

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, October 17, 2002 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
 - a. Regular meeting of September 19, 2002
- III. Communication from the public
- IV. City Librarian’s report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of October 3, 2002
 - b. Finance and Properties Committee
 - i. Approval of bills for September 2002
 - ii. No meeting
 - c. Rolling Prairie Library System
 - i. Report on October meeting
 - d. Friends of the Library
 - i. Meeting of October 10, 2002
 - e. Foundation
 - i. Meeting of September 30, 2002
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter III. Personnel
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
September 19, 2002

I. CALL TO ORDER

Sherri Arnold, President, called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Garry Davis, Patricia Greanias, Eugene King, Sally Krigbaum, and Phil Wise. Absent: Ty Cocagne, Carol Craig, and Linda Rowden. Staff present: Linda Humphreys. Others present: Pat McDaniel.

Mrs. Arnold introduced Sandi Trezzo, Head of the Adult Division, and Scott Pointon, Head of the Extension Division. Mr. Pointon said that the new bookmobile is scheduled for delivery on October 1, 2002.

II. APPROVAL OF MINUTES

Mrs. Krigbaum made a motion to approve the minutes of August 15, 2002. The motion was seconded by Mr. King and unanimously approved. Mrs. Krigbaum made a motion to approve the minutes of September 12, 2002. The motion was seconded by Mr. Davis and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet.

Finance and Properties Committee: Mr. Wise made a motion to approve the August bills. The motion was seconded by Mr. King and unanimously carried on roll call vote.

The committee did not meet.

Rolling Prairie Library System: Mrs. Greanias attended the meeting. She reported that Argenta plans to build a new library.

Friends of the Library: The Friends did not meet. The annual book sale cleared about \$13,000.

Foundation: The Foundation Board of Directors is scheduled to meet September 30.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter II, Governance and Administration, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Two vendors bid on replacing the library's boiler system. After discussion, Mrs. Greanias made a motion to approve the bid from T.A. Brinkoetter for \$89,600.00. The motion was seconded by Mr. Wise and unanimously approved on roll call vote. Mr. Davis made a motion to authorize Ms. Fisher and Mr. Cocagne to work with Beth Couter, City Finance Director, and the Library Foundation to secure financing for the bid and to execute and authorize and any all documents to affect the same. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

IX. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 5:07 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Office Manager

CITY LIBRARIAN'S REPORT
October 11, 2002
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: The new bookmobile arrived October 1st and is being prepared for service. On Sunday, October 6th we started our Sunday hours and hosted Robert Hartley who discussed his most recent publication, "Lewis and Clark in the Illinois Country: The Little-Told Story." There were over 80 people attending and we are making plans for a Holiday open house December 10th. We have added 19 new ranges of shelving for the Large Print and have rearranged the area. We have also added 5 ranges of new shelving and 2 display tables for the New Books and rearranged the area. The old Large Print shelving was used to make the new Teen Corner and the YA books have already been moved in preparation for "Teen Read Week" next week. Work on the boiler has begun and the boilers arrived yesterday. In addition to my regular meetings and DLI classes, I spoke to the AMBUCS group lunch meeting. I met with the Foundation Board, attended "Books Between Bites" and the SIRSI users group meeting.

GATES GRANT: We finished the final grant paperwork. We had some excess funds and we spent it on wiring, seven hub switches and toner. The lab was closed for two weeks while the Gates staff conducted training.

SIRSI: There was a users group meeting on October 2nd. We were informed that Net Cat would be down the 15th for several days for re-indexing. This means that we can't catalog anything during that time. I protested and suggested doing it over a weekend or the upcoming holiday time, when it would not inconvenience our whole cataloging department. I was told it was more convenient for SIRSI to do it at this time. I was under the impression that SIRSI worked for us and not the other way around. The dedupe has been fixed and will continue from the point it broke down.

FRIENDS: The Friends gave out \$16,615 in gifts and grants yesterday to various groups, including up to \$6,000 for my dream drive-up book drop, funding for our Holiday program and money to purchase children's books.

STAFF: Donna Collins moved to Circulation to assist with shelving discharged materials. Patti Freitag has been promoted to Head Page.

ADULT DIVISION: Change was the order of the day in the Adult Services Division in September. Along with a new division head settling into the department, considerable time and energy were devoted to moving several of our collections in order to enhance and encourage patron access. Next on the list are moving the Reference and Main desks to face the front door. Carol has been working on the new YA area and planning to promote "Teen Read Week" with a survey about what teens want and handing out sports bottles provide by the Friends. The local history room was busy with 162 visitors this month. Sandi and Len attended orientation at RPLS. Len also attended a conference for library assistants. Staff members created several timely displays. Materials were ordered and weeding continued.

BUILDING DIVISION: Most of the month was about tearing down shelving, moving shelving and reassembling shelving. Received the new bookmobile; it has a small chip on the windshield, which has been noted and OBC says is not repairable. Also received our new/old truck from the city; we will be putting ours up for sale shortly. The humidifiers have been

CITY LIBRARIAN'S REPORT

October 11, 2002

Page 2

ordered and work on the boiler is underway.

CHILDREN'S DEPARTMENT: Reference statistics are up, not only from last September, but also compared to all the Septembers we have been in the building. Book orders are almost caught up and weeding continues. Katie participated in the "Welcome Home Rally" for the schools. Displays were created and groups visited the library.

CIRCULATION DIVISION: We have expanded the e-mail test group to family and if all goes well, plan to open this option to patrons soon. We are experiencing some problems with our 3-M security gate going off; some of the problems are AV related and others to our new inexperienced staff. We are working on correcting both. The \$5 processing fee is in effect. It has taken some coordination with TS to work out where it needs to go in the record and who is doing what, so that the patron is not double charged or not charged at all. Department is still a half-time position short.

EXTENSION: Started the new Fall schedule this month. Our new large bookmobile has been stocked and will go out on its first run this afternoon. Scott is contacting Julie Curry about scheduling an open house with her cutting the ribbon. George and Shelley attended the Reaching Forward South conference and Scott passed his CDL license test. Arlene Mannlein from the H & R is working on an article about our services.

SYSTEMS ADMINISTRATION: Matt attended Gates server training and has already made some changes to ours. He also attended several e-rate seminars to see if e-rate is a viable option for us. We purchased two print servers and two new printers that were non-repairable. VAM has been updated and is working better.

TECHNICAL DIVISION: Susan, Robert, Monica and Steve all attended cataloging workshops at RPLS in order to become certified. Karen attended the Oasis steering committee meeting and the database standards. We are fixing several cataloging problems in the 500's and other problems with the YA books and periodicals.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

October 11, 2002

Personnel, Policy and Public Relations Committee
October 3, 2002

Carol Craig called the meeting to order at 4:35 p.m. Members present: Ms. Craig, Sherri Arnold, Garry Davis, and Linda Rowden. Absent: Sally Krigbaum. Staff present: Lee Ann Fisher and Linda Humphreys.

Revised job descriptions: The committee reviewed revised job descriptions for Head of Circulation Division and Systems Administration. The revisions were to generalize the automation system and add night and weekend hours. Mrs. Arnold made a motion to recommend the changes for approval as presented. The motion was seconded by Mrs. Rowden and unanimously approved.

Revised circulation policy: Ms. Fisher recommended changes to the circulation policy to incorporate previous Board action and to update changes required when the library switched automation vendors last October. Mrs. Rowden made a motion to recommend the changes for approval as presented. The motion was seconded by Mrs. Arnold and unanimously approved.

Revised Staff Handbook: Changes proposed in the handbook included defining the line of responsibility when the City Librarian is out, and adding language that employees are responsible for the cost of replacing lost name tags and lost security cards. Mrs. Arnold made a motion to recommend the revised handbook for approval. The motion was seconded by Mrs. Rowden and unanimously approved.

Other business: Ms. Fisher reported that a library user asked for old periodicals that are being weeded. The committee reaffirmed the policy that old periodicals are put in recycling.

Ms. Fisher reported that a schedule for closing the bookmobile was prepared and distributed to extension division staff without her knowledge or approval. The committee requested that a new schedule, based on the school district #61 schedule, be prepared for committee and board consideration.

There was no other business.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Office Manager

Head of Circulation Division

Decatur Public Library

Nature of Work

This is specialized library work involving the supervision of staff assigned to the Circulation Division.

Work involves the scheduling and supervising of divisional staff and knowledge and skill in the use of computer terminals and of computer processes related to the circulation of library materials.

Supervision Received

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

Supervision Exercised

Exercises supervision over personnel assigned to the Circulation Division.

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

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

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

~~Acts as library computer systems coordinator in the maintenance, start-up, and shut-down of the GEAC/CLSI library computer system.~~

Supervises, instructs, and performs various computer entry processes related to the receiving and discharging of library materials.

Resolves complaints from library users. Reviews, approves, or prepares correspondence involving overdue materials, delinquent fine payments, referrals on lost books; signs correspondence.

Reports malfunctioning machines; ~~arranges for shipping and repair to machines when needed;~~ **and equipment to the Systems Administrator and** makes adjustments on terminals **as needed.**

Performs related work and other duties as assigned.

**HEAD OF CIRCULATION DIVISION
DECATUR PUBLIC LIBRARY
Job Description
Page 2**

Required Knowledge, Abilities, and Skills

Considerable knowledge of the principles and practices of library science.

Considerable knowledge of the ~~GEAC/CLSI~~ **library automation** on-line circulation systems.

Knowledge of and experience in library administration.

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

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

Ability to work independently under general supervision.

Desired Training and Experience

Graduation from an accredited university. Some previous training and experience **related to the position. At least three years professional experience with increasing responsibility, preferably at a public library, is required. Nights and weekend work may be required**

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

Pay Level 5

~~Amended by the Library Board of Trustees
December 20, 2001~~

Systems Administrator

Decatur Public Library

Nature of Work

This is highly specialized technical work to maintain and support the library's computer systems and personal computers, including all hardware, software, and peripheral equipment, and training.

Supervision Received

Work is performed under the supervision of the City Librarian. Work is reviewed through procedural checks, periodic conferences, and observation of results obtained.

Supervision Exercised

Exercises supervision over the System Administration Support Specialist.

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

Maintain the library's Internet service. Create, design, and update the library's home page.

Attend training classes to retain operator's privileges for the library's automation vendor. Provide technical support and troubleshooting assistance for this system.

Oversee the Gates Training Lab.

Provide training and assistance as needed for library staff on software and hardware applications.

Work with the City to maintain and assign Internet e-mail accounts and passwords for new and current library staff.

Work with hardware and software vendors on installation, upgrade, and problem resolution activities.

Move, install, and configure personal computers, terminals, mobile data computers, printers and related equipment, including preparing and installing specialized cable assemblies and coordinate all related activities.

Modify and repair personal computer hardware and peripherals, including replacement of internal components, following design or installation specifications.

Teach introductory computer classes for the public and other software applications as appropriate.

Install, maintain, configure, and monitor microcomputer programs, operating systems, and components to optimize performance, memory utilization, and reliability.

Install and maintain the library's servers and routers.

Determine the causes of personal computer hardware, operating system, and application software component failures, and develops and/or corrects these failures.

Apply for **e-rate or** technology-related grants.

**SYSTEMS ADMINISTRATOR
DECATUR PUBLIC LIBRARY**

Job Description

Page 2

Inform the City Librarian of problems and activities within assigned area of responsibility; refers matters beyond limits of authority and expertise to the City Librarian for direction.

Represent the library at meetings within assigned area of responsibility.

Work with the Adult Division staff to develop programs and training for library users.

Work with the Office Manager to ensure compliance with the Library's Software Policy.

Perform related work and other duties as assigned.

Required Knowledge, Abilities and Skills

Considerable knowledge of personal computer hardware and library **automation** operating systems theory and practice, ~~especially DRA's classie.~~

Knowledge of standard personal computer applications used by the library. Knowledge of local wide area networks, theory and practice. Knowledge of Proxys, routers, and firewall architecture, theory and practice.

Working knowledge of html and other web design products.

Demonstrated ability to communicate effectively, both orally and in writing.

Demonstrated ability to reason deductively and to apply troubleshooting logic to isolate, identify, and correct computer hardware and software problems.

Ability to maintain confidentiality of library records.

Ability to lift and carry equipment of considerable bulk, weighing up to 50 pounds.

Ability to install and maintain network wiring, including the ability to climb and work from a stepladder.

Desired Training and Experience

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university including hours of credit directly related to personal computer and networking programming applications, design, and analysis, or an equivalent combination of training and experience. At least three years professional experience with increasing responsibility, preferably at a public library, is required. **Night and weekend work may be required, as position is required to be "on call" all of the hours the library is open.**

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

Pay Level 5

DECATUR PUBLIC LIBRARY
CIRCULATION POLICY
Updated 11/19/98

Table of Contents

Registration	-	-	-	-	-	-	-	-	-	1
Non-resident registration			-	-	-	-	-	-	-	2
Loan period	-	-	-	-	-	-	-	-	-	3
Limitations on number of items borrowed					-	-	-	-	-	3
Fines and other charges			-	-	-	-	-	-	-	3
Cancellation of fines	-	-	-	-	-	-	-	-	-	5
Collection of delinquent accounts	-	-	-	-	-	-	-	-	-	5
Restrictions on delinquent patrons	-	-	-	-	-	-	-	-	-	6

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DECATUR PUBLIC LIBRARY
CIRCULATION OF LIBRARY MATERIALS

A. Registration of patrons

1. In order to borrow materials for extra-mural use, patrons must first register with the Library.
 - a. Upon registration, a patron shall be provided with a unique borrower's card entitling him to loan privileges in the Library.
 - b. Each patron is responsible for all materials issued on his card.
2. Registration of residents and taxpayers of the city of Decatur
 - a. Patrons shall be registered for a period of three years.
 - b. Adult patrons shall meet the following requirements at time of registration:
 - i. Each patron shall provide identification of himself as proof of residence.
 - ii. Non-resident taxpayers shall provide proof of taxes paid to the City of Decatur for the current year.
 - iii. Registrants shall accomplish a registration form providing information to facilitate growth of services and the circulation control function of the Library which information may include but not be limited to, name, address, name of spouse, references, and the like.
 - iv. Registration form shall be signed by the registrant agreeing to abide by the regulations of the Library. The signature requirement may be waived at the discretion of the City Librarian in the case of patrons with unusual handicaps or for other good cause.
 - c. Young adult patron requirements are as follows:
 - i. Patrons may apply for registration as young adult patrons at age 13.
 - ii. Young adult patrons observe the same registration requirements as adults, excepting that:
 - iii. Young adults who have not yet reached ~~16~~ **18** years of age shall have their registration form signed by a parent or guardian signifying his assent for his child to have use of the adult collections of the Library.
 - d. Juvenile patron requirements are as follows:

- i. Children may register as borrowers as soon as they are able to sign the registration form.
 - ii. Registration requirements shall be similar to adult procedures except that identification is not required and the registration form shall require the signature of a parent or guardian agreeing to assume responsibility for materials borrowed on his child's or ward's borrower's card.
 - iii. Registration forms for children shall provide for consent by a parent or guardian, if he so desires, for his child to borrow materials from the adult collections of the Library, such consent to be signed by the parent or guardian.
- 3. Non-residents of the city of Decatur
 - a. Adults who are non-residents in the city of Decatur and who do not pay taxes to the city of Decatur may register as Library patrons by paying a fee equivalent to the budget of the Library (exclusive of capital building allocations) divided by the number of householders in the City of Decatur as calculated by the City Librarian at the time of the annual appropriation.
 - b. Upon payment of the non-resident fee, all members of the immediate family of the non-resident fee payer, residing together at his place of residence, shall be eligible for a borrowers card.
 - c. Registration is valid for twelve months from date of payment of fee.
 - d. Registration forms and requirements are similar to those for resident patron registrations.
 - e. Exceptions to fee requirements:
 - i. ~~Transients in the city resident in local inns, hotels, or similar establishments may be permitted to borrow materials by leaving on deposit a sum of money sufficient to indemnify any loss or damage to the material borrowed.~~
 - ii. Non-resident students attending school or college in Decatur may be registered as a Library patron for the length of the school year or term of study upon payment of a suitable deposit to be established by the City Librarian from which fines and other charges which may accrue to the Library can be deducted. This deposit may be waived provided the

institution at which the student is registered agrees in writing to assume financial responsibility for delinquent charges or fees incurred by any of its registered students who are non-resident borrowers in the Library.

- iii. The Decatur Public Library shall participate in the reciprocal use program of the Rolling Prairie Library System by honoring for loan privileges the resident borrower's cards issued by other libraries affiliated with the Rolling Prairie Library. ~~Non-resident cards issued by Rolling Prairie Library affiliates will not be honored.~~
- iv. Other requirements to the contrary notwithstanding, employees of the Decatur Public Library shall be eligible for registration as patrons regardless of place of residence.

B. Loan period

1. All materials loaned by the Library are due a fixed number of days after they are borrowed, unless that day falls on a holiday when the Library is closed, in which case the materials are due the following business day of the Library.
2. The normal loan period for circulation of Library materials is twenty-eight (28) days.
3. Some classes of materials so designated by the City Librarian are loaned for an abbreviated period of either fourteen (14) or seven (7) days.
4. Upon being returned to the Library, twenty-eight (28) day loan materials may be renewed by a patron in good standing for a period of ~~fourteen (14)~~ **twenty-eight (28)** days, provided ~~the item is presented for renewal on or before the due date and~~ that the item has not been reserved by another patron. No other materials may be renewed.
5. Some material in the Library's collections is designated "reference" or "non-circulating" and is for use in the Library only. Material, which normally is available for circulation, may be temporarily designated "non-circulating".

C. The City Librarian may, at his discretion, place a limit on the number of total items or the number of items in a given class of material, which may circulate to a single patron at one time.

D. Fines and other charges

1. Fines are levied for material kept overdue.
2. Fines for overdue materials are ~~15 cents for each adult or young adult item and 10 cents for each juvenile~~ **per** item for each day an item is kept past due.
 - a. Fines will accrue from the due date.

- b. The maximum fine for any individual item kept overdue is ~~not to exceed \$6.30 for adult or young adult materials and \$4.20 per item for juvenile materials~~, except that no fine shall exceed the cost of the material borrowed.
3. Fines on lost materials
- a. When items on loan are declared lost by the borrower, ~~finer will cease as of that date, unless the materials are later found and returned~~ **the fine will be waived. A five-dollar processing fee will be charged for all lost items in addition to the replacement cost of the item.**
 - ~~b. The fine system should not result in a patron being penalized for returning Library materials declared lost but which have been found; therefore, when lost materials are returned, the fine accrued should not exceed the cost of the materials plus the fines already collected.~~
4. Charges for lost or damaged materials
- a. Materials lost in circulation shall be paid for by the borrower.
 - i. The charge levied for lost material may be either the replacement cost or the original cost of the material.
 - ~~ii. The cost of books bound in paper cases which have been reinforced by in-house binding shall include an additional charge to be determined by the City Librarian to cover the cost of reinforcement.~~
 - iii. If materials which were lost or unreturned have been paid for and are subsequently returned, the cost of the materials, less any additional fines **or fees paid at the time of the transaction** which may be due, shall be reimbursed to the patron, providing proof of payment for these materials is made, except that such reimbursement will not be made for materials for which payment has been made to a collection agency.
 - b. The cost of repair for materials damaged in circulation shall be borne by the borrower.
 - i. The assessment of damages sustained shall be made by the Library.
 - ii. Charges levied for irreparably damaged material may be either the replacement cost or the original cost of the item.

- iii. When circulated material is damaged beyond repair, the borrower has salvage rights in the material paid for, providing he claims such rights at time of payment if payment is made within thirty days.
5. Cancellation of fines and charges
- a. The City Librarian may, at his discretion, cancel fines and other delinquent charges for minors who are residents in child care facilities or foster homes, providing the delinquency occurred before the minor moved into the facility or foster home.
 - b. Fines and charges for materials lost or damaged as a result of floods or tornadoes shall be canceled.
 - c. The City Librarian may, at his discretion, cancel fines and charges for materials declared delinquent by the Library but which are claimed by the borrower to have been returned, providing such claims are not made on more than three occasions and are not made for more than a total of six items.
 - d. The City Librarian may, at his discretion, cancel charges for materials charged to a patron but which the patron claims never to have borrowed and where data is not available to substantiate or deny the claim.
 - e. The City Librarian may, at his discretion, cancel charges for materials returned damaged but which are claimed by the borrower to have been returned undamaged or to have been damaged when checked out. Such claims cannot be made more than three times and cannot be made for more than a total of three items.
 - f. In special circumstances, the City Librarian or Librarian-in-charge may cancel fines and charges for materials returned late.
6. Collection of delinquent accounts
- a. The City Librarian is authorized to institute civil court proceedings against patrons with delinquent accounts.
 - b. The City Librarian may contract with the Credit Bureau of Decatur for the collection of delinquent fees and other charges.
 - i. After an account has been turned over to the Credit Bureau, materials charged to that account may be returned for a credit providing such a

credit does not result in the Library incurring a net out-of-pocket expenditure as a result of its contract with the Credit Bureau.

E. Restrictions on delinquent patrons

1. Patrons who have accumulated outstanding fines or other charges in excess of ~~one dollar (\$1.00)~~ five **dollars (\$5.00)** may not borrow more materials until the outstanding charges have been cleared.
2. Patrons who have more than one (1) item overdue may not borrow more material from the Library until the overdue items have been returned or paid for.

Decatur Public Library Staff Handbook

Deleted text is marked with a strikethrough
New text is in bold
Changes are on pages 3, 4, 5 & 9.

June 2000

DISCLAIMER

This Employee Handbook is intended to provide basic information that is not included in the Management Staff Personnel Policy and/or the Collective Bargaining Agreement with AFSCME Local 268. The Management Staff Personnel Policy and the Collective Bargaining Agreement with AFSCME Local 268 take precedence over anything in this handbook.

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.

MISSION STATEMENT

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.

ORGANIZATIONAL STRUCTURE

The Mayor of the City of Decatur appoints nine city residents to a maximum of two 3-year terms on the Library Board of Trustees. The Board of Trustees appoints a City Librarian who has sole charge of the administration of the library under the direction and review of the Board of Trustees. ~~The Head of the Extension Division assumes responsibility for basic library operations when the City Librarian is out of the building.~~ **When the City Librarian is out of the library, a Deputy City Librarian will be appointed.** In the absence of **both** the City Librarian **and the Deputy City Librarian**, ~~Head of the Extension Division~~, the Librarian in Charge has that responsibility. The table of organization is attached.

HIRING

Civil service positions are filled through the application, examination, and oral interview process administered by the city of Decatur Human Resources Division. After these processes are completed, a register is established. The registers are used to fill all civil service vacancies.

AFSCME Local 268 is the sole and exclusive bargaining representative for the non-management staff.

Management positions are filled by appointment by the City Librarian.

Temporary staff are hired through a local temporary employment agency. Temporary staff are not part of the bargaining unit and are not covered by civil service.

All employees, both management and bargaining unit, serve an initial six month probationary period.

BEREAVEMENT LEAVE

In addition to bereavement leave listed in the Collective Bargaining Agreement and the Management Staff Personnel Policy, library staff may be allowed up to four hours to attend the funeral of a current or retired library or city employee, contingent upon adequate staffing.

Flowers or memorial donations are sent by the staff in the event of a death in the immediate family of a current or retired employee. The funding for this comes from profits made on the pop machine in the staff lounge. In addition, flowers are sent to employees who are hospitalized for three days or more.

BOOK ORDERING

Staff in the acquisitions section of the Technical Division will order personal books for library employees, **city employees, and trustees**. The library receives a substantial discount on most hardback books, and that discount is passed on ~~to the employees~~. Obtain an order form (#122, copy attached) from the acquisitions staff and the order will be processed. ~~Staff are notified~~ ~~When the item arrives and how much is owed.~~ The check will need to be made out to the City of Decatur, since the city pays library invoices.

DEFERRED COMPENSATION

Employees are eligible to participate in a 457 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 account.

DISCOUNTS

Some area businesses offer special discounts to city and library employees. Please see the administrative office for a list of these offers.

EMPLOYEE ASSISTANCE PLAN

The library retains the service of an employee assistance plan to provide free and confidential assistance to all library employees and their families. Employees needing counseling for any type of personal problem can call 464-2339 for help. A brochure is attached.

EMPLOYEE ENTRANCE

When the Library is closed, employees enter through the door just north of the public entrance. This door may be used for entry after 6:00 a.m. and until 9:00 p.m. A card is necessary to open this door. You can obtain one from administration. **The first card is free. The employee will pay the cost to replace any lost cards.**

The only staff authorized to be in the library after normal operating hours are the maintenance and cleaning staff. Approval from the City Librarian is required to be in the library at other times.

INTEROFFICE MAIL

All staff have a mail box located on the lower level just outside the maintenance office. Interoffice mail is picked up from boxes in various locations around the library and delivered to the central mail box by a page each weekday afternoon. Use large interoffice envelopes that can be found in every division.

LIBRARY CARDS AND USE OF LIBRARY MATERIALS

All library employees are entitled to a free library card. Library staff are subject to the same use regulations as other library users. Staff must check out library materials. Staff also incur fines on overdue materials.

PENSION

All library employees are required to participate in the Illinois Municipal Retirement Fund. Employees contribute to the fund at a rate of 4.5% of their gross salary, which is a payroll deduction on a pre-tax basis. This fund provides retirement income, disability and death benefits, and a surviving spouse pension. Employees are vested after eight years and the

minimum retirement age is 55. Employees who resign may withdraw their contribution (no interest is paid), but they will not get the portion paid by the Library.

PHOTOCOPIES

Staff may make personal photocopies on library copy machines. The charge is five cents per copy and may be paid in the administrative office.

SAFETY ON THE JOB

Accidents are painful, costly, and usually avoidable. By making a conscious commitment to safety and using common sense, we can ensure a safer work place for all. Take the time needed to work safely and immediately report any safety hazards observed.

The Library has a representative on the City Executive Safety Committee. Individual monetary awards are made on the basis of merit to encourage employees to think and act safely at the work place. Safety suggestion forms are available from the administrative office (copy attached). In addition, there is a monetary monthly group award to the library based upon a number of factors.

Injuries incurred at work must be reported to the supervisor or the Librarian in Charge as soon as possible, even if the injury seems minor. Also report to the administrative office so that appropriate forms may be processed. If an injury seems minor but develops into a more serious problem later, benefits under worker's compensation may be affected if no report is filed.

SECURITY

All staff should take precautions to secure personal belongings, especially purses. Staff should remember that unauthorized people can find their way into non-public areas. See the administrative office if you need a locker.

There are security cameras located in various public areas of the library. A video recorder tapes continuously from the cameras. The VCR and monitor are located in the computer room.

SICK LEAVE

Employees who are ill and unable to work may report sick in either of two ways. The preferred way is to call 421-9712 and leave a message on voice mail or speak to someone in the administrative office. The administrative staff will notify the supervisor and/or Librarian in Charge. The administrative office is open from 7:30 a.m. until 5:00 p.m. on regular business days. Voice mail is available 24/7.

The second way (and the only way for Saturdays, Sundays, or holidays when the library is open) is to call the Librarian in Charge and report the illness to that person. The Librarian in Charge is then responsible for notifying the office.

STAFF RESERVES

Library staff are allowed free reserves on library materials that are checked out. A copy of the staff reserve form is attached. It should be completed and turned in at the Adult Services desk on the lower level. The card is returned via interoffice mail to notify staff that the reserved item is being held.

TELEPHONES

You may use the telephone in the staff lounge to make brief personal telephone calls during breaks and lunch or dinner breaks. In addition, there are telephones located in the various divisions that may be used for personal telephone calls. Personal long distance calls must be made with a personal telephone calling card. Public pay telephones are located outside the public meeting rooms.

Employees authorized to make long distance calls for library business need to obtain an access code from the administrative office. This code is required for all calls made to any city outside Decatur's market service area.

To call another division in the library, just dial the three-digit extension number. To call any of the city divisions with a 424 prefix, just dial 70 and the last four numbers.

TIME SHEETS AND PAY PERIODS

The work week begins on Thursday and ends the following Wednesday, with the normal work week for full-time employees totalling 40 hours per week. Pay periods are two work weeks long, with pay days falling on alternate Fridays. Each division in the library keeps a time sheet for each pay period on which all staff members in the division are to record the total number of hours worked, as well as any sick leave, vacation, holiday, loss time, etc. used in that pay period. Supervisors provide instruction in the correct way to record time on the time sheet. Time sheets must be turned into the administrative office by 9:15 a.m. on the Tuesday before each pay day. It is, therefore, very important that each employee complete his or her portion of the time sheet promptly so that the supervisor can turn it in on time. A sample time sheet is attached.

Important: Because of the way library pay periods are scheduled, employees will be filling in at least one day on the time sheet in advance. In case of a change from what was originally recorded on the time sheet, adjustments must be made on the time sheet for the next pay period.

All payroll is handled by direct deposit into a checking or share draft account. Contact the administrative office for a current list of banks and credit unions that may be used.

USED BOOK SHELF

Book shelves are located in the storage area on the second floor where library discards and gift books not added to the collection are placed prior to their being boxed for the Friends of the Library Book Sale. The purpose of this shelving is to give staff first opportunity to purchase these books. Books will be left on these shelves for at least one week prior to their being removed and stored for the book sale. Staff wanting to purchase books on these shelves should contact the secretary of the Friends of the Library. Prices for the books are the same as they would be at the book sale.

WORKSHOPS AND SEMINARS

Employees wishing to attend a workshop, seminar, or conference must first get approval from his or her supervisor. The supervisor will then make the necessary arrangements with the administrative office to pay registration fees, etc. as necessary.

If a library vehicle is available for business travel, it must be taken. The sign-up sheet is in the Extension Division. Mileage reimbursement for use of personal vehicles will be made only if a library vehicle is not available.

Reimbursement for approved travel expenses will be made on a monthly basis. A Travel Expense Reimbursement Form must be completed (with proper receipts attached) and approved by the City Librarian prior to reimbursement. A copy of this form is attached.

NAME TAGS

All employees will wear name tags at all times. The first card is paid for by the library. The employee will pay the cost of replacing any lost name tags.

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
09/11/2002	TREAS-MEDICAL INSURANCE	10,280.12	E01769	09/11/2002	MEDICAL INSURANCE
09/11/2002	TREAS-NON MEDICAL INS	23.97	E01770	09/11/2002	LIFE INSURANCE
09/11/2002	TREAS-NON MEDICAL INS	790.50	E01771	09/11/2002	WORKERS COMPENSATION
09/25/2002	TREAS-IMRF	6,135.91	E01792	09/25/2002	RETIREMENT-IMRF
09/25/2002	TREAS-MEDICAL INSURANCE	10,280.12	E01793	09/25/2002	MEDICAL INSURANCE
09/25/2002	TREAS-NON MEDICAL INS	23.97	E01794	09/25/2002	LIFE INSURANCE
09/25/2002	TREAS-IMRF	790.50	E01795	09/25/2002	WORKERS COMPENSATION
09/09/2002	AMERICAN LIBRARY ASSOCIATION	6,041.00	E01796	09/09/2002	RETIREMENT-IMRF
09/09/2002	COMMERCIAL MAIL SERVICES	150.40	E01797	09/09/2002	POSTAGE
09/06/2002	ILLINOIS HISTORIC	50.87	155657	09/09/2002	PROFESSIONAL MEMBERSHIP FEES
09/13/2002	ONYX WASTE SERVICES	108.87	155658	09/09/2002	POSTAGE
09/13/2002	AZURADISC	323.11	155659	09/09/2002	CONFERENCES AND OTHER TRAVEL
09/13/2002	AMERICAN LIBRARY ASSOCIATION	80.70	155660	09/13/2002	SERV-BUILDINGS
09/13/2002	BAKER & TAYLOR CO	33.96	155661	09/13/2002	OFFICE SUPPLIES
09/12/2002	BAKER & TAYLOR CO	1,581.63	155662	09/13/2002	OFFICE SUPPLIES
09/12/2002	BAKER & TAYLOR CO	55.58	155663	09/13/2002	BOOKS AND PERIODICALS
09/12/2002	BAKER & TAYLOR CO	3,237.74	155664	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	BAKER & TAYLOR CO	558.12	155665	09/13/2002	BOOKS AND PERIODICALS
09/09/2002	HERALD & REVIEW	1,240.60	155666	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	EZ LAWN CARE	112.00	155667	09/13/2002	SERV-BUILDINGS
09/13/2002	HOULT, DANNY R.	180.00	155668	09/13/2002	OTHER PROFESSIONAL SERVICES
09/06/2002	AMERITECH	300.00	155669	09/13/2002	TELEPHONE
09/13/2002	ILLINOIS POWER COMPANY	869.86	155670	09/13/2002	ELECTRICITY
09/13/2002	INFO USA MARKETING INC.	17,275.00	155671	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	MORRELL, STERLING	100.00	155672	09/13/2002	OTHER PROFESSIONAL SERVICES
09/06/2002	MCLEOD, USA	97.77	155673	09/13/2002	TELEPHONE
09/13/2002	NCI BUSINESS SYSTEMS	44.27	155674	09/13/2002	BOOKS AND PERIODICALS
09/06/2002	NEWMAN ULLMAN	83.58	155675	09/13/2002	OTHER PROFESSIONAL SERVICES
09/13/2002	ORKIN EXTERMINATING	600.00	155676	09/13/2002	TELEPHONE
09/13/2002	RIGSBY, PAUL	200.00	155677	09/13/2002	OFFICE EQUIP
09/13/2002	SLEETH, ALAN	100.00	155678	09/13/2002	SERV-BUILDINGS
09/13/2002	TREAS-WATER FUNDS	1,025.99	155679	09/13/2002	OTHER PROFESSIONAL SERVICES
09/13/2002	TREAS-GENERAL FUND	357.40	155680	09/13/2002	OTHER PROFESSIONAL SERVICES
09/13/2002	TREAS-PEITY CASH	100.00	155681	09/13/2002	WATER
09/13/2002	TREAS-PEITY CASH	10.25	155682	09/13/2002	GASOLINE TO GENERAL FUND
09/13/2002	TREAS-PEITY CASH	16.85	155683	09/13/2002	TRANS-BUILDINGS
09/13/2002	TREAS-PEITY CASH	12.50	155684	09/13/2002	SERV-BUILDINGS
09/13/2002	TREAS-PEITY CASH	25.50	155685	09/13/2002	CONFERENCE AND OTHER TRAVEL
09/13/2002	TREAS-PEITY CASH	23.95	155686	09/13/2002	POSTAGE
09/13/2002	TREAS-SELF INSURANCE FUND	345.75	155687	09/13/2002	OFFICE SUPPLIES
09/13/2002	TREAS-SELF INSURANCE FUND	248.92	155688	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	TREAS-SELF INSURANCE FUND	1,035.83	155689	09/13/2002	MOTOR VEHICLE INSURANCE
09/13/2002	TREAS-SELF INSURANCE FUND	688.58	155690	09/13/2002	BOILERTY INSURANCE
09/13/2002	TREAS-MIS OPERATING	1,469.50	155691	09/13/2002	PROPERTY INSURANCE
09/13/2002	TAYLOR, DELBERT	200.00	155692	09/13/2002	GENERAL LIAB
09/13/2002	WEST GROUP	317.85	155693	09/13/2002	MIS SERVICES
09/06/2002	WATTS COPY SYSTEMS	674.50	155694	09/13/2002	BOOKS AND PERIODICALS
09/16/2002	JAN WAY COMPANY FUND	37.00	155695	09/13/2002	BOOKS AND PERIODICALS
09/16/2002	TREAS-GENERAL FUND	217.85	155696	09/13/2002	BOOKS AND PERIODICALS
09/16/2002	TREAS-GENERAL FUND	795.72	155697	09/13/2002	OFFICE EQUIP
09/16/2002	TREAS-GENERAL FUND	72.57	155698	09/13/2002	SERV-BUILDINGS
09/16/2002	US POSTMASTER	153.67	155699	09/16/2002	POSTAGE SUPPLIES
09/16/2002	WILKERSON, MATTHEW	48.09	155700	09/16/2002	JANITORIAL SUPPLIES
09/17/2002	DMH CORP HEALTH SERVICES	100.00	155701	09/16/2002	OFFICE SUPPLIES
09/27/2002	AMERICAN LIBRARY ASSOC	68.70	155702	09/16/2002	POSTAGE
09/27/2002	ABWA	40.00	155703	09/17/2002	OFFICE SUPPLIES
09/27/2002	BOOTH & ANTOLINE	392.29	155704	09/17/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	CRUCIAL INC	59.56	155705	09/17/2002	PROFESSIONAL MEMBERSHIP FEES
09/27/2002	ELECTRICAL SERVICE CO., INC	10.00	155706	09/17/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	FORDHAM EQUIPMENT	743.91	155707	09/17/2002	SMALL CAPITAL ITEMS
09/27/2002	HOULT, DANNY R.	300.00	155708	09/17/2002	OFFICE SUPPLIES
09/27/2002	ILLINOIS STATE ASSOCIATION	132.00	155709	09/17/2002	SERV-BUILDINGS
09/27/2002	MORRELL, STERLING	601.09	155710	09/17/2002	OFFICE SUPPLIES
09/27/2002		100.00	155711	09/17/2002	OTHER PROFESSIONAL SERVICES

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 09/30/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
09/27/2002	RICHLAND COMMUNITY COLLEGE	825.00	156163	09/27/2002	TELEPHONE SUPPLIES
09/27/2002	RECORDS SYSTEMS INC.	326.00	156164	09/27/2002	OFFICE PROFESSIONAL SERVICES
09/27/2002	RIGGSBEY, PAUL	200.00	156165	09/27/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	ROTARY CLUB OF DECATUR	160.00	156166	09/27/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	SLEETH, ALAN	200.00	156170	09/27/2002	SERV-BUILDINGS
09/27/2002	SOHINDLER ELEVATOR CORP	786.09	156171	09/27/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	TAYLOR, DELBERT	200.00	156174	09/27/2002	SERV-BUILDINGS
09/27/2002	TECHNICAL SOLUTIONS SERVICES	703.25	156176	09/27/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	2D MARKETING & COMMUNICATIONS	725.00	156177	09/27/2002	SERV-BUILDINGS
09/27/2002	GREGG WINCHESTER SERVICES, INC.	75.00	156180	09/27/2002	SERV-BUILDINGS
09/27/2002	ARAMARK UNIFORM SERVICES, INC.	108.44	156185	09/30/2002	TELEPHONE
09/27/2002	VERIZON WIRELESS	33.27	156191	09/30/2002	BOOKS AND PERIODICALS
09/23/2002	A.M. BEST COMPANY, INC.	1,609.99	156193	09/30/2002	BOOKS AND PERIODICALS
09/23/2002	AMAZON.COM CREDIT	3.99	156194	09/30/2002	BOOKS AND PERIODICALS
09/26/2002	BAKER & TAYLOR CO	1,423.44	156195	09/30/2002	BOOKS AND PERIODICALS
09/26/2002	BAKER & TAYLOR CO	711.82	156196	09/30/2002	BOOKS AND PERIODICALS
09/26/2002	BAKER & TAYLOR CO	829.15	156197	09/30/2002	BOOKS AND PERIODICALS
09/26/2002	BAKER & TAYLOR CO	2,354.25	156198	09/30/2002	BOOKS AND PERIODICALS
09/27/2002	BAKER & TAYLOR CO	826.48	156199	09/30/2002	BOOKS AND PERIODICALS
09/06/2002	BOOKS ON TAPE	811.90	156202	09/30/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	BABY TALK INC.	825.00	156203	09/30/2002	OTHER PROFESSIONAL SERVICES
09/26/2002	BAKER & TAYLOR	216.67	156204	09/30/2002	BOOKS AND PERIODICALS
09/18/2002	THE BOOKSOURCE	156.51	156212	09/30/2002	BOOKS AND PERIODICALS
09/23/2002	THE BOOK HOUSE	19.51	156213	09/30/2002	BOOKS AND PERIODICALS
09/18/2002	CAPITAL CITY PAPER CO	249.76	156220	09/30/2002	OFFICE SUPPLIES
09/06/2002	CENTER POINT PUBLISHING	34.83	156226	09/30/2002	BOOKS AND PERIODICALS
09/27/2002	DYNEGY ENERGY SERVICES	467.44	156240	09/30/2002	ELECTRICITY
09/18/2002	THE GALE GROUP	7.36	156260	09/30/2002	BOOKS AND PERIODICALS
09/23/2002	AMERITECH	1,317.99	156268	09/30/2002	TELEPHONE BLDGS
09/27/2002	ICI DULUX PAINTS	78.30	156274	09/30/2002	MATERIALS
09/23/2002	INGRAM LIBRARY SERVICES	26.46	156278	09/30/2002	BOOKS AND PERIODICALS
09/27/2002	JAN SAN SUPPLY INC.	218.08	156284	09/30/2002	JANITORIAL SUPPLIES
09/06/2002	KIMBO EDUCATIONAL	756.05	156316	09/30/2002	BOOKS AND PERIODICALS
09/23/2002	NEWMAN ULLMAN	83.58	156317	09/30/2002	JANITORIAL SUPPLIES
09/18/2002	SPHERION CORPORATION	2,894.17	156326	09/30/2002	TEMP PERSONNEL SERVICES
09/26/2002	REQUEST BOOKS, INC.	12,290.00	156330	09/30/2002	BOOKS AND PERIODICALS
09/18/2002	REGENT BOOK CO	222.50	156335	09/30/2002	BOOKS AND PERIODICALS
09/18/2002	SATTLLEY'S, INC.	42.01	156336	09/30/2002	OFFICE SUPPLIES
09/18/2002	SOURCEBOOKS, INC.	37.42	156346	09/30/2002	BOOKS AND PERIODICALS
09/25/2002	SNIKTAU PUBLICATIONS	30.00	156347	09/30/2002	BOOKS AND PERIODICALS
	TOTAL	116,001.98			

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 09/30/2002

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
09/13/2002	BAKER & TAYLOR CO	288.82	155817	09/13/2002	BOOKS AND PERIODICALS
09/12/2002	BAKER & TAYLOR CO	158.46	155819	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	BAKER & TAYLOR CO	26.13	155820	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	BAKER & TAYLOR ENTERTAINMENT	29.50	155823	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	GATEWAY COMPANIES INC.	583.24	155852	09/13/2002	SMALL CAPITAL ITEMS
09/23/2002	AMAZON.COM CREDIT	961.00	156194	09/30/2002	SMALL CAPITAL ITEMS
09/23/2002	AMAZON.COM CREDIT	433.73	156194	09/30/2002	SMALL CAPITAL ITEMS
09/23/2002	AMAZON.COM CREDIT	16.95	156194	09/30/2002	SMALL CAPITAL ITEMS
09/26/2002	BAKER & TAYLOR CO	21.24	156197	09/30/2002	BOOKS AND PERIODICALS
09/30/2002	BAKER & TAYLOR CO	65.98	156198	09/30/2002	BOOKS AND PERIODICALS
09/26/2002	BOOKS ON TAPE	76.64	156199	09/30/2002	BOOKS AND PERIODICALS
09/26/2002	BAKER & TAYLOR ENTERTAINMENT	1,767.12	156202	09/30/2002	BOOKS AND PERIODICALS
09/06/2002	CENTER POINT PUBLISHING	359.78	156226	09/30/2002	BOOKS AND PERIODICALS
09/18/2002	THE GALE GROUP	51.12	156226	09/30/2002	BOOKS AND PERIODICALS
09/25/2002	SNIKTAU PUBLICATIONS	30.00	156347	09/30/2002	BOOKS AND PERIODICALS
	TOTAL	5,833.12			

DECATUR PUBLIC LIBRARY

PERIOD ENDING 20020930

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	133,429.58	403,307.58	320,231.00	83,076.58-	125
TOTAL		.00	133,429.58	403,307.58	320,231.00	83,076.58-	125
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,153,218.75	1,395,300.63	2,767,725.00	1,372,424.37	50
TOTAL		.00	1,153,218.75	1,395,300.63	2,767,725.00	1,372,424.37	50
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	54.32	100,000.00	53,347.81	240,000.00	186,652.19	22
30200-107	STATE GRANTS OR OTHER	1,800.00	39,960.00	1,800.00	95,904.00	94,104.00	1
TOTAL		1,854.32	139,960.00	55,147.81	335,904.00	280,756.19	16
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	3,245.98	20,833.33	16,621.64	50,000.00	33,378.36	33
30500-510	LIBRARY NON-RESIDENT FEES	.00	281.25	152.76	675.00	522.24	22
30500-511	LIBRARY LOST AND DAMAGED BOOKS	394.30	2,500.00	1,830.87	6,000.00	4,169.13	30
30500-514	COPIES & MISC.	1,290.87	5,000.00	6,535.33	12,000.00	5,464.67	54
30500-515	MEETING ROOM FEES	375.00	5,000.00	4,295.00	12,000.00	7,705.00	35
TOTAL		5,306.15	33,614.58	29,435.60	80,675.00	51,239.40	36
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	2,500.00	.00	6,000.00	6,000.00	
30600-756	TR FROM FUNDS 19,21,35	.00	.00	19,544.09	.00	19,544.09-	
TOTAL		.00	2,500.00	19,544.09	6,000.00	13,544.09-	325
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	954.37	8,333.33	4,007.34	20,000.00	15,992.66	20
TOTAL		954.37	8,333.33	4,007.34	20,000.00	15,992.66	20
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	5,416.67	.00	13,000.00	13,000.00	
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	16,666.67	16,666.65	40,000.00	23,333.35	41
30800-899	MISCELLANEOUS INCOME	.00	8,333.33	2,842.56	20,000.00	17,157.44	14
TOTAL		3,333.33	30,416.67	19,509.21	73,000.00	53,490.79	26
FUND TOTAL		11,448.17	1,501,472.91	1,926,252.26	3,603,535.00	1,677,282.74	53

DECATUR PUBLIC LIBRARY
PERIOD ENDING 20020930

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	133,429.58	403,307.58	320,231.00	83,076.58-	125
TOTAL		.00	133,429.58	403,307.58	320,231.00	83,076.58-	125
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,153,218.75	1,395,300.63	2,767,725.00	1,372,424.37	50
TOTAL		.00	1,153,218.75	1,395,300.63	2,767,725.00	1,372,424.37	50
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	54.32	100,000.00	53,347.81	240,000.00	186,652.19	22
30200-107	STATE GRANTS OR OTHER	1,800.00	39,960.00	1,800.00	95,904.00	94,104.00	1
TOTAL		1,854.32	139,960.00	55,147.81	335,904.00	280,756.19	16
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	3,245.98	20,833.33	16,621.64	50,000.00	33,378.36	33
30500-510	LIBRARY NON-RESIDENT FEES	.00	281.25	152.76	675.00	522.24	22
30500-511	LIBRARY LOST AND DAMAGED BOOKS	394.30	2,500.00	1,830.87	6,000.00	4,169.13	30
30500-514	COPIES & MISC.	1,290.87	5,000.00	6,535.33	12,000.00	5,464.67	54
30500-515	MEETING ROOM FEES	375.00	5,000.00	4,295.00	12,000.00	7,705.00	35
TOTAL		5,306.15	33,614.58	29,435.60	80,675.00	51,239.40	36
TRANSFERS FROM							
30600-752	TRANS FR WALMART IIF	.00	2,500.00	.00	6,000.00	6,000.00	
30600-756	TR FROM FUNDS 19,21,35	.00	.00	19,544.09	.00	19,544.09-	
TOTAL		.00	2,500.00	19,544.09	6,000.00	13,544.09-	325
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	954.37	8,333.33	4,007.34	20,000.00	15,992.66	20
TOTAL		954.37	8,333.33	4,007.34	20,000.00	15,992.66	20
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	5,416.67	.00	13,000.00	13,000.00	
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	16,666.67	16,666.65	40,000.00	23,333.35	41
30800-899	MISCELLANEOUS INCOME	.00	8,333.33	2,842.56	20,000.00	17,157.44	14
TOTAL		3,333.33	30,416.67	19,509.21	73,000.00	53,490.79	26
FUND TOTAL		11,448.17	1,501,472.91	1,926,252.26	3,603,535.00	1,677,282.74	53

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY	ENCUMBRANCE	UNEXPENDED BALANCE	UNENCUMBERED BALANCE	PRCTM COMM
SALARIES & WAGES										
090	REGULAR SALARIES	1,793,310	115,781.99	617,353.96	747,212	1,175,956.04	.00	1,175,956.04	34.4	
092	HOLIDAYS	0	6,906.50	30,823.53	0	30,823.53	.00	0		
094	OTHER LEAVE WITH PAY	0	0	1,690.80	0	1,690.80	.00	0		
096	SICK TIME	0	1,981.46	12,815.04	0	12,815.04	.00	0		
098	VACATION TIME	0	10,403.03	53,246.31	0	53,246.31	.00	0		
PERSONAL SERVICES										
101	OVERTIME	15,775	186.69	2,003.42	6,572	13,771.58	.00	13,771.58	12.7	
102	TEMPORARY SALARIES	46,689	2,595.12	13,221.50	19,453	33,467.50	.00	33,467.50	28.3	
104	RETIREMENT-IMRF	163,602	12,176.99	64,013.95	68,167	99,588.05	.00	99,588.05	39.1	
111	LIFE INSURANCE	634	47.94	251.43	264	382.57	.00	382.57	39.7	
112	MEDICAL INSURANCE	271,418	20,560.23	102,265.23	113,090	169,152.77	.00	169,152.77	37.7	
114	WORKERS COMPENSATION	21,048	1,559.92	8,337.14	8,790	12,760.86	.00	12,760.86	39.5	
115	SERVICE RECOGNITION	19,830	3,410.68	10,609.14	8,262	9,220.86	.00	9,220.86	53.5	
		539,046	40,537.58	200,701.81	224,598	338,344.19	.00	338,344.19	37.2	
CONTRACTUAL SERVICES										
201	ADVERTISING	500	.00	538.63	208	38.63	.00	38.63	107.7	
202	PRINTING AND BINDING	5,000	2,312.10	13,116.94	2,083	2,883.88	253.15	2,630.73	47.4	
210	SERV-BUILDINGS	40,500	.00	3,543.92	16,875	9,957.06	6,504.00	20,452.09	49.5	
211	SERV-IMPROVEMENTS	0	.00	1,101.17	0	1,101.17	.00	0		
212	SERV-AUTO EQUIP	3,000	.00	1,142.15	1,230	1,827.55	.00	1,827.55	38.1	
213	SERV-OFFICES	19,000	361.27	8,631.70	7,347	10,368.30	280.85	10,087.45	46.9	
230	MIS. ELECTRICITY	17,634	1,469.50	7,347.50	66,666	105,286.50	.00	105,286.50	41.7	
231	GAS	160,000	18,782.35	54,863.36	13,333	32,000.00	.00	105,136.64	34.3	
232	TELEPHONE	32,000	3,303.89	14,108.90	11,666	13,891.10	.00	13,891.10	50.4	
233	AUDITING SERVICES	4,000	1,025.99	1,655.32	1,666	2,344.68	.00	1,600.00	41.4	
238	TRAINING SCHOOL	1,600	.00	1,059.00	2,083	1,941.00	.00	1,941.00	21.2	
240	CONFERENCES AND OTHER TRAVEL	5,000	66.85	1,535.75	3,125	2,594.25	.00	2,594.25	20.5	
245	POSTAGE	15,200	1,917.09	7,424.84	8,333	7,770.16	484.00	7,291.16	52.0	
247	COMPUTER SOFTWARE EXPENSE	20,000	.00	2,290.00	8,333	17,710.00	.00	17,710.00	11.5	
271	PERSONNEL SERVICES	45,000	2,894.17	19,009.45	18,750	25,990.55	.00	25,990.55	42.2	
272	TUITION REIMBURSEMENT	3,000	.00	156.00	1,250	2,844.00	.00	2,844.00	5.2	
273	TRAVEL EXPENSE FOR INTERVIEWS	400	.00	.00	166	400.00	.00	400.00	.00	
280	OTHER PROFESSIONAL SERVICE FEES	46,500	3,790.00	17,644.57	19,375	28,855.43	4,566.00	24,289.43	47.8	
284	PROFESSIONAL MEMBERSHIP FEES	2,100	190.00	1,570.00	3,125	1,533.69	1,575.00	1,533.69	27.1	
289	RENTAL-EQUIPMENT	7,500	601.09	2,336.31	3,125	5,153.69	.00	3,588.69	52.2	
		463,434	36,714.30	159,075.01	193,091	304,358.99	13,663.00	290,695.99	37.3	
COMMODITIES										
310	GASOLINE	4,000	387.40	1,548.09	1,666	2,451.91	.00	2,451.91	38.7	
312	JANITORIAL SUPPLIES	12,000	207.04	2,572.26	5,000	9,427.74	.00	9,427.74	21.4	
320	MATERIAL-BLDGS	20,000	88.30	11,743.26	8,333	8,756.68	.00	8,756.68	58.7	
325	MATERIAL TO MAINT AUTO EQUIP	2,000	.00	293.32	833	1,706.74	.00	1,706.74	41.7	
357	OFFICE SUPPLIES	35,000	3,005.25	14,129.50	14,583	20,808.50	483.37	20,325.13	51.9	
357	EMPLOYEE RECOGNITION SUPPLIES	260	.00	129.99	108	130.01	.00	130.01	40.0	
		73,260	3,687.99	30,480.42	30,523	42,779.58	483.37	42,296.21	42.3	
OTHER CHARGES										
415	TRANSFER TO GENERAL FUND	1,200	100.00	500.00	500	700.00	.00	700.00	41.7	
418	MOTOR VEHICLE-INSURANCE	2,549	345.75	1,228.75	1,728	2,720.25	.00	2,720.25	41.7	
420	BOILER INSURANCE	2,987	248.92	1,244.60	1,244	1,742.40	.00	1,742.40	41.7	
421	PROPERTY INSURANCE	12,670	1,055.83	5,279.15	5,279	7,390.85	.00	7,390.85	41.7	
423	GENERAL LIABILITY INSURANCE	8,239	686.58	3,432.90	3,432	4,806.10	.00	4,806.10	41.7	
499	SMALL CAPITAL ITEMS	6,000	392.29	59,644.53	2,500	53,644.53	.00	53,644.53	994.1	

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	DECATUR PUBLIC LIBRARY								09/30/2002
	OTHER CHARGES	35,245	2,829.37	71,829.93	14,683	36,584.93	.00	36,584.93	203.8
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPMENT	0	.00	.00	0	.00	435.00	435.00	
		0	.00	.00	0	.00	435.00	435.00	
800	BOOKS AND PERIODICALS	380,000	37,667.79	137,409.34	158,333	242,590.66	.00	242,590.66	36.2
830	AV-PHONODICS	0	.00	66.01	0	66.01	.00	66.01	
841	MAG/PAPERS-MAIN ADULT	0	.00	23,190.27	0	23,190.27	.00	23,190.27	
842	MAG/PAPERS-MAIN YOUTH	0	.00	1,037.35	0	1,037.35	.00	1,037.35	
843	MAG/PAPERS-MAIN JUVENILE	0	.00	1,632.69	0	1,632.69	.00	1,632.69	
844	MAG/PAPERS-MAIN REFERENCE	0	.00	8,403.95	0	8,403.95	.00	8,403.95	
845	MAG/PAPERS-MAIN PROFESSIONAL	0	132.00	1,674.86	0	1,674.86	.00	1,674.86	
847	MAG/PAPERS-EXTEN ADULT	0	.00	4,246.97	0	4,246.97	.00	4,246.97	
		380,000	37,799.79	177,661.44	158,333	202,338.56	.00	202,338.56	46.8
	EXPENDITURES								
960	GRANT & INTEREST REPAYMENT	0	.00	3,593.39	0	3,593.39	.00	3,593.39	
		0	.00	3,593.39	0	3,593.39	.00	3,593.39	
**	DIVISION TOTAL **	3,284,295	256,642.01	1,359,271.64	1,368,440	1,925,023.36	14,581.37	1,910,441.99	41.8

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000	LEASE EXPENSES								09/30/2002
	CONTRACTUAL SERVICES								
231	ELECTRICITY	5,575	464.44	1,393.32	2,222	4,181.68	.00	4,181.68	25.0
280	OTHER PROFESSIONAL SERVICES	25,000	.00	261.66	10,416	24,738.34	.00	24,738.34	1.0
		30,575	464.44	1,654.98	12,738	28,920.02	.00	28,920.02	5.4
	OTHER CHARGES								
409	PRINCIPAL PAYMENTS	21,875	.00	.00	9,114	21,875.00	.00	21,875.00	
410	INTEREST EXPENSE	7,656	.00	.00	3,190	7,656.00	.00	7,656.00	
		29,531	.00	.00	12,304	29,531.00	.00	29,531.00	
**	DIVISION TOTAL **	60,106	464.44	1,654.98	25,042	58,451.02	.00	58,451.02	2.8

ACTION GL25

FUNCTION V

PROG-ID=GLA02

FUND 92

GENERAL LEDGER - FUND STATUS INQUIRY
PUBLIC LIBRARY-TRUSTS

FUND	DESC	ANL BUD	YTD ACT	UNREAL BAL PE
FUND BALANCE				
30001921	BEG FUND BAL-CANTONI	120,965	119,420.58	1,544.42
30001922	BEG FUND BAL-MEYER	261,529	270,334.15	8,805.15-1
30001923	BEG FUND BAL-BRIDGES	5,644	3,317.90	2,326.10
30001924	BEG FUND BALANCE-DONATIONS	4,594	.00	4,594.00
	TOTAL	392,732	393,072.63	340.63-1
INVESTMENT INCOME				
30700101	INVESTMENT INTEREST	100	.00	100.00
30700103	DPL INTEREST-CANTONI TRUST	3,000	831.84	2,168.16
30700104	DPL INTEREST-MEYER	6,500	1,889.72	4,610.28
30700105	DISTRIBUTION FR BRIDGES TRU	5,000	14.39	4,985.61
	TOTAL	14,600	2,735.95	11,864.05
OTHER INCOME				
30800805	CONTRIBUTIONS AND DONATIONS	3,500	1,122.14	2,377.86
	TOTAL	3,500	1,122.14	2,377.86
	** FUND TOTAL **	410,832	396,930.72	13,901.28

END OF FUND PRESS PF2 TO GO BACKWARD, S TO CLR SCREEN
TYPE FUND #, ENTER - PF2=BACK, PF3=FOR - M=RET MENU, S=CLEAR SCN

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

09/30/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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800 BOOKS AND PERIODICALS	3,000	564.00	1,362.24	1,250	1,637.76	.00	1,637.76	45.4
EXPENDITURES		564.00	1,362.24	1,250	1,637.76	.00	1,637.76	45.4

900 EXPENDITURES	0	.00	42.75	0	42.75	212.00	254.75	
	0	.00	42.75	0	42.75	212.00	254.75	

** DIVISION TOTAL ** 3,000 564.00 1,404.99 1,250 1,595.01 212.00 1,383.01 53.9

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

42000 DPL-MEYER TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

09/30/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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499 SMALL CAPITAL ITEMS	0	1,394.73	1,394.73	0	1,394.73	.00	1,394.73	
OTHER CHARGES	0	1,394.73	1,394.73	0	1,394.73	.00	1,394.73	

800 BOOKS AND PERIODICALS	6,500	30.00	110.00	2,708	6,390.00	.00	6,390.00	1.7
	6,500	30.00	110.00	2,708	6,390.00	.00	6,390.00	1.7

** DIVISION TOTAL ** 6,500 1,424.73 1,504.73 2,708 4,995.27 .00 4,995.27 23.1

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

43000 DPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

09/30/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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800 BOOKS AND PERIODICALS	5,000	.00	1,778.78	2,083	3,221.22	.00	3,221.22	35.6
	5,000	.00	1,778.78	2,083	3,221.22	.00	3,221.22	35.6

** DIVISION TOTAL ** 5,000 1,778.78 1,778.78 2,083 3,221.22 .00 3,221.22 35.6

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

44000 DPL-DONATIONS FOR BOOKS

FUND 92 PUBLIC LIBRARY-TRUSTS

09/30/2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
800	BOOKS AND PERIODICALS	1,000	3,844.39	9,387.28	416	8,387.28-	.00	8,387.28-938.7	
		1,000	3,844.39	9,387.28	416	8,387.28-	.00	8,387.28-938.7	
**	DIVISION TOTAL **	1,000	3,844.39	9,387.28	416	8,387.28-	.00	8,387.28-938.7	

A good public library has at its heart qualified staff who are paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff have a thorough understanding of all library policies and are able to interpret those policies to library patrons.

The public library has access to the services of a qualified librarian. As first noted in Core Standard 7, "for the purposes of this document, a qualified librarian is one who holds an MLS degree from an ALA-accredited program."

For purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.] and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4-7 OR 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 12.** The library has a board-approved mission statement, long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 OR 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)

- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's Library Bill of Rights and other ALA intellectual freedom statements and interpretations. (See appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.7 for ALA *Code of Ethics*.)
- 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 24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public include a minimum of two evenings (Total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.

Supplemental Standards

1. To ensure that library staff have a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See appendix 3.1 for topics recommended for consideration in a personnel policy.)
2. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. Staff members have access to these documents.
3. Personnel policy, job descriptions, and hiring practices are in compliance with the EEOC guidelines and the requirements of the *Americans with Disabilities Act*.
4. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range plan, and provide adequate staff to offer all basic services during all the hours that the library is open. Basic services include circulation and reference. If adult and children's reference or reader's advisory services are offered from two service points, this practice continues during all library hours.
5. Many factors can affect staffing levels. Among these are the layout of the building; the number of staffed public service stations—young adult, AV, computer room, genealogy, and local history; in-house as opposed to municipally-handled payroll and other financial matters; and in-house as opposed to municipally-provided building or grounds maintenance. (See appendix 3.2 for a table of recommended staffing levels.)
6. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operating budget. Salaries plus fringe benefits (FICA, pension and health insurance) account for up to 70 percent.

The library compensates qualified entry-level librarians with a salary that meets the current recommendation of the Illinois Library Association or at the same rate

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5. Many factors can affect staffing levels. Among these are the layout of the building; the number of staffed public service stations—young adult, AV, computer room, genealogy, and local history; in-house as opposed to municipally-handled payroll and other financial matters; and in-house as opposed to municipally-provided building or grounds maintenance. (See appendix 3.2 for a table of recommended staffing levels.)
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The library compensates qualified entry-level librarians with a salary that meets the current recommendation of the Illinois Library Association or at the same rate

received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.

Example: In 1996-97, median salary of entry-level public school teacher with masters degree was \$25,079. Divide this amount by 10 and multiply the result by 12. $\$25,079/10 = \$2,508 \times 12 = \$30,096$. (The figures were supplied by the Illinois State Board of Education, Research and Policy, 100 North First Street, Springfield, IL 62777-0001, phone 217-782-3950, fax 217-524-7784.)

The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

7. The library gives each new employee a thorough orientation that introduces the employee to the mission statement, philosophy, goals, and services of the library, as well as to the particular responsibilities of the new employee's job.
8. The library has a performance appraisal system in place that provides staff with an evaluation of current performance and guidance in improving or developing new skills.
9. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, state, regional, and national conferences; participation in relevant courses, workshops, seminars, and inservice training; and attendance at local, system, and other library related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
10. The library provides funding to train staff in the use and maintenance of new technology and equipment.
11. The library provides library journals and other professional literature for the staff.
12. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include

Fair Labor Standards Act [29 U.S.C. 201 et seq.]

Illinois Human Rights Act [775 ILL. COMP. STAT. ANN. 5/1-101 et seq.]

Americans with Disabilities Act [42 U.S.C. 12101 et seq.]

EEOC Guidelines on Discrimination [42 U.S.C. 2200 et seq.]

Illinois Collective Bargaining Successor Employee Act [820 ILL. COMP. STAT. ANN. 10/0.01 et seq.]

OSHA Regulations [29 U.S.C. 651 et seq.]

Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]

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