

Finance and Properties Committee
March 7, 1995

John Stengel called the meeting to order at 4:00 p.m. Present: Mr. Stengel, Janice Lambert, Richard Lockmiller, and Judy Moss. Absent: Richard Mannweiler. Staff present: John Moorman and Linda Humphreys.

1994-95 budget revisions: The current fiscal year expenditures and revenues were reviewed. Mr. Moorman noted that although we are overspent on some line items, we are also underspent on others. He conservatively predicted that expenditures at the end of the year will be about \$35,000 less than budgeted and revenue will be about \$25,000 more than budgeted. The committee agreed to transfer the unspent revenue into the library capital account at the end of the fiscal year. There was also a consensus to ask the City to balance out all of the line items at the end of the year.

Fees for legal services: A report of legal expenses for the year was reviewed. The library has incurred more legal expense this year than anticipated, but it was agreed that the hourly rates are reasonable.

Other business: Fees for library services, including reserves, videos, and online searching, will be discussed at the next meeting.

Mr. Lockmiller reported that the Foundation is waiting for schematic drawings from the architect. Renovation cost projections should be ready April 7.

There was no further business. The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

(NOTE: For libraries serving populations under 5,000: A grandfather clause will be applied to this standard in recognition of the fact that there is often little flexibility in staffing arrangements in small institutions, due to the limited size of the staff. As staff vacancies occur, the above standard should apply.)

3. Scheduling of library staff shall reflect library user patterns, and shall be determined after an annual analysis has been made of the extent of library usage on various days of the week and hours of the day.

_____ _____ _____ _____ _____ _____

Policies

Clearly defined written personnel policies and procedures shall be established. While the administrative librarian shall serve as the principal channel of communication between staff and the library board, formal channels of communication within the library should be specified.

4. The written personnel policies and practices shall be made available to all staff members.

_____ _____ _____ _____ _____ _____

5. Job descriptions shall be written and made available to all staff members.

_____ _____ _____ _____ _____ _____

6. Each library shall adopt and follow a system of position classification and develop an organization chart. Hourly salary rates in the position classification shall be comparable in all grades and at all levels with positions requiring similar educational preparation and performing similar job assignments.

_____ _____ _____ _____ _____ _____

Salaries

7. The library complies with the current federal minimum wage.

_____ _____ _____ _____ _____ _____

8. For entry level professional positions requiring an ALA-accredited graduate library degree, the minimum salary meets or exceeds either a or b below.

a. The most recent salary for starting library positions as listed in the table entitled "Average Salary Index: Starting Library Positions 1987- " in the Bowker Annual of Library and Book Trade Information. This salary table first appears in the October 15th issue of Library Journal each year. (Note that the annual salary listed in the Bowker Annual is two years prior to the current year.)

b. The base salary for a public school teacher with a fifth year degree in any one of the elementary or secondary school districts within the library's service boundaries.

_____ _____ _____ _____ _____ _____

9. The salaries for clerical and support positions in the library meet or exceed those salaries paid to equivalent positions of any other public agency that encompasses all or part of the library's service area. (School, municipal, township, etc.)

_____ _____ _____ _____ _____ _____

Staff Development

Staff shall participate in library organizations at the local, state, and national level. Opportunities for formal education shall be encouraged and supported.

10 There shall be a planned orientation program for all new employees.

_____ _____ _____ _____ _____ _____

11 Employees at all levels shall be encouraged to attend workshops and other continuing education activities which will help them grow and develop in their jobs. Suitable compensation shall be provided.

_____ _____ _____ _____ _____ _____

Community Awareness

Library staff shall have a clear understanding of the informational, educational, and recreational needs of the community and the role of the library in meeting these needs. It is the responsibility of staff as well as trustees to encourage library use by adopting a helpful, interested, and enthusiastic attitude towards meeting the needs of all library patrons. Library staff shall provide high quality library service to all patrons without regard to patrons' age, race, sex, marital status, national origin, political opinion, or religious belief.

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