



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, November 18, 2021

4:30 p.m.

Decatur Public Library

Children's Auditorium

- I. **Call To Order** – Samantha Carroll
- II. **Consent Agenda (Approval of Agenda; Approval of October 21, 2021 Regular Meeting Minutes, Approval of November 3 Special Meeting Minutes) (Action)**
- III. **Public Comments.** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.
- IV. **Written Communications From The Public**
- V. **City Librarian's Report** –Rick Meyer (Discussion)
- VI. **Division Head Reports**—Becky Dampitz, Carol Ziese
- VII. **Reports Of Committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Remote Work Policy (Discussion)
 - iii. Circulation Policy (Action)
 - iv. Other (Discussion)
 - B. **Finance And Properties Committee**—Sofia Xethalis
 - i. Special Meeting (Discussion)
 - ii. Other (Discussion)
 - C. **Foundation**—**Annual Meeting October 25**—Mark Sorensen
 - D. **Friends Of The Library** – Rick Meyer
 - i. November 4 Meeting (Discussion)
 - E. **Illinois Heartland Library System**—Rick Meyer
 - i. Nominating Committee
- VIII. **Old Business**

- A. Electronic Sign (Discussion)**
- B. Friends of The Library Relocation (Discussion)**
- C. Other**

IX. New Business

- A. Approval of DeEtta Jones Contract (Action)**
- B. Approval of HR Source Management Evaluation Project Expenditure (Action)**
- C. 2022 Holiday Schedule (Action)**
- D. October 2021 Check Register (Action)**
- E. Strategic Plan (Action)**
- F. Work Related Travel (Action)**
- G. Other (Discussion)**

X. Adjournment

If you have questions please contact: Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
October 21, 2021 Meeting
Minutes

Date: October 21, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Susan Avery, Karl Coleman, Kathleen Wrigley, Anay Hunt, Alana Banks, Shelli Brunner, Jecobie Jones

Present: Samantha Carroll

Sofia Xethalis

Karl Coleman

Anay Hunt

Alana Banks

Shelli Brunner

Kathleen Wrigley

Absent:

Jecobie Jones

Staff: Rick Meyer, City Librarian

Michelle Whitehead

Becky Dampitz

Alissa Henkel

Carol Ziese

Guests:

Call to Order:

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

Consent Agenda (Approval of Agenda, Approval of September 16, 2021 Regular Meeting Minutes (Action)) Mr. Coleman made a motion to approve the Agenda and the September 16, 2021 Board of Trustee meeting minutes, seconded by Ms. Xethalis. The motion was adopted.

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.

Written Communications from the Public: None

City Librarian's Report (Discussion) Mr. Meyer reported the Friends of the Library were not able to have their Labor Day sale. Because of this, they are selling online and scanning each book. They are putting in a lot of hours to get this work done.

The Library has a smaller drop in circulation than other libraries. The numbers are all up except for searches in our catalog which is going down. That is being investigated. The Library is considering a Come Back to the Library campaign.

Featured staff member, Lisa Tokarz, handles her work calmly and coolly. She never stops working. Shelley Whiteside puts in a ton of hours at the computer help desk. She is very proactive. Sheri Keller is in the children's area. She makes every kid feel welcome. Stan Jolley in technical services does anything asked of him and has great ideas for improving processes. Chris Nihiser in system administration is our IT support. He is remarkable and provides great internal customer service. Leann Grossman is the most experienced librarian in the building and she has a high level of professionalism. She is an ambassador for the library as a whole.

Division Head Reports (Discussion)

Alissa Henkel, Head of Programs, Resources & Services- READiculous will start up again with a shortened format of about 30 minutes. Jess Hill, and Alix Frazier co-presented at the Illinois Library Association annual conference. It was held in a virtual setting. They presented several topics including the history of social workers and library's, how our library obtained Jess, and what the next steps will be. The Library now has a community legal aid covering such topics as family, elder care, economic security, etc. His service is being provided by a grant.

Carol Ziese, Head of Technical Services and Interim Head of Circulation – The Library is phasing out paper notices and streamlining our registrations which involves looking at expired patron accounts, addresses, and emails, in order to coordinate information. Currently, individual fines amount to around \$17,000. A large number of those patrons do not have emails to contact them. In the future, we would like to move toward electronic registrations and partner with Matt Wilkerson in IT to establish the security piece.

Rebecca Damptz, Head of Local History – Rebecca reported on the Illinois Freedom project. This project covered the history of African Americans in Illinois and slavery in Illinois. It came with booklets and brochures in addition to the panels that were on display. It was a great exhibit and the Library will gladly host it again. Local media coverage was provided by WAND and the Herald and Review.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee -Kathleen Wrigley
 - a. Personnel Update (Discussion) Mr. Meyer stated Sherrill Goodwin is our newest part-time library assistant.
 - b. DEI Consultant (Action) The contract that was received indicates that the Library cannot spread payments out over 4 years as anticipated. This requires further review. Legal is taking a look at it. Mr. Meyer just received the final budget numbers will need more time to review the numbers. Mr. Meyer is requesting this action be tabled until next month. Ms. Carroll made a motion for the Board to table until we have further details about the contract, seconded by Mr. Coleman. A roll call vote followed. Ms. Xethalis, yes, Ms. Hunt yes, Ms. Banks yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Avery yes, Ms. Brunner, yes, Ms. Wrigley, yes. The motion was adopted.

- c. Remote Work Policy (Discussion) no discussion
- d. Asset Disposition Policy (Action) Katie made a motion to accept the asset disposition policy as presented, Ms. Avery seconded the motion. A roll call vote followed. Ms. Xethalis, yes, Ms. Hunt yes, Ms. Banks yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Avery yes, Ms. Brunner, yes, Ms. Wrigley, yes. The motion was adopted.
- e. Circulation Policy (Discussion) The Library has restrictions on what a juvenile card can check out. This library is one of a very few libraries that have this policy. Most parents are responsible for watching what the kids check out. If this policy changes, the Library will need time to reach out to families and let them know.

B. Finance and Properties Committee – Sofia Xethalis

- a. Capital Needs (Discussion) Mr. Meyer would like to see the lawn reseeded.
- b. September 2021 Check Register (Action) Ms. Xethalis made a motion for the Board to approve the September 2021 Check Register, seconded by Ms. Banks. A roll call vote followed Ms. Xethalis, yes, Ms. Hunt yes, Ms. Banks yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Avery yes, Ms. Brunner, yes, Ms. Wrigley, yes. The motion was adopted.
- c. 2021 Budget Actuals & Projection (Discussion) Mr. Meyer stated the Library has collected 88% of our revenue so far this year. The Library has room to cover the DEI consultant if the Board votes to move forward.
- d. 2022 Budget Proposal (Discussion) No discussion.

C. Foundation (No meeting) The next meeting is on Monday, October 25.

D. Friends of the Library – Susan Avery

- a. October 14 Meeting (Discussion) The next book sale will be the second Saturday in November. They have a lot of children’s books. They are trying to determine whether to have an additional sale for children’s books or to give them away at check-out. The next meeting is going to be November 4. They are sponsoring a children’s trick or treat in the library next week. A different board member will attend the Friends meeting each month.

E. Illinois Heartland Library System – Rick Meyer

- a. Solus App (Discussion) Mr. Meyer reported on the Share Mobile Library app. We are a little frustrated with the app. It does not have all of the functionality that we were shown during the demo. Hoping it will be ready by November or December. If you try it out, please give us feedback on your experience. There is still work that needs to be done.

Old Business

Electronic Sign (Discussion) Mr. Meyer reported that the electronic sign was approved by the City and the building permit has been issued. The sign is being made in Danville, Il. This is a 1-day installation. The Library is not sharing this sign with the City. If the tree by the sign is in the way, it can be removed as long as a new tree is planted somewhere else.

Friends of the Library Relocation (Discussion)

Mr. Meyer is not aware of any progress regarding the relocation plans and construction other than an address change by EMS.

New Business

Other

New board member, Jacobie Jones, was sworn in at the Finance meeting last week.

The November 3rd meeting is special meeting. This is required for the grant.

Mr. Meyer will be sharing the employee engagement survey with the Board.

HR Source will be added to the next meeting regarding a new evaluation tool. There may be a special meeting at the end of the month.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:34 p.m. Ms. Xethalis made the motion to adjourn, seconded by Mr. Coleman. The motion was adopted.

Scribe,

Michelle Whitehead, Administrative Secretary



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 3, 2021 Meeting
Minutes

Date: November 3, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Susan Avery, Karl Coleman, Anay Hunt, Alana Banks, Shelli Brunner, Jacobie Jones

Present: Samantha Carroll(via zoom)

Sofia Xethalis

Karl Coleman

Anay Hunt

Alana Banks

Shelli Brunner

Jacobie Jones

Absent:

Staff: Rick Meyer, City Librarian

Michelle Whitehead, Administrative Secretary

Guests: None

Call to Order:

Ms. Xethalis called the meeting to order at 4:33pm. Ms. Xethalis stated that Ms. Carroll has met the guidelines for remote attendance and that we have a physical quorum in the room.

Approval of Agenda Ms. Carroll requested a motion to approve the special meeting agenda. Ms. Xethalis made a motion, all in favor. The motion was adopted.

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.

Review of Serving Our Public 4.0 (Discussion)

Chapter Discussion

Chapter 1 Core Standards – Ms. Carroll spoke about how public libraries are defined and what we should be doing. Our Library has hit all of the core activities. The long-range strategic plan

will need to be reviewed. The last strategic plan was completed in 2017. Mr. Meyer will add this to the agenda for the Board of Trustee meeting this month.

Chapter 2 Governance and Admin – Ms. Xethalis mentioned this chapter suggests performing a survey of people in the community that don't use the library. One of the things we have not been doing very well is having our board members attend national, regional and local conferences. Mr. Meyer thinks people are burned out on virtual training due to the pandemic. It was stated that The Library does regularly submit the monthly and annual report. Ms. Xethalis suggested creating a written succession plan.

Chapter 3 Personnel – Ms. Avery noted the library complies with all of the suggested items. Salaries amount to 72 percent of the budget. The Library has completed a benchmarking study.

Chapter 4 Access – Ms. Hunt stated we need to be reviewing the long-term space needs about 5 years. Mr. Meyer mentioned that before the pandemic, we had an architect in The Library. The Library could also put more focus on the Americans with Disabilities Act. Mr. Meyer noted that when the parking lot was rebuilt it gave better access for handicapped individuals.

Chapter 5 Building Infrastructure and Maintenance (appendix K) – Mr. Meyer said we don't own the building so ultimately this is not our responsibility. However, we are responsible furniture, which is part of our capital asset plan. The Library plans to replace furniture next year.

Chapter 6 Safety – Mr. Meyer stated that safety needs a lot of work and will introduce a new safety plan. Nick Haake, a building maintenance employee, who is also a fireman, can provide great input. A staff member has been asked to take over performing drills, the use of AED's, and making sure the first-aid kits are stocked. It's possible that Narcan could be added to our inventory. The Library also needs to clearly mark our tornado safety area. Fire extinguishers need to be clearly marked. The Library needs to post a floor plan with exits. The emergency response plan will cover the library and not the entire building.

Chapter 7 Collection Management – Mr. Meyer stated previously it was suggested that collections be about 12 percent of operating budget. The Library never got past 9 percent. Now the recommendation is 8 – 12% of the operating budget. The Library is doing better on that than we used to, since the standards changed. The Library has not completely weeded the entire collection. Some of that is now automated via our relationship with Baker and Taylor. A list of books to review can be created.

Chapter 8 System Member Responsibilities and Resource Sharing – Mr. Meyer stated that this is a topic The Library does a very good job with. The Library can work on promoting resource sharing and promoting nationwide borrowing, which generally has a fee. The Library does more lending than borrowing. Our average per month is around 300 items sent, 6 or 7 items borrowed.

Chapter 9 Public Services: Reference and Reader's Advisory Services – Ms. Brunner feels like The Library is pretty compliant with these services. She did question whether staff receives

training on patrons with disabilities? The Library could include sign language, and introduce bilingual training. Mr. Meyer stated The Library does have a staff member that knows several languages, and could certainly include some Spanish speaking staff. It's a growing language in Macon county. Currently, The Library does a good job with readers advisory.

Chapter 10 Programming – Ms. Carroll mentioned how this topic ties back to access and people with disabilities. Mr. Meyer stated The Library provides materials for residents and children at the Crossing Healthcare facility. There are a handful of people who do outreach. There is a short video on the services and resources we provide. Most of these services are for kids. The Library could do more for the adults.

Chapter 11 Youth/Young Adult Services – Ms. Banks thought we could spotlight library outreach services to increase awareness, attract new users, and reach underserved populations. She suggested changing the shelving upstairs for the youth. Providing developmentally appropriate programming, new services for young adults to foster the development of self, teach coping mechanisms, and encourage positive interactions with peers and adults. This could be as simple as adding posters in the young adult section. She suggested The Library foster civic engagement and partner with outside teams to implement a youth advisory board. She also suggested providing tours at the beginning of the school year. Mr. Meyer mentioned that it is hard to get transportation from public schools for tours. Mrs. Banks would like to have staff assist with literacy barriers and those with disabilities as well as encourage input from staff regarding youth with disabilities. Ms. Banks would like to strengthen partnerships with groups like the Boys and Girls Club and provide youth with 1 on 1 interactions.

Carl joined the meeting at 5:14pm

Chapter 12 Technology – Mr. Jones was able to look at some of the technology we provide during his orientation with Mr. Meyer. He believes we have a pretty good technological footprint. Mr. Jones wondered how The Library is promoting technology? Is there an E-blast, a Facebook group for schools, or an Instagram page for children? Where does our library stand nationally vs. locally? Are we staffed adequately? Are we skilled to provide assistance for these activities? Mr. Meyer mentioned the Edge assessment is a tool for public libraries to see where we stand in the technology world. It was performed about 7 years ago. Mr. Meyer will see if he can locate that tool and revive it.

Chapter 13 Marketing, Promotion and Collaboration – Mr. Coleman discussed marketing and technology and how they go hand-in-hand. The Library has a general grip on promotion and marketing. The Library has a variety of workers with varied backgrounds for collaboration on the Board of Trustees. The Library has a presence on social media, but could use Instagram more. The staff give book recommendations. That can be extended to include book recommendations by our Board members. We have a close relationship with our state and federal officers. On the state level we have had state senators in our library, including Congressman Davis. The Mayor of Decatur also came to an event and read aloud for a group of families. It was suggested by Mr. Meyer that The Library can bring in potential elected officials for tours and not just the winner. The Library performed customer service training just a few years ago.

A discussion followed on the Appendices.

Mr. Meyer will summarize the grant discussion and get it submitted.

FY 2022 Budget Proposal (Action) Mr. Meyer discussed some of the highlights of the 2022 budget with the option to put the over-collected revenue of around 300 thousand dollars into the capital fund come January. Ms. Xethalis made a motion to approve the budget and pass it on for approval by the City Council at the next meeting. Mr. Coleman seconded the motion. Ms. Carroll requested a roll call vote. Ms. Brunner, Ms. Hunt, Ms. Banks, Mr. Coleman, Ms. Xethalis, Ms. Carroll, and Mr. Jones were all in favor. The motion was adopted.

Adjournment

Ms. Carroll requested a motion to adjourn at 6:05 p.m. Ms. Xethalis made the motion to adjourn, seconded by Mr. Jones. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Administrative Secretary
Final 11/3/21



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

City Librarian's Report for October 2021

Administration

- In October I accepted a request to serve on the IHLS Board of Trustees Nominating Committee. I will not serve on the IHLS Board, but rather work to nominate Trustees and administer the election thereof.
- I spent much of October working on the FY2022 budget. New City budget offices Anthony Cooling was very helpful once he understood his role.
- I continued working with colleagues in Normal and Urbana to plan the February Illinois Library Association Legislative Meet Up.
- I attended the Illinois Library Association Conference remotely.
- On the 19th I held two all-staff meetings.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 15 curbside pick-ups in October.
- Staff worked to remove 2,810 expired patron records (with zero balance) from Polaris.
- Janet Denton is handling pulling new books from adult new bookshelves when they are no longer new and changing the corresponding item work.
- Carol Ziese and Matt Wilkerson developed a cleaning and maintenance schedule for the automated materials handler.
- Carol continued to work on a list of patrons for whom we only have mailing addresses in preparation for reducing the amount of paper notices we send out.
- Carol and Matt are continuing to review hotspot numbers so that we can have the optimal number of hot spots in the library without waiting lists or too many on the shelf costing money but not helping anyone. They also discovered that 6 hot spots had not been returned for some time and got the data turned off.

Technical Services

- **See statistical spreadsheet**

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Alissa Henkel and Tabitha Bilyeu attended the ILA Conference remotely.
- Kristie Smith Nikitin and Shakera Powell collaborated on Word Warriors writing seminar for young adults.
- Kristie and Jess Hill collaborated on a Men's Health Program for November.

- Jess is working to find a healthcare consultant for the library through Crossings.
- Tabitha created digital displays *Boo at the Zoo* and *Halloween*.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt ordered new Domain Controller. Will be here mid-November.
- Our 2 subscriptions to Adobe expired this month. Matt has tried multiple times (email, chat and a Support ticket) to renew, but the Account Representative will not respond.
- Same: Deep Freeze still shows the following problem as “In Process” with no updates, which probably means Microsoft has not corrected their end yet. Deep Freeze patch installed on August 2nd did not correct Patron computer freezing problem. Deep Freeze Technical Support did say at time of release that Microsoft had Windows 10 issue(s) to correct if the Deep Freeze fix did not solve freeze-up issue.
- Chris Nihiser is evaluating a Deep Freeze replacement.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- Becky Dampitz finished the Study Class collection early this month, and added the finding aid to Omeka.
- Leeann Grossman continues to add the Charlotte Meyer Collection to Omeka. She is about halfway through the collection, and is hoping to finish it in early 2022.
- The 150th Anniversary Committee was solidified this month. The members of the committee are: Becky, Alix Frazier, Shelley Whiteside, Carol Ziese, Taneshia Cunningham, and Janet Denton. This is the brainstorming committee. Other staff will be asked to join or help in the upcoming years.
- 17 students from Ann-Marie Hillyer’s Elementary Education class came to the Local History Room for a tour and presentation. Leeann and Becky talked to the students about how Local History Rooms and collections could you helpful to elementary teachers and their classes. The education class was from Millikin University.
- Becky attended the IHLS Local History Forum meeting on October 27. At this meeting, the libraries were able to ask questions about how to deal with their collections.
- Gary Geisler and Dr. Stephen Huss presented on the history and use of Lake Decatur via Zoom on October 26. They had 26 people attend.
- The volunteer nametags arrived this month. Each volunteer now has a new nametag to wear when they are here.
- Becky started working on the DMH collection this month. This very large collection will take a long time to process, possibly until mid-2022.

Sincerely,

Rick Meyer

City Librarian

Circulation by Audience Physical & Electronic	Oct-19	Oct-20	Oct-21	% of Total	Change from 2020	Change from 2019	2019 Total	2020 Total	2021 Projection	Projected change from 2020	Projected Change from 2019	November 2018-October 2019	November 2019-October 2020	November 2020-October 2021	% Change from 2020	% Change from 2019
Number of Adult Materials Loaned	17,261	14,342	13,374	67.3%	-6.7%	-22.5%	210,311	145,040	152,894	5.4%	-27.3%	211,116	157,041	151,077	-4%	-28%
Number of Young Adult Materials Loaned	757	500	481	2.4%	-3.8%	-36.5%	9,272	5,283	7,219	36.6%	-22.1%	9,465	5,654	6,964	23%	-26%
Number of Children's Materials Loaned	6,349	5,343	6,024	30.3%	12.7%	-5.1%	96,991	53,984	69,650	29.0%	-28.2%	95,571	59,394	67,561	14%	-29%
Total Number of Materials Loaned	24,367	20,185	19,879		-1.5%	-18.4%	316,574	204,307	229,763	12.5%	-27.4%	316,152	222,089	225,602	2%	-29%
Circulation by Material Type	Oct-19	Oct-20	Oct-21	% of Total	Change from 2020	Change from 2019	2019 Total	2020 Total	2021 Projection	Projected change from 2020	Projected Change from 2019	November 2018-October 2019	November 2019-October 2020	November 2020-October 2021	% Change from 2020	% Change from 2019
Books Loaned--Physical	15,046	12,480	12,696	63.9%	1.7%	-15.6%	201,408	118,284	165,977	40.3%	-17.6%	201,194	129,083	142,267	10%	-29%
Videos/DVDs Loaned--Physical	4,729	2,830	2,449	12.3%	-13.5%	-48.2%	59,688	28,714	26,209	-8.7%	-56.1%	60,057	34,820	26,473	-24%	-56%
Audios, Including Music Loaned--Physical	1,295	801	872	4.4%	8.9%	-32.7%	14,977	7,322	7,740	5.7%	-48.3%	15,160	8,826	7,693	-13%	-49%
Magazines/Periodicals Loaned--Physical	370	334	262	1.3%	-21.6%	-29.2%	5,215	3,083	2,831	-8.2%	-45.7%	5,288	3,628	2,851	-21%	-46%
Other Items Loaned--Physical	199	148	29	0.1%	-80.4%	-85.4%	1,919	1,577	1,706	8.2%	-11.1%	1,633	1,760	1,690	-4%	3%
Use of Circulating Electronic Materials	2,728	3,592	3,571	18.0%	-0.6%	30.9%	33,367	45,327	44,503	-1.8%	33.4%	32,820	43,972	44,628	1%	36%
Total	24,367	20,185	19,879		-1.5%	-18.4%	316,574	204,307	248,965	21.9%	-21.4%	316,152	222,089	225,602	2%	-29%
Successful Retrieval of Electronic Information	2,483	3,004	7,742	28.0%	157.7%	211.8%	32,863	39,210	123,474	214.9%	275.7%	35,035	38,099	112,727	196%	222%
Electronic Content Use	5,211	6,596	11,313	41.0%	71.5%	117.1%	66,230	84,537	167,977	98.7%	153.6%	67,855	82,071	157,355	92%	132%
Total Collection Use	Oct-19	Oct-20	Oct-21		Change from 2020	Change from 2019	2019 Total	2020 Total	2021 Projection	Projected change from 2020	Projected Change from 2019	November 2018-October 2019	November 2019-October 2020	November 2020-October 2021	% Change from 2020	% Change from 2019
Total Collection Use	26,850	23,189	27,621		19.1%	2.9%	349,437	243,517	372,440	52.9%	6.6%	351,187	260,188	338,329	30%	-4%
Interlibrary Loans Provided To Other Libraries	4,036	2,682	3,732	63.8%	39.1%	-7.5%	46,259	24,966	46,065	84.5%	-0.4%	46,827	26,707	38,548	44%	-18%
Interlibrary Loans Received FROM Other Libraries	3,440	2,335	2,116	36.2%	-9.4%	-38.5%	40,327	22,884	29,615	29.4%	-26.6%	40,019	24,579	29,435	20%	-26%
Total ILL Transactions	7,476	5,017	5,848		16.6%	-21.8%	86,586	47,850	75,680	58.2%	-12.6%	86,846	51,286	67,983	33%	-22%
New Patron Registrations	191	99	119		20.2%	-37.7%	2,451	2,848	1,320	-53.7%	-46.1%	2,474	2,796	1,505	-46%	-39%
# of Visitors (Security Gate)	19,131	8,644	9,719		12.4%	-49.2%	229,935	78,509	87,478	11.4%	-62.0%	231,482	104,530	86,782	-17%	-63%
# Visitors Lobby Counter	n/a	9,725	11,679		20.1%	#VALUE!	79,903	84,502	282,909	234.8%	254.1%	51,382	107,191	97,988	-9%	91%
Local History # of visitors	72	24	326		1258.3%	352.8%	762	298	553	85.6%	-27.4%	795	396	553	40%	-30%
Adult Programs Active	442	22	159		622.7%	-64.0%	8,472	1,121	1,005	-10.3%	-88.1%	8,877	1,874	1,008	-46%	-89%
Adult Programs Passive	0	24	870			#DIV/0!	0	1,207	2,541	110.5%	#DIV/0!	0	1,112	2,436	119%	#DIV/0!
Adult Programs Virtual Live	0	7	26			#DIV/0!	0	22	361	1540.9%	#DIV/0!	0	63	361	473%	#DIV/0!
Adult Programs Virtual Recorded	0	0	628			#DIV/0!	0	193	1,219	531.6%	#DIV/0!	0	193	1,219	532%	#DIV/0!
YA Programs Active	72	0	0		#DIV/0!	-100.0%	829	0	#DIV/0!	#DIV/0!	#DIV/0!	788	1,976	0	-100%	-100%
YA Programs Passive	0	29	17			#DIV/0!	0	409	486	18.9%	#DIV/0!	0	323	470	46%	#DIV/0!
YA Virtual Live	0	0	0			#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	2,799	0	-100%	#DIV/0!
YA Virtual Recorded	0	0	0			#DIV/0!	0	57	#DIV/0!	#DIV/0!	#DIV/0!	0	4,729	0	-100%	#DIV/0!
Children's Programs Active	1,232	0	124		#DIV/0!	-89.9%	19,110	1,354	525	-61.2%	-97.3%	18,870	3,256	525	-84%	-97%
Children's Programs Passive	0	34	353			#DIV/0!	0	2,599	3,835	47.6%	#DIV/0!	0	23,600	3,820	-84%	#DIV/0!
Children's Virtual Live	0	7	81			#DIV/0!	0	185	1,607	768.9%	#DIV/0!	0	13,131	520	-96%	#DIV/0!
Children's Virtual Recorded	0	199	0			#DIV/0!	0	5,141	3,823	-25.6%	#DIV/0!	0	85,465	832	-99%	#DIV/0!
Total Programs	1,746	322	2,258		601.2%	29.3%	28,411	12,288	11,118	-9.5%	-60.9%	19,658	25,744	11,191	-57%	-43%
Public Sessions	2,916	1,746	1,857		6.4%	-36.3%	34,947	14,620	17,497	19.7%	-49.9%	35,732	13,093	17,196	31%	-52%
Wireless Sessions	1,037	724	1,015		40.2%	-2.1%	11,687	5,691	7,638	34.2%	-34.6%	10,941	11,092	7,518	-32%	-31%
Website Sessions	10,741	8,179	8,645		5.7%	-19.5%	126,997	113,083	133,866	18.4%	5.4%	123,103	95,641	130,264	36%	6%
Unique Visits	6,869	4,171	4,372		4.8%	-36.4%	78,796	63,468	75,948	19.7%	-3.6%	76,503	53,295	73,902	39%	-3%
Page Views	40,638	34,213	36,477		6.6%	-10.2%	445,386	485,031	520,178	7.2%	16.8%	392,800	406,439	514,474	27%	31%
Self Checks	7,806	4,519	5,703		26.2%	-26.9%	113,374	43,324	54,207	25.1%	-52.2%	113,329	197,758	53,402	-73%	-53%
Percentage of Self Checks	0	0	0		10.3%	2.3%				#DIV/0!	#DIV/0!				#DIV/0!	#DIV/0!
Assists Adult	3,409	2,362	2,889		22.3%	-15.3%	45,411	22,718	30,042	32.2%	-33.8%	46,026	22,807	28,947	27%	-37%
Assists Children	1,148	928	973		4.8%	-15.2%	15,761	9,181	12,765	39.0%	-19.0%	15,951	8,396	12,261	46%	-23%
Assists Local history	178	99	148		49.5%	-16.9%	1,891	956	1,267	32.6%	-33.0%	1,267	2,706	1,934	-54%	-36%
IT help calls	111	111	128		15.3%	15.3%	1,132	1,154	1,518	31.5%	34.1%	1,148	4,393	1,460	-67%	27%
Searches in Catalog	92,904	67,883	18,604		-72.6%	-80.0%	843,956	848,610	204,126	-75.9%	-75.8%	812,500	817,168	228,005	-72%	-72%
Number of Items processed	2,003	1,667	1,747		4.8%	-12.8%	23,490	18,575	23,011	23.9%	-2.0%	19,561	14,945	22,144	48%	13%
Number of Items Withdrawn from Collection	1,627	3,390	214		-93.7%	-86.8%	18,567	19,237	22,946	19.3%	23.6%	15,081	13,905	21,918	58%	45%
Number of mended items	398	253	384		51.8%	-3.5%	4,161	2,189	3,646	66.5%	-12.4%	3,655	1,922	3,468	80%	-5%
Number of items ordered	912	1,175	511		-56.5%	-44.0%	9,698	8,213	9,075	10.5%	-6.4%	7,876	6,930	8,940	29%	14%
Number of records added to database	1,605	1,414	1,363		-3.6%	-15.1%	19,329	15,824	19,446	22.9%	0.6%	15,906	12,461	18,676	50%	17%

CIRCULATION POLICY

The Decatur Public Library supports the greatest possible use of the circulating collection by authorized patrons in good standing. The Library is committed to resource sharing at local, state, and national levels as demonstrated by our membership and participation in the Illinois Heartland Library System/SHARE as well as OCLC's World Share Interlibrary Loan program.

Getting a library card (Decatur resident)

To borrow materials from the Decatur Public Library, patrons must have a library card from this library or other Illinois library which participates in reciprocal borrowing to borrow materials.

A Decatur Public Library card is free for anyone who is assessed taxes in Decatur. Library cards are non-transferable, although patrons may designate in their registration others who may use their account. The registered card holder remains responsible for all activity on the account.

Cards that are unused for more than three years are deactivated and removed from the database. After this time, patrons will need to resubmit an application in order to have library privileges reinstated.

Patrons must notify the library as soon as possible of any changes in address or phone number.

It is the responsibility of the patron to report lost or stolen cards as soon as possible. Lost or stolen cards may be replaced for \$3.00.

Cards for adults

Library cards will be issued to anyone 18 or older who can show adequate proof of identity and residency in the Decatur Public Library service area and who has no outstanding charges with other libraries.

Cards for children

Library cards will be issued to anyone under 18 when accompanied by a parent or legal guardian with an active card. As of January 1, 2022, the Library will no longer restrict library materials checked out to children. Parents, caregivers, and legal guardians are solely responsible for the child's selection. This responsibility is no longer managed by Decatur Public Library, Board of Trustees, or staff.

Patrons who sign an application form agree to abide by Library policies.

Getting a library card (Non-resident)

Patrons who are unserved by an Illinois public library are eligible for a non-resident card for a fee. Per Public Act 92-0166, effective July 1, 2002, non-residents must obtain a library card from their closest public library. This fee is established by the Library Board of Trustees effective annually on March 1.

Non-residents who pay Decatur property taxes 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. All family members who reside at the residence shall be eligible for a non-resident card. Non-resident cards are valid for 12 months and are renewable annually.

Exceptions are granted to children who are eligible for free school lunches, and disabled veterans, who may receive library cards at no charge per Illinois Administrative code [TITLE 23: EDUCATION AND CULTURAL RESOURCES, SUBTITLE B: CULTURAL RESOURCES CHAPTER I: SECRETARY OF STATE, PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES] (Source: Added at 45 Ill. Reg. 9538, effective July 19, 2021)

Getting an electronic-only card (E-Card)

Patrons who only wish to access the library's electronic resources, may apply for an E-card by filling out the form found on the library website.

Getting a temporary card

Temporary cards may be issued to those with a letter from a Decatur housing shelter, a work visa, or college student ID card. These cards are valid for six months. The temporary card allows patrons to check out 5 print items and use library computers and databases.

Borrowing and requesting library materials

All Library materials are due a fixed number of days after borrowing. Decatur Public Library items may be renewed up to two times if the material is not requested by another patron. Materials may be renewed at the circulation counter, online, or by phone.

Library materials borrowed from other libraries are subject to the loaning policies of the lending library.

Requests for library material may be made online or in person. Patrons may be notified by email or text message when materials are available for pickup. Materials which are not picked up in the allotted time will be returned to the shelves or lending library.

Patrons who have not returned overdue materials will have their library privileges suspended until materials are renewed, returned, or paid for.

Patrons whose assessed fees exceed \$25.00 shall be referred to a collection agency after 60 days. There will be a fee of \$25.00 assessed for all returned checks.

Patrons who have lost or damaged materials shall be charged the listed price of the material. The Library does not reimburse patrons for materials returned after they have been paid for.

Willful destruction of library materials and property shall be subject to legal action.

CONTRACT BETWEEN Decatur Public Library and DeEtta Jones and Associates

This Contract, by and between Decatur Public Library hereinafter referred to as the “Organization” and DeEtta Jones and Associates (DJA) hereinafter referred to as the “Contractor,” is for the provision of work between November 15, 2021 and September 30, 2022.

1) SCOPE OF SERVICES:

The Contractor will provide consulting services to assist the Organization with Equity, Diversity and Inclusion (EDI) Strategy and Diversity Statement development. The Contractor will design and implement a customized EDI Strategy with a Diversity Statement over nine months, from November 15, 2021 and September 30, 2022.

The EDI strategy and Diversity Statement Development will occur in three stages:

- 1) Environmental & Organization Audit
 - Environmental/industry assessment
 - Needs Assessment through focus groups, one-on-one interviews, and a survey
 - Policy/document review
- 2) Strategic Framework
 - Creation of an EDI Strategy and expected impact
 - Development of a Diversity Statement
 - Outline of specific time-bound measurable goals
- 3) Implementation Plan
 - Three year step-by-step action plan
 - Creation of customized metrics and distributed engagement/ownership

Contractor will also provide Organization 8 – 10 custom tools for use within their library.

2) CONTRACT TERM:

a) Contract Term.

- i) This Contract shall be effective for the period commencing on November 15, 2021 and ending on September 30, 2022. The Organization shall have no obligation for services rendered by the Contractor which are not performed within the specified period.

3) PAYMENT TERMS AND CONDITIONS:

a) **Maximum Liability.** Contractor shall be paid a total of \$96,000 to provide Organization with EDI Strategy and Diversity Statement development. Payment will be in the following manner:

- i) Organization agrees to pay \$48,000 within 30 days upon receipt of the invoice to be issued after the execution of this Contract.
- ii) Organization agrees to pay \$48,000 at the end of the engagement and contract on or around August 31, 2022.

b) **Compensation.** The amounts set forth above are firm for the duration of the contract. If work is requested beyond the Contract, those services will be outlined in a Statement of Work. In that case, the Organization understands that it will be billed for additional activities at the rates in the

Statement of Work. Contractor will advise the Organization when requested work is out of scope and will not perform the requested work unless an additional Statement of Work is agreed to in writing by the Organization.

- c) **Payment of Invoice.** The Organization's payment of an invoice shall not prejudice the Organization's right to object to or question any invoice or matter in relation thereto. Such payment by the Organization shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the amounts invoiced therein.

4) TERMS AND CONDITIONS:

- a) **Modification and Amendment.** This Contract may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials. This can be accomplished with a Statement of Work. The addendum will clearly articulate the proposed work and associated costs for additional services.
- b) **Termination for Convenience.** The Contractor or Organization may terminate this Contract without cause for any reason. Termination under this Section shall not be deemed a breach of contract by the Contractor or Organization. Either party, the Contractor or Organization, agreed to provide at least ten (10) days written notice before the effective termination date. The Contractor shall be entitled to receive compensation for satisfactory, authorized services completed as of the termination date, but in no event shall the Organization be liable to the Contractor for compensation for any service which has not been rendered. The Contract is not obligated to complete the task identified in the Statement of Work where compensation has not been made in agreement with the aforementioned payment schedule. Upon such termination, the Contractor or Organization shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- c) **Termination for Cause.** If the Contractor fails to perform its obligations under this Contract in a timely or proper manner, or if the Contractor violates any term of this Contract, the Organization shall have the right to terminate the Contract immediately and withhold payments in excess of fair compensation for completed services; provided, however, Organization shall have the option to give Contractor written notice and a specified period of time in which to cure. Notwithstanding the above, the Contractor shall not be relieved of liability to the Organization for damages sustained by virtue of any breach of this Contract by the Contractor.
- d) **Subcontracting.** The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the Organization's prior written approval. If the Organization approves such subcontracts, they shall contain, at a minimum, sections of this Contract pertaining to "Conflicts of Interest" and "Nondiscrimination". Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.
- e) **Conflicts of Interest.** The Contractor warrants that no part of the total contract amount shall be paid directly or indirectly to an employee or official of the SJ CPL as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Contract.
- f) **Nondiscrimination.** The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to

discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by federal, or state constitutional or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

- g) **Strict Performance.** Failure by any party to this Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Contract shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- h) **Independent Contractor.** The parties hereto, in the performance of this Contract, shall not act as employees, partners, joint ventures, or associates of one another. It is expressly acknowledged by the parties hereto that the parties are independent contracting entities and that nothing in this Contract shall be construed to create an employer/employee relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor, being an independent contractor and not an employee of the Organization, agrees to carry adequate public liability and other appropriate forms of insurance on the Contractor's employees and to pay all applicable taxes incident to this Contract.

- i) **Organization Liability.** The Organization shall have no liability except as specifically provided in this Contract.
- j) **Force Majeure.** The obligations of the parties to this contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, epidemics, or any other similar cause.
- k) **State and Federal Compliance.** The Contractor shall comply with all applicable State and Federal laws and regulations, including Organization policies and guidelines in the performance of this Contract.
- l) **Governing Law.** This Contract shall be governed by and construed in accordance with the laws of the State of Florida. The Contractor agrees that it will be subject to the exclusive jurisdiction of the State of Florida in all actions that may arise under this Contract.
- m) **Severability.** If any terms or conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Contract are declared severable.
- n) **Headings.** Section headings of this Contract are for reference purposes only and shall not be construed as part of this Contract.

5) **ADDITIONAL TERMS AND CONDITIONS:**

a) **Notices:**

- i) The Organization:
Rick Meyer
City Librarian
Decatur Public Library
130 N. Franklin St.
Decatur, IL 62523

- ii) The Contractor:
DeEtta Jones
Founder and CEO
DeEtta Jones and Associates
7619 Saratoga Lane
Parkland, FL 33067
844-441-7122

All instructions, notices, consents, demands, or other communications shall be sent in a manner that verifies proof of delivery. Any communication by facsimile transmission shall also be sent by United States mail on the same date as the facsimile transmission. All communications which relate to any changes to the Contract shall not be considered effective until agreed to, in writing, by both parties.

b) **Breach.** A party shall be deemed to have breached the Contract if any of the following occurs (However, this list is not exclusive.):

- i) failure to perform in accordance with any term or provision of the Contract;
- ii) partial performance of any term or provision of the Contract;
- iii) any act prohibited or restricted by the Contract; or,

For purposes of this Contract, these items shall hereinafter be referred to as a "Breach."

(1) **Contractor Breach** — Organization shall notify Contractor in writing of a Breach.

(a) In event of a Breach by Contractor, the Organization shall have available the remedy of actual damages and any other remedy available at law or equity.

(b) **Partial Default** — In the event of a Breach, the Organization may declare a Partial Default. In which case, the Organization shall provide the Contractor written notice of: (1) the date which Contractor shall terminate providing the service associated with the Breach; and (2) the date the Organization will begin to provide the service associated with the Breach. Notwithstanding the foregoing, the Organization may revise the time periods contained in the notice written to the Contractor.

In the event the Organization declares a Partial Default, the Organization may withhold, together with any other damages associated with the Breach, from the amounts due to the Contractor the greater of: (1) amounts which would be paid the Contractor to provide the defaulted service; or (2) the cost to the Organization of providing the defaulted service, whether said service is provided by the Organization or a third party. To determine the amount the Contractor is being paid for any particular service, the Organization shall be entitled to receive within five (5) days of any request,

pertinent material from Contractor. The Organization shall make the final and binding determination of the amount.

The Organization may assess Liquidated Damages against the Contractor in the amount of \$10,000 against Contractor for any failure to perform. Upon Partial Default, the Contractor shall have no right to recover from the Organization any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount. Contractor agrees to cooperate fully with the Organization in the event a Partial Default is declared.

- (2) **Organization Breach** — In the event of a Breach of contract by the Organization, the Contractor shall notify the Organization in writing within 30 days of any Breach of contract by the Organization. The notice shall contain a description of the Breach. In the event of Breach by the Organization, the Contractor may avail itself of any remedy available at law.

- c) **Copyrights and Patents/Organization Ownership of Work Products.** Contractor grants Organization a world-wide, perpetual, non-exclusive, irrevocable, fully paid up license to use any proprietary products delivered under this Contract. The Organization shall have royalty-free and unlimited rights to use, disclose, reproduce, or publish, for any purpose whatsoever, as well as share in any financial benefits derived from the commercial exploitation of all work products created, designed, developed, or derived from the services provided under this Contract. The Organization shall have the right to copy, distribute, modify and use any training materials delivered under this Contract for internal purposes only.

The Contractor agrees to indemnify and hold harmless the Organization as well as its officers, agents, and employees from and against any and all claims or suits which may be brought against the Organization for infringement of any third party's intellectual property rights, including but not limited to, any alleged patent or copyright violations. The Organization shall give the Contractor written notice of any such claim or suit and full right and opportunity to conduct the Contractor's own defense thereof. In any such action brought against the Organization, the Contractor shall take all reasonable steps to secure a license for Organization to continue to use the alleged infringing product or, in the alternative, shall find or develop a reasonable, non-infringing alternative to satisfy the requirements of this Contract.

The Contractor further agrees that it shall be liable for the reasonable fees of attorneys for the Organization in the event such service is necessitated to enforce the obligations of the Contractor to the Organization.

- d) **Insurance.** The Contractor shall maintain a commercial general liability policy. The commercial general liability policy shall provide coverage which includes, but is not limited to, bodily injury, personal injury, death, property damage and medical claims, with minimum limits of \$1,000,000 per occurrence, \$3,000,000 in the aggregate. The Contractor shall maintain workers' compensation coverage or a self-insured program as required under Commonwealth of Kentucky law. The Contractor shall deliver to the Organization both certificates of insurance no later than the effective date of the Contract. If any policy providing insurance required by the Contract is canceled prior to the policy expiration date, the Contractor, upon receiving a notice of cancellation, shall give immediate notice to the Organization.

The enumeration in the Contract of the kinds and amounts of liability insurance shall not abridge, diminish or affect the Contractor’s legal responsibilities arising out of or resulting from the services under this Contract.

- e) **Contract Documents.** Included in this Contract by reference are the following documents:
 - i) This Contract document
 - ii) The Request for Proposal
 - iii) The Contractor’s Proposal

In the event of a discrepancy or ambiguity regarding the interpretation of this Contract, these documents shall govern in order of precedence as listed above.

- f) **Prohibited Advertising.** The Contractor shall not refer to this Contract or the Contractor’s relationship with the Organization hereunder in commercial advertising in such a manner as to state or imply that the Contractor or the Contractor’s services are endorsed.

- g) **Debarment and Suspension.** The Contractor certifies, to the best of its knowledge and belief, that it and its principals:

- i) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or state department or agency;
- ii) have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining attempting to obtain, or performing a public (Federal, State, or Local) transaction or grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- iii) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with the commission of any of the offenses listed in section b. of this certification; and,
- iv) have not within a three (3) year period preceding this Contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

IN WITNESS WHEREOF:

DeEtta Jones and Associates

Decatur Public Library

Signature **Date**
DeEtta Jones
Founder & CEO

Signature **Date**
Rick Meyer
City Librarian

MEMORANDUM

TO: Rick Meyer
FROM: Chris Siudyla
DATE: 11-8-2021
RE: Decatur Public Library (DPL)-DeEtta Jones & Associates Contract (DJA)

Summary/Basic Terms:

1. **Term:** November 15, 2021, through September 30, 2022 (approximately 9 months).
2. **Cost:** \$96,000 (1/2 due within 30 days; 1/2 due at end of engagement).
3. **Services/Deliverables:** Environmental & Organizational Audit (\$24,000); Creation of Strategic Framework (\$27,000); 3 Year Implementation Plan (\$38,000); 8-10 Custom Tools (\$7,000).
4. **Termination:** 10-day notice by either party, without cause. DJA would be entitled to compensation for services performed, it is not specified how that would work with the flat rate charge.
5. **Status:** Services will be performed as an independent contractor.
6. **Governing Law:** State of Florida.
7. **Intellectual Property:** DJA licenses all products provided under this Agreement to the DPL.
8. **Contract Documents:** The Contract, Request for Proposal, and Contractor's Proposal. I did not review the Request for Proposal.

Analysis: The Board of Library Trustees has the power to enter into contacts and has the authority to hire a qualified librarian who shall have the authority to retain professional consultants as needed. Further, the Board of Library Trustees may contract with private corporations for the purpose of performing any of the acts necessary and proper to carry out the Board's responsibilities. *See 75 ILCS 5/4-7(7), (8), and (10).* In general, the Board has the statutory authority to enter into a contract for professional consulting services to improve and analyze the DPL's policies as they relate to Equity, Diversity, and Inclusion.

If the business terms of the Agreement are acceptable, the Agreement is largely acceptable from a legal perspective. The short, without cause, termination provision offers the DPL some flexibility regarding proceeding with the project. For that to be a significant protection, I believe the description of the services and deliverables to be provided by DJA needs to be clarified. There is very little quantitative description of the services to be provided and attempting to resolve whether the services have been provided could be difficult. A more thorough description of the services to be provided could be useful to make sure all parties have the same expectation of the end deliverables. This could be accomplished by adding time or hour estimates to various steps of the project and specifying specific tangible deliveries. Items such as the 8-10 custom tools could be described in more functional detail (i.e., a cloud-based reporting interface to allow employees to report....). I do not believe that this additional specification

essentially, if the Board is comfortable that the high-level descriptions provide sufficient detail as to what is being provided by DJA

Additionally, the Agreement appears to require DPL staff involvement throughout this process. I just want to make sure that is considered as part of the project so that the DPL allocates enough resources to comply with its obligations under the Agreement.

J:_CLIENT\Decatur Public Library\Notes\Memorandumja11082021.Doc

MEMORANDUM

PROPOSAL & AGREEMENT:

Decatur Public Library

Performance Management Process Development

September 27, 2021

SUBMITTED BY:

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP
Director, Compensation Services

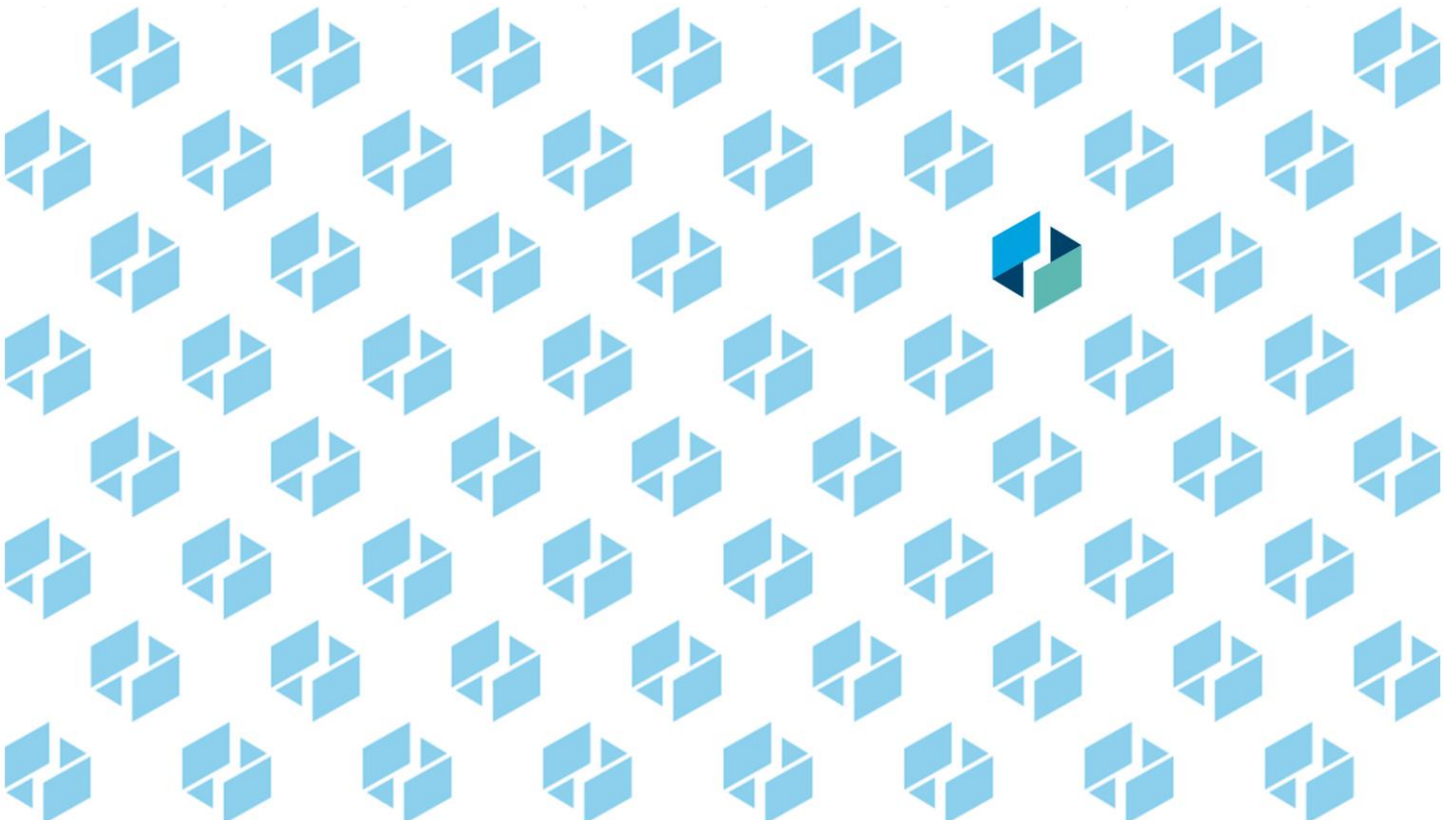


Table of Contents

About HR Source

Our Unique Capabilities

Our Approach

Investment

Project Team

Letter of Agreement

About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, the Association has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1100 employers, including manufacturers, public employers, financial service providers and social service agencies.

Our Association delivers first-rate training and development programs, timely information, local and national benchmarking data, forums for member networking and a menu of solutions to current management challenges. Our services focus on training employees to keep pace with today's constantly changing work environment, complying with complex regulations, attracting and retaining talent, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Unique Capabilities

HR Source will develop a performance appraisal program which communicates the importance of high levels of performance, encourages individual development and reflects the Decatur Public Library's standards and expectations. A formal performance evaluation system will allow the organization to:

- Foster ongoing communication between employees and managers concerning performance evaluations, job objectives and work plans;
- Provide a method through which employees know what is expected and understand how performance is evaluated and how it ties to organization goals;
- Encourage individual growth, improvement and productivity;
- Provide management with an objective method for the review and coaching of an employee's job performance; and
- Serve as an essential tool in identifying individuals capable of advancement and for appropriately rewarding performance.

UTILIZING A COMPETENCY-BASED APPROACH:

A competency-based approach is a research-supported approach based on the primary goal of defining the critical behaviors needed for effective and superior individual and organizational performance. Simply defined, a competency is a set of related behaviors that impact job performance, can be measured against established standards, and can be improved through training and development.

BEHAVIORALLY ANCHORED RATING SCALES (BARS):

The BARS method of evaluating employees carries typical job appraisals one step further. BARS are designed to bring the benefits of both qualitative and quantitative data to the appraisal process. BARS compare an individual's performance against specific examples of behavior that are anchored to performance tiers. BARS are organization-specific, and tailored through an interactive process with management and employees, where a common language is developed regarding performance expectations.

The BARS approach:

- Removes uncertainty regarding the meaning of each performance tier;
- Utilizes behavioral indicators that align manager and employee expectations; and
- Is designed to be action orientated, allowing employees to more easily take steps to improve their performance.

Our Approach

PROJECT PARAMETERS:

The project we propose will address issues related to the (re)design of a format to appraise performance, the implementation of a system to effectively manage performance, and training managers/supervisors to evaluate performance. Our method will utilize a holistic approach to create and define organization competencies. The timetable will be developed at the time of contract agreement and will incorporate flexibility in scheduling, in order to ensure availability of and access to key organizational contacts and information.

PROCESS:

Competency Identification – Utilizing best business practices and experience with similar organizations, the consultant will recommend a list of approximately ten organizational competencies. These competencies will be discussed with the senior management team (approximately 1.5 - 2 hours via Zoom). During this meeting, the organization's management team may propose competency definition modifications. Finalized competencies will be divided into "core" and "elective" categories.

Identification of BARS – Utilizing best business practice, experience and information provided by the organization, the consultant will develop categories of job behaviors for each approved competency. Staff may participate in this process via the additional services offered within this proposal.

Delivery of Appraisal Form - The consultant will send the appraisal form. The appraisal form will include 5 sections: newly drafted core and elective competencies, individual goals, individual development plan, and overall rating. The organization can modify or revise, as needed, prior to implementation. The forms and information provided are solely for the organization's use.

OUTCOME:

The final plan will include an employee appraisal form and identified BARS for each competency. Also included is a quarterly check in form and employee self-appraisal.

Optional Services

EMPLOYEE OR SUPERVISORY BARS MEETING (3 HOURS):

The consultant will facilitate a focus group to gather staff input (online, using Zoom). Each focus group can include up to 10 staff members and will last approximately 3 hours. The focus of these meetings is to gather departmental, organizational and operational measures and behaviors. This information will be included in the BARS documentation.

TRAINING SESSION: PERFORMANCE EVALUATION (APPROXIMATELY 6 HOURS):

After the Performance Management Process has been developed and agreed upon by the organization, it is critical that supervisors and managers understand the process as well as their role in managing employees' performance.

This training session is designed for leaders of your organization who are faced with the challenges associated with the performance management process. During this (approximately) six-hour session, we will take an intense look at the aspects of goal setting, monitoring and documenting performance, and preparing for and delivering performance evaluations. Participants will address the skills needed to provide ongoing feedback and will review appropriate documentation guidelines. In addition to addressing these performance management best practices, we will step through the revised performance management process and the detailed Administration Guide to ensure that managers and supervisors are familiar with and are comfortable with the redesigned system.

Investment

The **member** investment to complete this Performance Management Process Development Project is \$6,500 (non-member rate is \$9,100).

Each optional employee or supervisory BARS meeting is \$2,000 (non-member rate is \$2,800).

The cost for each optional Manager/Supervisor training session (conducted via Zoom) with detailed Administration Guide is \$2,750 (non-member rate is \$3,500). An in-person session can be offered for \$2,950 plus travel expenses.

The scope of the project represents all activities involved as well as time spent both at the Decatur Public Library and at HR Source. Invoicing will be monthly, based on work completed.

The time frame estimate for the project will be discussed upon receipt of a signed service agreement. These figures may change if parameters of the project are altered explicitly by the Decatur Public Library. Stages of the process may suggest changing the scope of the project or the number of interviews and meetings. In this case, the recommendations will be immediately provided to the Decatur Public Library for a final decision.

This proposal is valid for 90 days from the date of this correspondence.

Project Team

Candace Fisher, SPHR, SHRM-SCP, Certified Coach

Director, Organizational Development

Candace Fisher is the Director of Organizational Development for HR Source. In this role, her responsibilities include assisting members with design and implementation of talent development initiatives as well as training and development programs for their Human Resource staff, leadership, management and non-supervisory employees. She also advises members and assists with organizational issues such as management coaching and performance management.

Candace obtained a Bachelor of Science in Business Administration and a Bachelor of Arts in Spanish from the University of Illinois, Urbana, as well as a Master of Business Administration from the University of Illinois, Chicago. She is a Senior Professional in Human Resources (SPHR), a Senior Certified Professional through the Society for Human Resource Management (SHRM-SCP) and a Certified Coach.

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP

Director, Compensation Services

Kathryn O'Connor consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation centers, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 12 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources as designated through the Human Resource Certification Institute and the Society for Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork (formerly the American Compensation Association).



Letter of Agreement

September 27, 2021

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization: Decatur Public Library
 Contact Name: Rick Meyer
 Address: 130 N. Franklin Street, Decatur, IL 62523
 Telephone: (217) 424-2900

Services to be offered: Performance Management Process Development

Dates/Times: To be scheduled at dates/times that are mutually agreeable to the Decatur Public Library and HR Source

In exchange for these services, the Decatur Public Library agrees to pay the member investment of \$6,500. Prices may fluctuate if the project deviates from the project overview and scope as outlined above or if optional services are selected and are contingent on active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.

HR Source Authorization

9/27/21
Date

Decatur Public Library Authorization

Date

From: [Kathryn O'Connor](mailto:Kathryn.O'Connor@decaturlibrary.org)
To: rmeyer@decaturlibrary.org
Subject: Executive Director Evaluation Tool
Date: Friday, October 8, 2021 10:31:47 AM

Hi Rick,

Great talking with you this morning. Here's a little more information on how HR Source can help with your Executive Director performance evaluation.

Our CEO evaluation template and self-evaluation bundle is priced at \$2500 and includes 2 hours of consulting to customize the forms and/or discuss how to complete and implement the system. Certainly we can provide additional support beyond the 2 hours. Any additional work is billed at the member rate of \$250 per hour.

The CEO evaluation uses 3 tiers of performance ratings (needs improvement, successful performance, and exceeds expectations). The evaluation includes the following categories:

- Job Accomplishment (5 evaluation questions)
- Strategic Alignment (3 evaluation questions)
- Relationship Building (2 evaluation questions)
- Innovative & Forward Thinking (3 evaluation questions)
- Leadership (3 evaluation questions)
- Goals
- Overall Rating

Both the evaluation and self-evaluation are provided in Word so you can customize and modify as you see fit. Online administration of the program is available for an additional fee.

Let me know if you would like to discuss more!

Kathryn

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP
Director, Compensation Services
630-963-7600



WARNING! This email is from an external sender. Do not click links or open attachments unless you know the sender. Never give out your username and password.

NOTICE: E-mail to or from the Decatur Public Library staff members may be subject to disclosure pursuant to the Illinois Freedom of Information Act.

CONFIDENTIALITY NOTICE: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this

communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email reply.

MEMO

To: Library Staff
From: Rick Meyer, City Librarian
Subject: Holiday Observance/Closings - 2021
Date:

Closed	New Year's Day Observance	Friday, January 1
Closed	Martin Luther King, Jr., Day	Monday, January 18
5:30	Lincoln's Birthday Observance	Friday, February 12
5:30	Good Friday	Friday, April 2
Closed	Memorial Day	Monday, May 31
Closed	Independence Day	Sunday, July 4 (observed July 5 th)
Closed	Labor Day	Monday, September 6
Closed	Veteran's Day	Thursday, November 11
Closed	Thanksgiving Day	Thursday, November 25
4:00	Christmas Eve	Friday, December 24
Closed	Christmas Day	Saturday, December 25
4:00	New Year's Eve	Friday, December 31
Closed	New Year's Day	Saturday, January 1, 2021

An employee who is scheduled off duty or is required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the department and employee.

(All employees will be expected to attend in-service days. The library is closed all day and employees will make up their time during the week or use their benefit time.)

DATE: 11/8/2021
TIME: 2:12:52PM

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 10/1/2021 TO 10/31/2021

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
143285	10/5/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	1,459.48	OFFICE SUPPLIES
143296	10/5/2021 12:00:00 AM	COMMERCIAL MAIL SERVICES	SEPT 16 - SEPT 30'21	209.69	POSTAGE
143308	10/5/2021 12:00:00 AM	EBSCO INDUSTRIES, INC	USA TODAY SUBSCRIPTION	314.42	PER CAPITA GRANT EXPENSE
143340	10/5/2021 12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	169.96	PER CAPITA GRANT EXPENSE
143379	10/5/2021 12:00:00 AM	WORLD BOOK, INC	ONLINE SCHOOL EDITION LIBRARY	2,213.00	PER CAPITA GRANT EXPENSE
143390	10/12/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	3,065.60	OFFICE SUPPLIES
143420	10/12/2021 12:00:00 AM	EBSCO INDUSTRIES, INC	FLIPSTER DIGITAL EDITION 23 TITLES	10,780.38	PER CAPITA GRANT EXPENSE
143428	10/12/2021 12:00:00 AM	GALE GROUP, INC.	LP STANDING ORDER FORJUVENILE 1 BOOK LP STANDING ORDER FORJUVENILE 6 BOOKS	120.68	PER CAPITA GRANT EXPENSE
143433	10/12/2021 12:00:00 AM	ICE WARP, INC.	RENEWAL/MAILSTORE ADVANCED ARCHIVING	1,742.25	COMPUTER SOFTWARE
143446	10/12/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	SEPT 27 - OCT 8'21	1,384.80	OTHER LIBRARY GRANT EXPENSE
143451	10/12/2021 12:00:00 AM	LAKE LAND COLLEGE	LOST ITEMS (E EVANS #21202008393172)	60.00	LOST OR DAMAGED BOOKS
143453	10/12/2021 12:00:00 AM	LIBRARY IDEAS, LLC	VOX BOOKS JUVENILE COLLECTION	620.25	PER CAPITA GRANT EXPENSE
143468	10/12/2021 12:00:00 AM	MIDWEST TAPE, LLC		840.41	OFFICE SUPPLIES

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>
			AV MATERIALS AND HOOPLA		
143474	10/12/2021 12:00:00 AM	MT ZION DISTRICT LIBRARY	LOST OR DAMAGED MATERIALS	101.00	LOST OR DAMAGED BOOKS
143481	10/12/2021 12:00:00 AM	PAETEC	ACCT 633292627001	89.44	TELEPHONE
143487	10/12/2021 12:00:00 AM	SALLIE LOGAN PUBLIC LIBRARY	LOST ITEMS (S WISDOM #21202008438860)	11.99	LOST OR DAMAGED BOOKS
143497	10/12/2021 12:00:00 AM	STRIGLOS/HAINES & ESSICK	FINE TIP MARKERS CARD STOCK/FINE TIP MARERS	39.59	OFFICE SUPPLIES
143504	10/12/2021 12:00:00 AM	TRUMP DIRECT	J HILL BUSINESS CARDS	72.00	OFFICE SUPPLIES
143512	10/12/2021 12:00:00 AM	WATTS COPY SYSTEMS	WATT COPY SYSTEMS SERVICES	701.16	SERV-OFFICE EQUIPMENT
143531	10/19/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	484.48	OFFICE SUPPLIES
143534	10/19/2021 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	19 NAME BADGES W/MAGNETS	114.00	OFFICE SUPPLIES
143539	10/19/2021 12:00:00 AM	CALL ONE	ACCT 1212890	594.36	TELEPHONE
143546	10/19/2021 12:00:00 AM	CONFIDENTIAL ON SITE PAPER SHREDDING	COPS 95 PURGE	61.30	PROFESSIONAL SERVICES
143564	10/19/2021 12:00:00 AM	ERICKSON DAVIS, ATTORNEYS	LEGAL SERVICES	90.00	PROFESSIONAL SERVICES
143592	10/19/2021 12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	700.17	OFFICE SUPPLIES
143608	10/19/2021 12:00:00 AM	PAETEC	ACCT 633318933001	39.09	TELEPHONE
143658	10/28/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	4,034.66	OFFICE SUPPLIES
143669	10/28/2021 12:00:00 AM	CDW GOVERNMENT INC		226.24	OFFICE SUPPLIES

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>
			HP CYAN INK HP BRIGHT WHITE/BLACK INK		
143672	10/28/2021 12:00:00 AM	COMMERCIAL MAIL SERVICES	OCT 1 -OCT 15'21	223.92	POSTAGE
143696	10/28/2021 12:00:00 AM	FORSYTH PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	23.99	LOST OR DAMAGED BOOKS
143697	10/28/2021 12:00:00 AM	GE MONEY BANK/AMAZON	ACCT 8641	1,474.06	SMALL CAPITAL ITEMS
143705	10/28/2021 12:00:00 AM	ILLINOIS HEARTLAND LIBRARY SYSTEM	LIBRARY LAW BOOKS SERVING OUR PUBLIC (4)	192.50	BOOKS & PERIODICALS
143715	10/28/2021 12:00:00 AM	JESSICA HILL CONSULTING LLC	CONTRACT PERIOD 10/11-10/22'21	1,471.35	OTHER LIBRARY GRANT EXPENSE
143716	10/28/2021 12:00:00 AM	JONES & THOMAS	ANNUAL SOFTWARE LICENSE RENEWAL WEB SERVICE, BASE SERVER, HOSTING	725.00	PROFESSIONAL SERVICES
143717	10/28/2021 12:00:00 AM	KANOPY	LIBRARY STREAMING SERVICE	331.00	OFFICE SUPPLIES
143727	10/28/2021 12:00:00 AM	MIDWEST TAPE, LLC	AV MATERIALS AND HOOPLA	2,433.87	OFFICE SUPPLIES
143732	10/28/2021 12:00:00 AM	NATIONAL AUDUBON SOCIETY	2022 MEMBERHSIP RENEWAL	30.00	PER CAPITA GRANT EXPENSE
143759	10/28/2021 12:00:00 AM	VERIZON WIRELESS	ACCT #980380645-00001	993.17	TELEPHONE
35 LIBRARY FUND Total				38,239.26	
59 LIBRARY TRUST FUNDS					
143285	10/5/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	52.64	BOOKS & PERIODICALS
143390	10/12/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	182.52	BOOKS & PERIODICALS
143486	10/12/2021 12:00:00 AM	ROCKFORD MAP PUBLISHERS, INC.	MOULTRIE CO IL PLAT BOOK LOCAL HISTORY ROOM	74.70	BOOK AND PERIODICALS

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>
143572	10/19/2021 12:00:00 AM	GALE GROUP, INC.	SUBSCRIPTION FOR BEST OF GALE BOOK	2,307.60	BOOKS & PERIODICALS
143658	10/28/2021 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2021	324.11	BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total				2,941.57	
WARRANT TOTAL:				41,180.83	



STRATEGIC PLAN 2017 - 2021



GOALS and STRATEGIES

MISSION

The Decatur Public Library strengthens the community by:
promoting the love of reading and life-long discovery,
helping ensure children and teens are ready and excited to learn,
offering robust connections to the digital world,
partnering to support local workforce development activities, and
providing a creative and welcoming environment for all.

VISION

The Library is recognized as an invaluable center of the community for its educational, economic, and cultural services, and in its role as a gathering place for all residents.

GOAL 1: WELCOMING ENVIRONMENT

Create a welcoming environment to increase use and the satisfaction of patrons

STRATEGIES:

1. Develop a plan to rework the interior space, focusing on ease of use for customers, and flexible use of space in the future
2. Work with the City to provide options for repairing the parking lot, and creating a plan for the outlying building
3. Improve both exterior and interior signage
4. Enhance the appeal of the exterior entrance, lobby and interior entry area
5. Strengthen customer service and friendliness, particularly at the checkout and reference desk areas

GOAL 2: ENGAGE COMMUNITY

Engage the broader community more fully

STRATEGIES:

1. Create a public relations and marketing plan to increase awareness of the broad array of available Library services
2. Increase partnerships with colleges, businesses and community organizations to increase resources and improve awareness of the Library
3. Advance connections to local schools to promote Library use
4. Explore options to broaden outreach outside of the Library facility, particularly to under-resourced households

GOAL 3: REMOVE BARRIERS

Work to remove potential barriers to Library use

STRATEGIES:

1. Increase the diversity of the Library staff, board, and volunteers to better reflect the community
2. Examine options for eliminating or minimizing the deterrent effect of Library fines
3. Consider opportunities to develop remote access or return locations for materials

GOAL 4: SERVICE & RESOURCES

Improve and enhance targeted areas of Library service and resources to expand and deepen use

STRATEGIES:

1. Advance teen service, through possible development of an on-going teen advisory group, creation of an engaging teen space, innovative teen programming, and/or increased teen-service staff
2. Expand adult programming, covering multiple formats and topics
3. Sustain and support existing, exceptional services for children
4. Continue the review of collections to better focus and match patron use and community needs
5. Working in partnership with other community providers, expand workforce and economic development services and resources
6. Improve digital access for patrons, including easier use of current computer and on-line services, increased digital collections, and acquiring new technologies as appropriate

GOAL 5: EXAMINE PRACTICES

Examine administrative and staffing practices to improve use of existing resources and the fulfillment of the Library's mission

STRATEGIES:

1. Review effective organizational structures and practices of other libraries for possible implementation
2. Improve communication and connections between Library departments
3. Train and develop staff to work toward a more flexible and innovative workplace which, in turn, engages and delights patrons

Decatur Planning Committee

Susan Bishop

Library Assistant, Children's Division

Samantha Carroll

Friends of the Decatur Public Library

Robert Edwards

Assistant City Librarian

Alissa Henkel

Head of Adult Division

Rick Meyer

City Librarian

Mark Sorensen

Vice President, Board of Trustees

Amy Stockwell

Decatur Public Library Foundation

Vicky Wrigley

Decatur Public Library Foundation

Sophia Xethalis

Friends of the Decatur Public Library

Gregg Zientara

Board of Trustees

Decatur Public Library Board of Trustees

John Phillips

President

Mark Sorensen

Vice President

Aaron Largent

Secretary

Paula Heinkel

Trustee

Keyria Rodgers

Trustee

Michael Sexton

Trustee

Jenny Sykes

Trustee

Donna Williams

Trustee

Gregg Zientara

Trustee



DECATUR PUBLIC LIBRARY

route locally inspired

130 N Franklin Street
Decatur, IL 62523

(217) 424-2900
www.decaturlibrary.org