

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
09/11/2002	TREAS--IMRF	6,135.91	E01792	09/11/2002	RETIREMENT-IMRF
09/11/2002	TREAS-MEDICAL INSURANCE	10,280.12	E01793	09/11/2002	MEDICAL INSURANCE
09/11/2002	TREAS--NON MEDICAL INS	23.97	E01794	09/11/2002	LIFE INSURANCE
09/11/2002	TREAS--NON MEDICAL INS	769.42	E01795	09/11/2002	WORKERS COMPENSATION
09/11/2002	TREAS--IMRF	6,041.08	E01796	09/11/2002	RETIREMENT-IMRF
09/09/2002	AMERICAN LIBRARY ASSOCIATION	150.00	155644	09/09/2002	PROFESSIONAL MEMBERSHIP FEES
09/09/2002	COMMERCIAL MAIL SERVICES	150.00	155644	09/09/2002	PROFESSIONAL MEMBERSHIP FEES
09/06/2002	ILLINOIS HISTORIC	108.87	155657	09/09/2002	POSTAGE
09/06/2002	ONYX WASTE SERVICES	50.80	155657	09/09/2002	CONFERENCES AND OTHER TRAVEL
09/13/2002	AZURADISC	323.11	155812	09/13/2002	SERV-BUILDINGS
09/13/2002	AMERICAN LIBRARY ASSOCIATION	80.70	155812	09/13/2002	OFFICE SUPPLIES
09/13/2002	BAKER & TAYLOR CO	33.96	155816	09/13/2002	OFFICE SUPPLIES
09/12/2002	BAKER & TAYLOR CO	1,581.63	155817	09/13/2002	BOOKS AND PERIODICALS
09/12/2002	BAKER & TAYLOR CO	656.58	155818	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	BAKER & TAYLOR CO	3,239.74	155819	09/13/2002	BOOKS AND PERIODICALS
09/06/2002	BAKER & TAYLOR ENTERTAINMENT	598.12	155820	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	HERALD & REVIEW	1,240.60	155823	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	EZ LAWN CARE	112.00	155838	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	HOUITY DANNY R.	180.00	155846	09/13/2002	BOOKS AND PERIODICALS
09/08/2002	AMEKITTECH	300.00	155857	09/13/2002	SERV-BUILDINGS
09/08/2002	ILLINOIS POWER COMPANY	869.86	155859	09/13/2002	OTHER PROFESSIONAL SERVICES
09/13/2002	INFO USA MARKETING INC.	18,782.35	155860	09/13/2002	TELEPHONE
09/06/2002	MORRELL, STERLING	7,278.00	155863	09/13/2002	OTHER PROFESSIONAL SERVICES
09/06/2002	MCLEOD USA	92.77	155882	09/13/2002	TELEPHONE
09/13/2002	NCI BUSINESS SYSTEMS	44.27	155884	09/13/2002	OTHER PROFESSIONAL SERVICES
09/06/2002	NEWMAN ULLMAN	83.58	155885	09/13/2002	OTHER PROFESSIONAL SERVICES
09/06/2002	ORKIN EXTERMINATING	66.00	155888	09/13/2002	JANITORIAL SUPPLIES
09/13/2002	RIGSBY, PAUL	200.00	155894	09/13/2002	SERV-BUILDINGS
09/13/2002	SLEETH, ALAN FUNDS	100.00	155899	09/13/2002	OTHER PROFESSIONAL SERVICES
09/06/2002	TREAS-WATER MAINTENANCE	100.00	155904	09/13/2002	OTHER PROFESSIONAL SERVICES
09/13/2002	TREAS-GENERAL FUND	387.40	155905	09/13/2002	WATER
09/13/2002	TREAS-PETTY CASH	10.25	155906	09/13/2002	GASOLINE TO GENERAL FUND
09/13/2002	TREAS-PETTY CASH	16.85	155907	09/13/2002	TRANSFERS TO GENERAL FUND
09/13/2002	TREAS-PETTY CASH	12.50	155908	09/13/2002	SERV-BUILDINGS
09/13/2002	TREAS-PETTY CASH	29.50	155908	09/13/2002	CONFERENCES AND OTHER TRAVEL
09/13/2002	TREAS-SELF INSURANCE FUND	23.95	155908	09/13/2002	POSTAGE SUPPLIES
09/13/2002	TREAS-SELF INSURANCE FUND	345.75	155909	09/13/2002	BOOKS AND PERIODICALS
09/13/2002	TREAS-SELF INSURANCE FUND	248.92	155909	09/13/2002	MOTOR VEHICLE-INSURANCE
09/13/2002	TREAS-SELF INSURANCE FUND	1,035.83	155909	09/13/2002	BOILER INSURANCE
09/13/2002	TREAS-SELF INSURANCE FUND	686.58	155909	09/13/2002	PROPERTY INSURANCE
09/13/2002	TREAS-MIS OPERATING	1,469.50	155910	09/13/2002	GENERAL LIABILITY INSURANCE
09/13/2002	TAYLOR, DELBERT	200.00	155911	09/13/2002	MIS SERVICES
09/06/2002	WEST GROUP	674.50	155914	09/13/2002	OTHER PROFESSIONAL SERVICES
09/16/2002	JAN WAY COMPANY	317.00	155916	09/13/2002	BOOKS AND PERIODICALS
09/16/2002	TREAS-GENERAL FUND	237.85	155934	09/16/2002	SERV-OFFICE EQUIP
09/16/2002	TREAS-GENERAL FUND	795.72	155949	09/16/2002	OFFICE SUPPLIES
09/16/2002	TREAS-GENERAL FUND	72.54	155949	09/16/2002	JANITORIAL SUPPLIES
09/16/2002	U.S. POSTMASTER	153.67	155950	09/16/2002	POSTAGE SUPPLIES
09/16/2002	WILKERSON, MATTHEW	68.09	155952	09/16/2002	POSTAGE SUPPLIES
09/17/2002	OMH CORP HEALTH SERVICES	100.00	155954	09/17/2002	OFFICE SUPPLIES
09/27/2002	AMERICAN LIBRARY ASSOC	68.70	156142	09/27/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	ABWA	40.00	156143	09/27/2002	OFFICE SUPPLIES
09/27/2002	BOOTH & ANTOLINE	80.00	156145	09/27/2002	PROFESSIONAL MEMBERSHIP FEES
09/27/2002	CRUCIAL TECHNOLOGY	392.29	156147	09/27/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	DEMCO INC	934.50	156148	09/27/2002	SMALL CAPITAL ITEMS
09/27/2002	ELECTRICAL SERVICE CO.,INC	59.96	156150	09/27/2002	OFFICE SUPPLIES
09/27/2002	ELECTRICAL EQUIPMENT	10.00	156150	09/27/2002	SERV-BUILDINGS
09/27/2002	FORDHAM EQUIPMENT	743.91	156151	09/27/2002	MATERIALS-BLDGS
09/27/2002	HOUITY, DANNY R	300.00	156154	09/27/2002	OFFICE SUPPLIES
09/27/2002	HEARST TECHNOLOGIES INC	200.00	156155	09/27/2002	OTHER PROFESSIONAL SERVICES
09/27/2002	ILLINOIS LIBRARY ASSOCIATION	132.00	156157	09/27/2002	MAG/PAPER
09/27/2002	ILLINOIS STATE LIBRARY	601.09	156158	09/27/2002	RENTAL-EQUIPMENT
09/27/2002	MORRELL, STERLING	100.00	156162	09/27/2002	OTHER PROFESSIONAL SERVICES

BILLS AND PAYROLLS FOR PERIOD ENDING 09/30/2002

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
DECATUR PUBLIC LIBRARY	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	RIGSBY, 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	OTHER PROFESSIONAL SERVICES
	09/27/2002	SOHNDLER ELEVATOR CORP	786.09	156171	09/27/2002	SERV-BUILDINGS
	09/27/2002	TAYLOR, DELBERT	200.00	156174	09/27/2002	OTHER PROFESSIONAL SERVICES
	09/27/2002	TECHNICAL SOLUTIONS SERVICES	703.25	156176	09/27/2002	SERV-BUILDINGS
	09/27/2002	2D MARKETING & COMMUNICATIONS	725.00	156177	09/27/2002	OTHER PROFESSIONAL SERVICES
	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	SERV-BUILDINGS
	09/27/2002	VERIZON WIRELESS	33.27	156191	09/30/2002	TELEPHONE
	09/23/2002	A.M. BEST COMPANY, INC.	1,609.90	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
	09/27/2002	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
	09/09/2002	BOOKS ON TAPE	811.90	156202	09/30/2002	BOOKS AND PERIODICALS
	09/27/2002	BABY TALK INC. ENTERTAINMENT	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 BOOK SOURCE	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	464.44	156240	09/30/2002	ELECTRICITY
	09/18/2002	THE GALE GROUP	1,317.99	156260	09/30/2002	BOOKS AND PERIODICALS
	09/23/2002	AMERITECH	78.30	156268	09/30/2002	TELEPHONE
	09/27/2002	ICI DULUX PAINTS	26.46	156274	09/30/2002	MATERIAL-BLDGS
	09/23/2002	INGRAM LIBRARY SERVICES	218.08	156278	09/30/2002	BOOKS AND PERIODICALS
	09/27/2002	JAN SAN SUPPLY INC.	756.05	156284	09/30/2002	JANITORIAL SUPPLIES
	09/06/2002	KIMBO EDUCATIONAL	83.58	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	12,894.17	156326	09/30/2002	TEMP PERSONNEL SERVICES
	09/26/2002	PROQUEST	12,290.00	156330	09/30/2002	BOOKS AND PERIODICALS
	09/18/2002	RECORDED BOOKS, INC.	222.50	156336	09/30/2002	BOOKS AND PERIODICALS
	09/18/2002	REGENCY BOOK CO	42.01	156335	09/30/2002	BOOKS AND PERIODICALS
	09/18/2002	SATTLELY, S, INC.	102.61	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			

BILLS AND PAYROLLS FOR PERIOD ENDING 09/30/2002

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
PUBLIC LIBRARY-TRUSTS	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	155822	09/13/2002	BOOKS AND PERIODICALS
	09/13/2002	GATEWAY COMPANIES INC.	583.24	155823	09/13/2002	BOOKS AND PERIODICALS
	09/23/2002	AMAZON.COM CREDIT	961.00	155852	09/13/2002	SMALL CAPITAL ITEMS
	09/23/2002	AMAZON.COM CREDIT	433.73	156194	09/30/2002	SMALL CAPITAL ITEMS
	09/26/2002	BAKER & TAYLOR CO	16.95	156197	09/30/2002	BOOKS AND PERIODICALS
	09/26/2002	BAKER & TAYLOR CO	21.24	156198	09/30/2002	BOOKS AND PERIODICALS
	09/30/2002	BAKER & TAYLOR CO	65.98	156199	09/30/2002	BOOKS AND PERIODICALS
	09/26/2002	BOOKS ON TAPE	76.64	156202	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 IIF	.00	2,500.00	.00	6,000.00	6,000.00	20
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	41
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	16,666.67	16,666.65	40,000.00	23,333.35	14
30800-899	MISCELLANEOUS INCOME	.00	8,333.33	2,842.56	20,000.00	17,157.44	26
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

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

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
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	30,823.53	
094 OTHER LEAVE WITH PAY	0	0	1,690.80	0	1,690.80	.00	1,690.80	
096 SICK TIME	0	1,981.46	12,815.04	0	12,815.04	.00	12,815.04	
098 VACATION TIME	0	10,403.03	53,246.31	0	53,246.31	.00	53,246.31	
	1,793,310	135,072.98	715,929.64	747,212	1,077,380.36	.00	1,077,380.36	39.9

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	20,560.24	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	33.5
	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	13,543.97	16,875	29,925.06	253.15	29,671.91	47.4
210 SERV-BUILDINGS	40,500	.00	3,101.17	0	3,101.17	6,504.00	0	49.5
211 SERV-IMPROVEMENTS	0	.00	1,142.45	1,250	1,857.35	.00	1,857.35	
212 SERV-OFFICE EQUIP	3,000	361.27	8,631.70	7,916	10,368.30	280.85	10,087.45	38.1
213 SERV-AUTOC EQUIP	17,634	1,469.50	7,347.50	7,347	7,347.50	.00	10,286.50	46.9
230 MIS SERVICES	160,000	18,782.35	54,863.36	66,666	105,136.64	.00	105,136.64	41.7
231 ELECTRICITY	32,000	.00	13,333.00	13,333	32,000.00	.00	32,000.00	34.3
232 GAS	28,000	3,303.89	14,108.90	11,666	13,891.10	.00	13,891.10	50.4
233 WATER	4,000	1,025.99	1,655.32	1,666	2,344.68	.00	2,344.68	41.4
234 AUDITING SERVICES	1,000	.00	1,059.00	0	1,000.00	.00	1,000.00	
238 TRAINING SCHOOL	5,000	66.85	1,535.75	3,125	5,964.25	.00	5,964.25	21.2
240 CONFERENCES AND OTHER TRAVEL	17,500	1,917.09	7,424.84	6,333	7,775.16	484.00	7,291.16	20.5
241 POSTAGE	20,000	2,290.00	2,290.00	8,333	17,710.00	.00	17,710.00	52.0
245 COMPUTER SOFTWARE EXPENSE	45,000	2,894.17	19,009.45	18,750	25,990.55	.00	25,990.55	11.5
271 TEMP PERSONNEL SERVICES	3,000	.00	156.00	1,250	2,844.00	.00	2,844.00	42.2
272 TUITION REIMBURSEMENT	3,000	.00	166.00	1,166	400.00	.00	400.00	5.2
273 TRAVEL EXPENSE FOR INTERVIEWS	46,500	3,790.00	17,644.57	19,375	28,858.43	4,566.00	24,292.43	47.8
280 OTHER PROFESSIONAL SERVICES	2,100	190.00	570.00	3,125	1,530.00	.00	1,530.00	27.1
284 PROFESSIONAL MEMBERSHIP FEES	7,500	601.09	2,336.31	3,125	5,163.69	1,575.00	3,588.69	52.2
289 RENTAL-EQUIPMENT	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	1,572.26	5,000	6,427.74	.00	6,427.74	21.4
320 MATERIAL-BLDGS	20,000	88.30	11,743.52	8,333	8,258.98	.00	8,258.98	18.7
327 MATERIAL TO MAINT AUTO EQUIP	2,000	.00	293.26	833	1,706.74	.00	1,706.74	54.7
345 OFFICE SUPPLIES	35,000	3,005.25	14,193.50	14,583	20,806.50	483.37	20,323.13	41.9
357 EMPLOYEE RECOGNITION SUPPLIES	260	.00	129.99	108	130.01	.00	130.01	50.0
	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	4,149	345.75	1,728.75	1,728	2,420.25	.00	2,420.25	41.7
420 BOILER INSURANCE	12,670	248.92	1,244.60	1,244	1,742.40	.00	1,742.40	41.7
423 GENERAL LIABILITY INSURANCE	8,239	1,035.83	5,279.15	5,279	7,390.85	.00	7,390.85	41.7
499 SMALL CAPITAL ITEMS	6,000	686.58	3,432.90	3,432	4,806.10	.00	4,806.10	41.7
	6,000	3,92.29	59,644.53	2,500	53,644.53	.00	53,644.53	99.4

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

40000	DECATUR PUBLIC LIBRARY	FUND 20	DECATUR PUBLIC LIBRARY	09/30/2002
OB CD	DESCRIPTION	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED BALANCE
	OTHER CHARGES			PRCNT COMM

35,245	2,829.37	71,829.93	14,683	36,584.93	203.8
CAPITAL OUTLAY					
515	OFFICE MACHINERY AND EQUIPMENT				
0	.00	.00	0	.00	435.00
0	.00	.00	0	.00	435.00
800 BOOKS AND PERIODICALS					
380,000	37,667.79	137,409.34	158,333	242,590.66	36.2
830	AV-PHONODICS	.00	0	66.01	.00
841	MAG/PAPERS-MAIN ADULT	.00	0	23,190.27	.00
842	MAG/PAPERS-MAIN YOUTH	.00	0	1,037.35	.00
843	MAG/PAPERS-MAIN JUVENILE	.00	0	1,632.69	.00
844	MAG/PAPERS-MAIN REFERENCE	.00	0	8,403.95	.00
845	MAG/PAPERS-MAIN PROFESSIONAL	1.32	0	1,674.86	.00
847	MAG/PAPERS-EXTEN ADULT	.00	0	4,246.97	.00
380,000	37,799.79	177,661.44	158,333	202,338.56	46.8

EXPENDITURES

960	GRANT & INTEREST REPAYMENT				
0	.00	3,593.39	0	3,593.39	.00
0	.00	3,593.39	0	3,593.39	.00

** DIVISION TOTAL ** 3,204,295 256,642.01 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

41000	LEASE EXPENSES	FUND 20	DECATUR PUBLIC LIBRARY	09/30/2002
OB CD	DESCRIPTION	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED BALANCE
	CONTRACTUAL SERVICES			PRCNT COMM

231	ELECTRICITY	5,575	464.44	1,393.32	2,322	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	.00
410	INTEREST EXPENSE	7,656	.00	.00	3,190	7,656.00	.00	7,656.00	.00
		29,531	.00	.00	12,304	29,531.00	.00	29,531.00	.00
60,106		464.44	1,654.98	25,042	58,451.02	58,451.02	.00	58,451.02	2.8

** DIVISION TOTAL **

ACTION GL25

FUNCTION V

PROG-ID=GLA02

GENERAL LEDGER - FUND STATUS INQUIRY

FUND 92 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

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	3,000	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

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

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 .00 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 PRCT 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.)

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- 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—youth 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

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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