



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, October 19, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of September 21, 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 Damptz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Lost and Found Policy (Action)
 - iii. Child Abuse and Neglect Reporting Policy (Action)
 - iv. Management Pay Grades and Benchmarking (Action)
 - v. Diversity, Equity, Inclusion (Discussion)
 - vi. Narcan Dispenser Box (Action)
 - B. **Finance and Properties Committee**—Jacobie Jones
 - i. Capital Needs & Projects (Discussion)
 - ii. September 2023 Check Register & Vendor Report (Action)
 - iii. September 2023 Budget Actuals & Projection (Discussion)
 - iv. Management Pay Grades and Benchmarking (Action)
 - v. FY2024 Budget (Action)

vi. Other (Discussion)

C. Foundation—Rick Meyer

i. No meeting

D. Friends of the Library – Rick Meyer/LaTonya Ricks

i. October 12 meeting

E. Illinois Heartland Library System—Rick Meyer

i. Other

VIII. Old Business

A. Open Trustee Seat (Discussion)

B. Other

IX. New Business

A. Other (Discussion)

X. Adjournment

If you have questions please contact: Rick Meyer, City Librarian
421-9713 o



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 21, 2023 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Alana Banks, Shelli Brunner, Jacobie Jones, LaTonya Ricks, Emily West, Elizabeth Rivera

Present:

Karl Coleman
Sofia Xethalis
Elizabeth Rivera
LaTonya Ricks
Shelly Brunner
Alana Banks

Absent:

Emily West
Jacobie Jones

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services, Rebecca Dampitz, Head of Archives and Special Collections, Matt Wilkerson, Systems Administrator

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:33pm.

Consent Agenda (Approval of Agenda; Approval of August 17, 2023 Regular Meeting Minutes) (Action) Mr. Coleman made a motion to move New Business to the top of the agenda, seconded by Ms. Banks. All in favor. The motion was adopted. Mr. Coleman requested a motion to approve the consent agenda as amended, Ms. Xethalis made a motion to approve the consent agenda, seconded by Ms. Brunner. All in favor. The motion was adopted.

Public comments: None.

Written Communications from the Public: None

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

Division Head Reports (Discussion) Ms. Henkel reported

Ms. Dampitz reported that Sheri Keller started in Local History on Monday. The railroad digitization map project will start next Wednesday. Ms. Dampitz has a role in the movie Fields

of Gold. The movie is being shown at the Lincoln Square Theatre.

Ms. Henkel reported she has two new employees, Sarah Yepsen, and Christopher Opsincs. They will both be trained in the Children's area and downstairs also. Katie Eytchison is participating in a book club for inmates being held at the Decatur jail. She presented a book to an inmate who will be released soon.

Mr. Wilkerson reported that they have replaced all of the network switches and the main server, as well as, the 20-year old laminator and paper folder. The reference desk has new computers. The old computers were recycled.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee -No Meeting
- B. Finance and Properties Committee –Alana Banks
 - a. Capital Needs & Projects (Discussion) Shelving and carpet updates, and exterior improvements.
 - b. Furniture Budget (Discussion) The furniture budget is being reviewed for additional funds as well as prioritize the desired items. Additional funds will be requested from the Foundation and Friends of the Library.
 - c. August 2023 Check Register (Action) Ms. Xethalis made a motion to approve the check register, seconded by Ms. Brunner. Mr. Coleman requested a roll call vote, Ms. Ricks yes, Mr. Coleman yes, Ms. Xethalis yes, Ms. Rivera, yes, Ms. Brunner Yes, Ms. Banks, yes. The motion was adopted.
 - d. August 2023 Actuals & Projections (Discussion) Mr. Meyer discussed the budget actuals and projections.
 - e. Ms. Banks suggested operating out of our own building and be open 24-hours.
- C. Foundation – Mr. Meyer stated there were 2 requests on September 15. One was for funding for a piece of art for the 150th anniversary, and another request was for new Library furniture. The Foundation is considering what a merger between Friends of the Library and the Foundation would look like.
- D. Friends of the Library – Mr. Meyer stated the FOL met on September 14, and approved 4 requests, and tabled one. They like their new location and their book sales are a success. The Friends of the Library meetings are the second Thursday of the month, at 4pm in the Staley conference room. Ms. Ricks will go to the October meeting. Ms. Banks will attend the November meeting. Ms. Brunner will attend the December meeting.
- E. Illinois Heartland Library System – Mr. Meyer discussed proposed SHARE fee increase.

Old Business

- A. Open Trustee Seat (Discussion) Mr. Coleman spoke to someone who is interested in being a Board member.

New Business

- A. Election of Board Secretary (Action) Mr. Coleman made a motion to elect Ms. Banks at the Secretary, seconded by Ms. Rivera. All in favor. The motion was adopted.
- B. Proposal for Marketing Plan, etc. from DCC (Action) Mr. Meyer will see about having a representative from DCC attend a Board meeting to discuss the plan. Ms. Banks made a motion to table, seconded by Ms. Brunner. All in favor. The motion was adopted.

C. Narcan Box (Action) Mr. Meyer introduced Mary Garrison of Heritage Behavioral Health, President and CEO. She discussed options for having a Narcan box on the City property. Heritage is partnering with the Macon County Health Department. This is geared for harm reduction. Placing the Narcan at the Library would increase access and save lives. It is not harmful to those who are not under the influence of drugs. There is no legal jeopardy. No prescription is necessary. The concern with having the Narcan box outside the Library is that it might increase drug use outside the Library. Ms. Rivera suggested a sticker be adhered to the Narcan to give contact information on how to get help with drug addiction.

Adjournment

Meeting adjourned at 6:03pm.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 9/21/23



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City Librarian's Report for September 2023

Administration

- On the 8th, I met with Stefan Dawson of Homework Hangout. They have expressed interest in obtaining some of our old furniture when we get new. Such a donation would have to be Board approved.
- On the 12th I held 2 all-staff meetings.
- In September we instituted brief all-staff stand up meetings each morning at 8:45 to review the coming day.
- On the 13th Board President Karl Coleman, State Representative Sue Scherer and I held a Town Hall Meeting to solicit public input on future bookmobile services.
- On the 13th I attended a virtual town hall meeting of SHARE libraries to discuss upcoming fee increases.
- On the 15th I met with new Civic Center Operations Manager Tom Quimby.
- On the 18th Matt Wilkerson and I met virtually with Mick Smith of Total Business Solutions to discuss possible services the Library might benefit from.
- Also on the 18th I met with Jerry Johnson and Nick Smith of the Arts Council to discuss possible mural project and other items.
- On the 25th I participated in a planning meeting for the iLead Trustee Training Module.
-

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 17 curbside pick-ups in September.
- Carol Ziese and the Circulation staff, especially Head Page Patti Freitag, continue to play a leading role in the shifting of books after installation of new shelving. The project was completed on the 15th.
- New Dewey range signs have gone up. (Patti and Alix Frazier worked on this)
- Stack Map main floor ranges were set up to match new shelving. (Robert Davis and Noah Harless)
- Shifting completed on September 15.
- Jennifer Pride served on DEI Committee.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Catalogers continue to update labels on juvenile series and juvenile biographies as well as correcting volume fields.

- Karen Williams served on the DEI Committee.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Sarah Yepsen and Chris Opsincs both completed their Children's section training and are now successfully flying solo.
- Jason Butterick completed a new CD collection shelf label project making it easier for patrons and staff to browse. He is also working on a New Music Collection Flyer.
- Scott Wilson added Blu-Rays to the collection and created a display to showcase them.
- John Schirle compiled the children's SRP summary reports for staff, sponsors and donors.
- Susan Bishop launched 1000 Books Before Kindergarten.
- Tye Pemberton edited Code of Conduct Handbook to version 1.3.
- Katie Eytchison has been preparing for her ILA presentation with Becky Stewart of Starting Point.
- Kasey Steiling is preparing the new flier/info holders by resizing and revamping library handouts for digital platforms. She has reorganized the new teen space by moving 2 display fixtures and some seating. Kasey was able to share our Monthly Calendar with all of DPS61 through Peachjar.
- Alix created the IHLS Library Crawl map in Google.
- Jess Hill reports that 140 resources were taken from the community board. She helped to create official partnership between DPL and the Alzheimer's Association. She created a suicide prevention piece for the newsletter and also for a book display with help from Tye and Alix. Jess helped to coordinate transportation and housing for several individuals with the help of other organizations.
- Alissa, Alix, Kasey, Katie, Amanda and Tye met together and in one-to-ones to discuss specializing librarians' responsibilities from a monthly to a weekly basis.
- Division Heads began working on the 1st two quarters of the Implementation Plan..

Systems Administration

- **See spreadsheet for statistical information.**
- Matt deleted email that was older than two years after receiving the go-ahead from the State of Illinois.
- MailStore finally fixed a problem with securely connecting to our email server after two years.
- Matt changed the two limited access Word Processing computers to regular Patron computers. There are now 24 Cassie Patron computers.
- He replaced the Loading Dock camera.
- Ongoing: Faronics released a partial fixed Deep Freeze version 8.71. One computer has already locked up and Chris Nihiser sent information to Faronics.
- Ongoing: There is also a problem with patrons paying for a print and nothing prints. Chris is working with Cassie to resolve the issue. Turned off the payment machine for two days and did not have any disappearing prints. As far as Systems know, there have been no disappearing prints since the machine was turned back on. This could be due to the fact that all the Cassie computers were updated to the latest Windows 10 version of 22H2. Systems is monitoring.
- The Children's Self-Check was frequently showing blue error screens. Bibliotheca worked on it remotely, but error screen returned. It was switch with the Self-Check in front of Circulation. It was turned off on the 22nd.

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- Sheri Keller joined the staff in ASC, as a transfer from PRS, on September 18 as our new Local History Library Assistant. She will be working Monday – Wednesday 10-3, and Friday 12-5.
- Leeann Grossman has been instrumental in helping to train Sheri.
- Tye has been helping Becky set up the grant project equipment. This includes working with Dalton Bowles, from Civic Center maintenance, to take the legs off the back table and move it to the supply closet. The supply closet is where the project will be done as it has no windows, and the door can be locked. In October, Tye and Becky hope to start digitizing the maps.
- **Becky presented with Gail Leonard from DGS at Family History Day. This conference was held at the local Church of Latter-Day Saints on 9/16. They discussed the resources available to genealogists at DPL and DGS. Decatur's LDS Church Family History Center is not a group we normally work with, but this presentation has opened a door to future cooperation.**
- Mariam Savane started volunteering this month. She is a high school student at St. T, and will be helping to digitize the League of Women Voters Collection on Fridays 3-5.

Respectfully Submitted,

Rick Meyer
City Librarian



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Lost and Found Policy

Decatur Public Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Library's Lost and Found box. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

Lost and Found items will be dated and stored for a period of thirty (30) days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within thirty (30) days become Library property.

Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops and cell phones will be forwarded to the Decatur Police.

Flash drives left in the library will be held for 30 days. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After 30 days, flash drives will be wiped and discarded.

To claim a lost item, the patron must satisfactorily describe it to the Library staff member and say what day the item was likely left in the Library. If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned. When the Library deems appropriate, to claim certain items such as credit/debit cards, owners must present a valid form of photo identification matching that of the item in question.

The Library will not take the contact information of anyone who is looking for a lost item and thinks it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.

**Approved by the Decatur Public Library Board of Trustees
August 20, 2020**

Decatur Public Library

Child Abuse and Neglect Reporting Policy and Procedures

Library Policy:

Library employees may encounter situations where they suspect that a child is being abused or neglected during the course of their daily work with the public.

Library employees are not considered mandated reporters as defined in Illinois code 325 ILCS in chapter 5 section 4.

Library employees are encouraged to report suspected child abuse or neglect to the Library Director or designee as long as they have an objectively reasonable cause for such suspicions. Reports should be made immediately and by telephone or in person.

This policy shall be reviewed annually.

Employees will receive online training on child abuse and neglect annually.

Procedure:

1. After making an oral report, the employee will immediately submit a Security Incident report to the Director or designee, including as much of the following as possible:
 - a. The name and address of the child and his/her parents or other person responsible for his/her care;
 - b. The age and gender of the child;
 - c. The nature and extent of the child's injury or injuries, maltreatment or neglect;
 - d. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
 - e. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the employee (including date, time, and location);
 - f. Any other relevant, factual information.
2. The Director or designee will review all reports and, based on advice from the Library Counsel, will determine if a report needs to be made to the Illinois Department of Children and Family Services (DCFS). If the office is unavailable, local law enforcement may be consulted.
3. Reports should be made to DCFS via their website. If a report is made via the emergency hotline, both the Director or designee and the original reporting employee will participate in the call.
4. Reports of abuse can be made online at [Illinois Department of Children & Family Services](#). In an emergency, reports of abuse may be made to the hotline is 1 (800) 252-2873.

The employee's name is always kept confidential. The only time an employee's information is released is if a Judge orders that in the name be released for court proceedings.

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 9/1/2023 to 9/30/2023

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
155663	09/07/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	255.38	OFFICE SUPPLIES
155679	09/07/2023	COMMERCIAL MAIL SERVICES AUG 16 - AUG 31'23	246.20	POSTAGE
155691	09/07/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	90.17	OFFICE SUPPLIES
155698	09/07/2023	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	29.99	LOST OR DAMAGED BOOKS
155700	09/07/2023	ELWOOD TOWNSHIP CARNEGIE LIBRARY LOST OR DAMAGED MATERIAL	9.99	LOST OR DAMAGED BOOKS
155704	09/07/2023	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	29.54	LOST OR DAMAGED BOOKS
155710	09/07/2023	HECKWINE, BETTI JO FLOWERS FOR R MEYER	50.00	OTHER LIBRARY GRANT EXI
155714	09/07/2023	INFO USA MARKETING, INC CITY DIRECTORIES 2023 EDITIONS	360.00	PER CAPITA GRANT EXPENSE
155722	09/07/2023	LIBRARY IDEAS, LLC 6 VOX BOOKS 20 VOX BOOKS	1,211.30	BOOKS & PERIODICALS
155726	09/07/2023	CENTRAL IL STAFFING SERVICES, LLC TEMP SERVICES DRUG TESTS	40.00	TEMP AGENCY SERVICES
155729	09/07/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	464.81	OFFICE SUPPLIES
155730	09/07/2023	MISSISSIPPI VALLEY PUBLIC LIBRARY DIST LOST OR DAMAGED MATERIAL	21.00	LOST OR DAMAGED BOOKS
155736	09/07/2023	MT ZION DISTRICT LIBRARY LOST OR DAMAGED MATERIAL	185.00	LOST OR DAMAGED BOOKS
155742	09/07/2023	NICKI BOND DEI CONSULTING 08/7-08/25'23	1,425.00	PROFESSIONAL SERVICES
155744	09/07/2023	PAWPRINT MINISTRIES JULY 20'23 PROGRAM FOR CHILDRENS DEPT	100.00	OTHER LIBRARY GRANT EXI
155757	09/07/2023	SAM'S CLUB ACCT 9064	83.67	SMALL CAPITAL ITEMS
155775	09/07/2023	ULINE CARPET CHAIR MAT	427.98	SMALL CAPITAL ITEMS

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
155791	09/14/2023	AMAZON PAYMENTS RETURN ON INV 1LC7-ND79-94K6 BLANKET PO FOR SUPPLIES/BOOKS	3,568.93	SMALL CAPITAL ITEMS
155792	09/14/2023	AMERICAN LIBRARY ASSOCIATION 2023 MEMBERSHIP RENEWAl A FRAZIER	251.00	MEMBERSHIP FEES
155795	09/14/2023	B & H PHOTO CAMERAACCESSORIES CUST #B7669144	8,194.74	SMALL CAPITAL ITEMS
155796	09/14/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,611.01	OFFICE SUPPLIES
155800	09/14/2023	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGES W/MAGNET	18.00	OFFICE SUPPLIES
155814	09/14/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	38.25	OFFICE SUPPLIES
155817	09/14/2023	CONFIDENTIAL ON SITE PAPER SHREDDING DPL WORK ORDER 347127	62.79	PROFESSIONAL SERVICES
155881	09/14/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	324.20	OFFICE SUPPLIES
155894	09/14/2023	PAETEC ACCT 633292627001	70.56	TELEPHONE
155896	09/14/2023	PAWPRINT MINISTRIES SEPT 7 MINISTRIES	100.00	OTHER LIBRARY GRANT EXI
155904	09/14/2023	PRODUCT LLC FURNITURE DESIGN PROJECT	19,257.50	PROFESSIONAL SERVICES
155928	09/14/2023	UNIQUE MANAGEMENT SERVICES AUG'23 PLACEMENTS	433.40	PROFESSIONAL SERVICES
155940	09/14/2023	YOUNG, AMANDA FANS OF CHILDRENS LITERATURE AUG'23	14.16	OTHER LIBRARY GRANT EXI
155952	09/21/2023	B & H PHOTO FUJI TWIN BATTERY CHARGER CAMERA LIGHTING DRACAST	2,815.99	SMALL CAPITAL ITEMS
155954	09/21/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	970.56	OFFICE SUPPLIES
155956	09/21/2023	BIBLIOTHECA, LLC SELFCHECK AND RFID WORKSTATION SOFTWARE	3,213.71	SERV-OFFICE EQUIPMENT

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35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
155965	09/21/2023	BRIDGEALL LIBRARIES LIMITED SUBSCRIPTION RENEWAL 2023	12,500.00	COMPUTER SOFTWARE
155974	09/21/2023	COMMERCIAL MAIL SERVICES SEPT 1 - SEPT 15'23	92.91	POSTAGE
155975	09/21/2023	COMPUTYPE, INC BAR CODE LABELS	2,231.50	OFFICE SUPPLIES
156000	09/21/2023	EYCHISON, KATIE REIMBURSE SUPPLIES FOR KRAFTY THINGS W/KATI	326.97	OTHER LIBRARY GRANT EXI
156001	09/21/2023	FARONICS TECHNOLOGIES MAINTENANCE RENEWAL DEEP FREEZE ENT	661.50	COMPUTER SOFTWARE
156034	09/21/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	5,656.69	OFFICE SUPPLIES
156045	09/21/2023	NEWSBANK, INC. ANNUAL SUBSCRIPTION 2023/2024	20,430.00	BOOKS & PERIODICALS
156047	09/21/2023	PAETEC ACCT 633318933001	40.48	TELEPHONE
156080	09/21/2023	VERIZON WIRELESS ACCT 980380645-00001	107.54	TELEPHONE
156091	09/28/2023	A TO Z DATABASE ATOZ DATABSE SUBSCRIPTION RENEWAL 23/24	8,034.00	PER CAPITA GRANT EXPENSE
156105	09/28/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,939.47	OFFICE SUPPLIES
156134	09/28/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	1,973.12	SECURITY
156163	09/28/2023	JONES & THOMAS WEB SERVICES	1,984.00	PROFESSIONAL SERVICES
156164	09/28/2023	KANOPY LIBRARY STREAMING SERVICE	484.00	BOOKS & PERIODICALS
156167	09/28/2023	KILEY KLEIN, LTD LEGAL SERVICES	115.50	PROFESSIONAL SERVICES
156175	09/28/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	8,309.17	OFFICE SUPPLIES
156187	09/28/2023	PAWPRINT MINISTRIES SEPT 21'23 MINISTRIES	100.00	OTHER LIBRARY GRANT EXI
156189	09/28/2023	PEERLESS NETWORK, INC ACCT 1212890	336.00	TELEPHONE

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<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
156219	09/28/2023	ULINE BAG STAND/T-SHIRT BAGS	336.03	OFFICE SUPPLIES
156225	09/28/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	988.82	SERV-OFFICE EQUIPMENT
156227	09/28/2023	WORLD ARCHIVES MIDCO, LLC ACCESS NEWSPAPER ARCHIVE.COM RENEWAL 23/2	6,263.00	PER CAPITA GRANT EXPENSE
60001632	09/06/2023	DELL INC. OPTIPLEX ALL -IN -ONE	4,285.33	SMALL CAPITAL ITEMS
23005476	09/14/2023	REGIONS/CREDIT CARD ACCT 3978	1,353.75	BOOKS & PERIODICALS
23005489	09/14/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,182.85	OTHER LIBRARY GRANT EXPENSE
Total for: 35			125,707.46	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
155663	09/07/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	603.26	BOOKS & PERIODICALS
155714	09/07/2023	INFO USA MARKETING, INC CITY DIRECTORIES 2023 EDITIONS	330.00	BOOK AND PERIODICALS
155753	09/07/2023	ROCKFORD MAP PUBLISHERS, INC. PIATT & MOULTRIE CO PLATT BOOKS 2023	139.45	BOOK AND PERIODICALS
155791	09/14/2023	AMAZON PAYMENTS ACCT A3D6PYLXS4P9OR	27.47	BOOKS & PERIODICALS
155796	09/14/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,163.43	BOOKS & PERIODICALS
155954	09/21/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	860.97	BOOKS & PERIODICALS
156105	09/28/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,084.50	BOOKS & PERIODICALS
Total for: 59			6,209.08	
Total for All:			\$131,916.54	

VENDOR NAME	AMOUNT
A TO Z DATABASE Total	\$8,034.00
AMAZON PAYMENTS Total	\$3,596.40
AMERICAN LIBRARY ASSOCIATION Total	\$251.00
B & H PHOTO Total	\$11,010.73
BAKER & TAYLOR CO Total	\$10,488.58
BECK'S ENGRAVING & RUBBER STAMPS Total	\$18.00
BIBLIOTHECA, LLC Total	\$3,213.71
BRIDGEALL LIBRARIES LIMITED Total	\$12,500.00
CDW GOVERNMENT INC Total	\$38.25
CENTRAL IL STAFFING SERVICES, LLC Total	\$40.00
COMMERCIAL MAIL SERVICES Total	\$339.11
COMPUTYPE, INC Total	\$2,231.50
CONFIDENTIAL ON SITE PAPER SHREDDING Total	\$62.79
DECATUR CIVIC CENTER AUTHORITY Total	\$1,973.12
DELL INC. Total	\$4,285.33
DEMCO INC Total	\$90.17
EFFINGHAM PUBLIC LIBRARY Total	\$29.99
ELWOOD TOWNSHIP CARNEGIE LIBRARY Total	\$9.99
EYCHISON, KATIE Total	\$326.97
FARONICS TECHNOLOGIES Total	\$661.50
FORSYTH PUBLIC LIBRARY Total	\$29.54
HECKWINE, BETTI JO Total	\$50.00
INFO USA MARKETING, INC Total	\$690.00
JESSICA HILL CONSULTING LLC Total	\$1,182.85
JONES & THOMAS Total	\$1,984.00
KANOPY Total	\$484.00
KILEY KLEIN, LTD Total	\$115.50
LIBRARY IDEAS, LLC Total	\$1,211.30
MIDWEST TAPE, LLC Total	\$14,754.87
MISSISSIPPI VALLEY PUBLIC LIBRARY DIST Total	\$21.00
MT ZION DISTRICT LIBRARY Total	\$185.00
NEWSBANK, INC. Total	\$20,430.00
NICKI BOND Total	\$1,425.00
PAETEC Total	\$111.04
PAWPRINT MINISTRIES Total	\$300.00
PEERLESS NETWORK, INC Total	\$336.00
PRODUCT LLC Total	\$19,257.50
REGIONS/CREDIT CARD Total	\$1,353.75
ROCKFORD MAP PUBLISHERS, INC. Total	\$139.45
SAM'S CLUB Total	\$83.67
ULINE Total	\$764.01
UNIQUE MANAGEMENT SERVICES Total	\$433.40
VERIZON WIRELESS Total	\$107.54
WATTS COPY SYSTEMS Total	\$988.82
WORLD ARCHIVES MIDCO, LLC Total	\$6,263.00
YOUNG, AMANDA Total	\$14.16
Grand Total	\$131,916.54

DPL FY 2023 Budget Report
 Prepared: October 5, 2023
 At the end of September 75% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ 1,868,472.79	61.8%	\$ 2,520,914.56 -25.9%
All Other	\$ 2,529,754		45.6%	\$ 1,383,002.92	54.7%	\$ 1,434,866.68 -3.6%
Total Revenue	\$ 5,551,754			\$ 3,251,475.71	58.6%	\$ 3,955,781.24 -17.8%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 1,274,779.18	71.5%	\$ 1,232,469.84	3.4%
Benefits	\$ 929,958		\$ 622,012.19	66.9%	\$ 659,711.74	-5.7%
	\$ 2,712,400		\$ 1,896,791.37	69.9%	\$ 1,892,181.58	0.2%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 211,822.20	86.5%	\$ 220,828.81	-4.1%
Per Capita	\$ 104,020		\$ 68,135.60	65.5%	\$ 22,729.55	199.8%
Lost/Damage	\$ 1,400		\$ 1,066.46	76.2%	\$ 916.24	16%
Total Materials	\$ 350,420		\$ 281,024.26	80.2%	\$ 244,474.60	15.0%

Professional Services

Security	\$ -		\$ 18,661.05			
Professional Services	\$ 102,000		\$ 101,693.43	99.7%	\$ 32,281.03	215.0%
Temp Agency	\$ 500		\$ 2,077.90	415.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 190.03	126.7%	\$ 145.19	31%
Total	\$ 102,650		\$ 122,622.41	119.5%	\$ 32,426.22	278.2%

Allocations

Administrative Fee	\$ 108,864		\$ 113,220.00	104.0%	\$ 81,648.00	38.7%
MIS	\$ 36,684		\$ 29,727.00	81.0%	\$ 27,513.00	8.0%
	\$ 145,548		\$ 142,947.00	98.2%	\$ 109,161.00	31.0%

Grants

Other grants	\$ 75,000	\$ 72,744.45	97.0%	\$ 59,943.73	21.4%
	\$ 75,000	\$ 72,744.45	97.0%	\$ 59,943.73	21.4%
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
Office Supplies/Maintenance					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 2,417.35	48.3%	\$ 3,471.88	-30.4%
Service to Office Equipment	\$ 27,000	\$ 22,525.68	83.4%	\$ 9,905.58	127.4%
Telephone	\$ 27,000	\$ 5,094.07	18.9%	\$ 12,006.25	-57.6%
Software	\$ 50,000	\$ 32,846.55	65.7%	\$ 35,693.95	-8.0%
Office Supplies	\$ 40,000	\$ 22,884.90	57.2%	\$ 18,675.01	22.5%
Small Capital	\$ 45,000	\$ 71,940.66	159.9%	\$ 27,102.18	165.4%
	\$ 194,000	\$ 157,709.21	81.3%	\$ 106,854.85	47.6%
Staff Development					
Conferences/Training/Travel	\$ 20,000	\$ 9,421.57	47.1%	\$ 11,371.37	-17.1%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 60,168.22	120.3%	\$ 55,585.39	8.2%
	\$ 74,000	\$ 69,589.79	94.0%	\$ 66,956.76	3.9%
Insurance					
Unemployment	\$ 1,056	\$ 810.00	76.7%	\$ 792.00	2.3%
Risk Management	\$ 95,724	\$ 71,325.00	74.5%	\$ 71,793.00	-0.7%
	\$ 96,780	\$ 72,135.00	74.5%	\$ 72,585.00	-0.6%
Building Costs					
Transfer to Capital	\$ 200,000	\$ -		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 442,035.00	75.0%	\$ 442,035.00	0.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ 988.00	-88.9%
Maintenace	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,633	\$ 443,989.62	15.6%	\$ 443,023.00	0.2%
Total Operations/Services	\$ 1,628,531	\$ 1,362,761.74	83.7%	\$ 1,136,323.16	19.9%
Total Expenses	\$ 4,340,931	\$ 3,259,553.11	75.1%	\$ 3,028,504.74	7.6%
Revenue Minus Expense	\$ 1,210,823	\$ (8,077.40)		\$ 927,276.50	-100.9%
Operating fund					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 55,084.01	\$ 344,146.41	\$ -	\$ 523,277.42
7/1/2023	\$ 523,277.42	\$ 1,853,645.45	\$ 355,444.40	\$ -	\$ 2,021,478.47
8/1/2023	\$ 2,021,478.47	\$ 258,176.51	\$ 473,838.44	\$ -	\$ 1,805,816.54
9/1/2023	\$ 1,805,816.54	\$ 233,266.32	\$ 393,708.85	\$ -	\$ 1,645,374.01
10/1/2023	\$ 1,645,374.01				
11/1/2023					
12/1/2023					
1/1/2024					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ 1,528.25	\$ -	\$ 998,995.46
7/1/2023	\$ 998,995.46	\$ 1,275.65	\$ -	\$ 1,000,271.11
8/1/2023	\$ 1,000,271.11	\$ 2,078.26	\$ 208,641.00	\$ 793,708.37
9/1/2023	\$ 793,708.37	\$ 1,152.73	\$ -	\$ 794,861.10
10/1/2023	\$ 794,861.10			
11/1/2023				
12/1/2023				
1/1/2024				

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68	\$ 83.91	\$ -	\$ 58,748.59
4/1/2023	\$ 58,748.59	\$ 24.44	\$ -	\$ 58,773.03
5/1/2023	\$ 58,773.03	\$ 37.06	\$ -	\$ 58,810.09
6/1/2023	\$ 58,810.09	\$ 35.20	\$ 1,093.83	\$ 57,751.46
7/1/2023	\$ 57,751.46	\$ 37.04	\$ 4,500.97	\$ 53,287.53

8/1/2023	\$	53,287.53	\$	36.41	\$	8,563.81	\$	44,760.13
9/1/2023	\$	44,760.13	\$	28.19	\$	5,695.24	\$	39,093.08
10/1/2023	\$	39,093.08						
11/1/2023								
12/1/2023								
1/1/2024								

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ 26.05	\$ 148.92	\$ 43,072.20
7/1/2023	\$ 43,072.20	\$ 28.05	\$ 2,081.62	\$ 41,018.63
8/1/2023	\$ 41,018.63	\$ 30.48	\$ -	\$ 41,049.11
9/1/2023	\$ 41,049.11	\$ 27.45	\$ -	\$ 41,076.56
10/1/2023	\$ 41,076.56			
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ 1,068.55	\$ 203.61
6/1/2023	\$ 203.61	\$ 50.08	\$ 203.22	\$ 50.47
7/1/2023	\$ 50.47	\$ 1,000.36	\$ 27.00	\$ 1,023.83
8/1/2023	\$ 1,023.83	\$ 388.33	\$ 306.85	\$ 1,105.31
9/1/2023	\$ 1,105.31	\$ 250.00	\$ 513.84	\$ 841.47
10/1/2023	\$ 841.47			\$ 841.47
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity Ending
1/1/2023	\$ 2,882,382.10	\$ 211,696.35	\$ 459,409.65	\$ - \$ 2,634,668.80
2/1/2023	\$ 2,634,668.80	\$ 49,722.29	\$ 319,743.63	\$ - \$ 2,364,647.46
3/1/2023	\$ 2,364,647.46	\$ 134,000.45	\$ 442,022.97	\$ - \$ 2,056,624.94
4/1/2023	\$ 2,056,624.94	\$ 194,979.45	\$ 309,182.35	\$ - \$ 1,942,422.04

Library Operating Revenue

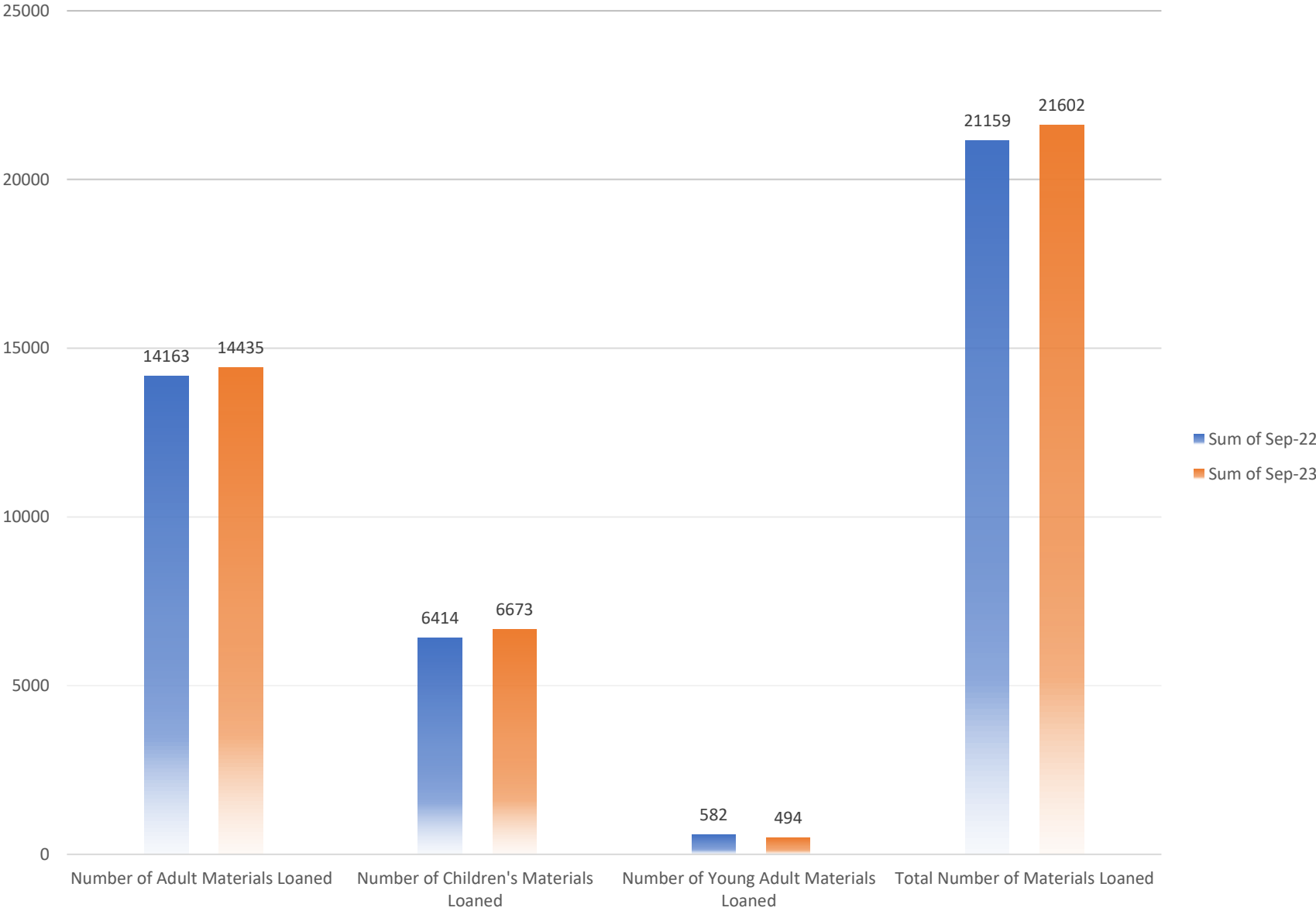
Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,022,000	\$ 3,022,000	\$ -
PPRT	\$ 852,000	\$ 1,021,731	\$ 169,731
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 92,485	\$ (907,515)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 6,499	\$ 399
Non-Resident Fee	\$ 250	\$ 90	\$ (160)
Lost or Damaged Items	\$ 3,800	\$ 4,916	\$ 1,116
Copies/Miscellaneous	\$ 9,500	\$ 14,121	\$ 4,621
Meeting Room Fees	\$ 2,800	\$ 5,148	\$ 2,348
Interest Income	\$ 600	\$ 9,582	\$ 8,982
Investment Income	\$ 1,900	\$ 7,559	\$ 5,659
Sale of Property	\$ -	\$ 6,719	\$ 6,719
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
Reimbursement of Expenses	\$ -	608	
Totals	\$ 5,551,754	\$ 4,843,963	\$ (707,791)

Expenditures

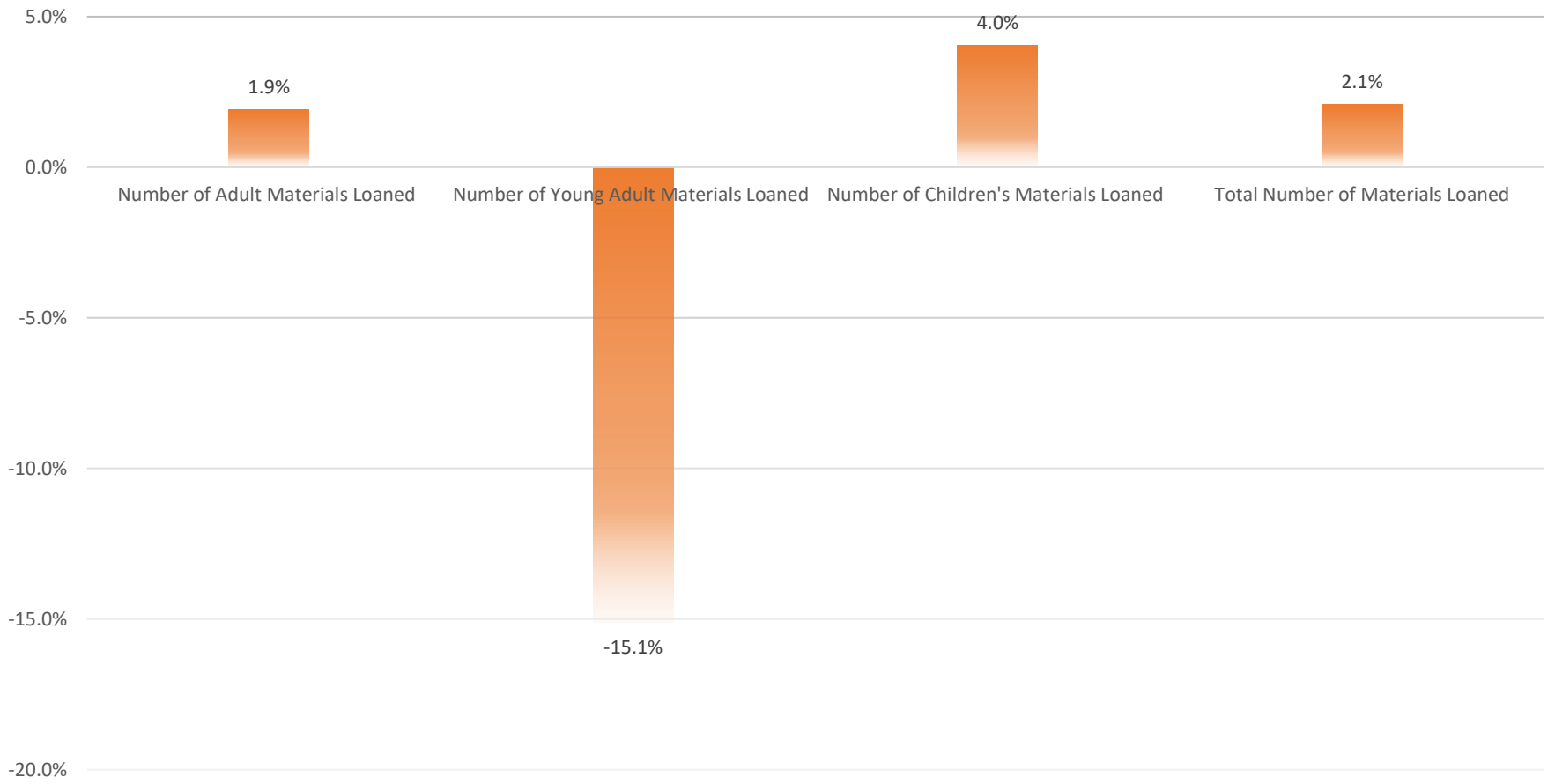
Fund	Budgeted	Projected	Difference
Salaries	\$ 1,782,442	\$ 1,667,778	\$ 114,664
Overtime	\$ -	\$ 239	\$ (239)
IMRF	\$ 109,144	\$ 99,138	\$ 10,006
FICA/Medicare	\$ 137,316	\$ 124,960	\$ 12,356
Life insurance	\$ 3,218	\$ 2,711	\$ 507
Medical insurance	\$ 665,600	\$ 571,753	\$ 93,847
Service recognition	\$ 14,680	\$ 15,156	\$ (476)
Total Personnel	\$ 2,712,400	\$ 2,481,735	\$ 230,665
Fund	Budgeted		
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 2,460	\$ (2,460)
Service to Office Equipment	\$ 23,000	\$ 27,829	\$ (4,829)
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 6,215	\$ 14,785
Banking Service Charges	\$ 250	\$ 234	\$ 16
Conferences/Travel/Continuin	\$ 40,000	\$ 14,648	\$ 25,352
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 3,107	\$ 2,893
Security	\$ -	\$ 24,881	\$ (24,881)
Computer Software	\$ 53,000	\$ 37,836	\$ 15,164

Temp Agency Services	\$ 500	\$ 2,771	\$ (2,271)
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 135,591	\$ 5,409
Membership Fees	\$ 58,000	\$ 62,172	\$ (4,172)
Rental Equipment	\$ -	\$ 2,875	
Materials for Buildings	\$ 50	\$ 146	\$ (96)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 96,993	\$ 903,007
Office Supplies	\$ 29,000	\$ 37,806	\$ (8,806)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 114,773	\$ (84,773)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,449	\$ (49)
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
Total operating	\$ 2,806,368	\$ 2,007,165	\$ 799,203
Total expense	\$ 5,518,768	\$ 4,488,900	\$ 1,029,868
Surplus (deficit)	\$ 32,986.00	\$ 355,063	

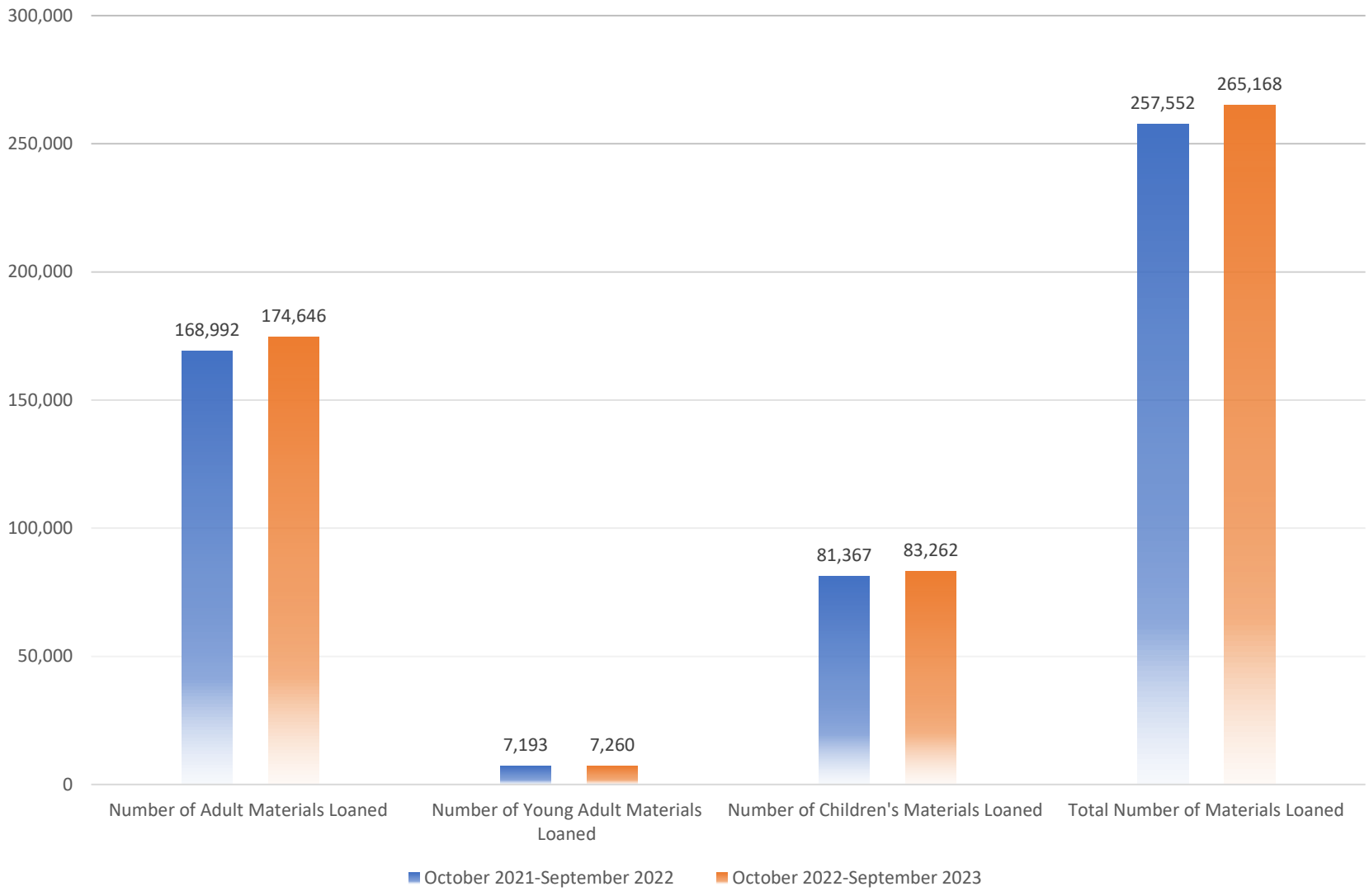
SEPTEMBER CIRCULATION BY AUDIENCE



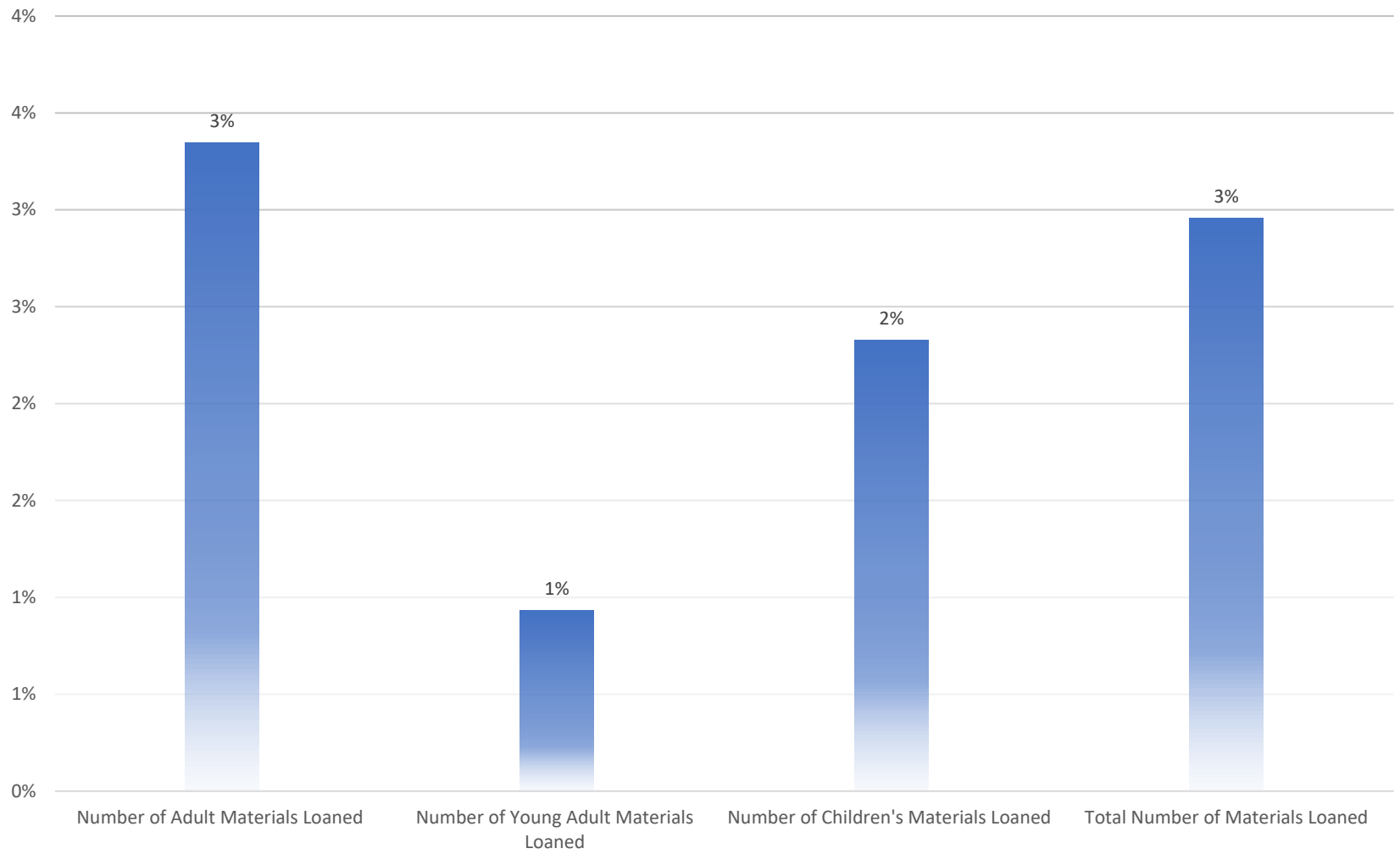
CHANGE FROM 2022



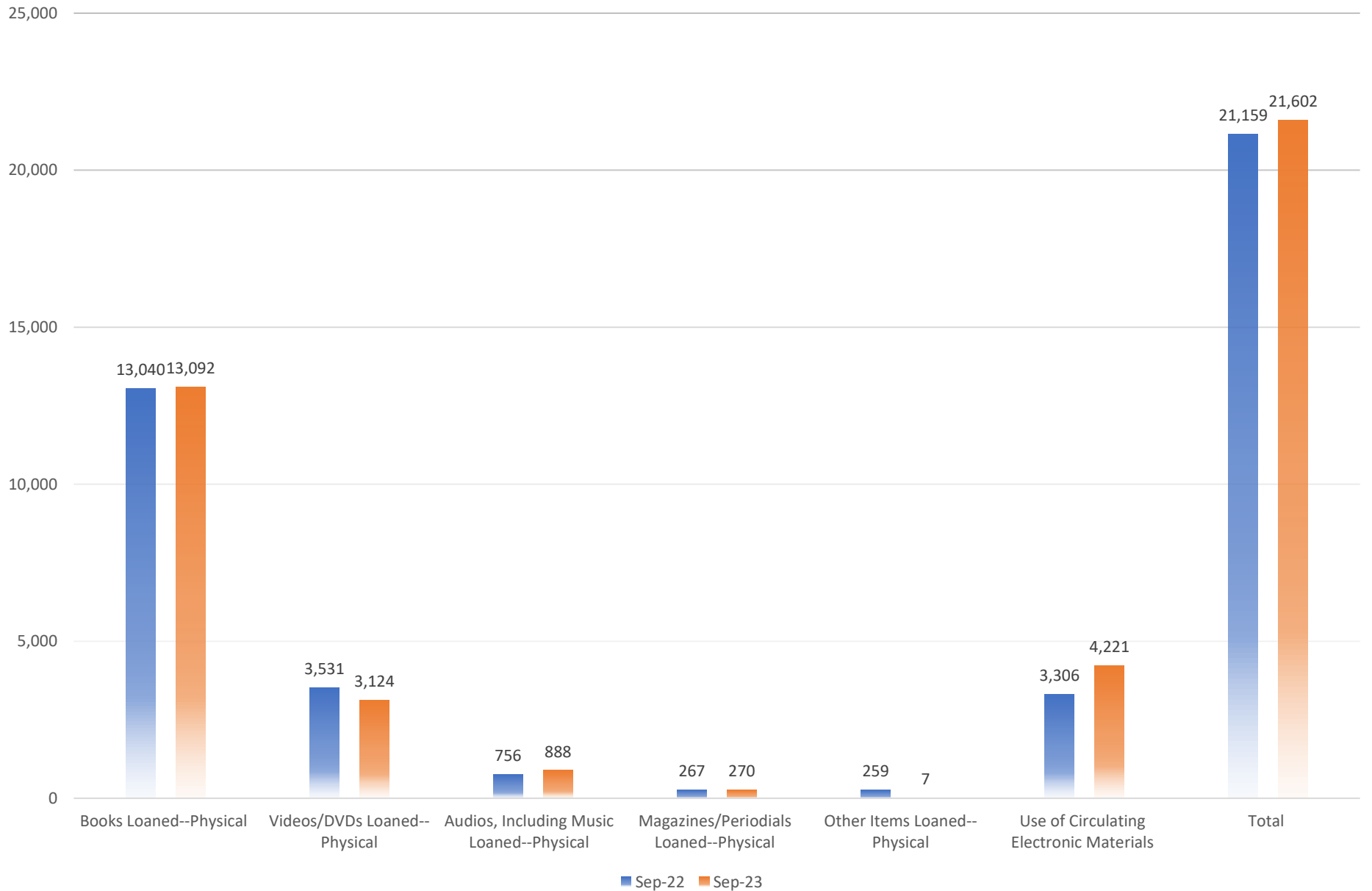
12-MONTH TREND



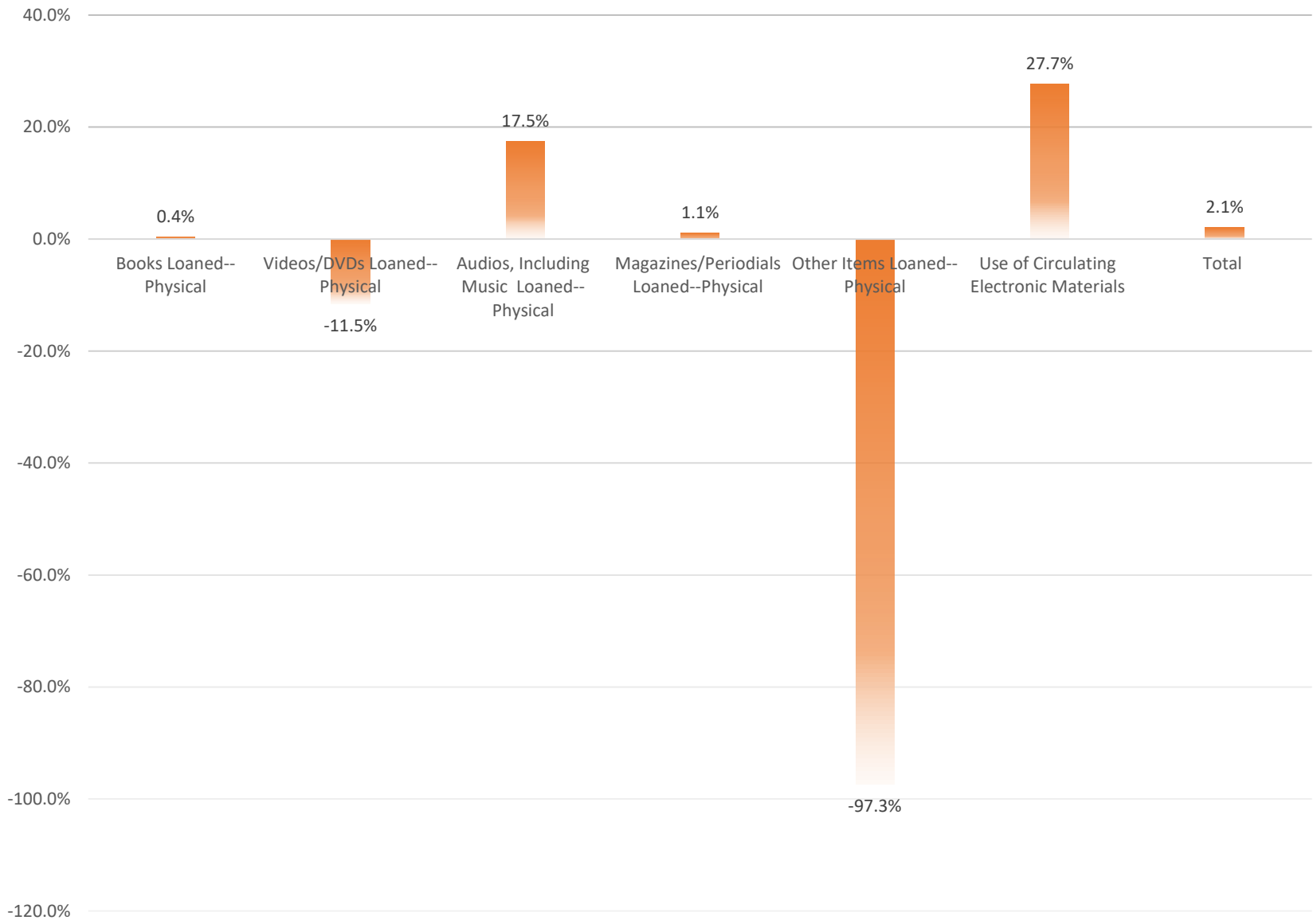
CHANGE IN 12-MONTH TREND



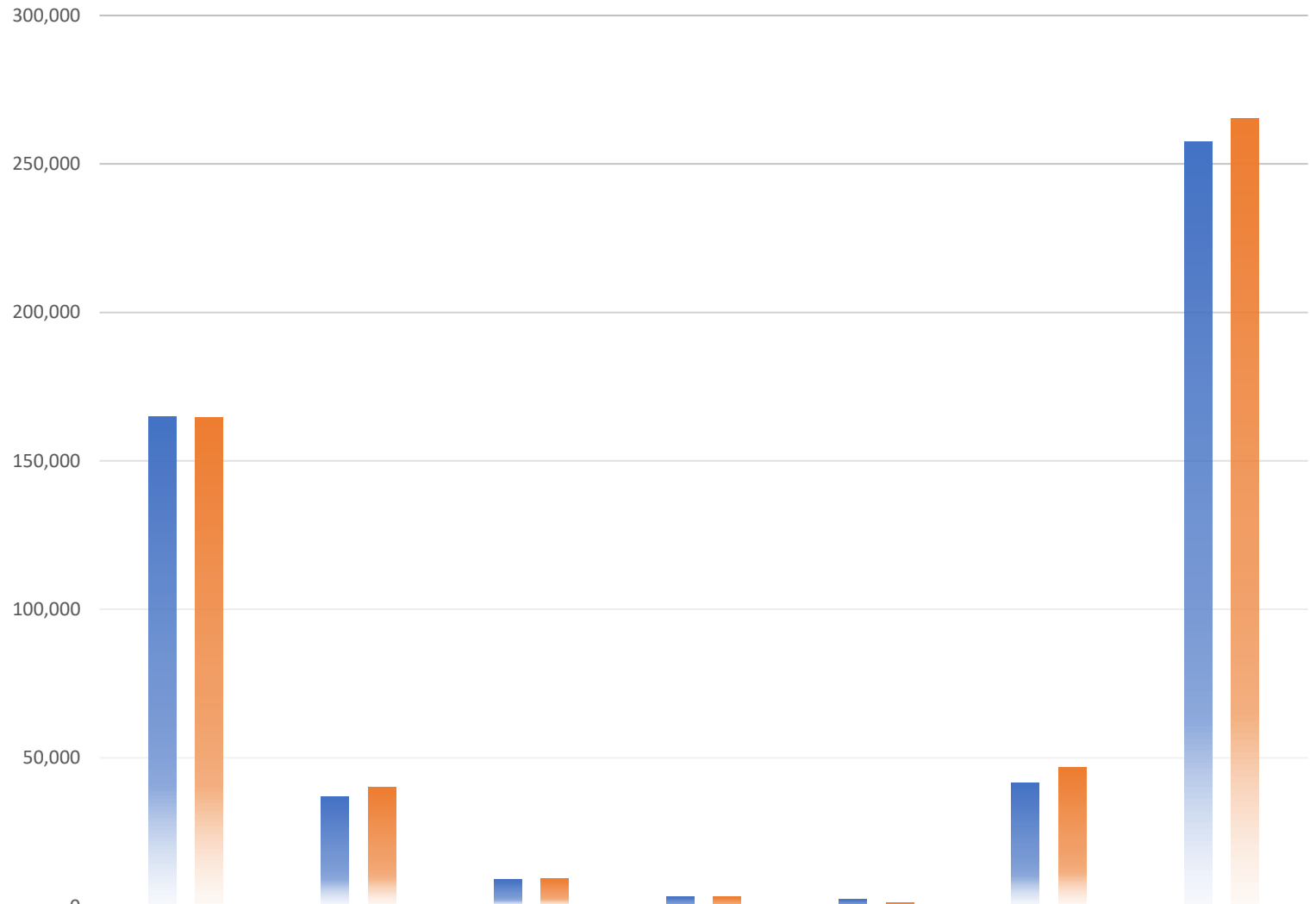
SEPTEMBER CIRCULATION BY MATERIAL TYPE



CHANGE FROM 2022



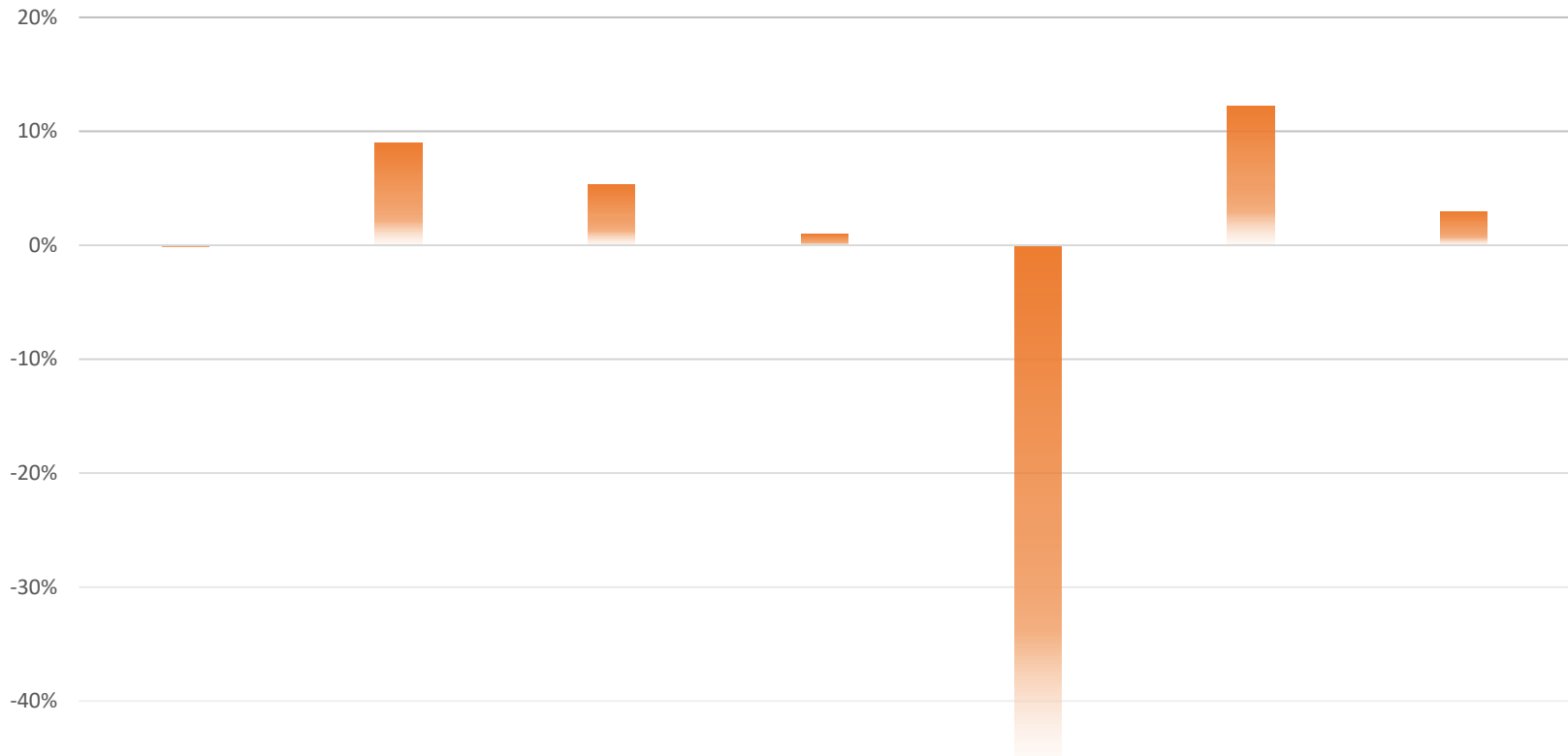
12-MONTH TREND



	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
■ October 2021-September 2022	164,770	36,889	8,910	3,124	2,282	41,577	257,552
■ October 2022-September 2023	164,539	40,186	9,387	3,156	1,260	46,640	265,168

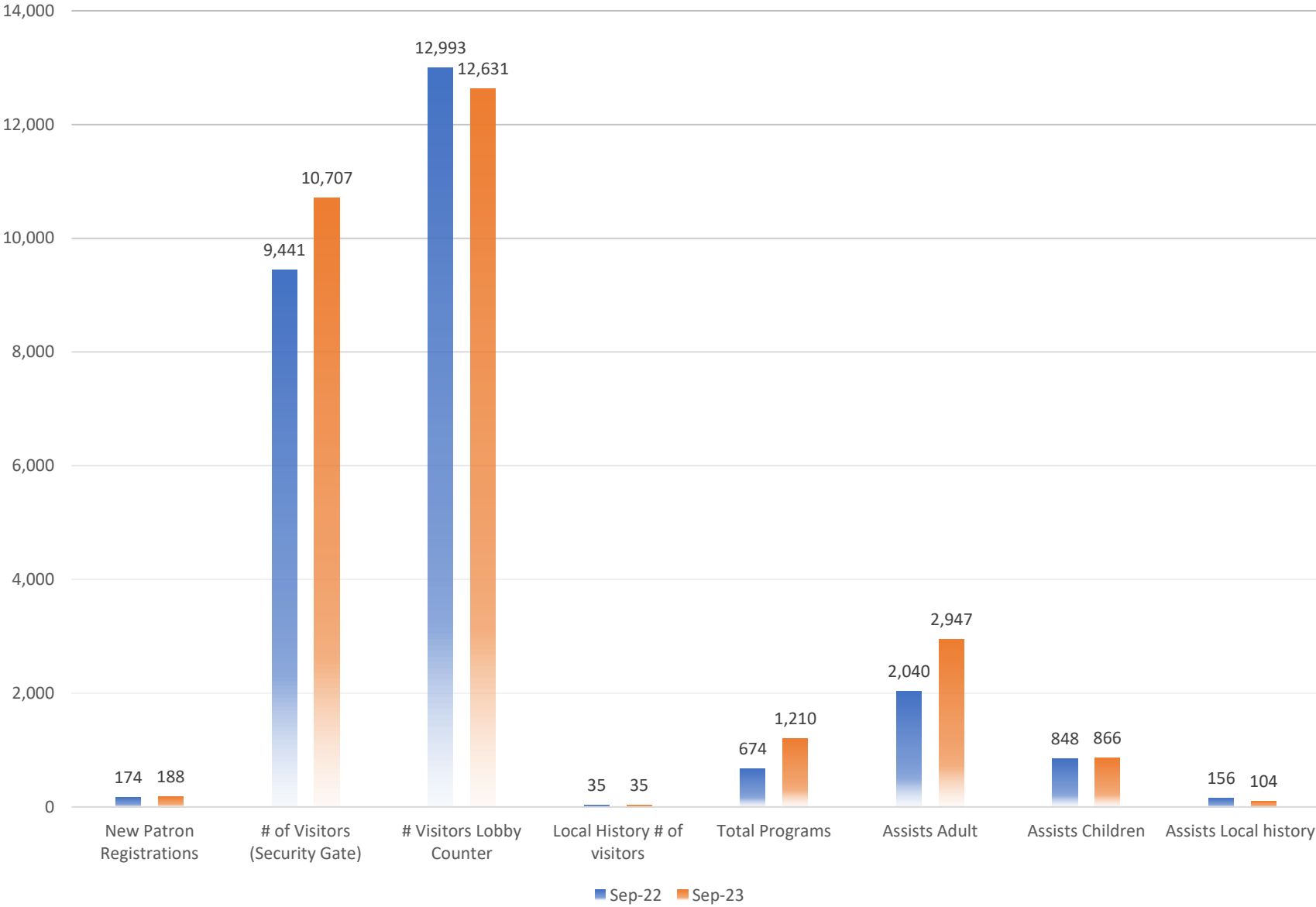
■ October 2021-September 2022 ■ October 2022-September 2023

CHANGE IN 12-MONTH TREND



	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	0%	9%	5%	1%	-45%	12%	3%

OTHER SEPTEMBER STATISTICS



Circulation by Audience Physical & Electronic	Sep-22	Sep-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	October 2021-	October 2022-	Change
								September 2022	September 2023	
Number of Adult Materials Loaned	14,163	14,435	1.9%	66.8%	170,252	175,999	3.4%	168,992	174,646	3%
Number of Young Adult Materials Loaned	582	494	-15.1%	2.3%	7,092	7,302	3.0%	7,193	7,260	1%
Number of Children's Materials Loaned	6,414	6,673	4.0%	30.9%	83,461	83,208	-0.3%	81,367	83,262	2%
Total Number of Materials Loaned	21,159	21,602	2.1%		260,805	266,509	2.2%	257,552	265,168	3%

Circulation by Material Type	Sep-22	Sep-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	October 2021-	October 2022-	Change
								September 2022	September 2023	
Books Loaned--Physical	13,040	13,092	0.4%	60.6%	164,887	164,444	-0.3%	164,770	164,539	0%
Videos/DVDs Loaned--Physical	3,531	3,124	-11.5%	14.5%	40,110	40,213	0.3%	36,889	40,186	9%
Audios, Including Music Loaned--Physical	756	888	17.5%	4.1%	8,642	9,615	11.3%	8,910	9,387	5%
Magazines/Periodicals Loaned--Physical	267	270	1.1%	1.2%	3,164	3,153	-0.3%	3,124	3,156	1%
Other Items Loaned--Physical	259	7	-97.3%	0.0%	2,733	845	-69.1%	2,282	1,260	-45%
Use of Circulating Electronic Materials	3,306	4,221	27.7%	19.5%	41,269	48,387	17.2%	41,577	46,640	12%
Total	21,159	21,602	2.1%		260,805	266,657	2.2%	257,552	265,168	3%

Successful Retrieval of Electronic Information	16,228	16,421	1.2%	43.2%	180,641	273,980	51.7%	162,830	228,021	40%
Electronic Content Use	19,534	20,642	5.7%	54.3%	221,910	322,367	45.3%	204,407	274,661	34%

Total Collection Use	Sep-22	Sep-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	October 2021-	October 2022-	Change
							September 2022	September 2023	
Total Collection Use	37,387	38,023	1.7%	441,446	540,637	22.5%	420,382	493,189	17%

Interlibrary Loans Provided To Other Libraries	Sep-22	Sep-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	October 2021-	October 2022-	Change
								September 2022	September 2023	
Interlibrary Loans Provided To Other Libraries	3,574	3,593	0.5%	57.9%	42,190	40,896	-3.1%	42,630	41,201	-3%
Interlibrary Loans Received FROM Other Libraries	2,785	2,610	-6.3%	42.1%	30,177	29,495	-2.3%	29,774	29,646	0%
Total ILL Transactions	6,359	6,203	-2.5%		72,367	70,392	-2.7%	72,404	70,847	-2%

Other Stats	Sep-22	Sep-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	October 2021-	October	Change
							September 2022	September 2023	
New Patron Registrations	174	188	8.0%	2,041	2,414	18.3%	1,920	2,337	22%
# of Visitors (Security Gate)	9,441	10,707	13.4%	122,746	132,438	7.9%	119,009	130,123	9%
# Visitors Lobby Counter	12,993	12,631	-2.8%	157,183	160,452	2.1%	151,428	159,690	5%
Local History # of visitors	35	35	0.0%	446	530	18.8%	726	511	-30%
Adult Programs Active	125	198	58.4%	2,419	3,859	59.5%	2,467	3,617	47%
Adult Programs Passive	0	0	#DIV/0!	2,067	1,640	-20.7%	3,047	1,689	-45%
Adult Programs Virtual Live	22	107	386.4%	234	2,371	913.3%	96	508	429%
Adult Programs Virtual Recorded	38	80	110.5%	165	901	445.9%	1,034	437	-58%
YA Programs Active	0	9	#DIV/0!	47	74	57.4%	47	74	57%
YA Programs Passive	0	0	#DIV/0!	315	315	0.0%	332	315	-5%
YA Virtual Live	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	403	543	34.7%	7,117	14,007	96.8%	4,087	10,610	160%
Children's Programs Passive	0	100	#DIV/0!	6,924	7,236	4.5%	6,648	7,208	8%
Children's Virtual Live	86	173	101.2%	1,021	1,346	31.9%	773	1,201	55%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Total Programs	674	1,210	79.5%	20,309	27,669	36.2%	18,531	25,659	38%
Public Sessions	1,672	1,643	-1.7%	19,780	20,338	2.8%	20,363	20,206	-1%
Wireless Sessions	1,351	886	-34.4%	13,962	14,593	4.5%	13,071	14,410	10%
Website Sessions	9,242	10,022	8.4%	118,183	127,569	7.9%	120,196	125,505	4%
Unique Visits	5,417	5,384	-0.6%	69,694	77,293	10.9%	69,956	75,568	8%
Page Views	35,409	19,004	-46.3%	458,445	397,770	-13.2%	472,718	410,631	-13%
Self Checks	6,135	6,101	-0.6%	81,114	85,110	4.9%	79,263	84,266	6%
Percentage of Self Checks	44%	45%	1.0%						
Assists Adult	2,040	2,947	44.5%	28,110	31,911	13.5%	30,414	31,147	2%
Assists Children	848	866	2.1%	11,301	11,700	3.5%	12,131	11,643	-4%
Assists Local history	156	104	-33.3%	1,608	1,395	-13.3%	1,611	1,442	-10%
IT help calls	89	121	36.0%	1,163	1,186	2.0%	1,295	1,182	-9%
Searches in Catalog	16,830	20,232	20.2%	205,526	253,464	23.3%	206,113	242,452	18%
Number of Items processed	1,441	1,436	-0.3%	18,344	18,199	-0.8%	18,323	18,238	0%
Number of Items Withdrawn from Collection	141	2,860	1928.4%	10,083	24,390	141.9%	11,260	20,010	78%
Number of mended items	218	211	-3.2%	2,657	2,161	-18.7%	2,866	2,273	-21%
Number of items ordered	499	429	-14.0%	7,654	8,379	9.5%	6,909	8,171	18%
Number of records added to database	1,223	1,225	0.2%	15,686	16,072	2.5%	15,456	15,965	3%

Library Operating Revenue **3 year average** **2023 Budget** **2024 Proposal** **Notes**

Additional wish list

Fund			
Real Estate Taxes	\$ 2,865,151	\$ 3,022,000	\$ 3,022,000
PPRT	\$ 843,290	\$ 852,000	\$ 740,000
State Grants or other	\$ 106,773	\$ 104,020	\$ 104,020
Other Grants	\$ 75,663	\$ 1,000,000	\$ 300,000
PILOT	\$ 557,812	\$ 548,484	\$ 540,096
Fines	\$ 6,455	\$ 6,100	\$ 6,500
Non-Resident Fee	\$ 118	\$ 250	\$ 100
Lost or Damaged Items	\$ 4,877	\$ 3,800	\$ 5,000
Copies/Miscellaneous	\$ 12,348	\$ 9,500	\$ 12,500
Meeting Room Fees	\$ 3,543	\$ 2,800	\$ 3,500
Interest Income	\$ 4,894	\$ 600	\$ 5,000
Investment Income	\$ 3,201	\$ 1,900	\$ 3,000
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 64	\$ 300	\$ -
Reimbursement of Expense	\$ -	\$ -	\$ -
Totals	\$ 4,485,689	\$ 5,553,254	\$ 4,741,716

Includes grants for 150th Anniversary

Website=\$35,000
Mural=\$10,000
Around the clock security=\$125,000

Expenditures

Fund			
Salaries	\$ 1,637,291	\$ 1,782,442.00	\$ 1,770,819
Overtime	\$ 166	\$ -	\$ -
IMRF	\$ 148,626	\$ 109,144.00	\$ 117,648
FICA/Medicare	\$ 127,510	\$ 137,316.00	\$ 136,572
Life insurance	\$ 2,830	\$ 3,218.00	\$ 3,283
Medical insurance	\$ 581,617	\$ 665,600.00	\$ 672,700
Service recognition	\$ 15,058	\$ 14,680.00	\$ 14,430
Total Personnel	\$ 2,513,097	\$ 2,712,400	\$ 2,715,452

Includes Teen Librarian

Fund			
Unemployment insurance	\$ 1,166	\$ 1,109	\$ 1,128
Advertising	\$ 791	\$ 700	\$ 900
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 20,534	\$ 23,000	\$ 22,000
IT Services	\$ 38,439	\$ 38,518	\$ 16,337
Telephone/Internet	\$ 15,075	\$ 21,000	\$ 16,000

Banking Service Charges	\$ 243	\$ 250	\$ 250
Conferences/Travel/Continuing Ed	\$ 12,356	\$ 40,000	\$ 13,000
General Fund	\$ 128,232	\$ 114,238	\$ 147,732
Postage	\$ 4,161	\$ 6,000	\$ 4,500
Security		\$ -	\$ 45,000
Computer Software	\$ 42,545	\$ 53,000	\$ 45,000
Temp Agency Services	\$ 2,101	\$ 500	\$ 2,500
Tuition Reimbursement	\$ 3,625	\$ 10,000	\$ 10,000
Professional Services	\$ 103,000	\$ 141,000	\$ 70,000
Membership Fees	\$ 57,221	\$ 58,000	\$ 73,000
Rental Equipment	\$ -	\$ -	\$ -
Materials for Buildings	\$ 933	\$ 50	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 104,020	\$ 104,020
Other Grant	\$ 71,951	\$ 1,000,000	\$ 300,000
Office Supplies	\$ 34,143	\$ 29,000	\$ 36,000
Risk Management	\$ 89,069	\$ 100,000	\$ 93,912
Small Capital	\$ 57,658	\$ 30,000	\$ 152,000
Rent	\$ 589,583	\$ 589,583	\$ 589,583
Books & Other Materials	\$ 255,962	\$ 245,000	\$ 245,000
Lost or Damaged	\$ 1,514	\$ 1,400	\$ 1,600
Transfer to Capital Fund	\$ 333,333	\$ 200,000	\$ -
	\$ 1,967,656	\$ 2,806,368	\$ 1,990,462

Includes marketing consultant

Includes 150th Anniversary expenditures

Total expense	\$ 4,480,753	\$ 5,518,768	\$ 4,705,914
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Surplus (deficit)	\$ 4,937	\$ 34,486	\$ 35,802
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Capital Fund Revenue

Interest Income	\$ 1,077	\$ 800	\$ 1,000
Investment Income	\$ 215	\$ 1,400	\$ 200
Foundation or other	\$ -	\$ 250,000	\$ -
Transfer from Library		\$ 500,000	\$ -

Totals

Capital Fund Expenditures

Equipment/Furniture			\$ 1,500,000
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Surplus/Deficit

Trust Funds Revenue			
Interest Cantoni Fund	\$ 36	\$ 165	\$ -
Interest Meyer Fund	\$ 71	\$ 325	\$ -
Interest Donation Fund	\$ 17	\$ 75	\$ -
Contributions	\$ 10,514	\$ 30,000	\$ 30,000

Totals \$ **10,638** \$ **30,565** \$ **30,000**

Trust Expenses			
Cantoni (Books/Materials)	\$ -	\$ -	\$ 20,000
Meyer (Professional Fees)	\$ -	\$ 5,000	\$ 5,000
Meyer (Supplies)	\$ 2,296	\$ 5,000	\$ 5,000
Meyer (Small Capital)	\$ -	\$ 5,000	\$ 5,000
Meyer (Books/Materials)	\$ 4,378	\$ 5,000	\$ 5,000
Memorial/Donation (Books/Mate)	\$ 18,049	\$ 60,000	\$ 30,000
Meyer (Miscellaneous)	\$ -	\$ 5,000	\$ 5,000
Totals	\$ 24,723	\$ 85,000	\$ 75,000

Surplus/Deficit \$ **(14,085)** \$ **(54,435)** \$ **(45,000)**