



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, August 19, 2021

4:30 p.m.

Decatur Public Library

Children's Auditorium

- I. **Call to order** – Samantha Carroll
- II. **Consent Agenda (Approval of Agenda, Approval of July 15, 2021 Regular Meeting Minutes)**
(Action)
- III. **Swearing in of New Trustees Alana Banks, Shelli Brunner, and Anay Hunt**
- IV. **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.
- V. **Written Communications from the public**
- VI. **City Librarian's report** –Rick Meyer (Discussion)
- VII. **Division Head reports**—Becky Dampitz, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VIII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee-Samantha Carroll**
 - i. Personnel Update (Discussion)
 - ii. Diversity Committee (Discussion)
 - iii. FMLA Leave Expansion and Emergency Sick Leave (Action)
 - iv. Remote Work Policy (Discussion)
 - v. Asset Disposition Policy (Discussion)
 - vi. Gates Lab Policy (Action)
 - vii. Other (Discussion)
 - B. **Finance and Properties Committee (No Meeting)**
 - C. **Foundation (No Meeting)**
 - D. **Friend of the Library** – Samantha Carroll/Rick Meyer
 - i. August 13 Meeting (Discussion)

E. Committee Assignments - Discussion

F. Illinois Heartland Library System—Rick Meyer

- i. No report

IX. Old Business

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

X. New Business

- A. July 2021 Check Register (Action)
- B. 2021 Budget Report & Projection (Discussion)
- C. Other (Discussion)

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 15, 2021 Meeting

Minutes

Date: July 15, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

Present: Samantha Carroll

Sofia Xethalis

Michael Sexton

Karl Coleman

Kathleen Wrigley

Susan Avery

Absent:

Greg Zientara

Staff: Rick Meyer, City Librarian

Robert Edwards

Carol Ziese

Becky Dampitz

Alissa Henkel

Michelle Whitehead

Guests:

Call to Order:

Samantha Carroll called the meeting to order at 4:30 p.m.

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.

Consent Agenda (Approval of Agenda, Approval of June 17, 2021 Regular Meeting

Minutes (Action) Ms. Xethalis made a motion to move the Friends of the Library discussion up on the agenda if any of them attended the meeting and to approve the June 17, 2021 Board of Trustee meeting minutes, seconded by Mr. Sexton. The motion was adopted.

Written Communications from the Public: The Library received a FOIA request that is being fulfilled.

City Librarian's Report (Discussion)

Mr. Meyer presented actual, and projected changes in circulation materials from 2019, 2020, and 2021. Mr. Meyer also presented graphs to portray these changes and trends. Likely, by Fall, our projections will look better.

The Assistant City Librarian, Robert Edwards, is retiring on 7-30-21. Mr. Meyer thanked Mr. Edwards for 29 years of loyal hardworking service. There will be an open house for Mr. Edwards on 7-28-21 here at the library from 4-6 pm.

Mrs. Avery joined the meeting at 4:34pm

Mr. Coleman joined the meeting at 4:36.

Division Head Reports (Discussion)

Robert Edwards, Assistant City Librarian- Patrons are coming back in the building and are pleased we are open. The Library numbers are on the uptick. Curbside service is decreasing. Hot spots are increasing.

Becky Dampz, Head of Archives and Special Collections – Project Thinkwell is officially completed. The project generated 191 people coming through the Local History room. We are adding the Hibbs and Charlotte Meyer collections on Omeka. We have started planning for the Library's 150th anniversary in 4 years.

Alissa Henkel, Head of Programs, Resources & Services- Employee, Kasey Steiling, designed the Summer Reading program t-shirts this year. Currently, there are 907 kids in the Summer Reading program. Toys, puzzles, and trains are now out in the play area for children to use. Child size masks are also available for the kids. Babytalk is coming back to the Library in August and the family literacy program in September. The Readiculous program has not started back up yet. We partnered with the United Way and the Community Foundation to present the Dolly Parton Imagination Library, which gives kids who sign up a free book every month.

Matt Wilkerson, Systems Administrator – (Matt Wilkerson was not in attendance) Mr. Meyer stated that Matt is working on patron computers that have been freezing up. EBSCO discovery services are now live.

Carol Ziese, Head of Technical Services - Recently, I visited the Cleveland Public Library. It's a gorgeous building. They scan personal items for patrons. Technical Services are juggling the sporadic Baker and Taylor shipments. New materials are now going from box, to cart, to cataloger, which is more efficient. We are continuing the side projects of relabeling and reclassifying. The DPL request to provide a "My Library" button is going forward at Polaris's Idealab.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee (Discussion)

- a. Personnel Update (Discussion) Mr. Meyer will complete a reorganization and restructure in the next 60-90 days. Ms. Ziese will be interim Circulation

manager. The Library had 1 resignation from a half-time page, and a library assistant retired, which was filled in-house.

- b. Diversity Committee (Discussion) Ms. Carroll discussed the proposals we are going to present. Expecting to have more detail by next week. Mr. Edwards has been thinking about selecting a new Chair or Co-chair.
- c. Meeting Room Policy (Action) A recommendation was made to accept the meeting room policy with the suggested changes. Mr. Coleman made the motion to accept the meeting room policy as presented, seconded by Mr. Sexton. The motion was adopted.
- d. Interlibrary Loan Policy (Action) A recommendation was made to accept the changes as presented, Mr. Sexton made the motion, seconded by Mr. Coleman. The motion was adopted.

B. Finance and Properties Committee (No meeting)

C. Foundation (No meeting)

D. Friends of the Library

- a. July 8, Meeting (Discussion) – Mr. Meyer relayed that the Friends are having a book sale this Saturday, and a Labor Day book sale. They have been given a 90-day notice to relocate. Ms. Carroll will start assigning board members to attend a Friends meeting starting in September. The Friends voted to purchase \$100 in books in honor of Mr. Edwards.

E. Illinois Heartland Library System –

- a. Executive Council (Discussion) Mr. Meyer attended a Members Matter meeting today. They discussed federal money and the last Covid bill that included money for Illinois. The grant information was sent out yesterday and will be due by 8-15-21. There are a few areas that show promise. We need to see how many labor hours go into it and if it's sustainable.

Old Business

Board Opening (Discussion) We have 2 openings and 2 potential applicants. Rick will send the link to apply to the Board members.

Electronic Sign (Action) Rick is discussing the sign with City Manager Scot Wrighton, who suggested the Library combine efforts with the City. Ms. Xethalis made a motion to approve the electric sign, request the City to remove the tree blocking part of the sign, and then plant a new tree to replace it, seconded by Mr. Sexton. The motion was adopted.

Other

Jessica Hill, Social Worker, is partnering with national and local social workers regarding outreach programs. At this time, we have about 400 people at risk for homelessness.

New Business

June 2021 Check Register (Action) A discussion was held about the EBSCO fee. Ms. Carroll recommended that the board approve the June 2021 check register, Mr. Sexton seconded the motion. The motion was adopted.

2021 Budget Report & Projection (Discussion)

Mr. Meyer stated the projections are on track. A discussion was held about the monthly disbursements.

Friends of the Library Relocation (Discussion)

Mr. Meyer said this relocation has been in the works for several years. Mr. Wrighton has met and presented options to the Friends president. The lease indicates the Friends space is clearly our space. We pay rent to the City on that space. The City owns the building. Mr. Meyer will follow up on a reduction in rental costs.

Other

A constituent reached out to Mr. Coleman with a file cabinet food pantry idea that would serve the City of Decatur. Rick will follow up with the Bloomington Library on how they run their program.

Mr. Meyer mentioned that Tabitha Bilyeau is teaching beginning computer classes.

Mr. Meyer stated that the Covid related sick leave expired in June, however, that was extended that until now. A discussion was held on whether or not to extend that further and to create a work from home policy.

Adjournment

Ms. Carroll requested a motion for adjournment at 5:51 p.m. Ms. Xethalis made the motion to adjourn, seconded by Mr. Sexton. The motion was adopted.

Scribe,

Michelle Whitehead, Administrative Secretary



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City Librarian's Report for July 2021

Administration

- Running this from last month for the sake of the new Trustees:
- The news that matters most is that Robert Edwards retired from Decatur Public Library as of July 30. Robert will be taking a position at a library out of state. Robert, at one time or another in the last 29 years has done most of the jobs at DPL. He was with the library during the move to this building. He's supervised at least two programs, been assistant (not to mention interim) director, served on and chaired numerous committees at the library and the consortia levels, written and managed several successful grants, and led many major projects to completion. Robert has taught me many things and I am grateful for his steadying, loyal presence. He will be missed. But for this report I want to focus on the positive, and in that vein, I have to say I'm very happy for **him**—on both the personal and career aspects of this move he is making. This is not the forum for the personal part—but professionally this looks like a great fit for Robert and the library he is going to—one that utilizes his unique skillset and looks like there should be a fun major project to work on. All good things to you, friend. On behalf of Decatur Public Library, we are grateful to you.
- On the 8th the United Way and the Macon County Community Foundation partnered to kick off the Dolly Parton Imagination Library Project. This initiative will get thousands of free books into the hands of kids in Decatur. The event was limited in size, and Mayor Moore Wolfe read a story to the children in attendance.
- On the same day, State Senator Doris Turner visited Decatur Public Library for a tour, along with her two beautiful granddaughters. Board President Samantha Carroll and Trustee Karl Coleman. It was a great visit and we were honored to have her in attendance.
- On the 9th the Library accepted the Best Use of Flowers Award from Keep Decatur Beautiful. We invited the Master Gardeners and the Garden Club of Decatur to attend the award ceremony as they are the ones who do the work. The prizes were an office chair from Striglos which was used to replace a recently broken one and 12 free Papa Murphy's Take and Bake Pizzas which we gave to the Garden Club who will in turn donate to Dove.
- On the 13th and 14th I attended the Annual meeting of the Illinois Library Association Executive Board and the committee orientation meeting.
- FOIA Officer fulfilled one request totaling approximately 1500 pages.
- I attended several meetings with Friends of the Library Board of Directors and City Staff to work on a plan for the Friends relocation.

Circulation

- **Please see statistical spreadsheet/charts.**
- Robert Edwards and Carol Ziese worked together to plan the transition of leadership from Robert to Carol on an interim basis.
- Patti Freitag and Nancy Rostek continue to serve on the Staff Recognition Committee. They and

the rest of the committee planned and executed a very nice retirement party for Robert.

- Curbside pickup continued to decline.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve on the SHARE Executive Council and Bibliographic Standards Committee.
- Carol continued to head the Staff Recognition Committee.
- One staff member continues to work remotely. A plan for her to begin to work in the building again was developed.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Kristie Smith Nikitin was promoted to Full-Time Library Assistant on the 2nd.
- John Schirle is updating and adding more themed book lists and adding QR codes which seemed to have made a comeback.
- Susan Bishop has taken over the position of facilitator for the Rebecca Caudill Discussion Group permanently.
- Tabitha Bilyeu is morphing Spice Club into a Cook Book Club next year in collaboration with local chefs and an event at Murphy & Co.
- Kasey Steiling is working on a *Take, Make, & Donate!* program for YA and Adult.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson installed the Windows PrinterNightmare patch. It caused receipt printer problems for Cassie, but corrective patches since have been released.
- The printing payment machine became inoperable and Matt worked with the vendor to resolve.
- Update on Patron computers freezing.: From Deep Freeze “I apologize for the delay in answering you. We have escalated this issue and the developers have reviewed your data and are working on a solution to this issue. Once we have a resolution to this problem, we will let you know as soon as possible.”
- Matt updated OPNSense firewall to its most recent version, 21.7.
- Always worth mentioning that Matt and Chris Nihiser both take on a huge workload *and* provide great internal customer service to the rest of the staff on a daily basis.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- The Project Thinkwell camp ended this month. Their last day using the Local History Room was July 7th. Through the LHR, the campers learned how to use the Herald & Review archives for research, and about some of the industries that were in Decatur.
- Leeann Grossman finished adding the Hibbs Collection to Omeka. She will start on the Charlotte Meyer Collection in August.

- Gary Geisler and Bruce Nims presented on the W. Main Texaco Station on July 20th via Zoom. There were 18 attendants. The presentation was recorded and posted on YouTube for people to watch. Gary's next presentation will be in September on the Decatur Fire Department.
- Becky Dampitz met with Paula Cross from Looking for Lincoln about the Illinois Freedom Project exhibit coming in September. The exhibit will be set up on August 31st, and stay on display until October 1st. It will be located in the area around Large Print and DVDs.
- Jim Wilkerson filmed in the library for a promotional video for the Heritage Network group on July 23rd. The video will be around 4 minutes long, and our section may only be 15-30 seconds.
- Becky worked on a large research project on downtown urban renewal for a patron this month. The project included information on the Civic Center, Landmark Mall, and the Barton-Aschman study of 1970.

Sincerely,

Rick Meyer

City Librarian



FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under Employer's other leave policies such the Family Medical Leave Act policy and/or the General Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave¹

Employee Eligibility

All employees who have been employed with Decatur Public Library for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period. (FMLA employers only).

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).



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For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee **may** use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The Organization will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Library Administration. If the employee does not continue these pre-arranged benefit payments, the Organization may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees **will** accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Library Administration as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of Decatur Public Library Administration and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

² Generally, an employee who takes Emergency FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. If the position the employee held before leave started no longer exists due to economic conditions or operational changes that are made because of the public health emergency, and no equivalent position is available, the employee will not be returned to employment. However, for the period of one year after qualifying leave under this policy ends, the Organization will make reasonable efforts to contact the employee if an equivalent position becomes available.



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The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee **must** use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;



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- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the Organization. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Organization, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

Approved by the Decatur Public Library Board of Trustees
June 18, 2020

Policy extended through June 30, 2021 by Board of Trustees
January 21, 2021



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STATEMENT OF POLICY FOR USE OF THE GATES FOUNDATION COMPUTER LAB

1. The Decatur Public Library welcomes the use of the Gates Computer Lab by organizations engaged in religious, charitable, scientific, literary, or educational activities.
2. The library's Internet policy applies to all users of the Gates Computer Lab.
3. Requests for use of the Gates Computer Lab must be made at least one week but not more than one year prior to the meeting date. The request should be submitted on the form provided by the Library. The Gates Computer Lab can be booked tentatively by phone, but the completed application must be received within three (3) working days.
4. The Gates Computer Lab is normally available at all hours the library is open, up until 15 minutes before close.
5. The Gates Computer Lab can be booked for up to four hours. Seating capacity in the Lab is twelve plus a trainer.
6. Organizations may use the Gates Computer Lab as many as twelve times per calendar year.
7. The Library is not responsible for personal belongings left in the Lab.
8. Free on-site parking is available. Participants are encouraged to park in the back of the lot so as not to inconvenience library patrons.
9. Any organization not abiding by the regulations and policies governing the use of the Gates Computer Lab and the library's Internet policy may lose their privileges of use in the future.
10. Any software/hardware changes must be approved & executed by library staff.

**Approved by the Decatur Public Library Board of Trustees
May 18, 2015**

Revised by the Board of Trustees August 16, 2018

APPLICATION FOR USE OF THE GATES COMPUTER LAB

Name of Organization _____

Contact Person _____

Address _____

Phone _____ (home) _____ (business) _____ (fax)

Email address _____

Date room desired _____

Time _____ a.m./p.m. to _____ a.m./ p.m. Meeting starts at _____ a.m./p.m.

Purpose of meeting _____

Expected attendance _____

In the event of a library building emergency or a weather related emergency, meetings may be cancelled.

Use of the Gates Computer Lab does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

Organizations using the Gates Computer Lab must comply with all applicable state and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.

Library staff will not take or deliver messages for attendees.

I have read and understand the policy use statement. I also declare that I/the organization will be responsible to the Decatur Public Library for any damage to Library property incurred during or in connection with this meeting.

date of application

signature

Approved by _____

**PLEASE RETURN THIS FORM TO LIBRARY ADMINISTRATION
FAX (217) 233-4071**

JULY 2021 CHECK REGISTER

CHECK NO.	Date	VENDOR	AMOUNT	ITEM DESCRIPTION	ACCT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	7.59	BOOKS AND ENTERTAINMENT 2021	35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	8.97		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	9.66		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	10.26		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	12.06		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	13.53		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	16.56		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	17.13		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	21.78		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	23.16		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	25.83		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	25.95		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	28.35		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	46.23		35593512 - 434500	OFFICE SUPPLIES
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	187.69		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	215.55		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	274.34		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	276.55		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	298.10		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	311.72		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	325.95	BOOKS AND ENTERTAINMENT 2021	35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	355.17		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	366.52		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	405.99		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	456.08		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	544.17		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	604.73		35593515 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	903.27		35593515 - 458000	BOOKS & PERIODICALS
141806	7/6/2021 12:00:00 AM	CHAMBER OF COMMERCE	275.00	MEMBERSHIP DUES BUSINESS INVESTOR (FY21/22)	35593512 - 428400	MEMBERSHIP FEES
141832	7/6/2021 12:00:00 AM	GE MONEY BANK/AMAZON	682.14	ACCT 6045 7817 0018 8641	35593512 - 433020	OTHER LIBRARY GRANT EXPENSE
141832	7/6/2021 12:00:00 AM	GE MONEY BANK/AMAZON	400.37		35593512 - 434500	OFFICE SUPPLIES

CHECK NO.	Date	VENDOR	AMOUNT	ITEM DESCRIPTION	ACCT #	ACCOUNT DESCRIPTION
141832	7/6/2021 12:00:00 AM	GE MONEY BANK/AMAZON	280.46		35593512 - 449900	SMALL CAPITAL ITEMS
141832	7/6/2021 12:00:00 AM	GE MONEY BANK/AMAZON	228.20		35593515 - 458000	BOOKS & PERIODICALS
141839	7/6/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	1,050.00	CONSULTING 6/21/21-7/2/21	35593512 - 433020	OTHER LIBRARY GRANT EXPENSE
141843	7/6/2021 12:00:00 AM	LIBRARY IDEAS, LLC	41.95	VOX BOOK FOR JUVENILE	35593515 - 458000	BOOKS & PERIODICALS
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	2.40	AV MATERIALS AND HOPLA	35593512 - 434500	OFFICE SUPPLIES
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	5.01		35593512 - 434500	OFFICE SUPPLIES
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	6.26		35593512 - 434500	OFFICE SUPPLIES
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	9.80		35593512 - 434500	OFFICE SUPPLIES
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	13.57		35593512 - 434500	OFFICE SUPPLIES
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	24.64	AV MATERIALS AND HOPLA	35593512 - 434500	OFFICE SUPPLIES
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	30.06		35593512 - 434500	OFFICE SUPPLIES
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	16.49		35593515 - 458000	BOOKS & PERIODICALS
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	28.48		35593515 - 458000	BOOKS & PERIODICALS
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	34.99		35593515 - 458000	BOOKS & PERIODICALS
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	48.73		35593515 - 458000	BOOKS & PERIODICALS
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	62.95		35593515 - 458000	BOOKS & PERIODICALS
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	114.69		35593515 - 458000	BOOKS & PERIODICALS
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	132.67		35593515 - 458000	BOOKS & PERIODICALS
141852	7/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	149.17		35593515 - 458000	BOOKS & PERIODICALS
141859	7/6/2021 12:00:00 AM	OVERDRIVE	3,000.00	DEPOSIT ON ACCOUNT FOR CONTENT PURCHASES	35593515 - 458000	BOOKS & PERIODICALS
141866	7/6/2021 12:00:00 AM	SAM'S CLUB	21.46	ACCT 6046 0020 3106 9064	35593512 - 433020	OTHER LIBRARY GRANT EXPENSE
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	3.36	BOOKS AND ENTERTAINMENT 2021	35593512 - 434500	OFFICE SUPPLIES
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	7.50		35593512 - 434500	OFFICE SUPPLIES
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	8.70		35593512 - 434500	OFFICE SUPPLIES
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	9.39		35593512 - 434500	OFFICE SUPPLIES
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	9.66		35593512 - 434500	OFFICE SUPPLIES
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	13.44		35593512 - 434500	OFFICE SUPPLIES
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	36.39		35593512 - 434500	OFFICE SUPPLIES
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	22.23		35593515 - 458000	BOOKS & PERIODICALS
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	58.67	BOOKS AND ENTERTAINMENT 2021	35593515 - 458000	BOOKS & PERIODICALS
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	154.11		35593515 - 458000	BOOKS & PERIODICALS
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	186.84		35593515 - 458000	BOOKS & PERIODICALS

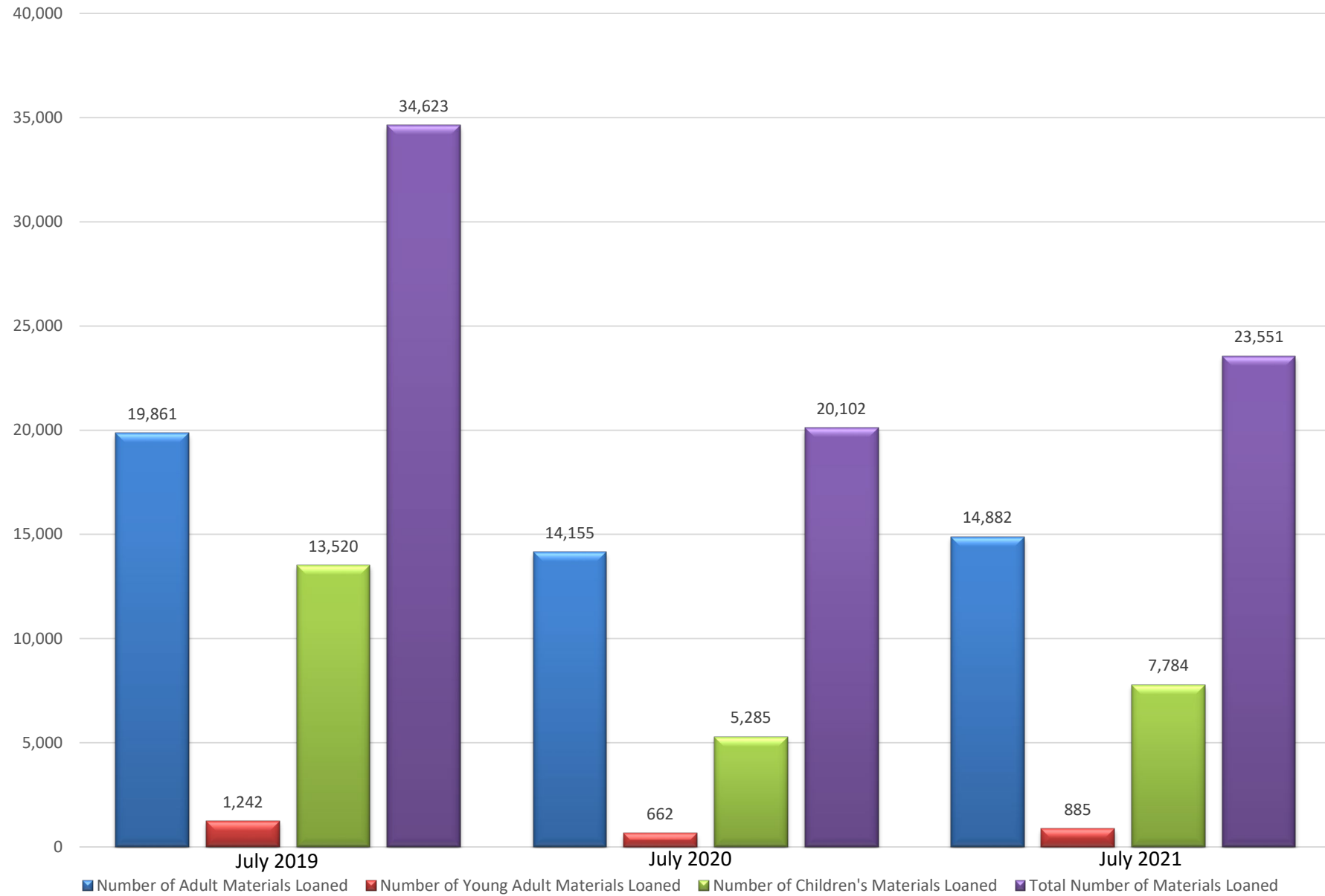
CHECK NO.	Date	VENDOR	AMOUNT	ITEM DESCRIPTION	ACCT #	ACCOUNT DESCRIPTION
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	249.92		35593515 - 458000	BOOKS & PERIODICALS
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	284.99		35593515 - 458000	BOOKS & PERIODICALS
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	295.75		35593515 - 458000	BOOKS & PERIODICALS
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	744.57		35593515 - 458000	BOOKS & PERIODICALS
141924	7/13/2021 12:00:00 AM	EDWARDS, ROBERT	6.00	REIMBURSE FOR 2 REPLACEMENT KEYS FROM ATLAS LOCK	35593512 - 434500	OFFICE SUPPLIES
141949	7/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	64.98	AV MATERIALS AND HOOPLA	35593515 - 458000	BOOKS & PERIODICALS
141954	7/13/2021 12:00:00 AM	NCI BUSINESS SYSTEMS	39.75	NCI-ANNUAL PO FOR DUPLICATOR-2	35593512 - 421300	SERV-OFFICE EQUIPMENT
141957	7/13/2021 12:00:00 AM	PAETEC	50.29	ACCT 633318933001	35593512 - 423300	TELEPHONE
141957	7/13/2021 12:00:00 AM	PAETEC	90.32	ACCT 633292627001	35593512 - 423300	TELEPHONE
141980	7/13/2021 12:00:00 AM	WATTS COPY SYSTEMS	891.24	WATT COPY SYSTEMS SERVICES	35593512 - 421300	SERV-OFFICE EQUIPMENT
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	0.69	BOOKS AND ENTERTAINMENT 2021	35593512 - 434500	OFFICE SUPPLIES
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	1.38		35593512 - 434500	OFFICE SUPPLIES
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	4.83		35593512 - 434500	OFFICE SUPPLIES
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	7.59		35593512 - 434500	OFFICE SUPPLIES
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	11.73		35593512 - 434500	OFFICE SUPPLIES
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	31.05		35593512 - 434500	OFFICE SUPPLIES
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	15.29		35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	18.31	BOOKS AND ENTERTAINMENT 2021	35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	107.14		35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	109.86		35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	113.01		35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	128.27		35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	130.19		35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	179.11		35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	502.90		35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	518.59		35593515 - 458000	BOOKS & PERIODICALS
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	892.80		35593515 - 458000	BOOKS & PERIODICALS
141996	7/20/2021 12:00:00 AM	BIBLIOTHECA, LLC	3,029.23	SELFCHECK/RFID WORKSTATION SOFTWARE	35593512 - 421300	SERV-OFFICE EQUIPMENT
142001	7/20/2021 12:00:00 AM	CHICAGO DISTRIBUTION CENTER	29.27	POSTER	35593512 - 434500	OFFICE SUPPLIES
142008	7/20/2021 12:00:00 AM	COMMERCIAL MAIL SERVICES	202.11	JUNE 16 - JUNE 30'21	35593512 - 424500	POSTAGE
142008	7/20/2021 12:00:00 AM	COMMERCIAL MAIL SERVICES	203.70	JULY 1 - JULY 15'21	35593512 - 424500	POSTAGE

CHECK NO.	Date	VENDOR	AMOUNT	ITEM DESCRIPTION	ACCT #	ACCOUNT DESCRIPTION
142058	7/20/2021 12:00:00 AM	MAVERICK MARKETING	96.00	STAFF TEES FOR SRP	35593512 - 433020	THER LIBRARY GRANT EXPENSE
142058	7/20/2021 12:00:00 AM	MAVERICK MARKETING	695.00	CHILDREN'S DEPT T-SHIRT/PRIZES	35593512 - 433020	THER LIBRARY GRANT EXPENSE
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA	35593512 - 434500	OFFICE SUPPLIES
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	3.45		35593512 - 434500	OFFICE SUPPLIES
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	4.60		35593512 - 434500	OFFICE SUPPLIES
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	32.36		35593512 - 434500	OFFICE SUPPLIES
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	36.01	AV MATERIALS AND HOOPLA	35593512 - 434500	OFFICE SUPPLIES
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	70.88		35593512 - 434500	OFFICE SUPPLIES
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	4.49		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	7.49		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	18.74		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	20.24		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	34.47		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	39.99		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	91.46		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	134.17		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	164.14		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	369.90		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	399.57		35593515 - 458000	BOOKS & PERIODICALS
142063	7/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	503.88		35593515 - 458000	BOOKS & PERIODICALS
142070	7/20/2021 12:00:00 AM	MT ZION DISTRICT LIBRARY	34.00	LOST/DAMAGED BOOK	35593515 - 458100	LOST OR DAMAGED BOOKS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	4.14	BOOKS AND ENTERTAINMENT 2021	35593512 - 434500	OFFICE SUPPLIES
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	7.59		35593512 - 434500	OFFICE SUPPLIES
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	19.62		35593512 - 434500	OFFICE SUPPLIES
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	20.70		35593512 - 434500	OFFICE SUPPLIES
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	23.46		35593512 - 434500	OFFICE SUPPLIES
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	41.52	BOOKS AND ENTERTAINMENT 2021	35593512 - 434500	OFFICE SUPPLIES
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	46.05		35593512 - 434500	OFFICE SUPPLIES
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	46.11		35593512 - 434500	OFFICE SUPPLIES
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	55.08		35593512 - 434500	OFFICE SUPPLIES
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	22.91		35593515 - 458000	BOOKS & PERIODICALS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	64.62		35593515 - 458000	BOOKS & PERIODICALS

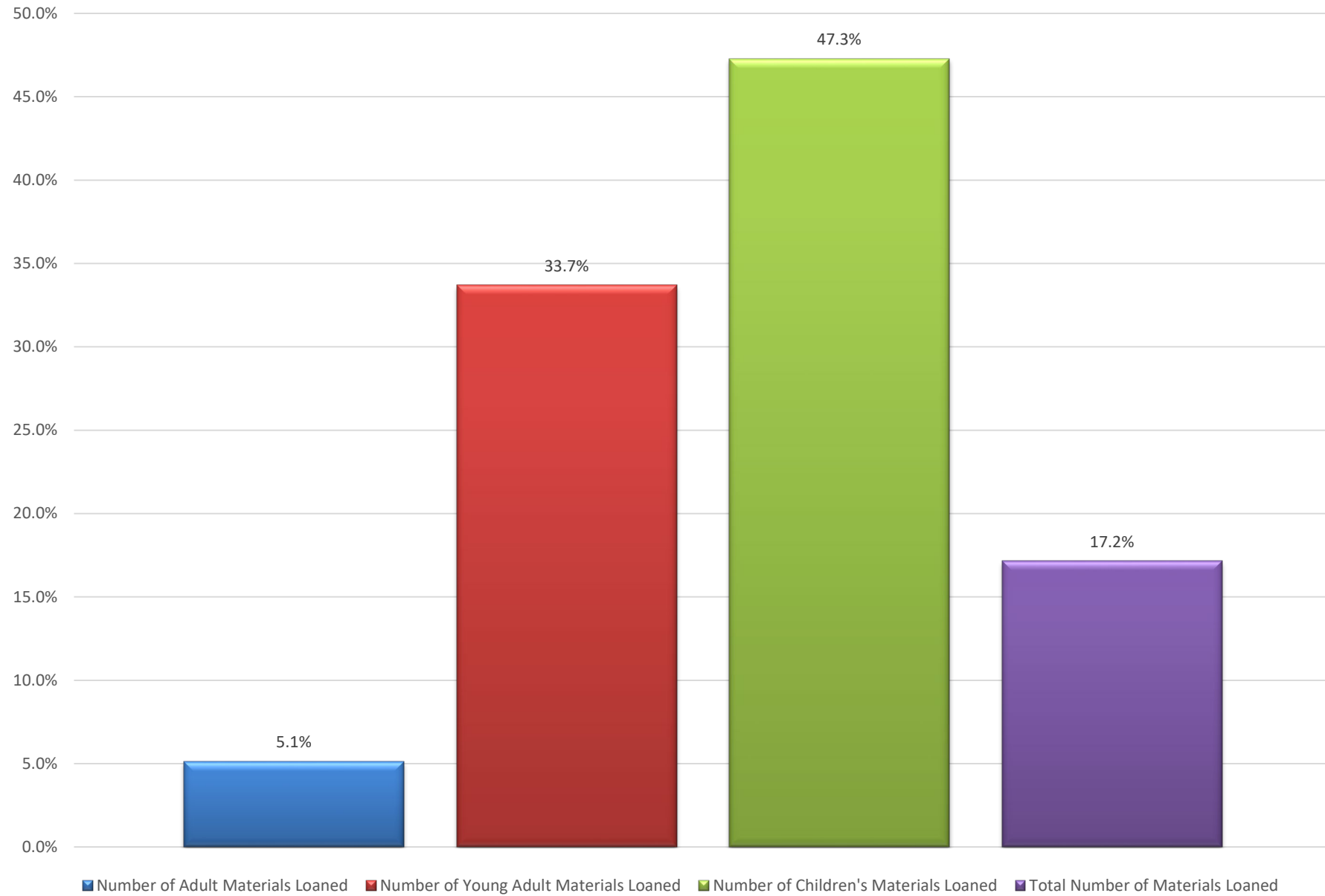
CHECK NO.	Date	VENDOR	AMOUNT	ITEM DESCRIPTION	ACCT #	ACCOUNT DESCRIPTION
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	199.86		35593515 - 458000	BOOKS & PERIODICALS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	363.57		35593515 - 458000	BOOKS & PERIODICALS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	568.85		35593515 - 458000	BOOKS & PERIODICALS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	570.70		35593515 - 458000	BOOKS & PERIODICALS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	748.39		35593515 - 458000	BOOKS & PERIODICALS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	754.86		35593515 - 458000	BOOKS & PERIODICALS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	878.36		35593515 - 458000	BOOKS & PERIODICALS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	896.54		35593515 - 458000	BOOKS & PERIODICALS
142130	7/27/2021 12:00:00 AM	BRIGHTON MEMORIAL LIBRARY DISTRICT	14.99	LOST OR DAMAGED MATERIALS	35593515 - 458100	LOST OR DAMAGED BOOKS
142136	7/27/2021 12:00:00 AM	CALL ONE	741.33	ACCT 1212890	35593512 - 423300	TELEPHONE
142139	7/27/2021 12:00:00 AM	CHATHAM AREA PUBLIC LIBRARY	27.00	LOST OR DAMAGED MATERIALS	35593515 - 458100	LOST OR DAMAGED BOOKS
142162	7/27/2021 12:00:00 AM	FORSYTH PUBLIC LIBRARY	42.39		35593515 - 458100	LOST OR DAMAGED BOOKS
142174	7/27/2021 12:00:00 AM	ILLINOIS HEARTLAND LIBRARY SYSTEM	127.50	SHARE BIBLIOGRAPHIC SERVICE FEES 7'21-6'22	35593512 - 428400	MEMBERSHIP FEES
142174	7/27/2021 12:00:00 AM	ILLINOIS HEARTLAND LIBRARY SYSTEM	46,390.86	SHARE MEMBERSHIP FEE 7'21-6'22	35593512 - 428400	MEMBERSHIP FEES
142178	7/27/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	721.25	JULY 19 - JULY 23'21	35593512 - 433020	THER LIBRARY GRANT EXPENSE
142178	7/27/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	1,481.00	INDEPENDENT CONTRACTOR WK 7/6-7/16'21	35593512 - 433020	THER LIBRARY GRANT EXPENSE
142179	7/27/2021 12:00:00 AM	JONES & THOMAS	300.00	ANNUAL SOFTWARE RENEWAL	35593512 - 428000	PROFESSIONAL SERVICES
142179	7/27/2021 12:00:00 AM	JONES & THOMAS	400.00	WEB SERVICE	35593512 - 428000	PROFESSIONAL SERVICES
142180	7/27/2021 12:00:00 AM	KANOPY	273.00	LIBRARY STREAMING SERVICE	35593515 - 458000	BOOKS & PERIODICALS
142190	7/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	2.30	AV MATERIALS AND HOOPLA	35593512 - 434500	OFFICE SUPPLIES
142190	7/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	5.01		35593512 - 434500	OFFICE SUPPLIES
142190	7/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	38.95		35593512 - 434500	OFFICE SUPPLIES
142190	7/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	12.74		35593515 - 458000	BOOKS & PERIODICALS
142190	7/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	17.23		35593515 - 458000	BOOKS & PERIODICALS
142190	7/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	278.08		35593515 - 458000	BOOKS & PERIODICALS
142190	7/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	2,377.50		35593515 - 458000	BOOKS & PERIODICALS
142191	7/27/2021 12:00:00 AM	MISSISSIPPI VALLEY PUBLIC LIBRARY DIST	15.00	LOST OR DAMAGED MATERIALS	35593515 - 458100	LOST OR DAMAGED BOOKS
923004699	7/13/2021 12:00:00 AM	REGIONS/CREDIT CARD	125.00	ACCT 3978	35593512 - 424100	CONFERENCES & TRAVEL
923004699	7/13/2021 12:00:00 AM	REGIONS/CREDIT CARD	75.00		35593512 - 433020	THER LIBRARY GRANT EXPENSE
			Total 83,478.58			

CHECK NO.	Date	VENDOR	AMOUNT	ITEM DESCRIPTION	ACCT #	ACCOUNT DESCRIPTION
59 LIBRARY TRUST FUNDS						
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	35.05	BOOKS AND ENTERTAINMENT 2021	59595942 - 458000	BOOKS & PERIODICALS
141797	7/6/2021 12:00:00 AM	BAKER & TAYLOR CO	139.91		59595942 - 458000	BOOKS & PERIODICALS
141865	7/6/2021 12:00:00 AM	ROCKFORD MAP PUBLISHERS, INC.	74.70	PLATT BOOK FOR LOCAL HISTORY PLUS SHIPPING	59595922 - 458000	BOOK AND PERIODICALS
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	17.22	BOOKS AND ENTERTAINMENT 2021	59595942 - 458000	BOOKS & PERIODICALS
141899	7/13/2021 12:00:00 AM	BAKER & TAYLOR CO	109.40	BOOKS AND ENTERTAINMENT 2021	59595942 - 458000	BOOKS & PERIODICALS
141930	7/13/2021 12:00:00 AM	GAYLORD BROS.	613.38	FILE FOLDERS/PLASTIC PAPER CLIPS	59595922 - 431600	ARCHIVAL SUPPLIES
141992	7/20/2021 12:00:00 AM	BAKER & TAYLOR CO	29.04	BOOKS AND ENTERTAINMENT 2021	59595942 - 458000	BOOKS & PERIODICALS
142119	7/27/2021 12:00:00 AM	BAKER & TAYLOR CO	18.45		59595942 - 458000	BOOKS & PERIODICALS
			Total			
			1,037.15			
			Warrant Total			
			84,515.73			

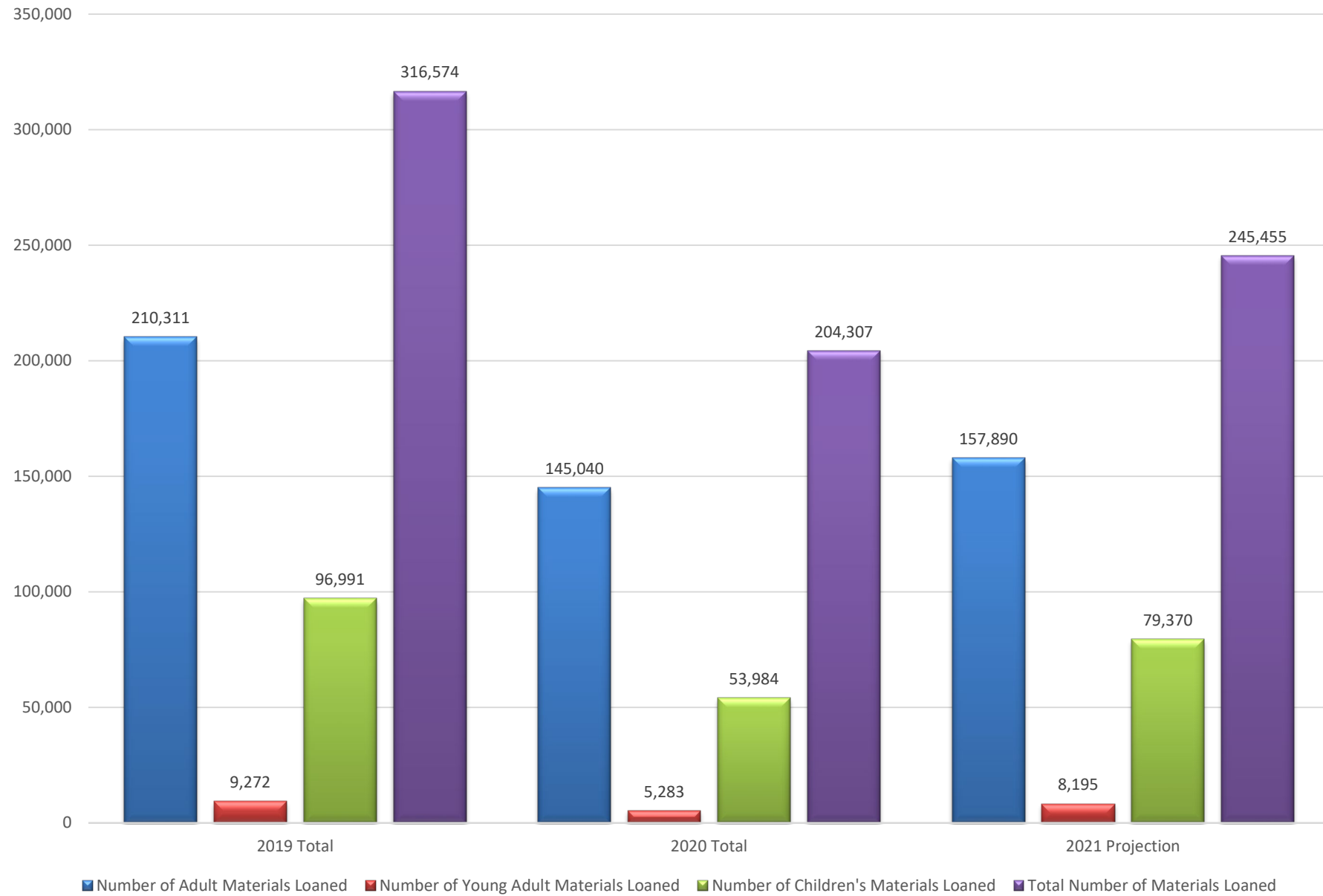
July Circulation by Target Audience



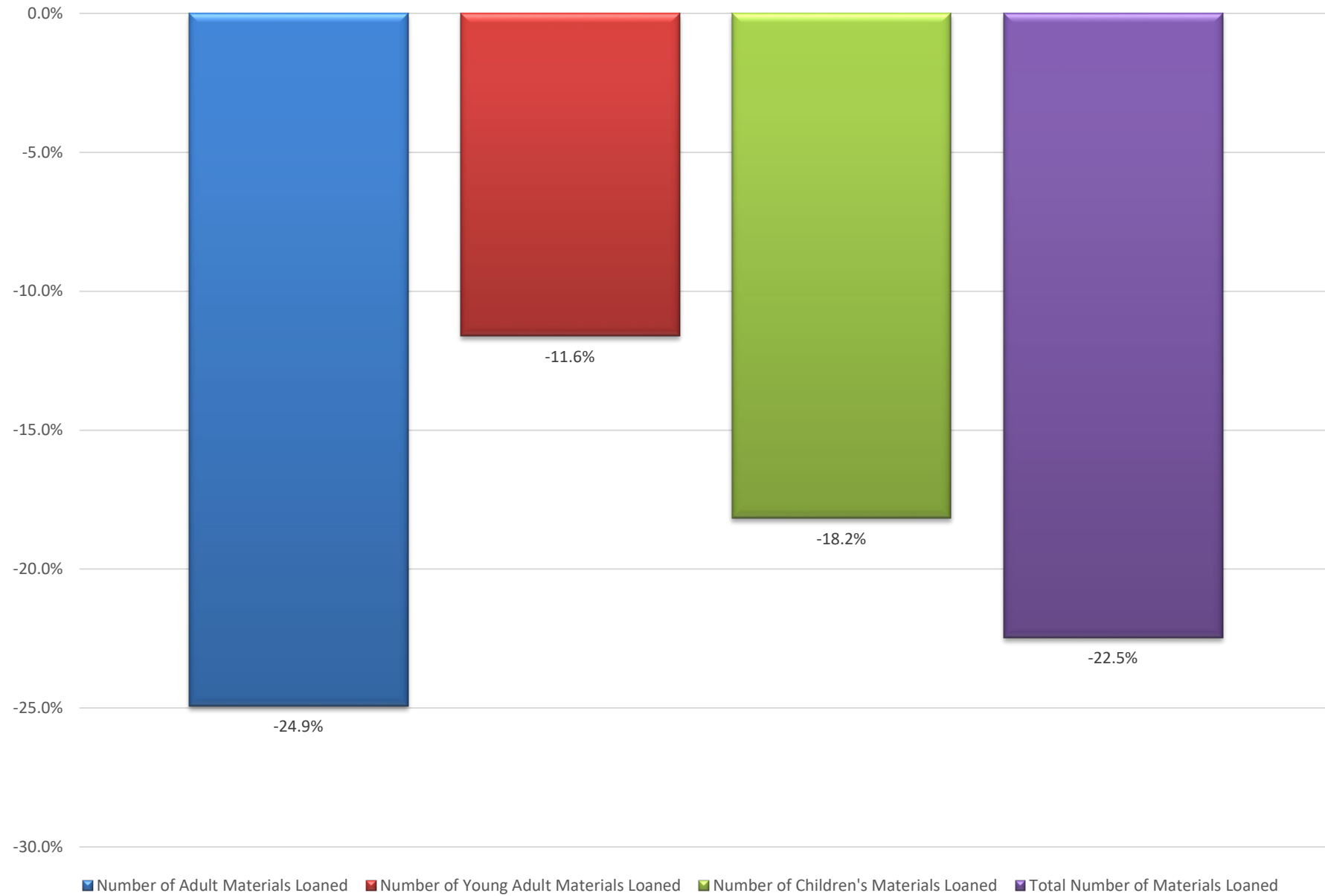
% Change From 2020



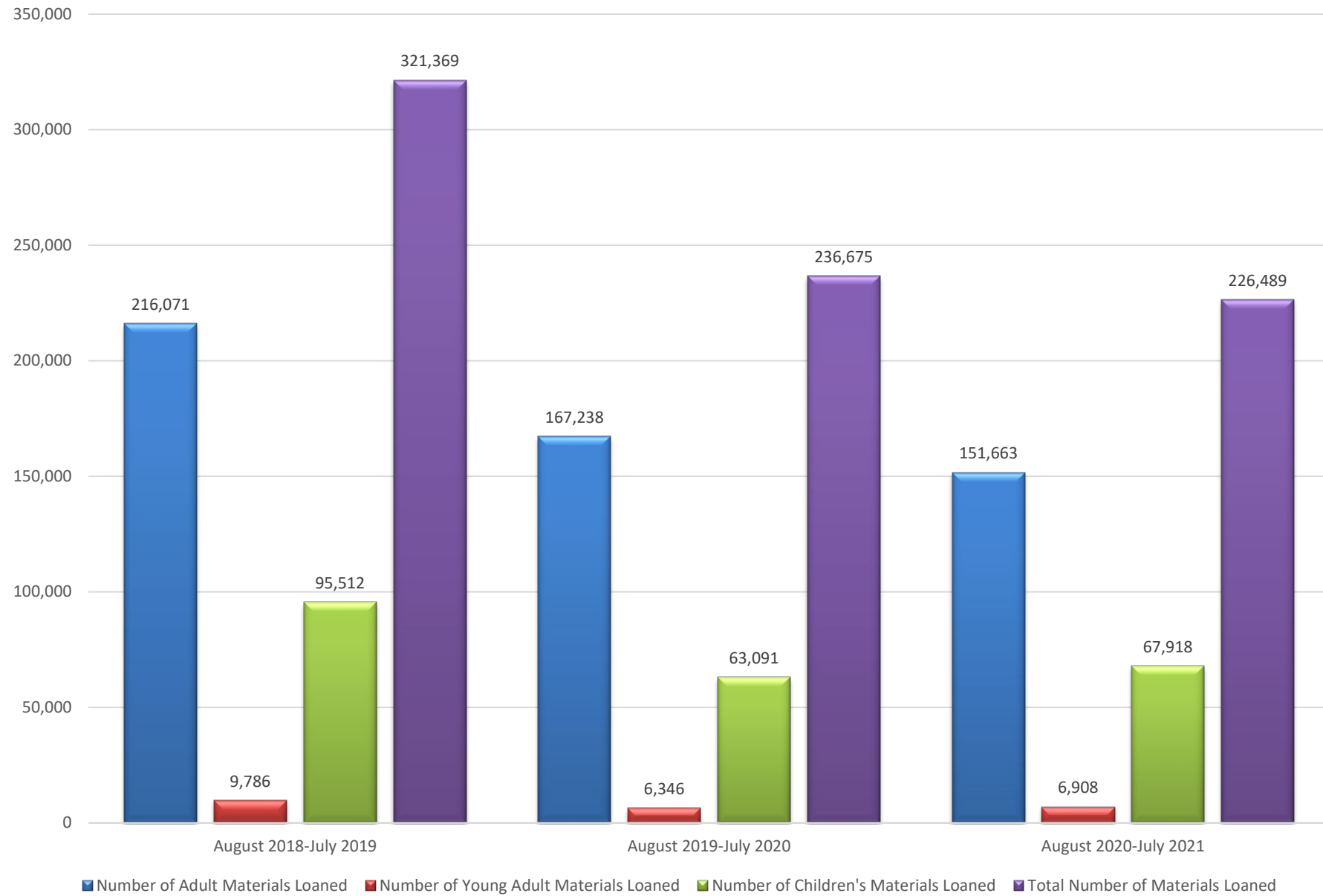
2019 Actual, 2020 Actual, 2021 Projection



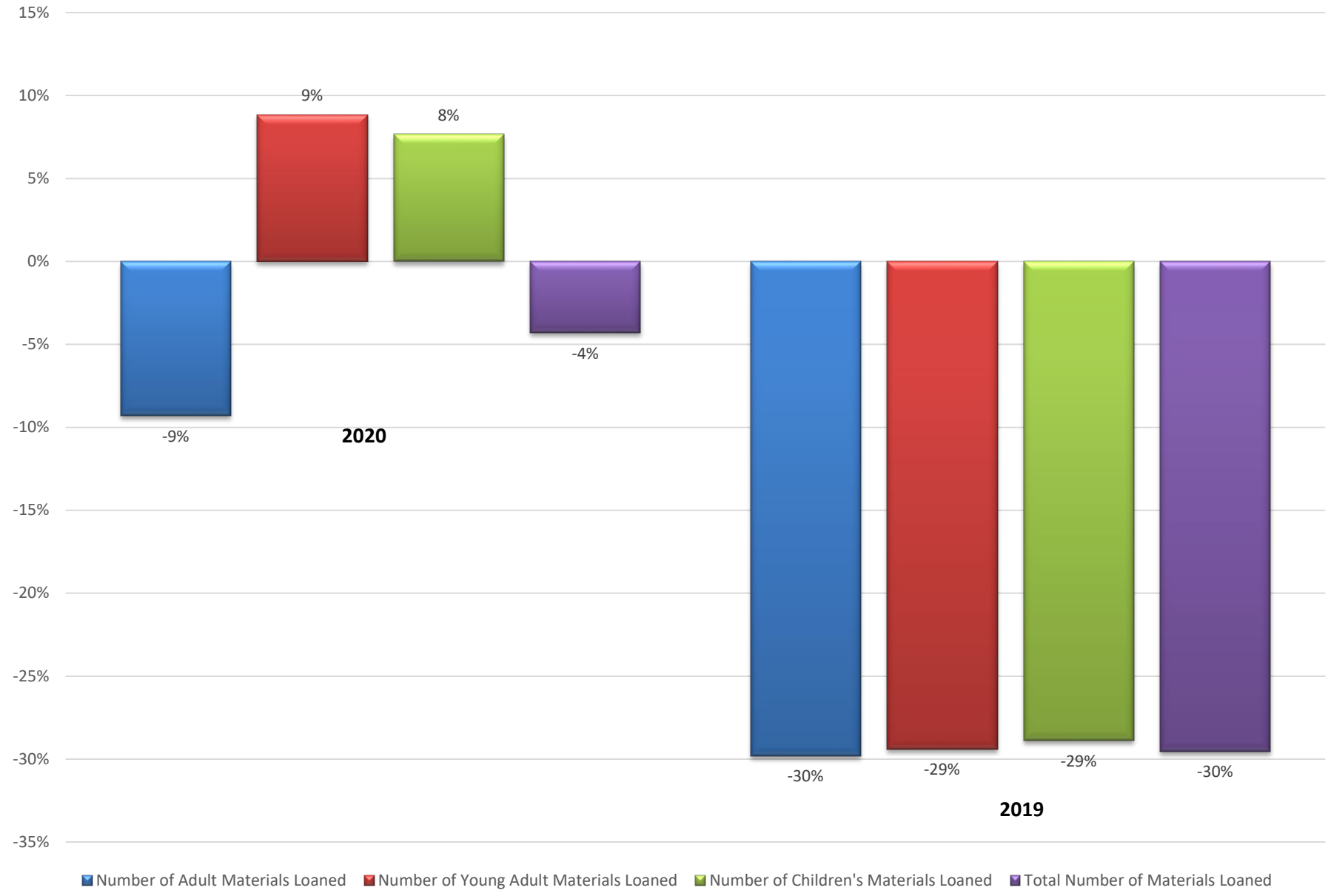
Projected Change From 2019



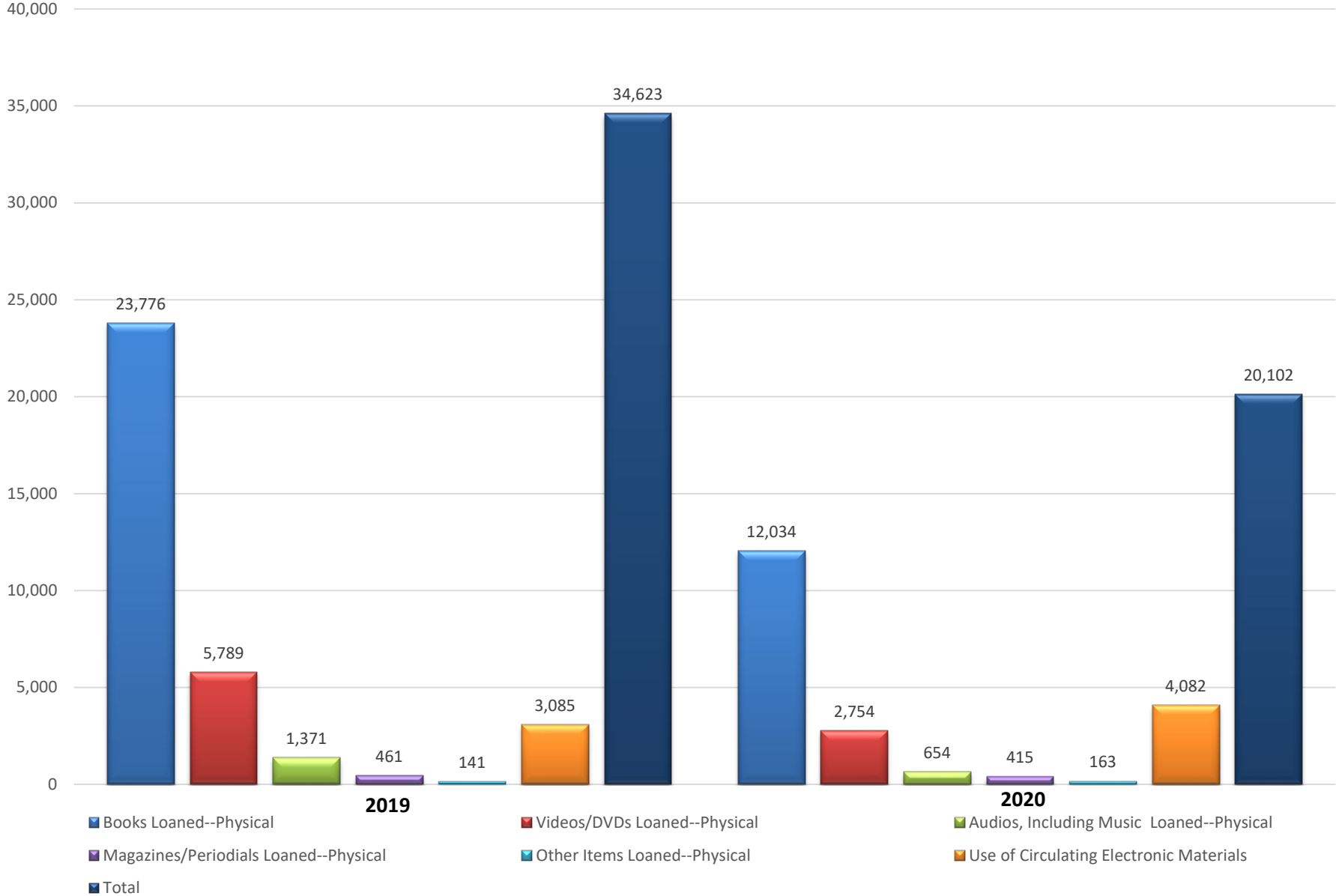
Twelve-month Rolling Trend



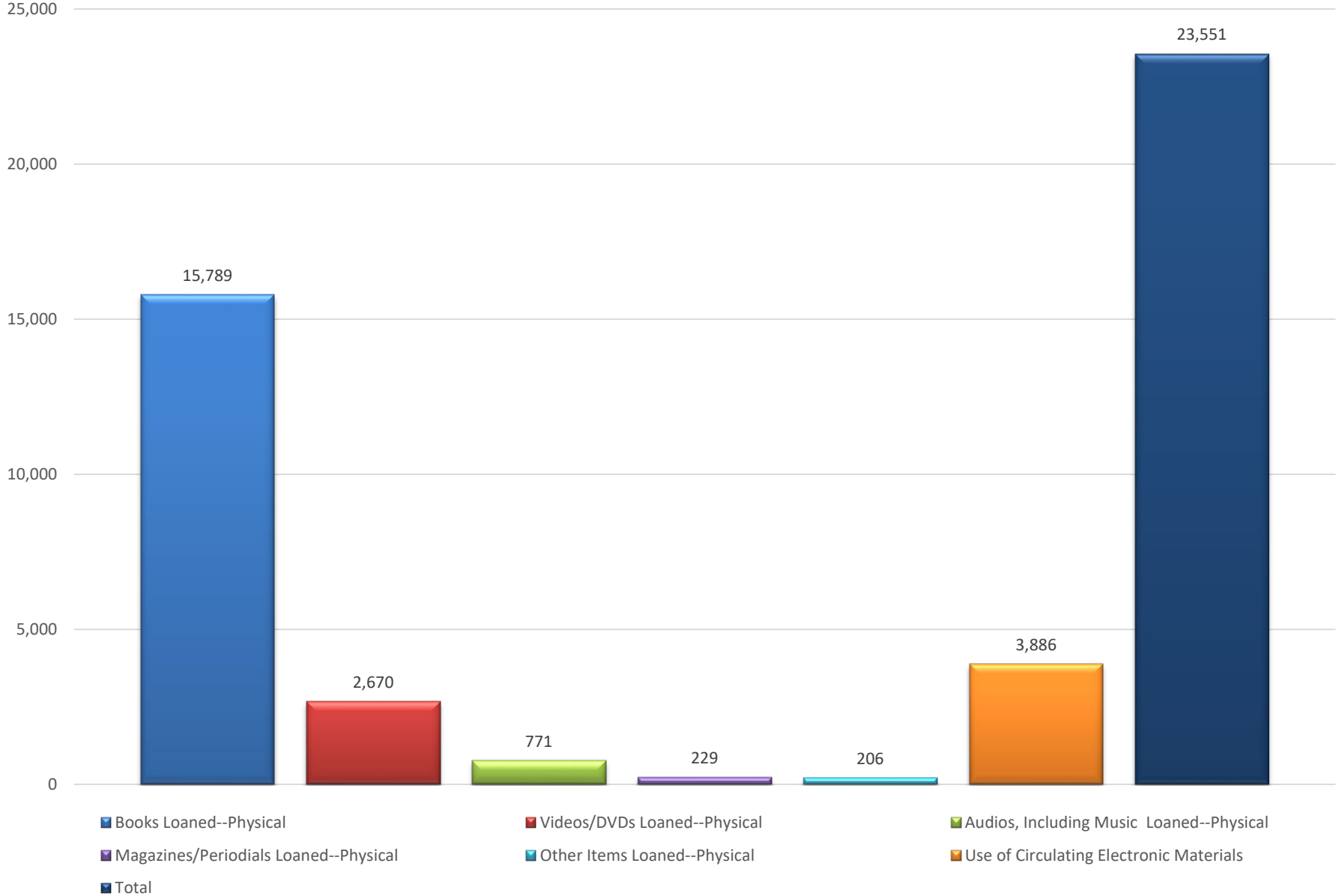
Change in Twelve-month Trend 2020 and 2019



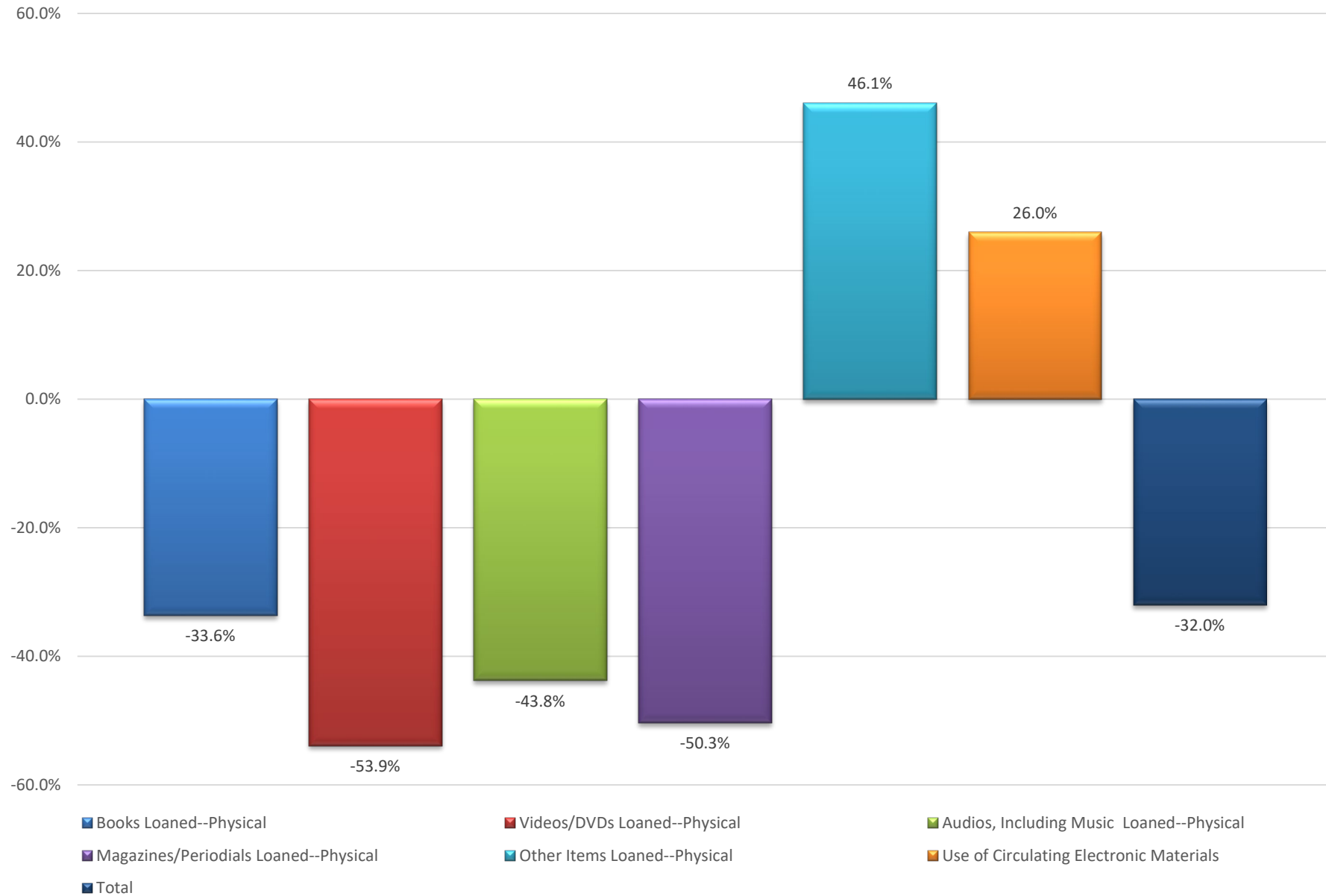
Circulation by Material Type 2019 vs. 2020



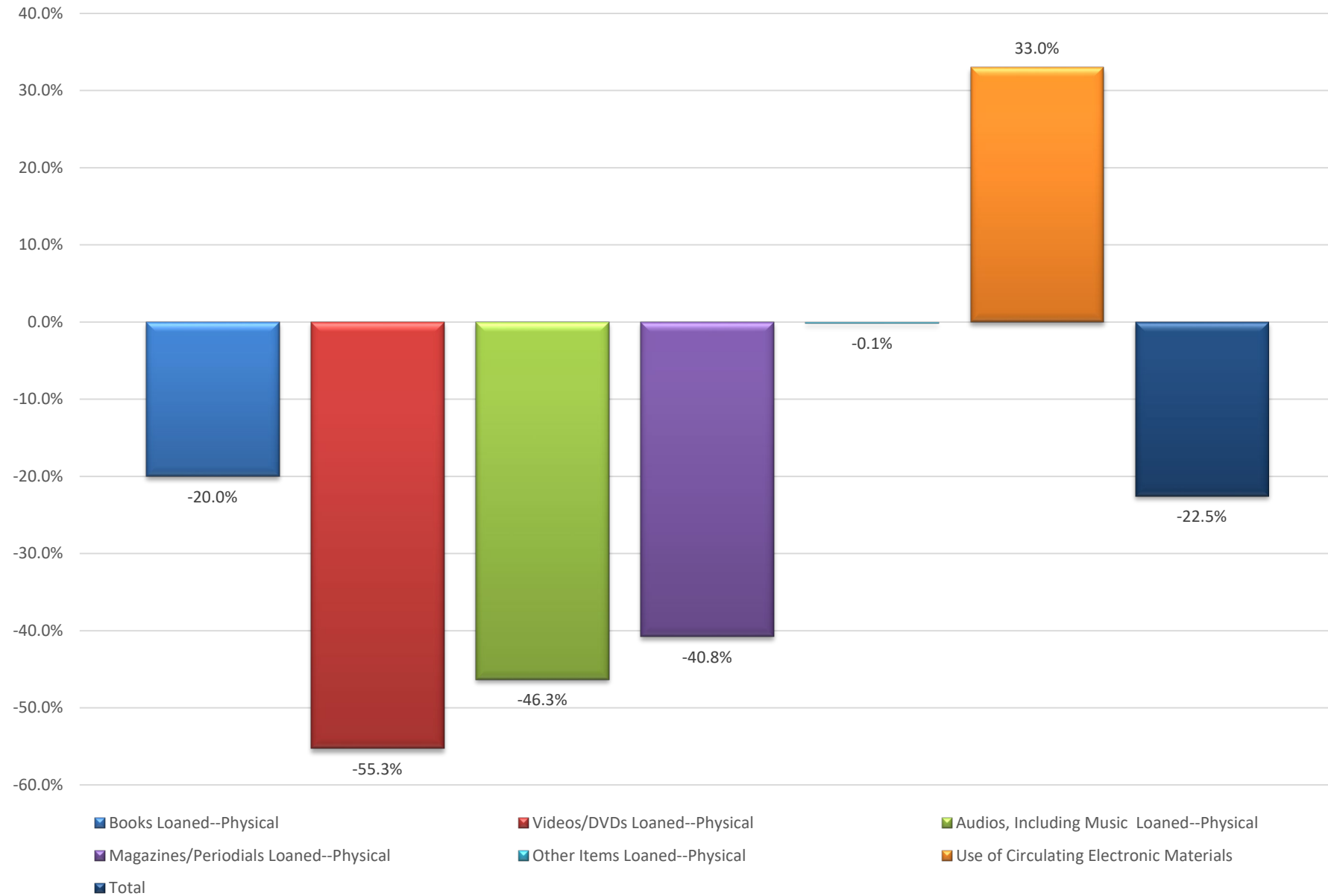
Circulation by Material Type 2021



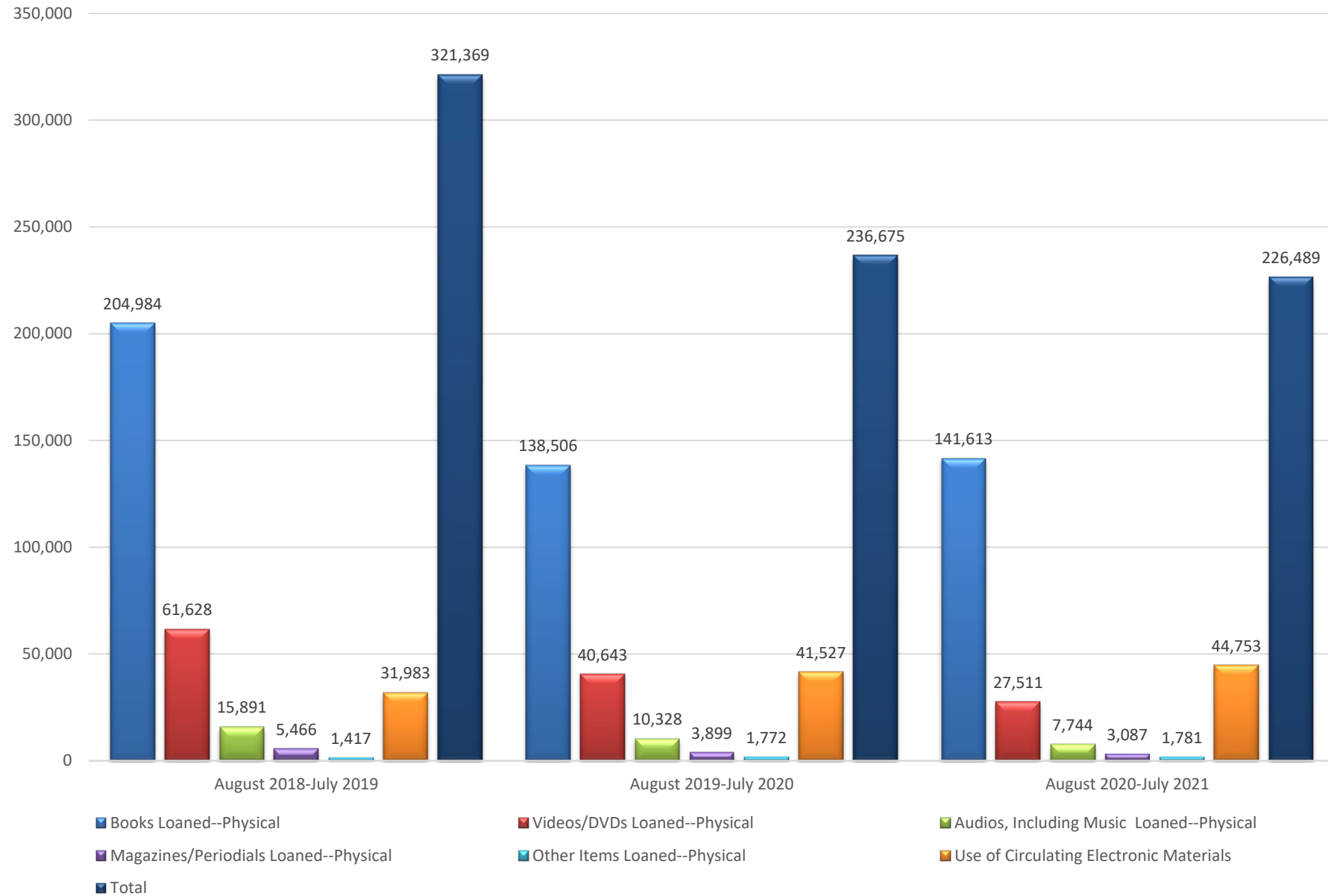
Circulation Change from 2019



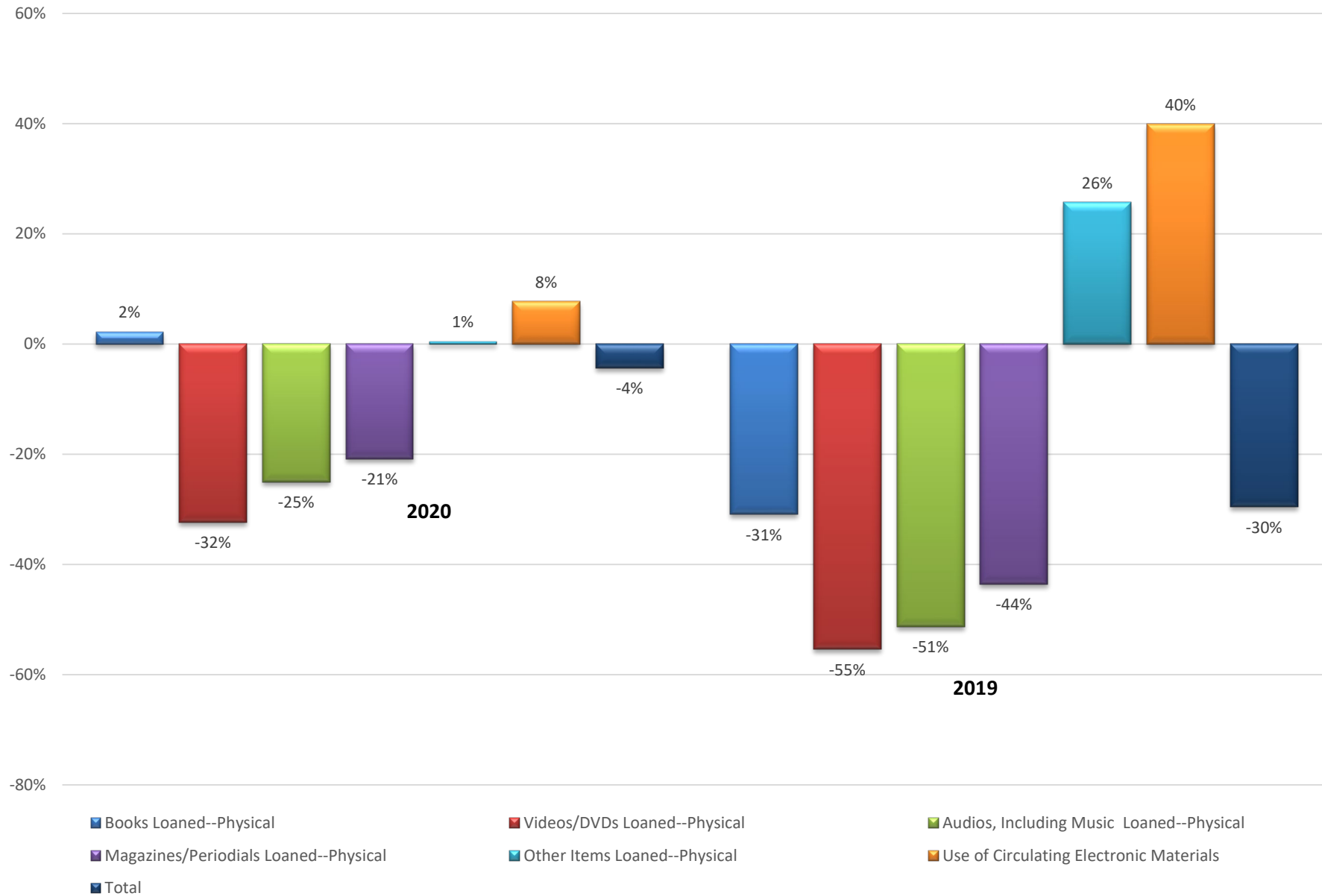
Projected Change From 2019



Twelve-month Rolling Trend



Change in Twelve-month Trend 2020 & 2019



DPL FY 2021 Budget Report

Prepared: August 13, 2021

At the end of July 58% of the year has passed

Revenue

	FY 2021 Budgeted	% of Budget	Actual YTD	% Collected	FY20 YTD	% Change
Property Taxes	\$ 2,842,000	72.9%	\$ 1,635,624.46	57.6%	\$ 831,306.17	96.8%
All Other	\$ 1,055,252	27.1%	\$ 752,745.89	71.3%	\$ 595,513.99	26.4%
Total Revenue	\$ 3,897,252		\$ 2,388,370.35	61.3%	\$ 1,426,820.16	67.4%

Expense

% Expended

Personnel

Payroll	\$ 1,646,241		\$ 958,586.04		\$ 903,883.13	6.1%
Benefits	\$ 797,034		\$ 454,265.95		\$ 447,511.81	1.5%
	\$ 2,443,275	61.9%	\$ 1,412,851.99	57.8%	\$ 1,351,394.94	4.5%

Library Materials

Books, Periodicals, et	\$ 245,000		\$ 207,427.48	84.7%	\$ 192,105.77	8.0%
Per Capita	\$ 103,250		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 3,000.00		\$ 1,292.29	43.1%	\$ 174.27	n/a
Total Materials	\$ 351,250	9.3%	\$ 208,719.77	59.4%	\$ 192,280.04	8.5%

Professional Services

Professional Services	\$ 40,000		\$ 6,330.99	15.8%	\$ 18,964.14	-66.6%
Temp Agency	\$ 500		\$ 3,531.16	706.2%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 225.25	150.2%	\$ 74.92	2.00654
Total	\$ 40,650	1.1%	\$ 10,087.40	24.8%	\$ 19,039.06	-47.0%

Allocations

Administrative Fee	\$	124,872		\$	72,842.00	58.3%	\$	54,194.00	34.4%
MIS	\$	40,116		\$	23,401.00	58.3%	\$	22,750.00	2.9%
	\$	164,988	4.4%	\$	96,243.00	58.3%	\$	76,944.00	25.1%

Grants

PNG	\$	-		\$	-	#DIV/0!	\$	5,140.41	-100.0%
Other grants	\$	75,000		\$	19,072.42	25.4%	\$	3,248.49	487.1%
	\$	75,000	2.0%	\$	19,072.42	25.4%	\$	8,388.90	127.4%

Advertising	\$	500	0.01%	\$	421.00	84.2%	\$	70.00	501%
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	-	#DIV/0!
Postage	\$	8,000		\$	2,839.46	35.5%	\$	4,395.02	-35.4%
Service to Office Equi	\$	20,000		\$	7,859.21	39.3%	\$	14,375.64	-45.3%
Telephone	\$	15,000		\$	13,355.64	89.0%	\$	8,635.05	54.7%
Software	\$	40,000		\$	43,293.93	108.2%	\$	31,344.75	38.1%
Office Supplies	\$	25,000		\$	15,236.49	60.9%	\$	10,613.60	43.6%
Small Capital	\$	30,000		\$	4,730.51	15.8%	\$	26,998.96	-82.5%
	\$	138,300	3.7%	\$	87,315.24	63.1%	\$	96,363.02	-9.4%

Staff Development

Conferences/Training	\$	15,000		\$	2,527.00	16.8%	\$	8,610.14	-70.7%
Tuition Reimburseme	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	57,000		\$	48,554.36	85.2%	\$	46,082.95	5.4%
	\$	76,000	2.0%	\$	51,081.36	67.2%	\$	54,693.09	-6.6%

Insurance

Unemployment	\$	1,332		\$	777.00	58.3%	\$	784.00	-0.9%
Medical expenses/CO	\$	-		\$	-	#DIV/0!	\$	7,212.74	-100.0%

Risk Management	\$	71,484		\$	41,699.00	58.3%	\$	44,856.00	-7.0%
	\$	72,816	1.9%	\$	42,476.00	58.3%	\$	52,852.74	-19.6%

Building Costs

Rent	\$	584,583.00		\$	339,013.00	58.0%	\$	335,419.00	1.1%
Supplies	\$	500		\$	106.11	21.2%	\$	-	#DIV/0!
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Total Building	\$	585,583	15.5%	\$	339,119.11		\$	335,419.00	1.1%
Total Operations/Ser	\$	1,505,087	39.8%	\$	854,535.30	56.8%	\$	836,049.85	2.2%

Total Expenses	\$	3,948,362		\$	2,267,387.29	57.4%	\$	2,187,444.79	3.7%
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Revenue Minus Exper	\$	(51,110)		\$	120,983.06		\$	(760,624.63)	-115.9%
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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	\$ 72,357.25	\$ 337,087.82	\$ - \$ 833,976.52
4/1/2021	\$ 833,976.52	\$ 146,409.56	\$ 397,676.22	\$ - \$ 582,709.86
5/1/2021	\$ 582,709.86	\$ 179,879.36	\$ 299,502.23	\$ - \$ 463,086.99
6/1/2021	\$ 463,086.99	\$ 54,856.54	\$ 305,091.33	\$ - \$ 212,852.20
7/1/2021	\$ 212,852.20	\$ 1,725,157.35	\$ 347,151.04	\$ - \$ 1,590,858.51
8/1/2021	\$ 1,590,858.51			
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	\$	92.11	\$	-	\$ 335,087.00
4/1/2021	\$	335,087.00	\$	-	\$	-	\$ 335,087.00
5/1/2021	\$	335,087.00	\$	-	\$	-	\$ 335,087.00
6/1/2021	\$	335,087.00	\$	-	\$	-	\$ 335,087.00
7/1/2021	\$	335,087.00	\$	236.19	\$	-	\$ 335,323.19
8/1/2021	\$	335,323.19					
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	\$ -	\$ -	\$ 58,479.83
4/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
8/1/2021	\$ 58,479.83			
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	\$ -	\$ 2,367.36	\$ 76,162.29

4/1/2021	\$	76,162.29	\$	-	\$	3,078.54	\$	73,083.75
5/1/2021	\$	73,083.75	\$	-	\$	2,586.05	\$	70,497.70
6/1/2021	\$	70,497.70	\$	-	\$	2,080.36	\$	68,417.34
7/1/2021	\$	68,417.34	\$	-	\$	2,740.44	\$	65,676.90
8/1/2021	\$	65,676.90						
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	\$ 530.00	\$ 610.30	\$ 24,507.27
4/1/2021	\$ 24,507.27	\$ 50.00	\$ 627.74	\$ 23,929.53
5/1/2021	\$ 23,929.53	\$ 270.00	\$ 336.46	\$ 23,863.07
6/1/2021	\$ 23,863.07	\$ -	\$ 140.69	\$ 23,722.38
7/1/2021	\$ 23,722.38	\$ 400.00	\$ 349.07	\$ 23,773.31
8/1/2021	\$ 23,773.31			
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	\$ 72,979.36	\$ 340,065.48	\$ -	\$ 1,255,193.11
4/1/2021	\$ 1,255,193.11	\$ 146,459.56	\$ 401,382.50	\$ -	\$ 1,000,270.17
5/1/2021	\$ 1,000,270.17	\$ 180,149.36	\$ 302,424.74	\$ -	\$ 877,994.79
6/1/2021	\$ 877,994.79	\$ 54,856.54	\$ 307,312.38	\$ -	\$ 625,538.95
7/1/2021	\$ 625,538.95	\$ 1,725,793.54	\$ 350,240.55	\$ -	\$ 2,001,091.94
8/1/2021	\$ 2,001,091.94				

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

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
PPRT	\$ 259,920	\$ 519,086.35	\$ 259,166
State Grants or other	\$ 103,250	\$ 112,280	\$ 9,030
Other Grants	\$ 75,000	\$ 48,739	\$ (26,261)
PILOT	\$ 563,832	\$ 563,832	\$ -
Fines	\$ 5,000	\$ 4,862	\$ (138)
Non-Resident Fee	\$ 150	\$ 173	\$ 23
Lost or Damaged Items	\$ 2,300	\$ 4,068	\$ 1,768
Copies/Miscellaneous	\$ 3,500	\$ 15,095	\$ 11,595
Meeting Room Fees	\$ 4,500	\$ -	\$ (4,500)
Transfer from Meyer Fund	\$ 28,000	\$ 26,660	\$ (1,340)
Interest Income	\$ 2,600	\$ 4	\$ (2,596)
Investment Income	\$ 4,700	\$ 1,474	\$ (3,226)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,000	\$ 85	\$ (915)
Transfer from	\$ -	\$ -	\$ -
Totals	\$ 3,897,252	\$ 4,139,858	\$ 242,606

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,646,241	\$ 1,678,404	\$ (32,163)
Overtime	\$ -	\$ 354	\$ (354)
IMRF	\$ 199,182	\$ 199,360	\$ (178)
FICA/Medicare	\$ 126,011	\$ 126,398	\$ (387)
Life insurance	\$ 3,078	\$ 2,867	\$ 211
Medical insurance	\$ 452,400	\$ 445,120	\$ 7,280
Service recognition	\$ 16,363	\$ 17,360	\$ (997)
Total Personnel	\$ 2,443,275	\$ 2,469,863	\$ (26,588)
Fund	Budgeted		
Unemployment insurance	\$ 1,332	\$ 1,332	\$ -
Advertising	\$ 500	\$ 722	\$ (222)
Printing/binding	\$ 300	\$ -	\$ 300
Service to maintain Building	\$ 500	\$ -	\$ 500
Service to Office Equipment	\$ 20,000	\$ 11,173	\$ 8,827
IT Services	\$ 40,116	\$ 40,116	\$ -
Telephone	\$ 15,000	\$ 24,370	\$ (9,370)
Banking Service Charges	\$ 150	\$ 698	\$ (548)
Conferences/Travel/Cont	\$ 15,000	\$ 2,113	\$ 12,887
General Fund	\$ 124,872	\$ 124,872	\$ -
Postage	\$ 8,000	\$ 4,349	\$ 3,651

Computer Software	\$ 40,000	\$ 58,167	\$ (18,167)
Medical Expenses/ COVID	\$ -	\$ -	\$ -
Temp Agency Services	\$ 500	\$ 3,531	\$ (3,031)
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 40,000	\$ 8,423	\$ 31,577
Membership Fees	\$ 57,000	\$ 57,000	\$ -
Materials for Buildings	\$ 500	\$ 200	\$ 300
PNG Grant	\$ -	\$ -	\$ -
Per Capita Grant	\$ 103,250	\$ 103,250	\$ -
Other Grant	\$ 75,000	\$ 35,278	\$ 39,722
Office Supplies	\$ 25,000	\$ 29,732	\$ (4,732)
Risk Management	\$ 71,484	\$ 71,484	\$ -
Small Capital	\$ 30,000	\$ 4,943	\$ 25,057
Rent	\$ 584,583	\$ 584,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 3,000	\$ 10,129	\$ (7,129)
Total operating	\$ 1,505,087	\$ 1,425,464	\$ 79,623
Total expense	\$ 3,948,362	\$ 3,895,327	\$ 53,035
Surplus (deficit)	\$ (51,110.00)	\$ 244,531.43	\$ (295,641)

\$	1,678,404	\$	1,643,290	\$	127,795	\$	1,661,583	\$	1,661,549.00
	#DIV/0!	\$	354	\$	34	\$	344	\$	358.00
\$	199,360	\$	194,107	\$	12,590	\$	171,304	\$	196,264.00
\$	126,398	\$	123,907	\$	8,033	\$	109,339	\$	125,284.00
\$	2,867	\$	2,785	\$	179	\$	2,450	\$	2,816.00
\$	444,143	\$	440,229	\$	28,400	\$	387,200	\$	445,120.00
\$	15,402	\$	17,360			\$	17,360		