



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, January 19, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Sofia Xethalis
- II. **Consent Agenda (Approval of Agenda; Approval of December 7, 2022 Special Meeting Minutes, Approval of December 15, 2022 Regular Meeting Minutes) (Action)**
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Emergency Succession Plan (Action)
 - iii. Extension of COVID Related Paid Leave (Action)
 - iv. Test Proctoring Policy (Action)
 - v. Diversity, Equity, Inclusion (Discussion)
 - vi. Other (Discussion)
 - B. **Finance and Properties Committee**—Jecobie Jones
 - i. Capital Needs (Discussion)
 - ii. Friends of the Library Relocation (Discussion)
 - iii. Resolution to Accept Shelving Bid (Action)
 - iv. December Actuals (Discussion)

- v. Summary of Vendor Expenditures for December 2022 (Discussion)
- vi. December 2022 Check Register (Action)

C. Foundation—Rick Meyer

- i. No Meeting

D. Friends of the Library – Rick Meyer

- i. January 12 meeting

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

- A. Open Trustee Seats (Discussion)
- B. 2023 Meeting Schedule, Finance Committee (Action)
- C. 2023 Meeting Schedule (Action)
- D. Viewpoint Project (Discussion)
- E. Security Officers (Discussion)
- F. Other

IX. New Business

- A. Presentation from Thinkwell Makerspace, Jesse Blunt (Discussion)
- B. Other (Discussion)

X. Adjournment

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



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

December 7, 2022 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present:

Sofia Xethalis
Karl Coleman
Shelli Brunner
Alana Banks

Absent:

Susan Avery
Jeffrey Cancienne
Jacobie Jones

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant

Guests: None

Call to Order: Ms. Xethalis called the meeting to order at 5:04pm.

Approval of Agenda Ms. Xethalis requested a motion to approve the agenda. No changes to the agenda. The motion was adopted.

Public comments: None

Written Communications from the Public: None

Review of Serving Our Public 4.0 (Discussion)

Chapter 1. Core Standards – Standards met.

Chapter 2. Governance and Administration – Recommendations met.

Chapter 3. Personnel No deficiencies in the checklist.

Chapter 4. Access May increase signage.

Chapter 5. Building Infrastructure and Maintenance No action needed.

Chapter 6. Safety No action needed.

Chapter 7. Collection Management The Library makes regular improvements. No action needed.

Chapter 8. System Member Responsibilities and Resource Sharing Mr. Meyer stated we are in a great library consortium and we are active member. No action needed.

Chapter 9. Public Services: Reference and Reader's Advisory Services – Recommendations met.

Chapter 10. Programming It's possible to make programs more accessible by including sign language. We can increase diversity.

Chapter 11. Youth/Young Adult Services We could do better with the teen population and partnering with other groups in the community.

Chapter 12. Technology The Library could increase our technology instruction. Internet access needs to be reviewed annually.

Chapter 13. Marketing, Promotion, and Collaboration Mr. Meyer spoke about creating a communication plan. Include the Board in an annual walk through. Have the Board and staff visit other libraries. Include a budget line for public relations and marketing. Look at being ADA compliant. Have an employee responsible for marketing. Include a webinar and conference for employees to attend. Have a Board meeting in the Local History room with a presentation by Rebecca Damptz.

Adjournment

Ms. Xethalis requested a motion to adjourn at 5:41pm. Ms. Brunner made a motion to adjourn, seconded by Ms. Banks. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Draft 12/7/22



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

December 15, 2022 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present:

Sofia Xethalis
Karl Coleman
Susan Avery
Jeffrey Cancienne
Alana Banks
Jacobie Jones via zoom

Absent:

Shelli Brunner

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

Guests: none

Call to Order: Ms. Xethalis called the meeting to order at 4:35pm. Ms. Xethalis requested that Mr. Jones attend electronically. All in favor. Mr. Jones joined the meeting at 4:42pm.

Consent Agenda (Approval of Agenda; Approval of November 17, 2022 Regular Meeting Minutes) (Action) Ms. Xethalis requested a motion to approve the consent agenda. No changes to the agenda. The motion was adopted.

Public comments: none

Written Communications from the Public: none

City Librarian's Report (Discussion) Mr. Meyer presented his monthly report. Reported on the Security officers are now in the building. These are considered civic center employees. The civic center will invoice us for the cost of the security officers. In January, security hours will also open up to sheriff deputies. The shifts are right before lunch and before dinner.

The carpet bids came in under what was expected. Mr. Meyer expects the city to sign the contract next week. A shelving bid was received today.

We had an in-service on November 16. Nicki Bond discussed the basics of DEI. There was a presentation by Behavioral Health on de-escalation of crisis situations, Mr. Nick Haake gave basic first aid and AED training.

The strongest increase in circulation is in children's material. Its up 22 percent as well as the Readiculous performances.

Division Head Reports (Discussion) Ms. Damptz reported the James Millikin Homestead got training today to add their items to Omeka. Local History can use additional volunteers.

Ms. Henkel reported that November was a busy month for the Readiculous program, entertaining over 3 thousand students and adults. The Andreas Foundation donated funds to help purchase a new backdrop. December 30 is the holiday Readiculous presentation at 10am on the children's floor of The Library. The goal for 2023 is to have Readiculous perform in all Decatur schools. A new part-time Library Assistant has started working in Children's.

Ms. Avery joined the meeting at 4:43pm

Ms. Ziese reported that the DEI committee met yesterday. Nicki Bond attended and offered ideas on hiring, action items, newsletters, and created momentum. Library books can be requested by speaking with any of the Librarians.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee -Karl Coleman
 - a. Personnel Update (Discussion) No discussion.
 - b. Diversity, Equity, and Inclusion (Discussion) No discussion.
 - c. Remote Work Policy (Action) All in favor. The motion was adopted.
 - d. Management Personnel Policy (Action) Changed the word, policy, to handbook, and added Juneteenth as a holiday, and removed Good Friday. All in favor. The motion was adopted.
 - e. Trustee Bylaws (Action) Changes were made to attendance. All in favor. The motion was adopted.
 - f. Photography and Video Policy (Action) No changes to the policy. All in favor. The motion was adopted.
- B. Finance and Properties Committee – Jacobie Jones – No meeting.
- C. Foundation – Rick Meyer – No meeting. Mr. Meyer reported on the Winter Campaign. There was a donor event on December 9 after hours at The Library.
- D. Friends of the Library – December 8 meeting – No report. Ms. Banks said she could attend the meeting in January.
- E. Illinois Heartland Library System – Mr. Meyer no report.

Old Business

- A. Open Trustee Seat (Discussion) Mr. Coleman mentioned the individuals who filled out a form to request a seat on the Board have not been contacted by anyone from the City.

- B. 2023 Holiday Schedule (Action) Include Juneteenth as a holiday and the rest of the holidays will match the Union contract. Mr. Coleman made a motion to approve the 2023 Holiday Schedule, seconded by Ms. Avery. All in favor. The motion was adopted.
- C. Federal Employee Identification Number (Discussion) The City Manager feels that it would be better to have separate FEI Numbers. Mr. Zientara has concerns and will discuss this with the City Manager.
- D. Viewpoint Project (Discussion) Mr. Meyer reported the initial questionnaire has been completed.
- E. Shelving/Carpeting (Discussion) no further discussion
- F. Security Officers (Discussion) no further discussion

New Business

- A. November Check Register (Action) Mr. Coleman moved to approve the November check register, seconded by Mr. Cancienne. Ms. Xethalis requested a roll call vote. Mr. Cancienne yes, Mr. Jones yes, Ms. Xethalis yes, Ms. Avery yes, Mr. Coleman yes, Ms. Banks yes. The motion was adopted.
- B. 2022 Budget Actuals and Projection (Discussion) Mr. Meyer reported on the budget is on track for the year.
- C. Motion to Move Monies to Capital Reserve Fund (Action) Mr. Coleman made a motion to move \$600,000 to the Capital Reserve fund to be earmarked for seating, seconded by Ms. Banks. Ms. Xethalis requested a roll call vote. Mr. Cancienne yes, Mr. Jones yes, Ms. Xethalis yes, Ms. Avery yes, Mr. Coleman yes, Ms. Banks yes. The motion was adopted.

Adjournment

Ms. Xethalis requested a motion to adjourn at 5:38pm. Mr. Cancienne made a motion to adjourn, seconded by Ms. Banks. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 12/15/22



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

City Librarian's Report for December 2022

Administration

- I had meetings with several vendors throughout the month.
- I completed evals of staff who report directly to me.
- I spoke to Golden K Kiwanis on the 7th.
- On the 9th I attended the DPL Foundation Donor Appreciation event at the Library.
- Current Library Projects: Documentary Film, Strategic Planning, Shelving/Carpeting, Security.
- Current committees Boards outside of DPL: Illinois Library Association Executive Board, Illinois Heartland Library System Nominating Committee, Directors University Planning Committee, Illinois State Library Advisory Board, ILA Legislative Meetup Committee (as Legislative Recruiter), Liaison to ILA Awards Committee—Most were active in December.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 16 curbside pick-ups in December.
- Clerks are phoning patrons to add email and/or texting to accounts.
- Patti Freitag has pulled most of the 2020 magazines to put out for the public in January.
- Jennifer Pride served on DEI Engagement Committee.

Technical Services

- **See statistical spreadsheet**
- Updating call labels on DVDs, BKCDs, and J fiction series and J biographies continues.
- Catalogers continue to correct our multivolume sets circulating on serial records.
- Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.
- Karen Williams served on the DEI Engagement Committee.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Sheri Keller is figured out a way to indicate which Juvenile books are Large Print without making it awkward or uncomfortable for the children who need to use them. She will begin the project of putting stickers on them in January.
- Susan Bishop and Alissa Henkel met at least one hour every day that they were both at work in December to work on the READiculous Show Between the Holidays. They also received their new backdrop from Dynagraphics and learned how to put it up.
- Shelley Whiteside has completed the weeding, shelf reading, and cleaning of the Oversized Collection, with Patti's assistance.

- Tye Pemberton worked with a patron, a member of the armed services, who needed access to a Common Access Card reader. Tye found one through the Veteran's Assistance Commission of Macon County. Matt Wilkerson has ordered CAC readers for DPL for the future.
- Jess Hill and Kasey Steiling have created a legal aid wall. If a patron is searching for specific legal forms, there are packets available at the Reference Desk.

Systems Administration

- **See spreadsheet for statistical information.**
- The AMH Staff induction computer failed and was replaced. There was downtime with the Sorter also. The problem was traced to a bad cable on bin7, which was replaced. Both problems required a call to the Lyngsoe hotline.
- Ongoing: Working on getting the lobby display mounted. Waiting for electrical bid.
- Purchased and installed version 22 of Veritas Backup.
- Purchased and installed a new T630 poster printer. The T520 had ink problems and probably has a bad printhead causing the problem.
- The latest from Deep Freeze: They sent a new driver for testing. Chris installed on Patron12. The computer did not lock up for the two weeks we tested. We sent this information to Deep Freeze. Faronics should release a Public release of the software shortly.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- Becky Dampz went through the books stored in the back room and weeded two carts of books..
- The department had a Saturday appointment this month. Two patrons arranged to come in on December 3 to research their family. Becky made the room available to them that day for a few hours.
- Becky attended the Heritage Network meeting on December 7 at the Decatur Area Arts Council.
- The Foundation had a small donor party on December 9 at 6pm in and around the Local History Room. Becky gave a tour of the room and prepared a photo slide show.
- Millikin Homestead started adding their digital materials to Omeka this month. They are starting with their newsletters.
- Becky started processing the Macon County Coalition on Capital Punishment collection.
- 150th Anniversary committee met on December 29 to finalize the logo for 2025.
- David Frahlman and Pat Riley put together displays on the holidays this month. Christmas, Hanukkah, and Kwanzaa are all included in the displays. These will stay up until late January.

Respectfully Submitted,

Rick Meyer
City Librarian

Circulation by Audience Physical & Electronic	Dec-21	Dec-22	% of Total	from 2021	2021 Total	2022 Total	from 2021
Number of Adult Materials Loaned	13,029	12,852	69.1%	-1.4%	156,828	170,252	8.6%
Number of Young Adult Materials Loaned	521	436	2.3%	-16.3%	7,301	7,092	-2.9%
Number of Children's Materials Loaned	4,706	5,319	28.6%	13.0%	70,117	83,461	19.0%
Total Number of Materials Loaned	18,256	18,607		1.9%	234,246	260,805	11.3%

Circulation by Material Type	Dec-21	Dec-22	% of Total	from 2021	2021 Total	2022 Total	from 2021
Books Loaned--Physical	11,311	10,932	58.8%	-3.4%	148,399	164,887	11.1%
Videos/DVDs Loaned--Physical	2,547	3,330	17.9%	30.7%	28,267	40,110	41.9%
Audios, Including Music Loaned--Physical	792	799	4.3%	0.9%	8,289	8,642	4.3%
Magazines/Periodicals Loaned--Physical	259	230	1.2%	-11.2%	3,067	3,164	3.2%
Other Items Loaned--Physical	9	54	0.3%	500.0%	1,619	2,733	68.8%
Use of Circulating Electronic Materials	3,338	3,262	17.5%	-2.3%	44,605	41,269	-7.5%
Total	18,256	18,607		1.9%	234,246	260,805	11.3%

Successful Retrieval of Electronic Information	10,262	14,375	43.6%	40.1%	123,484	180,641	46.3%
Electronic Content Use	13,600	17,637	53.5%	29.7%	168,089	241,445	43.6%
Total Collection Use	Dec-21	Dec-22	Change from 2021		2021 Total	2022 Total	from 2021
Total Collection Use	28,518	32,982	15.7%		357,730	441,446	23.4%

	Dec-21	Dec-22	% of Total	from 2021	2021 Total	2022 Total	from 2021
Interlibrary Loans Provided To Other Libraries	3,250	2,940	59.0%	-9.5%	39,903	42,190	5.7%
Interlibrary Loans Received FROM Other Libraries	2,128	2,040	41.0%	-4.1%	28,865	30,177	4.5%
Total ILL Transactions	5,378	4,980		-7.4%	68,768	72,367	5.2%

	Dec-21	Dec-22	Change from 2021		2021 Total	2022 Total	from 2021
New Patron Registrations	91	96	5.5%		1,353	2,061	52.3%
# of Visitors (Security Gate)	7,937	9,129	15.0%		78,509	122,746	56.3%
# Visitors Lobby Counter	9,836	10,705	8.8%		84,502	157,183	86.0%
Local History # of visitors	28	26	-7.1%		298	446	49.7%
Adult Programs Active	155	112	-27.7%		1,121	2,419	115.8%
Adult Programs Passive	243	0			1,207	2,067	71.3%

Adult Programs Virtual Live	40	107		22	234	963.6%
Adult Programs Virtual Recorded	345	58		193	165	-14.5%
YA Programs Active	0	0	#DIV/0!	0	47	#DIV/0!
YA Programs Passive	0	0		409	315	-23.0%
YA Virtual Live	0	0		0	0	#DIV/0!
YA Virtual Recorded	0	0		57	0	-100.0%
Children's Programs Active	260	972	273.8%	1,354	7,117	425.6%
Children's Programs Passive	0	0		2,599	6,924	166.4%
Children's Virtual Live	69	127		185	1,021	451.9%
Children's Virtual Recorded	0	0		5,141	0	-100.0%
Total Programs	1,112	1,376	23.7%	12,288	20,309	65.3%
Public Sessions	1,769	1,434	-18.9%	14,620	19,780	35.3%
Wireless Sessions	1,060	1,321	24.6%	5,691	13,962	145.3%
Website Sessions	9,790	8,124	-17.0%	113,083	118,183	4.5%
Unique Visits	5,971	5,020	-15.9%	63,468	69,694	9.8%
Page Views	37,254	29,790	-20.0%	485,031	458,445	-5.5%
Self Checks	4,680	5,151	10.1%	43,324	81,114	87.2%
Percentage of Self Checks	0	0	2.9%	40%	0	6.8%
Assists Adult	2,591	1,658	-36.0%	22,718	28,110	23.7%
Assists Children	745	391	-47.5%	9,181	11,301	23.1%
Assists Local history	114	86	-24.6%	956	1,608	68.2%
IT help calls	97	72	-25.8%	1,154	1,163	0.8%
Searches in Catalog	14,512	14,799	2.0%	848,610	205,526	-75.8%
Number of Items processed	1,584	1,624	2.5%	18,575	18,344	-1.2%
Number of Items Withdrawn from Collection	2,222	1,749	-21.3%	19,237	10,083	-47.6%
Number of mended items	120	197	64.2%	2,189	2,657	21.4%
Number of items ordered	279	25	-91.0%	8,213	7,654	-6.8%
Number of records added to database	1,464	1,427	-2.5%	15,824	15,686	-0.9%

Decatur Public Library City Librarian Emergency Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence, or departure of the City Librarian and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the City Librarian will return to their position once events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or sabbatical.

In the event of an **unplanned absence**, the City Librarian or member of the management team will inform the Board President of the absence. As soon as it is feasible, the President should convene a special meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting City Librarian (ACL) would be:

- Alissa T. Henkel

The Board may decide to split executive duties as they and the ACL deem appropriate.

Authority and Compensation of the Acting Executive Director

The person appointed as ACL shall have the full authority for decision-making and independent action as the regular City Librarian.

The Board may but is not required to offer a bi-weekly payroll bonus to the ACL for the duration of leave of absence.

Board Oversight

The Board President will be responsible for monitoring the work of the ACL during the leave of absence period and will be sensitive to the special support needs of the ACL in this temporary leadership role.

Communications Plan

The Board President will notify staff and Board members immediately after transferring the responsibilities to the ACL.

As soon as possible after the ACL assumes their role, Board members and the ACL will communicate the temporary leadership structure to the following, key external supporters. This list is neither ranked nor exhaustive.

- Attorney
- City Manager
- City Treasurer
- Building Maintenance
- SHARE
- IHLS
- DPL Foundation & Friends of DPL

Completion of Temporary Absence: Short Term

The decision about when the City Librarian returns to lead the Library should be determined by the City Librarian and the Board of Trustees. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

Succession Plan in the Event of a Temporary Absence: Long-Term

A long-term absence is one that is expected to last more than three months. In addition to the procedures and conditions established for a short-term absence, the Board will give immediate consideration, in consultation with the Acting City Librarian, to either temporarily fill the management position left vacant by the ACL or hire an interim library director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the ACL to carry the duties of both positions, or depending upon the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination if an Interim City Librarian is needed

The criteria that the Board and Acting City Librarian should consider when determining whether or not to hire an Interim Director or consultant to the ACL are as follows:

- Time of year – are major deadlines pending?
- Required fiscal responsibilities – consider the status of the B&A, levy, and/or audit
- Special projects currently in progress or upcoming

Skills and experience an Interim Director needs:

- Significant experience as the director of an Illinois municipal library
- Flexible schedule to allow for on-site presence and to attend board meetings
- Prior experience as an Interim Director preferred

Completion of Temporary Absence: Long Term

The decision about when the absent City Librarian returns to lead the Library would be determined by the City Librarian and the Board. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

Succession Plan in Event of Permanent Change in City Librarian

A permanent change is one in which it is firmly determined that the City Librarian will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new City Librarian. The Board should strongly consider the option of hiring outside consultants to plan and manage the search. The Search Committee will also determine the need for an Interim City Librarian if one is not already in place.

Acceptance of Emergency Succession Plan

This succession plan requires approval by the Board of Trustees subsequent signatures by the Board President and the City Librarian.

This plan should be revised as needed and be integrated into the Library’s policy review schedule.

The Library’s financial calendar is included with this document along with other succession related information necessary for this plan to be activated.

Board President: _____

Date: _____

City Librarian: _____

Date: _____

Information and Contact Inventory for Decatur Public Library

Knowing where the Library's key information is located is critical so that if an emergency succession should occur, the Library would be able to quickly continue work in the most efficient and effective way.

Attorney

- Name: Chris Siudyla
- Contact:
- Phone Number: 217-428-0949
- Email: csiudyla@ericksondavislaw.com



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

Purpose

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

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

Emergency FMLA Leave¹

Employee Eligibility

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

Reason for Leave

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

Amount of Leave

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

Amount of Pay

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



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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

Benefits During Leave

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

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

Notice and Documentation Required

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

Carryover

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

Intermittent or Reduced Schedule Leave

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

Job Restoration

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

Emergency Paid Sick Leave

Eligibility

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

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

Amount and Reasons for Leave

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

Amount of Pay

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

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

Interaction with Other Paid Leave

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



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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

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

Notice and Documentation Required

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

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

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

Carryover

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

Intermittent or Reduced Schedule Leave

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

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



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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

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

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

Job Protections

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

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

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

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

Policy extended through June 30, 2022 by Board of Trustees
January 20, 2022

Policy extended through December 31, 2022 by Board of Trustees
August 18, 2022

Test Proctoring Policy

A part of its mission to support lifelong learning the Decatur Public Library provides proctoring services for students enrolled in distance education courses and for test takers required for career advancement. Proctoring services are available on a per or online basis. Proctors will provide monitoring but cannot provide one-on-one proctoring or continuous uninterrupted monitoring. Proctoring services are provided by the Decatur Public Library Administration. Proctors will conduct the proctoring several times each year and are involved in proctoring and the library cannot guarantee that the same facilities will be available during the entire test period. Students are responsible for determining whether the library level of service meets the requirements of their institution.

Proctoring services are provided as a complimentary service in advance and is subject to the availability of staff and appropriate Proctoring is available from 9:00 AM to 5:00 PM on Monday through Friday. Proctors will make every attempt to meet the needs of the student. Proctoring services are cancelled if the library is closed due to inclement weather or other emergency in the community or severe financial shortage.

If the student is responsible to ensure that the exam is arrived in time the student is responsible for providing all necessary identification. Proctors are not provided with the educational institution. Proctors cannot provide the identification photo identification, a driver's license or school ID card if the student is presented at the time that the exam is taken and that the name on the exam material.

The school or the student is responsible for providing a properly addressed envelope with sufficient postage for return of the exam to the school. The library is unable to provide overnight delivery services. Examination material will be handled in the same manner as all other library mail. It is not able to make special trips to the post office or arrange for special delivery or mailing services. Proctors cannot accept responsibility for lost or deleted exams that are not received at the educational institution.

Approved by the Decatur Public Library Board of Trustees

March 17, 2016

DECATUR PUBLIC LIBRARY

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF DECATUR ACCEPTING
SHELVING PROJECT PROPOSALS**

WHEREAS Board of Library Trustees of the City of Decatur (“Trustees”) desire to accept a certain Base Bid Proposal and Alternative Bid Proposal with Library Furniture International for the purchase and installation of shelving at the library (the “Shelving Project Proposals”), which are attached hereto as **Exhibit A**.

BE IT RESOLVED by the Trustees that the Shelving Project Proposals attached as **Exhibit A** are hereby accepted.

PASSED AND APPROVED by Board of Library Trustees of the City of Decatur this ____ day of _____, 2023.

Ayes: _____

Nays: _____

Absent: _____

Secretary, Board of Library Trustees of the
City of Decatur

APPROVED:

President, Board of Library Trustees
of the City of Decatur

Exhibit A

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-1	117	ESTEY	Welded Frame	FICTION - DOUBLE FACE	\$ 489.10	\$ 57,224.70

PHASE 2

117 units per Floor Plan dated 11/11/22				DF 72"H x 36"W x 24"D
				6 rows high
		base		Sloped base shelf, 10"d with L-shaped book support
		row 2		Flat shelf, 10"d with wire book support
		row 3		Flat shelf, 10"d with wire book support
		row 4		Flat shelf, 10"d with wire book support
		row 5		Flat shelf, 10"d with wire book support
		row 6		Flat shelf, 10"d with wire book support
		STEEL COLOR:		SOFT WHITE (S085)
		SIGNAGE:		N/A
		CASTERS:		N/A
		END PANELS		YES, see EP-1 (laminated)
		CANOPY TOPS		N/A

117		SECTIONS		
1	117	W7236	Weld Frame 36w x 72h	
1	117	WSB3622A	DF Fxd Slp Bs Asm 36w x 22d	
2	234	BSN6	Book Sup Non Skid 4.563w x 06h	
10	1170	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10	

EP-1	38	LFI CUSTOM	DF END PANEL WITH TWO SIGNS	\$ 523.79	\$ 19,904.02
------	----	------------	-----------------------------	-----------	--------------

PHASE 2

	38	EP-7224	Laminate End Panel with pvc edge 72"H x 24"W x 1" thick Laminate: Wilsonart Aster 13099-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D		
2	76	SG-1	End Panel Sign; (2) per end panel Acrylic sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h Matte finish		
	8				

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International

Factory: Multiple

Decatur Public Library

797 Glenn Ave

Lead Time: 8-10 weeks

Wheeling IL 60090

ph: 847-564-9497

fax: 847-564-9337

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
------	-----	-----	-------------	-------------	----------	-----------

S-2	163	ESTEY	Welded Frame	NON-FICTION - DOUBLE FACE	\$ 489.10	\$ 79,723.30
------------	------------	--------------	---------------------	----------------------------------	------------------	---------------------

PHASE 1

163 units per Floor Plan dated 11/11/22

DF 72"H x 36"W x 24"D

6 rows high

base Sloped base shelf, 10"d with L-shaped book support

row 2 Flat shelf, 10"d with wire book support

row 3 Flat shelf, 10"d with wire book support

row 4 Flat shelf, 10"d with wire book support

row 5 Flat shelf, 10"d with wire book support

row 6 Flat shelf, 10"d with wire book support

STEEL COLOR: SOFT WHITE (SO85)

SIGNAGE: N/A

CASTERS: N/A

END PANELS YES, see EP-2 (laminated)

CANOPY TOPS N/A

		163	SECTIONS
1	163	W7236	Weld Frame 36w x 72h
1	163	WSB3622A	DF Fxd Slp Bs Asm 36w x 22d
2	326	BSN6	Book Sup Non Skid 4.563w x 06h
10	1630	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10

EP-2	50	LFI CUSTOM	DF END PANEL WITH TWO SIGNS	\$ 523.24	\$ 26,162.00
-------------	-----------	-------------------	------------------------------------	------------------	---------------------

PHASE 1

	50	EP-7224	Laminate End Panel with pvc edge 72"H x 24"W x 1" thick Laminate: Wilsonart Fresh Cut 13095-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
2	100	SG-1	End Panel Sign; (2) per end panel Acrylic sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h Matte finish
	9		

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-3	43	ESTEY	Welded Frame	FICTION/NON-FICTION - SINGLE FACE	\$ 291.46	\$ 12,532.78

PHASE 2

SF 72"H x 36"W x 13"D

6 rows high

- base **Sloped base shelf, 10"d with L-shaped book support**
- row 2 **Flat shelf, 10"d with wire book support**
- row 3 **Flat shelf, 10"d with wire book support**
- row 4 **Flat shelf, 10"d with wire book support**
- row 5 **Flat shelf, 10"d with wire book support**
- row 6 **Flat shelf, 10"d with wire book support**

- STEEL COLOR: **SOFT WHITE (SO85)**
- SIGNAGE: **N/A**
- CASTERS: **N/A**
- END PANELS **YES, see EP-3 (laminated)**
- CANOPY TOPS **N/A**

		43	SECTIONS
1	43	W7236	Weld Frame 36w x 72h
1	43	WSB3611A	SF Fxd Slp Bs Asm 36w x 11d
1	43	BSN6	Book Sup Non Skid 4.563w x 06h
5	215	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10
1	43	WCLIP	Wall Clip 3w x 2d x 1h

EP-3	5	LFI CUSTOM	SF END PANEL - NO SIGN	\$ 324.17	\$ 1,620.85
-------------	----------	-------------------	-------------------------------	------------------	--------------------

PHASE 2

5	EP-7213	Laminate End Panel with pvc edge 72"H x 13"W x 1" thick Laminate: Wilsonart Aster 13099-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
---	---------	---

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-4	24	ESTEY	Welded Frame	YOUNG ADULT - SINGLE FACE	\$ 253.55	\$ 6,085.20

PHASE 3

SF 66"H x 36"W x 13"D

5 rows high

- base **Sloped base shelf, 10"d with L-shaped book support**
- row 2 **Flat shelf, 10"d with wire book support**
- row 3 **Flat shelf, 10"d with wire book support**
- row 4 **Flat shelf, 10"d with wire book support**
- row 5 **Flat shelf, 10"d with wire book support**

- STEEL COLOR: **SOFT WHITE (SO85)**
- SIGNAGE: **N/A**
- CASTERS: **N/A**
- END PANELS **YES, see EP-4 (laminated)**
- CANOPY TOPS **N/A**

	24		SECTIONS
1	24	W6636	Weld Frame 36w x 66h
1	24	WSB3611A	SF Fxd Slp Bs Asm 36w x 11d
1	24	BSN6	Book Sup Non Skid 4.563w x 06h
4	96	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10
1	24	WCLIP	Wall Clip 3w x 2d x 1h

EP-4	1	LFI CUSTOM	SF END PANEL - NO SIGN	\$ 336.58	\$ 336.58
-------------	----------	-------------------	-------------------------------	------------------	------------------

PHASE 3

1	EP-6613	Laminate End Panel with pvc edge 66"H x 13"W x 1" thick Laminate: Wilsonart Blueberry Taffy Y0355-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
---	---------	---

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-5	24	ESTEY	Welded Frame	YOUNG ADULT - DOUBLE FACE	\$ 420.17	\$ 10,084.08

PHASE 3

DF 66"H x 36"W x 24"D

(4) PINWHEEL CONFIGURATIONS

5 rows high
 Sloped base shelf, 10"d with L-shaped book support
 Flat shelf, 10"d with wire book support
 Flat shelf, 10"d with wire book support
 Flat shelf, 10"d with wire book support
 Flat shelf, 10"d with wire book support

base
 row 2
 row 3
 row 4
 row 5

STEEL COLOR: **SOFT WHITE (SO85)**
 SIGNAGE: **N/A**
 CASTERS: **N/A**
 END PANELS **YES, see EP-5 (laminated)**
 CANOPY TOPS **N/A**

	24		SECTIONS
1	24	W6636	Weld Frame 36w x 66h
1	24	WSB3622A	DF Fxd Slp Bs Asm 36w x 22d
2	48	BSN6	Book Sup Non Skid 4.563w x 06h
8	192	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10

EP-5	24	LFI CUSTOM	DF END PANEL WITH TWO SIGNS	\$ 520.67	\$ 12,496.08
-------------	-----------	-------------------	------------------------------------	------------------	---------------------

PHASE 3

	24	EP-6624	Laminate End Panel with pvc edge 66"H x 24"W x 1" thick Laminate: Wilsonart Blueberry Taffy Y0355-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
2	24	SG-1	End Panel Sign; (2) per end panel
	2	Note: signage for patron facing panels only	Acyrlc sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h Matte finish

WF-5	0	LFI CUSTOM	WEDGE FILLER	\$	-
-------------	----------	-------------------	---------------------	-----------	----------

PHASE 3

**OK TO REMOVE FROM SCOPE PER TN EMAIL
 REPLACE WITH EP-5 IN blue laminate**

	0	WF-6624-TRI	Triangular shaped wedge with topcap 66"H x 24" on all sides Laminate: Standard WilsonArt white to match shelving PVC edgeband: coordinating standard Include Richeleu corner on vertical and horizontal seams to protect laminate edges.
--	---	-------------	--

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International
 797 Glenn Ave
 Wheeling IL 60090
 ph: 847-564-9497
 fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-6	36	ESTEY	Welded Frame	LARGE PRINT - DOUBLE FACE	\$ 420.17	\$ 15,126.12

PHASE 1

DF 66"H x 36"W x 24"D

5 rows high

- base **Sloped base shelf, 10"d with L-shaped book support**
- row 2 **Flat shelf, 10"d with wire book support**
- row 3 **Flat shelf, 10"d with wire book support**
- row 4 **Flat shelf, 10"d with wire book support**
- row 5 **Flat shelf, 10"d with wire book support**

- STEEL COLOR: **SOFT WHITE (SO85)**
- SIGNAGE: **N/A**
- CASTERS: **N/A**
- END PANELS **YES, see EP-6 (laminated)**
- CANOPY TOPS **N/A**

	36		SECTIONS
1	36	W6636	Weld Frame 36w x 66h
1	36	WSB3622A	DF Fxd Slp Bs Asm 36w x 22d
2	72	BSN6	Book Sup Non Skid 4.563w x 06h
8	288	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10

EP-6	12	LFI CUSTOM	DF END PANEL WITH TWO SIGNS	\$ 542.16	\$ 6,505.92
-------------	-----------	-------------------	------------------------------------	------------------	--------------------

PHASE 1

	12	EP-6624	Laminate End Panel with pvc edge 66"H x 24"W x 1" thick Laminate: Wilsonart Buttered Squash Y0347-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
2	24	SG-1	End Panel Sign; (2) per end panel Acrylic sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h Matte finish
	2		

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International
 797 Glenn Ave
 Wheeling IL 60090
 ph: 847-564-9497
 fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-7	15	Designer Series	NEW BOOKS - DOUBLE FACE		\$ 792.78	\$ 11,891.70

PHASE 3

DF 54"H x 36"W x 24"D

4 rows high

- base 25 deg. sloped display base shelf with L-shaped book support
- row 2 10 deg. sloped shelf with L-shaped book support
- row 3 10 deg. sloped shelf with L-shaped book support
- row 4 10 deg. sloped shelf with L-shaped book support

- STEEL COLOR: SOFT WHITE (S085)
- SIGNAGE: YES, 4" high
- CASTERS: N/A
- END PANELS YES, see EP-7 (laminated)
- CANOPY TOPS N/A

		5	STARTERS
2	10	EDDUPT5411	DF Dsgnr Series Upt 54h x 11d
2	10	DSTRUT36	Designer Series Strut 36"
2	10	DKP36SA	DS Kickplate Asm 36"w-(Spcl)
2	10	SSDS3611-25	Special Sloped Displ Shf 25 Degree
6	30	SSDS3611-10	Special Sloped Displ Shf 10 Degree
8	40	BSN6	Book Sup Non Skid 4.563w x 06h
8	40	DSPB	Designer Series Panel Bracket

		10	ADDERS
1	10	EDDUPT5411	DF Dsgnr Series Upt 54h x 11d
2	20	DSTRUT36	Designer Series Strut 36"
2	20	DKP36SA	DS Kickplate Asm 36"w-(Spcl)
2	20	SSDS3611-25	Special Sloped Displ Shf 25 Degree
6	60	SSDS3611-10	Special Sloped Displ Shf 10 Degree
8	80	BSN6	Book Sup Non Skid 4.563w x 06h

		15	SIGNAGE
1	15	ASD36A	Sign Holder
1	15	MDH-4-m	MD Header 4-1/4"H x 34 7/8"L folded size-matte finish

EP-7	10	LFI CUSTOM	DF END PANEL - NO SIGN		\$ 384.00	\$ 3,840.00
-------------	-----------	-------------------	-------------------------------	--	------------------	--------------------

PHASE 3

10	EP-5424	Laminate End Panel with pvc edge 54"H x 24"W x 1" thick Laminate: Wilsonart Concord Grape 13098-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
----	---------	---

MISC	BASE BID ITEMS ONLY	ESTEY STEEL SURCHARGE		\$ 41,162.97
-------------	----------------------------	------------------------------	--	---------------------

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
TOTAL FOB FACTORY						\$ 304,696.31
INSTALLATION + FREIGHT * prevailing wage *						\$ 112,585.69
TOTAL						\$ 417,282.00

30% DEPOSIT	\$ 125,184.60
25% PROGRESS PAYMENT DUE UPON COMPLETION OF PHASE 1	\$ 104,320.50
25% PROGRESS PAYMENT DUE UPON COMPLETION OF PHASE 2	\$ 104,320.50
20% PROGRESS PAYMENT DUE UPON COMPLETION OF PHASE 3	\$ 83,456.40

QUOTATION TERMS

*** quotes are valid for 30 days from date at top of this page**

* quotes are based on stated quantities; any change in quantity may require re-quoting

* prices include standard materials/finishes unless otherwise noted

* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

PAYMENT TERMS

Refer to terms outlined above.

TO ACCEPT THIS QUOTE:

* sign and date below as formal acknowledgement of the quote terms

* please forward a deposit if one is required per the quote terms

* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact

* LFI will coordinate and schedule in-bound freight of your order.

12/20/2022

Factory: Multiple

Lead Time: 8-10 weeks

LFI QT-3305 Proposal for:

Decatur Public Library

BASE BID

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>		
				Signature _____ Date _____		
TOTAL					\$	417,282.00

The Decatur Public Library hereby accepts the quote and the Alternative Bid in accordance with the provisions of the Bid Proposal. The terms of the Bid Proposal are all incorporated into this quote and an Alternative Bid notwithstanding the Bid Proposal. The Parties hereto agree that an dispute relating to this quote or Alternative Bid shall be resolved through arbitration in the State of Illinois.

P

P

12/20/2022

Factory: Multiple

Lead Time: 8-10 weeks

LFI QT-3305 Proposal for:

Decatur Public Library

ALTERNATE BID

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

Table with 8 columns: ITEM, QTY, MFG, CATALOG NO., DESCRIPTION, UNIT NET, EXTENSION. Row 1: S-8, 40, ESTEY, Welded Frame, AV - DOUBLE FACE, \$ 443.43, \$ 17,737.20

ALTERNATE ITEM

PHASE 1

DF 66"H x 36"W x 20"D

6 rows high

- base Sloped base shelf, 8"d with L-shaped book support
row 2 Sloped shelf, 8"d with wire book support
row 3 Sloped shelf, 8"d with wire book support
row 4 Sloped shelf, 8"d with wire book support
row 5 Flat shelf, 8"d with wire book support
row 6 Flat shelf, 8"d with wire book support

- STEEL COLOR: SOFT WHITE (SO85)
SIGNAGE: N/A
CASTERS: N/A
END PANELS YES, see EP-6 (laminated)
CANOPY TOPS N/A

Table with 4 columns: QTY, MFG, CATALOG NO., DESCRIPTION. Row 1: 40, SECTIONS. Row 2: 1, 40, W6636, Weld Frame 36w x 66h. Row 3: 1, 40, WSB3618A, DF Fxd Slp Bs Asm 36w x 18d. Row 4: 2, 80, BSN6, Book Sup Non Skid 4.563w x 06h. Row 5: 6, 240, SIBS3609A, SlpngIntglAdjShlfAsm 35.375x08. Row 6: 6, 240, EWD-1, Chrome Plate Intgl Bk Sliding Wire Div-08"d. Row 7: 4, 160, BLIB3609A, BL Intgl Adj Sh Assm 35.375x08

Table with 8 columns: ITEM, QTY, MFG, CATALOG NO., DESCRIPTION, UNIT NET, EXTENSION. Row 1: EP-8, 16, LFI CUSTOM, DF END PANEL WITH TWO SIGNS, \$ 542.54, \$ 8,680.64

ALTERNATE ITEM

PHASE 1

Table with 4 columns: QTY, MFG, CATALOG NO., DESCRIPTION. Row 1: 16, EP-6620, Laminate End Panel with pvc edge, 66"H x 20"W x 1" thick. Row 2: 2, 32, SG-1, End Panel Sign; (2) per end panel. Row 3: 3, Acrylic sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h. Matte finish

12/20/2022

Factory: Multiple

Lead Time: 8-10 weeks

LFI QT-3305 Proposal for:

Decatur Public Library

ALTERNATE BID

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

Table with columns: ITEM, QTY, MFG, CATALOG NO., DESCRIPTION, UNIT NET, EXTENSION. Row 1: S-9, 22, ESTEY, Welded Frame, AV - SINGLE FACE, \$ 266.94, \$ 5,872.68

ALTERNATE ITEM

PHASE 1

SF 66"H x 36"W x 12"D

6 rows high

- base Sloped base shelf, 8"d with L-shaped book support
row 2 Sloped shelf, 8"d with wire book support
row 3 Sloped shelf, 8"d with wire book support
row 4 Sloped shelf, 8"d with wire book support
row 5 Flat shelf, 8"d with wire book support
row 6 Flat shelf, 8"d with wire book support

- STEEL COLOR: SOFT WHITE (S085)
SIGNAGE: N/A
CASTERS: N/A
BACK PANELS: <only applies to "A" frames--otherwise hide line>
END PANELS YES, see EP-6 (laminat)
CANOPY TOPS N/A

Table with columns: QTY, MFG, CATALOG NO., DESCRIPTION. Includes sections for 22, 1, 1, 1, 3, 3, 2 items.

Table with columns: ITEM, QTY, MFG, CATALOG NO., DESCRIPTION, UNIT NET, EXTENSION. Row 1: EP-9, 4, LFI CUSTOM, SF END PANEL - NO SIGN, \$ 336.58, \$ 1,346.32

ALTERNATE ITEM

PHASE 1

Table with columns: QTY, MFG, CATALOG NO., DESCRIPTION. Row 1: 4, EP-6610, Laminat End Panel with pvc edge, 66"H x 10"W x 1" thick

Table with columns: ITEM, QTY, MFG, CATALOG NO., DESCRIPTION, UNIT NET, EXTENSION. Row 1: SH-10, 16, ZZPD, DISPLAY SHELVES, \$ 31.27, \$ 500.25

ALTERNATE ITEM

PHASE 1

Table with columns: QTY, MFG, CATALOG NO., DESCRIPTION. Row 1: 16, ZZPD, Zig Zag shelf for display purposes, Zig Zag Pabk Disply 35x3.438x5

Table with columns: ITEM, QTY, MFG, CATALOG NO., DESCRIPTION, UNIT NET, EXTENSION. Row 1: MISC, ALTERNATE ITEMS ONLY, ESTEY STEEL SURCHARGE, \$ 5,154.24

12/20/2022

Factory: Multiple

Lead Time: 8-10 weeks

LFI QT-3305 Proposal for:

Decatur Public Library

ALTERNATE BID

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
TOTAL FOB FACTORY					\$	39,291.33
INSTALLATION + FREIGHT <i>* prevailing wage *</i>					\$	15,026.67
TOTAL					\$	54,318.00

30% DEPOSIT	\$	16,295.00
BALANCE DUE UPON COMPLETION OF PHASE 1	\$	38,023.00

QUOTATION TERMS

*** quotes are valid for 30 days from date at top of this page**

* quotes are based on stated quantities; any change in quantity may require re-quoting
 * prices include standard materials/finishes unless otherwise noted
 * customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote
 * LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.
 * Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

PAYMENT TERMS

Refer to terms outlined above.

TO ACCEPT THIS QUOTE:

* sign and date below as formal acknowledgement of the quote terms
 * please forward a deposit if one is required per the quote terms
 * please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact
 * LFI will coordinate and schedule in-bound freight of your order.

12/20/2022

Factory: Multiple

Lead Time: 8-10 weeks

LFI QT-3305 Proposal for:

Decatur Public Library

ALTERNATE BID

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>		
				Signature	Date	
				TOTAL	\$	54,318.00

DPL FY 2022 Budget Report
 Prepared: January 9, 2023
 100% of the Year Has Passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ 2,866,276.15	100.9%	\$ 2,924,987.04	-2.0%
All Other	\$ 1,292,562	31.3%	\$ 1,916,605.43	148.3%	\$ 1,298,606.01	47.6%
Total Revenue	\$ 4,134,562		\$ 4,782,881.58	115.7%	\$ 4,223,593.05	13.2%

Expense

	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
Personnel						
Payroll	\$ 1,644,156		\$ 1,602,237.61		\$ 1,641,856.14	-2.4%
Benefits	\$ 870,336		\$ 862,646.69		\$ 842,315.01	2.4%
	\$ 2,514,492	60.7%	\$ 2,464,884.30	98.0%	\$ 2,484,171.15	-0.8%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 269,812.96	110.1%	\$ 253,072.64	6.6%
Per Capita	\$ 104,020		\$ 107,469.41	103.3%	\$ 93,662.62	14.7%
Lost/Damage	\$ 2,500.00		\$ 1,245.03	49.8%	\$ 1,847.44	n/a
Total Materials	\$ 351,520	9.3%	\$ 378,527.40	107.7%	\$ 348,582.70	8.6%

Professional Services

Professional Services	\$ 102,000		\$ 107,923.93	105.8%	\$ 65,483.70	64.8%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 178.76	119.2%	\$ 316.50	-0.4352
Total	\$ 102,650	2.7%	\$ 108,102.69	105.3%	\$ 69,331.36	55.9%

Allocations

Administrative Fee	\$ 108,864		\$ 108,864.00	100.0%	\$ 124,872.00	-12.8%
MIS	\$ 36,684		\$ 36,684.00	100.0%	\$ 40,116.00	-8.6%
	\$ 145,548	3.8%	\$ 145,548.00	100.0%	\$ 164,988.00	-11.8%

Grants

Other grants	\$ 75,000		\$ 84,734.17	113.0%	\$ 34,127.21	148.3%
	\$ 75,000	2.0%	\$ 84,734.17	113.0%	\$ 34,127.21	148.3%

Advertising	\$ 500	0.01%	\$ 1,251.40	250.3%	\$ 421.00	197%
-------------	--------	-------	-------------	--------	-----------	------

Office Supplies/Maintenance

Printing/Binding	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000		\$ 4,462.02	89.2%	\$ 4,913.21	-9.2%
Service to Office Equipment	\$ 27,000		\$ 12,237.87	45.3%	\$ 21,536.35	-43.2%
Telephone	\$ 27,000		\$ 14,648.52	54.3%	\$ 24,360.32	-39.9%
Software	\$ 50,000		\$ 41,115.69	82.2%	\$ 48,684.41	-15.5%
Office Supplies	\$ 40,000		\$ 30,851.42	77.1%	\$ 33,771.12	-8.6%
Small Capital	\$ 45,000		\$ 43,238.23	96.1%	\$ 14,961.27	189.0%
	\$ 194,000	5.1%	\$ 146,553.75	75.5%	\$ 148,226.68	-1.1%

Staff Development

Interview Travel Expense	\$ -		\$ 35.48		\$ -	
Conferences/Training/Travel	\$ 20,000		\$ 17,679.53	88.4%	\$ 4,741.96	272.8%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ 875.97	-100.0%
Membership	\$ 50,000		\$ 57,436.39	114.9%	\$ 56,227.12	2.2%
	\$ 74,000	2.0%	\$ 75,151.40	101.6%	\$ 61,845.05	21.5%

Insurance

Unemployment	\$	1,056		\$	1,056.00	100.0%	\$	1,332.00	-20.7%
Risk Management	\$	95,724		\$	95,724.00	100.0%	\$	71,484.00	33.9%
	\$	96,780	2.6%	\$	96,780.00	100.0%	\$	72,816.00	32.9%
Building Costs									
Transfer to Capital	\$	600,000		\$	600,000.00		\$	200,000.00	200.0%
Rent	\$	589,583		\$	589,380.00	100.0%	\$	584,588.00	0.8%
Supplies	\$	150		\$	2,548.00	1698.7%	\$	106.11	2301.3%
Maintenace	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Total Building	\$	589,733	15.6%	\$	1,191,928.00		\$	584,694.11	103.9%
Total Operations/Services	\$	1,629,731	43.1%	\$	2,228,576.81	136.7%	\$	1,485,032.11	50.1%
Total Expenses									
	\$	4,144,223		\$	4,693,461.11	113.3%	\$	3,969,203.26	18.2%
Revenue Minus Expense									
	\$	(9,661)		\$	89,420.47		\$	254,389.79	-64.8%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Act Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73	\$ 198,431.40	\$ 380,813.40	\$ - \$ 950,658.73
4/1/2022	\$ 950,658.73	\$ 218,692.24	\$ 327,770.85	\$ - \$ 841,580.12
5/1/2022	\$ 841,580.12	\$ 293,190.39	\$ 316,569.96	\$ - \$ 818,200.55
6/1/2022	\$ 818,200.55	\$ 51,355.93	\$ 298,863.78	\$ - \$ 570,692.70
7/1/2022	\$ 570,692.70	\$ 1,678,475.83	\$ 361,853.97	\$ - \$ 1,887,314.56
8/1/2022	\$ 1,887,314.56	\$ 295,440.58	\$ 317,115.90	\$ - \$ 1,865,639.24
9/1/2022	\$ 1,865,639.24	\$ 1,011,847.64	\$ 406,162.10	\$ - \$ 2,471,324.78
10/1/2022	\$ 2,471,324.78	\$ 526,886.46	\$ 368,722.58	\$ - \$ 2,629,488.66
11/1/2022	\$ 2,629,488.66	\$ 146,729.81	\$ 322,312.93	\$ - \$ 2,453,905.54
12/1/2022	\$ 2,453,905.54	\$ 153,484.07	\$ 966,385.38	\$ - \$ 1,641,004.23
1/1/2023	\$ 1,641,004.23			

Capital Fund

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
3/1/2022	\$ 533,466.61	\$ 41.81	\$ -	\$ 533,508.42
4/1/2022	\$ 533,508.42	\$ -	\$ -	\$ 533,508.42
5/1/2022	\$ 533,508.42	\$ 30.63	\$ -	\$ 533,539.05
6/1/2022	\$ 533,539.05	\$ 12.17	\$ -	\$ 533,551.22
7/1/2022	\$ 533,551.22	\$ -	\$ -	\$ 533,551.22
8/1/2022	\$ 533,551.22	\$ 14.55	\$ -	\$ 533,565.77
9/1/2022	\$ 533,565.77	\$ 80.77	\$ -	\$ 533,646.54
10/1/2022	\$ 533,646.54	\$ 660.80	\$ -	\$ 534,307.34
11/1/2022	\$ 534,307.34	\$ 333.64	\$ -	\$ 534,640.98
12/1/2022	\$ 534,640.98	\$ 600,347.73	\$ -	\$ 1,134,988.71
1/1/2023	\$ 1,134,988.71			

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
8/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
9/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
10/1/2022	\$ 58,479.83	\$ 72.42	\$ -	\$ 58,552.25
11/1/2022	\$ 58,552.25	\$ 33.37	\$ -	\$ 58,585.62
12/1/2022	\$ 58,585.62	\$ 37.03	\$ -	\$ 58,622.65
1/1/2023	\$ 58,622.65			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
------	-----------	---------------	---------------	---------------

1/1/2022	\$	51,488.14	\$	-	\$	7,123.57	\$	44,364.57
2/1/2022	\$	44,364.57	\$	-	\$	(1,474.16)	\$	45,838.73
3/1/2022	\$	45,838.73	\$	-	\$	-	\$	45,838.73
4/1/2022	\$	45,838.73	\$	-	\$	375.00	\$	45,463.73
5/1/2022	\$	45,463.73	\$	-	\$	640.00	\$	44,823.73
6/1/2022	\$	44,823.73	\$	-	\$	173.39	\$	44,650.34
7/1/2022	\$	44,650.34	\$	-	\$	-	\$	44,650.34
8/1/2022	\$	44,650.34	\$	-	\$	853.90	\$	43,796.44
9/1/2022	\$	43,796.44	\$	-	\$	74.70	\$	43,721.74
10/1/2022	\$	43,721.74	\$	58.59	\$	-	\$	43,780.33
11/1/2022	\$	43,780.33	\$	26.64	\$	321.04	\$	43,485.93
12/1/2022	\$	43,485.93	\$	29.32	\$	438.80	\$	43,076.45
1/1/2023	\$	43,076.45						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23	\$ -	\$ 46.21	\$ 20,531.02
4/1/2022	\$ 20,531.02	\$ -	\$ 3,841.69	\$ 16,689.33
5/1/2022	\$ 16,689.33	\$ 2,260.00	\$ 84.54	\$ 18,864.79
6/1/2022	\$ 18,864.79	\$ 675.00	\$ 32.75	\$ 19,507.04
7/1/2022	\$ 19,507.04	\$ 3,035.00	\$ 7,611.94	\$ 14,930.10
8/1/2022	\$ 14,930.10	\$ 2,490.00	\$ 3,279.80	\$ 14,140.30
9/1/2022	\$ 14,140.30	\$ 3,628.00	\$ 2,740.03	\$ 15,028.27
10/1/2022	\$ 15,028.27	\$ 365.75	\$ 3,396.53	\$ 11,997.49
11/1/2022	\$ 11,997.49	\$ 630.02	\$ 972.25	\$ 11,655.26
12/1/2022	\$ 11,655.26	\$ 3,103.22	\$ 10,171.49	\$ 4,586.99
1/1/2023	\$ 4,586.99			

Total

Date	Beginning	Plus Received	Minus Expense	Balance Sheet activ Ending
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ - \$ 1,722,760.71
3/1/2022	\$ 1,722,760.71	\$ 198,473.21	\$ 380,859.61	\$ - \$ 1,540,374.31
4/1/2022	\$ 1,540,374.31	\$ 218,692.24	\$ 331,987.54	\$ - \$ 1,427,079.01
5/1/2022	\$ 1,427,079.01	\$ 295,481.02	\$ 317,294.50	\$ - \$ 1,405,265.53
6/1/2022	\$ 1,405,265.53	\$ 52,043.10	\$ 299,069.92	\$ - \$ 1,158,238.71
7/1/2022	\$ 1,158,238.71	\$ 1,681,510.83	\$ 369,465.91	\$ - \$ 2,470,283.63
8/1/2022	\$ 2,470,283.63	\$ 297,945.13	\$ 321,249.60	\$ - \$ 2,446,979.16
9/1/2022	\$ 2,446,979.16	\$ 1,015,556.41	\$ 408,976.83	\$ - \$ 3,053,558.74
10/1/2022	\$ 3,053,558.74	\$ 528,044.02	\$ 372,119.11	\$ - \$ 3,209,483.65
11/1/2022	\$ 3,209,483.65	\$ 147,753.48	\$ 323,285.18	\$ - \$ 3,033,951.95
12/1/2022	\$ 3,033,951.95	\$ 757,001.37	\$ 976,995.67	\$ - \$ 2,813,957.65
1/1/2023	\$ 2,813,957.65			

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 12/1/2022 to 12/31/2022

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150816	12/08/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,903.51	OFFICE SUPPLIES
150825	12/08/2022	CDW GOVERNMENT INC INKJET CARTRIDGES	237.36	OFFICE SUPPLIES
150830	12/08/2022	COMMERCIAL MAIL SERVICES NOV 16 - NOV 30'22	132.80	POSTAGE
150852	12/08/2022	EBSCO INDUSTRIES, INC FLIPSTER DIGITAL MAGAZINES	11,186.51	PER CAPITA GRANT EXPENSE
150856	12/08/2022	FASTENAL INDUSTRIAL SHRINK WRAP	157.05	OFFICE SUPPLIES
150867	12/08/2022	HERALD & REVIEW ACCT 111-60000246	353.40	ADVERTISING
150885	12/08/2022	LIBRARY IDEAS, LLC 6 SPANISH VOX BOOKS 18 VOX BOOKS	1,078.86	PER CAPITA GRANT EXPENSE
150896	12/08/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	523.12	OFFICE SUPPLIES
150900	12/08/2022	MT ZION DISTRICT LIBRARY LOST OR DAMAGED MATERIAL	45.00	LOST OR DAMAGED BOOKS
150907	12/08/2022	NICKI BOND LEARNING AND ORGANIZATIONAL DEVELOPEMENT	2,550.00	PROFESSIONAL SERVICES
150954	12/08/2022	VERIZON WIRELESS ACCT 980380645-00001	107.64	TELEPHONE
150960	12/08/2022	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	756.52	SERV-OFFICE EQUIPMENT
150964	12/08/2022	WORLD BOOK, INC DIRECT ORDER	1,871.00	PER CAPITA GRANT EXPENSE
150966	12/08/2022	ZIESE, CAROL TRAVEL REIMBURSEMENT	198.90	CONFERENCES & TRAVEL
150969	12/15/2022	AMAZON PAYMENTS RETURN CREDIT ON INV 1YQD-WTWJ-4JG4 SUPPLIES AND BOOKS	1,115.24	OFFICE SUPPLIES
150972	12/15/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,003.37	OFFICE SUPPLIES
150973	12/15/2022	BARRY G CLOYD BURL IVES MINSTRAL PROGRAM	500.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 12/1/2022 to 12/31/2022

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150975	12/15/2022	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE WITH MAGNET	42.00	OFFICE SUPPLIES
150982	12/15/2022	BRODART CO. 50LG 85 MED WIRE/VINYL EASELS	491.52	OFFICE SUPPLIES
151004	12/15/2022	DEMCO INC OFFICE SUPPLIES FOR BOOKS	274.19	OFFICE SUPPLIES
151006	12/15/2022	EBSCO INDUSTRIES, INC 2023 NOVELIST BOOKCHAT 2023 DATABASE PKG	30,502.00	BOOKS & PERIODICALS
151008	12/15/2022	ERICKSON DAVIS, ATTORNEYS LEGAL SERVICES	420.00	PROFESSIONAL SERVICES
151016	12/15/2022	GALE GROUP, INC. DIRECT ORDER LP BOOK	25.59	BOOKS & PERIODICALS
151037	12/15/2022	KANOPY NOV'22 PLAY USAGE	348.00	BOOKS & PERIODICALS
151057	12/15/2022	MAVERIK MARKETING T-SHIRTS	273.00	OTHER LIBRARY GRANT EXI
151060	12/15/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	519.89	OFFICE SUPPLIES
151076	12/15/2022	PAETEC ACCT 633318933001 ACCT 633292627001	137.41	TELEPHONE
151079	12/15/2022	PEERLESS NETWORK, INC ACCT 1212890	405.49	TELEPHONE
151085	12/15/2022	PIONEER PRODUCTION SERVICES, LLC VIEWPOINT	29,400.00	PROFESSIONAL SERVICES
151092	12/15/2022	SAM'S CLUB ACCT 9064	145.60	CONFERENCES & TRAVEL
151114	12/15/2022	UNIQUE MANAGEMENT SERVICES JULY'22 PLACEMENTS	313.25	PROFESSIONAL SERVICES
151117	12/15/2022	VERMA, NUPUR MENS HEALTH ISSUES PRESENTATION	100.00	OTHER LIBRARY GRANT EXI
151137	12/22/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	9,646.58	OFFICE SUPPLIES
151145	12/22/2022	CDW GOVERNMENT INC INK CARTRIDGES	1,701.38	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
For invoices from -- 12/1/2022 to 12/31/2022**

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
151145	12/22/2022	CDW GOVERNMENT INC HP DESIGHJET T630 24	1,701.38	SMALL CAPITAL ITEMS
151151	12/22/2022	COMMERCIAL MAIL SERVICES DEC 1 - 15'22	161.86	POSTAGE
151198	12/22/2022	JONES & THOMAS WEB SERVICES	400.00	PROFESSIONAL SERVICES
151224	12/22/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	445.41	OFFICE SUPPLIES
151281	12/22/2022	VERIZON WIRELESS ACCT 980380645-00001	107.38	TELEPHONE
151302	12/29/2022	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	6.00	OFFICE SUPPLIES
151347	12/29/2022	HAYNER PUBLIC LIBRARY DIST. LOST OR DAMAGED MATERIALS	18.99	LOST OR DAMAGED BOOKS
151374	12/29/2022	MISSISSIPPI VALLEY PUBLIC LIBRARY DIST LOST OR DAMAGED MATERIAL	14.95	LOST OR DAMAGED BOOKS
151389	12/29/2022	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	PER CAPITA GRANT EXPENSE
151402	12/29/2022	STRIGLOS/HAINES & ESSICK CALENDAR 2023 ITEM PM1-28	50.27	OFFICE SUPPLIES
151408	12/29/2022	UNIQUE MANAGEMENT SERVICES NOV'22 PLACEMENTS	617.55	PROFESSIONAL SERVICES
151417	12/29/2022	WHITEHEAD, MICHELLE EMPLOYEE CHRISTMAS DINNER	144.83	OTHER LIBRARY GRANT EXPENSE
23005083	12/08/2022	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,067.45	OTHER LIBRARY GRANT EXPENSE
23005095	12/15/2022	REGIONS/CREDIT CARD ACCT 3978	963.67	COMPUTER SOFTWARE
23005105	12/22/2022	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,298.25	OTHER LIBRARY GRANT EXPENSE
23005106	12/29/2022	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	577.00	OTHER LIBRARY GRANT EXPENSE
Total for: 35			106,631.79	

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For Invoices from -- 12/1/2022 to 12/31/2022

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150972	12/15/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	17.54	BOOKS & PERIODICALS
151017	12/15/2022	GAYLORD BROS. ARCHIVAL ROLL	7.35	ARCHIVAL SUPPLIES
151060	12/15/2022	MIDWEST TAPE, LLC HOOPLA FLEX 175 ITEMS	9,684.18	BOOKS & PERIODICALS
151090	12/15/2022	ROCKFORD MAP PUBLISHERS, INC. PLAT BOOKS MACON&SHELBY CO'S	139.45	BOOK AND PERIODICALS
151137	12/22/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	12.32	BOOKS & PERIODICALS
151224	12/22/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	457.45	BOOKS & PERIODICALS
151389	12/29/2022	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	BOOK AND PERIODICALS
			<hr/>	
			Total for: 59	10,610.29
			<hr/>	
			Total for All:	\$117,242.08

Account Name	Sum of \$ Amount
EBSCO INDUSTRIES, INC	\$41,688.51
PIONEER PRODUCTION SERVICES, LLC	\$29,400.00
BAKER & TAYLOR CO	\$14,583.32
MIDWEST TAPE, LLC	\$11,630.05
JESSICA HILL CONSULTING LLC	\$2,942.70
NICKI BOND	\$2,550.00
CDW GOVERNMENT INC	\$1,938.74
WORLD BOOK, INC	\$1,871.00
AMAZON PAYMENTS	\$1,115.24
LIBRARY IDEAS, LLC	\$1,078.86
REGIONS/CREDIT CARD	\$963.67
UNIQUE MANAGEMENT SERVICES	\$930.80
WATTS COPY SYSTEMS	\$756.52
POLK CITY DIRECTORIES	\$584.00
BARRY G CLOYD	\$500.00
BRODART CO.	\$491.52
ERICKSON DAVIS, ATTORNEYS	\$420.00
PEERLESS NETWORK, INC	\$405.49
JONES & THOMAS	\$400.00
HERALD & REVIEW	\$353.40
KANOPY	\$348.00
COMMERCIAL MAIL SERVICES	\$294.66
DEMCO INC	\$274.19
MAVERIK MARKETING	\$273.00
VERIZON WIRELESS	\$215.02
ZIESE, CAROL	\$198.90
FASTENAL INDUSTRIAL	\$157.05
SAM'S CLUB	\$145.60
WHITEHEAD, MICHELLE	\$144.83
ROCKFORD MAP PUBLISHERS, INC.	\$139.45
PAETEC	\$137.41
VERMA, NUPUR	\$100.00
STRIGLOS/HAINES & ESSICK	\$50.27
BECK'S ENGRAVING & RUBBER STAMPS	\$48.00
MT ZION DISTRICT LIBRARY	\$45.00
GALE GROUP, INC.	\$25.59
HAYNER PUBLIC LIBRARY DIST.	\$18.99
MISSISSIPPI VALLEY PUBLIC LIBRARY DIST	\$14.95
GAYLORD BROS.	\$7.35
	\$117,242.08



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

FINANCE AND PROPERTIES COMMITTEE REGULAR MEETINGS 2023/2024

The regular meeting of the Decatur Public Library Finance and Properties Committee for 2023/2024 will be held at the Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the second Wednesday of each month at 4:30 p.m. If the second Wednesday of each month is a legal holiday, the meeting will be held on the next available Wednesday in the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 8, 2023

March 8, 2023

April 12, 2023

May 10, 2023

June 14, 2023

July 12, 2023

August 9, 2023

September 13, 2023

October 11, 2023

November 8, 2023

December 13, 2023

January 10, 2024



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

BOARD OF TRUSTEES REGULAR MEETINGS 2023/2024

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

The regular meeting of the Decatur Public Library Board of Trustees for 2023/2024 will be held at the Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the third Thursday of each month. If the third Thursday of each month is a legal holiday, the meeting will be held on the next available Thursday of the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 16, 2023

March 16, 2023

April 20, 2023

May 18, 2023

June 15, 2023

July 20, 2023

August 17, 2023

September 21, 2023

October 19, 2023

November 16, 2023

December 21, 2023

January 18, 2024