



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, May 21, 2020

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/85302449099>

Meeting Phone Number: 312 626 6799

Meeting ID: 853 0244 9099

I. Call to order – Samantha Carroll

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

II. Approval of agenda

III. Approval of minutes for February 20, 2020 Meeting/2020 Annual Meeting/Emergency Meeting March 16, 2020

IV. Public comments – Due to the Governor’s stay-at-home order, The Decatur Public Library’s Board Room will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary by 4:00 pm Wednesday May 13, 2020. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

IV. Written Communications from the public

V. City Librarian’s report –Rick Meyer

VI. Division Head reports—Robert Edwards, Becky Damptz, Alissa Henkel, Matt Wilkerson, Carol Ziese

VII. Reports of committees

A. Personnel, Policy & Public Relations Committee—Samantha Carroll

- i. No meeting

B. Finance and Properties Committee—Amy Stockwell

- i. Capital Needs (Discussion)
- ii. Space Plan (Discussion)
- iii. March & April 2020 Check Registers (Action)
- iv. 2020 Budget Review (Discussion)
- v. 2020 Projection (Discussion)
- vi. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library—Donna Williams

- i. No Report

F. Illinois Heartland Library System—Rick Meyer

- i. Delivery suspension and other items

VIII. Old Business

- i. Other

IX. New Business

- i. Phased Reopening Plans (Action)
- ii. Curbside Delivery (Action)
- iii. Committee/Liaison Appointments (Action)

X. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 4: Facilities

XI. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org



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Public Input and Attending / Viewing of Decatur Public Library Board Meetings via Zoom

Citizens are welcome to attend and participate in the meeting virtually via Zoom. The Zoom session will be recorded as part of the record.

Additional instructions may be provided by the Chair or host.

Providing Public Comment:

We ask that commenters please submit public comments by email by 4:00 pm on the date of the meeting to rmeyer@decaturlibrary.org. These will be read per Library Board meeting rules and time limits in the Board's Bylaws. Email sent to this account may be transmitted to all Board members. Email must be received by the start of public comment at the meeting and will only be taken during the public comment portion of the agenda.

The link to join by computer is listed on the agenda.

Citizens do not need to install software on a computer to use Zoom. You can click "Join from your browser." It appears Zoom prefers for users to download and install their meeting client software on your computer. Choose the option you are comfortable with and note, these may be browser specific. There also is a Zoom app for smartphones.

Decatur Public Library will be muting participants and video will be off for public participants.

Attending the Meeting by phone:

Join by calling the phone number shown in the agenda.

Callers will then be asked to enter the Meeting ID number followed by the # key. The Meeting ID number is listed on the agenda.

All callers are muted by default.

This is a work in progress and a learning situation for all involved, so we ask for your patience as we move forward. We are unable to provide coming in this difficult situation.



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City Librarian's Report for April 2020

Administration

- I held Zoom meetings with all staff every Thursday morning in April.
- Division Heads met by Zoom every Monday in April.
- I held two several individual meetings with Division Heads.
- I met with two separate groups of colleagues around Central Illinois several times to share ideas and compare notes.
- I did my best to keep up with the large amounts of information regarding COVID-19 and various Executive Orders, legal questions, HR issues, newly passed legislation, medical findings, etc. *and* to consider all of this information as the library considers its plans for the coming months.
- Division Heads and I have been having discussions about how this closure and the virus itself may change library services in the long term.
- Joann Stanbery continues to process invoices.

Circulation

- **Please see statistical spreadsheet.**
- Staff worked on continuing education, database work, and remote customer service.
- The department also worked on developing a curbside service plan.
- A limited number of staff worked some hours on-site.

Technical Services

- **See statistical spreadsheet**
- Staff worked on continuing education & database work.
- Julie Martin spent time on-site processing materials invoices.
- Carol continued to head the Staff Recognition Committee, who instituted weekly Zoom social gathering for staff.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- New resources were researched and obtained.

- Staff continued to record video story times.
- Online versions of other programs continued.
- Staff continued to enhance the library website.
- Digital displays continued.
- A means to provide assistance to patrons was implemented.
- Summer Reading Program was planned.
- Staff completed dozens of hours of continuing education.

Systems Administration

- Matt Wilkerson updated all patron computers and installed Endpoint Protection on all computers in the building..
- He cleaned up all servers.
- He added 2 new cameras.
- He and Chris Nihiser completed many hours of CE.
- **See spreadsheet for statistical information.**

Archives and Special Collections

- Leeann Grosssman entered all 1980s Board minutes to database and all 2004 birth records.
- Becky Dampitz worked on 1970s Board minutes, and made many social media postings about local history holdings.
- Becky attended two professional development meetings, via Zoom.
- Becky checks in with volunteer regularly.
- **Please see spreadsheet for statistics.**

Kudos to all staff

- The below is from last month's report, but I wanted to put it highlight it again this month:
- *In a matter of a few days, staff transitioned from providing services & materials primarily in-person and in physical form to only remotely and in digital form. It cannot be stressed enough how challenging this has been, and how well our staff has handled it. This has affected every department to one degree or another. While most departments by necessity had to focus on continuing ed and doing their usual work but doing it from home, PRS and ASC had to invent new ways to deliver services and materials and they responded remarkably well. Other libraries in the area have called me and met with me via Zoom for advice on how to successfully navigate the closure while still providing high quality, high impact services and materials to the public. This is due to the tremendous efforts of our leadership team and their respective teams.*

Sincerely,

Rick

Meyer

City Librarian

Circulation by Audience Physical & Electronic	Apr-19	Apr-20	% of Total	Change	2019 Total	2020 Projection	Projected change	May 2018-April 2019	May 2019-April 2020	% of Total	Change
Number of Adult Materials Loaned	17,556	6,127	80.9%	-65.1%	210,311	162,158	-22.9%	220,174	193,654	66.2%	-12.0%
Number of Young Adult Materials Loaned	560	171	2.3%	-69.5%	9,272	6,693	-27.8%	10,631	8,506	2.9%	-20.0%
Number of Children's Materials Loaned	6,449	1,275	16.8%	-80.2%	96,991	66,724	-31.2%	96,147	90,265	30.9%	-6.1%
Total Number of Materials Loaned	24,565	7,573		-69.2%	316,574	235,575	-25.6%	326,952	292,425		-10.6%

Circulation by Material Type (Physical & Electronic)	Apr-19	Apr-20	% of Total	Change	2019 Total	2020 Projection	Projected change	May 2018-April 2019	May 2019-April 2020	% of Total	Change
Books Loaned--Physical	15,298	2,272	30.0%	-85.1%	201,408	143,531	-28.7%	210,093	182,968	62.6%	-12.9%
Videos/DVDs Loaned--Physical	4,978	625	8.3%	-87.4%	59,688	38,239	-35.9%	62,270	52,161	17.8%	-16.2%
Audios, Including Music Loaned--Physical	1,216	139	1.8%	-88.6%	14,977	10,238	-31.6%	16,495	13,440	1.6%	-18.5%
Magazines/Periodicals Loaned--Physical	382	58	0.8%	-84.8%	5,215	3,620	-30.6%	5,820	4,666	1.6%	-19.8%
Other Items Loaned--Physical	137	45	0.6%	-67.2%	1,919	2,374	23.7%	1,004	2,052	0.7%	104.4%
Use of Circulating Electronic Materials	2,554	4,434	58.6%	73.6%	33,367	45,261	35.6%	31,270	37,138	12.7%	18.8%
Total Physical Item Circulation	24,565	7,573		-69.2%	316,574	243,264	-23.2%	326,952	292,425		-10.6%

Successful Retrieval of Electronic Information	3,444	1,650	17.9%	-52.1%	33,349	34,101	2.3%	36,469	33,834	10.4%	-7.2%
Electronic Content Use	5,998	6,084	66.0%	1.4%	66,716	79,362	19.0%	67,739	70,972	21.8%	4.8%
Total Collection Use	<u>Apr-19</u>	<u>Apr-20</u>						<u>May 2018-April 2019</u>	<u>May 2019-April 2020</u>		
Total Collection Use	28,009	9,223		-67.1%	349,923	277,364	-20.7%	363,421	326,259		-10.2%

	Apr-19	Apr-20	% of Total	Change	2019 Total	2020 Projection	Projected change	May 2018-April 2019	May 2019-April 2020	% of Total	Change
Interlibrary Loans Provided To Other Libraries	3,757	132	17.8%	-96.5%	46,259	28,362	-38.7%	50,347	39,233	52.0%	-22.1%
Interlibrary Loans Received FROM Other Libraries	3,918	609	82.2%	-84.5%	40,336	28,027	-30.5%	40,293	36,231	48.0%	-10.1%
Total ILL Transactions	7,675	741		-90.3%	86,595	56,389	-34.9%	90,640	75,464		-16.7%

	Apr-19	Apr-20	% of Total	Change	2019 Total	2020 Projection	Projected change	May 2018-April 2019	May 2019-April 2020	% of Total	Change
New Patron Registrations	162	30		-81.5%	2451	1624	-33.7%	2662	2178		-18.2%
# of Visitors (Security Gate)	18608	0		-100.0%	229935	104681	-54.5%	234134	187098		-20.1%
# Visitors Lobby Counter	n/a	0		#VALUE!	79903	122064	52.8%	0	121649		#DIV/0!
Local History # of visitors	71	0		-100.0%	762	615	-19.3%	911	712		-21.8%
Adult Programs Active	836	0		-100.0%	7419	4161	-43.9%	9749	6819		-30.1%
Adult Programs Passive	0	0			1309	0	-100.0%	0	0		#DIV/0!
YA Programs Active	49	0		-100.0%	94	206	119.1%	746	599		-19.7%
YA Programs Passive	0	0			771	0	-100.0%	0	0		#DIV/0!
Children's Programs Active	1140	0		-100.0%	13362	11419	-14.5%	12737	16924		32.9%
Children's Programs Passive	0	0			6707	0	-100.0%	0	0		#DIV/0!
Total Programs	2025	0		-100.0%	29662	11625	-60.8%	23232	24342		4.8%
Public Sessions	3035	0		-100.0%	34947	19053	-45.5%	38531	29247		-24.1%
Wireless Sessions	1226	0		-100.0%	11687	12047	3.1%	7186	11777		63.9%
Website Sessions	11297	5367		-52.5%	126997	128521	1.2%	111137	127472		14.7%
Unique Visits	6913	3383		-51.1%	78796	85590	8.6%	65362	80674		23.4%
Page Views	44704	27947		-37.5%	445386	845682	89.9%	209501	523361		149.8%
Self Checks	7867	0		-100.0%	113374	70790	-37.6%	121817	99919		-18.0%
Percentage of Self Checks	42%	0%		-42.3%	46.4%	0	-100.0%	6	4		-150.3%
Assists Adult	4343	0		-100.0%	45411	26307	-42.1%	47460	38518		-18.8%
Assists Children	1141	0		-100.0%	15761	10101	-35.9%	14487	13739		-5.2%
Assists Local history	143	0		-100.0%	1891	1560	-17.5%	1893	1779		-6.0%
IT help calls	96	78		-18.8%	1132	938	-17.1%	832	1072		28.8%
Searches in Catalog	59167	72274		22.2%	843956	982057	16.4%	723861	890195		23.0%

Number of Items processed	2137	0	-100.0%	23490	14646	-37.6%	8025	20474	155.1%
Number of Items Withdrawn from Collection	2075	804	-61.3%	18567	11535	-37.9%	8916	15188	70.3%
Number of mended items	286	0	-100.0%	4161	2409	-42.1%	1252	3634	190.3%
Number of items ordered	843	0	-100.0%	9698	7361	-24.1%	3253	8911	173.9%
Number of records added to database	1851	108	-94.2%	19329	10634	-45.0%	6773	16278	140.3%

CITY OF DECATUR/LIBRARY

FOR INVOICES FROM 3/1/2020 TO 3/31/2020

<u>CHECK NO.</u>	<u>CHECK</u> <u>DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
133457	3/3/2020	BAKER & TAYLOR CO	9.87		BOOKS & PERIODICALS
133457	3/3/2020	BAKER & TAYLOR CO	32.33		BOOKS & PERIODICALS
133457	3/3/2020	BAKER & TAYLOR CO	72.22		BOOKS & PERIODICALS
133457	3/3/2020	BAKER & TAYLOR CO	394.67		BOOKS & PERIODICALS
133457	3/3/2020	BAKER & TAYLOR CO	524.84		BOOKS & PERIODICALS
133457	3/3/2020	BAKER & TAYLOR CO	750.48		BOOKS & PERIODICALS
133457	3/3/2020	BAKER & TAYLOR CO	817.47		BOOKS & PERIODICALS
133457	3/3/2020	BAKER & TAYLOR CO	873.18		BOOKS & PERIODICALS
133457	3/3/2020	BAKER & TAYLOR CO	877.17		BOOKS & PERIODICALS
133500	3/3/2020	GALE GROUP, INC.	9,656.61	LP STANDING ORDERS	BOOKS & PERIODICALS
133529	3/3/2020	MIDWEST TAPE, LLC	12.59	AV MATERIALS	BOOKS & PERIODICALS
133529	3/3/2020	MIDWEST TAPE, LLC	27.73		BOOKS & PERIODICALS
133529	3/3/2020	MIDWEST TAPE, LLC	82.46		BOOKS & PERIODICALS
133529	3/3/2020	MIDWEST TAPE, LLC	230.14		BOOKS & PERIODICALS
133539	3/3/2020	NICHE ACADEMY LLC	2,400.00	NICHE ACADEMY ANNUAL SUBSCRIPT	BOOKS & PERIODICALS
133593	3/10/2020	BAKER & TAYLOR CO	95.14	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
133593	3/10/2020	BAKER & TAYLOR CO	109.18		BOOKS & PERIODICALS
133593	3/10/2020	BAKER & TAYLOR CO	193.02		BOOKS & PERIODICALS
133593	3/10/2020	BAKER & TAYLOR CO	376.49		BOOKS & PERIODICALS
133593	3/10/2020	BAKER & TAYLOR CO	783.90		BOOKS & PERIODICALS
133669	3/10/2020	MIDWEST TAPE, LLC	10.49	AV MATERIALS	BOOKS & PERIODICALS
133669	3/10/2020	MIDWEST TAPE, LLC	149.82		BOOKS & PERIODICALS
133669	3/10/2020	MIDWEST TAPE, LLC	168.64		BOOKS & PERIODICALS
133452	3/3/2020	AMAZON.COM CREDIT	187.53		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	42.57		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	86.17		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	99.32		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	137.75		BOOKS & PERIODICALS

133726	3/17/2020	BAKER & TAYLOR CO	194.87		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	294.49		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	339.51		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	385.76		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	393.18		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	693.24		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	719.90		BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	901.84		BOOKS & PERIODICALS
133760	3/17/2020	GALE GROUP, INC.	300.00	EBOOK HOSTING FEE	BOOKS & PERIODICALS
133760	3/17/2020	GALE GROUP, INC.	1,701.27	IN CONTEXT BIOGRAPHY DATABASE	BOOKS & PERIODICALS
133781	3/17/2020	MIDWEST TAPE, LLC	11.24	AV MATERIALS	BOOKS & PERIODICALS
133781	3/17/2020	MIDWEST TAPE, LLC	63.25		BOOKS & PERIODICALS
133781	3/17/2020	MIDWEST TAPE, LLC	92.17		BOOKS & PERIODICALS
133781	3/17/2020	MIDWEST TAPE, LLC	109.85		BOOKS & PERIODICALS
133781	3/17/2020	MIDWEST TAPE, LLC	134.94		BOOKS & PERIODICALS
133781	3/17/2020	MIDWEST TAPE, LLC	277.01		BOOKS & PERIODICALS
133788	3/17/2020	OVERDRIVE	4,800.00	FUTURE CONTENT	BOOKS & PERIODICALS

133828	3/24/2020	BAKER & TAYLOR CO	337.95		BOOKS & PERIODICALS
133828	3/24/2020	BAKER & TAYLOR CO	488.48		BOOKS & PERIODICALS
133907	3/24/2020	MIDWEST TAPE, LLC	14.99	AV MATERIALS	BOOKS & PERIODICALS
133907	3/24/2020	MIDWEST TAPE, LLC	86.20		BOOKS & PERIODICALS
133907	3/24/2020	MIDWEST TAPE, LLC	92.31		BOOKS & PERIODICALS
133907	3/24/2020	MIDWEST TAPE, LLC	107.16		BOOKS & PERIODICALS
133907	3/24/2020	MIDWEST TAPE, LLC	111.65		BOOKS & PERIODICALS
133907	3/24/2020	MIDWEST TAPE, LLC	167.84		BOOKS & PERIODICALS
133907	3/24/2020	MIDWEST TAPE, LLC	459.51		BOOKS & PERIODICALS
133970	3/31/2020	BAKER & TAYLOR CO	11.11		BOOKS & PERIODICALS
133970	3/31/2020	BAKER & TAYLOR CO	120.84	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
133970	3/31/2020	BAKER & TAYLOR CO	142.78		BOOKS & PERIODICALS
133970	3/31/2020	BAKER & TAYLOR CO	327.15		BOOKS & PERIODICALS
133970	3/31/2020	BAKER & TAYLOR CO	414.32		BOOKS & PERIODICALS
133970	3/31/2020	BAKER & TAYLOR CO	505.09		BOOKS & PERIODICALS
133970	3/31/2020	BAKER & TAYLOR CO	913.70		BOOKS & PERIODICALS
134015	3/31/2020	KANOPY	161.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
134031	3/31/2020	MIDWEST TAPE, LLC	5.24	AV MATERIALS	BOOKS & PERIODICALS
134031	3/31/2020	MIDWEST TAPE, LLC	7.49		BOOKS & PERIODICALS
134031	3/31/2020	MIDWEST TAPE, LLC	23.83		BOOKS & PERIODICALS
134031	3/31/2020	MIDWEST TAPE, LLC	24.73		BOOKS & PERIODICALS
134031	3/31/2020	MIDWEST TAPE, LLC	187.38		BOOKS & PERIODICALS
134031	3/31/2020	MIDWEST TAPE, LLC	302.13		BOOKS & PERIODICALS
134031	3/31/2020	MIDWEST TAPE, LLC	1,025.85		BOOKS & PERIODICALS
Total			36,653.03		
133699	3/10/2020	TECHSOUP GLOBAL	1,760.00	WINDOWS OP	COMPUTER SOFTWARE
Total			1,760.00		
133527	3/3/2020	MEYER, RICK	56.93	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
133757	3/17/2020	FRAZIER, ALIX	301.39	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
133763	3/17/2020	HENKEL, ALISSA	255.96	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
133768	3/17/2020	ILLINOIS STATE LIBRARY	420.36	CONFERENCE REG FOR 4	CONFERENCES & TRAVEL
134030	3/31/2020	MEYER, RICK	381.17	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
Total			1,415.81		
134072	3/31/2020	W W GRAINGER, INC.	59.48	HAND SANITIZER	COVID-19
Total			59.48		
133614	3/10/2020	DANVILLE PUBLIC LIBRARY	32.00	LOST ITEMS	LOST OR DAMAGED BOOKS
133646	3/10/2020	ILLIOPOLIS/NIANTIC PUBLIC LI	10.00	DAMAGED MATERIALS	LOST OR DAMAGED BOOKS
Total			42.00		
133459	3/3/2020	BECK'S ENGRAVING & RUBBER	15.50	NAME BADGES/INK PAD	OFFICE SUPPLIES
133470	3/3/2020	CDW GOVERNMENT INC	345.97	OFFICE SUPPLIES	OFFICE SUPPLIES

133591	3/10/2020	AZURADISC, INC	45.00		OFFICE SUPPLIES
133593	3/10/2020	BAKER & TAYLOR CO	4.14	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
133593	3/10/2020	BAKER & TAYLOR CO	12.42		OFFICE SUPPLIES
133593	3/10/2020	BAKER & TAYLOR CO	30.82		OFFICE SUPPLIES
133593	3/10/2020	BAKER & TAYLOR CO	33.35		OFFICE SUPPLIES
133452	3/3/2020	AMAZON.COM CREDIT	166.66		OFFICE SUPPLIES
133457	3/3/2020	BAKER & TAYLOR CO	1.38	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
133457	3/3/2020	BAKER & TAYLOR CO	3.91		OFFICE SUPPLIES
133457	3/3/2020	BAKER & TAYLOR CO	21.62		OFFICE SUPPLIES
133457	3/3/2020	BAKER & TAYLOR CO	24.38		OFFICE SUPPLIES
133457	3/3/2020	BAKER & TAYLOR CO	37.95		OFFICE SUPPLIES
133457	3/3/2020	BAKER & TAYLOR CO	40.25		OFFICE SUPPLIES
133457	3/3/2020	BAKER & TAYLOR CO	43.01		OFFICE SUPPLIES
133457	3/3/2020	BAKER & TAYLOR CO	52.90		OFFICE SUPPLIES
133689	3/10/2020	SAM'S CLUB	139.82	ACCT 9064	OFFICE SUPPLIES
133696	3/10/2020	STRIGLOS/HAINES & ESSICK	112.68	OFFICE SUPPLIES	OFFICE SUPPLIES
133696	3/10/2020	STRIGLOS/HAINES & ESSICK	384.60		OFFICE SUPPLIES
133715	3/10/2020	WALLENDER-DEDMAN	131.00	60# AND 65# PAPER	OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	4.14	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	8.05		OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	12.88		OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	16.10		OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	18.63		OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	19.09		OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	22.31		OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	23.46		OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	29.44		OFFICE SUPPLIES
133726	3/17/2020	BAKER & TAYLOR CO	36.57		OFFICE SUPPLIES
133828	3/24/2020	BAKER & TAYLOR CO	17.71	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
133828	3/24/2020	BAKER & TAYLOR CO	24.61		OFFICE SUPPLIES
133833	3/24/2020	BRODART CO.	46.12		OFFICE SUPPLIES
133970	3/31/2020	BAKER & TAYLOR CO	2.07	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
133970	3/31/2020	BAKER & TAYLOR CO	7.13		OFFICE SUPPLIES
133970	3/31/2020	BAKER & TAYLOR CO	21.16		OFFICE SUPPLIES
133970	3/31/2020	BAKER & TAYLOR CO	24.15		OFFICE SUPPLIES
133970	3/31/2020	BAKER & TAYLOR CO	28.52		OFFICE SUPPLIES
133970	3/31/2020	BAKER & TAYLOR CO	36.57		OFFICE SUPPLIES
Total			2,046.07		
133452	3/3/2020	AMAZON.COM CREDIT	3,918.59		PNG GRANT EXPENSE

Total			3,918.59		
133473	3/3/2020	COMMERCIAL MAIL SERVICES	354.04	FEB 1 - FEB 14'20	POSTAGE
133473	3/3/2020	COMMERCIAL MAIL SERVICES	453.94	FEB 18 - FEB 29'20	POSTAGE
133591	3/10/2020	AZURADISC, INC	11.49	3 QUICK LOAD	POSTAGE
133452	3/3/2020	AMAZON.COM CREDIT	114.36	ACCT 8641	POSTAGE
133805	3/17/2020	ULINE	196.31	LADDER FOR LOCAL HISTORY AREA	POSTAGE
133833	3/24/2020	BRODART CO.	9.95	TAPE CD/DVD ALBUMS	POSTAGE
133845	3/24/2020	COMMERCIAL MAIL SERVICES	709.42	MARCH 2 - MARCH 13 '20	POSTAGE
Total			1,849.51		
133753	3/17/2020	ERICKSON DAVIS, ATTORNEYS	1,005.00	DEC'19 LEGAL FEES	PROFESSIONAL SERVICES
133762	3/17/2020	HANSEN, RICHARD	100.00	PROGRAM SPEAKER MARCH 10 2020	PROFESSIONAL SERVICES
133806	3/17/2020	UNIQUE MANAGEMENT SERVIC	411.70	ANNUAL PO 2020	PROFESSIONAL SERVICES
133889	3/24/2020	JONES & THOMAS	400.00	WEB HOSTING/MAINTENANCE	PROFESSIONAL SERVICES
133925	3/24/2020	PRODUCT LLC	2,414.00	MASTERPLAN PROJECT AND EXPENSES	PROFESSIONAL SERVICES
Total			4,330.70		
133537	3/3/2020	NCI BUSINESS SYSTEMS	49.49	ANNUAL SERVICE TO OFFICE SUPPL	SERV-OFFICE EQUIPMENT
133812	3/17/2020	WATTS COPY SYSTEMS	765.09	ANNUAL PO FOR OFFICE EQUIPMENT	SERV-OFFICE EQUIPMENT
Total			814.58		
133452	3/3/2020	AMAZON.COM CREDIT	1,389.66		SMALL CAPITAL ITEMS
133805	3/17/2020	ULINE	148.00		SMALL CAPITAL ITEMS
Total			1,537.66		
133734	3/17/2020	CALL ONE	665.34	ACCT 1212890	TELEPHONE
133789	3/17/2020	PAETEC	36.52	ACCT 633318933001	TELEPHONE
133789	3/17/2020	PAETEC	70.84	ACCT 633292627001	TELEPHONE
133957	3/24/2020	VERIZON WIRELESS	266.50	ACCT #980380645-00001	TELEPHONE
Total			1,039.20		
827003764	3/13/2020	REGIONS/CREDIT CARD	663.48	ACCT 3978	CONFERENCES & TRAVEL
827003764	3/13/2020	REGIONS/CREDIT CARD	150.00		MEMBERSHIP FEES
Total			813.48		
35			56,280.11		

59 LIBRARY TRUST FUNDS

133726	3/17/2020	BAKER & TAYLOR CO	15.37	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
133726	3/17/2020	BAKER & TAYLOR CO	41.97		BOOKS & PERIODICALS
133805	3/17/2020	ULINE	625.00	LADDER FOR LOCAL HISTORY AREA	BOOKS & PERIODICALS
133828	3/24/2020	BAKER & TAYLOR CO	16.00	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
133828	3/24/2020	BAKER & TAYLOR CO	16.38		BOOKS & PERIODICALS
59 LIBRARY			714.72		

WARRANT

56,994.83

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

DATE: 5/8/2020

**FOR INVOICES FROM
4/1/2020 TO 4/30/2020**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND						
134087	4/7/2020	AMAZON.COM CREDIT	681.82		35593515 - 458000	BOOKS & PERIODICALS
134091	4/7/2020	BAKER & TAYLOR CO	25.91		35593515 - 458000	BOOKS & PERIODICALS
134091	4/7/2020	BAKER & TAYLOR CO	76.35		35593515 - 458000	BOOKS & PERIODICALS
134091	4/7/2020	BAKER & TAYLOR CO	442.31		35593515 - 458000	BOOKS & PERIODICALS
134192	4/14/2020	BAKER & TAYLOR CO	29.62		35593515 - 458000	BOOKS & PERIODICALS
134192	4/14/2020	BAKER & TAYLOR CO	96.73		35593515 - 458000	BOOKS & PERIODICALS
134192	4/14/2020	BAKER & TAYLOR CO	299.16		35593515 - 458000	BOOKS & PERIODICALS
134192	4/14/2020	BAKER & TAYLOR CO	359.29		35593515 - 458000	BOOKS & PERIODICALS
134192	4/14/2020	BAKER & TAYLOR CO	441.97		35593515 - 458000	BOOKS & PERIODICALS
134192	4/14/2020	BAKER & TAYLOR CO	472.66		35593515 - 458000	BOOKS & PERIODICALS
134192	4/14/2020	BAKER & TAYLOR CO	555.62		35593515 - 458000	BOOKS & PERIODICALS
134192	4/14/2020	BAKER & TAYLOR CO	689.72		35593515 - 458000	BOOKS & PERIODICALS
134253	4/14/2020	KANOPY	196.00	LIBRARY STREAMING SERVICE	35593515 - 458000	BOOKS & PERIODICALS
134266	4/14/2020	MIDWEST TAPE, LLC	1,904.50	AV MATERIALS	35593515 - 458000	BOOKS & PERIODICALS
134295	4/14/2020	TAPED EDITIONS	508.01	BALANCE DUE AFTER PREPAID CREDIT DEPLETION	35593515 - 458000	BOOKS & PERIODICALS
134414	4/28/2020	AMAZON.COM CREDIT	121.05		35593515 - 458000	BOOKS & PERIODICALS
827003784	4/16/2020	REGIONS/CREDIT CARD	526.51		35593515 - 458000	BOOKS & PERIODICALS
Total			7,427.23			
134096	4/7/2020	BRIDGEALL LIBRARIES LIMITED	12,500.00	ANNUAL RENEWAL	35593512 - 424700	COMPUTER SOFTWARE

134146	4/7/2020	MH MEDIATE	600.00	"READY FOR ANYTHING" PROGRAM 1YR LICENSE	35593512 - 424700	COMPUTER SOFTWARE
827003784	4/16/2020	REGIONS/CREDIT CARD	1,013.90		35593512 - 424700	COMPUTER SOFTWARE
Total			14,113.90			
827003784	4/16/2020	REGIONS/CREDIT CARD	2,200.09	ACCT 3978	35593512 - 424100	CONFERENCES & TRAVEL
134135	4/7/2020	IHLS-OCLC	745.95	WEBDEWEY MEMBERSHIP	35593512 - 428400	MEMBERSHIP FEES
134087	4/7/2020	AMAZON.COM CREDIT	102.73		35593512 - 434500	OFFICE SUPPLIES
134091	4/7/2020	BAKER & TAYLOR CO	3.91	BOOKS AND ENTERTAINMENT FOR 20	35593512 - 434500	OFFICE SUPPLIES
134091	4/7/2020	BAKER & TAYLOR CO	16.33		35593512 - 434500	OFFICE SUPPLIES
134162	4/7/2020	SAM'S CLUB	59.42	ACCT 9064	35593512 - 434500	OFFICE SUPPLIES
134192	4/14/2020	BAKER & TAYLOR CO	4.14	BOOKS AND ENTERTAINMENT FOR 20	35593512 - 434500	OFFICE SUPPLIES
134192	4/14/2020	BAKER & TAYLOR CO	7.59		35593512 - 434500	OFFICE SUPPLIES
134192	4/14/2020	BAKER & TAYLOR CO	11.50		35593512 - 434500	OFFICE SUPPLIES
134192	4/14/2020	BAKER & TAYLOR CO	20.47		35593512 - 434500	OFFICE SUPPLIES
134192	4/14/2020	BAKER & TAYLOR CO	24.38		35593512 - 434500	OFFICE SUPPLIES
134192	4/14/2020	BAKER & TAYLOR CO	25.07		35593512 - 434500	OFFICE SUPPLIES
134192	4/14/2020	BAKER & TAYLOR CO	47.61		35593512 - 434500	OFFICE SUPPLIES
Total			323.15			
134087	4/7/2020	AMAZON.COM CREDIT	89.90	ACCT 8641	35593512 - 424500	POSTAGE
134107	4/7/2020	COMMERCIAL MAIL SERVICES	2.24	MAR 16 - MAR 30'20	35593512 - 424500	POSTAGE
134342	4/21/2020	COMMERCIAL MAIL SERVICES	0.54	APRIL 1 - APRIL 15'20	35593512 - 424500	POSTAGE
134414	4/28/2020	AMAZON.COM CREDIT	17.07	ACCT 8641	35593512 - 424500	POSTAGE
Total			109.75			
134087	4/7/2020	AMAZON.COM CREDIT	448.93		35593512 - 449900	SMALL CAPITAL ITEMS
134115	4/7/2020	DELL INC.	2,990.20	CUST # 146440609	35593512 - 449900	SMALL CAPITAL ITEMS
134115	4/7/2020	DELL INC.	17,941.20	20- OPTIPLEX COMPUTERS	35593512 - 449900	SMALL CAPITAL ITEMS
134414	4/28/2020	AMAZON.COM CREDIT	111.99		35593512 - 449900	SMALL CAPITAL ITEMS

Total			21,492.32			
134152	4/7/2020	NCI BUSINESS SYSTEMS	43.97	ANNUAL SERVICE TO OFFICE SUPPL	35593512 - 421300	SERV-OFFICE EQUIPMENT
134315	4/14/2020	WATTS COPY SYSTEMS	759.82	ANNUAL PO FOR OFFICE EQUIPMENT	35593512 - 421300	SERV-OFFICE EQUIPMENT
Total			803.79			
134232	4/14/2020	ERICKSON DAVIS, ATTORNEYS	1,815.00	JAN/FEB'20	35593512 - 428000	PROFESSIONAL SERVICES
134414	4/28/2020	AMAZON.COM CREDIT	35.00		35593512 - 428000	PROFESSIONAL SERVICES
134475	4/28/2020	JONES & THOMAS	250.00	SSL CERTIFICATION	35593512 - 428000	PROFESSIONAL SERVICES
134475	4/28/2020	JONES & THOMAS	400.00	WEB HOSTING/MAINTENANCE	35593512 - 428000	PROFESSIONAL SERVICES
134519	4/28/2020	UNIQUE MANAGEMENT SERVICES	358.00	ANNUAL PO 2020	35593512 - 428000	PROFESSIONAL SERVICES
Total			2,858.00			
134283	4/14/2020	PAETEC	47.07	ANNUAL PO 2020	35593512 - 423300	TELEPHONE
134283	4/14/2020	PAETEC	70.52	ACCT 633292627001	35593512 - 423300	TELEPHONE
134435	4/28/2020	COMCAST	159.85	ACCT 929526423	35593512 - 423300	TELEPHONE
134522	4/28/2020	VERIZON WIRELESS	320.28	ACCT #980380645-00001	35593512 - 423300	TELEPHONE
Total			597.72			

WARRANT TOTAL: **50,671.90** RLE

Invoices- Tech Services -16 Admin-35

DPL FY 2020 Budget Report

Prepared: May 11, 2020

At end of April 33% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ -	0.0%	\$ 151,661.00	-100.0%
All Other	\$ 1,150,487	28.8%	\$ 344,757.61	30.0%	\$ 309,496.51	11.4%
Total Revenue	\$ 3,992,487		\$ 344,757.61	8.6%	\$ 461,157.51	-25.2%

Expense

% Expended

Personnel

Payroll	\$ 1,604,518		\$ 541,336.93		\$ 470,832.88	15.0%
Benefits	\$ 878,846		\$ 266,475.43		\$ 178,942.77	48.9%
	\$ 2,483,364	65.6%	\$ 807,812.36	32.5%	\$ 649,775.65	24.3%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 104,152.83	42.5%	\$ 105,663.36	-1.4%
Per Capita	\$ 96,000		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,000.00		\$ 174.27	8.7%	n/a	n/a
Total Materials	\$ 343,000	9.1%	\$ 104,327.10	30.4%	\$ 105,663.36	-1.3%

Professional Services

Professional Services	\$ 45,000		\$ 13,463.75	29.9%	\$ 17,251.86	-22.0%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 43.90	29.3%	\$ 43.29	0.014091
Total	\$ 45,650	1.2%	\$ 13,507.65	29.6%	\$ 17,295.15	-21.9%

Allocations

Administrative Fee	\$ 92,904		\$ 30,968.00	33.3%	\$ 36,656.00	-15.5%
MIS	\$ 39,000		\$ 13,000.00	33.3%	\$ 12,788.00	1.7%
	\$ 131,904	3.5%	\$ 43,968.00	33.3%	\$ 49,444.00	-11.1%

Grants

PNG	\$ 15,000		\$ 3,918.59	26.1%	\$ 5,323.29	-26.4%
Other grants	\$ 75,000		\$ 1,465.97	2.0%	\$ -	#DIV/0!
	\$ 90,000	2.4%	\$ 5,384.56	6.0%	\$ -	#DIV/0!

Advertising	\$ 500	0.01%	\$ -	0.0%	\$ -	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$ 300		\$ -	0.0%	\$ 239.00	-100.0%
Postage	\$ 12,000		\$ 3,351.79	27.9%	\$ 3,800.62	-11.8%
Service to Office Equipment	\$ 30,000		\$ 2,966.43	9.9%	\$ 3,250.62	-8.7%
Telephone	\$ 10,000		\$ 4,346.24	43.5%	\$ 3,282.07	32.4%
Software	\$ 35,000		\$ 15,873.90	45.4%	\$ 20,748.00	-23.5%
Office Supplies	\$ 30,000		\$ 5,841.04	19.5%	\$ 13,024.68	-55.2%
Small Capital	\$ 45,000		\$ 23,029.98	51.2%	\$ 9,401.59	145.0%
	\$ 162,300	4.3%	\$ 55,409.38	34.1%	\$ 53,746.58	

Staff Development

Conferences/Training/Travel	\$ 15,000		\$ 5,133.18	34.2%	\$ 1,440.04	256.5%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

Membership	\$ 55,000		\$ 2,725.95	5.0%	\$ 2,037.90	33.8%
	\$ 74,000	2.0%	\$ 7,859.13	10.6%	\$ 3,477.94	126.0%
Transfer to Reserves	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Insurance						
Unemployment	\$ 1,344		\$ 448.00	33.3%	\$ 884.00	-49.3%
Medical expenses/COVID	\$ 500		\$ 59.48	11.9%	\$ -	#DIV/0!
Risk Management	\$ 76,896		\$ 25,632.00	33.3%	\$ 26,192.00	-2.1%
	\$ 78,740	2.1%	\$ 26,139.48	33.2%	\$ 27,076.00	
Building Costs						
Rent	\$ 575,000.00		\$ 191,668.00	33.3%	\$ 191,668.00	0.0%
Supplies	\$ 500		\$ -	0.0%	\$ 139.90	-100.0%
Maintenace	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 191,668.00		\$ 191,807.90	
Total Operations/Services	\$ 1,502,094	39.7%	\$ 448,263.30	29.8%	\$ 448,510.93	-0.1%
Total Expenses	\$ 3,985,458		\$ 1,256,075.66	31.5%	\$ 1,098,286.58	14.4%
Revenue Minus Expense	\$ 7,029		\$ (911,318.05)		\$ (637,129.07)	43.0%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Ac Equals
1/1/2020	\$ 1,362,862.78	\$ 103,194.37	\$ 291,464.76	\$ - \$ 1,174,592.39
2/1/2020	\$ 1,174,592.39	\$ 241,563.24	\$ 279,410.42	\$ - \$ 1,136,745.21
3/1/2020	\$ 1,136,745.21	\$ 66,795.18	\$ 302,546.62	\$ - \$ 900,993.77
4/1/2020	\$ 900,993.77	\$ 121,979.25	\$ 382,653.86	\$ - \$ 640,319.16
5/1/2020	\$ 640,319.16			
6/1/2020	\$ -			
7/1/2020	\$ -			
8/1/2020	\$ -			
9/1/2020	\$ -			
10/1/2020	\$ -			
11/1/2020	\$ -			
12/1/2020	\$ -			

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

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 333,111.40	\$ 222.24	\$ -	\$ 333,333.64
2/1/2019	\$ 333,333.64	\$ 215.95	\$ -	\$ 333,549.59
3/1/2019	\$ 333,549.59	\$ 406.84	\$ -	\$ 333,956.43
4/1/2019	\$ 333,956.43	\$ 11.35	\$ -	\$ 333,967.78
5/1/2019	\$ 333,967.78			
6/1/2019	\$ -			
7/1/2019	\$ -			
8/1/2019	\$ -			
9/1/2019	\$ -			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 58,370.72	\$ 39.18	\$ -	\$ 58,409.90
2/1/2019	\$ 58,409.90	\$ 38.07	\$ -	\$ 58,447.97
3/1/2019	\$ 58,447.97	\$ 21.71	\$ -	\$ 58,469.68
4/1/2019	\$ 58,469.68	\$ 2.00	\$ -	\$ 58,471.68
5/1/2019	\$ 58,471.68		\$ -	
6/1/2019	\$ -		\$ -	
7/1/2019	\$ -		\$ -	
8/1/2019	\$ -		\$ -	
9/1/2019	\$ -		\$ -	
10/1/2019	\$ -		\$ -	
11/1/2019	\$ -		\$ -	
12/1/2019	\$ -		\$ -	

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 117,088.41	\$ 77.92	\$ 1,976.73	\$ 115,189.60
2/1/2019	\$ 115,189.60	\$ 74.42	\$ 2,014.94	\$ 113,249.08
3/1/2019	\$ 113,249.08	\$ 41.69	\$ 2,000.24	\$ 111,290.53
4/1/2019	\$ 111,290.53	\$ 3.75	\$ 3,000.36	\$ 108,293.92
5/1/2019	\$ 108,293.92			
6/1/2019	\$ -			
7/1/2019	\$ -			
8/1/2019	\$ -			
9/1/2019	\$ -			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 27,115.57	\$ 68.22	\$ -	\$ 27,183.79
2/1/2019	\$ 27,183.79	\$ 317.82	\$ -	\$ 27,501.61
3/1/2019	\$ 27,501.61	\$ 10.08	\$ 714.72	\$ 26,796.97
4/1/2019	\$ 26,796.97	\$ 0.92	\$ -	\$ 26,797.89
5/1/2019	\$ 26,797.89			
6/1/2019	\$ -			
7/1/2019	\$ -			
8/1/2019	\$ -			
9/1/2019	\$ -			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet act Ending
1/1/2019	\$ 1,898,769.18	\$ 103,601.93	\$ 293,441.49	\$ - \$ 1,708,929.62
2/1/2019	\$ 1,708,929.62	\$ 242,209.50	\$ 281,425.36	\$ - \$ 1,669,713.76
3/1/2019	\$ 1,669,713.76	\$ 67,275.50	\$ 305,261.58	\$ - \$ 1,431,727.68
4/1/2019	\$ 1,431,727.68	\$ 121,997.27	\$ 385,654.22	\$ - \$ 1,168,070.73
5/1/2019	\$ 1,168,070.73	\$ -	\$ -	\$ -
6/1/2019	\$ -	\$ -	\$ -	\$ -
7/1/2019	\$ -	\$ -	\$ -	\$ -
8/1/2019	\$ -	\$ -	\$ -	\$ -
9/1/2019	\$ -	\$ -	\$ -	\$ -
10/1/2019	\$ -	\$ -	\$ -	\$ -
11/1/2019	\$ -	\$ -	\$ -	\$ -
12/1/2019	\$ -	\$ -	\$ -	\$ -

Chapter 4 [Facilities]

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to most public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for the public; comfortable work and lounge areas for staff; and space for board meetings, story times, and other library programs. As the mission of public libraries expands, space will be required for new uses that weren't previously seen as library offerings. Most of these uses rely on flexible space and a high degree of connectivity. Flexibility is the single most important design goal. To the greatest degree possible, opt for features that are plugged in, not built in.

APPLICABLE CORE STANDARDS – Please see Core Standards 2, 3, 4, 13, 18, 19, and 24 in Chapter 1.

FACILITIES STANDARDS

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The library develops a facility plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
6. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, the parking space provision should be one space per 500 square feet of library area.
7. The library's entrance is easily identified, clearly visible, and well illuminated. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
10. The library has telephones and associated communications devices sufficient to meet user and staff needs including:
 - Telephones in all offices and at all service desks.
 - Automatic equipment to inform callers of library hours.
11. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs. Space is allocated for child and family use with furniture and equipment designed for use by children. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture that is purposely built for library or other high-traffic public use should be specified whenever possible.
12. The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials. All shelving should be designed for library purposes. Shelving in every area should be appropriately scaled to meet the needs of the user.
13. The library shall be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
14. The library has fireproof facilities for the return of library materials when the library is closed.
15. The library has heating, ventilating, and air conditioning (HVAC) systems capable of filtering outside air and of maintaining comfortable temperatures throughout the year.
16. The library meets the requirements of the *Americans with Disabilities Act* (ADA).

STANDARDS FOR CREATING NEW OR EXPANDED FACILITIES

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
3. The library's attorney should review all contracts related to any construction project.
4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
5. The facilities provide the maximum possible flexibility for future changes in design, furnishings, and technology.
6. Data and power should be available throughout the facility.
7. All construction shall comply with federal, state, and local codes and regulations.
8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
10. Sustainable (Green) Design

Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative. Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

11. Technology and Library Design

The use of networked computers and multimedia equipment in the work environment adds a new element of complexity when designing a new or remodeling an existing facility. Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 3.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

EXISTING FACILITIES CHECKLIST

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- Library infrastructure is inspected by qualified professionals as follows:
 - Mechanical systems: annually
 - Alarm and control systems: annually
 - Sprinkler systems and fire extinguishers: annually
 - Roofs: annually
 - Building envelope (doors, windows, sealants, sheathing): every three years
- The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library has telephones and associated communications devices sufficient to meet user and staff needs.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.
- The library's lighting levels comply with lighting standards.
- The library has fireproof facilities for the return of library materials when the library is closed.
- The library has heating, ventilating, and air conditioning (HVAC) systems capable of filtering outside air, maintaining comfortable temperatures throughout the year, and meeting applicable energy code standards.

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WEBSITES

- U.S. Green Building Council (USGBC)
www.usgbc.com

Library Service Level
State Mandate Level
Hours of operation
Materials Available
Services
Returned items
Staff in Building
Programs

Precautionary Measures
Social Distancing
Regular Hours
Stacks Open
Limited toys/Resume Home Delivery/All other Services
Regular Shelving Process/Due dates enforced
All staff regular shifts
Small groups (room dependent --->10 Staley, ---->25 Madden)

Library Service Level
State Mandate Level
Hours of operation
Materials Available
Services
Returned items
Staff in Building
Programs

Limited Services
Social Distancing/Limits on Gatherings to fewer than 50
Regular Hours
Stacks Open
No toys/less seating available
Due dates extended?/Regular shelving process
All staff regular shifts
Small groups (room dependent --->10 Staley, ---->25 Madden)

Library Service Level
State Mandate Level
Hours of operation
Materials Available
Services
Returned items
Staff in Building
Programs

Open with Partial Service (no programs/limits on # in building?)
Social Distancing/Limits to fewer than 10?
Regular Hours
Stacks open, but holds encouraged/Curbside
No seating/No computers
Due dates extended/Collections suspended>Returns quarantined 24 hours
All staff regular shifts
Digital/Take out kits

Library Service Level
State Mandate Level
Hours of operation
Materials Available
Services
Returned items
Staff in Building
Programs

Temporary Closure II (curbside pickup)
Modified or lifted Shelter in Place order
Regular Hours?
Curbside Only
Digital Services only
Due dates extended/Collections suspended>Returns quarantined 36 hours
Limited staff --->10
Digital Only

Library Service Level
State Mandate Level
Hours of operation
Materials Available
Services
Returned items
Staff in Building
Programs

Temporary Closure III (fully digital)
Shelter in Place Order
None
Digital Only
Digital Only
Due dates extended/Collections suspended>Returns quarantined 36 hours
Limited staff ----> 6 with prior approval
Digital Only