



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, April 18, 2019

4:30 p.m.

**Decatur Public Library Board Room**

- I. Call to order** – Mark Sorensen
- II. Approval of agenda**
- III. Approval of minutes** for March 21, 2019
- IV. Communications from the public**
- V. City Librarian’s report** –Rick Meyer
- VI. Reports of committees**
  - A. Personnel, Policy & Public Relations Committee** –Ngozi Onuora
    - i. Management Personnel Policy
    - ii. Program Policy
    - iii. Technical Services Assistant Supervisor Job Description
    - iv. Personnel Update
    - v. Other
  - B. Friends of the Library**—Samantha Carroll
    - i. April 11 meeting
  - C. Foundation**—Mark Sorensen
    - i. No meeting
  - D. Finance and Properties Committee**—Amy Stockwell
    - i. Parking Lot
    - ii. March 2019 Check Register

- iii. 2019 Budget and Projection
- iv. 2020 Budget Process
- v. Space Use Priorities
- vi. Other

**F. Illinois Heartland Library System—Rick Meyer**

- i. April 10, SHARE Executive Council Meeting

**VII. Old Business**

- i. Volunteer Led Film Program—Marc Girdler
- ii. Other

**VIII. New Business**

- i. Other

**IX. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

Chapter 6: Access

- X. 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.

**XI. Adjournment**

If you have questions please contact:

Rick Meyer, City Librarian  
421-9713 or [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

#### Minutes

**Date:** March 7, 2019

**Meeting time:** 4:30 p.m.

**Location:** Decatur Public Library Board Room

#### Board Members

**President:**

Mark Sorensen

**Members:**

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Present:** Mark Sorensen

Michael Sexton

Donna Williams

Dr. Ngozi Onuora

Amy Stockwell

Louise Greene

Samantha Carroll

Michael Sexton

**Staff:** City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

**Absent:** Gregg Zientara, John Phillips

**Guests:**

#### **Call to Order:**

Mr. Sorensen called the meeting to order at 4:32 p.m.

#### **Agenda**

The agenda was unanimously approved with a slight modification

#### **Minutes**

Regular Minutes- motion to approve minutes with modifications by Mrs. Greene, seconded by Mr. Sexton, unanimously approved

Annual Board Minutes- Motion to approve by annual board members by Mrs. Carroll, seconded by Dr. Onuora, unanimously approved

### **Communications from the Public**

Mr. Meyer talked about the movie program and the discussion about creating a program policy.

### **City Librarian's report**

Mr. Meyer reported that circulation was down approximately 3% but visitor statistics were up approximately 7%. He said there was a decline in general circulation across the board. There was discussion about circulation across the board and how the numbers were broken down. Mr. Meyer gave an overview of the circulation numbers he said the children's audio visual which included to music CDs and audio books were down significantly. Ms. Stockwell commented on the 43% increase in children's programming attendance. Mr. Meyer explained the probable reason for the high increase was a couple of special programs. Mr. Meyer talked about some of the marketing efforts for library programming. Mrs. Carroll asked if he could speak about one of the programs that Mrs. Frazier was doing. Mr. Meyer said that the program was offering community resources for the homeless. He discussed some of the online resources that are available to the community. Mr. Sorenson asked about total numbers for the tax program. Mr. Meyer said he would get the numbers. There was discussion.

### **Reports of committees**

#### **Personnel, Policy & Public Relations Committee- Dr. Ngozi Onuora**

##### Discussion of Management Personnel Policy

Dr. Onuora said they discussed the management policy. She said the management policy had been discussed and was available for review. She said that Mr. Meyer was going to add some of the suggestions and edits that were discussed and bring back management policy suggestions make the edits and bring back a revised draft.

##### Discussion of Program Policy

Dr. Onuora said they were looking to create a program policy that would address when and how to sunset programs that were not meeting the criteria suggested by the committee. There was discussion about the movie program. Dr. Onuora said once things are finalized in the committee they would bring it to the board.

#### **Friends of the Library- Samantha Carroll**

Mrs. Carroll reported on the Friends meeting. She reported that the Friends board had approved funding amounts of \$600.00 for Katie's Krafts and \$1500.00 for the Madcap Puppets. She said the Books Between Bites was library staff member John Schirle. She said the Saturday Book Sale had made \$981.00, Prairie New representative John Paul purchased \$1800 worth magazines and they had received \$100.00 from the ThriftBooks.

### **Foundation**

The Foundation Board did not meet.

### **Illinois Heartland Library System (IHLS)**

Mr. Meyer reported that not much happened at the meeting, except the approval of a new logo.

### **Finance and Properties Committee-Amy Stockwell**

Ms. Stockwell said that one of her first priorities as chair would be to understand the library's accounting system. She requested to have the date on placed the spreadsheet and the percentage in some of the columns. Mr. Meyer said he could do that.

### Check register

Ms. Stockwell asked about the payments out of the trust fund. Mr. Meyer explained that the payments out of the trust fund were from donations from the memorial donations. Ms. Stockwell asked about the Unique payments. Mr. Meyer answered that Unique was the collection agency the library used. Motion to approve the check register by Ms. Stockwell, seconded by Mrs. Carroll, unanimously approved

### **Old Business**

#### **Parking Lot**

Mr. Sorenson said he, Mr. Meyer and Mr. Phillips had attended the recent City Council meeting. The main concern by some of the City Council members concerning the library parking lot project was, if there would be enough money left over to cover emergencies after the parking lot is paid for. He said Mr. Zientara is studying scenarios and potential costs for future building maintenance to create a forecast. He discussed some of the options presented by Mr. Zientara. He discussed the City Council conversations about the library parking lot. There was discussion by the board about the City involvement and the options offered. Ms. Stockwell said they should probably look at the City/Library agreement and discuss the maintenance needs and costs. She said she thought it was a very legitimate plan to determine what the library's needs will be. Mr. Sorenson said he wanted to emphasize that it was suggested that the construction work would happen in 2019. There was more discussion about the timeline. Dr. Onuora asked what the board to do about it about showing their commitment to the process. Mr. Sorenson said Mr. Zientara had mentioned he would like to see more community involvement in the process. There is discussion about the steps for construction. There was discussion about possibly getting donations of labor and funding for the parking lot. Mr. Meyer said he felt some of the Council were in favor of doing the parking lot project. There was discussion about having outdoor programming in the library outdoor area. Ms. Stockwell asked if there was anything that could be done about signage to show the direction of travel. She asked if there was something that could be done about the potholes. There was discussion about the condition of the parking lot.

Mr. Sorenson said that he and Mr. Meyer would be meeting with the new city manager soon to discuss the plans for the library parking lot.

### **Website Update**

Mr. Meyer praised the staff for their efforts in assisting in bringing the website online. He said Mr. Edwards has worked exclusively with the Jones and Thomas to work out the issues that prevented the website from going live.

Mr. Sorenson ask if specific staff members could fix certain issues. Mr. Meyer said we have several staff being trained to fix issues. Mr. Meyer said that they were looking at further development in the website editing. He said the library could have kept paying for edits but chose to go live. There was discussion.

### **Space Plan**

Mr. Meyer said had met with the division heads to discuss some recommendations for the Product, Architecture + Design options. He talked about the discussions with staff and space planners. Ms. Stockwell said she felt it was a waste of time to be discussing space options without knowing if the people who know this community can agree that the money can be raised. Mr. Meyer said he respectfully disagreed. He said his idea of the concept, was to see what problem they want to solve, set goals and then think about funding. There was discussion about the fund ranges and community involvement. Mr. Meyer said he would reach out to Wegi Stewart. Ms. Stockwell suggested they look what they could take from the budget. Mr. Sorenson asked if they could review the options possibly in April, 2019. Mr. Meyer said he could present a new rendering by April 2019 and they could discuss the results.

### **Serving Our Public: Standards for Illinois Public Libraries**

**Chapter 5: Technology** - Mr. Myers said there is currently no wait time for computer usage. He discussed the library's Internet policy.

Dr. Onuora asked if there was a place to place changes or to inform the public about changes on the website. There was Mr. Meyer discussed the possibility of having such a place.

### **Public Comments**

None

### **Adjournment**

Motion to adjourn by Mr. Sexton at 5:50 p.m., seconded by Mrs. Carroll, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approval pending  
(draft-4/1/2019)

1. To whom it may concern,

Will the movie program be returning? I haven't seen it featured in the newsletters lately and I know there was a bit of a kerfuffle about the library potentially screening "Showgirls." It would be a shame if we lost the program because a few people don't know how to be adults.

I saw that the movie program was bringing the library some much needed, positive attention because of the brave film choices that were made. In a community like ours, a broad spectrum of views and stories is so important. As the library director, I'm sure you are keenly aware that it's incredibly hard to foster any sort of diversity or inclusion dialogue and how important it is to not bow to the puritan sensibilities of a few loudmouths. The world can be a harsh place and seeing yourself represented, no matter how difficult the story is, can brighten it ever so slightly.

I hope you will allow the movie program to return and allow it to be as inclusive and brave as it has been.

Sincerely,  
Pearl Baker

2. Hi, found out about your program through Severin Films promoting your events. I support diverse, artistic films and enjoy seeing the events promoted by film labels. I believe censorship shouldn't be in a public library.

3. Hi

I was just inquiring to see if the movie program will be returning soon. My brother and I both enjoy the film selections as well as the host. It's so nice to have a free to the public movie option in Decatur.

Thanks!

Kim Jameson

4. Dear Mr. Meyer,

Here I am again, wondering when the movie program will return.

My husband, Ed York, forwarded his email to you and your reply, to me. Unfortunately, I don't really understand what is involved with bringing it back.

Those of us who were consistent movie goers were almost all senior citizens, certainly members of the Baby Boomer generation. I'm sure you know that programs, especially free ones, are few and far between. And those of us on fixed incomes certainly can't afford today's movie theaters.

Your library has quite a few book clubs, including graphic novels. My information about these books tells me they include extreme violence and sexual situations. Are these books censored by the board. What good is a club which is censored?

Why don't you make a movie club? Then those of us who belong can see whatever we like?

This is my suggestion to the board. Please give back the enjoyment we had for more than a year.

Thank you for your attention to my email.

Judy Shirley





## DECATUR PUBLIC LIBRARY

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### City Librarian's Report for March 2019

#### Administration

- On March 5 I held two staff meetings.
- On March 5 I met with union representatives to discuss changes to Library Assistant job description.
- On the 6<sup>th</sup> I spoke to the Golden K Kiwanis.
- On the 7<sup>th</sup> I chaired the meeting of the SHARE Executive Committee.
- On the 8<sup>th</sup> I met with Lethia and Dave Draves to discuss the state of the Racial Taboo discussion group.
- On the 12<sup>th</sup> I attended the Macon County Mental Health Board strategic planning survey review.
- On the 13<sup>th</sup> Trustee John Phillips, Robert Edwards and I discussed strategies to improve diversity hiring practices.
- On the 15<sup>th</sup> I met with Product Architecture by phone.
- On the 20<sup>th</sup>, 22<sup>nd</sup>, and 25<sup>th</sup> Alissa Henkel, Carol Ziese and I interviewed five candidates for the new position of part-time librarian.
- On the 27<sup>th</sup> I met with new Foundation Director Wegi Stewart.
- Also on the 27<sup>th</sup> I met with Trustee Amy Stockwell to discuss possible revisions to financial reporting.
- On the 29<sup>th</sup>, Robert Edwards, Trustee President Mark Sorensen, Foundation President Teena Zindel-McWilliams, Friends Director Sue Maxwell, Trustee/City Treasurer Gregg Zienatara, met with new Decatur City Manager Scot Wrighton to discuss parking lot plans to be put in front of City Council on April 1.

#### Circulation

- The library had 23,649 visitors in March, a 1% increase from last March.
- Circulation of physical items was 25,082 an 5% decline.
- Circulation of electronic items was 2677, up 7% from 2018.
- This makes total circulation 27,759 a 4% decline.
- The number of checkouts, 9917, by self-check increased by 3%. 46% of all physical items checked out were by self-check.
- The library lent 4619 items to other libraries (SHARE members and others), a 5% decline from last March.
- The library borrowed 3630 items from other libraries a 4% increase.
- New patron registrations were down 1%.

#### Technical Services

- 1549 new items were added to the collection in February of 2019.
- 878 more items were ordered.
- 1567 items were withdrawn.
- A total of 1812 items were processed, including mended items.
- Division Head, Carol Ziese, has been assisting at Reference Desk and Local History. Her processing pages have continued helping out with shelving.
- Carol continued to head the Staff Recognition Committee.

## Programs, Resources, and Services

- Alix Frazier and Mary Garrison, Professor of Social Work at Millikin to provide space at the library to periodically assist homeless patrons. They now have dates in June and July for a pilot program.
- Several PRS staff are working with Decatur Area Poets to promote their Ekphrasitic Exhibition which is a collaboration with Hope School.
- Circulation of children's materials was up less than .5% from last March. Digital items are not included in this figure.
- Children's items (physical) accounted for 30% of the library's total circulation and 33% of the physical collection.
- Circulation of Young Adult items was down 11%. Digital items are not included in this figure.
- Young adult items accounted for 3% of the library's total circulation, and 3% of the physical collection.
- Circulation of adult items was down 8%. Digital items were not included in this figure.
- Adult items accounted for 57% of the library's total circulation, or 64% of the physical collection.
- Circulation of digital or electronic items increased 7%. Digital items accounted for 10% of the library's total circulation.
- Decatur Public Library saw a 10% decrease in attendance at programs aimed at adults compared to last February.
- There was a 168% gain in attendance at programs aimed at children.
- Last March there were no young adult programs, this March there were 3 with attendance/participation of 122.
- Overall attendance at DPL programs was up 110%, 1366 attendees in March of 2018 and 2866 in 2019.
- Assists were up 20% in March.
- **Gale Courses: -83%**
- Computer Classes (Robert Edwards): +4%
- **Lynda.com: -44%**
- Tutor.com: +2800%
- Niche Academy: = +50%
- Ancestry: - +167%
- AtoZ Databases: +61%
- **World Trade Press AtoZ Databases: --90%**
- Newsbank: + 45%
- **Gale Databases: -21%**
- Novelist: +1821%
- Total Database Use: +77%

- **Library on the Go: -4%**
- Hoopla: +69%
- Freading: +140%
- TotalBoox: +59%
- Kanopy: +325%
- Mango: +119%
- Patron Reports: +100%
- **Home Service: -59%**

### **Systems Administration**

- New website went live on the 18<sup>th</sup>. Eight staff members are trained to edit content.
- Matt Wilkerson recycled old computer equipment.
- Matt created two new fillable forms for staff.
- Chris Nihiser is working with Jesse Blunt of Thinkwell and Robert Edwards on Virtual Reality and 3D printer equipment.
- Matt and Chris responded to 80 help requests, a 7% increase from last March.
- 70,051 searches were performed on our catalog, a 22% increase.
- Public Access computer sessions were up 19% from last March, wireless sessions were up 54%.
- Website visits unknown as of this writing.

### **Local History**

- Becky Damptz and Leann Grossman (and many other staff at DPL) attended active shooter training at the Civic Center.
- Becky attended Heritage Network Meeting, and Historic and Architectural Sites Commission meeting on the 20<sup>th</sup>. She also attended Looking for Lincoln Committee meeting.
- Leann continues to work on making the historical Board Minutes accessible.
- Volunteer Chuck Flynn is digitizing oral histories.
- Becky completed first draft of finding aid for the DPL institutional papers.
- Becky developed criteria for staff to assess historical value of documentation.
- Assists were down 26%
- Visits were down 30%.

*Sincerely,*

***Rick Meyer***

*City Librarian*

**DECATUR PUBLIC LIBRARY MANAGEMENT  
STAFF PERSONNEL POLICY**

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## **DISCLAIMER**

THE DECATUR PUBLIC LIBRARY (“LIBRARY”) IS PLEASED TO PROVIDE YOU WITH THIS MANAGEMENT STAFF PERSONNEL POLICY (“POLICY”). THIS POLICY IS INTENDED TO PROVIDE YOU WITH GENERAL GUIDANCE ABOUT THE LIBRARY’S CURRENT RULES AND OPERATING PROCEDURES AND THE BENEFITS WE CURRENTLY OFFER TO ELIGIBLE EMPLOYEES. WE HOPE IT WILL SERVE AS A USEFUL RESOURCE FOR YOU DURING YOUR EMPLOYMENT WITH THE LIBRARY. 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.

IT IS IMPORTANT FOR YOU TO UNDERSTAND THAT YOU ARE EMPLOYED “AT WILL,” WHICH MEANS THAT EITHER YOU OR THE LIBRARY MAY END YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE. 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, WITHOUT WRITTEN LIBRARY BOARD OF TRUSTEE’S APPROVAL, CHANGE THE AT-WILL RELATIONSHIP OR MAKE ANY BINDING PROMISES REGARDING THE TERMS OF EMPLOYMENT OF ANY EMPLOYEE COVERED BY THIS POLICY. THE LIBRARY CAN REVISE, REVOKE, AMEND, MODIFY, ADD TO, ELIMINATE, OR OTHERWISE CHANGE THIS POLICY AT ANY TIME WITHOUT NOTICE TO EMPLOYEES. THE LIBRARY HAS THE RIGHT, IN ITS SOLE DISCRETION TO APPLY, OR NOT TO APPLY, THE GUIDANCE OR PROCEDURES CONTAINED IN THIS POLICY, DEPENDING ON THE FACTS OR CIRCUMSTANCES OF EACH PARTICULAR ISSUE.

## **I. INTRODUCTION**

This Policy applies to all Library employees who are not members of the collective bargaining unit and subject to the terms and conditions of the Collective Bargaining Agreement effective May 1, 2017.

Each individual accepting employment on the management staff of the Library is required to read this Policy and accepts the responsibility of abiding by the rules and regulations stated in this Policy. No policy or employee handbook can answer every question or anticipate every situation. For that reason, the Library may reinterpret, change, supplement, or rescind any part of this Policy or any of its other policies from time to time as it deems appropriate, with or without prior notice. This Policy supersedes any earlier policy statements or protocols you may have seen or heard concerning the matters described in this Policy. Nothing in this Policy or in any of the Library's policies, practices, or representations to or about its employees who are not members of the collective bargaining unit is an express or implied contract.

This Policy does not give any employee or potential employee a property or liberty interest in an employment position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, political affiliation, national origin, sex, age, handicap, sexual orientation, or other factor prohibited by law. The Library has an ongoing commitment to the creation of a workplace free of discrimination and harassment. Library recruits, hires, trains, and promotes individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era, or other eligible veteran. The Library is committed to being a fair and equitable workplace.

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. The Library requires that employees provide appropriate documentation to establish both identity and authorization to work as set forth in applicable state and federal law and regulation.

## **II. RECRUITMENT**

Whenever possible, all management staff vacancies will first be announced in-house and consideration will be given to current employees. 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.

It is the policy of the Library to provide equal opportunities to all citizens. In support of this policy, Library will strive for a work-force that at all levels approximates the composition of the community we serve, on the basis of sex, race, and age.



### **III. TRAINING PERIOD**

There is a six-month training period for all employees following an employees initial hiring or any subsequent promotion. To assure that new and promoted employees are aware of the expectations and functions of their job and to answer any questions the trainee employee may have, a formal evaluation will be made at the end of the training period by the trainee employee's supervisor. The training period shall be extended on a day for day basis during any periods of approved leaves of absence.

As to new hire employees, in the event that employment is terminated during the training period, any accrued benefits, leave time, etc., with the exception of vacation, will be lost. As to promoted employees, 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 workweek is defined as beginning on Monday at 12:01 a.m. and ending the following Sunday at 12:00 midnight. A pay period is two workweeks.

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 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.

Meals and Rest Periods: For any employee working a shift longer than seven and one half (7 1/2) hours, a meal break of at least twenty (20) minutes in length will be provided during the first five (5) hours of the shift. Employees are not compensated for bona fide meal breaks. There is no meal period for employees working four hours or less.

Employees are normally permitted a fifteen (15) minute rest period during each four hours (4) 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 not guaranteed if Library services will be affected.

#### **C. Breaks for Nursing Mothers.**

The Library complies with applicable federal and state laws regarding breaks for nursing mothers. Generally, unless otherwise provided by law, the Library will provide nursing mothers unpaid reasonable break time to express breast milk for a nursing child for one year after the child's birth and each time the employee needs to express milk. The nursing

mother will be provided a place, other than a bathroom, that may be used to express breast milk and that is shielded from view and free from intrusion by coworkers and the public.

D. Overtime:

"Overtime" means the time spent in the actual performance of work which is in excess of 40 hours in any work week.

Hourly staff that meet the federal and state wage and hour laws necessary to be considered overtime eligible will be paid overtime. Hours worked up to forty (40) hours in any work week are computed and paid at the normal hourly rate. Hours worked above forty (40) hours in any work week are computed and paid at one and one half (1 ½) times the normal hourly rate. All employees must receive prior approval from the City Librarian or his or her designee, before working in excess of forty (40) hours in any work week.

The overtime rate will not be paid to those employees in exempt positions.

E. Flexible Schedule:

With the approval of a Division Head, an employee may work a flexible schedule, provided that a flexible schedule will not interfere with normal Library operations. Employees working a flexible schedule may not work more than eleven (11) hours in any one (1) day.

F. Time Sheets:

Employees are required to accurately complete a time sheet indicating total daily hours worked and to complete it at the close of each work day. The Division Head shall verify the accuracy of each time sheet before it is submitted to the Administrative Office. Failure of an Employee to submit a time sheet may result in a delayed paycheck.

**V. SALARIES, JOB DESCRIPTIONS, 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. Salary Adjustments:

Salary adjustments, if any, will generally be determined in November of each year by the City Librarian with Board of Trustees approval, based in part on budgetary considerations. Salary adjustments will generally take effect on January 1 of each year.

Salary adjustments, including cost of living adjustments, are in no way guaranteed or promised.

C. Job Descriptions:

Each position has a detailed job description that includes qualifications as well as information about duties and supervision. Job descriptions for all positions are appended to this policy.

D. Performance Evaluation:

All employees will receive an annual performance evaluation, this evaluation will generally be scheduled in the last quarter of the calendar year. The evaluation will reflect performance since the last annual performance evaluation. The results of the evaluation will be the basis for determining merit increases above the cost of living adjustment, if any. Merit raises will generally take effect on January 1 of the calendar year following the evaluation, but Library may change the effective date in its sole discretion. Merit raises and decreases are discretionary and Library may deviate from the below formula in its sole discretion.

The following points will be awarded for each rating on each individual performance measure on the employee’s completed evaluation form:

Fails to meet standard=	0
Needs improvement=	1
Meets standard=	2
Exceeds standard in limited aspects=	3
Substantially exceeds standard=	4

The following table is intended to serve as a general guideline for the Library’s award of discretionary raises based upon performance evaluations:

Composite Evaluation Score:	Greater than 2 but less than 2.5	Equal to or greater than 2.5 but less than 3	Equal to or greater than 3 but less than 3.5	Equal to or greater than 3.5 but less than 3.75	Equal to or greater than 3.75 to 4
Percentage of Current Base Salary	.5%	.75%	1%	1.25%	1.5%

The following table is intended to serve as a general guideline for pay decreases for employees whose performance does not meet Library standards:

Composite Evaluation Score:	Equal to 2	Less than 2 but greater	Less than 1.5 but greater	Less than 1 but greater	Less than .5 but greater	Less than .25
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		than or equal to 1.5	than or equal to 1	than or equal to .5	than or equal to .25	
Percentage of Current Base Salary	0%	.5%	.75%	1%	1.25%	1.5%

**VI. HOLIDAYS**

**A. Days Observed:**

The Library currently 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, Thanksgiving Day, Christmas Eve, Christmas, and New Year's Eve.

Annually the Library determines on which of the above days it will be closed. 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 twenty (20) hours a week will be given four (4) hours off on another day if they are required to work on an authorized holiday.

When an authorized holiday falls on a Sunday, 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. 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.

**C. Bonus Time:**

Full-time employees are entitled to sixteen (16) hours bonus time leave per fiscal year. Part-time employees are entitled to eight (8) hours bonus time leave per fiscal year. This leave may be taken in increments of one hour or more. All bonus time 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 January 1 and June 30 are entitled to sixteen (16) hours of personal holiday leave that fiscal year; those employed between July 1 and December 31 receive eight (8) hours personal holiday leave for that fiscal year. New part-time employees who are employed between January 1 and June 30 are entitled to eight (8) hours of personal holiday leave that fiscal year; those employed

between July 1 and December 31 receive four (4) hours of personal holiday leave for that fiscal year.

Holiday leave may accumulate up to a maximum of forty (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 twenty (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 six months of continuous employment.

### **B. Vacation Rates:**

Vacation leave is earned as follows:

For employees hired before January 21, 2016:

- Graduate (master degree) librarians – two hundred (200) hours of vacation leave each year.
- Other employees – eighty (80) hours of vacation leave each year during the first fourth years of employment. One hundred and twenty (120) hours of vacation leave each year during the 5<sup>th</sup> through 9<sup>th</sup> year of employment. One hundred and sixty (160) hours of vacation leave in the 10<sup>th</sup> through the 19<sup>th</sup> years of employment. Two hundred (200) hours of vacation leave each year during the 20<sup>th</sup> and subsequent years of employment.

For employees hired after January 21, 2016:

- (Year 1): After 6 months of continuous employment the Employee shall have forty (40) hours of vacation leave.
- (Years 2-4): Eighty (80) hours of vacation leave each year during the 2<sup>nd</sup> through the 4<sup>th</sup> year of employment.
- (Years 5-9): One hundred and twenty (120) hours of vacation leave each year during the 5<sup>th</sup> through 9<sup>th</sup> year of employment.
- (Year 10-19): One hundred and sixty (160) hours of vacation leave in the 10<sup>th</sup> through the 19<sup>th</sup> year of employment.

- (Years 20 and forward): Two hundred (200) hours of vacation leave each year during the 20<sup>th</sup> and subsequent years of employment.

C. Vacation Leave Accrual:

Vacation time is credited annually to the employee at his/her anniversary date of employment, or at the six (6) month anniversary. Part-time employees earn one-half (1/2) of the vacation time earned by full-time staff.

D. Accumulation of Vacation Leave:

A maximum of forty (40) hours of vacation leave may be carried over from one anniversary year to the next. Any vacation leave in excess of forty (40) hours that is not used prior to the end of an anniversary year shall be lost. Notwithstanding the foregoing, written permission from the City Librarian is required to carry over more than forty (40) hours of vacation leave and employee must have had leave denied during the anniversary year from which the carryover is requested.

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, or his or her designee. 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. The maximum vacation leave payment would be the vacation leave accrued pursuant to this Article VII for the year of termination plus the forty (40) hours of carryover, if any.

H. Use of Vacation Leave prior to Termination.

An employee shall not be permitted to utilize vacation leave to extend their period of employment with the Library and must return to work after completion of vacation leave.

If the Library believes, in its reasonable discretion, that an employee will not return to work after vacation leave, the employee's termination or retirement date will be the first day of the scheduled vacation leave. This shall not limit the amounts due to employee pursuant to Article VII (G) above. For illustration, if an employee, employed for three (3) years has accrued eighty (80) hours of vacation leave and announces that they will retire or terminate on February 1, 2021, said employee will not be able to continuously use their vacation leave from the period from January 18, 2021 to January 31, 2021 and instead would be treated as terminated or retiring on January 18, 2021 and would receive payment for the eighty (80) hours of accrued vacation leave, pursuant to Article VII (G) above. This shall not restrict an employee from intermittently using leave during that same period.

## **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 or any medical or dental appointment for the employee or family member. All full-time employees and all part-time employees who work a minimum of twenty (20) hours per week earn paid sick leave. Immediate member of the family is defined as employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. New employees will be credited with forty (40) hours of sick leave on their date of hire.

### **A. Rate for Employees:**

Sick leave accrues at the rate of eight (8) hours per month to a maximum of 1,920 hours for full-time employees. Sick leave accrual for part-time employees is four (4) hours per month to a maximum of 1,920 hours. No sick leave accrues during unpaid leaves of absence.

### **B. Accumulation of Sick Leave:**

Sick leave may be accumulated up to 1,920 hours. Upon retirement from the Library, an employee shall be allowed to use accumulated sick leave days up to 1,920 hours 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 800 hours sick leave as of *January 1* of a given year shall be granted one additional personal holiday per fiscal year. At no time is any employee paid for accumulated sick leave time.

### **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 prior to the beginning of a scheduled work shift. In addition, the employee is required to call his or her immediate supervisor within two (2) hours of the beginning of the scheduled shift.

If an employee exhausts his/her sick leave credits and is still unable to perform his/her duties, he/she may apply for Family Medical Leave. Additionally, library administration may solicit donation of sick time from other library staff.

The City Librarian may require verification in the form of medical documentation for any sick leave 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. For the purposes of this policy, 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 anyone 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 Executive Administrative Assistant. 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. Family Leave:

The Library will comply with the Family Medical Leave Act.

E. 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 Assistant City Librarian will make the decision.

**X. INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS**



The Library shall provide its management employees such benefits as are provided from time to time to all other management employees as such benefits are from time to time in effect, except that the foregoing shall not obligate the Library to maintain or contribute to any such benefit. Benefit plans are regulated by the applicable plan documents and contracts and those plan documents and contracts, not this Policy, govern all provisions and policies related to specific benefits. The Library presently participates in the following:

A. IMRF:

The Library participates in the Illinois Municipal Retirement Fund (“IMRF”) program. Coverage is compulsory for all employees who are hired for a position normally requiring performance of duty for 1000 hours or more per year. Contributions are withheld from each payroll.

B. ICMA Deferred Compensation:

Employees are eligible to participate in a deferred compensation plan administered by the International City Management Association (“ICMA”) 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 Plans:

The Library presently provides, through the City of Decatur, certain group insurance benefits and optional coverages for medical, dental, and vision to full-time employees and those others who qualify for such benefits under the terms of the applicable plan or state and federal laws.

Payment for Library group insurance benefits will be administered as follows:

1. Insurance premiums for which employees are responsible shall be deducted from their biweekly pays on an ongoing basis.
2. Individuals who remain employed by the Library, but for whom biweekly pay is insufficient to cover the portion of insurance premiums for which they are responsible, may continue to receive the benefits of the Library's group insurance programs for themselves and their dependents, provided the employee continues to pay the portions of those premiums due by the employee. Such individuals will also be responsible for continuing to pay the entire premiums to the Library for all optional benefits for which payroll deductions are regularly taken. These include optional life insurance (EOI), IMRF life insurance, and management add-on life insurance.
3. Individuals who are no longer employed by the Library will be treated as follows with regard to the administration of employee insurance benefits. Pursuant to contractual obligations agreed upon by the Library, employees who retire or who

are placed on disability pensions may, in certain instances, retain the right to remain in the group health insurance program, provided the premiums for both employee and dependent coverage are paid in their entirety by the retirees or pensioners.

4. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Library's group medical plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death, a reduction in hours, leave of absence, divorce, legal separation, and a dependent child no longer meeting requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Library's group rates plus an administration fee. The City of Decatur, on the Library's behalf, provides each eligible employee and qualified beneficiary with notice describing rights granted under COBRA when the employee becomes eligible for coverage under City's health insurance plans.
5. The Administration Office of the Library, will be responsible for notifying the Risk Management Division of the City of Decatur of all management employees who retire, take disability leave, or otherwise terminate employment with the Library, and of all cases where employees have insufficient pay to cover insurance deductions for given pay periods. The Risk Management Division is responsible for the general administration of the group insurance plan, and for insuring that the City of Decatur's Treasurer's Office properly bills individuals on a monthly basis for all owed premiums. The City Treasurer will deposit payments for such premiums in the Self-Insurance Fund, and will pay from this fund as statements are rendered.

D. Worker's Compensation:

In case of an on-the-job injury, illness or disability, the Library will pay the difference between such employee's regular salary or wages and any payment received by the employee from a public employee pension fund or under the provisions of worker's compensation or occupational disease laws, or either or both, for time lost from duty, for up to six (6) months.

E. Sexual Harassment:

The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. In accordance with this principle, the Decatur Public Library Board of Trustees has formally adopted a Workplace Discrimination, Harassment, Violence, & Retaliation Policy. Said policy is incorporated herein by reference.

F. 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.

G. 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. The Library practices progressive discipline. Progressive discipline is used to correct job performance deficiencies, minor misconduct and ongoing behavior problems. Progressive discipline is not used to deal with major misconduct, such as violations of law and other actions that jeopardize people or the Library. An employee may be disciplined by oral reprimand, a written reprimand, suspension, or discharge. The Library's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The goal of disciplinary action is to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory service in the future. Progressive discipline normally has four steps:
  - a. First occurrence: Oral warning
  - b. Second occurrence: Written reprimand
  - c. Third occurrence: Suspension
  - d. Fourth occurrence: Discharge

There may be circumstances when one or more steps are bypassed, and these steps may be used when an employee is having a series of unrelated problems.

Written reprimands and notices of suspension will be hand-delivered to the employee.

3. In cases involving serious misconduct, a major breach of policy, or violation of law, the progressive discipline procedures set forth above may be disregarded and the Library may take any action it deems necessary, including immediate termination of an employee.
4. Nothing in this in this Section G, alters the employment-at-will relationship in any way.

H. Nepotism:

Relatives of the Library Board of Trustees will not be employed by the Library, 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.

I. Tuition Reimbursement:

The Library will reimburse the cost of tuition and fees for courses directly related to an employee's job, and may reimburse one-half of the tuition and fees cost for any course indirectly related to an employee's job, up to \$1,000 per fiscal year for each full-time employee, and up to \$500 per fiscal year for each part-time employee, provided the course is completed successfully. The Library will annually determine the total amount of money to budget for tuition reimbursement and reimbursements will not exceed that amount.

In all cases a grade of "C" or higher will represent successful completion of the course.

There will be no reimbursement for books, supplies, or other expenses.

Reimbursement applies only to courses offered for college credit.

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.

J. 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.

K. 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 one year. Beginning on the 10<sup>th</sup> anniversary, the amount of service recognition for each year of service is ten dollars (\$10.00). Beginning on the 15<sup>th</sup> anniversary, the amount of service recognition for each year of service is twenty dollars (\$20.00). Beginning on the 20<sup>th</sup> anniversary, the amount of service recognition for each year of service is thirty dollars (\$30.00). Beginning on the 25<sup>th</sup> anniversary, the amount of service recognition for each year of service is fifty dollars (\$50.00). Permanent part-time employees will earn one-half of the amounts of service recognition listed above.

L. 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.

M. Exit Interview:

The City of Decatur Human Resources Division may conduct an exit interview for any Library employees leaving employment with the Library. The City Librarian may review results of the interview.

N. 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.

O. Expense Reimbursement.

Expenses incurred while on Library business shall be reimbursed if authorized in advance and approved by City Librarian. Expenses must be accounted for in a timely fashion on a designated expense report, presently Form 1010 and Form 1011, and along with the receipt for the incurred expenses. Expense reimbursement is expressly subject to the Library's Continuing Education and Travel Policy, as amended from time to time. As more specifically set forth in said Policy entertainment expenses will not be reimbursed.

**Approved 04/2019**



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

## 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 interests through this content.
- Through our programs we work to facilitate equitable experiences for engagement, education, and inspiration.

### Principles

- The Library strives to achieve broad participation in 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 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 will not be cause for automatic inclusion *or* exclusion. Each program will be selected on its individual merit and role in the 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 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 upholds the American Library Association's [Library Bill of Rights](#) position statement, including the [Freedom to View](#) and [Freedom to Read](#).
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

### Responsibility for Programs

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 delegate responsibility for selection and maintenance of specific programs to various staff members, operating within the guidelines provided by the Policy.

### **Scope**

The Library develops meaningful programs that are positioned to meet the 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

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

### **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 needs and is of current interest to patrons. 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.

### **Volunteer Led Programs**

Decatur Public Library encourages and accepts donations of time and expertise to lead programs, with the understanding that the decision whether to conduct a program will be based on the above criteria and the Library reserves the right to not accept any volunteer program.

### **Reconsideration of Library Programs**

Any citizen may request that the Library reconsider programs. Requests must be made in writing on the form provided for this purpose, *Request for Reconsideration of Programs* (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 program. The City Librarian shall include information on any formal complaints, and his or her decision with regard to the challenged programs, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

### **Review of Policy**

This policy will be reviewed by the Board of Trustees at least once every three years.

**Approval by the Decatur Public Library Board of Trustees pending.**



**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.

## **Technical Services Assistant Supervisor**

### **DECATUR PUBLIC LIBRARY**

#### **Job Description**

#### **Page 2**

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

## DPL 2019 Budget Forecast

	2019 Projected March	2019 Budgeted	Difference
Real Estate Taxes	\$ 2,993,661	\$ 2,842,000	\$ 151,661
State Replacement Tax	\$ 193,891	\$ 250,000	\$ (56,109)
State Grants or other	\$ 95,000	\$ 110,000	\$ (15,000)
Other Grants	\$ -	\$ 75,000	\$ (75,000)
Payment in Lieu of Taxes	\$ 511,095	\$ 511,095	\$ -
Fines/Fees	\$ 3,544	\$ 1,000	\$ 2,544
Non-resident fees	\$ -	\$ 150	\$ (150)
Lost or Damaged Books	\$ 5,759	\$ 5,200	\$ 559
Copies/Misc.	\$ 10,042	\$ 8,400	\$ 1,642
Meeting Room Fees	\$ 4,040	\$ 3,700	\$ 340
Interest Income	\$ 5,542	\$ 500	\$ 5,042
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 7,307	\$ 2,000	\$ 5,307
Transfer from Meyer	\$ 22,866	\$ 25,000	\$ (2,134)
<b>Total Revenues</b>	<b>\$ 3,854,247</b>	<b>\$ 3,835,545</b>	<b>\$ 18,702</b>

### Library Operations

#### DPL Personnel Services

Salaries	\$ 1,598,156	\$ 1,671,917	\$ 73,761
Overtime	\$ 1,484	\$ 1,000	\$ (484)
IMRF	\$ 161,588	\$ 168,867	\$ 7,279
FICA	\$ 123,987	\$ 127,468	\$ 3,481
Life Insurance	\$ 2,517	\$ 3,182	\$ 665
Medical Insurance	\$ 330,525	\$ 321,750	\$ (8,775)
Service Recognition	\$ 22,041	\$ 21,838	\$ (203)

<b>Total Personnel</b>	<b>\$ 2,240,298</b>	<b>\$ 2,316,022</b>	<b>\$ 75,724</b>
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### Operating Expenses

Unemployment insurance	\$ 2,652	\$ 2,652	\$ -
Advertising	\$ -	\$ 500	\$ 500
Printing/Binding	\$ -	\$ 500	\$ 500
Service to Office Equipment	\$ 10,459	\$ 10,000	\$ (459)
MIS Services	\$ 38,364	\$ 38,364	\$ -
Telephone	\$ 10,094	\$ 16,300	\$ 6,206
Banking Service Charges	\$ 87	\$ -	\$ (87)
Conferences/Travel/training	\$ 4,578	\$ 20,000	\$ 15,422
Postage	\$ 11,977	\$ 14,000	\$ 2,023
Computer Software	\$ 25,000	\$ 18,000	\$ (7,000)
Admin Fee	\$ 97,548	\$ 97,584	\$ 36
Medical Expenses	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000

Professional Services	\$ 54,825	\$ 50,000	\$ (4,825)
Membership Fees	\$ 46,360	\$ 48,000	\$ 1,640
PNG Expenses	\$ 9,370	\$ 15,000	\$ 5,630
Per Capita Expenses	\$ 95,000	\$ 95,000	\$ -
Other Grant	\$ -	\$ 75,000	\$ 75,000
<b>Office Supplies</b>	<b>\$ 47,603</b>	<b>\$ 30,000</b>	<b>\$ (17,603)</b>
Purchasing	\$ 12,384	\$ 12,384	\$ -
Risk Management	\$ 78,576	\$ 78,576	\$ -
Small Capital	\$ 17,000	\$ 20,000	\$ 3,000
Rent	\$ 575,000	\$ 575,000	\$ -
<b>Books/Materials</b>	<b>\$ 245,000</b>	<b>\$ 245,000</b>	<b>\$ -</b>
Transfer to reserves	\$ -	\$ -	\$ -
Service to Mainting Building	\$ -	\$ -	\$ -
Materials for Building	\$ 560	\$ -	\$ (560)
<b>Total Operating Expenses</b>	<b>\$ 1,382,437</b>	<b>\$ 1,467,360</b>	<b>\$ 84,923</b>


<b>Total Expenses</b>	<b>\$ 3,622,735</b>	<b>\$ 3,783,382</b>	<b>\$ 160,647</b>
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<b>Surplus/Deficit</b>	<b>\$ 231,512</b>	<b>\$ 52,163</b>	
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Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range/strategic planning keep current on products and services so that informed decisions can be made as soon as funding becomes available. Standards that relate directly to the building or “fixed assets” such as lighting and furniture are included in Facilities chapter.

**APPLICABLE CORE STANDARDS** – Please see Core Standards 1, 2, 5, 13, 16, 17, 18, 19, 20, and 22 in Chapter 1.

### ACCESS STANDARDS

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See Appendix N for recommended hours of service by population.) Some information is available electronically twenty-four hours per day (minimally the library website and online catalog). (See Appendix N)
3. The library has a website with current information and content updated at least weekly. The website allows for patron inquiry or comment and feedback. The website should also provide the opportunity for remote 24/7 access to online databases, virtual reference, registration, access by users to their own accounts, and other library services. Staff responds to online requests for information.
4. All basic services are available when the library is open. For the purposes of this document, basic services are circulation, reference, reader’s advisory, and computer/Internet access. If reference and reader’s advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open. Internet access is available to adults and children with a sufficient quantity of computers and bandwidth to meet most needs. Some access may be provided through wireless installations that enable people to use mobile devices or their own personal devices for Internet searching.
5. The collections are arranged and housed in a way that provides the greatest accessibility for all users.
6. Materials and guides for library use are made available in languages and formats appropriate to the community.
7. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
8. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron. (See Appendix L)
9. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.
10. Lending regulations facilitate maximum use of library materials.
11. The library publicizes and promotes interlibrary loan to its patrons. Library staff develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
12. The library’s bibliographic and holdings information are in machine-readable form using the MARC format. Accurate and easily understood bibliographic access is provided through a computerized catalog that is accessible remotely as well as in the library. This access may be provided through the library’s catalog or the catalog of a Local Library System Automation Project (LLSAP) to which the library contributes records. Either through a local consortial Online Public Access Catalog (OPAC) or through WorldCat from OCLC, a current record of the library’s holdings is made available.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.

15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)
16. Telephone, text telephone, and fax numbers are listed in a phone book. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.
17. If a meeting room is available for the public, its use is limited by time, place, and manner only and not by the subject or content of the program.
18. The library has policies for Internet use, retention of patron-associated records, and for responding to search warrants and subpoenas. (See Appendix L)

### ACCESS CHECKLIST

- Library has a publicized, fixed schedule of open hours.
- Library has a website and online catalog for 24/7 access.
- All basic services are available when the library is open.
- All materials are available for use in the building or for checkout by persons regardless of age, sex, or social standing.
- Library participates in and promotes interlibrary loan.
- Library's holdings information is in machine-readable form and part of a remotely accessible electronic database.
- Library provides auxiliary aids and alternate formats to enable persons with disabilities to use collections and services.
- Library has a sufficient quantity of computers and bandwidth to meet most needs.
- Library publishes and promotes the telephone and fax numbers and also the website address for the library.
- Library has policies for Internet use, retention of patron-associated records, and for a meeting room, if one is available.

### BIBLIOGRAPHY

American Library Association Office for Intellectual Freedom. *Intellectual Freedom Manual*. 8th ed. Chicago: American Library Association, 2010.

American Library Association Office for Intellectual Freedom. *Privacy and Freedom of Information in 21st Century Libraries*. Chicago: American Library Association, 2010.

Chmara, Theresa. *Privacy and Confidentiality Issues: A Guide to Libraries and Their Lawyers*. Chicago: American Library Association, 2009.

Doyle, Robert P. *Banned Books: Challenging Our Freedom to Read*. Chicago: American Library Association, 2014.

Mates, Barbara T. and William R. Reed. *Assistive Technologies in the Library*. Chicago: American Library Association, 2011.

McClure, Charles R. and Paul T. Jaeger. *Public Libraries and Internet Service Roles*. Chicago: American Library Association, 2008.

Pinnell-Stephens, June. *Protecting Intellectual Freedom in Your Public Library: Scenarios from the Front Lines*. Chicago: American Library Association, 2012.

### WEBSITES

Freedom to Read Foundation  
[www.ft rf.org](http://www.ft rf.org)

Illinois State Library Talking Book and Braille Service  
[www.ilbph.org](http://www.ilbph.org)

Library Terms That Users Understand  
[www.jkup.net/terms.html](http://www.jkup.net/terms.html)

PolyTalk, a library interpreter's network  
[www.polytalk.info/languagekit.html](http://www.polytalk.info/languagekit.html)

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

DATE: 4/3/2019

FOR INVOICES FROM 3/1/2019 TO 3/31/2019

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
<b>35 LIBRARY FUND</b>					
126640	3/5/2019	AMAZON.COM CREDIT	425.81		BOOKS & PERIODICALS
126648	3/5/2019	BAKER & TAYLOR CO	1,902.04		BOOKS & PERIODICALS
126660	3/5/2019	CDW GOVERNMENT INC	232.38	INK CARTRIDGES	OFFICE SUPPLIES
126668	3/5/2019	COMMERCIAL MAIL SERVICES	330.32	FEB 19 - FEB 28'19	POSTAGE
126683	3/5/2019	DEMCO INC	1,061.43	OFFICE SUPPLIES	OFFICE SUPPLIES
126730	3/5/2019	MIDWEST TAPE, LLC	442.83		BOOKS & PERIODICALS
126738	3/5/2019	NCI BUSINESS SYSTEMS	49.01	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
126743	3/5/2019	OVERDRIVE	10,000.00	E-BOOKS	BOOKS & PERIODICALS
126761	3/5/2019	TECHSOUP GLOBAL	165.00	REQUEST 2411426 AROBAT PRO 2017	COMPUTER SOFTWARE
126761	3/5/2019	TECHSOUP GLOBAL	480.00	REQUEST 2414147 SYMANTEC ENDPOINT	COMPUTER SOFTWARE
126789	3/12/2019	ALLERTON PUBLIC LIBRARY DISTRICT	32.98	LOST/DAMAGED ITEMS	PROFESSIONAL SERVICES
126793	3/12/2019	BAKER & TAYLOR CO	925.70		BOOKS & PERIODICALS
126796	3/12/2019	BELLEVILLE PUBLIC LIBRARY	15.95	LOST ITEM	PROFESSIONAL SERVICES
126799	3/12/2019	BRIDGEALL LIBRARIES LIMITED	12,500.00	YR 2 OF 3 ANNUAL SUBSCRIPTION	COMPUTER SOFTWARE
126818	3/12/2019	DANVILLE PUBLIC LIBRARY	20.00	LOST/DAMAGED ITEMS	PROFESSIONAL SERVICES
126829	3/12/2019	EDWARDSVILLE PUBLIC LIBRARY	29.99		PROFESSIONAL SERVICES
126836	3/12/2019	FORSYTH PUBLIC LIBRARY	51.76		PROFESSIONAL SERVICES
126844	3/12/2019	HAYNER PUBLIC LIBRARY DIST.	25.95		PROFESSIONAL SERVICES
126845	3/12/2019	HENKEL, ALISSA	59.16	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
126864	3/12/2019	MASON CITY PUBLIC LIBRARY DISTRICT	19.00	LOST/DAMAGED ITEMS	PROFESSIONAL SERVICES
126872	3/12/2019	MOYER DISTRICT LIBRARY	24.00		PROFESSIONAL SERVICES
126873	3/12/2019	MT ZION DISTRICT LIBRARY	26.00	LOST/DAMAGED ITEMS	PROFESSIONAL SERVICES
126896	3/12/2019	STRIGLOS/HAINES & ESSICK	63.54	OFFICE SUPPLIES	OFFICE SUPPLIES
126918	3/19/2019	AMERICAN LIBRARY ASSOCIATION	10.00	CALDECOTT/NEWBERRY GOLD SEALS	POSTAGE
126918	3/19/2019	AMERICAN LIBRARY ASSOCIATION	26.10		OFFICE SUPPLIES
126925	3/19/2019	BAKER & TAYLOR CO	2,961.04		BOOKS & PERIODICALS
126927	3/19/2019	BECK'S ENGRAVING & RUBBER STAMPS	44.14	SELF INKING STAMPS/PAD/NAME BADGES	OFFICE SUPPLIES
126933	3/19/2019	CALL ONE	241.90	ACCT 1212890-1135593	TELEPHONE
126943	3/19/2019	COMCAST	159.85	ACCT 929526423	TELEPHONE
126975	3/19/2019	HERITAGE NETWORK OF DECATUR	30.00	REBECCA DAMPTZ RENEWAL	MEMBERSHIP FEES
127002	3/19/2019	MIDWEST TAPE, LLC	2,445.47		BOOKS & PERIODICALS
127016	3/19/2019	PAETEC	45.90	ACCT 633318933001	TELEPHONE
127019	3/19/2019	PRODUCT LLC	8,628.74	MASTERPLAN SCHEMES, PRINTING & MILEAGE	PROFESSIONAL SERVICES
127026	3/19/2019	ROSE DREW, INC	507.06	VINYL SLEEVES	OFFICE SUPPLIES
127033	3/19/2019	TECHSOUP GLOBAL	600.00	SYMANTEC ENDPOINT PROTECTION	COMPUTER SOFTWARE
127040	3/19/2019	UNIQUE MANAGEMENT SERVICES	447.50	COLLECTION SERVICE	PROFESSIONAL SERVICES
127043	3/19/2019	VERITIV OPERATING COMPANY	1,294.00	40 CASES COPY PAPER	OFFICE SUPPLIES
127052	3/19/2019	YOUNG, AMANDA	61.48	TRAVEK EXPENSE REIMBURSEMENT	CONFERENCES & TRAVEL
127065	3/26/2019	AMAZON.COM CREDIT	72.88	ACCT 8641	POSTAGE
127065	3/26/2019	AMAZON.COM CREDIT	1,514.75		PNG GRANT EXPENSE
127065	3/26/2019	AMAZON.COM CREDIT	652.98		OFFICE SUPPLIES
127065	3/26/2019	AMAZON.COM CREDIT	149.99		SMALL CAPITAL ITEMS
127070	3/26/2019	BAKER & TAYLOR CO	1,231.54		BOOKS & PERIODICALS
127072	3/26/2019	BIOMETRIC IMPRESSIONS CORP	20.00	REFUND DUE TO CANCELLATION	PROFESSIONAL SERVICES
127088	3/26/2019	COMMERCIAL MAIL SERVICES	442.33	MAR 1 - MAR 15'19	POSTAGE
127090	3/26/2019	CRCC-COURT REPORTING COST CONTAINMENT	20.00	REFUND DUE TO CANCELLATION	PROFESSIONAL SERVICES
127101	3/26/2019	DELL INC.	827.63	COMPUTER	PNG GRANT EXPENSE
127102	3/26/2019	DEMCO INC	172.08		OFFICE SUPPLIES
127107	3/26/2019	ERICKSON DAVIS, ATTORNEYS	570.00	FEB'19 SERVICES	PROFESSIONAL SERVICES
127135	3/26/2019	KANOPY	108.00	STREAMING DATABASE	BOOKS & PERIODICALS
127148	3/26/2019	MIDWEST TAPE, LLC	255.41		BOOKS & PERIODICALS
127169	3/26/2019	REXX BATTERY	139.90	BATTERIES 12V	MATERIALS - BUILDINGS

127181	3/26/2019	STRIGLOS/HAINES & ESSICK	351.80	OFFICE SUPPLIES	OFFICE SUPPLIES
127191	3/26/2019	VERIZON WIRELESS	266.28	TELEPHONE CHARGES	TELEPHONE
127195	3/26/2019	WATTS COPY SYSTEMS	668.41	MAINTENANCE TO OFFICE EQUIPMEN	SERV-OFFICE EQUIPMENT
			<b>53,850.01</b>		
<b>59 LIBRARY TRUST FUNDS</b>					
126793	3/12/2019	BAKER & TAYLOR CO	4.78	LIBRARY MATERIALS	BOOKS & PERIODICALS
126793	3/12/2019	BAKER & TAYLOR CO	51.66		BOOKS & PERIODICALS
126925	3/19/2019	BAKER & TAYLOR CO	71.72		BOOKS & PERIODICALS
126937	3/19/2019	CENTER POINT LARGE PRINT	31.90	LARGE PRINT STANDING ORDER	BOOKS & PERIODICALS
127070	3/26/2019	BAKER & TAYLOR CO	86.83	LIBRARY MATERIALS	BOOKS & PERIODICALS
			<b>246.89</b>		
<b>WARRANT TOTAL:</b>			<b>54,096.90</b>		



**DPL FY 2019 Management/Budget Report**  
**Prepared: April 4, 2019**  
**At end of March 25% of the year has passed**

**Revenue**

	FY 2019 Budgeted	% of Budget	Actual YTD	% of Budget	FY18 YTD	% Change
Property Taxes	\$ 2,842,000	74.1%	\$ 151,661.00	5.3%	\$ -	#DIV/0!
All Other	\$ 993,545	25.9%	\$ 193,072.26	19.4%	\$ 200,332.13	-3.6%
<b>Total Revenue</b>	<b>\$ 3,835,545</b>		<b>\$ 344,733.26</b>	<b>9.0%</b>	<b>\$ 200,332.13</b>	<b>72.1%</b>

**Expense**

**Personnel**

Payroll	\$ 1,672,917		\$ 351,942.60	21.0%	\$ 359,167.02	-2.0%
Benefits	\$ 643,105		\$ 134,892.65	21.0%	\$ 144,294.97	-6.5%
	<b>\$ 2,316,022</b>	<b>61.2%</b>	<b>\$ 486,835.25</b>	<b>21.0%</b>	<b>\$ 503,461.99</b>	<b>-3.3%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 49,897.95	20.4%	\$ 60,630.26	-17.7%
Per Capita	\$ 95,000		\$ -	0.0%	n/a	n/a
<b>Total Materials</b>	<b>\$ 340,000</b>	<b>9.0%</b>	<b>\$ 49,897.95</b>	<b>14.7%</b>	<b>\$ 60,630.26</b>	<b>-17.7%</b>

**Professional Services**

Professional Services	\$ 50,000		\$ 13,706.36	27.4%	\$ 7,776.85	76.2%
Temp Agency	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!

**Allocations**

Administrative Fee	\$ 97,584		\$ 24,396.00	25.0%	\$ 25,866.00	-5.7%
Purchasing	\$ 12,384		\$ 3,096.00	25.0%	\$ 3,669.00	-15.6%

MIS	\$	38,364	\$	9,591.00	25.0%	\$	10,839.00	-11.5%
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**Grants**

PNG	\$	15,000	\$	2,342.38	15.6%	n/a	n/a	
Other grants	\$	75,000	\$	-	0.0%	n/a	n/a	

Advertising	\$	500	\$	-	0.0%	\$	-	#DIV/0!
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**Office Supplies/Maintenance**

Printing/Binding	\$	500	\$	239.00	47.8%	\$	168.00	42.3%
Postage	\$	14,000	\$	2,994.35	21.4%	\$	1,981.80	51.1%
Service to Office Equipment	\$	10,000	\$	2,614.75	26.1%	\$	4,500.87	-41.9%
Telephone	\$	16,300	\$	2,523.47	15.5%	\$	6,667.22	-62.2%
Software	\$	18,000	\$	20,748.00	115.3%	\$	1,039.96	1895.1%
Office Supplies	\$	30,000	\$	11,900.65	39.7%	\$	4,426.31	168.9%
Small Capital	\$	20,000.00	\$	9,401.59	47.0%	\$	688.26	1266.0%

**Staff Development**

Conferences/Training/Travel	\$	20,000	\$	1,144.57	5.7%	\$	2,316.21	-50.6%
Tuition Reimbursement	\$	4,000	\$	-	0.0%	\$	500.00	-100.0%
Membership	\$	48,000	\$	1,090.00	2.3%	\$	1,073.00	1.6%

**Insurance**

Unemployment	\$	2,652	\$	663.00	25.0%	\$	495.00	33.9%
Medical expenses	\$	500	\$	-	0.0%	\$	-	#DIV/0!
Risk Management	\$	78,576	\$	19,644.00	25.0%	\$	21,939.00	-10.5%

**Building Costs**

Rent	\$	575,000.00	\$	143,751.00	25.0%	\$	143,751.00	0.0%
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Supplies	\$ -		\$ 139.90	#DIV/0!	\$ 582.00	-76.0%
Maintenace	\$ -		\$ -	#DIV/0!	\$ 175.00	-100.0%
<b>Total Operations/Services</b>	<b>\$ 1,467,360</b>	<b>38.8%</b>	<b>\$ 269,986.02</b>	<b>18.4%</b>	<b>\$ 238,454.48</b>	<b>13.2%</b>
<b>Total Expenses</b>	<b>\$ 3,783,382</b>		<b>\$ 756,821.27</b>	<b>20.0%</b>	<b>\$ 741,916.47</b>	<b>2.0%</b>

Revenue Minus Expense	\$ 52,163		\$ (412,088.01)	-790.0%	\$ (541,584.34)	-23.9%
Operating fund						
<b>Date</b>	<b>Beginning</b>	<b>Plus Rev/Expense</b>	<b>Plus Diff Rept</b>	<b>Balance Sheet Activity</b>	<b>Equals</b>	
1/1/2019	\$ 1,063,511.12	\$ (38,055.01)		\$ 2,077.98	\$ 1,027,534.09	
2/1/2019	\$ 1,027,534.09	\$ (200,328.67)		\$ 194.64	\$ 827,400.06	
3/1/2019	\$ 827,400.06	\$ (223,634.79)		\$ -	\$ 603,765.27	
4/1/2019	\$ 603,765.27	\$ -				
5/1/2019	\$ -					
6/1/2019	\$ -					
7/1/2019	\$ -					
8/1/2019	\$ -					
9/1/2019	\$ -					
10/1/2019	\$ -					
11/1/2019	\$ -					
12/1/2019	\$ -					

Capital Fund                      Revenue Expected: \$250,000                      Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 131,499.36	\$ 78.42	\$ -	\$ 131,577.78
2/1/2019	\$ 131,577.78	\$ 207.58	\$ -	\$ 131,785.36
3/1/2019	\$ 131,785.36	\$ 101.85	\$ -	\$ 131,887.21
4/1/2019	\$ 131,887.21			

Trust Accounts  
Cantoni

<b>Date</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Equals Ending</b>
1/1/2019	\$ 57,814.13	\$ 34.48	\$ -	\$ 57,848.61
2/1/2019	\$ 57,848.61	\$ 46.48	\$ -	\$ 57,895.09
3/1/2019	\$ 57,895.09	\$ 44.78	\$ -	\$ 57,939.87
4/1/2019	\$ 57,939.87			

**Meyer**

<b>Date</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Equals Ending</b>
1/1/2019	\$ 143,183.11	\$ 84.74	\$ 2,170.03	\$ 141,097.82
2/1/2019	\$ 141,097.82	\$ 112.53	\$ 2,099.45	\$ 139,110.90
3/1/2019	\$ 139,110.90	\$ 106.86	\$ 1,908.20	\$ 137,309.56
4/1/2019	\$ 137,309.56			

**Memorials/Donations**

<b>Date</b>	<b>Beginning</b>	<b>Plus Received</b>	<b>Minus Expense</b>	<b>Equals Ending</b>
1/1/2019	\$ 26,174.87	\$ 290.69	\$ 10.45	\$ 26,455.11
2/1/2019	\$ 26,455.11	\$ 411.41	\$ 10.00	\$ 26,856.52
3/1/2019	\$ 26,856.52	\$ 1,059.81	\$ 246.89	\$ 27,669.44
4/1/2019	\$ 27,669.44			

**Total**

1/1/2019	\$ 1,422,182.59	\$ (39,747.16)	\$ 2,077.98	\$ 1,384,513.41
2/1/2019	\$ 1,384,513.41	\$ (201,660.12)	\$ 194.64	\$ 1,183,047.93
3/1/2019	\$ 1,183,047.93	\$ (224,476.58)	\$ -	\$ 958,571.35
4/1/2019	\$ 958,571.35			