



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, February 15, 2024

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of December 13, 2023 Regular Meeting Minutes) (Action)**
- III. **Public comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. **No immediate response will be given by the Library Trustees or Library staff members.**
- IV. **Written Communications from the public**
- V. **City Librarian's report** –Rick Meyer (Discussion)
- VI. **Division Head reports**—Becky Damptz, Alissa Henkel, Carol Ziese
- VII. **Reports of committees**
  - A. **Personnel, Policy & Public Relations Committee**—Elizabeth Rivera
    - i. Management Personnel Handbook Revision (Action)
    - ii. Emergency Succession Plan (Action)
    - iii. Collection Development Policy (Action)
    - iv. Selection of Marketing Firm (Action)
    - v. DEI Committee (Discussion)
  - B. **Finance and Properties Committee**—Jacobie Jones
    - i. December 2023 & January 2024 Check Register & Vendor Report (Action)
    - ii. December 2023 & January 2024 Budget Actuals (Discussion)
    - iii. &
    - iv. Donation of Furniture (Action)
    - v. Security Costs (Action)
  - C. **Foundation**—Rick Meyer

- i. No meeting

**D. Friends of the Library – Rick Meyer**

- i. February 8 Meeting

**E. Illinois Heartland Library System—Rick Meyer**

- i. Proposed Fee Structure Update

**VIII. Old Business**

- A. Open Trustee Seats (Discussion)
- B. Other

**IX. New Business**

- A. Approval of Pre-Bid Furniture Selection (Action)
- B. Acquisition of Art (Action)
- C. 2024/25 Meeting Schedule (Action)
- D. Other (Discussion)

**X. Adjournment**

If you have questions please contact: Rick Meyer, City Librarian  
421-9713



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

December 13, 2023 Meeting Minutes

Decatur Public Library

4:30pm

#### **Location: Board Room**

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**Board President:** Karl Coleman **Board Members:** Sofia Xethalis, Alana Banks, Jacobie Jones, LaTonya Ricks, Emily West, Elizabeth Rivera

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#### **Present:**

Karl Coleman  
Sofia Xethalis  
Emily West  
Jacobie Jones

#### **Absent:**

LaTonya Ricks  
Elizabeth Rivera  
Alana Banks

**Staff:** Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services, Rebecca Dampitz, Head of Archives and Special Collections, Carol Ziese Head of Circulation and Technical Services

#### **Guests:**

**Call to Order:** Mr. Coleman called the meeting to order at 4:38pm.

**Consent Agenda (Approval of Agenda; Approval of November 16, 2023 Regular Meeting Minutes) (Action)** Mr. Coleman requested a motion to approved the consent agenda. No discussion. The agenda and minutes were approved by consent.

**Public comments:** None

**Written Communications from the Public:** Mr. Meyer has received news links via email without comments.

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

**Division Head Reports (Discussion)** Ms. Dampitz reported that the railroad map digitization is coming along nicely. Ms. Dampitz also attended a symposium regarding how to create a

disaster plan for the Local History collection. The Local History collection will be appraised. Ms. Henkel reported that the Children's librarian, Amanda Young, will be implanting a preschool yoga program. We have 155 kids signed up for 1,000 books before kindergarten. Tye Pemberton is presenting a computer lecture for patrons, and offering 1 on 1 computer support separately. We will be presenting the Human Library program in 2024. Ms. Ziese reported that circulation is up a little over 4 percent. Technical Services will be closing out the budget. We are running everything through Otto to catch things that are out of order, or not on file. It's an inventory process. Shelf reading is when you eyeball the shelves to make sure everything is in the proper order.

### Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Mr. Coleman
  - a. Selection of Marketing Firm (Discussion) There were 3 marketing candidates. Additional information will be presented at the next PPPR committee meeting.
- B. Finance and Properties Committee –Mr. Jones no meeting.
- C. Foundation – Mr. Meyer no meeting. Donations have been received.
- D. Friends of the Library – Mr. Meyer no report. Mr. Coleman plans to attend the meeting on 12/14/23.
- E. Illinois Heartland Library System – Mr. Meyer reported on the proposed fee structure. It looks like the increase will be about 17 percent. This still has to be voted on, likely next month.

### **Old Business**

- A. Open Trustee Seat (Discussion) Mr. Coleman sent a candidate a link for the open trustee seat. No additional discussion.

### **New Business**

- A. Approval of Check Register (Action) Mr. Jones made a motion to approve the check register, seconded by Ms. Xethalis. Mr. Coleman requested a roll call vote, Ms. Xethalis yes, Ms. West yes, Mr. Jones yes, Mr. Coleman yes. Motion was adopted.
- B. FY2023 Budget Actuals and Projection (Discussion) Mr. Meyer presented the budget detail.
- C. Resolution to Move Unexpended Funds to Reserve Fund (Action) Ms. Xethalis made a motion to move \$200,000.00 of unexpended funds to the Reserve Fund, Mr. Jones seconded the motion. Mr. Coleman requested a roll call vote. Ms. Xethalis yes, Ms. West yes, Mr. Jones yes, Mr. Coleman yes. The motion was adopted.
- D. Election of Vice President (Action) Mr. Coleman made a motion to accept Ms. Xethalis as the Vice President, seconded by Ms. West. All in favor. The motion was adopted.
- E. Appointment of PPPR Chair (Action) Mr. Coleman suggested to table this discussion.
- F. Acquisition of Art (Action) Mr. Meyer will inquire the cost of the painted photo of the Library. Ms. Xethalis made a motion to table the discussion, seconded by Ms. West. All in favor. The motion was adopted.

### **Adjournment**

Mr. Coleman made a motion to adjourn at 5:32pm., seconded by Ms. West. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
12/13/23



## DECATUR PUBLIC LIBRARY

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### City Librarian's Report for December 2023

#### Administration

- On the 4<sup>th</sup> we held an in-service day for all staff.
- On the 12<sup>th</sup> I held two all-staff meetings.
- On the 28<sup>th</sup> I submitted the Illinois Per Capita Grant application.
- I was out several days with vacation and holidays in December.

#### Circulation

- **Please see statistical spreadsheet/charts.**
- There were 14 curbside pick-ups in December.
- Non-fiction end caps applied.
- 2021 magazines withdrawn.
- Started the process to run all collections through materials sorter for inventorying and finding errors.
- Jennifer Pride served on DEI Committee.

#### Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Carol attended Share Executive Council meeting.
- TS started adding years to film franchise DVDs and the newly added Blu-rays.
- They continue to update juvenile series and juvenile biography call numbers.
- Our list of volume fields has gone from 735 to 376 this year. (Incorrect use of volume field leads to difficulty for patrons placing holds. Many records converted incorrectly when we adopted Polaris.)
- Karen Williams served on the DEI Committee.

#### Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Tye Pemberton is partnering with Macon-Piatt Regional Office of Education to offer Professional Development Hours for Teacher Workshop for the Auschwitz Experience in the Art of Prisoners.
- Amanda Young continues to work with the Friends, DAAC and Megan Schneiderjan to provide preschool art and yoga classes.
- Alix Frazier worked with Circulation to update the Deweys for the non-fiction shift.

- Alissa Henkel, Carol Ziese and Childrens staff worked with Kaitlin Glause from DPS61 to get an Institutional Card and 170 books for Dennis School's Displaced Middle Schoolers who had been without a library since the beginning of the school year.
- Sarah Yepsen translated the Copy/Print Page cost and Dewey Decimal System to Spanish for the Reference Desk. They are being kept behind the desk. They are given to Spanish-speaking patrons and then returned to the desk when they are finished.
- Jason Butterick is creating a "Breaking News" Display. A column display near newspapers where materials of those "making headlines," including recent notable deaths, will be regularly displayed within days of breaking news. There is a window of opportunity to engage patrons and materials when it is recently reported. He is hopeful that having an assigned display location where materials are periodically updated will build interest and circulation.
- Scott Wilson has assisted Tye with Technology Electronic Resources class. Scott created 2 displays and created the record set for Jess's display. Check out a Lonely 500.
- John Schirle requested the support of the Golden K Kiwanis in providing Giggles Cookies to Children's WRP participants.
- Susan Bishop reports that 189 kids are enrolled in 1000 Books Before Kindergarten. 347 rewards have been earned. 17,541 books have been read. The first child has reached 1,000 books.
- Shelley Whiteside shifted the Oversize Collection again. She's also still trying to find the right place for the oversized, but not quite oversized enough 700s. She's weeding some 100s and 200s Reference with Jason's permission. Shelley spent 3 hours selecting materials for home service patrons and made 3 home deliveries.
- Tye has been planning for the Auschwitz Experience in the Art of Prisoners for January 19.
- Alix was busy building and decorating the Book Tree. She also printed the Hanging Directional Signage and put it into their new holders.
- Jess Hill reports that 145 resources were taken from the community board. She's working with the Health Department to host a support group at the library for caregivers if the ALZ association does not regroup.
- Alissa and Susan spent most of the month preparing for the READiculous Between the Holidays.

## **Systems Administration**

- **See spreadsheet for statistical information.**
- Mozilla has replaced Edge on the Easy Search computers.
- Ordered and installed, with Dalton Bowles' assistance, two video people counters. One above the Circulation Gates, the other in Local History for a total of three.
- The Kid4 replacement mini-computer is now in place and testing.
- Posted 2024 timesheet to our intranet.
- There is now a camera looking at the southwest corner of the first floor. We now have 58 cameras, including City cameras in lease space.
- City picked up four pallets of computer hardware for recycling. The company will wipe the hard drives and send a list of serial numbers etc.
- Ongoing: Faronics released a partial fixed Deep Freeze version 8.71. Still experiencing computer lock ups. Chris sends requested information to Faronics.

- Ongoing: There is a problem with Patrons paying for a print and nothing prints. Chris is working with Cassie to resolve the issue.
- 17 pages were printed through the SPOT Global printing App. SGP stopped working on October 28, 2023 as we have not renewed our annual maintenance contract.
  
- **Archives and Special Collections**
- **Please see spreadsheet for statistics.**
- Becky Damptz interviewed a potential high school intern on December 15<sup>th</sup> from the InspirED program through DPS61.
- The ISHRAB interim grant report was sent to our grant mentor this month. The report included an update on the progress of the project, and how much money has been spent. The next report will be the final report in June.
- There was no 150<sup>th</sup> anniversary committee meeting this month due to the holiday. The next meeting will be January 25<sup>th</sup>.
- Leann Grossman and Sheri Keller continue to research businesses to add to the vertical file.

*Respectfully Submitted,*

*Rick Meyer*  
*City Librarian*



Circulation by Audience Physical & Electronic	Dec-22	Dec-23	Change from		2022 Total	2023 Total	Change from
			2022	% of Total			
Number of Adult Materials Loaned	12,852	13,989	8.8%	70.9%	170,252	177,618	4.3%
Number of Young Adult Materials Loaned	436	432	-0.9%	2.2%	7,092	7,316	3.2%
Number of Children's Materials Loaned	5,319	5,306	-0.2%	26.9%	83,461	83,939	0.6%
<b>Total Number of Materials Loaned</b>	<b>18,607</b>	<b>19,727</b>	<b>6.0%</b>		<b>260,805</b>	<b>268,873</b>	<b>3.1%</b>

Circulation by Material Type	Dec-22	Dec-23	Change from		2022 Total	2023 Total	Change from
			2022	% of Total			
Books Loaned--Physical	10,932	10,799	-1.2%	54.7%	164,887	165,521	0.4%
Videos/DVDs Loaned--Physical	3,330	3,241	-2.7%	16.4%	40,110	39,535	-1.4%
Audios, Including Music Loaned--Physical	799	803	0.5%	4.1%	8,642	9,775	13.1%
Magazines/Periodicals Loaned--Physical	230	210	-8.7%	1.1%	3,164	3,060	-3.3%
Other Items Loaned--Physical	54	32	-40.7%	0.2%	2,733	740	-72.9%
Use of Circulating Electronic Materials	3,262	4,642	42.3%	23.5%	41,269	50,242	21.7%
<b>Total</b>	<b>18,607</b>	<b>19,727</b>	<b>6.0%</b>		<b>260,805</b>	<b>268,873</b>	<b>3.1%</b>

**Succesful Retrieval of Electronic Information**      **14,375**    **17,612**    **22.5%**    **47.2%**    **180,641**    **233,907**    **29.5%**

**Electronic Content Use**      **17,637**    **22,254**    **26.2%**    **59.6%**    **221,910**    **284,149**    **28.0%**

Total Collection Use	Dec-22	Dec-23	Change from		2022 Total	2023 Total	Change from
			2022	% of Total			
<b>Total Collection Use</b>	<b>32,982</b>	<b>37,339</b>	<b>13.2%</b>		<b>441,446</b>	<b>502,780</b>	<b>13.9%</b>

Interlibrary Loans Provided To Other Libraries	Dec-22	Dec-23	Change from		2022 Total	2023 Total	Change from
			2022	% of Total			
	2,940	2,883	-1.9%	55.5%	42,190	41,045	-2.7%

Interlibrary Loans Received FROM Other Libraries	2,040	2,313	13.4%	44.5%	30,177	30,414	0.8%
<b>Total ILL Transactions</b>	<b>4,980</b>	<b>5,196</b>	<b>4.3%</b>		<b>72,367</b>	<b>71,459</b>	<b>-1.3%</b>
			<b>Change</b>				<b>Change from</b>
<b>Other Stats</b>	<b>Dec-22</b>	<b>Dec-23</b>	<b>2022</b>		<b>2022 Total</b>	<b>2023 Total</b>	<b>2022</b>
New Patron Registrations	96	132	37.5%		2,041	2,374	16.3%
# of Visitors (Security Gate)	9,129	10,060	10.2%		122,746	133,995	9.2%
# Visitors Lobby Counter	10,705	10,897	1.8%		157,183	159,146	1.2%
Local History # of visitors	26	49	88.5%		446	607	36.1%
Adult Programs Active	112	159	42.0%		2,419	3,751	55.1%
Adult Programs Passive	0	0	#DIV/0!		2,067	1,451	-29.8%
Adult Programs Virtual Live	107	14	-86.9%		234	722	208.5%
Adult Programs Virtual Recorded	58	29	-50.0%		165	723	338.2%
YA Programs Active	0	0	#DIV/0!		47	81	72.3%
YA Programs Passive	0	0	#DIV/0!		315	350	11.1%
YA Virtual Live	0	0	#DIV/0!		0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!		0	0	#DIV/0!
Children's Programs Active	972	788	-18.9%		7,117	9,926	39.5%
Children's Programs Passive	0	210	#DIV/0!		6,924	7,357	6.3%
Children's Virtual Live	127	100	-21.3%		1,021	1,227	20.2%
Children's Virtual Recorded	0	0	#DIV/0!		0	0	#DIV/0!
Total Programs	1,376	1,300	<b>-5.5%</b>		20,309	25,588	<b>26.0%</b>
Public Sessions	1,434	1,530	6.7%		19,780	20,380	3.0%
Wireless Sessions	1,321	1,095	-17.1%		13,962	13,555	-2.9%
Website Sessions	8,124	10,704	31.8%		118,183	129,620	9.7%
Unique Visits	5,020	6,637	32.2%		69,694	77,699	11.5%
Page Views	29,790	18,579	-37.6%		458,445	373,539	-18.5%
Self Checks	5,151	5,493	6.6%		81,114	84,526	4.2%
Percentage of Self Checks	0	0	4.6%			0	
Assists Adult	1,658	2,205	33.0%		28,110	33,661	19.7%
Assists Children	391	724	85.2%		11,301	12,682	12.2%
Assists Local history	86	72	-16.3%		1,608	1,284	-20.1%
IT help calls	72	114	58.3%		1,163	1,303	12.0%

Searches in Catalog	14,799	23,668	59.9%	205,526	286,435	39.4%
Number of Items processed	1,624	1,317	-18.9%	18,344	17,526	-4.5%
Number of Items Withdrawn from Collection	1,749	948	-45.8%	10,083	22,697	125.1%
Number of mended items	197	95	-51.8%	2,657	2,166	-18.5%
Number of items ordered	25	459	1736.0%	7,654	7,545	-1.4%
Number of records added to database	1,427	1,222	-14.4%	15,686	15,360	-2.1%



## DECATUR PUBLIC LIBRARY

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### City Librarian's Report for January 2024

#### Administration

- On the 9<sup>th</sup> I held two all-staff meetings.
- I completed the Illinois Public Library Annual Report.
- I completed the Board of Trustees Report to the Mayor.
- I completed the City Librarian's Annual Report to the Board of Trustees.
- On the 10<sup>th</sup> Alissa Henkel and I met with Tiffany Nash of Product Architecture.
- Alissa and I began working on an application for the Live and Learn Construction Grant through the State Library.
- I was out the week of the 22<sup>nd</sup> due to illness.

#### Circulation

- **Please see statistical spreadsheet/charts.**
- There were 11 curbside pick-ups in January.
- Remaining shelving for adult fiction and large print arrived at the end of the month. Large print materials were shifted onto new shelves.
- Lisa Tokarz, Janet Denton, and Carol Ziese met virtually with TBS for a demo of their point of sale system.
- A dedicated foreign language section is being created to house both fiction and nonfiction books. (Nonfiction foreign language books are currently interfiled with English language nonfiction books.)
- Jennifer Pride and Shakera Powell served on DEI Committee.

#### Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Carol attended Share Executive Council meeting.
- TS began planning for the new foreign language collection area. Decided on label formats and creating record sets of books to be moved.
- Karen Williams served on the DEI Committee.

#### Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- No Report

## **Systems Administration**

- **See spreadsheet for statistical information.**
- Illinois Treasurer office sent three new PAX A80 point of sale terminals for the Circulation desk. The old point of sale terminals were returned to the Illinois Treasurer office. Chris Nihiser corrected a network issue and they are all functioning now.
- Matt Wilkerson completed three separate internet speed tests for the Federal Broadband, Equity, Access, and Deployment (BEAD) program for the Secretary of States' office.
- Matt updated firmware on twelve Cisco network switches to latest version.
- Matt and Chris have started upgrading Windows 10 computers to Windows 11 where applicable.
- They are working on migrating our current mail server to a new server.
- BeckTech replaced two radio batteries and we also now have a spare.
- Ongoing: Faronics released a partial fixed Deep Freeze version 8.71. Still experiencing computer lock ups. Chris sends requested information to Faronics.
- On hold: There is a problem with Patrons paying for a print and nothing prints. Chris is working with Cassie to resolve the issue.

## • **Archives and Special Collections**

- **Please see spreadsheet for statistics.**
- Sheri Keller took over the Wednesday Facebook posts this month. Her posts have received a lot of traffic, more than ever before.
- Ed Walker and his staff appraised the Local History collection this month.
- Pat Riley put together a display on the women in the medical field in Decatur for Women's History Month. It will be up February to April.
- Leeann Grossman began adding last year's board minutes to Omeka this month.
- 150<sup>th</sup> Anniversary Committee:
  - Alix Frazier and Becky Damptz met with Jasmine from Live History to talk about their programs and cost.
- Millikin Homestead finished adding their newsletters to Omeka.
- Volunteers have started researching local churches to add to the vertical file. Peggy Bergen and Nola Wilkinson are working on this project.
- Harold Wilkinson and Nola are adding the new business folders to the vertical file and the inventory list.

*Respectfully Submitted,*

*Rick Meyer*  
*City Librarian*

**DECATUR PUBLIC LIBRARY MANAGEMENT  
STAFF PERSONNEL HANDBOOK**

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## **DISCLAIMER**

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## **I. INTRODUCTION**

This Handbook applies to all Library employees who are not members of the collective bargaining unit and subject to the terms and conditions of the Collective Bargaining Agreement effective May 1, 2017, or any replacement to such Agreement.

Each individual accepting employment on the management staff of the Library is required to read this Handbook and accepts the responsibility of abiding by the rules and regulations stated in this Handbook. No policy or employee handbook can answer every question or anticipate every situation. For that reason, the Library may reinterpret, change, supplement, or rescind any part of this Handbook or any of its other policies from time to time as it deems appropriate, with or without prior notice. This Handbook supersedes any earlier policy statements or protocols you may have seen or heard concerning the matters described in this Handbook. Nothing in this Handbook or in any of the Library's policies, practices, or representations to or about its employees who are not members of the collective bargaining unit is an express or implied contract.

This Handbook does not give any employee or potential employee a property or liberty interest in an employment position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, political affiliation, national origin, sex, age, handicap, sexual orientation, or other factor prohibited by law. The Library has an ongoing commitment to the creation of a workplace free of discrimination and harassment. Library recruits, hires, trains, and promotes individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era, or other eligible veteran. The Library is committed to being a fair and equitable workplace.

The Library may supplement its regular work force with temporary or substitute employees when necessary. Substitute and temporary employees are not eligible for paid absences, paid vacations, paid sick leave, paid holidays, participation in group insurance plans, paid personal days, merit increments, or participation in IMRF.

The Library requires that employees hired be either a U.S. citizen or authorized to be employed in the United States. The Library requires that employees provide appropriate documentation to establish both identity and authorization to work as set forth in applicable state and federal law and regulation.

## **II. TRAINING PERIOD**

There is a six-month training period for all employees following an employee's initial hiring or any subsequent promotion. To assure that new and promoted employees are aware of the expectations and functions of their job and to answer any questions the trainee employee may have, a formal evaluation will be made at the end of the training period by the trainee employee's supervisor. The training period shall be extended on a day for day basis during any periods of approved leaves of absence.

As to new hire employees, in the event that employment is terminated during the training period, any accrued benefits, leave time, etc., with the exception of vacation, will be lost. As to promoted employees, benefits earned by them in their previous position are maintained during this training

period.

### **III. HOURS OF WORK**

#### **A. Schedules:**

The Library will establish working hours as required by work load and the efficient management of personnel resources. A work week for full-time employees is defined as 40 hours. A workweek is defined as beginning on Monday at 12:01 a.m. and ending the following Sunday at 12:00 midnight. A pay period is two workweeks.

The head of each division normally arranges schedules. An individual employee's work day or work week may be so arranged as to provide for the proper functioning of the Library at such hours and times as may be deemed necessary.

#### **B. Work Shifts:**

Work shifts are set within each division and reflect the staffing needs of that particular division.

Meals and Rest Periods: For any employee working a shift longer than seven and one half (7 1/2) hours, a meal break of at least twenty (20) minutes in length will be provided during the first five (5) hours of the shift. Employees are not compensated for bona fide meal breaks. There is no meal period for employees working four hours or less.

Employees are normally permitted a fifteen (15) minute rest period during each four hours (4) on duty. Time allowed for meals or rest periods may not be accumulated for future use. It is also to be understood that the fifteen (15) minute rest period is not guaranteed if Library services will be affected.

#### **C. Breaks for Nursing Mothers.**

The Library complies with applicable federal and state laws regarding breaks for nursing mothers. Generally, unless otherwise provided by law, the Library will provide nursing mothers unpaid reasonable break time to express breast milk for a nursing child for one year after the child's birth and each time the employee needs to express milk. The nursing mother will be provided a place, other than a bathroom, that may be used to express breast milk and that is shielded from view and free from intrusion by coworkers and the public.

#### **D. Overtime:**

"Overtime" means the time spent in the actual performance of work which is in excess of 40 hours in any work week.

Hourly staff that meet the federal and state wage and hour laws necessary to be considered overtime eligible will be paid overtime. Hours worked up to forty (40) hours in any work week are computed and paid at the normal hourly rate. Hours worked above forty (40)

hours in any work week are computed and paid at one and one half (1 ½) times the normal hourly rate. All employees must receive prior approval from the City Librarian or his/her designee, before working in excess of forty (40) hours in any work week.

The overtime rate will not be paid to those employees in exempt positions.

E. Flexible Schedule:

With the approval of a Division Head, an employee may work a flexible schedule, provided that a flexible schedule will not interfere with normal Library operations. Employees working a flexible schedule may not work more than eleven (11) hours in any one (1) day.

F. Time Sheets:

Employees are required to accurately complete a time sheet indicating total daily hours worked and to complete it at the close of each workday. Employees shall submit their time sheets to the applicable Division Head biweekly. The Division Head shall verify the accuracy of each time sheet before it is submitted to run payroll. Failure of an Employee to submit a time sheet may result in a delayed paycheck.

**IV. SALARIES, JOB DESCRIPTIONS, PROMOTIONS, AND EVALUATIONS**

A. Pay Periods:

Salaries for all employees are calculated on a biweekly basis. Salaries are paid on the Friday following the end of the two-week period for which the pay has been earned. Salaries are paid through a direct deposit into an employee's account at an approved bank or credit institution.

B. Cost-of-living Adjustments:

Cost-of-living adjustments, if any, will generally be determined ~~in~~ by November of each year by the City Librarian with Board of Trustees approval, based in part on budgetary considerations. Salary adjustments will generally take effect on January 1 of each year. Salary adjustments, including cost of living adjustments, are in no way guaranteed or promised.

C. Job Descriptions:

Each position has a detailed job description that includes qualifications as well as information about duties and supervision. Job descriptions for all positions are appended to this policy.

D. Performance Evaluation:

All management employees will receive an annual performance evaluation, this evaluation will generally be scheduled in the November of the calendar year. The evaluation will

reflect performance since the last annual performance evaluation. The results of the evaluation will be one basis for determining merit increases above the cost of living adjustment, if any. Merit raises will generally take effect on January 1 of the calendar year following the evaluation, but Library may change the effective date in its sole discretion. Merit raises and decreases are discretionary.

**V. HOLIDAYS**

A. Days Observed:

The Library currently observes the following days as holidays: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year's Eve.

Annually the Library determines on which of the above days it will be closed. If the Library is not closed on an observed holiday, then employees required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the employee and his/her division. Part-time employees working a minimum of twenty (20) hours a week will be given four (4) hours off on another day if they are required to work on an authorized holiday.

When an authorized holiday falls on a Sunday, the following Monday shall be observed as the holiday. To be eligible for holiday pay, an employee must work his/her last scheduled work day before the holiday and his/her first scheduled work day after the holiday, or be on sick leave, bereavement leave, personal holiday leave, or vacation on the holiday.

B. Religious Holidays:

Religious holidays may be taken as annual vacation leave, bonus leave, leave without pay, or at the discretion of the Division Head or City Librarian, be scheduled as time off to be made up later.

C. Bonus Leave:

Full-time employees are entitled to sixteen (16) hours bonus leave per fiscal year. Part-time employees are entitled to eight (8) hours bonus leave per fiscal year. This leave may be taken in increments of one hour or more. All bonus leave must be approved in advance by the employee's immediate supervisor (except in an emergency situation), and is contingent upon adequate staffing.

New full-time employees who are employed between January 1 and June 30 are entitled to sixteen (16) hours of bonus leave that fiscal year; those employed between July 1 and December 31 receive eight (8) hours bonus leave for that fiscal year. New part-time employees who are employed between January 1 and June 30 are entitled to eight (8) hours of bonus leave that fiscal year; those employed between July 1 and December 31 receive four (4) hours of bonus leave for that fiscal year.

Bonus leave may accumulate up to a maximum of forty (40) hours and may carry over from one fiscal year to another.

## **VI. VACATION LEAVE**

Paid vacation leave is earned by all full-time employees and by part-time employees who work a minimum of twenty (20) hours per week. Vacation leave is governed by the following regulations:

### **A. Initial Eligibility:**

Initial eligibility of employees for paid vacation shall be attendant upon completion of six months of continuous employment.

### **B. Vacation Rates:**

Vacation leave is earned as follows:

For employees hired before January 21, 2016:

- Graduate (master degree) librarians – two hundred (200) hours of vacation leave each year.
- Other employees – eighty (80) hours of vacation leave each year during the first fourth years of employment. One hundred and twenty (120) hours of vacation leave each year during the 5<sup>th</sup> through 9<sup>th</sup> year of employment. One hundred and sixty (160) hours of vacation leave in the 10<sup>th</sup> through the 19<sup>th</sup> years of employment. Two hundred (200) hours of vacation leave each year during the 20<sup>th</sup> and subsequent years of employment.

For employees hired after January 21, 2016:

- (Year 1): After 6 months of continuous employment the Employee shall have forty (40) hours of vacation leave.
- (Years 2-4): Eighty (80) hours of vacation leave each year during the 2<sup>nd</sup> through the 4<sup>th</sup> year of employment.
- (Years 5-9): One hundred and twenty (120) hours of vacation leave each year during the 5<sup>th</sup> through 9<sup>th</sup> year of employment.
- (Year 10-19): One hundred and sixty (160) hours of vacation leave in the 10<sup>th</sup> through the 19<sup>th</sup> year of employment.
- (Years 20 and forward): Two hundred (200) hours of vacation leave each year during the 20<sup>th</sup> and subsequent years of employment.

For employees hired after January 1, 2024:

- (Year 1): The Employee shall have forty (40) hours of vacation leave.
- (2-4): Eighty (80) hours of vacation leave each year during the 2<sup>nd</sup> through the 4<sup>th</sup> year of employment.
- (Years 5-9): One hundred and twenty (120) hours of vacation leave each year during the 5<sup>th</sup> through 9<sup>th</sup> year of employment.
- (Year 10-19): One hundred and sixty (160) hours of vacation leave in the 10<sup>th</sup> through the 19<sup>th</sup> year of employment.
- (Years 20 and forward): Two hundred (200) hours of vacation leave each year during the 20<sup>th</sup> and subsequent years of employment.

Part-time employees working a minimum of twenty (20) hours a week will be credited with half (1/2) of the vacation hours enumerated above.

C. Vacation Leave Accrual:

Vacation time is credited annually to the employee at his/her anniversary date of employment, or hire date. Part-time employees earn one-half (1/2) of the vacation time earned by full-time staff.

D. Accumulation of Vacation Leave:

A maximum of forty (40) hours of vacation leave may be carried over from one anniversary year to the next. Any vacation leave in excess of forty (40) hours that is not used prior to the end of an anniversary year shall be lost. Notwithstanding the foregoing, written permission from the City Librarian is required to carry over more than forty (40) hours of vacation leave and employee must have had leave denied during the anniversary year from which the carryover is requested.

E. Holidays:

If a holiday observed by the Library falls within an employee's vacation leave period, that day off will be charged to holiday time rather than vacation time.

F. Scheduling of Vacations:

The scheduling of vacations is subject to the approval of the City Librarian, or their designee. Requests for vacation should be submitted as far in advance as possible and will be accommodated if practical and consistent with the good operation of the Library. Vacation leave may be scheduled in increments of one-half hour or more. If, during

vacation leave, an employee becomes ill or suffers the death of an immediate member of his/her family, the appropriate portion of the vacation leave may be changed to sick or bereavement leave.

G. Payment for Vacation Leave:

Employees will not be paid in lieu of vacation leave, except that terminating or retiring employees will be paid in lieu of accrued vacation leave and in the event of the death of an employee, said employee's estate will receive payment for accrued vacation leave earned. The maximum vacation leave payment would be the vacation leave accrued pursuant to this Article VII for the year of termination plus the forty (40) hours of carryover, if any.

H. Use of Vacation Leave prior to Termination.

An employee shall not be permitted to utilize vacation leave to extend their period of employment with the Library and must return to work after completion of vacation leave. If the Library believes, in its reasonable discretion, that an employee will not return to work after vacation leave, the employee's termination or retirement date will be the first day of the scheduled vacation leave. This shall not limit the amounts due to employee pursuant to Article VI (G) above. For illustration, if an employee, employed for three (3) years has accrued eighty (80) hours of vacation leave and announces that they will retire or terminate on February 1, 2021, said employee will not be able to continuously use their vacation leave from the period from January 18, 2021 to January 31, 2021 and instead would be treated as terminated or retiring on January 18, 2021 and would receive payment for the eighty (80) hours of accrued vacation leave, pursuant to Article VI (G) above. This shall not restrict an employee from intermittently using leave during that same period.

**VII. SICK LEAVE**

The purpose of sick leave is to provide protection for employees when they are ill, or an immediate member of the family is ill or any medical or dental appointment for the employee or family member. All full-time employees and all part-time employees who work a minimum of twenty (20) hours per week earn paid sick leave. Immediate member of the family is defined as employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. New employees will be credited with forty (40) hours of sick leave on their date of hire.

A. Rate for Employees:

Sick leave accrues at the rate of eight (8) hours per month to a maximum of 1,920 hours for full-time employees. Sick leave accrual for part-time employees is four (4) hours per month to a maximum of 1,920 hours. No sick leave accrues during unpaid leaves of absence.

B. Accumulation of Sick Leave:

Sick leave may be accumulated up to 1,920 hours. Upon retirement from the Library, an



employee shall be allowed to use accumulated sick leave days up to 1,920 hours for credit in the Illinois Municipal Retirement Fund so long as the Illinois Municipal Retirement Fund allows such accumulation for credit.

An employee who has accumulated 800 hours sick leave as of *January 1* of a given year shall be granted one additional personal holiday per fiscal year. At no time is any employee paid for accumulated sick leave time.

C. Use of Sick Leave:

Payment of sick leave will be contingent upon notification of illness or injury to the Administrative Office. An employee who is not going to report for work must notify the Administrative Office as early as possible prior to the beginning of a scheduled work shift. In addition, the employee is required to call his/her immediate supervisor within two (2) hours of the beginning of the scheduled shift.

If an employee exhausts his/her sick leave credits and is still unable to perform his/her duties, he/she may apply for Family Medical Leave. Additionally, library administration may solicit donation of sick time from other library staff.

The City Librarian may require verification in the form of medical documentation for any sick leave taken.

**VIII. SPECIAL LEAVES OF ABSENCE**

A. Bereavement:

Paid leave of absence will be granted in the event of a death in the employee's immediate family. This leave, dependent upon funeral arrangements and travel requirements, shall not exceed four days. For the purposes of this policy, immediate family for bereavement leave includes: spouse, children, spouse of children, parents of the employee or his spouse, brothers and sisters of the employee and of his spouse, grandchildren and grandparents of the employee, brother-in-law and sister-in-law of the employee, and anyone domiciled with the employee.

B. Jury Duty:

Employees who are called for jury duty shall be given time off from work to perform this duty. During absences for jury duty, employees will continue to be paid as if present and working, provided they return to work as scheduled when excused for the day by the court. Paid absence is contingent upon the employee providing a copy of the summons to the Executive Administrative Assistant. When an employee is required to serve under subpoena as a witness in a court proceeding, except when the subpoena is related to Library business, personal days, compensatory time, or vacation time must be used.

C. Military Service:

Leave without pay will be granted for military service in accordance with current Federal and Illinois laws.

D. Family Leave:

The Library will comply with the Family Medical Leave Act.

E. Weather Leaves/Building Emergency:

If the Library is closed due to severe weather or a building emergency, employees will be paid for the time they were scheduled to work during the period of closure. Closing the Library will be the decision of the City Librarian. If the City Librarian is unavailable, the named Deputy City Librarian will make the decision.

F. School Visitation Leave:

Unpaid leaves of absence will be granted as provided for under the Illinois School Visitation Rights Act to eligible employees, subject to employee providing appropriate notice and verification document to the Library after such leave within the time frames set forth in the Act.

G. Victim's Economic Security and Safety Act Leave:

Unpaid leaves of absence will be granted as provided in the Illinois Victim's Economic Security and Safety Act (VESSA) regarding leave for victims of domestic and sexual violence or family or household members (spouse, parent, child, or person residing in the same household) of a victim of domestic or sexual violence.

H. Civic Donation:

Employees may be given leave by the City Librarian to donate blood or to engage in comparable public health, civic, or charitable work during work hours, but no more than one request per month from the same employee will be honored.

**IX. INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS**

The Library shall provide its management employees such benefits as are provided from time to time to all other management employees as such benefits are from time to time in effect, except that the foregoing shall not obligate the Library to maintain or contribute to any such benefit. Benefit plans are regulated by the applicable plan documents and contracts and those plan documents and contracts, not this Handbook, govern all provisions and policies related to specific benefits. The Library presently participates in the following:

A. IMRF:

The Library participates in the Illinois Municipal Retirement Fund ("IMRF") program.

Coverage is compulsory for all employees who are hired for a position normally requiring performance of duty for 1000 hours or more per year. Contributions are withheld from each payroll.

B. ICMA Deferred Compensation:

Employees are eligible to participate in a deferred compensation plan administered by the International City Management Association (“ICMA”) Retirement Corporation. Under this plan, employees may defer a portion of their salary into a wide range of investment options. The Library makes no contribution to any employee's ICMA plan.

C. Group Insurance Plans:

The Library presently provides, through the City of Decatur, certain group insurance benefits and optional coverages for medical, dental, and vision to full-time employees and those others who qualify for such benefits under the terms of the applicable plan or state and federal laws.

Payment for Library group insurance benefits will be administered as follows:

1. Insurance premiums for which employees are responsible shall be deducted from their biweekly pays on an ongoing basis.
2. Individuals who remain employed by the Library, but for whom biweekly pay is insufficient to cover the portion of insurance premiums for which they are responsible, may continue to receive the benefits of the Library's group insurance programs for themselves and their dependents, provided the employee continues to pay the portions of those premiums due by the employee. Such individuals will also be responsible for continuing to pay the entire premiums to the Library for all optional benefits for which payroll deductions are regularly taken. These include optional life insurance (EOI), IMRF life insurance, and management add-on life insurance.
3. Individuals who are no longer employed by the Library will be treated as follows with regard to the administration of employee insurance benefits. Pursuant to contractual obligations agreed upon by the Library, employees who retire or who are placed on disability pensions may, in certain instances, retain the right to remain in the group health insurance program, provided the premiums for both employee and dependent coverage are paid in their entirety by the retirees or pensioners.
4. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Library's group medical plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death, a reduction in hours, leave of absence, divorce, legal separation, and a dependent child no longer meeting requirements. Under COBRA, the employee or beneficiary pays the full cost of

coverage at the Library's group rates plus an administration fee. The City of Decatur, on the Library's behalf, provides each eligible employee and qualified beneficiary with notice describing rights granted under COBRA when the employee becomes eligible for coverage under City's health insurance plans.

5. The Administration Office of the Library, will be responsible for notifying the Risk Management Division of the City of Decatur of all management employees who retire, take disability leave, or otherwise terminate employment with the Library, and of all cases where employees have insufficient pay to cover insurance deductions for given pay periods. The Risk Management Division is responsible for the general administration of the group insurance plan, and for insuring that the City of Decatur's Treasurer's Office properly bills individuals on a monthly basis for all owed premiums. The City Treasurer will deposit payments for such premiums in the Self-Insurance Fund, and will pay from this fund as statements are rendered.

D. Worker's Compensation:

In case of an on-the-job injury, illness or disability, the Library will pay the difference between such employee's regular salary or wages and any payment received by the employee from a public employee pension fund or under the provisions of worker's compensation or occupational disease laws, or either or both, for time lost from duty, for up to six (6) months.

E. Sexual Harassment:

The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. In accordance with this principle, the Decatur Public Library Board of Trustees has formally adopted a Workplace Discrimination, Harassment, Violence, & Retaliation Policy. Said policy is incorporated herein by reference.

F. Discipline, Suspension, and Dismissal:

1. Discharge or suspension of employees in the classified Civil Service shall be in accordance with the Civil Service laws of the State of Illinois and the rules and procedures established by the Civil Service Commission of the City of Decatur.
2. The Library practices progressive discipline. Progressive discipline is used to correct job performance deficiencies, minor misconduct and ongoing behavior problems. Progressive discipline is not used to deal with major misconduct, such as violations of law and other actions that jeopardize people or the Library. An employee may be disciplined by oral reprimand, a written reprimand, suspension, or discharge. The Library's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The goal of disciplinary action is to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory service in the future. Progressive discipline normally has four steps:

- a. First occurrence: Oral warning
- b. Second occurrence: Written reprimand
- c. Third occurrence: Suspension
- d. Fourth occurrence: Discharge

There may be circumstances when one or more steps are bypassed, and these steps may be used when an employee is having a series of unrelated problems.

Written reprimands and notices of suspension will be hand-delivered to the employee.

3. In cases involving serious misconduct, a major breach of policy, or violation of law, the progressive discipline procedures set forth above may be disregarded and the Library may take any action it deems necessary, including immediate termination of an employee.
4. Nothing in this in this Section G, alters the employment-at-will relationship in any way.

G. Nepotism:

Relatives of the Library Board of Trustees or City Librarian will not be employed by the Library, full or part-time. Such relatives are defined to be the spouse or children of the Trustee.

The Library may employ members of the same immediate family or the corresponding relationship by marriage but not where one would be in the position of supervising the other. Members of the same immediate family are defined as any of the following: spouse, parent, child, sister, brother, grandparent, grandchild, aunt, uncle, or cousin, or the corresponding relationship by marriage.

H. Tuition Reimbursement:

The Library will reimburse the cost of tuition and fees for courses (directly related to an employee's job, and may reimburse one-half of the tuition and fees cost for any course indirectly related) to an employee's job, up to \$1,000 per fiscal year for each full-time employee, and up to \$500 per fiscal year for each part-time employee, provided the course is completed successfully. The Library will annually determine the total amount of money to budget for tuition reimbursement and reimbursements will not exceed that amount.

In all cases a grade of "C" or higher will represent successful completion of the course.

There will be no reimbursement for books, supplies, or other expenses.

Reimbursement applies only to courses offered for college credit.

In order to receive tuition and fees reimbursement, the employee must submit to and have approved by the City Librarian a "Request for Tuition Reimbursement" form prior to the commencement of the course.

I. Personnel Files:

The Library shall maintain one official personnel file for each employee. Upon twenty-four (24) hours' notice, the employee and/or his/her authorized representative shall have the right to review his/her file during the Library's working hours. If the review occurs during the employee's working hours, it shall be limited to one hour. Upon request, the Library will reproduce one (1) copy of any material in the personnel file and the employee shall pay five (5) cents per page for such copying.

J. Service Recognition:

Service recognition will be paid annually to each permanent employee as of such employee's anniversary date. For full-time employees, service recognition pay shall be five dollars (\$5.00) for each year of service commencing with the completion of one year. Beginning on the 10<sup>th</sup> anniversary, the amount of service recognition for each year of service is ten dollars (\$10.00). Beginning on the 15<sup>th</sup> anniversary, the amount of service recognition for each year of service is twenty dollars (\$20.00). Beginning on the 20<sup>th</sup> anniversary, the amount of service recognition for each year of service is thirty dollars (\$30.00). Beginning on the 25<sup>th</sup> anniversary, the amount of service recognition for each year of service is fifty dollars (\$50.00). Permanent part-time employees will earn one-half of the amounts of service recognition listed above.

K. Exit Interview:

The City of Decatur Human Resources Division may conduct an exit interview for any Library employees leaving employment with the Library. The City Librarian may review results of the interview.

L. Employee Suggestions:

Employees are encouraged to submit suggestions on improvements in working conditions, terms of employment, library procedures, library regulations, library safety, and other areas of interest and/or concern to the City Librarian.

M. Expense Reimbursement.

Expenses incurred while on Library business shall be reimbursed if authorized in advance and approved by City Librarian. Expenses must be accounted for in a timely fashion on a designated expense report, presently Form 1010 and Form 1011, and along with the receipt

for the incurred expenses. Expense reimbursement is expressly subject to the Library's Continuing Education and Travel Policy, as amended from time to time. As more specifically set forth in said policy entertainment expenses will not be reimbursed.

**Approved by Board of Trustees 04/18/2019**

**Approved and Amended by Board of Trustees on 12/15/2022**

# **Decatur Public Library City Librarian Emergency Succession Plan**

## **Purpose**

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

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

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

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

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

- Alissa T. Henkel

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

## **Authority and Compensation of the Acting Executive Director**

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

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

## **Board Oversight**

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

## **Communications Plan**

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



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

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

### **Completion of Temporary Absence: Short Term**

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

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

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

### **Determination if an Interim City Librarian is needed**

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

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

Skills and experience an Interim Director needs:

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

**Completion of Temporary Absence: Long Term**

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

**Succession Plan in Event of Permanent Change in City Librarian**

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

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

**Acceptance of Emergency Succession Plan**

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

This plan should be revised as needed and be reviewed annually.

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

Board President: \_\_\_\_\_

Date: \_\_\_\_\_

City Librarian: \_\_\_\_\_

Date: \_\_\_\_\_

## **Information and Contact Inventory for Decatur Public Library**

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

### **Attorney**

- Name: Jordan Klein
- Contact:
- Phone Number: 217-428-0949
- Email: [jordan@kileyklein.com](mailto:jordan@kileyklein.com)



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### Collection Development Policy

#### **Purpose**

- The Collection Development Policy reflects the diverse needs of the Decatur community and the Library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- Decatur Public Library believes that collections are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and interests through this content.
- Through our collections we work to facilitate equitable experiences for engagement, education, and inspiration.

#### **Principles**

- The Library strives to achieve broad participation in its services, including the sustained use of materials. Decatur Public Library will regularly review the collection to ensure it reflects the diversity of needs, interests, perspectives and backgrounds in the community
- The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, or language will not be cause for automatic inclusion *or* exclusion. Each item will be selected on its individual merit and role in the collection. Decatur Public Library does not promote all of the ideas found in its collections or the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- The Library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the Library upholds the American Library Association's Library Bill of Rights position statement, including the Freedom to View and Freedom to Read.
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

#### **Responsibility for Selection**

Ultimate responsibility for selection rests with the City Librarian who operates within a framework of policies established by the Library Board of Trustees. The City Librarian delegates responsibility for collection development to the Heads of Programs, Resources and Services and Archives and Special Collections. Each Division Head delegates responsibility for selection and maintenance of specific areas of that department's collections to various staff members, operating within the guidelines provided by the Policy.

## **Scope**

The Library develops a meaningful, evidenced-based collection that is positioned to meet the needs and interests of the community. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); and less formal inputs via conversations with the community and professional insights in the course of community engagement. Tools include collection analysis software to monitor collections according to use.

## **Selection**

Material selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Collection analysis software
- Staff professional expertise
- Holdings by other libraries in the SHARE consortium
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The Library does not collect textbooks, academic, technical, or self-published materials not professionally reviewed, unless they are considered useful generally.

## **Formats**

A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The Library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria. We strive to be “format neutral”, defining physical and digital collections and content as materials to which we facilitate access for and with our community.

## **Special Collections**

Decatur Public Library maintains a large local history collection which operates under its own [Collection Policy](#).

## **Networks**

No library has the resources available to meet the needs of all users all the time. The Library promotes and facilitates resource sharing through interlibrary loan and reciprocal borrowing arrangements as a means to provide our users with access to a wider selection of materials than our collections alone can provide. The Library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for its patrons while minimizing duplication. Thus, the selection of materials for the Library's collection is influenced by the ability to readily borrow materials from other libraries that can support a limited demand from our Library's patrons.

## **Deselection**

Ongoing evaluation and review of Library materials is necessary to maintain a viable collection that meets the Library's needs and is of current interest to patrons. Physically deteriorated, duplicate, superseded and/or obsolete materials may be replaced or removed at the professional staff's discretion. Materials that have not circulated in more than 1 year may also be removed. Updated versions may be purchased when indicated. Staff may use collection analysis software to inform deselection decisions.

## **Gifts and Donations**

Decatur Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchased materials. The donor of gift materials does so with the understanding that the Library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. Decatur Public Library does not accept gifts of self-published materials. Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sales. Gifts to the Library cannot be returned to donor.

## **Reconsideration of Library Materials**

Any citizen may request that the Library reconsider materials that are part of the collection. If a citizen wishes to make a complaint they should do so by calling the library administration office or contacting the City Librarian at [citylibrarian@decaturlibrary.org](mailto:citylibrarian@decaturlibrary.org). The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month. The City Librarian will use the findings of the committee to assist his decision regarding the retention of the item. The complainant will be notified in writing of the City Librarian's decision. The City Librarian shall include information on any formal complaints, and his decision with regard to the challenged materials, in the monthly report to the Library Board.

## **Review of Policy**

This policy will be reviewed by the Board of Trustees biennially in accordance with Illinois statute ([75 ILCS 5/4-7.2](#))

**Approved by the Decatur Public Library Board of Trustees  
October 18, 2018**

**Amended by the Decatur Public Library Board of Trustees  
November 19, 2020**

**Reviewed by the Decatur Public Library Board of Trustees  
September 15, 2022**

**Reviewed by the Decatur Public Library Board of Trustees  
February 15, 2024**

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER  
For invoices from -- 12/1/2023 to 12/31/2023**

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
157495	12/07/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	49.43	OFFICE SUPPLIES
157510	12/07/2023	COMMERCIAL MAIL SERVICES NOV 15 - NOV 30'23	135.11	POSTAGE
157541	12/07/2023	GROSSMAN, LEEANN REIMBURSEMENT FOR CHRISTMAS PARTY SUPPLIE	25.53	OTHER LIBRARY GRANT EXI
157560	12/07/2023	LIBRARY IDEAS, LLC 6 VOX BOOKS 19 VOX BOOKS	1,084.92	BOOKS & PERIODICALS
157574	12/07/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	1,545.24	OFFICE SUPPLIES
157592	12/07/2023	NOVEL IDEAS GIFT CARDS 4 @ 25.00	100.00	OTHER LIBRARY GRANT EXI
157601	12/07/2023	ROCKFORD MAP PUBLISHERS, INC. 2024 DEWITT IL PLAT BOOK	74.70	PER CAPITA GRANT EXPENS
157604	12/07/2023	SAM'S CLUB ACCOUNT 9064	13.96	OFFICE SUPPLIES
157615	12/07/2023	STAUNTON PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	7.99	LOST OR DAMAGED BOOKS
157633	12/07/2023	ULINE BAG STAND/T-SHIRT BAGS	234.87	SMALL CAPITAL ITEMS
157644	12/07/2023	WHITEHEAD, MICHELLE REIMBURSEMENT FOR LIBRARY PURCHASES	122.66	CONFERENCES & TRAVEL
157664	12/14/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	195.25	OFFICE SUPPLIES
157670	12/14/2023	BREWSTER, CONNIE K PRESCHOOL HOLIDAY ART	125.00	OTHER LIBRARY GRANT EXI
157673	12/14/2023	CALM.COM INC CALM BUSINESS RENEWAL	2,122.57	COMPUTER SOFTWARE
157686	12/14/2023	DAMPTZ, REBECCA REIMBURSEMENT FOR VOLUNTEER CHRISTMAS PA	117.96	OTHER LIBRARY GRANT EXI
157748	12/14/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	6,347.90	OFFICE SUPPLIES
157757	12/14/2023	NICKI BOND CONSULTING SERVICES NOV'23	1,800.00	PROFESSIONAL SERVICES

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 12/1/2023 to 12/31/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
157764	12/14/2023	PEASE, CONNIE L YOGA FOR THE PEOPLE	210.00	OTHER LIBRARY GRANT EXI
157777	12/14/2023	SEN SOURCE LOCAL HISTORY/CIRC GATES MONTHLY DATA HOST	2,262.00	SMALL CAPITAL ITEMS
157793	12/14/2023	UNIQUE MANAGEMENT SERVICES NOV'23 PLACEMENTS	561.45	PROFESSIONAL SERVICES
157802	12/14/2023	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFFICE EQUIPMEN	965.57	SERV-OFFICE EQUIPMENT
157815	12/21/2023	AMAZON PAYMENTS CREDIT AGAINST INV 1FD9-FCP7-FLL4 BLANKET PO FOR SUPPLIES/BOOKS	1,623.93	OFFICE SUPPLIES
157820	12/21/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	7,094.78	OFFICE SUPPLIES
157834	12/21/2023	CDW GOVERNMENT INC OFFICE SUPPLIES	453.45	OFFICE SUPPLIES
157839	12/21/2023	COMMERCIAL MAIL SERVICES DEC 1 - DEC 15'23	166.90	POSTAGE
157849	12/21/2023	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	2,341.12	SECURITY
157863	12/21/2023	EBSCO INDUSTRIES, INC 2024 NOVELIST BOOKCHAT 2024 EBESCO DATABASE PKG	9,452.00	BOOKS & PERIODICALS
157893	12/21/2023	JONES & THOMAS WEB SERVICES	420.00	PROFESSIONAL SERVICES
157910	12/21/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	331.25	PER CAPITA GRANT EXPENSE
157921	12/21/2023	PAETEC ACCT 633318933001 ACCT 633292627001	129.65	TELEPHONE
157925	12/21/2023	PEERLESS NETWORK, INC ACCT 1212890	336.25	TELEPHONE
157970	12/21/2023	VERIZON WIRELESS ACCT 980380645-00001	107.66	TELEPHONE
157973	12/21/2023	WALKER, EDWIN DOCUMENT, PHOTOGRAPH AND APPRAISE LHR	3,500.00	PROFESSIONAL SERVICES



**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 12/1/2023 to 12/31/2023

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
157977	12/21/2023	WHITESIDE, SHELLEY REIMBURSE KROGER PURCHASE FOR CHRISTMAS I	125.54	OTHER LIBRARY GRANT EXI
157990	12/28/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	2,266.13	OFFICE SUPPLIES
158018	12/28/2023	DECATUR PARK DISTRICT TREES ON TEES SPONSORSHIP	250.00	OTHER LIBRARY GRANT EXI
158025	12/28/2023	EBSCO INDUSTRIES, INC 2024 DATABASE PKG RENEWAL	29,655.00	BOOKS & PERIODICALS
158028	12/28/2023	EYTCHISON, KATIE REIMBURSEMENT FOR TREES ON TEES 2023 REIMBURSEMENT FOR KRAFTY THINGS SUPPLIES	294.43	OTHER LIBRARY GRANT EXI
158033	12/28/2023	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	16.95	LOST OR DAMAGED BOOKS
158038	12/28/2023	GLEN CARBON CENTENNIAL LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	16.99	LOST OR DAMAGED BOOKS
158053	12/28/2023	KANOPY LIBRARY STREAMING SERVICE	436.00	BOOKS & PERIODICALS
158056	12/28/2023	KILEY KLEIN, LTD LEGAL SERVICES	445.50	PROFESSIONAL SERVICES
158075	12/28/2023	MIDWEST TAPE, LLC LIBRARY AV AND STREAMING SERVICES	14,799.09	OFFICE SUPPLIES
158095	12/28/2023	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	BOOKS & PERIODICALS
158123	12/28/2023	TOLONO PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	50.00	LOST OR DAMAGED BOOKS
23005615	12/06/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	894.35	OTHER LIBRARY GRANT EXI
23005624	12/14/2023	REGIONS/CREDIT CARD ACCT 5562	1,146.19	OFFICE SUPPLIES
23005663	12/21/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	1,384.80	OTHER LIBRARY GRANT EXI
23005665	12/28/2023	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONTRACTOR	577.00	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>96,709.07</b>	

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 12/1/2023 to 12/31/2023

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
157495	12/07/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	221.76	BOOKS & PERIODICALS
157664	12/14/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	655.45	BOOKS & PERIODICALS
157820	12/21/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	3,318.83	BOOKS & PERIODICALS
157990	12/28/2023	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2023	443.94	BOOKS & PERIODICALS
158095	12/28/2023	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	BOOK AND PERIODICALS
			<hr/>	
			<b>Total for: 59</b>	<b>4,931.98</b>
			<hr/>	
			<b>Total for All:</b>	<b>\$101,641.05</b>

<b>VENDOR NAME</b>	<b>AMOUNT</b>
AMAZON PAYMENTS Total	\$1,623.93
BAKER & TAYLOR CO Total	\$14,245.57
BREWSTER, CONNIE K Total	\$125.00
CALM.COM INC Total	\$2,122.57
CDW GOVERNMENT INC Total	\$453.45
COMMERCIAL MAIL SERVICES Total	\$302.01
DAMPTZ, REBECCA Total	\$117.96
DECATUR CIVIC CENTER AUTHORITY Total	\$2,341.12
DECATUR PARK DISTRICT Total	\$250.00
EBSCO INDUSTRIES, INC Total	\$39,107.00
EYCHISON, KATIE Total	\$294.43
FORSYTH PUBLIC LIBRARY Total	\$16.95
GLEN CARBON CENTENNIAL LIBRARY DISTRICT Total	\$16.99
GROSSMAN, LEEANN Total	\$25.53
JESSICA HILL CONSULTING LLC Total	\$2,856.15
JONES & THOMAS Total	\$420.00
KANOPY Total	\$436.00
KILEY KLEIN, LTD Total	\$445.50
LIBRARY IDEAS, LLC Total	\$1,084.92
MIDWEST TAPE, LLC Total	\$23,023.48
NICKI BOND Total	\$1,800.00
NOVEL IDEAS Total	\$100.00
PAETEC Total	\$129.65
PEASE, CONNIE L Total	\$210.00
PEERLESS NETWORK, INC Total	\$336.25
POLK CITY DIRECTORIES Total	\$584.00
REGIONS/CREDIT CARD Total	\$1,146.19
ROCKFORD MAP PUBLISHERS, INC. Total	\$74.70
SAM'S CLUB Total	\$13.96
SEN SOURCE Total	\$2,262.00
STAUNTON PUBLIC LIBRARY Total	\$7.99
TOLONO PUBLIC LIBRARY DISTRICT Total	\$50.00
ULINE Total	\$234.87
UNIQUE MANAGEMENT SERVICES Total	\$561.45
VERIZON WIRELESS Total	\$107.66
WALKER, EDWIN Total	\$3,500.00
WATTS COPY SYSTEMS Total	\$965.57
WHITEHEAD, MICHELLE Total	\$122.66
WHITESIDE, SHELLEY Total	\$125.54
<b>Grand Total</b>	<b>\$101,641.05</b>

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2024 to 1/31/2024

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
158150	01/04/2024	COMMERCIAL MAIL SERVICES DEC 16 - DEC 31'23	84.38	POSTAGE
158207	01/11/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,243.50	SECURITY
158250	01/11/2024	NICKI BOND DEC 7 - DEC 27-23	1,950.00	PROFESSIONAL SERVICES
158254	01/11/2024	PAETEC ACCT 633292627001	176.22	TELEPHONE
158257	01/11/2024	RICKS, LATONYA REIMBURSE FOR LIBRARY BOARD TRAVEL	62.68	CONFERENCES & TRAVEL
158271	01/11/2024	UNIQUE MANAGEMENT SERVICES DEC'23 PLACEMENTS	502.35	PROFESSIONAL SERVICES
158276	01/11/2024	WATTS COPY SYSTEMS DEC'23 SERVICE OFFICE EQUIPMENT	830.78	SERV-OFFICE EQUIPMENT
158285	01/18/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	913.04	OFFICE SUPPLIES
158304	01/18/2024	COMMERCIAL MAIL SERVICES JAN 1 - JAN 15'24	223.21	POSTAGE
158314	01/18/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	119.09	OTHER LIBRARY GRANT EXI
158327	01/18/2024	ILLINOIS AUDUBON SOCIETY 2024 MEMBERSHIP SUBSCRIPTION	25.00	PER CAPITA GRANT EXPENSE
158342	01/18/2024	MIDWEST ARCHIVES CONFERENCE 2024 R DAMPTZ MEMBERSHIP RENEWAL	55.00	MEMBERSHIP FEES
158350	01/18/2024	PAETEC ACCT 633318933001	53.07	TELEPHONE
158352	01/18/2024	POLK CITY DIRECTORIES POLK CITY DIRECTORIE/REISSUE CK DAMAGED IN M	292.00	BOOKS & PERIODICALS
158456	01/25/2024	PEERLESS NETWORK, INC ACCT 1212890	336.15	TELEPHONE
23005690	01/18/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,586.75	OTHER LIBRARY GRANT EXI
23005695	01/18/2024	REGIONS/CREDIT CARD ACCT 5562	393.24	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>11,846.46</b>	

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 1/1/2024 to 1/31/2024

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
158352	01/18/2024	POLK CITY DIRECTORIES POLK CITY DIRECTORIE/REISSUE CK DAMAGED IN R	292.00	BOOK AND PERIODICALS
			<b>Total for: 59</b>	<b>292.00</b>
			<b>Total for All:</b>	<b>\$12,138.46</b>

<b>VENDOR NAME</b>	<b>AMOUNT</b>
<b>AMAZON PAYMENTS Total</b>	\$913.04
<b>COMMERCIAL MAIL SERVICES Total</b>	\$307.59
<b>DECATUR CIVIC CENTER AUTHORITY Total</b>	\$4,243.50
<b>DEMCO INC Total</b>	\$119.09
<b>ILLINOIS AUDUBON SOCIETY Total</b>	\$25.00
<b>JESSICA HILL CONSULTING LLC Total</b>	\$1,586.75
<b>MIDWEST ARCHIVES CONFERENCE Total</b>	\$55.00
<b>NICKI BOND Total</b>	\$1,950.00
<b>PAETEC Total</b>	\$229.29
<b>PEERLESS NETWORK, INC Total</b>	\$336.15
<b>POLK CITY DIRECTORIES Total</b>	\$584.00
<b>REGIONS/CREDIT CARD Total</b>	\$393.24
<b>RICKS, LATONYA Total</b>	\$62.68
<b>UNIQUE MANAGEMENT SERVICES Total</b>	\$502.35
<b>WATTS COPY SYSTEMS Total</b>	\$830.78
<b>Grand Total</b>	<b>\$12,138.46</b>

DPL FY 2023 Budget Report

Prepared: January 3, 2024

At the end of December 100% of the Year Has Passed

**Revenue**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Collected	FY22 YTD	% Change
Property Taxes	\$ 3,022,000		54.4%	\$ 2,952,060.80	97.7%	\$ 2,866,276.15 3.0%
All Other	\$ 2,529,754		45.6%	\$ 1,728,370.23	68.3%	\$ 1,763,121.36 -2.0%
<b>Total Revenue</b>	<b>\$ 5,551,754</b>			<b>\$ 4,680,431.03</b>	<b>84.3%</b>	<b>\$ 4,629,397.51 1.1%</b>

**Expense**

	FY 2023 Budgeted	% of Budget	Actual YTD	% Expended	FY22 YTD	% Change
<b>Personnel</b>						
Payroll	\$ 1,782,442		\$ 1,666,532.02	93.5%	\$ 1,477,816.55	12.8%
Benefits	\$ 929,958		\$ 817,789.44	87.9%	\$ 789,135.47	3.6%
	<b>\$ 2,712,400</b>		<b>\$ 2,484,321.46</b>	<b>91.6%</b>	<b>\$ 2,266,952.02</b>	<b>9.6%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 320,453.26	130.8%	\$ 229,636.79	39.5%
Per Capita	\$ 104,020		\$ 104,078.52	100.1%	\$ 86,903.30	19.8%
Lost/Damage	\$ 1,400		\$ 1,427.07	101.9%	\$ 1,166.09	22%
<b>Total Materials</b>	<b>\$ 350,420</b>		<b>\$ 425,958.85</b>	<b>121.6%</b>	<b>\$ 317,706.18</b>	<b>34.1%</b>

**Professional Services**

Security	\$ -		\$ 25,811.76			
Professional Services	\$ 102,000		\$ 124,113.78	121.7%	\$ 89,223.13	39.1%
Temp Agency	\$ 500		\$ 2,077.90	415.6%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 223.00	148.7%	\$ 168.10	33%
<b>Total</b>	<b>\$ 102,650</b>		<b>\$ 152,226.44</b>	<b>148.3%</b>	<b>\$ 89,391.23</b>	<b>70.3%</b>

**Allocations**

Administrative Fee	\$ 108,864		\$ 150,960.00	138.7%	\$ 99,792.00	51.3%
MIS	\$ 36,684		\$ 39,636.00	108.0%	\$ 33,627.00	17.9%
	<b>\$ 145,548</b>		<b>\$ 190,596.00</b>	<b>131.0%</b>	<b>\$ 133,419.00</b>	<b>42.9%</b>

**Grants**

Other grants	\$ 75,000	\$ 87,181.78	116.2%	\$ 65,453.35	33.2%
	<b>\$ 75,000</b>	<b>\$ 87,181.78</b>	<b>116.2%</b>	<b>\$ 65,453.35</b>	<b>33.2%</b>
Advertising	\$ 500	\$ -	0.0%	\$ 898.00	-100%
<b>Office Supplies/Maintenance</b>					
Printing/Binding	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000	\$ 3,853.81	77.1%	\$ 4,167.36	-7.5%
Service to Office Equipment	\$ 27,000	\$ 25,571.53	94.7%	\$ 11,481.35	122.7%
Telephone	\$ 27,000	\$ 8,140.18	30.1%	\$ 13,890.60	-41.4%
Software	\$ 50,000	\$ 39,983.26	80.0%	\$ 40,756.77	-1.9%
Office Supplies	\$ 40,000	\$ 34,104.59	85.3%	\$ 27,821.29	22.6%
Small Capital	\$ 45,000	\$ 118,419.05	263.2%	\$ 41,802.71	183.3%
	<b>\$ 194,000</b>	<b>\$ 230,072.42</b>	<b>118.6%</b>	<b>\$ 139,920.08</b>	<b>64.4%</b>
<b>Staff Development</b>					
Conferences/Training/Travel	\$ 20,000	\$ 15,589.01	77.9%	\$ 16,836.00	-7.4%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000	\$ 61,743.22	123.5%	\$ 57,436.39	7.5%
	<b>\$ 74,000</b>	<b>\$ 77,332.23</b>	<b>104.5%</b>	<b>\$ 74,272.39</b>	<b>4.1%</b>
<b>Insurance</b>					
Unemployment	\$ 1,056	\$ 1,080.00	102.3%	\$ 968.00	11.6%
Risk Management	\$ 95,724	\$ 95,100.00	99.3%	\$ 87,747.00	8.4%
	<b>\$ 96,780</b>	<b>\$ 96,180.00</b>	<b>99.4%</b>	<b>\$ 88,715.00</b>	<b>8.4%</b>
<b>Building Costs</b>					
Transfer to Capital	\$ 200,000	\$ 342,000.00		\$ -	#DIV/0!
Rent	\$ 589,583	\$ 589,375.00	100.0%	\$ 540,265.00	9.1%
Supplies	\$ 50	\$ 2,984.62	5969.2%	\$ 2,548.00	17.1%
Maintenance	\$ -	\$ 1,845.00	#DIV/0!	\$ -	#DIV/0!
Total Building	<b>\$ 589,633</b>	<b>\$ 936,204.62</b>	<b>15.6%</b>	<b>\$ 542,813.00</b>	<b>72.5%</b>
Total Operations/Services	<b>\$ 1,628,531</b>	<b>\$ 2,195,752.34</b>	<b>43.0%</b>	<b>\$ 1,452,588.23</b>	<b>51.2%</b>
Total Expenses	<b>\$ 4,340,931</b>	<b>\$ 4,680,073.80</b>	<b>107.8%</b>	<b>\$ 3,719,540.25</b>	<b>25.8%</b>
Revenue Minus Expense	<b>\$ 1,210,823</b>	<b>\$ 357.23</b>		<b>\$ 909,857.26</b>	<b>-100.0%</b>
<b>Operating fund</b>					



Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2023	\$ 1,641,004.23	\$ 210,557.45	\$ 316,724.15	\$ -	\$ 1,534,837.53
2/1/2023	\$ 1,534,837.53	\$ 48,940.94	\$ 319,474.78	\$ -	\$ 1,264,303.69
3/1/2023	\$ 1,264,303.69	\$ 132,834.05	\$ 441,279.09	\$ -	\$ 955,858.65
4/1/2023	\$ 955,858.65	\$ 194,371.92	\$ 306,999.42	\$ -	\$ 843,231.15
5/1/2023	\$ 843,231.15	\$ 265,207.24	\$ 310,812.57	\$ 14,714.00	\$ 812,339.82
6/1/2023	\$ 812,339.82	\$ 55,084.01	\$ 345,466.41	\$ -	\$ 521,957.42
7/1/2023	\$ 521,957.42	\$ 1,853,645.45	\$ 355,444.40	\$ -	\$ 2,020,158.47
8/1/2023	\$ 2,020,158.47	\$ 258,176.51	\$ 473,838.44	\$ -	\$ 1,804,496.54
9/1/2023	\$ 1,804,496.54	\$ 233,266.32	\$ 393,708.85	\$ -	\$ 1,644,054.01
10/1/2023	\$ 1,644,054.01	\$ 1,123,676.15	\$ 332,527.89	\$ -	\$ 2,435,202.27
11/1/2023	\$ 2,435,202.27	\$ 209,481.57	\$ 375,319.18	\$ -	\$ 2,269,364.66
12/1/2023	\$ 2,269,364.66	\$ 95,189.42	\$ 708,478.62	\$ -	\$ 1,656,075.46
1/1/2024	\$ 1,656,075.46				

**Capital Fund**

Revenue Expected:

Expense Expected:

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,134,988.71	\$ 762.95	\$ 141,479.60	\$ 994,272.06
2/1/2023	\$ 994,272.06	\$ 741.35	\$ -	\$ 995,013.41
3/1/2023	\$ 995,013.41	\$ 680.80	\$ -	\$ 995,694.21
4/1/2023	\$ 995,694.21	\$ 414.24	\$ -	\$ 996,108.45
5/1/2023	\$ 996,108.45	\$ 1,358.76	\$ -	\$ 997,467.21
6/1/2023	\$ 997,467.21	\$ 1,528.25	\$ -	\$ 998,995.46
7/1/2023	\$ 998,995.46	\$ 1,275.65	\$ -	\$ 1,000,271.11
8/1/2023	\$ 1,000,271.11	\$ 2,078.26	\$ 208,641.00	\$ 793,708.37
9/1/2023	\$ 793,708.37	\$ 1,152.73	\$ -	\$ 794,861.10
10/1/2023	\$ 794,861.10	\$ 1,576.48	\$ 129,455.40	\$ 666,982.18
11/1/2023	\$ 666,982.18	\$ 1,861.97	\$ -	\$ 668,844.15
12/1/2023	\$ 668,844.15	\$ 342,000.00	\$ -	\$ 1,010,844.15
1/1/2024	\$ 1,010,844.15	\$ 13,431.44		

**Trust Accounts**

**Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 58,622.65	\$ 42.03	\$ -	\$ 58,664.68
2/1/2023	\$ 58,664.68	\$ -	\$ -	\$ 58,664.68
3/1/2023	\$ 58,664.68	\$ 83.91	\$ -	\$ 58,748.59
4/1/2023	\$ 58,748.59	\$ 24.44	\$ -	\$ 58,773.03
5/1/2023	\$ 58,773.03	\$ 37.06	\$ -	\$ 58,810.09
6/1/2023	\$ 58,810.09	\$ 35.20	\$ 1,093.83	\$ 57,751.46
7/1/2023	\$ 57,751.46	\$ 37.04	\$ 4,500.97	\$ 53,287.53

8/1/2023	\$	<b>53,287.53</b>	\$	36.41	\$	8,563.81	\$	44,760.13
9/1/2023	\$	<b>44,760.13</b>	\$	28.19	\$	5,695.24	\$	39,093.08
10/1/2023	\$	<b>39,093.08</b>	\$	26.73	\$	2,661.65	\$	36,458.16
11/1/2023	\$	<b>36,458.16</b>	\$	22.47	\$	5,559.16	\$	30,921.47
12/1/2023	\$	<b>30,921.47</b>	\$	-	\$	4,362.08	\$	26,559.39
1/1/2024	\$	<b>26,559.39</b>						

**Meyer  
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 46,201.83	\$ 32.86	\$ 722.35	\$ 45,512.34
2/1/2023	\$ 45,512.34	\$ -	\$ 74.70	\$ 45,437.64
3/1/2023	\$ 45,437.64	\$ 65.01	\$ 374.00	\$ 45,128.65
4/1/2023	\$ 45,128.65	\$ 18.60	\$ 1,670.00	\$ 43,477.25
5/1/2023	\$ 43,477.25	\$ 27.62	\$ 309.80	\$ 43,195.07
6/1/2023	\$ 43,195.07	\$ 26.05	\$ 148.92	\$ 43,072.20
7/1/2023	\$ 43,072.20	\$ 28.05	\$ 2,081.62	\$ 41,018.63
8/1/2023	\$ 41,018.63	\$ 30.48	\$ -	\$ 41,049.11
9/1/2023	\$ 41,049.11	\$ 27.45	\$ -	\$ 41,076.56
10/1/2023	\$ 41,076.56	\$ 28.74	\$ -	\$ 41,105.30
11/1/2023	\$ 41,105.30	\$ 26.94	\$ 506.05	\$ 40,626.19
12/1/2023	\$ 40,626.19	\$ -	\$ 292.00	\$ 40,334.19
1/1/2024	\$ 40,334.19			

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 1,564.68	\$ 301.06	\$ 483.55	\$ 1,382.19
2/1/2023	\$ 1,382.19	\$ 40.00	\$ 194.15	\$ 1,228.04
3/1/2023	\$ 1,228.04	\$ 336.68	\$ 369.88	\$ 1,194.84
4/1/2023	\$ 1,194.84	\$ 150.25	\$ 512.93	\$ 832.16
5/1/2023	\$ 832.16	\$ 440.00	\$ 1,068.55	\$ 203.61
6/1/2023	\$ 203.61	\$ 50.08	\$ 203.22	\$ 50.47
7/1/2023	\$ 50.47	\$ 1,000.36	\$ 27.00	\$ 1,023.83
8/1/2023	\$ 1,023.83	\$ 388.33	\$ 306.85	\$ 1,105.31
9/1/2023	\$ 1,105.31	\$ 250.00	\$ 513.84	\$ 841.47
10/1/2023	\$ 841.47	\$ 451.09	\$ -	\$ 1,292.56
11/1/2023	\$ 1,292.56	\$ 1,521.50	\$ 549.30	\$ 2,264.76
12/1/2023	\$ 2,264.76	\$ -	\$ 294.86	\$ 1,969.90
1/1/2024	\$ 1,969.90			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity Ending
1/1/2023	\$ 2,882,382.10	\$ 211,696.35	\$ 459,409.65	\$ - \$ 2,634,668.80
2/1/2023	\$ 2,634,668.80	\$ 49,722.29	\$ 319,743.63	\$ - \$ 2,364,647.46
3/1/2023	\$ 2,364,647.46	\$ 134,000.45	\$ 442,022.97	\$ - \$ 2,056,624.94
4/1/2023	\$ 2,056,624.94	\$ 194,979.45	\$ 309,182.35	\$ - \$ 1,942,422.04

5/1/2023	\$	<b>1,942,422.04</b>	\$	267,070.68	\$	312,190.92	\$	14,714.00	\$	1,912,015.80
6/1/2023	\$	<b>1,912,015.80</b>	\$	56,723.59	\$	346,912.38	\$	-	\$	1,621,827.01
7/1/2023	\$	<b>1,621,827.01</b>	\$	1,855,986.55	\$	362,053.99	\$	-	\$	3,115,759.57
8/1/2023	\$	<b>3,115,759.57</b>	\$	260,709.99	\$	691,350.10	\$	-	\$	2,685,119.46
9/1/2023	\$	<b>2,685,119.46</b>	\$	234,724.69	\$	399,917.93	\$	-	\$	2,519,926.22
10/1/2023	\$	<b>2,519,926.22</b>	\$	1,125,759.19	\$	464,644.94	\$	-	\$	3,181,040.47
11/1/2023	\$	<b>3,181,040.47</b>	\$	212,914.45	\$	381,933.69	\$	-	\$	3,012,021.23
12/1/2023	\$	<b>3,012,021.23</b>	\$	437,189.42	\$	713,427.56	\$	-	\$	2,735,783.09
1/1/2024	\$	<b>2,735,783.09</b>								

DPL FY 2024 Budget Report

Prepared: February 2, 2024

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

Revenue

	FY 2024 Budgeted	% of Budget	Actual YTD	% Collected	FY23 YTD	% Change
Property Taxes	\$ 3,122,000	64.5%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,719,716	35.5%	\$ 155,732.58	9.1%	\$ 210,557.45	-26.0%
<b>Total Revenue</b>	<b>\$ 4,841,716</b>		<b>\$ 155,732.58</b>	<b>3.2%</b>	<b>\$ 210,557.45</b>	<b>-26.0%</b>

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
<b>Personnel</b>						
Payroll	\$ 1,770,819		\$ 132,501.12	7.5%	\$ 134,589.52	-1.6%
Benefits	\$ 978,733		\$ 70,215.21	7.2%	\$ 62,643.74	12.1%
	<b>\$ 2,749,552</b>	<b>58.0%</b>	<b>\$ 202,716.33</b>	<b>7.4%</b>	<b>\$ 197,233.26</b>	<b>2.8%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 60.29	0.0%	\$ 10,566.84	-99.4%
Per Capita	\$ 104,020		\$ 25.00	0.0%	\$ 22,376.86	-99.9%
Lost/Damage	\$ 1,600		\$ -	0.0%	\$ 125.84	-100%
<b>Total Materials</b>	<b>\$ 350,620</b>	<b>9.3%</b>	<b>\$ 85.29</b>	<b>0.0%</b>	<b>\$ 33,069.54</b>	<b>-99.7%</b>

Professional Services

Security	\$ 45,000.00		\$ 4,243.50	9.4%	\$ -	
Professional Services	\$ 70,000		\$ 2,452.35	3.5%	\$ 2,468.79	-0.7%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 11.36	4.5%	\$ 44.35	-74%
<b>Total</b>	<b>\$ 117,750</b>	<b>3.1%</b>	<b>\$ 6,707.21</b>	<b>5.7%</b>	<b>\$ 2,513.14</b>	<b>166.9%</b>

Allocations

<b>Administrative Fee</b>	\$	147,732		\$	12,311.00	8.3%	\$	12,580.00	-2.1%
<b>MIS</b>	\$	16,337		\$	1,361.00	8.3%	\$	3,303.00	-58.8%
	<b>\$</b>	<b>164,069</b>	<b>4.3%</b>	<b>\$</b>	<b>13,672.00</b>	<b>8.3%</b>	<b>\$</b>	<b>15,883.00</b>	<b>-13.9%</b>

#### Grants

<b>Other grants</b>	\$	300,000		\$	1,868.49	0.6%	\$	3,103.28	-39.8%
	<b>\$</b>	<b>300,000</b>	<b>7.9%</b>	<b>\$</b>	<b>1,868.49</b>	<b>0.6%</b>	<b>\$</b>	<b>3,103.28</b>	<b>-39.8%</b>

<b>Advertising</b>	\$	900	0.02%	\$	-	0.0%	\$	-	#DIV/0!
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#### Office Supplies/Maintenance

<b>Printing/Binding</b>	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
<b>Postage</b>	\$	4,500		\$	307.59	6.8%	\$	345.01	-10.8%
<b>Service to Office Equipment</b>	\$	22,000		\$	830.78	3.8%	\$	855.45	-2.9%
<b>Telephone</b>	\$	16,000		\$	565.44	3.5%	\$	645.19	-12.4%
<b>Software</b>	\$	45,000		\$	-	0.0%	\$	2,053.00	-100.0%
<b>Office Supplies</b>	\$	36,000		\$	637.40	1.8%	\$	1,886.52	-66.2%
<b>Small Capital</b>	\$	152,000		\$	102.70	0.1%	\$	526.76	-80.5%
	<b>\$</b>	<b>275,500</b>	<b>7.3%</b>	<b>\$</b>	<b>2,443.91</b>	<b>0.9%</b>	<b>\$</b>	<b>6,311.93</b>	<b>-61.3%</b>

#### Staff Development

<b>Conferences/Training/Travel</b>	\$	13,000		\$	405.92	3.1%	\$	874.00	-53.6%
<b>Tuition Reimbursement</b>	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
<b>Membership</b>	\$	73,000		\$	55.00	0.1%	\$	606.00	-90.9%
	<b>\$</b>	<b>96,000</b>	<b>2.5%</b>	<b>\$</b>	<b>460.92</b>	<b>0.5%</b>	<b>\$</b>	<b>1,480.00</b>	<b>-68.9%</b>

#### Insurance

<b>Unemployment</b>	\$	1,128		\$	94.00	8.3%	\$	90.00	4.4%
<b>Risk Management</b>	\$	93,612		\$	7,801.00	8.3%	\$	7,925.00	-1.6%
	<b>\$</b>	<b>94,740</b>	<b>2.5%</b>	<b>\$</b>	<b>7,895.00</b>	<b>8.3%</b>	<b>\$</b>	<b>8,015.00</b>	<b>-1.5%</b>

#### Building Costs

<b>Transfer to Capital</b>	\$ -		\$ -		\$ -	#DIV/0!
<b>Rent</b>	\$ 589,583		\$ 49,115.00	8.3%	\$ 49,115.00	0.0%
<b>Supplies</b>	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
<b>Maintenance</b>	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Total Building</b>	\$ 590,583	15.6%	\$ 49,115.00		\$ 49,115.00	0.0%
<b>Total Operations/Services</b>	\$ 1,990,162	52.6%	\$ 82,247.82	4.1%	\$ 119,490.89	-31.2%
<b>Total Expenses</b>	\$ 4,739,714		\$ 284,964.15	6.0%	\$ 316,724.15	-10.0%
<b>Revenue Minus Expense</b>	\$ 102,002		\$ (129,231.57)		\$ (106,166.70)	21.7%

### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet	Activ	Equals
1/1/2023	\$ 1,798,140.63	\$ 155,732.58	\$ 284,964.15	\$ -	\$	1,668,909.06
2/1/2023	\$ 1,668,909.06					
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	\$ 869,827.03	\$ 1,884.88	\$ -	\$ 871,711.91
2/1/2023	\$ 871,711.91			
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	\$ 26,576.99	\$ 18.14	\$ -	\$ 26,595.13
2/1/2023	\$ 26,595.13			
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**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 39,889.25	\$ 27.22	\$ -	\$ 39,916.47
2/1/2023	\$ 39,916.47			
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	\$ 2,441.75	\$ 101.70	\$ -	\$ 2,543.45
2/1/2023	\$ 2,543.45			
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	\$ -			

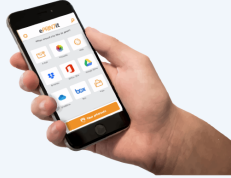
Total	Beginning	Plus Received	Minus Expense	Balance Sheet activit Ending
1/1/2023	\$ 2,736,875.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,609,676.02
2/1/2023	\$ 2,609,676.02	\$ -	\$ -	\$ -
3/1/2023	\$ -	\$ -	\$ -	\$ -
4/1/2023	\$ -	\$ -	\$ -	\$ -
5/1/2023	\$ -	\$ -	\$ -	\$ -
6/1/2023	\$ -	\$ -	\$ -	\$ -
7/1/2023	\$ -	\$ -	\$ -	\$ -
8/1/2023	\$ -	\$ -	\$ -	\$ -
9/1/2023	\$ -	\$ -	\$ -	\$ -
10/1/2023	\$ -	\$ -	\$ -	\$ -
11/1/2023	\$ -	\$ -	\$ -	\$ -



12/1/2023 \$	-	\$	-	\$	-	\$	-
1/1/2024 \$	-						

# Redefining Your Library's Customer Experience

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**PC, Print, Mobile Printing, Payment  
Kiosk, Scan EZ and POS Solutions  
2024**

Quote # MS001339  
Version 1

**EasyBooking™**  
**MyPC**  
**Computer Booking**

**Prepared for:**  
**Decatur Public Library**

Rick Meyer  
rmeyer@decaturlibrary.org

**Prepared by:**  
**Corporate Office**

Mick Smith  
msmith@tbsit360.com

**ScanEZ™**  
**Scanning Solutions**



**POINT OF SALE SYSTEM**  
**MAGNA**  
**POS-L**  
**FOR LIBRARIES**  
**Point Of Sale**



**TBS**  
TODAY'S BUSINESS SOLUTIONS, INC.



Wednesday, February 07, 2024

Decatur Public Library  
Rick Meyer  
130 N. Franklin St.  
Decatur, IL 62523  
rmeyer@decaturlibrary.org

Dear Rick,

Today's Business Solutions, Inc. (TBS) would like to thank you and your Library Team for the opportunity to earn your partnership. We are excited to provide more capabilities and provide significant enhancements for your patrons and staff with our solutions and outstanding customer service and support.

A few of the many benefits your staff and patrons will receive from TBS include:

- Since 1991 TBS has become the leader for advancing technology for time and print management for libraries.
- Customer service is the center of our philosophy.
- Our extensive knowledge of library management systems, your patrons and staff for the ever-changing needs of this market has set TBS apart from other companies within this industry.
- We are a Hardware and Software expert, thus for the past 7 years TBS has been Awarded Platinum Status from MLA for our products and solutions.
- In the past 10 years, TBS has successfully converted many libraries from competitive systems similar to your current one.
- TBS was the first vendor to bring mobile printing to the market and our solution is far easier for your patrons to use than any other.
- TBS offers a browser-based staff portal that will save your staff hours.
- Our robust standard reporting provides valuable tools for staff that are unmatched by anyone else in the industry.
- Our Scan EZ scan/copy/fax solution with image enhancement, internet-based faxing and translation service to text and audio is revolutionizing scanning to attract more patrons.
- TBS's expertise in system conversions will make transitioning to the TBS solution a smooth one for both customers and staff.

It is our intent to earn your partnership and provide your Library with state-of-the-art solutions that far exceed your minimum requirements.

Thank you in advance for reviewing our proposal. Do not hesitate to reach me to review or ask any questions regarding any part of our proposal or solution via email or at 630-537-1370.

Mick Smith  
Director of Sales  
Corporate Office



## About Us

**TBS – Today's Business Solutions** was established in 1991 and is a software and hardware solutions provider specializing in the Public Library and Higher Education markets.

TBS provides **BookScan Stations, Print Management, MyPC Computer** booking, and **Web-Based Printing Portals** as well as a full line of payment devices.

Payment devices range from low-cost coin towers to combination systems of a coin, bill, and debit cards; to “networked” terminals connected to a centralized server. Payment devices control access and charge for such things as copies, printing, scanning, fax, laundry, vending, Point of Sale, PC time access, door access.

Our solutions can also integrate a Web-Base credit card gateway which will allow users to use their credit cards or Debit cards (**Master Card, Visa, American Express**, etc.) for such purchases. Our solutions decrease your cost of operating your business while increasing your patron's overall satisfaction.

In addition to being an equipment provider, TBS provides: Sales Support, Technical Support and can custom design support and implementation programs to meet any customer's requirements

### MyPC Computer Time Management

Product No.	Qty	Description	Unit Price	Ext. Price
MYPC-BASE	1	<b>Centralised Database, Internet / Intranet Booking, Library Fines and Overdue Items Module, Full Documentation and Reference Guides</b>	\$1,995.00	\$1,995.00
MYPC-ADD-Migration	34	<b>MyPC Migration Workstation License</b>	\$20.00	\$680.00
MYPC-ASM-IMWS	1	<b>MyPC - Includes annual license fee, updates &amp; bug fixes within the maintenance period.</b>	\$972.00	\$972.00
TBS-ILS-CT	1	<b>This module is included with active TBS Support Contract. Use of the module is prohibited without a current TBS Support Contract for MyPC.</b>	\$995.00	\$995.00

Subtotal: \$4,642.00

### PaperCut Print Management

Product No.	Qty	Description	Unit Price	Ext. Price
PCUT-MF	1	<b>PaperCut MF Library Edition</b>	\$898.00	\$898.00
PCUT-CCC	1	<b>Cartadis cPad connection</b>	\$75.00	\$75.00
PCUT-CVL	1	<b>Cartadis cPad Value Loader</b>	\$280.00	\$280.00
PCUT-UAS-12	1	<b>PaperCut Upgrade Assurance and Support (12 months)</b>	\$280.00	\$280.00
TBS-SP	1	<b>TBS Staff Portal</b>	\$495.00	\$495.00

Subtotal: \$2,028.00

### Kiosk

Product No.	Qty	Description	Unit Price	Ext. Price
TBS-Kiosk-CCHB	1	<b>TBS Kiosk with High Capacity Coin/Bill Recycler and Credit Card</b>  There is an additional \$8.95 monthly fee for each Credit Card terminal and NOT included above. Each Credit Card transaction is billed at 5.95%.	\$5,795.75	\$5,795.75
TBS-WHEELS	1	<b>9900 Stand with Wheels</b>	\$165.00	\$165.00
CMP-20	1	<b>Audit Collection Receipt Printer for Staff</b>	\$350.00	\$350.00

Subtotal: \$6,310.75



Scan Stations

Product No.	Qty	Description	Unit Price	Ext. Price
SSS-21-FBS	1	<b>ScanEZ with 21" Tablet/Wide Screen and 11" x 17" Book Edge Flat Bed Scanner</b>	\$5,095.00	\$5,095.00
AD370	1	<b>Single Pass Duplex Sheet Feed Scanner 70ppm/140ppm</b>	\$695.00	\$695.00
ASA-SCANEZ	1	<b>ScanEZ Annual license and support. Includes all hardware and software support, updates, and licenses. First Year Maintenance &amp; Support are included with the purchase.</b>	\$0.00	\$0.00
SSS-ATS	1	<b>ScanEZ - 80+ Languages to Text, 40+ Languages to Audio (MP3)</b>	\$240.00	\$240.00
SSS-VPIX	1	<b>Image Enhancement Module</b>	\$195.00	\$195.00
SSS-Fax	1	<b>Simple Scan Station - Fax Service</b>	\$0.00	\$0.00
SSS-Credit Card	1	<b>ScanEZ Station Credit Card Reader</b> There is an additional \$8.95 monthly fee for each Credit Card terminal and NOT included above. Each Credit Card transaction is billed at 5.95%.	\$995.00	\$995.00
SSS-WR	1	<b>ScanEZ Web Reports</b>	\$0.00	\$0.00
SSS-OCR	1	<b>ABBYY® Fine Reader - OCR supports 198 recognition languages in all combinations. 53 languages include dictionary support.</b>	\$0.00	\$0.00
SSS-MLI	1	<b>The ScanEZ Station multilingual interface allows users to switch on-screen text to one of languages 25 different languages.</b>	\$0.00	\$0.00
SSS-TC	1	<b>True Copy Function – Provides user with an easy way to utilize the ScanEZ Station as a copier replacement including Single Pass ID Copy, reduction and enlargement capabilities.</b>	\$0.00	\$0.00
SSS-HSF	1	<b>HIPAA Compliant Fax Service - Privacy and Security of an individual's medical records and health information.</b>	\$0.00	\$0.00
SSS-BF	1	<b>Busy Fax - Automatic call re-submission during off-hours</b>	\$0.00	\$0.00

Subtotal: \$7,220.00

ePRINTit

Product No.	Qty	Description	Unit Price	Ext. Price
EPI-UP	1	<b>ePrintIT Mobile Unlimited Printer Licenses - Per Building</b>	\$445.00	\$445.00



Subtotal: \$445.00

POS Solution

Description	Price	Qty	Ext. Price
MAGNA-LM <b>MagnaPOS Location Manager</b>	\$940.00	1	\$940.00
MAGNA-POS <b>Magna POS - Library Edition</b>	\$850.00	2	\$1,700.00
MAGNA-UAS <b>MANGA-POS Annual Software Maintenance and Support</b>	\$480.00	1	\$480.00
MMF-VAL1416E-04 <b>14"W x 16"D - MMXPOS Printer Driven Cash Drawer</b>	\$139.00	2	\$278.00
VPK-27B-15-BX <b>Under Counter Cash Drawer Mounting Kit for Vasario 1915 Series</b>	\$49.00	2	\$98.00
M400 VeriFone <b>Credit Card Readers for POS</b>	\$897.00	2	\$1,794.00

Subtotal: \$5,290.00

Services

Product No.	Qty	Description	Unit Price	Ext. Price
A-1003	1	A-1003 <b>Onsite Installation &amp; Training</b>	\$1,900.00	\$1,900.00
A-1012	1	A-1012 <b>Travel Expenses - Airfare, Hotel, Rental Car/Transportation, Meals, etc.</b>	\$420.00	\$420.00

Subtotal: \$2,320.00

Annual Maintenance and Support After Year 1

Description	Price	Qty	Ext. Price
MYPC-ASM-IMWS <b>MyPC - Includes annual license fee, updates &amp; bug fixes within the maintenance period.</b>	\$972.00	1	\$972.00
PCUT-MS <b>PaperCut Upgrade Maintenance and Support</b>	\$280.00	1	\$280.00
EPI-UP <b>ePrintIT Mobile Unlimited Printer Licenses - Per Building</b>	\$445.00	1	\$445.00
ASA-KT <b>TBS Kiosk/Towers Annual Depot Service Agreement includes all parts, shipping, return shipping, and bill changer updates.</b>	\$695.00	1	\$695.00
ASA-SSS <b>ScanEZ Station Annual license and support. Includes all hardware support and software support , updates and licenses.</b>	\$795.00	1	\$795.00
SSS-VPIX-BSA <b>Yearly Support for Image Enhancement</b>	\$60.00	1	\$60.00
SSS-ATS <b>ScanEZ - 80+ Languages to Text, 40+ Languages to Audio (MP3)</b>	\$240.00	1	\$240.00



Annual Maintenance and Support After Year 1

Description		Price	Qty	Ext. Price
POS-MS	<b>Includes annual license fee, updates &amp; bug fixes within the maintenance period.</b>	\$480.00	1	\$480.00
			Subtotal:	\$3,967.00





## PC, Print, Mobile Printing, Payment Kiosk, Scan EZ and POS Solutions 2024

**Quote Information:**

**Quote #:** MS001339

Version: 1  
Delivery Date: 02/07/2024  
Expiration Date: 03/05/2024

**Prepared for:**

**Decatur Public Library**

130 N. Franklin St.  
Decatur, IL 62523  
Rick Meyer  
(217) 421-9713  
rmeyer@decaturlibrary.org

**Prepared by:**



**Corporate Office**

Mick Smith  
630-537-1370 ex: 1004  
Fax 630-537-1369  
msmith@tbsit360.com

### Quote Summary

Description	Amount
MyPC Computer Time Management	\$4,642.00
PaperCut Print Management	\$2,028.00
Kiosk	\$6,310.75
Scan Stations	\$7,220.00
ePRINTit	\$445.00
POS Solution	\$5,290.00
Services	\$2,320.00
<b>Total:</b>	<b>\$28,255.75</b>

**Terms and Conditions**

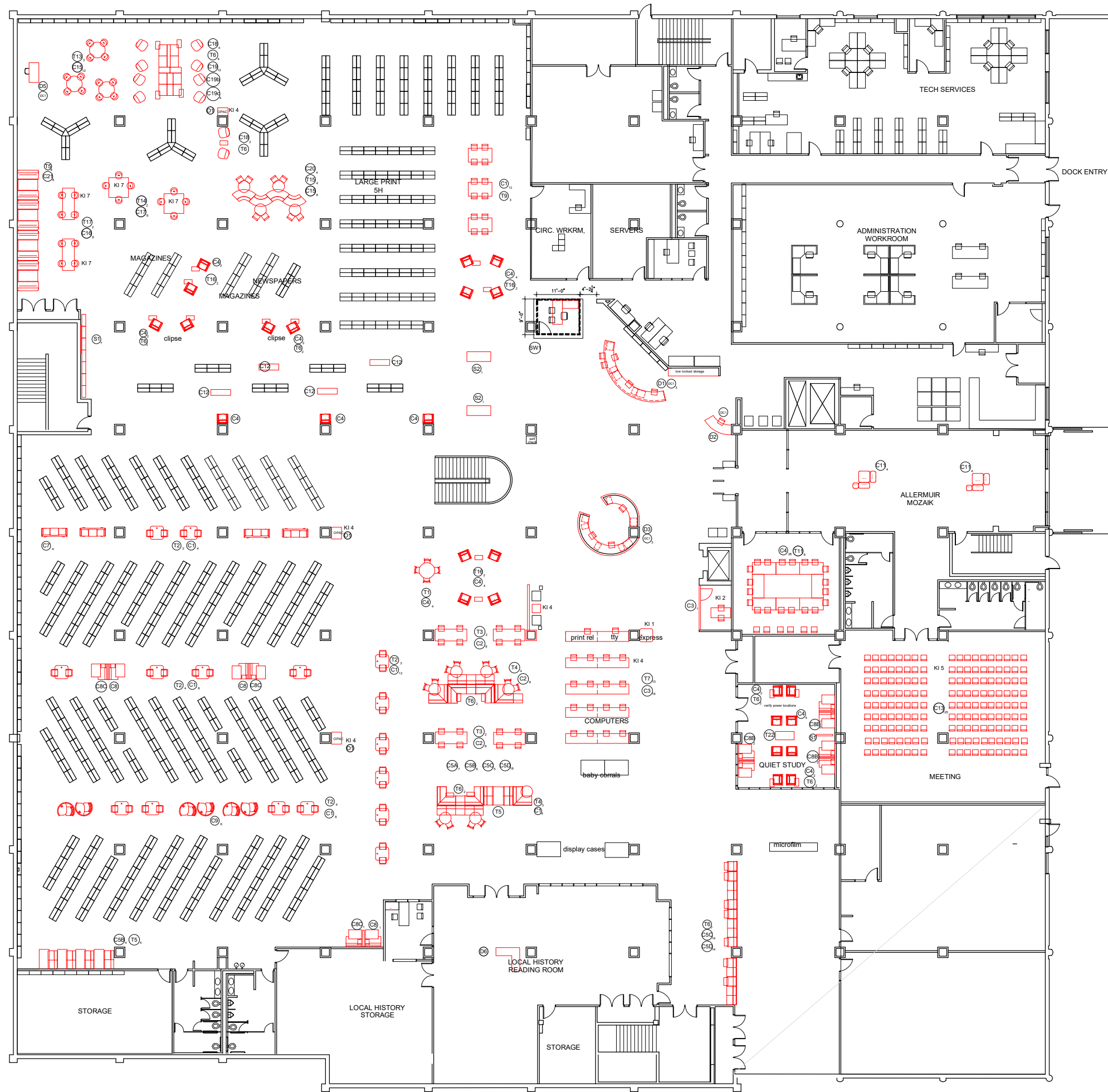
1. Freight Prepaid
2. This price quote is good for 40 days from the date of this quotation
3. TERMS are Net 30 days from the date of shipment (not installation)
4. Lead-time is TBD
5. Equipment remains TBS Inc. property until payment is received

### Corporate Office

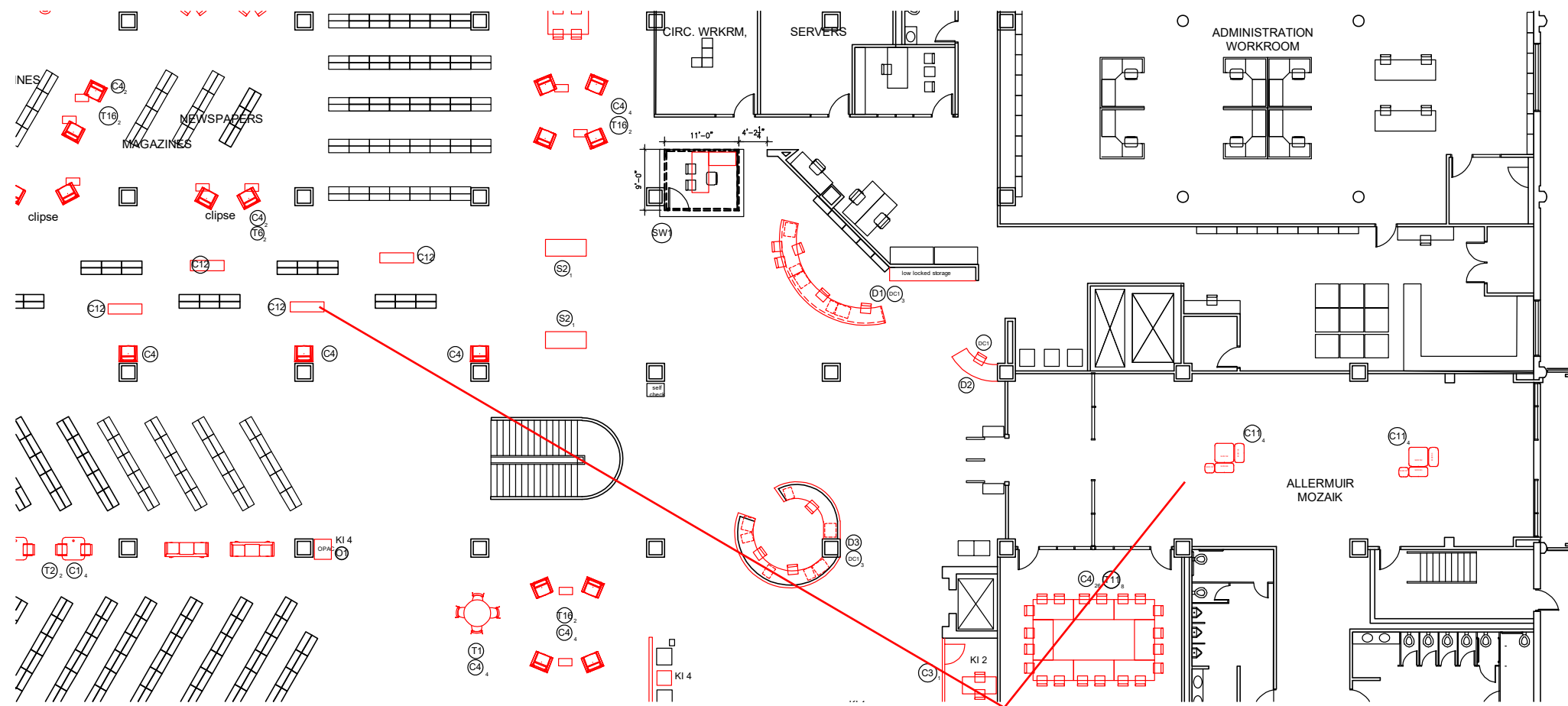
Signature: \_\_\_\_\_  
 Name: Mick Smith  
 Title: Director of Sales  
 Date: 02/07/2024

### Decatur Public Library

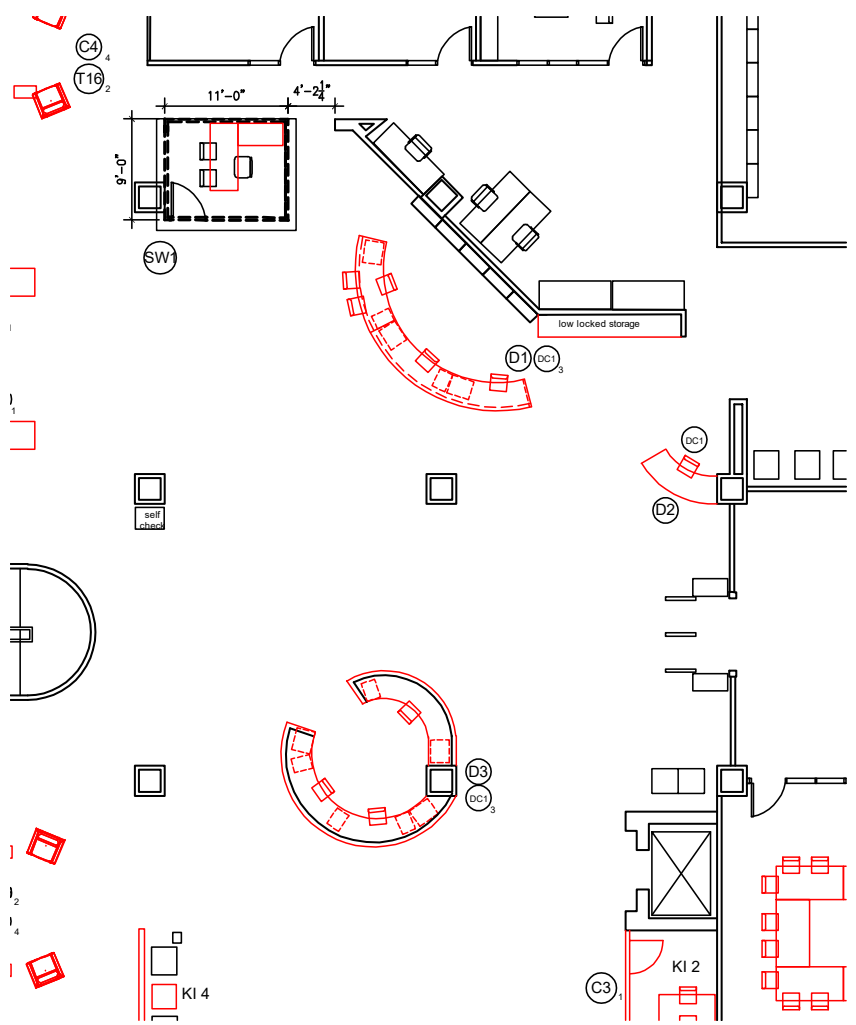
Signature: \_\_\_\_\_  
 Name: Rick Meyer  
 Date: \_\_\_\_\_



FIRST FLOOR PLAN



BENCHES



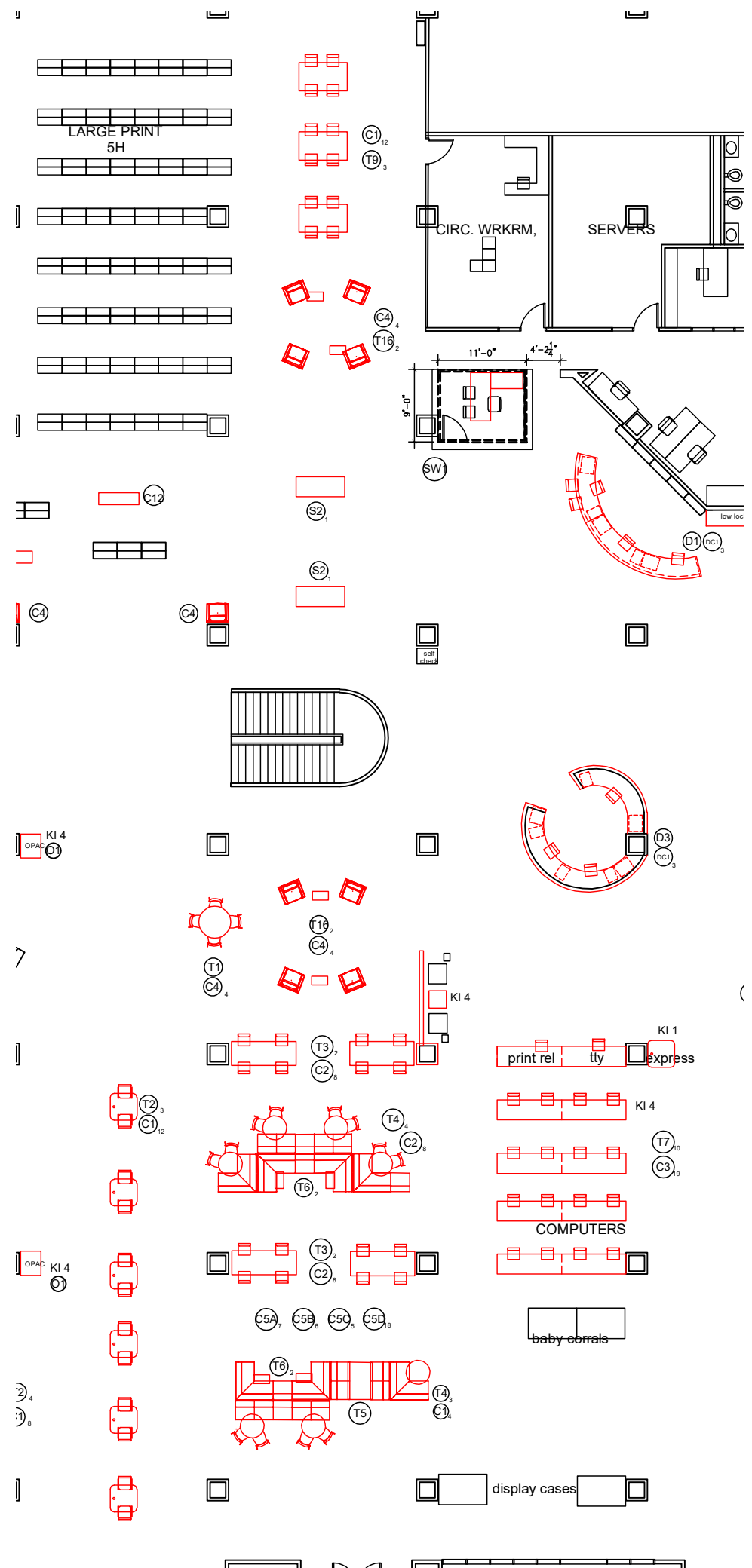
CIRCULATION DESK



REFERENCE DESK



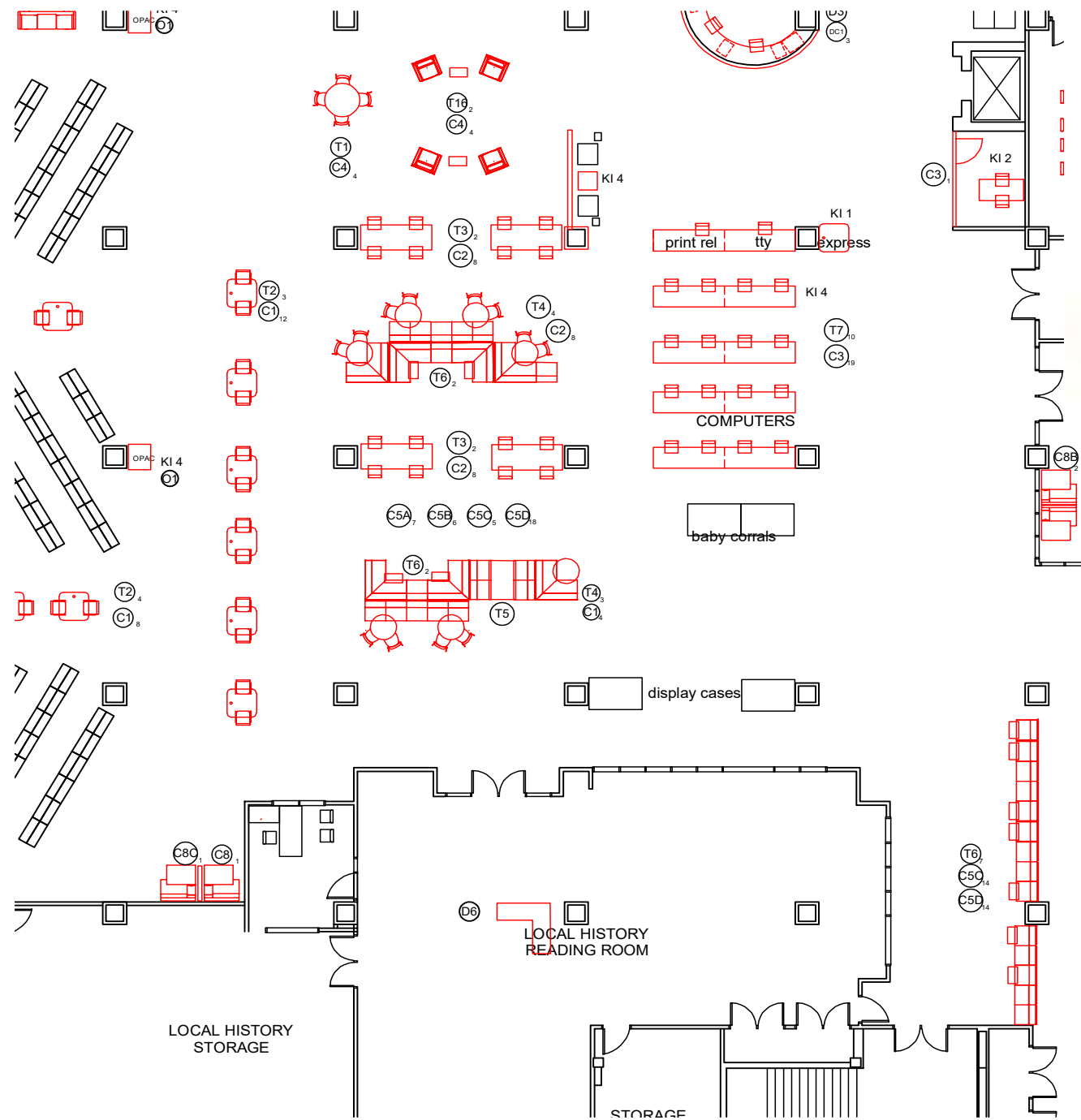
SECURITY DESK



TYPICAL TABLE AND CHAIR



TYPICAL LOUNGE CHAIR

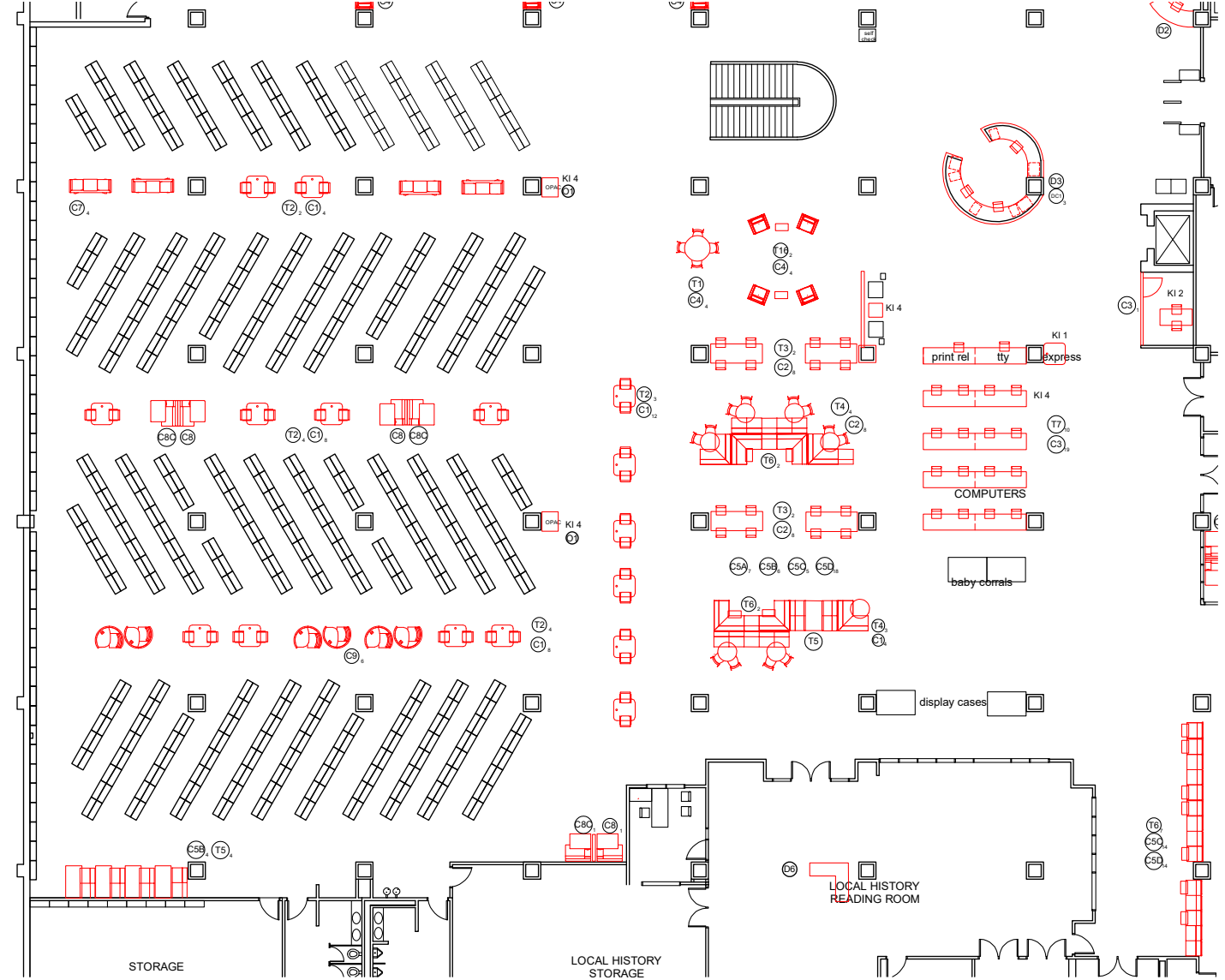


LAPTOP BAR WITH POWER



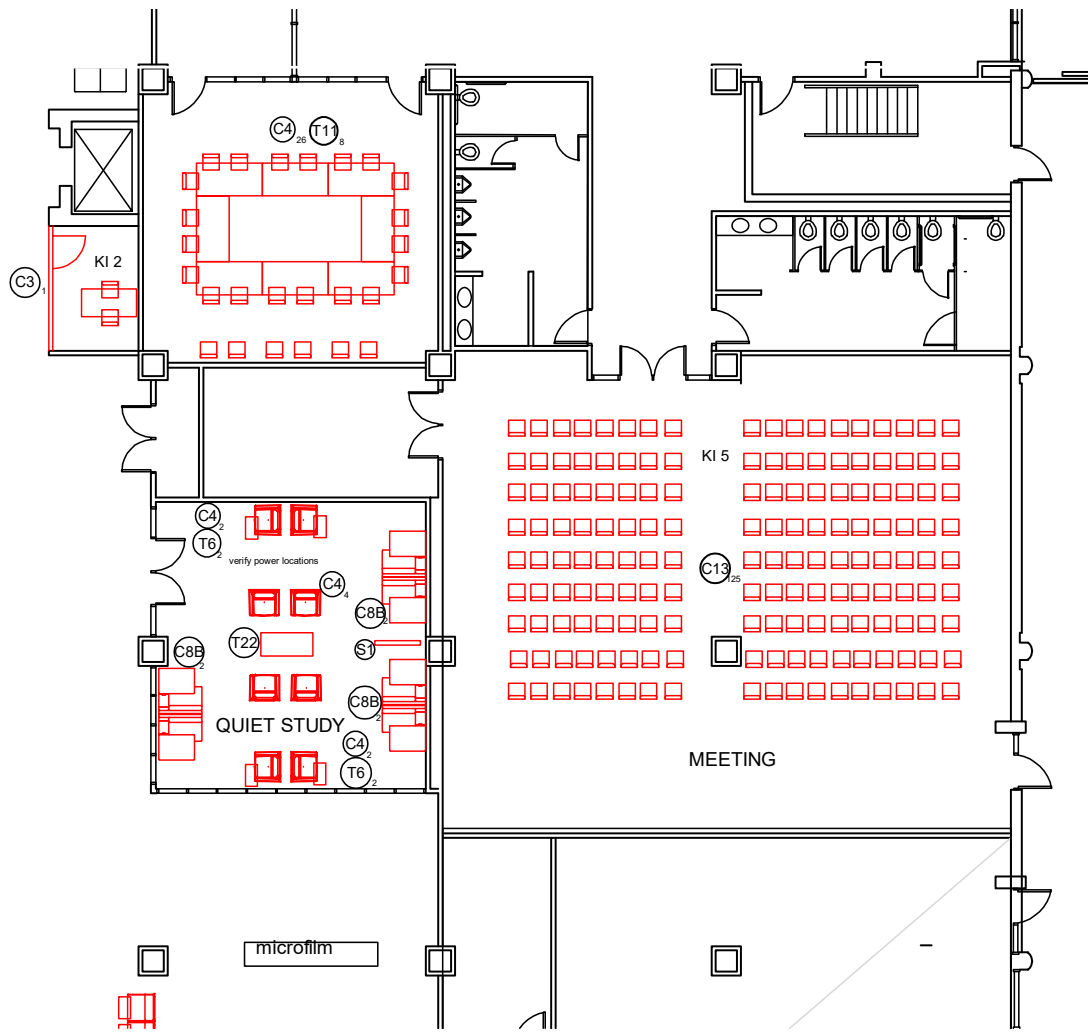
COMPUTER TABLES





SECTIONAL





STACKING CHAIR



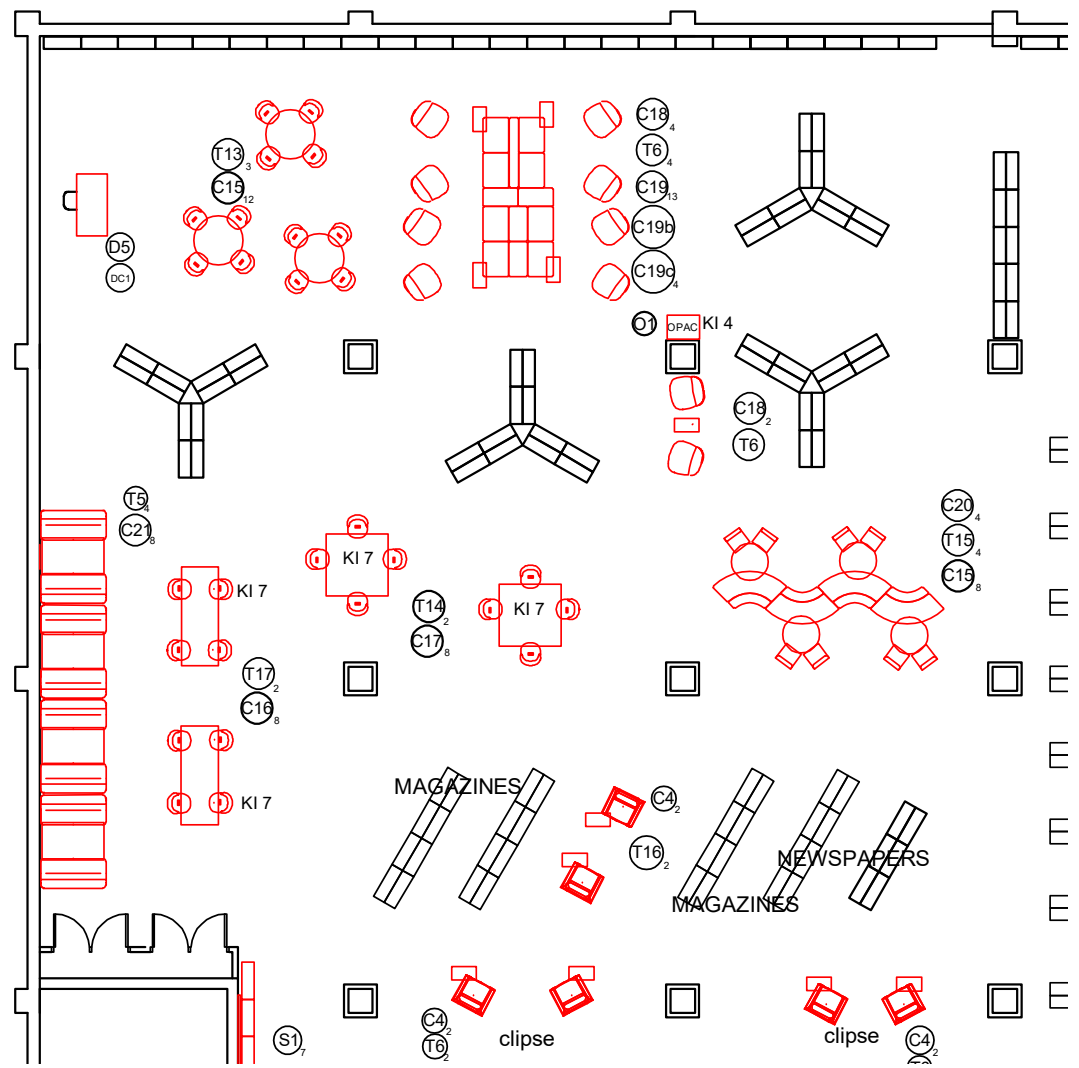
STALEY ROOM



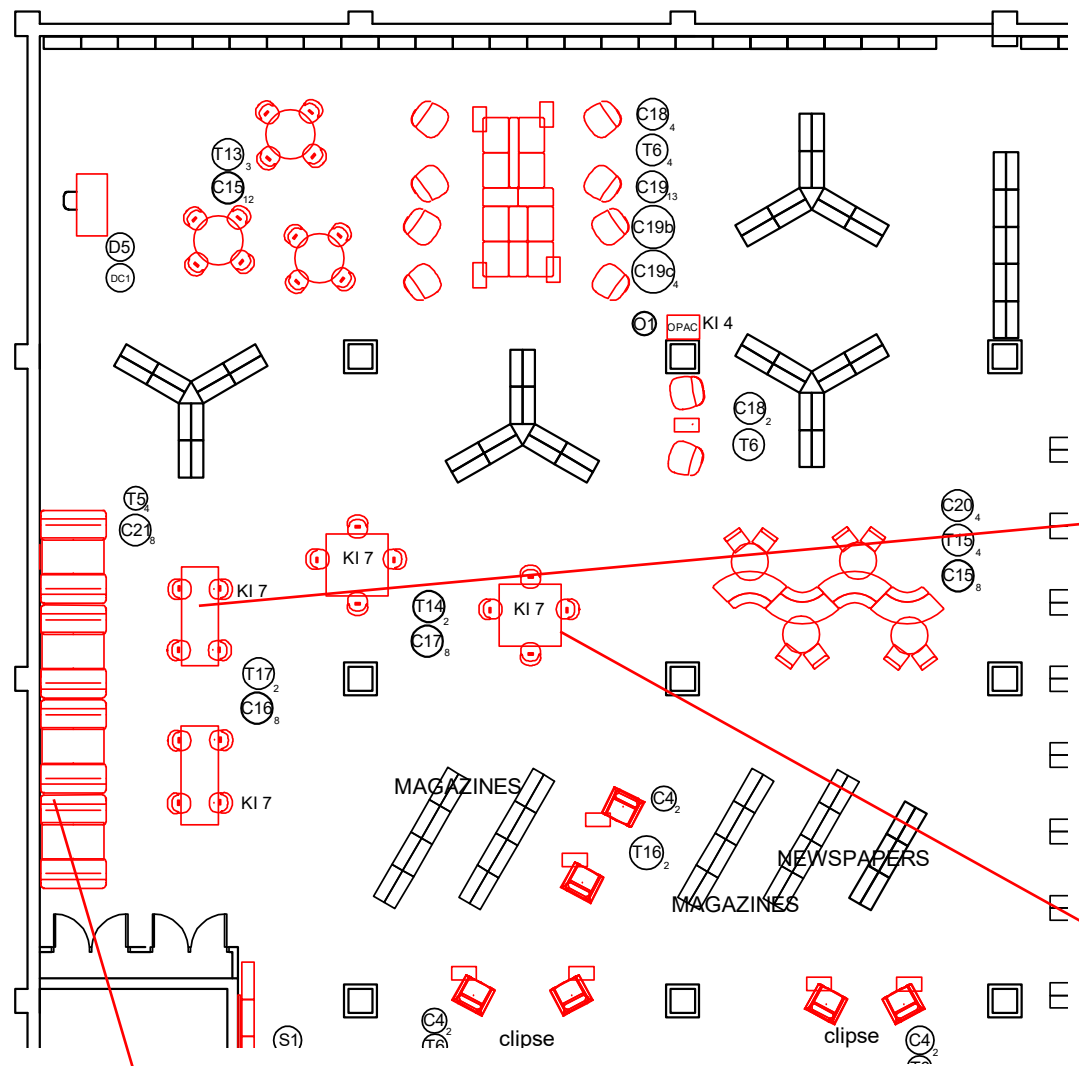
QUIET STUDY





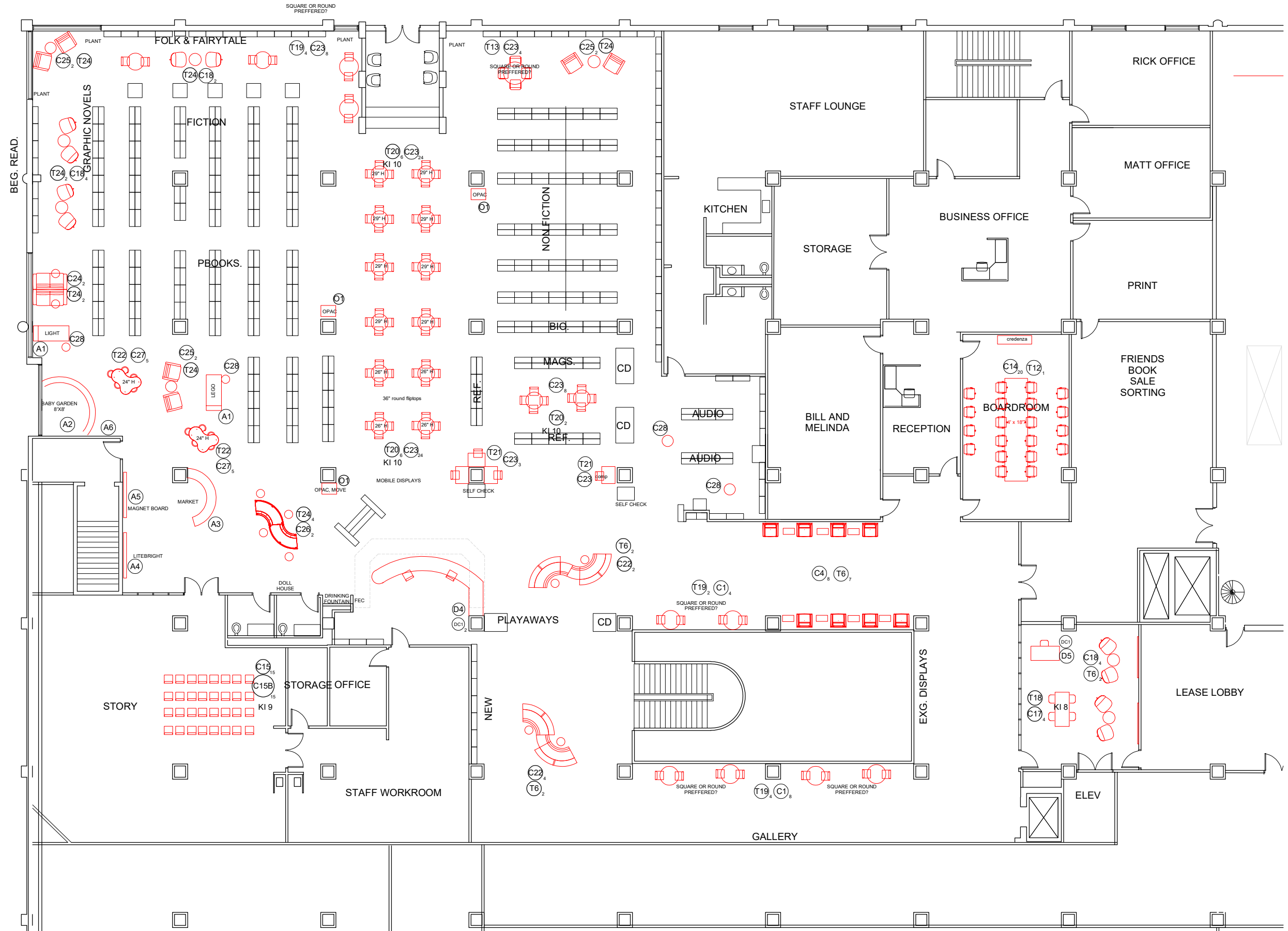


TEEN FURNITURE

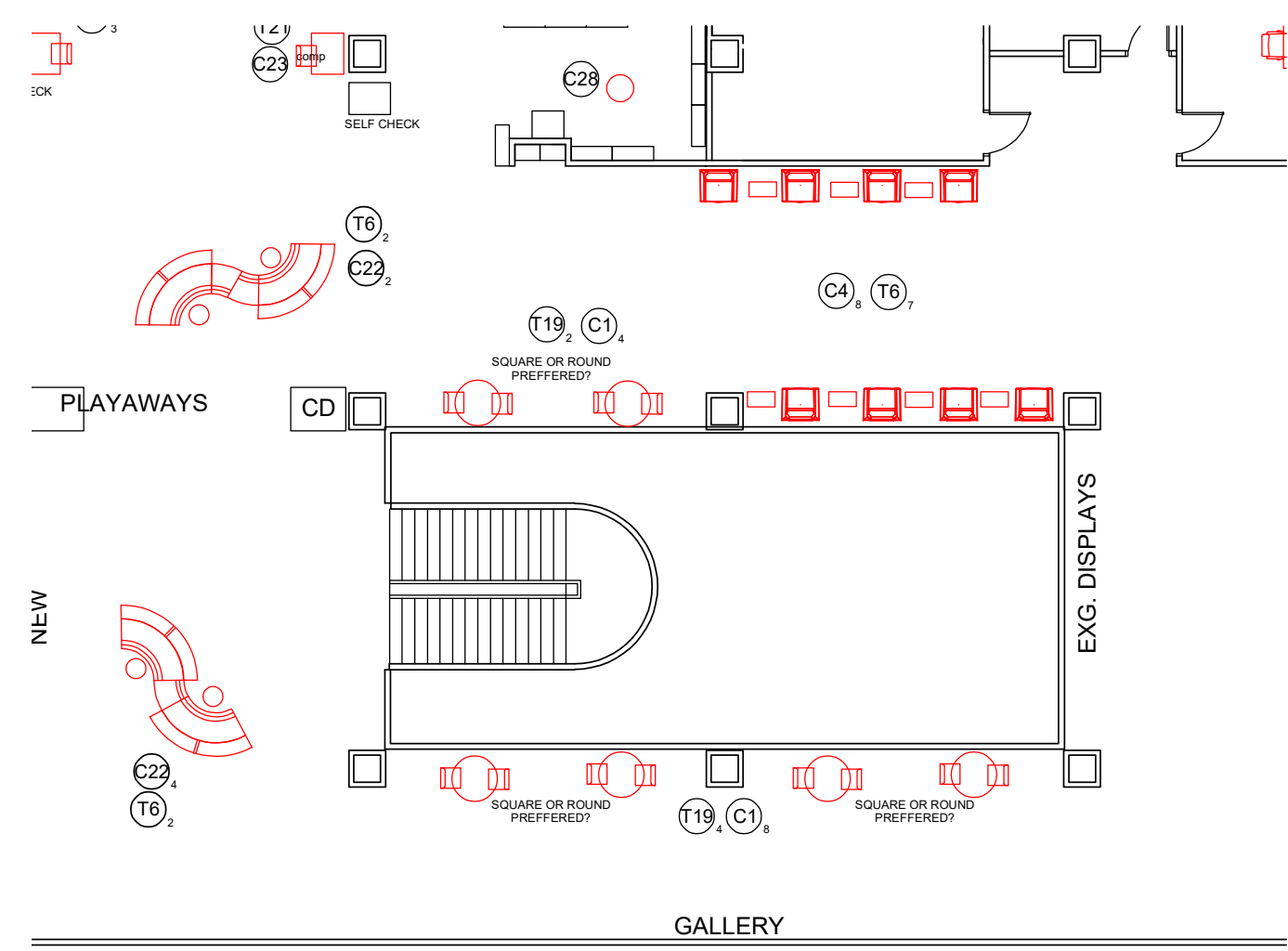


96x24 Standing Height

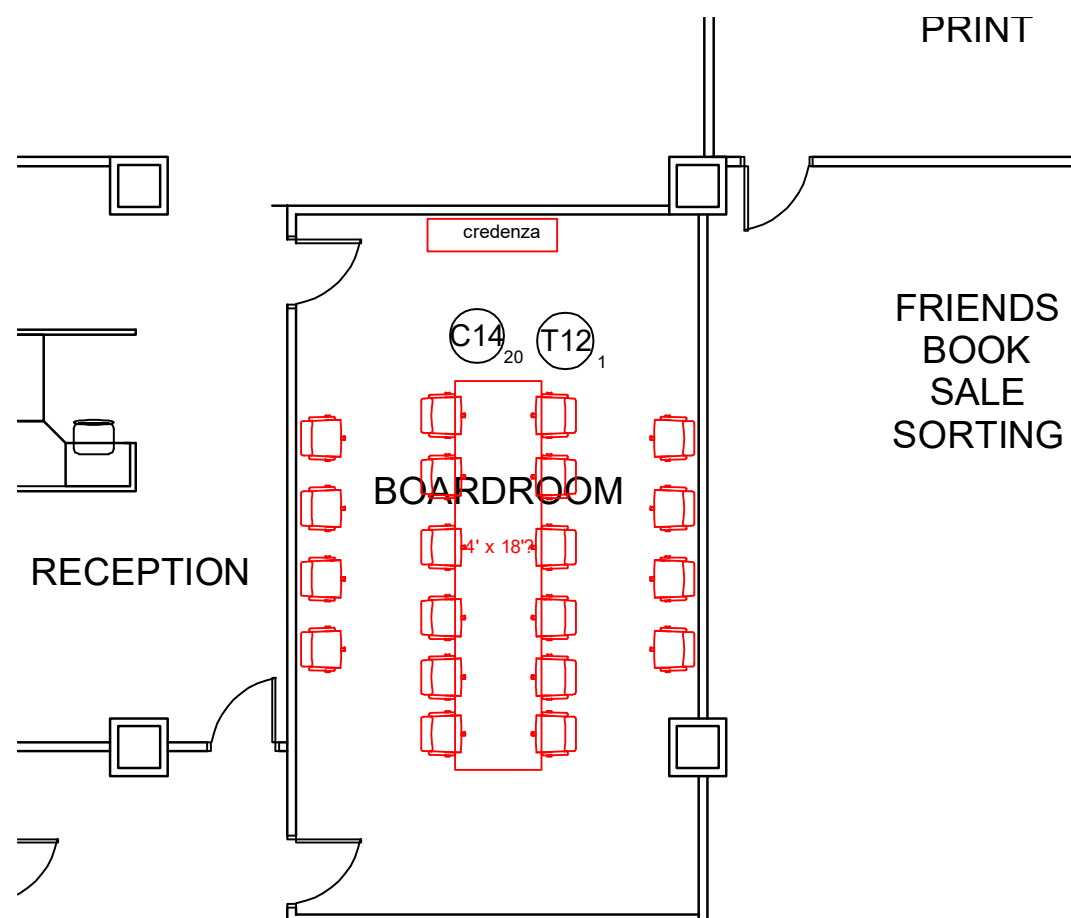




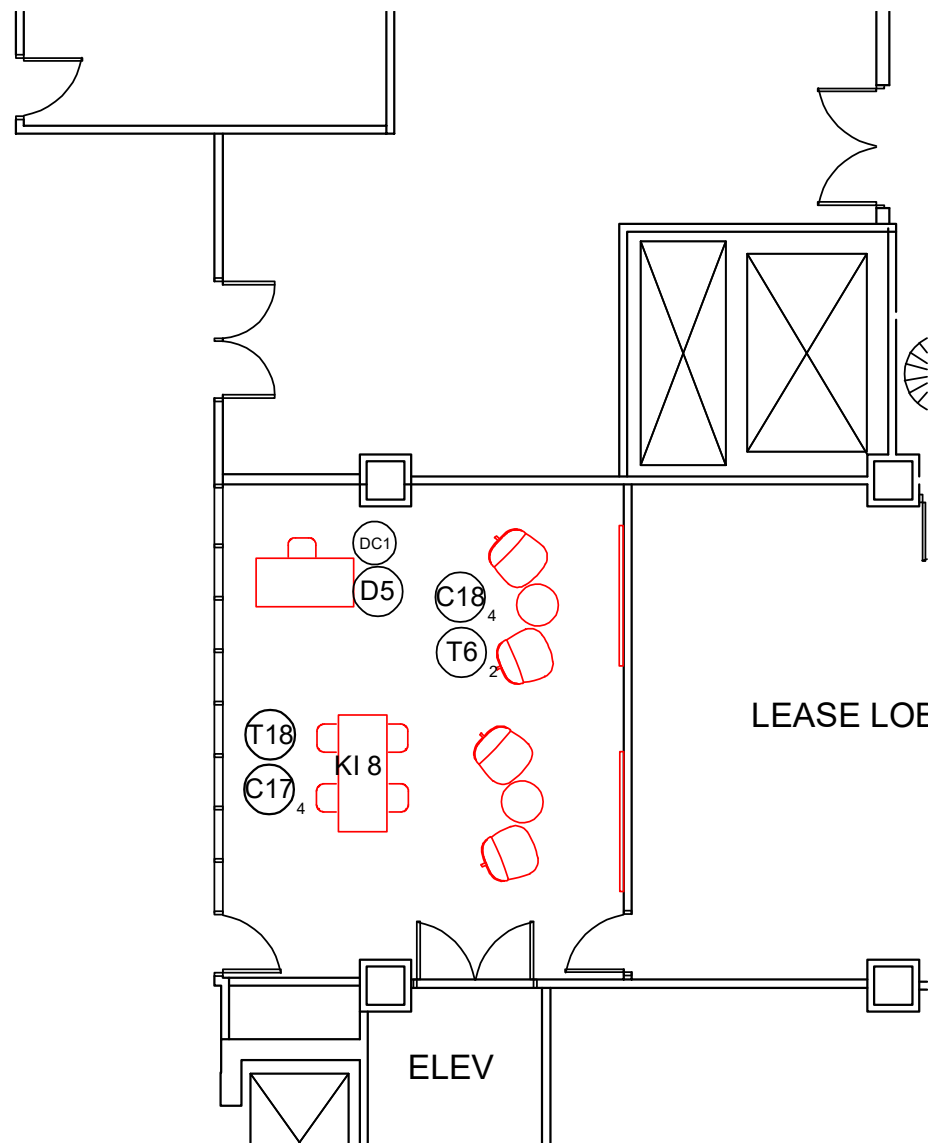
SECOND FLOOR PLAN



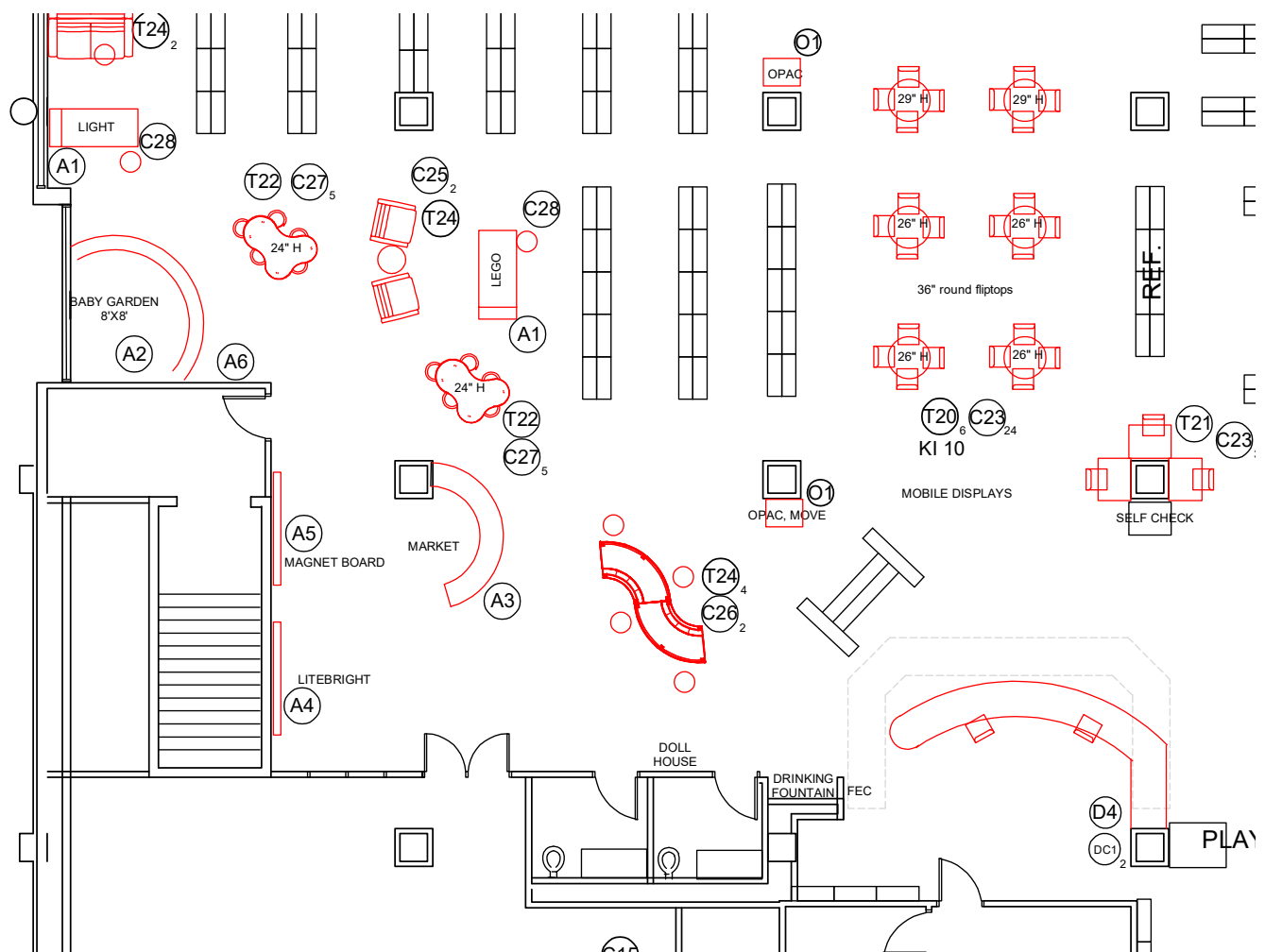
SEATING AROUND THE TOP OF THE STAIR



BOARDROOM TABLE AND CHAIR



GAMING ROOM



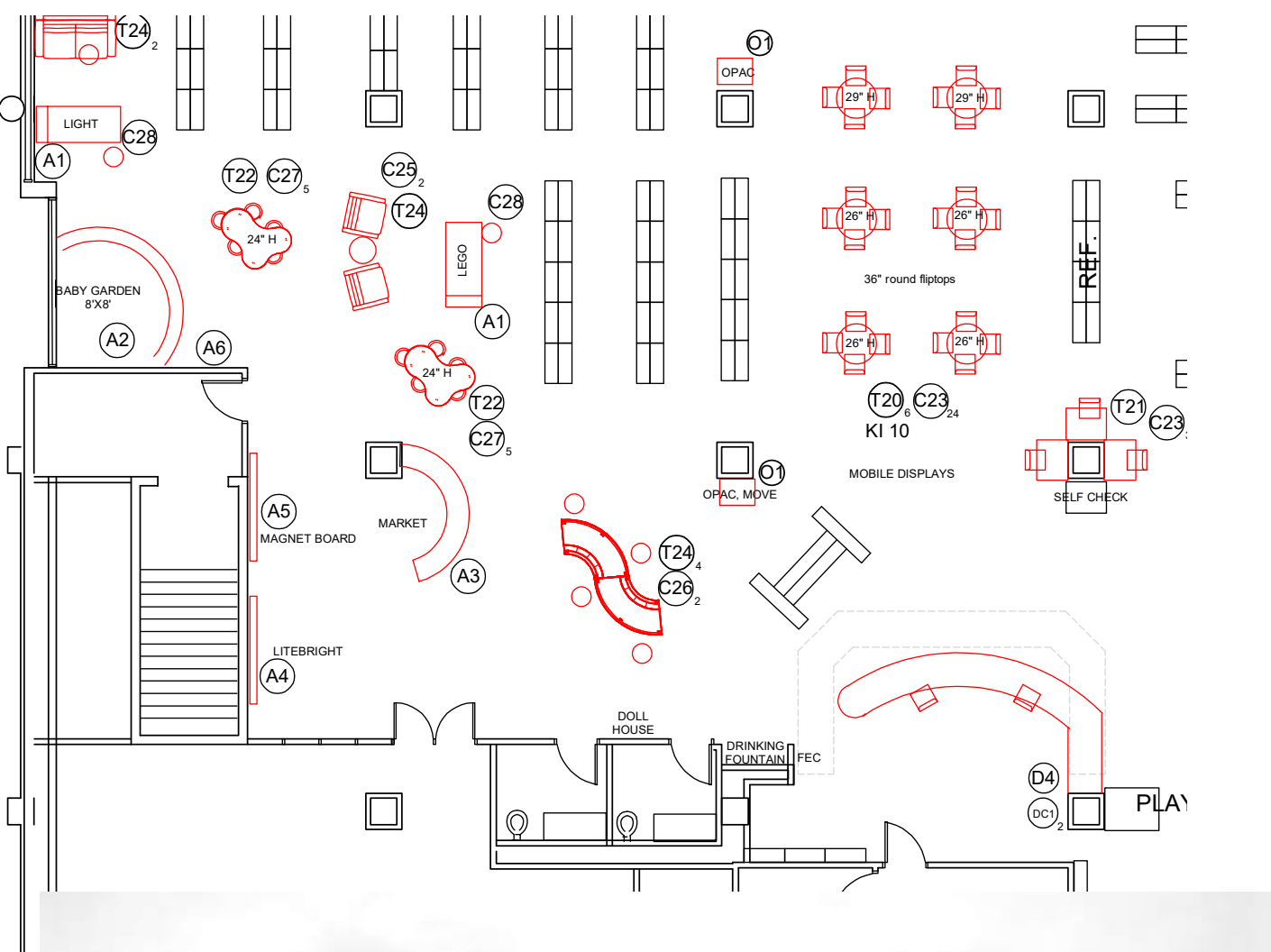
MARKET



YOUTH DESK



MARKET



BABY GARDEN

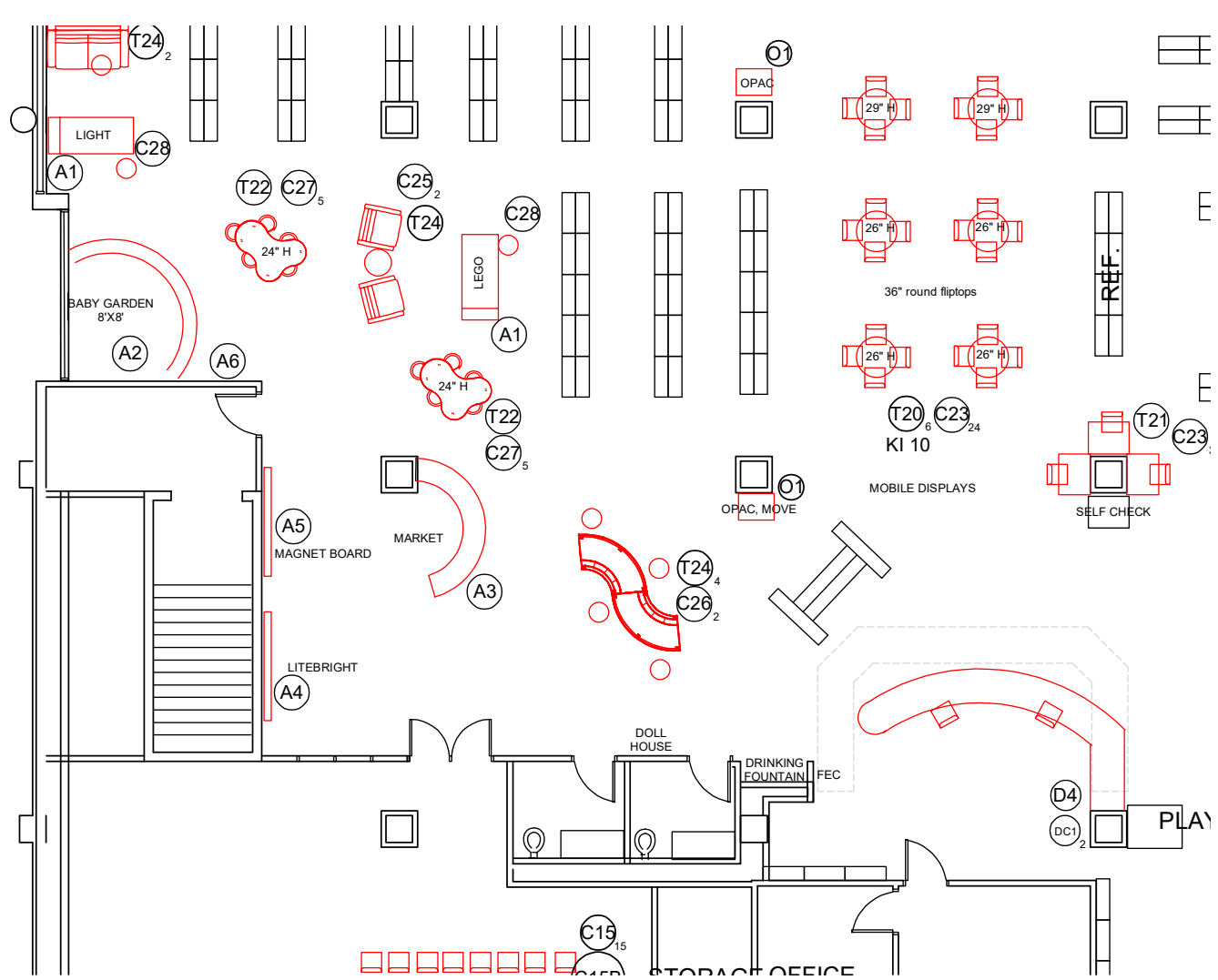


LITEBRIGHT



MAGNETIC WALL

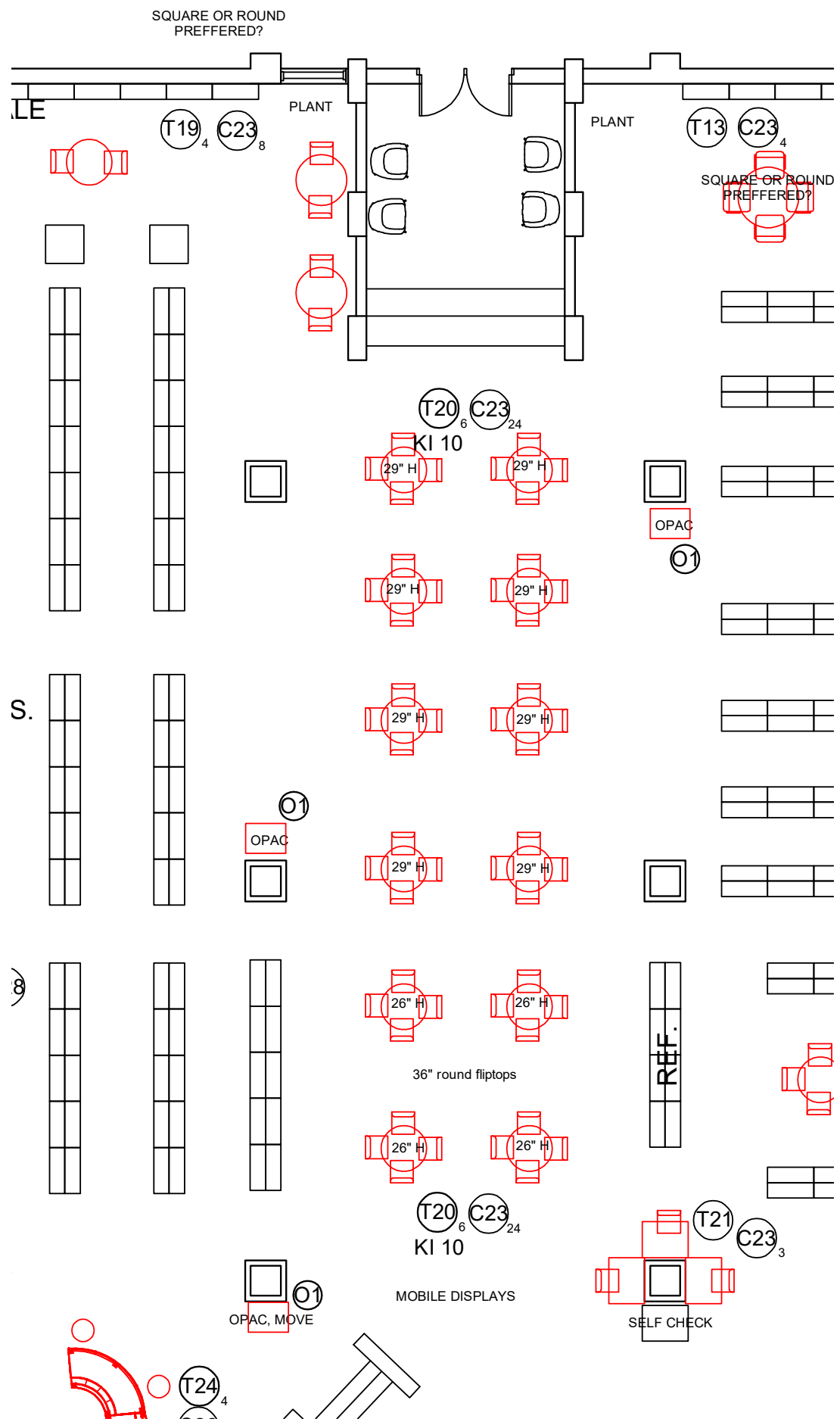




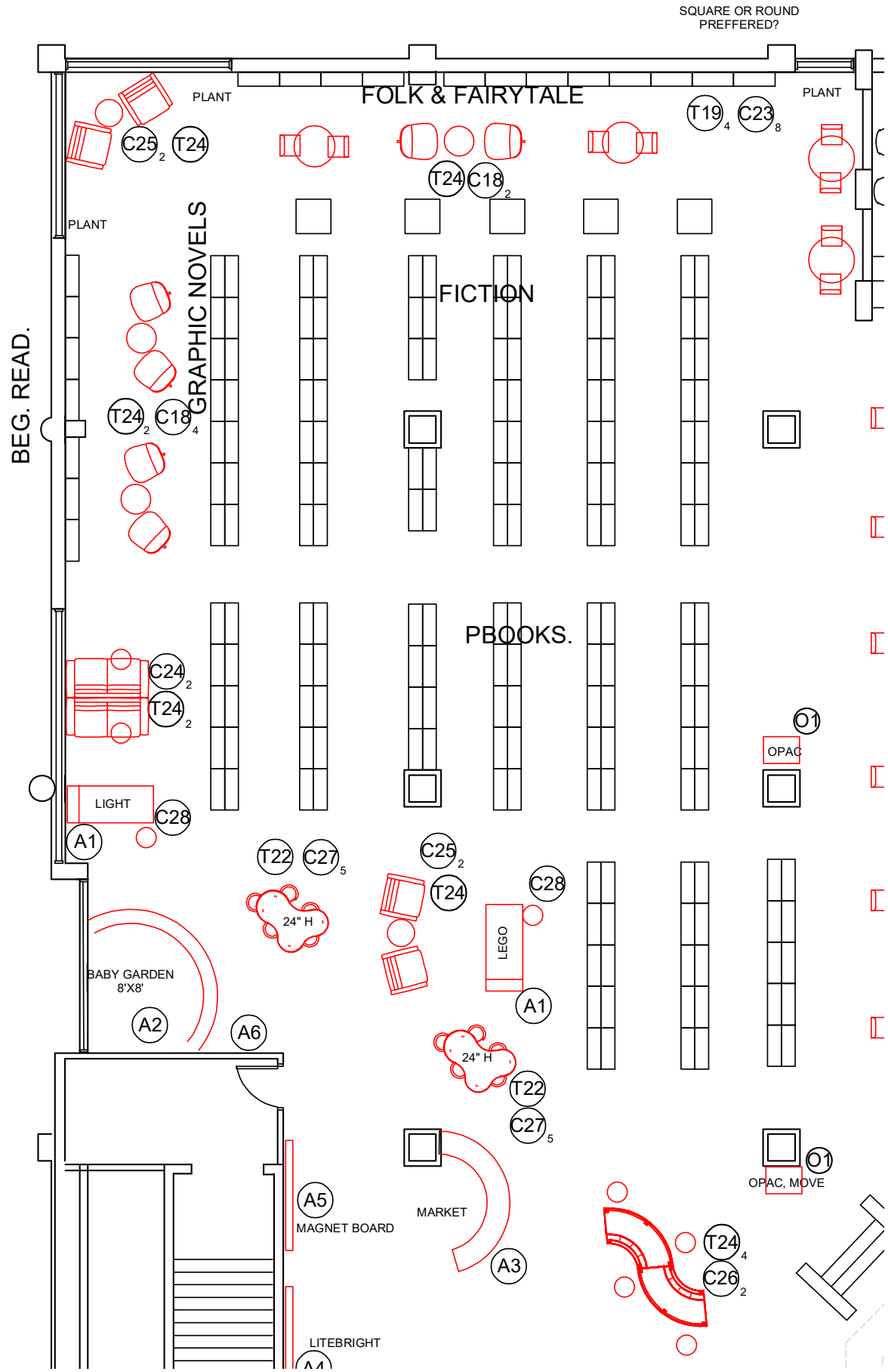
LIGHT TABLE



LEGO TABLE



YOUTH TABLES AND CHAIRS



SOFT SEATING



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

## BOARD OF TRUSTEES REGULAR MEETINGS 2024/2025

### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

The regular meeting of the Decatur Public Library Board of Trustees for 2024/2025 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 15, 2024

March 21, 2024

April 18, 2024

May 16, 2024

June 13, 2024

July 18, 2024

August 15, 2024

September 19, 2024

October 17, 2024

November 21, 2024

December 19, 2024

January 16, 2025