



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, August 17, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of July 20, 2023 Regular Meeting Minutes)**
(Action)
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian's report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Lost and Found Policy (Discussion)
 - iii. Volunteer Policy (Action)
 - iv. Management Pay Grades and Benchmarking (Discussion)
 - v. Diversity, Equity, Inclusion (Discussion)
 - vi. Other (Discussion)
 - B. **Finance and Properties Committee**—Jecobie Jones
 - i. Capital Needs & Projects (Discussion)
 - ii. Friends of the Library Relocation (Discussion)
 - iii. July 2023 Check Register (Action)
 - iv. July 2023 Actuals & Projection (Discussion)

v. Other (Discussion)

C. Foundation—Rick Meyer

i. No Meeting

D. Friends of the Library – Rick Meyer

i. August 10 meeting

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

A. Open Trustee Seat (Discussion)

B. Other

IX. New Business

A. Election of Board Secretary (Action)

B. Other (Discussion)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 20, 2023 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Alana Banks, Shelli Brunner, Jacobie Jones, LaTonya Ricks, Emily West, Elizabeth Rivera

Present:

Karl Coleman
Sofia Xethalis
Shelly Brunner
Jacobie Jones
LaTonya Ricks
Alana Banks (Via Zoom)

Absent:

Elizabeth Rivera
Emily West

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

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:32 pm. Ms. Banks joined the meeting via zoom at 4:37pm.

Consent Agenda (Approval of Agenda; Approval of June 15, 2023 Regular Meeting Minutes) (Action) Ms. Xethalis made a motion to approve the agenda and minutes, seconded by Mr. Jones. All in favor. The motion was adopted.

Public comments: None

Written Communications from the Public: None

City Librarian's Report (Discussion) Mr. Meyer presented the City Librarian's report.

Division Head Reports (Discussion) Ms. Damptz reported there are two new volunteers in Archives and Special Collections department.

Ms. Henkel reported programming numbers are above 2500. The Library is hiring 2 part-time Library Assistants.

Reports of Committees:

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

- a. Personnel Update (Discussion) Mr. Meyer stated there is an internal candidate for the part-time Library Assistant in Local History. There are now 2 open positions for part-time Library Assistant.
- b. Committee Chair Appointment (Action) Ms. Xethalis nominated Ms. Brunner as the Personnel, Policy, and Public Relations Chair, Mr. Jones seconded. All in favor. Motion was adopted.
- c. COVID Leave Expansion (Action) Mr. Meyer stated the policy was scheduled to sunset on June 30, 2023. All in favor. The motion was adopted.
- d. Security Camera Policy (Action) Ms. Brunner recommended to pass the policy as presented, seconded by Ms. Xethalis. All in favor. The motion was adopted.
- e. Diversity, Equity, and Inclusion (Discussion) Mr. Meyer stated the group is working on presenting job openings to a wider group of applicants.
- f. Viewpoint Project (Discussion) Mr. Meyer said the commercials have aired. The next film spot will be delivered to other affiliates on July 31, 2023. Each affiliate will decide when to air the film spot.

B. Finance and Properties Committee – Jacobie Jones

- a. Capital Needs & Projects (Discussion) New Library furniture is under investigation. The funding for this will come from the capital reserve. The green space is improving.
- b. Friends of the Library Relocation (Discussion) Mr. Meyer stated they have nearly emptied the sort room and they are moving into their new space.
- c. June 2023 Check Register (Action) Ms. Xethalis made a motion to approve the check register, seconded by Ms. Brunner. Mr. Jones requested a roll call vote, Ms. Ricks yes, Mr. Coleman yes, Ms. Xethalis yes, Ms. Brunner yes, Mr. Jones yes. The motion was adopted.
- d. June 2023 Actuals & Projections (Discussion) Mr. Meyer presented the budget.
- e. Increase in Hourly Rate of Library Counsel (Action) Ms. Xethalis made a motion to accept the increase, seconded by Mr. Jones. Mr. Coleman requested a roll call vote, Ms. Ricks yes, Mr. Coleman yes, Ms. Xethalis yes, Ms. Brunner yes, Mr. Jones yes, Ms. Banks yes. The motion was adopted.

C. Foundation – Rick Meyer – Mr. Meyer had a communication from Ms. Samantha Carroll regarding the Arts Council. No upcoming scheduled meeting.

D. Friends of the Library – July 13 meeting Mr. Meyer stated they discussed the move into their new space. No Library funding was approved.

E. Illinois Heartland Library System – Mr. Meyer recently spoke to the Director of IHLS regarding The Decatur Public Library strategic plan.

Old Business

A. Open Trustee Seat (Discussion) Mr. Meyer stated there is still 1 open trustee seat.

New Business

A. Election of Board Secretary (Action) Mr. Coleman made a motion to table the discussion until next months meeting, seconded by Ms. Xethalis. All in favor. The motion was adopted.

B. Other (Discussion) The Board discussed a vending café and other aesthetic changes to the Library.

Adjournment

Ms. Xethalis made a motion to adjourn, seconded by Mr. Jones. Meeting adjourned at 5:20 pm. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 7/20/23

City Librarian's Report for June 2023

Administration

- On the 5th, Alissa Henkel and I met remotely with Tiffany Nash and Dan Pohrte to look at furniture options.
- On the 18th Tiffany and Dan were onsite and met with the Division Heads and Board President Coleman.
- On the 20th, Nick Dimassis of Library Strategies was onsite to meet with Division Heads and develop an implementation plan to support the Library's strategic plan.
- On the 25th I met with new City of Decatur Treasurer/CFO Ruby James. We discussed budget process.
- I took a brief medical leave in July.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 9 curbside pick-ups in July.
- Carol Ziese and the Circulation staff, especially Head Page Patti Freitag, continue to play a leading role in the shifting of books after installation of new shelving.
- Jennifer Pride served on DEI Committee.

Technical Services

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

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Jason Butterick is developing a new music collection flyer/information. He is developing a display on "Remembering Those We Have Lost – 2023" by preparing a list of celebrities/artists who have died in 2023.
- John Schirle has been keeping track of SRP stats compared to last year. We are ahead of where we were last year in terms of enrollment, but we're about equal on participation.
- Susan Bishop is launching 1000 Books before Kindergarten very soon.
- Tye Pemberton trained Social Media users on Hootsuite. He drafted a Quick Sheet and Conversational Strategies for Code of Conduct. The material will be presented on August 10 to the

Division Heads. Tye completed the EBSCO periodical renewal. Tye is A/B testing traditional vs. personalized subject line for monthly email newsblasts.

- Amanda Young is working with Doherty's for a volunteer dinner at the end of August.
- Kasey Steiling has been mapping the new shelves for a "You are here" project. She adjusted the placement of materials, brochures and reference materials as the Ref desk moved. She created a Library Card sign up month "commercial." Kasey created videos of the new changes at DPL.
- Kasey and Alix Frazier provided directional signage for new layout.
- Alix managed the schedule the last two months in Alissa's absence. Alix measured NF linear footage for shelving decision regarding taller book. She arranged the adjustment of the Ref Desk with the carpet laying.
- Jess Hill reports that 75 resources were taken from the community board. Jess discussed veteran's services with John Weillbull from the Salvation Army. She put together an overdose awareness piece for August. She will be speaking on Library Social Work at the U of I in November. Jess is working on Dementia Friendly training for the public in September. lissa attended ILA Orientation.
- Becky Damptz, Alissa, and Penny Rogers interviewed two candidates for the position of Part Time Library Assistant in PRS.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson upgraded OPNSense firewall to the next major release, version 23.7.
- A large amount of Windows updates were made this month. Each Patron computer had to be visited and reconfigured to get the updates to work.
- Still waiting for Faronics to release Deep Freeze version 8.71. Chris Nihiser is still sending log files for their review. They are stating: ". It appears the lockups may be caused by several issues and we are working with Microsoft to resolve them."
- Watts replaced the Patron Printer. They then had to replace a paper selector switch.
- Ongoing: There is also a problem with Patrons paying for a print and nothing prints. Chris is working with Cassie to resolve the issue.

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- Becky attended the Society of American Archivists conference virtually July 27-29. The conference was excellent. There was a lot of talk at the plenaries and sessions about DEI, standing against adversity, and climate change. There were several sessions on indigenous collections, self-care, and one excellent one on managing backlogs.
- Becky met with Ed Walker about an appraisal of the ASC collection. He will send a quote to Rick.
- Cassandra Mayfield started volunteering this month. She is scanning documents from the League of Women Voters collection for Leann to put on Omeka.
- Cindy Hamer started volunteering this month too. She is scanning Herald & Review negatives on Tuesdays and Wednesdays.
- Becky also interviewed another potential volunteer in July. Not sure if he will join the team.

- Becky met with Kailee from Barclay Library to talk about digitization. Barclay is planning to digitize their local history collection in the near future, and was interested in how we got started, and what equipment we're using. She will be back in August for training on Omeka.
- Gary Geisler, Pat Riley, and Becky met in the Local History Room to talk about their upcoming program in September. This one will be called "Decatur's Railroads".
- Leeann Grossman continues to add the League of Women Voters collection to Omeka.
- Leeann worked on a large request for a private investigation firm in Arizona. The request involved searching for and scanning pages from the 1945-2022 city directories.

Respectfully Submitted,

Rick Meyer
City Librarian



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Lost and Found Policy

Decatur Public Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Library's Lost and Found box. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

Lost and Found items will be dated and stored for a period of fourteen (14) days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within fourteen (14) days become Library property.

Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops and cell phones will be forwarded to the Decatur Police.

Flash drives left in the library will be held for 14 days. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After 14 days, flash drives will be wiped and discarded.

To claim a lost item, the patron must satisfactorily describe it to the Library staff member and say what day the item was likely left in the Library. If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned. When the Library deems appropriate, to claim certain items such as credit/debit cards, owners must present a valid form of photo identification matching that of the item in question.

The Library will not take the contact information of anyone who is looking for a lost item and thinks it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.

**Approved by the Decatur Public Library Board of Trustees
August 20, 2020**



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Volunteer Policy

The Decatur Public Library (“Library”) believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

Purpose of Volunteer Policy:

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy. Changes or exceptions from this policy may be granted by the City Librarian. Changes must be obtained in advance, in writing, and approved by the City Librarian. Issues not covered by this policy shall be resolved by the City Librarian.

Definition of “Volunteer”:

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed. After the date of the approval of this policy, volunteers must execute an Acknowledgement of Volunteer Status and Acceptance of Decatur Public Library Policies prior to commencement of the Volunteer’s service at the Library.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

Who Can Volunteer:

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 14 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

All volunteers who begin service after October 16, 2020 will agree to undergo a background check prior to beginning their duties at the library. All volunteers who began service prior to that date will agree to undergo a background check no later than December 31, 2020. Any volunteer unwilling to undergo a background check will no longer be eligible to serve the library in that capacity. Any volunteer or volunteer applicant who is found to be a convicted sex offender or to have been convicted of a violent crime in the last five years will not be eligible to serve the library in that capacity.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision:

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their assigned projects, and of any change to their availability schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior:

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training:

All volunteers will receive an orientation to the program they will be working with and a tour of the Library.

Volunteers will receive on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the alternative arrangements may be made.

Volunteer Recognition:

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

Approved by the Decatur Public Library Board of

Trustees February 16, 2017

Amended by the Decatur Public Library Board of

Trustees October 16, 2020

**Decatur Public Library
Competitive Pay Structure
Effective: January 1, 2024
Based on a 40-Hour Workweek**

Pay Grade	Annual Minimum	Annual Midpoint	Annual Maximum
3	\$39,343	\$49,178	\$59,014
4	\$44,384	\$55,480	\$66,576
5	\$50,071	\$62,589	\$75,107
6	\$56,488	\$70,610	\$84,732
7	\$63,726	\$79,658	\$95,589
Pay Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum
3	\$18.91	\$23.64	\$28.37
4	\$21.34	\$26.67	\$32.01
5	\$24.07	\$30.09	\$36.11
6	\$27.16	\$33.95	\$40.74
7	\$30.64	\$38.30	\$45.96

**Decatur Public Library
Market Benchmarking Spreadsheet
City Librarian
Effective: January 1, 2024**

FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Geographic Adjustment	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Range Minimum	Range Midpoint	Range Maximum
E	City Librarian	A	1	Director, Budget \$4,000,000 to \$6,999,999	\$139,921	\$125,229	\$129,508	16.67%	\$126,908	\$101,527	\$126,908	\$152,290
		A	1	Director, Population 50,000 or more	\$147,735	\$132,223	\$136,740	16.67%				
		A	1	Director, Employment Size 25 to 49	\$116,414	\$104,191	\$107,750	16.67%				
		B		Director	\$139,540	\$124,888	\$129,155	50.00%				
Survey Sources												
A	HR Source 2023 Library Survey											
B	HR Source 2023 Public Library Supplemental Report (using selected comparable libraries)											

**Decatur Public Library
Market Benchmarking Spreadsheet
City Librarian
Effective: January 1, 2024**

2019 - \$111,148

**Decatur Public Library
Pay Grade Assignments
Effective: January 1, 2024
Based on a 40-Hour Workweek**

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
7	E	IT Manager	\$63,726	\$79,658	\$95,589
			\$30.64	\$38.30	\$45.96
6	E	Head of Technical Services	\$56,488	\$70,610	\$84,732
	E	Head of Programs, Resources & Services	\$27.16	\$33.95	\$40.74
	E	Head of Circulation Division			
	E	Head of Archives and Special Collections			
5		No positions evaluated	\$50,071	\$62,589	\$75,107
			\$24.07	\$30.09	\$36.11
4	E	Librarian	\$44,384	\$55,480	\$66,576
	NE	Executive Administrative Assistant	\$21.34	\$26.67	\$32.01
3	NE	Technical Services Assistant Supervisor	\$39,343	\$49,178	\$59,014
	NE	Library Administrative Aide	\$18.91	\$23.64	\$28.37

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2023 to 7/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154504	07/06/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	590.03	OFFICE SUPPLIES
154515	07/06/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	26.38	SMALL CAPITAL ITEMS
154546	07/06/2023	HENKEL, ALISSA TRAVEL REIMBURSEMENT 2023 ALA CONFERENCE	96.81	CONFERENCES & TRAVEL
154547	07/06/2023	HIGGS, CHERYL ANN SUPER SCIENCE PROGRAM	340.00	OTHER LIBRARY GRANT EXI
154548	07/06/2023	HOPE WELTY PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	30.00	LOST OR DAMAGED BOOKS
154566	07/06/2023	MARYVILLE COMMUNITY LIBRARY LOST OR DAMAGED MATERIALS	34.00	LOST OR DAMAGED BOOKS
154572	07/06/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	5,788.07	OFFICE SUPPLIES
154579	07/06/2023	NATIONWIDE BACKGROUND SCREENING INC M WALKER/C HAMOR BACKGROUND REPORT	170.00	PROFESSIONAL SERVICES
154581	07/06/2023	NICKI BOND DEI SERVICES	1,500.00	PROFESSIONAL SERVICES
154583	07/06/2023	PAWPRINT MINISTRIES CHILDRENS DEPT 6/15 & 7/6	200.00	OTHER LIBRARY GRANT EXI
154631	07/13/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,035.74	OFFICE SUPPLIES
154646	07/13/2023	CHAMBER OF COMMERCE FY 23/24 MEMBERSHIP DUES	275.00	MEMBERSHIP FEES
154651	07/13/2023	COMMERCIAL MAIL SERVICES JUNE 16 - JUNE 30'23	134.48	POSTAGE
154707	07/13/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,026.00	OFFICE SUPPLIES
154719	07/13/2023	PAETEC ACCT 633318933001 ACCT 633292627001	111.01	TELEPHONE
154733	07/13/2023	SEN SOURCE ANNUAL DATA HOSTING FEE RENEWAL	198.00	COMPUTER SOFTWARE
154742	07/13/2023	STOUT, JENNIFER A ART CLASS	100.00	OTHER LIBRARY GRANT EXI

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154746	07/13/2023	THE ACADEMY OF CERTIFIED ARCHIVISTS R DAMPTZ MEMEBERSHIP RENEWAL	75.00	MEMBERSHIP FEES
154760	07/13/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	1,189.71	SERV-OFFICE EQUIPMENT
154769	07/20/2023	AMAZON PAYMENTS BLANKET PO FOR SUPPLIES/BOOKS	2,006.56	BOOKS & PERIODICALS
154773	07/20/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,580.95	OFFICE SUPPLIES
154793	07/20/2023	COMMERCIAL MAIL SERVICES JULY 1 - JULY 16'23	155.32	POSTAGE
154822	07/20/2023	IHLS-OCLC FY 2024 MEMEBERSHIP FEES/ADDITIONAL MODULE	49,113.56	MEMBERSHIP FEES
154832	07/20/2023	KILEY KLEIN, LTD RESEACH FOR RELEASE/WAIVER FOR BOUNCE HOI	300.00	PROFESSIONAL SERVICES
154840	07/20/2023	CENTRAL IL STAFFING SERVICES, LLC DRUG TEST TEMP EMPLOYEES	60.00	TEMP AGENCY SERVICES
154845	07/20/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	822.37	OFFICE SUPPLIES
154852	07/20/2023	NATIONWIDE BACKGROUND SCREENING INC BACKGROUND REPORTS	255.00	PROFESSIONAL SERVICES
154855	07/20/2023	ONLINE LABELS, INC. 50 LABEL SHEETS	23.08	OFFICE SUPPLIES
154859	07/20/2023	PEMBERTON, TY TRAVEL REIMBURSEMENT 2023 ALA CONFERENCE	200.04	CONFERENCES & TRAVEL
154879	07/20/2023	UNIQUE MANAGEMENT SERVICES JUN'23 PLACEMENTS	304.30	PROFESSIONAL SERVICES
154900	07/27/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,542.88	OFFICE SUPPLIES
154925	07/27/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	2,417.01	SECURITY
154932	07/27/2023	EICHENAUER SERVICES SERVICE TO SMART CART	230.00	SERV-OFFICE EQUIPMENT
154946	07/27/2023	ILLINOIS LIBRARY ASSOCIATION A FRAZIER MEMBERSHIP DUES 23/24	100.00	MEMBERSHIP FEES
154952	07/27/2023	JONES & THOMAS WEB SERVICES	420.00	PROFESSIONAL SERVICES

**CITY OF DECATUR
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35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154953	07/27/2023	KANOPY LIBRARY STREAMING SERVICE	323.00	BOOKS & PERIODICALS
154963	07/27/2023	CENTRAL IL STAFFING SERVICES, LLC TEMP SERVICES WK END 7/16	1,026.00	TEMP AGENCY SERVICES
154969	07/27/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	7,895.93	OFFICE SUPPLIES
154982	07/27/2023	PEERLESS NETWORK, INC ACCT 1212890	335.98	TELEPHONE
155008	07/27/2023	ULINE CHAIR MATS	2,339.82	SMALL CAPITAL ITEMS
155010	07/27/2023	VERIZON WIRELESS ACCT 980380645-00001	107.38	TELEPHONE
23005376	07/06/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,038.60	OTHER LIBRARY GRANT EXI
23005410	07/20/2023	REGIONS/CREDIT CARD ACCT 3978	2,948.99	CONFERENCES & TRAVEL
23005415	07/20/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,125.15	OTHER LIBRARY GRANT EXI
Total for: 35			89,592.15	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154504	07/06/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,716.38	BOOKS & PERIODICALS
154543	07/06/2023	GAYLORD BROS. BARRIER BOARD FLI P TOP CASE	363.52	ARCHIVAL SUPPLIES
154674	07/13/2023	GAYLORD BROS. POLYPROPYLENE PAGES	713.12	ARCHIVAL SUPPLIES
154773	07/20/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	751.52	BOOKS & PERIODICALS
154814	07/20/2023	GAYLORD BROS. FILE FOLDERS	1,004.98	ARCHIVAL SUPPLIES
154815	07/20/2023	GE MONEY BANK/AMAZON BOOK RETURNS AGAINST INV 1V6R-PYY1-N1D1 BOOKS	632.40	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 7/1/2023 to 7/31/2023

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
154888	07/20/2023	AMAZON PAYMENTS RETURN AGAINST INV 1VR6-PYY1-N1D1 BOOKS - CANTONI FUNDS	632.40	BOOKS & PERIODICALS
154900	07/27/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	795.27	BOOKS & PERIODICALS
Total for: 59			<u>6,609.59</u>	
Total for All:			<u>\$96,201.74</u>	

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$2,638.96
BAKER & TAYLOR CO Total	\$8,012.77
CDW GOVERNMENT INC Total	\$26.38
CENTRAL IL STAFFING SERVICES, LLC Total	\$1,086.00
CHAMBER OF COMMERCE Total	\$275.00
COMMERCIAL MAIL SERVICES Total	\$289.80
DECATUR CIVIC CENTER AUTHORITY Total	\$2,417.01
EICHENAUER SERVICES Total	\$230.00
GAYLORD BROS. Total	\$2,081.62
GE MONEY BANK/AMAZON Total	\$632.40
HENKEL, ALISSA Total	\$96.81
HIGGS, CHERYL ANN Total	\$340.00
HOPE WELTY PUBLIC LIBRARY Total	\$30.00
IHLS-OCLC Total	\$49,113.56
ILLINOIS LIBRARY ASSOCIATION Total	\$100.00
JESSICA HILL CONSULTING LLC Total	\$2,163.75
JONES & THOMAS Total	\$420.00
KANOPY Total	\$323.00
KILEY KLEIN, LTD Total	\$300.00
MARYVILLE COMMUNITY LIBRARY Total	\$34.00
MIDWEST TAPE, LLC Total	\$15,532.37
NATIONWIDE BACKGROUND SCREENING INC Total	\$425.00
NICKI BOND Total	\$1,500.00
ONLINE LABELS, INC. Total	\$23.08
PAETEC Total	\$111.01
PAWPRINT MINISTRIES Total	\$200.00
PEERLESS NETWORK, INC Total	\$335.98
PEMBERTON, TY Total	\$200.04
REGIONS/CREDIT CARD Total	\$2,948.99
SEN SOURCE Total	\$198.00
STOUT, JENNIFER A Total	\$100.00
THE ACADEMY OF CERTIFIED ARCHIVISTS Total	\$75.00
ULINE Total	\$2,339.82
UNIQUE MANAGEMENT SERVICES Total	\$304.30
VERIZON WIRELESS Total	\$107.38
WATTS COPY SYSTEMS Total	\$1,189.71
Grand Total	\$96,201.74

DPL FY 2023 Budget Report
 Prepared: August 7, 2023
 At the end of July 58% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ 1,534,135.52	50.8%	\$ 1,463,948.12 4.8%
All Other	\$ 2,529,754		45.6%	\$ 1,225,191.35	48.4%	\$ 1,184,544.90 3.4%
Total Revenue	\$ 5,551,754			\$ 2,759,326.87	49.7%	\$ 2,648,493.02 4.2%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 954,274.78	53.5%	\$ 926,458.64	3.0%
Benefits	\$ 929,958		\$ 460,921.59	49.6%	\$ 498,664.84	-7.6%
	\$ 2,712,400		\$ 1,415,196.37	62.5%	\$ 1,425,123.48	-0.7%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 153,248.23	62.6%	\$ 198,519.21	-22.8%
Per Capita	\$ 104,020		\$ 47,134.62	45.3%	\$ 6,189.92	661.5%
Lost/Damage	\$ 1,400		\$ 668.33	47.7%	\$ 712.20	-6%
Total Materials	\$ 350,420		\$ 201,051.18	9.3%	\$ 205,421.33	-2.1%

Professional Services

Security	\$ -		\$ 14,297.37			
Professional Services	\$ 102,000		\$ 32,364.80	31.7%	\$ 19,069.76	69.7%
Temp Agency	\$ 500		\$ 1,086.00	217.2%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 167.81	111.9%	\$ 121.97	38%
Total	\$ 102,650		\$ 47,915.98	2.7%	\$ 19,191.73	149.7%

Allocations

Administrative Fee	\$ 108,864		\$ 88,060.00	80.9%	\$ 63,504.00	38.7%
MIS	\$ 36,684		\$ 23,121.00	63.0%	\$ 21,399.00	8.0%
	\$ 145,548		\$ 111,181.00	3.8%	\$ 84,903.00	31.0%

Grants

Other grants	\$ 75,000	\$ 60,290.71	80.4%	\$ 32,073.52	88.0%
	\$ 75,000	\$ 60,290.71	80.4%	\$ 32,073.52	88.0%
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
Office Supplies/Maintenance					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 1,572.23	31.4%	\$ 2,497.15	-37.0%
Service to Office Equipment	\$ 27,000	\$ 17,410.51	64.5%	\$ 8,442.24	106.2%
Telephone	\$ 27,000	\$ 3,985.09	14.8%	\$ 10,602.68	-62.4%
Software	\$ 50,000	\$ 19,550.24	39.1%	\$ 31,620.00	-38.2%
Office Supplies	\$ 40,000	\$ 16,145.02	40.4%	\$ 11,768.31	37.2%
Small Capital	\$ 45,000	\$ 37,497.04	83.3%	\$ 16,918.88	121.6%
	\$ 194,000	\$ 96,160.13	49.6%	\$ 81,849.26	17.5%
Staff Development					
Conferences/Training/Travel	\$ 20,000	\$ 8,882.57	44.4%	\$ 6,893.36	28.9%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 52,338.26	104.7%	\$ 48,613.06	7.7%
	\$ 74,000	\$ 61,220.83	82.7%	\$ 55,506.42	10.3%
Insurance					
Unemployment	\$ 1,056	\$ 630.00	59.7%	\$ 616.00	2.3%
Risk Management	\$ 95,724	\$ 55,475.00	58.0%	\$ 55,839.00	-0.7%
	\$ 96,780	\$ 56,105.00	58.0%	\$ 56,455.00	-0.6%
Building Costs					
Transfer to Capital	\$ 200,000	\$ -		\$ 880,138.74	-100.0%
Rent	\$ 589,583	\$ 343,805.00	58.3%	\$ 343,805.00	0.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ -	#DIV/0!
Maintenance	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,633	\$ 345,759.62	15.6%	\$ 343,805.00	0.6%
Total Operations/Services	\$ 1,628,531	\$ 979,684.45	60.2%	\$ 880,103.26	11.3%
Total Expenses	\$ 4,340,931	\$ 2,394,880.82	55.2%	\$ 2,305,226.74	3.9%
Revenue Minus Expense	\$ 1,210,823	\$ 364,446.05		\$ 343,266.28	6.2%
Operating fund					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 53,769.82	\$ 344,146.41	\$ -	\$ 521,963.23
7/1/2023	\$ 521,963.23	\$ 1,853,645.45	\$ 355,444.40	\$ -	\$ 2,020,164.28
8/1/2023	\$ 2,020,164.28				
9/1/2023					
10/1/2023					
11/1/2023					
12/1/2023					
1/1/2024					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ 1,528.25	\$ -	\$ 998,995.46
7/1/2023	\$ 998,995.46	\$ 1,275.65	\$ -	\$ 1,000,271.11
8/1/2023	\$ 1,000,271.11			
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024				

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68	\$ 83.91	\$ -	\$ 58,748.59
4/1/2023	\$ 58,748.59	\$ 24.44	\$ -	\$ 58,773.03
5/1/2023	\$ 58,773.03	\$ 37.06	\$ -	\$ 58,810.09
6/1/2023	\$ 58,810.09	\$ 35.20	\$ 1,093.83	\$ 57,751.46
7/1/2023	\$ 57,751.46	\$ 37.04	\$ 4,500.97	\$ 53,287.53

8/1/2023	\$	53,287.53
9/1/2023		
10/1/2023		
11/1/2023		
12/1/2023		
1/1/2024		

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ 26.05	\$ 148.92	\$ 43,072.20
7/1/2023	\$ 43,072.20	\$ 28.05	\$ 2,081.62	\$ 41,018.63
8/1/2023	\$ 41,018.63	.		
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ 1,068.55	\$ 203.61
6/1/2023	\$ 203.61	\$ 50.08	\$ 203.22	\$ 50.47
7/1/2023	\$ 50.47	\$ 1,000.36	\$ 27.00	\$ 1,023.83
8/1/2023	\$ 1,023.83			\$ 1,023.83
9/1/2023				\$ -
10/1/2023				\$ -
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

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

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,022,000	\$ 3,003,697	\$ (18,303)
PPRT	\$ 852,000	\$ 1,008,623	\$ 156,623
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 77,278	\$ (922,722)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 7,316	\$ 1,216
Non-Resident Fee	\$ 250	\$ 89.82	\$ (160)
Lost or Damaged Items	\$ 3,800	\$ 6,482	\$ 2,682
Copies/Miscellaneous	\$ 9,500	\$ 15,384	\$ 5,884
Meeting Room Fees	\$ 2,800	\$ 4,350	\$ 1,550
Interest Income	\$ 600	\$ 8,874	\$ 8,274
Investment Income	\$ 1,900	\$ 4,020	\$ 2,120
Sale of Property	\$ -	\$ 1,982	\$ 1,982
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
Totals	\$ 5,551,754	\$ 4,790,599	\$ (761,155)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,782,442	\$ 1,654,800	\$ 127,642
Overtime	\$ -	\$ 393	\$ (393)
IMRF	\$ 109,144	\$ 98,313	\$ 10,831
FICA/Medicare	\$ 137,316	\$ 124,039	\$ 13,277
Life insurance	\$ 3,218	\$ 2,684	\$ 534
Medical insurance	\$ 665,600	\$ 558,333	\$ 107,267
Service recognition	\$ 14,680	\$ 14,887	\$ (207)
Total Personnel	\$ 2,712,400	\$ 2,453,449	\$ 258,951
Fund	Budgeted		
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 3,163	\$ (3,163)
Service to Office Equipment	\$ 23,000	\$ 25,238	\$ (2,238)
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 5,506	\$ 15,494
Banking Service Charges	\$ 250	\$ 246	\$ 4
Conferences/Travel/Continuing	\$ 40,000	\$ 22,781	\$ 17,219
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 2,809	\$ 3,191
Security	\$ -	\$ 100,000	\$ (100,000)
Computer Software	\$ 53,000	\$ 25,421	\$ 27,579
Temp Agency Services	\$ 500	\$ 1,862	\$ (1,362)

Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 55,483	\$ 85,517
Membership Fees	\$ 58,000	\$ 61,838	\$ (3,838)
Materials for Buildings	\$ 50	\$ 188	\$ (138)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 103,356	\$ 896,644
Office Supplies	\$ 29,000	\$ 42,325	\$ (13,325)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 95,828	\$ (65,828)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,168	\$ 232
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
Total operating	\$ 2,806,368	\$ 1,982,591	\$ 823,777
Total expense	\$ 5,518,768	\$ 4,436,040	\$ 1,082,728
Surplus (deficit)	\$ 32,986.00	\$ 354,559	\$ (321,573)

Circulation by Audience Physical & Electronic	Jul-22	Jul-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	August	August	Change
								2021-July 2022	2022-July 2023	
Number of Adult Materials Loaned	15,354	15,495	0.9%	60.7%	170,252	177,719	4.4%	166,736	174,639	5%
Number of Young Adult Materials Loaned	757	733	-3.2%	2.9%	7,092	7,502	5.8%	7,134	7,347	3%
Number of Children's Materials Loaned	9,254	9,281	0.3%	36.4%	83,461	82,273	-1.4%	78,454	82,722	5%
Total Number of Materials Loaned	25,365	25,509	0.6%		260,805	267,494	2.6%	252,324	264,708	5%

Circulation by Material Type	Jul-22	Jul-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	August	August	Change
								2021-July 2022	2022-July 2023	
Books Loaned--Physical	16,829	16,655	-1.0%	65.3%	164,887	164,712	-0.1%	161,686	164,780	2%
Videos/DVDs Loaned--Physical	3,562	3,373	-5.3%	13.2%	40,110	41,105	2.5%	35,008	40,672	16%
Audios, Including Music Loaned--Physical	682	884	29.6%	3.5%	8,642	9,829	13.7%	8,705	9,345	7%
Magazines/Periodicals Loaned--Physical	295	252	-14.6%	1.0%	3,164	3,196	1.0%	2,967	3,182	7%
Other Items Loaned--Physical	320	8	-97.5%	0.0%	2,733	1,070	-60.8%	2,056	1,767	-14%
Use of Circulating Electronic Materials	3,677	4,337	17.9%	17.0%	41,269	47,576	15.3%	41,902	44,962	7%
Total	25,365	25,509	0.6%		260,805	267,489	2.6%	252,324	264,708	5%

Succesful Retrieval of Electronic Information	16,788	16,331	-2.7%	39.0%	180,641	309,993	71.6%	155,227	227,314	46%
Electronic Content Use	20,465	20,668	1.0%	49.4%	221,910	357,569	61.1%	197,129	272,276	38%

Total Collection Use	Jul-22	Jul-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	August	August	Change
							2021-July 2022	2022-July 2023	
Total Collection Use	42,153	41,840	-0.7%	441,446	577,482	30.8%	407,551	492,022	21%

Interlibrary Loans Provided To Other Libraries	Jul-22	Jul-23	Change from 2022	% of Total	2022 Total	2023 Total	Change from 2022	August	August	Change
								2021-July 2022	2022-July 2023	
Interlibrary Loans Provided To Other Libraries	3,364	2,898	-13.9%	54.1%	42,190	40,871	-3.1%	42,474	41,410	-3%
Interlibrary Loans Received FROM Other Libraries	2,776	2,458	-11.5%	45.9%	30,177	29,555	-2.1%	28,853	29,804	3%
Total ILL Transactions	6,140	5,356	-12.8%		72,367	70,426	-2.7%	71,327	71,214	0%

Other Stats	Jul-22	Jul-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	August	August	Change
							2021-July 2022	2022-July 2023	
New Patron Registrations	226	206	-8.8%	2,041	2,421	18.6%	1,742	2,271	30%
# of Visitors (Security Gate)	11,142	12,082	8.4%	122,746	131,885	7.4%	115,927	128,183	11%
# Visitors Lobby Counter	15,775	14,944	-5.3%	157,183	166,206	5.7%	145,336	162,505	12%
Local History # of visitors	31	32	3.2%	446	516	15.7%	717	489	-32%
Adult Programs Active	115	189	64.3%	2,419	3,861	59.6%	2,473	3,448	39%
Adult Programs Passive	318	346	8.8%	2,067	1,513	-26.8%	3,013	1,662	-45%
Adult Programs Virtual Live	0	30	#DIV/0!	234	#DIV/0!	#DIV/0!	98	393	301%
Adult Programs Virtual Recorded	0	31	#DIV/0!	165	#DIV/0!	#DIV/0!	1,068	376	-65%
YA Programs Active	16	30	87.5%	47	87	84.8%	33	75	127%
YA Programs Passive	79	91	15.2%	315	303	-3.9%	305	306	0%
YA Virtual Live	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	1,015	655	-35.5%	7,117	14,955	110.1%	3,763	10,454	178%
Children's Programs Passive	1,381	1,524	10.4%	6,924	6,959	0.5%	6,218	6,949	12%
Children's Virtual Live	0	0	#DIV/0!	1,021	1,219	19.4%	769	1,114	45%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	24	0	-100%
Total Programs	2,924	2,896	-1.0%	20,309	27,918	37.5%	17,764	24,777	39%
Public Sessions	1,678	1,584	-5.6%	19,780	20,444	3.4%	20,287	20,170	-1%
Wireless Sessions	952	1,228	29.0%	13,962	15,775	13.0%	12,519	14,916	19%
Website Sessions	9,272	10,084	8.8%	118,183	126,120	6.7%	123,965	123,140	-1%
Unique Visits	5,239	5,927	13.1%	69,694	77,561	11.3%	72,603	74,565	3%
Page Views	35,375	19,953	-43.6%	458,445	432,577	-5.6%	485,391	442,127	-9%
Self Checks	9,208	8,807	-4.4%	81,114	86,289	6.4%	76,435	84,333	10%
Percentage of Self Checks	1	1	0.2%						
Assists Adult	2,301	2,892	25.7%	28,110	30,079	7.0%	31,351	29,378	-6%
Assists Children	586	1,084	85.0%	11,301	11,831	4.7%	12,395	11,672	-6%
Assists Local history	125	141	12.8%	1,608	1,428	-11.2%	1,564	1,501	-4%
IT help calls	101	113	11.9%	1,163	1,107	-4.8%	1,349	1,127	-16%
Searches in Catalog	18,516	19,056	2.9%	205,526	243,744	18.6%	207,153	228,744	10%
Number of Items processed	1,314	1,612	22.7%	18,344	18,457	0.6%	18,514	18,406	-1%
Number of Items Withdrawn from Collection	1,089	1,262	15.9%	10,083	17,860	77.1%	15,334	14,959	-2%
Number of mended items	191	147	-23.0%	2,657	2,004	-24.6%	3,006	2,266	-25%
Number of items ordered	894	583	-34.8%	7,654	8,357	9.2%	7,457	8,063	8%
Number of records added to database	1,123	1,465	30.5%	15,686	16,522	5.3%	15,507	16,140	4%