



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, March 21, 2019

4:30 p.m.

Decatur Public Library Board Room

- I. Call to order** – Mark Sorensen
- II. Approval of agenda**
- III. Approval of minutes** for February 21, 2019
- IV. Communications from the public**
- V. City Librarian’s report** –Rick Meyer
- VI. Reports of committees**
 - A. Personnel, Policy & Public Relations Committee** –Ngozi Onuora
 - i. Discussion of Management Personnel Policy
 - ii. Discussion of Program Policy
 - iii. Other
 - B. Friends of the Library**—Samantha Carroll
 - i. March 14 meeting
 - C. Foundation**—Mark Sorensen
 - i. No meeting
 - D. Finance and Properties Committee**—Amy Stockwell
 - i. No meeting
 - ii. Other
 - F. Illinois Heartland Library System**—Rick Meyer
 - i. March 7, SHARE Executive Council Meeting

VII. Old Business

- i. Website Update
- ii. Parking Lot
- iii. Space Plan
- iv. Other

VIII. New Business

- i. Other

IX. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 5: Technology

- X. 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.

XI. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: February 21, 2019

Meeting time: 4:32 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Present: Mark Sorensen

John Phillips

Donna Williams

Dr. Ngozi Onuora

Amy Stockwell

Louise Greene

Samantha Carroll

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Absent: Michael Sexton, Gregg Zientara

Guests:

Call to order – Mark Sorensen

Mr. Sorensen called the meeting to order at 4:30 pm.

Agenda

Motion to approve the agenda with the additions of withdrawing the older periodicals for the Friends and discussing recent changes to the movie program by Ms. Stockwell, seconded by Mr. Phillips, unanimously approved

Minutes

Motion to approve the minutes by Mrs. Williams, second by Mr. Phillips, unanimously approved

Communications from the Public

Mr. Meyer reported that there had been a challenge to one of the movies scheduled to be shown at the library's movie program. He said the movie, Showgirls had received challenges from a patron because they thought some of the content in the movie offensive. He said, currently the library does not have a policy on challenges made by patrons to library programs. In response to the challenge and to further investigate, he had appointed an ad hoc committee of in-house librarians to review the challenge and movies. He said they came back with the unanimous decision of pulling Showgirls and not showing it. He said there were some objections to the movie's content and its fit for the library. He said later there were challenges to other movies to be shown. Mr. Meyer said the volunteer had put the film series together without presenting full disclosure to staff. Mr. Meyer spoke about some of the communications from the public, giving his thoughts about the film series, the series of emails and social media conversations. He said additional issues had surfaced between staff and the volunteer. He said the volunteer had become unruly, used profanity and had been asked to leave the library.

Mr. Meyer said he decided that he would suspend the movie series program for a while. Stockwell stated that it makes sense to have a policy to deal with such matters. Mr. Sorensen discussed what a board should and should not be involved in, in regard to operational matters concerning the library. Mr. Sorensen talked about the importance of community perspective in regard to some of the marketing done for the film series and how it could be perceived as negative by City Council. Mr. Phillips said he didn't want them to create a process that would make it acceptable for individuals to remove specific films just because they found them disagreeable or disagreed with them. He used films on diversity, such as may be films about Dr. Martin Luther King speeches as an example. He said he didn't want someone to use a policy created by the board to remove such films. There was a question about repercussions of the films picked by volunteer film critic if they were to be shown. There was discussion about consequences and Mr. Meyer's decision. Mr. Meyer said he had considered the volunteer film curator's conflict with staff and the use of profanity in his temporary ban and suspension of the programming. Mr. Sorensen stated that the volunteer had essentially created a situation that would have normally gotten him banned.

City Librarian's report –Rick Meyer

Mr. Sorensen said the City Librarian's written report would come later. He asked Mr. Meyer to give a verbal overview of the February 2019 report. Mr. Meyer discussed changes in the circulation numbers. He said that statistics show that the circulation numbers were slightly down in February 2019. He said the inclement weather had caused the library to be closed for a couple days. He noted that if the average daily circulation were added to the days that the library was closed, last month's circulation would be higher than the 2018 February circulation. He added that registrations were still up. Mr. Meyer reported that he and Mr. Sorensen had given library tours to many of the mayoral and city council candidates. He reported that Senator Andy Manar had also recently visited and received a tour of the library.

Reports of committees

Personnel, Policy & Public Relations Committee- Mark Sorensen

no meeting

Friends of the Library—Samantha Carroll

Mrs. Carroll reported that the Friends of the Library had met. She reported that the friends had approved \$1200 for the Pawprint Ministries, \$2994 for Children Summer Reading Program, \$240 for the Nature program, \$5000 for Project Read computers and the Friends of the library had made \$1500 in the second Saturday book sale

Foundation—Mark Sorensen

No meeting

Illinois Heartland Library System (IHLS)

No meeting

Finance and Properties Committee—John Phillips

Check register

Mr. Phillips asked the board members to review the check register. Motion to approve the check register by Mr. Phillips, seconded by Mrs. Carroll, unanimously approved

Budget

Mr. Meyer discussed the budget and tax disbursements. He reported that the library received their final installment of taxes in January 2019 instead of December 2018. He said he would like to place some funds in the capital reserve fund. He said he planned to speak with Mr. Zientara about the transfer. There was discussion about library spending and rollover. Mr. Meyer stated that unless there were objections, he would request a transfer the funds not to exceed \$280,000 to be placed in the reserve fund from budget. There were no objections voiced by the board. Mr. Meyer discussed some of the spending on the check register. He said he had added reserve funds and capital funds to his forecast spreadsheet. There was discussion about the spreadsheet and the various changes made to it over period of time.

Parking Lot/Annex

Mr. Sorensen said he and Mr. Meyer had met with Wendy Morthland and Mayor Julie Wolfe. They provided a tour of the library. He said they discussed various library plans, including the parking lot. He said Mr. Zientara stated the amount suggested by the City for the library parking lot remodeling was cost more of a placeholder that the city had put in for spending. He said Mr. Zientara said that he would be more comfortable spending 1.2 million or less on the project. Mr. Sorensen stated that they could endorse the current plan and asked City Council to move on it. Motion by Mr. Phillips to present a resolution to City Council to move forward, seconded by Mrs. Greene, unanimously approved. Ms. Stockwell stated that while she was in support of the resolution, she wanted it on record that if changes are made, she is in favor of less parking and more green space.

Mr. Phillips discussed the importance of considering community perception about the concepts for the parking lot. There was discussion about the expense, options and possible consequences of spending money for the project. Motion to approve the resolution was unanimous, with the exception of the two absent members, Michael Sexton, Gregg Zientara.

Space Plan

Mr. Phillips talked about the presentation by Product, Architecture + Design. He said he thought the committee would like to see just two options come to them and make comments on those. He said the Product, Architecture + Design group could come back later and talk more about those. He said a couple of the members wanted to explore what the financed amount would. He talked about the possible of difficulties with the space planning project following the parking lot project, especially with the estimated cost of the space plan. He discussed bonds and fundraising. There was discussion. Mr. Sorensen and Ms. Stockwell discussed the concepts for review. Ms. Stockwell said she thought considering funding at this point was premature.

Website Update

Mr. Meyers said Mr. Edwards is working directly with Jones and Thomas to assist them in getting the information they needed for the website to go live. He said that he was looking to have a go live date within a week.

Other

Mr. Meyer discussed the withdrawal strategy for the old magazines in the storage area. He said he had been working with Friends member Dick Virgin on the project. He spoke about his conversations with Prairie Archives representative, John Paul. Mrs. Greene asked if there was anything of historic value in the collection. Mr. Sorensen said that some of the things that he had considered valuable at one period of time he could now find online. There was discussion about the printed materials and their availability online.

Mr. Phillips gave praise for Readiculous Junior. Mr. Meyer said they were nominated as one of the best children's entertainment groups in Decatur.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES Chapter 5: Technology

Motion to table Chapter 5, Technology by Mrs. Greene, second by Mr. Phillips, unanimously approved

Public Comments

None

Adjournment

Motion to adjourn by Mr. Phillips at 5:39 pm, seconded by Ms. Stockwell, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approval pending
(draft-3/6/2019)



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ANNUAL BOARD MEETING

MINUTES

Date: February 21, 2019

Meeting time: 5:40 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Present: Mark Sorensen

John Phillips

Donna Williams

Dr. Ngozi Onuora

Amy Stockwell

Louise Greene

Samantha Carroll

Absent: Michael Sexton, Gregg Zientara

Guests:

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Call to order – Mark Sorensen

Mr. Sorensen called the meeting to order at 5:40 pm.

Non-Resident Card

Motion to approve the 2019 non-resident fee to be \$86.37 by Mr. Phillips, seconded by Mrs. Carroll, unanimously approved

Mr. Meyer discussed the formula method for arriving at the amount.

Annual reports for 2019

Mr. Meyer discussed the annual reports that were in the board packet. There was discussion about the various reports. Motion by Mr. Phillips to accept the 2018 fiscal reports presented, seconded by Mrs. Carroll, unanimously approved

Mr. Meyer spoke about the increased customer satisfaction as measured by the Happy or Not survey machine. Mr. Meyer said that the general circulation of materials was slightly down throughout the year, however he felt that the audiobooks and the cds were the main reason for average circulation numbers being down.

IPLAR

There was discussion about the various sections of the IPLAR and the information provided on the form

Motion to approve IPLAR report by Mr. Phillips, seconded by Mrs. Greene, unanimously approved

Election of Officers for 2019/2020

Slate to be presented: Mark Sorensen, President; Donna Williams, Vice-President, and Louise Greene, Secretary. V. Committee and Liaisons

There was discussion about the slate officers.

Mark Sorensen was elected to be president, Donna Williams to be vice president and Louise Greene to be Secretary

Motion to approve the elected officers by Mrs. Carroll, seconded by Ms. Stockwell, unanimously approved

The board agreed that Amy Stockwell be appointed to be Chair of the Finance and Properties committee, Dr. Ngozi Onuora be appointed to be Chair of the Property, Personnel and Public Relations committee and Michael Sexton and Mark Sorensen continue to be liaisons for the Foundation board.

Public Comments

None

Adjournment

Motion to adjourn at 5:56 pm by Mrs. Carroll, seconded by Mr. Phillips, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approval pending
(draft-3/6/2019)

Revenue

	FY 2019 Budgeted	YTD	MTD	To Be Collected	% Collected	FY18 Budgeted	FY18 YTD	FY18 MTD	FY18 To Be Collected	FY18 % Collected
Real Estate Taxes	\$ 2,842,000	\$ 151,661.00	\$ -	\$ 2,690,339.00	5%	\$ 2,842,000.00	\$ -	\$ -	\$ 2,842,000.00	0%
PPRT	\$ 250,000	\$ 34,761.44	\$ -	\$ 215,238.56	14%	\$ 250,000.00	\$ 32,346.79	\$ -	\$ 217,653.21	13%
State Grants or other	\$ 110,000	\$ -	\$ -	\$ 110,000.00	0%	\$ 61,000.00	\$ 12,200.00	\$ 12,200.00	\$ 48,800.00	20%
Other Grants	\$ 75,000	\$ -	\$ -	\$ 75,000.00	0%	\$ -	n/a	n/a	#VALUE!	#VALUE!
PILOT	\$ 511,095	\$ 85,182.50	\$ 42,591.25	\$ 425,912.50	17%	\$ 418,090.00	\$ 69,681.66	\$ 34,840.83	\$ 348,408.34	17%
Fines	\$ 1,000	\$ 564.35	\$ 341.90	\$ 435.65	56%	\$ -	\$ 5,154.53	\$ 2,724.50	\$ (5,154.53)	#DIV/0!
Non-Resident Fee	\$ 150	\$ -	\$ -	\$ 150.00	0%	\$ 150.00	\$ -	\$ -	\$ 150.00	0%
Lost or Damaged Items	\$ 5,200	\$ 772.65	\$ 366.10	\$ 4,427.35	15%	\$ 5,100.00	\$ 689.44	\$ 407.49	\$ 4,410.56	14%
Copies/Miscellaneous	\$ 8,400	\$ 1,208.05	\$ 1,103.30	\$ 7,191.95	14%	\$ 8,200.00	\$ 1,955.55	\$ 746.45	\$ 6,244.45	24%
Meeting Room Fees	\$ 3,700	\$ 530.00	\$ 450.00	\$ 3,170.00	14%	\$ 3,600.00	\$ 425.00	\$ 300.00	\$ 3,175.00	12%
Transfer from Meyer Fund	\$ 25,000	\$ 3,808.23	\$ 1,908.20	\$ 21,191.77	15%	\$ -	\$ 3,717.57	\$ 1,860.52	\$ (3,717.57)	#DIV/0!
Interest Income	\$ 500	\$ 1,382.56	\$ 745.58	\$ (882.56)	277%	\$ 75.00	\$ 198.40	\$ 18.92	\$ (123.40)	265%
Sale of Property	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	n/a	\$ -	#VALUE!	#VALUE!
Sublease	\$ 1,500	\$ -	\$ -	\$ 1,500.00	0%	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Miscellaneous Income	\$ 2,000	\$ 3,160.03	\$ 3,160.03	\$ (1,160.03)	158%	\$ 7,000.00	\$ 1,872.25	\$ 1,500.00	\$ 5,127.75	27%
Transfer from Capital Reserve	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ 0	n/a	\$ -	#VALUE!	#VALUE!
Totals	\$ 3,835,545	\$ 283,030.81	\$ 50,666.36	\$ 3,552,514.19	7%	\$ 3,595,215.00	\$ 128,241.19	\$ 54,598.71	#VALUE!	4%

Personnel Expenditures

	FY 2019 Budgeted	YTD	MTD	Available	% Spent	FY18 Budgeted	FY18 YTD	FY18 MTD	FY18 Available	FY18 % Spent
Salaries	\$ 1,671,917.00	\$ 234,001.87	\$ 117,604.04	\$ 1,437,915.13	14%	\$ 1,524,457.00	\$ 239,676.89	\$ 119,783.37	\$ 1,284,780.11	16%
Overtime	\$ 1,000.00	\$ 114.14	\$ -	\$ 885.86	11%	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%
IMRF	\$ 168,867.00	\$ 21,454.98	\$ 10,974.58	\$ 147,412.02	13%	\$ 183,586.00	\$ 27,110.70	\$ 13,487.58	\$ 156,475.30	15%
FICA/Medicare	\$ 127,468.00	\$ 17,488.70	\$ 8,803.59	\$ 109,979.30	14%	\$ 112,684.00	\$ 18,031.08	\$ 8,970.16	\$ 94,652.92	16%
Life Insurance	\$ 3,182.00	\$ 386.54	\$ 193.80	\$ 2,795.46	12%	\$ 2,996.00	\$ 405.92	\$ 202.96	\$ 2,590.08	14%
Medical Insurance	\$ 321,750.00	\$ 46,800.00	\$ 23,400.00	\$ 274,950.00	15%	\$ 327,600.00	\$ 46,800.00	\$ 23,400.00	\$ 280,800.00	14%
Service Recognition	\$ 21,838.00	\$ 2,238.46	\$ 1,327.98	\$ 19,599.54	10%	\$ 20,295.00	\$ 2,832.96	\$ 909.58	\$ 17,462.04	14%
Totals	\$ 2,316,022.00	\$ 322,484.69	\$ 162,303.99	\$ 1,993,537.31	14%	\$ 2,172,618.00	\$ 334,857.55	\$ 166,753.65	\$ 1,837,760.45	15%

Operating Expenditures

	FY 2019 Budgeted	YTD	MTD	Available	% Spent	FY18 Budgeted	FY18 YTD	FY18 MTD	FY18 Available	FY18 % Spent
Unemployment	\$ 2,652.00	\$ 442.00	\$ 221.00	\$ 2,210.00	17%	\$ 1,980.00	\$ 330.00	\$ 165.00	\$ 1,650.00	17%
Advertising	\$ 500.00	\$ -	\$ -	\$ 500.00	0%	\$ 500.00	\$ -	\$ -	\$ 500.00	0%
Printing/Binding	\$ 500.00	\$ -	\$ -	\$ 500.00	0%	\$ 500.00	\$ -	\$ -	\$ 500.00	0%
Service to Office Equipment	\$ 10,000.00	\$ 2,800.29	\$ 731.30	\$ 7,199.71	28%	\$ 10,000.00	\$ 3,694.22	\$ 2,372.70	\$ 6,305.78	37%
MIS Services	\$ 38,364.00	\$ 6,394.00	\$ 3,197.00	\$ 31,970.00	17%	\$ 43,356.00	\$ 7,226.00	\$ 3,613.00	\$ 36,130.00	17%
Telephone	\$ 16,300.00	\$ 1,434.78	\$ 402.42	\$ 14,865.22	9%	\$ 30,000.00	\$ 4,238.14	\$ 1,976.35	\$ 25,761.86	14%
Bank Service Charges	\$ -	\$ 10.97	\$ 10.97	\$ (10.97)	#DIV/0!	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Training School Expenses	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Conferences/Travel	\$ 20,000.00	\$ 1,023.93	\$ 1,023.93	\$ 18,976.07	5%	\$ 20,000.00	\$ 1,225.13	\$ 795.13	\$ 18,774.87	6%
Postage	\$ 14,000.00	\$ 2,062.47	\$ 1,017.79	\$ 11,937.53	15%	\$ 13,000.00	\$ 1,429.35	\$ 818.73	\$ 11,570.65	11%
Computer Software	\$ 18,000.00	\$ 7,003.00	\$ -	\$ 10,997.00	39%	\$ 16,000.00	\$ 79.96	\$ 79.96	\$ 15,920.04	0%
Administrative Fee	\$ 97,584.00	\$ 16,264.00	\$ 8,132.00	\$ 81,320.00	17%	\$ 103,464.00	\$ 17,244.00	\$ 8,622.00	\$ 86,220.00	17%
Medical Expenses	\$ 500.00	\$ -	\$ -	\$ 500.00	0%	\$ 500.00	\$ -	\$ -	\$ 500.00	0%
Temp Agency Services	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%
Tuition Reimbursement	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0%	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0%
Professional Services	\$ 50,000.00	\$ 3,774.49	\$ 1,294.20	\$ 46,225.51	8%	\$ 45,000.00	\$ 2,107.11	\$ 1,462.18	\$ 42,892.89	5%

Membership Fees	\$ 48,000.00	\$ 1,060.00	\$ 509.00	\$ 46,940.00	2%	\$ 45,000.00	\$ 768.00	\$ 200.00	\$ 44,232.00	2%
PNG Grant	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0%	\$ -	N/A	n/a	#VALUE!	#VALUE!
Per Capita Grant	\$ 95,000.00	\$ -	\$ -	\$ 95,000.00	0%	\$ -	n/a	n/a	#VALUE!	#VALUE!
Other Grants	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	0%	\$ -	n/a	n/a	#VALUE!	#VALUE!
Office Supplies	\$ 30,000.00	\$ 6,886.82	\$ 1,963.57	\$ 23,113.18	23%	\$ 29,000.00	\$ 3,315.98	\$ 2,941.63	\$ 25,684.02	11%
Purchasing Fee	\$ 12,384.00	\$ 2,064.00	\$ 1,032.00	\$ 10,320.00	17%	\$ 14,676.00	\$ 2,446.00	\$ 1,223.00	\$ 12,230.00	17%
Risk Management	\$ 78,576.00	\$ 13,096.00	\$ 6,548.00	\$ 65,480.00	17%	\$ 87,756.00	\$ 14,626.00	\$ 7,313.00	\$ 73,130.00	17%
Small Capital Items	\$ 20,000.00	\$ 9,251.60	\$ 1,320.64	\$ 10,748.40	46%	20000	\$ 688.26	\$ -	\$ 19,311.74	3%
Rent	\$ 575,000.00	\$ 95,834.00	\$ 47,917.00	\$ 479,166.00	17%	\$ 575,000.00	\$ 95,834.00	\$ 47,917.00	\$ 479,166.00	17%
Books/Materials	\$ 245,000.00	\$ 29,805.88	\$ 13,370.22	\$ 215,194.12	12%	\$ 340,000.00	\$ 36,806.03	\$ 27,586.19	\$ 303,193.97	11%
Transfer to Reserves	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	n/a	\$ -	#VALUE!	#VALUE!
Service to Maintain Buildings	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Materials for Buildings	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Totals	\$ 1,467,360.00	\$ 199,208.23	\$ 88,691.04	\$ 1,268,151.77	13.58%	\$ 1,400,732.00	\$ 192,058.18	\$ 107,085.87	#VALUE!	13.71%
Total Library Expenditures	\$ 3,783,382.00	\$ 521,692.92	\$ 250,995.03	\$ 3,261,689.08	14%	\$ 3,573,350.00	\$ 526,915.73	\$ 273,839.52	#VALUE!	14.75%
Surplus/(Deficit)	\$ 52,163.00	#####	#####	\$ 290,825.11	-458%	\$ 21,865.00	\$ (398,674.54)	\$ (219,240.81)	#VALUE!	\$ (0.11)

Capital Fund Revenue	Budgeted	YTD	MTD	To Be Collected	% Collected	FY18 Budgeted	FY2018 YTD	FY18 MTD	FY18 To Be Collected	FY18 % Collected
Interest Income	\$ -	\$ 184.15	\$ 105.73	\$ (78.42)	#DIV/0!					
Foundation or other	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0.0%					
Transfer from Library	\$ -	\$ -	\$ -	\$ -	#DIV/0!					
Totals	\$ 250,000	\$ 184.15	\$ 105.73	\$ 249,921.58	0.0%					

Capital Fund Expenditures	Budgeted	YTD Expended	MTD	YTD Available	% Expended	FY18 Budgeted	FY2018 YTD	FY18 MTD	FY18 Available	FY18 % Spent
Equipment/Furniture	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0.0%					
Surplus/Deficit	\$ -	\$ 184.15	\$ 105.73	\$ (78.42)	#DIV/0!					

Trust Funds Revenue	Budgeted	YTD Collected	MTD	YTD To Be Collected	% Collected	FY18 Budgeted	FY2018 YTD	FY18 MTD	FY18 To Be Collected	FY18 % Collected
Interest Cantoni Fund	\$ -	\$ 80.96	\$ 46.48	\$ (34.48)	#DIV/0!					
Interest Meyer Fund	\$ -	\$ 197.27	\$ 112.53	\$ (84.74)	#DIV/0!					
Interest Donation Fund	\$ -	\$ 37.10	\$ 21.41	\$ (15.69)	#DIV/0!					
Contributions	\$ 30,000	\$ 665.00	\$ 390.00	\$ 29,725.00	0.9%					
Totals	\$ 30,000	\$ 980.33	\$ 570.42	\$ 29,590.09	1.4%					

Trust Expenses	Budgeted	YTD Expended	MTD	YTD Available	% Expended	FY18 Budgeted	FY2018 YTD	FY18 MTD	FY18 Available	FY18 % Spent
Cantoni (Books/Materials)	\$ 30,000	\$ -	\$ -	\$ 30,000.00	0.0%					
Meyer (Professional Fees)	\$ 5,000	\$ -	\$ -	\$ 5,000.00	0.0%					
Meyer (Supplies)	\$ 5,000	\$ -	\$ -	\$ 5,000.00	0.0%					
Meyer (Transfer for Salary)	\$ 25,000	\$ 3,808.23	\$ 1,908.20	\$ 23,099.97	7.6%					
Meyer (Small Capital)	\$ 5,000	\$ -	\$ -	\$ 5,000.00	0.0%					
Meyer (Books/Materials)	\$ 5,000	\$ 461.25	\$ 191.25	\$ 4,730.00	5.4%					

Memorial/Donation (Books/Mater	\$ 25,000	\$ 20.45	\$ 10.00	\$ 24,989.55	0.0%				
Totals	\$ 100,000.00	\$ 4,289.93	\$ 2,109.45	\$ 97,819.52	2.2%				
Surplus/Deficit	\$ (70,000.00)	\$ (3,309.60)	\$ (1,539.03)	\$ (68,229.43)	-0.8%				

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

DATE: 3/12/2019

FOR INVOICES

<u>CHECK NO.</u>		<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
126117	2/5/2019	BAKER & TAYLOR CO	3,395.28		BOOKS & PERIODICALS
126165	2/5/2019	MIDWEST TAPE, LLC		AV MATERIALS	
126227	2/12/2019	BAKER & TAYLOR CO	1,075.54		BOOKS & PERIODICALS
126306	2/12/2019	MIDWEST TAPE, LLC	23.99	AV MATERIALS	BOOKS & PERIODICALS
126306	2/12/2019	MIDWEST TAPE, LLC	69.22		BOOKS & PERIODICALS
126317	2/12/2019	NATIONAL AUDUBON S	30.00	1 YR SUBSCRIPTION	BOOKS & PERIODICALS
126329	2/12/2019	ROCKFORD MAP PUBLI	22.90	MACON IL/SHELBY IL PLAT BOOKS	BOOKS & PERIODICALS
126373	2/19/2019	BAKER & TAYLOR CO	2,104.19		BOOKS & PERIODICALS
126379	2/19/2019	BOOKPAGE	348.00	BOOK PROMOTION	BOOKS & PERIODICALS
126439	2/19/2019	LIBRARY IDEAS, LLC	34.95	DATABASE VOX BOOKS	BOOKS & PERIODICALS
126449	2/19/2019	MIDWEST TAPE, LLC	152.95	AV MATERIALS	BOOKS & PERIODICALS
126510	2/26/2019	BAKER & TAYLOR CO	4,851.36		BOOKS & PERIODICALS
126535	2/26/2019	DECATUR TRIBUNE	120.00	3 SUBSCRIPTIONS	BOOKS & PERIODICALS
126565	2/26/2019	KANOPIY	126.00	STREAMING DATABASE	BOOKS & PERIODICALS
126577	2/26/2019	MIDWEST TAPE, LLC	668.02		BOOKS & PERIODICALS
126444	2/19/2019	MEYER, RICK	112.92	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
126555	2/26/2019	ILLINOIS LIBRARY ASS	300.00	2019 ILA MEMBERSHIP	MEMBERSHIP FEES
126610	2/26/2019	SHRM	209.00	R EDWARDS #01566569	MEMBERSHIP FEES
126117	2/5/2019	BAKER & TAYLOR CO	156.40	LIBRARY MATERIALS	OFFICE SUPPLIES
126227	2/12/2019	BAKER & TAYLOR CO	64.86	LIBRARY MATERIALS	OFFICE SUPPLIES
126373	2/19/2019	BAKER & TAYLOR CO	74.29	LIBRARY MATERIALS	OFFICE SUPPLIES
126510	2/26/2019	BAKER & TAYLOR CO	265.42	LIBRARY MATERIALS	OFFICE SUPPLIES
126577	2/26/2019	MIDWEST TAPE, LLC	172.99	CASE CD POLY CLEAR CASES	OFFICE SUPPLIES
126616	2/26/2019	STRIGLOS/HAINES & ES	762.86	OFFICE SUPPLIES	OFFICE SUPPLIES
126127	2/5/2019	COMMERCIAL MAIL SE	390.59	JAN 16 - JAN 31'19	POSTAGE
126236	2/12/2019	BRODART CO.	13.71	OFFICE SUPPLIES	POSTAGE
126525	2/26/2019	COMMERCIAL MAIL SE	466.01	FEB 1 - FEB 15'19	POSTAGE
126536	2/26/2019	DEMCO INC	147.48	SHELVING/DIVIDERS MODULESYSTEM	POSTAGE
126249	2/12/2019	DANVILLE PUBLIC LIBI	59.00	LOST ITEMS	PROFESSIONAL SERVICES
126331	2/12/2019	SAM'S CLUB	17.75	ACCT 9064	PROFESSIONAL SERVICES
126494	2/19/2019	UNIQUE MANAGEMEN7	814.45	COLLECTION SERVICE	PROFESSIONAL SERVICES
126507	2/26/2019	ARGENTA-OREANA PUI	18.00	LOST ITEMS	PROFESSIONAL SERVICES
126543	2/26/2019	ERICKSON DAVIS, ATT	360.00	JAN'19 LEGAL SERVICES	PROFESSIONAL SERVICES
126601	2/26/2019	RANTOUL PUBLIC LIBR	25.00	LOST ITEMS	PROFESSIONAL SERVICES
126363	2/12/2019	ZIESE, CAROL	89.27	REIMBURSEMENT FOR LODGINGS DUE TO FLIGHT CANCELLAT	CONFERENCES & TRAVEL
126318	2/12/2019	NCI BUSINESS SYSTEM	38.95	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
126497	2/19/2019	WATTS COPY SYSTEMS	692.35	MAINTENANCE TO OFFICE EQUIPMEN	SERV-OFFICE EQUIPMENT
126536	2/26/2019	DEMCO INC	1,320.64		SMALL CAPITAL ITEMS
126324	2/12/2019	PAETEC	135.53	TELEPHONE CHARGES	TELEPHONE
126383	2/19/2019	CALL ONE	-206.18	ACCT 1212890-1135593	TELEPHONE
126462	2/19/2019	PAETEC	45.90	ACCT 633318933001	TELEPHONE
126524	2/26/2019	COMCAST	159.85	ACCT 929526423	TELEPHONE
126628	2/26/2019	VERIZON WIRELESS	267.32	TELEPHONE CHARGES	TELEPHONE
620003729	2/12/2019	REGIONS/CREDIT CARE	821.74	ACCT 3978	CONFERENCES & TRAVEL
620003729	2/12/2019	REGIONS/CREDIT CARE	314.00		OFFICE SUPPLIES
			21,540.12		
59 LIBRARY TRUST FUNDS					
126117	2/5/2019	BAKER & TAYLOR CO	424.89		BOOKS & PERIODICALS
126227	2/12/2019	BAKER & TAYLOR CO	450.93	LIBRARY MATERIALS	BOOKS & PERIODICALS
126329	2/12/2019	ROCKFORD MAP PUBLI	191.25	MACON IL/SHELBY IL PLAT BOOKS	BOOK AND PERIODICALS
126373	2/19/2019	BAKER & TAYLOR CO	182.56	LIBRARY MATERIALS	BOOKS & PERIODICALS
126510	2/26/2019	BAKER & TAYLOR CO	13.16		BOOKS & PERIODICALS
			1,262.79		
WARRANT TOTAL:			22,802.91		



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

City Librarian's Report for February 2019

Administration

- On February 4 I attended the ILA Legislative Breakfast in Normal. I had recruited state legislators for this event in January. For the first time since the inception of this event, a legislator who represents Decatur agreed to attend, Dan Caulkins. Unfortunately, Representative Caulkins did not show.
- Immediately following this meeting, I met with other area directors for a round table discussion at the Normal Public Library.
- On the 5th I attended the IHLS Members Matter meeting at the State Library.
- On the 6th I met with PRS Head Alissa Henkel and we set up weekly meetings.
- Also on the 6th, I attended the farewell party for Deputy City Manager Billy Tyus.
- On the 12th I spoke to one of the Home Extension Groups.
- On the 13th, Board of Trustees President Mark Sorensen and I met with Mayor Julie Moore Wolfe and Interim City Manager Wendy Morthland to discuss the future of the parking lot.
- On the 14th, Mark Sorensen, Trustee Amy Stockwell, and I met with State Senator Andy Manar and his aide for a tour of the library.
- I used vacation time the last week of the month.

Circulation

- The library had 24,319 visitors in February, a 3% increase from last February.
- Circulation of physical items was 22,782 an 8% decline.
- Circulation of electronic items was 2513, up 12% from 2018.
- This makes total circulation 25,295 a 7% decline.
- The number of checkouts by self-check increased by 4%. 46% of all physical items checked out were by self-check.
- The library lent 4234 items to other libraries (SHARE members and others), a 1% decline from last February.
- The library borrowed 3248 items from other libraries a 3% decrease.
- New patron registrations were up 3%.

Technical Services

- 1638 new items were added to the collection in February of 2019.
- 587 more items were ordered.
- 3024 items were withdrawn.
- A total of 2007 items were processed, including mended items.

- Division Head, Carol Ziese, has been assisting at Reference Desk and has been trained in Local History. Her processing pages have begun helping out with shelving.
- Carol continued to head the Staff Recognition Committee.

Programs, Resources, and Services

- Alissa Henkel is working with Master Gardeners to develop a Children's Garden Program.
- Alix Frazier is working with Mary Garrison, Professor of Social Work at Millikin to provide space at the library to periodically assist homeless patrons.
- Several PRS staff are working with Jesse Blunt of Project Thinkwell on a variety of projects.
- Circulation of children's materials declined 14% from last February. Digital items are not included in this figure.
- Children's items (physical) accounted for 28% of the library's total circulation and 31% of the physical collection.
- Circulation of Young Adult items was down 15%. Digital items are not included in this figure.
- Young adult items accounted for 3% of the library's total circulation, and 3% of the physical collection.
- Circulation of adult items was down 5%. Digital items were not included in this figure.
- Adult items accounted for 59% of the library's total circulation, or 66% of the physical collection.
- Circulation of digital or electronic items increased 12%. Digital items accounted for 10% of the library's total circulation.
- Decatur Public Library saw an 18% decrease in attendance at programs aimed at adults compared to last February.
- There was a 43% gain in attendance at programs aimed at children.
- Overall attendance at DPL programs was up 18%, 1961 attendees in February of 2018 and 2308 in 2019.
- Assists were up 3% in February.
- **Gale Courses: -67%**
- **Computer Classes (Robert Edwards): -42%**
- **Lynda.com: -29%**
- Tutor.com: up from 0 to 13
- Niche Academy: = +42%
- **Ancestry: - 11%**
- AtoZ Databases: +60%
- World Trade Press AtoZ Databases: -+49%
- Newsbank: + 70%
- **Gale Databases: -49%**
- Novelist: +431%
- Total Database Use: +51%
- Library on the Go: +5%
- Hoopla: +93%
- Freading: +150%
- **TotalBoox: -80%**
- Kanopy: +222%
- **Mango: - 7%**
- **Patron Reports: - 87%**

- Home Service: + 8%

Systems Administration

- Chris Nihiser began working as a Support Specialist.
- Matt Wilkerson updated SPOT and Cassie software.
- He relocated poster printers.
- He made wireless access open rather than by login and password.
- He and Chris responded to 91 help requests, a 32% increase from last February.
- 69,556 searches were performed on our catalog.
- Public Access computer sessions were down 4% from last February, wireless sessions were down 367%.
- Website visits were up 12%.

Local History

- Local History Archivist Becky Damptz spoke to the archives class at Millikin University on the 12th.
- She also met with Ellen Hearn of Decatur in Bloom to assist with the historical aspects fo the 2020 American in Bloom Challenge.
- She attended the Historic and Architectural Sites Commission meeting on the 20th.
- All historical Board minutes have now been scanned.
- Assists were up 1%
- Visits were down 34%.

Sincerely,

Rick Meyer

City Librarian



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

City Librarian's Report for January 2019

Administration

- In January I completed and submitted the 2019 Per Capita Grant Application.
- I called many state legislators and librarians in Central Illinois to recruit attendees for the 2019 ILA Legislative Breakfast. Recruiting of legislators went very well this year.
- On January 25 I met with City Council candidate Shavon Francis to tour the library and discuss with her the library needs and desires for the coming year.
- On January 12 the library was closed due to heavy snow and unsafe road conditions.
- On the 28th, Board President Mark Sorensen and I met with City Council candidate Marty Watkins for the same purpose. We also met with candidate Rodney Walker that evening.
- On the 31st I was interviewed by Patricia Lathrom for an upcoming article in Decatur Magazine.
- On the 29th I met with the ILA Awards Committee.
- On the 30th the library was closed due to severe cold.

Circulation

- The library had 21,756 visitors in January, a 1% decline from last January. The library was open two fewer days this year, due to weather conditions.
- Circulation of physical items was 22,661 an 8% decline. When the closures are accounted for, the decline is only 1%.
- Circulation of electronic items was 2915, up 21% from 2018. Weather closures, of course, have no impact on electronic circulation, unless, perhaps to raise that circulation.
- This makes total circulation 25,576 a 6% decline. When the two days of closure are accounted for and the electronic circulations are added in, total circulation is actually a 1% increase from last year.
- The number of checkouts by self-check increased by 4%. 46% of all physical items checked out were by self-check.
- The library lent 4583 items to other libraries (SHARE members and other), a 5% increase from last January. The library borrowed 3239 items from other libraries a 5% decrease.
- New patron registrations were up 7%.

Technical Services

- 1735 new items were added to the collection in January of 2019.
- 945 more items were ordered.
- 2250 items were withdrawn.
- A total of 2069 items were processed, including mended items.

- Division Head, Carol Ziese, attended the Future of Libraries Symposium at the ALA Mid-Winter Conference in Seattle, WA.
- Carol continued to head the Staff Recognition Committee.

Programs, Resources, and Services

- Alix Frazier, Kasey Steiling, Katie Eytchison, and Amanda Young continued to work on the upcoming Summer Reading Program Kickoff.
- READiculous appeared on WCIA's CI Living.
- Circulation of children's materials declined 6% from last January. Digital items are not included in this figure.
- Children's items (physical) accounted for 26% of the library's total circulation and 29% of the physical collection.
- Circulation of Young Adult items was down 21%. Digital items are not included in this figure.
- Young adult items accounted for 3% of the library's total circulation, and 3% of the physical collection.
- Circulation of adult items was down 8%. Digital items were not included in this figure.
- Adult items accounted for 60% of the library's total circulation, or 68% of the physical collection.
- Circulation of digital or electronic items increased 21%. Digital items accounted for 11% of the library's total circulation.
- Decatur Public Library saw a 2% increase in attendance at programs aimed at adults compared to last January.
- There was a 13% gain in attendance at programs aimed at children.
- Overall attendance at DPL programs was up 9%, 1619 attendees in January of 2018 and 1757 in 2019.
- Assists were up 4% in January.
- **Gale Courses: -91%**
- **Computer Classes (Robert Edwards): -100%**
- **Lynda.com: -80%**
- **Tutor.com: -50%**
- Niche Academy: = +26%
- Ancestry: + 160%
- AtoZ Databases: +138%
- **World Trade Press AtoZ Databases: - 91%**
- **Chilton Library: - 100%**
- **Newsbank: -22%**
- **Gale Databases: -66%**
- Novelist: +702%
- Total Database Use: +51%
- Library on the Go: +5%
- Hoopla: +74%
- Freading: +171%
- **TotalBoox: -82%**
- Kanopy: +808%
- Mango: + 100%
- Patron Reports: unknown

- Home Service: -62%

Systems Administration

- Matt Wilkerson continued to work with City of Decatur IT staff on fixing small issues with the phone system.
- He arranged for Heart Technologies to pick up all old equipment.
- He interviewed two people for Support Specialist position.
- He received training for new Epay system.
- He installed Microsoft Office 2019 on all Windows 10 computers.
- He responded to 82 help requests, an 8% increase from last January.
- 82,396 searches were performed on our catalog.
- Public Access computer sessions were down 14% from last January, wireless sessions were up 10%.
- Website visits were up 4%.

Local History

- Local History Library Assistant Leeann Grossman continued to work to make historical Board of Trustees minutes available online. Volunteer Dick Doris continued to digitize those items.
- Volunteer David Frahlman and Pat Riley began installing Black History Month.
- Archivist Becky Damptz attended the first meeting of IHLS Local History Forum.
- Assists were up 15%
- Visits were down 3%.

Sincerely,
Rick Meyer
City Librarian