



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, October 15, 2020

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/85840883217>

Meeting Phone Number: 1 312 626 6799 US

Meeting ID: 858 4088 3217

I. Call to order – Samantha Carroll

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.

II. Consent Agenda (Approval of Agenda, Approval of September 17, 2020 Minutes) (Action)

III. Patron Ban Appeal

IV. Public comments – Due to the Governor’s stay-at-home order, The Decatur Public Library’s Madden Auditorium will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary by 4:00 pm Thursday July 16, 2020. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

IV. Written Communications from the public

V. City Librarian’s report –Rick Meyer (Discussion)

VI. Division Head reports—Robert Edwards, Becky Damptz, Alissa Henkel, Matt Wilkerson, Carol Ziese

VII. Reports of committees

A. Personnel, Policy & Public Relations Committee—No meeting

- i. Patron Ban/Patron Behavior Policy (Action)
- ii. Credit Card Policy (Action)
- iii. City Librarian Performance Evaluation Process (Discussion)
- iv. Personnel Update (Discussion)
- v. Equity, Diversity, Inclusion (Discussion)
- vi. Patron Ban Appeal (Action)
- vii. Volunteer Policy (Action)

A. Finance and Properties Committee—Amy Stockwell

- i. September 2020 Check Register (Action)
- ii. September 2020 Budget Report and Projections (Discussion)
- iii. 2021 Budget Proposal (Discussion)
- iv. Other (Discussion)

C. Foundation—Rick Meyer

- i. No Meeting

D. Friends of the Library—Rick Meyer

- i. October 8 Meeting (Discussion)

F. Illinois Heartland Library System—Rick Meyer

- i. SHARE Executive Council (Discussion)

VIII. Old Business

- i. Other (Discussion)

IX. New Business

- i. Board Openings (Discussion)
- ii. Other

X. SERVING OUR PUBLIC 4.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

- i. Per Capita Grant Requirements (Discussion)

XI. Adjournment

If you have questions please contact:

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: September 17, 2020

Meeting time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Present:

Samantha Carroll

Sofia Xethalis

Amy Stockwell

Susan Avery

Michael Sexton

Karl Coleman

Gregg Zientara

Absent:

Guests: Lekiesha Byars, Shawn Schollen, Sarah, Beverly Dean

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Becky Damptz, Head of Archives & Spec. Col

Matt Wilkerson, Systems Administrator

Carol Ziese, Head of Technical Services

Shelby Kramer, Admin. Temp

Betti Jo Heckwine, Admin. Asst. Aide

Call to Order: Ms. Carroll called the meeting to order at 4:31 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.

Swearing in of Board Member

Ms. Carroll swore in Karl Coleman as a new member of the Board of Trustees.

Agenda & Minutes August 20, 2020 - Ms. Carroll asked for a motion to approve the consent agenda, Ms. Stockwell made the motion, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes.

Patron Ban Appeal

Lekiesha Byars attended the board meeting to appeal her ban that she received from the Decatur Public Library, which was to restrict her from entering the library premises for one year. The board listened to Ms. Byars' appeal, discussed the circumstances with her, and thanked her for coming to the meeting. They discussed in detail the situation of her ban, the lack of a patron ban policy and then decided to table a decision on the appeal until the personnel committee could further review. Ms. Carroll requested a motion to table the appeal until October 1, 2020, Ms. Stockwell made the motion to table the appeal, seconded by Mr. Sexton, Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Ms. Xethalis yes, Mr. Zientara yes, Mr. Coleman yes, and Ms. Carroll yes.

Public Comment

None.

Written Communication from the Public

None.

City Librarians Report

Mr. Meyer said the library had good television coverage by WAND and WCIA in reference to the social work internship at the library. He gave some statistics and comparisons of August this year vs August of last year, stating there was a 23% decline in circulation. Foot traffic is down 56% but is slowly increasing. Governor Pritzker recently held a press conference at the library about the importance of the Census.

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager, said the Administration office has been working on auditing the processing and procedures. About 1,654 patrons checked out, down approximately 27%. Two staff members passed the clerk exam and Shakera Powell was promoted to full time clerk.

Rebecca Damptz, Head of Archives & Special Collections, reported Local History has completed the oral histories except for 2, that will be completed in the next two weeks. Next big project is 5 x 7 glass photograph negatives, board minutes, and birth records will be completed by the end of the year.

Matt Wilkerson, Systems Administrator, moved library internet service provider from Comcast to IC. He purchased and configured ten laptops for staff to work in the building or at home, replaced patron computers. Matt and Chris are redesigning and working on the intranet.

Carol Ziese, Head of Technical Services reported all is back to normal, except Baker and Taylor's shipping is backed up, so T.S. has had time to catch up and work on other projects in between

receiving orders. She said Karen Williams' and Siobhan Carson's productivity has been amazing, they are both taking college classes, and their children and working remotely as well.

Reports of Committees

Personnel, Policy & Public Relations Committee

None

Finance and Properties Committee

Ms. Stockwell reported the Finance and Properties Committee discussed the check register, recommends the August 2020 check register be approved. Ms. Stockwell made a motion to approve the check register, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes. Finance and Properties reviewed the projection reports, both point toward revenue slightly less and expenses less than budget. They looked at the first version of the budget for next year, and it will be the main topic at the next meeting and will have something to present at the next board meeting.

Foundation Committee

None

Friends of the Library Committee

Mr. Meyer said the Friends approved \$400.00 is programming support, as library staff requested.

Illinois Heartland Library System-SHARE Executive Council

Mr. Meyer did not have a report for the IHLS Chair Executive Council.

Old Business

Diversity, Equity and Inclusion

Mr. Edwards met with Bruce Nims regarding diversity, and reached out to Caterpillar and ADM, to see if they would share their diversity policies. Karen Lyons joined the committee meeting and discussed diversity, their Equity Task Force, they won a grant for community engagement, and will focus on interviewing a consultant at the next meeting, and he is waiting to hear back from DeEtta Jones and Associates.

Circulation Policy

Ms. Carroll requested a motion, Ms. Xethalis made a motion to review and accept if agreed, seconded by Mr. Coleman. Discussed the circulation policy and amendments to the policy, Ms. Carroll requested a motion, Ms. Xethalis made a motion to accept the policy with the amendment, changing one renewal, to 2-times and allowing for the possibility of automatic

renewals, seconded by Ms. Avery. Ms. Carroll requested a roll call vote Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Ms. Xethalis yes, Mr. Zientara yes, Mr. Coleman yes, and Ms. Carroll yes.

Local History Use of Room Policy

Changes reflect the change of department name, disallows bringing backpacks and purses, and states that there is no charge for research. Ms. Carroll requested a motion, Mr. Zientara moved to adopt Local History Use of Room Policy, seconded by Ms. Stockwell. Ms. Carroll requested a vote by roll call, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Xethalis.

New Business

Personnel Update

Shakera Powell, promoted from half-time page to full-time clerk I. Lohri Cerny, part-time clerk II retired.

Board Openings

Two positions open, but no updates.

SERVING OUR PUBLIC 4.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Per Capita Grant Requirements

Requirements have not been published. New copies of the book are at the reference desk for each board member to pick up, or can be delivered by curbside delivery, Mr. Meyer will send an electronic copy as well, and the grant is due January 31, 2021. It is not a competitive grant, the library just has to meet the requirements to receive the grant. Ms. Carroll will split the chapters up amongst the board members, they will review, then have a special meeting to go over.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:48 p.m., Mr. Sexton made a motion to adjourn, Ms. Xethalis seconded it. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Xethalis.

Scribe,
Betti Jo Heckwine
Administrative Assistant
Edited by
Rick Meyer
City Librarian

Pending Approval
Draft 10/13/2020



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City Librarian's Report for September 2020

Administration

- On the 1st I met with representatives from University of Illinois Extension and Master Gardeners to discuss possible programs in the future.
- I had several meetings with Director's University Mentors Group and with my mentor partner and the new directors we are working with.
- On the 3rd I attended a webinar about reopening for small and rural library directors. This was in my capacity as the Illinois Library Association Board Liaison to the forum.
- On the 11th I met with Social Worker Mary Garrison and a potential donor to our social worker program.
- On the 15th I attended an ILA Awards Committee meeting.
- I took vacation time the week of the 21st.
- I worked on the budget throughout the month.
- Robert Edwards worked with admin staff to examine workflows and procedures.

Circulation

- **Please see statistical spreadsheet.**
- Robert Edwards continued to chair the Diversity Committee.
- Shakera Powell was promoted to Clerk I and began her duties.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve on the SHARE Executive Council.
- Carol continued to head the Staff Recognition Committee.
- Carol attended a webinar on harvesting existing metadata to improve efficiency.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- John Schirle is collaborating with DPS61: videos with MacArthur Special Needs Students and digital resources with library personnel.
- Kristie Smith and Sheri Keller finished training in the Children's Section in August and began training in the Adult Section in September.
- John and Susan Bishop have been working on Folktale Friday videos and John has been creating Folktale Educational videos to go along with.
- John, Susan and Amanda Young have been creating Book Talk Time videos.

- Staff completed 32 hours of continuing education.
- Downstairs displays had an 45% turnover rate.

Systems Administration

- Matt Wilkerson acquired 10 new laptops and Chris Nihiser prepared them for staff use.
- Matt installed three new security cameras and updated firmware for all.
- Matt renewed and acquired several new licenses.
- Chris Nihiser completed several hours of continuing education.
- **See spreadsheet for statistical information.**

Archives and Special Collections (formerly Local History)

- Becky Damptz met with Professor Ann-Marie Hillyer to discuss arranging a tour for her students.
- She began the work of separating Board minutes from institutional records.
- The entire oral history collection is now available online.
- Leeann Grossman and the volunteers have completed 20 in-depth research projects for patron from all over the country. 9 were local, while 11 were from out-of-state. These are different from regular reference statistics as they take a lot more staff time to work on. One research request could take a few days to a few weeks to complete
- **Please see spreadsheet for statistics.**

Sincerely,

Rick Meyer

City Librarian

Circulation by Audience Physical & Electronic	Sep-19	Sep-20	% of Total	Change	2019 Total	2020 Projection	Projected change	October 2018	2018- S	October 2019-September	% of Total	Change
Number of Adult Materials Loaned	16,416	13,555	69.1%	-17.4%	210,311	144,721	-31.2%	212,088		159,992	70.7%	-24.6%
Number of Young Adult Materials Loaned	692	470	2.4%	-32.1%	9,272	5,080	-45.2%	9,377		5,905	2.6%	-37.0%
Number of Children's Materials Loaned	6,839	5,586	28.5%	-18.3%	96,991	51,477	-46.9%	95,677		60,374	26.7%	-36.9%
Total Number of Materials Loaned	23,947	19,611		-18.1%	316,574	201,279	-36.4%	317,142		226,271		-28.7%

Circulation by Material Type (Physical & Electronic)	Sep-19	Sep-20	% of Total	Change	2019 Total	2020 Projection	Projected change	October 2018	2018- S	October 2019-September	% of Total	Change
Books Loaned--Physical	14,799	12,091	61.7%	-18.3%	201,408	113,121	-43.8%	201,910		131,649	58.2%	-34.8%
Videos/DVDs Loaned--Physical	4,544	2,775	14.2%	-38.9%	59,688	29,774	-50.1%	60,404		36,719	16.2%	-39.2%
Audios, Including Music Loaned--Physical	1,182	711	3.6%	-39.8%	14,977	7,513	-49.8%	15,245		9,320	1.6%	-38.9%
Magazines/Periodicals Loaned--Physical	406	298	1.5%	-26.6%	5,215	3,219	-38.3%	5,425		3,664	1.6%	-32.5%
Other Items Loaned--Physical	144	157	0.8%	9.0%	1,919	1,765	-8.0%	1,477		1,811	0.8%	22.6%
Use of Circulating Electronic Materials	2,872	3,579	18.2%	24.6%	33,367	44,511	33.4%	32,681		43,108	19.1%	31.9%
Total Physical Item Circulation	23,947	19,611		-18.1%	316,574	199,903	-36.9%	317,142		226,271		-28.7%

Successful Retrieval of Electronic Information	2,338	10,023	33.8%	328.7%	32,863	38,712	17.8%	37,347		37,578	14.2%	0.6%
Electronic Content Use	5,210	13,602		45.9%	66,230	83,223	25.7%	70,028		80,686	30.6%	15.2%
Total Collection Use	Sep-19	Sep-20						October 2018 2018- S October 2019-September 2020				
Total Collection Use	26,285	29,634		12.7%	349,437	238,615	-31.7%	354,489		263,849		-25.6%

	Sep-19	Sep-20	% of Total	Change	2019 Total	2020 Projection	Projected change	October 2018	2018- S	October 2019-September	% of Total	Change
Interlibrary Loans Provided To Other Libraries	3,652	1,945	48.6%	-46.7%	46,259	22,196	-52.0%	47,242		27,954	52.1%	-40.8%
Interlibrary Loans Received FROM Other Libraries	3,017	2,053	51.4%	-32.0%	40,336	20,943	-48.1%	39,746		25,680	47.9%	-35.4%
Total ILL Transactions	6,669	3,998		-40.1%	86,595	43,140	-50.2%	86,988		53,634		-38.3%

	Sep-19	Sep-20	Change	2019 Total	2020 Projection	Projected change	October 2018	2018- S	October 2019-September	2020	Change
New Patron Registrations	205	103	-49.8%	2451	2996	22.2%	2494		2888		15.8%
# of Visitors (Security Gate)	19131	8495	-55.6%	229935	82060	-64.3%	232892		115017		-50.6%
# Visitors Lobby Counter	n/a	9167	#VALUE!	79903	87675	9.7%	34250		114598		234.6%
Local History # of visitors	65	33	-49.2%	762	353	-53.7%	807		444		-45.0%
Adult Programs Active	379	0	-100.0%	7419	1410	-81.0%	9092		2809		-69.1%
Adult Programs Passive	0	31		1309	1027	-21.6%	0		952		#DIV/0!
Adult Programs Virtual Live	n/a	31		n/a	29		n/a		167		
Adult Programs Virtual Recorded	n/a	10		n/a	1262		n/a		777		
YA Programs Active	0	0	#DIV/0!	94	64	-32.3%	716		3263		355.7%

YA Programs Passive	0	1		771	5	-99.3%	0	114	#DIV/0!
YA Virtual Live	n/a	0		n/a	0	n/a		4545	
YA Virtual Recorded	n/a	0		n/a	393	n/a		7817	
Children's Programs Active	1107	0	-100.0%	13362	4508	-66.3%	19230	6690	-65.2%
Children's Programs Passive	0	40		6707	2150	-67.9%	0	33503	#DIV/0!
Children's Virtual Live	n/a	38		n/a	19	n/a		19993	
Children's Virtual Recorded	n/a	142		n/a	7041	n/a		125854	
Total Programs	1486	293	-80.3%	29662	15972	-46.2%	29038	35441	22.1%
Public Sessions	2693	1587	-41.1%	34947	14493	-58.5%	36474	11347	-68.9%
Wireless Sessions	1005	626	-37.7%	11687	6167	-47.2%	10503	13777	31.2%
Website Sessions	10704	9661	-9.7%	126997	113772	-10.4%	122374	88610	-27.6%
Unique Visits	6807	4712	-30.8%	78796	65461	-16.9%	76075	49302	-35.2%
Page Views	41566	40173	-3.4%	445386	511450	14.8%	368425	372337	1.1%
Self Checks	7809	4188	-46.4%	113374	44185	-61.0%	113490	286143	152.1%
Percentage of Self Checks	0.429396	0.324727	-10.5%	46.4%	51%	10.7%	5	5933	#####
Assists Adult	3414	2364	-30.8%	45411	21245	-53.2%	46511	22072	-52.5%
Assists Children	917	1109	20.9%	15761	8808	-44.1%	16150	7866	-51.3%
Assists Local history	165	99	-40.0%	1891	1002	-47.0%	1885	3519	86.7%
IT help calls	114	111	-2.6%	1132	1090	-3.7%	1092	5887	439.1%
Searches in Catalog	69373	80197	15.6%	843956	1065635	26.3%	780469	749285	-4.0%
Number of Items processed	1969	1637	-16.9%	23490	17764	-24.4%	17558	13278	-24.4%
Number of Items Withdrawn from Collection	815	1965	141.1%	18567	14511	-21.8%	13454	10515	-21.8%
Number of mended items	418	242	-42.1%	4161	2132	-48.8%	3257	1669	-48.8%
Number of items ordered	864	774	-10.4%	9698	8014	-17.4%	6964	5755	-17.4%
Number of records added to database	1551	1395	-10.1%	19329	14931	-22.8%	14301	11047	-22.8%



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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



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Volunteer Policy

The Decatur Public Library (“Library”) believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

Purpose of Volunteer Policy:

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy and all other Library policies at any time and to expect after notification, adherence to the changed policy. Changes or exceptions from this policy may be granted by the City Librarian. Changes must be obtained in advance, in writing, and approved by the City Librarian. Issues not covered by this policy shall be resolved by the City Librarian.

Definition of “Volunteer”:

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed. After the date of the approval of this policy, volunteers must execute an Acknowledgement of Volunteer Status and Acceptance of Decatur Public Library Policies prior to commencement of the Volunteer’s service at the Library.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

Who Can Volunteer:

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 14 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

All volunteers who begin service after October 16, 2020 will agree to undergo a background check prior to beginning their duties at the library. All volunteers who began service prior to that date will agree to undergo a background check no later than December 31, 2020. Any volunteer unwilling to undergo a background check will no longer be eligible to serve the library in that capacity. Any volunteer or volunteer applicant who is found to be a convicted sex offender or to have been convicted of a violent crime in the last five years will not be eligible to serve the library in that capacity.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision:

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their assigned projects, and of any change to their availability schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior:

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training:

All volunteers will receive an orientation to the program they will be working with and a tour of the Library.

Volunteers will receive on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the alternative arrangements may be made.

Volunteer Recognition:

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

**Approved by the Decatur Public Library Board of
Trustees February 16, 2017**



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Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 14 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

All volunteers who begin service after October 16, 2020 will agree to undergo a background check prior to beginning their duties at the library. All volunteers who began service prior to that date will agree to undergo a background check no later than December 31, 2020. Any volunteer unwilling to undergo a background check will no longer be eligible to serve the library in that capacity. Any volunteer or volunteer applicant who is found to be a convicted sex offender or to have been convicted of a violent crime in the last five years will not be eligible to serve the library in that capacity.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision:

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their assigned projects, and of any change to their availability schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior:

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training:

All volunteers will receive an orientation to the program they will be working with and a tour of the Library.

Volunteers will receive on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

**Approved by the Decatur Public Library Board of
Trustees February 16, 2017**

CITY OF DECAT

DATE: 10/5/2020

TIME: 3:19:48PM

FOR INVOICES

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT</u>
35 LIBRARY FUND					
136510	9/1/2020	AMAZON.COM CREDIT	\$662.06		BOOKS & PERIODICALS
136518	9/1/2020	BAKER & TAYLOR CO	\$46.35		BOOKS & PERIODICALS
136518	9/1/2020	BAKER & TAYLOR CO	\$92.15		BOOKS & PERIODICALS
136518	9/1/2020	BAKER & TAYLOR CO	\$99.41		BOOKS & PERIODICALS
136518	9/1/2020	BAKER & TAYLOR CO	\$596.37		BOOKS & PERIODICALS
136573	9/1/2020	MIDWEST TAPE, LLC	\$22.49	AV MATERIALS	BOOKS & PERIODICALS
136581	9/1/2020	NEWSBANK, INC.	\$15,233.00	ANNUAL SUBSCRIPTION REMOTE ACC	BOOKS & PERIODICALS
136639	9/8/2020	BAKER & TAYLOR CO	\$130.09		BOOKS & PERIODICALS
136639	9/8/2020	BAKER & TAYLOR CO	\$328.80		BOOKS & PERIODICALS
136792	9/15/2020	BAKER & TAYLOR CO	\$71.67		BOOKS & PERIODICALS
136792	9/15/2020	BAKER & TAYLOR CO	\$104.87		BOOKS & PERIODICALS
136792	9/15/2020	BAKER & TAYLOR CO	\$158.24		BOOKS & PERIODICALS

136792	9/15/2020	BAKER & TAYLOR CO	\$353.33		BOOKS & PERIODICALS
136792	9/15/2020	BAKER & TAYLOR CO	\$497.57		BOOKS & PERIODICALS
136792	9/15/2020	BAKER & TAYLOR CO	\$686.00		BOOKS & PERIODICALS
136841	9/15/2020	MIDWEST TAPE, LLC	\$9.74		BOOKS & PERIODICALS
136841	9/15/2020	MIDWEST TAPE, LLC	\$29.98	AV MATERIALS	BOOKS & PERIODICALS
136841	9/15/2020	MIDWEST TAPE, LLC	\$62.95		BOOKS & PERIODICALS
136841	9/15/2020	MIDWEST TAPE, LLC	\$95.15		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$106.92		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$175.83		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$196.45		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$213.38		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$356.15		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$402.69		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$456.80		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$469.56		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$477.78		BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$554.27		BOOKS & PERIODICALS
136966	9/22/2020	MIDWEST TAPE, LLC	\$37.48		BOOKS & PERIODICALS
136966	9/22/2020	MIDWEST TAPE, LLC	\$41.97		BOOKS & PERIODICALS
136966	9/22/2020	MIDWEST TAPE, LLC	\$46.47		BOOKS & PERIODICALS

136966	9/22/2020	MIDWEST TAPE, LLC	\$58.46		BOOKS & PERIODICALS
136966	9/22/2020	MIDWEST TAPE, LLC	\$78.72		BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$0.13		BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$0.36		BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$0.43		BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$0.83		BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$1.22		BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$2.31		BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$4.47	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$15.88		BOOKS & PERIODICALS
Total			\$22,978.78		
137028	9/29/2020	CARROLL, SAMANTHA	\$150.00	TRAVEL EXPENSE IL LIBRARY	CONFERENCES & TRAVEL
827003871	9/17/2020	REGIONS/CREDIT CARD	\$100.00	ACCT 3978	CONFERENCES & TRAVEL
827003871	9/17/2020	REGIONS/CREDIT CARD	\$150.00		CONFERENCES & TRAVEL
827003871	9/17/2020	REGIONS/CREDIT CARD	\$539.00		CONFERENCES & TRAVEL
Total			\$939.00		
136863	9/15/2020	SAM'S CLUB	\$29.98	ACCT 9064	COVID-19
136871	9/15/2020	TEAM ONE REPAIR, INC	\$414.16	FACE MASKS	COVID-19
136883	9/15/2020	VECTORNATE USA INC	\$620.00	VECTOR ULV FOGGER	COVID-19
Total			\$1,064.14		
136518	9/1/2020	BAKER & TAYLOR CO	\$5.00		OFFICE SUPPLIES
136518	9/1/2020	BAKER & TAYLOR CO	\$36.84		OFFICE SUPPLIES

136510	9/1/2020	AMAZON.COM CREDIT	\$186.26	ACCT 8641	OFFICE SUPPLIES
136539	9/1/2020	DEMCO INC	\$426.98	BOOK PROCESSING SUPPLIES	OFFICE SUPPLIES
136539	9/1/2020	DEMCO INC	\$594.44		OFFICE SUPPLIES
136639	9/8/2020	BAKER & TAYLOR CO	\$4.80	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
136639	9/8/2020	BAKER & TAYLOR CO	\$19.51		OFFICE SUPPLIES
136715	9/8/2020	ONLINE LABELS, INC.	\$23.90	LABELS	OFFICE SUPPLIES
136792	9/15/2020	BAKER & TAYLOR CO	\$6.89	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
136792	9/15/2020	BAKER & TAYLOR CO	\$16.29		OFFICE SUPPLIES
136792	9/15/2020	BAKER & TAYLOR CO	\$22.69		OFFICE SUPPLIES
136792	9/15/2020	BAKER & TAYLOR CO	\$28.29		OFFICE SUPPLIES
136810	9/15/2020	DEMCO INC	\$176.09	BOOK PROCESSING SUPPLIES	OFFICE SUPPLIES
136841	9/15/2020	MIDWEST TAPE, LLC	\$5.85	AV MATERIALS	OFFICE SUPPLIES
136841	9/15/2020	MIDWEST TAPE, LLC	\$15.36		OFFICE SUPPLIES
136863	9/15/2020	SAM'S CLUB	\$9.98		OFFICE SUPPLIES
136880	9/15/2020	ULINE	\$96.16	18X1500 80 GA ULINE BLOWN WRAP	OFFICE SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$4.14		OFFICE SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$9.99		OFFICE SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$11.83		OFFICE SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$12.15		OFFICE SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$16.89		OFFICE SUPPLIES

136900	9/22/2020	BAKER & TAYLOR CO	\$19.32		OFFICE SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$22.08		OFFICE SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$26.05		OFFICE SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$32.04		OFFICE SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$34.29	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
136966	9/22/2020	MIDWEST TAPE, LLC	\$2.40	AV MATERIALS	OFFICE SUPPLIES
136966	9/22/2020	MIDWEST TAPE, LLC	\$7.41		OFFICE SUPPLIES
137013	9/29/2020	BAKER & TAYLOR CO	\$2.60		OFFICE SUPPLIES
137013	9/29/2020	BAKER & TAYLOR CO	\$9.38		OFFICE SUPPLIES
137013	9/29/2020	BAKER & TAYLOR CO	\$16.62		OFFICE SUPPLIES
137013	9/29/2020	BAKER & TAYLOR CO	\$25.41		OFFICE SUPPLIES
137013	9/29/2020	BAKER & TAYLOR CO	\$50.31		OFFICE SUPPLIES
137047	9/29/2020	DEMCO INC	\$65.90	OFFICE SUPPLIES - TAPE/LABEL	OFFICE SUPPLIES
137083	9/29/2020	MIDWEST TAPE, LLC	\$6.16		OFFICE SUPPLIES
137083	9/29/2020	MIDWEST TAPE, LLC	\$20.78		OFFICE SUPPLIES
137083	9/29/2020	MIDWEST TAPE, LLC	\$28.60		OFFICE SUPPLIES
827003871	9/17/2020	REGIONS/CREDIT CARD	\$270.99		OFFICE SUPPLIES
Total			\$2,370.67		
136518	9/1/2020	BAKER & TAYLOR CO	\$17.55	BOOKS AND ENTERTAINMENT FOR 20	OTHER LIBRARY GRANT E
136900	9/22/2020	BAKER & TAYLOR CO	\$17.55	BOOKS AND ENTERTAINMENT FOR 20	OTHER LIBRARY GRANT E

136900	9/22/2020	BAKER & TAYLOR CO	\$50.54		OTHER LIBRARY GRANT E
137013	9/29/2020	BAKER & TAYLOR CO	\$33.99		OTHER LIBRARY GRANT E
Total			\$119.63		
136831	9/15/2020	LIBRARY IDEAS, LLC	\$41.95	1 VOX BOOK	PER CAPITA GRANT EXPE
136831	9/15/2020	LIBRARY IDEAS, LLC	\$236.70	6 VOX BOOKS	PER CAPITA GRANT EXPE
136831	9/15/2020	LIBRARY IDEAS, LLC	\$426.42	18 VOX BOOKS	PER CAPITA GRANT EXPE
136896	9/22/2020	AFRICAN-AMERICAN CUL	\$35.00	MEMBERHSIP DUES 2020-2021	PER CAPITA GRANT EXPE
137002	9/22/2020	WORLD BOOK, INC	\$1,099.00	CHILDRENS BOOK SETS	PER CAPITA GRANT EXPE
137013	9/29/2020	BAKER & TAYLOR CO	\$26.83	BOOKS AND ENTERTAINMENT FOR 20	PER CAPITA GRANT EXPE
137013	9/29/2020	BAKER & TAYLOR CO	\$37.46		PER CAPITA GRANT EXPE
137013	9/29/2020	BAKER & TAYLOR CO	\$71.77		PER CAPITA GRANT EXPE
137013	9/29/2020	BAKER & TAYLOR CO	\$86.67		PER CAPITA GRANT EXPE
137013	9/29/2020	BAKER & TAYLOR CO	\$165.51		PER CAPITA GRANT EXPE
137013	9/29/2020	BAKER & TAYLOR CO	\$244.15		PER CAPITA GRANT EXPE
137013	9/29/2020	BAKER & TAYLOR CO	\$427.18		PER CAPITA GRANT EXPE
137013	9/29/2020	BAKER & TAYLOR CO	\$844.23		PER CAPITA GRANT EXPE
137030	9/29/2020	CHICAGO TRIBUNE	\$31.72	SUBSCRIPTION ACCT 40138351	PER CAPITA GRANT EXPE
137073	9/29/2020	KANOPY	\$213.00	LIBRARY STREAMING SERVICE	PER CAPITA GRANT EXPE
137083	9/29/2020	MIDWEST TAPE, LLC	\$45.73	AV MATERIALS	PER CAPITA GRANT EXPE
137083	9/29/2020	MIDWEST TAPE, LLC	\$117.68		PER CAPITA GRANT EXPE

137083	9/29/2020	MIDWEST TAPE, LLC	\$206.17		PER CAPITA GRANT EXPE
137083	9/29/2020	MIDWEST TAPE, LLC	\$2,237.56		PER CAPITA GRANT EXPE
137109	9/29/2020	TUTOR.COM	\$3,740.00	ONLINE TUTORING PROGRAM	PER CAPITA GRANT EXPE
Total			\$10,334.73		
136659	9/8/2020	COMMERCIAL MAIL SERV	\$430.66	AUG 17 - AUG 31'20	POSTAGE
136917	9/22/2020	COMMERCIAL MAIL SERV	\$216.51	SEPT 1 - SEPT 15'20	POSTAGE
Total			\$647.17		
136598	9/1/2020	SEN SOURCE	\$180.00	ANNUAL DATA HOSTING FEE	PROFESSIONAL SERVICES
136680	9/8/2020	HAPPYORNOT AMERICAS	\$1,188.00	ANNAUL FEE AUG 20-21 TOUCH TABLET	PROFESSIONAL SERVICES
137050	9/29/2020	DYNAGRAPHICS	\$450.71	10X8 STEP & REPEAT BACKDROP BANNER	PROFESSIONAL SERVICES
137072	9/29/2020	JONES & THOMAS	\$400.00	WEBSITE & HOSTING MAINTENANCE	PROFESSIONAL SERVICES
Total			\$2,218.71		
136510	9/1/2020	AMAZON.COM CREDIT	\$289.98		SMALL CAPITAL ITEMS
Total			\$289.98		
137090	9/29/2020	PAETEC	\$48.44	ANNUAL PO 2020	TELEPHONE
137090	9/29/2020	PAETEC	\$71.25		TELEPHONE
Total			\$119.69		
136815	9/15/2020	EXPRESS SERVICES, INC	\$656.96	S KRAMER WK END 8/16/20	TEMP AGENCY SERVICES
137054	9/29/2020	EXPRESS SERVICES, INC	\$410.60	SHELBY KRAMER TEMP SERVICES	TEMP AGENCY SERVICES
137054	9/29/2020	EXPRESS SERVICES, INC	\$431.13	SHELBY KRAMER TEMP SERVICES	TEMP AGENCY SERVICES
137054	9/29/2020	EXPRESS SERVICES, INC	\$513.25	SHELBY KRAMER TEMP AUG'20	TEMP AGENCY SERVICES
Total			\$2,011.94		

Total Library Funds Expended **\$43,094.44**

59 LIBRARY TRUST FUNDS

136819	9/15/2020	GAYLORD BROS.	\$1,013.43	SUPPLIES FOR LOCAL HISTORY ROOM	ARCHIVAL SUPPLIES
136900	9/22/2020	BAKER & TAYLOR CO	\$36.89	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
136900	9/22/2020	BAKER & TAYLOR CO	\$125.86		BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$16.38		BOOKS & PERIODICALS
137013	9/29/2020	BAKER & TAYLOR CO	\$17.84		BOOKS & PERIODICALS

Library Trust Funds **\$1,210.40**

WARRANT TOTAL: **\$44,304.84**

DPL FY 2020 Budget Report

Prepared: October 1, 2020

At end of September 75% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ 1,701,317.23	59.9%	\$ 2,704,341.45	-37.1%
All Other	\$ 1,150,487	28.8%	\$ 827,528.26	71.9%	\$ 809,075.83	2.3%
Total Revenue	\$ 3,992,487		\$ 2,528,845.49	63.3%	\$ 3,513,417.28	-28.0%

Expense

% Expended

Personnel

Payroll	\$ 1,604,518		\$ 1,155,989.08		\$ 1,138,560.80	1.5%
Benefits	\$ 878,846		\$ 566,232.65		\$ 428,514.76	32.1%
	\$ 2,483,364	65.6%	\$ 1,722,221.73	69.4%	\$ 1,567,075.56	9.9%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 228,991.54	93.5%	\$ 177,099.56	29.3%
Per Capita	\$ 96,000		\$ 10,334.73	10.8%	\$ 48,046.00	-78.5%
Lost/Damage	\$ 2,000.00		\$ 1,013.48	50.7%	n/a	n/a
Total Materials	\$ 343,000	9.1%	\$ 240,339.75	70.1%	\$ 225,145.56	6.7%

Professional Services

Professional Services	\$ 45,000		\$ 22,917.85	50.9%	\$ 29,431.31	-22.1%
Temp Agency	\$ 500		\$ 2,011.94	402.4%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 96.96	64.6%	\$ 96.95	0.000103
Total	\$ 45,650	1.2%	\$ 25,026.75	54.8%	\$ 29,528.26	-15.2%

Allocations

Administrative Fee	\$ 92,904		\$ 69,678.00	75.0%	\$ 82,476.00	-15.5%
MIS	\$ 39,000		\$ 29,250.00	75.0%	\$ 28,773.00	1.7%
	\$ 131,904	3.5%	\$ 98,928.00	75.0%	\$ 111,249.00	-11.1%

Grants

PNG	\$ 15,000		\$ 9,973.23	66.5%	\$ 5,594.29	78.3%
Other grants	\$ 75,000		\$ 3,386.26	4.5%	\$ 3,078.22	10.0%
	\$ 90,000	2.4%	\$ 13,359.49	14.8%	\$ -	#DIV/0!

Advertising	\$ 500	0.01%	\$ 70.00	14.0%	\$ 310.82	-0.774789
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Office Supplies/Maintenance

Printing/Binding	\$ 300		\$ -	0.0%	\$ 533.00	-100.0%
Postage	\$ 12,000		\$ 5,386.51	44.9%	\$ 8,371.96	-35.7%
Service to Office Equipment	\$ 30,000		\$ 14,914.44	49.7%	\$ 23,853.46	-37.5%
Telephone	\$ 10,000		\$ 10,818.37	108.2%	\$ 8,158.01	32.6%
Software	\$ 35,000		\$ 37,659.51	107.6%	\$ 32,560.25	15.7%
Office Supplies	\$ 30,000		\$ 13,454.70	44.8%	\$ 22,194.48	-39.4%
Small Capital	\$ 45,000		\$ 24,722.94	54.9%	\$ 22,069.15	12.0%
	\$ 162,300	4.3%	\$ 106,956.47	65.9%	\$ 117,740.31	

Staff Development

Conferences/Training/Travel	\$ 15,000		\$ 6,498.14	43.3%	\$ 7,432.20	-12.6%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

Membership	\$ 55,000		\$ 52,469.84	95.4%	\$ 50,064.57	4.8%
	\$ 74,000	2.0%	\$ 58,967.98	79.7%	\$ 57,496.77	2.6%
Transfer to Reserves	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Insurance						
Unemployment	\$ 1,344		\$ 1,008.00	75.0%	\$ 1,989.00	-49.3%
Medical expenses/COVID	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 76,896		\$ 57,672.00	75.0%	\$ 58,932.00	-2.1%
	\$ 78,740	2.1%	\$ 58,680.00	74.5%	\$ 60,921.00	
Building Costs						
Rent	\$ 575,000.00		\$ 431,253.00	75.0%	\$ 431,253.00	0.0%
Supplies	\$ 500		\$ -	0.0%	\$ 191.25	-100.0%
Maintenace	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 431,253.00		\$ 431,444.25	
Total Operations/Services	\$ 1,502,094	39.7%	\$ 1,033,581.44	68.8%	\$ 1,033,835.97	0.0%
Total Expenses	\$ 3,985,458		\$ 2,755,803.17	69.1%	\$ 2,600,911.53	6.0%
Revenue Minus Expense	\$ 7,029		\$ (226,957.68)		\$ 912,505.75	-124.9%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Ac Equals
1/1/2020	\$ 1,362,862.78	\$ 103,194.37	\$ 291,464.76	\$ - \$ 1,174,592.39
2/1/2020	\$ 1,174,592.39	\$ 52,788.81	\$ 279,410.42	\$ - \$ 947,970.78
3/1/2020	\$ 947,970.78	\$ 66,795.18	\$ 302,546.62	\$ - \$ 712,219.34
4/1/2020	\$ 712,219.34	\$ 121,979.25	\$ 382,653.86	\$ - \$ 451,544.73
5/1/2020	\$ 451,544.73	\$ 102,854.13	\$ 288,870.95	\$ - \$ 265,527.91
6/1/2020	\$ 265,527.91	\$ 50,046.78	\$ 290,881.19	\$ - \$ 24,693.50
7/1/2020	\$ 24,693.50	\$ 929,161.64	\$ 351,616.99	\$ - \$ 602,238.15
8/1/2020	\$ 602,238.15	\$ 943,202.06	\$ 300,939.93	\$ - \$ 1,244,500.28
9/1/2020	\$ 1,244,500.28	\$ 158,823.27	\$ 267,418.45	\$ - \$ 1,135,905.10
10/1/2020	\$ 1,135,905.10			
11/1/2020	\$ -			
12/1/2020	\$ -			

Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 333,111.40	\$ 222.24	\$ -	\$ 333,333.64
2/1/2019	\$ 333,333.64	\$ 215.95	\$ -	\$ 333,549.59
3/1/2019	\$ 333,549.59	\$ 406.84	\$ -	\$ 333,956.43
4/1/2019	\$ 333,956.43	\$ 11.35	\$ -	\$ 333,967.78
5/1/2019	\$ 333,967.78	\$ 11.18	\$ -	\$ 333,978.96
6/1/2019	\$ 333,978.96	\$ 455.72	\$ -	\$ 334,434.68
7/1/2019	\$ 334,434.68	\$ 21.67	\$ -	\$ 334,456.35
8/1/2019	\$ 334,456.35	\$ 11.49	\$ -	\$ 334,467.84
9/1/2019	\$ 334,467.84	\$ -	\$ -	\$ 334,467.84
10/1/2019	\$ 334,467.84			
11/1/2019	\$ -			
12/1/2019	\$ -			

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 58,370.72	\$ 39.18	\$ -	\$ 58,409.90
2/1/2019	\$ 58,409.90	\$ 38.07	\$ -	\$ 58,447.97
3/1/2019	\$ 58,447.97	\$ 21.71	\$ -	\$ 58,469.68
4/1/2019	\$ 58,469.68	\$ 2.00	\$ -	\$ 58,471.68
5/1/2019	\$ 58,471.68	\$ 1.97	\$ -	\$ 58,473.65
6/1/2019	\$ 58,473.65	\$ 2.17	\$ -	\$ 58,475.82
7/1/2019	\$ 58,475.82	\$ 1.99	\$ -	\$ 58,477.81
8/1/2020	\$ 58,477.81	\$ 2.02	\$ -	\$ 58,479.83

9/1/2019	\$	58,479.83	\$	-	\$	-	\$	58,479.83
10/1/2019	\$	58,479.83			\$	-		
11/1/2019	\$	-			\$	-		
12/1/2019	\$	-			\$	-		
1/1/2020	\$	-			\$	-		

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 117,088.41	\$ 77.92	\$ 1,976.73	\$ 115,189.60
2/1/2019	\$ 115,189.60	\$ 74.42	\$ 2,014.94	\$ 113,249.08
3/1/2019	\$ 113,249.08	\$ 41.69	\$ 2,000.24	\$ 111,290.53
4/1/2019	\$ 111,290.53	\$ 3.75	\$ 3,000.36	\$ 108,293.92
5/1/2019	\$ 108,293.92	\$ 3.52	\$ 7,612.67	\$ 100,684.77
6/1/2019	\$ 100,684.77	\$ 3.69	\$ 2,028.26	\$ 98,660.20
7/1/2019	\$ 98,660.20	\$ 3.33	\$ 2,000.26	\$ 96,663.27
8/1/2019	\$ 96,663.27	\$ 3.31	\$ 2,000.24	\$ 94,666.34
9/1/2019	\$ 94,666.34	\$ -	\$ 2,000.24	\$ 92,666.10
10/1/2019	\$ 92,666.10			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 27,115.57	\$ 68.22	\$ -	\$ 27,183.79
2/1/2019	\$ 27,183.79	\$ 317.82	\$ -	\$ 27,501.61
3/1/2019	\$ 27,501.61	\$ 10.08	\$ 714.72	\$ 26,796.97
4/1/2019	\$ 26,796.97	\$ 0.92	\$ -	\$ 26,797.89
5/1/2019	\$ 26,797.89	\$ 0.90	\$ -	\$ 26,798.79
6/1/2019	\$ 26,798.79	\$ 100.99	\$ -	\$ 26,899.78
7/1/2019	\$ 26,899.78	\$ 85.91	\$ 150.65	\$ 26,835.04
8/1/2019	\$ 26,835.04	\$ 555.93	\$ -	\$ 27,390.97
9/1/2019	\$ 27,390.97	\$ 450.00	\$ -	\$ 27,840.97
10/1/2019	\$ 27,840.97			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet act Ending
1/1/2019	\$ 1,898,769.18	\$ 103,601.93	\$ 293,441.49	\$ - \$ 1,708,929.62
2/1/2019	\$ 1,708,929.62	\$ 53,435.07	\$ 281,425.36	\$ - \$ 1,480,939.33
3/1/2019	\$ 1,480,939.33	\$ 67,275.50	\$ 305,261.58	\$ - \$ 1,242,953.25
4/1/2019	\$ 1,242,953.25	\$ 121,997.27	\$ 385,654.22	\$ - \$ 979,296.30
5/1/2019	\$ 979,296.30	\$ 102,871.70	\$ 296,483.62	\$ - \$ 785,684.38
6/1/2019	\$ 785,684.38	\$ 50,609.35	\$ 292,909.45	\$ - \$ 543,384.28
7/1/2019	\$ 543,384.28	\$ 929,274.54	\$ 353,767.90	\$ - \$ 1,118,890.92
8/1/2019	\$ 1,118,890.92	\$ 943,774.81	\$ 302,940.17	\$ - \$ 1,759,725.56
9/1/2019	\$ 1,759,725.56	\$ 159,273.27	\$ 269,418.69	\$ - \$ 1,649,580.14
10/1/2019	\$ 1,649,580.14	\$ -	\$ -	\$ -
11/1/2019	\$ -	\$ -	\$ -	\$ -
12/1/2019	\$ -	\$ -	\$ -	\$ -

30-Sep

	2020 Projected	2020 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 362,248	\$ 339,144	\$ 23,104
State Grants or other	\$ 110,000	\$ 110,000	\$ -
Other Grants	\$ 13,169	\$ 75,000	\$ (61,831)
Payment in Lieu of Taxes	\$ 565,293	\$ 565,293	\$ -
Fines/Fees	\$ 4,904	\$ 3,400	\$ 1,504
Non-resident fees	\$ 501	\$ 150	\$ 351
Lost or Damaged Books	\$ 2,438	\$ 5,200	\$ (2,762)
Copies/Misc.	\$ 3,943	\$ 9,300	\$ (5,357)
Meeting Room Fees	\$ 2,880	\$ 7,500	\$ (4,620)
Interest Income	\$ 7,012	\$ 6,000	\$ 1,012
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,236	\$ 1,000	\$ 236
Transfer from Meyer	\$ 26,021	\$ 27,000	\$ (979)
Total Revenues	\$ 3,943,145	\$ 3,992,487	\$ (49,342)

Library Operations

DPL Personnel Services

Salaries	\$ -	\$ 1,603,518	\$ 1,603,518
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ -	\$ 205,499	\$ 205,499
FICA	\$ -	\$ 124,078	\$ 124,078
Life Insurance	\$ -	\$ 3,056	\$ 3,056
Medical Insurance	\$ -	\$ 527,800	\$ 527,800
Service Recognition	\$ -	\$ 18,413	\$ 18,413

Total Personnel	\$ -	\$ 2,483,364	\$ 2,483,364
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Operating Expenses

Unemployment insurance	\$ 1,344	\$ 1,344	\$ -
Advertising	\$ 70	\$ 500	\$ 430
Printing/Binding	\$ -	\$ 300	\$ 300
Service to Maintian Buildings	\$ -	\$ 500	
Service to Office Equipment	\$ 16,400	\$ 30,000	\$ 13,600
MIS Services	\$ 39,000	\$ 39,000	\$ -
Telephone	\$ 16,442	\$ 10,000	\$ (6,442)
Banking Service Charges	\$ 129	\$ 150	\$ 21
Conferences/Travel/training	\$ 9,284	\$ 15,000	\$ 5,716
Postage	\$ 7,304	\$ 12,000	\$ 4,696
Computer Software	\$ 44,907	\$ 35,000	\$ (9,907)
Admin Fee	\$ 92,904	\$ 92,904	\$ -

Medical Expenses/COVID	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ 2,682	\$ 1,000	\$ (1,682)
Tuition Reimbursement	\$ 1,000	\$ 4,000	\$ 3,000
Professional Services	\$ 39,619	\$ 45,000	\$ 5,381
Membership Fees	\$ 52,755	\$ 55,000	\$ 2,245
PNG Expenses	\$ 15,000	\$ 15,000	\$ -
Per Capita Expenses	\$ 95,120	\$ 96,000	\$ 880
Other Grant	\$ 4,514	\$ 75,000	\$ 70,486
Office Supplies	\$ 18,046	\$ 30,000	\$ 11,954
Risk Management	\$ 76,896	\$ 76,896	\$ -
Small Capital	\$ 26,838	\$ 45,000	\$ 18,162
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Materials for Building	\$ -	\$ 500	\$ 500
Lost or damaged books	\$ 1,351	\$ 2,000	\$ 649
Total Operating Expenses	\$ 1,380,254	\$ 1,502,594	\$ 122,340

Surplus/(Deficit) \$ 2,562,890 \$ 6,529

Library Operating Revenue

	2020	2021	% change	\$ change	Notes
Fund					
Real Estate Taxes	\$ 2,842,000	\$ 2,852,000	0.4%	\$ 10,000	No change *
PPRT	\$ 339,144	\$ 301,011	-11%	\$ (38,133)	Based on IDR's projection of total distribution to City of Decatur and past percentage of that total received by DPL *
State Grants or other	\$ 110,000	\$ 103,250	-6%	\$ (6,750)	Based on population of 70,000 and no PNG Grant *
Other Grants	\$ 75,000	\$ 75,000	0%	\$ -	
PILOT	\$ 565,293	\$ 565,293	0%	\$ -	
Fines	\$ 3,400	\$ 5,000	47%	\$ 1,600	Based on this year, which is probably anomalous *
Non-Resident Fee	\$ 150	\$ 150	0%	\$ -	
Lost or Damaged Items	\$ 5,200	\$ 2,300	-56%	\$ (2,900)	Based on this year, which is probably anomalous *
Copies/Miscellaneous	\$ 9,300	\$ 3,500	-62%	\$ (5,800)	Based on this year, which is probably anomalous *
Meeting Room Fees	\$ 7,500	\$ 4,500	-40%	\$ (3,000)	Based on this year, which is probably anomalous *
Transfer from Meyer Fund	\$ 27,000	\$ 28,000	4%	\$ 1,000	
Interest Income	\$ 6,000	\$ 7,300	22%	\$ 1,300	
Sale of Property	\$ -	\$ -	#DIV/0!	\$ -	
Sublease	\$ 1,500	\$ 1,500	0%	\$ -	
Miscellaneous Income	\$ 1,000	\$ 1,000	0%	\$ -	
Transfer from	\$ -	\$ -	#DIV/0!	\$ -	
Totals	\$ 3,992,487	\$ 3,949,804	-1%	\$ (42,683)	

Expenditures

Fund	Budgeted				
Salaries	\$ 1,603,518	\$ 1,646,241	3%	\$ 42,723	Based on full staffing for the entire year *
Overtime	\$ 1,000	\$ -	-100%	\$ (1,000)	
IMRF	\$ 205,499	\$ 199,182	-3%	\$ (6,317)	
FICA/Medicare	\$ 124,078	\$ 126,011	2%	\$ 1,933	
Life insurance	\$ 3,056	\$ 3,078	1%	\$ 22	
Medical insurance	\$ 527,800	\$ 452,400	-14%	\$ (75,400)	
Service recognition	\$ 18,413	\$ 16,363	-11%	\$ (2,050)	

Total Personnel	\$	2,483,364	\$ 2,443,275	-2%	\$ (40,089)	
					\$ -	
Unemployment insurance	\$	1,344	\$ 1,332	-1%	\$ (12)	
Advertising	\$	500	\$ 500	0%	\$ -	
Printing/binding	\$	300	\$ 300	0%	\$ -	
Service to maintain Building	\$	500	\$ 500	0%	\$ -	
Service to Office Equipment	\$	30,000	\$ 20,000	-33%	\$ (10,000)	
IT Services	\$	39,000	\$ 40,116	3%	\$ 1,116	
Telephone	\$	10,000	\$ 15,000	50%	\$ 5,000	Increase is due to hotspots--this may go down considerably *
Banking Service Charges	\$	150	\$ 150	0%	\$ -	
Conferences/Travel/Continuing Ed	\$	15,000	\$ 15,000	0%	\$ -	All conferences in IL, if they are even held
General Fund	\$	92,904	\$ 124,872	34%	\$ 31,968	*
Postage	\$	12,000	\$ 8,000	-33%	\$ (4,000)	*
Computer Software	\$	35,000	\$ 40,000	14%	\$ 5,000	
Medical Expenses/ COVID-19	\$	500	\$ 500	0%	\$ -	
Temp Agency Services	\$	500	\$ 500	0%	\$ -	
Tuition Reimbursement	\$	4,000	\$ 4,000	0%	\$ -	
Professional Services	\$	45,000	\$ 40,000	-11%	\$ (5,000)	*
Membership Fees	\$	55,000	\$ 57,000	4%	\$ 2,000	
Materials for Buildings	\$	500	\$ 500	0%	\$ -	
PNG Grant	\$	15,000	\$ -	-100%	\$ (15,000)	
Per Capita Grant	\$	96,000	\$ 103,250	8%	\$ 7,250	See above corresponding revenue note *
Other Grant	\$	75,000	\$ 75,000	0%	\$ -	
Office Supplies	\$	30,000	\$ 25,000	-17%	\$ (5,000)	*
Risk Management	\$	76,896	\$ 71,484	-7%	\$ (5,412)	
Small Capital	\$	45,000	\$ 30,000	-33%	\$ (15,000)	*
Rent	\$	575,000	\$ 584,583	2%	\$ 9,583	
Books & Other Materials	\$	245,000	\$ 245,000	0%	\$ -	
Lost or Damaged	\$	2,000	\$ 3,000	50%	\$ 1,000	*
Total operating	\$	1,502,094	\$ 1,505,587	0%	\$ 3,493	
Total expense	\$	3,985,458	\$ 3,948,862	-1%	\$ (36,596)	
					\$ -	
Surplus (deficit)	\$	7,029	\$ 942	-87%	\$ (6,087)	

Capital Fund Revenue	Budgeted				
Interest Income	\$ -	\$ 2,200		\$ 2,200	
Foundation or other	\$ 250,000	\$ 250,000	0%	\$ -	
Transfer from Library	\$ -	\$ -		\$ -	
				\$ -	
Totals	\$ 250,000	\$ 252,200	1%	\$ 2,200	
				\$ -	
				\$ -	

Capital Fund Expenditures	Budgeted				
Equipment/Furniture	\$ 250,000	\$ 250,000	0%	\$ -	
				\$ -	
Surplus/Deficit	\$ -	\$ 2,200		\$ 2,200	
				\$ -	
				\$ -	

Trust Funds Revenue	Budgeted				
Interest Cantoni Fund	\$ 800	\$ 165	-79%	\$ (635)	
Interest Meyer Fund	\$ 1,900	\$ 325	-83%	\$ (1,575)	
Interest Donation Fund	\$ 300	\$ 75	-75%	\$ (225)	
Contributions	\$ 30,000	\$ 30,000	0%	\$ -	
				\$ -	
Totals	\$ 33,000	\$ 30,565	-7%	\$ (2,435)	
				\$ -	
				\$ -	

Trust Expenses	Budgeted				
Cantoni (Books/Materials)	\$ -	\$ -		\$ -	
Meyer (Professional Fees)	\$ 5,000	\$ 5,000	0%	\$ -	
Meyer (Supplies)	\$ 5,000	\$ 5,000	0%	\$ -	
Meyer (Transfer for Salary)	\$ 27,000	\$ 28,000	4%	\$ 1,000	
Meyer (Small Capital)	\$ 5,000	\$ 5,000	0%	\$ -	
Meyer (Books/Materials)	\$ 5,000	\$ 5,000	0%	\$ -	
Memorial/Donation (Books/Materials)	\$ 30,000	\$ 60,000	100%	\$ 30,000	
				\$ -	
Totals	\$ 77,000.00	\$ 108,000.00	40%	\$ 31,000	
				\$ -	
Surplus/Deficit	\$ (44,000.00)	\$ (77,435.00)	76%	\$ (33,435)	
Surplus/Deficit	\$ -	\$ -		\$ -	