



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, March 16, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of February 16, 2023 Regular Meeting Minutes & February 16, 2023 Annual Meeting Minutes) (Action)**
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian's report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Damptz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
  - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
    - i. Personnel Update (Discussion)
    - ii. Tuition Reimbursement (Discussion)
    - iii. Diversity, Equity, Inclusion (Discussion)
    - iv. Drug Free Workplace Policy (Action)
    - v. Procedure for Determining On-the-Job Intoxication (Action)
    - vi. Other (Discussion)
  - B. **Finance and Properties Committee**—Jecobie Jones
    - i. Capital Needs & Projects (Discussion)
    - ii. Friends of the Library Relocation (Discussion)
    - iii. February Actuals (Discussion)
    - iv. Summary of Vendor Expenditures February 2023 (Discussion)

- v. February 2023 Check Register (Action)
- vi. Increase in Security Officer Hours (Discussion)
- vii. Other (Discussion)

**C. Foundation—Rick Meyer**

- i. No Meeting

**D. Friends of the Library – Rick Meyer**

- i. March 9 meeting

**E. Illinois Heartland Library System—Rick Meyer**

**VIII. Old Business**

- A. Open Trustee Seats (Discussion)
- B. Strategic Planning Update (Discussion)
- C. Viewpoint Project (Discussion)
- D. Friends of the Library Liaison Assignments (Discussion)
- E. Other (Discussion)

**IX. New Business**

- A. Other (Discussion)

**X. Adjournment**

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



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 16, 2023 Meeting Minutes

Decatur Public Library

4:30pm

#### **Location: Board Room**

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

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#### **Present:**

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

#### **Absent:**

**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, Carol Ziese, Head of Circulation and Technical Services, Matt Wilkerson Head of Information Services

**Guests:** None

**Call to Order:** Ms. Xethalis called the meeting to order at 4:30pm.

#### **Consent Agenda (Approval of Agenda; Approval of January 19, 2023 Meeting Minutes)**

**(Action)** Ms. Xethalis requested a motion to approve the consent. Mr. Coleman made a motion to approve, seconded by Mr. Cancienne. The motion was adopted.

**Public comments:** none

**Written Communications from the Public:** None

**City Librarian's Report (Discussion)** Mr. Meyer presented his monthly report. Children's is up 40 percent from last January. The collection growth is highest for DVD's. Visitors have increased.

**Division Head Reports** (Discussion) Ms. Damptz reported that the intern is digitizing a collection and will be with The Library the end of April. She is doing a great job.

Ms. Henkel reported that staff in Adult PRS have been reviewing the website to keep it up-to-date. The PRS goes for 202 it to weed the entire collection.

Mr. Wilkerson has been working with Beck Tech to get a quote for 34 new radios with 2 private channels. The radios have been tested from corner to corner in the building and out in the parking lot. The lobby display is up and mounted. There are now 54 cameras running inside and outside the building. The security guard has access to these cameras. A faster poster printer has been installed.

Ms. Ziese reported about the glitch with the supplier Baker and Taylor that has been resolved. Ordering is back up. Circulation January 2022 to January 2023 is up 14%. New patron card registrations are also up 39%. An employee is taking a new job with the City of Decatur.

#### Reports of Committees:

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

- a. Personnel Update (Discussion) Taneshia Cunningham is leaving her current position for a job with the City of Decatur.
- b. Tuition Reimbursement (Discussion) This was not discussed at the finance committee. The majority of Library staff are under the bargaining unit that has a monetary cap for tuition reimbursement. The amount of \$5,250 is the Federal Tax amount before taxes apply. Mr. Meyer will check and see if there is an industry standard for the amount for tuition reimbursement. What is the amount that the City designates for tuition reimbursement?
- c. Emergency Response Plan (Discussion) Mr. Meyer discussed the recent incident. No one was injured. The Library is working with the City and the other tenants in the building to develop better communication and a plan. In March, The Library will have active shooter drills on both floors. Part of the plan is improved radios, better information systems, and possible panic buttons. Our liability insurance is through the City of Decatur. Mr. Meyer will check on arranging a safety inspection.
- d. Ethics and Gifts Ban Policy (Action) All in favor. The motion was adopted.
- e. Diversity, Equity, Inclusion (Discussion) Mr. Coleman discussed the process that is currently being planned out with the assistance of Nicki Bond, including a monthly newsletter. The next Meeting is March 8 at noon in the Board room.

##### B. Finance and Properties Committee – Jecobie Jones

- a. Capital Needs (Discussion) Mr. Meyer mentioned the City will be fixing a leak in the wall. The City will be paying for the repair.
- b. Friends of the Library Relocation (Discussion) Mr. Meyer stated there is progress on the build out. This might be done by March or April and move in late May.
- c. January Actuals (Discussion) Mr. Meyer reported on the PPRT for the year.
- d. Summary of Vendor Expenditures for 2022 and January 2023 (Discussion) The numbers were presented and discussed.

- e. January 2023 Check Register (Action) Ms. Xethalis requested a roll call vote to approve the check register. Mr. Cancienne yes, Mr. Jones yes, Ms. Xethalis yes, Mr. Coleman yes, Ms. Brunner yes, Ms. Avery yes, Ms. Banks yes. The motion was adopted.
- f. Increase in Security Officer Hours (Action) Mr. Meyer is working with the City of Decatur to help pay for additional security hours. The finance committee recommended The Library increase the security hours hoping the City would assist with the cost. Ms. Xethalis requested a roll call vote to approve the additional hours. Mr. Cancienne yes, Mr. Jones yes, Ms. Xethalis yes, Mr. Coleman yes, Ms. Brunner yes, Ms. Avery yes, Ms. Banks yes. The motion was adopted.

C. Foundation – Rick Meyer no meeting.

D. Friends of the Library – February 9 meeting – Mr. Coleman reported that they are operating with reduced funds since they have not had a large book sale in a while. Only 2 of the 4 funding requests were approved. Mr. Meyer is meeting with the Friends to discuss putting a pause on the funding until they are able to open up their sales.

E. Illinois Heartland Library System – Mr. Meyer stated they are working on the board elections, which has been extended.

#### **Old Business**

A. Open Trustee Seat (Discussion) We have an interview with a prospective board member on Friday. Mr. Coleman is actively recruiting.

B. Strategic Planning Update (Discussion) The community survey is live. The staff survey was also presented and closes tomorrow. March 4 is the retreat.

C. Viewpoint Project (Discussion) March 6 is the video shoot.

#### **New Business**

F. Proposal for Upgraded Radios (Action) Mr. Coleman made a motion to allow Rick to negotiate a contract to purchase or lease radios up to \$20,350. Ms. Xethalis requested a roll call vote. Ms. Banks yes, Ms. Brunner yes, Mr. Coleman yes, Ms. Avery yes, Ms. Xethalis yes, Mr. Cancienne yes, Mr. Jones yes. All in favor. The motion was adopted.

G. Other (Discussion) Mr. Meyer notified the Board that Chris Sidulya, The Library attorney who represents the Board will be taking a new job. Jordan Cline is his replacement if the Board accepts

#### **Adjournment**

Ms. Xethalis made a motion to adjourn at 5:52 pm. seconded by Mr. Jones. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Final 2/16/23



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Annual Meeting Minutes

February 16, 2023

Decatur Public Library

#### **Location: Board Room**

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

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#### **Present:**

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

#### **Absent:**

**Staff:** Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Alissa Henkel, Head of Programs, Resources, and Services

**Call to Order:** Ms. Xethalis called the meeting to order at 5:53 pm.

**Participation in Non-Resident Card Program (Action)** Mr. Coleman made a motion to participate in the Non-Resident card program, seconded by Ms. Brunner. All in favor. The motion was adopted.

**Cost of Non-Resident Card (Action)** Mr. Meyer presented the cost of the non-resident card calculated at \$89.82 per household. Mr. Coleman made a motion to approve the cost, seconded by Ms. Banks. Ms. Xethalis requested a roll call vote. Ms. Banks yes, Ms. Brunner yes, Mr. Coleman yes, Ms. Avery yes, Ms. Xethalis yes, Mr. Cancienne yes, Mr. Jones yes. All in favor. The motion was adopted.

#### **Annual Reports (Action)**

- 2022 Illinois Public Library Annual Report Mr. Jones made a motion to submit the report electronically, seconded by Mr. Coleman. All in favor. The motion was adopted.
- 2022 Trustees Report to Mayor and Council – Mr. Jones made a motion to submit the

report to Mayor Moore Wolf, seconded by Mr. Coleman. All in favor. Motion adopted.

- 2022 City Librarian's Report to Board – Mr. Jones made a motion to accept the report, seconded by Ms. Avery. All in favor. Motion adopted.

**Election of Officers for 2023/2024** (Action) New officers will be effective in July of 2023. Ms. Xethalis nominated Mr. Cancienne as the Secretary, Mr. Coleman as President and Ms. Brunner as Vice-President. Mr. Jones made a motion to approve the slate of officers, seconded by Mr. Cancienne. All in favor. The motion was adopted.

**Committee and Liaison Appointments** (Action) Ms. Xethalis recommended this action item be tabled until a new board member is appointed.

### **Adjournment**

Ms. Xethalis requested a motion to adjourn at 6:20pm. Ms. Brunner made a motion to adjourn, seconded by Mr. Cancienne. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Final 2/16/23

## City Librarian's Report for February 2023

### Administration

- On the 1<sup>st</sup> I met with Gregg Zientara, Jenifer McCoskey, and Mike Pritchett from the City of Decatur to discuss emergency response planning. Among the ideas discussed were increased hours for security staff, upgraded two-way radios, and a City led building-wide formal plan. As of this writing the radios are on order, security staff in progress. The City reported to me that no progress has been made on the new plan.
- On the 7<sup>th</sup>, Michelle Whitehead and I met with Vince McGraw from the Civic Center to discuss improvements to meeting room set-up procedures.
- On the 14<sup>th</sup> I held two all-staff meetings.
- I took vacation time the week of the 20<sup>th</sup>.
- All staff that were available participated on SWOCs with Nick Dimassis from Library Strategies on February 20.
- I had several meetings with Library Strategies.
- Most of the month was dedicated to annual report preparations.

### Circulation

- **Please see statistical spreadsheet/charts.**
- There were 13 curbside pick-ups in February.
- Jennifer Pride served on DEI 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 is working with HSHS St. Mary's Medical to provide the Lunch and Learn series.
- Amanda Young gave Millikin Children's Literature Professor, Kathy Parrish, a tour of the Library before her students arrived. Amanda also connected her with Lisa to help her students get library cards.
- Jess Hill is working with the University of Illinois on library social work curriculum and trainings.
- Sheri Keller performed her first Storytime Live. She also used the Smart Board to do it. Storytime Live will never be the same again. Thanks to Chris Nihiser for making it the idea work.



- Tye Pemberton has convened a total of 13 meetings of the Code of Conduct Committee. They have drafted 10 sections of which 5 are tentatively finalized. There will be an Anonymous Staff Survey mid- to late March.
- Tye has compiled the results from the February Paper Assists. Initial results suggest that an approximately 30% dip in recorded assists can be attributed to the switch to Airtable. Paper Assists tallying will continue in March.
- Katie Eytchison, Alix Frazier, Kasey Steiling and Tye are preparing book candidates for the MCJ Book Club's next title.
- Jess reports that 118 resources were handed out. Also, 120 Winter Gear items were distributed in February. Finally Jess/CHAT were able to find housing for six individuals.
- Alissa Henkel was interviewed by WAND about the changes that have or are about to come to DPL.

### **Systems Administration**

- **See spreadsheet for statistical information.**
- Matt Wilkerson added five additional security cameras.
- Matt posted a test page for Patron Point Library cards, <https://www.decaturlibrary.org/patron-point-registration>. Carol is working on the response pages.
- Faronics released version 8.7 of Deep Freeze. Matt and Chris installed the release on a limited number of computers. Faronics then stated there was a bug in the new release, which didn't affect us, but we will wait to install on the rest of the computers until Faronics releases version 8.71.

### **Archives and Special Collections (formerly Local History)**

- **Please see spreadsheet for statistics.**
- The new HVAC control system was installed this month for the Local History Room. It took a bit to get the temperature and humidity under control. By the end of the month, though, both were sitting at the desired levels. We'll continue to monitor this as the weather changes.
- The Volunteer Dinner/Meeting was on 2/15. Becky Dampitz updated the volunteers on what is happening in the library and the Local History Room, and also reviewed procedures in the LHR.
- Emily Gillespie was interviewed by Valerie Wells from the Herald & Review on 2/14 about her internship at the Library. The photographer came on 2/21, and the article went out on 2/22.
- The 150<sup>th</sup> Anniversary Committee met on 2/23. At this meeting, Tye discussed his idea for the "Train of Thought".
- 4<sup>th</sup> graders from Dennis School toured the Library on 2/24, and stopped in the Local History Room. Leeann talked to them about what they could find in the Local History Room.
- Leeann continues to work on adding the League of Women Voters Collection to Omeka in between answering the many requests we get. 22 in-depth requests were done this month by her with help from the volunteers.

*Respectfully Submitted,*

***Rick Meyer***  
*City Librarian*

			Change		Projected	Change	March	March	
	Feb-22	Feb-23	from 2022	% of Total	2022 Total	2023 Total	2021-	2022-	Change
<b>Circulation by Audience Physical &amp; Electronic</b>							February	February	
							2022	2023	
Number of Adult Materials Loaned	12,992	14,288	10.0%	66.7%	170,252	180,021	165,046	171,841	4%
Number of Young Adult Materials Loaned	383	637	66.3%	3.0%	7,092	8,571	7,330	7,286	-1%
Number of Children's Materials Loaned	5,204	6,482	24.6%	30.3%	83,461	111,921	69,352	86,948	25%
<b>Total Number of Materials Loaned</b>	<b>18,579</b>	<b>21,407</b>	<b>15.2%</b>		<b>260,805</b>	<b>300,513</b>	<b>241,728</b>	<b>266,075</b>	<b>10%</b>

			Change		Projected	Change	March	March	
	Feb-22	Feb-23	from 2022	% of Total	2022 Total	2023 Total	2021-	2022-	Change
<b>Circulation by Material Type</b>							February	February	
							2022	2023	
Books Loaned--Physical	11,104	12,869	15.9%	60.1%	164,887	188,768	152,917	168,248	10%
Videos/DVDs Loaned--Physical	2,955	3,434	16.2%	16.0%	40,110	48,218	30,951	41,337	34%
Audios, Including Music Loaned--Physical	562	701	24.7%	3.3%	8,642	11,021	8,486	8,952	5%
Magazines/Periodicals Loaned--Physical	223	251	12.6%	1.2%	3,164	3,553	3,058	3,222	5%
Other Items Loaned--Physical	139	255	83.5%	1.2%	2,733	4,881	1,691	2,968	76%
Use of Circulating Electronic Materials	3,596	3,897	8.4%	18.2%	41,269	41,694	44,625	41,348	-7%
<b>Total</b>	<b>18,579</b>	<b>21,407</b>	<b>15.2%</b>		<b>260,805</b>	<b>298,135</b>	<b>241,728</b>	<b>266,075</b>	<b>10%</b>

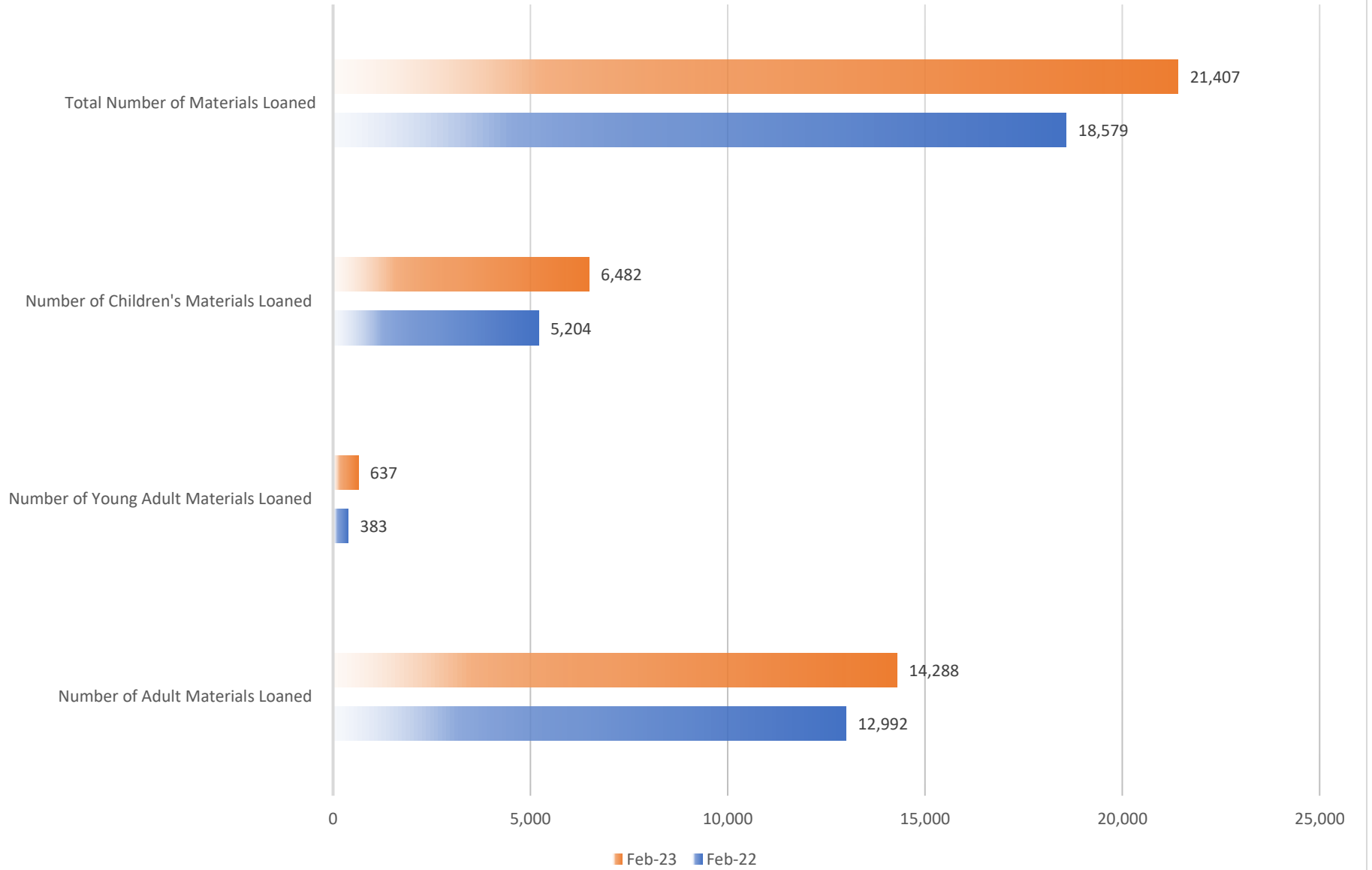
<b>Successful Retrieval of Electronic Information</b>	<b>17,585</b>	<b>24,476</b>	<b>39.2%</b>	<b>53.3%</b>	<b>180,641</b>	<b>246,332</b>	<b>36.4%</b>	133,212	193,805	45%
<b>Electronic Content Use</b>	<b>21,181</b>	<b>28,373</b>	<b>34.0%</b>	61.8%	<b>221,910</b>	<b>288,026</b>	<b>29.8%</b>	177,837	235,153	32%

			Change		Projected	Change	March	March		
	Feb-22	Feb-23	from 2022	% of Total	2022 Total	2023 Total	2021-	2022-	Change	
<b>Total Collection Use</b>							February	February		
							2022	2023		
<b>Total Collection Use</b>	<b>36,164</b>	<b>45,883</b>	<b>26.9%</b>		<b>441,446</b>	<b>544,467</b>	<b>23.3%</b>	<b>374,940</b>	459,880	23%

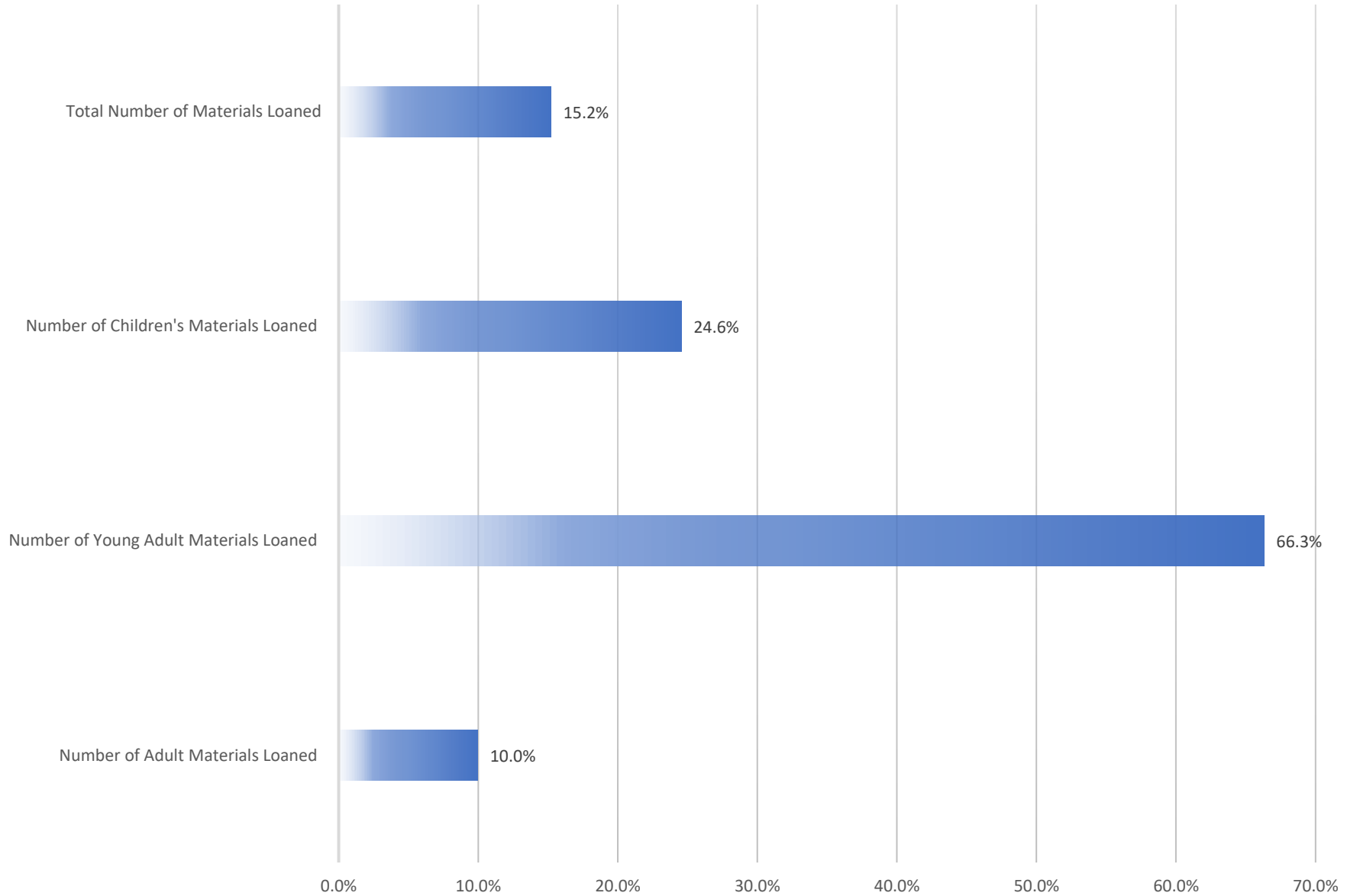
			Change		Projected	Change	March	March	
	Feb-22	Feb-23	from 2022	% of Total	2022 Total	2023 Total	2021-	2022-	Change
<b>Interlibrary Loans</b>							February	February	
							2022	2023	
Interlibrary Loans Provided To Other Libraries	3,382	3,972	17.4%	60.9%	42,190	44,019	41,474	42,503	2%
Interlibrary Loans Received FROM Other Libraries	2,289	2,550	11.4%	39.1%	30,177	34,492	28,589	30,841	8%
<b>Total ILL Transactions</b>	<b>5,671</b>	<b>6,522</b>	<b>15.0%</b>		<b>72,367</b>	<b>78,510</b>	<b>70,063</b>	<b>73,344</b>	<b>5%</b>

	Feb-22	Feb-23	Change from 2022	2022 Total	Projected 2023 Total	Change from 2022	March 2021- February 2022	March 2022- February 2023	Change
New Patron Registrations	106	210	98.1%	2,041	3,676	80.1%	1,237	2,324	88%
# of Visitors (Security Gate)	8,753	11,125	27.1%	122,746	143,636	17.0%	103,760	134,592	30%
# Visitors Lobby Counter	9,892	13,704	38.5%	157,183	203,321	29.4%	121,621	172,967	42%
Local History # of visitors	22	47	113.6%	446	673	50.9%	661	497	-25%
Adult Programs Active	216	554	156.5%	2,419	5,696	135.5%	1,499	3,082	106%
Adult Programs Passive	88	128	45.5%	2,067	1,566	-24.3%	2,665	2,114	-21%
Adult Programs Virtual Live	0	4	#DIV/0!	234	#DIV/0!	#DIV/0!	298	238	-20%
Adult Programs Virtual Recorded	0	14	#DIV/0!	165	#DIV/0!	#DIV/0!	1,564	179	-89%
YA Programs Active	0	0	#DIV/0!	47	#DIV/0!	#DIV/0!	0	47	#DIV/0!
YA Programs Passive	11	21	90.9%	315	315	0.0%	321	326	2%
YA Virtual Live	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	76	1,205	1485.5%	7,117	131,385	1746.1%	982	8,974	814%
Children's Programs Passive	302	479	58.6%	6,924	6,008	-13.2%	4,107	7,153	74%
Children's Virtual Live	130	124	-4.6%	1,021	1,282	25.6%	593	1,208	104%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	186	0	-100%
Total Programs	823	2,529	<b>207.3%</b>	20,309	52,132	<b>156.7%</b>	12,215	23,321	91%
Public Sessions	1,366	1,716	25.6%	19,780	21,687	9.6%	20,310	21,439	6%
Wireless Sessions	821	1,541	87.7%	13,962	23,430	67.8%	10,778	16,043	49%
Website Sessions	10,254	11,171	8.9%	118,183	120,570	2.0%	128,229	128,879	1%
Unique Visits	6,127	7,031	14.8%	69,694	75,325	8.1%	74,253	76,832	3%
Page Views	38,418	43,873	14.2%	458,445	496,386	8.3%	501,260	503,661	0%
Self Checks	5,111	6,413	25.5%	81,114	103,083	27.1%	65,151	89,065	37%
Percentage of Self Checks	0	0	3.0%					6	
Assists Adult	2,346	3,457	47.4%	28,110	31,376	11.6%	30,045	31,024	3%
Assists Children	1,029	1,188	15.5%	11,301	11,037	-2.3%	12,357	12,283	-1%
Assists Local history	105	118	12.4%	1,608	1,529	-4.9%	1,553	1,701	10%
IT help calls	87	98	12.6%	1,163	1,083	-6.9%	1,470	1,236	-16%
Searches in Catalog	16,816	16,874	0.3%	205,526	205,718	0.1%	208,980	222,375	6%
Number of Items processed	1,239	1,255	1.3%	18,344	17,250	-6.0%	20,997	19,427	-7%
Number of Items Withdrawn from Collection	1,280	2,317	81.0%	10,083	17,689	75.4%	17,556	12,800	-27%
Number of mended items	143	188	31.5%	2,657	3,215	21.0%	3,439	2,864	-17%
Number of items ordered	551	956	73.5%	7,654	7,838	2.4%	8,422	8,239	-2%
Number of records added to database	1,096	1,067	-2.6%	15,686	14,193	-9.5%	17,558	16,562	-6%

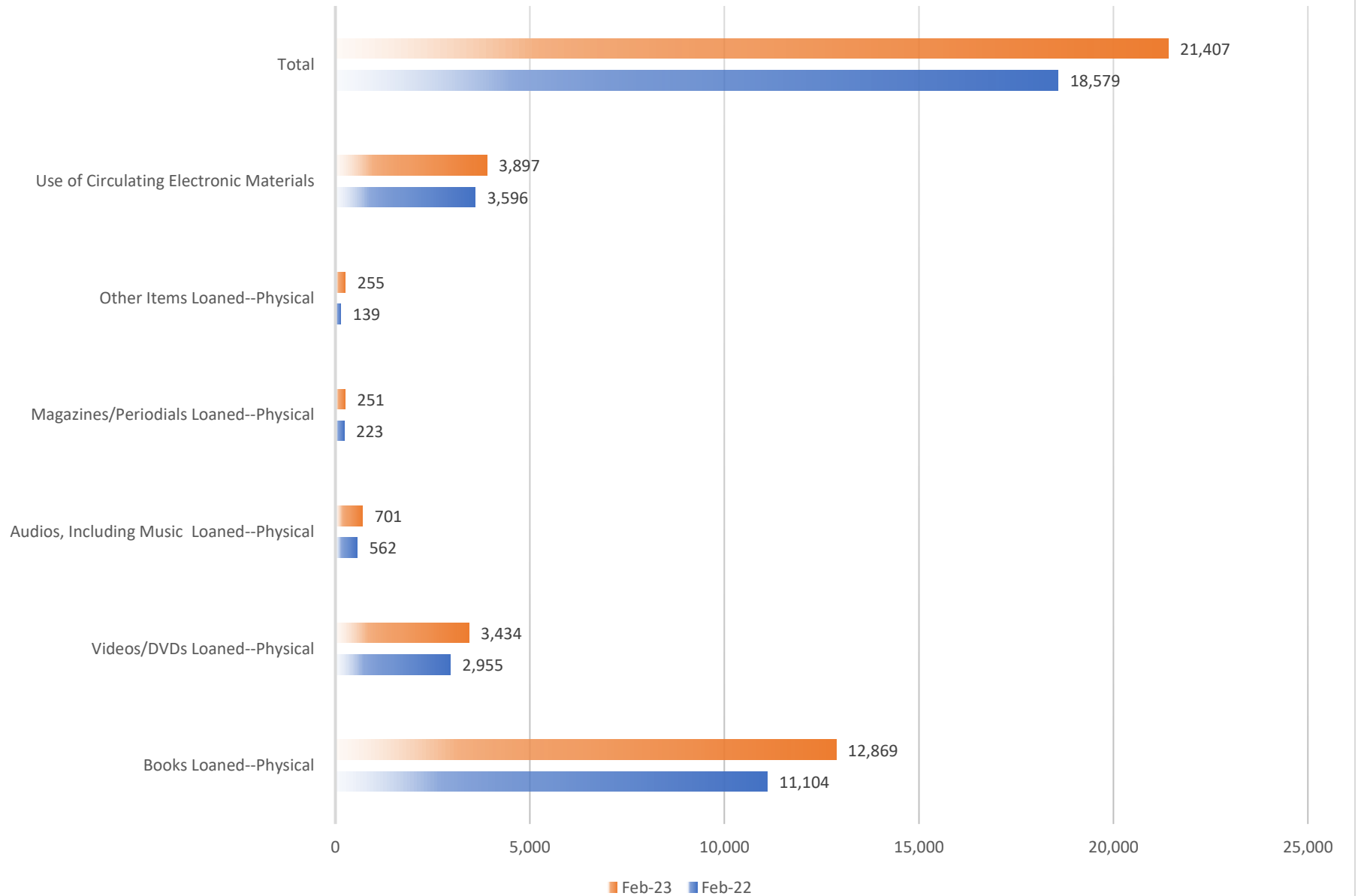
## FEBRUARY CIRCULATION BY AUDIENCE



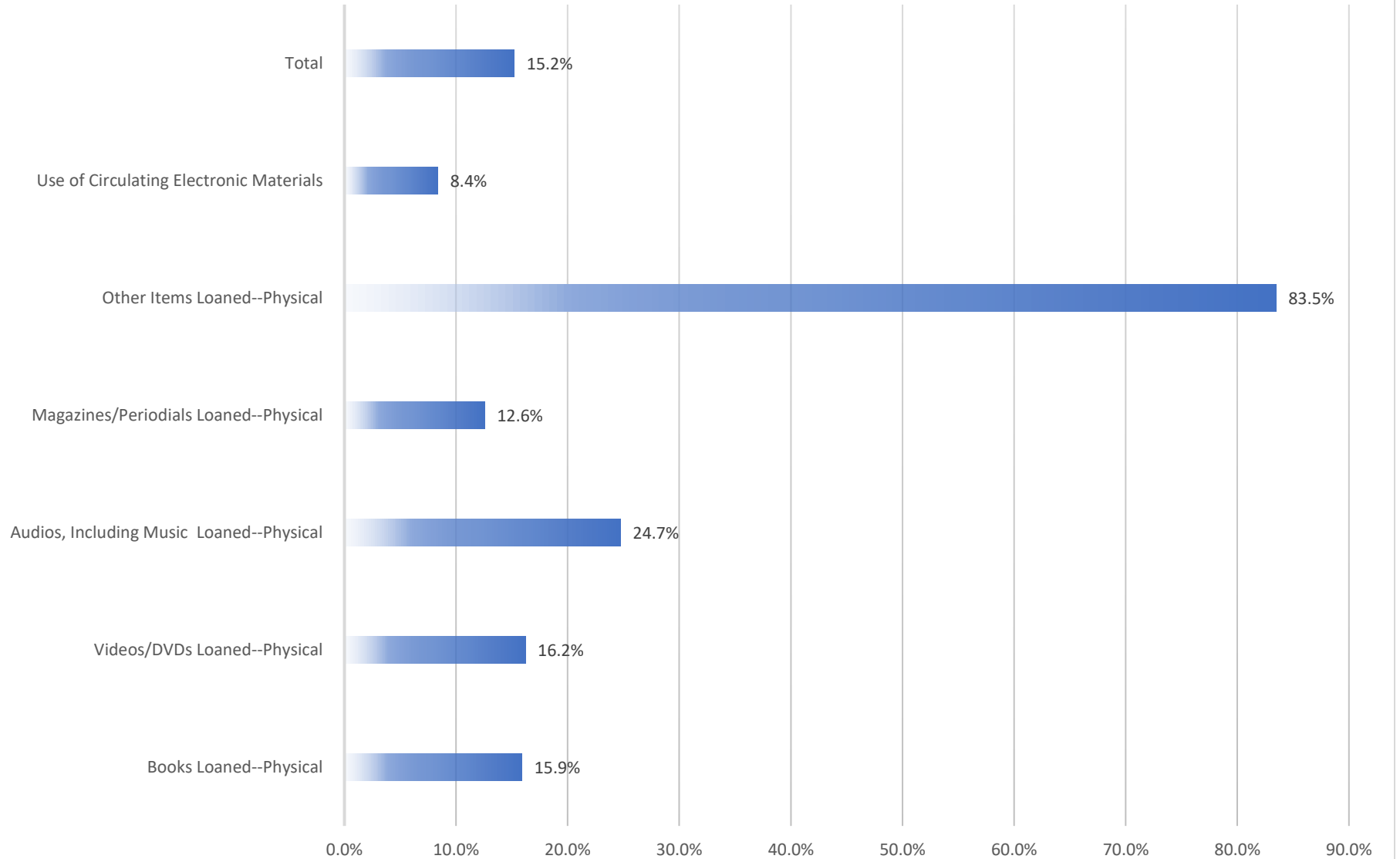
## CHANGE FROM 2022



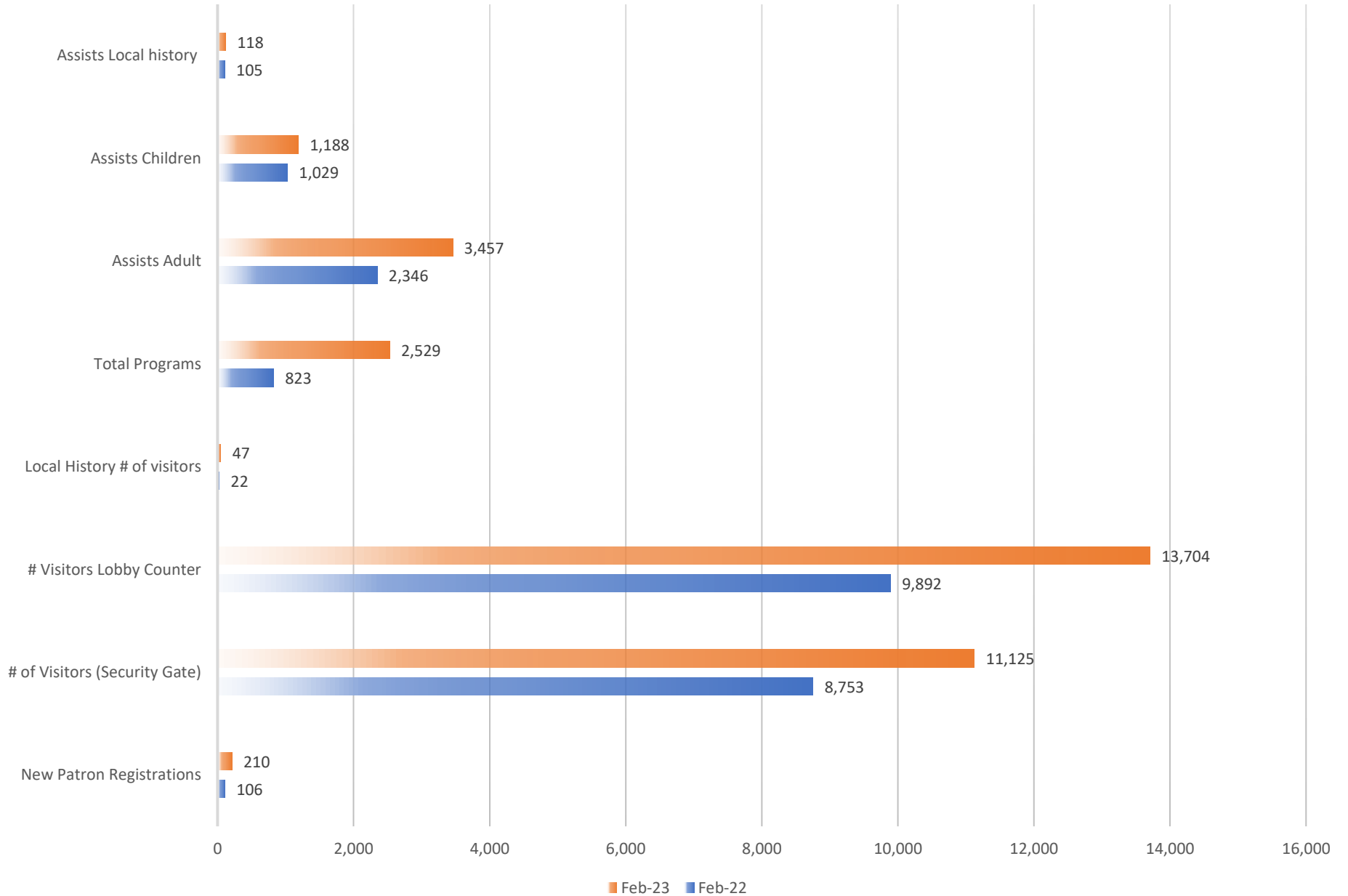
## FEBRUARY CIRCULATION BY MATERIAL TYPE



## CHANGE FROM 2022



## OTHER FEBRUARY STATS





Public Libraries and Tuition Reimbursement

Financial Type	Do not offer %	Full-time only %	All %	Other %
Tuition reimbursement	43.6	22.5	25.8	8.1

"Employee Benefits", American Library Association, March 29, 2007.

<http://www.ala.org/tools/research/librariystaffstats/librariystaffstudies/employeebenefits>  
(Accessed February 27, 2023)

Document ID: 22e210dd-59f9-f394-5549-26b2090120e2

\$5,250

If your employer pays more than **\$5,250** for educational benefits for you during the year, you must generally pay tax on the amount over \$5,250. Nov 14, 2022



## DECATUR PUBLIC LIBRARY

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### DRUG AND ALCOHOL-FREE WORKPLACE

#### POLICY STATEMENT

It is the policy of Decatur Public Library to maintain a safe, healthful, productive and drug free work environment. The unlawful possession, use, manufacture, distribution, smoking, storage, consumption or dispensing of a controlled substance or alcoholic beverage is prohibited in the workplace, while performing job duties or while on .

#### 2.0 DEFINITIONS

2.1 Drugs: Controlled substances including, but not limited to, any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; any substance listed in the Controlled Substances Act (720 ILCS 570 et. seq.); any substance listed in the Cannabis Control Act (720 ILCS 550 et. seq.); and drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory or coordination.

2.2 Reasonable Suspicion: A good faith belief based on specific, articulable symptoms that an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonably prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace or while engaged in work for the employer.

Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

- a. Abnormal, irrational, erratic or unusual demeanor, behavior or conduct;
- b. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- c. Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property;
- d. Negligence or carelessness in the operating of Library equipment or machinery;
- e. Carelessness that results in any injury to the employee or others;
- f. Slurred speech or unsteady walking, reduction in dexterity, agility,

coordination or movement;

g. Illegal possession of drugs or controlled substances;

h. Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;

2.4 Workplace: The Library's premises, including any building, real property and parking area under the control or use of the Library or area used by the employee while in performance of the employee's job duties, vehicles, whether leased, rented or owned or private vehicles parked or otherwise on the Library's premises or worksite.

### **3.0 PROHIBITED CONDUCT AND ACTIVITIES**

3.1 The following conduct is prohibited by the Library:

a. The unauthorized use, possession, manufacture, distribution, smoking, storage, consumption or sale of drugs, drug paraphernalia, or alcohol while on or in Library property (owned or leased), in the workplace, while performing job duties.

b. Being under the influence of drugs or alcohol while on or in library property (owned or leased), in the workplace, while performing job duties.

c. Being under the influence of legal or prescribed drugs or chemicals used in excess of, or in non-conformity with, prescribed limits while on or in Library property (owned or leased), in the workplace, while performing job duties.

d. The illegal use, possession, manufacture, distribution, smoking, storage, consumption or sale of drugs or drug paraphernalia whether on or off duty.

e. Storing of any illegal drug, drug paraphernalia, cannabis or alcohol in or on Library property (owned or leased).

f. Failing to notify an employee's supervisor, prior to starting work, of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that the employee is taking or has taken which might affect the performance of the employee's duties.

g. Refusing to immediately submit to and failing to comply with an alcohol and/

or drug test when requested by a supervisor.

h. Failing to provide, within one work day following a request, appropriate documentation confirming a valid prescription for any drug or medication identified by a positive drug test.

j. Failing to adhere to the requirements of any drug and/or alcohol treatment program in which the employee is enrolled as a condition of continued employment.

k. Failing to notify the employee's supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and nolo contendere) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea.

l. Tampering with, adulterating, altering, substituting or otherwise obstructing any testing process required pursuant to this Policy.

#### **4.0 PROCEDURES**

4.1 The Library will continue its policy of post-offer drug testing for job applicants. Failure of the drug test for all drugs other than cannabis will result in the withdrawal of a job offer. Failure of the drug test for cannabis may result in the withdrawal of a job offer.

4.2 If reasonable suspicion exists that an employee violated this Policy, the employee will be subject to, and must submit to, reasonable drug and alcohol testing in conformance with policy.

4.3 Any drug and alcohol testing procedures in collective bargaining agreements shall remain in full force and effect. When this policy and collective bargaining agreement language are in direct conflict, collective bargaining language shall prevail. Otherwise this policy language shall prevail.

4.4 Employees must notify their supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that they are taking or have taken which might affect the performance of their duties or threaten the safety of the employee or any other person.

4.5 Employees must notify their supervisor of any arrest, conviction, or relevant plea, including pleas of guilty and nolo contendere, relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea.

#### **5.0 VOLUNTARY TREATMENT**

5.1 The Library strongly encourages employees who believe or suspect that they may be abusing drugs and/or alcohol to voluntarily seek treatment before their job performance is affected. Any employee who notifies the Library of alcohol or drug abuse problems will be treated in the same manner as any other employee with an illness. Information and communications regarding an employee's voluntary treatment or counseling due to actual or suspected drug and/or alcohol abuse shall remain confidential in accordance with state and federal law.

5.2 Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to any of the following:

- a. The employee testing positive for illegal drugs, cannabis and/or alcohol;
- b. The employee being notified of an upcoming or impending drug and/or alcohol test;
- c. The occurrence of an event that gives rise to reasonable suspicion that the employee is under the influence of drugs and/or alcohol;
- d. Any return to duty or related follow-up testing for drugs and/or alcohol;
- e. The occurrence of an accident which requires the employee to submit to drug and/or alcohol testing.

5.3 Employees who seek treatment voluntarily for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, abuse of drugs and/or alcohol, or any other violations of Library policy whether such violations are directly or indirectly related to the employee's use of drugs and/or alcohol.

5.4 Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this or other policies even when voluntary treatment was sought prior to the testing in question. No employee shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this or other policies.

5.5 Employees may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family Medical Leave Act and other applicable laws. Such leave requests shall be treated in the same manner as any other request for leave pursuant to administrative policy.

## **6.0 PENALTIES**

6.1 Employees found in violation of this Policy will be subject to disciplinary action up to and including termination or be required to satisfactorily participate in a drug abuse assistance

or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

6.2 Employees subjected to discipline on the basis that the employee is under the influence or impaired by alcohol or drugs shall be afforded a reasonable opportunity to contest the basis of the determination.

## **7.0 RESPONSIBILITIES**

7.1 The City Librarian will be responsible for the administration of this Policy.

Approved July 16, 2020



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### PROCEDURE FOR DETERMINING ON-THE-JOB INTOXICATION -ALCOHOL AND DRUGS

#### **1.0 POLICY STATEMENT:**

Alcoholism and drug dependence are fully recognized by the Library as treatable illnesses and will be regarded as such by the Library. The Library is sensitive to the impact alcoholism and drug use can have on the lives of employees and their families. For this reason, the Library makes an Employee Assistance Program (EAP) available for the purpose of helping employees cope with these illnesses. However, the use of illegal drugs, abusing prescribed drugs, being under the influence of alcohol, drugs, cannabis, or consuming or using alcohol, drugs, cannabis or cannabis-infused products in the workplace while performing job duties represents grounds for discipline and possible dismissal from service with the Library. A policy of on-the-job detection of drug or alcohol abuse should not be interpreted as barring voluntary entry into the EAP prior to detection or disciplinary actions arising out of on-the-job drug or alcohol abuse. Supervisors who suspect an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, whose work performance may be impaired by drugs or alcohol, or is consuming alcohol, drugs, cannabis or cannabis- infused products in the workplace, while performing their job duties, will order the employee to take a breath test or drug screen test to determine such.

#### **2.0 DEFINITIONS:**

2.1 **Drugs:** Controlled substances including, but not limited to any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; any substance listed in the Controlled Substances Act (720 ILCS 570 et. seq.); any substance listed in the Cannabis Control Act (720 ILCS 550 et. seq.); and drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act, but which have adverse effects on perception, judgment, memory or coordination.

2.2 **Reasonable Suspicion:** A good faith belief based on specific, articulable symptoms an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonable prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while engaged in work for the employer. Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

- a. Abnormal, irrational, erratic or unusual demeanor, behavior or conduct;

- b. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- c. Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property;
- d. Negligence or carelessness in the operating of Library equipment or machinery;
- e. Carelessness that results in any injury to the employee or others;
- f. Slurred speech or unsteady walking, reduction in dexterity, agility, coordination or movement;
- g. Illegal possession of drugs or controlled substances or an arrest for violation of a drug statute;
- h. Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;

2.4 Workplace: The Library's premises, including any building, real property and parking area under the control or use of the Library or area used by the employee while in performance of the employee's job duties, including vehicles, whether leased, rented or owned or private vehicles parked or otherwise on the City's premises or worksite.

### **3.0 PROCEDURES:**

3.1 If a supervisor has reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties, the supervisor will complete the Reasonable Suspicion Checklist Form attached to this Policy and if reasonable suspicion exists, will order the employee to take a breath test or drug test which could be a urine drug screen test, blood test, hair follicle test or saliva test and will also notify the Human Resources Department of said order.

3.2 All employees are required to submit to alcohol and/or drug testing if a supervisor determines that there is reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties. If the employee refuses, the refusal will be treated as



refusing a direct order from a supervisor as well as a positive test and the employee will be subject to discipline up to and including dismissal.

3.3 If the employee agrees to the appropriate test, the employee's supervisor will request the test to be administered at a medical facility contracted by the Library. The supervisor will also transport or arrange for transportation and accompany the employee for the appropriate test and transport or arrange for transportation home for the employee.

3.4 If there is evidence of intoxication or the presence of illegal drugs, the appropriate action can be taken, per the Drug and Alcohol Free Workplace Policy.

3.5 The employee will not be allowed to return to work pending the results of the drug and/or alcohol test.

3.6 Employees subjected to discipline on the basis that the employee is under the influence or impaired by alcohol or drugs shall be afforded a reasonable opportunity to contest the basis for the imposition of discipline.

3.7 Nothing in this Policy should be interpreted as superseding terms set forth in a collective bargaining agreement.

#### **4.0 RESPONSIBILITY:**

It is the responsibility of the City Librarian to take the above steps should an employee be suspected of using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties. The City Librarian is responsible for ensuring that this policy is implemented by their supervisors.

**REASONABLE SUSPICION CHECKLIST  
POLICY F-130**

Reasonable Suspicion: A good faith belief based on specific, articulable symptoms an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonably prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while engaged in work for the employer.

Please check all that apply.

Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

Abnormal, irrational, erratic or unusual demeanor, behavior or conduct. Please specify.

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Excessive unexcused absenteeism, tardiness, or deterioration in work performance. Please specify.

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Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property. Please specify.

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Negligence or carelessness in the operation of Library equipment or machinery. Please specify.

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Carelessness that results in any injury to the employee or others. Please specify.

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Slurred speech or unsteady walking, loss of dexterity, agility, coordination or movement. Please specify.

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Illegal possession of drugs or controlled substances. Please specify.

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Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol. Please specify.

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Approved July 16, 2020

DPL FY 2023 Budget Report  
 Prepared: March 1, 2023  
 At the end of February 17% of the Year Has Passed

**Revenue**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ -	0.0%	\$ - #DIV/0!
All Other	\$ 2,529,754		45.6%	\$ 258,471.49	10.2%	\$ 208,347.23 24.1%
<b>Total Revenue</b>	<b>\$ 5,551,754</b>			<b>\$ 258,471.49</b>	<b>4.7%</b>	<b>\$ 208,347.23 24.1%</b>

**Expense**

Personnel

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Payroll	\$ 1,782,442		\$ 261,871.72	14.7%	\$ 243,068.99	7.7%
Benefits	\$ 929,958		\$ 125,066.03	13.4%	\$ 143,830.74	-13.0%
	<b>\$ 2,712,400</b>		<b>\$ 386,937.75</b>	<b>14.3%</b>	<b>\$ 386,899.73</b>	<b>0.0%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 32,644.60	13.3%	\$ 78,446.47	-58.4%
Per Capita	\$ 104,020		\$ 35,916.14	34.5%	\$ -	#DIV/0!
Lost/Damage	\$ 1,400		\$ 240.33	17.2%	\$ 146.87	64%
<b>Total Materials</b>	<b>\$ 350,420</b>		<b>\$ 68,801.07</b>	<b>19.6%</b>	<b>\$ 78,593.34</b>	<b>-12.5%</b>

Professional Services

Security	\$ -		\$ 2,965.85			
Professional Services	\$ 102,000		\$ 8,831.19	8.7%	\$ 7,225.53	22.2%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 55.71	37.1%	\$ 21.94	154%
<b>Total</b>	<b>\$ 102,650</b>		<b>\$ 11,852.75</b>	<b>11.5%</b>	<b>\$ 7,247.47</b>	<b>63.5%</b>

Allocations

Administrative Fee	\$ 108,864		\$ 25,160.00	23.1%	\$ 18,144.00	38.7%
MIS	\$ 36,684		\$ 6,606.00	18.0%	\$ 6,114.00	8.0%
	<b>\$ 145,548</b>		<b>\$ 31,766.00</b>	<b>21.8%</b>	<b>\$ 24,258.00</b>	<b>31.0%</b>

Grants

Other grants	\$ 75,000	\$ 9,408.44	12.5%	\$ 4,191.06	124.5%
	<b>\$ 75,000</b>	<b>\$ 9,408.44</b>	<b>2.0%</b>	<b>\$ 4,191.06</b>	<b>124.5%</b>
Advertising	\$ 500	\$ -	0.01%	\$ 100.00	-100%
<b>Office Supplies/Maintenance</b>					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 577.24	11.5%	\$ 766.37	-24.7%
Service to Office Equipment	\$ 27,000	\$ 1,651.60	6.1%	\$ 1,416.57	16.6%
Telephone	\$ 27,000	\$ 881.07	3.3%	\$ 2,744.99	-67.9%
Software	\$ 50,000	\$ 2,053.00	4.1%	\$ -	#DIV/0!
Office Supplies	\$ 40,000	\$ 3,850.97	9.6%	\$ 1,912.69	101.3%
Small Capital	\$ 45,000	\$ 1,046.85	2.3%	\$ 2,398.04	-56.3%
	<b>\$ 194,000</b>	<b>\$ 10,060.73</b>	<b>5.1%</b>	<b>\$ 9,238.66</b>	<b>8.9%</b>
<b>Staff Development</b>					
Conferences/Training/Travel	\$ 20,000	\$ 2,106.19	10.5%	\$ -	#DIV/0!
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 1,006.00	2.0%	\$ 2,002.00	-49.8%
	<b>\$ 74,000</b>	<b>\$ 3,112.19</b>	<b>2.0%</b>	<b>\$ 2,002.00</b>	<b>55.5%</b>
<b>Insurance</b>					
Unemployment	\$ 1,056	\$ 180.00	17.0%	\$ 176.00	2.3%
Risk Management	\$ 95,724	\$ 15,850.00	16.6%	\$ 15,954.00	-0.7%
	<b>\$ 96,780</b>	<b>\$ 16,030.00</b>	<b>2.6%</b>	<b>\$ 16,130.00</b>	<b>-0.6%</b>
<b>Building Costs</b>					
Transfer to Capital	\$ 200,000	\$ -		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 98,230.00	16.7%	\$ 98,230.00	0.0%
Supplies	\$ 50	\$ -	0.0%	\$ -	#DIV/0!
Maintenance	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	<b>\$ 589,633</b>	<b>\$ 98,230.00</b>	<b>15.6%</b>	<b>\$ 98,230.00</b>	<b>0.0%</b>
Total Operations/Services	<b>\$ 1,628,531</b>	<b>\$ 249,261.18</b>	<b>43.0%</b>	<b>\$ 239,990.53</b>	<b>3.9%</b>
Total Expenses	<b>\$ 4,340,931</b>	<b>\$ 636,198.93</b>	<b>14.7%</b>	<b>\$ 626,890.26</b>	<b>1.5%</b>
Revenue Minus Expense	<b>\$ 1,210,823</b>	<b>\$ (377,727.44)</b>		<b>\$ (418,543.03)</b>	<b>-9.8%</b>
<b>Operating fund</b>					

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 47,914.04	\$ 319,474.78	\$ -	\$ 1,263,276.79
3/1/2023	\$ 1,263,276.79				
4/1/2023					
5/1/2023					
6/1/2023					
7/1/2023					
8/1/2023					
9/1/2023					
10/1/2023					
11/1/2023					
12/1/2023					
1/1/2024					

**Capital Fund**

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ -	\$ -	\$ 994,272.06
3/1/2023	\$ 994,272.06			
4/1/2023				
5/1/2023				
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024				

**Trust Accounts**

**Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68			
4/1/2023				
5/1/2023				
6/1/2023				
7/1/2023				

8/1/2023
9/1/2023
10/1/2023
11/1/2023
12/1/2023
1/1/2024

**Meyer  
Date**

	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Equals Ending</b>
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64			
4/1/2023				
5/1/2023				
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

**Memorials/Donations**

<b>Date</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Equals Ending</b>
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04			\$ 1,228.04
4/1/2023				\$ -
5/1/2023				\$ -
6/1/2023				\$ -
7/1/2023				\$ -
8/1/2023				\$ -
9/1/2023				\$ -
10/1/2023				\$ -
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

<b>Total</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Balance Sheet activity Ending</b>
1/1/2023	\$ 2,882,382.10	\$ 211,696.35	\$ 459,409.65	\$ - \$ 2,634,668.80
2/1/2023	\$ 2,634,668.80	\$ 47,954.04	\$ 319,743.63	\$ - \$ 2,362,879.21
3/1/2023	\$ 2,362,879.21			
4/1/2023				



5/1/2023	
6/1/2023	
7/1/2023	
8/1/2023	
9/1/2023	
10/1/2023	
11/1/2023	
12/1/2023	
1/1/2024	

<b>VENDOR</b>	<b>AMOUNT</b>
<b>ALLERTON PUBLIC LIBRARY DISTRICT Total</b>	\$ 25.99
<b>AMAZON PAYMENTS Total</b>	\$ 2,554.43
<b>BAKER &amp; TAYLOR CO Total</b>	\$ 6,414.32
<b>BOOKPAGE Total</b>	\$ 402.00
<b>COMMERCIAL MAIL SERVICES Total</b>	\$ 232.23
<b>DAMPTZ, REBECCA Total</b>	\$ 169.45
<b>DAUGHERTY PUBLIC LIBRARY DISTRICT Total</b>	\$ 29.00
<b>DECATUR BLUEPRINT, INC. Total</b>	\$ 25.00
<b>DECATUR CIVIC CENTER AUTHORITY Total</b>	\$ 2,965.85
<b>DYNAGRAPHICS Total</b>	\$ 2,361.55
<b>EFFINGHAM PUBLIC LIBRARY Total</b>	\$ 11.69
<b>ERICKSON DAVIS, ATTORNEYS Total</b>	\$ 270.00
<b>FORSYTH PUBLIC LIBRARY Total</b>	\$ 32.81
<b>FREITAG, PATTI Total</b>	\$ 26.46
<b>GALE GROUP, INC. Total</b>	\$ 5,246.11
<b>GROSSMAN, LEEANN Total</b>	\$ 37.97
<b>ID LABEL Total</b>	\$ 738.93
<b>ILLINOIS AUDUBON SOCIETY Total</b>	\$ 25.00
<b>ILLINOIS LIBRARY ASSOCIATION Total</b>	\$ 250.00
<b>JESSICA HILL CONSULTING LLC Total</b>	\$ 2,625.35
<b>JONES &amp; THOMAS Total</b>	\$ 700.00
<b>KANOPY Total</b>	\$ 329.00
<b>MIDWEST TAPE, LLC Total</b>	\$ 23,247.85
<b>PAETEC Total</b>	\$ 128.44
<b>PLAYAWAY PRODUCTS Total</b>	\$ 69.99
<b>POLK CITY DIRECTORIES Total</b>	\$ 584.00
<b>REGIONS/CREDIT CARD Total</b>	\$ 2,076.31
<b>ROCKFORD MAP PUBLISHERS, INC. Total</b>	\$ 74.70
<b>STRIGLOS/HAINES &amp; ESSICK Total</b>	\$ 92.46
<b>SVENDSEN FLORIST, INC Total</b>	\$ 45.00
<b>THE FRIENDS OF THE SAINT PAUL PUBLIC LIBRARY Total</b>	\$ 4,837.50
<b>TOLONO PUBLIC LIBRARY DISTRICT Total</b>	\$ 15.00
<b>UNIQUE MANAGEMENT SERVICES Total</b>	\$ 554.90
<b>VERIZON WIRELESS Total</b>	\$ 107.44
<b>WATTS COPY SYSTEMS Total</b>	\$ 796.15
<b>WHITEHEAD, MICHELLE Total</b>	\$ 156.97
<b>GRAND TOTAL</b>	\$ 58,259.85

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 2/1/2023 to 2/28/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
151792	02/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	1,881.31	OFFICE SUPPLIES
151797	02/02/2023	BOOKPAGE BOOKPAGE PRINT	402.00	PER CAPITA GRANT EXPENSE
151841	02/02/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	13,399.46	OFFICE SUPPLIES
151864	02/02/2023	TOLONO PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	15.00	LOST OR DAMAGED BOOKS
151880	02/09/2023	ALLERTON PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	25.99	LOST OR DAMAGED BOOKS
151881	02/09/2023	AMAZON PAYMENTS RETURN ON INV 1DVK-4Q4M-6RCG RETURN ON INV 1JQH-TWRF-43Y6 BLANKET PO FOR SUPPLIES/BOOKS	1,870.37	OFFICE SUPPLIES
151885	02/09/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,280.52	OFFICE SUPPLIES
151895	02/09/2023	COMMERCIAL MAIL SERVICES JAN 16 - JAN 31'23	232.23	POSTAGE
151899	02/09/2023	DAUGHERTY PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	29.00	LOST OR DAMAGED BOOKS
151901	02/09/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	813.05	SECURITY
151909	02/09/2023	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	11.69	LOST OR DAMAGED BOOKS
151915	02/09/2023	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	32.81	LOST OR DAMAGED BOOKS
151916	02/09/2023	GALE GROUP, INC. RELIGIONS OF AMERICA SUBSCRIPTION 13 DATABASE SUBSCRIPTIONS 2023 EBOOK SUBSCRIPTION MISS HUMBLEBEES ACADEMY SUBSCRIPTION	5,246.11	PER CAPITA GRANT EXPENSE
151929	02/09/2023	ILLINOIS LIBRARY ASSOCIATION 2023 MEMBERSHIP R MEYER	250.00	MEMBERSHIP FEES
151946	02/09/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	2,913.11	OFFICE SUPPLIES

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 2/1/2023 to 2/28/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
151953	02/09/2023	PAETEC ACCT 633292627001	87.20	TELEPHONE
151984	02/09/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	796.15	SERV-OFFICE EQUIPMENT
151985	02/09/2023	WHITEHEAD, MICHELLE EMPLOYEE ANNIVERSARY ITEMS	156.97	OTHER LIBRARY GRANT EXI
151992	02/16/2023	AMAZON PAYMENTS BLANKET PO FOR SUPPLIES/BOOKS	684.06	OFFICE SUPPLIES
152000	02/16/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	361.75	OFFICE SUPPLIES
152024	02/16/2023	DECATUR BLUEPRINT, INC. VINYL SIGN	25.00	OFFICE SUPPLIES
152039	02/16/2023	FREITAG, PATTI REIMBURSE FOR EMPLOYEE VALENTINE BOXES	26.46	OTHER LIBRARY GRANT EXI
152048	02/16/2023	ID LABEL PATRON CARD W/ KEY TAG	738.93	OFFICE SUPPLIES
152072	02/16/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	422.69	OFFICE SUPPLIES
152081	02/16/2023	PAETEC ACCT 633318933001	41.24	TELEPHONE
152092	02/16/2023	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	PER CAPITA GRANT EXPENS
152108	02/16/2023	STRIGLOS/HAINES & ESSICK OFFICE SUPPLIES	92.46	OFFICE SUPPLIES
152110	02/16/2023	SVENDSEN FLORIST, INC CONDOLENCE PLANT CROTON-NIHISER	45.00	OTHER LIBRARY GRANT EXI
152118	02/16/2023	UNIQUE MANAGEMENT SERVICES JAN'23 PLACEMENTS	554.90	PROFESSIONAL SERVICES
152132	02/23/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	707.08	OFFICE SUPPLIES
152153	02/23/2023	DAMPTZ, REBECCA RIEMBURSEMENT FOR LOCAL HISTORY VOLUNTEEF	169.45	OTHER LIBRARY GRANT EXI
152154	02/23/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	2,152.80	SECURITY
152159	02/23/2023	DYNAGRAPHICS READ ICULOUS BACKDROP	2,361.55	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 2/1/2023 to 2/28/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152160	02/23/2023	ERICKSON DAVIS, ATTORNEYS VARIOUS LEGAL SERVICES PROVIDED	270.00	PROFESSIONAL SERVICES
152171	02/23/2023	GROSSMAN, LEEANN REIMBURSEMENT FOR LOCAL HISTORY VOLUNTEER	37.97	OTHER LIBRARY GRANT EXPENSE
152181	02/23/2023	ILLINOIS AUDUBON SOCIETY 2023 ANNUAL MEMBERSHIP	25.00	PER CAPITA GRANT EXPENSE
152187	02/23/2023	JONES & THOMAS WEB SERVICES	700.00	PROFESSIONAL SERVICES
152188	02/23/2023	KANOPY LIBRARY STREAMING SERVICE	329.00	BOOKS & PERIODICALS
152194	02/23/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	6,502.10	OFFICE SUPPLIES
152204	02/23/2023	PLAYAWAY PRODUCTS REPLACEMENT LAUNCHPAD FEE	69.99	PER CAPITA GRANT EXPENSE
152221	02/23/2023	THE FRIENDS OF THE SAINT PAUL PUBLIC LIBRARY PROJECT RETAINER	4,837.50	PROFESSIONAL SERVICES
152228	02/23/2023	VERIZON WIRELESS ACCT 980380645-00001	107.44	TELEPHONE
23005152	02/02/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,355.95	OTHER LIBRARY GRANT EXPENSE
23005186	02/16/2023	REGIONS/CREDIT CARD ACCT 3978	2,076.31	OFFICE SUPPLIES
23005192	02/16/2023	JESSICA HILL CONSULTING LLC 1/30-2/10'23 SOC WORK JESSICA HILL SUB CONTRACTOR	1,269.40	OTHER LIBRARY GRANT EXPENSE
<b>Total for: 35</b>			<b>57,699.00</b>	

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
151792	02/02/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	167.28	BOOKS & PERIODICALS
151841	02/02/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	10.49	BOOKS & PERIODICALS
151885	02/09/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	16.38	BOOKS & PERIODICALS
152092	02/16/2023	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	BOOK AND PERIODICALS

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 2/1/2023 to 2/28/2023

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
152213	02/23/2023	ROCKFORD MAP PUBLISHERS, INC. CHRISTIAN IL 2023 PLAT BOOK	74.70	BOOK AND PERIODICALS
			<hr/>	
			<b>Total for: 59</b>	<b>560.85</b>
			<hr/>	
			<b>Total for All:</b>	<b>\$58,259.85</b>

## FRIENDS OF THE DECATUR PUBLIC LIBRARY MEETING ROSTER

MEETING DATE	NAME
MARCH 9, 2023	
APRIL 13, 2023	
MAY 11, 2023	
JUNE 8, 2023	
JULY 13, 2023	
AUGUST 10, 2023	
SEPTEMBER 14, 2023	
OCTOBER 12, 2023	
NOVEMBER 9, 2023	
DECEMBER 14, 2023	
JANUARY 11, 2023	