



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, September 21, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of August 17, 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, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. No meeting
 - B. **Finance and Properties Committee**—Jacobie Jones
 - i. Capital Needs & Projects (Discussion)
 - ii. Furniture Budget (Discussion)
 - iii. August 2023 Check Register (Action)
 - iv. August 2023 Actuals & Projection (Discussion)
 - v. Other (Discussion)
 - C. **Foundation**—Rick Meyer
 - i. September 15 meeting
 - D. **Friends of the Library** – Rick Meyer
 - i. September 14 meeting

E. Illinois Heartland Library System—Rick Meyer

- i. Proposed SHARE Fee Increases

VIII. Old Business

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

IX. New Business

- A. Election of Board Secretary (Action)
- B. Proposal for Marketing Plan, etc. from DCC (Action)
- C. Narcan Box (Action)—Mary Garrison of Heritage Behavioral Health
- D. 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

August 17, 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
Elizabeth Rivera
Emily West
LaTonya Ricks

Absent:

Shelly Brunner
Jacobie Jones
Alana Banks

Staff: Alissa Henkel, Head of Programs, Resources, and Services

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:38pm.

Consent Agenda (Approval of Agenda; Approval of July 20, 2023 Regular Meeting Minutes) (Action) Ms. Xethalis made a motion to approve the agenda and minutes, seconded by Ms. Rivera. All in favor. The motion was adopted.

Public comments: Board meeting attendee likes the new carpet.

Written Communications from the Public: None.

City Librarian's Report (Discussion) Ms. Henkel presented the City Librarian's report.

Division Head Reports (Discussion) Ms. Henkel reported how staff have been stepping up to make the new shelving and carpet project stay on track. It should be done around Labor Day. The Board recommended a staff appreciation event.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee -Karl Coleman
 - a. Personnel Update (Discussion) Ms. Henkel stated the part-time Library Assistant position has been filled and the new employee, Sarah Yepsen, starts on August 21, 2023. Sheri Keller took the Archives and Special Collections part-time Library Assistant position effective September 18, 2023. Christopher Opsincs will replace Sheri's position. He starts on August 28.
 - b. Lost and Found Policy (Action) Ms. Xethalis made a motion to table the policy, seconded by Ms. Rivera. All in favor. Motion was adopted.
 - c. Volunteer Policy (Action) Ms. Rivera made a motion to approve the policy as written, seconded by Ms. Xethalis. All in favor. The motion was adopted.
 - d. Management Pay Grades and Benchmarking (Discussion) Ms. Hicks opened a discussion about the benchmarking process.
 - e. Diversity, Equity, and Inclusion (Discussion) Mr. Coleman stated there was nothing new to report.
- B. Finance and Properties Committee – Ms. Xethalis
 - a. Capital Needs & Projects (Discussion) There was a brief discussion about current and upcoming projects.
 - b. Friends of the Library Relocation (Discussion) The Friends have resumed book sales.
 - c. July 2023 Check Register (Action) Ms. Xethalis made a motion to approve the check register, seconded by Ms. West. Mr. Coleman requested a roll call vote, Ms. Ricks yes, Mr. Coleman yes, Ms. Xethalis yes, Ms. West, yes, Ms. Rivera, yes. The motion was adopted.
 - d. July 2023 Actuals & Projections (Discussion) Ms. Xethalis discussed the budget actuals and projections.
- C. Foundation – Ms. Henkel – No meeting. October is the annual meeting.
- D. Friends of the Library – August 10 meeting – Ms. Henkel attended the meeting. READiculous performed for the FOL. They approved funding for art classes. They also approved a program for 100 books before kindergarten.
- E. Illinois Heartland Library System – No meeting.

Old Business

- A. Open Trustee Seat (Discussion) Send any recommendations to either Mr. Meyer or the Mayor.

New Business

- A. Election of Board Secretary (Action) Mr. Coleman made a motion to table, seconded by Ms. Rivera. All in favor. The motion was adopted.

Adjournment

Ms. Xethalis made a motion to adjourn, seconded by Ms. Rivera. Meeting adjourned at 5:03pm. The motion was adopted.

Scribe,

Michelle Whitehead, Executive Administrative Assistant

8/17/23

Final



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City Librarian's Report for August 2023

Administration

- On the 4th, Alissa Henkel and I met remotely with Jennifer Sekosky of DCC to discuss possibly engaging the firm to work with the library on development of a marketing plan and other things.
- On the 7th I was interviewed by WAND about our Strategic Plan, if one question can be considered an interview.
- Also on the 7th, I met with a contingent of students from Tokorozawa, Japan (Decatur's Japanese Sister City) to accept a gift of Japanese children's books.
- I held two all-staff meetings on the 8th.
- Also on the 8th, Board President Karl Coleman and I met with State Representative Sue Scherer to discuss grant funding for a DPL bookmobile.
- On the 10th the DPL Code of Conduct Committee presented to the Division Heads the first draft of a proposed Code of Conduct for DPL employees.
- Also on the 10th Trustee LaTonya Ricks and I met remotely with HR Source to discuss the proposed changes to the management benchmarking and compensation structure.
- On the 14th the Division Heads and I met with Product Architecture to further the furniture project.
- On the 29th I attended a roundtable discussion meeting at Mt. Zion Public Library. The meeting was attended by several other library directors. DPL will host this meeting in October.
- On the 31st I attended the Directors University Committee wrap up meeting.
- In August I took several sick days, 4 bereavement days and 1 vacation day.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 16 curbside pick-ups in August.
- 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.**
- Catalogers continue to update labels on juvenile series and juvenile biographies as well as correcting volume fields.
- Karen Williams served on the DEI Engagement Committee.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Alix Frazier is working with IHLS libraries in the 2023 Library Crawl.
- Jess Hill worked with the Alzheimer's Association to create a partnership.
- Sarah Yepsen joined the DPL Team in PRS on Monday, August 21, filling the part time Library Assistant position left vacant when Jason Butterick went full time.
- Chris Opsincs joined the DPL Team in PRS on Monday, August 28, filling the part time Library Assistant position that will soon be vacant when Sheri Keller moves to ASC.
- Jason has prepared a Jimmy Carter Life/Legacy Records List and is getting ephemera, graphics, additional display supplies.
- Scott Wilson added Blu-Rays to the collection and created a display to showcase them.
- John Schirle added the slotted shelving rom downstairs to the JE shelves that needed it. He created sundry new bulletin boards with Sheri's assistance. John reported that the Children's had 51% of active participants finish in 2023 compared to 55% in 2022.
- Shelley Whiteside ordered tax forms.
- Tye Pemberton and the Code of Conduct Committee hosted three town hall meetings to answer staff questions regarding the handbook. No changes were made. Tye attended the Everbridge Emergency/City Notification System Training. Tye covered Books & Brews in August. Tye submitted a proposal to Alix on Computer Instruction & Tech Help for patrons. It has been given the greenlight.
- Amanda Young hosted a Children's Volunteer dinner at Doherty's. 12 volunteers attended. She requested funding from the Friends for 4 preschool art classes in the fall. It was accepted.
- Alix created directional signage for the new layout and Dewey run templates. She also processed withdrawn items through Sustainable Shelves to evaluate the effectiveness of the program form DPL. The labor required for SS was not worth the amount of money we would have acquired through B&T.
- Jess reports that 74 resources were taken from the community board. Jess discussed veteran's services with John Weilbull 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.
- Alissa met with Jennifer and Monica from DCC to marketing proposals for DPL.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson ordered and installed 12 new Cisco CBS250-50 switches. The previous switches were purchased in 2013, were end of life and had an unpatched security vulnerability.
- Matt ordered and installed 3 new computers for Reference and Computer desk. The previous computers were repurposed for Local History, PRS and storage.
- He also, ordered 4 additional monitors, some staff are wanting dual monitor setups at their desks.
- He replaced 4 flatbed scanners that were not compatible with Windows 10/11.
- There was a help desk ticket open and closed with Bibliotheca in regards to the upstairs Self-Check.
- Faronics released a partial fixed Deep Freeze version 8.71. One computer has already locked up and Chris Nihiser sent information to Faronics.
- Watts replaced a paper feed switch to correct another error that was popping up on the Computer Desk printer.

- 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.**
- Carl Walworth and Glenn Poshard gave a book talk and signing on Carl's new book, *Son of Southern Illinois: Glenn Poshard's Life in Education and Politics*, in the Local History Room on August 3. 25 people attended.
- CBS National News contacted ASC to research the Busy Bee shop for a segment on Wilbert Boyce, the last shoe shiner in Savannah, GA. He started working as a shoe shiner in Decatur at the Busy Bee when he was 15. The researcher also asked for pictures of downtown Decatur in the 1960s. The segment should air sometime around September 8 on CBS Morning. Leeann Grossman, Becky Dampz and the volunteers worked on this project.
- Kailee from Barclay Library came back on August 11 for Omeka training.
- The Homecoming Reunion committee requested research on Black-owned businesses in Decatur. They sent us a list of 20 businesses they were looking for. Leeann and the volunteers researched these businesses, and the committee came in on August 30 to review what was found.
- 150th Anniversary Committee met on August 31. The group discussed the budget and the memorial statue

Respectfully Submitted,

Rick Meyer
City Librarian

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 8/1/2023 to 8/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
155020	08/02/2023	ABOS 2023 MEMBERSHIP FOR 3	135.00	MEMBERSHIP FEES
155028	08/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,163.21	OFFICE SUPPLIES
155033	08/02/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	4,909.15	SMALL CAPITAL ITEMS
155043	08/02/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	670.37	OFFICE SUPPLIES
155054	08/02/2023	HALLETT & SONS EXPERT MOVERS, INC LIBRARY SHELVING TEMP LOCATION PHASE 1&2	19,800.00	PROFESSIONAL SERVICES
155058	08/02/2023	IHLS-OCLC FY2024 FEES	7,093.96	MEMBERSHIP FEES
155073	08/02/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	202.28	OFFICE SUPPLIES
155076	08/02/2023	NICKI BOND JULY 3 - JULY 26'23 SERVICES	1,725.00	PROFESSIONAL SERVICES
155085	08/02/2023	STOUT, JENNIFER A B POTTER ART CLASS	100.00	OTHER LIBRARY GRANT EXI
155096	08/02/2023	ULINE CARPET CHAIR MAT	1,554.41	SMALL CAPITAL ITEMS
155117	08/10/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,683.82	OFFICE SUPPLIES
155119	08/10/2023	BELTMANN GROUP INCORPORATED LIBRARY CART RENTAL	2,875.00	RENTAL - EQUIPMENT
155140	08/10/2023	COMMERCIAL MAIL SERVICES JULY 17 - JULY 31'23	250.51	POSTAGE
155155	08/10/2023	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	117.61	LOST OR DAMAGED BOOKS
155193	08/10/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	4,716.51	OFFICE SUPPLIES
155205	08/10/2023	PAETEC ACCT 633292627001	70.56	TELEPHONE
155225	08/10/2023	STOUT, JENNIFER A AUG 8TH ART CLASS JULY 21 ART CLASS	200.00	OTHER LIBRARY GRANT EXI

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155227	08/10/2023	SVENDSEN FLORIST, INC HARLESS PLANT KELLER PLANT	90.00	OTHER LIBRARY GRANT EXI	YES
155243	08/10/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	912.64	SERV-OFFICE EQUIPMENT	
155252	08/17/2023	AMAZON PAYMENTS RETURN ON INV 14F4-M46R-J4RF BLANKET PO FOR SUPPLIES/BOOKS	2,011.71	OFFICE SUPPLIES	ES
155254	08/17/2023	AMIGO MOBILITY INTERNATIONAL, INC AT3 MOBILITY SCOOTER W/BASKET	1,964.45	SMALL CAPITAL ITEMS	
155258	08/17/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,168.65	OFFICE SUPPLIES	
155305	08/17/2023	GEORGETOWN PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	5.00	LOST OR DAMAGED BOOKS	
155312	08/17/2023	HR SOURCE MARKET BENCHMARKING PROJECT COMPLETION	2,700.00	PROFESSIONAL SERVICES	
155320	08/17/2023	KILEY KLEIN, LTD LEGAL REPRESENTATION	180.00	PROFESSIONAL SERVICES	
155337	08/17/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,802.88	PER CAPITA GRANT EXPENSE	
155354	08/17/2023	PAETEC ACCT 633318933001	40.48	TELEPHONE	
155362	08/17/2023	PRODUCT LLC FURNITURE DESIGN PROJECT	10,000.00	PROFESSIONAL SERVICES	
155368	08/17/2023	SCHOLASTIC LIBRARY PUBLISHING SRP BOOK ORDER	616.35	OTHER LIBRARY GRANT EXI	
155380	08/17/2023	THE FRIENDS OF THE SAINT PAUL PUBLIC LIBRARY CONSULTING STRATEGIC PLANNING PROJECT	9,712.39	PROFESSIONAL SERVICES	PENS
155389	08/17/2023	UNIQUE MANAGEMENT SERVICES JUL'23 PLACEMENTS	325.05	PROFESSIONAL SERVICES	
155406	08/24/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,936.90	OFFICE SUPPLIES	
155423	08/24/2023	COMMERCIAL MAIL SERVICES AUG 1 - AUG 15'23	255.50	POSTAGE	EXI
155427	08/24/2023	DISPLAYS2GO LITERATURE FLOOR STAND	2,907.10	SMALL CAPITAL ITEMS	

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23005421	08/02/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,182.85	OTHER LIBRARY GRANT EXI
23005427	08/17/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,240.55	OTHER LIBRARY GRANT EXI
23005453	08/17/2023	REGIONS/CREDIT CARD ACCT 3978	607.26	COMPUTER SOFTWARE
23005468	08/31/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,298.25	OTHER LIBRARY GRANT EXI
Total for: 35			114,124.94	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
155028	08/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	960.71	BOOKS & PERIODICALS
155113	08/10/2023	AMAZON PAYMENTS BOOKS	165.19	BOOKS & PERIODICALS
155117	08/10/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,295.11	BOOKS & PERIODICALS
155258	08/17/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,552.29	BOOKS & PERIODICALS
155406	08/24/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,423.77	BOOKS & PERIODICALS
155538	08/31/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,105.99	BOOKS & PERIODICALS
Total for: 59			9,503.06	
Total for All:			\$123,628.00	

VENDOR NAME	AMOUNT
ABOS Total	\$135.00
AMAZON PAYMENTS Total	\$2,176.90
AMIGO MOBILITY INTERNATIONAL, INC Total	\$1,964.45
BAKER & TAYLOR CO Total	\$19,312.25
BECK'S ENGRAVING & RUBBER STAMPS Total	\$6.00
BELTMANN GROUP INCORPORATED Total	\$2,875.00
CDW GOVERNMENT INC Total	\$12,446.71
CENTRAL IL STAFFING SERVICES, LLC Total	\$951.90
COMMERCIAL MAIL SERVICES Total	\$506.01
DECATUR CIVIC CENTER AUTHORITY Total	\$2,390.56
DEMCO INC Total	\$858.69
DISPLAYS2GO Total	\$2,907.10
EFFINGHAM PUBLIC LIBRARY Total	\$117.61
GALE GROUP, INC. Total	\$6,111.01
GEORGETOWN PUBLIC LIBRARY Total	\$5.00
HALLETT & SONS EXPERT MOVERS, INC Total	\$19,800.00
HAPPYORNOT AMERICAS, INC Total	\$1,188.00
HR SOURCE Total	\$2,700.00
IHLS-OCLC Total	\$7,093.96
JESSICA HILL CONSULTING LLC Total	\$3,721.65
JONES & THOMAS Total	\$420.00
KANOPY Total	\$353.00
KILEY KLEIN, LTD Total	\$180.00
MIDWEST TAPE, LLC Total	\$8,056.77
NICKI BOND Total	\$1,725.00
PAETEC Total	\$111.04
PEERLESS NETWORK, INC Total	\$335.98
PRODUCT LLC Total	\$10,000.00
REGIONS/CREDIT CARD Total	\$607.26
SCHOLASTIC LIBRARY PUBLISHING Total	\$616.35
STOUT, JENNIFER A Total	\$300.00
SVENDSEN FLORIST, INC Total	\$90.00
THE FRIENDS OF THE SAINT PAUL PUBLIC LIBRARY Total	\$9,712.39
ULINE Total	\$2,474.22
UNIQUE MANAGEMENT SERVICES Total	\$325.05
VERIZON WIRELESS Total	\$107.38
WATTS COPY SYSTEMS Total	\$912.64
WHITEHEAD, MICHELLE Total	\$33.12
Grand Total	\$123,628.00

DPL FY 2023 Budget Report
 Prepared: September 7, 2023
 At the end of August 67% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ 1,690,558.85	55.9%	\$ 1,688,990.94 0.1%
All Other	\$ 2,529,754		45.6%	\$ 1,326,336.35	52.4%	\$ 1,254,942.66 5.7%
Total Revenue	\$ 5,551,754			\$ 3,016,895.20	54.3%	\$ 2,943,933.60 2.5%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 1,144,284.35	64.2%	\$ 1,049,724.58	9.0%
Benefits	\$ 929,958		\$ 557,541.96	60.0%	\$ 563,388.93	-1.0%
	\$ 2,712,400		\$ 1,701,826.31	62.5%	\$ 1,613,113.51	5.5%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 170,716.70	69.7%	\$ 212,374.53	-19.6%
Per Capita	\$ 104,020		\$ 53,478.60	51.4%	\$ 15,968.09	234.9%
Lost/Damage	\$ 1,400		\$ 790.94	56.5%	\$ 768.43	3%
Total Materials	\$ 350,420		\$ 224,986.24	9.3%	\$ 229,111.05	-1.8%

Professional Services

Security	\$ -		\$ 16,687.93			
Professional Services	\$ 102,000		\$ 78,415.24	76.9%	\$ 21,507.42	264.6%
Temp Agency	\$ 500		\$ 2,037.90	407.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 179.27	119.5%	\$ 133.33	34%
Total	\$ 102,650		\$ 97,320.34	2.7%	\$ 21,640.75	349.7%

Allocations

Administrative Fee	\$ 108,864		\$ 100,640.00	92.4%	\$ 72,576.00	38.7%
MIS	\$ 36,684		\$ 26,424.00	72.0%	\$ 24,456.00	8.0%
	\$ 145,548		\$ 127,064.00	3.8%	\$ 97,032.00	31.0%

Grants

Other grants	\$ 75,000	\$ 65,341.01	87.1%	\$ 36,981.03	76.7%	
	\$ 75,000	2.0%	\$ 65,341.01	87.1%	\$ 36,981.03	76.7%
Advertising	\$ 500	0.01%	\$ -	0.0%	\$ 898.00	-100%
Office Supplies/Maintenance						
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	
Postage	\$ 5,000	\$ 2,078.24	41.6%	\$ 3,028.09	-31.4%	
Service to Office Equipment	\$ 27,000	\$ 18,323.15	67.9%	\$ 9,140.49	100.5%	
Telephone	\$ 27,000	\$ 4,539.49	16.8%	\$ 11,711.77	-61.2%	
Software	\$ 50,000	\$ 19,685.05	39.4%	\$ 32,500.00	-39.4%	
Office Supplies	\$ 40,000	\$ 19,379.80	48.4%	\$ 16,456.26	17.8%	
Small Capital	\$ 45,000	\$ 57,856.22	128.6%	\$ 27,022.93	114.1%	
	\$ 194,000	5.1%	\$ 121,861.95	62.8%	\$ 99,859.54	22.0%
Staff Development						
Conferences/Training/Travel	\$ 20,000	\$ 8,882.57	44.4%	\$ 10,681.37	-16.8%	
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!	
Membership	\$ 50,000	\$ 59,567.22	119.1%	\$ 55,585.39	7.2%	
	\$ 74,000	2.0%	\$ 68,449.79	92.5%	\$ 66,266.76	3.3%
Insurance						
Unemployment	\$ 1,056	\$ 720.00	68.2%	\$ 704.00	2.3%	
Risk Management	\$ 95,724	\$ 63,400.00	66.2%	\$ 63,816.00	-0.7%	
	\$ 96,780	2.6%	\$ 64,120.00	66.3%	\$ 64,520.00	-0.6%
Building Costs						
Transfer to Capital	\$ 200,000	\$ -		\$ -	#DIV/0!	
Rent	\$ 589,583	\$ 392,920.00	66.6%	\$ 392,920.00	0.0%	
Supplies	\$ 50	\$ 109.62	219.2%	\$ -	#DIV/0!	
Maintenace	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!	
Total Building	\$ 589,633	15.6%	\$ 394,874.62	\$ 392,920.00	0.5%	
Total Operations/Services	\$ 1,628,531	43.0%	\$ 1,164,017.95	71.5%	\$ 1,009,229.13	15.3%
Total Expenses	\$ 4,340,931		\$ 2,865,844.26	66.0%	\$ 2,622,342.64	9.3%
Revenue Minus Expense	\$ 1,210,823		\$ 151,050.94		\$ 321,590.96	-53.0%
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	\$ 258,176.51	\$ 473,838.44	\$ -	\$ 1,804,502.35
9/1/2023	\$ 1,804,502.35				
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	\$ 2,078.26	\$ 208,641.00	\$ 793,708.37
9/1/2023	\$ 793,708.37			
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	\$	36.41	\$	8,563.81	\$	44,760.13
9/1/2023	\$	44,760.13						
10/1/2023								
11/1/2023								
12/1/2023								
1/1/2024								

**Meyer
Date**

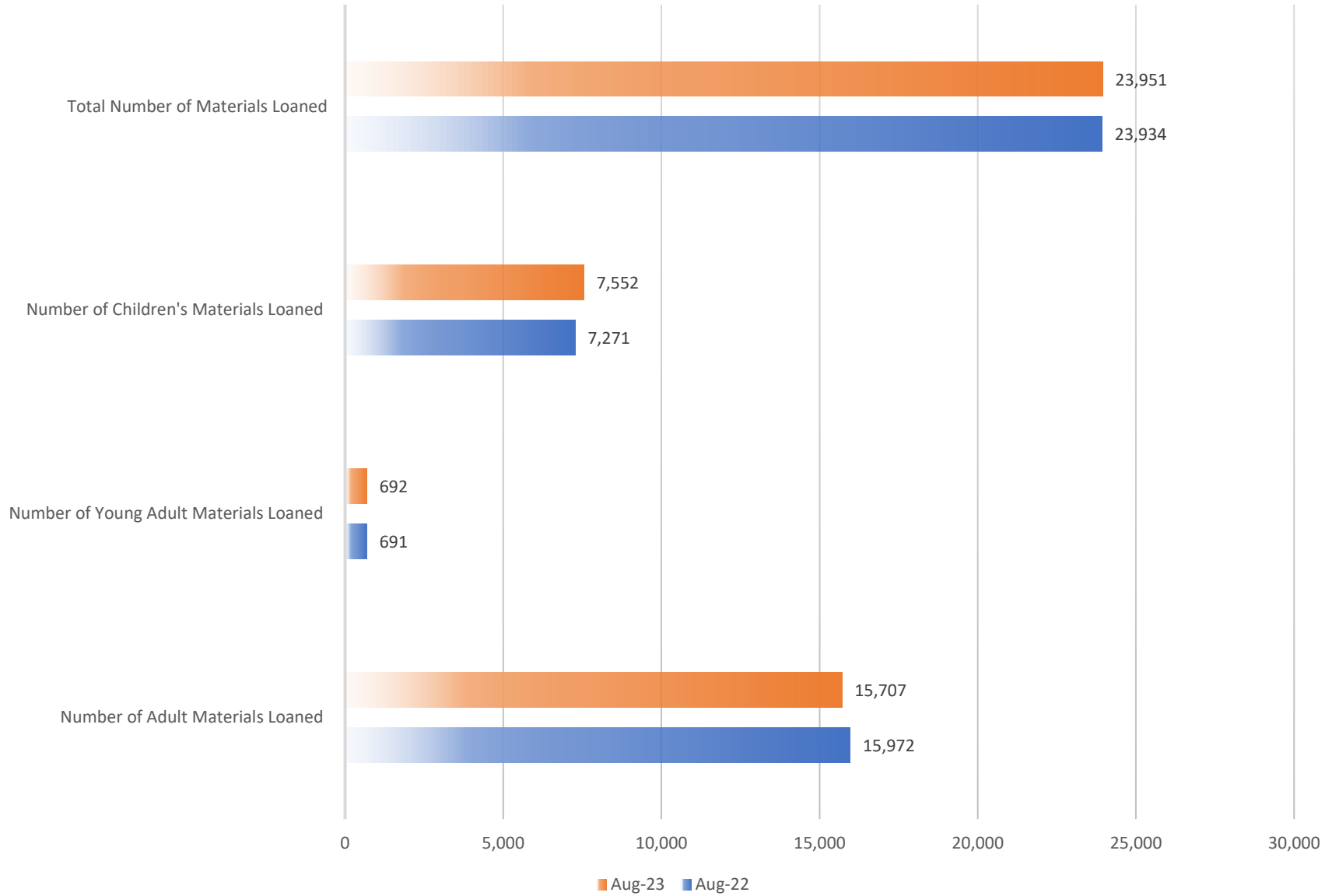
	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 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	\$ 30.48	\$ -	\$ 41,049.11
9/1/2023	\$ 41,049.11			
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

Memorials/Donations

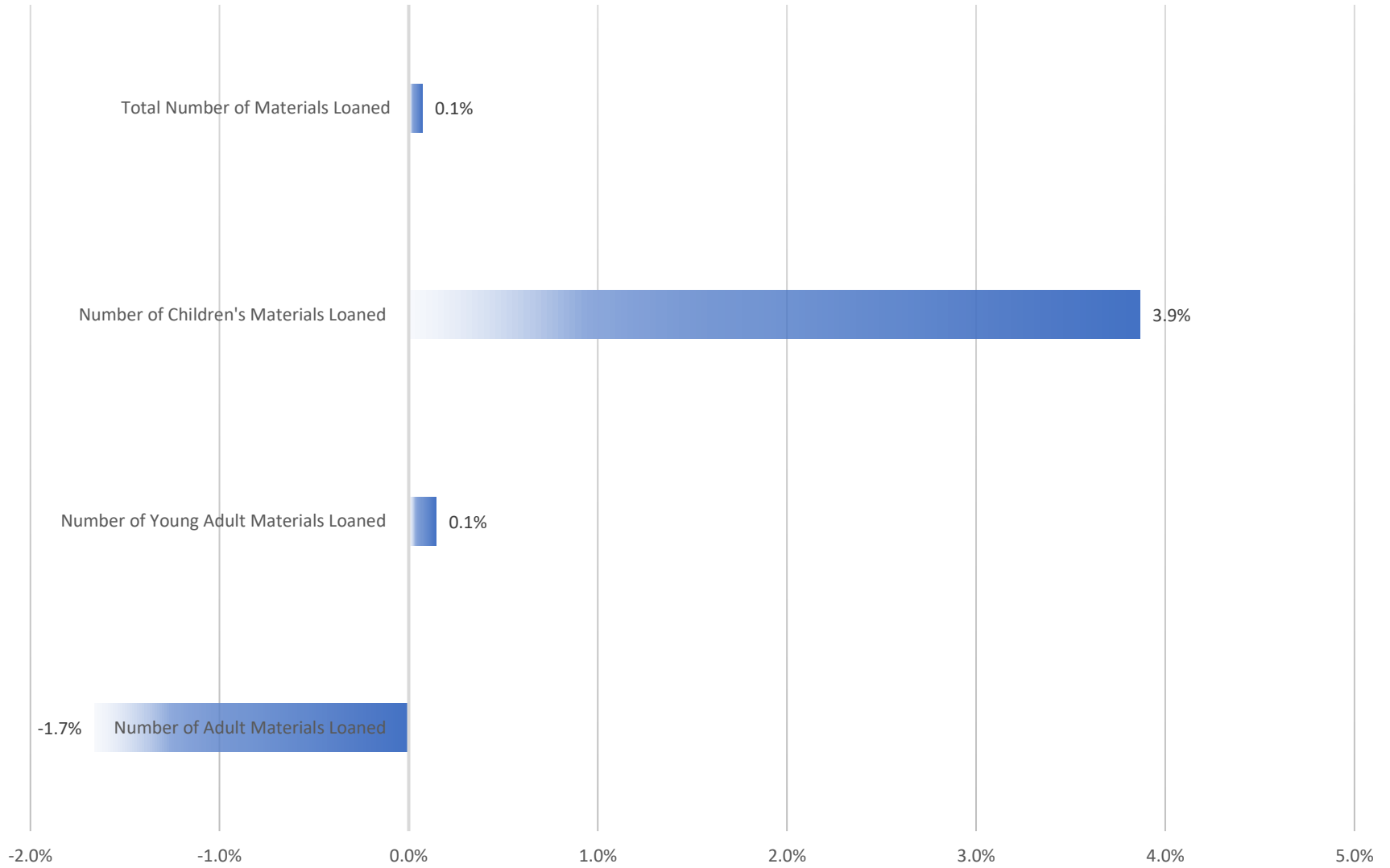
Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ 1,068.55	\$ 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	\$ 388.33	\$ 306.85	\$ 1,105.31
9/1/2023	\$ 1,105.31			\$ 1,105.31
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

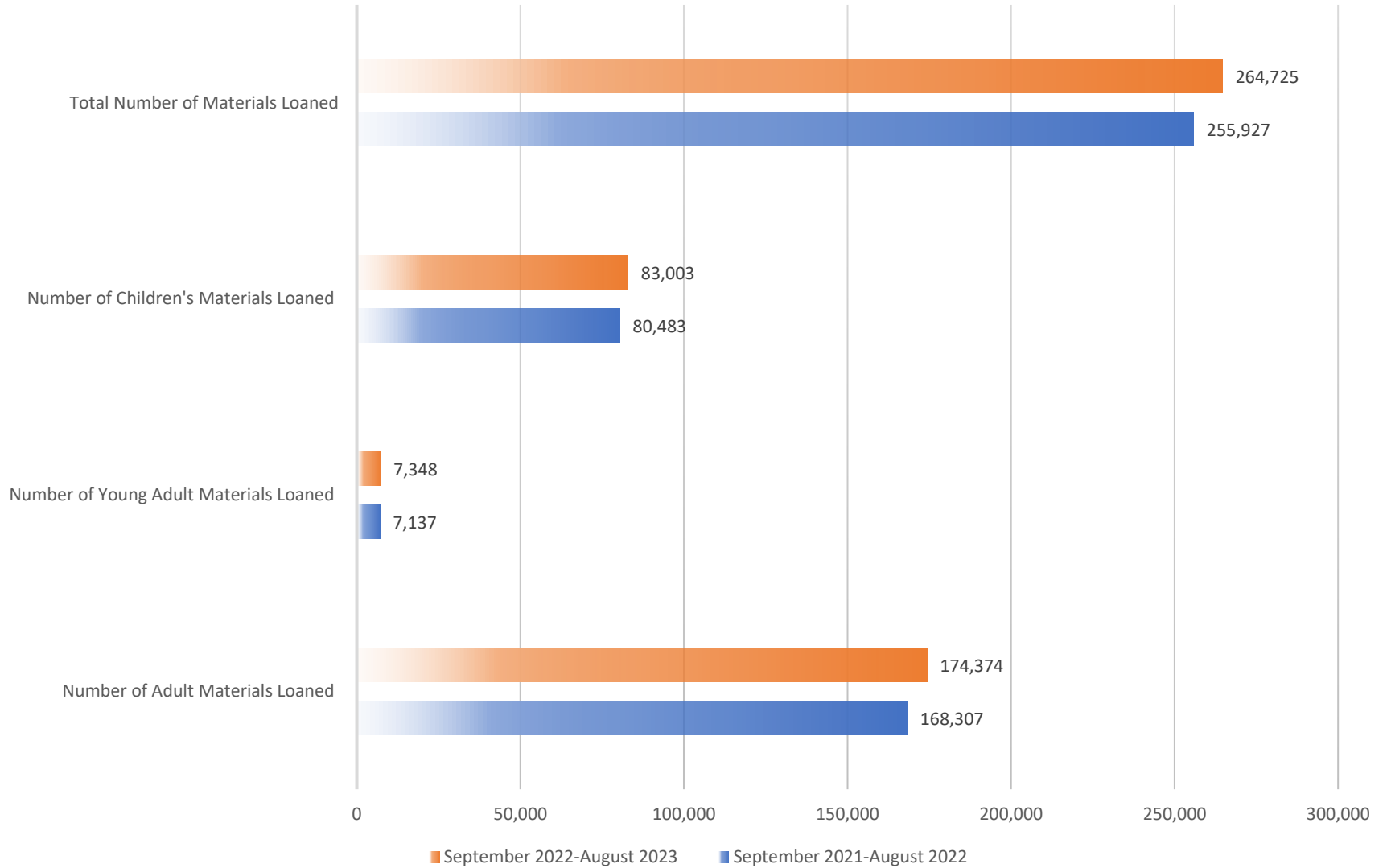
AUGUST CIRCULATION BY AUDIENCE



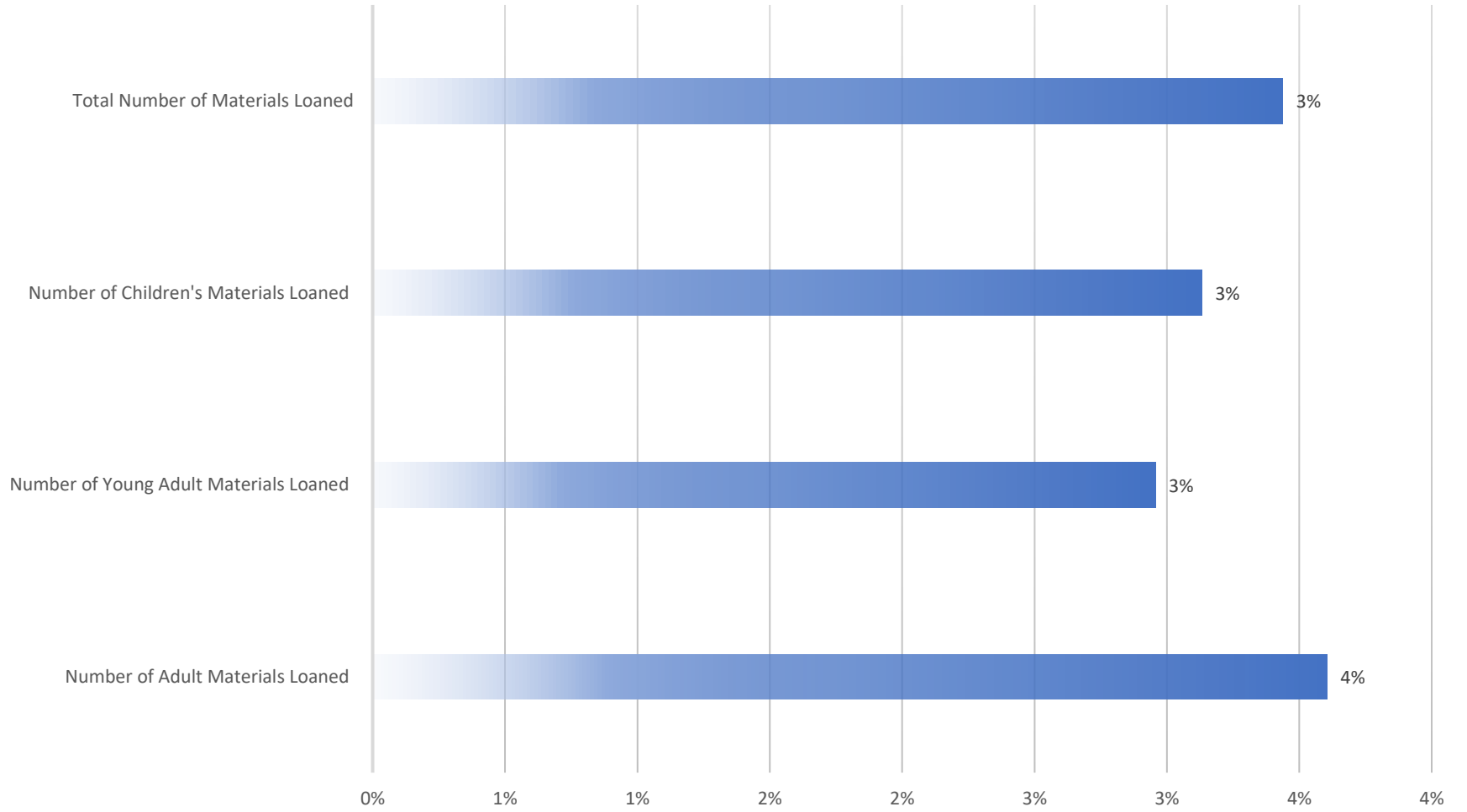
CHANGE FROM 2022



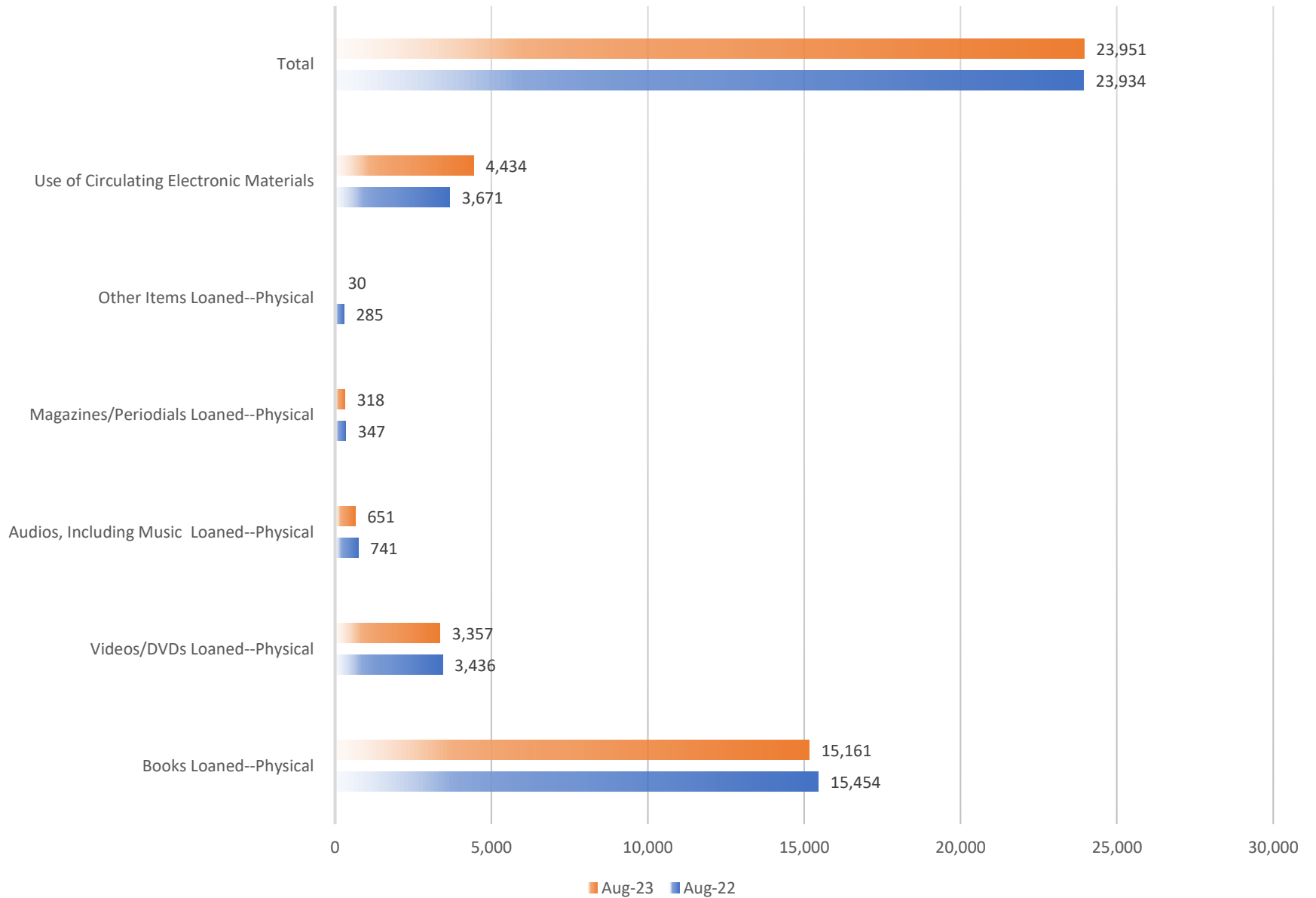
CIRCULATION BY AUDIENCE 12-MONTH TREND



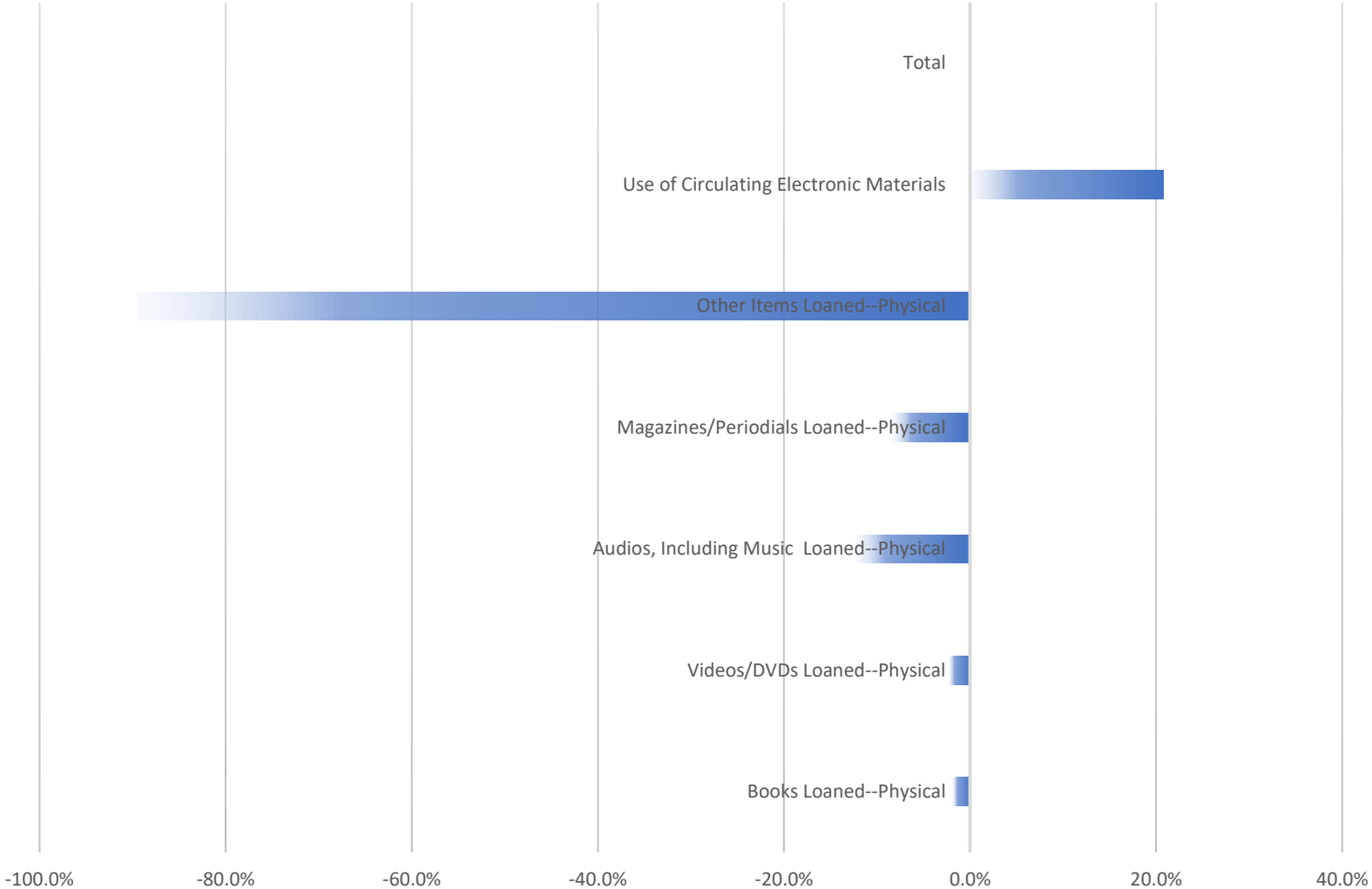
CHANGE IN 12-MONTH TREND



AUGUST CIRCULATION BY MATERIAL TYPE

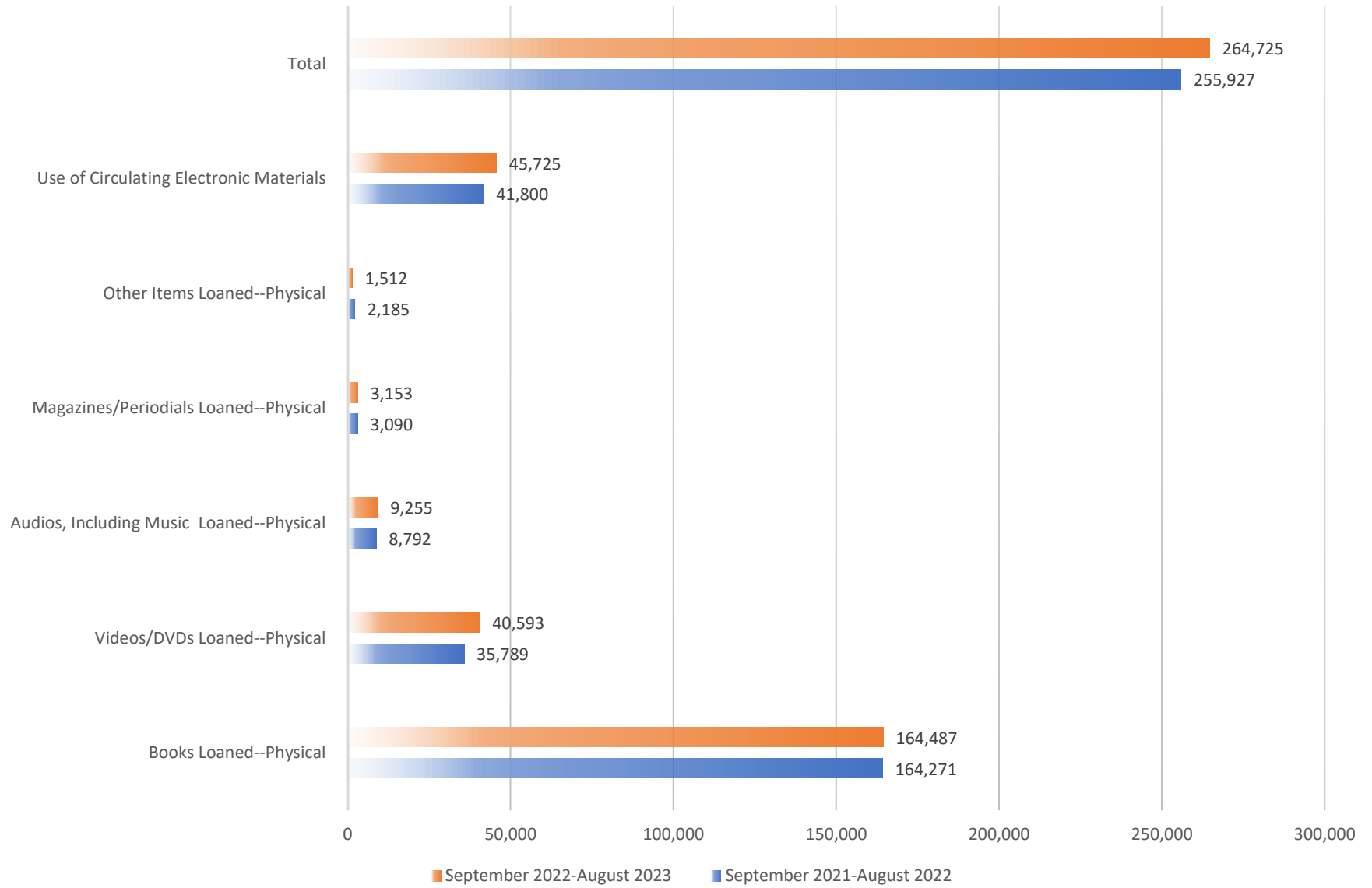


CHANGE FROM 2022

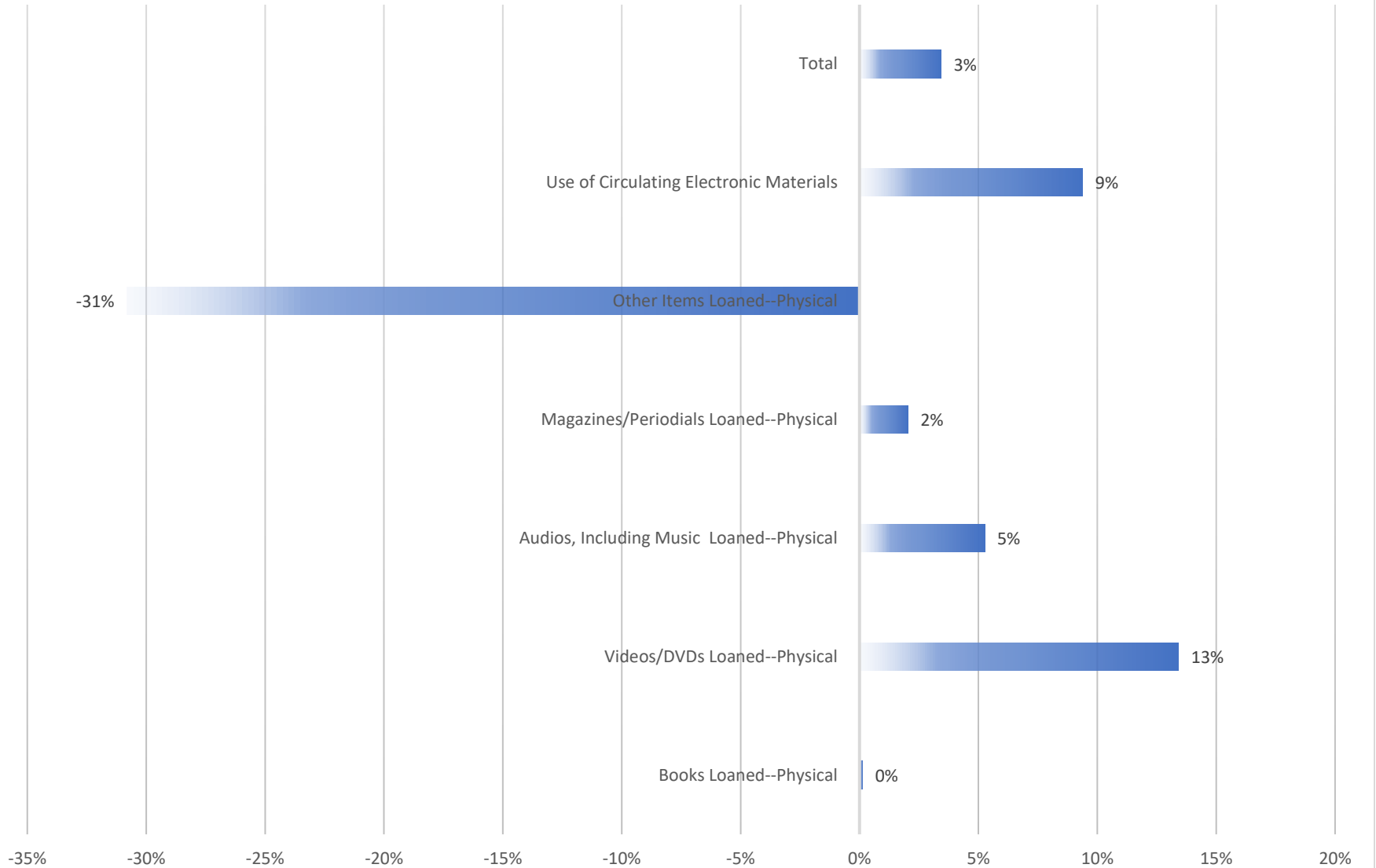


	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
■ Change from 2022	-1.9%	-2.3%	-12.1%	-8.4%	-89.5%	20.8%	0.1%

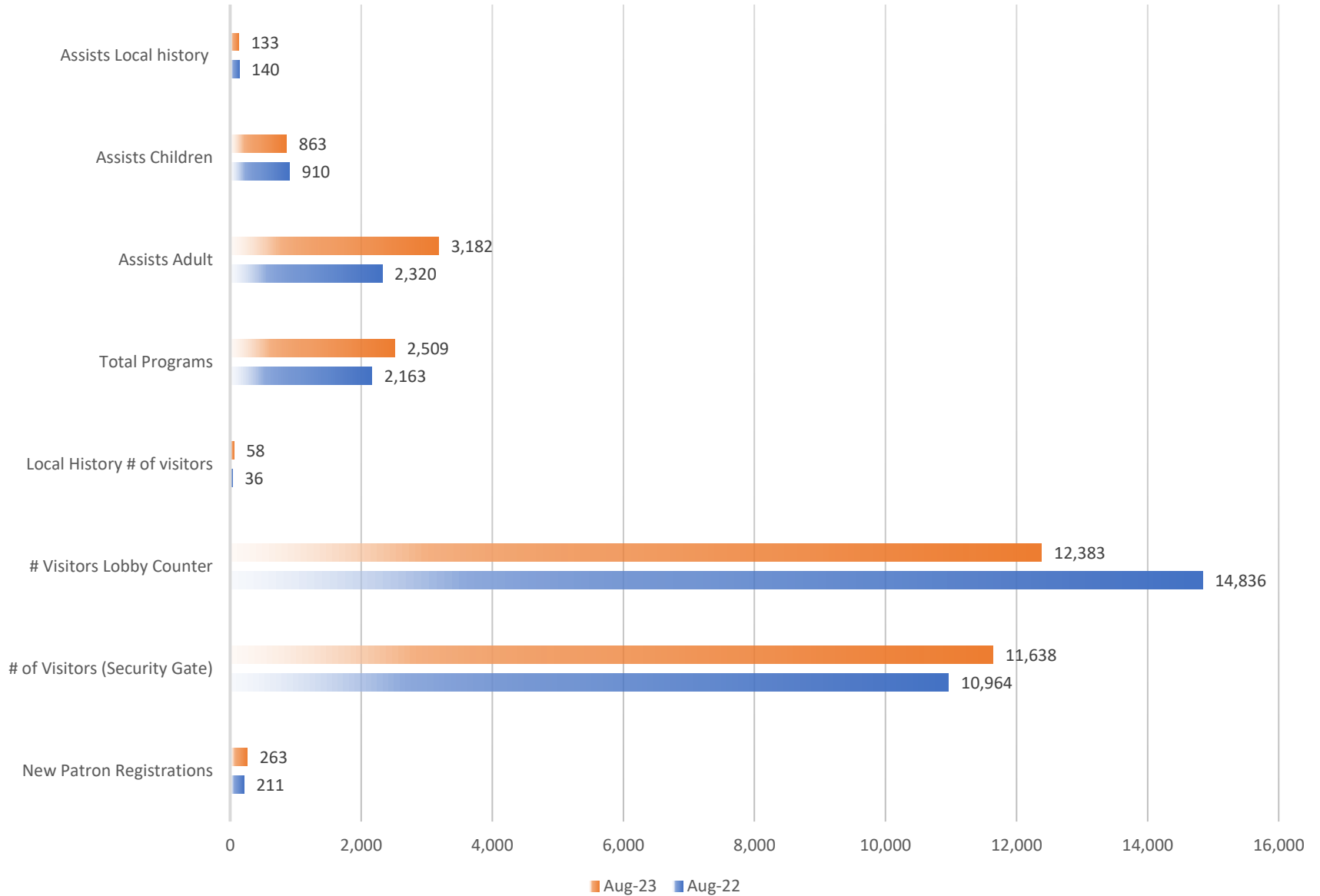
CIRCULATION BY MATERIAL TYPE 12-MONTH TREND



CHANGE IN 12-MONTH TREND



OTHER AUGUST STATISTICS



Circulation by Audience Physical & Electronic	Aug-22	Aug-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	September	September	Change
								2021-August 2022	2022-August 2023	
Number of Adult Materials Loaned	15,972	15,707	-1.7%	65.6%	170,252	176,302	3.6%	168,307	174,374	4%
Number of Young Adult Materials Loaned	691	692	0.1%	2.9%	7,092	7,448	5.0%	7,137	7,348	3%
Number of Children's Materials Loaned	7,271	7,552	3.9%	31.5%	83,461	82,815	-0.8%	80,483	83,003	3%
Total Number of Materials Loaned	23,934	23,951	0.1%		260,805	266,565	2.2%	255,927	264,725	3%

Circulation by Material Type	Aug-22	Aug-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	September	September	Change
								2021-August 2022	2022-August 2023	
Books Loaned--Physical	15,454	15,161	-1.9%	63.3%	164,887	164,321	-0.3%	164,271	164,487	0%
Videos/DVDs Loaned--Physical	3,436	3,357	-2.3%	14.0%	40,110	40,852	1.9%	35,789	40,593	13%
Audios, Including Music Loaned--Physical	741	651	-12.1%	2.7%	8,642	9,546	10.5%	8,792	9,255	5%
Magazines/Periodicals Loaned--Physical	347	318	-8.4%	1.3%	3,164	3,148	-0.5%	3,090	3,153	2%
Other Items Loaned--Physical	285	30	-89.5%	0.1%	2,733	951	-65.2%	2,185	1,512	-31%
Use of Circulating Electronic Materials	3,671	4,434	20.8%	18.5%	41,269	47,876	16.0%	41,800	45,725	9%
Total	23,934	23,951	0.1%		260,805	266,694	2.3%	255,927	264,725	3%

Successful Retrieval of Electronic Information	17,690	18,204	2.9%	43.2%	180,641	249,884	38.3%	158,214	227,828	44%
Electronic Content Use	21,361	22,638	6.0%	53.7%	221,910	297,759	34.2%	200,014	273,553	37%

Total Collection Use	Aug-22	Aug-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	September	September	Change
							2021-August 2022	2022-August 2023	
Total Collection Use	41,624	42,155	1.3%	441,446	516,578	17.0%	414,141	492,553	19%

Interlibrary Loans Provided To Other Libraries	Aug-22	Aug-23	Change from 2022	% of Total	2022 Total	2023 Total	Change from 2022	September	September	Change
								2021-August 2022	2022-August 2023	
Interlibrary Loans Provided To Other Libraries	3,724	3,496	-6.1%	56.8%	42,190	40,707	-3.5%	42,652	41,182	-3%
Interlibrary Loans Received FROM Other Libraries	2,641	2,658	0.6%	43.2%	30,177	29,659	-1.7%	29,168	29,821	2%
Total ILL Transactions	6,365	6,154	-3.3%		72,367	70,366	-2.8%	71,820	71,003	-1%

Other Stats	Aug-22	Aug-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	September	September	Change
							2021-August 2022	2022-August 2023	
New Patron Registrations	211	263	24.6%	2,041	2,439	19.5%	1,864	2,323	25%
# of Visitors (Security Gate)	10,964	11,638	6.1%	122,746	131,677	7.3%	118,039	128,857	9%
# Visitors Lobby Counter	14,836	12,383	-16.5%	157,183	161,376	2.7%	149,108	160,052	7%
Local History # of visitors	36	58	61.1%	446	540	21.0%	729	511	-30%
Adult Programs Active	161	257	59.6%	2,419	3,861	59.6%	2,459	3,544	44%
Adult Programs Passive	319	346	8.5%	2,067	1,640	-20.7%	3,047	1,689	-45%
Adult Programs Virtual Live	8	38	375.0%	234	5,762	2362.5%	106	423	299%
Adult Programs Virtual Recorded	23	42	82.6%	165	1,815	1000.0%	1,091	395	-64%
YA Programs Active	14	4	-71.4%	47	65	38.3%	47	65	38%
YA Programs Passive	82	91	11.0%	315	315	0.0%	332	315	-5%
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	175	191	9.1%	7,117	14,563	104.6%	3,823	10,470	174%
Children's Programs Passive	1,381	1,540	11.5%	6,924	7,126	2.9%	6,648	7,108	7%
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	2,163	2,509	16.0%	20,309	27,249	34.2%	18,346	25,123	37%
Public Sessions	1,814	1,879	3.6%	19,780	20,450	3.4%	20,433	20,235	-1%
Wireless Sessions	1,218	1,177	-3.4%	13,962	15,451	10.7%	12,620	14,875	18%
Website Sessions	9,144	10,729	17.3%	118,183	127,504	7.9%	122,251	124,725	2%
Unique Visits	5,308	6,344	19.5%	69,694	78,189	12.2%	71,452	75,601	6%
Page Views	36,668	21,577	-41.2%	458,445	414,257	-9.6%	482,013	427,036	-11%
Self Checks	7,397	7,364	-0.4%	81,114	85,581	5.5%	78,409	84,300	8%
Percentage of Self Checks	0	0	2.3%						
Assists Adult	2,320	3,182	37.2%	28,110	31,042	10.4%	31,016	30,240	-3%
Assists Children	910	863	-5.2%	11,301	11,716	3.7%	12,297	11,625	-5%
Assists Local history	140	133	-5.0%	1,608	1,441	-10.4%	1,571	1,494	-5%
IT help calls	121	144	19.0%	1,163	1,146	-1.5%	1,326	1,150	-13%
Searches in Catalog	16,626	26,932	62.0%	205,526	254,224	23.7%	206,397	239,050	16%
Number of Items processed	1,857	1,694	-8.8%	18,344	18,189	-0.8%	18,523	18,243	-2%
Number of Items Withdrawn from Collection	533	2,865	437.5%	10,083	20,685	105.1%	13,896	17,291	24%
Number of mended items	248	262	5.6%	2,657	2,113	-20.5%	2,792	2,280	-18%
Number of items ordered	501	679	35.5%	7,654	8,561	11.8%	7,419	8,241	11%
Number of records added to database	1,609	1,432	-11.0%	15,686	16,115	2.7%	15,730	15,963	1%

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,022,000	\$ 2,868,937	\$ (153,063)
PPRT	\$ 852,000	\$ 1,021,731	\$ 169,731
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 100,410	\$ (899,590)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 6,067	\$ (33)
Non-Resident Fee	\$ 250	\$ 90	\$ (160)
Lost or Damaged Items	\$ 3,800	\$ 5,605	\$ 1,805
Copies/Miscellaneous	\$ 9,500	\$ 14,776	\$ 5,276
Meeting Room Fees	\$ 2,800	\$ 4,350	\$ 1,550
Interest Income	\$ 600	\$ 10,027	\$ 9,427
Investment Income	\$ 1,900	\$ 7,115	\$ 5,215
Sale of Property	\$ -	\$ 4,927	\$ 4,927
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
Reimbursement of Expenses	\$ -	608	
Totals	\$ 5,551,754	\$ 4,697,148	\$ (854,606)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,782,442	\$ 1,673,688	\$ 108,754
Overtime	\$ -	\$ 362	\$ (362)
IMRF	\$ 109,144	\$ 99,306	\$ 9,838
FICA/Medicare	\$ 137,316	\$ 125,271	\$ 12,045
Life insurance	\$ 3,218	\$ 2,720	\$ 498
Medical insurance	\$ 665,600	\$ 573,052	\$ 92,548
Service recognition	\$ 14,680	\$ 14,634	\$ 46
Total Personnel	\$ 2,712,400	\$ 2,489,033	\$ 223,367
Fund	Budgeted		
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 2,768	\$ (2,768)
Service to Office Equipment	\$ 23,000	\$ 24,532	\$ (1,532)
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 5,678	\$ 15,322
Banking Service Charges	\$ 250	\$ 240	\$ 10
Conferences/Travel/Continuing	\$ 40,000	\$ 14,702	\$ 25,298
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 3,062	\$ 2,938
Security	\$ -	\$ 25,032	\$ (25,032)
Computer Software	\$ 53,000	\$ 24,904	\$ 28,096

Temp Agency Services	\$ 500	\$ 3,057	\$ (2,557)
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 117,623	\$ 23,377
Membership Fees	\$ 58,000	\$ 61,551	\$ (3,551)
Rental Equipment	\$ -	\$ 2,875	
Materials for Buildings	\$ 50	\$ 164	\$ (114)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 98,012	\$ 901,988
Office Supplies	\$ 29,000	\$ 36,332	\$ (7,332)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 92,573	\$ (62,573)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,282	\$ 118
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
Total operating	\$ 2,806,368	\$ 1,949,765	\$ 856,603
Total expense	\$ 5,518,768	\$ 4,438,798	\$ 1,079,970
Surplus (deficit)	\$ 32,986.00	\$ 258,349	\$ (225,363)



ESTIMATE
DCC Marketing, LLC
2130 N. 22nd Street
Decatur, IL 62526

TEL. 217.421.7580

DCC Business Development

United States

Date: 08-23-23

Title: Decatur Public Library Marketing Items **Estimate #:** 4332

Prepared By: Jennifer Sekosky

Job Description:

DCC will develop specific deliverables for the Decatur Public Library as part of Goal 1 within the Strategic Plan: Visibility & Outreach: Engage the community by raising awareness and increasing access of the library's offerings.

Objectives of this project:

- Increase use of the Library and engagement with residents
- Reinforce the positive image of the Library

Deliverables will include:

1. Mission statement development
2. Brand Guide
3. Creative templates for current collateral
 - a. Flyers
 - b. Emailers
 - c. Internal signage
 - d. Canva
 - e. Website sliders
4. Tactical recommendations/Integrated Marketing Plan based on current and recommended activities.
5. Internal process evaluation and development (for approval of communications materials)

Total fee: \$25,000

Note: printing, production, media fees and other out-of-pocket expenses are not included. These expenses would be quoted and invoiced separately, if needed.

Scope Of Work	Cost
Project Billing	\$25,000.00
Total	\$25,000.00



ESTIMATE
DCC Marketing, LLC
2130 N. 22nd Street
Decatur, IL 62526

TEL. 217.421.7580

Date: 08-23-23

Title: Decatur Public Library Marketing Items **Estimate #:** 4332

Terms & Conditions

This price quotation will be honored for 30 days from the day it was sent. All estimates may vary +/-10%. Any deviation from original project scope as described in the overview in this document may result in a change in price. This proposal does not include art direction for original art (photography or illustration), royalty free photos, retouching of stock images, usage rights, outside counsel, and material, production or advertising expenses that will be quoted and billed separately. Statements are usually rendered monthly, and payment is due upon receipt of each statement. DCC may charge interest equal to 1½% per month on the amount of any invoice more than 60 days past due. In the event there are any disputes concerning this agreement, such disputes will be arbitrated in accordance with the rules of the American Arbitration Association. Any award will be enforceable in any court of competent jurisdiction.

signature _____ printed name _____ date _____
Approved to proceed. I have read and agreed with the terms and conditions.

signature _____ printed name _____ date _____