



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting  
Wednesday, November 13, 2019  
4:30 p.m.**

**Decatur Public Library Board Room**

## **AGENDA**

- I. Call to Order** – Amy Stockwell
- II. Approval of Agenda**
- III. Minutes**—October 9, 2019 Meeting
- IV. Written Communications from the Public**
- V. Public Comment**— 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
- VI. Old Business**
  - A. Parking Lot Update
  - B. Capital Needs
  - C. HR Source Benchmarking and Compensation Structure Development Project (**This portion of the meeting may be held in closed session pursuant to 5 ILCS 120/2 (c) (1) and/or 5 ILCS 120/2 (c) (2).**)
  - D. Other
- VII. New Business**
  - A. October 2019 Check Register
  - B. 2019 Budget & Projection

C. Travel/Conference Expenses

D. Other

**VIII. Adjournment**

If you have questions please contact:  
Rick Meyer, City Librarian  
421-9713 or [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)

### **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        |

# **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

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**

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! |
|-------------|--------|-------|-----------|-------|------|---------|

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**

|                         |           |              |              |              |              |
|-------------------------|-----------|--------------|--------------|--------------|--------------|
| <b>Unemployment</b>     | \$ 2,652  | \$ 2,210.00  | 83.3%        | \$ 1,650.00  | 33.9%        |
| <b>Medical expenses</b> | \$ 500    | \$ -         | 0.0%         | \$ -         | #DIV/0!      |
| <b>Risk Management</b>  | \$ 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**

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

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

## 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> |
|------------------------|---------------------|---------------------|-------------------|---------------------|

#### 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> |
|-----------------------|---------------------|---------------------|-------------------|---------------------|

|                        |                   |                  |  |                   |
|------------------------|-------------------|------------------|--|-------------------|
| <b>Surplus/Deficit</b> | <b>\$ 439,217</b> | <b>\$ 52,163</b> |  | <b>\$ 176,897</b> |
|------------------------|-------------------|------------------|--|-------------------|



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

# CHECK REQUEST

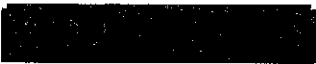
DATE: 09/25/19

REQUESTED BY: Joann Stanbery

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

VENDOR NAME & ADDRESS:

For A/P Use Only

|  |
|--|
| James W. Loewen<br> |
|--|

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<br>DEPARTMENT DIRECTOR | DATE | FINANCE<br>DEPARTMENT<br>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           | → | STL       | Seats: --          |
| 8:00 AM       |   | 8:53 AM   | Class: Economy (K) |
| Decatur       |   | St. Louis | Meals:             |
| Cape Air 1520 |   |           |                    |

|           |   |                   |                          |
|-----------|---|-------------------|--------------------------|
| STL       | → | DCA               | Seats: 16F, 16D          |
| 10:46 AM  |   | 1:54 PM           | Class: Economy (Q)       |
| St. Louis |   | Washington Reagan | Meals: Food For Purchase |

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Susan Loewen

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# 20Y06B2

Ticket # 0012371104214

James Loewen

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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 DECECA-No free checked bags/ Cape Air 1ST CHECKED BAG FEE-DECDCA-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 UNKNOWM-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-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 (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-cigarettes must be removed from  
checked or gate-checked baggage and carried onboard the aircraft. However, a-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 or 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 ADDRESS]

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:<br>Hotel \$159.29<br>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<br>DEPARTMENT DIRECTOR  | DATE      | FINANCE<br>DEPARTMENT<br>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

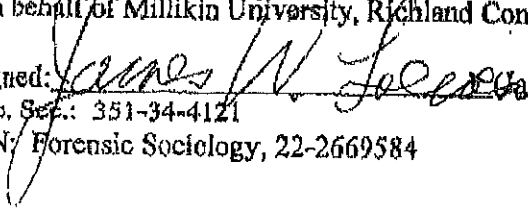
Location of Program:

- 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

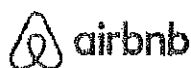
TIN: Forensic Sociology, 22-2669584

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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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



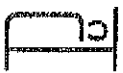
Reprint

|                                |                  |
|--------------------------------|------------------|
| FARE-USD                       | \$ 261.11        |
| TAXES AND CARRIER-IMPOSED FEES | \$ 42.58         |
| <b>TICKET TOTAL</b>            | <b>\$ 303.69</b> |

### **James Loewen**

|                                |                  |
|--------------------------------|------------------|
| FARE-USD                       | \$ 261.11        |
| TAXES AND CARRIER-IMPOSED FEES | \$ 42.58         |
| <b>TICKET TOTAL</b>            | <b>\$ 303.69</b> |

|                             |           |
|-----------------------------|-----------|
| TICKET CHANGE               | \$ 400.00 |
| 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.

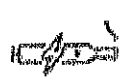








If you have purchased a NON-REFUNDABLE fare the itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has NO VALUE. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

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 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.

|   |  |   |  |   |  |
|---|--|---|--|---|--|
| <br>E - cigarettes | <br>Lithium Batteries | <br>Explosives | <br>Aerosol | <br>Flammables | <br>Oxidizers |
| <br>Toxins         | <br>Radioactive       | <br>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.

#### 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 service, 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.

Air transportation on American Airlines and the American Eagle carriers® is subject to American's conditions of carriage.

For more on Canada passenger protection regulations visit [aa.com/CanadaPassengers](http://aa.com/CanadaPassengers).

NOTICE: This email and any information, files or attachments are for the exclusive and confidential use of the intended recipient. This message contains confidential and proprietary information of American Airlines (such as customer and business data) that may not be read, searched, distributed or otherwise used by anyone other than the intended recipient. If you are not an intended recipient, do not read, distribute, or take action in reliance upon this message. Do you think you received this email by mistake? If so, please forward to [privacy@aa.com](mailto:privacy@aa.com) with an explanation, and then delete this message from your computer.

NRID: 5225232115232415433685800

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WARNING! - This email is from an external sender. Do not click links or open attachments unless you know the sender. Never give out your username and password.

NOTICE: E-mail to or from the Decatur Public Library staff members may be subject to disclosure pursuant to the Illinois Freedom of Information Act.

CONFIDENTIALITY NOTICE: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email reply.

**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  


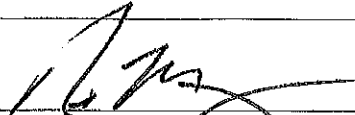
VENDOR NO: \_\_\_\_\_ REMIT NO: \_\_\_\_\_

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<br>DEPARTMENT DIRECTOR  | DATE      | FINANCE<br>DEPARTMENT<br>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"<br>2 additional employees | \$40.00 |
| PROJECT CODE      |             | Send copy of invoice with payment   |         |
| PROJECT CODE      |             |   |         |
| PROJECT CODE      |             |   |         |
| PROJECT CODE      |             |   |         |
|                   |             |   | TOTAL   |
|                   |             |   | \$40.00 |

Subject to Prevailing Wage Act  
 Certified Payroll Attached

| AUTHORIZED BY<br>DEPARTMENT DIRECTOR | DATE | FINANCE<br>DEPARTMENT<br>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              |

RECEIVED

SEP 19 2019

By Crall

| 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)<br><br><div style="text-align: right; margin-right: 100px;"> <i>CK # 130467</i><br/> <i>9/17/19</i> </div> | 90.00<br><del>150.00</del>  |              |                   |
| <i>Terms: Net Due Upon Receipt</i> |   | <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"><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      |             |  |                |
| <b>TOTAL</b>      |             |  | <b>\$87.13</b> |

Subject to Prevailing Wage Act  
 Certified Payroll Attached

| AUTHORIZED BY<br>DEPARTMENT DIRECTOR | DATE | FINANCE<br>DEPARTMENT<br>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 10/11/2019

## 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



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

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

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

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

Amount: \$27.95

Tip 5.00

Total 32.95

Signature \_\_\_\_\_

Please sign and total 1 copy  
and leave with server

Please visit us again soon

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

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

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

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: A000000031010  
 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<br>October 2019<br>receipts attached | \$195.41 |
| PROJECT CODE      |             |   |          |
|                   |             |   |          |
| PROJECT CODE      |             |   |          |
|                   |             |   |          |
| PROJECT CODE      |             |   |          |
|                   |             |   |          |
|                   |             |   | TOTAL    |
|                   |             |   | \$195.41 |

Subject to Prevailing Wage Act  
 Certified Payroll Attached

| AUTHORIZED BY<br>DEPARTMENT DIRECTOR | DATE | FINANCE<br>DEPARTMENT<br>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 10/07/2019

## 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<br>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

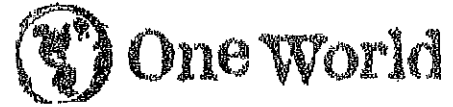
None Requested, why?

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

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

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

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.

| Order Acknowledgement for Purchase No.10772116 |  |  |           |          |
|--|--|--|-----------|----------|
| Please print this document for your records.   |  |  |           |          |
| Order Placed on 06 Sep 2019                    |  |  |           |          |
| By Allsa Henkel                                |  |  |           |          |
| Qty.   | Product  |  | Price     | Total    |
| 1  | Understanding Trauma-Informed Approaches in Public Libraries Registration for Allsa Henkel (total charges) |  |           |          |
| Options:                                       |  |  |           |          |
| Conference                                     |  |  |           |          |
| 1  | Group Webinar Registration   |  | \$129.00  | \$129.00 |
|  |  |  | Subtotal: | \$129.00 |
|  |  |  | Total:    | \$129.00 |
| Payment Information                            |  |  |           |          |
| Payment Type: Visa                             |  |  |           |          |
| Card/Check Number: 5562                        |  |  |           |          |
| (Partial Number displayed for your protection) |  |  |           |          |

Thank you for your order. You should receive an email confirmation shortly.  
[Click here to return to www.ala.org](http://www.ala.org)

If you have any questions about this receipt, please contact Member and Customer Service by email at [membership@ala.org](mailto:membership@ala.org) or by phone at 800-545-2433 press 5 (International is 1-312-944-6780).

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*C.C. 9/19*