



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, November 20, 2025

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda— (Approval of Agenda; Approval of the October 9, 2025 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 (Discussion)**
- V. **Division Head reports**—Becky Dampitz, Alissa Henkel **(Discussion)**
- VI. **City Librarian’s report**—Rick Meyer **(Discussion)**
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Samantha Carroll
 - i. **Board of Trustees Bylaws (Discussion)**

- ii. Standards for Illinois Public Libraries **(Action)**
- iii. Other

B. Finance and Properties Committee—Sofia Xethalis

- i. Capital Needs **(Discussion)**
- ii. October 2025 Check Register and Vendor Report **(Action)**
- iii. October 2025 Actuals & Projection **(Discussion)**
- iv. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library – Samantha Carroll

- i. November 13 Meeting **(Discussion)**

E. Illinois Heartland Library System

- i. No Report

VIII. Old Business

- A. Other **(Discussion)**

IX. New Business

- A. Other **(Discussion)**

X. Adjournment

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



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DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES
October 9, 2025 Meeting Minutes
4:30pm

Present:

Karl Coleman
Samantha Carroll
Paula Cross
Ashley Petty
Sofia Xethalis
Kaylee Ledbetter
Peggy Ankrum
Amy West

Absent: None

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services, Rebecca Dampitz, Head of Archives & Special Collections

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:33pm.

Consent Agenda (Approval of Agenda; Approval of September 18, 2025 Regular Meeting Minutes) (Action) Ms. Xethalis made a motion to approve the consent agenda, seconded by Ms. Cross. All in favor. Motion approved.

Public comments: None

Written Communications from the Public: None

Division Head Reports (Discussion)

Ms. Dampitz informed the board of Live History, which is the next event for 115 events. It is the Escape Room experience with six live actors. She also announced the visit and book signing by Aaron Reynolds, popular children's book author.

Ms. Henkel spoke about the switch from Baker & Taylor to Ingram book suppliers and the details and timeline. She reported the delay will not be as bad as originally predicted.

City Librarian's Report (Discussion) Mr. Meyer presented his report.

Reports of Committees:

- A. Personnel, Policy & Public Relations Committee – Ms. Carroll
 - i. Library Use Guidelines - The language was changed regarding suspensions. Ms. Carroll made a motion to approve the change, seconded by Ms. Cross. All in favor. Motion was adopted.
 - ii. Management Personnel Handbook – Staff requested small changes to leave requests, such as bereavement. Ms. Carroll made a motion to approve the change, seconded by Ms. Petty. All in favor. Motion adopted.
- B. Finance and Properties Committee – Ms. West
 - i. Capital Needs
 - a. Roof Project soon to complete.
 - b. Furniture purchase completed.
 - ii. September 2025 Check Register and Vendor Report – Ms. Xethalis motioned to approve the register and vendor report, seconded by Ms. West. Mr. Coleman requested a roll call vote, Ms. West yes, Ms. Ankrum yes, Ms. Petty yes, Ms. Carroll yes, Ms. Cross yes, Ms. Ledbetter yes, Mr. Coleman yes, and Ms. Xethalis yes. The motion was adopted.
 - iii. September 2025 Actuals & Projection – Mr. Meyer reviewed the budget actuals.
 - iv. FY2026 Budget Draft Revision – Ms. West made a motion to approve, seconded by Ms. Ankrum. Mr. Coleman requested a roll call vote, Ms. West yes, Ms. Ankrum yes, Ms. Petty yes, Ms. Carroll yes, Ms. Cross yes, Ms. Ledbetter yes, Mr. Coleman yes, and Ms. Xethalis yes. The motion was adopted.
 - v. DPL website needs to be ADA compliant – Mr. Meyer gave the requirements and costs.
- C. Foundation – Mr. Meyer gave abbreviated report and is scheduling next meeting
- D. Friends of the Library – No report
- E. Illinois Heartland Library System – No report

Old Business None

New Business

- A. Executive Administrative Assistant position filled
- B. Public Awareness Campaign – Ms. Xethalis made a motion to table until January, 2025, seconded by Ms. Carroll. All in favor. Motion adopted.
- C. Friends of the Library will be open every day beginning October 20, 2025.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:31pm, seconded by Ms. Ledbetter. All in favor. The motion was adopted.

Scribe:

Rhonda Patton, Executive Administrative Assistant

Draft 11/17/2025



DECATUR PUBLIC LIBRARY

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City Librarian's Report for October 2025

Administration

- I participated in 40-ish scheduled meetings.
- On the 3rd I met with all public library directors in Macon County at Project Thinkwell.
- On the 7th I met with Mayor Moore Wolfe and now-Trustee Joren Martin to discuss the duties of Trustee at Decatur Public Library.
- On the 7th it was announced that our main book supplier of the last 65 years was going out of business.
- I attended the Illinois Library Association Annual Conference from the 14th to the 16th.
- I was off the week of the 20th but did attend the meeting of the Illinois State Library Advisory Committee meeting on the 23rd in Springfield.
- Rhonda Patton began her duties as Executive Administrative Assistant on October 27.
- Betti Jo continued to perform double duty and has assisted in the training of Rhonda. She took a week off in October.
-

Circulation

- **Please see statistical spreadsheet/charts.**

Technical Services

- **See statistical spreadsheet**

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics**
- John Schirle collaborated with DPS61 to provide orientation and tour for international teachers.
- Sarah Yepsen and John collaborated with Millikin for an Education students program (25 participants).
- 1000 Books Before Kindergarten (managed by Susan Bishop): 589 children enrolled (increase from 584 in September), 1,046 rewards earned, 116,679 books read
- Lanyards for Littles: 8 children received lanyards for their first library card at DPL
- READiculous, JR finale: Largest crowd yet for the kids' finale (116 participants in final session)
- Something Weird in Your Neighborhood: An Evening with Troy Taylor: 400 participants
- 150th Program: Live History (October 16-18): Total of 163 participants across three days (46, 29, and 88 participants)
- Rock Springs Treat Trail: 550 participants

- Halloween Story Time: 215 participants - a remarkable turnout representing a 207% increase over typical story time attendance of around 70 participants
- Trick-or-Treating at the Library (October 29-31): Total of 320 participants across three days (64, 203, and 53 participants)
- Baker & Taylor's unexpected bankruptcy, PRS staff successfully transitioned to Ingram as the library's new book vendor.
- Staff accounts were established for all PRS staff, Carol Ziese and Julie Martin, along with training resources including iPage and iPage Academy.
- PRS has been successfully ordering books since late October.
- Alissa Henkel, Alix Frazier and Tye Pemberton attended the ILA Conference.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt identified and resolved a malware outbreak affecting staff computers. All affected computers were successfully cleaned without reimaging or service disruption.
- Upgraded ArchivesSpace to version 4.1.1 from 4.0.
- We now have a camera in the old book sort room and computer lab.
- Currently verifying website compliance with WCAG 2.1 Level AA standards. We received two quotes. The Omeka website will also require accessibility updates.

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- SMPL update: Joann and Mindy finished 1964 of the Macon News this month, and started working on 1965.
- 150th update:
 - Live History was here on October 16 through October 18, and had 163 people participate in their escape room/scavenger hunt experience. The Live History troupe was wonderful to work with, and hopefully we can have them back some day.
 - Alix and Kasey Steiling created the graphic for the vol. 4 glass, which includes the logo and the Franklin St. building. Glasses arrived in late October. The last beer will be available in November.
- Leeann Grossman continues to add League of Women Voters records to Omeka. She is also scanning the last two boxes of the collection.
- Becky Dampitz continues to update the oral history entries on Omeka.
- Sheri Keller and Leeann worked on 19 in-depth research requests this month.
- Sheri continues to make great social media posts twice a week.
- Pat Riley worked on his new display for winter: "Winter Inside and Out". This display will go up in early November.

Respectfully Submitted,

Rick Meyer

Rick Meyer
City Librarian

Other Stats	Oct-24	Oct-25	Change from 2024	2024 Total	2025 Projection	Change from 2024	November	November	Change in 12-month trend
							2023- October 2024	2024- October 2025	
New Patron Registrations	190	185	-2.6%	2,278	2,263	-0.6%	2,308	2,265	-1.9%
# of Visitors (Security Gate)	13,454	15,680	16.5%	161,083	170,248	5.7%	158,092	168,926	6.9%
# Visitors Lobby Counter	13,700	15,034	9.7%	163,560	175,059	7.0%	162,359	173,396	6.8%
Local History # of visitors	662	669	1.1%	4,923	4,684	-4.9%	4,335	4,718	8.8%
Synchronous Age 0-5		655							
Synchronous Age 6-11		259							
Synchronous Young Adult		42							
Synchronous Adult		300							
Synchronous General Interest		1,122							
Self-Directed Age 0-5		596							
Self-Directed Age 6-11		0							
Self-Directed Young Adult		61							
Self-Directed Adult		375							
Self-Directed General Interest		0							
Total Program	1,603	3,410	112.7%	19,413	23,747	22.3%	20,627	23,287	12.9%
Synchronous In-Person		1,238							
Synchronous Off-Site		1,140							
Synchronous Virtual		94							
Asynchronous Virtual		427							
Public Sessions	1,907	2,161	13.3%	18,274	22,199	21.5%	18,364	21,543	17.3%
Wireless Sessions	1,706	1,934	13.4%	15,685	19,461	24.1%	15,614	18,898	21.0%
Website Sessions	9,857	13,074	32.6%	126,362	127,849	1.2%	127,868	127,630	-0.2%
Unique Visits	5,822	8,502	46.0%	73,230	67,947	-7.2%	75,258	68,689	-8.7%
Page Views	24,678	20,424	-17.2%	261,850	249,099	-4.9%	267,870	250,748	-6.4%
Self Checks	6,449	6,610	2.5%	82,118	81,596	-0.6%	83,120	81,660	-1.8%
Percentage of Self Checks	48%	0	-0.8%						
Assists Adult	3,324	3,439	3.5%	34,601	31,573	-8.8%	34,563	32,013	-7.4%
Assists Children	1,259	1,370	8.8%	12,943	12,819	-1.0%	12,457	12,837	3.1%
Assists Local history	106	127	19.8%	1,234	1,163	-5.8%	1,173	1,172	-0.1%
IT help calls	79	131	65.8%	1,241	1,416	14.1%	1,243	1,388	11.7%
Searches in Catalog	11,554	39,379	240.8%	248,002	239,824	-3.3%	289,450	240,481	-16.9%
Number of Items processed	1,389	0	-100.0%	15,346	12,795	-16.6%	15,802	13,164	-16.7%
Number of Items Withdrawn from Collection	2,091	0	-100.0%	15,909	10,877	-31.6%	11,906	12,694	6.6%
Number of mended items	340	0	-100.0%	2,657	2,675	0.7%	2,619	2,673	2.1%
Number of items ordered	391	0	-100.0%	5,749	5,681	-1.2%	5,811	5,691	-2.1%
Number of records added to database	1,049	0	-100.0%	12,561	10,160	-19.1%	13,055	10,518	-19.4%

OCTOBER VENDOR REPORT 2025

VENDOR NAME	AMOUNT
AAE HOLDINGS, INC Total	\$222.21
ADOBE, INC Total	\$1,376.16
AMAZON PAYMENTS Total	\$1,979.19
ARGENTA-OREANA PUBLIC LIBRARY DISTRICT Total	\$27.00
BAKER & TAYLOR CO Total	\$424.63
BREWSTER, CONNIE K Total	\$300.00
BRODART CO. Total	\$511.53
CAMERON, LEA Total	\$70.00
CANON FINANCIAL SERVICES, INC Total	\$803.78
CITYBLUE TECHNOLOGIES LLC Total	\$175.71
COMMERCIAL MAIL SERVICES Total	\$532.59
DECATUR CIVIC CENTER AUTHORITY Total	\$1,722.70
ENVISIONWARE, INC Total	\$577.00
FAIRFIELD PUBLIC LIBRARY Total	\$15.00
FORSYTH PUBLIC LIBRARY Total	\$25.80
FRAZIER, ALIX Total	\$67.24
GAYLORD BROS. Total	\$381.82
GLOBAL INDUSTRIAL COMPANY Total	\$321.30
ICE WARP, INC. Total	\$2,604.86
IHLS-OCLC Total	\$1,295.00
INGRAM LIBRARY SERVICES Total	\$25.95
JESSICA HILL CONSULTING LLC Total	\$3,153.72
KANOPY Total	\$568.00
LIBRARICA LLC Total	\$202.60
LIBRARY IDEAS, LLC Total	\$1,995.00
LIVE HISTORY Total	\$1,600.00
MAVERIK MARKETING Total	\$1,538.42
MIDWEST TAPE, LLC Total	\$2,336.39
NOVEL IDEAS Total	\$1,496.00
PAETEC Total	\$31.42
PAWPRINT MINISTRIES Total	\$800.00
PEERLESS NETWORK, INC Total	\$460.41
PEMBERTON, TY Total	\$271.06
REGIONS/CREDIT CARD Total	\$2,812.68
REYNOLDS, AARON Total	\$9,800.00
ROCKFORD MAP PUBLISHERS, INC. Total	\$74.70
SAM'S CLUB Total	\$95.00
UNIQUE MANAGEMENT SERVICES Total	\$443.25
VERIZON WIRELESS Total	\$118.17
Grand Total	\$41,256.29

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 10/1/2025 to 10/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
169711	10/02/2025	AAE HOLDINGS, INC ELLEN HOPKINS ENGAGEMENT 9/18/25 HOTEL	222.21	OTHER LIBRARY GRANT EXI
169719	10/02/2025	ARGENTA-OREANA PUBLIC LIBRARY DISTRICT PAYMENT OF LOST MATERIAL	27.00	LOST OR DAMAGED BOOKS
169729	10/02/2025	BREWSTER, CONNIE K 4 SESSIONS 9/15-9/16 LION DRAWINGS	300.00	OTHER LIBRARY GRANT EXI
169758	10/02/2025	ENVISIONWARE, INC 400 RFID-TAG-U 2X2BL SLIX2	577.00	OFFICE SUPPLIES
169763	10/02/2025	FRAZIER, ALIX DINNER FOR ELLEN HOPKINS	67.24	OTHER LIBRARY GRANT EXI
169776	10/02/2025	ICE WARP, INC. LIC REN USB20241003-145922-83642	2,604.86	COMPUTER SOFTWARE
169777	10/02/2025	IHLS-OCLC FY2025 SWANK MOVIE & SWANK LIBRARY STREAMII	1,295.00	OTHER LIBRARY GRANT EXI
169789	10/02/2025	LIBRARICA LLC SUPPOR/UPDATES REINSTATE CASSIE 10/29/25-10/2	202.60	COMPUTER SOFTWARE
169799	10/02/2025	MAVERIK MARKETING READICULOUS TWO LOCATION LOGO TEE'S VINYL POUCH AND 1" COTTON LANYARD	1,538.42	OTHER LIBRARY GRANT EXI
169855	10/09/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	270.84	OTHER LIBRARY GRANT EXI
169870	10/09/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FESS SEPT 16 - SEPT 30 2025	242.72	POSTAGE
169876	10/09/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	1,722.70	SECURITY
169893	10/09/2025	FORSYTH PUBLIC LIBRARY PAYMENT FOR DAMAGED ITEMS	12.35	LOST OR DAMAGED BOOKS
169930	10/09/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	1,245.82	OFFICE SUPPLIES
170017	10/16/2025	FAIRFIELD PUBLIC LIBRARY LOST ITEM BORROWER 21202008520569 T HOKE	15.00	LOST OR DAMAGED BOOKS
170046	10/16/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	568.00	BOOKS & PERIODICALS
170058	10/16/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	187.84	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 10/1/2025 to 10/31/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
170095	10/16/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	443.25	PROFESSIONAL SERVICES
170111	10/23/2025	ADOBE, INC CREATIVE CLOUD ALL MLP LICENSE	1,376.16	COMPUTER SOFTWARE
170118	10/23/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	1,481.76	BOOKS & PERIODICALS
170134	10/23/2025	BRODART CO. 3 TIER COUNTER RACK	511.53	SMALL CAPITAL ITEMS
170138	10/23/2025	CANON FINANCIAL SERVICES, INC BLANKET - SERVICE COPIERS & PRINTERS	803.78	SERV-OFFICE EQUIPMENT
170140	10/23/2025	CITYBLUE TECHNOLOGIES LLC EPSON PRINTER INK - SEPTEMBER	175.71	OFFICE SUPPLIES
170143	10/23/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEES - 10/1/25-10/15/25	289.87	POSTAGE
170198	10/23/2025	LIBRARY IDEAS, LLC FIERO CODE ANNUAL SUBSCRIP. 09/01/25-08/31/26	1,995.00	BOOKS & PERIODICALS
170210	10/23/2025	NOVEL IDEAS AUTHOR AARON REYNOLDS 102 BOOKS	1,496.00	OTHER LIBRARY GRANT EXI
170215	10/23/2025	PAETEC BLANKET - TELEPHONE SERVICE	31.42	TELEPHONE
170218	10/23/2025	PEERLESS NETWORK, INC ACCT 1212890	460.41	TELEPHONE
170219	10/23/2025	PEMBERTON, TY TRAVEL REIMBURSEMENT 2025 ILA CONFERENCE	271.06	CONFERENCES & TRAVEL
170232	10/23/2025	REYNOLDS, AARON AUTHER A. REYNOLDS 5 PRESENTATIONS & BOOK 5	9,800.00	OTHER LIBRARY GRANT EXI
170269	10/30/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	497.43	SMALL CAPITAL ITEMS
170278	10/30/2025	CAMERON, LEA 2 SESSIONS - YOGA CLASS OCT/NOV	70.00	OTHER LIBRARY GRANT EXI
170315	10/30/2025	FORSYTH PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	13.45	LOST OR DAMAGED BOOKS
170320	10/30/2025	GLOBAL INDUSTRIAL COMPANY POWER STRIP 7 OUTLETS	321.30	SMALL CAPITAL ITEMS
170329	10/30/2025	INGRAM LIBRARY SERVICES ONION STORY	25.95	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 10/1/2025 to 10/31/2025**

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
170346	10/30/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	902.73	OFFICE SUPPLIES
170355	10/30/2025	PAWPRINT MINISTRIES SUMMER & FALL SESSIONS	800.00	OTHER LIBRARY GRANT EXI
170362	10/30/2025	SAM'S CLUB ACCT 9064 - P928000880195DTWS	95.00	MEMBERSHIP FEES
170385	10/30/2025	VERIZON WIRELESS ACCT 980380645-00001	118.17	TELEPHONE
23007215	10/09/2025	LIVE HISTORY SHOW: IN TIME & TIMELESS GATHERING 16-18 3 OF	1,600.00	PROFESSIONAL SERVICES
23007222	10/16/2025	REGIONS/CREDIT CARD ACCT 2191	2,812.68	TRAVEL INTERVIEW EXP
23007280	10/23/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,692.24	OTHER LIBRARY GRANT EXI
23007283	10/30/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,461.48	OTHER LIBRARY GRANT EXI
Total for: 35			40,645.98	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
169855	10/09/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	153.79	BOOKS & PERIODICALS
170168	10/23/2025	GAYLORD BROS. 8 MILL POLYPROYLENE ALBUM PAGES - PKG 25	381.82	ARCHIVAL SUPPLIES
170360	10/30/2025	ROCKFORD MAP PUBLISHERS, INC. MOULTRIE COUNTY 2025 PLAT BOOK	74.70	BOOK AND PERIODICALS
Total for: 59			610.31	
Total for All:			\$41,256.29	

DPL FY2025 Budget Report
Prepared November 3, 2025
At the end of October 83% of
the year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ 3,100,777.91	96.2%	\$ 2,922,157.58	6.1%
All Other	\$ 1,440,919	30.9%	\$ 1,169,331.49	81.2%	\$ 1,215,682.36	-3.8%
Total Revenue	\$ 4,663,458		\$ 4,270,109.40	91.6%	\$ 4,137,839.94	3.2%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 1,565,267.74	83.8%	\$ 1,472,833.61	6.3%
Benefits	\$ 1,040,424		\$ 859,327.39	82.6%	\$ 782,884.04	9.8%
	\$ 2,907,648	57.5%	\$ 2,424,595.13	83.4%	\$ 2,255,717.65	7.5%

Library Materials						
Books, Periodicals, etc.	\$ 245,000		\$ 169,184.80	69.1%	\$ 125,812.82	34.5%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 107,605.70	-3.0%
Lost/Damage	\$ 1,600		\$ 794.36	49.6%	\$ 913.76	-13%
Total Materials	\$ 350,620	9.3%	\$ 274,382.44	78.3%	\$ 234,332.28	17.1%

Professional Services						
Security	\$ 22,500		\$ 20,529.52	91.2%	\$ 44,548.15	-53.9%
Professional Services	\$ 50,000		\$ 41,879.14	83.8%	\$ 54,086.05	-22.6%
Bank Service Charges	\$ 250		\$ 220.01	88.0%	\$ 214.29	3%
Total	\$ 72,750	1.9%	\$ 62,628.67	86.1%	\$ 54,300.34	15.3%

Allocations

Administrative Fee	\$ 189,792		\$ 158,160.00	83.3%	\$ 123,110.00	28.5%
MIS	\$ 19,967		\$ 16,630.00	83.3%	\$ 13,610.00	22.2%
	\$ 209,759	5.5%	\$ 174,790.00	83.3%	\$ 136,720.00	27.8%

Grants

Other grants	\$ 150,000		\$ 152,304.50	101.5%	\$ 88,634.27	71.8%
	\$ 150,000	4.0%	\$ 152,304.50	101.5%	\$ 88,634.27	71.8%

Advertising	\$ 900	0.02%	\$ 485.00	53.9%	\$ 523.38	-7%
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Office Supplies/Maintenance

Postage	\$ 5,000		\$ 5,599.41	112.0%	\$ 4,754.37	17.8%
Service to Office Equipment	\$ 25,000		\$ 12,000.70	48.0%	\$ 20,692.92	-42.0%
Telephone	\$ 6,000		\$ 8,357.55	139.3%	\$ 5,643.99	48.1%
Software	\$ 45,000		\$ 50,976.80	113.3%	\$ 59,181.19	-13.9%
Office Supplies	\$ 40,000		\$ 27,714.80	69.3%	\$ 23,381.97	18.5%
Small Capital	\$ 50,000		\$ 44,144.37	88.3%	\$ 81,916.52	-46.1%
	\$ 171,000	4.5%	\$ 148,793.63	87.0%	\$ 195,570.96	-23.9%

Staff Development

Conferences/Training/Travel	\$ 35,000		\$ 8,413.16	24.0%	\$ 16,554.15	-49.2%
Tuition Reimbursement	\$ 10,000		\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 71,000		\$ 81,149.90	114.3%	\$ 73,868.37	9.9%
	\$ 116,000	3.1%	\$ 89,563.06	77.2%	\$ 90,422.52	-1.0%

Insurance

Unemployment	\$ 1,176		\$ 980.00	83.3%	\$ 940.00	4.3%
Risk Management	\$ 111,948		\$ 93,290.00	83.3%	\$ 78,010.00	19.6%
	\$ 113,124	3.0%	\$ 94,270.00	83.3%	\$ 78,950.00	19.4%

Building Costs

Transfer to Capital	\$ 375,000		\$ 350,000.00	93.3%	\$ -	#DIV/0!
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Rent	\$ 589,583		\$ 491,150.00	83.3%	\$ 491,150.00	0.0%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ 7,785.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 964,583	25.5%	\$ 848,935.00		\$ 491,150.00	72.8%
Total Operations/Services	\$ 2,148,736	56.8%	\$ 1,846,152.30	85.9%	\$ 1,370,603.75	34.7%
Total Expenses						
	\$ 5,056,384		\$ 4,270,747.43	84.5%	\$ 3,626,321.40	17.8%
Revenue Minus Expense						
	\$ (392,926)		\$ (638.03)		\$ 511,518.54	-100.1%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activity	Ending
1/1/2025	1,865,528.14	\$ 177,743.66	\$ 756,098.52	\$ -	\$ 1,287,173.28
2/1/2025	\$ 1,287,173.28	\$ 51,768.64	\$ 475,969.98	\$ -	\$ 862,971.94
3/1/2025	\$ 862,971.94	\$ 78,349.86	\$ 363,344.33	\$ -	\$ 577,977.47
4/1/2025	\$ 577,977.47	\$ 152,276.92	\$ 370,899.38	\$ -	\$ 359,355.01
5/1/2025	\$ 359,355.01	\$ 180,401.23	\$ 351,501.99	\$ -	\$ 188,254.25
6/1/2025	\$ 188,254.25	\$ 54,561.09	\$ 342,717.32	\$ -	\$ (99,901.98)
7/1/2025	\$ (99,901.98)	\$ 1,764,953.82	\$ 578,097.14	\$ -	\$ 1,086,954.70
8/1/2025	\$ 1,086,954.70	\$ 407,246.59	\$ 461,144.63	\$ -	\$ 1,033,056.66
9/1/2025	\$ 1,033,056.66	\$ 652,019.40	\$ 241,672.14	\$ -	\$ 1,443,403.92
10/1/2025	\$ 1,443,403.92	\$ 750,788.19	\$ 329,359.57	\$ -	\$ 1,864,832.54
11/1/2025	\$ 1,864,832.54				
12/1/2025	\$ -				
1/1/2026	\$ -				

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 194,018.17	\$ 315,631.65	\$ 160,002.22	\$ 349,647.60
2/1/2025	\$ 349,647.60	\$ 453.73	\$ 149,531.69	\$ 200,569.64
3/1/2025	\$ 200,569.64	\$ 747.20	\$ -	\$ 201,316.84
4/1/2025	\$ 201,316.84	\$ 35,540.22	\$ 33,876.93	\$ 202,980.13

5/1/2025	\$	202,980.13	\$	53.49	\$	33,684.82	\$	169,348.80
6/1/2025	\$	169,348.80	\$	671.51	\$	1,808.82	\$	168,211.49
7/1/2025	\$	168,211.49	\$	232.58	\$	(1,808.82)	\$	170,252.89
8/1/2025	\$	170,252.89	\$	118.42	\$	116,316.50	\$	54,054.81
9/1/2025	\$	54,054.81	\$	223.10	\$	32,141.25	\$	22,136.66
10/1/2025	\$	22,136.66	\$	223.10	\$	-	\$	22,359.76
11/1/2025	\$	22,359.76						
12/1/2025	\$	-						
1/1/2026	\$	-						

Trust Accounts

Cantoni

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 7,017.16	\$ 2.58	\$ -	\$ 7,019.74
2/1/2025	\$ 7,019.74	\$ 1.78	\$ 116.90	\$ 6,904.62
3/1/2025	\$ 6,904.62	\$ 1.36	\$ 368.69	\$ 6,537.29
4/1/2025	\$ 6,537.29	\$ 1.27	\$ 564.90	\$ 5,973.66
5/1/2025	\$ 5,973.66	\$ 1.66	\$ 52.33	\$ 5,922.99
6/1/2025	\$ 5,922.99	\$ 1.86	\$ -	\$ 5,924.85
7/1/2025	\$ 5,924.85	\$ 2.44	\$ -	\$ 5,927.29
8/1/2025	\$ 5,927.29	\$ 2.23	\$ -	\$ 5,929.52
9/1/2025	\$ 5,929.52	\$ 2.40	\$ -	\$ 5,931.92
10/1/2025	\$ 5,931.92	\$ -	\$ -	\$ 5,931.92
11/1/2025	\$ 5,931.92			
12/1/2025	\$ -			
1/1/2026	\$ -			

Meyer

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 33,943.90	\$ 12.67	\$ 322.00	\$ 33,634.57
2/1/2025	\$ 33,634.57	\$ 8.77	\$ 74.70	\$ 33,568.64
3/1/2025	\$ 33,568.64	\$ 6.96	\$ -	\$ 33,575.60
4/1/2025	\$ 33,575.60	\$ 6.92	\$ 393.00	\$ 33,189.52
5/1/2025	\$ 33,189.52	\$ 9.49	\$ -	\$ 33,199.01
6/1/2025	\$ 33,199.01	\$ 10.67	\$ 102.70	\$ 33,106.98
7/1/2025	\$ 33,106.98	\$ 13.97	\$ -	\$ 33,120.95

8/1/2025	\$	33,120.95	\$	12.79	\$	-	\$	33,133.74
9/1/2025	\$	33,133.74	\$	13.67	\$	439.70	\$	32,707.71
10/1/2025	\$	32,707.71	\$	-	\$	456.52	\$	32,251.19
11/1/2025	\$	32,251.19						
12/1/2025	\$	-						
1/1/2026	\$	-						

Memorials/Donations

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 6,814.86	\$ 1,557.71	\$ 1,022.59	\$ 7,349.98
2/1/2025	\$ 7,349.98	\$ (98.22)	\$ 1,294.09	\$ 5,957.67
3/1/2025	\$ 5,957.67	\$ 1,171.36	\$ 238.03	\$ 6,891.00
4/1/2025	\$ 6,891.00	\$ 5,485.00	\$ 225.66	\$ 12,150.34
5/1/2025	\$ 12,150.34	\$ 1,055.64	\$ 171.12	\$ 13,034.86
6/1/2025	\$ 13,034.86	\$ 339.30	\$ -	\$ 13,374.16
7/1/2025	\$ 13,374.16	\$ 435.79	\$ 41.77	\$ 13,768.18
8/1/2025	\$ 13,768.18	\$ 1,125.45	\$ 715.27	\$ 14,178.36
9/1/2025	\$ 14,178.36	\$ 5.88	\$ 321.11	\$ 13,863.13
10/1/2025	\$ 13,863.13	\$ -	\$ 153.79	\$ 13,709.34
11/1/2025	\$ 13,709.34			
12/1/2025	\$ -			
1/1/2026	\$ -			

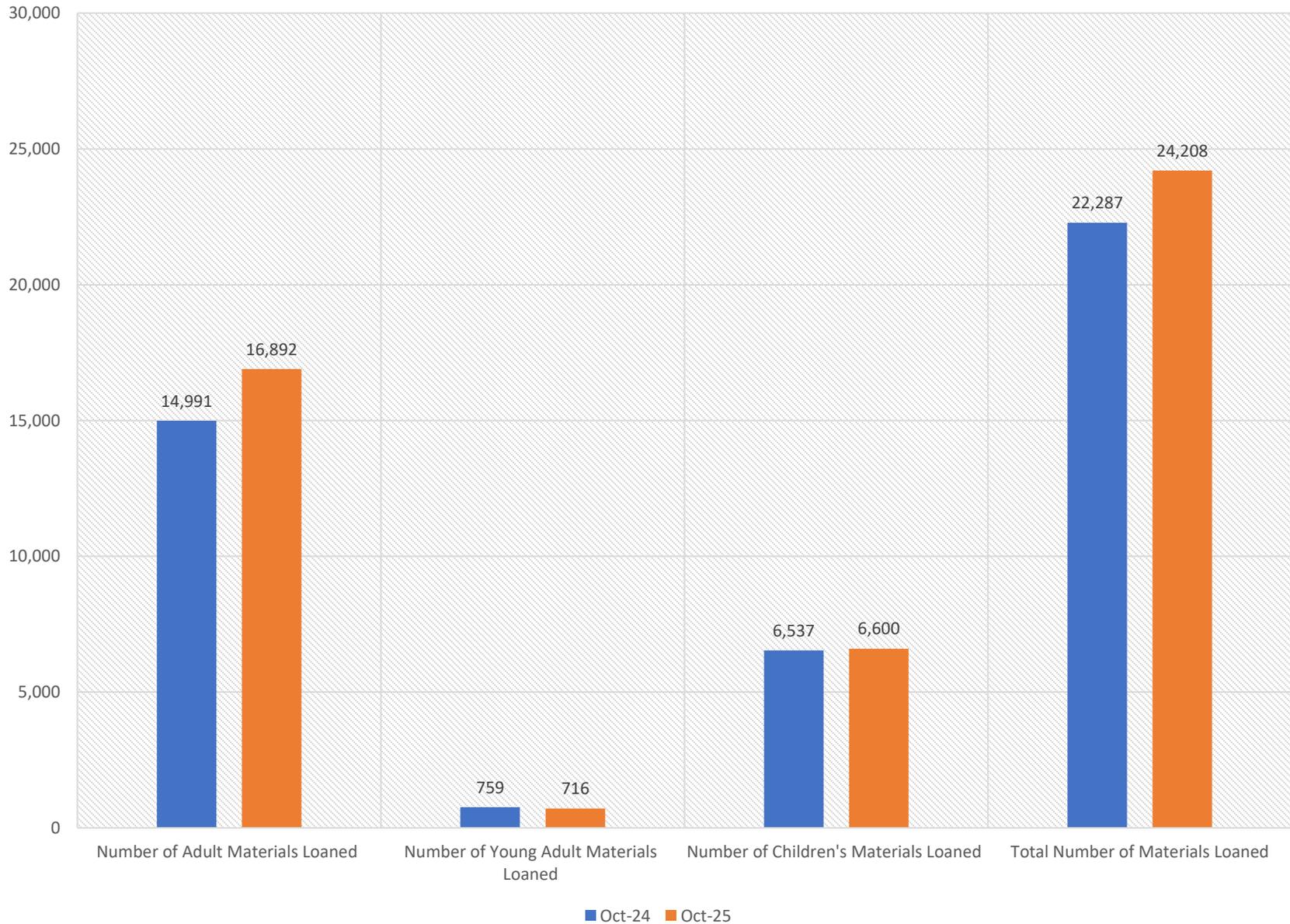
Total	Beginning	Revenue	Expense	Balance Sheet activity	Ending
1/1/2025	\$ 2,107,322.23	\$ 494,948.27	\$ 917,445.33	\$ -	\$ 1,684,825.17
2/1/2025	\$ 1,684,825.17	\$ 52,134.70	\$ 626,987.36	\$ -	\$ 1,109,972.51
3/1/2025	\$ 1,109,972.51	\$ 80,276.74	\$ 363,951.05	\$ -	\$ 826,298.20
4/1/2025	\$ 826,298.20	\$ 193,310.33	\$ 405,959.87	\$ -	\$ 613,648.66
5/1/2025	\$ 613,648.66	\$ 181,521.51	\$ 385,410.26	\$ -	\$ 409,759.91
6/1/2025	\$ 409,759.91	\$ 55,584.43	\$ 344,628.84	\$ -	\$ 120,715.50
7/1/2025	\$ 120,715.50	\$ 1,765,638.60	\$ 576,330.09	\$ -	\$ 1,310,024.01
8/1/2025	\$ 1,310,024.01	\$ 408,505.48	\$ 578,176.40	\$ -	\$ 1,140,353.09
9/1/2025	\$ 1,140,353.09	\$ 652,264.45	\$ 274,574.20	\$ -	\$ 1,518,043.34
10/1/2025	\$ 1,518,043.34	\$ 751,011.29	\$ 329,969.88	\$ -	\$ 1,939,084.75
11/1/2025	\$ 1,939,084.75	\$ -	\$ -	\$ -	\$ -
12/1/2025	\$ -	\$ -	\$ -	\$ -	\$ -

1/1/2026 \$

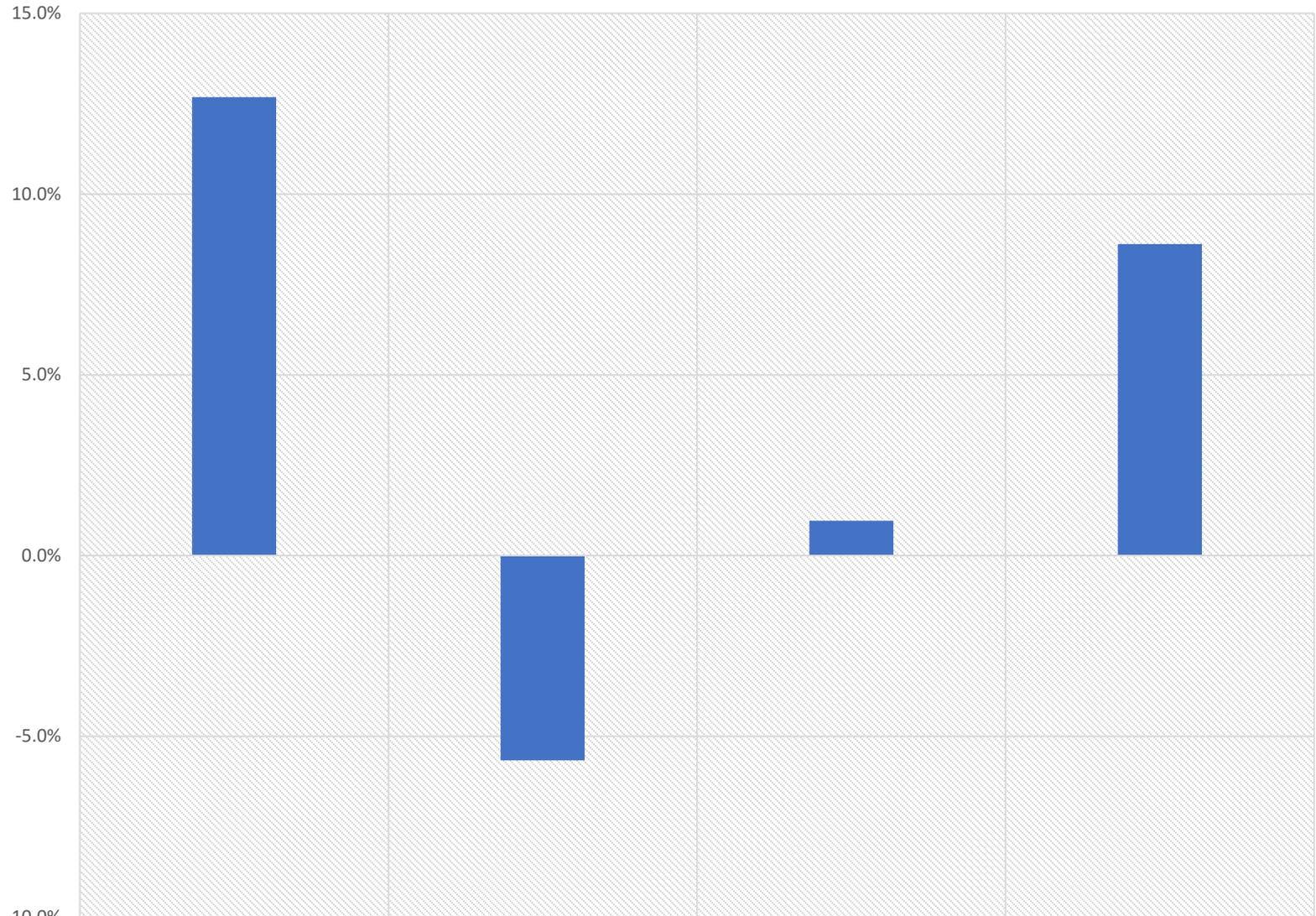
-

By end of October we have usually collected 95% of PPRT. We have currently collected 65% of budgeted.

October Circulation by Audience



Change from 2024



■ Change from 2024

Number of Adult Materials Loaned

12.7%

Number of Young Adult Materials Loaned

-5.7%

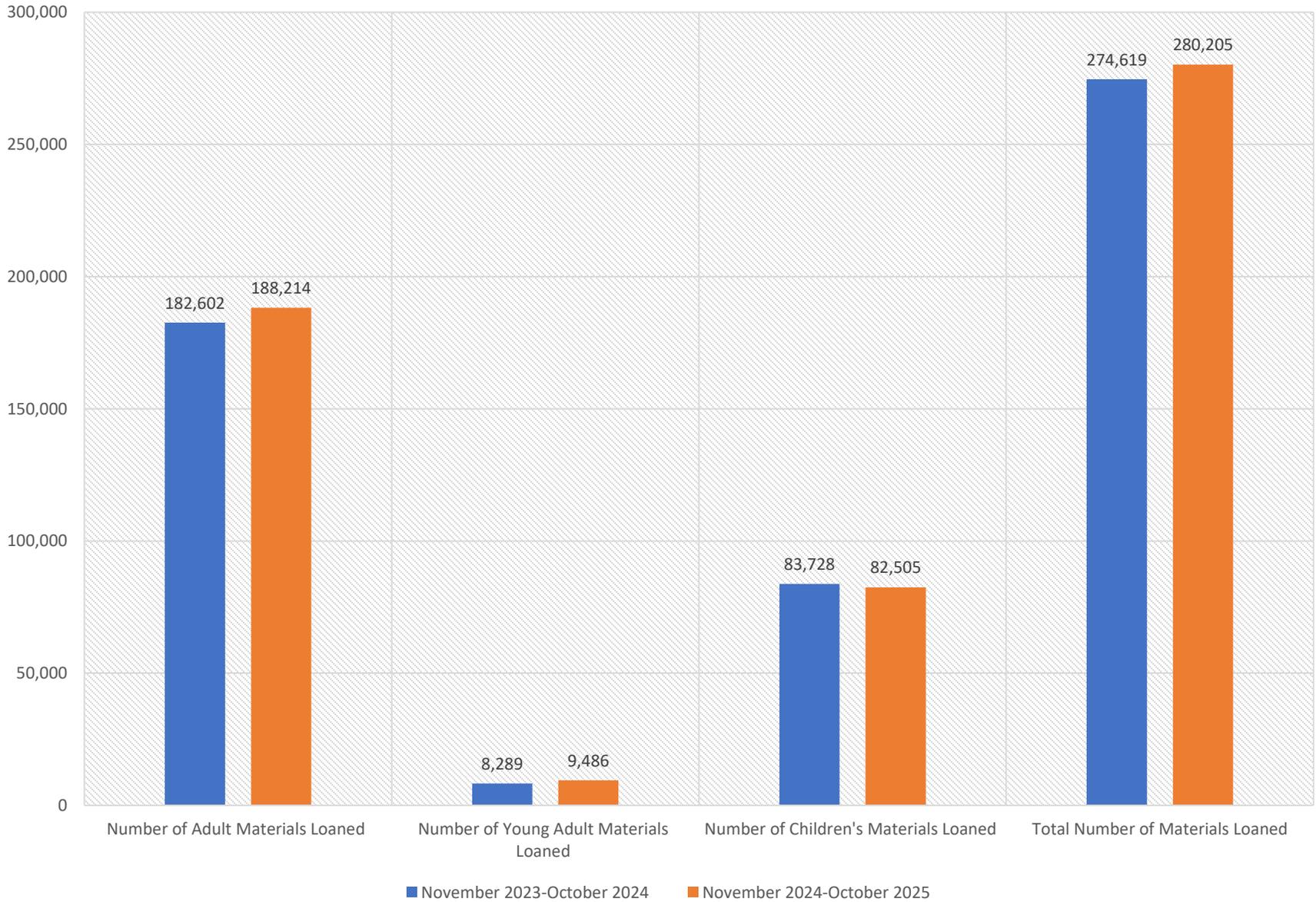
Number of Children's Materials Loaned

1.0%

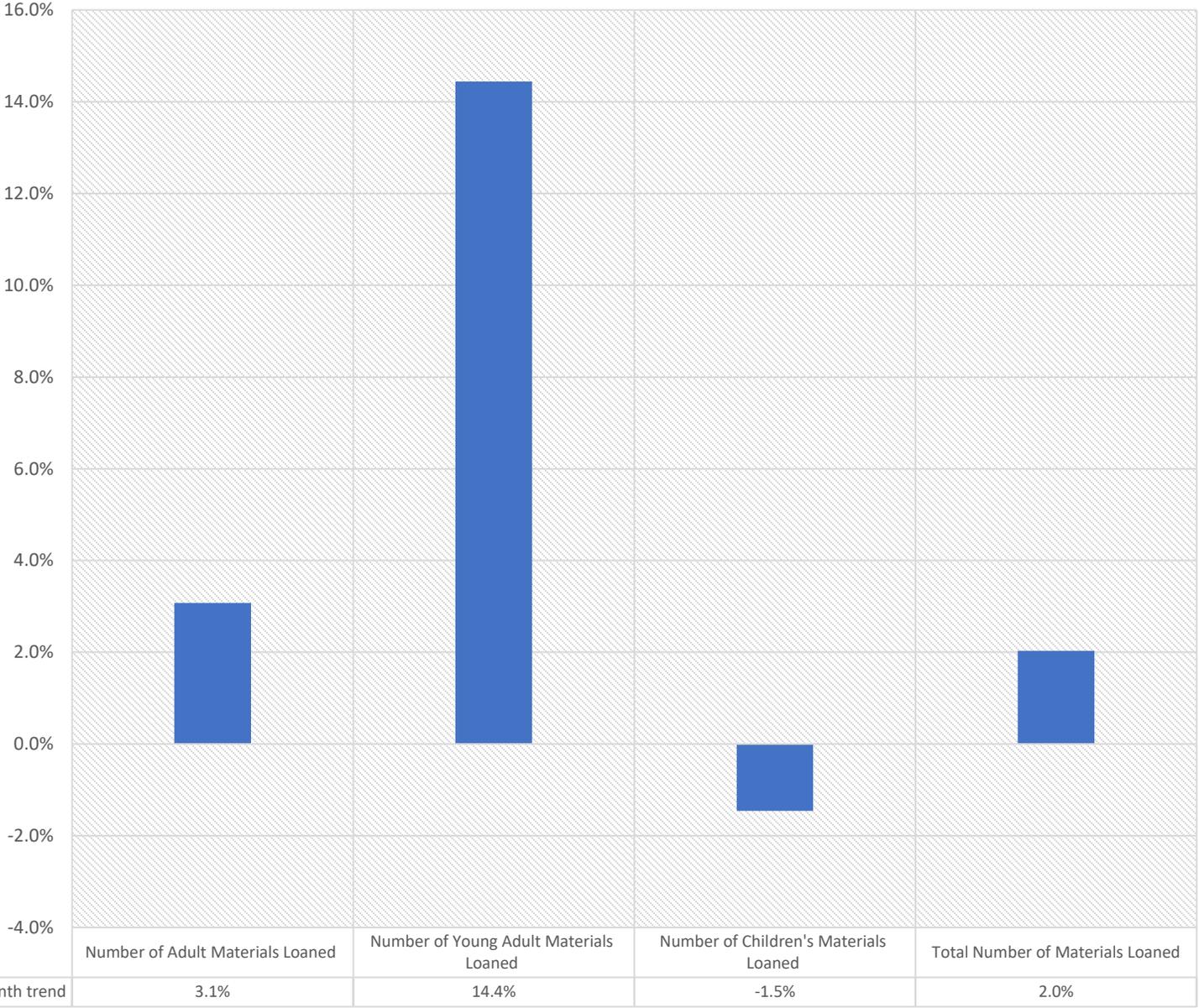
Total Number of Materials Loaned

8.6%

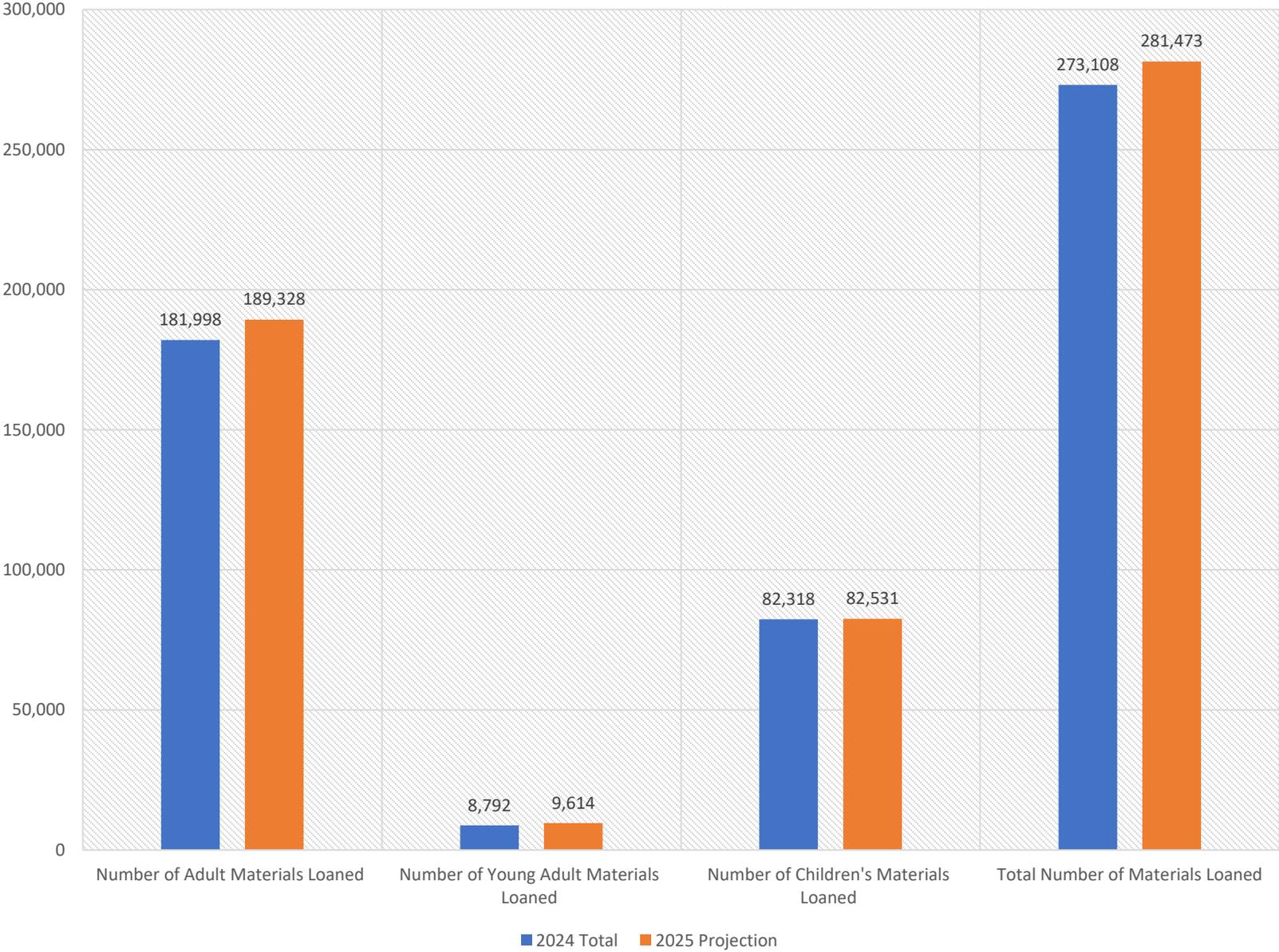
12-Month Trend



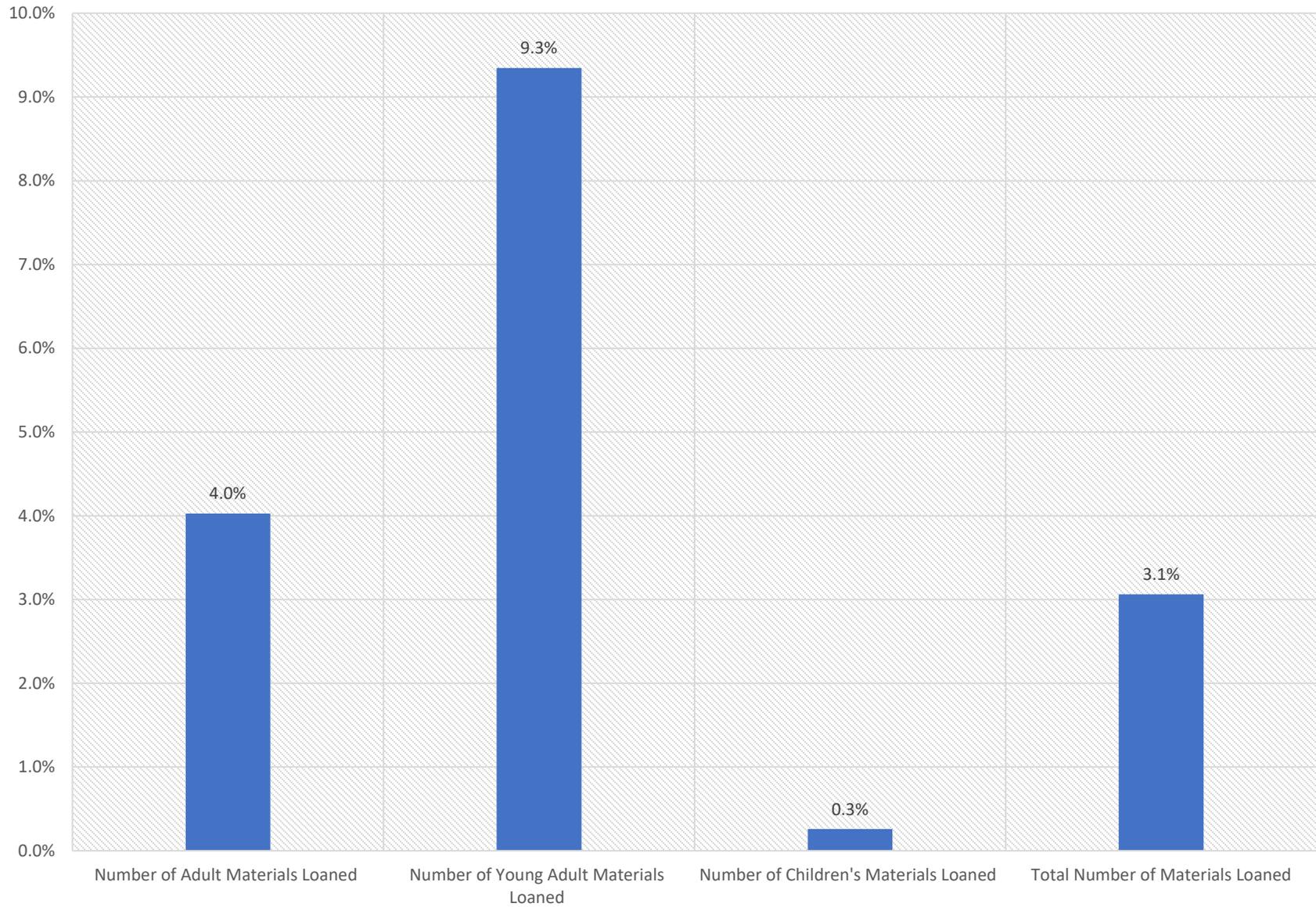
Change in 12-month trend



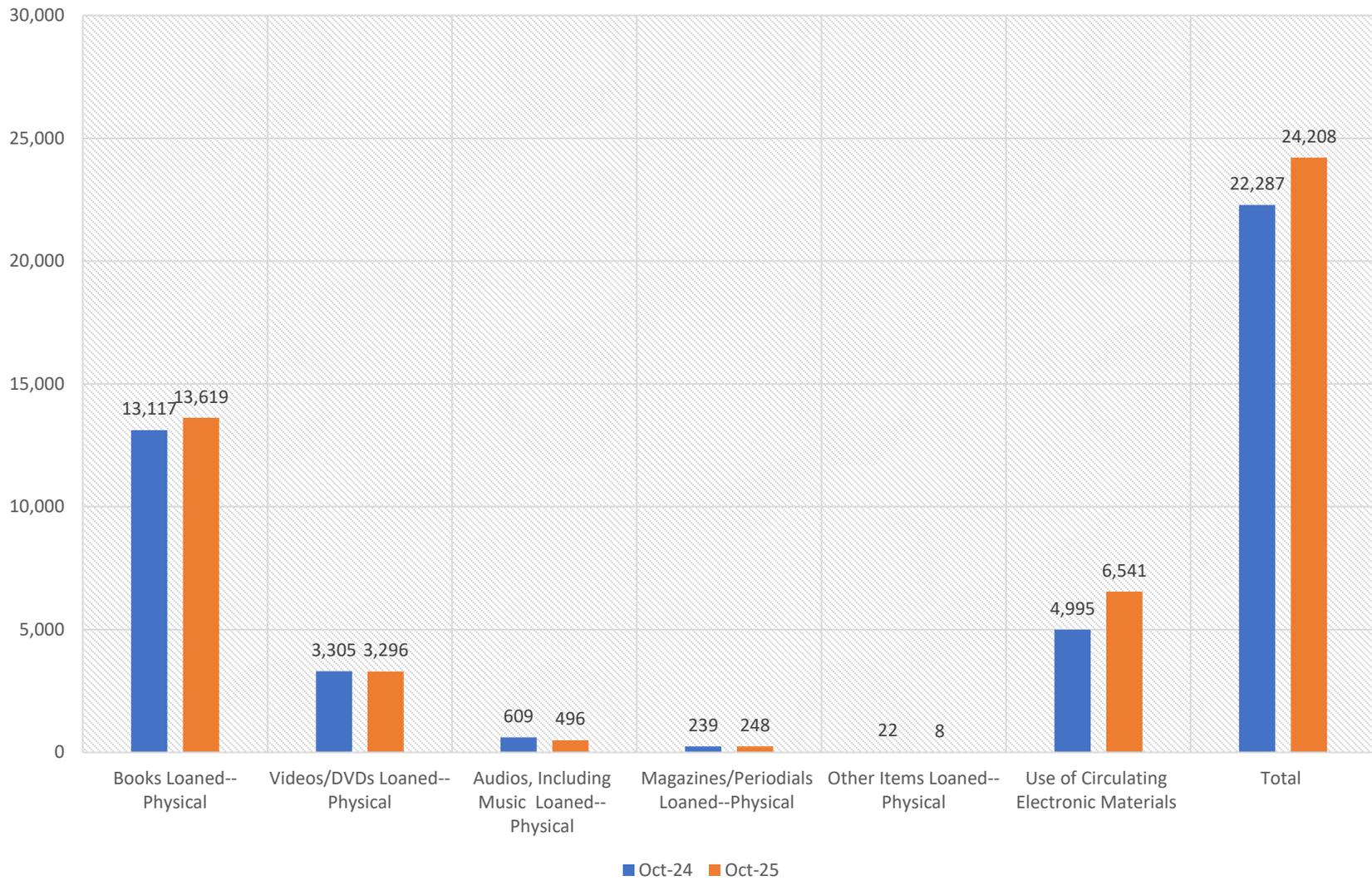
2024 Actuals vs. 2025 Projection



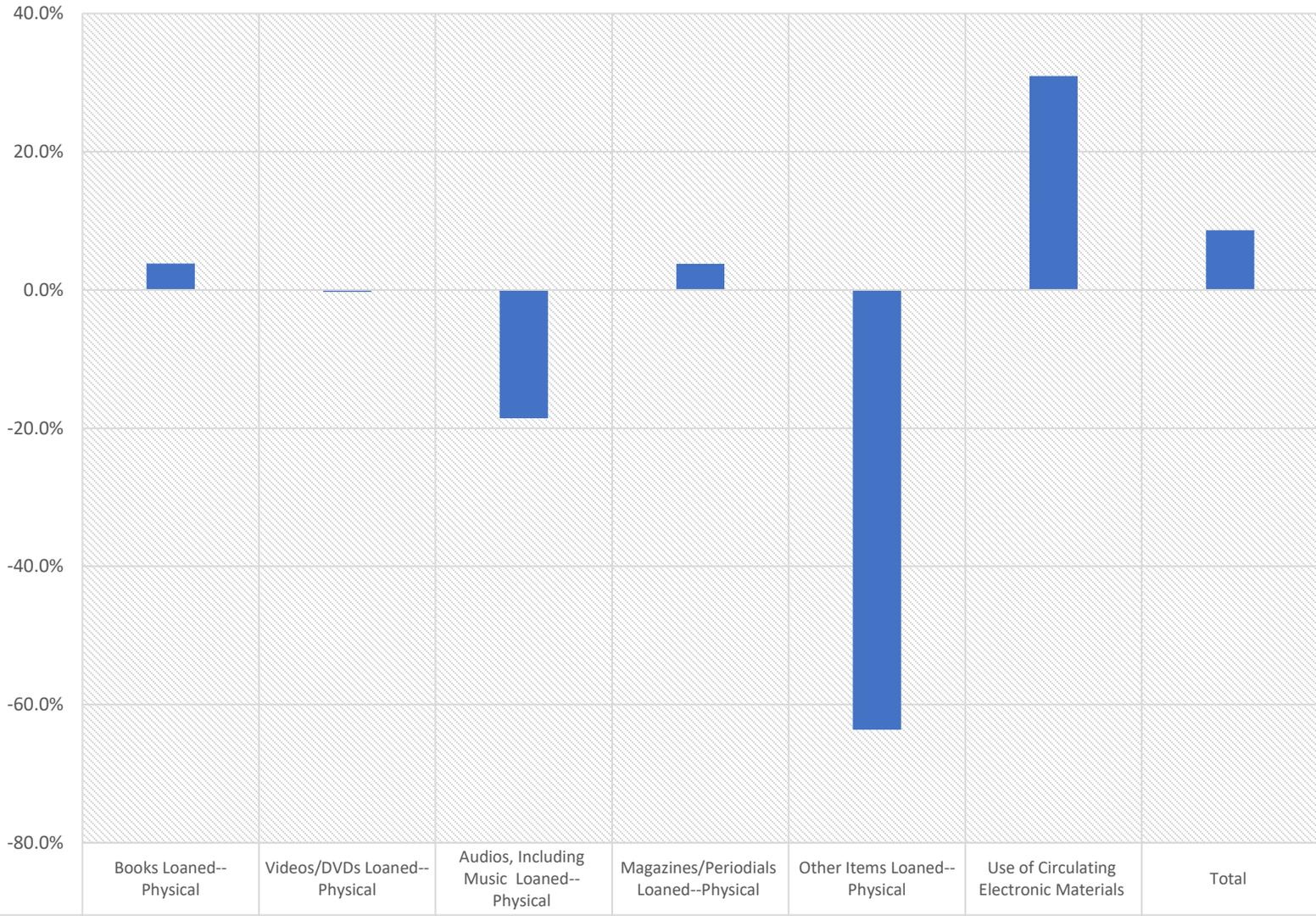
Projected Change from 2024



October Circulation by Material Type



Change from 2024



■ Change from 2024

Books Loaned--
Physical

Videos/DVDs Loaned--
Physical

Audios, Including
Music Loaned--
Physical

Magazines/Periodicals
Loaned--Physical

Other Items Loaned--
Physical

Use of Circulating
Electronic Materials

Total

3.8%

-0.3%

-18.6%

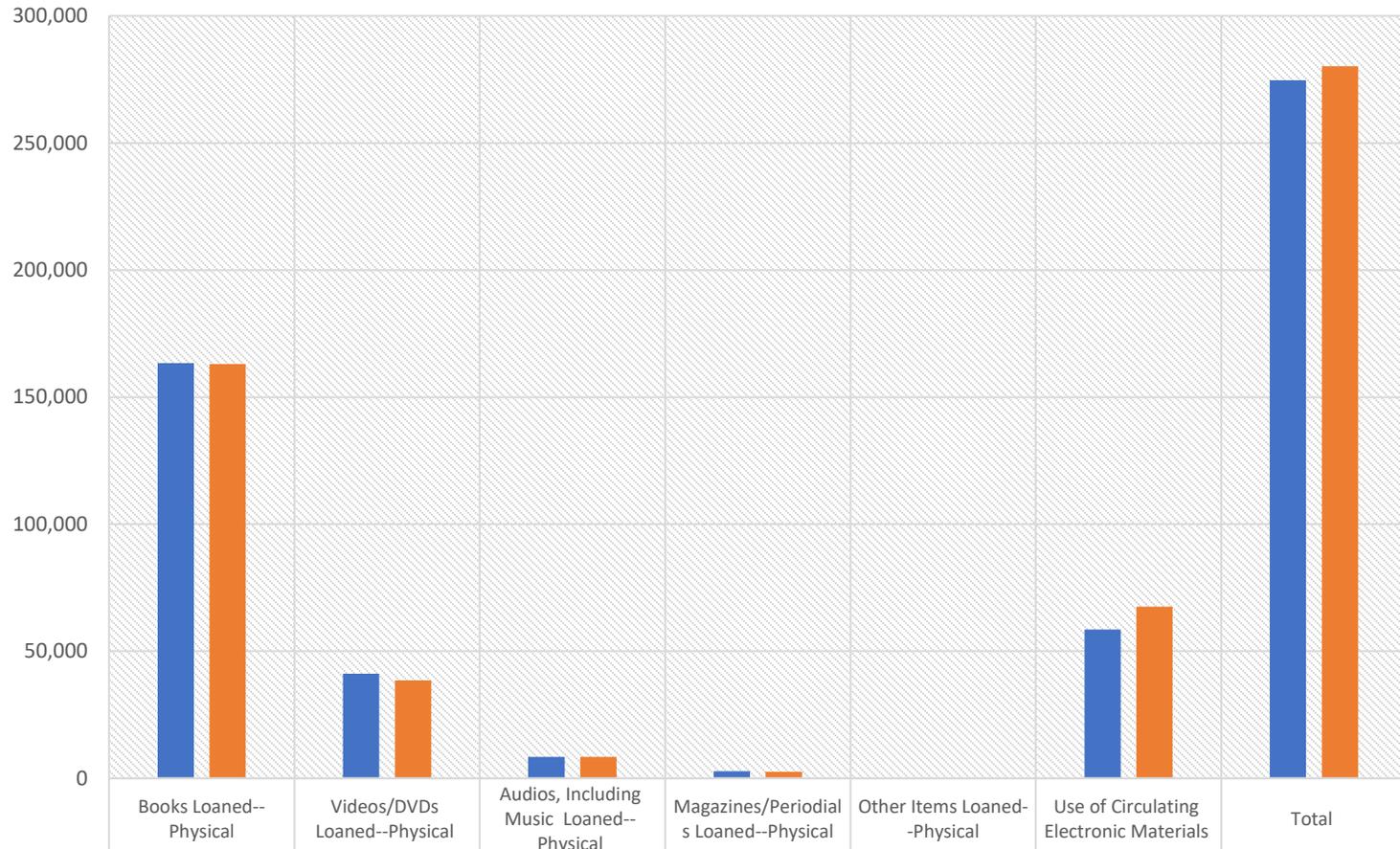
3.8%

-63.6%

31.0%

8.6%

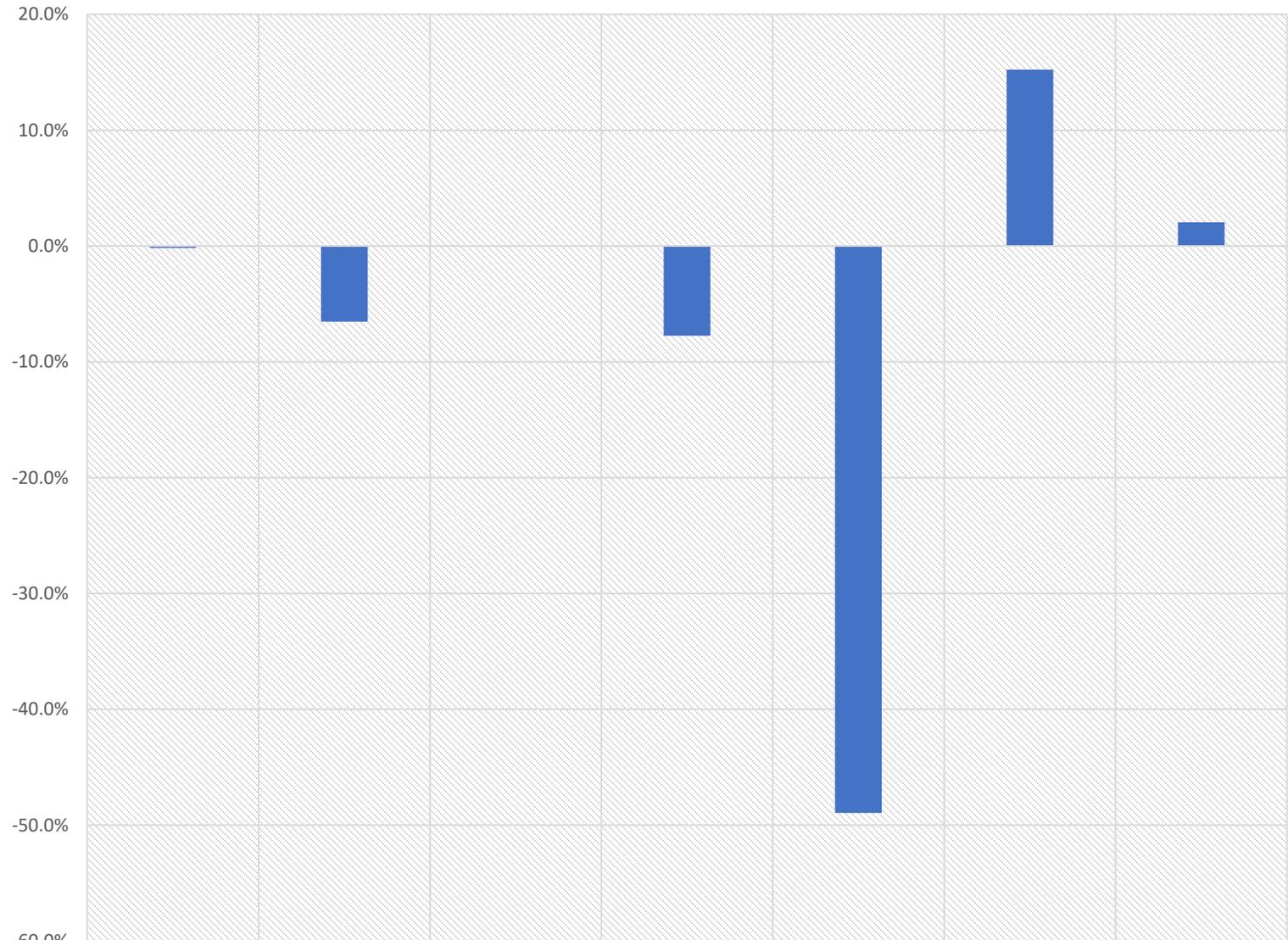
12-Month Trend



■ November 2023-October 2024	163,333	41,212	8,458	2,787	239	58,590	274,619
■ November 2024-October 2025	163,034	38,516	8,453	2,571	122	67,509	280,205

■ November 2023-October 2024
 ■ November 2024-October 2025

Change in 12-month trend



■ Change in 12-month trend

Books Loaned--
Physical

-0.2%

Videos/DVDs Loaned--
Physical

-6.5%

Audios, Including
Music Loaned--
Physical

-0.1%

Magazines/Periodicals
Loaned--Physical

-7.8%

Other Items Loaned--
Physical

-49.0%

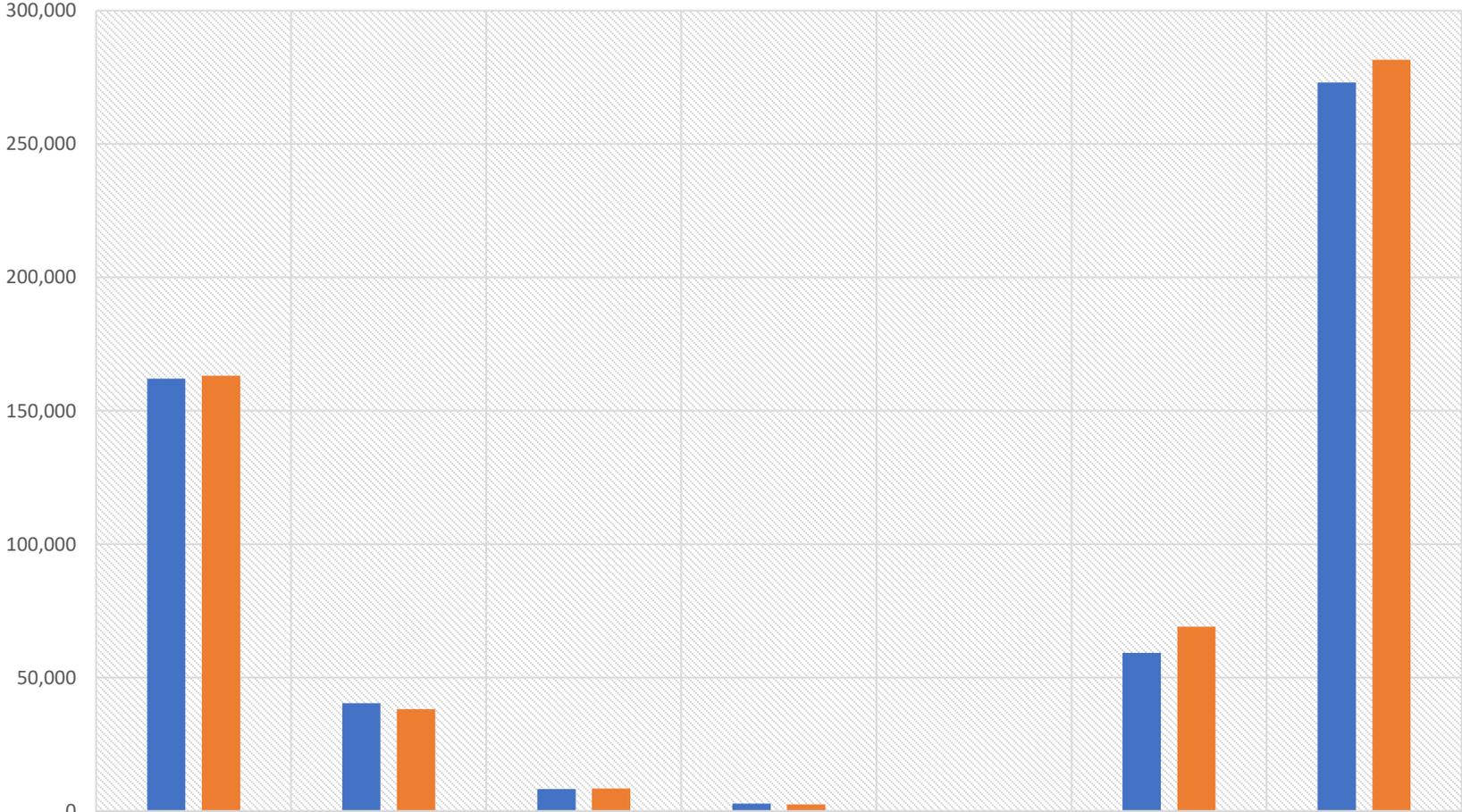
Use of Circulating
Electronic Materials

15.2%

Total

2.0%

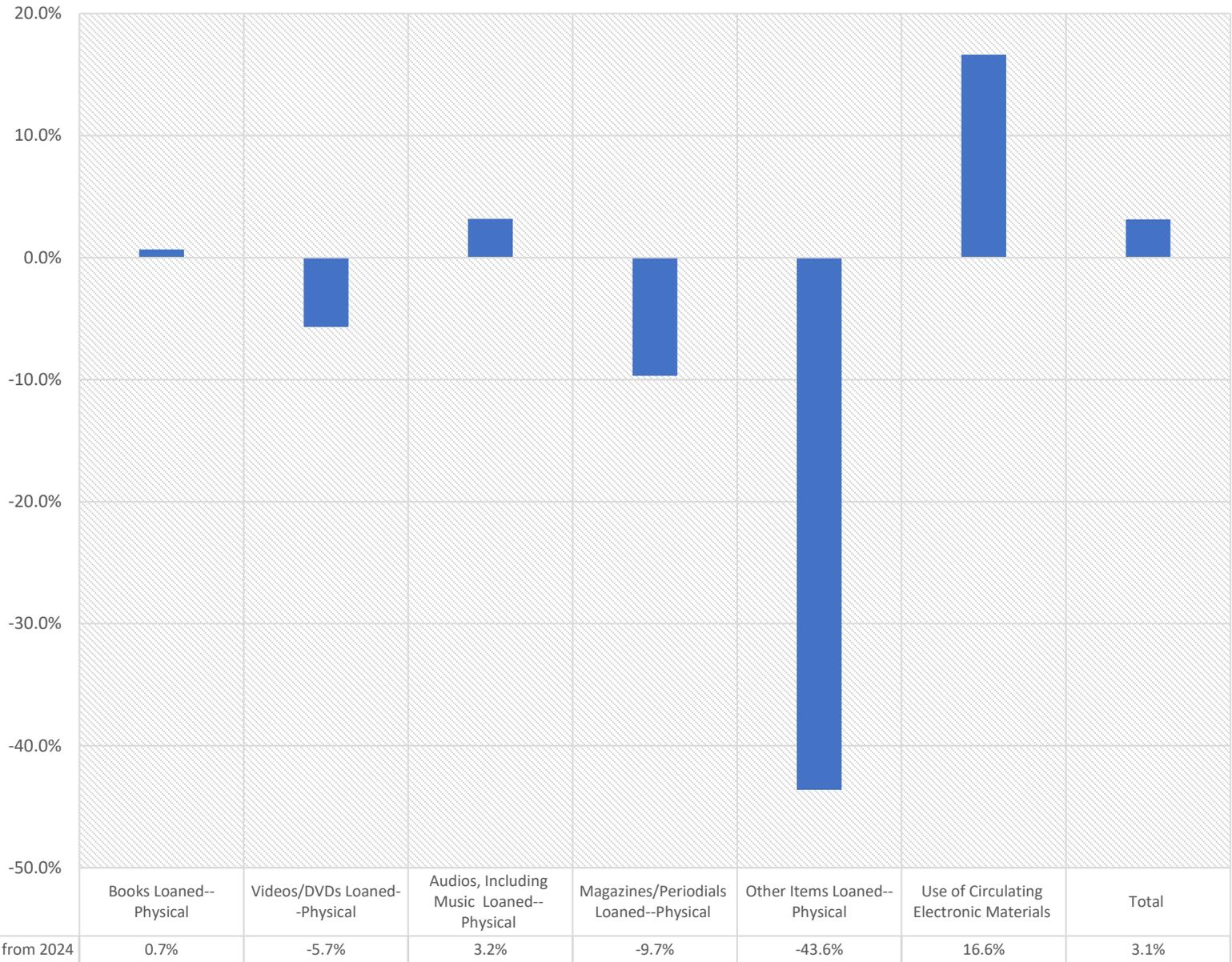
2024 Actuals vs. 2025 Projection



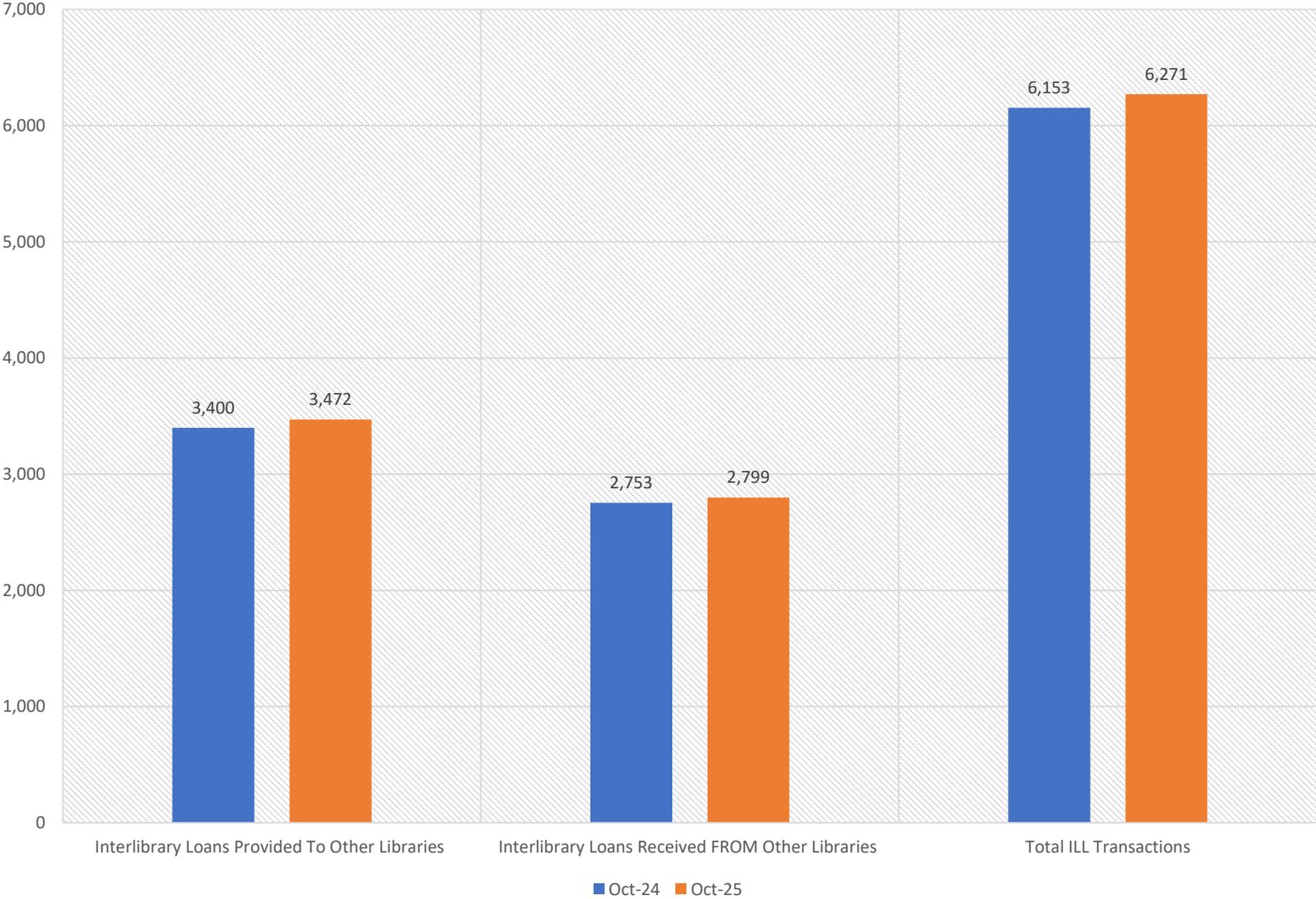
■ 2024 Total	162,108	40,478	8,230	2,799	197	59,296	273,108
■ 2025 Projection	163,176	38,180	8,491	2,528	111	69,148	281,635

■ 2024 Total ■ 2025 Projection

Projected Change from 2024



October Interlibrary Loans



Other October Stats

