

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, April 18, 2002 @ 4:30 p.m.
AGENDA

- I. Call to order – Mark Gibson, President
- II. Approval of minutes
 - a. Regular meeting of March 21, 2002
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of April 4, 2002
 - ii. Bylaws amendment
 - b. Finance and Properties Committee
 - i. Approval of bills for March 2002
 - ii. Meeting of April 2, 2002
 - c. Rolling Prairie Library System
 - i. Report on March meeting
 - d. Friends of the Library
 - i. Meeting of April 11, 2002
 - e. Foundation
 - i. No meeting
- VI. Serving our Public: Standards for Illinois Public Libraries
 - a. Chapter X, System and ILLINET Membership Responsibilities
- VII. Old business
 - a. Lease space
- VIII. New business
 - a. Personnel matter (closed executive session)
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

March 21, 2002

I. CALL TO ORDER

Mark Gibson, President, called the meeting to order at 4:30 p.m. Members present: Mr. Gibson, Ty Cocagne, Carol Craig, Mary Gladney, Eugene King, and Linda Rowden. Absent: Sherri Arnold, Patricia Greanias, and Phil Wise. Staff present: Lee Ann Fisher and Linda Humphreys.

II. APPROVAL OF MINUTES

The minutes of February 21, 2002 and March 13, 2002 were approved as mailed.

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.

Ms. Fisher reported that Firestone donated money to the library to buy a cabinet for the "last tire" that will be housed in local history. The remainder of the money will go toward the bookmobile purchase.

Plans are being developed for the arrival of the Gates training lab. A policy for the room needs to be developed.

The library also needs an airborne contaminate policy.

There was no response to the ad to sell the Bluebird bookmobile. It was put back into service after the tractor/trailer unit developed mechanical problems.

V. REPORTS OF COMMITTEES

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

Finance and Properties Committee: Mr. Cocagne made a motion to approve the February 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 was absent.

Friends of the Library: The Friends met March 14, 2002. Ms. Craig is the new Board representative to the Friends. She was unable to attend the meeting.

Foundation: The Foundation Board of Directors did not meet.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter IX, Facilities, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

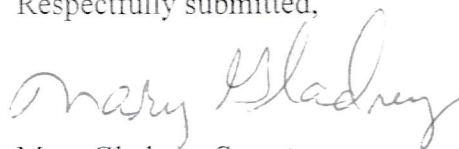
Mr. Gibson announced that he and Mrs. Gladney's terms on the Board expire in July 2002. They will serve as the Nominating Committee.

Mrs. Gladney made a motion to adjourn to closed executive session to discuss the lease of real property. The motion was seconded by Ms. Craig and unanimously approved on roll call vote. The Board went into executive session at 4:55 p.m. The meeting was reconvened at 5:28 p.m.

IX. ADJOURNMENT

Mr. Gibson adjourned the meeting at 5:28 p.m.

Respectfully submitted,



Mary Gladney, Secretary
Decatur Public Library Board of Trustees

CITY LIBRARIAN'S REPORT
April 12, 2002
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: The library was closed for an anthrax scare on Friday March 15th. We closed the library for snow on March 26th. I attended the Public Library Association Conference in Phoenix, and got several great ideas that I would like to incorporate into our library. In addition to my standing meetings, I received books from the German Sister Cities students, attended a meeting of the Illinois Community Network concerning our Internet connection, also attended a DRA governing board meeting and a policy committee meeting, worked in circulation, dealt with lease space issues and allocated the book budget for the new fiscal year.

GATES GRANT: June 3rd is our installation date. Matt has ordered the furniture and once it arrives we will decide on the final layout of the room. We will be planning a big reception/open house function. Training dates are still being finalized.

DRA: Matt will be receiving Web2 training from DRA on systems administration the end of April. After that we will install the current upgrade and he will be able to design our web interface to be more DPL orientated. We will host the big DRA users group meeting on April 18th.

FRIENDS: Will host a new spring fundraiser on May 19th at the library. It will be a book appraisal fair. They have also agreed to provide each child who completes the Summer Reading Club with a paperback book selected by the Children's Department staff.

STAFF: Terminated Charlotte Davis, Head of Adult Services, April 12th. Tony Delgado is back to work after an extended medical leave. Started interviews for the Head of Technical Services; they should be completed by the end of the month.

ADULT DIVISION: Put a committee together to look at our Internet and computer use policy in preparation for the Gates computers. Staff has been evaluating different electronic databases as our Infotrac subscription expires soon. Final details are being work out concerning the new DVD collection. We will not be sharing our DVD's with RPLS libraries initially.

BUILDING DIVISION: The new plug is installed and bookmobile is able to run on electric power while parked in the loading area. The new filter system is installed and working fine. The lease meter project is also complete and we have a final clearance from the City inspector with the understanding that all exit and emergency lights will be on the library side. The boiler is facing valve replacement that could be \$8,000 to \$10,000 soon and there is no guarantee that it will operate after it is shut down. The bid quote of \$84,900 will go up 3.5 % after April 30th.

CHILDREN'S DEPARTMENT: Three staff members attended the Children's Literature conference at NIU. Patti's had 7 preschool story times with 87 attending. Baby TALK did 8 programs with 186 attending. Lap-Sits had 8 programs with 106 attending. There were 13

CITY LIBRARIAN'S REPORT

April 12, 2002

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groups visiting the library. Katie is also considering some reorganization of the Children's layout. Plans for SRC are being made, start date is May ????

CIRCULATION DIVISION: E-mail notification of notices is now being tested on all staff, before we offer it to the public. The buzzer is now being used to notify off-desk staff of a line and to come and assist. This helps keep waiting in line to a minimum. The new \$5 limit has been well received. The \$1 rewind fee has been reinstated; we were rewinding up to 30 videos a day, now we are averaging 5. Materials from other libraries are not being renewed, you can only keep an item 5 weeks and our regular check out is four weeks. If we renewed them it would put us in violation of the DRA policy.

EXTENSION: The tractor/trailer rig has been pulled off the road and is being prepared for sale. Bookmobile service has been transferred to the small Bluebird until the new bookmobile is delivered the end of August. The department will be hosting the Extension/Outreach librarians meeting on May 2nd. We are talking about putting the 2 new bookmobiles in the Labor Day parade, along with staff in character costumes doing a book cart drill as a promotion of the service.

SYSTEMS ADMINISTRATION: Upgrading PC's to Windows 2000 Professional. Reviewing print management systems. Ordered 2 new Gateway computers, one for the bookmobile and one for the new Routing Clerk. As new computers arrive older ones are being replaced.

TECHNICAL DIVISION: Cataloging started using the new WebDewey product this month. Bev attended the DRA database standards committee meeting. The RPLS database has still not been de-duped from our conversion, which means there are sometimes multiple records for one item, which causes confusion to patrons. We are pressing RPLS to run this program as soon as possible.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

April 12, 2002

Personnel, Policy and Public Relations Committee
April 4, 2002

Sherri Arnold called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Carol Craig, Linda Rowden, and Mark Gibson. Absent: Mary Gladney. Staff present: Lee Ann Fisher and Linda Humphreys.

Bylaws and minutes: Ms. Fisher expressed concern previously that the Office Manager takes Board minutes that are signed by the official Board secretary. The Office Manager also takes Committee minutes that are signed by the City Librarian. She proposed a change to the bylaws to allow the Office Manager to submit and sign all minutes. Ms. Fisher also reported that the City Council apparently changed the "Public Library" section of the City Code at some point in time, and those changes are also reflected in the revision. The consensus was to recommend the changes for approval as submitted.

Citizens survey—1997 and 1987: These surveys were conducted on a ten-year schedule as suggested in "Standards." Questions in the 1997 survey were repeated from the 1987 survey whenever practical for comparison purposes. The need for a new survey was discussed to evaluate user satisfaction with the new facility. This will be discussed in more detail at another meeting.

Meeting room policy: Ms. Fisher recommended that the Board Room be rented out to accommodate more requests and to generate additional revenue. The consensus was to recommend the changes for approval as amended.

Discussion of orientation for new trustees: Ms. Fisher reported that she would like to conduct orientation for the new trustees who will be appointed in July as well as for any current trustees who did not receive orientation.

Job description for Routing Clerk II: This new position is in the budget for the coming year. This clerk II will primarily handle the "send list" and will also have other responsibilities as noted in the proposed description. The consensus was to recommend approval of the description as amended.

Management personnel policy: Proposed revisions to this policy were reviewed at length. The Board of Trustees approved most of the changes in December 2001, and the policy needed revision to reflect the changes. The consensus was to recommend approval of the policy as amended.

Reorganization of the Technical Division: Ms. Fisher reported that a recommendation on reorganization of the catalog section of the Technical Division was put on hold until the impact of changing from GEAC to DRA could be assessed. Based on input from Bev Hackney, Ms. Fisher recommended eliminating the two Catalog Clerk II positions, adding one Junior Cataloger position for a total of two, and adding one Catalog Clerk I position. This will result in a net savings of about \$1,500 from what is in the budget. The consensus was to recommend the plan for approval as presented.

Performance evaluation of City Librarian: Mrs. Rowden made a motion to adjourn to closed executive session to evaluate the performance of the City Librarian. The motion was seconded

by Ms. Craig and unanimously approved on roll call vote. The Board went into executive session at 6:05 p.m. The meeting was reconvened at 6:30 p.m.

There was no other business. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Lee Ann Fisher, City Librarian

BOARD OF TRUSTEES
DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

BYLAWS

ADOPTED DECEMBER 16, 1966

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Responsibility and Authority

The responsibility and authority of the Library Board of the Decatur Public Library are derived from the Municipal Code of Decatur, Illinois, 1960, Chapter ~~19~~ **21**, Sections 1 to ~~5~~ **8**, which reads as follows:

PUBLIC LIBRARY

1. ~~There is hereby created a Board of Trustees for the Public Library and Reading Rooms heretofore established by the City, consisting of nine trustees to be appointed by the Mayor and approved by the Council.~~
2. ~~The members of the Board of Trustees in office at the effective date of this code shall continue pending the expiration of their respective terms. On or before the first day of July in each year, the Mayor shall appoint three trustees to take the place of retiring trustees, who shall hold office for three years and until their successors are appointed. Any director may be removed by the Mayor for misconduct or neglect of duty, only with the approval of the Council. Said trustees shall be chosen from the citizens at large of the City with reference to their fitness for such office and not more than one member of the Council shall, at any time, be a member of said Board of Trustees.~~
3. ~~Vacancies in the Board of Trustees, occasioned by removals, resignation, or otherwise, shall be reported to the Council, and be filled in like manner as original appointments, and no trustee shall receive compensation as such.~~
4. ~~The Board of Trustees shall have such powers and exercise such duties as are provided for by Statute.~~
5. ~~The Board of Trustees shall make such reports to the Council as required by Statute.~~

1. **BOARD ESTABLISHED.** A Board of nine residents of the City, appointed by the Mayor with the approval of the Council, is hereby established for the public library, which board is to be known and is designated the Board of Library Trustees of the City of Decatur, Illinois.
2. **APPOINTMENT OF TRUSTEES.** The term of appointment shall commence July 1 and shall be three years and until a successor is appointed and qualified. The respective terms of each of three trustees shall expire each year. Appointments to fill a vacancy during a term shall be for the unexpired remainder thereof. One or more members of the Council may be appointed to the Board. No trustee shall receive compensation as such. A trustee may be removed by the Mayor for misconduct or neglect of duty, but only with the approval of Council. Those members of the heretofore created Board incumbent on the effective date of this amended Chapter shall be members of the Board established hereby for respective terms to expire as indicated at the time of the respective last appointment of each.
3. **OPERATION OF LIBRARY.** Subject to the direction from time to time of the Council, said Board shall generally supervise and control the public library of the City and the operation and maintenance thereof and shall have and exercise such powers and perform such duties as may be from time to time provided by the Council by ordinance or by resolution, and in addition thereto, except as the Council may otherwise direct, as may be provided by statute for such boards in other cities in the State of Illinois.
4. **BUDGET.** Annually between February 1 and February 15, the board shall submit to the City Manager a proposed budget of the anticipated library costs and expenses for the next ensuing May 1 through April 30 fiscal year, in such form and detail as may be from time to time requested by the City Manager. The City Manager shall submit the recommendations as to such budget to the Council along with the suggested budget for other City functions.
5. **APPROPRIATION.** Annually along with the appropriations of and for other funds of the City, a fund which shall be known as the Library Fund shall be appropriated for said costs and expenses in such amount as the Council deems proper for said object and purpose and the Council may cause the same to be funded by the levy of such tax or taxes, or otherwise, and in such amount or amounts as the Council may from time to time provide.
6. **CONTROL OF FUND.** Subject to the direction of the Council, the Board shall supervise and control the library fund and shall do so in such manner as to comply with the fiscal, financial and accounting rules, regulations, practices, procedures and ordinances of the City.
7. **ANNUAL REPORT.** The Board shall annually report to the Council and to the Illinois State Librarian as is prescribed by statute.

8. **APPOINTMENT OF LIBRARIANS.** Provisions of the law or ordinance to the contrary notwithstanding, and until the further order of the Council, said Board is hereby authorized to provide by resolution, either through application of the Civil Service Law for Cities or otherwise, for the appointment, probation, continuance in position, demotion, removal or discipline of professional librarians to or occupying positions as a supervisor of a service or as a head of a department as such services or departments are or have been established by said Board for the organization and operation of said Library.

Article 1. LIBRARY BOARD

The Library Board shall, subject to the provisions of Chapter ~~19~~ **21** of the City Code, have power to make and enforce all rules and regulations necessary for the administration and government of the library, and to exercise and administer any trust declared or created for such library.

Officers

The officers of the Board shall be President, Vice-President, and Secretary.

Duties

The President shall preside at all meetings of the Board and shall appoint all committees, issue calls for special meetings, approve the agenda and perform all other usual duties of a presiding officer.

The Vice-President shall assume the duties of the President in the absence or incapacity of that officer.

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of all meetings, and shall provide for safekeeping of all minutes and records of the Board. **The secretary may delegate the recording of the proceedings of the meetings to the library Office Manager, with alternates being the Administrative Secretary or the City Librarian.**

These officers are empowered to execute contracts relating to library service outside of the City upon such terms and conditions as the Library Board shall deem best; provided that the contract is not in conflict with the Statute or ordinances of the City.

Article 2. MEETINGS

The Board shall meet regularly on the third Thursday of each month, except May, at 4:30 p.m. in the Main Library Building. In the month of May the Board shall meet on the fourth Thursday at 4:30 p.m. In the event that the Thursday falls on a holiday, the regular meeting will be held on the next Thursday. This meeting time may be changed by majority agreement of the

Board, provided written notice is given seven days prior to the meeting. The Board, by majority agreement, may waive a monthly meeting, but in no event shall more than two successive months pass without a regular meeting of the Board. Meetings shall be open to the public as provided by Statute.

Annual Meeting

The Annual Meeting shall be held on the same day as the regular May meeting of the Board. Reports of the City Librarian, Secretary, and Board of Trustees shall be presented for approval. Upon approval, these reports will be transmitted to the City Council or other agencies in accordance with law. Election of officers shall be held at the Annual Meeting.

Special Meetings

Special meetings may be called by the President or upon written request of three members of the Board. Calls for special meetings must state the agenda for business to be transacted.

Absences

In the absence of the Vice-President, the meeting shall be presided over by one of the trustees present who shall be chosen by the members for that purpose.

Quorum

Five members of the Board shall constitute a quorum for the transaction of business.

Election of Officers and Term of Office

Officers elected at the annual election shall serve for one year, said term to end on the 30th day of June, or as soon thereafter as their successor may be qualified. The term of qualified successors shall begin on the first day of July.

Article 3. ORDER OF BUSINESS

The order of business at the regular meetings shall be presented in writing to each Board member and shall be as follows:

- | | |
|-------------------------|-----------------------|
| Call to order | Reports of committees |
| Approval of minutes | Old business |
| Communications | New business |
| City Librarian's report | Adjournment |
| Statistical report | |

Vote on all matters involving the expenditure of funds will be by roll call.

Article 4. COMMITTEES

The following standing committees shall be appointed by the President to serve for one year and shall consist of a chairman and three other members:

Committee on Finance and Properties
Committee on Personnel, Policy, and Public Relations

The duties of each of these committees shall be such as are associated with its name and related policies or shall be committed to it by action of the President with the advice and consent of the Board.

The duties of the Personnel, Policy, and Public Relations committee will also include the evaluation of the City Librarian, the formulation of goals, and the recommendation to the Board of such goals and/or evaluation.

Special committees for the study and investigation of special problems may be appointed by the President; such committees to serve until completion of the work for which they were established.

Article 5. RECORDS OF THE BOARD

1. All records of Library Board actions shall be kept in the Main Library and any other locations designated by the Board of Trustees. All such records shall be open to public inspection at all reasonable times.
2. Accounting records shall be kept where feasible and as designated by the Board of Trustees.

Article 6. CITY LIBRARIAN

1. The City Librarian shall serve at the pleasure of the Board of Trustees.
2. The City Librarian shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board.
3. The City Librarian shall attend all Board and committee meetings, except where his salary, performance, or continued employment are under discussion.

4. The City Librarian shall be held responsible for carrying out the policies of the Board, for recommending needed policies for Board action, and acting as technical advisor to the Board.
5. The City Librarian shall appoint members of the staff in accordance with Decatur Civil Service Commission regulations.
6. The City Librarian shall be responsible for the care of library property and the general management of library services, for suggesting plans for extending the library services, and preparing reports showing the library's current progress and future needs.
7. The City Librarian shall prepare an annual budget request for the library in consultation with the Board.
8. The City Librarian shall select and order all books and library materials within the framework of book selection policies approved by the Board.
9. The City Librarian is expected, when practicable, to represent the library in the community and in state, regional, and national professional organizations and meetings.
10. The City Librarian shall make statistical and evaluative reports to the Board and control expenditures of library funds under regulations established by the City of Decatur.
11. The City Librarian shall maintain close liaison with the City of Decatur administrative staff in order that library policies will be in the closest possible accord with those practiced by the City.
12. The City Librarian shall use any services which can be provided by the City, its advisory groups, or other governmental agencies and approved by the Library Board, especially in the areas of procurement, fiscal accounting, maintenance, programming of capital improvements, planning, and special studies.

Article 7. DUTIES AND RESPONSIBILITIES OF TRUSTEES

1. Attend all Board meetings.
2. Hire a competent and qualified City Librarian.
3. Determine and adopt written policies to govern the operation and programs of the library.
4. Determine the needs of the library and secure adequate funds for the library's programs. Review and submit an annual budget request to the City Council.

5. Know the program and needs of the library in relation to the community, know the local and state laws, keep abreast of standards and library trends and support action to improve the library program.
6. Establish, support, and participate in a planned public relations program.
7. Review the program and operation of the library and make policy decisions regarding its management.
8. Attend regional, state, and national trustee meetings and workshops when practicable and affiliate with appropriate professional organizations.
9. Consider gifts, donations, endowment funds, or any other monies for the library and deposit all funds so received with the City Finance Treasurer's Department on the same day in which it is received. Money shall be drawn from such account only for public purposes in relation to the maintenance of the library and its services and only upon approval and order of the Board of Trustees. Such expenditures shall not exceed the amount appropriated by the City Council or for the purpose designated.

Article 8. PUBLIC PARTICIPATION

The Library Board of Trustees acknowledges that public participation at Board meetings provides necessary input on various matters of concern to the public and contributes to the effective operation of the library. Members of the public are encouraged to participate at Board meetings in accordance with this Policy. The Library Board of Trustees hereby states its intention to comply with the laws of Illinois concerning provisions for public comments at open meetings.

1. Public participation shall be permitted at any regular or special meeting of the Library Board of Trustees or any committee thereof which is required to be open to the public under the provisions of the Illinois Open Meetings Act (Illinois Rev. Statutes, ch. 102., par. 41 et seq.). The Board shall not, however, permit public participation during any meetings or portions of meetings which are deemed closed sessions under the Open Meetings Act.
2. A portion of each meeting required to be open to the public shall be reserved and set aside for purposes of public comment and participation. In addition to that portion of the meeting set aside for public participation, the president of this Board, in his discretion, may permit public comment at any other time during the meeting.
3. The Board shall permit any member of the public, including non-residents and employees of the library, to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board has no obligation, however, to respond to any comments or answer any questions raised by members of the public.

4. Members of the public shall be permitted to comment on any subjects or issues of public concern, with the exception of matters discussed and acted upon at a prior meeting. If the subject falls within the statutory exceptions to the Open Meetings Act, however, the Board reserves the right to immediately adjourn the meeting to closed session to discuss such matters. If the president of the Board, in his discretion, decides that circumstances merit reconsideration of a matter discussed and acted upon at a prior meeting, the Board may permit public comment on such a matter. The president's allowance of public comment on such matters shall be non-precedential in character.
5. Members of the public shall be permitted to make comments or ask questions of the board at each meeting, subject to the following time limitations:
 - a. 5 minutes per speaker
 - b. 60 minutes per meeting

The president of the Board, upon the request of any member of the public seeking to make comments to or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall be discretionary and non-precedential in character.

If a substantial number of members of the public desire to comment at any meeting, the president of the Board, in his discretion, may appoint members of the public to act as representatives or spokespersons for purposes of making public comments.

6. Any person seeking to make comments at a Board meeting shall notify the City Librarian by submitting a written notice immediately prior to the meeting at which they intend to comment. In his discretion, the president may recognize such persons in any sequence or order.

Article 9. AMENDMENTS

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the entire Board, provided the amendment was stated in the call for the meeting.

Article 10. PRIOR BYLAWS

All prior bylaws are hereby repealed.

As adopted December 16, 1966 and subsequently amended November 15, 1974, August 21, 1980, August 15, 1985, January 21, 1988, November 17, 1988, July 24, 1995, May 28, 1998, and **April 18, 2002**.



Decatur Public Library

www.decatur.lib.il.us

Lee Ann Fisher • City Librarian

PROPOSED ADDITIONS IN BOLD

STATEMENT OF POLICY FOR USE OF MEETING ROOMS

1. The Decatur Public Library welcomes the use of its meeting rooms by organizations engaged in religious, charitable, scientific, literary, or educational activities.
2. Meetings must be free and open to the public. Meeting rooms are not available for private parties. There shall be no solicitation for donations **or selling of products or services** at the meetings.
3. Requests for use of a meeting room must be made at least one week but not more than one year prior to the meeting date. The request should be submitted on the form provided by the Library. Meeting rooms can be booked tentatively by phone, but the completed application must be received within three (3) working days. Payment must be made before the meeting or by purchase order with prior approval.
4. Meeting rooms are normally available from Monday through Friday from 9 a.m. until 9 p.m. and Saturday from 9 a.m. until 5:30 p.m. Special arrangements can be made for using the rooms earlier or later than the times listed. The charge for rental of the J. Elizabeth Madden Auditorium (seats 150) is \$50 for up to four hours. The charge for rental of the A.E. Staley Jr. Manufacturing Company Conference Room (seats 25) is \$30 for up to four hours. **The Board Room (seats 15) is available from 9 a.m. until 4 p.m. Monday through Friday. The charge for rental of the Board Room is \$20 for up to four hours.**
5. Organizations may rent Library meeting rooms as many as twelve times per calendar year.
6. If food or beverages are served, the organization using the room is responsible for clean-up. A \$25 cleaning fee will be charged if the room is not left clean. Alcoholic beverages and smoking are prohibited in the Library.
7. The Library is not responsible for personal belongings left in the meeting rooms.
8. Free on-site parking is available.
9. An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

--approved by the Library Board of Trustees
~~January 18, 2001~~ April 18, 2002

APPLICATION FOR USE OF THE MEETING ROOMS

Name of Organization _____

Contact Person _____

Address _____

Telephone _____ Fax _____

Date room desired _____

Time _____ a.m./p.m. to _____ a.m./ p.m. Meeting starts at _____ a.m./p.m.

- J. Elizabeth Madden Auditorium (seats 150)
- A.E. Staley Jr. Manufacturing Company Conference Room (seats 25)
- Board Room (on second floor of library--seats 15)**

Purpose of meeting _____

Expected attendance _____

- Equipment needed: lectern chalkboard TV/VCR microphone
 overhead projector computer connection **stage with raised platform**

Complete attached set-up form for auditorium only.

Do you plan to serve food at the meeting? yes no

The Library reserves the right to adjust accommodations as needed. In the event of a library building emergency or a weather related emergency, meetings may be cancelled.

Use of the Library's meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

Organizations using the Library's meeting rooms must comply with all applicable state and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.

Library staff will not take or deliver messages for meeting participants.

I have read and understand the policy use statement. I also declare that I/the organization will be responsible to the Decatur Public Library for any damage to Library property incurred during or in connection with this meeting.

date of application

signature

Amount paid _____
Approved by _____

RETURN THIS FORM TO ADMINISTRATION - FAX (217) 233-4071

Job Description

ROUTING CLERK II

DECATUR PUBLIC LIBRARY

NATURE OF WORK

This is specialized work performed in the circulation division of the public library.

Work involves moderate to difficult manipulation of materials necessary to fill the daily send item list, routing items to other libraries within the system, and processing items on hold.

Work requires knowledge of the library's database and circulation procedures as well as basic computer skills.

This is a full-time position that may require night and weekend hours.

SUPERVISION

Work is performed under the general supervision of the Head of the Circulation Division and is reviewed while in progress and upon completion.

EXAMPLES OF WORK

Prepares and prints send item list each morning before the library opens.

Pulls materials from the library's various collections that have been requested for other libraries.

Prepares and routes materials to other libraries.

Routes materials back into the library from other libraries.

Finishes the send item list daily in preparation for the next day.

Places items on hold for patrons.

Matches notifications to items on hold.

Fills in at circulation counter when needed.

Works at the help desk when circulation duties are completed.

Performs related work and other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of library circulation work processes and procedures.

Knowledge of DRA automation system helpful.

Knowledge of personal computers.

Knowledge of business English, spelling and arithmetic.

Job Description
Routing Clerk II
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Ability to work independently under general supervision with limited work instruction.

Ability to understand and follow moderately complex oral and written instruction.

Ability to type 45 w.p.m.

DESIRED TRAINING AND EXPERIENCE

Graduation from high school or equivalent; experience with personal computers and software; experience in work of the library clerical position level I, or any equivalent combination of training and experience.

Pay Grade 11

DECATUR PUBLIC LIBRARY
MANAGEMENT STAFF PERSONNEL POLICY

Effective May 1, 2002

WELCOME

Welcome to the staff here at the Decatur Public Library. Our mission is to provide access to and promote the use of materials that serve the informational, recreational, educational and cultural needs of the community. Access to information and ideas will be assured through an efficient and effective staff working in adequate facilities, commensurate with sound and responsible fiscal planning.

We are glad that you are now a part of the team that provides these services to the citizens of Decatur. We are proud of our commitment to customer service and our attention to our patrons' needs. You will play a vital role in providing assistance to our patrons and your behavior and attitude will reflect upon the public's opinion of the library. Please remember that as you go through your workday.

One of your first responsibilities is to become familiar with all of the library policies and procedures. Learn the layout of the facility and where things are. Understand what the departments do and why they do it. Get to know your co-workers and the history of the DPL. Finally, ask questions. As we tell patrons, "There is no such thing as a stupid question" and that holds true for staff as well.

I have an "open door" policy and encourage you to use it whenever necessary. Again, welcome to the DPL, and we hope you will be part of us for a long time.

Sincerely,

Lee Ann Fisher

Lee Ann Fisher
City Librarian