



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, May 19, 2022

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Samantha Carroll
- II. **Consent Agenda (Approval of Agenda; Approval of April 21, 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 Dampetz,, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Materials Challenge (Discussion)
 - iii. Diversity, Equity, Inclusion (Discussion)
 - iv. City Librarian Annual Review (Discussion)
 - v. Remote Work Policy (Action)
 - vi. Adult Computer Use and Internet Access Policy (Action)
 - vii. Library Use Guidelines (Action)
 - viii. Continuing Education and Travel Policy (Discussion)
 - ix. Other (Discussion)
 - B. **Finance and Properties Committee**—Sofia Xethalis
 - i. Capital Needs (Discussion)

- ii. April 2022 Check Registers (Action)
- iii. April 2022 Budget Actuals & Projection (Action)
- iv. Securitas Proposal (Action)
- v. Shelving/Furniture Budget (Action)
- vi. Other (Discussion)

C. Foundation—Rick Meyer

- i. Annual Appeal Update

D. Friends of the Library – Rick Meyer

- i. May 12 Meeting (Discussion)

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

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

IX. New Business

- A. 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

April 21, 2022 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present: Samantha Carroll

Karl Coleman
Jacobie Jones
Susan Avery
Alana Banks (via zoom)

Absent:

Sofia Xethalis
Anay Hunt

Staff: Rick Meyer, City Librarian

Michelle Whitehead
Alissa Henkel
Carol Ziese

Guests: 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.

Call to Order: Samantha Carroll called the meeting to order at 4:33. Ms. Carroll made a request to allow virtual participation for Alana Banks to attend via zoom, Ms. Brunner made a motion to accept Ms. Banks attendance via zoom, Mr. Jones seconded the motion.

Consent Agenda (Approval of Agenda; Approval of February 23, 2022 Regular Meeting Minutes) (Action) Ms. Carroll requested a motion to approve the agenda and the minutes. Mr. Meyer requested a change to the order of the agenda. Mr. Meyer requested that Mr. Walker's appeal to the Board, which would be under, New Business – Other, be moved beginning of the meeting. Mr. Coleman made a motion to accept the change to the agenda and approve the February 23, 2022 minutes as presented, seconded by Ms. Avery. All in favor. The motion was adopted.

Public comments: Ms. Jodi Haskins presented information about a book found in the children's

section of The Library called, It's Perfectly Normal. Ms. Haskins feels this book is pornographic. She is requesting the book be removed from The Library shelves and that a warning be added to the book if it's checked out by another library. Mr. Meyer will follow up with a challenge form to be submitted to Ms. Haskins.

Written Communications from the Public: None.

City Librarian's Report (Discussion) Mr. Meyer reported the March of 2022 was the busiest month since February of 2020. The arrow is pointing the right direction.

Division Head Reports (Discussion)

Alissa Henkel, Head of Programs, Resources, and Services – Ms. Henkel reported the Jessica Hill, our social worker, and Alix Frazier, a Librarian, attended the mental health board community event. They are working on ideas they got during this event that are already being put into action. Readiculous has 6 shows planned for Summer 2022. June 4th is the Summer Reading kick-off in Central Park.

Carol Ziese, Head of Circulation and Technical Services – Ms. Ziese reported on the DEI engagement committee. They had 4 focus groups. The committee is working on peers and trends with other libraries including data gathering. They will present documents to Mr. Meyer tomorrow.

Reports of Committees:

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

- a. Personnel Update (Discussion) Mr. Meyer reported The Library hired a new librarian who starts on May 2, 2022. His name is Tye Pemberton.
- b. Diversity, Equity, and Inclusion (Discussion) Mr. Coleman stated that DeEtta Jones and Mr. Meyer will be meeting virtually on April 22.
- c. City Librarian Annual Review (Discussion) Mr. Meyer completed his self-evaluation using the new HR Source form and submitted it to The Board members. The Board members will submit their comments to Mr. Coleman by May 5, 2022. Ms. Carroll and Mr. Coleman will discuss the comments from The Board.
- d. Remote Work Policy (Discussion) This had been tabled at the Personnel, Policy, and Public Relation's meeting. Workman's comp does cover remote workers. The City is working on developing guidelines.
- e. ASC Collection Policy (Action) Archives and Special Collections is the new name for the policy, along with adding volunteers and the revision date. Mr. Coleman made a motion to approve as presented, seconded by Ms. Brunner. All in favor. Motion was adopted.
- f. Program Policy (Action) Format changes only. Mr. Coleman made a motion to approve the policy with format changes, seconded by Ms. Avery. All in favor. The motion was adopted.

B. Finance and Properties Committee – Sofia Xethalis

- a. Capital Needs (Discussion) Mr. Meyer stated the grass has been reseeded and fertilized. Mr. Meyer and Mr. Wilkerson are adding interior security cameras and the City will add exterior cameras and cover the cost. A few doors will be targeted for key card access. Mr. Meyer is getting specs for shelving and furniture. After his review, these will be brought to The Board.
- b. February and March 2022 Check Register (Action) Mr. Meyer stated the finance committee approved both February and March 2022 check registers. Mr. Jones made a motion to approve the February and March 2022 Check Register, Mr. Coleman seconded the motion. Ms. Carroll requested a roll call vote. Ms. Brunner yes, Mr. Coleman yes, Ms. Avery yes, Mr. Jones yes, Ms. Carroll yes. The motion was adopted.
- c. March 2022 Budget Actuals (Discussion) Mr. Meyer stated we are on track to better than expected.
- d. April 2022 Budget Projection (Discussion) Mr. Meyer stated it may cost a couple thousand dollars to change the details of The Cantoni fund. It is currently set up that The Library can only spend the interest earned. We are on pace to get a larger amount from the PPRT fund this year. Expenditures may be a little under budget, but our medical may be higher.

C. Foundation – Rick Meyer

- a. Annual Appeal Update - Mr. Meyer stated there is no update. He will follow up in May to see if they will approve more smart boards, child corrals, and online donations.

D. Friends of the Library – Rick Meyer

- a. March and April Meeting - Mr. Meyer reported they approved a few thousand dollars worth of expenditures for the summer reading kick-off and a share programming effort. Illinois Libraries are sharing the cost of these programs. The upcoming program with Nick Offerman will be around \$3400. The share program includes people on the Best Sellers list.

E. Illinois Heartland Library System – Rick Meyer stated he does not have a report. Yesterday, they certified the results of the board election.

Old Business

- A. Friends of the Library Relocation (Discussion) Mr. Meyer stated there will be some movement in the next few months
- B. Open Trustee Seat (Discussion) Still open.

New Business

- A. Meeting Schedule (Action) Mr. Jones made a motion made a motion to move the finance and property meeting to May 18. Mr. Coleman seconded the motion. All in favor. The motion was adopted.
- B. Other (Discussion) Mr. Cortez Walker reported that there was an incident that he was involved in that included an argument in the adult section of The Library. Mr. Walker took responsibility for his actions. He said he will never do that again. A staff worker and The Library social worker advocated for Mr. Walker. Mr. Walker is requesting to return to the library before his ban is complete. A discussion about Mr. Cortez actions continued. Mr. Jones made a motion to suspend the rules in Mr. Cortez

instance, seconded by Mr. Coleman. All in favor to suspend the rules. The motion passed.

Ms. Brunner made a motion to reinstate his privileges with the caveat to use a full ban for any repeat offense, seconded by Mr. Coleman. All in favor to reinstate Mr. Walkers privileges. The motion carried.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:25 p.m. Ms. Avery made a motion to adjourn, seconded by Ms. Brunner. All in favor. The motion was adopted.

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



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City Librarian's Report for April 2022

Administration

- On April 7 I met with Gregg Zientara,, Mike Pritchett and Matt Wilkerson to discuss building security issues. On the 12th we had a follow-up meeting with to Decatur Police officers
- On the 8th I met with Tiffany Nash and Dan Pohrte of Product Architecture to discuss furniture and shelving needs.
- On the 20th I met with Mary Garrison to discuss the library social work program.
- Also on the 20th I attended a meeting of the Illinois Heartland Library System's Board Nominating Committee to certify the Board election.
- On the 22nd I met with DeEtta Jones to discuss their Insights Report.
- On the 25th I attended a meeting of the Director's University Planning Committee.
- On the 26th I met with Mike Pritchett to discuss handling of patron issues.
- On the 27th, Board President Samantha Carroll and I met with City Manager Scot Wrighton.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 14 curbside pick-ups in April.
- Staff continued to work diligently to remove old periodicals, Head Page Patti Freitag deserves special mention in this effort. A LOT of space has been freed up. We are up to the letter 'R'.
- Clerks continued to work on removing expired accounts from the database. All overdue fines have been cleared.
- Jennifer served on DEI Engagement Committee.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.
- I'd like to give a special shout out to our two Junior Catalogers, Kathy Collett and Karen Williams. Not only are they the two best catalogers in the entire IHLS SHARE system—I'd put them up against 90% of the academic catalogers I've worked with. I say this as a former cataloger.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Kristie Nikitin Smith worked with Shakera Powell on Word Warriors and Word Warriors 2.0, writing program for Jr. High students.
- Amanda Young attended a zoom meeting with the Superintendent of Decatur Public Schools and other community groups about summer programming.

- Amanda is working with DPS61 to get more SRP volunteers.
- Alix Frazier added 4-H, Master Gardeners, Master Naturalists, UofI Extension, OKOCC and possibly TAT to the Summer Reading Program Kickoff.
- Jess Hill's CHAT team housed 4 individuals in chronic homelessness and 9 are on the waiting list to get house soon.
- Jess' Continuum of Care Board advocated for the Decatur Housing Authority to extend their section 8 sign-ups. DHA agreed to postpone sign-ups until they could meet with COC.
- Kristie started writing the DPL Brand copy guide.
- John Schirle, Alix and Jess attended the Family Clearing House event at Old King's Orchard engaging with 150 families.
- Susan Bishop and Alissa Henkel started meeting twice weekly to prepare for 6 READiculous performances in July 2022.
- Amanda taught 45-minute class to parents and grandparents about literacy and library resources at New Life Pregnancy Center.
- Kasey Steiling, Alix and Jess are working on Teen Thing for this summer.

Systems Administration

- **See spreadsheet for statistical information.**
- The automated materials handler was down for 2-½ days. Working with Lyngsoe, Chris Nihiser troubleshooted the cause and replaced the Lyngsoe computers at Lobby and Staff stations.
- Matt Wilkerson ordered six security cameras and a POE Switch they will be installed in May.
- Library phones were down from 4:00am until 8:00am on the 21st. Outage was caused by a power supply issue and a misconfigured power supply failover.
- With Michelle Whitehead's assistance, Matt created intranet page and URL's for posting changes in Events and Programs that occur same day.
- He replaced a failing hard drive that contained all of Local History files, almost 85,000.
- Matt ordered sixty-five Reboot Restore RX Pro licenses. He hopes to install it the first week of May.
- Matt met with Tech Electronics about adding Sort room double-door secure access and whole building keycard access. They are also quoting us on lease space camera system.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- Ny'Vaya Scruggs finished her internship on April 28.
- Becky Dampts returned to full time on April 28.
- This month, Becky and Leeann Grossman wrote a proposal to add another library assistant to ASC. I am considering it.
- Leeann continues to work on adding the Charlotte Meyer Collection to the Omeka database.
- Leeann and the volunteers assisted a Fellow-In-Residence from Harvard University with her research on the Americana Nursing Home. Although the nursing facility was only open for a short time, we were able to find several articles about it. The Fellow was very grateful for our help.
- Pat Riley worked on a display about the pro baseball players that lived in Decatur. The display will go up in May and stay up until July.

Respectfully Submitted,

Rick Meyer
City Librarian

Circulation by Audience Physical & Electronic	Apr-20	Apr-21	Apr-22	% of Total	Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	May 2019-April 2020	May 2020-April2021	May 2021-April 2022	Change from 2021	Change from 2020
Number of Adult Materials Loaned	6,110	13,099	14,477	65.8%	10.5%	136.9%	145,040	156,828	189,331	20.7%	30.5%	193,622	136,685	166,550	22%	-14%
Number of Young Adult Materials Loaned	172	519	571	2.6%	10.0%	232.0%	5,283	7,301	7,439	1.9%	40.8%	8,512	5,436	7,341	35%	-14%
Number of Children's Materials Loaned	1,291	4,826	6,967	31.6%	44.4%	439.7%	53,984	70,117	78,085	11.4%	44.6%	90,291	54,224	72,619	34%	-20%
Total Number of Materials Loaned	7,573	18,444	22,015		19.4%	190.7%	204,307	234,246	274,854	17.3%	34.5%	292,425	196,345	246,510	26%	-16%
Circulation by Material Type	Apr-20	Apr-21	Apr-22	% of Total	Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	May 2019-April 2020	May 2020-April2021	May 2021-April 2022	Change from 2021	Change from 2020
Books Loaned--Physical	2,272	11,324	14,102	64.1%	24.5%	520.7%	118,284	148,399	177,514	19.6%	50.1%	182,968	115,939	156,950	35%	-14%
Videos/DVDs Loaned--Physical	625	2,308	3,346	15.2%	45.0%	435.4%	28,714	28,267	42,732	51.2%	48.8%	52,161	23,699	32,569	37%	-38%
Audios, Including Music Loaned--Physical	139	686	730	3.3%	6.4%	425.2%	7,322	8,289	10,733	29.5%	46.6%	13,440	6,321	8,972	42%	-33%
Magazines/Periodicals Loaned--Physical	58	295	215	1.0%	-27.1%	270.7%	3,083	3,067	2,517	-17.9%	-18.3%	4,666	2,961	2,865	-3%	-39%
Other Items Loaned--Physical	45	130	322	1.5%	147.7%	615.6%	1,577	1,619	1,996	23.3%	26.6%	2,052	1,416	1,744	23%	-15%
Use of Circulating Electronic Materials	4,434	3,701	3,300	15.0%	-10.8%	-25.6%	45,327	44,605	41,069	-7.9%	-9.4%	37,138	46,009	43,410	-6%	17%
Total	7,573	18,444	22,015		19.4%	190.7%	204,307	234,246	276,561	18.1%	35.4%	292,425	196,345	246,510	26%	-16%
Successful Retrieval of Electronic Information	916	7,068	12,701	36.6%	79.7%	1286.6%	39,210	123,484	176,129	42.6%	349.2%	32,614	71,420	142,675	100%	337%
Electronic Content Use	5,350	10,769	16,001	46.1%	48.6%	199.1%	84,537	168,089	218,430	29.9%	158.4%	69,752	117,429	186,085	58%	167%
Total Collection Use	Apr-20	Apr-21	Apr-22		Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	May 2019-April 2020	May 2020-April2021	May 2021-April 2022	Change from 2021	Change from 2020
Total Collection Use	8,489	25,512	34,716		36.1%	309.0%	243,517	357,730	452,690	26.5%	85.9%	325,039	267,765	389,185	45%	20%
Interlibrary Loans Provided To Other Libraries	132	3,269	3,664	57.4%	12.1%	2675.8%	24,966	39,903	47,313	18.6%	89.5%	39,233	26,471	42,247	60%	8%
Interlibrary Loans Received FROM Other Libraries	609	2,430	2,716	42.6%	11.8%	346.0%	22,884	28,865	28,083	-2.7%	22.7%	36,231	24,322	28,574	17%	-21%
Total ILL Transactions	741	5,699	6,380		11.9%	761.0%	47,850	68,768	75,396	9.6%	57.6%	75,464	50,793	70,821	39%	-6%
New Patron Registrations	30	82	172		109.8%	473.3%	2,848	1,353	1,819	34.4%	-36.1%	2,178	2,742	1,501	-45%	-31%
# of Visitors (Security Gate)	0	7,306	9,648		32.1%	#DIV/0!	78,509	78,509	142,640	81.7%	81.7%	187,098	69,428	109,306	57%	-42%
# Visitors Lobby Counter	0	8,271	13,380		61.8%	#DIV/0!	84,502	84,502	190,093	125.0%	125.0%	121,649	70,366	130,884	86%	8%
Local History # of visitors	0	18	49		172.2%	#DIV/0!	298	298	2,280	665.1%	665.1%	712	129	718	457%	1%
Adult Programs Active	0	87	211		142.5%	#DIV/0!	1,121	1,121	2,504	123.4%	123.4%	6,291	466	1,675	259%	-73%
Adult Programs Passive	18	207	390			2066.7%	1,207	1,207	3,565	195.4%	195.4%	243	1,495	2,862	91%	1078%
Adult Programs Virtual Live	1	7	0			-100.0%	22	22	0	-100.0%	-100.0%	1	161	261	62%	26000%
Adult Programs Virtual Recorded	107	8	0			-100.0%	193	193	0	-100.0%	-100.0%	107	97	1,553	1501%	1351%
YA Programs Active	0	0	3		#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	523	0	3	#DIV/0!	-99%
YA Programs Passive	0	52	11			#DIV/0!	409	409	87	-78.6%	-78.6%	76	522	238	-54%	213%
YA Virtual Live	0	0	0			#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	#DIV/0!
YA Virtual Recorded	0	0	0			#DIV/0!	57	57	#DIV/0!	#DIV/0!	#DIV/0!	0	57	0	-100%	#DIV/0!
Children's Programs Active	0	0	306		#DIV/0!	#DIV/0!	1,354	1,354	#DIV/0!	#DIV/0!	#DIV/0!	15,035	0	1,467	#DIV/0!	-90%
Children's Programs Passive	0	136	598			#DIV/0!	2,599	2,599	8,353	221.4%	221.4%	1,239	2,023	4,587	127%	270%
Children's Virtual Live	0	6	113			#DIV/0!	185	185	1,371	641.0%	641.0%	0	366	816	123%	#DIV/0!
Children's Virtual Recorded	1,219	0	0			-100.0%	5,141	5,141	0	-100.0%	-100.0%	2,193	3,365	24	-99%	-99%
Total Programs	1,345	503	1,632		224.5%	21.3%	12,288	12,288	19,187	56.1%	56.1%	25,708	8,552	13,486	58%	-48%
Public Sessions	0	1,630	1,747		7.2%	#DIV/0!	14,620	14,620	24,529	67.8%	67.8%	29,247	12,945	20,545	59%	-30%
Wireless Sessions	0	503	1,090		116.7%	#DIV/0!	5,691	5,691	25,865	354.5%	354.5%	11,777	4,109	11,959	191%	2%
Website Sessions	5,367	11,297	9,335		-17.4%	73.9%	113,083	113,083	123,179	8.9%	8.9%	127,472	121,882	127,600	5%	0%
Unique Visits	3,383	6,913	5,584		-19.2%	65.1%	63,468	63,468	72,628	14.4%	14.4%	80,674	66,139	74,298	12%	-8%
Page Views	27,947	44,704	36,868		-17.5%	31.9%	485,031	485,031	475,247	-2.0%	-2.0%	523,361	499,370	498,272	0%	-5%
Self Checks	0	4,055	6,604		62.9%	#DIV/0!	43,324	43,324	105,363	143.2%	143.2%	99,919	34,574	70,107	103%	-30%
Percentage of Self Checks	0	0	0													
Assists Adult	0	2,204	2,871		30.3%	#DIV/0!	22,718	22,718	32,217	41.8%	41.8%	38,518	23,434	31,150	33%	-19%
Assists Children	0	867	1,225		41.3%	#DIV/0!	9,181	9,181	13,667	48.9%	48.9%	13,739	9,756	12,859	32%	-6%
Assists Local history	0	89	118		32.6%	#DIV/0!	956	956	2,947	208.2%	208.2%	1,779	692	1,686	144%	-5%
IT help calls	78	109	115		5.5%	47.4%	1,154	1,154	1,267	9.8%	9.8%	1,072	1,386	1,410	2%	32%
Searches in Catalog	72,274	16,264	17,009		4.6%	-76.5%	848,610	848,610	186,661	-78.0%	-78.0%	890,195	608,177	210,591	-65%	-76%
Number of Items processed	0	2,068	1,565		-24.3%	#DIV/0!	18,575	18,575	17,230	-7.2%	-7.2%	20,474	20,962	20,164	-4%	-2%
Number of Items Withdrawn from Collection	804	1,637	1,782		8.9%	121.6%	19,237	19,237	13,321	-30.8%	-30.8%	15,188	20,911	18,080	-14%	19%
Number of mended items	0	526	278		-47.1%	#DIV/0!	2,189	2,189	2,431	11.0%	11.0%	3,634	2,666	3,229	21%	-11%
Number of items ordered	0	637	618		-3.0%	#DIV/0!	8,213	8,213	6,592	-19.7%	-19.7%	8,911	9,345	7,760	-17%	-13%
Number of records added to database	108	1,542	1,287		-16.5%	1091.7%	15,824	15,824	14,784	-6.6%	-6.6%	16,278	18,296	16,935	-7%	4%

63%
37%

ADULT COMPUTER USE AND INTERNET ACCESS POLICY

The Decatur Public Library provides access to a broad range of electronic resources including those available through the Internet. The Library makes this service available as part of its mission of connecting people to the power of knowledge.

Rulings Governing Use of Computer Resources

Decatur residents who wish to use the library's public access computers must present acceptable identification. Library cardholders may login without assistance from staff. Visitors from outside of Decatur may be granted access to the library's computer resources upon presentation of acceptable identification. Access is limited to adults and minors ages 13-17 with written parental permission. Children 12 and under may access the library's adult computers only when accompanied at all times by an adult with acceptable identification.

Computer users may not:

- Make any attempt to modify or damage library computer equipment or software. Only software owned and installed by the Decatur Public Library may be used on its computers. Downloading or installing anything from the Internet or other software is not permissible.
- Use the library's computers for any illegal activity, including violation of copyright or other rights of third parties. Users will be responsible for knowledge of all applicable federal, state, and local laws for which they may be held in violation.
- Use library computers to view or disseminate material considered inappropriate for a public environment or likely to cause a disturbance, or sexually explicit or suggestive (obscene/pornographic) images.

Violation and Enforcement

Unacceptable or inappropriate use of the library's computer resources may result in suspension or revocation of library privileges and expulsion from the library. Includes but is not limited to not staying in the time management system and/or not following the library computer rules.

Users will be held financially responsible for any damage to library computer equipment and software.

Using computer access obtained at Decatur Public Library to perpetrate illegal acts will be subject to prosecution by local, state, or federal authorities.

Disclaimers

The Library assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Patrons should recognize that, in addition to valuable and reliable information, the Internet does contain inaccurate, dated, incomplete and controversial material. Users should exercise good judgment and discretion in the use of Internet information sources.

It is the responsibility of the parent or legal guardian to restrict and monitor a minor's access to information on the Internet.

The Library disclaims any liability or responsibility arising from access to or use of information obtained through the Internet. Users are responsible for any commercial transactions made while using the Library's Internet connection.

Privacy

Patrons should have no expectation of privacy, as all Internet workstations are in view of other patrons and staff.

Security

Every effort will be made to maintain a secure environment; however Internet transactions, communications and activities are potentially vulnerable to unauthorized access. Decatur Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation for the Library.

Behavior

It is the policy of the Library to provide an atmosphere conducive to the appropriate use of Library services and facilities. The rules of conduct outlined in the Library Use Guidelines apply to all computer users. Patrons shall not use Library computer resources in a way that disturbs or interferes with other patrons, employees or operations of the Library.

Compliance

The Decatur Public Library staff will develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources. The Library reserves the right to terminate an Internet session at any time.

Policy Modification

The Library reserves the right to modify this policy at any time.

Approved by the Library Board of Trustees

April 19, 2007

REVISED Feb 2013

Reviewed September 18, 2014

Reviewed October 19, 2017

REVISED January 21, 2021



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Library Use Guidelines

To aid all patrons of the Decatur Public Library in their use of Library facilities, the Library Board of Trustees has published the following use guidelines.

PATRONS SHALL:

- **Engage in activities associated with the use of a public library.**
Patrons not reading, studying, or using Library materials may be required to leave the building.
- **Respect the rights of other patrons & staff.**
Patrons shall not harass or annoy others by behaving in a manner which can be reasonably expected to disturb others.
- **Turn cell phone ringers to silent or vibrate.**

PATRONS SHALL NOT:

- **Bring food into the Library, smoke, or use tobacco, tobacco products, or vapor devices.**
Drink containers with a secure lid are allowed except in the computer area. Drinks without a secure lid are not allowed in the Library.
- **Sleep anywhere on Library property.**
- **Interfere with the use of the Library by other patrons or interfere with Library employees' performance of their duties.**
- **Deface or mar Library materials.**
Patrons shall not deface, mar, or in any way destroy or damage Library furnishings, walls, machines, or other Library property.
- **Enter the building without a shirt or shoes.**
Patrons must wear a covering of their upper body and shoes or other footwear. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building. Underwear should not be visible.
- **Bring pets or animals into the Library.**
(Other than authorized service animals.)
- **Leave children under the age of eight years unsupervised.**
Children under the age of eight years must be accompanied by a responsible adult or child over the age of 13.
- **Sell products or services or solicit for charitable organizations.**
Except the Library of Friends of the Library.
- **Carry firearms on Library property.**

In accordance with the Illinois Compiled Statutes, (75 ILCS 5/4-7), the Board of Library Trustees of Decatur Public Library has the following powers:

“To make and adopt...rules and regulations...for the government of the Library...” and

“To exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.”

Therefore, the Board of Trustees of Decatur Public Library adopts the following as its policy on patron behavior:

- The Decatur Public Library Board of Trustees has developed rules and regulations governing appropriate patron behavior. These rules are available for examination in the Library.
- Any patron who engages in any activity that materially disrupts the use of Library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall be given a verbal warning that his/her behavior is unacceptable and informed of the consequences should the behavior continue.
- If, following this direction, the patron fails or refuses to comply, or responds to the request in an abusive manner, he/she will be required to immediately leave the Library property for the balance of that calendar day. If he/she fails to leave, the Decatur Police will be summoned.
- Library staff will maintain a record of instances in which patrons are required to leave the premises.
- Library staff has the right to request to see identification of any person on the premises who is violating Library policies or rules governing patron behavior. Library staff are authorized to direct individuals to leave the Library premises immediately if they continue to violate the Code of Conduct rules after being warned to discontinue unacceptable behavior. Supervisors are authorized to ban the patron for a week. Anyone may, without prior notice or warning, be removed from the Library premises if his or her presence or conduct is threatening, willfully malicious or poses an immediate and imminent danger to any person or property.
- Parents or guardians of minors will be notified in writing, whenever possible, after the first recorded instance in which a minor is required to leave Library property, and advised of the consequences of any further recorded instances.
- Upon the second recorded instance within a four-week period in which a patron is required to leave the Library, the City Librarian shall ban the patron from Library property for a period of thirty days.
- In the event a patron banned from Library property attempts entry to Library property during any such period of exclusion, the police will be immediately summoned to respond to this trespassing violation.
- In the event the patron persists in abusive conduct or disruptive behavior following a period of exclusion, the City Librarian may determine that a long-term period of exclusion of that patron is in order. If an incident is the result of a repeat offender, or a very serious infraction of the Code of Conduct, the City Librarian has the right to ban up to a year. The Decatur Public Library Board of Trustees may extend the ban beyond one year.

- The Library is not required to go through the entire intervention process detailed in this policy. Intervention may begin at any step, including immediate involvement of the police and/or banning from Library property, depending upon the severity of the incident or behavior.
- Any person who is excluded from the Library for a period in excess of one month will be notified of such in writing by the City Librarian and has the right to appeal by requesting a hearing before the Board of Trustees of the Library, provided such hearing is requested by written notice addressed to “Board of Trustees, Decatur Public Library, 130 N. Franklin, Decatur, IL, 62523” or emailed to board@decaturLibrary.org or hand delivered to the Library. Exceptions can be made for oral requests.

Approved by the Library Board of Trustees

11/20/14

Reviewed 5/17/2018

Amended by Board of Trustees

11/19/2020



DECATUR PUBLIC LIBRARY
knowledge | creativity | inspiration
Continuing Education and Travel Policy

I. Conferences, Seminars, and Workshops

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration, or the Library's credit card may be used.

Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals.

Within one week of attendance at such an event, the attendee will submit a written report on the content of the event to their supervisor and the City Librarian.

Employees may be asked to give a verbal report to Division Heads, Board of

Trustees, and or library staff.

II. Travel reimbursement

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. For travel reimbursement the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and the library may choose to compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration (<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging may be considered for conference-affiliated hotels. Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense. Employees must present receipts for said expenses.

Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended June 16, 2016

Amended July 18, 2019

DATE: 5/6/2022
TIME: 11:51:38AM

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 4/1/2022 TO 4/30/2022

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
146305	4/5/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	2,614.27	OFFICE SUPPLIES
146309	4/5/2022 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	SUBLIMATED BADGES	37.60	OFFICE SUPPLIES
146319	4/5/2022 12:00:00 AM	BRIDGEALL LIBRARIES LIMITED	ANNUAL SUBSCRIPTION	12,500.00	COMPUTER SOFTWARE
146324	4/5/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	MAR 16 - MAR 31'22	210.70	POSTAGE
146333	4/5/2022 12:00:00 AM	DEMCO INC	BOOK SUPPLIES	330.82	OFFICE SUPPLIES
146334	4/5/2022 12:00:00 AM	DISPLAYS2GO	SIGN HOLDERS	977.93	OFFICE SUPPLIES
146347	4/5/2022 12:00:00 AM	GALE GROUP, INC.	LARGE PRINT DIRECT ORDER LARGE PRINT SALE ORDER	41.98	BOOKS & PERIODICALS
146354	4/5/2022 12:00:00 AM	HENKEL, ALISSA	PLA CONFERENCE	299.92	CONFERENCES & TRAVEL
146374	4/5/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	1,173.83	OFFICE SUPPLIES
146384	4/5/2022 12:00:00 AM	ONARGA COMMUNITY PUBLIC LIBRARY DISTRIC	LOST OR DAMAGED MATERIALS	10.00	LOST OR DAMAGED BOOKS
146392	4/5/2022 12:00:00 AM	SCHOOL LIBRARY JOURNAL	LJ ONLINE WORKSHOPS 3 ATTENDEES	507.45	CONFERENCES & TRAVEL
146416	4/12/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	3,260.78	OFFICE SUPPLIES
146503	4/12/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC		1,154.00	OTHER LIBRARY GRANT EXPENSE

SOC WORK JESSICA HILL SUB CONT

146515	4/12/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	939.72	OFFICE SUPPLIES
146528	4/12/2022	12:00:00 AM	NATIONWIDE BACKGROUND SCREENING INC BACKGROUND REPORT T PEMBERTON	85.00	PROFESSIONAL SERVICES
146532	4/12/2022	12:00:00 AM	PAETEC ACCT 633292627001	84.66	TELEPHONE
146547	4/12/2022	12:00:00 AM	STRIGLOS/HAINES & ESSICK GEL MOUSE PAD/KEYBOARD/WRIST REST	47.62	OFFICE SUPPLIES
146568	4/12/2022	12:00:00 AM	TRI CITY PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	8.00	LOST OR DAMAGED BOOKS
146580	4/12/2022	12:00:00 AM	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	611.13	SERV-OFFICE EQUIPMENT
146583	4/12/2022	12:00:00 AM	ZOOBEAN INC YR 3 OF 3 BEANSTACK PLUS	2,295.00	COMPUTER SOFTWARE
146592	4/19/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,209.56	OFFICE SUPPLIES
146658	4/19/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	5,912.34	OFFICE SUPPLIES
146663	4/19/2022	12:00:00 AM	NICHE ACADEMY LLC ONLINE SUBSCRIPTION FY22/23	2,400.00	BOOKS & PERIODICALS
146666	4/19/2022	12:00:00 AM	PAETEC ACCT 633318933001	37.93	TELEPHONE
146684	4/19/2022	12:00:00 AM	STACKMAP, LLC ANNUAL SUBSCRIPTION FY22/23	3,168.00	COMPUTER SOFTWARE
146690	4/19/2022	12:00:00 AM	TECHSOUP GLOBAL REBBOT RESTORE RX PRO 35 USERS	984.00	COMPUTER SOFTWARE
146706	4/26/2022	12:00:00 AM	AMAZON PAYMENTS SUPPLIES AND BOOKS SUPPLIES AND BOOKS	695.52	BOOKS & PERIODICALS
146712	4/26/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	1,954.82	OFFICE SUPPLIES
146729	4/26/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES	175.01	POSTAGE

APR 1 - APR 15'22

146752	4/26/2022	12:00:00 AM	ERICKSON DAVIS, ATTORNEYS LEGAL REPRESENTATION	150.00	PROFESSIONAL SERVICES
146768	4/26/2022	12:00:00 AM	HENKEL, ALISSA REIMBURSEMENT FOR EASTER CANDY/WORD WARRIORS PROGR	85.94	OFFICE SUPPLIES
146781	4/26/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,269.40	OTHER LIBRARY GRANT EXPENSE
146783	4/26/2022	12:00:00 AM	JONES & THOMAS WEB SERVICES	550.00	PROFESSIONAL SERVICES
146785	4/26/2022	12:00:00 AM	KANOPY LIBRARY STREAMING SERVICE	338.00	BOOKS & PERIODICALS
146801	4/26/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	5,090.10	OFFICE SUPPLIES
146809	4/26/2022	12:00:00 AM	NEWSBANK, INC. ANNUAL REMOTE ACCESS FOR OCT'22-SEPT'23	16,161.00	BOOKS & PERIODICALS
146812	4/26/2022	12:00:00 AM	PEERLESS NETWORK, INC ACCT 1212890	461.29	TELEPHONE
146821	4/26/2022	12:00:00 AM	ROSE DREW, INC REFUND 1 DVD POLY SLEEVE FRM INV 323260 6 DVD POLY SLEEVES	400.95	OFFICE SUPPLIES
146826	4/26/2022	12:00:00 AM	STEVE HARGADON (FOR LIBRARY 2.0) WEBINAR CUSTOMER SERVICE IN STRESSFUL SITUATIONS	390.00	CONFERENCES & TRAVEL
146840	4/26/2022	12:00:00 AM	VERIZON WIRELESS ACCT 980380645-00001	1,027.68	TELEPHONE
146846	4/26/2022	12:00:00 AM	WATTS COPY SYSTEMS COPIES FOR ACCT 300715	107.09	OTHER LIBRARY GRANT EXPENSE
146848	4/26/2022	12:00:00 AM	WHITEHEAD, MICHELLE REIMBURSEMENT FOR EMPLOYEE APPRECIATION DAY SNACKS	59.10	OTHER LIBRARY GRANT EXPENSE
923004904	4/19/2022	12:00:00 AM	REGIONS/CREDIT CARD ACCT 3978	3,069.56	MEMBERSHIP FEES
35 LIBRARY FUND Total				73,887.70	
59 LIBRARY TRUST FUNDS					
146293	4/5/2022	12:00:00 AM	AASLH	345.00	BOOK AND PERIODICALS

2022 MEMBERSHIP FOR LOCAL HISTORY ROOM

146355	4/5/2022 12:00:00 AM	HERITAGE NETWORK OF DECATUR	30.00	BOOK AND PERIODICALS
		2022 MEMBERSHIP FOR LOCAL HISTORY ROOM		
146478	4/12/2022 12:00:00 AM	FINDAWAY	3,796.72	BOOKS & PERIODICALS
		AC POWER ADAPTER/CORDLESS		
		1 DIGITAL AUDIOBOOK		
		23 DIGITAL AUDIOBOOKS		
146515	4/12/2022 12:00:00 AM	MIDWEST TAPE, LLC	44.97	BOOKS & PERIODICALS
		AV AND STREAMING SERVICES		

59 LIBRARY TRUST FUNDS Total	<u>4,216.69</u>
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WARRANT TOTAL:	78,104.39
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DPL FY 2022 Budget Report

Prepared: May 2, 2022

At the end of April 33% of the year has passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ -	0.0%	\$ 50,732.01	-100.0%
All Other	\$ 1,292,562	31.3%	\$ 625,470.87	48.4%	\$ 368,525.25	69.7%
Total Revenue	\$ 4,134,562		\$ 625,470.87	15.1%	\$ 419,257.26	49.2%

Expense

	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
Personnel						
Payroll	\$ 1,644,156		\$ 547,761.69		\$ 569,358.28	-3.8%
Benefits	\$ 870,336		\$ 301,599.71		\$ 269,765.50	11.8%
	\$ 2,514,492	60.7%	\$ 849,361.40	33.8%	\$ 839,123.78	1.2%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 135,524.03	55.3%	\$ 136,534.36	-0.7%
Per Capita	\$ 104,020		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,500.00		\$ 287.85	11.5%	\$ 694.70	n/a
Total Materials	\$ 351,520	9.3%	\$ 135,811.88	38.6%	\$ 137,229.06	-1.0%

Professional Services

Professional Services	\$ 102,000		\$ 14,075.62	13.8%	\$ 2,767.99	408.5%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 43.59	29.1%	\$ 147.44	-0.70435
Total	\$ 102,650	2.7%	\$ 14,119.21	13.8%	\$ 6,446.59	119.0%

Allocations

Administrative Fee	\$	108,864		\$	36,288.00	33.3%	\$	41,624.00	-12.8%
MIS	\$	36,684		\$	12,228.00	33.3%	\$	13,372.00	-8.6%
	\$	145,548	3.8%	\$	48,516.00	33.3%	\$	54,996.00	-11.8%

Grants

Other grants	\$	75,000		\$	11,333.64	15.1%	\$	7,233.87	56.7%
	\$	75,000	2.0%	\$	11,333.64	15.1%	\$	7,233.87	56.7%

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		\$	1,546.83	30.9%	\$	1,706.33	-9.3%
Service to Office Equipment	\$	27,000		\$	2,671.00	9.9%	\$	2,978.95	-10.3%
Telephone	\$	27,000		\$	6,820.70	25.3%	\$	6,719.14	1.5%
Software	\$	50,000		\$	19,247.00	38.5%	\$	27,046.00	-28.8%
Office Supplies	\$	40,000		\$	6,795.72	17.0%	\$	9,579.96	-29.1%
Small Capital	\$	45,000		\$	2,463.98	5.5%	\$	3,035.01	-18.8%
	\$	194,000	5.1%	\$	39,545.23	20.4%	\$	51,065.39	-22.6%

Staff Development

Interview Travel Expense	\$	-		\$	35.48		\$	-	
Conferences/Training/Travel	\$	20,000		\$	2,242.57	11.2%	\$	2,163.00	3.7%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	4,891.10	9.8%	\$	1,024.00	377.6%
	\$	74,000	2.0%	\$	7,169.15	9.7%	\$	3,187.00	124.9%

Insurance

Unemployment	\$	1,056		\$	352.00	33.3%	\$	444.00	-20.7%
Risk Management	\$	95,724		\$	31,908.00	33.3%	\$	23,828.00	33.9%
	\$	96,780	2.6%	\$	32,260.00	33.3%	\$	24,272.00	32.9%

Building Costs

Rent	\$ 589,583.00		\$ 196,460.00	33.3%	\$ 191,668.00	2.5%
Supplies	\$ 150		\$ -	0.0%	\$ -	#DIV/0!
Maintenace	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,733	15.6%	\$ 196,460.00		\$ 191,668.00	2.5%
Total Operations/Services	\$ 1,629,731	43.1%	\$ 486,113.11	29.8%	\$ 476,518.91	2.0%
Total Expenses						
	\$ 4,144,223		\$ 1,335,474.51	32.2%	\$ 1,315,642.69	1.5%
Revenue Minus Expense						
	\$ (9,661)		\$ (710,003.64)		\$ (896,385.43)	-20.8%

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			
6/1/2022				
7/1/2022				
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				

Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

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

6/1/2022	\$	-
7/1/2022	\$	-
8/1/2022	\$	-
9/1/2022	\$	-
10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

**Trust Accounts
Cantoni**

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

**Meyer
Date**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 51,488.14	\$ -	\$ 7,123.57	\$ 44,364.57
2/1/2022	\$ 44,364.57	\$ -	\$ (1,474.16)	\$ 45,838.73
3/1/2022	\$ 45,838.73	\$ -	\$ -	\$ 45,838.73
4/1/2022	\$ 45,838.73	\$ -	\$ 375.00	\$ 45,463.73
5/1/2022	\$ 45,463.73			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			

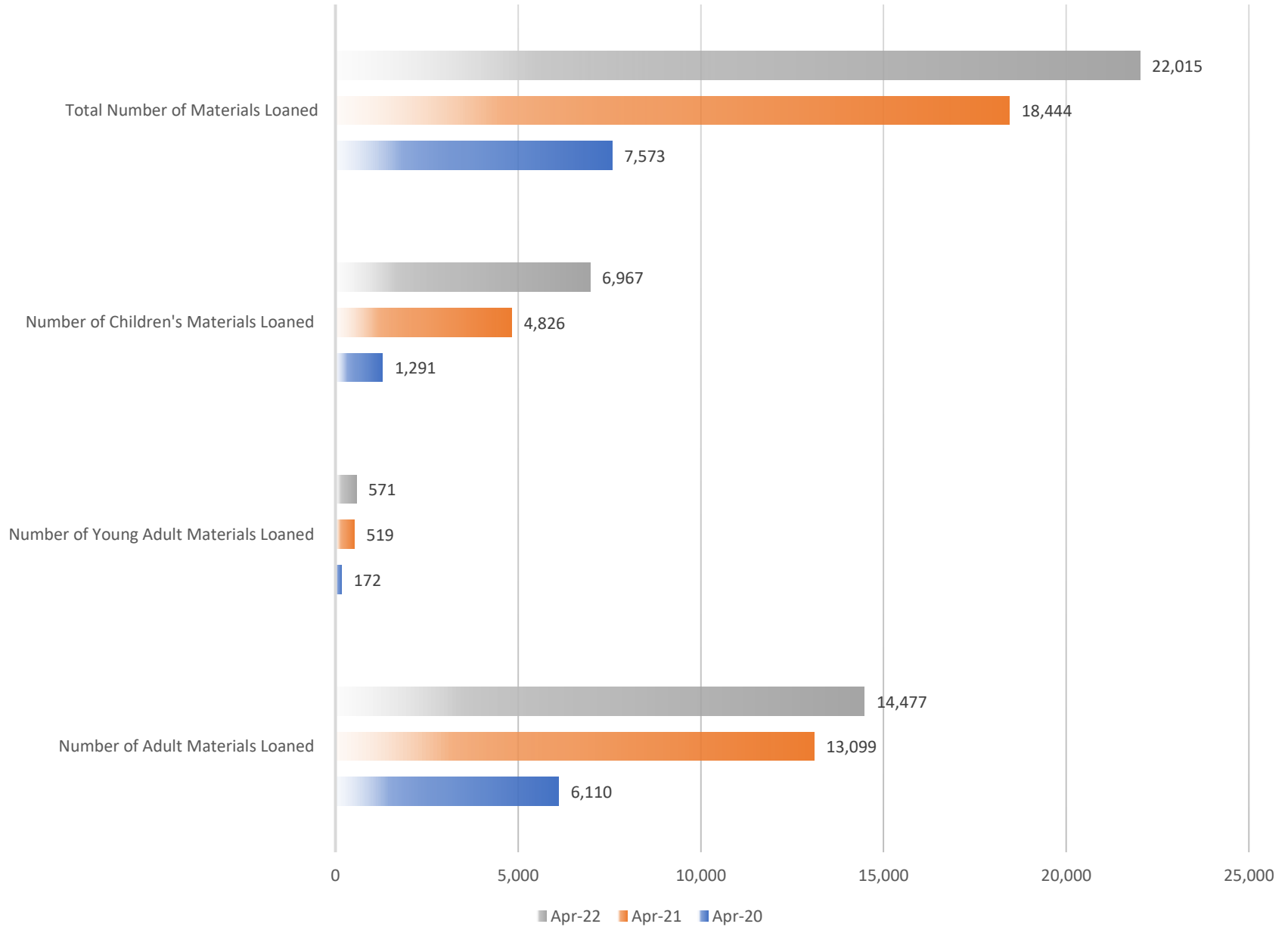
10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

Memorials/Donations

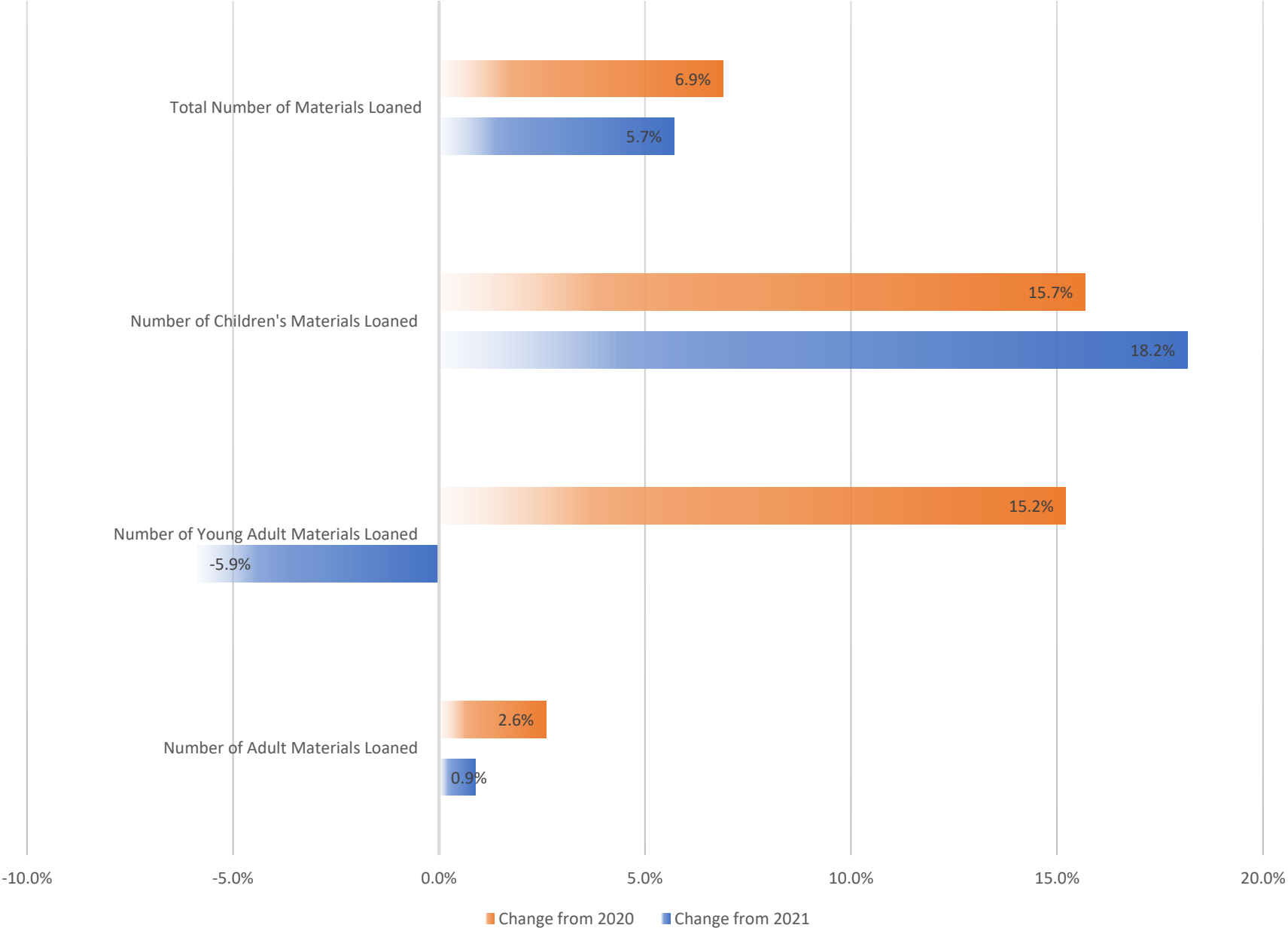
Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23	\$ -	\$ 46.21	\$ 20,531.02
4/1/2022	\$ 20,531.02	\$ -	\$ 3,841.69	\$ 16,689.33
5/1/2022	\$ 16,689.33			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at Ending
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ - \$ 1,722,760.71
3/1/2022	\$ 1,722,760.71	\$ 198,431.40	\$ 380,859.61	\$ - \$ 1,540,332.50
4/1/2022	\$ 1,540,332.50	\$ 218,692.24	\$ 331,987.54	\$ - \$ 1,427,037.20
5/1/2022	\$ 1,427,037.20			
6/1/2022				
7/1/2022				
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				

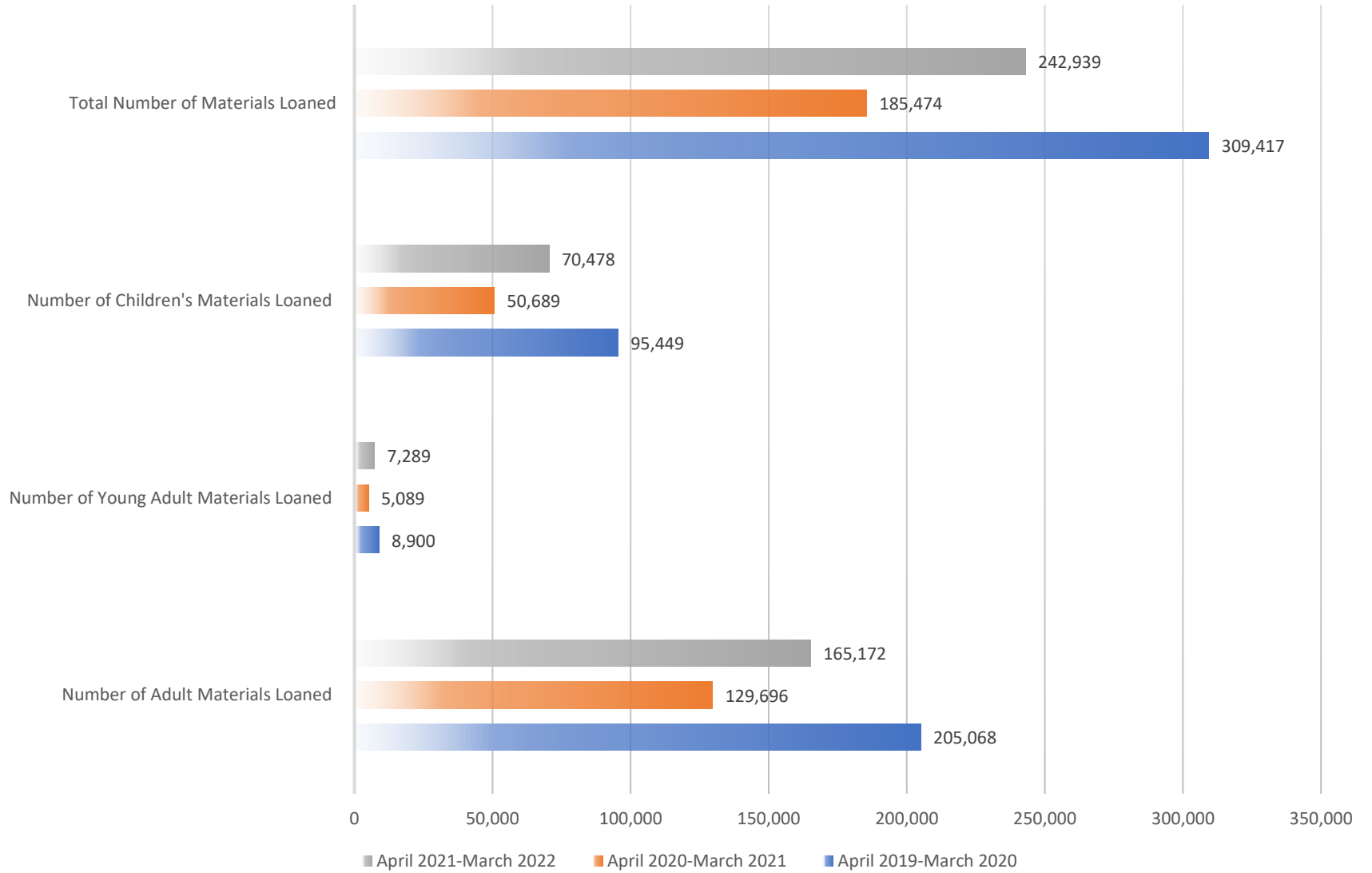
APRIL CIRCULATION BY AUDIENCE



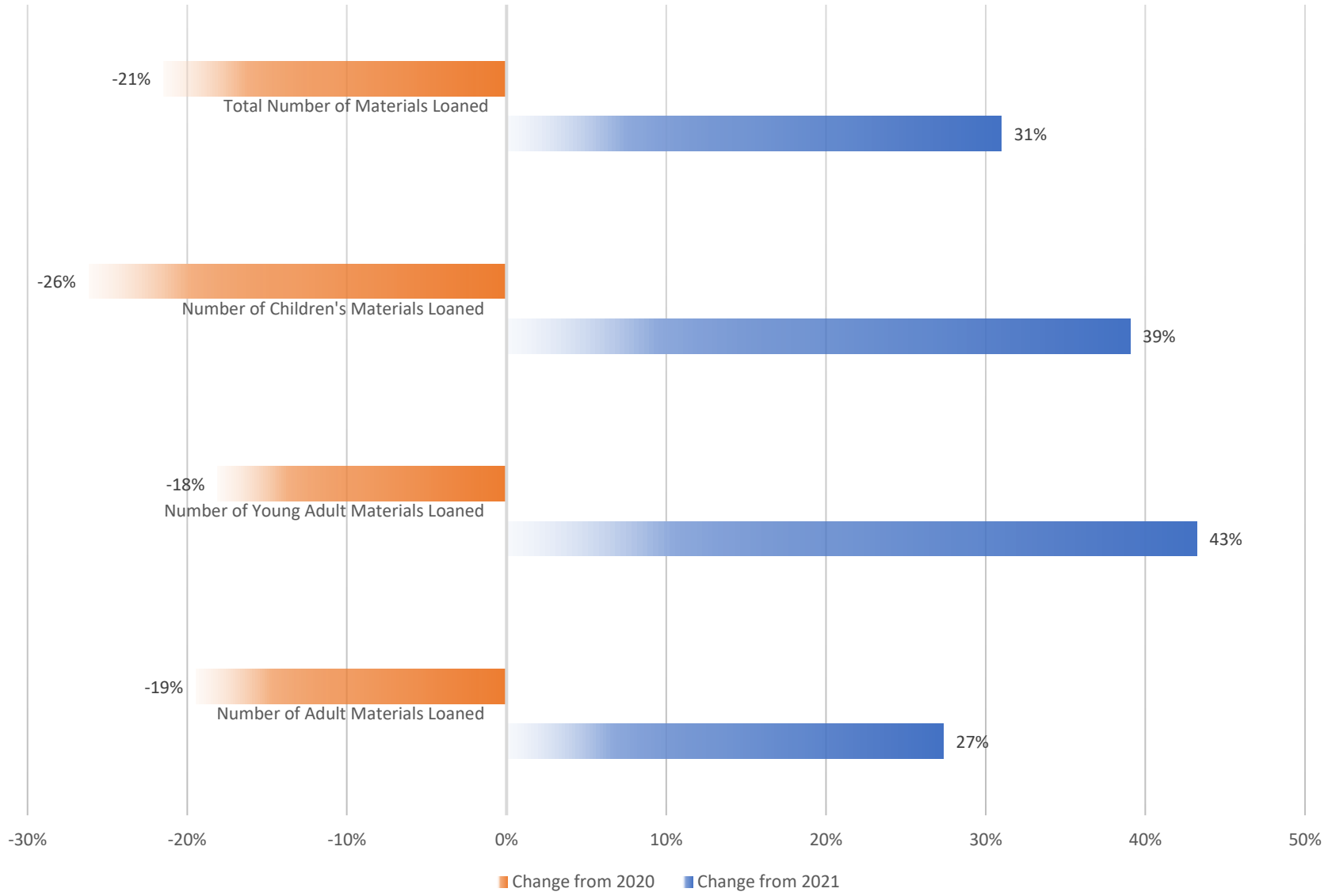
APRIL CHANGE BY AUDIENCE



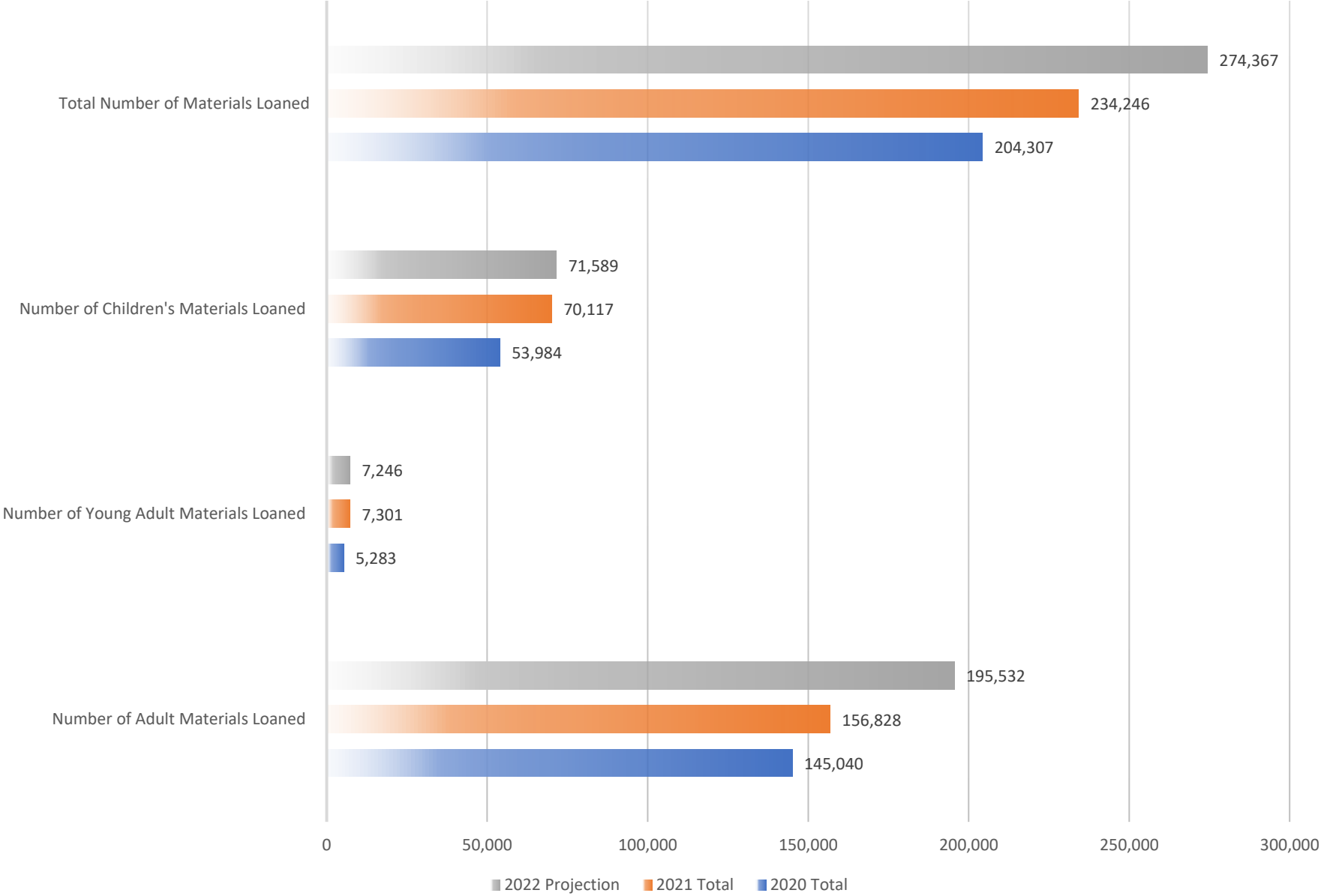
12-MONTH TREND BY AUDIENCE



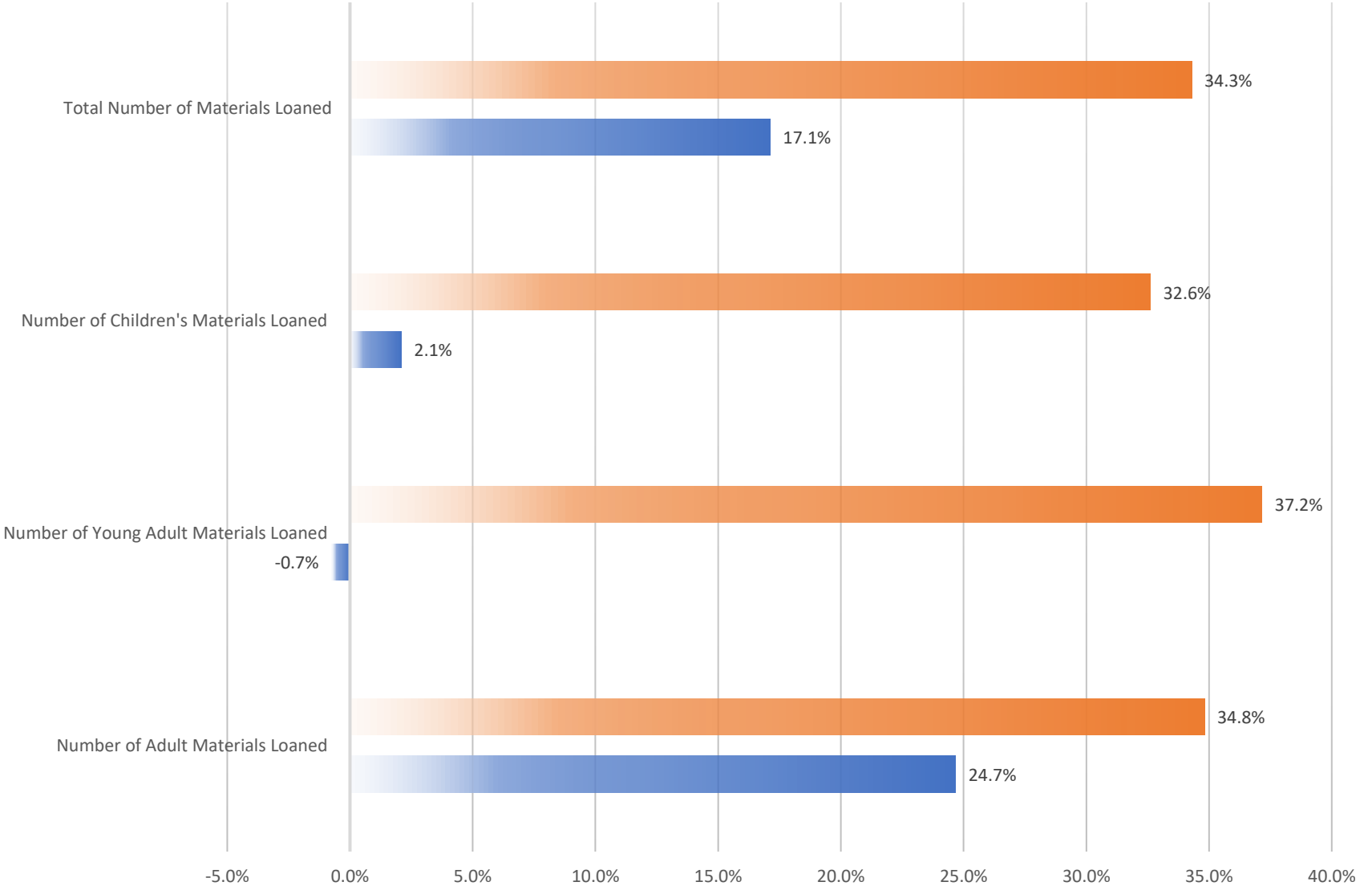
CHANGE IN 12-MONTH TREND



2022 PROJECTED CIRCULATION BY AUDIENCE

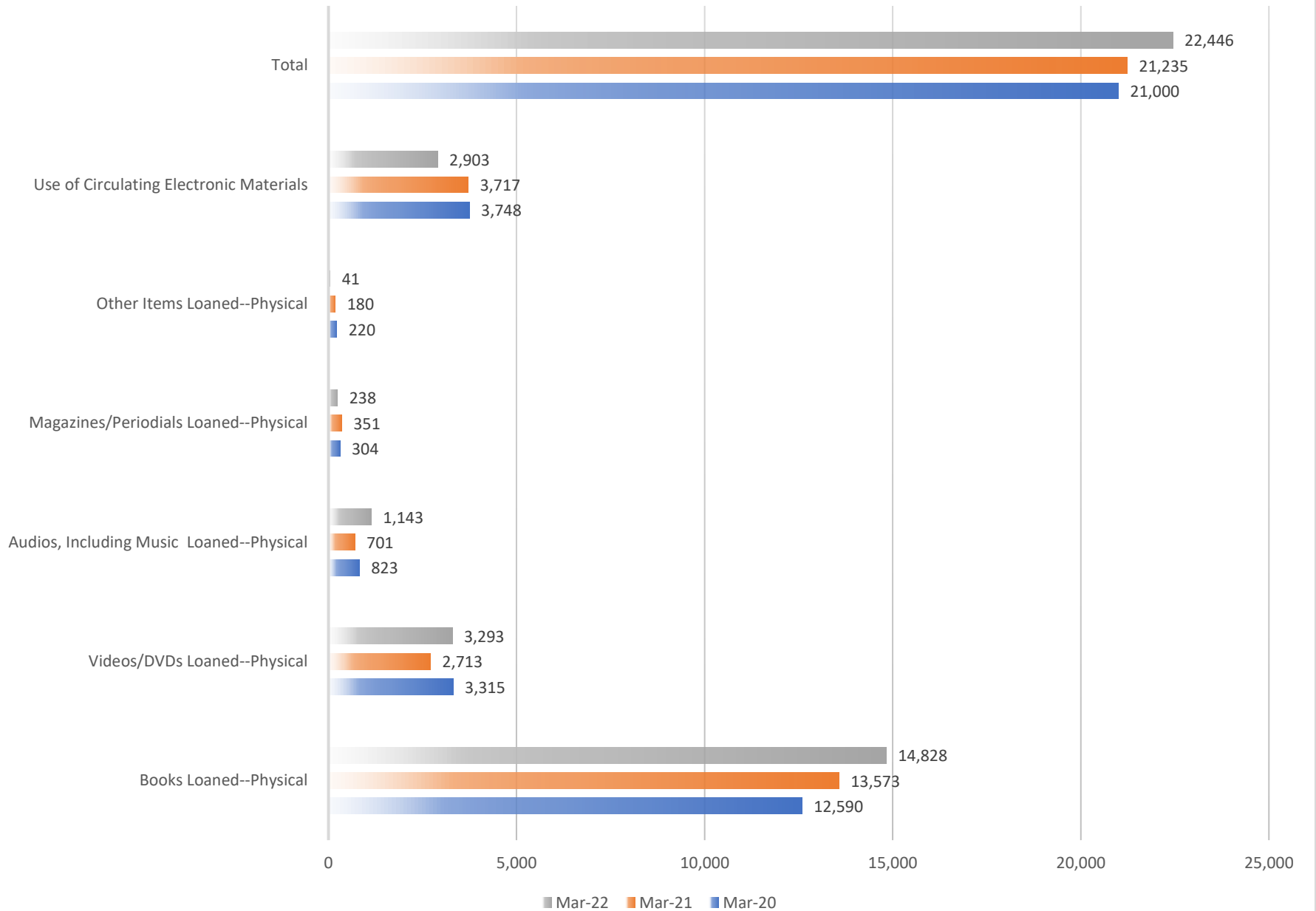


PROJECTED CHANGE BY AUDIENCE

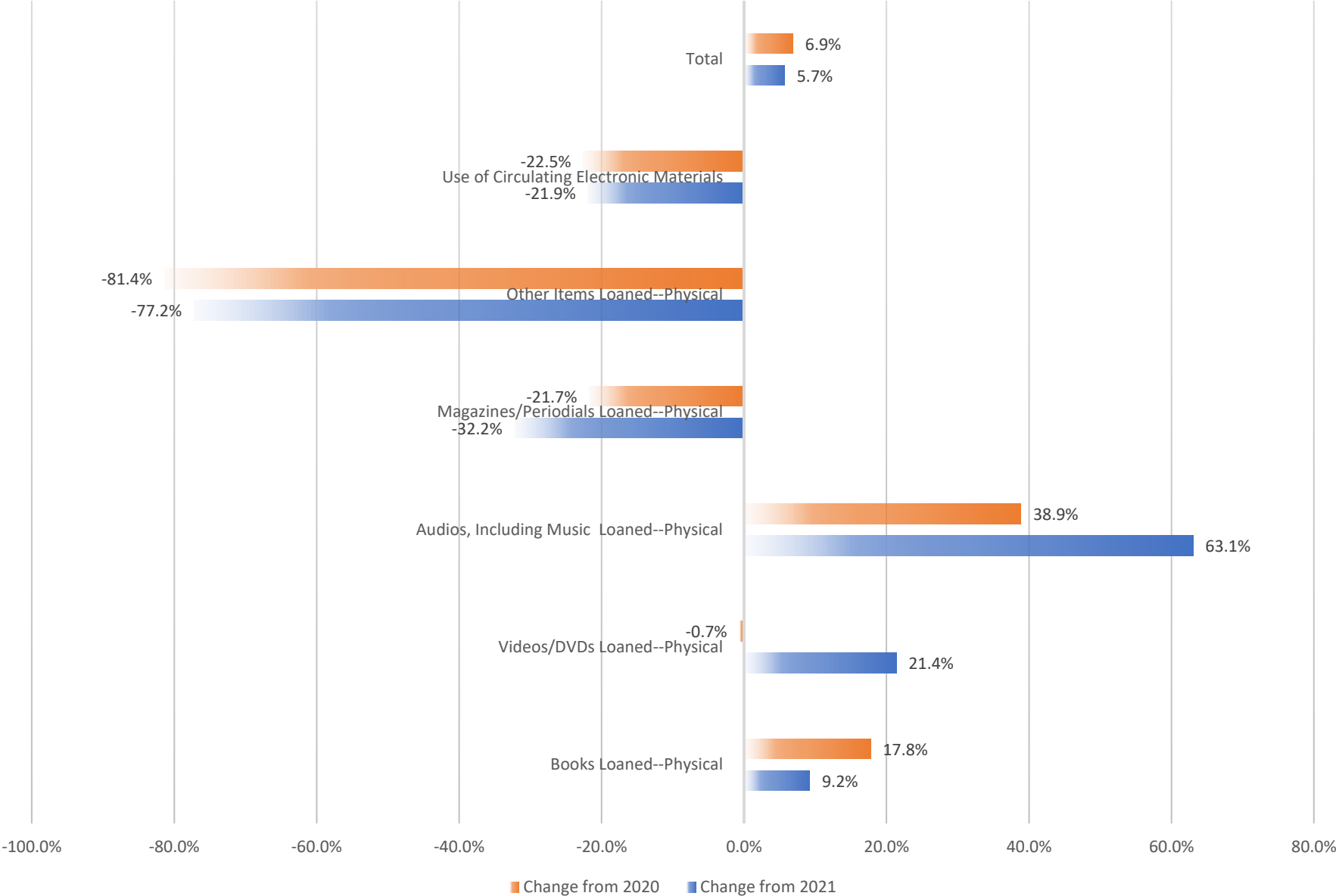


Projected Change from 2020 Projected Change from 2021

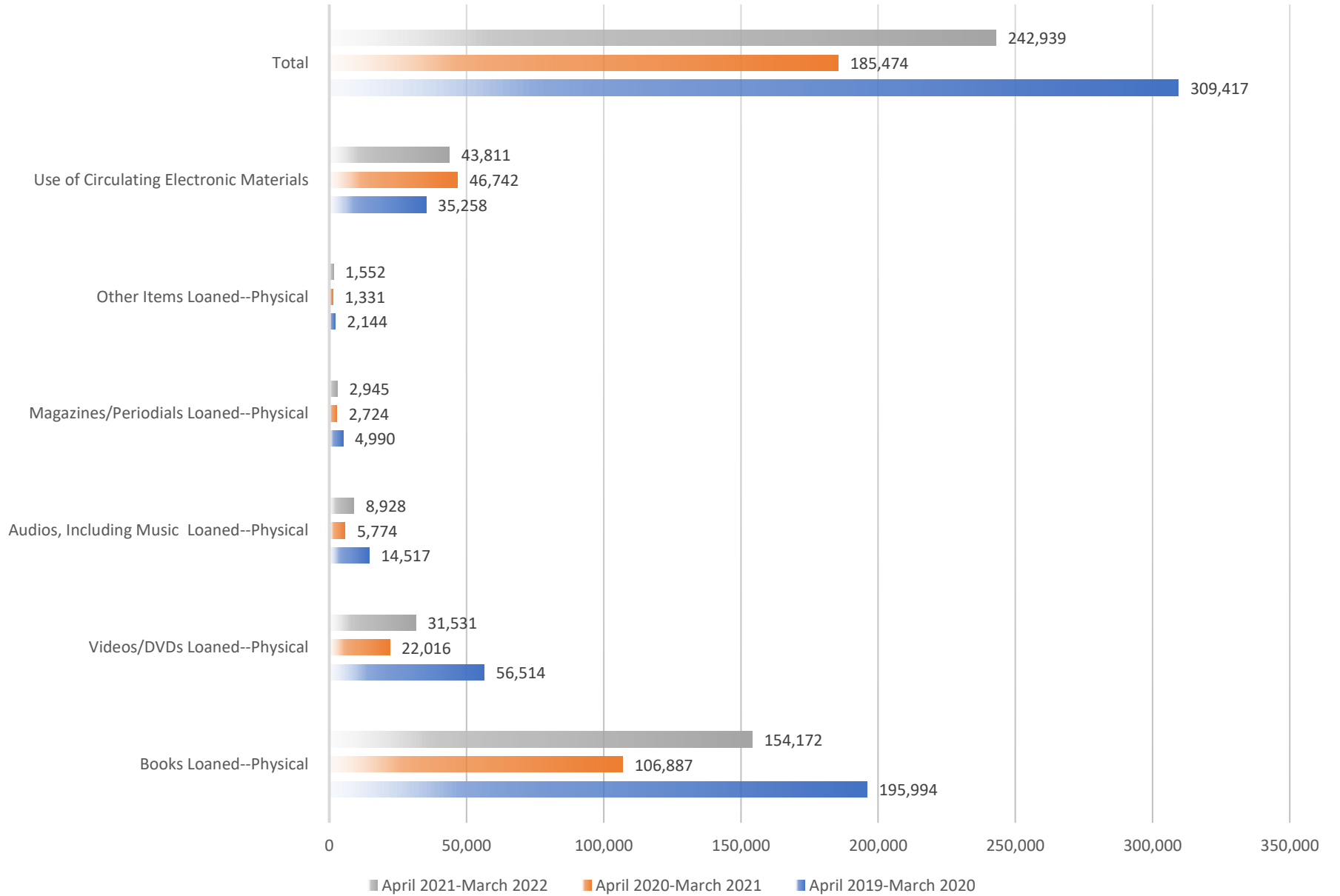
APRIL CIRCULATION BY MATERIAL TYPE



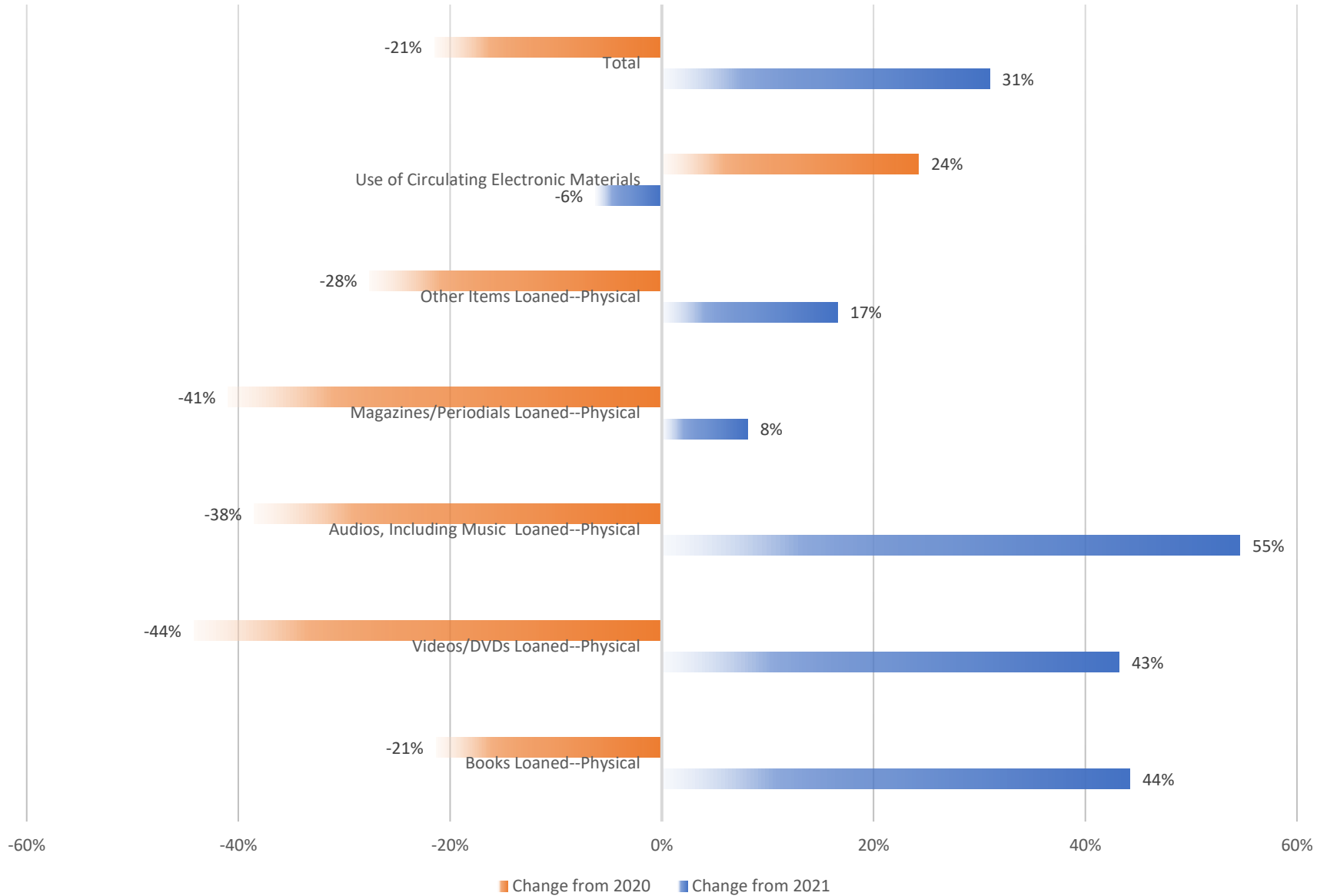
APRIL CHANGE BY MATERIAL TYPE



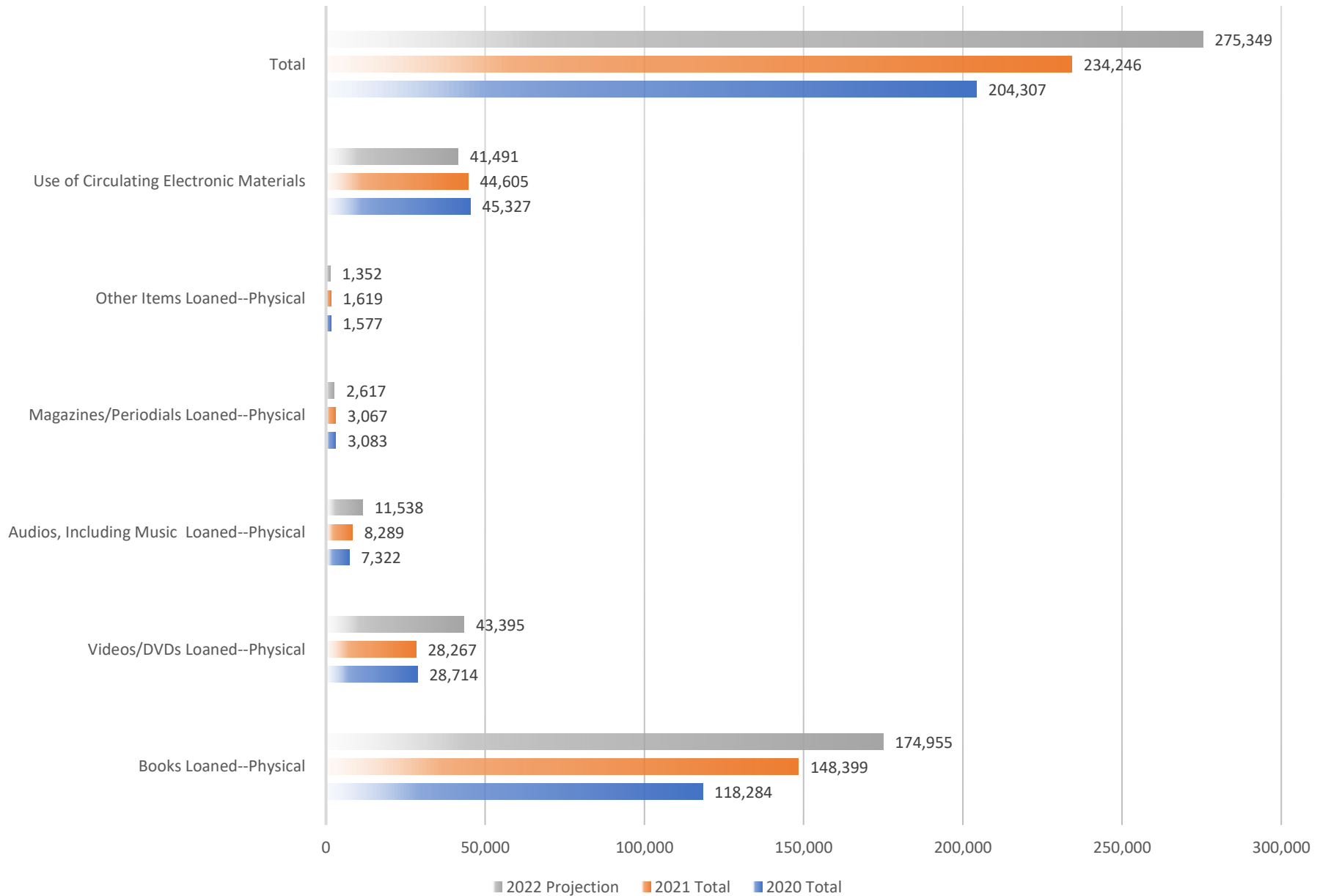
12-MONTH TREND BY MATERIAL TYPE



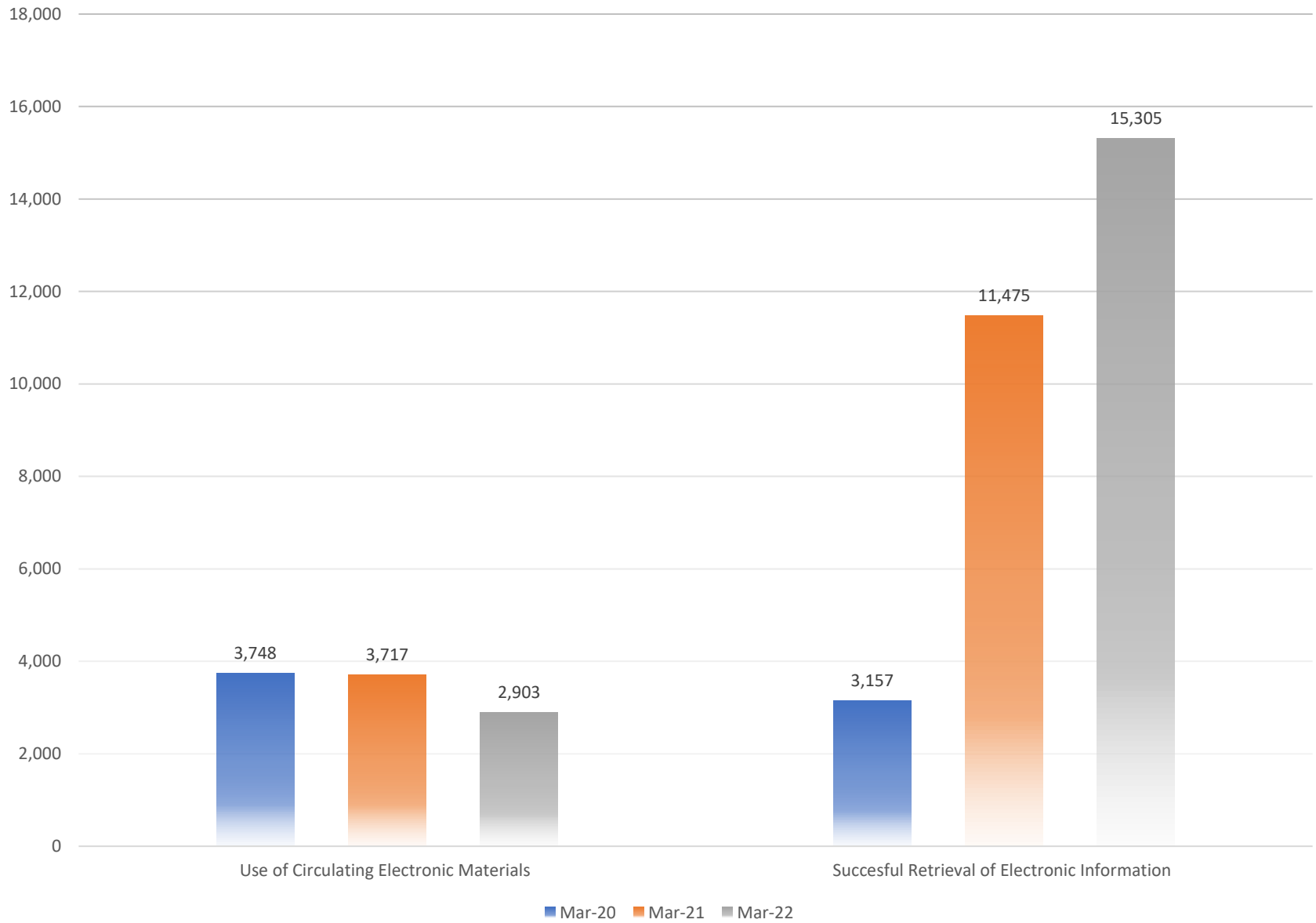
CHANGE IN 12-MONTH TREND BY MATERIAL TYPE



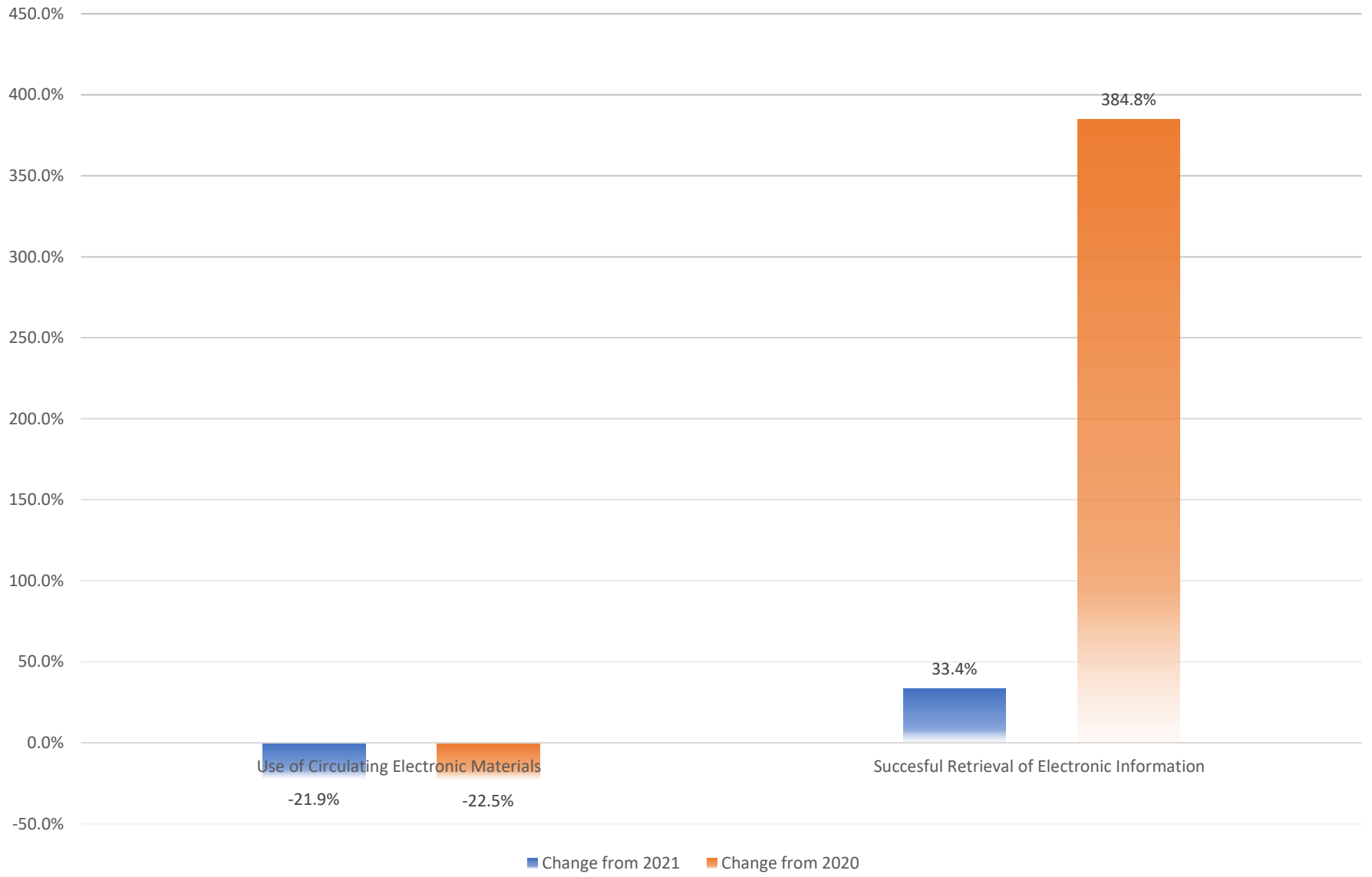
2022 PROJECTION BY MATERIAL TPE



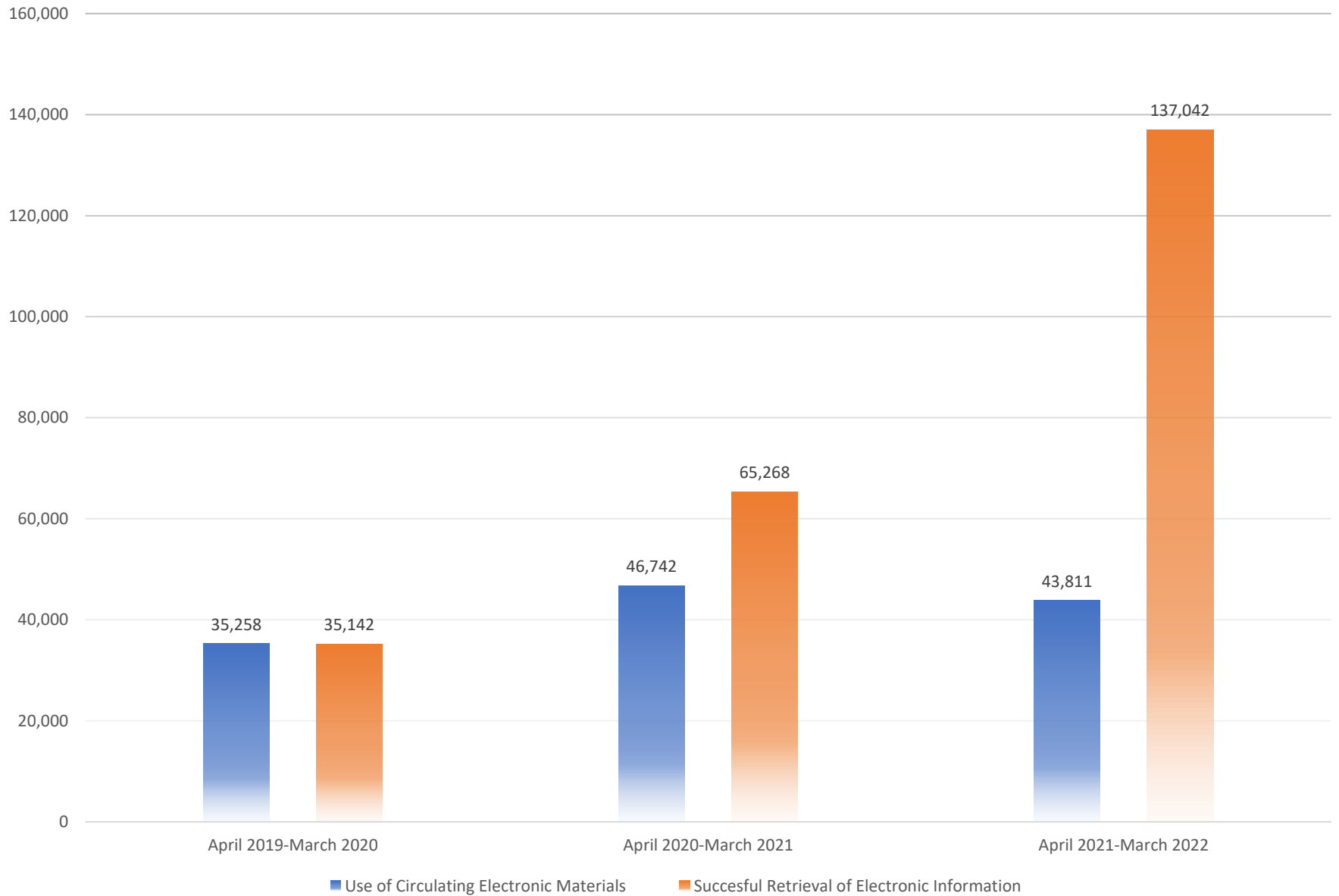
APRIL ELECTRONIC USAGE



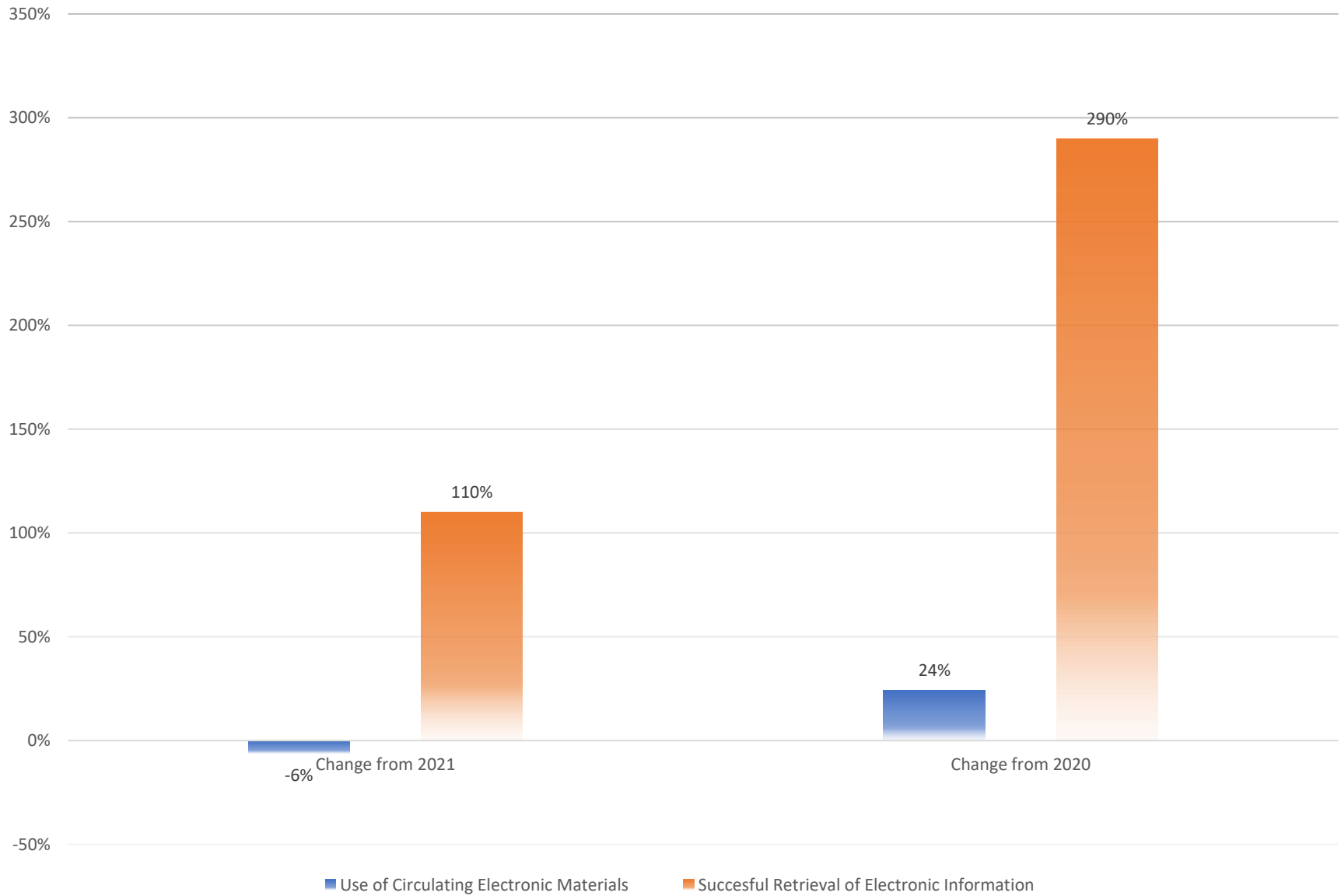
APRIL CHANGE IN ELECTRONIC USAGE



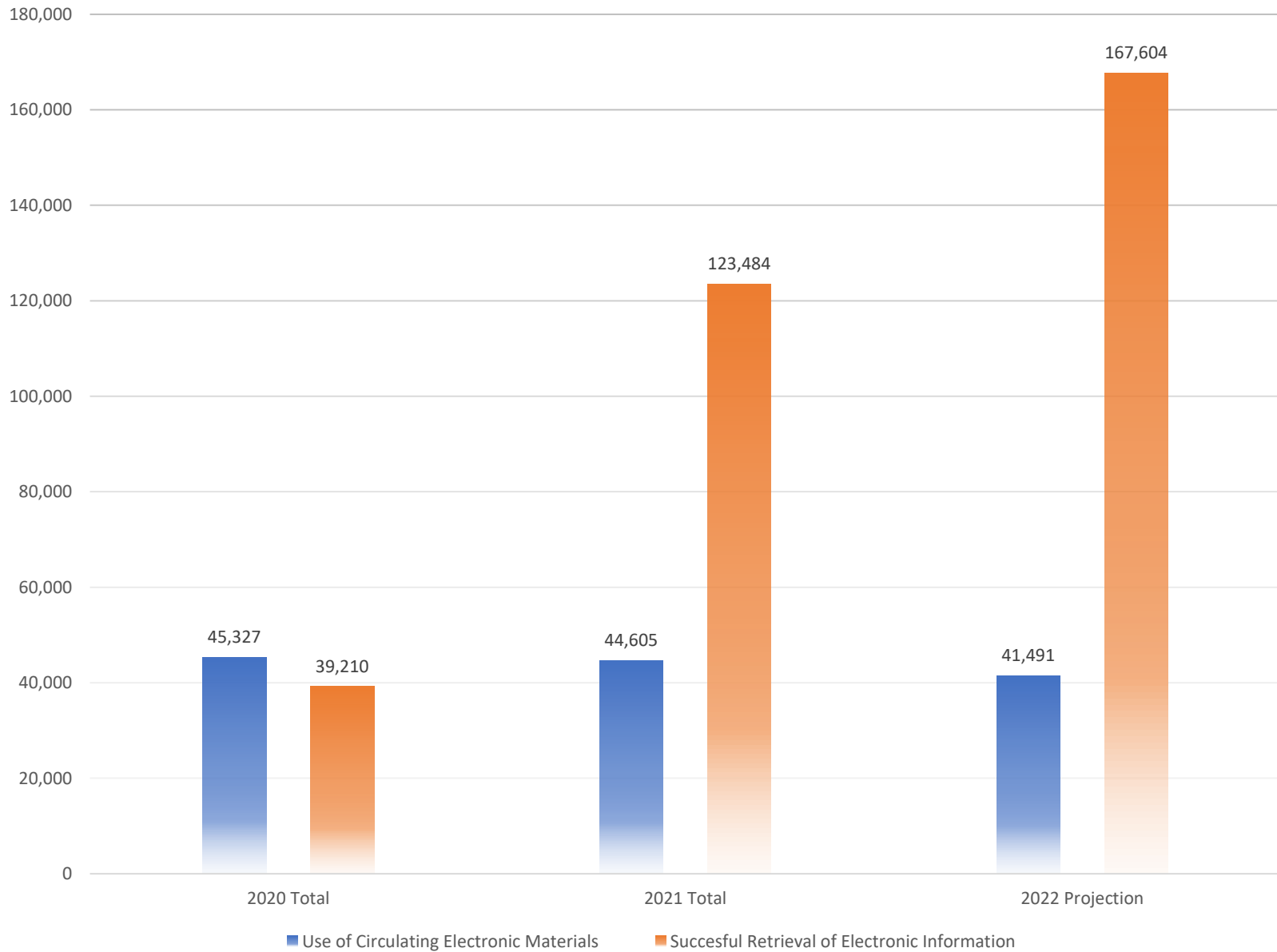
12-MONTH TREND ELECTRONIC USAGE

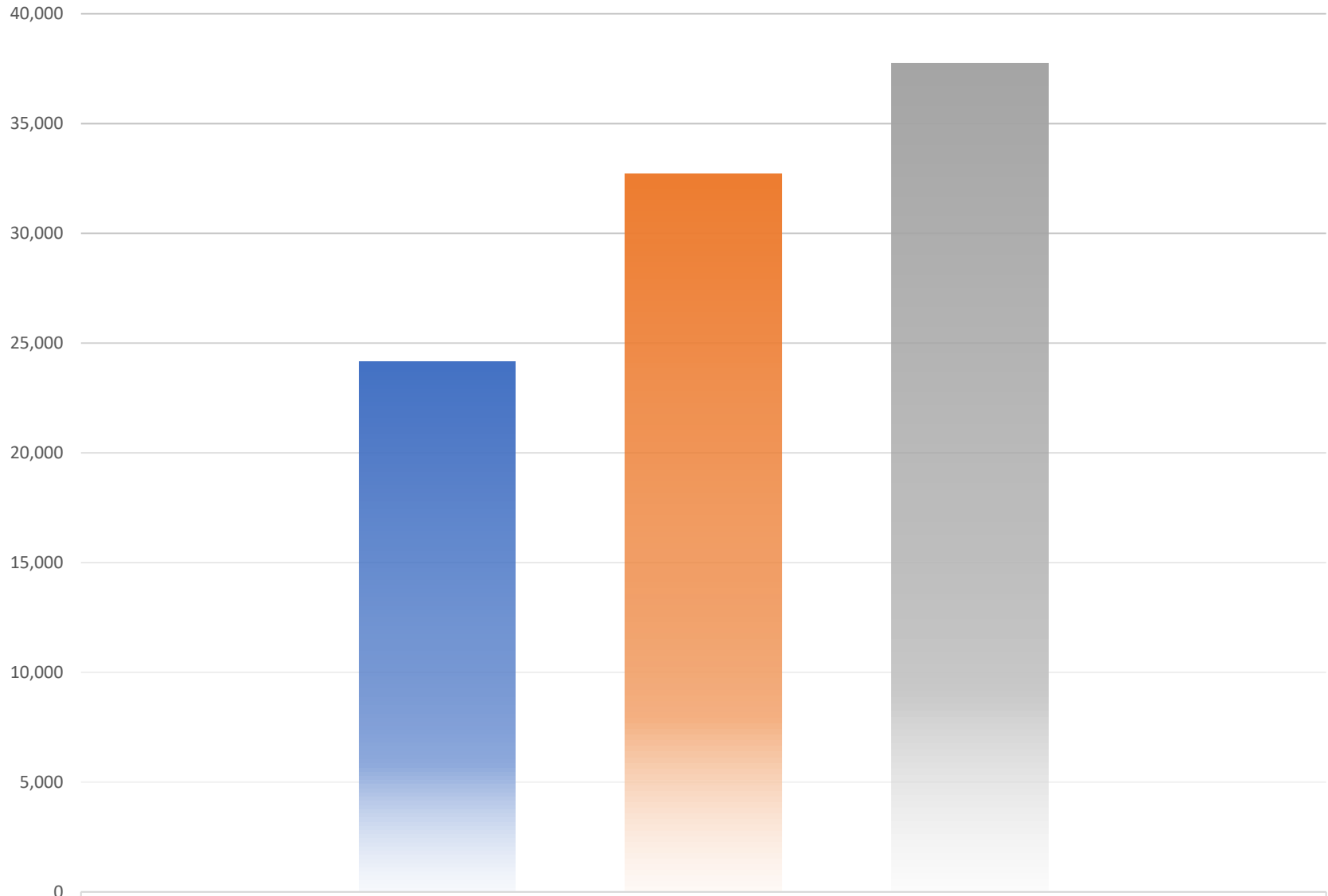


12-MONTH TREND CHANGE ELECTRONIC USAGE



ELECTRONIC MATERIALS 2022 PROJECTION

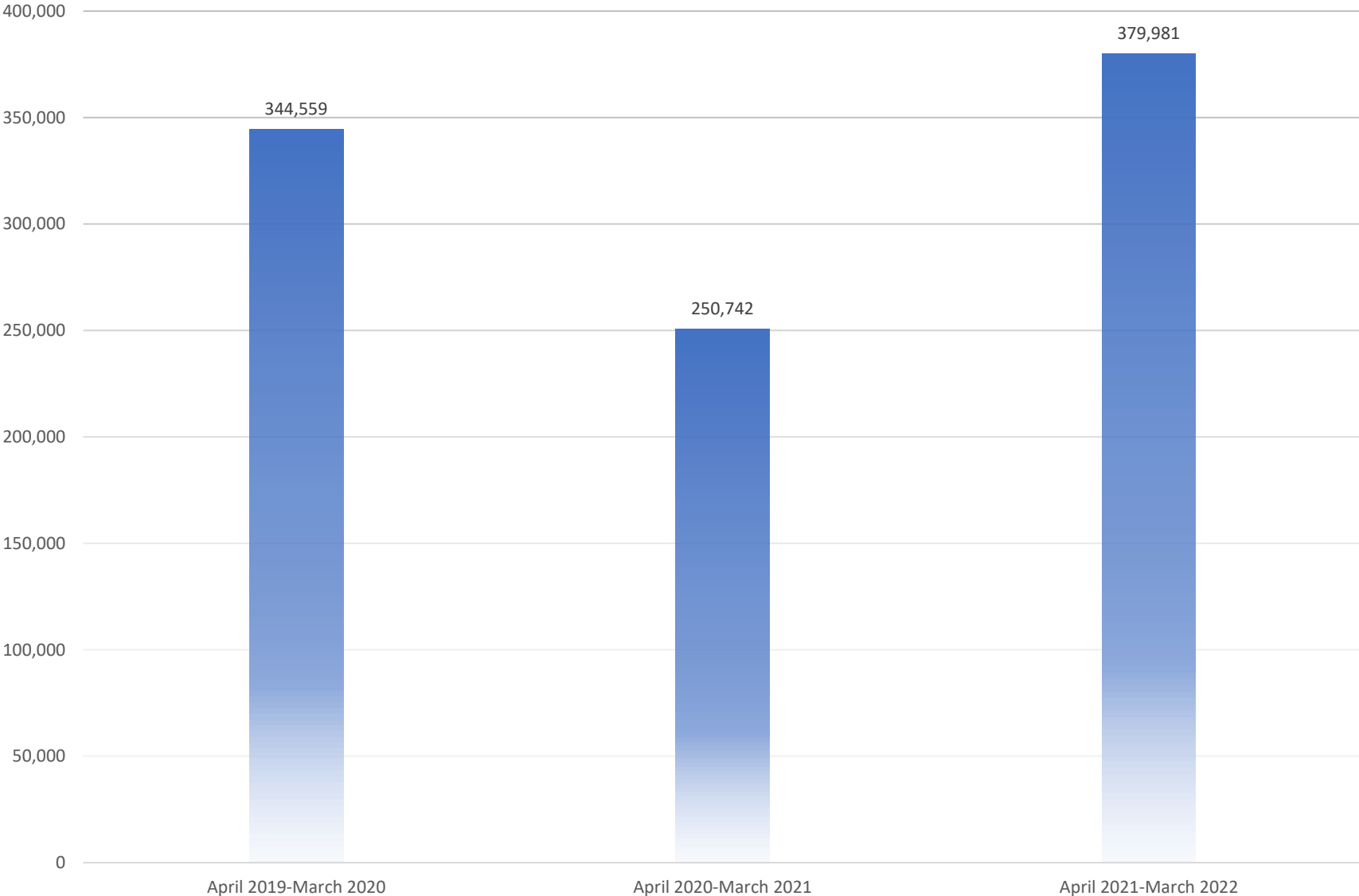




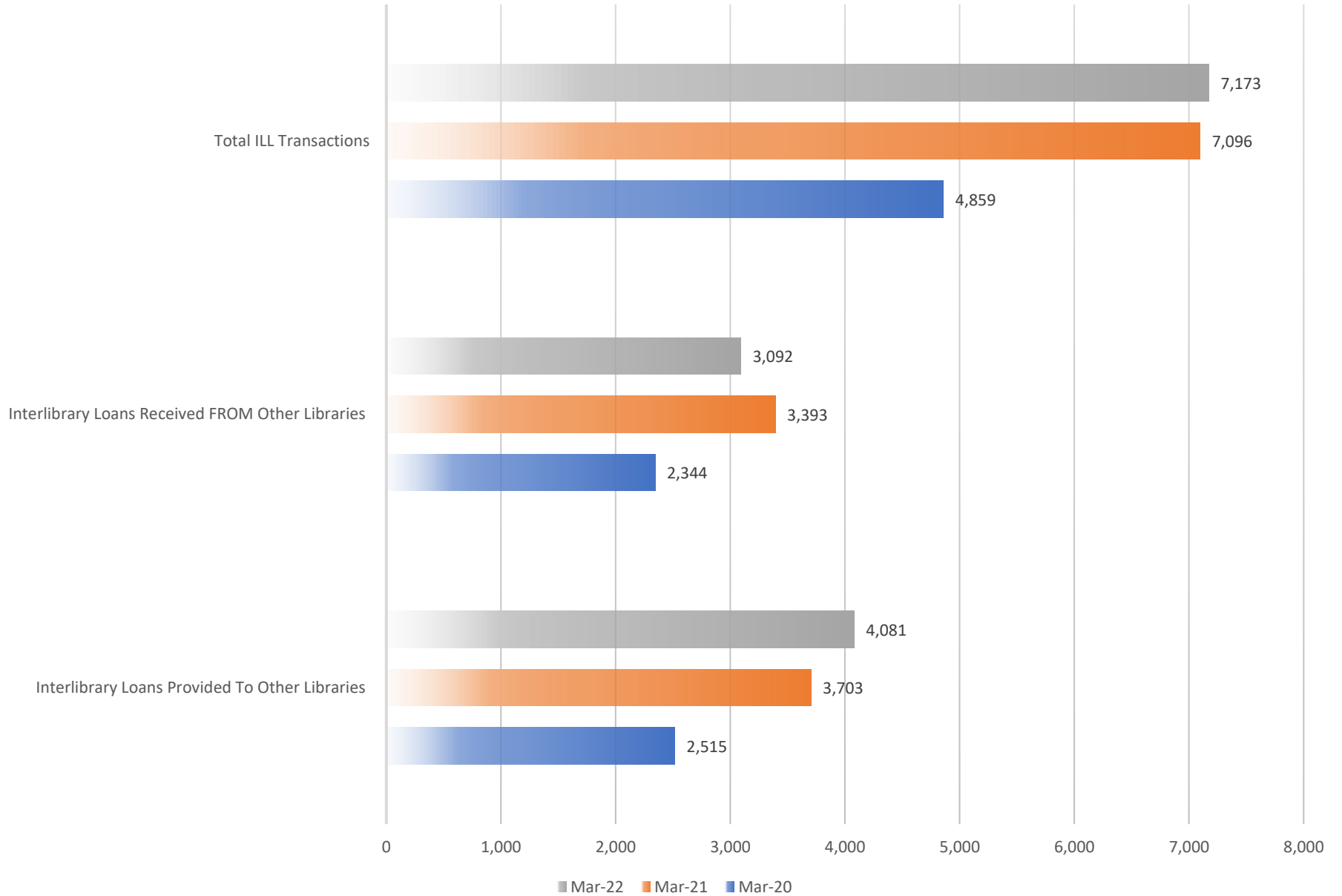
- Mar-20
- Mar-21
- Mar-22

	Total Collection Use
Mar-20	24,157
Mar-21	32,710
Mar-22	37,751

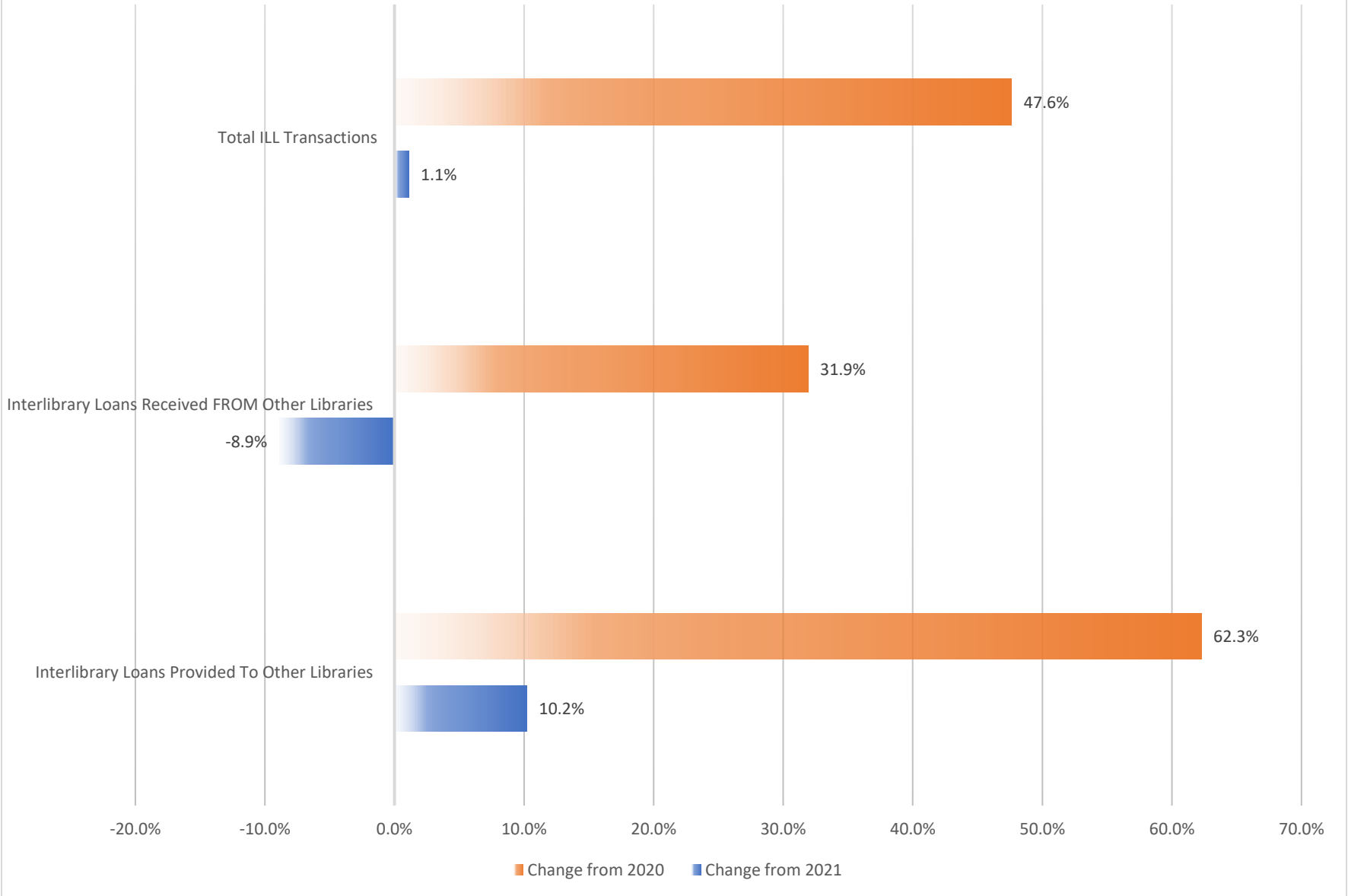
TOTAL COLLECTION USE 12-MONTH TREND



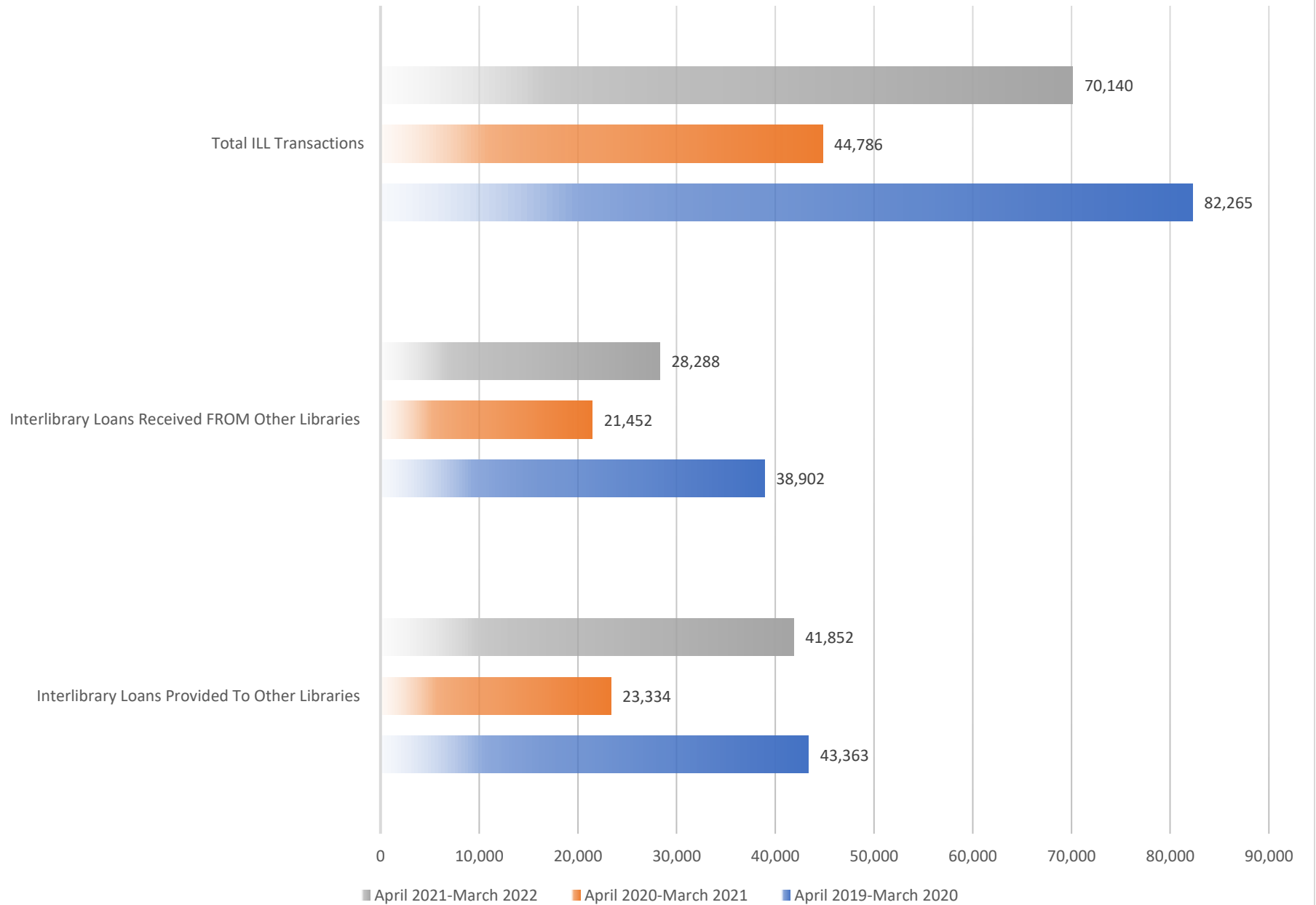
APRIL INTERLIBRARY LOANS



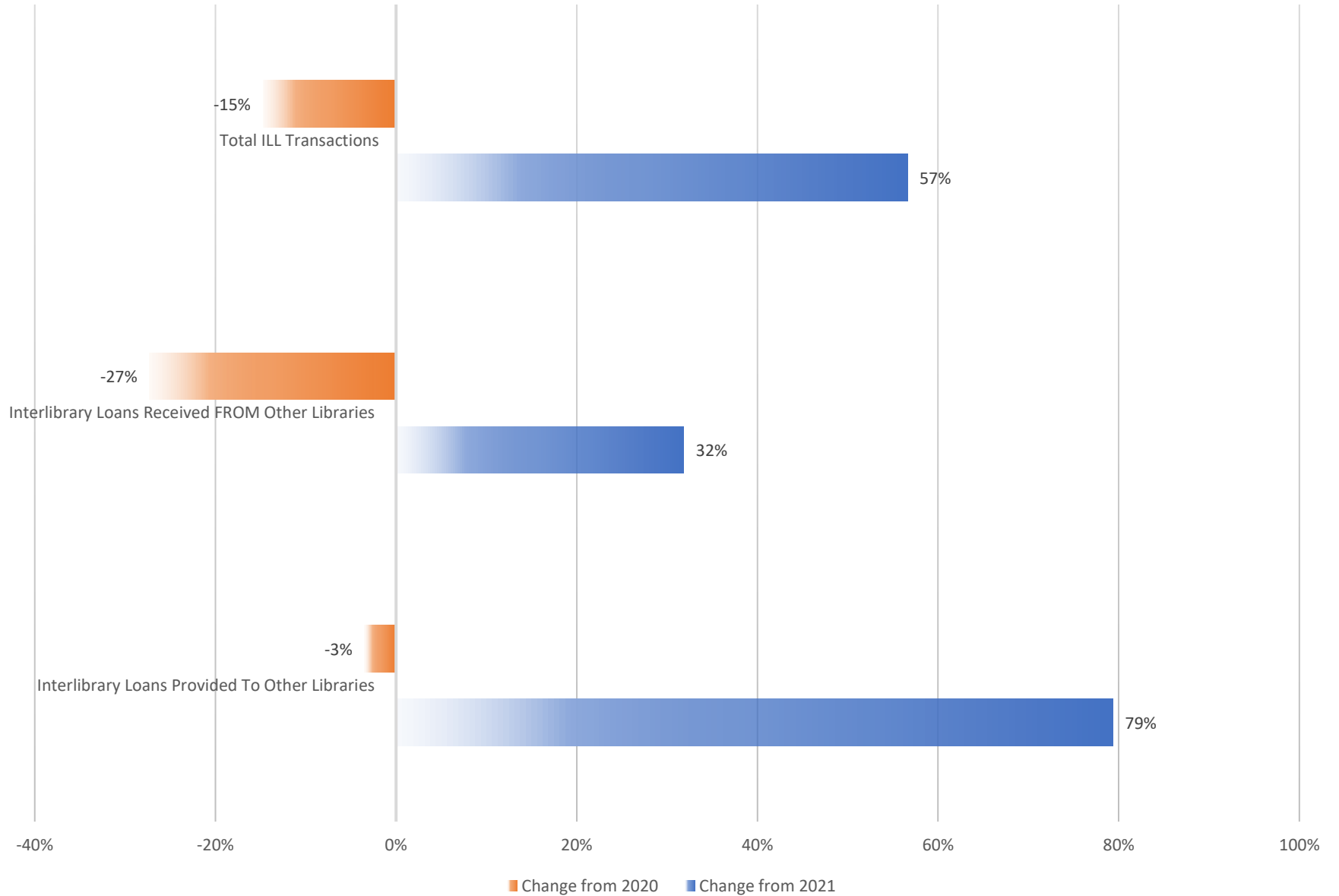
APRIL INTERLIBRARY LOAN CHANGE



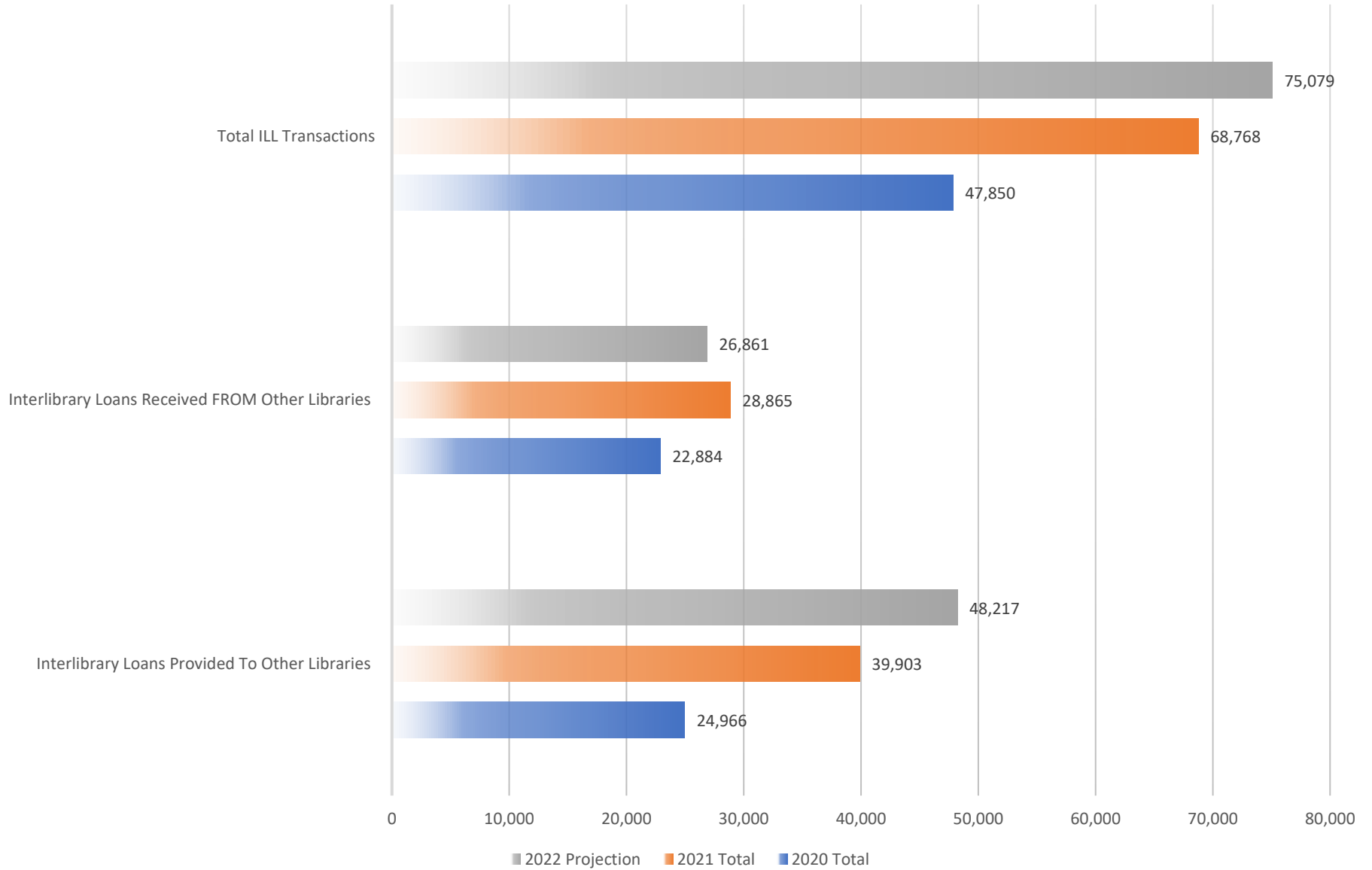
INTERLIBRARY LOAN 12-MONTH TREND



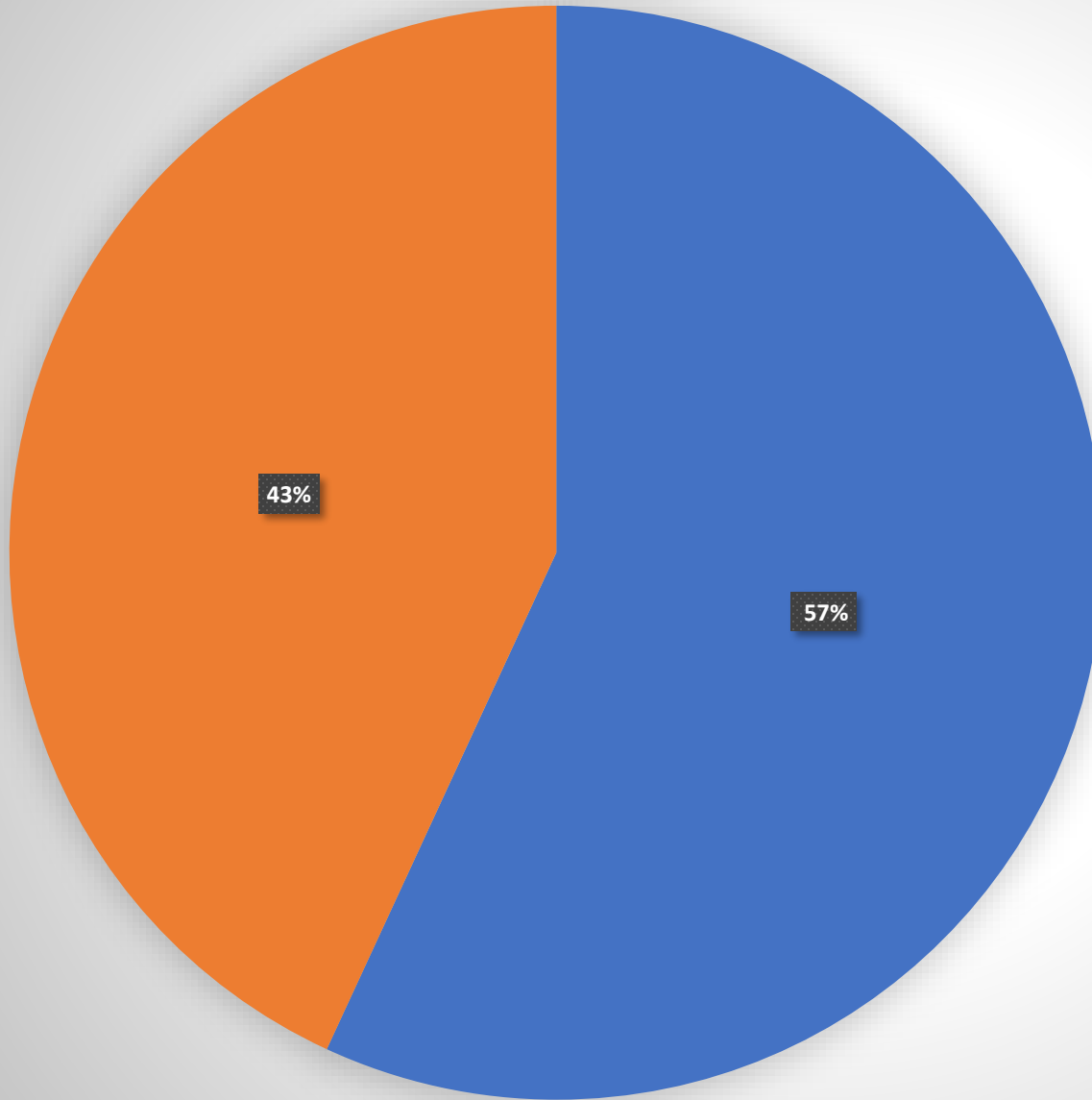
INTERLIBRARY LOAN 12-MONTH TREND CHANGE



INTERLIBRARY LOAN 2022 PROJECTION

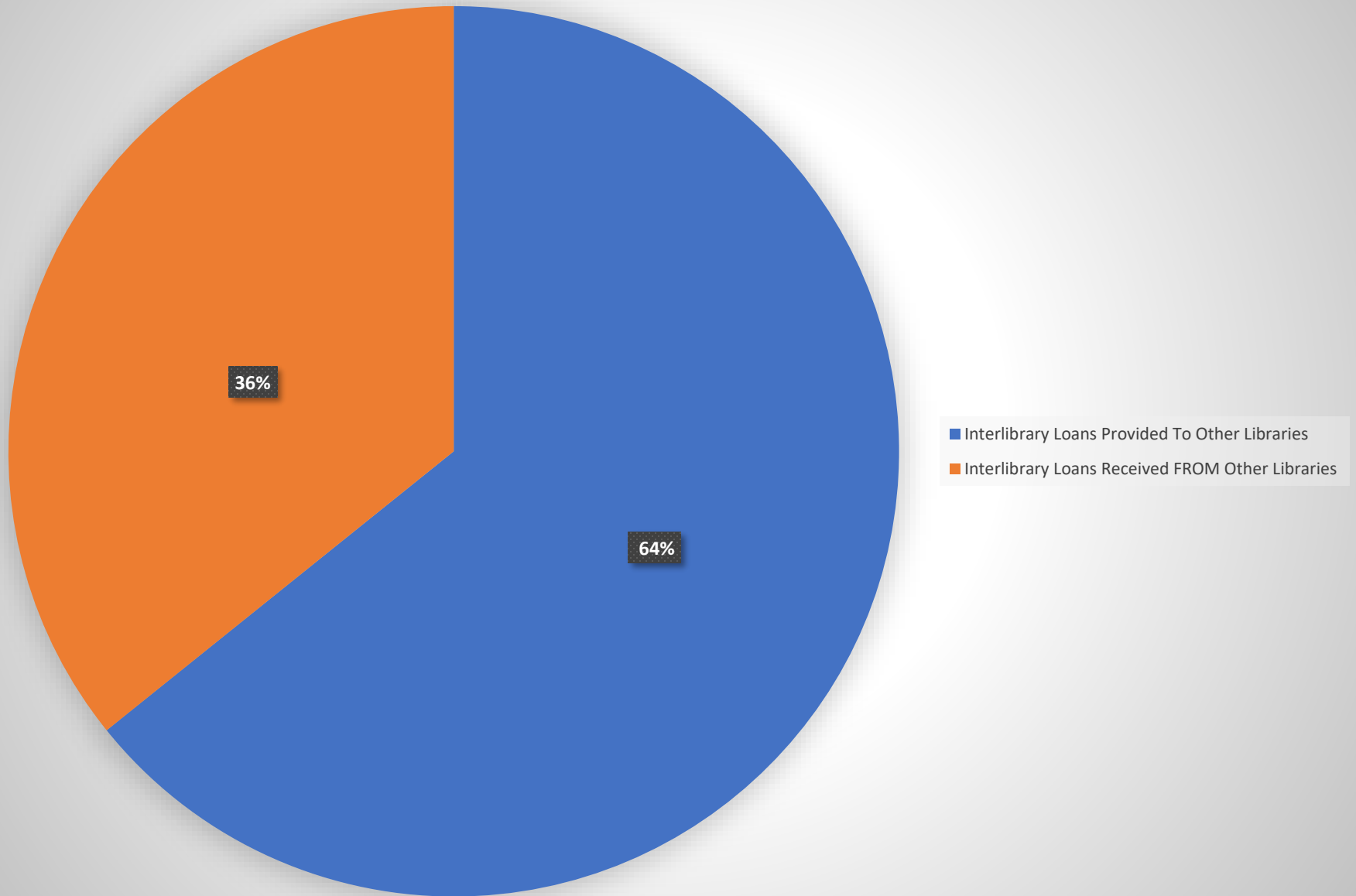


APRIL INTERLIBRARY LOAN RATIO



- Interlibrary Loans Provided To Other Libraries
- Interlibrary Loans Received FROM Other Libraries

PROJECTED 2022 INTERLIBRARY LOAN RATIO



Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
PPRT	\$ 530,722	\$ 1,412,189	\$ 881,467
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 75,000	\$ 51,713	\$ (23,287)
PILOT	\$ 561,120	\$ 561,120	\$ -
Fines	\$ 4,500	\$ 8,844	\$ 4,344
Non-Resident Fee	\$ 150	\$ -	\$ (150)
Lost or Damaged Items	\$ 4,000	\$ 4,497	\$ 497
Copies/Miscellaneous	\$ 11,000	\$ 11,561	\$ 561
Meeting Room Fees	\$ 1,000	\$ 1,680.00	\$ 680
Interest Income	\$ -	\$ 11	\$ 11
Investment Income	\$ 1,000	\$ 501	\$ (499)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 1,500	\$ 1,500
Miscellaneous Income	\$ 50	\$ -	\$ (50)
Totals	\$ 4,134,562	\$ 4,999,636	\$ 865,074

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,644,156	\$ 1,582,149	\$ 62,007
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 159,403	\$ 141,551	\$ 17,852
FICA/Medicare	\$ 126,958	\$ 119,729	\$ 7,229
Life insurance	\$ 3,045	\$ 2,408	\$ 637
Medical insurance	\$ 565,500	\$ 677,067	\$ (111,567)
Service recognition	\$ 15,430	\$ 15,430	\$ -
Total Personnel	\$ 2,514,492	\$ 2,538,334	\$ (23,842)
Fund	Budgeted		
Unemployment insurance	\$ 1,056	\$ 1,056	\$ -
Advertising	\$ 500	\$ 898	\$ (398)
Printing/binding	\$ -	\$ 0	\$ -
Service to maintain Building	\$ -	\$ 0	\$ -
Service to Office Equipment	\$ 27,000	\$ 19,310	\$ 7,690
IT Services	\$ 36,684	\$ 36,684	\$ -
Telephone	\$ 27,000	\$ 24,729	\$ 2,271
Banking Service Charges	\$ 150	\$ 94	\$ 56
Conferences/Travel/Continuing Ed	\$ 20,000	\$ 4,916	\$ 15,084
General Fund	\$ 108,864	\$ 108,864	\$ -
Postage	\$ 5,000	\$ 4,454	\$ 546
Computer Software	\$ 50,000	\$ 34,646	\$ 15,354
Travel Interview Expense	\$ -	\$ 35	\$ (35)

Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 87,227	\$ 14,773
Membership Fees	\$ 50,000	\$ 57,000	\$ (7,000)
Materials for Buildings	\$ 150	0	\$ 150
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 75,000	\$ 53,469	\$ 21,531
Office Supplies	\$ 40,000	\$ 23,956	\$ 16,044
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 12,146	\$ 32,854
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 765	\$ 1,735
Total operating	\$ 1,629,731	\$ 1,508,576	\$ 121,155
Total expense	\$ 4,144,223	\$ 4,046,910	\$ 97,313
Surplus (deficit)	\$ (9,661.00)	\$ 952,725.98	\$ (962,387)

Delivering World-class Security Solutions

A Security Program Solution For
Decatur Public Library



Presented by:

Securitas Security Services USA, Inc.

Contact:

Becky Wilburn

Business Development Manager

Securitas USA Midwest Area

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St. Louis, MO 63146

Office: 314.206.6234

Cell: 314.315.7980

becky.wilburn@securitasinc.com



May 4, 2022
Attn: Rick Meyer, City Librarian
Decatur Public Library
130 N. Franklin Street
Decatur, IL 62523

Re: Security Service Proposal for Decatur Public Library

Dear Rick:

Thank you for reaching out to Securitas for your security needs. It was great speaking with you by phone and we are honored to provide a security proposal for the Decatur Public Library. We are excited about this opportunity and look forward to earning your business. We are proud of our long-standing presence throughout Central Illinois and feel confident that the enclosed proposal will demonstrate our value approach and capabilities. We appreciate this potential opportunity to provide you with Best in Class service.

Management Approach – While Securitas USA employs over 90,000 security officers nationwide, we are proud of our flat business model, called Protective Services Structure (PSS). This business model brings our local District Managers closer to their security officers and clients, providing increased support and accountability. Each District Manager operates a smaller portfolio, supporting 20-25 client relationships, in order to directly oversee their officers and their client's security programs.

Local Resources: Throughout Central & Southern Illinois, Securitas USA operates four convenient office locations in Champaign, Bloomington, Fairview Heights and Springfield. We employ over 500 security officers out of these branch offices to ensure adequate staff coverage for your site. In support of your security program, the Springfield team consists of 1 District Managers, an HR Manager, Recruiter, a Flex Team, and our Area Vice President who oversees the entire Midwest Area.

Experience – We provide a variety of Security Solutions to a number of businesses in Springfield and the surrounding areas, such as: Wells Fargo, Bunn-O-Matic, Mueller Co. and others. We'd be happy to provide references upon request.

Technology – We will equip this site with MySecuritas. Decatur Public Library and Securitas management team members will have instant, 24/7 electronic access to any activity/incident reports, staffing schedule, post orders, officer training curriculum plus, invoicing information along with much more. SecuritasVision is a secure and scalable Web-based application that helps us bring innovation, accountability and efficiency to your facility. It can be deployed at a single property or across your entire organization, and combines incident management, tour verification, task scheduling, asset tracking, and incident alert notification into one easy-to-use application to help enhance your security program. SecuritasVision saves time and confirms compliance of your security operations, policies, procedures and best practices, as well as improving communication and information sharing.

Integrated Guarding Solutions – We continually strive for methods to meet each client's unique security requirements while keeping the client's business goals and budget in mind. We are dedicated to using our resources and experience to create security solutions that address the rising costs of the security profession. The solution is Integrated Guarding, which can combine all three or any combination of our guarding services — **On-site, Mobile and Remote** — to provide a comprehensive, cutting-edge security program.

Training – Securitas USA provides each security officer with a clear training path. Our approach is based on three key perspectives. First, certain principles and techniques, such as those dealing with observation, safety, reporting, interpersonal relations and Securitas USA policies, are the same regardless, of where the person is assigned. Secondly, individual clients such as Decatur Public Library may have unique situations that require additional specialized training. Therefore, we provide both general and client-specific training. Third, we meet the need for meaningful ongoing professional development to keep skills sharp through a number of innovative programs, which will continue to be developed into a site-specific curriculum by your Securitas District Manager, Ken Hollis.

Thank you again for this opportunity to provide this proposal to Decatur Public Library for the ultimate, professional security experience. Please contact me if you have any questions or require further information. I look forward to speaking with you soon.

Sincerely,

Becky Wilburn

Becky Wilburn, Business Development Manager
Securitas Security Services, USA
Becky.wilburn@securitasinc.com



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Alternative Security Solutions (Optional)

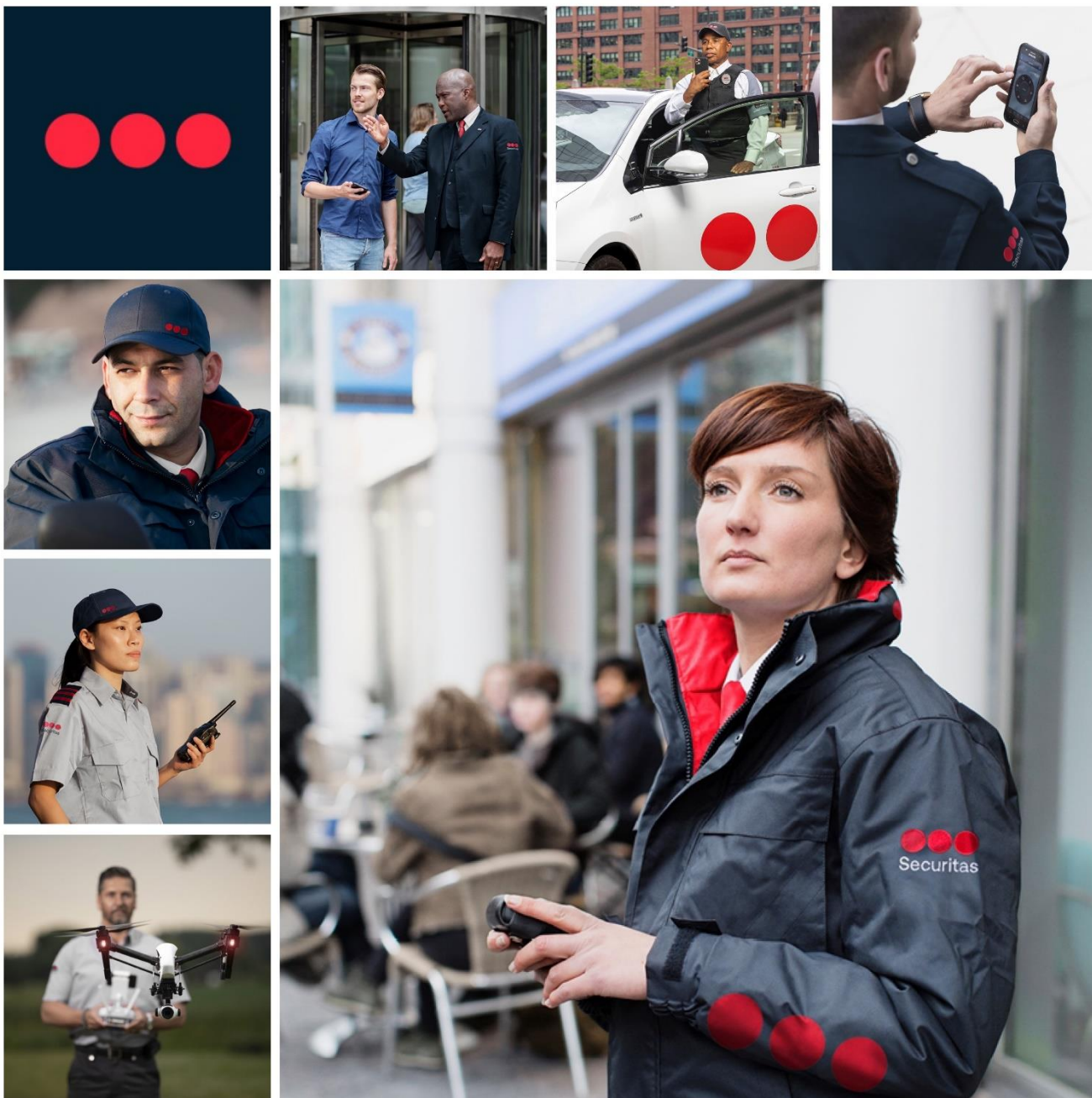
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Confidentiality Statement

This entire proposal is considered confidential information by Securitas Security Services USA, Inc. and may not be distributed, in whole or in part, to any person, firm or corporation outside of Decatur Public Library. In addition, this proposal may be distributed only to those employees or affiliates within Decatur Public Library who have direct responsibility for the proposal/decision-making process.





Company Overview



Company Overview

Securitas is the industry leader in Protective Services with approximately 90,000 employees in the U.S. and 355,000 worldwide. As a locally focused organization, Securitas USA has over 400 branch offices across the U.S. Each Securitas District Manager offers the locally focused commitment of a small business owner, with P&L responsibility for his/her local operations.

Global Revenue	over \$12.9 Billion (2021)
Worldwide Employees.....	355,000
Number of Countries	47
U.S. Revenue.....	\$4 Billion (2021)
U.S. Employees	90,000+
U.S. Local District Managers	550+

Value-Added Security Solutions

Our goal is to be your long-term strategic partner. We are more than a traditional guarding company. Through our affiliated companies and specialty divisions, we can offer you a broader range of security solutions that will add value to Decatur Public Library.

Local Presence:

Securitas has more than 400 branch offices strategically located throughout the United States. The highly experienced, locally dedicated Securitas Management Team assigned to service Decatur Public Library will work to develop meaningful partnerships with your management team through responsiveness and timely communication.

ONE Securitas:

Securitas is committed to delivering the same quality service for our clients across all markets we serve. We continuously strive for consistency and are ONE Securitas, driven as a united force by our global purpose of “Helping make your world a safer place.” One of our most recent initiatives, implementing a global communications platform, has further improved collaboration.

Innovation:

Over the past decade, the security industry has undergone a major transformation, the most exciting change it has ever faced. Securitas is at the forefront of this journey thanks to our persistent and continuous investments in integrated security solutions.

Since 2011, Securitas has invested in the future to become what we are today: the leading security solutions and electronic security company – as market leader in the US and most countries in Europe, with a strong presence in Latin America and a significant footprint in the AMEA region (Africa, the Middle East, Asia and Australia). We have made major investments in technology resources, hired thousands of engineers and technical support experts, integrated acquisitions and made substantial investments in equipment installations at our customers’ sites.

Securitas incorporates a proactive management approach bringing together advanced technology and people to create a higher level of value and return on investment. We focus on elevating service, safety and security for all employees, visitors, and assets associated with our clients.

Data-Driven Intelligent Services

Data-driven innovation is taking us into the next phase of our strategy; we are moving from reactive security to predictive security. The foundation for predictive security comes from digitization, which is enabling us to gather large amounts of data from incident reports, camera feeds, sensors and access control. Combining this information with data from external sources, such as crime statistics, provides advanced analytics that can help us predict criminal activities and stop them before they happen. We are investing in capturing, analyzing and responding to this data, which will further enhance client value and increase operational efficiencies.



Integrated Guarding:

Securitas is committed to employing a full range of services leveraging technology to enhance each officer's effectiveness. Instead of employing more officers, we can utilize the tools to make each officer more effective. This, in turn, will allow us to both stabilize our labor force and offer health care benefits to all the full-time officers we employ, which means we will continue to attract the best officers in our profession while maintaining full compliance with the Affordable Care Act. As a global industry leader, we have firsthand experience with worldwide security trends and have developed protocols for a variety of scenarios. A company of our size offers a comprehensive approach — we can provide both the officers and the technology for a complete and flexible security plan to meet all of your security requirements.

Investing in Our People:

It starts with our people. Our security officers remain the backbone of the services we provide. They face a more challenging security environment than ever before. Our business depends on being able to attract and retain people with the right skillset and values, to meet future demands. That is why fair wages, human rights and good working conditions play an important role in our approach. We aim to take care of our people – ensure that they are paid fairly, protected from harm and that they can live up to their full potential. Increasingly, we see this as our competitive edge.

Securitas' most valuable assets are our more than 90,000 employees in the United States, it is our aim to be the employer of choice. In an industry with a high employee turnover rate in some countries, we see that ensuring a good working environment and providing fair wages gives us access to the best and most engaged talent in the sector. It is important that we attract people who reflect our values and that we empower them to deliver on our evolving security offering.

We are a member of the 100,000 Jobs Mission, an organization committed to assist veterans reentering the workforce. Since our becoming a member we have hired approximately 40,000 veterans.

Six Pillars of Protective Services and Integrated Guarding

Our goal is to drive efficiencies and offer leading edge solutions. Our Protective Services include On-site Guarding, Mobile Guarding, Remote Guarding, Electronic Security, Fire & Safety, and Corporate Risk Management.

Integrated Guarding

We continually strive for methods to meet each client's unique needs while keeping the client's goals in mind. We are dedicated to using our resources and experience to create security solutions that address the rising costs of security. Often, the solution is Integrated Guarding, combining On-site, Mobile and Remote Guarding along with Electronic Security to provide a comprehensive, effective security program.

On-site Guarding

Our On-site Guarding offers the people, technology and knowledge needed to enhance your security. As a client-focused organization, Securitas USA thoroughly screens and trains our officers to provide a level of service that directly responds to client expectations. We strive to provide officers who are focused, committed and knowledgeable to secure your organization. Our supervisors and managers not only support these officers but work to help your security program consistently meet its goals.

Core Services Include:

- Patrol and Inspection Services
- Alarm and Emergency Response
- Reception/Concierge
- Console Operations
- Special Event Security
- Safety Equipment Checks
- Employee and Visitor Badging and Identification Services



- Transportation and Parking Coordination Services
- Customized and Site-Specific Security Tasks

Mobile Guarding

With the largest footprint in North America, Securitas Mobile Guarding provides both a proactive deterrent to theft and rapid response to incidents. Using clearly marked Securitas vehicles, our Mobile officers can quickly inspect your site at various times. When not at your site, our officers continue patrolling a defined geographic area, ready to be quickly dispatched to respond to alarms or other emergencies.

Services Include:

- Mobile Patrol
- Alarm Response
- Facility Access Control
- Emergency Safety Escorts
- Duress Signal Response
- Ethical Transient Interdiction
- Facility Opening and Closing
- Employee Safety Escorts
- First Line Maintenance Services
- Fire Watch

Remote Guarding

Securitas Remote Guarding acts on incidents in real-time and can deter trouble before it happens. Our combination of smart technology and security expertise creates unprecedented efficiency to help protect your facility 24/7. Real-time security programs are achieved when video cameras, video analytics, monitoring centers and security officers work together as one force. Potential threats are spotted by cameras and automatically analyzed based on predefined criteria. We continually identify areas for creating efficiencies both in preventing incidents and lowering resource demand.

Services Include:

- Alarm Verification
- Remote Escort
- Remote Patrol
- Remote Entry/Exit Management
- Remote Perimeter Protection

Electronic Security

Our industry-recognized, award-winning monitoring services, coupled with our highly skilled systems integration capabilities, provide clients with the ease, operational efficiencies, and peace of mind that come with trusting Securitas Electronic Security (SES) and our seven decades of experience.

Core services Include:

- Video Solutions
- Access Solutions
- Intrusion Solutions
- Fire Detection Solutions
- Security Monitoring
- System Maintenance

Fire & Safety

Many industries are prone to fire hazards. In response, Securitas has developed a specialized group of highly trained personnel to expertly fight fires, handle hazardous material scenarios, and provide related safety services. These specialized services



include EMT and fire and life safety consulting which can be provided in conjunction with other Securitas services or directly based on client needs. Partnering with Securitas Critical Infrastructure Services (SCIS), a division of Securitas, we bring you experience in assessing your facility and possible scenarios to find cost-effective ways to enhance the overall fire service program.

Core Services include:

- Fire Inspections
- Fire Suppression
- Arson Investigations
- Fire Prevention and Response Assessment
- Emergency Response
- Rescue Operations
- Emergency Plan Development
- Hazardous Materials Service Capabilities

Corporate Risk Management

Our Pinkerton division utilizes an Applied Risk Science approach using technology such as Artificial Intelligence to provide companies with a comprehensive perspective for risk management and forecasting. The global team of advanced security professionals offers a full range of comprehensive services including data-driven risk management planning, investigations, executive protection, employment screening and protective intelligence. With employees and offices worldwide, Pinkerton maintains an unmatched reputation for protecting clients and their assets.

Core Services Include:

- Risk Advisory Services
- Security risk Management
- Corporate Investigations
- Executive Protection
- Threat Response Services
- Protective Intelligence

Employees

Selection and Hiring

Recruiting sources include Securitas Talent Network (<https://www.securitasjobs.com/>), Securitas' Company web page (www.securitasinc.com), various job boards (Indeed, LinkedIn, CareerBuilder, Monster, Security Careers, etc.), Americas Job Exchange, local newspapers, college campus placement centers, state employment commissions/development departments, veterans' groups, senior organizations, city and county social service agencies, private industry councils, JTPA programs, vocational centers, military and law enforcement organizations, job fairs, and employee referrals.

Minimum Hiring Standards:

- At least 18 years of age
- Reliable means of communication and transportation
- Legal right to work in the United States
- Ability to effectively speak, read and write English
- High school diploma or GED
- Willingness to participate in the company's stringent pre-employment screening process
- Ability to qualify for and obtain a state security officer license, where applicable

Hiring Process:

1. Comprehensive job application



2. Initial interview
3. Drug screening
4. Background verification
5. Assignment/scheduling meeting
6. Site interview with client (client can accept/decline candidates chosen for site)
7. Security officer introduction/questionnaire/exam
8. Work verification

In addition to the process outlined above, Securitas offers a unique tool specifically designed to aid in our hiring decisions. The Securitas Employment Assessment Tool (SEAT), required for all security officer candidates, is comprised of custom content questions designed to assess an applicant's abilities and readiness to perform the functions of a security officer. The questions were developed by Securitas subject matter experts to describe real life situations that officers will encounter on the job. This helps us to ensure we're hiring the best candidates for these important officer roles.

Benefits/Incentive Plans

Our SecuritasCommitment program offers personal and professional wellness for our employees through our Enhanced Benefits. These initiatives and proven resources underscore our dedication to attracting the best candidates, and to developing and retaining the best employees. These include

- Affordable Care Act compliant plans
- Dental plans
- Vision care
- 401(k) savings plan
- Life and accident insurance
- Voluntary supplemental life insurance
- Employee assistance program
- Local services—discount programs
- Holiday pay
- Paid vacations
- Free uniforms
- Weekly direct deposit
- Scholarship Programs
- Awards and recognition programs

Personal Wellbeing and Professional Growth

Having opportunities to grow professionally and personally is very important to our employees. It is also important to Securitas, which is why we have invested in several new programs and resources to further support our employees' development and well-being. These programs cover: Healthy Lifestyle, Personal Wellbeing, and Professional Growth. These initiatives also emphasize Securitas' commitment to our clients to attract the best candidates, and to develop and retain the best employees. These proven programs, tools and resources cover a broad spectrum of needs and opportunities that are available to all Securitas employees. Overviews of these programs are provided below:

Healthy Lifestyle: A science-backed health and weight management program. This service will help employees to take charge of their weight and reduce their risk for diabetes and other health conditions. Employees will find personalized support and easy-to-access tools and resources to build healthy, lasting habits. Every participant will receive a free welcome packet that includes a wireless scale, pedometer and exercise bands.

A Diabetes Management Program. This service will help employees living with diabetes to better manage and improve their condition and save money. Participants will receive a complimentary cellular glucometer, unlimited lancets and test strips delivered to their door.

Personal Wellbeing: Life Matters is our new, enhanced Employee Assistance Program. It offers employees and their families professional support to deal with an array of life's difficult challenges. These include marital and family issues, relationship difficulties, death or loss, personal crises, health concerns or even choosing a college for their child.



Life Insurance is an important part of employees' well-being — now and in the event of their death. To help provide more peace of mind to our employees' loved ones, Securitas has doubled our employees' life insurance benefits.

Financial Wellness gives employees access to the nationally known SmartDollar program. Using motivational content, interactive tools and expert advice, SmartDollar will help them get out of debt (if needed), save for retirement and reach future financial goals.

LEAD Program: Securitas has recently partnered with Purdue University to develop four Security Certificate Programs and an Employee Education Benefit. This initiative is called LEAD and stands for Leadership, Education and Development. Officers are nominated for enrollment into this program where Securitas is providing its security officers scholarships that will pay a minimum of 90 percent of tuition for these certificate courses, which can then be applied toward select Purdue Global degrees. The partnership, facilitated by Kaplan Higher Education as part of its operational support role to Purdue Global, also establishes an educational benefit to help officers earn associate's or bachelor's degrees from Purdue Global. Securitas will provide up to 1,000 scholarships each year for eligible high-performing officers in the U.S. selected through a competitive process.

Promotion Opportunities: All officers who take advantage of additional training programs become eligible for growth opportunities. More than 75% of our managers including, our CEO, progressed through the ranks of Securitas as part of our drive to retain talent and develop our people. This also represents effective succession planning to ensure that vacancies can be quickly filled.

Account Management

District Manager

The district manager actively manages all client sites in his/her area. The district manager facilitates decisions to meet the needs of Decatur Public Library. The district manager meets regularly with the client contact at Decatur Public Library to evaluate service levels and implement and refine our ongoing service plan.

Some of the responsibilities of our district managers include:

Client visits - A Securitas district manager schedules regular visits with Decatur Public Library to ensure contract compliance and satisfaction with our service.

On-site training - The district manager conducts both on-site and follow-up training in all basic and advanced security subjects as necessary.

Maintaining contact - District managers meet as necessary with client representatives to assist in performing the duties of our regular and special post orders.

Site development - District managers supervise, monitor and respond to security officers' requests for assistance, support and development. It is the responsibility of every district manager to strive to see that the security officers working at Decatur Public Library have the skill sets, training, equipment, supplies and support necessary to fulfill their security responsibilities.

The back-office support resources consist of talent acquisition for high level roles, human resources, training as well as quality assurance for the transition/implementation and ongoing contract compliance.

District Managers have three or more years of experience in a field related to the security industry, business management, or an equivalent combination of education and experience. Securitas prides itself on building client focused leaders. To that end, District Managers take part in ongoing security management training via the Learning Management System designed to not just certify them as security experts, but to provide refresher training and keep them current on industry trends and security best practices. The core Securitas Security Management curriculum is built to mirror the ASIS PSP and CPP certification programs, and many of our staff use them to prepare to get their board certifications from ASIS. Additionally, our District Managers have access to and are encouraged to utilize our Management Training and Engagement Center (M-TEC) located in Charlotte, NC. It is at the M-TEC where our District Managers connect with our purpose and further prepare themselves for service excellence and industry leadership.



District offices comprise of a support team that includes but is not limited to a Human Resource Manager, Field Supervisor, Training Manager and Scheduling Manager. This team's role is to provide back office support to our officers as well as our clients and ensure that satisfaction levels are maintained in the area of their responsibility.

To help the District Managers and support teams accomplish their goal of officer and client satisfaction, Securitas is undergoing a significant change to our back-office infrastructure, systems, and processes. This will allow our Company to be able to leverage modern, integrated, and standardized systems to allow for a better customer and employee experience. "Project Freedom" includes a transformation of many of our current systems to include:

- Finance
- Workforce management
- Business intelligence and reporting
- Recruiting
- HCM – Core
- Training
- Support and additional customization

Overall, this initiative will create a better customer experience for Decatur Public Library, our managers, and officers. As it relates to Decatur Public Library this transformation will provide better and faster customer service from our managers with greatly increased speed at which they can access information. This also provides our managers relief from time consuming administrative processes, formally manual processes, and allows them to be client centric and proactive in their approach to security management. Our managers will be operating with automated processes that will allow increased speed related to scheduling, hiring, training, and contract and legal compliance. The utilization of business intelligence for reporting will provide faster access to information, research, and resolution of tasks and duties.

Our employees will now have direct access to their information and the ability to edit and makes changes online and through a mobile application. This will enable Securitas to provide a seamless and modern experience to employees who will utilize the system every day. This enables the employees to own their relative personal data set and automates the collection process and improves HR data set timelines.

Our new recruiting program is a powerful and dynamic recruiting platform that leverages cloud technology to optimize mobile capabilities. It will be a dynamic product that will take quarterly updates to grow and refine functionality and evolve the capabilities in accordance to demands of the present and future hiring marketplace; this will provide a much smoother experience for our applicants in a very competitive market.

In short, Decatur Public Library will be a very high-profile, high-visibility client for Securitas USA. Significant top-down commitment will be made to ensure outstanding service and client satisfaction levels at your site.

Transition Plan

Transitions, regardless of scope, pose a variety of challenges. Identifying these challenges makes overcoming them a matter of process. Securitas has successfully executed transitions throughout the world at levels that are truly remarkable. To continuously improve our transition process, "best practices" and "lessons learned" are communicated to all levels of management to provide timely implementation.

Most new Securitas clients already have incumbent security personnel with whom the account transition team works with to ensure a successful change in service providers. We understand it is the face-to-face interactions, the relationships that are so very important during transitions. We work to provide confidence and assurance to all those involved.



Securitas managers are experts in transitions. In 2021, they transitioned nearly \$500 million in services from in-house private security and other contract security providers using our **Excellence in Service** process (Transition references are available upon request). This was accomplished without any major issues or disruption to our client's operations.

Securitas is aware of the negative impact an inadequately designed and implemented transition can have on the continuity of operations of a client. Our team and our proven processes will help to provide a seamless transition at each facility.

The transition plan is followed up by an implementation plan which accounts for the first 60 days following contract and service inception. Detailed transition schedule with timelines and action plans.

Training & Professional Growth

Basic training for officers includes:

- Level 1: Introduction to Security
- Level 2: Career Development, Site-specific Training and Advanced Certification Training (ACT)
- Level 3: Specialized Training
- Continuous e-Learning and the Securitas Online Academy
- Ongoing professional development
- Annual refresher training
- Specialized training programs per industry/market
- Supervisor training

To provide our clients with the finest service available, we have developed our Excellence in Service program to train, motivate and empower every security officer. Our quarterly magazine anchors the program with valuable information about officers' experiences and concrete training topics that supervisors and officers discuss on a regular basis. Exceptional officers are recognized to highlight the training and/or client service topic being emphasized.

In addition to trainings, our SecuritasCommitment includes the Securitas Learning, Education and Development (LEAD) program which offers tuition subsidization for associate's and bachelor's degrees as well as four exclusive online security certificates through Purdue Global University.

Tools

SecuritasVision and MySecuritas

Securitas Vision is a Guard Tool which is developed to provide complete control over your field operations. This tool enables greater visibility and efficiency which is carried out by a streamlined and optimized organizational process. There is no longer a need for paper sign in sheets that could be easily altered or manipulated. SecuritasVision has everything digitized in real time.

The Primary Functions of SecuritasVision Include:

- Post Confirmations
- Daily Activity Reporting
- Patrol Tours and Auditing
- Post Order Distribution and Acknowledgement
- Incident Reporting and Analytics
- Realtime reporting and incident notification

When SecuritasVision is deployed at one or more of your sites, Decatur Public Library will have access to MySecuritas. MySecuritas is a secure online client portal that gives instant access to critical facility information in real time. Decatur Public Library will have the capability to access this data 24/7.



Work Force Management (WFM)

Scheduling, payroll and billing information for your company is managed within our proprietary technology tool, Work Force Management (WFM).

- Electronic Time Keeping and Scheduling - Ensuring accuracy and confidence
- Seamless and proficient recordkeeping in the WFM system
- Enhanced Billing and Payments - Billing and payroll data integration empowered by Oracle

Orders Confirmation System

Securitas' Post Confirmation System is an electronic, proprietary officer check-in system that verifies posts are staffed.

National Communication Center

Securitas Security Services USA, Inc. has a state-of-the-art, National Communications Center (NCC) in Charlotte, NC. The NCC has been serving the needs of its branch offices and clients for over 25 years, operating 24 hours a day, 7 days a week. The Securitas National Communications Center provides service to clients located throughout the United States, Puerto Rico, and Canada.

Feedback

The Securitas Security Excellence, also known as the SSE, is the face of Securitas when it comes to Client Relationship Management. This program is the primary quality assurance program for our organization. All interactions with current and future clients are housed on this database. It promotes world-class service delivery by linking a standard service delivery method and tools to the service cycle for our clients. Securitas involves technology to organize, automate, and synchronize our Risk Assessment, client interaction, customer service, and actual service provided to our clients. The reason we utilize the SSE is to:

- One consistent platform
- Provide one face to our clients
- Use a common language across fields
- Comply with SAFETY ACT Designation
- Improve Client Retention

The Service Delivery History tool in the SSE allows us to keep a running record of all contact with our Clients. The SSE is the one place where every action, issue, and important fact about servicing our Clients, and building the relationship is recorded. Maintaining a communication tool that is easy to find and use is yet one more important step in providing World Class Service Delivery to our Clients. All members of the District team must be kept up to date on important events with our Clients and the SSE assists with achieving this objective.

We document the various stages of the Securitas Client relationship, to ensure the District Manager servicing our Clients are organized and stay on task with Client timelines, policies and procedures. Our District Managers need a way to track what our Clients value and desire from Securitas and the SSE provides this. We strive to deliver consistent and reliable service, quick response by management and individualized attention to each client's needs. The core of Securitas Service Excellence and a roadmap are needed to build a successful Client Relationship. The elements of the SSE include:

- Client Service Plan: The primary tool used to measure and monitor client security goals.
- Service Enhancement Plan: A plan used to implement and monitor improvement actions.
- Service Delivery History: Documentation of meetings/communications between client and Securitas management.

Client Service Review: Our monthly 'report card.' Clients help rate and define a variety of performance categories to help ensure we consistently meet or exceed expectations.

The background features a complex, abstract design. It consists of several layers of wavy, undulating lines in shades of purple and blue, creating a sense of depth and movement. Overlaid on these waves is a grid of small, glowing dots, also in purple and blue, which adds a digital or data-like texture to the overall composition. The colors are vibrant and contrast well against the darker background.

Tools & Technology



Tools

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Workforce Management (WFM)

WFM gathers data from all district locations, uploads weekly and generates all payroll, billing, accounts receivable, accounts payable and financial records.

Post Orders Confirmation System

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Guard Management Tools

Securitas is committed to empowering our clients with the knowledge they need to be secure. Securitas managers will work with you to help customize a security solution by utilizing a combination of technology tools to give your facility a modern security program.

MySecuritas (Client Portal)

Through MySecuritas, you can have full visibility and control over your security program. MySecuritas is your window to view your site's security, at any time of the day or night.

- **People:** Access schedule visibility, letting you see at a glance the officers who are scheduled to be on duty.
- **Procedures:** Gain real-time access to post orders, incident tracking, tour information and more.
- **Tools:** Unlock remote access to the technology utilized at your site.
- **Training:** Monitor officer training details and progress.
- **Feedback:** Monitor ongoing performance against Service Plan goals and defined KPIs.

Key Benefits of MySecuritas

- Easily customizable and scalable features.
- Real-time data collection, analysis, trends and metrics capabilities allow for continuous performance improvement.
- An eco-friendly solution that eliminates the need for paper.
- Customized smart-tours with reliable NFC token technology.
- Detailed reports and statistics to help mitigate risk through incident and trend analysis.
- Alert notifications when tours are late and smart monitoring around the clock.
- Officer training details: monitor officers' progress through the curriculum, including training program status.
- Information is encrypted and secure.

SecuritasVision (Officer Software)

SecuritasVision is a secure and scalable web-based application that helps us bring innovation, accountability and efficiency to your facility. It can be deployed at a single property or across your entire organization.

Incident reports, daily activity reports and maintenance order requests can be immediately directed to appropriate departments. Pass-down information, changes to post orders and daily duties can be tracked easily to document security. Additionally, a security officer can easily take images to include with the Incident Report. With the smartphone, the officer can quickly make emergency phone calls to contact the police or fire department for emergency assistance.

SecuritasVision saves time and confirms compliance of your security operations, policies and best practices, as well as improving communication and information sharing.

Smart Tours

Smart tours allows officers to gather information about your facility and record relevant information on items important to you, such as room temperature, unlocked doors, and slip and fall hazards. Officers have instant access to their post orders. In the event they discover an unexpected issue, our officers are able to provide you with any requested data at multiple points across





your facility, e.g., burned out light, required doors secured, etc.

The smartphone connects via wireless service to send text messages or email to all interested parties when an event is recorded. This means instant communication is provided to supervisors, managers, maintenance or others who need to be informed about a particular event. If more detail is needed, a full report can be viewed on MySecuritas.

GPS and Asset Tracking

GPS tracking for officer location, device tracking, GEO-fencing and incident location reporting verifies officer location and tour completion. Using the Asset Tracking feature within the Vision system, your assets such as fire extinguishers are easily tracked and safety compliance is made easier.

Post Orders

Paper post orders are often difficult to update and manage. A dynamic security environment requires procedure updates and changes that are clear and immediate. By deploying SecuritasVision, updates to post orders are fast and easy. Most importantly, the post orders are readily available on the tablet.

Daily Activity Reports

Often times Daily or Shift Activity Reports go unnoticed. Since officers can document their daily and shift activities electronically, scheduled task/tour completion and incident reports are automatically entered as a line item when there is an active DAR. By using SecuritasVision, we can automatically gather important information from the DAR/SAR.

Key Benefits of SecuritasVision

- Incident and exception alerts via mobile text messages and/or email.
- A metric building engine that allows you and your District Manager to analyze trends and develop proactive procedures based on real data.
- Electronic incident and daily activity reporting in real-time.
- Customized smart-tours.
- Multi-site deployment.
- Consistent performance of security officers using uniform procedures.
- An efficient, user-friendly interface.
- Step-by-step guidance resulting in fewer mistakes, therefore reducing liability.
- GPS – officer location, device tracking, geo-fencing and incident location reporting.
- Encrypted and secure information.
- 24/7 client access to reports, images, Key Performance Indicators (KPIs) and critical information via MySecuritas.
- Asset Tracking – for inventory and safety compliance.

SecuritasVision and MySecuritas will provide your organization with cutting-edge technology and industry leading 24/7 support to enhance your existing security program. With its dynamic and immediate reporting, you can always stay up to date with the security of your operations.

Daily Activity Report



Employee: Karina Scott

Account: ABC Co West

Started on: 10/29/2019 12:10pm

Ended on: 10/29/2019 12:36pm



Time	Action	Details			
12:33pm 10/29/2019	#46352344 *Activity Log Entry ABC Co West	<p>Comments Security Officer Karina Scott on duty.</p> <p>Officer Signature</p> 			
12:34pm 10/29/2019	#46352398 *Incident Report ABC Co West	<p>Date 10/29/2019</p> <p>Time 07:00am</p> <p>Incident Location (area, apt number, et cetera) Parking Lot B-23</p> <p>Incident Type Gate Unlocked / Unsecured</p> <p>Narrative During a patrol, I noticed a cell phone was lying on the ground. I picked up the cell phone and noticed that the battery was fully depleted so I was unable to identify who it belongs too. Picked up the phone at placed it in the lost and found case.</p> <p>Officer's Signature</p> 			
12:35pm 10/29/2019	Checkpoint Scan ABC Co West	<p>Checkpoint Name: SB2 - Benefits Department Access Door</p> <p>Instructions: No (Exc)</p> <p>Extra Scan Option: Exception Verification - Yes/No Question. (No is an Exception)</p>			
12:36pm 10/29/2019	Checkpoint Scan Question	SB2 - Benefits Department Access Door Checklist			
12:36pm 10/29/2019	Is the door locked, closed and secured?	No			
12:36pm 10/29/2019	#46352424 Tour Exception ABC Co West	<table border="0"> <tr> <td>Checkpoint SB2 - Benefits Department Access Door</td> <td>Exception Question Is the door locked, closed and secured?</td> <td>Exception Answer no</td> </tr> </table> <p>Location SB2 \ Benefits Dept Northeast access door</p> <p>Category Facility - Door Check</p>	Checkpoint SB2 - Benefits Department Access Door	Exception Question Is the door locked, closed and secured?	Exception Answer no
Checkpoint SB2 - Benefits Department Access Door	Exception Question Is the door locked, closed and secured?	Exception Answer no			
12:36pm 10/29/2019	Checkpoint Scan ABC Co West	<p>Checkpoint Name: Building 1 / First Floor / Shipping Room</p> <p>Instructions: No (exc)</p> <p>Extra Scan Option: Exception Verification - Yes/No Question. (No is an Exception)</p>			
12:36pm 10/29/2019	Checkpoint Scan Question	Building 1 / First Floor / Shipping Room Checklist			
12:36pm 10/29/2019	Is the door locked?	Yes			

Securitas Security Services, Inc.
 9 Campus Drive
 Parsippany NJ 07054
 United States



ABC Co East
 9 Campus Drive
 Parsippany NJ
 07054
 United States

*Incident Report	
Report #	43099938
Report Date	09/05/2019
Report Time	12:31pm EDT
Created By	Ashley Gomez #N/A
Position	Patrol Officer
Client	ABC Co East

Information

Incident Type	Water Leak
Other Incident Type:	
Date	09/05/2019
Time	12:26pm EDT
Incident Location (area, apt number, et cetera)	2 FI \ Breakroom \ Closet Door
Which Supervisor was Notified	Samantha Green
Which Property Manager was Notified	Tim Baker
Police Involved	No
EMS Involved	No
Fire Involved	No
Arrest Made	No
Narrative	While on patrol I noticed a water leak in the second floor break room. Maintenance has been notified and the area has been sectioned off.
Photo 1	
Officer's Signature	



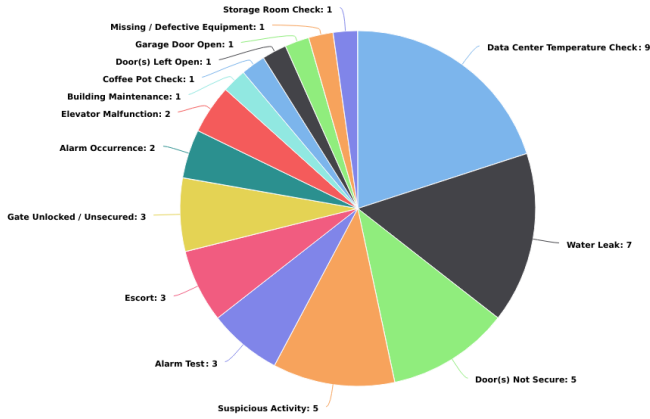
ABC Co. East Incident Analysis
Severity Level 1,2,3 (09/01/2019 - 09/30/2019)

Incident Count Charts

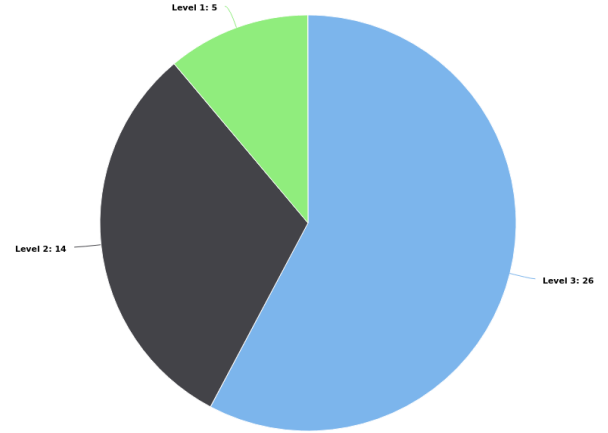
Count of incident reports grouped by multiple dimensions to better assess security needs



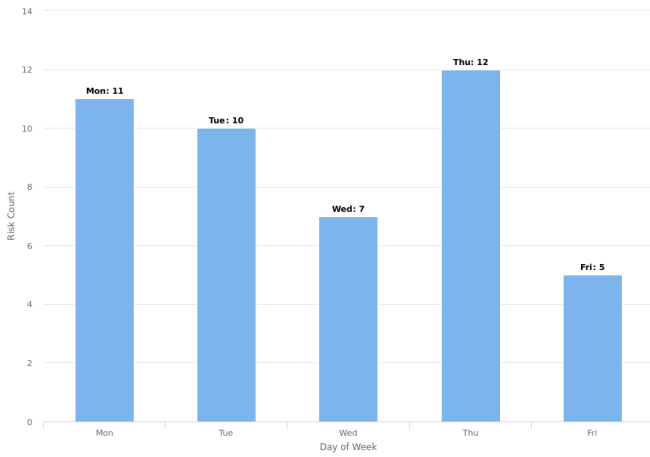
Incident Category



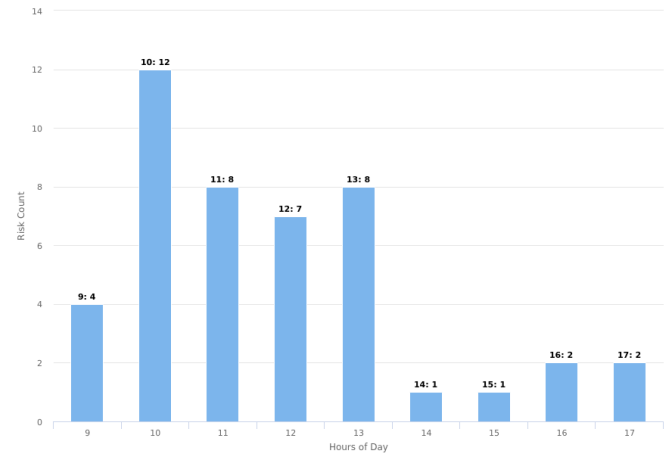
Incident Severity Level(1 - 5)



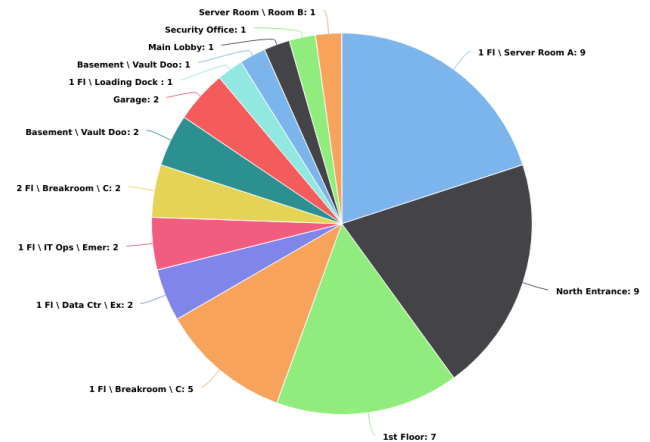
Day of Week



Hours of Day



On - site Location



Incident Category by Day Heat Table

Total count of incidents reported by days of the week



Incident Category	Mon	Tue	Wed	Thu	Fri	Total
Alarm Occurrence	1			1		2
Alarm Test				2	1	3
Building Maintenance	1					1
Coffee Pot Check			1			1
Data Center Temperature Check	2	2	2	2	1	9
Door(s) Left Open		1				1
Door(s) Not Secure	1	3		1		5
Elevator Malfunction	1				1	2
Escort	1		1	1		3
Garage Door Open		1				1
Gate Unlocked / Unsecured	2			1		3
Missing / Defective Equipment				1		1
Storage Room Check	1					1
Suspicious Activity		1	1	1	2	5
Water Leak	1	2	2	2		7
Total	11	10	7	12	5	45

Location Statistics Heat Table



Count of incidents reported by day of the week, organized by location of occurrence. Increased quantities signified by darker shade of red highlights.

On - site Location	Mon	Tue	Wed	Thu	Fri	Total
1 FI \ Breakroom \ C	2	1	1	1		5
1 FI \ Data Ctr \ Ex		1	1			2
1 FI \ IT Ops \ Emer	1	1				2
1 FI \ Loading Dock		1				1
1 FI \ Server Room A	2	2	2	2	1	9
1st Floor	2		1	3	1	7
2 FI \ Breakroom \ C	1			1		2
Basement \ Vault Doo		2		1		3
Garage	1	1				2
Main Lobby					1	1
North Entrance	2	1	1	3	2	9
Security Office				1		1
Server Room \ Room B			1			1
Total	11	10	7	12	5	45



Your Investment



Investment Proposal for Decatur Public Library

40 hour per week – 5 days

Position	Wage Rate Per Hour	Bill Rate Per Hour	Overtime/Holiday Rate
Security officer (40 hpw)	\$18.00	\$29.56	\$44.34

All estimated costs are based on 40 hours of security service each week. One officer, 5 days a week, 8 hours per day. Shift Schedule TBD.

Estimated Weekly Cost: \$1,183

Estimated Monthly Cost: \$5,124

Estimated Annual Cost: \$61,492

48 hour per week – 6 days

Position	Wage Rate Per Hour	Bill Rate Per Hour	Overtime/Holiday Rate
Security officer (48 hpw)	\$18.00	\$29.56	\$44.34

All estimated costs are based on 48 hours of security service each week. One officer, 6 days a week, 8 hours per day. Shift Schedule TBD.

Estimated Weekly Cost: \$1,419

Estimated Monthly Cost: \$6,149

Estimated Annual Cost: \$73,791

Bill rates include the following items:

- Recruitment, background screening and hiring costs.
- Employee wages, payroll taxes and insurance.
- In accordance with the Affordable Care Act, the opportunity for all eligible employees to enroll in a subsidized ACA compliant Bronze medical plan.
- Excellence in Service performance recognition program.
- District award qualification for Officer of the Month, Officer of the Quarter and Officer of the Year.



- Free life insurance and paid time off / vacation typically 1 week after one year; 2 weeks after five years; 3 weeks after ten years (in accordance with any local / state laws that may apply).
- Complete uniforms for each season, including replacements as needed.
- Introductory, pre-assignment and paid on-site training.
- Advanced Certification Training 1, 2, and 3 with e-learning technology.
- Learning Management System to track completed courses and test scores.
- Monthly service review and planning meetings with local district manager.
- Computer-based post orders, including client emergency response procedures.
- Site-specific written test based on post orders and client policies.
- 24-hour National Communications Center.
- Department of Homeland Security SAFETY Act Designation.

Enhanced Benefits include:

- Anthem Engage Elite; an online resource that can help employees manage health care expenses with discounts and perks and make healthy choices.
- Livongo; helps employees who are currently living with diabetes to better manage and improve their condition all while saving money.
- Omada; a science-backed health and weight management program that motivates employees to take charge of their weight and reduce their risk for diabetes and other health conditions.
- EAP; support options, from over-the-phone counseling to resources like legal referrals, daycare and elder care, identity theft consultations, adoption assistance, education support for tutoring and college/university searches and financial counseling.
- Life Insurance; the Company-paid life insurance benefit is increased to \$10,000.
- Smart Dollar; a proven financial wellness program. Using motivational content, interactive tools and expert financial advice.
- Securitas College Programs; With Purdue Global Online University Online, offers up to 1,000 officers annually 90% tuition reimbursed programs that better prepare employees for a career in security.

Overtime/holiday rate will apply for the following nine holidays:		
New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Friday After Thanksgiving
President's Day	Labor Day	Christmas Day

The prices for security officer and related services as quoted above are valid for a period of 90 days from the date of this proposal.



SALARY ASSESSOR®

Individual Job Report

Security Guard

Specifications

Prepared For:

Area: Decatur, Illinois

Industry: All Industries - Diversified

Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000

Organization Size: (Data reported by years of experience)

Education Adjustment:

Skill Adjustment:

Certification Adjustment:

Annualized Salary Trend: 2.6% (Adjustment: 0.21%)

Planning Date: 5/2/2022

Database as of: 4/1/2022

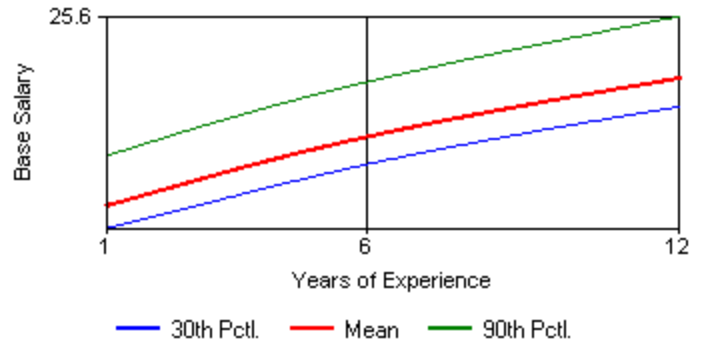
eDot: 372667011

SOC: 339032

Printout Date: 5/2/2022

(Items in bold affect salary estimates)

Hourly Base Salaries Graph



Estimated Survey Mean Hourly Base Salaries

All Incumbent Average: \$19.69

Years of Experience	30th Percentile	40th Percentile	Mean	75th Percentile	90th Percentile
8	19.38	19.91	20.74	22.08	23.52
4	17.13	17.63	18.45	19.72	21.06
1	15.21	15.61	16.31	17.46	18.75

SALARY ASSESSOR®

Individual Job Report

Security Guard

Security Guard

Alternate Title

Guard Security

Overview

Guards industrial or commercial property against fire, theft, vandalism, and illegal entry.

Patrols buildings and grounds of industrial plant or commercial establishment, docks, or work site.

Examines doors, windows, and gates to determine that they are secure.

Preserves order and enforces security regulations.

Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles; and apprehends or expels culprits.

Inspects equipment and machinery to ascertain if tampering has occurred.

Watches for and reports conditions that could result in injury or loss due to fire hazards, leaking pipes, spills, faulty equipment, etc.

Checks personnel for proper identification and clearance.

Permits authorized people to enter property.

Checks incoming and outgoing packages.

Observes departing personnel to guard against theft of company property.

Typical Functions

Sounds alarm or calls police or fire department in case of fire, difficulty with unauthorized people, or medical emergencies.

Records data, such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use by supervisory staff.

May register at watch stations to record time of inspection trips.

May perform janitorial duties and set thermostatic controls to maintain specified temperature in buildings or cold storage rooms.

May tend furnace or boiler.

May be deputized to arrest trespassers.

May regulate vehicle and pedestrian traffic at plant entrance to maintain orderly flow.

May patrol site with guard dog on leash.

May accompany or lead a truck convoy carrying valuable shipments.

Date Last Updated: 4/1/2022

The background features a complex, abstract pattern. It consists of several layers of wavy, undulating lines in shades of purple and blue, creating a sense of depth and movement. Overlaid on these waves is a grid of small, glowing dots, which appear to be arranged in a perspective that recedes into the distance. The overall color palette is cool and futuristic, with a gradient from dark blue to light purple.

Optional Security Solutions



Remote Guarding

Effective, comprehensive, real-time security programs are achieved when video cameras, video analytics, monitoring centers and security officers work together as one integrated force. Potential threats are detected by cameras and automatically analyzed based on predefined criteria. When necessary, an operator is alerted who then takes immediate action to help prevent or minimize damage. Securitas USA continually identifies areas for creating efficiencies, both in preventing/minimizing incidents and lowering resource demand.



When Securitas USA's Remote Guarding is implemented, be assured that we will act on incidents in real-time and deter trouble before it occurs. The combination of smart technology and our security expertise creates unprecedented efficiencies to help protect your facility 24/7. Patrol Inspections

We Learn About Your Security Needs

Understanding the day-to-day activities of your operations is the key to designing a solution that provides the best possible security with the greatest possible cost efficiencies. To accomplish this, Securitas USA professionals conduct an Operational Analysis of your facility. Based upon our findings, we then discuss and evaluate your security requirements with you.

Our Remote Guarding alternatives utilize the best technology currently available. However, we realize that you may have already invested in cameras, sensors and other security-related equipment. That is why we work with open platforms that allow the integration of most existing equipment with new technology, software and services. We are dedicated to creating the most effective security solution for your facility with minimal start-up investment. Securitas USA has tailor-made Remote Guarding services to help protect organizations of all sizes, business markets and environments.

The Future of Security Efficiency

Increasing the effectiveness of your security program without increasing your costs — this is possible when you combine ever-vigilant Securitas USA Protection Specialists and security officers with Remote Guarding.

Securitas USA offers the following Remote Guarding services:

Alarm Verification

Alarm Verification provides the shortest possible response time when an incident occurs. Cameras monitor both the interior and exterior of your premises for unauthorized activity and potential threats, provide a status report and transmit an audible message that security monitors in real-time.

With remote alarm verification, a live video feed instantly and virtually places a Securitas USA Protection Specialist on the scene. While emergency personnel are in route to your facility, Protection Specialists can provide them with critical real-time updates as the situation warrants. Securitas USA supplements intrusion alarm monitoring with Remote Guarding to verify the cause of the incident. False alarms are reported to your designated emergency contacts. Securitas USA Mobile officers and/or law enforcement are dispatched when intrusions are verified.



Advantages of Remote Alarm Verification

- On-demand response to alarm activations
- Reduces costly false alarm fees imposed by local jurisdictions
- Cost-effective even with many sites in remote locations
- Access to cutting-edge technology with no new major investment
- Part of a comprehensive service portfolio

How Remote Alarm Verification Works

- Expert consultation to determine best camera locations and lines of sight
- Cameras and software connect to a 24/7 monitoring center
- Securitas USA Protection Specialists remotely respond to alarm activations at your facility to determine the cause
- Response can include an audible message to provide real-time intervention
- Evidence is documented if an incident occurs
- Open platforms allow existing equipment to be utilized — often in combination with cutting-edge technology



Remote Employee Escort

Is it getting dark earlier? Are employees arriving earlier in the morning and staying later in the evening due to increased responsibilities or seasonal workloads? Have there been recent problems in the area? Do operational procedures require employee escorts in highly sensitive areas of the facility? Securitas USA's Remote Employee Escort utilizes live video surveillance with audio notification to help provide a safe environment as employees enter and exit the premises. In other situations, we can monitor visitors who have access to a facility and observe their movements throughout the building.

- Advantages of Remote Employee Escort
- On-demand response to requests from employees and contractors
- Helps to promote a safe and secure environment
- Cost-effective even with many sites in remote locations
- Enhances the productivity of your security officers
- Access to cutting-edge technology with no new major investment
- Part of a comprehensive security service portfolio



How Remote Employee Escort Works

- Expert consultation to determine best camera locations and lines of sight
- Cameras and software connect to a 24/7 monitoring center
- Securitas USA Protection Specialists remotely respond and process requests for escorts in or around your facility
- Response can include one- or two-way audio for live intervention
- Evidence is documented if an incident occurs
- Open platforms allow existing equipment to be utilized — often in combination with cutting-edge technology

Remote Entry/Exit Management

Securitas USA's Remote Entry/Exit Management provides on-demand processing of authorized employees and visitors requiring access to your facility. Our remote monitoring center activates cameras and audio devices, scans the area and follows your established authorization protocol. Securitas USA Protection Specialists verify their identity, confirm authorization for entry/exit, monitor and record activity and report any exceptions.

The same remote capabilities offer the ability to custom design perimeter monitoring for employee safety, procedure compliance and unauthorized removal of property, including:

- **Vendor Entry Management** – Cleaning and maintenance staff activity is monitored for safety practices and unauthorized removal of property.
- **Employee Entry Management** – After-hours shipments through truck gates are processed and monitored for compliance and safety practices.
- **Entry/Exit Portal Supervision** – Video monitoring for unauthorized removal of property to confirm that doors are opened only for authorized activity.

Advantages of Remote Entry/Exit Management

- On-demand processing of employees, visitors and contractors
- Services provided as needed
- Cost-effective even with many sites in remote locations
- Access to cutting-edge technology with no new major investment
- Part of a comprehensive security service portfolio





How Remote Entry/Exit Management Works

- Expert consultation to determine best camera locations and lines of sight
- Cameras and software connect to a 24/7 remote monitoring center
- Securitas USA Protection Specialists remotely respond and process requests for entry to your facility
- Response can include one- and two-way audio for live intervention
- Careful monitoring during critical events, e.g. openings/closings, transfer of goods, etc.
- Evidence is documented if an incident occurs
- Open platforms allow existing equipment to be utilized— often in combination with cutting-edge technology

Remote Patrol

Securitas USA's Remote Patrol provides a proactive security presence that can assist in deterring security incidents 24/7. Remote patrol via strategically placed cameras focuses on vulnerable areas and can monitor your site more consistently and cost-effectively than security officers alone.

Video-based patrols form the basis of an all-encompassing security solution. During these patrols, we inspect your premises and critical assets, monitor any suspicious activity, and help leverage the power of behavior modification to reduce security expenses over time.

Advantages of Remote Patrol

- More consistent coverage of all your critical areas
- Cost-effective even with many sites in remote locations
- Enhances the efficiency of on-site security officers
- Quicker response to emergency situations
- Access to cutting-edge technology with no new major investment
- Helps to prevent incidents before they occur
- Part of a comprehensive security service portfolio

How Remote Patrol Works

- Expert consultation to determine best camera locations and lines of sight
- Cameras and software connect to a 24/7 monitoring center
- Securitas USA Protection Specialists remotely respond to alarm activations at your facility to determine the cause
- Response can include one- or two-way audio for live intervention
- Evidence is documented if an incident occurs



- Open platforms allow existing equipment to be utilized — often in combination with cutting-edge technology

Remote Perimeter Protection

Securitas USA's Remote Perimeter Protection can help reduce the number of exterior security incidents resulting in reduced security costs. We customize intelligent video analytics for each unique location to automatically recognize potential threats and alert our Protection Specialists as soon as suspicious activity is detected.

With the advantage of real-time security, unauthorized entry, theft and vandalism can all be greatly reduced. Protection Specialists are alerted the moment there is suspicious behavior near the perimeter of your property, helping us to curtail incidents before they occur. We also actively optimize the system over time to deter another persistent threat – false alarms. Not only do you save money by eliminating unnecessary call-outs, intelligent software that's always on the look-out lowers demand for a constant on-site presence. Remote perimeter protection is remarkably efficient because Securitas USA manages the entire chain – from technology, to operators, to on-site response. This level of efficiency allows us to provide complete protection for one competitive monthly fee — with no major investment required.

Advantages of Remote Perimeter Protection

- Pro-active security can help deter incidents before they occur
- 24/7 coverage of all perimeters with fewer security officer hours
- Cost-effective even with many sites in remote locations
- Cameras and software observe and analyze data that human operators might miss
- Access to cutting-edge technology with no new major investment
- Ongoing optimization to reduce costs
- Part of a comprehensive security service portfolio

How Remote Perimeter Protection Works

- In-depth analysis of your security requirements
- Expert guidance in choosing ideal equipment and placement
- Intelligent video analytics customized to your site requirements
- Open platforms allow integration of existing equipment
- Automated zone intrusion detection
- Speaker system for voice intervention

Partner Network Brings Together The Industry's Best

Securitas USA has global agreements with some of the security system industry's top innovators. This allows us to deliver the best possible technology and services in simple, cost-effective packages. Some of our key partners include Milestone, Axis Communication and Agent VI.




How Remote Guarding Can Enhance Your Security Program

- Automatic detection of objects in predefined areas, suspicious movement or abnormal interruptions that occur at your facility is provided.
- Speaker systems are integrated in order to deter potential intruders while alerting authorities as necessary.

When combined with Securitas USA's Mobile Guarding or a local Branch Response Team, our clients receive security services and response capabilities that can mirror those of an on-site security officer at a significant cost savings.

The Securitas Operation Center



Throughout 2016, we have discussed the Six Pillars of Protective Services and the security solutions they offer our clients. We would now like to introduce you to the Securitas Operation Center (SOC) in Charlotte, NC where our Securitas Solutions Team is headquartered, and the National Communications Center (NCC), Experience Center and Remote Guarding team are located.

No Ordinary Office Location

The SOC officially opened its doors in early June 2016 and has been buzzing with activity ever since. The nearly 35,000 square foot facility has a casual and inviting atmosphere, with windows along the entire perimeter providing beautiful views of gardens, a pond and the exclusive business park in which it's located. The SOC was designed to host several types of client and guest interactions at once. With two training facilities, two large conference rooms, a client experience center, a myriad of private meeting space, and web-based options, our employees and clients can share ideas and strategies for various security solutions.

The SOC is a client-centered facility focusing on customer services, whether engaging with a client on a solution design or helping to ensure our officers are on post through check-in protocols. The customer care and response center receives about 520,000 calls annually nationwide. It handles after-hours telephone support for branch offices, manages security

response services for on-demand temporary security services, and coordinates dispatch for Mobile Guarding services. The various 24/7, 365-days-a-year teams working simultaneously at the SOC generate a wealth of data and analytics that help us better understand the sites we help protect and support recommendations to enhance our operations.

The Experience Center

The Experience Center is our opportunity to engage with anyone, anywhere in the world, and demonstrate our capabilities first hand. Whether you are in the building or on the West Coast, you can observe and interact with the working operators in real time using live streaming video. We can share not only our Integrated Guarding services, but also explore the Remote Guarding capabilities our agents provide. We can show examples and manage real accounts on demand. Agents can demonstrate their problem-solving and decision-making abilities while maintaining the security and integrity of the location.

Remote Guarding

The Remote Guarding Agents, as the support team is called, work around the clock, monitoring sites in real-time across the United States. The team evaluates and responds to developing situations, and acts as a first line of defense to deter and document unwanted or suspicious activity. Their responsibilities are similar to the Post Orders that you follow while on duty and include established procedures in the areas of entry management, safety breaches, intrusion detection, video tours and emergency response.

Agents often work with on-site and mobile officers in the field. Once they scan the scene looking for unusual activity and see that something is unfolding, they will call mobile patrol or the officers at the location (depending on client requirements) to follow up on the suspicious activity. In rural locations, law enforcement may be called instead (if no mobile patrol or officers are at the site).

See [Securitas Operation Center](#), P8



"I like the layout and openness of the center. Having everyone closer together helps to reinforce the mindset of being a team and not just co-workers."

- Chelsea Cordero

Securitas Operation Center

Also, with many of our entry management locations, our agents conduct a shift change with the on-site officer. We let the officer out of the front gate and close it behind him/her. We are then officially on duty.

"It feels like only a short time ago that we began to lay the foundation for Securitas' new Integrated Guarding strategy. Today we have a support center dedicated to assisting our branches and clients through remote services," said Director of Remote Services Tim Gerback.

National Communications Center (NCC)

The NCC recently relocated to Charlotte from its previous location in Parsippany,

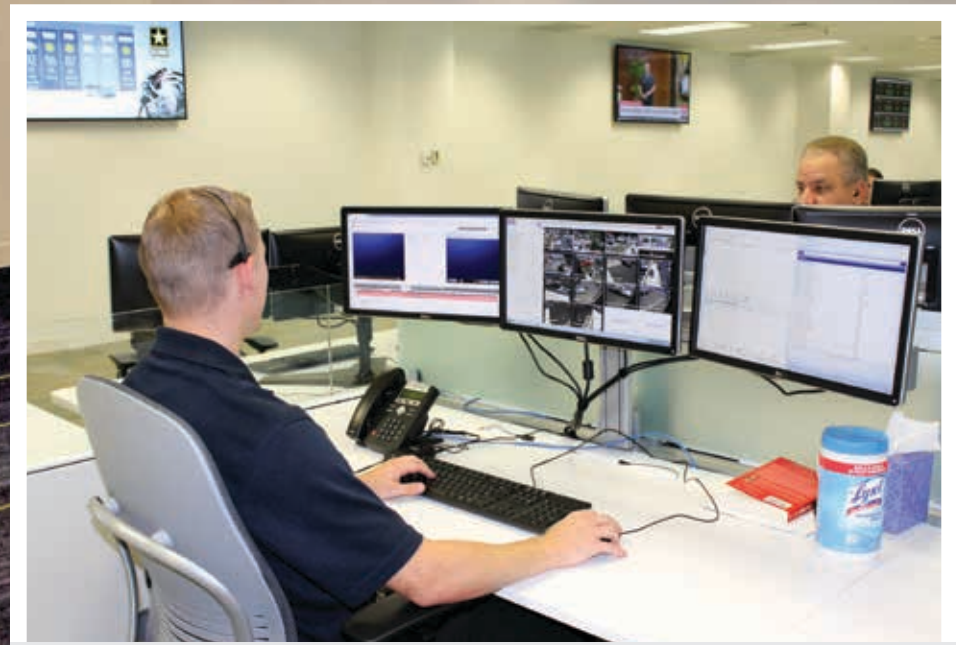
NJ. The NCC is open 24/7, 365 days a year so the team can assist with branch after hours calls, respond to PoCo alerts and assist with dispatching of mobile officers for alarm response. They also help to coordinate temporary services for clients of the Securitas Response Services Group. Officers can also call into the SOC after hours for assistance or to confirm that they are on post.

"I like the layout and openness of the center. Having everyone closer together helps to reinforce the mindset of being a team and not just co-workers," says Chelsea Cordero, one of the supervisors for the NCC who moved from New Jersey to the SOC.

Being Put to the Test During Hurricane Matthew

The Southeastern United States was hit hard by Hurricane Matthew as it moved very close to the coasts of Florida, Georgia and the Carolinas. The hurricane did not officially make landfall until October 8th; however, it battered the coastline with high winds, rain and damaging storm surges in the days leading up to it. Many residents were given notice of evacuation well in advance and most heeded the opportunity to get out of harm's way.

The early warning gave Securitas USA ample time to gather resources and implement a coastal area business continuity plan using the SOC as the central command station for the security response



Remote Guarding agent Dorian Baker performs a remote tour of a marina during the afternoon shift.

efforts. A team of ten comprised of South Region AVPs and BMs traveled to Charlotte to organize the response effort. The team was available 24/7 to balance requests for support, coordinate officers from across multiple states and schedule their assistance, manage client and officer expectations, ensure adherence to state security requirements and continuously update all stakeholders. The requests commenced Wednesday and continued until the following Tuesday as clean up and flooding interfered with normal business operations.

Approximately 200 client locations were impacted and 350 officers were brought in from across the southeast. Their duties included guarding generators and fuel as well as helping to secure building access during power outages.

The SOC was also the dedicated back up location for some of our major clients impacted by the storm. It hosted our clients' employees with workstations, meeting rooms and overnight accommodations in order to help ensure their businesses could operate without disruption.

Investing in the future

Though only recently opened, the SOC has already distinguished itself as an important part of Securitas USA's security offerings. In addition to providing a state of the art training center for branch managers and sales teams in technology, Remote Guarding and service plans, the Experience Center also allows clients and prospects to learn more about our solutions and value-added tools in a real-time interactive setting. The SOC also has the capacity to serve as an emergency command center from which

to coordinate and dispatch services and give access to businesses to provide for the continuity of business operations in the event of crisis or disruption.

Plans are already in the works to expand the capabilities of the SOC to become an interactive, collaborative virtual meeting space as advances in technology evolve. As Securitas builds additional SOC locations to support its employees around the globe, the Charlotte location stands ready to deliver high quality service that surpasses client expectations. ■

CLIENTPOINT DOWNLOAD RECEIPT

DOWNLOADED: 05-05-2022

CLIENTPOINT ID: 676734



People

At Securitas, the foundation of our business is people. We have developed a detailed manual to support our local management teams in recruiting and hiring employees. Our recruiting guidelines include strategies, programs, and processes to effectively attract qualified people to our organization. Recruiting functions are handled by the human resources team of each local office servicing each Client.

Equal Opportunity Employer

Securitas is committed to hiring and retaining a diverse workforce. Our goal is to increase diverse representation throughout our company. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race/ethnicity, color, national origin, ancestry, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, religion, creed, age, disability, genetic information, veteran status or any other status protected by local, state or federal law.

Women in the Security Industry

Securitas Security Services is honored to contribute to the accomplishments of women: past, present, and future! In addition to our 28,000 women security officers and managers, Securitas was the first in the industry to hire women as investigators. We are proud to continue our commitment to forge women's equality in the workplace.

Employing and Honoring Veterans

At Securitas, we proudly welcome our military heroes back to the workforce. Since 2012, Securitas has hired more than 50,000 veterans. Securitas USA seeks new ways to strengthen our support of veterans and honor their commitment to our country. Veterans are motivated by the same set of values that lead our company and can bring a unique and valuable skill set to Securitas USA.

Securitas is a proud member of the Veteran Jobs Mission. We have been a member of this private-sector coalition since 2012, formally known as 100,000 Jobs Mission. Because the coalition has far surpassed that goal, they have changed their name and set their goal to collectively hire a total of one million military veterans – with a strong focus on retention and career development of veterans.



Securitas Supplier Diversity Program

Securitas USA's Supplier Diversity Program provides access to Securitas USA's supply chain for diverse suppliers. Our mission is to contribute to the growth of the communities we serve by actively seeking, integrating, and procuring goods and services from diverse suppliers.

We provide opportunities for companies that ordinarily might not be considered as supplier candidates due to size, status, or limited ability to compete in the US market.

The **Securitas USA Supplier Diversity Program** is managed by our Procurement Department. We are committed to ensuring that supplier diversity is an integral part of our strategic sourcing and procurement processes. We further commit to the development of mutually beneficial business relationships with diverse organizations.

Procurement is active in the contracting operations to seek out and promote competitive participation through seminars and membership in:

Women's Business Enterprise National Council (WBENC)



Securitas is in compliance with all applicable federal and state regulations designed to encourage the utilization of diverse suppliers.

As program administrators, our Procurement professionals are responsible for the communication, administration and tracking of supplier diversity. Although this program is coordinated at the corporate level, all branch business offices and functions are accountable for execution of this program.

Feel free to Contact Us: Daniela Velasquez, CPP | Procurement Supervisor • Securitas USA
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Office: (973) 397-2441



Securitas Supplier Diversity Tier 1 and Tier 2 Spend 2021

Securitas 2021 Tier 1 Diversity Spend	
Diversity Category	2021
MBE	\$13,021,804
WBE	\$9,299,168
SC-SDB	\$4,052,314
DISADVANTAGED	\$129,015
8A	\$0
HUBZONE	\$2,478
SDVET	\$1,306,329
VET	\$130,531
DISABLED	\$0
SMALL	\$9,598,735
LGBT	\$0
ANC	\$0
HBCU	\$0
ABILITYONE	\$2,136
Grand Total	\$37,542,510

Securitas 2021 Tier 2 Diversity Spend	
Diversity Category	2021
MBE	\$9,533,308
WBE	\$6,460,405
SC-SDB	\$1,769,608
DBE	\$308,731
8A	\$150
HUBZONE	\$1,863
SDVET	\$22,926
VET	\$236,445
DISABLED	\$23,644
SMALL	\$51,822,542
LGBT	\$2,982
ANC	\$204
HBCU	\$103,189
ABILITYONE	\$3
Grand Total	\$70,285,998

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Decatur Public Library Shelving budget

SHELVING

	quantity		total
Nonfiction 78" high, 5H	256	\$500	\$128,000
Fiction 78" high, 6H	120	\$500	\$60,000
Young Adult 66" H, 5 H	35	\$500	\$17,500
Large Print 66" H, 5 H	42	\$500	\$21,000
AV, possible a-frame, 66" h, casters?	35	\$1,600	\$56,000
Magazine shelving 66" H, designer	21	\$700	\$14,700
New Books shelving 54", designer series	17	\$700	\$11,900
end panels	136	\$650	\$88,400
end panel signs	126	\$50	\$6,300
	subtotal		\$403,800
	installation, 18%		\$72,684
TOTAL			\$476,484

sf: \$350 regular, \$450 designer

df: \$500 regular, \$700 designer

CARPET TILE OPTIONS

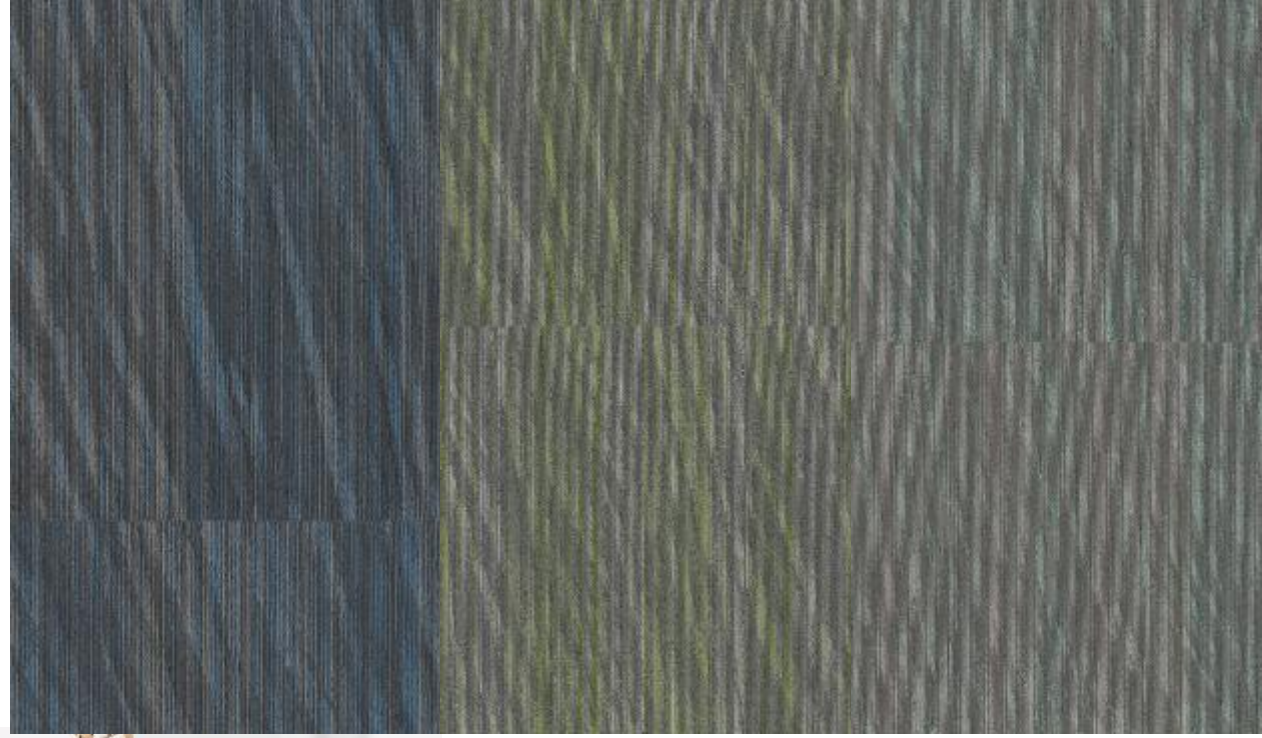


Installation 09



Installation 04

SHAW SET UP
COLLECTION











Floating 49105 1,170 SQY	Weathered Amazon 49326 85 SQY	Floating Water 49327 125 SQY	Sediment Sky 49440 15 SQY
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Carbon	Stormy	Carbon	Stormy
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SHAW JOURNEY
COLLECTION



			
Weathered Birch 56112	Industrial Concrete 56482	Ferric Metal 56483	Oxidized Iron 56506
→	→	→	→
30 SQY	330 SQY	1,485 SQY	995 SQY
			
Blackened Iron 56526	Burnished Bronze 56527	Patina Steel 56528	Tarnished Aluminum 56529



SHAW TINGE

SHELVING



CAROL STREAM: MOBILE NEW BOOKS, A FRAME



MOBILE NEW BOOKS, PINWHEEL SETUP



OPTO DISPLAY SHELVING-MORE \$ THAN ESTEY



CAROL STREAM: DVDS (ZIG ZAG)



CAROL STREAM: VIEW OF 78" HIGH SHELVING FOR FICTION AND NONFICTION, 6 H. END PANELS WITH SLATS
VIEW OF A FACE OF SHELVING WITH SLOPED BOTTOM SHELF



DVD SHELVING: ZIG ZAG, BIN STYLE, OR YOU CAN DO SPINE OUT
CD SHELVING: WE HAVE ONLY BEEN DOING BIN STYLE AS SHOWN HERE



WOOD END PANEL WITH SLATS \$\$
**WOODGRAIN LAMINATE END PANEL WITH
SLATS \$



WOOD END PANEL WITH RECESS \$\$\$





ACRYLIC END PANEL \$\$\$



PATTERNED GLASS END PANEL \$\$\$



LAMINATE \$



WOODGRAIN LAMINATE WITH
LAMINATE INLAY \$\$



LOUNGE FURNITURE



DAVID EDWARD SUPERKOOL (WOOD OR WIRE BASE)
SEAT HEIGHT: 17.5", BACK 15.5"



HIGHTOWER TOMBOLO
Seat ht 17.5", back 14"



COALESSE MILBRAE -2 STYLES AVAILABLE
Seat ht 17",(back ht 14")-THIS ONE HAS A DEEPER SEAT THAN SOME OTHERS



KI ZOETRY
CAN COME WITH SURROUND
COMES IN 2 WIDTHS (30" OR 38")
THE SEAT HEIGHT AND BACK HEIGHT ARE NICE-not sure exactly
what they are, but they are close to 18" sh, 14" bh



LACASSE HIPHOP



KRUG LEYTON
Seat ht 17.75", back ht 13.25



KI GLADLY
17.75 SEAT HT, 13.75" BACK



KI JUBILEE
Seat ht 18", back ht 13"



KEILHAUER TUXEDO
Seat ht 16.5", (back ht 13")



KEILHAUER TALK



ALLERMUIR CONIC



BERNHARDT HARMONY (back ht 12.2")



COALESSE VISALIA
Seat ht: 16.25", back ht 12.25"



STYLEX COVE



COALESSE JOEL



COALESSE BOB



HIGHTOWER ARLO HIGHBACK



HIGHTOWER ARLO
SEAT: 17", BACK 13"



KEILHAUER PONDER

- DIFFERENT BASES AND BACK HEIGHTS
- SEAT HEIGHT FOR ALL IS 16.75"

HIGHTOWER NEST (HI/ LOW)



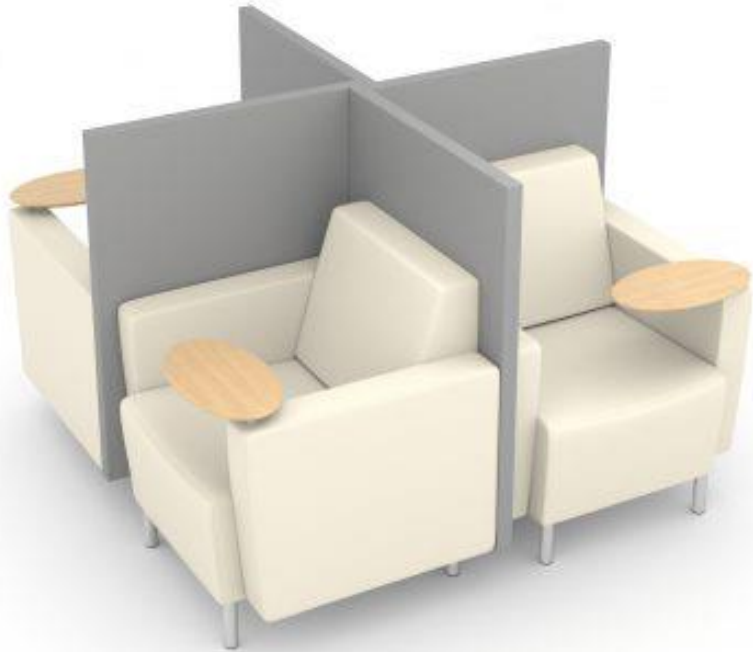
NINE TO FIVE LILY
SEAT HEIGHT: 16", BACK 22"



NINE TO FIVE JAX
SEAT HEIGHT: 17", BACK 20", 32"



KEILHAUER COY



AGATI GEE
CAN BE WITH LEGS OR CASTERS
CAN HAVE SCREENS
SEAT HEIGHT 18", 15" HIGH BACK



AGATI PODS

CHAIRS AT TABLES (ASSUMPTION IS ALL PLASTIC)



ALLERMUIR KIN (ALL PLASTIC, PLASTIC WITH VINYL SEAT, ALL VINYL/ WOOD OR METAL LEGS)



COALESSE LOTUS (ALL PLASTIC, CAN HAVE VINYL SEAT)



EAMES



ALLERMUIR KIN
WOOD LEGS, SEAT AND BACK CAN BE WOOD OR PLASTIC



ALLERMUIR AXYL



ALLERMUIR KIN



KEILHAUER CHIPS
COMES IN WOOD AND PLASTIC



KEILHAUER EPIX
COMES WITH WOOD OR METAL LEGS, PLASTIC SEAT AND BACK



KEILHAUER TRUA
PLASTIC SEAT AND BACK



STYLEX VERVE
STACKS, PLASTIC SEAT AND BACK, COMES WITH DIFFERENT BASE STYLES

