

Schedule of Library Policy

November 1, 1974

Personnel

1. Wages and Salaries.

- a. Wages and salaries to be paid employees of the Decatur Public Library are fixed as provided herein and in the schedule, hereunto attached and hereby made a part hereof, entitled "City of Decatur Pay Grades, May 1, 1974, and referred to hereinafter as the Schedule of Pay Grades, which said salaries and wages shall be paid in regular weekly or bi-weekly installments, as the case may be, in accordance with payrolls presented to and allowed by the Board of Library Directors.
- b. Employees assigned to positions as the same are designated in the Position Classification Plan of the Civil Service Commission of the City of Decatur, Illinois, shall be paid the salary or wage set opposite the designation of such position in the attached schedules entitled "Decatur Public Library Classification and Pay Plan" and in the appropriate step of the pay grade as herein provided in the schedule of pay grades.
- c. Any employee entering service or being promoted after May 1, 1968, shall commence service in grade at the lowest step provided in the schedule of pay grades for such grade, and shall advance, based upon satisfactory performance ratings and length of service in grade, as follows: from Step A to Step B upon completing six months of service; from Step B to Step C upon completing one year of service; from Step C to Step D upon completing two years of service; from Step D to Step E upon completing three years of service; and from Step E to Step F upon completing four years of service.
- d. Notwithstanding the foregoing, full-time pages shall be compensated on an abbreviated range comprised of Steps D through F.
- e. Notwithstanding the foregoing, supervisory employees shall be placed in grade at a step which provides an amount of pay one step higher than the current pay of the highest paid regularly assigned employee supervised.
- f. When an employee, after being certified for appointment by the Civil Service Commission, is appointed to another classified position having a pay range higher than the former position of such employee, said employee shall

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advance to the lowest step of the new pay grade, or to the step in the new pay grade with the rate next above the rate of pay of such employee immediately before appointment, whichever is higher.

- g. Temporary, seasonal, and part-time employees as defined in the Civil Service Commission Rules shall be compensated pro rata from Step A of the pay range for the grade thereunto appertaining. Employees designated in this section shall receive only the wage or salary provided in this section and shall not be entitled to nor credited with vacation time or pay, holidays, sick leave, health or life insurance or other employee benefits.
- h. Where it is found by him to be in the best interests of the public service and in the interest of better conduct of public business, the City Librarian may, upon initial employment or otherwise, assign a particular employee to a step in grade higher than herein provided.

✓ 2. ~~Salaries and wages for Library Staff will be guided by, but not limited by pay schedules in effect in the City of Decatur.~~

Deleted by Board action Nov 15, 1974

- 3. Service Recognition Pay amounting to \$5.00 for each year of service completed from five years through twenty years will be paid annually to each full-time permanent employee as of each employee's anniversary date of employment.
- 4. The Library will assume the cost of a \$5,000 group life insurance policy for each full-time employee.
- 5. The Library will participate in the City of Decatur's group health and hospitalization insurance plan and will assume the cost of coverage for each full-time staff member.
- 6. Professional Librarians will receive four weeks paid vacation annually. Para-professional and non-professional staff will receive two weeks paid vacation annually for the first through the ninth year of employment; from the tenth through the sixteenth year of employment they will receive three weeks paid vacation annually; after sixteen years of employment, they will receive four weeks vacation.
 - a. For employees who entered service in the library after January 1, 1974, initial eligibility for paid vacation is attendant upon completion of twelve months of employment. Thereafter vacation time will accrue at the rate of 1/12 of the authorized annual vacation allotment per month. Vacation must be taken during the twelve month period following accrual unless permission to defer is granted by the City Librarian.
 - b. For employees who entered service in the library prior to January 1, 1974, vacation time accrues at the rate of 1/12 of the authorized annual vacation per month and vacations must be taken prior to the end of the calendar year in which

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the vacation time accrual coincides with the authorized allotment. Vacation may anticipate actual accrual in which case the anticipated time will be debited against the employee pending the actual accrual of vacation time credits.

7. Compensatory time may not be accrued past the end of a calendar year except with the permission of the City Librarian.
8. Full-time employees will accrue sick leave at the rate of one day per month to a maximum accumulation of 135 days.
9. Upon retirement, staff members will receive \$2.00 for each day of accumulated sick leave.
10. Full-time staff compensated in a pay range below pay grade 27 in the Library Classification and Pay Plan may, at the discretion of the City Librarian, be paid for authorized overtime at straight time rate instead of receiving compensatory time off.
11. The City Librarian is authorized to employ whatever staff required provided he does not exceed the budget allocation for personnel.
12. Attendance at Library Meetings.
 - a. Attendance at the Annual Conferences of the American Library Association and the Illinois Library Association is encouraged. Representation at such conferences with expenses paid should include the City Librarian, a Director, and a staff member who is a member of the Association. At the discretion of the City Librarian, more than one staff member be sent on a partial expenses basis providing the expenses do not exceed the cost of single representation.
 - b. The Winter Conference of the American Library Association should be attended, with expenses paid, by the City Librarian, or a Director. In the absence of these two, another staff member may be sent at the discretion of the City Librarian.

Circulation.

1. Registration of Residents
 - a. Residents of and taxpayers to the City of Decatur are registered as patrons free of charge for periods of three years at a time.
 - b. All patrons normally must sign a registration form agreeing to abide by library regulations. This signature requirement may be waived in specific instances at the discretion of the City Librarian.
 - c. Registration forms for children must be also signed by a parent or guardian.

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- d. A Young Adult may be registered for use of adult collections at age 14 or upon reaching the ninth grade in school, providing his parent or guardian signs his registration form signifying his assent to such use. Otherwise registration for adult use occurs at age 16.
2. Registration of Non-residents
 - a. Non residents who are not taxpayers to the City of Decatur may be registered as patrons of the Library upon payment of a fee.
 - b. Adult borrower's cards issued to non-resident patrons of the library may be used by the patron and members of his family.
 - c. Non-resident fee is established annually by the City Librarian on each June 1st, and is calculated to the nearest dollar by dividing the budget of the library, exclusive of capital land and building allocations, by the number of householders in the City.
 - d. Short term residents and transients in the City may be granted a temporary borrower's card upon payment of a suitable deposit.
 - e. Non-resident students attending school or college in Decatur may be registered for the academic year upon payment of a suitable deposit.
 3. Fines for overdue materials are fixed at ten cents per day per item for each day an item is kept past the due date, except
 - a. Fines will not be collected if material is returned within seven days of the date due; otherwise fines will accrue from the date due; and
 - b. The maximum fine to be levied for any individual item is not to exceed \$4.50.
 - c. Fines on materials declared lost and subsequently returned will not exceed the cost of materials plus fines already collected.
 4. Lost and Damaged material
 - a. When replacement costs of materials are levied to cover the cost of damaged materials, the patron being charged shall be given the option of receiving the material as salvage.

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- b. Money received by the library in payment for lost books or other library material shall be refunded if said material is found and returned in good condition by the patron, provided that a receipt of payment for that specific item is presented at the time it is returned.

5. Delinquent Accounts

- a. The City Librarian may at his discretion cancel fines and other delinquent charges for minors who are resident in Webster Hall, Cantrell Hall, or other similar institution, or foster homes, providing the delinquency occurred prior to establishment of residence at such institution or home.
- b. The City Librarian is authorized to institute civil proceedings against patrons with delinquent accounts.
- c. The City Librarian may contract with the Credit Bureau of Decatur for collection of delinquent fines and other charges.

Miscellaneous

1. The Library will not accept materials on indefinite or permanent loan from individuals or community organizations and clubs. Materials on loan to the Library for exhibit purposes will not be kept longer than 90 days.
2. A payment of a reward in the amount of \$100.00 is authorized for information leading to the arrest and conviction of anyone damaging or destroying library property.