



# DECATUR PUBLIC LIBRARY

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## AGENDA

### REGULAR MEETING

### BOARD OF TRUSTEES

Thursday, May 16, 2019

4:30 p.m.

**Decatur Public Library Board Room**

- I. Call to order** – Mark Sorensen
- II. Approval of agenda**
- III. Approval of minutes** for April 18, 2019
- IV. Communications from the public**
- V. City Librarian’s report** –Rick Meyer
- VI. Reports of committees**
  - A. Personnel, Policy & Public Relations Committee** – Dr. Ngozi Onuora
    - i. Program Policy Amendment
    - ii. FOIA Request Report
    - iii. Program Challenge
    - iv. Management Pay Scale
    - v. Personnel Update
    - vi. Other
  - B. Friends of the Library**—Samantha Carroll
    - i. May 9 Meeting
  - C. Foundation**—Mark Sorensen
    - i. April 23 Meeting
  - D. Finance and Properties Committee**—Amy Stockwell
    - i. Parking Lot

- ii. April 2019 Check Register
- iii. 2019 Budget and Projection
- iv. Other

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

- i. No Report

**VII. Old Business**

- i. Other

**VIII. New Business**

- i. Report on Diversity Training—Dr. Ngozi Onuora
- ii. New Trustees
- iii. Request to Reschedule June 2019 Meeting
- iv. Patron Ban Appeal
- v. Other

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

Chapter 7: Collection Management and Resource Sharing

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

**XI. Adjournment**

If you have questions please contact:

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



## DECATUR PUBLIC LIBRARY

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### Program Policy

#### Purpose

- The Program Policy reflects the diverse needs of the Decatur community and the Library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- The Library believes that programs are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and interests through this content.
- Through our programs we work to facilitate equitable experiences for engagement, education, and inspiration.

#### Principles

- The Library strives to achieve broad participation in its services, including attendance at and participation in programs. The Library's programs, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, speakers, hosts, or partners will not be cause for automatic inclusion *or* exclusion. Each program will be selected on its individual merit and role in the Strategic Plan. Decatur Public Library does not promote all of the ideas found in its programs nor the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- The Library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the Library upholds the American Library Association's [Library Bill of Rights](#) position statement, including the [Freedom to View](#) and [Freedom to Read](#).
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

#### Responsibility for Programs

Ultimate responsibility for programs rests with the City Librarian who operates within a framework of policies established by the Decatur Public Library Board of Trustees. The City Librarian delegates responsibility for Programs to the Head of Programs, Resources and

Services. He or she may delegate responsibility for selection and maintenance of specific programs to various staff members, operating within the guidelines provided by the Policy.

### **Scope**

The Library develops meaningful programs that are positioned to meet the needs and interests of the community as measured by attendance and surveys; and less formal inputs via conversations with the community and professional insights in the course of community engagement.

### **Selection**

Program selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Staff professional expertise
- Availability of vetted volunteers
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

### **Discontinuation of Serial Programs**

Ongoing evaluation and review of library programs is necessary to maintain a viable use of space and time that meets the Library's needs and is of current interest to patrons. The Library will at least every six months evaluate all ongoing programs to assess continuing viability. Criteria will include attendance, participant feedback, perceived impact, and alignment with the Library's Strategic Plan, Mission, Vision, and Values. The Library reserves the right to discontinue any program at any time.

### **Volunteer Led Programs**

Decatur Public Library encourages and accepts donations of time and expertise to lead programs, with the understanding that the decision whether to conduct a program will be based on the above criteria and the Library reserves the right to not accept any volunteer program.

### **Reconsideration of Library Programs**

Any citizen may request that the Library reconsider programs. Requests must be made in writing on the form provided for this purpose, *Request for Reconsideration of Programs* (see attached). The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month or sooner if the time frame requires. In no cases will a reconsideration of a program occur if the request for reconsideration is received less than one week prior to the program. The City Librarian will use the findings of the committee to assist his or her decision regarding the retention of the program. The City Librarian shall include information on any formal complaints, and his or her decision with regard to the challenged programs, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

### **Review of Policy**

This policy will be reviewed by the Board of Trustees at least once every three years.

**Approved by Decatur Public Library Board of Trustees April 18, 2019**

**rmeyer@decaturlibrary.org**

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**From:** Pearl [REDACTED]  
**Sent:** Thursday, May 9, 2019 9:23 PM  
**To:** rmeyer@decaturlibrary.org  
**Subject:** FOIA request

Dear Mr. Meyer,

This is a FOIA request for any and all communications between the Library and it's representatives and the ACLU.  
I will gladly receive the requested information via email, if possible.

Sincerely,  
Pearl Baker

[REDACTED]

**From:** Steven Luker [REDACTED]  
**Sent:** Wednesday, May 8, 2019 1:15 PM  
**To:** Rick Meyer  
**Subject:** FOIA Request, Request for Agenda Item on May 16th, 2019 Board of Trustees meeting

Dear Mr. Meyer  
City of Decatur Librarian,

Today Mr. Robert Edwards informed me that I have been banned from the Decatur Public Library for 30 days. He provided no explanation.

Accordingly,

I hereby make a FOIA request for the Decatur Public Library to provide:

1. Copies of the reason for the ban and the employees of the Library involved.
2. Any memorandum, emails or other communications amongst library staff about me involving the incident.
3. Copies of any discrimination complaints filed by a patron, employee or applicant against the library under the Decatur Human Rights Ordinance or any state or federal law.
4. Copies of the names of all library patrons who have been banned from the library within the last 2 years.
5. Any incident reports within the last two years that resulted in Library Staff calling the Decatur Police Department to remove a patron.
6. Copies of any legal actions taken against the Decatur Public Library due to a patron being banned.
7. A copy of any videorecording of any incident involving me at the Decatur Public Library.

I also demand that you place this matter on the Agenda of the Decatur Public Library Board of Trustees' public comments item scheduled for Thursday May 16th, 2019. As a matter of the Illinois Open Meeting Act, I have a right to appear before the Board and complain about your actions taken against me.

Please schedule a meeting with me at your office if you have any further questions from me.

Sincerely,  
Steven Luker

[REDACTED]



DECATUR PUBLIC LIBRARY

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Request for Reconsideration of Library Program

Name MARC Girdler

Address [REDACTED]  
City State Zip

Telephone Number [REDACTED]

Material Challenged:

Name of program WAR ROOM (AND ANY Kendrick Brothers films in the future)

Type of program (e.g. film, performance, presentation, etc) film

Specific nature of the complaint:

WAR ROOM tells women to accept abuse from their partner, even embrace it as God's plan. "duck so god can hit him." Unhealthy + disgusting.

What do you believe is the theme or intent of the program?

As Alissa Hoekel and her church have ignored my requests for intent, I have to think it is to recruit for her personal church and spread her personal beliefs that women should be grateful for abuse. Is this what she tells young girls at Radicolow? To let men abuse them???

A copy of the Decatur Public Library Program Policy has been made available to me.

I am acquainted with the policy and believe this program fails to meet this policy because:

encourages abuse of women, has no balance, and a "short discussion" after is hardly time to unpack the damage this film will cause.

I agree that this program meets criteria currently established, but I would like the policy modified to exclude such programs because:

Women don't deserve to be abused, regardless of what Alissa Hoekel + St Paul's Church believe,

Signature of Patron Marc M -

Date 4/23/19

*I filed on 4/19 with board of trustees*

Received by Staff Member

[Signature]

Date 4/23/2019



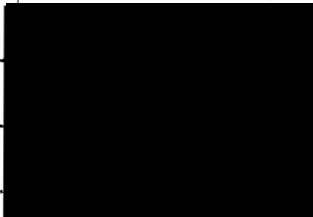
Filed on  
4/22/19

Hi there!

This is a FOIA request for ANY+ALL communications (emails/patron suggestions/complaints) dealing with the RAMADAN EVENT on April 20<sup>th</sup> 2019 and the War Room Event on April 29<sup>th</sup> + May 4<sup>th</sup> 2019. In addition to the communication elements, I would like detailed information on library resource allocation for these events.

Thank you,

MARC Gindler



Filed  
ON  
4/25/19

Good day,

This is a FOIA request for the public performance license information in regard to the books included in the READiculous ~~program~~ program. If the performers are paid for the work in the program, please provide any commercial grade public performance ~~license~~ license information. ~~This~~ This includes any outside performances where DPL resources are involved. Electronic response is fine, please send to: ~~██████████~~

Thank you,  
MARC Girdler

Filed  
5/9/19

This a FOIA for the below information. IF it exceeds 50 pages, contact me and we can discuss the added costs.

1. Any/all emails + messages from DPL staff in regard to how to deal (or not) with me, Marc Gindler. This includes both source documents and my responses.

<sup>and all</sup>  
2. emails or messages concerning LGBTQ books in the children's department, including suggestions and objections.

3. Any/all emails or messages in regard to the incident with Katie Eftobias for which I was told to stay home for a month.

Marc Gindler



Hello,

This is a FOIA request for emails, messages,  
etc in regard to the Rendiculous PROSEAN sent in  
March to April 2019. IF this runs over 50  
pages, please use the most recent 50 pages of  
information.

Thank you,

MARC Gindler



DATE: 4/30/2019

<u>CHECK NO.</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
<b>35 LIBRARY FUND</b>				
127201	4/2/2019	BAKER & TAYLOR CO	5.98 LIBRARY MATERIALS	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	6.21	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	15.18	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	17.25	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	26.22	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	54.51	OFFICE SUPPLIES
127201	4/2/2019	BAKER & TAYLOR CO	36.18	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	51.20	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	106.70	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	112.71	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	127.96	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	300.09	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	341.04	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	684.74	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	891.72	BOOKS & PERIODICALS
127202	4/2/2019	BEST BUY BUSINESS ADVANTAGE /	29.99 ACCT 6454 CUST#422515	PNG GRANT EXPENSE
127217	4/2/2019	COMMERCIAL MAIL SERVICES	368.02 MAR 18 - MAR 29'19	POSTAGE
127251	4/2/2019	MIDWEST TAPE, LLC	39.73 AV MATERIALS	BOOKS & PERIODICALS
127251	4/2/2019	MIDWEST TAPE, LLC	61.47	BOOKS & PERIODICALS
127251	4/2/2019	MIDWEST TAPE, LLC	124.97	BOOKS & PERIODICALS
127257	4/2/2019	NCI BUSINESS SYSTEMS	46.34 SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
127261	4/2/2019	OVERDRIVE	4,800.00 E-BOOKS	BOOKS & PERIODICALS
127280	4/2/2019	TUTOR.COM	3,740.00 LEARNING SUITE/ONLINE TUTORING	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	5.29 LIBRARY MATERIALS	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	7.82	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	12.88	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	15.64	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	16.33	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	17.25	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	20.47	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	25.53	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	34.27	OFFICE SUPPLIES
127303	4/9/2019	BAKER & TAYLOR CO	95.50	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	106.77	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	115.40	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	155.31	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	322.83	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	341.76	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	554.34	BOOKS & PERIODICALS

127303	4/9/2019	BAKER & TAYLOR CO	575.61	BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	681.86	BOOKS & PERIODICALS
127336	4/9/2019	DRY POINT TOWNSHIP LIBRARY	20.00 LOST ITEMS	PROFESSIONAL SERVICES
127347	4/9/2019	GALE GROUP, INC.	300.00 DATABASE AND LP STANDING ORDER	BOOKS & PERIODICALS
127347	4/9/2019	GALE GROUP, INC.	1,624.70	BOOKS & PERIODICALS
127347	4/9/2019	GALE GROUP, INC.	22,619.57	BOOKS & PERIODICALS
127353	4/9/2019	HERALD & REVIEW	728.26 ACCT 111-00004625	BOOKS & PERIODICALS
127369	4/9/2019	LIBRARY IDEAS, LLC	3,388.00 DATABASE VOX BOOKS	BOOKS & PERIODICALS
127379	4/9/2019	MIDWEST TAPE, LLC	45.73 AV MATERIALS	BOOKS & PERIODICALS
127379	4/9/2019	MIDWEST TAPE, LLC	124.97	BOOKS & PERIODICALS
127379	4/9/2019	MIDWEST TAPE, LLC	521.61	BOOKS & PERIODICALS
127382	4/9/2019	MILLIKIN UNIVERSITY	2,000.00 SPONSORSHIP 2019 CIVIC DISCOURSE WEEK	PROFESSIONAL SERVICES
127413	4/9/2019	SAM'S CLUB	116.73 ACCT 9064	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	6.90 LIBRARY MATERIALS	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	17.94	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	22.31	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	27.60	OFFICE SUPPLIES
127456	4/16/2019	BAKER & TAYLOR CO	152.63	BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	312.11	BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	363.16	BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	593.06	BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	683.69	BOOKS & PERIODICALS
127460	4/16/2019	BEST BUY BUSINESS ADVANTAGE /	69.99 ACCT 6454	PNG GRANT EXPENSE
127474	4/16/2019	COMCAST	159.85 ACCT 929526423	TELEPHONE
127492	4/16/2019	DELL INC.	1,576.03 DELL G3 17-3779	PNG GRANT EXPENSE
127493	4/16/2019	DEMCO INC	9.95 LABEL PROTECTORS	POSTAGE
127493	4/16/2019	DEMCO INC	96.39	OFFICE SUPPLIES
127515	4/16/2019	GLEN CARBON CENTENNIAL LIBRAI	14.95 LOST ITEM	PROFESSIONAL SERVICES
127544	4/16/2019	MARION CARNEGIE LIBRARY	35.00 LOST ITEMS	PROFESSIONAL SERVICES
127551	4/16/2019	MIDWEST TAPE, LLC	22.49 AV MATERIALS	BOOKS & PERIODICALS
127551	4/16/2019	MIDWEST TAPE, LLC	29.99	BOOKS & PERIODICALS
127551	4/16/2019	MIDWEST TAPE, LLC	81.71	BOOKS & PERIODICALS
127551	4/16/2019	MIDWEST TAPE, LLC	180.69	BOOKS & PERIODICALS
127555	4/16/2019	MOTION PICTURE LICENSING CORF	257.00 MPLC UMBRELLA LICENSE	PROFESSIONAL SERVICES
127560	4/16/2019	PAETEC	40.66 ACCT 633292627001	TELEPHONE
127560	4/16/2019	PAETEC	45.90 ACCT 633318933001	TELEPHONE
127566	4/16/2019	SHERMAN PLD	35.00 LOST ITEMS	PROFESSIONAL SERVICES
127601	4/23/2019	BAKER & TAYLOR CO	0.69 LIBRARY MATERIALS	OFFICE SUPPLIES
127601	4/23/2019	BAKER & TAYLOR CO	39.79	OFFICE SUPPLIES
127601	4/23/2019	BAKER & TAYLOR CO	14.70	BOOKS & PERIODICALS
127601	4/23/2019	BAKER & TAYLOR CO	886.02	BOOKS & PERIODICALS
127608	4/23/2019	CALL ONE	244.60 ACCT 1212890-1135593	TELEPHONE
127618	4/23/2019	COMMERCIAL MAIL SERVICES	418.35 APR 1 - APR 15'19	POSTAGE
127645	4/23/2019	IHLS-OCLC	718.90 WEB-DEWEY RENEWAL	MEMBERSHIP FEES
127647	4/23/2019	ILLINOIS HEARTLAND LIBRARY SYS	50.00 C ZIESE CONFERENCE	CONFERENCES & TRAVEL
127659	4/23/2019	MEYER, RICK	45.47 MILEAGE REIMBURSEMENT	CONFERENCES & TRAVEL

127663	4/23/2019	MIDWEST TAPE, LLC	40.48	AV MATERIALS	BOOKS & PERIODICALS
127663	4/23/2019	MIDWEST TAPE, LLC	62.22		BOOKS & PERIODICALS
127663	4/23/2019	MIDWEST TAPE, LLC	107.97		BOOKS & PERIODICALS
127673	4/23/2019	NATIONWIDE BACKGROUND SCREE	85.00	NEW EMPLOYEE BACKGROUND	PROFESSIONAL SERVICES
127674	4/23/2019	NICHE ACADEMY LLC	2,400.00	ONLINE SUBSCRIPTION	BOOKS & PERIODICALS
127682	4/23/2019	ROTARY CLUB OF DECATUR	229.00	MEMBERSHIP R MEYER	MEMBERSHIP FEES
127686	4/23/2019	SCHIRLE, JOHN	26.53	REIMBURSEMENT CHILDRENS PROJECT	OFFICE SUPPLIES
127699	4/23/2019	UNIQUE MANAGEMENT SERVICES	438.55	COLLECTION SERVICE	PROFESSIONAL SERVICES
127718	4/30/2019	BAKER & TAYLOR CO	3.22	LIBRARY MATERIALS	OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	3.45		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	6.44		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	7.59		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	11.04		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	11.96		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	14.95		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	15.87		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	17.94		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	20.01		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	20.47		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	22.08		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	23.00		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	31.97		OFFICE SUPPLIES
127718	4/30/2019	BAKER & TAYLOR CO	33.38		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	59.84		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	66.88		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	76.72		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	88.80		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	106.62		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	169.12		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	206.69		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	279.13		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	336.80		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	356.78		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	428.00		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	520.24		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	561.91		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	664.92		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	880.15		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	888.45		BOOKS & PERIODICALS
127722	4/30/2019	BEST BUY BUSINESS ADVANTAGE ACCOUNT	199.99	ACCT 6454	PNG GRANT EXPENSE
127722	4/30/2019	BEST BUY BUSINESS ADVANTAGE ACCOUNT	1,104.91	ACCT 6454	PNG GRANT EXPENSE
127731	4/30/2019	BUSEY BANK	45.00	#000151001511	PROFESSIONAL SERVICES
127757	4/30/2019	DEMCO INC	9.95	PAPER LABELS	POSTAGE
127757	4/30/2019	DEMCO INC	109.92		OFFICE SUPPLIES

127761	4/30/2019	ERICKSON DAVIS, ATTORNEYS	615.00	MAR'19 SERIVCES	PROFESSIONAL SERVICES
127782	4/30/2019	KANOPY	88.00	STREAMING DATABASE	BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	11.99	AV MATERIALS	BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	23.99		BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	67.47		BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	81.47		BOOKS & PERIODICALS
127793	4/30/2019	MIDWEST TAPE, LLC	91.46		BOOKS & PERIODICALS
127832	4/30/2019	VERIZON WIRELESS	267.59	TELEPHONE CHARGES	TELEPHONE
127836	4/30/2019	WATTS COPY SYSTEMS	589.53	MAINTENANCE TO OFFICE EQUIPMEN	SERV-OFFICE EQUIPMENT

620003777	4/12/2019	REGIONS/CREDIT CARD	200.00	ACCT 3978	CONFERENCES & TRAVEL
620003777	4/12/2019	REGIONS/CREDIT CARD	-0.04		OFFICE SUPPLIES
620003777	4/12/2019	REGIONS/CREDIT CARD	165.00		OFFICE SUPPLIES
620003777	4/12/2019	REGIONS/CREDIT CARD	24.95		BOOKS & PERIODICALS

**35 LIBRARY** **66,856.51**

**59 LIBRARY TRUST FUNDS**

127201	4/2/2019	BAKER & TAYLOR CO	18.14	LIBRARY MATERIALS	BOOKS & PERIODICALS
127201	4/2/2019	BAKER & TAYLOR CO	23.40		BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	15.37		BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	17.22		BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	108.58		BOOKS & PERIODICALS
127303	4/9/2019	BAKER & TAYLOR CO	223.37		BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	14.62		BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	34.95		BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	41.58		BOOKS & PERIODICALS
127456	4/16/2019	BAKER & TAYLOR CO	102.02		BOOKS & PERIODICALS
127601	4/23/2019	BAKER & TAYLOR CO	18.45		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	17.84		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	18.14		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	36.83		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	41.74		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	84.95		BOOKS & PERIODICALS
127718	4/30/2019	BAKER & TAYLOR CO	115.61		BOOKS & PERIODICALS

**59 LIBRARY** **932.81**

**WARRANT TOTAL:** **67,789.32**



## DPL 2019 Budget Projection April

	2019 Projected	2019 Budgeted	Difference
Real Estate Taxes	\$ 2,993,661	\$ 2,842,000	\$ 151,661
State Replacement Tax	\$ 349,941	\$ 250,000	\$ 99,941
State Grants or other	\$ 95,000	\$ 110,000	\$ (15,000)
Other Grants	\$ -	\$ 75,000	\$ (75,000)
Payment in Lieu of Taxes	\$ 511,095	\$ 511,095	\$ -
Fines/Fees	\$ 3,349	\$ 1,000	\$ 2,349
Non-resident fees	\$ -	\$ 150	\$ (150)
Lost or Damaged Books	\$ 6,363	\$ 5,200	\$ 1,163
Copies/Misc.	\$ 10,205	\$ 8,400	\$ 1,805
Meeting Room Fees	\$ 4,860	\$ 3,700	\$ 1,160
Interest Income	\$ 5,821	\$ 500	\$ 5,321
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 6,069	\$ 2,000	\$ 4,069
Transfer from Meyer	\$ 22,874	\$ 25,000	\$ (2,126)
<b>Total Revenues</b>	<b>\$ 4,010,738</b>	<b>\$ 3,835,545</b>	<b>\$ 175,193</b>

### Library Operations

#### DPL Personnel Services

Salaries	\$ 1,528,352	\$ 1,671,917	\$ 143,565
Overtime	\$ 1,855	\$ 1,000	\$ (855)
IMRF	\$ 141,917	\$ 168,867	\$ 26,950
FICA	\$ 114,714	\$ 127,468	\$ 12,754
Life Insurance	\$ 2,503	\$ 3,182	\$ 679
Medical Insurance	\$ 302,738	\$ 321,750	\$ 19,012
Service Recognition	\$ 22,041	\$ 21,838	\$ (203)

<b>Total Personnel</b>	<b>\$ 2,114,120</b>	<b>\$ 2,316,022</b>	<b>\$ 201,902</b>
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### Operating Expenses

Unemployment insurance	\$ 2,652	\$ 2,652	\$ -
Advertising	\$ 500	\$ 500	\$ -
Printing/Binding	\$ 500	\$ 500	\$ -
Service to Office Equipment	\$ 25,752	\$ 10,000	\$ (15,752)
MIS Services	\$ 38,364	\$ 38,364	\$ -
Telephone	\$ 10,206	\$ 16,300	\$ 6,094
Banking Service Charges	\$ 130	\$ -	\$ (130)
Conferences/Travel/training	\$ 4,320	\$ 20,000	\$ 15,680
Postage	\$ 11,402	\$ 14,000	\$ 2,598
Computer Software	\$ 25,000	\$ 18,000	\$ (7,000)
Admin Fee	\$ 97,548	\$ 97,584	\$ 36
Medical Expenses	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000
Professional Services	\$ 51,756	\$ 50,000	\$ (1,756)
Membership Fees	\$ 46,360	\$ 48,000	\$ 1,640
PNG Expenses	\$ 15,970	\$ 15,000	\$ (970)
Per Capita Expenses	\$ 95,000	\$ 95,000	\$ -

Other Grant	\$ -	\$ 75,000	\$ 75,000
Office Supplies	\$ 39,074	\$ 30,000	\$ (9,074)
Purchasing	\$ 12,384	\$ 12,384	\$ -
Risk Management	\$ 78,576	\$ 78,576	\$ -
Small Capital	\$ 17,000	\$ 20,000	\$ 3,000
Rent	\$ 575,000	\$ 575,000	\$ -
Books/Materials	\$ 245,000	\$ 245,000	\$ -
Transfer to reserves	\$ -	\$ -	\$ -
Service to Mainting Building	\$ -	\$ -	\$ -
Materials for Building	\$ 420	\$ -	\$ (420)
<b>Total Operating Expenses</b>	<b>\$ 1,392,914</b>	<b>\$ 1,467,360</b>	<b>\$ 74,446</b>

<b>Total Expenses</b>	<b>\$ 3,507,034</b>	<b>\$ 3,783,382</b>	<b>\$ 276,348</b>
<b>Surplus/Deficit</b>	<b>\$ 503,704</b>	<b>\$ 52,163</b>	

**DPL FY 2019 Management/Budget Report**  
**Prepared: May 3, 2019**  
**At end of April 33% of the year has passed**

**Revenue**

	<b>FY 2019 Budgeted</b>	<b>% of Budget</b>		<b>Actual YTD</b>	<b>% of Budget</b>		<b>FY18 YTD</b>	<b>% Change</b>
Property Taxes	\$ 2,842,000		74.1%	\$ 151,661.00		5.3%	\$ -	#DIV/0!
All Other	\$ 993,545		25.9%	\$ 308,359.08		31.0%	\$ 360,728.67	-14.5%
<b>Total Revenue</b>	<b>\$ 3,835,545</b>			<b>\$ 460,020.08</b>		<b>12.0%</b>	<b>\$ 360,728.67</b>	<b>27.5%</b>

**Expense**

**Personnel**

Payroll	\$ 1,672,917			\$ 470,832.88		28.1%	\$ 478,325.75	-1.6%
Benefits	\$ 643,105			\$ 178,942.77		27.8%	\$ 191,160.80	-6.4%
	<b>\$ 2,316,022</b>		<b>61.2%</b>	<b>\$ 649,775.65</b>		<b>28.1%</b>	<b>\$ 669,486.55</b>	<b>-2.9%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000			\$ 105,663.36		43.1%	\$ 60,630.26	74.3%
Per Capita	\$ 95,000			\$ -		0.0%	n/a	n/a
<b>Total Materials</b>	<b>\$ 340,000</b>		<b>9.0%</b>	<b>\$ 105,663.36</b>		<b>31.1%</b>	<b>\$ 60,630.26</b>	<b>74.3%</b>

**Professional Services**

Professional Services	\$ 50,000			\$ 17,251.86		34.5%	\$ 8,527.75	102.3%
Temp Agency	\$ 1,000			\$ -		0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -			\$ -		#DIV/0!	\$ -	#DIV/0!

**Allocations**

Administrative Fee	\$ 97,584			\$ 32,528.00		33.3%	\$ 34,488.00	-5.7%
Purchasing	\$ 12,384			\$ 4,128.00		33.3%	\$ 4,892.00	-15.6%
MIS	\$ 38,364			\$ 12,788.00		33.3%	\$ 14,452.00	-11.5%

**Grants**

PNG	\$ 15,000	\$ 5,323.29	35.5%	n/a	n/a
Other grants	\$ 75,000	\$ -	0.0%	n/a	n/a

Advertising	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
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#### Office Supplies/Maintenance

Printing/Binding	\$ 500	\$ 239.00	47.8%	\$ 168.00	42.3%
Postage	\$ 14,000	\$ 3,800.62	27.1%	\$ 2,707.61	40.4%
Service to Office Equipment	\$ 10,000	\$ 3,250.62	32.5%	\$ 5,224.81	-37.8%
Telephone	\$ 16,300	\$ 3,282.07	20.1%	\$ 9,077.54	-63.8%
Software	\$ 18,000	\$ 20,748.00	115.3%	\$ 1,039.96	1895.1%
Office Supplies	\$ 30,000	\$ 13,024.68	43.4%	\$ 8,776.24	48.4%
Small Capital	\$ 20,000.00	\$ 9,401.59	47.0%	\$ 960.60	878.7%

#### Staff Development

Conferences/Training/Travel	\$ 20,000	\$ 1,440.04	7.2%	\$ 7,359.10	-80.4%
Tuition Reimbursement	\$ 4,000	\$ -	0.0%	\$ 500.00	-100.0%
Membership	\$ 48,000	\$ 2,037.90	4.2%	\$ 1,323.00	54.0%

#### Insurance

Unemployment	\$ 2,652	\$ 884.00	33.3%	\$ 660.00	33.9%
Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 26,192.00	33.3%	\$ 29,252.00	-10.5%

#### Building Costs

Rent	\$ 575,000.00	\$ 191,668.00	33.3%	\$ 143,751.00	33.3%
Supplies	\$ -	\$ 139.90	#DIV/0!	\$ 582.00	-76.0%
Maintenance	\$ -	\$ -	#DIV/0!	\$ 175.00	-100.0%
<b>Total Operations/Services</b>	<b>\$ 1,467,360</b>	<b>\$ 348,127.57</b>	<b>38.8%</b>	<b>\$ 273,916.61</b>	<b>27.1%</b>
<b>Total Expenses</b>	<b>\$ 3,783,382</b>	<b>\$ 997,903.22</b>	<b>26.4%</b>	<b>\$ 943,403.16</b>	<b>5.8%</b>
<b>Revenue Minus Expense</b>	<b>\$ 52,163</b>	<b>\$ (537,883.14)</b>	<b>-1031.2%</b>	<b>\$ (582,674.49)</b>	<b>-7.7%</b>

Date	Beginning	Revenue	Expense	Balance Sheet Activity	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	\$ 115,286.82	\$ 296,858.14	\$ -	\$ 422,193.95
5/1/2019	\$ 422,193.95				
6/1/2019	\$ -				
7/1/2019	\$ -				
8/1/2019	\$ -				
9/1/2019	\$ -				
10/1/2019	\$ -				
11/1/2019	\$ -				
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	\$ -	\$ -	\$ 131,887.21
5/1/2019	\$ 131,887.21			

**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	\$ -	\$ -	\$ 57,939.87
5/1/2019	\$ 57,939.87			

**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	\$ -	\$ 1,908.20	\$ 135,401.36

5/1/2019 \$ 135,401.36

**Memorials/Donations**

<b>Date</b>	<b>Beginning</b>	<b>Plus Received</b>		<b>Minus Expense</b>	<b>Equals Ending</b>
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	\$	333.59	\$ 932.81	\$ 27,070.22
5/1/2019	\$ 27,070.22				

**Total**

	<b>Beginning</b>	<b>Plus Received</b>		<b>Minus Expense</b>	<b>Balance Sheet activity</b>	<b>Ending</b>
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	\$	115,620.41	\$ 299,699.15	\$ -	\$ 774,492.61
5/1/2019	\$ 774,492.61					



# CITY OF DECATUR ILLINOIS

#1 GARY K. ANDERSON PLAZA

DECATUR, ILLINOIS 62523-1196

PHONE: 217-424-2708

FAX: 217-450-2297

## Board and Commission Application Form

The City of Decatur appreciates the committed volunteers who invest their time in the community. If you are interest in serving as a volunteer committee member, please complete this application form.

Please return the completed application form to the City Clerk, Kim Althoff, at [kalthoff@decaturil.gov](mailto:kalthoff@decaturil.gov) or #1 Gary K. Anderson Plaza, Decatur, IL 62523.

### **Please select the following Board and Committees you are interest in serving on:**

Civil Service Commission  
Construction and Housing Board of Appeals  
Decatur Area Convention and Visitors Bureau  
Board of Directors  
DCDF, Inc.  
Decatur Housing Authority  
Decatur Metropolitan Exposition Auditorium  
and Office Building Authority (Civic Center Board)  
Electrical Commission  
Firemen's Pension Fund Board of Trustees  
Heating, Air Conditioning and Refrigeration  
Commission

Historical and Architectural Sites  
Commission  
Human Relation Commission  
 Library Board of Trustees  
Plan Commission  
Police Pension Fund Board of Trustees  
Public Building Commission  
Sister Cities  
Traffic & Parking Commission  
Zoning Board of Appeals  
Disabled Transit Passenger Appeals  
Board

### **Personal Information:**

Name: Katherine J. Unruh Phone: 989-274-5009

Home Address & Zip Code: 1707 S. Country Club Rd. Apt. 116, Decatur, IL  
62521

Email Address: KUnruh@MaconCountyConservation.org

Years of Residence in Decatur, IL: Six

Current Employer & Title: Macon County Conservation District,  
Marketing Specialist

Duties & Responsibilities: \_\_\_\_\_

(see resume)

Business Address & Zip Code: 3939 Nearing Lane, Decatur, IL 62521

Business Phone: 217-423-7708

List any other personal experiences which are pertinent to service on a Board of Commission. (This could include education, training, work experience, community involvement, and/or awards/honors; or attach one-page resume.)

MA in Historical Administration, EIU, Spring 2014

Experience working with a board as a part of my job.

Completed Introduction to Board Governance Class through the Community Foundation

Have you previously served on a City Board or Commission?  Yes  No

If yes, please state which Board or Commission and the dates of service.

Historical and Architectural Sites Commission (Jan 2019-present)

Briefly state why you wish to be considered to become a Board or Commission member and what makes you a strong candidate?

Serving on the Decatur Public Library Board would enable me to give back to my community in a way that utilizes my skills and education. I am an advocate for the way libraries fulfill communities' unique needs for lifelong learning and enrichment. I am a strong candidate because I bring the perspective of a young professional.

Also, the fact that I am a fairly recent resident, gives me a fresh outlook on our community.

Can you think of any relationship or other reason, which might possibly constitute a conflict of interest, if you are selected to serve on the Board or Commission for which you are applying? (This question if not meant to disqualify you; it is intended to provide information.)

None


Do you expect to have the flexibility to attend meetings and perform your duties during both days and evenings?  Yes  No

If no, list any limitations.



Please list three personal references:

1. Name: Paul Marien Phone: 217-423-7708  
Address & Zip Code: 3939 Nearing Lane, Decatur, IL 62521
2. Name: Brent Wielt Phone: 217-423-7708  
Address & Zip Code: 3939 Nearing Lane, Decatur, IL 62521
3. Name: Dr. David E. Settje Phone: Cell-773-259-9382  
Address & Zip Code: Concordia University Chicago  
7400 Augusta St., River Forest, IL 60305

Signature:  Date: 9 May 2019



# CITY OF DECATUR ILLINOIS

#1 GARY K. ANDERSON PLAZA

DECATUR, ILLINOIS 62523-1196

PHONE: 217-424-2708

FAX: 217-450-2297

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DCDF, Inc.  
Decatur Housing Authority  
Decatur Metropolitan Exposition Auditorium  
and Office Building Authority (Civic Center Board)  
Electrical Commission  
Firemen's Pension Fund Board of Trustees  
Heating, Air Conditioning and Refrigeration  
Commission

Historical and Architectural Sites  
Commission  
Human Relation Commission  
Library Board of Trustees  
Plan Commission  
Police Pension Fund Board of Trustees  
Public Building Commission  
Sister Cities  
Traffic & Parking Commission  
Zoning Board of Appeals  
Disabled Transit Passenger Appeals  
Board

### **Personal Information:**

Name: Shavon Francis Phone: 217-819-0259

Home Address & Zip Code: 1707 S. Country Club RD APT 104 62521

Email Address: SRF.0493@GMAIL.COM

Years of Residence in Decatur, IL: 3

Current Employer & Title: Archer Daniels Midland Accountant

Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Address & Zip Code: 4666 E. Fairies Parkway 62526 ATTN: Shavon Francis

Business Phone: 217-451-4859

List any other personal experiences which are pertinent to service on a Board of Commission.  
(This could include education, training, work experience, community involvement, and/or awards/honors; or attach one-page resume.)

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Have you previously served on a City Board or Commission? Yes  No   
If yes, please state which Board or Commission and the dates of service.

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Briefly state why you wish to be considered to become a Board or Commission member and what makes you a strong candidate?

I should be considered because I am dedicated to the advancement of Decatur's community. I am an Accountant and financial coach, so I will be bringing my budgeting and expertise to the board. In addition, I am confident, articulate, passionate about our community and all of the people that are a part of it

Can you think of any relationship or other reason, which might possibly constitute a conflict of interest, if you are selected to serve on the Board or Commission for which you are applying?  
(This question if not meant to disqualify you; it is intended to provide information.)

No

Do you expect to have the flexibility to attend meetings and perform your duties during both days and evenings?  Yes  No  
If no, list any limitations.

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Please list three personal references:

1. Name: Lisa Stanley Phone: 217-520-2168


Address & Zip Code: 1070 N. Dunham St. 62522

2. Name: Melverta Wilkins Phone: 217-520-7308

Address & Zip Code: 1880 W. Ravina Park RD

3. Name: Courtney Carson Phone: 217-520-0389

Address & Zip Code: 1579 E Buena Vista Ave 62521

Signature:  Date: 04/25/19

# SHAVON FRANCIS

[Srf.0493@gmail.com](mailto:Srf.0493@gmail.com)

## ***RELEVANT EXPERIENCE***

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### **Archer Daniels Midland (ADM)**

January 2018-Present

#### Accounting Analyst (*WILD Flavors*)

*Decatur, IL*

- Complete monthly accounting work per US GAAP guidelines and perform relevant analysis
- Complete annual review/revision of Key Financial Controls (SOX requirements) and process flows
- Work to improve the effectiveness and efficiency of internal controls
- Work with relevant business partners to provide insight and analysis into financial results
- Preparation and analysis of financial statements and/or supporting schedules
- Prepare, and analyze financial statements and/or supporting schedules
- Ability to perform quarterly analysis and reporting

### **Archer Daniels Midland (ADM)**

January 2016- January 2018

#### Staff Accountant(*Ag Services*)

*Decatur, IL*

- Complete monthly accounting work per US GAAP guidelines and perform relevant analysis
- Complete annual review/revision of Key Financial Controls (SOX requirements) and process flows and work to improve the effectiveness and efficiency of internal controls
- Support others in Finance, particularly the Financial Planning & Analysis Group in the areas of results analysis, fluctuations, trends and outlook/planning
- Cost analysis, inventory costing and inventory reconciliation
- Partner with BU Finance on FVM and Risk Management
- Standardize general accounting policies and processes (design and implementation)
- Business partner with applicable plant and commercial management

### **United Technologies- UTAS**

Summer 2014 & 2015

#### Inroads Intern

*Rockford, IL*

- Assisted analyst with Profit/Loss statement and Balance sheet actual reporting and forecasting
- Supported Sarbanes-Oxley testing and the documentation of updates
- Supported annual OMM III planning process
- Assisted with headcount actual and forecast reporting
- Streamlined financial metrics for PCSS and AMS

### **Eastern Illinois University Internal Audit Department**

January 2015-May 2015

#### Intern

*Charleston, IL*

- Recognized and detected different types of fraud
- Employed critical thinking skills to analyze financial data as well as nonfinancial records
- Assisted Chief Auditor with Financial, Compliance, and Operational audits
- Exposure to the environment and expectations of performance on the part of internal auditing at a state university

## ***EDUCATION***

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### **Bachelor of Science in Business, Accounting, 2015**

Eastern Illinois University, Charleston, IL

## ***COMMUNITY CONTRIBUTIONS***

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- Big Brother Big Sister of Macon county
- Metro Decatur Black Chamber of Commerce
- Meals on Wheels Volunteer
- Sista Girls and Friends Board VP

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

The purpose of the Collection Management and Resource Sharing standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy may address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership, and WorldCat, as well as regional library system and other consortial group purchase opportunities. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

**APPLICABLE CORE STANDARDS** – Please see Core Standards 5, 13, 16, 21, 22, and 23 in Chapter 1.

### **COLLECTION MANAGEMENT AND RESOURCE SHARING STANDARDS**

1. The library spends a minimum of 12 percent of its operating budget on materials for patrons.
2. The library has a board-approved, written collection management policy based on community needs and interests, the diversity of American society, and on professional standards. The library's collection development policy may address the following issues: materials selection; request for reconsideration of materials; collection specialties and purchase priorities; and evaluation and weeding of the collection. (See Appendix P)
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools.
5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires. (See Appendix Q)
6. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for people with disabilities of all ages. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, information available through the World Wide Web; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to purchase materials in electronic format.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code.

11. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
12. Library budgets should put priority on purchasing best sellers and buying replacements for lost items with a high checkout rate.
13. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
14. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET Interlibrary Loan Codes.

### COLLECTION MANAGEMENT AND RESOURCE SHARING CHECKLIST

- The library board trustees ensure that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 12 percent of the operating budget.
- Library budgets put priority on purchasing best sellers and buying replacements for lost items with high checkout rates.
- The library has a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- Library collections are periodically evaluated to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- The library strives to purchase materials in electronic format.
- The library publicizes and promotes interlibrary loan to its patrons.
- Library staff is trained in and follows policies and procedures related to the Illinois Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.

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- Baumbach, Donna J. and Linda L. Miller. *Less Is More: A Practical Guide to Weeding School Library Collections*. Chicago: American Library Association, 2006.
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- Johnson, Peggy. *Fundamentals of Collection Development & Management*. 3rd ed. Chicago: American Library Association, 2013.
- Sheehan, Kate. *The eBook Revolution: A Primer for Librarians on the Front Lines*. Westport, CT: Libraries Unlimited, 2013.

### WEBSITES

ALA Interlibrary Loan Code

[www.ala.org/rusa/resources/guidelines/interlibrary](http://www.ala.org/rusa/resources/guidelines/interlibrary)

ILLINET Interlibrary Loan Code and Interlibrary Training

[il.webjunction.org/il-ill](http://il.webjunction.org/il-ill)

*The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries*

[www.tsl.state.tx.us/ld/pubs/crew/index.html](http://www.tsl.state.tx.us/ld/pubs/crew/index.html)