



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, April 21, 2022

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Samantha Carroll
- II. **Consent Agenda (Approval of Agenda; Approval of February 23, 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**—Becky Dampitz, Alissa Henkel, Matt Wilkerson, 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 (Action)
 - v. ASC Collection Policy (Action)
 - vi. Program Policy (Action)
 - vii. Other (Discussion)
 - B. **Finance and Properties Committee**—Sofia Xethalis
 - i. Capital Needs (Discussion)

- ii. February & March 2022 Check Registers (Action)
- iii. March 2022 Budget Actuals (Discussion)
- iv. April 2022 Budget Projection (Discussion)
- v. Other (Discussion)

C. Foundation—Rick Meyer

- i. Annual Appeal Update

D. Friends of the Library – Rick Meyer

- i. March and April Meetings (Discussion)

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

- A. Friends of the Library Relocation (Discussion)
- B. Open Trustee Seat (Discussion)
- C. Other

IX. New Business

- A. Meeting Schedule (Action)
- B. 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

February 23, 2022 Meeting Minutes

Decatur Public Library

Via Zoom at 4:30pm

Location: Via Zoom

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

Present: Samantha Carroll

Sofia Xethalis
Karl Coleman
Jacobie Jones
Susan Avery

Absent:

Shelli Brunner
Anay Hunt
Alana Banks

Staff: Rick Meyer, City Librarian

Michelle Whitehead
Alissa Henkel

Guests: None.

Call to Order:

PLEASE TAKE NOTICE THAT, PURSUANT TO SECTION 7(e) OF THE ILLINOIS OPEN MEETINGS ACT (5 ILCS 120/7(e)) AND THE GUBERNATORIAL DISASTER PROCLAMATION ISSUED BY GOVERNOR JB PRITZKER ON JANUARY 3, 2021, THE BOARD OF TRUSTEES FOR THE DECATUR PUBLIC LIBRARY IS CONDUCTING THIS MEETING BY AUDIO AND/OR VIDEO CONFERENCE.

Samantha Carroll called the meeting to order at 4.35p.m.

Consent Agenda (Approval of Agenda; Approval of January 20, 2022 Regular Meeting Minutes) (Action) Ms. Carroll requested a motion to approve the agenda and the minutes. Mr. Jones made a motion to approve the agenda and the minutes as presented, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote. Ms. Xethalis, yes, Mr. Coleman yes, Ms. Avery yes, Mr. Jones yes, Ms. Carroll yes. The motion was adopted.

Public comments: Mr. Meyer stated there was an email that he replied to about the mask mandate.

Written Communications from the Public: None.

City Librarian's Report (Discussion) Mr. Meyer reported the circulation numbers are good. Compared to 2020 and 2021 our numbers have increased. There has been relatively low foot traffic although total use of library resources has improved. Mr. Meyer will send the report out to the Board.

Division Head Reports (Discussion)

Alissa Henkel, Head of Programs, Resources, and Services – Ms. Henkel reported that the 3 candidates for Librarian were interviewed last week. Each interview session included questions and a group lunch with staff. After each interview she had a roundtable discussion with staff involved about the candidate. An agreement was met on who to extend the offer to for the Librarian position. Ms. Henkel felt this was a successful process.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee -Karl Coleman – No meeting held.

- B. Finance and Properties Committee – Sofia Xethalis
 - a. Capital Needs (Discussion) Ms. Xethalis will continue to monitor the grass in the spring.
 - b. January 2022 Check Register (Action) Ms. Xethalis mentioned a few items were discussed on the check register. Ms. Xethalis made a motion to approve the January 2022 Check Register, Mr. Coleman seconded the motion. Ms. Carroll requested a roll call vote. Ms. Xethalis yes, Mr. Coleman yes, Ms. Avery yes, Mr. Jones yes, Ms. Carroll yes. The motion was adopted.
 - c. 2022 Budget Actuals (Discussion) Mr. Meyer sent the Finance and Property committee the non-updated version. This packet presented today is accurate. The budget is right where it needs to be. We are 8% of the way through the year and we have collected 4% of our revenue. Ms. Henkel will be attending the conference in Portland, OR at the end of March.
 - d. Other (Discussion) Mr. Coleman mentioned he saw two big salt piles in the parking lot, in the U-shaped parking area. Mr. Meyer will investigate tomorrow.

- C. Foundation – Rick Meyer
 - a. Annual Appeal Update (Discussion) Mr. Meyer stated not much more has been raised since last reported.

- D. Friends of the Library – Mr. Coleman
 - a. February 10 Meeting (Discussion) Mr. Coleman said they had a lively meeting. They are in the process of selling the popcorn machine that they have not used in 8 years. They are extending the days of the book sale to include Monday's and Thursday's. They are working on some organizational issues.

- E. Illinois Heartland Library System – Rick Meyer
 - a. Annual Meeting (Discussion) Mr Meyer stated that if anyone is interested in serving as a trustee on the IHLS Board, please let him know. He would like to have a Decatur Public Library representative.

Old Business

- A. Friends of the Library Relocation (Discussion) Mr. Meyer has not been in touch with Mr. Wrighton yet. Mr. Meyer will reach out to establish a meeting.
- B. City Librarian Performance Review (Discussion) Ms. Carroll stated she and Mr. Coleman talked with HR Source. Ms. Carroll suggested that Mr. Meyer's review should be based on the current goals from last year. She suggested moving forward it would make sense to determine new goals using the new format. The Board agreed to review Rick based on past goals and set new goals with the new template. She suggested an additional review in 6 months with the new tool that can be a check-in to see how it's working. The Personnel, Policy, and Public Relations meeting next month will include further discussion.
- C. Other (Discussion) Mr. Meyer stated that as of Monday, February 28, 2022, The Library will not have a mask mandate. Mr. Meyer does not intend to have a big announcement about it. People are allowed to mask if they choose to do so. Mr. Meyer thinks it makes sense to leave the barriers up. Ms. Xethalis suggested masking will be a personal choice and that The Library should have a sign that says we support people wearing a mask. Mr. Meyer intends to encourage staff that have symptoms to be open and let their supervisor know.

New Business

- A. Other (Discussion) None.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:07 p.m. Ms. Xethalis made a motion to adjourn, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote. Ms. Xethalis yes, Mr. Coleman yes, Ms. Avery yes, Mr. Jones yes, Ms. Carroll yes. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Approved 4/21/22



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City Librarian's Report for March 2022

Administration

- On March 2 I participated in a meeting of the IHLS Board of Directors Nominating Committee.
- On the 4th I met virtually with Librarian Candidate Tye Pemberton to negotiate salary.
- On the 7th I met with Millikin Social Work Professor Mary Garrison, Alissa Henkel, and Jessica Hill to discuss some of the challenges Jess is facing as Community Resource Coordinator.
- On the 8th I held to all-staff meetings.
- On the 10th I met a second time with Tye and we came to terms. I prepared a formal offer letter for him.
- On the 3rd I responded to a FOIA request from the AFSCME representative Michael Wilbon.
- On the week of the 14th, Michelle Whitehead, Betti Jo Heckwine, Matt Wilkerson and I began preparing a response to a FOIA from a citizen that was 1,000 plus pages. The FOIA was rescinded after a few exchanges with the citizen in an attempt to narrow the request.
- On the 18th I met remotely with representatives from DeEtta Jones for an update and to strategize ways to increase staff engagement.
- I took a vacation from the 18th through the 25th.
- On the 30th I participated in a meeting of the Directors University 2022 planning committee.
- I continued to work on succession planning throughout the month.
- I spoke briefly with Product Architecture about them guiding us in developing specs for shelving bid and perhaps furniture, as budget allows.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 18 curbside pick-ups in March.
- Staff continued to work diligently to remove old periodicals, Head Page Patti Freitag deserves special mention in this effort. A LOT of space has been freed up.
- Clerks continued to work on removing expired accounts from the database. All overdue fines have been cleared.
- Jennifer served on DEI Engagement Committee.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**

- Amanda Young collaborated with Friends of the Lincoln Trails Homestead State Park to market their library event.
- Alix Frazier met with U of I Extension office in regards to summer and fall programming.
- Susan Bishop and John Schirle worked on upcoming LIVE and IN PERSON story times in April and May.
- Amanda Young developed a presentation she will give to a class at New Life Pregnancy Center in April.
- Jess Hill and Alix attended the mental Health Board community event. This event spurred Jess to collaborate with Children's Staff on creating Social Emotional Learning and neurodiversity book bags based upon the Needs Assessment. Another idea from this event encouraged Jess to work with Kasey Steiling and Alix on ideas for a young adult group/activity based upon the Needs Assessment.
- Jess was the guest speaker for the National Association of Social Work Illinois Chapter. She submitted her fiscal year report to the Macon County Mental Health Board. Jess researched and submitted a sleeping policy proposal to Rick and Alissa. Finally, Jess created a self-care bingo and toolkit for the Community Healing Fair DPL will be attending in April.
- Carol Ziese Alissa met with Curt Leppert from Baker and Taylor to discuss new opportunities including *Rotating Reads* (Book Leasing and DVD/Blu-Ray Leasing), *Pop Up Library*, *DEI Analysis* (through Collection HQ), and *Sustainable Shelves*.
- Alissa attended the 2022 PLA Conference in Portland, Oregon. She also started introducing PRS Librarians to the new Performance Evaluations.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson installed a trial version of RebootRestore Rx Pro on Patron03 to replace Deep Freeze.
- Matt set up Amazon Purchasing logins and billing.
- He met with Tech Electronics about elevator and Sort room double-door secure access.
- Gathered information on deleting emails from 2019 and older. There are about 95 gigabytes to delete.
- Upgraded OPNSense firewall firmware and IceWarp to their latest versions. Updated Cassie to its latest version with no problems this time.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- Ny'Vaya Scruggs started working in the Local History Room on March 9. She is a senior at MacArthur High School, and is doing an internship with us through the DPS 61 InspirED program. Ny'Vaya will be here until April 28. She is scanning the baby photos from the Children's Section, and rehousing them in acid-free materials.
- On March 18, 60 6-8th graders from Our Lady of Lourdes School toured the Library. We broke the kids up into 4 groups, and sent them around to 4 stations in the building. They saw the Local History Room, Young Adult collection, Adult Non-Fiction and Fiction, Circulation and Technical Services, and the Children's Collection.
- Becky Dampitz returned to work on February 28 part-time. She will continue to work part-time until the end of April.

- Leeann Grossman finished adding the 2021 board minutes to Omeka, and has added the 2022 board minutes for January-March.
- Volunteer Pat Riley created a display on soccer in Decatur for the display cases. It will go up in April.

Sincerely,

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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ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT **LOCAL HISTORY COLLECTION POLICY**

Mission

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

Collection Statement

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, and scrapbooks of historical materials that relate to Decatur and its environs. Emphasis will be placed on documenting the creation of city and county government, settlement, industry, commerce, education, recreation, and historically significant individuals as well as the history of civic, religious, cultural and social organizations. Found in the collection in various physical formats are: organization minutes, letters, yearbooks, periodicals, newsletters, demographic information, city directories, phonebooks, reports, studies, plans, obituaries, local histories, maps and plats, and images. (~~August 2011~~)

Selection Criteria

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to Decatur and Macon County history
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality of physical form of material
- Ease of use for patrons
- Cost to preserve, store and process
- Security requirements to store and/or display
- Restrictions by donor

Items may be accepted in any format, including manuscript, printed, or digital. Photographs and documents may be removed from their frames if accepted into the collection. Three dimensional artifacts will not be accepted by the Library unless they can be properly housed and are deemed appropriate to the collection.

The Library reserves the right to refuse an offered donation. The Library will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke,

or dirt. The Library may also decide not to accept items which it cannot properly store, display, or otherwise care for. The Library will assist the donor in finding a more suitable institution for their material.

Additions to the Collection

Because history is created daily, materials that enhance the mission of the Local History Collection and meet the selection criteria will be accepted by the library. The Local History Room staff/volunteers will not create any new historical documents, only collect, preserve, and make accessible those created by other people and/or organizations. In order to establish the transfer of ownership, the Library requests that a deed of gift be completed by the donor/representative and the Local History Librarian/Archivist. The deed of gift documents the donation of property and transfer of copyright (if applicable) to the Library, and is signed by the donor. It also includes a complete description of the donated item and information regarding past ownership of that item. The deed of gift also establishes conditions (if any) governing the transfer of the title from the donor to the Library. Once the deed of gift is signed by the donor, the donated item becomes the property of the Library. Loans for exhibits may be asked for from time to time, but no permanent material loans will be accepted by the Local History Room.

The Library will only accept material with access-limiting restrictions when the restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded on the deed of gift, and will be adhered to by the Library. All restrictions will specify a date when full access will be granted.

The Library reserves the right to decide how the donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection (especially photographs and negatives) may be scanned and placed on the Internet for viewing, may be moved from the local history collection to other sections of the library, may be sold, or may be transferred to another library (See Reappraisal and Deaccession).

Reappraisal and Deaccession

From time to time, the Local History Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to appropriate institutions or return them to the donor, depending on requirements of the donor's deed of gift.

Care of Collections

The Local History Room at the Decatur Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. A finding aid (a description of a collection with a content list) will be prepared for each collection, and will be accessible to the public. The materials in each collection are organized according to the original order (when applicable), and placed in archival containers. The Local History Room will follow the security practices and disaster planning set by the Library to protect the collection from potential loss or damage.

Monetary Appraisals

The Library will not conduct any monetary appraisals for donors.

Policy Review

This policy will be reviewed, along with an overall evaluation of the collection, by the Decatur Public Library Board of Trustees every five(5) years, or sooner at the discretion of the City Librarian.

Adopted: August 2014

Revised: 2018



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Program Policy

Purpose

- The Program Policy reflects the diverse needs of the Decatur community and the Library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- The Library believes that programs are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and interests through this content.
- Through our programs we work to facilitate equitable experiences for engagement, education, and inspiration.

Principles

- The Library strives to achieve broad participation in its services, including attendance at and participation in programs. The Library's programs, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, speakers, hosts, or partners will not be cause for automatic inclusion *or* exclusion. Each program will be selected on its individual merit and role in the Strategic Plan. Decatur Public Library does not promote all of the ideas found in its programs nor the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- The Library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the Library upholds the American Library Association's [Library Bill of Rights](#) position statement, including the [Freedom to View](#) and [Freedom to Read](#).
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

Responsibility for Programs

Ultimate responsibility for programs rests with the City Librarian who operates within a framework of policies established by the Decatur Public Library Board of Trustees. The City Librarian delegates responsibility for Programs to the Head of Programs, Resources and

Services. He or she may delegate responsibility for selection and maintenance of specific programs to various staff members, operating within the guidelines provided by the Policy.

Scope

The Library develops meaningful programs that are positioned to meet the needs and interests of the community as measured by attendance and surveys; and less formal inputs via conversations with the community and professional insights in the course of community engagement.

Selection

Program selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Staff professional expertise
- Availability of vetted volunteers
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

Discontinuation of Serial Programs

Ongoing evaluation and review of library programs is necessary to maintain a viable use of space and time that meets the Library's needs and is of current interest to patrons. The Library will at least every six months evaluate all ongoing programs to assess continuing viability. Criteria will include attendance, participant feedback, perceived impact, and alignment with the Library's Strategic Plan, Mission, Vision, and Values.

Volunteer Led Programs

Decatur Public Library encourages and accepts donations of time and expertise to lead programs, with the understanding that the decision whether to conduct a program will be based on the above criteria and the Library reserves the right to not accept any volunteer program.

Reconsideration of Library Programs

Any citizen may request that the Library reconsider programs. Requests must be made in writing on the form provided for this purpose, *Request for Reconsideration of Programs* (see attached). The

City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month or sooner if the time frame requires. In no cases will a reconsideration of a program occur if the request for reconsideration is received less than one week prior to the program. The City Librarian will use the findings of the committee to assist his or her decision regarding the retention of the program. The City Librarian shall include information on any formal complaints, and his or her decision with regard to the challenged programs, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

Review of Policy

This policy will be reviewed by the Board of Trustees at least once every three years.

Approved by Decatur Public Library Board of Trustees April 18, 2019

DATE: 3/3/2022
TIME: 9:25:40AM

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

FOR INVOICES FROM 2/1/2022 TO 2/28/2022

<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					
145304	2/1/2022 12:00:00 AM	AMERICAN LIBRARY ASSOCIATION	2022 MEMBERSHIP ID# 1254750	283.00	MEMBERSHIP FEES
145309	2/1/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	3,560.18	OFFICE SUPPLIES
145310	2/1/2022 12:00:00 AM	BAYSCAN TECHNOLOGIES	2D AREA IMAGER/USB KITW/ CABLE AND STAND	1,656.00	SMALL CAPITAL ITEMS
145339	2/1/2022 12:00:00 AM	GE MONEY BANK/AMAZON	ACCT 8641	1,040.37	BOOKS & PERIODICALS
145344	2/1/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC	SOC WORK JESSICA HILL SUB CONT	980.90	OTHER LIBRARY GRANT EXPENSE
145360	2/1/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	1,483.77	OFFICE SUPPLIES
145374	2/1/2022 12:00:00 AM	SCHOLASTIC LIBRARY PUBLISHING	PRIZE BOOKS/CHILDRENS WINTER READING PROGRAM	708.20	OTHER LIBRARY GRANT EXPENSE
145377	2/1/2022 12:00:00 AM	SHAWNEE COMMUNITY COLLEGE	LOST OR DAMAGED MATERIALS	19.00	LOST OR DAMAGED BOOKS
145400	2/8/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	619.62	OFFICE SUPPLIES
145407	2/8/2022 12:00:00 AM	BOOKPAGE	PERIODICAL SUBSCRIPTION	390.00	BOOKS & PERIODICALS
145412	2/8/2022 12:00:00 AM	CHARLESTON CARNEGIE PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	11.00	LOST OR DAMAGED BOOKS
145414	2/8/2022 12:00:00 AM	CINDY'S DELIGHT	CATERING FOR LOCAL HISTORY VOLUNTEERS	120.00	OTHER LIBRARY GRANT EXPENSE
145418	2/8/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	JAN 15 - JAN 31'22	220.19	POSTAGE

145429	2/8/2022	12:00:00 AM	EBCO INDUSTRIES, INC DATABASE PACKAGE	8,171.00	BOOKS & PERIODICALS
145435	2/8/2022	12:00:00 AM	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	76.88	LOST OR DAMAGED BOOKS
145436	2/8/2022	12:00:00 AM	GALE GROUP, INC. 2022 STANDING ORDER PLAN	9,432.00	BOOKS & PERIODICALS
145440	2/8/2022	12:00:00 AM	GLEN CARBON CENTENNIAL LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	39.99	LOST OR DAMAGED BOOKS
145459	2/8/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	49.99	BOOKS & PERIODICALS
145498	2/8/2022	12:00:00 AM	WATTS COPY SYSTEMS FOL PAYING FOR PRINTER USE DURING TAX SEASON	75.00	OTHER LIBRARY GRANT EXPENSE
145499	2/8/2022	12:00:00 AM	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	614.46	SERV-OFFICE EQUIPMENT
145509	2/15/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,106.30	OFFICE SUPPLIES
145510	2/15/2022	12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	12.00	OFFICE SUPPLIES
145544	2/15/2022	12:00:00 AM	GALE GROUP, INC. 8 LARGE PRINT BOOKS	173.52	BOOKS & PERIODICALS
145550	2/15/2022	12:00:00 AM	HERALD & REVIEW 2 SUBSCRIPTIONS FOR 2022	1,240.00	BOOKS & PERIODICALS
145553	2/15/2022	12:00:00 AM	HR SOURCE JAN'22 PERFORMANCE WORK/PROJECT COMPETENCY	6,000.00	PROFESSIONAL SERVICES
145565	2/15/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	908.78	OTHER LIBRARY GRANT EXPENSE
145581	2/15/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	603.38	OFFICE SUPPLIES
145600	2/15/2022	12:00:00 AM	PAETEC ACCT 633318933001 ACCT 633292627001	132.44	TELEPHONE
145614	2/15/2022	12:00:00 AM	STRIGLOS/HAINES & ESSICK MANILA FOLDERS	80.99	OTHER LIBRARY GRANT EXPENSE

145634	2/15/2022	12:00:00 AM	WORLD BOOK, INC	482.98	BOOKS & PERIODICALS
			VOLUMES 6		
			VOLUME 8		
			VOLUMES 5 & 6		
145652	2/22/2022	12:00:00 AM	BAKER & TAYLOR CO	4,012.38	OFFICE SUPPLIES
			BOOKS AND ENTERTAINMENT 2022		
145667	2/22/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES	224.78	POSTAGE
			FEB 1 - FEB 15'22		
145697	2/22/2022	12:00:00 AM	KANOPI	512.00	BOOKS & PERIODICALS
			LIBRARY STREAMING SERVICE		
145703	2/22/2022	12:00:00 AM	LIBRARY IDEAS, LLC	87.90	BOOKS & PERIODICALS
			VOX BOOKS		
145712	2/22/2022	12:00:00 AM	MIDWEST TAPE, LLC	4,529.07	OFFICE SUPPLIES
			AV AND STREAMING SERVICES		
145721	2/22/2022	12:00:00 AM	PEERLESS NETWORK, INC	510.97	TELEPHONE
			ACCT 1212890		
145727	2/22/2022	12:00:00 AM	RAILS	750.00	MEMBERSHIP FEES
			ILLINOIS LIBRARY PRESENT JAN-JUN'22		
923004853	2/15/2022	12:00:00 AM	REGIONS/CREDIT CARD	969.00	MEMBERSHIP FEES
			ACCT 3978		
35 LIBRARY FUND Total				52,888.04	
59 LIBRARY TRUST FUNDS					
145509	2/15/2022	12:00:00 AM	BAKER & TAYLOR CO	32.33	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2022		
145581	2/15/2022	12:00:00 AM	MIDWEST TAPE, LLC	12.59	BOOKS & PERIODICALS
			AV AND STREAMING SERVICES		
145652	2/22/2022	12:00:00 AM	BAKER & TAYLOR CO	16.38	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2022		
145687	2/22/2022	12:00:00 AM	GIGGLES, INC	650.00	MISCELLANEOUS EXPENSE
			260 READING GIFT CERTIFICATE COOKIES		
59 LIBRARY TRUST FUNDS Total				711.30	
WARRANT TOTAL:				53,599.34	

DATE: 4/6/2022
TIME: 3:55:02PM

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 3/1/2022 TO 3/31/2022

<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					
145768	3/3/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	1,211.96	OFFICE SUPPLIES
145771	3/3/2022 12:00:00 AM	BETHALTO PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	24.99	LOST OR DAMAGED BOOKS
145782	3/3/2022 12:00:00 AM	DANVILLE PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	22.00	LOST OR DAMAGED BOOKS
145794	3/3/2022 12:00:00 AM	ERICKSON DAVIS, ATTORNEYS	LEGAL SERVICES	120.00	PROFESSIONAL SERVICES
145798	3/3/2022 12:00:00 AM	GE MONEY BANK/AMAZON	ACCT 8641	132.80	OFFICE SUPPLIES
145809	3/3/2022 12:00:00 AM	ILLINOIS AUDUBON SOCIETY	2022 MEMBERSHIP RENEWAL	25.00	BOOKS & PERIODICALS
145815	3/3/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC	SOC WORK JESSICA HILL SUB CONT	1,240.55	OTHER LIBRARY GRANT EXPENSE
145816	3/3/2022 12:00:00 AM	JONES & THOMAS	WEB SERVICES	400.00	PROFESSIONAL SERVICES
145829	3/3/2022 12:00:00 AM	MISSISSIPPI VALLEY PUBLIC LIBRARY DIST	LOST OR DAMAGED MATERIALS	40.00	LOST OR DAMAGED BOOKS
145838	3/3/2022 12:00:00 AM	SCHOLASTIC LIBRARY PUBLISHING	PRIZE BOOKS FOR READING PROGRAM	17.07	OTHER LIBRARY GRANT EXPENSE
145842	3/3/2022 12:00:00 AM	STRIGLOS/HAINES & ESSICK	KEYBOARD/MOUSE PAD RESTS/CARD STOCK	68.67	OFFICE SUPPLIES
145847	3/3/2022 12:00:00 AM	TOLONO PUBLIC LIBRARY DISTRICT	LOST OR DAMAGED MATERIALS	20.00	LOST OR DAMAGED BOOKS
145854	3/3/2022 12:00:00 AM	VERIZON WIRELESS	ACCT 980380645-00001	1,332.08	TELEPHONE

145858	3/3/2022	12:00:00 AM	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	643.30	SERV-OFFICE EQUIPMENT
145870	3/8/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,297.52	BOOKS & PERIODICALS
145878	3/8/2022	12:00:00 AM	CHRISMAN PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	15.99	LOST OR DAMAGED BOOKS
145881	3/8/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES FEB 15 - FEB 28'22	118.13	POSTAGE
145890	3/8/2022	12:00:00 AM	DECATUR TRIBUNE 2 SUBSCRIPTIONS	90.00	BOOKS & PERIODICALS
145910	3/8/2022	12:00:00 AM	HR SOURCE PERFORMANCE MGMT PROJECT/SUPERVISOR TRAINNG	5,170.04	PROFESSIONAL SERVICES
145926	3/8/2022	12:00:00 AM	LIBRARY IDEAS, LLC SPANISH VOX BOOKS FOR JUVENILES VOX BOOKS FOR JUVENILES	1,006.85	BOOKS & PERIODICALS
145932	3/8/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	1,842.32	OFFICE SUPPLIES
145939	3/8/2022	12:00:00 AM	NEWSBANK, INC. PRORATED SUBSCRIPTION ELEC H&R JUN'22-SEPT'23	1,733.00	BOOKS & PERIODICALS
145982	3/15/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	1,994.94	OFFICE SUPPLIES
145983	3/15/2022	12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS LARGE INK PAD CUSTOM STAMPS "WITHDRAWN"	37.36	OFFICE SUPPLIES
145997	3/15/2022	12:00:00 AM	DECATUR AREA CONVENTION AND SECURITY DEPOSIT/RENTAL FEE TRANSFER HOUSE	200.00	OTHER LIBRARY GRANT EXPENSE
146002	3/15/2022	12:00:00 AM	EFURNITUREMAX, LLC LEFT/RIGHT ARMRESTS	45.60	OTHER LIBRARY GRANT EXPENSE
146020	3/15/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,211.70	OTHER LIBRARY GRANT EXPENSE
146030	3/15/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	535.55	OFFICE SUPPLIES
146044	3/15/2022	12:00:00 AM	PAETEC	121.52	TELEPHONE

			ACCT 633318933001		
			ACCT 633292627001		
146084	3/22/2022	12:00:00 AM	BAKER & TAYLOR CO	917.91	OFFICE SUPPLIES
			BOOKS AND ENTERTAINMENT 2022		
146103	3/22/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES	231.02	POSTAGE
			MAR 1 - MAR 15'22		
146118	3/22/2022	12:00:00 AM	GALE GROUP, INC.	300.00	BOOKS & PERIODICALS
			EBOOK HOSTING FEE		
146123	3/22/2022	12:00:00 AM	HERALD & REVIEW	793.38	ADVERTISING
			ACCT 111-60000246		
146127	3/22/2022	12:00:00 AM	IHLS-OCLC	760.87	MEMBERSHIP FEES
			WEBDEWEY ITEM #3000039		
146138	3/22/2022	12:00:00 AM	KANOPY	341.00	BOOKS & PERIODICALS
			LIBRARY STREAMING SERVICE		
146145	3/22/2022	12:00:00 AM	MIDWEST TAPE, LLC	2,805.74	OFFICE SUPPLIES
			AV AND STREAMING SERVICES		
146151	3/22/2022	12:00:00 AM	OFFICEFURNITURE.COM LLC	339.00	OFFICE SUPPLIES
			ERGONOMIC CHAIR #8826821		
146153	3/22/2022	12:00:00 AM	PEERLESS NETWORK, INC	397.26	TELEPHONE
			ACCT 1212890		
146162	3/22/2022	12:00:00 AM	STRIGLOS/HAINES & ESSICK	11.45	OFFICE SUPPLIES
			CALENDAR BACKORDER FROM PO 611		
146165	3/22/2022	12:00:00 AM	TECHSOUP GLOBAL	300.00	COMPUTER SOFTWARE
			ADOBE ACROBAT PRO 2020		
146175	3/22/2022	12:00:00 AM	VERIZON WIRELESS	613.29	TELEPHONE
			ACCT 980380645-00001		
146194	3/30/2022	12:00:00 AM	BAKER & TAYLOR CO	655.13	OFFICE SUPPLIES
			BOOKS AND ENTERTAINMENT 2022		
146211	3/30/2022	12:00:00 AM	CDW GOVERNMENT INC	397.30	OFFICE SUPPLIES
			WHITE/BLANK INKJET CARTRIDGES		
146232	3/30/2022	12:00:00 AM	GALE GROUP, INC.	21.69	BOOKS & PERIODICALS
			LARGE PRINT DIRECT ORDER		
146234	3/30/2022	12:00:00 AM	GE MONEY BANK/AMAZON	537.35	BOOKS & PERIODICALS

			ACCT 8641		
146236	3/30/2022	12:00:00 AM	HERALD & REVIEW	4.62	ADVERTISING
			ACCT 111-60000246		
146241	3/30/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC	1,298.25	OTHER LIBRARY GRANT EXPENSE
			SOC WORK JESSICA HILL SUB CONT		
146242	3/30/2022	12:00:00 AM	JONES & THOMAS	400.00	PROFESSIONAL SERVICES
			WEB SERVICES		
146253	3/30/2022	12:00:00 AM	MIDWEST TAPE, LLC	231.93	BOOKS & PERIODICALS
			AV AND STREAMING SERVICES		
923004872	3/15/2022	12:00:00 AM	REGIONS/CREDIT CARD	485.76	TRAVEL INTERVIEW EXP
			ACCT 3978		
			35 LIBRARY FUND Total	33,561.89	
59 LIBRARY TRUST FUNDS					
145982	3/15/2022	12:00:00 AM	BAKER & TAYLOR CO	31.00	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2022		
146194	3/30/2022	12:00:00 AM	BAKER & TAYLOR CO	15.21	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2022		
			59 LIBRARY TRUST FUNDS Total	46.21	
			WARRANT TOTAL:	33,608.10	

DPL FY 2022 Budget Report

Prepared: March 2, 2022

At the end of February 17% 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%	\$ 406,681.66	31.5%	\$ 225,194.23	80.6%
Total Revenue	\$ 4,134,562		\$ 406,681.66	9.8%	\$ 275,926.24	47.4%

Expense

% Expended

Personnel

Payroll	\$ 1,644,156		\$ 425,861.36		\$ 377,540.91	12.8%
Benefits	\$ 870,336		\$ 238,973.57		\$ 179,176.15	33.4%
	\$ 2,514,492	60.7%	\$ 664,834.93	26.4%	\$ 556,717.06	19.4%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 94,093.81	38.4%	\$ 119,980.13	-21.6%
Per Capita	\$ 104,020		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,500.00		\$ 269.85	10.8%	\$ 123.92	n/a
Total Materials	\$ 351,520	9.3%	\$ 94,363.66	26.8%	\$ 120,104.05	-21.4%

Professional Services

Professional Services	\$ 102,000		\$ 13,290.62	13.0%	\$ 25,230.55	-47.3%
Temp Agency	\$ 500		\$ -	0.0%	\$ 6,672.87	-1
Bank Service Charges	\$ 150		\$ 33.01	22.0%	\$ 232.19	-0.85783
Total	\$ 102,650	2.7%	\$ 13,323.63	13.0%	\$ 32,135.61	-58.5%

Allocations

Administrative Fee	\$	108,864		\$	27,216.00	25.0%	\$	92,904.00	-70.7%
MIS	\$	36,684		\$	9,171.00	25.0%	\$	39,000.00	-76.5%
	\$	145,548	3.8%	\$	36,387.00	25.0%	\$	131,904.00	-72.4%

Grants

Other grants	\$	75,000		\$	8,380.91	11.2%	\$	6,008.64	39.5%
	\$	75,000	2.0%	\$	8,380.91	11.2%	\$	6,008.64	39.5%

Advertising	\$	500	0.01%	\$	898.00	179.6%	\$	712.00	26%
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	1,161.12	23.2%	\$	6,731.23	-82.8%
Service to Office Equipment	\$	27,000		\$	2,059.87	7.6%	\$	20,437.22	-89.9%
Telephone	\$	27,000		\$	5,209.14	19.3%	\$	15,756.08	-66.9%
Software	\$	50,000		\$	300.00	0.6%	\$	42,113.15	-99.3%
Office Supplies	\$	40,000		\$	3,821.01	9.6%	\$	20,711.06	-81.6%
Small Capital	\$	45,000		\$	2,398.04	5.3%	\$	28,211.39	-91.5%
	\$	194,000	5.1%	\$	14,949.18	7.7%	\$	133,960.13	-88.8%

Staff Development

Interview Travel Expense	\$	-		\$	35.48				
Conferences/Training/Travel	\$	20,000		\$	-	0.0%	\$	7,198.76	-100.0%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	2,990.87	6.0%	\$	53,095.09	-94.4%
	\$	74,000	2.0%	\$	3,026.35	4.1%	\$	60,293.85	-95.0%

Insurance

Unemployment	\$	1,056		\$	264.00	25.0%	\$	1,344.00	-80.4%
Risk Management	\$	95,724		\$	23,931.00	25.0%	\$	76,896.00	-68.9%
	\$	96,780	2.6%	\$	24,195.00	25.0%	\$	78,240.00	-69.1%

Building Costs

Rent	\$ 589,583.00		\$ 147,345.00	25.0%	\$ 575,004.00	-74.4%
Supplies	\$ 150		\$ -	0.0%	\$ -	#DIV/0!
Maintenace	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,733	15.6%	\$ 147,345.00		\$ 575,004.00	-74.4%
Total Operations/Services	\$ 1,629,731	43.1%	\$ 342,868.73	21.0%	\$ 1,138,362.28	-69.9%
<hr/>						
Total Expenses	\$ 4,144,223		\$ 1,007,703.66	24.3%	\$ 1,695,079.34	-40.6%
<hr/>						
Revenue Minus Expense	\$ (9,661)		\$ (601,022.00)		\$ (1,419,153.10)	-57.6%
<hr/>						

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	\$ 198,334.43	\$ 380,813.40	\$ - \$ 950,561.76
4/1/2022	\$ 950,561.76			
5/1/2022				
6/1/2022				
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	\$ -	\$ -	\$ 533,466.61
4/1/2022	\$ 533,466.61			
5/1/2022	\$ -			

6/1/2022	\$	-
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			
5/1/2022	\$ -			
6/1/2022	\$ -			
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			
5/1/2022	\$ -			
6/1/2022	\$ -			
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			
5/1/2022	\$ -			
6/1/2022	\$ -			
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	\$ 198,334.43	\$ 380,859.61	\$ - \$ 1,540,235.53
4/1/2022	\$ 1,540,235.53			
5/1/2022				
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	\$ 1,893,908	\$ 1,363,186
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 75,000	\$ 83,218	\$ 8,218
PILOT	\$ 561,120	\$ 561,120	\$ -
Fines	\$ 4,500	\$ 9,121	\$ 4,621
Non-Resident Fee	\$ 150	\$ -	\$ (150)
Lost or Damaged Items	\$ 4,000	\$ 5,136	\$ 1,136
Copies/Miscellaneous	\$ 11,000	\$ 10,776	\$ (224)
Meeting Room Fees	\$ 1,000	\$ 2,080.00	\$ 1,080
Interest Income	\$ -	\$ 3	\$ 3
Investment Income	\$ 1,000	\$ 7	\$ (993)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 1,500	\$ 1,500
Miscellaneous Income	\$ 50	\$ -	\$ (50)
Totals	\$ 4,134,562	\$ 5,512,889	\$ 1,378,327

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,644,156	\$ 1,580,930	\$ 63,226
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 159,403	\$ 141,209	\$ 18,194
FICA/Medicare	\$ 126,958	\$ 119,440	\$ 7,518
Life insurance	\$ 3,045	\$ 2,410	\$ 635
Medical insurance	\$ 565,500	\$ 630,000	\$ (64,500)
Service recognition	\$ 15,430	\$ 15,430	\$ -
Total Personnel	\$ 2,514,492	\$ 2,489,419	\$ 25,073
Unemployment insurance	\$ 1,056	\$ 1,056	\$ -
Advertising	\$ 500	\$ 898	\$ (398)
Printing/binding	\$ -	\$ 0	\$ -
Service to maintain Building	\$ -	\$ 0	\$ -
Service to Office Equipment	\$ 27,000	\$ 18,438	\$ 8,562
IT Services	\$ 36,684	\$ 36,684	\$ -
Telephone	\$ 27,000	\$ 21,624	\$ 5,376
Banking Service Charges	\$ 150	\$ 157	\$ (7)
Conferences/Travel/Continuir	\$ 20,000	\$ -	\$ 20,000
General Fund	\$ 108,864	\$ 108,864	\$ -
Postage	\$ 5,000	\$ 4,522	\$ 478
Computer Software	\$ 50,000	\$ 1,579	\$ 48,421
Travel Interview Expense	\$ -	\$ 35	\$ (35)

Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 98,162	\$ 3,838
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	\$ 56,682	\$ 18,318
Office Supplies	\$ 40,000	\$ 23,520	\$ 16,480
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 34,461	\$ 10,539
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 4,023	\$ (1,523)
Total operating	\$ 1,629,731	\$ 1,506,031	\$ 123,700
Total expense	\$ 4,144,223	\$ 3,995,450	\$ 148,773
Surplus (deficit)	\$ (9,661.00)	\$ 1,517,439.77	\$ (1,527,101)

Circulation by Audience Physical & Electronic	Mar-20	Mar-21	Mar-22	% of Total	Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	April 2019-March 2020	April 2020-March 2021	April 2021-March 2022	Change from 2021	Change from 2020
Number of Adult Materials Loaned	14,094	14,334	14,460	64.4%	0.9%	2.6%	145,040	156,828	195,532	24.7%	34.8%	205,068	129,696	165,172	27%	-19%
Number of Young Adult Materials Loaned	572	700	659	2.9%	-5.9%	15.2%	5,283	7,301	7,246	-0.7%	37.2%	8,900	5,089	7,289	43%	-18%
Number of Children's Materials Loaned	6,334	6,201	7,327	32.6%	18.2%	15.7%	53,984	70,117	71,589	2.1%	32.6%	95,449	50,689	70,478	39%	-26%
Total Number of Materials Loaned	21,000	21,235	22,446		5.7%	6.9%	204,307	234,246	274,367	17.1%	34.3%	309,417	185,474	242,939	31%	-21%
Circulation by Material Type	Mar-20	Mar-21	Mar-22	% of Total	Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	April 2019-March 2020	Mar. 2020-Feb. 2021	Mar. 2021-Feb. 2022	Change from 2021	Change from 2020
Books Loaned--Physical	12,590	13,573	14,828	66.1%	9.2%	17.8%	118,284	148,399	174,955	17.9%	47.9%	195,994	106,887	154,172	44%	-21%
Videos/DVDs Loaned--Physical	3,315	2,713	3,293	14.7%	21.4%	-0.7%	28,714	28,267	43,395	53.5%	51.1%	56,514	22,016	31,531	43%	-44%
Audios, Including Music Loaned--Physical	823	701	1,143	5.1%	63.1%	38.9%	7,322	8,289	11,538	39.2%	57.6%	14,517	5,774	8,928	55%	-38%
Magazines/Periodicals Loaned--Physical	304	351	238	1.1%	-32.2%	-21.7%	3,083	3,067	2,617	-14.7%	-15.1%	4,990	2,724	2,945	8%	-41%
Other Items Loaned--Physical	220	180	41	0.2%	-77.2%	-81.4%	1,577	1,619	1,352	-16.5%	-14.2%	2,144	1,331	1,552	17%	-28%
Use of Circulating Electronic Materials	3,748	3,717	2,903	12.9%	-21.9%	-22.5%	45,327	44,605	41,491	-7.0%	-8.5%	35,258	46,742	43,811	-6%	24%
Total	21,000	21,235	22,446		5.7%	6.9%	204,307	234,246	275,349	17.5%	34.8%	309,417	185,474	242,939	31%	-21%
Successful Retrieval of Electronic Information	3,157	11,475	15,305	40.5%	33.4%	384.8%	39,210	123,484	167,604	35.7%	327.5%	35,142	65,268	137,042	110%	290%
Electronic Content Use	6,905	15,192	18,208	48.2%	19.9%	163.7%	84,537	168,089	211,590	25.9%	150.3%	70,400	112,010	180,853	61%	157%
Total Collection Use	Mar-20	Mar-21	Mar-22		Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	April 2019-March 2020	Mar. 2020-Feb. 2021	Mar. 2021-Feb. 2022	Change from 2021	Change from 2020
Total Collection Use	24,157	32,710	37,751		15.4%	56.3%	243,517	357,730	442,953	23.8%	81.9%	344,559	250,742	379,981	52%	10%
Interlibrary Loans Provided To Other Libraries	2,515	3,703	4,081	56.9%	10.2%	62.3%	24,966	39,903	48,217	20.8%	93.1%	43,363	23,334	41,852	79%	-3%
Interlibrary Loans Received FROM Other Libraries	2,344	3,393	3,092	43.1%	-8.9%	31.9%	22,884	28,865	26,861	-6.9%	17.4%	38,902	21,452	28,288	32%	-27%
Total ILL Transactions	4,859	7,096	7,173		1.1%	47.6%	47,850	68,768	75,079	9.2%	56.9%	82,265	44,786	70,140	57%	-15%
New Patron Registrations	100	100	181		81.0%	81.0%	2,848	1,353	1,579	16.7%	-44.6%	2,310	2,690	1,411	-48%	-39%
# of Visitors (Security Gate)	7,502	8,449	11,653		37.9%	55.3%	78,509	78,509	148,338	88.9%	88.9%	205,706	62,122	106,964	72%	-48%
# Visitors Lobby Counter	8,691	9,521	13,675		43.6%	57.3%	84,502	84,502	194,342	130.0%	130.0%	121,649	62,095	125,775	103%	3%
Local History # of visitors	38	18	44		144.4%	15.8%	298	298	2,791	836.7%	836.7%	783	111	687	519%	-12%
Adult Programs Active	174	222	274		23.4%	57.5%	1,121	1,121	2,348	109.4%	109.4%	7,127	379	1,551	309%	-78%
Adult Programs Passive	89	131	145			62.9%	1,207	1,207	2,606	115.9%	115.9%	225	1,306	2,679	105%	1091%
Adult Programs Virtual Live	0	30	0			#DIV/0!	22	22	0	-100.0%	-100.0%	0	155	268	73%	#DIV/0!
Adult Programs Virtual Recorded	0	3	0			#DIV/0!	193	193	0	-100.0%	-100.0%	0	196	1,561	696%	#DIV/0!
YA Programs Active	0	0	0		#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	572	0	0	#DIV/0!	-100%
YA Programs Passive	21	53	11			-47.6%	409	409	90	-78.1%	-78.1%	76	470	279	-41%	267%
YA Virtual Live	0	0	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!	57	57	#DIV/0!	#DIV/0!	#DIV/0!	0	57	0	-100%	#DIV/0!
Children's Programs Active	453	0	179		#DIV/0!	-60.5%	1,354	1,354	#DIV/0!	#DIV/0!	#DIV/0!	16,175	0	1,161	#DIV/0!	-93%
Children's Programs Passive	435	294	312			-28.3%	2,599	2,599	6,210	138.9%	138.9%	1,239	1,887	4,125	119%	233%
Children's Virtual Live	0	27	143			#DIV/0!	185	185	1,083	485.6%	485.6%	0	360	709	97%	#DIV/0!
Children's Virtual Recorded	974	162	0			-100.0%	5,141	5,141	0	-100.0%	-100.0%	974	4,584	24	-99%	-98%
Total Programs	2,146	922	1,064		15.4%	-50.4%	12,288	12,288	14,376	17.0%	17.0%	26,388	9,394	12,357	32%	-53%
Public Sessions	1,495	1,714	1,832		6.9%	22.5%	14,620	14,620	26,423	80.7%	80.7%	32,282	11,315	20,428	81%	-37%
Wireless Sessions	591	598	1,192		99.3%	101.7%	5,691	5,691	28,766	405.5%	405.5%	13,003	3,606	11,372	215%	-13%
Website Sessions	9,788	11,092	12,425		12.0%	26.9%	113,083	113,083	128,291	13.4%	13.4%	133,402	115,952	129,562	12%	-3%
Unique Visits	6,149	6,087	7,461		22.6%	21.3%	63,468	63,468	76,828	21.1%	21.1%	84,204	62,609	75,627	21%	-10%
Page Views	38,226	42,939	47,787		11.3%	25.0%	485,031	485,031	493,205	1.7%	1.7%	540,118	482,613	506,108	5%	-6%
Self Checks	5,390	4,386	6,793		54.9%	26.0%	43,324	43,324	108,786	151.1%	151.1%	107,786	30,519	67,558	121%	-37%
Percentage of Self Checks	45%	33%	0										3	4		
Assists Adult	2,164	2,550	2,988		17.2%	38.1%	22,718	22,718	30,108	32.5%	32.5%	42,861	21,230	30,483	44%	-29%
Assists Children	700	1,199	1,343		12.0%	91.9%	9,181	9,181	12,637	37.6%	37.6%	14,880	8,889	12,501	41%	-16%
Assists Local history	139	104	208		100.0%	49.6%	956	956	3,500	266.1%	266.1%	1,922	603	1,657	175%	-14%
IT help calls	66	192	126		-34.4%	90.9%	1,154	1,154	1,187	2.9%	2.9%	1,090	1,355	1,404	4%	29%
Searches in Catalog	78,326	19,182	20,048		4.5%	-74.4%	848,610	848,610	175,385	-79.3%	-79.3%	877,088	664,187	209,846	-68%	-76%
Number of Items processed	812	2,026	1,696		-16.3%	108.9%	18,575	18,575	17,548	-5.5%	-5.5%	22,611	18,894	20,667	9%	-9%
Number of Items Withdrawn from Collection	965	589	968		64.3%	0.3%	19,237	19,237	10,636	-44.7%	-44.7%	16,459	20,078	17,935	-11%	9%
Number of mended items	0	185	223		20.5%	#DIV/0!	2,189	2,189	2,831	29.3%	29.3%	3,920	2,140	3,477	62%	-11%
Number of items ordered	477	1,367	724		-47.0%	51.8%	8,213	8,213	6,215	-24.3%	-24.3%	9,754	8,708	7,779	-11%	-20%
Number of records added to database	142	1,841	1,473		-20.0%	937.3%	15,824	15,824	14,689	-7.2%	-7.2%	18,021	16,862	17,190	2%	-5%