



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, May 15, 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 April 17, 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, Matt Wilkerson, Carol Ziese
- VI. City Librarian’s report—Rick Meyer (Discussion)
- VII. Reports of committees
 - A. Personnel, Policy & Public Relations Committee—Samantha Carroll

- i. Continuing Education and Travel Policy (Action)
- ii. Test Proctoring Policy (Action)
- iii. Future Agenda Building (Discussion)
- iv. City Librarian Evaluation (Discussion)
- v. Other

B. Finance and Properties Committee—Sofia Xethalis

- i. Capital Needs (Discussion)
- ii. Furniture Project Update (Discussion)
- iii. April 2025 Check Registers & Vendor Reports (Action)
- iv. April 2025 Budget Actuals & Projection (Discussion)
- v. City Librarian Compensation ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (1)) (Action)
- vi. Other

C. Foundation—Rick Meyer

- i. No Report

D. Friends of the Library – Rick Meyer

- i. May 8 Meeting

E. Illinois Heartland Library System—Samantha Carroll

VIII. Old Business

- A. Local History Collection Policy (Action)
- B. Other

IX. New Business

- A. Other

X. Adjournment

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



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

April 17, 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
Shiowa Karsten
Sofia Xethalis
Blake Allison
Emily West

Absent:

Staff: Rick Meyer, City Librarian, and Carol Ziese, Head of Technical Services & Circulation

Guests: Mr. Anthony Bobbey presented his story regarding his ban from the Library.

Call to Order: Mr. Coleman called the meeting to order at 4:32pm.

Consent Agenda (Approval of Agenda; Approval of March 20, 2024 Regular Meeting Minutes & the February 20, 2025 Annual Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Xethalis made a motion to accept the agenda and minutes. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: None

Division Head Reports (Discussion)

Ms. Ziese reported on the new point of sale system. It's going very well. Ms. Ziese is working with our Teen Librarian, Ms. Tippitt, on new book sections and with getting Library cards for students, to be presented with school registration materials. Staff have been involved in school outreach at McArthur school as well.

City Librarian's Report (Discussion) Mr. Meyer presented his report. He is waiting on a few statistics from staff, and will give a full report next month. He is currently working through a contract issue with City Blue. City Blue is creating a compromised proposal.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Ms. Carroll
 - a. Software Use Policy (Action) Ms. Carroll made a motion to approve the policy as presented, Mr. Allison seconded the motion. All in favor. The motion was adopted.
 - b. Local History Use of Room Policy (Action) Ms. Carroll made a motion to approve the policy as presented, seconded by Ms. Karsten. All in favor. The motion was adopted.
 - c. Local History Collection Policy (Action) Ms. Cross made a motion to table the policy pending further discussion, seconded by Ms. Carroll. All in favor. The motion was adopted.
 - d. City Librarian Evaluation (Discussion) The Board stated the evaluation is complete.
- B. Finance and Properties Committee – Ms. Xethalis
 - a. Capital Needs (Discussion) Mr. Meyer stated the trash on the roof should be gone by Wednesday of next week. The louvers will not be replaced by the Grand Re-Opening.
 - b. Furniture Project Update (Discussion) The new reference desks will not be installed in time, although the demolition of the desks will take place on Friday.
 - c. March 2025 Check Register & Vendor Report (Action) Mr. Allison made a motion to approve the March Check Register, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Karsten yes, Ms. Cross yes, Mr. Coleman yes, Mr. Allison yes, Ms. West yes, Ms. Xethalis yes. The motion was adopted.
 - d. March 2025 Budget Actuals (Discussion) Mr. Meyer discussed the budget actuals. The PPRT is coming in way under budget. This is a concern. Spending is on track. Mr. Meyer expects to be cash poor around June or July. This depends on how the PPRT comes through.
- C. Foundation – Mr. Meyer – No Report.
- D. Friends of the Library – April 10 meeting – Ms. Carroll passed out membership forms. They also have T-shirts available to purchase for \$16.00.
- E. Illinois Heartland Library System – Ms. Carroll stated that staff Librarian, Alix Frazier, was running for the Board of IHLS.

Old Business

- A. Other (Discussion) Ms. Carroll reported on the 150th Celebration committee. She stated the new beer has been released at Brew Works, and new beer glass is available for purchase. The Color Run had 91 runners, 20 volunteers. The next event is READiculous on May 3.

New Business

- A. Resolution to Transfer Funds (Action) Ms. Xethalis made a motion to transfer the funds, Ms. West seconded the motion. Mr. Coleman requested a roll call vote. Mr. Allison yes, Ms. West yes, Ms. Petty yes, Ms. Cross yes, Ms. Ledbetter yes, Ms. Karsten yes, Ms. Xethalis yes, Ms. Carroll yes. The motion was adopted.
- B. Patron Suspension Appeal (Action) There was a discussion about the incident. Ms. West made a motion to extend his ban until the end of April with a 1 year probation. Any physical altercation resulting in a ban, and any altercation outside of a physical altercation, will be brought to the Board for review, seconded by Mr. Allison. All in favor.

Adjournment

Mr. Coleman made a motion to adjourn at 6pm., seconded by Mr. Allison. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Final 4/17/25



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

City Librarian's Report for April 2025

Administration

- I participated in about 50 regularly scheduled meetings.
- On the 17th, Paula Cross, Sofia Xethalis and I met with newly elected City Councilwoman Consuelo Cruz. We discussed with Ms. Cruz current, past and future accomplishments and issues of Decatur Public Library.
- Focus has been on furniture project, Grand Reopening, 150th Anniversary.

Circulation

- Please see statistical spreadsheet/charts.
 - Circulation staff replaced the bookends in YA with wires. (Heavy graphic novels were falling over.)
 - Staff are pulling books with old style cardboard backs and TS is laminating them (with Kapco).
 - The MagnaPOS (from TBS) is working well. Betti Jo Heckwine supplied Circ with daily cash bags to keep it all organized.
 - We are progressing on the shelf reading "laundry" project. We are working on 900s, DVDs, LP, and Adult Fiction. The rest are done and we will start on Children's in the fall.
 - We have found some work arounds for MapIt! in the J and JE areas and should be able to "go live" with both floors most likely in June. (We are still working on some minor issues with the Aspen part on the app.)

Technical Services

- See statistical spreadsheet
- TS has started the process to recover cardboard-backed books with Kapco.
- We are well into the process of updating JE and J labels and item records with author name.
- Adding publication year to DVDs
- Volume field corrections (fewer than 60 left)

Programs, Resources, and Services

- Please see attached spreadsheet for statistics
- Jason Butterick continues collaboration with ASC on the 150th anniversary booklet draft
- John Schirle collaborated with multiple community organizations:

- Millikin University for a Musical Story Time
- DPS61 for Summer Registration Event and a Staff Meeting
- New Life Pregnancy Center
- John and Susan Bishop hosted Millikin's *Joseph and the Amazing Technicolor Dreamcoat* sneak preview
- Tye Pemberton is developing a new partnership with StartingPoint to offer iPad training courses
- Alix Frazier collaborated with:
 - Bob Besser of Brew Works on the commemorative beer and glassware for round 2
 - Extension/Master Gardeners on the return of the Seed Library
 - Carol on Display stickers for New materials on displays
- Alissa Henkel has been selected as the Master of Ceremonies for the Wellness Fair and is working with the committee
- Jess Hill completed a 7-hour training: *Anxiety Unpacked: A Comprehensive Model for Understanding and Treating the Root Causes of Anxiety*
- Amanda Young interviewed new volunteers for summer programs
- Katie Eytchison and Jess attended the Macon County Mental Health Board Community Needs Luncheon
- Alix attended the OCLC Regional Meeting and submitted application for IHLS Board election

Systems Administration

- See spreadsheet for statistical information.
- A new firewall server was ordered and installed.
- Replaced a wireless access point in the Adult Staff Room.
- We are working to get all Windows 11 computers update to release 24H2.
- Power and USB ports are working on the boardroom table. Network and HDMI coming in May.

Archives and Special Collections

- Please see spreadsheet for statistics.
- The Underground Railroad exhibit closed on April 30, and was taken down that same day. The exhibit was very popular with the patrons, with many saying they would bring their family back to view it.
- Miranda Reyes finished her internship in the Local History Room on April 24th. She is graduating in May, and will be attending Northern Illinois University in the Fall.
- The Local History Room was open during the Grand Re-Opening on April 25. Becky Damptz showcased the Lincoln poster, Barnwell photo, and life mask during the event.
- Leeann Grossman and Sheri Keller worked on 19 in-depth requests in April.
- Leeann continues to add League of Women Voters Collection material to Omeka.
- Sheri continues to scan League of Women Voters Collection materials for Leeann to add to Omeka.
- Chuck Flynn is re-scanning the photo file for preservation tif files.

- Pat Riley put up a new display on Decatur gardens from 1971 to 2024. This is part 2 of his display from March on Decatur gardens from 1925 to 1970. That display is still up in the outside cases.
- 150th update
 - The Color Run was held on April 12, and had 92 participants.

Respectfully Submitted,

*Rick Meyer
City Librarian*

	Apr-24	Apr-25	Change from 2024	% of Total	2024 Total	2025 Projection	Change from 2023	May 2023- April 2024	May 2024- April 2025	Change in 12-month trend
Circulation by Audience Physical & Electronic										
Number of Adult Materials Loaned	15,445	15,328	-0.8%	67.6%	181,998	179,195	-1.5%	179,566	181,042	0.8%
Number of Young Adult Materials Loaned	610	853	39.8%	3.8%	8,792	10,512	19.6%	7,541	9,112	20.8%
Number of Children's Materials Loaned	6,822	6,501	-4.7%	28.7%	82,318	79,830	-3.0%	87,080	79,726	-8.4%
Total Number of Materials Loaned	22,877	22,682	-0.9%		273,108	269,537	-1.3%	274,187	269,880	-1.6%

	Apr-24	Apr-25	Change from 2024	% of Total	2024 Total	2025 Projection	Change from 2023	May 2023- April 2024	May 2024- April 2025	Change in 12-month trend
Circulation by Material Type										
Books Loaned--Physical	13,460	13,230	-1.7%	58.3%	162,108	162,430	0.2%	167,067	158,605	-5.1%
Videos/DVDs Loaned--Physical	3,417	3,199	-6.4%	14.1%	40,478	41,457	2.4%	39,451	39,666	0.5%
Audios, Including Music Loaned--Physical	738	764	3.5%	3.4%	8,230	9,354	13.7%	9,174	8,345	-9.0%
Magazines/Periodicals Loaned--Physical	238	196	-17.6%	0.9%	2,799	2,686	-4.0%	2,947	2,700	-8.4%
Other Items Loaned--Physical	19	16	-15.8%	0.1%	197	94	-52.5%	263	143	-45.6%
Use of Circulating Electronic Materials	5,005	5,277	5.4%	23.3%	59,296	68,932	16.3%	55,285	60,421	9.3%
Total	22,877	22,682	-0.9%		273,108	284,954	4.3%	274,187	269,880	-1.6%

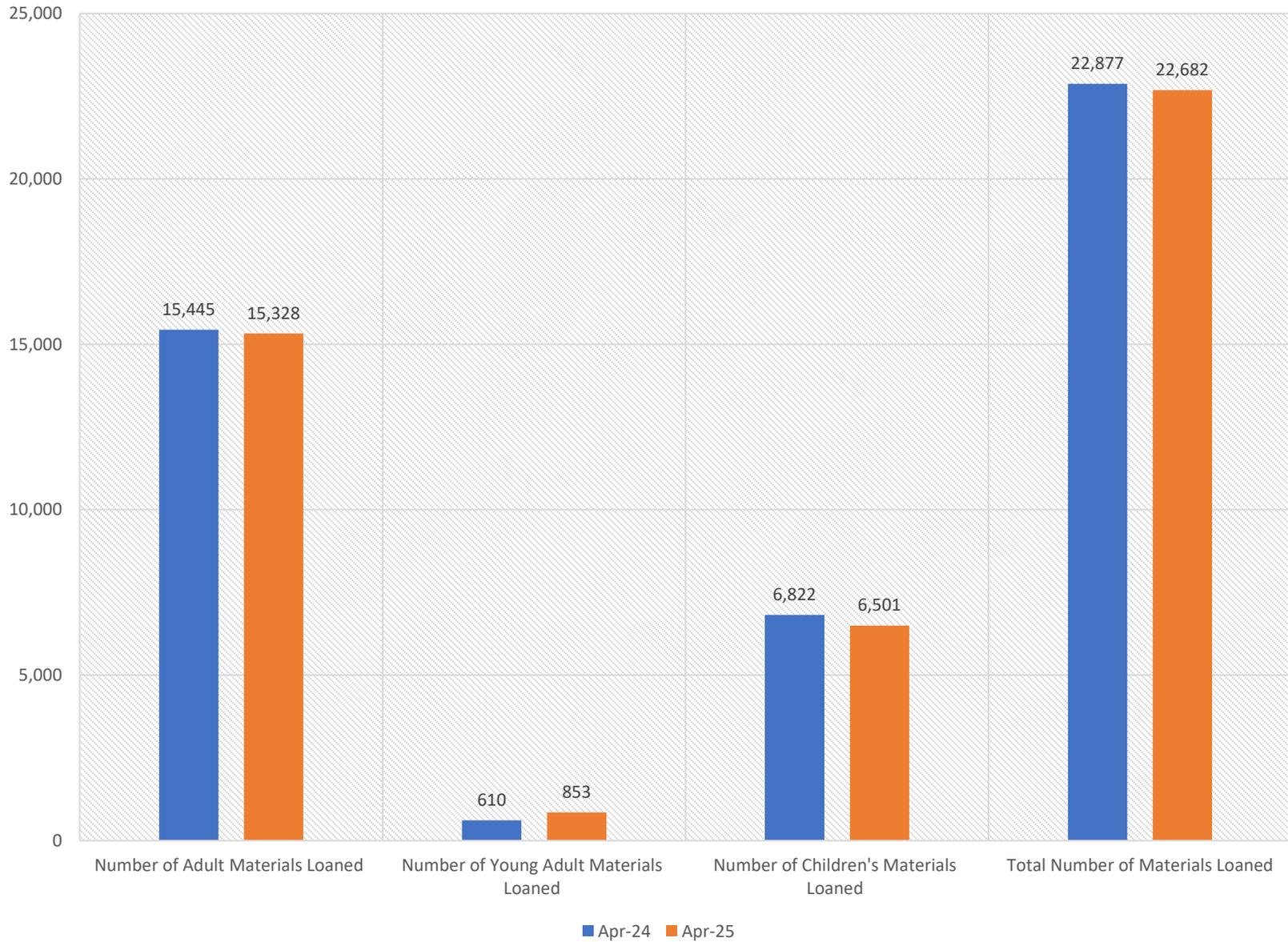
Successful Retrieval of Electronic Information	24,916	182,949	634.3%	89.0%	406,458	1,168,830	187.6%	264,445	610,066	130.7%
Electronic Content Use	29,921	188,226	529.1%	91.5%	465,754	1,237,763	165.8%	319,730	670,487	109.7%
							Change			Change in
			Change		2024	2025	from	May 2023-	May 2024-	12-month
Total Collection Use	Apr-24	Apr-25	from 2024		Total	Projection	2023	April 2024	April 2025	trend
Total Collection Use	47,793	205,631	330.3%		679,566	1,453,784	113.9%	538,632	879,946	63.4%

	Apr-24	Apr-25	Change from 2024	% of Total	2024 Total	2025 Projection	Change from 2023	May 2023- April 2024	May 2024- April 2025	Change in 12-month trend
Interlibrary Loan										
Interlibrary Loans Provided To Other Libraries	3,521	2,781	-21.0%	49.6%	38,825	35,789	-7.8%	40,444	36,770	-9.1%
Interlibrary Loans Received FROM Other Libraries	2,800	2,830	1.1%	50.4%	31,254	32,177	3.0%	31,179	30,713	-1.5%
Total ILL Transactions	6,321	5,611	-11.2%		70,079	67,966	-3.0%	71,623	67,483	-5.8%

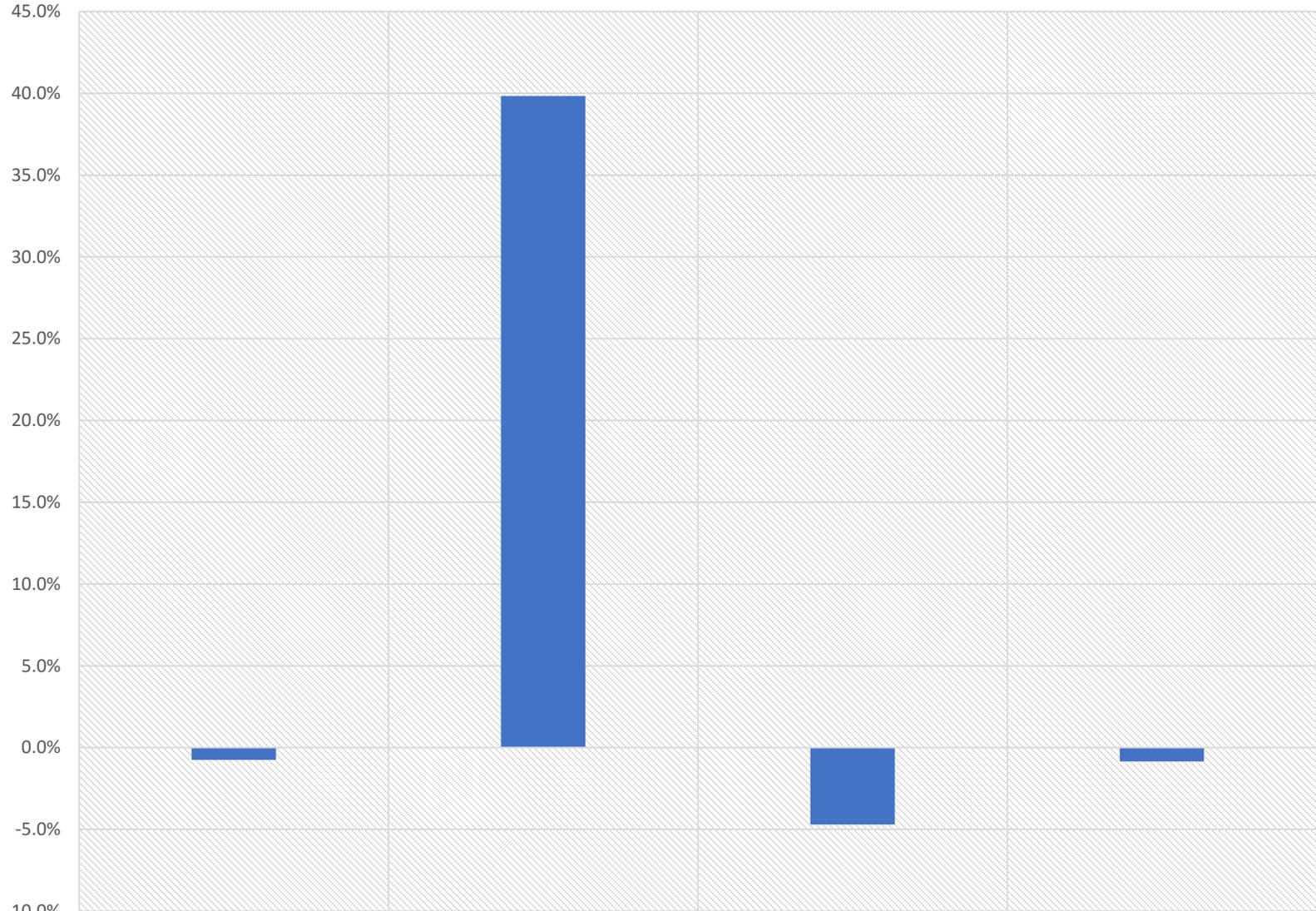
	Apr-24	Apr-25	Change from 2024		2024 Total	2025 Projection	Change from 2023	May 2023- April 2024	May 2024- April 2025	Change in 12-month trend
Other Stats										
New Patron Registrations	200	196	-2.0%		2,278	2,198	-3.5%	2,412	2,204	-8.6%
# of Visitors (Security Gate)	13,187	14,856	12.7%		151,681	151,681	0.0%	140,653	157,102	11.7%

# Visitors Lobby Counter	14,764	15,407	4.4%	161,009	161,009	0.0%	159,484	164,713	3.3%
Local History # of visitors	391	420	7.4%	4,923	4,923	0.0%	1,999	4,954	147.8%
Synchronous Age 0-5		710							
Synchronous Age 6-11		750							
Synchronous Young Adult		17							
Synchronous Adult		496							
Synchronous General Interest		9							
Self-Directed Age 0-5		495							
Self-Directed Age 6-11		0							
Self-Directed Young Adult		19							
Self-Directed Adult		88							
Self-Directed General Interest		0							
Total Program	2,138	2,584	20.9%	19,413	20,189	4.0%	21,305	19,224	-9.8%
Synchronous In-Person		1,052							
Synchronous Off-Site		784							
Synchronous Virtual		146							
Asynchronous Virtual		103							
Public Sessions	1,743	1,918	10.0%	18,274	21,966	20.2%	19,915	18,986	-4.7%
Wireless Sessions	1,545	1,643	6.3%	15,685	15,993	2.0%	14,018	15,337	9.4%
Website Sessions	12,260	10,002	-18.4%	126,362	136,341	7.9%	129,001	125,902	-2.4%
Unique Visits	7,108	5,461	-23.2%	73,230	73,562	0.5%	76,502	71,008	-7.2%
Page Views	22,090	28,426	28.7%	261,850	301,964	15.3%	286,564	270,331	-5.7%
Self Checks	6,613	6,274	-5.1%	82,118	83,098	1.2%	84,072	80,664	-4.1%
Percentage of Self Checks	48%	46%	-2.0%						
Assists Adult	3,366	2,418	-28.2%	34,601	31,876	-7.9%	34,722	32,919	-5.2%
Assists Children	1,085	861	-20.6%	12,943	12,462	-3.7%	12,102	12,533	3.6%
Assists Local history	99	127	28.3%	1,234	1,270	3.0%	1,207	1,223	1.3%
IT help calls	116	124	6.9%	1,241	1,608	29.6%	1,334	1,317	-1.3%
Searches in Catalog	21,488	11,102	-48.3%	248,002	195,140	-21.3%	302,837	222,645	-26.5%
Number of Items processed	1,268	1,526	20.3%	15,346	17,671	15.2%	17,009	15,664	-7.9%
Number of Items Withdrawn from Collection	867	1,145	32.1%	15,909	22,777	43.2%	19,770	17,188	-13.1%
Number of mended items	254	379	49.2%	2,657	4,683	76.3%	2,220	3,158	42.3%
Number of items ordered	435	436	0.2%	5,749	6,065	5.5%	6,562	5,730	-12.7%
Number of records added to database	1,014	1,147	13.1%	12,561	13,047	3.9%	14,789	12,378	-16.3%

April Circulation by Audience



Change from 2024



■ Change from 2024

Number of Adult Materials Loaned

-0.8%

Number of Young Adult Materials Loaned

39.8%

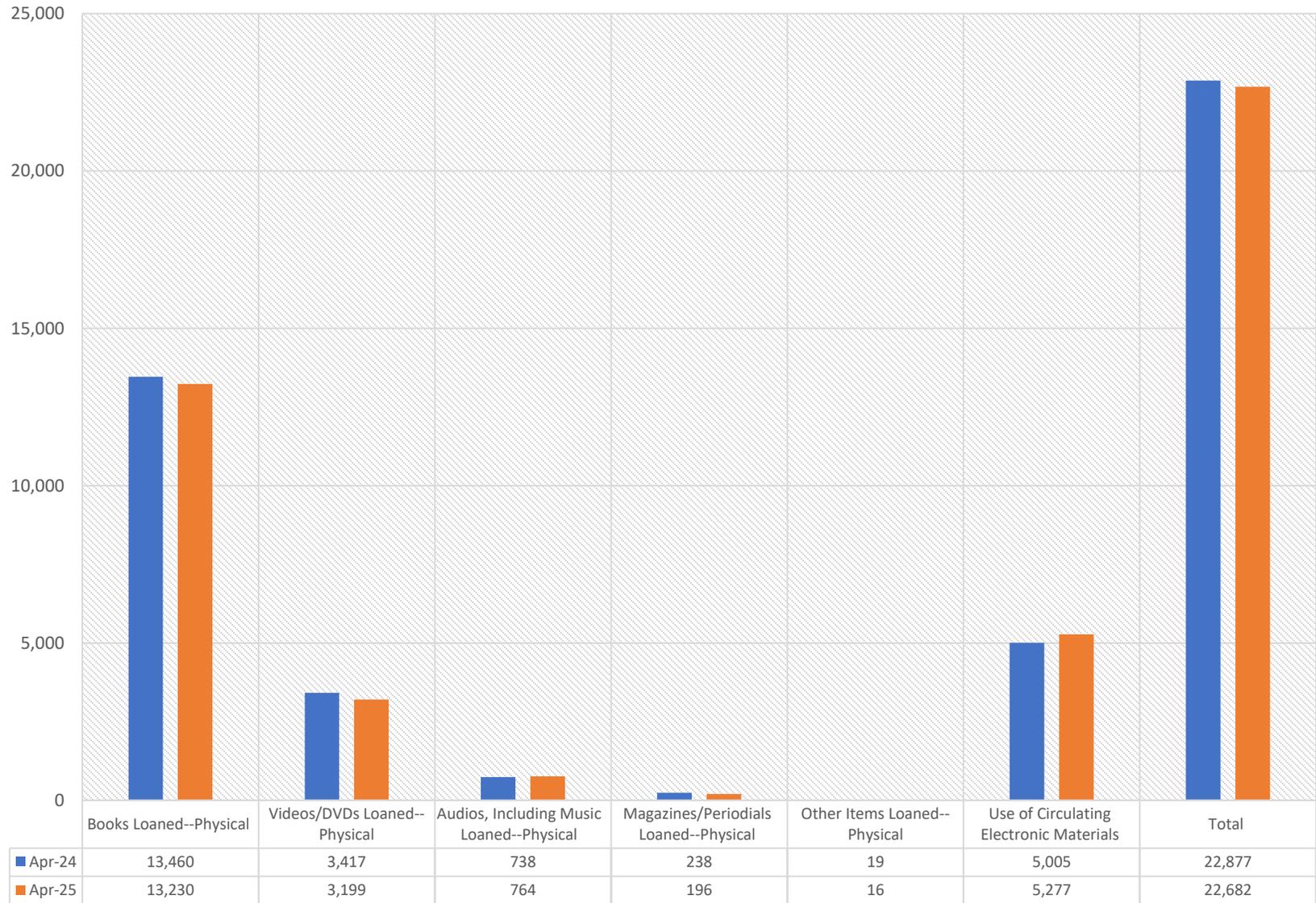
Number of Children's Materials Loaned

-4.7%

Total Number of Materials Loaned

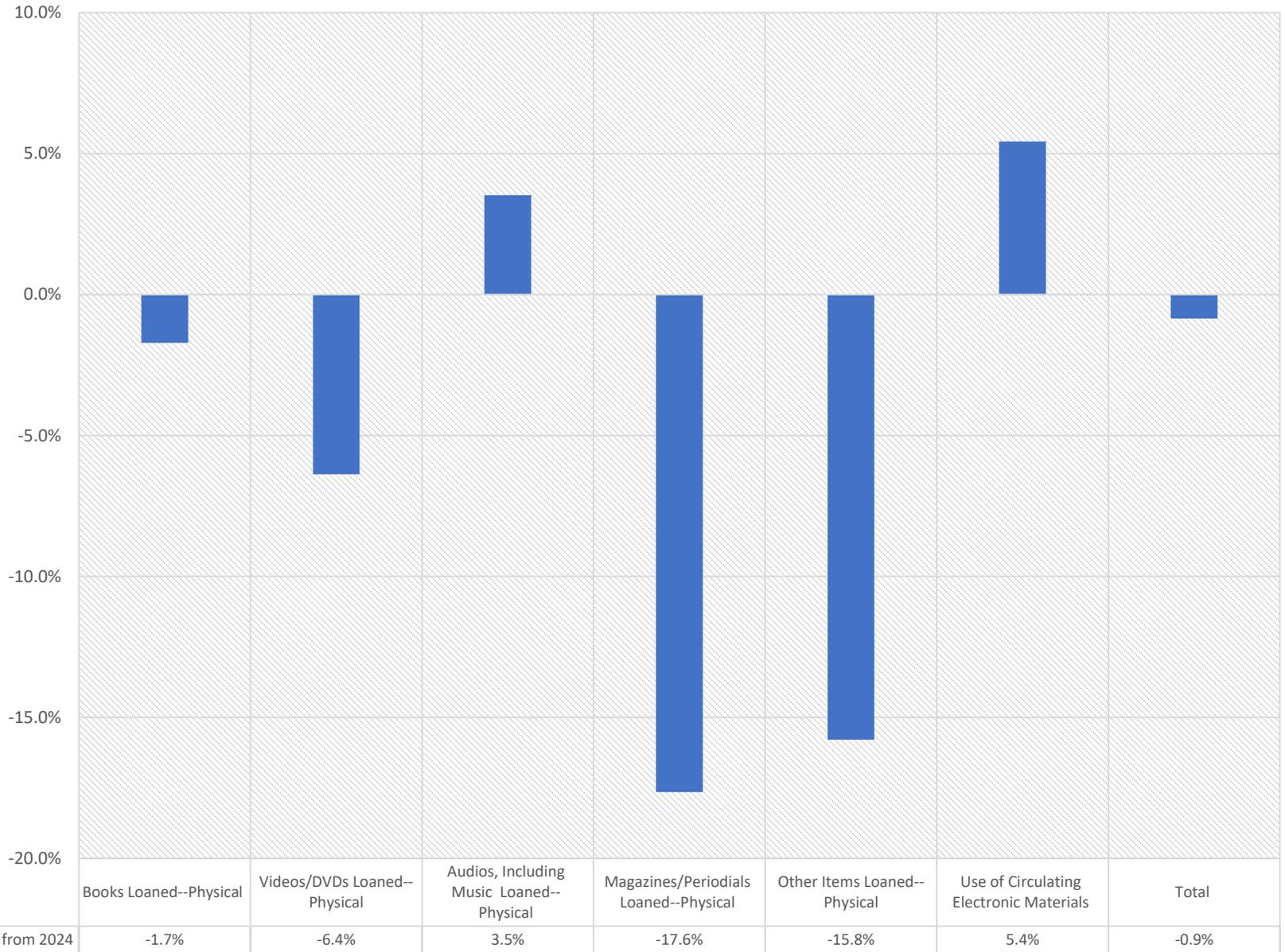
-0.9%

April Circulation by Material Type

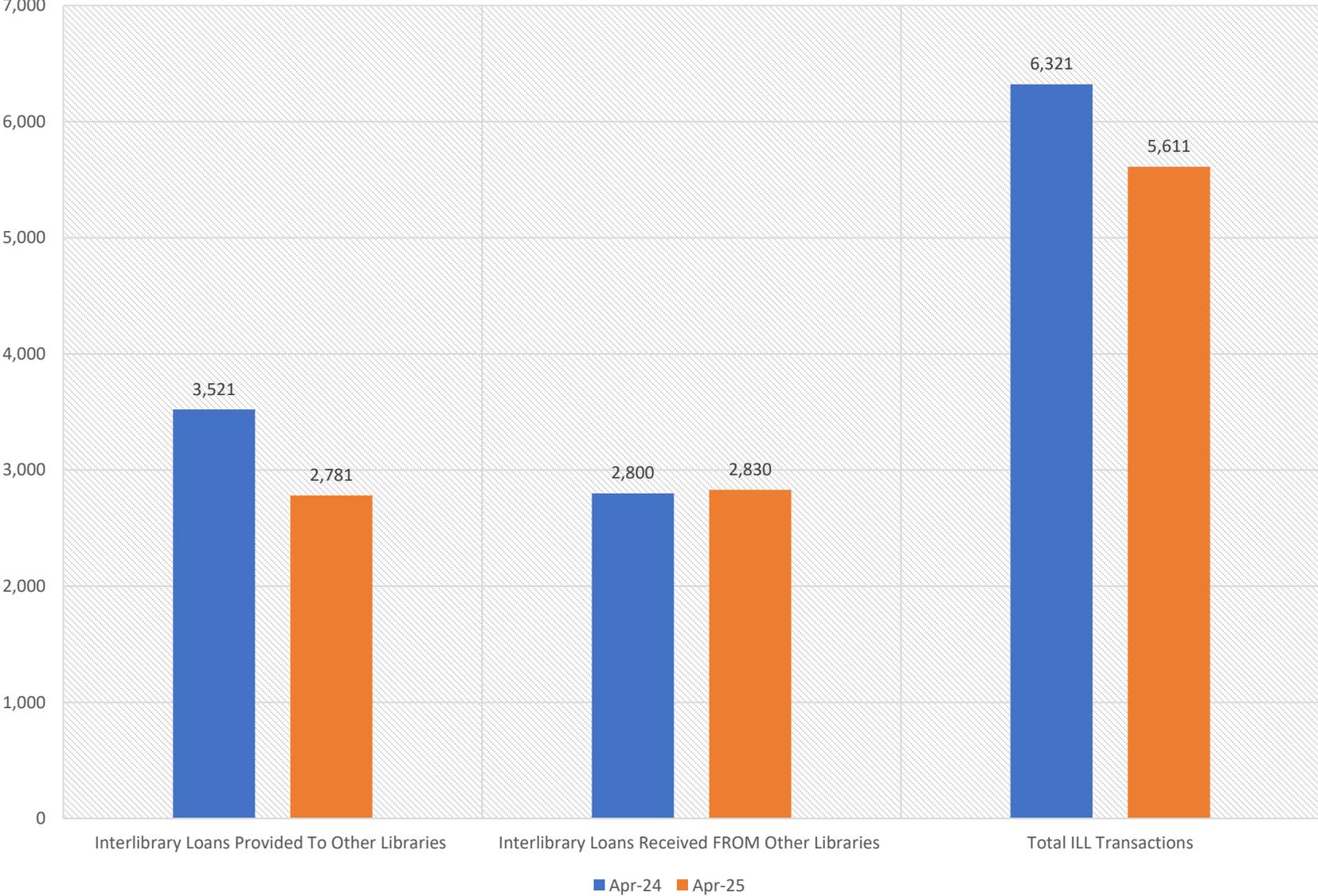


■ Apr-24 ■ Apr-25

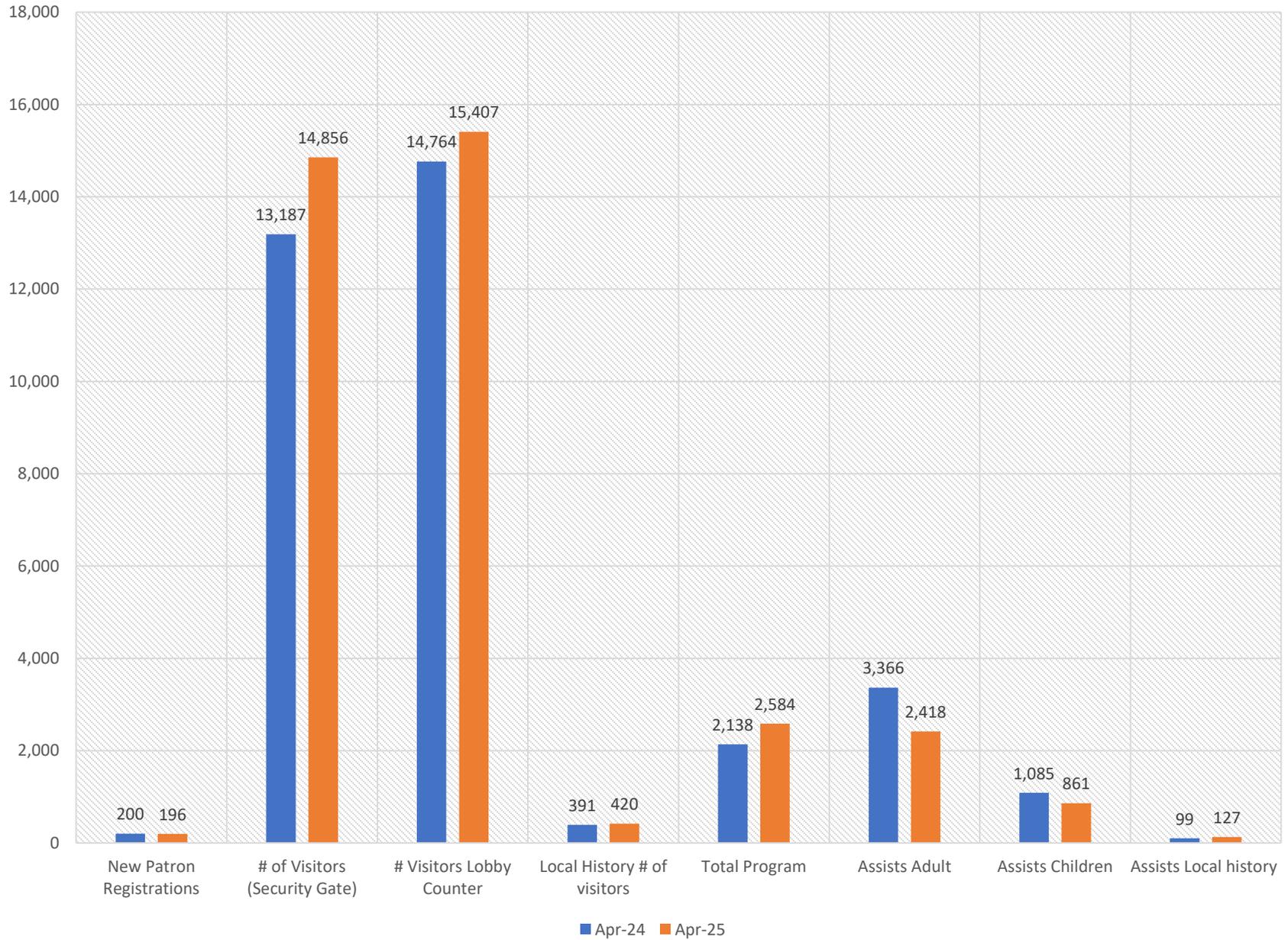
Change from 2024



April ILL



Other April Stats





DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Continuing Education and Travel Policy

I. Conferences, Seminars, and Workshops

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration, or the Library's credit card may be used.

Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals.

Within one week of attendance at such an event, the attendee will submit a written report on the content of the event to their supervisor and the City Librarian.

Employees may be asked to give a verbal report to Division Heads, Board of

Trustees, and or library staff.

II. Travel reimbursement

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. For travel reimbursement the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and the library may choose to compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration (<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging may be considered for conference-affiliated hotels. Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense. Employees must present receipts for said expenses.

Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended June 16, 2016

Amended July 18, 2019

Reviewed August 18, 2022

Test Proctoring Policy

As part of its mission to support lifelong learning, the Decatur Public Library provides proctoring services for students enrolled in distance education courses and for testing required for career advancement. Exams may be on paper or online. The Library will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Library administration will conduct the proctoring. Several staff members may be involved in proctoring, and the Library cannot guarantee that the same staff member will be available during the entire test period. Students are responsible for determining whether the Library's level of supervision matches the requirements of their institution.

Exam proctoring must be scheduled a minimum of one week in advance and is subject to the availability of staff and appropriate space. Proctoring is available from 30 minutes after the library opens until 4:30 p. m. Monday through Friday. The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

It is the student's responsibility to ensure that the exam has arrived in time. The student is responsible for providing supplies, such as pencils, paper, etc., which are not provided by the educational institution. The Library cannot provide these items. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.

The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam to the school. The Library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other Library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services. The Library cannot assume responsibility for completed exams that are not received by the educational institution.

Approved by the Decatur Public Library Board of

Trustees March 17, 2016

Reviewed January 19, 2023

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2025 to 4/30/2025

35 -- LIBRARY FUND

Check #	Check Date	Vendor	Check Amt	Account Description
166341	04/03/2025	VERIZON WIRELESS ACCT 980380645-00001	161.67	TELEPHONE
166352	04/03/2025	ZOOBEAN INC BEANSTACK PLUS 04/24/25-04/26/26	2,295.00	COMPUTER SOFTWARE
166365	04/10/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,744.17	OFFICE SUPPLIES
166380	04/10/2025	CONNIE MARTIN PRESENTATIONS LLC PRE-CIVIL WAR QUILT PRESENTATION	612.87	OTHER LIBRARY GRANT EXI
166397	04/10/2025	DYNAGRAPHICS SIGN INSER REPLACEMENTS PYLON SIGN	6,239.88	SMALL CAPITAL ITEMS
166417	04/10/2025	HECKWINE, BETTI JO APRIL & MAY SERV REC TREATS	53.95	OTHER LIBRARY GRANT EXI
166433	04/10/2025	KANOPY BLANKET - LIBRARY STREAMING SERVICE	538.00	BOOKS & PERIODICALS
166446	04/10/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	374.05	OFFICE SUPPLIES
166508	04/17/2025	ALLERTON PUBLIC LIBRARY DISTRICT PAYMENT FOR LOST MATERIAL	16.99	LOST OR DAMAGED BOOKS
166517	04/17/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,782.27	OFFICE SUPPLIES
166527	04/17/2025	BRODART CO. CLASS LABELS MANGA, GRAPHIC LIT & COMICS	65.53	OFFICE SUPPLIES
166533	04/17/2025	COMMERCIAL MAIL SERVICES MARCH 16- MARCH 31, 2025 MONTHLY POSTAGE CH	308.33	POSTAGE
166540	04/17/2025	DECATUR CIVIC CENTER AUTHORITY BLANKET - SECURITY FOR LIBRARY	1,923.95	SECURITY
166547	04/17/2025	DYNAGRAPHICS INVITAIONS, ENVELOPES, MAIL SERV, AND ADVANCE	416.13	OTHER LIBRARY GRANT EXI
166561	04/17/2025	HARLESS, NOAH MILEAGE REIMBURSMENT	81.88	CONFERENCES & TRAVEL
166570	04/17/2025	JERSEYVILLE PUBLIC LIBRARY PAYMENT FOR LOST MATERIAL	49.99	LOST OR DAMAGED BOOKS
166580	04/17/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	215.31	OFFICE SUPPLIES
166592	04/17/2025	SCOVILL ZOO MOBILE ZOO VISIT 05/27/25	300.00	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2025 to 4/30/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
166595	04/17/2025	SOWA, AMANDA 850 SUGAR COOKIES GRAND REOPENING 2025	1,800.00	OTHER LIBRARY GRANT EXI
166623	04/24/2025	AMAZON PAYMENTS BLANKET -OFFICE SUP, OTHER GRANTS, HARDWAR	4,250.07	BOOKS & PERIODICALS
166629	04/24/2025	BACKYARD BLOOMS & BOUQUETS LLC FLOWER ARRANGEMENTS FOR THE GRAND REOPE	470.00	OTHER LIBRARY GRANT EXI
166630	04/24/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	1,034.35	OFFICE SUPPLIES
166638	04/24/2025	BREWSTER, CONNIE K 4/15/25 PRESCHOOL 4/16/25 SCHOOL AGE ART	300.00	OTHER LIBRARY GRANT EXI
166644	04/24/2025	COMMERCIAL MAIL SERVICES MONTHLY POSTAGE FEES	311.47	POSTAGE
166667	04/24/2025	HARGADON, STEVE LIBRARY 2.0 WEBINAR LICENSE	99.00	CONFERENCES & TRAVEL
166673	04/24/2025	ILLINOIS LIBRARY ASSOCIATION 2025 REACHING FORWARD SOUTH CONFERENCE - I	100.00	CONFERENCES & TRAVEL
166674	04/24/2025	ILLINOIS LIBRARY ASSOCIATION 2025 REACHING FORWARD SOUTH CONFERENCE - I	100.00	CONFERENCES & TRAVEL
166675	04/24/2025	ILLINOIS LIBRARY ASSOCIATION 2025 REACHING FORWARD SOUTH CONFERENCE - I	100.00	CONFERENCES & TRAVEL
166676	04/24/2025	ILLINOIS LIBRARY ASSOCIATION 2025 REACHING FORWARD SOUTH CONFERENCE - I	100.00	CONFERENCES & TRAVEL
166694	04/24/2025	MIDWEST TAPE, LLC BLANKET - AV AND STREAMING SERVICES	347.51	OFFICE SUPPLIES
166704	04/24/2025	PAETEC BLANKET - TELEPHONE SERVICE	55.94	TELEPHONE
166707	04/24/2025	PEERLESS NETWORK, INC ACCT 1212890	330.06	TELEPHONE
166716	04/24/2025	SOUNDCHECK MUSIC ANCHOR EXT900SOUND & ANCHOR MOBILE BAG	179.97	OTHER LIBRARY GRANT EXI
166719	04/24/2025	STACKMAP, LLC STACKMAP COLLECTION MAPPING TIL 03/24/26	3,625.00	COMPUTER SOFTWARE
166729	04/24/2025	VERIZON WIRELESS ACCT 980380645-00001	161.67	TELEPHONE
23006759	04/10/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,730.70	OTHER LIBRARY GRANT EXI

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 4/1/2025 to 4/30/2025

35 -- LIBRARY FUND

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
23006770	04/17/2025	REGIONS/CREDIT CARD ACCT 7213	3,664.41	OTHER LIBRARY GRANT EXI
23006805	04/24/2025	JESSICA HILL CONSULTING LLC BLANKET - SOCIAL WORKER'S WAGES	1,653.78	OTHER LIBRARY GRANT EXI
23006806	04/24/2025	JONES & THOMAS BLANKET - WEB SERVICES	420.00	PROFESSIONAL SERVICES
Total for: 35			38,013.90	

59 -- LIBRARY TRUST FUNDS

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
166365	04/10/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	51.71	BOOKS & PERIODICALS
166506	04/17/2025	AASLH LOCAL HISTORY MEMBERSHIP TO AASLH 2024	393.00	BOOK AND PERIODICALS
166517	04/17/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	101.97	BOOKS & PERIODICALS
166630	04/24/2025	BAKER & TAYLOR CO BLANKET - BOOKS AND ENTERTAINMENT	636.88	BOOKS & PERIODICALS
Total for: 59			1,183.56	
Total for All:			\$39,197.46	

APRIL 2025 VENDOR REPORT

VENDOR NAME	AMOUNT
AASLH Total	\$393.00
ALLERTON PUBLIC LIBRARY DISTRICT Total	\$16.99
AMAZON PAYMENTS Total	\$4,250.07
BACKYARD BLOOMS & BOUQUETS LLC Total	\$470.00
BAKER & TAYLOR CO Total	\$5,351.35
BREWSTER, CONNIE K Total	\$300.00
BRODART CO. Total	\$65.53
COMMERCIAL MAIL SERVICES Total	\$619.80
CONNIE MARTIN PRESENTATIONS LLC Total	\$612.87
DECATUR CIVIC CENTER AUTHORITY Total	\$1,923.95
DYNAGRAPHICS Total	\$6,656.01
HARGADON, STEVE Total	\$99.00
HARLESS, NOAH Total	\$81.88
HECKWINE, BETTI JO Total	\$53.95
ILLINOIS LIBRARY ASSOCIATION Total	\$400.00
JERSEYVILLE PUBLIC LIBRARY Total	\$49.99
JESSICA HILL CONSULTING LLC Total	\$3,384.48
JONES & THOMAS Total	\$420.00
KANOPI Total	\$538.00
MIDWEST TAPE, LLC Total	\$936.87
PAETEC Total	\$55.94
PEERLESS NETWORK, INC Total	\$330.06
REGIONS/CREDIT CARD Total	\$3,664.41
SCOVILL ZOO Total	\$300.00
SOUNDCHECK MUSIC Total	\$179.97
SOWA, AMANDA Total	\$1,800.00
STACKMAP, LLC Total	\$3,625.00
VERIZON WIRELESS Total	\$323.34
ZOOBEAN INC Total	\$2,295.00
Grand Total	\$39,197.46

DPL FY2025 Budget Report
Prepared May 5, 2025
At the end of April 33% 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%	\$ 457,917.16	31.8%	\$ 413,321.25	10.8%
Total Revenue	\$ 4,663,458		\$ 457,917.16	9.8%	\$ 413,321.25	10.8%

Expense	FY2025 Budgeted	% of Budget	Actual YTD	% Expended	FY2024 YTD	% Change
Personnel						
Payroll	\$ 1,867,224		\$ 638,251.72	34.2%	\$ 597,556.58	6.8%
Benefits	\$ 1,040,424		\$ 354,304.73	34.1%	\$ 317,968.55	11.4%
	\$ 2,907,648	57.5%	\$ 992,556.45	34.1%	\$ 915,525.13	8.4%

Library Materials						
Books, Periodicals, etc.	\$ 245,000		\$ 47,819.79	19.5%	\$ 34,966.65	36.8%
Per Capita	\$ 104,020		\$ 104,403.28	100.4%	\$ 64,052.25	63.0%
Lost/Damage	\$ 1,600		\$ 384.86	24.1%	\$ 334.52	15%
Total Materials	\$ 350,620	9.3%	\$ 152,607.93	43.5%	\$ 99,353.42	53.6%

Professional Services						
Security	\$ 22,500		\$ 7,850.19	34.9%	\$ 17,497.26	-55.1%
Professional Services	\$ 50,000		\$ 24,867.86	49.7%	\$ 24,588.04	1.1%
Bank Service Charges	\$ 250		\$ 99.84	39.9%	\$ 43.63	129%
Total	\$ 72,750	1.9%	\$ 32,817.89	45.1%	\$ 24,631.67	33.2%

Allocations

Administrative Fee	\$ 189,792		\$ 63,264.00	33.3%	\$ 49,244.00	28.5%
MIS	\$ 19,967		\$ 6,656.00	33.3%	\$ 5,444.00	22.3%
	\$ 209,759	5.5%	\$ 69,920.00	33.3%	\$ 54,688.00	27.9%

Grants

Other grants	\$ 150,000		\$ 59,104.72	39.4%	\$ 14,562.56	305.9%
	\$ 150,000	4.0%	\$ 59,104.72	39.4%	\$ 14,562.56	305.9%

Advertising	\$ 900	0.02%	\$ -	0.0%	\$ 324.00	-100%
--------------------	--------	-------	------	------	-----------	-------

Office Supplies/Maintenance

Postage	\$ 5,000		\$ 2,194.74	43.9%	\$ 1,908.91	15.0%
Service to Office Equipment	\$ 25,000		\$ 2,494.91	10.0%	\$ 4,760.24	-47.6%
Telephone	\$ 6,000		\$ 2,275.49	37.9%	\$ 2,186.02	4.1%
Software	\$ 45,000		\$ 20,828.70	46.3%	\$ 39,005.28	-46.6%
Office Supplies	\$ 40,000		\$ 13,211.60	33.0%	\$ 6,318.94	109.1%
Small Capital	\$ 50,000		\$ 23,004.16	46.0%	\$ 33,429.55	-31.2%
	\$ 171,000	4.5%	\$ 64,009.60	37.4%	\$ 87,608.94	-26.9%

Staff Development

Conferences/Training/Travel	\$ 35,000		\$ 4,058.88	11.6%	\$ 7,664.38	-47.0%
Tuition Reimbursement	\$ 10,000		\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 71,000		\$ 807.74	1.1%	\$ 1,993.93	-59.5%
	\$ 116,000	3.1%	\$ 4,866.62	4.2%	\$ 9,658.31	-49.6%

Insurance

Unemployment	\$ 1,176		\$ 392.00	33.3%	\$ 376.00	4.3%
Risk Management	\$ 111,948		\$ 37,316.00	33.3%	\$ 31,204.00	19.6%
	\$ 113,124	3.0%	\$ 37,708.00	33.3%	\$ 31,580.00	19.4%

Building Costs

Transfer to Capital	\$ 375,000		\$ 350,000.00	93.3%	\$ -	#DIV/0!
----------------------------	------------	--	---------------	-------	------	---------

Rent	\$ 589,583		\$ 196,460.00	33.3%	\$ 196,460.00	0.0%
Supplies	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Maintenance	\$ -		\$ 6,261.00	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 964,583	25.5%	\$ 552,721.00		\$ 196,460.00	181.3%
Total Operations/Services	\$ 2,148,736	56.8%	\$ 973,755.76	45.3%	\$ 518,866.90	87.7%

Total Expenses	\$ 5,056,384		\$ 1,966,312.21	38.9%	\$ 1,434,392.03	37.1%
Revenue Minus Expense	\$ (392,926)		\$ (1,508,395.05)		\$ (1,021,070.78)	47.7%

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	\$ 51,768.64	\$ 475,969.98	\$ -	\$ 862,971.94
3/1/2025	\$ 862,971.94	\$ 78,349.86	\$ 363,344.33	\$ -	\$ 577,977.47
4/1/2025	\$ 577,977.47	\$ 150,055.00	\$ 370,899.38	\$ -	\$ 357,133.09
5/1/2025	\$ 357,133.09				
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	\$ 453.73	\$ 149,531.69	\$ 200,569.64
3/1/2025	\$ 200,569.64	\$ 747.20	\$ -	\$ 201,316.84
4/1/2025	\$ 201,316.84	\$ 35,000.00	\$ 33,876.93	\$ 202,439.91

5/1/2025	\$	202,439.91
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	\$ 1.78	\$ 116.90	\$ 6,904.62
3/1/2025	\$ 6,904.62	\$ 1.36	\$ 368.69	\$ 6,537.29
4/1/2025	\$ 6,537.29	\$ -	\$ 564.90	\$ 5,972.39
5/1/2025	\$ 5,972.39			
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

Date	Beginning	Revenue	Expense	Ending
1/1/2025	\$ 33,943.90	\$ 12.67	\$ 322.00	\$ 33,634.57
2/1/2025	\$ 33,634.57	\$ 8.77	\$ 74.70	\$ 33,568.64
3/1/2025	\$ 33,568.64	\$ 6.96	\$ -	\$ 33,575.60
4/1/2025	\$ 33,575.60	\$ -	\$ 393.00	\$ 33,182.60
5/1/2025	\$ 33,182.60			
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	\$ (98.22)	\$ 1,294.09	\$ 5,957.67
3/1/2025	\$ 5,957.67	\$ 1,171.36	\$ 238.03	\$ 6,891.00
4/1/2025	\$ 6,891.00	\$ 5,485.00	\$ 225.66	\$ 12,150.34
5/1/2025	\$ 12,150.34			
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	\$ 52,134.70	\$ 626,987.36	\$ -	\$ 1,109,972.51
3/1/2025	\$ 1,109,972.51	\$ 80,276.74	\$ 363,951.05	\$ -	\$ 826,298.20
4/1/2025	\$ 826,298.20	\$ 190,540.00	\$ 405,959.87	\$ -	\$ 610,878.33
5/1/2025	\$ 610,878.33	\$ -	\$ -	\$ -	
6/1/2025	\$ -	\$ -	\$ -	\$ -	
7/1/2025	\$ -	\$ -	\$ -	\$ -	
8/1/2025	\$ -	\$ -	\$ -	\$ -	
9/1/2025	\$ -	\$ -	\$ -	\$ -	
10/1/2025	\$ -	\$ -	\$ -	\$ -	
11/1/2025	\$ -	\$ -	\$ -	\$ -	
12/1/2025	\$ -	\$ -	\$ -	\$ -	

1/1/2026 \$

-

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 3,222,539	\$ 3,222,539	\$ -
PPRT	\$ 592,000	\$ 336,687	\$ (255,313)
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 150,000	\$ 335,535	\$ 185,535
PILOT	\$ 556,299	\$ 556,299	\$ -
Fines	\$ 4,500	\$ 13,108	\$ 8,608
Non-Resident Fee	\$ 100	\$ -	\$ (100)
Lost or Damaged Items	\$ 5,000	\$ 2,427	\$ (2,573)
Copies/Miscellaneous	\$ 14,000	\$ 10,208	\$ (3,792)
Meeting Room Fees	\$ 4,000	\$ 10,788	\$ 6,788
Interest Income	\$ 6,000	\$ 4,804	\$ (1,196)
Investment Income	\$ 5,000	\$ 29,819	\$ 24,819
Sale of Property	\$ -	\$ 27,914	\$ 27,914
Reimbursement of Expenses	\$ -	\$ 6,362	
Totals	\$ 4,663,458	\$ 4,660,510	\$ (2,948)

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,867,224	\$ 1,843,838	\$ 23,386
Overtime	\$ -	\$ 502	\$ (502)
IMRF	\$ 135,590	\$ 133,610	\$ 1,980
FICA/Medicare	\$ 144,064	\$ 137,217	\$ 6,847
Life insurance	\$ 3,800	\$ 2,652	\$ 1,148
Medical insurance	\$ 741,000	\$ 738,256	\$ 2,744
Service recognition	\$ 15,970	\$ 15,970	\$ -
Total Personnel	\$ 2,907,648	\$ 2,872,045	\$ 35,603
Fund	Budgeted		
Unemployment insurance	\$ 1,176	\$ 1,176	\$ -
Advertising	\$ 900	\$ -	\$ 900
Printing/binding	\$ -	\$ -	\$ -
Service to maintain Building	\$ -	\$ 6,261	\$ (6,261)
Service to Office Equipment	\$ 25,000	\$ 11,621	\$ 13,379
IT Services	\$ 19,967	\$ 19,967	\$ -
Telephone/Internet	\$ 6,000	\$ 7,074	\$ (1,074)
Banking Service Charges	\$ 250	\$ 629	\$ (379)
Conferences/Travel/Continuing Ed	\$ 35,000	\$ 10,579	\$ 24,421
General Fund	\$ 189,792	\$ 189,792	\$ -
Postage	\$ 5,000	\$ 6,412	\$ (1,412)
Security	\$ 22,500	\$ 23,551	\$ (1,051)
Computer Software	\$ 45,000	\$ 33,544	\$ 11,456
Tuition Reimbursement	\$ 10,000	\$ -	\$ 10,000
Professional Services	\$ 50,000	\$ 61,199	\$ (11,199)

Membership Fees	\$ 71,000	\$ 71,000	\$ -
Per Capita Grant	\$ 104,020	\$ 104,403	\$ (383)
Other Grant	\$ 150,000	\$ 335,535	\$ (185,535)
Office Supplies	\$ 40,000	\$ 57,086	\$ (17,086)
Risk Management	\$ 111,948	\$ 111,948	\$ -
Small Capital	\$ 50,000	\$ 58,469	\$ (8,469)
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 1,600	\$ 1,301	\$ 299
Transfer to Capital Fund	\$ 375,000	\$ 350,000	\$ 25,000
Total operating	\$ 2,148,736	\$ 2,296,129	\$ (147,393)
Total expense	\$ 5,056,384	\$ 5,168,174	\$ (111,790)
Surplus (deficit)	\$ (392,926.00)	\$ (507,664)	
	\$ (17,926.00)	\$ (157,664)	



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Local History Collection Policy

The Local History Room, administered by the Archives and Special Collections Department (ASC), at the Decatur Public Library will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Decatur.

Mission

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

Collection Statement

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

Selection Criteria

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

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

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

The Library reserves the right to refuse an offered donation. The Library will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke, or dirt. The Library may also decide not to accept items which it cannot properly store, display, or otherwise care for. The Library will assist the donor in finding a more suitable institution for their material.

Additions to the Collection

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

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

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

Reappraisal and Deaccession

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

In rare cases where a donated item/collection turned out to be non-authentic, too incomplete to be of use, or has a condition such as mildew or mold that would be a danger to the rest of the Local History collection, the Library reserves the right to dispose of the item/collection.

Care of Collections

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

Monetary Appraisals

The Library will not conduct any monetary appraisals for donors.

Policy Review

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

Adopted by the Decatur Public Library Board of Trustees: August 2014.

Revised: June 2018.

Amended April 21, 2022