

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, October 17, 2002 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
 - a. Regular meeting of September 19, 2002
- III. Communication from the public
- IV. City Librarian’s report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of October 3, 2002
 - b. Finance and Properties Committee
 - i. Approval of bills for September 2002
 - ii. No meeting
 - c. Rolling Prairie Library System
 - i. Report on October meeting
 - d. Friends of the Library
 - i. Meeting of October 10, 2002
 - e. Foundation
 - i. Meeting of September 30, 2002
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter III, Personnel
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
September 19, 2002

I. CALL TO ORDER

Sherri Arnold, President, called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Garry Davis, Patricia Greanias, Eugene King, Sally Krigbaum, and Phil Wise. Absent: Ty Cocagne, Carol Craig, and Linda Rowden. Staff present: Linda Humphreys. Others present: Pat McDaniel.

Mrs. Arnold introduced Sandi Trezzo, Head of the Adult Division, and Scott Pointon, Head of the Extension Division. Mr. Pointon said that the new bookmobile is scheduled for delivery on October 1, 2002.

II. APPROVAL OF MINUTES

Mrs. Krigbaum made a motion to approve the minutes of August 15, 2002. The motion was seconded by Mr. King and unanimously approved. Mrs. Krigbaum made a motion to approve the minutes of September 12, 2002. The motion was seconded by Mr. Davis and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet.

Finance and Properties Committee: Mr. Wise made a motion to approve the August bills. The motion was seconded by Mr. King and unanimously carried on roll call vote.

The committee did not meet.

Rolling Prairie Library System: Mrs. Greanias attended the meeting. She reported that Argenta plans to build a new library.

Friends of the Library: The Friends did not meet. The annual book sale cleared about \$13,000.

Foundation: The Foundation Board of Directors is scheduled to meet September 30.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter II, Governance and Administration, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Two vendors bid on replacing the library's boiler system. After discussion, Mrs. Greanias made a motion to approve the bid from T.A. Brinkoetter for \$89,600.00. The motion was seconded by Mr. Wise and unanimously approved on roll call vote. Mr. Davis made a motion to authorize Ms. Fisher and Mr. Cocagne to work with Beth Couter, City Finance Director, and the Library Foundation to secure financing for the bid and to execute and authorize and any all documents to affect the same. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

IX. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 5:07 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Office Manager

CITY LIBRARIAN'S REPORT
October 11, 2002
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: The new bookmobile arrived October 1st and is being prepared for service. On Sunday, October 6th we started our Sunday hours and hosted Robert Hartley who discussed his most recent publication, "Lewis and Clark in the Illinois Country: The Little-Told Story." There were over 80 people attending and we are making plans for a Holiday open house December 10th. We have added 19 new ranges of shelving for the Large Print and have rearranged the area. We have also added 5 ranges of new shelving and 2 display tables for the New Books and rearranged the area. The old Large Print shelving was used to make the new Teen Corner and the YA books have already been moved in preparation for "Teen Read Week" next week. Work on the boiler has begun and the boilers arrived yesterday. In addition to my regular meetings and DLI classes, I spoke to the AMBUCS group lunch meeting. I met with the Foundation Board, attended "Books Between Bites" and the SIRSI users group meeting.

GATES GRANT: We finished the final grant paperwork. We had some excess funds and we spent it on wiring, seven hub switches and toner. The lab was closed for two weeks while the Gates staff conducted training.

SIRSI: There was a users group meeting on October 2nd. We were informed that Net Cat would be down the 15th for several days for re-indexing. This means that we can't catalog anything during that time. I protested and suggested doing it over a weekend or the upcoming holiday time, when it would not inconvenience our whole cataloging department. I was told it was more convenient for SIRSI to do it at this time. I was under the impression that SIRSI worked for us and not the other way around. The dedupe has been fixed and will continue from the point it broke down.

FRIENDS: The Friends gave out \$16,615 in gifts and grants yesterday to various groups, including up to \$6,000 for my dream drive-up book drop, funding for our Holiday program and money to purchase children's books.

STAFF: Donna Collins moved to Circulation to assist with shelving discharged materials. Patti Freitag has been promoted to Head Page.

ADULT DIVISION: Change was the order of the day in the Adult Services Division in September. Along with a new division head settling into the department, considerable time and energy were devoted to moving several of our collections in order to enhance and encourage patron access. Next on the list are moving the Reference and Main desks to face the front door. Carol has been working on the new YA area and planning to promote "Teen Read Week" with a survey about what teens want and handing out sports bottles provide by the Friends. The local history room was busy with 162 visitors this month. Sandi and Len attended orientation at RPLS. Len also attended a conference for library assistants. Staff members created several timely displays. Materials were ordered and weeding continued.

BUILDING DIVISION: Most of the month was about tearing down shelving, moving shelving and reassembling shelving. Received the new bookmobile; it has a small chip on the windshield, which has been noted and OBC says is not repairable. Also received our new/old truck from the city; we will be putting ours up for sale shortly. The humidifiers have been

CITY LIBRARIAN'S REPORT

October 11, 2002

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ordered and work on the boiler is underway.

CHILDREN'S DEPARTMENT: Reference statistics are up, not only from last September, but also compared to all the Septembers we have been in the building. Book orders are almost caught up and weeding continues. Katie participated in the "Welcome Home Rally" for the schools. Displays were created and groups visited the library.

CIRCULATION DIVISION: We have expanded the e-mail test group to family and if all goes well, plan to open this option to patrons soon. We are experiencing some problems with our 3-M security gate going off; some of the problems are AV related and others to our new inexperienced staff. We are working on correcting both. The \$5 processing fee is in effect. It has taken some coordination with TS to work out where it needs to go in the record and who is doing what, so that the patron is not double charged or not charged at all. Department is still a half-time position short.

EXTENSION: Started the new Fall schedule this month. Our new large bookmobile has been stocked and will go out on its first run this afternoon. Scott is contacting Julie Curry about scheduling an open house with her cutting the ribbon. George and Shelley attended the Reaching Forward South conference and Scott passed his CDL license test. Arlene Mannlein from the H & R is working on an article about our services.

SYSTEMS ADMINISTRATION: Matt attended Gates server training and has already made some changes to ours. He also attended several e-rate seminars to see if e-rate is a viable option for us. We purchased two print servers and two new printers that were non-repairable. VAM has been updated and is working better.

TECHNICAL DIVISION: Susan, Robert, Monica and Steve all attended cataloging workshops at RPLS in order to become certified. Karen attended the Oasis steering committee meeting and the database standards. We are fixing several cataloging problems in the 500's and other problems with the YA books and periodicals.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

October 11, 2002

Personnel, Policy and Public Relations Committee
October 3, 2002

Carol Craig called the meeting to order at 4:35 p.m. Members present: Ms. Craig, Sherri Arnold, Garry Davis, and Linda Rowden. Absent: Sally Krigbaum. Staff present: Lee Ann Fisher and Linda Humphreys.

Revised job descriptions: The committee reviewed revised job descriptions for Head of Circulation Division and Systems Administration. The revisions were to generalize the automation system and add night and weekend hours. Mrs. Arnold made a motion to recommend the changes for approval as presented. The motion was seconded by Mrs. Rowden and unanimously approved.

Revised circulation policy: Ms. Fisher recommended changes to the circulation policy to incorporate previous Board action and to update changes required when the library switched automation vendors last October. Mrs. Rowden made a motion to recommend the changes for approval as presented. The motion was seconded by Mrs. Arnold and unanimously approved.

Revised Staff Handbook: Changes proposed in the handbook included defining the line of responsibility when the City Librarian is out, and adding language that employees are responsible for the cost of replacing lost name tags and lost security cards. Mrs. Arnold made a motion to recommend the revised handbook for approval. The motion was seconded by Mrs. Rowden and unanimously approved.

Other business: Ms. Fisher reported that a library user asked for old periodicals that are being weeded. The committee reaffirmed the policy that old periodicals are put in recycling.

Ms. Fisher reported that a schedule for closing the bookmobile was prepared and distributed to extension division staff without her knowledge or approval. The committee requested that a new schedule, based on the school district #61 schedule, be prepared for committee and board consideration.

There was no other business.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Office Manager

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:

~~Acts as library computer systems coordinator in the maintenance, start-up, and shut-down of the GEAC/CLSI library computer system.~~

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; ~~arranges for shipping and repair to machines when needed;~~ **and equipment to the Systems Administrator and makes adjustments on terminals as needed.**

Performs related work and other duties as assigned.

**HEAD OF CIRCULATION DIVISION
DECATUR PUBLIC LIBRARY
Job Description
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Required Knowledge, Abilities, and Skills

Considerable knowledge of the principles and practices of library science.

Considerable knowledge of the ~~GEAC/CLSI~~ **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

~~Amended by the Library Board of Trustees
December 20, 2001~~

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

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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, ~~especially DRA's classie.~~

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

DECATUR PUBLIC LIBRARY
CIRCULATION POLICY
Updated 11/19/98

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DECATUR PUBLIC LIBRARY
CIRCULATION OF LIBRARY MATERIALS

A. Registration of patrons

1. In order to borrow materials for extra-mural use, patrons must first register with the Library.
 - a. Upon registration, a patron shall be provided with a unique borrower's card entitling him to loan privileges in the Library.
 - b. Each patron is responsible for all materials issued on his card.
2. Registration of residents and taxpayers of the city of Decatur
 - a. Patrons shall be registered for a period of three years.
 - b. Adult patrons shall meet the following requirements at time of registration:
 - i. Each patron shall provide identification of himself as proof of residence.
 - ii. Non-resident taxpayers shall provide proof of taxes paid to the City of Decatur for the current year.
 - iii. Registrants shall accomplish a registration form providing information to facilitate growth of services and the circulation control function of the Library which information may include but not be limited to, name, address, name of spouse, references, and the like.
 - iv. Registration form shall be signed by the registrant agreeing to abide by the regulations of the Library. The signature requirement may be waived at the discretion of the City Librarian in the case of patrons with unusual handicaps or for other good cause.
 - c. Young adult patron requirements are as follows:
 - i. Patrons may apply for registration as young adult patrons at age 13.
 - ii. Young adult patrons observe the same registration requirements as adults, excepting that:
 - iii. Young adults who have not yet reached ~~16~~ **18** years of age shall have their registration form signed by a parent or guardian signifying his assent for his child to have use of the adult collections of the Library.
 - d. Juvenile patron requirements are as follows:

- i. Children may register as borrowers as soon as they are able to sign the registration form.
 - ii. Registration requirements shall be similar to adult procedures except that identification is not required and the registration form shall require the signature of a parent or guardian agreeing to assume responsibility for materials borrowed on his child's or ward's borrower's card.
 - iii. Registration forms for children shall provide for consent by a parent or guardian, if he so desires, for his child to borrow materials from the adult collections of the Library, such consent to be signed by the parent or guardian.
3. Non-residents of the city of Decatur
 - a. Adults who are non-residents in the city of Decatur and who do not pay taxes to the city of Decatur may register as Library patrons by paying a fee equivalent to the budget of the Library (exclusive of capital building allocations) divided by the number of householders in the City of Decatur as calculated by the City Librarian at the time of the annual appropriation.
 - b. Upon payment of the non-resident fee, all members of the immediate family of the non-resident fee payer, residing together at his place of residence, shall be eligible for a borrowers card.
 - c. Registration is valid for twelve months from date of payment of fee.
 - d. Registration forms and requirements are similar to those for resident patron registrations.
 - e. Exceptions to fee requirements:
 - i. ~~Transients in the city resident in local inns, hotels, or similar establishments may be permitted to borrow materials by leaving on deposit a sum of money sufficient to indemnify any loss or damage to the material borrowed.~~
 - ii. Non-resident students attending school or college in Decatur may be registered as a Library patron for the length of the school year or term of study upon payment of a suitable deposit to be established by the City Librarian from which fines and other charges which may accrue to the Library can be deducted. This deposit may be waived provided the

institution at which the student is registered agrees in writing to assume financial responsibility for delinquent charges or fees incurred by any of its registered students who are non-resident borrowers in the Library.

- iii. The Decatur Public Library shall participate in the reciprocal use program of the Rolling Prairie Library System by honoring for loan privileges the resident borrower's cards issued by other libraries affiliated with the Rolling Prairie Library. ~~Non-resident cards issued by Rolling Prairie Library affiliates will not be honored.~~
- iv. Other requirements to the contrary notwithstanding, employees of the Decatur Public Library shall be eligible for registration as patrons regardless of place of residence.

B. Loan period

- 1. All materials loaned by the Library are due a fixed number of days after they are borrowed, unless that day falls on a holiday when the Library is closed, in which case the materials are due the following business day of the Library.
- 2. The normal loan period for circulation of Library materials is twenty-eight (28) days.
- 3. Some classes of materials so designated by the City Librarian are loaned for an abbreviated period of either fourteen (14) or seven (7) days.
- 4. Upon being returned to the Library, twenty-eight (28) day loan materials may be renewed by a patron in good standing for a period of ~~fourteen (14)~~ **twenty-eight (28)** days, provided ~~the item is presented for renewal on or before the due date and~~ that the item has not been reserved by another patron. No other materials may be renewed.
- 5. Some material in the Library's collections is designated "reference" or "non-circulating" and is for use in the Library only. Material, which normally is available for circulation, may be temporarily designated "non-circulating".

C. The City Librarian may, at his discretion, place a limit on the number of total items or the number of items in a given class of material, which may circulate to a single patron at one time.

D. Fines and other charges

- 1. Fines are levied for material kept overdue.
- 2. Fines for overdue materials are ~~15 cents for each adult or young adult item and 10 cents for each juvenile~~ **per** item for each day an item is kept past due.
 - a. Fines will accrue from the due date.

- b. The maximum fine for any individual item kept overdue is ~~not to exceed \$6.30 for adult or young adult materials and \$4.20 per item for juvenile materials~~, except that no fine shall exceed the cost of the material borrowed.
3. Fines on lost materials
 - a. When items on loan are declared lost by the borrower, ~~finer will cease as of that date, unless the materials are later found and returned~~ **the fine will be waived. A five-dollar processing fee will be charged for all lost items in addition to the replacement cost of the item.**
 - ~~b. The fine system should not result in a patron being penalized for returning Library materials declared lost but which have been found; therefore, when lost materials are returned, the fine accrued should not exceed the cost of the materials plus the fines already collected.~~
4. Charges for lost or damaged materials
 - a. Materials lost in circulation shall be paid for by the borrower.
 - i. The charge levied for lost material may be either the replacement cost or the original cost of the material.
 - ~~ii. The cost of books bound in paper cases which have been reinforced by in-house binding shall include an additional charge to be determined by the City Librarian to cover the cost of reinforcement.~~
 - iii. If materials which were lost or unreturned have been paid for and are subsequently returned, the cost of the materials, less any additional fines **or fees paid at the time of the transaction** which may be due, shall be reimbursed to the patron, providing proof of payment for these materials is made, except that such reimbursement will not be made for materials for which payment has been made to a collection agency.
 - b. The cost of repair for materials damaged in circulation shall be borne by the borrower.
 - i. The assessment of damages sustained shall be made by the Library.
 - ii. Charges levied for irreparably damaged material may be either the replacement cost or the original cost of the item.

iii. When circulated material is damaged beyond repair, the borrower has salvage rights in the material paid for, providing he claims such rights at time of payment if payment is made within thirty days.

5. Cancellation of fines and charges

- a. The City Librarian may, at his discretion, cancel fines and other delinquent charges for minors who are residents in child care facilities or foster homes, providing the delinquency occurred before the minor moved into the facility or foster home.
- b. Fines and charges for materials lost or damaged as a result of floods or tornadoes shall be canceled.
- c. The City Librarian may, at his discretion, cancel fines and charges for materials declared delinquent by the Library but which are claimed by the borrower to have been returned, providing such claims are not made on more than three occasions and are not made for more than a total of six items.
- d. The City Librarian may, at his discretion, cancel charges for materials charged to a patron but which the patron claims never to have borrowed and where data is not available to substantiate or deny the claim.
- e. The City Librarian may, at his discretion, cancel charges for materials returned damaged but which are claimed by the borrower to have been returned undamaged or to have been damaged when checked out. Such claims cannot be made more than three times and cannot be made for more than a total of three items.
- f. In special circumstances, the City Librarian or Librarian-in-charge may cancel fines and charges for materials returned late.

6. Collection of delinquent accounts

- a. The City Librarian is authorized to institute civil court proceedings against patrons with delinquent accounts.
- b. The City Librarian may contract with the Credit Bureau of Decatur for the collection of delinquent fees and other charges.
 - i. After an account has been turned over to the Credit Bureau, materials charged to that account may be returned for a credit providing such a