



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

BOARD OF TRUSTEES

Personnel, Policy and Public Relations Committee

Thursday

April 4, 2019

4:30 p.m.

Decatur Public Library Board Room

AGENDA

- I. Call to order – Ngozi Onuora
- II. Approval of agenda
- III. Minutes
 1. Minutes of March 7, 2019 meeting
- IV. Communication from the Public
- V. Old Business
 1. Other
- VI. New Business
 1. Management Personnel Policy
 2. Program Policy
 3. Assistant Head of Technical Services Job Description
 4. Personnel Update
 5. Other
- VII. **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.
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



Program Policy

Purpose

- The Program Policy reflects the diverse needs of the Decatur community and the Library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- The Library believes that programs are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and aspirations-interests through this content.
- Through our programs we work to facilitate equitable experiences for engagement, education, and inspiration.

Principles

- The ~~library-Library~~ ~~advocates for~~ ~~strives to achieve~~ broad participation in ~~library~~ ~~its~~ ~~services~~, including attendance at and participation in programs. The Library's programs, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The ~~library-Library~~ also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, ~~speakers, hosts, or partners, or language~~ will not be cause for automatic inclusion ~~or~~ exclusion. Each program will be selected on its individual merit and role in the ~~collection-Strategic Plan~~. Decatur Public Library does not promote all of the ideas found in its programs ~~nor~~ the discussions those ideas may inspire, ~~–~~ but provides the spaces and opportunities for those ideas and discussions.
- The ~~library-Library~~ protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the ~~library-Library~~ upholds the American Library Association's ~~Library Bill of Rights~~ position statement, including the ~~Freedom to View~~ and ~~Freedom to Read~~. ~~It is the decision of the library not to filter Internet access.~~
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

Responsibility for Programs

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Ultimate responsibility for programs rests with the City Librarian who operates within a framework of policies established by the Decatur Public Library Board of Trustees. The City Librarian delegates responsibility for Programs to the Head of Programs, Resources and Services. He or she may ~~delegates~~delegate responsibility for selection and maintenance of specific ~~programs to~~programs to various staff members, operating within the guidelines provided by the Policy.

Scope

The ~~library~~Library develops ~~a~~-meaningful programs that are positioned to meet the ~~needs~~needs and interests of the community as measured by attendance and surveys; and less formal inputs via conversations with the community and professional insights in the course of community engagement.

Selection

Program selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Staff professional expertise
- Availability of vetted volunteers
- Cost
- Available space
- Maintenance

Commented [ATH2]: Availability of vetted volunteers to run the program.

Community requests and recommendations are welcomed and are subject to the same criteria as any other material. ~~The library adopts "digital curation" as an umbrella term for actions and strategies to provide stewardship of our digital assets. Digital assets include electronic resources, software and hardware, and devices. Digital curation takes into account the lifespan of the item, the product, and the product version to maintain currency, relevance, and sustainability.~~

~~Deselection~~Discontinuation of Serial Programs

Ongoing evaluation and review of library programs is necessary to maintain a viable use of space and time that meets the ~~library's~~Library's needs and is of current interest to patrons. ~~Something about attendance/interest here.~~The Library will at least every six months evaluate all ongoing programs to assess continuing viability. Criteria will include attendance, participant feedback, perceived impact, and alignment with the Library's Strategic Plan, Mission, Vision,

and Values.

Gifts and Donations Volunteer Led Programs

Decatur Public Library encourages and accepts donations of ~~materials~~ time and expertise to lead programs, with the understanding that the decision whether to ~~add gifts to the collection will be based on the same criteria that govern purchased materials~~ conduct a program will be based on the above criteria and the Library reserves the right to not accept any volunteer program. ~~The donor of gift materials does so with the understanding that the library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. Decatur Public Library does not accept gifts of self-published materials. Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sale. Gifts to the library cannot be returned to donor.~~

Reconsideration of Library Materials Programs

Any citizen may request that the Library reconsider ~~materials programs, that are part of the collection.~~ Requests must be made in writing on the form provided for this purpose, ***Request for Reconsideration of Programs Library Material*** (see attached). The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month ~~or sooner if the time frame requires. In no cases will a reconsideration of a program occur if the request for reconsideration is received less than one week prior to the program.~~ The City Librarian will use the findings of the committee to assist his or her decision regarding the retention of the ~~item~~ program. The City Librarian shall include information on any formal complaints, and his or her decision with regard to the challenged materials programs, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

Commented [RM3]: Maybe add something like "or prior to the program"

Commented [ATH4R3]: It will have to be a certain and defined period of time prior to the program. One couldn't file a complaint the morning of a program and expect resolution.

Review of Policy

This policy will be reviewed by the Board of Trustees ~~biennially in accordance with Illinois statute (75 ILCS 5/4-7.2)~~

**Approval pending Approved by the Decatur Public Library Board of Trustees
October 18, 2018**

Job Description
Technical Services Assistant Supervisor
Decatur Public Library

Nature of Work

This is advanced and specialized clerical work performed in the Technical Division of the public library.

Work involves the knowledge of and experience with technical processes sufficient to exercise senior responsibility as well as direct participation in the completion of work related to ordering and receiving library books and materials, supervising pages in the absence of the Technical Services Division Head, and processing interlibrary loan requests.

Supervision Received

Work is performed with considerable independence under the general supervision of the Head of Technical Division. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

Supervision Exercised

Exercises some supervision over personnel as assigned, primarily the Technical Services pages. Approve requests for time off for all union staff in the absence of the Division Head.

Examples of Work (Typical work examples, but not limited to the following)

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and financial activity reports.

Searches bibliographic records necessary to create purchase orders for the acquisition of library materials. Verifies materials received; validates and signs invoices for payment. Maintain necessary files in appropriate formats.

Initiates and signs correspondence regarding orders, receipt and non-receipt of materials. Maintains files for correspondence, statistics, and invoices.

Keeps accounting records for library materials budget, patron donations, and memorial funds.

Receives and distributes mail, UPS, and Fed Ex deliveries. Delivers mail to the City.

Prepares call number labels for the processing staff to attach to materials.

PROCESSING SUPERVISOR

DECATUR PUBLIC LIBRARY

Job Description

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Plans and organizes work; instructs, supervises, and evaluates assigned staff on various tasks relating to processing materials.

Using OCLC, fills requests for materials to be borrowed. Supervises page who will search shelves and package materials for shipping. Prepare shipping labels for outgoing ILLs. Maintains records, both for items loaned to another library, and borrowed from another library.

Performs related work and other duties as assigned.

Required Knowledge, Abilities, and Skills

Considerable knowledge of library acquisition processes and procedures.

Considerable knowledge of and skill in office practices, procedures, and equipment.

Knowledge of and skill in basic accounting procedures and practices.

Knowledge of basic computer operations and programs.

Ability to work independently under general supervision and ability to supervise and evaluate work of assigned staff.

Ability to deal with vendor representatives, the public, and employees in general and difficult work situations.

Desired Training and Experience

Graduation from high school, including or supplemented by courses in word processing and accounting. Previous library experience in ordering and receiving library materials is desired. Night and weekend work may be required.

Note: This is an unclassified position filled by appointment of the City Librarian

Pay Level 2