



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, August 15, 2019

4:30 p.m.

### Decatur Public Library Board Room

**I. Call to order** – Donna Williams

**II. Approval of agenda**

**III. Approval of minutes** for July 18, 2019

**IV. 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. Communications from the public**

**V. City Librarian's report** –Rick Meyer

**VI. Reports of committees**

**A. Personnel, Policy & Public Relations Committee, June 6 meeting**—Dr. Ngozi Onuora

- i. FOIA Report
- ii. Personnel Update
- iii. Equity, Diversity, Inclusion
- iv. Job Description Revisions
- v. Circulation Policy Revision
- vi. Other

**B. Finance and Properties Committee**—Amy Stockwell

- i. Parking Lot Status
- ii. HVAC Status

- iii. Space Planning/Capital Needs Status
- iv. 2020 Budget Process
- v. July 2019 Check Register
- vi. 2019 Budget Review and Projection
- vii. Annexations
- viii. Other

**C. Foundation—Donna Williams**

- i. No meeting

**D. Friends of the Library—Samantha Carroll**

- i. August 8 meeting

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

- i. No report

**VII. Old Business**

- i. Other

**VIII. New Business**

- i. Other

**IX. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

Chapter 9: Programming

**X. Adjournment**

If you have questions please contact:

Rick Meyer, City Librarian  
421-9713 or [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)

<b>Circulation by Audience Physical &amp; Electronic</b>	<b>Jul-18</b>	<b>Jul-19</b>	<b>% of Total</b>	<b>Change</b>	<b>2018 Total</b>	<b>2019 Projection</b>	<b>Projected change</b>	<b>Prior 12 Months (</b>	<b>Last 12 Months (</b>	<b>% of Total</b>	<b>Change</b>
Number of Adult Materials Loaned	20,616	19,847	57.4%	-3.7%	220,605	216,993	-1.6%	200,317	183,850	63.5%	-9.0%
Number of Young Adult Materials Loaned	1,411	1,238	3.6%	-12.3%	12,717	10,046	-21.0%	11,327	9,780	3.4%	-13.7%
Number of Children's Materials Loaned	12,251	13,517	39.1%	10.3%	98,807	108,883	10.2%	101,837	95,756	33.1%	-6.4%
<b>Total Number of Materials Loaned</b>	<b>34,278</b>	<b>34,602</b>		<b>0.9%</b>	<b>332,129</b>	<b>335,921</b>	<b>1.1%</b>	<b>313,481</b>	<b>289,386</b>		<b>-7.7%</b>
<b>Circulation by Material Type (Physical only)</b>											
Books Loaned--Physical	23,325	23,776	68.7%	1.9%	215,494	218,249	1.3%	222,202	205,219	70.9%	-7.6%
Videos/DVDs Loaned--Physical	5,913	5,789	16.7%	-2.1%	61,759	61,994	0.4%	63,582	61,628	21.3%	-3.1%
Audios, Including Music Loaned--Physical	1,573	1,371	4.0%	-12.8%	18,002	15,307	-15.0%	19,898	15,962	1.9%	-19.8%
Magazines/Periodicals Loaned--Physical	619	461	1.3%	-25.5%	6,296	5,479	-13.0%	7,382	5,466	1.9%	-26.0%
Other Items Loaned--Physical	39	141	0.4%	261.5%	437	1,875	329.2%	417	1,111	0.4%	166.4%
<b>Total Physical Item Circulation</b>	<b>31,469</b>	<b>31,538</b>		<b>0.2%</b>	<b>301,988</b>	<b>302,904</b>	<b>0.3%</b>	<b>313,481</b>	<b>289,386</b>		<b>-7.7%</b>
Use of Circulating Electronic Materials	2,809	3,064	8.9%	9.1%	30,141	33,017	9.5%			0.0%	#DIV/0!
<b>Total Circulation of Materials</b>	<b>34,278</b>	<b>34,602</b>		<b>0.9%</b>	<b>332,129</b>	<b>335,921</b>	<b>1.1%</b>	<b>313,481</b>	<b>289,386</b>		<b>-7.7%</b>
Successful Retrieval of Electronic Information	2,582	3,039	8.1%	17.7%	30,791	35,587	15.6%			0.0%	#DIV/0!
<b>Electronic Content Use</b>	<b>5,391</b>	<b>6,103</b>	16.2%	13.2%	<b>60,932</b>	<b>68,604</b>	<b>12.6%</b>	<b>0</b>	<b>0</b>	0.0%	#DIV/0!
<b>Total Collection Use</b>	<b>36,860</b>	<b>37,641</b>		<b>2.1%</b>	<b>362,920</b>	<b>371,508</b>	<b>2.4%</b>	<b>313,481</b>	<b>289,386</b>		<b>-7.7%</b>
Interlibrary Loans Provided To Other Libraries	3,429	3,231	48.0%	-5.8%	47,608	47,517	-0.2%	46,385	45,632	53.7%	-1.6%
Interlibrary Loans Received FROM Other Libraries	3,461	3,506	52.0%	1.3%	39,902	40,886	2.5%	41,464	39,334	46.3%	-5.1%
<b>Total ILL Transactions</b>	<b>6,890</b>	<b>6,737</b>		<b>-2.2%</b>	<b>87,510</b>	<b>88,402</b>		<b>87,849</b>	<b>84,966</b>		<b>-3.3%</b>
New Patron Registrations	262	256		-2.3%	2718	2657	-2.2%	2679	2554		-4.7%
# of Visitors (Security Gate)	24841	25024		0.7%	270995	277056	2.2%	269312	249297		-7.4%
Local History # of visitors	86	89		3.5%	1017	813	-20.1%				
Adult Programs Active	1125	680		-39.6%	8589	10689	24.4%				
Adult Programs Passive	0	0			0						
YA Programs Active	163	177		8.6%	1039	979	-5.8%				
YA Programs Passive	0	0			0						

Children's Programs Active	999	3053	205.6%	0		
Children's Programs Passive	0	0		0		
Total Programs		3910	#DIV/0!	0		
Public Sessions	3487	3278	-6.0%	0		
Wireless Sessions	454	1235	172.0%	0		
Website Sessions	9159	12314	34.4%	0		
Unique Visits	4239	7794	83.9%	0		
Page Views	14224	48616	241.8%	0		
Self Checks	14224	15239	7.1%	0		
Percentage of Self Checks	51%	55%	-3.5%	0		
Assists Adult	4514	4483	-0.7%	0		
Assists Children		1769	#DIV/0!	0		
Assists Local history	136	195	43.4%	2013	1942	-3.5%
IT help calls	86	107	24.4%	0		
Searches in Catalog	67948	67941	-0.01%	0		
Number of Items processed	0	1936		0		
Number of Items Withdrawn from Collection	0	1049		0		
Number of mended items	0	393		0		
Number of items ordered	0	867		0		
Number of records added to database	0	1543		0		

**From:** rmeyer@decaturlibrary.org  
**Sent:** Friday, July 26, 2019 2:39 PM  
**To:** 'Marc Fusion'  
**Subject:** FOIA Response

July 26, 2019

Mr. Marc Girdler  


Dear Mr. Girdler:

Thank you for writing to Decatur Public Library with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On July 18, 2019 you requested the following records: "the complete, unedited audio file of the DPL Board of Trustees meeting on 7/18/19".

The library has no records responsive to your request.

Sincerely,

Rick Meyer  
City Librarian  
Decatur Public Library  
130 N. Franklin St.  
Decatur, IL 62523  
P:217.421.9713



**DECATUR PUBLIC LIBRARY**

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**From:** Marc Fusion [REDACTED]  
**Sent:** Sunday, July 14, 2019 8:56 PM  
**To:** Request for Information  
**Subject:** FOIA Request

Hello,

This is a FOIA request for any/all emails, messages, or other communications from Rick Meyer to library staff, board members, or city officials on 6/19/2019. Digital response will be fine.

Thank you,

Marc Girdler

**From:** Marc Fusion [REDACTED]  
**Sent:** Monday, July 29, 2019 6:49 PM  
**To:** Request for Information; Rick Meyer; board@decaturlibrary.org; Robert Edwards  
**Subject:** Policy Inquiry

Hello,

I am curious about policy when it comes to reference desk workers and their service to patrons. I know many patrons ask for help when it comes to projects such as newspaper article searches/printing, genealogy searches/printing, advice on craft projects, or assistance with artwork on materials for local events/functions. Small (and sometimes not so small) projects that the desk workers can assist patrons with, that are a little outside the standard computer pass or book lookup. I'm curious if there's an official policy on this service and if so, can I please receive a copy and also, how would I go about requesting assistance on such a project? I think this is a valuable service and would like to make use of it in the near future.

Thank you as always,

Marc Girdler

**From:** Marc Fusion [REDACTED]  
**Sent:** Friday, July 26, 2019 7:38 PM  
**To:** Request for Information  
**Subject:** FOIA Request

This is a FOIA request for information regarding library/public funds used to send any Decatur Public Library representatives to the American Library Association conference in June 2019. As per Illinois FOIA law, this includes credit card bills, travel vouchers, and expense reports. This request covers reimbursement requests as well as expenses billed directly to the library. I would also like any communications/reports submitted about the conference or information on how the trip was justified, benefited the library, or how those who went benefited from the trip. Information about the expenditure of public funds is unequivocally covered by FOIA, so please comply fully.

Thank you,

Marc Girdler



**From:** Marc Fusion [REDACTED]  
**Sent:** Friday, July 19, 2019 12:05 AM  
**To:** Request for Information  
**Subject:** FOIA Request

Hello,

This is a FOIA request for ALL documents, emails, messages, etc. in regard to the "Bad Art Night" event at a local bar, Door 4.

Thank you,

Marc Girdler



# DECATUR PUBLIC LIBRARY

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## Head of Archives and Special Collections Job Description

### **Mission and Collection Policy related to the Archives and Special Collections Department:**

The Decatur Public Library (DPL) will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Decatur, its inhabitants, government, environment, businesses, institutions and organizations. Materials related to the history of Macon County, its communities and Illinois will also be maintained in cooperation with other historical, genealogical, archival and library collections in the area.

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional and organization records, and scrapbooks of historical materials that relate to Decatur and its environs. Emphasis will be placed on documenting the creation of city and county government, settlement, industry, commerce, education, recreation, and historically significant individuals as well as the history of civic, religious, cultural and social organizations. Found in the collection in various physical formats are: organization minutes, letters, yearbooks, periodicals, newsletters, demographic information, city directories, phone books, reports, studies, plans, obituaries, local histories, maps and plats, and images.

### **Nature of Work:**

This is a highly specialized professional position involving supervision of staff and/or volunteers and operations within the Local History Room, and the overall work of the Archives and Special Collections Department.

Work involves acquisition, organization, maintenance, and preservation of the library's archival and artifact collections including all books, paper, maps, photographs, machine readable materials, or other historic materials regardless of physical form or characteristics.

### **Supervision Received:**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations with the City Librarian.

### **Supervision Exercised:**

Exercises supervision over personnel and/or volunteers assigned to the Local History Room at Decatur Public Library.

### **Examples of work (Typical work examples, but not limited to the following):**

- ~~Plans and organizes the~~ Oversees the day-to-day operation of the Archives and Special Collections Department, especially the Local History Room, and instructs and supervises staff and/or volunteers.
- Manages the acquisition, preservation, processing, and description of all physical and digital archival collections using archival best practices.

- Create or maintain documentation and policies specifically for the Archives and Special Collections Department.
- Interviews, hires, evaluates, and recommends for promotion staff assigned to the Archives and Special Collection Department.
- Cultivates relationships with local historical organizations and collects and preserves materials of local historical ~~and genealogical~~ significance.
- Provides reference service and bibliographic instruction for the local history ~~and genealogical~~ collections and assists patrons in person, by telephone, mail, and electronic mail.
- Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.
- Develops specifications for contract binding, preservation microfilming, and digitization, and directs the preparation of materials **both print and non-print**.
- Works with library management and other division heads to coordinate special projects; such as exhibit planning, re-cataloging materials, etc.
- Represents the Library on various committees and organizations as appropriate or assigned **both in-house and in the community**.
- **Participates in continuous education and/or professional development.**
- Performs related work and other duties as assigned.

### Required **Qualifications**

- Master's degree in Library Science from an ALA-accredited institution with a concentration in archives, or equivalent combination of advanced degree and relevant experience.
- 3+ years of experience working in archives and special collections
- Experience supervising staff, interns, and volunteers.
- Experience working with digital collections and Omeka.
- ~~Must be able to supervise and evaluate work of volunteers/staff and correlate divisional activities to the needs of the Library.~~
- Knowledge of principles and practices of library science and practice of archival work as advocated by the Society of American Archivists.
- Knowledge of DACS (Describing Archives: A Content Standard), Dublin Core, and the Dewey Decimal system
- ~~Knowledge of office practices and procedures.~~
- ~~Knowledge of Dewey Decimal library classification system~~
- ~~Ability to learn the library's automated computer system/catalog and stay current with related updates and procedures.~~
- Experience with library computer systems and online catalogs (ex. Polaris, SyrsiDynix).
- Experience with library databases (ex. EbscoHost, Gale, ProQuest).
- Knowledge of or ability to learn digitization of materials, electronic file management, indexing and database creation.
- ~~Must have relevant training/experience in archival practices.~~
- Thorough knowledge of library reference procedures and activities.
- ~~Through knowledge of local history and genealogical materials as well as Internet and electronic databases, and CD-ROM resources.~~
- Strong oral and written communication skills
- Ability to deal with the public and employees in **a variety of** work situations.
- ~~Ability to work well with patrons of all ages.~~

- Ability to prepare standardized library statistical and activity reports
- Ability to work independently, ~~which may require independent study at home, under limited supervision after a period of training.~~

**Preferred Qualifications:**

- Certification (or provisional certification) through the Academy of Certified Archivists (ACA)
- Experience working with archival management software (e. g.. ArchivesSpace, ContentDM)

**Physical Requirements:**

- Ability to follow moderately complex oral and written instructions.
- Ability to lift and carry boxes of library materials.
- Ability to work evening and/or weekend hours as required.
- ~~Ability to lift and carry boxes of library materials.~~
- Ability to perform repetitive motion task with full range of mobility.
- Must have adequate eyesight, depth perception, and color vision to perform duties
- Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation meeting all relevant safety regulations.
- Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Rev 3/24/15

Management Pay Level 5

**Job Description**

**3110**

**Head of ~~Adult~~ Programs Resources and Services (PRS) Division**

**Decatur Public Library**

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**Nature of Work**

This is specialized professional library work involving the supervision of staff engaged in providing main library public service.

Work involves the scheduling and supervising of divisional staff, selecting and maintaining of library materials, and providing reader's guidance and references services. **Night and weekend work may be required.**

**Supervision Received**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

**Supervision Exercised**

Exercises supervision over personnel assigned to the ~~Adult PRS~~ Division.

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**Examples of Work (Typical work examples, but not limited to the following)**

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

~~Interviews and recommends citizens candidates for work within the division hire and/or promotion.~~

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Supervises the selection **and maintenance** of materials for the ~~adult~~ library collections.

Advises readers on book selections after evaluating indicated interests and assists library users in the selection of books, audiovisual materials, periodicals, and special and general publications.

~~Supervises and performs on-line data base searching.~~

Prepares material reviews and lists for programs and publications.

Develops **or supervises development of** public relations displays and news releases to promote library materials and programs ~~relating to area of supervision.~~

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Represents the library to appropriate community groups and agencies and at appropriate agency functions.

Works with appropriate community groups to promote and deliver library services.

**HEAD OF ADULT DIVISION  
DECATUR PUBLIC LIBRARY  
Job Description  
Page 2**

Plans and conducts appropriate library programming including, but not limited to story hours, summer reading programs and outreach programs.

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

~~Considerable~~ knowledge of the principles and practices of library science.

~~Considerable~~ knowledge of a wide range of books, authors, book publications, and audiovisual materials.

Knowledge of ~~and experience in~~ library administration.

~~Knowledge of and experience in on-line searching.~~

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

~~Ability to tell stories to various age groups.~~

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Ability to deal with the public and ~~employees in general and difficult work situations.~~ diverse staff. ~~(Experience with the various demographics represented in the city regardless of age, race, gender, economics, religion, etc....)~~

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Ability to work independently under general supervision.

**~~Desired~~ Required Training and Experience**

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. At least three years professional experience with increasing responsibility, preferably in a ~~reference or information~~ public services setting, is required.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5M

rev. 9/01

**Decatur Public Library**

**Nature of Work**

This is specialized professional library work involving the supervision of staff engaged in providing main library public service for children.

Work involves the scheduling and supervising of divisional staff, selecting and maintaining children's library materials, and providing reader's guidance. Night and weekend work may be required.

**Supervision Received**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

**Supervision Exercised**

Exercises supervision over personnel assigned to the Children's Division.

**Examples of Work (Typical work examples, but not limited to the following)**

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

Reviews, selects, and maintains materials for the children's collection.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Develops public relations displays and news releases to promote library materials and programs relating to the Children's Division.

Works with schools, daycares, and other community groups to promote and deliver library service for children.

Plans and conducts story hours and other appropriate children's programs; conducts storytelling sessions in local schools. Conducts a summer reading program.

Provides reference and reader's guidance.

Represents the library to appropriate community groups and agencies and at appropriate agency functions.

Conducts group tours through the children's division.

**HEAD OF CHILDREN'S DIVISION**

**DECATUR PUBLIC LIBRARY**

**Job Description**

**Page 2**

~~Performs related work and other duties as assigned.~~

**Required Knowledge, Abilities, and Skills**

~~Considerable knowledge of the principles and practices of library science.~~

~~Considerable knowledge of children's books, authors, and book publications.~~

~~Knowledge of and experience in library administration.~~

~~Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.~~

~~Ability to tell stories to various age groups.~~

~~Ability to deal with the public and employees in general and difficult work situations.  
Knowledge of child development and ability to work with children.~~

~~Ability to work independently under general supervision.~~

**Desired Training and Experience**

~~Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. At least three years experience in a public library children's department.~~

~~NOTE: This is an unclassified position filled by appointment of the City Librarian.~~

Pay Level 5

rev. 4/03



## Job Description

3122

### Head of Technical ~~Division~~ Services

#### Decatur Public Library

#### Nature of Work

This is a highly specialized professional position involving supervision of all staff assigned to the Technical Services Division.

Work involves original cataloging and adaptation of Library of Congress cataloging in the cataloging, classifying and subject assignment of books and audiovisual materials, and scheduling and supervising of divisional staff.

#### Supervision Received

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodical conferences, reports prepared, observation, and regular conferences.

#### Supervision Exercised

Exercises supervision over personnel assigned to the Technical Division.

#### Examples of Work (Typical work examples, but not limited to the following)

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Catalogs, classifies, and assigns subject headings to library materials.

Coordinates the maintenance of public on-line catalogs, which includes revising and updating materials and may incorporate solutions to particular problems of library users.

Works with **Illinois Heartland Library System (IHLS)** staff to coordinate **Decatur Public Library (DPL)** cataloging on the library automation system.

Works with division heads to coordinate special projects such as re-cataloging areas of the library's collections.

Represents the Library on various committees and organizations as appropriate or assigned.

Evaluates work performance of Technical Services staff.

Interviews and recommends job candidates for hire and/or promotion.

Performs related work and other duties as assigned.

## HEAD OF TECHNICAL DIVISION

### DECATUR PUBLIC LIBRARY

#### Job Description

#### Page 2

#### Required Knowledge, Abilities, and Skills

Thorough knowledge of Dewey Decimal Classification, Library of Congress Subject Headings, and ~~AA~~ ~~CR~~ ~~2~~ Resource, Description and Access (RDA) rules and standards.

Knowledge of a wide range books, authors, book publications, and audiovisual materials.

Knowledge of and experience with library automation systems.

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

~~Considerable~~ ~~KK~~ knowledge of principles of bibliographic organization and control.

Knowledge of the content and use of basic reference tools. Considerable familiarity with ~~Online Computer Library Center~~ (OCLC).

~~Ability to deal with the public and employees in general and difficult work situations. to work with the public and diverse staff.~~

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Knowledge of and experience in library administration.

#### ~~Desired~~ Required Training and Experience

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. At least three years professional experience with increasing responsibility, preferably at a public library, is required.

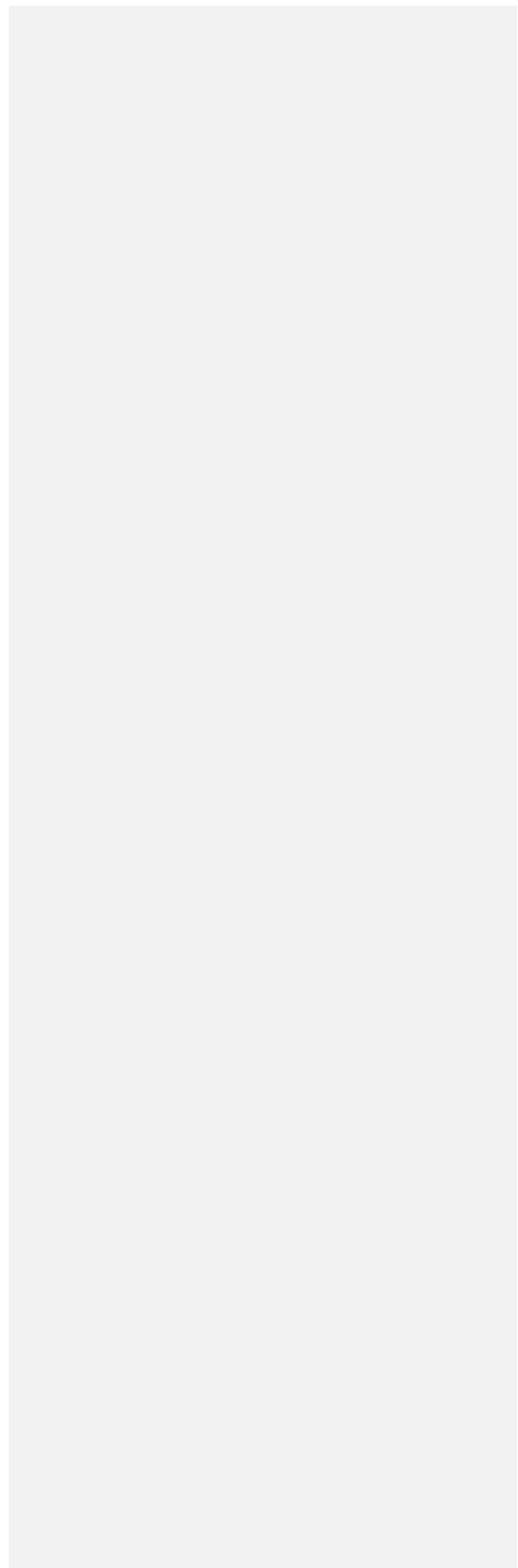
#### Desired Training and Experience

Some experience in cataloging using the Dewey Decimal Classification System, Library of Congress Subject Headings, and ~~AA~~ ~~CR~~ ~~2~~ RDA. Night and weekend work may be required.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5

rev. 11/02





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### CIRCULATION POLICY

#### CIRCULATION OF LIBRARY MATERIALS

In order to borrow materials from the Decatur Public Library patrons must have a library card from the Decatur Public Library, or any library in the Illinois Heartland Library SHARE System. Likewise, Decatur Public Library cards may be used at any library in the Illinois Heartland Library SHARE System.

A Decatur Public Library's card is free for anyone who pays property taxes in the City of Decatur. Decatur Public Library cards are non-transferable. Each patron (or in the case of a minor child – the parent) is responsible for all materials checked out on their card. Decatur Public Library cards do not expire, however there is an address check every 3 years. If a cardholder moves from the Decatur Public Library service area, the card will be cancelled. Cards that are unused for more than three years will be cancelled. If a patron card has been removed from the system, the patron must go through the application process again, in order to have library privileges reinstated.

#### Apply for a Library Card

To apply for a library card, applicants must present a valid state-issued driver's license, a state-issued photo ID card or a federal (passport) photo ID that has their current residential address. If the address on the ID differs from the patron's current residence, the patron will be asked to supply verification of their current address. Acceptable forms of verification include:

- A piece of mail addressed to the patron at their current residence (postmarked within the last 30 days)
- A utility bill within the last 30 days
- Imprinted bank check
- A current lease or contract (within 30 days) with the applicant's name and address
- A vehicle registration card
- Library mailed self-addressed postcard
- Deed or title for property in the city of Decatur, IL

Patrons who sign application forms agree to abide by the regulations and guidelines of the Library.

If the card is lost or stolen, it is the responsibility of the card holder to notify the library as soon as possible. Lost or stolen cards can be replaced for a \$3.00 fee.

The Library should be notified of any changes in address (including email addresses), phone numbers or name changes as soon as possible. Mail notifications (including email and text

notifications) that are returned to the library for any reason will prompt a patron block, temporarily suspending library card privileges until the contact information has been confirmed.

Registration for patrons under 18 years of age requires parental/guardian signature. The parent or legal guardian of the child/young adult must be present at the time of registration. Exceptions may be made for school-sponsored registrations.

Patrons 13 and under will be restricted to borrowing items from the juvenile (J) collection.

#### **Non Resident Cards and Temporary Cards:**

Patrons who are unserved by an Illinois public library, but reside within Macon County are eligible for one Non-resident card per family for a fee. Public Act 92-0166, effective July 1, 2002 requires non-residents to obtain library cards at the closest public library

Non-residents who pay Decatur property taxes and their households may obtain a library card free of charge by presenting a valid state or federal ID and a current tax bill providing proof of taxes paid to the City of Decatur for the current year. All family members residing at the residence of the non-resident taxpayer fee payer shall be eligible for a non-resident borrower's card. Non-resident cards are valid for twelve months from date of payment of fee

#### **Temporary Cards**

To obtain a temporary card, applicants must have valid state or federal ID and verification (e.g. work visa, college ID card, or letter from temporary shelter) of temporary residence in the city of Decatur. Temporary cards are restricted to 5 print items, the library internet computers, and library databases. Temporary cards expire every 6 months.

#### **E-Card**

Electronic cards are available for the access of online library resources only. In order to obtain an E-Card, applicants must fill out the online form. A barcode and password will be emailed back to them for access to the libraries online resources as soon as their information has been confirmed.

#### **Loan period**

All materials loaned by the Library are due a fixed number of days after they are borrowed. Items may be renewed one time. Items may be renewed over the counter, by phone, or through the Library's website, providing that the item is not reserved by another patron and the patron's account is in good standing.

The Decatur Public Library will only renew materials borrowed from other libraries according to their policies. The Decatur Public Library will not extend due dates on materials owned by other libraries, without the owning library's consent.

#### **Reserves on Material**

Requests may be placed on materials using the online catalog, or via library staff. Patrons are notified by mail, email or text notification when their requested materials arrive at the Library. Requested materials that are not picked up before the date on the patron's notification will be returned to the shelves or other lending libraries. Patrons may cancel requests by phone, online, email or in person.

### **Fines and fees**

Decatur Public Library does not charge patrons overdue fines. Patrons who have not returned overdue materials will have their library privileges suspended until either the materials are renewed, returned, or paid for.

Notice will be given to the patron that the materials are overdue within 10 days after their due date. If the materials are not returned, a second notice will be given within 20 days after the first notice that the materials are overdue. Failure to return library materials within 10 days after the second notice will result in a bill for library materials from the library.

Items borrowed from other libraries within the SHARE consortium will be subject to the loan period and renewal policies of the lending library. Items borrowed from other libraries outside of the SHARE consortium will be subject to the loan period, renewal *and fine policies* of the lending library.

Patrons who have been assessed fees in excess of \$25.00 and have not paid within 60 days may be referred to a collection agency.

After an account has been turned over to the collection agency, materials charged to that account may be returned within 15 days of the collection agency notification.

Payment of all fines and fees for all items that are lost or damaged is the responsibility of the library card holder (or in the case of a borrower under 18, the parent or guardian).

Patrons who have lost **or damaged** library materials shall be charged the list price of the material. The Decatur Public Library will not reimburse replacement costs ~~or the cost of fees~~ for items returned after payment has been received.

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Decatur Public Library charges \$3.00 for a replacement library card, \$10.00 for a returned check, and \$10.00 collection agency fee.

### **Destruction of Library Materials**

Individuals who commit willful destruction of library materials and library property may be subject to legal prosecution.

Approved by Board of Trustees Effective June 1, 2018

Amended by Board of Trustees June 21, 2018

**CITY OF DECATUR**

DATE: 8/10/2019

TIME: 2:50:56PM

**FOR INVOICES FROM 7/1/2019 TO 7/31/2019**

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT</u>
<b>35 LIBRARY FUND</b>					
128895	7/2/2019	AMAZON.COM CREDIT	41.16	ACCT 8641	POSTAGE
128895	7/2/2019	AMAZON.COM CREDIT	232.37		OTHER LIBRARY GRAN
128895	7/2/2019	AMAZON.COM CREDIT	694.33		OFFICE SUPPLIES
128895	7/2/2019	AMAZON.COM CREDIT	1,162.51		SMALL CAPITAL ITEM
128895	7/2/2019	AMAZON.COM CREDIT	150.08		BOOKS & PERIODICAL
128902	7/2/2019	BAKER & TAYLOR CO	25.64	LIBRARY MATERIALS	OTHER LIBRARY GRAN
128902	7/2/2019	BAKER & TAYLOR CO	180.42		OTHER LIBRARY GRAN
128902	7/2/2019	BAKER & TAYLOR CO	6.44		OFFICE SUPPLIES
128902	7/2/2019	BAKER & TAYLOR CO	11.50		OFFICE SUPPLIES
128902	7/2/2019	BAKER & TAYLOR CO	13.57		OFFICE SUPPLIES
128902	7/2/2019	BAKER & TAYLOR CO	14.49		OFFICE SUPPLIES
128902	7/2/2019	BAKER & TAYLOR CO	18.17		OFFICE SUPPLIES
128902	7/2/2019	BAKER & TAYLOR CO	4.93		BOOKS & PERIODICAL
128902	7/2/2019	BAKER & TAYLOR CO	46.65		BOOKS & PERIODICAL
128902	7/2/2019	BAKER & TAYLOR CO	116.75		BOOKS & PERIODICAL
128902	7/2/2019	BAKER & TAYLOR CO	131.96		BOOKS & PERIODICAL
128902	7/2/2019	BAKER & TAYLOR CO	236.51		BOOKS & PERIODICAL
128902	7/2/2019	BAKER & TAYLOR CO	290.50		BOOKS & PERIODICAL
128902	7/2/2019	BAKER & TAYLOR CO	297.63		BOOKS & PERIODICAL
128918	7/2/2019	COMMERCIAL MAIL SERVICES	358.96	JUNE 15 - JUNE 28'19	POSTAGE
128933	7/2/2019	DEMCO INC	9.95	OFFICE SUPPLIES	POSTAGE
128933	7/2/2019	DEMCO INC	516.73		OFFICE SUPPLIES
128939	7/2/2019	EAST ALTON PUBLIC LIBRARY DIST	26.95	LOST ITEM	PROFESSIONAL SERVI
128957	7/2/2019	JERSEYVILLE PUBLIC LIBRARY	74.96	LOST ITEMS	PROFESSIONAL SERVI
128975	7/2/2019	MIDWEST TAPE, LLC	13.59	AV MATERIALS	BOOKS & PERIODICAL
128975	7/2/2019	MIDWEST TAPE, LLC	15.74		BOOKS & PERIODICAL
128975	7/2/2019	MIDWEST TAPE, LLC	31.98		BOOKS & PERIODICAL
128975	7/2/2019	MIDWEST TAPE, LLC	82.21		BOOKS & PERIODICAL
128975	7/2/2019	MIDWEST TAPE, LLC	134.70		BOOKS & PERIODICAL
128987	7/2/2019	NCI BUSINESS SYSTEMS	38.95	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMI

128997	7/2/2019	RECORD SYSTEMS INC.	515.00	JULY-DEC'19	SERV-OFFICE EQUIPMI
129008	7/2/2019	TECHSOUP GLOBAL	140.00	VERITAS BACKUP EXEC 20	COMPUTER SOFTWARE
129023	7/11/2019	BAKER & TAYLOR CO	18.45	LIBRARY MATERIALS	OTHER LIBRARY GRAN
129023	7/11/2019	BAKER & TAYLOR CO	25.64		OTHER LIBRARY GRAN
129023	7/11/2019	BAKER & TAYLOR CO	1.38		OFFICE SUPPLIES
129023	7/11/2019	BAKER & TAYLOR CO	8.97		OFFICE SUPPLIES
129023	7/11/2019	BAKER & TAYLOR CO	12.88		OFFICE SUPPLIES
129023	7/11/2019	BAKER & TAYLOR CO	17.25		OFFICE SUPPLIES
129023	7/11/2019	BAKER & TAYLOR CO	18.40		OFFICE SUPPLIES
129023	7/11/2019	BAKER & TAYLOR CO	27.40		BOOKS & PERIODICAL
129023	7/11/2019	BAKER & TAYLOR CO	55.49		BOOKS & PERIODICAL
129023	7/11/2019	BAKER & TAYLOR CO	101.17	LIBRARY MATERIALS	BOOKS & PERIODICAL
129023	7/11/2019	BAKER & TAYLOR CO	120.14		BOOKS & PERIODICAL
129023	7/11/2019	BAKER & TAYLOR CO	225.18		BOOKS & PERIODICAL
129023	7/11/2019	BAKER & TAYLOR CO	299.25		BOOKS & PERIODICAL
129023	7/11/2019	BAKER & TAYLOR CO	370.77		BOOKS & PERIODICAL
129055	7/11/2019	GUILLORY, DAN	8.97	BOOK THE PRAIRIE THEN&NOW	BOOKS & PERIODICAL
129071	7/11/2019	MEYER, RICK	222.95	TRAVEL REIMBURSEMENTS	CONFERENCES & TRA'
129072	7/11/2019	MIDWEST TAPE, LLC	18.74	AV MATERIALS	BOOKS & PERIODICAL
129072	7/11/2019	MIDWEST TAPE, LLC	19.78		BOOKS & PERIODICAL
129072	7/11/2019	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICAL
129072	7/11/2019	MIDWEST TAPE, LLC	70.98		BOOKS & PERIODICAL
129072	7/11/2019	MIDWEST TAPE, LLC	230.73		BOOKS & PERIODICAL
129093	7/11/2019	ROTARY CLUB OF DECATUR	241.00	R MEYER JULY-SEPT'19 MEMBERSHIP	MEMBERSHIP FEES
129094	7/11/2019	SAM'S CLUB	197.46	ACCT 9064	OFFICE SUPPLIES
129102	7/11/2019	THE GLASS HOUSE	170.00	2 BOARD RETIREMENT PLACQUES	PROFESSIONAL SERVI
129115	7/11/2019	WORLD ARCHIVES	1,924.00	SUBSCRIPTION OCT'19-SEPT'20	BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	5.75	LIBRARY MATERIALS	OTHER LIBRARY GRAN
129125	7/16/2019	BAKER & TAYLOR CO	19.07		OTHER LIBRARY GRAN
129125	7/16/2019	BAKER & TAYLOR CO	177.63		OTHER LIBRARY GRAN
129125	7/16/2019	BAKER & TAYLOR CO	717.58		OTHER LIBRARY GRAN
129125	7/16/2019	BAKER & TAYLOR CO	4.14		OFFICE SUPPLIES
129125	7/16/2019	BAKER & TAYLOR CO	6.44		OFFICE SUPPLIES
129125	7/16/2019	BAKER & TAYLOR CO	6.90		OFFICE SUPPLIES
129125	7/16/2019	BAKER & TAYLOR CO	37.49		OFFICE SUPPLIES
129125	7/16/2019	BAKER & TAYLOR CO	45.31		OFFICE SUPPLIES
129125	7/16/2019	BAKER & TAYLOR CO	25.78		BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	33.99		BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	117.48		BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	118.11		BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	118.36		BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	163.24		BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	184.66		BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	656.79		BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	762.90		BOOKS & PERIODICAL
129143	7/16/2019	COMCAST	159.85	ACCT 929526423	TELEPHONE
129203	7/16/2019	MIDWEST TAPE, LLC	11.24	AV MATERIALS	BOOKS & PERIODICAL



129203	7/16/2019	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICAL
129203	7/16/2019	MIDWEST TAPE, LLC	25.18		BOOKS & PERIODICAL
129203	7/16/2019	MIDWEST TAPE, LLC	7,000.00		BOOKS & PERIODICAL
129206	7/16/2019	MISSISSIPPI VALLEY PUBLIC LIBRARY DI	14.49	LOST ITEM	PROFESSIONAL SERVI
129219	7/16/2019	PAETEC	48.25	ACCT 633318933001	TELEPHONE
129219	7/16/2019	PAETEC	53.89	ACCT 633292627001	TELEPHONE
129234	7/16/2019	SHAWNEE COMMUNITY COLLEGE	48.00	DAMAGED ITEM	PROFESSIONAL SERVI
129252	7/16/2019	UNIQUE MANAGEMENT SERVICES	420.65	COLLECTION SERVICE	PROFESSIONAL SERVI
129258	7/16/2019	W W GRAINGER, INC.	20.64	OFFICE SUPPLIES	OFFICE SUPPLIES
129272	7/23/2019	BAKER & TAYLOR CO	41.85	LIBRARY MATERIALS	OTHER LIBRARY GRAN
129272	7/23/2019	BAKER & TAYLOR CO	0.69		OFFICE SUPPLIES
129272	7/23/2019	BAKER & TAYLOR CO	4.83		OFFICE SUPPLIES
129272	7/23/2019	BAKER & TAYLOR CO	11.27		OFFICE SUPPLIES
129272	7/23/2019	BAKER & TAYLOR CO	20.70		OFFICE SUPPLIES
129272	7/23/2019	BAKER & TAYLOR CO	27.60		OFFICE SUPPLIES
129272	7/23/2019	BAKER & TAYLOR CO	32.43		OFFICE SUPPLIES
129272	7/23/2019	BAKER & TAYLOR CO	34.96		OFFICE SUPPLIES
129272	7/23/2019	BAKER & TAYLOR CO	53.36		OFFICE SUPPLIES
129272	7/23/2019	BAKER & TAYLOR CO	15.87		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	114.48		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	126.47		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	271.50		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	378.95		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	473.67		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	529.04		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	759.25		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	875.10		BOOKS & PERIODICAL
129281	7/23/2019	CALL ONE	593.92	ACCT 1212890-1135593	TELEPHONE
129284	7/23/2019	CHAMBER OF COMMERCE	275.00	BRONZE TIER MEMBERSHIP	MEMBERSHIP FEES
129285	7/23/2019	CHESTER PUBLIC LIBRARY	25.50	LOST ITEM	PROFESSIONAL SERVI
129288	7/23/2019	COMMERCIAL MAIL SERVICES	364.80	JULY 1-15'19	POSTAGE
129327	7/23/2019	JONES & THOMAS	100.00	JOB #011814	PROFESSIONAL SERVI
129328	7/23/2019	KANOPY	217.00	STREAMING DATABASE	BOOKS & PERIODICAL
129335	7/23/2019	MARTINSVILLE LIBRARY	21.99	LOST ITEM	PROFESSIONAL SERVI
129338	7/23/2019	MIDWEST TAPE, LLC	59.98	AV MATERIALS	OTHER LIBRARY GRAN
129338	7/23/2019	MIDWEST TAPE, LLC	29.99		BOOKS & PERIODICAL
129338	7/23/2019	MIDWEST TAPE, LLC	39.73		BOOKS & PERIODICAL
129338	7/23/2019	MIDWEST TAPE, LLC	246.13		BOOKS & PERIODICAL
129362	7/23/2019	ROSE DREW, INC	50.08	DVD POLY FULL/SLIM SLEEVE	POSTAGE
129362	7/23/2019	ROSE DREW, INC	626.00		OFFICE SUPPLIES
129367	7/23/2019	STRIGLOS/HAINES & ESSICK	30.04	OFFICE SUPPLIES	OFFICE SUPPLIES
129369	7/23/2019	TECHSOUP GLOBAL	493.00	OFFICE STANDARD 2019	COMPUTER SOFTWARE
129376	7/23/2019	VERIZON WIRELESS	266.86	TELEPHONE CHARGES	TELEPHONE
129381	7/23/2019	WATTS COPY SYSTEMS	958.60	MAINTENANCE TO OFFICE EQUIPMEN	SERV-OFFICE EQUIPM
129393	7/30/2019	BAKER & TAYLOR CO	377.22	LIBRARY MATERIALS	OTHER LIBRARY GRAN
129393	7/30/2019	BAKER & TAYLOR CO	5.52		OFFICE SUPPLIES
129393	7/30/2019	BAKER & TAYLOR CO	7.13		OFFICE SUPPLIES

129393	7/30/2019	BAKER & TAYLOR CO	91.66		BOOKS & PERIODICAL
129393	7/30/2019	BAKER & TAYLOR CO	125.20	LIBRARY MATERIALS	BOOKS & PERIODICAL
129404	7/30/2019	CDW GOVERNMENT INC	1,140.15	OFFICEPRO PLUS 2019	COMPUTER SOFTWARE
129416	7/30/2019	DEMCO INC	9.95	COLOR TINTED LABELS	POSTAGE
129416	7/30/2019	DEMCO INC	96.60		OFFICE SUPPLIES
129429	7/30/2019	GALE GROUP, INC.	5,041.31	DATABASE AND LP STANDING ORDER	BOOKS & PERIODICAL
129440	7/30/2019	ILLINOIS HEARTLAND LIBRARY SYSTEM	345.00	FY2020 SHARE BIBLIOGRAPHIC FEE #DPLP	MEMBERSHIP FEES
129440	7/30/2019	ILLINOIS HEARTLAND LIBRARY SYSTEM	38,642.78	FY2020 SHARE MEMBERSHIP FEE #DPLP	MEMBERSHIP FEES
129441	7/30/2019	ILLINOIS HEARTLAND LIBRARY SYSTEM	6,302.89	#JNE FY2020 OCLC FEE	MEMBERSHIP FEES
129459	7/30/2019	MIDWEST TAPE, LLC	11.19	AV MATERIALS	BOOKS & PERIODICAL
129459	7/30/2019	MIDWEST TAPE, LLC	14.24		BOOKS & PERIODICAL
129459	7/30/2019	MIDWEST TAPE, LLC	39.73		BOOKS & PERIODICAL
129459	7/30/2019	MIDWEST TAPE, LLC	59.97		BOOKS & PERIODICAL
129459	7/30/2019	MIDWEST TAPE, LLC	74.98		BOOKS & PERIODICAL
129470	7/30/2019	NCI BUSINESS SYSTEMS	38.95	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPM
129497	7/30/2019	WALLENDER-DEDMAN PRINTING	105.00	READING LOG BROCHURE	PRINTING AND BINDIN
620003843	7/12/2019	REGIONS/CREDIT CARD	2,016.55	ACCT 3978	CONFERENCES & TRA'
<b>35 LIBRARY FUND Total</b>			<b>83,807.76</b>		
<b>59 LIBRARY TRUST FUNDS</b>					
128902	7/2/2019	BAKER & TAYLOR CO	41.01	LIBRARY MATERIALS	BOOKS & PERIODICAL
129023	7/11/2019	BAKER & TAYLOR CO	35.08		BOOKS & PERIODICAL
129023	7/11/2019	BAKER & TAYLOR CO	38.13		BOOKS & PERIODICAL
129055	7/11/2019	GUILLORY, DAN	8.97	BOOK THE PRAIRIE THEN&NOW	BOOK AND PERIODICA
129125	7/16/2019	BAKER & TAYLOR CO	15.11	LIBRARY MATERIALS	BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	15.95		BOOKS & PERIODICAL
129125	7/16/2019	BAKER & TAYLOR CO	19.07		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	18.45		BOOKS & PERIODICAL
129272	7/23/2019	BAKER & TAYLOR CO	146.99		BOOKS & PERIODICAL
<b>59 LIBRARY TRUST FUNDS Total</b>			<b>338.76</b>		
<b>WARRANT TOTAL:</b>			<b>84,146.52</b>		









DPL FY 2019 Management/Budget Report

Prepared: August 6, 2019

At end of July 58% of the year has passed

**Revenue**

	FY 2019 Budgeted	% of Budget	Actual YTD	% of Budget	FY18 YTD	% Change
Property Taxes	\$ 2,842,000	74.1%	\$ 1,688,486.45	59.4%	\$ 1,551,560.80	8.8%
All Other	\$ 993,545	25.9%	\$ 688,368.69	69.3%	\$ 690,569.51	-0.3%
<b>Total Revenue</b>	<b>\$ 3,835,545</b>		<b>\$ 2,376,855.14</b>	<b>62.0%</b>	<b>\$ 2,242,130.31</b>	<b>6.0%</b>

**Expense**

Personnel

Payroll	\$ 1,672,917		\$ 890,747.52	53.2%	\$ 902,175.08	-1.3%
Benefits	\$ 643,105		\$ 337,529.43	52.5%	\$ 363,143.63	-7.1%
	<b>\$ 2,316,022</b>	<b>61.2%</b>	<b>\$ 1,228,276.95</b>	<b>53.0%</b>	<b>\$ 1,265,318.71</b>	<b>-2.9%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 173,017.00	70.6%	\$ 193,619.68	-10.6%
Per Capita	\$ 95,000		\$ -	0.0%	n/a	n/a
<b>Total Materials</b>	<b>\$ 340,000</b>	<b>9.0%</b>	<b>\$ 173,017.00</b>	<b>50.9%</b>	<b>\$ 193,619.68</b>	<b>-10.6%</b>

Professional Services

Professional Services	\$ 50,000		\$ 20,380.02	40.8%	\$ 15,779.51	29.2%
Temp Agency	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!

Allocations

Administrative Fee	\$ 97,584		\$ 56,924.00	58.3%	\$ 60,354.00	-5.7%
Purchasing	\$ 12,384		\$ 7,224.00	58.3%	\$ 8,561.00	-15.6%
MIS	\$ 38,364		\$ 22,379.00	58.3%	\$ 25,291.00	-11.5%

Grants

PNG	\$ 15,000		\$ 5,594.29	37.3%	n/a	n/a
Other grants	\$ 75,000		\$ 2,139.62	2.9%	n/a	n/a

Advertising	\$ 500		\$ 310.82	62.2%	\$ -	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$ 500		\$ 344.00	68.8%	\$ 168.00	104.8%
Postage	\$ 14,000		\$ 6,379.87	45.6%	\$ 5,193.40	22.8%
Service to Office Equipment	\$ 10,000		\$ 22,825.56	228.3%	\$ 8,120.02	181.1%
Telephone	\$ 16,300		\$ 5,927.14	36.4%	\$ 16,511.90	-64.1%
Software	\$ 18,000		\$ 26,097.49	145.0%	\$ 2,322.96	1023.5%
Office Supplies	\$ 30,000		\$ 18,971.58	63.2%	\$ 15,989.30	18.7%
Small Capital	\$ 20,000.00		\$ 16,928.32	84.6%	\$ 8,001.50	111.6%

Staff Development

Conferences/Training/Travel	\$ 20,000		\$ 4,101.86	20.5%	\$ 13,964.72	-70.6%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ 1,500.00	-100.0%
Membership	\$ 48,000		\$ 50,002.57	104.2%	\$ 47,092.92	6.2%

**Insurance**

Unemployment	\$ 2,652	\$ 1,547.00	58.3%	\$ 1,155.00	33.9%
Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 45,836.00	58.3%	\$ 51,191.00	-10.5%

**Building Costs**

Rent	\$ 575,000.00	\$ 335,419.00	58.3%	\$ 335,419.00	0.0%
Supplies	\$ -	\$ 139.90	#DIV/0!	\$ 582.00	-76.0%
Maintenace	\$ -	\$ -	#DIV/0!	\$ 175.00	-100.0%

**Total Operations/Services** \$ **1,467,360** **38.8%** \$ **649,472.04** **44.3%** \$ **617,372.23** **5.2%**

**Total Expenses** \$ **3,783,382** \$ 1,877,748.99 49.6% \$ 1,882,690.94 -0.3%

**Revenue Minus Expense** \$ **52,163** \$ **499,106.15** **956.8%** \$ **359,439.37** **38.9%**

**Operating fund**

Date	Beginning	Revenue	Expense	Balance Sheet Activi	Equals
1/1/2019	\$ 1,063,511.12	\$ 232,364.45	\$ 270,419.46	\$ 2,077.98	\$ 1,027,534.09
2/1/2019	\$ 1,027,534.09	\$ 50,666.36	\$ 250,995.03	\$ 194.64	\$ 827,400.06
3/1/2019	\$ 827,400.06	\$ 61,702.45	\$ 285,337.24	\$ -	\$ 603,765.27
4/1/2019	\$ 603,765.27	\$ 116,424.25	\$ 296,858.14	\$ -	\$ 423,331.38
5/1/2019	\$ 423,331.38	\$ 139,441.32	\$ 360,300.19	\$ -	\$ 202,472.51
6/1/2019	\$ 202,472.51	\$ 47,332.81	\$ 267,614.61	\$ -	\$ (17,809.29)
7/1/2019	\$ (17,809.29)	\$ 1,728,923.50	\$ 319,316.83	\$ 531.91	\$ 1,392,329.29
8/1/2019	\$ 1,392,329.29				
9/1/2019	\$ -				
10/1/2019	\$ -				
11/1/2019	\$ -				
12/1/2019	\$ -				

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

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 131,499.36	\$ 78.42	\$ -	\$ 131,577.78
2/1/2019	\$ 131,577.78	\$ 207.58	\$ -	\$ 131,785.36
3/1/2019	\$ 131,785.36	\$ 101.85	\$ -	\$ 131,887.21
4/1/2019	\$ 131,887.21	\$ -	\$ -	\$ 131,887.21
5/1/2019	\$ 131,887.21	\$ 179.29	\$ -	\$ 132,066.50
6/1/2019	\$ 132,066.50	\$ 668.86	\$ -	\$ 132,735.36
7/1/2019	\$ 132,735.36	\$ -	\$ -	\$ 132,735.36
8/1/2019	\$ 132,735.36			

**Trust Accounts****Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 57,814.13	\$ 34.48	\$ -	\$ 57,848.61
2/1/2019	\$ 57,848.61	\$ 46.48	\$ -	\$ 57,895.09
3/1/2019	\$ 57,895.09	\$ 44.78	\$ -	\$ 57,939.87
4/1/2019	\$ 57,939.87	\$ -	\$ -	\$ 57,939.87
5/1/2019	\$ 57,939.87	\$ 52.03	\$ -	\$ 57,991.90
6/1/2019	\$ 57,991.90	\$ 227.39	\$ -	\$ 58,219.29
7/1/2019	\$ 58,219.29	\$ -	\$ -	\$ 58,219.29
8/1/2019	\$ 58,219.29			

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 143,183.11	\$ 84.74	\$ 2,170.03	\$ 141,097.82
2/1/2019	\$ 141,097.82	\$ 112.53	\$ 2,099.45	\$ 139,110.90
3/1/2019	\$ 139,110.90	\$ 106.86	\$ 1,908.20	\$ 137,309.56
4/1/2019	\$ 137,309.56	\$ -	\$ 1,908.20	\$ 135,401.36



5/1/2019	\$	<b>135,401.36</b>	\$	120.30	\$	2,862.30	\$	132,659.36
6/1/2019	\$	<b>132,659.36</b>	\$	541.21	\$	1,908.20	\$	131,292.37
7/1/2019	\$	<b>131,292.37</b>	\$	-	\$	1,917.17	\$	129,375.20
8/1/2019	\$	<b>129,375.20</b>						

**Memorials/Donations**

<b>Date</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Equals Ending</b>
1/1/2019	\$ 26,174.87	\$ 290.69	\$ 10.45	\$ 26,455.11
2/1/2019	\$ 26,455.11	\$ 411.41	\$ 10.00	\$ 26,856.52
3/1/2019	\$ 26,856.52	\$ 1,059.81	\$ 246.89	\$ 27,669.44
4/1/2019	\$ 27,669.44	\$ 333.59	\$ 932.81	\$ 27,070.22
5/1/2019	\$ 27,070.22	\$ 1,438.50	\$ 1,872.92	\$ 26,635.80
6/1/2019	\$ 26,635.80	\$ 105.72	\$ 900.54	\$ 25,840.98
7/1/2019	\$ 25,840.98	\$ 65.00	\$ 329.79	\$ 25,576.19
8/1/2019	\$ 25,576.19			

<b>Total</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Balance Sheet activity</b>	<b>Ending</b>
1/1/2019	\$ 1,422,182.59	\$ 232,852.78	\$ 272,599.94	\$ 2,077.98	\$ 1,384,513.41
2/1/2019	\$ 1,384,513.41	\$ 51,444.36	\$ 253,104.48	\$ 194.64	\$ 1,183,047.93
3/1/2019	\$ 1,183,047.93	\$ 63,015.75	\$ 287,492.33	\$ -	\$ 958,571.35
4/1/2019	\$ 958,571.35	\$ 116,757.84	\$ 299,699.15	\$ -	\$ 775,630.04
5/1/2019	\$ 775,630.04	\$ 141,231.44	\$ 365,035.41	\$ -	\$ 551,826.07
6/1/2019	\$ 551,826.07	\$ 48,875.99	\$ 270,423.35	\$ -	\$ 330,278.71
7/1/2019	\$ 330,278.71	\$ 1,728,988.50	\$ 321,563.79	\$ 531.91	\$ 1,738,235.33
8/1/2019	\$ 1,738,235.33				

## DPL 2019 Budget Projection July

	2019 Projected	2019 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 397,579	\$ 250,000	\$ 147,579
State Grants or other	\$ 95,153	\$ 110,000	\$ (14,848)
Other Grants	\$ 2,587	\$ 75,000	\$ (72,413)
Payment in Lieu of Taxes	\$ 511,095	\$ 511,095	\$ -
Fines/Fees	\$ 3,337	\$ 1,000	\$ 2,337
Non-resident fees	\$ 395	\$ 150	\$ 245
Lost or Damaged Books	\$ 5,976	\$ 5,200	\$ 776
Copies/Misc.	\$ 8,814	\$ 8,400	\$ 414
Meeting Room Fees	\$ 5,969	\$ 3,700	\$ 2,269
Interest Income	\$ 6,493	\$ 500	\$ 5,993
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 18,828	\$ 2,000	\$ 16,828
Transfer from Meyer	\$ 24,520	\$ 25,000	\$ (480)
<b>Total Revenues</b>	<b>\$ 3,924,246</b>	<b>\$ 3,835,545</b>	<b>\$ 88,701</b>

### Library Operations

#### DPL Personnel Services

Salaries	\$ 1,542,157	\$ 1,671,917	\$ 129,760
Overtime	\$ 1,488	\$ 1,000	\$ (488)
IMRF	\$ 143,814	\$ 168,867	\$ 25,053
FICA	\$ 116,162	\$ 127,468	\$ 11,306
Life Insurance	\$ 2,539	\$ 3,182	\$ 643
Medical Insurance	\$ 299,100	\$ 321,750	\$ 22,650
Service Recognition	\$ 21,838	\$ 21,838	\$ -

<b>Total Personnel</b>	<b>\$ 2,127,098</b>	<b>\$ 2,316,022</b>	<b>\$ 188,924</b>
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### Operating Expenses

Unemployment insurance	\$ 2,652	\$ 2,652	\$ -
Advertising	\$ 533	\$ 500	\$ (33)
Printing/Binding	\$ 590	\$ 500	\$ (90)
Service to Office Equipment	\$ 39,129	\$ 10,000	\$ (29,129)
MIS Services	\$ 38,364	\$ 38,364	\$ -
Telephone	\$ 10,161	\$ 16,300	\$ 6,139
Banking Service Charges	\$ 129	\$ -	\$ (129)
Conferences/Travel/training	\$ 7,032	\$ 20,000	\$ 12,968
Postage	\$ 10,937	\$ 14,000	\$ 3,063
Computer Software	\$ 44,739	\$ 18,000	\$ (26,739)
Admin Fee	\$ 97,548	\$ 97,584	\$ 36
Medical Expenses	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000
Professional Services	\$ 34,937	\$ 50,000	\$ 15,063
Membership Fees	\$ 53,498	\$ 48,000	\$ (5,498)
PNG Expenses	\$ 9,590	\$ 15,000	\$ 5,410
Per Capita Expenses	\$ 95,153	\$ 95,000	\$ (153)

Other Grant	\$ 3,668	\$ 75,000	\$ 71,332
Office Supplies	\$ 32,523	\$ 30,000	\$ (2,523)
Purchasing	\$ 12,384	\$ 12,384	\$ -
Risk Management	\$ 78,576	\$ 78,576	\$ -
Small Capital	\$ 29,020	\$ 20,000	\$ (9,020)
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Service to Mainting Building	\$ -	\$ -	\$ -
Materials for Building	\$ 240	\$ -	\$ (240)
<b>Total Operating Expenses</b>	<b>\$ 1,421,403</b>	<b>\$ 1,467,360</b>	<b>\$ 45,958</b>

<b>Total Expenses</b>	<b>\$ 3,548,501</b>	<b>\$ 3,783,382</b>	<b>\$ 234,882</b>
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<b>Surplus/Deficit</b>	<b>\$ 375,745</b>	<b>\$ 52,163</b>	
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