



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, September 15, 2022

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Sofia Xethalis
- II. **Consent Agenda (Approval of Agenda; Approval of August 18, 2022 Regular Meeting Minutes)**  
**(Action)**
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
  - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
    - i. Personnel Update (Discussion)
    - ii. Diversity, Equity, Inclusion (Discussion)
    - iii. Remote Work Policy (Action)
    - iv. Management Personnel Policy (Discussion)
    - v. Collection Development Policy (Action)
    - vi. Other (Discussion)
  - B. **Finance and Properties Committee**—Jecobie Jones
    - i. Capital Needs (Discussion)
    - ii. August 2022 Check Register (Action)
    - iii. August 2022 Budget Actuals & Projection (Discussion)
    - iv. FY2023 Budget (Action)

- v. AFSCME Collective Bargaining Issue ((**This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (2)) (Action Item)**)
- vi. Off-Duty Police for Security (Discussion)
- vii. Friends of the Library Relocation (Discussion)
- viii. Shelving & Carpet Project (Discussion)
- ix. Management Salary Increase Matrix (Action)
- x. Other (Discussion)

**C. Foundation—Rick Meyer**

- i. September 15 Meeting—Sofia Xethalis
- ii. Summer Appeal Update—Rick Meyer

**D. Friends of the Library – Rick Meyer**

- i. September 8 Meeting (Discussion)

**E. Illinois Heartland Library System—Rick Meyer**

**VIII. Old Business**

- A. Open Trustee Seats (Discussion)

B. City Librarian Compensation (Action) ((**This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (1)) (Action Item)**)

- C. Other

**IX. New Business**

- A. Other (Discussion)

**X. Adjournment**

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



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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 18, 2022 Meeting Minutes

Decatur Public Library

4:30pm

#### **Location: Board Room**

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

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#### **Present:**

Sofia Xethalis  
Karl Coleman  
Jacobie Jones  
Jeffrey Cancienne  
Shelli Brunner

#### **Absent:**

Susan Avery  
Alana Banks

**Staff:** Rick Meyer, City Librarian

**Guests:** none

**Call to Order:** Ms. Xethalis called the meeting to order at 4:59 pm.

**Swearing in of Shelli Brunner** -Mr. Meyer swore in Ms. Brunner

**Consent Agenda (Approval of Agenda; Approval of June 16, 2022 Regular Meeting Minutes) (Action)** Ms. Xethalis requested a motion to move the Election of the Secretary up on the agenda and approve the June 16, 2022 minutes. Mr. Coleman made a motion to move the Election of the secretary up on the agenda and approve the minutes, 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 reported Alissa Henkel is on medical leave, and Ms. Ziese has attended an off-site event. The Library offers non-resident Millikin students

a Library card for free. Mr. Meyer is currently working on the 2023 budget. Staff have received a mid-year employee evaluation. We show a 40 increase in foot traffic since 2021.

**Division Head Reports** (Discussion) None at this time.

Reports of Committees:

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

- a. Personnel Update (Discussion) Mr. Meyer reported that Ms. Goodwin is resigning.
- b. Diversity, Equity, and Inclusion (Discussion) Mr. Meyer met with DeEtta Jones yesterday and they will be issuing a strategy next month, and they will be invited to the next Personnel, Policy, Public Relations meeting. Also, there is an upcoming in-service on mental health training.
- c. City Librarian Annual Review (Discussion) Mr. Coleman mentioned Mr. Meyers annual review is underway and the Board is working with HR Source to complete the review.
- d. Remote Work Policy (Discussion) Mr. Meyer had a conversation with Mr. Zientara, who is our risk manager. He is hoping to be able to make a recommendation by the September meeting.
- e. Continuing Education and Travel Policy (Action) Mr. Meyer stated that it's the recommendation to pass this policy as written. Ms. Xethalis made a motion to approve the continuing education and travel policy, seconded by Mr. Jones. All in favor. The motion was adopted.
- f. Unattended Children Policy (Action) Mr. Jones made a motion to adopt the Unattended Children Policy, seconded by Ms. Brunner. All in favor. The motion was adopted.
- g. Management Personnel Policy (Action) Mr. Meyer discussed the possible changes to the policy. Mr. Meyer will present his findings to the committee next month. This item was tabled.
- h. Extension of FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 (Action) Mr. Coleman made a motion to extend this policy to the end of the year, seconded by Mr. Cancienne. All in favor. The motion was adopted.

B. Finance and Properties Committee – Sofia Xethalis

- a. Capital Needs (Discussion) Ms. Xethalis discussed the grass in the green space. Mr. Meyer was approached by a City Councilman who asked what the Library needs to make this better. Mr. Meyer will set up a meeting to discuss the green space needs.
- b. June & July 2022 Check Registers (Action) Mr. Jones made a motion to approve the June and July 2022 Check Registers, Mr. Cancienne seconded the motion. Ms. Xethalis requested a roll call vote, Ms. Xehtalis yes, Ms. Brunner yes, Mr. Cancienne yes, Mr. Jones yes, Mr. Coleman yes. The motion was adopted.
- c. July 2022 Budget Actuals and Projections (Discussion) Mr. Meyer discussed the July budget and the August projections. Currently, the Library is in a good position.

- d. Cost of Off-Duty Police for Security (Action) Mr. Meyer stated he has spoken to the City Manager and will address this with him. Mr. Coleman moved to table this item, seconded by Mr. Cancienne. All in favor. The motion was adopted. There was additional discussion about adding some signage outside to help curtail inappropriate language.
- e. Friends of the Library Relocation (Discussion) Mr. Meyer stated the FOL will be moving into the old sorting room after their Labor Day sale.
- f. Shelving & Carpet Project (Discussion) Mr. Meyer stated the bid specs are being created. It may be early 2023 before this can be completed.
- g. City Librarian Compensation (Action) This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 2 © (1) (Action) Mr. Coleman made a motion to enter into closed session at 5:55pm, seconded by Mr. Cancienne. All in Favor. The motion carried. The Board meeting resumed at 6:11 pm. Mrs. Xethalis stated there is an item that needs to be reviewed and added to the next Board meeting agenda to finalize their decision.

C. Foundation – Rick Meyer

- a. July 7 Meeting (Discussion) Ms. Xethalis stated they are currently holding a Summer Appeal.
- b. Summer Appeal Update – Mr. Meyer gave an update on the funds raised as a result the Summer Appeal.

D. Friends of the Library – Rick Meyer

- a. July 14 & August 11 Meetings (Discussion) Mr. Meyer stated they have approved all of the requests presented by The Library. Currently, they support a considerable portion of the programs presented at The Library.

E. Illinois Heartland Library System – No report.

**Old Business**

- A. Open Trustee Seat (Discussion) There was a discussion about the open seat. Ms. Xethalis will reach out to the Mayor to see if she has any suggestions.
- B. Materials Challenge (Discussion) Mr. Meyer stated The Library will leave the book on the shelf.
- C. Election of Secretary (Action) Ms. Brunner nominated herself for the Board Secretary position, seconded by Mr. Coleman. All in favor. The motion was adopted.
- D. Other (Discussion) Mr. Coleman spoke to a community member about using one of the conference rooms.

**New Business**

- A. Other (Discussion) none

**Adjournment**

Ms. Xethalis requested a motion to adjourn at 7:04 p.m. Mr. Cancienne made a motion to adjourn, seconded by Mr. Coleman. All in favor. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Draft 8/22/22



## DECATUR PUBLIC LIBRARY

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### City Librarian's Report for August 2022

#### Administration

- I continued to work on the 2023 Budget proposal.
- I worked with Mike Pritchett, Dalton Bowles and librarians from Sidell and Golconda Illinois to dismantle and give away excess shelving units. DPL will be able to give away a lot more shelving in the coming months. I have one more library that is interested in a few units. Unless directed otherwise by the Board of Trustees, we will recycle the rest.
- I met with a representative from Sol Tick recycling to assess dumpster needs for disposal of shelving units.
- On the 9<sup>th</sup> I held two all-staff meetings.
- On the 15<sup>th</sup> I met with Product Architecture.
- On the 19<sup>th</sup> I attended the Community Foundation Macon County Legacy Award luncheon with Foundation President Mark Sorensen.
- On the 23<sup>rd</sup> I met with City Manager Wrighton.
- On the 24<sup>th</sup> I met attended a meeting of the Illinois Library Association Awards Committee.
- On the 25<sup>th</sup> I attended a meeting of the Illinois State Library Advisory Committee in Springfield.
- On the 30<sup>th</sup> I met with Board President Sofia Xethalis and Finance Committee Chair Jecobie Jones to discuss budget and contract issues.
- On the 31<sup>st</sup> I met with legal counsel to discuss contract issues and management personnel policy issues.
- Matt Wilkerson, Michelle Whitehead, and Betti Jo Heckwine worked with the Foundation Board on a summer funding appeal.
- On the 7<sup>th</sup> the Foundation Board met.

#### Circulation

- **Please see statistical spreadsheet/charts.**
- There were 18 curbside pick-ups in July.
- Patron database cleanup is almost complete.
- Jennifer Pride served on DEI Engagement Committee.

#### Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.
- Karen Williams served on the DEI Engagement Committee.
- All catalogers have exceeded their continuing education requirements for the year.

## **Programs, Resources, and Services**

- **Please see attached spreadsheet for statistics.**
- Tye Pemberton and Alix Frazier are working with Carol to set up Sustainable Shelves procedures.
- Amanda Young is working with Kim Schwalbach from People Understanding Pets (PUPs), to have programs in the fall.
- Alix is working with Sarah from U of I Ext/Master Gardens and the Boys & Girls Club.
- Tye worked with Becky Dampitz and Leeann Grossman to create AirTable tools for Local History statistics. They are currently testing them.
- Jess Hill has worked with Rebecca from Heritage on their Caregiver Connections event at DPL. She helped to deliver legal assistance to Heritage Behavioral Health. She let MCECC Board of Financial Assistance and Legal assistance at the library.
- Sherrill Goodwin has resigned her position to take a full-time teaching position.
- Kristie Nikitin Smith, Shelley Whiteside and Alix are revamping the Patron Report/Banned System at the Ref Desk.
- Scott Wilson is being trained by Tye to design and manage AirTable data.
- John Schirle created a Summer Reading Program feedback survey and had 79 responses in August.
- John and Susan Bishop created a new book discussion group called RaD Kids. John is also teaching Susan how to manage Children's information on the website.
- Tye, Amanda and Alix are working on an Outreach Go Box based upon a Community Engagement Course they took in the summer.
- Jess worked with the City of Boise, Idaho Library to assist them in the process of getting their own library social worker. She is also assisting the new social worker at Leon County Public Library in Tallahassee, FL, with tracking and intake forms.

## **Systems Administration**

- **See spreadsheet for statistical information.**
- New servers for file serving, Local History and email archiving are up and running. The old servers are in storage for now.
- The email archiving server has an issue connecting to our email server. Should be fixed first week of September.
- Still waiting on Maintenance to mount the two outside cameras.
- All but one hotspot from Verizon have been disconnected.
- Still waiting for a Deep Freeze fix.

## **Archives and Special Collections (formerly Local History)**

- **Please see spreadsheet for statistics.**
- The Charlotte Meyer Collection is now on Omeka database. Leeann finished adding all the files this month.
- Leeann started adding the League of Women Voters Collection to Omeka this month.
- Becky reviewed three NHPRC grants for the National Archives this month. Each grant was from a small archives or special collection.
- Tina Horve started her 100-hr practicum on August 16. Tina is a graduate student at the iSchool at UIUC. She will be with us until the end of the year on Tuesdays and Thursdays.

- Becky has been working on the procedure and guidelines for sharing Omeka with the Heritage Network. The rough draft for the procedure was sent to Heritage Network for them to review at the next meeting. The guidelines will be sent as soon as they are ready.
- Becky met with Steven Ward, Director of the Forsyth Public Library, and Tina Horve for a tour of the Local History Room on August 31. Mr. Ward was interested in the history of the department, and how we run it. He is hoping to build something similar at his library.
- 150<sup>th</sup> Anniversary committee met on August 25. This was the 2<sup>nd</sup> meeting of this committee, and discussion was focused on what we would like to see for the year-long celebration in 2025. The next meeting is on September 29.

*Respectfully Submitted,*

*Rick Meyer*  
*City Librarian*



# Remote Work Policy

## Policy brief & purpose

Decatur Public Library's **remote work policy is designed** to make sure that working from home is beneficial to our employees and library.

## Scope

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy. But, employees who carry out most of their work on a computer can occasionally work off-site.

## Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- When experiencing mild but potentially contagious illness.
- Other medical issues.
- Temporary childcare issues.
- Temporary transportation issues
- Other emergencies

Work from home arrangements can be made no more than 12 working days per calendar year.

Other reasons for working from home depend on employees and managers' judgement.

## How to determine whether an employee can work from home

We advise both employees and managers to consider these elements before asking/approving work from home:

## Requesting Work from Home Procedure

When employees plan to work from home, this procedure must be followed:

- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons should file their request as soon as possible, so managers can consider and approve it.

### **Compensation and benefits**

Usually, work from home arrangements don't affect employees' employment terms. If working from home has any effect on compensation and benefits, then HR is responsible to create a new contract.



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### Collection Development Policy

#### Purpose

- The Collection Development Policy reflects the diverse needs of the Decatur community and the Library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- Decatur Public Library believes that collections are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and interests through this content.
- Through our collections we work to facilitate equitable experiences for engagement, education, and inspiration.

#### Principles

- The Library strives to achieve broad participation in its services, including the sustained use of materials. Decatur Public Library will regularly review the collection to ensure it reflects the diversity of needs, interests, perspectives and backgrounds in the community
- The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, or language will not be cause for automatic inclusion *or* exclusion. Each item will be selected on its individual merit and role in the collection. Decatur Public Library does not promote all of the ideas found in its collections or the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

#### Responsibility for Selection

Ultimate responsibility for selection rests with the City Librarian who operates within a framework of policies established by the Library Board of Trustees. The City Librarian delegates responsibility for collection development to the Heads of Programs, Resources and Services and Archives and Special Collections. Each Division Head delegates responsibility for selection and maintenance of specific areas of that department's collections to various staff members, operating within the guidelines provided by the Policy.

## **Scope**

The Library develops a meaningful, evidenced-based collection that is positioned to meet the needs and interests of the community. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); and less formal inputs via conversations with the community and professional insights in the course of community engagement. Tools include collection analysis software to monitor collections according to use.

## **Selection**

Material selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Collection analysis software
- Staff professional expertise
- Holdings by other libraries in the SHARE consortium
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The Library does not collect textbooks, academic, technical, or self-published materials not professionally reviewed, unless they are considered useful generally.

## **Formats**

A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The Library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria. We strive to be “format neutral”, defining physical and digital collections and content as materials to which we facilitate access for and with our community.

## **Special Collections**

Decatur Public Library maintains a large local history collection which operates under its own [Collection Policy](#).

## **Networks**

No library has the resources available to meet the needs of all users all the time. The Library promotes and facilitates resource sharing through interlibrary loan and reciprocal borrowing arrangements as a means to provide our users with access to a wider selection of materials than our collections alone can provide. The Library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for its patrons while minimizing duplication. Thus, the selection of materials for the Library's collection is influenced by the ability to readily borrow materials from other libraries that can support a limited demand from our Library's patrons.

## **Deselection**

Ongoing evaluation and review of Library materials is necessary to maintain a viable collection that meets the Library's needs and is of current interest to patrons. Physically deteriorated, duplicate, superseded and/or obsolete materials may be replaced or removed at the professional staff's discretion. Materials that have not circulated in more than 1 year may also be removed. Updated versions may be purchased when indicated. Staff may use collection analysis software to inform deselection decisions.

## **Gifts and Donations**

Decatur Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchased materials. The donor of gift materials does so with the understanding that the Library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. Decatur Public Library does not accept gifts of self-published materials. Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sales. Gifts to the Library cannot be returned to donor.

## **Reconsideration of Library Materials**

Any citizen may request that the Library reconsider materials that are part of the collection. If a citizen wishes to make a complaint they should do so by calling the library administration office or contacting the City Librarian at [citylibrarian@decaturlibrary.org](mailto:citylibrarian@decaturlibrary.org). The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month. The City Librarian will use the findings of the committee to assist his decision regarding the retention of the item. The complainant will be notified in writing of the City Librarian's decision. The City Librarian shall include information on any formal complaints, and his decision with regard to the challenged materials, in the monthly report to the Library Board.

## **Review of Policy**

This policy will be reviewed by the Board of Trustees biennially in accordance with Illinois statute ([75 ILCS 5/4-7.2](#))

**Approved by the Decatur Public Library Board of Trustees  
October 18, 2018**

**Amended by the Decatur Public Library Board of Trustees  
November 19, 2020**

DATE: 9/6/2022  
 TIME: 2:05:34PM

**CITY OF DECATUR  
 LIBRARY FUNDS CHECK REGISTER**

**FOR INVOICES FROM 8/1/2022 TO 8/31/2022**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>	
<b>35 LIBRARY FUND</b>						
148472	8/2/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	22.82	BOOKS & PERIODICALS	458000
148506	8/2/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC	SOC WORK JESSICA HILL SUB CONT	1,154.00	OTHER LIBRARY GRANT EXPENSE	433020
148513	8/2/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	436.32	OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
					BOOKS & PERIODICALS	458000
148517	8/2/2022 12:00:00 AM	PEERLESS NETWORK, INC	ACCT 1212890	448.46	TELEPHONE	423300
148547	8/9/2022 12:00:00 AM	AMAZON PAYMENTS	SUPPLIES AND BOOKS	1,262.03	BOOKS & PERIODICALS	458000
					OFFICE SUPPLIES	434500
					OTHER LIBRARY GRANT EXPENSE	433020
			SUPPLIES AND BOOKS		SMALL CAPITAL ITEMS	449900
148553	8/9/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	1,521.00	OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
148567	8/9/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	JULY 16 - JULY 31'22	279.65	POSTAGE	424500
148578	8/9/2022 12:00:00 AM	DYNAGRAPHICS	EDITED THE DONOR WALL SIGN	54.66	PROFESSIONAL SERVICES	428000
148580	8/9/2022 12:00:00 AM	ERICKSON DAVIS, ATTORNEYS	LEGAL SERVICES	495.00	PROFESSIONAL SERVICES	428000
148598	8/9/2022 12:00:00 AM	IHLS-OCLC	FY23 OLCL SERVICE FEE	6,887.33	MEMBERSHIP FEES	428400
148622	8/9/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	261.46	OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
148629	8/9/2022 12:00:00 AM	PAETEC	ACCT 633292627001	241.53	TELEPHONE	423300
148653	8/9/2022 12:00:00 AM	THE ACADEMY OF CERTIFIED ARCHIVISTS	R DAMPTZ MEMBERSHIP RENEWAL	75.00	MEMBERSHIP FEES	428400

148670	8/9/2022	12:00:00 AM	WATTS COPY SYSTEMS	698.25		
			SERVICE AND MAINTENANCE OF OFF		SERV-OFFICE EQUIPMENT	421300
148680	8/16/2022	12:00:00 AM	BAKER & TAYLOR CO	6,247.98		
			BOOKS AND ENTERTAINMENT 2022		OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
148725	8/16/2022	12:00:00 AM	ID LABEL	780.00		
			PATRON CARD W/KEY TAG		OFFICE SUPPLIES	434500
148736	8/16/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC	1,154.00		
			SOC WORK JESSICA HILL SUB CONT		OTHER LIBRARY GRANT EXPENSE	433020
148758	8/16/2022	12:00:00 AM	MH MEDIATE	750.00		
			40USER LICENSE 1YR/ READY FOR ANYTHING		CONFERENCES & TRAVEL	424100
148759	8/16/2022	12:00:00 AM	MIDLAND PAPER COMPANY	1,916.00		
			COPY PAPER		OFFICE SUPPLIES	434500
148761	8/16/2022	12:00:00 AM	MIDWEST TAPE, LLC	902.06		
			AV AND STREAMING SERVICES		OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
148784	8/16/2022	12:00:00 AM	REBECCA CAUDILL YOUNG READERS BOOK AV	10.00		
			S BISHOP FY 2023 RENEWAL		MEMBERSHIP FEES	428400
148786	8/16/2022	12:00:00 AM	SCHOLASTIC LIBRARY PUBLISHING	81.36		
			CHILDREN'S BOOKS		BOOKS & PERIODICALS	458000
148824	8/23/2022	12:00:00 AM	BAKER & TAYLOR CO	3,112.56		
			BOOKS AND ENTERTAINMENT 2022		OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
148838	8/23/2022	12:00:00 AM	CHILDRENS MUSEUM OF ILLINOIS	224.00		
			ZOOMU MEMBERSHIP		OTHER LIBRARY GRANT EXPENSE	433020
148841	8/23/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES	251.29		
			AUG 1 - AUG 15'22		POSTAGE	424500
148893	8/23/2022	12:00:00 AM	MICHALSKI, BRIAN	300.00		
			1 HR ZOOM PRESENTATION/MYSTERIOUS MYANMAR		OTHER LIBRARY GRANT EXPENSE	433020
148896	8/23/2022	12:00:00 AM	MIDWEST TAPE, LLC	309.80		
			AV AND STREAMING SERVICES		OFFICE SUPPLIES	434500
					PER CAPITA GRANT EXPENSE	433015
148906	8/23/2022	12:00:00 AM	PAETEC	57.95		
			ACCT 633318933001		TELEPHONE	423300
148908	8/23/2022	12:00:00 AM	PEERLESS NETWORK, INC	361.15		
			ACCT 1212890		TELEPHONE	423300
148917	8/23/2022	12:00:00 AM	REND LAKE COLLEGE	48.75		
			LOST OR DAMAGED MATERIAL		LOST OR DAMAGED BOOKS	458100
148924	8/23/2022	12:00:00 AM	ST ELMO PUBLIC LIBRARY DISTRICT	7.48		
			LOST OR DAMAGED MATERIAL		LOST OR DAMAGED BOOKS	458100

148925	8/23/2022	12:00:00 AM	STEVE HARGADON (FOR LIBRARY 2.0)	99.00		
			WEBINAR GOOD KIDS BAD BEHAVIORS		CONFERENCES & TRAVEL	424100
148955	8/30/2022	12:00:00 AM	BAKER & TAYLOR CO	3,026.07		
			BOOKS AND ENTERTAINMENT 2022		OFFICE SUPPLIES	434500
					BOOKS & PERIODICALS	458000
148991	8/30/2022	12:00:00 AM	HAPPYORNOT AMERICAS, INC	1,188.00		
			SAAS AND HW - SUBSCRIPTION		PROFESSIONAL SERVICES	428000
148998	8/30/2022	12:00:00 AM	INFO USA MARKETING, INC	355.00		
			CITY DIRECTORIES 2 EDITIONS		PER CAPITA GRANT EXPENSE	433015
149002	8/30/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC	1,442.50		
			SOC WORK JESSICA HILL SUB CONT		OTHER LIBRARY GRANT EXPENSE	433020
149004	8/30/2022	12:00:00 AM	JONES & THOMAS	700.00		
			WEB SERVICES		PROFESSIONAL SERVICES	428000
149005	8/30/2022	12:00:00 AM	KANOPI	383.00		
			LIBRARY STREAMING SERVICE		BOOKS & PERIODICALS	458000
149007	8/30/2022	12:00:00 AM	LIBRARY IDEAS, LLC	1,075.80		
			6 SPANISH LANGUAGE VOX BOOKS		PER CAPITA GRANT EXPENSE	433015
			18 VOX BOOKS JUVENILE		PER CAPITA GRANT EXPENSE	433015
149015	8/30/2022	12:00:00 AM	MIDWEST TAPE, LLC	6,773.16		
			AV AND STREAMING SERVICES		PER CAPITA GRANT EXPENSE	433015
					OFFICE SUPPLIES	434500
149019	8/30/2022	12:00:00 AM	NATIONAL AUDUBON SOCIETY	30.00		
			2023 MEMBERSHIP		PER CAPITA GRANT EXPENSE	433015
149035	8/30/2022	12:00:00 AM	SAM'S CLUB	73.72		
			ACCT 9064		OTHER LIBRARY GRANT EXPENSE	433020
2003656	8/22/2022	12:00:00 AM	DELL INC.	5,295.37		
			POWEREDGE R250 SERVER		SMALL CAPITAL ITEMS	449900
2003657	8/22/2022	12:00:00 AM	DELL INC.	4,630.66		
			POWEREDGE R250 SERVER		SMALL CAPITAL ITEMS	449900
9005388	8/29/2022	12:00:00 AM	DELL INC.	84.39		
			OEM POWER EDGE		SMALL CAPITAL ITEMS	449900
923004993	8/16/2022	12:00:00 AM	REGIONS/CREDIT CARD	4,284.04		
			ACCT 3978		OFFICE SUPPLIES	434500
					OTHER LIBRARY GRANT EXPENSE	433020
					COMPUTER SOFTWARE	424700
					CONFERENCES & TRAVEL	424100

**35 LIBRARY FUND Total**

**59,792.60**



**59 LIBRARY TRUST FUNDS**

148513	8/2/2022	12:00:00 AM	MIDWEST TAPE, LLC	135.00	AV AND STREAMING SERVICES	BOOKS & PERIODICALS	458000
148553	8/9/2022	12:00:00 AM	BAKER & TAYLOR CO	14.75	BOOKS AND ENTERTAINMENT 2022	BOOKS & PERIODICALS	458000
148622	8/9/2022	12:00:00 AM	MIDWEST TAPE, LLC	55.00	AV AND STREAMING SERVICES	BOOKS & PERIODICALS	458000
148680	8/16/2022	12:00:00 AM	BAKER & TAYLOR CO	1,000.03	BOOKS AND ENTERTAINMENT 2022	BOOKS & PERIODICALS	458000
148716	8/16/2022	12:00:00 AM	GAYLORD BROS.	528.90	ALBUM PAGES	ARCHIVAL SUPPLIES	431600
148761	8/16/2022	12:00:00 AM	MIDWEST TAPE, LLC	1,631.15	AV AND STREAMING SERVICES	BOOKS & PERIODICALS	458000
148824	8/23/2022	12:00:00 AM	BAKER & TAYLOR CO	99.82	BOOKS AND ENTERTAINMENT 2022	BOOKS & PERIODICALS	458000
148955	8/30/2022	12:00:00 AM	BAKER & TAYLOR CO	255.71	BOOKS AND ENTERTAINMENT 2022	BOOKS & PERIODICALS	458000
148998	8/30/2022	12:00:00 AM	INFO USA MARKETING, INC	325.00	CITY DIRECTORIES 2 EDITIONS	BOOK AND PERIODICALS	458000
149015	8/30/2022	12:00:00 AM	MIDWEST TAPE, LLC	88.34	AV AND STREAMING SERVICES	BOOKS & PERIODICALS	458000

**59 LIBRARY TRUST FUNDS Total** 4,133.70

**WARRANT TOTAL: 63,926.30**

DPL FY 2022 Budget Report

Prepared: August 1, 2022

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

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ 1,688,990.94	59.4%	\$ 1,708,908.06	-1.2%
All Other	\$ 1,292,562	31.3%	\$ 1,255,294.77	97.1%	\$ 913,086.87	37.5%
<b>Total Revenue</b>	<b>\$ 4,134,562</b>		<b>\$ 2,944,285.71</b>	<b>71.2%</b>	<b>\$ 2,621,994.93</b>	<b>12.3%</b>

Expense	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
<u>Personnel</u>						
Payroll	\$ 1,644,156		\$ 1,049,724.58		\$ 1,092,103.33	-3.9%
Benefits	\$ 870,336		\$ 563,388.93		\$ 515,628.55	9.3%
	<b>\$ 2,514,492</b>	<b>60.7%</b>	<b>\$ 1,613,113.51</b>	<b>64.2%</b>	<b>\$ 1,607,731.88</b>	<b>0.3%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 212,374.53	86.7%	\$ 250,003.45	-15.1%
Per Capita	\$ 104,020		\$ 15,968.09	15.4%	\$ 16,833.18	-5.1%
Lost/Damage	\$ 2,500.00		\$ 768.43	30.7%	\$ 1,352.19	n/a
<b>Total Materials</b>	<b>\$ 351,520</b>	<b>9.3%</b>	<b>\$ 229,111.05</b>	<b>65.2%</b>	<b>\$ 268,188.82</b>	<b>-14.6%</b>

Professional Services

Professional Services	\$ 102,000		\$ 21,507.42	21.1%	\$ 7,195.99	198.9%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 133.33	88.9%	\$ 271.61	-0.50911
<b>Total</b>	<b>\$ 102,650</b>	<b>2.7%</b>	<b>\$ 21,640.75</b>	<b>21.1%</b>	<b>\$ 10,998.76</b>	<b>96.8%</b>

Allocations

Administrative Fee	\$	108,864		\$	72,576.00	66.7%	\$	83,248.00	-12.8%
MIS	\$	36,684		\$	24,456.00	66.7%	\$	26,744.00	-8.6%
	\$	<b>145,548</b>	<b>3.8%</b>	\$	<b>97,032.00</b>	<b>66.7%</b>	\$	<b>109,992.00</b>	<b>-11.8%</b>

#### Grants

Other grants	\$	75,000		\$	36,981.03	49.3%	\$	22,699.54	<b>62.9%</b>
	\$	<b>75,000</b>	<b>2.0%</b>	\$	<b>36,981.03</b>	<b>49.3%</b>	\$	22,699.54	<b>62.9%</b>

Advertising	\$	500	0.01%	\$	898.00	179.6%	\$	421.00	113%
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#### Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	3,028.09	60.6%	\$	3,068.01	-1.3%
Service to Office Equipment	\$	27,000		\$	9,140.49	33.9%	\$	8,567.37	6.7%
Telephone	\$	27,000		\$	11,711.77	43.4%	\$	16,935.52	-30.8%
Software	\$	50,000		\$	32,500.00	65.0%	\$	43,473.93	-25.2%
Office Supplies	\$	40,000		\$	16,456.26	41.1%	\$	17,332.41	-5.1%
Small Capital	\$	45,000		\$	27,022.93	60.1%	\$	6,280.56	330.3%
	\$	194,000	5.1%	\$	<b>99,859.54</b>	<b>51.5%</b>	\$	<b>95,657.80</b>	4.4%

#### Staff Development

Interview Travel Expense	\$	-		\$	35.48		\$	-	
Conferences/Training/Travel	\$	20,000		\$	10,681.37	53.4%	\$	3,027.00	252.9%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	55,585.39	111.2%	\$	48,639.36	14.3%
	\$	74,000	2.0%	\$	<b>66,302.24</b>	<b>89.6%</b>	\$	<b>51,666.36</b>	28.3%

#### Insurance

Unemployment	\$	1,056		\$	704.00	66.7%	\$	888.00	-20.7%
Risk Management	\$	95,724		\$	63,816.00	66.7%	\$	47,656.00	33.9%
	\$	96,780	2.6%	\$	<b>64,520.00</b>	<b>66.7%</b>	\$	<b>48,544.00</b>	32.9%

#### Building Costs

Rent	\$ 589,583.00		\$ 392,920.00	66.6%	\$ 388,128.00	1.2%
Supplies	\$ 150		\$ -	0.0%	\$ 106.11	-100.0%
Maintenace	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Total Building</b>	<b>\$ 589,733</b>	<b>15.6%</b>	<b>\$ 392,920.00</b>		<b>\$ 388,234.11</b>	<b>1.2%</b>
<b>Total Operations/Services</b>	<b>\$ 1,629,731</b>	<b>43.1%</b>	<b>\$ 1,009,264.61</b>	<b>61.9%</b>	<b>\$ 996,402.39</b>	<b>1.3%</b>
<hr/>						
<b>Total Expenses</b>	<b>\$ 4,144,223</b>		<b>\$ 2,622,378.12</b>	<b>63.3%</b>	<b>\$ 2,604,134.27</b>	<b>0.7%</b>
<hr/>						
<b>Revenue Minus Expense</b>	<b>\$ (9,661)</b>		<b>\$ 321,907.59</b>		<b>\$ 17,860.66</b>	<b>1702.3%</b>
<hr/>						

### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet / Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73	\$ 198,431.40	\$ 380,813.40	\$ - \$ 950,658.73
4/1/2022	\$ 950,658.73	\$ 218,692.24	\$ 327,770.85	\$ - \$ 841,580.12
5/1/2022	\$ 841,580.12	\$ 293,190.39	\$ 316,569.96	\$ - \$ 818,200.55
6/1/2022	\$ 818,200.55	\$ 51,332.06	\$ 298,863.78	\$ - \$ 570,668.83
7/1/2022	\$ 570,668.83	\$ 1,678,895.83	\$ 361,853.97	\$ - \$ 1,887,710.69
8/1/2022	\$ 1,887,710.69	\$ 295,396.56	\$ 317,115.90	\$ - \$ 1,865,991.35
9/1/2022	\$ 1,865,991.35			
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				

### Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
3/1/2022	\$ 533,466.61	\$ 41.81	\$ -	\$ 533,508.42
4/1/2022	\$ 533,508.42	\$ -	\$ -	\$ 533,508.42
5/1/2022	\$ 533,508.42	\$ 30.63	\$ -	\$ 533,539.05

6/1/2022	\$	<b>533,539.05</b>	\$	12.17	\$	-	\$	533,551.22
7/1/2022	\$	<b>533,551.22</b>	\$	-	\$	-	\$	533,551.22
8/1/2022	\$	<b>533,551.22</b>	\$	-	\$	-	\$	533,551.22
9/1/2022	\$	<b>533,551.22</b>						
10/1/2022	\$	-						
11/1/2022	\$	-						
12/1/2022	\$	-						
1/1/2023	\$	-						

**Trust Accounts  
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
8/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
9/1/2022	\$ 58,479.83			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 51,488.14	\$ -	\$ 7,123.57	\$ 44,364.57
2/1/2022	\$ 44,364.57	\$ -	\$ (1,474.16)	\$ 45,838.73
3/1/2022	\$ 45,838.73	\$ -	\$ -	\$ 45,838.73
4/1/2022	\$ 45,838.73	\$ -	\$ 375.00	\$ 45,463.73
5/1/2022	\$ 45,463.73	\$ -	\$ 640.00	\$ 44,823.73
6/1/2022	\$ 44,823.73	\$ -	\$ 70.32	\$ 44,753.41
7/1/2022	\$ 44,753.41	\$ -	\$ -	\$ 44,753.41
8/1/2022	\$ 44,753.41	\$ -	\$ 853.90	\$ 43,899.51
9/1/2022	\$ 43,899.51			

10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23	\$ -	\$ 46.21	\$ 20,531.02
4/1/2022	\$ 20,531.02	\$ -	\$ 3,841.69	\$ 16,689.33
5/1/2022	\$ 16,689.33	\$ 2,260.00	\$ 84.54	\$ 18,864.79
6/1/2022	\$ 18,864.79	\$ 675.00	\$ 32.75	\$ 19,507.04
7/1/2022	\$ 19,507.04	\$ 3,035.00	\$ 7,611.94	\$ 14,930.10
8/1/2022	\$ 14,930.10	\$ 2,490.00	\$ 3,279.80	\$ 14,140.30
9/1/2022	\$ 14,140.30			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at Ending	
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ -	\$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ -	\$ 1,722,760.71
3/1/2022	\$ 1,722,760.71	\$ 198,473.21	\$ 380,859.61	\$ -	\$ 1,540,374.31
4/1/2022	\$ 1,540,374.31	\$ 218,692.24	\$ 331,987.54	\$ -	\$ 1,427,079.01
5/1/2022	\$ 1,427,079.01	\$ 295,481.02	\$ 317,294.50	\$ -	\$ 1,405,265.53
6/1/2022	\$ 1,405,265.53	\$ 52,019.23	\$ 298,966.85	\$ -	\$ 1,158,317.91
7/1/2022	\$ 1,158,317.91	\$ 1,681,930.83	\$ 369,465.91	\$ -	\$ 2,470,782.83
8/1/2022	\$ 2,470,782.83	\$ 297,886.56	\$ 321,249.60	\$ -	\$ 2,447,419.79
9/1/2022	\$ 2,447,419.79				
10/1/2022					
11/1/2022					
12/1/2022					
1/1/2023					

## Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,617,978	\$ (224,022)
PPRT	\$ 530,722	\$ 1,216,707	\$ 685,985
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 75,000	\$ 49,022	\$ (25,978)
PILOT	\$ 561,120	\$ 561,120	\$ -
Fines	\$ 4,500	\$ 8,482	\$ 3,982
Non-Resident Fee	\$ 150	\$ 191	\$ 41
Lost or Damaged Items	\$ 4,000	\$ 4,352	\$ 352
Copies/Miscellaneous	\$ 11,000	\$ 11,843	\$ 843
Meeting Room Fees	\$ 1,000	\$ 3,411.43	\$ 2,411
Interest Income	\$ -	\$ 52	\$ 52
Investment Income	\$ 1,000	\$ 315	\$ (685)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 1,500	\$ 1,500
Miscellaneous Income	\$ 50	\$ -	\$ (50)
<b>Totals</b>	<b>\$ 4,134,562</b>	<b>\$ 4,578,993</b>	<b>\$ 444,431</b>

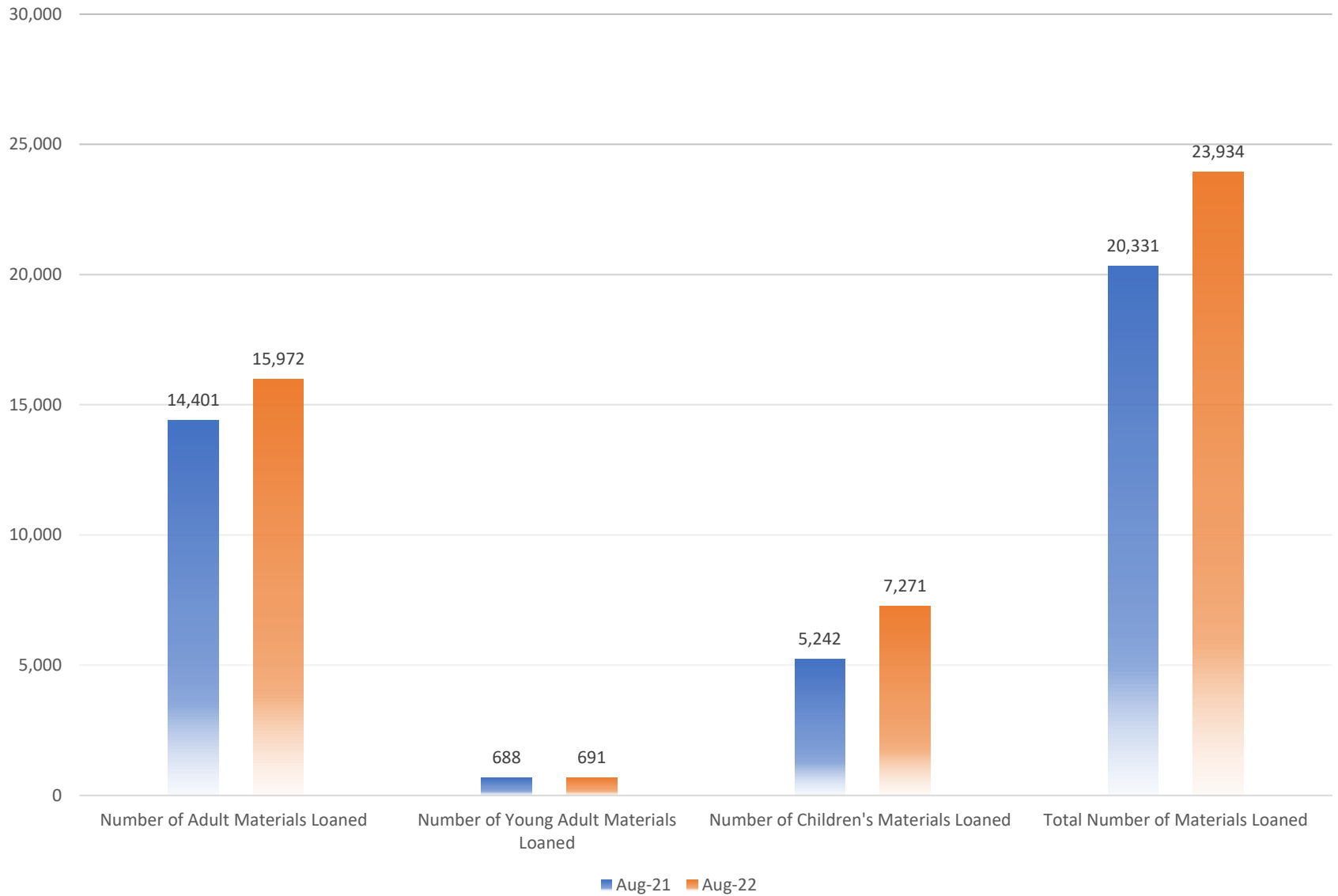
## Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,644,156	\$ 1,605,029	\$ 39,127
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 159,403	\$ 143,134	\$ 16,269
FICA/Medicare	\$ 126,958	\$ 122,024	\$ 4,934
Life insurance	\$ 3,045	\$ 2,469	\$ 576
Medical insurance	\$ 565,500	\$ 580,250	\$ (14,750)
Service recognition	\$ 15,430	\$ 14,945	\$ 485
Employee Relocation	\$ -	\$ 7,500	\$ (7,500)
<b>Total Personnel</b>	<b>\$ 2,514,492</b>	<b>\$ 2,475,351</b>	<b>\$ 39,141</b>
<b>Fund</b>	<b>Budgeted</b>		
Unemployment insurance	\$ 1,056	\$ 1,056	\$ -
Advertising	\$ 500	\$ 898	\$ (398)
Printing/binding	\$ -	\$ 0	\$ -
Service to maintain Building	\$ -	\$ 0	\$ -
Service to Office Equipment	\$ 27,000	\$ 23,134	\$ 3,866
IT Services	\$ 36,684	\$ 36,684	\$ -
Telephone	\$ 27,000	\$ 19,339	\$ 7,661
Banking Service Charges	\$ 150	\$ 171	\$ (21)
Conferences/Travel/Continuing Ed	\$ 20,000	\$ 12,936	\$ 7,064
General Fund	\$ 108,864	\$ 108,864	\$ -
Postage	\$ 5,000	\$ 4,321	\$ 679
Computer Software	\$ 50,000	\$ 35,556.97	\$ 14,443
Travel Interview Expense	\$ -	\$ 35	\$ (35)

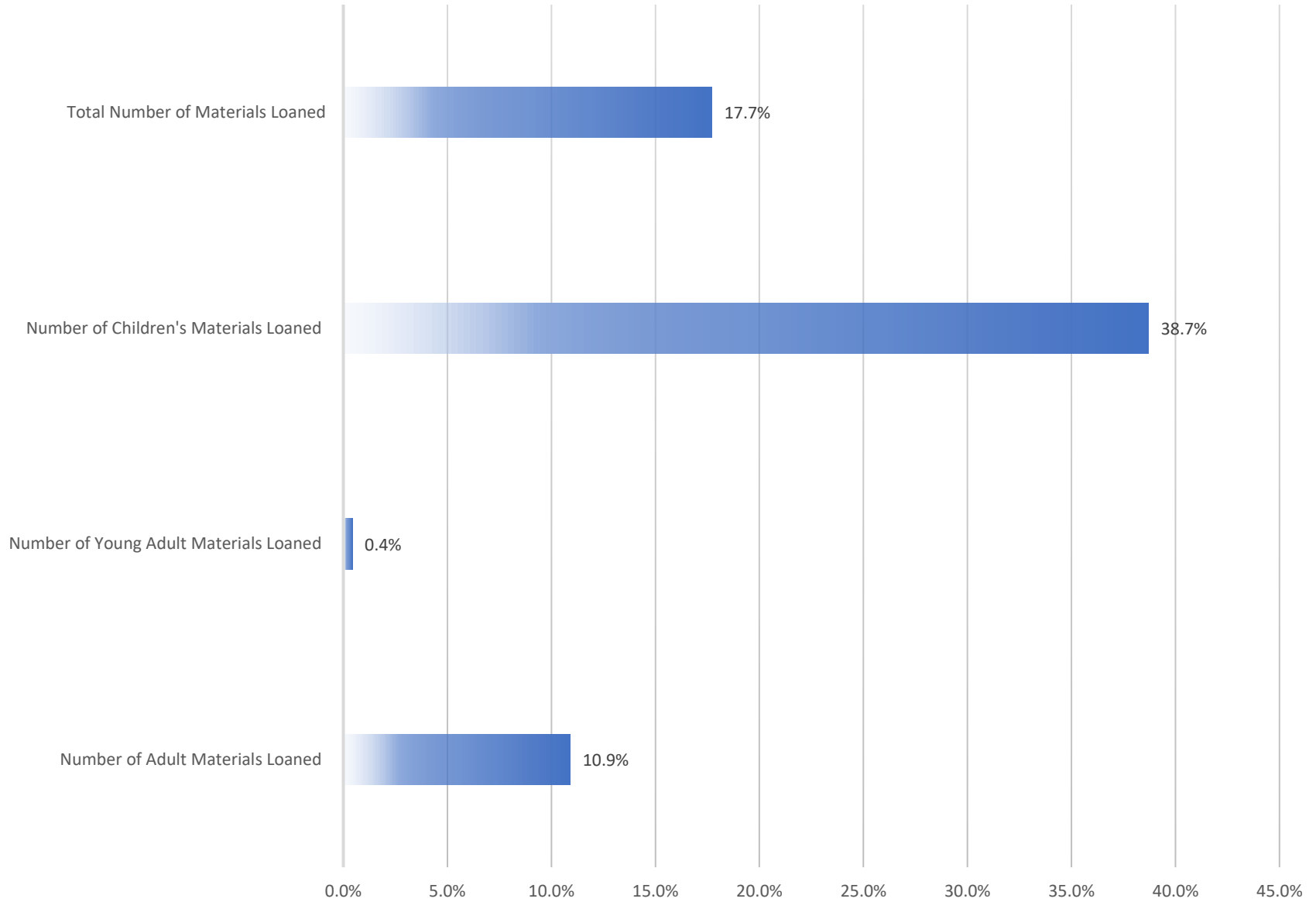
Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 77,691	\$ 24,309
Membership Fees	\$ 50,000	\$ 56,295	\$ (6,295)
Materials for Buildings	\$ 150	0	\$ 150
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 75,000	\$ 57,391	\$ 17,609
Office Supplies	\$ 40,000	\$ 26,084	\$ 13,916
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 53,510	\$ (8,510)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 1,018	\$ 1,482
<b>Total operating</b>	<b>\$ 1,629,731</b>	<b>\$ 1,553,310</b>	<b>\$ 76,421</b>
<b>Total expense</b>	<b>\$ 4,144,223</b>	<b>\$ 4,028,661</b>	<b>\$ 115,562</b>
<b>Surplus (deficit)</b>	<b>\$ (9,661.00)</b>	<b>\$ 550,332.00</b>	<b>\$ (559,993)</b>



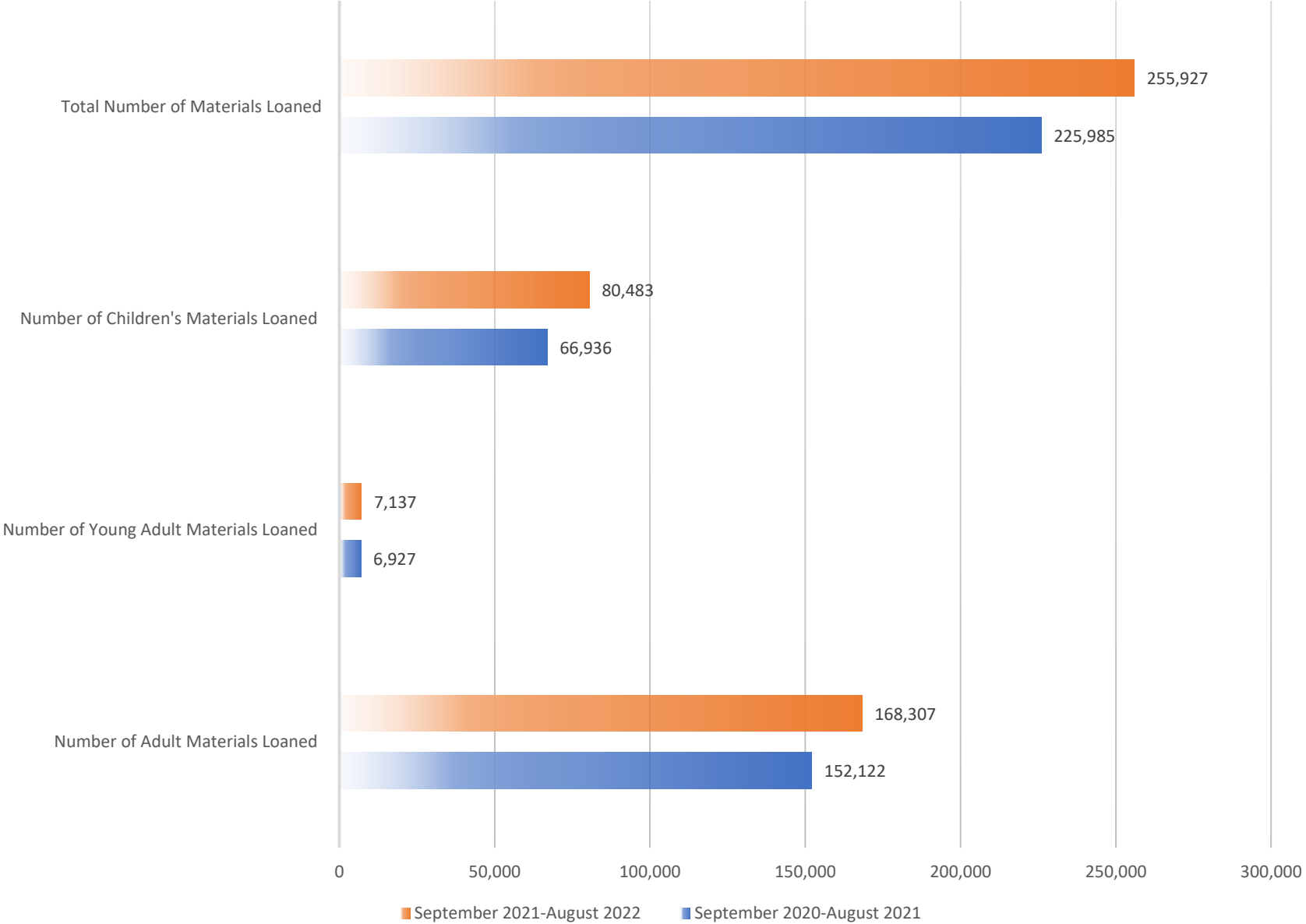
## AUGUST CIRCULATION BY AUDIENCE



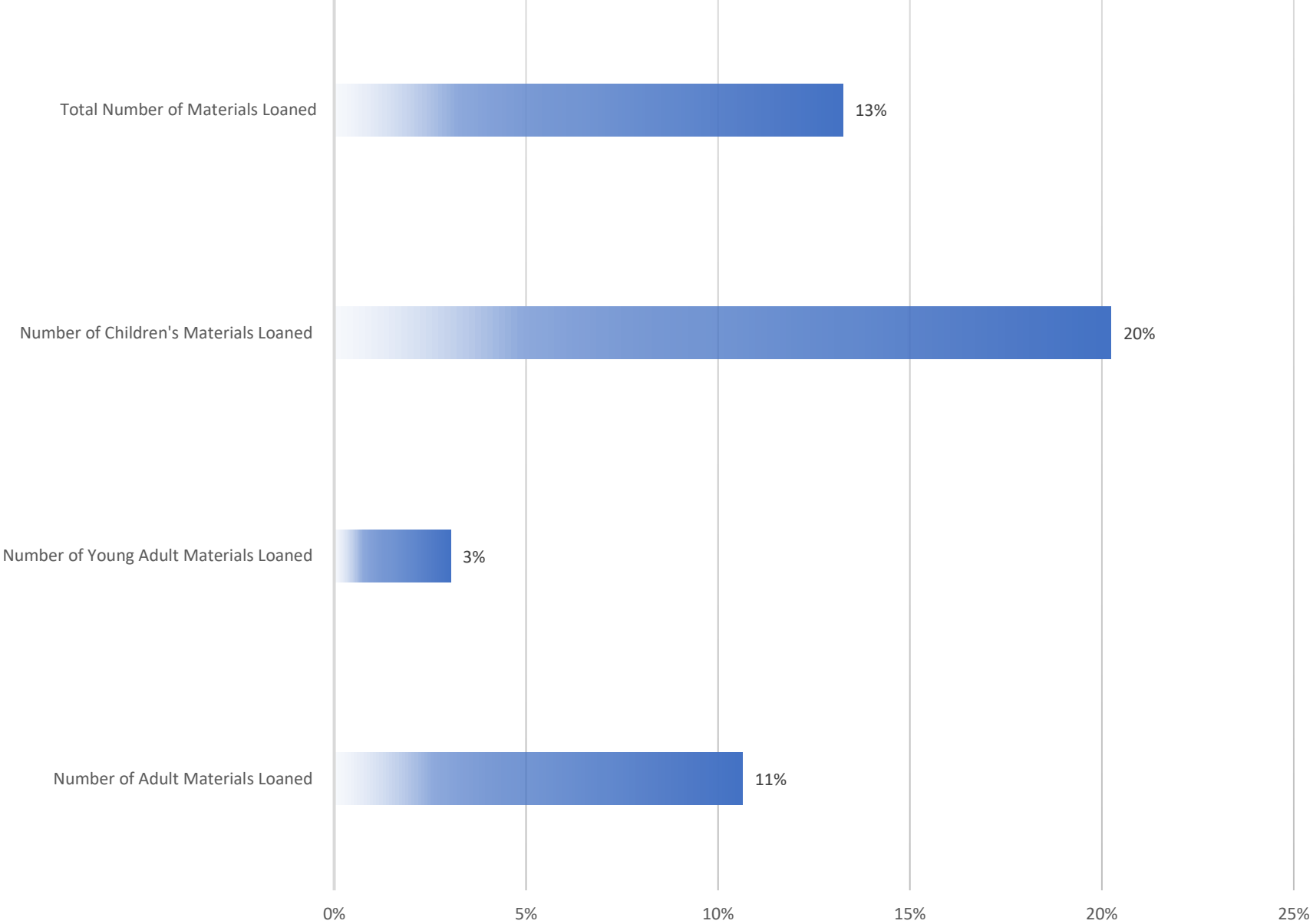
## CHANGE FROM AUGUST 2021



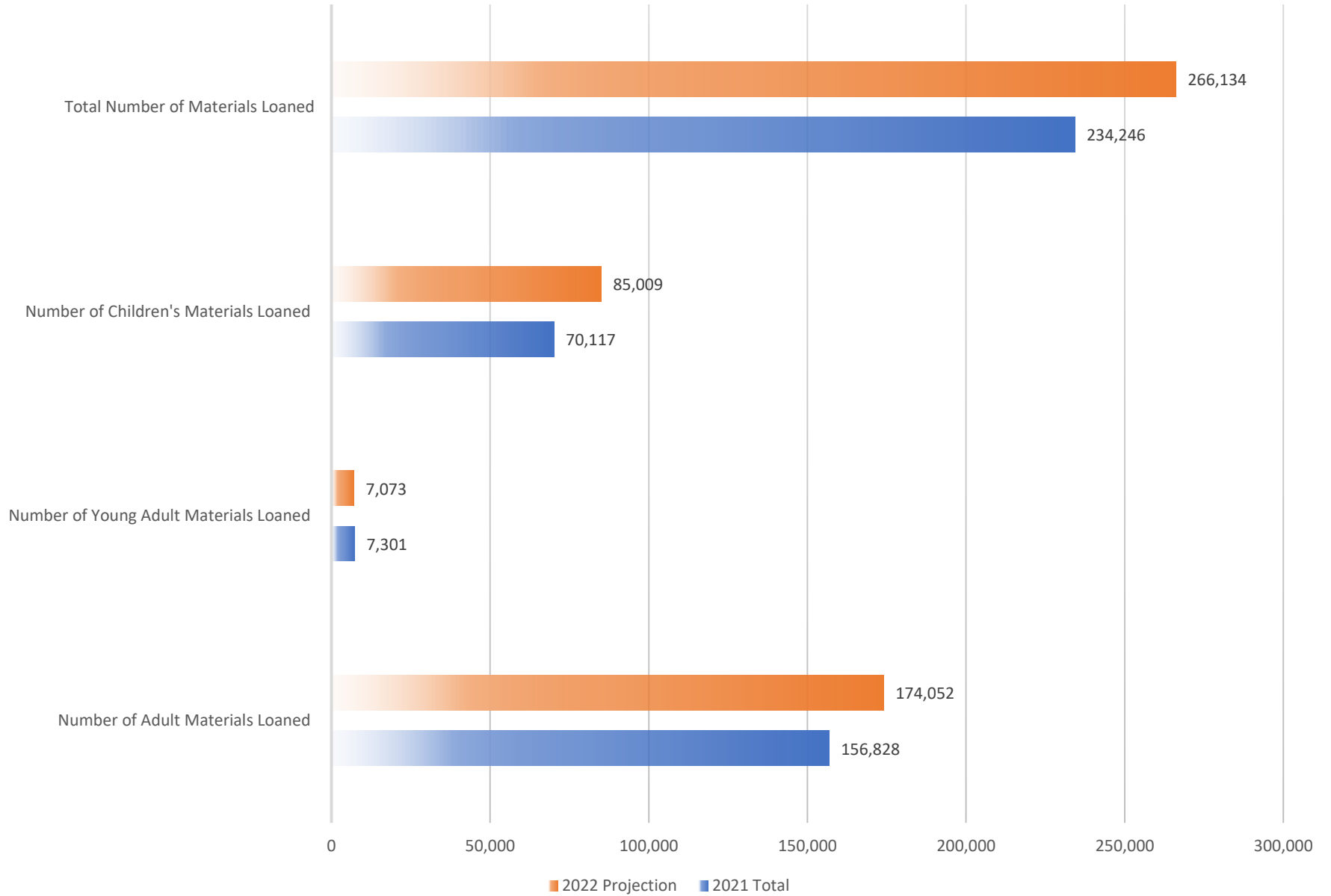
# 12-MONTH TREND



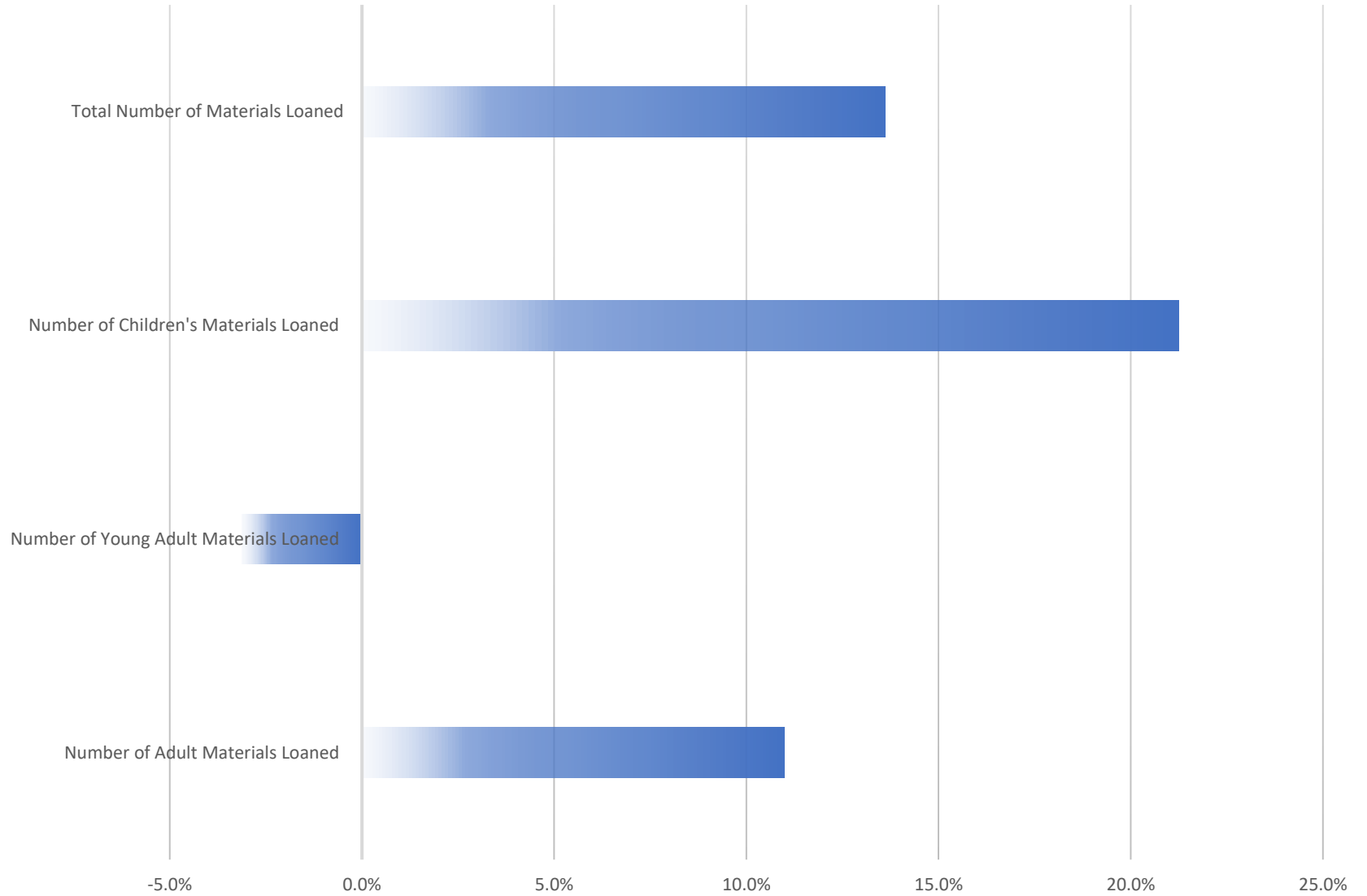
# CHANGE IN 12-MONTH TREND



## 2022 PROJECTION VS. 2021

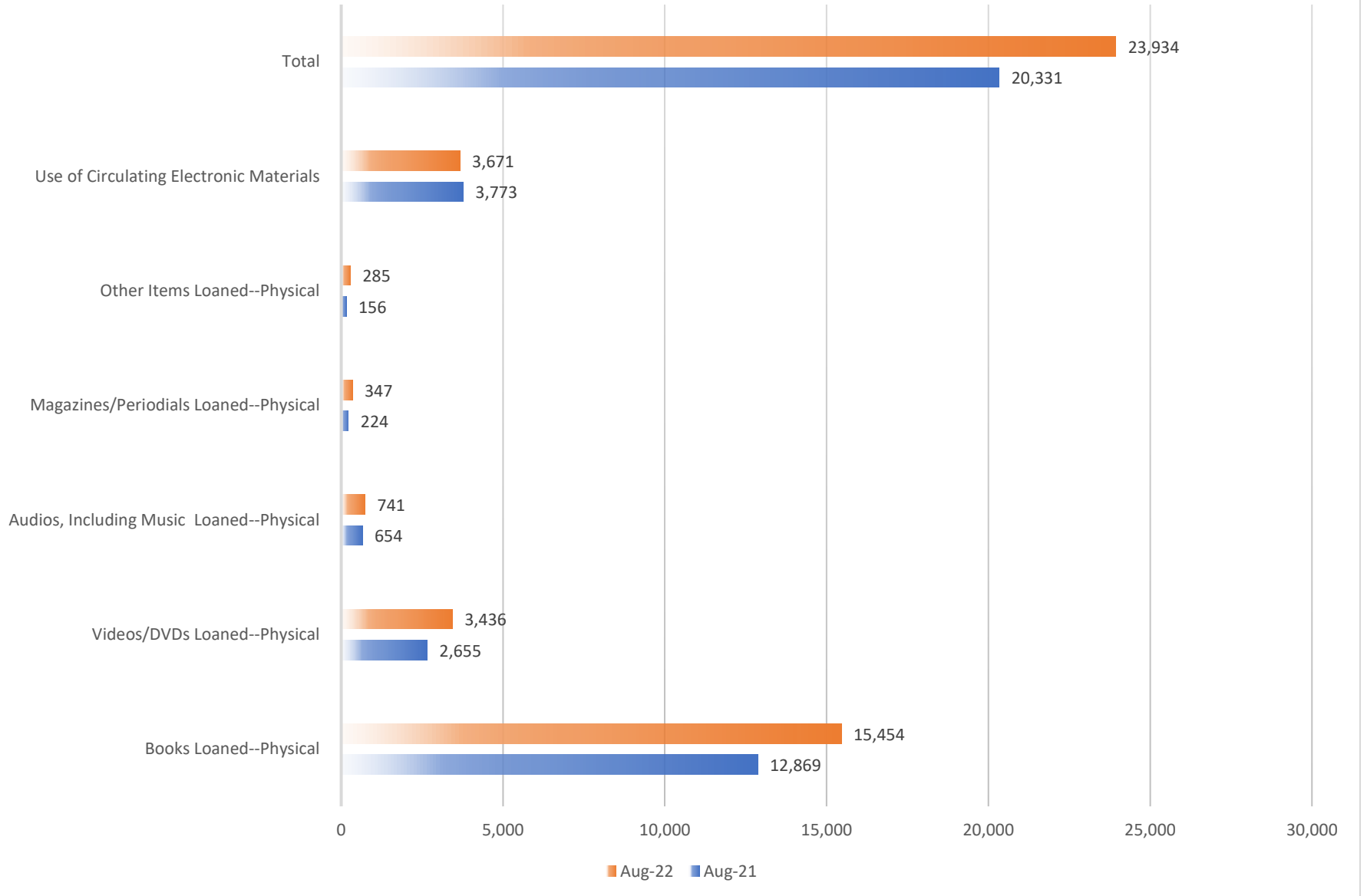


## PROJECTED CHANGE FROM 2021

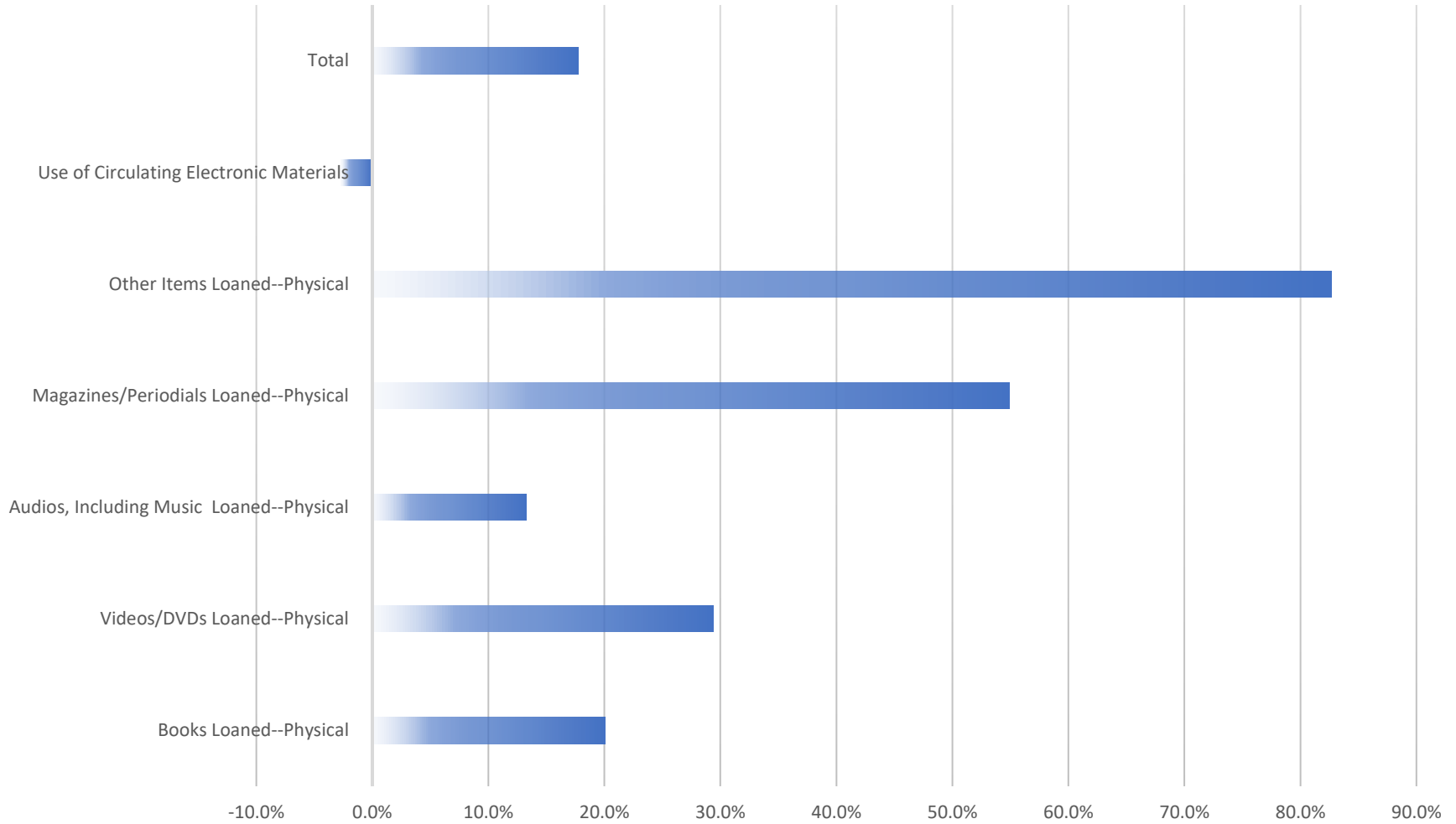


	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
■ Projected Change from 2021	11.0%	-3.1%	21.2%	13.6%

# AUGUST CIRCULATION BY MATERIAL TYPE



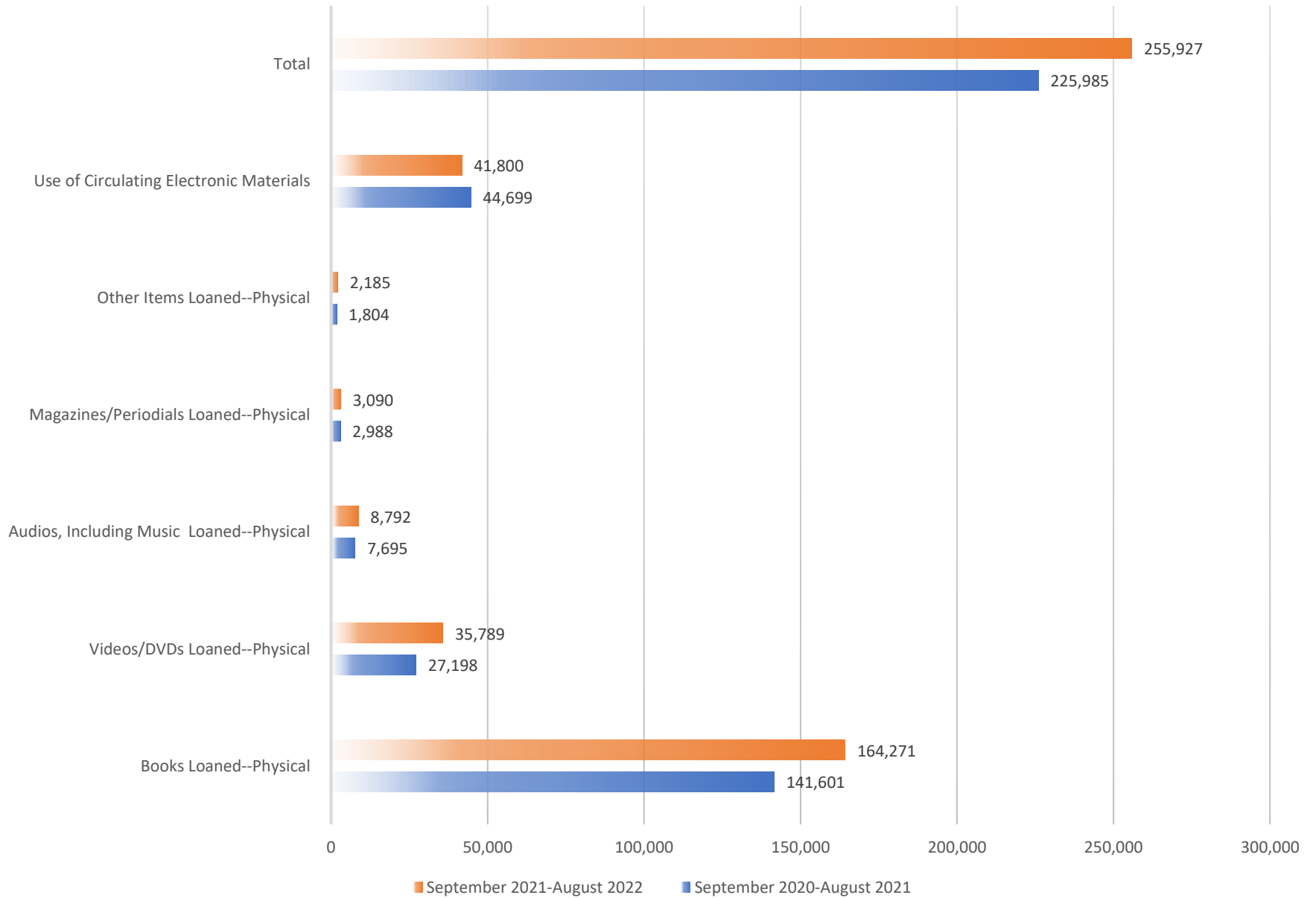
## CHANGE FROM AUGUST 2021



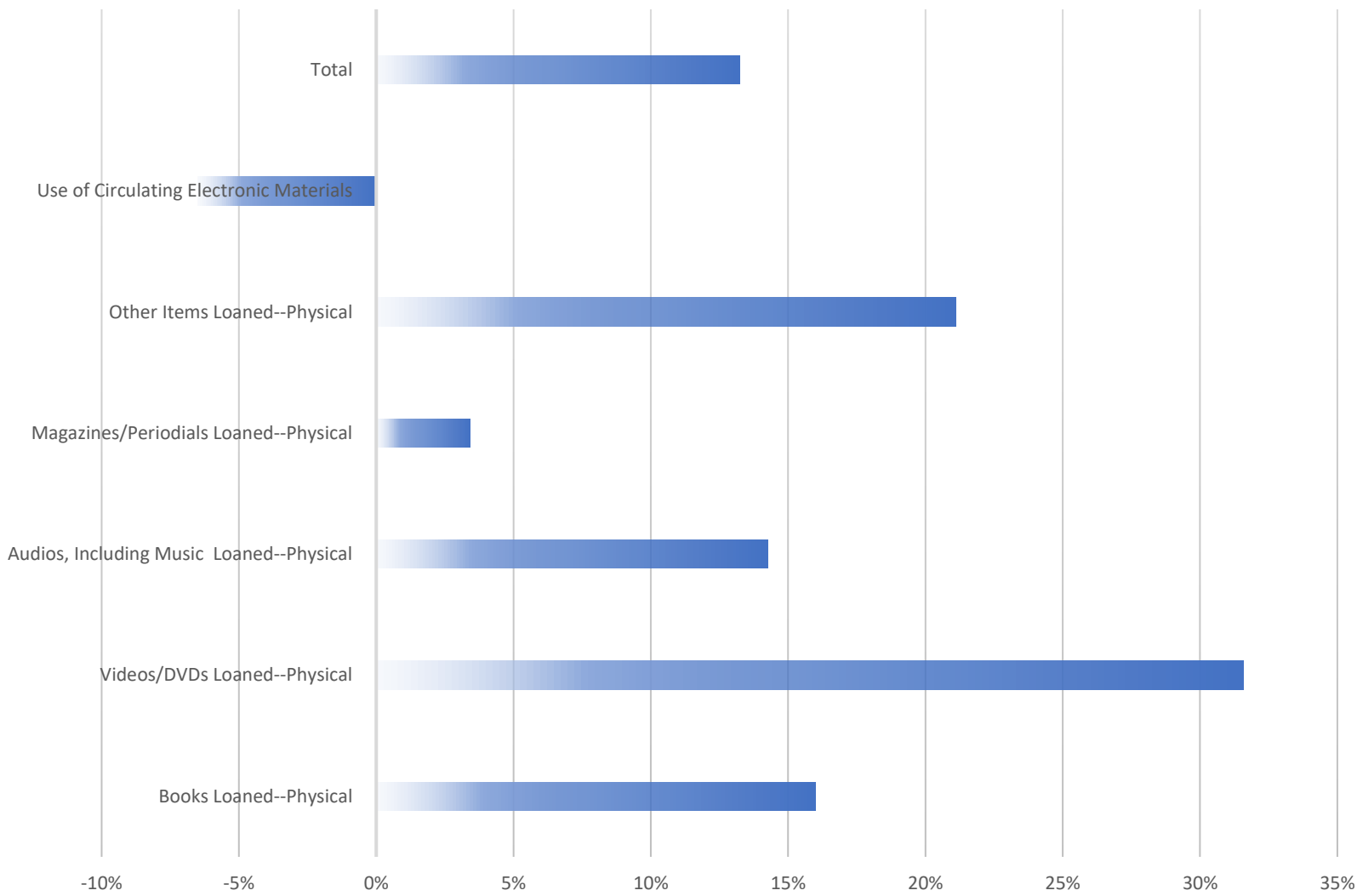
	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
■ Change from 2021	20.1%	29.4%	13.3%	54.9%	82.7%	-2.7%	17.7%



## 12-MONTH TREND BY MATERIAL TYPE

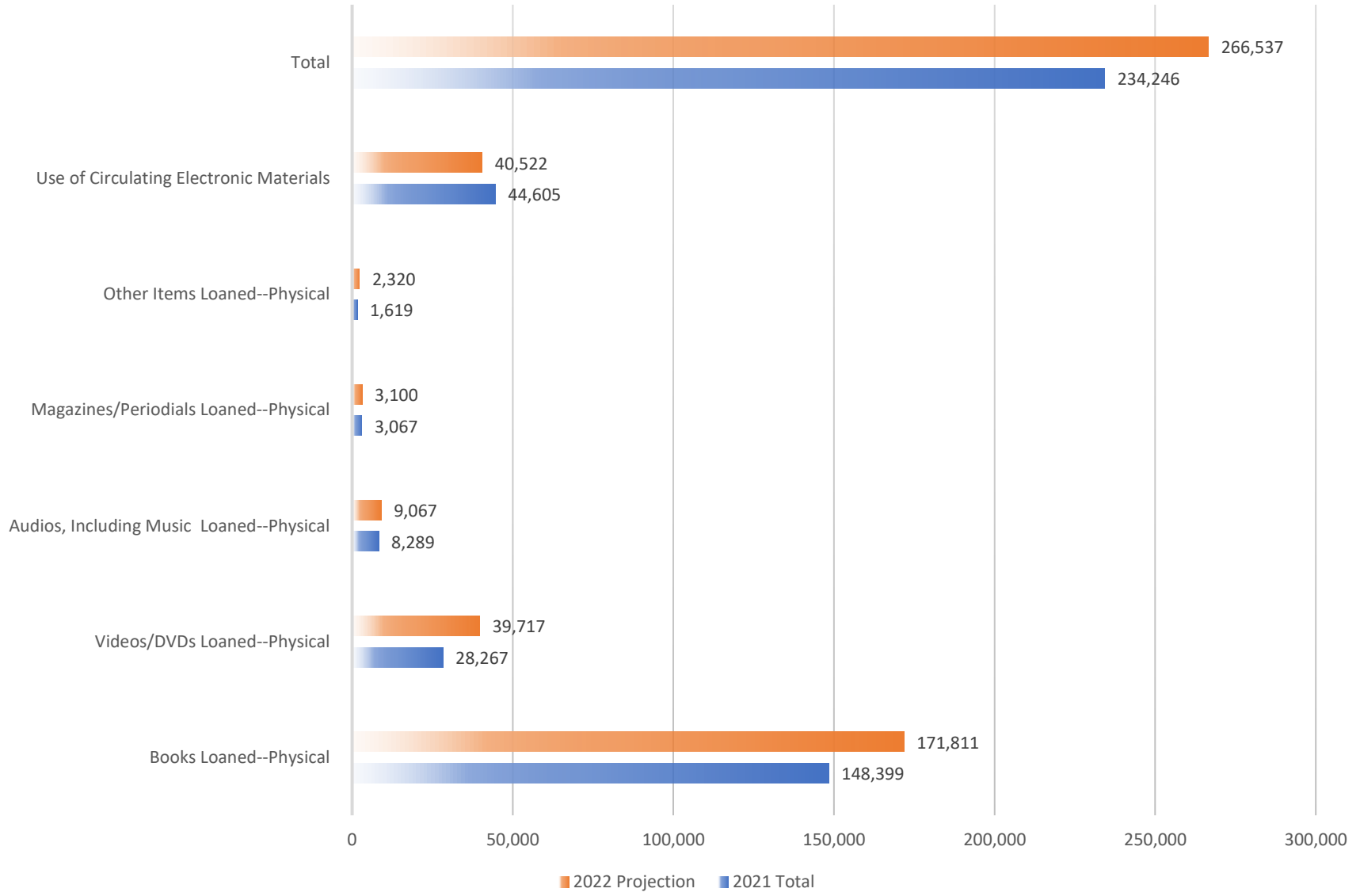


# CHANGE IN 12-MONTH TREND



	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 from 2021	16%	32%	14%	3%	21%	-6%	13%

## 2022 PROJECTION VS. 2021



	Aug-21	Aug-22	% of Total	Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	September 2020- August 2021	September 2021- August 2022	Change from 2021
<b>Circulation by Audience Physical &amp; Electronic</b>										
Number of Adult Materials Loaned	14,401	15,972	66.7%	10.9%	156,828	174,052	11.0%	152,122	168,307	11%
Number of Young Adult Materials Loaned	688	691	2.9%	0.4%	7,301	7,073	-3.1%	6,927	7,137	3%
Number of Children's Materials Loaned	5,242	7,271	30.4%	38.7%	70,117	85,009	21.2%	66,936	80,483	20%
<b>Total Number of Materials Loaned</b>	<b>20,331</b>	<b>23,934</b>		<b>17.7%</b>	<b>234,246</b>	<b>266,134</b>	<b>13.6%</b>	<b>225,985</b>	<b>255,927</b>	<b>13%</b>
<b>Circulation by Material Type</b>										
Books Loaned--Physical	12,869	15,454	64.6%	20.1%	148,399	171,811	15.8%	141,601	164,271	16%
Videos/DVDs Loaned--Physical	2,655	3,436	14.4%	29.4%	28,267	39,717	40.5%	27,198	35,789	32%
Audios, Including Music Loaned--Physical	654	741	3.1%	13.3%	8,289	9,067	9.4%	7,695	8,792	14%
Magazines/Periodicals Loaned--Physical	224	347	1.4%	54.9%	3,067	3,100	1.1%	2,988	3,090	3%
Other Items Loaned--Physical	156	285	1.2%	82.7%	1,619	2,320	43.3%	1,804	2,185	21%
Use of Circulating Electronic Materials	3,773	3,671	15.3%	-2.7%	44,605	40,522	-9.2%	44,699	41,800	-6%
<b>Total</b>	<b>20,331</b>	<b>23,934</b>		<b>17.7%</b>	<b>234,246</b>	<b>266,537</b>	<b>13.8%</b>	<b>225,985</b>	<b>255,927</b>	<b>13%</b>
Succesful Retrieval of Electronic Information	14,703	17,690	42.5%	20.3%	123,484	172,013	39.3%	106,400	158,214	49%
<b>Electronic Content Use</b>	<b>18,476</b>	<b>21,361</b>	51.3%	15.6%	168,089	213,179	26.8%	151,099	200,014	32%
Total Collection Use	Jul-21	Aug-22		Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	September 2020- August 2021	September 2021- August 2022	Change from 2021
<b>Total Collection Use</b>	<b>35,034</b>	<b>41,624</b>		<b>18.8%</b>	<b>357,730</b>	<b>438,550</b>	<b>22.6%</b>	<b>332,385</b>	<b>414,141</b>	<b>25%</b>
	Aug-21	Aug-22	% of Total	Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	September 2020- August 2021	September 2021- August 2022	Change from 2021
Interlibrary Loans Provided To Other Libraries	3,546	3,724	58.5%	5.0%	39,903	44,134	10.6%	35,954	42,652	19%
Interlibrary Loans Received FROM Other Libraries	2,326	2,641	41.5%	13.5%	28,865	29,293	1.5%	29,532	29,168	-1%
<b>Total ILL Transactions</b>	<b>5,872</b>	<b>6,365</b>		<b>8.4%</b>	<b>68,768</b>	<b>73,427</b>	<b>6.8%</b>	<b>65,486</b>	<b>71,820</b>	<b>10%</b>
	Aug-21	Aug-22		Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	September 2020- August 2021	September 2021- August 2022	Change from 2021
New Patron Registrations	103	214		107.8%	1,353	2,159	59.6%	1,463	1,899	30%
# of Visitors (Security Gate)	8,852	10,964		23.9%	78,509	129,747	65.3%	85,731	118,039	38%
# Visitors Lobby Counter	11,064	14,836		34.1%	84,502	171,580	103.0%	94,528	149,108	58%
Local History # of visitors	24	36		50.0%	298	997	234.6%	246	729	196%
Adult Programs Active	175	161		-8.0%	1,121	3,422	205.3%	754	2,459	226%
Adult Programs Passive	285	319			1,207	3,343	177.0%	1,621	3,047	88%
Adult Programs Virtual Live	0	8			22	11	-51.9%	317	106	-67%
Adult Programs Virtual Recorded	0	23			193	73	-62.4%	506	1,091	116%
YA Programs Active	0	14		#DIV/0!	0	#DIV/0!	#DIV/0!	0	47	#DIV/0!
YA Programs Passive	55	82			409	330	-19.4%	483	332	-31%
YA Virtual Live	0	0			0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0			57	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	115	175		52.2%	1,354	10,765	695.0%	262	3,823	1359%

Children's Programs Passive	951	1,381		2,599	6,942	167.1%	3,541	6,648	88%
Children's Virtual Live	0	0		185	1,088	488.2%	402	769	91%
Children's Virtual Recorded	0	0		5,141	0	-100.0%	1,149	24	-98%
<b>Total Programs</b>	<b>1,581</b>	<b>2,163</b>	<b>36.8%</b>	<b>12,288</b>	<b>21,897</b>	<b>78.2%</b>	<b>9,035</b>	<b>18,346</b>	<b>103%</b>
Public Sessions	1,668	1,814	8.8%	14,620	21,222	45.2%	16,930	20,433	21%
Wireless Sessions	1,117	1,218	9.0%	5,691	15,178	166.7%	6,953	12,620	82%
Website Sessions	10,858	9,144	-15.8%	113,083	118,883	5.1%	128,162	122,251	-5%
Unique Visits	6,459	5,308	-17.8%	63,468	69,799	10.0%	71,500	71,452	0%
Page Views	40,046	36,668	-8.4%	485,031	469,369	-3.2%	507,679	482,013	-5%
Self Checks	5,423	7,397	36.4%	43,324	88,179	103.5%	51,125	78,409	53%
Percentage of Self Checks	42%	46%	4.5%	40%	47%	7.7%			
Assists Adult	2,655	2,320	-12.6%	22,718	31,228	37.5%	28,142	31,016	10%
Assists Children	1,008	910	-9.7%	9,181	12,237	33.3%	12,311	12,297	0%
Assists Local history	133	140	5.3%	956	1,669	74.6%	1,178	1,571	33%
IT help calls	144	121	-16.0%	1,154	1,254	8.7%	1,434	1,326	-8%
Searches in Catalog	17,382	16,626	-4.3%	848,610	198,584	-76.6%	340,367	206,397	-39%
Number of Items processed	1,848	1,857	0.5%	18,575	17,153	-7.7%	22,060	18,523	-16%
Number of Items Withdrawn from Collection	1,971	533	-73.0%	19,237	10,405	-45.9%	24,282	13,896	-43%
Number of mended items	462	248	-46.3%	2,189	2,495	14.0%	3,435	2,792	-19%
Number of items ordered	539	501	-7.1%	8,213	6,945	-15.4%	9,369	7,419	-21%
Number of records added to database	1,386	1,609	16.1%	15,824	14,682	-7.2%	18,625	15,730	-16%