



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, January 6, 2022

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Approval of agenda (Action)
- III. Minutes of November 4, 2021 meeting (Action)
- IV. **Public comments** – – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.
- V. Written Communications from the Public
- VI. New Business
 1. Personnel Update (Discussion)
 2. Intergovernmental Agreement (Action)
 3. City Librarian Annual Review (Discussion)
 4. 2022 Meeting Schedule (Action)
 5. Other (Discussion)
- VII. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. Remote Work Policy (Action)
 3. Equipment Circulation Policy (Action)
 4. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Personnel, Policy and Public Relations Minutes

Date: November 4, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Anay Hunt, Alana Banks, Shelli Brunner, Susan Avery, Karl Coleman, Jecobie Jones

Present:

Samantha Carroll
Karl Coleman
Shelli Brunner
Susan Avery

Absent:

Staff: Rick Meyer, City Librarian
Michelle Whitehead, Administrative Secretary

Guests:

Call to Order: Mr. Coleman called the meeting to order at 4:38 p.m. Ms. Carroll has requested to participate remotely. All in favor. The motion was adopted.

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.

Agenda- Mr. Coleman requested a motion to approve the agenda. Ms. Brunner made a motion to approve the agenda, Ms. Avery seconded the motion. The motion was adopted.

Minutes of October 7, 2021 Mr. Coleman requested a motion to approve the October 7, 2021 minutes. Ms. Avery made the motion to approve the minutes, seconded by Ms. Brunner. The motion was adopted.

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer stated there aren't any organizational changes as of today. Organizational announcements will be made next month.

Old Business

Diversity, Equity, and Inclusion (Discussion) The DEI consultant fee is included in the 2022 budget. The attorney expects to have the DEI contract review done on Monday, November 8, 2021. Mr. Meyer plans to bring a marked-up contract to the Board of Trustee meeting on November 18, 2021. If the Board decides to accept the contract, the down payment can be made this year, and the balance can be paid out of the 2022 budget. A discussion was held about the value of all the potential consultants and the timeline of the deliverables.

Remote Work Policy (Discussion)

Mr. Meyer stated we are still waiting on a response from the attorney regarding the insurance piece of the policy. Remote work will be limited to mild, but possibly contagious illness. Workman's compensation is also a topic of conversation. This will be tabled until we have more input. Ms. Carroll moved to table this topic, seconded by Ms. Avery. All in favor. Motion was adopted.

Circulation Policy (Action)

Mr. Meyer believes this is the final version. The Library wants to be clear to parents that the DPL does not decide what the child can read or listen to. The parent is responsible for that choice. Mr. Meyer would like to make the policy effective on January 1, 2022. Ms. Carroll will send some language changes as discussed in the meeting to Mr. Meyer. Ms. Carroll suggested removing the fee to replace a lost or stolen library card. New E-card access is available within 1 – 5 days. There is a law in effect that states, children that are not in a served area and are under the poverty level do not have to pay for a library card, this law also includes disabled veterans. Ms. Carroll made a motion to accept the policy pending a few acceptable language changes, seconded by Ms. Avery. All in favor. Motion adopted.

Adjournment

Mr. Coleman requested a motion for adjournment at 5:20 p.m. Ms. Carroll made the motion to adjourn, seconded by Ms. Avery. The motion was adopted.

Scribe,
Michelle Whitehead, Administrative Secretary

Final 11.4.21

**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this _____, 202__, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and _____ LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the LIBRARY:

LIBRARY CONTACT NAME AND ADDRESS

If to RAILS:

Reaching Across Illinois Library System
Re:Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY


Jay Glaubinger (Oct 7, 2021 16:02 CDT)
By: Jay Glaubinger, Board President

By: _____

Date: September 23, 2021

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of Northbrook (Library) and _____ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through _____, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ _____ .
Payment is due within 30 days of the program date and payable to _____ .

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive _____ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until _____(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I _____will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____DATE: _____

CONTRACTOR: _____DATE: _____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

| |
|-------------------------|
| \$0-\$249,999 |
| \$250,000-\$749,999 |
| \$750,000-\$1,499,999 |
| \$1,500,000-\$2,999,999 |
| \$3,000,000-\$4,999,999 |
| \$5,000,000+ |

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

| Library's Operating Budget | Total Pilot Cost |
|----------------------------|------------------|
| \$0-\$249,999 | \$40.00 |
| \$250,000-\$749,999 | \$75.00 |
| \$750,000-\$1,499,999 | \$200.00 |
| \$1,500,000-\$2,999,999 | \$375.00 |
| \$3,000,000-\$4,999,999 | \$750.00 |
| \$5,000,000+ | \$1,150.00 |

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy





ILP IGA

Final Audit Report

2021-10-07

| | |
|-----------------|--|
| Created: | 2021-10-07 |
| By: | Administration Assistant (adminasst@northbrook.info) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAXccMj7LC6rfkfxlWGQ-q07zjFQzOnGnx |

"ILP IGA" History

-  Document created by Administration Assistant (adminasst@northbrook.info)
2021-10-07 - 7:09:22 PM GMT
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature
2021-10-07 - 7:09:46 PM GMT
-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)
2021-10-07 - 9:01:41 PM GMT
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
-  Agreement completed.
2021-10-07 - 9:02:58 PM GMT



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**City Librarian
Self-Evaluation Form**

CITY LIBRARIAN SELF-EVALUATION

EVALUATION PERIOD:

NAME:

1. Thinking back on the past year, what were your 3 – 5 most significant accomplishments or contributions? What impact did they have and how did they contribute to the success of others or to the organization?

2. Please provide examples of how you worked toward and accomplished the Library's Strategic Plan:

3. In what areas are you striving to achieve personal and professional development? How can the Board assist you in your development as the City Librarian? What specific professional development opportunities do you think would help you in your job?

4. Are there any areas of your job where you believe you are not in alignment with the expectations of the Board of Directors? Please explain:

5. Is there any other performance feedback you would like to receive from the Board during this process?

Please provide examples of how you have demonstrated the core job behaviors that are critical to the success of the Library.

| Competency | Examples of job behaviors demonstrated/Comments |
|--|--|
| Job Accomplishment | |
| Strategic Alignment | |
| Relationship Building | |
| Innovative & Forward Thinking | |
| Leadership | |

Please provide information and comments related to achievement of the performance goals that were agreed upon for the current evaluation period.

| Performance Goal | Action Plan | Results Achieved |
|-------------------------|--------------------|-------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

For the Board's consideration, please provide some suggested performance goals for the next evaluation period.

| Suggested Goal from City Librarian | Specific Targets and Action Plan |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

Additional Comments:



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City Librarian Performance Evaluation Form

Review for:
Performance Period:

Instructions for Completion of the Performance Evaluation Form

Review the feedback from the City Librarian's Self-Evaluation, the Job Description and the Strategic Plan. Consider all of this information as well as your interactions and experiences with the City Librarian and other stakeholders when completing the following evaluation.

We ask for your comments throughout the evaluation. Please give careful thought to the City Librarian's performance throughout the entire year and provide comments that will support your evaluation and guide the City Librarian going forward.

PERFORMANCE RATINGS

| | |
|-------------------------------|---|
| Exceeds Expectations | Results achieved exceed in most areas of job competencies and goals. Level of contribution and expertise is generally recognized within and outside of the organization. |
| Successful Performance | Results achieved consistently meet and sometimes exceed performance expectations in all areas of job competencies and goals. Overall performance is thoroughly acceptable for the requirements of the position. |
| Needs Improvement | Results achieved do not consistently meet and often fall below basic competencies and goals. May achieve expectations in some categories, but overall level of achievement does not accomplish job responsibilities. Improvement is needed so that all major job objectives are fulfilled. Performance Improvement Plan and close monitoring by the Board is recommended. |

SECTION 1: COMPETENCIES

Assign a rating for each component of the competency. Based on your interactions and experiences, provide comments relative to the behaviors that the City Librarian exhibits which demonstrate these competencies. Give specific, measurable, quantifiable or observed examples that support your rating whenever possible.

Job Accomplishment

1. Accomplishes core job description responsibilities including but not limited to oversight of programs and services, business operations, and employee staffing and development.

- Exceeds Expectations Successful Performance Needs Improvement

2. Keeps Board of Trustees and other stakeholders informed of progress and obstacles related to ongoing initiatives.

- Exceeds Expectations Successful Performance Needs Improvement

3. Prepares an annual budget for review by the Board. Implements sound management practices to assure adequate cost controls and financial reports to the Board. Makes appropriate adjustments as needed.

- Exceeds Expectations Successful Performance Needs Improvement

4. Assesses the costs, benefits, risks and overall impact of plans and projects prior to implementation.

- Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Job Accomplishment):

Strategic Alignment

1. Develops and implements business practices necessary to accomplish short and long-term goals and projects that are consistent with the strategic plan and Board strategy.

Exceeds Expectations Successful Performance Needs Improvement

2. Establishes a clear and realistic sense of direction by clarifying organizational goals as well as how employee roles and responsibilities will contribute to them.

Exceeds Expectations Successful Performance Needs Improvement

3. Ensures that new policies are clearly communicated and understood by staff and other stakeholders. Supports policies with adequate and timely resources.

Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Strategic Alignment):

Relationship Building

1. Builds credibility, trust, and rapport, and develops alliances with a broad range of stakeholders, including but not limited to elected officials, education partners, community groups, advocacy groups and volunteers. Strengthens alliances by demonstrating concern and respect for others, as well as highlighting common interests and aspirations.

Exceeds Expectations Successful Performance Needs Improvement

2. Handles sensitive or difficult issues with objectivity, fairness, and confidence. Serves as a positive example which conveys the high integrity of the organization.

Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Relationship Building):

Innovative & Forward Thinking

1. Discusses change as a necessary and inevitable aspect of the Library's viability as well as an opportunity for staff learning and growth. Embraces and champions new ideas and encourages others to do likewise.

Exceeds Expectations Successful Performance Needs Improvement

2. Keeps informed about changing workplace and industry trends and political factors that may impact the goals and interests of the organization.

Exceeds Expectations Successful Performance Needs Improvement

3. Looks for new and innovative approaches that will improve and enhance organizational practices. Considers factors that will support or hinder initiatives. Adjusts quickly and effectively to changing conditions, practices and priorities.

Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Innovative & Forward Thinking):

Leadership

1. Acts to ensure that employees understand and effectively carry out their roles and responsibilities. Monitors and recognizes employee contributions; addresses performance gaps.

Exceeds Expectations Successful Performance Needs Improvement

2. Creates a positive, collaborative, and motivating work environment. Provides learning and development opportunities to maximize success.

Exceeds Expectations Successful Performance Needs Improvement

3. Serves as a role model for staff. Demonstrates personal and professional integrity.

Exceeds Expectations Successful Performance Needs Improvement

Reviewer's Comments (Leadership):

SECTION 2: PERFORMANCE GOALS

Review the goals that were agreed upon for the current evaluation period and describe the performance achieved for each goal. Give specific, measurable, quantifiable or observed examples that support your evaluation. List results achieved and any improvements needed.

| Goals | Results Achieved | Reviewer's Comments |
|-------|------------------|---------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

SECTION 3: OVERALL PERFORMANCE RATING

An overall performance rating is given based on the results of Section 1 and Section 2. Give careful thought to the City Librarian's overall performance.

Overall Performance Rating:

- Exceeds Expectations Successful Performance Needs Improvement

What feedback do you have for the City Librarian about the past year's successes at the Decatur Public Library? What exemplary behaviors have you noted that you would like to see continue? _____

Are there any suggestions for continuing development or changes that the City Librarian can implement during the next review period? _____

General Comments: _____

Submitted by: _____

Date: _____



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PERSONNEL, POLICY AND PUBLIC RELATIONS REGULAR MEETINGS 2022/2023

The regular meeting of the Decatur Public Library Personnel, Policy and Public Relations for 2022/2023 will be held at Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the first Thursday of each month at 4:30 p.m. If the first Thursday of each month is a legal holiday, the meeting will be held on the next available Thursday in the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 3, 2022
March 3, 2022
April 7, 2022
May 5, 2022
June 2, 2022
July 7, 2022
August 4, 2022
September 1, 2022
October 6, 2022
November 3, 2022
December 1, 2022
January 5, 2023

Remote Work Policy

Policy brief & purpose

Decatur Public Library's **remote work policy is designed** to make sure that working from home is beneficial to our employees and library.

Scope

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy. But, employees who carry out most of their work on a computer can occasionally work off-site.

Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- When experiencing mild but potentially contagious illness.
- Other medical issues.
- Temporary childcare issues.
- Temporary transportation issues
- Other emergencies

Work from home arrangements can be made no more than 12 working days per calendar year.

Other reasons for working from home depend on employees and managers' judgement.

How to determine whether an employee can work from home

We advise both employees and managers to consider these elements before asking/approving work from home:

Requesting Work from Home Procedure

When employees plan to work from home, this procedure must be followed:

- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons should file their request as soon as possible, so managers can consider and approve it.

Compensation and benefits

Usually, work from home arrangements don't affect employees' employment terms. If working from home has any effect on compensation and benefits, then HR is responsible to create a new contract.



DECATUR PUBLIC LIBRARY

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EQUIPMENT CIRCULATION POLICY

A valid Decatur Public Library card is needed to checkout equipment from the Decatur Public Library. For equipment checkouts the borrower must have had a valid library card for at least 6 months or have the approval of City Librarian or his/her designee.

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

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

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

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

Payment of this charge is non-refundable.

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

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

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

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

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

Approved by the Decatur Public Library Board of Trustees

June 19, 2018

