

## DPL 2019 Budget Projection September

	2019 Projected Best Case	2019 Budgeted	Difference	Worst Case	Difference from budget
Real Estate Taxes	\$ 2,966,661	\$ 2,842,000	\$ 124,661	\$ 2,704,341	\$ (137,659)
State Replacement Tax	\$ 350,066	\$ 250,000	\$ 100,066	\$ 350,066	\$ 100,066
State Grants or other	\$ 110,053	\$ 110,000	\$ 53	\$ 110,053	\$ 53
Other Grants	\$ 4,198	\$ 75,000	\$ (70,802)	\$ 4,198	\$ (70,802)
Payment in Lieu of Taxes	\$ 511,095	\$ 511,095	\$ -	\$ 511,095	\$ -
Fines/Fees	\$ 3,555	\$ 1,000	\$ 2,555	\$ 3,555	\$ 2,555
Non-resident fees	\$ 276	\$ 150	\$ 126	\$ 276	\$ 126
Lost or Damaged Books	\$ 5,782	\$ 5,200	\$ 582	\$ 5,782	\$ 582
Copies/Misc.	\$ 9,173	\$ 8,400	\$ 773	\$ 9,173	\$ 773
Meeting Room Fees	\$ 7,661	\$ 3,700	\$ 3,961	\$ 7,661	\$ 3,961
Interest Income	\$ 8,612	\$ 500	\$ 8,112	\$ 8,612	\$ 8,112
Sale of property	\$ -	\$ -	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -
Miscellaneous Income	\$ 13,867	\$ 2,000	\$ 11,867	\$ 13,867	\$ 11,867
Transfer from Meyer	\$ 25,178	\$ 25,000	\$ 178	\$ 25,178	\$ 178
<b>Total Revenues</b>	<b>\$ 4,017,677</b>	<b>\$ 3,835,545</b>	<b>\$ 182,132</b>	<b>\$ 3,755,357</b>	<b>\$ (80,188)</b>

### Library Operations

#### DPL Personnel Services

Salaries	\$ 1,563,433	\$ 1,671,917	\$ 108,484	\$ 1,563,433
Overtime	\$ 1,243	\$ 1,000	\$ (243)	\$ 1,243
IMRF	\$ 145,827	\$ 168,867	\$ 23,040	\$ 145,827
FICA	\$ 117,408	\$ 127,468	\$ 10,060	\$ 117,408
Life Insurance	\$ 2,559	\$ 3,182	\$ 623	\$ 2,559
Medical Insurance	\$ 301,275	\$ 321,750	\$ 20,475	\$ 301,275
Service Recognition	\$ 19,440	\$ 21,838	\$ 2,398	\$ 19,440

<b>Total Personnel</b>	<b>\$ 2,151,185</b>	<b>\$ 2,316,022</b>	<b>\$ 164,837</b>	<b>\$ 2,151,185</b>
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#### Operating Expenses

Unemployment insurance	\$ 2,652	\$ 2,652	\$ -	\$ 2,652
Advertising	\$ 373	\$ 500	\$ 127	\$ 373
Printing/Binding	\$ 640	\$ 500	\$ (140)	\$ 640
Service to Office Equipment	\$ 29,538	\$ 10,000	\$ (19,538)	\$ 29,538
MIS Services	\$ 38,364	\$ 38,364	\$ -	\$ 38,364
Telephone	\$ 11,113	\$ 16,300	\$ 5,187	\$ 11,113
Banking Service Charges	\$ 129	\$ -	\$ (129)	\$ 129
Conferences/Travel/training	\$ 10,388	\$ 20,000	\$ 9,612	\$ 10,388
Postage	\$ 11,371	\$ 14,000	\$ 2,629	\$ 11,371
Computer Software	\$ 42,861	\$ 18,000	\$ (24,861)	\$ 42,861

Admin Fee	\$ 97,548	\$ 97,584	\$ 36	\$ 97,548
Medical Expenses	\$ -	\$ 500	\$ 500	-
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000	-
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000	-
Professional Services	\$ 49,589	\$ 50,000	\$ 411	49,589
Membership Fees	\$ 50,064	\$ 48,000	\$ (2,064)	50,064
PNG Expenses	\$ 14,651	\$ 15,000	\$ 349	14,651
Per Capita Expenses	\$ 95,000	\$ 95,000	\$ -	95,000
Other Grant	\$ 4,195	\$ 75,000	\$ 70,805	4,195
Office Supplies	\$ 29,760	\$ 30,000	\$ 240	29,760
Purchasing	\$ 12,384	\$ 12,384	\$ -	12,384
Risk Management	\$ 78,576	\$ 78,576	\$ -	78,576
Small Capital	\$ 27,849	\$ 20,000	\$ (7,849)	27,849
Rent	\$ 575,000	\$ 575,000	\$ -	575,000
Books/Materials	\$ 245,000	\$ 245,000	\$ -	245,000
Transfer to reserves	\$ -	\$ -	\$ -	-
Service to Mainting Building	\$ -	\$ -	\$ -	-
Materials for Building	\$ 230	\$ -	\$ (230)	230
<b>Total Operating Expenses</b>	<b>\$ 1,427,275</b>	<b>\$ 1,467,360</b>	<b>\$ 40,085</b>	<b>\$ 1,427,275</b>

<b>Total Expenses</b>	<b>\$ 3,578,460</b>	<b>\$ 3,783,382</b>	<b>\$ 204,922</b>	<b>\$ 3,578,460</b>
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<b>Surplus/Deficit</b>	<b>\$ 439,217</b>	<b>\$ 52,163</b>		<b>\$ 176,897</b>
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While the incidence of serious crime is low in libraries, libraries are open to the public many hours each week and are part of communities where people live and work every day. Librarians must share responsibility for the safety and security of customers and staff. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

### SAFETY STANDARDS

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and customers, and severe weather.
4. The library provides annual emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
5. The library provides a call list and contact information that is reviewed bi-annually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
8. Safety of customers and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a designated tornado shelter.
11. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
12. The library provides adequate security for staff, users, and collections.
13. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
14. At least two people shall be on duty during all open hours of operation.
15. Copies of the emergency manual and disaster plan are provided to community safety personnel.

### SAFETY CHECKLIST

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed bi-annually.
- Emergency supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.

### BIBLIOGRAPHY

Graham, Warren. *The Black Belt Librarian: Real World Safety and Security*. Chicago: American Library Association, 2012.

Kahn, Miriam B. *Disaster Response and Planning for Libraries*. 3rd ed. Chicago: American Library Association, 2012.

Kahn, Miriam B. *The Library Security and Safety Guide to Prevention, Planning, and Response*. Chicago: American Library Association, 2009.

Rubin, Rhea Joyce. *Defusing the Angry Patron: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2011.

Wilkinson, Frances C., Linda K. Lewis and Nancy K. Dennis. *Comprehensive Guide to Emergency Preparedness and Disaster Recovery*. Chicago: Association of College and Research Libraries, 2010.

Willis, Mark R. *Dealing with Difficult People*. Chicago: American Library Association, 1999.

### WEBSITES

American Library Association

[www.ala.org/tools/safety-and-security](http://www.ala.org/tools/safety-and-security)

[www.ala.org/tools/libfactsheets/alalibraryfactsheet10](http://www.ala.org/tools/libfactsheets/alalibraryfactsheet10)

Occupational Safety and Health Administration

<https://www.osha.gov/index.html>

DATE: 11/12/2019

**FOR  
INVOICES**

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
<b>35 LIBRARY FUND</b>					
130686	10/1/2019	BAKER & TAYLOR CO	20.26	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
130686	10/1/2019	BAKER & TAYLOR CO	51.28		PER CAPITA GRANT EXPENSE
130686	10/1/2019	BAKER & TAYLOR CO	65.94		PER CAPITA GRANT EXPENSE
130686	10/1/2019	BAKER & TAYLOR CO	181.78		PER CAPITA GRANT EXPENSE
130686	10/1/2019	BAKER & TAYLOR CO	349.62		PER CAPITA GRANT EXPENSE
130686	10/1/2019	BAKER & TAYLOR CO	427.18		PER CAPITA GRANT EXPENSE
130686	10/1/2019	BAKER & TAYLOR CO	521.64		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	8.99	AV MATERIALS	PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	9.99		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	22.49		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	33.74		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	39.99		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	68.19		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	84.46		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	98.91		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	145.33		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	169.43		PER CAPITA GRANT EXPENSE
130728	10/1/2019	MIDWEST TAPE, LLC	443.14		PER CAPITA GRANT EXPENSE
130787	10/8/2019	BAKER & TAYLOR CO	22.49	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
130787	10/8/2019	BAKER & TAYLOR CO	79.90		PER CAPITA GRANT EXPENSE
130787	10/8/2019	BAKER & TAYLOR CO	253.21	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
130787	10/8/2019	BAKER & TAYLOR CO	287.51		PER CAPITA GRANT EXPENSE
130787	10/8/2019	BAKER & TAYLOR CO	361.12		PER CAPITA GRANT EXPENSE
130787	10/8/2019	BAKER & TAYLOR CO	629.86		PER CAPITA GRANT EXPENSE
130787	10/8/2019	BAKER & TAYLOR CO	780.01		PER CAPITA GRANT EXPENSE
130855	10/8/2019	JUNIOR LIBRARY GUILD	1,740.40	CUST#J122649 RENEWAL	PER CAPITA GRANT EXPENSE
130871	10/8/2019	MIDWEST TAPE, LLC	15.73	AV MATERIALS	PER CAPITA GRANT EXPENSE
130871	10/8/2019	MIDWEST TAPE, LLC	22.49		PER CAPITA GRANT EXPENSE
130871	10/8/2019	MIDWEST TAPE, LLC	23.24		PER CAPITA GRANT EXPENSE
130871	10/8/2019	MIDWEST TAPE, LLC	37.49		PER CAPITA GRANT EXPENSE
130871	10/8/2019	MIDWEST TAPE, LLC	39.99		PER CAPITA GRANT EXPENSE
130871	10/8/2019	MIDWEST TAPE, LLC	74.98		PER CAPITA GRANT EXPENSE
130871	10/8/2019	MIDWEST TAPE, LLC	83.17		PER CAPITA GRANT EXPENSE

130871	10/8/2019	MIDWEST TAPE, LLC	131.17		PER CAPITA GRANT EXPENSE
130946	10/15/2019	BAKER & TAYLOR CO	103.42	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
130946	10/15/2019	BAKER & TAYLOR CO	129.71	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
130946	10/15/2019	BAKER & TAYLOR CO	195.07		PER CAPITA GRANT EXPENSE
130946	10/15/2019	BAKER & TAYLOR CO	257.01		PER CAPITA GRANT EXPENSE
130946	10/15/2019	BAKER & TAYLOR CO	527.59		PER CAPITA GRANT EXPENSE
130946	10/15/2019	BAKER & TAYLOR CO	824.21		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	9.99	AV MATERIALS	PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	14.99		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	20.99		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	21.74		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	22.49		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	37.48		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	39.99		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	44.95		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	49.99		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	102.63		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	116.92		PER CAPITA GRANT EXPENSE
131029	10/15/2019	MIDWEST TAPE, LLC	324.58		PER CAPITA GRANT EXPENSE
131159	10/22/2019	MIDWEST TAPE, LLC	5.24	AV MATERIALS	PER CAPITA GRANT EXPENSE
131159	10/22/2019	MIDWEST TAPE, LLC	16.49		PER CAPITA GRANT EXPENSE
131159	10/22/2019	MIDWEST TAPE, LLC	19.99		PER CAPITA GRANT EXPENSE
131159	10/22/2019	MIDWEST TAPE, LLC	26.99		PER CAPITA GRANT EXPENSE
131159	10/22/2019	MIDWEST TAPE, LLC	67.46		PER CAPITA GRANT EXPENSE
131159	10/22/2019	MIDWEST TAPE, LLC	148.40		PER CAPITA GRANT EXPENSE
131100	10/22/2019	BAKER & TAYLOR CO	18.71	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
131100	10/22/2019	BAKER & TAYLOR CO	113.11		PER CAPITA GRANT EXPENSE
131100	10/22/2019	BAKER & TAYLOR CO	125.83		PER CAPITA GRANT EXPENSE
131100	10/22/2019	BAKER & TAYLOR CO	181.47		PER CAPITA GRANT EXPENSE
131100	10/22/2019	BAKER & TAYLOR CO	196.96		PER CAPITA GRANT EXPENSE
131100	10/22/2019	BAKER & TAYLOR CO	226.33		PER CAPITA GRANT EXPENSE
131100	10/22/2019	BAKER & TAYLOR CO	399.04		PER CAPITA GRANT EXPENSE
131100	10/22/2019	BAKER & TAYLOR CO	472.22		PER CAPITA GRANT EXPENSE
131211	10/29/2019	BAKER & TAYLOR CO	68.74	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
131211	10/29/2019	BAKER & TAYLOR CO	85.60		PER CAPITA GRANT EXPENSE
131211	10/29/2019	BAKER & TAYLOR CO	261.85		PER CAPITA GRANT EXPENSE
131211	10/29/2019	BAKER & TAYLOR CO	265.31		PER CAPITA GRANT EXPENSE
131211	10/29/2019	BAKER & TAYLOR CO	286.65		PER CAPITA GRANT EXPENSE
131211	10/29/2019	BAKER & TAYLOR CO	519.24		PER CAPITA GRANT EXPENSE
131296	10/29/2019	MIDWEST TAPE, LLC	11.24	AV MATERIALS	PER CAPITA GRANT EXPENSE
131296	10/29/2019	MIDWEST TAPE, LLC	21.74		PER CAPITA GRANT EXPENSE
131296	10/29/2019	MIDWEST TAPE, LLC	32.23		PER CAPITA GRANT EXPENSE
131296	10/29/2019	MIDWEST TAPE, LLC	46.44		PER CAPITA GRANT EXPENSE
131296	10/29/2019	MIDWEST TAPE, LLC	164.93		PER CAPITA GRANT EXPENSE
131296	10/29/2019	MIDWEST TAPE, LLC	169.37		PER CAPITA GRANT EXPENSE
131006	10/15/2019	ILLINOIS AUDUBON SOCIETY	25.00	MEMBERSHIP RENEWAL	PER CAPITA GRANT EXPENSE

130686	10/1/2019	BAKER & TAYLOR CO	8.28		OFFICE SUPPLIES
130686	10/1/2019	BAKER & TAYLOR CO	19.55		OFFICE SUPPLIES
130686	10/1/2019	BAKER & TAYLOR CO	24.15		OFFICE SUPPLIES
130705	10/1/2019	DEMCO INC	558.00		OFFICE SUPPLIES
130780	10/8/2019	AMAZON.COM CREDIT	153.61		OFFICE SUPPLIES
130787	10/8/2019	BAKER & TAYLOR CO	13.34		OFFICE SUPPLIES
130787	10/8/2019	BAKER & TAYLOR CO	15.64		OFFICE SUPPLIES
130787	10/8/2019	BAKER & TAYLOR CO	17.94		OFFICE SUPPLIES
130787	10/8/2019	BAKER & TAYLOR CO	28.29		OFFICE SUPPLIES
130787	10/8/2019	BAKER & TAYLOR CO	34.50		OFFICE SUPPLIES
130823	10/8/2019	EDWARDS, ROBERT	18.27	RE-ISSUE OFFICE SUPPLY REIMBURS	OFFICE SUPPLIES
130890	10/8/2019	REXX BATTERY	23.95	BATTERY	OFFICE SUPPLIES
130898	10/8/2019	SAM'S CLUB	85.88		OFFICE SUPPLIES
130946	10/15/2019	BAKER & TAYLOR CO	9.43		OFFICE SUPPLIES
130946	10/15/2019	BAKER & TAYLOR CO	9.89		OFFICE SUPPLIES
130946	10/15/2019	BAKER & TAYLOR CO	24.15		OFFICE SUPPLIES
130946	10/15/2019	BAKER & TAYLOR CO	38.18		OFFICE SUPPLIES
130950	10/15/2019	BECK'S ENGRAVING & RUBBER	23.96	RUBBER STAMP	OFFICE SUPPLIES
131100	10/22/2019	BAKER & TAYLOR CO	6.44		OFFICE SUPPLIES
131100	10/22/2019	BAKER & TAYLOR CO	8.97		OFFICE SUPPLIES
131100	10/22/2019	BAKER & TAYLOR CO	14.03	LIBRARY MATERIALS	OFFICE SUPPLIES
131100	10/22/2019	BAKER & TAYLOR CO	20.01		OFFICE SUPPLIES
131100	10/22/2019	BAKER & TAYLOR CO	28.75		OFFICE SUPPLIES
131183	10/22/2019	STRIGLOS/HAINES & ESSICK	264.86	OFFICE SUPPLIES	OFFICE SUPPLIES
131206	10/29/2019	AMAZON.COM CREDIT	237.18		OFFICE SUPPLIES
131211	10/29/2019	BAKER & TAYLOR CO	5.06		OFFICE SUPPLIES
131211	10/29/2019	BAKER & TAYLOR CO	12.65		OFFICE SUPPLIES
131211	10/29/2019	BAKER & TAYLOR CO	19.55		OFFICE SUPPLIES
131211	10/29/2019	BAKER & TAYLOR CO	29.44		OFFICE SUPPLIES
131227	10/29/2019	CDW GOVERNMENT INC	248.34	PAPER/INK	OFFICE SUPPLIES
131314	10/29/2019	REXX BATTERY	77.90	EQUIPMENT BATTERIES	OFFICE SUPPLIES
131319	10/29/2019	ROSE DREW, INC	521.52		OFFICE SUPPLIES
130686	10/1/2019	BAKER & TAYLOR CO	0.10		BOOKS & PERIODICALS
130686	10/1/2019	BAKER & TAYLOR CO	0.26		BOOKS & PERIODICALS
130686	10/1/2019	BAKER & TAYLOR CO	0.91		BOOKS & PERIODICALS
130686	10/1/2019	BAKER & TAYLOR CO	2.23		BOOKS & PERIODICALS
130686	10/1/2019	BAKER & TAYLOR CO	2.61		BOOKS & PERIODICALS
130686	10/1/2019	BAKER & TAYLOR CO	13.06		BOOKS & PERIODICALS
130686	10/1/2019	BAKER & TAYLOR CO	23.24		BOOKS & PERIODICALS
130722	10/1/2019	KANOPY	187.00	STREAMING DATABASE	BOOKS & PERIODICALS
130787	10/8/2019	BAKER & TAYLOR CO	0.40		BOOKS & PERIODICALS
130787	10/8/2019	BAKER & TAYLOR CO	1.46		BOOKS & PERIODICALS
130787	10/8/2019	BAKER & TAYLOR CO	1.50		BOOKS & PERIODICALS
130787	10/8/2019	BAKER & TAYLOR CO	1.81		BOOKS & PERIODICALS
130787	10/8/2019	BAKER & TAYLOR CO	3.15		BOOKS & PERIODICALS
130787	10/8/2019	BAKER & TAYLOR CO	3.98		BOOKS & PERIODICALS

130787	10/8/2019	BAKER & TAYLOR CO	11.45		BOOKS & PERIODICALS
130861	10/8/2019	LIBRARY IDEAS, LLC	189.75	DATABASE VOX BOOKS	BOOKS & PERIODICALS
130861	10/8/2019	LIBRARY IDEAS, LLC	689.10		BOOKS & PERIODICALS
130946	10/15/2019	BAKER & TAYLOR CO	0.52		BOOKS & PERIODICALS
130946	10/15/2019	BAKER & TAYLOR CO	1.03		BOOKS & PERIODICALS
130946	10/15/2019	BAKER & TAYLOR CO	1.10		BOOKS & PERIODICALS
130946	10/15/2019	BAKER & TAYLOR CO	1.38		BOOKS & PERIODICALS
130946	10/15/2019	BAKER & TAYLOR CO	2.64		BOOKS & PERIODICALS
130946	10/15/2019	BAKER & TAYLOR CO	4.12		BOOKS & PERIODICALS
131100	10/22/2019	BAKER & TAYLOR CO	0.57		BOOKS & PERIODICALS
131100	10/22/2019	BAKER & TAYLOR CO	0.63		BOOKS & PERIODICALS
131100	10/22/2019	BAKER & TAYLOR CO	0.91		BOOKS & PERIODICALS
131100	10/22/2019	BAKER & TAYLOR CO	1.21		BOOKS & PERIODICALS
131100	10/22/2019	BAKER & TAYLOR CO	2.00		BOOKS & PERIODICALS
131100	10/22/2019	BAKER & TAYLOR CO	2.36		BOOKS & PERIODICALS
131100	10/22/2019	BAKER & TAYLOR CO	11.45		BOOKS & PERIODICALS
131100	10/22/2019	BAKER & TAYLOR CO	13.91		BOOKS & PERIODICALS
131178	10/22/2019	SOCIETY OF AMERICAN ARCHIV	158.00	ARCHIVIST COLLECTION	BOOKS & PERIODICALS
131206	10/29/2019	AMAZON.COM CREDIT	66.95		BOOKS & PERIODICALS
131211	10/29/2019	BAKER & TAYLOR CO	0.34		BOOKS & PERIODICALS
131211	10/29/2019	BAKER & TAYLOR CO	0.43		BOOKS & PERIODICALS
131211	10/29/2019	BAKER & TAYLOR CO	1.33		BOOKS & PERIODICALS
131211	10/29/2019	BAKER & TAYLOR CO	1.40		BOOKS & PERIODICALS
131211	10/29/2019	BAKER & TAYLOR CO	1.53	LIBRARY MATERIALS	BOOKS & PERIODICALS
131211	10/29/2019	BAKER & TAYLOR CO	2.60		BOOKS & PERIODICALS
131283	10/29/2019	KANOPY	134.00	STREAMING DATABASE	BOOKS & PERIODICALS
131296	10/29/2019	MIDWEST TAPE, LLC	1,193.85		BOOKS & PERIODICALS
130705	10/1/2019	DEMCO INC	9.95	MISC OFFICE SUPPLIES	POSTAGE
130803	10/8/2019	COMMERCIAL MAIL SERVICES	487.98	SEPT 16 - SEPT 30'19	POSTAGE
130780	10/8/2019	AMAZON.COM CREDIT	16.28	ACCT 8641	POSTAGE
131117	10/22/2019	COMMERCIAL MAIL SERVICES	527.64	OCT 1 - OCT 15'19	POSTAGE
131206	10/29/2019	AMAZON.COM CREDIT	20.68	ACCT 8641	POSTAGE
131319	10/29/2019	ROSE DREW, INC	41.72	DVD POLY SLEEVES	POSTAGE
130725	10/1/2019	LOEWEN, JAMES	209.70	FLIGHT REIMBURSEMENT FOR SPEA	CONFERENCES & TRAVEL
130865	10/8/2019	LOEWEN, JAMES	462.98	FLIGHT/HOTEL REIMBURSEMENT/GU	CONFERENCES & TRAVEL
130937	10/8/2019	LOEWEN, JAMES	100.50	PER DIEM MEALS/ GUEST SPEAKER	CONFERENCES & TRAVEL
131010	10/15/2019	ILLINOIS HEARTLAND LIBRARY	40.00	REG FEES 2 ATTENDEES	CONFERENCES & TRAVEL
130780	10/8/2019	AMAZON.COM CREDIT	658.68		SMALL CAPITAL ITEMS
130898	10/8/2019	SAM'S CLUB	479.88		SMALL CAPITAL ITEMS
130736	10/1/2019	NCI BUSINESS SYSTEMS	38.95	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
131078	10/15/2019	WATTS COPY SYSTEMS	683.46	MAINTENANCE TO OFFICE EQUIPME	SERV-OFFICE EQUIPMENT
131305	10/29/2019	NCI BUSINESS SYSTEMS	38.95	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT



130780	10/8/2019	AMAZON.COM CREDIT	5,775.48		PNG GRANT EXPENSE
131201	10/29/2019	ADOBE, INC	839.76		PNG GRANT EXPENSE
130797	10/8/2019	CDW GOVERNMENT INC	1,134.72	ADO ACRO PRO DC/SOFTWARE	COMPUTER SOFTWARE
130860	10/8/2019	LIBRARICA LLC	1,144.95	CSSIE UPDATE SUPPORT/RENEWAL	COMPUTER SOFTWARE
131201	10/29/2019	ADOBE, INC	179.88	#F86F5DD7617EAE21FD4A CREATIVE	COMPUTER SOFTWARE
130780	10/8/2019	AMAZON.COM CREDIT	35.00		PROFESSIONAL SERVICES
130837	10/8/2019	HR SOURCE	2,585.00	BENCHMARKING PROJECT FINAL DO	PROFESSIONAL SERVICES
130865	10/8/2019	LOEWEN, JAMES	5,000.00	GUEST SPEAKER / OCT 10TH 2019	PROFESSIONAL SERVICES
130914	10/8/2019	THE FOOT SOLDIER JOURNEY, I	750.00	GUEST SPEAKER / YOU HAVE THE PC	PROFESSIONAL SERVICES
131202	10/29/2019	ALLERTON PUBLIC LIBRARY DI	36.99	LOST ITEMS	PROFESSIONAL SERVICES
131206	10/29/2019	AMAZON.COM CREDIT	35.00		PROFESSIONAL SERVICES
131214	10/29/2019	BELLEVILLE PUBLIC LIBRARY	25.95	LOST ITEMS	PROFESSIONAL SERVICES
131256	10/29/2019	ERICKSON DAVIS, ATTORNEYS	2,910.00	AUG'19 SERVICES	PROFESSIONAL SERVICES
131267	10/29/2019	GUILLORY, DAN	100.00	SPEAKER FEES "THE PRAIRIE THEN A	PROFESSIONAL SERVICES
131281	10/29/2019	JONES & THOMAS	400.00	WEB HOSTING/MAINTENANCE	PROFESSIONAL SERVICES
131299	10/29/2019	MT ZION DISTRICT LIBRARY	15.00	LOST ITEM	PROFESSIONAL SERVICES
131046	10/15/2019	PAETEC	55.06	ACCT 633292627001	TELEPHONE
131226	10/29/2019	CALL ONE	578.05	ACCT 1212890	TELEPHONE
131234	10/29/2019	COMCAST	159.85	ACCT 929526423	TELEPHONE
131308	10/29/2019	PAETEC	37.22	ACCT 633318933001	TELEPHONE
131345	10/29/2019	VERIZON WIRELESS	272.59	TELEPHONE CHARGES	TELEPHONE
130780	10/8/2019	AMAZON.COM CREDIT	336.71		OTHER LIBRARY GRANT EXPENSE
130898	10/8/2019	SAM'S CLUB	25.96	ACCT 9064	OTHER LIBRARY GRANT EXPENSE
131206	10/29/2019	AMAZON.COM CREDIT	54.88		OTHER LIBRARY GRANT EXPENSE
131239	10/29/2019	DAMPTZ, REBECCA	87.13	CONFERENCE EXPENSES	CONFERENCES & TRAVEL
131358	10/29/2019	YOUNG, AMANDA	195.41	CONFERENCE /TRAVEL EXPENSES	CONFERENCES & TRAVEL
827003646	10/11/2019	REGIONS/CREDIT CARD	129.00	ACCT 3978	CONFERENCES & TRAVEL
827003646	10/11/2019	REGIONS/CREDIT CARD	697.99		COMPUTER SOFTWARE

**35 LIBRARY**

**46,898.36**

**59 LIBRARY TRUST FUNDS**

130686	10/1/2019	BAKER & TAYLOR CO	18.45	LIBRARY MATERIALS	BOOKS & PERIODICALS
130787	10/8/2019	BAKER & TAYLOR CO	13.43		BOOKS & PERIODICALS
130787	10/8/2019	BAKER & TAYLOR CO	15.11		BOOKS & PERIODICALS
130787	10/8/2019	BAKER & TAYLOR CO	38.14		BOOKS & PERIODICALS
130946	10/15/2019	BAKER & TAYLOR CO	18.44		BOOKS & PERIODICALS
130946	10/15/2019	BAKER & TAYLOR CO	25.64		BOOKS & PERIODICALS
130946	10/15/2019	BAKER & TAYLOR CO	76.92		BOOKS & PERIODICALS
131100	10/22/2019	BAKER & TAYLOR CO	16.60		BOOKS & PERIODICALS
131211	10/29/2019	BAKER & TAYLOR CO	19.07		BOOKS & PERIODICALS

241.80

**59 LIBRARY TRUST FUNDS Total**

**47,140.16**

### **Current classification**

City Librarian—7

Assistant City Librarian--6

Head of Technical Services—5

Head of PRS—5

Head of Circulation—5

Systems Administrator—5

Head of Archives and Special Collections—4

Librarian—3

Library Administrative Aide—3

Technical Services Assistant Supervisor--2

Assitant Library Administrative Aide—1

### **HR Source Recommended Classifications**

City Librarian—Unclassified

Assistant City Librarian—8

IT Manager (Systems Administrator)—7

Assistant City Librarian/Circulation Manger—7

Head of PRS—6

Head of Technical Services—6

Head of Circulation—6

Head of Archives and Special Collections—6

Librarian—4

Technical Services Assistant Supervisor—3

Library Administrative Aide—3

Assistant Library Administrative Aide--1

**Decatur Public Library  
Pay Grade Assignments  
Effective: January 1, 2020  
Based on a 40 Hour Workweek**

<b>Pay Grade</b>	<b>FLSA</b>	<b>Position Title</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>8</b>	E	Assistant City Librarian	\$66,393	\$82,991	\$99,589
			\$31.92	\$39.90	\$47.88
<b>7</b>	E	IT Manager	\$58,617	\$73,271	\$87,925
			\$28.18	\$35.23	\$42.27
	E	Assistant City Librarian/Circulation Manager 55/45		\$71,906	
<b>6</b>	E	Head of Technical Services	\$51,752	\$64,690	\$77,628
	E	Head of Programs, Resources & Services (PRS) Division	\$24.88	\$31.10	\$37.32
	E	Head of Circulation Division			
	E	Head of Archives and Special Collections			
<b>5</b>		<b>Hold for future use</b>	\$45,691	\$57,114	\$68,536
			\$21.97	\$27.46	\$32.95
<b>4</b>	E	Librarian	\$40,340	\$50,425	\$60,510
			\$19.39	\$24.24	\$29.09
<b>3</b>	NE	Technical Services Assistant Supervisor	\$35,615	\$44,519	\$53,423
	NE	Library Administrative Aide	\$17.12	\$21.40	\$25.68
<b>2</b>		<b>Hold for future use</b>	\$31,444	\$39,305	\$47,166
			\$15.12	\$18.90	\$22.68
<b>1</b>	NE	Library Assistant Aide	\$27,762	\$34,702	\$41,642
			\$13.35	\$16.68	\$20.02

10/8/2019	x	10/15/2019	Public/Green Book
10/16/2019	x	10/23/2019	Security footage/homelessness training
10/18/2019	x	10/25/2019	Zientara texts
10/21/2019	x	11/4/22019	Bad Art/Door 4/FOIA communications
10/24/2019	x	10/31/2019	Friday email/Check Registers/PNG/LSTA/Sexual Harrassment Webinar/Jones & Thomas
10/28/2019	x	11/4/2019	Police call 6/24/2019
11/1/2019	x	11/8/2019	Jones and Thomas narrowed to April 2016 and April 2019
10/8/2019	x	10/15/2019	September check register/Amazon/Mary Garrison

PAC No.	Requestor	FOIA Request Date	Subject Matter	Review Request Date	Status	60 DAY DATE
60120	Mr. Marc Girdler	20-Sep-19	Attorney Invoice - August	18-Oct-19	Open	17-Dec-19
59893	Mr. Marc Girdler	20-Sep-19	Lack of Response	11-Oct-19	Closed	-
59641	Mr. Marc Girdler	30-Aug-19	Attorney Invoice - July	19-Sep-19	Open	18-Nov-19
59636	Ms. Pearl Baker	22-Aug-19	Parking Lot Materials	22-Aug-19	Open	21-Oct-19
59427	Ms. Pearl Baker	14-Aug-19	Sorenson communications	30-Aug-19	Open	13-Oct-19

# **Decatur Public**

## **Library Management**

### **Pay Scale**

**2015-2016**

<b>Level</b>	<b>Minimum</b>	<b>Maximum</b>
1	28,900	46,500
2	34,700	55,800
3	40,800	66,800
4	47,000	81,500
5	53,000	97,700
6	63,600	117,300
7	79,100	130,400

Approved by Decatur Public Library Board of Trustees 8 -20-15



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, November 21, 2019

4:30 p.m.

**Decatur Public Library Board Room**

**I. Call to order** – Donna Williams

**II. Approval of agenda**

**III. Approval of minutes** for October 17, 2019 Meeting

**IV. Public comments** – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.

**IV. Written Communications from the public**

**V. City Librarian's report** –Rick Meyer

**VI. Reports of committees**

**A. Personnel, Policy & Public Relations Committee**—Dr. Ngozi Onuora

- i. FOIA Report
- ii. Personnel Update
- iii. Equity, Diversity, Inclusion
- iv. Photography and Video Policy
- v. Reference Services Policy
- vi. Gift Policy
- vii. Other

**B. Finance and Properties Committee**—Amy Stockwell

- i. Parking Lot

- ii. Capital Needs
- iii. October 2019 Check Register
- iv. 2019 Budget Review and Projection
- v. Travel/Conference Expense Detail
- vi. Other

**C. Foundation—Rick Meyer**

- i. Annual Meeting October 21—Michael Sexton

**D. Friends of the Library—Samantha Carroll**

- i. November 14 meeting

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

- i. No report

**VII. Old Business**

- i. Management Compensation Structure
- ii. Other

**VIII. New Business**

- i. Other

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

Chapter 12: Safety

**X. Adjournment**

If you have questions please contact:

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



DPL FY 2019 Management/Budget Report

Prepared: November 7, 2019

At end of October 83% of the year has passed

**Revenue**

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY18 YTD	% Change
Property Taxes	\$ 2,842,000	74.1%	\$ 2,704,341.45	95.2%	\$ 2,732,082.04	-1.0%
All Other	\$ 993,545	25.9%	\$ 944,031.97	95.0%	\$ 855,073.47	10.4%
<b>Total Revenue</b>	<b>\$ 3,835,545</b>		<b>\$ 3,648,373.42</b>	<b>95.1%</b>	<b>\$ 3,587,155.51</b>	<b>1.7%</b>

**Expense**

**% Expended**

Personnel

Payroll	\$ 1,672,917		\$ 1,324,335.64		\$ 1,252,733.60	5.7%
Benefits	\$ 643,105		\$ 497,100.01		\$ 505,292.26	-1.6%
	<b>\$ 2,316,022</b>	<b>61.2%</b>	<b>\$ 1,821,435.65</b>	<b>78.6%</b>	<b>\$ 1,758,025.86</b>	<b>3.6%</b>

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 179,835.83	73.4%	\$ 276,760.99	-35.0%
Per Capita	\$ 95,000		\$ 62,256.66	65.5%	n/a	n/a
<b>Total Materials</b>	<b>\$ 340,000</b>	<b>9.0%</b>	<b>\$ 242,092.49</b>	<b>71.2%</b>	<b>\$ 276,760.99</b>	<b>-12.5%</b>

Professional Services

Professional Services	\$ 50,000		\$ 41,324.25	82.6%	\$ 23,194.79	78.2%
Temp Agency	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -		\$ 107.82	#DIV/0!	\$ -	#DIV/0!
<b>Total</b>	<b>\$ 51,000</b>	<b>1.3%</b>	<b>\$ 41,432.07</b>	<b>81.2%</b>	<b>\$ 23,194.79</b>	<b>78.6%</b>

Allocations

Administrative Fee	\$ 97,584		\$ 81,320.00	83.3%	\$ 86,220.00	-5.7%
Purchasing	\$ 12,384		\$ 10,320.00	83.3%	\$ 12,230.00	-15.6%
MIS	\$ 38,364		\$ 31,970.00	83.3%	\$ 36,130.00	-11.5%
	<b>\$ 148,332</b>	<b>3.9%</b>	<b>\$ 123,610.00</b>	<b>83.3%</b>	<b>\$ 134,580.00</b>	<b>-8.2%</b>

Grants

PNG	\$ 15,000		\$ 12,209.53	81.4%	n/a	n/a
Other grants	\$ 75,000		\$ 3,495.77	4.7%	n/a	n/a
	<b>\$ 90,000</b>	<b>2.4%</b>	<b>\$ 15,705.30</b>	<b>17.5%</b>		

Advertising	\$ 500	0.01%	\$ 310.82	62.2%	\$ -	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$ 500		\$ 533.00	106.6%	\$ 240.00	122.1%
Postage	\$ 14,000		\$ 9,476.21	67.7%	\$ 8,281.59	14.4%
Service to Office Equipment	\$ 10,000		\$ 24,614.82	246.1%	\$ 10,000.00	146.1%
Telephone	\$ 16,300		\$ 9,260.78	56.8%	\$ 24,579.93	-62.3%
Software	\$ 18,000		\$ 35,717.79	198.4%	\$ 3,837.91	830.7%
Office Supplies	\$ 30,000		\$ 24,800.00	82.7%	\$ 25,094.54	-1.2%
Small Capital	\$ 20,000.00		\$ 23,207.71	116.0%	\$ 11,561.78	100.7%
	<b>\$ 108,800</b>	<b>2.9%</b>	<b>\$ 127,610.31</b>	<b>117.3%</b>	<b>\$ 83,595.75</b>	

Staff Development

Conferences/Training/Travel	\$ 20,000		\$ 8,656.92	43.3%	\$ 17,895.11	-51.6%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ 1,500.00	-100.0%
Membership	\$ 48,000		\$ 50,064.57	104.3%	\$ 47,717.92	4.9%
	<b>\$ 72,000</b>	<b>1.9%</b>	<b>\$ 58,721.49</b>	<b>81.6%</b>	<b>\$ 67,113.03</b>	

**Insurance**

Unemployment	\$ 2,652	\$ 2,210.00	83.3%	\$ 1,650.00	33.9%
Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 65,480.00	83.3%	\$ 73,130.00	-10.5%
	\$ 81,728	2.2%	\$ 67,690.00	82.8%	\$ 74,780.00

**Building Costs**

Rent	\$ 575,000.00	\$ 479,170.00	83.3%	\$ 479,170.00	0.0%
Supplies	\$ -	\$ 191.25	#DIV/0!	\$ 582.00	-67.1%
Maintenace	\$ -	\$ -	#DIV/0!	\$ 175.00	-100.0%
	\$ 575,000	15.2%	\$ 479,361.25	\$ 479,927.00	
<b>Total Operations/Services</b>	<b>\$ 1,467,360</b>	<b>38.8%</b>	<b>\$ 1,156,533.73</b>	<b>78.8%</b>	<b>\$ 1,139,951.56</b>

<b>Total Expenses</b>	<b>\$ 3,783,382</b>		<b>\$ 2,977,969.38</b>	78.7%	\$ 2,897,977.42	2.8%
<b>Revenue Minus Expense</b>	<b>\$ 52,163</b>		<b>\$ 670,404.04</b>		<b>\$ 689,178.09</b>	-2.7%

**Operating fund**

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2019	\$ 1,063,511.12	\$ 232,364.45	\$ 270,419.46	\$ 2,077.98	\$ 1,027,534.09
2/1/2019	\$ 1,027,534.09	\$ 50,666.36	\$ 250,995.03	\$ 194.64	\$ 827,400.06
3/1/2019	\$ 827,400.06	\$ 61,702.45	\$ 285,337.24	\$ -	\$ 603,765.27
4/1/2019	\$ 603,765.27	\$ 116,424.25	\$ 296,858.14	\$ -	\$ 423,331.38
5/1/2019	\$ 423,331.38	\$ 139,441.32	\$ 360,300.19	\$ -	\$ 202,472.51
6/1/2019	\$ 202,472.51	\$ 47,332.81	\$ 267,614.61	\$ -	\$ (17,809.29)
7/1/2019	\$ (17,809.29)	\$ 1,728,923.50	\$ 319,316.83	\$ 531.91	\$ 1,392,329.29
8/1/2019	\$ 1,392,329.29	\$ 56,400.84	\$ 267,312.94	\$ -	\$ 1,181,417.19
9/1/2019	\$ 1,181,417.19	\$ 1,080,161.30	\$ 291,429.60	\$ -	\$ 1,970,148.89
10/1/2019	\$ 1,970,148.89	\$134,956.14	\$ 368,385.34	\$ -	\$ 1,736,719.69
11/1/2019	\$ 1,736,719.69				
12/1/2019	\$ -				

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

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 131,499.36	\$ 78.42	\$ -	\$ 131,577.78
2/1/2019	\$ 131,577.78	\$ 207.58	\$ -	\$ 131,785.36
3/1/2019	\$ 131,785.36	\$ 101.85	\$ -	\$ 131,887.21
4/1/2019	\$ 131,887.21	\$ 203.57	\$ -	\$ 132,090.78
5/1/2019	\$ 132,090.78	\$ 179.29	\$ -	\$ 132,270.07
6/1/2019	\$ 132,270.07	\$ 103.22	\$ -	\$ 132,373.29
7/1/2019	\$ 132,373.29	\$ 146.79	\$ -	\$ 132,520.08
8/1/2019	\$ 132,520.08	\$ 114.10	\$ -	\$ 132,634.18
9/1/2019	\$ 132,634.18	\$ 185.93	\$ -	\$ 132,820.11
10/1/2019	\$ 132,820.11	\$ 136.23	\$ -	\$ 132,956.34
11/1/2019	\$ 132,956.34			

**Trust Accounts****Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 57,814.13	\$ 34.48	\$ -	\$ 57,848.61
2/1/2019	\$ 57,848.61	\$ 46.48	\$ -	\$ 57,895.09
3/1/2019	\$ 57,895.09	\$ 44.78	\$ -	\$ 57,939.87
4/1/2019	\$ 57,939.87	\$ 49.62	\$ -	\$ 57,989.49
5/1/2019	\$ 57,989.49	\$ 52.03	\$ -	\$ 58,041.52
6/1/2019	\$ 58,041.52	\$ 45.33	\$ -	\$ 58,086.85
7/1/2019	\$ 58,086.85	\$ 53.82	\$ -	\$ 58,140.67
8/1/2019	\$ 58,140.67	\$ 50.10	\$ -	\$ 58,190.77
9/1/2019	\$ 58,190.77	\$ 49.72	\$ -	\$ 58,240.49
10/1/2019	\$ 58,240.49	\$ 47.90	\$ -	\$ 58,288.39
11/1/2019	\$ 58,288.39			

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 143,183.11	\$ 84.74	\$ 2,170.03	\$ 141,097.82
2/1/2019	\$ 141,097.82	\$ 112.53	\$ 2,099.45	\$ 139,110.90
3/1/2019	\$ 139,110.90	\$ 106.86	\$ 1,908.20	\$ 137,309.56
4/1/2019	\$ 137,309.56	\$ 116.78	\$ 1,908.20	\$ 135,518.14
5/1/2019	\$ 135,518.14	\$ 120.30	\$ 2,862.30	\$ 132,776.14
6/1/2019	\$ 132,776.14	\$ 102.84	\$ 1,908.20	\$ 130,970.78
7/1/2019	\$ 130,970.78	\$ 120.19	\$ 1,917.17	\$ 129,173.80
8/1/2019	\$ 129,173.80	\$ 109.77	\$ 2,988.80	\$ 126,294.77
9/1/2019	\$ 126,294.77	\$ 106.83	\$ 1,938.46	\$ 124,463.14
10/1/2019	\$ 124,463.14	\$ 47.90	\$ 2,862.30	\$ 121,648.74
11/1/2019	\$ 121,648.74			

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 26,174.87	\$ 290.69	\$ 10.45	\$ 26,455.11
2/1/2019	\$ 26,455.11	\$ 411.41	\$ 10.00	\$ 26,856.52
3/1/2019	\$ 26,856.52	\$ 1,059.81	\$ 246.89	\$ 27,669.44
4/1/2019	\$ 27,669.44	\$ 357.03	\$ 932.81	\$ 27,093.66
5/1/2019	\$ 27,093.66	\$ 1,438.50	\$ 1,872.92	\$ 26,659.24
6/1/2019	\$ 26,659.24	\$ 20.47	\$ 900.54	\$ 25,779.17
7/1/2019	\$ 25,779.17	\$ 88.76	\$ 329.79	\$ 25,538.14
8/1/2019	\$ 25,538.14	\$ 21.86	\$ 327.90	\$ 25,232.10
9/1/2019	\$ 25,232.10	\$ 1,697.20	\$ 158.69	\$ 26,770.61
10/1/2019	\$ 26,770.61	\$ 121.95	\$ 260.87	\$ 26,631.69
11/1/2019	\$ 26,631.69			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity	Ending
1/1/2019	\$ 1,422,182.59	\$ 232,852.78	\$ 272,599.94	\$ 2,077.98	\$ 1,384,513.41
2/1/2019	\$ 1,384,513.41	\$ 51,444.36	\$ 253,104.48	\$ 194.64	\$ 1,183,047.93
3/1/2019	\$ 1,183,047.93	\$ 63,015.75	\$ 287,492.33	\$ -	\$ 958,571.35
4/1/2019	\$ 958,571.35	\$ 117,151.25	\$ 299,699.15	\$ -	\$ 776,023.45
5/1/2019	\$ 776,023.45	\$ 141,231.44	\$ 365,035.41	\$ -	\$ 552,219.48
6/1/2019	\$ 552,219.48	\$ 47,604.67	\$ 270,423.35	\$ -	\$ 329,400.80
7/1/2019	\$ 329,400.80	\$ 1,729,333.06	\$ 321,563.79	\$ 531.91	\$ 1,737,701.98
8/1/2019	\$ 1,737,701.98	\$ 56,696.67	\$ 270,629.64	\$ -	\$ 1,523,769.01
9/1/2019	\$ 1,523,769.01	\$ 1,082,200.98	\$ 293,526.75	\$ -	\$ 2,312,443.24
10/1/2019	\$ 2,312,443.24	\$ 135,310.12	\$ 371,508.51	\$ -	\$ 2,076,244.85
11/1/2019	\$ 2,076,244.85				
12/1/2019	\$ -				

CITY OF DECATUR  
 #1 Gary K. Anderson Plaza  
 Decatur, IL 62523  
 Phone: 217-424-2707

# CHECK REQUEST

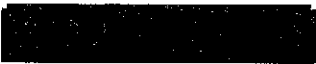
DATE: 09/25/19

REQUESTED BY: Joann Stanbery

DATE CHECK IS TO BE WRITTEN: \_\_\_\_\_

VENDOR NAME & ADDRESS:

For A/P Use Only

James W. Loewen 
--

VENDOR NO: \_\_\_\_\_ REMIT NO: \_\_\_\_\_  
 INVOICE NO: \_\_\_\_\_  
 INVOICE DATE: \_\_\_\_\_

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	424100	Travel expenses - flight reimbursement for speaker: James W. Loewen - Oct. 10, 2019	\$209.70
PROJECT CODE			
		Please send check to Library (attn: R. Meyer) to be given to speaker after event	
PROJECT CODE			
PROJECT CODE			
			TOTAL
			\$209.70

Subject to Prevailing Wage Act  
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE
<u>9/26</u>			

Forward the signed original of this form to the Finance Department; print a second copy for your file. All Check Requests MUST be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor MUST also be attached.

For proper internal control, all checks requested on this form will be mailed by the Finance Department.

Here is my receipt for my onward flight from Decatur back home to DC. You owe half; I shall of course pay for Susan. It also includes my itinerary.

We arrive on Cape Air from O'Hare at 1:31PM on Tuesday 10/8.

Would you check with Ron Chester as to where you want me to stay. We're happy at a midprice motel (the kind with free breakfasts), but if he WANTS to put us up, we're happy there too.

Shall I rent a car? Can that be done at the airport? The only problem with renting a car: it's always good to get picked up at the motel (or Ron's house), because then I get to chat with whoever picks me up, thus learning more about the specific audience, etc. As well, there is no problem parking and no problem finding the venue. What would be easier for you folks?

Best wishes - Jim Loewen

----- Forwarded Message -----

Subject: Fwd: Your trip confirmation-LOMKEM 10OCT  
Date: Fri, 9 Aug 2019 09:42:47 -0400  
From: [REDACTED]  
To: Jim Loewen <jloewen@uvm.edu>

Begin forwarded message:

From: "American Airlines" <no-reply@notify.email.aa.com>  
Subject: Your trip confirmation-LOMKEM 10OCT  
Date: August 9, 2019 at 7:49:48 AM EDT  
To: [REDACTED]



Hello Susan Loewen!

Issued: Aug 9, 2019

### Your trip confirmation and receipt

Record locator: LOMKEM

[Manage Your Trip](#)

Thursday, October 10, 2019

DEC 8:00 AM Decatur Cape Air 1520	→	STL 8:53 AM St. Louis	Seats: -- Class: Economy (K) Meals:
STL 10:46 AM St. Louis	→	DCA 1:54 PM Washington Reagan	Seats: 16F, 16D Class: Economy (Q) Meals: Food For Purchase

American Airlines 4524  
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Susan Loewen

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# 20Y06B2

Ticket # 0012371104214

James Loewen

Earn miles with this trip.

Join AAdvantage »

Ticket # 0012371104215

### Your trip receipt



Master Card XXXXXXXXXXXXXXX9324

**Loewen**

FARE-USD	\$ 173.67
TAXES AND CARRIER-IMPOSED FEES	\$ 36.03
<b>TICKET TOTAL</b>	<b>\$ 209.70</b>

**James Loewen**

FARE-USD	\$ 173.67
TAXES AND CARRIER-IMPOSED FEES	\$ 36.03
<b>TICKET TOTAL</b>	<b>\$ 209.70</b>

TELEPHONE TICKETING SERVICE \$ 50.00



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Additional Services are subject to credit card approval at time of ticketing. Additional Services may appear on multiple accompanied documents as a matter of reference.

#### Baggage Information

Baggage charges for your itinerary will be governed by Cape Air BAG ALLOWANCE DECCA-No free checked bags/ Cape Air 1ST CHECKED BAG FEE-DECCA-L-USD30.00/ Cape Air UP TO 3C

POUNDS/23 KILOGRAMS AND UP TO 62 LINEAR INCHES/158 LINEAR CENTIMETERS  
2ND CHECKED BAG FEE-DEC DCA-USD40.00/ Cape Air /UP TO 50 POUNDS/23 KILOGRAMS AND  
UP TO 62 LINEAR INCHES/158 LINEAR CENTIMETERS

CARRY ON ALLOWANCE DECSTL-01 Piece/ Cape Air /UP TO 20 POUNDS/9 KILOGRAMS AND  
UP TO 45 LINEAR INCHES/115 L INEAR CENTIMETERS 01/PERSONAL ITEM STLDCA-02  
Pieces/AA CARRY ON CHARGES DECSTL-9K-CARRY ON FEES UNKNOWN-CONTACT CARRIER  
ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY EMBARGOES-APPLY TO EACH  
PASSENGER DECSTL-9K ONLY 2 EXCESS THIRD BAG PERMITTED ONLY 2 EXCESS UP TO 30  
POUNDS/23 KILOGRAMS AND UP TO 62 LINEAR INCHES/168 LINEAR CENTIMETERS  
PERMITTED OVER 50 POUNDS/23 KILOGRAMS EXCESS OVER ALLOWANCE NOT PERMITTED  
STLDCA-AA OVER 100 POUNDS/45 KILOGRAMS NOT PERMITTED

If you have purchased a NON-REFUNDABLE fare the itinerary must be canceled before the ticketed  
departure time of the first unused coupon or the ticket has NO VALUE. If the fare allows changes, a  
fee may be assessed for changes and restrictions may apply.

You have up to 24 hours from the time of ticket purchase to receive a full refund if you booked at least 2  
days before departure. You must log in on [aa.com](http://aa.com) or Contact Reservations to cancel. Once cancelled,  
your refund will be processed automatically. [Refund Policy](#)>>

Some American Airlines check-in counters do not accept cash as a form of payment. For more  
information, visit our [Airport Information](#) page.

#### SERVICE & SUPPORT ANIMAL REQUIREMENTS

For travel on or after April 1, 2019, the policy for traveling with Emotional Support and Service animals  
has changed. Visit [Traveling with Service Animals](#) for more information.



Some everyday products, like a-cigaretttes and aerosol spray starch, can be dangerous when  
transported on the aircraft in carry-on and/or checked baggage. Changes in temperature or pressure  
can cause some items to leak, generate toxic fumes or start a fire. Carriage of prohibited items may  
result in fines or in certain cases, imprisonment. Please ensure there are no forbidden hazardous  
materials in your baggage like:

Some Lithium batteries (a.g. spares in checked baggage, batteries over a certain size), Explosives /  
Fireworks, Strike anywhere matches/ Lighter fluid, Compressed gases / Aerosols Oxygen bottles/  
Liquid oxygen, Flammable liquids, Pesticides/ Poison, Corrosive material

There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles  
carried in your luggage, spare lithium batteries for most consumer electronic devices in carry-on  
baggage, and certain smoking materials carried on your person.

Certain items are required to be carried with you onboard the aircraft. For example, spare lithium  
batteries for portable electronic devices, cigarette lighters and a-cigaretttes must be removed from  
checked or gate-checked baggage and carried onboard the aircraft. However, a-cigaretttes may not be  
used on-board the aircraft.

Traveling with medical oxygen, liquid oxygen, mobility aids and other assistive devices may require  
airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should  
contact the airline operator for information on use of such devices.

To change your reservation, please call 1-800-433-7300 and refer to your record locator.

#### NOTICE OF INCORPORATED TERMS OF CONTRACT

Air Transportation, whether it is domestic or international (including domestic portions of international  
journeys), is subject to the individual terms of the transporting air carriers, which are herein  
incorporated by reference and made part of the contract of carriage. Other carriers on which you may  
be ticketed may have different conditions of carriage. International air transportation, including the  
carrier's liability, may also be governed by applicable tariffs on file with the U.S. and other governments  
and by the Warsaw Convention, as amended, or by the Montreal Convention. Incorporated terms may  
include, but are not restricted to: 1. Rules and limits on liability for personal injury or death, 2. Rules and  
limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation  
charges, 3. Claim restrictions, including time periods in which passengers must file a claim or bring an  
action against the air carrier, 4. Rights on the air carrier to change terms of the contract, 5. Rules on  
reconfirmation of reservations, check-in times and refusal to carry, 6. Rights of the air carrier and limits  
on liability for delay or failure to perform services, including schedule changes, substitution of alternate  
air carriers or aircraft and rerouting.

You can obtain additional information on items 1 through 6 above at any U.S. location where the  
transporting air carrier's tickets are sold. You have the right to inspect the full text of each transporting  
air carrier's terms at its airport and city ticket offices. You also have the right, upon request, to receive  
(free of charge) the full text of the applicable terms incorporated by reference from each of the  
transporting air carriers. Information on ordering the full text of each air carrier's terms is available at  
any U.S. location where the air carrier's tickets are sold or you can click on the Conditions of Carriage  
link below.

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from your computer.

NRND: 5225232115230906491036400

CITY OF DECATUR  
 #1 Gary K. Anderson Plaza  
 Decatur, IL 62523  
 Phone: 217-424-2707

# CHECK REQUEST

DATE: 10/7/2019

REQUESTED BY: Decatur Public Library/Rick Meyer

DATE CHECK IS TO BE WRITTEN: \_\_\_\_\_

VENDOR NAME & ADDRESS:

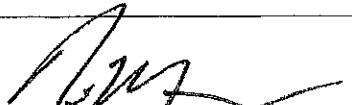
For A/P Use Only

James Loewen  
 [REDACTED]

VENDOR NO: \_\_\_\_\_ REMIT NO: \_\_\_\_\_  
 INVOICE NO: Attached  
 INVOICE DATE: \_\_\_\_\_

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	428000	Speaker Fee plus expenses	5,000.00
PROJECT CODE			
35593512	424100	Travel and expenses: Hotel \$159.29 Return Flight: 303.69	\$462.98
PROJECT CODE			
PROJECT CODE			
<b>TOTAL</b>			<b>5469.98</b>

Subject to Prevailing Wage Act  
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE
	10/7/2019		

Forward the signed original of this form to the Finance Department; print a second copy for your file.  
 All Check Requests **MUST** be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor **MUST** also be attached.

For proper internal control, all checks requested on this form will be mailed by the Finance Department.



## Contract for Services

To:  
James W. Loewen

  
[jloewen@uvm.edu](mailto:jloewen@uvm.edu)

From:  
Alissa T. Henkel  
Decatur Public Library  
130 N. Franklin St.  
Decatur, IL 62522  
217-921-9771  
[ahenkel@decaturlibrary.org](mailto:ahenkel@decaturlibrary.org)

1. Nature of services to be performed:

- Talk: *Sundown Towns*
- Book Signing: beginning at approximately 7:00 pm

Date of services to be performed:

- Tuesday, October 8, 2019 at 6:00 pm

Location of Program:

- Decatur Public Library

2. Nature of services to be performed:

- Talk: *Confederate Monuments*
- Book Signing: beginning at approximately 8:00 pm

Date of services to be performed:

- Wednesday, October 9, 2019 at 7:00 pm

Location of Program:

- Millikin University

3. Nature of services to be performed:

- Talk: *Lies My Teacher Told Me*

Date of services to be performed:

- Thursday, October 10, 2019 at 11:00 am

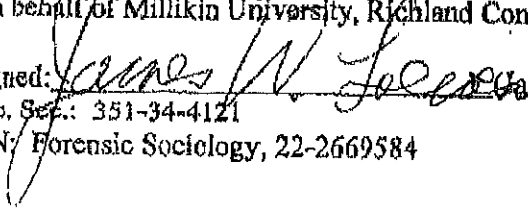
Location of Program:

- Richland Community College

Fee for services: \$5,000

(plus expenses)

Signed:  Alissa T. Henkel (date: 09/19/2019  
(on behalf of Millikin University, Richland Community College and Decatur Public Library)

Signed:  (James W. Loewen)

Soc. Sec.: 351-34-4121

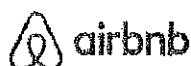
TIN: Forensic Sociology, 22-2669584

rmeyer@decaturlibrary.org

---

**From:** jloewen <jloewen@uvm.edu>  
**Sent:** Thursday, October 3, 2019 11:11 AM  
**To:** rmeyer@decaturlibrary.org; Alissa T. Henkel  
**Subject:** receipt from Airbnb

**From:** "Airbnb" <express@airbnb.com>  
**Date:** August 30, 2019 at 10:54:28 AM EDT  
**To:** [REDACTED]  
**Subject:** Your receipt from Airbnb



## Your receipt from Airbnb

Receipt ID: RCR2HRAAT2 · Aug 30, 2019

---

### Decatur

5 nights in Decatur

---

Fri, Oct 04, 2019      Wed, Oct 09, 2019  
Entire home/apt · 4 beds · 1 guest  
Confirmation code: HMAR398N5K  
[Go to listing](#)  
[Cancellation policy](#)

---

### Price breakdown

---

\$109.00 x 5 nights	\$545.00
Cleaning fee	\$125.00
Service fee	\$86.43

Occupancy taxes and fees \$40.00

---

Total (USD) \$796.43

---

## Payment

PayPal \$398.22  
Aug 30, 2019 · 08:46AM MDT

---

Amount paid (USD) \$398.22

---

*Lindsay Fortson* \$159.29

---

[Print this receipt](#)

[Go to itinerary](#)

---

Have a question?

[Visit the Help Center](#)

---

## Occupancy taxes

Occupancy Taxes include General Sales and Use Tax (Illinois),  
Accommodations Tax (Illinois), General Sales and Use Tax (Illinois),  
Accommodations Tax (Illinois), General Sales and Use Tax (Illinois).

Airbnb Payments, Inc.

Airbnb Payments is a limited payment collection agent of your Host. It means that upon your payment of the Total Fees to Airbnb Payments, your payment obligation to your Host is satisfied. (i) the Host's cancellation policy (available on

the Listing); or (ii) Airbnb's Guest Refund Policy Terms, available at [www.airbnb.com/terms](http://www.airbnb.com/terms). Questions or complaints: contact Airbnb Payments, Inc. at 855-4-AIRBNB (855-424-7262).

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Sent with  from Airbnb

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Hello 

Issued: Sep 20, 2019



## Your trip confirmation and receipt

Record locator: **LOMKEM**

Manage Your

Trip

Thursday, October 10, 2019

DEC

**4:01** PM

Decatur

Cape Air 1528



ORD

**5:23** PM

Chicago O'hare

Seats: -- , --

Class: Economy (K)

Meals:

ORD

**7:16** PM

Chicago O'hare

American Airlines 2633



DCA

**10:15** PM

Washington Reagan

Seats: 25D , 25E

Class: Economy (G)

Meals:

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AAdvantage # 20Y06B2



Ticket # 0012379104417

James Loewen

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Ticket # 0012379104418

## Your trip receipt



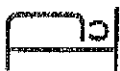
Reprint

FARE-USD	\$ 261.11
TAXES AND CARRIER-IMPOSED FEES	\$ 42.58
TICKET TOTAL	\$ 303.69

### **James Loewen**

FARE-USD	\$ 261.11
TAXES AND CARRIER-IMPOSED FEES	\$ 42.58
TICKET TOTAL	\$ 303.69

TICKET CHANGE	\$ 400.00
TELEPHONE TICKETING SERVICE	\$ 50.00



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rental offers



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+ 5,000 bonus miles

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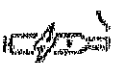








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**SERVICE & SUPPORT ANIMAL REQUIREMENTS**

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 E - cigarettes	 Lithium Batteries	 Explosives	 Aerosol	 Flammables	 Oxidizers
 Toxins	 Radioactive	 Corrosives			

Some everyday products, like e-cigarettes and aerosol spray starch, can be dangerous when

transported on the aircraft in carry-on and/or checked baggage. Changes in temperature or pressure can cause some items to leak, generate toxic fumes or start a fire. Carriage of prohibited items may result in fines or in certain cases imprisonment. Please ensure there are no forbidden hazardous materials in your baggage like:

Some Lithium batteries (e.g. spares in checked baggage, batteries over a certain size), Explosives / Fireworks, Strike anywhere matches/ Lighter fluid, Compressed gases / Aerosols Oxygen bottles/ Liquid oxygen, Flammable liquids, Pesticides/ Poison, Corrosive material.

There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage, spare lithium batteries for most consumer electronic devices in carry-on baggage, and certain smoking materials carried on your person.

Certain items are required to be carried with you onboard the aircraft. For example, spare lithium batteries for portable electronic devices, cigarette lighters and e-cigarettes must be removed from checked or gate-checked baggage and carried onboard the aircraft. However, e-cigarettes may not be used on-board the aircraft.

Traveling with medical oxygen, liquid oxygen, mobility aids and other assistive devices may require airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should contact the airline operator for information on use of such devices.

To change your reservation, please call 1-800-433-7300 and refer to your record locator.

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You can obtain additional information on items 1 through 6 above at any U.S. location where the transporting air carrier's tickets are sold. You have the right to inspect the full text of each transporting air carrier's terms at its airport and city ticket offices. You also have the right, upon request, to receive (free of charge) the full text of the applicable terms incorporated by reference from each of the transporting air carriers. Information on ordering the full text of each air carrier's terms is available at any U.S. location where the air carrier's tickets are sold or you can click on the Conditions of Carriage link below.

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NRID: 5225232115232415433685800

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**Alissa T. Henkel**  
Head of Programs, Resources & Services  
Decatur Public Library  
130 N. Franklin St.  
Decatur, IL 62523  
217-424-2900 x. 6171  
web: [www.decaturlibrary.org](http://www.decaturlibrary.org)

CITY OF DECATUR  
 #1 Gary K. Anderson Plaza  
 Decatur, IL 62523  
 Phone: 217-424-2707

# CHECK REQUEST

DATE: 10/8/2019

REQUESTED BY: Decatur Public Library/Rick Meyer

DATE CHECK IS TO BE WRITTEN: 10/8/2019

VENDOR NAME & ADDRESS:

For A/P Use Only

James Loewen  
 [Redacted Address]

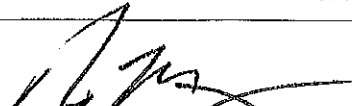
VENDOR NO: \_\_\_\_\_ REMIT NO: \_\_\_\_\_

INVOICE NO: Attached

INVOICE DATE: \_\_\_\_\_

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	424100	Per diem for meals	\$100.50
PROJECT CODE			
PROJECT CODE			
PROJECT CODE			
			TOTAL
			\$100.50

Subject to Prevailing Wage Act  
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE
	10/8/2019		

Forward the signed original of this form to the Finance Department; print a second copy for your file.  
 All Check Requests **MUST** be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor **MUST** also be attached.

For proper internal control, all checks requested on this form will be mailed by the Finance Department.



James Loewen

Per diem

First day of travel October 8, 2019: \$41.25

Second day October 9, : \$55.00-\$23.00 (Dinner provided by Millikin University)= \$32.00

Second day of Travel: \$41.25-\$14.00 (Lunch provided by Richland Community College)= \$27.25

**Total= \$100.50**



# FY 2020 Per Diem Rates for Illinois

## Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25
Bolingbrook / Romeoville / Lemont	Will	\$56	\$13	\$15	\$23	\$5	\$42.00
Chicago	Cook / Lake	\$76	\$18	\$19	\$34	\$5	\$57.00
East St. Louis / O'Fallon / Fairview Heights	St. Clair	\$66	\$16	\$17	\$28	\$5	\$49.50
Oak Brook Terrace	Dupage	\$61	\$14	\$16	\$26	\$5	\$45.75

CITY OF DECATUR  
 #1 Gary K. Anderson Plaza  
 Decatur, IL 62523  
 Phone: 217-424-2707

# CHECK REQUEST

DATE: 10/3/19

REQUESTED BY: Joann Stanbery

DATE CHECK IS TO BE WRITTEN: \_\_\_\_\_

VENDOR NAME & ADDRESS:

For A/P Use Only

Illinois Heartland Library System  
 6725 Goshen Road  
 Edwardsville IL 62025

VENDOR NO: 9275 REMIT NO: \_\_\_\_\_

INVOICE NO: 2020-0968

INVOICE DATE: 9/30/19

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	424100	Conference registration - "Sexual Harassment Webinar" 2 additional employees	\$40.00
PROJECT CODE		Send copy of invoice with payment	
PROJECT CODE			
PROJECT CODE			
PROJECT CODE			
			<b>TOTAL</b>
			\$40.00

Subject to Prevailing Wage Act  
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE
<u>10/3/19</u>			

Forward the signed original of this form to the Finance Department; print a second copy for your file.  
 All Check Requests MUST be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor MUST also be attached.

For proper internal control, all checks requested on this form will be mailed by the Finance Department.



Illinois Heartland Library System

---

September 30, 2019

Decatur Public Library  
Attn: Accounts Payable  
130 N Franklin St  
Decatur, IL 62523

RE: DPLP  
Check #130467

We are enclosing an invoice for the Sexual Harassment Webinar that was held on September 17, 2019. Due to the increased number of participants, the webinar price was reduced to \$30 per person. Decatur Public Library had sent check #130467 dated 9/17/19 in the amount of \$50 for one of your participants. We see that the library had three participants on that day so the total cost for participation was \$90. We have deducted the \$50 check that was sent from the invoice leaving a balance of \$40.

If you have any questions, please feel free to give me a call.

Thank you,

Cheryl Noll  
Accounting Assistant  
6725 Goshen Rd.  
Edwardsville, IL. 62025  
618-656-3216 ext. 404  
[cnoll@illinoisheartland.org](mailto:cnoll@illinoisheartland.org)

---

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

---

1840 Innovation Drive, Carbondale, IL 62903 • 618.985.3711 • 618.656.9401 Fax  
1704 West Interstate Drive, Champaign, IL 61822 • 217.352.0047 • 217.352.7153 Fax  
6725 Goshen Road, Edwardsville, IL 62025 • 618.656.3216 • 618.656.9401 Fax  
[www.illinoisheartland.org](http://www.illinoisheartland.org)

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

**Treasurer, City of Decatur**

Decatur, Illinois

By Order of the City Council

Vendor Number  
9175

Check Date  
09/17/2019

Check Number  
130467

\$50.00

Pay \*\*\*\*\*50 DOLLARS AND NO CENTS

To The Order Of

ILLINOIS HEARTLAND LIBRARY SYSTEM  
6725 GOSHEN RD  
EDWARDSVILLE IL 62025



Regions Bank  
Decatur, IL

Authorized Signature

MP

⑈ 130467 ⑈ ⑆ 071122661⑆ 0009911292⑈

Treasurer, City of Decatur

Decatur, Illinois

Invoice Date	Invoice Number	P.O. No.	Voucher	Invoice Description	Net Invoice Amount
09/12/19	172932			CONFERENCE REG	50.00
<div data-bbox="1045 874 1353 1085" data-label="Text"> <p><b>RECEIVED</b> SEP 19 2019 By <i>Crall</i></p> </div>					
Vendor No.	Vendor Name	Check No.	Check Date	Check Amount	
9175	ILLINOIS HEARTLAND LIBRARY SYSTEM	130467	09/17/2019	\$50.00	



Illinois Heartland Library System  
 6725 Goshen Road  
 Edwardsville, IL 62025

Remittance Copy

Invoice No: 2020-0968  
 Invoice Date: 09/30/19

Customer ID: DPLP

**Invoice To:**

Decatur Public Library  
 Attn: Accounts Payable  
 130 N Franklin St  
 Decatur, IL 62523

Date	Service Description	Total Cost		
09/30/19	Sexual Harassment Webinar (3 @\$30 each)  <div style="text-align: right; margin-right: 100px;">             CK # 130467              9/17/19           </div>	90.00 <del>150.00</del>		
<i>Terms: Net Due Upon Receipt</i>		<table border="1" style="width: 100%;"> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><del>-90.00</del></td> </tr> </table>	<b>Total</b>	<del>-90.00</del>
<b>Total</b>	<del>-90.00</del>			

\$ 40.00

**Please Remit Payments To:**  
 Illinois Heartland Library System  
 Attn: General A/R  
 6725 Goshen Road  
 Edwardsville, IL, 62025

Phone: 618.656.3216 Fax: 618.656.9401  
 Email: [finance@illinoisheartland.org](mailto:finance@illinoisheartland.org)



CITY OF DECATUR  
 #1 Gary K. Anderson Plaza  
 Decatur, IL 62523  
 Phone: 217-424-2707

# CHECK REQUEST

DATE: 10/17/19

REQUESTED BY: Joann Stanbery

DATE CHECK IS TO BE WRITTEN: \_\_\_\_\_

VENDOR NAME & ADDRESS:

For A/P Use Only

Rebecca Dampz (Library)
----------------------------

VENDOR NO: \_\_\_\_\_ REMIT NO: \_\_\_\_\_  
 INVOICE NO: attached  
 INVOICE DATE: \_\_\_\_\_

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	424100	Conference expenses - employee- R. Dammptz - meals	\$87.13
PROJECT CODE			
PROJECT CODE			
PROJECT CODE			
			TOTAL
			\$87.13

Subject to Prevailing Wage Act  
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE

Forward the signed original of this form to the Finance Department; print a second copy for your file.  
 All Check Requests MUST be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor MUST also be attached.

For proper Internal control, all checks requested on this form will be mailed by the Finance Department.



# Travel Reimbursement Request

Date prepared 10/11/2019

## Requested By

Name **Rebecca Dampitz**

Local History

Where did you go? **Fargo, North Dakota**

Was form 1010, Travel Expense Request, approved before submitting this form?  Yes  No

## Reimbursement Requested (Attach all bills and receipts)

	Actual
Transportation via Select form of transportation...	
Actual Miles <span style="margin-left: 150px;">Current paid per mile \$ 0.545</span>	\$ 0.00
Lodging	
Meals	\$ 87.13
Fees (registrations, dues, etc.)	
Other (telephone, tolls, parking, etc.)	
<b>Total</b>	<b>\$ 87.13</b>

Amount of Reimbursement Requested **\$ 87.13**

None Requested, why?

I hereby certify that this is the actual expense incurred on authorized travel and that the information is correct

Signature Rebecca Dampitz Date \_\_\_\_\_

Approved by (City Librarian/Trustee) [Signature] Date 10/11/2019

**THE TOASTED FROG**  
 305 Broadway North  
 Fargo, ND 58104  
 701.478.7888  
 www.toastedfrog.com



Date: 10/04/2019 08:00PM  
 Card Type: VISA  
 Acct Num: \*\*\*\*\*2201  
 Exp Date: \*\*/\*\*  
 Customer: DAMPTZ/REBECCA J  
 Card Entry: SWIPED  
 Trans Type: PURCHASE  
 Auth Code: 929914  
 Check: \$169  
 Table: 8-1  
 Server: 34704 Emily  
 Txn ID: 0219015559

Herd & Horns  
 1414 12th Ave N Ste F  
 Fargo, ND 58102  
 (701) 551-7000

Server: Josie K 10/05/19 12:33 PM  
 Check #60 Table G104  
 Guest Count: 3  
 Seat 1

**Amount: \$27.95**

Philly Cheese Steak Sandwich \$12.99  
 Pepsi \$2.75  
 Subtotal \$15.74  
 Tax \$1.18  
 Total \$16.92

Tip 5.00

Input Type C (EMV Chip Read)  
 VISA DEBIT xxxxxxxx2201  
 Time 1:28 PM

Total 32.95

Transaction Type Sale  
 Authorization Approved  
 Approval Code 808529  
 Payment ID 9RqWfJ9RkgFd  
 Application ID A0000000031010  
 Application Label VISA DEBIT  
 Terminal ID 47dc4eda6bfd9dcf  
 Card Reader MAGTEK\_EDYNAMO

Signature \_\_\_\_\_

Please sign and total 1 copy  
 and leave with server

Amount \$16.92  
 + Tip: 3.00  
 = Total: 19.92

Please visit us again soon

X \_\_\_\_\_  
 REBECCA J DAMPTZ

Customer Copy

You've earned 15 points for this purchase. Redeem them by signing up for our rewards program. By providing your contact information, you are agreeing to participate in the rewards program and be contacted by the restaurant.

-----  
 Email Address

Ask How You Can Join Our  
 Rewards Program Today!



Fargo Airport  
 2801 32nd Ave N  
 Fargo, ND 58102  
 701.356.2124

Check#: 666514

Date: 10/05/19 Time: 05:44pm  
 Table:

---[Seat 1]---	
1 AQUAFINA	\$2.50
1 Fruit Cup	\$4.39
1 Turkey and Swiss	\$7.79
<hr/>	
Subtotal:	\$14.68
Tax::	\$0.91
Sbtl w/Tax:	\$15.59
Amt Due:	\$15.59
<hr/>	
Cash	\$20.00
Change Due:	\$4.41

Thank You,  
 Please Come again!!  
 Levi

APPLEBEE'S  
 NEIGHBORHOOD GRILL & BAR  
 2001 15th St North  
 Fargo, ND 58102  
 701-293-0249

THOMAS S TB#16-C1  
 DATE: 10-03-19 TIME: 06:26 PM GUESTS: 1  
 Check #:7564-1445917

SOURCE: POS  
 CARD TYPE: VISA  
 CARD NUMBER: \*\*\*\*\*2201  
 APPROVAL CODE: 634645  
 Merchant ID:  
 Trans Type: AUTH

AID: A0000000031010  
 TVR: 8080008000  
 TSI: 6800  
 AC: D5FE57785CECDA75  
 ARC: 00

\*\*\*\*\*

We value your feedback!

Visit [www.talktoapplebees.com](http://www.talktoapplebees.com) in  
 the next 3 days & tell us about  
 your experience.

To enter the survey, you will need  
 to use the following code.

\*\*\*\*\*  
 \* Survey Code: 7564100358857 \*  
 \*\*\*\*\*

Amount: 15.67  
 Tip: 3.00  
 Total: 18.67

Cardmember agrees to pay total in  
 accordance with agreement governing  
 use of such card.

\*\* Guest Copy



Fargo Airport  
 2801 32nd Ave N  
 Fargo, ND 58102  
 701.356.2124

Check#: 666514

Date: 10/05/19 Time: 05:44pm

Table:

---[Seat 1]---	
1 AQUAFINA	\$2.50
1 Fruit Cup	\$4.39
1 Turkey and Swiss	\$7.79
<hr/>	
Subtotal:	\$14.68
Tax::	\$0.91
Sbt1 w/Tax:	\$15.59
Amt Due:	<b>\$15.59</b>
<hr/>	
Cash	\$20.00

Change Due: \$4.41

Thank You,  
 Please Come again!!  
 Levi

60

**HERD  
 HORNS**

BAR & GRILL

Herd & Horns  
 1414 12th Ave N Ste F  
 Fargo, ND 58102  
 (701) 551-7000

Server: Josie K 10/05/19 12:33 PM  
 Check #60 Table G104  
 Guest Count: 3  
 Seat 1

Philly Cheese Steak Sandwich	\$12.99
Pepsi	\$2.75
<hr/>	
Subtotal	\$15.74
Tax	\$1.18
Total	<b>\$16.92</b>

Ask How You Can Join Our  
 Rewards Program Today!

Survey Code  
 02060000150011

Find us on Social Media  
 Facebook: Herd and Horns  
 Twitter & Instagram: @herdandhorns

**THE TOASTED FROG**

305 Broadway North  
 Fargo, ND 58104  
 701.478.7888  
 www.toastedfrog.com

34784 Emily

Check: 5169 Guests: 1  
 Table: 8-1  
 10/04/2019 06:37PM

**BAR**

1 FRITES STEAK	18.00
1 CREME BRULEE	8.00
<hr/>	
SUBTOTAL	26.00
Tax	1.95
TOTAL DUE	<b>\$27.95</b>

Thanks For Hopping In!

APPLEBEE'S  
NEIGHBORHOOD GRILL & BAR  
2001 16th St North  
Fargo, ND 58102  
701-293-0249

APPLEBEE'S  
NEIGHBORHOOD GRILL & BAR  
2001 16th St North  
Fargo, ND 58102  
701-293-0249

THOMAS S TB#16-C1  
DATE: 10-03-19 TIME: 06:26 PM GUESTS: 1  
Check #: 7564-1445917

THOMAS S TB#16-C1  
DATE: 10-03-19 TIME: 06:26 PM GUESTS: 1  
Check #: 7564-1445917

SOURCE: POS  
CARD TYPE: VISA  
CARD NUMBER: \*\*\*\*\*2201  
APPROVAL CODE: 634645  
Merchant ID:  
Trans Type: AUTH

1 BLK QUEN LEM 2.99  
1 CHX PLATE 11.59  
1 FRIES 0.00

Check TOTAL: 14.58  
TAX: 1.09

AID: A000000031010  
TVR: 8080008000  
TSI: 6800  
AC: D5FE57785CECDA75  
ARC: 00

VISA: 15.67  
Tip/Chg: 0.00  
BALANCE: 0.00

DUPLICATE # 1

\*\*\*\*\*

Join us Monday thru Friday from 11am  
till 4pm for our Lunch Combo. You  
choose any 2 items on the Lunch Combo  
menu including Soups, Sandwiches,  
Salads and Pasta. Starting at \$8.49

\*\*\*\*\*

We are no longer able to accept checks.  
We apologize for any inconvenience.  
For comments, questions or  
concerns, please call  
701-293-0249

\*\*\*\*\*

We value your feedback!

Visit [www.talktoapplebees.com](http://www.talktoapplebees.com) in  
the next 3 days & tell us about  
your experience.

To enter the survey, you will need  
to use the following code.

\*\*\*\*\*

\* Survey Code: 7564100358857 \*

\*\*\*\*\*

Amount: 15.67

Tip: 3.00

Total: 18.67

Cardmember agrees to pay total in  
accordance with agreement governing  
use of such card.

\*\* Guest Copy

CITY OF DECATUR  
 #1 Gary K. Anderson Plaza  
 Decatur, IL 62523  
 Phone: 217-424-2707

# CHECK REQUEST

DATE: 10/17/19

REQUESTED BY: Joann Stanbery

DATE CHECK IS TO BE WRITTEN: \_\_\_\_\_

VENDOR NAME & ADDRESS:

For A/P Use Only

Amanda Young (Library)
---------------------------

VENDOR NO: \_\_\_\_\_ REMIT NO: \_\_\_\_\_  
 INVOICE NO: attached  
 INVOICE DATE: \_\_\_\_\_

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	424100	Conference and travel expenses; employee; A. Young October 2019 receipts attached	\$195.41
PROJECT CODE			
PROJECT CODE			
PROJECT CODE			
			TOTAL
			\$195.41

Subject to Prevailing Wage Act  
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE

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For proper internal control, all checks requested on this form will be mailed by the Finance Department.



# Travel Reimbursement Request

Date prepared 10/07/2019

## Requested By

Name Amanda Young

Department Childrens

Where did you go? I went to the Illinois Reading Council Conference in Peoria.

Was form 1010, Travel Expense Request, approved before submitting this form?  Yes  No

## Reimbursement Requested (Attach all bills and receipts)

	Actual
Transportation via Personal Vehicle	
Actual Miles 161 Current paid per mile \$ 0.580	\$ 93.38
Lodging	\$ 73.02
Meals	\$ 29.01
Fees (registrations, dues, etc.)	
Other (telephone, tolls, parking, etc.)	
<b>Total</b>	<b>\$ 195.41</b>

Amount of Reimbursement Requested \$ 195.41

None Requested, why?

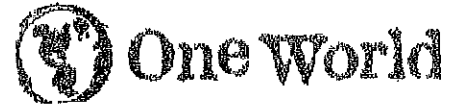
I hereby certify that this is the actual expense incurred on authorized travel and that the information is correct.

Signature Amanda Young Date 10/8/19

Approved by (City Librarian/Trustee) [Signature] Date 10/11/19



COURTYARD BY MARRIOTT  
Peoria Downtown  
533 Main St  
Peoria, IL 61602  
309-671-5050  
BISTRO eat drink connect  
4 Oct'19 7:17 AM



One World  
1245 W. Main  
Peoria, IL, 61606  
Phone # 309-672-1522  
Date: Oct04'19 06:26PM  
Card Type: MASTER CARD  
Acct #: XXXXXXXXXXXX1843  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Trans Key: KIK010078671384  
Auth Code: 00412P  
Check: 6685  
Table: 45/2  
Server: 5009 Deeg

Check: CHK 8862  
Table: 10/1  
Server: 52195 Michelle R  
Card Type: MASTERCARD  
Acct Num: \*\*\*\*\*1843  
Auth Code: 00415P  
Customer: AMANDA M YOUNG

Amount: \$9.59

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Thank you for joining us  
at Marriott !

Subtotal: 16.42

TIP 3.00

TOTAL 19.42

SIGNATURE \_\_\_\_\_

THIS IS CUSTOMERS COPY

— For the mileage,  
I just wrote the  
mileage down from  
my trip odometer  
when I left, + subtracted  
that from the trip  
odometer reading when  
I returned.



Thank you for your payment. Please look for an email confirmation shortly.

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By Allsa Henkel				
Qty.	Product		Price	Total
1	Understanding Trauma-Informed Approaches in Public Libraries Registration for Allsa Henkel (total charges)			
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Conference				
1	Group Webinar Registration		\$129.00	\$129.00
			Subtotal:	\$129.00
			Total:	\$129.00
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Card/Check Number: 5562				
(Partial Number displayed for your protection)				

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New Members — See the "Top Ten Ways" to get started with your member benefits at [www.ala.org/ala/membership/memberordent/teneasyways/index.cfm](http://www.ala.org/ala/membership/memberordent/teneasyways/index.cfm).

American Library Association | 50 E. Huron, Chicago IL 60611 | 1.800.545.2433

© 2019 American Library Association

*C.C. 9/19*



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### **Photography and Video Policy Draft**

#### **I. General Policy**

Permission is not required to take photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (e.g. restrooms and archival materials), including areas reserved for staff use only. If tripods, lights, or other specialized equipment are to be used, requests must be made at least 24 hours in advance.

#### **II. Exterior Photography and Videos**

Taking photographs and videos outside of the library building or on the library grounds does not require permission.

#### **III. Commercial Photography and Videos**

DPL may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with DPL operations and accommodates the rest of this policy. DPL may charge a fee to offset costs incurred by the library to provide access to the facility, and prior permission must be sought at least one week in advance. The taker of commercial photographs or videos shall have the sole responsibility for obtaining all necessary releases and permission required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

#### **IV. Photography and Videos of Materials and Resources**

DPL permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

#### **V. Library Photography, Videos, and Recording**

DPL may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. DPL reserves the right to document its services and the public's use of the library building and grounds. These

photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site).

**VI. Library Board Meetings**

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

**VII. Right Subject to Compliance with Policy**

DPL reserves the right to ask any individual or group violating this policy to leave the library.

Approval Pending



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### Reference & Reader's Advisory Services Policy

#### **Definition:**

**Reference Service Transactions** are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. (Reference and User Services Association (RUSA))

**Readers' Advisory Services** is provided by public services librarians who assist in the reading needs of the patrons of a public library. A readers' advisor recommends specific titles and/or authors, based on knowledge of the patron's past reading preferences, and may also compile lists of recommended titles.

#### **Introduction:**

Staff trained to provide reference service and materials are available all hours the library is open. Decatur Public Library (DPL) staff will respond to all reference and information questions as efficiently, accurately, and completely as possible, and in a timely manner. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with on-site resources are referred to the appropriate non-library resources. Every attempt is made to provide accurate answers to all questions. When possible, staff will refer patrons to authoritative, reputable sources, and offer supporting documentation or information upon further inquiry. Patrons have a right to be informed of the sources used to answer their questions.

Readers' Advisory Services answer questions that have more to do with the patron's leisure reading than their informational needs. Readers' advisory covers both fiction and nonfiction titles. Readers' advisory shall be provided in the following methods: formal or informal readers' advisory interviews with staff; bestseller lists; displays; genre labels; library resources such as NoveList. Readers' advisory is provided to all ages and without judgment of reading tastes or interests.

#### **Access**

The library will provide reference services and materials to all persons regardless of the age, race, gender, national origin, economic status, religion, sexual orientation, or disability. Patrons do not need to be registered DPL cardholders to use library facilities, reference materials or services. Service is provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, e-mail, instant message, or other forms of technology as they emerge. The reference questions of patrons present at the library are given the highest priority.

#### **Confidentiality**

The needs of library patrons are treated with respect. Names of patrons and the transactions which occur between patrons and the staff are confidential and not discussed outside a professional context.

#### **Services**

Insofar as it is possible, reference services shall not only meet but also anticipate patron needs. The library shall provide instruction in the effective use of its resources. Such instruction can include individual explanation of information resources, written guides and instructions, group presentations, videos, or other forms of technology as they emerge. Print and electronic resources are available to assist staff and patrons in answering questions. Electronic books and subscription databases are available remotely to DPL cardholders, except where not permitted by license agreements.

Reference staff may be available to work one-on-one with patrons to assist in their information needs. Staff instructional sessions include, but are not limited to, using library's research databases, training on Internet, basic Microsoft products, and specific electronic devices such as e-readers. Staff set reasonable limits on the amount of time and level of response given to patron requests for information in order to ensure equal and fair access to reference services for all patrons. Staff reserves the right to schedule appointments for one-on-one sessions as time permits.

Staff may assist patrons with basic computer operations and applications and/or refer patrons to other resources for further assistance. When assisting with computer resources, staff will not enter personal information for patrons.

### **Limits of Services**

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice. Staff will not engage in conversation or debate of a personal nature, including but not limited to religious or political beliefs, or their personal lives. Patrons may not expect to work exclusively with a particular staff member.

### **Evaluation of Reference Service and the Reference Policy**

The library will evaluate its service every three years to assure that the service furthers the institution's goals, and the goals reflect the needs and interest of the community served.

Approval pending