



Building and Grounds Committee Meeting
Meeting Notes

August 18, 2021 4:00 PM

1. Call to Order/Roll Call – Jim Lee 3:57 PM
Present: Sue Holmes, Dawn Brooks, Mindy Long and Jim Lee
2. Public comment - None
3. Old Business
 - a) Completed Items
 1. The Fence was removed
 2. The National Registry of Historic places Pre-Evaluation form (Step 1) has been completed and submitted.
 3. The Sprinkler system has been updated.
 4. Rental Property plumbing issue – Not a plumbing issue
 - b) Items in Progress
 - 1 Elevator- Project update. Mindy will contact KONE to see if the \$100,000 estimate still holds. We may be able to apply for a Live and Learn Grant for the State Street Door project. Mindy is seeking other quotes.
 - 2 Madison Street (Front Stairs) – On hold at the present time
 - 3 State Street Side Doors – Project Update. We may be able to use the live and Learn Grant.
 - 4 RAMP Suggestions – Handy Capped Sign need to be adjusted. Possibly use City Workers. Develop time line for other suggestions. Project Update
 - 5 Cleaning Service Proposals – On hold for now. Project Update
 - 6 Custodial tasks – Status will remain unchanged at the present time.
 - 7 Landscaping – Volunteers have been pulling weeds. The New landscaping service has started as of 8/19/2021 Project Update
 - 10 Façade grant – See number 3
 11. Compost Bin – Not at present time.
 12. Water sprinklers/hoses and timers – Hoses timers and sprinklers are operational.
 13. Per Mar Motion Control Alarms – Quote \$1700.00 Project Update. This is on hold until door work begins.
 14. National Registry of Historic places – We are moving on to part 2.
 15. Rental Property mold situation. We are looking for someone to do this work.
4. New Business
 - a) Fire alarm inspection. Schedules 11/16/2021
 - b) Fire Extinguisher inspection concluded 8/5/2021
 - c) Landmark Grants in Progress
 - d) Fire drill will be held at a future date – Fire Dept. will assist. Also will have a defibrillator Demo and CPR classes.
5. Next Meeting September 15, 2021 4:00 PM (Suggested time)
6. Adjournment 4:43

2

Address inconsistencies in Employee Handbook regarding the number of hours make a Full or Part-Time Employees

i. Vacation time

1. VACATIONS The Library provides employees that work 20 hours per week or more (except temporary/seasonal employees) with vacation benefits which accrue on a monthly basis.* The monthly accrual rate depends on their length of service as of their anniversary date. Part-time employees who work more than 20 hours per week on a consistent basis are eligible for prorated paid vacation, depending on the number of hours worked per week. For example, an employee who works 3 days per week is eligible for 3/5 of what a full-time employee is entitled to (10 days per year x 3/5 = 6 days per year). Eligibility for vacation is as follows: 35 Ida Public Library Employee Handbook Vacation earned Total vacation Length of service per month per year 0 – less than 5 years .83 days 10 days 5 – less than 10 years 1.25 days 15 days 10+ years 1.67 20 days Vacation will accrue at the end of the month for any month in which an employee has worked any hours. For instance, if an employee begins employment on the 20th of the month, the employee will earn the total vacation allotment for the month, provided the employee is still employed by the end of that month. Add statement here that it cannot be used in first 90 days? Vacation Scheduling An employee's vacation schedule will reflect, as nearly as possible, his or her personal preference for vacation time. However, no request for a vacation will be approved when the effect would be to leave a department without adequate personnel to perform the required services during any working period. When the absence of several employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

Employees will accrue vacation up to a maximum of their yearly vacation amount (e.g., an employee with a year of service may accrue a maximum of 10 days). Employees who reach their maximum accrual amount will no longer accrue additional vacation time until they have used vacation time, and reduced their bank below the maximum. Upon termination of employment, employees will be paid for vacation benefits that have been earned through the last month of work, but not yet taken. Vacation time will not accrue during a leave of absence (personal, medical, family/medical or workers' compensation) that exceeds four weeks in length

a. * Employees hired before November 1, 2021.

② cont'd

b. Employees hired November 1, 2021 or after: The Library provides employees that work 30 hours per week or more (except temporary/seasonal employees) with vacation benefits which accrue on a monthly basis.

c. Let's discuss if we can simplify the calculation process for part-time employees.

ii. Sick time

1. SICK LEAVE The Ida Public Library provides sick leave for employees based on full-time or part-time employment, as described below. Employees who know in advance that they will be absent for health reasons must give the Assistant Director advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request sick leave before the workday begins, the employee should notify the Assistant Director at least thirty minutes prior to his or her scheduled start time. (Please see the Attendance Policy for more information). At the time of cessation of employment (full- or part-time), no compensation will be made for accrued sick leave. Sick leave does not accumulate above the annual number of days accrued by an employee. Absences over three days in length requires a doctor's statement. 33 Ida Public Library Employee Handbook

FULL-TIME EMPLOYEES (Employees working 30 hours or more per week) Full-time employees will accrue sick leave days at the rate of one per month (which equates to twelve per year). Although sick leave begins accruing immediately, an employee cannot begin using paid sick time until he or she has been employed by the Library for 90 days. One sick leave day per year may be used for personal business, such as banking and legal transactions, home repairs, etc. Sick leave may also be used to care for a member of the immediate family (up to five days per year), or for medical appointments which can only be scheduled during working hours. Sick leave does not accumulate beyond the annual allotment of twelve days.

PART-TIME EMPLOYEES (Employees working 20-30 hours per week) Part-time employees are entitled to sick leave days equivalent to the number of days (and hours)

normally worked during a two week period and will accumulate monthly at a rate of [number of days worked divided by 12]. Sick leave will begin to accrue immediately, but employees may not use them until they have been employed by the Library for 90 days. Sick leave does not accumulate beyond an employee's annual allotment.

PART-TIME EMPLOYEES (Employees working less than 20 hours per week) Employees working less than 20 hours per week are not entitled to sick leave.

Interim Isolation and Quarantine Guidance At A Glance* (4/26/2021)

3

	Status of Individual	Cases	Close Contacts
COVID-19 Cases and Contacts	Identified as a COVID-19 case.	Isolation and transmission based (TBP) precautions for 10 days. Can be discontinued 10 days <i>after symptom onset</i> (for symptomatic person) or specimen collection date of positive test (for asymptomatic person) AND if resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.	Close contacts of the case should be in quarantine as described below.
	Identified as a COVID-19 case and has severe illness or immunocompromising condition.	Isolation and TBP: 20 days for discontinuation, must be fever free (without fever-reducing medication) and symptoms improving for at least 24 hours.	Close contacts of the case should be in quarantine as described below.
	Identified as a close contact to a COVID-19 case.	If symptoms develop, see COVID-19 case isolation guidance described above.	7-day option (<u>through</u> Day 7) with a negative SARS-CoV-2 Test <ul style="list-style-type: none"> Local health department (LHD) must authorize. Must be asymptomatic and continue to monitor for COVID-19 symptoms for 14 days after last exposure. Must be tested within 48 hours prior to ending quarantine (no sooner than Day 6). Does not apply to K-12 school-aged persons or daycares. Must be able to social distance and mask for full 14 days.
			10-day option (<u>through</u> Day 10) <ul style="list-style-type: none"> LHD must authorize. Must be asymptomatic and continue to monitor for COVID-19 symptoms for 14 days after last exposure. Must be able to social distance and mask for full 14 days.
Possible Reinfection ¹	Asymptomatic but tests positive within 90 days of last COVID-19 infection. (Note: Routine testing is not recommended for persons who are asymptomatic and within 90 days of prior infection.)	Infection unlikely due to immunity from previous infection. Positive test likely due to prolonged shedding of non-replicable viral RNA. Re-testing of asymptomatic persons within 90 days of past infection is not recommended.	
	Symptomatic and tests positive within 90 days of last COVID-19 infection. https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html#Annex	Consultation with infectious disease MD/public health recommended to rule out alternative etiology. Isolation determined on a case-by-case basis. If reinfection is confirmed or remains suspected, case should remain under isolation precautions as described above (10 days for most cases).	Quarantine of close contacts if reinfection of case is suspected or confirmed. Monitor for COVID-19 symptoms for 14 days after exposure.
	Identified as a possible COVID-19 reinfection ¹ at >90 days since last infection.	Isolation and TBP for 10 days. For release after 10 days, must be fever-free (without fever-reducing meds) and have improvement in symptoms for at least 24 hours.	Quarantine of close contacts of the case. Monitor for COVID-19 symptoms for 14 days after exposure.

¹ Interim Guidance, subject to change.

Status of Individual	Cases	Close Contacts	
	Under certain situations, case-by-case evaluation may be needed to determine infectiousness and need for isolation and quarantine given other available data. See https://www.cdc.gov/coronavirus/2019-ncov/hcp/faq.html#Testing,-Isolation,-and-Quarantine-for-Persons-Who-Have-Recovered-from-Previous-SARS-CoV-2-Infection		
Person more than 90 days past COVID-19 infection who is exposed to an active COVID-19 case.	→	Quarantine if identified as a close contact to a case; if vaccinated, refer to guidance for vaccinated persons.	
Fully vaccinated ² and develops COVID-19 symptoms.	Medical evaluation and testing recommended. If not tested, stay home and away from others for 10 days.	Unvaccinated or partially vaccinated close contacts to the case should be quarantined if the suspected case tests positive for SARS-CoV-2.	
Fully vaccinated ² , asymptomatic, does not live in congregate setting , and is a close contact to a COVID-19 case.	→	None. Monitor self for COVID-19 symptoms for 14 days after exposure.	
Fully vaccinated ² , asymptomatic, resides in a congregate living setting (health care and non-health care), and is a close contact to a COVID-19 case.	→	Quarantine away from others for 14 days. SARS-CoV-2 testing is recommended. Monitor for COVID-19 symptoms for 14 days after exposure to case. For long-term care (LTC), also see guidance at https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-after-vaccination.html .	
Fully vaccinated ² , asymptomatic, is an employee of a congregate living facility (health care or non-health care) or high-density workplace and is a close contact to a COVID-19 case.	→	None. Testing following an exposure and through routine workplace screening programs (if present) is still recommended. Monitor self for COVID-19 symptoms for 14 days after last exposure to the case. For LTC, also see guidance at https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-after-vaccination.html .	
Partially vaccinated ² , symptoms are not consistent with potential post-vaccination effects, OR develops COVID-19 symptoms >48 hours after vaccination OR symptoms persist >48 hours after vaccination.	Testing recommended. Medical evaluation recommended. Isolate until SARS-CoV-2 infection is ruled out.	Close contacts to the case should quarantine as described for COVID-19 close contacts unless suspected case is determined to not have SARS-CoV-2 infection.	
Partially vaccinated ² and is a close contact to a COVID-19 case.		Quarantine as described for COVID-19 close contacts. Monitor for COVID symptoms for 14 days after exposure.	
Traveler guidance applies to the traveler except where noted			
Travelers	Domestic or international traveler is unvaccinated or is partially vaccinated² for COVID-19.	Get tested 3-5 days after returning home from travel and self-quarantine for 7 days. If not tested, self-quarantine for 10 days. Monitor for COVID-19 symptoms for 14 days after return to home.	
	Domestic traveler is fully vaccinated² and asymptomatic.	None. Monitor self for COVID-19 symptoms for 14 days after return to home.	
	Domestic or International traveler is fully vaccinated² and develops COVID-19 symptoms.	Testing and medical evaluation recommended. Isolate for 10 days if no testing or medical assessment done.	Close Contacts of the Traveler: Quarantine depends on determination of case status of the traveler. If traveler has COVID-19, the close contacts should quarantine as per COVID-19 quarantine recommendations.
	International traveler is fully vaccinated² and asymptomatic.	Traveler will be required to test negative prior to boarding return flight to U.S. Testing recommended 3-5 days after return to the U.S. Quarantine not required for traveler. Monitor self for symptoms for 14 days after return to U.S.	

3 cont'd

Ida Public Library
Five-Year Plan
May 1, 2019-April 30, 2024



④ cont'd

Mission: Ida Public Library is an information and leisure center fostering community engagement and providing services for our diverse population.

Vision: Ida Public Library strives to serve the community through outreach efforts and by offering innovative programming and technology initiatives, while maintaining a popular materials collection.

Values:

- Innovation
- Diversity
- Community Engagement
- Equal Access

Ida Public Library adheres to the ALA Bill of Rights. A copy of the ALA Bill of Rights may be found at the following link: <http://www.ala.org/advocacy/intfreedom/librarybill>

Goal: To revitalize and rebrand Ida Public Library. We will work towards this goal by taking the following steps.

1. To create a popular materials collection reflecting our community's interests by purchasing high-interest materials and discarding low-circulating materials:
Due to patron demand, the purchase of popular materials takes financial precedence over other types of materials. As budget allows, we will purchase academic, independent, and other materials. By merging into the PrairieCat consortium, Ida Public Library will have access to over 130 library's materials, including academic and school libraries that are able to provide patrons with a wide range of materials that may not be available at Ida Public Library. The discarding of materials must be completed due to space constraints and is based on material circulation. To ensure collection maintenance and handled in a credible, non-biased manner, a collection maintenance policy will be drafted and presented to the Board.
2. Repurpose space:
Due to the evolving needs of the community and the library's collection, Ida Public Library's current space is becoming unusable. While we work towards a building renovation, we will remedy the space issues in the interim by moving collections and clearing room for staff office spaces. Additionally, library management is aware of the community need for a quiet study space. We will work towards turning the technology closet that is not being utilized to its full potential into a study room for public use. We will also begin utilizing outdoor space to a greater degree by hosting events in the vacant lot and expanding the community garden. As a library renovation grows nearer, we will work with community members and stakeholders and tap into community resources to analyze community and library needs for planning new space.
3. Evaluation of services offered annually:
Each August staff and management will meet to discuss success of the year's programming calendar. Each year prior to budget completion, staff and management will meet to discuss success of databases, materials collections, and other resources.

4. Seek out additional funding:

Library staff will research and apply for grants for various library needs including but not limited to ADA compliance, building repairs and improvement, programming, and furniture. By creating a 501c3 non-profit foundation, Ida Public Library will be able to increase fundraising efforts and apply for more grants that are currently closed to us.

5. Increase outreach opportunities:

Staff will begin offering more programming offsite and utilizing community spaces for outreach opportunities. Additionally, Ida Public Library will strive to be a presence in the community by attending city-wide functions and events held by other community organizations. Staff will join various community groups, serve on city boards when possible, and attend relevant meetings of Belvidere City Council, Board of Education, etc. Homebound delivery services and school visits will become a regular part of services offered by Ida Public Library.

25



FROM
Jimi White
M. Spinello & Son Locksmith Safe Security
Experts
522 Chestnut St. Rockford IL 61102
mspinello.com/
PHONE
815-963-0495 Office / 815-509-9348 Mobile

FOR
IDA Public Library
TO
Mindy Long

QUOTE NUMBER
11371
DATE
August 24, 2021
VALID UNTIL
October 8, 2021 at 2:10PM
[Download PDF](#)

Replacement Automatic Door Operator Pneumatic Cylinder Project For IDA Public Library

This quote was custom designed and prepared specifically for your store by business owner Jimi White.

Please call 815-509-9348 if you have any questions regarding this itemized quote

You can respond directly back to me by replying to this quote



Rockford's #1 Commercial HD Video Surveillance Team / Over 150 Commercial HD Video Surveillance Systems
Installed Last Year.

M. Spinello & Son prides ourselves with providing our commercial customers with the latest, next generation,
cutting edge, state of the art HD video surveillance system solutions with over 40 years of experience.



Click the link below to go to our website and read more of our customer reviews posted directly to our website

<https://mspinello.com/page/24/website-reviews>

5 cont'd

Customer Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
E-mail: _____
Comments: _____
Date: _____
Installer: _____
Project: _____

M. Spinello & Son and all employees are recognized by the U.S. Department of Homeland Security as **WORKERS ESSENTIAL FOR CRITICAL INFRASTRUCTURE DURING COVID-19 RESPONSE** and have a special responsibility to maintain our normal work schedule



Our installers will wear masks while inside of the facility during the installation on this project if requested.



M. Spinello & Son will do are best to work around your staff and customers and day to day operations to make sure we do not disrupt your operations.

M. Spinello & Son will guarantee a local 24-48 hour response time to take care of any equipment or service issues, both during the warranty period and after the warranty period

Replacement Automatic Door Operator Pneumatic Cylinder

2,298.00
x 1
2,298.00



Labor to disassemble automatic door operator, remove leaking pneumatic cylinder, install ne pneumatic cylinder, re-assemble and adjust door for proper closing

295.00
x 1
295.00

Subtotal 2,593.00
Total including tax **\$2,593.00**

2

Ida Public Library
Treasurer's Report
Aug-21

Bank Accounts

10013 IDA MAIN (Blackhawk)		778,194.42
	Income	264,982.90
	Expenses	91,788.63
10031 SULLIVAN (Blackhawk)		60,666.07
	Expense: Midland Mortgage	2,686.58
	Income: 111 W. Hurbut Rent	600.00
	Income: 312 N State Rent	10,800.00
	Income: Edison International Stocks	5,370.72

INVESTMENTS

20014 BLACKHAWK OH WRIGHT CD	3,009.83
20015 BLACKHAWK PATTON CD	4,019.72
10016 BLACKBURN TRUST	0.00
10017 EDISON INTERNATIONAL STOCKS	93,006.72
20018 BLACKHAWK ENDOWMENT	296,416.62
20019 BLACKHAWK RESERVE	129,138.62
10020 PNC DWYER CD	10,000.00
10021 PNC LIST CD	5,000.00
10024 DWYER NO ACTIVITY	0.00
Total INVESTMENTS	<u>\$ 540,591.51</u>

MEMORIAL FUNDS (PNC)

10023 B. WRIGHT, 10025 GEN. MEMORIAL, 10026 LIST, 10027 O. H. WRIGHT, 10028 PATTON, 10029 ROGERS 10024 Dwyer	6,066.24
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Ida Public Library

(6) cont'd

Statement of Financial Position

As of August 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10013 Ida Main (Blackhawk)	778,194.42
10031 Sullivan (Blackhawk)	60,666.07
20014 OH Wright CD (Blackhawk)	3,009.83
20015 Patton CD (Blackhawk)	4,019.72
20018 Endowment (Blackhawk)	296,416.62
20019 Reserve (Blackhawk)	129,138.62
INVESTMENTS	0.00
10016 BLACKBURN TRUST	0.00
10017 EDISON INTERNATIONAL STOCKS	93,006.72
10020 Dwyer CD (PNC)	10,000.00
10021 List CD (PNC)	5,000.00
Total INVESTMENTS	108,006.72
MEMORIAL FUNDS	2.02
10023 B. WRIGHT	5.23
10024 DWYER	348.37
10025 GEN. MEMORIAL	136.22
10026 LIST	3,589.97
10027 O. H. WRIGHT	432.74
10028 PATTON	783.61
10029 ROGERS	768.08
Total MEMORIAL FUNDS	6,066.24
PayPal Bank	0.00
Sweep Account	0.00
Total Bank Accounts	\$1,385,518.24

Ida Public Library

(2) cont'd

Statement of Financial Position

As of August 31, 2021

	TOTAL
Accounts Receivable	
13500 Accounts Receivable	926.12
Total Accounts Receivable	\$926.12
Other Current Assets	
10002 Building	22,120.00
10003 Equipment	41,263.98
11002 Building A/D	-148,587.08
11003 Equipment A/D	-12,590.74
12000 Prepaid Expense	2,643.34
13000 Property Tax Receivable	744,525.00
Total Other Current Assets	\$649,374.50
Total Current Assets	\$2,035,818.86
Fixed Assets	
10000 Land	181,150.00
10001 Capital Assets (net of depr)	768,999.00
Total Fixed Assets	\$950,149.00
Other Assets	
18000 Pension Items - IMRF	133,957.00
Total Other Assets	\$133,957.00
TOTAL ASSETS	\$3,118,924.86

6 cont'd

Ida Public Library

Statement of Financial Position

As of August 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	2,314.95
Total Accounts Payable	\$2,314.95
Other Current Liabilities	
19000 Deferred Outflows- OPEB	-12,451.00
20001 Compensated absences current	6,322.50
20010 Accounts Payable General	0.00
20500 Accrued Payroll	21,074.53
21001 Mortgage Loans Payable	14,267.74
21200 Prepaid Rent	9,900.00
28500 Deferred Inflows - OPEB	62,955.00
Total Other Current Liabilities	\$102,068.77
Total Current Liabilities	\$104,383.72
Long-Term Liabilities	
20101 Compensated Absences	3,262.91
21000 Deferred Revenues- Property Tax	744,525.00
21100 Mortgage Loans Payable LT	243,740.08
22000 net OPEB obligation	107,085.00
28000 Pension Items - IMRF LT	20,568.00
29000 Pension Liability -Net - IMRF	363,860.00
52000 Change in compensated absences	6,520.71
Total Long-Term Liabilities	\$1,489,561.70
Total Liabilities	\$1,593,945.42
Equity	
30000 Opening Balance Equity	5,849.86
32000 Restricted Net assets	1,091,633.86
Net Revenue	428,495.72
Total Equity	\$1,525,979.44
TOTAL LIABILITIES AND EQUITY	\$3,119,924.86

(6) cont'd

Bank Statement Reconciliation

Account Ida


Statement Ending Date: 8/31/2021

Unlisted Deposits	
Date	Amount
Total	\$0.00

Outstanding Checks	
	see list for checks
Total	\$26,130.80

Bank Statement Balance	\$804,325.22
Unlisted Deposits	\$0.00
Total	\$804,325.22
Outstanding Checks	\$26,130.80
Adjusted Bank Balance	\$778,194.42
Manual Check book balance	\$778,194.42
Diff between Adj Bank Bal & Ck book bal	\$0.00
Incode Reconciliation Balance	\$778,194.42
Diff between adj bank balance & Incode	\$0.00

Prepared By: John Morrissey Accountants

Approved: 

(6) cont'd

Account Blackhawk Endowment Bank Statement Reconciliation

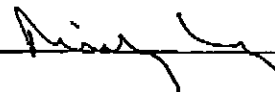
Statement Ending Date: 8/31/2021

Unlisted Deposits	
Date	Amount
Total	

Outstanding Checks	
Total	\$0.00

Bank Statement Balance	\$296,416.62
Unlisted Deposits	
Total	\$296,416.62
Outstanding Checks	\$0.00
Adjusted Bank Balance	\$296,416.62
Manual Check book balance	\$296,416.62
Diff between Adj Bank Bal & Ck book bal	\$0.00
Incode Reconciliation Balance	\$296,416.62
Diff between adj bank balance & Incode	\$0.00

Prepared By: John Morrissey Accountants

Approved: 

6 cont'd

Bank Statement Reconciliation

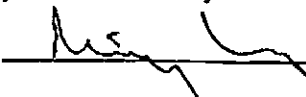
Account Blackhawk Reserve

Statement Ending Date: 8/31/2021

Unlisted Deposits	
Date	Amount
Total	

Outstanding Checks	
Total	\$0.00

Bank Statement Balance	\$129,138.62
Unlisted Deposits	
Total	\$129,138.62
Outstanding Checks	\$0.00
Adjusted Bank Balance	\$129,138.62
Manual Check book balance	\$129,138.62
Diff between Adj Bank Bal & Ck book bal	\$0.00
Incode Reconciliation Balance	\$129,138.62
Diff between adj bank balance & Incode	\$0.00

Prepared By: John Morrissey Accountants
 Approved: 

(6) cont'd

Bank Statement Reconciliation

Statement Ending Date: 8/31/2021

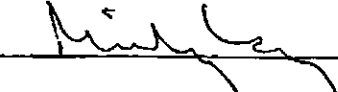
Account Memorial Funds

Unlisted Deposits	
Date	Amount
Total	

Outstanding Checks	
Total	\$0.00

Bank Statement Balance	\$6,066.24
Unlisted Deposits	
Total	\$6,066.24
Outstanding Checks	\$0.00
Adjusted Bank Balance	\$6,066.24
Manual Check book balance	\$6,066.24
Diff between Adj Bank Bal & Ck book bal	\$0.00
Incode Reconciliation Balance	\$6,066.24
Diff between adj bank balance & Incode	\$0.00

Prepared By: John Morrissey Accountants

Approved: 

6 cont'd

Ida Public Library

10031 Sullivan (Blackhawk), Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/15/2021

Reconciled by: Shannon McElroy

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	51,952.65
Checks and payments cleared (1)	-2,686.58
Deposits and other credits cleared (2)	11,400.00
Statement ending balance	60,666.07
Register balance as of 08/31/2021	60,666.07
Cleared transactions after 08/31/2021	0.00
Uncleared transactions after 08/31/2021	600.00
Register balance as of 09/15/2021	61,266.07

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/24/2021	Expense		Midland States Bank	-2,686.58
Total				-2,686.58

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/05/2021	Deposit			10,800.00
08/12/2021	Deposit			600.00
Total				11,400.00

Additional Information

Uncleared deposits and other credits after 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/07/2021	Deposit			600.00
Total				600.00

6

cont'd

Ida Public Library

20018 Endowment (Blackhawk), Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/15/2021

Reconciled by: Shannon McElroy

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	291,918.23
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	4,498.39
Statement ending balance	296,416.62

Register balance as of 08/31/2021 296,416.62

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/31/2021	Journal	77 RM		4,498.39
Total				4,498.39

6 cont'd

Ida Public Library

20019 Reserve (Blackhawk), Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/15/2021

Reconciled by: Shannon McElroy

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	128,840.88
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	297.74
Statement ending balance	129,138.62

Register balance as of 08/31/2021 129,138.62

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/31/2021	Journal	77 RM		297.74
Total				297.74

6 cont'd

Ida Public Library

MEMORIAL FUNDS, Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/17/2021

Reconciled by: Shannon McElroy

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	8,359.42
Checks and payments cleared (2)	-512.51
Deposits and other credits cleared (5)	219.33
Statement ending balance	8,066.24
Register balance as of 08/31/2021	6,066.24
Cleared transactions after 08/31/2021	0.00
Uncleared transactions after 08/31/2021	0.62
Register balance as of 09/17/2021	6,066.86

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/31/2021	Journal	SB		-293.31
08/24/2021	Journal	70 RM		-219.20
Total				-512.51

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/09/2021	Deposit			0.08
08/17/2021	Deposit			0.05
08/24/2021	Journal	70 RM		150.00
08/24/2021	Journal	70 RM		14.14
08/24/2021	Journal	70 RM		55.06
Total				219.33

Additional Information

Uncleared deposits and other credits after 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/10/2021	Deposit			0.09
09/13/2021	Deposit			0.53
Total				0.62

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21-Aug 21
		Notes	Budget	Actuals
10114	Wright CD Interest			
10115	Patton CD Interest			
10120	Dwyer CD Interest			\$0.53
10121	List CD Interest			\$0.25
40100	Appropriation		\$744,525.00	\$664,480.40
41200	Replacement Tax		\$39,000.00	\$0.00
41214	Friends		\$2,500.00	\$0.00
41215	Friends: Summer		\$3,500.00	\$0.00
41510	Other Grants	tech grant/back to books	\$7,432.00	\$7,432.00
41500	Per Capita Grant		\$37,738.00	\$0.00
41513	Women's Club Donation		\$100.00	\$100.00
41514	List Dividends/Interest		\$4,000.00	\$2,130.60
41515	Sullivan Dividends	goes in Sullivan account	\$23,500.00	\$22,148.77
41518	Gardening Grant		\$250.00	\$0.00
41524	Blackburn Interest		\$1,840.00	\$463.06
44750	Non Resident Fees		\$16,500.00	\$6,456.68
44770	Fines		\$4,000.00	\$1,753.39
48000	Interest on Memorial Funds		\$0.00	\$0.16
48001	Rent	goes in Sullivan account	\$18,000.00	\$13,200.00
49001	Fax		\$3,000.00	\$896.80
49002	Guest Pass		\$1,000.00	\$151.00
49004	Copy/Print (Print Release)		\$4,400.00	\$1,610.10
49005	Computer Card		\$100.00	\$20.00
49006	Replacement Card		\$100.00	\$25.00
49008	Headphones		\$0.00	\$8.00
49009	Lost/Damaged Materials		\$1,000.00	\$216.94
49010	Replacement Barcode		\$0.00	\$1.00
	GIFT/DONATION	sum of 3 accounts	\$2,500.00	\$542.34
49520	Restricted Gift/Donation	\$500 front door		
49530	Unrestricted Gift/Donation	\$ 42.34		
49540	Fund for IL Library Gift/Don	\$ -		
49501	Ida Merchandise		\$200.00	\$52.00
90002	Checking Interest		\$200.00	\$88.11
	Total Income		\$915,385.00	\$721,777.13
Expenses				
41005	Legal & Accounting		\$6,000.00	\$3,722.50

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21-Aug 21
		Notes	Budget	Actuals
41006	Audit		\$7,500.00	\$0.00
41215	Friends Summer Spending		\$3,500.00	\$2,437.66
41520	Aged/Benevolent Home Spending	grant rec'd before Apr 2021	\$2,200.00	\$0.00
41530	Game Guild Grant Spending	\$10,720 reimbursement available	\$0.00	\$6,390.78
41540	Gardening Grant Spending		\$250.00	\$32.46
		PER CAPITA		
41551	Per capita: Collection		\$18,899.00	\$346.27
41552	Per Capita: Personnel	preK programmer	\$15,539.00	\$0.00
41553	Per Capita: Outsourcing	eread/exp learning/tumble	\$3,300.00	\$3,338.56
		PERSONNEL		
50100	Director		\$55,500.00	\$15,989.83
50200	Staff		\$380,500.00	\$124,268.60
51100	FICA/Medicare		\$33,320.00	\$10,227.67
51200	IMRF		\$45,839.00	\$11,932.62
51300	Employee Health Insurance	7 people on it	\$54,588.00	\$15,526.38
51302	Timeclock (ADP)		\$2,400.00	\$645.00
51301	Deductible		\$2,000.00	
51519	Staff Meetings		\$1,200.00	\$391.94
51520	Staff Education		\$200.00	\$48.46
		PUBLIC RELATIONS		
51569	Outreach		\$800.00	\$306.37
51570	Hospitality		\$500.00	\$167.91
51571	Merchandise Expense		\$500.00	
51572	Advertising		\$2,500.00	\$454.34
51561	Bank Fees		\$325.00	\$131.12
51564	Printing		\$500.00	\$21.25
51565	Postage		\$600.00	\$110.00
51566	Professional Expenses		\$3,000.00	\$2,202.20
51567	Board Training		\$100.00	
		PROPERTIES		
60100	Building Maintenance & Supplies		\$43,738.00	\$11,203.29
60101	Rental Property Expenses		\$3,000.00	

Ida Public Library Budget YTD Budget vs Actuals

7 cont'd

		Notes	May 21 - Apr 22 Budget	May 21-Aug 21 Actuals
60102	Property Taxes	no more expense for year	\$4,000.00	\$3,758.74
60103	Mortgage	pd from Sullivan account	\$32,000.00	\$17,852.21
	ONLINE & COMPUTER			
62301	Tech-Annual Costs		\$5,000.00	\$1,649.00
62302	Tech-Hardware		\$15,000.00	\$5,497.84
62303	Tech-Software		\$6,750.00	
62304	Tech - IT Company		\$24,000.00	\$6,124.00
62305	Service Subscriptions	zoom/cc/adobe	\$1,000.00	\$342.40
62351	Consortium		\$20,500.00	\$5,112.00
62352	Databases	proquest	\$4,000.00	
63000	Utilities		\$12,000.00	\$3,126.23
64100	Machine Rent	fax line	\$500.00	\$72.96
68000	Insurance		\$18,000.00	\$1,138.00
70200	Library Supplies		\$18,000.00	\$4,001.77
	BOOKS			
73100	List Books		\$2,912.00	\$2,140.61
73125	List Memorial		\$1,000.00	\$170.13
73101	Young Adult		\$5,000.00	\$3,368.30
73102	Y Spanish		\$2,000.00	\$953.47
73103	Y Non Fiction		\$4,000.00	\$2,294.40
73104	Y Easy Reader		\$2,000.00	\$1,367.58
73105	Y Fiction		\$4,000.00	\$1,390.53
73106	A Fiction	5000 from per cap	\$500.00	\$499.87
73107	A Non Fiction	2700 from per cap	\$300.00	\$299.77
73108	A Large Print	4900 from per cap	\$100.00	\$71.37
73109	A Spanish		\$1,000.00	\$496.77
73110	A Audio		\$1,000.00	\$9.99
73111	Blackburn Books		\$200.00	\$186.27
73112	Sullivan Books		\$200.00	\$181.53
73113	YA Non Fiction		\$2,000.00	\$330.30
73114	Y Picture Books		\$5,000.00	\$1,784.25
73116	Grant Books	Back to Books	\$3,800.00	\$3,893.97
73117	Donation Books		\$200.00	\$182.94
73200	Periodicals		\$3,000.00	\$2,078.94
	Audio - Visual			

7 cont'd

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21-Aug 21
		Notes	Budget	Actuals
73301	A-V CD		\$1,000.00	\$101.04
73302	A-V Y DVD	550 from per cap	\$1,450.00	\$18.84
73303	A-V A DVD	5750 from per cap	\$250.00	\$229.50
73304	Electronic Materials		\$20,000.00	\$8,562.81
	PROGRAMMING			
73401	Programming Adult		\$2,000.00	\$191.03
73403	Programming Youth		\$2,000.00	\$784.03
73404	Local History		\$500.00	\$150.00
73405	Hometown Christmas	Increase with rmdr of Summer Reading (\$785)	\$400.00	
73406	Community Garden		\$200.00	
73407	Trunk or Treat		\$325.00	\$63.90
90000	Misc			\$0.11
	Total Expenses		\$915,385.00	\$290,372.61



INSURANCE PROGRAM RENEWAL INFORMATION (10/10/2021-10/10/2022)

NAMED INSURED: Ida Public Library

MAILING ADDRESS: 320 N. State St.
Belvidere, IL 61008

LOCATION ADDRESS: 320 N. State St.
Belvidere, IL 61008

312 N. State St.
Belvidere, IL 61008

117 W. Hurlbut Ave.
Belvidere, IL 61008

111 W. Hurlbut Ave.
Belvidere, IL 61008

CONTACTS: Mindy Long

COVERAGES: Property Insurance
General Liability
Business Auto
Umbrella Liability
Workers Compensation

EFFECTIVE DATE: 10/10/2021-10/10/2022

AGENCY NAME/CONTACTS: Kamm Insurance Group
Estelle Markham
Megan Medders

INSURERS: Hanover Insurance Group

PROPERTY INSURANCE

Term: 10/10/2021-10/10/2022

Carrier: Hanover Insurance Group

Policy #: ZCD721482

Location: 320 N. State St., Belvidere, IL 61008

<u>\$3,683,680</u>	(\$3,867,864)	Building Limit
<u>\$2,191,840</u>	(2,301,432)	Business Personal Property (Furnishings and Collection)
<u>12 Months/ALS</u>		Business Income w/Extra Expense
<u>\$1,000,000</u>		Earthquake (\$25K Deductible)\
<u>\$1,000,000</u>		Flood (\$25K Deductible)

Location: 312 N. State St., Belvidere, IL 61008

<u>\$624,000</u>	(\$655,200)	Building Limit
<u>12 Months/ALS</u>		Business Income w/Extra Expense
<u>\$500,000</u>		Earthquake (\$25K Deductible)
<u>\$500,000</u>		Flood (\$25K Deductible)

Location: 111 Hurlbut Ave., Belvidere, IL 61008

<u>\$224,640</u>	(\$235,872)	Building Limit
<u>12 Months/ALS</u>		Business Income w/Extra Expense
<u>\$200,000</u>		Earthquake (\$25K Deductible)
<u>\$200,000</u>		Flood (\$25K Deductible)

Included Machinery Breakdown

Included Sewer/Drain Back-Up

FEATURES:

- \$1,000 Deductible
- Special Form including coverage for theft
- Replacement Cost Valuation
- Gold Property Broadening Endorsement

\$100,000 Employee Dishonesty

\$50,000 Forgery/Alteration

\$50,000 Cyber Liability

\$10,000 Data Breach

GENERAL LIABILITY INSURANCE

Term: 10/10/2021-10/10/2022
Carrier: Hanover Insurance Group

Policy #: ZDCD721482

LIMITS

\$1,000,000
\$2,000,000
\$2,000,000
\$1,000,000
\$1,000,000
\$ 100,000
\$ 10,000

COVERAGES

Occurrence Limit
Policy Annual Aggregate Limit
Products and Completed Operations Aggregate Limit
Personal and Advertising Liability Limit/Aggregate
Sexual Misconduct Liability
Fire Damage Legal Liability
Medical Expenses Any One Person

FEATURES:

Occurrence Form
Broadening Endorsement includes
Additional Insured, Primary/Non-Contributory and
Waiver of Subrogation by Contract

EMPLOYEE BENEFITS LIABILITY – Claims Made

- Aggregate Limit \$1,000,000
- Each Claim Limit: \$1,000,000
- Deductible/Each Claim: \$1,000

BUSINESS AUTO INSURANCE

Term: 10/10/2021-10/10/2022
Carrier: Hanover Insurance Group
Policy #: ZDCD721482

LIMITS

\$1,000,000

COVERAGES

Hired/Non-Owned Liability

Protects library for suits from a third party involving library staff using their personal autos for library business. Their auto insurance is primary for damage to their vehicles so copies of their personal auto insurance cards should be secured.

WORKERS COMPENSATION INSURANCE

Term: 10/10/2021-10/10/2022

Carrier: Hanover Insurance Group

Policy #: WDCD713042

Coverage A: IL - Statutory

Coverage B: Employer's Liability
Bodily Injury By Accident \$ 500,000 Each Accident
Bodily Injury By Disease \$ 500,000 Policy limit
Bodily Injury By Disease \$ 500,000 Each Employee

STATE	CLASS CODE	DESCRIPTION	ESTIMATED PAYROLL
IL	8810	CLERICAL OFFICE EMPLOYEES	434,080
IL	9101	ALL OTHER-CUSTODIAL	15,860

ESTIMATED PREMIUM SUBJECT TO FINAL AUDIT

UMBRELLA LIABILITY INSURANCE

Term: 10/10/2021-10/10/2022
Carrier: Hanover Insurance Group
Policy #: UHCD713033

LIMITS

\$1,000,000

\$ 0

COVERAGES

Combined Single Limit Each Occurrence
& General Aggregate

Self-Insured Retention

FEATURES:

Occurrence Form

UNDERLYING COVERAGE:

General Liability
Employee Benefit Liability
Hired/Non-Owned Auto
Workers Compensation (Employers Liability)

5 cont'd

IDA PUBLIC LIBRARY

PREMIUM SUMMARY

COVERAGE	HANOVER PREMIUM 2020 - 2021	HANOVER PREMIUM 2021-22 (WITH EXPIRING LIMITS)	HANOVER PREMIUM 2021-22 (WITH INCREASED LIMITS)*
Commercial Package	12,760	13,638	13,937
Business Auto - Hired/Non-Owned	Included	Included	Included
Umbrella Liability	825	879	879
Workers Compensation (Accident Fund)	1,693	1,967	1,967
TOTAL	\$15,278	\$ 16,484	\$ 16,783

*ALTERNATE PROPERTY LIMITS WERE SHOWN IN PARENTHESES ON THE PROPERTY PAGE.

THIS SUMMARY IS NOT ALL INCLUSIVE. ADDITIONAL COVERAGES ARE INCLUDED AND ALL TERMS ARE SUBJECT TO POLICY TERMS AND PROVISIONS.

ESTELLE MARKHAM
 KAMM INSURANCE GROUP
 300 S. WACKER DR., SUITE 1000
 CHICAGO, IL 60606
EMARKHAM@KAMMGROUP.COM
 312-425-2359
 9/9/21