



DECATUR PUBLIC LIBRARY

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**AGENDA
REGULAR MEETING
BOARD OF TRUSTEES
Thursday, June 15, 2023
4:30 p.m.
Decatur Public Library
Board Room**

- I. **Call to order** Sofia Xethalis
- II. **Consent Agenda (Approval of Agenda; Approval of May 18, 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. Diversity, Equity, Inclusion (Discussion)
 - iii. City Librarian Job Description (Action)
 - iv. Strategic Plan (Action)
 - v. Other (Discussion)
 - B. **Finance and Properties Committee**—Jacobie Jones
 - i. Capital Needs & Projects (Discussion)
 - ii. Friends of the Library Relocation (Discussion)
 - iii. May 2023 Check Register (Action)
 - iv. May 2023 Actuals & Projection (Discussion)
 - v. Other (Discussion)
 - C. **Foundation**—Rick Meyer
 - i. No Meeting
 - D. **Friends of the Library** – Rick Meyer
 - i. May 11 meeting

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

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

IX. New Business

- A. Other (Discussion)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

May 18, 2023 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present:

Karl Coleman
Susan Avery
Sofia Xethalis
Alana Banks

Absent:

Jacobie Jones
Shelli Brunner

Staff: Rick Meyer, City Librarian, Becky Damptz, Head of Archives and Special Collections, Alissa Henkel, Head of Programs, Resources, and Services, Carol Ziese, Head of Circulation and Technical Services

Guests: None

Call to Order: Ms. Xethalis called the meeting to order at 4:40pm.

Consent Agenda (Approval of Agenda; Approval of April 20, 2023 Regular Meeting Minutes) (Action) Ms. Avery made a motion to approve the agenda and minutes, seconded by Mr. Coleman. All in favor. The motion was adopted.

Public comments: None

Written Communications from the Public: None

City Librarian's Report (Discussion) No discussion.

Division Head Reports (Discussion) Ms. Damptz reported that Archives and Special Collections loaned some photos to the committee for the upcoming Lake Celebration this summer. The event is July 8 and 9 in Nelson Park. DNA for Dummies is being hosted on May 27, from 1 – 3pm. It's clinic regarding genealogy. There is also research being done on the

underground railroad sites here in Decatur. Mr. Meyer left the meeting at 4:48pm. There is going to be an event in memory of the lynching of Samuel Bush downtown that will begin at 1pm on June 3rd.

Ms. Henkel reported that she was involved in 3 outreach events this week and working toward fulfilling community needs.

Ms. Ziese reported the new Clerk I position is filled. This was a project taken on by DEI to gain applicants. The new employee will start work on Monday. His name is Noah Harless. DEI is coming along and the newsletter is being improved.

Reports of Committees:

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

- a. Personnel Update (Discussion) Mr. Coleman stated there is a job description being created for additional support in Archives and Special Collections. There is a part-time Library Assistant position open internally. If there isn't an internal candidate, the position will go through Civil Service to fill.
- b. Viewpoint Project (Discussion) There was a brief discussion about the project and that it appears very positive about The Library.
- c. City Librarian Job Description (Discussion) There was a brief discussion with more details to follow from Mr. Meyer.
- d. Diversity, Equity, Inclusion (Discussion) Mr. Coleman mentioned the April newsletter has been sent. Nikki is moving the group toward substantive goals and creating an active plan. Quarterly goals will be set.
- e. Strategic Plan Draft (Discussion) Brief discussion.
- f. Results of Staff Survey on Security (Discussion) It appears the staff appreciate having the off-duty officers in the Library. Ms. Henkel stated that the Library is in a good spot financially and can take on additional Library Security, and still work toward adding staff to Archives and Special Collections.

B. Finance and Properties Committee – Sofia Xethalis for Jacobie Jones

- a. Capital Needs & Projects (Discussion) Ms. Xethalis grass has been reseeded. Mr. Meyer spoke with the architects about getting a proposal for replacing Library furniture on main floor, the Children's department and in the Board room. The carpet is being laid on the first floor with a few obstacles that have been remedied.
- b. Friends of the Library Relocation (Discussion) Ms. Henkel reported that Work Force Investment solutions will be out next week, and The Friends of the Library can move in the first week of June.
- c. April 2023 Check Register (Action) Ms. Avery made a motion to approve the check register, seconded by Mr. Coleman. Ms. Xethalis requested a roll call vote, Ms. Banks yes, Mr. Coleman yes, Ms. Avery yes, Ms. Xethalis yes. The motion was adopted.
- d. April 2023 Actuals & Projections (Discussion) Ms. Henkel presented the budget, and stated the budget is in a good place.

C. Foundation – Rick Meyer - No meeting.

D. Friends of the Library – May 11 meeting. The Library didn't have any requests. The Master Gardeners had a request that was approved.

E. Illinois Heartland Library System – No report.

Old Business

A. Open Trustee Seat (Discussion) Ms. Henkel reported there are 3 candidates.

New Business

A. Other (Discussion) Mr. Coleman mentioned the exterior of the Library is not very attractive, and feels it needs to be upgraded including better signage outside and on the Library web page.

Adjournment

Mr. Coleman made a motion to adjourn at 5:23pm, seconded by Ms. Avery. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 5/18/23



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City Librarian's Report for April and May 2023

Administration

- I had several meetings with Library Strategies.
- On the 5th, Alissa Henkel and I met with several representatives from AFSCME to work out the details of a small contractual discrepancy. All parties entered the meeting with the goal of solving the issue and we were able to solve it in a manner that was agreeable to all parties.
- On April 24th I met with Mike Pinkston of Flooring Oasis to discuss some details of the carpet project.
- On the 25th of April I met with LaTonya Ricks James to discuss her interest in becoming a Library Trustee.
- I worked with the following Committees/Boards in April/May: Illinois Library Association Executive Board, Illinois State Library Advisory Committee, Director's University Planning Committee, IHLS Board of Directors Nominating Committee, Trustee Training Portal Committee.
- Projects Completed: Phase 1 of the Carpet Project; new radios were installed

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 12 curbside pick-ups in April, and 9 in May.
- Final shifting completed in anticipation of new shelving.
- Noah Harless began duties as a full-time Clerk I on May 22.
- Jennifer Pride served on DEI Committee.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Karen Williams served on the DEI Engagement Committee.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- John Schirle created and shared surveys for WRP, Chess Club and Story Time Live with participants. He also reported stats on the WRP.
- Tye Pemberton reviewed Hootsuite and proposed a social media coordination plan. He coordinated with Matt Wilkerson, Jones & Thomas and Patron Point to use Patron Point Focus Items to add dynamic "Scroll Down for More Resources" bar to DPL homepage. He also used J&T back end to compile a spreadsheet of all decaturlibrary.org web pages for review.

- Amanda Young taught a class about the library's offerings at New Life Pregnancy Center to families. This is her second year doing this.
- Alix Frazier has been on top of dynamic signage for carpet and shelving moves.
- Alix, Kasey Steiling and Amanda went to DPS61 Professional Development Institute to tell Library Assistants about SRP 2024.
- Jess Hill, Alix and Kasey worked on May Mental Health Awareness month.
- Jess reports that 217 resources were handed out. Jess worked with a social worker in NY to assist a client to transition back to Illinois without a disruption in the therapeutic process. Jess joined the "All In" interagency gathering hosted by Dove.
- Susan Bishop and Alissa did a photoshoot with Jim Bowling for READiculous marketing. READiculous has visited every Decatur elementary/middle school except for Dennis Mosaic.
- Jason Butterick's first day full time was May 1.
- Susan prepared a funding request for 1,000 Books Before kindergarten.
- Tye has organized DPL's YouTube into playlists and organized workflow for future posting to playlists. He's also created an institutional Facebook account and linked all social media accounts to HootSuite. He's currently organizing training for social media owners.
- Amanda spent a great deal of time recruiting volunteers for SRP 2023, vetting them and creating a schedule.
- Susan and Alissa visited SDMS Life Skills class for the first time.

Systems Administration

- **See spreadsheet for statistical information.**
- Cassie released version 4.3 and SPOT Global Print. SPOT Global Print will allow anyone with the SPOT Global Print installed on their device to print to our Patron printer from anywhere. No Staff intervention is required once the Patrons get the hang of it. We are working on instructions for Patrons.
- The Patron print station coin changer broke. Jamex replaced the coin changer part of the machine for no cost as Cassie purchases extended warranties when purchased through them.
- An additional outdoor camera was installed and covers our parking lot.
- Prepared two pallets of computer, printers etc. for recycle. Dalton Bowles removed the pallets to the City for storage until the City schedules a recycling pick-up.
- Still waiting: Faronics released version 8.7 of Deep Freeze. We installed the release on a limited number of computers. Faronics then stated there was a bug in the new release, which hasn't affected us yet, but we will wait to install on the rest of the computers until Faronics releases version 8.71.
- Watts removed tax printer on April 17th.
- Tax preparation staff copied and printed 7,711 pages. That's 15.29% decrease over 2022's 8,890 pages. Chis Nihiser was here for tax days and kept the problems to a minimum.
- The new Dell Omeka server arrived and is being configured.
- Removed Reboot Restore Pro from Patron computers. Reinstalled Deep Freeze 8.70. There have been a couple of computer lockups. Which we let technical support know about.
- Renewed eleven Mobile Beacon hotspots for another year.
- SPOT Global printing is setup and working. Eighty-nine pages were printed through the App.
- The new Motorola radios were delivered and are in use.

- Updated the look of the ILL database and added a Notify button like in the Patron Report database.
- The camera over the Prairie street Children's door was replaced and now looks west along exterior wall.
- Ordered and received a new updated 27" laminator.
- Ordered a new paper folder for Administration.
- Still waiting: Faronics released version 8.7 of Deep Freeze. We installed the release on a limited number of computers. Faronics then stated there was a bug in the new release, which hasn't affected us yet, but we will wait to install on the rest of the computers until Faronics releases version 8.71.

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- Becky Dampitz met with Mueller Museum's Katherine, Lauren, and their intern for a tour of the archives on April 5th.
- Emily Gillespie's internship ended on April 28. She was an excellent addition to the ASC, and has been offered the opportunity to return as a volunteer any time. During her internship, she digitized the Delta Sigma Theta Collection and parts of the League of Women Voters Collection.
- Leeann Grossman added all of the board minutes from 2022 to Omeka this month.
- The microfilm was condensed in preparation of its temporary move off the floor during Phase 1. The smaller gray cabinet, and drawers A-0 were placed in a larger cabinet, allowing for those two cabinets to be discarded (recycled, offered to other organizations...).
- Dave Frahlman and Pat Riley put up their new displays. Pat's displays are on trees of Decatur and sports, while Dave's is highlights from past displays. These will be up until the end of May.
- DMH Foundation borrowed several items from the DMH Collection for a display on the School of Nursing. The times will be gone for a few weeks in May.
- Joyce Doris came back to volunteers on March 28.
- David and Pat were asked to put together a display for June and July commemorating the 100th anniversary of Lake Decatur. Pat is also working on a display on the Special Olympics, and David is finishing one on Del's Popcorn Shop. All of these displays will be up through July.
- Leeann continues to add League of Women Voters material to Omeka.
- Pat, Leeann, and Becky prepped for the Local History table at the Summer Reading Kickoff on June 3rd.
- Work continues on the DMH Collection.

Respectfully Submitted,

Rick Meyer
City Librarian

| | May-22 | May-23 | Change from 2022 | % of Total | 2022 Total | Projected 2023 Total | Change from 2022 | June 2021-May 2022 | June 2022-May 2023 | Change |
|--|---------------|---------------|------------------|------------|----------------|----------------------|------------------|--------------------|--------------------|-----------|
| Circulation by Audience Physical & Electronic | | | | | | | | | | |
| Number of Adult Materials Loaned | 13,291 | 14,072 | 5.9% | 67.1% | 170,252 | 180,683 | 6.1% | 165,912 | 174,536 | 5% |
| Number of Young Adult Materials Loaned | 585 | 693 | 18.5% | 3.3% | 7,092 | 7,823 | 10.3% | 7,322 | 7,375 | 1% |
| Number of Children's Materials Loaned | 6,974 | 6,201 | -11.1% | 29.6% | 83,461 | 83,154 | -0.4% | 74,705 | 83,345 | 12% |
| Total Number of Materials Loaned | 20,850 | 20,966 | 0.6% | | 260,805 | 271,660 | 4.2% | 247,939 | 265,256 | 7% |

| | May-22 | May-23 | Change from 2022 | % of Total | 2022 Total | Projected 2023 Total | Change from 2022 | June 2021-May 2022 | June 2022-May 2023 | Change |
|--|---------------|---------------|------------------|------------|----------------|----------------------|------------------|--------------------|--------------------|-----------|
| Circulation by Material Type | | | | | | | | | | |
| Books Loaned--Physical | 13,318 | 12,796 | -3.9% | 61.0% | 164,887 | 167,565 | 1.6% | 158,560 | 165,950 | 5% |
| Videos/DVDs Loaned--Physical | 3,081 | 3,085 | 0.1% | 14.7% | 40,110 | 42,561 | 6.1% | 33,208 | 41,075 | 24% |
| Audios, Including Music Loaned--Physical | 698 | 801 | 14.8% | 3.8% | 8,642 | 9,498 | 9.9% | 8,833 | 9,008 | 2% |
| Magazines/Periodicals Loaned--Physical | 255 | 230 | -9.8% | 1.1% | 3,164 | 3,419 | 8.1% | 2,830 | 3,259 | 15% |
| Other Items Loaned--Physical | 262 | 8 | -96.9% | 0.0% | 2,733 | 1,727 | -36.8% | 1,875 | 2,393 | 28% |
| Use of Circulating Electronic Materials | 3,236 | 4,046 | 25.0% | 19.3% | 41,269 | 46,819 | 13.4% | 42,633 | 43,571 | 2% |
| Total | 20,850 | 20,966 | 0.6% | | 260,805 | 271,589 | 4.1% | 247,939 | 265,256 | 7% |

| | | | | | | | | | | |
|---|---------------|---------------|---------------|--------------|----------------|----------------|--------------|----------------|----------------|------------|
| Successful Retrieval of Electronic Information | 9,224 | 24,060 | 160.8% | 53.4% | 180,641 | 327,047 | 81.0% | 147,531 | 223,454 | 51% |
| Electronic Content Use | 12,460 | 28,106 | 125.6% | 62.4% | 221,910 | 373,867 | 68.5% | 190,164 | 267,025 | 40% |
| Total Collection Use | 30,074 | 45,026 | 49.7% | | 441,446 | 598,636 | 35.6% | 395,470 | 488,710 | 24% |

| | May-22 | May-23 | Change from 2022 | % of Total | 2022 Total | 2023 Total | Change from 2022 | June 2021-May 2022 | June 2022-May 2023 | Change |
|--|--------------|--------------|------------------|------------|---------------|---------------|------------------|--------------------|--------------------|-----------|
| Interlibrary Loans Provided To Other Libraries | 3,215 | 3,134 | -2.5% | 56.6% | 42,190 | 51,053 | 21.0% | 42,321 | 42,119 | 0% |
| Interlibrary Loans Received FROM Other Libraries | 2,217 | 2,402 | 8.3% | 43.4% | 30,177 | 36,757 | 21.8% | 28,297 | 30,239 | 7% |
| Total ILL Transactions | 5,432 | 5,536 | 1.9% | | 72,367 | 87,809 | 21.3% | 70,618 | 72,358 | 2% |

| Other Stats | May-22 | May-23 | Change from 2022 | 2022 Total | Projected 2023 Total | Change from 2022 | June | June | Change |
|---|--------------|--------------|------------------------|------------|-------------------------|---------------------|----------------------|----------------------|---------|
| | | | | | | | 2021- May 2022 | 2022- May 2023 | |
| New Patron Registrations | 187 | 176 | -5.9% | 2,041 | 3,477 | 70.4% | 1,522 | 2,255 | 48% |
| # of Visitors (Security Gate) | 10,308 | 10,242 | -0.6% | 122,746 | 166,502 | 35.6% | 112,351 | 126,510 | 13% |
| # Visitors Lobby Counter | 13,559 | 12,709 | -6.3% | 157,183 | 221,550 | 41.0% | 135,923 | 162,923 | 20% |
| Local History # of visitors | 39 | 63 | 61.5% | 446 | 699 | 56.7% | 726 | 492 | -32% |
| Adult Programs Active | 247 | 212 | -14.2% | 2,419 | 5,598 | 131.4% | 1,918 | 3,243 | 69% |
| Adult Programs Passive | 211 | 0 | -100.0% | 2,067 | 1,286 | -37.8% | 3,044 | 1,590 | -48% |
| Adult Programs Virtual Live | 0 | 39 | #DIV/0! | 234 | #DIV/0! | #DIV/0! | 167 | 344 | 106% |
| Adult Programs Virtual Recorded | 0 | 85 | #DIV/0! | 165 | #DIV/0! | #DIV/0! | 1,120 | 334 | -70% |
| YA Programs Active | 5 | 4 | -20.0% | 47 | 219 | 366.7% | 8 | 53 | 563% |
| YA Programs Passive | 39 | 0 | -100.0% | 315 | 315 | 0.0% | 269 | 276 | 3% |
| 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 | 533 | 880 | 65.1% | 7,117 | 51,856 | 628.6% | 2,000 | 10,274 | 414% |
| Children's Programs Passive | 864 | 600 | -30.6% | 6,924 | 9,491 | 37.1% | 5,430 | 6,602 | 22% |
| Children's Virtual Live | 0 | 0 | #DIV/0! | 1,021 | 1,219 | 19.4% | 816 | 1,114 | 37% |
| Children's Virtual Recorded | 0 | 0 | #DIV/0! | 0 | #DIV/0! | #DIV/0! | 24 | 0 | -100% |
| Total Programs | 1,899 | 1,820 | -4.2% | 20,309 | 47,202 | 132.4% | 14,796 | 23,830 | 61% |
| Public Sessions | 1,636 | 1,761 | 7.6% | 19,780 | 25,692 | 29.9% | 20,421 | 20,122 | -1% |
| Wireless Sessions | 1,320 | 968 | -26.7% | 13,962 | 20,403 | 46.1% | 12,620 | 14,552 | 15% |
| Website Sessions | 10,294 | 11,763 | 14.3% | 118,183 | 156,486 | 32.4% | 125,704 | 122,034 | -3% |
| Unique Visits | 6,452 | 7,167 | 11.1% | 69,694 | 97,361 | 39.7% | 73,105 | 73,388 | 0% |
| Page Views | 41,942 | 53,533 | 27.6% | 458,445 | 629,418 | 37.3% | 488,008 | 478,708 | -2% |
| Self Checks | 6,739 | 6,638 | -1.5% | 81,114 | 115,824 | 42.8% | 72,086 | 84,595 | 17% |
| Percentage of Self Checks | 0 | 1 | 1.4% | | | | 5 | 4 | |
| Assists Adult | 2,508 | 2,685 | 7.1% | 28,110 | 35,878 | 27.6% | 31,263 | 28,572 | -9% |
| Assists Children | 1,234 | 875 | -29.1% | 11,301 | 14,577 | 29.0% | 13,221 | 11,394 | -14% |
| Assists Local history | 109 | 120 | 10.1% | 1,608 | 1,653 | 2.8% | 1,668 | 1,515 | -9% |
| IT help calls | 92 | 117 | 27.2% | 1,163 | 1,318 | 13.3% | 1,388 | 1,130 | -19% |
| Searches in Catalog | 15,176 | 29,717 | 95.8% | 205,526 | 296,538 | 44.3% | 206,520 | 222,414 | 8% |
| Number of Items processed | 1,647 | 1,675 | 1.7% | 18,344 | 22,118 | 20.6% | 20,170 | 17,906 | -11% |
| Number of Items Withdrawn from Collection | 250 | 2,290 | 816.0% | 10,083 | 18,749 | 86.0% | 15,525 | 13,834 | -11% |
| Number of mended items | 368 | 218 | -40.8% | 2,657 | 2,950 | 11.0% | 3,181 | 2,378 | -25% |
| Number of items ordered | 484 | 606 | 25.2% | 7,654 | 10,085 | 31.8% | 7,710 | 8,046 | 4% |
| Number of records added to database | 1,278 | 1,457 | 14.0% | 15,686 | 19,150 | 22.1% | 16,988 | 15,528 | -9% |

Position: City Librarian

Reports to Decatur Public Library Board of Trustees

Position Summary: Under the policy guidance and direction of the Board of Trustees, the City Librarian performs the administrative, supervisory, and professional work in planning and delivering library services. The City Librarian works closely with internal and external groups, including the City of Decatur, the Board of Trustees, the Library Foundation, and the Friends of the Library to promote the vision and goals of the Library. Using strong written and verbal communication skills, the City Librarian is an effective motivator, good negotiator, and tactful partner. A Master's degree in Library and Information Sciences from an ALA-accredited program is required, with at least five years of professional experience in an administrative capacity. Public library experience is preferred.

Essential Functions and Job Accountability:

Provides leadership to the staff and general library operations.

Provides guidance and technical assistance to the Board of Trustees.

Has primary responsibility for patron services and is aware of needs and interests of current and potential patrons.

Clearly communicates and maintains a positive relationship with internal and external partners, including city officials, community members, and library support groups.

Has primary responsibility for collaboration with the City of Decatur staff and management.

Provides leadership for and maintains an effective, positive relationship with staff at all levels to ensure proper service, collaboration, and understanding of library trends and needs.

Prepares and manages the Library's budget, including expenditures, revenues, trusts, and grants, following state and local policies; provides accurate and timely budget information to the Board of Trustees.

Works with the Library Foundation and the Friends of the Library on identified opportunities for fundraising and for supporting the services of the Library, and provides timely information to the Board of Trustees.

Conducts an impartial evaluation system for staff and provides resolution of deficiencies in staff performance in a timely manner.

Is responsible for hiring, training, firing, and discipline of all staff.

Serves as the primary agent of the Board of Trustees in collective bargaining and other union-related issues.

Provides guidance for public programming for all ages, including the Local History Room.

Provides well-rounded library services within budgetary constraints.

Is on call at all times and responds to all emergency situations.

Maintains an open line of communication with the Board of Trustees, including timely and relevant information for the regular Board and committee meetings and the required annual report for the City of Decatur.

Implements policies and procedures that support efficient library operation and appraises the Board of potential policy and procedural concerns, and ensures compliance with state, federal, and local laws.

Ensures strong relations with regional and state library systems.

Continues professional development to remain current on trends, opportunities, and challenges for public libraries.



STRATEGIC PLAN 2023 - 2026



INTRODUCTION

In January 2023, the Decatur Public Library engaged Library Strategies to help facilitate a strategic planning process. Library Strategies, working with the Decatur Public Library's leadership and strategic planning Committee, developed a multi-pronged approach to assessing the current state of the Library and gathering community and stakeholder input on its future.

The process started with multiple meetings with staff and board leaders and working with the planning committee. From this the lead consultant reviewed both Library data and trends, as well as relevant community demographics, primarily from new census data. The consultants also conducted a tour of Library facilities, and assessments of current Library services and resources.

The process continued with gathering community input and additional input from key constituencies. The primary processes conducted in this phase included:

- An online, largely qualitative staff survey sent to all staff
- An in-person SWOC (Strengths, Weaknesses, Opportunities, and Challenges) session with select staff
- An online community survey, which garnered an excellent response rate with over 460 total participants. Hard copy surveys were also offered in Library facilities.
- A series of community interviews with local leaders
- A community retreat on March 4, 2023, representing the broad population of the Library's service area.

Summaries, reports, or notes on all these processes were provided to staff leadership. Many of these steps provided insights into specific community wants and needs, that while not necessarily strategic, offered rich possibilities for the Library's operations.

Following the input/gathering steps, the consultants drafted an initial strategic plan. Subsequently, the plan underwent numerous revisions following input with the director and staff leadership, Library Board, and strategic planning committee. Ultimately, the Library Board reviewed and approved this plan, which outlines the major goals, directions, and strategies for the Decatur Public Library's next three years. Following approval of the plan, Library Strategies also worked with Library staff to develop an internal workplan, designed to move the Library to specific tasks and outcomes in achieving the plan's goals.

GOALS & STRATEGIES

GOAL 1:

Visibility & Outreach: Engage the community by raising awareness and increasing access of the library's offerings

STRATEGIES:

- Explore the feasibility and effectiveness of providing outreach services to residents, especially those facing barriers
- Market digital resources and collections as outreach services
- Develop a mission statement that is short, memorable, and captures the aspirations of the library to serve all of its residents
- Develop a marketing plan to communicate and engage with the greater Decatur Community

GOAL 2:

Programming & Partnerships: Strengthen and expand partnerships to increase programming that targets Decatur's social and educational challenges and highlights the city's strength

STRATEGIES:

- Expand early-literacy efforts that encourage family engagement, school-readiness, social skills, and emotional skills, especially for those facing barriers to literacy
- Increase the number and variety of programs geared towards teens
- Increase accessibility to programs and spaces, especially to those programs that address topics such as aging and inclusion
- Deliver more programming through the library's exterior green spaces

GOAL 3:

Resources & Services: Expand resources and implement services that remove barriers and ensure all members of the community have access to the tools they need to succeed and thrive

STRATEGIES:

- Continue to acquire and implement self-service technology that increases ease-of-use and improves customer service.

- Focus customer service on removing barriers to technology and collections
- Develop an approach to collection development that sets goals for growth and change according to user demand

GOAL 4:

Customer Service & Staffing: Continue to streamline internal processes for greater efficiency and effectiveness, and build upon efforts that have led to improved customer service

STRATEGIES:

- Review effective organizational structures and practices of other libraries for possible implementation
- Create an organization-wide onboarding process that is assessed periodically and will ensure all staff are similarly trained when hired
- Each year, create a calendar of training that is scaffolded and perceived by staff as relevant to their jobs
- Continue to improve upon DPL's reputation as a place that is welcoming to all
- Build upon the benefits of the on-site social worker by analyzing how the services are being used and what changes might make them even more accessible to patrons and staff

GOAL 5:

Facilities & Grounds: Establish Decatur Public Library as an attractive and welcoming destination in the community

STRATEGIES:

- Assess previous facility and layout plans in light of current usage patterns and changing service model
- Create an atmosphere at the entryway that ensures every member of the community immediately feels welcomed
- Replace all library spaces with furniture, furnishings, and decorations for a more appealing, modern space

Decatur Public Library Board of Trustee

Sofia Xethalis
Board President

Karl Coleman
Vice President

Susan Avery

Alana Banks

Shelli Brunner

Jeffrey Cancienne

Jecobie Jones

Steering Committee

Taneshia Cunningham

Mary Garrison

Alissa Henkel

Jon Kindseth

Rick Meyer

Juanita Morris

Connie Peters

Mark Sorensen

Andrew Taylor

Sofia Xethalis



DECATUR PUBLIC LIBRARY

130 N. Franklin St.
Decatur, IL 62523

(217) 424-2900
www.decaturlibrary.org

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2023 to 5/31/2023

35 -- LIBRARY FUND

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------|-------------------|---|------------------|----------------------------|
| 153363 | 05/04/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 4,003.63 | OFFICE SUPPLIES |
| 153365 | 05/04/2023 | BECK'S ENGRAVING & RUBBER STAMPS 2 CUSTOM STAMPS | 27.36 | OFFICE SUPPLIES |
| 153382 | 05/04/2023 | DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY | 2,449.50 | SECURITY |
| 153389 | 05/04/2023 | ENVISIONWARE, INC RFID -TAGS DVD 4000 | 577.00 | OFFICE SUPPLIES |
| 153418 | 05/04/2023 | MAHOMET PUBLIC LIBRARY LOST OR DAMAGED MATERIAL | 25.71 | LOST OR DAMAGED BOOKS |
| 153419 | 05/04/2023 | MASON CITY PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL | 7.00 | LOST OR DAMAGED BOOKS |
| 153423 | 05/04/2023 | MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES | 12.79 | OFFICE SUPPLIES |
| 153430 | 05/04/2023 | NICKI BOND CONSULTING SERVICES 4/3-4/19'23 | 1,850.00 | PROFESSIONAL SERVICES |
| 153443 | 05/04/2023 | SAM'S CLUB ACCOUNT 9064 | 39.34 | OTHER LIBRARY GRANT EXI |
| 153460 | 05/04/2023 | TRI TOWNSHIP PUBLIC LIBRARY DIST LOST OR DAMAGED MATERIAL | 50.00 | LOST OR DAMAGED BOOKS |
| 153467 | 05/04/2023 | WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN | 776.32 | SERV-OFFICE EQUIPMENT |
| 153468 | 05/04/2023 | WHITEHEAD, MICHELLE RIEMBURSEMENT FOR EMPLOYEE APRRECIATION | 8.45 | OTHER LIBRARY GRANT EXI |
| 153469 | 05/04/2023 | WILLIAMSVILLE PUBLIC LIBRARY AND MUSEUM LOST OR DAMAGED MATERIAL | 5.00 | LOST OR DAMAGED BOOKS |
| 153479 | 05/11/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 2,168.69 | OFFICE SUPPLIES |
| 153493 | 05/11/2023 | COMMERCIAL MAIL SERVICES APR 16 - APR 30'23 | 148.49 | POSTAGE |
| 153532 | 05/11/2023 | HR SOURCE 2024 MEMBERSHIP | 1,195.00 | PROFESSIONAL SERVICES |
| 153558 | 05/11/2023 | MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES | 2,573.09 | OFFICE SUPPLIES |
| 153571 | 05/11/2023 | PAETEC ACCT 633318933001 | 110.95 | TELEPHONE |

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2023 to 5/31/2023

35 -- LIBRARY FUND

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------|-------------------|--|------------------|----------------------------|
| 153571 | 05/11/2023 | PAETEC ACCT 633292627001 | 110.95 | TELEPHONE |
| 153573 | 05/11/2023 | PATRON POINT, INC ANNUAL RENEWAL MAY'23-MAY'24 | 8,500.00 | COMPUTER SOFTWARE |
| 153576 | 05/11/2023 | PEASE, CONNIE L YOGA FOR THE PEOPLE | 210.00 | OTHER LIBRARY GRANT EXI |
| 153593 | 05/11/2023 | SVENDSEN FLORIST, INC FLOWER BASKET MARTIN | 55.00 | OTHER LIBRARY GRANT EXI |
| 153609 | 05/11/2023 | WHITEHEAD, MICHELLE SNACKS EMPLOYEE APPRECIATION DAY | 13.31 | OTHER LIBRARY GRANT EXI |
| 153623 | 05/18/2023 | AMAZON PAYMENTS BLANKET PO FOR SUPPLIES/BOOKS | 775.00 | OTHER LIBRARY GRANT EXI |
| 153629 | 05/18/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 188.27 | BOOKS & PERIODICALS |
| 153658 | 05/18/2023 | DEMCO INC LABELS/BOOKAMARKS | 200.32 | OFFICE SUPPLIES |
| 153661 | 05/18/2023 | DYNAGRAPHICS READICULOUS VEHICLE MAGNETS READICULOUS JR BANNER | 253.93 | OTHER LIBRARY GRANT EXI |
| 153692 | 05/18/2023 | LIBRARICA LLC SPOT GLOBAL PRINT 1 YR SUBSCRIPTION | 197.50 | COMPUTER SOFTWARE |
| 153702 | 05/18/2023 | MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES | 577.24 | OFFICE SUPPLIES |
| 153711 | 05/18/2023 | NORTH AMERICAN CATHOLIC ED PROGRAMMIND FC 11 HOT SPOTS | 1,320.00 | SMALL CAPITAL ITEMS |
| 153726 | 05/18/2023 | SOCIETY OF AMERICAN ARCHIVISTS 23/24 MEMBERSHIP R DAMPTZ | 250.00 | MEMBERSHIP FEES |
| 153731 | 05/18/2023 | STRIGLOS/HAINES & ESSICK CARD STOCK FUCHSIA/BRIGHT WHITE | 132.23 | OFFICE SUPPLIES |
| 153741 | 05/18/2023 | UNIQUE MANAGEMENT SERVICES APR'23 PLACEMENTS | 223.75 | PROFESSIONAL SERVICES |
| 153757 | 05/25/2023 | AMAZON PAYMENTS ACCT A3D6PYLXS4P9OR | 499.00 | MEMBERSHIP FEES |
| 153762 | 05/25/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 10,962.44 | OFFICE SUPPLIES |

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2023 to 5/31/2023

35 -- LIBRARY FUND

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------------|-------------------|---|------------------|----------------------------|
| 153771 | 05/25/2023 | CDW GOVERNMENT INC OFFICE SUPPLIES | 244.17 | OFFICE SUPPLIES |
| 153780 | 05/25/2023 | DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY | 2,228.70 | SECURITY |
| 153814 | 05/25/2023 | JONES & THOMAS WEB SERVICES | 420.00 | PROFESSIONAL SERVICES |
| 153815 | 05/25/2023 | KANOPY LIBRARY STREAMING SERVICE | 240.00 | BOOKS & PERIODICALS |
| 153831 | 05/25/2023 | MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES | 6,646.24 | OFFICE SUPPLIES |
| 153841 | 05/25/2023 | PEERLESS NETWORK, INC ACCT 1212890 | 335.98 | TELEPHONE |
| 153851 | 05/25/2023 | SCOVILL ZOO MOBILE ZOO PRESENTATION 5/30/23 | 195.00 | OTHER LIBRARY GRANT EXI |
| 153875 | 05/25/2023 | VERIZON WIRELESS ACCT 980380645-00001 | 107.38 | TELEPHONE |
| 23005323 | 05/18/2023 | REGIONS/CREDIT CARD ACCT 3978 | 517.40 | CONFERENCES & TRAVEL |
| 23005327 | 05/18/2023 | JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR | 1,442.50 | OTHER LIBRARY GRANT EXI |
| 23005332 | 05/31/2023 | JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR | 1,442.50 | OTHER LIBRARY GRANT EXI |
| Total for: 35 | | | 54,206.18 | |

59 -- LIBRARY TRUST FUNDS

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------|-------------------|---|------------------|----------------------------|
| 153363 | 05/04/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 159.33 | BOOKS & PERIODICALS |
| 153479 | 05/11/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 581.18 | BOOKS & PERIODICALS |
| 153669 | 05/18/2023 | GAYLORD BROS. POLYPROPYLENE ALBUM COVERS | 309.80 | ARCHIVAL SUPPLIES |
| 153762 | 05/25/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 328.04 | BOOKS & PERIODICALS |

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

For invoices from -- 5/1/2023 to 5/31/2023

59 -- LIBRARY TRUST FUNDS

| <u>Check #</u> | <u>Check Date</u> | <u>Vendor</u> | <u>Check Amt</u> | <u>Account Description</u> |
|----------------|-------------------|---|-----------------------|----------------------------|
| 153762 | 05/25/2023 | BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023 | 328.04 | BOOKS & PERIODICALS |
| | | | <hr/> | |
| | | | Total for: 59 | 1,378.35 |
| | | | <hr/> | |
| | | | Total for All: | \$55,584.53 |

DPL FY 2023 Budget Report

Prepared: June 12, 2023

At the end of May 42% of the Year Has Passed

Revenue

| | FY 2023 Budgeted | % of Budget | Actual YTD | % Collected | FY22 YTD | % Change |
|----------------------|---------------------|-------------|------------|----------------------|--------------|----------------------------|
| Property Taxes | \$ 3,022,000 | | 54.4% | \$ - | 0.0% | \$ - #DIV/0! |
| All Other | \$ 2,529,754 | | 45.6% | \$ 851,911.60 | 33.7% | \$ 918,661.26 -7.3% |
| Total Revenue | \$ 5,551,754 | | | \$ 851,911.60 | 15.3% | \$ 918,661.26 -7.3% |

Expense

| | FY 2023 Budgeted | % of Budget | Actual YTD | % Expended | FY22 YTD | % Change |
|------------------|---------------------|-------------|------------------------|--------------|------------------------|--------------|
| Personnel | | | | | | |
| Payroll | \$ 1,782,442 | | \$ 699,701.20 | 39.3% | \$ 672,581.67 | 4.0% |
| Benefits | \$ 929,958 | | \$ 334,722.72 | 36.0% | \$ 367,219.25 | -8.8% |
| | \$ 2,712,400 | | \$ 1,034,423.92 | 38.1% | \$ 1,039,800.92 | -0.5% |

Library Materials

| | | | | | | |
|--------------------------|-------------------|--|----------------------|--------------|----------------------|--------------|
| Books, Periodicals, etc. | \$ 245,000 | | \$ 113,847.82 | 46.5% | \$ 163,905.60 | -30.5% |
| Per Capita | \$ 104,020 | | \$ 46,101.99 | 44.3% | \$ - | #DIV/0! |
| Lost/Damage | \$ 1,400 | | \$ 579.33 | 41.4% | \$ 440.33 | 32% |
| Total Materials | \$ 350,420 | | \$ 160,529.14 | 45.8% | \$ 164,345.93 | -2.3% |

Professional Services

| | | | | | | |
|-----------------------|-------------------|--|---------------------|--------------|---------------------|---------------|
| Security | \$ - | | \$ 9,513.37 | | | |
| Professional Services | \$ 102,000 | | \$ 24,501.02 | 24.0% | \$ 15,335.62 | 59.8% |
| Temp Agency | \$ 500 | | \$ - | 0.0% | \$ - | #DIV/0! |
| Bank Service Charges | \$ 150 | | \$ 90.79 | 60.5% | \$ 99.76 | -9% |
| Total | \$ 102,650 | | \$ 34,105.18 | 33.2% | \$ 15,435.38 | 121.0% |

Allocations

| | | | | | | |
|--------------------|-------------------|--|---------------------|--------------|---------------------|--------------|
| Administrative Fee | \$ 108,864 | | \$ 62,900.00 | 57.8% | \$ 45,360.00 | 38.7% |
| MIS | \$ 36,684 | | \$ 16,515.00 | 45.0% | \$ 15,285.00 | 8.0% |
| | \$ 145,548 | | \$ 79,415.00 | 54.6% | \$ 60,645.00 | 31.0% |

Grants

| | | | | | |
|------------------------------------|---------------------|------------------------|--------------|------------------------|---------------|
| Other grants | \$ 75,000 | \$ 37,164.31 | 49.6% | \$ 18,069.06 | 105.7% |
| | \$ 75,000 | \$ 37,164.31 | 2.0% | \$ 18,069.06 | 105.7% |
| Advertising | \$ 500 | \$ - | 0.01% | \$ 898.00 | -100% |
| Office Supplies/Maintenance | | | | | |
| Printing/Binding | \$ - | \$ - | #DIV/0! | \$ - | #DIV/0! |
| Postage | \$ 5,000 | \$ 1,052.55 | 21.1% | \$ 1,866.42 | -43.6% |
| Service to Office Equipment | \$ 27,000 | \$ 9,416.83 | 34.9% | \$ 3,345.33 | 181.5% |
| Telephone | \$ 27,000 | \$ 2,876.33 | 10.7% | \$ 8,313.07 | -65.4% |
| Software | \$ 50,000 | \$ 15,994.90 | 32.0% | \$ 29,322.00 | -45.5% |
| Office Supplies | \$ 40,000 | \$ 12,405.50 | 31.0% | \$ 8,714.04 | 42.4% |
| Small Capital | \$ 45,000 | \$ 14,494.15 | 32.2% | \$ 7,910.50 | 83.2% |
| | \$ 194,000 | \$ 56,240.26 | 5.1% | \$ 59,471.36 | -5.4% |
| Staff Development | | | | | |
| Conferences/Training/Travel | \$ 20,000 | \$ 3,032.88 | 15.2% | \$ 2,302.24 | 31.7% |
| Tuition Reimbursement | \$ 4,000 | \$ - | 0.0% | \$ - | #DIV/0! |
| Membership | \$ 50,000 | \$ 2,774.70 | 5.5% | \$ 5,141.10 | -46.0% |
| | \$ 74,000 | \$ 5,807.58 | 2.0% | \$ 7,443.34 | -22.0% |
| Insurance | | | | | |
| Unemployment | \$ 1,056 | \$ 450.00 | 42.6% | \$ 440.00 | 2.3% |
| Risk Management | \$ 95,724 | \$ 39,625.00 | 41.4% | \$ 39,885.00 | -0.7% |
| | \$ 96,780 | \$ 40,075.00 | 2.6% | \$ 40,325.00 | -0.6% |
| Building Costs | | | | | |
| Transfer to Capital | \$ 200,000 | \$ - | | \$ 612,243.55 | -100.0% |
| Rent | \$ 589,583 | \$ 245,575.00 | 41.7% | \$ 245,575.00 | 0.0% |
| Supplies | \$ 50 | \$ 109.62 | 219.2% | \$ - | #DIV/0! |
| Maintenance | \$ - | \$ 1,845.00 | #DIV/0! | \$ - | #DIV/0! |
| Total Building | \$ 589,633 | \$ 247,529.62 | 15.6% | \$ 245,575.00 | 0.8% |
| Total Operations/Services | \$ 1,628,531 | \$ 660,866.09 | 43.0% | \$ 612,208.07 | 7.9% |
| Total Expenses | \$ 4,340,931 | \$ 1,695,290.01 | 39.1% | \$ 1,652,008.99 | 2.6% |
| Revenue Minus Expense | \$ 1,210,823 | \$ (843,378.41) | | \$ (733,347.73) | 15.0% |
| Operating fund | | | | | |

| 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 | \$ - | \$ 797,625.82 |
| 6/1/2023 | \$ 797,625.82 | | | | |
| 7/1/2023 | | | | | |
| 8/1/2023 | | | | | |
| 9/1/2023 | | | | | |
| 10/1/2023 | | | | | |
| 11/1/2023 | | | | | |
| 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 | | | |
| 7/1/2023 | | | | |
| 8/1/2023 | | | | |
| 9/1/2023 | | | | |
| 10/1/2023 | | | | |
| 11/1/2023 | | | | |
| 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 | | | |
| 7/1/2023 | | | | |

| |
|-----------|
| 8/1/2023 |
| 9/1/2023 |
| 10/1/2023 |
| 11/1/2023 |
| 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 | | | |
| 7/1/2023 | | | | |
| 8/1/2023 | | | | |
| 9/1/2023 | | | | |
| 10/1/2023 | | | | |
| 11/1/2023 | | | | |
| 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 | \$ - | \$ 1,272.16 |
| 6/1/2023 | \$ 1,272.16 | | | \$ 1,272.16 |
| 7/1/2023 | | | | \$ - |
| 8/1/2023 | | | | \$ - |
| 9/1/2023 | | | | \$ - |
| 10/1/2023 | | | | \$ - |
| 11/1/2023 | | | | \$ - |
| 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 |

Library Operating Revenue

| Fund | Budgeted | Projected | Difference |
|-----------------------|---------------------|---------------------|---------------------|
| Real Estate Taxes | \$ 3,022,000 | \$ 3,022,000 | \$ - |
| PPRT | \$ 852,000 | \$ 978,604 | \$ 126,604 |
| State Grants or other | \$ 104,020 | \$ 104,020 | \$ - |
| Other Grants | \$ 1,000,000 | \$ 94,670 | \$ (905,330) |
| PILOT | \$ 548,484 | \$ 548,484 | \$ - |
| Fines | \$ 6,100 | \$ 7,762 | \$ 1,662 |
| Non-Resident Fee | \$ 250 | 0 | \$ (250) |
| Lost or Damaged Items | \$ 3,800 | \$ 5,287 | \$ 1,487 |
| Copies/Miscellaneous | \$ 9,500 | \$ 14,252 | \$ 4,752 |
| Meeting Room Fees | \$ 2,800 | \$ 3,887 | \$ 1,087 |
| Interest Income | \$ 600 | \$ 9,954 | \$ 9,354 |
| Investment Income | \$ 1,900 | 0 | \$ (1,900) |
| Sale of Property | \$ - | 1152 | \$ 1,152 |
| Sublease | \$ - | 0 | \$ - |
| Miscellaneous Income | \$ 300 | 0 | \$ (300) |
| Totals | \$ 5,551,754 | \$ 4,790,072 | \$ (761,682) |

Expenditures

| Fund | Budgeted | Projected | Difference |
|-------------------------------|---------------------|---------------------|-------------------|
| Salaries | \$ 1,782,442 | \$ 1,679,283 | \$ 103,159 |
| Overtime | \$ - | \$ 589 | \$ (589) |
| IMRF | \$ 109,144 | \$ 99,839 | \$ 9,305 |
| FICA/Medicare | \$ 137,316 | \$ 126,071 | \$ 11,245 |
| Life insurance | \$ 3,218 | \$ 2,720 | \$ 498 |
| Medical insurance | \$ 665,600 | \$ 558,000 | \$ 107,600 |
| Service recognition | \$ 14,680 | \$ 16,139 | \$ (1,459) |
| Total Personnel | \$ 2,712,400 | \$ 2,482,641 | \$ 229,759 |
| Fund | Budgeted | | |
| Unemployment insurance | \$ 1,109 | \$ 1,080 | \$ 29 |
| Advertising | \$ 700 | \$ - | \$ 700 |
| Printing/binding | \$ - | \$ - | \$ - |
| Service to maintain Building | \$ - | \$ - | \$ - |
| Service to Office Equipment | \$ 23,000 | \$ 34,449 | \$ (11,449) |
| IT Services | \$ 38,518 | \$ 39,636 | \$ (1,118) |
| Telephone/Internet | \$ 21,000 | \$ 5,068 | \$ 15,932 |
| Banking Service Charges | \$ 250 | \$ 163 | \$ 87 |
| Conferences/Travel/Continuoir | \$ 40,000 | \$ 23,290 | \$ 16,710 |
| General Fund | \$ 114,238 | \$ 150,960 | \$ (36,722) |
| Postage | \$ 6,000 | \$ 2,516 | \$ 3,484 |
| Security | \$ - | \$ 200,000 | \$ (200,000) |
| Computer Software | \$ 53,000 | \$ 22,428 | \$ 30,572 |
| Temp Agency Services | \$ 500 | \$ - | \$ 500 |

| | | | |
|--------------------------|---------------------|---------------------|---------------------|
| Tuition Reimbursement | \$ 10,000 | \$ 10,000 | \$ - |
| Professional Services | \$ 141,000 | \$ 58,802 | \$ 82,198 |
| Membership Fees | \$ 58,000 | \$ 58,000 | \$ - |
| Materials for Buildings | \$ 50 | \$ 263 | \$ (213) |
| Per Capita Grant | \$ 104,020 | \$ 104,020 | \$ - |
| Other Grant | \$ 1,000,000 | \$ 89,194 | \$ 910,806 |
| Office Supplies | \$ 29,000 | \$ 43,921 | \$ (14,921) |
| Risk Management | \$ 100,000 | \$ 95,100 | \$ 4,900 |
| Small Capital | \$ 30,000 | \$ 30,000 | \$ - |
| Rent | \$ 589,583 | \$ 589,583 | \$ - |
| Books & Other Materials | \$ 245,000 | \$ 245,000 | \$ - |
| Lost or Damaged | \$ 1,400 | \$ 1,638 | \$ (238) |
| Transfer to Capital Fund | \$ 200,000 | \$ 200,000 | \$ - |
| Total operating | \$ 2,806,368 | \$ 2,005,112 | \$ 801,256 |
| | | | |
| Total expense | \$ 5,518,768 | \$ 4,487,753 | \$ 1,031,015 |
| | | | |
| Surplus (deficit) | \$ 32,986.00 | \$ 302,319 | \$ (269,333) |

