



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

City Librarian's Report for August 2020

Administration

- On the 3rd Board President Carroll and I met with prospective Trustee, Karl Coleman, to discuss the possibility of his nominations to the Board.
- I had several meetings with Director's University Mentors Group and with my mentor partner and the new directors we are working with.
- I had two meetings with Mary Garrison, Jessica Hill, and Alissa Henkel in regards to Jessica's social work internship.
- On the 20th, Mary, Jessica, and I were interviewed by WAND for a news spot on the Social Work program.
- On the 28th we were interviewed by WCIA's CI Living for the same reason.
- On the 18th, Robert Edwards, Mike Lipka and I met with City public works staff and contractors to discuss the state of the green space in the parking lot and how to remedy the problems.
- On the 28th several of us met with reps from Bibliotheca to discuss the CloudLibrary program.

Circulation

- **Please see statistical spreadsheet.** • Robert Edwards continued to chair the Diversity Committee.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve on the SHARE Executive Council.
- Carol continued to head the Staff Recognition Committee. • Carol worked with Alissa on some glitches with the EBSCO Discovery platform.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Kasey Steiling created the social work brochure.
- Amanda Young and John Schirle worked with Baby Talk to create videos about birthday books.
- John also worked with Hope Academy to create a vide for Community Helpers.
- He also worked with DPS61 in regard to e-books and other online services.
- Tabitha Bilyeu worked with Becky Damptz to help create Local History Newsletter.
- Kristie Smith and Sheri Keller began working as part-time library assistants in August.
- Staff completed 38 hours or continuing education.

- Downstairs displays had an 56% turnover rate (322 circulations/397 items). **Systems**

Administration

- Matt Wilkerson moved the intranet to a faster server.
- He replaced a failed hard drive in our file server.
- He retired six patron computers.
- Chris Nihiser completed several hours of continuing education.
- **See spreadsheet for statistical information.**

Archives and Special Collections (formerly Local History)

- Becky attended the Society of American Archivists annual conference remotely on the 6th and 7th.
- She attended the Academy of Certified Archivists members meeting on the 20th.
- The entire oral history collection is now available online.
- Leeann Grossman completed digitization of the Board minutes up to 2002.
- **Please see spreadsheet for statistics.**

Sincerely,

Rick Meyer

City Librarian

Circulation by Audience Physical & Electronic

18,359	13,942	66.9%	-24.1%	210,311	141,443	-32.7%	213,752	162,853	70.6%	-23.8%
882	669	3.2%	-24.1%	9,272	4,956	-46.6%	9,537	6,127	2.7%	-35.8%
7,662	6,224	29.9%	-18.8%	96,991	48,812	-49.7%	95,830	61,627	26.7%	-35.7%
26,903	20,835		-22.6%	316,574	195,211	-38.3%	319,119	230,607		-27.7%

Aug-19	Aug-20 % of Total	Change	2019 Total	2020 Projection	Projected change	September 2018-Aug-	September 2019-Aug-	September 2019-Aug-	% of Total	Change
17,030	12,881	61.8%	-24.4%	201,408	107,848	-46.5%	203,559	134,357	58.3%	-34.0%
5,123	2,968	14.2%	-42.1%	59,688	29,039	-51.3%	60,967	38,488	16.7%	-36.9%
1,240	703	3.4%	-43.3%	14,977	7,339	-51.0%	15,515	9,791	1.6%	-36.9%
450	323	1.6%	-28.2%	5,215	3,151	-39.6%	5,448	3,772	1.6%	-30.8%
107	133	0.6%	24.3%	1,919	1,726	-10.1%	1,456	1,798	0.8%	23.5%
2,953	3,827	18.4%	29.6%	33,367	44,134	32.3%	32,174	42,401	18.4%	31.8%
26,903	20,835		-22.6%	316,574	193,237	-39.0%	319,119	230,607		-27.7%

Aug-19	Aug-20 % of Total	Change	2019 Total	2020 Projection	Projected change	September 2018- Aug-	September 2019-Aug-	September 2019-Aug-	% of Total	Change
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Number of Adult Materials Loaned

Number of Young Adult Materials Loaned

Number of Children's Materials Loaned **Total Number of Materials Loaned**

Circulation by Material Type (Physical & Electronic)

Books Loaned--Physical

Videos/DVDs Loaned--Physical

Audios, Including Music Loaned--Physical

Magazines/Periodicals Loaned--Physical

Other Items Loaned--Physical

Use of Circulating Electronic Materials

New Patron Registrations	212	104	-50.9%	2451	3201	30.6%	2506	2990	19.3%
# of Visitors (Security Gate)	19766	8634	-56.3%	229935	79882	-65.3%	234054	124977	-46.6%
# Visitors Lobby Counter	n/a	8035	#VALUE!	79903	87675	9.7%	18391	120691	556.3%
Local History # of visitors	53	24	-54.7%	762	348	-54.3%	828	476	-42.5%
Adult Programs Active	934	0	-100.0%	7419	1487	-80.0%	9427	2809	-70.2%
Adult Programs Passive	0	322		1309	1027	-21.6%	0	921	#DIV/0!
Adult Programs Virtual Live	n/a	6		n/a	29		n/a	136	

Adult Programs Virtual Recorded	n/a	31		n/a	1262		n/a	767			
YA Programs Active	145	0		-100.0%	94	64	-32.3%	716	4370	510.3%	
Total Physical Item Circulation											
Succesful Retrieval of Electronic Information	2,965	1,896	8.3%	-36.1%	32,863	28,822	-12.3%	37,682	29,893	11.5%	-20.7%
Electronic Content Use	5,918	5,723	25.2%	-3.3%	66,230	72,956	10.2%	69,856	72,294	27.8%	3.5%
Total Collection Use	Aug-19	Aug-20						September 2018-Aug	September 2019-Aug	August 2020	
	Aug-19	Aug-20	% of Total	Change	2019 Total	2020 Projection	Projected change	September 2018-Aug	September 2019-Aug	August 2020	% of Total Change
	3,184	1,947	48.7%	-38.9%	46,259	21,914	-52.6%	47,387	29,661	52.7%	-37.4%
	3,589	2,050	51.3%	-42.9%	40,336	20,229	-49.8%	40,235	26,644	47.3%	-33.8%
	6,773	3,997		-41.0%	86,595	42,142	-51.3%	87,622	56,305		-35.7%
	Jul-19	Jul-20		Change	2019 Total	2020 Projection	Projected change	September 2018-Aug	September 2019-Aug	August 2020	Change
Total Collection Use	29,868	22,731		-23.9%	349,437	222,059	-36.5%	356,801	260,500		-27.0%
Interlibrary Loans Provided To Other Libraries											
Interlibrary Loans Received FROM Other Libraries											
Total ILL Transactions											
YA Programs Passive	0	110			771	5	-99.3%	0	113	#DIV/0!	
YA Virtual Live	n/a	0		n/a		0	n/a		6031		
YA Virtual Recorded	n/a	0		n/a		393	n/a		10510		
Children's Programs Active	1615	0		-100.0%	13362	4845	-63.7%	18728	7695	-58.9%	
Children's Programs Passive	0	435			6707	2150	-67.9%	0	44167	#DIV/0!	
Children's Virtual Live	n/a	0		n/a		19	n/a		26762		
Children's Virtual Recorded	n/a	1699		n/a		52531	n/a		195261		
Total Programs	2694	2603		-3.4%	29662	52185	75.9%	28871	70940	145.7%	
Public Sessions	2984	1489		-50.1%	34947	13827	-60.4%	37043	9761	-73.7%	
Wireless Sessions	1205	471		-60.9%	11687	6022	-48.5%	10040	16565	65.0%	
Website Sessions	11730	10430		-11.1%	126997	113665	-10.5%	121174	79866	-34.1%	

Unique Visits	7486	5071	-32.3%	78796	66888	-15.1%	75308	44755	-40.6%
Page Views	45319	44202	-2.5%	445386	523368	17.5%	342391	332278	-3.0%
Self Checks	8941	4535	-49.3%	113374	42632	-62.4%	114538	351328	206.7%
Percentage of Self Checks	43%	34%	-9.1%	46.4%	45%	-2.3%	5	7902	#####
Assists Adult	4033	2336	-42.1%	45411	20184	-55.6%	46843	20523	-56.2%
Assists Children	1213	1136	-6.3%	15761	7993	-49.3%	16478	7175	-56.5%
Assists Local history	183	79	-56.8%	1891	986	-47.9%	1869	4284	129.2%
IT help calls	93	132	41.9%	1132	1088	-3.9%	1046	7327	600.5%
Searches in Catalog	61138	84612	38.4%	843956	1077549	27.7%	771781	669088	-13.3%
Number of Items processed	1937	1965	1.4%	23490	17541	-25.3%	15589	11641	-25.3%
Number of Items Withdrawn from Collection	1180	552	-53.2%	18567	12560	-32.4%	12639	8550	-32.4%
Number of mended items	392	237	-39.5%	4161	2091	-49.7%	2839	1427	-49.7%
Number of items ordered	746	879	17.8%	9698	7919	-18.3%	6100	4981	-18.3%
Number of records added to database	1545	1728	11.8%	19329	14632	-24.3%	12750	9652	-24.3%

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<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
136041	8/4/2020	BAKER & TAYLOR CO	4.93		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	65.77		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	100.09		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	163.60		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	237.86		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	305.11		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	342.81		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	377.90	BOOKS AND ENTERTAINMENT FOR 20	BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	378.90		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	393.91		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	446.11		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	484.53		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	838.19		BOOKS & PERIODICALS
136041	8/4/2020	BAKER & TAYLOR CO	911.86		BOOKS & PERIODICALS
136074	8/4/2020	ILLINOIS HEARTLAND LIBRARY SYST	156.00	LIBRARY LAW BOOKS/TRUSTEE COPIES	BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	5.24	AV MATERIALS	BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	10.48		BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	21.73		BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	34.47	AV MATERIALS	BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	38.23		BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	72.70		BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	87.70		BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	90.72		BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	105.67		BOOKS & PERIODICALS
136087	8/4/2020	MIDWEST TAPE, LLC	124.42		BOOKS & PERIODICALS
136143	8/11/2020	BAKER & TAYLOR CO	96.76		BOOKS & PERIODICALS
136143	8/11/2020	BAKER & TAYLOR CO	105.63		BOOKS & PERIODICALS
136143	8/11/2020	BAKER & TAYLOR CO	126.99		BOOKS & PERIODICALS
136143	8/11/2020	BAKER & TAYLOR CO	131.62		BOOKS & PERIODICALS
136260	8/18/2020	BAKER & TAYLOR CO	54.68		BOOKS & PERIODICALS
136260	8/18/2020	BAKER & TAYLOR CO	58.56	BOOKS & PERIODICALS	136260 8/18/2020 BAKER & TAYLOR CO 157.05 BOOKS & PERIODICALS
136260	8/18/2020	BAKER & TAYLOR CO	283.01	BOOKS & PERIODICALS	136260 8/18/2020 BAKER & TAYLOR CO 292.69 BOOKS AND ENTERTAINMENT FOR 20 BOOKS & PERIODICALS
136260	8/18/2020	BAKER & TAYLOR CO	901.73	BOOKS & PERIODICALS	136313 8/18/2020 KANOPY 163.00 LIBRARY STREAMING SERVICE BOOKS & PERIODICALS
136325	8/18/2020	MIDWEST TAPE, LLC	14.99	AV MATERIALS	BOOKS & PERIODICALS
136325	8/18/2020	MIDWEST TAPE, LLC	2,137.27	BOOKS & PERIODICALS	136325 8/18/2020 MIDWEST TAPE, LLC 2,137.27 BOOKS & PERIODICALS

136385 8/25/2020 BAKER & TAYLOR CO 16.45 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 16.46 BOOKS & PERIODICALS 136385
8/25/2020 BAKER & TAYLOR CO 17.04 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 33.52 BOOKS AND ENTERTAINMENT
FOR 20 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 49.81 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR
CO 59.91 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 82.18 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR
CO 96.71 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 99.65 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 114.97 BOOKS &
PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 140.97 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 162.71 BOOKS &
PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 248.68 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 257.74 BOOKS &
PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 384.73 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 477.24 BOOKS &
PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 583.04 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 613.65 BOOKS & PERIODICALS
136456 8/25/2020 MIDWEST TAPE, LLC 7.49 AV MATERIALS BOOKS & PERIODICALS

Sub-total 13,808.35

136067 8/4/2020 FARONICS TECHNOLOGIES 1,537.66 SOFTWARE DEEP FREEZE ENT MAINTENANCCOMPUTER SOFTWARE 136396 8/25/2020 BRIDGEALL LIBRARIES LIMITED
6,250.00 YR 3 OF3 SUBSCRIPTION COMPUTER SOFTWARE

Sub-total 7,787.66

136465 8/25/2020 PAUL CONWAY SHIELDS & EQUIPMEN 1,950.00 COVID SUPPLIES COVID-19

Sub-total 1,950.00

136140 8/11/2020 ARGENTA-OREANA PUBLIC LIBRARY 40.00 LOST/DAMAGED ITEM LOST OR DAMAGED BOOKS 136140 8/11/2020 ARGENTA-OREANA PUBLIC LIBRARY 45.00
LOST OR DAMAGED BOOKS 136179 8/11/2020 EDWARDSVILLE PUBLIC LIBRARY 18.99 LOST/DAMAGED ITEM LOST OR DAMAGED BOOKS 136179 8/11/2020 EDWARDSVILLE
PUBLIC LIBRARY 19.99 LOST/DAMAGED ITEMS LOST OR DAMAGED BOOKS 136179 8/11/2020 EDWARDSVILLE PUBLIC LIBRARY 27.99 LOST/DAMAGED ITEM LOST OR
DAMAGED BOOKS 136185 8/11/2020 FORSYTH PUBLIC LIBRARY 16.99 LOST/DAMAGED ITEMS LOST OR DAMAGED BOOKS 136185 8/11/2020 FORSYTH PUBLIC LIBRARY 44.14
LOST OR DAMAGED BOOKS 136188 8/11/2020 GRAND PRAIRIE OF THE WEST PUBLIC 17.00 LOST OR DAMAGED BOOKS 136213 8/11/2020 MOYER DISTRICT LIBRARY 10.00
LOST OR DAMAGED BOOKS
136213 8/11/2020 MOYER DISTRICT LIBRARY 13.00 LOST OR DAMAGED BOOKS 136217 8/11/2020 OAKWOOD PUBLIC LIBRARY 10.00 LOST OR
DAMAGED BOOKS
136278 8/18/2020 DANVILLE PUBLIC LIBRARY 20.00 LOST AND DAMAGED MATERIAL LOST OR DAMAGED BOOKS 136289 8/18/2020 FAIRVIEW HEIGHTS PUBLIC LIBRARY
44.99 LOST OR DAMAGED BOOKS 136296 8/18/2020 GLEN CARBON CENTENNIAL LIBRARY 3.99 LOST OR DAMAGED BOOKS 136300 8/18/2020 HERRIN CITY LIBRARY 25.00
LOST OR DAMAGED BOOKS 136311 8/18/2020 JERSEYVILLE PUBLIC LIBRARY 19.93 LOST OR DAMAGED BOOKS
136341 8/18/2020 PALESTINE PUBLIC LIBRARY DISTRIC 17.00 LOST AND DAMAGED MATERIAL LOST OR DAMAGED BOOKS 136328 8/18/2020 MISSISSIPPI VALLEY PUBLIC
LIBRARY 50.00 LOST AND DAMAGED MATERIAL LOST OR DAMAGED BOOKS 136361 8/18/2020 VANCE TOWNSHIP LIBRARY 5.00 LOST AND DAMAGED MATERIAL LOST OR
DAMAGED BOOKS 136432 8/25/2020 HOOPESTON PUBLIC LIBRARY 7.21 LOST AND DAMAGED MATERIALS LOST OR DAMAGED BOOKS 136450 8/25/2020 LOUIS LATZER
MEMORIAL PUBLIC LIB 80.00 LOST AND DAMAGED MATERIALS LOST OR DAMAGED BOOKS
136452 8/25/2020 MAHOMET PUBLIC LIBRARY 25.00 LOST OR DAMAGED BOOKS 136460 8/25/2020 MT ZION DISTRICT LIBRARY 227.00
LOST AND DAMAGED MATERIALS LOST OR DAMAGED BOOKS 136388 8/25/2020 BELLEVILLE PUBLIC LIBRARY 23.00 LOST AND DAMAGED MATERIALS LOST OR
DAMAGED BOOKS 136494 8/25/2020 VESPASIAN WARNER PUBLIC LIBRARY 15.00 LOST AND DAMAGED MATERIALS LOST OR DAMAGED BOOKS 136500 8/25/2020
WEST FRANKFORT PUBLIC LIBRARY 12.99 LOST OR DAMAGED BOOKS

Sub-total 839.21

136071 8/4/2020 IHLS-OCLC 6,302.89 FY2021 MEMBERSHIP/SERVICE FEE MEMBERSHIP FEES 136226 8/11/2020 REBECCA CAUDILL YOUNG READERS 10.00 S BISHOP
MEMBERSHIP MEMBERSHIP FEES

Sub-total 6,312.89

136041 8/4/2020 BAKER & TAYLOR CO 4.14 OFFICE SUPPLIES 136041 8/4/2020 BAKER & TAYLOR CO 7.59 OFFICE SUPPLIES 136041
8/4/2020 BAKER & TAYLOR CO 14.49 OFFICE SUPPLIES 136041 8/4/2020 BAKER & TAYLOR CO 16.56 OFFICE SUPPLIES 136041 8/4/2020

BAKER & TAYLOR CO	16.79	OFFICE SUPPLIES 136041	8/4/2020	BAKER & TAYLOR CO	17.48	OFFICE SUPPLIES 136041	8/4/2020	BAKER & TAYLOR CO	18.40	OFFICE SUPPLIES 136041	8/4/2020	BAKER & TAYLOR CO	26.91	OFFICE SUPPLIES 136041	8/4/2020	BAKER & TAYLOR CO	28.75	OFFICE SUPPLIES 136041	8/4/2020	BAKER & TAYLOR CO	33.35	OFFICE SUPPLIES 136061	8/4/2020	DEMCO INC	375.93	OFFICE SUPPLIES 136143	8/11/2020	BAKER & TAYLOR CO	4.14	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES 136143	8/11/2020	BAKER & TAYLOR CO	5.29	OFFICE SUPPLIES 136231	8/11/2020	ROSE DREW, INC	91.08	OFFICE SUPPLIES 136260	8/18/2020	BAKER & TAYLOR CO	2.07	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES 136260	8/18/2020	BAKER & TAYLOR CO	8.28	OFFICE SUPPLIES 136260	8/18/2020	BAKER & TAYLOR CO	14.72	OFFICE SUPPLIES 136260	8/18/2020	BAKER & TAYLOR CO	50.85	OFFICE SUPPLIES 136262	8/18/2020	BECK'S ENGRAVING & RUBBER STAM	10.50	OFFICE SUPPLIES - 2 NAME BADGES	OFFICE SUPPLIES 136348	8/18/2020	ROSE DREW, INC	26.91	KAP BOND REPAIR GLUE & SHIPPING/HANDL	OFFICE SUPPLIES 136348	8/18/2020	ROSE DREW, INC	260.48	VINYL CD ALBUMS/POCKETS	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	0.69	BOOKS AND ENTERTAINMENT FOR 20	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	1.38	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	2.07	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	3.45	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	4.14	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	4.83	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	6.00	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	6.80	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	12.19	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	15.69	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	21.16	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	23.94	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	31.98	OFFICE SUPPLIES 136385	8/25/2020	BAKER & TAYLOR CO	28.29	OFFICE SUPPLIES
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Sub-total 1,226.46

136041	8/4/2020	BAKER & TAYLOR CO	18.14	BOOKS AND ENTERTAINMENT FOR 20	OTHER LIBRARY GRANT EXPENSE
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Sub-total 46.43

136060	8/4/2020	DELL INC.	4,671.92	2 LAPTOPS PNG GRANT EXPENSE	136086	8/4/2020	MAVERICK MARKETING	160.90	T-SHIRTS PNG GRANT EXPENSE
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Sub-total 4,832.82

136051	8/4/2020	COMMERCIAL MAIL SERVICES	213.28	JULY 16 - JULY 31'20	POSTAGE 136061	8/4/2020	DEMCO INC	9.95	BOOK COVERS/CLEAR LABELS	POSTAGE 136231	8/11/2020	ROSE DREW, INC	7.29	6 / 20 CD ALBUMS	POSTAGE 136348	8/18/2020	ROSE DREW, INC	2.15	KAP BOND REPAIR GLUE & SHIPPING/HANDL	POSTAGE 136348	8/18/2020	ROSE DREW, INC	20.84	VINYL CD ALBUMS/POCKETS	POSTAGE 136371	8/20/2020	COMMERCIAL MAIL SERVICES	375.36	AUG 3 - AUG 14'20	POSTAGE
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Sub-total 628.87

136422	8/25/2020	ERICKSON DAVIS, ATTORNEYS	375.00	JUNE '20 LEGAL FEES	PROFESSIONAL SERVICES 136434	8/25/2020	HR SOURCE	450.00	SALARY BENCHMARKING	TWO POSITIONS	PROFESSIONAL SERVICES 136442	8/25/2020	JONES & THOMAS	300.00	ANNUAL LICENSE RENEWAL	PROFESSIONAL SERVICES 136442	8/25/2020	JONES & THOMAS	400.00	WEB HOSTING	PROFESSIONAL SERVICES 136103	8/4/2020	SHRM	210.00	REFUND FOR CANCELLED MEETING	PROFESSIONAL SERVICES
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Sub-total 1,735.00

136248	8/11/2020	WATTS COPY SYSTEMS	499.85	ANNUAL PO FOR OFFICE EQUIPMENT	SERV-OFFICE EQUIPMENT 136335	8/18/2020	NCI	BUSINESS SYSTEMS	38.95	ANNUAL SERVICE TO OFFICE SUPPL	SERV-OFFICE EQUIPMENT
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Sub-total 538.80

136047	8/4/2020	CALL ONE	691.29	ACCT 1212890	TELEPHONE 136219	8/11/2020	PAETEC	70.94	ACCT 633292627001	TELEPHONE 136340	8/18/2020	PAETEC	49.74	ANNUAL PO 2020	TELEPHONE 136362	8/18/2020	VERIZON WIRELESS	404.60	ACCT #980380645-00001	TELEPHONE
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136370	8/20/2020	COMCAST	159.85	ACCT 929526423	TELEPHONE 136399	8/25/2020	CALL ONE	687.21	ACCT 1212890	TELEPHONE
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Sub-total 2,063.63

827003849 8/18/2020 REGIONS/CREDIT CARD 141.00 COMPUTER SOFTWARE 827003849 8/18/2020 REGIONS/CREDIT CARD 149.00 ACCT 3978
CONFERENCES & TRAVEL 827003849 8/18/2020 REGIONS/CREDIT CARD 74.00 MEMBERSHIP FEES

Sub-total 364.00

35 LIBRARY 42,105.83

FUND Total

59 LIBRARY TRUST FUNDS

136041 8/4/2020 BAKER & TAYLOR CO 17.22 BOOKS AND ENTERTAINMENT FOR 20 BOOKS & PERIODICALS 136041 8/4/2020 BAKER & TAYLOR CO 54.07 BOOKS &
PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 18.45 BOOKS & PERIODICALS 136385 8/25/2020 BAKER & TAYLOR CO 33.99 BOOKS & PERIODICALS

Sub-total 123.73

WARRANT 42,229.56

DPL FY 2020 Budget Report

Prepared: September 4, 2020

At end of August 67% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ 1,592,816.05	56.0%	\$ 1,688,486.45	-5.7%
All Other	\$ 1,150,487	28.8%	\$ 777,206.17	67.6%	\$ 744,769.53	4.4%
Total Revenue	\$ 3,992,487		\$ 2,370,022.22	59.4%	\$ 2,433,255.98	-2.6%

Expense

% Expended

Personnel

Payroll	\$ 1,604,518		\$ 1,036,319.79		\$ 1,015,423.70	2.1%
Benefits	\$ 878,846		\$ 508,361.58		\$ 383,146.00	32.7%
	\$ 2,483,364	65.6%	\$ 1,544,681.37	62.2%	\$ 1,398,569.70	10.4%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 206,012.76	84.1%	\$ 177,008.80	16.4%
Per Capita	\$ 96,000		\$ -	0.0%	\$ 13,136.97	-100.0%
Lost/Damage	\$ 2,000.00		\$ 1,013.48	50.7%	n/a	n/a
Total Materials	\$ 343,000	9.1%	\$ 207,026.24	60.4%	\$ 190,145.77	8.9%

Professional Services

Professional Services	\$ 45,000		\$ 20,699.14	46.0%	\$ 23,400.01	-11.5%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 85.29	56.9%	\$ 86.19	-0.010442
Total	\$ 45,650	1.2%	\$ 20,784.43	45.5%	\$ 23,486.20	-11.5%

Allocations

Administrative Fee	\$ 92,904		\$ 61,936.00	66.7%	\$ 73,312.00	-15.5%
MIS	\$ 39,000		\$ 26,000.00	66.7%	\$ 25,576.00	1.7%
	\$ 131,904	3.5%	\$ 87,936.00	66.7%	\$ 98,888.00	-11.1%

Grants

PNG	\$ 15,000		\$ 9,973.23	66.5%	\$ 5,594.29	78.3%
Other grants	\$ 75,000		\$ 3,266.63	4.4%	\$ 3,035.92	7.6%
	\$ 90,000	2.4%	\$ 13,239.86	14.7%	\$ -	#DIV/0!

Advertising	\$	500	0.01%	\$	70.00	14.0%	\$	310.82	-0.774789	
Office Supplies/Maintenance										
Printing/Binding	\$	300		\$	-	0.0%	\$	344.00	-100.0%	
Postage	\$	12,000		\$	4,739.34	39.5%	\$	7,360.61	-35.6%	
Service to Office Equipment	\$	30,000		\$	14,914.44	49.7%	\$	23,585.51	-36.8%	
Telephone	\$	10,000		\$	10,698.68	107.0%	\$	7,048.92	51.8%	
Software	\$	35,000		\$	37,659.51	107.6%	\$	26,277.49	43.3%	
Office Supplies	\$	30,000		\$	11,079.66	36.9%	\$	21,175.90	-47.7%	
Small Capital	\$	45,000		\$	24,432.96	54.3%	\$	18,422.29	32.6%	
	\$	162,300	4.3%	\$	103,524.59	63.8%	\$	104,214.72		
Staff Development										
Conferences/Training/Travel	\$	15,000		\$	5,409.14	36.1%	\$	6,217.20	-13.0%	
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!	
Membership	\$	55,000		\$	52,469.84	95.4%	\$	50,012.57	4.9%	
	\$	74,000	2.0%	\$	57,878.98	78.2%	\$	56,229.77	2.9%	
Transfer to Reserves	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!	
Insurance										
Unemployment	\$	1,344		\$	896.00	66.7%	\$	1,547.00	-42.1%	
Medical expenses/COVID	\$	500		\$	17,747.25	3549.5%	\$	-	#DIV/0!	
Risk Management	\$	76,896		\$	51,264.00	66.7%	\$	52,384.00	-2.1%	
	\$	78,740	2.1%	\$	69,907.25	88.8%	\$	53,931.00		
Building Costs										
Rent	\$	575,000.00	66.7%	\$	383,336.00	0.0%	Supplies	\$	500	-0.0%
Maintenance	\$	500	-100.0%	\$	-	0.0%		\$	-	#DIV/0!
	\$	576,000	15.2%	\$	383,336.00		\$	383,527.25		
Total Operations/Services	\$	1,502,094	39.7%	\$	943,703.35	62.8%	\$	910,733.53	3.6%	
Total Expenses	\$	3,985,458		\$	2,488,384.72	62.4%	\$	2,309,303.23	7.8%	
Revenue Minus Expense	\$	7,029		\$	(118,362.50)		\$	123,952.75	-195.5%	
Operating fund										

Date	Beginning	Revenue	Expense	Balance Sheet Ac Equals
1/1/2020	\$ 1,362,862.78	\$ 103,194.37	\$ 291,464.76	\$ - \$ 1,174,592.39
2/1/2020	\$ 1,174,592.39	\$ 52,788.81	\$ 279,410.42	\$ - \$ 947,970.78
3/1/2020	\$ 947,970.78	\$ 66,795.18	\$ 302,546.62	\$ - \$ 712,219.34
4/1/2020	\$ 712,219.34	\$ 121,979.25	\$ 382,653.86	\$ - \$ 451,544.73
5/1/2020	\$ 451,544.73	\$ 102,854.13	\$ 288,870.95	\$ - \$ 265,527.91
6/1/2020	\$ 265,527.91	\$ 50,046.78	\$ 290,881.19	\$ - \$ 24,693.50
7/1/2020	\$ 24,693.50	\$ 929,161.64	\$ 351,616.99	\$ - \$ 602,238.15
8/1/2020	\$ 602,238.15	\$ 943,202.06	\$ 300,939.93	\$ - \$ 1,244,500.28
9/1/2020	\$ 1,244,500.28			
10/1/2020	\$ -			
11/1/2020				
12/1/2020	\$ -			
1/1/2021	\$ -			

Capital Fund **Revenue Expected: \$250,000** **Expense Expected: \$250,000**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 333,111.40	\$ 222.24	\$ -	\$ 333,333.64
2/1/2019	\$ 333,333.64	\$ 215.95	\$ -	\$ 333,549.59
3/1/2019	\$ 333,549.59	\$ 406.84	\$ -	\$ 333,956.43
4/1/2019	\$ 333,956.43	\$ 11.35	\$ -	\$ 333,967.78
5/1/2019	\$ 333,967.78	\$ 11.18	\$ -	\$ 333,978.96
6/1/2019	\$ 333,978.96	\$ 455.72	\$ -	\$ 334,434.68
7/1/2019	\$ 334,434.68	\$ 21.67	\$ -	\$ 334,456.35
8/1/2019	\$ 334,456.35	\$ 11.49	\$ -	\$ 334,467.84
9/1/2019	\$ 334,467.84			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 58,370.72	\$ 39.18	\$ -	\$ 58,409.90
2/1/2019	\$ 58,409.90	\$ 38.07	\$ -	\$ 58,447.97
3/1/2019	\$ 58,447.97	\$ 21.71	\$ -	\$ 58,469.68
4/1/2019	\$ 58,469.68	\$ 2.00	\$ -	\$ 58,471.68

5/1/2019 \$	58,471.68 \$	1.97 \$	- \$	58,473.65
6/1/2019 \$	58,473.65 \$	2.17 \$	- \$	58,475.82
7/1/2019 \$	58,475.82 \$	1.99 \$	- \$	58,477.81
8/1/2020 \$	58,477.81 \$	2.02 \$	- \$	58,479.83
9/1/2019 \$	58,479.83	\$	-	

10/1/2019	\$	-	\$	-
11/1/2019	\$	-	\$	-
12/1/2019	\$	-	\$	-
1/1/2020	\$	-		

**Meyer
Date**

	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 117,088.41	\$ 77.92	\$ 1,976.73	\$ 115,189.60
2/1/2019	\$ 115,189.60	\$ 74.42	\$ 2,014.94	\$ 113,249.08
3/1/2019	\$ 113,249.08	\$ 41.69	\$ 2,000.24	\$ 111,290.53
4/1/2019	\$ 111,290.53	\$ 3.75	\$ 3,000.36	\$ 108,293.92
5/1/2019	\$ 108,293.92	\$ 3.52	\$ 7,612.67	\$ 100,684.77
6/1/2019	\$ 100,684.77	\$ 3.69	\$ 2,028.26	\$ 98,660.20
7/1/2019	\$ 98,660.20	\$ 3.33	\$ 2,000.26	\$ 96,663.27
8/1/2019	\$ 96,663.27	\$ 3.31	\$ 2,000.24	\$ 94,666.34
9/1/2019	\$ 94,666.34			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 27,115.57	\$ 68.22	\$ -	\$ 27,183.79
2/1/2019	\$ 27,183.79	\$ 317.82	\$ -	\$ 27,501.61
3/1/2019	\$ 27,501.61	\$ 10.08	\$ 714.72	\$ 26,796.97
4/1/2019	\$ 26,796.97	\$ 0.92	\$ -	\$ 26,797.89
5/1/2019	\$ 26,797.89	\$ 0.90	\$ -	\$ 26,798.79
6/1/2019	\$ 26,798.79	\$ 100.99	\$ -	\$ 26,899.78
7/1/2019	\$ 26,899.78	\$ 85.91	\$ 150.65	\$ 26,835.04
8/1/2019	\$ 26,835.04	\$ 555.93	\$ 123.73	\$ 27,267.24
9/1/2019	\$ 27,267.24			
10/1/2019	\$ -			
11/1/2019	\$ -			
12/1/2019	\$ -			
1/1/2020	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet actiEnding
1/1/2019	\$ 1,898,769.18	\$ 103,601.93	\$ 293,441.49	\$ - \$ 1,708,929.62
2/1/2019	\$ 1,708,929.62	\$ 53,435.07	\$ 281,425.36	\$ - \$ 1,480,939.33
3/1/2019	\$ 1,480,939.33	\$ 67,275.50	\$ 305,261.58	\$ - \$ 1,242,953.25
4/1/2019	\$ 1,242,953.25	\$ 121,997.27	\$ 385,654.22	\$ - \$ 979,296.30

5/1/2019	\$ 979,296.30	\$ 102,871.70	\$ 296,483.62	\$ -	\$ 785,684.38
6/1/2019	\$ 785,684.38	\$ 50,609.35	\$ 292,909.45	\$ -	\$ 543,384.28
7/1/2019	\$ 543,384.28	\$ 929,274.54	\$ 353,767.90	\$ -	\$ 1,118,890.92
8/1/2019	\$ 1,118,890.92	\$ 943,774.81	\$ 303,063.90	\$ -	\$ 1,759,601.83
9/1/2019	\$ 1,759,601.83	\$ -	\$ -	\$ -	
10/1/2019	\$ -	\$ -	\$ -	\$ -	
11/1/2019	\$ -	\$ -	\$ -	\$ -	
12/1/2019	\$ -	\$ -	\$ -	\$ -	

August

	2020 Projected	2020 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 362,248	\$ 339,144	\$ 23,104
State Grants or other	\$ 110,000	\$ 110,000	\$ -
Other Grants	\$ 16,417	\$ 75,000	\$ (58,583)
Payment in Lieu of Taxes	\$ 565,293	\$ 565,293	\$ -
Fines/Fees	\$ 5,111	\$ 3,400	\$ 1,711
Non-resident fees	\$ 501	\$ 150	\$ 351
Lost or Damaged Books	\$ 2,242	\$ 5,200	\$ (2,958)
Copies/Misc.	\$ 3,429	\$ 9,300	\$ (5,871)
Meeting Room Fees	\$ 4,509	\$ 7,500	\$ (2,991)
Interest Income	\$ 9,821	\$ 6,000	\$ 3,821
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,236	\$ 1,000	\$ 236
Transfer from Meyer	\$ 26,021	\$ 27,000	\$ (979)
Total Revenues	\$ 3,950,328	\$ 3,992,487	\$ (42,159)

Library Operations

DPL Personnel Services

Salaries	\$ 1,605,171	\$ 1,603,518	\$ (1,653)
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 178,127	\$ 205,499	\$ 27,372
FICA	\$ 121,459	\$ 124,078	\$ 2,619
Life Insurance	\$ 2,696	\$ 3,056	\$ 360
Medical Insurance	\$ 497,700	\$ 527,800	\$ 30,100
Service Recognition	\$ 18,413	\$ 18,413	\$ -
Total Personnel	\$ 2,423,566	\$ 2,483,364	\$ 59,798

Operating Expenses

Unemployment insurance	\$ 1,344	\$ 1,344	\$ -
Advertising	\$ 70	\$ 500	\$ 430
Printing/Binding	\$ -	\$ 300	\$ 300
Service to Maintian Buildings	\$ -	\$ 500	
Service to Office Equipment	\$ 16,586	\$ 30,000	\$ 13,414
MIS Services	\$ 39,000	\$ 39,000	\$ -
Telephone	\$ 18,818	\$ 10,000	\$ (8,818)
Banking Service Charges	\$ 128	\$ 150	\$ 22
Conferences/Travel/training	\$ 9,238	\$ 15,000	\$ 5,762
Postage	\$ 7,310	\$ 12,000	\$ 4,690
Computer Software	\$ 55,644	\$ 35,000	\$ (20,644)
Admin Fee	\$ 92,904	\$ 92,904	\$ -
Medical Expenses/COVID	\$ 53,242	\$ 500	\$ (52,742)
Temp Agency Services	\$ 5,000	\$ 1,000	\$ (4,000)
Tuition Reimbursement	\$ 1,000	\$ 4,000	\$ 3,000
Professional Services	\$ 45,007	\$ 45,000	\$ (7)
Membership Fees	\$ 52,810	\$ 55,000	\$ 2,190
PNG Expenses	\$ 15,000	\$ 15,000	\$ -
Per Capita Expenses	\$ 95,120	\$ 96,000	\$ 880
Other Grant	\$ 4,415	\$ 75,000	\$ 70,585
Office Supplies	\$ 15,576	\$ 30,000	\$ 14,424
Risk Management	\$ 76,896	\$ 76,896	\$ -
Small Capital	\$ 31,774	\$ 45,000	\$ 13,226
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Materials for Building	\$ -	\$ 500	\$ 500
Lost or damaged books	\$ 3,040	\$ 2,000	\$ (1,040)
Total Operating Expenses	\$ 1,456,881	\$ 1,502,594	\$ 45,713
Surplus/(Deficit)	\$ 69,882	\$ 6,529	



DECATUR PUBLIC LIBRARY

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CIRCULATION POLICY

CIRCULATION OF LIBRARY MATERIALS

In order to borrow materials from the Decatur Public Library patrons must have a library card from the Decatur Public Library, or any library in the Illinois Heartland Library SHARE System. Likewise, Decatur Public Library cards may be used at any library in the Illinois Heartland Library SHARE System.

A Decatur Public Library's card is free for anyone who pays property taxes in the City of Decatur. Decatur Public Library cards are non-transferable. Each patron (or in the case of a minor child – the parent) is responsible for all materials checked out on their card. Decatur Public Library cards do not expire, however there is an address check every 3 years. If a cardholder moves from the Decatur Public Library service area, the card will be cancelled. Cards that are unused for more than three years will be cancelled. If a patron card has been removed from the system, the patron must go through the application process again, in order to have library privileges reinstated.

Apply for a Library Card

To apply for a library card, applicants must present a valid state-issued driver's license, a state-issued photo ID card or a federal (passport) photo ID that has their current residential address. If the address on the ID differs from the patron's current residence, the patron will be asked to supply verification of their current address. Acceptable forms of verification include:

- A piece of mail addressed to the patron at their current residence (postmarked within the last 30 days)
- A utility bill within the last 30 days
- Imprinted bank check
- A current lease or contract (within 30 days) with the applicant's name and address
- A vehicle registration card
- Library mailed self-addressed postcard
- Deed or title for property in the city of Decatur, IL

Patrons who sign application forms agree to abide by the regulations and guidelines of the Library.

If the card is lost or stolen, it is the responsibility of the card holder to notify the library as soon as possible. Lost or stolen cards can be replaced for a \$3.00 fee.

The Library should be notified of any changes in address (including email addresses), phone numbers or name changes as soon as possible. Mail notifications (including email and text **Temporary Cards**

notifications) that are returned to the library for any reason will prompt a patron block, temporarily suspending library card privileges until the contact information has been confirmed.

Registration for patrons under 18 years of age requires parental/guardian signature. The parent or legal guardian of the child/young adult must be present at the time of registration. Exceptions may be made for school-sponsored registrations.

Patrons 13 and under will be restricted to borrowing items from the juvenile (J) collection.

Non Resident Cards and Temporary Cards:

Patrons who are unserved by an Illinois public library, but reside within Macon County are eligible for one Non-resident card per family for a fee. Public Act 92-0166, effective July 1, 2002 requires non-residents to obtain library cards at the closest public library

Non-residents who pay Decatur property taxes and their households may obtain a library card free of charge by presenting a valid state or federal ID and a current tax bill providing proof of taxes paid to the City of Decatur for the current year. All family members residing at the residence of the non-resident taxpayer fee payer shall be eligible for a non-resident borrower's card. Non-resident cards are valid for twelve months from date of payment of fee

To obtain a temporary card, applicants must have valid state or federal ID and verification (e.g. work visa, college ID card, or letter from temporary shelter) of temporary residence in the city of Decatur. Temporary cards are restricted to 5 print items, the library internet computers, and library databases. Temporary cards expire every 6 months.

Electronic cards are available for the access of online library resources only. In order to obtain an E-Card, applicants must fill out the online form. A barcode and password will be emailed back to them for access to the libraries online resources as soon as their information has been confirmed.

All materials loaned by the Library are due a fixed number of days after they are borrowed. Items may be renewed one **time**. Items may be renewed over the counter, by phone, or through the Library's website, providing that the item is not reserved by another patron and the patron's account is in good **standing**.

Commented [RM1]: Two or three times

Commented [RM2]: The library may make items eligible to be renewed automatically

The Decatur Public Library will only renew materials borrowed from other libraries according to their policies. The Decatur Public Library will not extend due dates on materials owned by other libraries, without the owning library's consent.

Requests may be placed on materials using the online catalog, or via library staff. Patrons are notified by mail, email or text notification when their requested materials arrive at the Library. Requested materials that are not picked up before the date on the patron's notification will be returned to the shelves or other lending libraries. Patrons may cancel requests by phone, online, email or in person.

E-Card

Loan period

Reserves on Material Fines and fees

Decatur Public Library does not charge patrons overdue fines. Patrons who have not returned overdue materials will have their library privileges suspended until either the materials are renewed, returned, or paid for.

Notice will be given to the patron that the materials are overdue within 10 days after their due date. If the materials are not returned, a second notice will be given within 20 days after the first notice that the materials are overdue. Failure to return library materials within 10 days after the second notice will result in a bill for library materials from the library.

Items borrowed from other libraries within the SHARE consortium will be subject to the loan period and renewal policies of the lending library. Items borrowed from other libraries outside of the SHARE consortium will be subject to the loan period, renewal *and fine policies* of the lending library.

Patrons who have been assessed fees in excess of \$25.00 and have not paid within 60 days may be referred to a collection agency.

After an account has been turned over to the collection agency, materials charged to that account may be returned within 15 days of the collection agency notification.

Payment of all fines and fees for all items that are lost or damaged is the responsibility of the library card holder (or in the case of a borrower under 18, the parent or guardian).

Patrons who have lost or damaged library materials shall be charged the list price of the material. The Decatur Public Library will not reimburse replacement costs ~~for the cost of fees~~ for items returned after payment has been received.

Decatur Public Library charges \$3.00 for a replacement library card, ~~\$10.00~~25.00 for a returned check, and \$10.00 collection agency fee.

Destruction of Library Materials

Individuals who commit willful destruction of library materials and library property may be subject to legal prosecution.

Approved by Board of Trustees Effective June 1, 2018

Amended by Board of Trustees June 21, 2018

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DECATUR PUBLIC LIBRARY

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ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT USE OF THE LOCAL HISTORY ROOM POLICY

Amended by Board of Trustees August 28, 2019

Access

The Local History Room at the Decatur Public Library is open to the public for research at designated times. Calling ahead is encouraged as the room **has limited staff and volunteers**. Appointments can be made during times when the room is not open. Please contact **the staff** to make arrangements at least 24 hours in advance. Contact information can be found on the Decatur Public Library website.

Anyone who uses the local history collection must first register at the volunteer desk in the Local History Room. Patrons are required to register each day they use the Local History Room. No materials are allowed to leave the Local History Room unless accompanied by a Library staff member or volunteer.

No food or open containers for liquids are allowed in the Local History Room at any time. Closed containers for liquids will be tolerated, but must be kept away from the materials. Patrons are not allowed to use ink pens or markers around the materials. Pencils will be provided to patrons who need them. **Backpacks/tote bags/large purses/etc. are NOT PERMITTED in the Local History Room. Please leave your bag with the staff member or volunteer at the desk when you arrive.**

Reproduction Fees

Local History offers obituary and article research. **There are currently no charges for research.**

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Policy Review

This policy will be reviewed, along with an overall evaluation of the collection, by the Decatur Public Library Board of Trustees every five(5) years, or sooner at the discretion of the City Librarian.

Adopted: August 2014 Revised:

2020