



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, July 15, 2021

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Samantha Carroll
- II. **Consent Agenda (Approval of Agenda, Approval of June 17, 2021 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**—Robert Edwards, Becky Dampitz, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Samantha Carroll
 - i. Personnel Update (Discussion)
 - ii. Diversity Committee (Discussion)
 - iii. Meeting Room Policy (Action)
 - iv. Interlibrary Loan Policy (Action)
 - B. **Finance and Properties Committee (No Meeting)**
 - C. **Foundation (No Meeting)**
 - D. **Friend of the Library** – Rick Meyer
 - i. July 8 Meeting (Discussion)
 - E. **Illinois Heartland Library System**—Rick Meyer
 - i. Executive Council (Discussion)
- VIII. **Old Business**

A. **Board Openings (Discussion)**

B. **Electronic Sign (Action)**

C. **Other**

IX. **New Business**

A. **June 2021 Check Register (Action)**

B. **2021 Budget Report & Projection (Discussion)**

C. **Friends of the Library Relocation (Discussion)**

D. **Other (Discussion)**

X. **Adjournment**

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



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
June 17, 2021 Meeting
Minutes

Date: June 17, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

Present: Samantha Carroll

Sofia Xethalis

Amy Stockwell

Greg Zientara

Michael Sexton

Karl Coleman

Kathleen Wrigley

Susan Avery

Absent:

Staff: Rick Meyer, City Librarian

Becky Dampitz

Alissa Henkel

Michelle Whitehead

Guests:

Call to Order:

Samantha Carroll called the meeting to order at 4:32 p.m.

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

Public comments: 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.

Consent Agenda (Approval of Agenda, Approval of May 20, 2021 Regular Meeting Minutes) (Action) Ms. Wrigley made the motion to approve the Agenda, and the May 20, 2021 Board of Trustee meeting minutes, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Ms. Wrigley yes, Mr. Zientara yes, Mr. Sexton yes, Mr. Coleman yes, Ms. Stockwell yes, Ms. Carroll yes.

Written Communications from the Public: A note was sent to Ms. Carroll's personal email had a question about children's programming, which is currently under Library review.

City Librarian's Report (Discussion)

Mr. Meyer presented actual, and projected changes in circulation materials from 2019, 2020, and 2021. Comparisons are difficult since the Library was closed for a period of time due to the Covid-19 pandemic. As the Library moves forward, trends will be more evident.

Susan Avery joined the call at 4:42pm

Division Head Reports (Discussion)

Robert Edwards, Assistant City Librarian (Not present)

Becky Dampz, Head of Archives and Special Collections - At this time we are working with Project Thinkwell and Jesse Blunt. So far, 15 children have been coming into Local History to learn about Decatur.

Alissa Henkel, Head of Programs, Resources & Services- Currently, we are working on the summer reading program, which is going very well. We have almost 700 kids signed up for the children's portion. We are using the Beanstack program to track participants. There will be new programming for a cooking class, and the Paw Print Ministries has returned.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee (No meeting)
- B. Finance and Properties Committee (No meeting)
- C. Foundation (No meeting)
- D. Friends of the Library – Robert Edwards (Not present)
 - a. June 10, Meeting (Discussion)
- E. Illinois Heartland Library System – Rick Meyer mentioned that IHLS voted to purchase the Solis App and implementation should start July 1. This only costs a few hundred dollars a year. The application allows reserves, curbside pickups, and capability to check out books. It has a lot of additional functionality.
 - a. Executive Council (Discussion)

Old Business

Board Opening (Discussion) Ms. Carroll spoke to Mayor Moore Wolf. Rick and Ms. Carroll have met with a perspective board member who has submitted an application. The Mayor also stated she has another application pending.

Electronic Sign (Discussion) There is still concern about a tree obscuring the sign. The solution would be to remove the tree. Rick will talk with Mr. Kinseth about the new sign and removing the tree. It was suggested to plant a new tree somewhere else to replace it.

New Business

May 2021 Check Register (Action) There was a discussion about the check register and Ms. Stockwell recommended that the board approve it, Ms. Xethalis seconded the motion. Ms. Carroll requested a roll call vote, Mr. Zientara yes, Ms. Avery yes, Mr. Coleman yes, Ms. Wrigley yes, Ms. Xethalis yes and Mr. Sexton yes.

Jessica Hill has had a big increase in her contacts and referrals. She has been meeting with people most every day. Her time is being well utilized.

2021 Budget Report & Projection (Discussion) A discussion regarding IT being a lumpy draw on funds and that the budget projection includes adequate building funds for the remainder of the year. The Library is having a better budget year than anticipated because of sales tax collection. The City is pursuing a grant to take care of the HVAC at the library. The City is prepared for the upcoming roof replacement.

Other (Discussion) Mr. Zientara thanked the Board of Trustees for their role in making Library improvements.

Mr. Sexton left the meeting at 5:13.

Adjournment

Ms. Carroll requested a motion for adjournment at 5:13 p.m. Ms. Xethalis made the motion to adjourn, seconded by Ms. Wrigley. Ms. Carroll requested a roll call vote, Ms. Avery yes, Ms. Xethalis yes, Mr. Zientara yes, Ms. Wrigley yes, Mr. Coleman yes, Ms. Carroll yes.

Scribe,
Michelle Whitehead, Administrative Secretary



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STATEMENT OF POLICY FOR USE OF MEETING ROOMS

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

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

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

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

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

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

Organizations may book Library meeting rooms as many as twelve times per calendar year. **Thereafter, organizations that have booked Library meeting rooms fewer than twelve times during the current calendar year will be given preference over organizations that have booked Library meeting rooms twelve or more times during the current calendar year.**

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

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

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

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended August 17, 2017

Amended June 18, 2020

Amended April 15, 2021

The condition of the borrowed material is the responsibility of Decatur Public Library until it is picked up by the patron. Thereafter, the patron is responsible for any damage to the original item. The patron agrees to a minimum charge of \$50.00 or the actual charges from the lending institution if it is more than \$50.00 for all material that is damaged or lost.

Patrons will be charged \$1.00 if paperwork checked out with the book is not returned with the item borrowed.

Decatur Public Library will not attempt to borrow, nor will the lend the following type of material:

1. Material that is less than 1 year old.
2. Microfilm
3. Reference books
4. Newspapers
5. Magazines
6. Games

It is frequently difficult for the Library to borrow:

- Bound periodicals. We will request photocopies, electronic copies, or microforms.
- Textbooks for school use. Current textbooks are very difficult to obtain through interlibrary loan and libraries will not loan us books for an entire semester.
- New materials. Libraries have various definitions on what constitutes “new” books and audiovisual materials.
- eBooks. Licensing issues may restrict loans.

RENEWAL:

Renewals may be requested in person, by email, or by telephone to the Interlibrary Loan Clerk. Renewals are at the discretion of the lending library. Patrons will be notified by phone or email of the new due date.

All material lost or damaged will result in the borrowing library being charged the full cost of the item.

Approved by the Decatur Public Library Board of Trustees, Feb. 28, 2013
Amended by the Board June 21, 2018

DATE: 7/12/2021
TIME: 1:59:20PM

Check Register June 2020

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
35 LIBRARY FUND				
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	4.74	BOOKS AND ENTERTAINMENT 2021
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	16.62	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	17.85	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	22.68	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	22.77	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	28.29	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	37.26	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	39.56	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	43.61	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	77.94	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	115.66	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	252.97	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	428.82	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	474.57	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	582.08	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	824.72	
141220	6/1/2021 12:00:00 AM	BAKER & TAYLOR CO	916.80	
141250	6/1/2021 12:00:00 AM	GE MONEY BANK/AMAZON	564.92	ACCT 8641
141250	6/1/2021 12:00:00 AM	GE MONEY BANK/AMAZON	-94.62	
141250	6/1/2021 12:00:00 AM	GE MONEY BANK/AMAZON	205.72	
141250	6/1/2021 12:00:00 AM	GE MONEY BANK/AMAZON	6.52	ACCT 8641

141260	6/1/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	1,000.00	MAY 10 - MAY 21'21
141267	6/1/2021 12:00:00 AM	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA
141267	6/1/2021 12:00:00 AM	MIDWEST TAPE, LLC	2.30	
141267	6/1/2021 12:00:00 AM	MIDWEST TAPE, LLC	3.65	
141267	6/1/2021 12:00:00 AM	MIDWEST TAPE, LLC	11.24	
141267	6/1/2021 12:00:00 AM	MIDWEST TAPE, LLC	16.48	
141267	6/1/2021 12:00:00 AM	MIDWEST TAPE, LLC	22.49	
141267	6/1/2021 12:00:00 AM	MIDWEST TAPE, LLC	69.72	
141267	6/1/2021 12:00:00 AM	MIDWEST TAPE, LLC	69.98	
141267	6/1/2021 12:00:00 AM	MIDWEST TAPE, LLC	663.83	
141273	6/1/2021 12:00:00 AM	NCI BUSINESS SYSTEMS	39.75	NCI-ANNUAL PO FOR DUPLICATOR-2
141274	6/1/2021 12:00:00 AM	OFFICEFURNITURE.COM LLC	929.00	COMPUTER DESK SET
141290	6/1/2021 12:00:00 AM	TRUMP DIRECT	456.00	BUSINESS CARDS
141293	6/1/2021 12:00:00 AM	VERIZON WIRELESS	2,758.43	ACCT #980380645-00001
141305	6/8/2021 12:00:00 AM	BARCLAY PUBLIC LIBRARY DISTRICT	25.00	LOST OR DAMAGED MATERIALS
141308	6/8/2021 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	27.36	RUBBER STAMP "WITHDRAWN"
141319	6/8/2021 12:00:00 AM	COMMERCIAL MAIL SERVICES	138.40	MAY 17 - MAY 28'21
141326	6/8/2021 12:00:00 AM	DANVILLE PUBLIC LIBRARY	28.00	LOST OR DAMAGED MATERIALS
141331	6/8/2021 12:00:00 AM	DEMCO INC	196.98	BOOK COVERS
141346	6/8/2021 12:00:00 AM	GALE GROUP, INC.	120.68	LARGE PRINT FOR CHILDRENS
141362	6/8/2021 12:00:00 AM	LIBRARY IDEAS, LLC	194.75	VOX BOOKS FOR CHILDRENS
141362	6/8/2021 12:00:00 AM	LIBRARY IDEAS, LLC	641.20	
141363	6/8/2021 12:00:00 AM	LINCOLN PUBLIC LIBRARY	29.00	LOST OR DAMAGED MATERIALS
141420	6/15/2021 12:00:00 AM	BAKER & TAYLOR CO	50.55	BOOKS AND ENTERTAINMENT 2021

141420	6/15/2021	12:00:00 AM	BAKER & TAYLOR CO	129.40	
141420	6/15/2021	12:00:00 AM	BAKER & TAYLOR CO	798.08	
141432	6/15/2021	12:00:00 AM	CDW GOVERNMENT INC	306.17	OFFICE SUPPLIES
141441	6/15/2021	12:00:00 AM	STRINGER, BETH E	28.00	MAIN FLOOR COPY
141447	6/15/2021	12:00:00 AM	EVANS PUBLIC LIBRARY DISTRICT	5.75	LOST OR DAMAGED MATERIALS
141454	6/15/2021	12:00:00 AM	FORSYTH PUBLIC LIBRARY	42.94	
141465	6/15/2021	12:00:00 AM	ILLINOIS HEARTLAND LIBRARY SYSTEM	30.00	CONFLICT MANAGEMENT WEBINAR
141465	6/15/2021	12:00:00 AM	ILLINOIS HEARTLAND LIBRARY SYSTEM	30.00	JOB DESCRIPTION WEBINAR
141468	6/15/2021	12:00:00 AM	JESSICA HILL CONSULTING LLC	1,000.00	MAY 24 - JUN 4'21
141483	6/15/2021	12:00:00 AM	MATTOON PUBLIC LIBRARY	119.90	LOST OR DAMAGED MATERIALS
141487	6/15/2021	12:00:00 AM	MIDWEST TAPE, LLC	1.25	AV MATERIALS AND HOOPLA
141487	6/15/2021	12:00:00 AM	MIDWEST TAPE, LLC	1.50	
141487	6/15/2021	12:00:00 AM	MIDWEST TAPE, LLC	26.20	
141487	6/15/2021	12:00:00 AM	MIDWEST TAPE, LLC	9.74	
141487	6/15/2021	12:00:00 AM	MIDWEST TAPE, LLC	26.24	
141487	6/15/2021	12:00:00 AM	MIDWEST TAPE, LLC	187.44	AV MATERIALS AND HOOPLA
141498	6/15/2021	12:00:00 AM	PAETEC	40.04	ACCT 633318933001
141498	6/15/2021	12:00:00 AM	PAETEC	89.94	ACCT 633292627001
141507	6/15/2021	12:00:00 AM	SCHOLASTIC LIBRARY PUBLISHING	313.78	PRIZE BOOKS /SUMMER READING PROGRAM
141514	6/15/2021	12:00:00 AM	STICKY FINGERS COOKING REAL V, LLC	900.00	6 COOKING CLASSES/RECIPES AND BOOKS
141529	6/15/2021	12:00:00 AM	WALLENDER-DEDMAN PRINTING	325.00	READING LOG BROCHURE
141530	6/15/2021	12:00:00 AM	WATTS COPY SYSTEMS	482.92	WATT COPY SYSTEMS SERVICES
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	4.14	BOOKS AND ENTERTAINMENT 2021

141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	6.21	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	11.04	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	12.42	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	24.03	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	30.21	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	37.38	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	39.45	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	40.17	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	122.50	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	138.58	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	247.57	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	260.45	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	371.19	BOOKS AND ENTERTAINMENT 2021
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	397.83	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	644.20	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	721.60	
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	822.06	
141548	6/22/2021	12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	30.00	SUBLIMATED NAME BADGE W/MAGNET
141555	6/22/2021	12:00:00 AM	CALL ONE	698.71	ACCT 1212890
141561	6/22/2021	12:00:00 AM	COMMERCIAL MAIL SERVICES	155.53	JUNE 1 - JUNE 15'21
141580	6/22/2021	12:00:00 AM	EBSCO INDUSTRIES, INC	3,500.00	DATABASE
141581	6/22/2021	12:00:00 AM	ERICKSON DAVIS, ATTORNEYS	270.00	LEGAL SERVICES
141598	6/22/2021	12:00:00 AM	JONES & THOMAS	400.00	WEB SERVICES

141599	6/22/2021 12:00:00 AM	KANOPIY	308.00	LIBRARY STREAMING SERVICE
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	11.50	
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	17.96	
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	20.37	
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	21.19	
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	14.99	
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	36.99	
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	52.40	
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	89.20	AV MATERIALS AND HOOPLA
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	180.63	
141606	6/22/2021 12:00:00 AM	MIDWEST TAPE, LLC	196.39	
141620	6/22/2021 12:00:00 AM	QUILL CORPORATION	3.71	CARD STOCK
141620	6/22/2021 12:00:00 AM	QUILL CORPORATION	63.71	CASH REGISTER TAPE 4PK
141620	6/22/2021 12:00:00 AM	QUILL CORPORATION	99.31	CARD STOCK/LABELS
141628	6/22/2021 12:00:00 AM	SOCIETY OF AMERICAN ARCHIVISTS	218.00	R DAMPTZ MEMBERSHIP DUES
141658	6/29/2021 12:00:00 AM	BAKER & TAYLOR CO	8.19	BOOKS AND ENTERTAINMENT 2021
141658	6/29/2021 12:00:00 AM	BAKER & TAYLOR CO	10.59	
141658	6/29/2021 12:00:00 AM	BAKER & TAYLOR CO	18.63	
141658	6/29/2021 12:00:00 AM	BAKER & TAYLOR CO	20.61	
141658	6/29/2021 12:00:00 AM	BAKER & TAYLOR CO	20.94	
141658	6/29/2021 12:00:00 AM	BAKER & TAYLOR CO	22.14	
141658	6/29/2021 12:00:00 AM	BAKER & TAYLOR CO	26.82	
141658	6/29/2021 12:00:00 AM	BAKER & TAYLOR CO	28.98	

141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	39.93	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	32.07	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	72.81	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	118.24	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	208.26	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	336.31	BOOKS AND ENTERTAINMENT 2021
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	395.45	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	440.01	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	482.41	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	505.12	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	553.28	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	907.22	
141658	6/29/2021	12:00:00 AM	BAKER & TAYLOR CO	911.41	
141673	6/29/2021	12:00:00 AM	CDW GOVERNMENT INC	315.04	IOGEAR 8PT COMBO VGA KVMP SWCH
141687	6/29/2021	12:00:00 AM	DEMCO INC	45.58	OFFICE SUPPLIES
141687	6/29/2021	12:00:00 AM	DEMCO INC	44.82	
141693	6/29/2021	12:00:00 AM	EFFINGHAM PUBLIC LIBRARY	10.00	DAMAGE TO THE RULES OF MAGIC
141698	6/29/2021	12:00:00 AM	FORSYTH PUBLIC LIBRARY	16.38	DAMAGE TO APEIROGON
141714	6/29/2021	12:00:00 AM	HR SOURCE	150.00	2021 PUBLIC LIBRARY SUPPLEMENTAL REPORT
141719	6/29/2021	12:00:00 AM	ILLINOIS LIBRARY ASSOCIATION	300.00	2021 MEMBERSHIP DUES
141724	6/29/2021	12:00:00 AM	JESSICA HILL CONSULTING LLC	1,000.00	CONSULTING WORK WK OF JUNE 8 - JUNE 18'21
141730	6/29/2021	12:00:00 AM	LIBRARY IDEAS, LLC	83.90	VOX BOOKS FOR CHILDREN
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	2.30	AV MATERIALS AND HOOPLA

141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	4.60	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	5.01	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	7.41	AV MATERIALS AND HOOPLA
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	10.76	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	20.04	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	8.98	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	16.49	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	18.74	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	52.48	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	63.71	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	71.22	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	76.44	
141738	6/29/2021	12:00:00 AM	MIDWEST TAPE, LLC	2,306.05	
141749	6/29/2021	12:00:00 AM	PATRON POINT, INC	8,500.00	SOFTWARE SUBSCRIPTION RENEWAL
141779	6/29/2021	12:00:00 AM	VERIZON WIRELESS	1,354.21	ACCT #980380645-00001
923004683	6/15/2021	12:00:00 AM	REGIONS/CREDIT CARD	42.34	ACCT 3978
923004683	6/15/2021	12:00:00 AM	REGIONS/CREDIT CARD	108.00	
923004683	6/15/2021	12:00:00 AM	REGIONS/CREDIT CARD	369.69	
923004683	6/15/2021	12:00:00 AM	REGIONS/CREDIT CARD	171.00	
				Total	47,635.09

59 LIBRARY TRUST FUNDS

141441	6/15/2021	12:00:00 AM	STRINGER, BETH E	28.00	LOCAL HISTORY ROOM COPY
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	17.22	BOOKS AND ENTERTAINMENT 2021
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	17.84	BOOKS AND ENTERTAINMENT 2021
141545	6/22/2021	12:00:00 AM	BAKER & TAYLOR CO	36.28	

141658	6/29/2021 12:00:00 AM	BAKER & TAYLOR CO	9.35	
141659	6/29/2021 12:00:00 AM	BALL, THELMA	60.00	HISTORIC NIANTIC BOOK /LOCAL HISTORY ROC
			Total	168.69
WARRANT TOTAL:				47,803.78

DPL FY 2021 Budget Report

Prepared: July 7, 2021

At the end of June 50% of the year has passed

Revenue

	FY 2021 Budgeted	% of Budget	Actual YTD	% Collected	FY20 YTD	% Change
Property Taxes	\$ 2,842,000	72.9%	\$ 50,732.01	1.8%	\$ -	#DIV/0!
All Other	\$ 1,055,252	27.1%	\$ 611,891.36	58.0%	\$ 496,731.00	23.2%
Total Revenue	\$ 3,897,252		\$ 662,623.37	17.0%	\$ 496,731.00	33.4%

Expense

% Expended

Personnel

Payroll	\$ 1,646,241		\$ 825,017.48		\$ 780,723.80	5.7%
Benefits	\$ 797,034		\$ 393,120.95		\$ 388,373.37	1.2%
	\$ 2,443,275	61.9%	\$ 1,218,138.43	49.9%	\$ 1,169,097.17	4.2%

Library Materials

Books, Periodicals, et	\$ 245,000		\$ 183,450.05	74.9%	\$ 149,228.40	22.9%
Per Capita	\$ 103,250		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 3,000.00		\$ 1,158.91	38.6%	\$ 174.27	n/a
Total Materials	\$ 351,250	9.3%	\$ 184,608.96	52.6%	\$ 149,402.67	23.6%

Professional Services

Professional Services	\$ 40,000		\$ 5,630.99	14.1%	\$ 17,709.74	-68.2%
Temp Agency	\$ 500		\$ 3,531.16	706.2%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 214.37	142.9%	\$ 64.84	2.306138
Total	\$ 40,650	1.1%	\$ 9,376.52	23.1%	\$ 17,774.58	-47.2%

Allocations

Administrative Fee	\$	124,872		\$	62,436.00	50.0%	\$	46,452.00	34.4%
MIS	\$	40,116		\$	20,058.00	50.0%	\$	19,500.00	2.9%
	\$	164,988	4.4%	\$	82,494.00	50.0%	\$	65,952.00	25.1%

Grants

PNG	\$	-		\$	-	#DIV/0!	\$	3,918.59	-100.0%
Other grants	\$	75,000		\$	14,250.57	19.0%	\$	3,004.07	374.4%
	\$	75,000	2.0%	\$	14,250.57	19.0%	\$	6,922.66	105.9%

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

Printing/Binding	\$	300		\$	-	0.0%	\$	-	#DIV/0!
Postage	\$	8,000		\$	2,433.65	30.4%	\$	3,864.58	-37.0%
Service to Office Equi	\$	20,000		\$	3,898.99	19.5%	\$	3,648.35	6.9%
Telephone	\$	15,000		\$	12,473.70	83.2%	\$	7,964.50	56.6%
Software	\$	40,000		\$	43,293.93	108.2%	\$	31,275.75	38.4%
Office Supplies	\$	25,000		\$	13,821.34	55.3%	\$	7,272.17	90.1%
Small Capital	\$	30,000		\$	4,450.05	14.8%	\$	26,868.98	-83.4%
	\$	138,300	3.7%	\$	80,371.66	58.1%	\$	80,894.33	-0.6%

Staff Development

Conferences/Training	\$	15,000		\$	2,402.00	16.0%	\$	8,610.14	-72.1%
Tuition Reimburseme	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	57,000		\$	1,761.00	3.1%	\$	3,412.95	-48.4%
	\$	76,000	2.0%	\$	4,163.00	5.5%	\$	12,023.09	-65.4%

Insurance

Unemployment	\$	1,332		\$	666.00	50.0%	\$	672.00	-0.9%
Medical expenses/CO	\$	-		\$	-	#DIV/0!	\$	7,069.30	-100.0%

Risk Management	\$	71,484		\$	35,742.00	50.0%	\$	38,448.00	-7.0%
	\$	72,816	1.9%	\$	36,408.00	50.0%	\$	46,189.30	-21.2%

Building Costs

Rent	\$	584,583.00		\$	289,898.00	49.6%	\$	287,502.00	0.8%
Supplies	\$	500		\$	106.11	21.2%	\$	-	#DIV/0!
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Total Building	\$	585,583	15.5%	\$	290,004.11		\$	287,502.00	0.9%
Total Operations/Ser	\$	1,505,087	39.8%	\$	702,097.82	46.6%	\$	666,730.63	5.3%

Total Expenses	\$	3,948,362		\$	1,920,236.25	48.6%	\$	1,835,827.80	4.6%
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Revenue Minus Exper	\$	(51,110)		\$	(1,257,612.88)		\$	(1,339,096.80)	-6.1%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Equals
1/1/2021	\$ 1,469,875.45	\$ 154,733.58	\$ 272,747.53	\$ - \$ 1,351,861.50
2/1/2021	\$ 1,351,861.50	\$ 54,976.71	\$ 308,131.12	\$ - \$ 1,098,707.09
3/1/2021	\$ 1,098,707.09	\$ 72,357.25	\$ 337,087.82	\$ - \$ 833,976.52
4/1/2021	\$ 833,976.52	\$ 146,409.56	\$ 397,676.22	\$ - \$ 582,709.86
5/1/2021	\$ 582,709.86	\$ 179,879.36	\$ 299,502.23	\$ - \$ 463,086.99
6/1/2021	\$ 463,086.99	\$ 54,266.91	\$ 305,091.33	\$ - \$ 212,262.57
7/1/2021	\$ 212,262.57			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Capital Fund Revenue Expected: \$250,000 Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
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1/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
2/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
3/1/2021	\$	334,994.89	\$	92.11	\$	-	\$ 335,087.00
4/1/2021	\$	335,087.00	\$	-	\$	-	\$ 335,087.00
5/1/2021	\$	335,087.00	\$	-	\$	-	\$ 335,087.00
6/1/2021	\$	335,087.00	\$	-	\$	-	\$ 335,087.00
7/1/2021	\$	335,087.00					
8/1/2021	\$	-					
9/1/2021	\$	-					
10/1/2021	\$	-					
11/1/2021	\$	-					
12/1/2021	\$	-					
1/1/2022	\$	-					

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2021	\$ 58,479.83			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 82,832.74	\$ -	\$ 2,036.58	\$ 80,796.16
2/1/2021	\$ 80,796.16	\$ -	\$ 2,266.51	\$ 78,529.65
3/1/2021	\$ 78,529.65	\$ -	\$ 2,367.36	\$ 76,162.29

4/1/2021	\$	76,162.29	\$	-	\$	3,078.54	\$	73,083.75
5/1/2021	\$	73,083.75	\$	-	\$	2,586.05	\$	70,497.70
6/1/2021	\$	70,497.70	\$	-	\$	2,080.36	\$	68,417.34
7/1/2021	\$	68,417.34						
8/1/2021	\$	-						
9/1/2021	\$	-						
10/1/2021	\$	-						
11/1/2021	\$	-						
12/1/2021	\$	-						
1/1/2022	\$	-						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 25,606.07	\$ 1,180.00	\$ 357.08	\$ 26,428.99
2/1/2021	\$ 26,428.99	\$ 130.00	\$ 1,971.42	\$ 24,587.57
3/1/2021	\$ 24,587.57	\$ 530.00	\$ 610.30	\$ 24,507.27
4/1/2021	\$ 24,507.27	\$ 50.00	\$ 627.74	\$ 23,929.53
5/1/2021	\$ 23,929.53	\$ 270.00	\$ 336.46	\$ 23,863.07
6/1/2021	\$ 23,863.07	\$ -	\$ 140.69	\$ 23,722.38
7/1/2021	\$ 23,722.38			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			
Total	Beginning	Plus Received	Minus Expense	Balance Sheet Ending
1/1/2021	\$ 1,898,769.18	\$ 155,913.58	\$ 275,141.19	\$ - \$ 1,779,541.57
2/1/2021	\$ 1,779,541.57	\$ 55,106.71	\$ 312,369.05	\$ - \$ 1,522,279.23
3/1/2021	\$ 1,522,279.23	\$ 72,979.36	\$ 340,065.48	\$ - \$ 1,255,193.11
4/1/2021	\$ 1,255,193.11	\$ 146,459.56	\$ 401,382.50	\$ - \$ 1,000,270.17
5/1/2021	\$ 1,000,270.17	\$ 180,149.36	\$ 302,424.74	\$ - \$ 877,994.79
6/1/2021	\$ 877,994.79	\$ 54,266.91	\$ 307,312.38	\$ - \$ 624,949.32
7/1/2021	\$ 624,949.32			
8/1/2021	\$ -			

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

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
PPRT	\$ 259,920	\$ 503,534.85	\$ 243,615
State Grants or other	\$ 103,250	\$ 103,250	\$ -
Other Grants	\$ 75,000	\$ 44,712	\$ (30,288)
PILOT	\$ 563,832	\$ 563,832	\$ -
Fines	\$ 5,000	\$ 4,460	\$ (540)
Non-Resident Fee	\$ 150	\$ 1	\$ (149)
Lost or Damaged Items	\$ 2,300	\$ 4,055	\$ 1,755
Copies/Miscellaneous	\$ 3,500	\$ 17,391	\$ 13,891
Meeting Room Fees	\$ 4,500	\$ -	\$ (4,500)
Transfer from Meyer Fund	\$ 28,000	\$ 26,658	\$ (1,342)
Interest Income	\$ 2,600	\$ 4	\$ (2,596)
Investment Income	\$ 4,700	\$ 540	\$ (4,160)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,000	\$ 85	\$ (915)
Transfer from	\$ -	\$ -	\$ -
Totals	\$ 3,897,252	\$ 4,112,023	\$ 214,771

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,646,241	\$ 1,672,412	\$ (26,171)
Overtime	\$ -	\$ 413	\$ (413)
IMRF	\$ 199,182	\$ 199,133	\$ 49
FICA/Medicare	\$ 126,011	\$ 126,018	\$ (7)
Life insurance	\$ 3,078	\$ 2,876	\$ 202
Medical insurance	\$ 452,400	\$ 445,200	\$ 7,200
Service recognition	\$ 16,363	\$ 18,377	\$ (2,014)
Total Personnel	\$ 2,443,275	\$ 2,464,429	\$ (21,154)
Fund	Budgeted		
Unemployment insurance	\$ 1,332	\$ 1,332	\$ -
Advertising	\$ 500	\$ 842	\$ (342)
Printing/binding	\$ 300	\$ -	\$ 300
Service to maintain Building	\$ 500	\$ -	\$ 500
Service to Office Equipment	\$ 20,000	\$ 21,841	\$ (1,841)
IT Services	\$ 40,116	\$ 40,116	\$ -
Telephone	\$ 15,000	\$ 24,677	\$ (9,677)
Banking Service Charges	\$ 150	\$ 768	\$ (618)
Conferences/Travel/Continuing Ed	\$ 15,000	\$ 2,008	\$ 12,992
General Fund	\$ 124,872	\$ 124,872	\$ -
Postage	\$ 8,000	\$ 4,239	\$ 3,761

Computer Software	\$ 40,000	\$ 58,296	\$ (18,296)
Medical Expenses/ COVID-19	\$ -	\$ -	\$ -
Temp Agency Services	\$ 500	\$ 3,531	\$ (3,031)
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 40,000	\$ 8,022	\$ 31,978
Membership Fees	\$ 57,000	\$ 57,000	\$ -
Materials for Buildings	\$ 500	\$ 200	\$ 300
PNG Grant	\$ -	\$ -	\$ -
Per Capita Grant	\$ 103,250	\$ 103,250	\$ -
Other Grant	\$ 75,000	\$ 28,504	\$ 46,496
Office Supplies	\$ 25,000	\$ 39,363	\$ (14,363)
Risk Management	\$ 71,484	\$ 71,484	\$ -
Small Capital	\$ 30,000	\$ 4,672	\$ 25,328
Rent	\$ 584,583	\$ 584,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 3,000	\$ 9,083	\$ (6,083)
Total operating	\$ 1,505,087	\$ 1,437,683	\$ 67,404
Total expense	\$ 3,948,362	\$ 3,902,112	\$ 46,250
Surplus (deficit)	\$ (51,110.00)	\$ 209,911.53	\$ (261,022)

\$	1,672,412	\$	1,650,035	\$	126,640	\$	1,650,035	\$	1,650,034.96
	#DIV/0!	\$	413	\$	41	\$	413	\$	412.56
\$	199,133	\$	194,903	\$	11,952	\$	164,929	\$	194,902.92
\$	126,018	\$	124,542	\$	7,638	\$	105,388	\$	124,541.96
\$	2,876	\$	2,808	\$	170	\$	2,366	\$	2,807.62
\$	443,292	\$	445,200	\$	27,240	\$	375,600	\$	445,200.00
\$	15,147	\$	18,377			\$	16,963	\$	18,376.84