



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, April 20, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Sofia Xethalis
- II. **Consent Agenda (Approval of Agenda; Approval of March 16, 2023 Regular Meeting Minutes)**
(Action)
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Tuition Reimbursement (Discussion)
 - iii. Diversity, Equity, Inclusion (Discussion)
 - iv. Emergency Response Plan (Discussion)
 - v. Credit Card Policy (Action)
 - vi. Other (Discussion)
 - B. **Finance and Properties Committee**—Jecobie Jones
 - i. Capital Needs & Projects (Discussion)
 - ii. Friends of the Library Relocation (Discussion)
 - iii. March Actuals & Projection (Discussion)
 - iv. Summary of Vendor Expenditures March 2023 (Discussion)

- v. March 2023 Check Register (Action)
- vi. Increase in Security Officer Hours (Discussion)
- vii. Balance Sheet Reconciliation (Discussion)
- viii. Grant Opportunity (Action)
- ix. Other (Discussion)

C. Foundation—Rick Meyer

- i. No Meeting

D. Friends of the Library – Rick Meyer

- i. April 13 meeting

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

- A. Open Trustee Seats (Discussion)
- B. Strategic Plan (Action)
- C. Viewpoint Project (Discussion)
- D. Friends of the Library Liaison Assignments (Discussion)
- E. Other

IX. New Business

- A. Other (Discussion)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

March 16, 2023 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Sofia Xethalis **Board Members:** Susan Avery, Karl Coleman, Alana Banks, Shelli Brunner, Jacobie Jones, Jeffrey Cancienne

Present:

Karl Coleman
Jeffrey Cancienne
Jacobie Jones
Susan Avery

Absent:

Sofia Xethalis
Alana Banks
Shelli Brunner

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Becky Dampitz, Head of Archives and Special Collections, Alissa Henkel, Head of Programs, Resources, and Services, Carol Ziese, Head of Circulation and Technical Services

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:32 pm.

Consent Agenda (Approval of Agenda; Approval of February 16, 2023 Regular and Annual Meeting Minutes) (Action) Mr. Coleman requested a motion to approve the consent agenda. Ms. Avery made a motion to approve, seconded by Mr. Cancienne. The motion was adopted.

Public comments: None

Written Communications from the Public: None

City Librarian's Report (Discussion) Mr. Meyer presented his monthly report.

Division Head Reports (Discussion) Ms. Dampitz reported that Local History is working on a

grant for up to 5 thousand dollars, for digitization.

Ms. Henkel reported on assists and how they are recorded. Assists are reported on the IPLAR. The assists were down since we moved to recording them on air table. We have gone back to hash marks instead of using air table to collect more reliable data.

Ms. Ziese reported on DEI and how its being utilized for the hiring process. The committee plans to reduce the internal and extend the external posting. They also plan to send new postings to different agencies and use a different format than the City. The patron database is being cleaned up. The E-card system is going to be streamlined. Patron Point is almost ready.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee -Karl Coleman

- a. Personnel Update (Discussion) Ms. Kristie Smith is leaving her current position as a Library Assistant for a job in Florida. The posting process will be changed for both staff and external candidates.
- b. Tuition Reimbursement (Discussion) Mr. Meyer presented data from 2007. The Board requested to add this topic to the Finance committee meeting discussion. Mr. Meyer will reach out to the attorney and see if there is another way around opening the contract if changes are made.
- c. Diversity, Equity, Inclusion (Discussion) Mr. Coleman reported there will be a DEI meeting every 2 weeks, and the committee will be publishing a newsletter.
- d. Drug Free Workplace Policy (Action) Mr. Jones made a motion to accept the policy as presented, seconded by Ms. Avery. The motion was adopted.
- e. Procedure for Determining On-the-Job Intoxication (Action) Mr. Jones made a motion to accept the policy as presented, seconded by Mr. Cancienne. The motion was adopted.

B. Finance and Properties Committee – Jecobie Jones

- a. Capital Needs (Discussion) Mr. Meyer has a timeline for the shelving and carpeting project. The Library will be closed to the public on the morning of Monday, May 15, 2023. The Library will dispose of old shelving and allow shelving to be taken by staff or patrons if they would like to have it. Wall coverings and floor covers are the City's responsibility. The upstairs will not be carpeted this year. Mr. Jones suggested that the shelving and flooring could be done overnight vs. during the day when the Library is open.
- b. Friends of the Library Relocation (Discussion) Mr. Meyer will be meeting with Workforce Investment Solutions to discuss when they want to move and coordinate a relocation.
- c. February Actuals (Discussion) Mr. Meyer discussed the cash balance that he had made an error in 2019 and the error carried forward. Mr. Meyer will submit actuals to the Finance committee for the next meeting.
- d. Summary of Vendor Expenditures for February 2023 (Discussion) Mr. Jones commented on the document.
- e. February 2023 Check Register (Action) Mr. Cancienne made a motion to approve the check register, seconded by Ms. Avery. Mr. Jones requested a roll call vote to approve the check register. Mr. Cancienne yes, Mr. Jones yes, Mr.

Coleman yes, Ms. Avery yes. The motion was adopted.

- f. Increase in Security Officer Hours (Discussion) Mr. Meyer stated he will be meeting with Mr. Wrighton to discuss additional security hours paid by the City. A Securitas discussion can be presented at the next Finance meeting.

C. Foundation – Rick Meyer - No meeting.

D. Friends of the Library – No Library requests were presented at the March 9 meeting.

E. Illinois Heartland Library System – Mr. Meyer stated they are holding their Board elections.

Old Business

A. Open Trustee Seat (Discussion) No update. There are 2 open seats.

B. Strategic Planning Update (Discussion) Mr. Meyer stated there is a meeting with the consultants tomorrow. He hopes to have a final strategic plan to present to the Board in April.

C. Viewpoint Project (Discussion) Mr. Coleman participated in the project. He enjoyed his experience.

D. Friends of the Library Liaison Assignments (Discussion) The schedule for the remainder of the year was presented to the board to sign up for a meeting.

New Business

A. Other (Discussion) Mr. Meyer stated The Libraries previous attorney is taking a new position. The new attorney assigned to The Library is Mr. Jordan Cline. The request for qualifications for attorney's can be submitted if the Board would like to consider other attorneys. The board agreed to stay with Mr. Jordan Cline. Mr. Meyer also stated there is newly created local government efficiency act. He is waiting on further details. Mr. Coleman feels that the outside of the building does not look appealing. Mr. Coleman suggested painting the building, or getting a mural.

Adjournment

Mr. Cancienne made a motion to adjourn at 6:08pm, seconded by Mr. Jones. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 3/16/23

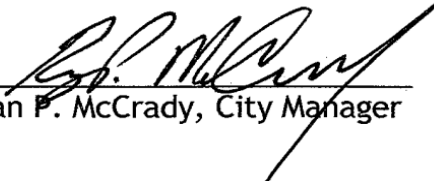
CITY OF DECATUR ADMINISTRATIVE POLICY & PROCEDURE MANUAL



Subject: TUITION REIMBURSEMENT PROGRAM	Number F - 470
Effective Date January 1, 2014	Revision 5
	Page 1 of 2

- 1.0 POLICY STATEMENT:** The City of Decatur will reimburse the cost of tuition for courses directly related to an employee's job, and one-half the cost of tuition for approved courses indirectly related to an employee's job, up to a maximum of \$500 per year per employee, unless otherwise specified by current Administrative Policy or Collective Bargaining Agreement.
- 2.0 PURPOSE:** It is the intent of the City to encourage employees to further their education and to prepare themselves for career advancement in the City service. Since the cost of tuition, particularly at private schools such as Millikin University, makes it necessary to limit reimbursement to individual employees so that funds are available to help the maximum number of students, the following regulations will govern the tuition reimbursement program.
- 3.0 PROCEDURES:** Upon successful completion of a course which is directly related to an employee's job, the City will reimburse all of the tuition for the course. Upon successful completion of a course that is indirectly related to an employee's job, the City will reimburse one-half of the tuition.
- 3.1** Tuition reimbursement is available for regular full-time employees provided they are employed as of the completion date of course(s). Regular half-time employees will be eligible on a pro-rata basis, provided they are eligible for other employee benefits. Approval for reimbursement is based on "job relatedness" of the particular course.
- 3.2** Tuition will be reimbursed for an alphabetical or letter grade only, which will be a grade of "C" or better. Tuition will not be reimbursed for Pass/Fail grades or for courses which are audited.
- 3.3** Reimbursement will be limited to a maximum of \$500 per employee for undergraduate level courses and \$600 for graduate level courses for the 12 month period beginning May 1 each year, unless otherwise specified by current Administrative Policy or Collective Bargaining Agreement.

- 3.4 Reimbursement applies only to tuition. In no case will the City reimburse for books, supplies, fees, or other expenses, unless otherwise specified by current Administrative Policy or Collective Bargaining Agreement.
- 3.5 In no case will City funds be used if the employee is receiving financial assistance for tuition from any other source, either a government agency or a private scholarship or grant. In the case of partial alternative funding, the City may, upon recommendation by the Human Resources Manager, reimburse the remaining tuition expense.
- 3.6 In order to receive tuition reimbursement, the employee must submit a Request for Tuition Reimbursement form prior to the start of the course, so that the employee knows the reimbursement status of the course before it begins. Request for Tuition Reimbursement forms, which are available from the Human Resources Division, must be submitted to the employee's Department Director who will approve or deny the request, and determine whether the course is eligible for full or half reimbursement. If the Department Director approves, the request will be sent to the Human Resources Manager who will approve or deny it. The Human Resources Manager will be the final authority on whether or not the request is approved, and what portion will be returned to the employee.
- 3.7 Upon successful completion of an approved course, the employee must submit proof of grade and proof of payment for the course to the Human Resources Manager who will then arrange for reimbursement through the Department of Financial Management.
- 4.0 RESPONSIBILITY:** All Department Directors are responsible for informing their employees of the requirements of this policy, for counseling employees in the planning and scheduling of their long-range educational programs, and for processing tuition reimbursement requests as outlined above. The Human Resources Manager is responsible for administering the tuition reimbursement program as outlined above, for determining eligibility of employees after consultation with department directors, and for keeping any records that may be necessary.



Ryan P. McCrady, City Manager

See also: Policy F-101: Personnel Policies and Benefits for Management Personnel
Decatur PBPA Collective Bargaining Agreement
IAFF Local 505 Collective Bargaining Agreement



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DECATUR PUBLIC LIBRARY CREDIT CARD POLICY

This policy facilitates Library purchases and establishes guidelines for the distribution and use of credit cards issued by the Library for staff use.

Credit card accounts will be established in the name of the Decatur Public Library; cards will be issued with the City Librarian's name.

Retail store-issued cards are required to be used at the issuer's store in order to ensure tax-exempt purchases.

Credit cards will be used for registration and travel expenses related to conferences and/or workshops, prepayment for materials when required by a vendor, online purchases of Library materials and equipment, as well as for all other purchases where practical.

Library credit cards must be used for proper Library purposes. Any personal use of Library credit cards is strictly prohibited and may result in disciplinary action up to or including termination.

Credit Card Oversight and Audit

Library credit cards shall be safeguarded to prevent loss or theft of public funds or unauthorized use.

In the event of activity which does not comply with this policy, or in case of unauthorized use of the credit card, appropriate disciplinary action, up to or including termination, will be taken. In addition, the employee will be required to reimburse the Library for any improper credit card purchases.

Credit cards are the property of the Library and must be returned to the Administrative office upon termination of employment with the Library. The Administrative Assistant is required to immediately close such credit card accounts.

Payment of the monthly balance must be made in such a fashion that no finance charges are incurred.

Approved by the Decatur Public Library Board of Trustees

August 17, 2017

Reviewed without change by the Board on

October 15, 2020

DPL FY 2023 Budget Report
 Prepared: March 1, 2023
 At the end of February 17% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ -	0.0%	\$ - #DIV/0!
All Other	\$ 2,529,754		45.6%	\$ 391,588.58	15.5%	\$ 406,778.63 -3.7%
Total Revenue	\$ 5,551,754		\$ 391,588.58	7.1%	\$ 406,778.63	-3.7%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 454,899.06	25.5%	\$ 425,861.36	6.8%
Benefits	\$ 929,958		\$ 216,401.09	23.3%	\$ 238,973.57	-9.4%
	\$ 2,712,400		\$ 671,300.15	24.7%	\$ 664,834.93	1.0%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 71,018.85	29.0%	\$ 94,093.81	-24.5%
Per Capita	\$ 104,020		\$ 39,185.99	37.7%	\$ -	#DIV/0!
Lost/Damage	\$ 1,400		\$ 425.66	30.4%	\$ 269.85	58%
Total Materials	\$ 350,420		\$ 110,630.50	31.6%	\$ 94,363.66	17.2%

Professional Services

Security	\$ -		\$ 4,835.17			
Professional Services	\$ 102,000		\$ 11,202.89	11.0%	\$ 13,290.62	-15.7%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 67.56	45.0%	\$ 33.01	105%
Total	\$ 102,650		\$ 16,105.62	15.7%	\$ 13,323.63	20.9%

Allocations

Administrative Fee	\$ 108,864		\$ 37,740.00	34.7%	\$ 27,216.00	38.7%
MIS	\$ 36,684		\$ 9,909.00	27.0%	\$ 9,171.00	8.0%
	\$ 145,548		\$ 47,649.00	32.7%	\$ 36,387.00	31.0%

Grants

Other grants	\$ 75,000	\$ 28,558.31	38.1%	\$ 8,380.91	240.8%
	\$ 75,000	\$ 28,558.31	38.1%	\$ 8,380.91	240.8%
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
Office Supplies/Maintenance					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 720.29	14.4%	\$ 1,161.12	-38.0%
Service to Office Equipment	\$ 27,000	\$ 3,340.51	12.4%	\$ 2,059.87	62.2%
Telephone	\$ 27,000	\$ 1,767.36	6.5%	\$ 5,209.14	-66.1%
Software	\$ 50,000	\$ 2,053.00	4.1%	\$ 300.00	584.3%
Office Supplies	\$ 40,000	\$ 7,033.72	17.6%	\$ 3,821.01	84.1%
Small Capital	\$ 45,000	\$ 12,513.88	27.8%	\$ 2,398.04	421.8%
	\$ 194,000	\$ 27,428.76	14.1%	\$ 14,949.18	83.5%
Staff Development					
Conferences/Training/Travel	\$ 20,000	\$ 2,280.36	11.4%	\$ -	#DIV/0!
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 2,025.70	4.1%	\$ 2,990.87	-32.3%
	\$ 74,000	\$ 4,306.06	5.8%	\$ 2,990.87	44.0%
Insurance					
Unemployment	\$ 1,056	\$ 270.00	25.6%	\$ 264.00	2.3%
Risk Management	\$ 95,724	\$ 23,775.00	24.8%	\$ 23,931.00	-0.7%
	\$ 96,780	\$ 24,045.00	24.8%	\$ 24,195.00	-0.6%
Building Costs					
Transfer to Capital	\$ 200,000	\$ -		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 147,345.00	25.0%	\$ 147,345.00	0.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ -	#DIV/0!
Maintenance	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,633	\$ 147,454.62	15.6%	\$ 147,345.00	0.1%
Total Operations/Services	\$ 1,628,531	\$ 406,177.87	24.9%	\$ 342,833.25	18.5%
Total Expenses	\$ 4,340,931	\$ 1,077,478.02	24.8%	\$ 1,007,668.18	6.9%
Revenue Minus Expense	\$ 1,210,823	\$ (685,889.44)		\$ (600,889.55)	14.1%
Operating fund					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,090.19	\$ 441,279.09	\$ -	\$ 955,114.79
4/1/2023	\$ 955,114.79				
5/1/2023					
6/1/2023					
7/1/2023					
8/1/2023					
9/1/2023					
10/1/2023					
11/1/2023					
12/1/2023					
1/1/2024					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ -	\$ -	\$ 995,013.41
4/1/2023	\$ 995,013.41			
5/1/2023				
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024				

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
4/1/2023	\$ 58,664.68			
5/1/2023				
6/1/2023				
7/1/2023				

8/1/2023
9/1/2023
10/1/2023
11/1/2023
12/1/2023
1/1/2024

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ -	\$ 374.00	\$ 45,063.64
4/1/2023	\$ 45,063.64			
5/1/2023				
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 335.00	\$ 369.88	\$ 1,193.16
4/1/2023	\$ 1,193.16			\$ 1,193.16
5/1/2023				\$ -
6/1/2023				\$ -
7/1/2023				\$ -
8/1/2023				\$ -
9/1/2023				\$ -
10/1/2023				\$ -
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity Ending
1/1/2023	\$ 2,882,382.10	\$ 211,696.35	\$ 459,409.65	\$ - \$ 2,634,668.80
2/1/2023	\$ 2,634,668.80	\$ 49,722.29	\$ 319,743.63	\$ - \$ 2,364,647.46
3/1/2023	\$ 2,364,647.46	\$ 132,425.19	\$ 442,022.97	\$ - \$ 2,055,049.68
4/1/2023	\$ 2,055,049.68			

5/1/2023	
6/1/2023	
7/1/2023	
8/1/2023	
9/1/2023	
10/1/2023	
11/1/2023	
12/1/2023	
1/1/2024	

Library Operating Revenue

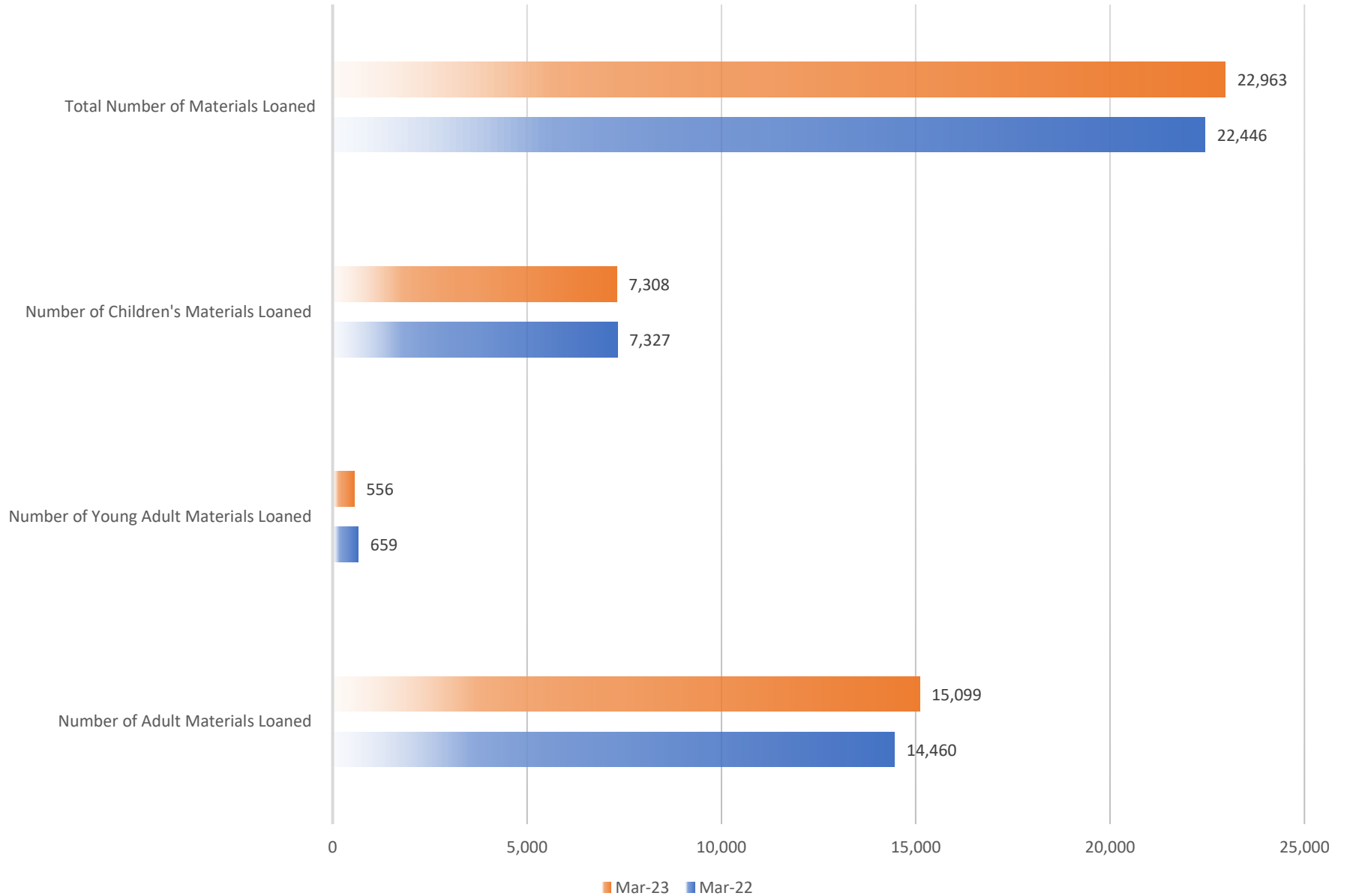
Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,022,000	\$ 3,022,000	\$ -
PPRT	\$ 852,000	\$ 1,055,754	\$ 203,754
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 84,835	\$ (915,165)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 10,453	\$ 4,353
Non-Resident Fee	\$ 250	\$ 0	\$ (250)
Lost or Damaged Items	\$ 3,800	\$ 5,751	\$ 1,951
Copies/Miscellaneous	\$ 9,500	\$ 14,025	\$ 4,525
Meeting Room Fees	\$ 2,800	\$ 6,363	\$ 3,563
Interest Income	\$ 600	\$ 9,411	\$ 8,811
Investment Income	\$ 1,900	\$ 0	\$ (1,900)
Sale of Property	\$ -	\$ 0	\$ -
Sublease	\$ -	\$ 0	\$ -
Miscellaneous Income	\$ 300	\$ 0	\$ (300)
Totals	\$ 5,551,754	\$ 4,861,096	\$ (690,658)

Expenditures

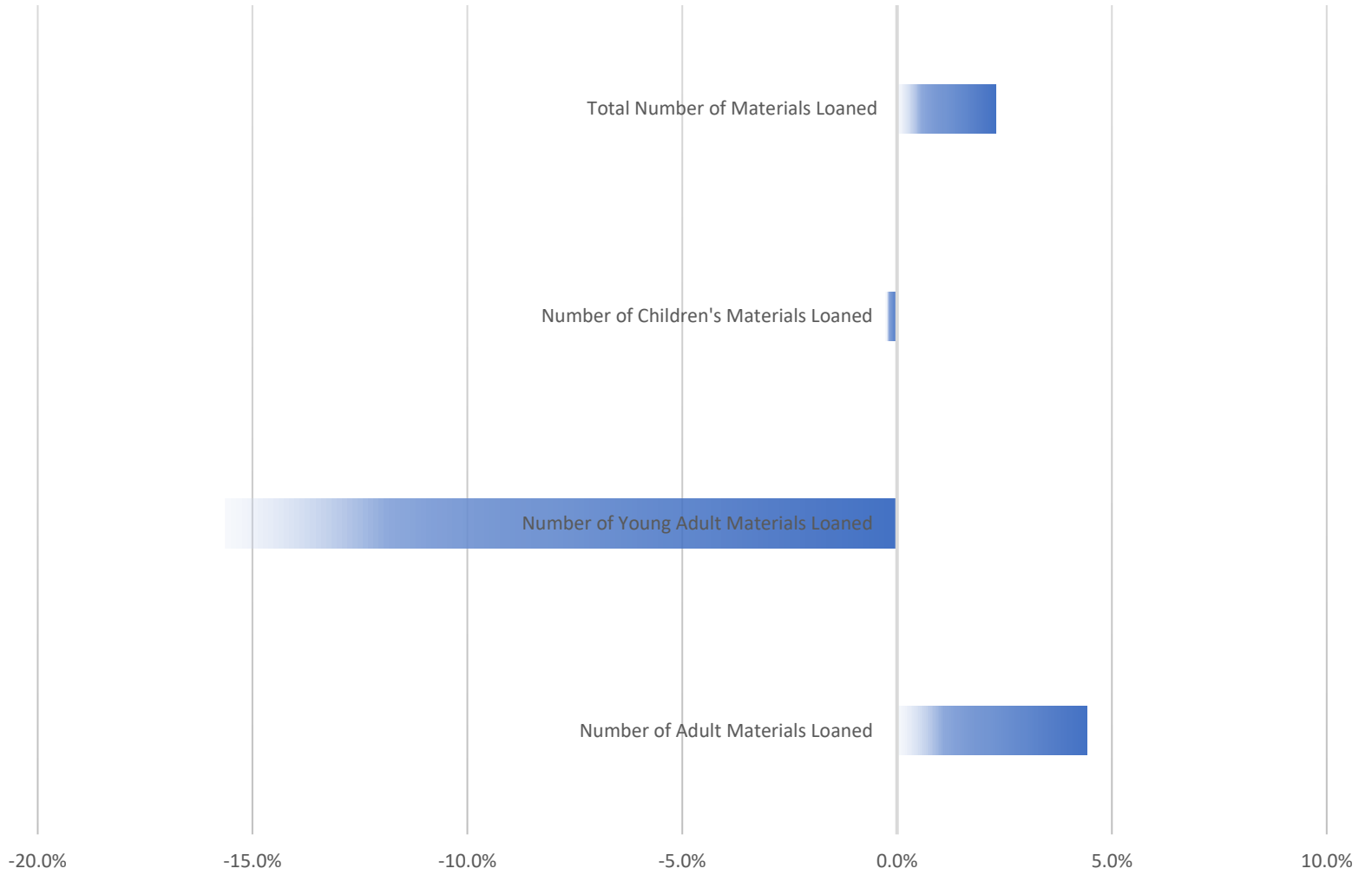
Fund	Budgeted	Projected	Difference
Salaries	\$ 1,782,442	\$ 1,711,487	\$ 70,955
Overtime	\$ -	\$ 549	\$ (549)
IMRF	\$ 109,144	\$ 101,754	\$ 7,390
FICA/Medicare	\$ 137,316	\$ 129,189	\$ 8,127
Life insurance	\$ 3,218	\$ 2,809	\$ 409
Medical insurance	\$ 665,600	\$ 561,000	\$ 104,600
Service recognition	\$ 14,680	\$ 16,099	\$ (1,419)
Total Personnel	\$ 2,712,400	\$ 2,522,887	\$ 189,513
Fund	Budgeted		
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 23,000	\$ 19,846	\$ 3,154
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 4,970	\$ 16,030
Banking Service Charges	\$ 250	\$ 366	\$ (116)
Conferences/Travel/Continuing E	\$ 40,000	\$ 9,121	\$ 30,879
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 2,768	\$ 3,232
Security	\$ -	\$ 200,000	\$ (200,000)
Computer Software	\$ 53,000	\$ 53,000	\$ -
Temp Agency Services	\$ 500	\$ -	\$ 500

Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 44,812	\$ 96,188
Membership Fees	\$ 58,000	\$ 58,000	\$ -
Materials for Buildings	\$ 50	\$ 438	\$ (388)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 288,735	\$ 711,265
Office Supplies	\$ 29,000	\$ 113,453	\$ (84,453)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 30,000	\$ -
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,964	\$ (564)
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
Total operating	\$ 2,806,368	\$ 2,262,853	\$ 543,515
Total expense	\$ 5,518,768	\$ 4,785,740	\$ 733,028
Surplus (deficit)	\$ 32,986.00	\$ 75,356	\$ (42,370)

MARCH CIRCULATION BY AUDIENCE

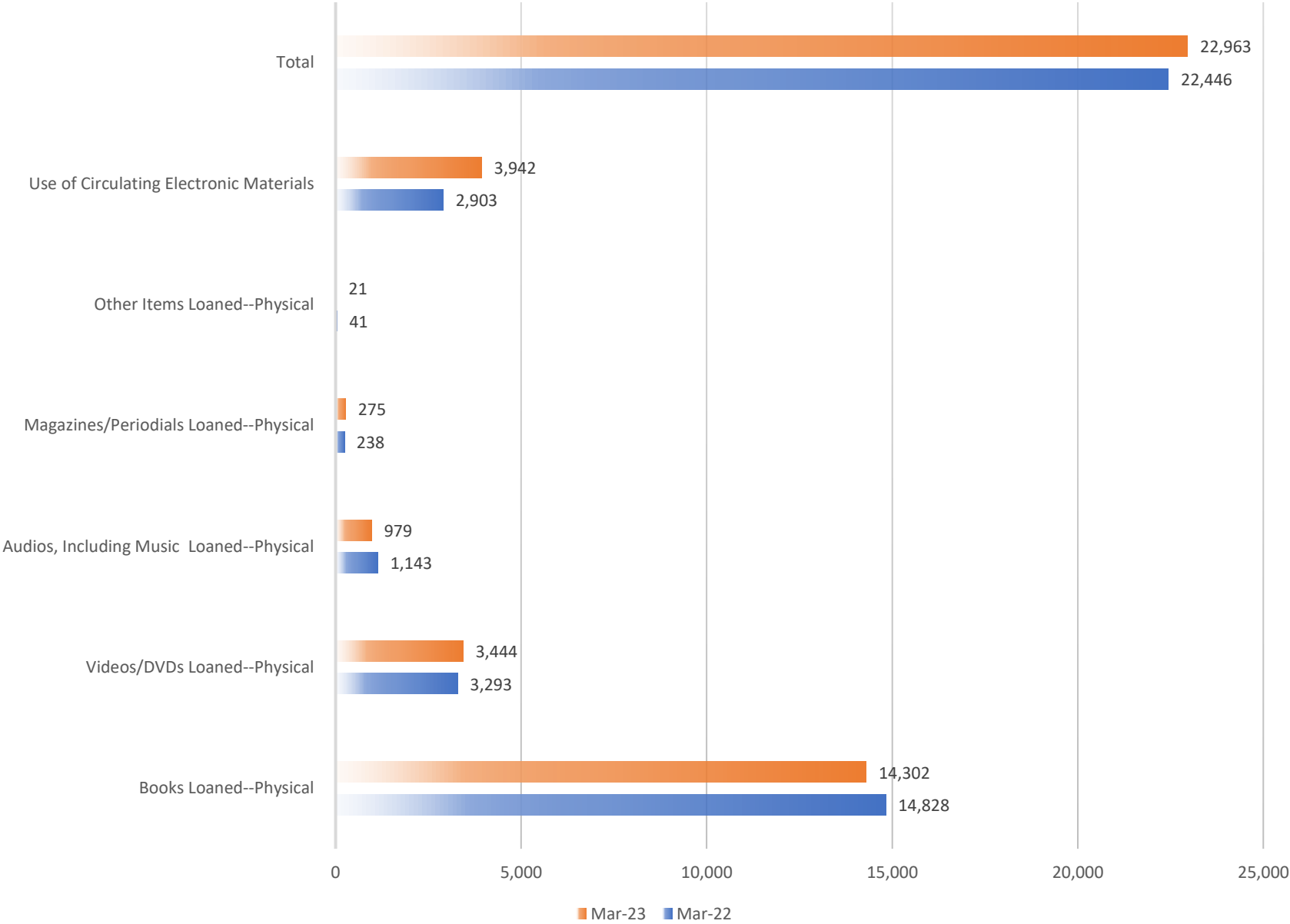


CHANGE FROM 2022

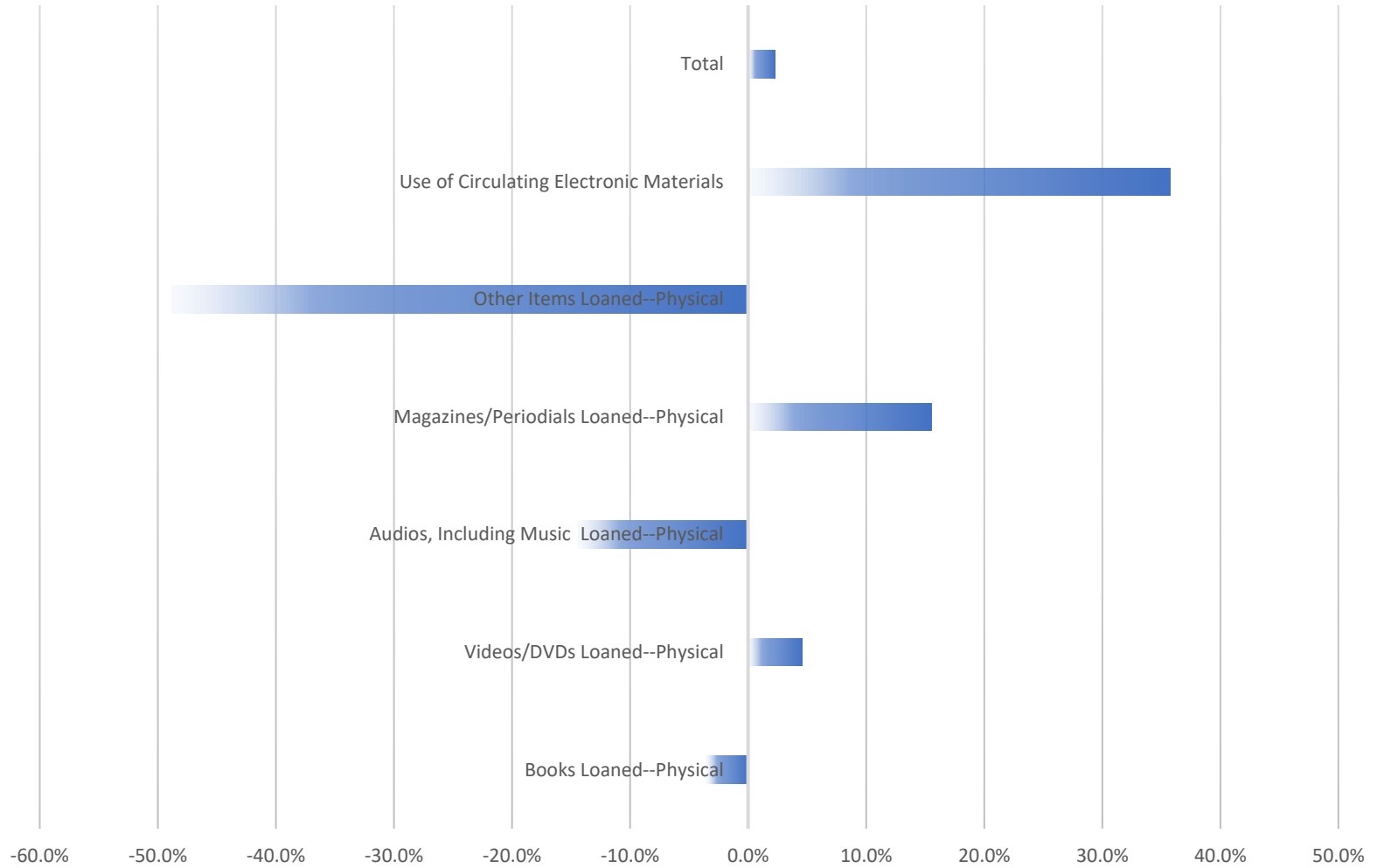


	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
■ Change from 2022	4.4%	-15.6%	-0.3%	2.3%

MARCH CIRCULATION BY MATERIAL TYPE

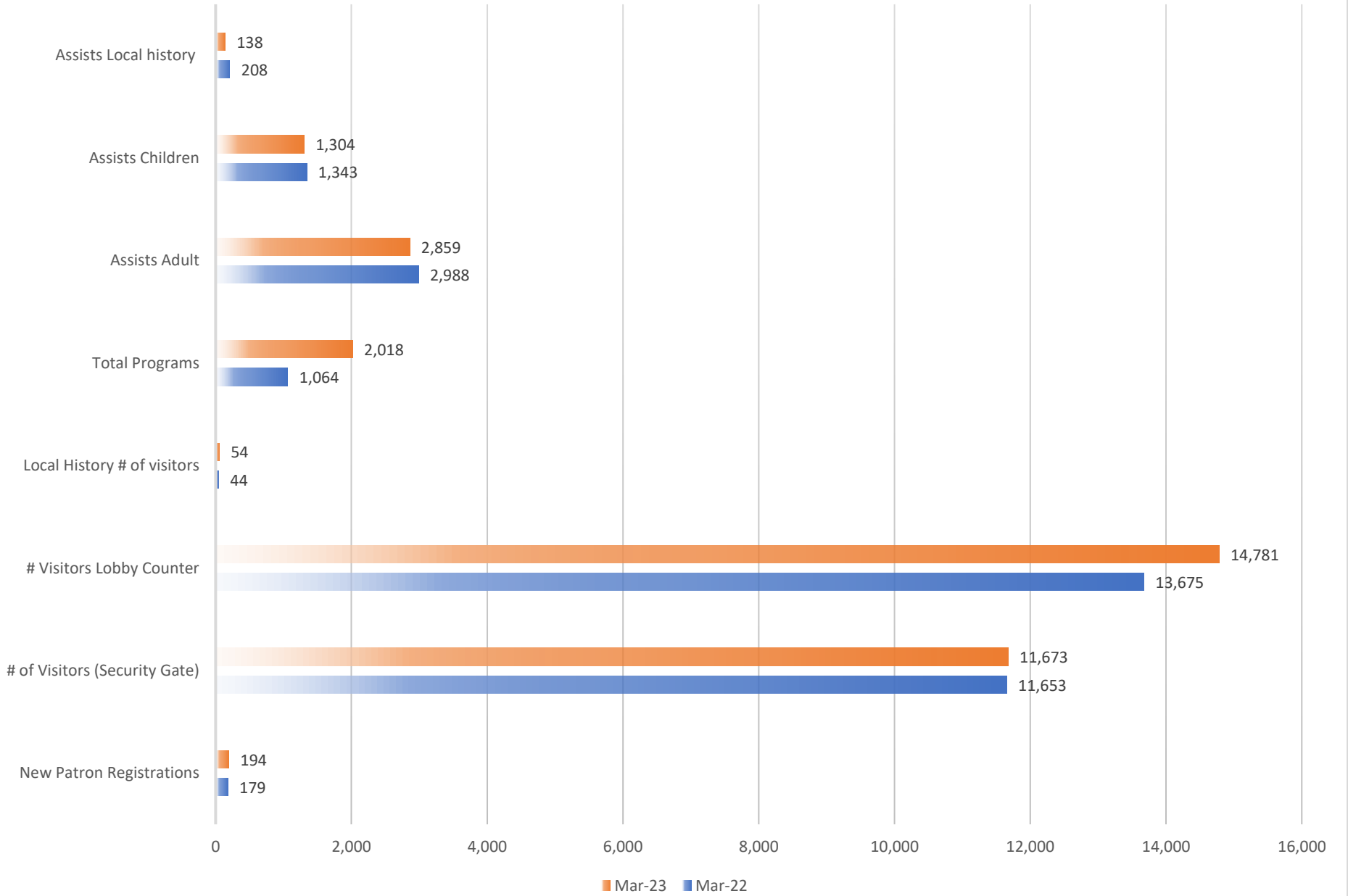


CHANGE FROM 2022



	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
■ Change from 2022	-3.5%	4.6%	-14.3%	15.5%	-48.8%	35.8%	2.3%

OTHER MARCH STATS



Circulation by Audience Physical & Electronic	Mar-22	Mar-23	Change from 2022	% of Total	2022 Total		April 2021- April 2022-		Change	
					2022 Total	2023 Total	Change from 2022	March 2022		March 2023
Number of Adult Materials Loaned	14,460	15,099	4.4%	65.8%	170,252	179,250	5.3%	165,172	172,480	4%
Number of Young Adult Materials Loaned	659	556	-15.6%	2.4%	7,092	7,498	5.7%	7,289	7,183	-1%
Number of Children's Materials Loaned	7,327	7,308	-0.3%	31.8%	83,461	99,951	19.8%	70,478	86,929	23%
Total Number of Materials Loaned	22,446	22,963	2.3%		260,805	286,699	9.9%	242,939	266,592	10%

Circulation by Material Type	Mar-22	Mar-23	Change from 2022	% of Total	2022 Total		April 2021- April 2022-		Change	
					2022 Total	2023 Total	Change from 2022	March 2022		March 2023
Books Loaned--Physical	14,828	14,302	-3.5%	62.3%	164,887	177,177	7.5%	154,172	167,722	9%
Videos/DVDs Loaned--Physical	3,293	3,444	4.6%	15.0%	40,110	46,013	14.7%	31,531	41,488	32%
Audios, Including Music Loaned--Physical	1,143	979	-14.3%	4.3%	8,642	9,198	6.4%	8,928	8,788	-2%
Magazines/Periodicals Loaned--Physical	238	275	15.5%	1.2%	3,164	3,587	13.4%	2,945	3,259	11%
Other Items Loaned--Physical	41	21	-48.8%	0.1%	2,733	4,461	63.2%	1,552	2,948	90%
Use of Circulating Electronic Materials	2,903	3,942	35.8%	17.2%	41,269	45,630	10.6%	43,811	42,387	-3%
Total	22,446	22,963	2.3%		260,805	286,067	9.7%	242,939	266,592	10%

Successful Retrieval of Electronic Information	15,305	25,182	64.5%	52.3%	180,641	261,453	44.7%	137,042	203,682	49%
Electronic Content Use	18,208	29,124	60.0%	60.5%	221,910	307,083	38.4%	180,853	246,069	36%

Total Collection Use	Mar-22	Mar-23	Change from 2022	2022 Total		April 2021- April 2022-		Change	
				2022 Total	2023 Total	Change from 2022	March 2022		March 2023
Total Collection Use	37,751	48,145	27.5%	441,446	547,520	24.0%	379,981	470,274	24%

Interlibrary Loans Provided To Other Libraries	Feb-22	Feb-23	Change from 2022	% of Total	2022 Total		April 2021- April 2022-		Change	
					2022 Total	2023 Total	Change from 2022	March 2022		March 2023
Interlibrary Loans Provided To Other Libraries	4,081	4,043	-0.9%	59.6%	42,190	43,216	2.4%	41,852	42,465	1%
Interlibrary Loans Received FROM Other Libraries	3,092	2,746	-11.2%	40.4%	30,177	31,417	4.1%	28,288	30,495	8%
Total ILL Transactions	7,173	6,789	-5.4%		72,367	74,634	3.1%	70,140	72,960	4%

	Change			April 2021- April 2022-					
	Mar-22	Mar-23	from 2022	2022 Total	Projected 2023 Total	Change from 2022	March 2022	March 2023	Change
New Patron Registrations	179	194	8.4%	2,041	3,021	48.0%	1,325	2,233	69%
# of Visitors (Security Gate)	11,653	11,673	0.2%	122,746	135,557	10.4%	106,964	125,859	18%
# Visitors Lobby Counter	13,675	14,781	8.1%	157,183	189,777	20.7%	125,775	164,181	31%
Local History # of visitors	44	54	22.7%	446	618	38.6%	687	485	-29%
Adult Programs Active	274	384	40.1%	2,419	4,650	92.2%	1,551	2,976	92%
Adult Programs Passive	145	130	-10.3%	2,067	1,698	-17.8%	2,679	2,011	-25%
Adult Programs Virtual Live	0	45	#DIV/0!	234	#DIV/0!	#DIV/0!	268	283	6%
Adult Programs Virtual Recorded	0	45	#DIV/0!	165	#DIV/0!	#DIV/0!	1,561	224	-86%
YA Programs Active	0	5	#DIV/0!	47	#DIV/0!	#DIV/0!	0	52	#DIV/0!
YA Programs Passive	11	22	100.0%	315	423	34.4%	279	326	17%
YA Virtual Live	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	179	699	290.5%	7,117	65,395	818.9%	1,161	9,418	711%
Children's Programs Passive	312	512	64.1%	6,924	7,942	14.7%	4,125	7,051	71%
Children's Virtual Live	143	176	23.1%	1,021	1,272	24.6%	709	1,111	57%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	24	0	-100%
Total Programs	1,064	2,018	89.7%	20,309	46,246	127.7%	12,357	23,452	90%
Public Sessions	1,832	1,835	0.2%	19,780	20,982	6.1%	20,428	20,076	-2%
Wireless Sessions	1,192	1,013	-15.0%	13,962	18,910	35.4%	11,372	15,043	32%
Website Sessions	12,425	12,608	1.5%	118,183	120,336	1.8%	129,562	118,808	-8%
Unique Visits	7,461	8,055	8.0%	69,694	75,294	8.0%	75,627	71,299	-6%
Page Views	47,787	46,049	-3.6%	458,445	476,299	3.9%	506,108	463,505	-8%
Self Checks	6,793	7,431	9.4%	81,114	97,441	20.1%	67,558	84,592	25%
Percentage of Self Checks	0	0	4.7%				5	5	
Assists Adult	2,988	2,859	-4.3%	28,110	29,677	5.6%	30,483	28,549	-6%
Assists Children	1,343	1,304	-2.9%	11,301	11,011	-2.6%	12,501	11,215	-10%
Assists Local history	208	138	-33.7%	1,608	1,317	-18.1%	1,657	1,526	-8%
IT help calls	126	95	-24.6%	1,163	1,004	-13.7%	1,404	1,118	-20%
Searches in Catalog	20,048	18,329	-8.6%	205,526	199,271	-3.0%	209,846	203,840	-3%
Number of Items processed	1,696	1,615	-4.8%	18,344	17,336	-5.5%	20,667	18,107	-12%
Number of Items Withdrawn from Collection	968	1,279	32.1%	10,083	16,218	60.8%	17,935	11,831	-34%
Number of mended items	223	221	-0.9%	2,657	2,969	11.7%	3,477	2,719	-22%
Number of items ordered	724	804	11.0%	7,654	8,062	5.3%	7,779	7,768	0%
Number of records added to database	1,473	1,394	-5.4%	15,686	14,447	-7.9%	17,190	15,387	-10%

VENDOR NAME	VENDOR AMOUNT
AASLH Total	\$374.00
ALLERTON PUBLIC LIBRARY DISTRICT Total	\$30.99
AMAZON PAYMENTS Total	\$2,298.96
BAKER & TAYLOR CO Total	\$20,101.68
BARBECK COMMUNICATIONS GROUP Total	\$9,945.96
BECK'S ENGRAVING & RUBBER STAMPS Total	\$44.92
CDW GOVERNMENT INC Total	\$652.71
CENTRALIA REGIONAL LIBRARY DISTRICT Total	\$15.99
CHARLESTON CARNEGIE PUBLIC LIBRARY Total	\$51.55
CLOW CONTROLS & SERVICE INC. Total	\$13,751.00
COMMERCIAL MAIL SERVICES Total	\$143.05
DANDE, AMIT S Total	\$100.00
DECATUR BLUEPRINT, INC. Total	\$401.50
DECATUR CIVIC CENTER AUTHORITY Total	\$1,869.32
DECATUR TRIBUNE Total	\$90.00
DEMCO INC Total	\$261.62
EFFINGHAM PUBLIC LIBRARY Total	\$26.91
FORSYTH PUBLIC LIBRARY Total	\$13.89
HERALD & REVIEW Total	\$1,360.00
IHLS-OCLC Total	\$783.70
JESSICA HILL CONSULTING LLC Total	\$3,748.20
JONES & THOMAS Total	\$400.00
KANOPY Total	\$379.00
KILEY KLEIN, LTD Total	\$60.00
LIBRARY IDEAS, LLC Total	\$1,087.32
MIDWEST TAPE, LLC Total	\$11,979.84
MORRISON-TALBOT LIBRARY Total	\$32.00
NICHE ACADEMY LLC Total	\$2,400.00
NICKI BOND Total	\$1,500.00
NOVEL IDEAS Total	\$442.50
O'FALLON PUBLIC LIBRARY Total	\$14.00
PAETEC Total	\$112.14
PEERLESS NETWORK, INC Total	\$666.71
PROQUEST INFORMATION & LEARNING Total	\$5,615.34
REGIONS/CREDIT CARD Total	\$820.32
SAM'S CLUB Total	\$249.14
STRIGLOS/HAINES & ESSICK Total	\$88.73
UNIQUE MANAGEMENT SERVICES Total	\$411.70
VERIZON WIRELESS Total	\$107.44
WATTS COPY SYSTEMS Total	\$1,838.91
WHITEHEAD, MICHELLE Total	\$8.36
YOUNG, AMANDA Total	\$125.17
Grand Total	\$84,404.57

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 3/1/2023 to 3/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152245	03/02/2023	ALLERTON PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	30.99	LOST OR DAMAGED BOOKS
152254	03/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,288.80	OFFICE SUPPLIES
152264	03/02/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	242.58	SMALL CAPITAL ITEMS
152276	03/02/2023	DECATUR TRIBUNE 2 SUBSCRIPTIONS DECATUR LIBRARY	90.00	BOOKS & PERIODICALS
152294	03/02/2023	HERALD & REVIEW ACCT 111-00004625	1,360.00	BOOKS & PERIODICALS
152321	03/02/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,037.49	OFFICE SUPPLIES
152325	03/02/2023	MORRISON-TALBOT LIBRARY LOST OR DAMAGED MATERIAL	32.00	LOST OR DAMAGED BOOKS
152331	03/02/2023	NICHE ACADEMY LLC 2023 ONLINE SUBSCRIPTIONS	2,400.00	PER CAPITA GRANT EXPENS
152332	03/02/2023	NICKI BOND JAN/FEB'23 CONSULTING SERVICES	1,500.00	PROFESSIONAL SERVICES
152333	03/02/2023	O'FALLON PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	14.00	LOST OR DAMAGED BOOKS
152335	03/02/2023	PEERLESS NETWORK, INC ACCT 1212890	330.48	TELEPHONE
152341	03/02/2023	SAM'S CLUB ACCOUNT 9064	52.08	OTHER LIBRARY GRANT EXI
152346	03/02/2023	STRIGLOS/HAINES & ESSICK RUBBER STAMPS/INK PADS	36.00	OFFICE SUPPLIES
152366	03/02/2023	WHITEHEAD, MICHELLE REIMBURSEMENT FOR ANNIVERSARY ITEMS FOR EI	8.36	OTHER LIBRARY GRANT EXI
152377	03/09/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,089.22	OFFICE SUPPLIES
152388	03/09/2023	CHARLESTON CARNEGIE PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	51.55	LOST OR DAMAGED BOOKS
152393	03/09/2023	COMMERCIAL MAIL SERVICES FEB 15 - FEB 28'23	143.05	POSTAGE
152401	03/09/2023	DECATUR BLUEPRINT, INC. LETTERHEAD-COLOR PRINT #10 ENVELOPES	401.50	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2023 to 3/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152404	03/09/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	261.62	OFFICE SUPPLIES
152437	03/09/2023	LIBRARY IDEAS, LLC 6 VOX BOOKS 18 VOX BOOKS	1,087.32	BOOKS & PERIODICALS
152446	03/09/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	666.29	OFFICE SUPPLIES
152453	03/09/2023	PAETEC ACCT 633318933001 ACCT 633292627001	112.14	TELEPHONE
152464	03/09/2023	PROQUEST INFORMATION & LEARNING HERITAGE QUEST/ANCESTRY ONLINE DATABASES	5,615.34	BOOKS & PERIODICALS
152477	03/09/2023	STRIGLOS/HAINES & ESSICK DESK STAPLER FILE FOLDERS	52.73	OFFICE SUPPLIES
152492	03/09/2023	WATTS COPY SYSTEMS PRINTER RENTAL	75.00	OTHER LIBRARY GRANT EXI
152493	03/09/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	926.94	SERV-OFFICE EQUIPMENT
152502	03/16/2023	AMAZON PAYMENTS RETURN ON INV 1JQH-TWRF-43Y6 BLANKET PO FOR SUPPLIES/BOOKS	2,189.34	BOOKS & PERIODICALS
152506	03/16/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,082.88	OFFICE SUPPLIES
152507	03/16/2023	BARBECK COMMUNICATIONS GROUP RADIOS FOR CITY/CLINIC	9,945.96	SMALL CAPITAL ITEMS
152508	03/16/2023	BECK'S ENGRAVING & RUBBER STAMPS CUSTOM RUBBER STAMP	44.92	OFFICE SUPPLIES
152518	03/16/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	65.78	OFFICE SUPPLIES
152530	03/16/2023	DANDE, AMIT S HEART HEALTH PRESENTATION	100.00	OTHER LIBRARY GRANT EXI
152579	03/16/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	243.75	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 3/1/2023 to 3/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152624	03/16/2023	UNIQUE MANAGEMENT SERVICES FEB'23 PLACEMENTS	411.70	PROFESSIONAL SERVICES
152636	03/16/2023	WATTS COPY SYSTEMS PRINTER RENTAL 2/23'23-3/22'23	75.00	OTHER LIBRARY GRANT EXI
152645	03/23/2023	AMAZON PAYMENTS NLIGHT POWER SUPPLY LOCAL HISTORY ROOM DPI	109.62	MATERIALS - BUILDINGS
152649	03/23/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	4,858.40	OFFICE SUPPLIES
152661	03/23/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	344.35	OFFICE SUPPLIES
152671	03/23/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	1,869.32	SECURITY
152693	03/23/2023	IHLS-OCLC WEBDEWEY ITEM	783.70	MEMBERSHIP FEES
152704	03/23/2023	JONES & THOMAS WEB SERVICES	400.00	PROFESSIONAL SERVICES
152705	03/23/2023	KANOPY LIBRARY STREAMING SERVICE	379.00	BOOKS & PERIODICALS
152707	03/23/2023	KILEY KLEIN, LTD LEGAL SERVICES	60.00	PROFESSIONAL SERVICES
152716	03/23/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	9,311.99	OFFICE SUPPLIES
152722	03/23/2023	NOVEL IDEAS 45 BOOKS YA BOOK CLUB 03/08/23	442.50	BOOKS & PERIODICALS
152725	03/23/2023	PEERLESS NETWORK, INC ACCT 1212890	336.23	TELEPHONE
152753	03/23/2023	VERIZON WIRELESS ACCT 980380645-00001	107.44	TELEPHONE
152760	03/23/2023	YOUNG, AMANDA TRAVEL REIMBURSEMENT FOR 3/10/23	125.17	CONFERENCES & TRAVEL
152772	03/30/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	7,412.50	OFFICE SUPPLIES
152782	03/30/2023	CENTRALIA REGIONAL LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	15.99	LOST OR DAMAGED BOOKS
152785	03/30/2023	CLOW CONTROLS & SERVICE INC. REPLACE EXISTING CONTROL SYSTEM IN LOCAL HI	13,751.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2023 to 3/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152795	03/30/2023	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	26.91	LOST OR DAMAGED BOOKS
152801	03/30/2023	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	13.89	LOST OR DAMAGED BOOKS
152819	03/30/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	720.32	OFFICE SUPPLIES
152834	03/30/2023	SAM'S CLUB ACCOUNT 9064	197.06	OTHER LIBRARY GRANT EXI
152851	03/30/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	761.97	SERV-OFFICE EQUIPMENT
23005198	03/02/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	980.90	OTHER LIBRARY GRANT EXI
23005222	03/16/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,354.80	OTHER LIBRARY GRANT EXI
23005225	03/16/2023	REGIONS/CREDIT CARD ACCT 3978	820.32	CONFERENCES & TRAVEL
23005245	03/30/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,412.50	OTHER LIBRARY GRANT EXI
Total for: 35			83,660.69	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152240	03/02/2023	AASLH 2023 MEMBERSHIP LOCAL HISTORY RM	374.00	BOOK AND PERIODICALS
152254	03/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	47.93	BOOKS & PERIODICALS
152377	03/09/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	29.84	BOOKS & PERIODICALS
152506	03/16/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	28.99	BOOKS & PERIODICALS
152649	03/23/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	150.27	BOOKS & PERIODICALS
152772	03/30/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	112.85	BOOKS & PERIODICALS

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

For invoices from -- 3/1/2023 to 3/31/2023

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152772	03/30/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	112.85	BOOKS & PERIODICALS
			<hr/>	
			Total for: 59	743.88
			<hr/>	
			Total for All:	\$84,404.57



Investment Proposal for Decatur Public Library

40 hour per week – 5 days

Position	Wage Rate Per Hour	Bill Rate Per Hour	Overtime/Holiday Rate
Security officer (40 hpw)	\$19.00	\$30.68	\$46.02

All estimated costs are based on 40 hours of security service each week. One officer, 5 days a week, 8 hours per day. Shift Schedule TBD.

Estimated Weekly Cost: \$1,227

Estimated Monthly Cost: \$5,318

Estimated Annual Cost: \$63,814

Bill rates include the following items:

- Recruitment, background screening and hiring costs.
- Employee wages, payroll taxes and insurance.
- In accordance with the Affordable Care Act, the opportunity for all eligible employees to enroll in a subsidized ACA compliant Bronze medical plan.
- Excellence in Service performance recognition program.
- District award qualification for Officer of the Month, Officer of the Quarter and Officer of the Year.
- Free life insurance and paid time off / vacation typically 1 week after one year; 2 weeks after five years; 3 weeks after ten years (in accordance with any local / state laws that may apply).
- Complete uniforms for each season, including replacements as needed.
- Introductory, pre-assignment and paid on-site training.
- Advanced Certification Training 1, 2, and 3 with e-learning technology.
- Learning Management System to track completed courses and test scores.
- Monthly service review and planning meetings with local district manager.
- Computer-based post orders, including client emergency response procedures.
- Site-specific written test based on post orders and client policies.
- 24-hour National Communications Center.
- Department of Homeland Security SAFETY Act Designation.

Enhanced Benefits include:

- Anthem Engage Elite; an online resource that can help employees manage health care expenses with discounts and perks and make healthy choices.
- Livongo; helps employees who are currently living with diabetes to better manage and improve their condition all while saving money.



- Omada; a science-backed health and weight management program that motivates employees to take charge of their weight and reduce their risk for diabetes and other health conditions.
- EAP; support options, from over-the-phone counseling to resources like legal referrals, daycare and elder care, identity theft consultations, adoption assistance, education support for tutoring and college/university searches and financial counseling.
- Life Insurance; the Company-paid life insurance benefit is increased to \$10,000.
- Smart Dollar; a proven financial wellness program. Using motivational content, interactive tools and expert financial advice.
- Securitas College Programs; With Purdue Global Online University Online, offers up to 1,000 officers annually 90% tuition reimbursed programs that better prepare employees for a career in security.

Overtime/holiday rate will apply for the following nine holidays:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Friday After Thanksgiving
President's Day	Labor Day	Christmas Day

The prices for security officer and related services as quoted above are valid for a period of 90 days from the date of this proposal.

SALARY ASSESSOR®

Security Guard

Specifications:

Prepared for:

Area: Decatur, Illinois

Industry: All Industries - Diversified

Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000

Organization Size: (Data reported by years of experience)

Education Adjustment:

Skill Adjustment:

Certification Adjustment:

Shift Work Adjustment:

Planning Date: 4/7/2023

Annualized Salary Trend: 2.6% (Adjustment: 0%)

Database as of: 4/1/2023

ERI Job Code: 4111

eDOT: 372667011

SOC: 339032

Printout Date: 4/7/2023

(Items in bold affect salary estimates)

Date Last Updated: 4/1/2023

ERI Job Title: Security Guard

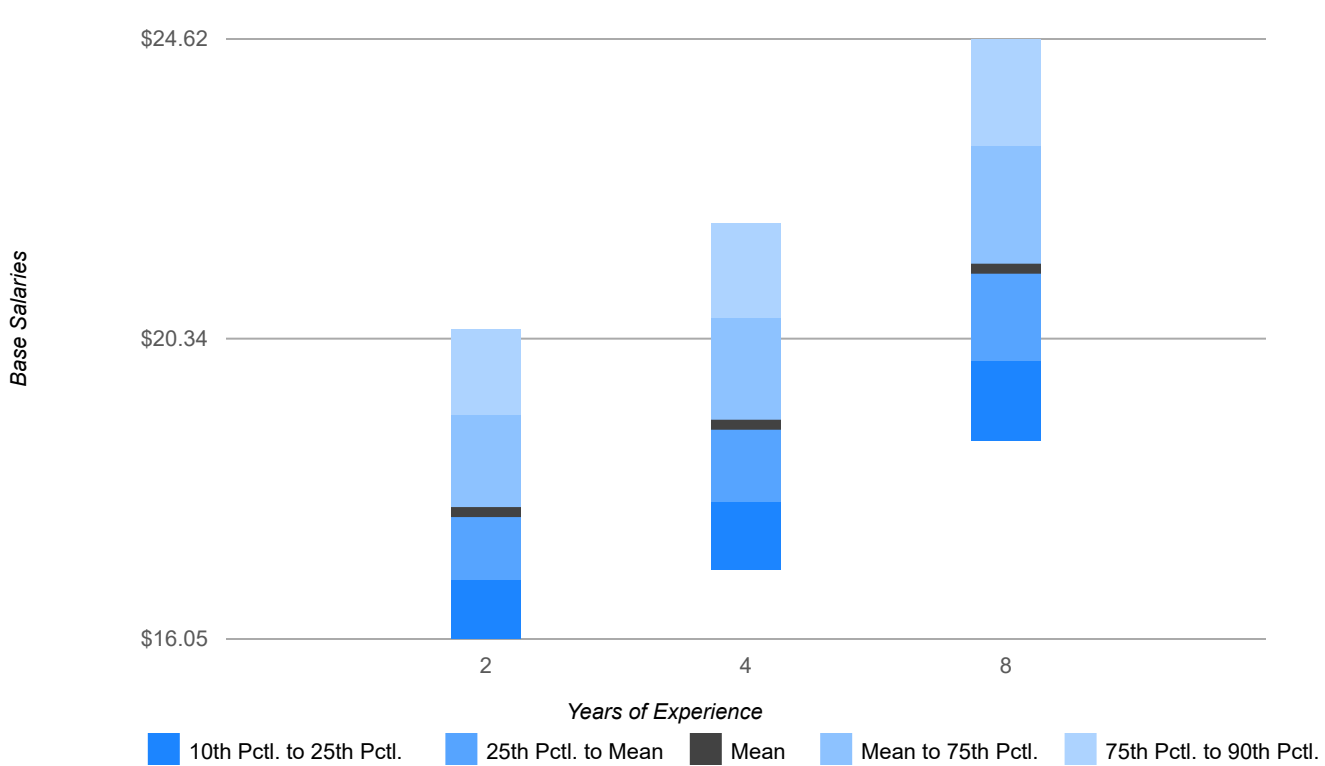
Estimated Survey Mean Hourly Base Salaries

All Incumbent Average: \$20.60

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
8	18.89	20.02	21.67	23.08	24.62
4	17.05	18.00	19.42	20.63	21.99
2	16.05	16.88	18.16	19.24	20.47

All Values in United States Dollars

Hourly Base Salaries Graph



Security Guard

ERI Job Title: Security Guard

Job Description

Overview

- Guards industrial or commercial property against fire, theft, vandalism, and illegal entry.
- Patrols buildings and grounds of industrial plant or commercial establishment, docks, or work site.
- Examines doors, windows, and gates to determine that they are secure.
- Preserves order and enforces security regulations.
- Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles; and apprehends or expels culprits.
- Inspects equipment and machinery to ascertain if tampering has occurred.
- Watches for and reports conditions that could result in injury or loss due to fire hazards, leaking pipes, spills, faulty equipment, etc.
- Checks personnel for proper identification and clearance.
- Permits authorized people to enter property.
- Checks incoming and outgoing packages.
- Observes departing personnel to guard against theft of company property.

Typical Functions

- Sounds alarm or calls police or fire department in case of fire, difficulty with unauthorized people, or medical emergencies.
- Records data, such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use by supervisory staff.
- May register at watch stations to record time of inspection trips.
- May perform janitorial duties and set thermostatic controls to maintain specified temperature in buildings or cold storage rooms.
- May tend furnace or boiler.
- May be deputized to arrest trespassers.
- May regulate vehicle and pedestrian traffic at plant entrance to maintain orderly flow.
- May patrol site with guard dog on leash.
- May accompany or lead a truck convoy carrying valuable shipments.

Date Last Updated: 4/1/2023

Methodology



Data Collection

ERI gathers data from 3 types of sources: surveys we conduct ourselves, surveys we purchase from other organizations, and reports from publicly traded organization, such as proxies and 10- Ks.



Data Verification

After collecting the data, we conduct QA to ensure the data flowing into the analyses are of the highest quality.

Some examples of QA tasks are job matching by trained analysts, interviewing participants to double-check data that do not fall into parameters, and inspecting data to identify issues such as keying errors or misclassifications.



Analysis

ERI conducts advanced analytics to accurately capture the full scope of an occupation and how it exists in the economy.

ERI is committed to using the best analysis for a given statistical task, including machine learning, meta-analysis, and regression.

These analyses have been validated against independently collected market data.



Quality Assurance

ERI analysts double-check the results for every job every quarter.

This process allows us to be confident in the data we publish.



ERI Results

The end result is a carefully curated dataset that reflects compensation rates with an unparalleled level of accuracy.

ERI provides a comprehensive database of compensation for over 11,500 job titles, 1,000 industries, and 11,000 locations.



SALARY ASSESSOR®

Individual Job Report

Security Guard

Specifications

Prepared For:

Area: Decatur, Illinois

Industry: All Industries - Diversified

Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000

Organization Size: (Data reported by years of experience)

Education Adjustment:

Skill Adjustment:

Certification Adjustment:

Annualized Salary Trend: 2.6% (Adjustment: 0.21%)

Planning Date: 5/2/2022

Database as of: 4/1/2022

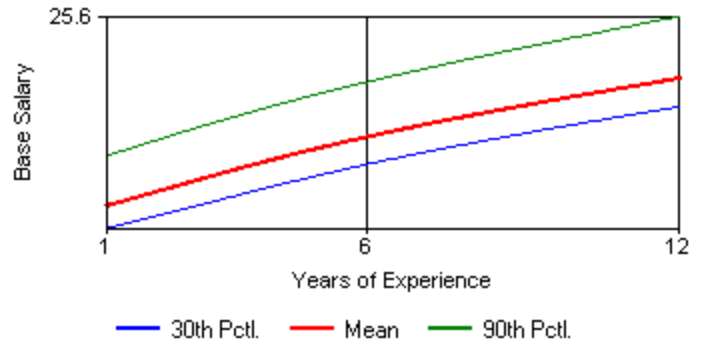
eDot: 372667011

SOC: 339032

Printout Date: 5/2/2022

(Items in bold affect salary estimates)

Hourly Base Salaries Graph



Estimated Survey Mean Hourly Base Salaries

All Incumbent Average: \$19.69

Years of Experience	30th Percentile	40th Percentile	Mean	75th Percentile	90th Percentile
8	19.38	19.91	20.74	22.08	23.52
4	17.13	17.63	18.45	19.72	21.06
1	15.21	15.61	16.31	17.46	18.75

SALARY ASSESSOR®

Individual Job Report

Security Guard

Security Guard

Alternate Title

Guard Security

Overview

Guards industrial or commercial property against fire, theft, vandalism, and illegal entry.

Patrols buildings and grounds of industrial plant or commercial establishment, docks, or work site.

Examines doors, windows, and gates to determine that they are secure.

Preserves order and enforces security regulations.

Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles; and apprehends or expels culprits.

Inspects equipment and machinery to ascertain if tampering has occurred.

Watches for and reports conditions that could result in injury or loss due to fire hazards, leaking pipes, spills, faulty equipment, etc.

Checks personnel for proper identification and clearance.

Permits authorized people to enter property.

Checks incoming and outgoing packages.

Observes departing personnel to guard against theft of company property.

Typical Functions

Sounds alarm or calls police or fire department in case of fire, difficulty with unauthorized people, or medical emergencies.

Records data, such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use by supervisory staff.

May register at watch stations to record time of inspection trips.

May perform janitorial duties and set thermostatic controls to maintain specified temperature in buildings or cold storage rooms.

May tend furnace or boiler.

May be deputized to arrest trespassers.

May regulate vehicle and pedestrian traffic at plant entrance to maintain orderly flow.

May patrol site with guard dog on leash.

May accompany or lead a truck convoy carrying valuable shipments.

Date Last Updated: 4/1/2022

CLIENTPOINT DOWNLOAD RECEIPT

DOWNLOADED: 04-10-2023

CLIENTPOINT ID: 676734

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 35	LIBRARY FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3559350 LIBRARY FUND								
3559350	301103	REAL ESTATE TAXES						
		-3,022,000.00	-3,022,000.00	0.00	0.00	0.00	-3,022,000.00	.0%
3559350	302104	STATE REPLACEMENT TAX						
		-852,000.00	-852,000.00	-237,612.09	-78,714.30	0.00	-614,387.91	27.9%
3559350	302107	STATE GRANTS OR OTHER						
		-104,020.00	-104,020.00	0.00	0.00	0.00	-104,020.00	.0%
3559350	302124	OTHER LIBRARY GRANTS						
		-1,000,000.00	-1,000,000.00	-7,483.65	-5,019.90	0.00	-992,516.35	.7%
3559350	303607	PAYMENT IN LIEU OF TAXES						
		-548,484.00	-548,484.00	-137,121.00	-45,707.00	0.00	-411,363.00	25.0%
3559350	305509	FINES AND FEES						
		-6,100.00	-6,100.00	-1,953.10	-467.47	0.00	-4,146.90	32.0%
3559350	305510	NON- RESIDENTIAL FEES						
		-250.00	-250.00	0.00	0.00	0.00	-250.00	.0%
3559350	305511	LOST OR DAMAGED BOOKS						
		-3,800.00	-3,800.00	-1,140.91	-432.83	0.00	-2,659.09	30.0%
3559350	305514	COPIES AND MISCELLANEOUS						
		-9,500.00	-9,500.00	-2,992.53	-796.32	0.00	-6,507.47	31.5%
3559350	305515	MEETING ROOM FEES						
		-2,800.00	-2,800.00	-940.00	-880.00	0.00	-1,860.00	33.6%
3559350	307101	INTEREST INCOME						
		-600.00	-600.00	-2,352.80	-72.37	0.00	1,752.80	392.1%
3559350	307141	INVESTMENT INCOME						
		-1,900.00	-1,900.00	0.00	0.00	0.00	-1,900.00	.0%
3559350	308899	MISCELLANEOUS INCOME						
		-300.00	-300.00	7.50	0.00	0.00	-307.50	-2.5%
TOTAL LIBRARY FUND								
		-5,551,754.00	-5,551,754.00	-391,588.58	-132,090.19	0.00	-5,160,165.42	7.1%
35593511 DPL - PERSONNEL SERVICES								
35593511	409000	SALARIES						
		1,782,442.00	1,782,442.00	454,899.06	193,027.34	0.00	1,327,542.94	25.5%
35593511	410100	OVERTIME						
		0.00	0.00	109.80	0.00	0.00	-109.80	100.0%
35593511	410500	PENSION CONTRIBUTION						
		109,144.00	109,144.00	27,045.74	11,593.44	0.00	82,098.26	24.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 35	LIBRARY FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
35593511 410700		FICA/MEDICARE						
	137,316.00		137,316.00	34,203.48	14,597.54	0.00	103,112.52	24.9%
35593511 411100		LIFE INSURANCE						
	3,300.00		3,300.00	721.87	310.04	0.00	2,578.13	21.9%
35593511 411200		MEDICAL INSURANCE						
	665,600.00		665,600.00	150,000.00	63,000.00	0.00	515,600.00	22.5%
35593511 411500		SERVICE RECOGNITION						
	14,680.00		14,680.00	4,320.20	1,834.04	0.00	10,359.80	29.4%
TOTAL DPL - PERSONNEL SERVICES								
	2,712,482.00		2,712,482.00	671,300.15	284,362.40	0.00	2,041,181.85	24.7%

35593512 DPL - OPERATING EXPENSES

35593512 411300		TO EMPL BENEFITS-UNEMPLOYMENT						
	1,109.00		1,109.00	270.00	90.00	0.00	839.00	24.3%
35593512 420100		ADVERTISING						
	700.00		700.00	0.00	0.00	0.00	700.00	.0%
35593512 421000		SERVICE TO MAINT BUILDINGS						
	0.00		0.00	0.00	0.00	1,845.00	-1,845.00	100.0%
35593512 421300		SERV-OFFICE EQUIPMENT						
	23,000.00		23,000.00	3,340.51	1,688.91	5,159.49	14,500.00	37.0%
35593512 423000		GENERAL FUND IT SERVICES						
	38,518.00		38,518.00	9,909.00	3,303.00	0.00	28,609.00	25.7%
35593512 423300		TELEPHONE						
	21,000.00		21,000.00	1,767.36	886.29	8,809.03	10,423.61	50.4%
35593512 423901		BANKING SERVICE CHARGES						
	250.00		250.00	67.56	11.85	0.00	182.44	27.0%
35593512 424100		CONFERENCES & TRAVEL						
	40,000.00		40,000.00	2,280.36	174.17	250.00	37,469.64	6.3%
35593512 424350		GENERAL FUND FIXED ALLOCATION						
	114,238.00		114,238.00	37,740.00	12,580.00	0.00	76,498.00	33.0%
35593512 424500		POSTAGE						
	6,000.00		6,000.00	720.29	143.05	0.00	5,279.71	12.0%
35593512 424650		SECURITY						
	0.00		0.00	4,835.17	1,869.32	29,164.83	-34,000.00	100.0%
35593512 424700		COMPUTER SOFTWARE						
	53,000.00		53,000.00	2,053.00	0.00	0.00	50,947.00	3.9%
35593512 427100		TEMP AGENCY SERVICES						
	500.00		500.00	0.00	0.00	0.00	500.00	.0%
35593512 427200		TUITION REIMBURSEMENT						
	10,000.00		10,000.00	0.00	0.00	0.00	10,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 35	LIBRARY FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
35593512 428000		PROFESSIONAL SERVICES						
	141,000.00	141,000.00		11,202.89	2,371.70	5,900.00	123,897.11	12.1%
35593512 428400		MEMBERSHIP FEES						
	58,000.00	58,000.00		2,025.70	1,019.70	45.00	55,929.30	3.6%
35593512 432000		MATERIALS - BUILDINGS						
	50.00	50.00		109.62	109.62	0.00	-59.62	219.2%
35593512 433015		PER CAPITA GRANT EXPENSE						
	104,020.00	104,020.00		39,185.99	3,269.85	1,333.97	63,500.04	39.0%
35593512 433020		OTHER LIBRARY GRANT EXPENSE						
	1,000,000.00	1,000,000.00		28,558.31	19,149.87	30,462.82	940,978.87	5.9%
35593512 434500		OFFICE SUPPLIES						
	29,000.00	29,000.00		7,033.72	3,182.75	18,825.43	3,140.85	89.2%
35593512 442300		RISK MANAGEMENT INSURANCE						
	100,000.00	100,000.00		23,775.00	7,925.00	0.00	76,225.00	23.8%
35593512 442900		TRANSFER TO CAPITAL FUND						
	200,000.00	200,000.00		0.00	0.00	0.00	200,000.00	.0%
35593512 449900		SMALL CAPITAL ITEMS						
	30,000.00	30,000.00		12,513.88	11,467.03	24,761.93	-7,275.81	124.3%
35593512 455300		BUILDING LEASE PAYMENT						
	589,583.00	589,583.00		147,345.00	49,115.00	0.00	442,238.00	25.0%
TOTAL DPL - OPERATING EXPENSES								
	2,559,968.00	2,559,968.00		334,733.36	118,357.11	126,557.50	2,098,677.14	18.0%
35593515 DPL - OPERATING EXPENSES								
35593515 458000		BOOKS & PERIODICALS						
	245,000.00	245,000.00		71,018.85	38,374.25	134,474.48	39,506.67	83.9%
35593515 458100		LOST OR DAMAGED BOOKS						
	1,400.00	1,400.00		425.66	185.33	0.00	974.34	30.4%
TOTAL DPL - OPERATING EXPENSES								
	246,400.00	246,400.00		71,444.51	38,559.58	134,474.48	40,481.01	83.6%
TOTAL LIBRARY FUND								
	-32,904.00	-32,904.00		685,889.44	309,188.90	261,031.98	-979,825.42	-2877.8%
TOTAL REVENUES								
	-5,551,754.00	-5,551,754.00		-391,588.58	-132,090.19	0.00	-5,160,165.42	
TOTAL EXPENSES								
	5,518,850.00	5,518,850.00		1,077,478.02	441,279.09	261,031.98	4,180,340.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL -32,904.00	-32,904.00	685,889.44	309,188.90	261,031.98	-979,825.42	-2877.8%

** END OF REPORT - Generated by Meyer, Rick C **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 59		LIBRARY TRUST FUNDS		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED	BUDGET					
5959590 DPL TRUST FUND REVENUES								
5959590	307103		INTEREST INC - CANTONI					
		0.00	0.00	-85.77	0.00	0.00	85.77	100.0%
5959590	307104		INTEREST INC - MEYERS					
		0.00	0.00	-66.77	0.00	0.00	66.77	100.0%
5959590	307142		INTEREST - DONATIONS					
		0.00	0.00	-2.03	0.00	0.00	2.03	100.0%
5959590	308805		CONTRIBUTIONS					
		-9,000.00	-9,000.00	-675.00	-335.00	0.00	-8,325.00	7.5%
TOTAL DPL TRUST FUND REVENUES								
		-9,000.00	-9,000.00	-829.57	-335.00	0.00	-8,170.43	9.2%
59595912 TRUST CANTONI EXPENSES								
59595912	458000		BOOKS & PERIODICALS					
		35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	.0%
TOTAL TRUST CANTONI EXPENSES								
		35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	.0%
59595922 TRUST MEYER EXPENSES								
59595922	408899		MISC EXPENSE					
		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
59595922	428000		PROFESSIONAL FEES					
		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
59595922	431600		ARCHIVAL SUPPLIES					
		5,000.00	5,000.00	692.35	0.00	0.00	4,307.65	13.8%
59595922	449900		SMALL CAPITAL ITEMS					
		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
59595922	458000		BOOK AND PERIODICALS					
		5,000.00	5,000.00	478.70	374.00	0.00	4,521.30	9.6%
TOTAL TRUST MEYER EXPENSES								
		25,000.00	25,000.00	1,171.05	374.00	0.00	23,828.95	4.7%
59595942 TRUST MEMORIAL EXPENSES								
59595942	458000		BOOKS & PERIODICALS					

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 59	LIBRARY TRUST FUNDS							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
60,000.00	60,000.00	1,047.58	369.88	6,735.97	52,216.45	13.0%		
TOTAL TRUST MEMORIAL EXPENSES								
60,000.00	60,000.00	1,047.58	369.88	6,735.97	52,216.45	13.0%		
TOTAL LIBRARY TRUST FUNDS								
111,000.00	111,000.00	1,389.06	408.88	6,735.97	102,874.97	7.3%		
TOTAL REVENUES								
-9,000.00	-9,000.00	-829.57	-335.00	0.00	-8,170.43			
TOTAL EXPENSES								
120,000.00	120,000.00	2,218.63	743.88	6,735.97	111,045.40			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
111,000.00	111,000.00	1,389.06	408.88	6,735.97	102,874.97	7.3%

GRAND TOTAL

** END OF REPORT - Generated by Meyer, Rick C **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 58	LIBRARY CAPITAL							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
5859580 LIBRARY CAPITAL REVENUES								
5859580 306709	TRANSFER FROM LIBRARY							
-700,000.00	-700,000.00	0.00	0.00	0.00	-700,000.00	.0%		
5859580 307101	INTEREST INCOME							
-600.00	-600.00	-1,504.30	0.00	0.00	904.30	250.7%		
5859580 307141	INVESTMENT INCOME							
-100.00	-100.00	0.00	0.00	0.00	-100.00	.0%		
5859580 308826	DECATUR LIBRARY FOUNDATION							
-250,000.00	-250,000.00	0.00	0.00	0.00	-250,000.00	.0%		
TOTAL LIBRARY CAPITAL REVENUES								
-950,700.00	-950,700.00	-1,504.30	0.00	0.00	-949,195.70	.2%		
58595826 LIBRARY CAPITAL PROJECTS								
58595826 449950 L2301	LARGE CAPITAL ITEMS							
0.00	0.00	141,479.60	0.00	330,120.40	-471,600.00	100.0%		
58595826 451500	OFFICE EQUIPMENT							
1,250,000.00	1,250,000.00	0.00	0.00	0.00	1,250,000.00	.0%		
TOTAL LIBRARY CAPITAL PROJECTS								
1,250,000.00	1,250,000.00	141,479.60	0.00	330,120.40	778,400.00	37.7%		
TOTAL LIBRARY CAPITAL								
299,300.00	299,300.00	139,975.30	0.00	330,120.40	-170,795.70	157.1%		
TOTAL REVENUES								
-950,700.00	-950,700.00	-1,504.30	0.00	0.00	-949,195.70			
TOTAL EXPENSES								
1,250,000.00	1,250,000.00	141,479.60	0.00	330,120.40	778,400.00			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 299,300.00	299,300.00	139,975.30	0.00	330,120.40	-170,795.70	157.1%

** END OF REPORT - Generated by Meyer, Rick C **

The cost of operating a bookmobile can vary depending on several factors such as the size of the bookmobile, the number of staff required to operate it, the distance it needs to travel, the number of stops it makes, and the types of books and services it offers. However, here are some typical annual costs associated with operating a bookmobile:

1. Vehicle costs: The average purchase cost of a bookmobile in 2018 was \$200,000 according to the Association of Bookmobiles and Outreach Services (ABOS). It is unclear from my research if this is a fully outfitted vehicle.
2. Staffing costs: The cost of two full-time Decatur Public Library staff for one bookmobile is around \$150,000 annually which include the cost of benefits. This does not include the cost of supervision.
3. Fuel and maintenance costs: The cost of fuel and maintenance can range from \$10,000 to \$20,000 per year, depending on the distance traveled and the frequency of maintenance.
4. Book and material costs: The cost of purchasing or leasing books and other materials can range from \$20,000 to \$50,000 per year, depending on the size of the collection and the types of materials offered.
5. Insurance and licensing costs: The cost of insurance and licensing can range from \$5,000 to \$10,000 per year, depending on the type of coverage required and the location of the bookmobile.
6. Technology and Security: I am still working on these figures. I do believe that at least one security camera per bookmobile is necessary.

Overall, the projected annual costs of operating a bookmobile would be, at a minimum \$185,000 annually. I think that this is a lowball cost—according to ABOS the average annual cost is \$200,000.



Decatur Public Library Strategic Plan

DRAFT 4/14/2023

Visibility & Outreach: Engage the broader community more fully by increasing access and raising awareness of the library's rich offerings

- ✓ Explore feasibility and effectiveness providing outreach or off-site services to residents, especially those facing barriers to using on-site services
- ✓ Raise the visibility of current, and forthcoming, digital resources and collections so they are seen as an outreach service in themselves
- ✓ Develop a mission and vision that is short, memorable, and captures the aspirations of the library to serve all of its residents long into the future
- ✓ Develop a marketing plan to situate the library as a leader in "offering hope" and opportunity to all residents and a vital agent for closing Decatur's socio-economic gaps

Programming & Partnerships: Deepen and expand partnerships to increase programming that targets Decatur's most salient social and educational challenges and highlights its strengths

- ✓ Expand early-literacy efforts that encourage family engagement, school-readiness, and socio-emotional growth, strengthening the library's position within Decatur's educational ecosystem
- ✓ Provide teens with a variety of gaming activities for entertainment and social and workforce skills to prepare them for higher education and careers
- ✓ Increase adult access to programs and spaces, at times that works best for them, and that address issues of aging (mobility, tech skills, dementia-friendly, isolation, etc.) and inclusion (ESL, ASL, Human Library, etc.)
- ✓ Deliver more programming through the library's exterior green spaces
- ✓ Host regular meetings with representatives from the Library Board of Trustees, Library Foundation Board, and Friends of the Library Board to identify points of collaboration

Resources & Services: Expand resources and implement services that remove barriers and ensure all members of the community have access to the tools they need to succeed and thrive

- ✓ Continue to acquire and implement self-service technology that increases ease-of-use and improves customer service
- ✓ Focus customer service training on removing barriers to technology and collections (e.g., reader's advisory, information literacy, and tech help)

- ✓ Review physical and digital collections philosophy and set goals for growth and evolution according to user demand

Customer Service & Staffing: Continue to streamline internal processes for greater efficiency and effectiveness, and build upon efforts that have led to improved customer service

- ✓ Review effective organizational structures and practices of other libraries for possible implementation
- ✓ Create an organization-wide onboarding process to ensure all staff are similarly trained when hired, assessed periodically, and rewarded for outstanding service
- ✓ Create a robust calendar of training that is scaffolded and welcomed by staff as necessary ongoing professional development (e.g., technology, collections, social work, customer service, active shooter, medical emergencies, natural disasters, etc.)
- ✓ Continue to improve upon DPL's reputation as a place that is welcoming to all, especially by regularly reviewing its hiring policies and practices, job descriptions and recruitment efforts, and to diversifying of staff and board
- ✓ Build upon the benefits of the on-site social worker by analyzing how the services are being used and what changes might make them even more accessible to patrons and staff

Facilities & Grounds: Establish Decatur Public Library as the most attractive and welcoming public amenity in the community

- ✓ Assess previous facility and layout plans in light of post-pandemic usage patterns and changing service model
- ✓ Create atmospheres at entryways that set the model for all Decatur destinations on how to ensure every member of the community immediately feels welcomed
- ✓ Develop an overall layout and design that supports the strategic goals of the library, acknowledges changing usage patterns, and seamlessly integrates with the new model of customer service delivery
- ✓ Enhance all library spaces with furniture, furnishings, and decorations that instill pride and lift spirits
- ✓ Emphasize the library's exterior green spaces as destinations in themselves, and explore what enhancements might increase their usage

FRIENDS OF THE DECATUR PUBLIC LIBRARY MEETING ROSTER

MEETING DATE	NAME
MARCH 9, 2023	
APRIL 13, 2023	Karl Coleman
MAY 11, 2023	Alana Banks
JUNE 8, 2023	
JULY 13, 2023	
AUGUST 10, 2023	
SEPTEMBER 14, 2023	Jeff Cancienne
OCTOBER 12, 2023	
NOVEMBER 9, 2023	Jecobie Jones
DECEMBER 14, 2023	Susan Avery
JANUARY 11, 2023	