



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting
Wednesday, September 11, 2019
4:30 p.m.**

Decatur Public Library Board Room

AGENDA

- I. Call to Order** – Amy Stockwell
- II. Approval of Agenda**
- III. Minutes**—August 14, 2019 Meeting
- IV. Old Business**
 - A. Space Planning/Capital Needs
 - B. Other
- V. New Business**
 - A. August 2019 Check Register
 - B. 2019 Budget & Projection
 - C. 2020 Budget
 - D. Annexations
 - E. Travel/Conference Expense Approval
 - F. Expense Review
 - G. Other
- VI. 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.

VII. Adjournment

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

DATE: 9/4/2019
 TIME: 4:18:39PM

35 LIBRARY FUND

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>		<u>DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
129507	8/6/2019	AMAZON.COM CREDIT	37.90	ACCT 8641	POSTAGE
129507	8/6/2019	AMAZON.COM CREDIT	293.48		OTHER LIBRARY GRANT EXPENSE
129507	8/6/2019	AMAZON.COM CREDIT	68.91		OFFICE SUPPLIES
129507	8/6/2019	AMAZON.COM CREDIT	399.99		SMALL CAPITAL ITEMS
129507	8/6/2019	AMAZON.COM CREDIT	149.22		BOOKS & PERIODICALS
129514	8/6/2019	BAKER & TAYLOR CO	620.72		PER CAPITA GRANT EXPENSE
129514	8/6/2019	BAKER & TAYLOR CO	230.83		OTHER LIBRARY GRANT EXPENSE
129514	8/6/2019	BAKER & TAYLOR CO	103.73		OFFICE SUPPLIES
129514	8/6/2019	BAKER & TAYLOR CO	1,585.24		BOOKS & PERIODICALS
129515	8/6/2019	BECK'S ENGRAVING & RUBBER STAMPS	10.50	NAME BADGES	OFFICE SUPPLIES
129530	8/6/2019	COMMERCIAL MAIL SERVICES	522.22	JULY 16 - JULY 31'19	POSTAGE
129549	8/6/2019	EDC EDUCATIONAL SVCS	2,065.38		CHILDRENS ORDER/CAP PER CAPITA GRANT EXPENSE
129551	8/6/2019	ERICKSON DAVIS, ATTORNEYS	1,185.00	MAY'19 LEGAL SERVICES	PROFESSIONAL SERVICES
129575	8/6/2019	LIBRARY IDEAS, LLC	689.10	DATABASE VOX BOOKS	BOOKS & PERIODICALS
129584	8/6/2019	MIDWEST TAPE, LLC	332.23		BOOKS & PERIODICALS
129590	8/6/2019	NCI BUSINESS SYSTEMS	124.92	SERVICE TO OFFICE MA	SERV-OFFICE EQUIPMENT
129602	8/6/2019	SEN SOURCE	196.87	COMPUTER SOFTWARE/	COMPUTER SOFTWARE
129602	8/6/2019	SEN SOURCE	844.95		SMALL CAPITAL ITEMS
129638	8/13/2019	BAKER & TAYLOR CO	3,778.57	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
129638	8/13/2019	BAKER & TAYLOR CO	162.68		OTHER LIBRARY GRANT EXPENSE
129638	8/13/2019	BAKER & TAYLOR CO	597.19		BOOKS & PERIODICALS
129644	8/13/2019	BUCK, BRYANT	10.00	CHILDRENS BOOK	PER CAPITA GRANT EXPENSE
129644	8/13/2019	BUCK, BRYANT	4.00		BOOKS & PERIODICALS
129657	8/13/2019	COMPUTYPE, INC	826.80	OFFICE SUPPLIES	OFFICE SUPPLIES
129665	8/13/2019	DANVILLE PUBLIC LIBRARY	24.00	LOST ITEMS	PROFESSIONAL SERVICES
129703	8/13/2019	KANOPY	249.00	CHILDREN VIDEOS	PER CAPITA GRANT EXPENSE
129707	8/13/2019	LINCOLN PUBLIC LIBRARY	29.00	LOST ITEMS	PROFESSIONAL SERVICES
129715	8/13/2019	MEYER, RICK	90.48	TRAVEL REIMBURSEME	CONFERENCES & TRAVEL
129717	8/13/2019	MIDWEST TAPE, LLC	599.21		BOOKS & PERIODICALS
129722	8/13/2019	MOYER DISTRICT LIBRARY	72.00	LOST ITEMS	PROFESSIONAL SERVICES
129731	8/13/2019	OAKWOOD PUBLIC LIBRARY	16.99		PROFESSIONAL SERVICES
129732	8/13/2019	PAETEC	67.04	TELEPHONE CHARGES	TELEPHONE
129737	8/13/2019	PRIDE, JENNIFER	60.32	TRAVEL REIMBURSEME	CONFERENCES & TRAVEL
129739	8/13/2019	REBECCA CAUDILL YOUNG READERS BC	10.00	MEMBERSHIP S BISHOP	MEMBERSHIP FEES
129743	8/13/2019	SLOAN'S CALZONES	402.50	MEALS FOR CONFERENC	CONFERENCES & TRAVEL
129748	8/13/2019	STRIGLOS/HAINES & ESSICK	185.18	OFFICE SUPPLIES	OFFICE SUPPLIES
129761	8/13/2019	ULINE	265.84		OFFICE SUPPLIES

129762	8/13/2019	UNIQUE MANAGEMENT SERVICES	537.00	COLLECTION SERVICE	PROFESSIONAL SERVICES
129776	8/13/2019	WORLD TRADE PRESS	2,307.20	ACCT 10641/SUBSCRIPTI	PER CAPITA GRANT EXPENSE
129938	8/20/2019	BLUNT, JESSE	500.00	CONSULTANT/TRAINING	PROFESSIONAL SERVICES
129945	8/20/2019	CALL ONE	577.96	ACCT 1212890-1135593	TELEPHONE
129946	8/20/2019	CARSON, CALVIN	198.00	PROFESSIONAL SERVICI	PROFESSIONAL SERVICES
129952	8/20/2019	COMCAST	159.85	ACCT 929526423	TELEPHONE
129953	8/20/2019	COMMERCIAL MAIL SERVICES	403.75	MONTHLY POSTAGE 8/1/	POSTAGE
129958	8/20/2019	DANVILLE PUBLIC LIBRARY	36.00	LOST ITEM	PROFESSIONAL SERVICES
129995	8/20/2019	JONES & THOMAS	100.00	WEB HOSTING FEE	PROFESSIONAL SERVICES
129995	8/20/2019	JONES & THOMAS	300.00	INTERACTIVE SERVICE F	PROFESSIONAL SERVICES
130005	8/20/2019	MIDWEST TAPE, LLC	808.50		PER CAPITA GRANT EXPENSE
130016	8/20/2019	PAETEC	49.72	ACCT 633318933001	TELEPHONE
130035	8/20/2019	TAPED EDITIONS	8.00	REPLACEMENT DISC	PER CAPITA GRANT EXPENSE
130035	8/20/2019	TAPED EDITIONS	2.75		BOOKS & PERIODICALS
130063	8/27/2019	BAKER & TAYLOR CO	2,526.75		BOOKS & PERIODICALS
130100	8/27/2019	EDC EDUCATIONAL SVCS	7.99	CHILDREN'S ORDER/PEF	PER CAPITA GRANT EXPENSE
130134	8/27/2019	MIDWEST TAPE, LLC	1,495.43		PER CAPITA GRANT EXPENSE
130139	8/27/2019	MT ZION DISTRICT LIBRARY	22.00	DAMAGED ITEMS	PROFESSIONAL SERVICES
130158	8/27/2019	ROCKFORD MAP PUBLISHERS, INC.	10.95	PIATT IL 2019 PLAT BOO	BOOKS & PERIODICALS
130165	8/27/2019	STRIGLOS/HAINES & ESSICK	37.83	OFFICE SUPPLIES	OFFICE SUPPLIES
130177	8/27/2019	VERIZON WIRELESS	267.21	TELEPHONE CHARGES	TELEPHONE
130181	8/27/2019	WATTS COPY SYSTEMS	635.03	MAINTENANCE TO OFFIC	SERV-OFFICE EQUIPMENT
620003877	8/13/2019	REGIONS/CREDIT CARD	1,236.04	ACCT 3978	CONFERENCES & TRAVEL
620003877	8/13/2019	REGIONS/CREDIT CARD	265.97		OFFICE SUPPLIES
620003877	8/13/2019	REGIONS/CREDIT CARD	249.03		SMALL CAPITAL ITEMS
35 LIBRARY FUND Total			29,799.22		

59 LIBRARY TRUST FUNDS

129514	8/6/2019	BAKER & TAYLOR CO	47.35		BOOKS & PERIODICALS
129559	8/6/2019	GAYLORD BROS.	325.67	SUPPLIES LOCAL HISTO	SMALL CAPITAL ITEMS
129559	8/6/2019	GAYLORD BROS.	661.18		SMALL CAPITAL ITEMS
129633	8/13/2019	AFRICAN-AMERICAN CULTURAL &	30.00	2019 MEMBERSHIP	BOOK AND PERIODICALS
129638	8/13/2019	BAKER & TAYLOR CO	182.21		BOOKS & PERIODICALS
130063	8/27/2019	BAKER & TAYLOR CO	98.34		BOOKS & PERIODICALS
130158	8/27/2019	ROCKFORD MAP PUBLISHERS, INC.	63.75	PIATT IL 2019 PLAT BOO	BOOK AND PERIODICALS
59 LIBRARY TRUST			1,408.50		

WARRANT TOTAL: **31,207.72**

DPL FY 2019 Management/Budget Report
 Prepared: September 8, 2019
 At end of August 67% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% of Budget	FY18 YTD	% Change
Property Taxes	\$ 2,842,000	74.1%	\$ 1,688,486.45	59.4%	\$ 1,551,560.80	8.8%
All Other	\$ 993,545	25.9%	\$ 743,664.62	74.8%	\$ 733,751.97	1.4%
Total Revenue	\$ 3,835,545		\$ 2,432,151.07	63.4%	\$ 2,285,312.77	6.4%

Expense

Personnel

Payroll	\$ 1,672,917		\$ 1,015,423.70	60.7%	\$ 1,019,308.03	-0.4%
Benefits	\$ 643,105		\$ 383,146.00	59.6%	\$ 410,571.22	-6.7%
	\$ 2,316,022	61.2%	\$ 1,398,569.70	60.4%	\$ 1,429,879.25	-2.2%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 177,008.80	72.2%	\$ 210,042.19	-15.7%
Per Capita	\$ 95,000		\$ 13,136.97	13.8%	n/a	n/a
Total Materials	\$ 340,000	9.0%	\$ 190,145.77	55.9%	\$ 210,042.19	-9.5%

Professional Services

Professional Services	\$ 50,000		\$ 23,400.01	46.8%	\$ 16,903.97	38.4%
Temp Agency	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -		\$ 86.19	#DIV/0!	\$ -	#DIV/0!
			\$ 23,486.20		\$ 16,903.97	

Allocations

Administrative Fee	\$ 97,584		\$ 65,056.00	66.7%	\$ 68,976.00	-5.7%
Purchasing	\$ 12,384		\$ 8,256.00	66.7%	\$ 9,784.00	-15.6%
MIS	\$ 38,364		\$ 25,576.00	66.7%	\$ 28,904.00	-11.5%
			\$ 98,888.00		\$ 107,664.00	

Grants

PNG	\$ 15,000		\$ 5,594.29	37.3%	n/a	n/a
Other grants	\$ 75,000		\$ 3,035.92	4.0%	n/a	n/a
			\$ 8,630.21			

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

Printing/Binding	\$ 500		\$ 344.00	68.8%	\$ 168.00	104.8%
Postage	\$ 14,000		\$ 7,360.61	52.6%	\$ 6,291.04	17.0%
Service to Office Equipment	\$ 10,000		\$ 23,585.51	235.9%	\$ 8,745.67	169.7%
Telephone	\$ 16,300		\$ 7,048.92	43.2%	\$ 19,158.66	-63.2%
Software	\$ 18,000		\$ 26,277.49	146.0%	\$ 2,692.96	875.8%
Office Supplies	\$ 30,000		\$ 21,175.90	70.6%	\$ 18,166.63	16.6%
Small Capital	\$ 20,000.00		\$ 18,422.29	92.1%	\$ 10,113.38	82.2%
			\$ 104,214.72		\$ 65,336.34	

Staff Development

Conferences/Training/Travel	\$ 20,000		\$ 6,217.20	31.1%	\$ 15,234.67	-59.2%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ 1,500.00	-100.0%
Membership	\$ 48,000		\$ 50,012.57	104.2%	\$ 47,463.92	5.4%
			\$ 56,229.77		\$ 64,198.59	

Insurance

Unemployment	\$ 2,652	\$ 1,768.00	66.7%	\$ 1,320.00	33.9%
Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 52,384.00	66.7%	\$ 58,504.00	-10.5%
		\$ 54,152.00		\$ 59,824.00	

Building Costs

Rent	\$ 575,000.00	\$ 383,336.00	66.7%	\$ 383,336.00	0.0%
Supplies	\$ -	\$ 191.25	#DIV/0!	\$ 582.00	-67.1%
Maintenace	\$ -	\$ -	#DIV/0!	\$ 175.00	-100.0%
		\$ 383,527.25		\$ 384,093.00	
Total Operations/Services	\$ 1,467,360	38.8%	\$ 919,584.74	62.7%	\$ 908,062.09

Total Expenses	\$ 3,783,382	\$ 2,318,154.44	61.3%	\$ 2,337,941.34	-0.8%
Revenue Minus Expense	\$ 52,163	\$ 113,996.63	218.5%	\$ (52,628.57)	-316.6%

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	\$ 55,295.93	\$ 267,312.94	\$ 0	\$ 1,180,312.28
9/1/2019	\$ 1,180,312.28				
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	\$ 179.29	\$ -	\$ 132,066.50
6/1/2019	\$ 132,066.50	\$ 668.86	\$ -	\$ 132,735.36
7/1/2019	\$ 132,735.36	\$ -	\$ -	\$ 132,735.36
8/1/2019	\$ 132,735.36	\$ 114.10	\$ -	\$ 132,849.46
9/1/2019	\$ 132,849.46			

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	\$ 52.03	\$ -	\$ 57,991.90
6/1/2019	\$ 57,991.90	\$ 227.39	\$ -	\$ 58,219.29
7/1/2019	\$ 58,219.29	\$ -	\$ -	\$ 58,219.29
8/1/2019	\$ 58,219.29	\$ 50.10	\$ -	\$ 58,269.39
9/1/2019	\$ 58,269.39			

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	\$	-	\$	1,908.20	\$	135,401.36
5/1/2019	\$	135,401.36	\$	120.30	\$	2,862.30	\$	132,659.36
6/1/2019	\$	132,659.36	\$	541.21	\$	1,908.20	\$	131,292.37
7/1/2019	\$	131,292.37	\$	-	\$	1,917.17	\$	129,375.20
8/1/2019	\$	129,375.20	\$	109.77	\$	2,988.80	\$	126,496.17
9/1/2019	\$	126,496.17						

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	\$ 333.59	\$ 932.81	\$ 27,070.22
5/1/2019	\$ 27,070.22	\$ 1,438.50	\$ 1,872.92	\$ 26,635.80
6/1/2019	\$ 26,635.80	\$ 105.72	\$ 900.54	\$ 25,840.98
7/1/2019	\$ 25,840.98	\$ 65.00	\$ 329.79	\$ 25,576.19
8/1/2019	\$ 25,576.19	\$ 21.86	\$ -	\$ 25,598.05
9/1/2019	\$ 25,598.05			

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	\$ 116,757.84	\$ 299,699.15	\$ -	\$ 775,630.04
5/1/2019	\$ 775,630.04	\$ 141,231.44	\$ 365,035.41	\$ -	\$ 551,826.07
6/1/2019	\$ 551,826.07	\$ 48,875.99	\$ 270,423.35	\$ -	\$ 330,278.71
7/1/2019	\$ 330,278.71	\$ 1,728,988.50	\$ 321,563.79	\$ 531.91	\$ 1,738,235.33
8/1/2019	\$ 1,738,235.33	\$ 55,591.76	\$ 270,301.74	\$ -	\$ 1,523,525.35
9/1/2019	\$ 1,523,525.35				

DPL 2019 Budget Projection April

	2019 Projected	2019 Budgeted	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
State Replacement Tax	\$ 331,322	\$ 250,000	\$ 81,322
State Grants or other	\$ 95,000	\$ 110,000	\$ (15,000)
Other Grants	\$ 4,198	\$ 75,000	\$ (70,802)
Payment in Lieu of Taxes	\$ 511,095	\$ 511,095	\$ -
Fines/Fees	\$ 3,437	\$ 1,000	\$ 2,437
Non-resident fees	\$ 345	\$ 150	\$ 195
Lost or Damaged Books	\$ 5,788	\$ 5,200	\$ 588
Copies/Misc.	\$ 9,341	\$ 8,400	\$ 941
Meeting Room Fees	\$ 7,585	\$ 3,700	\$ 3,885
Interest Income	\$ 6,021	\$ 500	\$ 5,521
Sale of property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 16,850	\$ 2,000	\$ 14,850
Transfer from Meyer	\$ 24,317	\$ 25,000	\$ (683)
Total Revenues	\$ 3,858,799	\$ 3,835,545	\$ 23,254

Library Operations

DPL Personnel Services

Salaries	\$ 1,550,209	\$ 1,671,917	\$ 121,708
Overtime	\$ 1,651	\$ 1,000	\$ (651)
IMRF	\$ 144,780	\$ 168,867	\$ 24,087
FICA	\$ 116,828	\$ 127,468	\$ 10,640
Life Insurance	\$ 2,547	\$ 3,182	\$ 635
Medical Insurance	\$ 299,314	\$ 321,750	\$ 22,436
Service Recognition	\$ 21,838	\$ 21,838	\$ -

Total Personnel	\$ 2,137,167	\$ 2,316,022	\$ 178,855
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Operating Expenses

Unemployment insurance	\$ 2,652	\$ 2,652	\$ -
Advertising	\$ 466	\$ 500	\$ 34
Printing/Binding	\$ 516	\$ 500	\$ (16)
Service to Office Equipment	\$ 35,378	\$ 10,000	\$ (25,378)
MIS Services	\$ 38,364	\$ 38,364	\$ -
Telephone	\$ 10,573	\$ 16,300	\$ 5,727
Banking Service Charges	\$ 129	\$ -	\$ (129)
Conferences/Travel/training	\$ 9,326	\$ 20,000	\$ 10,674
Postage	\$ 11,041	\$ 14,000	\$ 2,959
Computer Software	\$ 27,000	\$ 18,000	\$ (9,000)
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	\$ 35,100	\$ 50,000	\$ 14,900
Membership Fees	\$ 51,000	\$ 48,000	\$ (3,000)
PNG Expenses	\$ 8,391	\$ 15,000	\$ 6,609
Per Capita Expenses	\$ 95,000	\$ 95,000	\$ -
Other Grant	\$ 4,554	\$ 75,000	\$ 70,446
Office Supplies	\$ 31,764	\$ 30,000	\$ (1,764)
Purchasing	\$ 12,384	\$ 12,384	\$ -
Risk Management	\$ 78,576	\$ 78,576	\$ -
Small Capital	\$ 27,633	\$ 20,000	\$ (7,633)
Rent	\$ 575,000	\$ 575,000	\$ -

Books/Materials	\$	245,000	\$	245,000	\$	-
Transfer to reserves	\$	-	\$	-	\$	-
Service to Mainting Building	\$	-	\$	-	\$	-
Materials for Building	\$	287	\$	-	\$	(287)
Total Operating Expenses	\$	1,397,682	\$	1,467,360	\$	69,678

Total Expenses	\$	3,534,849	\$	3,783,382	\$	248,533
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Surplus/Deficit	\$	323,950	\$	52,163		
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Revenue

	FY 2019 Budgeted	2020 estimate	2020 first draft	Change	\$ Change
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ 2,842,000	0%	\$ -
PPRT	\$ 250,000	\$ 255,000	\$ 339,144	26%	\$ 89,144
State Grants or other	\$ 110,000	\$ 110,000	\$ 110,000	0%	\$ -
Other Grants	\$ 75,000	\$ 75,000	\$ 75,000	0%	\$ -
PILOT	\$ 511,095	\$ 521,317	\$ 565,293	10%	\$ 54,198
Fines	\$ 1,000	\$ 3,000	\$ 3,000	67%	\$ 2,000
Non-Resident Fee	\$ 150	\$ 150	\$ 150	0%	\$ -
Lost or Damaged Items	\$ 5,200	\$ 6,000	\$ 6,000	13%	\$ 800
Copies/Miscellaneous	\$ 8,400	\$ 9,000	\$ 8,000	-5%	\$ (400)
Meeting Room Fees	\$ 3,700	\$ 5,000	\$ 5,000	26%	\$ 1,300
Transfer from Meyer Fund	\$ 25,000	\$ 25,000	\$ 26,000	4%	\$ 1,000
Interest Income	\$ 500	\$ 7,000	\$ 6,000	92%	\$ 5,500
Sale of Property	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ 1,500	0%	\$ -
Miscellaneous Income	\$ 2,000	\$ 1,000	\$ 1,000	-100%	\$ (1,000)
Transfer from Capital Reserve	\$ -	\$ -	\$ 27,000	100%	\$ 27,000
Totals	\$ 3,835,545	\$ 3,860,967	\$ 4,015,087	4%	\$ 179,542

Personnel Expenditures

	FY 2019 Budgeted	2020 estimate	2020 first draft	Change	\$ Change
Salaries	\$ 1,671,917.00	\$ 1,671,917	\$ 1,646,644	-2%	\$ (25,273)
Overtime	\$ 1,000.00	\$ 1,000	\$ 1,000	0%	\$ -
IMRF	\$ 168,867.00	\$ 168,867	\$ 187,631	10%	\$ 18,764
FICA/Medicare	\$ 127,468.00	\$ 127,468	\$ 127,378	0%	\$ (90)
Life Insurance	\$ 3,182.00	\$ 3,182	\$ 3,087	-3%	\$ (95)
Medical Insurance	\$ 321,750.00	\$ 375,000	\$ 546,650	41%	\$ 224,900
Service Recognition	\$ 21,838.00	\$ 21,838	\$ 18,413	-19%	\$ (3,425)
					\$ -
Totals	\$ 2,316,022.00	\$ 2,369,272	\$ 2,530,803	8%	\$ 214,781

Operating Expenditures

	FY 2019 Budgeted	2020 estimate	2020 first draft	Change	\$ Change
Unemployment	\$ 2,652.00	\$ 2,705	\$ 1,344	-97%	\$ (1,308)
Advertising	\$ 500.00	\$ 600	\$ 500	0%	\$ -
Printing/Binding	\$ 500.00	\$ 500	\$ 300	-67%	\$ (200)
Service to Office Equipment	\$ 10,000.00	\$ 43,000	\$ 10,000	0%	\$ -
MIS Services	\$ 38,364.00	\$ 39,131	\$ 39,000	2%	\$ 636
Telephone	\$ 16,300.00	\$ 10,000	\$ 11,000	-48%	\$ (5,300)
Bank Service Charges	\$ -	\$ 150	\$ 150	100%	\$ 150
Training School Expenses	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Conferences/Travel	\$ 20,000.00	\$ 20,000	\$ 20,000	0%	\$ -
Postage	\$ 14,000.00	\$ 14,000	\$ 14,000	0%	\$ -
Computer Software	\$ 18,000.00	\$ 25,000	\$ 25,000	28%	\$ 7,000
Administrative Fee	\$ 97,584.00	\$ 99,536	\$ 85,668	-14%	\$ (11,916)
Medical Expenses	\$ 500.00	\$ 500	\$ 500	0%	\$ -
Temp Agency Services	\$ 1,000.00	\$ 1,000	\$ 500	-100%	\$ (500)
Tuition Reimbursement	\$ 4,000.00	\$ 4,000	\$ 4,000	0%	\$ -
Professional Services	\$ 50,000.00	\$ 65,000	\$ 65,000	23%	\$ 15,000
Membership Fees	\$ 48,000.00	\$ 50,000	\$ 50,000	4%	\$ 2,000
PNG Grant	\$ 15,000.00	\$ 15,000	\$ 15,000	0%	\$ -
Per Capita Grant	\$ 95,000.00	\$ 96,000	\$ 96,000	1%	\$ 1,000

Other Grants	\$ 75,000.00	\$ 75,000	\$ 75,000	0%	\$ -
Office Supplies	\$ 30,000.00	\$ 35,000	\$ 35,000	14%	\$ 5,000
Purchasing Fee	\$ 12,384.00	\$ 12,632	\$ 7,236	-71%	\$ (5,148)
Risk Management	\$ 78,576.00	\$ 80,148	\$ 76,896	-2%	\$ (1,680)
Small Capital Items	\$ 20,000.00	\$ 32,000	\$ 32,000	38%	\$ 12,000
Rent	\$ 575,000.00	\$ 575,000	\$ 575,000	0%	\$ -
Books/Materials	\$ 245,000.00	\$ 245,000	\$ 245,000	0%	\$ -
Transfer to Reserves	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Service to Maintain Buildings	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Materials for Buildings	\$ -	\$ -	\$ -	#DIV/0!	\$ -
					\$ -
Totals	\$ 1,467,360.00	\$ 1,540,901	\$ 1,484,094	1%	\$ 16,734
Total Library Expenditures	\$ 3,783,382.00	\$ 3,910,173	\$ 4,014,897	6%	\$ 231,515
Surplus/(Deficit)	\$ 52,163.00	\$ (49,206)	\$ 190	-27354%	

Capital Fund Revenue	Budgeted	
Interest Income	\$ -	\$ 150
Foundation or other	\$ 250,000	\$ 250,000
Transfer from Library	\$ -	
Totals	\$ 250,000	\$ 250,150

Capital Fund Expenditures	Budgeted	
Equipement/Furniture	\$ 250,000	\$ 250,000
Surplus/Deficit	\$ -	\$ 150

Trust Funds Revenue	Budgeted	
Interest Cantoni Fund	\$ -	\$ 800
Interest Meyer Fund	\$ -	\$ 1,900
Interest Donation Fund	\$ -	\$ 300
Contributions	\$ 30,000	\$ 30,000
Totals	\$ 30,000	\$ 33,000

Trust Expenses	Budgeted	
Cantoni (Books/Materials)	\$ 30,000	\$ -
Meyer (Professional Fees)	\$ 5,000	\$ 5,000
Meyer (Supplies)	\$ 5,000	\$ 5,000
Meyer (Transfer for Salary)	\$ 25,000	\$ 25,000
Meyer (Small Capital)	\$ 5,000	\$ 5,000
Meyer (Books/Materials)	\$ 5,000	\$ 5,000
Memorial/Donation (Books/Materia	\$ 25,000	\$ 30,000
Totals	\$ 100,000.00	\$ 75,000

Surplus/Deficit	\$ (70,000.00)	\$ (42,000)
------------------------	-----------------------	--------------------



Travel Expense Request

(submit before travel expense is incurred)

Requested by

Name

Where are you going?

Reason for travel?

Date prepared

Departure Date

Return Date

Estimated Expenses

Estimated

Transportation via Estimated

Estimated Miles

Current paid per mile

Estimated Lodging

Estimated Meals

Fees (registrations, dues, etc.)

Other (telephone, tolls,
parking, etc.)

Total Estimated Amount

Submit this form to your Division Head/Trustee before travel occurs for approval. Once approved and travel is completed use Form 1011 to request reimbursement.

Approved by (Division Head/Trustee) _____ Date _____

Submit this form to the City Librarian/Trustee for approval.

Approved by (City Librarian/Trustee) _____ Date _____



DECATUR PUBLIC LIBRARY
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MEMORANDUM

Date: August 16, 2019

To: Amy Stockwell, Chair of Finance and Properties Committee,
Decatur Public Library Board of Trustees

From: Rick Meyer, City Librarian

RE: Expenses for ALA Conference 2019, Washington, D.C.

Dear Ms. Stockwell,

This memorandum is in response to your letter dated August 15, 2019 (attached). In your letter you requested an accounting of the expenses incurred on my recent trip to Washington, D.C. for the American Library Association's annual conference. Your request, in turn, was in response to a citizen's concern. I appreciate this opportunity to add transparency to the process.

I have attached for your review all receipts, reimbursement requests, credit card statements, Government Service Administration (GSA) guidelines, two Decatur Public Library (DPL) Continuing Education and Travel Policies (the one that was in force when I was in DC and the latest version adopted in July of 2019), and email correspondence with ALA Help Desk that can illuminate one particular concern.

I will add a couple of explanatory notes. The GSA Meals and Incidentals Breakdown lists expense limits for individual meals. This is to provide a subtraction figure for meals that are included in the conference expenses. There were no such meals on my trip. The daily meal costs and allowances are as below:

- 6/20/2019: \$32.66/GSA allowance \$57
- 6/21/2019: \$51.94/GSA allowance \$76
- 6/22/2019: \$55.40/GSA allowance \$76
- 6/23/2019: \$54.48/GSA allowance \$76

- 6/24/2019: \$60.50/GSA allowance \$76
- 6/25/2019: \$30.10/GSA allowance \$57
- **Totals: \$285.08 spent/GSA allowance \$418.00**

While most of the meals were put on the library's credit card, there were two occasions that I accidentally used my own card and I added those two occasions to the expense reimbursement request. Those two meals totaled \$50.69 and are included in the figures above. All meal receipts are attached.

Regarding hotels, you will see from the attached that the allowable rate for Washington, D.C. in June of 2019 was \$251 nightly. The cost for my hotel was \$249. I have attached documentation showing that there was no up-charge for having my family with me. At the time I registered and booked my hotel reservation, the Washington Hilton was one of two Conference affiliated hotels left and was the less expensive of those two. The hotel was miles away from the Conference Center, but as it was Conference affiliated, free shuttles were provided 3-4 times per hour, saving the library further transportation costs.

My flight cost \$268.00. It was booked through a third party and was not non-stop. I flew into Ronald Reagan National Airport, but my point of departure was Dulles International Airport. Although this saved on the cost of flight, Dulles is over 40 miles from Washington and the transportation was \$73.35 by cab. The cab company's name was DC VIP Cab. The term "VIP" in the name of the company is no reflection of the rate, as cab rates are, of course, set by the local municipality in which they operate and are all the same.

To recap costs:

- Conference Registration: \$335.00
- Flight: \$268.00
- Ground travel: \$160.23
- Meals: \$285.08
- Hotel: \$1431.15
- **Total Cost: \$2479.46**

Thank you again for this opportunity to demonstrate compliance with Board adopted library policy.

Rick Meyer



City Librarian

August 15, 2019

Mr. Rick Meyer
City Librarian
Decatur Public Library

Dear Rick,

At last night's meeting of the Finance and Properties Committee, a member of the public raised concerns about recent travel expenses. Travel expenses are always a public concern for public bodies, and I believe that the comments served as a timely reminder that we should review our travel expense procedures to insure that we are upholding our ideals of complete transparency and responsibility.

At the next meeting of the Finance and Properties Committee, I would like to receive from you all the details on your recent trip to Washington DC. This can be provided as a memo before the meeting. I would also like to receive a copy of the Library's policy on travel (suggested modes of transportation, definition of reasonable, etc) so that we can discuss and determine if changes should be made.

While I know that the current procedure is to have the Board President review the details of all travel expenses, I would like to see this rolled into the Finance Committee's review of the check register. If a check presented for approval is for travel expenses, the committee would see copies of the receipts and their justification prior to recommending approval of the check to the Board.

Thanks for your attention to this matter. We'll plan to discuss at our next meeting.

Sincerely,

Amy C. Stockwell
Chair, Finance and Properties Committee

Rick Meyer

From: ALA 2019 Annual Conference <alaregistration@compusystems.com>
Sent: Friday, April 5, 2019 2:28 PM
To: rmeyer@decaturlibrary.org
Cc: rmeye01s@gmail.com
Subject: ALA 2019 Annual Conference - Confirmation

ALA ANNUAL CONFERENCE
& EXHIBITION
WASHINGTON, D.C. JUNE 20-25, 2019



REGISTRATION CONFIRMATION



PRINT THIS PAGE AND BRING IT WITH YOU TO "REGISTERED IN ADVANCE" COUNTERS

April 5, 2019

Rick Meyer
City Librarian
Decatur Public Library
130 N Franklin St
Decatur, IL 62523-6044

Registration Confirmation: 1181719

Dear Rick Meyer,

Thank you for registering for the ALA 2019 Annual Conference being held at the Walter E. Washington Convention Center in Washington, D.C.. This confirmation will serve as your receipt for your registration paperwork. Please verify the information listed is accurate.

ONPEAK IS OUR OFFICIAL HOUSING AGENCY. CONTACT ONPEAK AT (800) 584-9047 OR BY EMAIL AT ALA@ONPEAK.COM WITH ANY HOUSING NEEDS.

COMPUSYSTEMS INC IS OUR OFFICIAL REGISTRATION COMPANY. IF YOU HAVE ANY QUESTIONS REGARDING THE INFORMATION CONTAINED IN THIS CONFIRMATION, PLEASE CONTACT COMPUSYSTEMS CUSTOMER SERVICE AT (224) 563-3124, TOLL FREE (855) 326-8344 OR BY EMAIL AT alaregistration@compusystems.com

ALA Annual Conference
June 20 - 25, 2019

Please take a moment to review your registration information below. Bring this to confirmation via phone or paper to the Registered In Advance Counters located at the Walter E Washington Convention Center during registration hours.

Thursday, June 20 2:00pm - 5:00pm
Friday, June 21 7:30am - 7:00pm
Saturday, June 22 7:30am - 5:00pm
Sunday, June 23 7:30am - 5:00pm
Monday, June 24 7:30am - 2:00pm

REGISTRATION INFORMATION

Registration Confirmation #: 1181719
Name: Rick Meyer
Position Title: City Librarian
Organization Name: Decatur Public Library
Address: 130 N Franklin St
City: Decatur
State: IL
Zip: 62523-6044
Country: United States
Business Phone: (217) 4219713
Fax: ()
E-Mail: rmeyer@decaturlibrary.org
Show Name: ALA 2019 Annual Conference
Order Date: 05-apr-2019 14:22:41
Payment Type: VISA PAYMENT (Card Number: XXXXXXXXXXXXX5562)

REGISTRATION SUMMARY INFORMATION

QTY	DESCRIPTION	PRICE	TOTAL
1	ALA MEMBER [Rick Meyer]	\$335.00	\$335.00
	Total Amount:		\$335.00
	Total Paid:		\$335.00
	Balance Due:		\$0.00

CANCELLATION POLICY

Registration cancellations must be sent in writing, postmarked or dated no later than May 24, 2019.

Mailing address:

ALA Registration
c/o CompuSystems
2651 Warrenville Rd
Suite 400
Downers Grove, IL 60515
Fax : (708) 344-4444
E-mail: alaregistration@compusystems.com

A handling fee of \$25 will be applied to each registration cancelled.

We're sorry, there are no exceptions to the deadline date, so no refunds will be issued for cancellations after May 24, 2019. We cannot offer refunds for Exhibits Only or Single Day registrations.

Refunds will be processed after the ALA 2019 Annual Conference.

HOTEL RESERVATIONS

- Contact OnPeak at (800) 584-9047 or by email at ala@onpeak.com for cancellations or changes.
- A penalty of one night's room and tax will be charged to your credit card for cancellations within 72 hours prior to arrival, or failure to arrive on your scheduled arrival date.
- Hotels may charge an early departure fee for early check-outs.

REGISTRATION ONLINE ACCESS

[CLICK HERE](#) to access your online dashboard to register for paid sessions and/or book your hotel.

****See hotel deposit policy**

AIR AND TRAVEL

Special meeting fare discounts are available for travel to the ALA 2019 Annual Conference. Gant Travel is the official travel coordinator. Special meeting fare discounts are available exclusively to attendees and guests.

Discounts apply to U.S. point of sales only. Applicable restrictions may apply.

ALA Travel Desk toll free at (877) 786-0957
7:30 a.m. to 6:00 p.m. CDT, Monday through Friday
A minimal service fee applies.
Email: ala@ganttravel.com

FOR QUESTIONS OR CORRESPONDENCE

If any of the registration information printed above is incorrect, please contact Customer Service at (224) 563-3124, Toll Free at (855) 326-8344 or by email at alaregistration@compusystems.com.

Please Note: Wheeled carts/bags will not be permitted on the show floor without a doctor's note. For any accessibility inquiries please contact confaccess@ala.org or 312-280-3225. The accessibility counter will be located on the first floor of the WSCC near the Shuttle Buses.

We look forward to seeing you in D.C.!

Powered by  Compusystems

Total duration

5h

Traveler(s)

RICKY CARTER MEYER

No frequent flyer details provided

Update traveler details and make special requests. Please confirm all requests with your airline.

Price summary

Traveler 1: Adult	\$268.00
Flight	\$206.51
Taxes & Fees	\$61.49
Total	\$268.00

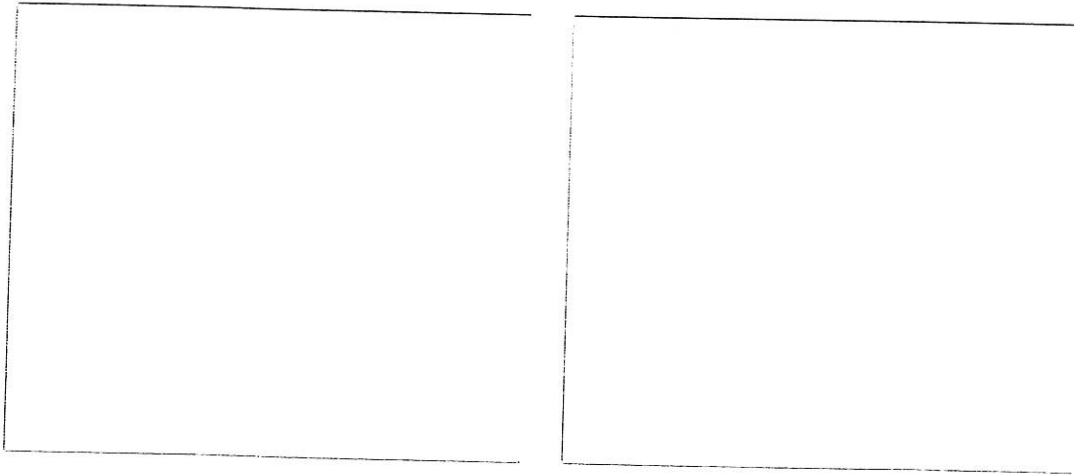
All prices are quoted in USD.

Additional information

Delta Basic Economy Fare Rules

Restrictions include:

- Airline assigns seats
- Bring a carry-on bag
- Pay to bring a checked bag
- No refund 24 hours after booking
- Changes not allowed
- Bring a personal item
- Upgrades not allowed



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EMLCID=TRAVELOCITY-US.PT.EVENTTRIGGEREDMAILING.ENSURCHASECONFIRMATION.
FLIGHT&EMLDTL=DATE20190406-ISSUX.SIDX.KEY93997152909.PAIDX.LANGEN_US.MCIDX.TESTX.
VERSX.MIDSX





HILTON WASHINGTON
 1919 CONNECTICUT AVE
 WASHINGTON, DC 20009
 United States of America
 TELEPHONE 202-433-3000 • FAX 202-939-3271
 Reservations
 www.hilton.com or 1 800 HILTONS

MEYER, RICK



DECATUR IL 62522
 UNITED STATES OF AMERICA

Room No: 5157/D2
 Arrival Date: 6/20/2019 2:45:00 PM
 Departure Date: 6/25/2019
 Adult/Child: 2/0
 Cashier ID: CRICHARD
 Room Rate: 249.00
 AL:
 HH # 580306501 BLUE
 VAT #
 Folio No/Che 2698470 A

Confirmation Number: 3123877001

HILTON WASHINGTON 6/25/2019 9:21:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
6/20/2019	GUEST ROOM	CRICHAR D	13608550	\$249.00		
6/20/2019	HOTEL TAX (14.95%)	CRICHAR D	13608550	\$37.23		
6/21/2019	GUEST ROOM	CRICHAR D	13610967	\$249.00		
6/21/2019	HOTEL TAX (14.95%)	CRICHAR D	13610967	\$37.23		
6/22/2019	GUEST ROOM	RMANCIA	13613080	\$249.00		
6/22/2019	HOTEL TAX (14.95%)	RMANCIA	13613080	\$37.23		
6/23/2019	GUEST ROOM	RMANCIA	13615009	\$249.00		
6/23/2019	HOTEL TAX (14.95%)	RMANCIA	13615009	\$37.23		
6/24/2019	GUEST ROOM	RMANCIA	13617336	\$249.00		
6/24/2019	HOTEL TAX (14.95%)	RMANCIA	13617336	\$37.23		
6/25/2019	VS *5562	CRICHAR D	13618322		(\$1,431.15)	

REF=0002698470-04668632 CHIP
 05

Application Label: VISA CREDIT

TC: FE6C8E320691CEE5

MEYER, RICK

DECATUR IL 62522
UNITED STATES OF AMERICA

Room No: 5157 D2
Arrival Date: 6/20/2019 2:45:00 PM
Departure Date: 6/25/2019
Adult/Child: 2/0
Cashier ID: CRICHARD
Room Rate: 249.00
AL:
HH # 580306501 BLUE
VAT #
Folio No/Che 2698470 A

Confirmation Number: 3123877001

HILTON WASHINGTON 6/25/2019 9:21:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
TVR: 8080008000						
BALANCE						\$0.00

EXPENSE REPORT SUMMARY

	6/20/2019	6/21/2019	6/22/2019	6/23/2019
ROOM AND TAX	\$236.23	\$236.23	\$236.23	\$236.23
DAILY TOTAL	\$236.23	\$236.23	\$236.23	\$236.23

EXPENSE REPORT SUMMARY

	6/24/2019	STAY TOTAL
ROOM AND TAX	\$236.23	\$1,431.15
DAILY TOTAL	\$236.23	\$1,431.15

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CREDIT CARD DETAIL

APPR CODE	068017	MERCHANT ID	8030091399
CARD NUMBER	VS *5362	EXP DATE	07/20
TRANSACTION ID	13613322	TRANS TYPE	Sale

Reimburse



Russia House
1800 Connecticut Ave NW
Washington DC 20009
Tel. ☎
Table 202:2
06/24/19 6:27 PM
2861 Cust 0
Server 7 David

1 Mushroom Potato Cocotte	13.00
1 Beef Stroganoff	27.00
Taxable:	40.00
Sub-total:	40.00
Tax:	4.00
Total Due:	44.00

Thank you! = Spacibo!
Daily Late Night Caviar Hour in the
Lounge
Private Dinners & Event Inquiries,
Please email
Reservations@RussiaHouseLounge.com

June 24

~~Day~~
June 20



Delaware
North

BOJANGLES
Terminal T
POS 1-1

Tbl:0 Ref:955368
Chk:955375
Richard 6/20/2019 11:13 am

Cmb - Caj Filet Bisc 6.59
Cmb - Egg Chs Bisc 5.80

SubTotal	12.19
State Tax	0.98
Total	13.17

MC *****1982 13.17
Amount Paid 13.17

Tell us about your experience by visiting
DelawareNorthListens.com.

My own
card -
Reimbursement
request

STORE # VA-1778
Dulles Int'l Airport - CNCRSE B
Dulles, VA 20166
Phone (678) 905-3275

6/25/2019

4:09:34 PM

Order Id: AAFTHFACDS
85 - FIVE GUYS
Employee: Melkam W

85

1 Cheeseburger	\$8.46
Pickles	\$0.00
Talapeno Peppers	\$0.00
Mustard	\$0.00
Grilled Onions	\$0.00
1 Little Fry	\$3.40
Sub Total	\$11.86
Sales Tax	\$0.94
Order Total	\$12.80
Visa	\$12.80

Card#: *****5562
Authorization: 033255
Balance: 0

--> Order Closed <--

Don't throw away your receipt!!!

Help Five Guys and you could win!
Log online to www.fiveguys.com/survey
and fill out a brief survey!

10 lucky people will win a
Five Guys Gift Card each month
worth \$25 each!

No purchase necessary
Sweepstakes ends 12/31/2019.
Must be at least 18 years old and
submit survey within 30 days
of the receipt date to enter.
Please visit www.fiveguys.com/survey
for Official Rules and how to enter
without making a purchase or
completing a survey.
Void where prohibited.

KEREN CAFE & RESTAURANT
1780 FLORIDA AVE NW
WASHINGTON DC 20009
202-265-5764

Terminal ID: *****359 ***1

6/20/19 7:38 PM

VISA CREDIT - INSERT
AID: A0000000031010
ACCT #: *****5362

CREDIT SALE
UID: 917125388455 REF #: 2107
BATCH #: 024 AUTH #: 076801

AMOUNT	\$16.49
TIP	\$ 3.00
TOTAL	\$ 19.49

APPROVED

ARQC - B3A8694A5F8037B1

CUSTOMER COPY

June 20

Aramark SE - Washington DC CC - 2009
Date: 2019.06.24 Time: 13:57:58
Trn: 203203849
Loc: DOWNTOWN CARIBBEAN COVE
Emp: CARIBBEAN EMPLOYEE 4

Jerk Chicken (Spic) x1 \$12.00
Bottled Water x1 \$4.50

Subtotal: \$16.50
10% Inclusive: \$1.50
Tax Incl: 1.50
Tax: \$0.00

Total : USD\$ 16.50

Visa XXXX5562 \$16.50
Paid : \$16.50

Print: 2019.06.24 13:58:02

June 24

TONO SUSHI
2605 CONNECTICUT AVE NW
WASHINGTON, DC 20008
2023327300
STATION 4

06/25/2019 13:25:40
Merchant ID: *****2739
Device ID: 6314
Terminal ID: PP01.

Credit Sale:

Transaction #: 10
Card Type: Visa
Account: *****5562
Entry: Chip

Amount: USD\$14.30

TIP: USD\$ 3.00

Total: USD\$ 17.30

STAN: 010
Auth. Code: 067890
Batch Number: 7
Response: AUTH/TKT
ACI Code: E
TRANS ID: 469176627426364
PROCESS AS: CREDIT

Mode: Issuer
ATD: A0000000031010
TVR: 8000008000
IAD: 06010A03608000
TSI: 6800
ARC: 00
AC: 3590AFE2C2980975
ATC: 001C
APPN: VISA CREDIT

Tip Amt: 15% = USD\$2.14
Tip Amt: 18% = USD\$2.57
Tip Amt: 20% = USD\$2.86

CUSTOMER COPY

June 25

Aramark SE - Washington DC CC - 2009

Date: 2019.06.22 Time: 11:58:30
Trn: 202405517
Loc: DOWNTOWN CARIBBEAN COVE
Emp: CARIBBEAN EMPLOYEE 4

Jerk Chicken (Spic x1 \$12.00
Subtotal: \$12.00
10% Inclusive: \$1.09
Tax Incl: 1.09
Tax : \$0.00
Total : USD\$ 12.00

Visa XXXX5562 \$12.00
Paid : \$12.00

Print: 2019.06.22 11:58:33

June 22

Rosemarino D'Italia
1714 Connecticut Ave NW
Washington, DC 20009
(202) 733-1466

Dining

Table# 1

Chk# 8

Guest: 3

Server: Christian25 06/22/2019 07:28 PM

1 SOLO Bruschetta 5.95
1 SOLO Sausage/Peppers 18.95

Sub Total 24.90
Sales Tax 2.49

Total Due

\$27.39

Gratuity Suggestion

18 00% = \$4.93

20 00% = \$5.48

22 00% = \$6.03

THANK YOU!!!

June 22

Date: 2019.06.23 Time: 11:27:05
Trn: 202891211
Loc: DOWNTOWN CARIBBEAN COVE
Emp: CARIBBEAN EMPLOYEE 4

Bottled Water x1 \$4.50
Jerk Chicken (Spic x1 \$12.00
Subtotal: \$16.50
10% Inclusive: \$1.50
Tax Incl: 1.50
Tax : \$0.00
Total : USD\$ 16.50

Visa XXXX5562 \$16.50
Paid : \$16.50

Print: 2019.06.23 11:27:09

June 23

POKE PAPA FOGGY BOTTOM

1919 PENN AVE NW
WASHINGTON, DC 20006
2023031919

Cashier: Employee

21-Jun-2019 12:09:45P

Transaction 100024

1 Regular (3 Scoops) \$13.49
1 Givn Water \$2.49

Subtotal \$15.98
Tax \$1.60

Total \$17.58

CREDIT CARD SALE \$17.58
VISA 5562

21-Jun-2019 12:10:01P
\$17.58 | Method: EMV
VISA CREDIT XXXXXXXXXXXXX5562
RICK MEYER

Ref #: 917200579501 | Auth #: 062462

MID: *****0888

AID: A0000000031010

AthNtwkNm: VISA

SIGNATURE VERIFIED

June 21

Online: <https://clover.com/p/YAG1SBPT4110R>

El Tamarindo

Check #: 4248/B
Server: Rene M 6/21/19 7:37 PM
Table: B11/28 Guests: 0

1 Chorizo con Queso Pupusa 3.25
1 Pollo al Cilantro 18.99
Sub-total 22.24
Sales Tax 2.22
TOTAL 24.46

Balance Due 24.46

Suggested Tips:
18% = 4.00
20% = 4.45
22% = 4.89

Thank You!

June 21

1119

Server: MINXING Z Rec:801
06/23/19 20:14, Chip F: 101 Term: 20

OLD EBBITT GRILL
675 15TH ST NW
WASHINGTON, DC 20005
(202)347-4800

Thank You

1917 NOK

CHK 7041 JUN21'19 9:31

1 SEC Muffin	9.00
XXXXXXXXXXXX5562	XX/XX
Visa	9.90

SUBTOTAL	9.00
TAX	0.90
TOTAL	9.90

June 21

=====

MERCH ID: 433023404585 : 20
PURCHASE USD\$32.98
*****5562 Visa
6/23/2019 8:21 PM
AUTH: 086595 Approved 000
ENTRY: CHIP READ
VISA CREDIT - A0000000031010
TC - 813E9E7C4CBB41A2
Mode: Issuer
TYR: 8080008000
IAD: 06010A03608000
TSI: 6800
ARC: 00

MEYER/RICK

Thank You

1917 Sanovia D

CHK 7526 JUN22'19 7:00

1 Panini Salmon	11.00
1 M Bold	3.55
XXXXXXXXXXXX5562	XX/XX
Visa	16.01

SUBTOTAL	14.55
TAX	1.46
TOTAL	16.01

June 22

CHECK : 32.98
TIP : 5.00
TOTAL : 37.98

YOUR COMMENTS PLEASE AT WWW.EBBITT.COM

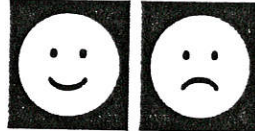
top copy -> customer

Customer Copy

June 23

DC VIP Cab

How was your experience?



\$73.35

Custom Amount https://ezmetriq.com/r/77366_2FKLA88G

\$73.35

To Dulles

Total \$73.35



DC VIP Cab
2606 Bladensburg Road NE
WASHINGTON, DC 20018
240-784-6923

	Jun 25
	2019 at
	2:49
	PM
Visa 5562 (Chip)	#xwqU
VISA	Auth
RICK MEYER	code:
	055210

AID: A0000000031010
Signature Verified

Run your own business?
Start using Square and process \$1,000 in sales for free.
[Get Started with Square](#)

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San Francisco, CA 94103

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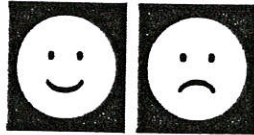
[Square Privacy Policy](#)
[Manage preferences](#) for digital receipts



Now when you shop at sellers who use Square, your receipts will be delivered automatically.

Go green

How was your experience?



\$27.14

*From
Regis*

Custom Amount \$27.14

Total **\$27.14**

Visa 5562 (Swipe)
VISA
RICK MEYER

Jun 20
2019 at
2:38
PM
#dASh
Auth
code:
061008

Square Just Got More Rewarding

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Travel Reimbursement Request

Date prepared 06/27/2019

Requested By

Name Rick Meyer

Department Administration

Where did you go? Bloomington IL Airport to travel to ALA 2019 in Washington DC

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 103 Current paid per mile \$ 0.580	\$ 59.74
Lodging	[]
Meals	\$ 50.69
Fees (registrations, dues, etc.)	[]
Other (telephone, tolls, parking, etc.)	[]
Total	\$ 110.43

Amount of Reimbursement Requested \$ 110.43

None Requested, why?

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

Signature Donna Williams Date 6/27/19

Approved by (City Librarian/Trustee) R. Meyer Date 6/27/19



REGIONS BANK
 PURCHASING CARD
 PO BOX 11301
 BIRMINGHAM, AL 35202

*****3978

DECATUR PUBLIC LIBRARY
 CITY OF DECATUR, IL
 ATTN: GREGG D. ZIENTARA
 ONE GARY K ANDERSON PLAZA
 DECATUR, IL 62523 1196

Statement Summary

Total Amount Due	\$2,016.55	Due Date:	07/15/2019
Current Payment Due:	\$2,016.55	Billing Date:	06/28/2019
Past Due Amount:	\$0.00	Credit Limit:	\$7,500.00
Minimum Amount Due:	\$2,016.55		

Account Summary

Previous Balance:	\$393.84	Annual Percentage Rate:	0.00 %
Purchases:	\$2,016.55	Days In This Billing Cycle:	28
Cash Advances:	\$0.00	New Cash Advances:	\$0.00
Credits:	\$0.00	Cash Advance Fee:	\$0.00
Payments:	(\$393.84)		
Other Charges:	\$0.00		
Finance Charges:	\$0.00	Average Daily Balance:	\$0.00
New Balance:	\$2,016.55	Monthly Periodic Rate:	0.0000 %
		Nominal Annual Percentage Rate:	0.00 %

Post Date	Tran Date	Reference Number	Merchant Description	Amount
			PURCHASES	\$2,016.55
			PAYMENTS	(\$393.84)
06/14/2019	06/14/2019	74715759165021165390211	PAYMENT - THANK YOU	(\$393.84)
* * * * *				
FOR CUSTOMER SERVICE CONTACT US TOLL-FREE AT (888)934-1087				
FOR BILLING DISPUTES CONTACT US TOLL-FREE AT (888)934-1087				
* * * * *				
THE DISPUTED ITEM FORM HAS CHANGED. PLEASE DOWNLOAD THE NEW FORM BY LOGGING ONTO:				
http://www.regions.com/virtualDocuments/Disputed_Items_Form.pdf				
* * * * *				
* * * * *				
NOTICE OF NEW RULES FOR INTERNET GAMBLING TRANSACTIONS:				
AS REQUIRED BY THE UNLAWFUL INTERNET GAMBLING ENFORCEMENT ACT,				

Post Date	Tran Date	Reference Number	Merchant Description	Amount
INTERNET OR ONLINE GAMBLING TRANSACTIONS ARE PROHIBITED FROM BEING PROCESSED THROUGH THIS ACCOUNT. WE RESERVE THE RIGHT TO DECLINE ANY TRANSACTION THAT WE BELIEVE IS AN INTERNET OR ONLINE GAMBLING TRANSACTION.				
RICK MEYER - *5562				\$2,016.55
PURCHASES				\$2,016.55
06/07/2019	06/07/2019	24692169158100567532506	ILLINOIS LIBRARY ASSOC 312-644-1896 IL	\$257.00
06/21/2019	06/20/2019	24013399171002678263922	KEREN CAFE & RESTAURANT WASHINGTON DC	\$19.49
06/21/2019	06/20/2019	24492159171740307992787	SQ *GO GREEN ALEXANDRIA VA	\$27.14
06/24/2019	06/22/2019	24036289174030029055252	ROSEMARINO D'ITALIA WASHINGTON DC	\$27.39
06/24/2019	06/21/2019	24431069173091459000257	POKE PAPA FOGGY BOTTOM WASHINGTON DC	\$17.58
06/24/2019	06/22/2019	24755429174151746297513	AMK W E W CC PUBLIC FOODS WASHINGTON DC	\$12.00
06/24/2019	06/23/2019	24755429175731758836354	AMK W E W CC PUBLIC FOODS WASHINGTON DC	\$16.50
06/24/2019	06/22/2019	24342859174017056356439	EL TAMARINDO WASHINGTON DC	\$24.46
06/25/2019	06/24/2019	24391229175091100011196	OLD EBBITT GRILL WASHINGTON DC	\$37.98
06/25/2019	06/21/2019	24755429175161753140240	HILTON COFFEE BN TEA WASHINGTON DC	\$9.90
06/25/2019	06/22/2019	24755429175161753142865	HILTON COFFEE BN TEA WASHINGTON DC	\$16.01
06/26/2019	06/25/2019	24492159176854172542273	SQ *DC VIP CAB WASHINGTON DC	\$73.35
06/26/2019	06/24/2019	24755429176161761200399	AMK W E W CC PUBLIC FOODS WASHINGTON DC	\$16.50
06/27/2019	06/25/2019	24061069177030010277098	TONO SUSHI WASHINGTON DC	\$17.30
06/27/2019	06/25/2019	24755429177261771423996	HILTON INTERNATIONALS WASHINGTON DC	\$1,431.15
06/28/2019	06/25/2019	24137469178500897131221	FIVE GUYS #VA-1778 DULLES VA	\$12.80



FY 2019 Per Diem Rates for District of Columbia

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
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$76	\$18	\$19	\$34	\$5	\$57.00

Meals & Incidentals

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.



FY 2019 Per Diem Rates for District of Columbia

Max lodging by month (excluding taxes.)

PrimaryDestination	County	2018Oct	Nov	Dec	2019Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$251	\$181	\$181	\$181	\$181	\$251	\$251	\$251	\$251	\$179	\$179	\$251



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Continuing Education and Travel Policy

I. Conferences, Seminars, and Workshops

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration.

Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals. Requests for reimbursement of registration fees must be made to the City Librarian at least one month prior to the event.

Within one week of attendance at such an event, the attendee will submit a written report on the content of the event to their supervisor and the City Librarian.

Employees may be asked to give a verbal report to Division Heads, Board of Trustees, and or library staff.

II. Travel reimbursement

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. In the case of air travel the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and the library will compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration

(<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging will be considered for major conferences (e.g. American Library Association, Public Library Association).-Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense.

Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended June 16, 2016



DECATUR PUBLIC LIBRARY
knowledge | creativity | inspiration
Continuing Education and Travel Policy

I. Conferences, Seminars, and Workshops

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration, or the Library's credit card may be used.

Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals.

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II. Travel reimbursement

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. For travel reimbursement the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and the library may choose to compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration

(<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging may be considered for conference-affiliated hotels. Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense. Employees must present receipts for said expenses.

Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended June 16, 2016

Amended July 18, 2019

From: ALA Help Desk <ala@onpeak.com>
Sent: Wednesday, April 10, 2019 10:25 PM
To: Rick Meyer
Subject: Re: (Case 650365) No hotel confirmation

Hello Rick,

Thank you for contacting onPeak, the official housing provider to forward-thinking travelers.

We show you confirmed for the following:

Washington Hilton - Co-HQ
Deluxe 2 Double Beds - Quad Occupancy
Check-in-Thu Jun 20, 2019
Check-out-Tue Jun 25, 2019
Occupant Name Rick Meyer

Roommate:
Rebecca Harley Meyer
E [REDACTED] H [REDACTED]
E [REDACTED] H [REDACTED]

Email confirmation has been sent to the email address on file. We show your room is currently booked as a Quad occupancy room. If any of the guest staying in the room are children under the age of 18, please let us know so we can change your occupancy to reflect the number of guest age 18 and over. Currently you are being charged a Quad rate of 299.00 per night before tax. Single or Double occupancy is 249.00 per night before tax and triple occupancy is 274.00 per night before tax. If all guest are 18 or over you are all set as your reservation is.

Thank you and please let us know if you need any additional assistance.

ALA Help Desk
ala@onpeak.com

-----Original Message-----

From: "Rick Meyer" <rmeyer@decaturlibrary.org>
Reply-To: "Rick Meyer" <rmeyer@decaturlibrary.org>
Date: Tue, 9 Apr 2019 13:32:28 -0500
To: ala@onpeak.com
Subject: No hotel confirmation

>Hello,
>
>I received no confirmation about my hotel reservation. Please advise.
>
>Registration Confirmation #:
>

>1181719
>
>Name:
>
>Rick Meyer
>
>Position Title:
>
>City Librarian
>
>Organization Name:
>
>Decatur Public Library
>
>Address:
>
>130 N Franklin St
>
>City:
>
>Decatur
>
>State:
>
>IL
>
>Zip:
>
>62523-6044
>
>Country:
>
>United States
>
>Business Phone:
>
>(217) 4219713
>
>Fax:
>
>()
>
>E-Mail:
>
>rmeyer@decaturlibrary.org <mailto:rmeyer@decaturlibrary.org>
>
>Show Name:
>
>ALA 2019 Annual Conference
>
>Order Date:
>

>05-apr-2019 14:22:41

>

>Payment Type:

>

>VISA PAYMENT (Card Number: XXXXXXXXXXXX5562)

>

>Rick Meyer

>

>City Librarian

>

>Decatur Public Library

>

>130 N. Franklin St.

>

>Decatur, IL 62523

>

>P:217.421.9713

>

>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.

From: ALA Help Desk <ala@onpeak.com>
Sent: Friday, April 12, 2019 10:19 AM
To: Rick Meyer
Subject: Re: (Case 650365) No hotel confirmation

Hello Rick,

Thank you for contacting onPeak, the official housing provider to forward-thinking travelers.

As guest under the age of 18 are not included in the occupancy rate we have updated your reservation to reflect a double occupancy room rate of **249.00** per night before tax. You are booked in a room with 2 Double Beds.

We have added the following to your reservation. Notes: Guest will also be traveling with 15 year old daughter E [REDACTED]
H [REDACTED]

Email confirmation has been sent to the email address on file.

Thank you and please let us know if you need any additional assistance.

ALA Help Desk
ala@onpeak.com

-----Original Message-----

From: "Rick Meyer" <rmeyer@decaturlibrary.org>
Reply-To: "Rick Meyer" <rmeyer@decaturlibrary.org>
Date: Thu, 11 Apr 2019 08:13:49 -0500
To: "'ALA Help Desk'" <ala@onpeak.com>
Subject: RE: (Case 650365) No hotel confirmation

>It is now going to be triple occupancy as E [REDACTED] will not be with us.

>E [REDACTED] is 15 years old.

>

>Thank you,

>

>Rick Meyer

>City Librarian

>Decatur Public Library

>130 N. Franklin St.

>Decatur, IL 62523

>P:217.421.9713