



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, February 20, 2020

4:30 p.m.

Decatur Public Library Board Room

I. Call to order – Donna Williams

II. Approval of agenda

III. Approval of minutes for January 16, 2019 Meeting

IV. 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

VI. Reports of committees

A. Personnel, Policy & Public Relations Committee—Samantha Carroll

- i. Equity, Diversity, Inclusion (Discussion)
- ii. Volunteer Policy (Action)
- iii. Implementation of Volunteer Policy (Action)
- iv. FOIA Report (Discussion)
- v. Personnel Update (Discussion)
- vi. Public Relations/Marketing Plan (Discussion)
- vii. Strategic Plan (Discussion)
- viii. Drug- and Alcohol-Free Workplace Policy (Discussion)
- ix. Procedure for Determining On-the-Job Intoxication—Alcohol and Drugs (Discussion)

- x. Other

B. Finance and Properties Committee—Amy Stockwell

- i. Capital Needs (Discussion)
- ii. Space Plan (Discussion)
- iii. January 2020 Check Register (Action)
- iv. 2020 Budget Review (Discussion)
- v. 2020 Projection (Discussion)
- vi. Other

C. Foundation—Rick Meyer

- i. Annual Appeal Report

D. Friends of the Library—Donna Williams

- i. February 13 meeting

F. Illinois Heartland Library System—Rick Meyer

- i. No report

VII. Old Business

- i. Other

VIII. New Business

- i. Other

IX. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 3: Personnel

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 MEETING MINUTES JANUARY 16, 2020

CALL TO ORDER

Board President, Donna Williams called the regular meeting of the Decatur Public Library Board of Trustees to order at 4:30 p.m. The meeting was held in the Board Room on the 2nd floor at Decatur Public Library at 130 N. Franklin St. Decatur, Illinois.

ROLL CALL

Members Present: Donna Williams, Amy Stockwell, Gregg Zientara, Louise Greene, Sofia Xethalis, Michael Sexton

Members Absent: Dr. Ngozi Onuora, Samantha Carroll

Library Staff Present: Rick Meyer, Executive Director, Robert Edwards, Asst. Director

AGENDA

There was a motion to approve the agenda with changes, by Greg Zientara, seconded by Michael Sexton, motion carried.

MINUTES

There was a motion to approve the minutes by Greg Zientara, seconded by Louise Greene, motion carried.

WRITTEN CORRESPONDENCE TO THE BOARD

None

COMMENTS FROM THE AUDIENCE

Marc Girdler- Mr. Girdler expressed his displeasure with the director, library expenditures and the use of tax dollars.

REPORT OF THE EXECUTIVE DIRECTOR

Rick Meyer reported on library operations during the month of December. He reported on the circulation statistics of the physical and electronic materials. He announced that one of the database stats on one of the reports was inaccurate. Amy Stockwell said that it might be helpful to add database classes. Rick reported that Alissa Henkel and Carol Ziese had hosted a TEDX

session last month. He said the attendance at these programs are growing. He said Tabitha Bilyeu and Sue Bishop were working with the Crossing. Amy said that she is pleased to hear that the library is working with the Crossing, she felt it would be a good partnership. Rick reported that the gate counter had been recalibrated by Bibliotheca. He said the programming stats were slightly down. He said that almost all the Friends volunteers showed up for the Friend's volunteer dinner.

PERSONNEL, POLICY AND PUBLIC RELATIONS

FOIA Reports

Donna Williams said that Rick Meyer had provided the FOIA requests and responses were in the packet were just for information.

Personnel

Donna Williams asked Rick Meyer to give a personnel update. Rick Meyer said a formal request had been made to the City for personnel, subsequently the open positions had been posted.

Equity Diversity and Inclusion

Rick Meyer said the library had began the first steps of creating a diversity committee. He said Robert Edwards was the chair for the committee.

FINANCE AND PROPERTIES

Amy Stockwell announced that the Finance and Properties committee had met recently. She said one topic of discussion was identifying the capital needs of the library.

Space Plan

Amy said that Rick Meyer and Robert Edwards are currently working on additional financing for the project. She discussed the Space Planning committee formed by Rick.

January 2020 Check Register

Amy said that travel expenses had been previously approved, currently there were no expenses to approve. There was a motion to approve the check register by Amy Stockwell, seconded by Louise Greene, unanimously approved.

2020 Budget Review and Projection

Amy reported that the revenue had exceeded expenses and some funds had been transferred to the capital reserve. She reported that tax revenue and other revenue for the year had been good and that payroll and benefits expenses were below budget. Rick said it was a good year, the library ended up in a good place. Rick discussed some of the specifics of the budget.

Other

Rick Meyer reported on a recent sewer issue in the circulation area.

FOUNDATION

Rick Meyer said that approximately \$8000.00 had been received from the Annual Appeal. He said that Dynagraphics would be coming to update the donor board in the lobby. Amy Stockwell asked if the library was going to do something special to recognize the donors. There was discussion about how to recognize those who have donated.

FRIENDS OF THE LIBRARY

Donna Williams reported that the Friends are in the process of reorganizing their secretary and treasury positions. She said they approved, Tourney of Books, Baby Talk, JR Readiculous t-shirts, and a staff appreciation meeting. She reported that the group is working on reorganizing the by-laws. She said they had discussions on diversity during their meeting. Rick Meyer said that some of the members of the Friends mentioned that they enjoyed the report format and information given by Donna.

IHLS

No report

TRUSTEES FACT FILE

Rick Meyer reported that he had received some good feedback from the board about the fact files. He said, reviewing the information fulfilled a requirement on the Per Capita grant and would help in maintaining the focus on the strategic plan.

2020/2021 MEETING SCHEDULE

Amy Stockwell made a motion to adopt the 2020/2021 meeting schedule with the suggested change, seconded by Michael Sexton, unanimously approved

NOMINATING COMMITTEE

Rick Meyer said they would need a nominating committee of one or two people to come up with a slate of officers to appoint. It was suggested that Donna Williams and Michael Sexton work on the committee.

SERVING OUR PUBLIC STANDARDS FOR ILLINOIS PUBLIC LIBRARY

CHAPTER 2: Governance and Administration.

Rick Meyer said the library easily meets the requirements on the checklist. He said the library could probably do better on trustee training. He explained one of the benefits of being an American Library Association (ALA) member was the opportunities for training. Michael Sexton asked about the new trustees. Rick said Bob Smith had said no and they were still waiting for a response for Stacey Young. Greg Zientara asked when the seat expired, Rick answered 2022

2020-01: ADJOURNMENT

There was a motion to adjourn by Michael Sexton at 5:26 pm, seconded by Amy Stockwell, unanimously approved.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approval pending (draft 2/6/2019)

Chapter 3 [Personnel]

A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent. The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.
Example: In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12. $\$40,160/10 = \$4,016 \times 12 = \$48,192$. (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; www.isbe.state.il.us/research/htmls/teacher_salary.htm)
The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

Chapter 3 [Personnel]

11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]
Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]
Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]
Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]
Civil Rights Act (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws include:

Environment Barriers Act [410 ILCS 25/1 *et seq.*]
Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]
Open Meetings Act [5 ILCS 120/1 *et seq.*]
Illinois Freedom of Information Act [5 ILCS 140/1 *et seq.*]
Local Records Act [50 ILCS 205/1 *et seq.*]
State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]
Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]
Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]
Minimum Wage Act [820 ILCS 105/1 *et seq.*]
Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]
Disclosure of Economic Interests Act [5 ILCS 420/4A-101 *et seq.*]
Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]
Local Governmental Employee Political Rights Act [50 ILCS 135/1 *et seq.*]
Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]
Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]
School Visitation Rights Act [820 ILCS 147 *et seq.*]
Identity Protection Act [5 ILCS 179/1 *et seq.*]

PERSONNEL CHECKLIST

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has a long-range/strategic plan.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

BIBLIOGRAPHY

- Curzon, Susan Carol. *Managing Change: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2005.
- Metz, Ruth. *Coaching in the Library*. 2nd ed. Chicago: American Library Association, 2010.
- Singer, Paula M. and Laura L. Francisco. *Developing a Compensation Plan for Your Library*. 2nd ed. Chicago: American Library Association, 2009.
- Stanley, Mary. *Managing Library Employees*. New York: Neal-Schuman, 2008.
- Stueart, Robert D. and Maureen Sullivan. *Developing Library Leaders: A How-to-Do-It Manual for Coaching, Team Building, and Mentoring Library Staff*. New York: Neal-Schuman, 2010.
- Trotta, Marcia. *Supervising Staff: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2006.

WEBSITES

American Library Association
www.wikis.ala.org/professionaltips
www.ala-apa.org/

Circulation by Audience Physical & Electronic	Jan-19	Jan-20	% of Total	Change	2019 Total	2020 Projection	Projected change	Feb 2018-Jan 2019	Feb 2019-Jan 2020	% of Total	Change
Number of Adult Materials Loaned	18,183	16,829	69.2%	-7.4%	210,311	195,686	-7.0%	221,957	208,957	66.2%	-5.9%
Number of Young Adult Materials Loaned	671	580	2.4%	-13.6%	9,272	8,056	-13.1%	11,037	9,181	2.9%	-16.8%
Number of Children's Materials Loaned	6,622	6,915	28.4%	4.4%	96,991	101,691	4.8%	97,537	97,284	30.8%	-0.3%
Total Number of Materials Loaned	25,476	24,324		-4.5%	316,574	305,433	-3.5%	330,531	315,422		-4.6%

Circulation by Material Type (Physical only)	Jan-19	Jan-20	% of Total	Change	2019 Total	2020 Projection	Projected change	Feb 2018-Jan 2019	Feb 2019-Jan 2020	% of Total	Change
Books Loaned--Physical	15,778	15,288	57.2%	-3.1%	201,408	196,000	-2.7%	214,099	200,918	57.7%	-6.2%
Videos/DVDs Loaned--Physical	5,146	4,835	18.1%	-6.0%	59,688	56,221	-5.8%	61,496	59,377	17.0%	-3.4%
Audios, Including Music Loaned--Physical	1,160	1,163	4.4%	0.3%	14,977	15,104	0.8%	17,615	14,980	1.5%	-15.0%
Magazines/Periodicals Loaned--Physical	439	432	1.6%	-1.6%	5,215	5,143	-1.4%	6,046	5,208	1.5%	-13.9%
Other Items Loaned--Physical	138	208	0.8%	50.7%	1,919	2,889	50.5%	723	1,989	0.6%	175.1%
Use of Circulating Electronic Materials	2,815	2,398	9.0%	-14.8%	33,367	28,548	-14.4%	30,552	32,950	9.5%	7.8%
Total Physical Item Circulation	25,476	24,324		-4.5%	316,574	303,904	-4.0%	330,531	315,422		-4.6%

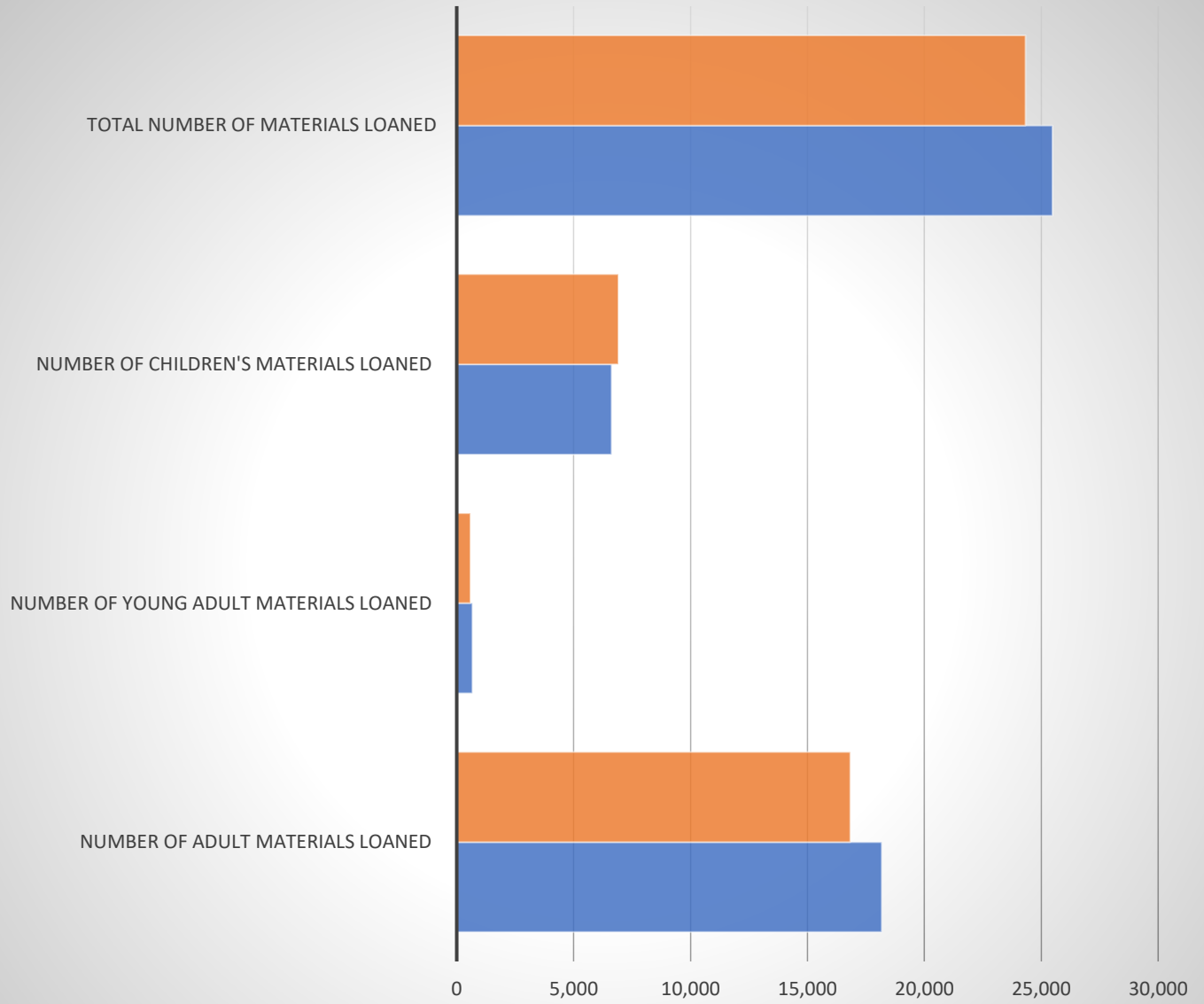
Total Circulation of Materials	28,291	26,722		-5.5%	349,941	332,452	-5.0%	361,083	348,372		-3.5%
Successful Retrieval of Electronic Information	2,969	2,805	9.5%	-5.5%	32,863	31,167	-5.2%	34,387	32,699	8.6%	-4.9%
Electronic Content Use	5,784	5,203	17.6%	-10.0%	66,230	59,714	-9.8%	64,939	65,649	17.2%	1.1%
Total Collection Use	Jan-19	Jan-20						Feb 2018-Jan 2019	Feb 2019-Jan 2020		
Total Collection Use	31,260	29,527		-5.5%	382,804	363,618	-5.0%	395,470	381,071		-3.6%

	Jan-19	Jan-20	% of Total	Change	2019 Total	2020 Projection	Projected change	Feb 2018-Jan 2019	Feb 2019-Jan 2020	12-Month ' Change	
Interlibrary Loans Provided To Other Libraries	4,788	4,306	58.0%	-10.1%	46,259	41,404	-10.5%	51,057	45,777	53.2%	-10.3%
Interlibrary Loans Received FROM Other Libraries	3,246	3,120	42.0%	-3.9%	40,336	39,000	-3.3%	40,124	40,210	46.8%	0.2%
Total ILL Transactions	8,034	7,426		-7.6%	86,595	80,404	-7.1%	91,181	85,987		-5.7%

	Jan-19	Jan-20	% of Total	Change	2019 Total	2020 Projection	Projected change	Feb 2018-Jan 2019	Feb 2019-Jan 2020	12-Month ' Change
New Patron Registrations	188	214		13.8%	2451	2779	13.4%	2691	2477	-8.0%
# of Visitors (Security Gate)	18382	0		-100.0%	229935	0	-100.0%	233990	211553	-9.6%
# Visitors Lobby Counter	n/a	0		#VALUE!	79903	0	-100.0%	#VALUE!	79903	#VALUE!
Local History # of visitors	58	91		56.9%	762	1197	57.1%	1015	795	-21.7%
Adult Programs Active	718	703		-2.1%	7419	8271	11.5%	9835	8457	-14.0%
Adult Programs Passive	0	0			1309	0	-100.0%	0	0	#DIV/0!
YA Programs Active	30	19		-36.7%	94	528	461.5%	470	818	74.0%
YA Programs Passive	0	0			771	0	-100.0%	0	0	#DIV/0!
Children's Programs Active	1039	1593		53.3%	13362	29500	120.8%	11927	19664	64.9%
Children's Programs Passive	0	0			6707	0	-100.0%	0	0	#DIV/0!
Total Programs	1787	2315		29.5%	29662	30028	1.2%	22232	28939	30.2%
Public Sessions	2742	2641		-3.7%	34947	33859	-3.1%	37828	34846	-7.9%
Wireless Sessions	595	1296		117.8%	11687	25412	117.4%	6164	12388	101.0%
Website Sessions	10200	11369		11.5%	126997	142113	11.9%	111615	128166	14.8%
Unique Visits	6270	7329		16.9%	78796	91613	16.3%	65260	79855	22.4%
Page Views	16620	56298		238.7%	445386	1521568	241.6%	185530	485064	161.4%
Self Checks	8901	8523		-4.2%	113374	107886	-4.8%	121773	112996	-7.2%
Percentage of Self Checks	45.6%	0.446862		-0.9%	46.4%	0	-100.0%			0.0%
Assists Adult	3847	3692		-4.0%	45411	43435	-4.4%	47486	45256	-4.7%
Assists Children	1440	1485		3.1%	15761	16319	3.5%	12914	15806	22.4%
Assists Local history	163	202		23.9%	1891	2349	24.2%	2038	1930	-5.3%
IT help calls	82	70		-14.6%	1041	875	-15.9%	565	1029	82.1%

Searches in Catalog	82800	81137	-2.0%	774206	1014213	31.0%	524893	772543	47.2%
Number of Items processed	2069	2024		23490	23000	-2.1%	2069	23445	1033.2%
Number of Items Withdrawn from Collection	2250	1927		18567	15926	-14.2%	2250	18244	710.8%
Number of mended items	334	357		4161	4463	7.2%	334	4184	1152.7%
Number of items ordered	945	999		9698	10299	6.2%	945	9752	932.0%
Number of records added to database	1735	1667		19329	18522	-4.2%	1735	19261	1010.1%

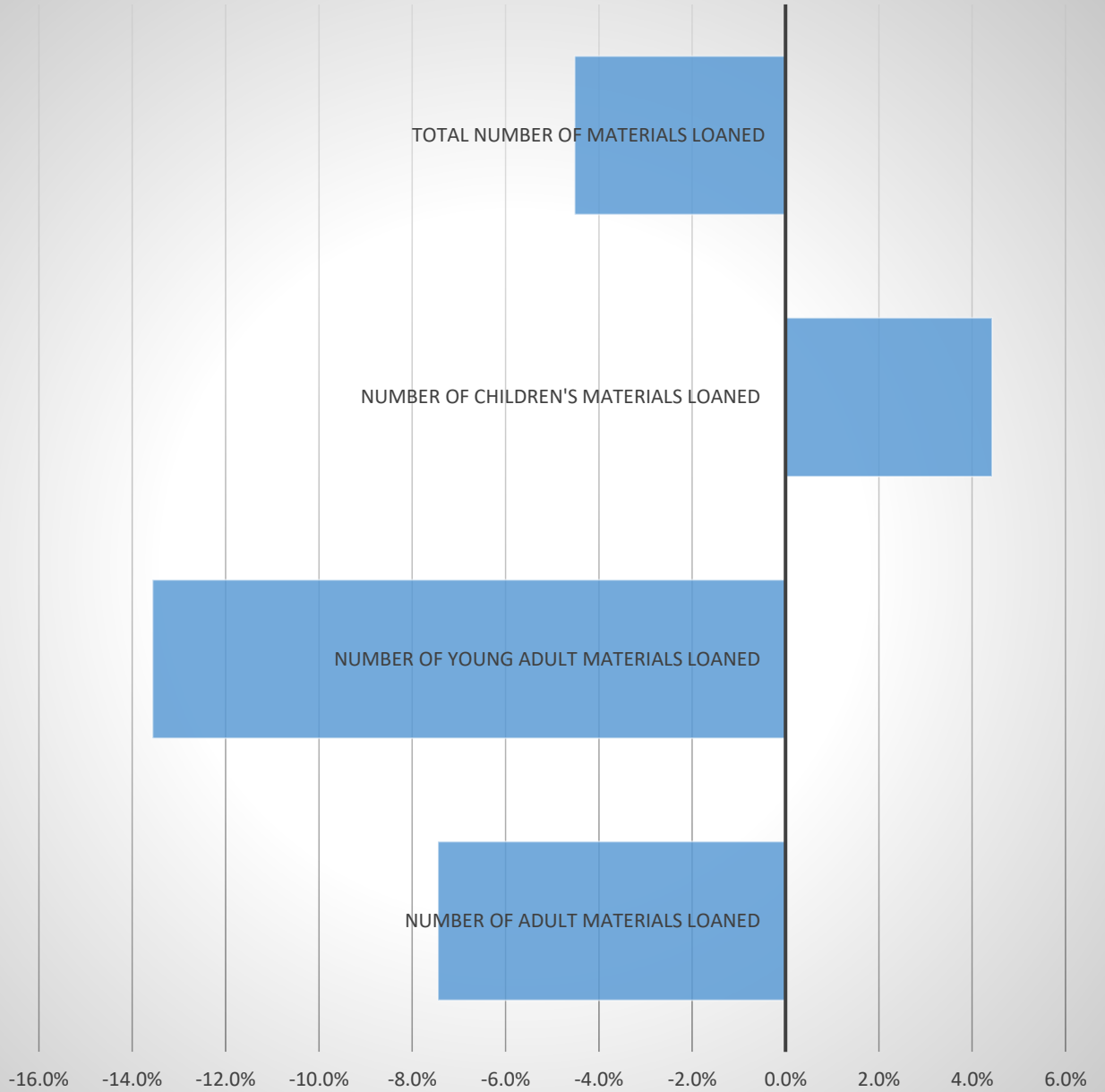
January Circulation



	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
Jan-20	16,829	580	6,915	24,324
Jan-19	18,183	671	6,622	25,476

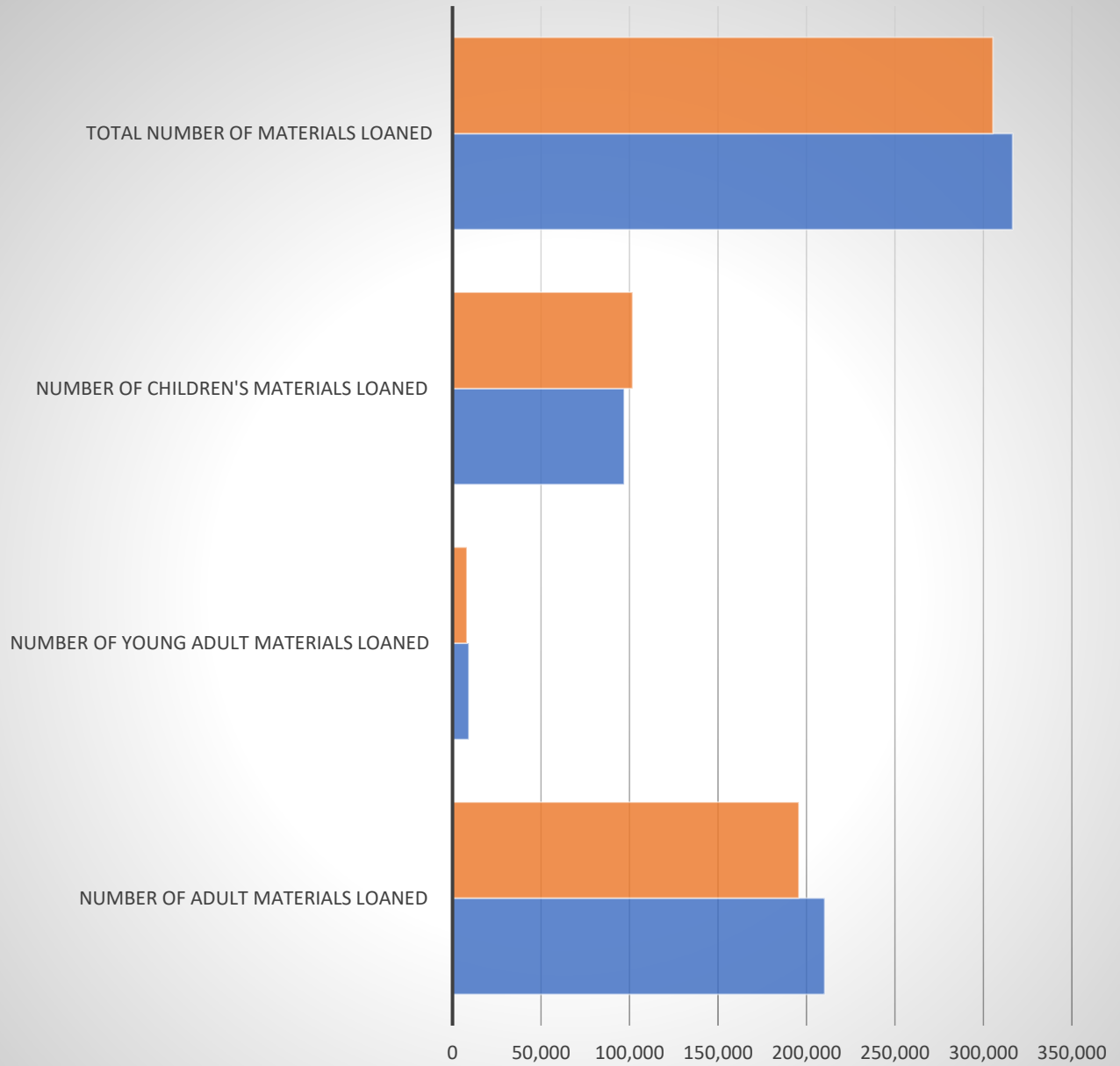
Jan-20 Jan-19

January Circulation Change



	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
Change	-7.4%	-13.6%	4.4%	-4.5%

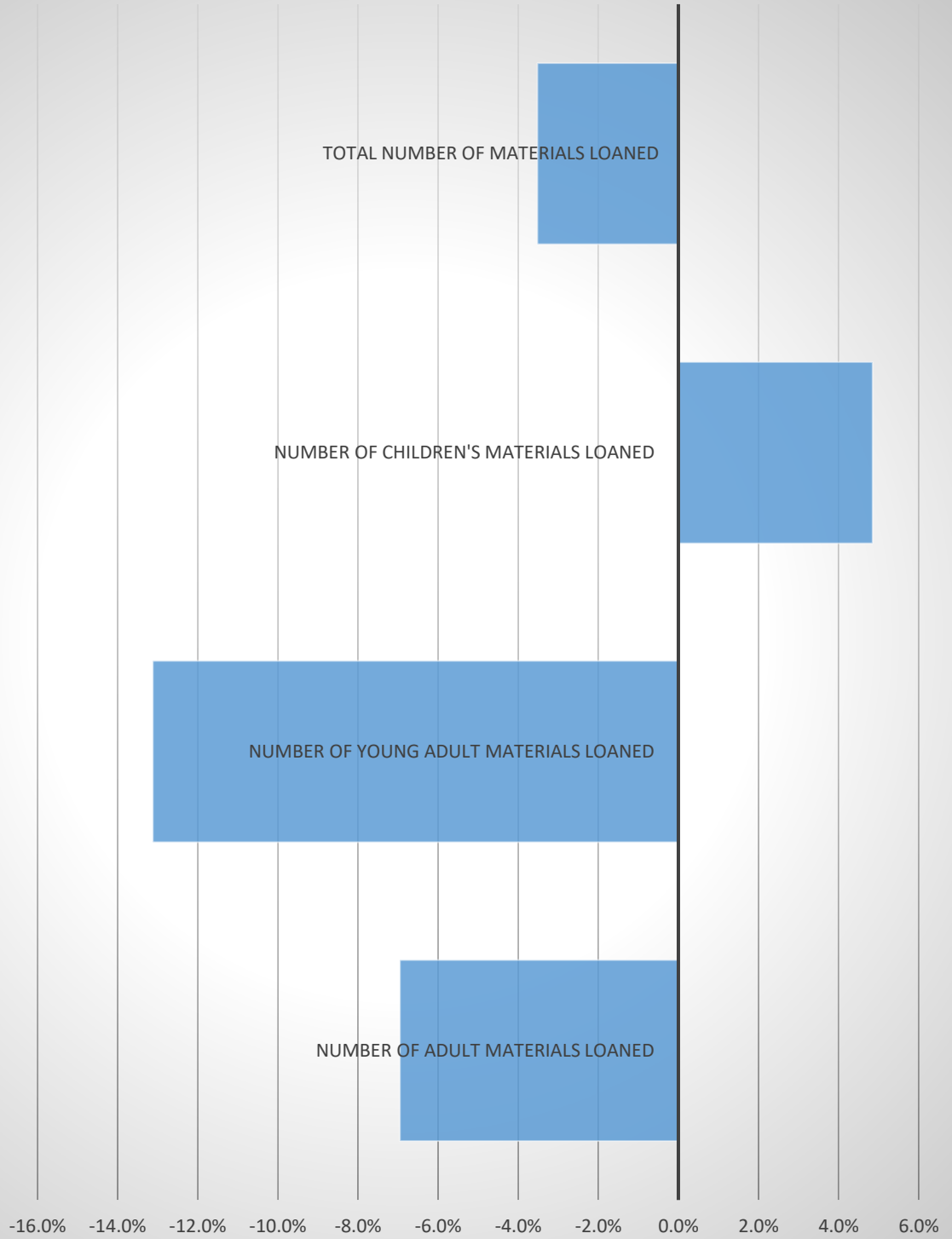
2019 vs. 2020 Projection



	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
2020 Projection	195,686	8,056	101,691	305,433
2019 Total	210,311	9,272	96,991	316,574

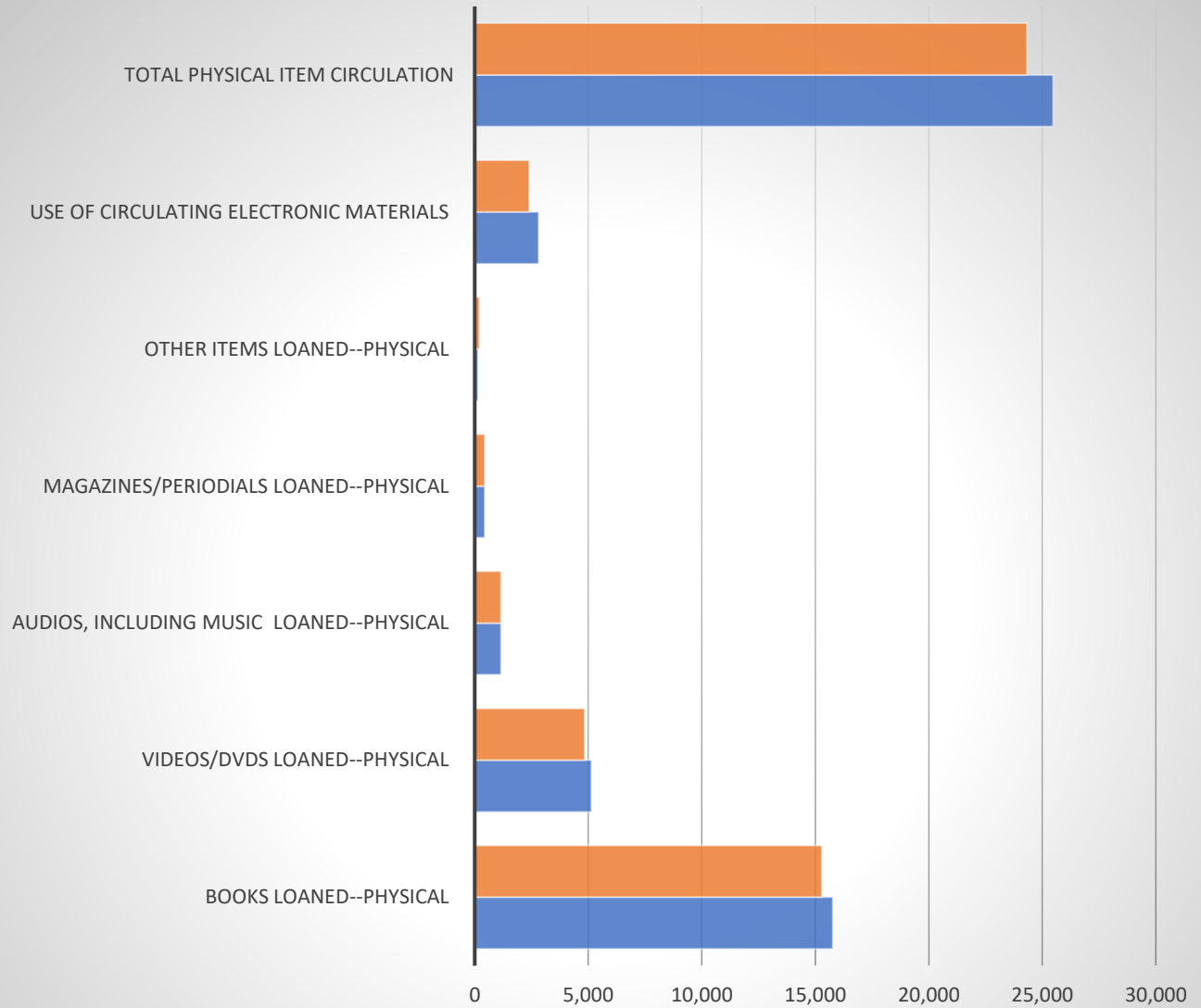
2020 Projection 2019 Total

Projected change



	Number of Adult Materials Loaned	Number of Young Adult Materials Loaned	Number of Children's Materials Loaned	Total Number of Materials Loaned
■ Projected change	-7.0%	-13.1%	4.8%	-3.5%

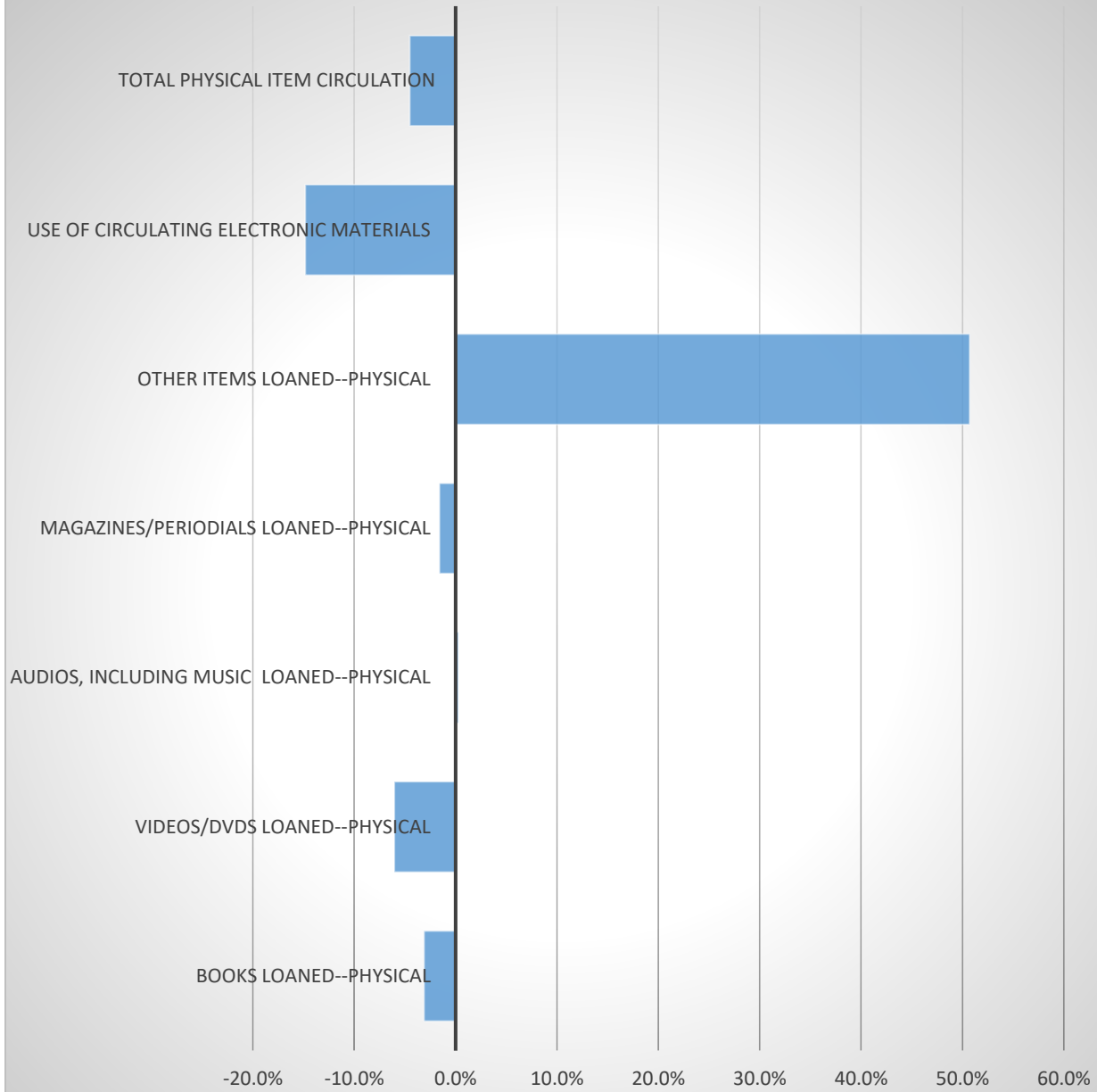
January Circulation by Material Type



	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total Physical Item Circulation
Jan-20	15,288	4,835	1,163	432	208	2,398	24,324
Jan-19	15,778	5,146	1,160	439	138	2,815	25,476

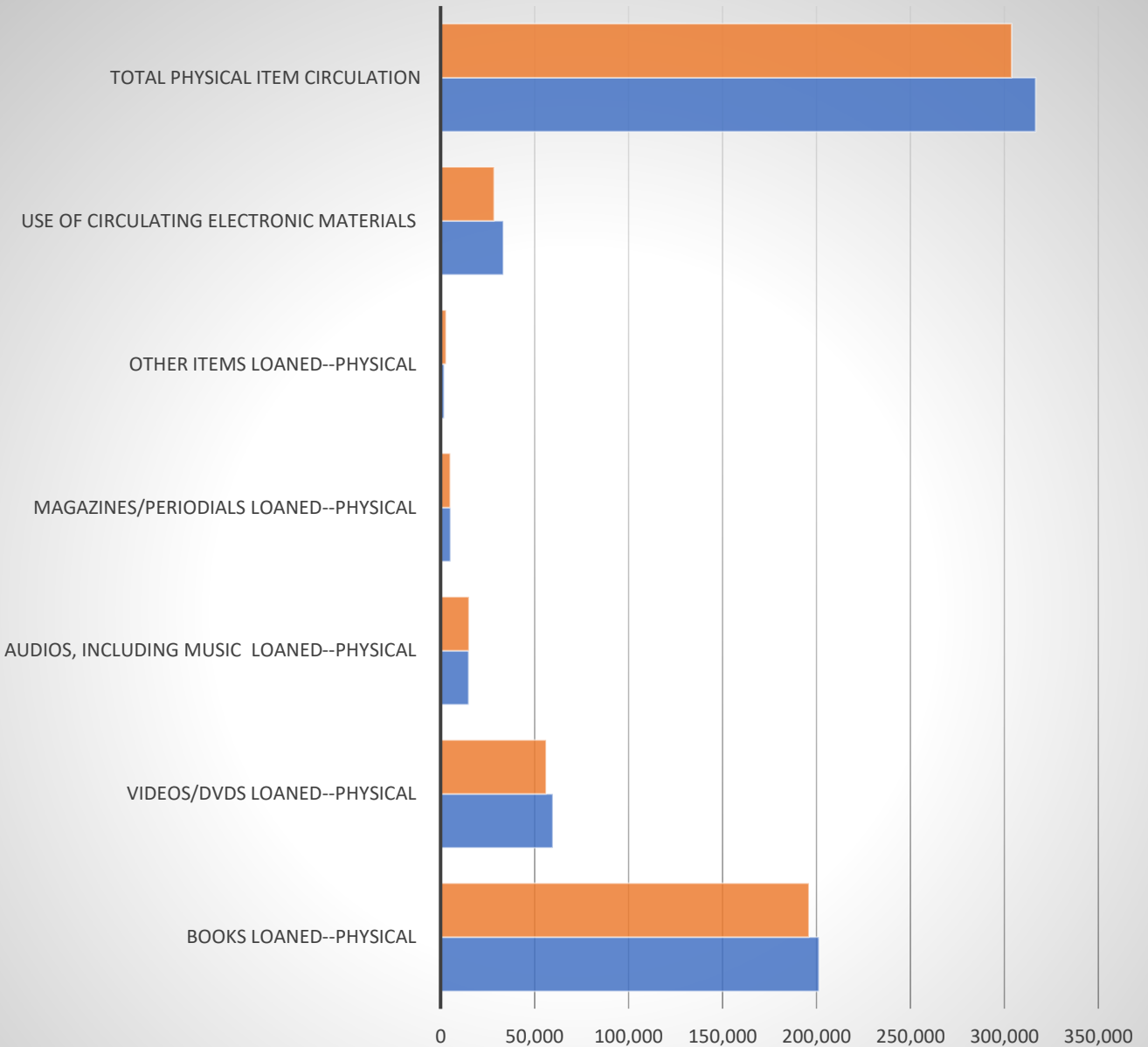
Jan-20 Jan-19

Change



	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total Physical Item Circulation
Change	-3.1%	-6.0%	0.3%	-1.6%	50.7%	-14.8%	-4.5%

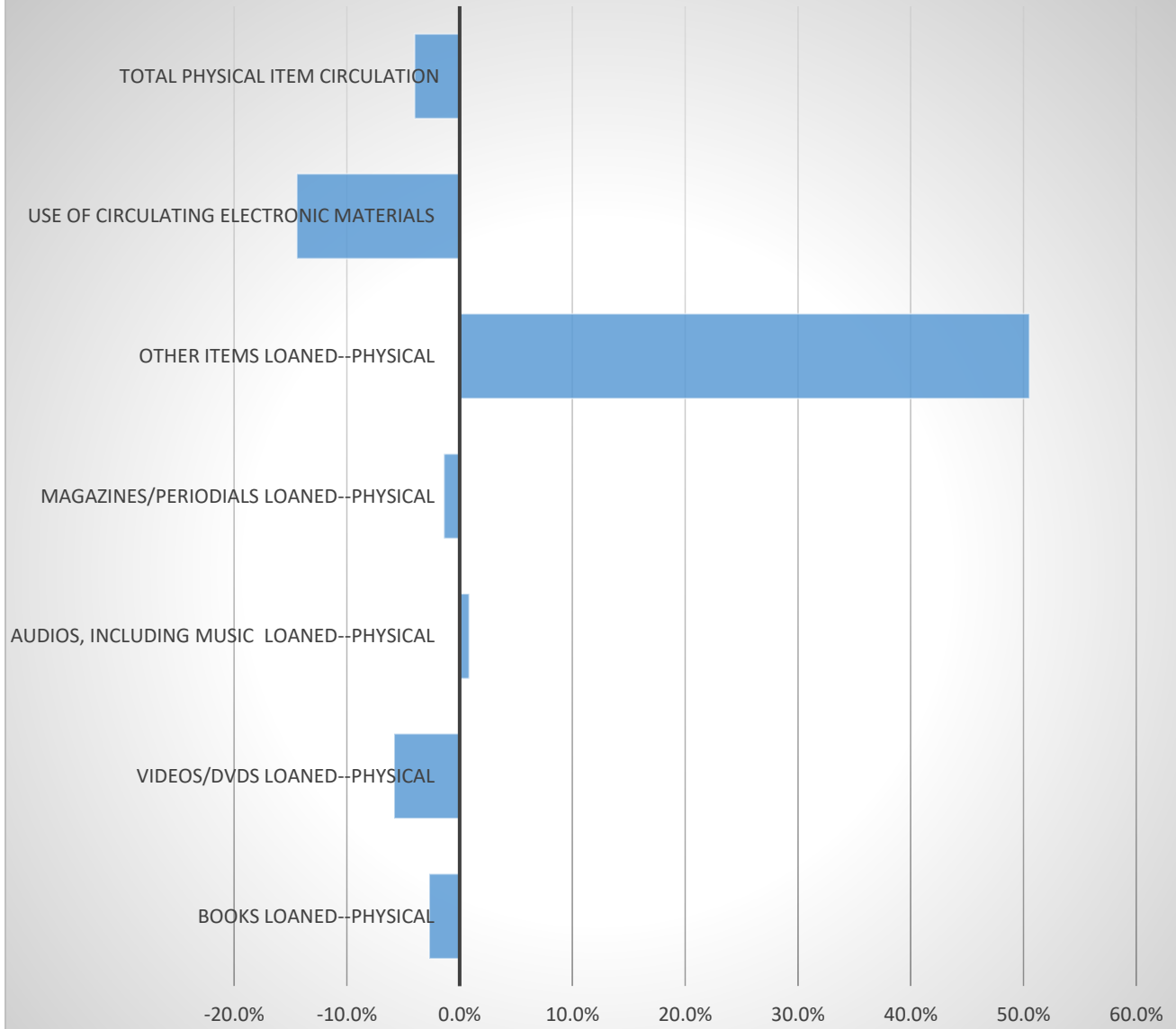
2019 vs. 2020 Projection



	Books Loaned--Physical	Videos/DVDS Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total Physical Item Circulation
2020 Projection	196,000	56,221	15,104	5,143	2,889	28,548	303,904
2019 Total	201,408	59,688	14,977	5,215	1,919	33,367	316,574

2020 Projection 2019 Total

Projected change



	Books Loaned--Physical	Videos/DVDS Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Use of Circulating Electronic Materials	Total Physical Item Circulation
■ Projected change	-2.7%	-5.8%	0.8%	-1.4%	50.5%	-14.4%	-4.0%

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 1/1/2020 TO 1/31/2020

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND				
132830	1/28/2020	AMAZON.COM CREDIT	83.09	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	32.32	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	48.19	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	94.50	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	130.91	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	132.84	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	143.64	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	165.87	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	218.36	BOOKS AND ENTERTAINMENT FOR 20
132835	1/28/2020	BAKER & TAYLOR CO	379.87	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	430.67	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	480.68	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	505.66	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	515.63	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	650.62	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	661.65	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	669.23	BOOKS & PERIODICALS
132835	1/28/2020	BAKER & TAYLOR CO	890.66	BOOKS & PERIODICALS
132881	1/28/2020	GALE GROUP, INC.	23,697.12	DATABASE PKG
132886	1/28/2020	HERALD & REVIEW	1,007.60	GOLD MEMBERSHIP RENEWAL

132901	1/28/2020	KANOPY	179.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	7.49	AV MATERIALS	BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	10.49		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	10.79		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	11.24		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	11.69		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	12.59		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	12.73		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	12.74		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	14.98		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	14.99		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	22.47		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	22.48		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	23.23		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	25.18		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	26.23		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	26.97		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	29.98		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	29.99		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	32.96		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	36.87		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	37.47		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	37.48		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	41.23		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	50.05		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	52.47	AV MATERIALS	BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	65.17		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	65.65		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	67.44		BOOKS & PERIODICALS

132915	1/28/2020	MIDWEST TAPE, LLC	78.73		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	89.04		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	89.90		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	128.96		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	217.36		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	233.09		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	239.76		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	262.33		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	270.54		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	339.56		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	340.29		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	353.83		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	356.48		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	389.02		BOOKS & PERIODICALS
132915	1/28/2020	MIDWEST TAPE, LLC	1,131.88	HOOPLA STREAMING	BOOKS & PERIODICALS
132937	1/28/2020	PROQUEST INFORMATI	2,768.48	FOLD3 LOCAL HISTORY DATABASE	BOOKS & PERIODICALS
TOTAL			39,242.90		BOOKS & PERIODICALS
132755	1/16/2020	FRAZIER, ALIX	42.72	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
TOTAL			42.72		CONFERENCES & TRAVEL
132786	1/16/2020	O'FALLON PUBLIC LIBR	40.99	LOST/DAMAGED ITEM	LOST OR DAMAGED BOOKS
132798	1/16/2020	SHERMAN PLD	17.00	LOST ITEMS	LOST OR DAMAGED BOOKS
TOTAL			57.99		LOST OR DAMAGED BOOKS
132767	1/16/2020	ILLINOIS LIBRARY ASS	250.00	R MEYER 2020 MEMBERSHIP RENEWAL	MEMBERSHIP FEES
132791	1/16/2020	ROTARY CLUB OF DEC	241.00	3QTR R MEYER MEMBERSHIP	MEMBERSHIP FEES
132831	1/28/2020	AMERICAN LIBRARY A	280.00	R MEYER # 1254750 MEMBERSHIP RENEWAL	MEMBERSHIP FEES
132887	1/28/2020	HERITAGE NETWORK C	30.00	R DAMPTZ MEMBERSHIP RENEWAL	MEMBERSHIP FEES
132891	1/28/2020	ILLINOIS LIBRARY ASS	300.00	2020 MEMBERSHIP	MEMBERSHIP FEES
TOTAL			1,101.00		MEMBERSHIP FEES
132792	1/16/2020	SAM'S CLUB	168.78	ACCT 9064	OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	1.38		OFFICE SUPPLIES

132835	1/28/2020	BAKER & TAYLOR CO	2.07		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	4.60		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	5.52		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	7.59		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	8.51		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	9.66		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	10.81		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	11.73		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	13.11		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	17.02		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	17.94		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	19.78		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	21.85		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	29.21		OFFICE SUPPLIES
TOTAL			349.56		OFFICE SUPPLIES
132835	1/28/2020	BAKER & TAYLOR CO	16.38	BOOKS AND ENTERTAINMENT FOR 20	OTHER LIBRARY GRANT EXPENSE
132835	1/28/2020	BAKER & TAYLOR CO	17.55		OTHER LIBRARY GRANT EXPENSE
132835	1/28/2020	BAKER & TAYLOR CO	30.39		OTHER LIBRARY GRANT EXPENSE
TOTAL			64.32		OTHER LIBRARY GRANT EXPENSE
132641	1/9/2020	COMMERCIAL MAIL SE	445.24	DEC 16 - DEC 31'19	POSTAGE
132817	1/23/2020	COMMERCIAL MAIL SE	442.94	JAN 2 - JAN 15'20	POSTAGE
132830	1/28/2020	AMAZON.COM CREDIT	10.42	ACCT 8641	POSTAGE
TOTAL			898.60		POSTAGE
132775	1/16/2020	LIMITED NORTH, LLC	125.00	READINGRECORD HOSTING 2020	PROFESSIONAL SERVICES
132897	1/28/2020	JONES & THOMAS	400.00	WEB HOSTING AND MAINTENANCE	PROFESSIONAL SERVICES
TOTAL			525.00		PROFESSIONAL SERVICES
132812	1/16/2020	WATTS COPY SYSTEMS	701.87	ANNUAL PO FOR OFFICE EQUIPMENT	SERV-OFFICE EQUIPMENT
TOTAL			701.87		SERV-OFFICE EQUIPMENT
132854	1/28/2020	COMCAST	159.85	ACCT 929526423	TELEPHONE
132789	1/16/2020	PAETEC	48.38	ACCT 633318933001	TELEPHONE

132789	1/16/2020	PAETEC	57.82 ACCT 633292627001	TELEPHONE
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132809	1/16/2020	VERIZON WIRELESS	266.61 ACCT #980380645-00001	TELEPHONE
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TOTAL			532.66	TELEPHONE
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35 LIBRARY FUND Total			46,645.66	RE-1-2020
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132945	1/28/2020	ROSE DREW, INC	20.09 VINYL CD ALBUM	POSTAGE
132945	1/28/2020	ROSE DREW, INC	41.98 6 CASES DVD VINYL SLEEVES	POSTAGE
132945	1/28/2020	ROSE DREW, INC	251.10 VINYL CD ALBUM	OFFICE SUPPLIES
132945	1/28/2020	ROSE DREW, INC	524.80 6 CASES DVD VINYL SLEEVES	OFFICE SUPPLIES
132961	1/28/2020	UNIQUE MANAGEMENT	554.90 ANNUAL PO 2020	PROFESSIONAL SERVICES
132963	1/28/2020	VERIZON WIRELESS	269.58 ACCT #980380645-00001	TELEPHONE
827003715	1/14/2020	REGIONS/CREDIT CARE	856.59 ACCT 3978	CONFERENCES & TRAVEL
827003715	1/14/2020	REGIONS/CREDIT CARE	610.00	MEMBERSHIP FEES

DPL FY 2020 Budget Report

Prepared: February 5, 2020

At end of January 8% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY19 YTD	% Change
Property Taxes	\$ 2,842,000	71.2%	\$ -	0.0%	\$ 151,661.00	-100.0%
All Other	\$ 1,150,487	28.8%	\$ 103,194.37	9.0%	\$ 80,703.45	27.9%
Total Revenue	\$ 3,992,487		\$ 103,194.37	2.6%	\$ 232,364.45	-55.6%

Expense

% Expended

Personnel

Payroll	\$ 1,604,518		\$ 120,175.95		\$ 116,511.97	3.1%
Benefits	\$ 878,846		\$ 58,938.78		\$ 43,668.73	35.0%
	\$ 2,483,364	65.6%	\$ 179,114.73	7.2%	\$ 160,180.70	11.8%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 39,334.64	16.1%	\$ 16,435.66	139.3%
Per Capita	\$ 96,000		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,000.00		\$ 57.99	2.9%	n/a	n/a
Total Materials	\$ 343,000	9.1%	\$ 39,392.63	11.5%	\$ 16,435.66	139.7%

Professional Services

Professional Services	\$ 45,000		\$ 1,079.90	2.4%	\$ 2,480.29	-56.5%
Temp Agency	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 10.68	7.1%	\$ 10.77	-0.008357
Total	\$ 45,650	1.2%	\$ 1,090.58	2.4%	\$ 2,491.06	-56.2%

Allocations

Administrative Fee	\$ 92,904		\$ 7,742.00	8.3%	\$ 8,132.00	-4.8%
MIS	\$ 39,000		\$ 3,250.00	8.3%	\$ 3,197.00	1.7%
	\$ 131,904	3.5%	\$ 10,992.00	8.3%	\$ 11,329.00	-3.0%

Grants

PNG	\$ 15,000		\$ -	0.0%	\$ -	#DIV/0!
Other grants	\$ 75,000		\$ 94.71	0.1%	\$ -	#DIV/0!
	\$ 90,000	2.4%	\$ 94.71	0.1%	\$ -	#DIV/0!

Advertising	\$ 500	0.01%	\$ -	0.0%	\$ -	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$ 300		\$ -	0.0%	\$ 239.00	-100.0%
Postage	\$ 12,000		\$ 960.67	8.0%	\$ 1,044.68	-8.0%
Service to Office Equipment	\$ 30,000		\$ 701.87	2.3%	\$ 1,166.03	-39.8%
Telephone	\$ 10,000		\$ 802.24	8.0%	\$ 1,407.12	-43.0%
Software	\$ 35,000		\$ -	0.0%	\$ 7,003.00	-100.0%
Office Supplies	\$ 30,000		\$ 1,268.02	4.2%	\$ 4,923.25	-74.2%
Small Capital	\$ 45,000		\$ -	0.0%	\$ 7,930.96	-100.0%
	\$ 162,300	4.3%	\$ 3,732.80	2.3%	\$ 23,714.04	

Staff Development

Conferences/Training/Travel	\$ 15,000		\$ 899.31	6.0%	\$ -	#DIV/0!
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!

Membership	\$ 55,000		\$ 1,711.00	3.1%	\$ 551.00	210.5%
	\$ 74,000	2.0%	\$ 2,610.31	3.5%	\$ 551.00	373.7%
Transfer to Reserves	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Insurance						
Unemployment	\$ 1,344		\$ 112.00	8.3%	\$ 221.00	-49.3%
Medical expenses	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 76,896		\$ 6,408.00	8.3%	\$ 6,548.00	-2.1%
	\$ 78,740	2.1%	\$ 6,520.00	8.3%	\$ 6,769.00	
Building Costs						
Rent	\$ 575,000.00		\$ 47,917.00	8.3%	\$ 47,917.00	0.0%
Supplies	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
Maintenace	\$ 500		\$ -	0.0%	\$ -	#DIV/0!
	\$ 576,000	15.2%	\$ 47,917.00		\$ 47,917.00	
Total Operations/Services	\$ 1,502,094	39.7%	\$ 112,350.03	7.5%	\$ 109,206.76	2.9%
Total Expenses	\$ 3,985,458		\$ 291,464.76	7.3%	\$ 269,387.46	8.2%
Revenue Minus Expense	\$ 7,029		\$ (188,270.39)		\$ (37,023.01)	408.5%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Ac Equals
1/1/2020	\$ 1,362,862.78	\$103,194.37	\$ 291,464.76	\$ 1,174,592.39
2/1/2020	\$ 1,174,592.39			
3/1/2020	\$ -			
4/1/2020	\$ -			
Capital Fund	Revenue Expected: \$250,000		Expense Expected: \$250,000	

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 333,111.40	\$ 222.24	\$ -	\$ 333,333.64
2/1/2019	\$ 333,333.64			
3/1/2019	\$ -			

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 58,370.72	\$ 39.18	\$ -	\$ 58,409.90
2/1/2019	\$ 58,409.90		\$ -	
3/1/2019	\$ -		\$ -	

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 117,088.41	\$ 77.92	\$ 1,976.73	\$ 115,189.60
2/1/2019	\$ 115,189.60			
3/1/2019	\$ -			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 27,115.57			\$ 27,115.57
2/1/2019	\$ 27,115.57			
3/1/2019	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet act Ending
1/1/2019	\$ 1,898,769.18	\$ 103,533.71	\$ 293,441.49	\$ - \$ 1,708,861.40
2/1/2019	\$ 1,708,861.40	\$ -	\$ -	\$ -
3/1/2019	\$ -	\$ -	\$ -	\$ -

DPL 2020 Budget Projection January

	2019 Projected	2020 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 526,479	\$ 339,144	\$ 187,335
State Grants or other	\$ 110,000	\$ 110,000	\$ -
Other Grants	\$ 1,885	\$ 75,000	\$ (73,115)
Payment in Lieu of Taxes	\$ 565,293	\$ 565,293	\$ -
Fines/Fees	\$ 5,360	\$ 3,400	\$ 1,960
Non-resident fees	\$ 150	\$ 150	\$ -
Lost or Damaged Books	\$ 5,779	\$ 5,200	\$ 579
Copies/Misc.	\$ 29,292	\$ 9,300	\$ 19,992
Meeting Room Fees	\$ 22,761	\$ 7,500	\$ 15,261
Interest Income	\$ 14,837	\$ 6,000	\$ 8,837
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	2000	\$ 1,000	\$ 1,000
Transfer from Meyer	\$ 25,826	\$ 27,000	\$ (1,174)
Total Revenues	\$ 4,153,161	\$ 3,992,487	\$ 160,674

Library Operations

DPL Personnel Services

Salaries	\$ 1,562,287	\$ 1,603,518	\$ 41,231
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 160,315	\$ 205,499	\$ 45,184
FICA	\$ 116,743	\$ 124,078	\$ 7,335
Life Insurance	\$ 2,596	\$ 3,056	\$ 460
Medical Insurance	\$ 473,850	\$ 527,800	\$ 53,950
Service Recognition	\$ 22,608	\$ 18,413	\$ (4,195)

Total Personnel	\$ 2,338,399	\$ 2,483,364	\$ 144,965
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Operating Expenses

Unemployment insurance	\$ 1,344	\$ 1,344	\$ -
Advertising	\$ -	\$ 500	\$ 500
Printing/Binding	\$ -	\$ 300	\$ 300
Service to Maintian Buildings	\$ -	\$ 500	
Service to Office Equipment	\$ 15,788	\$ 30,000	\$ 14,212
MIS Services	\$ 39,000	\$ 39,000	\$ -
Telephone	\$ 7,069	\$ 10,000	\$ 2,931
Banking Service Charges	\$ 128	\$ 150	\$ 22
Conferences/Travel/training	15000	\$ 15,000	\$ -
Postage	\$ 10,440	\$ 12,000	\$ 1,560
Computer Software	\$ 35,000	\$ 35,000	\$ -
Admin Fee	\$ 92,904	\$ 92,904	\$ -
Medical Expenses	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000
Professional Services	\$ 22,152	\$ 45,000	\$ 22,848
Membership Fees	\$ 55,000	\$ 55,000	\$ -
PNG Expenses	\$ 15,000	\$ 15,000	\$ -
Per Capita Expenses	\$ 96,000	\$ 96,000	\$ -
Other Grant	\$ 1,137	\$ 75,000	\$ 73,863
Office Supplies	\$ 7,667	\$ 30,000	\$ 22,333
Risk Management	\$ 76,896	\$ 76,896	\$ -

Small Capital	\$ 45,000	\$ 45,000	\$ -
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Materials for Building	\$ -	\$ 500	\$ 500
Lost or damaged books	\$ 696	\$ 2,000	\$ 1,304
Total Operating Expenses	\$ 1,355,525	\$ 1,502,594	\$ 147,069

Surplus/(Deficit) \$ 459,236 \$ 6,529



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

City Librarian's Report for January 2020

Administration

- On the 23rd I attended a webinar for library directors conducted by Jamie Larue.
- On the 24th I met with Deputy City Manager Jon Kindseth to discuss space planning issues.
- On the 29th our Space Planning Committee met for the first time.
- I held two staff meetings on the 14th.
- Weekly individual meetings were held with Robert Edwards & Alissa Henkel, monthly with Becky Dampitz and Carol Ziese. Matt Wilkerson and I meet individually as needed.
- Alissa Henkel, Carol Ziese, Julie Martin and I met with each selector to discuss budget management and other issues.

Circulation

- **Please see statistical spreadsheet.**
- Robert Edwards agreed to chair newly appointed Diversity Committee.

Technical Services

- **See statistical spreadsheet**
- Division Head, Carol Ziese, continues to assist at Reference Desk, Local History, and Children's desks. Her processing pages have continued helping out with shelving.
- Carol continued to head the Staff Recognition Committee.
- Carol and Alissa hosted TEDx event in January.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Tabitha Bilyeu met with Crossing Opioid Recovery Center to discuss rotating collection. She is also working with assisted living facilities on same.
- Alix Frazier, Katie Eytchison, and Julie Pangrac of Project Read + are discussing bringing craft program to the women's prison.
- Amanda Young is in discussions with author Emilie Kefalas for a program.
- Shelley Whiteside worked to prepare for tax season.
- Staff completed 3 hours of continuing education.
- Downstairs displays had an 81% turnover rate (322 circulations/397 items).

Systems Administration

- Matt began working on LSTA grant application to assist in purchase of new public access computers and a new server.

- He added three security cameras.
- **See spreadsheet for statistical information.**

Archives and Special Collections (formerly Local History)

- Archivist Becky Damptz began working with Evelyn Hood from the African American Cultural and Genealogical Society of Illinois on a program partnership to be held February 24.
- Volunteer Si Stewart reorganized items on the shelves in the work room.
- Becky worked with Alix on January's Bad Art Night.
- Library Assistant Leeann Grossman and volunteer Joyce Doris are entering historical Board minutes into the Omeka database.
- Assists were up 24% and visitors up 57% in the month of January.
- **Please see spreadsheet for statistics.**

Sincerely,

Rick Meyer

City Librarian



DECATUR PUBLIC LIBRARY

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Volunteer Policy

The Decatur Public Library (“Library”) believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

Purpose of Volunteer Policy:

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy and all other Library policies at any time and to expect after notification, adherence to the changed policy. Changes or exceptions from this policy may be granted by the City Librarian. Changes must be obtained in advance, in writing, and approved by the City Librarian. Issues not covered by this policy shall be resolved by the City Librarian.

Definition of “Volunteer”:

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed. After the date of the approval of this policy, volunteers must execute an Acknowledgement of Volunteer Status and Acceptance of Decatur Public Library Policies prior to commencement of the Volunteer’s service at the Library.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

Who Can Volunteer:

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 14 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

As of February 21, 2020 all volunteers will agree to undergo a background check prior to beginning their duties at the library.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision:

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work and will be available for assistance.

Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their assigned projects, and of any change to their availability schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior:

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training:

All volunteers will receive an orientation to the program they will be working with and a tour of the Library.

Volunteers will receive on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the alternative arrangements may be made.

Volunteer Recognition:

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

Approved by the Decatur Public Library Board of Trustees

February 16, 2017