



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, February 16, 2023

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Sofia Xethalis
- II. **Consent Agenda (Approval of Agenda; Approval of January 19, 2023 Minutes) (Action)**
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian’s report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Dampitz, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Tuition Reimbursement (Discussion)
 - iii. Emergency Response Plan (Discussion)
 - iv. Ethics and Gifts Ban Policy (Action)
 - v. Diversity, Equity, Inclusion (Discussion)
 - vi. Other (Discussion)
 - B. **Finance and Properties Committee**—Jacobie Jones
 - i. Capital Needs (Discussion)
 - ii. Friends of the Library Relocation (Discussion)
 - iii. January Actuals (Discussion)
 - iv. Summary of Vendor Expenditures for 2022 and for January 2023 (Discussion)
 - v. January 2023 Check Register (Action)
 - vi. Increase in Security Officer Hours (Action)

vii. Other (Discussion)

C. Foundation—Rick Meyer

i. No Meeting

D. Friends of the Library – Rick Meyer

i. February 9 meeting

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

- A. Open Trustee Seats (Discussion)
- B. Strategic Planning Update (Discussion)
- C. Viewpoint Project (Discussion)
- D. Other

IX. New Business

- A. Proposal for Upgraded Radios (Action)
- B. Other (Discussion)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

January 19, 2023 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present:

Sofia Xethalis
Karl Coleman
Jeffrey Cancienne
Alana Banks - zoom
Jacobie Jones - zoom
Shelli Brunner

Absent:

Susan Avery

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

Guests: Jesse Blunt

Call to Order: Ms. Xethalis called the meeting to order at 4:33pm.

Consent Agenda (Approval of Agenda; Approval of December 7, 2022 Special Meeting Minutes, Approval of December 15, 2022 Regular Meeting Minutes) (Action) Ms.

Xethalis requested a motion to approve the consent agenda and move Jesse Blunt up to the top of the agenda, after Written Communication. Mr. Coleman made a motion to approve, seconded by Ms. Brunner. The motion was adopted.

Public comments: None

Written Communications from the Public: None

City Librarian's Report (Discussion) Mr. Meyer presented his monthly report.

Division Head Reports (Discussion) Ms. Damptz reported on a new logo for the 150th

anniversary in August of 2025. The logo will be used on all Library promotional items during 2025. The Foundation is being challenged to raise \$150,000 for this event.

Ms. Henkel reported on promoting teen use at the Library. Looking at hosting a queer author, who would like to do a writing workshop for teens.

Ms. Ziese reported that IHLS did 6 million transactions, which is up 1 million from last year. The clean-up of the patron database is finished. The DEI committee is meeting regularly.

Reports of Committees:

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

- a. Personnel Update (Discussion) No report.
- b. Emergency Succession Plan (Action) Mr. Meyer said this plan was recommended by the State. All in favor. Signatures were placed on the plan. Motion adopted.
- c. Extension of COVID Related Paid Leave (Action) All in favor of extending the policy for 6 months. The motion was adopted.
- d. Test Proctoring Policy (Action) All in favor. The motion was adopted.
- e. Diversity, Equity, Inclusion (Discussion) There will be an official DEI statement added to a newly created policy. Nicki Bonds contract will be finalized next week.

B. Finance and Properties Committee – Jecobie Jones

- a. Capital Needs (Discussion) The Library will ask the City to plant grass in the spring.
- b. Friends of the Library Relocation (Discussion) This will occur in May or June 2023, due to a problem with the supply chain.
- c. Resolution to Accept Shelving Bid (Action) There is a base bid with an alternate bid to include audio visual shelving. This bid is good until 1/20/2023. Wooden shelving will be given to the Friends of the Library if they want it for their new store. The Finance committee recommended that The Library sign off on both bids, which falls within the original budget. Ms. Xethalis requested a roll call vote Ms. Xethalis yes, Mr. Cancienne yes, Mr. Coleman yes, Ms. Brunner yes, Mr. Jones yes. All in favor. The motion was adopted.
- d. December Actuals (Discussion) Mr. Meyer reported on the December actuals. The budget allowed us to move \$600,000 into the capital fund.
- e. Summary of Vendor Expenditures for December 2022 (Discussion) Mr. Meyer reported on the balance of spending.

A. December 2022 Check Register (Action) Ms. Xethalis requested a roll call vote to approve the check register. Mr. Cancienne yes, Mr. Jones yes, Ms. Xethalis yes, Mr. Coleman yes, Ms. Brunner yes. The motion was adopted.

C. Foundation – Rick Meyer – No meeting.

D. Friends of the Library – January 12 meeting – Mr. Meyer reported the Friends seated some new members. They decided against having the Labor Day book sale in 2023. All of The Library funding requests were approved. Mr. Coleman will attend the February FOL meeting, and Ms. Xethalis will attend in March.

E. Illinois Heartland Library System – Mr. Meyer stated they are working on automation.

Old Business

- A. Open Trustee Seat (Discussion) There was a discussion held.
- B. 2023 Meeting Schedule, Finance & Property Committee (Action) Mr. Cancienne made a motion to approve the 2023 Finance Schedule, seconded by Mr. Coleman. All in favor. The motion was adopted.
- C. 2023 Meeting Schedule, Board of Trustees (Action) Ms. Xethalis said she will be unable to attend the March 16 meeting. Ms. Brunner made a motion to approve the 2023 Board of Trustee Schedule, seconded by Mr. Coleman. All in favor. The motion was adopted.
- D. Viewpoint Project (Discussion) Mr. Meyer is looking for an end-user speaker for the project.
- E. Security Officers (Discussion) The security officers have begun service.

New Business

- B. Presentation from Thinkwell Makerspace, Jesse Blunt (Discussion) Mr. Blunt discussed the Makerspace group and its formation. The space will be completed soon and ready to move in by the end of the month. The lease is with the City of Decatur. The idea is to connect hobbyist, artisans, creators and tinkerers to integrate and grow. The web page can be found here, Thinkwellmakerspace.com.
- C. Other (Discussion) The strategic planning steering committee is set and the first meeting is Friday, January 27th at noon via zoom. The Board is invited to attend.

Adjournment

Ms. Xethalis requested a motion to adjourn at 6:02pm. Ms. Brunner made a motion to adjourn, seconded by Mr. Coleman. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 1/19/23



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City Librarian's Report for January 2023

Administration

- On the 3rd I met with Argenta-Oreana director Donna Schaal to discuss the possibility of giving their library some of our old shelving. Ms. Schaal decided against.
- On the 4th I met with Jesse Blunt of Thinkwell Makerspace.
- On the 5th, Alissa Henkel and I met with producers of Viewpoint Project.
- On the 6th and every subsequent Friday we met with Library Strategies.
- On the 9th I met with a few of the Friends Board members to discuss online book sales.
- I held two staff meetings on the 10th.
- Also on the 10th I participated in a meeting of the Trustee Learning Portal grant project.
- On the 11th I met with Mary Garrison of Heritage who gave me a tour of the main facility downtown.
- On the 12th I met with the IHLS Board Nominating Committee.
- On the 19th I met with the ILA Awards Committee.
- On the 23rd I met with the Directors University Planning Committee.
- On the 26th I met in Springfield with the Illinois State Library Advisory Committee.
- Current Library Projects: Documentary Film, Strategic Planning, Shelving/Carpeting, Security.
- Current committees Boards outside of DPL: Illinois Library Association Executive Board, Illinois Heartland Library System Nominating Committee, Directors University Planning Committee, Illinois State Library Advisory Board, ILA Legislative Meetup Committee (as Legislative Recruiter), Liaison to ILA Awards Committee—Most were active in December.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 18 curbside pick-ups in December.
- 2020 magazines were put out for the public. All were taken by January 31.
- Jennifer Pride served on DEI Engagement Committee.

Technical Services

- **See statistical spreadsheet**
- Record clean-up is ongoing. We are focused on items with incorrect volume field info and splitting up serial records for items that circulate.
- Carol Ziese attended the SHARE annual membership meeting and the IHLS/SHARE working group meeting exploring automated materials handling for the hubs. Karen Williams and Carol attended the quarterly bibliographic standards committee meeting.

- Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.
- Karen Williams served on the DEI Engagement Committee.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Alissa Henkel is on vacation, she will give verbal report at Trustees meeting.

Systems Administration

- **See spreadsheet for statistical information.**
- Lobby display is mounted. PRS is creating the presentations.
- Matt Wilkerson developed a faster, more reliable way to view security cameras that doesn't involve the use of a web browser.
- The Omeka server now has the latest Ubuntu Linux (22.04) and Omeka (3.1) software.
- Waiting for Faronics to release a new version of Deep Freeze with bug fixes. We have installed the test release on a total of four computers. Reboot Restore software proved disappointing; too may computer rebuilds.
- Began gathering equipment for recycling. Mainly computers that are old and unrepairable.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- David Frahlman and Pat Riley put together their displays for February and March this month. David will be putting a Black History Month display on one of the large tables. Pat will put a display on Black churches in the cabinets outside the room, and a display on women in education in the room for Women's History Month (March).
- Emily Gillespie started her internship in the Local History Room this month. Emily is a Senior at Eisenhower High School, and comes to us through the DPS 61 InspiRED program. She is currently digitizing the Delta Sigma Theta Collection.
- Cinda Faris started adding the Macon County Community Environmental Council's (CEC) minutes to Omeka.
- Becky Dampz is almost finished processing the Macon County Citizens Opposing Capital Punishment (MCCOCP) Collection. This organization was instrumental in abolishing the death penalty in Illinois.
- The 150th Anniversary Committee met on January 26.

Respectfully Submitted,

Rick Meyer

City Librarian



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**AN ORDINANCE IMPLEMENTING THE PROVISIONS OF THE
STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE TRUSTEES OF THE DECATUR PUBLIC LIBRARY, AS FOLLOWS:

SECTION 1: The Trustees of the Decatur Public Library ("Library") hereby adopt the following as permanent Library policy:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Library, whether on a full- time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Decatur Public Library.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Library in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties

of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 25

PENALTIES

Section 25-1. Penalties.

(a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance may be prosecuted as a criminal offense by an attorney for the Library by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Library.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage and approval.

PASSED THIS ____ DAY OF _____, 20__ BY THE FOLLOWING VOTE:

Trustee	Aye	Nay	Abstain-Absent
Sofia Xethalis			
Karl Coleman			
Susan Avery			
Shelli Brunner			
Alana Banks			
Jacobie Jones			
Jeff Cancienne			

DPL FY 2023 Budget Report

Prepared: February 3, 2023

At the end of January 8% of the Year Has Passed

Revenue

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.5%	\$ -	0.0%	\$ - #DIV/0!
All Other	\$ 2,521,754		45.5%	\$ 209,442.39	8.3%	\$ 160,802.87 30.2%
Total Revenue	\$ 5,543,754			\$ 209,442.39	3.8%	\$ 160,802.87 30.2%

Expense

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
Personnel						
Payroll	\$ 1,782,442		\$ 134,589.52		\$ 120,385.81	11.8%
Benefits	\$ 929,958		\$ 62,643.74		\$ 79,632.58	-21.3%
	\$ 2,712,400		\$ 197,233.26		\$ 200,018.39	-1.4%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 10,566.84	4.3%	\$ 41,614.35	-74.6%
Per Capita	\$ 104,020		\$ 22,376.86	21.5%	\$ -	#DIV/0!
Lost/Damage	\$ 1,400		\$ 125.84	9.0%	\$ 39.00	223%
Total Materials	\$ 350,420		\$ 33,069.54	9.4%	\$ 41,653.35	-20.6%

Professional Services

Professional Services	\$ 102,000		\$ 2,468.79	2.4%	\$ 1,225.53	101.4%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 44.35	29.6%	\$ 11.17	297%
Total	\$ 102,650		\$ 2,513.14	2.7%	\$ 1,236.70	103.2%

Allocations

Administrative Fee	\$ 108,864		\$ 9,525.58	8.7%	\$ 9,072.00	5.0%
MIS	\$ 36,684		\$ 3,209.83	8.7%	\$ 3,057.00	5.0%
	\$ 145,548		\$ 12,735.42	8.7%	\$ 12,129.00	5.0%

Grants

Other grants	\$ 75,000	\$ 3,103.28	4.1%	\$ 1,317.19	135.6%	
	\$ 75,000	2.0%	\$ 3,103.28	4.1%	\$ 1,317.19	135.6%
Advertising	\$ 500	0.01%	\$ -	0.0%	\$ 100.00	-100%
Office Supplies/Maintenance						
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	
Postage	\$ 5,000	\$ 345.01	6.9%	\$ 321.40	7.3%	
Service to Office Equipment	\$ 27,000	\$ 855.45	3.2%	\$ 802.11	6.6%	
Telephone	\$ 27,000	\$ 645.19	2.4%	\$ 2,101.58	-69.3%	
Software	\$ 50,000	\$ 2,053.00	4.1%	\$ -	#DIV/0!	
Office Supplies	\$ 40,000	\$ 1,886.52	4.7%	\$ 920.24	105.0%	
Small Capital	\$ 45,000	\$ 526.76	1.2%	\$ -	#DIV/0!	
	\$ 194,000	5.1%	\$ 6,311.93	3.3%	\$ 4,145.33	52.3%
Staff Development						
Conferences/Training/Travel	\$ 20,000	\$ 874.00	4.4%	\$ -	#DIV/0!	
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!	
Membership	\$ 50,000	\$ 606.00	1.2%	\$ -	#DIV/0!	
	\$ 74,000	2.0%	\$ 1,480.00	2.0%	\$ -	#DIV/0!
Insurance						
Unemployment	\$ 1,056	\$ 92.42	8.8%	\$ 88.00	5.0%	
Risk Management	\$ 95,724	\$ 8,375.83	8.7%	\$ 7,977.00	5.0%	
	\$ 96,780	2.6%	\$ 8,468.25	8.8%	\$ 8,065.00	5.0%
Building Costs						
Transfer to Capital	\$ 600,000	\$ -		\$ -	#DIV/0!	
Rent	\$ 589,583	\$ 49,115.00	8.3%	\$ 49,115.00	0.0%	
Supplies	\$ 150	\$ -	0.0%	\$ -	#DIV/0!	
Maintenance	\$ -	\$ -	#DIV/0!	\$ 266.64	-100.0%	
Total Building	\$ 589,733	15.6%	\$ 49,115.00	\$ 49,381.64	-0.5%	
Total Operations/Services	\$ 1,628,631	43.0%	\$ 116,796.56	7.2%	\$ 118,028.21	-1.0%
Total Expenses	\$ 4,341,031		\$ 314,029.82	7.2%	\$ 318,046.60	-1.3%
Revenue Minus Expense	\$ 1,202,723		\$ (104,587.43)		\$ (157,243.73)	-33.5%
Operating fund						

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 209,442.39	\$ 314,029.82	\$ -	\$ 1,536,416.80
2/1/2023	\$ 1,536,416.80				
3/1/2023					
4/1/2023					
5/1/2023					
6/1/2023					
7/1/2023					
8/1/2023					
9/1/2023					
10/1/2023					
11/1/2023					
12/1/2023					
1/1/2024					

Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ -	\$ 141,479.60	\$ 993,509.11
2/1/2023	\$ 993,509.11			
3/1/2023				
4/1/2023				
5/1/2023				
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024				

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ -	\$ -	\$ 58,622.65
2/1/2023	\$ 58,622.65			
3/1/2023				
4/1/2023				
5/1/2023				
6/1/2023				
7/1/2023				

8/1/2023	
9/1/2023	
10/1/2023	
11/1/2023	
12/1/2023	
1/1/2024	

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 43,076.45	\$ -	\$ 722.35	\$ 42,354.10
2/1/2023	\$ 42,354.10			
3/1/2023				
4/1/2023				
5/1/2023				
6/1/2023				
7/1/2023				
8/1/2023				
9/1/2023				
10/1/2023				
11/1/2023				
12/1/2023				
1/1/2024	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 4,586.99	\$ 300.00	\$ 483.55	\$ 4,403.44
2/1/2023	\$ 4,403.44			\$ 4,403.44
3/1/2023				\$ -
4/1/2023				\$ -
5/1/2023				\$ -
6/1/2023				\$ -
7/1/2023				\$ -
8/1/2023				\$ -
9/1/2023				\$ -
10/1/2023				\$ -
11/1/2023				\$ -
12/1/2023				\$ -
1/1/2024				

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity Ending
1/1/2023	\$ 2,146,630.24	\$ 209,742.39	\$ 456,715.32	\$ - \$ 1,899,657.31
2/1/2023	\$ 1,899,657.31			
3/1/2023				
4/1/2023				

5/1/2023	
6/1/2023	
7/1/2023	
8/1/2023	
9/1/2023	
10/1/2023	
11/1/2023	
12/1/2023	
1/1/2024	

	Jan-22	Jan-23	Change from 2021	% of Total	2022 Total	Projected 2023 Total	Change from 2022	February 2021- January 2022	February 2022- January 2023	Change
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned	14,702	14,995	2.0%	66.0%	170,252	173,645	2.0%	164,070	170,545	4%
Number of Young Adult Materials Loaned	547	487	-11.0%	2.1%	7,092	6,314	-11.0%	7,493	7,032	-6%
Number of Children's Materials Loaned	5,022	7,231	44.0%	31.8%	83,461	120,173	44.0%	68,938	85,670	24%
Total Number of Materials Loaned	20,271	22,713	12.0%		260,805	300,132	15.1%	240,501	263,247	9%

	Jan-22	Jan-23	Change from 2021	% of Total	2022 Total	Projected 2023 Total	Change from 2022	February 2021- January 2022	February 2022- January 2023	Change
Circulation by Material Type										
Books Loaned--Physical	12,102	13,698	13.2%	60.3%	164,887	186,632	13.2%	152,465	166,483	9%
Videos/DVDs Loaned--Physical	3,115	3,863	24.0%	17.0%	40,110	49,742	24.0%	30,086	40,858	36%
Audios, Including Music Loaned--Physical	564	735	30.3%	3.2%	8,642	11,262	30.3%	8,492	8,813	4%
Magazines/Periodicals Loaned--Physical	249	279	12.0%	1.2%	3,164	3,545	12.0%	3,145	3,194	2%
Other Items Loaned--Physical	160	279	74.4%	1.2%	2,733	4,766	74.4%	1,679	2,852	70%
Use of Circulating Electronic Materials	4,081	3,859	-5.4%	17.0%	41,269	39,024	-5.4%	44,634	41,047	-8%
Total	20,271	22,713	12.0%		260,805	294,971	13.1%	240,501	263,247	9%

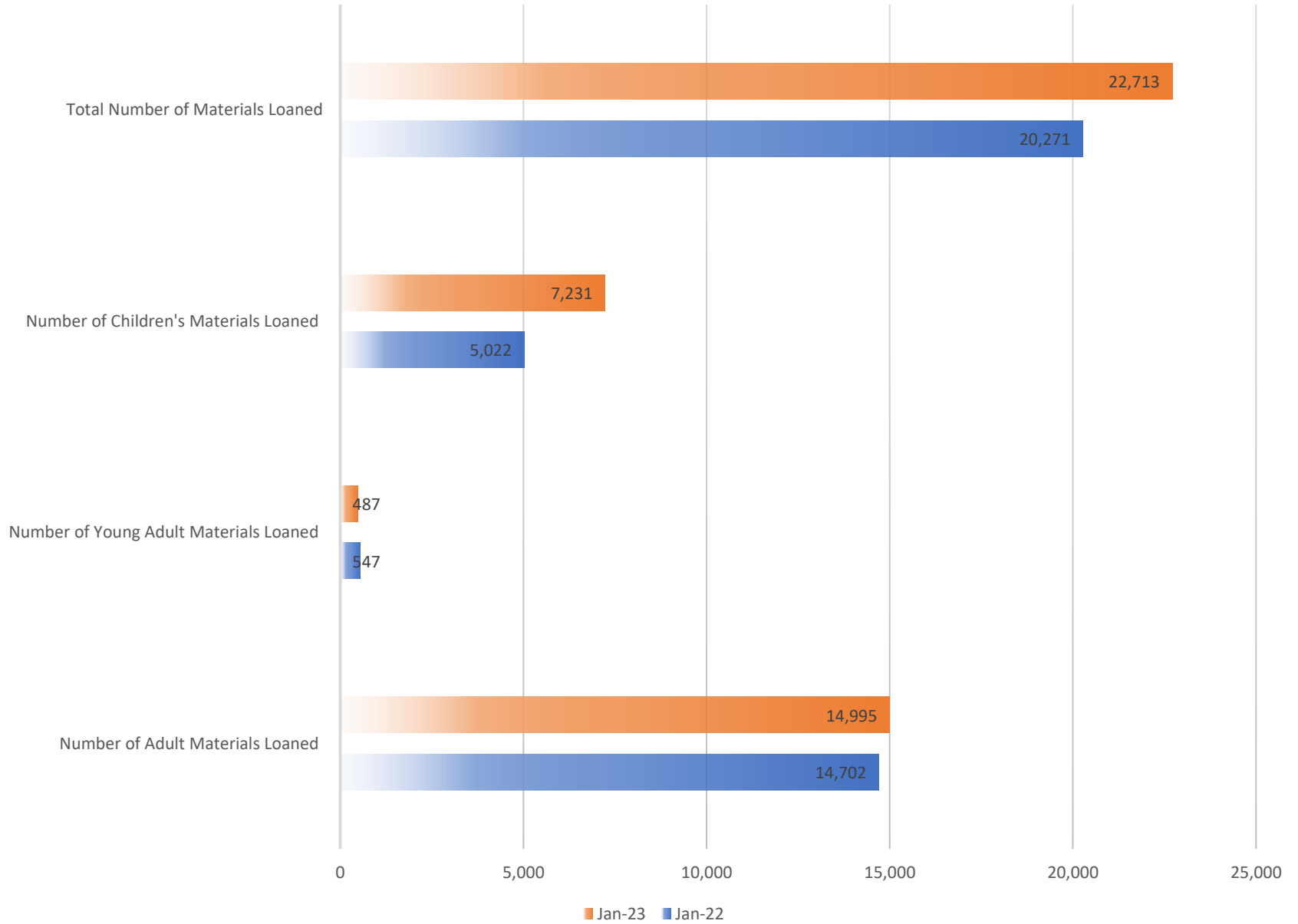
Successful Retrieval of Electronic Information	18,614	24,887	33.7%	52.3%	180,641	241,518	33.7%	129,610	186,914	44%
Electronic Content Use	22,695	28,746	26.7%	60.4%	221,910	280,542	26.4%	174,244	227,961	31%

	Jan-22	Jan-23	Change from 2021	% of Total	2022 Total	Projected 2023 Total	Change from 2022	February 2021- January 2022	February 2022- January 2023	Change
Total Collection Use	38,885	47,600	22.4%		441,446	536,489	21.5%	370,111	450,161	22%
Total Collection Use	38,885	47,600	22.4%		441,446	536,489	21.5%	370,111	450,161	22%

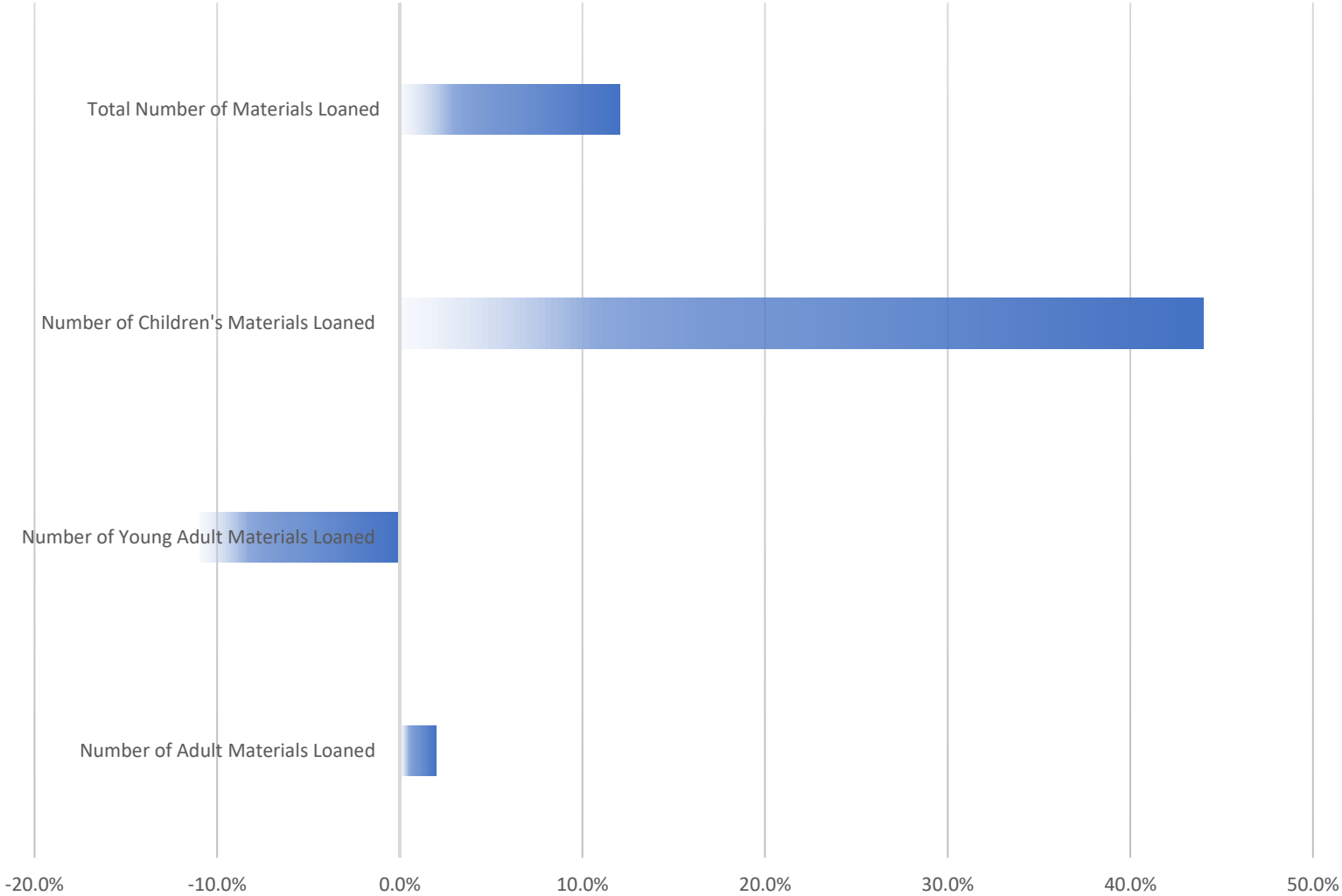
	Jan-22	Jan-23	Change from 2021	% of Total	2022 Total	Projected 2023 Total	Change from 2022	February 2021- January 2022	February 2022- January 2023	Change
Interlibrary Loans Provided To Other Libraries	3,840	3,563	-7.2%	56.4%	42,190	39,147	-7.2%	40,882	31,385	-23%
Interlibrary Loans Received FROM Other Libraries	2,355	2,758	17.1%	43.6%	30,177	35,341	17.1%	28,897	30,580	6%
Total ILL Transactions	6,195	6,321	2.0%		72,367	74,488	2.9%	69,779	61,965	-11%

	Jan-22	Jan-23	Change from 2021	2022 Total	Projected 2023 Total	Change from 2022	February 2021- January 2022	February 2022- January 2023	Change
New Patron Registrations	115	188	63.5%	2,041	3,337	63.5%	1,210	2,114	75%
# of Visitors (Security Gate)	9,421	10,142	7.7%	122,746	132,140	7.7%	101,834	123,467	21%
# Visitors Lobby Counter	10,181	12,261	20.4%	157,183	189,296	20.4%	118,380	159,263	35%
Local History # of visitors	35	39	11.4%	446	497	11.4%	643	450	-30%
Adult Programs Active	114	223	95.6%	2,419	4,732	95.6%	1,389	2,528	82%
Adult Programs Passive	81	0	-100.0%	2,067	0	-100.0%	2,679	1,986	-26%
Adult Programs Virtual Live	0	0	#DIV/0!	234	#DIV/0!	#DIV/0!	369	234	-37%
Adult Programs Virtual Recorded	0	0	#DIV/0!	165	#DIV/0!	#DIV/0!	1,564	165	-89%
YA Programs Active	0	0	#DIV/0!	47	#DIV/0!	#DIV/0!	0	47	#DIV/0!
YA Programs Passive	10	0	-100.0%	315	0	-100.0%	359	305	-15%
YA Virtual Live	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	26	678	2507.7%	7,117	185,589	2507.7%	906	7,769	758%
Children's Programs Passive	250	0	-100.0%	6,924	0	-100.0%	3,916	6,674	70%
Children's Virtual Live	93	156	67.7%	1,021	1,713	67.7%	555	1,084	95%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	186	0	-100%
Total Programs	574	1,057	84.1%	20,309	37,398	84.1%	11,923	20,792	74%
Public Sessions	1,673	1,616	-3.4%	19,780	19,106	-3.4%	20,065	19,723	-2%
Wireless Sessions	1,037	1,577	52.1%	13,962	21,232	52.1%	10,268	14,502	41%
Website Sessions	11,630	11,155	-4.1%	118,183	113,356	-4.1%	129,014	117,708	-9%
Unique Visits	6,386	6,493	1.7%	69,694	70,862	1.7%	74,342	69,801	-6%
Page Views	43,723	45,066	3.1%	458,445	472,527	3.1%	505,831	459,788	-9%
Self Checks	5,375	6,913	28.6%	81,114	104,324	28.6%	63,375	82,652	30%
Percentage of Self Checks	42%	45%	3.3%						
Assists Adult	2,542	1,999	-21.4%	28,110	22,105	-21.4%	31,340	27,567	-12%
Assists Children	981	775	-21.0%	11,301	8,928	-21.0%	12,739	11,095	-13%
Assists Local history	140	115	-17.9%	1,608	1,321	-17.9%	1,496	1,583	6%
IT help calls	116	91	-21.6%	1,163	912	-21.6%	1,493	1,138	-24%
Searches in Catalog	18,535	18,510	-0.1%	205,526	205,249	-0.1%	211,974	205,501	-3%
Number of Items processed	1,377	1,205	-12.5%	18,344	16,053	-12.5%	21,454	18,172	-15%
Number of Items Withdrawn from Collection	625	1,025	64.0%	10,083	16,536	64.0%	18,743	10,483	-44%
Number of mended items	162	181	11.7%	2,657	2,969	11.7%	3,459	2,676	-23%
Number of items ordered	865	494	-42.9%	7,654	4,371	-42.9%	8,722	7,283	-16%
Number of records added to database	1,215	1,024	-15.7%	15,686	13,220	-15.7%	17,995	15,495	-14%

JANUARY CIRCULATION BY AUDIENCE

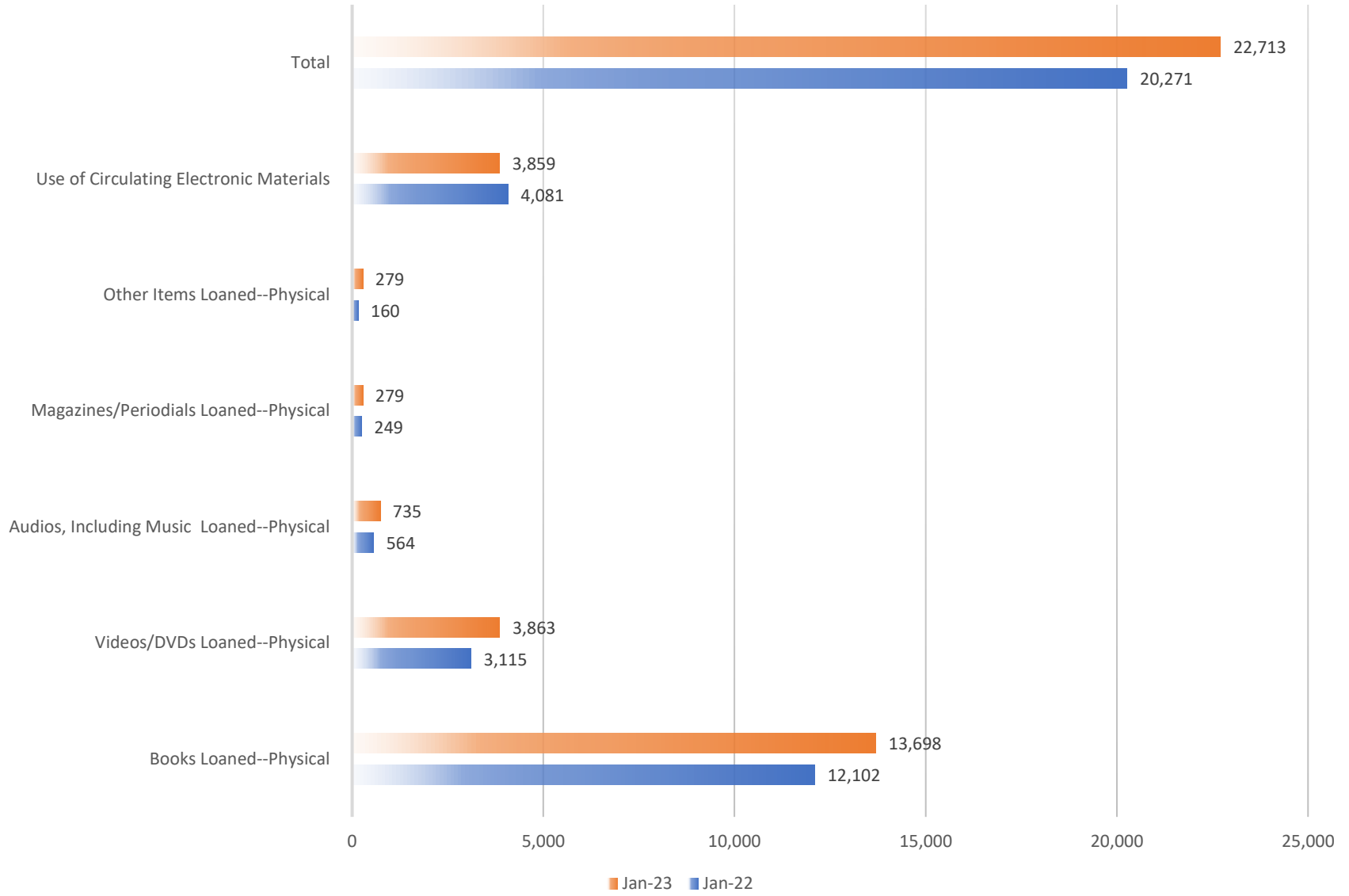


CHANGE FROM 2021

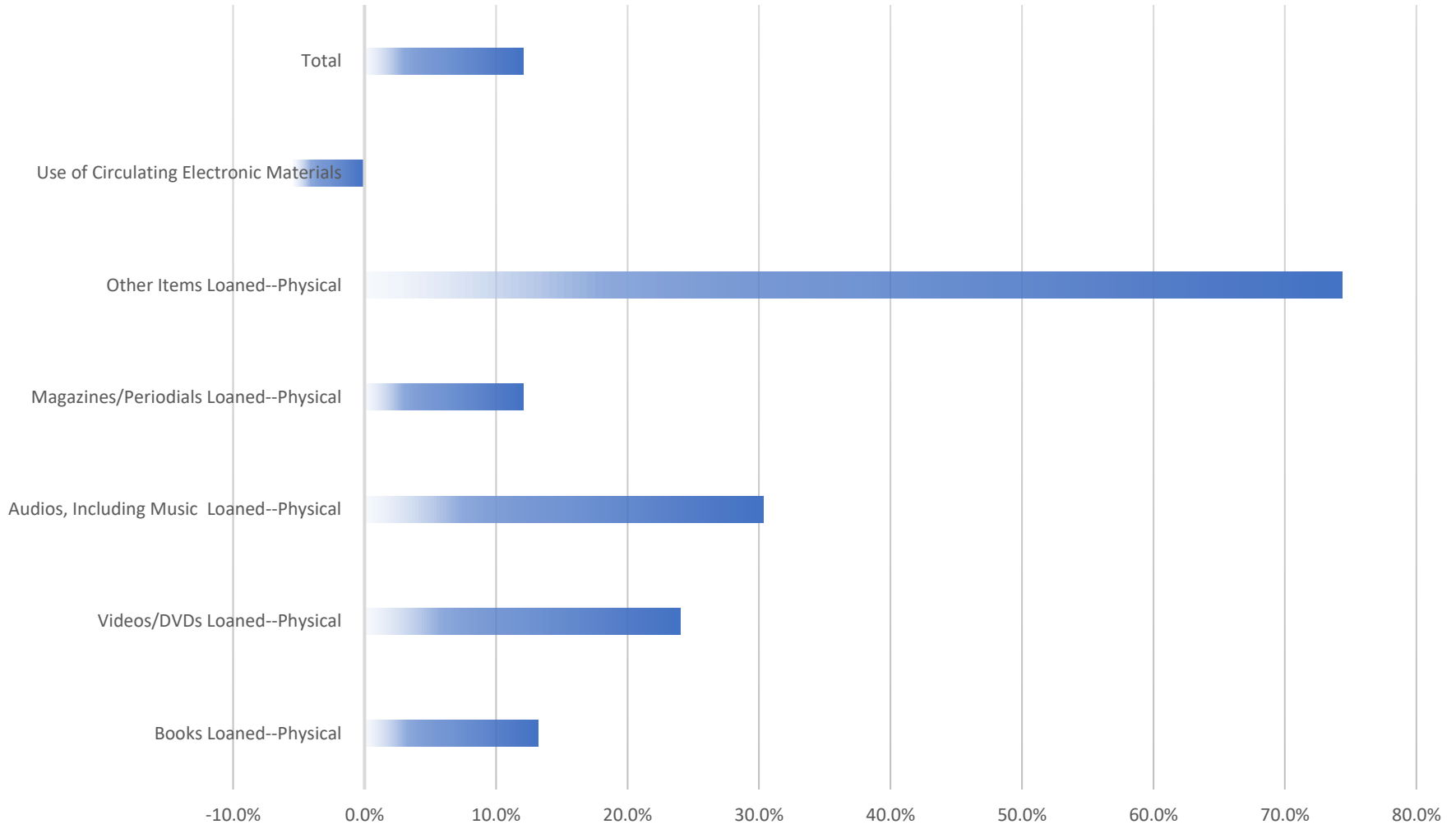


	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
■ Change from 2021	2.0%	-11.0%	44.0%	12.0%

JANUARY CIRCULATION BY MATERIAL TYPE

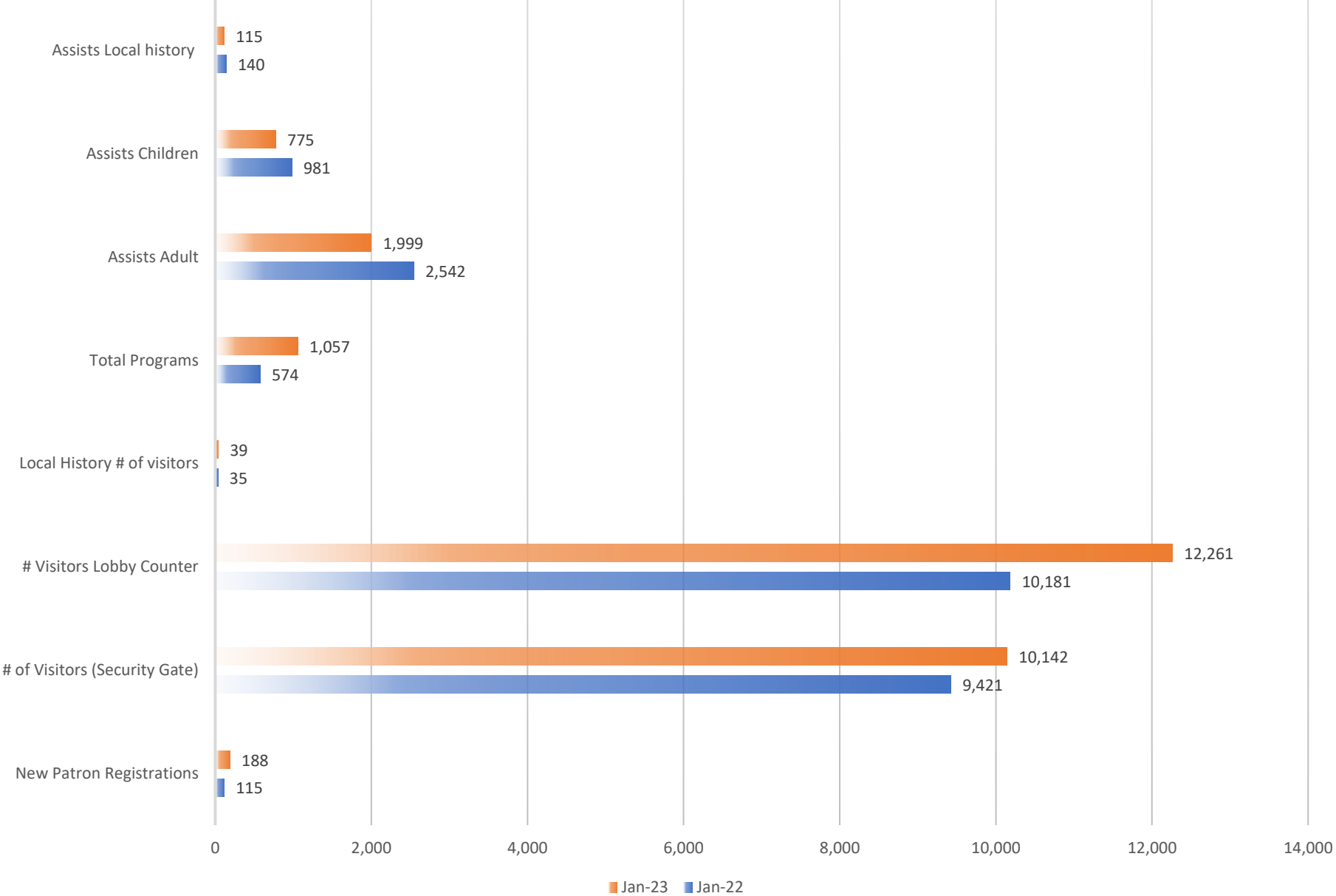


CHANGE FROM 2021



	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total
■ Change from 2021	13.2%	24.0%	30.3%	12.0%	74.4%	-5.4%	12.0%

OTHER JANUARY STATS



VENDOR NAME	AMOUNT
MIDWEST TAPE, LLC Total	\$9,572.61
GALE GROUP, INC. Total	\$9,252.73
EBSCO INDUSTRIES, INC Total	\$7,765.00
PROQUEST INFORMATION & LEARNING Total	\$2,951.33
CENTER POINT LARGE PRINT Total	\$2,890.80
TIMECLOCK PLUS, LLC Total	\$1,908.00
ERICKSON DAVIS, ATTORNEYS Total	\$1,470.00
JESSICA HILL CONSULTING LLC Total	\$1,413.65
ROSE DREW, INC Total	\$1,283.04
REGIONS/CREDIT CARD Total	\$1,103.95
SCHOLASTIC LIBRARY PUBLISHING Total	\$991.46
WATTS COPY SYSTEMS Total	\$855.45
GAYLORD BROS. Total	\$692.35
GE MONEY BANK/AMAZON Total	\$684.06
EDC EDUCATIONAL SVCS Total	\$483.55
PEERLESS NETWORK, INC Total	\$409.68
JONES & THOMAS Total	\$400.00
UNIQUE MANAGEMENT SERVICES Total	\$384.85
COMMERCIAL MAIL SERVICES Total	\$345.01
KANOPY Total	\$308.00
AMERICAN LIBRARY ASSOCIATION Total	\$306.00
ILLINOIS LIBRARY ASSOCIATION Total	\$300.00
CDW GOVERNMENT INC Total	\$283.90
DEMCO INC Total	\$280.80
HARGADON, STEVE Total	\$225.00
CCH Total	\$203.23
NICKI BOND Total	\$150.00
EYCHISON, KATIE Total	\$138.86
PAETEC Total	\$128.07
BARCLAY PUBLIC LIBRARY DISTRICT Total	\$110.84
VERIZON WIRELESS Total	\$107.44
SAM'S CLUB Total	\$80.21
STRIGLOS/HAINES & ESSICK Total	\$78.57
CONFIDENTIAL ON SITE PAPER SHREDDING Total	\$63.94
HERITAGE NETWORK OF DECATUR Total	\$30.00
VESPASIAN WARNER PUBLIC LIBRARY Total	\$15.00
GOVDEALS, INC. Total	\$7.50
Grand Total	\$47,674.88

VENDOR NAME	AMOUNT
MIDWEST TAPE, LLC Total	\$117,522.34
BAKER & TAYLOR CO Total	\$117,424.10
EBSCO INDUSTRIES, INC Total	\$95,793.47
IHLS-OCLC Total	\$52,895.16
DEETTA JONES AND ASSOCIATES LLC Total	\$48,000.00
JESSICA HILL CONSULTING LLC Total	\$29,984.02
PIONEER PRODUCTION SERVICES, LLC Total	\$29,400.00
REGIONS/CREDIT CARD Total	\$27,037.00
DELL INC. Total	\$24,627.45
AMAZON PAYMENTS Total	\$18,483.60
NEWSBANK, INC. Total	\$17,894.00
GALE GROUP, INC. Total	\$15,839.58
WATTS COPY SYSTEMS Total	\$15,428.85
BRIDGEALL LIBRARIES LIMITED Total	\$12,500.00
HR SOURCE Total	\$12,455.04
PRODUCT LLC Total	\$11,200.00
PATRON POINT, INC Total	\$8,500.00
PROQUEST INFORMATION & LEARNING Total	\$8,276.98
A TO Z DATABASE Total	\$8,034.00
VERIZON WIRELESS Total	\$7,329.99
UNIQUE MANAGEMENT SERVICES Total	\$7,149.26
WORLD ARCHIVES MIDCO, LLC Total	\$5,965.00
JONES & THOMAS Total	\$5,730.00
PEERLESS NETWORK, INC Total	\$5,090.07
LIBRARY IDEAS, LLC Total	\$4,579.52
WORLD BOOK, INC Total	\$4,566.98
HISTORICAL INFORMATION GATHERERS Total	\$4,460.00
COMMERCIAL MAIL SERVICES Total	\$4,416.42
KANOPY Total	\$4,353.00
ENVISIONWARE, INC Total	\$3,881.00
FINDAWAY Total	\$3,796.72
ERICKSON DAVIS, ATTORNEYS Total	\$3,720.00
PBC GURU Total	\$3,500.00
CDW GOVERNMENT INC Total	\$3,361.45
STACKMAP, LLC Total	\$3,168.00
TECHSOUP GLOBAL Total	\$3,123.00
BIBLIOTHECA, LLC Total	\$3,120.11
CENTER POINT LARGE PRINT Total	\$2,818.80
WORLD TRADE PRESS Total	\$2,800.00
NICKI BOND Total	\$2,550.00
NICHE ACADEMY LLC Total	\$2,400.00
HERALD & REVIEW Total	\$2,391.40
ZOOBEAN INC Total	\$2,295.00
RAILS Total	\$2,250.00
PAETEC Total	\$2,228.46
ICE WARP, INC. Total	\$2,048.06

VENDOR NAME	AMOUNT
MIDLAND PAPER COMPANY Total	\$1,916.00
SCHOLASTIC LIBRARY PUBLISHING Total	\$1,876.23
CALM.COM INC Total	\$1,776.00
GE MONEY BANK/AMAZON Total	\$1,710.52
ROSE DREW, INC Total	\$1,681.83
DEMCO INC Total	\$1,666.53
BAYSCAN TECHNOLOGIES Total	\$1,656.00
SCHOOL OUTFITTERS LLC Total	\$1,608.98
THICKSTAT, INC Total	\$1,575.00
DUNKER ELECTRIC SUPPLY,INC Total	\$1,560.00
GAYLORD BROS. Total	\$1,535.98
LIBRARICA LLC Total	\$1,519.95
ID LABEL Total	\$1,515.79
HAPPYORNOT AMERICAS, INC Total	\$1,188.00
SAM'S CLUB Total	\$1,098.21
ILLINOIS LIBRARY ASSOCIATION Total	\$1,095.06
HENKEL, ALISSA Total	\$1,068.74
E.L. PRUITT CO Total	\$988.00
DISPLAYS2GO Total	\$977.93
GIGGLES, INC Total	\$900.00
ADOBE, INC Total	\$839.76
STRIGLOS/HAINES & ESSICK Total	\$819.73
G. BRADLEY PUBLISHING INC Total	\$750.00
MH MEDIATE Total	\$750.00
TRUMP DIRECT Total	\$699.00
INFO USA MARKETING, INC Total	\$680.00
DYNAGRAPHICS Total	\$623.72
HARGADON, STEVE Total	\$588.00
EYCHISON, KATIE Total	\$584.83
POLK CITY DIRECTORIES Total	\$584.00
MAVERIK MARKETING Total	\$563.90
SCHOOL LIBRARY JOURNAL Total	\$507.45
BARRY G CLOYD Total	\$500.00
BRODART CO. Total	\$491.52
FRAZIER, ALIX Total	\$479.75
BOOKPAGE Total	\$390.00
SCOVILL MOBILE ZOO Total	\$355.00
AASLH Total	\$345.00
NATIONWIDE BACKGROUND SCREENING INC Total	\$340.00
OFFICEFURNITURE.COM LLC Total	\$339.00
VILLAGE OF FORSYTH Total	\$321.04
WALLENDER-DEDMAN PRINTING Total	\$310.00
BECK'S ENGRAVING & RUBBER STAMPS Total	\$307.04
BREWSTER, CONNIE K Total	\$300.00
MICHALSKI, BRIAN Total	\$300.00
MERDON, INC Total	\$285.00

VENDOR NAME	AMOUNT
AMERICAN LIBRARY ASSOCIATION Total	\$283.00
CHAMBER OF COMMERCE Total	\$275.00
SOCIETY OF AMERICAN ARCHIVISTS Total	\$250.00
MEYER, RICK Total	\$241.02
SLOAN'S CALZONES Total	\$224.91
BURDICK PLUMBING & HEATING CO INC Total	\$224.64
CHILDRENS MUSEUM OF ILLINOIS Total	\$224.00
WHITEHEAD, MICHELLE Total	\$223.28
ROCKFORD MAP PUBLISHERS, INC. Total	\$214.15
AFSCME COUNCIL 31 Total	\$210.00
MACON CONSERVATION DIST Total	\$210.00
DECATUR AREA CONVENTION AND Total	\$200.00
FORSYTH PUBLIC LIBRARY Total	\$199.74
ZIESE, CAROL Total	\$198.90
SEN SOURCE Total	\$198.00
CCH Total	\$197.39
CONFIDENTIAL ON SITE PAPER SHREDDING Total	\$192.86
TOLONO PUBLIC LIBRARY DISTRICT Total	\$159.95
FASTENAL INDUSTRIAL Total	\$157.05
DECATUR POLICE AUXILIARY UNIT Total	\$150.00
MT ZION DISTRICT LIBRARY Total	\$126.00
CINDY'S DELIGHT Total	\$120.00
VERMA, NUPUR Total	\$100.00
DECATUR TRIBUNE Total	\$90.00
THE GLASS HOUSE Total	\$79.63
THE ACADEMY OF CERTIFIED ARCHIVISTS Total	\$75.00
POWELL, SHAKERA Total	\$70.71
EFFINGHAM PUBLIC LIBRARY Total	\$64.94
MAHOMET PUBLIC LIBRARY Total	\$56.89
SMITH NIKITIN, KRISTIE Total	\$56.47
STRINGER, BETH E Total	\$56.00
MIDWEST ARCHIVES CONFERENCE Total	\$55.00
MISSISSIPPI VALLEY PUBLIC LIBRARY DIST Total	\$54.95
MOYER DISTRICT LIBRARY Total	\$54.00
LIBRARYWORKS, INC Total	\$49.00
REND LAKE COLLEGE Total	\$48.75
EFURNITUREMAX, LLC Total	\$45.60
BUSEY BANK Total	\$45.00
ATLAS LOCK INC Total	\$42.00
GLEN CARBON CENTENNIAL LIBRARY DISTRICT Total	\$39.99
JERSEYVILLE PUBLIC LIBRARY Total	\$39.92
SHELBYVILLE PUBLIC LIBRARY Total	\$37.95
VESPASIAN WARNER PUBLIC LIBRARY Total	\$36.00
NOKOMIS PUBLIC LIBRARY Total	\$30.98
CAHOKIA PUBLIC LIBRARY DISTRICT Total	\$30.00
HERITAGE NETWORK OF DECATUR Total	\$30.00

VENDOR NAME	AMOUNT
NATIONAL AUDUBON SOCIETY Total	\$30.00
ILLINOIS AUDUBON SOCIETY Total	\$25.00
BETHALTO PUBLIC LIBRARY Total	\$24.99
ALLERTON PUBLIC LIBRARY DISTRICT Total	\$24.98
MARION CARNEGIE LIBRARY Total	\$24.55
DANVILLE PUBLIC LIBRARY Total	\$22.00
SHAWNEE COMMUNITY COLLEGE Total	\$19.00
HAYNER PUBLIC LIBRARY DIST. Total	\$18.99
MILLER, DAVID Total	\$18.00
LAWRENCE PUBLIC LIBRARY DISTRICT Total	\$17.99
CHRISMAN PUBLIC LIBRARY Total	\$15.99
ARGENTA-OREANA PUBLIC LIBRARY DISTRICT Total	\$15.00
BISHOP, SUSAN Total	\$15.00
JOHNSTON CITY PUBLIC LIBRARY Total	\$15.00
CATLIN PUBLIC LIBRARY DISTRICT Total	\$12.00
CHARLESTON CARNEGIE PUBLIC LIBRARY Total	\$11.00
ONARGA COMMUNITY PUBLIC LIBRARY DISTRICT Total	\$10.00
REBECCA CAUDILL YOUNG READERS BOOK AWARD Total	\$10.00
TRI CITY PUBLIC LIBRARY DISTRICT Total	\$8.00
ST ELMO PUBLIC LIBRARY DISTRICT Total	\$7.48
Grand Total	\$822,469.96

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2023 to 1/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
151430	01/05/2023	COMMERCIAL MAIL SERVICES DEC 16-DEC31'22	152.95	POSTAGE
151451	01/05/2023	SAM'S CLUB ACCT 9064	80.21	BANKING SERVICE CHARGE
151486	01/12/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	181.88	OTHER LIBRARY GRANT EXI
151491	01/12/2023	EYTCHISON, KATIE REIMBURSEMENT FOR TREES ON TEES DECORATIC	138.86	OTHER LIBRARY GRANT EXI
151517	01/12/2023	NICKI BOND DEI CONSULTING SERVICES RENDERED 12/14/22	150.00	PROFESSIONAL SERVICES
151518	01/12/2023	PAETEC ACCT 633318933001 ACCT 633292627001	128.07	TELEPHONE
151520	01/12/2023	PEERLESS NETWORK, INC ACCT 1212890	409.68	TELEPHONE
151541	01/12/2023	VESPASIAN WARNER PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	15.00	LOST OR DAMAGED BOOKS
151559	01/19/2023	BARCLAY PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	110.84	LOST OR DAMAGED BOOKS
151571	01/19/2023	CCH 2022 US MASTER TAX GUIDE	203.23	BOOKS & PERIODICALS
151572	01/19/2023	CDW GOVERNMENT INC USB SMART CARD READER SMART BACK LCD	283.90	SMALL CAPITAL ITEMS
151579	01/19/2023	CONFIDENTIAL ON SITE PAPER SHREDDING ONSITE SHREDDING	63.94	PROFESSIONAL SERVICES
151591	01/19/2023	ERICKSON DAVIS, ATTORNEYS LEGAL SERVICES	1,470.00	PROFESSIONAL SERVICES
151593	01/19/2023	GALE GROUP, INC. LARGE PRINT STANDING ORDER	9,252.73	PER CAPITA GRANT EXPENSE
151596	01/19/2023	GE MONEY BANK/AMAZON SUPPLIES	684.06	OFFICE SUPPLIES
151600	01/19/2023	GOVDEALS, INC. SELLING FEES	7.50	MISCELLANEOUS INCOME
151601	01/19/2023	HARGADON, STEVE WEBINAR COACHING SKILLS FOR LIBRARY LEADER:	225.00	CONFERENCES & TRAVEL

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2023 to 1/31/2023

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
151655	01/19/2023	STRIGLOS/HAINES & ESSICK BRIGHT WHITE CARD STOCK	78.57	OFFICE SUPPLIES
151662	01/19/2023	UNIQUE MANAGEMENT SERVICES DEC'22 PLACEMENTS	384.85	PROFESSIONAL SERVICES
151666	01/19/2023	VERIZON WIRELESS TELEPHONE SERVICE	107.44	TELEPHONE
151673	01/19/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	855.45	SERV-OFFICE EQUIPMENT
151679	01/26/2023	AMERICAN LIBRARY ASSOCIATION 2023 MEMBERSHIP	306.00	MEMBERSHIP FEES
151690	01/26/2023	CENTER POINT LARGE PRINT STANDING ORDER LARGE PRINT BOOKS	2,890.80	PER CAPITA GRANT EXPENSE
151694	01/26/2023	COMMERCIAL MAIL SERVICES JAN 1 - JAN 15'23	192.06	POSTAGE
151707	01/26/2023	DEMCO INC OFFICE SUPPLIES AND PROGRAM MATERIALS	98.92	OFFICE SUPPLIES
151711	01/26/2023	EBSCO INDUSTRIES, INC OUTLOOK REFERENCE PERIODICAL SUBSCRIPTION DATABASE PACKAGE	7,765.00	BOOKS & PERIODICALS
151725	01/26/2023	ILLINOIS LIBRARY ASSOCIATION 2023/24 MEMBERSHIP	300.00	MEMBERSHIP FEES
151730	01/26/2023	JONES & THOMAS WEB SERVICES	400.00	PROFESSIONAL SERVICES
151732	01/26/2023	KANOPY LIBRARY STREAMING SERVICE	308.00	BOOKS & PERIODICALS
151748	01/26/2023	MIDWEST TAPE, LLC NOV'22 HOOPLA USAGE DEC'22 HOOPLA USAGE	9,572.61	BOOKS & PERIODICALS
151760	01/26/2023	PROQUEST INFORMATION & LEARNING FOLD3 LIBRARY EDITION	2,951.33	PER CAPITA GRANT EXPENSE
151765	01/26/2023	SCHOLASTIC LIBRARY PUBLISHING PRIZE BOOKS 2023 CHILDRENS WINTER READING P	991.46	OTHER LIBRARY GRANT EXPENSE
151766	01/26/2023	ROSE DREW, INC 6 DVD FULL SLEEVES 300 QTY	1,283.04	OFFICE SUPPLIES
151772	01/26/2023	TIMECLOCK PLUS, LLC SCHEDULEANYWHERE RENEWAL 2023	1,908.00	COMPUTER SOFTWARE

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 1/1/2023 to 1/31/2023

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23005133	01/19/2023	REGIONS/CREDIT CARD ACCT 3978	1,103.95	COMPUTER SOFTWARE
23005145	01/19/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,413.65	OTHER LIBRARY GRANT EXI
Total for: 35			46,468.98	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
151438	01/05/2023	EDC EDUCATIONAL SVCS 2022/ CHILDRENS BOOKS	483.55	BOOKS & PERIODICALS
151595	01/19/2023	GAYLORD BROS. 5 MIL ARCHIVAL ROLL	692.35	ARCHIVAL SUPPLIES
151723	01/26/2023	HERITAGE NETWORK OF DECATUR 2023 MEMBERSHIP	30.00	BOOK AND PERIODICALS
Total for: 59			1,205.90	
Total for All:			\$47,674.88	



Beck Tech Inc.
645 S. Franklin St.
Decatur, IL 62521
Phone: 217-428-7000
Fax:

QUOTATION

123001908

Bill To:

Decatur Public Library
130 N. Franklin Street
DECATUR, IL 62523

Ship To:

Decatur Public Library
130 N. Franklin Street
DECATUR, IL 62523

Contact: Matt Wilkerson

Contact #: 217-421-9753

Email: mwilkerson@decaturlibrary.org

Date: 02/02/2023	Customer Rep: Eric Smith/Glen Tiede	Terms: Payment Upon Receipt	
Qty	Description	Unit Price	Extended

DUE TO COVID 19 RESTRICTIONS: CAUSING SO MUCH MARKET VOLATILITY CERTAIN ELECTRONIC EQUIPMENT MAY HAVE



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 645 S. Franklin St.
 Decatur, IL 62521
 Phone: 217-428-7000
 Fax:

QUOTATION

123001908

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 DECATUR, IL 62523

Ship To:

Decatur Public Library
 130 N. Franklin Street
 DECATUR, IL 62523

Contact: Matt Wilkerson

Contact #: 217-421-9753

Email: mwilkerson@decaturlibrary.org

Date: 02/02/2023		Customer Rep: Eric Smith/Glen Tiede		Terms: Payment Upon Receipt	
Qty	Description	Unit Price	Extended		
34	Radio Programming	40.00	1,360.00		
2	Radio Code Plug Generation Talkgroup set up & button mapping set up Create 2 new code plugs (1 for XPR 3500e and 1 for XPR 3300e). This includes channel layout, button mapping, add feature sets.	250.00	500.00		
1	FCC License File FCC forms, Register for new UHF digital license/ coordination and construction notice. License is good for 10 years unless modifications need to be made in the future. Frequencies will be Dec Public Library's to use only.	900.00	900.00		
8	"2-Wire Surveillance Kit, Black"	52.38	419.04		
1	Shipping and Handling	125.00	125.00		



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Qty	Description	Unit Price	Extended		

Costs for Premium wages are not included in this proposal. Beck Tech's standard working hours are 8am to 5pm, Monday through Friday excluding holidays. Use of this quotation is based upon the understanding that Beck Tech, a Barbeck Company has necessarily assumed certain conditions in order to arrive at its best estimate for doing the work. In the event that actual conditions vary significantly from our assumptions made at the time of the quotation, then a fair adjustment to the price is expected.

Subtotal : \$31,854.04
Applicable taxes are not included

These include but are not limited to:

- Physical conditions significantly different that could not be determined from a reasonable inspection of the Worksite and/or information supplied by customer.
- Inability to start or have reasonable uninterrupted access for Beck Tech until work is completed.
- Reasonable prompt resolution of any questions that may arise in the course of the work, including necessary approvals by the customer or its agents.
- Terms are AS STATED ON THE INVOICE and late charges will be assessed for invoices paid outside of terms.

Thank you for the opportunity to offer this estimate. Please contact us at our main office if you have questions at 217-428-7000.

Signature: _____

PO Number: _____

Date: _____

MOTOTRBO™ XPR™ 3000e SERIES

YOU'RE MORE PRODUCTIVE, CONNECTED.

With this dynamic evolution of MOTOTRBO digital two-way radios, you're better connected, safer and more efficient. The XPR 3000e Series is designed for the everyday worker who needs effective communications. With systems support and loud, clear audio, these next-generation radios deliver cost-effective connectivity to your organization.

CONNECTED

The MOTOTRBO XPR 3000e Series is a family of DMR-standard digital radios that delivers operations-critical voice communications. Bluetooth® audio lets you talk without wires and integrated Wi-Fi® enables remote software updates, giving you complete control of your radio fleet. With support for basic trunking as well as legacy analog technology, you can keep your organization connected as it grows.

SAFE

The XPR 3000e Series is designed to enhanced safety in your organization, with the rapid response capability of instant push-to-talk communications. Even if a worker is unresponsive, you can remotely activate the radio to check status ensuring your worker is safe. Privacy options are available to protect your communications, and radios can be remotely disabled if they are misplaced. New HazLoc models are available for use in areas where flammable or explosive materials are present.

EFFICIENT

With new noise cancellation technology and improved clarity, the XPR 3000e Series delivers excellent audio quality to make your workplace communications clearly intelligible. The latest energy technology delivers up to 28.5 hours of battery life for 3-shift working, and the optional IMPRES Over-the-Air Battery Management tool helps you maximize battery lifetime. An improved receiver boosts range by up to 8%, allowing you to reach further than ever.



NEXT GENERATION FEATURES

- Integrated Wi-Fi®
- Over-the-air software updates
- Bluetooth® 4.0
- Enhanced audio quality
- Improved expandability
- Better battery life (up to 28.5 hours)
- Better range (up to 8%)
- Better waterproofing (IP67)
- HazLoc models available



GENERAL SPECIFICATIONS

	LIMITED KEYPAD (LKP) MODEL		NO KEYPAD (NKP) MODEL	
Model Number	XPR 3500e		XPR 3300e	
Band	VHF	UHF	VHF	UHF
Frequency	136-174 MHz	403-512 MHz	136-174 MHz	403-512 MHz
High Power Output	5 W	4 W	5 W	4 W
Low Power Output	1 W	1 W	1 W	1 W
Channel Spacing	12.5, 25* kHz			
Channel Capacity	128		16	
Dimensions (H x W x D), Radio + Standard Battery	4.8 x 2.2 x 1.4 in (122 x 56 x 36 mm)			
Weight, Radio + Standard Battery	10 oz (281 g)		9 oz (264 g)	
Dimensions (H x W x D), Radio + High Capacity Battery	4.8 x 2.2 x 1.7 in (122 x 56 x 42 mm)			
Weight, Radio + High Capacity Battery	11 oz (309 g)		10 oz (292 g)	
FCC Description	AZ489FT7069	AZ489FT7068	AZ489FT7069	AZ489FT7068
IC Description	109U-89FT7069	109U-89FT7068	109U-89FT7069	109U-89FT7068
Digital / Analog Battery Life ¹ , Standard 2100 mAh Battery	19.5 / 14.0	18.5 / 14.0	19.5 / 14.0	18.5 / 14.0
Digital / Analog Battery Life ¹ , High Capacity 3000 mAh Battery	28.5 / 21.0	27.5 / 21.0	28.5 / 21.0	27.5 / 21.0
Power Supply (Nominal)	7.5 V			



TRANSMITTER SPECIFICATIONS

4FSK Digital Modulation	12.5 kHz Data: 7K60F1D and 7K60FXD, 12.5 kHz Voice: 7K60F1E and 7K60FXE, Combination of 12.5 kHz Voice and Data: 7K60F1W
Digital Protocol	ETSI TS 102 361-1, -2, -3
Conducted/Radiated Emissions (TIA603D)	-36 dBm < 1GHz, -30 dBm > 1GHz
Adjacent Channel Power	60dB (12.5 kHz channel), 70dB (25* kHz channel)
Frequency Stability	± 0.5 ppm

RECEIVER SPECIFICATIONS

Analog Sensitivity (12dB SINAD)	0.16 uV
Digital Sensitivity (5% BER)	0.14 uV
Intermodulation (TIA603D)	70 dB
Adjacent Channel Selectivity, (TIA603A)-1T	60 dB (12.5 kHz channel), 70 dB (25* kHz channel)
Adjacent Channel Selectivity, (TIA603D)-2T	45 dB (12.5 kHz channel), 70 dB (25* kHz channel)
Spurious Rejection (TIA603D)	70 dB

BLUETOOTH SPECIFICATIONS¹

Version	4.0
Range	Class 2, 33 ft (10 m)
Supported Profiles	Bluetooth Headset Profile (HSP), Serial Port Profile (SPP), Motorola fast push-to-talk.
Simultaneous Connections	1 x audio accessory
Permanent Discoverable Mode	Optional

NOTES

1: Typical battery life, 5/5/90 profile at maximum transmitter power with Wi-Fi and applications disabled. Actual observed runtimes may vary.

2: Radio only. Specialized low-temperature battery required for operation below 14 °F (-10 °C)

3: Please check for availability of Bluetooth functionality.

Specifications subject to change without notice. All specifications shown are typical values.

*25 kHz channels not available in USA.

CONNECTION

- VHF Band, 5 W
- UHF Band, 4 W
- LKP Models: Mono screen, limited keypad, 128 channels
- NKP Models: No screen or keypad, 16 channels
- Analog and Digital
- Voice and text only
- Integrated Wi-Fi
- Bluetooth Audio³
- Canned Text Messaging
- Voice Announcement
- Home Channel Reminder

AUDIO

- Intelligent Audio
- IMPRES Audio
- SINC+ Noise Cancellation
- Acoustic Feedback Suppressor
- User-Selectable Audio Profiles
- Trill Enhancement
- Switch Speaker

CUSTOMIZATION

- Wide range of Accessories
- Slim GCAI Connector
- 4 Programmable Buttons (LKP)
- 2 Programmable Buttons (NKP)

AUDIO SPECIFICATIONS

Digital Vocoder Type	AMBE+2™
Audio Response	TIA603D
Rated Audio	0.5 W
Audio Distortion at Rated Audio	3%
Hum and Noise	-40 dB (12.5 kHz channel), -45 dB (25* kHz channel)
Conducted Spurious Emissions (TIA603D)	-57 dBm

WI-FI SPECIFICATIONS

Standards Supported	IEEE 802.11b, 802.11g, 802.11n
Security Protocol Supported	WPA, WPA-2, WEP
Maximum Number of SSIDs	64

ENVIRONMENTAL SPECIFICATIONS

Operating Temperature ²	-22 °F to +140 °F (-30 °C to +60 °C)
Storage Temperature	-40 °F to +185 °F (-40 °C to +85 °C)
Electrostatic Discharge	IEC 61000-4-2 Level 4
Dust and Water Intrusion	IEC 60529 - IP67, 3.3 ft (1m) for 30 mins
Packaging Test	MIL-STD 810D and E

HAZLOC CERTIFICATION

When properly equipped with Motorola UL-Approved battery, XPR 3000e Series radios are UL-Approved to TIA-4950 for use in Hazardous Locations, Division 1, Class I, II, III, Groups C,D,E, F, G; Division 2, Class 1, Groups A,B,C,D, T3C. Tamb = -25°C to +60 °C.

○ Optional

MANAGEMENT

- Radio Management
- Over-the-Air Programming
- Over-the-Air Software Update
- IMPRES Energy
- IMPRES Battery Management
- Over-the-Air Battery Management

SYSTEMS

- Dual Capacity Direct Mode
- Conventional
- IP Site Connect
- Capacity Plus Single/Multi Site

SAFETY

- Lone Worker
- Basic Privacy
- Enhanced Privacy
- Transmit Interrupt (Decode)
- Transmit Interrupt (Encode)
- Digital Emergency
- Emergency Search Tone
- Remote Monitor (Decode)
- Radio Disable / Enable (Decode)
- HazLoc certification
- Waterproof to IP67
- Rugged to MIL-STD 810

MILITARY STANDARDS

	MIL-STD 810C		MIL-STD 810D		MIL-STD 810E		MIL-STD 810F		MIL-STD 810G	
	METHOD	PROCEDURE	METHOD	PROCEDURE	METHOD	PROCEDURE	METHOD	PROCEDURE	METHOD	PROCEDURE
Low Pressure	500.1	I	500.2	II	500.3	II	500.4	II	500.5	II
High Temp	501.1	I, II	501.2	I/A1, II/A1	501.3	I/A1, II/A1	501.4	I/Hot, II/Hot	501.5	I/A1, II/A1
Low Temp	502.1	I	502.2	I/C3, II/C1	502.3	I/C3, II/C1	502.4	I/C3, II/C1	502.5	I/C3, II/C1
Temp Shock	503.1	I	503.2	I/A1/C3	503.3	A1/C3	503.4	I	503.5	I-C
Solar Radiation	505.1	II	505.2	I/Hot-Dry	505.3	I/Hot-Dry	505.4	I/Hot-Dry	505.5	I-A1
Rain	506.1	I, II	506.2	I, II	506.3	I, II	506.4	I, III	506.5	I, III
Humidity	507.1	II	507.2	II/Hot-Humid	507.3	II/Hot-Humid	507.4	-	507.5	II/Hot-Humid
Salt Fog	509.1	I	509.2	I	509.3	I	509.4	-	509.5	-
Dust	510.1	I, II	510.2	I, II	510.3	I, II	510.4	I, II	510.5	I, II
Vibration	514.2	VIII/F, W, XI	514.3	I/10, II/3	514.4	I/10, II/3	514.5	I/24, II/5	514.6	I/24, II/5
Shock	516.2	II	516.3	I, IV	516.4	I, IV	516.5	I, IV	516.6	I, IV

To get connected with MOTOTRBO, please contact your local Motorola representative or visit motorolasolutions.com/MOTOTRBO



Motorola Solutions, Inc. 500 West Monroe Street, Chicago, IL 60661 U.S.A. motorolasolutions.com

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