

A Petty Cash Fund of \$25.00 will be set up to be used by the Douglass Center Librarian. Each month detailed receipts issued by the source purchased from must be submitted with requests for Petty Cash reimbursement. In no case will Petty Cash be reimbursed for more than \$25.00.

- 4) Any request for travel allowances must be approved by the Director of the Champaign Public Library in advance and detailed-itemized expenditures submitted with the proper form for reimbursement.
- 5) The Douglass Center Branch Librarian will recommend all new staff appointments to the Director of the Champaign Public Library who may request an interview with the aid of the Urbana Library Director. Names of new employees will then be submitted to the Joint Board which reserves the right of final approval.

All recommendations will be accompanied by a completed application form.

The Douglass Center Librarian is responsible for direct supervision of Douglass Center Library employees and will submit payroll reports for time worked and for days absent. Job descriptions will be written for all positions and submitted to the Joint Board. These descriptions may follow those now in use by Champaign Public Library or may be designed to reflect special situations inherent at Douglass Center. Directors of both Champaign and Urbana Libraries will be available for aid and advice in developing these job descriptions.

- 6) The Douglass Center Branch Librarian and staff are expected to be at the library during hours open as posted and approved by the Joint Board. The library will not be closed during regular hours without approval of the Director of the Champaign Public Library. In no case will this be done without due cause.