



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, March 20, 2025

4:30 p.m.

Decatur Public Library

Board Room

- I. Call to order – Karl Coleman
- II. Consent Agenda (Approval of Agenda; Approval of the February 20, 2025 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. Division Head reports—Becky Damptz, Alissa Henkel, Carol Ziese
- VI. City Librarian's report—Rick Meyer (Discussion)
- VII. Reports of committees
  - A. Personnel, Policy & Public Relations Committee-Samantha Carroll
    - i. Adult Computer Use Policy (Action)
    - ii. Equipment Circulation Policy (Action)

- iii. Interlibrary Loan Policy (Action)
- iv. City Librarian Evaluation (Discussion)
- v. Other

**B. Finance and Properties Committee—Sofia Xethalis**

- i. Capital Needs (Discussion)
- ii. Furniture Project Update (Discussion)
- iii. December 2024 and February 2025 Check Registers & Vendor Reports (Action)
- iv. February 2025 Budget Actuals (Discussion)
- v. Other

**C. Foundation—Rick Meyer**

- i. No Report

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

- i. March 13 Meeting

**E. Illinois Heartland Library System—Samantha Carroll**

**VIII. Old Business**

- A. Other**

**IX. New Business**

- A. Emergency Succession Plan 2025**
- B. Other**

**X. Adjournment**

If you have questions please contact: Rick Meyer,  
City Librarian 421-9713



## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES ANNUAL MEETING

February 20, 2025 Meeting Minutes  
Decatur Public Library  
4:30pm

### Location: Board Room

---

**Board President:** Karl Coleman **Board Members:** Sofia Xethalis, Emily West, Paula Cross, Shiowa Karsten, Ashley Petty, Blake Allison, Samantha Carroll, Kaylee Ledbetter

---

### Present:

Karl Coleman  
Samantha Carroll  
Paula Cross  
Ashley Petty  
Kaylee Ledbetter  
Sofia Xethalis  
Blake Allison  
Shiowa Karsten

### Absent:

Emily West

**Staff:** Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services, Rebecca Damptz, Head of Archives & Special Collections

**Guests:** None

**Call to Order:** Mr. Coleman called the meeting to order at 5:30pm.

**Cost of Non-Resident Card (Action)** Mr. Meyer discussed the non-resident card program. Ms. Xethalis made a motion to continue to participate in the non-resident card program, seconded by Ms. Cross. All in favor. The motion was adopted.

The amount of \$94.85 is the current calculated rate for a non-resident card. Ms. Xethalis made a motion to accept the rate, seconded by Ms. Karsten. Mr. Coleman requested a roll call vote. Ms. Cross, yes, Ms. Karsten, yes, Ms. Petty, yes, Mr. Allison, yes, Ms. Carroll, yes, Ms. Ledbetter, yes, and Ms. Xethalis, yes. All in favor. The motion was adopted.

**Annual Reports:** (Action)

- 2024 Illinois Public Library Annual Report – Mr. Meyer presented the report. Ms. Karsten made an address change. The correction was made from South to West on the street name. Ms. Carroll made a motion to submit the report with stated correction. seconded by Mr. Allison. All in favor. The motion was adopted.
- 2024 Trustees Report to Mayor and Council – Mr. Meyer presented the report details. Ms. Cross made a motion to submit the report, seconded by Ms. Karsten. All in favor. The motion was adopted.
- 2024 City Librarian's Report to Board – Mr. Meyer presented his report.

**Election of Officers for 2025/2026 (Action)** Mr. Coleman made a motion to accept the slate of officers as: Mr. Coleman, President, Ms. Carroll, Vice President, and Ms. Karsten, Secretary. Ms. Carroll seconded the motion. All in favor. The motion was adopted.

**Committee and Liaison Appointments (Action)** Mr. Coleman made a motion to nominate Ms. Xethalis as Finance Committee chairperson, and Ms. Carroll as the Chair of the Personnel, Property and Public Relations Committee. Ms. Karsten will be the liaison for the Friends of the Library. Ms. Carroll is the liaison for the Foundation. Ms. Xethalis made a motion to accept the nominations as presented, seconded by Mr. Allison. All in favor. The motion was adopted.

### **Adjournment**

Ms. Karsten made a motion to adjourn at 5:55pm, seconded by Ms. Xethalis. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Draft 2/20/25



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 20, 2025 Meeting Minutes

Decatur Public Library

4:30pm

**Location: Board Room**

---

**Board President:** Karl Coleman **Board Members:** Sofia Xethalis, Emily West, Paula Cross, Shiowa Karsten, Ashley Petty, Blake Allison, Samantha Carroll, Kaylee Ledbetter

---

**Present:**

Karl Coleman  
Samantha Carroll  
Paula Cross  
Ashley Petty  
Kaylee Ledbetter  
Sofia Xethalis  
Blake Allison  
Shiowa Karsten

**Absent:**

Emily West

**Staff:** Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services, Rebecca Dampitz, Head of Archives & Special Collections

**Guests:**

**Call to Order:** Mr. Coleman called the meeting to order at 4:31pm.

**Consent Agenda (Approval of Agenda; Approval of December 12, 2024 Regular Meeting Minutes) (Action)** Mr. Coleman requested a motion to approved the consent agenda. Ms. Xethalis made a motion to accept the agenda and minutes, seconded by Ms. Cross. The agenda and minutes were approved by consent.

**Public comments:** None

**Written Communications from the Public:** None

### **Division Head Reports (Discussion)**

Ms. Dampitz reported on the 150<sup>th</sup> Trivia night went really well. Next week the Underground Railroad exhibit will be near Local History on the main floor, from March 4 to April 30. Chris Valillo will be presenting Songs of the Illinois Freedom Road on April 5. Connie Martin will present Pre-Civil War Quilts the Secret Codes to Freedom on April 29. The next 150<sup>th</sup> event is Hungrytown on March 1. Mychal Threets will be a here on March 22<sup>nd</sup>. The Color Run will be on April 12. Clash of Generations will be a video game and trivia event will be held in June.

Ms. Henkel stated that Brew Works has a Library beer with a commemorative glass. On April 25<sup>th</sup> the Library will have a Grand Re-opening. The Library will give out a sugar cookie and a bottle of water to patrons that day. There will also be an after-hours party. This includes a Library commemorative glass with the Library logo and tag line on it. The new service desks for both the main floor and Children's floor should go into place the week of March 10.

City Librarian's Report November and December (Discussion) Mr. Meyer presented his report. There is work being done to engage the uptick in the teen population. Katina Hill started in January. She is working out great. Mr. Meyer stated the circulation numbers were bad in January, while computer usage, foot traffic, and wireless services are up.

### **Reports of Committees:**

#### **A. Personnel, Policy, & Public Relations Committee – Ms. Carroll**

- a. Library Use Guidelines (Action) Ms. Carroll made a motion to approve the guidelines as presented, Ms. Karsten seconded the motion. All in favor. The motion was adopted.
- b. Management Personnel Handbook (Action) Ms. Carroll made a motion to approve the handbook with presented changes, seconded by Mr. Allison. All in favor. The motion was adopted.
- c. Gates Lab Policy (Action) Ms. Carroll made a motion to sunset the current Gates Lab Policy, seconded by Ms. Cross. All in favor. The motion was adopted. Ms. Carroll made a motion to roll the Gates Computer Lab policy into the meeting room policy and add it to the fee schedule, seconded by Ms. Cross. All in favor. The motion was adopted.
- d. City Librarian Evaluation (Discussion) No discussion.

#### **B. Finance and Properties Committee – Ms. Xethalis**

- a. Capital Needs (Discussion) The chiller is being replaced next week. The sewer line test showed improvement and no blockage.
- b. Furniture Project Update (Discussion) Covered by Mr. Meyer.
- c. January 2025 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the Check Register, seconded by Mr. Allison. Mr. Coleman requested a roll call vote. Ms. Xethalis yes, Ms. Ledbetter yes, Ms. Carroll yes, Mr. Allison yes, Ms. Petty Yes, Ms. Karsten yes, Ms. Cross yes, Mr. Coleman yes. The motion was adopted.
- d. January 2025 Budget Actuals (Discussion) Mr. Meyer discussed the budget actuals.

- e. Report from the City Facilities Manager Mike Pritchett (Discussion) Mr. Meyer stated the lines were flushed and didn't show any blockage.
- C. Foundation – Mr. Meyer – No report.
- D. Friends of the Library – January 20 meeting – No report
- E. Illinois Heartland Library System – Ms. Carroll stated they are monitoring the current state of funds. They have a new data analysis tool. They have a group of volunteers who are focused on alleviating book banning. They have a new sorting mechanism.

**Old Business**

- A. Other (Discussion)

**New Business**

- A. Other (Discussion) Mr. Coleman suggested incentivizing teens to read books that would give virtual perks.

**Adjournment**

Ms. Xethalis made a motion to adjourn at 5:30pm., seconded by Ms. Carroll. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Draft 2/20/25



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### City Librarian's Report for February 2025

#### Administration

- On the 7<sup>th</sup> I met with Ayn Owens of History of the Heartland to discuss a possible collaboration.
- On the 11<sup>th</sup> I met with representatives from several public bodies and non-profits to discuss access to Federal Funding and any issues anyone may be having.
- Completed all annual reports.
- Reinstated weekly implementation plan meetings with key staff.
- Marketing Specialist Kasey Steiling officially moved to Administration Department.
- Conducted all of my normal daily, weekly and monthly meetings.

#### Circulation

- Please see statistical spreadsheet/charts.
  - Circulation moved into new checkout area.
  - The new point-of-sale system was implemented.
  - Staff finished running the 800s through Otto. DVDs and 900s are in progress.

#### Technical Services

- See statistical spreadsheet
- Ongoing: Shelf reading in LH, adding years to DVDs (now including Juvenile), cleaning up volume records, adding author information to JE in Polaris and on the labels.

#### Programs, Resources, and Services

- Please see attached spreadsheet for statistics
- Jason Butterick worked with ASC to complete Carnegie Library years research (1903-1970).
- Susan Bishop and Amanda Young collaborated with Millikin on a Musical Preview event for *Joseph and the Technicolor Dream Coat*.
- Alix Frazier worked with Kasey Steiling for 150th anniversary marketing
- Alix and Tye Pemberton are working with Millikin to bring author Percival Everett to Decatur for 150<sup>th</sup> Programs.
- Alix worked with Bob Besser of Brew Works on a commemorative beer and pint glass.
- Alix worked with U of I Extension/Master Gardeners for the return of the Seed Library.
- Sarah Yepsen is implementing Spanish Library Help (service expanded from just library card assistance to general library assistance).



- Jess Hill conducted a staff burnout survey and reported results and recommendations to administration which was then shared with staff. Will continue to examine recommendations for future implementation.

### Systems Administration

- See spreadsheet for statistical information.
- A server for ArchivesSpace was ordered, configured and is in use.
- Mounted a 32" monitor for Staff viewing of the gate computer.
- Installed TBS Point of Sale terminals at Circ1 and Circ2. Adam at TBS held a Zoom training for staff.
- Replaced an end of life wireless access point in the Madden.
- Four Teen computers were added to Teen area. Access is limited to Teens 13-18 years of age.
- A hearing loop install is scheduled for March 7.
- Emailed instructions on how to update voicemail greetings. Instructions can also be found at <http://10.1.1.61/cisco-7800-phone-help/voicemail-instructions/>
- Updated firmware on all 12 network switches and 7 servers.
- All non-working phones are now working.

### Archives and Special Collections

- Please see spreadsheet for statistics.
- We had a volunteer potluck on February 19.
- Becky Damptz and Leeann Grossman gave a presentation about the Local History Room to a PEO group on February 17.
- Becky talked to Erinn Barnes, Photo Archivist at Pikes Peak Library District, on February 21. Erinn was conducting a survey of public library archives in medium-sized cities.
- The Looking for Lincoln Underground Railroad exhibit arrived on February 26. Heather Feezor from LFL brought the exhibit in the late afternoon, and walked us through setting it up. Katie, Eytchison, Alissa Henkel, Becky, Paula Cross, John Schirle, and Alix helped Heather set up the exhibit. The exhibit will be here until April 29. Heather will come back in early May to help us dismantle the exhibit and move it to its next location.
- Matt worked on the ArchivesSpace server this month. Becky will be moving the accession files from an old access database to this more user-friendly model.
- 150<sup>th</sup> update:
  - Becky finished putting together the narrative for North St for the booklet.
  - Becky also sent information to Live History for the story they're going to put together for October's performance.

*Respectfully Submitted,*

*Rick Meyer  
City Librarian*

							Change	March		
							from	2023-	March 2024-	Change in
	Feb-24	Feb-25	from 2024	% of	2024	2025	2023	February	February	12-month
Circulation by Audience Physical & Electronic				Total	Total	Projection		2024	2025	trend
Number of Adult Materials Loaned	14,824	14,015	-5.5%	67.7%	181,998	172,741	-5.1%	179,282	180,424	0.6%
Number of Young Adult Materials Loaned	710	559	-21.3%	2.7%	8,792	8,220	-6.5%	7,467	8,709	16.6%
Number of Children's Materials Loaned	7,329	6,133	-16.3%	29.6%	82,318	71,614	-13.0%	84,345	80,482	-4.6%
<b>Total Number of Materials Loaned</b>	<b>22,863</b>	<b>20,707</b>	<b>-9.4%</b>		<b>273,108</b>	<b>252,575</b>	<b>-7.5%</b>	<b>271,094</b>	<b>269,615</b>	<b>-0.5%</b>

							Change	March		
							from	2023-	March 2024-	Change in
	Feb-24	Feb-25	from 2024	% of Total	2024	2025	2023	February	February	12-month
Circulation by Material Type					Total	Projection		2024	2025	trend
Books Loaned--Physical	13,992	11,930	-14.7%	57.6%	162,108	152,219	-6.1%	166,557	158,937	-4.6%
Videos/DVDs Loaned--Physical	3,246	2,829	-12.8%	13.7%	40,478	34,101	-15.8%	39,085	39,925	2.1%
Audios, Including Music Loaned--Physical	488	572	17.2%	2.8%	8,230	7,331	-10.9%	9,494	8,152	-14.1%
Magazines/Periodicals Loaned--Physical	253	208	-17.8%	1.0%	2,799	2,506	-10.5%	3,020	2,743	-9.2%
Other Items Loaned--Physical	17	10	-41.2%	0.0%	197	26	-86.6%	253	169	-33.2%
Use of Circulating Electronic Materials	4,867	5,158	6.0%	24.9%	59,296	68,613	15.7%	52,685	59,689	13.3%
<b>Total</b>	<b>22,863</b>	<b>20,707</b>	<b>-9.4%</b>		<b>273,108</b>	<b>264,796</b>	<b>-3.0%</b>	<b>271,094</b>	<b>269,615</b>	<b>-0.5%</b>

**Succesful Retrieval of Electronic Information**      **31,701**   **42,013**   **32.5%**   **67.0%**   **406,458**   **409,085**   **0.6%**   251,724   425,610   69.1%

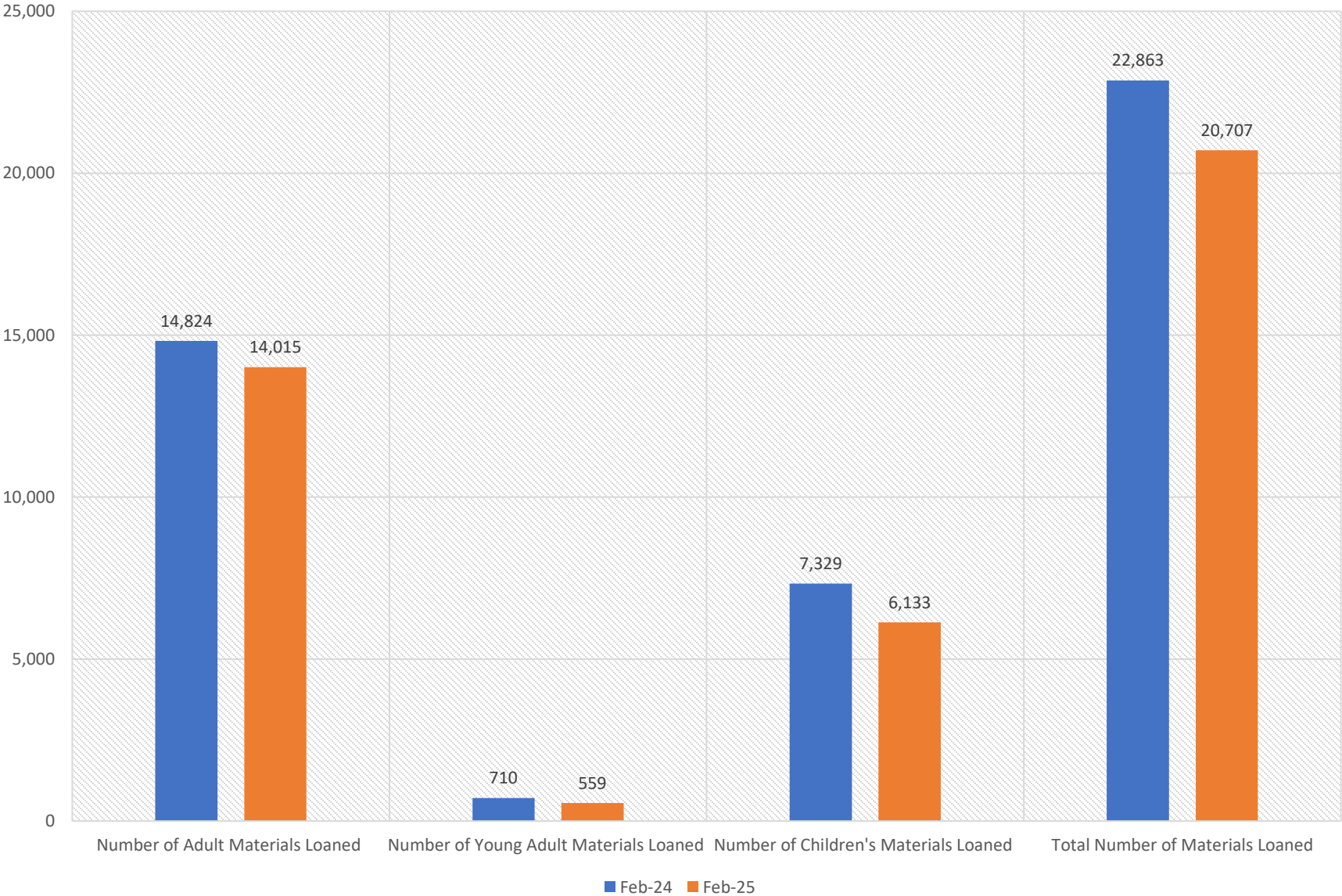
**Electronic Content Use**      **36,568**   **47,171**   **29.0%**   **75.2%**   **465,754**   **477,698**   **2.6%**   304,409   485,299   59.4%

							Change	March		
							from	2023-	March 2024-	Change in
	Feb-24	Feb-25	from 2024		2024	2025	2023	February	February	12-month
Total Collection Use					Total	Projection		2024	2025	trend
<b>Total Collection Use</b>	<b>54,564</b>	<b>62,720</b>	<b>14.9%</b>		<b>679,566</b>	<b>673,881</b>	<b>-0.8%</b>	<b>522,818</b>	<b>695,225</b>	<b>33.0%</b>

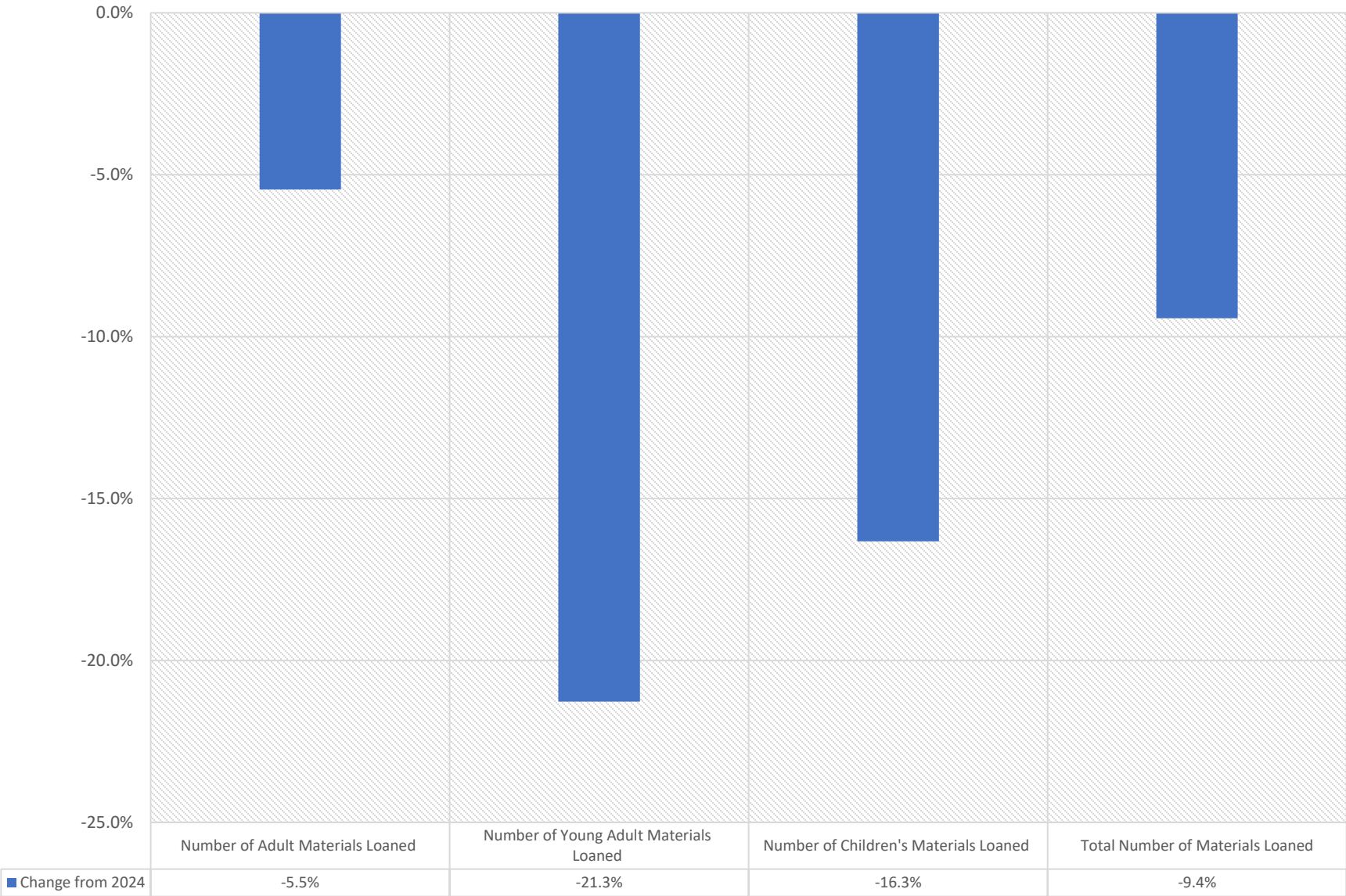
							Change	March		
							from	2023-	March 2024-	Change in
	Feb-24	Feb-25	from 2024	% of	2024	2025	2023	February	February	12-month
Interlibrary Loan				Total	Total	Projection		2024	2025	trend
Interlibrary Loans Provided To Other Libraries	3,821	3,056	-20.0%	56.1%	38,825	34,873	-10.2%	40,774	37,963	-6.9%
Interlibrary Loans Received FROM Other Libraries	2,855	2,392	-16.2%	43.9%	31,254	28,007	-10.4%	30,619	30,629	0.0%
<b>Total ILL Transactions</b>	<b>6,676</b>	<b>5,448</b>	<b>-18.4%</b>		<b>70,079</b>	<b>62,881</b>	<b>-10.3%</b>	<b>71,393</b>	<b>68,592</b>	<b>-3.9%</b>

Other Stats							March		
	Feb-24	Feb-25	Change from 2024	2024 Total	2025 Projection	Change from 2023	2023- February 2024	March 2024- February 2025	Change in 12-month trend
New Patron Registrations	202	191	-5.4%	2,278	4,445	95.1%	2,397	2,209	-7.8%
# of Visitors (Security Gate)	12,465	13,581	9.0%	151,681	151,681	0.0%	136,549	153,250	12.2%
# Visitors Lobby Counter	13,474	14,245	5.7%	161,009	161,009	0.0%	157,931	162,874	3.1%
Local History # of visitors	381	409	7.3%	4,923	4,923	0.0%	1,324	4,918	271.5%
Synchronous Age 0-5		220							
Synchronous Age 6-11		508							
Synchronous Young Adult		24							
Synchronous Adult		225							
Synchronous General Interest		9							
Self-Directed Age 0-5		149							
Self-Directed Age 6-11		18							
Self-Directed Young Adult		0							
Self-Directed Adult		18							
Self-Directed General Interest		0							
<b>Total Program</b>	<b>2,503</b>	<b>1,171</b>	-53.2%	19,413	15,987	-17.7%	20,864	17,537	-15.9%
Synchronous In-Person		274							
Synchronous Off-Site		516							
Synchronous Virtual		116							
Asynchronous Virtual		51							
<b>Total Program</b>		<b>957</b>							
Public Sessions	1,725	1,708	-1.0%	18,274	20,625	12.9%	20,381	18,313	-10.1%
Wireless Sessions	1,369	944	-31.0%	15,685	11,212	-28.5%	12,860	15,841	23.2%
Website Sessions	10,838	10,777	-0.6%	126,362	136,622	8.1%	130,572	126,616	-3.0%
Unique Visits	7,637	6,058	-20.7%	73,230	76,596	4.6%	78,862	71,875	-8.9%
Page Views	20,621	25,085	21.6%	261,850	205,482	-21.5%	330,745	264,630	-20.0%
Self Checks	6,758	5,983	-11.5%	82,118	75,652	-7.9%	84,723	80,522	-5.0%
Percentage of Self Checks	48%	48%	-0.4%				6	5	
Assists Adult	2,849	3,015	5.8%	34,601	34,475	-0.4%	33,791	34,603	2.4%
Assists Children	1,146	1,155	0.8%	12,943	13,347	3.1%	12,739	12,989	2.0%
Assists Local history	105	80	-23.8%	1,234	975	-21.0%	1,236	1,226	-0.8%
IT help calls	123	125	1.6%	1,241	1,703	37.2%	1,326	1,276	-3.8%
Searches in Catalog	21,281	17,647	-17.1%	248,002	225,382	-9.1%	292,727	234,168	-20.0%
Number of Items processed	1,240	1,250	0.8%	15,346	16,564	7.9%	17,487	15,250	-12.8%
Number of Items Withdrawn from Collection	1,017	1,237	21.6%	15,909	14,038	-11.8%	21,121	16,210	-23.3%
Number of mended items	228	373	63.6%	2,657	3,093	16.4%	2,113	2,868	35.7%
Number of items ordered	445	539	21.1%	5,749	5,146	-10.5%	7,093	5,740	-19.1%
Number of records added to database	1,012	877	-13.3%	12,561	13,208	5.1%	15,374	12,254	-20.3%

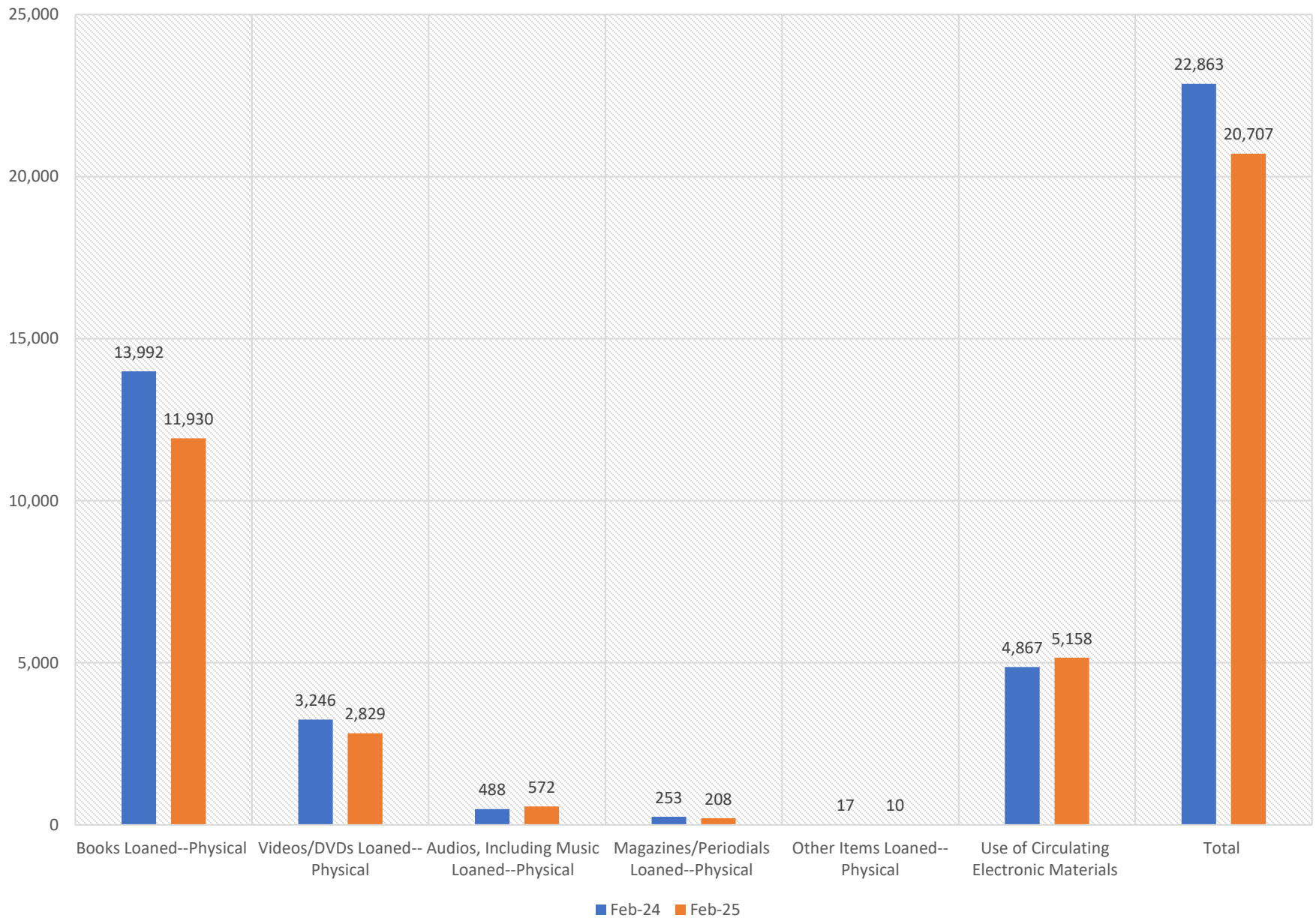
February Circulation by Audience



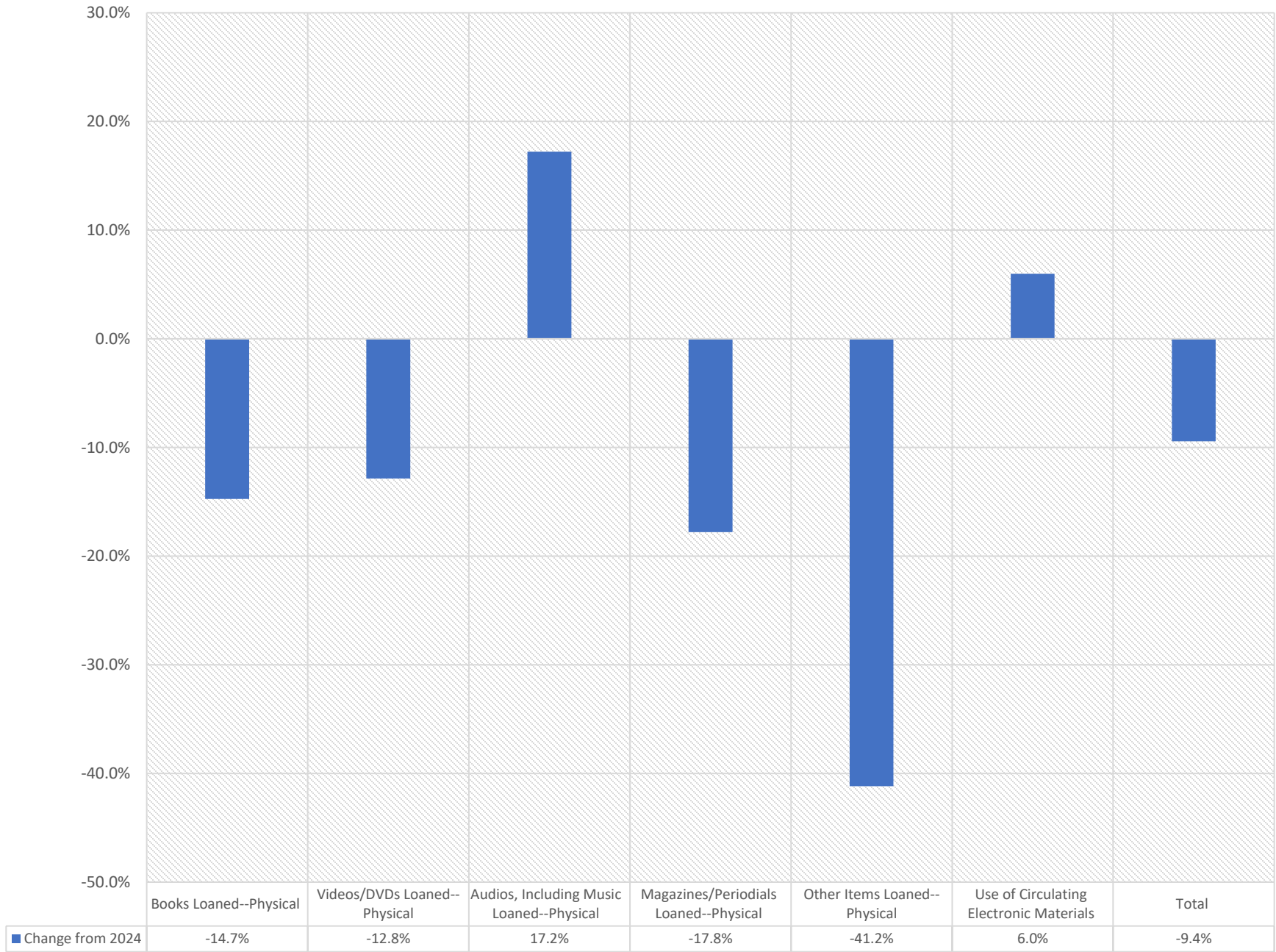
Change from 2024



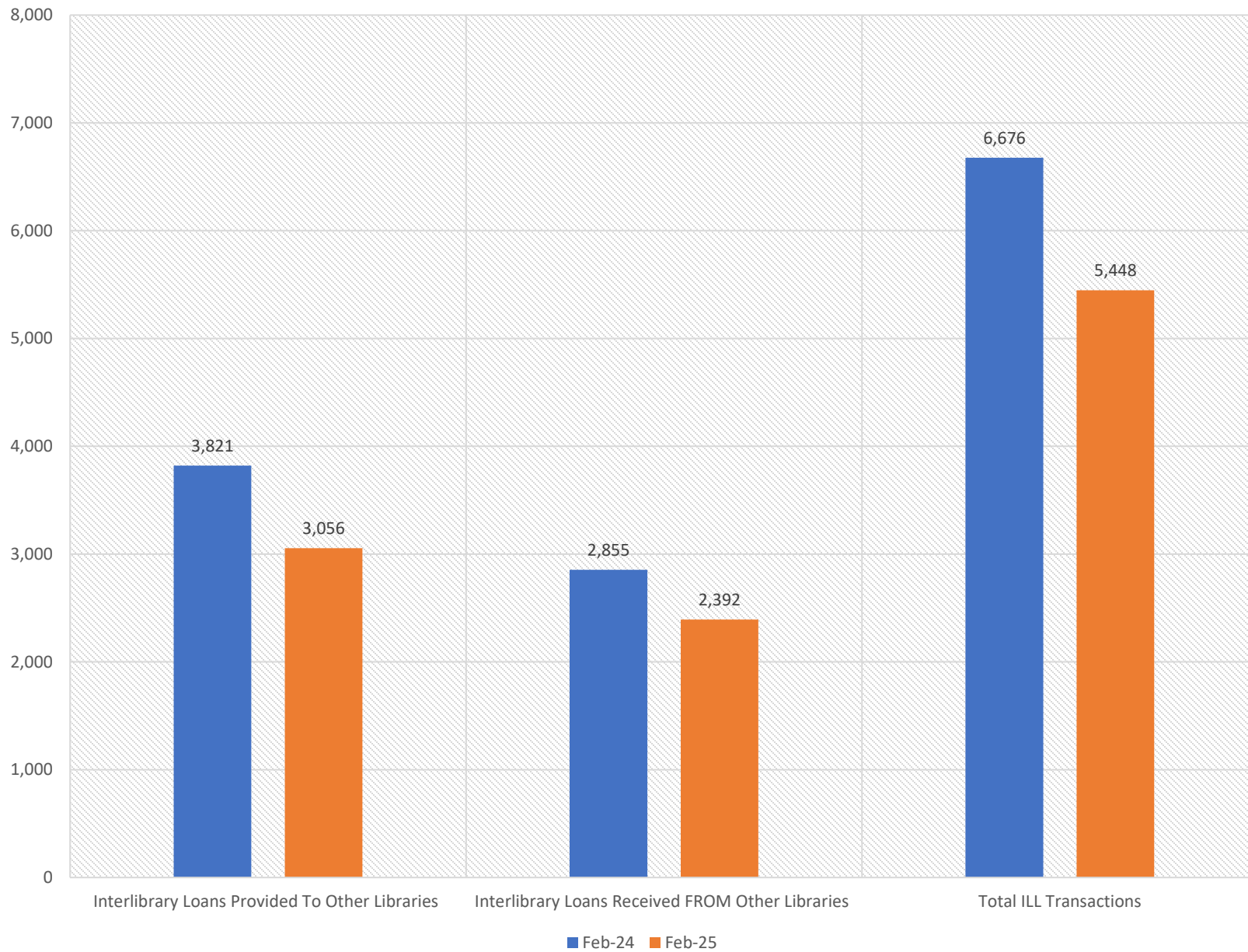
# February Circulation by Material Type



Change from 2024

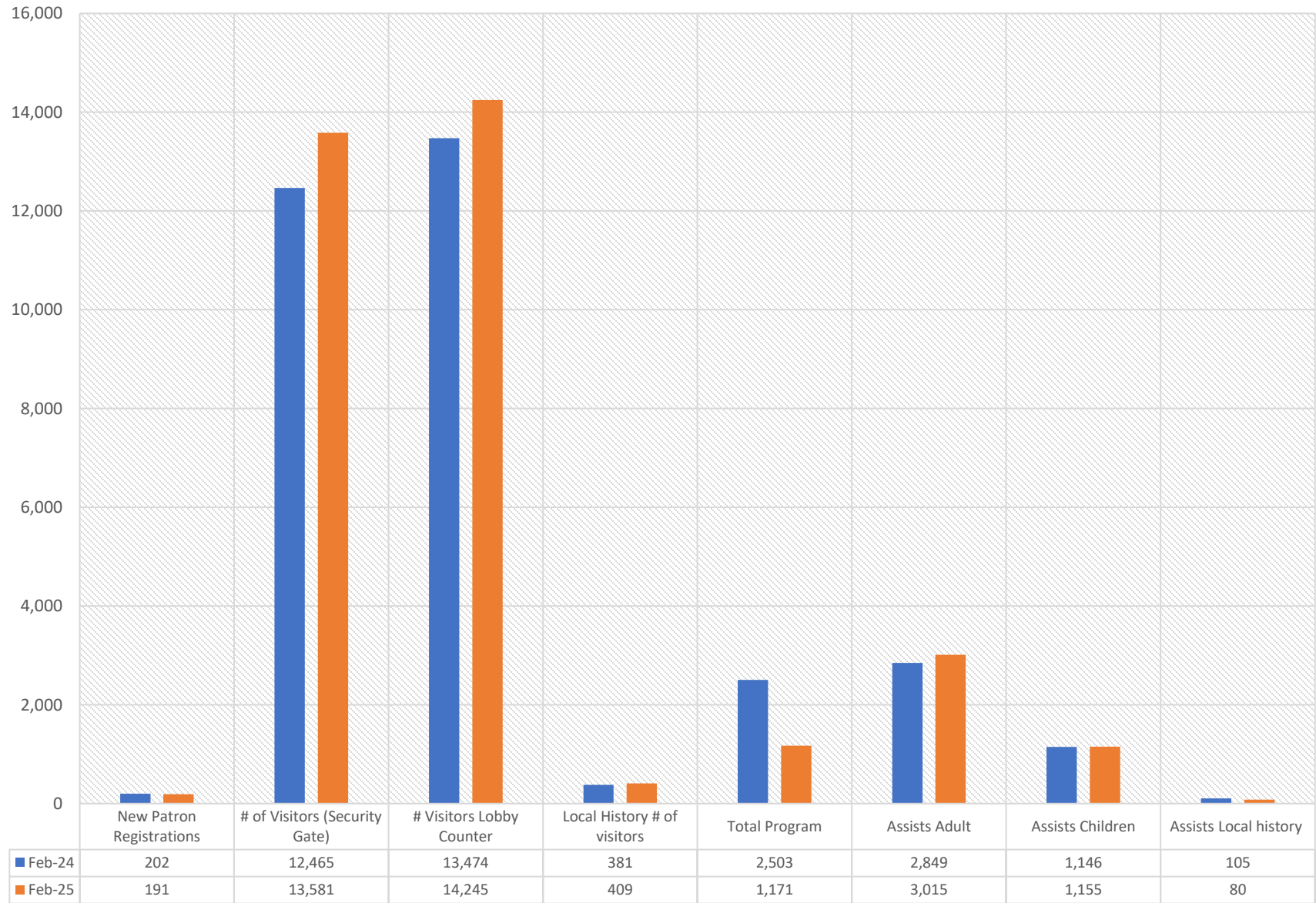


## February Interlibrary Loan





## Other February Statistics



■ Feb-24 ■ Feb-25



## Adult Computer Use Policy

Library cardholders may login without assistance from staff. **Decatur residents without a library card will need to acquire a guest pass from staff.** Visitors from outside of Decatur may be granted access to the library's computer resources upon presentation of acceptable identification. Access is limited to adults and minors ages 14-17 with written parental permission. Children 13 and under may access the library's adult computers only when accompanied at all times by an adult with acceptable identification.

Computer users may not:

- Make any attempt to modify or damage library computer equipment or software. Only software owned and installed by the Decatur Public Library may be used on its computers. Downloading or installing anything from the Internet or other software is not permissible.
- Use the library's computers for any illegal activity, including violation of copyright or other rights of third parties. Users will be responsible for knowledge of all applicable federal, state, and local laws for which they may be held in violation.
- Use library computers to view or disseminate material considered inappropriate for a public environment or likely to cause a disturbance, or sexually explicit or suggestive (obscene/pornographic) images.

## Violation and Enforcement

Unacceptable or inappropriate use of the library's computer resources may result in suspension or revocation of library privileges and expulsion from the library. Includes but is not limited to not staying in the time management system and/or not following the library computer rules.

Users will be held financially responsible for any damage to library computer equipment and software.

Using computer access obtained at Decatur Public Library to perpetrate illegal acts will be subject to prosecution by local, state, or federal authorities.

## Disclaimers

The Library assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Patrons should recognize that, in addition to valuable and reliable information, the Internet does contain inaccurate, dated, incomplete and controversial material. Users should exercise good judgment and discretion in the use of Internet information sources.

It is the responsibility of the parent or legal guardian to restrict and monitor a minor's access to information on the Internet.

The Library disclaims any liability or responsibility arising from access to or use of information obtained through the Internet. Users are responsible for any commercial transactions made while using the Library's Internet connection.

## Privacy

Patrons should have no expectation of privacy, as all Internet workstations are in view of other patrons and staff.

## Security

Every effort will be made to maintain a secure environment; however, Internet transactions, communications and activities are potentially vulnerable to unauthorized access. Decatur Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation for the Library.

## Behavior

It is the policy of the Library to provide an atmosphere conducive to the appropriate use of Library services and facilities. The rules of conduct outlined in the Library Use Guidelines apply to all computer users. Patrons shall not use Library computer resources in a way that disturbs or interferes with other patrons, employees or operations of the Library.

## Compliance

The Decatur Public Library staff will develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources. The Library reserves the right to terminate an Internet session at any time.

## Accessibility Accommodations

## Policy Modification

The Library reserves the right to modify this policy at any time.

Approved by the Library Board of Trustees  
April 19, 2007  
REVISED Feb 2013

Reviewed September 18, 2014

Reviewed October 19, 2017

REVISED January 21, 2021

REVISED May 19, 2022



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### EQUIPMENT CIRCULATION POLICY

If and when Decatur Public Library acquires equipment for the purpose of lending said equipment to cardholders, the following policy applies.

A valid Decatur Public Library card is needed to checkout equipment from the Decatur Public Library. Patrons who have damaged or not returned materials or equipment will have their library privileges suspended until materials are renewed, returned, or paid for.

A payment plan may be arranged at the library's discretion

There is no charge for use of library equipment unless otherwise noted.

Borrowers are responsible for all equipment and accessories checked out on their account. A written agreement, specific to the type of equipment borrowed, must be completed and signed in person. The agreement will indicate the length of the loan period and any replacement costs for lost or damaged equipment or accessories.

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

Notice will be given to the patron that the equipment is overdue within 10 days after the due date. If the equipment is not returned, a second notice will be given within 20 days after the first notice that the equipment is overdue. Failure to return library equipment within 10 days after the second notice will result in a bill for the replacement cost of the equipment. Payment of this charge is non-refundable.

Equipment must be returned directly to the circulation desk only, and not at any library drop point. It will be inspected at the time of return and must be returned in the same condition in which it was borrowed, along with all accessories, if any. Cost to replace or repair the equipment due to loss or damage and for any missing accessories will be charged to the patron. Malfunctions should be reported immediately to the library.

The library is not responsible for injuries or damages to personal property of individuals resulting from the use of this equipment.

Priority for use of the equipment is given to library staff for library programs, continuing education or library presentations.

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

Failure to abide by this policy may be cause for denial for future use of the equipment.

Approved by the Decatur Public Library Board of Trustees June 19, 2018

Amended January 20, 2022.



# Interlibrary Loan Policy

This policy covers interlibrary loan activity outside of the agreements and policies established by Decatur Public Library's membership in the SHARE consortium of the Illinois Heartland Library System (IHLS).

Decatur Public Library endorses the Illinet Interlibrary Loan Code, 2008, the American Library Association Interlibrary Loan Code for the United States, 2008, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines. The Library offers interlibrary loan services to any Decatur resident holding a valid Decatur Public Library card. Decatur Public Library participates in interlibrary loan with U.S. libraries only.

## Borrowing

Decatur Public Library will not request materials that are owned by the Library, or that are available in SHARE. Length of loan periods, renewal options, overdue fines, and conditions for use are determined by the supplying libraries.

Patrons should be prepared to assume the following fees:

- Any cost charged by the lending library.
- \$5.00 per item for all materials requested outside of the State of Illinois.

Every effort is made to obtain requested materials from libraries in Illinois. Any charges must be paid even if the item is not picked up. Charges will be collected by library staff at the time of request and held until the library discovers if it can obtain the item. If the library cannot obtain the item, the charges will be refunded.

A limit of 5 audiovisual (DVDs, CDs, VHS, Audiobooks, etc.) materials per calendar month may be requested by each patron.

Interlibrary loan requests will not be processed for patrons with overdue materials or more than \$25.00 unpaid fees.

Or

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

A payment plan may be arranged at the library's discretion

Patron requests may require completion of an interlibrary loan request form available at the reference desk. The patron will sign the form indicating their acceptance of the charges.

The condition of the borrowed material is the responsibility of Decatur Public Library until it is picked up by the patron. Thereafter, the patron is responsible for any damage to the original item. The patron agrees to a minimum charge of \$50.00 or the actual charges from the lending institution if it is more than \$50.00 for all material that is damaged or lost.

Patron will be charged \$1.00 if paperwork checked out with the book is not returned with the item borrowed.

Decatur Public Library will not attempt to borrow, nor will it lend the following type of material:

1. Material that is less than 1 year old.
2. Microfilm
3. Reference books
4. Newspapers
5. Magazines
6. Games

It is frequently difficult for the Library to borrow:

- Bound periodicals. We will request photocopies, electronic copies, or microforms.
- Textbooks for school use. Current textbooks are very difficult to obtain through interlibrary loan and libraries will not loan us books for an entire semester.
- New materials. Libraries have various definitions on what constitutes "new" books and audiovisual materials.
- eBooks. Licensing issues may restrict loans.

## Renewal

Renewals may be requested in person, by email, or by telephone to the Interlibrary Loan Clerk. Renewals are at the discretion of the lending library. Patrons will be notified by phone or email of the new due date.



All material lost or damaged will result in the borrowing library being charged the full cost of the item.

Approved by the Decatur Public Library Board of Trustees, Feb. 28, 2013.

Amended June 21, 2018.

Amended July 15, 2021

**CITY OF DECATUR**  
**LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 12/1/2024 to 12/31/2024

**35 -- LIBRARY FUND**

Check #	Check Date	Vendor	Check Amt	Account Description
164287	12/05/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,162.78	OFFICE SUPPLIES
164295	12/05/2024	BREWSTER, CONNIE K 11/12-13'24 PRESCHOOL ART	300.00	OTHER LIBRARY GRANT EXI
164299	12/05/2024	CALM.COM INC SUBSCRIPTION FROM 12/1/24-11/30/25	1,960.80	COMPUTER SOFTWARE
164300	12/05/2024	CAMERON, LEA 2HR YOGA CLASS	70.00	OTHER LIBRARY GRANT EXI
164353	12/05/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	904.60	OFFICE SUPPLIES
164404	12/12/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	3,950.25	OFFICE SUPPLIES
164407	12/12/2024	BECK'S ENGRAVING & RUBBER STAMPS 8 NAME BADGES W/MAGNETS	52.00	OFFICE SUPPLIES
164409	12/12/2024	BLUE MOUND MEMORIAL LIBRARY LOST OR DAMAGED MATERIAL	22.00	LOST OR DAMAGED BOOKS
164415	12/12/2024	CANON FINANCIAL SERVICES, INC SERVICE OFFICE EQUIPMENT COPIERS PRINTERS	739.44	SERV-OFFICE EQUIPMENT
164416	12/12/2024	CARBONDALE PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	18.95	LOST OR DAMAGED BOOKS
164419	12/12/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	301.06	OFFICE SUPPLIES
164426	12/12/2024	COMMERCIAL MAIL SERVICES NOV 16 - NOV 30'24	157.37	POSTAGE
164438	12/12/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	165.73	OFFICE SUPPLIES
164448	12/12/2024	EFFINGHAM PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	16.99	LOST OR DAMAGED BOOKS
164482	12/12/2024	LAWRENCE PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	20.00	LOST OR DAMAGED BOOKS
164485	12/12/2024	LINCOLN PUBLIC LIBRARY LOST OR DAMAGED MATERIAL	17.00	LOST OR DAMAGED BOOKS
164486	12/12/2024	LIVE HISTORY OCT 16-18 OART 2 OF 3 IN TIME/TIMELESS GATH	1,600.00	PROFESSIONAL SERVICES
164489	12/12/2024	LOVINGTON PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	18.00	LOST OR DAMAGED BOOKS

**CITY OF DECATUR**  
**LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 12/1/2024 to 12/31/2024

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
164500	12/12/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	4,924.18	OFFICE SUPPLIES
164524	12/12/2024	SAM'S CLUB ACCT 9064	61.48	OTHER LIBRARY GRANT EXI
164525	12/12/2024	SCHNIEDERJAN, MEGAN NOV 16'24 CHILDRENS YOGA	100.00	OTHER LIBRARY GRANT EXI
164539	12/12/2024	TODAY'S BUSINESS SOLUTIONS 3RD QTR COST PER FAX PROGRAM	82.68	TELEPHONE
164578	12/19/2024	AMAZON PAYMENTS CREDIT ON INV 193G-RRT1-V1GY PURCHASE FOR OTHER LIBRARY GRANTS	2,019.43	BOOKS & PERIODICALS
164582	12/19/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	4,487.64	OFFICE SUPPLIES
164593	12/19/2024	COMMERCIAL MAIL SERVICES DEC 1 -DEC15'24	161.32	POSTAGE
164603	12/19/2024	DECATUR CIVIC CENTER AUTHORITY SECURITY FOR LIBRARY	3,416.65	SECURITY
164604	12/19/2024	DECATUR PARK DISTRICT TREES ON TEES	250.00	OTHER LIBRARY GRANT EXI
164605	12/19/2024	DEMCO INC OTHER LIBRARY GRANT EXPENSE	277.75	OTHER LIBRARY GRANT EXI
164606	12/19/2024	DENTON, JANET REIMBURSEMENT CHRISTMAS PARTY 2024	7.50	OTHER LIBRARY GRANT EXI
164614	12/19/2024	EYCHISON, KATIE REIMBURSEMENTS FOR FUNDED PROGRAMS	563.82	OTHER LIBRARY GRANT EXI
164620	12/19/2024	FREITAG, PATTI REIMBURSEMENT 2024 CHRISTMAS PARTY	25.98	OTHER LIBRARY GRANT EXI
164628	12/19/2024	GR8R MINDZ INC, FINANCIAL LITERACY PROGRAM/DR DOLLAR& SEN\$	500.00	OTHER LIBRARY GRANT EXI
164629	12/19/2024	HECKWINE, BETTI JO 2024 CHRSTIMAS PARTY & SERVICE RECOGNITION I	212.63	OTHER LIBRARY GRANT EXI
164641	12/19/2024	KANOPY LIBRARY STREAMING SERVICE	433.00	BOOKS & PERIODICALS
164654	12/19/2024	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	10,669.84	OFFICE SUPPLIES



**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 12/1/2024 to 12/31/2024

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
164661	12/19/2024	NAYAX, LLC NOV'24 SERVICES CASHLESS ONLY	19.44	BANKING SERVICE CHARGE
164667	12/19/2024	PAETEC ACCT 633318933001	42.69	TELEPHONE
164671	12/19/2024	PEASE, CONNIE L JUNE-DEC'24 6 YOGA SESSIONS	210.00	OTHER LIBRARY GRANT EXI
164672	12/19/2024	PEERLESS NETWORK, INC ACCT 1212890	330.09	TELEPHONE
164702	12/19/2024	ULINE T-SHIRT BAGS	119.81	OFFICE SUPPLIES
164704	12/19/2024	UNIQUE MANAGEMENT SERVICES NOV'24 PLACEMENTS	403.85	PROFESSIONAL SERVICES
164707	12/19/2024	VERIZON WIRELESS ACCOUNT 980380645-00001	161.67	TELEPHONE
164714	12/19/2024	WHITEHEAD, MICHELLE CHRISTMAS PARTY 2024	68.97	OTHER LIBRARY GRANT EXI
164729	12/31/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	625.76	OFFICE SUPPLIES
164744	12/31/2024	CDW GOVERNMENT INC OFFICE SUPPLIES AND COMPUTER HARDWARE	1,522.05	OFFICE SUPPLIES
23006477	12/05/2024	PRODUCT LLC FURNITURE COORDINATION	2,000.00	PROFESSIONAL SERVICES
23006523	12/19/2024	REGIONS/CREDIT CARD ACCT 7213	1,077.19	PROFESSIONAL SERVICES
23006526	12/19/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	2,038.38	OTHER LIBRARY GRANT EXI
23006553	12/31/2024	JONES & THOMAS PROFESSIONAL SERVICES - WEB	420.00	PROFESSIONAL SERVICES
23006554	12/31/2024	JESSICA HILL CONSULTING LLC OTHER GRANTS FOR SOCIAL WORKER PAYMENTS	807.66	OTHER LIBRARY GRANT EXI
<b>Total for: 35</b>			<b>49,518.43</b>	

**59 -- LIBRARY TRUST FUNDS**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
164287	12/05/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	475.47	BOOKS & PERIODICALS

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

**For invoices from -- 12/1/2024 to 12/31/2024**

**59 -- LIBRARY TRUST FUNDS**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
164404	12/12/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	122.25	BOOKS & PERIODICALS
164578	12/19/2024	AMAZON PAYMENTS PURCHASE FOR OTHER LIBRARY GRANTS	.00	BOOKS & PERIODICALS
164582	12/19/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,115.16	BOOKS & PERIODICALS
164729	12/31/2024	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT	1,191.94	BOOKS & PERIODICALS
<b>Total for: 59</b>			<b>2,904.82</b>	
<b>Total for All:</b>			<b>\$52,423.25</b>	

## December 2024 VENDOR REPORT

<b>VENDOR NAME</b>	<b>AMOUNT</b>
AMAZON PAYMENTS Total	\$2,019.43
BAKER & TAYLOR CO Total	\$13,131.25
BECK'S ENGRAVING & RUBBER STAMPS Total	\$52.00
BLUE MOUND MEMORIAL LIBRARY Total	\$22.00
BREWSTER, CONNIE K Total	\$300.00
CALM.COM INC Total	\$1,960.80
CAMERON, LEA Total	\$70.00
CANON FINANCIAL SERVICES, INC Total	\$739.44
CARBONDALE PUBLIC LIBRARY Total	\$18.95
CDW GOVERNMENT INC Total	\$1,823.11
COMMERCIAL MAIL SERVICES Total	\$318.69
DECATUR CIVIC CENTER AUTHORITY Total	\$3,416.65
DECATUR PARK DISTRICT Total	\$250.00
DEMCO INC Total	\$443.48
DENTON, JANET Total	\$7.50
EFFINGHAM PUBLIC LIBRARY Total	\$16.99
EYTCHISON, KATIE Total	\$563.82
FREITAG, PATTI Total	\$25.98
GR8R MINDZ INC, Total	\$500.00
HECKWINE, BETTI JO Total	\$212.63
JESSICA HILL CONSULTING LLC Total	\$2,846.04
JONES & THOMAS Total	\$420.00
KANOPY Total	\$433.00
LAWRENCE PUBLIC LIBRARY DISTRICT Total	\$20.00
LINCOLN PUBLIC LIBRARY Total	\$17.00
LIVE HISTORY Total	\$1,600.00
LOVINGTON PUBLIC LIBRARY DISTRICT Total	\$18.00
MIDWEST TAPE, LLC Total	\$16,498.62
NAYAX, LLC Total	\$19.44
PAETEC Total	\$42.69
PEASE, CONNIE L Total	\$210.00
PEERLESS NETWORK, INC Total	\$330.09
PRODUCT LLC Total	\$2,000.00
REGIONS/CREDIT CARD Total	\$1,077.19
SAM'S CLUB Total	\$61.48
SCHNIEDERJAN, MEGAN Total	\$100.00
TODAY'S BUSINESS SOLUTIONS Total	\$82.68
ULINE Total	\$119.81
UNIQUE MANAGEMENT SERVICES Total	\$403.85
VERIZON WIRELESS Total	\$161.67
WHITEHEAD, MICHELLE Total	\$68.97
<b>Grand Total</b>	<b>\$52,423.25</b>

**CITY OF DECATUR**  
**LIBRARY FUNDS CHECK REGISTER**  
For invoices from -- 2/1/2025 to 2/28/2025

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
165189	02/06/2025	4/80 TREATS LLC SNAKCS FOR 150TH ANNIV. TRIVIA NIGHT	287.50	OTHER LIBRARY GRANT EXI
165205	02/06/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,906.06	BOOKS & PERIODICALS
165215	02/06/2025	CAMERON, LEA JAN-FEB'25 YOGA CLASS	70.00	OTHER LIBRARY GRANT EXI
165217	02/06/2025	COMMERCIAL MAIL SERVICES JAN 16 - JAN 31'25 MONTHLY MAIL	343.12	POSTAGE
165236	02/06/2025	DYNAGRAPHICS 72 X 48" BANNEERS HEM & GROMMETS	777.85	OTHER LIBRARY GRANT EXI
165244	02/06/2025	GIGGLES OF DECATUR LLC COOKIE COUPONS FOR WRP	900.00	OTHER LIBRARY GRANT EXI
165250	02/06/2025	HECKWINE, BETTI JO SRC GIFT CARD FOL FUNDED	50.00	OTHER LIBRARY GRANT EXI
165257	02/06/2025	ILLINOIS LIBRARY ASSOCIATION 2025 MEMEBERSHIP R.MEYER	300.00	MEMBERSHIP FEES
165258	02/06/2025	ILLINOIS LIBRARY ASSOCIATION JAN'25-FEB'26 MEMBERSHIP R.MEYER 836120	250.00	MEMBERSHIP FEES
165265	02/06/2025	KILEY KLEIN, LTD SEP-DEC'24-JAN'25 LEGAL REPRESENTATION	1,618.50	PROFESSIONAL SERVICES
165269	02/06/2025	LIBRARY SOLUTIONS LIBRARY CALENDER INSTALL, INTEGRATE & CONFIG	5,500.00	PROFESSIONAL SERVICES
165285	02/06/2025	MAVERIK MARKETING READICULOUS TSHIRTS/ FOL - FUNDED	264.00	OTHER LIBRARY GRANT EXI
165287	02/06/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	104,032.89	OFFICE SUPPLIES
165302	02/06/2025	SAM'S CLUB ACCT 9064	170.97	BANKING SERVICE CHARGE
165303	02/06/2025	SCHOLASTIC LIBRARY PUBLISHING CHILDREN'S WRP	1,116.36	OTHER LIBRARY GRANT EXI
165304	02/06/2025	SCOTT CLANIN BRAND SERVICE TRAINING PROJECT	2,235.00	PROFESSIONAL SERVICES
165311	02/06/2025	STRIGLOS/HAINES & ESSICK BRIGHT WHITE CARD STOCK QUICK NOTES, PLANNER, FOLDERS, ENVELOPES, &	245.65	OFFICE SUPPLIES



**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

**For invoices from -- 2/1/2025 to 2/28/2025**

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
165314	02/06/2025	TODAY'S BUSINESS SOLUTIONS OCT - DEC 4TH QTR FAX PROGRAM	87.72	TELEPHONE
165340	02/13/2025	AMERICAN LIBRARY ASSOCIATION ALA INDIVIDUAL TYPE 1 PLA & UNITED MEM DUES	280.00	MEMBERSHIP FEES
165344	02/13/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	3,817.50	OFFICE SUPPLIES
165383	02/13/2025	GALE GROUP, INC. BLANKET - LARGE PRINT TITLES	12,232.54	BOOKS & PERIODICALS
165393	02/13/2025	HECKWINE, BETTI JO FEB'25 SRC FOR 5 STAFF MEMBERS	26.09	OTHER LIBRARY GRANT EXI
165422	02/13/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	1,341.68	OFFICE SUPPLIES
165483	02/20/2025	ASSISTIVE HEARING SYSTEMS LLC AHS INSTALLATION	6,450.00	OTHER LIBRARY GRANT EXI
165486	02/20/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	2,789.66	OFFICE SUPPLIES
165508	02/20/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	4,307.90	SECURITY
165527	02/20/2025	HARGADON, STEVE LIBRARY 2.0 WEBINAR - A.HENKEL	99.00	CONFERENCES & TRAVEL
165539	02/20/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	568.00	BOOKS & PERIODICALS
165553	02/20/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	315.74	OFFICE SUPPLIES
165574	02/20/2025	REBECCA RUTH HALL 60 MINUTE MUSICAL PROGRAM	800.00	OTHER LIBRARY GRANT EXI
165576	02/20/2025	SCHNIEDERJAN, MEGAN 2 CHILDREN'S YOGA CLASS 12/14/24 & 12/28/24	200.00	OTHER LIBRARY GRANT EXI
165588	02/20/2025	TODAY'S BUSINESS SOLUTIONS CREDIT CARD READERS	1,794.00	SMALL CAPITAL ITEMS
165595	02/20/2025	UNIQUE MANAGEMENT SERVICES JAN 2025 PLACEMENTS	591.00	PROFESSIONAL SERVICES
165617	02/27/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,531.03	OFFICE SUPPLIES
165618	02/27/2025	BECK'S ENGRAVING & RUBBER STAMPS 1 SUBLIMATED NAME BADGE WITH MAGNET	410.10	OFFICE SUPPLIES



**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 2/1/2025 to 2/28/2025

**35 -- LIBRARY FUND**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Check Amt</b>	<b>Account Description</b>
165618	02/27/2025	BECK'S ENGRAVING & RUBBER STAMPS 6 SUBLIMATED NAME BASGE WITH MAGNET	410.10	OFFICE SUPPLIES
165621	02/27/2025	BLUNT, JESSE 3D PRINTS	59.00	OTHER LIBRARY GRANT EXI
165624	02/27/2025	BOWLES DALTON DOWEL PIN	3.45	OFFICE SUPPLIES
165637	02/27/2025	COMMERCIAL MAIL SERVICES FEB 1 - FEB 14,2025 MONTHLY POSTAGE	213.12	POSTAGE
165645	02/27/2025	DECATUR TRIBUNE 2 SUBSCRIPTIONS FOR DECATUR TRIBUNE	100.00	BOOKS & PERIODICALS
165646	02/27/2025	DEMCO INC BLANKET - OTHER LIBRARY GRANT EXP&OFFICE SL	754.23	OFFICE SUPPLIES
165667	02/27/2025	HERALD & REVIEW 2 HERALD & REVIEW SUBSCRIPTION	1,506.99	BOOKS & PERIODICALS
165688	02/27/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	119.76	OFFICE SUPPLIES
165693	02/27/2025	PEASE, CONNIE L JAN/FEB - YOGA 8 SESSIONS 1 HOUR EACH	280.00	OTHER LIBRARY GRANT EXI
165694	02/27/2025	PEERLESS NETWORK, INC ACCT 1212890	330.13	TELEPHONE
165711	02/27/2025	SULLIVAN CONTRACTORS, LLC LABOR AND MATERIAL TO INSTALL DRYWALL,PRIME	6,261.00	SERVICE TO MAINT BUILDIN
165720	02/27/2025	VERIZON WIRELESS ACCT 980380645-00001	161.67	TELEPHONE
6003561	02/26/2025	DELL INC. POWEREDGE R250 SERVER	2,388.29	SMALL CAPITAL ITEMS
23006636	02/05/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	769.20	OTHER LIBRARY GRANT EXI
23006640	02/19/2025	REGIONS/CREDIT CARD ACCT 7213	4,239.79	OFFICE SUPPLIES
23006682	02/20/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,961.46	OTHER LIBRARY GRANT EXI
23006688	02/27/2025	PRODUCT LLC FURNITURE INSTALLATION REVIEW	3,487.76	PROFESSIONAL SERVICES
23006690	02/27/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,846.08	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR**  
**LIBRARY FUNDS CHECK REGISTER**  
**For invoices from -- 2/1/2025 to 2/28/2025**

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23006691	02/27/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
<b>Total for: 35</b>			<b>182,611.79</b>	

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
165205	02/06/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	821.75	BOOKS & PERIODICALS
165229	02/06/2025	DECATUR PUBLIC LIBRARY FOUNDATION CHECK FOR FOUNDATION FROM D. DEVORE	100.00	CONTRIBUTIONS
165344	02/13/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	299.34	BOOKS & PERIODICALS
165422	02/13/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	1.65	BOOKS & PERIODICALS
165486	02/20/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	84.33	BOOKS & PERIODICALS
165617	02/27/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	203.92	BOOKS & PERIODICALS
165705	02/27/2025	ROCKFORD MAP PUBLISHERS, INC. CHRISTIAN ILLINOIS 2025 PLAT BOOK	74.70	BOOK AND PERIODICALS
<b>Total for: 59</b>			<b>1,585.69</b>	
<b>Total for All:</b>			<b>\$184,197.48</b>	

## FEBRUARY 2025 VENDOR REPORT

<b>VENDOR NAME</b>	<b>AMOUNT</b>
4/80 TREATS LLC Total	\$287.50
AMERICAN LIBRARY ASSOCIATION Total	\$280.00
ASSISTIVE HEARING SYSTEMS LLC Total	\$6,450.00
BAKER & TAYLOR CO Total	\$11,453.59
BECK'S ENGRAVING & RUBBER STAMPS Total	\$410.10
BLUNT, JESSE Total	\$59.00
BOWLES DALTON Total	\$3.45
CAMERON, LEA Total	\$70.00
COMMERCIAL MAIL SERVICES Total	\$556.24
DECATUR CIVIC CENTER AUTHORITY Total	\$4,307.90
DECATUR PUBLIC LIBRARY FOUNDATION Total	\$100.00
DECATUR TRIBUNE Total	\$100.00
DELL INC. Total	\$2,388.29
DEMCO INC Total	\$754.23
DYNAGRAPHICS Total	\$777.85
GALE GROUP, INC. Total	\$12,232.54
GIGGLES OF DECATUR LLC Total	\$900.00
HARGADON, STEVE Total	\$99.00
HECKWINE, BETTI JO Total	\$76.09
HERALD & REVIEW Total	\$1,506.99
ILLINOIS LIBRARY ASSOCIATION Total	\$550.00
JESSICA HILL CONSULTING LLC Total	\$4,576.74
JONES & THOMAS Total	\$420.00
KANOPY Total	\$568.00
KILEY KLEIN, LTD Total	\$1,618.50
LIBRARY SOLUTIONS Total	\$5,500.00
MAVERIK MARKETING Total	\$264.00
MIDWEST TAPE, LLC Total	\$105,811.72
PEASE, CONNIE L Total	\$280.00
PEERLESS NETWORK, INC Total	\$330.13
PRODUCT LLC Total	\$3,487.76
REBECCA RUTH HALL Total	\$800.00
REGIONS/CREDIT CARD Total	\$4,239.79
ROCKFORD MAP PUBLISHERS, INC. Total	\$74.70
SAM'S CLUB Total	\$170.97
SCHNIEDERJAN, MEGAN Total	\$200.00
SCHOLASTIC LIBRARY PUBLISHING Total	\$1,116.36
SCOTT CLANIN Total	\$2,235.00
STRIGLOS/HAINES & ESSICK Total	\$245.65
SULLIVAN CONTRACTORS, LLC Total	\$6,261.00
TODAY'S BUSINESS SOLUTIONS Total	\$1,881.72
UNIQUE MANAGEMENT SERVICES Total	\$591.00
VERIZON WIRELESS Total	\$161.67
<b>Grand Total</b>	<b>\$184,197.48</b>

**DPL FY2025 Budget Report**  
**Prepared March 4, 2025**  
**At the end of February 17% of**  
**the year has passed**

**Revenue**

	FY2025 Budgeted	% of Budget	Actual YTD	% Collected	FY2024 YTD	% Change
Property Taxes	\$ 3,222,539	69.1%	\$ -	0.0%	\$ -	#DIV/0!
All Other	\$ 1,440,919	30.9%	\$ 226,839.86	15.7%	\$ 205,563.75	10.4%
<b>Total Revenue</b>	<b>\$ 4,663,458</b>		<b>\$ 226,839.86</b>	<b>4.9%</b>	<b>\$ 205,563.75</b>	<b>10.4%</b>

<b>Expense</b>	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
<b><u>Personnel</u></b>						
Payroll	\$ 1,867,224		\$ 353,118.20	18.9%	\$ 330,790.75	6.7%
Benefits	\$ 1,040,424		\$ 196,097.79	18.8%	\$ 176,473.02	11.1%
	<b>\$ 2,907,648</b>	<b>57.5%</b>	<b>\$ 549,215.99</b>	<b>18.9%</b>	<b>\$ 507,263.77</b>	<b>8.3%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 31,423.72	12.8%	\$ 23,851.91	31.7%
Per Capita	\$ 104,020		\$ 104,211.64	100.2%	\$ 26,453.50	293.9%
Lost/Damage	\$ 1,600		\$ 183.06	11.4%	\$ 79.46	130%
<b>Total Materials</b>	<b>\$ 350,620</b>	<b>9.3%</b>	<b>\$ 135,818.42</b>	<b>38.7%</b>	<b>\$ 50,384.87</b>	<b>169.6%</b>

**Professional Services**

Security	\$ 22,500		\$ 8,112.68	36.1%	\$ 8,665.25	-6.4%
Professional Services	\$ 50,000		\$ 23,544.66	47.1%	\$ 21,996.04	7.0%
Bank Service Charges	\$ 250		\$ 66.16	26.5%	\$ 21.81	203%
<b>Total</b>	<b>\$ 72,750</b>	<b>1.9%</b>	<b>\$ 31,723.50</b>	<b>43.6%</b>	<b>\$ 22,017.85</b>	<b>44.1%</b>

**Allocations**

<b>Administrative Fee</b>	\$	189,792		\$	31,632.00	16.7%	\$	24,622.00	28.5%
<b>MIS</b>	\$	19,967		\$	3,328.00	16.7%	\$	2,722.00	22.3%
	\$	<b>209,759</b>	<b>5.5%</b>	\$	<b>34,960.00</b>	<b>16.7%</b>	\$	<b>27,344.00</b>	<b>27.9%</b>

#### Grants

<b>Other grants</b>	\$	150,000		\$	24,684.74	16.5%	\$	7,968.14	<b>209.8%</b>
	\$	<b>150,000</b>	<b>4.0%</b>	\$	<b>24,684.74</b>	<b>16.5%</b>	\$	7,968.14	<b>209.8%</b>

<b>Advertising</b>	\$	900	0.02%	\$	-	0.0%	\$	324.00	-100%
--------------------	----	-----	-------	----	---	------	----	--------	-------

#### Office Supplies/Maintenance

<b>Postage</b>	\$	5,000		\$	1,055.57	21.1%	\$	919.21	14.8%
<b>Service to Office Equipment</b>	\$	25,000		\$	739.44	3.0%	\$	1,964.59	-62.4%
<b>Telephone</b>	\$	6,000		\$	1,124.41	18.7%	\$	1,173.46	-4.2%
<b>Software</b>	\$	45,000		\$	2,724.20	6.1%	\$	249.00	994.1%
<b>Office Supplies</b>	\$	40,000		\$	6,764.46	16.9%	\$	2,101.90	221.8%
<b>Small Capital</b>	\$	50,000		\$	7,671.32	15.3%	\$	21,904.23	-65.0%
	\$	<b>171,000</b>	<b>4.5%</b>	\$	<b>20,079.40</b>	<b>11.7%</b>	\$	<b>28,312.39</b>	<b>-29.1%</b>

#### Staff Development

<b>Conferences/Training/Travel</b>	\$	35,000		\$	479.00	1.4%	\$	3,327.92	-85.6%
<b>Tuition Reimbursement</b>	\$	10,000		\$	-	0.0%	\$	-	#DIV/0!
<b>Membership</b>	\$	71,000		\$	807.74	1.1%	\$	1,176.93	-31.4%
	\$	<b>116,000</b>	<b>3.1%</b>	\$	<b>1,286.74</b>	<b>1.1%</b>	\$	<b>4,504.85</b>	<b>-71.4%</b>

#### Insurance

<b>Unemployment</b>	\$	1,176		\$	196.00	16.7%	\$	188.00	4.3%
<b>Risk Management</b>	\$	111,948		\$	18,658.00	16.7%	\$	15,602.00	19.6%
	\$	<b>113,124</b>	<b>3.0%</b>	\$	<b>18,854.00</b>	<b>16.7%</b>	\$	<b>15,790.00</b>	<b>19.4%</b>

#### Building Costs

<b>Transfer to Capital</b>	\$	375,000		\$	315,000.00	84.0%	\$	-	#DIV/0!
----------------------------	----	---------	--	----	------------	-------	----	---	---------

Rent	\$	589,583		\$	98,230.00	16.7%	\$	98,230.00	0.0%
Supplies	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Maintenance	\$	-		\$	6,261.00	#DIV/0!	\$	-	#DIV/0!
Total Building	\$	964,583	25.5%	\$	419,491.00		\$	98,230.00	327.0%
Total Operations/Services	\$	2,148,736	56.8%	\$	686,897.80	32.0%	\$	254,876.10	169.5%
Total Expenses	\$	5,056,384		\$	1,236,113.79	24.4%	\$	762,139.87	62.2%
Revenue Minus Expense	\$	(392,926)		\$	(1,009,273.93)		\$	(556,576.12)	81.3%

#### Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activity	Ending
1/1/2025	1,865,528.14	\$ 177,743.66	\$ 756,098.52	\$ -	\$ 1,287,173.28
2/1/2025	\$ 1,287,173.28	\$ 49,096.20	\$ 480,015.27	\$ -	\$ 856,254.21
3/1/2025	\$ 856,254.21				
4/1/2025	\$ -				
5/1/2025	\$ -				
6/1/2025	\$ -				
7/1/2025	\$ -				
8/1/2025	\$ -				
9/1/2025	\$ -				
10/1/2025	\$ -				
11/1/2025	\$ -				
12/1/2025	\$ -				
1/1/2026	\$ -				

#### Capital Fund

Revenue Expected:

Expense Expected:

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 194,018.17	\$ 315,631.65	\$ 160,002.22	\$ 349,647.60
2/1/2025	\$ 349,647.60	\$ -	\$ 149,531.69	\$ 200,115.91
3/1/2025	\$ 200,115.91			
4/1/2025	\$ -			

5/1/2025	\$	-
6/1/2025	\$	-
7/1/2025	\$	-
8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
12/1/2025	\$	-
1/1/2026	\$	-

#### Trust Accounts

##### Cantoni

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 7,017.16	\$ 2.58	\$ -	\$ 7,019.74
2/1/2025	\$ 7,019.74	\$ -	\$ 116.90	\$ 6,902.84
3/1/2025	\$ 6,902.84			
4/1/2025	\$ -			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
1/1/2026	\$ -			

##### Meyer

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 33,943.90	\$ 12.67	\$ 322.00	\$ 33,634.57
2/1/2025	\$ 33,634.57	\$ -	\$ 74.70	\$ 33,559.87
3/1/2025	\$ 33,559.87			
4/1/2025	\$ -			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			

8/1/2025	\$	-
9/1/2025	\$	-
10/1/2025	\$	-
11/1/2025	\$	-
12/1/2025	\$	-
1/1/2026	\$	-

#### Memorials/Donations

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 6,814.86	\$ 1,557.71	\$ 1,022.59	\$ 7,349.98
2/1/2025	\$ 7,349.98	\$ 100.00	\$ 1,294.09	\$ 6,155.89
3/1/2025	\$ 6,155.89			
4/1/2025	\$ -			
5/1/2025	\$ -			
6/1/2025	\$ -			
7/1/2025	\$ -			
8/1/2025	\$ -			
9/1/2025	\$ -			
10/1/2025	\$ -			
11/1/2025	\$ -			
12/1/2025	\$ -			
1/1/2026	\$ -			

Total	Beginning	Revenue	Expense	Balance Sheet activity	Ending
1/1/2025	\$ 2,107,322.23	\$ 494,948.27	\$ 917,445.33	\$ -	\$ 1,684,825.17
2/1/2025	\$ 1,684,825.17	\$ 49,196.20	\$ 631,032.65	\$ -	\$ 1,102,988.72
3/1/2025	\$ 1,102,988.72	\$ -	\$ -	\$ -	
4/1/2025	\$ -	\$ -	\$ -	\$ -	
5/1/2025	\$ -	\$ -	\$ -	\$ -	
6/1/2025	\$ -	\$ -	\$ -	\$ -	
7/1/2025	\$ -	\$ -	\$ -	\$ -	
8/1/2025	\$ -	\$ -	\$ -	\$ -	
9/1/2025	\$ -	\$ -	\$ -	\$ -	
10/1/2025	\$ -	\$ -	\$ -	\$ -	
11/1/2025	\$ -	\$ -	\$ -	\$ -	
12/1/2025	\$ -	\$ -	\$ -	\$ -	



1/1/2026 \$ -

# **Decatur Public Library City Librarian Emergency Succession Plan**

## **Purpose**

This plan is intended to establish procedures and contingencies due to the absence, or departure of the City Librarian and to facilitate the transition to both interim and long-term leadership.

## **Succession Plan in the Event of a Temporary Absence: Short Term**

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the City Librarian will return to their position once events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or sabbatical.

In the event of an **unplanned absence**, the City Librarian or member of the management team will inform the Board President of the absence. As soon as it is feasible, the President should convene a special meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting City Librarian (ACL) would be:

- Alissa T. Henkel

The Board may decide to split executive duties as they and the ACL deem appropriate.

## **Authority and Compensation of the Acting Executive Director**

The person appointed as ACL shall have the full authority for decision-making and independent action as the regular City Librarian.

The Board may but is not required to offer a bi-weekly payroll bonus to the ACL for the duration of leave of absence.

## **Board Oversight**

The Board President will be responsible for monitoring the work of the ACL during the leave of absence period and will be sensitive to the special support needs of the ACL in this temporary leadership role.

## **Communications Plan**

The Board President will notify staff and Board members immediately after transferring the responsibilities to the ACL.

As soon as possible after the ACL assumes their role, Board members and the ACL will communicate the temporary leadership structure to the following, key external supporters. This list is neither ranked nor exhaustive.

- Attorney
- City Manager
- City Treasurer
- Building Maintenance
- SHARE
- IHLS
- DPL Foundation & Friends of DPL

### **Completion of Temporary Absence: Short Term**

The decision about when the City Librarian returns to lead the Library should be determined by the City Librarian and the Board of Trustees. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

### **Succession Plan in the Event of a Temporary Absence: Long-Term**

A long-term absence is one that is expected to last more than three months. In addition to the procedures and conditions established for a short-term absence, the Board will give immediate consideration, in consultation with the Acting City Librarian, to either temporarily fill the management position left vacant by the ACL or hire an interim library director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the ACL to carry the duties of both positions, or depending upon the timing of the absence, it may be necessary to have an experienced library director in the position.

### **Determination if an Interim City Librarian is needed**

The criteria that the Board and Acting City Librarian should consider when determining whether or not to hire an Interim Director or consultant to the ACL are as follows:

- Time of year – are major deadlines pending?
- Required fiscal responsibilities – consider the status of the B&A, levy, and/or audit
- Special projects currently in progress or upcoming

Skills and experience an Interim Director needs:

- Significant experience as the director of an Illinois municipal library
- Flexible schedule to allow for on-site presence and to attend board meetings
- Prior experience as an Interim Director preferred

### **Completion of Temporary Absence: Long Term**

The decision about when the absent City Librarian returns to lead the Library would be determined by the City Librarian and the Board. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

### **Succession Plan in Event of Permanent Change in City Librarian**

A permanent change is one in which it is firmly determined that the City Librarian will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new City Librarian. The Board should strongly consider the option of hiring outside consultants to plan and manage the search. The Search Committee will also determine the need for an Interim City Librarian if one is not already in place.

### **Acceptance of Emergency Succession Plan**

This succession plan requires approval by the Board of Trustees subsequent signatures by the Board President and the City Librarian.

This plan should be revised as needed and be reviewed annually.

The Library's financial calendar is included with this document along with other succession related information necessary for this plan to be activated.

Board President: \_\_\_\_\_

Date: \_\_\_\_\_

City Librarian: \_\_\_\_\_

Date: \_\_\_\_\_

## **Information and Contact Inventory for Decatur Public Library**

Knowing where the Library's key information is located is critical so that if an emergency succession should occur, the Library would be able to quickly continue work in the most efficient and effective way.

### **Attorney**

- Name: Jordan Klein
- Contact:
- Phone Number: 217-428-0949
- Email: [jordan@kileyklein.com](mailto:jordan@kileyklein.com)