



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, May 16, 2024

4:30 p.m.

Decatur Public Library

Board Room

- I. **Call to order** – Karl Coleman
- II. **Consent Agenda (Approval of Agenda; Approval of the April 18, 2024) (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. **Division Head reports**—Becky Damptz, Alissa Henkel, Matt Wilkerson, Carol Ziese
- VI. **City Librarian’s report** –Rick Meyer (Discussion)
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Elizabeth Rivera
 - i. Library Building Use Policy (Action)
 - ii. Library Records Confidentiality Policy (Action)
 - iii. DEI Committee (Discussion)
 - iv. Other
 - B. **Finance and Properties Committee**—Karl Coleman
 - i. Capital Needs (Discussion)
 - ii. April 2024 Check Register & Vendor Report (Action)
 - iii. April 2024 Budget Actuals (Discussion)
 - iv. Resolution to Accept Furniture Bids, Proposals, Alternates (Action)
 - C. **Foundation**—Rick Meyer
 - i. No meeting

D. Friends of the Library – Rick Meyer

- i. May 9 Meeting

E. Illinois Heartland Library System—Rick Meyer

- i. Updated on SHARE agreement

VIII. Old Business

- A. Open Trustee Seats (Discussion)
- B. Sale of Library Furniture (Action)
- C. Other

IX. New Business

- A. Other (Discussion)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

April 18, 2024 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present:

Karl Coleman
Elizabeth Rivera
Jacobie Jones
Sofia Xethalis

Absent: Emily West, 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 Technical Services and Circulation

Guests: Attorney, Mr. Jordan Klein

Call to Order: Mr. Coleman called the meeting to order at 4:40pm.

Consent Agenda (Approval of Agenda; Approval of February 15, 2024 Annual Meeting Minutes & March 21, 2024 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Mr. Meyer requested to move the discussion with Mr. Jordan Klein to the beginning of the meeting, followed by the Illinois Heartland Library System Trustee Training Portal discussion. Ms. Xethalis made a motion to accept the agenda and minutes as adjusted, seconded by Mr. Jones. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: None

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

Division Head Reports (Discussion) Ms. Dampitz reported on the ISHRAB reading project. Most maps are available, some still need to be stitched properly.

Ms. Henkel reported that a staff member, Ms. Yepsen, attended CHICO board meeting. She is also working on the Spanish translations for the Children's Dewey Decimal System, as well as, Spanish reading logs for the Summer Reading program.

Ms. Ziese reported that staff are in the process of material laundering the entire collection. This process helps find items with damage, errors, and shelf-read to be sure books are in order. All staff have completed the barcoding class. Stackmaps has been completed on the main floor. This allows patrons to locate a book. Ms. Ziese attended an AI conference via Library 2.0.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee – Ms. Rivera

- a. DEI Committee Report – Ms. Ziese reported on the use of SMART goals for the committee. Other cultural groups have been invited to attend the meetings.
- b. Art & Artifacts Acquisition and Display Policy (Action) Mr. Meyer updated the policy to state it will be reviewed every 3 years. Ms. Xethalis made a motion to accept the changes and approve the policy, seconded by Ms. Rivera. All in favor. The motion was adopted.
- c. Meeting Rooms Policy (Action) Mr. Meyer shared possible changes to the policy being presented. Ms. Xethalis made a motion to amend the policy to reflect 48 hours of free usage per calendar year, seconded by Mr. Coleman. All in favor. The motion was adopted. Mr. Coleman made a motion to make the amendment effective January 1, 2025, seconded by Mr. Jones. All in favor. The motion was adopted.
- d. Repurpose of Quiet Study to a Meeting Room (Action) Mr. Meyer stated there will be 2 bids on how the Quiet Study will be furnished. 1 bid as a quiet study, one as a conference room. Ms. Xethalis made a motion to table until the furniture bids can be reviewed. All in favor. The motion was adopted.

B. Finance and Properties Committee –Mr. Coleman

- a. March 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the check register, seconded by Mr. Jones. Mr. Coleman requested a roll-call vote. Ms. Rivera yes, Mr. Coleman yes, Ms. Xethalis yes, Mr. Jones yes. All in favor. The motion was adopted.
- b. March 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget actuals.
- c. Update on Donation of Furniture (Action) Mr. Jordan Klein discussed the options for sale of Library furniture within the law. The Library can hire a broker to help value and sell the furniture. Mr. Klein feels there could be complications by giving the furniture to the Foundation in hopes of getting additional funding to use for the Library. Mr. Meyer will reach out to a broker.
- d. Update on Security Costs (Action) Mr. Meyer stated no update is available. The key card access system needs to be replaced.
- e. Update on Furniture Bid (Action) The invitation bid was published last Friday. Final bids will be presented on May 3, 2024.

C. Foundation – Mr. Meyer – No meeting.

D. Friends of the Library – April 11 meeting. Mr. Meyer reported they approved the Library requests. They plan to vote on funding requests, one at a time, presented

monthly. Mr. Meyer will send out the dates of the meetings for the current year.

- E. Illinois Heartland Library System – Presentation by Anna Yackle and Leanne Furby on the new Trustee Training Portal.

Old Business

- A. Open Trustee Seat (Discussion) Mr. Coleman mentioned there are still open seats to be filled.
- B. DCEO Grant (Action) This is for the possible bookmobile from the State of IL. The subcommittee advised the Board not to accept the bookmobile because of the financial strain on the Library. Mr. Coleman made a motion to decline the grant for the bookmobile, Mr. Jones seconded the motion. All in favor. The motion was adopted. Mr. Meyer will notify the State Representative Sue Scherer.

New Business

- A. Other (Discussion) None.

Adjournment

Ms. Xethalis made a motion to adjourn at 6:10pm., seconded by Ms. Rivera. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 4/18/23

City Librarian's Report for April 2024

Administration

- I attended, along with Alissa Henkel and Alix Frazier, the PLA Annual Conference in Columbus, OH from the 3rd through the 5th.
- On the 9th I held two all-staff meetings.
- On the 15th the ad hoc Bookmobile Committee met and decided to recommend to the Board that Decatur Public Library decline the bookmobile grant.
- On the 15th Alissa and I met via Zoom with Ryan H. from Leadr.
- On the 16th, Carol Ziese and I met via Zoom with staff from Chatham library to discuss how they are using Patron Point to simplify new patron registrations.
- On the 17th I conducted a building safety walkthrough with the other tenants in the building.
- I took the week of the 22nd off.
- I remotely attended the library construction grant review on the 25th. The library's grant application was scored a 98 out of a possible 100.

Circulation

- **Please see statistical spreadsheet/charts.**
- Two circulation staff helped at the library sign-up event at McArthur.
- Stack Map lower level is complete, analytics coming soon.
- All shelving has been installed and end cap signs are up.
- Continuing to shelf read and check inventory through automated materials handler.
- We discovered and corrected errors in the Circulation module that were interfering with E- resources.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- Carol attended Share Executive Council meeting.
- Karen Williams served on the DEI Committee.
- Adding years to DVDs, Juvenile series labels, volume field corrections

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- John Schirle worked with Amy Schmahl, Mt. Zion High School Librarian on the use of Simply Reports.

- John worked with DPS61 on Summer Registration event and Library staff meeting.
- Amanda Young was interviewed by PawPrint Ministries to provide an impact statement in their promotional materials that will be showed at their fundraisers.
- Katie Eytchison worked with Starting Point to prepare 4 more tablets for seniors. She is working on ongoing programming with the U of I Extension Office. She got tickets, to use as Summer Reading prizes, for the Devon from the Decatur Park District.
- Alix Frazier and Patti Freitag worked on Fiction Range signage. Alix worked with Carol and Julie Martin on the Lucky Day Collection with additional input from Librarians.
- Alexis Tippit's first day was April 8. We are so glad to have her!
- Sarah Yepsen finished translating the Children's Summer Reading Log and the quarter sheet flyer. She also finished translating Preschool Art Classes and PawPrint Ministries Quarter sheet flyers.
- Jason Butterick completed the Breaking News Display. He organized a visible column display of recent news stories and books, CDs related to the topics. It will be updated every 2 weeks with relevant topics and materials.
- Scott Wilson assisted Tye Pemberton with Technology Basics; and assisted Jess Hill with her monthly display. Scott continues to manage the bulk of stats including PRS stats, Adult display stats, and Local Hi April History social media stats.
- Susan Bishop and John are working on a schedule for summer story times about fables.
- 265 kids are enrolled in 1000 Books Before Kindergarten. 371 rewards have been earned. 41,053 books have been read.
- CHAT housed a long-term patron at the library who was unhoused for years and placed them into permanent supportive housing. Jess was a guest lecturer for library students at the U of I. A library social work proposal was submitted to the National Association of Social Workers to create ethical guidelines for library social work and recognize it as a legitimate profession. With Tye's assistance, she updated the entire social services web page. With Scott's assistance, she put together a book display for Child Abuse and Neglect Awareness Month.
- Amanda is working hard on the Volunteer schedule for SRC 2024.
- Katie was invited to present a webinar for Mid-America Library Alliance in September – Reducing Social Isolation in Seniors – she presented it at ILA last year with Becky Stewart from Starting Point. Way to go!
- Alix is working on continued directional signage and RA Genre bookmarks for horror and romantasy.
- Susan and Alissa met with John Patrick from Sound Check to acquire a proposal for a new sound system to be purchased with Andreas Foundation grant monies. They also started working on he SRC 2024 Show.
- Alissa met with a NYTimes sales rep about an online subscription.
- Alissa worked with Hoopla and Kanopy to ensure that patrons with blocks could not check out e-materials.
- Division Heads had a Leadr Demo and planned for a productive trial beginning on April 29 with Librarians.
- Librarians started meeting twice a week. The meeting is a working meeting. Hopefully we will complete our action items and return to once a week.

Systems Administration

- **See spreadsheet for statistical information.**

- TBS has remote access the TBS server. server. They have not done any configuration to the server this month.
 - CityBlue installed the new printers on the 29th.
 - A new microfiche reader and computer was installed in Local History.
 - Sent to recycling: 1 server, 13 computers, 14 monitors and 1 microfiche reader.
 - Replaced the 3 Easy Search computers in Children's with faster computers and monitor.
 - Created a Word mail merge document to send Employee balances to Staff.
 - Ongoing: Faronics Deep Freeze version 8.71 is still experiencing computer lock ups. Chris continues to send requested information to Faronics.
-
- **Archives and Special Collections**
 - **Please see spreadsheet for statistics.**
 - Leeann Grossman and Sheri Keller completed 20 in-depth research projects this month.
 - The new microfilm reader arrived on April 1st. Bob from RMC Imaging, Inc. trained Becky and Sheri on how to use the machine. Becky Dampitz then trained Dave Frahlman and Leeann the next day.
 - ISHRAB grant update:
 - Becky continues to add images to Omeka. The images remain private at this time.
 - Tye manually stitched several maps that Photoshop could not stitch automatically. Those maps have not been added to Omeka yet.
 - 150th Anniversary Committee update:
 - Meeting held on April 25th
 - Gary Geisler gave a program on the history of the Hotel Orlando via Zoom on April 23rd, and had 12 attendees.
 - Stormy Joplin-Reed's last day was April 25. While she was here, Stormy worked on box inventories and research. Hopefully, she'll return during the summer to volunteer until she goes to college in the fall.

Respectfully Submitted,

Rick Meyer
City Librarian

Circulation by Audience Physical & Electronic	Apr-23	Apr-24	Change from		2023 Total	Projected		May 2022- April 2023	May 2023- April 2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Number of Adult Materials Loaned	15,752	15,445	-1.9%	67.5%	177,618	183,372	3.2%	173,755	179,566	3.3%
Number of Young Adult Materials Loaned	655	610	-6.9%	2.7%	7,316	8,021	9.6%	7,267	7,541	3.8%
Number of Children's Materials Loaned	4,156	6,822	64.1%	29.8%	83,939	94,411	12.5%	84,118	87,080	3.5%
Total Number of Materials Loaned	20,563	22,877	11.3%		268,873	285,804	6.3%	265,140	274,187	3.4%

Circulation by Material Type	Apr-23	Apr-24	Change from		2023 Total	Projected		May 2022- April 2023	May 2023- April 2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Books Loaned--Physical	12,852	13,460	4.7%	58.8%	165,521	182,376	10.2%	166,472	167,067	0.4%
Videos/DVDs Loaned--Physical	2,929	3,417	16.7%	14.9%	39,535	42,850	8.4%	41,071	39,451	-3.9%
Audios, Including Music Loaned--Physical	847	738	-12.9%	3.2%	9,775	8,786	-10.1%	8,905	9,174	3.0%
Magazines/Periodicals Loaned--Physical	240	238	-0.8%	1.0%	3,060	2,943	-3.8%	3,284	2,947	-10.3%
Other Items Loaned--Physical	21	19	-9.5%	0.1%	740	130	-82.5%	2,647	263	-90.1%
Use of Circulating Electronic Materials	3,674	5,005	36.2%	21.9%	50,242	72,451	44.2%	42,761	55,285	29.3%
Total	20,563	22,877	11.3%		268,873	309,536	15.1%	265,140	274,187	3.4%

Successful Retrieval of Electronic Information **17,637** **22,545** **27.8%** **49.6%** **233,907** **314,907** **34.6%** 208,618 255,953 22.7%

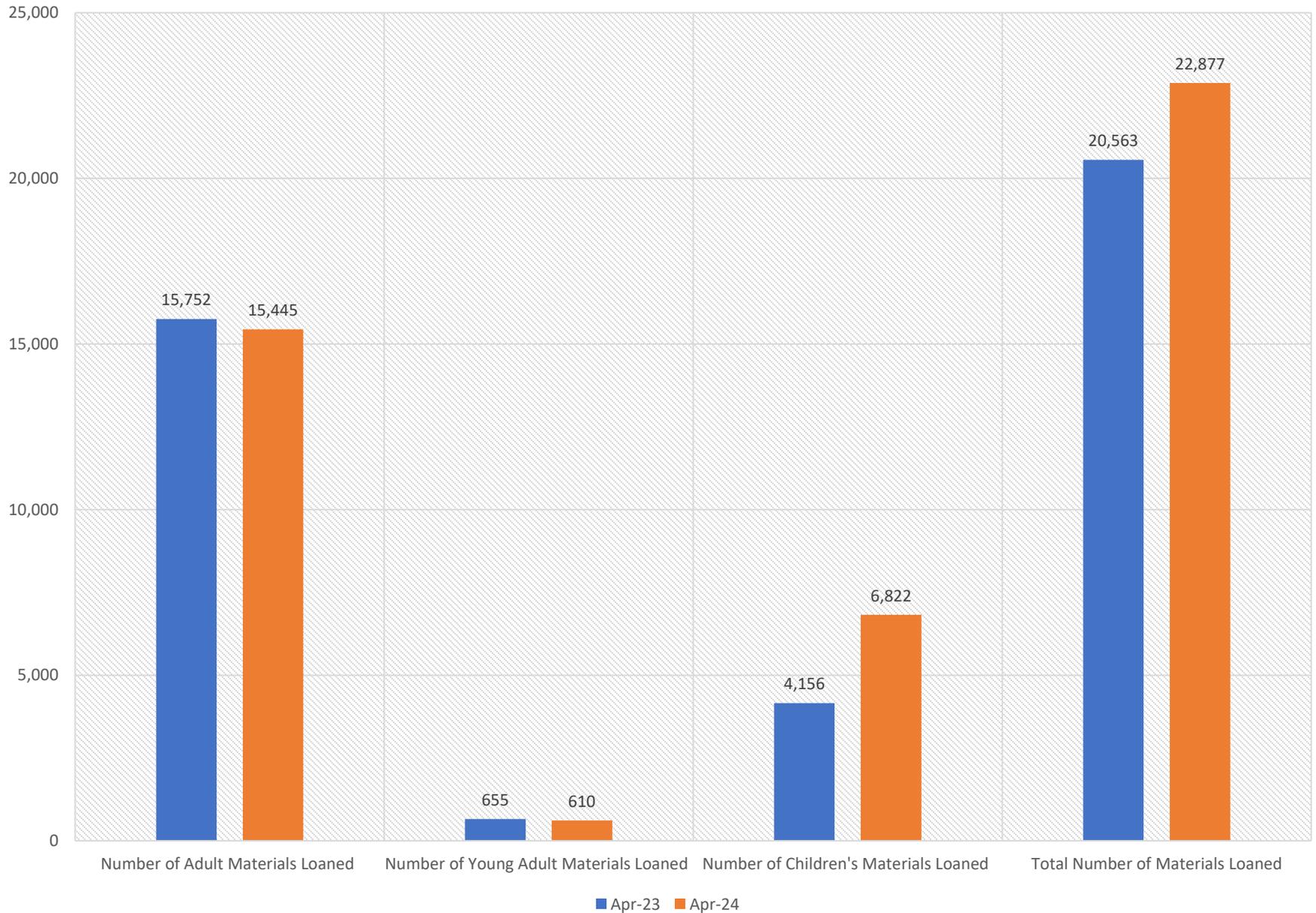
Electronic Content Use **21,311** **27,550** **29.3%** **60.7%** **284,149** **387,358** **36.3%** **251,379** **311,238** **23.8%**

Total Collection Use	Apr-23	Apr-24	Change from		2023 Total	Projected		May 2022- April 2023	May 2023- April 2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Total Collection Use	38,200	45,422	18.9%		502,780	624,443	24.2%	473,758	530,140	11.9%

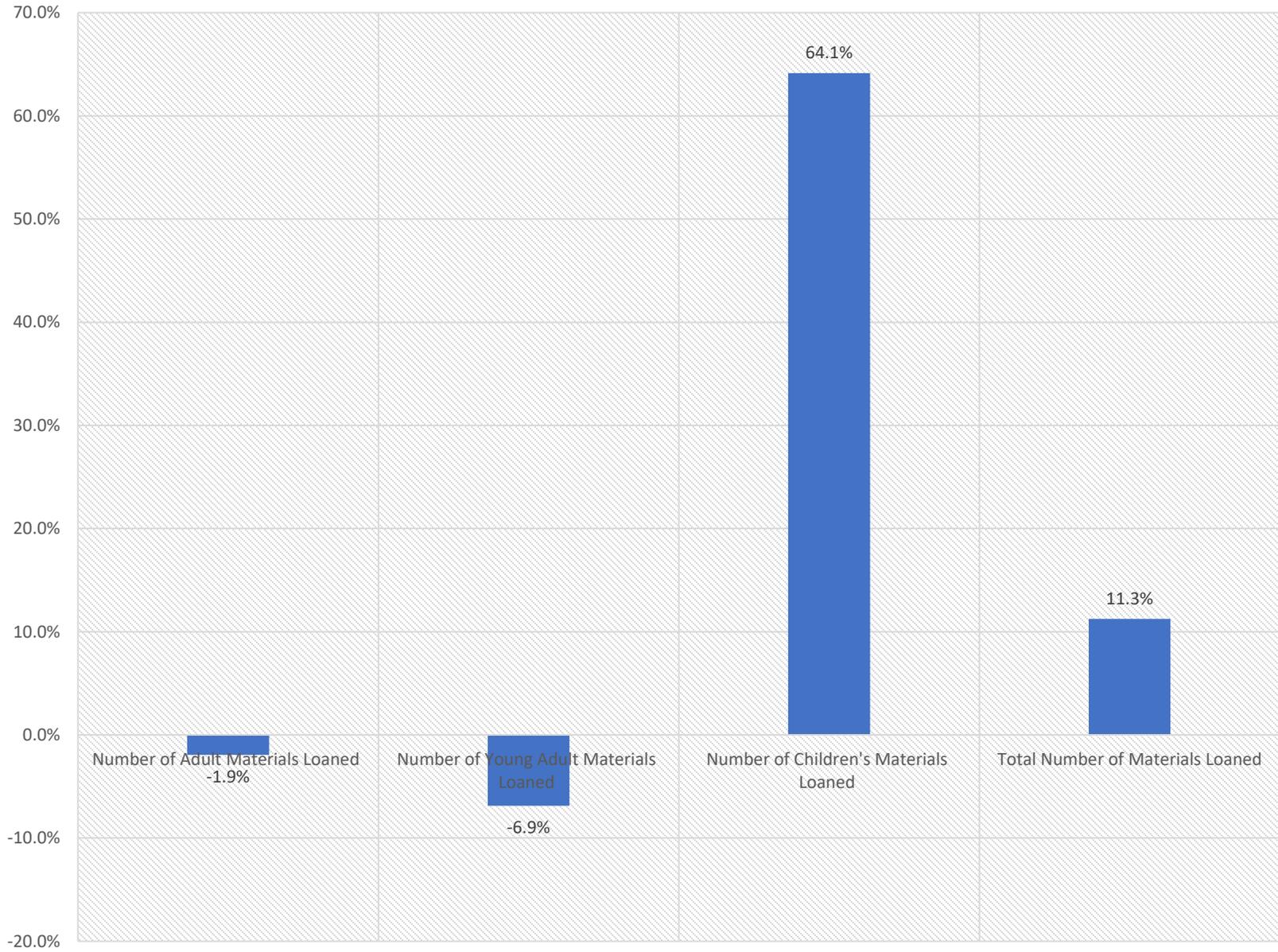
Interlibrary Loan	Apr-23	Apr-24	Change from		2023 Total	Projected		May 2022- April 2023	May 2023- April 2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Interlibrary Loans Provided To Other Libraries	3,399	3,521	3.6%	55.7%	41,045	42,349	3.2%	42,200	40,444	-4.2%
Interlibrary Loans Received FROM Other Libraries	2,275	2,800	23.1%	44.3%	30,414	35,035	15.2%	30,054	31,179	3.7%
Total ILL Transactions	5,674	6,321	11.4%		71,459	77,384	8.3%	72,254	71,623	-0.9%

Other Stats	Apr-23	Apr-24	Change from 2022	2023 Total	Projected		May 2022- April 2023	May 2023- April 2024	Change
					2024 Projection	Change from 2023			
New Patron Registrations	203	200	-1.5%	2,374	2,610	10.0%	2,266	2,412	6.4%
# of Visitors (Security Gate)	10,365	14,764	42.4%	133,995	172,290	28.6%	126,576	142,230	12.4%
# Visitors Lobby Counter	12,972	13,187	1.7%	159,146	166,838	4.8%	163,773	157,907	-3.6%
Local History # of visitors	32	391	1121.9%	607	5,861	865.6%	468	1,999	327.1%
Adult Programs Active	513	331	-35.5%	3,751	2,143	-42.9%	3,278	2,989	-8.8%
Adult Programs Passive	180	0	-100.0%	1,451	878	-39.5%	1,801	1,278	-29.0%
Adult Programs Virtual Live	22	23	4.5%	814	1,693	108.0%	397	835	110.3%
Adult Programs Virtual Recorded	25	72	188.0%	755	3,663	385.2%	281	1,004	257.3%
YA Programs Active	5	11	120.0%	81	510	530.0%	54	134	148.1%
YA Programs Passive	0	0	#DIV/0!	371	267	-28.1%	336	353	5.1%
YA Virtual Live	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
YA Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Children's Programs Active	815	1,220	49.7%	9,926	13,821	39.2%	9,927	10,613	6.9%
Children's Programs Passive	413	265	-35.8%	7,357	12,241	66.4%	6,866	8,289	20.7%
Children's Virtual Live	116	216	86.2%	1,227	1,460	19.0%	1,114	1,251	12.3%
Children's Virtual Recorded	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!
Total Programs	2,089	2,138	2.3%	25,733	31,171	21.1%	24,054	26,746	11.2%
Public Sessions	1,668	1,743	4.5%	20,380	20,478	0.5%	19,997	19,915	-0.4%
Wireless Sessions	951	1,545	62.5%	13,555	16,336	20.5%	14,904	14,018	-5.9%
Website Sessions	11,092	12,260	10.5%	129,620	137,316	5.9%	120,565	129,001	7.0%
Unique Visits	6,958	7,108	2.2%	77,699	80,218	3.2%	72,673	76,502	5.3%
Page Views	40,480	22,090	-45.4%	373,539	201,477	-46.1%	467,117	286,564	-38.7%
Self Checks	6,708	6,613	-1.4%	84,526	88,766	5.0%	84,696	84,072	-0.7%
Percentage of Self Checks	1	0	-3.0%	49%	47%		6	4	
Assists Adult	2,717	3,366	23.9%	33,661	39,211	16.5%	28,395	34,722	22.3%
Assists Children	1,763	1,085	-38.5%	12,682	11,622	-8.4%	11,753	12,102	3.0%
Assists Local history	96	99	3.1%	1,284	1,133	-11.8%	1,504	1,207	-19.7%
IT help calls	102	116	13.7%	1,303	1,501	15.2%	1,105	1,334	20.7%
Searches in Catalog	21,042	21,488	2.1%	286,435	376,383	31.4%	207,873	302,837	45.7%
Number of Items processed	1,336	1,268	-5.1%	17,526	17,391	-0.8%	17,878	17,009	-4.9%
Number of Items Withdrawn from Collection	1,745	867	-50.3%	22,697	14,834	-34.6%	11,794	19,770	67.6%
Number of mended items	87	254	192.0%	2,166	2,526	16.6%	2,528	2,220	-12.2%
Number of items ordered	774	435	-43.8%	7,545	5,112	-32.2%	7,924	6,562	-17.2%
Number of records added to database	1,249	1,014	-18.8%	15,360	14,859	-3.3%	15,349	14,789	-3.6%

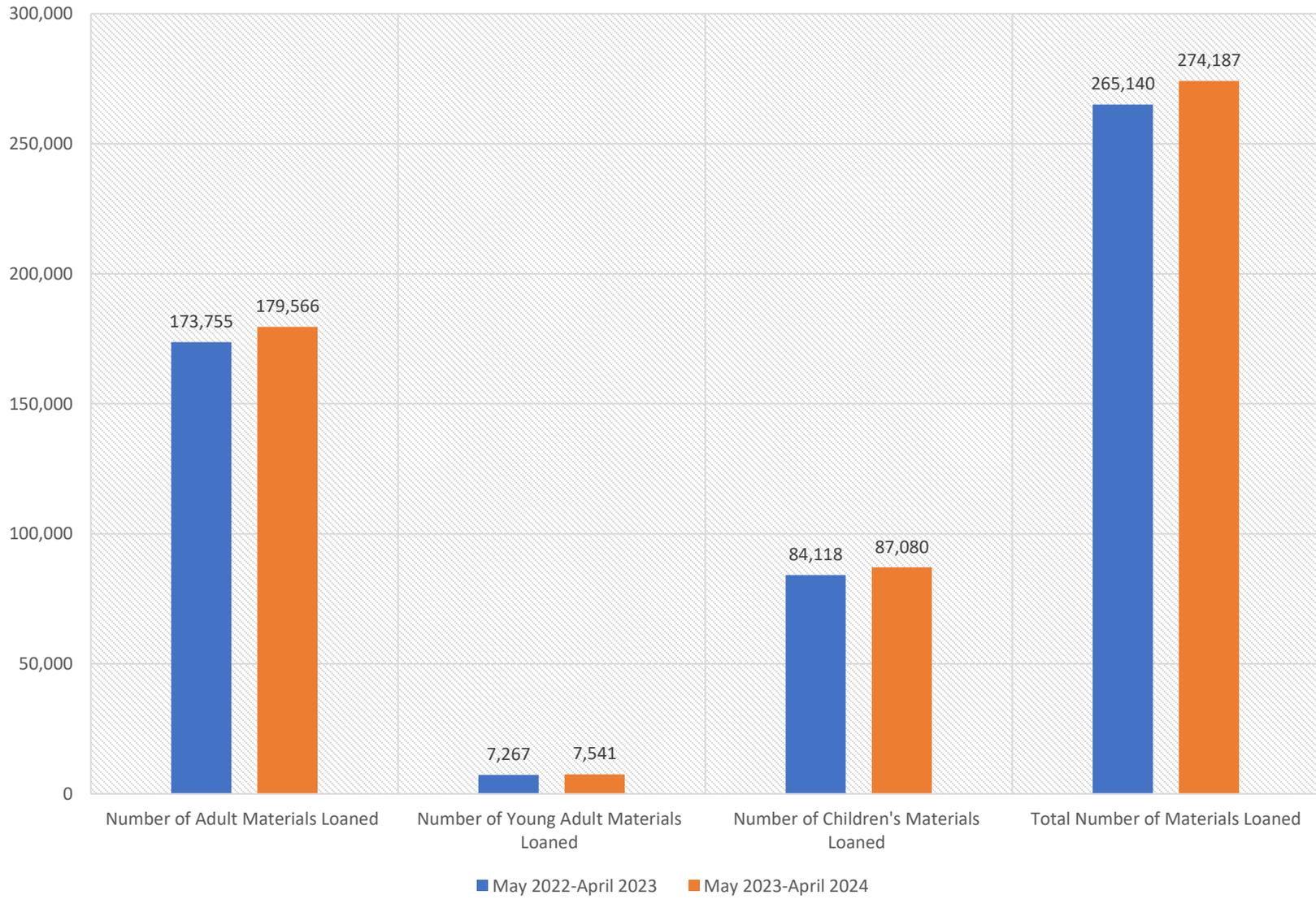
April Circulation by Audience



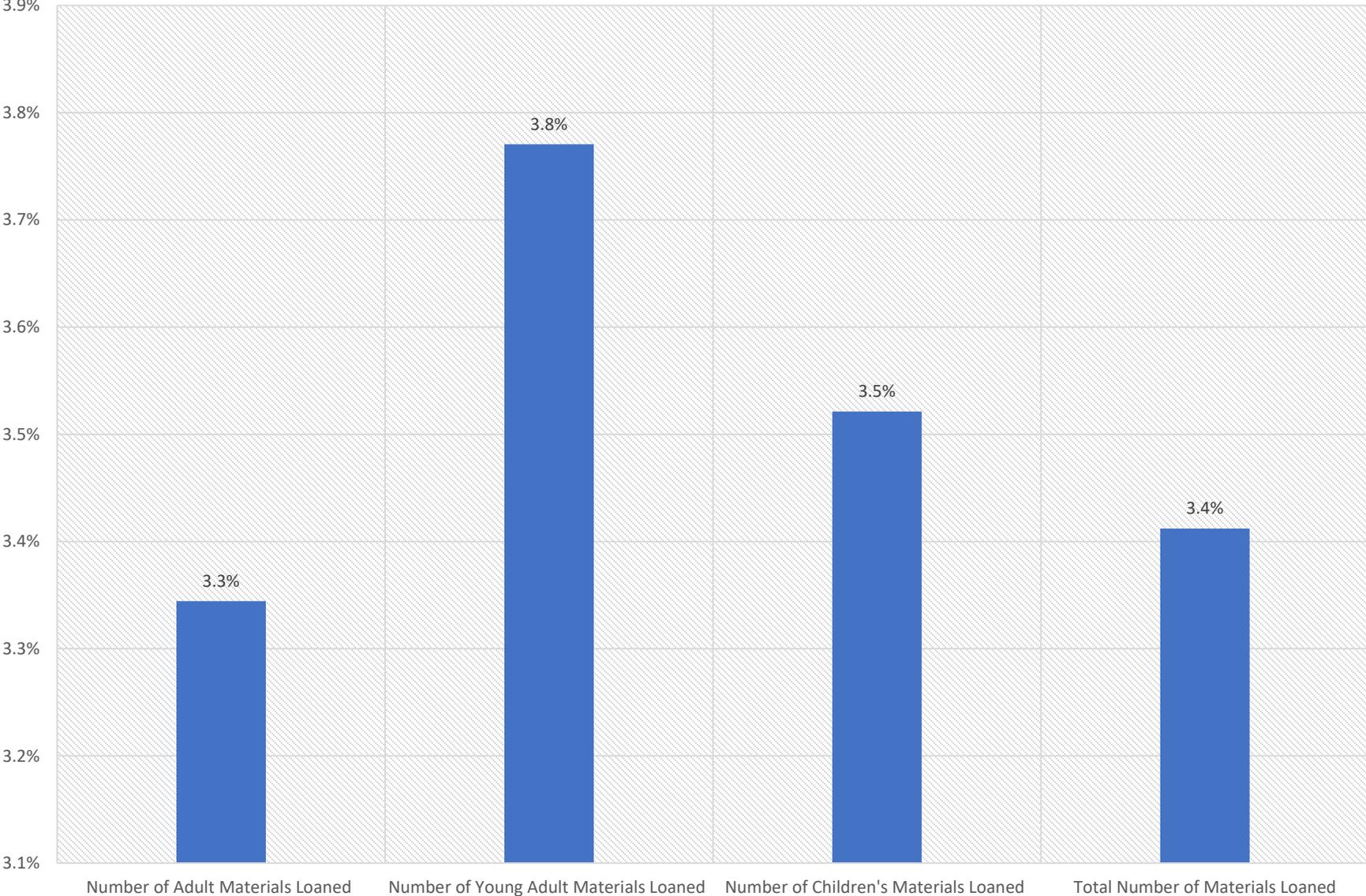
Change from 2023



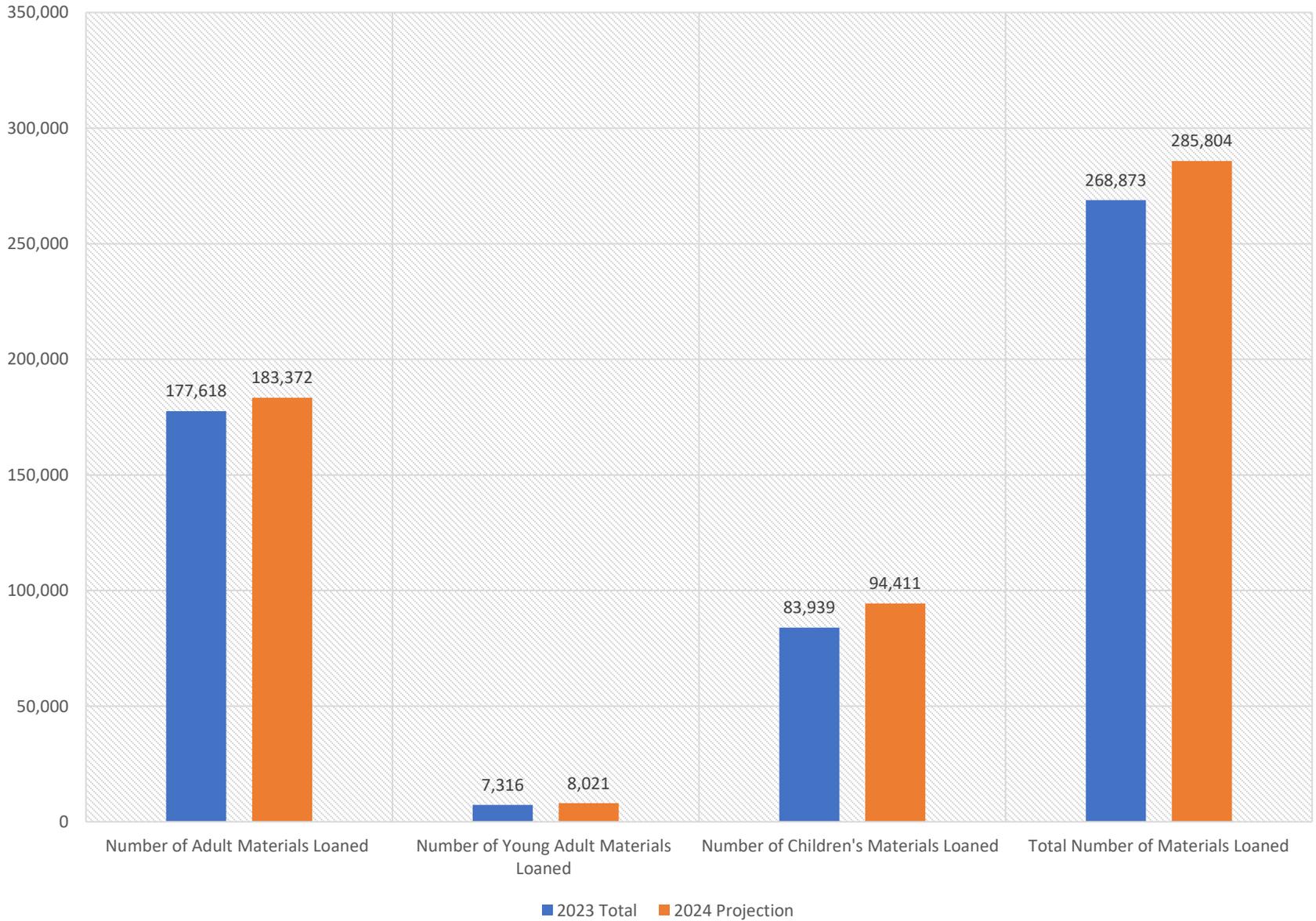
12-Month Trend



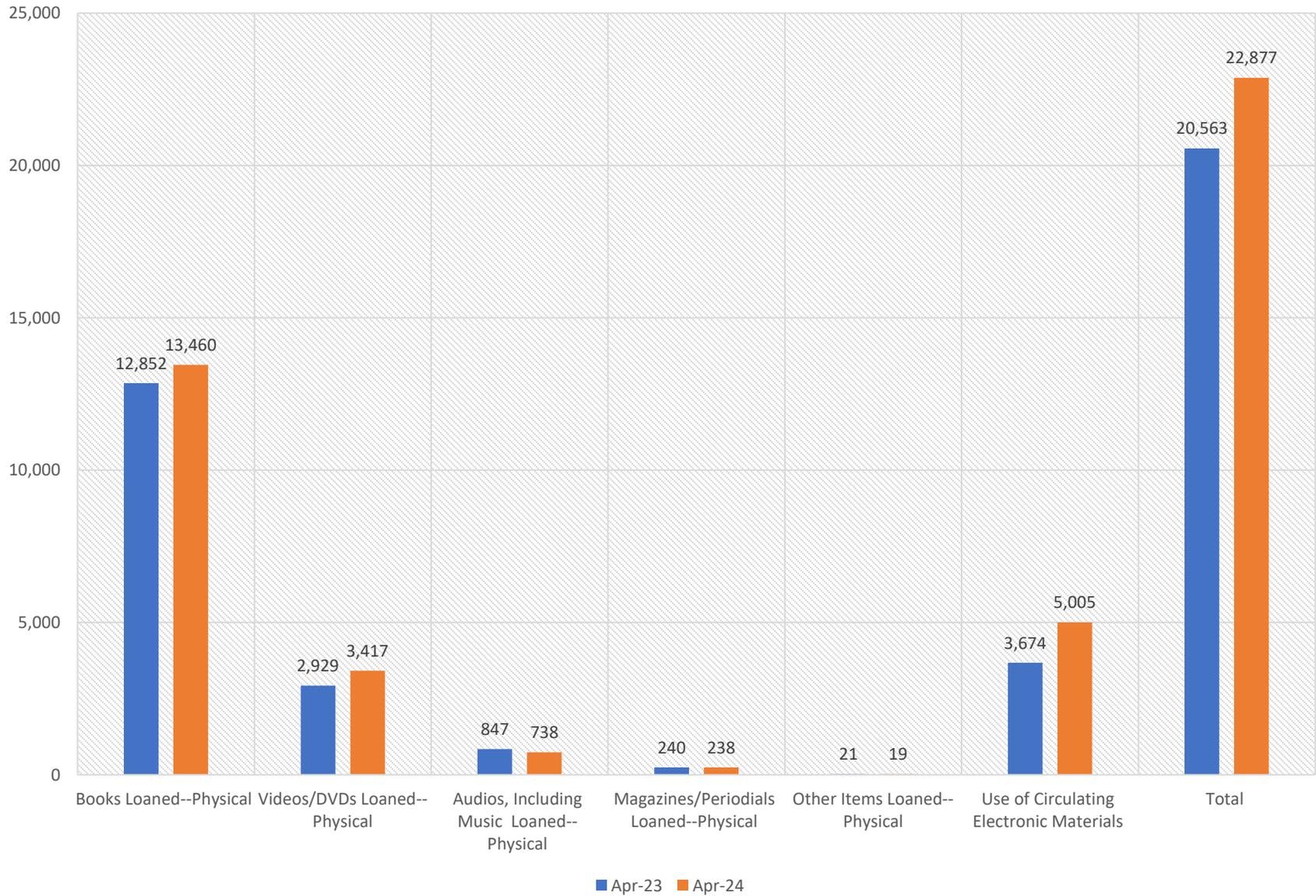
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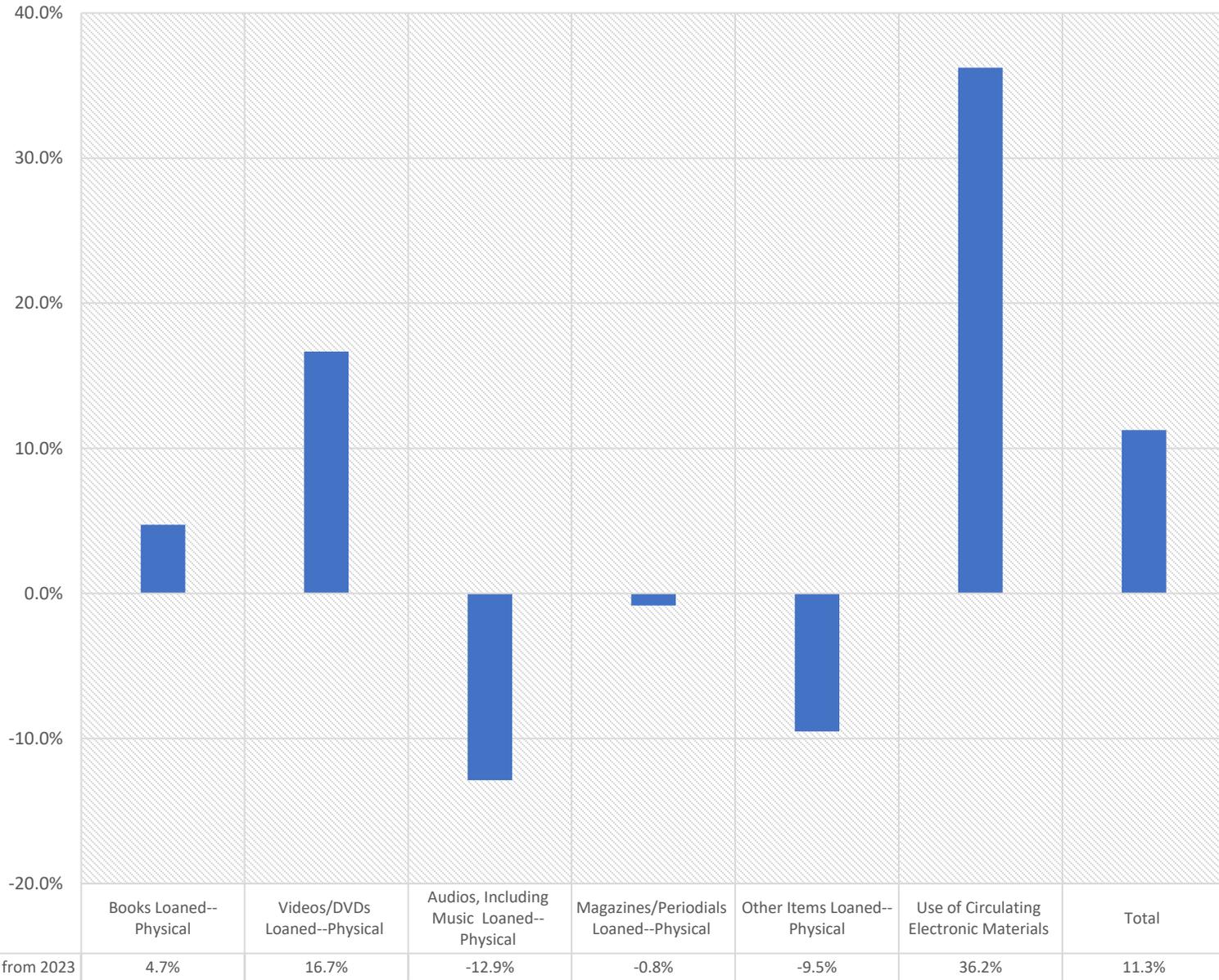
Projection



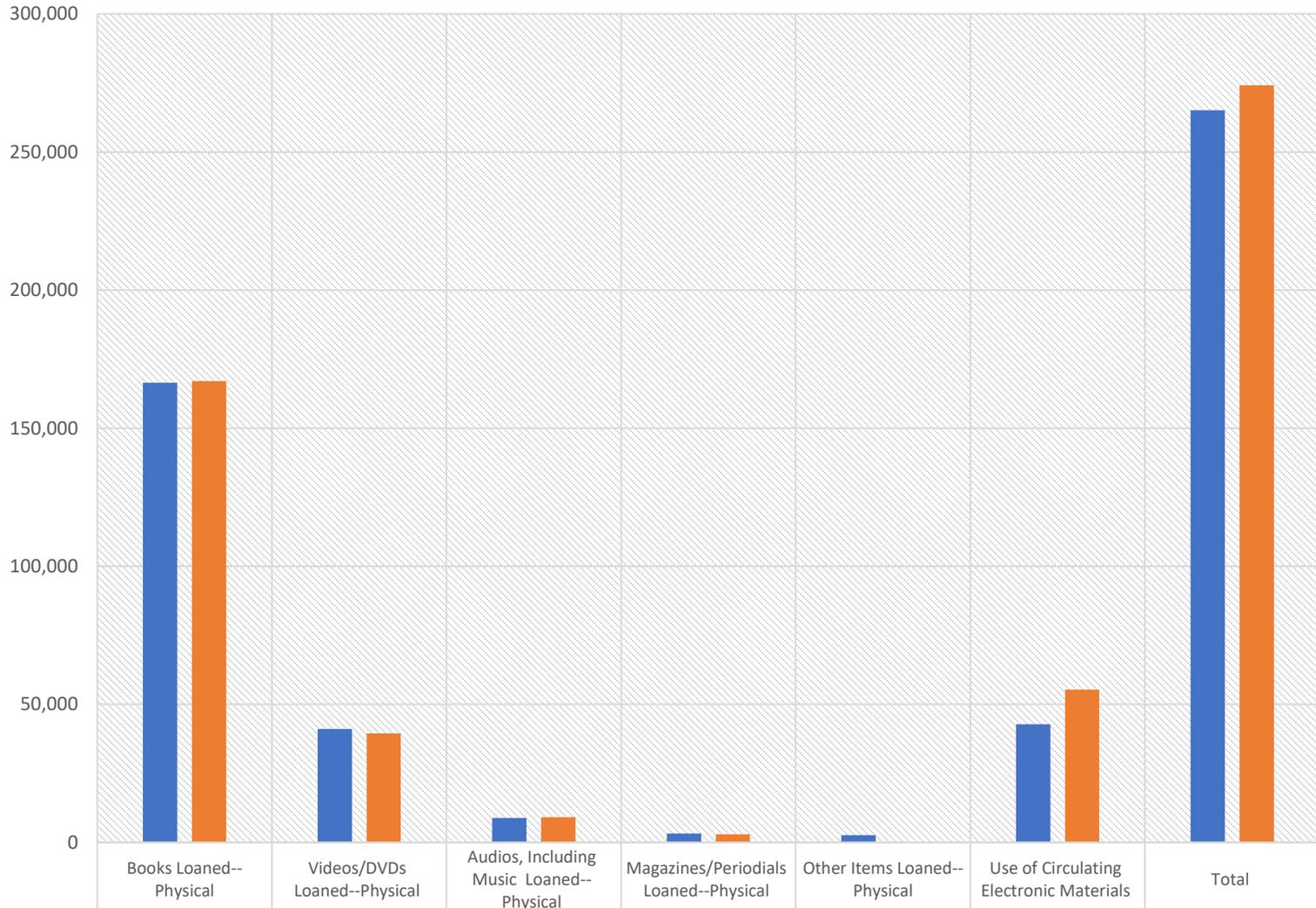
April Circulation by Material Type



Change from 2023



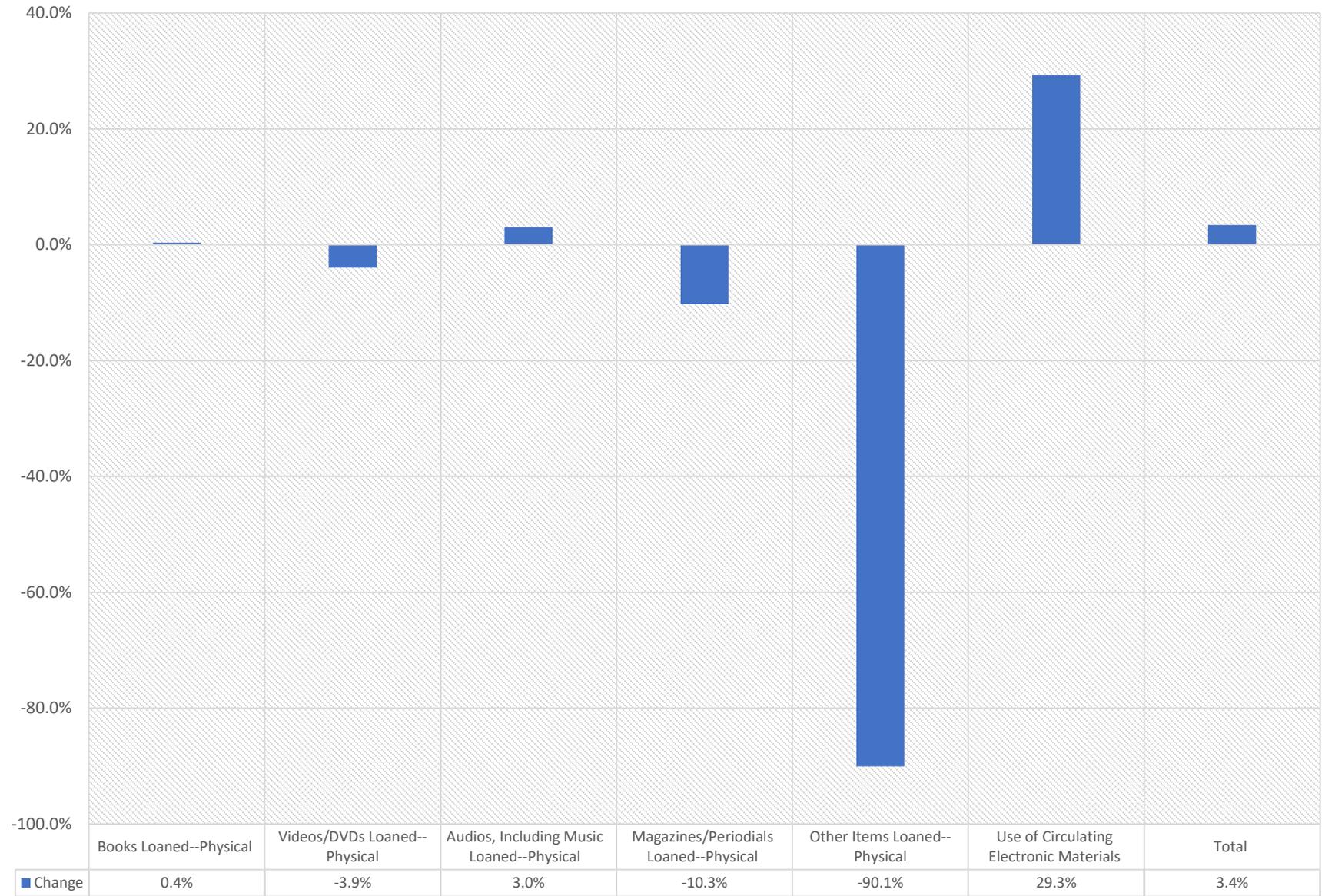
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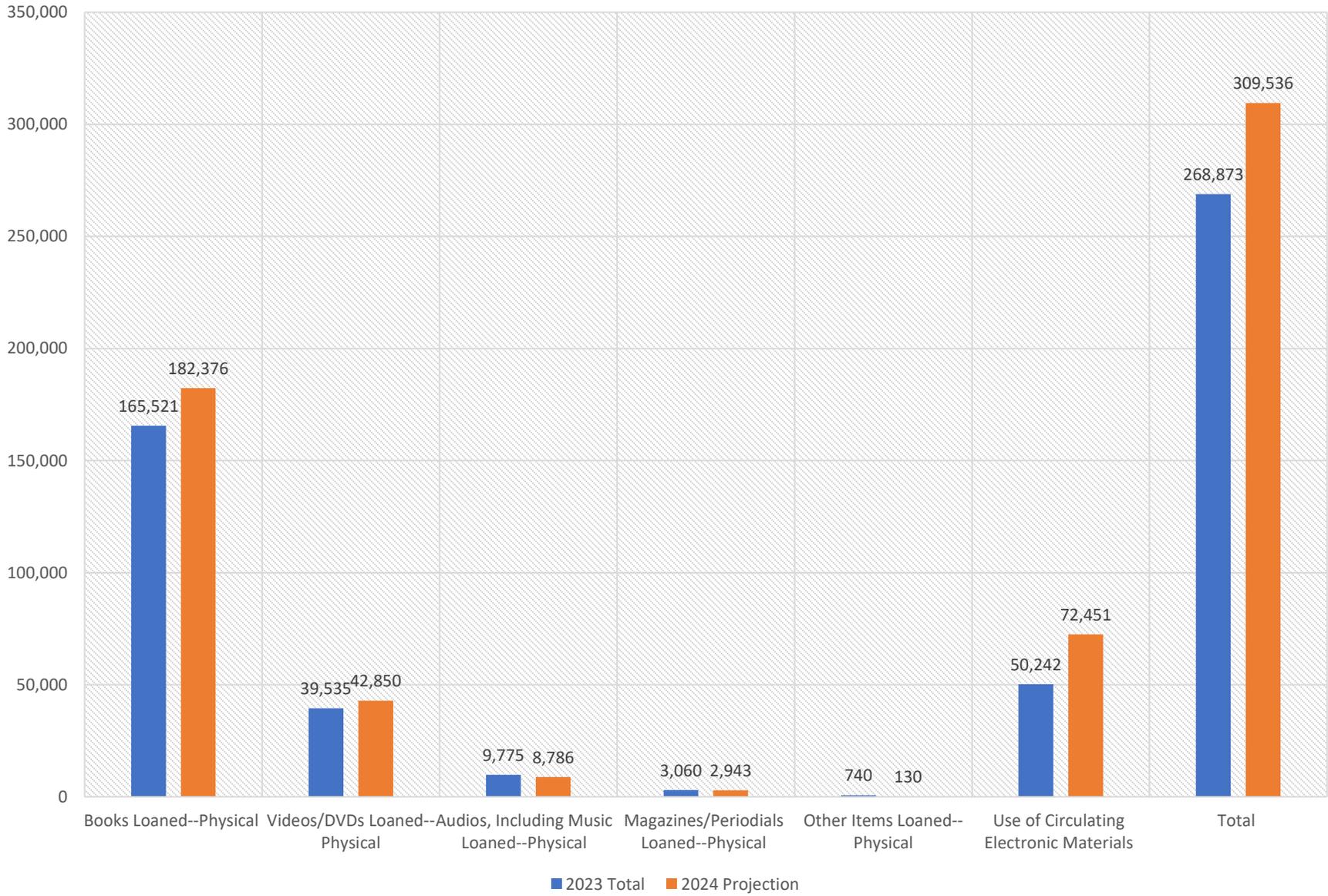
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■ May 2022-April 2023 ■ May 2023-April 2024

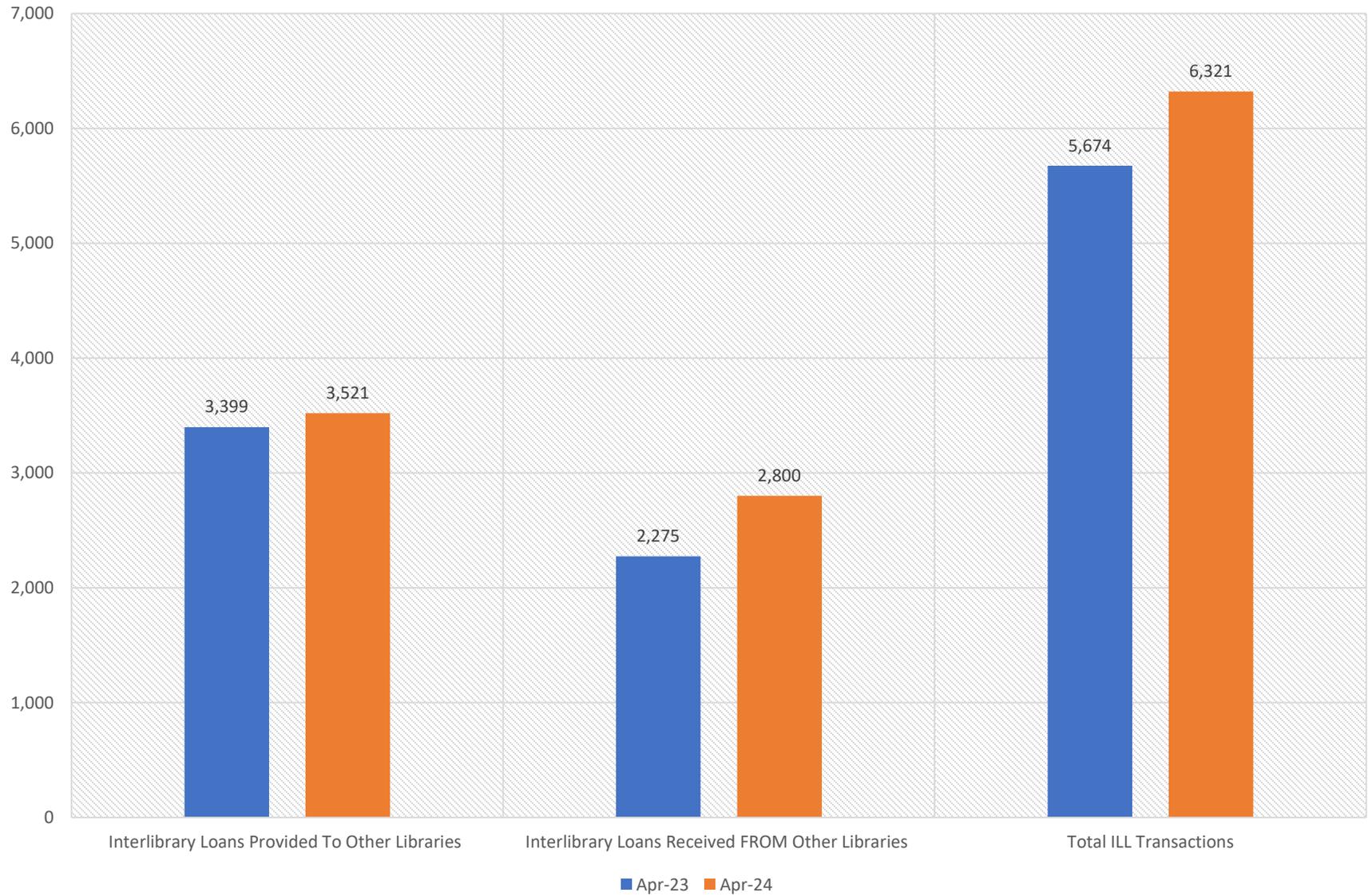
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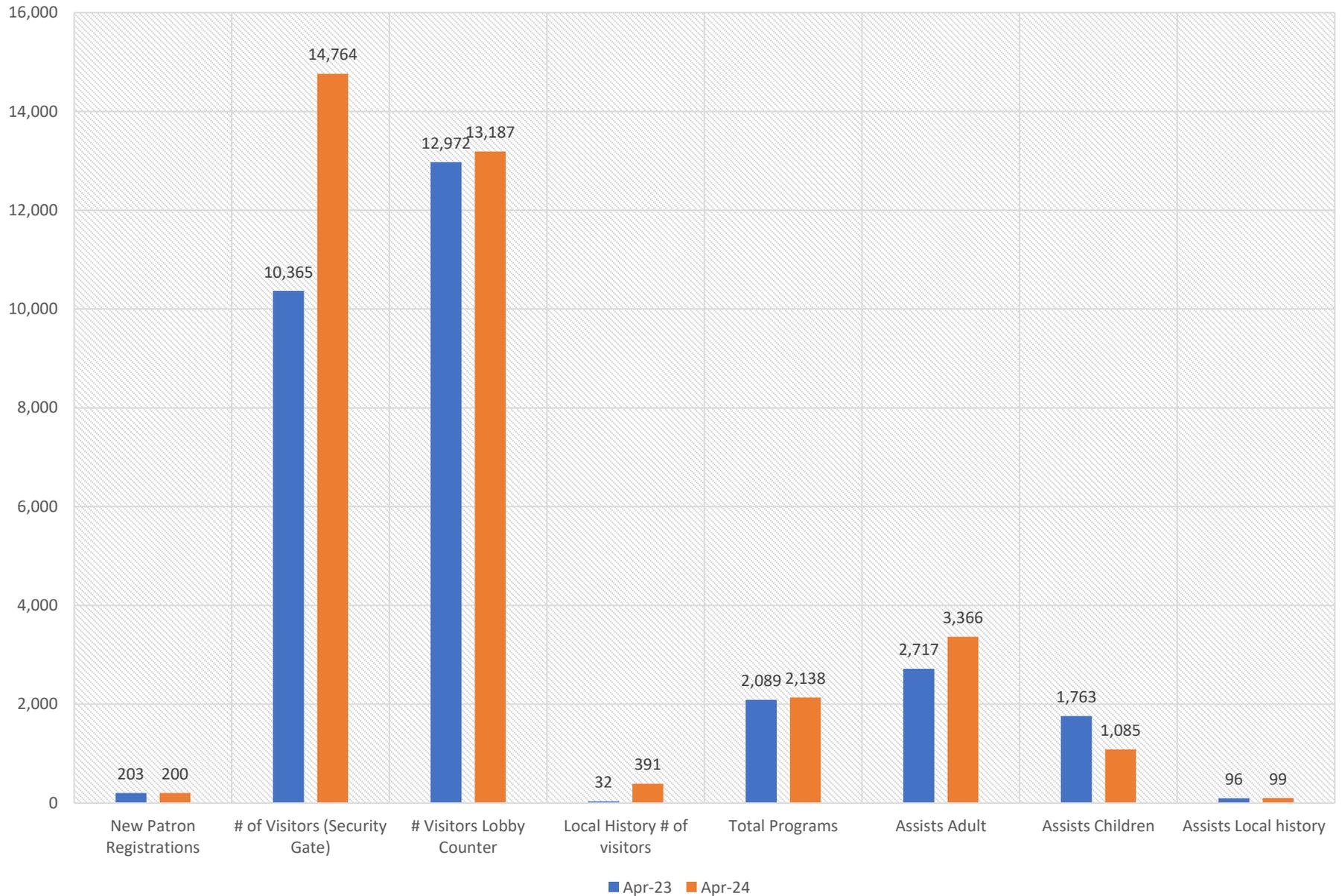
Projection



April Interlibrary Loan



Other April Stats





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Library Building Use Policy

Display Cases

The Library maintains two display cases in the lobby of the building. In addition, there are scattered display cases throughout the building. The lobby display cases are primarily for the use of local nonprofit and educational organizations to use in the provision of informational materials concerning their organizations and programs to the Library's public. Other display cases are primarily for the Library's use but can be shared with local nonprofit groups for displays.

Requests by local nonprofit groups to participate in the use of the Library's lobby display cases are made to the city librarian. Once the city librarian has determined that the group is a local nonprofit entity eligible for use of the lobby display cases, their name will then be given to the Library's administrative secretary who will arrange for the use of the display case by that entity on an equal rotating basis with all other such qualified entities. Each display period will be for one month and no agency may use a display case more than once in a 12 month period.

Other display cases located throughout the Library are primarily for the use of the Library. At times, with the approval of the city librarian, such display cases may be used by local nonprofit and educational institutions for the display of informational materials relating to their organizations and programs on a non-permanent basis. It is not the intent of the Library Board of Trustees to allow any agency a permanent display location within the Library.

The granting by the Library to any organization of the right to use a display case will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

Gallery Area

The Decatur Public Library has a gallery area located on the upper level around the main staircase. The purpose of this space is to provide an area for the housing of displays and exhibits. The south wall of this space is set up with a picture-hanging system. It is the intent of the Library Board of Trustees that the southern part of this area be used for art displays on a regular basis.

The Library Board of Trustees may establish an arrangement with a local group(s) for the provision of art displays for the gallery area.

The granting by the Library to any organization of the right to use the gallery area will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

General Building Use

The Library's mission is “to provide access to and promote the use of materials that serve the informational, recreational, educational, and cultural needs of the community.” In support of that mission, the Library purchases materials for its collection, arranges for programs of an educational and cultural content for its meeting rooms, and provides informational displays in a variety of formats.

In fulfilling its mission, the Library understands its role as a neutral provider of information to the community. It is not the intent of the Library Board of Trustees that the Library becomes a place, except in the community information rack and the front display cases in the front lobby area, where other entities or organizations display information promoting their institution.

General Building Use Guidelines

Community Information Rack

The community information rack in the front lobby is for the display of information about community services and organizations. Display material is limited by the size of the rack and any one agency may have at any one time only one informational item in the rack. Display items must first receive approval by the City Librarian or his/her designate before being displayed in the rack. Approval will be given to all recognized nonprofit, educational, and governmental agencies of the display of their materials.

The granting by the Library to any organization of the right to use the community information rack will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

Displays Within the Library

At times, upon approval of the city librarian or his/her designate, the Library may permit displays within the Library, from other entities, to assist in promoting certain aspects of the Library's collection or services.

Approved by the Library Board of Trustees

February 17, 2000

Reviewed September 18, 2014

Reviewed January 18, 2018

Reviewed March 15, 2021



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Library Records Confidentiality Policy

The Decatur Public Library seeks to protect the privacy of its patrons while responding to legitimate law enforcement and national security concerns.

In compliance with federal and state law, the library will preserve the confidentiality of information sought or received, Internet usage and materials consulted, borrowed, or acquired, by library users. These materials may include database search records, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, programs or services, such as reference interviews.

75 ILCS 70/) Library Records Confidentiality Act.

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

(2) the information is requested by a sworn law

enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge

the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

Adopted by the Board of Trustees August 21, 2014

Reviewed May 17, 2018

Reviewed February 18, 2021

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2024 to 4/30/2024

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
159600	04/04/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	2,226.68	OFFICE SUPPLIES
159631	04/04/2024	GALE GROUP, INC. LP BOOKS AND DATABASE	300.00	PER CAPITA GRANT EXPENSE
159661	04/04/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	697.46	OFFICE SUPPLIES
159697	04/04/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	963.25	SERV-OFFICE EQUIPMENT
159708	04/11/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	3,157.74	OFFICE SUPPLIES
159725	04/11/2024	COMMERCIAL MAIL SERVICES MAR 16 - MAR 31'24	219.84	POSTAGE
159729	04/11/2024	DECATUR BLUEPRINT, INC. J HILL BUSINESS CARDS	80.00	OFFICE SUPPLIES
159743	04/11/2024	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	37.16	LOST OR DAMAGED BOOKS
159777	04/11/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,351.03	OFFICE SUPPLIES
159795	04/11/2024	PAETEC ACCT 633292627001	72.68	TELEPHONE
159796	04/11/2024	PATRON POINT, INC ANNUAL SERVICE RENEWAL	8,500.00	COMPUTER SOFTWARE
159798	04/11/2024	PORTA 202-HIGH SCHOOL LOST OR DAMAGED MATERIALS	9.99	LOST OR DAMAGED BOOKS
159807	04/11/2024	RMC IMAGING INC VIEWSCAN MEGAPIXEL CAMERA	8,145.00	SMALL CAPITAL ITEMS
159811	04/11/2024	SPARTA PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	24.95	LOST OR DAMAGED BOOKS
159820	04/11/2024	UNIQUE MANAGEMENT SERVICES MAR'24 PLACEMENTS	315.20	PROFESSIONAL SERVICES
159824	04/11/2024	VESPASIAN WARNER PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	15.00	LOST OR DAMAGED BOOKS
159836	04/11/2024	ZOOBEAN INC YR 3 OF 3 BEANSTACK PLUS 2024-2025	2,295.00	COMPUTER SOFTWARE
159843	04/18/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	3,226.18	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2024 to 4/30/2024

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
159847	04/18/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	995.44	OFFICE SUPPLIES
159873	04/18/2024	EBSCO INDUSTRIES, INC PERIODICALS AND DATABASE	4,260.00	BOOKS & PERIODICALS
159904	04/18/2024	KILEY KLEIN, LTD LEGAL REPRESENTATION	247.50	PROFESSIONAL SERVICES
159915	04/18/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	574.14	OFFICE SUPPLIES
159924	04/18/2024	ONLINE LABELS, INC. LABELS	89.29	OFFICE SUPPLIES
159949	04/18/2024	W W GRAINGER, INC. entryway mat 6 ft x 4 ft 3/8 inch thickness	221.51	OFFICE SUPPLIES
159971	04/25/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	3,548.31	OFFICE SUPPLIES
159985	04/25/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	142.01	OFFICE SUPPLIES
159993	04/25/2024	COMMERCIAL MAIL SERVICES APR 1 - APR 15'24	239.93	POSTAGE
160001	04/25/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	4,429.23	SECURITY
160029	04/25/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	670.00	PROFESSIONAL SERVICES
160031	04/25/2024	KANOPY LIBRARY STREAMING SERVICE	461.00	BOOKS & PERIODICALS
160047	04/25/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	9,053.51	OFFICE SUPPLIES
160060	04/25/2024	PAETEC ACCT 633318933001	42.02	TELEPHONE
160061	04/25/2024	PEERLESS NETWORK, INC ACCT 1212890	336.45	TELEPHONE
23005887	04/04/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,644.45	OTHER LIBRARY GRANT EXI
23005899	04/18/2024	REGIONS/CREDIT CARD ACCT 7213	4,129.31	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2024 to 4/30/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23005929	04/18/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,240.55	OTHER LIBRARY GRANT EXI
Total for: 35			64,961.81	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
159838	04/18/2024	AASLH 2024 LOCAL HISTORY MEMEBERSHIP	374.00	BOOK AND PERIODICALS
159843	04/18/2024	AMAZON PAYMENTS BOOK ORDERS	19.00	BOOKS & PERIODICALS
159847	04/18/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	186.29	BOOKS & PERIODICALS
159886	04/18/2024	GAYLORD BROS. POLYPROPENE ALBUM PAGES	750.72	ARCHIVAL SUPPLIES
159971	04/25/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	992.47	BOOKS & PERIODICALS
Total for: 59			2,322.48	
Total for All:			\$67,284.29	

APRIL 2024 VENDOR REPORT

VENDOR NAME	AMOUNT
AASLH Total	\$374.00
AMAZON PAYMENTS Total	\$3,245.18
BAKER & TAYLOR CO Total	\$11,106.93
CDW GOVERNMENT INC Total	\$142.01
COMMERCIAL MAIL SERVICES Total	\$459.77
DECATUR BLUEPRINT, INC. Total	\$80.00
DECATUR CIVIC CENTER AUTHORITY Total	\$4,429.23
EBSCO INDUSTRIES, INC Total	\$4,260.00
FORSYTH PUBLIC LIBRARY Total	\$37.16
GALE GROUP, INC. Total	\$300.00
GAYLORD BROS. Total	\$750.72
JESSICA HILL CONSULTING LLC Total	\$2,885.00
JONES & THOMAS Total	\$670.00
KANOPY Total	\$461.00
KILEY KLEIN, LTD Total	\$247.50
MIDWEST TAPE, LLC Total	\$12,676.14
ONLINE LABELS, INC. Total	\$89.29
PAETEC Total	\$114.70
PATRON POINT, INC Total	\$8,500.00
PEERLESS NETWORK, INC Total	\$336.45
PORTA 202-HIGH SCHOOL Total	\$9.99
REGIONS/CREDIT CARD Total	\$4,129.31
RMC IMAGING INC Total	\$8,145.00
SPARTA PUBLIC LIBRARY Total	\$24.95
UNIQUE MANAGEMENT SERVICES Total	\$315.20
VESPASIAN WARNER PUBLIC LIBRARY Tot	\$15.00
W W GRAINGER, INC. Total	\$221.51
WATTS COPY SYSTEMS Total	\$963.25
ZOOBEAN INC Total	\$2,295.00
Grand Total	\$67,284.29

DPL FY 2024 Budget Report

Prepared: May 2, 2024

At the end of April 33% 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%	\$ 411,841.40	23.9%	\$ 586,704.36	-29.8%
Total Revenue	\$ 4,841,716		\$ 411,841.40	8.5%	\$ 586,704.36	-29.8%

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
Personnel						
Payroll	\$ 1,770,819		\$ 597,556.58	33.7%	\$ 576,664.27	3.6%
Benefits	\$ 978,733		\$ 317,968.55	32.5%	\$ 274,262.95	15.9%
	\$ 2,749,552	58.0%	\$ 915,525.13	33.3%	\$ 850,927.22	7.6%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 34,966.65	14.3%	\$ 87,381.78	-60.0%
Per Capita	\$ 104,020		\$ 64,052.25	61.6%	\$ 46,101.99	38.9%
Lost/Damage	\$ 1,600		\$ 334.52	20.9%	\$ 491.62	-32%
Total Materials	\$ 350,620	9.3%	\$ 99,353.42	28.3%	\$ 133,975.39	-25.8%

Professional Services

Security	\$ 45,000.00		\$ 17,497.26	38.9%	\$ 4,835.17	
Professional Services	\$ 70,000		\$ 24,588.04	35.1%	\$ 20,812.27	18.1%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 43.63	17.5%	\$ 79.23	-45%
Total	\$ 117,750	3.1%	\$ 42,128.93	35.8%	\$ 20,891.50	101.7%

Allocations

Administrative Fee	\$	147,732		\$	49,244.00	33.3%	\$	50,320.00	-2.1%
MIS	\$	16,337		\$	5,444.00	33.3%	\$	13,212.00	-58.8%
	\$	164,069	4.3%	\$	54,688.00	33.3%	\$	63,532.00	-13.9%

Grants

Other grants	\$	300,000		\$	14,562.56	4.9%	\$	32,974.97	-55.8%
	\$	300,000	7.9%	\$	14,562.56	4.9%	\$	32,974.97	-55.8%

Advertising	\$	900	0.02%	\$	324.00	36.0%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	4,500		\$	1,908.91	42.4%	\$	904.06	111.1%
Service to Office Equipment	\$	22,000		\$	4,760.24	21.6%	\$	8,640.51	-44.9%
Telephone	\$	16,000		\$	2,186.02	13.7%	\$	2,322.02	-5.9%
Software	\$	45,000		\$	39,005.28	86.7%	\$	7,297.40	434.5%
Office Supplies	\$	36,000		\$	6,318.94	17.6%	\$	9,682.92	-34.7%
Small Capital	\$	152,000		\$	33,429.55	22.0%	\$	13,110.08	155.0%
	\$	275,500	7.3%	\$	87,608.94	31.8%	\$	41,956.99	108.8%

Staff Development

Conferences/Training/Travel	\$	13,000		\$	7,664.38	59.0%	\$	2,883.88	165.8%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	73,000		\$	1,993.93	2.7%	\$	2,025.70	-1.6%
	\$	96,000	2.5%	\$	9,658.31	10.1%	\$	4,909.58	96.7%

Insurance

Unemployment	\$	1,128		\$	376.00	33.3%	\$	360.00	4.4%
Risk Management	\$	93,612		\$	31,204.00	33.3%	\$	31,700.00	-1.6%
	\$	94,740	2.5%	\$	31,580.00	33.3%	\$	32,060.00	-1.5%

Building Costs

Transfer to Capital	\$ -		\$ -		\$ -	#DIV/0!
Rent	\$ 589,583		\$ 196,460.00	33.3%	\$ 196,460.00	0.0%
Supplies	\$ 1,000		\$ 29.49	2.9%	\$ 109.62	-73.1%
Maintenance	\$ -		\$ -	#DIV/0!	\$ 1,845.00	-100.0%
Total Building	\$ 590,583	15.6%	\$ 196,489.49		\$ 198,414.62	-1.0%
Total Operations/Services	\$ 1,990,162	52.6%	\$ 536,393.65	27.0%	\$ 528,715.05	1.5%
Total Expenses	\$ 4,739,714		\$ 1,451,918.78	30.6%	\$ 1,379,642.27	5.2%
Revenue Minus Expense	\$ 102,002		\$ (1,040,077.38)		\$ (792,937.91)	31.2%

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	\$ 49,831.17	\$ 485,840.97	\$ -	\$	1,232,899.26
3/1/2023	\$ 1,232,899.26	\$ 109,763.73	\$ 339,891.84	\$ -	\$	1,002,771.15
4/1/2023	\$ 1,002,771.15	\$ 96,513.92	\$ 341,221.82	\$ -	\$	758,063.25
5/1/2023	\$ 758,063.25					
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	\$ 916.18	\$ 54,230.00	\$ 818,398.09
3/1/2023	\$ 818,398.09	\$ 1,696.75	\$ 3,000.00	\$ 817,094.84

4/1/2023	\$	817,094.84	\$	-	\$	-	\$	817,094.84
5/1/2023	\$	817,094.84						
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	\$ 6.03	\$ 1,743.20	\$ 24,857.96
3/1/2023	\$ 24,857.96	\$ 19.11	\$ 101.93	\$ 24,775.14
4/1/2023	\$ 24,775.14	\$ -	\$ 1,178.76	\$ 23,596.38
5/1/2023	\$ 23,596.38			
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	\$ 9.36	\$ 30.00	\$ 39,895.83
3/1/2023	\$ 39,895.83	\$ 30.73	\$ -	\$ 39,926.56
4/1/2023	\$ 39,926.56	\$ -	\$ 1,124.72	\$ 38,801.84
5/1/2023	\$ 38,801.84			
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	\$ 4,714.18	\$ 57.39	\$ 7,200.24
3/1/2023	\$ 7,200.24	\$ 330.63	\$ 98.76	\$ 7,432.11
4/1/2023	\$ 7,432.11	\$ 1,040.00	\$ 19.00	\$ 8,453.11
5/1/2023	\$ 8,453.11			
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	\$ 55,476.92	\$ 541,901.56	\$ - \$ 2,123,251.38
3/1/2023	\$ 2,123,251.38	\$ 111,840.95	\$ 343,092.53	\$ - \$ 1,891,999.80
4/1/2023	\$ 1,891,999.80	\$ 97,553.92	\$ 343,544.30	\$ - \$ 1,646,009.42
5/1/2023	\$ 1,646,009.42	\$ -	\$ -	\$ -
6/1/2023	\$ -	\$ -	\$ -	\$ -
7/1/2023	\$ -	\$ -	\$ -	\$ -
8/1/2023	\$ -	\$ -	\$ -	\$ -
9/1/2023	\$ -	\$ -	\$ -	\$ -
10/1/2023	\$ -	\$ -	\$ -	\$ -
11/1/2023	\$ -	\$ -	\$ -	\$ -

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

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,122,000	\$ 3,122,000	\$ -
PPRT	\$ 740,000	\$ 508,510	\$ (231,490)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 300,000	\$ 51,118	\$ (248,882)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 3,582	\$ (2,918)
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 6,690	\$ 1,690
Copies/Miscellaneous	\$ 12,500	\$ 13,659	\$ 1,159
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 10,299	\$ 5,299
Investment Income	\$ 3,000	\$ 16,637	\$ 13,637
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ -	0	\$ -
Reimbursement of Expenses	\$ -	0	\$ -
Totals	\$ 4,841,716	\$ 4,380,690	\$ (461,026)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,770,819	\$ 1,727,469	\$ 43,350
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 110,933	\$ 6,715
FICA/Medicare	\$ 136,572	\$ 128,869	\$ 7,703
Life insurance	\$ 3,283	\$ 2,716	\$ 567
Medical insurance	\$ 706,800	\$ 661,258	\$ 45,542
Service recognition	\$ 14,430	\$ 15,623	\$ (1,193)
Total Personnel	\$ 2,749,552	\$ 2,646,868	\$ 102,685
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 972	\$ (72)
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 14,088	\$ 7,912
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 7,663	\$ 8,337
Banking Service Charges	\$ 250	\$ 123	\$ 127
Conferences/Travel/Continuing Ed	\$ 13,000	\$ 22,993	\$ (9,993)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 8,137	\$ (3,637)
Security	\$ 45,000	\$ 45,000	\$ -
Computer Software	\$ 45,000	\$ 117,016	\$ (72,016)

Temp Agency Services	\$ 2,500	\$ -	\$ 2,500
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 70,000	\$ 73,764	\$ (3,764)
Membership Fees	\$ 73,000	\$ 73,000	\$ -
Rental Equipment	\$ -	\$ -	
Materials for Buildings	\$ 1,000	\$ -	\$ 1,000
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 300,000	\$ 38,502	\$ 261,498
Office Supplies	\$ 36,000	\$ 30,639	\$ 5,361
Risk Management	\$ 93,612	\$ 93,612	\$ -
Small Capital	\$ 152,000	\$ 100,289	\$ 51,711
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 971	\$ 629
Transfer to Capital Fund	\$ -	\$ -	\$ -
Total operating	\$ 1,990,162	\$ 1,740,569	\$ 249,593
Total expense	\$ 4,739,714	\$ 4,387,436	\$ 352,278
Surplus (deficit)	\$ 102,002.00	\$ (6,746)	

5.13.24

Memorandum: Recommendation to Award

Decatur Public Library: Furniture

Rick Meyer, Library Director
Decatur Public Library
130 North Franklin
Decatur, IL 62523

Rick:

On May 3 at 11:00 am, the library accepted and opened bids for 2 separate furniture bid packages.

Product Architecture + Design contacted the low bidders for both packages. We found that Lincoln Office didn't include everything in their bid and asked for their bid to be withdrawn. Thomas Interiors was the second lowest bidder and did include everything. Library Furniture International was the only bidder for the custom furniture bid, and their bid was complete.

Bid Package 1: Open Lines

We received 4 bids for furniture that is considered to be "open lines", meaning that these manufacturers will allow any dealer to sell and install their products. As mentioned above, Thomas Interiors was the lowest responsible bidder. Bids are listed below for this package.

OPEN LINES	Base Bid	Alternate 1	Alternate 2	TOTAL
Thomas Interiors	\$541,865.55	\$29,531.97	\$44,754.80	\$616,152.32
Interiors For Business	\$547,602.88	\$29,233.79	\$50,388.38	\$627,225.05
Lincoln Office	\$502,456.11	\$24,978.76	\$34,685.78	\$562,120.65
Interior Investments	\$591,200.00	\$25,811.00	\$13,661.00	\$630,672.00

Bid Package 2: Custom millwork

This package included 4 service desks, the baby garden, and the play market. Library Furniture International was the only bidder for this package with a bid of \$244, 859. They gave some alternates for corian tops for 2 of the desks and are currently pricing out corian tops for the other 2 desks. We suggest budgeting approximately \$20,000 for this option.

Agati: Agati sells direct to owners and doesn't require a dealer. They provided pricing for the youth computer stations and the adult curved private pods. They provided a quote of \$48,395.62 for these items.

KI furniture: KI sells direct to owners and doesn't require a dealer. They provided a quote of \$133,057.59 for furniture and \$11,778.05 for the social worker glass wall.

VS furniture: Interior Investments Vs furniture can only be sold by one local dealer. They provided a quote of \$4,347.15. This includes new seating in the youth area.

Everbright: We obtained a quote from Everbright to ship their product to the library. Their quote is \$28,461.00

Other costs: The library will be providing the dumpster for the removal of furniture. We are in the process of obtaining a quote from an electrician for the new desks.

The total project budget is listed below, assuming that the Board approves the dealers recommended by Product.

KI glass	\$11,778.05
KI	\$133,027.59
Everbright	\$28,461.00
Agati	\$48,395.62
Interior Investments VS	\$4,347.15
Open Lines Base Bid	\$541,865.55
Open Lines Quiet Study (2)	\$44,754.80
Open Lines Friends (1)	\$29,531.97
Custom Items	\$244,859.00
budget for Corian add	\$20,000.00
dumpsters	\$2,000.00
Electrician	\$10,000.00
Suggested Contingency	\$30,000.00
Architectural fee	\$60,000.00
TOTAL	\$1,209,020.73

We look forward to completing this project. Please contact me with any questions-



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