



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, January 20, 2022

4:30 p.m.

Decatur Public Library

Via Zoom

<https://us02web.zoom.us/j/84084608929>

Meeting ID: 840 8460 8929

+1 312 626 6799 US (Chicago)

I. **Call to order** – Samantha Carroll

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.

II. **Consent Agenda (Approval of Agenda; Approval of November 18, 2021 Regular Meeting Minutes) (Action)**

III. **Public comments.** The Decatur Public Library's Board Room will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary.org by 4:00 pm Thursday January 20, 2022. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

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. Intergovernmental Agreement (Action)
- iii. City Librarian Annual Review (Discussion)
- iv. 2022 Meeting Schedule (Action)
- v. Diversity, Equity, and Inclusion (Discussion)
- vi. Equipment Circulation Policy (Action)
- vii. Other (Discussion)

B. Finance and Properties Committee—Sofia Xethalis

- i. Capital Needs (Discussion)
- ii. November & December 2021 Check Registers (Action)
- iii. 2021 Budget Actuals (Action)
- iv. Other (Discussion)

C. Foundation—Rick Meyer

- i. Annual Appeal Update

D. Friends of the Library – Rick Meyer

- i. December and January Meetings (Discussion)

E. Illinois Heartland Library System—Rick Meyer

- i. Annual Meeting (Discussion)

VIII. Old Business

- A. Electronic Sign (Discussion)
- B. Friends of the Library Relocation (Discussion)
- C. Other

IX. New Business

- A. Extension of FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 (Action)
- B. Other (Discussion)

X. Adjournment

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



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 18, 2021 Meeting
Minutes

Date: November 18, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

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

Anay Hunt

Alana Banks

Shelli Brunner

Jacobie Jones

Absent:

Staff: Rick Meyer, City Librarian

Michelle Whitehead

Becky Damptz

Carol Ziese

Guests:

Call to Order:

Samantha Carroll called the meeting to order at 4:34 p.m.

Consent Agenda (Approval of Agenda, Approval of October 21, 2021 Regular Meeting Minutes, Approval of November 3, 2021 Special Meeting Minutes (Action) Ms. Carroll requested to move Foundation Annual Meeting October 25 discussion before the City Librarian's Report on the Agenda, approve the October 21, 2021 Board of Trustee Meeting Minutes, and the November 3, 2021 Special Meeting Minutes, Mr. Coleman made a motion to approve, seconded by Ms. Brenner. The motion was adopted.

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.

Written Communications from the Public: Mr. Meyer reported that The Library received a

FOIA request. He anticipates having it completed tomorrow.

City Librarian's Report (Discussion) Mr. Meyer reported that he volunteered to serve on The IHLS nominating committee. This committee is open for new applicants. If you are interested, speak to Mr. Meyer about the requirements.

In October the focus was The Library budget. Last year's legislative meet up went well. If anyone is interested in attending this coming year in February, please let me know. My role in this is recruiting library representatives and legislatures. It gives us an opportunity to present our legislative priorities.

The statistical numbers are about the same as last year. Overall collection use is up quite a bit, even over 2019. That's a good sign.

Division Head Reports (Discussion)

Rebecca Dampitz, Head of Local History – Rebecca reported that local history is processing the DMH collection. We will be putting it into an actual collection and digitizing it. I also had a conversation with the Mueller Museum. They are completely onboard and we will be putting their stuff on our server. We have a full committee for our 150-year anniversary that will take place in 3 years. The west end Decatur program, Places of the Past, by Gary Geisler, is on December 6, 2021, via zoom you can register on the website.

Carol Ziese, Head of Technical Services and Interim Head of Circulation – Carol spoke about IHLS Member Day. Circulation is reducing the amount of paper on file and looking to move to online registration to streamline our process. We have a diversity wall behind Circulation desk. The staff requested this wall. We are also removing the fines from overdue accounts and contacting those people to let them know so hopefully they will come back to the library. We are using a tool called Trello to help us collaborate and track staff activity on projects. Our influx from Baker and Taylor is sporadic. We do background work when we have slow times.

Reports of Committees:

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

- a. Personnel Update (Discussion) Mr. Meyer has made a decision about the organizational structure and will put more thought into salaries. Mr. Meyer expects to make an announcement tomorrow. Nothing to report yet.
- b. Remote Work Policy (Discussion) Mr. Meyer noted this had been tabled due to the workman's compensation concern and quarantine time constraints. He suggested we table this until the pandemic is done.
- c. Circulation Policy (Action) Mr. Coleman spoke about the age restriction being removed from the cards for juveniles so they are able to check out anything in The Library. It will be the parent or guardians responsibility to monitor what the child checks out. Mr. Meyer added a return check fee and raised limits on the current loan periods to be in line with other libraries. Mr. Jones made a motion to accept the policy with the changes, Ms. Hunt seconded the motion. Clarification by Mr. Coleman that there are no more fines. Mr. Meyer also mentioned that he will strike the \$3.00 fee for a lost or stolen card. No further discussion. Mr. Coleman continued his motion to accept the policy with the discussed changes. All in favor. The policy was adopted.

- d. Other (Discussion) Mr. Coleman has been appointed the PPPR chair and he accepted the position.

B. Finance and Properties Committee – Sofia Xethalis

- a. Special Meeting (Discussion) Ms. Xethalis was not present. The City Council approved the 2022 budget with just a few slight changes to the allocations. Mr. Meyer added that the \$300,000 will be moved into the capital fund this year vs. January of 2022.

C. Foundation Annual Meeting October 25 – Mark Sorensen

- a. Foundation Annual Meeting October 25 – Mr. Sorensen spoke about the background of the Foundation. The Foundation voted this year to pay over 26K for the new digital electronic sign for The Library. I just finished the Annual Appeal letter to be mailed out next week. Mr. Sorensen asked the members of the Board of Trustees to donate to the Foundation. Mr. Sorensen and his wife donated \$1,000.00 to the Foundation.

D. Friends of the Library – Rick Meyer

- a. November 4 Meeting (Discussion) Mr. Meyer stated that there were a few requests for funds and they were approved. The Friends had a second Saturday book sale. Mr. Meyer plans to ask formally for an annual grant for the Library instead of individual monthly requests. Mr. Coleman is the rep for the next meeting on December 9, 2021 at 4pm.

E. Illinois Heartland Library System – Rick Meyer

- a. Nominating Committee (Discussion) If anyone has any interest to serve on this board let Mr. Meyer know.

Old Business

Electronic Sign (Discussion) Mr. Meyer stated the sign will be out of production on December 2nd and he will arrange the installation soon.

Friends of the Library Relocation (Discussion) Mr. Meyer nothing new.

New Business

Approval of DeEtta Jones Contract (Action) Mr. Meyer stated the attorney did not have any issues with the contract. Ms. Brunner made a motion to accept the contract, Mr. Coleman seconded the motion. Discussion by Mr. Jones to clarify the payments are reflected in the budget. Ms. Carroll requested a roll call vote. Mr. Coleman, yes, Ms. Brunner, yes, Mr. Jones, yes, Ms. Hunt, yes, Ms. Carroll, yes. The motion was adopted. Mr. Meyer will submit the signed contract to DeEtta tomorrow. He will inquire about the starting date.

Approval of HR Source Management Evaluation Project Expenditure (Action) Mr. Meyer stated the performance evaluation for staff will be about \$15 thousand dollars, and the executive evaluation tool is about \$2500. Mr. Coleman made a motion to accept the contract, Mr. Jones seconded the motion. A discussion was held about the executive tool. The tool gives the Board of Trustees and Mr. Meyer a consistent evaluation format. Ms. Carroll requested a roll call vote. Mr. Coleman yes, Ms. Brunner yes, Mr. Jones yes, Ms. Hunt yes, Ms. Carroll, yes. The motion adopted.

2022 Holiday Schedule (Action) Mr. Meyer requested to add Juneteenth as a holiday. Election day The Library will close at noon on both June 28 and November 8, 2022. Mr. Coleman will send the dates to Mr. Meyer. Mr. Meyer stated he reserves the right to call an in-service day. The Library will close at noon on Christmas Eve and New Year's Eve. Mr. Jones made a motion to approve the calendar changes, Ms. Hunt seconded the motion. All in favor. The motion was adopted.

October 2021 Check Register (Action) A discussion was held about the check register. Ms. Hunt made a motion to accept, Ms. Brunner seconded the motion. Ms. Carroll requested a roll call vote. Mr. Coleman, yes, Ms. Brunner, yes, Mr. Jones, yes, Ms. Hunt, yes, Ms. Carroll yes. The motion was adopted.

Strategic Plan (Action) Mr. Meyer asked to extend the strategic plan one more year. Mr. Coleman moved to extend the plan one more year. Ms. Brunner seconded. All in favor. The motion adopted.

Work Related Travel (Action) Mr. Meyer stated the March 2022 Library Conference will be in Portland, Oregon. Mr. Meyer would like to send 2 trustees and 2 staff if you approve work related travel. Ms. Hunt suggested attendees be fully vaccinated and Travel arrangements be insured. Mr. Meyer will advise staff. The Library will pay for travel and lodging, with a spend limit for meals that will be reimbursed. Mr. Jones made a motion to resume work-related travel, seconded by Ms. Hunt. All in favor. The motion was adopted.

Other (Discussion) Mr. Meyer mentioned insurance for library staff is through the City of Decatur. It's a self-insurance fund. In October elective procedures picked up, and that might have some effect on the 2022 budget.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:41p.m. Ms. Brunner made the motion to adjourn, seconded by Mr. Jones. The motion was adopted.

Scribe,
Michelle Whitehead, Administrative Secretary
Final 11/18/21



DECATUR PUBLIC LIBRARY

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City Librarian's Report for December 2021

Administration

- In December the focus was on determining 2022 compensation for management staff and beginning to get reacquainted with COVID-19 protocols. The library began to get hit by staff being infected or a family member or exposure in early December and it became worse as the month progressed. Gratefully no one was hospitalized to our knowledge.
- I continued working with colleagues in Normal and Urbana to plan the February Illinois Library Association (ILA) Legislative Meet Up. The date will be January 28 and the meeting will be held remotely.
- Michelle Whitehead and I revamped the job description for Executive Administrative Assistant.
- I began preliminary work on succession plan with key staff.
- Administrative staff is working with all cash handling stations to shore up procedures.
- I was off fairly frequently during the month of December due to an illness in my family.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 16 curbside pick-ups in November.
- Staff worked to finalize the plans to deaccession old periodicals.
- Carol Ziese continued to evaluate duties and assignments as she officially takes responsibility for leadership of the department.

Technical Services

- **See statistical spreadsheet**

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Librarian Tabitha Bilyeu resigned from Decatur Public Library to take a job in a different field. The library is grateful for her service.
- Alissa Henkel and I prepared for the search for a new librarian.
- Katie Eytchison has been added to the East Central Illinois Area Agency on Aging (ECIAAA) Committee.
- There were 8 displays in Adult in December. There were 324 items on display with an overall turnover rate of 77% (*Social Media, Health6y 2022, Baby It's Cold Outside, Living Languages, Native American Heritage, Crochet/Cozy, YA Monsters, and Christmas Movies*)

- Children's had 3 displays in December. *Christmas Crafts*, *Shine-a-Light Books*, and *5-Minute Stories*. There were 137 items for display with an overall circulation rate of 101% for the time that they were up.

Systems Administration

- **See spreadsheet for statistical information.**
- E.L. Pruitt built and installed a new awning for the outside book drop.
- Matt Wilkerson updated the Omeka server to Ubuntu Linux version 20.04.
- Matt created an Omeka S server. Omeka S allows for multiple sites on a single server. Becky Deamptz is testing.
- Matt updated Staff timesheet for 2022.
- Matt set-up a short-term lease for tax printing with Watts.
- Work in Progress: Deep Freeze is working with Microsoft to correct Patron computer freezing problem. Chris sent additional log files from affected computers to Deep Freeze.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- Brent Wielt and Becky Demptz helped French Maclean with an upcoming article in Decatur Magazine. The article was on Lincoln in Decatur.
- Mark McDonald and the Illinois Stories crew filmed an episode in the Local History Room on December 3rd. The episode aired on December 16, 19, and 21. The episode is supposed to be uploaded to their YouTube page, but that has not happened yet. When it does, the video will be shared via our Facebook page and website.
- Gary Geisler, Chris Barnett, and Dan Hardy gave a program called "The West End's Places of the Past" on December 6 @ 7pm via Zoom. 40 people attended.
- Becky put together a binder of historical photos and articles for the Lincoln Square Theatre.
- Chuck Flynn donated an 1872 map of Decatur. Chuck, David Frahlman, Leeann Grossman, and Becky put it under the glass on one of the large tables to not only display it, but also to flatten it out. This map will need some conservation care in the near future.

Sincerely,

Rick Meyer

City Librarian

**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this _____, 202__, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and _____ LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the LIBRARY:

LIBRARY CONTACT NAME AND ADDRESS

If to RAILS:

Reaching Across Illinois Library System
Re:Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.


H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY


Jay Glaubinger (Oct 7, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: _____

Date: September 23, 2021

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of Northbrook (Library) and _____ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through _____, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ _____ .
Payment is due within 30 days of the program date and payable to _____ .

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive _____ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until _____(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I _____will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____DATE: _____

CONTRACTOR: _____DATE: _____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy






ILP IGA

Final Audit Report

2021-10-07

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXccMj7LC6rfkfxIWGQ-q07zjFQzOnGnx

"ILP IGA" History

-  Document created by Administration Assistant (adminasst@northbrook.info)
2021-10-07 - 7:09:22 PM GMT
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature
2021-10-07 - 7:09:46 PM GMT
-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)
2021-10-07 - 9:01:41 PM GMT
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
-  Agreement completed.
2021-10-07 - 9:02:58 PM GMT



DECATUR PUBLIC LIBRARY

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City Librarian Performance Evaluation Form

**Review for:
Performance Period:**

Instructions for Completion of the Performance Evaluation Form

Review the feedback from the City Librarian's Self-Evaluation, the Job Description and the Strategic Plan. Consider all of this information as well as your interactions and experiences with the City Librarian and other stakeholders when completing the following evaluation.

We ask for your comments throughout the evaluation. Please give careful thought to the City Librarian's performance throughout the entire year and provide comments that will support your evaluation and guide the City Librarian going forward.

PERFORMANCE RATINGS

Exceeds Expectations	Results achieved exceed in most areas of job competencies and goals. Level of contribution and expertise is generally recognized within and outside of the organization.
Successful Performance	Results achieved consistently meet and sometimes exceed performance expectations in all areas of job competencies and goals. Overall performance is thoroughly acceptable for the requirements of the position.
Needs Improvement	Results achieved do not consistently meet and often fall below basic competencies and goals. May achieve expectations in some categories, but overall level of achievement does not accomplish job responsibilities. Improvement is needed so that all major job objectives are fulfilled. Performance Improvement Plan and close monitoring by the Board is recommended.

SECTION 1: COMPETENCIES

Assign a rating for each component of the competency. Based on your interactions and experiences, provide comments relative to the behaviors that the City Librarian exhibits which demonstrate these competencies. Give specific, measurable, quantifiable or observed examples that support your rating whenever possible.

Job Accomplishment

1. Accomplishes core job description responsibilities including but not limited to oversight of programs and services, business operations, and employee staffing and development.

- Exceeds Expectations Successful Performance Needs Improvement

2. Keeps Board of Trustees and other stakeholders informed of progress and obstacles related to ongoing initiatives.

- Exceeds Expectations Successful Performance Needs Improvement

3. Prepares an annual budget for review by the Board. Implements sound management practices to assure adequate cost controls and financial reports to the Board. Makes appropriate adjustments as needed.

- Exceeds Expectations Successful Performance Needs Improvement

4. Assesses the costs, benefits, risks and overall impact of plans and projects prior to implementation.

- Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Job Accomplishment):

Strategic Alignment

1. Develops and implements business practices necessary to accomplish short and long-term goals and projects that are consistent with the strategic plan and Board strategy.

Exceeds Expectations Successful Performance Needs Improvement

2. Establishes a clear and realistic sense of direction by clarifying organizational goals as well as how employee roles and responsibilities will contribute to them.

Exceeds Expectations Successful Performance Needs Improvement

3. Ensures that new policies are clearly communicated and understood by staff and other stakeholders. Supports policies with adequate and timely resources.

Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Strategic Alignment):

Relationship Building

1. Builds credibility, trust, and rapport, and develops alliances with a broad range of stakeholders, including but not limited to elected officials, education partners, community groups, advocacy groups and volunteers. Strengthens alliances by demonstrating concern and respect for others, as well as highlighting common interests and aspirations.

Exceeds Expectations Successful Performance Needs Improvement

2. Handles sensitive or difficult issues with objectivity, fairness, and confidence. Serves as a positive example which conveys the high integrity of the organization.

Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Relationship Building):

Innovative & Forward Thinking

1. Discusses change as a necessary and inevitable aspect of the Library's viability as well as an opportunity for staff learning and growth. Embraces and champions new ideas and encourages others to do likewise.

Exceeds Expectations Successful Performance Needs Improvement

2. Keeps informed about changing workplace and industry trends and political factors that may impact the goals and interests of the organization.

Exceeds Expectations Successful Performance Needs Improvement

3. Looks for new and innovative approaches that will improve and enhance organizational practices. Considers factors that will support or hinder initiatives. Adjusts quickly and effectively to changing conditions, practices and priorities.

Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Innovative & Forward Thinking):

Leadership

1. Acts to ensure that employees understand and effectively carry out their roles and responsibilities. Monitors and recognizes employee contributions; addresses performance gaps.

Exceeds Expectations Successful Performance Needs Improvement

2. Creates a positive, collaborative, and motivating work environment. Provides learning and development opportunities to maximize success.

Exceeds Expectations Successful Performance Needs Improvement

3. Serves as a role model for staff. Demonstrates personal and professional integrity.

Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Leadership):

SECTION 2: PERFORMANCE GOALS

Review the goals that were agreed upon for the current evaluation period and describe the performance achieved for each goal. Give specific, measurable, quantifiable or observed examples that support your evaluation. List results achieved and any improvements needed.

Goals	Results Achieved	Reviewer's Comments
1.		
2.		
3.		
4.		

SECTION 3: OVERALL PERFORMANCE RATING

An overall performance rating is given based on the results of Section 1 and Section 2. Give careful thought to the City Librarian's overall performance.

Overall Performance Rating:

- Exceeds Expectations Successful Performance Needs Improvement

What feedback do you have for the City Librarian about the past year's successes at the Decatur Public Library? What exemplary behaviors have you noted that you would like to see continue? _____

Are there any suggestions for continuing development or changes that the City Librarian can implement during the next review period? _____

General Comments: _____

Submitted by: _____

Date: _____



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**City Librarian
Self-Evaluation Form**

CITY LIBRARIAN SELF-EVALUATION

EVALUATION PERIOD:

NAME:

1. Thinking back on the past year, what were your 3 – 5 most significant accomplishments or contributions? What impact did they have and how did they contribute to the success of others or to the organization?

2. Please provide examples of how you worked toward and accomplished the Library's Strategic Plan:

3. In what areas are you striving to achieve personal and professional development? How can the Board assist you in your development as the City Librarian? What specific professional development opportunities do you think would help you in your job?

4. Are there any areas of your job where you believe you are not in alignment with the expectations of the Board of Directors? Please explain:

5. Is there any other performance feedback you would like to receive from the Board during this process?

Please provide examples of how you have demonstrated the core job behaviors that are critical to the success of the Library.

Competency	Examples of job behaviors demonstrated/Comments
Job Accomplishment	
Strategic Alignment	
Relationship Building	
Innovative & Forward Thinking	
Leadership	

Please provide information and comments related to achievement of the performance goals that were agreed upon for the current evaluation period.

Performance Goal	Action Plan	Results Achieved
1.		
2.		
3.		
4.		

For the Board's consideration, please provide some suggested performance goals for the next evaluation period.

Suggested Goal from City Librarian	Specific Targets and Action Plan
1.	
2.	
3.	
4.	

Additional Comments:



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BOARD OF TRUSTEES REGULAR MEETINGS 2022/2023

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

The regular meeting of the Decatur Public Library Board of Trustees for 2022/2023 will be held at the Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the third Thursday of each month. If the third Thursday of each month is a legal holiday, the meeting will be held on the next available Thursday of the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 17, 2022

March 17, 2022

April 21, 2022

May 19, 2022

June 16, 2022

July 21, 2022

August 18, 2022

September 15, 2022

October 20, 2022

November 17, 2022

December 15, 2022

January 19, 2023



DECATUR PUBLIC LIBRARY

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EQUIPMENT CIRCULATION POLICY

If and when Decatur Public Library acquires equipment for the purpose of lending said equipment to cardholders, the following policy applies.

A valid Decatur Public Library card is needed to checkout equipment from the Decatur Public Library. For equipment checkouts the borrower must have had a valid library card for at least 6 months or have the approval of City Librarian or his/her designee.

There is no charge for use of library equipment unless otherwise noted.

Borrowers are responsible for all equipment and accessories checked out on their account. A written agreement, specific to the type of equipment borrowed, must be completed and signed in person. The agreement will indicate the length of the loan period and any replacement costs for lost or damaged equipment or accessories.

Decatur Public Library does not charge patrons overdue fines for late equipment. Patrons who have not returned overdue equipment will have their library privileges suspended until either the materials are renewed, returned, or paid for.

Notice will be given to the patron that the equipment is overdue within 10 days after the due date. If the equipment is not returned, a second notice will be given within 20 days after the first notice that the equipment is overdue. Failure to return library equipment within 10 days after the second notice will result in a bill for the replacement cost of the equipment.

Payment of this charge is non-refundable.

Equipment must be returned directly to the circulation desk only, and not at any library drop point. It will be inspected at the time of return and must be returned in the same condition in which it was borrowed, along with all accessories, if any. Cost to replace or repair the equipment due to loss or damage and for any missing accessories will be charged to the patron. Malfunctions should be reported immediately to the library.

The library is not responsible for injuries or damages to personal property of individuals resulting from the use of this equipment.

Priority for use of the equipment is given to library staff for library programs, continuing education or library presentations.

Patrons who have lost library equipment shall be charged the list price of the equipment. The Decatur Public Library will not reimburse replacement costs or the cost of fees for items returned after payment has been received.

Failure to abide by this policy may be cause for denial for future use of the equipment.

Approved by the Decatur Public Library Board of Trustees

June 19, 2018

DATE: 12/9/2021
 TIME: 10:23:20AM

**CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 11/1/2021 TO 11/30/2021

<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					
143778	11/2/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	2,829.67	OFFICE SUPPLIES
143779	11/2/2021 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	NAME BADGE W/MAGNET	6.00	OFFICE SUPPLIES
143830	11/2/2021 12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	705.65	OFFICE SUPPLIES
143877	11/9/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	155.74	PER CAPITA GRANT EXPENSE
143896	11/9/2021 12:00:00 AM	COMMERCIAL MAIL SERVICES	OCT 16 - OCT 31'21	174.71	POSTAGE
143924	11/9/2021 12:00:00 AM	HR SOURCE	EMPLOYEE ENGAGEMENT SURVEY	1,750.00	PROFESSIONAL SERVICES
143939	11/9/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	CONSULTING PERIOD OF 10/25-11/5'21	1,096.30	OTHER LIBRARY GRANT EXPE
143953	11/9/2021 12:00:00 AM	MIDWEST ARCHIVES CONFERENCE	2022 MEMBERSHIP RENEWAL R DAMPTZ	55.00	MEMBERSHIP FEES
143954	11/9/2021 12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	192.36	OFFICE SUPPLIES
143974	11/9/2021 12:00:00 AM	SAM'S CLUB	ACCT 9064	88.78	OTHER LIBRARY GRANT EXPE
144000	11/9/2021 12:00:00 AM	WATTS COPY SYSTEMS	WATT COPY SYSTEMS SERVICES	666.95	SERV-OFFICE EQUIPMENT
144013	11/16/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	1,139.61	OFFICE SUPPLIES
144045	11/16/2021 12:00:00 AM	EBSCO INDUSTRIES, INC	RESTART PANTAGRAPH SERVICE	164.54	PER CAPITA GRANT EXPENSE

144053	11/16/2021	12:00:00 AM	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED ITEMS	52.99	LOST OR DAMAGED BOOKS
144064	11/16/2021	12:00:00 AM	IHLS-OCLC WEBDEWEY ITEM #3000039 FY2022 ANNUAL SERVICE FEE JULY'21-JUN'22	7,367.76	MEMBERSHIP FEES
144077	11/16/2021	12:00:00 AM	LIBRARICA LLC CASSIE SUPPORT/UPDATES RENEWAL	682.55	COMPUTER SOFTWARE
144092	11/16/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	721.23	OFFICE SUPPLIES
144108	11/16/2021	12:00:00 AM	PAETEC ACCT 633318933001 ACCT 633292627001	123.27	TELEPHONE
144116	11/16/2021	12:00:00 AM	ROBINSON PUBLIC LIBRARY LOST OR DAMAGED ITEMS	25.00	LOST OR DAMAGED BOOKS
144120	11/16/2021	12:00:00 AM	SHELBYVILLE PUBLIC LIBRARY LOST OR DAMAGED ITEMS	20.00	LOST OR DAMAGED BOOKS
144122	11/16/2021	12:00:00 AM	ROSE DREW, INC VINYL CD ALBUM, DOUBLE CD AND DVD SLEEVES	273.09	OFFICE SUPPLIES
144157	11/23/2021	12:00:00 AM	ADOBE, INC CREATIVE CLOUD ALL MLP LICENSE	839.76	COMPUTER SOFTWARE
144165	11/23/2021	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	529.06	OFFICE SUPPLIES
144176	11/23/2021	12:00:00 AM	CALL ONE ACCT 1212890	310.43	TELEPHONE
144182	11/23/2021	12:00:00 AM	COMMERCIAL MAIL SERVICES NOV 1 - NOV 15'21	186.09	POSTAGE
144219	11/23/2021	12:00:00 AM	JESSICA HILL CONSULTING LLC NOV 8 THRU NOV 19'21	1,355.95	OTHER LIBRARY GRANT EXPE
144220	11/23/2021	12:00:00 AM	JONES & THOMAS WEB SERVICES	400.00	PROFESSIONAL SERVICES
144235	11/23/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	1,044.61	OFFICE SUPPLIES
144299	11/30/2021	12:00:00 AM	BAKER & TAYLOR CO	945.57	OFFICE SUPPLIES

BOOKS AND ENTERTAINMENT 2021

144323	11/30/2021	12:00:00 AM	EBSCO INDUSTRIES, INC PERIODICAL FOR 2022	625.38	PER CAPITA GRANT EXPENSE
144324	11/30/2021	12:00:00 AM	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	34.48	LOST OR DAMAGED BOOKS
144326	11/30/2021	12:00:00 AM	ERICKSON DAVIS, ATTORNEYS LEGAL REPRESENTATION FOR DPL	15.00	PROFESSIONAL SERVICES
144335	11/30/2021	12:00:00 AM	GE MONEY BANK/AMAZON ACCT 8641	1,211.43	SMALL CAPITAL ITEMS
144347	11/30/2021	12:00:00 AM	JOHN A LOGAN COLLEGE LIBRARY LOST OR DAMAGED MATERIALS	19.95	LOST OR DAMAGED BOOKS
144349	11/30/2021	12:00:00 AM	KANOPY LIBRARY STREAMING SERVICE	438.00	OFFICE SUPPLIES
144351	11/30/2021	12:00:00 AM	LAKE LAND COLLEGE LOST OR DAMAGED MATERIALS	22.95	LOST OR DAMAGED BOOKS
144352	11/30/2021	12:00:00 AM	LIBRARY IDEAS, LLC VOX BOOKS	163.80	PER CAPITA GRANT EXPENSE
144353	11/30/2021	12:00:00 AM	LYNGSOE SYSTEMS INC TOUCH SCREEN 7" WINMATE	4,074.00	SMALL CAPITAL ITEMS
144358	11/30/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	2,767.80	OFFICE SUPPLIES
144362	11/30/2021	12:00:00 AM	MOYER DISTRICT LIBRARY LOST OR DAMAGED MATERIALS	48.00	LOST OR DAMAGED BOOKS
144382	11/30/2021	12:00:00 AM	TRUMP DIRECT #9 ENVELOPES /PREPRINTED	223.00	OFFICE SUPPLIES
144387	11/30/2021	12:00:00 AM	VERIZON WIRELESS ACCT #980380645-00001	1,854.72	TELEPHONE
9006220	11/29/2021	12:00:00 AM	DELL INC. POWEREDGE R250 SERVER	2,803.30	SMALL CAPITAL ITEMS
923004788	11/18/2021	12:00:00 AM	REGIONS/CREDIT CARD ACCT 3978	424.00	OFFICE SUPPLIES

35 LIBRARY FUND Total

38,628.48

59 LIBRARY TRUST FUNDS

143778	11/2/2021 12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	65.19	BOOKS & PERIODICALS
143830	11/2/2021 12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	26.24	BOOKS & PERIODICALS
144013	11/16/2021 12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	66.80	BOOKS & PERIODICALS
144092	11/16/2021 12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	77.07	BOOKS & PERIODICALS
144165	11/23/2021 12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	48.69	BOOKS & PERIODICALS
144235	11/23/2021 12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	60.25	BOOKS & PERIODICALS
144257	11/23/2021 12:00:00 AM	ROCKFORD MAP PUBLISHERS, INC. DEWITT IL 2022 PLAT BOOK	74.70	BOOK AND PERIODICALS
144299	11/30/2021 12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	42.00	BOOKS & PERIODICALS
144332	11/30/2021 12:00:00 AM	GALE GROUP, INC. LP ORDER FOR JUVENILE	120.68	BOOKS & PERIODICALS
144358	11/30/2021 12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	5,000.00	BOOKS & PERIODICALS
923004788	11/18/2021 12:00:00 AM	REGIONS/CREDIT CARD ACCT 3978	65.18	CONTRIBUTIONS

59 LIBRARY TRUST FUNDS Total

5,646.80

WARRANT TOTAL:

44,275.28

NSE

NSE

NSE

DATE: 1/5/2022
TIME: 3:53:03PM

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 12/1/2021 TO 12/31/2021

<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					
144398	12/7/2021 12:00:00 AM	ATLAS BUSINESS SOLUTIONS, INC	SCHEDULE ANYWHERE LICENSE	1,188.00	COMPUTER SOFTWARE
144400	12/7/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	2,385.37	OFFICE SUPPLIES
144408	12/7/2021 12:00:00 AM	CCH	US MASTER TAX GUIDE	180.53	PER CAPITA GRANT EXPENSE
144414	12/7/2021 12:00:00 AM	COMMERCIAL MAIL SERVICES	NOV 16 - 30'21	193.43	POSTAGE
144425	12/7/2021 12:00:00 AM	DEETTA JONES AND ASSOCIATES LLC	CONSULTING FEES PAYMENT 1 OF 2	48,000.00	PROFESSIONAL SERVICES
144447	12/7/2021 12:00:00 AM	FORSYTH PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	10.00	LOST OR DAMAGED BOOKS
144450	12/7/2021 12:00:00 AM	HR SOURCE	CITY LIBRARIAN PERFORMANCE EVAL BUNDLE	2,500.00	PROFESSIONAL SERVICES
144461	12/7/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	NOV 22 - DEC 3'21	1,154.00	OTHER LIBRARY GRANT EXPENSE
144462	12/7/2021 12:00:00 AM	KAPLAN EARLY LEARNING COMPANY	ART KRAFT ROLL	49.39	OFFICE SUPPLIES
144469	12/7/2021 12:00:00 AM	LIBRARY IDEAS, LLC	VOX BOOKS	767.10	PER CAPITA GRANT EXPENSE
144481	12/7/2021 12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	122.13	OFFICE SUPPLIES
144487	12/7/2021 12:00:00 AM	MY BINDING.COM	REFILL FOR LAMINATOR	154.76	OFFICE SUPPLIES
144506	12/7/2021 12:00:00 AM	SAM'S CLUB	ACCT 9064	111.40	OTHER LIBRARY GRANT EXPENSE

144548	12/14/2021	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	19.32	OFFICE SUPPLIES
144575	12/14/2021	12:00:00 AM	DECATUR PARK DISTRICT TREES ON TEES SPONSOR	250.00	OTHER LIBRARY GRANT EXPENSE
144621	12/14/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	501.90	OFFICE SUPPLIES
144634	12/14/2021	12:00:00 AM	PAETEC ACCT 633292627001	89.20	TELEPHONE
144650	12/14/2021	12:00:00 AM	STRIGLOS/HAINES & ESSICK LASER PAPER PRINTABLE INDEX CARDS	39.01	OTHER LIBRARY GRANT EXPENSE
144661	12/14/2021	12:00:00 AM	WATTS COPY SYSTEMS WATT COPY SYSTEMS SERVICES	730.13	SERV-OFFICE EQUIPMENT
144673	12/21/2021	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2021	177.51	OFFICE SUPPLIES
144687	12/21/2021	12:00:00 AM	CALL ONE ACCT 1212890	460.73	TELEPHONE
144698	12/21/2021	12:00:00 AM	COMMERCIAL MAIL SERVICES DEC 1 - DEC 15'21	102.00	POSTAGE
144700	12/21/2021	12:00:00 AM	COMPUTYPE, INC DIGITAL BAR CODE LABELS	1,021.35	OFFICE SUPPLIES
144718	12/21/2021	12:00:00 AM	DEMCO INC BOOKMARKS AND BOOK COVERS EASY COVER BOOK COVER/LABELS BOOKMARKS AND BOOK COVERS	338.13	OTHER LIBRARY GRANT EXPENSE
144721	12/21/2021	12:00:00 AM	ERICKSON DAVIS, ATTORNEYS LEGAL REPRESENTATION	330.00	PROFESSIONAL SERVICES
144755	12/21/2021	12:00:00 AM	JESSICA HILL CONSULTING LLC DEC 6 - DEC 20'21	1,384.80	OTHER LIBRARY GRANT EXPENSE
144757	12/21/2021	12:00:00 AM	JONES & THOMAS WEB SERVICE	400.00	PROFESSIONAL SERVICES
144779	12/21/2021	12:00:00 AM	MIDWEST TAPE, LLC AV MATERIALS AND HOOPLA	1,084.88	OFFICE SUPPLIES

144800	12/21/2021	12:00:00 AM	PAETEC	ACCT 633318933001	39.09	TELEPHONE
144815	12/21/2021	12:00:00 AM	SCHIRLE, JOHN	BOOK BIN AND VELCRO	21.76	OFFICE SUPPLIES
144823	12/21/2021	12:00:00 AM	SLOAN'S CALZONES	EMPLOYEE CHRISTMAS PARTY/FRIENDS OF LIBRARY	224.91	OTHER LIBRARY GRANT EXPENSE
144842	12/21/2021	12:00:00 AM	ULINE	CLEAR SIGN INSERTS, FLOOR STANDS, T-SHIRT BAGS	262.13	OFFICE SUPPLIES
144875	12/30/2021	12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	6,498.11	OFFICE SUPPLIES
144892	12/30/2021	12:00:00 AM	CINDY'S DELIGHT	CATERING FOR LOCAL HISTORY VOLUNTEERS	100.00	OTHER LIBRARY GRANT EXPENSE
144919	12/30/2021	12:00:00 AM	EBSCO INDUSTRIES, INC	REFERENCE PERIODICAL - OUTLOOK	467.25	PER CAPITA GRANT EXPENSE
144937	12/30/2021	12:00:00 AM	GE MONEY BANK/AMAZON	ACCT 8641	837.50	OTHER LIBRARY GRANT EXPENSE
144941	12/30/2021	12:00:00 AM	GLEN CARBON CENTENNIAL LIBRARY DISTRICT	LOST OR DAMAGED MATERIALS	19.95	LOST OR DAMAGED BOOKS
144957	12/30/2021	12:00:00 AM	JESSICA HILL CONSULTING LLC	DEC 21&22'21	230.80	OTHER LIBRARY GRANT EXPENSE
144960	12/30/2021	12:00:00 AM	KANOPY	LIBRARY STREAMING SERVICE	367.00	OFFICE SUPPLIES
144965	12/30/2021	12:00:00 AM	LAKE LAND COLLEGE	LOST OR DAMAGED MATERIALS	28.00	LOST OR DAMAGED BOOKS
144980	12/30/2021	12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	2,379.11	BOOKS & PERIODICALS
144997	12/30/2021	12:00:00 AM	POLK CITY DIRECTORIES	POLK CITY DIRECTORIES	292.00	BOOKS & PERIODICALS
144999	12/30/2021	12:00:00 AM	PRIDE, JENNIFER	TUITION REIMBURSEMENT FALL SEMESTER	875.97	TUITION REIMBURSEMENT
145016	12/30/2021	12:00:00 AM	STRIGLOS/HAINES & ESSICK	CREDIT AGAINST 201520 CREDIT AGAINST199759	421.80	OFFICE SUPPLIES

FRANKLIN COVEY #81047

CALENDARS FOR 2022

145035	12/30/2021	12:00:00 AM	VERIZON WIRELESS	958.99	TELEPHONE
			ACCT #980380645-00001		
923004811	12/21/2021	12:00:00 AM	REGIONS/CREDIT CARD	1,977.89	CONFERENCES & TRAVEL
			ACCT 3978		

35 LIBRARY FUND Total

79,747.33

59 LIBRARY TRUST FUNDS

144400	12/7/2021	12:00:00 AM	BAKER & TAYLOR CO	120.36	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2021		
144593	12/14/2021	12:00:00 AM	GAYLORD BROS.	1,163.20	ARCHIVAL SUPPLIES
			POLYPROPYLENE ALBUM PAGES		
144673	12/21/2021	12:00:00 AM	BAKER & TAYLOR CO	127.54	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2021		
144732	12/21/2021	12:00:00 AM	GAYLORD BROS.	242.86	ARCHIVAL SUPPLIES
			FLIP TOP CASE		
144875	12/30/2021	12:00:00 AM	BAKER & TAYLOR CO	119.07	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2021		
144980	12/30/2021	12:00:00 AM	MIDWEST TAPE, LLC	0.00	BOOKS & PERIODICALS
			AV MATERIALS AND HOOPLA		
144997	12/30/2021	12:00:00 AM	POLK CITY DIRECTORIES	292.00	BOOK AND PERIODICALS
			POLK CITY DIRECTORIES		

59 LIBRARY TRUST FUNDS Total

2,065.03

WARRANT TOTAL:

81,812.36

DPL FY 2021 Budget Report

Prepared: January 4, 2022

At the end of December 100% of the year has passed

Revenue

	FY 2021 Budgeted	% of Budget	Actual YTD	% Collected	FY20 YTD	% Change
Property Taxes	\$ 2,842,000	72.9%	\$ 2,924,987.04	102.9%	\$ 2,828,465.65	3.4%
All Other	\$ 1,055,252	27.1%	\$ 1,325,901.39	125.6%	\$ 1,044,429.65	26.9%
Total Revenue	\$ 3,897,252		\$ 4,250,888.43	109.1%	\$ 3,872,895.30	9.8%

Expense

% Expended

Personnel

Payroll	\$ 1,646,241		\$ 1,641,856.14		\$ 1,582,623.52	3.7%
Benefits	\$ 797,034		\$ 842,315.01		\$ 775,700.28	8.6%
	\$ 2,443,275	61.9%	\$ 2,484,171.15	101.7%	\$ 2,358,323.80	5.3%

Library Materials

Books, Periodicals, et	\$ 245,000		\$ 253,072.64	103.3%	\$ 276,567.61	-8.5%
Per Capita	\$ 103,250		\$ 93,662.62	90.7%	\$ 95,774.06	-2.2%
Lost/Damage	\$ 3,000.00		\$ 1,847.44	61.6%	\$ 1,365.90	n/a
Total Materials	\$ 351,250	9.3%	\$ 348,582.70	99.2%	\$ 373,707.57	-6.7%

Professional Services

Professional Services	\$ 40,000		\$ 65,483.70	163.7%	\$ 25,230.55	159.5%
Temp Agency	\$ 500		\$ 3,531.16	706.2%	\$ 6,672.87	-0.47082
Bank Service Charges	\$ 150		\$ 316.50	211.0%	\$ 232.19	0.363108
Total	\$ 40,650	1.1%	\$ 69,331.36	170.6%	\$ 32,135.61	115.7%

Allocations

Administrative Fee	\$	124,872		\$	124,872.00	100.0%	\$	92,904.00	34.4%
MIS	\$	40,116		\$	40,116.00	100.0%	\$	39,000.00	2.9%
	\$	164,988	4.4%	\$	164,988.00	100.0%	\$	131,904.00	25.1%

Grants

PNG	\$	-		\$	-	#DIV/0!	\$	15,593.03	-100.0%
Other grants	\$	75,000		\$	34,127.21	45.5%	\$	6,008.64	468.0%
	\$	75,000	2.0%	\$	34,127.21	45.5%	\$	21,601.67	58.0%

Advertising	\$	500	0.01%	\$	421.00	84.2%	\$	712.00	-41%
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	-	#DIV/0!
Postage	\$	8,000		\$	4,913.21	61.4%	\$	6,731.23	-27.0%
Service to Office Equi	\$	20,000		\$	21,536.35	107.7%	\$	20,437.22	5.4%
Telephone	\$	15,000		\$	24,360.32	162.4%	\$	15,756.08	54.6%
Software	\$	40,000		\$	48,684.41	121.7%	\$	42,113.15	15.6%
Office Supplies	\$	25,000		\$	33,766.63	135.1%	\$	20,711.06	63.0%
Small Capital	\$	30,000		\$	14,961.27	49.9%	\$	28,211.39	-47.0%
	\$	138,300	3.7%	\$	148,222.19	107.2%	\$	133,960.13	10.6%

Staff Development

Conferences/Training	\$	15,000		\$	4,741.96	31.6%	\$	7,198.76	-34.1%
Tuition Reimburseme	\$	4,000		\$	875.97	21.9%	\$	-	#DIV/0!
Membership	\$	57,000		\$	56,227.12	98.6%	\$	53,095.09	5.9%
	\$	76,000	2.0%	\$	61,845.05	81.4%	\$	60,293.85	2.6%

Insurance

Unemployment	\$	1,332		\$	1,332.00	100.0%	\$	1,344.00	-0.9%
Medical expenses/CO	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!

Risk Management	\$	71,484		\$	71,484.00	100.0%	\$	76,896.00	-7.0%
	\$	72,816	1.9%	\$	72,816.00	100.0%	\$	78,240.00	-6.9%

Building Costs

Rent	\$	584,583.00		\$	584,588.00	100.0%	\$	575,004.00	1.7%
Supplies	\$	500		\$	106.11	21.2%	\$	-	#DIV/0!
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Total Building	\$	585,583	15.5%	\$	584,694.11		\$	575,004.00	1.7%
Total Operations/Ser	\$	1,505,087	39.8%	\$	1,485,027.62	98.7%	\$	1,407,558.83	5.5%

Total Expenses	\$	3,948,362		\$	3,969,198.77	100.5%	\$	3,765,882.63	5.4%
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Revenue Minus Exper	\$	(51,110)		\$	281,689.66		\$	107,012.67	163.2%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activity	Equals
1/1/2021	\$ 1,469,875.45	\$ 154,733.58	\$ 272,747.53	\$ -	\$ 1,351,861.50
2/1/2021	\$ 1,351,861.50	\$ 54,976.71	\$ 308,131.12	\$ -	\$ 1,098,707.09
3/1/2021	\$ 1,098,707.09	\$ 72,357.25	\$ 337,087.82	\$ -	\$ 833,976.52
4/1/2021	\$ 833,976.52	\$ 146,409.56	\$ 397,676.22	\$ -	\$ 582,709.86
5/1/2021	\$ 582,709.86	\$ 179,879.36	\$ 299,502.23	\$ -	\$ 463,086.99
6/1/2021	\$ 463,086.99	\$ 54,856.54	\$ 305,091.33	\$ -	\$ 212,852.20
7/1/2021	\$ 212,852.20	\$ 1,725,157.35	\$ 347,151.04	\$ -	\$ 1,590,858.51
8/1/2021	\$ 1,590,858.51	\$ 251,053.88	\$ 336,746.98	\$ -	\$ 1,505,165.41
9/1/2021	\$ 1,505,165.41	\$ 791,433.87	\$ 392,449.89	\$ -	\$ 1,904,149.39
10/1/2021	\$ 1,904,149.39	\$ 574,866.40	\$ 300,538.60	\$ -	\$ 2,178,477.19
11/1/2021	\$ 2,178,477.19	\$ 99,073.11	\$ 314,111.19	\$ -	\$ 1,963,439.11
12/1/2021	\$ 1,963,439.11	\$ 146,090.82	\$ 357,964.82	\$ -	\$ 1,751,565.11
1/1/2022	\$ 1,751,565.11				

Capital Fund Revenue Expected: \$250,000 Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
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1/1/2021	\$	334,994.89	\$	-	\$	-	\$	334,994.89
2/1/2021	\$	334,994.89	\$	-	\$	-	\$	334,994.89
3/1/2021	\$	334,994.89	\$	92.11	\$	-	\$	335,087.00
4/1/2021	\$	335,087.00	\$	-	\$	-	\$	335,087.00
5/1/2021	\$	335,087.00	\$	-	\$	-	\$	335,087.00
6/1/2021	\$	335,087.00	\$	-	\$	-	\$	335,087.00
7/1/2021	\$	335,087.00	\$	236.19	\$	-	\$	335,323.19
8/1/2021	\$	335,323.19	\$	-	\$	-	\$	335,323.19
9/1/2021	\$	335,323.19	\$	45.61	\$	-	\$	335,368.80
10/1/2021	\$	335,368.80	\$	-	\$	-	\$	335,368.80
11/1/2021	\$	335,368.80	\$	89.91	\$	-	\$	335,458.71
12/1/2021	\$	335,458.71	\$	-	\$	-	\$	335,458.71
1/1/2022	\$	335,458.71						

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
8/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
9/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
10/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
11/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
12/1/2021	\$ 58,479.83			
1/1/2022	\$ -			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 82,832.74	\$ -	\$ 2,036.58	\$ 80,796.16
2/1/2021	\$ 80,796.16	\$ -	\$ 2,266.51	\$ 78,529.65
3/1/2021	\$ 78,529.65	\$ -	\$ 2,367.36	\$ 76,162.29

4/1/2021	\$	76,162.29	\$	-	\$	3,078.54	\$	73,083.75
5/1/2021	\$	73,083.75	\$	-	\$	2,586.05	\$	70,497.70
6/1/2021	\$	70,497.70	\$	-	\$	2,080.36	\$	68,417.34
7/1/2021	\$	68,417.34	\$	-	\$	2,740.44	\$	65,676.90
8/1/2021	\$	65,676.90	\$	-	\$	2,377.38	\$	63,299.52
9/1/2021	\$	63,299.52	\$	-	\$	2,127.06	\$	61,172.46
10/1/2021	\$	61,172.46	\$	-	\$	3,153.24	\$	58,019.22
11/1/2021	\$	58,019.22	\$	-	\$	2,127.08	\$	55,892.14
12/1/2021	\$	55,892.14	\$	-	\$	4,404.00	\$	51,488.14
1/1/2022	\$	51,488.14						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 25,606.07	\$ 1,180.00	\$ 357.08	\$ 26,428.99
2/1/2021	\$ 26,428.99	\$ 130.00	\$ 1,971.42	\$ 24,587.57
3/1/2021	\$ 24,587.57	\$ 530.00	\$ 610.30	\$ 24,507.27
4/1/2021	\$ 24,507.27	\$ 50.00	\$ 627.74	\$ 23,929.53
5/1/2021	\$ 23,929.53	\$ 270.00	\$ 336.46	\$ 23,863.07
6/1/2021	\$ 23,863.07	\$ -	\$ 140.69	\$ 23,722.38
7/1/2021	\$ 23,722.38	\$ 400.00	\$ 349.07	\$ 23,773.31
8/1/2021	\$ 23,773.31	\$ 200.00	\$ 266.16	\$ 23,707.15
9/1/2021	\$ 23,707.15	\$ 400.00	\$ 2,867.38	\$ 21,239.77
10/1/2021	\$ 21,239.77	\$ 95.49	\$ 2,866.87	\$ 18,468.39
11/1/2021	\$ 18,468.39	\$ 6,409.82	\$ 5,506.92	\$ 19,371.29
12/1/2021	\$ 19,371.29	\$ 1,250.00	\$ 366.97	\$ 20,254.32
1/1/2022	\$ 20,254.32			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity	Ending
1/1/2021	\$ 1,898,769.18	\$ 155,913.58	\$ 275,141.19	\$ -	\$ 1,779,541.57
2/1/2021	\$ 1,779,541.57	\$ 55,106.71	\$ 312,369.05	\$ -	\$ 1,522,279.23
3/1/2021	\$ 1,522,279.23	\$ 72,979.36	\$ 340,065.48	\$ -	\$ 1,255,193.11
4/1/2021	\$ 1,255,193.11	\$ 146,459.56	\$ 401,382.50	\$ -	\$ 1,000,270.17
5/1/2021	\$ 1,000,270.17	\$ 180,149.36	\$ 302,424.74	\$ -	\$ 877,994.79
6/1/2021	\$ 877,994.79	\$ 54,856.54	\$ 307,312.38	\$ -	\$ 625,538.95
7/1/2021	\$ 625,538.95	\$ 1,725,793.54	\$ 350,240.55	\$ -	\$ 2,001,091.94
8/1/2021	\$ 2,001,091.94	\$ 251,253.88	\$ 337,013.14	\$ -	\$ 1,915,332.68

9/1/2021	\$	1,915,332.68	\$	791,879.48	\$	397,444.33	\$	-	\$	2,309,767.83
10/1/2021	\$	2,309,767.83	\$	574,961.89	\$	306,558.71	\$	-	\$	2,578,171.01
11/1/2021	\$	2,578,171.01	\$	105,572.84	\$	321,745.19	\$	-	\$	2,361,998.66
12/1/2021	\$	2,361,998.66	\$	147,340.82	\$	362,735.79	\$	-	\$	2,146,603.69
1/1/2022	\$	2,146,603.69								

Circulation by Audience Physical & Electronic

	Dec-19	Dec-20	Dec-21	% of Total	Change from 2020	Change from 2019	2019 Total	2020 Total	2021 Total	Change from 2020	Change from 2019
Number of Adult Materials Loaned	15,872	8,187	13,029	71.4%	59.1%	-17.9%	210,311	145,040	156,828	8.1%	-25.4%
Number of Young Adult Materials Loaned	512	280	521	2.9%	86.1%	1.8%	9,272	5,283	7,301	38.2%	-21.3%
Number of Children's Materials Loaned	5,733	2,606	4,706	25.8%	80.6%	-17.9%	96,991	53,984	70,117	29.9%	-27.7%
Total Number of Materials Loaned	22,117	11,073	18,256		64.9%	-17.5%	316,574	204,307	234,246	14.7%	-26.0%

Circulation by Material Type

	Dec-19	Dec-20	Dec-21	% of Total	Change from 2020	Change from 2019	2019 Total	2020 Total	2021 Total	Change from 2020	Change from 2019
Books Loaned--Physical	13,117	6,045	11,311	62.0%	87.1%	-13.8%	201,408	118,284	148,399	25.5%	-26.3%
Videos/DVDs Loaned--Physical	4,511	954	2,547	14.0%	167.0%	-43.5%	59,688	28,714	28,267	-1.6%	-52.6%
Audios, Including Music Loaned--Physical	1,170	267	792	4.3%	196.6%	-32.3%	14,977	7,322	8,289	13.2%	-44.7%
Magazines/Periodicals Loaned--Physical	386	24	259	1.4%	979.2%	-32.9%	5,215	3,083	3,067	-0.5%	-41.2%
Other Items Loaned--Physical	151	55	9	0.0%	-83.6%	-94.0%	1,919	1,577	1,619	2.7%	-15.6%
Use of Circulating Electronic Materials	2,782	3,728	3,338	18.3%	-10.5%	20.0%	33,367	45,327	44,605	-1.6%	33.7%
Total	22,117	11,073	18,256		64.9%	-17.5%	316,574	204,307	234,246	14.7%	-26.0%

Successful Retrieval of Electronic Information **2,005** **2,482** **10,262** **36.0%** **313.5%** **411.8%** **32,863** **39,210** **123,484** **214.9%** **275.8%**

Electronic Content Use **4,787** **6,210** **13,600** 47.7% **119.0%** **184.1%** **66,230** **84,537** **168,089** **98.8%** **153.8%**

	Dec-19	Dec-20	Dec-21	Change from 2020	Change from 2019	2019 Total	2020 Total	2021 Total	Change from 2020	Change from 2019
Total Collection Use	24,122	13,555	28,518	110.4%	18.2%	349,437	243,517	357,730	46.9%	2.4%

	Dec-19	Dec-20	Dec-21	% of Total	Change from 2020	Change from 2019	2019 Total	2020 Total	2021 Total	Change from 2020	Change from 2019
Interlibrary Loans Provided To Other Libraries	3,507	2,836	3,250	60.4%	14.6%	-7.3%	46,259	24,966	39,903	59.8%	-13.7%
Interlibrary Loans Received FROM Other Libraries	3,023	2,491	2,128	39.6%	-14.6%	-29.6%	40,327	22,884	28,865	26.1%	-28.4%
Total ILL Transactions	6,530	5,327	5,378		1.0%	-17.6%	86,586	47,850	68,768	43.7%	-20.6%

	Dec-19	Dec-20	Dec-21	Change from 2020	Change from 2019	2019 Total	2020 Total	2021 Total	Change from 2020	Change from 2019
New Patron Registrations	146	277	91	-67.1%	-37.7%	2,451	2,848	1,353	-52.5%	-44.8%
# of Visitors (Security Gate)	16,086	0	7,937	#DIV/0!	-50.7%	229,935	78,509	96,551	23.0%	-58.0%
# Visitors Lobby Counter	n/a	0	9,836	#DIV/0!	#VALUE!	79,903	84,502	111,366	31.8%	39.4%
Local History # of visitors	37	0	28	#DIV/0!	-24.3%	762	298	608	104.0%	-20.2%
Adult Programs Active	456	7	155	2114.3%	-66.0%	8,472	1,121	1,275	13.7%	-85.0%
Adult Programs Passive	0	27	243		#DIV/0!	0	1,207	2,689	122.8%	#DIV/0!
Adult Programs Virtual Live	0	0	40		#DIV/0!	0	22	401	1722.7%	#DIV/0!
Adult Programs Virtual Recorded	0	0	345		#DIV/0!	0	193	1,564	710.4%	#DIV/0!
YA Programs Active	0	0	0	#DIV/0!	#DIV/0!	829	0	0	#DIV/0!	-100.0%
YA Programs Passive	0	34	0		#DIV/0!	0	409	384	-6.1%	#DIV/0!
YA Virtual Live	0	0	0		#DIV/0!	0	0	0	#DIV/0!	#DIV/0!
YA Virtual Recorded	0	0	0		#DIV/0!	0	57	0	-100.0%	#DIV/0!
Children's Programs Active	1,132	0	260	#DIV/0!	-77.0%	19,110	1,354	880	-35.0%	-95.4%
Children's Programs Passive	0	32	0		#DIV/0!	0	2,599	3,788	45.7%	#DIV/0!
Children's Virtual Live	0	118	69		#DIV/0!	0	185	518	180.0%	#DIV/0!
Children's Virtual Recorded	0	233	0		#DIV/0!	0	5,141	441	-91.4%	#DIV/0!
Total Programs	1,588	451	1,112	146.6%	-30.0%	28,411	12,288	11,940	-2.8%	-58.0%
Public Sessions	2,317	390	1,769	353.6%	-23.7%	34,947	14,620	19,073	30.5%	-45.4%

Wireless Sessions	990	70	1,060	1414.3%	7.1%	11,687	5,691	9,309	63.6%	-20.3%
Website Sessions	9,736	9,712	9,790	0.8%	0.6%	126,997	113,083	130,026	15.0%	2.4%
Unique Visits	6,162	5,282	5,971	13.0%	-3.1%	78,796	63,468	75,205	18.5%	-4.6%
Page Views	36,011	38,689	37,254	-3.7%	3.5%	445,386	485,031	510,723	5.3%	14.7%
Self Checks	6,798	0	4,680	#DIV/0!	-31.2%	113,374	43,324	59,773	38.0%	-47.3%
Percentage of Self Checks	0	0	0	40.7%	-3.4%			0	#DIV/0!	#DIV/0!
Assists Adult	2,967	1,736	2,591	49.3%	-12.7%	45,411	22,718	30,616	34.8%	-32.6%
Assists Children	1,041	437	745	70.5%	-28.4%	15,761	9,181	12,452	35.6%	-21.0%
Assists Local history	103	30	114	280.0%	10.7%	1,891	956	1,383	44.7%	-26.9%
IT help calls	70	92	97	5.4%	38.6%	1,132	1,154	1,487	28.9%	31.4%
Searches in Catalog	82,603	15,572	14,512	-6.8%	-82.4%	843,956	848,610	225,757	-73.4%	-73.3%
Number of Items processed	2,220	1,918	1,584	-17.4%	-28.6%	23,490	18,575	21,683	16.7%	-7.7%
Number of Items Withdrawn from Collection	1,433	2,686	2,222	-17.3%	55.1%	18,567	19,237	20,636	7.3%	11.1%
Number of mended items	224	108	120	11.1%	-46.4%	4,161	2,189	3,625	65.6%	-12.9%
Number of items ordered	770	563	279	-50.4%	-63.8%	9,698	8,213	8,600	4.7%	-11.3%
Number of records added to database	1,996	1,810	1,464	-19.1%	-26.7%	19,329	15,824	18,058	14.1%	-6.6%



FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under Employer's other leave policies such the Family Medical Leave Act policy and/or the General Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave¹

Employee Eligibility

All employees who have been employed with Decatur Public Library for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period. (FMLA employers only).

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).



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For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee **may** use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The Organization will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Library Administration. If the employee does not continue these pre-arranged benefit payments, the Organization may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees **will** accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Library Administration as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of Decatur Public Library Administration and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

² Generally, an employee who takes Emergency FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. If the position the employee held before leave started no longer exists due to economic conditions or operational changes that are made because of the public health emergency, and no equivalent position is available, the employee will not be returned to employment. However, for the period of one year after qualifying leave under this policy ends, the Organization will make reasonable efforts to contact the employee if an equivalent position becomes available.



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The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee **must** use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;



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- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the Organization. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Organization, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

Approved by the Decatur Public Library Board of Trustees
June 18, 2020

Policy extended through June 30, 2021 by Board of Trustees
January 21, 2021

Policy extended through December 31, 2021 by Board of Trustees
August 19, 2021