



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, June 18, 2020

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/81558512518>

Meeting Phone Number: 1 312 626 6799 US

Meeting ID: 815 5851 2518

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 May 21, 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—Michael Sexton

- i. Diversity, Equity and Inclusion (Discussion)
- ii. Public Relations/Marketing Plan (Discussion)
- iii. Personnel Update (Discussion)
- iv. Sick Leave Policy Addendum (Action)
- v. Extended Family Medical Leave Act Policy (Action)
- vi. Travel Policy (Action)
- vii. Board By-Laws, Electronic Participation (Action)
- viii. Meeting Room Policy & Fee Schedule (Action)

B. Finance and Properties Committee—Amy Stockwell

- i. May 2020 Check Register (Action)
- ii. 2020 Budget Review & Projection (Discussion)
- iii. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library—Rick Meyer

- i. June 11 Meeting

F. Illinois Heartland Library System—Rick Meyer

- i. Delivery Reinstatement

VIII. Old Business

- i. Other

IX. New Business

- i. Phased Reopening Plans (Discussion)
- ii. Board Openings (Discussion)
- iii. Recognition of Outgoing Trustees (Discussion)

X. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 5: Technology

XI. Adjournment

If you have questions please contact:

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

Sick Leave Policy

When State or National Emergency is declared, the City Librarian is authorized to temporarily waive all or part of the sick leave policies in order to make said policies less stringent.

Approval Pending



FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 **Policy Date: April 14, 2020**

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 as 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 the Organization 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).

¹ Employers with less than 50 employees may be exempt from the requirement if utilizing the small business exception and should, therefore, remove this section. Discussion with legal counsel is recommended before utilizing this exemption.



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 **[can] [cannot]** 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 Human Resources. 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] [will not]** accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave. **[This decision should be consistent with other leave of absence policies]**.

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 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 the Organization 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.



[Employers with less than 25 employees should consider different language].²

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.³
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.

³ Employers with less than 50 employees may be exempt from the requirement if utilizing the small business exception and should, therefore, remove this section. Discussion with legal counsel is recommended before utilizing this exemption.



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 **may/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;



- 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.



Temporary Travel Policy

When traveling outside of your local area for non-essential business, please continue to adhere to the following:

Protect yourself and others during your trip:

- Clean your hands often.
 - ▶ Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - ▶ If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with others.
 - ▶ Keep 6 feet of physical distance from others.
 - ▶ Avoiding close contact is especially important if you are at higher risk of getting very ill from COVID-19.
- Wear a cloth face covering in public.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, curbside restaurant service, or stores. Do not dine in restaurants if that is prohibited by state or local guidance.

It is your responsibility to disclose to your immediate supervisor or the Human Resources Department if during your travel you come into close contact with a confirmed or presumptive case of COVID-19, fail to apply the social distancing guidelines, or fail to follow any CDC guidelines for either your state or destination location.

In the event you are prepared to return to work but begin to experience symptoms related to COVID-19, you will be required to self-quarantine for a period of at least fourteen (14) days.

Decatur Public Library reserves the right to require employees to self-quarantine at home if we become aware of an employee's travel to a location with a disproportionate number of positive COVID-19 cases (please research your travel destination) or if the employee is exhibiting any COVID-19 related symptoms. Note: Employees should not go to locations with high numbers of positive COVID cases unless it is an emergency.

When the Governor's office determines that Phase 5 of the Restore Illinois plan begins, this policy will no longer be in force.

Approval Pending

DECATUR PUBLIC LIBRARY

**RESOLUTION DEFINING MEETING AND ADOPTING
PROCEDURES FOR ELECTRONIC ATTENDANCE AT MEETINGS**

WHEREAS, on January 1, 2007, Public Act 94-1058, which amended the Open Meetings Act, took effect and amended the definition of "meeting" to mean "Any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business," and this amendment permits attendance of members of the public body at public meetings by a means other than physical presence;

WHEREAS, to permit attendance by a means other than physical presence, Decatur Public Library must adopt rules that conform to the requirements and restrictions of the Open Meetings Act 5 ILCS 120/7;

WHEREAS, the Trustees of Decatur Public Library desire to permit the attendance of the members of the public body by means other than physical presence in compliance with the Open Meeting Act;

WHEREAS, the Trustees of the Decatur Public Library find that it is necessary that any existing resolutions or policies be amended to conform with the term "meeting" to include electronic gathering as defined in Section 120/1.02 of the Open Meetings.

NOW, THEREFORE, BE IT RESOLVED by Decatur Public Library as follows:

Section 1. Recitals. The preliminary paragraphs set forth above are incorporated herein as part of this Resolution.

Section 2. Electronic Attendance at Meetings Rules. Decatur Public Library hereby adopts the Electronic Attendance at Meetings Rules, attached hereto, that permits a member of the public body to attend any meeting of a public body as defined in the Open Meetings Act via electronic means.

Section 3. Effective Date. This Resolution shall be in full force and effect after its passage, approval, and publication according to law.

Section 4. Severability. In the event that any section, clause, provision, or part of this Resolution shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

PASSED AND APPROVED by Board of Library Trustees of the City of Decatur this ____ day of _____, 2020.

Ayes: _____

Nays: _____

Absent: _____

Secretary, Board of Library Trustees of the City of
Decatur

APPROVED:

President, Board of Library Trustees
of the City of Decatur

DECATUR PUBLIC LIBRARY ELECTRONIC ATTENDANCE AT MEETINGS RULES

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

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

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

Section 3. Authorization to Participate.

- (a) The Decatur Public Library Librarian, after receiving the electronic attendance request, shall inform the Board of Trustees of the request for electronic attendance.
- (b) After establishing that this a quorum is physically present at meeting where member of the Board of Trustees desires to attend electronically, the presiding officer shall state that (i) a notice was received in accordance with these Rules, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the Board of Trustees physically at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Board of Trustees physically present at the meeting, then the request by the Board of Trustees and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

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

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

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

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



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STATEMENT OF POLICY FOR USE OF MEETING ROOMS

The Decatur Public Library welcomes the use of its meeting rooms by organizations and individuals in the community. The library will offer discounted rental rates to not-for-profit, community, and government organizations.

For events planned and/or promoted in conjunction with Decatur Public Library, organizations will not be charged a fee.

Meeting rooms are not available for private social functions. There shall be no solicitation for donations or selling of products or services at the meetings, with the exception of library sponsored functions.

Requests for use of a meeting room must be made no later than the Friday before the meeting, **but no earlier than 2 months prior to the meeting date.** Requests should be submitted on the library meeting room **application form provided by the Library.** Meeting rooms can be booked tentatively by phone, email or fax, but the completed application with payment must be returned within 5 business days of the initial booking request, or the booking may be cancelled. Payment may also be made by purchase order with prior approval. After payment is received, a 50% fee will be applied to all cancellations.

With the exception of the Library Board room, meeting rooms are available during regular library hours from the time the library is open until 30 minutes prior to the library closing time. The Library Board room is available Monday through Friday from the time the library opens through 4:30 p.m.

Please see library meeting room fee schedule for current cost of renting various rooms.

Organizations may rent Library meeting rooms as many as twelve times per calendar year.

If food or beverages are served, the organization using the room is responsible for cleanup. A cleaning fee will be assessed if the room is not left clean. Please see fee schedule. Alcoholic beverages and smoking are prohibited in the Library.

The Library is not responsible for personal belongings left in the meeting rooms.

An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended August 17, 2017

Decatur Public Library Meeting Room Rental Fee Schedule

Room rentals are in four hour increments only (a minimum of 4 hours).

Elizabeth Madden Auditorium (seats 150) Rental charges are: \$100 for a minimum of 4 hours and \$200 for 8 hours.

A. E. Staley Jr. Manufacturing Company Conference Room (seats 25) Rental charges are: \$60 for 4 hours and \$120 for 8 hours.

The Board Room (seats 15) Rental charges are: \$40 for 4 hours and \$80 for 8 hours.

Children's Auditorium (seats 75) Rental charges are: \$60 for 4 hours and \$120 for 8 hours.

**Approved by the Decatur
Public Library Board of Trustees**

March 19, 2015

Amended August 17, 2017

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

DATE: 6/8/2020

**FOR INVOICES
FROM 5/1/2020**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
134661	5/12/2020	EBSCO INDUSTRIES, INC	7,905.00	NOVELIST PKG'S	BOOKS & PERIODICALS
134694	5/12/2020	MIDWEST TAPE, LLC	1,923.13	AV MATERIALS	BOOKS & PERIODICALS
134811	5/19/2020	KANOPY	318.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
134948	5/26/2020	MANGO LANGUAGES	4,900.23	MANGO CONVERSATION SUBSCRIPTIONS	BOOKS & PERIODICALS
134958	5/26/2020	ODILOTID USA LLC	5,000.00	DIGITAL LIBRARY WEB PLATFORM	BOOKS & PERIODICALS
Total			20,046.36		
134554	5/5/2020	CDW GOVERNMENT INC	79.56	COMPUTER SOFTWARE	COMPUTER SOFTWARE
134554	5/5/2020	CDW GOVERNMENT INC	3,381.30		COMPUTER SOFTWARE
134962	5/26/2020	PATRON POINT, INC	11,000.00	ACCT 370686518	COMPUTER SOFTWARE
827003801	5/19/2020	REGIONS/CREDIT CARD	21.99		COMPUTER SOFTWARE
Total			14,482.85		
134852	5/19/2020	TEAM ONE REPAIR, INC	414.21	COVID 19 SUPPLIES	COVID-19
134879	5/26/2020	AMAZON.COM CREDIT	619.95	ACCT 861	COVID-19
Total			1,034.16		
134848	5/19/2020	SAM'S CLUB	165.00	MEMBER# 3412511989550	MEMBERSHIP FEES
827003801	5/19/2020	REGIONS/CREDIT CARD	219.00		MEMBERSHIP FEES
134971	5/26/2020	SOCIETY OF AMERICAN AF	218.00	R DAMPTZ MEMBERSHIP	MEMBERSHIP FEES
Total			602.00		
134879	5/26/2020	AMAZON.COM CREDIT	701.98		OTHER LIBRARY GRANT EXPENSE
Total			701.98		
134879	5/26/2020	AMAZON.COM CREDIT	96.56		POSTAGE
134899	5/26/2020	COMMERCIAL MAIL SERVIK	7.03	MAY 1 - MAY 15'20	POSTAGE

Total			103.59		
134604	5/5/2020	SAM'S CLUB	17.69	ACCT 9064	PROFESSIONAL SERVICES
134635	5/12/2020	BUSEY BANK	45.00	SAFE DEPOSIT RENTAL #151001511	PROFESSIONAL SERVICES
134669	5/12/2020	HR SOURCE	1,040.00	SERVICES THRU JUN'21 DPL	PROFESSIONAL SERVICES
134936	5/26/2020	JONES & THOMAS	400.00	WEB HOSTING / MAINTENANCE	PROFESSIONAL SERVICES
Total			1,502.69		
134594	5/5/2020	NCI BUSINESS SYSTEMS	38.95	ANNUAL SERVICE TO OFFICE SUPPL	SERV-OFFICE EQUIPMENT
134741	5/12/2020	WATTS COPY SYSTEMS	278.01	ANNUAL PO FOR OFFICE EQUIPMENT	SERV-OFFICE EQUIPMENT
Total			316.96		
134637	5/12/2020	CALL ONE	664.92	ACCT 1212890	TELEPHONE
134705	5/12/2020	PAETEC	70.22	ACCT 633292627001	TELEPHONE
134763	5/19/2020	CALL ONE	664.93	ACCT 1212890	TELEPHONE
134769	5/19/2020	COMCAST	159.85	ACCT 929526423	TELEPHONE
134835	5/19/2020	PAETEC	36.17	ACCT 6333185933001	TELEPHONE
134992	5/26/2020	VERIZON WIRELESS	266.10	ACCT #980380645-00001	TELEPHONE
Total			1,862.19		
827003801	5/19/2020	REGIONS/CREDIT CARD	129.00	ACCT 3978	TRAINING SCHOOL EXPENSES
Total			40781.78		
59 LIBRARY TRUST FUNDS					
134712	5/12/2020	PROQUEST INFORMATION	5,267.43	HERITAGE ONLINE/ANCESTRY LIBRARY	BOOK AND PERIODICALS
134872	5/26/2020	AASLH	345.00	LOCAL HISTORY MEMBERSHIP	BOOK AND PERIODICALS
WARRANT TOTAL:			46,394.21		

April

	2020 Projected	2020 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 316,357	\$ 339,144	\$ (22,787)
State Grants or other	\$ 110,000	\$ 110,000	\$ -
Other Grants	\$ 8,788	\$ 75,000	\$ (66,212)
Payment in Lieu of Taxes	\$ 565,293	\$ 565,293	\$ -
Fines/Fees	\$ 5,418	\$ 3,400	\$ 2,018
Non-resident fees	\$ 664	\$ 150	\$ 514
Lost or Damaged Books	\$ 2,900	\$ 5,200	\$ (2,300)
Copies/Misc.	\$ 3,319	\$ 9,300	\$ (5,981)
Meeting Room Fees	\$ 8,382	\$ 7,500	\$ 882
Interest Income	\$ 10,375	\$ 6,000	\$ 4,375
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,486	\$ 1,000	\$ 486
Transfer from Meyer	\$ 26,020	\$ 27,000	\$ (980)
Total Revenues	\$ 3,902,502	\$ 3,992,487	\$ (89,985)

Library Operations

DPL Personnel Services

Salaries	\$ 1,563,045	\$ 1,603,518	\$ 40,473
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 161,671	\$ 205,499	\$ 43,828
FICA	\$ 118,123	\$ 124,078	\$ 5,955
Life Insurance	\$ 2,607	\$ 3,056	\$ 449
Medical Insurance	\$ 472,163	\$ 527,800	\$ 55,637
Service Recognition	\$ 18,413	\$ 18,413	\$ -

Total Personnel	\$ 2,336,022	\$ 2,483,364	\$ 147,342
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Operating Expenses

Unemployment insurance	\$ 1,344	\$ 1,344	\$ -
Advertising	\$ -	\$ 500	\$ 500
Printing/Binding	\$ -	\$ 300	\$ 300
Service to Maintian Buildings	\$ -	\$ 500	
Service to Office Equipment	\$ 30,000	\$ 30,000	\$ -
MIS Services	\$ 39,000	\$ 39,000	\$ -
Telephone	\$ 19,045	\$ 10,000	\$ (9,045)
Banking Service Charges	\$ 163	\$ 150	\$ (13)
Conferences/Travel/training	\$ 8,000	\$ 15,000	\$ 7,000
Postage	\$ 8,253	\$ 12,000	\$ 3,747
Computer Software	\$ 56,589	\$ 35,000	\$ (21,589)
Admin Fee	\$ 92,904	\$ 92,904	\$ -

Medical Expenses/COVID	\$ 3,281	\$ 500	\$ (2,781)
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000
Professional Services	\$ 42,265	\$ 45,000	\$ 2,735
Membership Fees	\$ 55,000	\$ 55,000	\$ -
PNG Expenses	\$ 15,000	\$ 15,000	\$ -
Per Capita Expenses	\$ 96,000	\$ 96,000	\$ -
Other Grant	\$ 8,672	\$ 75,000	\$ 66,328
Office Supplies	\$ 11,685	\$ 30,000	\$ 18,315
Risk Management	\$ 76,896	\$ 76,896	\$ -
Small Capital	\$ 34,996	\$ 45,000	\$ 10,004
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Materials for Building	\$ -	\$ 500	\$ 500
Lost or damaged books	\$ 697	\$ 2,000	\$ 1,303
Total Operating Expenses	\$ 1,419,093	\$ 1,502,594	\$ 83,501

Surplus/(Deficit) \$ 147,387 \$ 6,529

DPL FY 2020 Budget Report

Prepared: June 8, 2020

At end of May 42% 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%	\$ 447,611.74	38.9%	\$ 448,937.83	-0.3%
Total Revenue	\$ 3,992,487		\$ 447,611.74	11.2%	\$ 600,598.83	-25.5%

Expense

% Expended

Personnel

Payroll	\$ 1,604,518		\$ 660,983.77		\$ 648,029.67	2.0%
Benefits	\$ 878,846		\$ 329,477.99		\$ 248,441.27	32.6%
	\$ 2,483,364	65.6%	\$ 990,461.76	39.9%	\$ 896,470.94	10.5%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 124,199.19	50.7%	\$ 126,726.34	-2.0%
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%	\$ 124,373.46	36.3%	\$ 126,726.34	-1.9%

Professional Services

Professional Services	\$ 45,000		\$ 14,966.44	33.3%	\$ 18,016.65	-16.9%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 54.67	36.4%	\$ 54.17	0.00923
Total	\$ 45,650	1.2%	\$ 15,021.11	32.9%	\$ 18,070.82	-16.9%

Allocations

Administrative Fee	\$ 92,904		\$ 38,710.00	41.7%	\$ 45,820.00	-15.5%
MIS	\$ 39,000		\$ 16,250.00	41.7%	\$ 15,985.00	1.7%
	\$ 131,904	3.5%	\$ 54,960.00	41.7%	\$ 61,805.00	-11.1%

Grants

PNG	\$ 15,000		\$ 3,918.59	26.1%	\$ 5,594.29	-30.0%
Other grants	\$ 75,000		\$ 2,167.95	2.9%	\$ -	#DIV/0!
	\$ 90,000	2.4%	\$ 6,086.54	6.8%	\$ -	#DIV/0!

Advertising	\$ 500	0.01%	\$ -	0.0%	\$ 310.82	-1
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Office Supplies/Maintenance

Printing/Binding	\$ 300		\$ -	0.0%	\$ 239.00	-100.0%
Postage	\$ 12,000		\$ 3,455.38	28.8%	\$ 4,753.22	-27.3%
Service to Office Equipment	\$ 30,000		\$ 3,283.39	10.9%	\$ 15,117.37	-78.3%
Telephone	\$ 10,000		\$ 6,208.43	62.1%	\$ 4,041.71	53.6%
Software	\$ 35,000		\$ 30,356.75	86.7%	\$ 20,828.00	45.7%
Office Supplies	\$ 30,000		\$ 5,841.04	19.5%	\$ 14,880.89	-60.7%
Small Capital	\$ 45,000		\$ 23,029.98	51.2%	\$ 15,765.82	46.1%
	\$ 162,300	4.3%	\$ 72,174.97	44.5%	\$ 75,626.01	

Staff Development

Conferences/Training/Travel	\$ 15,000		\$ 5,262.18	35.1%	\$ 1,758.04	199.3%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

Membership	\$ 55,000		\$ 3,327.95	6.1%	\$ 3,977.90	-16.3%
	\$ 74,000	2.0%	\$ 8,590.13	11.6%	\$ 5,735.94	49.8%
Transfer to Reserves	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Insurance						
Unemployment	\$ 1,344		\$ 560.00	41.7%	\$ 1,105.00	-49.3%
Medical expenses/COVID	\$ 500		\$ 1,093.64	218.7%	\$ -	#DIV/0!
Risk Management	\$ 76,896		\$ 32,040.00	41.7%	\$ 32,740.00	-2.1%
	\$ 78,740	2.1%	\$ 33,693.64	42.8%	\$ 33,845.00	
Building Costs						
Rent	\$ 575,000.00		\$ 239,585.00	41.7%	\$ 239,585.00	0.0%
Supplies	\$ 500		\$ -	0.0%	\$ 139.90	-100.0%
Maintenace	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 239,585.00		\$ 239,724.90	
Total Operations/Services	\$ 1,502,094	39.7%	\$ 554,484.85	36.9%	\$ 561,844.83	-1.3%
Total Expenses	\$ 3,985,458		\$ 1,544,946.61	38.8%	\$ 1,458,315.77	5.9%
Revenue Minus Expense	\$ 7,029		\$ (1,097,334.87)		\$ (857,716.94)	27.9%

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	\$ 52,788.81	\$ 279,410.42	\$ - \$ 947,970.78
3/1/2020	\$ 947,970.78	\$ 66,795.18	\$ 302,546.62	\$ - \$ 712,219.34
4/1/2020	\$ 712,219.34	\$ 121,979.25	\$ 382,653.86	\$ - \$ 451,544.73
5/1/2020	\$ 451,544.73	\$ 102,854.13	\$ 288,870.95	\$ - \$ 265,527.91
6/1/2020	\$ 265,527.91			
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	\$ 11.18	\$ -	\$ 333,967.61
5/1/2019	\$ 333,967.61	\$ 11.18	\$ -	\$ 333,978.79
6/1/2019	\$ 333,978.79			
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	\$ 1.97	\$ -	\$ 58,473.65
6/1/2019	\$ 58,473.65		\$ -	
7/1/2019	\$ -		\$ -	
8/1/2019	\$ -		\$ -	
9/1/2019	\$ -		\$ -	
10/1/2019	\$ -		\$ -	
11/1/2019	\$ -		\$ -	
12/1/2019	\$ -		\$ -	
1/1/2020	\$ -		\$ -	

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	\$ 3.52	\$ 7,612.67	\$ 100,684.77
6/1/2019	\$ 100,684.77			
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	\$ 0.90	\$ -	\$ 26,798.79
6/1/2019	\$ 26,798.79			
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	\$ 53,435.07	\$ 281,425.36	\$ - \$ 1,480,939.33
3/1/2019	\$ 1,480,939.33	\$ 67,275.50	\$ 305,261.58	\$ - \$ 1,242,953.25
4/1/2019	\$ 1,242,953.25	\$ 121,997.10	\$ 385,654.22	\$ - \$ 979,296.13
5/1/2019	\$ 979,296.13	\$ 102,871.70	\$ 296,483.62	\$ - \$ 785,684.21
6/1/2019	\$ 785,684.21	\$ -	\$ -	\$ -
7/1/2019	\$ -	\$ -	\$ -	\$ -
8/1/2019	\$ -	\$ -	\$ -	\$ -
9/1/2019	\$ -	\$ -	\$ -	\$ -
10/1/2019	\$ -	\$ -	\$ -	\$ -
11/1/2019	\$ -	\$ -	\$ -	\$ -
12/1/2019	\$ -	\$ -	\$ -	\$ -

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Twenty-first century libraries are no exception. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on user's expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- An informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- An adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- A long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- telecommunications conduit(s): telephone, fax, Internet, e-mail, library network;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, e-mail, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

APPLICABLE CORE STANDARDS – Please see Core Standards 11, 13, 16, 17, 18, 19, 22, 23, and 24 in Chapter 1.

TECHNOLOGY STANDARDS

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library (e-mail must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;
 - up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and,
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or instant or text messaging services, and/or library e-mail account.
6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via e-mail and/or through messaging services.
7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications services, hardware, software, and other services needed;
 - budget resources; and,
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps.
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.

15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - firewalls;
 - authentication;
 - routine installation of upgrades, patches, etc;
 - scheduled data backup; and,
 - remote/off-site storage of data backups.
16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
 - Illinois Statewide Cataloging Standards [www.cyberdriveillinois.com/library/libraries/cataloging_standards.html]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and,
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). [www.universalservice.org/sl]

TECHNOLOGY CHECKLIST

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library must have a(n):
 - telephone, with a listing in the phone book;
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 - fax and/or scanner;
 - photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library;
 - the library e-mail account is reviewed daily when the library is open;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
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 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or text messaging services, and/or a library e-mail account.
- The library staff must be:
 - computer literate;
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 - accessible via e-mail and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

Chapter 5 [Technology]

- ❑ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- ❑ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on current state, national, and international standards.
- ❑ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.
- ❑ The library protects the integrity, safety, and security of its technological environment.
- ❑ The library's automated catalog and its components comply with current state, national, and international standards.
- ❑ The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

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WEBSITES

Americans with Disabilities Act

www.ada.gov/

ADA Best Practices Tool Kit for State and Local Governments

www.ada.gov/pcatoolkit/chap5toolkit.htm

ADA Compliancy

www.csub.edu/els/WEB/accessibility/

What Makes a Great Web Site?

www.webreference.com/greatsite.html

Illinois Information Technology Accessibility Act (IITAA) Implementation Guidelines for Web-based Information and Applications 1.0
(formerly Illinois Web Accessibility Standards)

www.dhs.state.il.us/IITAA/IITAAWebImplementationGuidelines.html

International Center for Disability Resources on the Internet

www.icdri.org/CynthiaW/is_%20yoursite_ada_compliant.htm

W3C/Web Accessibility Initiative

www.w3.org/WAI/eval/Overview.html