



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, November 16, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of October 16, 2023 Regular Meeting Minutes) (Action)**
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Damptz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
  - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
    - i. Personnel Update (Discussion)
    - ii. Local History Use of Room Policy (Discussion)
    - iii. Volunteer Policy (Action)
    - iv. Diversity, Equity, Inclusion (Discussion)
    - v. Child Abuse and Neglect Reporting Policy (Discussion)
  - B. **Finance and Properties Committee**—Jacobie Jones
    - i. Capital Needs & Projects (Discussion)
    - ii. October 2023 Check Register & Vendor Report (Action)
    - iii. October 2023 Budget Actuals & Projection (Discussion)
    - iv. Other (Discussion)
  - C. **Foundation**—Rick Meyer
    - i. No meeting
  - D. **Friends of the Library** – Rick Meyer

- i. November 9 meeting

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

- i. Other

**VIII. Old Business**

- A. Open Trustee Seats (Discussion)
- B. Other

**IX. New Business**

- A. Illinois Library Association Annual Conference Report (LaTonya Ricks, Rick Meyer)
- B. Election of Vice President (Action)
- C. Appointment of PPPR Chair (Action)
- D. Serving Our Public 4.0 (Discussion)
- E. December Meeting Schedule (Action)
- F. Other (Discussion)

**X. Adjournment**

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



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

October 19, 2023 Meeting Minutes

Decatur Public Library

4:30pm

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

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

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#### **Present:**

Karl Coleman  
Sofia Xethalis  
LaTonya Ricks  
Shelly Brunner  
Alana Banks  
Emily West

#### **Absent:**

Elizabeth Rivera  
Jacobie Jones

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

**Guests:** None

**Call to Order:** Mr. Coleman called the meeting to order at 4:35pm.

**Consent Agenda (Approval of Agenda; Approval of August 17, 2023 Regular Meeting Minutes) (Action)** Mr. Coleman requested a motion to amend the agenda to include a discussion about the 150<sup>th</sup> Anniversary Committee. Ms. Xethalis made a motion to put them on the discussion first, seconded by Ms. Brunner. The agenda was approved as amended. All in favor. The motion was adopted.

**Public comments:** None.

**Written Communications from the Public:** Ms. Xethalis received a text message that stated the Library looks amazing.

**150<sup>th</sup> Anniversary Committee** – Alix Frazier noted the Library will celebrate 150 years in 2025. She asked the Board if anyone wanted to join the committee? The committee meets the

last Thursday of the month. This is currently a staff driven committee. Ms. Banks stated she would be interested in joining the 150<sup>th</sup> Anniversary Committee.

**City Librarian's Report** (Discussion) Mr. Meyer presented his report. He expects to donate some of the old Library furniture to Homework Hangout.

**Division Head Reports** (Discussion) Ms. Damptz reported that she had a conversation with a Zion Chapel Methodist church in Boody, IL. They have closed. They will be giving their church documents to the Library to be archived.

Ms. Henkel reported that the person the Library has been working with at the Macon County Jail is leaving for another position. The Library would like to continue the program when the jail is ready to resume. Susan Bishop and Ms. Henkel went to the Pershing Early Learning Center to perform 4 READiculous Shows. This resulted in new families and new Library cards.

Ms. Ziese reported the new shelving is in and looks great. There is still a little back shifting to do. It's been a group effort. In regard to the DEI committee, Nicki will be leaving at the end of the year. We will continue to review policies and job descriptions to ensure it's inclusive. We are starting with the circulation policy. Ms. Ricks is interested in attending the DEI meetings.

#### Reports of Committees:

##### A. Personnel, Policy, & Public Relations Committee – Ms. Brunner

- a. Personnel Update (Discussion) No updates.
- b. Lost and Found Policy (Action) The only change that was made to the policy is that, the 2 weeks was changed to 30 days. Ms. Banks made a motion to approve the policy as amended, Ms. West seconded the motion. All in favor. The motion was approved.
- c. Child Abuse and Neglect Reporting Policy (Action) Mr. Meyer mentioned there are some language changes being reviewed by the insurance broker. This was tabled.
- d. Management Pay Grades and Benchmarking (Action) Ms. Brunner requested a roll call vote to approve the Management Pay Grades as presented. Ms. West yes, Ms. Brunner yes, Ms. Banks yes, Ms. Xethalis yes, Mr. Coleman yes. The motion was adopted.
- e. Diversity, Equity, Inclusion (Discussion) presented by Ms. Ziese.
- f. Narcan Dispenser Box (Action) Ms. Brunner moved to have the Narcan box placed outside on the Library property. Mr. Coleman amended the motion to state that it be located in the back 3 parking lot spaces, closest toward the road, so it can be accessed by a car. Ms. Banks accepted the motion, seconded by Ms. Xethalis. All in favor. The motion was adopted.

##### B. Finance and Properties Committee –Mr. Coleman

- a. Capital Needs & Projects (Discussion) Mr. Meyer will bring upcoming furniture expenditures in November.
- b. September 2023 Check Register and Vendor Report (Action) Ms. Xethalis made a motion to approve the check register, seconded by Ms. Brunner. Mr. Coleman requested a roll call vote, Ms. Ricks yes, Mr. Coleman yes, Ms. Xethalis yes, Ms. Brunner Yes, Ms. Banks, yes, Ms. West yes. The motion was adopted.
- c. September 2023 Actuals & Projections (Discussion) Mr. Meyer discussed the budget actuals and projections. Sixty-two percent of property taxes have been collected. Mr. Meyer will follow up with City finance to see if they have it and

if needs to be credited to the Library account. Mr. Meyer suggested any unexpended funds be moved to the Capital Reserve fund for the furniture project by December.

- d. Management Pay Grades & Benchmarking (Action) Covered by Ms. Brunner.
- e. FY 2024 Budget (Action) Mr. Meyer presented the 2024 budget expectations. Ms. Xethalis made a motion to accept the budget as proposed, seconded by Ms. Brunner. Mr. Coleman requested a roll call vote. Ms. Banks yes, Ms. Hicks yes, Ms. Brunner yes, Ms. West yes, Mr. Coleman yes, Ms. Xethalis yes. The motion was adopted.
- f. Other (Discussion)

C. Foundation – Mr. Meyer stated the annual meeting is on October 27<sup>th</sup>. They are expecting to send out the annual appeal soon. Mr. Sorensen had mentioned the possibility of the Foundation and Friends of the Library merging.

D. Friends of the Library – Ms. Hicks reported the meeting discussed bulk book sales.

E. Illinois Heartland Library System – Mr. Meyer spoke about SHARE increasing their fees, which will be voted on by their membership in December. This could be as much as 39% increase.

#### **Old Business**

- A. Open Trustee Seat (Discussion) Mr. Coleman spoke to a young lady who is interested in being a Board member.
- B. Other (Discussion) Mr. Meyer stated the local government efficiency meeting is expected to be in early 2024.

#### **New Business**

Other (Discussion) Mr. Meyer asked the Board to review Serving Our Public for the next meeting. It will be an agenda item. Mr. Meyer will be prepared to answer any questions. This process will satisfy our Per Capita grant requirement. Please email any questions to Mr. Meyer ahead of the next Board Meeting. Mr. Meyer will email the link for Serving Our Public to the Board.

#### **Adjournment**

Mr. Xethalis made a motion to adjourn at 5:57pm., seconded by Ms. Brunner. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
10/19/23



## DECATUR PUBLIC LIBRARY

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### City Librarian's Report for October 2023

#### Administration

- On the 5<sup>th</sup> I met with Tiffany Nash of Product Architecture and Mike Pritchett, City of Decatur Facilities Manager, to look at the carpet installation for final payment from the City. Tiffany found several issues that she wanted to be addressed prior to payment.
- On the 9<sup>th</sup>, Alissa Henkel and I met with representatives from Clanin Marketing to discuss the Library's marketing needs.
- On the 10<sup>th</sup> I held to all-staff meetings.
- On the 13<sup>th</sup> Alissa and I met with Cassie Yoder of Cass Concepts to discuss the Library's marketing needs.
- From the 23<sup>rd</sup> through the 26<sup>th</sup> I attended the Illinois Library Association's Annual Conference, held in Springfield. Other attendees were LaTonya Ricks, Alissa Henkel, Carol Ziese, Katie Eytchison, Alix Frazier, Kasey Steiling and Jess Hill.

#### Circulation

- **Please see statistical spreadsheet/charts.**
- There were 16 curbside pick-ups in October.
- Shifting onto new (late arrival shelves) has begun. Shifting is into the 800s. Many thanks to PRS staff who are helping to readjust shelves and shift.
- End cap signs have gone up in non-fiction.
- The bulk of the main floor nonfiction and fiction collections have been shelf read. AV, Large print, and small collections to follow. Shelf reading consists of book by book examination of shelves to make sure everything is in the correct order. It is a cumbersome process that often gets put on the backburner. Kudos to Circulation staff!
- Jennifer Pride served on DEI Committee.

#### Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Catalogers continued working on updating labels for juvenile series and biographies and cleaning up volume field data.
- Karen Williams served on the DEI Committee.

#### Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Jason Butterick continued to assist Circulation with the shifting of Non-Fiction

- John Schirle assisted Macon County Conservation District with recommending African-American children's books for their Rock Springs Library.
- Susan Bishop and Amanda Young collaborated with Millikin to host the sneak preview of The Lightning Thief.
- Amanda is working with Megan Schneiderjan to have yoga for kids in 2024.
- The MCJ Book Club Program that Katie Eytchison provides for the Restore Program has been put on "pause".
- Katie and Becky Stewart of Starting Point presented at ILA.
- Kasey Steiling and Carol Ziese are talking about updating/revamping the brochure given to new card holders.
- Chris Opsincs completed Adult section training and is good to work in both sections.
- Jason is being trained in Simply Reports by Scot Wilson.
- Susan organized and coordinated the Halloween Trick or Treat event at the Library.
- Tye Pemberton scheduled and promoted Technology Basics: Laptops, Desktops, Smartphones, and Tablets on 10/31. As of 11/3, all registration spots are full with 2 patrons on the waiting list.
- Kasey is working to add Library events to Community Calendars for WCIA and WAND and looking for other free outlets to promote library programs and services.
- Jess Hill reports that 103 resources were taken from the community board. Jess had a meeting with the National Association of Social Workers to discuss getting library social work recognized as a legitimate profession within the association so that NASW can help establish ethical guidelines.
- Alissa discontinued Miss Humblebee's Academy, World Book Online and Gale Virtual Reference Collection due to continued low usage.

## **Systems Administration**

- **See spreadsheet for statistical information.**
- Matt Wilkerson ordered twenty replacement computers for Staff. The twenty-eight replaced 9010 computers that were purchased in 2013 will go to recycling.
- Chris Nihiser and Matt have spent a lot of time resetting and repurposing the old computers.
- Matt ordered a new mail server. Current mail server with Windows Server 2019 is end of life on January 9, 2024. The new mail server will be installed in November.
- Replaced four Kid computers with newer, but used Circulation computers.
- Dalton Bowles installed a camera covering the 1<sup>st</sup> floor stairs.
- Upgraded Cassie to version 4.3.3. This did not help with our disappearing print issue, see below.
- Ongoing: Faronics released a partial fixed Deep Freeze version 8.71. One computer has already locked up and Chris sent information to Faronics.
- Ongoing: There is also a problem with Patrons paying for a print and nothing prints. Chris is working with Cassie to resolve the issue. Turned off the payment machine for two days and did not have any disappearing prints. As far as Systems know, there have been no disappearing prints since the machine was turned back on. This could be due to the fact that all the Cassie computers were updated to the latest Windows 10 version of 22H2. Systems is monitoring.

## **Archives and Special Collections**

- **Please see spreadsheet for statistics.**
- This month, ASC changed the way they track reference questions and visitors. More emphasis is being placed on the question itself instead of how the question came in. Also, a concerted effort is

being made by staff and volunteers to make sure every patron signs the book when they come in. November will be the first full month of this new format. October's stats were taken from information received via the old format, and should be seen as a "test run".

- Leeann Grossman, Sheri Keller and a few volunteers have been researching old businesses to add to the vertical file. They are using the Herald and Review archives to find articles to add to the physical file and the digital file.
- Becky Damptz went to Zion Chapel Methodist Church to advise them on what to send to the archives. This church closed this year, and the members were looking for a place to send their historical records. These materials arrived on October 24 in 21 boxes. Each box was inventoried by the members before it arrived, which will be very helpful for access before the collection is processed.
- Becky presented to the Early Bird Kiwanis Club on October 26.
- There have been home access issues to NewspaperArchives this month. Matt has been working with the company to get this fixed.
- 150<sup>th</sup> Committee:
  - Alix Frazier and Becky met with Nick Smith from DAAC on October 4 for advice on how to proceed with the 150<sup>th</sup> commemorative artwork. Nick's advice was to come up with a price point and a theme, and then commission an artist. He also mentioned that he would be happy to help with this project further as a consultant.
  - Rick, Alix and Becky met on October 6 to discuss the rough 2024 150<sup>th</sup> budget.
  - Alix and Becky attended the Friends, Board of Trustees, and Foundation meetings in October to recruit 1 shareholder from each board. Bryan Hedenberg, Alana Banks, and Samantha Carroll will be joining the committee no later than January 2024.

*Respectfully Submitted,*

*Rick Meyer*  
*City Librarian*



Circulation by Audience Physical & Electronic	Oct-22	Oct-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	November		Change
								2021-October 2022	2022-October 2023	
Number of Adult Materials Loaned	14,314	14,787	3.3%	65.6%	170,252	175,987	3.4%	169,932	175,119	3%
Number of Young Adult Materials Loaned	513	604	17.7%	2.7%	7,092	7,389	4.2%	7,225	7,351	2%
Number of Children's Materials Loaned	6,878	7,139	3.8%	31.7%	83,461	83,532	0.1%	82,221	83,523	2%
<b>Total Number of Materials Loaned</b>	<b>21,705</b>	<b>22,530</b>	<b>3.8%</b>		<b>260,805</b>	<b>266,908</b>	<b>2.3%</b>	<b>259,378</b>	<b>265,993</b>	<b>3%</b>

Circulation by Material Type	Oct-22	Oct-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	November		Change
								2021-October 2022	2022-October 2023	
Books Loaned--Physical	13,208	13,544	2.5%	60.1%	164,887	164,873	0.0%	165,282	164,875	0%
Videos/DVDs Loaned--Physical	3,693	3,189	-13.6%	14.2%	40,110	39,595	-1.3%	38,133	39,682	4%
Audios, Including Music Loaned--Physical	688	976	41.9%	4.3%	8,642	9,864	14.1%	8,726	9,675	11%
Magazines/Periodicals Loaned--Physical	279	237	-15.1%	1.1%	3,164	3,105	-1.9%	3,141	3,114	-1%
Other Items Loaned--Physical	296	14	-95.3%	0.1%	2,733	758	-72.3%	2,549	978	-62%
Use of Circulating Electronic Materials	3,541	4,570	29.1%	20.3%	41,269	48,885	18.5%	41,547	47,669	15%
<b>Total</b>	<b>21,705</b>	<b>22,530</b>	<b>3.8%</b>		<b>260,805</b>	<b>267,079</b>	<b>2.4%</b>	<b>259,378</b>	<b>265,993</b>	<b>3%</b>

<b>Successful Retrieval of Electronic Information</b>	<b>13,996</b>	<b>15,968</b>	<b>14.1%</b>	<b>41.5%</b>	<b>180,641</b>	<b>238,785</b>	<b>32.2%</b>	169,084	229,993	36%
<b>Electronic Content Use</b>	<b>17,537</b>	<b>20,538</b>	<b>17.1%</b>	53.3%	<b>221,910</b>	<b>287,670</b>	<b>29.6%</b>	210,631	277,662	32%

Total Collection Use	Oct-22	Oct-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	November		Change
							2021-October 2022	2022-October 2023	
<b>Total Collection Use</b>	<b>35,701</b>	<b>38,498</b>	<b>7.8%</b>	<b>441,446</b>	<b>505,864</b>	<b>14.6%</b>	<b>428,462</b>	<b>495,986</b>	<b>16%</b>

Interlibrary Loans Provided To Other Libraries	Oct-22	Oct-23	Change from 2022	% of Total	2022 Total	Projected 2023 Total	Change from 2022	November		Change
								2021-October 2022	2022-October 2023	
Interlibrary Loans Provided To Other Libraries	3,743	3,385	-9.6%	55.4%	42,190	40,611	-3.7%	42,641	40,843	-4%
Interlibrary Loans Received FROM Other Libraries	2,557	2,728	6.7%	44.6%	30,177	29,760	-1.4%	30,215	29,817	-1%
<b>Total ILL Transactions</b>	<b>6,300</b>	<b>6,113</b>	<b>-3.0%</b>		<b>72,367</b>	<b>70,371</b>	<b>-2.8%</b>	<b>72,856</b>	<b>70,660</b>	<b>-3%</b>

Other Stats	Oct-22	Oct-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	November		Change
							2021-October 2022	November 2022-October 2023	
New Patron Registrations	205	191	-6.8%	2,041	2,357	15.5%	2,014	2,323	15%
# of Visitors (Security Gate)	10,874	12,951	19.1%	122,746	133,872	9.1%	120,164	132,200	10%
# Visitors Lobby Counter	14,402	13,625	-5.4%	157,183	159,198	1.3%	154,151	158,913	3%
Local History # of visitors	52	78	50.0%	446	548	22.9%	452	537	19%
Adult Programs Active	135	188	39.3%	2,419	3,828	58.3%	2,443	3,670	50%
Adult Programs Passive	238	0	-100.0%	2,067	1,451	-29.8%	2,415	1,451	-40%
Adult Programs Virtual Live	57	278	387.7%	234	1,565	569.0%	127	729	474%
Adult Programs Virtual Recorded	18	244	1255.6%	165	1,205	630.4%	424	663	56%
YA Programs Active	0	7	#DIV/0!	47	81	72.3%	47	81	72%
YA Programs Passive	0	35	#DIV/0!	315	350	11.1%	315	350	11%
YA Virtual Live	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	894	914	2.2%	7,117	12,671	78.0%	4,857	10,630	119%
Children's Programs Passive	629	307	-51.2%	6,924	6,886	-0.5%	6,924	6,886	-1%
Children's Virtual Live	172	227	32.0%	1,021	1,347	31.9%	864	1,256	45%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Total Programs	2,143	2,200	<b>2.7%</b>	20,309	26,805	<b>32.0%</b>	18,416	25,716	40%
Public Sessions	1,690	1,708	1.1%	19,780	20,303	2.6%	20,196	20,224	0%
Wireless Sessions	1,418	927	-34.6%	13,962	13,909	-0.4%	13,474	13,919	3%
Website Sessions	9,789	9,958	1.7%	118,183	126,864	7.3%	121,340	125,674	4%
Unique Visits	6,013	5,641	-6.2%	69,694	76,097	9.2%	71,597	75,196	5%
Page Views	36,493	20,190	-44.7%	458,445	384,547	-16.1%	472,734	394,328	-17%
Self Checks	6,485	6,281	-3.1%	81,114	84,507	4.2%	80,045	84,062	5%
Percentage of Self Checks	46%	45%	-0.9%						
Assists Adult	2,222	3,177	43.0%	28,110	32,657	16.2%	29,747	32,102	8%
Assists Children	718	1,241	72.8%	11,301	12,241	8.3%	11,876	12,166	2%
Assists Local history	163	96	-41.1%	1,608	1,343	-16.5%	1,626	1,375	-15%
IT help calls	63	127	101.6%	1,163	1,258	8.1%	1,230	1,246	1%
Searches in Catalog	17,239	29,822	73.0%	205,526	263,488	28.2%	204,748	255,035	25%
Number of Items processed	1,655	1,548	-6.5%	18,344	18,085	-1.4%	18,231	18,131	-1%
Number of Items Withdrawn from Collection	369	4,032	992.7%	10,083	28,688	184.5%	11,415	23,673	107%
Number of mended items	236	184	-22.0%	2,657	2,152	-19.0%	2,718	2,221	-18%
Number of items ordered	1,066	655	-38.6%	7,654	7,778	1.6%	7,464	7,760	4%
Number of records added to database	1,419	1,364	-3.9%	15,686	15,961	1.8%	15,512	15,910	3%

# DECATUR PUBLIC LIBRARY VOLUNTEER APPLICATION FORM

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ (ZIP) \_\_\_\_\_

PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

INTERESTS OR HOBBIES: \_\_\_\_\_

SKILLS: \_\_\_\_\_

WHAT KIND OF WORK DO YOU PREFER? \_\_\_\_\_

\_\_\_\_\_

WHAT DAYS ARE YOU AVAILABLE TO WORK? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ARE YOU VOLUNTEERING THRU AN ORGANIZATION? (IF SO, PLEASE NAME)

\_\_\_\_\_

REFERENCES: (NAME, ADDRESS & PHONE):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

VOLUNTEER SIGNATURE: \_\_\_\_\_



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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. 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**

**Amended by the Decatur Public Library Board of**

**Trustees October 16, 2020**

DPL FY 2023 Budget Report  
 Prepared: November 3, 2023  
 At the end of October 83% of the Year Has Passed

**Revenue**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ 2,801,369.20	92.7%	\$ 2,772,057.60 1.1%
All Other	\$ 2,529,754		45.6%	\$ 1,573,782.66	62.2%	\$ 1,710,610.10 -8.0%
<b>Total Revenue</b>	<b>\$ 5,551,754</b>			<b>\$ 4,375,151.86</b>	<b>78.8%</b>	<b>\$ 4,482,667.70 -2.4%</b>

**Expense**

Personnel

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Payroll	\$ 1,782,442		\$ 1,404,887.36	78.8%	\$ 1,355,124.52	3.7%
Benefits	\$ 929,958		\$ 686,897.89	73.9%	\$ 724,357.32	-5.2%
	<b>\$ 2,712,400</b>		<b>\$ 2,091,785.25</b>	<b>77.1%</b>	<b>\$ 2,079,481.84</b>	<b>0.6%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 237,207.99	96.8%	\$ 228,842.20	3.7%
Per Capita	\$ 104,020		\$ 94,605.57	90.9%	\$ 42,110.40	124.7%
Lost/Damage	\$ 1,400		\$ 1,231.40	88.0%	\$ 1,123.11	10%
<b>Total Materials</b>	<b>\$ 350,420</b>		<b>\$ 333,044.96</b>	<b>95.0%</b>	<b>\$ 272,075.71</b>	<b>22.4%</b>

Professional Services

Security	\$ -		\$ 21,010.50			
Professional Services	\$ 102,000		\$ 113,847.58	111.6%	\$ 88,408.28	28.8%
Temp Agency	\$ 500		\$ 2,077.90	415.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 201.69	134.5%	\$ 157.04	28%
<b>Total</b>	<b>\$ 102,650</b>		<b>\$ 137,137.67</b>	<b>133.6%</b>	<b>\$ 88,565.32</b>	<b>54.8%</b>

Allocations

Administrative Fee	\$ 108,864		\$ 125,800.00	115.6%	\$ 90,720.00	38.7%
MIS	\$ 36,684		\$ 33,030.00	90.0%	\$ 30,570.00	8.0%
	<b>\$ 145,548</b>		<b>\$ 158,830.00</b>	<b>109.1%</b>	<b>\$ 121,290.00</b>	<b>31.0%</b>

Grants

Other grants	\$ 75,000	\$ 79,301.20	105.7%	\$ 63,024.59	25.8%
	<b>\$ 75,000</b>	<b>\$ 79,301.20</b>	<b>105.7%</b>	<b>\$ 63,024.59</b>	<b>25.8%</b>
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
<b>Office Supplies/Maintenance</b>					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 2,941.63	58.8%	\$ 3,884.80	-24.3%
Service to Office Equipment	\$ 27,000	\$ 23,608.96	87.4%	\$ 10,703.68	120.6%
Telephone	\$ 27,000	\$ 5,676.68	21.0%	\$ 12,771.50	-55.6%
Software	\$ 50,000	\$ 35,563.61	71.1%	\$ 37,742.01	-5.8%
Office Supplies	\$ 40,000	\$ 26,422.41	66.1%	\$ 24,359.76	8.5%
Small Capital	\$ 45,000	\$ 79,110.56	175.8%	\$ 39,463.29	100.5%
	<b>\$ 194,000</b>	<b>\$ 173,323.85</b>	<b>89.3%</b>	<b>\$ 128,925.04</b>	<b>34.4%</b>
<b>Staff Development</b>					
Conferences/Training/Travel	\$ 20,000	\$ 11,481.97	57.4%	\$ 14,297.43	-19.7%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 60,368.22	120.7%	\$ 55,881.39	8.0%
	<b>\$ 74,000</b>	<b>\$ 71,850.19</b>	<b>97.1%</b>	<b>\$ 70,178.82</b>	<b>2.4%</b>
<b>Insurance</b>					
Unemployment	\$ 1,056	\$ 900.00	85.2%	\$ 880.00	2.3%
Risk Management	\$ 95,724	\$ 79,250.00	82.8%	\$ 79,770.00	-0.7%
	<b>\$ 96,780</b>	<b>\$ 80,150.00</b>	<b>82.8%</b>	<b>\$ 80,650.00</b>	<b>-0.6%</b>
<b>Building Costs</b>					
Transfer to Capital	\$ 200,000	\$ -		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 491,150.00	83.3%	\$ 491,150.00	0.0%
Supplies	\$ 50	\$ 109.62	219.2%	\$ 988.00	-88.9%
Maintenance	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	<b>\$ 589,633</b>	<b>\$ 493,104.62</b>	<b>15.6%</b>	<b>\$ 492,138.00</b>	<b>0.2%</b>
Total Operations/Services	<b>\$ 1,628,531</b>	<b>\$ 1,526,742.49</b>	<b>93.7%</b>	<b>\$ 1,317,745.48</b>	<b>15.9%</b>
Total Expenses	<b>\$ 4,340,931</b>	<b>\$ 3,618,527.74</b>	<b>83.4%</b>	<b>\$ 3,397,227.32</b>	<b>6.5%</b>
Revenue Minus Expense	<b>\$ 1,210,823</b>	<b>\$ 756,624.12</b>		<b>\$ 1,085,440.38</b>	<b>-30.3%</b>
<b>Operating fund</b>					



Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 55,084.01	\$ 344,146.41	\$ -	\$ 523,277.42
7/1/2023	\$ 523,277.42	\$ 1,853,645.45	\$ 355,444.40	\$ -	\$ 2,021,478.47
8/1/2023	\$ 2,021,478.47	\$ 258,176.51	\$ 473,838.44	\$ -	\$ 1,805,816.54
9/1/2023	\$ 1,805,816.54	\$ 233,266.32	\$ 393,708.85	\$ -	\$ 1,645,374.01
10/1/2023	\$ 1,645,374.01	\$ 1,123,676.15	\$ 332,527.89	\$ -	\$ 2,436,522.27
11/1/2023	\$ 2,436,522.27				
12/1/2023					
1/1/2024					

**Capital Fund**

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ 1,528.25	\$ -	\$ 998,995.46
7/1/2023	\$ 998,995.46	\$ 1,275.65	\$ -	\$ 1,000,271.11
8/1/2023	\$ 1,000,271.11	\$ 2,078.26	\$ 208,641.00	\$ 793,708.37
9/1/2023	\$ 793,708.37	\$ 1,152.73	\$ -	\$ 794,861.10
10/1/2023	\$ 794,861.10	\$ 1,576.48	\$ 129,455.40	\$ 666,982.18
11/1/2023	\$ 666,982.18			
12/1/2023				
1/1/2024				

**Trust Accounts**

**Cantoni**

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

8/1/2023	\$	53,287.53	\$	36.41	\$	8,563.81	\$	44,760.13
9/1/2023	\$	44,760.13	\$	28.19	\$	5,695.24	\$	39,093.08
10/1/2023	\$	39,093.08	\$	26.73	\$	2,661.65	\$	36,458.16
11/1/2023	\$	36,458.16						
12/1/2023								
1/1/2024								

**Meyer  
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ 26.05	\$ 148.92	\$ 43,072.20
7/1/2023	\$ 43,072.20	\$ 28.05	\$ 2,081.62	\$ 41,018.63
8/1/2023	\$ 41,018.63	\$ 30.48	\$ -	\$ 41,049.11
9/1/2023	\$ 41,049.11	\$ 27.45	\$ -	\$ 41,076.56
10/1/2023	\$ 41,076.56	\$ 28.74	\$ -	\$ 41,105.30
11/1/2023	\$ 41,105.30			
12/1/2023				
1/1/2024	\$ -			

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ 1,068.55	\$ 203.61
6/1/2023	\$ 203.61	\$ 50.08	\$ 203.22	\$ 50.47
7/1/2023	\$ 50.47	\$ 1,000.36	\$ 27.00	\$ 1,023.83
8/1/2023	\$ 1,023.83	\$ 388.33	\$ 306.85	\$ 1,105.31
9/1/2023	\$ 1,105.31	\$ 250.00	\$ 513.84	\$ 841.47
10/1/2023	\$ 841.47	\$ 451.09	\$ -	\$ 1,292.56
11/1/2023	\$ 1,292.56			\$ 1,292.56
12/1/2023				\$ -
1/1/2024				

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



**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 10/1/2023 to 10/31/2023

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
156289	10/05/2023	ICE WARP, INC. ANNUAL LICENSE RENEWAL	2,048.06	COMPUTER SOFTWARE
156316	10/05/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	680.10	OFFICE SUPPLIES
156321	10/05/2023	MT ZION 3-HIGH SCHOOL LOST OR DAMAGED MATERIAL	25.00	LOST OR DAMAGED BOOKS
156327	10/05/2023	NICKI BOND SEPT 5 - SEPT 22'23	1,350.00	PROFESSIONAL SERVICES
156330	10/05/2023	PAETEC ACCT 633292627001	86.62	TELEPHONE
156340	10/05/2023	SAM'S CLUB ACCOUNT 9064	422.28	OFFICE SUPPLIES
156346	10/05/2023	SIX MILE REGIONAL LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	24.99	LOST OR DAMAGED BOOKS
156354	10/05/2023	STRIGLOS/HAINES & ESSICK 2024 CALENDARS	399.84	OFFICE SUPPLIES
156371	10/05/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	1,083.28	SERV-OFFICE EQUIPMENT
156373	10/05/2023	WHITEHEAD, MICHELLE REIMBURSEMENT SNACKS/KEYS	9.50	SMALL CAPITAL ITEMS
156386	10/12/2023	AMAZON PAYMENTS RETURN AGAINST INV 1LC7-ND79-94K6 RETURN AGAINST INV 1H7Y-YD9J-Y9LW BLANKET PO FOR SUPPLIES/BOOKS	1,753.61	SMALL CAPITAL ITEMS
156387	10/12/2023	ARGENTA-OREANA PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	15.00	LOST OR DAMAGED BOOKS
156390	10/12/2023	B & H PHOTO DRACAST X-LED2000	64.59	SMALL CAPITAL ITEMS
156391	10/12/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,210.14	OFFICE SUPPLIES
156392	10/12/2023	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNETS CUSTOM RUBBER STAMP	39.36	OFFICE SUPPLIES
156402	10/12/2023	BREWSTER, CONNIE K ART CLASS 09/12/23	300.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 10/1/2023 to 10/31/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
156402	10/12/2023	BREWSTER, CONNIE K CHILDRENS ART CLASS	300.00	OTHER LIBRARY GRANT EXI
156405	10/12/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	441.84	OFFICE SUPPLIES
156411	10/12/2023	COMMERCIAL MAIL SERVICES SEPT 16 - SEPT 30'23	306.88	POSTAGE
156428	10/12/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	186.88	OFFICE SUPPLIES
156470	10/12/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,216.41	OFFICE SUPPLIES
156505	10/12/2023	STRIGLOS/HAINES & ESSICK CARDSTOCK WHITE & COLOR	106.00	OFFICE SUPPLIES
156514	10/12/2023	UNIQUE MANAGEMENT SERVICES SEPT'23 PLACEMENTS	384.15	PROFESSIONAL SERVICES
156526	10/19/2023	A/R REFUNDS REFUND FOR LOST ITEM/ FOUND 10/11/23	25.00	LOST OR DAMAGED BOOKS
156545	10/19/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	747.45	OFFICE SUPPLIES
156562	10/19/2023	COMMERCIAL MAIL SERVICES OCT 1 - OCT 15'23	217.40	POSTAGE
156587	10/19/2023	HARGADON, STEVE AWKWARD CONVERSATIONS&DIFFICULT SITUATION	499.00	CONFERENCES & TRAVEL
156591	10/19/2023	IHLS-OCLC LIBRARY CRAWL PINS	20.60	OTHER LIBRARY GRANT EXI
156610	10/19/2023	MAVERIK MARKETING TEDDY BEARS/TOTE BAGS/SET UP FEE	1,861.34	OTHER LIBRARY GRANT EXI
156612	10/19/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	11,827.43	OFFICE SUPPLIES
156621	10/19/2023	PAWPRINT MINISTRIES 10/19'23 MINISTRIES OCT 5'23 MINISTRIES	200.00	OTHER LIBRARY GRANT EXI
156622	10/19/2023	PEERLESS NETWORK, INC ACCT 1212890	336.19	TELEPHONE
156630	10/19/2023	PRODUCT LLC FURNITURE DESIGN PROJECT	10,000.00	PROFESSIONAL SERVICES

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 10/1/2023 to 10/31/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
156681	10/26/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,129.39	OFFICE SUPPLIES
156698	10/26/2023	CARLINVILLE PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	39.95	LOST OR DAMAGED BOOKS
156713	10/26/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	2,349.45	SECURITY
156739	10/26/2023	GREENUP TOWNSHIP PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	21.00	LOST OR DAMAGED BOOKS
156749	10/26/2023	JONES & THOMAS WEB SERVICES	420.00	PROFESSIONAL SERVICES
156751	10/26/2023	KANOPY LIBRARY STREAMING SERVICE	388.00	BOOKS & PERIODICALS
156765	10/26/2023	MIDLAND PAPER COMPANY PALLET OF 8 1/2X 11 COPY PAPER	1,696.00	OFFICE SUPPLIES
156767	10/26/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	8,684.77	OFFICE SUPPLIES
156771	10/26/2023	MT ZION DISTRICT LIBRARY LOST OR DAMAGED MATERIALS	14.00	LOST OR DAMAGED BOOKS
156778	10/26/2023	PAETEC ACCT 633318933001	52.28	TELEPHONE
156816	10/26/2023	VERIZON WIRELESS ACCT 980380645-00001	107.52	TELEPHONE
156825	10/26/2023	WHITEHEAD, MICHELLE SRC CHILI COOK-OFF REIMBURSEMENT	86.43	OTHER LIBRARY GRANT EXI
8003281	10/18/2023	DELL INC. OPTIPLEX ALL IN ONE	6,016.17	SMALL CAPITAL ITEMS
23005515	10/05/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	692.40	OTHER LIBRARY GRANT EXI
23005517	10/12/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,298.25	OTHER LIBRARY GRANT EXI
23005532	10/19/2023	REGIONS/CREDIT CARD ACCT 3978	2,460.80	OTHER LIBRARY GRANT EXI
23005557	10/26/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,154.00	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>64,499.35</b>	

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 10/1/2023 to 10/31/2023

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
156391	10/12/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	998.33	BOOKS & PERIODICALS
156545	10/19/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	121.49	BOOKS & PERIODICALS
156681	10/26/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,541.83	BOOKS & PERIODICALS
			<hr/>	
			<b>Total for: 59</b>	<b>2,661.65</b>
			<hr/>	
			<b>Total for All:</b>	<b>\$67,161.00</b>

<b>VENDOR NAME</b>	<b>AMOUNT</b>
A/R REFUNDS Total	\$25.00
AMAZON PAYMENTS Total	\$1,753.61
ARGENTA-OREANA PUBLIC LIBRARY DISTRICT Total	\$15.00
B & H PHOTO Total	\$64.59
BAKER & TAYLOR CO Total	\$5,748.63
BECK'S ENGRAVING & RUBBER STAMPS Total	\$39.36
BREWSTER, CONNIE K Total	\$300.00
CARLINVILLE PUBLIC LIBRARY Total	\$39.95
CDW GOVERNMENT INC Total	\$441.84
COMMERCIAL MAIL SERVICES Total	\$524.28
DECATUR CIVIC CENTER AUTHORITY Total	\$2,349.45
DELL INC. Total	\$6,016.17
DEMCO INC Total	\$186.88
GREENUP TOWNSHIP PUBLIC LIBRARY Total	\$21.00
HARGADON, STEVE Total	\$499.00
ICE WARP, INC. Total	\$2,048.06
IHLS-OCLC Total	\$20.60
JESSICA HILL CONSULTING LLC Total	\$3,144.65
JONES & THOMAS Total	\$420.00
KANOPIY Total	\$388.00
MAVERIK MARKETING Total	\$1,861.34
MIDLAND PAPER COMPANY Total	\$1,696.00
MIDWEST TAPE, LLC Total	\$22,408.71
MT ZION 3-HIGH SCHOOL Total	\$25.00
MT ZION DISTRICT LIBRARY Total	\$14.00
NICKI BOND Total	\$1,350.00
PAETEC Total	\$138.90
PAWPRINT MINISTRIES Total	\$200.00
PEERLESS NETWORK, INC Total	\$336.19
PRODUCT LLC Total	\$10,000.00
REGIONS/CREDIT CARD Total	\$2,460.80
SAM'S CLUB Total	\$422.28
SIX MILE REGIONAL LIBRARY DISTRICT Total	\$24.99
STRIGLOS/HAINES & ESSICK Total	\$505.84
UNIQUE MANAGEMENT SERVICES Total	\$384.15
VERIZON WIRELESS Total	\$107.52
WATTS COPY SYSTEMS Total	\$1,083.28
WHITEHEAD, MICHELLE Total	\$95.93
<b>Grand Total</b>	<b>\$67,161.00</b>



## Library Operating Revenue

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Real Estate Taxes	\$ 3,022,000	\$ 2,896,584	\$ (125,416)
PPRT	\$ 852,000	\$ 953,150	\$ 101,150
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 1,000,000	\$ 86,664	\$ (913,336)
PILOT	\$ 548,484	\$ 548,484	\$ -
Fines	\$ 6,100	\$ 6,204	\$ 104
Non-Resident Fee	\$ 250	\$ 90	\$ (160)
Lost or Damaged Items	\$ 3,800	\$ 5,183	\$ 1,383
Copies/Miscellaneous	\$ 9,500	\$ 14,433	\$ 4,933
Meeting Room Fees	\$ 2,800	\$ 6,864	\$ 4,064
Interest Income	\$ 600	\$ 11,841	\$ 11,241
Investment Income	\$ 1,900	\$ 10,348	\$ 8,448
Sale of Property	\$ -	\$ 6,047	\$ 6,047
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ 300	0	\$ (300)
Reimbursement of Expenses	\$ -	608	
<b>Totals</b>	<b>\$ 5,551,754</b>	<b>\$ 4,650,519</b>	<b>\$ (901,235)</b>

### Expenditures

<b>Fund</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Difference</b>
Salaries	\$ 1,782,442	\$ 1,661,075	\$ 121,367
Overtime	\$ -	\$ 295	\$ (295)
IMRF	\$ 109,144	\$ 98,819	\$ 10,325
FICA/Medicare	\$ 137,316	\$ 124,393	\$ 12,923
Life insurance	\$ 3,218	\$ 2,707	\$ 511
Medical insurance	\$ 665,600	\$ 571,850	\$ 93,750
Service recognition	\$ 14,680	\$ 13,993	\$ 687
<b>Total Personnel</b>	<b>\$ 2,712,400</b>	<b>\$ 2,473,132</b>	<b>\$ 239,268</b>
Unemployment insurance	\$ 1,109	\$ 1,080	\$ 29
Advertising	\$ 700	\$ -	\$ 700
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 2,214	\$ (2,214)
Service to Office Equipment	\$ 23,000	\$ 26,993	\$ (3,993)
IT Services	\$ 38,518	\$ 39,636	\$ (1,118)
Telephone/Internet	\$ 21,000	\$ 6,511	\$ 14,489
Banking Service Charges	\$ 250	\$ 230	\$ 20
Conferences/Travel/Continuing	\$ 40,000	\$ 14,198	\$ 25,802
General Fund	\$ 114,238	\$ 150,960	\$ (36,722)
Postage	\$ 6,000	\$ 3,379	\$ 2,621
Security	\$ -	\$ 25,213	\$ (25,213)
Computer Software	\$ 53,000	\$ 38,743	\$ 14,257

Temp Agency Services	\$ 500	\$ 2,493	\$ (1,993)
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 141,000	\$ 136,617	\$ 4,383
Membership Fees	\$ 58,000	\$ 62,048	\$ (4,048)
Rental Equipment	\$ -	\$ 2,875	
Materials for Buildings	\$ 50	\$ 132	\$ (82)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 1,000,000	\$ 95,161	\$ 904,839
Office Supplies	\$ 29,000	\$ 33,464	\$ (4,464)
Risk Management	\$ 100,000	\$ 95,100	\$ 4,900
Small Capital	\$ 30,000	\$ 110,678	\$ (80,678)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,400	\$ 1,365	\$ 35
Transfer to Capital Fund	\$ 200,000	\$ 200,000	\$ -
<b>Total operating</b>	<b>\$ 2,806,368</b>	<b>\$ 1,997,692</b>	<b>\$ 808,676</b>
<b>Total expense</b>	<b>\$ 5,518,768</b>	<b>\$ 4,470,824</b>	<b>\$ 1,047,944</b>
<b>Surplus (deficit)</b>	<b>\$ 32,986.00</b>	<b>\$ 179,695</b>	