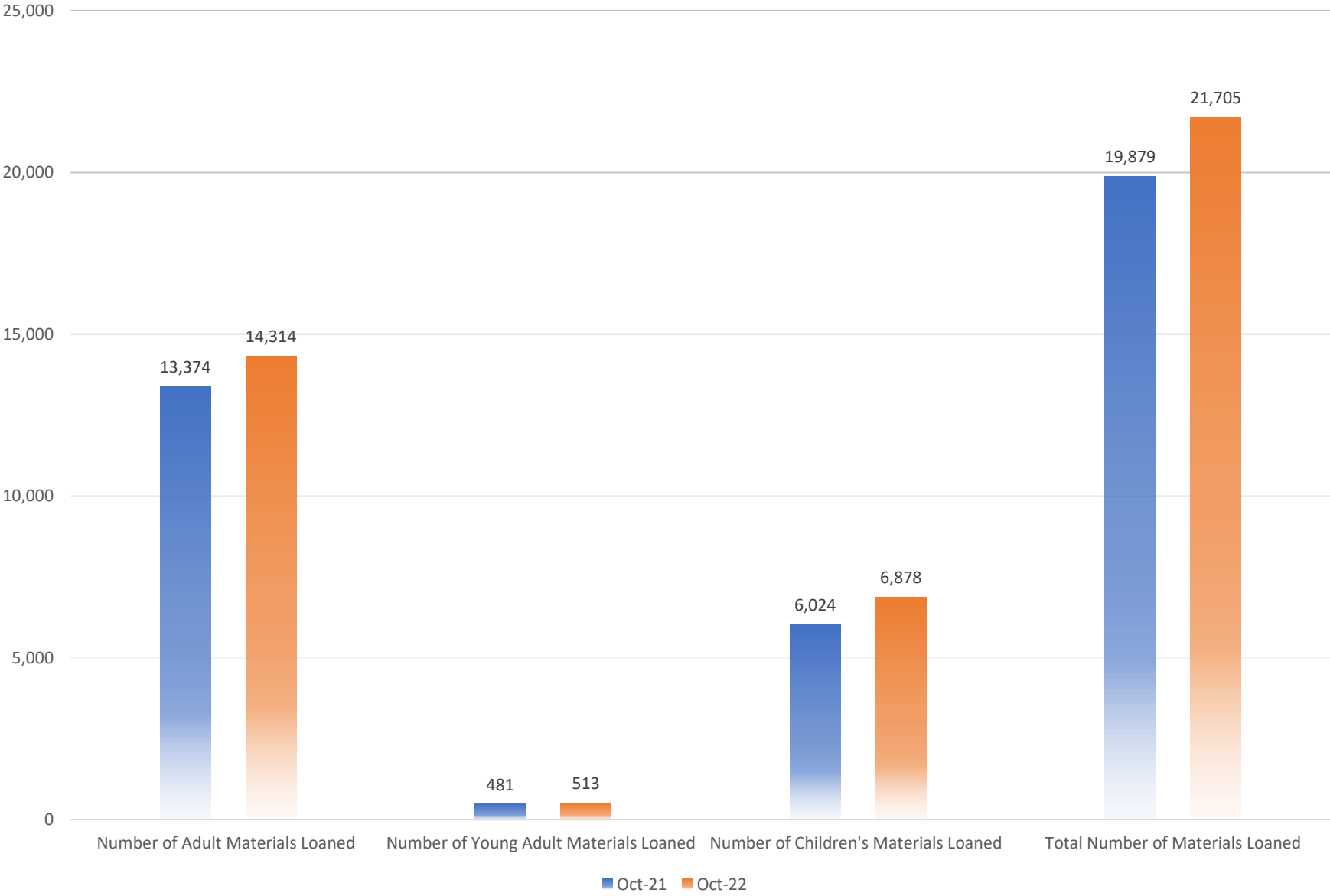
Respectfully Submitted,

Rick Meyer
City Librarian

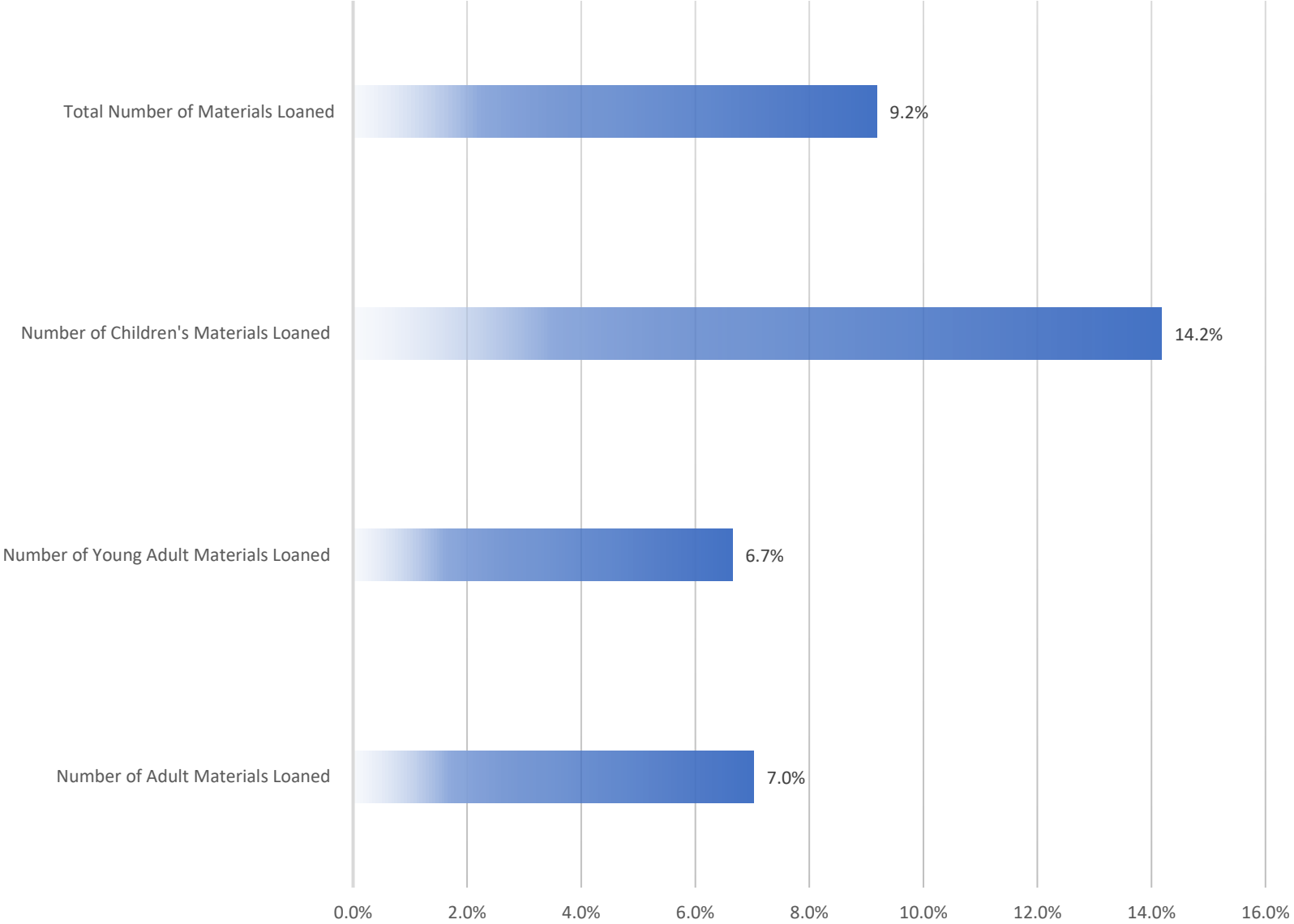
	Oct-21	Oct-22	% of Total	Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	November 2020- October 2021	November 2021- October 2022	Change from 2021
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned	13,374	14,314	65.9%	7.0%	156,828	192,019	22.4%	151,077	169,932	12%
Number of Young Adult Materials Loaned	481	513	2.4%	6.7%	7,301	7,812	7.0%	6,964	7,225	4%
Number of Children's Materials Loaned	6,024	6,878	31.7%	14.2%	70,117	93,510	33.4%	67,561	82,221	22%
Total Number of Materials Loaned	19,879	21,705		9.2%	234,246	293,340	25.2%	225,602	259,378	15%
Circulation by Material Type										
Books Loaned--Physical	12,696	13,208	60.9%	4.0%	148,399	187,193	26.1%	142,267	165,282	16%
Videos/DVDs Loaned--Physical	2,449	3,693	17.0%	50.8%	28,267	44,843	58.6%	26,473	38,133	44%
Audios, Including Music Loaned--Physical	872	688	3.2%	-21.1%	8,289	10,099	21.8%	7,693	8,726	13%
Magazines/Periodicals Loaned--Physical	262	279	1.3%	6.5%	3,067	3,507	14.4%	2,851	3,141	10%
Other Items Loaned--Physical	29	296	1.4%	920.7%	1,619	2,676	65.3%	1,690	2,549	51%
Use of Circulating Electronic Materials	3,571	3,541	16.3%	-0.8%	44,605	45,275	1.5%	44,628	41,547	-7%
Total	19,879	21,705		9.2%	234,246	293,593	25.3%	225,602	259,378	15%
Successful Retrieval of Electronic Information	7,742	13,996	39.2%	80.8%	123,484	189,363	53.4%	112,727	169,084	50%
Electronic Content Use	11,313	17,537	49.1%	55.0%	168,089	235,567	40.1%	157,355	210,631	34%
Total Collection Use	Oct-21	Oct-22		Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	November 2020- October 2021	November 2021- October 2022	Change from 2021
Total Collection Use	27,621	35,701		29.3%	357,730	482,956	35.0%	338,329	428,462	27%
	Oct-21	Oct-22	% of Total	Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	November 2020- October 2021	November 2021- October 2022	Change from 2021
Interlibrary Loans Provided To Other Libraries	3,732	3,743	59.4%	0.3%	39,903	48,647	21.9%	38,548	42,641	11%
Interlibrary Loans Received FROM Other Libraries	2,116	2,557	40.6%	20.8%	28,865	33,291	15.3%	29,435	30,215	3%
Total ILL Transactions	5,848	6,300		7.7%	68,768	81,939	19.2%	67,983	72,856	7%
	Oct-21	Oct-22		Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	November 2020- October 2021	November 2021- October 2022	Change from 2021
New Patron Registrations	119	206		73.1%	1,353	2,397	77.1%	1,505	2,037	35%
# of Visitors (Security Gate)	9,719	10,874		11.9%	78,509	141,898	80.7%	86,782	120,164	38%
# Visitors Lobby Counter	11,679	14,402		23.3%	84,502	186,735	121.0%	97,988	154,151	57%
Local History # of visitors	326	52		-84.0%	298	1,063	256.8%	553	452	-18%
Adult Programs Active	159	135		-15.1%	1,121	3,338	197.8%	1,008	2,443	142%
Adult Programs Passive	870	238			1,207	3,778	213.0%	2,436	2,415	-1%
Adult Programs Virtual Live	26	57			22	104	373.4%	361	127	-65%
Adult Programs Virtual Recorded	628	18			193	209	8.3%	1,219	424	-65%
YA Programs Active	0	0		#DIV/0!	0	#DIV/0!	#DIV/0!	0	47	#DIV/0!
YA Programs Passive	17	0			409	330	-19.4%	470	315	-33%
YA Virtual Live	0	0			0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0			57	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	124	894		621.0%	1,354	9,880	629.7%	525	4,857	825%

Children's Programs Passive	353	629		2,599	7,636	193.8%	3,820	6,924	81%
Children's Virtual Live	81	172		185	1,232	565.7%	520	864	66%
Children's Virtual Recorded	0	0		5,141	0	-100.0%	832	0	-100%
Total Programs	2,258	2,143	-5.1%	12,288	24,703	101.0%	11,191	18,416	65%
Public Sessions	1,857	1,690	-9.0%	14,620	23,188	58.6%	17,196	20,196	17%
Wireless Sessions	1,015	1,418	39.7%	5,691	17,147	201.3%	7,518	13,474	79%
Website Sessions	8,645	9,789	13.2%	113,083	129,974	14.9%	130,264	121,340	-7%
Unique Visits	4,372	6,013	37.5%	63,468	76,177	20.0%	73,902	71,597	-3%
Page Views	36,477	36,493	0.0%	485,031	508,789	4.9%	514,474	472,734	-8%
Self Checks	5,703	6,485	13.7%	43,324	94,666	118.5%	53,402	80,045	50%
Percentage of Self Checks	0	0	2.1%	40%	47%	7.2%			
Assists Adult	2,889	2,222	-23.1%	22,718	33,345	46.8%	28,947	29,747	3%
Assists Children	973	718	-26.2%	9,181	12,946	41.0%	12,261	11,876	-3%
Assists Local history	148	163	10.1%	956	1,911	99.9%	1,244	1,626	31%
IT help calls	128	63	-50.8%	1,154	1,320	14.4%	1,460	1,230	-16%
Searches in Catalog	18,604	17,239	-7.3%	848,610	222,706	-73.8%	228,005	204,748	-10%
Number of Items processed	1,747	1,655	-5.3%	18,575	19,478	4.9%	22,144	18,231	-18%
Number of Items Withdrawn from Collection	214	369	72.4%	19,237	9,283	-51.7%	21,918	11,415	-48%
Number of mended items	384	236	-38.5%	2,189	2,952	34.9%	3,468	2,718	-22%
Number of items ordered	511	1,066	108.6%	8,213	7,848	-4.4%	8,940	7,464	-17%
Number of records added to database	1,363	1,419	4.1%	15,824	16,527	4.4%	18,676	15,512	-17%

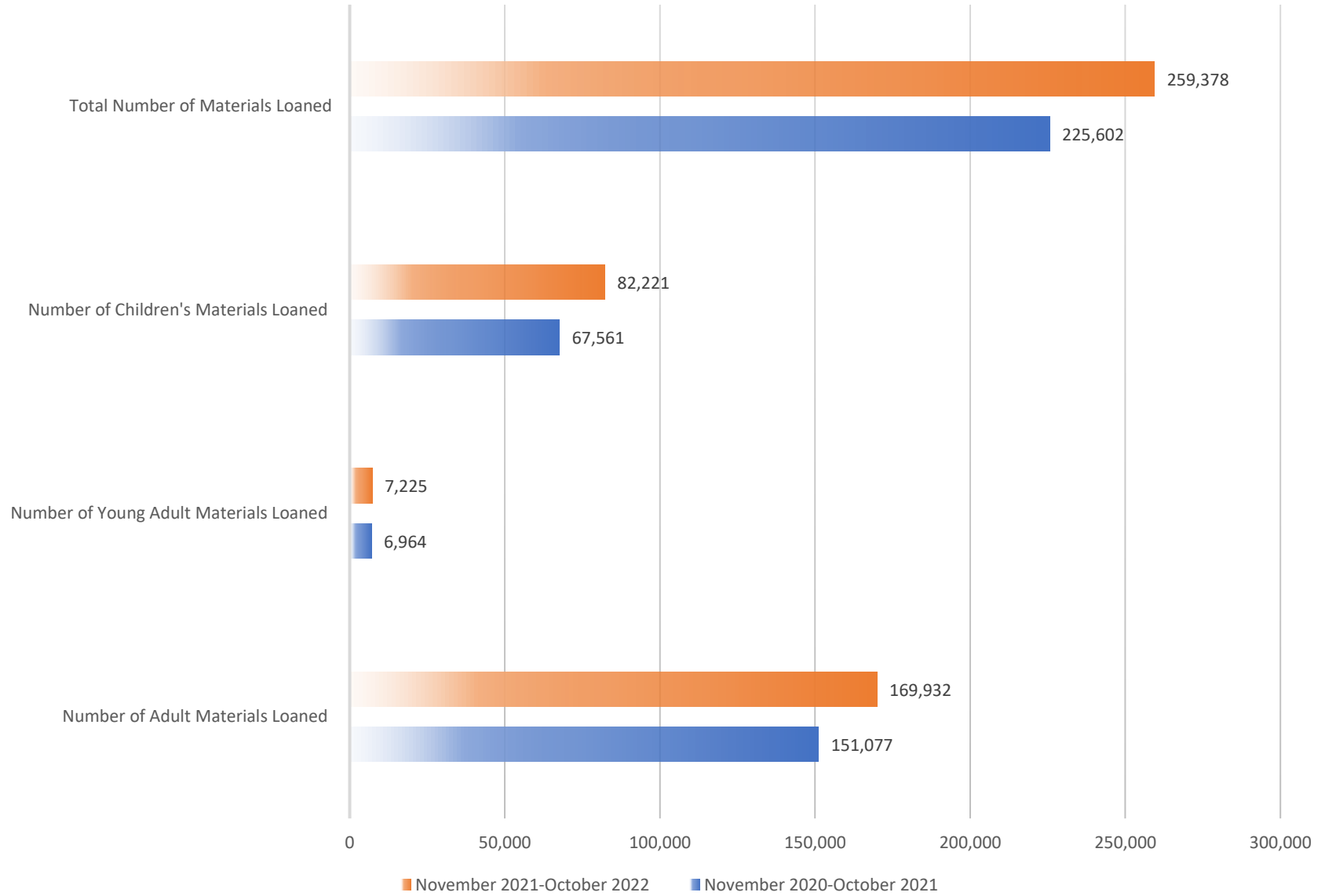
OCTOBER CIRCULATION BY AUDIENCE



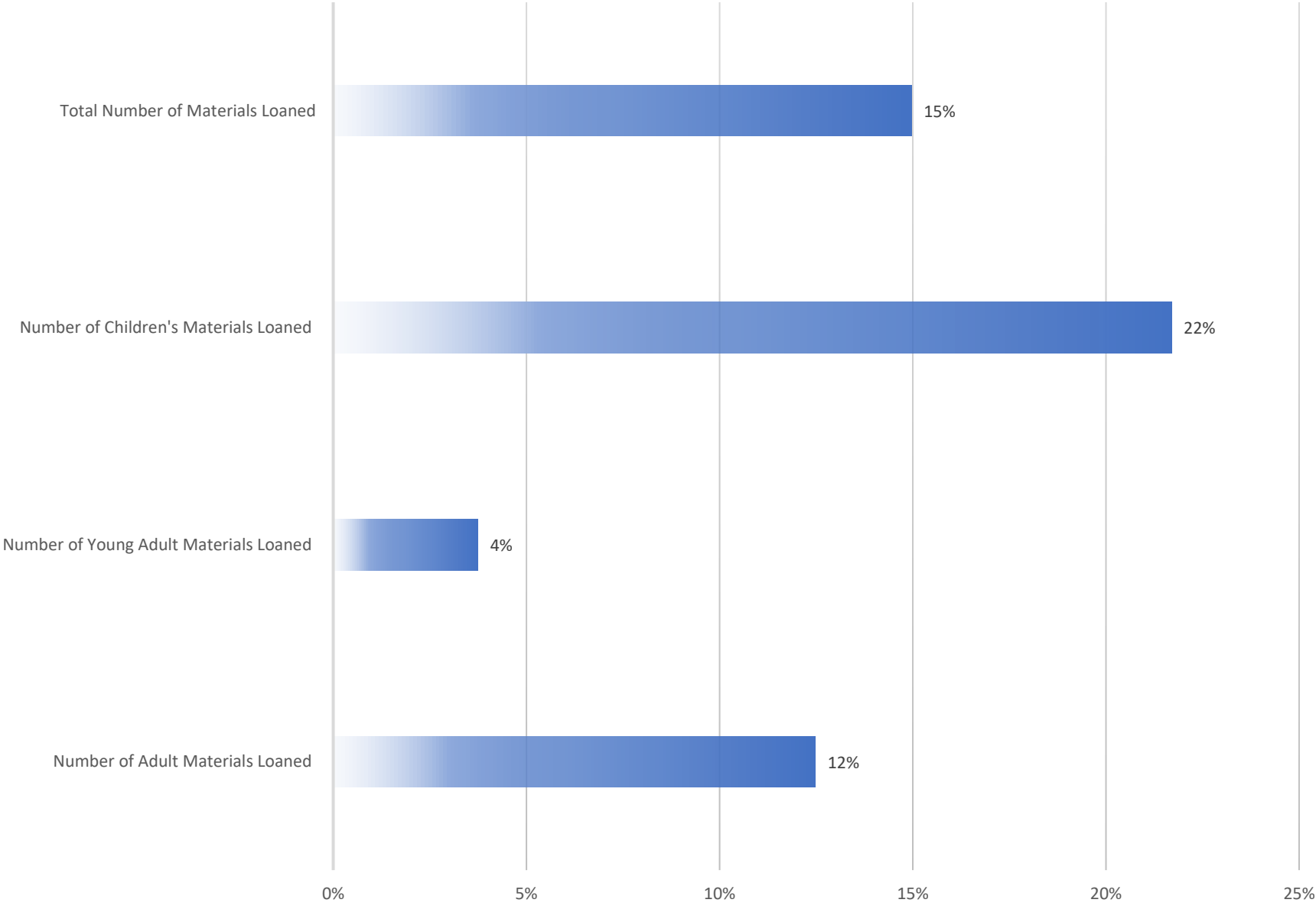
CHANGE FROM 2021



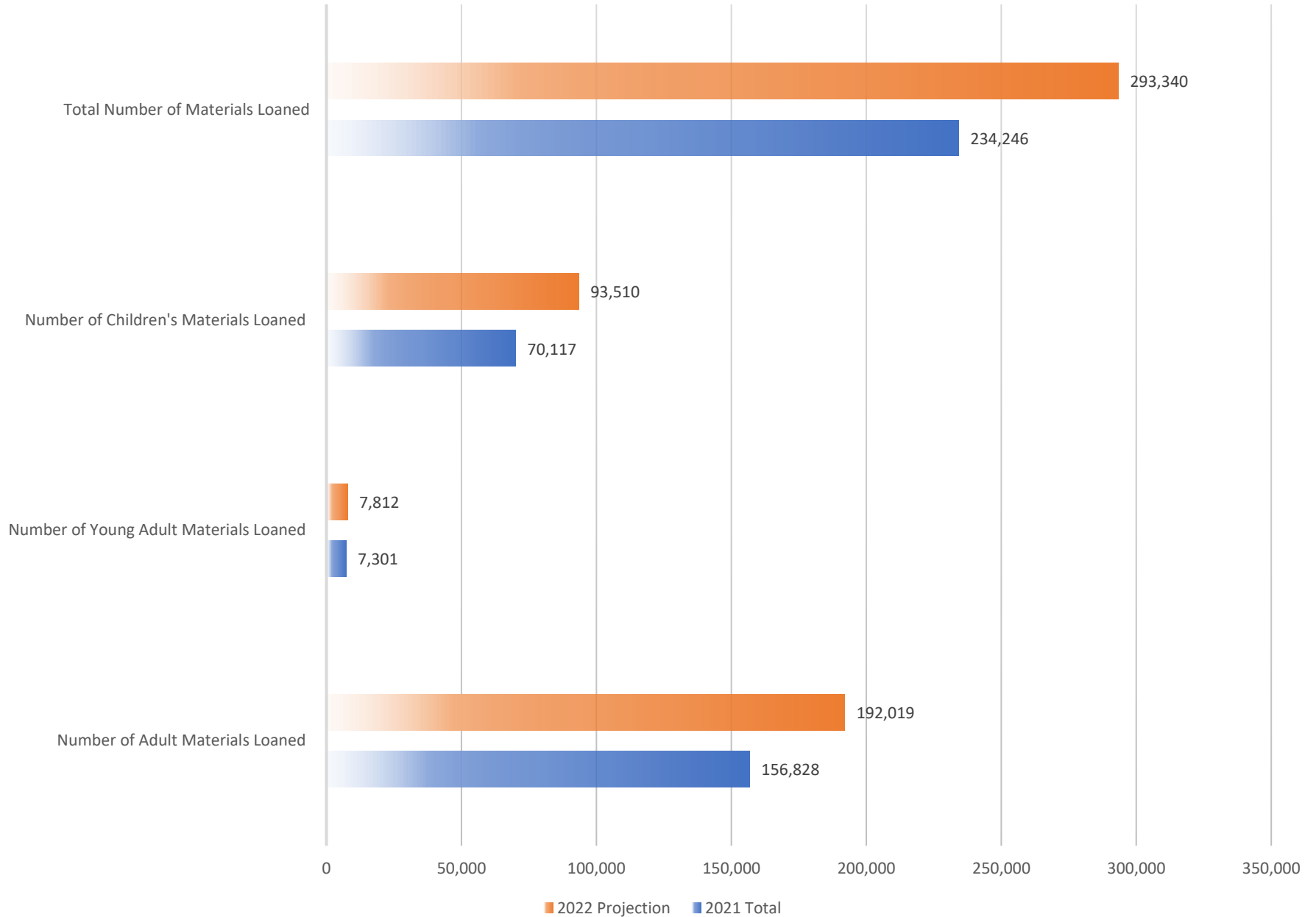
12-MONTH TREND



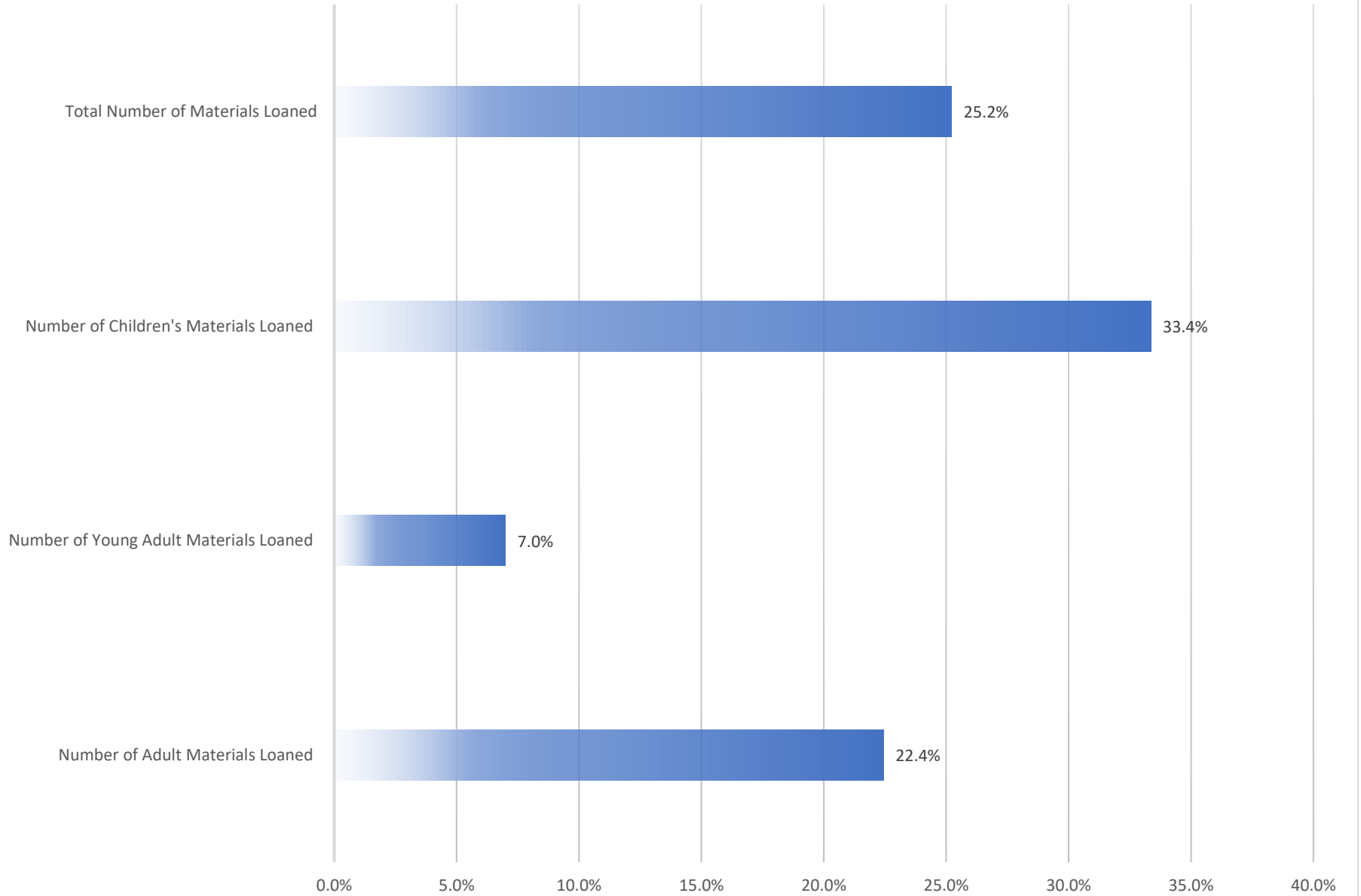
CHANGE FROM 2021



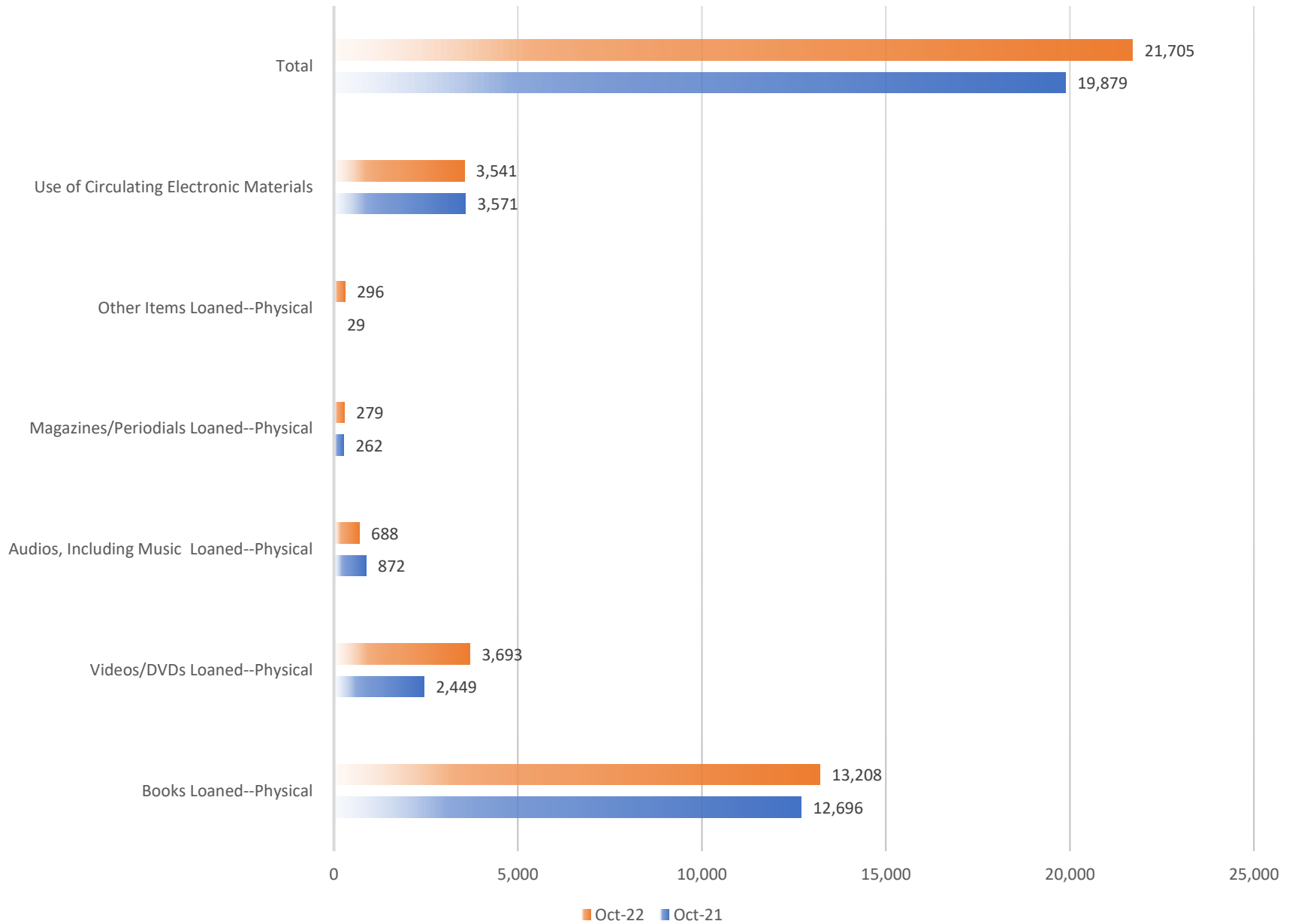
2022 PROJECTION VS. 2021 ACTUAL



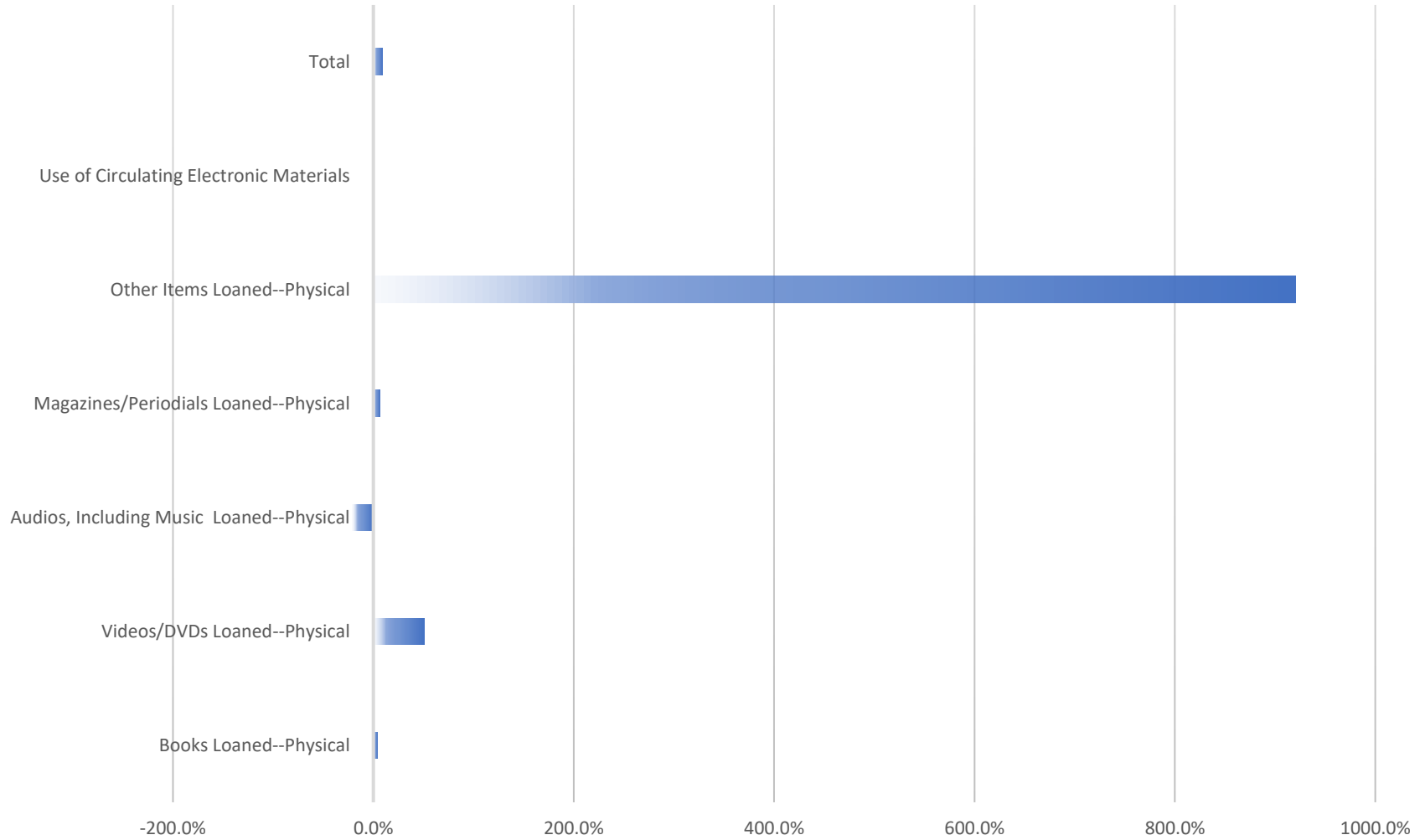
PROJECTED CHANGE FROM 2021



OCTOBER CIRCULATION BY MATERIAL TYPE

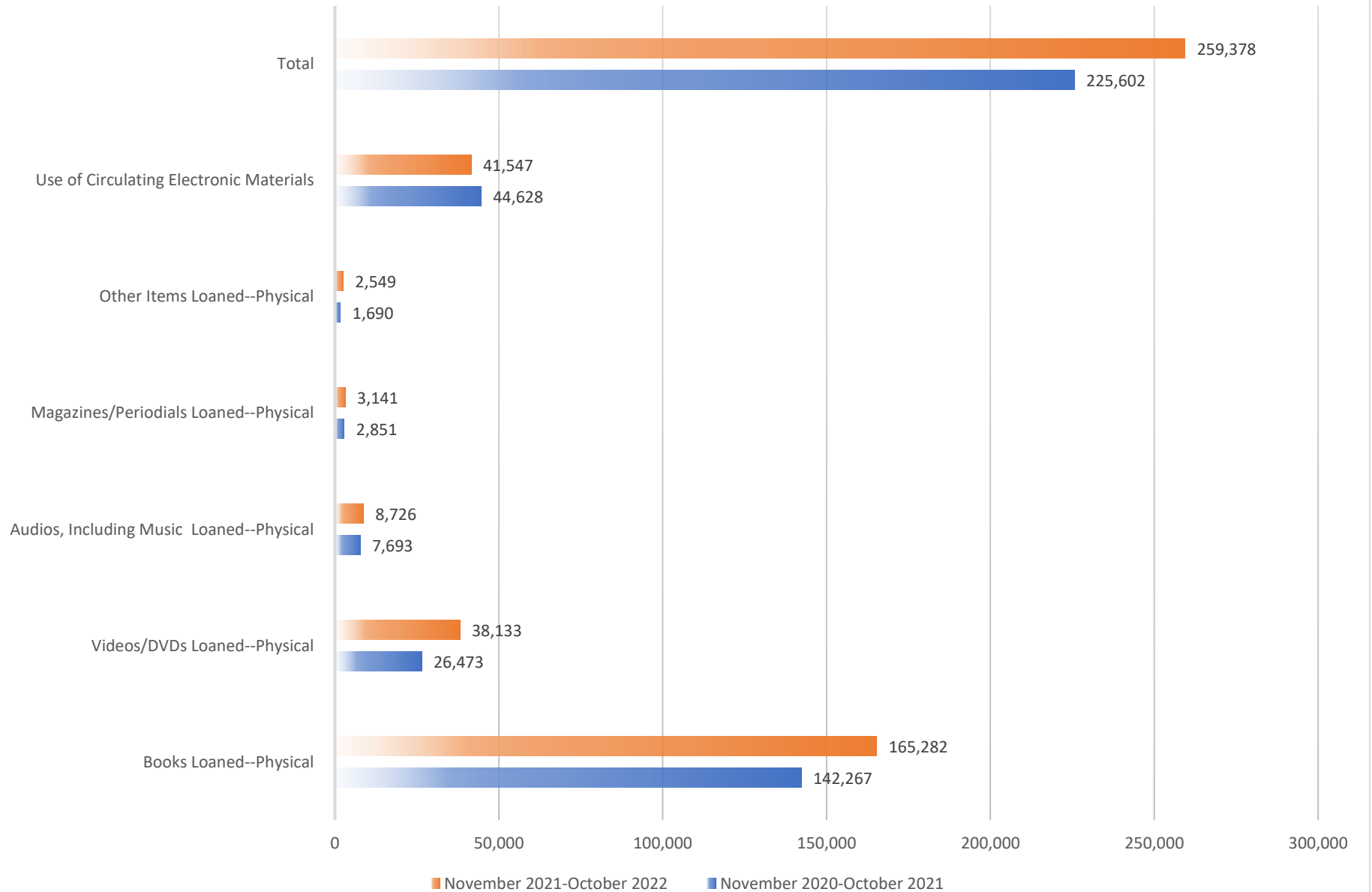


CHANGE FROM 2021

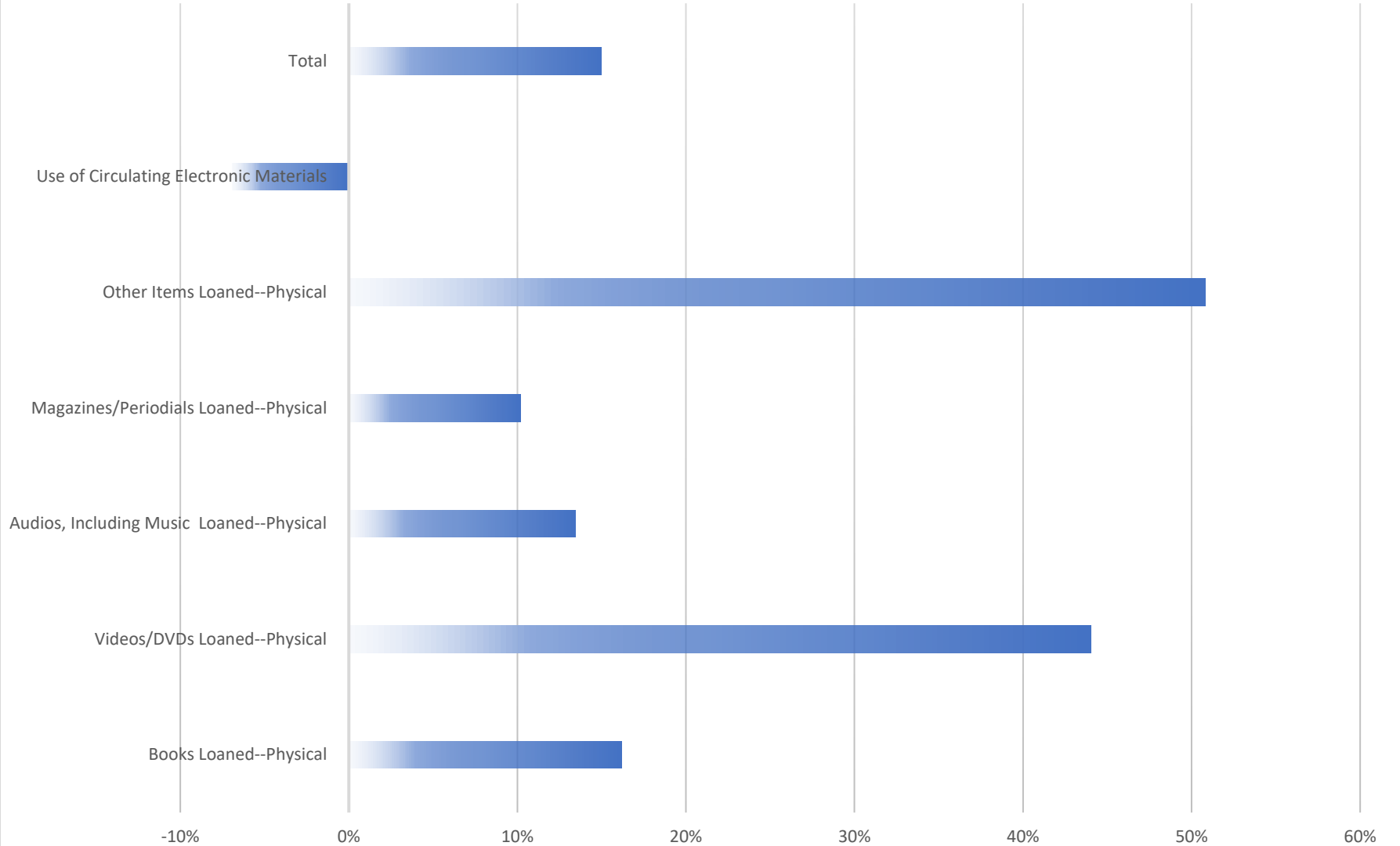


	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
■ Change from 2021	4.0%	50.8%	-21.1%	6.5%	920.7%	-0.8%	9.2%

12-MONTH TREND

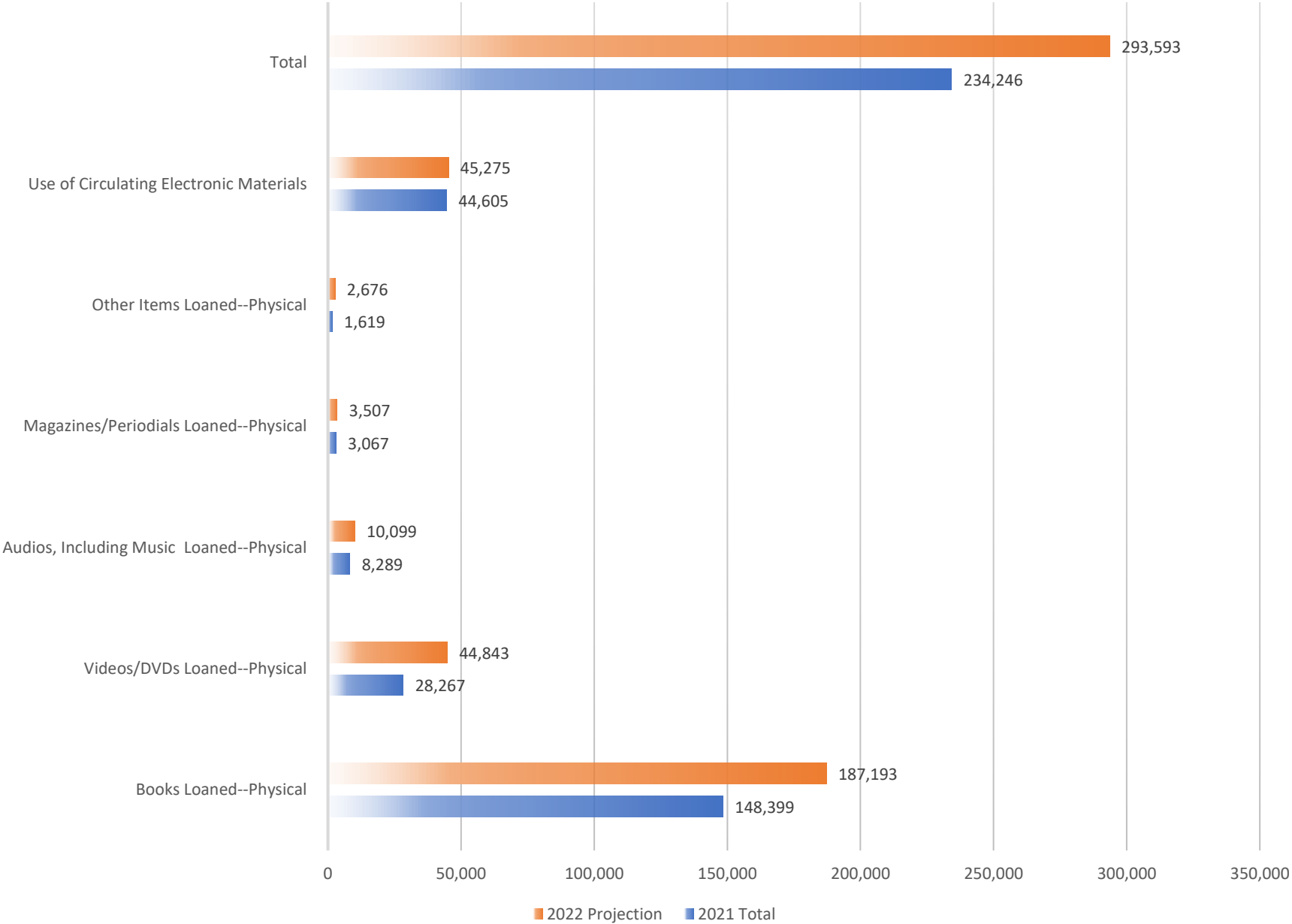


CHANGE IN 12-MONTH TREND



	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	16%	44%	13%	10%	51%	-7%	15%

2022 PROJECTION VS. 2021 ACTUALS



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>	
35 LIBRARY FUND						
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
		35 LIBRARY FUND Total		112,082.05		

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>	
59 LIBRARY TRUST FUNDS						
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
59 LIBRARY TRUST FUNDS Total				3,396.53		
WARRANT TOTAL:				115,478.58		

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%
Total Revenue	\$ 4,134,562		\$ 4,480,709.80	108.4%	\$ 3,983,164.30	12.5%

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%
	\$ 2,514,492	60.7%	\$ 2,086,981.84	83.0%	\$ 2,068,440.90	0.9%

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
Total Materials	\$ 351,520	9.3%	\$ 272,075.71	77.4%	\$ 321,981.69	-15.5%

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
Total	\$ 102,650	2.7%	\$ 88,565.32	86.3%	\$ 15,820.60	459.8%

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%
	\$	145,548	3.8%	\$	121,290.00	83.3%	\$	137,490.00	-11.8%

Grants

Other grants	\$	75,000		\$	63,024.59	84.0%	\$	27,695.90	127.6%
	\$	75,000	2.0%	\$	63,024.59	84.0%	\$	27,695.90	127.6%

Advertising	\$	500	0.01%	\$	898.00	179.6%	\$	421.00	113%
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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%	\$	128,925.04	66.5%	\$	125,612.69	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%	\$	70,214.30	94.9%	\$	52,520.36	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%	\$	80,650.00	83.3%	\$	60,680.00	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!
Total Building	\$ 589,733	15.6%	\$ 492,138.00		\$ 486,464.11	1.2%
Total Operations/Services	\$ 1,629,731	43.1%	\$ 1,317,780.96	80.9%	\$ 1,228,686.35	7.3%
Total Expenses	\$ 4,144,223		\$ 3,404,762.80	82.2%	\$ 3,297,127.25	3.3%
Revenue Minus Expense	\$ (9,661)		\$ 1,075,947.00		\$ 686,037.05	56.8%

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	\$	43,824.81	\$	-	\$	-	\$	43,824.81
11/1/2022	\$	43,824.81						
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

Fund	Budgeted	Projected	Difference
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)
Totals	\$ 4,134,562	\$ 4,756,574	\$ 622,012

Expenditures			
Fund	Budgeted	Projected	Difference
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)
Total Personnel	\$ 2,514,492	\$ 2,502,877	\$ 11,615
Fund	Budgeted		
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
Total operating	\$ 1,629,731	\$ 1,620,664	\$ 9,067
Total expense	\$ 4,144,223	\$ 4,123,541	\$ 20,682
Surplus (deficit)	\$ (9,661.00)	\$ 633,032.97	\$ (642,694)

From: ed@viewpointproject.com
To: rmeyer@decaturlibrary.org; 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. 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

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

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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.

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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

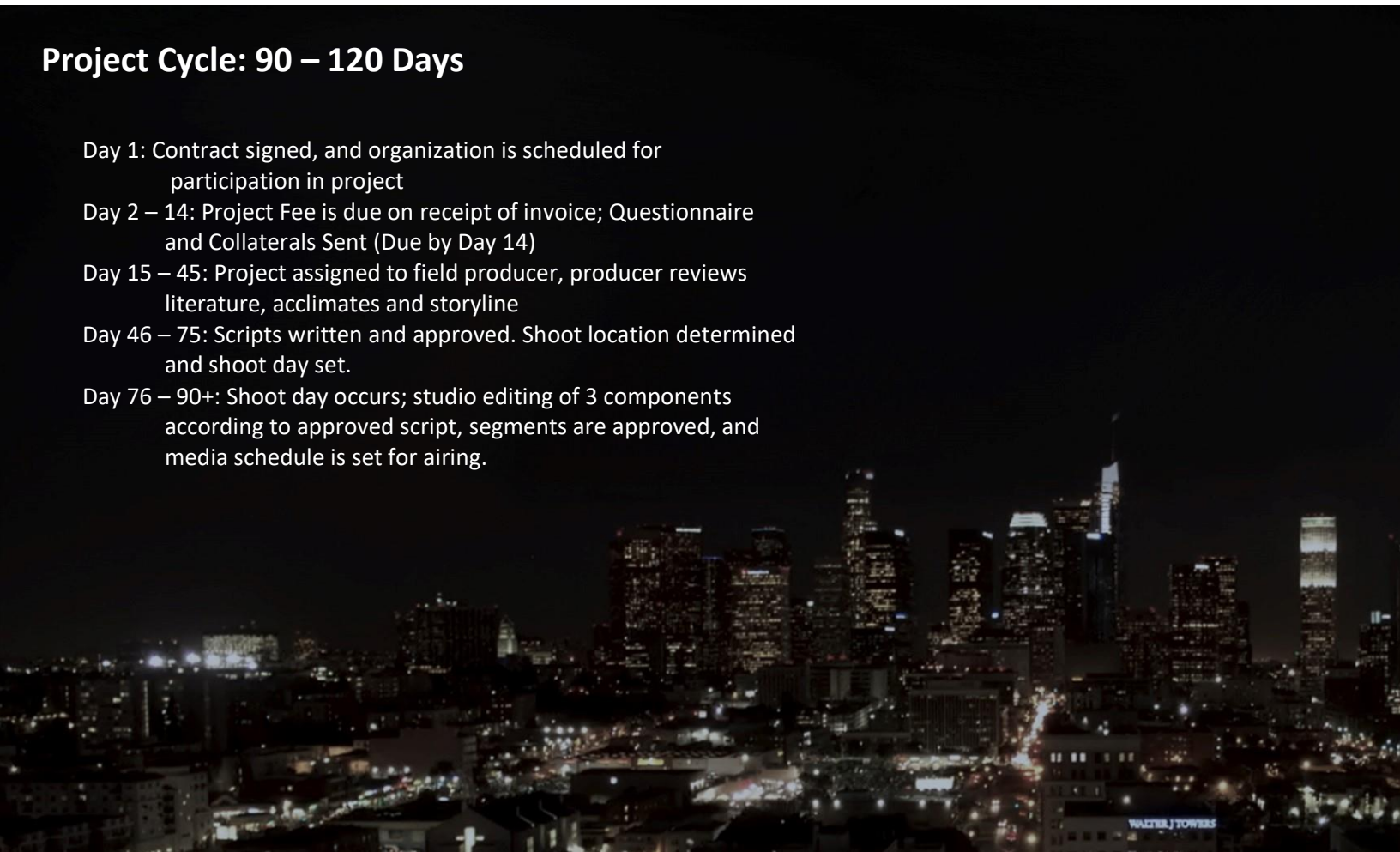
Viewpoint will digitize the 5-6 minute documentary into a digital file for streaming on your company or organization's website, and will be delivered in a format for streaming on social media. Viewpoint will design and generate an email campaign to your narrowcasted audience sending up to 1,000,000 video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

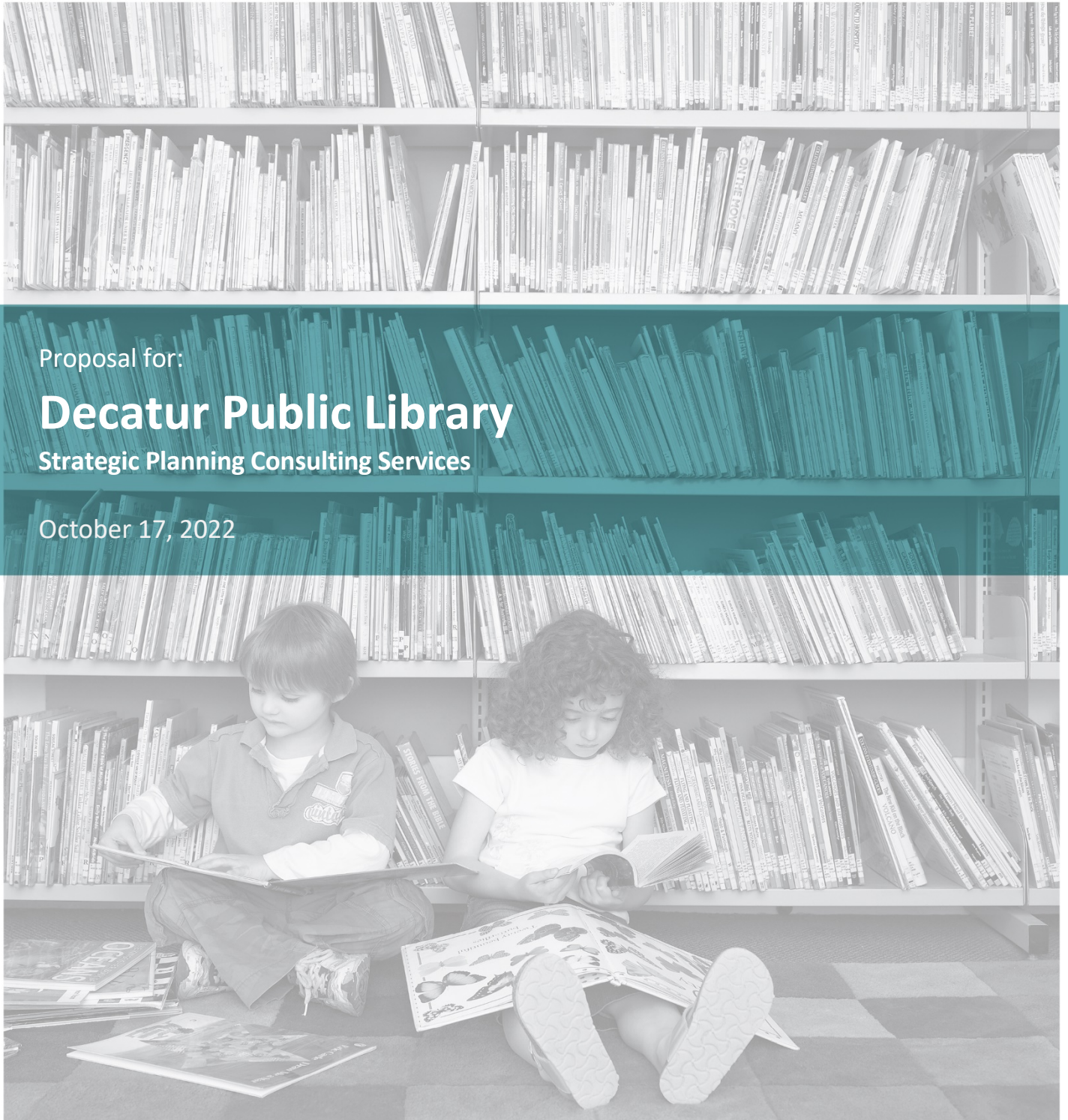


Proposal for:

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

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.



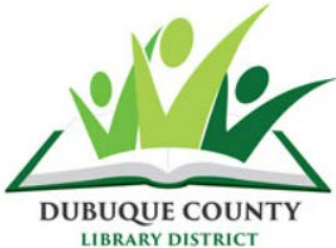
STU WILSON previously served as the Executive Director of the Friends of the Hennepin County Library (Minneapolis) and Vice President of The Friends of the Saint Paul Public Library. He has led or participated in over 30 strategic planning efforts for library and nonprofit organizations, as well as conducted 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 | (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 | (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 | 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
Phase 1: Preparation + Data Analysis						
Steering committee kickoff Finalize workplan	X					
Collect/analyze library and other background data	X					
Phase 2: Key Stakeholder Input						
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			
Phase 3: Community Engagement						
Launch invitation process for retreat or focus groups		X				
Facilitate RRP™ retreat or focus groups				X		
Phase 4: Crafting Strategic Plan + Implementation Planning						
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
Phase 1: Preparation and Data Review		
Prep meetings, steering committee kickoff	0.50 day	
Data collection and review	0.25 day	
Phase 2: Stakeholder Input		
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>
Phase 3: Community Engagement (full-day in-person Retreat <u>or</u> four 2-hour Focus Groups)		
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>
Phase 4: Crafting Strategic Plan / Implementation Planning		
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
Total Consulting Fees		
	9.75 consultant days = <u>\$17,550</u>	<i>Additional, as described</i>
EXPENSE DESCRIPTION		
QUANTITY	ESTIMATED COST	
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
Total Estimated Expenses		\$1,716

*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

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Alayne Hopkins

Director, Programs & Services

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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)
Muscogee 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