



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, October 7, 2021

4:30 p.m.

Children's Auditorium

- I. Call to Order – Kate Wrigley
- II. Approval of agenda (Action)
- III. Minutes of September 2, 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. Other (Discussion)
- VII. Old Business
 1. Diversity, Equity, Inclusion (Discussion)—Presentation and Q&A from DeEtta Jones
 2. Remote Work Policy (Action)
 3. Asset Disposition Policy (Action)
 4. Circulation Policy (Action)
 5. 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: August 5, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Gregg Zientara, Michael Sexton, Susan Avery, Karl Coleman, Kathleen Wrigley

Present:

Samantha Carroll

Karl Coleman

Susan Avery

Absent:

Michael Sexton

Kathleen Wrigley

Staff: Rick Meyer, City Librarian

Michelle Whitehead, Administrative Secretary

Guests: None

Call to Order:

Ms. Carroll called the meeting to order at 4:40 p.m.

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

Minutes of April 1, 2021 Ms. Carroll requested a motion to approve the July 1, 2021 minutes. Mr. Coleman made the motion to approve the July 1, 2021 minutes, seconded by Ms. Avery. The motion was adopted.

Public comments: Mr. Meyer received a few emails and shared the thoughts that were expressed. Each email relayed the patron's disappointment about the Library's mask

requirement, and one expressed that they were glad about it.

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer reported that Robert Edwards last day was Friday, July 30, 2021. Carol Ziese has taken over as interim Circulation division head along with her Technical Service division head responsibilities. She will receive a temporary increase in pay while taking on this role. We have a ½ time page position that is open and it is being held for further assessment.

Old Business

Diversity, Equity, and Inclusion (Discussion)

Ms. Carroll stated the Library does not have a consultant at this point, pending additional information.

FMLA Leave Expansion and Emergency paid Sick Leave (Action) Mr. Meyer feels the Library should extend the FMLA Leave Expansion and Emergency paid Sick Leave policy to the end of the year and take a look at it again in January of 2022. Ms. Avery recommended we present this to the full Board, seconded by Mr. Coleman. The motion was adopted.

Remote Work Policy (Action) There was a discussion about the flexibility that remote work provides and how it would affect morale. This topic will be tabled and reviewed again next month. Motion to table by Ms. Avery, seconded by Mr. Coleman. Motion was adopted.

Asset Disposition Policy (Action) Mr. Coleman suggested that after offering items to other libraries, any items remaining would then be offered to the community for a fair price or free. Any items remaining that can be recycled will be, even if there is a service fee. This discussion will be tabled until next month. Motion made to table the discussion by Mr. Coleman, seconded by Ms. Avery. The motion was adopted.

Gates Lab Policy (Action)

The Bill and Melinda Gates Lab name will be reduced to The Gates Lab. Ms. Avery made a motion the name change be recommended to the full Board, seconded by Mr. Coleman. The motion was adopted.

Other (Discussion)

Mr. Meyer exchanged emails with Mayor Moore Wolfe and Macon County Health Department regarding our current mask requirement. Additional mandates have not been issued regarding social distancing or shutting off water fountains. Mr. Coleman suggested offering a DPL mask.

Ms. Carroll made the group aware that a prospective board member spoke about having more community involvement. She felt this was a positive idea to promote the Library at other community venues to bring more focus to the library. Suggested audiences include Rotary, Golden K, and the City Council meetings.

Adjournment

Ms. Carroll requested a motion for adjournment at 5:58 p.m. Mr. Coleman made the motion, seconded by Ms. Avery. The motion was adopted.

Scribe,
Michelle Whitehead Administrative Secretary

Draft 8/5/21



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

Date: September 2, 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, Kathleen Wrigley

Present:

Samantha Carroll
Karl Coleman

Shelli Brunner
Kathleen Wrigley

Absent:

Susan Avery

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

Guests: None

Call to Order:

Ms. Wrigley called the meeting to order at 4:34 p.m.

Mr. Meyer swore in Ms. Shelli Brunner as a Library Trustee.

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- Ms. Wrigley requested a motion to approve the agenda. Mr. Coleman made the motion to approve the agenda, seconded by Ms. Carroll. The motion was adopted.

Minutes of August 5, 2021 Ms. Wrigley requested a motion to approve the August 5, 2021 minutes. Ms. Carroll made the motion to approve the minutes, seconded by Mr. Coleman. The motion was adopted.

Public comments: None

Written Communications from the Public:None

New Business

Personnel Update (Discussion) Mr. Meyer reported there is a half-time Library Assistant position open. Candidates have been interviewed.

During school hours we have noticed more kids coming into the library. This is an uncertain situation and Mr. Meyer will contact DPS 61 regarding this issue. The Library could put up a sign asking anyone who is subject to quarantine, please refrain from entering.

Old Business

Diversity, Equity, and Inclusion (Discussion) Mr. Coleman reviewed the proposals and the cost differential. Another DEI committee meeting is planned for either the 7th or the 14th of September. The function of the committee is to increase the diversity of staff, boards and volunteers. The budget for the proposals falls under professional services and will be brought to the Finance and Properties committee.

Remote Work Policy (Action)

Mr. Meyer will review this policy with our legal counsel to alleviate concerns. Language will be added on how to request working from home. Mr. Meyer is also working with HR Source on this policy. Ms. Wrigley moved to table this policy, seconded by Ms. Brunner. The motion was adopted.

Asset Disposition Policy (Action)

Mr. Meyer has been working with legal counsel regarding who decides the value of material and that materials are disposed of in an environmentally friendly way. Ms. Carroll made a motion to table, seconded by Ms. Wrigley. The motion was adopted.

Circulation Policy (Action)

Mr. Meyer is coordinating policy updates with Ms. Carol Ziese. The goal is to get unserved families, served by the Library. Mr. Coleman requested to remove the sentence, "Patrons 13 and under will be restricted to borrowing items from the juvenile (J) collection." Possibly add, "pending approval of Library Staff" or leave it up to the parent to monitor the books that children check out. Mr. Coleman moved to table this discussion, seconded by Ms. Brunner. The motion was adopted.

Covid-19 Vaccination Policy (Action)

Mr. Meyer discussed the mask mandate for those vaccinated vs. unvaccinated. Should we pursue this policy for our employees? Mr. Coleman moved to table this item, seconded by Ms. Brunner. The motion was adopted.

Ms. Wrigley left the meeting at 5:30 pm

Other

Mr. Meyer discussed meeting rooms being offered free of charge for government and non-for-profit entities. Some groups are selling tickets to attend their event. Should we reconsider our position on whether or not we charge non-for-profit groups? Please reach out to Rick if you want to review this

policy.

Adjournment

Ms. Carroll requested a motion for adjournment at 5:46 p.m. Mr. Coleman made the motion, seconded by Ms. Brunner. The motion was adopted.

Scribe,
Michelle Whitehead Administrative Secretary

Remote Work Policy

Please read the terms and conditions below, fill in the remote employee form, and return it to the head of your department.

Purpose

This document contains the terms and conditions for working remotely [for the Decatur Public Library \(the "company"\)](#). It should act as a guide for both management and the employee, and must be signed by the employee to acknowledge they read through and understood the details herein.

Terms and Conditions:

1. Eligibility.

An employee may be eligible to work remotely if their duties can be met through basic hardware and software, they've proven to be trustworthy, disciplined, and self-motivated, and have been given permission by the company. [Eligibility for working remotely shall be determined in the company sole discretion.](#)

Employees in roles that do not [routinely](#) suit remote working conditions ~~can~~ may apply for work from home permission for a few days a year [to complete tasks that are suited to be completed remotely and offsite.](#)

[Employee's participation in remote work is voluntary and ~~E~~employee may stop the remote work arrangement at any time by providing reasonable notice to the company. Employee understands that the company may, at any time, change some or all of the conditions under which ~~E~~employee is permitted to work remotely, or withdraw permission to work remotely entirely.](#)

2. Rules and other company policies.

While working remotely, employees must adhere to all the conditions in the Employee Handbook. All company policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of location.

Disciplinary actions will follow policy transgressions of any kind.

3. Work expectations.

Employees must follow the work schedules provided to them, be sure to meet deadlines, uphold high-quality standards, and submit daily reports. ~~And while some flexibility is allowed, the employee must agree to work set hours as much as possible, five days a week. Each employee who works remotely is required to maintain schedule as would be performed if the employee were working on company premises. Requests for schedule modifications, including time off, should be made in accordance with normal company procedures.~~

Tools will be made available to employees for managing time and tasks, communicating with co-workers, logging and tracking projects, and accessing resources.

Formatted: Justified

Commented [CS1]: Do you want to restrict people from moving out of state and continuing to work remotely? Raises issues with payroll tax withholding.

Commented [CS2]: You could list the position generally eligible for remote work.

Performance will be measured weekly, focusing on the same metrics that apply to work done in the office.

Regardless of the type of arrangement under which ~~E~~employee is working, business requirements may necessitate Employee being in the office at times when ~~E~~employee would normally be away from the company's premises. In such circumstances, ~~E~~employee will adjust ~~E~~employee's hours and schedule to accommodate the company.

4. Communication.

Employees are expected to check-in with their managers at least once a day.

Any correspondence from a co-worker or client must be answered as quickly as possible.

Tools have been provided for communicating with team members and collaborating on projects. Meetings will be scheduled for at least once a week. Times are to be discussed and agreed upon between the employee and manager.

5. Insurance and liability.

Employees working remotely will still receive full company benefits, to the extent they are otherwise eligible, including health insurance and worker's compensation.

Employees are ~~advised~~ required to choose a safe and secure location to work from, and to maintain high levels of safety. Workers' Compensation laws may apply if an employee is injured while performing work for the company at the pre-defined workspace during working hours. The company is liable for injuries suffered in the pre-defined workspace during work hours only. Employee shall report any work-related injuries to their supervisor at the earliest reasonable opportunity. Employee understands and acknowledges that company is not liable for other property damage or bodily injury that results from participation in this remote work arrangement.

Commented [CS3]: Have you checked with your insurer to make sure there would be coverage? I would assume there would be but just want to make sure.

Only equipment owned by the company and on loan to the employee is covered by the company's chosen insurer. Employee agrees to return all company equipment upon termination of employment. All other equipment is to be covered by The company discourages employee's use of personal equipment for the performance of company work and the company shall not be liable for damage to an employee's personal equipment or real property. ~~the employee's personal insurance provider.~~

6. Security.

As per the Employee Handbook and the confidentiality agreement signed by the employee upon employment, securing data and company information should be of utmost concern. Any breaches in security protocol will lead to strict and swift disciplinary action.

Employees will be given access to a Virtual Private Network to secure connections with company servers and networks. The VPN must be used at all times during work hours. Under no circumstances may the VPN be used outside of work hours.

Cybersecurity measures have been put in place, and software will be made available.

The employee must report all damaged, lost, or stolen company equipment promptly to the company.

7. Compensation.

No changes will be made to an employee's salary if said employee works from home, full time. Salaries will increase according to company policy and successful performance reviews. Employees working remotely remain eligible for promotion and skills development programs.

The company will also reimburse the employee for electrical and internet costs as they specifically relate to the remote work arrangement, if the employee follows the correct protocol for reimbursements.

1. Employee Information:

Name: _____

Job Title: _____

Department: _____

Supervisor: _____

2. Remote Work Area/Schedule:

Address: _____

Phone Number: _____

Workspace: _____

Schedule: _____

3. Equipment:

Request: _____

4. Authorization:

I have read, fully understand, and accept the terms and conditions described in this document. I understand and agree with all the expectations, duties, obligations, and responsibilities discussed in the document.

Employee: _____

Supervisor: _____

Decatur Public Library

Asset Disposition

The Decatur Public Library Board of Trustees approves the disposal of library surplus or unwanted property as permitted under Illinois statutes including, but not limited to 75 ILCS 5/4-16, and according to the following procedures:

1. Only property having a monetary value need be declared as surplus or unwanted. Property that is obsolete or broken and has no useful value may be disposed of without notice. All property disposed of in this manner shall be recycled when possible.
2. Print and non-print materials: The City Librarian is authorized to donate to the Friends of the Library all materials that are withdrawn from the collection, per the Collection Development Policy. The Friends of the Library is a tax-exempt, non-profit organization that, among other things, raises funds for Library purposes.
3. The City Librarian is authorized to sell or dispose of any library materials, including, but not limited to furniture, equipment, etc. that the City Librarian, in his or her sole discretion, reasonably believes has with an estimated unit value of \$1,000.00 or less. The method of disposal shall be one that efficiently and effectively provides the library with the greatest monetary return.
4. Property of any value may be donated or be sold to any other tax-supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms or conditions as the City Librarian may determine, subject to Board approval if the unit value exceeds \$1,000.00.
5. After #4 above has been attempted but the property remains unwanted, the Library will make such offer to local community organizations, as determined by the Board of Trustees.
6. The Decatur Public Library Board of Trustees may authorize public sale of materials, furniture and equipment with an estimated unit value of \$1,000.00 or more but less than \$2,500.00. These items shall be displayed at the Library and a public notice of the property's availability and the date and terms of the proposed sale shall be posted.
7. In all cases not governed by Subsections 1-5 above, the Board shall publish notice of the availability and location of the real or personal property to be sold or disposed of and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks in a local newspaper. On the day of a sale conducted pursuant to the provisions of this Section the board shall proceed with the sale and may sell such property for a price determined by the board, or, to the highest bidder. Where the board deems the bids inadequate, it may reject such bids and re-advertise the sale.
8. With regard to any bid place for property to be disposed of by the Library as set forth above, bids made by or on behalf of any member of the Board or their immediate families or any Decatur Public Library employee or their immediate families shall be treated in the same manner and given the same consideration without favoritism as bids from all other persons or entities. No such persons shall participate in the sale unless through public sale or sealed bids.
9. The forgoing sections 1-7 shall be construed and carried forth consistent with the provisions of the Illinois Local Library Act (75 ILCS 5/4-16). In the event of any conflict between the statute and this Policy, the statute shall control.

Approved by Decatur Public Library Board of Trustees

November 17, 2016



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CIRCULATION POLICY

CIRCULATION OF LIBRARY MATERIALS

In order to borrow materials from the Decatur Public Library patrons must have a library card from the Decatur Public Library, or any library in the Illinois Heartland Library SHARE System. Likewise, Decatur Public Library cards may be used at any library in the Illinois Heartland Library SHARE System.

A Decatur Public Library's card is free for anyone who pays property taxes in the City of Decatur. Decatur Public Library cards are non-transferable. Each patron (or in the case of a minor child – the parent) is responsible for all materials checked out on their card. Decatur Public Library cards do not expire, however there is an address check every 3 years. If a cardholder moves from the Decatur Public Library service area, the card will be cancelled. Cards that are unused for more than three years will be cancelled. If a patron card has been removed from the system, the patron must go through the application process again, in order to have library privileges reinstated.

Apply for a Library Card

To apply for a library card, applicants must present a valid state-issued driver's license, a state-issued photo ID card or a federal (passport) photo ID that has their current residential address. If the address on the ID differs from the patron's current residence, the patron will be asked to supply verification of their current address. Acceptable forms of verification include:

- A piece of mail addressed to the patron at their current residence (postmarked within the last 30 days)
- A utility bill within the last 30 days
- Imprinted bank check
- A current lease or contract (within 30 days) with the applicant's name and address
- A vehicle registration card
- Library mailed self-addressed postcard
- Deed or title for property in the city of Decatur, IL

Patrons who sign application forms agree to abide by the regulations and guidelines of the Library.

If the card is lost or stolen, it is the responsibility of the card holder to notify the library as soon as possible. Lost or stolen cards can be replaced for a \$3.00 fee.

The Library should be notified of any changes in address (including email addresses), phone numbers or name changes as soon as possible. Mail notifications (including email and text

notifications) that are returned to the library for any reason will prompt a patron block, temporarily suspending library card privileges until the contact information has been confirmed.

Registration for patrons under 18 years of age requires parental/guardian signature. The parent or legal guardian of the child/young adult must be present at the time of registration. Exceptions may be made for school-sponsored registrations.

Patrons 13 and under will be restricted to borrowing items from the juvenile (J) collection.

Non Resident Cards and Temporary Cards:

Patrons who are unserved by an Illinois public library, but reside within Macon County are eligible for one Non-resident card per family for a fee. Public Act 92-0166, effective July 1, 2002 requires non-residents to obtain library cards at the closest public library

Non-residents who pay Decatur property taxes and their households may obtain a library card free of charge by presenting a valid state or federal ID and a current tax bill providing proof of taxes paid to the City of Decatur for the current year. All family members residing at the residence of the non-resident taxpayer fee payer shall be eligible for a non-resident borrower's card. Non-resident cards are valid for twelve months from date of payment of fee

Temporary Cards

To obtain a temporary card, applicants must have valid state or federal ID and verification (e.g. work visa, college ID card, or letter from temporary shelter) of temporary residence in the city of Decatur. Temporary cards are restricted to 5 print items, the library internet computers, and library databases. Temporary cards expire every 6 months.

E-Card

Electronic cards are available for the access of online library resources only. In order to obtain an E-Card, applicants must fill out the online form. A barcode and password will be emailed back to them for access to the libraries online resources as soon as their information has been confirmed.

Loan period

All materials loaned by the Library are due a fixed number of days after they are borrowed. Items may be renewed one time. Items may be renewed over the counter, by phone, or through the Library's website, providing that the item is not reserved by another patron and the patron's account is in good standing.

The Decatur Public Library will only renew materials borrowed from other libraries according to their policies. The Decatur Public Library will not extend due dates on materials owned by other libraries, without the owning library's consent.

Reserves on Material

Requests may be placed on materials using the online catalog, or via library staff. Patrons are notified by mail, email or text notification when their requested materials arrive at the Library. Requested materials that are not picked up before the date on the patron's notification will be returned to the shelves or other lending libraries. Patrons may cancel requests by phone, online, email or in person.

Fines and fees

Decatur Public Library does not charge patrons overdue fines. Patrons who have not returned overdue materials 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 materials are overdue within 10 days after their due date. If the materials are not returned, a second notice will be given within 20 days after the first notice that the materials are overdue. Failure to return library materials within 10 days after the second notice will result in a bill for library materials from the library.

| Items borrowed from other libraries within the SHARE consortium will be subject to the loan period and renewal policies of the lending library. Items borrowed from other libraries outside of the SHARE consortium will be subject to the loan period, renewal *and fine policies* of the lending library.

Patrons who have been assessed fees in excess of \$25.00 and have not paid within 60 days may be referred to a collection agency.

After an account has been turned over to the collection agency, materials charged to that account may be returned within 15 days of the collection agency notification.

Payment of all fines and fees for all items that are lost or damaged is the responsibility of the library card holder (or in the case of a borrower under 18, the parent or guardian).

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

Decatur Public Library charges \$3.00 for a replacement library card, \$10.00 for a returned check, and \$10.00 collection agency fee.

Destruction of Library Materials

Individuals who commit willful destruction of library materials and library property may be subject to legal prosecution.

Approved by Board of Trustees Effective June 1, 2018

Amended by Board of Trustees June 21, 2018



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CIRCULATION POLICY

CIRCULATION OF LIBRARY MATERIALS

In order to borrow materials from the Decatur Public Library patrons must have a library card from the Decatur Public Library, or any library in the Illinois Heartland Library SHARE System. Likewise, Decatur Public Library cards may be used at any library in the Illinois Heartland Library SHARE System.

A Decatur Public Library's card is free for anyone who pays property taxes in the City of Decatur. Decatur Public Library cards are non-transferable. Each patron (or in the case of a minor child – the parent) is responsible for all materials checked out on their card. Decatur Public Library cards do not expire, however there is an address check every 3 years. If a cardholder moves from the Decatur Public Library service area, the card will be cancelled. Cards that are unused for more than three years will be cancelled. If a patron card has been removed from the system, the patron must go through the application process again, in order to have library privileges reinstated.

Apply for a Library Card

To apply for a library card, applicants must present a valid state-issued driver's license, a state-issued photo ID card or a federal (passport) photo ID that has their current residential address. If the address on the ID differs from the patron's current residence, the patron will be asked to supply verification of their current address. Acceptable forms of verification include:

- A piece of mail addressed to the patron at their current residence (postmarked within the last 30 days)
- A utility bill within the last 30 days
- Imprinted bank check
- A current lease or contract (within 30 days) with the applicant's name and address
- A vehicle registration card
- Library mailed self-addressed postcard
- Deed or title for property in the city of Decatur, IL

Patrons who sign application forms agree to abide by the regulations and guidelines of the Library.

If the card is lost or stolen, it is the responsibility of the card holder to notify the library as soon as possible. Lost or stolen cards can be replaced for a \$3.00 fee.

The Library should be notified of any changes in address (including email addresses), phone numbers or name changes as soon as possible. Mail notifications (including email and text

notifications) that are returned to the library for any reason will prompt a patron block, temporarily suspending library card privileges until the contact information has been confirmed.

Registration for patrons under 18 years of age requires parental/guardian signature. The parent or legal guardian of the child/young adult must be present at the time of registration. Exceptions may be made for school-sponsored registrations.

Patrons 13 and under will be restricted to borrowing items from the juvenile (J) collection.

Non Resident Cards and Temporary Cards:

Patrons who are unserved by an Illinois public library, but reside within Macon County are eligible for one Non-resident card per family for a fee. Public Act 92-0166, effective July 1, 2002 requires non-residents to obtain library cards at the closest public library

Non-residents who pay Decatur property taxes and their households may obtain a library card free of charge by presenting a valid state or federal ID and a current tax bill providing proof of taxes paid to the City of Decatur for the current year. All family members residing at the residence of the non-resident taxpayer fee payer shall be eligible for a non-resident borrower's card. Non-resident cards are valid for twelve months from date of payment of fee.

Temporary Cards

To obtain a temporary card, applicants must have valid state or federal ID and verification (e.g. work visa, college ID card, or letter from temporary shelter) of temporary residence in the city of Decatur. Temporary cards are restricted to 5 print items, the library internet computers, and library databases. Temporary cards expire every 6 months.

E-Card

Electronic cards are available for the access of online library resources only. In order to obtain an E-Card, applicants must fill out the online form. A barcode and password will be emailed back to them for access to the libraries online resources as soon as their information has been confirmed.

Loan period

All materials loaned by the Library are due a fixed number of days after they are borrowed. Items may be renewed two times. Items may be renewed over the counter, by phone, or through the Library's website, providing that the item is not reserved by another patron and the patron's account is in good standing. The library may make items eligible to be renewed automatically.

The Decatur Public Library will only renew materials borrowed from other libraries according to their policies. The Decatur Public Library will not extend due dates on materials owned by other libraries, without the owning library's consent.

Reserves on Material

Requests may be placed on materials using the online catalog, or via library staff. Patrons are notified by mail, email or text notification when their requested materials arrive at the Library. Requested materials that are not picked up before the date on the patron's notification will be returned to the shelves or other lending libraries. Patrons may cancel requests by phone, online, email or in person.

Fines and fees

Decatur Public Library does not charge patrons overdue fines. Patrons who have not returned overdue materials 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 materials are overdue within 10 days after their due date. If the materials are not returned, a second notice will be given within 20 days after the first notice that the materials are overdue. Failure to return library materials within 10 days after the second notice will result in a bill for library materials from the library.

Items borrowed from other libraries within the SHARE consortium will be subject to the loan period and renewal policies of the lending library. Items borrowed from other libraries outside of the SHARE consortium will be subject to the loan period, renewal *and fine policies* of the lending library.

Patrons who have been assessed fees in excess of \$25.00 and have not paid within 60 days may be referred to a collection agency.

After an account has been turned over to the collection agency, materials charged to that account may be returned within 15 days of the collection agency notification.

Payment of all fines and fees for all items that are lost or damaged is the responsibility of the library card holder (or in the case of a borrower under 18, the parent or guardian).

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

Decatur Public Library charges \$3.00 for a replacement library card, \$25.00 for a returned check, and \$10.00 collection agency fee.

Destruction of Library Materials

Individuals who commit willful destruction of library materials and property may be subject to legal prosecution.

Approved by Board of Trustees Effective June 1, 2018

Amended by Board of Trustees June 21, 2018

Amended by Board of Trustees August 28, 2019

Amended by Board of Trustees September 17, 2020

CIRCULATION POLICY

Getting a library card (Decatur resident)

Patrons must have a library card from Decatur Public Library or other Illinois library which participates in reciprocal borrowing to borrow materials.

A Decatur Public Library card is free for anyone who is assessed taxes in Decatur. Library cards are non-transferable. [except in certain cases of authorized users?]

Cards that are unused for more than three years are deactivated and removed from the database. After this time, patrons will need to resubmit an application in order to have library privileges reinstated.

Applicants must present a valid state-issued photo ID or driver's license; or a valid federal ID, such as a passport. ID must have current address, or the patron will need to supply verification of their current mailing address.

Acceptable forms of ID include (but are not limited to):

- A current (within 30 days) lease or contract with the applicant's name and address
- A vehicle registration card
- Library-mailed self-addressed postcard
- Deed or property title in the city of Decatur, IL [assessed?]

Patrons must notify the library as soon as possible of any changes in address or phone number.

Patrons who sign an application form agree to abide by Library policies.

It is the responsibility of the patron to report lost or stolen cards as soon as possible. Lost or stolen cards may be replaced for \$3.00.

Registration for patrons under 18 years old requires a parent's or legal guardian's signature. The parent or legal guardian must be present at the time of registration. (Exceptions may be made for school-sponsored registrations.)

Decatur Public Library cards are unrestricted. It is the responsibility of the parent or guardian to determine appropriate materials for underage patrons.

Getting a library card (Non-resident)

Patrons who are unserved by an Illinois public library [also disabled veterans, impoverished children], are eligible for a non-resident card for a fee. Per Public Act 92-0166, effective July 1, 2002, non-residents must obtain a library card from their closest public library. This fee is established by the Library Board of Trustees effective annually on March 1.

Non-residents who pay Decatur property taxes may obtain a library card free of charge by presenting a valid state or federal ID **AND** a current tax bill providing proof of taxes paid to the City of Decatur. All family members who reside at the residence shall be eligible for a non-resident card. Non-resident cards are valid for 12 months and are renewable annually.

Getting an electronic-only card (E-Card)

Patrons who only wish to access the library's electronic resources, may apply for an E-card by filling out the form found on the library website.

Getting a temporary card

Temporary cards may be issued to those with a letter from a Decatur housing shelter, a work visa, or college student ID card. These cards are valid for six months. The temporary card allows patrons to check out 5 print items and use library computers and databases.

Borrowing and requesting library materials

All Library materials are due a fixed number of days after borrowing. Decatur Public Library items may be renewed up to two times if the material is not requested by another patron. Materials may be renewed at the circulation counter, online, or by phone.

Library materials borrowed from other libraries are subject to the loaning policies of the lending library.

Requests for library material may be made online or in person.

Patrons may be notified by email, text, or phone when materials are available for pickup. Materials which are not picked up in the allotted time will be returned to the shelves or lending library.

Patrons who have not returned overdue materials will have their library privileges suspended until materials are renewed, returned, or paid for.

Patrons whose assessed fees exceed \$25.00 shall be referred to a collection agency after 60 days.

After an account has been turned over to collections, patrons have **15** days from date of notification to return materials.

Patrons who have lost or damaged materials shall be charged the listed price of the material. The Library does not reimburse patrons for materials returned after they have been paid for.

Willful destruction of library materials and property shall be subject to legal action.