

DISCLAIMER

This management staff personnel policy statement provides a general description of basic policies, benefits and procedures, as they currently exist. Booklets of this type and their purpose are often misunderstood. To avoid any such misunderstanding, please be advised that this statement and the benefits, policies, and procedures referred to herein, are not intended to be, and are not a contract of employment.

The Library reserves the right to change, modify, suspend, revoke, or terminate any employment at any time, with or without cause and with or without notice. At the same time, employees may terminate their employment at any time and for any reason.

No Library representative may modify this policy for any employee or enter into any agreement, written or oral, contrary to this policy.

No materials provided to applicants and employees in connection with their employment, whether singly or combined, are to create an express or implied contract of employment for a definite period of time, nor an express or implied contract concerning any terms or conditions of employment.

The Library's policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the Library's part or as stating in any way that termination will occur only for just cause. Statements of specific grounds for termination set forth in this policy statement are examples only, not all inclusive lists, and are not intended and do not restrict the Library's right to terminate at will.

Completion of a training period or conferral of regular employment status does not change an employee's status as an employee at will, or in any way restrict the Library's right to terminate such an employee or change the terms or conditions of employment.

I. INTRODUCTION

This statement of personnel policy applies to all Library employees who are not members of the collective bargaining unit.

The mission of the Decatur Public Library 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.

To achieve this mission, the Library employs individuals whose function is to see that library users receive quality service given in a friendly and courteous manner.

Each individual accepting employment on the management staff of the Library is required to read the Management Staff Personnel Policy and accepts the responsibility of abiding by the rules and regulations stated. It is neither possible nor intended that this Policy shall anticipate every matter or problem concerning employment by the Library. The City Librarian will interpret matters in question. The City Librarian, as the chief administrative officer of the Library, is responsible for the executive direction of the Library.

The Personnel Policy of the Library does not give any employee or potential employee a property or liberty interest in a specific classification or position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factor prohibited by law.

The Library may supplement its regular work force with temporary or substitute employees when necessary. Substitute and temporary employees are not eligible for paid absences, paid vacations, paid sick leave, paid holidays, participation in group insurance plans, paid personal days, merit increments, or participation in IMRF.

The Library requires that employees hired be either a U.S. citizen or authorized to be employed in the United States. Verification of this must be a U.S. passport, a certificate of citizenship or naturalization, a current foreign passport authorizing U.S. employment, or a resident alien card containing the applicant's identification and U.S. employment authorization. If applicants do not have any of the above documents, they may provide instead the following combination of documents: either a social security card or a U.S. birth certificate, and a driver's license or similar state identification.

II. RECRUITMENT

Appointment to all vacant management staff positions is by the City Librarian and is based upon job descriptions and requirements established by the Library Board of Trustees. Division Heads will be involved in the recruitment process for management employees within their division.

Whenever possible, all management staff vacancies will first be announced in-house. Recruitment effort for positions not filled in-house will be local, regional, or national depending upon the scope, responsibilities, and situation of the position to be filled.

III. TRAINING PERIOD

There is a six-month training period for all employees following employment during which there is an evaluation of performance and the Library's need for their services. The training period may be extended by the number of days the employee is absent from scheduled work.

Persons promoted are subject to a training period of six months in the new position. Benefits earned by them in their previous position are maintained during this training period.

IV. HOURS OF WORK

A. Schedules: The Library will establish working hours as required by work load and the efficient management of personnel resources. A work week for full-time employees is defined as 40 hours. A work week is defined as beginning on Thursday at 12:01 a.m. and ending the following Wednesday at 12:00 midnight. A pay period is two work weeks.

The head of each division normally arranges schedules. An individual employee's work day or work week may be so arranged as to provide for the proper functioning of divisions and the Library at such hours and times as may be deemed necessary.

B. Work Shifts: Work shifts are set within each division and reflect the staffing needs of that particular division.

An employee who is not going to report for work must notify the Administrative Office as early as possible, but no later than one hour after the beginning of a scheduled work day.

C. Meals and Rest Periods: Lunch during a day shift and evening shift will be at least one half hour in length. There is no meal period on Sunday for employees working four hours or less.

Employees are normally permitted a fifteen (15) minute rest period during each half day on duty. Time allowed for meals or rest periods may not be accumulated for future use. It is also to be understood that the fifteen (15) minute rest period is a privilege and not a guaranteed right. Employees will be expected to forego the rest period if, because of personnel shortages or other unusual conditions, Library services will be affected.

D. Compensatory Time/Overtime: "Overtime" means the time spent in the actual performance of work ordered or authorized by the City Librarian which is in excess of 40 hours in any work week.

Hours worked up to 40 hours in any work week are computed at straight time. Hours worked above 40 hours in any work week are computed at time-and-a-half and are counted as compensatory time.

Compensatory time is strictly voluntary on the part of the employees who are not exempt under the Fair Labor Standards Act and such employees must sign a statement that they voluntarily accept compensatory time in lieu of overtime payment.

All employees must receive prior approval from their Division Head, or if a Division Head, from the City Librarian, before working in excess of 40 hours in any work week.

Use of earned compensatory time off must be approved in advance by the City Librarian (or the Division Head if the employee is not directly supervised by the City Librarian), and shall be counted as time worked for payroll purposes and benefits calculation. The Library will not unreasonably deny an employee's request for use of compensatory time off.

E. Flexible Schedule: With the approval of a Division Head, an employee may work a flexible schedule. A flexible schedule shall not interfere with normal library operations. Employees working a flexible schedule should not work any more than 11 hours in any one day.

F. Time Sheets: Employees are required to complete a divisional time sheet indicating total daily hours worked and to complete it at the close of each work day. Time sheets are the responsibility of the individual employee. The Division Head shall verify the accuracy of each time sheet before it is submitted to the Administrative Office.

It is the responsibility of the Division Head to see that time sheets are completed accurately and turned in to the Administrative Office by the date indicated on the time sheet. Failure to do so may result in a delayed paycheck.

V. SALARIES, CLASSIFICATIONS, PROMOTIONS, AND EVALUATIONS

A. Pay Periods: Salaries for all employees are calculated on a biweekly basis. Salaries are paid on the Friday following the end of the two-week period for which the pay has been earned. Salaries are paid through a direct deposit into an employee's account at an approved bank or credit institution.

B. Classifications: All employees are hired to fill classified positions. Each classification has a detailed position description that includes work schedules and qualifications as well as information about duties, supervision, and promotional opportunities. Position descriptions for all classifications are appended to this policy.

C. Salary Schedule: The Library management staff salary schedule is reviewed and revised as needed by the Board of Library Trustees. It will be reviewed at least once each fiscal year. The current salary schedule is appended to this policy.

D. Promotions: When vacancies occur or new positions are established, current employees will be given consideration for promotion to higher paid classifications, or transfer to equivalent positions, if they have the necessary qualifications. Employees promoted to a higher classification will normally begin at the entry point of the new classification and complete a six (6) month training period in that position. In no case will a promotion result in a decrease in salary. Persons not satisfactorily completing their training period may be returned to the prior classification from which they were promoted and to their prior salary if the position is vacant, or to a similar position, if available.

An employee who is temporarily assigned to a position with a higher pay grade than that of his/her permanent position shall be paid as if he/she had received a promotion with that higher pay grade. To be eligible for the higher pay grade, the employee must be in the position for more than five (5) consecutive work days.

Employees may be returned to their prior classification upon a finding by the City Librarian that the performance of the employee is not satisfactory and acceptable or there is some substantial shortcoming that renders continuance in that position detrimental to the effectiveness of the Library.

E. Performance Evaluation and Salary Adjustment: On January 20, 1994, the Library Board of Trustees approved a Salary Administration Policy for the Management Staff of the Decatur Public Library. This policy, a copy of which is appended to this policy, deals with employee performance evaluation, development of salary schedules, and annual salary adjustments for employees.

VI. HOLIDAYS

A. Days Observed: The Library observes the following days as holidays: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

Each year in December the Library indicates on which of the above days it will be closed. The Library will always be closed on Easter Sunday and the Sunday between Christmas and New Year's Day. If the Library is not closed on an observed holiday, then employees required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the employee and his/her division. Part-time employees working a minimum of 20 hours a week will be given four (4) hours off on another day if they are required to work on an authorized holiday. Full-time employees who work on December 24th shall work only 6 1/2 hours but shall be paid for eight hours of work.

When an authorized holiday falls on a Sunday, the Library will be closed and the following Monday shall be observed as the holiday. To be eligible for holiday pay, an employee must work his/her last scheduled work day before the holiday and his/her first scheduled work day after the

holiday, or be on sick leave, bereavement leave, personal holiday leave, or vacation on the holiday.

B. Special Holidays: Additional holidays declared upon special occasions by the President of the United States, the Governor of Illinois, or the Mayor of Decatur may be granted to employees from time to time, but only with the approval of the Library Board of Trustees.

C. Religious Holidays: Religious holidays may be taken as annual vacation leave, personal holiday leave, leave without pay, or at the discretion of the Division Head or City Librarian, be scheduled as time off to be made up later.

D. Personal Holidays: Full-time employees are entitled to sixteen hours personal holiday leave per fiscal year. Part-time employees are entitled to eight (8) hours personal holiday leave per fiscal year. This leave may be taken in increments of one hour or more. All personal holiday leave must be approved in advance by the employee's immediate supervisor (except in an emergency situation), and is contingent upon adequate staffing.

New full-time employees who are employed between May 1 and October 31 are entitled to 16 hours of personal holiday leave that fiscal year; those employed between November 1 and April 30 receive 8 hours personal holiday leave for that fiscal year. New part-time employees who are employed between May 1 and October 31 are entitled to 8 hours of personal holiday leave that fiscal year; those employed between November 1 and April 30 receive 4 hours of personal holiday leave for that fiscal year.

Holiday leave may accumulate up to a maximum of 40 hours and may carry over from one fiscal year to another.

VII. VACATION LEAVE

Paid vacation leave is earned by all full-time employees and by part-time employees who work a minimum of 20 hours per week. Vacation leave is governed by the following regulations:

A. Initial Eligibility: Initial eligibility of employees for paid vacation shall be attendant upon completion of twelve months of employment.

B. Vacation Rates: Vacation leave is earned as follows:

1. Graduate (master degree) librarians - 25 working days of vacation leave each year.
2. Other employees - 10 working days of vacation leave each year during the first seven years of employment. 15 working days of vacation leave each year during the 8th through 14th years of employment. 20 working days of vacation leave in the 15th through the 19th years of employment. 25 working days of vacation leave each year during the 20th and subsequent years of employment.

C. Vacation Leave Accrual: Vacation time is credited annually to the employee at his/her anniversary date of employment. Part-time employees earn one-half of the vacation time earned by full-time staff.

D. Accumulation of Vacation Leave: A maximum of five days of vacation leave may be carried over from one anniversary year to the next. Written permission from the City Librarian is required to carry over more than five days of vacation leave.

E. Holidays: If a holiday observed by the Library falls within an employee's vacation leave period, that day off will be charged to holiday time rather than vacation time.

F. Scheduling of Vacations: The scheduling of vacations is subject to the approval of the City Librarian. Requests for vacation should be submitted as far in advance as possible and will be accommodated if practical and consistent with the good operation of the Library. Vacation leave may be scheduled in increments of one-half hour or more.

If, during vacation leave, an employee becomes ill or suffers the death of an immediate member of his/her family, the appropriate portion of the vacation leave may be changed to sick or bereavement leave.

G. Payment for Vacation Leave: Employees will not be paid in lieu of vacation leave, except that terminating or retiring employees will be paid in lieu of accrued vacation leave and in the event of the death of an employee, said employee's estate will receive payment for accrued vacation leave earned.

VIII. SICK LEAVE

The purpose of sick leave is to provide protection for employees when they are ill or an immediate member of the family is ill. All full-time employees and all part-time employees who work a minimum of 20 hours per week earn paid sick leave. Immediate member of the family is defined as children and spouse, mother and father, brothers and sisters, and any person domiciled in the employee's home. New employees will be credited with five days of sick leave on their date of hire.

A. Rate for Employees: Sick leave accrues at the rate of eight hours per month to a maximum of 240 days for full-time employees. Sick leave accrual for part-time employees is four hours per month to a maximum of 240 days. No sick leave accrues during unpaid leaves of absence.

B. Accumulation of Sick Leave: Sick leave may be accumulated up to 240 days. Upon retirement from the Library, an employee shall be allowed to use accumulated sick leave days up to 240 days for credit in the Illinois Municipal Retirement Fund so long as the Illinois Municipal Retirement Fund allows such accumulation for credit.

An employee who has accumulated 100 sick leave days as of May 1 shall be granted one additional personal holiday per fiscal year. At no time is any employee paid for accumulated sick leave time. Sick leave time may not anticipate the accrual of sick leave credits.

C. Use of Sick Leave: Payment of sick leave will be contingent upon notification of illness or injury to the Administrative Office. An employee who is not going to report for work must notify the Administrative Office as early as possible, but no later than one hour after the beginning of a scheduled work shift.

If an employee exhausts his/her sick leave credits and is still unable to perform his/her duties, he/she may apply for a leave of absence from duty for a period of up to six months. The granting of such leave shall be contingent upon the availability to the Library of alternate means to accomplish satisfactorily said employee's duties during such leave of absence. In the absence of such leave or upon the expiration of leave so granted, if an employee is unable to resume his/her duties, he/she shall be considered to have resigned from the Library.

D. Verification: The City Librarian may require verification for any sick leave day taken.

IX. SPECIAL LEAVES OF ABSENCE

A. Bereavement: Paid leave of absence will be granted in the event of a death in the employee's immediate family. This leave, dependent upon funeral arrangements and travel requirements, shall not exceed four days. Immediate family for bereavement leave includes: spouse, children, spouse of children, parents of the employee or his spouse, brothers and sisters of the employee and of his spouse, grandchildren and grandparents of the employee, brother-in-law and sister-in-law of the employee, and any relation of the employee or of his spouse domiciled with the employee.

B. Jury Duty: Employees who are called for jury duty shall be given time off from work to perform this duty. During absences for jury duty, employees will continue to be paid as if present and working, provided they return to work as scheduled when excused for the day by the court. Paid absence is contingent upon the employee providing a copy of the summons to the Library Office Manager. When an employee is required to serve under subpoena as a witness in a court proceeding, except when the subpoena is related to Library business, personal days, compensatory time, or vacation time must be used.

C. Military Service: Leave without pay will be granted for military service in accordance with current Federal and Illinois laws.

D. Special Leaves of Absence: Employees may request from the City Librarian a special leave of absence without pay for good cause shown. A special leave of absence may not exceed six months. A partial list is as follows but it is not considered as being exclusive nor exhausting all possible causes:

1. Study
2. Travel
3. Protracted illness in employee's family when employee is responsible for the care of the family member.
4. Parental child care not covered by VII.

Such leaves of absence shall be subject to other variables such as:

1. Number of employees already on leaves of absence
2. Previous leaves of absence of the particular employee
3. Operational needs of the Library

Depending upon the length of the leave of absence, employees must give reasonable advance notice to the Library of intent to return from leave if more than two weeks earlier than initial specified date for end of leave.

During the leave of absence, employees may not be gainfully employed without written permission from the City Librarian. The Library will make every effort to hold positions available for individuals but will only guarantee a similar management level position.

Employees on unpaid leaves of absence are not eligible for paid absences, paid sick leave, paid vacation, paid holidays, or paid personal days. Additionally, they do not accrue sick leave or vacation leave in any month in which they do not work at least 20 calendar days.

E. Family Leave: The Library will comply with the Family Medical Leave Act.

F. Emergency Leaves: If a serious emergency arises with respect to the spouse or children or a member of the immediate family in the household of an employee, this employee will be allowed to leave his/her duties while such emergency exists. If the emergency continues beyond the day on which it first occurred, arrangements shall be made by the employee to enable him/her to return to work on his/her next scheduled work day. Emergency leave may be taken as sick leave, vacation leave, compensatory time, or leave without pay.

G. Weather Leaves/Building Emergency: If the Library is closed due to severe weather or a building emergency, employees will be paid for the time they were scheduled to work during the period of closure. Closing the Library will be the decision of the City Librarian. If the City Librarian is unavailable, then the Librarian-in-Charge will make the decision.

X. INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS

A. FICA and IMRF: The Library participates in the Federal Insurance Contributions Act (FICA), commonly known as Social Security Insurance. Participation is required of all employees, and payroll deductions are automatically made in accordance with current provisions of FICA. The Library also participates in the Illinois Municipal Retirement Fund (IMRF)

program that covers more than 2,000 municipalities and 112,000 municipal employees. Coverage is compulsory for all employees who are under 70 years of age at the time of employment and who are hired for a position normally requiring performance of duty for 1200 hours or more per year. Contributions are withheld from each payroll. Booklets describing the IMRF program are available from the Administrative Office.

B. ICMA Deferred Compensation: Employees are eligible to participate in a deferred compensation plan administered by the ICMA (International City Management Association) Retirement Corporation. Under this plan, employees may defer a portion of their salary into a wide range of investment options. The Library makes no contribution to any employee's ICMA plan.

C. Group Insurance Plan: The Library participates in the City of Decatur's group medical, hospitalization, dental, and life insurance plans. The Library pays 100% of the health insurance premiums for full-time employees and 85% of the optional dependent coverage health insurance premiums. Dental insurance is available only if the employee pays the premium. Insurance is not available for part-time employees.

If an employee has exhausted his/her paid sick leave credits and has been granted a leave of absence from duty because of illness or injury, his/her group medical, hospitalization, and life insurance shall remain in effect for up to six months of leave, with the premium to be paid by the Library. If such illness or injury is certified by the employee's physician to be of a terminal nature and if said employee has retired under the disability provisions of the Illinois Municipal Retirement Fund, his/her group life insurance policy shall remain in effect for up to twelve months. If, by reason of policy of the City of Decatur, the group medical, hospitalization, or life insurance coverage of such employee must be converted to individual coverage at a time prior to the time provided herein, the Library will assume the cost of coverage for the converted policy of this employee.

Upon retirement, or leaving the Library's employment, individuals shall be given the opportunity to continue to participate in the Library's Group Health Insurance Plan at their expense, as per federal law and regulations. Employees shall be given notice of their right to continue in the Group Health Insurance Plan.

D. Worker's Compensation: The Library shall provide worker's compensation in accordance with state law for all employees. The Library will pay the employee's regular salary for the first three days of any on-the-job illness, injury, or disability that is not paid by worker's compensation.

E. Sexual Harassment: The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. The Library's Sexual Harassment Policy is attached to this personnel policy.

F. Retirement Age: The Library has no mandatory retirement age.

G. Outside Employment: Full-time employees are not to engage in outside work that might interfere with their regular library duties or physically affect the performance of those duties.

H. Discipline, Suspension, and Dismissal:

1. Discharge or suspension of employees in the classified Civil Service shall be in accordance with the Civil Service laws of the State of Illinois and the rules and procedures established by the Civil Service Commission of the City of Decatur.
2. An employee who is discharged or suspended for more than (30) days may request a hearing before the Library Board of Trustees. The procedure for such request and hearing shall be as hereinafter set out.
 - a. The request for hearing must be submitted in writing to the City Librarian and the Chairman of the Personnel, Policy, and Public Relations Committee within three (3) working days from the time the individual is notified of the discharge or suspension.
 - b. Within ten (10) working days of the request for hearing, the Library Board of Trustees, or a committee designated by the Board (such committee to consist of not less than three Board members), shall convene and inquire into the facts and circumstances of the discharge or suspension. The hearing shall be informal and the Board or Committee may establish the procedure to be followed for each hearing as in its judgment it deems appropriate. The individual may have the assistance of counsel.
 - c. Within two (2) weeks from the time the hearing is completed, the Board or the Committee, as the case may be, shall uphold, reverse, or modify the discharge or suspension.
 - d. If an order of suspension is reversed or modified, the individual shall return to work on his/her next scheduled day of work or at the completion of his/her modified period of suspension, as the case may be, and shall be compensated for any loss in pay resulting from loss of work time over and beyond any period of suspension authorized by the Board or Committee.
 - e. If an order for discharge is reversed, the individual shall be reinstated into his/her former position and shall receive compensation equivalent to pay lost as a result of the discharge that has been reversed.
3. *Upon grounds connected with or reflecting upon the public service, the proper discharge of his/her duties, or for other good reasons affecting the efficient operation of the Library, an employee may be administratively disciplined by an oral reprimand, a written reprimand, or suspensi*

I. Grievance Procedure: An employee with a grievance regarding conditions of employment or supervision shall proceed in accordance with the following provisions:

1. The employee shall communicate the grievance to his/her Division Head or other immediate supervisor.
2. If the grievance is not resolved, the employee may seek and shall receive a hearing of this grievance at successively higher levels of administrative authority up to and including the City Librarian.
3. If the grievance has not been satisfactorily resolved within the chain of administrative authority, an employee may seek and shall be granted a hearing before the Personnel, Policy, and Public Relations Committee of the Library Board of Trustees. The action taken on any grievance by the Personnel, Policy and Public Relations Committee of the Library Board of Trustees shall be final.
4. If a grievance alleges misconduct or bias on the part of another staff member, such staff member shall be present at all hearings of the grievance.

J. Nepotism: Relatives of the Library Board of Trustees will not be employed, full or part-time. Such relatives are defined to be the spouse or children of the Trustee.

The Library may employ members of the same immediate family or the corresponding relationship by marriage but not where one would be in the position of supervising the other. Members of the same immediate family are defined as any of the following: spouse, parent, child, sister, brother, grandparent, grandchild, aunt, uncle, or cousin, or the corresponding relationship by marriage.

K. Tuition Reimbursement: The Library will reimburse the cost of tuition and fees for courses directly related to an employee's job, and will reimburse one-half of the tuition and fees cost for any course indirectly related to an employee's job, up to \$850 per fiscal year for each full-time employee, and up to \$425 per fiscal year for each part-time employee, provided the course is completed successfully.

1. In all cases a grade of "C" or higher will represent successful completion of the course.
2. There will be no reimbursement for books, supplies, or other expenses.
3. Reimbursement applies only to courses offered for college credit.
4. In order to receive tuition and fees reimbursement, the employee must submit to and have approved by the City Librarian a "Request for Tuition Reimbursement" form prior to the commencement of the course.

L. Personnel Files: The Library shall maintain one official personnel file for each employee. Upon twenty-four (24) hours notice, the employee and/or his/her authorized representative shall have the right to review his/her file during the Library's working hours. If the review occurs during the employee's working hours, it shall be limited to one hour. Upon request, the Library will reproduce one (1) copy of any material in the personnel file and the employee shall pay five (5) cents per page for such copying.

M. Polygraph Exams: No employee will be required to take a polygraph exam.

N. Service Recognition: Service recognition will be paid annually to each permanent employee as of such employee's anniversary date. For full-time employees, service recognition pay shall be five dollars (\$5.00) for each year of service commencing with the completion of three years. Beginning on the 10th anniversary, the amount of service recognition for each year of service is ten dollars (\$10.00). Beginning on the 15th anniversary, the amount of service recognition for each year of service is fifteen dollars (\$15.00). Beginning on the 20th anniversary, the amount of service recognition for each year of service is twenty dollars (\$20.00). Beginning on the 25th anniversary, the amount of service recognition for each year of service is forty dollars (\$40.00). Permanent part-time employees will earn one-half of the amounts of service recognition listed above.

O. Civic Donation: Employees may be given leave by the City Librarian to donate blood or to engage in comparable public health, civic, or charitable work during work hours, but no more than one request per month from the same employee will be honored.

P. Exit Interview: The City of Decatur Human Resources Division will conduct an exit interview for all Library employees leaving employment with the Decatur Public Library. The City Librarian will review results of the interview.

Q. Employee Suggestions: Employees are encouraged to submit suggestions on improvements in working conditions, terms of employment, library procedures, library regulations, library safety, and other areas of interest and/or concern to the City Librarian.

R. Physical Exams: The Library will reimburse up to \$100 per employee per fiscal year toward the cost of a physical examination and related tests. The employee must submit an invoice or insurance statement to the Office Manager for processing.

Finance and Properties Committee

April 2, 2002

Mr. Cocagne called the meeting to order at 4:30 p.m. Members present: Mr. Cocagne, Pat Greanias, Phil Wise, and Mark Gibson. Absent: Eugene King. Staff present: Linda Humphreys and Lee Ann Fisher.

Lease space: Future plans for the lease space were discussed.

Bills and payroll for March 2002: The bills were reviewed and will be recommended for approval.

Sale of old bookmobile tractor/trailer: Ms. Fisher reported that Ms. Anderson and Mr. Harris are preparing an ad to sell the old bookmobile. There are two local parties that might be interested.

Fiscal year end status: The financial status of the library was discussed. The trust funds were also discussed. Mr. Cocagne requested a summary of the funds.

Discussion of Anthology Booksellers, Inc.: The tenant at Anthology Booksellers, Inc. has vacated the premises and filed bankruptcy. Ms. Fisher will attend the bankruptcy hearing on April 16. The electrical service will be finalized so that a final certificate of occupancy can be issued.

There was no other business. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Lee Ann Fisher, City Librarian

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Lee Ann Fisher, City Librarian

MEMO

To: Library Board of Trustees
From: Linda Humphreys
Subject: Library Trusts
Date: April 11, 2002

You asked for detailed information about the library trusts.

Maude Ellen Bridges Endowment Fund: Ms. Bridges, a retired Decatur teacher, died in 1973. The last of her surviving income beneficiaries died in 1976. Since then, the library has received annually one-fourth of the net income from the Bridges trust, which is held by the First National Bank of Decatur. That income must be spent for books and supplies for the children's department. The balance on 3/31/02 was \$

Peter & Ellen Cantoni Library Fund: Dr. Peter Cantoni, a Decatur optometrist, died in 1981 and his wife Ellen died in 1982. Her will specifies that the income from the original bequest of \$82,969.25 be used specifically for purchasing books for the library. The fund balance on 3/31/02 was \$120,097.96, leaving \$37,128.71 available for book purchases.

Margaret Meyer Trust: Miss Meyer was the Adult Services Librarian at DPL from 1967 through her retirement in 1976. She died September 1, 2000. The Library Board of Trustees has control of the entire trust of \$259,177.17 and income it generates, with the restriction that the money be spent for the acquisition and maintenance of materials pertaining to the local history of the city of Decatur and the surrounding area. The fund balance on 3/31/02 was \$

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/13/2002	TREAS-MEDICAL INSURANCE	8,902.21	E01472	03/13/2002	MEDICAL INSURANCE
03/13/2002	TREAS-NON MEDICAL INS	22.95	E01473	03/13/2002	LIFE INSURANCE
03/13/2002	TREAS-NON MEDICAL INS	624.40	E01474	03/13/2002	WORKERS COMPENSATION
03/13/2002	TREAS-IMRF	5,687.87	E01475	03/13/2002	RETIREMENT-IMRF
03/27/2002	TREAS-MEDICAL INSURANCE	8,902.21	E01495	03/27/2002	MEDICAL INSURANCE
03/27/2002	TREAS-NON MEDICAL INS	22.95	E01496	03/27/2002	LIFE INSURANCE
03/27/2002	TREAS-NON MEDICAL INS	633.32	E01497	03/27/2002	WORKERS COMPENSATION
03/27/2002	TREAS-IMRF	5,690.46	E01497	03/27/2002	RETIREMENT-IMRF
03/06/2002	COMMERCIAL MAIL SERVICES	10,655.14	150339	03/06/2002	POSTAGE
03/06/2002	ILLINOIS POWER COMPANY	1.00	150354	03/06/2002	ELECTRICITY
03/07/2002	TREAS-GENERAL FUND	7.00	150445	03/07/2002	TRANSFER TO GENERAL FUND
03/07/2002	TREAS-PETTY CASH	37.64	150447	03/07/2002	CONFERENCES AND OTHER TRAVEL
03/07/2002	TREAS-PETTY CASH	28.54	150447	03/07/2002	POSTAGE
03/07/2002	TREAS-PETTY CASH	5.52	150447	03/07/2002	OTHER PROFESSIONAL SERVICES
03/07/2002	TREAS-PETTY CASH	21.78	150447	03/07/2002	MATERIAL-BLDGS
03/07/2002	TREAS-PETTY CASH	25.86	150447	03/07/2002	MATERIAL TO MAINT AUTO EQUIP
03/07/2002	TREAS-PETTY CASH	23.17	150447	03/07/2002	OFFICE SUPPLIES
03/07/2002	TREAS-PETTY CASH	274.92	150449	03/07/2002	EMPLOYEE RECOGNITION SUPPLIES
03/04/2002	TREAS-SELF INSURANCE FUND	175.92	150449	03/07/2002	MOTOR VEHICLE-INSURANCE
03/04/2002	TREAS-SELF INSURANCE FUND	1,401.64	150449	03/07/2002	ROLLER INSURANCE
03/04/2002	TREAS-SELF INSURANCE FUND	1,609.58	150449	03/07/2002	PROPERTY INSURANCE
03/08/2002	DAVIS, CHARLOTTE	1,469.50	150450	03/07/2002	GENERAL LIABILITY INSURANCE
03/08/2002	ROLLING PRAIRIE LIBRARY SYSTEM	287.27	150468	03/08/2002	MIS SERVICES AND OTHER TRAVEL
03/08/2002	TREAS-FLEET MAINTENANCE	100.00	150477	03/08/2002	CONFERENCES AND OTHER TRAVEL
03/11/2002	AJ GALLAGHER	200.36	150477	03/08/2002	TRAINING SCHOOL
03/11/2002	BODINE ELECTRIC	50.00	150484	03/11/2002	GASOLINE
03/11/2002	DUNKER ELECTRIC SUPPLY, INC	226.40	150485	03/11/2002	OTHER PROFESSIONAL SERVICES
03/11/2002	DYNEGY ENERGY SERVICES	37.20	150489	03/11/2002	SERV-AUTO EQUIPMENT
03/11/2002	HEAVNER, HANDEGAN, SCOTT	464.44	150490	03/11/2002	MATERIAL-BLDGS
03/11/2002	HOUCHEM BAKERY LTD	565.00	150496	03/11/2002	ELECTRICITY
03/11/2002	MILLER PRODUCTS COMPANY	314.35	150497	03/11/2002	PRINTING AND BINDING
03/11/2002	MUZE, INC	115.00	150499	03/11/2002	OFFICE SUPPLIES
03/11/2002	SPRINGFIELD ELEC BULAND DIV.	64.00	150500	03/11/2002	OFFICE SUPPLIES
03/11/2002	SCHINDLER ELEVATOR CORP	131.52	150503	03/11/2002	JANITORIAL SUPPLIES
03/13/2002	AMERICAN LIBRARY ASSOCIATION	766.80	150504	03/11/2002	OFFICE SUPPLIES
03/13/2002	DEMCO INC	108.00	150534	03/13/2002	MATERIAL-BLDGS
03/13/2002	MUZE, INC	659.91	150540	03/13/2002	SERV-BUILDINGS
03/14/2002	AMERICAN LIBRARY ASSOCIATION	576.00	150546	03/13/2002	BOOKS AND PERIODICALS
03/14/2002	BAKER & TAYLOR ENTERTAINMENT	59.22	150562	03/14/2002	AV-PHONODICS
03/14/2002	BAKER & TAYLOR ENTERTAINMENT	2,767.83	150563	03/14/2002	OFFICE SUPPLIES
03/14/2002	THE BOOKSOURCE	59.54	150565	03/14/2002	BOOKS AND PERIODICALS
03/14/2002	SENIORAMA	74.27	150565	03/14/2002	BOOKS AND PERIODICALS
03/14/2002	EDWARDS, ROBERT	50.00	150568	03/14/2002	BOOKS AND PERIODICALS
03/14/2002	FORDHAM EQUIPMENT	154.00	150573	03/14/2002	BOOKS AND PERIODICALS
03/14/2002	HASTINGS, S. ANDREW	413.22	150576	03/14/2002	OTHER PROFESSIONAL SERVICES
03/14/2002	HOULT, DANNY R.	90.00	150579	03/14/2002	TUITION REIMBURSEMENT
03/14/2002	MORRELL, STERLING	270.00	150582	03/14/2002	OFFICE SUPPLIES
03/14/2002	PKIN EXTERMINATING	90.00	150583	03/14/2002	OTHER PROFESSIONAL SERVICES
03/14/2002	PSI PLASTIC GRAPHICS	66.00	150590	03/14/2002	OTHER PROFESSIONAL SERVICES
03/14/2002	SLEETH, ALAN	2,100.16	150596	03/14/2002	SERV-BUILDINGS
03/14/2002	TREAS-GENERAL FUND	270.00	150598	03/14/2002	PRINTING AND BINDING
03/14/2002	TREAS-GENERAL FUND	755.95	150603	03/14/2002	OTHER PROFESSIONAL SERVICES
03/14/2002	TREAS-GENERAL FUND	122.86	150608	03/14/2002	POSTAGE
03/14/2002	TAYLOR, DELBERT	180.00	150609	03/14/2002	OFFICE SUPPLIES
03/14/2002	TERTOCHA, JAMES	90.00	150610	03/14/2002	OTHER PROFESSIONAL SERVICES
03/15/2002	ASSOCIATED OFFICE FURNISHINGS	68.30	150615	03/15/2002	OFFICE SUPPLIES
03/15/2002	ONIX WASTE SERVICES	324.07	150618	03/15/2002	SERV-BUILDINGS
03/15/2002	BAKER & TAYLOR CO	2,913.18	150621	03/15/2002	BOOKS AND PERIODICALS
03/15/2002	BAKER & TAYLOR CO	4,719.80	150622	03/15/2002	BOOKS AND PERIODICALS
03/15/2002	BAKER & TAYLOR CO	855.05	150623	03/15/2002	BOOKS AND PERIODICALS
03/15/2002	BAKER & TAYLOR ENTERTAINMENT	2,468.57	150625	03/15/2002	BOOKS AND PERIODICALS
03/15/2002	HERALD & REVIEW	185.26	150637	03/15/2002	BOOKS AND PERIODICALS
03/15/2002	AMERITECH	870.74	150656	03/15/2002	TELEPHONE
03/15/2002	MIDWEST MICROFILM CO	151.00	150672	03/15/2002	BOOKS AND PERIODICALS
03/15/2002	MCLEOD USA	125.84	150673	03/15/2002	BOOKS AND PERIODICALS
03/15/2002	TREAS-WATER FUNDS	235.13	150675	03/15/2002	TELEPHONE
03/15/2002	WATTS COPY SYSTEMS	317.00	150700	03/15/2002	WATER
03/15/2002	WATTS COPY SYSTEMS	317.00	150703	03/15/2002	SERV-OFFICE EQUIP

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/18/2002	BAKER & TAYLOR ENTERTAINMENT	1,281.57	150705	03/18/2002	BOOKS AND PERIODICALS
03/18/2002	BAKER & TAYLOR, INC	1,406.00	150708	03/18/2002	BOOKS AND PERIODICALS
03/22/2002	AAF INTERNATIONAL	3,086.54	150817	03/22/2002	MATERIAL-BLDGS
03/22/2002	BOOTH & ANTONLINE	150.00	150820	03/22/2002	OTHER PROFESSIONAL SERVICES
03/22/2002	ELECTRICAL SERVICE CO.,INC	2,150.00	150826	03/22/2002	SERV-IMPROVEMENTS
03/22/2002	FEDEX	29.85	150827	03/22/2002	POSTAGE SUPPLIES
03/22/2002	FORDHAM EQUIPMENT	192.14	150828	03/22/2002	DEFICE SUPPLIES
03/22/2002	FISHER, LEE ANN	733.44	150829	03/22/2002	CONFERENCES AND OTHER TRAVEL
03/22/2002	MILLER PRODUCTS COMPANY	62.00	150840	03/22/2002	MATERIAL-BLDGS
03/22/2002	MENARDS	74.26	150841	03/22/2002	MATERIAL-BLDGS
03/22/2002	PAPK, CHUB	300.00	150848	03/22/2002	OTHER PROFESSIONAL SERVICES
03/22/2002	ROTARY CLUB OF DECATUR	103.75	150850	03/22/2002	OTHER PROFESSIONAL SERVICES
03/22/2002	SAM'S CLUB	47.94	150852	03/22/2002	OTHER PROFESSIONAL SERVICES
03/22/2002	WENDT, DAWN	438.75	150860	03/22/2002	JANITORIAL SUPPLIES
03/22/2002	WILKERSON, MATTHEW	215.04	150861	03/22/2002	OTHER PROFESSIONAL SERVICES
03/22/2002	ASSOCIATED OFFICE FURNISHINGS	101.70	150943	03/22/2002	CONFERENCES AND OTHER TRAVEL
03/22/2002	ARARKAM UNIFORM SERVICES, INC.	104.44	150944	03/22/2002	OFFICE SUPPLIES
03/21/2002	BAKER & TAYLOR CO	1,578.54	150940	03/28/2002	SERV-BUILDINGS
03/28/2002	BECK'S STUDIO	365.41	150940	03/28/2002	BOOKS AND PERIODICALS
03/28/2002	HOOKS ON TAP	378.40	150950	03/28/2002	BOOKS AND PERIODICALS
03/28/2002	BOOK LINKS	230.40	150952	03/28/2002	OFFICE SUPPLIES
03/28/2002	BAKER & TAYLOR ENTERTAINMENT	1,786.69	150954	03/28/2002	BOOKS AND PERIODICALS
03/28/2002	GROSS, ARTHUR	58.75	150957	03/28/2002	BOOKS AND PERIODICALS
03/28/2002	HOULT, DANNY R.	291.06	151008	03/28/2002	MAG/PAPERS--MAIN JUVENILE
03/21/2002	AMERITECH	180.00	151015	03/28/2002	CONFERENCES AND OTHER TRAVEL
03/22/2002	IL STATE LIBRARY	264.97	151017	03/28/2002	OTHER PROFESSIONAL SERVICES
03/22/2002	JAN SAN SUPPLY INC.	295.06	151025	03/28/2002	TELEPHONE
03/22/2002	JAN SAN SUPPLY INC.	291.04	151026	03/28/2002	RENTAL-EQUIPMENT
03/28/2002	JAN SAN SUPPLY INC.	1,900.00	151026	03/28/2002	GASOLINE
03/28/2002	LINCOLN MUSEUM	30.00	151031	03/28/2002	JANITORIAL SUPPLIES
03/28/2002	MORRELL, STERLING	90.00	151054	03/28/2002	MAG/PAPERS--MAIN PROFESSIONAL
03/28/2002	MCLELL, USA	74.86	151055	03/28/2002	OTHER PROFESSIONAL SERVICES
03/28/2002	NCI BUSINESS SYSTEMS	32.42	151062	03/28/2002	TELEPHONE
03/28/2002	NORRELL SERVICES, INC.	1,989.63	151065	03/28/2002	SERV-OFFICE EQUIP
03/28/2002	RECORD SYSTEMS INC.	326.00	151082	03/28/2002	TEMP PERSONNEL SERVICES
03/28/2002	REGENT BOOK CO	143.43	151084	03/28/2002	OFFICE SUPPLIES
03/28/2002	RIGSBY, PAUL	180.00	151085	03/28/2002	BOOKS AND PERIODICALS
03/28/2002	SLEIGHT, ALAN	485.21	151096	03/28/2002	OTHER PROFESSIONAL SERVICES
03/28/2002	STREIGLOS/HAINES & ESSICK	201.04	151105	03/28/2002	OFFICE SUPPLIES
03/28/2002	SCHIFFER PUBLISHING, LTD	756.00	151106	03/28/2002	OTHER PROFESSIONAL SERVICES
03/28/2002	T A BRINKOFFETTER & SONS, INC.	204.00	151114	03/28/2002	BOOKS AND PERIODICALS
03/28/2002	TAYLOR, DELBERT	180.00	151114	03/28/2002	SERV-BUILDINGS
03/28/2002	WEST GROUP	497.00	151118	03/28/2002	MATERIAL-BLDGS
03/22/2002	W W GRAINGER, INC.	83.04	151129	03/28/2002	OTHER PROFESSIONAL SERVICES
	TOTAL	94,837.87			

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2002

FUND	DATE OF REQUEST	DPL-DONATED FUNDS	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
	03/14/2002		BAKER & TAYLOR CO	73.19	150563	03/14/2002	BOOKS AND PERIODICALS
	03/14/2002		RECORDED BOOKS, INC.	1,680.70	150600	03/14/2002	BOOKS AND PERIODICALS
	03/12/2002		BAKER & TAYLOR CO	64.49	150621	03/15/2002	BOOKS AND PERIODICALS
	03/12/2002		BAKER & TAYLOR CO	49.96	150622	03/15/2002	BOOKS AND PERIODICALS
	03/15/2002		BAKER & TAYLOR CO	15.90	150623	03/15/2002	BOOKS AND PERIODICALS
	03/21/2002		BAKER & TAYLOR CO	108.25	150949	03/28/2002	BOOKS AND PERIODICALS
	03/28/2002		BAKER & TAYLOR CO	34.90	150950	03/28/2002	BOOKS AND PERIODICALS
	03/13/2002		CENTER POINT PUBLISHING	81.99	150979	03/28/2002	BOOKS AND PERIODICALS
	03/28/2002		EARLY ADVANTAGE	233.50	150994	03/28/2002	BOOKS AND PERIODICALS
	03/21/2002		THE GALE GROUP	224.40	151009	03/28/2002	BOOKS AND PERIODICALS
	03/21/2002		RECORDED BOOKS, INC.	488.53	151080	03/28/2002	BOOKS AND PERIODICALS
	03/13/2002		WHEELER PUBLISHING INC.		151131	03/28/2002	BOOKS AND PERIODICALS
			TOTAL	4,116.76			

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2002

FUND	DATE OF REQUEST	LIBRARY CAPITAL	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
	03/01/2002		HISTORIC DECATUR FOUNDATION	175.00	150399	03/07/2002	OTHER PROFESSIONAL SERVICES
			TOTAL	175.00			

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2002

FUND	DATE OF REQUEST	PUBLIC LIBRARY-TRUSTS	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
	03/12/2002		BAKER & TAYLOR CO	27.44	150622	03/15/2002	EXPENDITURES
	03/15/2002		BAKER & TAYLOR CO	33.26	150623	03/15/2002	EXPENDITURES
			TOTAL	60.70			

PERIOD ENDING 20020331

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	% REAL
DPL-DONATED FUNDS							
FUND BALANCE							
3001-000	BEGINNING FUND BALANCE	.00	1,452.00	4,194.41	1,584.00	2,610.41-	264
	TOTAL	.00	1,452.00	4,194.41	1,584.00	2,610.41-	264
INVESTMENT INCOME							
3170-101	INVESTMENT INTEREST	34.56	91.66	211.32	100.00	111.32-	211
	TOTAL	34.56	91.66	211.32	100.00	111.32-	211
OTHER INCOME							
3280-815	CONTRIBUTIONS AND DONATIONS	170.00	3,208.33	28,483.10	3,500.00	24,983.10-	813
	TOTAL	170.00	3,208.33	28,483.10	3,500.00	24,983.10-	813
	FUND TOTAL	204.56	4,751.99	32,888.83	5,184.00	27,704.83-	634

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 19 DPL-DONATED FUNDS		UNENCUMBERED BALANCE	PRCT COMM
					Y-T-D BUDGET	UNEXPENDED BALANCE		
40000 EXPENSES								
600	BOOKS AND PERIODICALS	5,184	4,116.76	6,725.80	4,752	1,541.80-	.00	1,541.80-129.7
	TOTAL	5,184	4,116.76	6,725.80	4,752	1,541.80-	.00	1,541.80-129.7
	** DIVISION TOTAL **	5,184	4,116.76	6,725.80	4,752	1,541.80-	.00	1,541.80-129.7

DECATUR PUBLIC LIBRARY
PERIOD ENDING 20020331

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-O ESTIMATE	Y-T-O ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	237,388.25	224,944.76	258,969.00	34,024.24	86
TOTAL		.00	237,388.25	224,944.76	258,969.00	34,024.24	86
TAXES							
30100-107	PROPERTY TAX-LIBRARY	14,829.43	2,463,180.50	2,681,058.73	2,687,106.00	6,047.27	99
TOTAL		14,829.43	2,463,180.50	2,681,058.73	2,687,106.00	6,047.27	99
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	36,874.86	239,166.66	198,851.82	250,000.00	51,148.18	79
30200-107	STATE GRANTS OR OTHER	4,900.00	96,546.38	104,003.90	105,323.00	1,319.10	98
TOTAL		41,774.86	325,712.74	302,855.72	355,323.00	52,467.28	85
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	6,556.37	64,166.66	49,317.23	76,000.00	20,682.77	70
30500-510	LIBRARY NON-RESIDENT FEES	10,000.00	450.33	855.00	500.00	355.00-	171
30500-511	LIBRARY LOST AND DAMAGED BOOKS	6,907.75	6,416.66	5,287.43	7,000.00	1,712.57	75
30500-514	COPIES & MISC.	1,371.53	2,252.00	13,059.85	3,000.00	10,059.85-	435
30500-515	MEETING ROOM FEES	555.00	11,916.66	9,557.40	13,000.00	3,442.60	73
TOTAL		27,333.65	85,798.31	78,076.91	93,500.00	15,423.09	83
TRANSFERS FROM							
30600-726	TRANSFER FROM FD BUILDG LEASE	.00	15,528.33	.00	16,940.00	16,940.00	100
30600-752	TRANS FR WALMART TF	.00	5,500.00	6,000.00	6,000.00	.00	100
TOTAL		.00	21,028.33	6,000.00	22,940.00	16,940.00	26
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	850.58	41,250.00	16,492.69	45,000.00	28,507.31	36
TOTAL		850.58	41,250.00	16,492.69	45,000.00	28,507.31	36
OTHER INCOME							
30800-899	MISCELLANEOUS INCOME	63.60	11,916.66	60,286.07	13,000.00	47,286.07-	463
TOTAL		63.60	11,916.66	60,286.07	13,000.00	47,286.07-	463
FUND TOTAL		64,552.12	3,186,184.79	3,369,714.88	3,475,838.00	106,123.12	96

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY		UNENCUMBERED BALANCE	PRCT COMM
					UNEXPENDED BALANCE	ENCUMBRANCE		
SALARIES & WAGES								
090 REGULAR SALARIES	1,690,163	115,071.51	1,269,177.41	1,557,566	429,985.59	.00	429,985.59	74.7
092 HOLIDAYS	0	3,874.93	75,419.44	0	70,419.44	.00	70,419.44	
094 OTHER LEAVE WITH PAY	0	236.69	2,208.81	0	2,208.81	.00	2,208.81	
096 SICK TIME	0	3,535.98	36,006.78	0	36,006.78	.00	36,006.78	
098 VACATION TIME	0	4,223.37	88,177.48	0	88,177.48	.00	88,177.48	
PERSONAL SERVICES								
101 OVERTIME	1,995	1,927.87	13,227.20	9,991	1,027.20	.00	1,027.20	109.4
102 TEMPORARY SALARIES	31,981	2,631.28	16,511.64	28,990	3,430.64	.00	3,430.64	111.0
104 RETIREMENT-TRKF	176,915	11,378.33	145,723.04	161,713	30,691.96	.00	30,691.96	82.6
111 LIFE INSURANCE	82	65.90	52.58	531	52.42	.00	52.42	91.0
112 MEDICAL INSURANCE	25,545	17,844.47	195,892.66	232,416	57,652.34	.00	57,652.34	77.3
114 WORKERS COMPENSATION	17,864	1,597.72	16,375	16,375	3,083.56	.00	3,083.56	82.7
115 SERVICE RECOGNITION	13,765	896.54	11,216.66	11,976	1,848.54	.00	1,848.54	85.9
CONTRACTUAL SERVICES								
201 ADVERTISING	1,995	2,614.51	1,676.94	229	1,426.94	.00	1,426.94	670.8
202 PRINTING AND BINDING	52,000	2,317.31	9,325.63	12,833	4,069.82	.00	4,069.82	70.9
210 SERV-BUILDINGS	2,000	2,150.00	4,351.14	1,833	390.00	.00	390.00	105.1
211 SERV-IMPROVEMENTS	3,000	2,260.40	21,242.56	2,750	1,351.14	.00	1,351.14	145.0
213 SERV-AUTO EQUIPMENT	19,000	3,692.42	16,164.50	16,164	6,242.56	.85	6,242.56	143.5
230 MISC SERVICES	116,966	11,119.58	145,777.22	107,195	1,469.50	.00	1,469.50	91.7
232 GAS	10,000	2,269.21	25,400.54	16,500	28,837.02	.00	28,837.02	124.7
233 TELEPHONE	3,000	2,341.13	2,964.38	2,566	7,400.54	.00	7,400.54	141.1
234 WATER	9,000	1,500.00	1,500.00	2,750	1,500.70	.00	1,500.70	94.6
240 TRAINING SCHOOL	7,000	1,500.00	2,341.75	7,333	35.62	.00	35.62	98.0
241 CONFERENCES AND OTHER TRAVEL	15,000	9,233.31	5,826.79	6,416	5,658.25	.00	5,658.25	29.3
245 POSTAGE	1,000	1,986.31	12,434.89	13,750	1,173.21	.00	1,173.21	83.2
247 COMPUTER SOFTWARE EXPENSE	5,000	1,986.31	1,986.31	19,166	2,565.11	.00	2,565.11	86.0
271 TEMP PERSONNEL SERVICES	5,000	1,986.31	28,731.56	45,833	8,013.69	.00	8,013.69	19.9
272 TRAVEL EXPENSE FOR INTERVIEWS	1,000	156.00	1,045.78	2,750	21,268.44	.00	21,268.44	57.5
280 OTHER PROFESSIONAL SERVICES	42,750	3,396.34	81,725.71	43,770	33,975.71	.00	33,975.71	35.6
284 PROFESSIONAL MEMBERSHIP FEES	2,000	2,026.32	2,026.32	2,383	573.68	.00	573.68	77.9
286 RENTAL-DATA EQUIPMENT	25,000	264.97	10,916.11	24,566	15,883.89	.00	15,883.89	46.6
289 RENTAL-EQUIPMENT	26,000	264.97	10,916.11	24,566	15,883.89	.00	15,883.89	46.6
COMMODITIES								
310 GASOLINE	5,000	94.70	2,846.59	4,583	2,153.41	.00	2,153.41	56.9
312 LABORATORIAL SUPPLIES	12,000	433.98	16,544.02	11,000	6,217.53	.00	6,217.53	48.2
320 MATERIAL-BLDGS	3,000	21.78	942.41	3,208	4,544.02	.00	4,544.02	137.9
337 MATERIAL TO MAINT AUTO EQUIP	35,000	2,896.91	23,867.30	32,183	2,557.59	.00	2,557.59	26.9
345 OFFICE SUPPLIES	35,000	23.17	205.00	183	11,332.61	.64	10,812.97	69.1
357 EMPLOYEE RECOGNITION SUPPLIES	0	0	0	0	519.64	.00	519.64	102.5
OTHER CHARGES								
415 TRANSFER TO GENERAL FUND	1,200	100.00	900.00	1,100	300.00	.00	300.00	75.0
418 MOTOR VEHICLE-INSURANCE	3,700	274.92	3,024.12	3,024	274.88	.00	274.88	91.7
420 BOILER INSURANCE	2,111	175.92	1,935.12	1,935	175.88	.00	175.88	91.7
421 PROPERTY INSURANCE	12,197	1,016.42	11,180.38	11,180	1,016.32	.00	1,016.32	91.7
423 GENERAL LIABILITY INSURANCE	17,315	638.58	6,705.68	16,705	609.62	.00	609.62	91.7
478 TR TO LIBRARY FUND 33	0	0	800.00	800	800.00	.00	800.00	

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
499	SMALL CAPITAL ITEMS	6,000	.00	6,312.81	5,500		312.81	.00	312.81	105.2
		32,122	2,176.84	37,858.05	29,444		1,263.95	.00	1,263.95	96.1
	CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPMENT	62,310	1,900.00	71,893.59	57,117		9,583.59	435.00	10,018.59	116.1
		62,310	1,900.00	71,893.59	57,117		9,583.59	435.00	10,018.59	116.1
800	BOOKS AND PERIODICALS	380,000	19,005.81	216,648.24	348,333		163,351.76	.00	163,351.76	57.0
830	AV-PHONODICS	0	576.00	694.65	0		694.65	.00	694.65	
841	MAG/PAPERS-MAIN ADULT	0	.00	22,641.60	0		22,641.60	.00	22,641.60	
842	MAG/PAPERS-MAIN YOUTH	0	.00	825.14	0		825.14	.00	825.14	
843	MAG/PAPERS-MAIN JUVENILE	0	98.75	1,607.72	0		1,607.72	.00	1,607.72	
844	MAG/PAPERS-MAIN REFERENCE	0	.00	10,439.78	0		10,439.78	.00	10,439.78	
845	MAG/PAPERS-MAIN PROFESSIONAL	0	30.00	1,519.10	0		1,519.10	.00	1,519.10	
847	MAG/PAPERS-FIXTN ADULT	0	.00	3,465.39	0		3,465.39	.00	3,465.39	
		380,000	19,673.56	257,841.42	348,333		172,158.58	.00	172,158.58	67.9
**	DIVISION TOTAL **	3,211,619	224,078.68	2,762,878.69	2,943,969		448,740.31	11,652.49	437,087.82	86.4

LIBRARY CAPITAL
PERIOD ENDING 20020331

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	%
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	83,424.91	86,226.54	91,009.00	4,782.46	94
TOTAL		.00	83,424.91	86,226.54	91,009.00	4,782.46	94
INVESTMENT INCOME							
30703-101	INVESTMENT INTEREST	11.89	4,583.33	1,621.20	5,000.00	3,378.80	32
TOTAL		11.89	4,583.33	1,621.20	5,000.00	3,378.80	32
OTHER INCOME							
30800-875	DPL FOUNDATION CONTRIBUTION	.00	234,513.58	133,273.17	255,833.00	122,559.83	52
30800-899	MISCELLANEOUS INCOME	.00	.00	12,202.95	.00	12,202.95	
TOTAL		.00	234,513.58	145,476.12	255,833.00	110,356.88	56
FUND TOTAL		11.89	322,521.82	233,323.86	351,842.00	118,518.14	66

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 21 LIBRARY CAPITAL UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
40000	LIBRARY CAPITAL EXPENDITURES								03/31/2002
280	OTHER PROFESSIONAL SERVICES	0	.00	.00	0	.00	.00	.00	
		0	.00	.00	0	.00	.00	.00	
	CAPITAL OUTLAY								
502	BUILDINGS	133,333	.00	133,273.17	122,221	59.83	.00	59.83	100.0
510	AUTOMOTIVE EQUIPMENT	214,500	.00	95,000.00	196,625	124,500.00	.00	124,500.00	42.0
		347,833	.00	223,273.17	318,846	124,559.83	.00	124,559.83	64.2
**	DIVISION TOTAL **	347,833	.00	223,273.17	318,846	124,559.83	.00	124,559.83	64.2

DPL-STATE GRANT FOR BLDG

PERIOD ENDING 20020331

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	.00	25,800.00-	.00	25,800.00	
TOTAL		.00	.00	25,800.00-	.00	25,800.00	
INTER GOVERNMENTAL REVENUE							
30200-117	STATE GRANTS OR OTHER	.00	.00	25,800.00	.00	25,800.00-	
TOTAL		.00	.00	25,800.00	.00	25,800.00-	
FUND TOTAL		.00	.00	.00	.00	.00	

LIBRARY BUILDING LEASES

PERIOD ENDING 20020331

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	%
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FUND BALANCE

30001-000	BEGINNING FUND BALANCE	.00	3,378.83	8,665.63	3,686.00	4,979.63-	235
TOTAL		.00	3,378.83	8,665.63	3,686.00	4,979.63-	235

INVESTMENT INCOME

30700-101	INVESTMENT INTEREST	11.26	2,291.66	202.38	2,500.00	2,297.62	8
TOTAL		11.26	2,291.66	202.38	2,500.00	2,297.62	8

OTHER INCOME

32800-846	LEASE OF LIBRARY PROPERTY	6,833.33	82,903.33	43,450.00	90,440.00	46,990.00	48
TOTAL		6,833.33	82,903.33	43,450.00	90,440.00	46,990.00	48

FUND TOTAL

		6,844.59	88,573.82	52,318.01	96,626.00	44,307.99	54
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GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
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FUND 35 LIBRARY BUILDING LEASES 03/31/2002

40000	LIBRARY LEASES								
210	SERV-BUILDINGS	5,575	.00	10,079.81	0	10,079.81-	.00	10,079.81-	83.3
231	ELECTRICITY	7,802	.00	4,644.40	5,110	930.60	.00	930.60	327.0
280	OTHER PROFESSIONAL SERVICES		.00	25,507.23	7,150	17,707.23-	.00	17,707.23-	
		13,377	.00	40,231.44	12,260	26,856.44-	.00	26,856.44-	300.8

COMMODITIES

320	MATERIAL-BLDGS	0	.00	426.76	0	426.76-	.00	426.76-	
		0	.00	426.76	0	426.76-	.00	426.76-	

OTHER CHARGES

409	PRINCIPAL PAYMENTS	21,875	.00	.00	20,052	21,875.00	.00	21,875.00	
410	INTEREST EXPENSE	8,750	.00	.00	8,020	8,750.00	.00	8,750.00	
486	TRANSFER TO LIBRARY	16,940	.00	.00	15,528	16,940.00	.00	16,940.00	
		47,565	.00	.00	43,600	47,565.00	.00	47,565.00	

CAPITAL OUTLAY

502	BUILDINGS	25,686	.00	.00	23,545	25,686.00	.00	25,686.00	
		25,686	.00	.00	23,545	25,686.00	.00	25,686.00	
**	DIVISION TOTAL **	86,626	.00	40,658.20	79,405	45,967.80	.00	45,967.80	46.9

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 92 PUBLIC LIBRARY-TRUSTS	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900	EXPENDITURES	6,000	60.70	3,493.67	5,500	5,500	2,506.33	212.00	2,294.33	61.8
**	DIVISION TOTAL **	6,000	60.70	3,493.67	5,500	5,500	2,506.33	212.00	2,294.33	61.8

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 92 PUBLIC LIBRARY-TRUSTS	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900	EXPENDITURES	14,700	.00	64.90	13,475	13,475	14,635.10	.00	14,635.10	.4
**	DIVISION TOTAL **	14,700	.00	64.90	13,475	13,475	14,635.10	.00	14,635.10	.4

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 92 PUBLIC LIBRARY-TRUSTS	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900	EXPENDITURES	700	.00	1,662.84	641	641	962.84	.00	962.84	237.5
**	DIVISION TOTAL **	700	.00	1,662.84	641	641	962.84	.00	962.84	237.5

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 20020331

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	112,652.83	121,064.85	122,894.00	1,829.15	98
30001-922	BEG FUND BAL-MEYER	.00	116,600.00	129,514.31	127,200.00	2,314.31	101
30001-923	BEG FUND BAL-BRIDGES	.00	1,608.75	4,143.92	1,755.00	2,388.92	236
TOTAL		.00	230,861.58	254,723.08	251,849.00	2,874.08	101
INVESTMENT INCOME							
30700-113	DPL INTEREST-CANTONI TRUST	143.08	5,958.33	2,526.78	6,500.00	3,973.22	38
30700-114	DPL INTEREST-MEYER	316.37	710.41	4,532.90	775.00	3,757.90	584
30700-115	DISTRIBUTION FR BRIDGES TRUST	325.02	11,458.33	5,087.49	12,500.00	7,412.51	40
TOTAL		784.47	18,127.07	12,147.17	19,775.00	7,627.83	61
TRANSFERS IN							
30900-810	TRUST DISTRIBUTION	.00	103,583.33	131,714.77	113,000.00	18,714.77	116
TOTAL		.00	103,583.33	131,714.77	113,000.00	18,714.77	116
FUND TOTAL							
		784.47	352,571.98	398,585.02	384,624.00	13,961.02	103

■ Chapter X System and ILLINET Membership ■ Responsibilities

Through the regional multitype library systems of Illinois, public, academic, school, and special libraries are able to offer their patrons additional services and access to larger collections than they could individually. These self-governing, cooperative systems and their member libraries together with the Research and Reference Centers and designated Resource Centers make up ILLINET. Any library that is a member of a system is automatically a member of ILLINET. The dual purpose of this statewide network is to facilitate the sharing of library information and materials and to provide services that cannot be provided locally.

The systems are funded by the state of Illinois and are governed by local libraries through area-library representatives. Local library involvement is essential to the success of Illinois library systems.

Applicable Core Standards

- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.

Supplemental Standards

1. Library board members, administrators, and staff volunteer for system advisory councils and committees and, whenever possible, for system governing boards. Representatives who accept the responsibility of system board membership are willing to represent the interests of both their own libraries and their expanded constituencies, which include all member libraries in their systems.
2. As members of regional library systems, all Illinois public libraries agree to make their resources and information available to persons needing access to them through reference assistance, interlibrary loan, reciprocal borrowing, and other appropriate local arrangements.
3. All public libraries share with systems the responsibility for promoting statewide tax-supported public library service.
4. Library boards and staffs are aware of the services offered by their systems, including such standard services as interlibrary loan, delivery, reference backup, and maintenance of multilibrary online catalogs.
5. Systems serve libraries just as libraries serve their individual users. System services are actively promoted to library patrons of all ages as essential components of local library service.

Bibliography

Standards for the Services of Illinois Multitype Library Systems. Springfield: Secretary of State of Illinois, 1993.

Trustee Spring Tune-up

Saturday, April 27, 2002

10:00 am to 12:00 noon CT



Join us on Saturday, April 27, 2002 from 10:00 a.m. to 12:00 noon, CST, for this FREE satellite teleconference.

♣ Jerry Dempsey and Janet Petsche, from Klein Thorpe & Jenkins LTD. review the impact of recent changes to the Open Meeting Act.

A panel discussion on preparing for and conducting a productive successful board meeting featuring:

- ♣ Susan Lucco, Director of the Lewis & Clark Library System
- ♣ Chad Raymond, Director of the Northbrook Public Library
- ♣ John LeComte and Janis Jones from the Savanna Public Library Board

Non-resident card update:

- ♣ Mike Ragen Deputy Director, Illinois State Library

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- Kishwaukee College-Malta
- Lincoln Trail Libraries System-Champaign
- Northern Illinois Library System-Rockford
- River Bend Library System-Coal Valley
- Shawnee Library System-Carterville
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- Heritage Trail Library System-Shorewood
- Illinois Valley Community College-Oglesby
- Lewis & Clark Library System-Edwardsville
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