



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, January 21, 2021

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/88049756296>

Meeting Phone Number: 1 312 626 6799 US

Meeting ID: 880 4975 6296

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. Consent Agenda (Approval of Agenda, Approval of November 18 2020 Minutes, November 19, 2020 Minutes, and January 11, 2021 Minutes) (Action)

III. Swearing in of Kate Wrigley—Sofia Xethalis

IV. Public comments – Due to the pandemic mitigation efforts The Decatur Public Library’s Madden Auditorium 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 Thursday January 21, 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 (Discussion)

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

VII. Reports of committees

A. Personnel, Policy & Public Relations Committee, November 5 Meeting—Michael Sexton

- a. Personnel Update (Discussion)
- b. Adult Computer Use and Internet Access Policy (Action)
- c. Art and Artifacts Display Policy (Action)
- d. City Librarian Performance Evaluation Process (Action)
- e. Diversity, Equity, Inclusion (Discussion)
- f. Other (Discussion)

A. Finance and Properties Committee, November 11 Meeting—Amy Stockwell

- i. November and December 2020 Check Register (Action)
- ii. December 2020 Budget Report (Discussion)
- iii. Capital Needs (Discussion)
- iv. Other (Discussion)

C. Foundation—Rick Meyer

- i. Annual Appeal Update (Discussion)

D. Friends of the Library—Rick Meyer

- i. December and January Meetings (Discussion)

F. Illinois Heartland Library System—Rick Meyer

- i. SHARE Executive Council (Discussion)

VIII. Old Business

- i. Board Opening (Discussion)
- ii. Other (Discussion)

IX. New Business

- i. FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 Policy (Action)
- ii. 2021 Meeting Schedule
- iii. Other (Discussion)

X. SERVING OUR PUBLIC 4.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

- i. Approach to Review (Discussion)—Rick Meyer

XI. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 or rmeyer@decaturlibrary.org



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Special Meeting

Minutes

Date: November 18, 2020

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Present: Samantha Carroll

Susan Avery

Karl Coleman

Amy Stockwell

Sofia Xethalis

Michael Sexton

Gregg Zientara

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Admin. Asst. Aide

Absent:.

Guests: None

Call to Order:

Ms. Carroll called the meeting to order at 4:31 p.m.

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.

Agenda- Ms. Carroll requested a motion to move on the agenda, Ms. Stockwell made a motion to move on the agenda, seconded by Mr. Sexton. Ms. Carroll requested roll call vote, Ms. Stockwell yes, Mr. Sexton yes, Ms. Avery yes, Mr. Coleman yes, unanimously approved.

Review of Standards for IL Public Libraries 4.0

Each Trustee and City Librarian briefly discussed review of 1 or 2 chapters and appendices.

Needs that were identified in the discussion were a community needs survey, improvement of signage, better continuing education for Trustees, development of marketing and succession plans, and review of website for ADA compliance.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:17 p.m., Ms. Stockwell made the motion, seconded by Ms. Avery. Ms. Carroll requested roll call vote, Ms. Stockwell yes, Mr. Sexton yes, Ms. Avery yes, Mr. Coleman yes, Mr. Zientara yes, Ms. Carroll yes, unanimously approved.

Scribe,
Betti Jo Heckwine Administrative Aide

Approval Pending
(Draft 1/12/21)



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Special Meeting

Minutes

Date: January 11, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Present: Samantha Carroll

Susan Avery

Michael Sexton

Gregg Zientara

Amy Stockwell

Sofia Xethalis

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Administrative Aide

Alissa Henkel, Head of PRS

Rebecca Dampz, Head of Arch & Spec Col.

Carol Ziese, Head of Technical Services

Sherry Mallory, Library Assistant

Absent: Karl Coleman

Guests: None

Call to Order:

Ms. Carroll called the meeting to order at 4:34 p.m.

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.

Agenda- Ms. Carroll requested a motion for approval of the agenda, Ms. Xethalis made a motion to approve the agenda, seconded by Ms. Stockwell. Ms. Carroll requested roll call vote, Ms. Stockwell yes, Mr. Zientara yes, and Ms. Avery yes, Ms. Xethalis yes, Ms. Carroll yes, unanimously approved.

Public comments

None

Levels During Current Community COVID-19

Discussed the numbers of COVID-19 cases are lower for Macon County. Governor Pritzker is planning to make an announcement, if he is going to move Illinois region 6 back to Mitigation Tier II or I on Friday January 15, 2021. Discussed following the Governor's guidelines, when to re-open, and to what restrictions should be followed.

Discussed allowing Decatur Public Library to go back to the restrictions and guidelines they were following before closing in November.

The board decided to re-open on Tuesday January 19, 2021 with the same hours Mon - Thurs 9 a.m.-6 p.m., Friday 9 a.m.- 5:30 p.m., and closed on Saturday. Decatur Public Library plans to go back to normal days and hours of operation, in approximately 30 days.

Mr. Sexton made the motion to re-open with limited access and availability, expanding accordingly, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Mr. Zientara yes, Ms. Xethalis yes, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, and Ms. Carroll yes, unanimously approved.

Adjournment

Ms. Carroll requested a motion to adjourn, Mr. Sexton made the motion to adjourn, seconded by Ms. Xethalis. Mr. Zientara yes, Ms. Xethalis yes, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, and Ms. Carroll yes, unanimously approved.

Scribe,
Betti Jo Heckwine Administrative Aide

Approval Pending
(Draft 01/12/21)



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: November 19, 2020

Meeting time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Susan Avery

Karl Coleman

Michael Sexton

Amy Stockwell

Sofia Xethalis

Gregg Zientara

Present:

Samantha Carroll

Amy Stockwell

Susan Avery

Karl Coleman

Gregg Zientara

Michael Sexton

Sofia Xethalis

Staff: Rick Meyer

Robert Edwards

Betti Jo Heckwine,

Becky Dampitz,

Alissa Henkel

Matt Wilkerson

Absent:

Guests:

Call to Order: Ms. Carroll called the meeting to order at 4:31 p.m.

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.

Agenda & Minutes September 17, 2020 - Ms. Carroll asked for a motion for the consent agenda with includes the agenda and the October 15, 2020 minutes, with a change of moving the Old Business-Decatur Public Library Pandemic Response right after public comments. Ms. Stockwell made the motion, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Carroll yes.

Written Communication from the Public

Amanda Young of Decatur Illinois, Librarian at DPL expressed concern that if the doors are closed to the public due to the pandemic, some patrons will be unable to have access to the internet and other services.

Old Business

Pandemic Service Levels

Ms. Carroll made a request to make a motion to discuss, Mr. Meyer suggested for simplicity that library management decide hours of operation details of services. Discussed the Governor's orders, the phases, restrictions, and what other libraries are doing. Mr. Zientara made a motion for the library to go to curbside-only with any indoor services that are essential by administration, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes, motion passes to go with curbside with the additional services needed on November 23.

City Librarian's Report

Mr. Meyer reported virtually attending the ILA Annual Conference along with Carol Ziese, Alissa Henkel and Samantha Carroll. Mr. Meyer has had virtual meetings with directors of other libraries in the area. Circulation of electronic material is up, overall database use is and foot traffic is down. Physical material circulation is down, but not as much as might be expected given the pandemic.

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager reviewed what the administration and circulation departments have been working on, Betti Jo and Robert participated in the interviews for the new position of administrative secretary. Staff just finished 95% of the annual appeal with help from PRS and the circulation staff. Robert is getting annual evaluations out to the managers to complete. He is reviewing and updating the disaster plan, and attended an online panel for digital infrastructure, literacy and how the libraries help with these areas. Circulation hired a new page Hannah Perry.

Rebecca Damptz, Head of Archives & Special Collections, discussed the Dennis School program by Gary Geisler. Gary Geisler will have another program on December 15, 2020 at 7 p.m. about Firestone in Decatur. Local history has been working with patrons by appointment and filling requests.

Alissa Henkel, Head of Programs, Resources & Services reported Librarian Kasey Steiling has been working on a curbside video with the help of the PRS staff. She discussed Flipster online magazine database. Librarian Tabitha Bilyeu worked on a campaign that makes sure patrons know they can still get their magazines online and on creating a traveling library for assisted living facilities to provide materials to the residents. Library Assistant John Schirle and Librarian Amanda Young have been working with DPS 61, John doing video tours for the life skills students. Parents are bringing their kids in afterwards. Librarian Alix Frazier is working on the take and makes which patrons are picking up with curbside. Gale Virtual Reference Library was

completely updated.

Matt Wilkerson, Systems Administrator, he is currently working on virtual private network setup so staff can connect to our internal network from outside of the building, Chris Nihiser has been working on help calls, on the phone with Dell support to fix some and getting laptops ready in case staff needs one to work remotely. He has also been working on getting 3 pallets of dead computers and monitors ready for the city recycling program.

Carol Ziese, Head of Technical Support, reported that the department withdrew 3,390 items, usually do about 1300-1600. They added a little over fourteen hundred items.

Reports of Committees

Personnel, Policy & Public Relations Committee

Collection Development Policy

Reviewed the changes made to the policy to strengthen the language about diversity, how the library handles request for reconsideration of library materials, removed the forms, and working on online way to make requests purchase. Mr. Sexton made a motion to accept as presented, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes.

Art and Artifacts Acquisition and Display Policy

Committee reviewed and no changes recommended. Mr. Sexton made a motion to accept the policy as presented, seconded by Ms. Avery. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes.

Patron Ban Policy

Reviewed changes made by adding language which allows division heads to impose a one week ban and the director to impose a ban of 1 year. Mr. Sexton made a motion to accept the Patron Ban Behavioral Policy as presented, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes.

City Librarian Performance Evaluation Process

Ms. Avery said they have a form completed, they will review the form and process at the next PPPR committee, the evaluation will go out to the full board for their comments, Ms. Avery and Mr. Sexton will collate all of it together, then Ms. Carroll will meet with Mr. Meyer to review it and recommendations for salary increase, and review any goals for the coming year. It is the same process with a different form and will be at a specific time each year.

Personnel Update

Mr. Meyer reviewed that the library is currently interviewing for an administrative secretary, have a few more candidates to interview, Mr. Edwards hired a new page, and there will be some opportunities for internal promotions.

Equity, Diversity, Inclusion

Mr. Edwards contacted a couple of the consultants, but they are too busy at this time. He will reach out to a couple of the members to get their biographies completed. He will have more to report at the next meeting.

Finance and Properties Committee

Ms. Stockwell reported the Finance and Properties Committee reviewed and discussed the check register, and reviewed the expenditure. Ms. Stockwell said the Finance Committee recommends approval of the check register, seconded by made a motion to approve, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved.

Ms. Stockwell reviewed the October results and projection for the rest of the year. Projected at this time revenues \$131,000 in excess of expenses.

2021 Budget Proposal

Discussed the reduction of expenditures by 1% for next year, expected change in the revenue is 2%. Budget presented is a \$50,000 deficit. The library has developed cash reserves and is in good financial condition. Ms. Stockwell made a motion to approve the budget as presented, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Ms. Avery yes, Mr. Sexton yes, Ms. Stockwell yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved.

Foundation Meeting

Reviewed the Annual Appeal. The Board also discussed purchasing a digital sign to go out on Franklin, and use any addition funding for the EDI consultant.

Friends of the Library Committee

Mr. Meyer said their stock of materials is growing, but not having sales due to the pandemic. The Board is looking to hire a new treasurer.

Illinois Heartland Library System-SHARE Executive Council

Mr. Meyer did not have a report for the IHLS, but they are continuing with the delivery services.

Old Business

Macon Counties Covid-19 numbers are not good. The Decatur Public Library has stepped things up regarding enforcement of masks and social distancing.

New Business

Board Openings

Mr. Meyer said that Mayor Moore Wolfe will be nominating Kate Wrigley to serve on the board.

She is an attorney that loves the library. The Board will need one more member.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:41 p.m., Mr. Sexton made a motion to adjourn, Ms. Xethalis seconded it Ms. Avery yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant

Pending Approval
Draft 01/11/2021



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City Librarian's Report for November/December 2020

Administration

- I worked from home for 24 days due to having a family member in the hospital.
- Administration team interviewed several candidates for the position of Administrative Secretary.
- The library closed to the public as of November 23.
- On December 11 I attended the IHLS Members Matter meeting.
- I attended several informal virtual meetings with colleagues around Central IL.
- Robert Edwards continued to work with admin staff to examine workflows and procedures.
- On December 2 I attended the meeting of the ILA Awards Committee.
- On the 2nd I met with Board President Samantha Carroll and prospective Trustee Kate Wrigley.
- Management staff performance evaluations were completed.
- Betti Jo Heckwine, Robert Edwards, and Matt Wilkerson worked with Foundation Board to complete the mailing of the Foundation Annual Appeal letters.

Circulation

- **Please see statistical spreadsheet.**
- Robert Edwards continued to chair the Diversity Committee.
- Curbside was expanded to five days per week. There were over 1000 transactions in December.
- Hannah Perry began duties as Library Page.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve on the SHARE Executive Council.
- Carol continued to head the Staff Recognition Committee.
- One staff member continues to work remotely.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Staff continued to provide high quality virtual programming: e.g. several Take and Make crafts, Folktale Fridays, Book Talk Times, and Story Time Live.
- Staff focused on developing programs, assisting with workflows, and ordering and weeding of materials.

Systems Administration

- Matt Wilkerson worked to configure VPN to allow staff to remotely connect to the network. He bent over backwards to get me access every day while I was working from home.
- Matt changed security protocols.
- Matt and Chris Nihiser assisted staff resolve numerous problems.
- **See spreadsheet for statistical information.**

Archives and Special Collections (formerly Local History)

- Becky Damptz worked with Gary Geisler on two virtual local history programs.
- Becky and Leeann Grossman continued to add documents to ASC databases.
- **Please see spreadsheet for statistics.**

Sincerely,

Rick Meyer

City Librarian

Circulation by Audience Physical & Electronic	Dec-19	Dec-20	% of Total	Change	2019 Total	2020 Total	Change
Number of Adult Materials Loaned	15,872	8,199	74.0%	-48.3%	210,311	145,137	-31.0%
Number of Young Adult Materials Loaned	512	280	2.5%	-45.3%	9,272	5,283	-43.0%
Number of Children's Materials Loaned	5,733	2,606	23.5%	-54.5%	96,991	53,984	-44.3%
Total Number of Materials Loaned	22,117	11,085		-49.9%	316,574	204,404	-35.4%

Circulation by Material Type	Dec-19	Dec-20	% of Total	Change	2019 Total	2020 Total	Change
Books Loaned--Physical	13,117	6,045	54.5%	-53.9%	201,408	118,284	-41.3%
Videos/DVDs Loaned--Physical	4,511	954	8.6%	-78.9%	59,688	28,714	-51.9%
Audios, Including Music Loaned--Physical	1,170	267	2.4%	-77.2%	14,977	7,322	-51.1%
Magazines/Periodicals Loaned--Physical	386	24	0.2%	-93.8%	5,215	3,083	-40.9%
Other Items Loaned--Physical	151	55	0.5%	-63.6%	1,919	1,577	-17.8%
Use of Circulating Electronic Materials	2,782	3,740	33.7%	34.4%	33,367	45,424	36.1%
Total	22,117	11,085		-49.9%	316,574	204,404	-35.4%

Successful Retrieval of Electronic Information	2,005	2,482	18.3%	23.8%	32,863	39,210	19.3%
Electronic Content Use	4,787	6,222	45.9%	30.0%	66,230	84,634	27.8%
Total Collection Use	Dec-19	Dec-20					
Total Collection Use	24,122	13,567		-43.8%	349,437	243,614	-30.3%

	Dec-19	Dec-20	% of Total	Change	2019 Total	2020 Total	Change
Interlibrary Loans Provided To Other Libraries	3,507	2,836	53.2%	-19.1%	46,259	24,966	-46.0%
Interlibrary Loans Received FROM Other Libraries	3,023	2,491	46.8%	-17.6%	40,336	22,884	-43.3%
Total ILL Transactions	6,530	5,327		-18.4%	86,595	47,850	-44.7%

	Dec-19	Dec-20	Change	2019 Total	2020 Total	Change
New Patron Registrations	146	277	89.7%	2451	2848	16.2%
# of Visitors (Security Gate)	16086	0	-100.0%	229935	78509	-65.9%
# Visitors Lobby Counter	14066	0	-100.0%	79903	84502	5.8%
Local History # of visitors	37	0	-100.0%	762	298	-60.9%
Adult Programs Active	456	0	-100.0%	7419	1250	-83.2%
Adult Programs Passive	0	27		1309	1071	-18.2%
Adult Programs Virtual Live	n/a	7		n/a	82	

Adult Programs Virtual Recorded	n/a	0		n/a	777	
YA Programs Active	0	0	#DIV/0!	94	55	-41.5%
YA Programs Passive	0	34		771	229	-70.3%
YA Virtual Live	n/a	0		n/a	0	
YA Virtual Recorded	n/a	0		n/a	229	
Children's Programs Active	1132	0	-100.0%	13362	3751	-71.9%
Children's Programs Passive	0	32		6707	1795	-73.2%
Children's Virtual Live	n/a	118		n/a	188	
Children's Virtual Recorded	n/a	233		n/a	5091	
Total Programs	1588	451	-71.6%	29662	14518	-51.1%
Public Sessions	2317	390	-83.2%	34947	14620	-58.2%
Wireless Sessions	990	70	-92.9%	11687	5691	-51.3%
Website Sessions	9736	9712	-0.2%	126997	113083	-11.0%
Unique Visits	6162	5282	-14.3%	78796	63468	-19.5%
Page Views	36011	38689	7.4%	445386	485031	8.9%
Self Checks	6798	0	-100.0%	113374	43324	-61.8%
Percentage of Self Checks	0.42119	0	-42.1%	46.4%	0	-21.7%
Assists Adult	2967	1736	-41.5%	45411	22718	-50.0%
Assists Children	1041	437	-58.0%	15761	9181	-41.7%
Assists Local history	103	30	-70.9%	1891	956	-49.4%
IT help calls	70	92	31.4%	1132	1154	1.9%
Searches in Catalog	82603	15572	-81.1%	843956	848610	0.6%
Number of Items processed	2220	1918	-13.6%	23490	18575	-20.9%
Number of Items Withdrawn from Collection	1433	2686	87.4%	18567	19237	3.6%
Number of mended items	224	108	-51.8%	4161	2189	-47.4%
Number of items ordered	770	563	-26.9%	9698	8213	-15.3%
Number of records added to database	1996	1810	-9.3%	19329	15824	-18.1%

ADULT COMPUTER USE AND INTERNET ACCESS POLICY

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

Rulings Governing Use of Computer Resources

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

Computer users may not:

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

Violation and Enforcement

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

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

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

Disclaimers

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

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

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

Privacy

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

Security

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

Behavior

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

Compliance

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

Policy Modification

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

Approved by the Library Board of Trustees

April 19, 2007

REVISED Feb 2013

Reviewed September 18, 2014

Reviewed October 19, 2017



Art and Artifacts Acquisition and Display Policy

The Decatur Public Library Board of Trustees will consider prospective gifts and/or purchases of artwork or artifacts in order to determine the appropriateness for inclusion in the Decatur Public Library collection.

An artifact is defined as a physical item to be accepted by the Library for housing in the collection or display within the building.

Organizations or individuals wishing to donate or support the acquisition of art work or an artifact for the Library are requested to communicate their interest to the City Librarian, who will take the proposal to the Board for action.

Work Criteria

Work will be considered based on the following criteria:

- Artwork acquired by the Decatur Public Library should be of sufficiently high artistic merit to warrant inclusion in the Library collection. This generally requires that the works be unique pieces created by artists of established reputation or recognized potential.
- Artwork should be compatible with the character of the Library.
- Artwork must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
 - An exception to this could be made in the case of works that are specifically time based or of a temporary nature when it is understood that their installation would be of limited duration.

Gifts and Recognition

The Decatur Public Library Board of Trustees will consider all artwork offered as a gift to Decatur Public Library. In addition to the criteria above, the Board will take into account the significance of artwork as it relates to the Library's presence within the community.

Decatur Public Library will provide recognition to all individuals, groups and/or corporations who donate services, financial support or gifts of art to the Library. Appropriate recognition will be determined through consultation with the donor and will generally be consistent with the

recognition given to Library donors. Display of accepted artwork is at the discretion of the Decatur Public Library. There is no obligation for display.

Upkeep

Once a piece of art is accepted into the Library's collection the work will be owned and insured by Decatur Public Library. Basic upkeep is then the responsibility of Decatur Public Library. Major conservation or repairs are then the responsibility of Decatur Public Library.

The Decatur Public Library will work to retain all works accepted as gifts, but does retain the right to de-acquisition any items if it is seen to be in the best interest of the Library. Any de-acquisition would have to be approved by the Decatur Public Library Board.

Artwork Removal

The Library welcomes citizens' expressions of opinion concerning artwork displayed at the Library. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be considered for removal in the collection of materials is asked to complete and sign the Request for Removal Form, available at Decatur Public Library. The form will be forwarded to the City Librarian, who will consider the request in a timely fashion, in consultation with the Board of Trustees. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Board of Trustees. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Art and Artifacts Policy, as outlined above.

Approved by Board of Trustees February 17, 2000

Reviewed September 18, 2014

Amended November 16, 2017

CITY OF DECATUR

DATE: 11/30/2020
 TIME: 3:42:41PM
FOR INVOICES FROM

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
137625	11/3/2020	ARGENTA-OREANA PUBLIC LIB	13.00	35593515 - 458100	LOST OR DAMAGED BOOKS
					LOST/DAMAGED MATERIALS
137627	11/3/2020	BAKER & TAYLOR CO	90.38	35593512 - 433015	PER CAPITA GRANT EXPENSE
					BOOKS AND ENTERTAINMENT FOR 20
137627	11/3/2020	BAKER & TAYLOR CO	195.39	35593512 - 433015	PER CAPITA GRANT EXPENSE
137627	11/3/2020	BAKER & TAYLOR CO	419.71	35593512 - 433015	PER CAPITA GRANT EXPENSE
137627	11/3/2020	BAKER & TAYLOR CO	17.55	35593512 - 433020	OTHER LIBRARY GRANT EXPENSE
137627	11/3/2020	BAKER & TAYLOR CO	3.60	35593512 - 434500	OFFICE SUPPLIES
137627	11/3/2020	BAKER & TAYLOR CO	35.64	35593512 - 434500	OFFICE SUPPLIES
137627	11/3/2020	BAKER & TAYLOR CO	0.45	35593515 - 458000	BOOKS & PERIODICALS
137627	11/3/2020	BAKER & TAYLOR CO	3.83	35593515 - 458000	BOOKS & PERIODICALS
137627	11/3/2020	BAKER & TAYLOR CO	22.48	35593515 - 458000	BOOKS & PERIODICALS
137638	11/3/2020	CDW GOVERNMENT INC	31.84	35593512 - 424700	COMPUTER SOFTWARE
					CLOUD SECURITY SOFTWARE
137638	11/3/2020	CDW GOVERNMENT INC	58.60	35593512 - 449900	SMALL CAPITAL ITEMS
					16GB JETFLASH 590 USB 2.0
137638	11/3/2020	CDW GOVERNMENT INC	1,244.12	35593512 - 449900	SMALL CAPITAL ITEMS
					REPLACEMENT FOR SMARTBOARD
137639	11/3/2020	CHARLESTON CARNEGIE PUBL	50.95	35593515 - 458100	LOST OR DAMAGED BOOKS
					LOST/DAMAGED MATERIALS
137658	11/3/2020	EFFINGHAM PUBLIC LIBRARY	43.00	35593515 - 458100	LOST OR DAMAGED BOOKS
137659	11/3/2020	ELIZABETH TITUS MEMORIAL L	27.00	35593515 - 458100	LOST OR DAMAGED BOOKS
137661	11/3/2020	EXPRESS SERVICES, INC	410.60	35593512 - 427100	TEMP AGENCY SERVICES
					S KRAMER WK END 10/11/20
137664	11/3/2020	FREEBURG AREA LIBRARY DIS	16.00	35593515 - 458100	LOST OR DAMAGED BOOKS
					LOST/DAMAGED MATERIALS

137673	11/3/2020	ICE WARP, INC.	1,742.25	35593512 - 424700	COMPUTER SOFTWARE
				LIBRARY EMAIL SERVICE - LICENSE	
137690	11/3/2020	MIDWEST TAPE, LLC	1.15	35593512 - 434500	OFFICE SUPPLIES
				AV MATERIALS	
137690	11/3/2020	MIDWEST TAPE, LLC	1.25	35593512 - 434500	OFFICE SUPPLIES
137690	11/3/2020	MIDWEST TAPE, LLC	2.30	35593512 - 434500	OFFICE SUPPLIES
137690	11/3/2020	MIDWEST TAPE, LLC	7.31	35593512 - 434500	OFFICE SUPPLIES
137690	11/3/2020	MIDWEST TAPE, LLC	8.05	35593512 - 434500	OFFICE SUPPLIES
137690	11/3/2020	MIDWEST TAPE, LLC	10.35	35593512 - 434500	OFFICE SUPPLIES
137690	11/3/2020	MIDWEST TAPE, LLC	10.50	35593512 - 434500	OFFICE SUPPLIES
137690	11/3/2020	MIDWEST TAPE, LLC	13.80	35593512 - 434500	OFFICE SUPPLIES
137690	11/3/2020	MIDWEST TAPE, LLC	24.84	35593512 - 434500	OFFICE SUPPLIES
137690	11/3/2020	MIDWEST TAPE, LLC	7.49	35593515 - 458000	BOOKS & PERIODICALS
137690	11/3/2020	MIDWEST TAPE, LLC	8.99	35593515 - 458000	BOOKS & PERIODICALS
137690	11/3/2020	MIDWEST TAPE, LLC	22.49	35593515 - 458000	BOOKS & PERIODICALS
137690	11/3/2020	MIDWEST TAPE, LLC	35.98	35593515 - 458000	BOOKS & PERIODICALS
137690	11/3/2020	MIDWEST TAPE, LLC	48.72	35593515 - 458000	BOOKS & PERIODICALS
137690	11/3/2020	MIDWEST TAPE, LLC	80.19	35593515 - 458000	BOOKS & PERIODICALS
137690	11/3/2020	MIDWEST TAPE, LLC	84.23	35593515 - 458000	BOOKS & PERIODICALS
137690	11/3/2020	MIDWEST TAPE, LLC	166.43	35593515 - 458000	BOOKS & PERIODICALS
137690	11/3/2020	MIDWEST TAPE, LLC	177.66	35593515 - 458000	BOOKS & PERIODICALS
137690	11/3/2020	MIDWEST TAPE, LLC	181.38	35593515 - 458000	BOOKS & PERIODICALS
137692	11/3/2020	MOYER DISTRICT LIBRARY	15.00	35593515 - 458100	LOST OR DAMAGED BOOKS
				LOST/DAMAGED MATERIALS	
137695	11/3/2020	ONLINE COMPUTER LIBRARY C	16.25	35593512 - 428400	MEMBERSHIP FEES
				IFM DEBITS/ADMIN FEE	
137700	11/3/2020	ROXANA PUBLIC LIBRARY	3.50	35593515 - 458100	LOST OR DAMAGED BOOKS
				LOST/DAMAGED MATERIALS	
137704	11/3/2020	SHERMAN PLD	16.00	35593515 - 458100	LOST OR DAMAGED BOOKS
137716	11/3/2020	VERIZON WIRELESS	380.84	35593512 - 423300	TELEPHONE
				ACCT #980380645-00001	
137730	11/10/2020	BAKER & TAYLOR CO	9.82	35593512 - 433015	PER CAPITA GRANT EXPENSE
				BOOKS AND ENTERTAINMENT FOR 20	

137730	11/10/2020	BAKER & TAYLOR CO	129.76	35593512 - 433015	PER CAPITA GRANT EXPENSE
137730	11/10/2020	BAKER & TAYLOR CO	302.76	35593512 - 433015	PER CAPITA GRANT EXPENSE
137730	11/10/2020	BAKER & TAYLOR CO	317.94	35593512 - 433015	PER CAPITA GRANT EXPENSE
137730	11/10/2020	BAKER & TAYLOR CO	4.80	35593512 - 434500	OFFICE SUPPLIES
137730	11/10/2020	BAKER & TAYLOR CO	15.24	35593512 - 434500	OFFICE SUPPLIES
137730	11/10/2020	BAKER & TAYLOR CO	17.82	35593512 - 434500	OFFICE SUPPLIES
137730	11/10/2020	BAKER & TAYLOR CO	0.05	35593515 - 458000	BOOKS & PERIODICALS
137730	11/10/2020	BAKER & TAYLOR CO	0.65	35593515 - 458000	BOOKS & PERIODICALS
137730	11/10/2020	BAKER & TAYLOR CO	1.51	35593515 - 458000	BOOKS & PERIODICALS
137730	11/10/2020	BAKER & TAYLOR CO	1.75	35593515 - 458000	BOOKS & PERIODICALS
137745	11/10/2020	COMMERCIAL MAIL SERVICES	220.16	35593512 - 424500	POSTAGE
			OCT 16 - OCT 30'20		
137755	11/10/2020	DEMCO INC	40.82	35593512 - 434500	OFFICE SUPPLIES
			LABELS/PROMOTIONAL POSTCARDS		
137761	11/10/2020	EBSCO INDUSTRIES, INC	11,133.41	35593512 - 433015	PER CAPITA GRANT EXPENSE
			FLIPSTER DIGITAL MAGAZINE SUBSCRIPTION		
137764	11/10/2020	ERICKSON DAVIS, ATTORNEYS	405.00	35593512 - 428000	PROFESSIONAL SERVICES
			LEGAL SERVICES		
137766	11/10/2020	EXPRESS SERVICES, INC	390.07	35593512 - 427200	TUITION REIMBURSEMENT
			S KRAMER WK END 10/18/20		
137766	11/10/2020	EXPRESS SERVICES, INC	410.60	35593512 - 427200	TUITION REIMBURSEMENT
			S KRAMER WK END 10/25/20		
137769	11/10/2020	GE MONEY BANK/AMAZON	102.82	35593512 - 423901	BANKING SERVICE CHARGES
			ACCT 8641		
137769	11/10/2020	GE MONEY BANK/AMAZON	1,145.03	35593512 - 433010	PNG GRANT EXPENSE
137769	11/10/2020	GE MONEY BANK/AMAZON	-0.02	35593512 - 449900	SMALL CAPITAL ITEMS
137769	11/10/2020	GE MONEY BANK/AMAZON	553.70	35593512 - 449900	SMALL CAPITAL ITEMS
137769	11/10/2020	GE MONEY BANK/AMAZON	392.11	35593515 - 458000	BOOKS & PERIODICALS
137770	11/10/2020	HERALD & REVIEW	289.00	35593512 - 420100	ADVERTISING
			ACCT 111-60000246		
137770	11/10/2020	HERALD & REVIEW	289.00	35593512 - 420100	ADVERTISING
137777	11/10/2020	ILLINOIS LIBRARY ASSOCIATIC	15.00	35593515 - 458000	BOOKS & PERIODICALS
			E-RESOURCES		
137787	11/10/2020	MIDWEST ARCHIVES CONFERE	55.00	35593512 - 428400	MEMBERSHIP FEES
			R DAMPTZ MEMBERSHIP		
137788	11/10/2020	MIDWEST TAPE, LLC	3.00	35593512 - 434500	OFFICE SUPPLIES
			AV MATERIALS		

137788	11/10/2020	MIDWEST TAPE, LLC	3.45	35593512 - 434500	OFFICE SUPPLIES
137788	11/10/2020	MIDWEST TAPE, LLC	3.55	35593512 - 434500	OFFICE SUPPLIES
137788	11/10/2020	MIDWEST TAPE, LLC	3.65	35593512 - 434500	OFFICE SUPPLIES
137788	11/10/2020	MIDWEST TAPE, LLC	5.01	35593512 - 434500	OFFICE SUPPLIES
137788	11/10/2020	MIDWEST TAPE, LLC	7.10	35593512 - 434500	OFFICE SUPPLIES
137788	11/10/2020	MIDWEST TAPE, LLC	13.50	35593512 - 434500	OFFICE SUPPLIES
137788	11/10/2020	MIDWEST TAPE, LLC	18.00	35593512 - 434500	OFFICE SUPPLIES
137788	11/10/2020	MIDWEST TAPE, LLC	21.72	35593515 - 458000	BOOKS & PERIODICALS
137788	11/10/2020	MIDWEST TAPE, LLC	22.48	35593515 - 458000	BOOKS & PERIODICALS
137788	11/10/2020	MIDWEST TAPE, LLC	37.47	35593515 - 458000	BOOKS & PERIODICALS
			AV MATERIALS		
137788	11/10/2020	MIDWEST TAPE, LLC	40.49	35593515 - 458000	BOOKS & PERIODICALS
137788	11/10/2020	MIDWEST TAPE, LLC	43.48	35593515 - 458000	BOOKS & PERIODICALS
137788	11/10/2020	MIDWEST TAPE, LLC	65.94	35593515 - 458000	BOOKS & PERIODICALS
137788	11/10/2020	MIDWEST TAPE, LLC	103.71	35593515 - 458000	BOOKS & PERIODICALS
137788	11/10/2020	MIDWEST TAPE, LLC	149.58	35593515 - 458000	BOOKS & PERIODICALS
137788	11/10/2020	MIDWEST TAPE, LLC	2,020.51	35593515 - 458000	BOOKS & PERIODICALS
137799	11/10/2020	NCI BUSINESS SYSTEMS	38.95	35593512 - 421300	SERV-OFFICE EQUIPMENT
			ANNUAL SERVICE TO OFFICE SUPPL		
137819	11/10/2020	SAM'S CLUB	32.80	35593512 - 433020	OTHER LIBRARY GRANT EXPENSE
			ACCT 9064		
137825	11/10/2020	ST JOSEPH TOWNSHIP-SWEARI	114.97	35593515 - 458100	LOST OR DAMAGED BOOKS
			LOST/DAMAGED MATERIALS		
137826	11/10/2020	STANDERFER, AMANDA	250.00	35593512 - 428000	PROFESSIONAL SERVICES
			TRAUSTEE FUNDRAISING WEBINAR		
137827	11/10/2020	STRIGLOS/HAINES & ESSICK	295.55	35593512 - 434500	OFFICE SUPPLIES
			CALENDARS FOR 2021		
137856	11/17/2020	BAKER & TAYLOR CO	88.90	35593512 - 433015	PER CAPITA GRANT EXPENSE
			BOOKS AND ENTERTAINMENT FOR 20		
137856	11/17/2020	BAKER & TAYLOR CO	227.80	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	307.01	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	327.05	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	331.64	35593512 - 433015	PER CAPITA GRANT EXPENSE

137856	11/17/2020	BAKER & TAYLOR CO	333.74	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	353.83	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	387.48	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	506.17	35593512 - 433015	PER CAPITA GRANT EXPENSE
			BOOKS AND ENTERTAINMENT FOR 20		
137856	11/17/2020	BAKER & TAYLOR CO	543.35	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	556.25	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	581.30	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	623.98	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	762.93	35593512 - 433015	PER CAPITA GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	17.55	35593512 - 433020	OTHER LIBRARY GRANT EXPENSE
137856	11/17/2020	BAKER & TAYLOR CO	3.60	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	4.05	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	5.52	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	13.71	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	14.40	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	16.53	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	17.40	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	18.69	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	20.76	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	22.65	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	23.47	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	24.99	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	25.35	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	26.13	35593512 - 434500	OFFICE SUPPLIES
			BOOKS AND ENTERTAINMENT FOR 20		
137856	11/17/2020	BAKER & TAYLOR CO	28.98	35593512 - 434500	OFFICE SUPPLIES
137856	11/17/2020	BAKER & TAYLOR CO	31.62	35593512 - 434500	OFFICE SUPPLIES

137856	11/17/2020	BAKER & TAYLOR CO	0.44	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	1.14	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	1.54	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	1.66	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	1.77	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	1.83	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	1.93	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	2.22	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	2.53	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	2.72	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	2.78	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	2.91	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	3.22	35593515 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	3.81	35593515 - 458000	BOOKS & PERIODICALS
137958	11/17/2020	WATTS COPY SYSTEMS	627.62	35593512 - 421300	SERV-OFFICE EQUIPMENT
			ANNUAL PO FOR OFFICE EQUIPMENT		
137972	11/24/2020	BAKER & TAYLOR CO	46.48	35593512 - 433015	PER CAPITA GRANT EXPENSE
			BOOKS AND ENTERTAINMENT FOR 20		
137972	11/24/2020	BAKER & TAYLOR CO	62.21	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	88.97	35593512 - 433015	PER CAPITA GRANT EXPENSE
			BOOKS AND ENTERTAINMENT FOR 20		
137972	11/24/2020	BAKER & TAYLOR CO	140.36	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	154.63	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	344.24	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	371.31	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	387.51	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	387.56	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	396.71	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	535.50	35593512 - 433015	PER CAPITA GRANT EXPENSE

137972	11/24/2020	BAKER & TAYLOR CO	548.82	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	571.73	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	662.81	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	703.36	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	722.23	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	830.28	35593512 - 433015	PER CAPITA GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	18.14	35593512 - 433020	OTHER LIBRARY GRANT EXPENSE
137972	11/24/2020	BAKER & TAYLOR CO	5.52	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	6.78	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	13.11	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	17.04	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	23.37	35593512 - 434500	OFFICE SUPPLIES
				BOOKS AND ENTERTAINMENT FOR 20	
137972	11/24/2020	BAKER & TAYLOR CO	23.46	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	24.39	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	24.49	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	30.18	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	32.28	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	42.87	35593512 - 434500	OFFICE SUPPLIES
137972	11/24/2020	BAKER & TAYLOR CO	0.77	35593515 - 458000	BOOKS & PERIODICALS
137972	11/24/2020	BAKER & TAYLOR CO	2.68	35593515 - 458000	BOOKS & PERIODICALS
137972	11/24/2020	BAKER & TAYLOR CO	13.52	35593515 - 458000	BOOKS & PERIODICALS
137972	11/24/2020	BAKER & TAYLOR CO	14.92	35593515 - 458000	BOOKS & PERIODICALS
137974	11/24/2020	BECK'S ENGRAVING & RUBBER	14.54	35593512 - 434500	OFFICE SUPPLIES
				RUBBER STAMP	
137977	11/24/2020	BIBLIOTHECA, LLC	2,941.00	35593512 - 421300	SERV-OFFICE EQUIPMENT
				SELFCHECK/RFID WORKSTATIONS	
137987	11/24/2020	CDW GOVERNMENT INC	249.45	35593512 - 434500	OFFICE SUPPLIES
				INK CARTRIDGES	
137990	11/24/2020	COMMERCIAL MAIL SERVICES	151.88	35593512 - 424500	POSTAGE
				NOV 1 - NOV 13'20	

138000	11/24/2020	DEMCO INC	82.71	35593512 - 434500	OFFICE SUPPLIES
				CARD STOCK AND POSTCARDS	
138000	11/24/2020	DEMCO INC	466.54	35593512 - 434500	OFFICE SUPPLIES
				TECHNICAL SERVICE SUPPLIES	
138030	11/24/2020	KANOPIY	289.00	35593512 - 433015	PER CAPITA GRANT EXPENSE
				LIBRARY STREAMING SERVICE	
138047	11/24/2020	MIDWEST TAPE, LLC	2.30	35593512 - 434500	OFFICE SUPPLIES
				AV MATERIALS	
138047	11/24/2020	MIDWEST TAPE, LLC	5.01	35593512 - 434500	OFFICE SUPPLIES
138047	11/24/2020	MIDWEST TAPE, LLC	6.00	35593512 - 434500	OFFICE SUPPLIES
				AV MATERIALS	
138047	11/24/2020	MIDWEST TAPE, LLC	12.42	35593512 - 434500	OFFICE SUPPLIES
138047	11/24/2020	MIDWEST TAPE, LLC	13.50	35593512 - 434500	OFFICE SUPPLIES
138047	11/24/2020	MIDWEST TAPE, LLC	21.29	35593512 - 434500	OFFICE SUPPLIES
138047	11/24/2020	MIDWEST TAPE, LLC	23.69	35593512 - 434500	OFFICE SUPPLIES
138047	11/24/2020	MIDWEST TAPE, LLC	11.24	35593515 - 458000	BOOKS & PERIODICALS
138047	11/24/2020	MIDWEST TAPE, LLC	16.48	35593515 - 458000	BOOKS & PERIODICALS
138047	11/24/2020	MIDWEST TAPE, LLC	45.86	35593515 - 458000	BOOKS & PERIODICALS
138047	11/24/2020	MIDWEST TAPE, LLC	74.21	35593515 - 458000	BOOKS & PERIODICALS
138047	11/24/2020	MIDWEST TAPE, LLC	104.46	35593515 - 458000	BOOKS & PERIODICALS
138047	11/24/2020	MIDWEST TAPE, LLC	126.70	35593515 - 458000	BOOKS & PERIODICALS
138047	11/24/2020	MIDWEST TAPE, LLC	159.68	35593515 - 458000	BOOKS & PERIODICALS
138047	11/24/2020	MIDWEST TAPE, LLC	189.95	35593515 - 458000	BOOKS & PERIODICALS
138047	11/24/2020	MIDWEST TAPE, LLC	604.85	35593515 - 458000	BOOKS & PERIODICALS
138047	11/24/2020	MIDWEST TAPE, LLC	1,938.76	35593515 - 458000	BOOKS & PERIODICALS
138060	11/24/2020	PAETEC	49.54	35593512 - 423300	TELEPHONE
				ACCT 633318933001	
138060	11/24/2020	PAETEC	72.10	35593512 - 423300	TELEPHONE
				ACCT 633292627001	
923004548	11/17/2020	REGIONS/CREDIT CARD	795.36	35593512 - 423300	TELEPHONE
				ACCT 3978	
923004548	11/17/2020	REGIONS/CREDIT CARD	59.00	35593512 - 424100	CONFERENCES & TRAVEL
923004548	11/17/2020	REGIONS/CREDIT CARD	592.62	35593512 - 424100	CONFERENCES & TRAVEL
923004548	11/17/2020	REGIONS/CREDIT CARD	159.60	35593512 - 424700	COMPUTER SOFTWARE
				ACCT 3978	

923004548	11/17/2020	REGIONS/CREDIT CARD	-598.00	35593512 - 433010	PNG GRANT EXPENSE
923004548	11/17/2020	REGIONS/CREDIT CARD	65.54	35593512 - 433010	PNG GRANT EXPENSE
923004548	11/17/2020	REGIONS/CREDIT CARD	538.20	35593512 - 433010	PNG GRANT EXPENSE
923004548	11/17/2020	REGIONS/CREDIT CARD	759.10	35593512 - 449900	SMALL CAPITAL ITEMS

35 LIBRARY FUND Total

49,487.56

59 LIBRARY TRUST FUNDS

137627	11/3/2020	BAKER & TAYLOR CO	328.32	59595942 - 458000	BOOKS & PERIODICALS
				BOOKS AND ENTERTAINMENT FOR 20	
137730	11/10/2020	BAKER & TAYLOR CO	31.97	59595942 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	33.83	59595942 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	38.03	59595942 - 458000	BOOKS & PERIODICALS
137856	11/17/2020	BAKER & TAYLOR CO	55.97	59595942 - 458000	BOOKS & PERIODICALS
137972	11/24/2020	BAKER & TAYLOR CO	10.45	59595942 - 458000	BOOKS & PERIODICALS
137972	11/24/2020	BAKER & TAYLOR CO	11.68	59595942 - 458000	BOOKS & PERIODICALS
137972	11/24/2020	BAKER & TAYLOR CO	30.99	59595942 - 458000	BOOKS & PERIODICALS
137972	11/24/2020	BAKER & TAYLOR CO	49.19	59595942 - 458000	BOOKS & PERIODICALS
137972	11/24/2020	BAKER & TAYLOR CO	60.48	59595942 - 458000	BOOKS & PERIODICALS
138015	11/24/2020	GAYLORD BROS.	732.54	59595922 - 431600	ARCHIVAL SUPPLIES

BARRIER BOARD BOXE/NITRILE GLOVES/HANGING FOLDERS

59 LIBRARY TRUST FUNDS

1,383.45

WARRANT TOTAL:

50,871.01

CITY OF DECATUR

ES FROM 12/1/2020 TO 12/31/2020

35 LIBRARY FUND

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
138394	12/15/2020	HERALD & REVIEW	32.00 ACCT 111-60000246	ADVERTISING
Total			32.00	ADVERTISING
138158	12/1/2020	MIDWEST TAPE, LLC	7.49	BOOKS & PERIODICALS
138158	12/1/2020	MIDWEST TAPE, LLC	8.99	BOOKS & PERIODICALS
138158	12/1/2020	MIDWEST TAPE, LLC	35.97 AV MATERIALS	BOOKS & PERIODICALS
138158	12/1/2020	MIDWEST TAPE, LLC	37.77	BOOKS & PERIODICALS
138158	12/1/2020	MIDWEST TAPE, LLC	44.96	BOOKS & PERIODICALS
138158	12/1/2020	MIDWEST TAPE, LLC	79.44	BOOKS & PERIODICALS
138158	12/1/2020	MIDWEST TAPE, LLC	103.97	BOOKS & PERIODICALS
138158	12/1/2020	MIDWEST TAPE, LLC	161.13	BOOKS & PERIODICALS
138158	12/1/2020	MIDWEST TAPE, LLC	469.88	BOOKS & PERIODICALS
138256	12/8/2020	GE MONEY BANK/AMAZON	319.19	BOOKS & PERIODICALS
138283	12/8/2020	MIDWEST TAPE, LLC	4.49	BOOKS & PERIODICALS
138283	12/8/2020	MIDWEST TAPE, LLC	10.79	BOOKS & PERIODICALS
138283	12/8/2020	MIDWEST TAPE, LLC	22.48	BOOKS & PERIODICALS
138283	12/8/2020	MIDWEST TAPE, LLC	39.99	BOOKS & PERIODICALS
138283	12/8/2020	MIDWEST TAPE, LLC	61.44	BOOKS & PERIODICALS
138283	12/8/2020	MIDWEST TAPE, LLC	104.92	BOOKS & PERIODICALS
138283	12/8/2020	MIDWEST TAPE, LLC	244.94	BOOKS & PERIODICALS
138377	12/15/2020	EBSCO INDUSTRIES, INC	21,629.00 DATABASE PKG	BOOKS & PERIODICALS
138394	12/15/2020	HERALD & REVIEW	1,058.99 SUBSCRIPTION	BOOKS & PERIODICALS
138423	12/15/2020	MIDWEST TAPE, LLC	7.49	BOOKS & PERIODICALS
138423	12/15/2020	MIDWEST TAPE, LLC	9.74	BOOKS & PERIODICALS
138423	12/15/2020	MIDWEST TAPE, LLC	11.24	BOOKS & PERIODICALS
138423	12/15/2020	MIDWEST TAPE, LLC	14.99	BOOKS & PERIODICALS
138423	12/15/2020	MIDWEST TAPE, LLC	18.73	BOOKS & PERIODICALS
138423	12/15/2020	MIDWEST TAPE, LLC	36.72	BOOKS & PERIODICALS
138423	12/15/2020	MIDWEST TAPE, LLC	45.73	BOOKS & PERIODICALS
138423	12/15/2020	MIDWEST TAPE, LLC	123.69	BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	33.19	BOOKS & PERIODICALS

138491	12/22/2020	BAKER & TAYLOR CO	49.62	BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	77.30	BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	152.86	BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	206.88	BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	893.97	BOOKS & PERIODICALS
138560	12/22/2020	KANOPY	190.00	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	10.49	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	17.09	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	17.98	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	19.99	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	22.49	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	27.73	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	29.99	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	34.99	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	37.46	AV MATERIALS
138576	12/22/2020	MIDWEST TAPE, LLC	44.22	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	54.71	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	54.72	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	57.70	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	72.70	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	75.71	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	85.98	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	89.95	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	91.98	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	152.85	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	209.90	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	269.94	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	499.87	BOOKS & PERIODICALS
138576	12/22/2020	MIDWEST TAPE, LLC	1,799.71	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	15.29	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	16.45	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	27.15	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	29.34	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	35.88	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	36.16	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	41.96	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	49.51	BOOKS AND ENTERTAINMENT FOR 20
138654	12/31/2020	BAKER & TAYLOR CO	59.72	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	59.86	BOOKS & PERIODICALS

138654	12/31/2020	BAKER & TAYLOR CO	75.89	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	82.73	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	82.87	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	92.59	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	99.70	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	284.22	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	299.63	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	321.20	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	334.68	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	512.98	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	640.81	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	705.55	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	888.99	BOOKS & PERIODICALS
138713	12/31/2020	GE MONEY BANK/AMAZON	-20.34	BOOKS & PERIODICALS
138713	12/31/2020	GE MONEY BANK/AMAZON	493.35	BOOKS & PERIODICALS
138723	12/31/2020	ILLINOIS AUDUBON SOCIETY	25.00	ANNUAL MEMBERSHIP RENEWAL
138745	12/31/2020	MIDWEST TAPE, LLC	9.74	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	10.49	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	11.24	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	12.74	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	16.48	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	18.73	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	20.99	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	21.73	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	21.74	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	22.48	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	25.93	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	26.98	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	29.99	AV MATERIALS
138745	12/31/2020	MIDWEST TAPE, LLC	32.97	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	36.27	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	37.46	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	38.98	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	44.99	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	46.45	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	46.63	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	49.99	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	50.95	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	56.22	BOOKS & PERIODICALS

138745	12/31/2020	MIDWEST TAPE, LLC	59.96		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	63.71		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	67.47		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	82.43		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	84.98		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	87.37		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	107.92		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	113.19		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	194.95		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	294.57	AV MATERIALS	BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	369.91		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	485.88		BOOKS & PERIODICALS
138745	12/31/2020	MIDWEST TAPE, LLC	499.90		BOOKS & PERIODICALS
138767	12/31/2020	POLK CITY DIRECTORIES	292.00	2021 CITY OF DECATUR DIRECTORI	BOOKS & PERIODICALS
923004564	12/22/2020	REGIONS/CREDIT CARD	-6.37		BOOKS & PERIODICALS
923004564	12/22/2020	REGIONS/CREDIT CARD	108.30		
TOTAL			38,983.64		BOOKS & PERIODICALS
138456	12/15/2020	SEN SOURCE	180.00	VIRTUAL MOINTORING/PATRON COUNTING	COMPUTER SOFTWARE
923004564	12/22/2020	REGIONS/CREDIT CARD	597.00		COMPUTER SOFTWARE
TOTAL			777.00		COMPUTER SOFTWARE
923004564	12/22/2020	REGIONS/CREDIT CARD	49.00	ACCT 3978	CONFERENCES & TRAVEL
TOTAL			49.00		CONFERENCES & TRAVEL
138476	12/15/2020	VESPASIAN WARNER PUBLIC LIB	28.00	LOST DAMAGED MATERIALS	LOST OR DAMAGED BOOKS
TOTAL			28.00		LOST OR DAMAGED BOOKS
138449	12/15/2020	ROTARY CLUB OF DECATUR	229.00	2ND QTR DUES R MEYER	MEMBERSHIP FEES
TOTAL			229.00		MEMBERSHIP FEES
138110	12/1/2020	BAKER & TAYLOR CO	11.28		OFFICE SUPPLIES
138110	12/1/2020	BAKER & TAYLOR CO	51.39		OFFICE SUPPLIES
138158	12/1/2020	MIDWEST TAPE, LLC	1.15	AV MATERIALS	OFFICE SUPPLIES
138158	12/1/2020	MIDWEST TAPE, LLC	1.50		OFFICE SUPPLIES
138158	12/1/2020	MIDWEST TAPE, LLC	4.50		OFFICE SUPPLIES
138158	12/1/2020	MIDWEST TAPE, LLC	4.60		OFFICE SUPPLIES
138158	12/1/2020	MIDWEST TAPE, LLC	7.41		OFFICE SUPPLIES
138158	12/1/2020	MIDWEST TAPE, LLC	15.77		OFFICE SUPPLIES
138158	12/1/2020	MIDWEST TAPE, LLC	21.72		OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	3.09	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	4.20		OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	4.74		OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	7.20		OFFICE SUPPLIES

138201	12/8/2020	BAKER & TAYLOR CO	7.92	OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	8.70	OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	9.16	OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	14.22	OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	14.31	OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	21.32	OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	30.99	OFFICE SUPPLIES
138201	12/8/2020	BAKER & TAYLOR CO	40.32	OFFICE SUPPLIES
138204	12/8/2020	BECK'S ENGRAVING & RUBBER S	18.00	NAME BADGES OFFICE SUPPLIES
138256	12/8/2020	GE MONEY BANK/AMAZON	75.35	OFFICE SUPPLIES
138283	12/8/2020	MIDWEST TAPE, LLC	1.15	AV MATERIALS OFFICE SUPPLIES
138283	12/8/2020	MIDWEST TAPE, LLC	1.50	OFFICE SUPPLIES
138283	12/8/2020	MIDWEST TAPE, LLC	2.30	OFFICE SUPPLIES
138283	12/8/2020	MIDWEST TAPE, LLC	10.35	OFFICE SUPPLIES
138283	12/8/2020	MIDWEST TAPE, LLC	14.21	OFFICE SUPPLIES
138423	12/15/2020	MIDWEST TAPE, LLC	1.15	AV MATERIALS OFFICE SUPPLIES
138423	12/15/2020	MIDWEST TAPE, LLC	1.50	OFFICE SUPPLIES
138423	12/15/2020	MIDWEST TAPE, LLC	2.30	OFFICE SUPPLIES
138423	12/15/2020	MIDWEST TAPE, LLC	3.45	OFFICE SUPPLIES
138423	12/15/2020	MIDWEST TAPE, LLC	5.01	OFFICE SUPPLIES
138423	12/15/2020	MIDWEST TAPE, LLC	6.16	OFFICE SUPPLIES
138423	12/15/2020	MIDWEST TAPE, LLC	10.76	OFFICE SUPPLIES
138450	12/15/2020	RR DONNELLEY	2,108.49	RECEIPT PAPER NOTICES OFFICE SUPPLIES
138453	12/15/2020	SAM'S CLUB	21.94	ACCT 9064 OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	1.38	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	2.76	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	3.27	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	4.05	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	4.14	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	7.50	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	7.59	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	8.28	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	9.12	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	20.07	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	20.34	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	20.49	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	23.52	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	24.27	BOOKS AND ENTERTAINMENT FOR 20 OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	31.44	OFFICE SUPPLIES

138491	12/22/2020	BAKER & TAYLOR CO	35.70	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	36.45	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	37.95	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	40.05	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	40.98	OFFICE SUPPLIES
138491	12/22/2020	BAKER & TAYLOR CO	53.40	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	1.50	AV MATERIALS OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	2.30	AV MATERIALS OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	3.45	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	4.60	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	5.01	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	5.95	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	11.17	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	16.18	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	16.28	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	19.63	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	23.38	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	25.05	OFFICE SUPPLIES
138576	12/22/2020	MIDWEST TAPE, LLC	26.12	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	0.60	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	1.38	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	2.76	BOOKS AND ENTERTAINMENT FOR 20 OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	3.09	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	3.36	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	3.45	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	4.74	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	5.43	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	15.15	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	15.42	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	19.47	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	23.07	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	23.46	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	25.96	OFFICE SUPPLIES
138654	12/31/2020	BAKER & TAYLOR CO	54.70	OFFICE SUPPLIES
138691	12/31/2020	DEMCO INC	111.03	OFFICE SUPPLIES OFFICE SUPPLIES
138691	12/31/2020	DEMCO INC	123.00	BOOK JACKET COVERS/ SCOTCH BOOK TAPI OFFICE SUPPLIES
138691	12/31/2020	DEMCO INC	184.73	OFFICE SUPPLIES OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	1.15	AV MATERIALS OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	1.25	OFFICE SUPPLIES

138745	12/31/2020	MIDWEST TAPE, LLC	1.50		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	2.30		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	3.00		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	3.45		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	4.50		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	4.60		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	5.01		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	5.57		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	5.75		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	6.26		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	8.25		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	8.46	AV MATERIALS	OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	9.61		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	12.00		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	12.32		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	15.03		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	16.92		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	26.20		OFFICE SUPPLIES
138745	12/31/2020	MIDWEST TAPE, LLC	44.96		OFFICE SUPPLIES
TOTAL			3,981.37		OFFICE SUPPLIES
138110	12/1/2020	BAKER & TAYLOR CO	18.14		OTHER LIBRARY GRANT EXPENSE
138571	12/22/2020	MAMA'S BOYZ, INC	1,500.00	CHILDRENS PROGRAMMING PRESENTATION	OTHER LIBRARY GRANT EXPENSE
138654	12/31/2020	BAKER & TAYLOR CO	0.60		OTHER LIBRARY GRANT EXPENSE
138654	12/31/2020	BAKER & TAYLOR CO	1.38		OTHER LIBRARY GRANT EXPENSE
138798	12/31/2020	VERIZON WIRELESS	618.47		OTHER LIBRARY GRANT EXPENSE
TOTAL			2,138.59		OTHER LIBRARY GRANT EXPENSE
138102	12/1/2020	A TO Z DATABASE	7,800.00	SUBSCRIPTION FRM 9/13/20-9/12/21	PER CAPITA GRANT EXPENSE
138110	12/1/2020	BAKER & TAYLOR CO	248.74	BOOKS AND ENTERTAINMENT FOR 20	PER CAPITA GRANT EXPENSE
138110	12/1/2020	BAKER & TAYLOR CO	848.12		PER CAPITA GRANT EXPENSE
138133	12/1/2020	EBSCO INDUSTRIES, INC	15,769.78	PERIODICAL SUBSCRIPTIONS	PER CAPITA GRANT EXPENSE
138140	12/1/2020	GALE GROUP, INC.	2,565.00	BEST OF GALE EBOOK SUBSCRIPTION	PER CAPITA GRANT EXPENSE
138153	12/1/2020	LIBRARY IDEAS, LLC	194.75	VOX BOOKS	PER CAPITA GRANT EXPENSE
138153	12/1/2020	LIBRARY IDEAS, LLC	725.10		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	60.46	BOOKS AND ENTERTAINMENT FOR 20	PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	113.84		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	116.69		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	151.08		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	158.19		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	211.11		PER CAPITA GRANT EXPENSE

138201	12/8/2020	BAKER & TAYLOR CO	268.24		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	306.85		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	320.62		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	391.08		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	423.62		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	442.38		PER CAPITA GRANT EXPENSE
138201	12/8/2020	BAKER & TAYLOR CO	771.12		PER CAPITA GRANT EXPENSE
138345	12/15/2020	AMERICAN LIBRARY ASSOCIATIC	25.29	PROFESSIONAL COLLECTION BOOK	PER CAPITA GRANT EXPENSE
138355	12/15/2020	CCH	160.53	U.S. MASTER TAX GUIDE	PER CAPITA GRANT EXPENSE
138431	12/15/2020	NATIONAL AUDUBON SOCIETY	30.00	2021 MEMBERSHIP RENEWAL #0006312531	PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	16.02	BOOKS AND ENTERTAINMENT FOR 20	PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	58.52		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	133.48		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	157.14		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	298.92		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	303.83		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	330.65		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	366.37		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	378.62		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	601.12		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	658.54		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	670.42		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	672.56	BOOKS AND ENTERTAINMENT FOR 20	PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	691.49		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	764.89		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	776.35		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	858.79		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	859.67		PER CAPITA GRANT EXPENSE
138491	12/22/2020	BAKER & TAYLOR CO	939.38		PER CAPITA GRANT EXPENSE
138560	12/22/2020	KANOPY	0.00	LIBRARY STREAMING SERVICE	PER CAPITA GRANT EXPENSE
138654	12/31/2020	BAKER & TAYLOR CO	574.40	BOOKS AND ENTERTAINMENT FOR 20	PER CAPITA GRANT EXPENSE
TOTAL			42,213.75		PER CAPITA GRANT EXPENSE
138256	12/8/2020	GE MONEY BANK/AMAZON	304.73	ACCT 8641	PNG GRANT EXPENSE
138318	12/8/2020	VERIZON WIRELESS	2,439.50	ACCT 980380645-00001	PNG GRANT EXPENSE
138340	12/15/2020	ADOBE, INC	699.80	PNG TECHNOLOGY / SOFTWARE INSTRUCTIO	PNG GRANT EXPENSE
138798	12/31/2020	VERIZON WIRELESS	1,025.00	ACCT 980380645-00001	PNG GRANT EXPENSE
TOTAL			4,469.03		PNG GRANT EXPENSE
138227	12/8/2020	COMMERCIAL MAIL SERVICES	195.26	NOV 16 - NOV 30'20	POSTAGE
138511	12/22/2020	COMMERCIAL MAIL SERVICES	220.58	DEC 1 - DEC15'20	POSTAGE

TOTAL				415.84		POSTAGE
138270	12/8/2020	JONES & THOMAS	400.00	WEBSITE HOSTING / MAINTENANCE SUPPOR		PROFESSIONAL SERVICES
138432	12/15/2020	NATIONWIDE BACKGROUND SCR	85.00	H PERRY BACKGROUND CHECK		PROFESSIONAL SERVICES
138731	12/31/2020	JONES & THOMAS	400.00	WEBSITE HOSTING/MAINTENANCE		PROFESSIONAL SERVICES
923004564	12/22/2020	REGIONS/CREDIT CARD	93.41			PROFESSIONAL SERVICES
TOTAL				978.41		PROFESSIONAL SERVICES
138290	12/8/2020	NCI BUSINESS SYSTEMS	38.95	ANNUAL SERVICE TO OFFICE SUPPL		SERV-OFFICE EQUIPMENT
138480	12/15/2020	WATTS COPY SYSTEMS	610.83	ANNUAL PO FOR OFFICE EQUIPMENT		SERV-OFFICE EQUIPMENT
138758	12/31/2020	NCI BUSINESS SYSTEMS	38.95	ANNUAL SERVICE TO OFFICE SUPPL		SERV-OFFICE EQUIPMENT
TOTAL				688.73		
138713	12/31/2020	GE MONEY BANK/AMAZON	114.28	ACCT 8641		SMALL CAPITAL ITEMS
TOTAL				114.28		
138214	12/8/2020	CALL ONE	654.43	ACCT 1212890		TELEPHONE
138214	12/8/2020	CALL ONE	684.02			TELEPHONE
138318	12/8/2020	VERIZON WIRELESS	381.78	ACCT #980380645-00001		TELEPHONE
138438	12/15/2020	PAETEC	49.55	ACCT 633318933001		TELEPHONE
138438	12/15/2020	PAETEC	72.29	ACCT 633292627001		TELEPHONE
138502	12/22/2020	CALL ONE	608.17	ACCT 1212890		TELEPHONE
TOTAL				2,450.24		
138246	12/8/2020	EXPRESS SERVICES, INC	241.23	S KRAMER WK END 11/01/20		TEMP AGENCY SERVICES
138381	12/15/2020	EXPRESS SERVICES, INC	359.89	TEMP SERVICES WK END 11/8, 11/15, 11/22		TEMP AGENCY SERVICES
138706	12/31/2020	EXPRESS SERVICES, INC	272.02	D TAYLOR WK END 11/29/20		TEMP AGENCY SERVICES
138706	12/31/2020	EXPRESS SERVICES, INC	307.95	D TAYLOR WK END 12/13/20		TEMP AGENCY SERVICES
138706	12/31/2020	EXPRESS SERVICES, INC	318.22	D TAYLOR WK END 12/6/20		TEMP AGENCY SERVICES
35 LIBRARY FUND Total				99048.19		

LIBRARY TRUST FUNDS

138110	12/1/2020	BAKER & TAYLOR CO	34.51	BOOKS AND ENTERTAINMENT FOR 20		BOOKS & PERIODICALS
138201	12/8/2020	BAKER & TAYLOR CO	12.29			BOOKS & PERIODICALS
<u>138201</u>	12/8/2020	<u>BAKER & TAYLOR CO</u>	19.07			BOOKS & PERIODICALS
138201	12/8/2020	BAKER & TAYLOR CO	31.08			BOOKS & PERIODICALS
138378	12/15/2020	EDC EDUCATIONAL SVCS	349.93	CHILDRENS BOOKS		BOOKS & PERIODICALS
138378	12/15/2020	EDC EDUCATIONAL SVCS	377.69			BOOKS & PERIODICALS
138378	12/15/2020	EDC EDUCATIONAL SVCS	398.67	DIRECT ORDER FOR CHILDRENS BOO		BOOKS & PERIODICALS
138378	12/15/2020	EDC EDUCATIONAL SVCS	452.59	DIRECT ORDER CHLDRENS BOOKS		BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	12.99	BOOKS AND ENTERTAINMENT FOR 20		BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	17.21			BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	17.84			BOOKS & PERIODICALS

138491	12/22/2020	BAKER & TAYLOR CO	18.45	BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	50.06	BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	159.89	BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	196.82	BOOKS & PERIODICALS
138491	12/22/2020	BAKER & TAYLOR CO	294.6	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	75.64	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	118.01	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	206.5	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	301.64	BOOKS & PERIODICALS
138654	12/31/2020	BAKER & TAYLOR CO	329.27	BOOKS & PERIODICALS
138767	12/31/2020	POLK CITY DIRECTORIES	292	2021 CITY OF DECATUR DIRECTORI
				BOOK AND PERIODICALS

59 LIBRARY TRUST FUNDS Total **3766.75**

WARRANT TOTAL: 102814.94

RLE

DPL FY 2020 Budget Report
 Prepared: January 11, 2021
 100% of the year has passed

Revenue

	FY 2020 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ 2,828,465.65	99.5%	\$ 3,021,531.79	-6.4%
All Other	\$ 1,150,487	28.8%	\$ 1,044,429.65	90.8%	\$ 1,058,394.13	-1.3%
Total Revenue	\$ 3,992,487		\$ 3,872,895.30	97.0%	\$ 4,079,925.92	-5.1%

Expense

Personnel

				% Expended		
Payroll	\$ 1,604,518		\$ 1,582,623.52		\$ 1,572,229.70	0.7%
Benefits	\$ 878,846		\$ 775,700.28		\$ 592,766.31	30.9%
	\$ 2,483,364	65.6%	\$ 2,358,323.80	95.0%	\$ 2,164,996.01	8.9%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 276,567.61	112.9%	\$ 249,022.09	11.1%
Per Capita	\$ 96,000		\$ 95,774.06	99.8%	\$ 95,152.50	0.7%
Lost/Damage	\$ 2,000.00		\$ 1,365.90	68.3%	n/a	n/a
Total Materials	\$ 343,000	9.1%	\$ 373,707.57	109.0%	\$ 344,174.59	8.6%

Professional Services

Professional Services	\$ 45,000		\$ 25,230.55	56.1%	\$ 50,879.12	-50.4%
Temp Agency	\$ 500		\$ 6,672.87	1334.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 232.19	154.8%	\$ -	#DIV/0!
Total	\$ 45,650	1.2%	\$ 32,135.61	70.4%	\$ 50,879.12	-36.8%

Allocations

Administrative Fee	\$	92,904		\$	92,904.00	100.0%	\$	97,584.00	-4.8%
MIS	\$	39,000		\$	39,000.00	100.0%	\$	38,364.00	1.7%
	\$	131,904	3.5%	\$	131,904.00	100.0%	\$	135,948.00	-3.0%

Grants

PNG	\$	15,000		\$	15,593.03	104.0%	\$	12,209.53	27.7%
Other grants	\$	75,000		\$	6,008.64	8.0%	\$	4,103.26	46.4%
	\$	90,000	2.4%	\$	21,601.67	24.0%	\$	16,312.79	32.4%

Advertising	\$	500	0.01%	\$	712.00	142.4%	\$	310.82	129%
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	533.00	-100.0%
Postage	\$	12,000		\$	6,731.23	56.1%	\$	11,352.97	-40.7%
Service to Office Equipment	\$	30,000		\$	20,437.22	68.1%	\$	26,229.06	-22.1%
Telephone	\$	10,000		\$	15,756.08	157.6%	\$	12,398.58	27.1%
Software	\$	35,000		\$	42,113.15	120.3%	\$	38,826.11	8.5%
Office Supplies	\$	30,000		\$	20,711.06	69.0%	\$	29,768.63	-30.4%
Small Capital	\$	45,000		\$	28,211.39	62.7%	\$	23,957.31	17.8%
	\$	162,300	4.3%	\$	133,960.13	82.5%	\$	143,065.66	-6.4%

Staff Development

Conferences/Training/Travel	\$	15,000		\$	7,198.76	48.0%	\$	10,618.62	-32.2%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	55,000		\$	53,095.09	96.5%	\$	50,336.57	5.5%
	\$	74,000	2.0%	\$	60,293.85	81.5%	\$	60,955.19	-1.1%
Transfer to Reserves	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!

Insurance

Unemployment	\$	1,344		\$	1,344.00	100.0%	\$	2,652.00	-49.3%
Medical expenses/COVID	\$	500		\$	-	0.0%	\$	-	#DIV/0!

Risk Management	\$	76,896		\$	76,896.00	100.0%	\$	78,576.00	-2.1%
	\$	78,740	2.1%	\$	78,240.00	99.4%	\$	81,228.00	-3.7%

Building Costs

Rent	\$	575,000.00		\$	575,004.00	100.0%	\$	575,004.00	0.0%
Supplies	\$	500		\$	-	0.0%	\$	191.25	-100.0%
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
	\$	576,000	15.2%	\$	575,004.00		\$	575,195.25	
Total Operations/Services	\$	1,502,094	39.7%	\$	1,407,558.83	93.7%	\$	1,408,069.42	0.0%

Total Expenses	\$	3,985,458		\$	3,765,882.63	94.5%	\$	3,573,065.43	5.4%
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Revenue Minus Expense	\$	7,029		\$	107,012.67		\$	506,860.49	-78.9%
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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	\$ 50,046.78	\$ 290,881.19	\$ - \$ 24,693.50
7/1/2020	\$ 24,693.50	\$ 929,161.64	\$ 351,616.99	\$ - \$ 602,238.15
8/1/2020	\$ 602,238.15	\$ 943,202.06	\$ 300,939.93	\$ - \$ 1,244,500.28
9/1/2020	\$ 1,244,500.28	\$ 159,790.41	\$ 267,418.45	\$ - \$ 1,136,872.24
10/1/2020	\$ 1,136,872.24	\$ 1,131,390.08	\$ 367,007.22	\$ - \$ 1,901,255.10
11/1/2020	\$ 1,901,255.10	\$ 111,537.29	\$ 295,433.78	\$ - \$ 1,717,358.61
12/1/2020	\$ 1,717,358.61	\$ 100,155.30	\$ 347,638.46	\$ - \$ 1,469,875.45
1/1/2021	\$ 1,469,875.45			

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

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2020	\$ 333,111.40	\$ 222.24	\$ -	\$ 333,333.64
2/1/2020	\$ 333,333.64	\$ 215.95	\$ -	\$ 333,549.59
3/1/2020	\$ 333,549.59	\$ 406.84	\$ -	\$ 333,956.43
4/1/2020	\$ 333,956.43	\$ 11.35	\$ -	\$ 333,967.78
5/1/2020	\$ 333,967.78	\$ 11.18	\$ -	\$ 333,978.96
6/1/2020	\$ 333,978.96	\$ 455.72	\$ -	\$ 334,434.68
7/1/2020	\$ 334,434.68	\$ 21.67	\$ -	\$ 334,456.35
8/1/2020	\$ 334,456.35	\$ 11.49	\$ -	\$ 334,467.84
9/1/2020	\$ 334,467.84	\$ 348.31	\$ -	\$ 334,816.15
10/1/2020	\$ 334,816.15	\$ 39.08	\$ -	\$ 334,855.23
11/1/2020	\$ 334,855.23	\$ 92.97	\$ -	\$ 334,948.20
12/1/2020	\$ 334,948.20	\$ 46.69	\$ -	\$ 334,994.89
1/1/2021	\$ 334,994.89			

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2020	\$ 58,370.72	\$ 39.18	\$ -	\$ 58,409.90
2/1/2020	\$ 58,409.90	\$ 38.07	\$ -	\$ 58,447.97
3/1/2020	\$ 58,447.97	\$ 21.71	\$ -	\$ 58,469.68
4/1/2020	\$ 58,469.68	\$ 2.00	\$ -	\$ 58,471.68
5/1/2020	\$ 58,471.68	\$ 1.97	\$ -	\$ 58,473.65
6/1/2020	\$ 58,473.65	\$ 2.17	\$ -	\$ 58,475.82
7/1/2020	\$ 58,475.82	\$ 1.99	\$ -	\$ 58,477.81
8/1/2020	\$ 58,477.81	\$ 2.02	\$ -	\$ 58,479.83
9/1/2020	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
10/1/2020	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
11/1/2020	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
12/1/2020	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
1/1/2021	\$ 58,479.83			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2020	\$ 117,088.41	\$ 77.92	\$ 1,976.73	\$ 115,189.60
2/1/2020	\$ 115,189.60	\$ 74.42	\$ 2,014.94	\$ 113,249.08
3/1/2020	\$ 113,249.08	\$ 41.69	\$ 2,000.24	\$ 111,290.53

4/1/2020	\$	111,290.53	\$	3.75	\$	3,000.36	\$	108,293.92
5/1/2020	\$	108,293.92	\$	3.52	\$	7,612.67	\$	100,684.77
6/1/2020	\$	100,684.77	\$	3.69	\$	2,028.26	\$	98,660.20
7/1/2020	\$	98,660.20	\$	3.33	\$	2,000.26	\$	96,663.27
8/1/2020	\$	96,663.27	\$	3.31	\$	2,000.24	\$	94,666.34
9/1/2020	\$	94,666.34	\$	-	\$	3,013.67	\$	91,652.67
10/1/2020	\$	91,652.67	\$	-	\$	3,794.91	\$	87,857.76
11/1/2020	\$	87,857.76	\$	-	\$	2,732.78	\$	85,124.98
12/1/2020	\$	85,124.98	\$	-	\$	6,141.75	\$	78,983.23
1/1/2021	\$	78,983.23						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2020	\$ 27,115.57	\$ 68.22	\$ -	\$ 27,183.79
2/1/2020	\$ 27,183.79	\$ 317.82	\$ -	\$ 27,501.61
3/1/2020	\$ 27,501.61	\$ 10.08	\$ 714.72	\$ 26,796.97
4/1/2020	\$ 26,796.97	\$ 0.92	\$ -	\$ 26,797.89
5/1/2020	\$ 26,797.89	\$ 0.90	\$ -	\$ 26,798.79
6/1/2020	\$ 26,798.79	\$ 100.99	\$ 175.06	\$ 26,724.72
7/1/2020	\$ 26,724.72	\$ 85.91	\$ 150.65	\$ 26,659.98
8/1/2020	\$ 26,659.98	\$ 555.93	\$ 123.73	\$ 27,092.18
9/1/2020	\$ 27,092.18	\$ 450.00	\$ 196.97	\$ 27,345.21
10/1/2020	\$ 27,345.21	\$ 150.00	\$ 138.48	\$ 27,356.73
11/1/2020	\$ 27,356.73	\$ -	\$ 650.91	\$ 26,705.82
12/1/2020	\$ 26,705.82	\$ 2,375.00	\$ 3,474.75	\$ 25,606.07
1/1/2021	\$ 25,606.07			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet act	Ending
1/1/2020	\$ 1,898,769.18	\$ 103,601.93	\$ 293,441.49	\$ -	\$ 1,708,929.62
2/1/2020	\$ 1,708,929.62	\$ 53,435.07	\$ 281,425.36	\$ -	\$ 1,480,939.33
3/1/2020	\$ 1,480,939.33	\$ 67,275.50	\$ 305,261.58	\$ -	\$ 1,242,953.25
4/1/2020	\$ 1,242,953.25	\$ 121,997.27	\$ 385,654.22	\$ -	\$ 979,296.30
5/1/2020	\$ 979,296.30	\$ 102,871.70	\$ 296,483.62	\$ -	\$ 785,684.38

6/1/2020	\$	785,684.38	\$	50,609.35	\$	293,084.51	\$	-	\$	543,209.22
7/1/2020	\$	543,209.22	\$	929,274.54	\$	353,767.90	\$	-	\$	1,118,715.86
8/1/2020	\$	1,118,715.86	\$	943,774.81	\$	303,063.90	\$	-	\$	1,759,426.77
9/1/2020	\$	1,759,426.77	\$	160,588.72	\$	270,629.09	\$	-	\$	1,649,386.40
10/1/2020	\$	1,649,386.40	\$	1,131,579.16	\$	370,940.61	\$	-	\$	2,410,024.95
11/1/2020	\$	2,410,024.95	\$	111,630.26	\$	298,817.47	\$	-	\$	2,222,837.74
12/1/2020	\$	2,222,837.74	\$	102,576.99	\$	351,113.21	\$	-	\$	1,974,301.52
1/1/2021	\$	1,974,301.52								



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).



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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.



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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;



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- 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



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BOARD OF TRUSTEES REGULAR MEETINGS 2021/2022

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

The regular meeting of the Decatur Public Library Board of Trustees for 2021/2022 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 18, 2021

March 18, 2021

April 15, 2021

May 20, 2021

June 17, 2021

July 15, 2021

August 19, 2021

September 16, 2021

October 21, 2021

November 18, 2021

December 16, 2021

January 20, 2022