



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, March 17, 2022

4:30 p.m.

Decatur Public Library

Children's Auditorium

- I. **Call to order** – Samantha Carroll
- II. **Consent Agenda (Approval of Agenda; Approval of February 23, 2022 Regular 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 Damptz., Alissa Henkel, Matt Wilkerson, Carol Ziese
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee**-Karl Coleman
 - i. Personnel Update (Discussion)
 - ii. Diversity, Equity, Inclusion (Discussion)
 - iii. City Librarian Annual Review (Discussion)
 - iv. Remote Work Policy (Action)
 - v. ASC Collection Policy (Action)
 - vi. Program Policy (Action)
 - vii. Other (Discussion)
 - B. **Finance and Properties Committee**—Sofia Xethalis
 - i. Capital Needs (Discussion)

- ii. February 2022 Check Registers (Action)
- iii. 2022 Budget Actuals (Action)
- iv. Other (Discussion)

C. Foundation—Rick Meyer

- i. Annual Appeal Update

D. Friends of the Library – Rick Meyer

- i. March 10 Meeting (Discussion)

E. Illinois Heartland Library System—Rick Meyer

VIII. Old Business

- A. Friends of the Library Relocation (Discussion)
- B. Other

IX. New Business

- A. Other (Discussion)

X. Adjournment

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



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 23, 2022 Annual Meeting

Minutes

Decatur Public Library

Via Zoom immediately following
The Regular Board of Trustee meeting
at 4:30pm

Location: Via Zoom

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

Present: Samantha Carroll

Sofia Xethalis
Karl Coleman
Jacobie Jones
Susan Avery

Absent:

Shelli Brunner
Anay Hunt
Alana Banks

Staff: Rick Meyer, City Librarian

Michelle Whitehead
Alissa Henkel

Guests: None

Call to Order:

PLEASE TAKE NOTICE THAT, PURSUANT TO SECTION 7(e) OF THE ILLINOIS OPEN MEETINGS ACT (5 ILCS 120/7(e)) AND THE GUBERNATORIAL DISASTER PROCLAMATION ISSUED BY GOVERNOR JB PRITZKER ON JANUARY 3, 2021, THE BOARD OF TRUSTEES FOR THE DECATUR PUBLIC LIBRARY IS CONDUCTING THIS MEETING BY AUDIO AND/OR VIDEO CONFERENCE.

Samantha Carroll called the meeting to order at 5:08 p.m.

Participation in Non-Resident Card Program (Action) Mr. Meyer discussed the program and that The Library issues 2-4 a year. Ms. Carroll requested a motion to approve the non-resident card program. Mr. Coleman made a motion to approve the non-resident card program, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote. Ms. Avery yes, Mr. Coleman yes, Mr. Jones yes, Ms. Xethalis yes, Ms. Carroll yes. The motion was adopted.

Cost of Non-Resident Card (Action) Mr. Meyer reported we have always used the mathematical equation to determine the cost. This is about \$91.66 per card. Ms. Avery made a motion to approve the cost of the non-resident card, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote. Ms. Avery yes, Mr. Coleman yes, Mr. Jones yes, Ms. Xethalis yes, Ms. Carroll yes. The motion was adopted.

Annual Reports (Action)

- **2021 Illinois Public Library Annual Report** Mr. Meyer stated this is required by law. Ms. Carroll made a motion to send this to the State of Il. Mr. Meyer will have the document electronically signed by Ms. Carroll as President, and Mr. Coleman as Secretary. Mr. Coleman made the motion to approve, seconded by Mr. Jones. Ms. Carroll requested a roll call vote. Ms. Xethalis, yes, Mr. Coleman yes, Ms. Avery yes, Mr. Jones yes, and Ms. Carroll yes. The motion was adopted.
- **2021 Trustees Report to Mayor and City Council** The Finance and Property Committee approved this report. Ms. Carroll requested a motion to approve. Ms. Xethalis made a motion to submit the report, seconded by Ms. Avery. Ms. Carroll requested a roll call vote. Ms. Xethalis, yes, Mr. Coleman yes, Ms. Avery yes, Mr. Jones yes, and Ms. Carroll yes. The motion was adopted.
- **2021 City Librarian's Report to the Board. Not required by law.** Mr. Meyer said Covid made 2021 an interesting year. This report does not require a vote. This report will need to be signed by Ms. Carroll and submitted within 60 days from the end of the fiscal year. This can go over on Monday, February 28, 2022 via the inter-office mail.

Election of Officers for 2022/2023 (Action)

Ms. Xethalis, Nominated as President

Ms. Carroll is the retiring President and resides until June of 2022. The new President term will start in July 2022. This information will be added to the By-laws.

Mr. Coleman, Nominated as Vice President.

Ms. Carroll requested a motion to accept the nominated position and to table the Secretary position until next month. Ms. Avery made the motion to accept the nominations, Mr.

Jones seconded. Ms. Carroll requested a roll call vote. Ms. Xethalis yes, Mr. Coleman yes, Ms. Avery yes, Mr. Jones yes, Ms. Carroll yes. The motion was adopted.

Committee and Liaison Appointments (Action) Ms. Xethalis noted she appreciates the rotation of the Board members attending the Friends of The Library board meetings. Ms. Carroll thinks that it's Ms. Hunts turn to go to the Friends of the Library meeting. Mr. Meyer mentioned that the Board may not be able to zoom meetings after 2/28/22 since the disaster proclamation is what allow the zoom. The Board can still have a zoom meeting if there is an exception and the parameters are met. Ms. Xethalis made a motion to accept the current slate of appointments listed: As of July 1, 2022 Ms. Xethalis will be on the Foundation, and Ms. Carroll be at large. Mr. Jones will be the Finance and Property Chair, Ms. Brunner will continue to be the Foundation liaison. Ms. Banks will be the DEI chair. Mr. Coleman will continue to chair PPPR committee. Mr. Coleman seconded the motion. Ms. Carroll requested a roll call vote. Ms. Xethalis yes, Mr. Coleman yes, Ms. Avery yes, Mr. Jones yes, Ms. Carroll yes. The motion was adopted.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:39 p.m. Ms. Xethalis made a motion to adjourn, seconded by Ms. Avery. Ms. Carroll requested a roll call vote. Ms. Avery yes, Mr. Coleman yes, Ms. Xethalis yes, Mr. Jones yes, Ms. Carroll yes. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 2/23/22



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City Librarian's Report for February 2022

Administration

- On February 4 I met with representatives from HR Source to discuss the results of the BARS meetings they held with staff. BARS stands for Behaviorally Anchored Ratings Scales. The scales pertain to the new performance evaluations for management staff.
- On the 8th I held two staff meetings.
- The week of the 14th we conducted 3 in person interviews with the finalists for the open Librarian position.
- On the 16th I participated in a meeting of the IHLS Board of Directors Nominating Committee.
- The week of the 21st I took some vacation time, but did need to come into work for a training on the 24th with HR Source (for the new evaluations), and a couple of other things.

Circulation

- **Please see statistical spreadsheet/charts.**
- There were 21 curbside pick-ups in November.
- Staff continued to work diligently to remove old periodicals, Head Page Patti Freitag deserves special mention in this effort.
- Clerks continued to work on removing expired accounts from the database. All overdue fines have been cleared.
- Taneisha and Jennifer served on DEI Engagement Committee.

Technical Services

- **See statistical spreadsheet**
- Carol Ziese continued to serve as leadership liaison for DEI Engagement Committee.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- The Children's section is collaborating with Macon County Conservation District on a StoryWalk.
- Susan Bishop worked with Young Leaders in Action to have a leader join Story Time Live for a reading.
- Susan Bishop began compiling a list of possible titles for READiculous SRP 2022 show.
- Kasey Steiling has been brainstorming a StoryWalk around DPL. She created a NF DPL Book Club brochure.

- Jess Hill was the guest lecturer at UIUC for library social work. She's working on a resource page for LGBTQIA+.
- Alissa Henkel started the process for Newsbank to add Herald and Review image edition – full-color, daily, scrollable - to our existing Newsbank “collection”.

Systems Administration

- **See spreadsheet for statistical information.**
- Matt Wilkerson developed a Friends of the Library funding Request and Follow-up online forms.
- Forms in the works are Tuition Reimbursement and Requisition for supplies.
- Matt trained Michelle Whitehead in how to post and add pages, minutes, agendas, etc. to our website.
- He assisted Friends of the Library in ordering a computer.

Archives and Special Collections (formerly Local History)

- **Please see spreadsheet for statistics.**
- This month, Becky Dampitz was on medical leave for 2 weeks. Leeann Grossman and the volunteers kept the LHR running smoothly while she was gone.
- Leeann continues to add the 2021 board minutes to Omeka. She also continues to add the Charlotte Meyer Collection to Omeka.
- Pat Riley put together two new displays for March. The one going in the display cases will be on Senator Penny Severns for Women's Month (March), and, on the back counter will be a display on autism for Autism Awareness Month (April). These two displays went up at the end of February, and will be up until the end of April.
- Chuck Flynn is scanning Franz Grossman's thesis on the Oakley Dam. The book will be returned to Franz when we're done, but we wanted to have a digital copy for the collection. The book contains material on the archaeological finds in the Oakley Reservoir which adds more information on the indigenous population that lived in and around Macon County to our collection.

Sincerely,

Rick Meyer

City Librarian

Circulation by Audience Physical & Electronic	Feb-20	Feb-21	Feb-22	% of Total	Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	Mar. 2019-Feb. 2020	Mar. 2020-Feb. 2021	Mar. 2021-Feb. 2022	Change from 2021	Change from 2020	
Number of Adult Materials Loaned	17,344	12,016	12,992	69.9%	8.1%	-25.1%	145,040	156,828	361,451	130.5%	149.2%	209,544	129,456	165,046	27%	-21%	
Number of Young Adult Materials Loaned	642	546	383	2.1%	-29.9%	-40.3%	5,283	7,301	12,436	70.3%	135.4%	9,183	4,961	7,330	48%	-20%	
Number of Children's Materials Loaned	7,237	4,790	5,204	28.0%	8.6%	-28.1%	53,984	70,117	149,690	113.5%	177.3%	97,410	50,822	69,352	36%	-29%	
Total Number of Materials Loaned	25,223	17,352	18,579		7.1%	-26.3%	204,307	234,246	523,577	123.5%	156.3%	316,137	185,239	241,728	30%	-24%	
Circulation by Material Type	Feb-20	Feb-21	Feb-22	% of Total	Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	Mar. 2019-Feb. 2020	Mar. 2020-Feb. 2021	Mar. 2021-Feb. 2022	Change from 2021	Change from 2020	
Books Loaned--Physical	15,780	10,652	11,104	59.8%	4.2%	-29.6%	118,284	148,399	323,296	117.9%	173.3%	200,855	105,904	152,917	44%	-24%	
Videos/DVDs Loaned--Physical	4,647	2,090	2,955	15.9%	41.4%	-36.4%	28,714	28,267	82,096	190.4%	28,618	185.9%	58,763	30,951	58,763	37%	-47%
Audios, Including Music Loaned--Physical	1,192	568	562	3.0%	-1.1%	-52.9%	7,322	8,289	16,432	98.2%	124.4%	15,073	5,896	8,486	44%	-44%	
Magazines/Periodicals Loaned--Physical	455	310	223	1.2%	-28.1%	-51.0%	3,083	3,067	4,670	52.3%	51.5%	5,209	2,677	3,058	14%	-41%	
Other Items Loaned--Physical	225	127	139	0.7%	9.4%	-38.2%	1,577	1,619	3,812	135.4%	141.7%	2,089	1,371	1,691	23%	-19%	
Use of Circulating Electronic Materials	2,924	3,605	3,596	19.4%	-0.2%	23.0%	45,327	44,605	94,988	113.0%	109.6%	34,148	46,773	44,625	-5%	31%	
Total	25,223	17,352	18,579		7.1%	-26.3%	204,307	234,246	525,294	124.2%	157.1%	316,137	185,239	241,728	30%	-24%	
Succesful Retrieval of Electronic Information	5,306	13,983	18,614	50.0%	33.1%	250.8%	39,210	123,484	319,674	158.9%	715.3%	35,642	56,950	133,212	134%	274%	
Electronic Content Use	8,230	17,588	22,210	59.7%	26.3%	169.9%	84,537	168,089	419,324	149.5%	396.0%	69,790	103,723	177,837	71%	155%	
Total Collection Use	Feb-20	Feb-21	Feb-22		Change from 2021	Change from 2020	2020 Total	2021 Total	2022 Projection	Projected Change from 2021	Projected Change from 2020	Mar. 2019-Feb. 2020	Mar. 2020-Feb. 2021	Mar. 2021-Feb. 2022	Change from 2021	Change from 2020	
Total Collection Use	30,529	31,335	37,193		18.7%	21.8%	243,517	357,730	844,967	136.2%	247.0%	351,779	242,189	374,940	55%	7%	
Interlibrary Loans Provided To Other Libraries	4,165	2,790	3,382	59.6%	21.2%	-18.8%	24,966	39,903	103,290	158.9%	313.7%	45,708	22,146	41,474	87%	-9%	
Interlibrary Loans Received FROM Other Libraries	3,232	2,597	2,289	40.4%	-11.9%	-29.2%	22,884	28,865	51,617	78.8%	125.6%	40,194	21,452	28,589	33%	-29%	
Total ILL Transactions	7,397	5,387	5,671		5.3%	-23.3%	47,850	68,768	154,907	125.3%	223.7%	85,902	43,598	70,063	61%	-18%	
New Patron Registrations	192	87	110		26.4%	-42.7%	2,848	1,353	3,499	158.6%	22.9%	2,443	2,690	1,330	-51%	-46%	
# of Visitors (Security Gate)	14,443	6,827	8,753		28.2%	-39.4%	78,509	78,509	257,026	227.4%	227.4%	218,863	61,175	103,760	70%	-53%	
# Visitors Lobby Counter	16,998	6,651	9,892		48.7%	-41.8%	84,502	84,502	336,107	297.8%	297.8%	112,958	61,265	121,621	99%	8%	
Local History # of visitors	80	4	22		450.0%	-72.5%	298	298	#DIV/0!	#DIV/0!	#DIV/0!	815	131	661	405%	-19%	
Adult Programs Active	562	106	216		103.8%	-61.6%	1,121	1,121	#DIV/0!	#DIV/0!	#DIV/0!	7,837	331	1,499	353%	-81%	
Adult Programs Passive	70	102	88			25.7%	1,207	1,207	4,455	269.1%	269.1%	136	1,264	2,665	111%	1860%	
Adult Programs Virtual Live	0	71	0			#DIV/0!	22	22	0	-100.0%	-100.0%	0	125	298	138%	#DIV/0!	
Adult Programs Virtual Recorded	0	0	0			#DIV/0!	193	193	#DIV/0!	#DIV/0!	#DIV/0!	0	193	1,564	710%	#DIV/0!	
YA Programs Active	0	0	0			#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	694	0	0	#DIV/0!	-100%	
YA Programs Passive	36	49	11			-69.4%	409	409	165	-59.8%	-59.8%	55	438	321	-27%	484%	
YA Virtual Live	0	0	0			#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	#DIV/0!	
YA Virtual Recorded	0	0	0			#DIV/0!	57	57	#DIV/0!	#DIV/0!	#DIV/0!	0	57	0	-100%	#DIV/0!	
Children's Programs Active	327	0	76			#DIV/0!	1,354	1,354	#DIV/0!	#DIV/0!	#DIV/0!	17,582	453	982	117%	-94%	
Children's Programs Passive	435	111	302			-30.6%	2,599	2,599	18,838	624.8%	624.8%	804	2,028	4,107	103%	411%	
Children's Virtual Live	0	92	130			#DIV/0!	185	185	1,256	578.7%	578.7%	0	333	593	78%	#DIV/0!	
Children's Virtual Recorded	0	0	0			#DIV/0!	5,141	5,141	#DIV/0!	#DIV/0!	#DIV/0!	0	5,396	186	-97%	#DIV/0!	
Total Programs	1,430	531	823		55.0%	-42.4%	12,288	12,288	31,413	155.6%	155.6%	27,108	10,618	12,215	15%	-55%	
Public Sessions	2,685	1,121	1,366		21.9%	-49.1%	14,620	14,620	51,706	253.7%	253.7%	34,748	11,096	20,310	83%	-42%	
Wireless Sessions	1,185	311	821		164.0%	-30.7%	5,691	5,691	55,615	877.2%	877.2%	13,467	3,599	10,778	199%	-20%	
Website Sessions	10,747	11,039	10,254		-7.1%	-4.6%	113,083	113,083	257,767	127.9%	127.9%	128,947	114,648	128,229	12%	-1%	
Unique Visits	6,933	6,216	6,127		-1.4%	-11.6%	63,468	63,468	151,390	138.5%	138.5%	81,625	62,671	74,253	18%	-9%	
Page Views	42,437	42,989	38,418		-10.6%	-9.5%	485,031	485,031	975,861	101.2%	101.2%	510,876	477,900	501,260	5%	-2%	
Self Checks	8,386	3,335	5,111		53.3%	-39.1%	43,324	43,324	187,940	333.8%	333.8%	112,313	31,523	65,151	107%	-42%	
Percentage of Self Checks	0	0	0														
Assists Adult	3,641	3,641	2,346		-35.6%	-35.6%	22,718	22,718	41,102	80.9%	80.9%	45,034	20,844	30,045	44%	-33%	
Assists Children	1,411	1,411	1,029		-27.1%	-27.1%	9,181	9,181	17,738	93.2%	93.2%	15,704	8,390	12,357	47%	-21%	
Assists Local history	191	48	105		118.8%	-45.0%	956	956	7,059	638.4%	638.4%	1,937	638	1,553	143%	-20%	
IT help calls	75	110	87		-20.9%	16.0%	1,154	1,154	2,744	137.8%	137.8%	1,104	1,229	1,470	20%	33%	
Searches in Catalog	96,270	19,810	16,816		-15.1%	-82.5%	848,610	848,610	402,864	-52.5%	-52.5%	868,813	723,331	208,980	-71%	-76%	
Number of Items processed	2,173	1,696	1,239		-26.9%	-43.0%	18,575	18,575	33,445	80.1%	80.1%	23,611	17,680	20,997	19%	-11%	
Number of Items Withdrawn from Collection	1,841	2,467	1,280		-48.1%	-30.5%	19,237	19,237	15,935	-17.2%	-17.2%	17,061	20,454	17,556	-14%	3%	
Number of mended items	368	163	143		-12.3%	-61.1%	2,189	2,189	6,783	209.9%	209.9%	4,183	1,955	3,439	76%	-18%	
Number of items ordered	990	851	551		-35.3%	-44.3%	8,213	8,213	14,310	74.2%	74.2%	10,155	7,818	8,422	8%	-17%	
Number of records added to database	1,805	1,533	1,096		-28.5%	-39.3%	15,824	15,824	27,222	72.0%	72.0%	19,428	15,163	17,558	16%	-10%	

Remote Work Policy

Policy brief & purpose

Decatur Public Library's **remote work policy is designed** to make sure that working from home is beneficial to our employees and library.

Scope

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy. But, employees who carry out most of their work on a computer can occasionally work off-site.

Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- When experiencing mild but potentially contagious illness.
- Other medical issues.
- Temporary childcare issues.
- Temporary transportation issues
- Other emergencies

Work from home arrangements can be made no more than 12 working days per calendar year.

Other reasons for working from home depend on employees and managers' judgement.

How to determine whether an employee can work from home

We advise both employees and managers to consider these elements before asking/approving work from home:

Requesting Work from Home Procedure

When employees plan to work from home, this procedure must be followed:

- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons should file their request as soon as possible, so managers can consider and approve it.

Compensation and benefits

Usually, work from home arrangements don't affect employees' employment terms. If working from home has any effect on compensation and benefits, then HR is responsible to create a new contract.



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ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT **LOCAL HISTORY COLLECTION POLICY**

Mission

The Local History Room at the Decatur Public Library will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Decatur, its inhabitants, government, environment, businesses, institutions and organizations. Materials related to the history of Macon County, its communities and Illinois will also be maintained in cooperation with other historical, genealogical, archival and library collections in the area.

Collection Statement

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, and scrapbooks of historical materials that relate to Decatur and its environs. Emphasis will be placed on documenting the creation of city and county government, settlement, industry, commerce, education, recreation, and historically significant individuals as well as the history of civic, religious, cultural and social organizations. Found in the collection in various physical formats are: organization minutes, letters, yearbooks, periodicals, newsletters, demographic information, city directories, phonebooks, reports, studies, plans, obituaries, local histories, maps and plats, and images. (~~August 2011~~)

Selection Criteria

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to Decatur and Macon County history
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality of physical form of material
- Ease of use for patrons
- Cost to preserve, store and process
- Security requirements to store and/or display
- Restrictions by donor

Items may be accepted in any format, including manuscript, printed, or digital. Photographs and documents may be removed from their frames if accepted into the collection. Three dimensional artifacts will not be accepted by the Library unless they can be properly housed and are deemed appropriate to the collection.

The Library reserves the right to refuse an offered donation. The Library will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke,

or dirt. The Library may also decide not to accept items which it cannot properly store, display, or otherwise care for. The Library will assist the donor in finding a more suitable institution for their material.

Additions to the Collection

Because history is created daily, materials that enhance the mission of the Local History Collection and meet the selection criteria will be accepted by the library. The Local History Room staff/volunteers will not create any new historical documents, only collect, preserve, and make accessible those created by other people and/or organizations. In order to establish the transfer of ownership, the Library requests that a deed of gift be completed by the donor/representative and the Local History Librarian/Archivist. The deed of gift documents the donation of property and transfer of copyright (if applicable) to the Library, and is signed by the donor. It also includes a complete description of the donated item and information regarding past ownership of that item. The deed of gift also establishes conditions (if any) governing the transfer of the title from the donor to the Library. Once the deed of gift is signed by the donor, the donated item becomes the property of the Library. Loans for exhibits may be asked for from time to time, but no permanent material loans will be accepted by the Local History Room.

The Library will only accept material with access-limiting restrictions when the restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded on the deed of gift, and will be adhered to by the Library. All restrictions will specify a date when full access will be granted.

The Library reserves the right to decide how the donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection (especially photographs and negatives) may be scanned and placed on the Internet for viewing, may be moved from the local history collection to other sections of the library, may be sold, or may be transferred to another library (See Reappraisal and Deaccession).

Reappraisal and Deaccession

From time to time, the Local History Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to appropriate institutions or return them to the donor, depending on requirements of the donor's deed of gift.

Care of Collections

The Local History Room at the Decatur Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. A finding aid (a description of a collection with a content list) will be prepared for each collection, and will be accessible to the public. The materials in each collection are organized according to the original order (when applicable), and placed in archival containers. The Local History Room will follow the security practices and disaster planning set by the Library to protect the collection from potential loss or damage.

Monetary Appraisals

The Library will not conduct any monetary appraisals for donors.

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: 2018



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Program Policy

Purpose

- The Program Policy reflects the diverse needs of the Decatur community and the Library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- The Library believes that programs are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and interests through this content.
- Through our programs we work to facilitate equitable experiences for engagement, education, and inspiration.

Principles

- The Library strives to achieve broad participation in its services, including attendance at and participation in programs. The Library's programs, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, speakers, hosts, or partners will not be cause for automatic inclusion *or* exclusion. Each program will be selected on its individual merit and role in the Strategic Plan. Decatur Public Library does not promote all of the ideas found in its programs nor the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- The Library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the Library upholds the American Library Association's [Library Bill of Rights](#) position statement, including the [Freedom to View](#) and [Freedom to Read](#).
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

Responsibility for Programs

Ultimate responsibility for programs rests with the City Librarian who operates within a framework of policies established by the Decatur Public Library Board of Trustees. The City Librarian delegates responsibility for Programs to the Head of Programs, Resources and

Services. He or she may delegate responsibility for selection and maintenance of specific programs to various staff members, operating within the guidelines provided by the Policy.

Scope

The Library develops meaningful programs that are positioned to meet the needs and interests of the community as measured by attendance and surveys; and less formal inputs via conversations with the community and professional insights in the course of community engagement.

Selection

Program selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Staff professional expertise
- Availability of vetted volunteers
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

Discontinuation of Serial Programs

Ongoing evaluation and review of library programs is necessary to maintain a viable use of space and time that meets the Library's needs and is of current interest to patrons. The Library will at least every six months evaluate all ongoing programs to assess continuing viability. Criteria will include attendance, participant feedback, perceived impact, and alignment with the Library's Strategic Plan, Mission, Vision, and Values.

Volunteer Led Programs

Decatur Public Library encourages and accepts donations of time and expertise to lead programs, with the understanding that the decision whether to conduct a program will be based on the above criteria and the Library reserves the right to not accept any volunteer program.

Reconsideration of Library Programs

Any citizen may request that the Library reconsider programs. Requests must be made in writing on the form provided for this purpose, *Request for Reconsideration of Programs* (see attached). The

City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month or sooner if the time frame requires. In no cases will a reconsideration of a program occur if the request for reconsideration is received less than one week prior to the program. The City Librarian will use the findings of the committee to assist his or her decision regarding the retention of the program. The City Librarian shall include information on any formal complaints, and his or her decision with regard to the challenged programs, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

Review of Policy

This policy will be reviewed by the Board of Trustees at least once every three years.

Approved by Decatur Public Library Board of Trustees April 18, 2019

DATE: 3/3/2022
TIME: 9:25:40AM

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER

FOR INVOICES FROM 2/1/2022 TO 2/28/2022

<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					
145304	2/1/2022 12:00:00 AM	AMERICAN LIBRARY ASSOCIATION	2022 MEMBERSHIP ID# 1254750	283.00	MEMBERSHIP FEES
145309	2/1/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	3,560.18	OFFICE SUPPLIES
145310	2/1/2022 12:00:00 AM	BAYSCAN TECHNOLOGIES	2D AREA IMAGER/USB KITW/ CABLE AND STAND	1,656.00	SMALL CAPITAL ITEMS
145339	2/1/2022 12:00:00 AM	GE MONEY BANK/AMAZON	ACCT 8641	1,040.37	BOOKS & PERIODICALS
145344	2/1/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC	SOC WORK JESSICA HILL SUB CONT	980.90	OTHER LIBRARY GRANT EXPENSE
145360	2/1/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	1,483.77	OFFICE SUPPLIES
145374	2/1/2022 12:00:00 AM	SCHOLASTIC LIBRARY PUBLISHING	PRIZE BOOKS/CHILDRENS WINTER READING PROGRAM	708.20	OTHER LIBRARY GRANT EXPENSE
145377	2/1/2022 12:00:00 AM	SHAWNEE COMMUNITY COLLEGE	LOST OR DAMAGED MATERIALS	19.00	LOST OR DAMAGED BOOKS
145400	2/8/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	619.62	OFFICE SUPPLIES
145407	2/8/2022 12:00:00 AM	BOOKPAGE	PERIODICAL SUBSCRIPTION	390.00	BOOKS & PERIODICALS
145412	2/8/2022 12:00:00 AM	CHARLESTON CARNEGIE PUBLIC LIBRARY	LOST OR DAMAGED MATERIALS	11.00	LOST OR DAMAGED BOOKS
145414	2/8/2022 12:00:00 AM	CINDY'S DELIGHT	CATERING FOR LOCAL HISTORY VOLUNTEERS	120.00	OTHER LIBRARY GRANT EXPENSE
145418	2/8/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	JAN 15 - JAN 31'22	220.19	POSTAGE

145429	2/8/2022	12:00:00 AM	EBSICO INDUSTRIES, INC DATABASE PACKAGE	8,171.00	BOOKS & PERIODICALS
145435	2/8/2022	12:00:00 AM	FORSYTH PUBLIC LIBRARY LOST OR DAMAGED MATERIALS	76.88	LOST OR DAMAGED BOOKS
145436	2/8/2022	12:00:00 AM	GALE GROUP, INC. 2022 STANDING ORDER PLAN	9,432.00	BOOKS & PERIODICALS
145440	2/8/2022	12:00:00 AM	GLEN CARBON CENTENNIAL LIBRARY DISTRICT LOST OR DAMAGED MATERIALS	39.99	LOST OR DAMAGED BOOKS
145459	2/8/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	49.99	BOOKS & PERIODICALS
145498	2/8/2022	12:00:00 AM	WATTS COPY SYSTEMS FOL PAYING FOR PRINTER USE DURING TAX SEASON	75.00	OTHER LIBRARY GRANT EXPENSE
145499	2/8/2022	12:00:00 AM	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	614.46	SERV-OFFICE EQUIPMENT
145509	2/15/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,106.30	OFFICE SUPPLIES
145510	2/15/2022	12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	12.00	OFFICE SUPPLIES
145544	2/15/2022	12:00:00 AM	GALE GROUP, INC. 8 LARGE PRINT BOOKS	173.52	BOOKS & PERIODICALS
145550	2/15/2022	12:00:00 AM	HERALD & REVIEW 2 SUBSCRIPTIONS FOR 2022	1,240.00	BOOKS & PERIODICALS
145553	2/15/2022	12:00:00 AM	HR SOURCE JAN'22 PERFORMANCE WORK/PROJECT COMPETENCY	6,000.00	PROFESSIONAL SERVICES
145565	2/15/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	908.78	OTHER LIBRARY GRANT EXPENSE
145581	2/15/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	603.38	OFFICE SUPPLIES
145600	2/15/2022	12:00:00 AM	PAETEC ACCT 633318933001 ACCT 633292627001	132.44	TELEPHONE
145614	2/15/2022	12:00:00 AM	STRIGLOS/HAINES & ESSICK MANILA FOLDERS	80.99	OTHER LIBRARY GRANT EXPENSE

145634	2/15/2022	12:00:00 AM	WORLD BOOK, INC	482.98	BOOKS & PERIODICALS
			VOLUMES 6		
			VOLUME 8		
			VOLUMES 5 & 6		
145652	2/22/2022	12:00:00 AM	BAKER & TAYLOR CO	4,012.38	OFFICE SUPPLIES
			BOOKS AND ENTERTAINMENT 2022		
145667	2/22/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES	224.78	POSTAGE
			FEB 1 - FEB 15'22		
145697	2/22/2022	12:00:00 AM	KANOPI	512.00	BOOKS & PERIODICALS
			LIBRARY STREAMING SERVICE		
145703	2/22/2022	12:00:00 AM	LIBRARY IDEAS, LLC	87.90	BOOKS & PERIODICALS
			VOX BOOKS		
145712	2/22/2022	12:00:00 AM	MIDWEST TAPE, LLC	4,529.07	OFFICE SUPPLIES
			AV AND STREAMING SERVICES		
145721	2/22/2022	12:00:00 AM	PEERLESS NETWORK, INC	510.97	TELEPHONE
			ACCT 1212890		
145727	2/22/2022	12:00:00 AM	RAILS	750.00	MEMBERSHIP FEES
			ILLINOIS LIBRARY PRESENT JAN-JUN'22		
923004853	2/15/2022	12:00:00 AM	REGIONS/CREDIT CARD	969.00	MEMBERSHIP FEES
			ACCT 3978		
35 LIBRARY FUND Total				52,888.04	
59 LIBRARY TRUST FUNDS					
145509	2/15/2022	12:00:00 AM	BAKER & TAYLOR CO	32.33	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2022		
145581	2/15/2022	12:00:00 AM	MIDWEST TAPE, LLC	12.59	BOOKS & PERIODICALS
			AV AND STREAMING SERVICES		
145652	2/22/2022	12:00:00 AM	BAKER & TAYLOR CO	16.38	BOOKS & PERIODICALS
			BOOKS AND ENTERTAINMENT 2022		
145687	2/22/2022	12:00:00 AM	GIGGLES, INC	650.00	MISCELLANEOUS EXPENSE
			260 READING GIFT CERTIFICATE COOKIES		
59 LIBRARY TRUST FUNDS Total				711.30	
WARRANT TOTAL:				53,599.34	

DPL FY 2022 Budget Report

Prepared: March 2, 2022

At the end of February 17% of the year has passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ -	0.0%	\$ 50,732.01	-100.0%
All Other	\$ 1,292,562	31.3%	\$ 208,347.23	16.1%	\$ 154,889.34	34.5%
Total Revenue	\$ 4,134,562		\$ 208,347.23	5.0%	\$ 205,621.35	1.3%

Expense

% Expended

Personnel

Payroll	\$ 1,644,156		\$ 243,068.99		\$ 247,354.09	-1.7%
Benefits	\$ 870,336		\$ 143,830.74		\$ 118,056.72	21.8%
	\$ 2,514,492	60.7%	\$ 386,899.73	15.4%	\$ 365,410.81	5.9%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 78,446.47	32.0%	\$ 62,370.61	25.8%
Per Capita	\$ 104,020		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,500.00		\$ 146.87	5.9%	\$ 140.92	n/a
Total Materials	\$ 351,520	9.3%	\$ 78,593.34	22.4%	\$ 62,511.53	25.7%

Professional Services

Professional Services	\$ 102,000		\$ 7,225.53	7.1%	\$ 25,230.55	-71.4%
Temp Agency	\$ 500		\$ 2,002.00	400.4%	\$ 6,672.87	-0.69998
Bank Service Charges	\$ 150		\$ 21.94	14.6%	\$ 232.19	-0.90551
Total	\$ 102,650	2.7%	\$ 9,249.47	9.0%	\$ 32,135.61	-71.2%

Allocations

Administrative Fee	\$	108,864		\$	18,144.00	16.7%	\$	92,904.00	-80.5%
MIS	\$	36,684		\$	6,114.00	16.7%	\$	39,000.00	-84.3%
	\$	145,548	3.8%	\$	24,258.00	16.7%	\$	131,904.00	-81.6%

Grants

Other grants	\$	75,000		\$	4,191.06	5.6%	\$	6,008.64	-30.2%
	\$	75,000	2.0%	\$	4,191.06	5.6%	\$	6,008.64	-30.2%

Advertising	\$	500	0.01%	\$	100.00	20.0%	\$	712.00	-86%
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	766.37	15.3%	\$	6,731.23	-88.6%
Service to Office Equipment	\$	27,000		\$	1,416.57	5.2%	\$	20,437.22	-93.1%
Telephone	\$	27,000		\$	2,744.99	10.2%	\$	15,756.08	-82.6%
Software	\$	50,000		\$	-	0.0%	\$	42,113.15	-100.0%
Office Supplies	\$	40,000		\$	1,912.69	4.8%	\$	20,711.06	-90.8%
Small Capital	\$	45,000		\$	-	0.0%	\$	28,211.39	-100.0%
	\$	194,000	5.1%	\$	6,840.62	3.5%	\$	133,960.13	-94.9%

Staff Development

Conferences/Training/Travel	\$	20,000		\$	-	0.0%	\$	7,198.76	-100.0%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	2,002.00	4.0%	\$	53,095.09	-96.2%
	\$	74,000	2.0%	\$	2,002.00	2.7%	\$	60,293.85	-96.7%

Insurance

Unemployment	\$	1,056		\$	176.00	16.7%	\$	1,344.00	-86.9%
Risk Management	\$	95,724		\$	15,954.00	16.7%	\$	76,896.00	-79.3%
	\$	96,780	2.6%	\$	16,130.00	16.7%	\$	78,240.00	-79.4%

Building Costs

Rent	\$ 589,583.00	\$ 98,230.00	16.7%	\$ 575,004.00	-82.9%	
Supplies	\$ 150	\$ -	0.0%	\$ -	#DIV/0!	
Maintenace	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	
Total Building	\$ 589,733	15.6%	\$ 98,230.00	\$ 575,004.00	-82.9%	
Total Operations/Services	\$ 1,629,731	43.1%	\$ 239,594.49	14.7%	\$ 1,080,769.76	-77.8%
Total Expenses	\$ 4,144,223	\$ 626,494.22	15.1%	\$ 1,446,180.57	-56.7%	
Revenue Minus Expense	\$ (9,661)	\$ (418,146.99)		\$ (1,240,559.22)	-66.3%	

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet / Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73			\$ 1,133,040.73
4/1/2022				\$ -
5/1/2022				\$ -
6/1/2022				\$ -
7/1/2022				\$ -
8/1/2022				\$ -
9/1/2022				\$ -
10/1/2022				\$ -
11/1/2022				\$ -
12/1/2022				\$ -
1/1/2023				

Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
3/1/2022	\$ 533,466.61			
4/1/2022	\$ -			
5/1/2022	\$ -			

6/1/2022	\$	-
7/1/2022	\$	-
8/1/2022	\$	-
9/1/2022	\$	-
10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

**Trust Accounts
Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2022	\$ 58,479.83			
4/1/2022	\$ -			
5/1/2022	\$ -			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

**Meyer
Date**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 51,488.14	\$ -	\$ 7,123.57	\$ 44,364.57
2/1/2022	\$ 44,364.57	\$ -	\$ (1,474.16)	\$ 45,838.73
3/1/2022	\$ 45,838.73			
4/1/2022	\$ -			
5/1/2022	\$ -			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			

10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23			
4/1/2022	\$ -			
5/1/2022	\$ -			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at Ending
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ - \$ 1,722,760.71
3/1/2022	\$ 1,722,760.71			
4/1/2022				
5/1/2022				
6/1/2022				
7/1/2022				
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				