



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, October 21, 2021

4:30 p.m.

Decatur Public Library

Children's Auditorium

- I. **Call to order** – Samantha Carroll
- II. **Consent Agenda (Approval of Agenda; Approval of September 16, 2021 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 Damptz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Kate Wrigley
 - i. Personnel Update (Discussion)
 - ii. DEI Consultant (Action)
 - iii. Remote Work Policy (Discussion)
 - iv. Asset Disposition Policy (Action)
 - v. Circulation Policy (Discussion)
 - vi. Other (Discussion)
 - B. **Finance and Properties Committee**—Sofia Xethalis
 - i. Capital Needs (Discussion)
 - ii. September 2021 Check Register (Action)
 - iii. 2021 Budget Actuals & Projection (Discussion)
 - iv. 2022 Budget Proposal (Discussion)
 - v. Other (Discussion)
 - C. **Foundation (No Meeting)**

D. Friend of the Library – Susan Avery

- i. October 14 Meeting (Discussion)

E. Illinois Heartland Library System—Rick Meyer

- i. Solus App

VIII. Old Business

- A. Electronic Sign (Discussion)
- B. Friends of the Library Relocation (Discussion)
- C. Other

IX. New Business

- A. 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

September 16, 2021 Meeting

Minutes

Date: September 16, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Susan Avery, Karl Coleman, Kathleen Wrigley, Anay Hunt, Alana Banks, Shelli Brunner

Present: Samantha Carroll

Sofia Xethalis
Karl Coleman
Susan Avery
Anay Hunt
Alana Banks

Absent:

Shelli Brunner
Kathleen Wrigley

Staff: Rick Meyer, City Librarian

Michelle Whitehead
Becky Dampitz
Alissa Henkel
Carol Ziese

Guests:

Call to Order:

Samantha Carroll called the meeting to order at 4:35 p.m.

Public comments:

Election to Fill Vacant Officer Seat(s) (Action) Ms. Carroll made a motion to nominate Ms. Xethalis as Vice President. Ms. Avery made a motion to approved the nomination, seconded by Mr. Coleman. The motion was adopted.

Ms. Carroll made a motion to nominate Mr. Coleman as Secretary. Ms. Xethalis made a motion to approve Mr. Coleman as Secretary, the motion was seconded by Ms. Banks. The motion was adopted.

Consent Agenda (Approval of Agenda, Approval of August 19, 2021 Regular Meeting Minutes (Action) Mr. Coleman made a motion to approve the Agenda and the August 19, 2021 Board of Trustee meeting minutes, seconded by Ms. Xethalis. The motion was adopted.

Written Communications from the Public: None

City Librarian's Report (Discussion) Mr. Meyer reported that the temporary plans for the Friends of the Library relocation have been finalized. He has started work on the 2022 budget and he completed orientation for the new Board members.

Mr. Meyer presented actual, and projected changes in circulation materials from 2019, 2020, and 2021. This included rolling 12-month trends. He stated that typically we have predictable ups and downs throughout the year, however 2019 and 2020 are not good models to follow.

Division Head Reports (Discussion)

Alissa Henkel, Head of Programs, Resources & Services- In the past, the Library has had constant contact with all of our patrons. Patron Point is connected to our ILS and allows us to target readers. For instance, when someone gets a new library card, it sends them a list of our resources. The Library gets the most feedback and responses from the happy birthday notices patrons receive. The system also allows to send targeted emails to patrons on specific topics, for instance those who have had fees. The email notification advises them that once they return their materials, their fees can be waived so they can come back to the library. After the emails are sent, we can see who followed-up on the call-to-action.

Matt Wilkerson, Systems Administrator – Mr. Meyer reported for Matt. He stated currently Matt is working on patron computers that are freezing up.

Carol Ziese, Head of Technical Services and Interim Head of Circulation provided some background to the Board. We do all of the cataloging. These two departments have a lot of moving parts. It feels like a natural fit for circulation and tech services to be run together. We are working on shifting, discontinuing paper notices, changing old paper registrations to e-signatures, and getting labels to be uniform. Ms. Ziese is enjoying her new job title as head of circulation.

Rebecca Damptz, Head of Local History – Omeka is our digital site. It's available to anyone in the world. There are over 5000 items on there right now. We have offered space on Omeka to other businesses in town. The African American Genealogical Society, Staley, Mueller, and the Millikin Homestead are interested in using Omeka. This will create a one stop shop for researchers.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee -Kathleen Wrigley not present
 - a. Personnel Update (Discussion) Mr. Meyer stated at this time we are in a holding pattern. No change. There is 1 unfilled ½ time page position. The ½ time library assistant position has been filled.
 - b. DEI (Discussion) Mr. Coleman stated there was a committee meeting on September 14th. There was a discussion about the importance of the community assessment survey and it's findings. Several members of the committee like Christina Fuller as their first choice. She offered a 3 month, 6 month, and a year approach. Ms. Fuller has taken on a project and would not be able to available to

start until June 2022. Ms. Carroll and Mr. Coleman preferred Dietta. Mr. Meyer will reach out to Dietta to see if she is available for the next PPPR meeting and investigate outside funding.

- c. Remote Work Policy (Discussion) no discussion
- d. Asset Disposition Policy (Discussion) Mr. Meyer stated that after speaking with legal counsel, if we donate items, the decision needs to be made by the board of Trustees every time and not by the City Librarian.
- e. Circulation Policy (Discussion) Mr. Meyer stated that the previous discussion was around the 13-year old checking out materials in adult vs. children's books. This topic will be discussed in a roundtable with employees. This will give us feedback to make sound recommendations.
- f. COVID-19 Vaccination Policy (Discussion) This discussion was tabled for now. We will wait and see where things go.

B. Finance and Properties Committee – Sofia Xethalis

- a. August 2021 Check Register (Action) Ms. Xethalis made a motion for the Board to approve the August 2021 Check Register, seconded by Ms. Banks. A roll call vote followed Ms. Xethalis, yes, Ms. Hunt yes, Ms. Banks yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Avery yes. The motion was adopted.
- b. 2021 Budget Actuals & Projection (Discussion) A discussion was held about the rent paid for the Library space. The Personal Property Replacement Tax looks to be way more than what we budgeted for, which puts us in a good place.
- c. 2022 Budget Proposal (Discussion) Mr. Meyer is working with Mr. Greg Zientara with regard to allocations. Mr. Zientara expects to have them at the end of the month.

C. Foundation (No meeting)

D. Friends of the Library – Sofia Xethalis/Rick Meyer

- a. September 9 Meeting (Discussion) Friends now has an office and a sorting room. October 6 they are doing Where The Crawdads Sing. They have 90 pallets of books to sell. They are trying to figure out what their furniture needs will be. They gave \$100 to the Community Resource Coordinator for water and snacks. Ms. Avery is the committee representative for the next Friends meeting in October.

E. Illinois Heartland Library System – Rick Meyer

- a. Solus App (Discussion) The Solus App is trying to get off the ground. If you have the app, you can scan a barcode on the book and check it out with your phone. Considering utilizing a focus group including a super patron to help us figure out next steps and our strategy going forward.

Old Business

Board Opening (Discussion) Ms. Carroll reported that no one new has applied. Mr. Meyer meets with the Mayor and a Board Commission applicant tomorrow.

Electronic Sign (Discussion) Mr. Meyer has not heard back from Mr. Scott Wrighton, nor has Deputy City Manager followed up yet.

Friends of the Library Relocation (Discussion) Information covered in the City Librarian's report.

New Business

Committee Chair Appointments Ms. Carroll appointed Ms. Kathleen Wrigley as the Personnel, Policy, and Public Relations Chair and Ms. Sofia Xethalis was appointed to be the Finance and Property Chair.

Other

Ms. Avery noted she was not in attendance at the last meeting. This correction will be made to the minutes.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:47p.m. Ms. Xethalis made the motion to adjourn, seconded by Ms. Banks. The motion was adopted.

Scribe,
Michelle Whitehead, Administrative Secretary



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City Librarian's Report for September 2021

Administration

In September I attended two meetings with a group of new directors I am mentoring through Directors University.

- I attended 1 Directors University planning meeting.
- I attended a meeting of the Illinois Library Association Awards Committee.
- On the 1st I participated in the Community Foundation's Strategic Planning Focus Group.
- On the 14th I met with the new sales rep from Bibliotheca.
- I began working with colleagues in Normal and Urbana to plan the February Illinois Library Association Legislative Meet Up.
- Also on the 14th Jessica Hill and I met with City Treasurer Gregg Zientara to discuss the library's position on how best to serve our homeless population.
- Plans were finalized for Friends of the Library temporary relocation.
- On the 17th Mayor Moore Wolfe and I met with then potential, now current Trustee Jacobie Jones.
- I began completed all possible work on 2022 budget proposal. As of this writing I have not received all of the fixed cost allocations from the City, but progress is being made. Turnover in a key position at the City is what has slowed the process down.
- On the 23rd I spoke to the Early Bird Kiwanis Club.
- Also on the 23rd I attended the Illinois Library Association Executive Board meeting. Key discussion revolved around the Association's legislative priorities for the coming year.
- On the 24th I met with HR Source to discuss the possibility of them guiding us through a revamp of our management performance review process.
- I'd like to give a shout-out to the Friends of the Library for putting in tons of extra hours to get their inventory sold.
- I took one week of vacation time at the end of the month.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 37 curbside pick-ups in September.
- The clerks are working as a team to pull old registrations, look up statuses, and then either keep in file or put in box to be destroyed. Nancy Rostek is putting them in date order so we can easily request to destroy in one fell swoop hopefully.
- Janet Denton is handling pulling new books from adult new bookshelves when they are no longer new and changing the corresponding item work.
- Carol Ziese working with Matt Wilkerson on getting a cleaning and maintenance schedule together for the automated materials handler.
- Carol is working on a list of patrons for whom we only have mailing addresses in preparation for reducing the amount of paper notices we send out.
- Carol and Matt are reviewing hotspot numbers so that we can have the optimal number of hot spots in

the library without waiting lists or too many on the shelf costing money but not helping anyone. They also discovered that 6 hot spots had not been returned for some time and got the data turned off.

- Director's shout-out to Lisa Tokarz who has been key in plugging the knowledge gap during this interim period, is a productivity dynamo and handles every problem with cool and calm.

Technical Services

- **See statistical spreadsheet**
- Carol continues to serve on the SHARE Executive Board and chair the DPL Staff Recognition Committee.
- Hats off to Assistant Supervisor Julie Martin and the rest of the TS staff for picking up slack as Carol accepts additional responsibilities.
- Director's shout-out to Stan Jolley. He's like the utility guy who does a little bit of everything and frequently has great ideas about how to improve processes.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Jess Hill has collaborated with City of Decatur, Empowerment Opportunity Center, The Salvation Army, and Homeward Bound for rent assistance and offering a weekly event inside the library.
- Jess met with Land of Lincoln Legal Aid Clinic to discuss some collaborations.
- Tabitha Bilyeu worked with Lisa Tokarz and Janet Denton to update E-Card language on our website.
- Alissa Henkel is working on the Bryan Stevenson Project to bring the author to Decatur in 2023. Participating groups include African American Cultural & genealogical Society, Central Christian Church, First Presbyterian Church, Macon County Criminal Justice Group, Millikin University, Mt. Zion High School, Real Talk on Race, Social Justice Committee of Our Lady of Lourdes and St. Thomas Catholic Churches, The Salvation Army and Unitarian Universalist Fellowship of Decatur.
- Alissa and Carol interviewed 4 candidates for the position of Part Time Library Assistant on the 1st.
- Sherrill Goodwin was chosen for the job and began her duties on the 27th.
- John Schirle organized the Children's magazine giveaway.
- Susan Bishop organized a Halloween event for the last week in October to be offered Library-wide
- Tabitha Bilyeu is working on a "We Miss You" Patron Point Campaign.
- Katie Eytchison has submitted a funding request for a Free Library on site with free books.
- Kasey Steiling and Kristie Smith Nikitin are working on a Brand Guide for DPL.
- Jennifer Pride, Jess Hill and Alix Frazier presented their ILA Noon Network on Social Workers in the Library.
- Alix was a part of a Beanstack presentation representing DPL and current Beanstack users.
- Alissa assisted Brendan, from Patron Point, with 2, 1-hour, Patron Point presentations for RAILS
- Alissa has been working with Hoopla to plan our slow migration from OverDrive to Hoopla Flex as well as initiating our Opening Day Collection.
- Director's shout-out to Shelly Whiteside. She puts in a massive number of hours at the computer help desk and is very pro-active in her service to patrons. Shelley has upped her game in many ways in recent months.
- Another shout-out to Sheri Keller. She welcomes every kid upstairs and has a great rapport with all. She also is a workhorse who constantly takes care of the little no-glamor jobs that don't get enough kudos.

Systems Administration

- **See spreadsheet for statistical information.**

- Deep Freeze still shows the following problem as “In Process” with no updates, which probably means Microsoft has not corrected their end yet. Deep Freeze patch installed on August 2nd did not correct Patron computer freezing problem. Deep Freeze Technical Support did say at time of release that Microsoft had Windows 10 issue(s) to correct if the Deep Freeze fix did not solve freeze-up issue.
- Most staff computers now have remote access set-up for Polaris which replaces Internet Explorer when connecting to Polaris. IHLS says Internet Explorer may not work after October 1st.
- Lyngsoe sent a Technician to replace the monitor on the outside book drop. He left after replacing, but came back in and said he was supposed to show us how to replace the monitor. He also showed what maintenance to do in the AMH. Lyngsoe is sending a quote for a sun bonnet they sell.
- Chris Nihiser helped the Friends of the Library move their computer related items to the VTEL room. Matt Wilkerson setup a new wireless access point in the VTEL room also. The wireless access point’s range covers the lease space where they are scanning donated books with a scanner and laptop.
- WinWay Resume software was reinstalled on the Patron computers.
- WPForms, used on DPL’s Intranet renewed, on 9/30/2021.
- Matt canceled the Systems Administration cell phone plan and replaced it with one of the curbside pick-up cell phones.
- Director’s shout out to Chris who has provided stellar internal customer service (both efficient and friendly) and made Matt’s tremendous workload more manageable.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- The Illinois Freedom Project exhibit opened on September 1st. It was set up on August 31st by Tim Townsend from the Lincoln Home in Springfield. An exhibit opening was held on September 3rd, with Paula Cross officiating. Tim Townsend and Sarah from Looking for Lincoln made statements, as did Teri Hammel from the DACVB. The event was covered by the Herald & Review. WAND came later to film the exhibit for the news. The exhibit will be open until October 1st, and came down on October 4th. Throughout the time it’s been here, we’ve received many compliments about the exhibit.
- Becky Dampitz attended the Heritage Network meeting on September 8th at the Staley Museum. At this meeting, she talked to the group about sharing the Omeka database with them. The Local History Room is hosting the next meeting on December 2nd at which Becky will show them the back end of the Omeka database.
- Leeann Grossman finished scanning the Charlotte Meyer Collection, and is now adding it folder by folder to Omeka. This information will be valuable to people researching historic building in Decatur.
- New name tags were ordered for all the volunteers in late September. They’re each getting one that looks like the staff name tags. They will arrive in October.
- Becky processed most of the Records of the Study Class of Decatur, IL this month. This collection contains materials from the Study Class of Decatur, IL, a ladies’ study group that started in 1901 and still meets today. We received 4 boxes of their records in 2016. The collection includes meeting minutes, study topics, photographs, and programs. The collection will be finished in early October, and the finding aid will be added to Omeka.
- Director’s shout out to Leeann Grossman. She’s an incredible professional with more library experience than any other staff member. In addition, she is a fantastic ambassador for the Local History room and for the library as a whole—and a fantastic co-worker.

Sincerely,
Rick Meyer
City Librarian

CONTRACT BETWEEN Decatur Public Library and DeEtta Jones and Associates

This Contract, by and between Decatur Public Library hereinafter referred to as the “Organization” and DeEtta Jones and Associates (DJA) hereinafter referred to as the “Contractor,” is for the provision of work between November 15, 2021 and September 30, 2022.

1) SCOPE OF SERVICES:

The Contractor will provide consulting services to assist the Organization with Equity, Diversity and Inclusion (EDI) Strategy and Diversity Statement development. The Contractor will design and implement a customized EDI Strategy with a Diversity Statement over nine months, from November 15, 2021 and September 30, 2022.

The EDI strategy and Diversity Statement Development will occur in three stages:

- 1) Environmental & Organization Audit
 - Environmental/industry assessment
 - Needs Assessment through focus groups, one-on-one interviews, and a survey
 - Policy/document review
- 2) Strategic Framework
 - Creation of an EDI Strategy and expected impact
 - Development of a Diversity Statement
 - Outline of specific time-bound measurable goals
- 3) Implementation Plan
 - Three year step-by-step action plan
 - Creation of customized metrics and distributed engagement/ownership

Contractor will also provide Organization 8 – 10 custom tools for use within their library.

2) CONTRACT TERM:

a) Contract Term.

- i) This Contract shall be effective for the period commencing on November 15, 2021 and ending on September 30, 2022. The Organization shall have no obligation for services rendered by the Contractor which are not performed within the specified period.

3) PAYMENT TERMS AND CONDITIONS:

a) **Maximum Liability.** Contractor shall be paid a total of \$96,000 to provide Organization with EDI Strategy and Diversity Statement development. Payment will be in the following manner:

- i) Organization agrees to pay \$48,000 within 30 days upon receipt of the invoice to be issued after the execution of this Contract.
- ii) Organization agrees to pay \$48,000 at the end of the engagement and contract on or around August 31, 2022.

b) **Compensation.** The amounts set forth above are firm for the duration of the contract. If work is requested beyond the Contract, those services will be outlined in a Statement of Work. In that case, the Organization understands that it will be billed for additional activities at the rates in the

Statement of Work. Contractor will advise the Organization when requested work is out of scope and will not perform the requested work unless an additional Statement of Work is agreed to in writing by the Organization.

- c) **Payment of Invoice.** The Organization's payment of an invoice shall not prejudice the Organization's right to object to or question any invoice or matter in relation thereto. Such payment by the Organization shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the amounts invoiced therein.

4) TERMS AND CONDITIONS:

- a) **Modification and Amendment.** This Contract may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials. This can be accomplished with a Statement of Work. The addendum will clearly articulate the proposed work and associated costs for additional services.
- b) **Termination for Convenience.** The Contractor or Organization may terminate this Contract without cause for any reason. Termination under this Section shall not be deemed a breach of contract by the Contractor or Organization. Either party, the Contractor or Organization, agreed to provide at least ten (10) days written notice before the effective termination date. The Contractor shall be entitled to receive compensation for satisfactory, authorized services completed as of the termination date, but in no event shall the Organization be liable to the Contractor for compensation for any service which has not been rendered. The Contract is not obligated to complete the task identified in the Statement of Work where compensation has not been made in agreement with the aforementioned payment schedule. Upon such termination, the Contractor or Organization shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- c) **Termination for Cause.** If the Contractor fails to perform its obligations under this Contract in a timely or proper manner, or if the Contractor violates any term of this Contract, the Organization shall have the right to terminate the Contract immediately and withhold payments in excess of fair compensation for completed services; provided, however, Organization shall have the option to give Contractor written notice and a specified period of time in which to cure. Notwithstanding the above, the Contractor shall not be relieved of liability to the Organization for damages sustained by virtue of any breach of this Contract by the Contractor.
- d) **Subcontracting.** The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the Organization's prior written approval. If the Organization approves such subcontracts, they shall contain, at a minimum, sections of this Contract pertaining to "Conflicts of Interest" and "Nondiscrimination". Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.
- e) **Conflicts of Interest.** The Contractor warrants that no part of the total contract amount shall be paid directly or indirectly to an employee or official of the SJCPL as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Contract.
- f) **Nondiscrimination.** The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to

discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by federal, or state constitutional or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

- g) **Strict Performance.** Failure by any party to this Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Contract shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- h) **Independent Contractor.** The parties hereto, in the performance of this Contract, shall not act as employees, partners, joint ventures, or associates of one another. It is expressly acknowledged by the parties hereto that the parties are independent contracting entities and that nothing in this Contract shall be construed to create an employer/employee relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor, being an independent contractor and not an employee of the Organization, agrees to carry adequate public liability and other appropriate forms of insurance on the Contractor's employees and to pay all applicable taxes incident to this Contract.

- i) **Organization Liability.** The Organization shall have no liability except as specifically provided in this Contract.
- j) **Force Majeure.** The obligations of the parties to this contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, epidemics, or any other similar cause.
- k) **State and Federal Compliance.** The Contractor shall comply with all applicable State and Federal laws and regulations, including Organization policies and guidelines in the performance of this Contract.
- l) **Governing Law.** This Contract shall be governed by and construed in accordance with the laws of the State of Florida. The Contractor agrees that it will be subject to the exclusive jurisdiction of the State of Florida in all actions that may arise under this Contract.
- m) **Severability.** If any terms or conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Contract are declared severable.
- n) **Headings.** Section headings of this Contract are for reference purposes only and shall not be construed as part of this Contract.

5) **ADDITIONAL TERMS AND CONDITIONS:**

a) **Notices:**

- i) The Organization:
Rick Meyer
City Librarian
Decatur Public Library
130 N. Franklin St.
Decatur, IL 62523

- ii) The Contractor:
DeEtta Jones
Founder and CEO
DeEtta Jones and Associates
7619 Saratoga Lane
Parkland, FL 33067
844-441-7122

All instructions, notices, consents, demands, or other communications shall be sent in a manner that verifies proof of delivery. Any communication by facsimile transmission shall also be sent by United States mail on the same date as the facsimile transmission. All communications which relate to any changes to the Contract shall not be considered effective until agreed to, in writing, by both parties.

b) **Breach.** A party shall be deemed to have breached the Contract if any of the following occurs (However, this list is not exclusive.):

- i) failure to perform in accordance with any term or provision of the Contract;
- ii) partial performance of any term or provision of the Contract;
- iii) any act prohibited or restricted by the Contract; or,

For purposes of this Contract, these items shall hereinafter be referred to as a "Breach."

(1) **Contractor Breach** — Organization shall notify Contractor in writing of a Breach.

(a) In event of a Breach by Contractor, the Organization shall have available the remedy of actual damages and any other remedy available at law or equity.

(b) **Partial Default** — In the event of a Breach, the Organization may declare a Partial Default. In which case, the Organization shall provide the Contractor written notice of: (1) the date which Contractor shall terminate providing the service associated with the Breach; and (2) the date the Organization will begin to provide the service associated with the Breach. Notwithstanding the foregoing, the Organization may revise the time periods contained in the notice written to the Contractor.

In the event the Organization declares a Partial Default, the Organization may withhold, together with any other damages associated with the Breach, from the amounts due to the Contractor the greater of: (1) amounts which would be paid the Contractor to provide the defaulted service; or (2) the cost to the Organization of providing the defaulted service, whether said service is provided by the Organization or a third party. To determine the amount the Contractor is being paid for any particular service, the Organization shall be entitled to receive within five (5) days of any request,

pertinent material from Contractor. The Organization shall make the final and binding determination of the amount.

The Organization may assess Liquidated Damages against the Contractor in the amount of \$10,000 against Contractor for any failure to perform. Upon Partial Default, the Contractor shall have no right to recover from the Organization any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount. Contractor agrees to cooperate fully with the Organization in the event a Partial Default is declared.

- (2) **Organization Breach** — In the event of a Breach of contract by the Organization, the Contractor shall notify the Organization in writing within 30 days of any Breach of contract by the Organization. The notice shall contain a description of the Breach. In the event of Breach by the Organization, the Contractor may avail itself of any remedy available at law.

- c) **Copyrights and Patents/Organization Ownership of Work Products.** Contractor grants Organization a world-wide, perpetual, non-exclusive, irrevocable, fully paid up license to use any proprietary products delivered under this Contract. The Organization shall have royalty-free and unlimited rights to use, disclose, reproduce, or publish, for any purpose whatsoever, as well as share in any financial benefits derived from the commercial exploitation of all work products created, designed, developed, or derived from the services provided under this Contract. The Organization shall have the right to copy, distribute, modify and use any training materials delivered under this Contract for internal purposes only.

The Contractor agrees to indemnify and hold harmless the Organization as well as its officers, agents, and employees from and against any and all claims or suits which may be brought against the Organization for infringement of any third party's intellectual property rights, including but not limited to, any alleged patent or copyright violations. The Organization shall give the Contractor written notice of any such claim or suit and full right and opportunity to conduct the Contractor's own defense thereof. In any such action brought against the Organization, the Contractor shall take all reasonable steps to secure a license for Organization to continue to use the alleged infringing product or, in the alternative, shall find or develop a reasonable, non-infringing alternative to satisfy the requirements of this Contract.

The Contractor further agrees that it shall be liable for the reasonable fees of attorneys for the Organization in the event such service is necessitated to enforce the obligations of the Contractor to the Organization.

- d) **Insurance.** The Contractor shall maintain a commercial general liability policy. The commercial general liability policy shall provide coverage which includes, but is not limited to, bodily injury, personal injury, death, property damage and medical claims, with minimum limits of \$1,000,000 per occurrence, \$3,000,000 in the aggregate. The Contractor shall maintain workers' compensation coverage or a self-insured program as required under Commonwealth of Kentucky law. The Contractor shall deliver to the Organization both certificates of insurance no later than the effective date of the Contract. If any policy providing insurance required by the Contract is canceled prior to the policy expiration date, the Contractor, upon receiving a notice of cancellation, shall give immediate notice to the Organization.

The enumeration in the Contract of the kinds and amounts of liability insurance shall not abridge, diminish or affect the Contractor’s legal responsibilities arising out of or resulting from the services under this Contract.

- e) **Contract Documents.** Included in this Contract by reference are the following documents:
 - i) This Contract document
 - ii) The Request for Proposal
 - iii) The Contractor’s Proposal

In the event of a discrepancy or ambiguity regarding the interpretation of this Contract, these documents shall govern in order of precedence as listed above.

- f) **Prohibited Advertising.** The Contractor shall not refer to this Contract or the Contractor’s relationship with the Organization hereunder in commercial advertising in such a manner as to state or imply that the Contractor or the Contractor’s services are endorsed.

- g) **Debarment and Suspension.** The Contractor certifies, to the best of its knowledge and belief, that it and its principals:

- i) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or state department or agency;
- ii) have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining attempting to obtain, or performing a public (Federal, State, or Local) transaction or grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- iii) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with the commission of any of the offenses listed in section b. of this certification; and,
- iv) have not within a three (3) year period preceding this Contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

IN WITNESS WHEREOF:

DeEtta Jones and Associates

Decatur Public Library

Signature **Date**
DeEtta Jones
Founder & CEO

Signature **Date**
Rick Meyer
City Librarian

Decatur Public Library

Asset Disposition

The Decatur Public Library Board of Trustees approves the disposal of library surplus or unwanted property as permitted under Illinois statutes including, but not limited to 75 ILCS 5/4-16, and according to the following procedures:

1. Only property having a monetary value need be declared as surplus or unwanted. Property that is obsolete or broken and has no useful value may be disposed of without notice. All property disposed of in this manner shall be recycled when possible.
2. Print and non-print materials: The City Librarian is authorized to donate to the Friends of the Library all materials that are withdrawn from the collection, per the Collection Development Policy. The Friends of the Library is a tax-exempt, non-profit organization that, among other things, raises funds for Library purposes.
3. The City Librarian is authorized to sell or dispose of any library materials, including, but not limited to furniture, equipment, etc. that the City Librarian, in his or her sole discretion, reasonably believes has with an estimated unit value of \$1,000.00 or less. The method of disposal shall be one that efficiently and effectively provides the library with the greatest monetary return.
4. Property of any value may be donated or be sold to any other tax-supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms or conditions as the City Librarian may determine, subject to Board approval if the unit value exceeds \$1,000.00.
5. After #4 above has been attempted but the property remains unwanted, the Library will make such offer to local community organizations, as determined by the Board of Trustees.
6. The Decatur Public Library Board of Trustees may authorize public sale of materials, furniture and equipment with an estimated unit value of \$1,000.00 or more but less than \$2,500.00. These items shall be displayed at the Library and a public notice of the property's availability and the date and terms of the proposed sale shall be posted.
7. In all cases not governed by Subsections 1-5 above, the Board shall publish notice of the availability and location of the real or personal property to be sold or disposed of and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks in a local newspaper. On the day of a sale conducted pursuant to the provisions of this Section the board shall proceed with the sale and may sell such property for a price determined by the board, or, to the highest bidder. Where the board deems the bids inadequate, it may reject such bids and re-advertise the sale.
8. With regard to any bid place for property to be disposed of by the Library as set forth above, bids made by or on behalf of any member of the Board or their immediate families or any Decatur Public Library employee or their immediate families shall be treated in the same manner and given the same consideration without favoritism as bids from all other persons or entities. No such persons shall participate in the sale unless through public sale or sealed bids.
9. The forgoing sections 1-7 shall be construed and carried forth consistent with the provisions of the Illinois Local Library Act (75 ILCS 5/4-16). In the event of any conflict between the statute and this Policy, the statute shall control.

Approved by Decatur Public Library Board of Trustees

November 17, 2016

DATE: 10/11/2021
 TIME: 4:30:32PM

**CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER
 FOR INVOICES FROM 9/1/2021 TO 9/30/2021**

| <u>CHECK NO.</u> | <u>CHECK DATE</u> | <u>VENDOR</u> | <u>ITEM AMOUNT</u> | <u>ACCOUNT DESCRIPTION</u> |
|------------------------|-------------------|--|--------------------|----------------------------|
| 35 LIBRARY FUND | | | | |
| 142795 | 9/2/2021 | COMMERCIAL MAIL SERVICES | 409.18 | POSTAGE |
| 142806 | 9/7/2021 | BAKER & TAYLOR CO | 957.48 | BOOKS & PERIODICALS |
| 142814 | 9/7/2021 | CDW GOVERNMENT INC | 392.30 | SMALL CAPITAL ITEMS |
| 142826 | 9/7/2021 | DEMCO INC | 154.75 | OFFICE SUPPLIES |
| 142853 | 9/7/2021 | LIBRARY IDEAS, LLC | 1,018.80 | PER CAPITA GRANT EXPENSE |
| 142857 | 9/7/2021 | MIDWEST TAPE, LLC | 570.83 | BOOKS & PERIODICALS |
| 142862 | 9/7/2021 | NCI BUSINESS SYSTEMS | 39.75 | SERV-OFFICE EQUIPMENT |
| 142870 | 9/7/2021 | SAM'S CLUB | 196.26 | OTHER LIBRARY GRANT EXPE |
| 142893 | 9/14/2021 | A TO Z DATABASE | 7,800.00 | PER CAPITA GRANT EXPENSE |
| 142896 | 9/14/2021 | AFRICAN-AMERICAN CULTURAL & | 35.00 | PER CAPITA GRANT EXPENSE |
| 142902 | 9/14/2021 | BAKER & TAYLOR CO | 5,921.07 | OFFICE SUPPLIES |
| 142935 | 9/14/2021 | ERICKSON DAVIS, ATTORNEYS | 585.00 | PROFESSIONAL SERVICES |
| 142947 | 9/14/2021 | HR SOURCE | 1,750.00 | PROFESSIONAL SERVICES |
| 142955 | 9/14/2021 | JESSICA HILL CONSULTING LLC | 1,110.73 | OTHER LIBRARY GRANT EXPE |
| 142964 | 9/14/2021 | LYNGSOE SYSTEMS INC | 10,134.00 | SERV-OFFICE EQUIPMENT |
| 142990 | 9/14/2021 | PAETEC | 124.12 | TELEPHONE |
| 143007 | 9/14/2021 | STRIGLOS/HAINES & ESSICK | 44.57 | OFFICE SUPPLIES |
| 143016 | 9/14/2021 | UNITED PARCEL SERVICE | 167.21 | POSTAGE |
| 143022 | 9/14/2021 | WATTS COPY SYSTEMS | 696.99 | SERV-OFFICE EQUIPMENT |
| 143037 | 9/21/2021 | BAKER & TAYLOR CO | 431.22 | OFFICE SUPPLIES |
| 143039 | 9/21/2021 | BECK'S ENGRAVING & RUBBER STAMPS | 48.00 | OFFICE SUPPLIES |
| 143058 | 9/21/2021 | COMMERCIAL MAIL SERVICES | 178.97 | POSTAGE |
| 143071 | 9/21/2021 | DEMCO INC | 178.03 | OFFICE SUPPLIES |
| 143085 | 9/21/2021 | GLEN CARBON CENTENNIAL LIBRARY DISTRIC | 16.95 | LOST OR DAMAGED BOOKS |
| 143089 | 9/21/2021 | HAPPYORNOT AMERICAS, INC | 1,188.00 | PROFESSIONAL SERVICES |
| 143095 | 9/21/2021 | KANOPY | 351.00 | BOOKS & PERIODICALS |
| 143109 | 9/21/2021 | MAVERICK MARKETING | 1,821.82 | OFFICE SUPPLIES |
| 143111 | 9/21/2021 | MIDWEST TAPE, LLC | 1,291.33 | OFFICE SUPPLIES |
| 143141 | 9/21/2021 | ULINE | 67.63 | OFFICE SUPPLIES |
| 143144 | 9/21/2021 | VERITIV OPERATING COMPANY | 1,468.00 | OFFICE SUPPLIES |
| 143155 | 9/28/2021 | BAKER & TAYLOR CO | 5,505.16 | OFFICE SUPPLIES |
| 143157 | 9/28/2021 | BAYSCAN TECHNOLOGIES | 3,440.00 | OFFICE SUPPLIES |
| 143192 | 9/28/2021 | DYNAGRAPHICS | 107.70 | OFFICE SUPPLIES |
| 143201 | 9/28/2021 | GALE GROUP, INC. | 168.68 | PER CAPITA GRANT EXPENSE |

DATE: 10/11/2021
TIME: 4:30:32PM

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 9/1/2021 TO 9/30/2021**

| <u>CHECK NO.</u> | <u>CHECK DATE</u> | <u>VENDOR</u> | <u>ITEM AMOUNT</u> | <u>ACCOUNT DESCRIPTION</u> |
|-------------------------------------|-------------------|-------------------------------|-------------------------|----------------------------|
| 143203 | 9/28/2021 | GE MONEY BANK/AMAZON | 689.07 | BOOKS & PERIODICALS |
| 143213 | 9/28/2021 | JESSICA HILL CONSULTING LLC | 865.50 | OTHER LIBRARY GRANT EXPE |
| 143214 | 9/28/2021 | JONES & THOMAS | 400.00 | PROFESSIONAL SERVICES |
| 143215 | 9/28/2021 | KANOPY | 356.00 | OFFICE SUPPLIES |
| 143230 | 9/28/2021 | MIDWEST TAPE, LLC | 2,672.09 | OFFICE SUPPLIES |
| 143248 | 9/28/2021 | ROSE DREW, INC | 208.53 | OFFICE SUPPLIES |
| 143261 | 9/28/2021 | VERIZON WIRELESS | 1,353.73 | TELEPHONE |
| 143265 | 9/28/2021 | WENTZ, KATHLEEN | 150.00 | CONFERENCES & TRAVEL |
| 143268 | 9/30/2021 | CALL ONE | 394.46 | TELEPHONE |
| 923004742 | 9/17/2021 | REGIONS/CREDIT CARD | 539.00 | CONFERENCES & TRAVEL |
| 35 LIBRARY FUND Total | | | <u>55,998.91</u> | |
| 59 LIBRARY TRUST FUNDS | | | | |
| 142902 | 9/14/2021 | BAKER & TAYLOR CO | 189.68 | BOOKS & PERIODICALS |
| 143000 | 9/14/2021 | ROCKFORD MAP PUBLISHERS, INC. | 74.70 | BOOK AND PERIODICALS |
| 143155 | 9/28/2021 | BAKER & TAYLOR CO | 157.70 | BOOKS & PERIODICALS |
| 143201 | 9/28/2021 | GALE GROUP, INC. | 2,520.00 | BOOKS & PERIODICALS |
| 59 LIBRARY TRUST FUNDS Total | | | <u>2,942.08</u> | |

WARRANT TOTAL: **58,940.99**

DPL FY 2021 Budget Report

Prepared: October 5, 2021 2021

At the end of September 75% of the year has passed

Revenue

| | FY 2021 Budgeted | % of Budget | Actual YTD | % Collected | FY20 YTD | % Change |
|----------------------|-------------------------|--------------------|------------------------|--------------------|------------------------|-----------------|
| Property Taxes | \$ 2,842,000 | 72.9% | \$ 2,442,942.37 | 86.0% | \$ 1,701,317.23 | 43.6% |
| All Other | \$ 1,055,252 | 27.1% | \$ 987,729.81 | 93.6% | \$ 828,495.40 | 19.2% |
| Total Revenue | \$ 3,897,252 | | \$ 3,430,672.18 | 88.0% | \$ 2,529,812.63 | 35.6% |

Expense

% Expended

Personnel

| | | | | | | |
|----------|---------------------|--------------|------------------------|--------------|------------------------|-------------|
| Payroll | \$ 1,646,241 | | \$ 1,272,661.12 | | \$ 1,155,989.08 | 10.1% |
| Benefits | \$ 797,034 | | \$ 602,504.52 | | \$ 566,232.65 | 6.4% |
| | \$ 2,443,275 | 61.9% | \$ 1,875,165.64 | 76.7% | \$ 1,722,221.73 | 8.9% |

Library Materials

| | | | | | | |
|------------------------|-------------------|-------------|----------------------|--------------|----------------------|--------------|
| Books, Periodicals, et | \$ 245,000 | | \$ 251,507.26 | 102.7% | \$ 228,991.54 | 9.8% |
| Per Capita | \$ 103,250 | | \$ 41,462.46 | 40.2% | \$ 10,334.73 | 301.2% |
| Lost/Damage | \$ 3,000.00 | | \$ 1,369.14 | 45.6% | \$ 1,013.48 | n/a |
| Total Materials | \$ 351,250 | 9.3% | \$ 294,338.86 | 83.8% | \$ 240,339.75 | 22.5% |

Professional Services

| | | | | | | |
|-----------------------|------------------|-------------|---------------------|--------------|---------------------|---------------|
| Professional Services | \$ 40,000 | | \$ 11,118.99 | 27.8% | \$ 22,917.85 | -51.5% |
| Temp Agency | \$ 500 | | \$ 3,531.16 | 706.2% | \$ 2,011.94 | 0.755102 |
| Bank Service Charges | \$ 150 | | \$ 282.88 | 188.6% | \$ 96.96 | 1.917492 |
| Total | \$ 40,650 | 1.1% | \$ 14,933.03 | 36.7% | \$ 25,026.75 | -40.3% |

Allocations

| | | | | | | | | | |
|---------------------------|-----------|----------------|-------------|-----------|-------------------|--------------|-----------|------------------|--------------|
| Administrative Fee | \$ | 124,872 | | \$ | 93,654.00 | 75.0% | \$ | 69,678.00 | 34.4% |
| MIS | \$ | 40,116 | | \$ | 30,087.00 | 75.0% | \$ | 29,250.00 | 2.9% |
| | \$ | 164,988 | 4.4% | \$ | 123,741.00 | 75.0% | \$ | 98,928.00 | 25.1% |

Grants

| | | | | | | | | | |
|---------------------|-----------|---------------|-------------|-----------|------------------|--------------|-----------|------------------|--------------|
| PNG | \$ | - | | \$ | - | #DIV/0! | \$ | 9,973.23 | -100.0% |
| Other grants | \$ | 75,000 | | \$ | 24,707.03 | 32.9% | \$ | 3,386.26 | 629.6% |
| | \$ | 75,000 | 2.0% | \$ | 24,707.03 | 32.9% | \$ | 13,359.49 | 84.9% |

| | | | | | | | | | |
|--------------------|----|-----|-------|----|--------|-------|----|-------|------|
| Advertising | \$ | 500 | 0.01% | \$ | 421.00 | 84.2% | \$ | 70.00 | 501% |
|--------------------|----|-----|-------|----|--------|-------|----|-------|------|

Office Supplies/Maintenance

| | | | | | | | | | |
|-------------------------------|-----------|----------------|-------------|-----------|-------------------|--------------|-----------|-------------------|--------------|
| Printing/Binding | \$ | 300 | | \$ | - | 0.0% | \$ | - | #DIV/0! |
| Postage | \$ | 8,000 | | \$ | 3,823.37 | 47.8% | \$ | 5,386.51 | -29.0% |
| Service to Office Equi | \$ | 20,000 | | \$ | 19,438.11 | 97.2% | \$ | 14,914.44 | 30.3% |
| Telephone | \$ | 15,000 | | \$ | 18,807.83 | 125.4% | \$ | 10,818.37 | 73.9% |
| Software | \$ | 40,000 | | \$ | 43,473.93 | 108.7% | \$ | 37,659.51 | 15.4% |
| Office Supplies | \$ | 25,000 | | \$ | 26,260.20 | 105.0% | \$ | 13,454.70 | 95.2% |
| Small Capital | \$ | 30,000 | | \$ | 6,992.69 | 23.3% | \$ | 24,722.94 | -71.7% |
| | \$ | 138,300 | 3.7% | \$ | 118,796.13 | 85.9% | \$ | 106,956.47 | 11.1% |

Staff Development

| | | | | | | | | | |
|-----------------------------|-----------|---------------|-------------|-----------|------------------|--------------|-----------|------------------|---------------|
| Conferences/Training | \$ | 15,000 | | \$ | 3,716.00 | 24.8% | \$ | 6,498.14 | -42.8% |
| Tuition Reimburseme | \$ | 4,000 | | \$ | - | 0.0% | \$ | - | #DIV/0! |
| Membership | \$ | 57,000 | | \$ | 48,804.36 | 85.6% | \$ | 52,469.84 | -7.0% |
| | \$ | 76,000 | 2.0% | \$ | 52,520.36 | 69.1% | \$ | 58,967.98 | -10.9% |

Insurance

| | | | | | | | | | |
|----------------------------|----|-------|--|----|--------|---------|----|----------|---------|
| Unemployment | \$ | 1,332 | | \$ | 999.00 | 75.0% | \$ | 1,008.00 | -0.9% |
| Medical expenses/CO | \$ | - | | \$ | - | #DIV/0! | \$ | - | #DIV/0! |

| | | | | | | | | | |
|------------------------|----|--------|------|----|------------------|--------------|----|------------------|--------------|
| Risk Management | \$ | 71,484 | | \$ | 53,613.00 | 75.0% | \$ | 57,672.00 | -7.0% |
| | \$ | 72,816 | 1.9% | \$ | 54,612.00 | 75.0% | \$ | 58,680.00 | -6.9% |

Building Costs

| | | | | | | | | | |
|-----------------------------|----|------------------|--------------|----|---------------------|--------------|----|---------------------|-------------|
| Rent | \$ | 584,583.00 | | \$ | 437,243.00 | 74.8% | \$ | 431,253.00 | 1.4% |
| Supplies | \$ | 500 | | \$ | 106.11 | 21.2% | \$ | - | #DIV/0! |
| Maintenace | \$ | 500 | | \$ | - | 0.0% | \$ | - | #DIV/0! |
| Total Building | \$ | 585,583 | 15.5% | \$ | 437,349.11 | | \$ | 431,253.00 | 1.4% |
| Total Operations/Ser | \$ | 1,505,087 | 39.8% | \$ | 1,121,418.52 | 74.5% | \$ | 1,033,581.44 | 8.5% |

| | | | | | | | | | |
|-----------------------|----|------------------|--|----|---------------------|-------|----|---------------------|------|
| Total Expenses | \$ | 3,948,362 | | \$ | 2,996,584.16 | 75.9% | \$ | 2,755,803.17 | 8.7% |
|-----------------------|----|------------------|--|----|---------------------|-------|----|---------------------|------|

| | | | | | | | | | |
|----------------------------|----|-----------------|--|----|-------------------|--|----|---------------------|----------------|
| Revenue Minus Exper | \$ | (51,110) | | \$ | 434,088.02 | | \$ | (225,990.54) | -292.1% |
|----------------------------|----|-----------------|--|----|-------------------|--|----|---------------------|----------------|

Operating fund

| Date | Beginning | Revenue | Expense | Balance Sheet Equals |
|-------------|------------------|-----------------|----------------|-----------------------------|
| 1/1/2021 | \$ 1,469,875.45 | \$ 154,733.58 | \$ 272,747.53 | \$ - \$ 1,351,861.50 |
| 2/1/2021 | \$ 1,351,861.50 | \$ 54,976.71 | \$ 308,131.12 | \$ - \$ 1,098,707.09 |
| 3/1/2021 | \$ 1,098,707.09 | \$ 72,357.25 | \$ 337,087.82 | \$ - \$ 833,976.52 |
| 4/1/2021 | \$ 833,976.52 | \$ 146,409.56 | \$ 397,676.22 | \$ - \$ 582,709.86 |
| 5/1/2021 | \$ 582,709.86 | \$ 179,879.36 | \$ 299,502.23 | \$ - \$ 463,086.99 |
| 6/1/2021 | \$ 463,086.99 | \$ 54,856.54 | \$ 305,091.33 | \$ - \$ 212,852.20 |
| 7/1/2021 | \$ 212,852.20 | \$ 1,725,157.35 | \$ 347,151.04 | \$ - \$ 1,590,858.51 |
| 8/1/2021 | \$ 1,590,858.51 | \$ 251,053.88 | \$ 336,746.98 | \$ - \$ 1,505,165.41 |
| 9/1/2021 | \$ 1,505,165.41 | \$ 791,247.95 | \$ 392,449.89 | \$ - \$ 1,903,963.47 |
| 10/1/2021 | \$ 1,903,963.47 | | | |
| 11/1/2021 | \$ - | | | |
| 12/1/2021 | \$ - | | | |
| 1/1/2022 | \$ - | | | |

Capital Fund Revenue Expected: \$250,000 Expense Expected: \$250,000

| Date | Beginning | Plus Received | Minus Expense | Equals Ending |
|-------------|------------------|----------------------|----------------------|----------------------|
|-------------|------------------|----------------------|----------------------|----------------------|

| | | | | | | | | |
|-----------|----|------------|----|--------|----|---|----|------------|
| 1/1/2021 | \$ | 334,994.89 | \$ | - | \$ | - | \$ | 334,994.89 |
| 2/1/2021 | \$ | 334,994.89 | \$ | - | \$ | - | \$ | 334,994.89 |
| 3/1/2021 | \$ | 334,994.89 | \$ | 92.11 | \$ | - | \$ | 335,087.00 |
| 4/1/2021 | \$ | 335,087.00 | \$ | - | \$ | - | \$ | 335,087.00 |
| 5/1/2021 | \$ | 335,087.00 | \$ | - | \$ | - | \$ | 335,087.00 |
| 6/1/2021 | \$ | 335,087.00 | \$ | - | \$ | - | \$ | 335,087.00 |
| 7/1/2021 | \$ | 335,087.00 | \$ | 236.19 | \$ | - | \$ | 335,323.19 |
| 8/1/2021 | \$ | 335,323.19 | \$ | - | \$ | - | \$ | 335,323.19 |
| 9/1/2021 | \$ | 335,323.19 | \$ | - | \$ | - | \$ | 335,323.19 |
| 10/1/2021 | \$ | 335,323.19 | | | | | | |
| 11/1/2021 | \$ | - | | | | | | |
| 12/1/2021 | \$ | - | | | | | | |
| 1/1/2022 | \$ | - | | | | | | |

Trust Accounts

Cantoni

| Date | Beginning | Plus Received | Minus Expense | Equals Ending |
|-----------|--------------|---------------|---------------|---------------|
| 1/1/2021 | \$ 58,479.83 | \$ - | \$ - | \$ 58,479.83 |
| 2/1/2021 | \$ 58,479.83 | \$ - | \$ - | \$ 58,479.83 |
| 3/1/2021 | \$ 58,479.83 | \$ - | \$ - | \$ 58,479.83 |
| 4/1/2021 | \$ 58,479.83 | \$ - | \$ - | \$ 58,479.83 |
| 5/1/2021 | \$ 58,479.83 | \$ - | \$ - | \$ 58,479.83 |
| 6/1/2021 | \$ 58,479.83 | \$ - | \$ - | \$ 58,479.83 |
| 7/1/2021 | \$ 58,479.83 | \$ - | \$ - | \$ 58,479.83 |
| 8/1/2021 | \$ 58,479.83 | \$ - | \$ - | \$ 58,479.83 |
| 9/1/2021 | \$ 58,479.83 | \$ - | \$ - | \$ 58,479.83 |
| 10/1/2021 | \$ 58,479.83 | | | |
| 11/1/2021 | \$ - | | | |
| 12/1/2021 | \$ - | | | |
| 1/1/2022 | \$ - | | | |

Meyer

| Date | Beginning | Plus Received | Minus Expense | Equals Ending |
|----------|--------------|---------------|---------------|---------------|
| 1/1/2021 | \$ 82,832.74 | \$ - | \$ 2,036.58 | \$ 80,796.16 |
| 2/1/2021 | \$ 80,796.16 | \$ - | \$ 2,266.51 | \$ 78,529.65 |
| 3/1/2021 | \$ 78,529.65 | \$ - | \$ 2,367.36 | \$ 76,162.29 |

| | | | | | | | | |
|-----------|----|------------------|----|---|----|----------|----|-----------|
| 4/1/2021 | \$ | 76,162.29 | \$ | - | \$ | 3,078.54 | \$ | 73,083.75 |
| 5/1/2021 | \$ | 73,083.75 | \$ | - | \$ | 2,586.05 | \$ | 70,497.70 |
| 6/1/2021 | \$ | 70,497.70 | \$ | - | \$ | 2,080.36 | \$ | 68,417.34 |
| 7/1/2021 | \$ | 68,417.34 | \$ | - | \$ | 2,740.44 | \$ | 65,676.90 |
| 8/1/2021 | \$ | 65,676.90 | \$ | - | \$ | 2,377.38 | \$ | 63,299.52 |
| 9/1/2021 | \$ | 63,299.52 | \$ | - | \$ | 2,127.06 | \$ | 61,172.46 |
| 10/1/2021 | \$ | 61,172.46 | | | | | | |
| 11/1/2021 | \$ | - | | | | | | |
| 12/1/2021 | \$ | - | | | | | | |
| 1/1/2022 | \$ | - | | | | | | |

Memorials/Donations

| Date | Beginning | Plus Received | Minus Expense | Equals Ending |
|-----------|--------------|---------------|---------------|---------------|
| 1/1/2021 | \$ 25,606.07 | \$ 1,180.00 | \$ 357.08 | \$ 26,428.99 |
| 2/1/2021 | \$ 26,428.99 | \$ 130.00 | \$ 1,971.42 | \$ 24,587.57 |
| 3/1/2021 | \$ 24,587.57 | \$ 530.00 | \$ 610.30 | \$ 24,507.27 |
| 4/1/2021 | \$ 24,507.27 | \$ 50.00 | \$ 627.74 | \$ 23,929.53 |
| 5/1/2021 | \$ 23,929.53 | \$ 270.00 | \$ 336.46 | \$ 23,863.07 |
| 6/1/2021 | \$ 23,863.07 | \$ - | \$ 140.69 | \$ 23,722.38 |
| 7/1/2021 | \$ 23,722.38 | \$ 400.00 | \$ 349.07 | \$ 23,773.31 |
| 8/1/2021 | \$ 23,773.31 | \$ 200.00 | \$ 266.16 | \$ 23,707.15 |
| 9/1/2021 | \$ 23,707.15 | \$ 400.00 | \$ 2,867.38 | \$ 21,239.77 |
| 10/1/2021 | \$ 21,239.77 | | | |
| 11/1/2021 | \$ - | | | |
| 12/1/2021 | \$ - | | | |
| 1/1/2022 | \$ - | | | |

| Total | Beginning | Plus Received | Minus Expense | Balance Sheet | Ending |
|----------|-----------------|-----------------|---------------|---------------|-----------------|
| 1/1/2021 | \$ 1,898,769.18 | \$ 155,913.58 | \$ 275,141.19 | \$ - | \$ 1,779,541.57 |
| 2/1/2021 | \$ 1,779,541.57 | \$ 55,106.71 | \$ 312,369.05 | \$ - | \$ 1,522,279.23 |
| 3/1/2021 | \$ 1,522,279.23 | \$ 72,979.36 | \$ 340,065.48 | \$ - | \$ 1,255,193.11 |
| 4/1/2021 | \$ 1,255,193.11 | \$ 146,459.56 | \$ 401,382.50 | \$ - | \$ 1,000,270.17 |
| 5/1/2021 | \$ 1,000,270.17 | \$ 180,149.36 | \$ 302,424.74 | \$ - | \$ 877,994.79 |
| 6/1/2021 | \$ 877,994.79 | \$ 54,856.54 | \$ 307,312.38 | \$ - | \$ 625,538.95 |
| 7/1/2021 | \$ 625,538.95 | \$ 1,725,793.54 | \$ 350,240.55 | \$ - | \$ 2,001,091.94 |
| 8/1/2021 | \$ 2,001,091.94 | \$ 251,253.88 | \$ 337,013.14 | \$ - | \$ 1,915,332.68 |

| | | | | | | | | | | |
|-----------|----|---------------------|----|------------|----|------------|----|---|----|--------------|
| 9/1/2021 | \$ | 1,915,332.68 | \$ | 791,647.95 | \$ | 397,444.33 | \$ | - | \$ | 2,309,536.30 |
| 10/1/2021 | \$ | 2,309,536.30 | | | | | | | | |
| 11/1/2021 | \$ | - | | | | | | | | |
| 12/1/2021 | \$ | - | | | | | | | | |
| 1/1/2022 | \$ | - | | | | | | | | |

Library Operating Revenue

| Fund | Budgeted | Projected | Difference |
|--------------------------|---------------------|---------------------|-------------------|
| Real Estate Taxes | \$ 2,842,000 | \$ 2,842,000 | \$ - |
| PPRT | \$ 259,920 | \$ 462,927 | \$ 203,007 |
| State Grants or other | \$ 103,250 | \$ 112,280 | \$ 9,030 |
| Other Grants | \$ 75,000 | \$ 43,649 | \$ (31,351) |
| PILOT | \$ 563,832 | \$ 563,832 | \$ - |
| Fines | \$ 5,000 | \$ 4,593 | \$ (407) |
| Non-Resident Fee | \$ 150 | \$ 173 | \$ 23 |
| Lost or Damaged Items | \$ 2,300 | \$ 4,896 | \$ 2,596 |
| Copies/Miscellaneous | \$ 3,500 | \$ 13,299 | \$ 9,799 |
| Meeting Room Fees | \$ 4,500 | \$ 510 | \$ (3,990) |
| Transfer from Meyer Fund | \$ 28,000 | \$ 26,662 | \$ (1,338) |
| Interest Income | \$ 2,600 | \$ 4 | \$ (2,596) |
| Investment Income | \$ 4,700 | \$ 1,146 | \$ (3,554) |
| Sale of Property | \$ - | \$ - | \$ - |
| Sublease | \$ 1,500 | \$ 1,500 | \$ - |
| Miscellaneous Income | \$ 1,000 | \$ 85 | \$ (915) |
| Transfer from | \$ - | \$ - | \$ - |
| Totals | \$ 3,897,252 | \$ 4,077,556 | \$ 180,304 |

Expenditures

| Fund | Budgeted | Projected | Difference |
|-------------------------------|---------------------|---------------------|-------------------|
| Salaries | \$ 1,646,241 | \$ 1,658,498 | \$ (12,257) |
| Overtime | \$ - | \$ 309 | \$ (309) |
| IMRF | \$ 199,182 | \$ 195,552 | \$ 3,630 |
| FICA/Medicare | \$ 126,011 | \$ 124,954 | \$ 1,057 |
| Life insurance | \$ 3,078 | \$ 2,785 | \$ 293 |
| Medical insurance | \$ 452,400 | \$ 444,000 | \$ 8,400 |
| Service recognition | \$ 16,363 | \$ 17,101 | \$ (738) |
| Total Personnel | \$ 2,443,275 | \$ 2,443,199 | \$ 76 |
| Fund | Budgeted | | |
| Unemployment insurance | \$ 1,332 | \$ 1,332 | \$ - |
| Advertising | \$ 500 | \$ 632 | \$ (132) |
| Printing/binding | \$ 300 | \$ - | \$ 300 |
| Service to maintain Building | \$ 500 | \$ - | \$ 500 |
| Service to Office Equipment | \$ 20,000 | \$ 26,636 | \$ (6,636) |
| IT Services | \$ 40,116 | \$ 40,116 | \$ - |
| Telephone | \$ 15,000 | \$ 27,392 | \$ (12,392) |
| Banking Service Charges | \$ 150 | \$ 677 | \$ (527) |
| Conferences/Travel/Continuing | \$ 15,000 | \$ 4,117 | \$ 10,883 |
| General Fund | \$ 124,872 | \$ 124,872 | \$ - |
| Postage | \$ 8,000 | \$ 4,778 | \$ 3,222 |

| | | | |
|----------------------------|-----------------------|----------------------|---------------------|
| Computer Software | \$ 40,000 | \$ 48,615 | \$ (8,615) |
| Medical Expenses/ COVID-19 | \$ - | \$ - | \$ - |
| Temp Agency Services | \$ 500 | \$ 3,531 | \$ (3,031) |
| Tuition Reimbursement | \$ 4,000 | \$ 4,000 | \$ - |
| Professional Services | \$ 40,000 | \$ 12,241 | \$ 27,759 |
| Membership Fees | \$ 57,000 | \$ 49,386 | \$ 7,614 |
| Materials for Buildings | \$ 500 | \$ 106 | \$ 394 |
| PNG Grant | \$ - | \$ - | \$ - |
| Per Capita Grant | \$ 103,250 | \$ 112,280 | \$ (9,030) |
| Other Grant | \$ 75,000 | \$ 43,841 | \$ 31,159 |
| Office Supplies | \$ 25,000 | \$ 40,423 | \$ (15,423) |
| Risk Management | \$ 71,484 | \$ 71,484 | \$ - |
| Small Capital | \$ 30,000 | \$ 7,979 | \$ 22,021 |
| Rent | \$ 584,583 | \$ 584,583 | \$ - |
| Books & Other Materials | \$ 245,000 | \$ 245,000 | \$ - |
| Lost or Damaged | \$ 3,000 | \$ 1,845 | \$ 1,155 |
| Total operating | \$ 1,505,087 | \$ 1,455,866 | \$ 49,221 |
| | | | |
| Total expense | \$ 3,948,362 | \$ 3,899,065 | \$ 49,297 |
| | | | |
| Surplus (deficit) | \$ (51,110.00) | \$ 178,491.64 | \$ (229,602) |

| Circulation by Audience Physical & Electronic | Sep-19 | Sep-20 | Sep-21 | % of Total | Change from 2020 | Change from 2019 | 2019 Total | 2020 Total | 2021 Projection | Projected change from 2020 | Projected Change from 2019 | October 2018-September 2019 | October 2019-September 2020 | October2020-September2021 | % Change from 2020 | % Change from 2019 |
|--|---------------|---------------|---------------|-------------------|-------------------------|-------------------------|-------------------|-------------------|------------------------|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|----------------------------------|---------------------------|---------------------------|
| Number of Adult Materials Loaned | 16,416 | 13,555 | 13,478 | 69.0% | -0.6% | -17.9% | 210,311 | 145,040 | 155,188 | 7.0% | -26.2% | 212,088 | 159,960 | 152,045 | -5% | -28% |
| Number of Young Adult Materials Loaned | 692 | 470 | 526 | 2.7% | 11.9% | -24.0% | 9,272 | 5,283 | 7,480 | 41.6% | -19.3% | 9,377 | 5,911 | 6,983 | 18% | -26% |
| Number of Children's Materials Loaned | 6,839 | 5,586 | 5,530 | 28.3% | -1.0% | -19.1% | 96,991 | 53,984 | 70,783 | 31.1% | -27.0% | 95,677 | 60,400 | 66,880 | 11% | -30% |
| Total Number of Materials Loaned | 23,947 | 19,611 | 19,534 | | -0.4% | -18.4% | 316,574 | 204,307 | 233,452 | 14.3% | -26.3% | 317,142 | 226,271 | 225,908 | 0% | -29% |
| Circulation by Material Type | Sep-19 | Sep-20 | Sep-21 | % of Total | Change from 2020 | Change from 2019 | 2019 Total | 2020 Total | 2021 Projection | Projected change from 2020 | Projected Change from 2019 | October 2018-September 2019 | October 2019-September 2020 | October2020-September2021 | % Change from 2020 | % Change from 2019 |
| Books Loaned--Physical | 14,799 | 12,091 | 12,541 | 64.2% | 3.7% | -15.3% | 201,408 | 118,284 | 173,355 | 46.6% | -13.9% | 201,910 | 131,649 | 142,051 | 8% | -30% |
| Videos/DVDs Loaned--Physical | 4,544 | 2,775 | 2,431 | 12.4% | -12.4% | -46.5% | 59,688 | 28,714 | 26,378 | -8.1% | -55.8% | 60,404 | 36,719 | 26,854 | -27% | -56% |
| Audios, Including Music Loaned--Physical | 1,182 | 711 | 638 | 3.3% | -10.3% | -46.0% | 14,977 | 7,322 | 7,708 | 5.3% | -48.5% | 15,245 | 9,320 | 7,622 | -18% | -50% |
| Magazines/Periodicals Loaned--Physical | 406 | 298 | 233 | 1.2% | -21.8% | -42.6% | 5,215 | 3,083 | 2,886 | -6.4% | -44.7% | 5,425 | 3,664 | 2,923 | -20% | -46% |
| Other Items Loaned--Physical | 144 | 157 | 162 | 0.8% | 3.2% | 12.5% | 1,919 | 1,577 | 1,873 | 18.8% | -2.4% | 1,477 | 1,811 | 1,809 | 0% | 22% |
| Use of Circulating Electronic Materials | 2,872 | 3,579 | 3,529 | 18.1% | -1.4% | 22.9% | 33,367 | 45,327 | 44,445 | -1.9% | 33.2% | 32,681 | 43,108 | 44,649 | 4% | 37% |
| Total | 23,947 | 19,611 | 19,534 | | -0.4% | -18.4% | 316,574 | 204,307 | 256,644 | 25.6% | -18.9% | 317,142 | 226,271 | 225,908 | 0% | -29% |
| Successful Retrieval of Electronic Information | 2,338 | 10,023 | 11,612 | 37.3% | 15.9% | 396.7% | 32,863 | 39,210 | 125,633 | 220.4% | 282.3% | 37,347 | 37,578 | 107,989 | 187% | 189% |
| Electronic Content Use | 5,210 | 13,602 | 15,141 | 48.6% | 11.3% | 190.6% | 66,230 | 84,537 | 170,078 | 101.2% | 156.8% | 70,028 | 80,686 | 152,638 | 89% | 118% |
| Total Collection Use | Sep-19 | Sep-20 | Sep-21 | | Change from 2020 | Change from 2019 | 2019 Total | 2020 Total | 2021 Projection | Projected change from 2020 | Projected Change from 2019 | October 2018-September 2019 | October 2019-September 2020 | October2020-September2021 | % Change from 2020 | % Change from 2019 |
| Total Collection Use | 26,285 | 29,634 | 31,146 | | 5.1% | 18.5% | 349,437 | 243,517 | 382,277 | 57.0% | 9.4% | 354,489 | 263,849 | 333,897 | 27% | -6% |
| Interlibrary Loans Provided To Other Libraries | 3,652 | 2,052 | 3,596 | 62.3% | 75.2% | -1.5% | 46,259 | 24,966 | 48,044 | 92.4% | 3.9% | 47,242 | 28,061 | 37,498 | 34% | -21% |
| Interlibrary Loans Received FROM Other Libraries | 3,017 | 2,057 | 2,179 | 37.7% | 5.9% | -27.8% | 40,327 | 22,884 | 30,851 | 34.8% | -23.5% | 39,737 | 25,684 | 29,654 | 15% | -25% |
| Total ILL Transactions | 6,669 | 4,109 | 5,775 | | 40.5% | -13.4% | 86,586 | 47,850 | 78,896 | 64.9% | -8.9% | 86,979 | 53,745 | 67,152 | 25% | -23% |
| New Patron Registrations | 205 | 103 | 125 | | 21.4% | -39.0% | 2,451 | 2,848 | 1,233 | -56.7% | -49.7% | 2,494 | 2,888 | 1,485 | -49% | -40% |
| # of Visitors (Security Gate) | 17,856 | 8,495 | 8,471 | | -0.3% | -52.6% | 229,935 | 78,509 | 87,371 | 11.3% | -62.0% | 232,892 | 115,017 | 85,707 | -25% | -63% |
| # Visitors Lobby Counter | n/a | 9,167 | 10,673 | | 16.4% | #VALUE! | 79,903 | 84,502 | 382,027 | 352.1% | 378.1% | 34,250 | 114,598 | 96,034 | -16% | 180% |
| Local History # of visitors | 65 | 33 | 38 | | 15.2% | -41.5% | 762 | 298 | 247 | -17.2% | -67.6% | 807 | 444 | 251 | -43% | -69% |
| Adult Programs Active | 379 | 0 | 117 | | #DIV/0! | -69.1% | 8,472 | 1,121 | 859 | -23.4% | -89.9% | 9,092 | 2,294 | 871 | -62% | -90% |
| Adult Programs Passive | 0 | 31 | 0 | | #DIV/0! | #DIV/0! | 0 | 1,207 | 1,632 | 35.2% | #DIV/0! | 0 | 1,088 | 1,590 | 46% | #DIV/0! |
| Adult Programs Virtual Live | 0 | 7 | 32 | | #DIV/0! | #DIV/0! | 0 | 22 | 491 | 2133.3% | #DIV/0! | 0 | 128 | 342 | 167% | #DIV/0! |
| Adult Programs Virtual Recorded | 0 | 10 | 95 | | #DIV/0! | #DIV/0! | 0 | 193 | 591 | 206.2% | #DIV/0! | 0 | 193 | 591 | 206% | #DIV/0! |
| YA Programs Active | 0 | 0 | 0 | | #DIV/0! | #DIV/0! | 829 | 0 | #DIV/0! | #DIV/0! | #DIV/0! | 716 | 3,208 | 0 | -100% | -100% |
| YA Programs Passive | 0 | 1 | 0 | | #DIV/0! | #DIV/0! | 0 | 409 | 511 | 24.8% | #DIV/0! | 0 | 294 | 482 | 64% | #DIV/0! |
| YA Virtual Live | 0 | 0 | 0 | | #DIV/0! | #DIV/0! | 0 | 0 | #DIV/0! | #DIV/0! | #DIV/0! | 0 | 4,545 | 0 | -100% | #DIV/0! |
| YA Virtual Recorded | 0 | 0 | 0 | | #DIV/0! | #DIV/0! | 0 | 57 | #DIV/0! | #DIV/0! | #DIV/0! | 0 | 7,645 | 0 | -100% | #DIV/0! |
| Children's Programs Active | 1,107 | 0 | 139 | | #DIV/0! | -87.4% | 19,110 | 1,354 | 401 | -70.4% | -97.9% | 19,230 | 4,293 | 401 | -91% | -98% |
| Children's Programs Passive | 0 | 40 | 0 | | #DIV/0! | #DIV/0! | 0 | 2,599 | 3,525 | 35.6% | #DIV/0! | 0 | 34,307 | 3,501 | -90% | #DIV/0! |
| Children's Virtual Live | 0 | 38 | 82 | | #DIV/0! | #DIV/0! | 0 | 185 | 1,509 | 715.8% | #DIV/0! | 0 | 19,993 | 446 | -98% | #DIV/0! |
| Children's Virtual Recorded | 0 | 142 | 24 | | #DIV/0! | #DIV/0! | 0 | 5,141 | 5,754 | 11.9% | #DIV/0! | 0 | 125,904 | 1,031 | -99% | #DIV/0! |
| Total Programs | 1,486 | 269 | 489 | | 81.8% | -67.1% | 28,411 | 12,288 | 8,962 | -27.1% | -68.5% | 19,946 | 33,228 | 9,255 | -72% | -54% |
| Public Sessions | 2,693 | 1,587 | 1,742 | | 9.8% | -35.3% | 34,947 | 14,620 | 17,796 | 21.7% | -49.1% | 36,474 | 11,347 | 17,085 | 51% | -53% |
| Wireless Sessions | 1,005 | 626 | 900 | | 43.8% | -10.4% | 11,687 | 5,691 | 7,585 | 33.3% | -35.1% | 10,503 | 13,777 | 7,227 | -48% | -31% |
| Website Sessions | 10,704 | 9,661 | 11,297 | | 16.9% | 5.5% | 126,997 | 113,083 | 135,240 | 19.6% | 6.5% | 122,374 | 88,610 | 129,798 | 46% | 6% |
| Unique Visits | 6,807 | 4,712 | 6,913 | | 46.7% | 1.6% | 78,796 | 63,468 | 76,752 | 20.9% | -2.6% | 76,075 | 49,302 | 73,701 | 49% | -3% |
| Page Views | 41,566 | 40,173 | 44,704 | | 11.3% | 7.5% | 445,386 | 485,031 | 520,459 | 7.3% | 16.9% | 368,425 | 372,337 | 512,210 | 38% | 39% |
| Self Checks | 7,809 | 4,188 | 5,281 | | 26.1% | -32.4% | 113,374 | 43,324 | 54,147 | 25.0% | -52.2% | 113,490 | 286,143 | 52,218 | -82% | -54% |
| Percentage of Self Checks | 0 | 0 | 0 | | 9.1% | -3.1% | | | | #DIV/0! | #DIV/0! | | | | #DIV/0! | #DIV/0! |
| Assists Adult | 3,414 | 2,364 | 2,642 | | 11.8% | -22.6% | 45,411 | 22,718 | 30,356 | 33.6% | -33.2% | 46,511 | 22,072 | 28,420 | 29% | -39% |
| Assists Children | 917 | 1,109 | 1,014 | | -8.6% | 10.6% | 15,761 | 9,181 | 13,183 | 43.6% | -16.4% | 16,150 | 7,866 | 12,216 | 55% | -24% |
| Assists Local history | 165 | 99 | 116 | | 17.2% | -29.7% | 1,891 | 956 | 1,247 | 30.4% | -34.1% | 1,885 | 3,519 | 1,195 | -66% | -37% |
| IT help calls | 114 | 111 | 120 | | 8.1% | 5.3% | 1,132 | 1,154 | 1,542 | 33.6% | 36.2% | 1,092 | 5,887 | 1,443 | -75% | 32% |
| Searches in Catalog | 69,373 | 80,197 | 17,114 | | -78.7% | -75.3% | 843,956 | 848,610 | 201,549 | -76.2% | -76.1% | 780,469 | 749,285 | 277,284 | -63% | -64% |
| Number of Items processed | 1,969 | 1,637 | 1,641 | | 0.2% | -16.7% | 23,490 | 18,575 | 23,456 | 26.3% | -0.1% | 17,558 | 13,278 | 22,064 | 66% | 26% |
| Number of Items Withdrawn from Collection | 815 | 1,965 | 2,777 | | 41.3% | 240.7% | 18,567 | 19,237 | 29,952 | 55.7% | 61.3% | 13,454 | 10,515 | 25,094 | 139% | 87% |
| Number of mended items | 418 | 242 | 144 | | -40.5% | -65.6% | 4,161 | 2,189 | 3,695 | 68.8% | -11.2% | 3,257 | 1,669 | 3,337 | 100% | 2% |
| Number of items ordered | 864 | 774 | 1,009 | | 30.4% | 16.8% | 9,698 | 8,213 | 10,198 | 24.2% | 5.2% | 6,964 | 5,755 | 9,604 | 67% | 38% |
| Number of records added to database | 1,551 | 1,395 | 1,497 | | 7.3% | -3.5% | 19,329 | 15,824 | 19,982 | 26.3% | 3.4% | 14,301 | 11,047 | 18,727 | 70% | 31% |