



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### BOARD OF TRUSTEES

#### Personnel, Policy, and Public Relations Committee

Thursday August 1, 2019 4:30 p.m.

Decatur Public Library Board Room

### AGENDA

- I. Call to order – Dr. Ngozi Onuora
- II. Approval of agenda
- III. Minutes
  1. Minutes of July 11, 2019 meeting
- IV. Communication from the Public
- V. Old Business
  1. Other
- VI. New Business
  1. FOIA Report
  2. Personnel Update
  3. Equity, Diversity, Inclusion
  4. Job Description Revisions
  5. Circulation Policy Revision
  6. Other
- VII. **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.
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)

**From:** rmeyer@decaturlibrary.org  
**Sent:** Friday, July 26, 2019 2:39 PM  
**To:** 'Marc Fusion'  
**Subject:** FOIA Response

July 26, 2019

Mr. Marc Girdler  


Dear Mr. Girdler:

Thank you for writing to Decatur Public Library with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On July 18, 2019 you requested the following records: "the complete, unedited audio file of the DPL Board of Trustees meeting on 7/18/19".

The library has no records responsive to your request.

Sincerely,

Rick Meyer  
City Librarian  
Decatur Public Library  
130 N. Franklin St.  
Decatur, IL 62523  
P:217.421.9713



**DECATUR PUBLIC LIBRARY**

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**From:** Marc Fusion [REDACTED]  
**Sent:** Sunday, July 14, 2019 8:56 PM  
**To:** Request for Information  
**Subject:** FOIA Request

Hello,

This is a FOIA request for any/all emails, messages, or other communications from Rick Meyer to library staff, board members, or city officials on 6/19/2019. Digital response will be fine.

Thank you,

Marc Girdler

**From:** Marc Fusion [REDACTED]  
**Sent:** Monday, July 29, 2019 6:49 PM  
**To:** Request for Information; Rick Meyer; board@decaturlibrary.org; Robert Edwards  
**Subject:** Policy Inquiry

Hello,

I am curious about policy when it comes to reference desk workers and their service to patrons. I know many patrons ask for help when it comes to projects such as newspaper article searches/printing, genealogy searches/printing, advice on craft projects, or assistance with artwork on materials for local events/functions. Small (and sometimes not so small) projects that the desk workers can assist patrons with, that are a little outside the standard computer pass or book lookup. I'm curious if there's an official policy on this service and if so, can I please receive a copy and also, how would I go about requesting assistance on such a project? I think this is a valuable service and would like to make use of it in the near future.

Thank you as always,

Marc Girdler

**From:** Marc Fusion [REDACTED]  
**Sent:** Friday, July 26, 2019 7:38 PM  
**To:** Request for Information  
**Subject:** FOIA Request

This is a FOIA request for information regarding library/public funds used to send any Decatur Public Library representatives to the American Library Association conference in June 2019. As per Illinois FOIA law, this includes credit card bills, travel vouchers, and expense reports. This request covers reimbursement requests as well as expenses billed directly to the library. I would also like any communications/reports submitted about the conference or information on how the trip was justified, benefited the library, or how those who went benefited from the trip. Information about the expenditure of public funds is unequivocally covered by FOIA, so please comply fully.

Thank you,

Marc Girdler

**From:** Marc Fusion [REDACTED]  
**Sent:** Friday, July 19, 2019 12:05 AM  
**To:** Request for Information  
**Subject:** FOIA Request

Hello,

This is a FOIA request for ALL documents, emails, messages, etc. in regard to the "Bad Art Night" event at a local bar, Door 4.

Thank you,

Marc Girdler

## **Position: City Librarian**

Reports to Decatur Public Library Board of Trustees

**Position Summary:** Under the policy guidance and direction of the Board of Trustees, the City Librarian performs the administrative, supervisory, and professional work in planning and delivering library services. The City Librarian works closely with internal and external groups, including the City of Decatur, the Board of Trustees, the Library Foundation, and the Friends of the Library to promote the vision and goals of the Library. Using strong written and verbal communication skills, the City Librarian is an effective motivator, good negotiator, and tactful partner. A Master's degree in Library and Information Sciences from an ALA-accredited program is required, with at least five years of professional experience in an administrative capacity. Public library experience is preferred.

### **Essential Functions and Job Accountability:**

Provides leadership to the staff, the Board of Trustees, and general library operations.

Has primary responsibility for patron services and is aware of needs and interests of current and potential patrons.

Clearly communicates and maintains a positive relationship with internal and external partners, including city officials, community members, and library support groups.

Has primary responsibility for collaboration with the City of Decatur staff and management.

Provides leadership for and maintains an effective, positive relationship with staff at all levels to ensure proper service, collaboration, and understanding of library trends and needs.

*Prepares and manages* the Library's budget, including expenditures, revenues, trusts, and grants, following state and local policies; provides accurate and timely *budget* information to the Board of Trustees.

Works with the Library Foundation and the Friends of the Library on identified opportunities for fundraising and for supporting the services of the Library, and provides timely Foundation information to the Board of Trustees.

Conducts an impartial evaluation system for staff and provides resolution of deficiencies in staff performance in a timely manner.

Is responsible for hiring, firing, and discipline of all staff.

Serves as the primary agent of the Board of Trustees in collective bargaining and other union-related issues.

Provides guidance for public programming for all ages, including the Local History Room.

Provides well-rounded library services within budgetary constraints.

Manages Library facilities, including the development and implementation of a facilities master plan, compliance with safety regulations, and an understanding of Library space priorities.

Is on call at all times and responds to all emergency situations.

Conducts research on trends in local libraries, including technology and collection needs.

Maintains an open line of communication with the Board of Trustees, including timely and relevant information for the regular Board and committee meetings and the required annual report for the City of Decatur.

Implements policies and procedures that support efficient library operation and appraises the Board of potential policy and procedural concerns, and ensures compliance with state, federal, and local policies.

Ensures strong relations with regional and state library systems.

Continues professional development to remain current on trends, opportunities, and challenges for public libraries.



## **Job Description**

### **Assistant City Librarian**

#### **Decatur Public Library**

#### **Nature of Work**

This is a highly responsible administrative and specialized professional position that assists the City Librarian with various activities of the Decatur Public Library.

Work involves broad responsibility of observing and reporting on all functions of a medium-sized municipal public library to the City Librarian.

Requires extensive professional knowledge and work experience in most aspects of library services. Work is carried out in accordance to guidelines established by the City Librarian.

#### **Supervision Received**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through regular conferences, reports prepared, observation, and evaluation.

#### **Supervision Exercised**

Exercises supervision over personnel as assigned, including Administrative Secretary and Administrative Aide.

#### **Examples of work (typical work examples, but not limited to following)**

Serves as Deputy Director in absence of City Librarian and as Interim Division Head as needed during vacancies.

Searches for, evaluates and applies for appropriate grants to assist and expand current and future library projects.

Chairs the library Marketing Committee and continues to seek ways to promote the library, locally, statewide and nationally.

Coordinates the Volunteer Program and develops a volunteer orientation and training program.

Works with division heads to coordinate and plan special projects to enhance library services.

Participates in hiring library support staff and ensures compliance with all civil service and union regulations.

Conducts research analysis and special studies. Prepares operating activity, statistical surveys and special reports for use in operational evaluation and policy recommendation.

**Assistant City Librarian**  
**Decatur Public Library**  
**Job Description**  
**Page 2**

Represents the Library on various committees and organizations as appropriate or assigned, including Trustee, Foundation and Friends meetings.

Keeps current on trends, technologies, and changing legislation that may affect library operations.

Performs related work and other duties as assigned by the City Librarian.

**Required Knowledge, Abilities and Skills**

Ability to handle confidential matters with considerable tact and discretion.

Ability to deal with the public and employees in general and difficult situations.

Considerable knowledge of municipal and library practices, procedures, policies and terminology.

Skill in communicating clearly and effectively, both orally and in writing.

Skill in preparing, organizing and maintaining files, reports and records including confidential records relevant to operations of the Library.

Extensive experience with Microsoft products and library automation systems.

**Desired Training and Experience**

Graduation from an approved university with a Master's Degree in Library Science from an ALA-accredited university. At least four or more years of professional experience with increasing responsibility, preferably at a public library, is required. Night and weekend work will be required.

NOTE: This is an unclassified position filled by the appointment of the City Librarian.

Pay Level 6

Created 11/04

**Local History Archivist/Librarian  
Job Description  
Decatur Public Library**

**Mission and Collection Policy related to the Local History Collection:**

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.

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional and 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, phone books, reports, studies, plans, obituaries, local histories, maps and plats, and images.

**Nature of Work:**

This is a highly specialized professional position involving supervision of volunteers and operations within the Local History Collection.

Work involves acquisition, organization, maintenance, and preservation of the library's archival and artifact collections including all books, paper, maps, photographs, machine readable materials, or other historic materials regardless of physical form or characteristics.

**Supervision Received:**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations with the City Librarian.

**Supervision Exercised:**

Exercises supervision over personnel and/or volunteers assigned to the Local History Collection at Decatur Public Library.

**Examples of work (Typical work examples, but not limited to the following):**

Plans and organizes the day-to-day operation of the Local History Collection and instructs, supervises, and evaluates staff and/or volunteers.

Cultivates relationships with local historical organizations and collects and preserves materials of local historical and genealogical significance.

Provides reference service and bibliographic instruction for the local history and genealogical collections and assists patrons in person, by telephone, mail, and electronic mail.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Develops specifications for contract binding, preservation microfilming, and digitization, and directs the preparation of materials.

Works with library management and other division heads to coordinate special projects; such as exhibit planning, re-cataloging materials, etc.

Represents the Library on various committees and organizations as appropriate or assigned.

Performs related work and other duties as assigned.

### **Required Knowledge, Abilities, and Skills**

Must be able to supervise and evaluate work of volunteers/staff and correlate divisional activities to the needs of the Library.

Knowledge of principles and practices of library science and practice of archival work as advocated by the Society of American Archivists.

Knowledge of office practices and procedures.

Knowledge of Dewey Decimal library classification system

Ability to learn the library's automated computer system/catalog and stay current with related updates and procedures.

Knowledge of or ability to learn digitization of materials, electronic file management, indexing and data base creation.

Must have relevant training/experience in archival practices.

Through knowledge of library reference procedures and activities.

Through knowledge of local history and genealogical materials as well as Internet, electronic database, and CD-ROM resources.

Strong oral and written communication skills

Ability to deal with the public and employees in general and difficult work situations.

Ability to work well with patrons of all ages.

Ability to prepare standardized library statistical and activity reports

Ability to work independently, which may require independent study at home, under limited supervision after a period of training.

Ability to follow moderately complex oral and written instructions.

Ability to lift and carry boxes of library materials.

Ability to work evening and/or weekend hours as required.

Ability to lift and carry boxes of library materials.

Ability to perform repetitive motion task with full range of mobility.

Must have adequate eyesight, depth perception, and color vision to perform duties

Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation meeting all relevant safety regulations.

Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time.

### **Desired Training and Experience:**

Master's degree required in Library Science or related field. Bachelors in an appropriate field from an accredited university required. Archival management experience or equivalent education required. Excellent public service and computer skills required.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Management Pay Level 4

Rev 3/24/15



# DECATUR PUBLIC LIBRARY

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## Head of Archives and Special Collections Job Description

### **Mission and Collection Policy related to the Archives and Special Collections Department:**

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.

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional and 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, phone books, reports, studies, plans, obituaries, local histories, maps and plats, and images.

### **Nature of Work:**

This is a highly specialized professional position involving supervision of **staff and/or** volunteers and operations within the **Local History Room, and the overall work of the Archives and Special Collections Department.**

Work involves acquisition, organization, maintenance, and preservation of the library's archival and artifact collections including all books, paper, maps, photographs, machine readable materials, or other historic materials regardless of physical form or characteristics.

### **Supervision Received:**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations with the City Librarian.

### **Supervision Exercised:**

Exercises supervision over personnel and/or volunteers assigned to the **Local History Room** at Decatur Public Library.

### **Examples of work (Typical work examples, but not limited to the following):**

- ~~Plans and organizes the~~ Oversees the day-to-day operation of the **Archives and Special Collections Department, especially the Local History Room**, and instructs, supervises, and evaluates staff and/or volunteers.

- Manages the acquisition, preservation, processing, and description of all physical and digital archival collections using archival best practices.
- Create or maintain documentation and policies specifically for the Archives and Special Collections Department.
- Cultivates relationships with local historical organizations and collects and preserves materials of local historical ~~and genealogical~~ significance.
- Provides reference service and bibliographic instruction for the local history ~~and genealogical~~ collections and assists patrons in person, by telephone, mail, and electronic mail.
- Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.
- Develops specifications for contract binding, preservation microfilming, and digitization, and directs the preparation of materials **both print and non-print**.
- Works with library management and other division heads to coordinate special projects; such as exhibit planning, re-cataloging materials, etc.
- Represents the Library on various committees and organizations as appropriate or assigned **both in-house and in the community**.
- **Participates in continuous education and/or professional development.**
- Performs related work and other duties as assigned.

### **Required Qualifications**

- **Master's degree in Library Science from an ALA-accredited institution with a concentration in archives, or equivalent combination of advanced degree and relevant experience.**
- **3-6 years of experience working in archives and special collections**
- **Experience supervising staff, interns, and volunteers.**
- **Experience working with digital collections and Omeka.**
- ~~Must be able to supervise and evaluate work of volunteers/staff and correlate divisional activities to the needs of the Library.~~
- **Knowledge of principles and practices of library science and practice of archival work as advocated by the Society of American Archivists.**
- **Knowledge of DACS, Dublin Core, and the Dewey Decimal system**
- ~~Knowledge of office practices and procedures.~~
- ~~Knowledge of Dewey Decimal library classification system~~
- ~~Ability to learn the library's automated computer system/catalog and stay current with related updates and procedures.~~
- **Experience with library computer systems and online catalogs (ex. Polaris, SyrsiDynix).**
- **Experience with library databases (ex. EbscoHost, Gale, ProQuest).**
- **Knowledge of or ability to learn digitization of materials, electronic file management, indexing and database creation.**
- ~~Must have relevant training/experience in archival practices.~~
- **Thorough knowledge of library reference procedures and activities.**
- ~~Thorough knowledge of local history and genealogical materials as well as Internet and electronic databases, and CD-ROM resources.~~
- **Strong oral and written communication skills**
- **Ability to deal with the public and employees in general and difficult work situations, and work well with patrons of all ages**
- ~~Ability to work well with patrons of all ages.~~

- Ability to prepare standardized library statistical and activity reports
- Ability to work independently, ~~which may require independent study at home, under limited supervision after a period of training.~~

**Preferred Qualifications:**

- Certified Archivist (or provisional certification)
- Experience working with archival management software.

**Physical Requirements:**

- Ability to follow moderately complex oral and written instructions.
- Ability to lift and carry boxes of library materials.
- Ability to work evening and/or weekend hours as required.
- ~~Ability to lift and carry boxes of library materials.~~
- Ability to perform repetitive motion task with full range of mobility.
- Must have adequate eyesight, depth perception, and color vision to perform duties
- Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation meeting all relevant safety regulations.
- Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Rev 3/24/15

Management Pay Level 4

**Head of Circulation Division**

**Decatur Public Library**

**Nature of Work**

This is specialized library work involving the supervision of staff assigned to the Circulation Division.

Work involves the scheduling and supervising of divisional staff and knowledge and skill in the use of computer terminals and of computer processes related to the circulation of library materials.

**Supervision Received**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

**Supervision Exercised**

Exercises supervision over personnel assigned to the Circulation Division.

**Examples of Work (Typical work examples, but not limited to the following)**

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Supervises, instructs, and performs various computer entry processes related to the receiving and discharging of library materials.

Resolves complaints from library users. Reviews, approves, or prepares correspondence involving overdue materials, delinquent fine payments, referrals on lost books; signs correspondence.

Reports malfunctioning machines and equipment to the Systems Administrator and makes adjustments on terminals as needed.

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

Considerable knowledge of the principles and practices of library science.



## **Job Description**

### **Page 2**

Considerable knowledge of library automation on-line circulation systems.

Knowledge of and experience in library administration.

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

Ability to deal with the public and employees in general and difficult work situations.

Ability to work independently under general supervision.

### **Desired Training and Experience**

Graduation from an accredited university. Some previous training and experience related to the position. At least three years professional experience with increasing responsibility, preferably at a public library, is required. Nights and weekend work may be required

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5

**Job Description**  
**Executive Administrative Assistant**  
**Decatur Public Library**

3049

**Nature of Work**

Performs various administrative tasks of a highly responsible and sensitive nature performed in the administrative office of the City Librarian.

Work includes the management and coordination of all confidential data flow in and out of the library, completion of research and data collection on specific task assignments, and other administrative responsibilities assigned by the City Librarian.

Keeps the City Librarian advised of all aspects and information that may involve the operation of the Library.

The position does require night and weekend work upon demand of the City Librarian.

**Supervision Received**

Work is performed with considerable independence and confidentiality under the direct supervision of the City Librarian and is reviewed through periodic conferences and the observation of results obtained.

**Examples of Work (Typical work examples, but not limited to the following)**

Assigns work and supervises the administrative office staff in conjunction with the City Librarian. Attends department head meetings.

Assists the Deputy Director in library matters when the City Librarian is out of town and maintains contact with the City Librarian during those times.

Responsible for payroll and timesheet functions and reports.

Conducts research, analysis, and special studies as assigned; prepares operating, activity and special reports and surveys; prepares grant applications and reports; compiles statistical computations applicable to assignments; makes policy recommendations and may recommend corrective action.

Participates in the preparation of the annual library budget; collects data from various sources; prepares final document for presentation.

Provides varied procedural and operational information on library activities; attends to complaints of an operational nature and generally resolves these without recourse to superior.

Administers personnel regulations and policies under the direction of the City Librarian.

Attends meetings as representative of the Library.

Approves administrative documents including purchase orders and check requests.

Contacts board members, takes minutes in board meetings, and prepares agendas and minutes for distribution.

**EXECUTIVE ADMINISTRATIVE ASSISTANT  
DECATUR PUBLIC LIBRARY**

**Job Description**

**Page 2**

May participate in labor negotiations as a member of the management bargaining team as needed.

Participates in hiring library support staff and ensures compliance with civil service and union regulations.

Prepares work schedules as assigned.

Keeps current on trends, technologies, and **changing legislation that may affect library operations.**

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

Ability to handle confidential matters with considerable tact and discretion.

Considerable knowledge of municipal and library practices, procedures, policies, and terminology.

**Knowledge of laws, rules, regulations, and policies regarding administrative decisions.**

**Skill in operating personal computer, typewriter, calculator, photocopier, and standard office equipment.**

Skill in communicating clearly and effectively, both orally and in writing.

Skill in conducting research, statistical computations and analysis; ability to prepare appropriate reports.

Skill in preparing, organizing and maintaining files, reports, and records, including confidential records relevant to operations of the Library.

Prefer extensive experience with Microsoft Windows and the software programs associated with it.

**Desired Training and Experience**

College graduate or equivalent supplemented by courses in accounting, business or public administration; five years experience in responsible administrative, business or accounting field; or any equivalent combination of education and experience.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 4  
2/20/03

**Systems Administrator**

**Decatur Public Library**

**Nature of Work**

This is highly specialized technical work to maintain and support the library's computer systems and personal computers, including all hardware, software, and peripheral equipment, and training.

**Supervision Received**

Work is performed under the supervision of the City Librarian. Work is reviewed through procedural checks, periodic conferences, and observation of results obtained.

**Supervision Exercised**

Exercises supervision over the System Administration Support Specialist.

**Examples of Work (Typical work examples, but not limited to the following):**

Maintain the library's Internet service. Create, design, and update the library's home page.

Attend training classes to retain operator's privileges for the library's automation vendor. Provide technical support and troubleshooting assistance for this system.

Oversee the Gates Training Lab.

Provide training and assistance as needed for library staff on software and hardware applications.

Work with the City to maintain and assign Internet e-mail accounts and passwords for new and current library staff.

Work with hardware and software vendors on installation, upgrade, and problem resolution activities.

Move, install, and configure personal computers, terminals, mobile data computers, printers and related equipment, including preparing and installing specialized cable assemblies and coordinate all related activities.

Modify and repair personal computer hardware and peripherals, including replacement of internal components, following design or installation specifications.

Teach introductory computer classes for the public and other software applications as appropriate.

Install, maintain, configure, and monitor microcomputer programs, operating systems, and components to optimize performance, memory utilization, and reliability.

Install and maintain the library's servers and routers.

Determine the causes of personal computer hardware, operating system, and application software component failures, and develops and/or corrects these failures.

Apply for e-rate or technology-related grants.

**SYSTEMS ADMINISTRATOR  
DECATUR PUBLIC LIBRARY**

**Job Description**

**Page 2**

Inform the City Librarian of problems and activities within assigned area of responsibility; refers matters beyond limits of authority and expertise to the City Librarian for direction.

Represent the library at meetings within assigned area of responsibility.

Work with the Adult Division staff to develop programs and training for library users.

Work with the Office Manager to ensure compliance with the Library's Software Policy.

Perform related work and other duties as assigned.

**Required Knowledge, Abilities and Skills**

Considerable knowledge of personal computer hardware and library automation operating systems theory and practice.

Knowledge of standard personal computer applications used by the library. Knowledge of local wide area networks, theory and practice. Knowledge of Proxys, routers, and firewall architecture, theory and practice.

Working knowledge of html and other web design products.

Demonstrated ability to communicate effectively, both orally and in writing.

Demonstrated ability to reason deductively and to apply troubleshooting logic to isolate, identify, and correct computer hardware and software problems.

Ability to maintain confidentiality of library records.

Ability to lift and carry equipment of considerable bulk, weighing up to 50 pounds.

Ability to install and maintain network wiring, including the ability to climb and work from a stepladder.

**Desired Training and Experience**

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university including hours of credit directly related to personal computer and networking programming applications, design, and analysis, or an equivalent combination of training and experience. At least three years professional experience with increasing responsibility, preferably at a public library, is required. Night and weekend work may be required, as position is required to be "on call" all of the hours the library is open.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5

**Job Description**

**3110**

**Head of Adult Division**

**Decatur Public Library**

Commented [dpl1]: New Name

**Nature of Work**

This is specialized professional library work involving the supervision of staff engaged in providing main library public service.

Work involves the scheduling and supervising of divisional staff, selecting and maintaining of library materials, and providing reader's guidance and references services. **Night and weekend work may be required.**

**Supervision Received**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

**Supervision Exercised**

Exercises supervision over personnel assigned to the Adult Division.

Commented [dpl2]: New Name

**Examples of Work (Typical work examples, but not limited to the following)**

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

**Interviews and recommends citizens for work within the division.**

Commented [dpl3]: Potential hires? Peoples?

Supervises the selection and maintenance of materials for the adult library collections.

Advises readers on book selections after evaluating indicated interests and assists library users in the selection of books, audiovisual materials, periodicals, and special and general publications.

~~Supervises and performs on-line data base searching.~~

Prepares material reviews and lists for programs and publications.

Develops public relations displays and news releases to promote library materials and programs relating to area of supervision.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Represents the library to appropriate community groups and agencies and at appropriate agency functions.

**Works with appropriate community groups to promote and deliver library services.**

**HEAD OF ADULT DIVISION  
DECATUR PUBLIC LIBRARY  
Job Description  
Page 2**

Plans and conducts appropriate library programming including, but not limited to story hours, summer reading programs and outreach programs.

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

Considerable knowledge of the principles and practices of library science.

Considerable knowledge of books, authors, book publications, and audiovisual materials.

Knowledge of and experience in library administration.

~~Knowledge of and experience in on-line searching.~~

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

Ability to tell stories to various age groups.

Ability to deal with the public and employees in general and difficult work situations. (Experience with the various demographics represented in the city regardless of age, race, gender, economics, religion, etc....)

Ability to work independently under general supervision.

**Desired Training and Experience**

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. At least three years professional experience with increasing responsibility, preferably in a ~~reference or information~~ public services setting, is required.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5M

**Commented [dpl4]:** Something to effect. Could start from "Regardless" and ignore "demographics".

rev. 9/01

**Decatur Public Library**

**Nature of Work**

This is specialized professional library work involving the supervision of staff engaged in providing main library public service for children.

Work involves the scheduling and supervising of divisional staff, selecting and maintaining children's library materials, and providing reader's guidance. Night and weekend work may be required.

**Supervision Received**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

**Supervision Exercised**

Exercises supervision over personnel assigned to the Children's Division.

**Examples of Work (Typical work examples, but not limited to the following)**

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

Reviews, selects, and maintains materials for the children's collection.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Develops public relations displays and news releases to promote library materials and programs relating to the Children's Division.

Works with schools, daycares, and other community groups to promote and deliver library service for children.

Plans and conducts story hours and other appropriate children's programs; conducts storytelling sessions in local schools. Conducts a summer reading program.

Provides reference and reader's guidance.

Represents the library to appropriate community groups and agencies and at appropriate agency functions.

Conducts group tours through the children's division.



**HEAD OF CHILDREN'S DIVISION  
DECATUR PUBLIC LIBRARY**

**Job Description**

**Page 2**

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

Considerable knowledge of the principles and practices of library science.

Considerable knowledge of children's books, authors, and book publications.

Knowledge of and experience in library administration.

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

**Ability to tell stories to various age groups.**

Ability to deal with the public and employees in general and difficult work situations.  
Knowledge of child development and ability to work with children.

Ability to work independently under general supervision.

**Desired Training and Experience**

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. At least three years experience in a public library children's department.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5  
rev. 4/03

**Head of Technical ~~Division~~ Services**

**Decatur Public Library**

**Nature of Work**

This is a highly specialized professional position involving supervision of all staff assigned to the Technical Division.

Work involves original cataloging and adaptation of Library of Congress cataloging in the cataloging, classifying and subject assignment of books and audiovisual materials, and scheduling and supervising of divisional staff.

**Supervision Received**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodical conferences, reports prepared, observation, and regular conferences.

**Supervision Exercised**

Exercises supervision over personnel assigned to the Technical Division.

**Examples of Work (Typical work examples, but not limited to the following)**

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Catalogs, classifies, and assigns subject headings to library materials.

Coordinates the maintenance of public on-line catalogs, which includes revising and updating materials and may incorporate solutions to particular problems of library users.

Works with **Illinois Heartland Library System (IHLS)** staff to coordinate **Decatur Public Library** (DPL) cataloging on the library automation system.

Works with division heads to coordinate special projects such as re-cataloging areas of the library's collections.

Represents the Library on various committees and organizations as appropriate or assigned.

Evaluates work performance of Technical Services staff.

Performs related work and other duties as assigned.

**HEAD OF TECHNICAL DIVISION  
DECATUR PUBLIC LIBRARY**

**Job Description**

**Page 2**

**Required Knowledge, Abilities, and Skills**

Thorough knowledge of Dewey Decimal Classification, Library of Congress Subject Headings, and ~~AACR-2~~ **Resource, Description and Access (RDA) rules and standards.**

Considerable knowledge of books, authors, book publications, and audiovisual materials.

Knowledge of and experience with library automation systems.

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

Considerable knowledge of principles of bibliographic organization and control.

Knowledge of the content and use of basic reference tools. Considerable familiarity with **Online Computer Library Center (OCLC).**

Ability to deal with the public and employees in general and difficult work situations.

Knowledge of and experience in library administration.

**~~Desired~~ Required Training and Experience**

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. At least three years professional experience with increasing responsibility, preferably at a public library, is required.

**Desired Training and Experience**

Some experience in cataloging using the Dewey Decimal Classification System, Library of Congress Subject Headings, and ~~AACR-2~~ RDA. Night and weekend work may be required.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5

rev. 11/02

**City Librarian**

**Decatur Public Library**

**Nature of Work**

This is a highly responsible administrative and professional position. The City Librarian manages all activities of the Decatur Public Library.

Work involves broad responsibility for planning, directing, coordinating, evaluating and controlling all activities and personnel of a medium-sized municipal public library. Duties include the administration of all phases of library management work including relations with the public, staff hiring, training and development, evaluation, labor negotiations, budgeting services and operations, and long and short-term planning.

Requires broad professional knowledge and work experience in most or all phases of library services. Work is carried out in accordance with policies established by the Decatur Public Library Board of Trustees.

**Examples of Work**

The delineated examples do not necessarily include all tasks that may be performed.

Plans, organizes, coordinates, and directs a balanced program of library services for the residents of the city.

Evaluates the effectiveness of library services in relation to the changing needs of the city.

Formulates and recommends policies to the library board; implements library policies and procedures.

Submits an annual budget to the library Board of Trustees; directs and supervises the expenditure of library funds.

Directs the maintenance of the library building and vehicles.

Provides programs for employee training and development.

Conducts orientation for new Board members and meets with the Board President on a regular basis.

Recommends and administers policies on the acquisition and processing of library materials.

Recommends and administers public relations programs.

**CITY LIBRARIAN  
DECATUR PUBLIC LIBRARY**

**Job Description**

**Page 2**

Establishes and maintains effective working relationships with governmental agencies, civic and community groups, and the general public.

Serves as a resource person for the Friends of the Library.

Maintains memberships and participates as an active member in civic and community groups.

Represents the library and speaks before the community, civic organizations, and other groups regarding the library; makes presentations.

Attends professional conferences and other public meetings; chairs various committees that impact the library.

Performs related duties as required, or as assigned by the Board.

**Desirable Knowledge, Abilities, and Skills**

Comprehensive knowledge of the principles, methods, and practices of professional library science and administration.

Comprehensive knowledge of public management principles as they relate to library operations and administration.

Demonstrated administrative ability to plan, organize, train and direct a large staff of professional, paraprofessional and support staff.

Knowledgeable of budgeting, fundraising, programming, and automation systems and practices.

Ability to communicate effectively, both orally and in writing.

**Desirable Training and Experience**

Graduation from an approved university with a master's degree in Library Science from an ALA-accredited university. At least five or more years of professional experience, preferably at a public library, is required. The City Librarian is on call 24 hours a day to respond to emergency situations.

Approved 4/17/03 by the Library Board of Trustees  
Pay Level 7

**Library Administrative Aide**

**Decatur Public Library**

**Nature of Work**

This is specialized clerical and secretarial work of a confidential nature performed in the office of the City Librarian.

Work involves advanced administrative clerical tasks that require broad knowledge of library operations, activities, policies, and work processes. Independent responsibilities call for public contact with supply vendors and library personnel, requires considerable tact, discretion and confidentiality. Serves as backup to Executive Administrative Assistant. May supervise others when assigned. This position may require night and weekend work.

**Supervision Received**

Work is performed with considerable independence and confidentiality under the general supervision of the City Librarian and is reviewed through periodic conferences and observation of employee performance and work habits.

**Examples of Work (Typical work examples, but not limited to the following)**

Selects vendors and executes purchase requisitions; reviews financial records; prepares invoices for payment by city.

Prints brochures, forms, post cards, etc. for the library.

Answers the library telephones as a back up to the Library Administrative Secretary.

Orders and keeps inventory of all library supplies and equipment.

Composes correspondence and answers vendor letters of inquiry independently; maintains files.

Maintains petty cash fund; collects cash from vending machines; keeps records, and deposits library money.

Troubleshoots for all library office equipment, i.e. paper jams, ink replacement, toner replacement, mechanical malfunctions, etc. Arranges for repair service as needed.

**LIBRARY ADMINISTRATIVE AIDE  
DECATUR PUBLIC LIBRARY  
Job Description  
Page 2**

**Required Knowledge, Abilities, and Skills**

Ability to handle confidential matters with considerable tact and discretion.

Considerable knowledge of the library operations and work policies.

Ability to deal with the public and employees in general and difficult work situations.

Considerable knowledge of office practices and procedures.

Knowledge of business English and accounting.

Ability to type 60 w.p.m.

Ability to understand and follow general oral and written instructions.

Ability to operate various office equipment such as a calculator, personal computer, photocopier, laminating machine, printing machine, folder, fax machine, and a ream cutter.

**Desired Training and Experience**

Graduation from high school or equivalent, including or supplemented by courses in office practices and accounting, previous experience in clerical work, or any equivalent combination of training and experience.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 2  
rev. 3/03



## **Job Description**

### **LIBRARY ASSISTANT AIDE**

#### **Decatur Public Library**

#### **Nature of Work**

This is highly responsible clerical work of moderate complexity and difficulty and of occasional confidential nature. The Library Assistant Aide supports clerical and secretarial needs primarily in the Administrative offices, the Circulation department and Technical Division and other departments as needed.

Work involves advanced administrative tasks that require basic knowledge of library activities, policies and work processes to assure their completion and adherence to established standards. Considerable tact, discretion and judgment are required in the preparation and assembly of materials, screening of visitors and scheduling of appointments. Independent responsibilities may call for interaction with library personnel and supply vendors. The Library Assistant Aide serves as a backup for the Administrative Assistant when needed.

#### **Supervision Received**

Work is performed with some independence and confidentiality under the general supervision of the Assistant City Librarian and is reviewed through periodic conferences and observation of employee performance and work habits.

#### **Examples of Work (Typical work examples, but not limited to the following)**

Performs independent secretarial work for the City Librarian and Assistant City Librarian and the Head of Circulation

Assists Administrative Assistant in answering and directing telephone calls to appropriate destinations, recording messages, scheduling public meeting rooms and collecting fees, and preparing packets for Board meetings

Assists Circulation department with billing, emptying bins, reports and service counter

Responds to inquiries from library users regarding library services

Performs processing and mending of new materials as needed

Delivers mail to and picks up mail from the civic center.

Take minutes of the Foundation Board, or other meetings in the absence of the Assistant City Librarian or as assigned.

Recommends improvements in procedures and operating methods in areas worked

Prepares appropriate statistical and activity reports as needed

Performs related work and other duties as assigned.

**LIBRARY ASSISTANT AIDE**  
**DECATUR PUBLIC LIBRARY**  
**Job Description**

**Required Knowledge, Abilities, and Skills**

Knowledge of standard office practices and procedures, including the ability to operate basic personal computers, typewriters, fax machines and photocopiers

Ability to understand and follow moderately complex oral and written instructions

Ability to learn library automated systems

Skill in typing, filing, preparing, maintaining and organizing reports, records, documents, lists and other correspondence accurately

Ability to handle confidential matters with considerable tact and discretion.

Knowledge of general library operations

Considerable knowledge of library operations and work policies.

Ability to deal with the public and the library staff in general and difficult work situations.

Ability to communicate clearly and effectively both orally and in writing.

Ability to type 35 w.p.m.

**Desired Training and Experience**

Graduation from high school or equivalent, including or supplemented by college courses in office practices, familiar with word, excel, and other computer programs, three years responsible experience in performing various administrative support work, or any equivalent combination of training and experience.

**Nature of Work**

This is an unclassified position filled by appointment of the City Librarian. This position involves clerical and secretarial work. Work involves considerable tact, discretion and excellent customer service skills.

Pay Level 1

## **Job Description**

### **Assistant Head of Circulation Division**

#### **Decatur Public Library**

##### **Nature of Work:**

This is specialized library work assisting the Division Head with the operation of the Circulation Division.

Work involves the supervising and scheduling of the divisional staff. Knowledge and skill in the use of library automation systems related to the circulation of library materials.

##### **Supervision Received:**

Exercises general supervision over personnel assigned to the Circulation Division and direct supervision over the Page department. Acts as Deputy Head of Circulation in the Absence of the Division Head.

##### **Examples of Work (Typical work examples, but not limited to the following)**

Plans and organizes Page work; instructs, supervises, and evaluates Page department staff.

Assist in development of work flow patterns, monitors standards and guidelines, evaluates policies and procedures and recommends changes.

Assist in the day-to-day operations of the Circulation Division.

Supervises, instructs, and performs various computer entry processes related to the circulation of library materials.

Responds to inquiries from library users regarding library services, rules, regulations, policies and procedures.

Resolves patron complaints, authorizes reduction or cancellation of fines, administers and monitors administrative blocks placed on the patrons accounts.

Prepares appropriate statistical and activity reports.

Performs related work and other duties as assigned.

**Assistant Head of Circulation Division**  
**Decatur Public Library**  
**Job Description**  
**Page 2**

**Required Knowledge, Abilities, and Skills:**

Considerable knowledge of general library automation circulation systems.

Extensive experience in selecting, training, evaluating and supervision of staff.

Knowledge of general library operations, collections and management practices.

Ability to deal with the public and employees in general and difficult work situations.

Ability to work independently under general supervision.

**Desired Training and Experience:**

Graduation from an accredited university with a Bachelors Degree. Some previous training and experience related to the position, preferably at a public library, is desirable. Night and weekend work will be required.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Revised to Pay level 1

Revised 6/27/2012



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### CIRCULATION POLICY

#### CIRCULATION OF LIBRARY MATERIALS

In order to borrow materials from the Decatur Public Library patrons must have a library card from the Decatur Public Library, or any library in the Illinois Heartland Library SHARE System. Likewise, Decatur Public Library cards may be used at any library in the Illinois Heartland Library SHARE System.

A Decatur Public Library's card is free for anyone who pays property taxes in the City of Decatur. Decatur Public Library cards are non-transferable. Each patron (or in the case of a minor child – the parent) is responsible for all materials checked out on their card. Decatur Public Library cards do not expire, however there is an address check every 3 years. If a cardholder moves from the Decatur Public Library service area, the card will be cancelled. Cards that are unused for more than three years will be cancelled. If a patron card has been removed from the system, the patron must go through the application process again, in order to have library privileges reinstated.

#### Apply for a Library Card

To apply for a library card, applicants must present a valid state-issued driver's license, a state-issued photo ID card or a federal (passport) photo ID that has their current residential address. If the address on the ID differs from the patron's current residence, the patron will be asked to supply verification of their current address. Acceptable forms of verification include:

- A piece of mail addressed to the patron at their current residence (postmarked within the last 30 days)
- A utility bill within the last 30 days
- Imprinted bank check
- A current lease or contract (within 30 days) with the applicant's name and address
- A vehicle registration card
- Library mailed self-addressed postcard
- Deed or title for property in the city of Decatur, IL

Patrons who sign application forms agree to abide by the regulations and guidelines of the Library.

If the card is lost or stolen, it is the responsibility of the card holder to notify the library as soon as possible. Lost or stolen cards can be replaced for a \$3.00 fee.

The Library should be notified of any changes in address (including email addresses), phone numbers or name changes as soon as possible. Mail notifications (including email and text

notifications) that are returned to the library for any reason will prompt a patron block, temporarily suspending library card privileges until the contact information has been confirmed.

Registration for patrons under 18 years of age requires parental/guardian signature. The parent or legal guardian of the child/young adult must be present at the time of registration. Exceptions may be made for school-sponsored registrations.

Patrons 13 and under will be restricted to borrowing items from the juvenile (J) collection.

#### **Non Resident Cards and Temporary Cards:**

Patrons who are unserved by an Illinois public library, but reside within Macon County are eligible for one Non-resident card per family for a fee. Public Act 92-0166, effective July 1, 2002 requires non-residents to obtain library cards at the closest public library

Non-residents who pay Decatur property taxes and their households may obtain a library card free of charge by presenting a valid state or federal ID and a current tax bill providing proof of taxes paid to the City of Decatur for the current year. All family members residing at the residence of the non-resident taxpayer fee payer shall be eligible for a non-resident borrower's card. Non-resident cards are valid for twelve months from date of payment of fee

#### **Temporary Cards**

To obtain a temporary card, applicants must have valid state or federal ID and verification (e.g. work visa, college ID card, or letter from temporary shelter) of temporary residence in the city of Decatur. Temporary cards are restricted to 5 print items, the library internet computers, and library databases. Temporary cards expire every 6 months.

#### **E-Card**

Electronic cards are available for the access of online library resources only. In order to obtain an E-Card, applicants must fill out the online form. A barcode and password will be emailed back to them for access to the libraries online resources as soon as their information has been confirmed.

#### **Loan period**

All materials loaned by the Library are due a fixed number of days after they are borrowed. Items may be renewed one time. Items may be renewed over the counter, by phone, or through the Library's website, providing that the item is not reserved by another patron and the patron's account is in good standing.

The Decatur Public Library will only renew materials borrowed from other libraries according to their policies. The Decatur Public Library will not extend due dates on materials owned by other libraries, without the owning library's consent.

#### **Reserves on Material**

Requests may be placed on materials using the online catalog, or via library staff. Patrons are notified by mail, email or text notification when their requested materials arrive at the Library. Requested materials that are not picked up before the date on the patron's notification will be returned to the shelves or other lending libraries. Patrons may cancel requests by phone, online, email or in person.

### **Fines and fees**

Decatur Public Library does not charge patrons overdue fines. Patrons who have not returned overdue materials 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 materials are overdue within 10 days after their due date. If the materials are not returned, a second notice will be given within 20 days after the first notice that the materials are overdue. Failure to return library materials within 10 days after the second notice will result in a bill for library materials from the library.

Items borrowed from other libraries within the SHARE consortium will be subject to the loan period and renewal policies of the lending library. Items borrowed from other libraries outside of the SHARE consortium will be subject to the loan period, renewal *and fine policies* of the lending library.

Patrons who have been assessed fees in excess of \$25.00 and have not paid within 60 days may be referred to a collection agency.

After an account has been turned over to the collection agency, materials charged to that account may be returned within 15 days of the collection agency notification.

Payment of all fines and fees for all items that are lost or damaged is the responsibility of the library card holder (or in the case of a borrower under 18, the parent or guardian).

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

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Decatur Public Library charges \$3.00 for a replacement library card, \$10.00 for a returned check, and \$10.00 collection agency fee.

### **Destruction of Library Materials**

Individuals who commit willful destruction of library materials and library property may be subject to legal prosecution.

Approved by Board of Trustees Effective June 1, 2018

Amended by Board of Trustees June 21, 2018