



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, December 15, 2022

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Sofia Xethalis
- II. **Consent Agenda (Approval of Agenda; Approval of November 17, 2022 Regular Meeting Minutes) (Action)**
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Diversity, Equity, Inclusion (Discussion)
 - iii. Remote Work Policy (Action)
 - iv. Management Personnel Policy (Action)
 - v. Trustee Bylaws (Action)
 - vi. Photography and Video Policy (Action)
 - vii. Other (Discussion)
 - B. **Finance and Properties Committee**—Jacobie Jones
 - i. No meeting
 - C. **Foundation**—Rick Meyer
 - i. No Meeting

D. Friends of the Library – Sofia Xethalis

- i. December 8 meeting

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

- A. Open Trustee Seats (Discussion)
- B. 2023 Holiday Schedule (Action)
- C. Federal Employee Identification Number (Discussion)
- D. Viewpoint Project (Discussion)
- E. Shelving/Carpeting (Discussion)
- F. Security Officers (Discussion)
- G. Other

IX. New Business

- A. November Check Register (Action)
- B. 2022 Budget Actuals and Projection (Discussion)
- C. Motion to Move Monies to Capital Reserve Fund (Action)
- D. Other (Discussion)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 17, 2022 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Sofia Xethalis **Board Members:** Susan Avery, Karl Coleman, Alana Banks, Shelli Brunner, Jacobie Jones, Jeffrey Cancienne

Present:

Sofia Xethalis
Karl Coleman
Shelli Brunner
Susan Avery
Jeffrey Cancienne
Alana Banks

Absent:

Jacobie Jones

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Becky Dampitz, Head of Archives and Special Collections, Alissa Henkel, Head of Programs, Resources, and Services

Guests:

Call to Order: Ms. Xethalis called the meeting to order at 4:33 pm.

Consent Agenda (Approval of Agenda; Approval of October 13, 2022 Regular Meeting Minutes) (Action) Ms. Xethalis requested a motion to approve the consent agenda. No changes to the agenda. The motion was adopted.

Presentation for Samantha Carroll

Public comments: none

Written Communications from the Public: none

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

Division Head Reports (Discussion) Ms. Dampitz reported that the Local History intern will

be finished at the end of the month. There will be a high school intern beginning in January 2023.

Ms. Henkel reported on a new program called RESTORE. This will involve someone from the Library visiting the Macon County jail 1 a week to assist 10 men with a book discussion group and encourage writing skills. This program may also include a craft program. This will begin January 6, 2023. The friends of the library are donating books for this program. The anticipated outcome is that when the men are released they can hopefully come to the library to see familiar faces and they will be comfortable here. The next step may include a group of women as well.

Reports of Committees:

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

- a. Personnel Update (Discussion) Mr. Meyer stated the new half-time Library Assistant for Children's department will start Monday. His name is Jason Butterick.
- b. Diversity, Equity, and Inclusion (Discussion) Ms. Brunner attended the committee meeting and discussed a plan of action. Nicki Bond will guide The Library through the rest of this process.
- c. Remote Work Policy (Discussion) Nothing to report.
- d. Management Personnel Policy (Discussion) Mr. Meyer spoke to the attorney about adding the parental leave and that is being worked on at this time.
- e. Trustee Bylaws (Discussion) Nothing to report.
- f. Staff Social Media Policy (Action) Mr. Coleman made a motion to approve the policy, seconded by Ms. Banks. All in favor. The motion was adopted.

B. Finance and Properties Committee – Ms. Xethalis

- a. Capital Needs (Discussion) We will revisit seeding the green space in the spring.
- b. October 2022 Check Register (Action) Ms. Xethalis recommended the register be passed by the Board. Mr. Cancienne made a motion to approve the October check register, seconded by Ms. Avery. Ms. Xethalis requested a roll call vote, Ms. Xethalis yes, Ms. Brunner yes, Ms. Avery yes, Mr. Coleman yes, Ms. Banks yes. The motion was adopted.
- c. October 2022 Budget Actuals and Projection (Discussion) Mr. Meyer stated we are in very good shape on the revenue side and presented the budget actuals and projected budget.
- d. Project Viewpoint (Action) Mr. Cancienne made a motion to approve the full amount for the project, seconded by Ms. Banks. Ms. Xethalis requested a roll call vote, Ms. Xethalis yes, Ms. Brunner yes, Ms. Avery yes, Ms. Banks yes, Mr. Coleman yes. The motion was adopted.
- e. Library Strategies Proposal (Action) Mr. Meyer discussed using this company before and how pleased The Library was with the job they did. The proposal price is \$19,266.00. The DEI portion of the strategy can be removed to reduce the cost of the proposal. Ms. Brunner made a motion to approve the library strategies proposal as presented, seconded by Mr. Coleman. All in favor. The motion was adopted.

- f. Hire of Off-Duty Police for Security (Discussion) Mr. Meyer stated the Civic Center will pay for the off-duty police, and then the city would reimburse a portion and the Library pay a portion. Scheduling and payment of officers will be discussed tomorrow.
 - g. Friends of the Library Relocation (Discussion) The renovation will be on hold temporarily due to Workforce Investment relocation.
 - h. Shelving & Carpet Project (Discussion) The bid should be published Monday for the shelving.
- C. Foundation – Rick Meyer
- a. October 24 Meeting - Ms. Xethalis stated the Foundation will host a reception for donor appreciation on December 9 here at the Library.
- D. Friends of the Library – November 10 Meeting Ms. Xethalis said the F.O.L donated 5 thousand dollars for Project Viewpoint. The Friends of the Library are currently working with a book resaler.
- E. Illinois Heartland Library System – Mr. Meyer stated he agreed to serve on the nominating committee.

Old Business

- A. Open Trustee Seat (Discussion) Mr. Coleman has a candidate he gave an application to, and another candidate in mind.

New Business

- A. Approval of Amendment to Collective Bargaining Agreement (Action) Mr. Meyer presented the Amendment for the Collective Bargaining Agreement. This will require Ms. Xethalis and Ms. Brunner signature. Ms. Avery moved to approve the amendment, seconded by Ms. Banks. Ms. Xethalis requested a roll call vote. Mr. Cancienne yes, Ms. Xethalis, Ms. Brunner yes, Ms. Avery yes, Ms. Banks yes. The motion was adopted.
- B. Other (Discussion)

Adjournment

Ms. Xethalis requested a motion to adjourn at 5:39 pm. Mr. Cancienne made a motion to adjourn, seconded by Mr. Coleman. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 11/17/22



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City Librarian's Report for November 2022

Administration

- On the 14th I met with Mike Pritchett from the Civic Center and with Sgt. James Tertocha of Decatur Police Department to discuss process of scheduling off-duty officers and the expectations while they work at DPL.
- On the 18th I attended pre-bid meeting with prospective carpet installation bidders.
- On the 29th, Alissa Henkel and I met with Library Strategies to discuss next steps of strategic planning.
- Also on the 29th I met with Mike Pritchett and Deputy City Manager Jon Kindseth to discuss water leaks discovered on the lower level and how to address the issues.
- I took a mini-vacation from November 22-24.
- We had an in-service on November 16.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 8 curbside pick-ups in September
- 2,862 patrons need to be converted to email or text messaging. Staff will began the process of contacting these patrons.
- Jennifer Pride served on DEI Engagement Committee.

Technical Services

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

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Kristie Smith Nikitin worked with HSHS St. Mary's to bring a speaker to her first Men's Health Awareness Lunch & Learn.
- Katie Eytchison and Alissa worked with the Reducing Isolation Committee which includes Starting Point to set up a grant and partnership agreement to provide loaded tablets to isolated seniors.
- Alix Frazier, Lisa Tokarz, and Taneshia Cunningham went to the Main Street Church to participate in the AETNA Health and Resource Fair.
- Alix is working with the U of I Extension/Master Gardeners to bring a seed library to DPL.

- John Schirle, Amanda Young, and Alissa met with Rikki Parker and Katie Milligan from the Children’s Museum to discuss improving/revamping Tinkering Toddlers in the New Year. They have agreed to donate family passes for the SRP and the WRP. It has been over a decade since the Children’s Museum was able to participate in this way.
- Jess Hill, Katie, and Alissa met with Crystal Tatro from Macon County Jail Restore Program to discuss starting a book discussion group with her Restore class. Katie and Alissa met with Crystal a second time at the Macon County Jail to see the classroom and to learn the procedure for checking in. Class will start on Tuesday, January 6, 2023 and convene once a week – Tuesday, Friday, Tuesday, Friday from 3-4pm.
- Jason Butterick’s first day was November 21.
- Jess created a resource board for patrons to use when she is unavailable. Resources include the following: mental health and substance use services, housing, access to food, employment, financial assistance, senior resources, and government information. 96 different resources were taken in the second month that it was up.
- Jess is mentoring a student from Millikin. She is working with a new library social worker in Georgia. She continues her monthly meetings with library social workers across the nation. They are discussing programming.
- Tye Pemberton created a DPL, PRS Librarian/Library Assistant Guidebook v. 1.0.
- Rick and Alissa created 2 temporary committees and assigned staff to them. One is called Code of Conduct and is chaired by Tye. The other does not have a concrete name at this time but is concerning patron behavior and how we address them. Kasey Steiling is the chair. Alissa is the liaison to both committees.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson set-up computer for Security Staff use. Created instructions on using computer, printing, email and security cameras.
- Ongoing: Working on getting the lobby display mounted. He is also testing and working on instructions for updating the display.
- Chris Nihiser’s testing with Deep Freeze is ongoing.
- Matt used 88 hours of vacation time.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- Tina Horve finished her 100-hr practicum with us this month. While she was working with us, Tina completed 3 collections of various size, and encapsulated most of the railroad maps. One of her last projects was to go through a box of maps and blueprints to find out what was in there. In this box, Tina discovered the blueprints for the Cruikshank Mansion and coal mine maps among other things.
- Becky Dampitz interviewed an Eisenhower HS senior for the InspirEd internship program. She will be starting in January 2023. The intern will be working on digitization projects. Hopefully, she will be helping with digitizing the maps.
- Leeann Gross,man and Becky talked to Dr. Sundiata Cha-Jua and Ana, a Fulbright scholar, about the Local History collection, and what it has to offer researchers looking for information about the African-Americans in Macon County.

- Pat Riley and David Frahlman put together holiday displays for December. These displays went up at the end of November. Pat's display will include Hanukkah and Kwanzaa.

Respectfully Submitted,

Rick Meyer
City Librarian



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Remote Work Policy

Policy brief & purpose

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

Scope

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

Policy elements

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

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

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

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

Requesting Work from Home Procedure

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

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

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

Compensation and benefits

Work from home arrangements will not affect employees' employment terms.

Approval Pending

**DECATUR PUBLIC LIBRARY MANAGEMENT
STAFF PERSONNEL HANDBOOK**

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DISCLAIMER

THE DECATUR PUBLIC LIBRARY (“LIBRARY”) IS PLEASED TO PROVIDE YOU WITH THIS MANAGEMENT STAFF PERSONNEL POLICY HANDBOOK (“HANDBOOK”). THIS POLICY IS INTENDED TO PROVIDE YOU WITH GENERAL GUIDANCE ABOUT THE LIBRARY’S CURRENT RULES AND OPERATING PROCEDURES AND THE BENEFITS WE CURRENTLY OFFER TO ELIGIBLE EMPLOYEES. WE HOPE IT WILL SERVE AS A USEFUL RESOURCE FOR YOU DURING YOUR EMPLOYMENT WITH THE LIBRARY. PLEASE BE ADVISED THAT THIS HANDBOOK AND THE BENEFITS, POLICIES, AND PROCEDURES REFERRED TO HEREIN, ARE NOT INTENDED TO BE, AND ARE NOT A CONTRACT OF EMPLOYMENT.

IT IS IMPORTANT FOR YOU TO UNDERSTAND THAT YOU ARE EMPLOYED “AT WILL,” WHICH MEANS THAT EITHER YOU OR THE LIBRARY MAY END YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE. THE LIBRARY RESERVES THE RIGHT TO CHANGE, MODIFY, SUSPEND, REVOKE, OR TERMINATE ANY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. AT THE SAME TIME, EMPLOYEES MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME AND FOR ANY REASON.

NO LIBRARY REPRESENTATIVE MAY, WITHOUT WRITTEN LIBRARY BOARD OF TRUSTEE’S APPROVAL, CHANGE THE AT-WILL RELATIONSHIP OR MAKE ANY BINDING PROMISES REGARDING THE TERMS OF EMPLOYMENT OF ANY EMPLOYEE COVERED BY THIS HANDBOOK. THE LIBRARY CAN REVISE, REVOKE, AMEND, MODIFY, ADD TO, ELIMINATE, OR OTHERWISE CHANGE THIS HANDBOOK AT ANY TIME WITHOUT NOTICE TO EMPLOYEES. THE LIBRARY HAS THE RIGHT, IN ITS SOLE DISCRETION TO APPLY, OR NOT TO APPLY, THE GUIDANCE OR PROCEDURES CONTAINED IN THIS HANDBOOK, DEPENDING ON THE FACTS OR CIRCUMSTANCES OF EACH PARTICULAR ISSUE.

I. INTRODUCTION

This Handbook applies to all Library employees who are not members of the collective bargaining unit and subject to the terms and conditions of the Collective Bargaining Agreement effective May 1, 2017, or any replacement to such Agreement.

Each individual accepting employment on the management staff of the Library is required to read this Handbook and accepts the responsibility of abiding by the rules and regulations stated in this Handbook. No policy or employee handbook can answer every question or anticipate every situation. For that reason, the Library may reinterpret, change, supplement, or rescind any part of this Handbook or any of its other policies from time to time as it deems appropriate, with or without prior notice. This Handbook supersedes any earlier policy statements or protocols you may have seen or heard concerning the matters described in this Handbook. Nothing in this Handbook or in any of the Library's policies, practices, or representations to or about its employees who are not members of the collective bargaining unit is an express or implied contract.

This Handbook does not give any employee or potential employee a property or liberty interest in an employment position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, political affiliation, national origin, sex, age, handicap, sexual orientation, or other factor prohibited by law. The Library has an ongoing commitment to the creation of a workplace free of discrimination and harassment. Library recruits, hires, trains, and promotes individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era, or other eligible veteran. The Library is committed to being a fair and equitable workplace.

The Library may supplement its regular work force with temporary or substitute employees when necessary. Substitute and temporary employees are not eligible for paid absences, paid vacations, paid sick leave, paid holidays, participation in group insurance plans, paid personal days, merit increments, or participation in IMRF.

The Library requires that employees hired be either a U.S. citizen or authorized to be employed in the United States. The Library requires that employees provide appropriate documentation to establish both identity and authorization to work as set forth in applicable state and federal law and regulation.

II. TRAINING PERIOD

There is a six-month training period for all employees following an employee's initial hiring or any subsequent promotion. To assure that new and promoted employees are aware of the expectations and functions of their job and to answer any questions the trainee employee may have, a formal evaluation will be made at the end of the training period by the trainee employee's supervisor. The training period shall be extended on a day for day basis during any periods of approved leaves of absence.

As to new hire employees, in the event that employment is terminated during the training period, any accrued benefits, leave time, etc., with the exception of vacation, will be lost. As to promoted employees, benefits earned by them in their previous position are maintained during this training

period.

III. HOURS OF WORK

A. Schedules:

The Library will establish working hours as required by work load and the efficient management of personnel resources. A work week for full-time employees is defined as 40 hours. A workweek is defined as beginning on Monday at 12:01 a.m. and ending the following Sunday at 12:00 midnight. A pay period is two workweeks.

The head of each division normally arranges schedules. An individual employee's work day or work week may be so arranged as to provide for the proper functioning of the Library at such hours and times as may be deemed necessary.

B. Work Shifts:

Work shifts are set within each division and reflect the staffing needs of that particular division.

Meals and Rest Periods: For any employee working a shift longer than seven and one half (7 1/2) hours, a meal break of at least twenty (20) minutes in length will be provided during the first five (5) hours of the shift. Employees are not compensated for bona fide meal breaks. There is no meal period for employees working four hours or less.

Employees are normally permitted a fifteen (15) minute rest period during each four hours (4) on duty. Time allowed for meals or rest periods may not be accumulated for future use. It is also to be understood that the fifteen (15) minute rest period is not guaranteed if Library services will be affected.

C. Breaks for Nursing Mothers.

The Library complies with applicable federal and state laws regarding breaks for nursing mothers. Generally, unless otherwise provided by law, the Library will provide nursing mothers unpaid reasonable break time to express breast milk for a nursing child for one year after the child's birth and each time the employee needs to express milk. The nursing mother will be provided a place, other than a bathroom, that may be used to express breast milk and that is shielded from view and free from intrusion by coworkers and the public.

D. Overtime:

"Overtime" means the time spent in the actual performance of work which is in excess of 40 hours in any work week.

Hourly staff that meet the federal and state wage and hour laws necessary to be considered overtime eligible will be paid overtime. Hours worked up to forty (40) hours in any work week are computed and paid at the normal hourly rate. Hours worked above forty (40)

hours in any work week are computed and paid at one and one half (1 ½) times the normal hourly rate. All employees must receive prior approval from the City Librarian or his/her designee, before working in excess of forty (40) hours in any work week.

The overtime rate will not be paid to those employees in exempt positions.

E. Flexible Schedule:

With the approval of a Division Head, an employee may work a flexible schedule, provided that a flexible schedule will not interfere with normal Library operations. Employees working a flexible schedule may not work more than eleven (11) hours in any one (1) day.

F. Time Sheets:

Employees are required to accurately complete a time sheet indicating total daily hours worked and to complete it at the close of each workday. Employees shall submit their time sheets to the applicable Division Head biweekly. The Division Head shall verify the accuracy of each time sheet before it is submitted to run payroll. Failure of an Employee to submit a time sheet may result in a delayed paycheck.

IV. SALARIES, JOB DESCRIPTIONS, PROMOTIONS, AND EVALUATIONS

A. Pay Periods:

Salaries for all employees are calculated on a biweekly basis. Salaries are paid on the Friday following the end of the two-week period for which the pay has been earned. Salaries are paid through a direct deposit into an employee's account at an approved bank or credit institution.

B. Cost-of-living Adjustments:

Cost-of-living adjustments, if any, will generally be determined ~~in~~ by November of each year by the City Librarian with Board of Trustees approval, based in part on budgetary considerations. Salary adjustments will generally take effect on January 1 of each year. Salary adjustments, including cost of living adjustments, are in no way guaranteed or promised.

C. Job Descriptions:

Each position has a detailed job description that includes qualifications as well as information about duties and supervision. Job descriptions for all positions are appended to this policy.

D. Performance Evaluation:

All management employees will receive an annual performance evaluation, this evaluation will generally be scheduled in the November of the calendar year. The evaluation will

reflect performance since the last annual performance evaluation. The results of the evaluation will be one basis for determining merit increases above the cost of living adjustment, if any. Merit raises will generally take effect on January 1 of the calendar year following the evaluation, but Library may change the effective date in its sole discretion. Merit raises and decreases are discretionary and Library may deviate from the below formula in its sole discretion.

V. HOLIDAYS

A. Days Observed:

The Library currently observes the following days as holidays: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year's Eve.

Annually the Library determines on which of the above days it will be closed. If the Library is not closed on an observed holiday, then employees required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the employee and his/her division. Part-time employees working a minimum of twenty (20) hours a week will be given four (4) hours off on another day if they are required to work on an authorized holiday.

When an authorized holiday falls on a Sunday, the following Monday shall be observed as the holiday. To be eligible for holiday pay, an employee must work his/her last scheduled work day before the holiday and his/her first scheduled work day after the holiday, or be on sick leave, bereavement leave, personal holiday leave, or vacation on the holiday.

B. Religious Holidays:

Religious holidays may be taken as annual vacation leave, bonus leave, leave without pay, or at the discretion of the Division Head or City Librarian, be scheduled as time off to be made up later.

C. Bonus Leave:

Full-time employees are entitled to sixteen (16) hours bonus leave per fiscal year. Part-time employees are entitled to eight (8) hours bonus leave per fiscal year. This leave may be taken in increments of one hour or more. All bonus leave must be approved in advance by the employee's immediate supervisor (except in an emergency situation), and is contingent upon adequate staffing.

New full-time employees who are employed between January 1 and June 30 are entitled to sixteen (16) hours of bonus leave that fiscal year; those employed between July 1 and December 31 receive eight (8) hours bonus leave for that fiscal year. New part-time employees who are employed between January 1 and June 30 are entitled to eight (8) hours of bonus leave that fiscal year; those employed between July 1 and December 31 receive four (4) hours of bonus leave for that fiscal year.

Bonus leave may accumulate up to a maximum of forty (40) hours and may carry over from one fiscal year to another.

VI. VACATION LEAVE

Paid vacation leave is earned by all full-time employees and by part-time employees who work a minimum of twenty (20) hours per week. Vacation leave is governed by the following regulations:

A. Initial Eligibility:

Initial eligibility of employees for paid vacation shall be attendant upon completion of six months of continuous employment.

B. Vacation Rates:

Vacation leave is earned as follows:

For employees hired before January 21, 2016:

- Graduate (master degree) librarians – two hundred (200) hours of vacation leave each year.
- Other employees – eighty (80) hours of vacation leave each year during the first fourth years of employment. One hundred and twenty (120) hours of vacation leave each year during the 5th through 9th year of employment. One hundred and sixty (160) hours of vacation leave in the 10th through the 19th years of employment. Two hundred (200) hours of vacation leave each year during the 20th and subsequent years of employment.

For employees hired after January 21, 2016:

- (Year 1): After 6 months of continuous employment the Employee shall have forty (40) hours of vacation leave.
- (Years 2-4): Eighty (80) hours of vacation leave each year during the 2nd through the 4th year of employment.
- (Years 5-9): One hundred and twenty (120) hours of vacation leave each year during the 5th through 9th year of employment.
- (Year 10-19): One hundred and sixty (160) hours of vacation leave in the 10th through the 19th year of employment.
- (Years 20 and forward): Two hundred (200) hours of vacation leave each year during the 20th and subsequent years of employment.

C. Vacation Leave Accrual:

Vacation time is credited annually to the employee at his/her anniversary date of employment, or at the six (6) month anniversary. Part-time employees earn one-half (1/2) of the vacation time earned by full-time staff.

D. Accumulation of Vacation Leave:

A maximum of forty (40) hours of vacation leave may be carried over from one anniversary year to the next. Any vacation leave in excess of forty (40) hours that is not used prior to the end of an anniversary year shall be lost. Notwithstanding the foregoing, written permission from the City Librarian is required to carry over more than forty (40) hours of vacation leave and employee must have had leave denied during the anniversary year from which the carryover is requested.

E. Holidays:

If a holiday observed by the Library falls within an employee's vacation leave period, that day off will be charged to holiday time rather than vacation time.

F. Scheduling of Vacations:

The scheduling of vacations is subject to the approval of the City Librarian, or their designee. Requests for vacation should be submitted as far in advance as possible and will be accommodated if practical and consistent with the good operation of the Library. Vacation leave may be scheduled in increments of one-half hour or more. If, during vacation leave, an employee becomes ill or suffers the death of an immediate member of his/her family, the appropriate portion of the vacation leave may be changed to sick or bereavement leave.

G. Payment for Vacation Leave:

Employees will not be paid in lieu of vacation leave, except that terminating or retiring employees will be paid in lieu of accrued vacation leave and in the event of the death of an employee, said employee's estate will receive payment for accrued vacation leave earned. The maximum vacation leave payment would be the vacation leave accrued pursuant to this Article VII for the year of termination plus the forty (40) hours of carryover, if any.

H. Use of Vacation Leave prior to Termination.

An employee shall not be permitted to utilize vacation leave to extend their period of employment with the Library and must return to work after completion of vacation leave. If the Library believes, in its reasonable discretion, that an employee will not return to work after vacation leave, the employee's termination or retirement date will be the first day of the scheduled vacation leave. This shall not limit the amounts due to employee pursuant to Article VI (G) above. For illustration, if an employee, employed for three (3) years has

accrued eighty (80) hours of vacation leave and announces that they will retire or terminate on February 1, 2021, said employee will not be able to continuously use their vacation leave from the period from January 18, 2021 to January 31, 2021 and instead would be treated as terminated or retiring on January 18, 2021 and would receive payment for the eighty (80) hours of accrued vacation leave, pursuant to Article VI (G) above. This shall not restrict an employee from intermittently using leave during that same period.

VII. SICK LEAVE

The purpose of sick leave is to provide protection for employees when they are ill, or an immediate member of the family is ill or any medical or dental appointment for the employee or family member. All full-time employees and all part-time employees who work a minimum of twenty (20) hours per week earn paid sick leave. Immediate member of the family is defined as employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. New employees will be credited with forty (40) hours of sick leave on their date of hire.

A. Rate for Employees:

Sick leave accrues at the rate of eight (8) hours per month to a maximum of 1,920 hours for full-time employees. Sick leave accrual for part-time employees is four (4) hours per month to a maximum of 1,920 hours. No sick leave accrues during unpaid leaves of absence.

B. Accumulation of Sick Leave:

Sick leave may be accumulated up to 1,920 hours. Upon retirement from the Library, an employee shall be allowed to use accumulated sick leave days up to 1,920 hours for credit in the Illinois Municipal Retirement Fund so long as the Illinois Municipal Retirement Fund allows such accumulation for credit.

An employee who has accumulated 800 hours sick leave as of *January* 1 of a given year shall be granted one additional personal holiday per fiscal year. At no time is any employee paid for accumulated sick leave time.

C. Use of Sick Leave:

Payment of sick leave will be contingent upon notification of illness or injury to the Administrative Office. An employee who is not going to report for work must notify the Administrative Office as early as possible prior to the beginning of a scheduled work shift. In addition, the employee is required to call his/her immediate supervisor within two (2) hours of the beginning of the scheduled shift.

If an employee exhausts his/her sick leave credits and is still unable to perform his/her duties, he/she may apply for Family Medical Leave. Additionally, library administration may solicit donation of sick time from other library staff.

The City Librarian may require verification in the form of medical documentation for any sick leave taken.

VIII. SPECIAL LEAVES OF ABSENCE

A. Bereavement:

Paid leave of absence will be granted in the event of a death in the employee's immediate family. This leave, dependent upon funeral arrangements and travel requirements, shall not exceed four days. For the purposes of this policy, immediate family for bereavement leave includes: spouse, children, spouse of children, parents of the employee or his spouse, brothers and sisters of the employee and of his spouse, grandchildren and grandparents of the employee, brother-in-law and sister-in-law of the employee, and anyone domiciled with the employee.

B. Jury Duty:

Employees who are called for jury duty shall be given time off from work to perform this duty. During absences for jury duty, employees will continue to be paid as if present and working, provided they return to work as scheduled when excused for the day by the court. Paid absence is contingent upon the employee providing a copy of the summons to the Executive Administrative Assistant. When an employee is required to serve under subpoena as a witness in a court proceeding, except when the subpoena is related to Library business, personal days, compensatory time, or vacation time must be used.

C. Military Service:

Leave without pay will be granted for military service in accordance with current Federal and Illinois laws.

D. Family Leave:

The Library will comply with the Family Medical Leave Act.

E. Weather Leaves/Building Emergency:

If the Library is closed due to severe weather or a building emergency, employees will be paid for the time they were scheduled to work during the period of closure. Closing the Library will be the decision of the City Librarian. If the City Librarian is unavailable, the named Deputy City Librarian will make the decision.

F. School Visitation Leave:

Unpaid leaves of absence will be granted as provided for under the Illinois School Visitation Rights Act to eligible employees, subject to employee providing appropriate notice and verification document to the Library after such leave within the time frames set forth in the Act.

G. Victim's Economic Security and Safety Act Leave:

Unpaid leaves of absence will be granted as provided in the Illinois Victim's Economic Security and Safety Act (VESSA) regarding leave for victims of domestic and sexual violence or family or household members (spouse, parent, child, or person residing in the same household) of a victim of domestic or sexual violence.

H. Civic Donation:

Employees may be given leave by the City Librarian to donate blood or to engage in comparable public health, civic, or charitable work during work hours, but no more than one request per month from the same employee will be honored.

IX. INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS

The Library shall provide its management employees such benefits as are provided from time to time to all other management employees as such benefits are from time to time in effect, except that the foregoing shall not obligate the Library to maintain or contribute to any such benefit. Benefit plans are regulated by the applicable plan documents and contracts and those plan documents and contracts, not this Handbook, govern all provisions and policies related to specific benefits. The Library presently participates in the following:

A. IMRF:

The Library participates in the Illinois Municipal Retirement Fund ("IMRF") program. Coverage is compulsory for all employees who are hired for a position normally requiring performance of duty for 1000 hours or more per year. Contributions are withheld from each payroll.

B. ICMA Deferred Compensation:

Employees are eligible to participate in a deferred compensation plan administered by the International City Management Association ("ICMA") Retirement Corporation. Under this plan, employees may defer a portion of their salary into a wide range of investment options. The Library makes no contribution to any employee's ICMA plan.

C. Group Insurance Plans:

The Library presently provides, through the City of Decatur, certain group insurance benefits and optional coverages for medical, dental, and vision to full-time employees and those others who qualify for such benefits under the terms of the applicable plan or state and federal laws.

Payment for Library group insurance benefits will be administered as follows:

1. Insurance premiums for which employees are responsible shall be deducted from their biweekly pays on an ongoing basis.
2. Individuals who remain employed by the Library, but for whom biweekly pay is insufficient to cover the portion of insurance premiums for which they are responsible, may continue to receive the benefits of the Library's group insurance programs for themselves and their dependents, provided the employee continues to pay the portions of those premiums due by the employee. Such individuals will also be responsible for continuing to pay the entire premiums to the Library for all optional benefits for which payroll deductions are regularly taken. These include optional life insurance (EOI), IMRF life insurance, and management add-on life insurance.
3. Individuals who are no longer employed by the Library will be treated as follows with regard to the administration of employee insurance benefits. Pursuant to contractual obligations agreed upon by the Library, employees who retire or who are placed on disability pensions may, in certain instances, retain the right to remain in the group health insurance program, provided the premiums for both employee and dependent coverage are paid in their entirety by the retirees or pensioners.
4. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Library's group medical plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death, a reduction in hours, leave of absence, divorce, legal separation, and a dependent child no longer meeting requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Library's group rates plus an administration fee. The City of Decatur, on the Library's behalf, provides each eligible employee and qualified beneficiary with notice describing rights granted under COBRA when the employee becomes eligible for coverage under City's health insurance plans.
5. The Administration Office of the Library, will be responsible for notifying the Risk Management Division of the City of Decatur of all management employees who retire, take disability leave, or otherwise terminate employment with the Library, and of all cases where employees have insufficient pay to cover insurance deductions for given pay periods. The Risk Management Division is responsible for the general administration of the group insurance plan, and for insuring that the City of Decatur's Treasurer's Office properly bills individuals on a monthly basis for all owed premiums. The City Treasurer will deposit payments for such premiums in the Self-Insurance Fund, and will pay from this fund as statements are rendered.

D. Worker's Compensation:

In case of an on-the-job injury, illness or disability, the Library will pay the difference between such employee's regular salary or wages and any payment received by the

employee from a public employee pension fund or under the provisions of worker's compensation or occupational disease laws, or either or both, for time lost from duty, for up to six (6) months.

E. Sexual Harassment:

The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. In accordance with this principle, the Decatur Public Library Board of Trustees has formally adopted a Workplace Discrimination, Harassment, Violence, & Retaliation Policy. Said policy is incorporated herein by reference.

F. Discipline, Suspension, and Dismissal:

1. Discharge or suspension of employees in the classified Civil Service shall be in accordance with the Civil Service laws of the State of Illinois and the rules and procedures established by the Civil Service Commission of the City of Decatur.
2. The Library practices progressive discipline. Progressive discipline is used to correct job performance deficiencies, minor misconduct and ongoing behavior problems. Progressive discipline is not used to deal with major misconduct, such as violations of law and other actions that jeopardize people or the Library. An employee may be disciplined by oral reprimand, a written reprimand, suspension, or discharge. The Library's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The goal of disciplinary action is to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory service in the future. Progressive discipline normally has four steps:
 - a. First occurrence: Oral warning
 - b. Second occurrence: Written reprimand
 - c. Third occurrence: Suspension
 - d. Fourth occurrence: Discharge

There may be circumstances when one or more steps are bypassed, and these steps may be used when an employee is having a series of unrelated problems.

Written reprimands and notices of suspension will be hand-delivered to the employee.

3. In cases involving serious misconduct, a major breach of policy, or violation of law, the progressive discipline procedures set forth above may be disregarded and the Library may take any action it deems necessary, including immediate termination of an employee.

4. Nothing in this in this Section G, alters the employment-at-will relationship in any way.

G. Nepotism:

Relatives of the Library Board of Trustees or City Librarian will not be employed by the Library, full or part-time. Such relatives are defined to be the spouse or children of the Trustee.

The Library may employ members of the same immediate family or the corresponding relationship by marriage but not where one would be in the position of supervising the other. Members of the same immediate family are defined as any of the following: spouse, parent, child, sister, brother, grandparent, grandchild, aunt, uncle, or cousin, or the corresponding relationship by marriage.

H. Tuition Reimbursement:

The Library will reimburse the cost of tuition and fees for courses (directly related to an employee's job, and may reimburse one-half of the tuition and fees cost for any course indirectly related) to an employee's job, up to \$1,000 per fiscal year for each full-time employee, and up to \$500 per fiscal year for each part-time employee, provided the course is completed successfully. The Library will annually determine the total amount of money to budget for tuition reimbursement and reimbursements will not exceed that amount.

In all cases a grade of "C" or higher will represent successful completion of the course.

There will be no reimbursement for books, supplies, or other expenses.

Reimbursement applies only to courses offered for college credit.

In order to receive tuition and fees reimbursement, the employee must submit to and have approved by the City Librarian a "Request for Tuition Reimbursement" form prior to the commencement of the course.

I. Personnel Files:

The Library shall maintain one official personnel file for each employee. Upon twenty-four (24) hours' notice, the employee and/or his/her authorized representative shall have the right to review his/her file during the Library's working hours. If the review occurs during the employee's working hours, it shall be limited to one hour. Upon request, the Library will reproduce one (1) copy of any material in the personnel file and the employee shall pay five (5) cents per page for such copying.

J. Service Recognition:

Service recognition will be paid annually to each permanent employee as of such employee's anniversary date. For full-time employees, service recognition pay shall be five

dollars (\$5.00) for each year of service commencing with the completion of one year. Beginning on the 10th anniversary, the amount of service recognition for each year of service is ten dollars (\$10.00). Beginning on the 15th anniversary, the amount of service recognition for each year of service is twenty dollars (\$20.00). Beginning on the 20th anniversary, the amount of service recognition for each year of service is thirty dollars (\$30.00). Beginning on the 25th anniversary, the amount of service recognition for each year of service is fifty dollars (\$50.00). Permanent part-time employees will earn one-half of the amounts of service recognition listed above.

K. Exit Interview:

The City of Decatur Human Resources Division may conduct an exit interview for any Library employees leaving employment with the Library. The City Librarian may review results of the interview.

L. Employee Suggestions:

Employees are encouraged to submit suggestions on improvements in working conditions, terms of employment, library procedures, library regulations, library safety, and other areas of interest and/or concern to the City Librarian.

M. Expense Reimbursement.

Expenses incurred while on Library business shall be reimbursed if authorized in advance and approved by City Librarian. Expenses must be accounted for in a timely fashion on a designated expense report, presently Form 1010 and Form 1011, and along with the receipt for the incurred expenses. Expense reimbursement is expressly subject to the Library's Continuing Education and Travel Policy, as amended from time to time. As more specifically set forth in said policy entertainment expenses will not be reimbursed.

Approved by Board of Trustees 04/18/2019

Approved and Amended by Board of Trustees on XX/XX/2022

Bylaws of the Board of Trustees of Decatur Public Library

ARTICLE I – DEFINITION

The name of this body shall be Decatur Public Library (hereinafter referred to as the “Library”).

ARTICLE II -PURPOSE

The Board of Trustees of Decatur Public Library is responsible for governance and overseeing the provision of library service to meet the needs of the Decatur community. To this end, the Board shall:

1. Determine Library policies.
2. Employ a capable library administrator.
3. Secure adequate funds for library operations.
4. Approve expenditure of library funds.
5. Provide and maintain adequate facilities.
6. Promote use of the Library within the community.
7. Perform other duties as outlined in Illinois Compiled Statutes.

Trustees serve without compensation but may be compensated for expenses. In their position of public trust, Trustees shall avoid conflicts between private interests and official responsibilities. Prior to May 1st of each calendar year, all Trustees shall file a Statement of Economic Interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

ARTICLE III – MEMBERSHIP

The Board of Trustees shall consist of nine (9) members appointed by the Mayor of Decatur. The term of each member shall be for three (3) with new Trustees being sworn in at the July meeting. Vacancies are filled according to the process laid out in 75 ILCS 5/4-4.

ARTICLE IV – OFFICERS

The officers of the Board Trustees shall be a President, Vice---President, and Secretary, each to be elected at the annual meeting by a majority vote of the Trustees present. Each term of office shall be for one year, or until a successor has been elected and qualified. If a vacancy occurs in an Officer position, an election is held among the remaining Trustees.

ARTICLE V -DUTIES OF THE OFFICERS

President: The President shall preside at all meetings of the Board of Trustees, appoint committees and committee chairs, act as a member of all committees, and perform such other duties as are normally associated with the office or may be assigned to him or her by the Board.

Vice-President: The Vice-President shall, in the absence of the President, perform all duties of that office and shall have such other duties and responsibilities as the Board may determine.

Secretary: The Secretary shall have charge of such correspondence as is delegated by the President of the Board of Trustees. The PPPR Committee Chair shall be responsible for distribution, collection and tabulation of forms used in the annual Executive Director's evaluation.

The Secretary shall preside in the absence of both the President and Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect a President *pro tem* from among themselves to conduct that meeting only.

ARTICLE VI – COMMITTEES

Committees are advisory groups. They present non-binding recommendations to the Board which the Board then decides to accept, reject or modify. There are two standing committees, all other committees are considered *ad-hoc* committees or committees-of-the-whole unless otherwise determined by a vote of the majority of the Board.

Standing Committees

The following standing committees shall be appointed by the President to serve for one year and shall each consist of five Board members to include a chairman, three other Board members, and the President:

Committee on Finance and Properties
Committee on Personnel, Policy, and Public Relations

Each of these committees shall meet regularly at a day time, and place to be determined at the Board's Annual Meeting. This schedule shall be made public in accordance with the Illinois Open Meetings Act. The meeting day and time may be changed by majority agreement of the Committee, provided written notice is given seven days prior to the meeting. If no agenda items have been identified or if a quorum of the members will not be present, the meeting will be cancelled and notification of the cancellation will be given.

The duties of each of these committees shall be such as are associated with its name and related policies or shall be committed to it by action of the President with the advice and consent of the Board.

The duties of the Personnel, Policy, and Public Relations (PPPR) committee will also include the evaluation of the City Librarian, the formulation of goals, and the recommendation to the Board of such goals and/or evaluation.

Trustees will also be appointed by the President to serve for one year on other required boards, including but not limited to the Friends of the Decatur Public Library and the Decatur Public Library Foundation. The President will make monthly liaison assignments to the Friends of the Library Board meetings. The President may appoint members of the Board to act as liaison agents between the Library and other institutions in the community.

***Ad hoc* Committees**

The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. *Ad hoc* committees shall review matters within the scope of their assigned work shall advise the Board of Trustees and the City Librarian thereon. All *ad hoc* committees shall abide by the general committee procedures described previously and shall disband when they have completed the work for which they were appointed.

The Nominating Committee is an *ad hoc* committee and will consist of two (2) Trustees appointed by the President at least 30 days in advance of the Annual Meeting each year. The Committee shall recommend a slate of officers to the Board.

ARTICLE VII – MEETINGS

The rules contained in the most recent edition of Robert’s Rules of Order shall govern the business of the Board in all matters not covered by the bylaws, and/or the Illinois Open Meetings Act.

All meetings shall be posted and open to the public as required by the Open Meetings Act and the Illinois Compiled Statutes.

The President of the Board shall establish the agenda as required.

Five (5) members of the nine-member Board shall constitute a quorum for conducting business. In the event of any unfilled vacancies on the Board, a quorum shall be a majority of the Trustees in office.

Regular monthly meetings of the Board and standing committees shall be held in the Library at times to be established annually. This schedule of monthly meetings shall be posted in the Library buildings and on the Library’s web site.

Committee meetings shall be held in the Library as needed and an announcement shall be posted in all required locations no less than forty-eight (48) hours in advance of the meeting. Notice of all committee meetings will be sent to Board members. If a majority of the committee members are present, that shall constitute a quorum.

Immediately following the February monthly meeting each year shall be the Annual Meeting. The Board shall, at the Annual Meeting, elect Officers and conduct any other appropriate business.

Special meetings may be called by the President or the City Librarian, or upon the written request of two Trustees. Only such business as stated in the call may be transacted at a special meeting. Except in the case of a bona fide emergency, notice of call shall be sent to all Trustees and posted in all required locations no less than 48 hours prior to a special meeting. All special meetings will be posted and held as required by the Open Meetings Act.

Electronic Attendance at Meetings Rules

Section 1. Rules Statement. It is the decision of Decatur Public Library that any member of the Board of Trustees may attend any open or closed meeting of the Board of Trustees via electronic means (such as by telephone, video or internet connection) provided that such attendance complies with these rules and any applicable laws.

Section 2. Prerequisites. A member of the Board of Trustees may attend a meeting electronically if the member meets the following conditions:

- (a) The member should notify the Decatur Public Library Librarian at least one hour before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements may result in denial of a request for remote attendance.
- (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting,
 - 1) The member cannot attend because of personal illness or disability; or
 - 2) The member cannot attend because of employment purposes or the business of the Decatur Public Library; or
 - 3) The member cannot attend because of a family or other emergency.

Section 3. Authorization to Participate.

- (a) The Decatur Public Library Librarian, after receiving the electronic attendance request, shall inform the Board of Trustees of the request for electronic attendance.
- (b) After establishing that this a quorum is physically present at meeting where member of the Board of Trustees desires to attend electronically, the presiding officer shall state that (i) a notice was received in accordance with these Rules, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the Board of Trustees physically at the meeting. If no such motion is made

and seconded or if any such motion fails to achieve the required vote by the members of the Board of Trustees physically present at the meeting, then the request by the Board of Trustees and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

Section 4. Adequate Equipment Required. The member participating electronically, and other members of the Board of Trustees must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Board of Trustees shall provide equipment adequate to accomplish this objective at the meeting site.

Section 5. Minutes. Any member attending electronically shall be considered an offsite attendee and counted as present electronically for that meeting if the member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

Section 6. Rights to Remote Member. A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Section 7. Committees. Boards and Commissions. These rules shall apply to all committees, boards and commissions established by authority of the Board of Trustees.

ARTICLE VIII – PUBLIC PARTICIPATION

The Library Board of Trustees acknowledges that public participation at Board meetings provides necessary input on various matters of concern to the public and contributes to the effective operation of the library. Members of the public are encouraged to participate at Board meetings in accordance with this Policy. The Library Board of Trustees hereby states its intention to comply with the laws of Illinois concerning provisions for public comments at open meetings.

1. Public participation shall be permitted at any regular or special meeting of the Library

Board of Trustees or any committee thereof which is required to be open to the public under the provisions of the Illinois Open Meetings Act (Illinois Rev. Statutes, 5 ILCS 120 et. seq.). The Board shall not, however, permit public participation during any meetings or portions of meetings that are deemed closed sessions under the Open Meetings Act.

2. A portion of each meeting required to be open to the public shall be reserved and set aside for purposes of public comment and participation. In addition to that portion of the meeting set aside for public participation, the President of this Board, in his discretion, may permit public comment at any other time during the meeting. The President's allowance of public comments at other times during the meeting shall be discretionary and non-precedential in character.
3. The Board shall permit any member of the public, including non-residents and employees of the library, to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board has no obligation, however, to respond to any comments or answer any questions raised by members of the public.
4. Members of the public shall be permitted to comment on any subjects or issues of public concern, If the subject falls within the statutory exceptions to the Open Meetings Act, however, the Board reserves the right to immediately adjourn the meeting to closed session to discuss such matters.
5. Members of the public shall be permitted to make comments or ask questions of the board at each meeting, subject to the following time limitations:
 - a. 3 minutes per speaker
 - b. 15 minutes per meeting

The president of the Board, upon the request of any member of the public seeking to make comments to or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall be discretionary and non-precedential in character.

In his or her discretion, the President may recognize such persons in any sequence or order.

If a substantial number of members of the public desire to comment at any meeting, the President of the Board, in his discretion, may appoint members of the public to act as representatives or spokespersons for purposes of making public comments.

ARTICLE IX – ORDER OF BUSINESS

The regular Order of Business of the monthly meeting shall be:

Call to order

Roll Call

Approval of Agenda

Approval of Minutes

Public Comments

Written Communications from the Public

City Librarian's Report

Division Head Reports

Reports of Committees

Old Business

New Business

Adjournment

ARTICLE X – DUTIES AND RESPONSIBILITIES OF TRUSTEES

DUTIES AND RESPONSIBILITIES OF TRUSTEES

1. Attend all Board meetings. If a Trustee misses more than 3 consecutive regularly scheduled committee meetings or 3 consecutive full Board meetings, the Board President or designee will contact the absent member and consult about their possible resignation. In the event of a 4th consecutive absence, the Board President will consult with the Mayor about removal of said Trustee.
2. Hire a competent and qualified City Librarian.
3. Determine and adopt written policies to govern the operation and programs of the library, including contracting for necessary expenses.
4. Excuse himself or herself from any voting where a conflict of interest might be determined.
5. Comply with all applicable statutes regarding bids.
6. Determine the needs of the library and secure adequate funds for the library's programs. Review and submit an annual budget request to the City Council.
7. Know the program and needs of the library in relation to the community, know the local and state laws, keep abreast of standards and library trends and support action to improve the library program.
8. Establish, support, and participate in a planned public relations program.
9. Review the program and operation of the library and make policy decisions regarding

its management.

10. Attend regional, state, and national trustee meetings and workshops when practicable and affiliate with appropriate professional organizations

ARTICLE XI – THE CITY LIBRARIAN

The Board shall appoint a City Librarian, who will be responsible for the administration of the Library. The City Librarian shall report directly to the Board and shall be authorized to develop library programs, establish the organizational structure, purchase materials, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the Board. The City Librarian shall make reports at the meetings of the Board in such form and on such subjects as the Board may direct.

The Board of Trustees will evaluate the performance of the City Librarian and determine compensation annually using an agreed upon process.

ARTICLE XII – AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting of the Board and, when adopted by a majority vote, shall become effective at the subsequent meeting of the Board.

ARTICLE XIII – PRIOR BYLAWS

All prior bylaws are hereby repealed.

As adopted December 16, 1966 and subsequently amended November 15, 1974; August 21, 1980; August 15, 1985; January 21, 1988; November 17, 1988; July 24, 1995; May 28, 1998; May 23, 2002; September 18, 2008; December 17, 2009; January 17, 2013; September 17, 2015; November 16, 2017; June 27, 2019; June 18, 2020; May 20, 2021; and December 15, 2022.



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Photography and Video Policy

I. General Policy

Permission is not required to take photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (e.g. restrooms and archival materials), including areas reserved for staff use only. If tripods, lights, or other specialized equipment are to be used, requests must be made at least 24 hours in advance.

II. Exterior Photography and Videos

Taking photographs and videos outside of the library building or on the library grounds does not require permission.

III. Commercial Photography and Videos

DPL may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with DPL operations and accommodates the rest of this policy. DPL may charge a fee to offset costs incurred by the library to provide access to the facility, and prior permission must be sought at least one week in advance. The taker of commercial photographs or videos shall have the sole responsibility for obtaining all necessary releases and permission required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

IV. Photography and Videos of Materials and Resources

DPL permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

V. Library Photography, Videos, and Recording

DPL may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. DPL reserves the right to document its services and the public's use of the library building and grounds. These

photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site).

VI. Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

VII. Right Subject to Compliance with Policy

DPL reserves the right to ask any individual or group violating this policy to leave the library.

Approved by the Board of Trustees
November 21, 2019

MEMO

To: Library Staff
From: Rick Meyer, City Librarian
Subject: Holiday Observance/Closings - 2023
Date: December 15, 2022

Closed	New Year's Day Observance	Monday, January 2, 2023
Closed	Martin Luther King, Jr., Day	Monday, January 16, 2023
8:00pm	Lincoln's Birthday Observance	Monday, February 13
Closed	Memorial Day	Monday, May 29
Closed	Juneteenth	Monday, June 19
Closed	Independence Day	Tuesday, July 4
Closed	Labor Day	Monday, September 4
Closed	Veteran's Day	Saturday, November 11
Closed	Thanksgiving Day	Thursday, November 23
4:00pm	Christmas Eve Saturday December 23	Sunday, December 24 observed
Closed	Christmas Day	Monday, December 25
4:00pm	New Year's Eve Saturday December 30	Sunday, December 31 observed
Closed	New Year's Day	Monday, January 1, 2024

All employees who are scheduled off or are required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the department and employee.

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 11/1/2022 to 11/30/2022

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150173	11/01/2022	ADOBE, INC CREATIVE CLOUD ALL MLP LICENSE	839.76	COMPUTER SOFTWARE
150184	11/01/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	61.33	PER CAPITA GRANT EXPENS
150240	11/01/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	785.82	PER CAPITA GRANT EXPENS
150269	11/01/2022	STRIGLOS/HAINES & ESSICK 2023 CALENDARS	102.15	OFFICE SUPPLIES
150273	11/01/2022	THE GLASS HOUSE AWARD W/ ETCHING	79.63	OFFICE SUPPLIES
150285	11/08/2022	ALLERTON PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	24.98	LOST OR DAMAGED BOOKS
150287	11/08/2022	AMAZON PAYMENTS RETURN ON INV 16Y6-FQ11-D9WV RETURN ON INV 1PNM-YD3V-XPD7 RETURN ON INV 16Y6-FQ11-D9WV RETURN ON ORIG INV 1YYT-FQ93-LMJV SUPPLIES AND BOOKS	2,183.63	OFFICE SUPPLIES
150295	11/08/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	4,591.52	OFFICE SUPPLIES
150302	11/08/2022	CDW GOVERNMENT INC HDMI MONITORS	267.58	SMALL CAPITAL ITEMS
150309	11/08/2022	COMMERCIAL MAIL SERVICES OCT 17 - OCT 31'22	211.23	POSTAGE
150341	11/08/2022	FRAZIER, ALIX TRAVEL REIMBURSEMENT FROM 11/1/22	228.75	CONFERENCES & TRAVEL
150362	11/08/2022	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,298.25	OTHER LIBRARY GRANT EXI
150382	11/08/2022	MIDWEST ARCHIVES CONFERENCE R DAMPTZ MEMBERHSIP RENEWAL	55.00	MEMBERSHIP FEES
150383	11/08/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	733.39	OFFICE SUPPLIES
150394	11/08/2022	PEERLESS NETWORK, INC ACCT 1212890	412.79	TELEPHONE

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 11/1/2022 to 11/30/2022

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150399	11/08/2022	POWELL, SHAKERA REIMBURSEMENT FOR HALLOWEEN CANDY	70.71	OFFICE SUPPLIES
150407	11/08/2022	SCHOOL OUTFITTERS LLC ERGONOMIC TASK CHAIR DOUBLE-SIDED SLOPED SHLEF BOOK CART	1,608.98	SMALL CAPITAL ITEMS
150436	11/08/2022	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	777.67	SERV-OFFICE EQUIPMENT
150453	11/17/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	3,706.59	OFFICE SUPPLIES
150478	11/17/2022	DEMCO INC PRE-CUT BOOK JACKET TAPE	243.97	OFFICE SUPPLIES
150484	11/17/2022	EBSCO INDUSTRIES, INC ANNUAL MAGAZINE/NEWSPAPER RENEWAL	16,110.01	PER CAPITA GRANT EXPENS
150486	11/17/2022	ERICKSON DAVIS, ATTORNEYS LEGAL REPRESENTATION	30.00	PROFESSIONAL SERVICES
150526	11/17/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	470.45	OFFICE SUPPLIES
150529	11/17/2022	MILLER, DAVID REFUND FOR PAID LOST ITEM FOUND BO DIDDLEY	18.00	LOST OR DAMAGED BOOKS
150543	11/17/2022	PAETEC ACCT 633318933001 ACCT 633292627001	300.87	TELEPHONE
150555	11/17/2022	ROSE DREW, INC 6 DVD POLY /FULL SLEEVE	450.36	OFFICE SUPPLIES
150570	11/17/2022	UNIQUE MANAGEMENT SERVICES PLACEMENTS FOR OCT'22	384.85	PROFESSIONAL SERVICES
150597	11/23/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	3,341.00	OFFICE SUPPLIES
150613	11/23/2022	CALM.COM INC CALM DIGITAL SUBSCRIPTION	1,776.00	COMPUTER SOFTWARE
150616	11/23/2022	COMMERCIAL MAIL SERVICES NOV 1 - NOV 15'22	71.33	POSTAGE
150651	11/23/2022	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,067.45	OTHER LIBRARY GRANT EXI
150652	11/23/2022	JONES & THOMAS WEB SERVICES	400.00	PROFESSIONAL SERVICES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 11/1/2022 to 11/30/2022

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150659	11/23/2022	LIBRARYWORKS, INC WEBINAR "EVERYDAY LEADERSHIP"	49.00	CONFERENCES & TRAVEL
150669	11/23/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	862.44	OFFICE SUPPLIES
150677	11/23/2022	PEERLESS NETWORK, INC ACCT 1212890	405.44	TELEPHONE
150684	11/23/2022	RAILS IL LIBRARY PRESENTS MEMBERSHIP SEPT'22-JUN'2:	1,500.00	MEMBERSHIP FEES
150717	11/30/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	1,466.14	OFFICE SUPPLIES
150741	11/30/2022	DUNKER ELECTRIC SUPPLY, INC LED FLAT PANEL LIGHTS 2X4	1,560.00	MATERIALS - BUILDINGS
150763	11/30/2022	KANOPY LIBRARY STREAMING SERVICE	392.00	BOOKS & PERIODICALS
150774	11/30/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	13,718.34	OFFICE SUPPLIES
23005062	11/17/2022	REGIONS/CREDIT CARD ACCT 3978	4,498.55	OFFICE SUPPLIES
Total for: 35			67,155.96	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150240	11/01/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	95.00	BOOKS & PERIODICALS
150295	11/08/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	177.37	BOOKS & PERIODICALS
150431	11/08/2022	VILLAGE OF FORSYTH 130' OF 5 MIL ARCHIVAL POLYESTER FILM	321.04	ARCHIVAL SUPPLIES
150453	11/17/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	116.29	BOOKS & PERIODICALS
150597	11/23/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	85.25	BOOKS & PERIODICALS
150774	11/30/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	433.34	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 11/1/2022 to 11/30/2022

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150774	11/30/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	433.34	BOOKS & PERIODICALS
			<hr/>	
			Total for: 59	1,228.29
			<hr/>	
			Total for All:	\$68,384.25

DPL FY 2022 Budget Report

Prepared: December 1, 2022

At the end of November 92% of the year has passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ 2,866,276.15	100.9%	\$ 2,864,006.08	0.1%
All Other	\$ 1,292,562	31.3%	\$ 1,761,592.73	136.3%	\$ 1,216,178.95	44.8%
Total Revenue	\$ 4,134,562		\$ 4,627,868.88	111.9%	\$ 4,080,185.03	13.4%

Expense	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
<u>Personnel</u>						
Payroll	\$ 1,644,156		\$ 1,477,816.55		\$ 1,517,336.55	-2.6%
Benefits	\$ 870,336		\$ 796,635.47		\$ 757,611.79	5.2%
	\$ 2,514,492	60.7%	\$ 2,274,452.02	90.5%	\$ 2,274,948.34	0.0%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 229,636.79	93.7%	\$ 252,495.16	-9.1%
Per Capita	\$ 104,020		\$ 86,903.30	83.5%	\$ 79,711.28	9.0%
Lost/Damage	\$ 2,500.00		\$ 1,166.09	46.6%	\$ 1,789.49	n/a
Total Materials	\$ 351,520	9.3%	\$ 317,706.18	90.4%	\$ 333,995.93	-4.9%

Professional Services

Professional Services	\$ 102,000		\$ 89,223.13	87.5%	\$ 14,160.29	530.1%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 168.10	112.1%	\$ 305.42	-0.44961
Total	\$ 102,650	2.7%	\$ 89,391.23	87.1%	\$ 17,996.87	396.7%

Allocations

Administrative Fee	\$	108,864		\$	99,792.00	91.7%	\$	114,466.00	-12.8%
MIS	\$	36,684		\$	33,627.00	91.7%	\$	36,773.00	-8.6%
	\$	145,548	3.8%	\$	133,419.00	91.7%	\$	151,239.00	-11.8%

Grants

Other grants	\$	75,000		\$	65,453.35	87.3%	\$	30,438.37	115.0%
	\$	75,000	2.0%	\$	65,453.35	87.3%	\$	30,438.37	115.0%

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

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	4,167.36	83.3%	\$	4,617.78	-9.8%
Service to Office Equipment	\$	27,000		\$	11,481.35	42.5%	\$	20,806.22	-44.8%
Telephone	\$	27,000		\$	13,890.60	51.4%	\$	22,812.31	-39.1%
Software	\$	50,000		\$	40,756.77	81.5%	\$	47,137.49	-13.5%
Office Supplies	\$	40,000		\$	27,821.29	69.6%	\$	29,813.03	-6.7%
Small Capital	\$	45,000		\$	41,802.71	92.9%	\$	14,741.87	183.6%
	\$	194,000	5.1%	\$	139,920.08	72.1%	\$	139,928.70	0.0%

Staff Development

Interview Travel Expense	\$	-		\$	35.48		\$	-	
Conferences/Training/Travel	\$	20,000		\$	16,836.00	84.2%	\$	3,716.00	353.1%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	57,436.39	114.9%	\$	56,227.12	2.2%
	\$	74,000	2.0%	\$	74,307.87	100.4%	\$	59,943.12	24.0%

Insurance

Unemployment	\$	1,056		\$	968.00	91.7%	\$	1,221.00	-20.7%
Risk Management	\$	95,724		\$	87,747.00	91.7%	\$	65,527.00	33.9%
	\$	96,780	2.6%	\$	88,715.00	91.7%	\$	66,748.00	32.9%

Building Costs

Rent	\$ 589,583.00		\$ 540,265.00	91.6%	\$ 535,473.00	0.9%
Supplies	\$ 150		\$ 2,548.00	1698.7%	\$ 106.11	2301.3%
Maintenace	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,733	15.6%	\$ 542,813.00		\$ 535,579.11	1.4%
Total Operations/Services	\$ 1,629,731	43.1%	\$ 1,452,623.71	89.1%	\$ 1,336,290.10	8.7%
Total Expenses						
	\$ 4,144,223		\$ 3,727,075.73	89.9%	\$ 3,611,238.44	3.2%
Revenue Minus Expense						
	\$ (9,661)		\$ 900,793.15		\$ 468,946.59	92.1%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet / Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73	\$ 198,431.40	\$ 380,813.40	\$ - \$ 950,658.73
4/1/2022	\$ 950,658.73	\$ 218,692.24	\$ 327,770.85	\$ - \$ 841,580.12
5/1/2022	\$ 841,580.12	\$ 293,190.39	\$ 316,569.96	\$ - \$ 818,200.55
6/1/2022	\$ 818,200.55	\$ 51,355.93	\$ 298,863.78	\$ - \$ 570,692.70
7/1/2022	\$ 570,692.70	\$ 1,678,475.83	\$ 361,853.97	\$ - \$ 1,887,314.56
8/1/2022	\$ 1,887,314.56	\$ 295,440.58	\$ 317,115.90	\$ - \$ 1,865,639.24
9/1/2022	\$ 1,865,639.24	\$ 1,011,847.64	\$ 406,162.10	\$ - \$ 2,471,324.78
10/1/2022	\$ 2,471,324.78	\$ 526,886.46	\$ 368,722.58	\$ - \$ 2,629,488.66
11/1/2022	\$ 2,629,488.66	\$ 145,201.18	\$ 322,312.93	\$ - \$ 2,452,376.91
12/1/2022	\$ 2,452,376.91			
1/1/2023				

Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
3/1/2022	\$ 533,466.61	\$ 41.81	\$ -	\$ 533,508.42
4/1/2022	\$ 533,508.42	\$ -	\$ -	\$ 533,508.42
5/1/2022	\$ 533,508.42	\$ 30.63	\$ -	\$ 533,539.05

6/1/2022	\$	533,539.05	\$	12.17	\$	-	\$	533,551.22
7/1/2022	\$	533,551.22	\$	-	\$	-	\$	533,551.22
8/1/2022	\$	533,551.22	\$	14.55	\$	-	\$	533,565.77
9/1/2022	\$	533,565.77	\$	80.77	\$	-	\$	533,646.54
10/1/2022	\$	533,646.54	\$	660.80	\$	-	\$	534,307.34
11/1/2022	\$	534,307.34	\$	-	\$	-	\$	534,307.34
12/1/2022	\$	534,307.34						
1/1/2023	\$	-						

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
8/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
9/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
10/1/2022	\$ 58,479.83	\$ 72.42	\$ -	\$ 58,552.25
11/1/2022	\$ 58,552.25	\$ -	\$ -	\$ 58,552.25
12/1/2022	\$ 58,552.25			
1/1/2023	\$ -			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 51,488.14	\$ -	\$ 7,123.57	\$ 44,364.57
2/1/2022	\$ 44,364.57	\$ -	\$ (1,474.16)	\$ 45,838.73
3/1/2022	\$ 45,838.73	\$ -	\$ -	\$ 45,838.73
4/1/2022	\$ 45,838.73	\$ -	\$ 375.00	\$ 45,463.73
5/1/2022	\$ 45,463.73	\$ -	\$ 640.00	\$ 44,823.73
6/1/2022	\$ 44,823.73	\$ -	\$ 70.32	\$ 44,753.41
7/1/2022	\$ 44,753.41	\$ -	\$ -	\$ 44,753.41
8/1/2022	\$ 44,753.41	\$ -	\$ 853.90	\$ 43,899.51
9/1/2022	\$ 43,899.51	\$ -	\$ 74.70	\$ 43,824.81

10/1/2022	\$	43,824.81	\$	58.59	\$	321.04	\$	43,562.36
11/1/2022	\$	43,562.36	\$	-				
12/1/2022	\$	-						
1/1/2023	\$	-						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23	\$ -	\$ 46.21	\$ 20,531.02
4/1/2022	\$ 20,531.02	\$ -	\$ 3,841.69	\$ 16,689.33
5/1/2022	\$ 16,689.33	\$ 2,260.00	\$ 84.54	\$ 18,864.79
6/1/2022	\$ 18,864.79	\$ 675.00	\$ 32.75	\$ 19,507.04
7/1/2022	\$ 19,507.04	\$ 3,035.00	\$ 7,611.94	\$ 14,930.10
8/1/2022	\$ 14,930.10	\$ 2,490.00	\$ 3,279.80	\$ 14,140.30
9/1/2022	\$ 14,140.30	\$ 3,628.00	\$ 2,740.03	\$ 15,028.27
10/1/2022	\$ 15,028.27	\$ 365.75	\$ 3,396.53	\$ 11,997.49
11/1/2022	\$ 11,997.49	\$ 625.00	\$ 972.25	\$ 11,650.24
12/1/2022	\$ 11,650.24			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at Ending
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ - \$ 1,722,760.71
3/1/2022	\$ 1,722,760.71	\$ 198,473.21	\$ 380,859.61	\$ - \$ 1,540,374.31
4/1/2022	\$ 1,540,374.31	\$ 218,692.24	\$ 331,987.54	\$ - \$ 1,427,079.01
5/1/2022	\$ 1,427,079.01	\$ 295,481.02	\$ 317,294.50	\$ - \$ 1,405,265.53
6/1/2022	\$ 1,405,265.53	\$ 52,043.10	\$ 298,966.85	\$ - \$ 1,158,341.78
7/1/2022	\$ 1,158,341.78	\$ 1,681,510.83	\$ 369,465.91	\$ - \$ 2,470,386.70
8/1/2022	\$ 2,470,386.70	\$ 297,945.13	\$ 321,249.60	\$ - \$ 2,447,082.23
9/1/2022	\$ 2,447,082.23	\$ 1,015,556.41	\$ 408,976.83	\$ - \$ 3,053,661.81
10/1/2022	\$ 3,053,661.81	\$ 528,044.02	\$ 372,440.15	\$ - \$ 3,209,265.68
11/1/2022	\$ 3,209,265.68	\$ 145,826.18	\$ 323,606.22	\$ - \$ 3,031,485.64
12/1/2022	\$ 3,031,485.64			
1/1/2023				

Library Operating Revenue

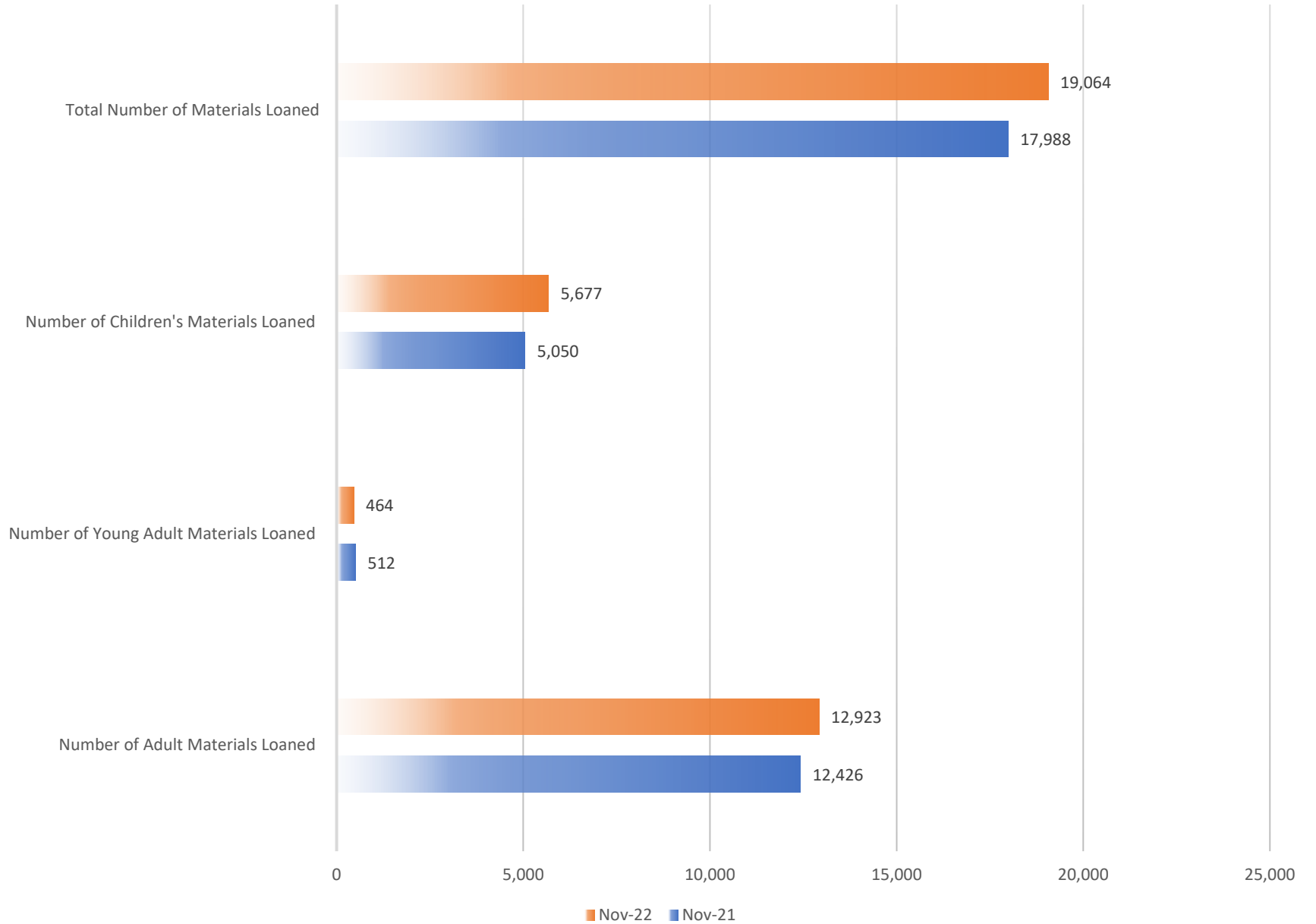
Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,927,305	\$ 85,305
PPRT	\$ 530,722	\$ 1,110,532	\$ 579,810
State Grants or other	\$ 104,020	\$ 104,020	\$ (0)
Other Grants	\$ 75,000	\$ 66,571	\$ (8,429)
PILOT	\$ 561,120	\$ 561,120	\$ -
Fines	\$ 4,500	\$ 8,291	\$ 3,791
Non-Resident Fee	\$ 150	\$ 106	\$ (44)
Lost or Damaged Items	\$ 4,000	\$ 5,163	\$ 1,163
Copies/Miscellaneous	\$ 11,000	\$ 12,269	\$ 1,269
Meeting Room Fees	\$ 1,000	\$ 3,535	\$ 2,535
Interest Income	\$ -	\$ 2,288	\$ 2,288
Investment Income	\$ 1,000	\$ 541	\$ (459)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 1,500	\$ 1,500
Miscellaneous Income	\$ 50	\$ -	\$ (50)
Totals	\$ 4,134,562	\$ 4,803,243	\$ 668,681

Expenditures

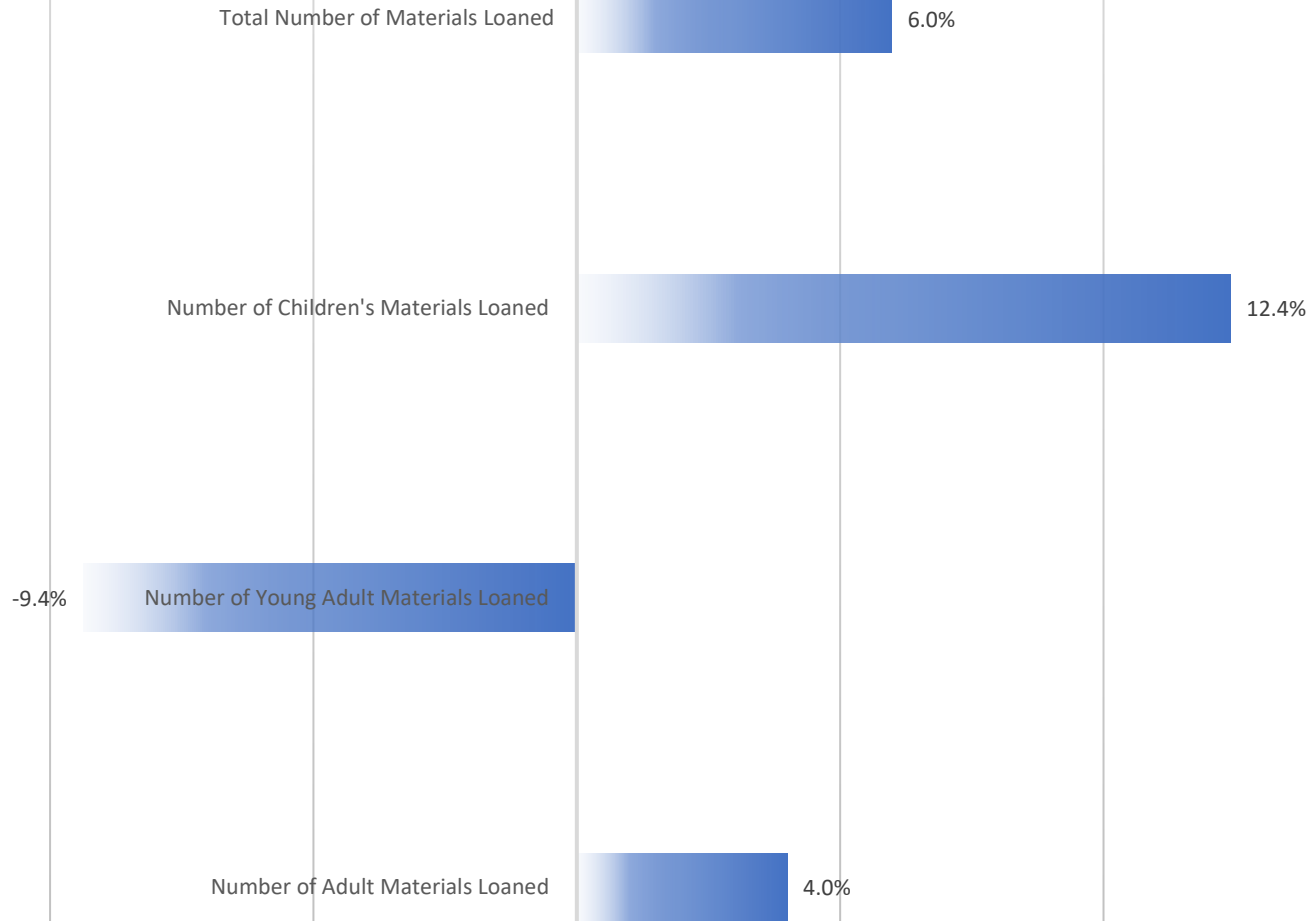
Fund	Budgeted	Projected	Difference
Salaries	\$ 1,644,156	\$ 1,612,164	\$ 31,992
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 159,403	\$ 143,625	\$ 15,778
FICA/Medicare	\$ 126,958	\$ 122,111	\$ 4,847
Life insurance	\$ 3,045	\$ 2,534	\$ 511
Medical insurance	\$ 565,500	\$ 600,434	\$ (34,934)
Service recognition	\$ 15,430	\$ 15,430	\$ -
Employee Relocation	\$ -	\$ 7,500	\$ (7,500)
Total Personnel	\$ 2,514,492	\$ 2,503,798	\$ 10,694
Unemployment insurance	\$ 1,056	\$ 1,056	\$ -
Advertising	\$ 500	\$ 1,348	\$ (848)
Printing/binding	\$ -	\$ 0	\$ -
Service to maintain Building	\$ -	\$ 0	\$ -
Service to Office Equipment	\$ 27,000	\$ 11,884	\$ 15,116
IT Services	\$ 36,684	\$ 36,684	\$ -
Telephone	\$ 27,000	\$ 14,833	\$ 12,167
Banking Service Charges	\$ 150	\$ 174	\$ (24)
Conferences/Travel/Continuing Ed	\$ 20,000	\$ 21,484	\$ (1,484)
General Fund	\$ 108,864	\$ 108,864	\$ -
Postage	\$ 5,000	\$ 4,434	\$ 566
Computer Software	\$ 50,000	\$ 42,094	\$ 7,906
Travel Interview Expense	\$ -	\$ 35	\$ (35)

Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 102,000	\$ 102,000
Membership Fees	\$ 50,000	\$ 57,436	\$ (7,436)
Materials for Buildings	\$ 150	2548	\$ (2,398)
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 75,000	\$ 73,386	\$ 1,614
Office Supplies	\$ 40,000	\$ 31,515	\$ 8,485
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 42,425	\$ 2,575
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 1,204	\$ 1,296
Total operating	\$ 1,629,731	\$ 1,591,732	\$ 37,999
Total expense	\$ 4,144,223	\$ 4,095,530	\$ 48,693
Surplus (deficit)	\$ (9,661.00)	\$ 707,712.84	\$ (717,374)

NOVEMBER CIRCULATION BY AUDIENCE



CHANGE FROM 2021



-15.0%

-10.0%

-5.0%

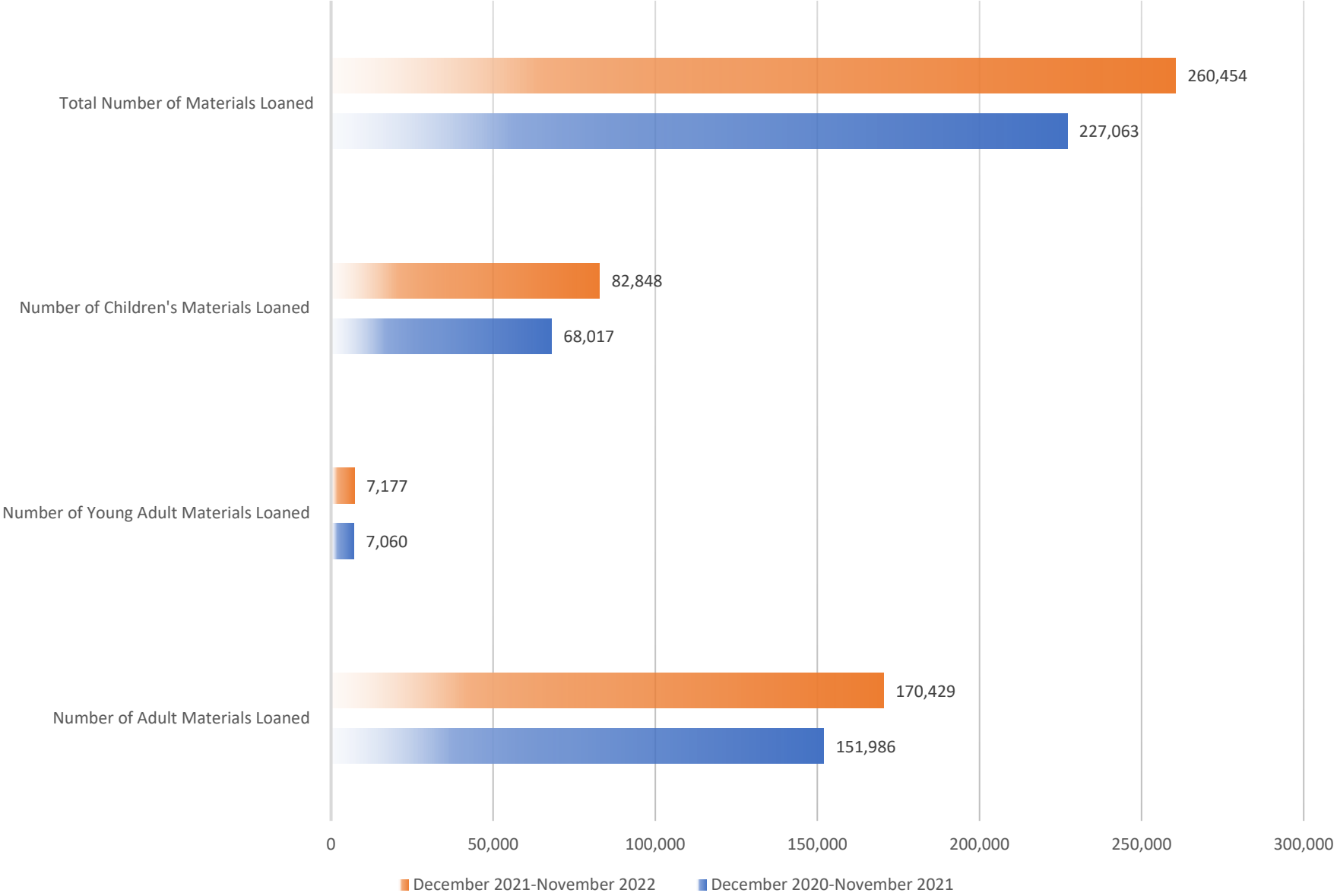
0.0%

5.0%

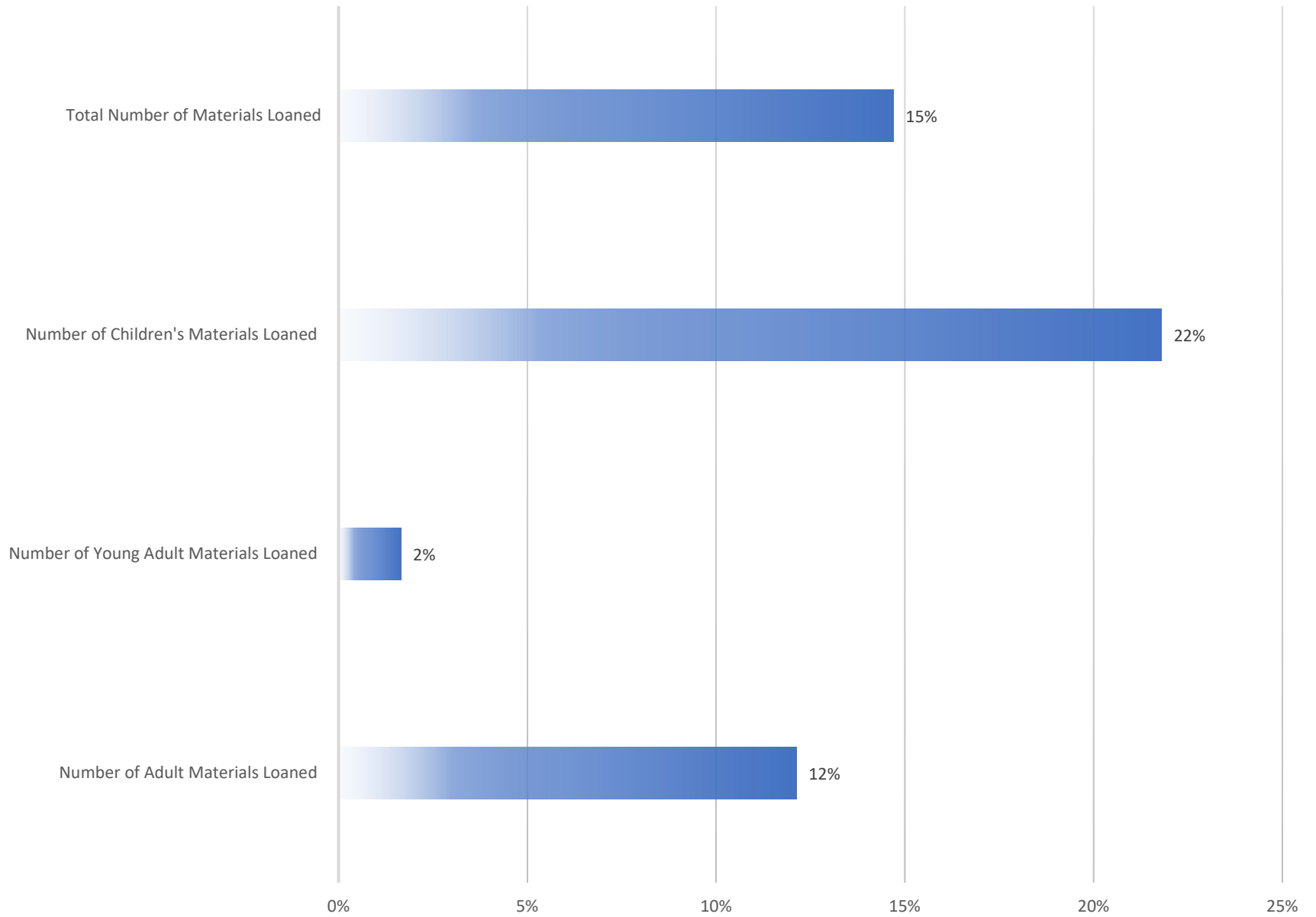
10.0%

15.0%

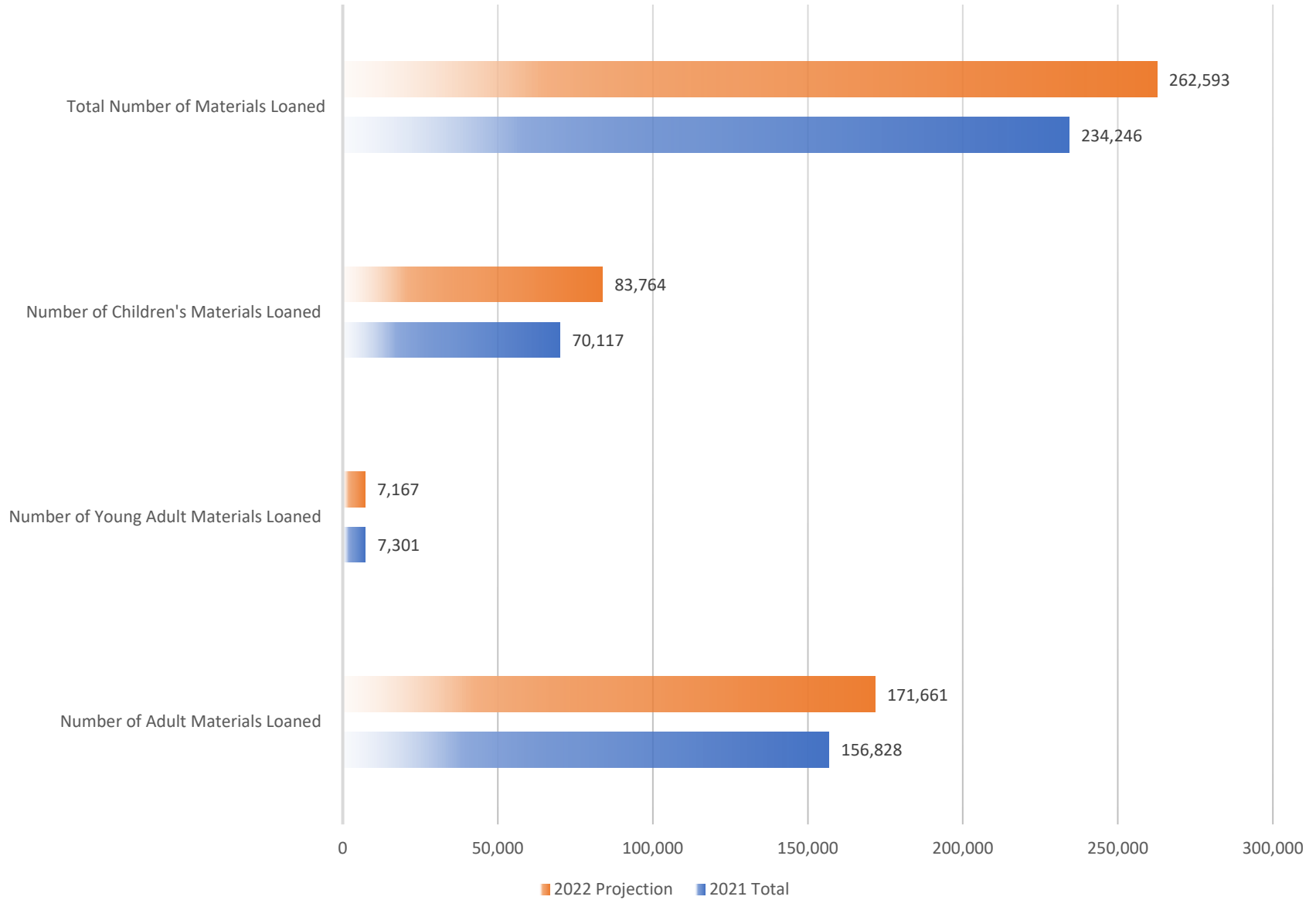
12-MONTH TREND



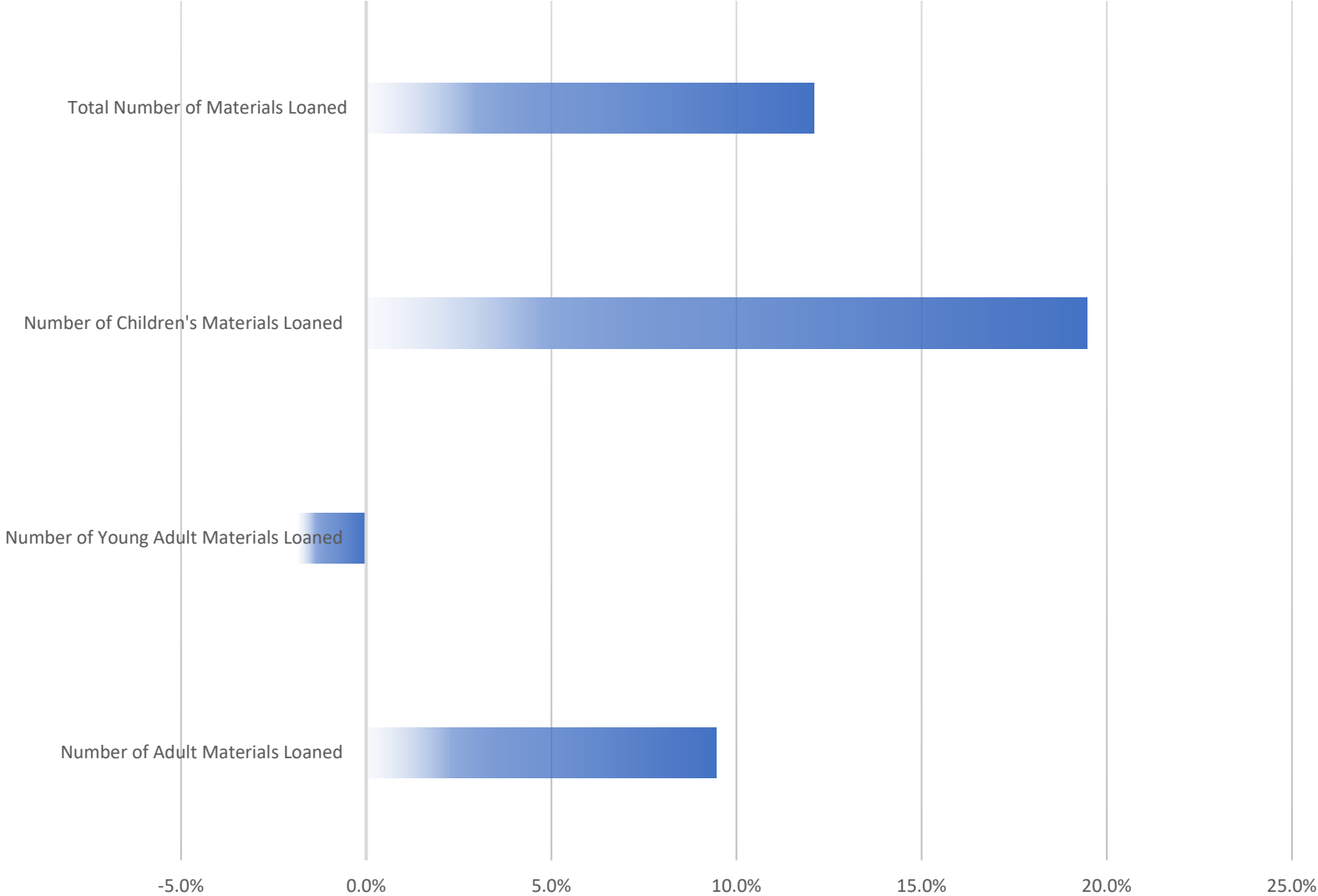
CHANGE FROM 2021



2022 PROJECTION VS. 2021 ACTUALS

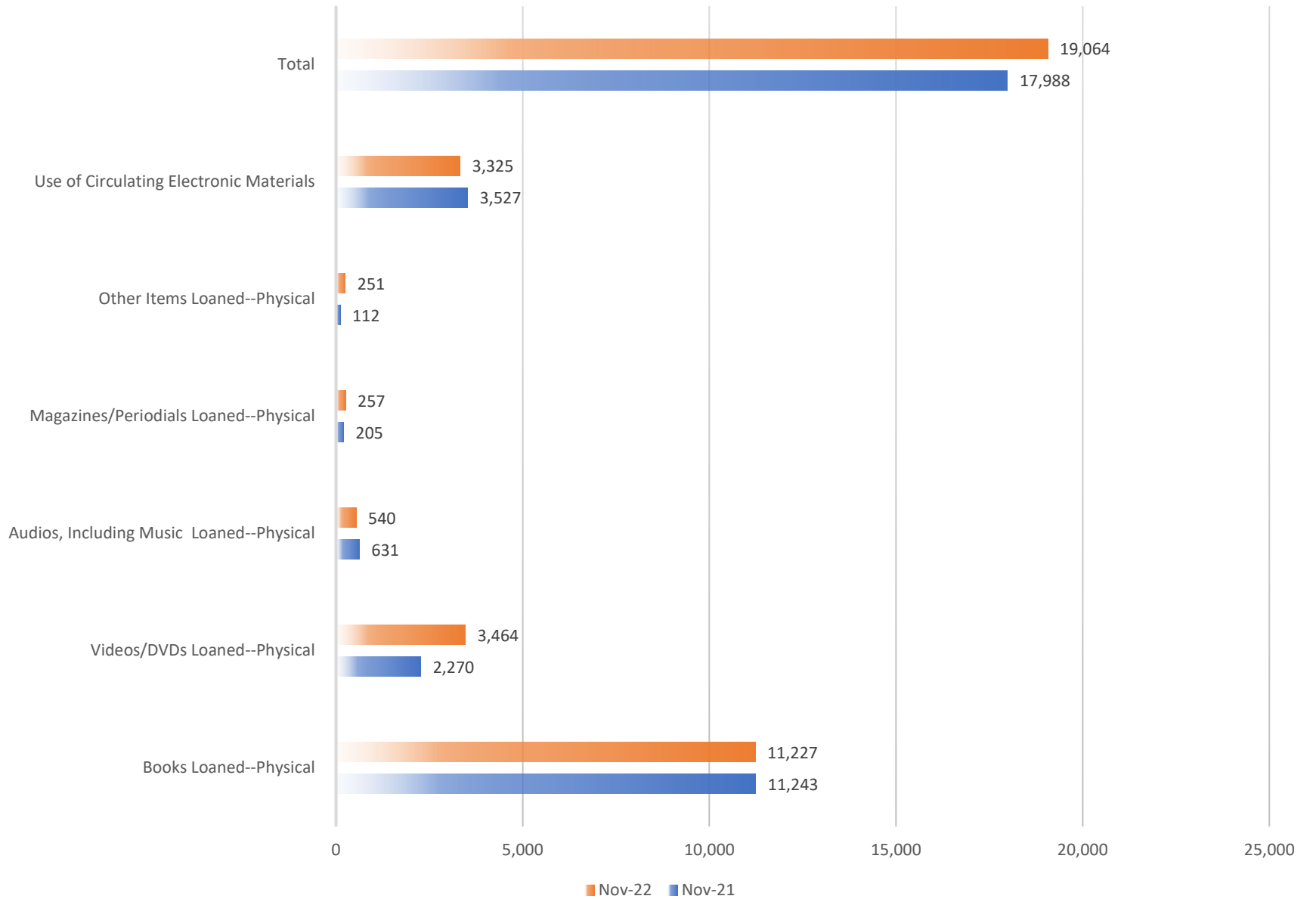


PROJECTED CHANGE FROM 2021

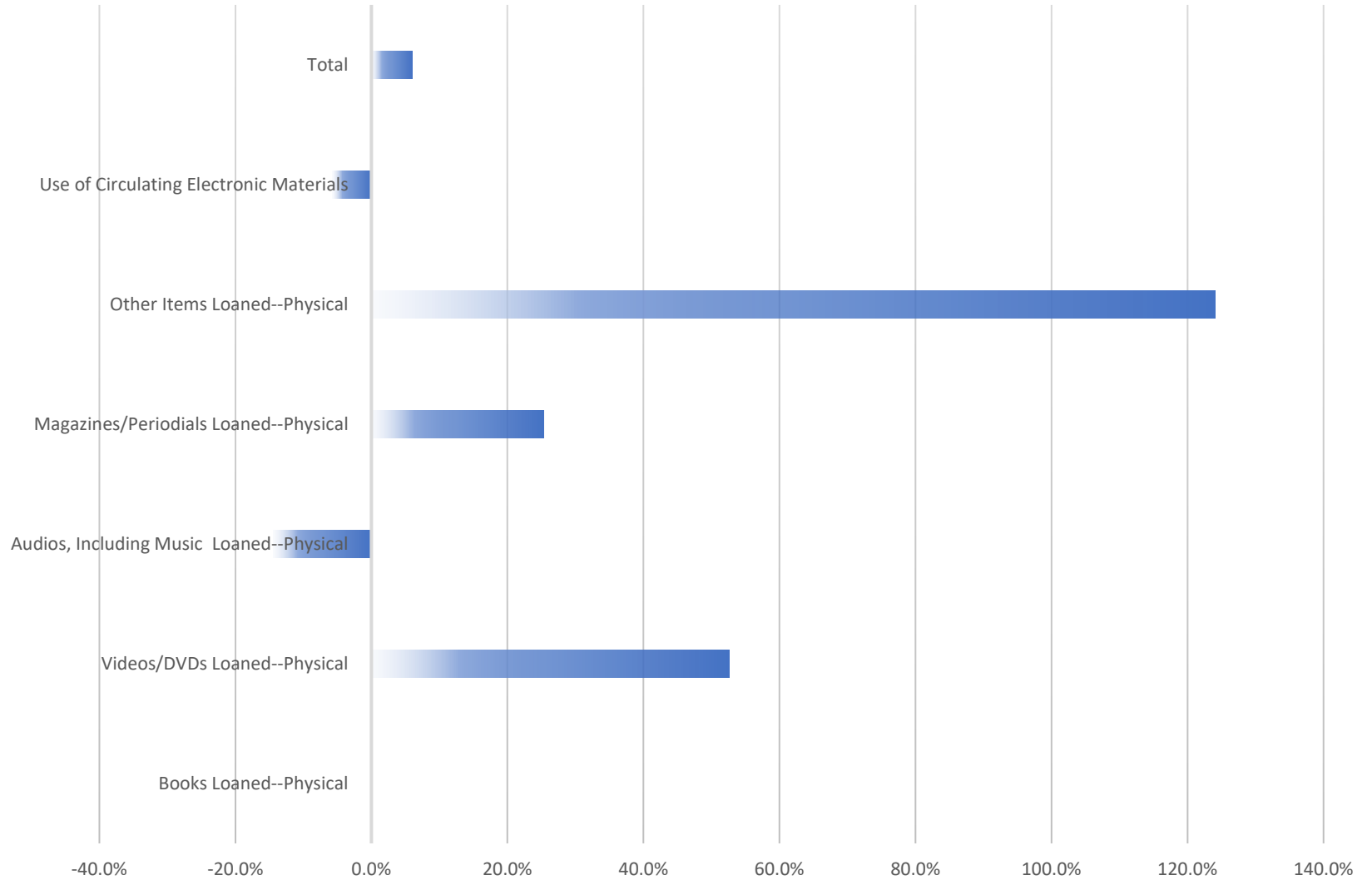


	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
■ Projected Change from 2021	9.5%	-1.8%	19.5%	12.1%

NOVEMBER CIRCULATION BY MATERIAL TYPE

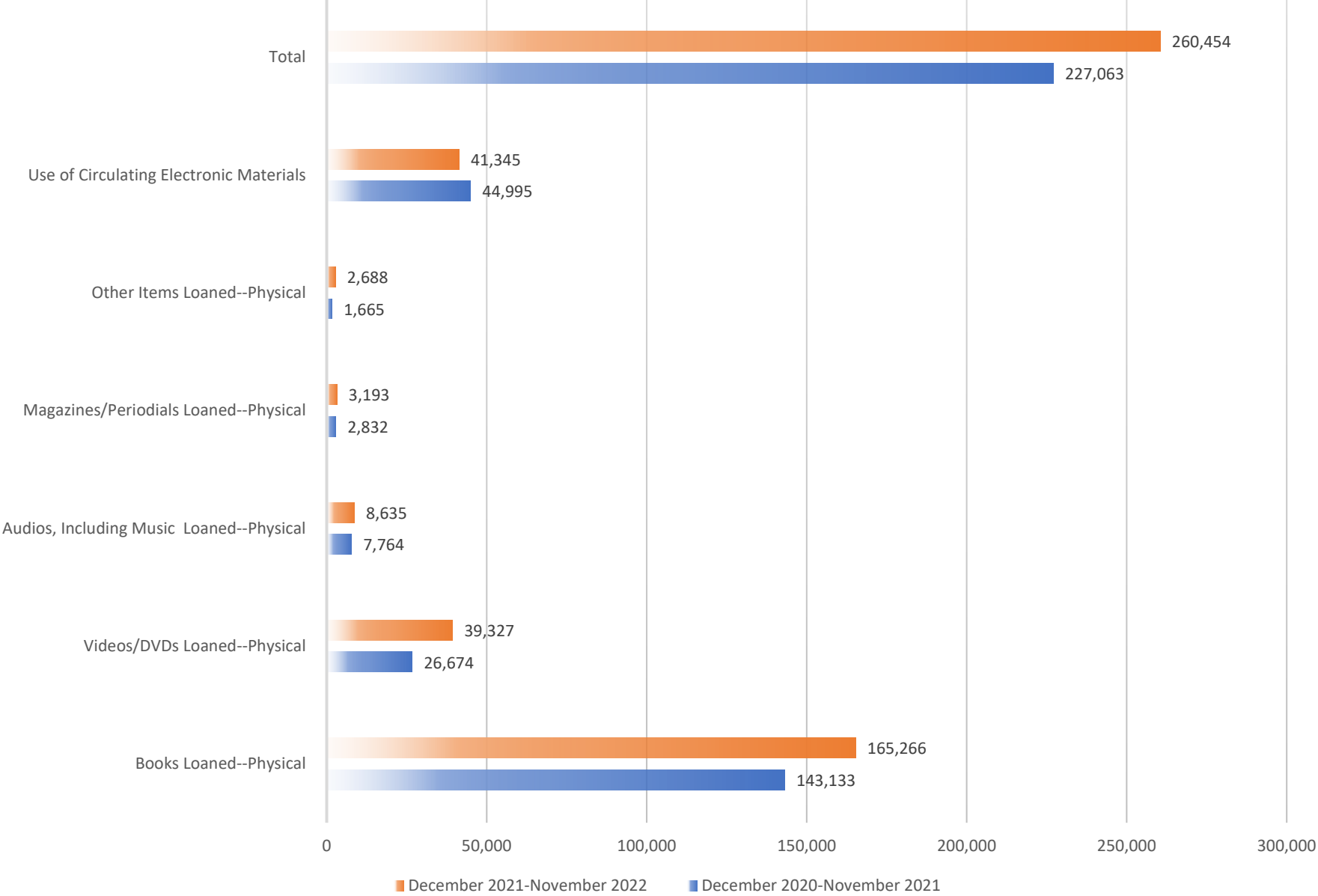


CHANGE FROM 2021

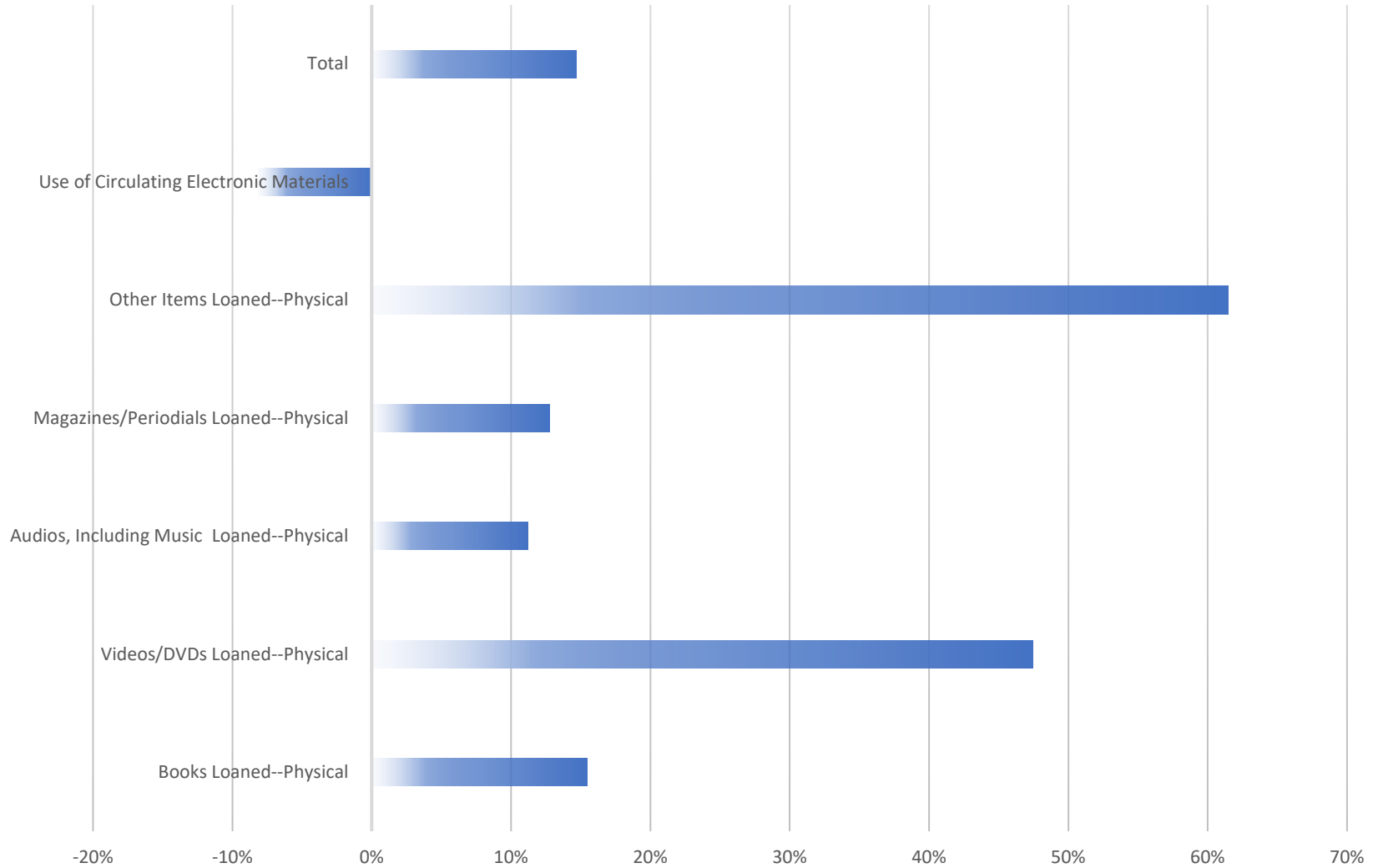


	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
■ Change from 2021	-0.1%	52.6%	-14.4%	25.4%	124.1%	-5.7%	6.0%

12-MONTH TREND

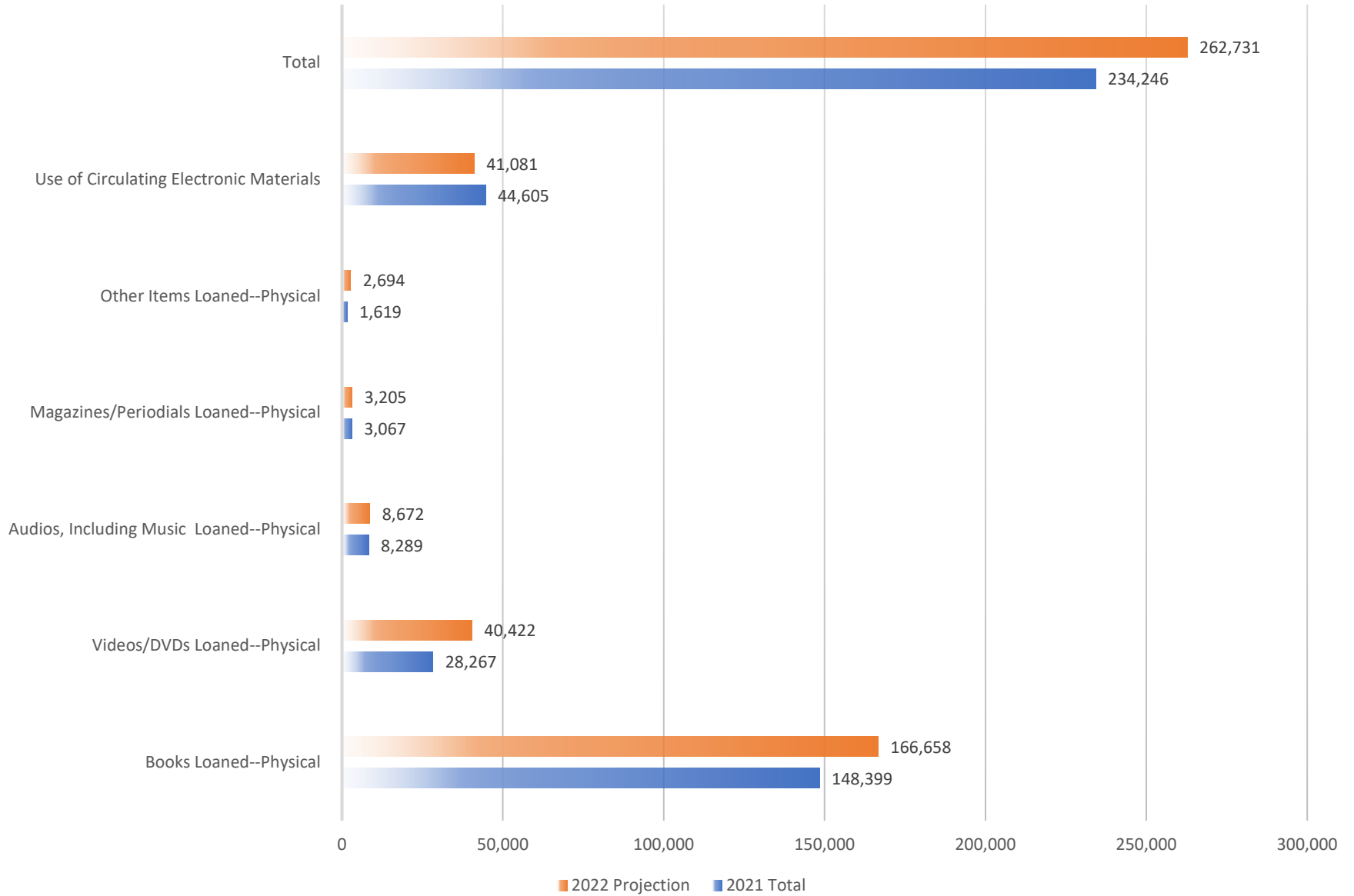


CHANGE FROM 2021

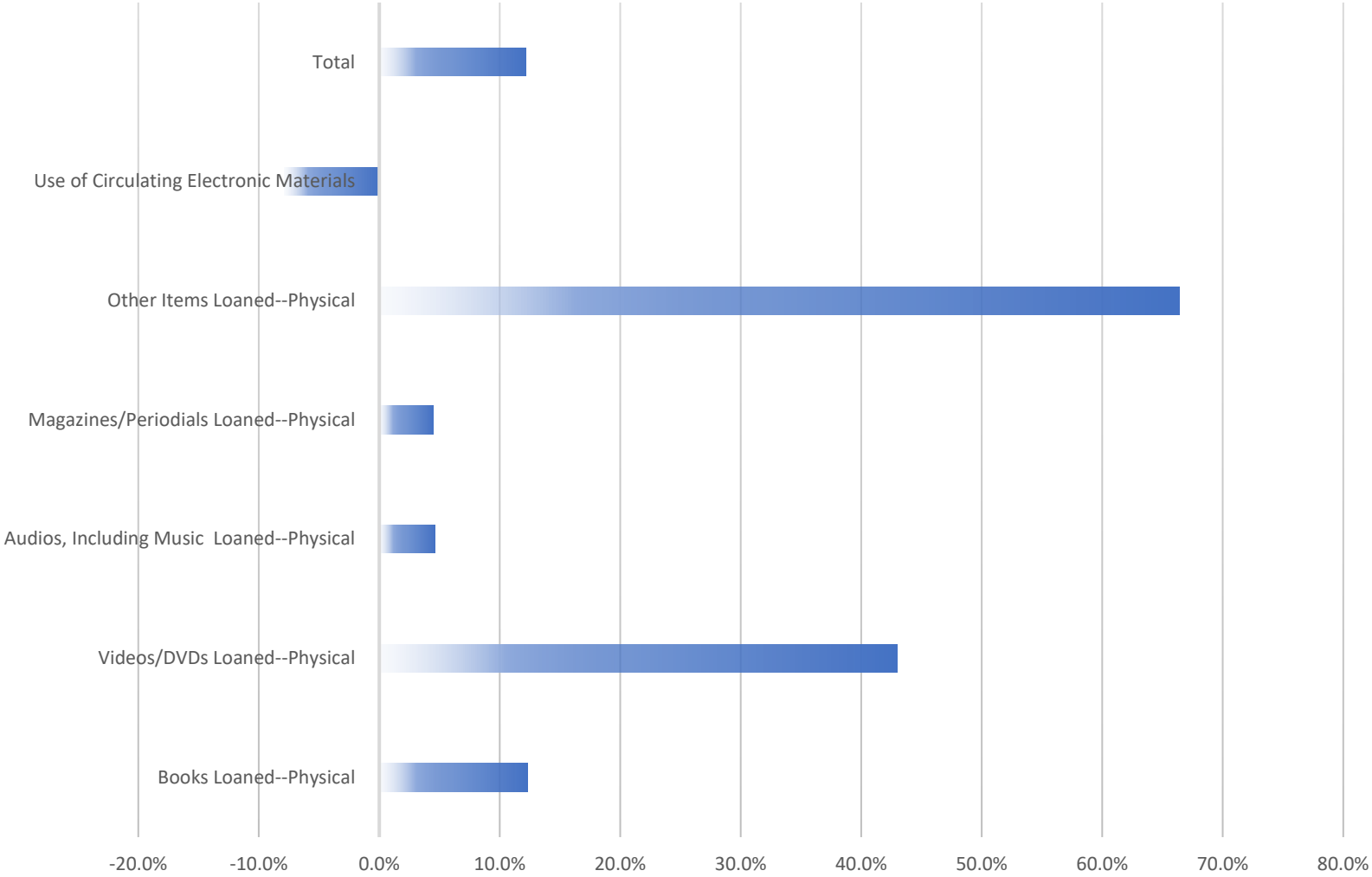


	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
■ Change from 2021	15%	47%	11%	13%	61%	-8%	15%

2022 PROJECTION VS. 2021 ACTUALS

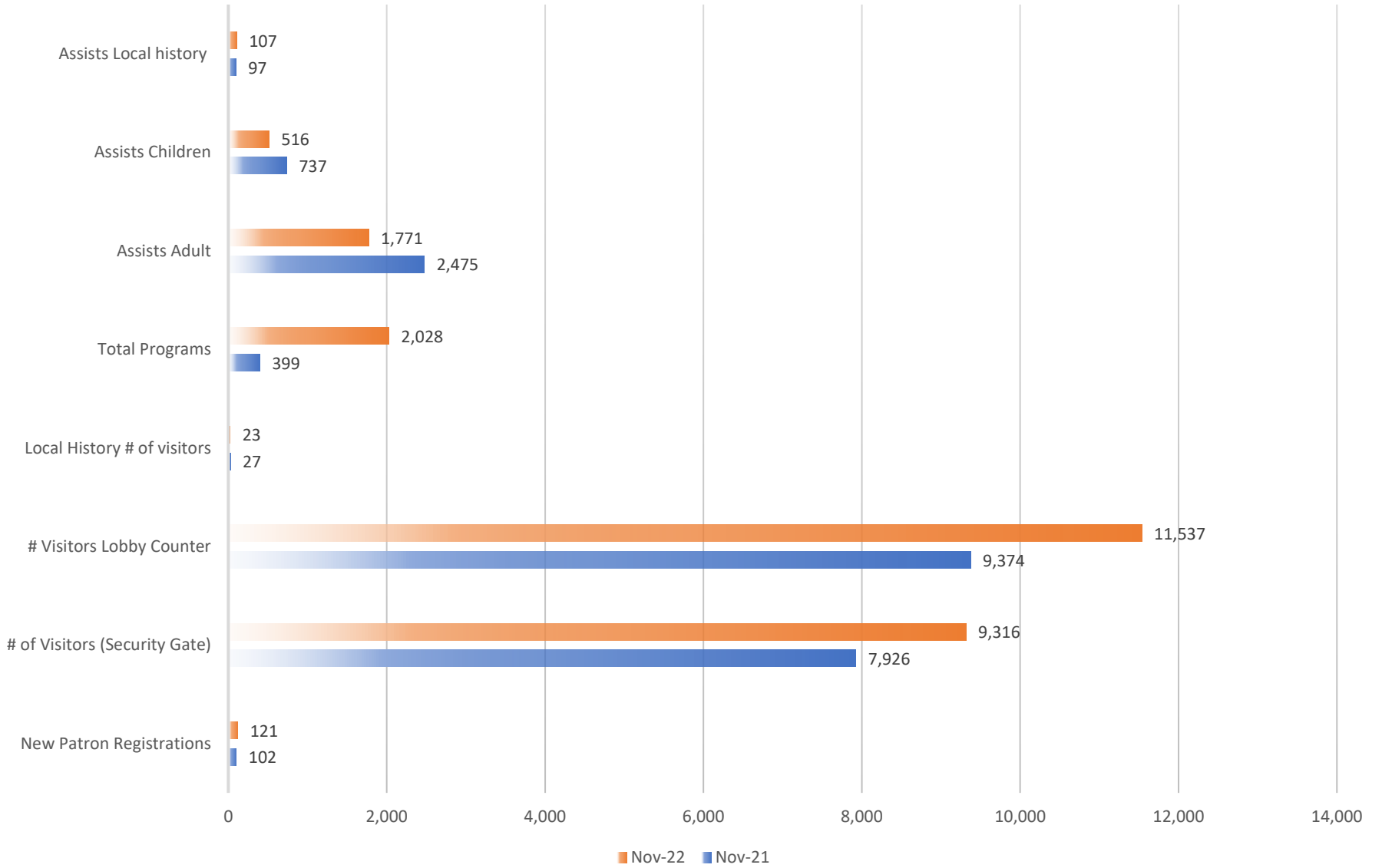


PROJECTED CHANGE FROM 2021



	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
■ Projected Change from 2021	12.3%	43.0%	4.6%	4.5%	66.4%	-7.9%	12.2%

NON-CIRC STATS NOVEMBER



	Nov-21	Nov-22	% of Total	Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	December 2020- November 2021	December 2021- November 2022	Change from 2021
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned	12,426	12,923	67.8%	4.0%	156,828	171,661	9.5%	151,986	170,429	12%
Number of Young Adult Materials Loaned	512	464	2.4%	-9.4%	7,301	7,167	-1.8%	7,060	7,177	2%
Number of Children's Materials Loaned	5,050	5,677	29.8%	12.4%	70,117	83,764	19.5%	68,017	82,848	22%
Total Number of Materials Loaned	17,988	19,064		6.0%	234,246	262,593	12.1%	227,063	260,454	15%
Circulation by Material Type										
Books Loaned--Physical	11,243	11,227	58.9%	-0.1%	148,399	166,658	12.3%	143,133	165,266	15%
Videos/DVDs Loaned--Physical	2,270	3,464	18.2%	52.6%	28,267	40,422	43.0%	26,674	39,327	47%
Audios, Including Music Loaned--Physical	631	540	2.8%	-14.4%	8,289	8,672	4.6%	7,764	8,635	11%
Magazines/Periodicals Loaned--Physical	205	257	1.3%	25.4%	3,067	3,205	4.5%	2,832	3,193	13%
Other Items Loaned--Physical	112	251	1.3%	124.1%	1,619	2,694	66.4%	1,665	2,688	61%
Use of Circulating Electronic Materials	3,527	3,325	17.4%	-5.7%	44,605	41,081	-7.9%	44,995	41,345	-8%
Total	17,988	19,064		6.0%	234,246	262,731	12.2%	227,063	260,454	15%
Succesful Retrieval of Electronic Information	5,496	12,940	40.4%	135.4%	123,484	181,336	46.8%	115,704	176,528	53%
Electronic Content Use	9,023	16,265	50.8%	80.3%	168,089	222,256	32.2%	160,699	217,873	36%
Total Collection Use	Nov-21	Nov-22		Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	December 2020- November 2021	December 2021- November 2022	Change from 2021
Total Collection Use	23,484	32,004		36.3%	357,730	444,067	24.1%	342,767	436,982	27%
	Nov-21	Nov-22	% of Total	Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	December 2020- November 2021	December 2021- November 2022	Change from 2021
Interlibrary Loans Provided To Other Libraries	3,397	3,256	61.1%	-4.2%	39,903	42,730	7.1%	39,489	42,500	8%
Interlibrary Loans Received FROM Other Libraries	2,019	2,069	38.9%	2.5%	28,865	30,376	5.2%	29,228	30,265	4%
Total ILL Transactions	5,416	5,325		-1.7%	68,768	73,107	6.3%	68,717	72,765	6%
	Nov-21	Nov-22		Change from 2021	2021 Total	2022 Projection	Projected Change from 2021	December 2020- November 2021	December 2021- November 2022	Change from 2021
New Patron Registrations	102	121		18.6%	1,353	2,107	55.7%	1,539	2,056	34%
# of Visitors (Security Gate)	7,926	9,316		17.5%	78,509	123,793	57.7%	88,614	121,554	37%
# Visitors Lobby Counter	9,374	11,537		23.1%	84,502	160,668	90.1%	101,530	156,314	54%
Local History # of visitors	27	23		-14.8%	298	440	47.7%	580	448	-23%
Adult Programs Active	141	160		13.5%	1,121	2,626	134.3%	1,127	2,462	118%
Adult Programs Passive	105	0			1,207	2,272	88.3%	2,473	2,310	-7%
Adult Programs Virtual Live	0	40			22	141	541.2%	361	167	-54%
Adult Programs Virtual Recorded	0	28			193	137	-28.9%	1,219	452	-63%
YA Programs Active	0	0		#DIV/0!	0	#DIV/0!	#DIV/0!	0	47	#DIV/0!
YA Programs Passive	0	0			409	315	-23.0%	418	315	-25%
YA Virtual Live	0	0			0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0			57	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	95	1,643		1629.5%	1,354	8,722	544.2%	620	6,405	933%

Children's Programs Passive	0	0		2,599	6,924	166.4%	3,820	6,924	81%
Children's Virtual Live	58	157		185	1,031	457.5%	567	963	70%
Children's Virtual Recorded	0	0		5,141	0	-100.0%	674	0	-100%
Total Programs	399	2,028	408.3%	12,288	20,877	69.9%	11,279	20,045	78%
Public Sessions	1,636	1,555	-5.0%	14,620	20,222	38.3%	17,694	20,115	14%
Wireless Sessions	1,082	1,309	21.0%	5,691	14,265	150.7%	8,319	13,701	65%
Website Sessions	9,569	8,078	-15.6%	113,083	119,020	5.3%	129,948	119,849	-8%
Unique Visits	5,737	4,785	-16.6%	63,468	70,252	10.7%	74,516	70,645	-5%
Page Views	37,716	30,891	-18.1%	485,031	462,383	-4.7%	512,158	465,909	-9%
Self Checks	4,894	5,492	12.2%	43,324	82,416	90.2%	55,093	80,643	46%
Percentage of Self Checks	0	0	0.9%	40%	47%	7.0%			
Assists Adult	2,475	1,771	-28.4%	22,718	28,898	27.2%	29,761	29,043	-2%
Assists Children	737	516	-30.0%	9,181	11,604	26.4%	12,144	11,655	-4%
Assists Local history	97	107	10.3%	956	1,659	73.5%	1,299	1,636	26%
IT help calls	114	72	-36.8%	1,154	1,167	1.1%	1,482	1,188	-20%
Searches in Catalog	14,682	15,173	3.3%	848,610	203,829	-76.0%	226,817	205,239	-10%
Number of Items processed	1,585	1,658	4.6%	18,575	18,038	-2.9%	22,017	18,304	-17%
Number of Items Withdrawn from Collection	1,828	969	-47.0%	19,237	9,340	-51.4%	21,100	10,556	-50%
Number of mended items	304	166	-45.4%	2,189	2,544	16.2%	3,613	2,580	-29%
Number of items ordered	664	1,108	66.9%	8,213	7,885	-4.0%	8,884	7,908	-11%
Number of records added to database	1,281	1,492	16.5%	15,824	15,517	-1.9%	18,404	15,723	-15%