



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, March 18, 2021

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/88049756296>

Meeting Phone Number: 1 312 626 6799 US

Meeting ID: 880 4975 6296

I. Call to order – Samantha Carroll

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

II. Consent Agenda (Approval of Agenda, Approval of February 18, 2021 Regular Meeting Minutes, February 18, 2021 Annual Meeting Minutes) (Action)

IV. Public comments – Due to the pandemic mitigation efforts The Decatur Public Library’s Madden Auditorium will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary by 4:00 pm Thursday March 18, 2021. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

III. Written Communications from the public

IV. City Librarian’s report –Rick Meyer (Discussion)

V. Division Head reports—Robert Edwards, Becky Damptz, Alissa Henkel, Matt Wilkerson, Carol Ziese

VI. Reports of committees

A. Personnel, Policy & Public Relations Committee, November 5 Meeting—Michael Sexton

- a. Personnel Update (Discussion)
- b. Building Use Policy (Action)
- c. Diversity, Equity and Inclusion (Discussion)
- d. Other (Discussion)

B. Finance and Properties Committee, November 11 Meeting—Amy Stockwell

- i. January & February 2021 Check Register (Action)
- ii. 2021 Budget Report (Discussion)
- iii. Other (Discussion)

C. Foundation—Rick Meyer

- i. Upcoming Meeting (Discussion)

D. Friends of the Library—Rick Meyer

- i. March 11 Meeting (Discussion)

E. Illinois Heartland Library System—Rick Meyer

- i. Solus App (Discussion)
- ii. Executive Council (Discussion)

F. Old Business

- i. Board Opening (Discussion)
- ii. Other (Discussion)

G. New Business

- i. Meeting Room Policy (Discussion)
- ii. Other (Discussion)

H. 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

Annual Meeting

Minutes

Date: February 18, 2021

Time: 5:28 p.m.

Location: Decatur Public Library Board Room

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Amy Stockwell, Gregg Zientara, Michael Sexton, Susan Avery, Karl Coleman, Kathy Wrigley

Present: Samantha Carroll

Sofia Xethalis

Amy Stockwell

Greg Zientara

Susan Avery

Karl Coleman

Kathy Wrigley

Absent:

Michael Sexton

Staff: Rick Meyer, City Librarian

Michelle Whitehead, Administrative Secretary (via utube)

Guests:

Call to Order:

Samantha Carroll called the meeting to order at 5:28 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Public comments: None

Agenda: No discussion

Written Communications from the Public: None.

New Business

Participation in Non-Resident Card Program and Fees for Child Non-Resident Card (Action)

Mr. Meyer discussed each year the cost of a non-resident is determined by a mathematical formula. We only issue 2-5 cards per year. The Illinois General Assembly passed a new law to improve access to kids in unserved areas to get a free card when they meet the poverty level. Mr. Meyer recommended that DPL offer kids cards free for everyone, and use the mathematical formula for the adults. Mr. Zientara made a motion to participate in the non-resident program using the formula for adults and allowing kids to have free access. Ms. Xethalis seconded, Ms. Avery yes, Ms. Wrigley yes, Mr. Coleman yes, Ms. Stockwell yes, Mr Zientara yes, Ms. Carroll yes.

Annual Reports (Action)

Mr. Meyer discussed the 2020 Illinois Public Library Annual Report that is submitted to the State Library. Discussed total square footage in the library. Discussed the 2020 Trustees Report to Mayor and Council. Discussed the 2020 City Librarian's Report to Board, that reflected an emphasis on Covid-19. Ms. Xethalis made a motion to accept the annual reports with the change on the square footage and spelling correction. Mr. Coleman seconded. Ms. Carroll requested a roll call vote Ms. Xethalis yes, Mr. Coleman yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Wrigley yes, Ms. Carroll yes.

Election of Officers for 2021/2022 (Action)

Ms. Carroll suggested to keep the current slate. Ms. Carroll would remain as President, Mr. Sexton remain as Vice President, and Ms. Xethalis remain as Secretary. Ms Carroll requested a motion to approve the current slate of officers, Mr. Zientara made a motion to approve, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Wrigley yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Carroll yes.

Committee and Liaison Appointments (Action)

Ms Carroll suggested to keep the current appointments. Ms. Xethalis made a motion to keep the appointments the same, Ms. Avery seconded the motion. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Wrigley yes, Ms. Carroll yes.

Adjournment

Ms. Carroll requested a motion for adjournment at 5:56 pm. Ms. Avery made the motion to adjourn, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Ms. Wrigley yes, Mr. Zientara yes, Mr. Coleman yes, and Ms. Stockwell, Ms. Avery yes, adjourned at 5:56 p.m.

Scribe,
Michelle Whitehead Administrative Secretary



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City Librarian's Report for February 2021

Administration

- Administration staff continued to interview candidates for the secretary position. After a second round of interviews, Michelle Whitehead was offered the job and she accepted.
- On the 19th Alissa Henkel and I met with representatives from United Way to discuss potential partnership opportunities.
- Throughout the month, I worked on annual reports and grant applications.
- Throughout the month, I worked on recruiting legislators to attend the ILA Legislative Meet-Up.
- I took a vacation February 22- 26.
- On February 26, I attended the Annual ILA Legislative Meet-Up via Zoom.
- Robert Edwards continued to chair Diversity, Equity, and Inclusion Committee.

Circulation

- **Please see statistical spreadsheet.**
- In February several staff had to miss significant amounts of work due to COVID protocols (no positives) and everyone else pitched in and things worked well.
- Circulation staff fielded and resolved 42 customer service calls.
- Patti Freitag and Nancy Rostek continue to serve on the Staff Recognition Committee.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve on the SHARE Executive Council.
- Carol continued to head the Staff Recognition Committee.
- One staff member continues to work remotely.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Susan Bishop is working with the Decatur Area Arts Council to promote the Lego program.
- Katie Eytchison and Tabitha Bilyeu appeared on WCIA's CI Living to promote the Book Box and Spice Club programs.
- Alissa Henkel and I continue to work on strategies to improve library work culture.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson and Chris Nihiser fielded 110 help requests.

- They worked on updating several computers and databases.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- The Local History Room opened to the public on February 22 with limited hours: 10-2 M-F.
- Becky Dampz was interviewed by Decatur Magazine.
- Volunteers David Frahlman and Pat Riley, made displays on Longview/Wabash Crossing and Pat made a display featuring Evelyn Hood and the African American Cultural and Genealogical Society of Illinois.

Sincerely,

Rick Meyer

City Librarian

Circulation by Audience Physical & Electronic	Feb-20	Feb-21	% of Total	Change	2020 Total	2021 Projection	Projected change	March 2019-February 2020	March 2020-February 2021	% Change
Number of Adult Materials Loaned	17,344	12,016	69.2%	-30.7%	145,040	80,479	-44.5%	209,544	129,456	-62%
Number of Young Adult Materials Loaned	642	546	3.1%	-15.0%	5,283	6,826	29.2%	9,183	4,961	-85%
Number of Children's Materials Loaned	7,237	4,790	27.6%	-33.8%	53,984	41,923	-22.3%	97,410	50,822	-92%
Total Number of Materials Loaned	25,223	17,352		-31.2%	204,307	129,228	-36.7%	316,137	185,239	-71%

Circulation by Material Type	Feb-20	Feb-21	% of Total	Change	2020 Total	2021 Projection	Projected change	March 2019-February 2020	March 2020-February 2021	% Change
Books Loaned--Physical	15,780	10,652	61.4%	-32.5%	118,284	71,150	-39.8%	200,855	105,904	-90%
Videos/DVDs Loaned--Physical	4,647	2,090	12.0%	-55.0%	28,714	10,254	-64.3%	58,763	22,618	-160%
Audios, Including Music Loaned--Physical	1,192	568	3.3%	-52.3%	7,322	2,888	-60.6%	15,073	5,896	-156%
Magazines/Periodicals Loaned--Physical	455	310	1.8%	-31.9%	3,083	1,672	-45.8%	5,209	2,677	-95%
Other Items Loaned--Physical	225	127	0.7%	-43.6%	1,577	827	-47.6%	2,089	1,371	-52%
Use of Circulating Electronic Materials	2,924	3,605	20.8%	23.3%	45,327	55,880	23.3%	34,148	46,773	27%
Total	25,223	17,352		-31.2%	204,307	142,670	-30.2%	316,137	185,239	-71%

Successful Retrieval of Electronic Information	5,306	3,242	15.7%	-38.9%	39210	30385	-22.5%	35,642	37,245	4%
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Electronic Content Use	Feb-20	Feb-21	% of Total	Change	2020 Total	2021 Projection	Projected change	March 2019-February 2020	March 2020-February 2021	% Change
Total Collection Use	8,230	6,847	33.2%	-16.8%	84537	86265	2.0%	69,790	84,018	17%
Total Collection Use	30,529	20,594		-32.5%	243,517	173,056	-28.9%	351,779	222,484	-58%

	Feb-20	Feb-21	% of Total	Change	2020 Total	2021 Projection	Projected change	March 2019-February 2020	March 2020-February 2021	% Change
Interlibrary Loans Provided To Other Libraries	4,165	2,790	51.8%	-33.0%	24966	20684	-17.2%	45,708	22,146	-106%
Interlibrary Loans Received FROM Other Libraries	3,232	2,597	48.2%	-19.6%	22884	15455	-32.5%	40,194	21,452	-87%
Total ILL Transactions	7,397	5,387		-27.2%	47850	36139	-24.5%	85,902	43,598	-97%

	Feb-20	Feb-21	% of Total	Change	2020 Total	2021 Projection	Projected change	March 2019-February 2020	March 2020-February 2021	% Change
New Patron Registrations	192	87		-54.7%	2,848	1,740	-38.9%	2,443	2,690	9%
# of Visitors (Security Gate)	14,443	6,827		-52.7%	78,509	31,530	-59.8%	190,670	61,575	-210%
# Visitors Lobby Counter	16,998	6,651		-60.9%	84,502	#DIV/0!	#DIV/0!	112,958	61,265	-84%
Local History # of visitors	80	4		-95.0%	298	7	-97.7%	815	131	-522%
Adult Programs Active	562	106		-81.1%	1,121	133	-88.2%	7,837	331	-2268%
Adult Programs Passive	70	102			1,207	1,713	41.9%	136	1,264	89%
Adult Programs Virtual Live	0	71			22	#DIV/0!	#DIV/0!	0	125	100%
Adult Programs Virtual Recorded	0	0			193	#DIV/0!	#DIV/0!	0	193	100%
YA Programs Active	0	0		#DIV/0!	0	#DIV/0!	#DIV/0!	694	0	#DIV/0!
YA Programs Passive	36	49			409	625	52.7%	55	438	87%
YA Virtual Live	0	0			0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0			57	#DIV/0!	#DIV/0!	0	57	100%
Children's Programs Active	327	0		-100.0%	1,354	0	-100.0%	17,582	453	-3781%
Children's Programs Passive	435	111			2,599	753	-71.0%	804	2,028	60%
Children's Virtual Live	0	92			185	#DIV/0!	#DIV/0!	0	333	100%
Children's Virtual Recorded	0	0			5,141	#DIV/0!	#DIV/0!	0	5,396	100%
Total Programs	1,430	531		-62.9%	12,288	4,938	-59.8%	27,108	10,618	-155%
Public Sessions	2,685	1,121		-58.2%	14,620	4,947	-66.2%	34,748	11,096	-213%

Wireless Sessions	1,185	311	-73.8%	5,691	892	-84.3%	13,467	3,599	-274%
Website Sessions	10,747	11,039	2.7%	113,083	121,085	7.1%	128,947	114,648	-12%
Unique Visits	6,933	6,216	-10.3%	63,468	59,921	-5.6%	81,625	62,671	-30%
Page Views	42,437	42,989	1.3%	485,031	450,000	-7.2%	510,876	477,900	-7%
Self Checks	8,386	3,335	-60.2%	43,324	13,088	-69.8%	112,313	31,523	-256%
Percentage of Self Checks	0	0	-13.5%	0	0	-95.2%	5	2	-146%
Assists Adult	3,641	3,641	0.0%	22,718	16,912	-25.6%	45,034	20,844	-116%
Assists Children	1,411	1,411	0.0%	9,181	6,673	-27.3%	15,704	8,390	-87%
Assists Local history	191	48	-74.9%	956	182	-80.9%	1,937	638	-204%
IT help calls	75	110	46.7%	1,154	1,751	51.7%	1,104	1,229	10%
Searches in Catalog	96,270	19,810	-79.4%	848,610	249,349	-70.6%	868,813	723,331	-20%
Number of Items processed	2,173	1,696	-22.0%	18,575	14,614	-21.3%	23,611	17,680	-34%
Number of Items Withdrawn from Collection	1,841	2,467	34.0%	19,237	25,450	32.3%	17,061	20,454	17%
Number of mended items	368	163	-55.7%	2,189	1,482	-32.3%	4,183	1,955	-114%
Number of items ordered	990	851	-14.0%	8,213	6,582	-19.9%	10,155	7,818	-30%
Number of records added to database	1,805	1,533	-15.1%	15,824	12,811	-19.0%	19,428	15,163	-28%



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Library Building Use Policy

Display Cases

The Library maintains two display cases in the lobby of the building. In addition, there are scattered display cases throughout the building. The lobby display cases are primarily for the use of local nonprofit and educational organizations to use in the provision of informational materials concerning their organizations and programs to the Library's public. Other display cases are primarily for the Library's use but can be shared with local nonprofit groups for displays.

Requests by local nonprofit groups to participate in the use of the Library's lobby display cases are made to the city librarian. Once the city librarian has determined that the group is a local nonprofit entity eligible for use of the lobby display cases, their name will then be given to the Library's administrative secretary who will arrange for the use of the display case by that entity on an equal rotating basis with all other such qualified entities. Each display period will be for one month and no agency may use a display case more than once in a 12 month period.

Other display cases located throughout the Library are primarily for the use of the Library. At times, with the approval of the city librarian, such display cases may be used by local nonprofit and educational institutions for the display of informational materials relating to their organizations and programs on a non-permanent basis. It is not the intent of the Library Board of Trustees to allow any agency a permanent display location within the Library.

The granting by the Library to any organization of the right to use a display case will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

Gallery Area

The Decatur Public Library has a gallery area located on the upper level around the main staircase. The purpose of this space is to provide an area for the housing of displays and exhibits. The south wall of this space is set up with a picture-hanging system. It is the intent of the Library Board of Trustees that the southern part of this area be used for art displays on a regular basis.

The Library Board of Trustees may establish an arrangement with a local group(s) for the provision of art displays for the gallery area.

The granting by the Library to any organization of the right to use the gallery area will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

General Building Use

The Library's mission is “to provide access to and promote the use of materials that serve the informational, recreational, educational, and cultural needs of the community.” In support of that mission, the Library purchases materials for its collection, arranges for programs of an educational and cultural content for its meeting rooms, and provides informational displays in a variety of formats.

In fulfilling its mission, the Library understands its role as a neutral provider of information to the community. It is not the intent of the Library Board of Trustees that the Library becomes a place, except in the community information rack and the front display cases in the front lobby area, where other entities or organizations display information promoting their institution.

General Building Use Guidelines

Community Information Rack

The community information rack in the front lobby is for the display of information about community services and organizations. Display material is limited by the size of the rack and any one agency may have at any one time only one informational item in the rack. Display items must first receive approval by the City Librarian or his/her designate before being displayed in the rack. Approval will be given to all recognized nonprofit, educational, and governmental agencies of the display of their materials.

The granting by the Library to any organization of the right to use the community information rack will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

Displays Within the Library

At times, upon approval of the city librarian or his/her designate, the Library may permit displays within the Library, from other entities, to assist in promoting certain aspects of the Library's collection or services.

Approved by the Library Board of Trustees

February 17, 2000
Reviewed September 18, 2014
Reviewed January 18, 2018



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Library Expenditures 1-1-2021 to 1-31-2021

35 LIBRARY FUND

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
138813	01/07/2021	CENTER POINT LARGE PRINT	2,060.10	LARGE PRINT STANDING ORDER	BOOKS & PERIODICALS
138868	01/07/2021	WORLD TRADE PRESS	2,800.00	DATABASE SUBSCRIPTIONS	BOOKS & PERIODICALS
138881	01/14/2021	BAKER & TAYLOR CO	226.83	BOOKS AND ENTERTAINMENT 2	BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	43.39		BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	143.31		BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	223.93		BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	281.39		BOOKS & PERIODICALS
139081	01/26/2021	BAKER & TAYLOR CO	514.92		BOOKS & PERIODICALS
139118	01/26/2021	GALE GROUP, INC.	6,228.72	LARGE PRINT STANDING ORDER	BOOKS & PERIODICALS
139130	01/26/2021	KANOPY	396.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	63.98	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	162.96		BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	174.95		BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	366.92		BOOKS & PERIODICALS
139143	01/26/2021	MIDWEST TAPE, LLC	1,761.55		BOOKS & PERIODICALS
Total			15,448.95		
139073	01/26/2021	AMERICAN LIBRARY ASSOCIAT	280.00	MEMBERSHIP RENEWAL R MEY	MEMBERSHIP FEES
Total			280.00		
139081	01/26/2021	BAKER & TAYLOR CO	2.49	BOOKS AND ENTERTAINMENT 2	OFFICE SUPPLIES
Total			2.49		
139081	01/26/2021	BAKER & TAYLOR CO	10.77		OFFICE SUPPLIES
139081	01/26/2021	BAKER & TAYLOR CO	17.73		OFFICE SUPPLIES
Total			28.50		
138816	01/07/2021	COMMERCIAL MAIL SERVICES	181.86	DEC 16 - DEC 31'20	POSTAGE
139099	01/26/2021	COMMERCIAL MAIL SERVICES	265.33	JAN 4 - JAN 15'21	POSTAGE

Total				447.19		
	139110	01/26/2021	ERICKSON DAVIS, ATTORNEYS	240.00	LEGAL SERVICES	PROFESSIONAL SERVICES
Total				240.00		
	138890	01/14/2021	CALL ONE	826.13	ACCT 1212890	TELEPHONE
Total				826.13		
	139113	01/26/2021	EXPRESS SERVICES, INC	307.95	D TAYLOR WK END 1/10/21	TEMP AGENCY SERVICES
	139113	01/26/2021	EXPRESS SERVICES, INC	307.95	D TAYLOR WK END 12/20/20	TEMP AGENCY SERVICES
	139113	01/26/2021	EXPRESS SERVICES, INC	410.60	D TAYLOR WK END 01/03/21	TEMP AGENCY SERVICES
	139113	01/26/2021	EXPRESS SERVICES, INC	451.66	D TAYLOR WK END 12/27/20	TEMP AGENCY SERVICES
Total				1,478.16		
	923004579	01/14/2021	REGIONS/CREDIT CARD	948.96	ACCT 3978	TRAINING SCHOOL EXPENSES
Total				948.96		

Total **19700.38**

LIBRARY TRUST FUNDS						
	138909	01/14/2021	EDC EDUCATIONAL SVCS	4.99	DIRECT ORDER CHILDRENS BOC BOOKS & PERIODICALS	
	139081	01/26/2021	BAKER & TAYLOR CO	19.06	BOOKS AND ENTERTAINMENT 2 BOOKS & PERIODICALS	
	139081	01/26/2021	BAKER & TAYLOR CO	333.03		BOOKS & PERIODICALS
Total				357.08		RLE

Grand Total **20,057.46**

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 2/1/2021 TO 2/28/2021

	<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>
ADVERTISING	139479	2/18/2021	HERALD & REVIEW	421.00	ACCT 111-60000246
ADVERTISING				421.00	
BOOKS & PERIODICALS	139186	2/2/2021	BAKER & TAYLOR CO	11.76	
BOOKS & PERIODICALS	139186	2/2/2021	BAKER & TAYLOR CO	30.84	
BOOKS & PERIODICALS	139186	2/2/2021	BAKER & TAYLOR CO	50.79	
BOOKS & PERIODICALS	139186	2/2/2021	BAKER & TAYLOR CO	71.52	
BOOKS & PERIODICALS	139186	2/2/2021	BAKER & TAYLOR CO	92.02	
BOOKS & PERIODICALS	139186	2/2/2021	BAKER & TAYLOR CO	99.08	
BOOKS & PERIODICALS	139186	2/2/2021	BAKER & TAYLOR CO	176.53	
BOOKS & PERIODICALS	139186	2/2/2021	BAKER & TAYLOR CO	201.00	
BOOKS & PERIODICALS	139216	2/2/2021	GALE GROUP, INC.	20.00	RELIGIONS OF AMERICA FEE
BOOKS & PERIODICALS	139216	2/2/2021	GALE GROUP, INC.	150.00	DATABASE SUBSCRIPTIONS
BOOKS & PERIODICALS	139216	2/2/2021	GALE GROUP, INC.	1,330.00	RELIGIONS OF AMERICA FEE
BOOKS & PERIODICALS	139216	2/2/2021	GALE GROUP, INC.	2,400.00	MISS HUMBLEBEES ACADEMY SUBSCRIPTION
BOOKS & PERIODICALS	139216	2/2/2021	GALE GROUP, INC.	21,431.20	DATABASE SUBSCRIPTIONS
BOOKS & PERIODICALS	139236	2/2/2021	MIDWEST TAPE, LLC	9.74	
BOOKS & PERIODICALS	139236	2/2/2021	MIDWEST TAPE, LLC	10.49	
BOOKS & PERIODICALS	139236	2/2/2021	MIDWEST TAPE, LLC	10.79	
BOOKS & PERIODICALS	139236	2/2/2021	MIDWEST TAPE, LLC	11.24	
BOOKS & PERIODICALS	139236	2/2/2021	MIDWEST TAPE, LLC	18.74	
BOOKS & PERIODICALS	139236	2/2/2021	MIDWEST TAPE, LLC	20.24	
BOOKS & PERIODICALS	139236	2/2/2021	MIDWEST TAPE, LLC	88.29	
BOOKS & PERIODICALS	139236	2/2/2021	MIDWEST TAPE, LLC	140.30	
BOOKS & PERIODICALS	139240	2/2/2021	OVERDRIVE	2,000.00	DEPOSIT ON ACCOUNT FOR CONTENT PURCHASES
BOOKS & PERIODICALS	139242	2/2/2021	PROQUEST INFORMATION & LEA	2,768.48	FOLD3 LIBRARY EDITION
BOOKS & PERIODICALS	139289	2/9/2021	BAKER & TAYLOR CO	17.72	
BOOKS & PERIODICALS	139289	2/9/2021	BAKER & TAYLOR CO	42.74	
BOOKS & PERIODICALS	139289	2/9/2021	BAKER & TAYLOR CO	113.73	
BOOKS & PERIODICALS	139289	2/9/2021	BAKER & TAYLOR CO	115.32	
BOOKS & PERIODICALS	139289	2/9/2021	BAKER & TAYLOR CO	129.78	
BOOKS & PERIODICALS	139289	2/9/2021	BAKER & TAYLOR CO	264.03	
BOOKS & PERIODICALS	139289	2/9/2021	BAKER & TAYLOR CO	269.00	
BOOKS & PERIODICALS	139289	2/9/2021	BAKER & TAYLOR CO	385.94	

BOOKS & PERIODICALS	139289	2/9/2021	BAKER & TAYLOR CO	396.98
BOOKS & PERIODICALS	139297	2/9/2021	BOOKPAGE	354.00 12 MONTHLY SHIPMENTS OF BOOKPA
BOOKS & PERIODICALS	139366	2/9/2021	MIDWEST TAPE, LLC	34.99
BOOKS & PERIODICALS	139366	2/9/2021	MIDWEST TAPE, LLC	84.68
BOOKS & PERIODICALS	139366	2/9/2021	MIDWEST TAPE, LLC	124.97
BOOKS & PERIODICALS	139394	2/9/2021	SAM'S CLUB	49.10
BOOKS & PERIODICALS	139473	2/18/2021	GALE GROUP, INC.	38.35 DIRECT ORDER FOR LP
BOOKS & PERIODICALS	139499	2/18/2021	MIDWEST TAPE, LLC	39.99 AV MATERIALS AND HOOPLA
BOOKS & PERIODICALS	139499	2/18/2021	MIDWEST TAPE, LLC	64.98
BOOKS & PERIODICALS	139499	2/18/2021	MIDWEST TAPE, LLC	67.98
BOOKS & PERIODICALS	139499	2/18/2021	MIDWEST TAPE, LLC	99.97
BOOKS & PERIODICALS	139499	2/18/2021	MIDWEST TAPE, LLC	184.95
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	25.19
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	40.11
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	55.72
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	65.76
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	66.14
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	125.35
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	134.68
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	161.62
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	165.98
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	224.68
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	350.97
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	363.88
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	430.12
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	477.99
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	544.29 BOOKS AND ENTERTAINMENT 2021
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	833.00
BOOKS & PERIODICALS	139555	2/23/2021	BAKER & TAYLOR CO	898.02
BOOKS & PERIODICALS	139589	2/23/2021	GALE GROUP, INC.	568.50 DIRECT ORDER FOR LARGE PRINT
BOOKS & PERIODICALS	139604	2/23/2021	KANOPY	310.00 LIBRARY STREAMING SERVICE
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	8.98
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	10.49
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	11.24
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	18.74
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	29.98
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	33.72
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	62.96
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	86.95
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	87.66

BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	95.21
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	149.97
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	179.95
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	184.95
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	212.13
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	257.90
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	290.77
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	365.80
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	380.75 AV MATERIALS AND HOOPLA
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	389.90
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	410.90
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	520.25
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	598.22
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	616.98
BOOKS & PERIODICALS	139615	2/23/2021	MIDWEST TAPE, LLC	2,002.79
BOOKS & PERIODICALS				46,871.44
COMPUTER SOFTWARE	139185	2/2/2021	ATLAS BUSINESS SOLUTIONS, IN	1,338.00 SCHEDULE ANYWHERE LICENSE
COMPUTER SOFTWARE				1,338.00
CONFERENCES & TRAVEL	139519	2/18/2021	LIBRARY JOURNAL	1,440.00 EQUITY IN ACTION / ONLINE WORKSHOP
CONFERENCES & TRAVEL				1,440.00
LOST OR DAMAGED BOOKS	139330	2/9/2021	ELKHART PUBLIC LIBRARY DIST	12.99 T GARLAND / LOST ITEMS
LOST OR DAMAGED BOOKS	139336	2/9/2021	FORSYTH PUBLIC LIBRARY	10.99 A SHAUGHNESSY / LOST ITEMS
LOST OR DAMAGED BOOKS	139369	2/9/2021	MILFORD DISTRICT LIBRARY	20.00 A SHAUGHNESSY / LOST ITEMS
LOST OR DAMAGED BOOKS	139434	2/18/2021	BELLEVILLE PUBLIC LIBRARY	23.95 LOST OR DAMAGED MATERIALS D STREIGHT
LOST OR DAMAGED BOOKS	139464	2/18/2021	EFFINGHAM PUBLIC LIBRARY	5.00 LOST OR DAMAGED MATERIALS/ M JOHNSON
LOST OR DAMAGED BOOKS	139480	2/18/2021	HERRIN CITY LIBRARY	31.00 LOST OR DAMAGED MATERIALS / PATRON# 21202008412063
LOST OR DAMAGED BOOKS	139497	2/18/2021	MASCOUTAH PUBLIC LIBRARY	17.00 LOST OR DAMAGED MATERIALS PATRON 21202008420272
LOST OR DAMAGED BOOKS	139507	2/18/2021	NASHVILLE PUBLIC LIBRARY	19.99 LOST OR DAMAGED MATERIAL / C EDEN
LOST OR DAMAGED BOOKS				140.92
MEMBERSHIP FEES	139223	2/2/2021	ILLINOIS LIBRARY ASSOCIATION	150.00 2021 MEMBERSHIP A HENKEL
MEMBERSHIP FEES	139224	2/2/2021	ILLINOIS LIBRARY ASSOCIATION	250.00 2021 MEMBERSHIP R MEYER
MEMBERSHIP FEES				400.00
OFFICE SUPPLIES	139186	2/2/2021	BAKER & TAYLOR CO	3.96 BOOKS AND ENTERTAINMENT 2021
OFFICE SUPPLIES	139186	2/2/2021	BAKER & TAYLOR CO	4.38
OFFICE SUPPLIES	139186	2/2/2021	BAKER & TAYLOR CO	8.28
OFFICE SUPPLIES	139186	2/2/2021	BAKER & TAYLOR CO	9.20
OFFICE SUPPLIES	139186	2/2/2021	BAKER & TAYLOR CO	15.75
OFFICE SUPPLIES	139193	2/2/2021	CDW GOVERNMENT INC	60.35 YELLOW INK
OFFICE SUPPLIES	139193	2/2/2021	CDW GOVERNMENT INC	69.63 WHITE INKJET
OFFICE SUPPLIES	139206	2/2/2021	DEMCO INC	99.31 BOOK TAPE/CLOTH TAPE

OFFICE SUPPLIES	139236	2/2/2021	MIDWEST TAPE, LLC	1.15 AV MATERIALS AND HOOPLA
OFFICE SUPPLIES	139236	2/2/2021	MIDWEST TAPE, LLC	1.25
OFFICE SUPPLIES	139236	2/2/2021	MIDWEST TAPE, LLC	1.50
OFFICE SUPPLIES	139236	2/2/2021	MIDWEST TAPE, LLC	3.90
OFFICE SUPPLIES	139236	2/2/2021	MIDWEST TAPE, LLC	11.40
OFFICE SUPPLIES	139236	2/2/2021	MIDWEST TAPE, LLC	15.00
OFFICE SUPPLIES	139258	2/2/2021	ULINE	53.69 THANK YOU BAGS
OFFICE SUPPLIES	139289	2/9/2021	BAKER & TAYLOR CO	1.38 BOOKS AND ENTERTAINMENT 2021
OFFICE SUPPLIES	139289	2/9/2021	BAKER & TAYLOR CO	5.34
OFFICE SUPPLIES	139289	2/9/2021	BAKER & TAYLOR CO	10.95
OFFICE SUPPLIES	139289	2/9/2021	BAKER & TAYLOR CO	16.44
OFFICE SUPPLIES	139289	2/9/2021	BAKER & TAYLOR CO	17.04
OFFICE SUPPLIES	139289	2/9/2021	BAKER & TAYLOR CO	21.69
OFFICE SUPPLIES	139291	2/9/2021	BECK'S ENGRAVING & RUBBER S	75.60 RUBBER STAMPS
OFFICE SUPPLIES	139361	2/9/2021	MAVERICK MARKETING	107.98 LOGO UNIFORM SHIRTS
OFFICE SUPPLIES	139366	2/9/2021	MIDWEST TAPE, LLC	10.50 AV MATERIALS AND HOOPLA
OFFICE SUPPLIES	139394	2/9/2021	SAM'S CLUB	288.98
OFFICE SUPPLIES	139396	2/9/2021	ROSE DREW, INC	375.84 6 DVD POLY FULL SLEEVES
OFFICE SUPPLIES	139530	2/18/2021	TRUMP DIRECT	65.00 LABELS FOR SUBSCRIPTION BOXES
OFFICE SUPPLIES	139534	2/18/2021	ULINE	129.81 SOLID TISSUE ASSORTMENT / PAPER KRAFT
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	1.38
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	9.66
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	11.55
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	11.88
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	14.22
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	19.92 BOOKS AND ENTERTAINMENT 2021
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	22.38
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	26.67
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	27.30
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	33.42
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	45.39
OFFICE SUPPLIES	139555	2/23/2021	BAKER & TAYLOR CO	49.71
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	1.25 AV MATERIALS AND HOOPLA
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	1.50
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	2.30
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	3.45
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	4.60
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	5.01
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	6.16
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	10.02

OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	10.55
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	17.43
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	25.38
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	26.45
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	26.94
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	86.65
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	88.92 AV MATERIALS AND HOOPLA
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	112.30
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	113.67
OFFICE SUPPLIES	139615	2/23/2021	MIDWEST TAPE, LLC	132.66
OFFICE SUPPLIES	139648	2/23/2021	ULINE	10.00 DIFFERENCE OWED ON CK#139534
OFFICE SUPPLIES				2,444.02
OTHER LIBRARY GRANT EXPENSE	139394	2/9/2021	SAM'S CLUB	999.90 ACCT 8641
OTHER LIBRARY GRANT EXPENSE	139410	2/9/2021	VERIZON WIRELESS	1,641.88 ACCT 980380645-00001
OTHER LIBRARY GRANT EXPENSE	139555	2/23/2021	BAKER & TAYLOR CO	1.38 BOOKS AND ENTERTAINMENT 2021
OTHER LIBRARY GRANT EXPENSE	139555	2/23/2021	BAKER & TAYLOR CO	3.36
OTHER LIBRARY GRANT EXPENSE				2,646.52
POSTAGE	139194	2/2/2021	COMMERCIAL MAIL SERVICES	183.81 JAN 19 - JAN 29'21
POSTAGE	139450	2/18/2021	COMMERCIAL MAIL SERVICES	249.78 FEB 1 - FEB 12'21
POSTAGE				433.59
PROFESSIONAL SERVICES	139465	2/18/2021	ERICKSON DAVIS, ATTORNEYS	195.00 LEGAL SERVICES
PROFESSIONAL SERVICES				195.00
SERV-OFFICE EQUIPMENT	139264	2/2/2021	WATTS COPY SYSTEMS	496.30 WATT COPY SYSTEMS SERVICES
SERV-OFFICE EQUIPMENT	139380	2/9/2021	NCI BUSINESS SYSTEMS	38.95 NCI-ANNUAL PO FOR DUPLICATOR-2
SERV-OFFICE EQUIPMENT	139541	2/18/2021	WATTS COPY SYSTEMS	1,137.25 WATT COPY SYSTEMS SERVICES
SERV-OFFICE EQUIPMENT				1,672.50
TELEPHONE	139241	2/2/2021	PAETEC	71.92 ACCT 633292627001
TELEPHONE	139386	2/9/2021	PAETEC	39.86 ACCT 633318933001
TELEPHONE	139442	2/18/2021	CALL ONE	657.14 ACCT 1212890
TELEPHONE				768.92
TEMP AGENCY SERVICES	139333	2/9/2021	EXPRESS SERVICES, INC	307.95 D TAYLOR WK END 1/17/21
TEMP AGENCY SERVICES	139470	2/18/2021	EXPRESS SERVICES, INC	307.95 D TAYLOR WK END 1/24/21
TEMP AGENCY SERVICES	139585	2/23/2021	EXPRESS SERVICES, INC	307.95 D TAYLOR WK END 01/31/21
TEMP AGENCY SERVICES	139585	2/23/2021	EXPRESS SERVICES, INC	307.95 D TAYLOR WK END 2/7/21
TEMP AGENCY SERVICES				1,231.80
TOTAL				60,003.71

59 LIBRARY TRUST FUNDS

BOOKS & PERIODICALS	139186	2/2/2021	BAKER & TAYLOR CO	236.51 BOOKS AND ENTERTAINMENT 2021
BOOKS & PERIODICALS	139208	2/2/2021	EDC EDUCATIONAL SVCS	4.99 DIRECT ORDER BOOK FOR CHILDREN

BOOKS & PERIODICALS	139208	2/2/2021 EDC EDUCATIONAL SVCS	10.99
BOOKS & PERIODICALS	139289	2/9/2021 BAKER & TAYLOR CO	149.56 BOOKS AND ENTERTAINMENT 2021
BOOKS & PERIODICALS	139289	2/9/2021 BAKER & TAYLOR CO	207.36
BOOKS & PERIODICALS	139289	2/9/2021 BAKER & TAYLOR CO	329.34
BOOKS & PERIODICALS	139328	2/9/2021 EDC EDUCATIONAL SVCS	14.99 DIRECT ORDER FOR CHILDRENS BOOKS
BOOK AND PERIODICALS	139393	2/9/2021 ROCKFORD MAP PUBLISHERS, IN	139.45 MACON/SHELBY CO LAND ATLAS & PLAT BOOKS
BOOK AND PERIODICALS	139515	2/18/2021 ROCKFORD MAP PUBLISHERS, IN	74.70 2021 CHRISTIAN CO LAND ATLAS/PLAT BOOK
BOOKS & PERIODICALS	139555	2/23/2021 BAKER & TAYLOR CO	48.83 BOOKS AND ENTERTAINMENT 2021
BOOKS & PERIODICALS	139555	2/23/2021 BAKER & TAYLOR CO	69.98
BOOKS & PERIODICALS	139555	2/23/2021 BAKER & TAYLOR CO	136.67 BOOKS AND ENTERTAINMENT 2021
BOOKS & PERIODICALS	139555	2/23/2021 BAKER & TAYLOR CO	370.76
BOOKS & PERIODICALS	139555	2/23/2021 BAKER & TAYLOR CO	391.44

TOTAL			2,185.57
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WARRANT TOTAL:			62,189.28
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DPL FY 2021 Budget Report

Prepared: March 4, 2021

At the end of February 17% of the year has passed

Revenue

	FY 2021 Budgeted	% of Budget	Actual YTD	% Collected	FY20 YTD	% Change
Property Taxes	\$ 2,842,000	72.9%	\$ 50,732.01	1.8%	\$ -	#DIV/0!
All Other	\$ 1,055,252	27.1%	\$ 158,978.28	15.1%	\$ 155,983.18	1.9%
Total Revenue	\$ 3,897,252		\$ 209,710.29	5.4%	\$ 155,983.18	34.4%

Expense

% Expended

Personnel

Payroll	\$ 1,646,241		\$ 247,354.09		\$ 241,270.73	2.5%
Benefits	\$ 797,034		\$ 118,056.72		\$ 118,764.16	-0.6%
	\$ 2,443,275	61.9%	\$ 365,410.81	15.0%	\$ 360,034.89	1.5%

Library Materials

Books, Periodicals, et	\$ 245,000		\$ 62,370.61	25.5%	\$ 60,061.46	3.8%
Per Capita	\$ 103,250		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 3,000.00		\$ 140.92	4.7%	\$ 132.27	n/a
Total Materials	\$ 351,250	9.3%	\$ 62,511.53	17.8%	\$ 60,193.73	3.9%

Professional Services

Professional Services	\$ 40,000		\$ 435.00	1.1%	\$ 6,275.05	-93.1%
Temp Agency	\$ 500		\$ 2,709.96	542.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 20.85	13.9%	\$ 21.65	-0.03695
Total	\$ 40,650	1.1%	\$ 3,165.81	7.8%	\$ 6,296.70	-49.7%

Allocations

Administrative Fee	\$	124,872		\$	20,812.00	16.7%	\$	15,484.00	34.4%
MIS	\$	40,116		\$	6,686.00	16.7%	\$	6,500.00	2.9%
	\$	164,988	4.4%	\$	27,498.00	16.7%	\$	21,984.00	25.1%

Grants

PNG	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Other grants	\$	75,000		\$	2,646.52	3.5%	\$	1,465.97	80.5%
	\$	75,000	2.0%	\$	2,646.52	3.5%	\$	1,465.97	80.5%

Advertising	\$	500	0.01%	\$	421.00	84.2%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	-	#DIV/0!
Postage	\$	8,000		\$	880.78	11.0%	\$	1,392.53	-36.7%
Service to Office Equi	\$	20,000		\$	1,672.50	8.4%	\$	1,348.06	24.1%
Telephone	\$	15,000		\$	1,595.05	10.6%	\$	2,709.32	-41.1%
Software	\$	40,000		\$	1,338.00	3.3%	\$	-	#DIV/0!
Office Supplies	\$	25,000		\$	2,699.69	10.8%	\$	3,471.82	-22.2%
Small Capital	\$	30,000		\$	-	0.0%	\$	-	#DIV/0!
	\$	138,300	3.7%	\$	8,186.02	5.9%	\$	8,921.73	-8.2%

Staff Development

Conferences/Training	\$	15,000		\$	2,388.96	15.9%	\$	1,274.16	87.5%
Tuition Reimburseme	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	57,000		\$	680.00	1.2%	\$	1,830.00	-62.8%
	\$	76,000	2.0%	\$	3,068.96	4.0%	\$	3,104.16	-1.1%

Insurance

Unemployment	\$	1,332		\$	222.00	16.7%	\$	224.00	-0.9%
Medical expenses/CO	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!

Risk Management	\$	71,484		\$	11,914.00	16.7%	\$	12,816.00	-7.0%
	\$	72,816	1.9%	\$	12,136.00	16.7%	\$	13,040.00	-6.9%

Building Costs

Rent	\$	584,583.00		\$	95,834.00	16.4%	\$	95,834.00	0.0%
Supplies	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Total Building	\$	585,583	15.5%	\$	95,834.00		\$	95,834.00	
Total Operations/Ser	\$	1,505,087	39.8%	\$	215,467.84	14.3%	\$	210,840.29	2.2%

Total Expenses	\$	3,948,362		\$	580,878.65	14.7%	\$	570,875.18	1.8%
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Revenue Minus Exper	\$	(51,110)		\$	(371,168.36)		\$	(414,892.00)	-10.5%
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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			
4/1/2021	\$ -			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
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
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1/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
2/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
3/1/2021	\$	334,994.89					
4/1/2021	\$	-					
5/1/2021	\$	-					
6/1/2021	\$	-					
7/1/2021	\$	-					
8/1/2021	\$	-					
9/1/2021	\$	-					
10/1/2021	\$	-					
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			
4/1/2021	\$ -			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
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			

4/1/2021	\$	-
5/1/2021	\$	-
6/1/2021	\$	-
7/1/2021	\$	-
8/1/2021	\$	-
9/1/2021	\$	-
10/1/2021	\$	-
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			
4/1/2021	\$ -			
5/1/2021	\$ -			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
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				
4/1/2021	\$ -				
5/1/2021	\$ -				
6/1/2021	\$ -				
7/1/2021	\$ -				
8/1/2021	\$ -				

9/1/2021	\$	-
10/1/2021	\$	-
11/1/2021	\$	-
12/1/2021	\$	-
1/1/2022	\$	-



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

STATEMENT OF POLICY FOR USE OF MEETING ROOMS

The Decatur Public Library welcomes the use of its meeting rooms by organizations and individuals in the community. The library will not charge a fee to not-for-profit, community, and government organizations.

For events planned and/or promoted in conjunction with Decatur Public Library, organizations will not be charged a fee.

Meeting rooms are not available for private social functions. There shall be no solicitation for donations or selling of products or services at the meetings, with the exception of library sponsored functions.

Requests for use of a meeting room must be made no later than the Friday before the meeting, **but no earlier than 2 months prior to the meeting date.** Requests should be submitted on the library meeting room **application form provided by the Library.** Meeting rooms can be booked tentatively by phone, email or fax, but the completed application with payment must be returned within 5 business days of the initial booking request, or the booking may be cancelled. Payment may also be made by purchase order with prior approval. After payment is received, a 50% fee will be applied to all cancellations.

With the exception of the Library Board room, meeting rooms are available during regular library hours from the time the library is open until 30 minutes prior to the library closing time. The Library Board room is available Monday through Friday from the time the library opens through 4:30 p.m.

Please see library meeting room fee schedule for current cost of renting various rooms.

Organizations may rent Library meeting rooms as many as twelve times per calendar year.

If food or beverages are served, the organization using the room is responsible for cleanup. A cleaning fee will be assessed if the room is not left clean. Please see fee schedule. Alcoholic beverages and smoking are prohibited in the Library.

The Library is not responsible for personal belongings left in the meeting rooms.

An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended August 17, 2017

Amended June 18, 2020