



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, February 18, 2021

4:30 p.m.

### Remote Meeting via Zoom

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

Meeting Phone Number: 1 312 626 6799 US

Meeting ID: 880 4975 6296

**I. Call to order** – Samantha Carroll

**Remote Attendance.** Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

**II. Consent Agenda (Approval of Agenda, Approval of January 20, 2021 Minutes, October 29, 2020 Minutes) (Action)**

**IV. Public comments** – Due to the pandemic mitigation efforts The Decatur Public Library’s Madden Auditorium will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to [rmeyer@decaturlibrary](mailto:rmeyer@decaturlibrary) by 4:00 pm Thursday February 18, 2020. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

**III. Written Communications from the public**

**IV. Presentation by Christina Fuller—Diversity Consultant** (Discussion)

**V. Art Gift for Approval** (Action)

**VI. City Librarian’s report** –Rick Meyer (Discussion)

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

**VIII. Reports of committees**

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

- a. Personnel Update (Discussion)
- b. Library Records Confidentiality Policy (Action)
- c. Other (Discussion)

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

- i. No Meeting
- ii. Other (Discussion)

**C. Foundation**—Rick Meyer

- i. Annual Appeal Update (Discussion)

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

- i. February Meeting (Discussion)

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

- i. SHARE Executive Council (Discussion)

**IX. Old Business**

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

**X. New Business**

- i. City Librarian’s Performance Evaluation & Compensation (**This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (1)) (Action Item)**
- ii. Other (Discussion)

**XI. SERVING OUR PUBLIC 4.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

- i. No Topic

**XII. Adjournment**

If you have questions please contact:

Rick Meyer, City Librarian  
421-9713 or [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)



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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

#### Special Meeting

#### Minutes

**Date: October 29, 2020**

**Time: 4:30 p.m.**

**Location: Decatur Public Library Board Room**

#### Board Members

##### **President:**

Samantha Carroll

##### **Members:**

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

**Present:** Samantha Carroll

Susan Avery

Karl Coleman

Amy Stockwell

Sofia Xethalis

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Admin. Asst. Aide

Alissa Henkel, Head of PRS

Rebecca Damptz, Head of Arch & Spec Col.

Carol Ziese, Head of Technical Services

Lisa Tokarz, Circulation Clerk II

**Absent:** Michael Sexton, Gregg Zientara

**Guests:** None

#### **Call to Order:**

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

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

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

## **Public comments**

None

## **Service Levels During Current Community COVID-19**

Discussed library service levels in light of worsening COVID-19 numbers in Macon County.

Currently the library's is moderately restricted for the programs and meetings with a limited number of attendees, a limited number of public access computers with shortened hours, limited days and hours of curbside service, very limited seating available, local history allows no more-than 5 patrons at a time, and soft enforcement of mask wearing by patrons.

Ms. Stockwell made a motion to close the building to all public access, seconded by Ms. Xethalis. The public would not be able to come in the building, service would be provided by curbside.

After discussion the motion was amended to continue to keep the building open, but further restrict services. i.e. no seating, no in-person programs, expansion of curbside availability, local history will be by appointment only/no volunteers starting Monday November 2, 2020, zero tolerance enforcement of mask wearing.

Ms. Carroll requested a roll call vote on the motion to keep the building open with the changes they discussed and made to the service due to COVID-19, Ms. Xethalis yes, Ms. Stockwell yes, Ms. Avery yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved.

## **Adjournment**

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

Scribe,  
Betti Jo Heckwine Admin. Assist. Aide  
Edited by Rick Meyer, City Librarian

Approval Pending  
(Draft 11/12/20)



Wetherholt '85

With thanks to  
The Royal Society  
of Arts, London, for the  
award of a Fellowship  
to Dr. J. Wetherholt

Prize Winning Story

"The Doctor's Surprise"

by Katie Comerford, Grade 3  
Young Authors' Project, 1985

Professional Illustration

by Mr. Larry Wetherholt



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### City Librarian's Report for January 2021

#### Administration

- Administration team interviewed several more candidates for the position of Administrative Secretary.
- On January 8 Kate Wrigley and I met for her Trustee orientation.
- On the 13<sup>th</sup> I met with Faith Vaught and Dick Virgin of the Friends of the Library Board to discuss space issues.
- On the 15<sup>th</sup> I met with Jason of Bendsen Signs to discuss possible LED sign for library.
- On January 19, the library re-opened to the public.
- I began working on the ILA Legislative Meetup.

#### Circulation

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

#### Technical Services

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

#### Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Susan Bishop worked with the Decatur Area Arts Council on the Lego promotion/partnership in February. She also reached out to the Boy and Girls Club to share the programming info. Susan worked with Dr. Sherrod and Young Leaders in Action to cross promote Story Time Live and had 2 students read a book each.
- Amanda Young worked with ISU Special Collections to give them our St. Nicholas magazines.
- Tabitha Bilyeu created a separate page for Decatur Black History for Archives and Special Collections. She created 4 digital displays: *Longview Place*, *Bill Madlock*, *Hue Singleton*, and *Anna Waters Head Start*.

#### Systems Administration

- Matt Wilkerson and Chris Nihiser developed and installed a Virtual Private Network to allow staff to access their own desktops when working from home. This is a real game changer.
- **See spreadsheet for statistical information.**

### **Archives and Special Collections (formerly Local History)**

- The Local History Room remained closed after the library opened. Opening date for the Local History Room is February 22. The hours will be 10-2 Monday-Friday for a while.
- Leeann Grossman finished adding the board minutes to Omeka up to 2020. In the next month or so, those will be added, and then we will be completely caught up until the end of 2021.
- Becky Damptz attended the Local History Forum meeting on January 27.
- Becky continues to work on adding the glass negatives to Omeka. There are now about 600 glass negatives on the database.
- **Please see spreadsheet for statistics.**

*Sincerely,*

***Rick Meyer***

*City Librarian*



**Circulation by Audience Physical & Electronic**

	Jan-20	Jan-21	% of Total	Change	2020 Total	2021 Projection	Projected change
Number of Adult Materials Loaned	17,716	7,460	53.2%	-57.9%	145,040	61,075	-57.9%
Number of Young Adult Materials Loaned	581	355	2.5%	-38.9%	5,283	3,228	-38.9%
Number of Children's Materials Loaned	6,916	6,201	44.2%	-10.3%	53,984	48,403	-10.3%
<b>Total Number of Materials Loaned</b>	<b>25,213</b>	<b>14,016</b>		<b>-44.4%</b>	<b>204,307</b>	<b>112,706</b>	<b>-44.8%</b>

**Circulation by Material Type**

	Jan-20	Jan-21	% of Total	Change	2020 Total	2021 Projection	Projected change
Books Loaned--Physical	13,117	6,045	54.6%	-53.9%	118,284	62175	-47.4%
Videos/DVDs Loaned--Physical	4,511	954	8.6%	-78.9%	28,714	7697	-73.2%
Audios, Including Music Loaned--Physical	1,170	267	2.4%	-77.2%	7,322	2273	-69.0%
Magazines/Periodicals Loaned--Physical	386	24	0.2%	-93.8%	3,083	1220	-60.4%
Other Items Loaned--Physical	151	55	0.5%	-63.6%	1,577	758	-51.9%
Use of Circulating Electronic Materials	2,782	3,728	33.7%	<b>34.0%</b>	45,327	55876	23.3%
<b>Total</b>	<b>22,117</b>	<b>11,073</b>		<b>-49.9%</b>	<b>204,307</b>	<b>129999</b>	<b>-36.4%</b>

Successful Retrieval of Electronic Information	<b>2,005</b>	<b>2,482</b>	<b>18.3%</b>	<b>23.8%</b>	<b>39210</b>	<b>40343</b>	<b>2.9%</b>
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**Electronic Content Use**

	<b>4,787</b>	<b>6,210</b>	45.8%	<b>29.7%</b>	<b>84537</b>	<b>96220</b>	<b>13.8%</b>
Total Collection Use	<b>Jan-20</b>	<b>Jan-21</b>		<b>Change</b>	<b>2020 Total</b>	<b>2021 Projection</b>	<b>Projected change</b>
<b>Total Collection Use</b>	<b>24,122</b>	<b>13,555</b>		<b>-43.8%</b>	<b>243,517</b>	<b>170,342</b>	<b>-30.0%</b>

	Jan-20	Jan-21	% of Total	Change	2020 Total	2021 Projection	Projected change
Interlibrary Loans Provided To Other Libraries	3,507	2,836	53.2%	-19.1%	24966	15492	-37.9%
Interlibrary Loans Received FROM Other Libraries	3,023	2,491	46.8%	-17.6%	22884	17024	-25.6%
<b>Total ILL Transactions</b>	<b>6,530</b>	<b>5,327</b>		<b>-18.4%</b>	<b>47850</b>	<b>32516</b>	<b>-32.0%</b>

	Jan-20	Jan-21	Change	2020 Total	2021 Projection	Projected change
New Patron Registrations	146	277	89.7%	2848	2143	-24.8%
# of Visitors (Security Gate)	16086	0	-100.0%	78509	25713	-67.2%
# Visitors Lobby Counter	14066	0	-100.0%	84502	16667	-80.3%
Local History # of visitors	37	0	-100.0%	298	0	-100.0%
Adult Programs Active	456	7	-98.5%	1121	0	-100.0%
Adult Programs Passive	0	27		1207	1664	37.9%
Adult Programs Virtual Live	n/a	0		22	#DIV/0!	#DIV/0!

Adult Programs Virtual Recorded	n/a	0		193	#DIV/0!	#DIV/0!
YA Programs Active	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
YA Programs Passive	0	34		409	753	84.2%
YA Virtual Live	n/a	0		0	#DIV/0!	#DIV/0!
YA Virtual Recorded	n/a	0		57	#DIV/0!	#DIV/0!
Children's Programs Active	1132	0	-100.0%	1354	0	-100.0%
Children's Programs Passive	0	32		2599	859	-66.9%
Children's Virtual Live	n/a	118		185	#DIV/0!	#DIV/0!
Children's Virtual Recorded	n/a	233		5141	#DIV/0!	#DIV/0!
Total Programs	1588	451	-71.6%	12288	5332	-56.6%
Public Sessions	2317	390	-83.2%	14620	3770	-74.2%
Wireless Sessions	990	70	-92.9%	5691	343	-94.0%
Website Sessions	9736	9712	-0.2%	113083	125745	11.2%
Unique Visits	6162	5282	-14.3%	63468	62775	-1.1%
Page Views	36011	38689	7.4%	485031	418839	-13.6%
Self Checks	6798	0	-100.0%	43324	9012	-79.2%
Percentage of Self Checks	0.42119	0	-42.1%	0	0	-96.7%
Assists Adult	2967	1736	-41.5%	22718	11187	-50.8%
Assists Children	1041	437	-58.0%	9181	4291	-53.3%
Assists Local history	103	30	-70.9%	956	128	-86.6%
IT help calls	70	92	31.4%	1154	1813	57.1%
Searches in Catalog	82603	15572	-81.1%	848610	338013	-60.2%
Number of Items processed	2220	1918	-13.6%	18575	14739	-20.7%
Number of Items Withdrawn from Collection	1433	2686	87.4%	19237	25137	30.7%
Number of mended items	224	108	-51.8%	2189	2011	-8.1%
Number of items ordered	770	563	-26.9%	8213	6108	-25.6%
Number of records added to database	1996	1810	-9.3%	15824	12131	-23.3%



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## 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