



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, June 20, 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 May 16, 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, Carol Ziese
- VI. **City Librarian’s report** –Rick Meyer (Discussion)
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Elizabeth Rivera
 - i. Software Use Policy (Action)
 - ii. Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action)
 - iii. Meeting Room Policy Clarification (Action)
 - iv. DEI Committee (Discussion)
 - v. Other
 - B. **Finance and Properties Committee**—Jacobie Jones
 - i. No Meeting
 - C. **Foundation**—Rick Meyer
 - i. No meeting
 - D. **Friends of the Library** – Rick Meyer
 - i. June 13 Meeting

E. Illinois Heartland Library System—Rick Meyer

- i. Update on SHARE agreement

VIII. Old Business

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

IX. New Business

- A. Capital Needs (Discussion)
- B. May Check Register and Vendor Report (Action)
- C. May Budget Actuals & Projection (Discussion)
- D. 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

May 16, 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
Sofia Xethalis
Emily West
Alana Banks

Absent: Elizabeth Rivera

Jacobie Jones

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services, Rebecca Damptz, Head of Archives and Special Collections, Carol Ziese Head of Technical Services and Circulation, Matt Wilkerson, Head of Systems Administration

Guests: Mr. Mark Hubrich

Call to Order: Mr. Coleman called the meeting to order at 4:35pm.

Consent Agenda (Approval of Agenda; Approval of April 18, 2024 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Banks made a motion to accept the agenda and minutes. No discussion. The agenda and minutes were approved by consent.

Public comments: Mr. Hubrich stated that he has trouble with people interrupting him while he is using the computer, and that policies regarding eating and sleeping at the Library aren't being addressed.

Written Communications from the Public: None

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

Division Head Reports (Discussion) Ms. Damptz reported the State Archivists came and looked at the railroad maps. They were also given a tour of the archives. They invited the

Library to apply for additional grants.

Ms. Henkel reported the incident report committee has taken the access database and created an air table to document incidents and banning information to create awareness for staff.

Ms. Ziese reported staff have been working on Stackmaps. The app allows a patron to find the location of the book in the Library. The app can be used to check out the books without using the machine or stopping at the circulation counter.

Mr. Wilkerson stated that he and Chris Nihiser have replaced 15 staff computers and 12 patron computers, and updated software on several other computers. City Blue has installed 9 new printers. Watts will be picking up their computers in the next few weeks. Today's Business Solutions will be installing a new server on July 10 and 11th.

Reports of Committees:

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

- a. Library Building Use Policy (Action) Ms. Xethalis made a motion to table, seconded by Ms. West. All in favor. The motion was adopted.
- b. Library Records Confidentiality Policy (Action) Ms. Xethalis made a motion to accept the policy as presented, seconded by Ms. West. All in favor. The motion was adopted.
- c. DEI Committee (Discussion) Ms. Henkel reviewed the SMART goals that have been established. First is standardizing the hiring policy, alternate college degrees, job descriptions, inclusive environment as seen by staff, increased DEI collection, LGBTQIA plus safe space, culturally diverse programs and community partners, community advisory board with representative from at least 5 under represented members.

B. Finance and Properties Committee –Mr. Coleman

- a. Capital Needs (Discussion) Mr. Meyer discussed there were serious problems with the new roof project. The roof leaked a considerable amount in the Work Force area, and some in the Library.
- b. April 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the check register, seconded by Ms. West. Mr. Coleman requested a roll-call vote. Ms. West yes, Mr. Coleman yes, Ms. Xethalis yes, Ms. Banks yes. All in favor. The motion was adopted.
- c. April 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget details.
- d. Resolution to Accept Furniture Bids, Proposals, Alternates (Action) Ms. Banks made a motion to accept the furniture resolution, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Banks yes, Ms. West yes, Ms. Xethalis yes. All in favor. The motion was adopted. The contracts will not be signed until the outstanding grant is determined.

C. Foundation – Mr. Meyer – No meeting.

D. Friends of the Library – May 9 meeting. No discussion.

E. Illinois Heartland Library System – No discussion.

Old Business

A. Open Trustee Seat (Discussion) Mr. Coleman stated there are still open positions.

B. Sale of Library Furniture (Action) Mr. Coleman made a motion to table, seconded by Ms. Banks. All in favor. The motion was adopted.

Adjournment

Mr. Coleman made a motion to adjourn at 5:20pm., seconded by Ms. West. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Draft 5/16/23

City Librarian's Report for May 2024

Administration

- On the 1st Alissa Henkel and I met with Arlene Limas from PAVE Prevention to discuss their services. PAVE specializes in workplace violence prevention training.
- On the 3rd I attended a visit to the Local History room by Illinois State Archivist David Joens. The visit was a site inspection for the ISHRAB Grant Project.
- Also on the 3rd Tiffany Nash, Alissa, Becky Dampitz and I met with some furniture vendors to open the sealed furniture bids.
- Also on the 3rd I attended City Manager Wrighton's retirement party at the Civic Center
- On the 13th I attended a meeting of the Directors University 2024 Planning Committee.
- On the 14th I held two all staff meetings.
- On the 14th I met with Dynagraphics to review updates to the donor recognition board in the lobby.
- On the 15th Alissa Henkel, Carol Ziese and I met with Library IQ to discuss implementation.
- On the 22nd, Alissa, Kasey Steiling and I met to discuss development of a Social Media Policy to present to the Board of Trustees.
- On the 30th I participated in a meeting of the Illinois State Library Advisory Committee in Springfield.

Circulation

- **Please see statistical spreadsheet/charts.**
- Main floor Stack Map is complete.
- Robert Davis is updating the children's section now.
- Jennifer Pride is updating our institutional accounts with current contact information and has also updated the institutional form.

Technical Services

- **See statistical spreadsheet**
- **Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.**
- The new "Who, What, Where," series section in children's is complete.
- TS is correcting item work in volume fields and adding years to DVDs.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**

- Chris Opsincs learned how to order materials from Baker & Taylor and sent his first book carts to Amanda Young and Alissa. Chris maintains the NYTimes Bestseller List for Children's books.
- Sarah Yepsen finished translating into Spanish the animals Around the World and Scovill Mobile Zoo quarter sheet flyers. She finishing the translation of the Ciruclation Policy Pamphlets that are handed out to patrons that get a library card for the first time.
- John Schirle prepared final reports for the Winter Reading Challenge. John provided Beanstack trainings to volunteers and staff.
- 337 kids are enrolled in 1000 Books Before Kindergarten. 423 rewards have been earned. 46,986 books have been read.
- Susan Bishop and Alissa met with John Patrick from Sound Check to pick up and receive training on their new sound system funded by the Andreas Foundation. They continue to work on the SRC 2024 Show.
- Alexis Tippitt completed her training in May and is now working Tuesday evenings and every other Saturday.
- Tye Pemberton's Incident Report tool is complete and goes live on 6/1. Instructional videos were created and uploaded to YouTube to assist in onboarding. Tye created and submitted a proposal for a Slack pilot program involving PRS and Admin. Tye provided a technology workshop for seniors at the request of SistaGirls & Friends.
- Amanda worked with 27 volunteers to create the volunteer schedule for the next 2 months. Over vacation, Amanda was gifted 2 signed canvas pieces of art from artist Mary Kenez. She liked the Read with PawPrint Ministries program. Her art often features dogs.
- On the 21st, late in the day, Alissa and Michelle Whitehead noticed roofing materials blowing off of the roof. Maintenance was alerted. Alissa stayed and warned patrons and assisted in the clean up until she could give the all clear.

Systems Administration

- **See spreadsheet for statistical information.**
- CityBlue returned for printer training including Matt Wilkerson, Chris Nihiser and Michelle.
- All Easy Search computers are now fast mini-pcs securely attached to new monitors.
- TBS has remote access the TBS server and are in the process of configuring the server. They plan on being onsite July 10th and 11th.
- Matt relocated print release station.
- Matt replaced the stolen curbside pickup cellphone.
- Ongoing: Faronics Deep Freeze version 8.71 is still experiencing computer lock ups. Chris continues to send requested information to Faronics. However, lock-ups appear to be fewer.

Archives and Special Collections

- **Please see spreadsheet for statistics.**
- Becky met with the Ed Bachrach at his home in South Shores to see his family collection and receive a donation of materials about the Bachrach's renovations of the Powers Mansion. Ed brought more material to the Local History Room the next day.
- David Joens and Cathy Popovitch from the State Archives came to the library for an ISHRAB grant site visit. Both were very pleased with the railroad map project and the tour of the archives. We've been invited to apply for the grant again in the near future.
- ISHRAB project update:
 - Becky still needs to finish adding the completed maps to Omeka.
 - Need to photograph the "problem" maps, stitch them, and add them to Omeka.

- Need to take overall photographs of each map for reference.
 - Becky might need to ask for an extension.
- Sheri Keller presented to a group of adults from the “A Step Forward” program on May 10. About 12 people came to hear about the history of Decatur. The chaperones are planning to bring another group on June 14.
- On May 13, Tina Horve brought Melanie Weigel, the new director of the Forsyth Library, to the archives for a tour. They have recently opened a local history room at the Forsyth library.
- 150th Anniversary Committee update:
 - The committee decided to try to schedule RL Stine instead of Jacqueline Woodson.
 - The GIG grant did not accept Mychal Threets as an artist, so we can't use that to fund his program. It can be used to fund a different art program, but we will need 2 events.
 - Members of the committee would like to revisit the time capsule idea, but would like to make it smaller than the original idea.
 - The committee will start meeting twice a month in June.

Respectfully Submitted,

Rick Meyer
City Librarian

Circulation by Audience Physical & Electronic	May-23	May-24	Change from		2023 Total	Projected		June 2022- May2023	June 2023- May 2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Number of Adult Materials Loaned	14,072	14,960	6.3%	66.7%	177,618	184,406	3.8%	174,536	180,454	3.4%
Number of Young Adult Materials Loaned	693	767	10.7%	3.4%	7,316	8,038	9.9%	7,375	7,615	3.3%
Number of Children's Materials Loaned	6,201	6,690	7.9%	29.8%	83,939	93,650	11.6%	83,345	87,569	5.1%
Total Number of Materials Loaned	20,966	22,417	6.9%		268,873	286,094	6.4%	265,256	275,638	3.9%

Circulation by Material Type	May-23	May-24	Change from		2023 Total	Projected		June 2022- May2023	May 2023- April 2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Books Loaned--Physical	12,796	13,157	2.8%	58.7%	165,521	170,266	2.9%	165,950	167,428	0.9%
Videos/DVDs Loaned--Physical	3,085	3,385	9.7%	15.1%	39,535	40,045	1.3%	41,075	39,751	-3.2%
Audios, Including Music Loaned--Physical	801	697	-13.0%	3.1%	9,775	8,079	-17.4%	9,008	9,070	0.7%
Magazines/Periodicals Loaned--Physical	230	246	7.0%	1.1%	3,060	2,827	-7.6%	3,259	2,963	-9.1%
Other Items Loaned--Physical	8	4	-50.0%	0.0%	740	131	-82.4%	2,393	259	-89.2%
Use of Circulating Electronic Materials	4,046	4,928	21.8%	22.0%	50,242	65,572	30.5%	43,571	56,167	28.9%
Total	20,966	22,417	6.9%		268,873	286,920	6.7%	265,256	275,638	3.9%

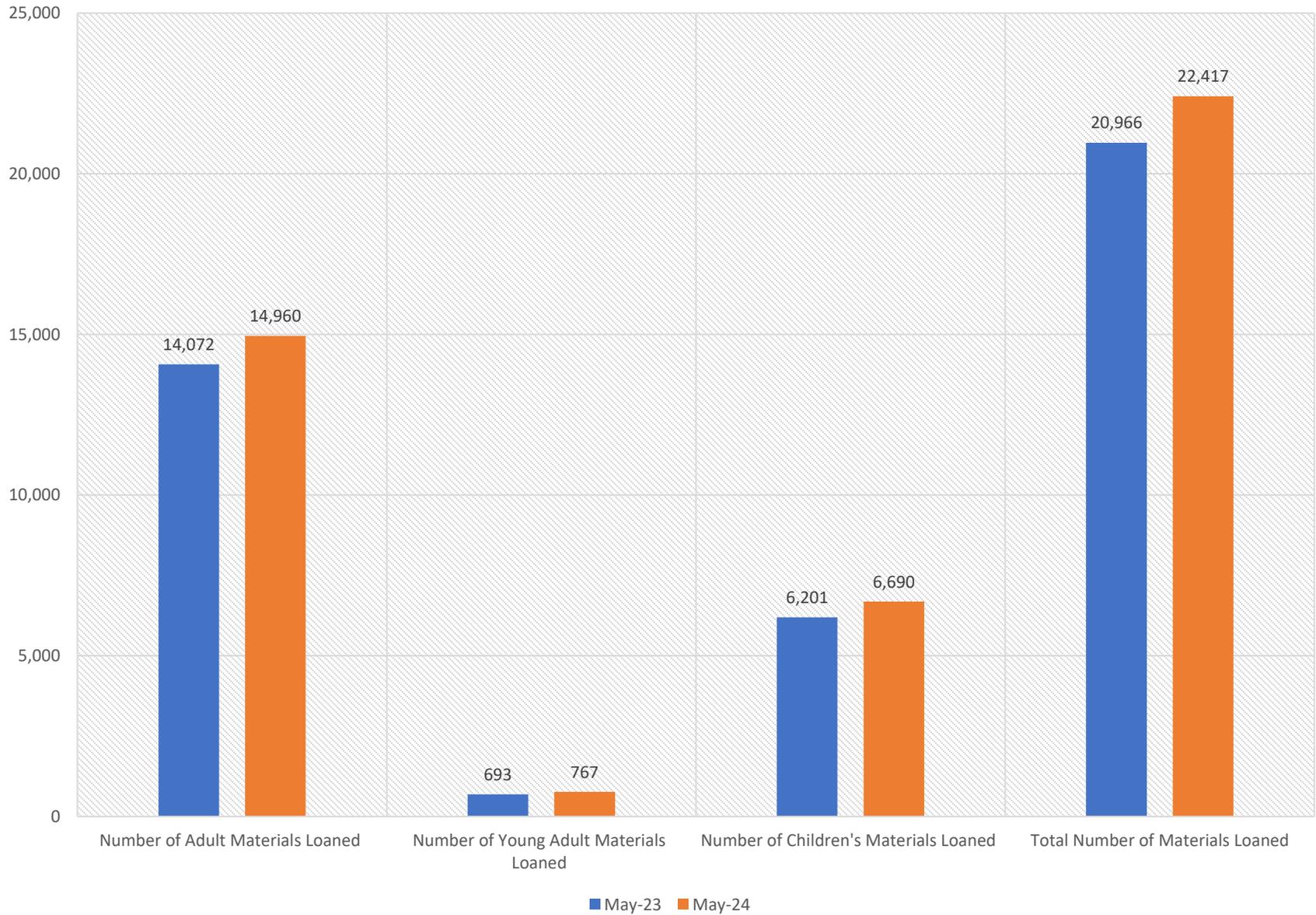
Successful Retrieval of Electronic Information	24,060	24,294	1.0%	52.0%	233,907	278,740	19.2%	223,454	256,187	14.6%
Electronic Content Use	28,106	29,222	4.0%	62.6%	284,149	344,312	21.2%	267,025	312,354	17.0%

Total Collection Use	May-23	May-24	Change from		2023 Total	Projected		June 2022- May2023	May 2023- April 2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Total Collection Use	45,026	46,711	3.7%		502,780	565,660	12.5%	488,710	531,825	8.8%

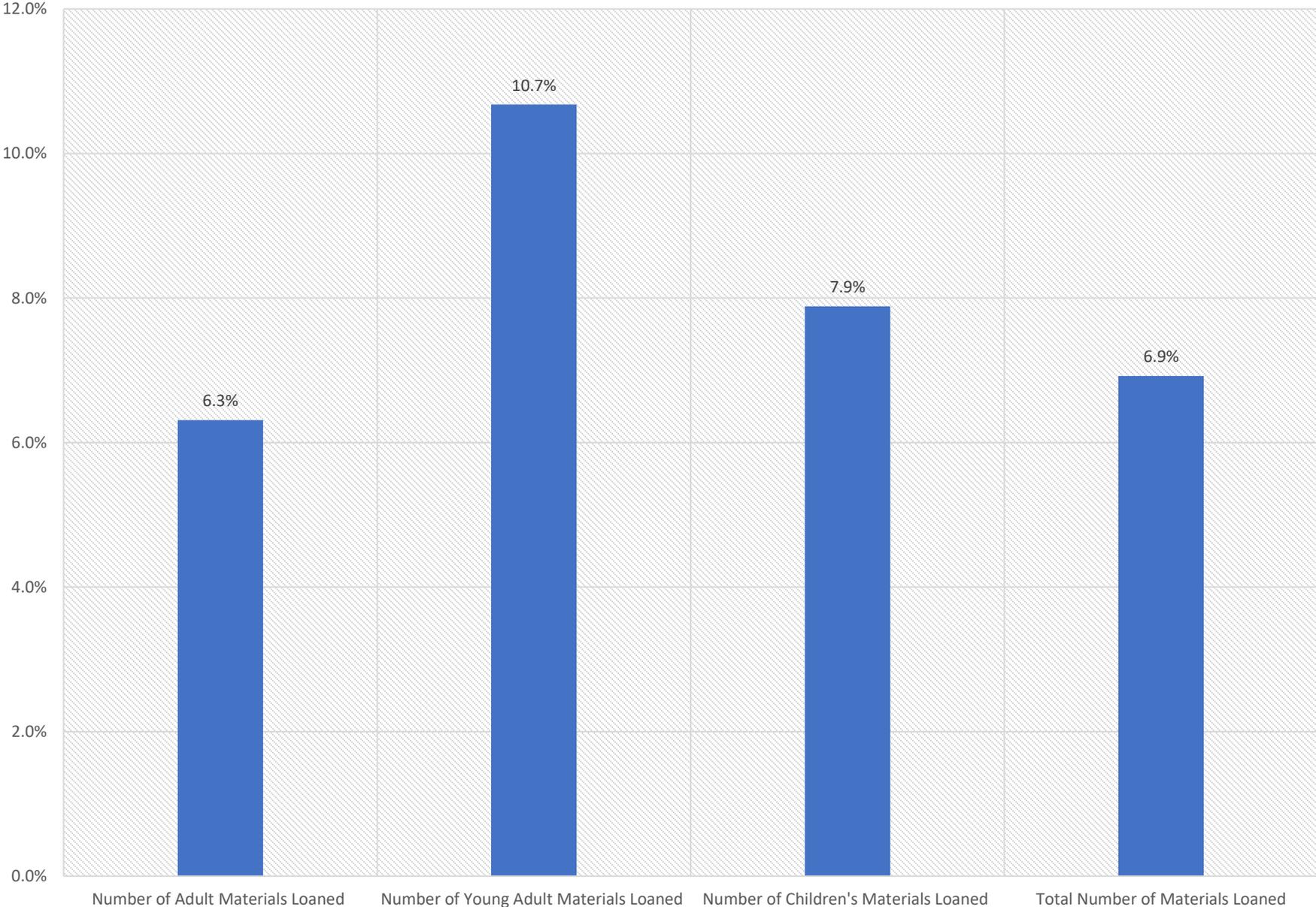
Interlibrary Loan	May-23	May-24	Change from		2023 Total	Projected		June 2022- May2023	May 2023- April 2024	Change
			2023	% of Total		2024 Projection	Change from 2023			
Interlibrary Loans Provided To Other Libraries	3,134	3,145	0.4%	58.3%	41,045	39,708	-3.3%	42,119	40,455	-4.0%
Interlibrary Loans Received FROM Other Libraries	2,402	2,246	-6.5%	41.7%	30,414	31,869	4.8%	30,239	31,023	2.6%
Total ILL Transactions	5,536	5,391	-2.6%		71,459	71,577	0.2%	72,358	71,478	-1.2%

Other Stats	May-23	May-24	Change from 2022	2023 Total	Projected		June 2022- May2023	May 2023- April 2024	Change
					2024 Projection	Change from 2023			
New Patron Registrations	176	197	11.9%	2,374	2,518	6.1%	2,255	2,433	7.9%
# of Visitors (Security Gate)	10,242	12,329	20.4%	133,995	155,878	16.3%	126,510	142,740	12.8%
# Visitors Lobby Counter	12,709	13,563	6.7%	159,146	162,002	1.8%	162,923	160,338	-1.6%
Local History # of visitors	63	385	511.1%	607	4,040	565.5%	492	1,936	293.5%
Adult Programs Active	212	198	-6.6%	3,751	2,208	-41.1%	3,243	2,975	-8.3%
Adult Programs Passive	0	183	#DIV/0!	1,451	1,484	2.3%	1,590	1,461	-8.1%
Adult Programs Virtual Live	39	7	-82.1%	814	770	-5.4%	436	803	84.2%
Adult Programs Virtual Recorded	85	61	-28.2%	755	1,600	111.9%	366	980	167.8%
YA Programs Active	4	8	100.0%	81	411	407.1%	53	138	160.4%
YA Programs Passive	0	50	#DIV/0!	371	557	50.0%	297	403	35.7%
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	880	400	-54.5%	9,926	10,406	4.8%	10,274	10,133	-1.4%
Children's Programs Passive	600	1,195	99.2%	7,357	12,963	76.2%	6,602	8,884	34.6%
Children's Virtual Live	0	0	#DIV/0!	1,227	1,278	4.2%	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	1,820	2,102	15.5%	25,733	29,183	13.4%	23,975	27,028	12.7%
Public Sessions	1,761	1,700	-3.5%	20,380	19,133	-6.1%	20,122	19,854	-1.3%
Wireless Sessions	968	1,205	24.5%	13,555	15,123	11.6%	14,552	14,255	-2.0%
Website Sessions	11,763	10,677	-9.2%	129,620	125,796	-3.0%	122,034	127,915	4.8%
Unique Visits	7,167	6,091	-15.0%	77,699	72,753	-6.4%	73,388	75,426	2.8%
Page Views	53,533	22,832	-57.3%	373,539	181,590	-51.4%	478,708	255,863	-46.6%
Self Checks	6,638	7,163	7.9%	84,526	84,702	0.2%	84,595	84,597	0.0%
Percentage of Self Checks	50%	49%	-1.6%	49%	48%		6	4	
Assists Adult	2,685	2,865	6.7%	33,661	36,706	9.0%	28,572	34,902	22.2%
Assists Children	875	967	10.5%	12,682	11,634	-8.3%	11,394	12,194	7.0%
Assists Local history	120	108	-10.0%	1,284	853	-33.6%	1,515	1,087	-28.3%
IT help calls	117	153	30.8%	1,303	1,477	13.3%	1,130	1,370	21.2%
Searches in Catalog	29,717	19,937	-32.9%	286,435	304,591	6.3%	222,414	293,057	31.8%
Number of Items processed	1,675	1,434	-14.4%	17,526	15,651	-10.7%	17,906	16,768	-6.4%
Number of Items Withdrawn from Collection	2,290	1,428	-37.6%	22,697	12,762	-43.8%	13,834	18,908	36.7%
Number of mended items	218	353	61.9%	2,166	2,623	21.1%	2,378	2,355	-1.0%
Number of items ordered	606	412	-32.0%	7,545	5,101	-32.4%	8,046	6,368	-20.9%
Number of records added to database	1,457	1,081	-25.8%	15,360	13,010	-15.3%	15,528	14,413	-7.2%

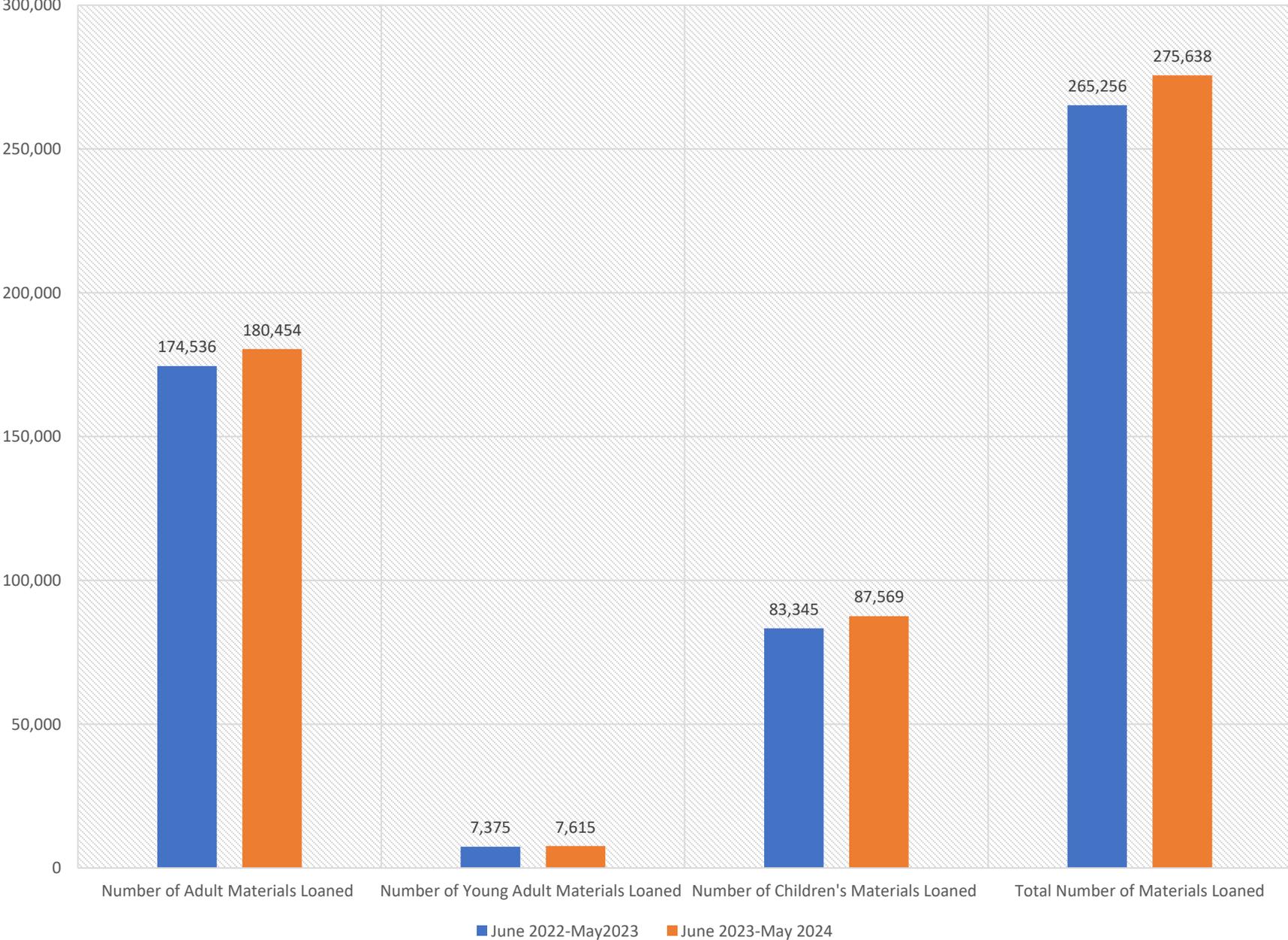
May Circulation by Audience



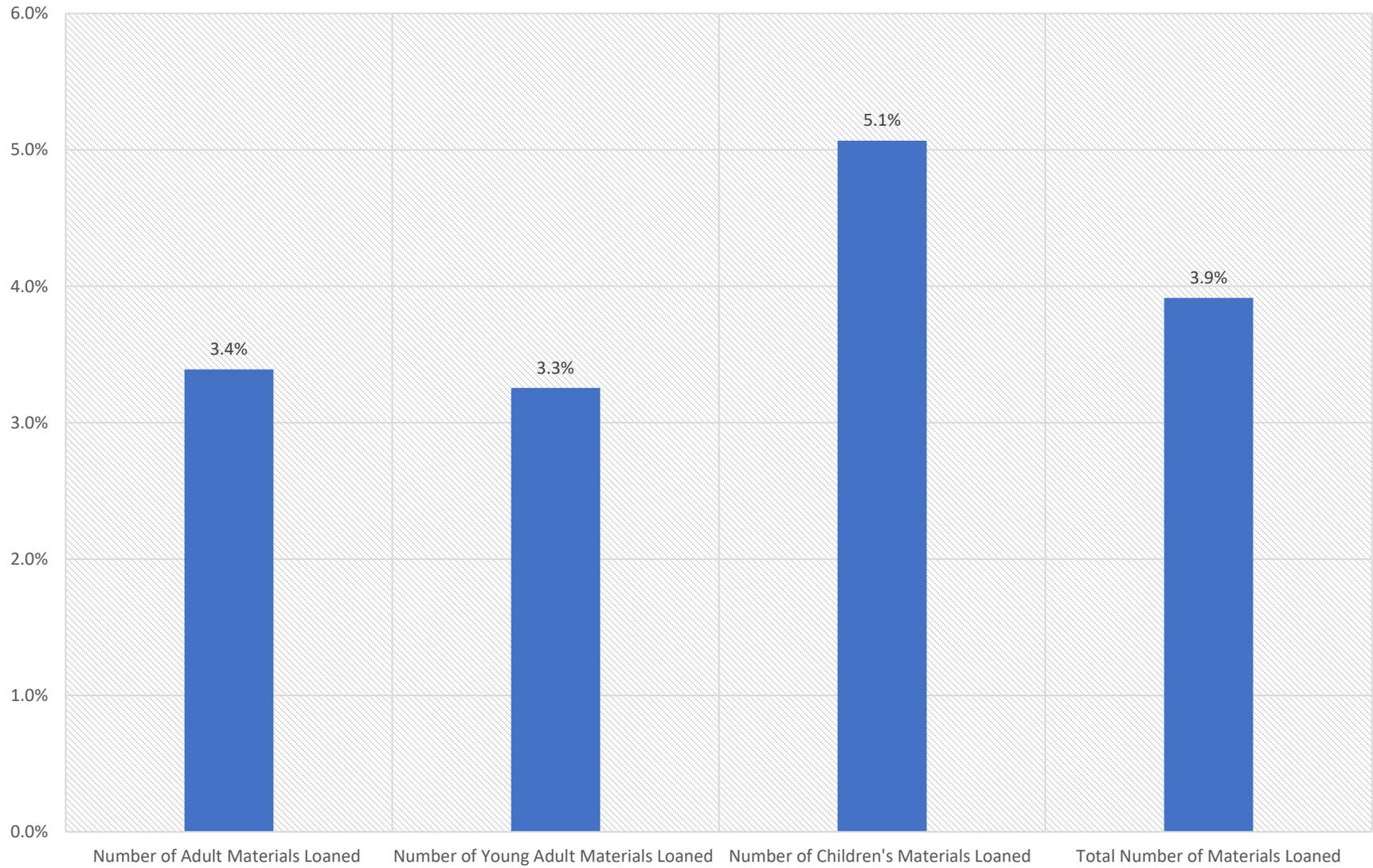
Change from May 2023



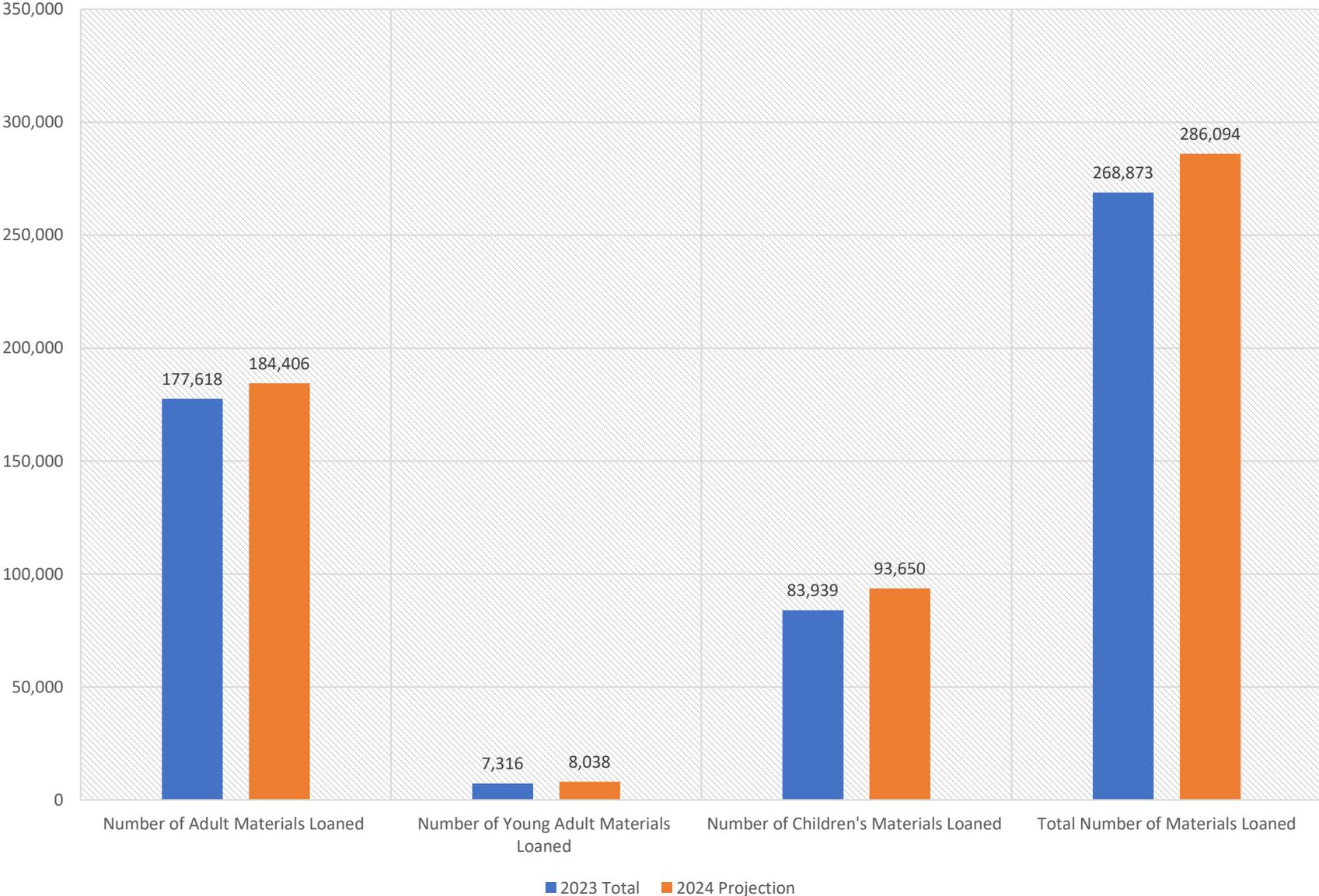
12-Month Trend



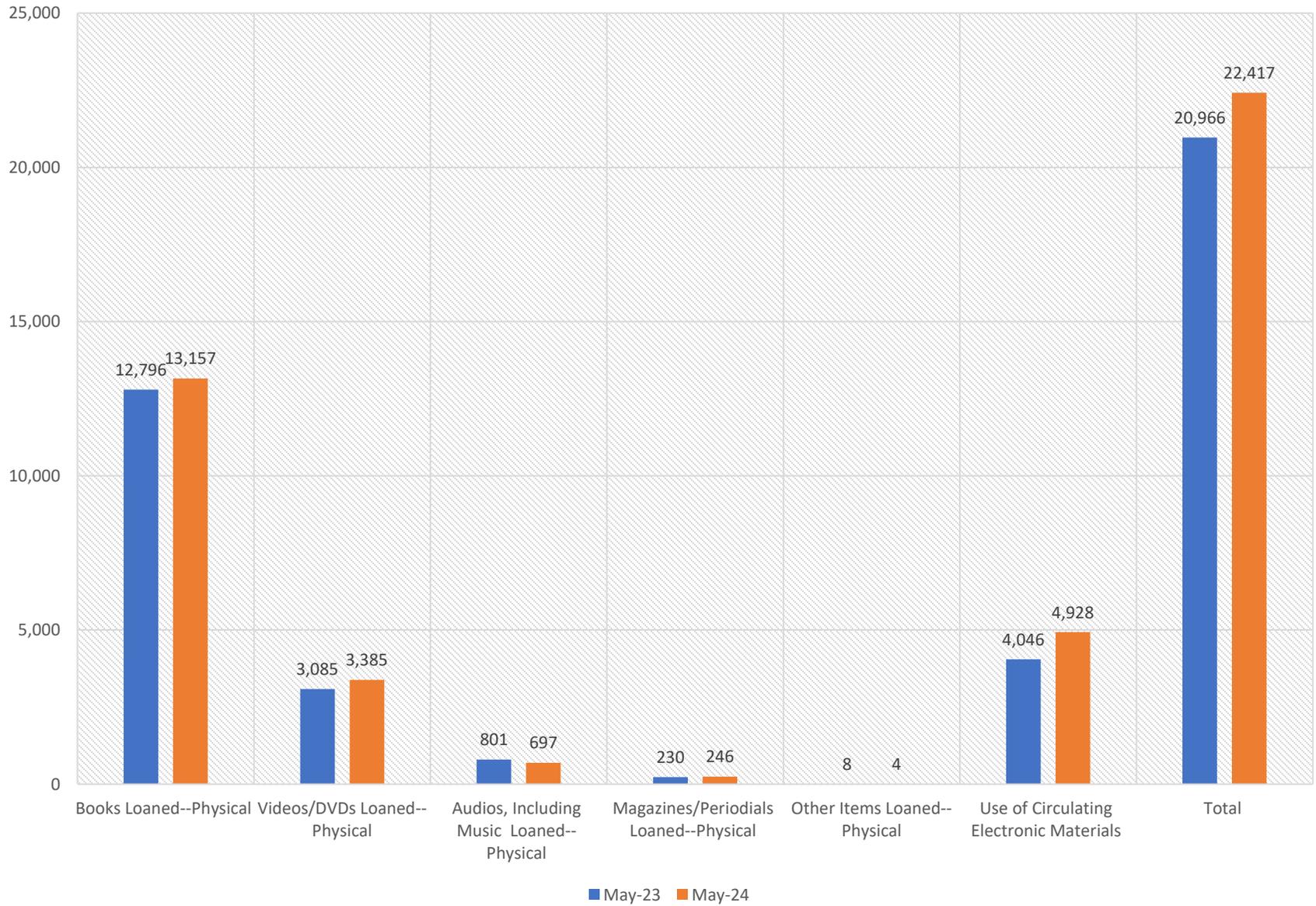
Change in 12-Month Trend



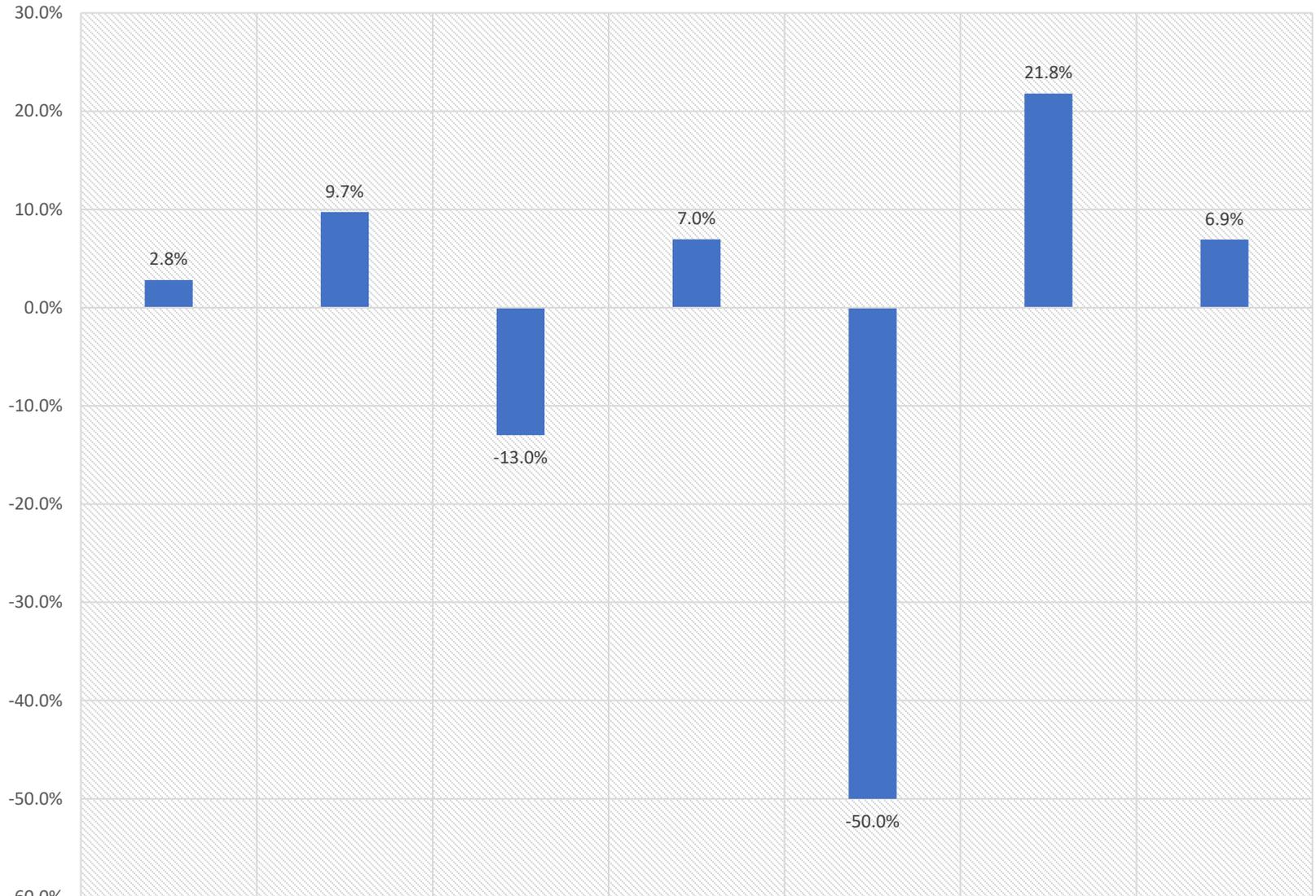
Projection



May Circulation by Material Type

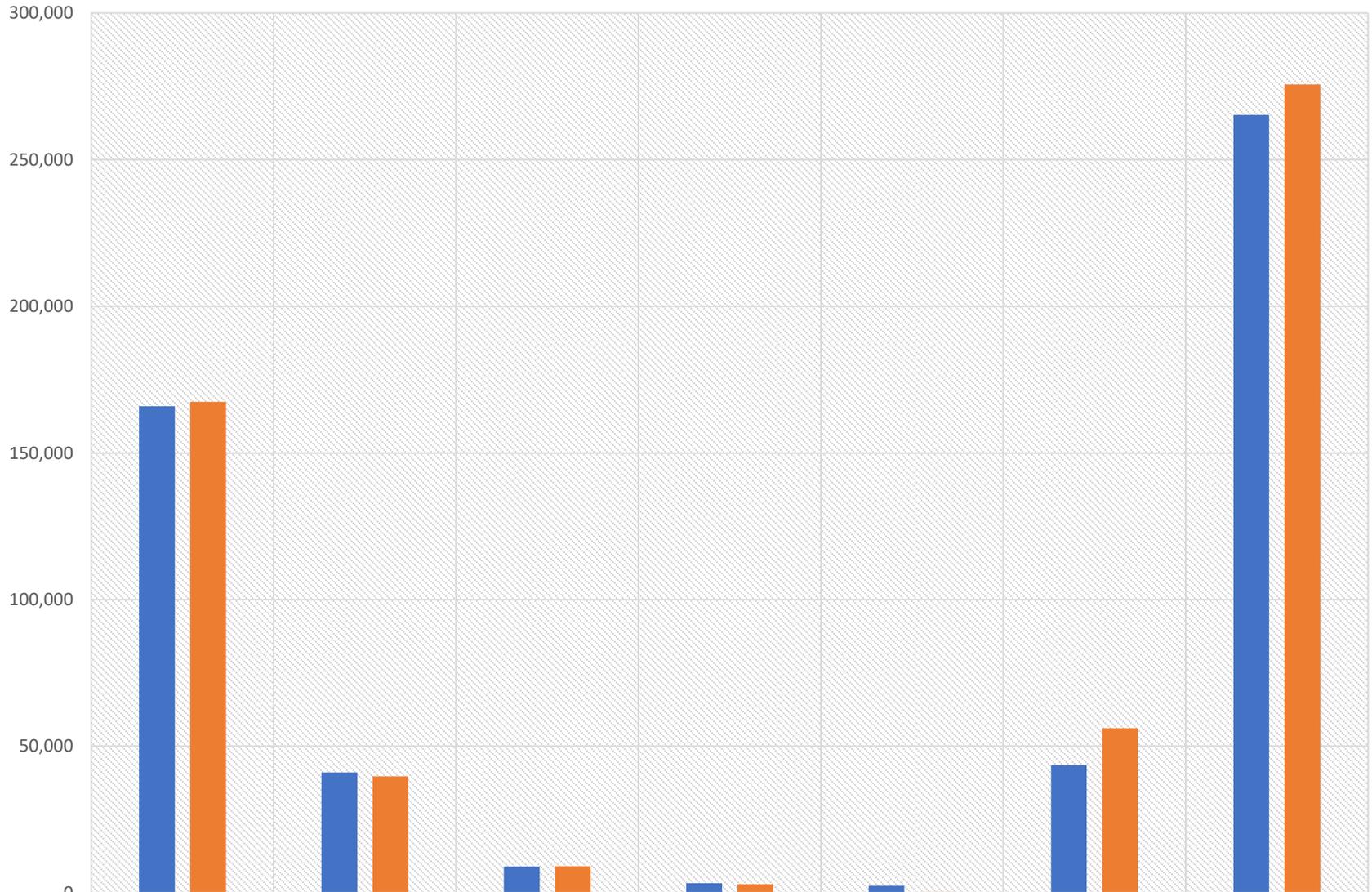


Change from 2023



■ Change from 2023	2.8%	9.7%	-13.0%	7.0%	-50.0%	21.8%	6.9%
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12-Month Trend



■ June 2022-May 2023	165,950	41,075	9,008	3,259	2,393	43,571	265,256
■ May 2023-April 2024	167,428	39,751	9,070	2,963	259	56,167	275,638

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

Change

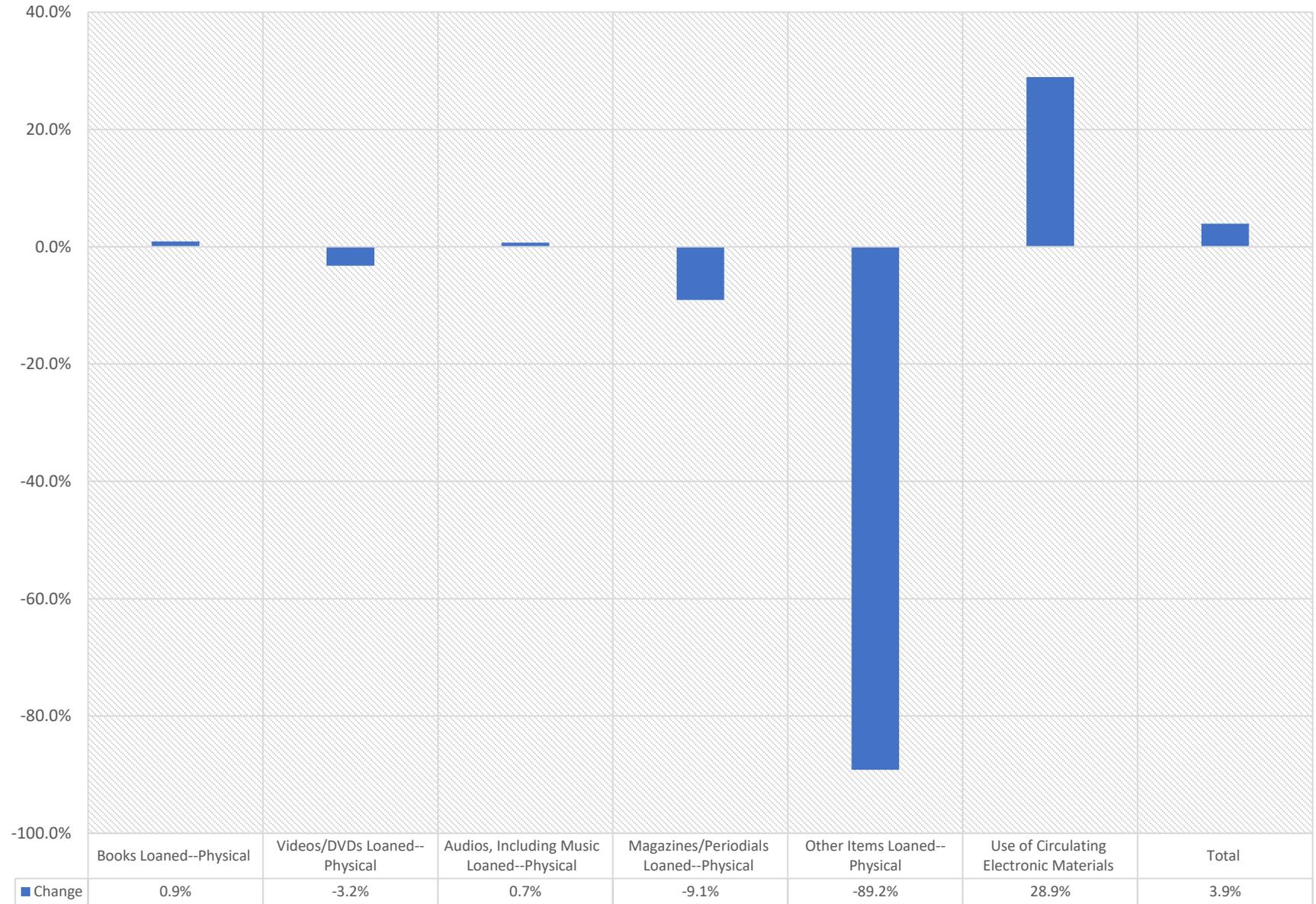
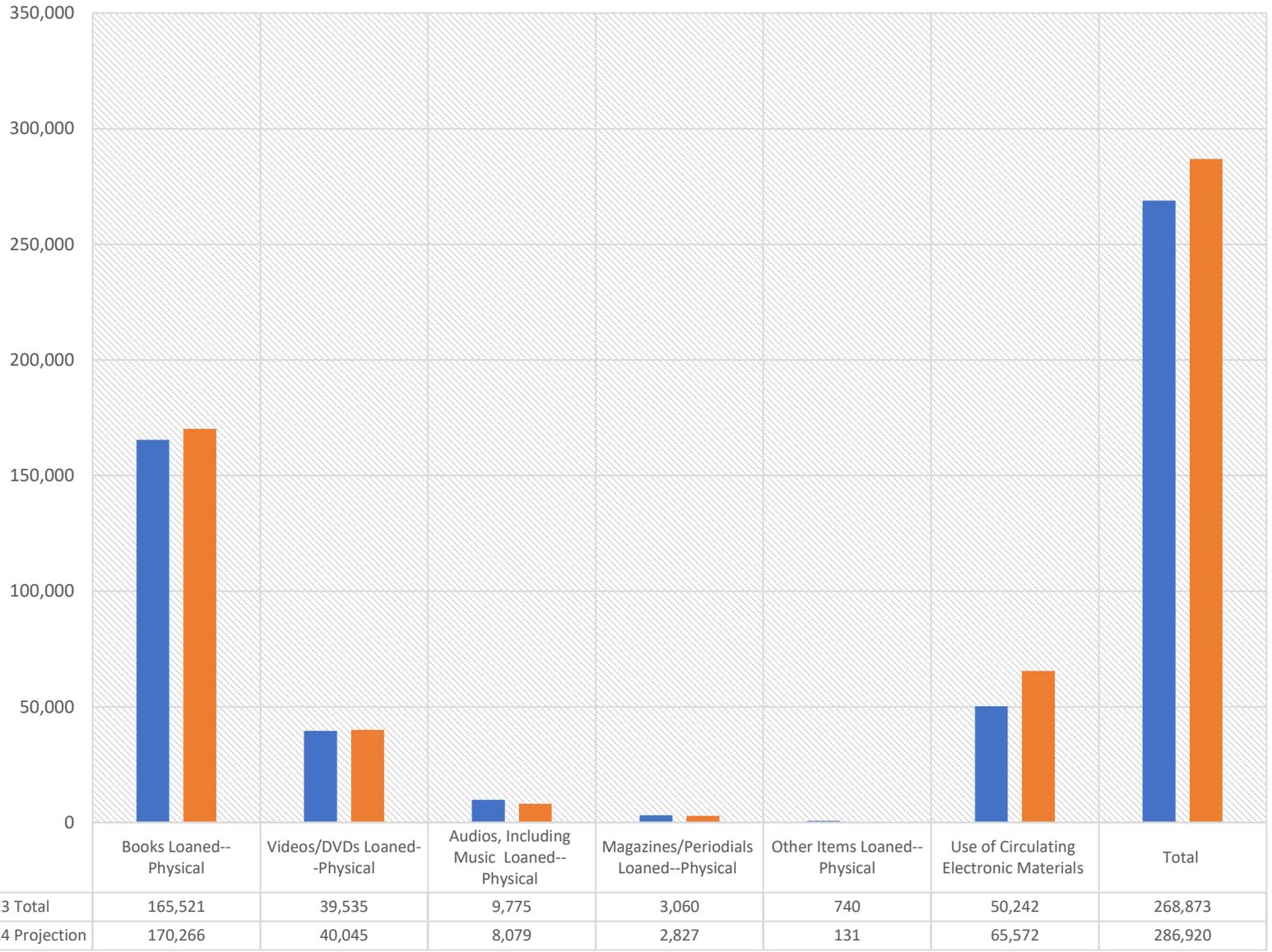
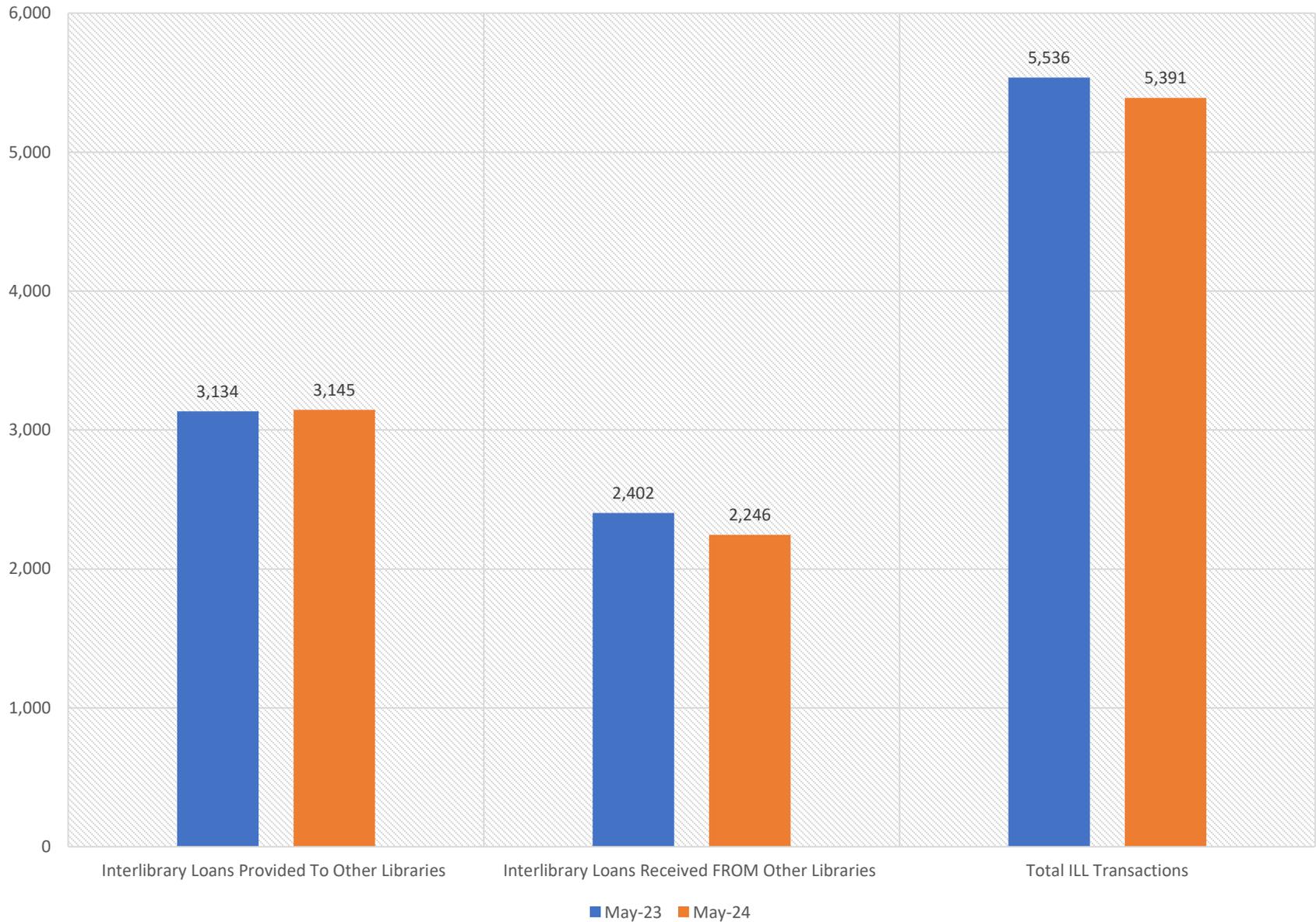


Chart Title

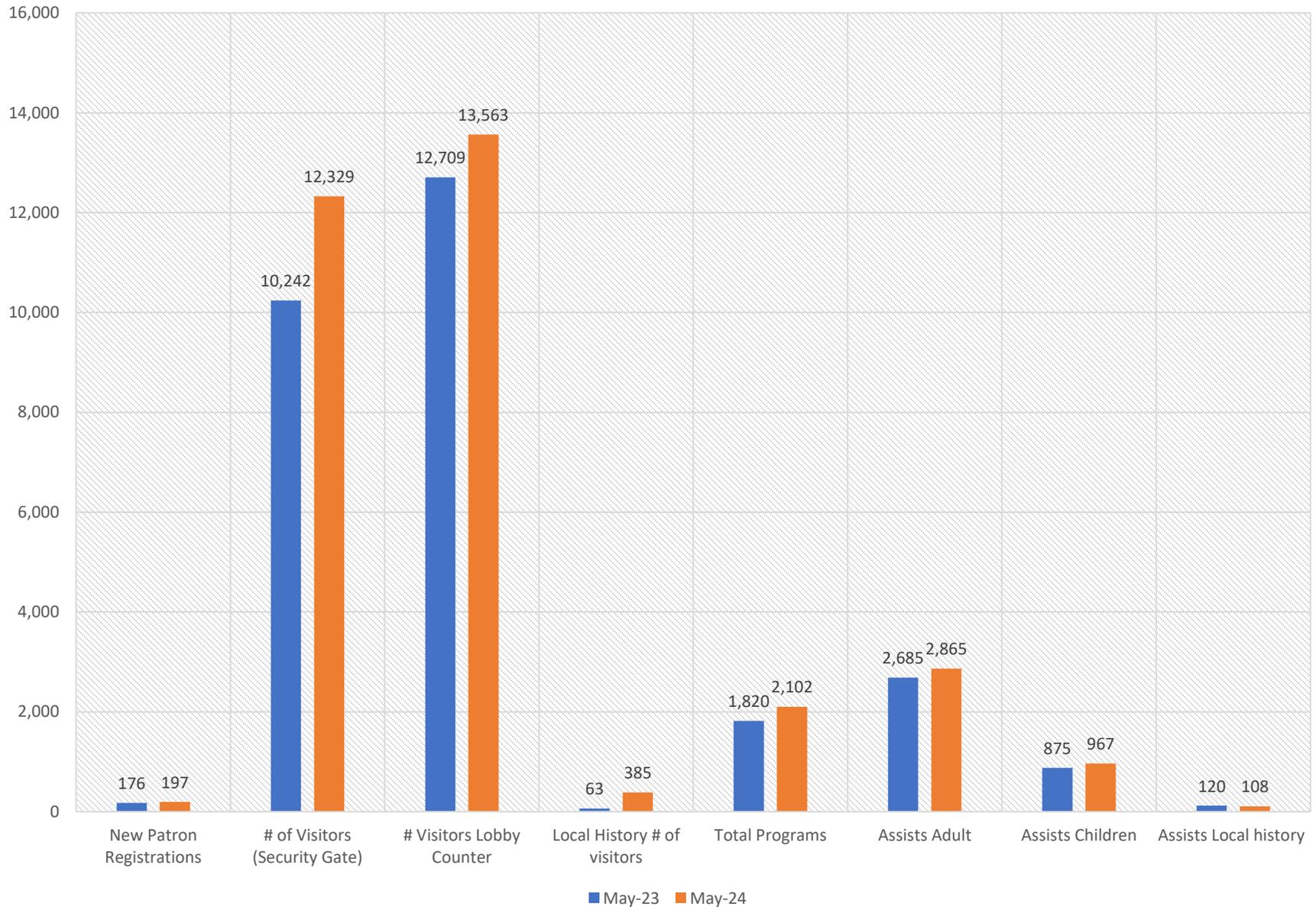


■ 2023 Total ■ 2024 Projection

May Interlibrary Loan



Other May Stats





DECATUR PUBLIC LIBRARY

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Software Use Policy

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the software manager or designated department, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to this policy. The following points are to be followed in order to comply with software license agreements:

- All software, including fonts, whether downloaded or installed by disk or other means, must be pre-approved by the Systems Administrator. This includes software known as freeware or shareware.
- All users must use all software in accordance with license agreements and the Decatur Public Library software policy. All users acknowledge that they do not own this software or its related documentation, and, that unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.
- Decatur Public Library will not tolerate the use of any unauthorized copies of software or fonts in our organization. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. Users must not condone illegal copying of software under any circumstances. Anyone who makes, uses, or otherwise acquires unauthorized software will be appropriately disciplined.
- Any user who determines that there may be a misuse of software within the organization will notify the Systems Administrator.

I have read Decatur Public Library software code of ethics. I am fully aware of our software compliance policies and agree to abide by them. I understand that violation of any above policies may resulting my termination.

Employee Signature _____

Date _____

Approved by DPL Board of Trustees May 20, 2021

DECATUR PUBLIC LIBRARY POLICY AGAINST WORKPLACE DISCRIMINATION, HARASSMENT, VIOLENCE AND RETALIATION

Effective Date

Revision 1

Page 1 of 7

1.0 POLICY STATEMENT: The Decatur Public Library (the “Library”) strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the workplace should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees are expected to conduct themselves in an appropriate manner, as judged by a reasonable person. Employees should be able to work and learn in a safe and stimulating atmosphere. The accomplishment of this goal is essential to the mission of the Library. For that reason, the Library will not tolerate unlawful discrimination or harassment, violence or retaliation of any kind. Through enforcement of this policy and by education of employees, the Library will seek to prevent, correct and discipline behavior that violates this policy. All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

2.0 PROCEDURES: Behaviors prohibited by this policy include unlawful discrimination, harassment, sexual harassment, workplace violence, and retaliation.

2.1 UNLAWFUL DISCRIMINATION

It is unlawful and a violation of this policy to discriminate in Library employment, benefits, working conditions, or evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, ancestry, marital status or unfavorable military discharge. It is the policy of the Library to ensure all employees of the Library receive fair and impartial access to State and Federal organizations if they feel an act of unlawful discrimination has been committed against them in the course of work by the Library. As a matter of policy, parties involved in the alleged discrimination will be encouraged to settle their differences, to the mutual satisfaction of all at any step in the process, and as soon as practicable. Employees wishing to file a discrimination complaint against the Library may contact the City Librarian for guidance to the proper organizations to contact.

2.2. SEXUAL HARASSMENT

Harassment on the basis of sex is a violation of Section 703 of Title VII of the U.S. Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include both verbal and nonverbal behavior such as sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another, statements about other employees, even outside of their presence, of a sexual nature, obscene or sexually suggestive gestures or noises, signs or materials of a sexual nature and/or the use of electronic devices and social media to harass or

threaten. For purposes of this definition, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Employees should promptly report incidents of sexual harassment in the workplace to the employee's supervisor or the City Librarian. The City Librarian, or his/her designee, will conduct thorough, prompt, and confidential investigations of the allegations. In cases of incidents of sexual harassment by an employee's supervisor, reports should be made to the offending supervisor's supervisor and to the City Librarian. If the City Librarian is the harasser, reports should be made to the Board President. Retaliation for reporting sexual harassment allegations is prohibited as set forth in Section 2.5 of this Policy and may be protected under the State Officials and Employees Ethics Act (5 ILCS 430/15-10); the Whistleblower Protection Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).

Sexual harassment is considered a form of sex discrimination. Procedures for filing such complaints are explained herein and in Section 2.1 of this of this Policy. If relief is not obtained through informal means, employees may also file discrimination complaints on such matters with state, and/or federal civil rights agencies. The Illinois Department of Human Rights has a State of Illinois Sexual Harassment and Discrimination Helpline. That number is 1-877-236-7703, and the website is www.illinois.gov/SexualHarassment. The federal agency that handles sexual harassment is the Equal Employment Opportunity Commission (EEOC). Their number is 1-800-669-4000, and the website is www.EEOC.gov. Training on this policy will be provided to all new employees by the Library. The City Librarian, or his or her designee, will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Such refresher training should be provided annually, and at any time material changes are made to this policy. The City Librarian shall have final authority regarding disciplinary action for sexual harassment and/or retaliation.

2.2.1 COMPLAINTS OF SEXUAL HARASSMENT OF AN ELECTED OFFICIAL BY ANOTHER ELECTED OFFICIAL.

Public Act (P.A) 101-0221 amended the State Officials and Employees Ethics Act to require the independent review of complaints of sexual harassment of an elected official, the Library will retain an experience outside consultant to receive complaints of sexual harassment of an elected official by another elected official and independently review those complaints. When completed, that review will be provided to the Library for appropriate action under this policy. Elected officials may also report allegations of sexual harassment to the City Librarian. The Library presently has no elected officials.

2.3. HARRASSMENT

Harassment on the basis of any other protected characteristic is also prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that is placed on the employer's premises or circulated in the workplace (including through e-mail) which denigrates or shows hostility or aversion toward an individual or group.

The Library encourages individuals who believe they are being subjected to such conduct to advise the offender that the behavior is unwelcome and to request that it stop. Often, this action alone will resolve the problem, but the Library recognizes that individuals may prefer to pursue the matter through complaint procedures.

Such harassment is considered a form of unlawful discrimination. If relief is not obtained through informal means, employees may file discrimination complaints on such matters with state, and/or federal civil rights agencies. Procedures for filing such complaints are explained in Section 2.1 of this Policy.

2.4 WORKPLACE VIOLENCE

Workplace violence includes assault, criminal damage to property, disorderly conduct, harassment, larceny, menacing behavior, reckless endangerment, robbery, and sex offenses (including lewdness, sex abuse, sodomy and rape) on the job.

To minimize workplace violence, the Library's librarian will assess employee and public vulnerability to workplace violence at all locations, audit workplace violence prevention efforts, oversee employee training programs in violence prevention, regularly review reports of incidents of violence in the workplace to recommend changes to correct hazards, communicate with similar local governments concerning experiences with workplace violence, work with supervisors to determine the presence of hazards, conditions, operations and other situations which might place workers at risk of occupational assault incidents, and survey employees to identify the potential for violent incidents and to identify the need for improved security measures.

The Library will provide training for all employees on identifying and reporting workplace violence incidents, recognizing signs of potential violence, reviewing measures instituted to prevent workplace violence, and describing post-incident medical follow-up, counseling, and reporting procedures. Employees should report signs of potential violence to supervisors immediately.

The Library encourages employees to bring their differences with other employees to the attention of their supervisors or the City Librarian before such situations escalate into potential violence. The Library is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Employees should report incidents and threats of workplace violence to their supervisors immediately and can complete the Library's "Incident Report Form". Supervisors will promptly investigate allegations of workplace violence, per the Library's policy on workplace investigations, and will ensure copies of incident reports are forwarded on all incidents to the City Librarian. In cases of incidents committed by an employee's supervisor, reports should be made directly to the offending supervisor's supervisor and to the City Librarian. If it is the City Librarian reports should be turned into the Board President.

Threats, threatening conduct or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, including reprimand, suspension and/or discharge. Non-employees engaged in violent acts on the Library's premises or directed toward a Library employee conducting library business will be reported to the proper authorities and fully prosecuted.

Supervisors will refer perpetrators of incidents and threats of workplace violence to the Library's employee assistance program (EAP) and will determine appropriate follow up and disciplinary action. Employees

will not be permitted to return to the workplace until such time as the EAP professional indicates in writing that the employee is complying with EAP recommendations and is fit to return to duty. Such referrals shall be considered "directed referrals". Employees failing to cooperate with directed referrals will be considered "absent without leave", and will be subject to possible disciplinary action, up to and including reprimand, suspension and/or discharge.

The Library will maintain an accurate record of all workplace violence incidents. Any on-duty injuries that occur as a result of a workplace violence incident will be reported and recorded. The Library will ensure that all injuries that require more than first aid, that result in a loss-time injury, that requires modified duty or that the cause of loss of consciousness will be recorded on the OSHA 300 log, and, should be reported on the standard job injury reporting forms. Doctors' reports and supervisors' reports of each incident will be kept with workers compensation files. Incidents of abuse, verbal attack, or aggressive behavior which may be threatening to the employee, but not resulting in injury, will also be recorded.

2.5 RETALIATION

Retaliation is defined as: the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any employee that is taken as a result of an employee's or official's involvement in protected activity pursuant to this policy. This policy prohibits any retaliation against any employee or official for 1) filing a charge of discrimination, harassment, workplace violence or retaliation, 2) participating in an investigation or opposing discriminatory, harassing, violent practices or retaliation, or 3) being the target of discrimination, sexual harassment, harassment, workplace violence and/or retaliation. No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. Any witness to an incident of sexual harassment will be protected from retaliation.

2.6 FALSE REPORTING

The filing of false, malicious, frivolous and/or groundless reports and/or complaints of discrimination, sexual harassment, workplace violence and/or retaliation is an abuse of this policy and is prohibited.

3.0. RESPONSIBILITY

It is the responsibility of each department director to ensure that all supervisory personnel are aware at all times of this policy. It is the responsibility of all supervisors to ensure that all of their employees are aware of this policy and of the confidential means available to them for reporting incidents.

Training on this policy will be provided to all new employees by the librarian. The Library will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Sexual harassment training shall be provided annually.

It is the responsibility of the Library to effect investigations of informal allegations of incidents. Such investigations may be assigned to the appropriate Library personnel.

Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. The City Librarian, or his or her designee, shall have final authority on disciplinary action for policy violations.

APPROVED:

President, Decatur Public Library
Board of Trustees

**Workplace Incident Report Form
Victim's Report**

1. Victim's Name:	2. Job Title:
3. Address:	4. City: ST Zip:
5. Home Phone:	6. Work Phone:
7. Work Location:	8. Work Address:
9. Department:	10. Division:
11. Incident Date:	12. Incident Time:
13. Incident Location:	
14. Type of Incident: (See definitions on reverse side) (Check one): <input type="checkbox"/> Assault <input type="checkbox"/> Criminal Damage to Property <input type="checkbox"/> Disorderly Conduct <input type="checkbox"/> Harassment <input type="checkbox"/> Larceny <input type="checkbox"/> Menacing <input type="checkbox"/> Reckless Endangerment <input type="checkbox"/> Robbery <input type="checkbox"/> Sex Offense <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Other (Please Specify)	
15. Injuries to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Treatment Location:
17. Describe injuries:	
18. Did police respond to incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Police Agency:
20. Police report filed? <input type="checkbox"/> Yes <input type="checkbox"/> No	21. Police Report #
22. Was supervisor notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	23. Supervisor's Name:
24. Union/employee rep notified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25. Representative's Name:
26. Alleged Assailant/Perpetrator (check one): <input type="checkbox"/> Intruder <input type="checkbox"/> Citizen <input type="checkbox"/> Customer <input type="checkbox"/> Visitor <input type="checkbox"/> Co-Worker, <input type="checkbox"/> Former Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Relative <input type="checkbox"/> Friend/Acquaintance <input type="checkbox"/> Arrestee/Detainee <input type="checkbox"/> Other (Please specify):	
27. Alleged Perpetrator's Name:	28. Alleged Perpetrator's Age (if known):
29. Address (if known):	30. City: ST Zip
31. Brief Description of the Incident:	
32. Did incident involve a weapon? <input type="checkbox"/> Yes <input type="checkbox"/> No Description of weapon:	
33. Was inappropriate action/violence directed only at one victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	
34. Was victim alone when the incident occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No List other victims/witnesses:	
35. Did victim have any reason to believe that an incident might occur? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, why?	
36. What can be done to prevent a future similar incident?	
37. The victim's confidentiality will be protected as much as practical and this information will be shared on a need to know basis only.	
38. Victim's Signature:	39. Date:
40. Signature of person preparing this form (if different than victim):	

Definitions of Incidents:

1. **ASSAULT:** The intentional use of physical injury (impairment of physical conditions or substantial pain) to another person, with or without a weapon or dangerous instrument.
2. **CRIMINAL DAMAGE TO PROPERTY:** Intentional or reckless damage to the property of another person without permission.
3. **DISORDERLY CONDUCT:** Intentionally causing public inconvenience, annoyance or alarm or recklessly creating a risk thereof by fighting (without injury) or in violent or threatening behavior, or making unreasonable noise, shouting abuse, misbehaving, disturbing an assembly or meeting of persons, or creating hazardous conditions by an act which serves no legitimate purpose.
4. **HARASSMENT:** any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person that:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
 - b. Has the purpose or effect of unreasonably interfering with an employee's work performance.
 - c. Affects an employee's employment opportunities or compensation.
 - d. May include: intentionally striking, shoving or kicking another or subjecting another person to physical contact, or threatening to do the same (without physical injury). Also, using abusive or obscene language or following a person in or about a public place, or engaging in a course of conduct which alarms or seriously annoys another person.
5. **SEXUAL HARASSMENT:** Any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-worker or third party.
6. **DISCRIMINATION:** Occurs whenever an employment decision for a member of any of the protected classes, is based on the employee's membership in that class rather than on the employee's job performance. Discriminatory practices can also include:
 - a. Harassment—see above.
 - b. Retaliation—against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.
7. **LARCENY:** Wrongfully taking, depriving, or withholding property from another (no force involved). Victim may or may not be present.
8. **MENACING:** Intentionally placing or attempting to place another person in fear of imminent serious physical injury.
9. **RECKLESS ENDANGERMENT:** Subjecting individuals to danger by recklessly engaging in conduct which creates substantial risk of serious physical injury.
10. **ROBBERY:** Forcible stealing of another's property by use of threat of immediate physical force. (Victim is present and aware of theft.)
11. **SEX OFFENSE:**
 - a. Public Lewdness: Exposure of sexual organs to others.
 - b. Sexual Abuse: Subjecting another to sexual contact without consent.
 - c. Sodomy: A deviant sexual act committed as in rape.
 - d. Rape: Sexual intercourse without consent.



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

STATEMENT OF POLICY FOR USE OF MEETING ROOMS

The Decatur Public Library welcomes the use of its meeting rooms by organizations. The library will not charge a fee to not-for-profit, community, and government organizations, with exceptions listed below.

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

For-profit businesses will be charged a fee, please see attached fee schedule.

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

Requests requiring extensive setup should be made at least one week in advance. Requests should be submitted on the library meeting room **application form provided by the Library**. Meeting rooms can be booked tentatively by phone, email or fax, but the completed application with payment must be returned within 5 business days of the initial booking request, or the booking may be canceled. Payment may also be made by purchase order with prior approval. After payment is received, a 50% fee will be applied to all cancellations. With the exception of the Library Board room, meeting rooms are available during regular library hours from the time the library is open until 30 minutes prior to the library closing time. The Library Board room is available Monday through Friday from the time the library opens through 4:30 p.m.

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

Not-for-profit, community, and government organizations will not be charged a fee ~~may book~~ ~~Library meeting rooms as many as twelve times per calendar year.~~ for the first 48 hours of bookings in a calendar year ~~there will be no charge to these organizations.~~ Thereafter, those organizations will be assessed a fee according to the attached fee schedule. If these organizations wish to cancel, they must do so more than 24 hours in advance. After two no-shows without notification, the Library will cancel future reservations and not allow further

reservations for the remainder of the calendar year.

If food or beverages are served, the organization using the room is responsible for cleanup. A cleaning fee will be assessed if the room is not left clean per the discretion of the City Librarian or his or her designee. Please see fee schedule.

Alcoholic beverages and smoking are prohibited in the Library.

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

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

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended August 17, 2017

Amended June 18, 2020

Amended April 15, 2021

Amended July 15, 2021

Amended April 18, 2024

effective January 1, 2025

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2024 to 5/31/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160103	05/02/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	712.00	OFFICE SUPPLIES
160112	05/02/2024	BREWSTER, CONNIE K 04/09/24 PRESCHOOL ART/ MONETS GARDEN	150.00	OTHER LIBRARY GRANT EXI
160128	05/02/2024	DECATUR BLUEPRINT, INC. BUSINESS CARDS/K COLEMAN	80.00	OFFICE SUPPLIES
160130	05/02/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	220.04	OTHER LIBRARY GRANT EXI
160137	05/02/2024	EYTCHEISON, KATIE SUPPLIES REIMBURSEMENT FOR PARTIES	212.36	OTHER LIBRARY GRANT EXI
160146	05/02/2024	HARLESS, NOAH TRAVEL REIMBURSEMENT	166.37	CONFERENCES & TRAVEL
160171	05/02/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	443.88	OFFICE SUPPLIES
160192	05/02/2024	SAM'S CLUB ACCT 9064	255.21	OTHER LIBRARY GRANT EXI
160194	05/02/2024	SCHNIEDERJAN, MEGAN 03/09/24 CHILDRENS YOGA 03/23/24 CHILDRENS YOGA 04/27/24 CHILDRENS YOGA	300.00	OTHER LIBRARY GRANT EXI
160211	05/02/2024	WATTS COPY SYSTEMS SERVICE OFFICE EQUIPMENT	1,211.79	SERV-OFFICE EQUIPMENT
160227	05/09/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	597.67	OFFICE SUPPLIES
160264	05/09/2024	EYTCHEISON, KATIE KRAFTY THINGS REIMBURSEMENT	265.17	OTHER LIBRARY GRANT EXI
160273	05/09/2024	HECKWINE, BETTI JO MAR-MAY'24 SERVICE ANNIVERSARIES	61.53	OTHER LIBRARY GRANT EXI
160276	05/09/2024	HR SOURCE 2025 MEMBERSHIP DUES	1,260.00	PROFESSIONAL SERVICES
160279	05/09/2024	ILLINOIS LIBRARY ASSOCIATION CHILDRENS SRP 2024 / JOHN SCHIRLE	1,247.07	OTHER LIBRARY GRANT EXI
160289	05/09/2024	KILEY KLEIN, LTD LEGAL SERVICES	280.50	PROFESSIONAL SERVICES
160308	05/09/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	503.30	OFFICE SUPPLIES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2024 to 5/31/2024

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
160350	05/09/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.62	TELEPHONE
160357	05/10/2024	COMMERCIAL MAIL SERVICES APR 16 - APR 30'24	192.28	POSTAGE
160367	05/16/2024	AMAZON PAYMENTS RETURN AGAINST INV 1313-4PKC-4KRM RETURN AGAINST INV 1V1C-P7GV-3MFJ PURCHASE FOR OTHER LIBRARY GRANTS CYBERGEEK NANO A1 PURCHASE FOR OTHER LIBRARY GRANTS ACCT A3D6PYLXS49OR / 2024 MEMBERSHIP FEE PURCHASE FOR OTHER LIBRARY GRANTS	2,585.69	SMALL CAPITAL ITEMS
160374	05/16/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	712.61	OFFICE SUPPLIES
160382	05/16/2024	BREWSTER, CONNIE K REPLACES CK#157670 PRESCHOOL ART 12/05/23 PRESCHOOL ART BUBBLES & BLOOMS 05/07/24	275.00	OTHER LIBRARY GRANT EXI
160385	05/16/2024	BUSEY BANK BOX 151001511 /ANNUAL FEE	45.00	BANKING SERVICE CHARGE
160408	05/16/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	873.82	OFFICE SUPPLIES
160422	05/16/2024	FRAZIER, ALIX TRAVEL REIMBURSEMENT	136.01	CONFERENCES & TRAVEL
160445	05/16/2024	MAVERIK MARKETING READICULOUS T-SHIRTS	282.98	OTHER LIBRARY GRANT EXI
160448	05/16/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	8,904.07	OFFICE SUPPLIES
160461	05/16/2024	PAETEC ACCT 633318933001	52.65	TELEPHONE
160463	05/16/2024	PAWPRINT MINISTRIES READ W/PAWPRINT 4 SESSIONS MAR & APR'24	400.00	OTHER LIBRARY GRANT EXI
160465	05/16/2024	PEASE, CONNIE L JAN-JUN'24 1HR SESSION PER MONTH	210.00	OTHER LIBRARY GRANT EXI
160471	05/16/2024	PRODUCT LLC COMPLETION OF BID DOCUMENTS	5,243.88	PROFESSIONAL SERVICES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 5/1/2024 to 5/31/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160478	05/16/2024	SCHIRLE, JOHN VOLUNTEER SRP T-SHIRTS	180.54	OTHER LIBRARY GRANT EXI
160479	05/16/2024	SCHNIEDERJAN, MEGAN CHILDRENS YOGA 05/11/24	100.00	OTHER LIBRARY GRANT EXI
160503	05/16/2024	UNIQUE MANAGEMENT SERVICES APR'24 PLACEMENTS	285.65	PROFESSIONAL SERVICES
160513	05/16/2024	WILLIAMSVILLE PUBLIC LIBRARY AND MUSEUM LOST OR DAMAGED MATERIALS	25.00	LOST OR DAMAGED BOOKS
160514	05/16/2024	WINDSOR STORM MEMORIAL PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	7.00	LOST OR DAMAGED BOOKS
160530	05/23/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	518.87	OFFICE SUPPLIES
160546	05/23/2024	CINDY'S DELIGHT DEPOSIT FOR CATERING 05/31/24 EVENT	100.00	OTHER LIBRARY GRANT EXI
160552	05/23/2024	COMMERCIAL MAIL SERVICES MAY 1 - MAY 15'24	245.64	POSTAGE
160557	05/23/2024	DAMPTZ, REBECCA REIMBURSEMENT FOR DROP CLOTH	21.70	OFFICE SUPPLIES
160559	05/23/2024	DECATUR AREA ARTS COUNCIL RENTAL OF LIGHTING EQUIP FOR SONGWRITERS E'	100.00	OTHER LIBRARY GRANT EXI
160574	05/23/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
160589	05/23/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	2,488.02	OFFICE SUPPLIES
160602	05/23/2024	SCHNIEDERJAN, MEGAN CHILDRENS YOGA 05/18/24	100.00	OTHER LIBRARY GRANT EXI
160603	05/23/2024	SCOVILL ZOO MOBILE ZOO PRESENTATION FOR 05/29/24	300.00	OTHER LIBRARY GRANT EXI
160608	05/23/2024	SOUNDCHECK MUSIC SOUND SYSTEM FOR READICULOUS	6,762.00	OTHER LIBRARY GRANT EXI
160618	05/23/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	107.62	TELEPHONE
160630	05/30/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	847.08	OFFICE SUPPLIES
160637	05/30/2024	CARRIE CHANDLER PERFORMANCE FOR SONGWRITER EVENT	100.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**
For invoices from -- 5/1/2024 to 5/31/2024

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
160639	05/30/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	108.00	SMALL CAPITAL ITEMS
160641	05/30/2024	CINDY'S DELIGHT CATERING FOR SONGWRITER EVENT 05/31/24	900.00	OTHER LIBRARY GRANT EXI
160646	05/30/2024	DANIEL S PETERSON CHLDRENS ANIMAL PROGRAM JUNE 3'24	463.00	OTHER LIBRARY GRANT EXI
160649	05/30/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	5,205.48	SECURITY
160668	05/30/2024	JESSICA JOLLY SPAIN PERFORMANCE FOR SONGWRITER EVENT	100.00	OTHER LIBRARY GRANT EXI
160669	05/30/2024	KANOPY LIBRARY STREAMING SERVICE	497.00	PER CAPITA GRANT EXPENS
160676	05/30/2024	LUCAS, MADISON BARTENDING SERVICES SONGWRITERS EVENT 05/3	290.00	OTHER LIBRARY GRANT EXI
160682	05/30/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	300.27	OFFICE SUPPLIES
160691	05/30/2024	ONLINE COMPUTER LIBRARY CENTER, INC IFM POSTAGE	25.26	POSTAGE
160694	05/30/2024	PEERLESS NETWORK, INC ACCT 1212890	336.35	TELEPHONE
160699	05/30/2024	PROQUEST INFORMATION & LEARNING DATABASE	1,445.37	PER CAPITA GRANT EXPENS
160703	05/30/2024	RILEY, ASHLEY HOSTING/PERFORMANCE SONGWRITER EVENT 05/3	100.00	OTHER LIBRARY GRANT EXI
160735	05/31/2024	RILEY, ASHLEY HOSTING/PERFORMANCE SONGWRITER EVENT 05/3	150.00	OTHER LIBRARY GRANT EXI
23005937	05/02/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,154.00	OTHER LIBRARY GRANT EXI
23006002	05/16/2024	REGIONS/CREDIT CARD ACCT 7213	3,614.01	OTHER LIBRARY GRANT EXI
23006012	05/16/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,269.40	OTHER LIBRARY GRANT EXI
23006016	05/30/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	1,096.30	OTHER LIBRARY GRANT EXI

Total for: 35 57,752.06

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 5/1/2024 to 5/31/2024

59 -- LIBRARY TRUST FUNDS

Check #	Check Date	Vendor	Check Amt	Account Description
160103	05/02/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	200.37	BOOKS & PERIODICALS
160227	05/09/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	289.50	BOOKS & PERIODICALS
160367	05/16/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	36.45	BOOKS & PERIODICALS
160374	05/16/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	701.84	BOOKS & PERIODICALS
160530	05/23/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	494.86	BOOKS & PERIODICALS
160630	05/30/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,009.34	BOOKS & PERIODICALS
160699	05/30/2024	PROQUEST INFORMATION & LEARNING DATABASE	4,366.51	BOOK AND PERIODICALS
			Total for: 59	7,098.87
			Total for All:	\$64,850.93

MAY VENDOR REPORT

Vendor Name	Amount
AMAZON PAYMENTS Total	\$2,622.14
BAKER & TAYLOR CO Total	\$6,084.14
BREWSTER, CONNIE K Total	\$425.00
BUSEY BANK Total	\$45.00
CARRIE CHANDLER Total	\$100.00
CDW GOVERNMENT INC Total	\$108.00
CINDY'S DELIGHT Total	\$1,000.00
COMMERCIAL MAIL SERVICES Total	\$437.92
DAMP TZ, REBECCA Total	\$21.70
DANIEL S PETERSON Total	\$463.00
DECATUR AREA ARTS COUNCIL Total	\$100.00
DECATUR BLUEPRINT, INC. Total	\$80.00
DECATUR CIVIC CENTER AUTHORITY Total	\$5,205.48
DEMCO INC Total	\$1,093.86
EYCHISON, KATIE Total	\$477.53
FRAZIER, ALIX Total	\$136.01
HARLESS, NOAH Total	\$166.37
HECKWINE, BETTI JO Total	\$61.53
HR SOURCE Total	\$1,260.00
ILLINOIS LIBRARY ASSOCIATION Total	\$1,247.07
JESSICA HILL CONSULTING LLC Total	\$3,519.70
JESSICA JOLLY SPAIN Total	\$100.00
JONES & THOMAS Total	\$420.00
KANOPY Total	\$497.00
KILEY KLEIN, LTD Total	\$280.50
LUCAS, MADISON Total	\$290.00
MAVERIK MARKETING Total	\$282.98
MIDWEST TAPE, LLC Total	\$12,639.54
ONLINE COMPUTER LIBRARY CENTER, INC Total	\$25.26
PAETEC Total	\$52.65
PAWPRINT MINISTRIES Total	\$400.00
PEASE, CONNIE L Total	\$210.00
PEERLESS NETWORK, INC Total	\$336.35
PRODUCT LLC Total	\$5,243.88
PROQUEST INFORMATION & LEARNING Total	\$5,811.88
REGIONS/CREDIT CARD Total	\$3,614.01
RILEY, ASHLEY Total	\$250.00
SAM'S CLUB Total	\$255.21
SCHIRLE, JOHN Total	\$180.54
SCHNIEDERJAN, MEGAN Total	\$500.00
SCOVILL ZOO Total	\$300.00
SOUNDCHECK MUSIC Total	\$6,762.00
UNIQUE MANAGEMENT SERVICES Total	\$285.65
VERIZON WIRELESS Total	\$215.24
WATTS COPY SYSTEMS Total	\$1,211.79
WILLIAMSVILLE PUBLIC LIBRARY AND MUSEUM Total	\$25.00
WINDSOR STORM MEMORIAL PUBLIC LIBRARY Total	\$7.00
Grand Total	\$64,850.93

DPL FY 2024 Budget Report

Revised: June 13, 2024

At the end of May 42% 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%	\$ 591,841.19	34.4%	\$ 851,911.60	-30.5%
Total Revenue	\$ 4,841,716		\$ 591,841.19	12.2%	\$ 851,911.60	-30.5%

Expense	FY 2024 Budgeted	% of Budget	Actual YTD	% Expended	FY23 YTD	% Change
Personnel						
Payroll	\$ 1,770,819		\$ 733,825.42	41.4%	\$ 699,701.20	4.9%
Benefits	\$ 978,733		\$ 391,235.04	40.0%	\$ 334,722.72	16.9%
	\$ 2,749,552	58.0%	\$ 1,125,060.46	40.9%	\$ 1,034,423.92	8.8%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 46,938.70	19.2%	\$ 113,847.82	-58.8%
Per Capita	\$ 104,020		\$ 69,337.74	66.7%	\$ 46,101.99	50.4%
Lost/Damage	\$ 1,600		\$ 366.52	22.9%	\$ 579.33	-37%
Total Materials	\$ 350,620	9.3%	\$ 116,642.96	33.3%	\$ 160,529.14	-27.3%

Professional Services

Security	\$ 45,000.00		\$ 22,702.74	50.5%	\$ 9,513.37	138.6%
Professional Services	\$ 70,000		\$ 32,078.07	45.8%	\$ 24,501.02	30.9%
Temp Agency	\$ 2,500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 250		\$ 100.08	40.0%	\$ 90.79	10%
Total	\$ 117,750	3.1%	\$ 54,880.89	46.6%	\$ 24,591.81	123.2%

Allocations

Administrative Fee	\$	147,732		\$	61,555.00	41.7%	\$	62,900.00	-2.1%
MIS	\$	16,337		\$	6,805.00	41.7%	\$	16,515.00	-58.8%
	\$	164,069	4.3%	\$	68,360.00	41.7%	\$	79,415.00	-13.9%

Grants

Other grants	\$	300,000		\$	31,657.84	10.6%	\$	37,164.31	-14.8%
	\$	300,000	7.9%	\$	31,657.84	10.6%	\$	37,164.31	-14.8%

Advertising	\$	900	0.02%	\$	423.38	47.0%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	4,500		\$	2,372.09	52.7%	\$	1,052.55	125.4%
Service to Office Equipment	\$	22,000		\$	5,972.03	27.1%	\$	9,416.83	-36.6%
Telephone	\$	16,000		\$	2,790.26	17.4%	\$	2,876.33	-3.0%
Software	\$	45,000		\$	39,005.28	86.7%	\$	15,994.90	143.9%
Office Supplies	\$	36,000		\$	8,814.86	24.5%	\$	12,405.50	-28.9%
Small Capital	\$	152,000		\$	34,783.66	22.9%	\$	14,494.15	140.0%
	\$	275,500	7.3%	\$	93,738.18	34.0%	\$	56,240.26	66.7%

Staff Development

Conferences/Training/Travel	\$	13,000		\$	11,213.40	86.3%	\$	3,032.88	269.7%
Tuition Reimbursement	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	73,000		\$	2,739.93	3.8%	\$	2,774.70	-1.3%
	\$	96,000	2.5%	\$	13,953.33	14.5%	\$	5,807.58	140.3%

Insurance

Unemployment	\$	1,128		\$	470.00	41.7%	\$	450.00	4.4%
Risk Management	\$	93,612		\$	39,005.00	41.7%	\$	39,625.00	-1.6%
	\$	94,740	2.5%	\$	39,475.00	41.7%	\$	40,075.00	-1.5%

Building Costs

Transfer to Capital	\$ -	\$ -	\$ -	#DIV/0!
Rent	\$ 589,583	\$ 245,575.00	41.7%	\$ 245,575.00 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%	\$ 245,604.49	\$ 247,529.62 -0.8%
Total Operations/Services	\$ 1,990,162	52.6%	\$ 664,736.07	33.4% \$ 651,352.72 2.1%
Total Expenses	\$ 4,739,714	\$ 1,789,796.53	37.8%	\$ 1,685,776.64 6.2%
Revenue Minus Expense	\$ 102,002	\$ (1,197,955.34)		\$ (833,865.04) 43.7%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet	Activ	Equals
1/1/2023	1,794,636.63	\$ 155,732.58	\$ 284,964.15	\$ -	\$	1,665,405.06
2/1/2023	\$ 1,665,405.06	\$ 49,831.17	\$ 485,840.97	\$ -	\$	1,229,395.26
3/1/2023	\$ 1,229,395.26	\$ 109,763.73	\$ 339,891.84	\$ -	\$	999,267.15
4/1/2023	\$ 999,267.15	\$ 97,993.77	\$ 341,221.82	\$ -	\$	756,039.10
5/1/2023	\$ 756,039.10	\$ 178,519.94	\$ 337,877.75	\$ -	\$	596,681.29
6/1/2023	\$ 596,681.29					
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	\$	958.05	\$	958.05	\$	817,094.84
5/1/2023	\$	817,094.84	\$	1,593.09	\$	1,922.00	\$	816,765.93
6/1/2023	\$	816,765.93						
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	\$ 14.96	\$ 1,178.76	\$ 23,611.34
5/1/2023	\$ 23,611.34	\$ 13.35	\$ 2,695.91	\$ 20,928.78
6/1/2023	\$ 20,928.78			
7/1/2023	\$ -			
8/1/2023	\$ -			
9/1/2023	\$ -			
10/1/2023	\$ -			
11/1/2023	\$ -			
12/1/2023	\$ -			
1/1/2024	\$ -			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2023	\$ 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	\$ 24.35	\$ 1,124.72	\$ 38,826.19
5/1/2023	\$ 38,826.19	\$ 21.98	\$ 4,366.51	\$ 34,481.66
6/1/2023	\$ 34,481.66			

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	\$ 1,044.91	\$ 19.00	\$ 8,458.02
5/1/2023	\$ 8,458.02	\$ 755.29	\$ 36.45	\$ 9,176.86
6/1/2023	\$ 9,176.86			
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	\$ 2,733,371.65	\$ 157,764.52	\$ 284,964.15	\$ - \$ 2,606,172.02
2/1/2023	\$ 2,606,172.02	\$ 55,476.92	\$ 541,901.56	\$ - \$ 2,119,747.38
3/1/2023	\$ 2,119,747.38	\$ 111,840.95	\$ 343,092.53	\$ - \$ 1,888,495.80
4/1/2023	\$ 1,888,495.80	\$ 100,036.04	\$ 344,502.35	\$ - \$ 1,644,029.49
5/1/2023	\$ 1,644,029.49	\$ 180,903.65	\$ 346,898.62	\$ - \$ 1,478,034.52
6/1/2023	\$ 1,478,034.52	\$ -	\$ -	\$ -
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	\$ 522,068	\$ (217,932)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 300,000	\$ 53,949	\$ (246,051)
PILOT	\$ 540,096	\$ 540,096	\$ -
Fines	\$ 6,500	\$ 4,424	\$ (2,076)
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 6,575	\$ 1,575
Copies/Miscellaneous	\$ 12,500	\$ 13,714	\$ 1,214
Meeting Room Fees	\$ 3,500	\$ 4,080	\$ 580
Interest Income	\$ 5,000	\$ 10,842	\$ 5,842
Investment Income	\$ 3,000	\$ 15,602	\$ 12,602
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	0	\$ -
Miscellaneous Income	\$ -	0	\$ -
Reimbursement of Expenses	\$ -	831	
Totals	\$ 4,841,716	\$ 4,398,201	\$ (443,515)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,770,819	\$ 1,735,419	\$ 35,400
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 117,648	\$ 111,388	\$ 6,260
FICA/Medicare	\$ 136,572	\$ 129,398	\$ 7,174
Life insurance	\$ 3,283	\$ 2,716	\$ 567
Medical insurance	\$ 706,800	\$ 665,643	\$ 41,157
Service recognition	\$ 14,430	\$ 14,430	\$ -
Total Personnel	\$ 2,749,552	\$ 2,658,994	\$ 90,558

Fund	Budgeted		
Unemployment insurance	\$ 1,128	\$ 1,128	\$ -
Advertising	\$ 900	\$ 1,016	\$ (116)
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ -	\$ -
Service to Office Equipment	\$ 22,000	\$ 16,217	\$ 5,783
IT Services	\$ 16,337	\$ 16,337	\$ -
Telephone/Internet	\$ 16,000	\$ 7,897	\$ 8,103
Banking Service Charges	\$ 250	\$ 246	\$ 4
Conferences/Travel/Continuing Ed	\$ 13,000	\$ 21,000	\$ (8,000)
General Fund	\$ 147,732	\$ 147,732	\$ -
Postage	\$ 4,500	\$ 8,685	\$ (4,185)
Security	\$ 45,000	\$ 45,000	\$ -
Computer Software	\$ 45,000	\$ 80,035	\$ (35,035)

Temp Agency Services	\$ 2,500	\$ -	\$ 2,500
Tuition Reimbursement	\$ 10,000	\$ 10,000	\$ -
Professional Services	\$ 70,000	\$ 70,398	\$ (398)
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	\$ 74,264	\$ 225,736
Office Supplies	\$ 36,000	\$ 24,233	\$ 11,767
Risk Management	\$ 93,612	\$ 93,612	\$ -
Small Capital	\$ 152,000	\$ 86,750	\$ 65,250
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 903	\$ 697
Transfer to Capital Fund	\$ -	\$ -	\$ -
Total operating	\$ 1,990,162	\$ 1,717,057	\$ 273,105
Total expense	\$ 4,739,714	\$ 4,376,051	\$ 363,663
Surplus (deficit)	\$ 102,002.00	\$ 22,150	