



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting
Wednesday, January 8, 2020
4:30 p.m.
Decatur Public Library Board Room**

AGENDA

- I. Call to Order** – Amy Stockwell
- II. Approval of Agenda**
- III. Minutes**—December 11, 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. Capital Needs (Discussion)
 - B. Space Plans (Discussion)
 - C. Other
- VII. New Business**
 - A. December 2019 Check Register (Action)
 - B. 2019 Budget Report (Discussion)
 - C. 2020 Budget Report (Discussion)
 - D. Other
- VIII. Adjournment**

If you have questions please contact:

Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org

CITY OF DECATUR

DATE:12-2019

FOR INVOICES FROM 12/1/2019 TO 12/31/2019

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
131979	12/3/2019	BAKER & TAYLOR CO	\$0.12		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$0.40		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$2.02		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$2.17		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$2.49		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$3.94		BOOKS & PERIODICALS
131979	12/3/2019	BAKER & TAYLOR CO	\$10.89		BOOKS & PERIODICALS
132025	12/3/2019	MIDWEST TAPE, LLC	\$37.49	AV MATERIALS	BOOKS & PERIODICALS
132032	12/3/2019	PROQUEST INFORMATION &	\$190.25	DATABASE AND MICROFILM	BOOKS & PERIODICALS
132064	12/10/2019	BAKER & TAYLOR CO	\$0.72		BOOKS & PERIODICALS
132064	12/10/2019	BAKER & TAYLOR CO	\$1.67		BOOKS & PERIODICALS
132064	12/10/2019	BAKER & TAYLOR CO	\$13.53		BOOKS & PERIODICALS
132074	12/10/2019	CCH	\$11.53		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$9.74	AV MATERIALS	BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$21.74		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$25.48		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$34.99		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$53.80		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$68.18		BOOKS & PERIODICALS
132140	12/10/2019	MIDWEST TAPE, LLC	\$134.94		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$0.68		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$0.72		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$1.32		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$1.47		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$1.61		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$1.86		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.14		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.23		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.44		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.73		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$2.74		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$3.05		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$3.11		BOOKS & PERIODICALS

132224	12/17/2019	BAKER & TAYLOR CO	\$3.27		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$3.91		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$4.43		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$10.89		BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$25.47		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$9.74	AV MATERIALS	BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$13.49		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$22.49	AV MATERIALS	BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$33.71		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$44.99		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$45.71		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$46.91		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$53.94		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$69.70		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$134.94		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$152.88		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$320.82		BOOKS & PERIODICALS
132329	12/17/2019	MIDWEST TAPE, LLC	\$360.53		BOOKS & PERIODICALS
132405	12/31/2019	AMAZON.COM CREDIT	\$439.15		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.08		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.16		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.30		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.46		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.48		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.56		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.77	LIBRARY MATERIALS	BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$0.78		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$1.14		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$1.72		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$1.83		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$1.84		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.05		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.06		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.12		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.40		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.46		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.79		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.95		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$2.99		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$3.43		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$3.90		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$4.39		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$4.49		BOOKS & PERIODICALS

132417	12/31/2019	BAKER & TAYLOR CO	\$4.50		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$4.51		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$4.61		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$14.60		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$399.23		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$922.76		BOOKS & PERIODICALS
132468	12/31/2019	EBSCO INDUSTRIES, INC	\$179.45		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$5.24	AV MATERIALS	BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$8.98		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$10.49		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$11.24		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$13.49		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$14.24		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$14.99		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$18.74		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$19.78		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$22.49		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$23.24		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$33.27		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$35.97		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$36.71		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$39.99	AV MATERIALS	BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$41.82		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$52.47		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$57.70		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$59.50		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$83.19		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$107.16		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$111.66		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$127.44		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$137.93		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$141.66		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$150.68		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$153.64		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$153.65		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$156.67		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$160.38		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$177.65		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$178.37		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$183.64		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$205.40		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$212.88		BOOKS & PERIODICALS
132525	12/31/2019	MIDWEST TAPE, LLC	\$295.35		BOOKS & PERIODICALS
132554	12/31/2019	POLK CITY DIRECTORIES	\$287.00	CITY DIRECTORIES	BOOKS & PERIODICALS

Total			\$7,569.67		
132269	12/17/2019	DR NGOZI ONUORA	\$55.91	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
Total			\$55.91		
132138	12/10/2019	MIDWEST ARCHIVES CONFERENCE	\$55.00	R DAMPTZ MEMBER RENEWAL	MEMBERSHIP FEES
Total			\$55.00		
131979	12/3/2019	BAKER & TAYLOR CO	\$18.63		OFFICE SUPPLIES
131979	12/3/2019	BAKER & TAYLOR CO	\$21.39		OFFICE SUPPLIES
131979	12/3/2019	BAKER & TAYLOR CO	\$38.41		OFFICE SUPPLIES
132064	12/10/2019	BAKER & TAYLOR CO	\$17.48		OFFICE SUPPLIES
132066	12/10/2019	BECK'S ENGRAVING & RUBBER	\$5.25	NAME BADGE	OFFICE SUPPLIES
132092	12/10/2019	DEMCO INC	\$170.31		OFFICE SUPPLIES
132166	12/10/2019	SAM'S CLUB	\$106.22	ACCT 9064	OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$4.83		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$6.21	LIBRARY MATERIALS	OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$13.80		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$14.72		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$15.18		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$19.32		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$22.54		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$24.21		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$25.99		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$26.45		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$31.51		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$33.12		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$44.16		OFFICE SUPPLIES
132224	12/17/2019	BAKER & TAYLOR CO	\$48.30		OFFICE SUPPLIES
132405	12/31/2019	AMAZON.COM CREDIT	\$497.35		OFFICE SUPPLIES
132365	12/17/2019	STRIGLOS/HAINES & ESSICK	\$296.17	OFFICE SUPPLIES	OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$0.69		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$2.07		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$2.53		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$3.45		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$4.60		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$4.83		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$10.58		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$12.65		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$14.03		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$16.10		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$16.79		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$18.40		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$19.78		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$20.70		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$26.22		OFFICE SUPPLIES

132417	12/31/2019	BAKER & TAYLOR CO	\$28.98		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$29.21		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$34.50		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$37.03		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$41.63		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$46.46		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$47.38		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$50.37		OFFICE SUPPLIES
132417	12/31/2019	BAKER & TAYLOR CO	\$56.35		OFFICE SUPPLIES
132458	12/31/2019	DEMCO INC	\$107.30	OFFICE SUPPLIES	OFFICE SUPPLIES
132580	12/31/2019	STRIGLOS/HAINES & ESSICK	\$23.69	CALENDAR	OFFICE SUPPLIES
131979	12/3/2019	BAKER & TAYLOR CO	\$3.45		OFFICE SUPPLIES
Total			\$2,181.32		
132224	12/17/2019	BAKER & TAYLOR CO	\$18.14		OTHER LIBRARY GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$18.72		OTHER LIBRARY GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$347.10		OTHER LIBRARY GRANT EXPENSE
132405	12/31/2019	AMAZON.COM CREDIT	\$157.05		OTHER LIBRARY GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$32.29		OTHER LIBRARY GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$34.19		OTHER LIBRARY GRANT EXPENSE
Total			\$607.49		
131979	12/3/2019	BAKER & TAYLOR CO	\$24.55	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$29.92		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$80.94		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$404.69		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$433.94		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$497.41		PER CAPITA GRANT EXPENSE
131979	12/3/2019	BAKER & TAYLOR CO	\$788.89		PER CAPITA GRANT EXPENSE
132064	12/10/2019	BAKER & TAYLOR CO	\$144.20	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
132064	12/10/2019	BAKER & TAYLOR CO	\$184.97		PER CAPITA GRANT EXPENSE
132064	12/10/2019	BAKER & TAYLOR CO	\$314.70		PER CAPITA GRANT EXPENSE
132074	12/10/2019	CCH	\$135.00	2020 US MASTER TAX GUIDE	PER CAPITA GRANT EXPENSE
132123	12/10/2019	KANOPY	\$117.00	PRICE PER PLAY DIGITALS/KKIDS	PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	(\$573.26)	CUST#2000015200 DEPOSIT BAL	PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$22.49	BOOKS	PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$29.99		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$37.49		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$45.73		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$64.43		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$87.65	BOOKS	PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$185.91		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$192.60		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$464.27		PER CAPITA GRANT EXPENSE
132140	12/10/2019	MIDWEST TAPE, LLC	\$1,099.12	CUST#2000015200	PER CAPITA GRANT EXPENSE

132195	12/10/2019	WESTON WOODS STUDIOS	\$1,157.02	46 JUVENILE BOOKS IN BAGS	PER CAPITA GRANT EXPENSE
132198	12/10/2019	WORLD BOOK, INC	\$999.00	2020 WORLD BOOK ENCYCLOPEDIA	PER CAPITA GRANT EXPENSE
132223	12/17/2019	BACKPAGES LIMITED	\$1,864.00	DATABASE SUBSCRIPTION / ROCK'S	PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$19.49	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$99.62		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$135.41		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$143.64		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$263.72		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$275.83		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$294.10		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$322.87		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$372.94		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$403.35		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$445.59		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$470.50		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$527.35		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$547.52		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$609.13		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$653.57		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$782.33		PER CAPITA GRANT EXPENSE
132224	12/17/2019	BAKER & TAYLOR CO	\$866.31		PER CAPITA GRANT EXPENSE
132257	12/17/2019	ROBERT F BEECHER	\$3,800.00	SELECT READS-ONE YR SUBSCRIPTION	PER CAPITA GRANT EXPENSE
132273	12/17/2019	EBSCO INDUSTRIES, INC	\$22,529.00	DATABASE PKG	PER CAPITA GRANT EXPENSE
132392	12/17/2019	WESTON WOODS STUDIOS	\$25.46	1 JUVENILE BOOK IN A BAG	PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$15.21	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$32.74		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$59.54		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$86.37		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$92.65		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$95.70		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$112.75		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$153.10		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$153.59		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$156.91		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$227.56		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$343.60		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$348.11		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$367.81		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$391.30		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$392.08		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$411.64		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$479.41		PER CAPITA GRANT EXPENSE

132417	12/31/2019	BAKER & TAYLOR CO	\$492.79		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$556.11		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$558.38		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$598.77	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$685.18		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$780.70		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$877.15		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$897.53		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$900.45		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$901.61		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$902.18		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$902.25		PER CAPITA GRANT EXPENSE
132417	12/31/2019	BAKER & TAYLOR CO	\$921.96		PER CAPITA GRANT EXPENSE
132468	12/31/2019	EBSCO INDUSTRIES, INC	\$287.80	PERIODICAL SUBSCRIPTIONS AND D	PER CAPITA GRANT EXPENSE
132618	12/31/2019	WORLD BOOK, INC	\$2,007.50	WORLD BOOK ONLINE/SCHOOL EDITION	PER CAPITA GRANT EXPENSE
Total			\$58,610.81		
132084	12/10/2019	COMMERCIAL MAIL SERVICES	\$290.09	NOV 18 - NOV 29'19	POSTAGE
132092	12/10/2019	DEMCO INC	\$9.95	OFFICE SUPPLIES	POSTAGE
132247	12/17/2019	COMMERCIAL MAIL SERVICES	\$402.61	DEC 2 - DEC 13'19	POSTAGE
132405	12/31/2019	AMAZON.COM CREDIT	\$87.57	ACCT 8641	POSTAGE
Total			\$790.22		
132177	12/10/2019	SWANK MOTION PICTURES, INC	\$1,403.00	2020 LICENSE / LICENSE# 3185443001	PROFESSIONAL SERVICES
132185	12/10/2019	UNIQUE MANAGEMENT SERVICES	\$778.65	COLLECTION SERVICE	PROFESSIONAL SERVICES
132255	12/17/2019	DAUGHERTY PUBLIC LIBRARY	\$19.95	LOST ITEM	PROFESSIONAL SERVICES
132274	12/17/2019	ELWOOD TOWNSHIP CARNEGIE	\$20.00	LOST ITEM	PROFESSIONAL SERVICES
132283	12/17/2019	FORSYTH PUBLIC LIBRARY	\$21.99		PROFESSIONAL SERVICES
132305	12/17/2019	JONES & THOMAS	\$400.00	WEB HOSTING AND MAINTENANCE	PROFESSIONAL SERVICES
132336	12/17/2019	MT ZION DISTRICT LIBRARY	\$109.00	LOST ITEMS	PROFESSIONAL SERVICES
132405	12/31/2019	AMAZON.COM CREDIT	\$35.00		PROFESSIONAL SERVICES
132535	12/31/2019	MT ZION DISTRICT LIBRARY	\$25.00	DAMAGED BOOKS	PROFESSIONAL SERVICES
132571	12/31/2019	SCHNEIDER PIPE ORGANS, INC	\$110.00	AUDITORIUM PIANO TUNING	PROFESSIONAL SERVICES
Total			\$2,922.59		
132194	12/10/2019	WATTS COPY SYSTEMS	\$597.11	MAINTENANCE TO OFFICE EQUIPMEN	SERV-OFFICE EQUIPMENT
132546	12/31/2019	NCI BUSINESS SYSTEMS	\$38.95	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
Total			\$636.06		
132405	12/31/2019	AMAZON.COM CREDIT	\$369.73		SMALL CAPITAL ITEMS
Total			\$369.73		
132154	12/10/2019	PAETEC	\$55.50	ACCT 633292627001	TELEPHONE
132246	12/17/2019	COMCAST	\$159.85	ACCT 929526423	TELEPHONE
132347	12/17/2019	PAETEC	\$10.86	ACCT 633318933001	TELEPHONE
132434	12/31/2019	CALL ONE	\$503.96	ACCT 1212890	TELEPHONE
Total			\$730.17		
827003693	12/16/2019	REGIONS/CREDIT CARD	\$93.41	ACCT 3978	PROFESSIONAL SERVICES

35 LIBRARY FUND TOTAL **\$74,622.38**

59 LIBRARY TRUST FUNDS

132064	12/10/2019	BAKER & TAYLOR CO	\$19.07	LIBRARY MATERIALS	BOOKS & PERIODICALS
132224	12/17/2019	BAKER & TAYLOR CO	\$19.07		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$18.45		BOOKS & PERIODICALS
132417	12/31/2019	BAKER & TAYLOR CO	\$19.07		BOOKS & PERIODICALS
132554	12/31/2019	POLK CITY DIRECTORIES	\$287.00	CITY DIRECTORIES	BOOK AND PERIODICALS

59 LIBRARY TRUST FUNDS TOTAL **\$362.66**

WARRANT TOTAL: **\$74,985.04**

RLE

DPL FY 2019 Budget Report

Prepared: January 3, 2020

At end of December 100% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY18 YTD	% Change
Property Taxes	\$ 2,842,000	74.1%	\$ 3,021,531.79	106.3%	\$ 2,732,082.04	10.6%
All Other	\$ 993,545	25.9%	\$ 1,057,397.45	106.4%	\$ 958,846.22	10.3%
Total Revenue	\$ 3,835,545		\$ 4,078,929.24	106.3%	\$ 3,690,928.26	10.5%

Expense

% Expended

Personnel

Payroll	\$ 1,672,917		\$ 1,572,229.70		\$ 1,540,465.58	2.1%
Benefits	\$ 643,105		\$ 592,766.31		\$ 625,785.78	-5.3%
	\$ 2,316,022	61.2%	\$ 2,164,996.01	93.5%	\$ 2,166,251.36	-0.1%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 249,022.09	101.6%	\$ 350,258.08	-28.9%
Per Capita	\$ 95,000		\$ 95,152.20	100.2%	n/a	n/a
Total Materials	\$ 340,000	9.0%	\$ 344,174.29	101.2%	\$ 350,258.08	-1.7%

Professional Services

Professional Services	\$ 50,000		\$ 50,879.12	101.8%	\$ 26,078.75	95.1%
Temp Agency	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -		\$ 129.36	#DIV/0!	\$ -	#DIV/0!
Total	\$ 51,000	1.3%	\$ 51,008.48	100.0%	\$ 26,078.75	95.6%

Allocations

Administrative Fee	\$ 97,584		\$ 97,584.00	100.0%	\$ 103,464.00	-5.7%
Purchasing	\$ 12,384		\$ 12,384.00	100.0%	\$ 14,676.00	-15.6%
MIS	\$ 38,364		\$ 38,364.00	100.0%	\$ 43,356.00	-11.5%
	\$ 148,332	3.9%	\$ 148,332.00	100.0%	\$ 161,496.00	-8.2%

Grants

PNG	\$ 15,000		\$ 12,209.53	81.4%	n/a	n/a
Other grants	\$ 75,000		\$ 4,103.26	5.5%	n/a	n/a
	\$ 90,000	2.4%	\$ 16,312.79	18.1%		

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

Printing/Binding	\$ 500		\$ 533.00	106.6%	\$ 2,389.29	-77.7%
Postage	\$ 14,000		\$ 11,352.97	81.1%	\$ 10,236.30	10.9%
Service to Office Equipment	\$ 10,000		\$ 26,229.06	262.3%	\$ 11,467.93	128.7%
Telephone	\$ 16,300		\$ 12,398.58	76.1%	\$ 31,204.72	-60.3%
Software	\$ 18,000		\$ 38,826.11	215.7%	\$ 9,992.76	288.5%
Office Supplies	\$ 30,000		\$ 29,768.63	99.2%	\$ 29,854.78	-0.3%
Small Capital	\$ 20,000.00		\$ 23,957.31	119.8%	\$ 25,410.66	-5.7%
	\$ 108,800	2.9%	\$ 143,065.66	131.5%	\$ 120,556.44	

Staff Development

Conferences/Training/Travel	\$ 20,000		\$ 10,618.62	53.1%	\$ 19,199.68	-44.7%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ 1,500.00	-100.0%
Membership	\$ 48,000		\$ 50,336.57	104.9%	\$ 48,672.92	3.4%
	\$ 72,000	1.9%	\$ 60,955.19	84.7%	\$ 69,372.60	

Transfer to Reserves	\$ -	\$ 197,800.00			
Insurance					
Unemployment	\$ 2,652	\$ 2,652.00	100.0%	\$ 1,980.00	33.9%
Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 78,576.00	100.0%	\$ 87,756.00	-10.5%
	\$ 81,728	2.2%	\$ 81,228.00	99.4%	\$ 89,736.00

Building Costs

Rent	\$ 575,000.00	\$ 575,004.00	100.0%	\$ 575,000.00	0.0%
Supplies	\$ -	\$ 191.25	#DIV/0!	\$ 582.00	-67.1%
Maintenace	\$ -	\$ -	#DIV/0!	\$ 765.00	-100.0%
	\$ 575,000	15.2%	\$ 575,195.25	\$ 576,347.00	
Total Operations/Services	\$ 1,467,360	38.8%	\$ 1,618,382.48	110.3%	\$ 1,393,844.87

Total Expenses	\$ 3,783,382	\$ 3,783,378.49	100.0%	\$ 3,560,096.23	6.3%
Revenue Minus Expense	\$ 52,163	\$ 295,550.75		\$ 130,832.03	125.9%

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	\$ 51,816.61	\$ 300,284.39	\$ -	\$ 1,488,251.91
12/1/2019	\$ 1,488,251.91	\$378,739.21	\$ 505,124.72	\$ -	\$ 1,361,866.40
1/1/2020	\$ 1,361,866.40				

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	\$ 94.33	\$ -	\$ 133,050.67
12/1/2019	\$ 133,050.67	\$ 197,800.00	\$ -	\$ 330,850.67
1/1/2020	\$ 330,850.67			

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	\$	41.38	\$	-	\$	58,329.77
12/1/2019	\$	58,329.77	\$	-	\$	-	\$	58,329.77
1/1/2020	\$	58,329.77						

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	\$ 85.40	\$ 2,276.95	\$ 119,457.19
12/1/2019	\$ 119,457.19	\$ -	\$ 2,220.30	\$ 117,236.89
1/1/2020				

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	\$ 619.08	\$ 128.57	\$ 27,122.20
12/1/2019	\$ 27,122.20	\$ 50.00	\$ 75.66	\$ 27,096.54
1/1/2020	\$ 27,096.54			

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	\$ 52,656.80	\$ 302,689.91	\$ -	\$ 1,826,211.74
12/1/2019	\$ 1,826,211.74	\$ 576,589.21	\$ 505,200.38	\$ -	\$ 1,897,600.57
1/1/2020	\$ 1,897,600.57				



Travel Reimbursement Request

Date prepared 12/05/2019

Requested By

Name Ngozi Onoura

Department Trustee

Where did you go? Seminar on Forging Strong Relationships with Director,
Chatham Public Library
600 E Spruce, Chatham, IL, US, 62629

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 96 Current paid per mile \$ 0.580	\$ 55.91
Lodging	
Meals	
Fees (registrations, dues, etc.)	
Other (telephone, tolls, parking, etc.)	
Total	\$ 55.91

Amount of Reimbursement Requested

None Requested, why?

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

Signature Ngozi Onoura Date 12/5/2019

Approved by (City Librarian/Trustee) Donna Williams Date 12/11/2019