



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, April 17, 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 March 20, 2025 minutes, and the February 20, 2025 Annual 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. Division Head reports—Becky Damptz, Alissa Henkel, Carol Ziese
- VI. City Librarian’s report—Rick Meyer (Discussion)
- VII. Reports of committees
 - A. Personnel, Policy & Public Relations Committee-Samantha Carroll
 - i. Software Use Policy (Action)
 - ii. Local History Use of Room Policy (Action)

- iii. Local History Collection Policy (Action)
- iv. City Librarian Evaluation (Discussion)
- v. Other

B. Finance and Properties Committee—Sofia Xethalis

- i. Capital Needs (Discussion)
- ii. Furniture Project Update (Discussion)
- iii. March 2025 Check Registers & Vendor Reports (Action)
- iv. March 2025 Budget Actuals (Discussion)
- v. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library – Rick Meyer

- i. April 10 Meeting

E. Illinois Heartland Library System—Samantha Carroll

VIII. Old Business

- A. Other

IX. New Business

- A. Resolution to Transfer Funds (Action)
- B. Patron Suspension Appeal (Action)
- C. Other

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

March 20, 2025 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Emily West, Paula Cross, Shiowa Karsten, Ashley Petty, Blake Allison, Samantha Carroll, Kaylee Ledbetter

Present:

Karl Coleman
Samantha Carroll
Paula Cross
Ashley Petty
Kaylee Ledbetter
Shiowa Karsten

Absent:

Sofia Xethalis
Blake Allison
Emily West

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

Guests:

Call to Order: Mr. Coleman called the meeting to order at 4:30pm.

Consent Agenda (Approval of Agenda; Approval of February 20, 2024 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Cross made a motion to accept the agenda and minutes. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: Mr. Meyer stated that he received an email regarding IMLS funds.

Division Head Reports (Discussion)

Ms. Dampitz reported on the 150th Celebration. There are stickers, pens, and pencils as giveaways. There is a trifold brochure with all of the events. Mychal Threets will be at the Library on March 22. The Underground Railroad in Illinois has a panel display over by Local History. There is an event this evening about the Underground Railroad, presented by Laura Keyes, here in the Madden Auditorium. There is another underground railroad exhibit on April 5th, Songs of the Illinois Freedom Road. There will be an event presented by Connie Martin, April 29th on pre-civil war quilts, where they hid secrets about the Underground Railroad.

Ms. Henkel stated the reference desk has temporarily moved while waiting for the new Reference desk to be installed. READiculous will perform on May 3rd for the 150th Celebration. READiculous has upcoming performances for preschools. Millikin will be performing another musical Story Time program on the Children's floor next Thursday.

City Librarian's Report November and December (Discussion) Mr. Meyer presented his report. As of February 11, Federal funding was still accessible. Ms. Kasey Steiling has been moved to Administration as the Marketing Specialist.

The room reservation platform is changing over to Library Market. Ms. Michelle Whitehead put in around 48 hours to enter the current room reservations into the new Library Market calendar system. The Librarians are updating the programs they are responsible for planning. This system will use square as a payment platform for room reservation payments.

Ms. Dampitz stated that Brew Works is also presenting a new beer and a new pilsner glass to commemorate the 150th Anniversary of the Library.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee – Ms. Carroll

- a. Adult Computer Use Policy (Action) Ms. Carroll made a motion to approve the amended policy with the change in language as presented, Ms. Karsten seconded the motion. All in favor. The motion was adopted.
- b. Equipment Circulation Policy (Action) Ms. Carroll made a motion to approve the amended policy with the change in language as presented, seconded by Ms. Petty. All in favor. The motion was adopted.
- c. Interlibrary Loan Policy (Action) Ms. Carroll made a motion to approve the amended policy with the change in language, seconded by Ms. Karsten. All in favor. The motion was adopted.
- d. City Librarian Evaluation (Discussion) Ms. Carroll stated the evaluation was completed this past Tuesday.

B. Finance and Properties Committee – Ms. Cross

- a. Capital Needs (Discussion) Mr. Meyer stated he does not have an update on the furniture project. The chiller work has been completed indoors as of Wednesday. The rooftop work will continue until mid-April. The broken drains will also need to be repaired. They are currently plugged. There isn't a timeline on the repair yet.
- b. Furniture Project Update (Discussion) No update.

- c. December 2024 and February 2025 Check Registers & Vendor Reports (Action) Mr. Coleman made a motion to approve the December Check Register, seconded by Ms. Petty. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Karsten yes, Ms. Cross yes, Mr. Coleman yes. The motion was adopted. Mr. Coleman made a motion to approve the February Check Register, seconded by Ms. Petty. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Karsten yes, Ms. Cross yes, Mr. Coleman yes. The motion was adopted.
- d. February 2025 Budget Actuals (Discussion) Mr. Meyer discussed the budget actuals.

C. Foundation – Mr. Meyer – No Report.

D. Friends of the Library – March 13 meeting – Mr. Meyer reported that the Friends are working on a budget for next year, so they can state how much they can fund the Library programs.

E. Illinois Heartland Library System – Ms. Carroll stated there is a meeting next week.

Old Business

A. Other (Discussion) Mr. Meyer stated the Library previously had a building committee that reviewed future plans for the Library building. He would like to revive the committee. He requested to have two of the Board members serve on the Building Committee. Mr. Coleman and Ms. Petty accepted the request to be on the committee.

New Business

A. Emergency Succession Plan 2025 (Discussion) Ms. Cross made a motion to approve the succession plan, seconded by Ms. Carroll. All in favor. The motion was adopted.

B. Other – IMLS is under the Presidential Executive Order for removing Federal Funds. There is some confusion about how this will be executed. Mr. Meyer will be attending the IMLS meeting in Springfield on Thursday of next week to get more information.

Adjournment

Ms. Carroll made a motion to adjourn at 5:40pm., seconded by Ms. Karsten. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 3/20/25



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES ANNUAL MEETING

February 20, 2025 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Emily West, Paula Cross, Shiowa Karsten, Ashley Petty, Blake Allison, Samantha Carroll, Kaylee Ledbetter

Present:

Karl Coleman
Samantha Carroll
Paula Cross
Ashley Petty
Kaylee Ledbetter
Sofia Xethalis
Blake Allison
Shiowa Karsten

Absent:

Emily West

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

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 5:30pm.

Cost of Non-Resident Card (Action) Mr. Meyer discussed the non-resident card program. Ms. Xethalis made a motion to continue to participate in the non-resident card program, seconded by Ms. Cross. All in favor. The motion was adopted.

The amount of \$94.85 is the current calculated rate for a non-resident card. Ms. Xethalis made a motion to accept the rate, seconded by Ms. Karsten. Mr. Coleman requested a roll call vote. Ms. Cross, yes, Ms. Karsten, yes, Ms. Petty, yes, Mr. Allison, yes, Ms. Carroll, yes, Ms. Ledbetter, yes, and Ms. Xethalis, yes. All in favor. The motion was adopted.

Annual Reports: (Action)

- 2024 Illinois Public Library Annual Report – Mr. Meyer presented the report. Ms. Karsten made an address change. The correction was made from South to West on the street name. Ms. Carroll made a motion to submit the report with stated correction. seconded by Mr. Allison. All in favor. The motion was adopted.
- 2024 Trustees Report to Mayor and Council – Mr. Meyer presented the report details. Ms. Cross made a motion to submit the report, seconded by Ms. Karsten. All in favor. The motion was adopted.
- 2024 City Librarian’s Report to Board – Mr. Meyer presented his report.

Election of Officers for 2025/2026 (Action) Mr. Coleman made a motion to accept the slate of officers as: Mr. Coleman, President, Ms. Carroll, Vice President, and Ms. Karsten, Secretary. Ms. Carroll seconded the motion. All in favor. The motion was adopted.

Committee and Liaison Appointments (Action)Mr. Coleman made a motion to nominate Ms. Xethalis as Finance Committee chairperson, and Ms. Carroll as the Chair of the Personnel, Property and Public Relations Committee. Ms. Karsten will be the liaison for the Friends of the Library. Ms. Carroll is the liaison for the Foundation. Ms. Xethalis made a motion to accept the nominations as presented, seconded by Mr. Allison. All in favor. The motion was adopted.

Adjournment

Ms. Karsten made a motion to adjourn at 5:55pm, seconded by Ms. Xethalis. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Draft 2/20/25



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Software Use Policy

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the software manager or designated department, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to this policy. The following points are to be followed in order to comply with software license agreements:

- All software, including fonts, whether downloaded or installed by disk or other means, must be pre-approved by the Systems Administrator. This includes software known as freeware or shareware.
- All users must use all software in accordance with license agreements and the Decatur Public Library software policy. All users acknowledge that they do not own this software or its related documentation, and, that unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.
- Decatur Public Library will not tolerate the use of any unauthorized copies of software or fonts in our organization. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. Users must not condone illegal copying of software under any circumstances. Anyone who makes, uses, or otherwise acquires unauthorized software will be appropriately disciplined.
- Any user who determines that there may be a misuse of software within the organization will notify the Systems Administrator.

I have read Decatur Public Library software code of ethics. I am fully aware of our software compliance policies and agree to abide by them. I understand that violation of any above policies may resulting my termination.

Employee Signature _____

Date _____

Approved by DPL Board of Trustees May 20, 2021



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ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT USE OF THE LOCAL HISTORY ROOM POLICY

Access

The Local History Room at the Decatur Public Library is open to the public for research at designated times. Calling ahead is encouraged as the room has limited staff and volunteers. Appointments can be made during times when the room is not open. Please contact the staff to make arrangements at least 24 hours in advance. Contact information can be found on the Decatur Public Library website.

Anyone who uses the local history collection must first register at the volunteer desk in the Local History Room. Patrons are required to register each day they use the Local History Room. No materials are allowed to leave the Local History Room unless accompanied by a Library staff member or volunteer.

No food or open containers for liquids are allowed in the Local History Room at any time. Closed containers for liquids will be tolerated, but must be kept away from the materials. Patrons are not allowed to use ink pens or markers around the materials. Pencils will be provided to patrons who need them. Backpacks/tote bags/large purses/etc. are NOT PERMITTED in the Local History Room. Please leave your bag with the staff member or volunteer at the desk when you arrive.

Reproduction Fees

Local History offers obituary and article research. There are currently no charges for research.

A copy machine is available in the Local History Room. The fees for its use are also found on the fee schedule. Under no circumstances are patrons allowed to make their own copies. Please see the Local History volunteers or the Archivist for assistance. Researchers should be aware of the provisions of Section 108 of the United States Copyright Law.

With the consent of the Head of the Archives and Special Collections Department, patrons are allowed to use their own camera to photograph documents and photos. There is no charge for this.

Copyright and Publication

The Decatur Public Library does not own the physical and/or intellectual copyright of all of the material in its collection. Researchers should be aware of the provisions of Section 108 of the United States Copyright Law, and verify the copyright of materials with the Archivist. In order to publish an item that belongs to the Decatur Public Library, a Reproduction Agreement form must be filled out and returned to the Archivist. Permission to publish is for one-time publication, and does not transfer copyright.

Please use the following citation to reference materials belonging to the Decatur Public Library:

Name of Collection. Archives and Special Collections Department, Decatur Public Library, Decatur, Illinois.

For all other material, please follow proper citation standards.

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: September 17, 2020



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Local History Collection Policy

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.

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.

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 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 by the Decatur Public Library Board of Trustees: August 2014.

Revised: June 2018.

Amended April 21, 2022

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2025 to 3/31/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
165741	03/06/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,850.85	OFFICE SUPPLIES
165749	03/06/2025	CCH 2025 U.S. MASTER TAX GUIDE & S&H	231.89	BOOKS & PERIODICALS
165752	03/06/2025	COMMERCIAL MAIL SERVICES FEB 15- FEB 28 MONTHLY POSTAGE CHARGES	246.71	POSTAGE
165764	03/06/2025	EFFINGHAM PUBLIC LIBRARY PAYMENT FOR LOST MATERIALS	17.83	LOST OR DAMAGED BOOKS
165775	03/06/2025	HECKWINE, BETTI JO MAR 2025 SRC FOR 3 STAFF MBRS	15.73	OTHER LIBRARY GRANT EXI
165789	03/06/2025	JERSEYVILLE PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	14.99	LOST OR DAMAGED BOOKS
165796	03/06/2025	LEE ARIC EMCEE/HOST - TRIVIA NIGHT	150.00	OTHER LIBRARY GRANT EXI
165802	03/06/2025	MARION CARNEGIE LIBRARY PAYMENT FOR LOST MATERIAL	44.00	LOST OR DAMAGED BOOKS
165806	03/06/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	35.33	OFFICE SUPPLIES
165807	03/06/2025	MT ZION DISTRICT LIBRARY PAYMENT FOR LOST MATERIAL	25.00	LOST OR DAMAGED BOOKS
165812	03/06/2025	NICHE ACADEMY LLC NICHE ACADEMY RENEWAL	2,400.00	CONFERENCES & TRAVEL
165815	03/06/2025	OAKWOOD PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	13.00	LOST OR DAMAGED BOOKS
165830	03/06/2025	TOLONO PUBLIC LIBRARY DISTRICT PAYMENT FOR DAMAGED MATERIAL	20.00	LOST OR DAMAGED BOOKS
165858	03/13/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,561.93	OFFICE SUPPLIES
165870	03/13/2025	CANON FINANCIAL SERVICES, INC BLANKET - SERVICE COPIERS & PRINTERS	1,755.47	SERV-OFFICE EQUIPMENT
165874	03/13/2025	CITYBLUE TECHNOLOGIES LLC EPSON PRINTER INK	1,236.02	OFFICE SUPPLIES
165912	03/13/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	452.00	BOOKS & PERIODICALS
165914	03/13/2025	LAURA F KEYES PERFORMANCE AT LIBRARY	535.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
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Check #	Check Date	Vendor	Check Amt	Account Description
165926	03/13/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	912.42	OFFICE SUPPLIES
165935	03/13/2025	PAETEC BLANKET - TELEPHONE SERVICE	55.82	TELEPHONE
165946	03/13/2025	RR DONNELLEY LIBRARY CARD/KEY CARD	1,227.58	OFFICE SUPPLIES
165950	03/13/2025	STEALTH MODE THREE LLC PRIZES FOR THE 150TH	2,285.50	OTHER LIBRARY GRANT EXI
165981	03/20/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	9,423.24	OTHER LIBRARY GRANT EXI
165984	03/20/2025	ASSISTIVE HEARING SYSTEMS LLC AHS INSTALLATION	6,450.00	OTHER LIBRARY GRANT EXI
165985	03/20/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,745.95	OFFICE SUPPLIES
165988	03/20/2025	BECK'S ENGRAVING & RUBBER STAMPS 3 CUSTOM RUBBER STAMPS & 3 INK PADS	59.55	OFFICE SUPPLIES
165994	03/20/2025	BREWSTER, CONNIE K DECEMBER SCHOOL ART ORNAMENTS FEBRAURY SCHOOL ART MARCH SCHOOL ART	900.00	OTHER LIBRARY GRANT EXI
166008	03/20/2025	COMMERCIAL MAIL SERVICES MARCH - MONTHLY POSTAGE & FEES - 3/1-3/15	272.66	POSTAGE
166024	03/20/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	1,869.90	SECURITY
166026	03/20/2025	DENTON, JANET SOCIAL WORKER CARD & TREAT WITH ALL STAFF	17.17	OTHER LIBRARY GRANT EXI
166029	03/20/2025	DYNAGRAPHICS 72 X 48" BANNERS HEM & GROMMETS	777.85	OTHER LIBRARY GRANT EXI
166059	03/20/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	440.35	OFFICE SUPPLIES
166070	03/20/2025	PEERLESS NETWORK, INC ACCT 1212890	330.06	TELEPHONE
166077	03/20/2025	SCOTT CLANIN ANNIVERSARY LOGO FILE DESIGN	118.75	PROFESSIONAL SERVICES
166120	03/27/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	2,810.28	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2025 to 3/31/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
166123	03/27/2025	BELIVEAU, STEVE SENSATIONAL SCIENCE SHOW DEPOSIT	100.00	OTHER LIBRARY GRANT EXI
166133	03/27/2025	CAMERON, LEA 2 HOUR YOGA CLASS 03/01/25 & 04/05/25	70.00	OTHER LIBRARY GRANT EXI
166159	03/27/2025	HARGADON, STEVE WELLNESS SERIES - ACCESS UP TO 50 STAFF	599.00	CONFERENCES & TRAVEL
166190	03/27/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	616.90	OFFICE SUPPLIES
166195	03/27/2025	ONLINE LABELS, INC. 2"X2" SQUARE 20 PER SHEET	54.02	OFFICE SUPPLIES
166196	03/27/2025	PAETEC BLANKET - TELEPHONE SERVICE	55.86	TELEPHONE
166203	03/27/2025	RR DONNELLEY Z FOLD FORM	437.10	OFFICE SUPPLIES
166204	03/27/2025	SAM'S CLUB ACCT 9064	197.29	OTHER LIBRARY GRANT EXI
166210	03/27/2025	SPRINGSHARE LLC MAY'25-APR'26 PATRON POINT SOFTWARE SUBSCRI	8,797.50	COMPUTER SOFTWARE
166215	03/27/2025	STRIGLOS/HAINES & ESSICK BRIGHT WHITE CARD STOCK & PREM LASER PAPER	313.20	OFFICE SUPPLIES
166229	03/27/2025	UNIQUE MANAGEMENT SERVICES BLANKET - COLLECTION SERVICES	364.45	PROFESSIONAL SERVICES
2003337	03/12/2025	MYCHAL ALEXANDER THREETS AUTHOR FEE, FLIGHT REIMBURSEMENT, AND HOTEL	6,681.25	OTHER LIBRARY GRANT EXI
23006695	03/13/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,730.70	OTHER LIBRARY GRANT EXI
23006725	03/19/2025	REGIONS/CREDIT CARD ACCT 7213	4,142.28	PER CAPITA GRANT EXPENSE
23006750	03/27/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
23006751	03/27/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,692.24	OTHER LIBRARY GRANT EXI
Total for: 35			66,574.62	

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 3/1/2025 to 3/31/2025

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
165741	03/06/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	245.08	BOOKS & PERIODICALS
165858	03/13/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	273.92	BOOKS & PERIODICALS
165985	03/20/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	34.99	BOOKS & PERIODICALS
166120	03/27/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	52.73	BOOKS & PERIODICALS
			Total for: 59	606.72
			Total for All:	\$67,181.34

VENDOR NAME	AMOUNT
AMAZON PAYMENTS Total	\$9,423.24
ASSISTIVE HEARING SYSTEMS LLC Total	\$6,450.00
BAKER & TAYLOR CO Total	\$8,575.73
BECK'S ENGRAVING & RUBBER STAMPS Total	\$59.55
BELIVEAU, STEVE Total	\$100.00
BREWSTER, CONNIE K Total	\$900.00
CAMERON, LEA Total	\$70.00
CANON FINANCIAL SERVICES, INC Total	\$1,755.47
CCH Total	\$231.89
CITYBLUE TECHNOLOGIES LLC Total	\$1,236.02
COMMERCIAL MAIL SERVICES Total	\$519.37
DECATUR CIVIC CENTER AUTHORITY Total	\$1,869.90
DENTON, JANET Total	\$17.17
DYNAGRAPHICS Total	\$777.85
EFFINGHAM PUBLIC LIBRARY Total	\$17.83
HARGADON, STEVE Total	\$599.00
HECKWINE, BETTI JO Total	\$15.73
JERSEYVILLE PUBLIC LIBRARY Total	\$14.99
JESSICA HILL CONSULTING LLC Total	\$3,422.94
JONES & THOMAS Total	\$420.00
KANOPY Total	\$452.00
LAURA F KEYES Total	\$535.00
LEE ARIC Total	\$150.00
MARION CARNEGIE LIBRARY Total	\$44.00
MIDWEST TAPE, LLC Total	\$2,005.00
MT ZION DISTRICT LIBRARY Total	\$25.00
MYCHAL ALEXANDER THREETS Total	\$6,681.25
NICHE ACADEMY LLC Total	\$2,400.00
OAKWOOD PUBLIC LIBRARY Total	\$13.00
ONLINE LABELS, INC. Total	\$54.02
PAETEC Total	\$111.68
PEERLESS NETWORK, INC Total	\$330.06
REGIONS/CREDIT CARD Total	\$4,142.28
RR DONNELLEY Total	\$1,664.68
SAM'S CLUB Total	\$197.29
SCOTT CLANIN Total	\$118.75
SPRINGSHARE LLC Total	\$8,797.50
STEALTH MODE THREE LLC Total	\$2,285.50
STRIGLOS/HAINES & ESSICK Total	\$313.20
TOLONO PUBLIC LIBRARY DISTRICT Total	\$20.00
UNIQUE MANAGEMENT SERVICES Total	\$364.45
Grand Total	\$67,181.34

DPL FY2025 Budget Report

Prepared April 3, 2025

At the end of March 25% of the year has passed

Revenue

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,440,919	30.9%	\$ 305,180.72	21.2%	\$ 315,327.48	-3.2%
Total Revenue	\$ 4,663,458		\$ 305,180.72	6.5%	\$ 315,327.48	-3.2%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 495,566.81	26.5%	\$ 463,331.94	7.0%
Benefits	\$ 1,040,424		\$ 275,143.53	26.4%	\$ 246,636.05	11.6%
	\$ 2,907,648	57.5%	\$ 770,710.34	26.5%	\$ 709,967.99	8.6%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 41,843.50	17.1%	\$ 26,717.88	56.6%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 45,045.51	131.8%
Lost/Damage	\$ 1,600		\$ 317.88	19.9%	\$ 247.42	28%
Total Materials	\$ 350,620	9.3%	\$ 146,564.66	41.8%	\$ 72,010.81	103.5%

Professional Services

Security	\$ 22,500		\$ 5,926.24	26.3%	\$ 13,068.03	-54.7%
Professional Services	\$ 50,000		\$ 24,447.86	48.9%	\$ 23,355.34	4.7%
Bank Service Charges	\$ 250		\$ 88.47	35.4%	\$ 32.26	174%
Total	\$ 72,750	1.9%	\$ 30,462.57	41.9%	\$ 23,387.60	30.3%

Allocations

Administrative Fee	\$ 189,792	\$ 47,448.00	25.0%	\$ 36,933.00	28.5%
MIS	\$ 19,967	\$ 4,992.00	25.0%	\$ 4,083.00	22.3%
	\$ 209,759	5.5%	\$ 52,440.00	25.0%	\$ 41,016.00

Grants

Other grants	\$ 150,000	\$ 49,482.09	33.0%	\$ 11,300.32	337.9%
	\$ 150,000	4.0%	\$ 49,482.09	33.0%	\$ 11,300.32

Advertising	\$ 900	0.02%	\$ -	0.0%	\$ 324.00	-100%
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Office Supplies/Maintenance

Postage	\$ 5,000	\$ 1,574.94	31.5%	\$ 1,449.14	8.7%
Service to Office Equipment	\$ 25,000	\$ 2,494.91	10.0%	\$ 3,796.99	-34.3%
Telephone	\$ 6,000	\$ 1,566.15	26.1%	\$ 1,734.87	-9.7%
Software	\$ 45,000	\$ 11,521.70	25.6%	\$ 25,060.88	-54.0%
Office Supplies	\$ 40,000	\$ 11,939.37	29.8%	\$ 3,800.28	214.2%
Small Capital	\$ 50,000	\$ 15,483.36	31.0%	\$ 23,905.07	-35.2%
	\$ 171,000	4.5%	\$ 44,580.43	26.1%	\$ 59,747.23

Staff Development

Conferences/Training/Travel	\$ 35,000	\$ 3,478.00	9.9%	\$ 6,821.56	-49.0%
Tuition Reimbursement	\$ 10,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 71,000	\$ 807.74	1.1%	\$ 1,993.93	-59.5%
	\$ 116,000	3.1%	\$ 4,285.74	3.7%	\$ 8,815.49

Insurance

Unemployment	\$ 1,176	\$ 294.00	25.0%	\$ 282.00	4.3%
Risk Management	\$ 111,948	\$ 27,987.00	25.0%	\$ 23,403.00	19.6%
	\$ 113,124	3.0%	\$ 28,281.00	25.0%	\$ 23,685.00

Building Costs

Transfer to Capital	\$ 375,000	\$ 315,000.00	84.0%	\$ -	#DIV/0!
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Rent	\$ 589,583		\$ 147,345.00	25.0%	\$ 147,345.00	0.0%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ 6,261.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 964,583	25.5%	\$ 468,606.00		\$ 147,345.00	218.0%
Total Operations/Services	\$ 2,148,736	56.8%	\$ 824,702.49	38.4%	\$ 387,631.45	112.8%
Total Expenses	\$ 5,056,384		\$ 1,595,412.83	31.6%	\$ 1,097,599.44	45.4%
Revenue Minus Expense	\$ (392,926)		\$ (1,290,232.11)		\$ (782,271.96)	64.9%

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	\$ 75,668.42	\$ 363,344.33	\$ -	\$ 575,296.03
4/1/2025	\$ 575,296.03				
5/1/2025	\$ -				
6/1/2025	\$ -				
7/1/2025	\$ -				
8/1/2025	\$ -				
9/1/2025	\$ -				
10/1/2025	\$ -				
11/1/2025	\$ -				
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	\$ -	\$ -	\$ 200,569.64
4/1/2025	\$ 200,569.64			

5/1/2025	\$	-
6/1/2025	\$	-
7/1/2025	\$	-
8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
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	\$ 1.88	\$ 116.90	\$ 6,904.72
3/1/2025	\$ 6,904.72	\$ -	\$ 368.69	\$ 6,536.03
4/1/2025	\$ 6,536.03			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
1/1/2026	\$ -			

**Meyer
Date**

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	\$ -	\$ -	\$ 33,568.64
4/1/2025	\$ 33,568.64			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			

8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
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	\$ 101.78	\$ 1,294.09	\$ 6,157.67
3/1/2025	\$ 6,157.67	\$ 1,170.00	\$ 238.03	\$ 7,089.64
4/1/2025	\$ 7,089.64			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
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	\$ 52,334.80	\$ 626,987.36	\$ -	\$ 1,110,172.61
3/1/2025	\$ 1,110,172.61	\$ 76,838.42	\$ 363,951.05	\$ -	\$ 823,059.98
4/1/2025	\$ 823,059.98	\$ -	\$ -	\$ -	
5/1/2025	\$ -	\$ -	\$ -	\$ -	
6/1/2025	\$ -	\$ -	\$ -	\$ -	
7/1/2025	\$ -	\$ -	\$ -	\$ -	
8/1/2025	\$ -	\$ -	\$ -	\$ -	
9/1/2025	\$ -	\$ -	\$ -	\$ -	
10/1/2025	\$ -	\$ -	\$ -	\$ -	
11/1/2025	\$ -	\$ -	\$ -	\$ -	
12/1/2025	\$ -	\$ -	\$ -	\$ -	

1/1/2026 \$

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Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,222,539	\$ 3,222,539	\$ -
PPRT	\$ 592,000	\$ 350,916	\$ (241,084)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 150,000	\$ 87,337	\$ (62,663)
PILOT	\$ 556,299	\$ 556,299	\$ -
Fines	\$ 4,500	\$ 9,844	\$ 5,344
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 2,297	\$ (2,703)
Copies/Miscellaneous	\$ 14,000	\$ 9,992	\$ (4,008)
Meeting Room Fees	\$ 4,000	\$ 5,349	\$ 1,349
Interest Income	\$ 6,000	\$ 4,856	\$ (1,144)
Investment Income	\$ 5,000	\$ 20,845	\$ 15,845
Sale of Property	\$ -	\$ 27,914	\$ 27,914
Reimbursement of Expenses	\$ -	\$ 6,362	
Totals	\$ 4,663,458	\$ 4,408,569	\$ (254,889)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,867,224	\$ 1,840,677	\$ 26,547
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 135,590	\$ 133,351	\$ 2,239
FICA/Medicare	\$ 144,064	\$ 137,114	\$ 6,950
Life insurance	\$ 3,800	\$ 2,652	\$ 1,148
Medical insurance	\$ 741,000	\$ 737,471	\$ 3,529
Service recognition	\$ 15,970	\$ 15,970	\$ -
Total Personnel	\$ 2,907,648	\$ 2,867,235	\$ 40,413
Fund	Budgeted		
Unemployment insurance	\$ 1,176	\$ 1,176	\$ -
Advertising	\$ 900	\$ -	\$ 900
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 6,261	\$ (6,261)
Service to Office Equipment	\$ 25,000	\$ 14,569	\$ 10,431
IT Services	\$ 19,967	\$ 19,967	\$ -
Telephone/Internet	\$ 6,000	\$ 6,135	\$ (135)
Banking Service Charges	\$ 250	\$ 754	\$ (504)
Conferences/Travel/Continuing Ed	\$ 35,000	\$ 10,185	\$ 24,815
General Fund	\$ 189,792	\$ 189,792	\$ -
Postage	\$ 5,000	\$ 6,061	\$ (1,061)
Security	\$ 22,500	\$ 23,705	\$ (1,205)
Computer Software	\$ 45,000	\$ 28,879.89	\$ 16,120
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 50,000	\$ 63,341	\$ (13,341)

Membership Fees	\$ 71,000	\$ 71,000	\$ -
Per Capita Grant	\$ 104,020	\$ 104,403	\$ (383)
Other Grant	\$ 150,000	\$ 87,337	\$ 62,663
Office Supplies	\$ 40,000	\$ 40,000	\$ -
Risk Management	\$ 111,948	\$ 111,948	\$ -
Small Capital	\$ 50,000	\$ 55,033	\$ (5,033)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,452.76	\$ 147
Transfer to Capital Fund	\$ 375,000	\$ 315,000	\$ 60,000
Total operating	\$ 2,148,736	\$ 1,991,582	\$ 157,154
Total expense	\$ 5,056,384	\$ 4,858,817	\$ 197,567
Surplus (deficit)	\$ (392,926.00)	\$ (450,248)	
	\$ (17,926.00)	\$ (135,248)	

RESOLUTION NO. 2025-01

RESOLUTION TO TRANSFER ILLINOIS FUNDS INVESTMENT FUNDS TO CAPITAL RESERVE FUND

BE IT RESOLVED, BY THE BOARD OF LIBRARY TRUSTEES OF THE DECATUR PUBLIC LIBRARY OF DECATUR, ILLINOIS:

WHEREAS, the Library has \$36,487.63 in its Illinois Funds account at the close of March 2025 and

WHEREAS, the Library is in the process of replacing furniture in all public spaces and

WHEREAS, the Library needs additional funding to accomplish this in Fiscal Year 2025,

NOW, THEREFORE, be it resolved by the corporate authorities of the Decatur Public Library, the following:

Section 1. Funds in the amount of \$35,000.00 will be transferred immediately into the Library's Capital Reserve Fund (Fund 58).

Section 2. This Resolution shall be in full force and effect on April 18, 2025 or by the end of April 2025.

PRESENTED, PASSED, APPROVED AND RECORDED this 17th day of April, 2025.

Board President

ATTEST:

Board Secretary