



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, June 16, 2022

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Samantha Carroll
- II. **Consent Agenda (Approval of Agenda; Approval of May 19, 2022 Regular Meeting Minutes)**
(Action)
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—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 Annual Review (Discussion)
 - iv. Remote Work Policy (Discussion)
 - v. Continuing Education and Travel Policy (Discussion)
 - vi. Tool Library (Discussion)
 - vii. Other (Discussion)
 - B. **Finance and Properties Committee**—Sofia Xethalis
 - i. Capital Needs (Discussion)
 - ii. May 2022 Check Registers (Action)
 - iii. May 2022 Budget Actuals & Projection (Discussion)

- iv. Cost of Off-Duty Police for Security (Action)
- v. Local History Control System (Discussion)
- vi. Other (Discussion)

C. Foundation—Rick Meyer

- i. Upcoming Meeting

D. Friends of the Library – Rick Meyer

- i. June 9 Meeting (Discussion)

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

- A. Friends of the Library Relocation (Discussion)
- B. Open Trustee Seat (Discussion)
- C. Materials Challenge (Discussion)
- D. Shelving/Carpet Budget (Discussion)
- E. July Meeting Date (Action)
- F. Primary Election Day Holiday Pay (Action)
- G. 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 19, 2022 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present: Samantha Carroll

Karl Coleman via zoom

Jacobie Jones via zoom

Susan Avery

Alana Banks – via zoom and in person

Sofia Xethalis

Anay Hunt

Shelli Brunner

Absent:

Staff: Rick Meyer, City Librarian

Michelle Whitehead

Alissa Henkel

Jessica Hill

Guests: 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.

Call to Order: Samantha Carroll called the meeting to order at 4:54 pm.

Consent Agenda (Approval of Agenda; Approval of April 21, 2022 Regular Meeting Minutes) (Action) Ms. Carroll asked the Board if there were any objections to Mr. Jones Mr. Coleman participating via zoom. No objections. Ms. Carroll requested a motion to approve the agenda and the minutes. Ms. Xethalis made a motion to approve the consent agenda and the April 21, 2022 minutes as presented, seconded by Ms. Brunner. All in favor. The motion was adopted.

Public comments: none

Written Communications from the Public: none

City Librarian's Report (Discussion) Mr. Meyer reported that April was slightly less active than March of 2022. Jessica Hill, Community Resource Coordinator will give a report. Mr. Meyer reported on interlibrary loans. Ms. Carroll requested attendance numbers for the live IHLS program. Mr. Meyer will follow up with her.

Division Head Reports (Discussion)

Alissa Henkel, Head of Programs, Resources, and Services reported on the Summer Reading Program kick-off on June 4. Alix Frazier is organizing this again. We are hoping for 1,000 attendees. The Library has more Children's programming now than we did pre-pandemic.

Jessica Hill, Community Resource Coordinator reported on the quantity of people she serves at the Library, the type of patron communication she provides, and amount of mental health and substance abuse issues that she handles.

Rebecca Dampitz, Head of Archives and Special Collections reported on in-depth research being provided. One of the requests was from Harvard University looking for information on Americana Nursing Home. We were successful in providing them with the data they needed. In August we are getting our first library studies practicum student from the University of Illinois. She will be with us for 100 hours, through December. Her goal is to learn how to operate a small archive. Also, we just finished up with our Decatur High School intern. We will continue to participate in this program with DPS again next year.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee -Samantha Carroll

- a. Personnel Update (Discussion) Tye Pemberton is in his 3rd week of employment here at the Library. Linda Wayne just announced her retirement effective June 1, 2022. Her position will be posted in-house first. There is a possible part-time position that will be filled from outside The Library.
- b. Materials Challenge (Discussion) The person has not filed a challenge yet. Mr. Meyer has already responded to all of the questions that were asked by the group.
- c. Diversity, Equity, and Inclusion (Discussion) Alana has been reaching out to DeEtta Jones. A report to follow. Carol Ziese is the staff liaison and she will report to Rick on May 20.
- d. City Librarian Annual Review (Discussion) Ms. Carroll requested the Board members to send their evaluations for the City Librarian to Mr. Coleman.
- e. Remote Work Policy (Action) This had been tabled. Mr. Meyer will follow up with the City Risk Manager again to see if they established the guidelines.
- f. Adult Computer Use and Internet Access Policy (Action) We omitted the first sentence, of the second paragraph. The committee is recommending to remove the sentence so anyone can access the computers. Ms. Carroll requested a motion to approve the policy with changes. Ms. Brunner made a motion to approve the policy, seconded by Mr. Coleman. All in favor. The motion was adopted.
- g. Library Use Guidelines (Action) The policy concern was about patrons sleeping on library property. The committee recommended we do a wellness check for those who appear to be sleeping vs. kicking them out of The Library. The soft

checks seem to be working well. This was tabled.

- h. Continuing Education and Travel Policy (Discussion) Guidelines need to be set to decide who goes to the conferences. This policy also includes the Board. Alissa and one other librarian will go to Washington, DC, June 24 to 28. This was tabled.

B. Finance and Properties Committee – Sofia Xethalis

- a. Capital Needs (Discussion) Ms. Xethalis discussed the grass area is still not completely filled in.
 - i. Ms. Banks arrived to the meeting at 5:07 pm.
- b. April 2022 Check Register (Action) Ms. Xethalis made a motion to approve the check register, Ms. Avery seconded the motion. Ms. Xethalis requested a roll call vote, Ms. Brunner yes, Ms. Avery yes, Ms. Hunt yes, Mr. Jones yes, Mr. Coleman yes, Ms. Banks, yes, Ms. Xethalis, yes, Ms. Carroll yes. The motion was adopted.
- c. April 2022 Budget Actuals and Projections (Discussion) Mr. Meyer stated that The Library has collected 48% of our revenue. We are on track with personnel costs. The Cantoni fund is set up to only spend the interest. I will contact our attorney to get that changed so we can spend the funds. This will cost approximately 15 hundred and 3 thousand dollars in legal fees to get that changed. We are on a pace to collect more than what we expected in revenue this year from PPRT. This will put us in a good position. Our medical costs are higher than expected.
- d. Securitas Proposal (Action) Ms. Xethalis discussed the proposal that was given. We are waiting to get more information from the city for off-duty sheriff deputies to be here part time. This was tabled.
- e. Shelving/Furniture Budget (Action) Ms. Xethalis opened discussion about purchasing new shelving and furniture. Ms. Xethalis made a motion to ask the City council to add another 250 thousand dollars to The Library capital fund, Ms. Banks seconded the motion. Ms. Brunner expressed concern about the height of the shelving. Mr. Meyer mentioned there is grant money that could be used for furniture next year. Mr. Meyer mentioned having the architects come to the next Board meeting to discuss the options. Ms. Carroll requested a roll call vote. Ms. Xethalis, yes, Ms. Brunner, yes, Ms Avery, yes, Ms. Hunt, yes, Ms. Banks, yes, Mr. Coleman, yes, Mr. Jones, yes, and Ms. Carroll, yes. The sling back chairs that we have are worth about 4 thousand dollars each. We can put them up for public auction to raise money. Mr. Meyer stated, if they are valued at over 1 thousand a piece, then they have to put on auction.

C. Foundation – Rick Meyer

- a. Annual Appeal Update - Mr. Meyer no update.

D. Friends of the Library – Rick Meyer

- a. May 12 Meeting - Mr. Meyer reported that they funded everything the Library asked for. The build-out for Work Force Investment is moving forward. FOL have moved some of their books from the Book Sale location they were using. FOL will eventually move downstairs once Work Force Investment gets settled upstairs. The next FOL meeting is on June 9, and Ms. Banks will attend to represent the Board. Ms. Hunt is assigned in July 14, Ms. Brunner in August 11, and Mr. Jones on September 8.

E. Illinois Heartland Library System – Rick Meyer discussed the Share Mobile App

Old Business

A. Friends of the Library Relocation (Discussion) Mr. Meyer covered this topic.

B. Open Trustee Seat (Discussion) Mr. Meyer stated Jeff Concienne will be nominated to be the next chair of the Board. He will be invited to attend the next Board meeting in June and confirmed June 20.

New Business

A. Other (Discussion)

Adjournment

Ms. Carroll requested a motion to adjourn at 6:05 p.m. Ms. Xethalis made a motion to adjourn, seconded by Ms. Banks. All in favor. The motion was adopted.

Scribe,

Michelle Whitehead, Executive Administrative Assistant

Final 5/19/22



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City Librarian's Report for May 2022

Administration

- On May 6 I met with Becky Wilburn of Securitas to discuss their proposal to provide security services to the library.
- On the 8th I went to the Arts Council to receive a check given by the Community Foundation from the Pondelick Fund in the amount of \$9500.00.
- On the 8th, Board President Samantha Carroll and I met with Jeff Cancienne to discuss his interest in serving on the Board of Trustees.
- On the 10th I held two staff meetings.
- On the 16th I met with Mike Rossetti to discuss the library's renewal of our contract for the MyLibro app. The app duplicates most of the services in the SHARE Solus app. At this time, we do not have curbside reservation capabilities with Solus although we will. Mike worked with me to extend the MyLibro contract for 6 more months while we set up the curbside reservation on Solus.
- On the 16th I participated in a Director's University planning meeting.
- On the 16th I met with Jeff Cancienne and Mayor Moore Wolfe to discuss his pending appointment to the Board of Trustees. The Mayor indicated she would appoint him at the June 20 City Council meeting.
- On the 18th I accepted an appointment by Secretary of State Jesse White to serve on the Illinois State Library Advisory Committee.
- On the 19th I participated in a meeting of the Illinois Library Association's Executive Board. The meeting was held in Champaign.
- On the 27th I met with Nicki Bond of Millikin University to discuss possible partnerships with the library for DEI training.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 8 curbside pick-ups in May.
- All back-issue periodicals are essentially gone. Big kudos to Head Page Patti Freitag for getting this done.
- Jennifer served on DEI Engagement Committee.

Technical Services

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

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Tye Pemberton began duties as a Librarian on May 2.
- The turnover rate for displays downstairs was 53% and 64% upstairs.
- Community Resource Coordinator Jess Hill provided 31 assists in May. This is a 47% increase over April. The most common needs were mortgage assistance, legal aid, financial assistance, and housing.
- Jess had over 20 meetings in May. Those meetings included some of the following: Her weekly outreach team for the unhoused has housed 3 new individuals and 6 chronically homeless on the waiting list for housing – three new individuals have full-time jobs now. She met with Land of Lincoln Legal aid and Dove Inc. to discuss best practices for serving our community. She had a direct service call with social workers around the nation. She met with the social work PLA taskforce. Also, she met with Dove, Inc. to discuss volunteer opportunities for seniors in the community.
- Scott Wilson trained Tye on C Desk. Scott and Tye also discussed the various tracking spreadsheets that DPL uses to identify which could be served by Airtable.
- John Schirle attended the Summer Sign up event at Hope Academy.
- John and Tye discussed the features/functionality of CollectionHQ and SimplyReports to investigate which of the two solutions is the most efficient in tracking Display stats.
- Susan Bishop created a visual events calendar for Children's Programs. She also created a record set and web page for books on Depression.
- Tye met with various DPL staff to define needs/use cases for Airtable. He has designed and built Airtable test databases for an Events Database, a semi-automated Patron Assist tally Tracker, and a comprehensive Cash Counter. He will demonstrate these in June.
- Kasey Steiling removed the YA paperbacks collection.
- Alix Frazier organized and prepped for the 2022 Summer Reading Program Kick Off. This is a tremendous amount of work and organizing.
- Alissa Henkel spent a good portion of the first week in May onboarding Tye. He is going to make an exceptional member of the DPL team. He hit the ground running.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson ordered eleven WIFI hotspots from Mobile Beacon. They should arrive in early June.
- Matt worked with Dalton Bowles of maintenance to install eight security cameras, network video recorder and a POE Switch.
- Deep Freeze was removed by Matt from Library Patron computers and replaced with Reboot Restore RX Pro. No more daily lockups. Deep Freeze was left on Patron 12 for testing fixes with Deep Freeze.
- Forty-five gigabytes of email were removed by Matt from our email server, another forty-five gigabytes from our email archive server after the library received authorization from the State of Illinois.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- Preparations were made this month for the Local History table at the Summer Reading Kickoff in June. Becky Damptz updated the room's brochure and the walking tour brochure from 2019. Leeann Grossman and Becky also created a poster board with the LH resources on it to put on display. David Frahlman framed 6 photos of old buildings to display on the table. Becky collected Heritage Network and Looking for Lincoln brochures as well.
- Becky trained Cinda Farris from the Lincoln Trails Homestead State Park and Memorial to add items to Omeka for that organization. She has been adding their Compendium to the database in sections. That material is not public yet. Cinda will let Becky know when she is ready for it to be available.
- Leeann continues to add the Charlotte Meyer Collection to Omeka. She has 50 more items to add.
- Tina Horve will be doing her 100-hour practicum in the Local History Room starting August 15th. She is a student at UIUC's iSchool.
- Becky took two items reframed at Hobby Lobby this month. One was the Carl Sandburg poem, while the other was the Anti Horse Thief Association photograph.
- Becky was interviewed by Jaylyn Cook from WANDtv on May 27 about the Grand Army of the Republic for Memorial Day. Jaylyn sent a photographer to take video of the GAR items we have in the collection.
- Pat Riley worked on the Summer Fun in Decatur display for Jun

Respectfully Submitted,

Rick Meyer
City Librarian

Remote Work Policy

Policy brief & purpose

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

Scope

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

Policy elements

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

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

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

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

How to determine whether an employee can work from home

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

Requesting Work from Home Procedure

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

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

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

Compensation and benefits

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



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Continuing Education and Travel Policy

I. Conferences, Seminars, and Workshops

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration, or the Library's credit card may be used.

Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals.

Within one week of attendance at such an event, the attendee will submit a written report on the content of the event to their supervisor and the City Librarian.

Employees may be asked to give a verbal report to Division Heads, Board of

Trustees, and or library staff.

II. Travel reimbursement

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. For travel reimbursement the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and the library may choose to compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration (<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging may be considered for conference-affiliated hotels. Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense. Employees must present receipts for said expenses.

Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended June 16, 2016

Amended July 18, 2019

DATE: 6/2/2022
TIME: 11:54:34AM

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

FOR INVOICES FROM 5/1/2022 TO 5/31/2022

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
146860	5/3/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	2,042.40	BOOKS & PERIODICALS
146862	5/3/2022 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	CUSTOM STAMP/INK PAD	15.00	OFFICE SUPPLIES
146878	5/3/2022 12:00:00 AM	DEMCO INC	BOOKMARKS AND EXTENDER LAMINATES	89.60	OFFICE SUPPLIES
146896	5/3/2022 12:00:00 AM	ILLINOIS LIBRARY ASSOCIATION	IREAD PROGRAM / PRIZES	1,095.06	OTHER LIBRARY GRANT EXPENSE
146910	5/3/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	214.89	OFFICE SUPPLIES
146926	5/3/2022 12:00:00 AM	SAM'S CLUB	ACCT 9064	495.76	OFFICE SUPPLIES
146929	5/3/2022 12:00:00 AM	SCOVILL MOBILE ZOO	MOBILE ZOO FOR JULY 19'22 MOBILE ZOO FOR JULY 26'22 MOBILE ZOO FOR 5/31/22	355.00	OTHER LIBRARY GRANT EXPENSE
146960	5/10/2022 12:00:00 AM	AMAZON PAYMENTS	SUPPLIES AND BOOKS	1,567.40	SMALL CAPITAL ITEMS
146967	5/10/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	3,733.00	OFFICE SUPPLIES
146983	5/10/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	APR 16-APR 30'22	149.00	POSTAGE
147024	5/10/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC	SOC WORK JESSICA HILL SUB CONT	1,471.35	OTHER LIBRARY GRANT EXPENSE
147032	5/10/2022 12:00:00 AM	LIBRARY IDEAS, LLC	VOX BOOKS FOR JUVENILES	278.31	BOOKS & PERIODICALS

147041	5/10/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	358.08	OFFICE SUPPLIES
147047	5/10/2022	12:00:00 AM	NOKOMIS PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	30.98	LOST OR DAMAGED BOOKS
147048	5/10/2022	12:00:00 AM	PAETEC ACCT 633292627001	83.61	TELEPHONE
147049	5/10/2022	12:00:00 AM	PATRON POINT, INC ANNUAL SUBSCRIPTION FY22/23	8,500.00	COMPUTER SOFTWARE
147050	5/10/2022	12:00:00 AM	PROQUEST INFORMATION & LEARNING HERITAGE QUEST/ANCESTRY	5,425.45	BOOKS & PERIODICALS
147068	5/10/2022	12:00:00 AM	TECHSOUP GLOBAL 11 HOTSPOTS FOR MOBILE BEACON	165.00	SMALL CAPITAL ITEMS
147083	5/10/2022	12:00:00 AM	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	674.33	SERV-OFFICE EQUIPMENT
147099	5/17/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	3,303.10	OFFICE SUPPLIES
147111	5/17/2022	12:00:00 AM	BUSEY BANK SAFE DEPOSIT BOX RENTAL FEE #151001511	45.00	BANKING SERVICE CHARGES
147129	5/17/2022	12:00:00 AM	DECATUR POLICE AUXILIARY UNIT DONATION/LIBRARY SRP KICK OFF JUNE 4TH CENTRAL PAR	150.00	OTHER LIBRARY GRANT EXPENSE
147175	5/17/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,599.73	OFFICE SUPPLIES
147187	5/17/2022	12:00:00 AM	NATIONWIDE BACKGROUND SCREENING INC BACKGROUND REPORT M ADKINS	85.00	PROFESSIONAL SERVICES
147191	5/17/2022	12:00:00 AM	PAETEC ACCT 633318933001	48.50	TELEPHONE
147208	5/17/2022	12:00:00 AM	SOCIETY OF AMERICAN ARCHIVISTS 2022 MEMBERSHIP RENEWAL R DAMPTZ	250.00	MEMBERSHIP FEES
147250	5/24/2022	12:00:00 AM	AMAZON PAYMENTS SUPPLIES AND BOOKS	2,681.28	OFFICE SUPPLIES
147255	5/24/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	1,263.17	OFFICE SUPPLIES
147266	5/24/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES MAY 1 - MAY 13'21	170.59	POSTAGE

147310	5/24/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,182.85	OTHER LIBRARY GRANT EXPENSE
147311	5/24/2022	12:00:00 AM	JONES & THOMAS WEB SERVICES	880.00	PROFESSIONAL SERVICES
147312	5/24/2022	12:00:00 AM	KANOPY LIBRARY STREAMING SERVICE	365.00	BOOKS & PERIODICALS
147328	5/24/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	5,542.48	OFFICE SUPPLIES
147369	5/24/2022	12:00:00 AM	VERIZON WIRELESS ACCT 980380645-00001	914.34	TELEPHONE
147386	5/31/2022	12:00:00 AM	ARGENTA-OREANA PUBLIC LIBRARY DISTRICT LO	15.00	LOST OR DAMAGED BOOKS
147389	5/31/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,361.35	OFFICE SUPPLIES
147392	5/31/2022	12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	6.00	OFFICE SUPPLIES
147399	5/31/2022	12:00:00 AM	BREWSTER, CONNIE K CHILDREN'S ART CLASS JUNE 9'22	150.00	OTHER LIBRARY GRANT EXPENSE
147421	5/31/2022	12:00:00 AM	ERICKSON DAVIS, ATTORNEYS LEGAL SERVICES	60.00	PROFESSIONAL SERVICES
147436	5/31/2022	12:00:00 AM	HR SOURCE 2022 PUBLIC LIBRARY SUPPLEMENTAL REPORT PARTICIPAN	150.00	PROFESSIONAL SERVICES
147451	5/31/2022	12:00:00 AM	LIBRARY IDEAS, LLC VOX BOOKS /JUVENILE	791.10	BOOKS & PERIODICALS
147457	5/31/2022	12:00:00 AM	MAHOMET PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	16.95	LOST OR DAMAGED BOOKS
147458	5/31/2022	12:00:00 AM	MARION CARNEGIE LIBRARY LOST OR DAMAGED MATERIALS	24.55	LOST OR DAMAGED BOOKS
147462	5/31/2022	12:00:00 AM	MEYER, RICK ILA EXEC BOARD MEETING	59.67	CONFERENCES & TRAVEL
147463	5/31/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	839.10	OFFICE SUPPLIES
147465	5/31/2022	12:00:00 AM	MT ZION DISTRICT LIBRARY LOST OR DAMAGED MATERIALS	65.00	LOST OR DAMAGED BOOKS

147467	5/31/2022	12:00:00 AM	NATIONWIDE BACKGROUND SCREENING INC BACKGROUND REPORT K JORDAN	85.00	PROFESSIONAL SERVICES
147472	5/31/2022	12:00:00 AM	PEERLESS NETWORK, INC ACCT 1212890	445.92	TELEPHONE
147481	5/31/2022	12:00:00 AM	SAM'S CLUB ACCT 9064	51.78	OFFICE SUPPLIES
147487	5/31/2022	12:00:00 AM	STRIGLOS/HAINES & ESSICK WHITE/COLOR CARDSTOCK	118.40	OFFICE SUPPLIES
147490	5/31/2022	12:00:00 AM	THICKSTAT, INC MYLIBRO JUN'22-MAY'23	1,575.00	COMPUTER SOFTWARE
147506	5/31/2022	12:00:00 AM	WHITEHEAD, MICHELLE REIMBURSEMENT FOR GREETING CARDS	19.35	OFFICE SUPPLIES
923004929	5/17/2022	12:00:00 AM	REGIONS/CREDIT CARD ACCT 3978	3,750.84	OTHER LIBRARY GRANT EXPENSE

35 LIBRARY FUND Total 56,810.27

59 LIBRARY TRUST FUNDS

146860	5/3/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	17.83	BOOKS & PERIODICALS
146891	5/3/2022	12:00:00 AM	GIGGLES, INC 100 COOKIES / SUMMER READING PROGRAM	250.00	MISCELLANEOUS EXPENSE
147099	5/17/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	52.11	BOOKS & PERIODICALS
147389	5/31/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	14.60	BOOKS & PERIODICALS
147429	5/31/2022	12:00:00 AM	GAYLORD BROS. POLYPROPYLEN ALBUM PAGES	390.00	ARCHIVAL SUPPLIES

59 LIBRARY TRUST FUNDS Total 724.54

WARRANT TOTAL: 57,534.81

Circulation by Audience Physical & Electronic	May-20	May-21	May-22	% of Total	Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	June 2019-May 2020	June 2020-May 2021	June 2021-May 2022	Change from 2021	Change from 2020
Number of Adult Materials Loaned	4,719	13,929	13,291	63.7%	-4.6%	181.6%	145,040	156,828	180,245	14.9%	24.3%	181,254	145,895	165,912	14%	-8%
Number of Young Adult Materials Loaned	1	604	585	2.8%	-3.1%	58400.0%	5,283	7,301	7,357	0.8%	39.3%	7,783	6,039	7,322	21%	-6%
Number of Children's Materials Loaned	89	4,888	6,974	33.4%	42.7%	7736.0%	53,984	70,117	82,073	17.1%	52.0%	83,576	59,023	74,705	27%	-11%
Total Number of Materials Loaned	4,809	19,421	20,850		7.4%	333.6%	204,307	234,246	269,675	15.1%	32.0%	272,613	210,957	247,939	18%	-9%
Circulation by Material Type	May-20	May-21	May-22	% of Total	Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	June 2019-May 2020	June 2020-May 2021	May 2021-April 2022	Change from 2021	Change from 2020
Books Loaned--Physical	164	11,708	13,318	63.9%	13.8%	8020.7%	118,284	148,399	175,670	18.4%	48.5%	168,089	127,483	158,560	24%	-6%
Videos/DVDs Loaned--Physical	15	2,442	3,081	14.8%	26.2%	20440.0%	28,714	28,267	41,141	45.5%	43.3%	47,430	26,126	33,208	27%	-30%
Audios, Including Music Loaned--Physical	0	837	698	3.3%	-16.6%	#DIV/0!	7,322	8,289	9,719	17.3%	32.7%	12,021	7,158	8,833	23%	-27%
Magazines/Periodicals Loaned--Physical	0	290	255	1.2%	-12.1%	#DIV/0!	3,083	3,067	2,554	-16.7%	-17.2%	4,149	3,251	2,830	-13%	-32%
Other Items Loaned--Physical	4	131	262	1.3%	100.0%	6450.0%	1,577	1,619	2,239	38.3%	42.0%	1,879	1,543	1,875	22%	0%
Use of Circulating Electronic Materials	4,626	4,013	3,236	15.5%	-19.4%	-30.0%	45,327	44,605	39,997	-10.3%	-11.8%	39,045	45,396	42,633	-6%	9%
Total	4,809	19,421	20,850		7.4%	333.6%	204,307	234,246	271,320	15.8%	32.8%	272,613	210,957	247,939	18%	-9%
Successful Retrieval of Electronic Information	1,091	4,368	9,224	30.7%	111.2%	745.5%	39,210	123,484	183,616	48.7%	368.3%	31,059	74,697	147,531	98%	375%
Electronic Content Use	5,717	8,381	12,460	41.4%	48.7%	117.9%	84,537	168,089	222,282	32.2%	162.9%	70,104	120,093	190,164	58%	171%
Total Collection Use	May-20	May-21	May-22		Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	June 2019-May 2020	June 2020-May 2021	May 2021-April 2022	Change from 2021	Change from 2020
Total Collection Use	5,900	23,789	30,074		26.4%	409.7%	243,517	357,730	454,936	27.2%	86.8%	303,672	285,654	395,470	38%	30%
Interlibrary Loans Provided To Other Libraries	36	3,141	3,215	59.2%	2.4%	8830.6%	24,966	39,903	46,024	15.3%	84.3%	35,512	29,576	42,321	43%	19%
Interlibrary Loans Received FROM Other Libraries	204	2,494	2,217	40.8%	-11.1%	986.8%	22,884	28,865	27,626	-4.3%	20.7%	32,517	26,612	28,297	6%	-13%
Total ILL Transactions	240	5,635	5,432		-3.6%	2163.3%	47,850	68,768	73,650	7.1%	53.9%	68,029	56,188	70,618	26%	4%
New Patron Registrations	1,516	98	189		92.9%	-87.5%	2,848	1,353	1,965	45.3%	-31.0%	3,508	1,324	1,592	20%	-55%
# of Visitors (Security Gate)	0	7,263	10,308		41.9%	#DIV/0!	78,509	78,509	141,441	80.2%	80.2%	168,562	76,691	112,351	46%	-33%
# Visitors Lobby Counter	0	8,520	13,559		59.1%	#DIV/0!	84,502	84,502	187,060	121.4%	121.4%	121,649	78,886	135,923	72%	12%
Local History # of visitors	0	31	39		25.8%	#DIV/0!	298	298	1,618	443.1%	443.1%	647	160	726	354%	12%
Adult Programs Active	0	4	247		6075.0%	#DIV/0!	1,121	1,121	3,232	188.3%	188.3%	5,755	470	1,918	308%	-67%
Adult Programs Passive	0	29	211		#DIV/0!	#DIV/0!	1,207	1,207	4,394	264.0%	264.0%	243	1,524	3,044	100%	1153%
Adult Programs Virtual Live	1	94	0		-100.0%	-100.0%	22	22	0	-100.0%	-100.0%	2	254	167	-34%	8250%
Adult Programs Virtual Recorded	46	433	0		-100.0%	-100.0%	193	193	0	-100.0%	-100.0%	153	484	1,120	131%	632%
YA Programs Active	0	0	5		#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	498	0	8	#DIV/0!	-98%
YA Programs Passive	0	8	39		#DIV/0!	#DIV/0!	409	409	160	-60.9%	-60.9%	76	530	269	-49%	254%
YA Virtual Live	0	0	0		#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	#DIV/0!
YA Virtual Recorded	0	0	0		#DIV/0!	#DIV/0!	57	57	#DIV/0!	#DIV/0!	#DIV/0!	0	57	0	-100%	#DIV/0!
Children's Programs Active	0	0	533		#DIV/0!	#DIV/0!	1,354	1,354	#DIV/0!	#DIV/0!	#DIV/0!	13,038	0	2,000	#DIV/0!	-85%
Children's Programs Passive	0	21	864		#DIV/0!	#DIV/0!	2,599	2,599	12,881	395.6%	395.6%	1,239	2,044	5,430	166%	338%
Children's Virtual Live	0	0	0		#DIV/0!	#DIV/0!	185	185	1,371	641.0%	641.0%	0	366	816	123%	#DIV/0!
Children's Virtual Recorded	822	0	0		-100.0%	-100.0%	5,141	5,141	0	-100.0%	-100.0%	3,015	2,543	24	-99%	-99%
Total Programs	869	589	1,899		222.4%	118.5%	12,288	12,288	22,814	85.7%	85.7%	24,019	8,272	14,796	79%	-38%
Public Sessions	0	1,760	1,636		-7.0%	#DIV/0!	14,620	14,620	22,796	55.9%	55.9%	26,256	14,705	20,421	39%	-22%
Wireless Sessions	0	659	1,320		100.3%	#DIV/0!	5,691	5,691	23,652	315.6%	315.6%	10,518	4,768	12,620	165%	20%
Website Sessions	6,868	12,190	10,294		-15.6%	49.9%	113,083	113,083	120,380	6.5%	6.5%	122,150	127,204	125,704	-1%	3%
Unique Visits	4,310	7,645	6,452		-15.6%	49.7%	63,468	63,468	70,575	11.2%	11.2%	77,339	69,474	73,105	5%	-5%
Page Views	31,910	52,206	41,942		-19.7%	31.4%	485,031	485,031	460,600	-5.0%	-5.0%	503,065	519,666	488,008	-6%	-3%
Self Checks	0	4,760	6,739		41.6%	#DIV/0!	43,324	43,324	99,971	130.8%	130.8%	91,323	39,334	72,086	83%	-21%
Percentage of Self Checks	0	0	0													
Assists Adult	0	2,395	2,508		4.7%	#DIV/0!	22,718	22,718	32,187	41.7%	41.7%	34,642	25,829	31,263	21%	-10%
Assists Children	0	872	1,234		41.5%	#DIV/0!	9,181	9,181	14,351	56.3%	56.3%	12,467	10,628	13,221	24%	6%
Assists Local history	8	127	109		-14.2%	1262.5%	956	956	2,381	149.0%	149.0%	1,634	811	1,668	106%	2%
IT help calls	68	114	92		-19.3%	35.3%	1,154	1,154	1,255	8.8%	8.8%	1,016	1,432	1,388	-3%	37%
Searches in Catalog	77,178	19,247	15,176		-21.2%	-80.3%	848,610	848,610	185,101	-78.2%	-78.2%	907,139	550,246	206,520	-62%	-77%
Number of Items processed	0	1,641	1,647		0.4%	#DIV/0!	18,575	18,575	18,053	-2.8%	-2.8%	18,387	22,603	20,170	-11%	10%
Number of Items Withdrawn from Collection	0	2,805	250		-91.1%	#DIV/0!	19,237	19,237	10,106	-47.5%	-47.5%	14,003	23,716	15,525	-35%	11%
Number of mended items	0	416	368		-11.5%	#DIV/0!	2,189	2,189	2,630	20.2%	20.2%	3,216	3,082	3,181	3%	-1%
Number of items ordered	0	534	484		-9.4%	#DIV/0!	8,213	8,213	6,748	-17.8%	-17.8%	8,335	9,879	7,710	-22%	-7%
Number of records added to database	0	1,225	1,278		4.3%	#DIV/0!	15,824	15,824	15,454	-2.3%	-2.3%	14,609	19,521	16,988	-13%	16%

DPL FY 2022 Budget Report

Prepared: June 1, 2022

At the end of May 42% of the year has passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ -	0.0%	\$ 50,732.01	-100.0%
All Other	\$ 1,292,562	31.3%	\$ 918,564.01	71.1%	\$ 546,352.25	68.1%
Total Revenue	\$ 4,134,562		\$ 918,564.01	22.2%	\$ 597,084.26	53.8%

Expense

	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
Personnel						
Payroll	\$ 1,644,156		\$ 672,581.67		\$ 697,157.95	-3.5%
Benefits	\$ 870,336		\$ 367,219.25		\$ 332,525.52	10.4%
	\$ 2,514,492	60.7%	\$ 1,039,800.92	41.4%	\$ 1,029,683.47	1.0%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 163,905.60	66.9%	\$ 160,618.57	2.0%
Per Capita	\$ 104,020		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,500.00		\$ 440.33	17.6%	\$ 881.94	n/a
Total Materials	\$ 351,520	9.3%	\$ 164,345.93	46.8%	\$ 161,500.51	1.8%

Professional Services

Professional Services	\$ 102,000		\$ 15,335.62	15.0%	\$ 4,702.99	226.1%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 99.76	66.5%	\$ 203.60	-0.51002
Total	\$ 102,650	2.7%	\$ 15,435.38	15.0%	\$ 8,437.75	82.9%

Allocations

Administrative Fee	\$	108,864		\$	45,360.00	41.7%	\$	52,030.00	-12.8%
MIS	\$	36,684		\$	15,285.00	41.7%	\$	16,715.00	-8.6%
	\$	145,548	3.8%	\$	60,645.00	41.7%	\$	68,745.00	-11.8%

Grants

Other grants	\$	75,000		\$	18,069.06	24.1%	\$	9,415.07	91.9%
	\$	75,000	2.0%	\$	18,069.06	24.1%	\$	9,415.07	91.9%

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

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	1,866.42	37.3%	\$	2,139.72	-12.8%
Service to Office Equipment	\$	27,000		\$	3,345.33	12.4%	\$	3,376.32	-0.9%
Telephone	\$	27,000		\$	8,313.07	30.8%	\$	7,532.37	10.4%
Software	\$	50,000		\$	29,322.00	58.6%	\$	34,751.59	-15.6%
Office Supplies	\$	40,000		\$	8,714.04	21.8%	\$	11,293.00	-22.8%
Small Capital	\$	45,000		\$	7,910.50	17.6%	\$	3,035.01	160.6%
	\$	194,000	5.1%	\$	59,471.36	30.7%	\$	62,128.01	-4.3%

Staff Development

Interview Travel Expense	\$	-		\$	35.48		\$	-	
Conferences/Training/Travel	\$	20,000		\$	2,302.24	11.5%	\$	2,342.00	-1.7%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	5,141.10	10.3%	\$	1,243.00	313.6%
	\$	74,000	2.0%	\$	7,478.82	10.1%	\$	3,585.00	108.6%

Insurance

Unemployment	\$	1,056		\$	440.00	41.7%	\$	555.00	-20.7%
Risk Management	\$	95,724		\$	39,885.00	41.7%	\$	29,785.00	33.9%
	\$	96,780	2.6%	\$	40,325.00	41.7%	\$	30,340.00	32.9%

Building Costs

Rent	\$ 589,583.00		\$ 245,575.00	41.7%	\$ 240,783.00	2.0%
Supplies	\$ 150		\$ -	0.0%	\$ 106.11	-100.0%
Maintenace	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,733	15.6%	\$ 245,575.00		\$ 240,889.11	1.9%
Total Operations/Services	\$ 1,629,731	43.1%	\$ 612,243.55	37.6%	\$ 585,461.45	4.6%
Total Expenses						
	\$ 4,144,223		\$ 1,652,044.47	39.9%	\$ 1,615,144.92	2.3%
Revenue Minus Expense						
	\$ (9,661)		\$ (733,480.46)		\$ (1,018,060.66)	-28.0%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet / Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73	\$ 198,431.40	\$ 380,813.40	\$ - \$ 950,658.73
4/1/2022	\$ 950,658.73	\$ 218,692.24	\$ 327,770.85	\$ - \$ 841,580.12
5/1/2022	\$ 841,580.12	\$ 293,093.14	\$ 316,569.96	\$ - \$ 818,103.30
6/1/2022	\$ 818,103.30			
7/1/2022				
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				

Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

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

6/1/2022	\$	533,508.42
7/1/2022	\$	-
8/1/2022	\$	-
9/1/2022	\$	-
10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

**Trust Accounts
Cantoni**

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

**Meyer
Date**

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

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

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23	\$ -	\$ 46.21	\$ 20,531.02
4/1/2022	\$ 20,531.02	\$ -	\$ 3,841.69	\$ 16,689.33
5/1/2022	\$ 16,689.33	\$ 2,260.00	\$ 84.54	\$ 18,864.79
6/1/2022	\$ 18,864.79			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at Ending
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ - \$ 1,722,760.71
3/1/2022	\$ 1,722,760.71	\$ 198,473.21	\$ 380,859.61	\$ - \$ 1,540,374.31
4/1/2022	\$ 1,540,374.31	\$ 218,692.24	\$ 331,987.54	\$ - \$ 1,427,079.01
5/1/2022	\$ 1,427,079.01	\$ 295,353.14	\$ 317,294.50	
6/1/2022				
7/1/2022				
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
PPRT	\$ 530,722	\$ 1,267,031	\$ 736,309
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 75,000	\$ 59,629	\$ (15,371)
PILOT	\$ 561,120	\$ 561,120	\$ -
Fines	\$ 4,500	\$ 8,962	\$ 4,462
Non-Resident Fee	\$ 150	\$ -	\$ (150)
Lost or Damaged Items	\$ 4,000	\$ 4,470	\$ 470
Copies/Miscellaneous	\$ 11,000	\$ 12,380	\$ 1,380
Meeting Room Fees	\$ 1,000	\$ 2,304.00	\$ 1,304
Interest Income	\$ -	\$ 20	\$ 20
Investment Income	\$ 1,000	\$ 501	\$ (499)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 1,500	\$ 1,500
Miscellaneous Income	\$ 50	\$ -	\$ (50)
Totals	\$ 4,134,562	\$ 4,863,935	\$ 729,373

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,644,156	\$ 1,590,058	\$ 54,098
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 159,403	\$ 142,102	\$ 17,301
FICA/Medicare	\$ 126,958	\$ 120,195	\$ 6,763
Life insurance	\$ 3,045	\$ 2,439	\$ 606
Medical insurance	\$ 565,500	\$ 668,623	\$ (103,123)
Service recognition	\$ 15,430	\$ 15,869	\$ (439)
Total Personnel	\$ 2,514,492	\$ 2,539,286	\$ (24,794)
Unemployment insurance	\$ 1,056	\$ 1,056	\$ -
Advertising	\$ 500	\$ 898	\$ (398)
Printing/binding	\$ -	\$ 0	\$ -
Service to maintain Building	\$ -	\$ 0	\$ -
Service to Office Equipment	\$ 27,000	\$ 21,339	\$ 5,661
IT Services	\$ 36,684	\$ 36,684	\$ -
Telephone	\$ 27,000	\$ 26,885	\$ 115
Banking Service Charges	\$ 150	\$ 155	\$ (5)
Conferences/Travel/Continuing Ed	\$ 20,000	\$ 4,661	\$ 15,339
General Fund	\$ 108,864	\$ 108,864	\$ -
Postage	\$ 5,000	\$ 4,286	\$ 714
Computer Software	\$ 50,000	\$ 41,078	\$ 8,922
Travel Interview Expense	\$ -	\$ 35	\$ (35)

Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 81,805	\$ 20,195
Membership Fees	\$ 50,000	\$ 57,000	\$ (7,000)
Materials for Buildings	\$ 150	0	\$ 150
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 75,000	\$ 65,496	\$ 9,504
Office Supplies	\$ 40,000	\$ 26,059	\$ 13,941
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 38,995	\$ 6,005
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 922	\$ 1,578
Total operating	\$ 1,629,731	\$ 1,554,546	\$ 75,185
Total expense	\$ 4,144,223	\$ 4,093,832	\$ 50,391
Surplus (deficit)	\$ (9,661.00)	\$ 770,103.73	\$ (779,765)

CLOW CONTROLS & SERVICE INC.

7381 WALKER RD. P.O. BOX 1637
DECATUR, ILLINOIS 62525
PHONE: 217/864-1256
FAX: 217/864-1257

Feb 17, 2022

Attn: Mike Prichett
Decatur Public Library
130 N Franklin St.
Decatur, IL 62523

RE: Quote to Replace the Existing Control System.

Mike:

We propose to furnish the necessary supervision, labor, materials and equipment required to complete the above referenced project as described below for the sum of **Eleven Thousand Five Hundred Seventy Four Dollars (\$11,574.00)**.

Add (\$1,470.00) to replace Co2 control and integrate existing damper.

The above price includes the following.

1. Remove existing control system.
2. Add control panel with Bacnet controller.
3. Add Zone Temperature, Zone RH, Return Temperature, Discharge Air Temperature at Furnace, Discharge Air Temperature After Electric Reheat.
4. Add local lockout stat at existing condensing unit.
5. Relocate existing Vav stat that is located in area.

Items of clarifications.

1. We have not allowed for any other repairs not mentioned above.
2. We have not allowed for controller integration to buildings existing EMS System.

This proposal will be held good for thirty days. Costs of premium wages are not included in this proposal. Our standard working hours are 7:00AM- 3:30PM, Monday through Friday excluding holidays.

We hope this meets with your approval. If we can be of any further help, please feel free to call us.

Respectfully submitted,

Dan Clow
Vise President
Clow Controls & Service Inc.

I have the authority to order the above work and do so order as outlined above.

Authorized Signature _____ Date ____/____/____