

Building and Grounds Committee Meeting

NOTES

February 16, 2022 4:30 PM

1. **Call to Order/Roll Call –**
2. **Public comment -**
3. **Approval of Minutes - NA**
4. **Old Business**

a) **Items in Progress**

1. **Elevator- Waiting on Otis. Update**

The work will begin on February 28th and the elevator will be shut down for three weeks.

2. **National Registry of Historic places – Mindy is working on the Application. Update. Jeff Ernest is helping with the technical parts of the application. Update.**

Waiting on Jeff Ernest

3. **Rental Properties – Any concerns**

The risk of our insurance company has conducted an inspection of the church. Waiting for the report.

4. **Fire drill will be held at a future date – Fire Dept. will assist. Update**

Not yet – Belina Garza will be responsible for scheduling.

5. **CPR classes – we are on the waiting list. Update**

Not –yet – Belina Garza will be scheduling.

6. **Stretcher for evacuation has been ordered. Update**

It has been delivered.

7. **The Evacuation Plan will be given to the new Assistant Director to complete. Status Report**

Not yet – Belina Garza is working on the plan.

8. **New item concerning our vacant land. The empty lots are two different zones and no structures can be built there until it is rezoned. We cannot build anything on the 111 Hurlbut address at the present time due to zoning. Mindy is working on rezoning and seeking assistance from the State Plate Act. Status Report**

CES Engineering Company will check on the State Plate Act and get back to us.

9. **The Bookmobile Status Report on Repairs. New date for the Ribbon Cutting**

The Bookmobile is in the shop (Scott's RV) in Rockford. Minor repairs-should be completed in two weeks. Harder's Sign Company will do the Lettering. Ribbon Cutting will be scheduled when the repairs and Lettering are completed.

5. **On Hold – Not urgent**

a) **Madison Street Stairs** – No final decision. The Live and Learn Grant could possibly pay for one-half of the cost. Mindy has been talking with Jeff Ernest about the design

b) **State Street Doors**

c) **Ramp suggestions** – This may be tied in with the eventual construction on the Madison Street side

- d) Accessibility door switch needed repair again. Working- continue to monitor the situation.**
- e) Downstairs door bar also sticking. OK WD40 has helped. We should have a closing check list for the staff.**

6. Next Meeting March 16, 2022 4:30 PM (Suggested time)

7. Meeting adjourned at 5:15 PM

IDA PUBLIC LIBRARY
SECURITY CAMERA POLICY

SECURITY CAMERAS

Ida Public Library uses security cameras for the safety and security of library users, staff and property. The primary purpose of security cameras is to discourage violations of the Library Code of Conduct, assist library staff in preventing violations, and when necessary, provide law enforcement assistance in apprehension and prosecution of offenders.

PUBLIC NOTICE

This policy shall serve as notice of recording activity in the public areas of the library property. The surveillance camera locations will not be shared or marked within the library for security purposes.

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

- Video recording cameras will be used in public spaces of the library to discourage criminal activity and violations of the Library Code of Conduct. Audio recording will not be used.
- Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as parking lots, entrances, seating areas, service desks and areas prone to theft or misconduct.
- Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- Signage will be posted at entrances to the library informing the public and staff that security cameras are in use.
- Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The library is not responsible for loss of property or personal injury.
- Recorded data is confidential and secured in a controlled area. Access to live feeds or recorded video data is limited to authorized library staff as designated by the Library Director.

USE/DISCLOSURE OF VIDEO RECORDINGS

- Access to footage is allowed by law enforcement when pursuant to a subpoena, court order, or as determined by the Library Administration.
- Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.
- In situations involving banned patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

- Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.
- Requests to view and/or export video footage shall be reviewed by Library Administration for compliance with the Library Records Confidentiality Act. As permitted in the Freedom of Information Act, Library Administration shall attempt to redact any images exempt from disclosure.
- A breach of this policy by library employees may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach has a responsibility to immediately inform the Library Director.

DISCLAIMER OF RESPONSIBILITY

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Ida Public Library's official website. Questions from the public may be directed to Library Administration.

The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Ida Public Library
Policy on Photographing
and Recording on Library Premises

The Ida Public Library is a public facility and a person's presence may be recorded or become publicly known while on library property.

1. Photographing, filming, and audio recording of library programs is permitted provided that permission has been granted in advance by the presenter or the owner of any copyrighted material.
2. Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment are used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, doors, or exits.
3. Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.
4. The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy.
5. Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.
6. The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

IDA PUBLIC LIBRARY
PROGRAMMING POLICY

Programming is an integral part of library service. It supports the library's overall mission of connecting people with the world of ideas and information by offering presentations of an educational, informational, entertainment, cultural, or civic nature. These programs:

- Promote reading and literacy
- Introduce patrons and non-users to library resources
- Provide opportunities for personal growth, enrichment, and education
- Expand the visibility of the library as a valuable community resource
- Help to foster a sense of community

Attendance and participation may be limited based on age, especially programs intended for a specific age group that are geared towards their interests, abilities, and developmental needs.

PROGRAMS

Library programs are chosen by staff for their relevance to community needs or interest, popular appeal, and suitability for a general audience. Programs are offered for all ages to meet the needs and interest of our community as set forth in our mission statement. Presenters are chosen for their proven or unique expertise and public performance experience. The booking of a presenter or performer does not imply library endorsement of the content of the program.

Library-sponsored presentations must be information and product neutral. No goods or services, including attendees' names and/or contact information, may be solicited or sold, with the exception of books or music at author or performer events, during the program or presentation. The library does not offer programs of a commercial nature, including but not limited to presentations offered for free but with the intention of soliciting future business.

The library may offer a program in partnership with another community organization. That group will work with library staff to plan and promote the program. Library programs may occur on- or offsite. Programs are generally offered free of charge, but a valid Ida Public Library card may be required for some programs and Ida Public Library cardholders may be given preference for high-demand programs or those with limited sizes.

GROUPS

Due to library capacity and staffing limitations, any groups (including but not limited to preschools, schools, day care centers, senior centers, etc.) wishing to attend will only be admitted if there is space available at the time of the program.

REGISTRATION

Registration may be required for certain programs. Every person registering for a program will be required to provide a telephone number and/or email address at which the library can contact them in the event of a cancellation or schedule change. Library reserves the right to require registration with or without an Ida Public Library card for any program at its discretion.

CANCELLATION

- By the library: Programs may be cancelled by the library for a number of reasons such as severe weather, absence of the presenter, or low registration. In the event a program is cancelled, efforts will be made to let the public know and registered participants will be notified. Cancelled programs are not automatically re-scheduled.
- By the patron: Patrons who are registered for an event they cannot attend are asked to cancel their registration at least 24 hours in advance.
- Late Arrival: Attendees are expected to be on time for all programs. Those who arrive 10 minutes or more after the program start time may be denied access after that time, and their spot may be given away to people on the waiting list.

SPECIAL ACCOMMODATIONS

Patrons who require special accommodations should contact the library at least ten business days prior to a scheduled program.

RECORDING OF PROGRAMS

While photography and videography in the library is generally allowed, limitations may apply at programs and events based upon contract and copyright restrictions with the presenters. Attendees should discuss their desire to photograph or record a program or event in advance with the appropriate library staff. Library staff may also photograph or otherwise record library programs for promotional purposes. See the full Photography and Video Policy for details.

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21 - Feb 22
		Notes	Budget	Actuals
10114	Wright CD Interest		\$0.00	\$0.18
10115	Patton CD Interest		\$0.00	\$0.24
10120	Dwyer CD Interest		\$0.00	\$1.57
10121	List CD Interest		\$0.00	\$0.76
40100	Appropriation	last pymt due 11/21	\$744,525.00	\$746,205.54
41200	Replacement Tax		\$39,000.00	\$0.00
41214	Friends		\$2,500.00	\$0.00
41215	Friends: Summer		\$3,500.00	\$0.00
41500	Per Capita Grant		\$37,738.00	\$37,737.88
41505	Game Guild Grant	Partial Reimbursement	\$0.00	\$6,390.78
41510	Other Grants	tech grant/back to books/erate	\$7,432.00	\$12,232.00
41513	Women's Club Donation		\$100.00	\$100.00
41514	List Dividends/Interest		\$4,000.00	\$4,321.50
41515	Sullivan Dividends	goes in Sullivan account	\$23,500.00	\$24,687.29
41517	Aged/Benevolent Grant		\$0.00	\$2,357.79
41518	Gardening Grant		\$250.00	\$0.00
41524	Blackburn Interest		\$1,840.00	\$1,389.18
44750	Non Resident Fees		\$16,500.00	\$11,994.38
44770	Fines		\$4,000.00	\$3,563.22
48000	Interest on Memorial Funds		\$0.00	\$0.46
48001	Rent	goes in Sullivan account	\$18,000.00	\$16,800.00
49000	Other		\$0.00	\$0.00
49001	Fax		\$3,000.00	\$1,807.10
49002	Guest Pass		\$1,000.00	\$457.00
49003	History Book		\$0.00	\$20.00
49004	Copy/Print (Print Release)		\$4,400.00	\$4,237.55
49005	Computer Card		\$100.00	\$35.00
49006	Replacement Card		\$100.00	\$45.00
49008	Headphones		\$0.00	\$17.00
49009	Lost/Damaged Materials		\$1,000.00	\$515.77
49010	Replacement Barcode		\$0.00	\$1.00
49015	Bookmobile	3 CD's cashed in & bricks	\$0.00	\$17,655.97
49020	Front Door	\$500 Ferguson donation & Cozy Box	\$0.00	\$725.00
	GIFT/DONATION	sum of 3 accounts	\$2,500.00	\$960.57
49520	Restricted Gift/Donation	\$500 Day memorial		
49530	Unrestricted Gift/Donation	\$ 460.57		\$100 set aside for Trunk or Treat

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22 Budget	May 21 - Feb 22 Actuals
		Notes		
49540	Fund for IL Library Gift/Don	\$ -		
49501	Ida Merchandise		\$200.00	\$251.00
90002	Checking Interest		\$200.00	\$246.37
	Total Income		\$915,385.00	\$894,757.10
Expenses				
41005	Legal & Accounting		\$6,000.00	\$5,890.50
41006	Audit		\$7,500.00	\$6,980.00
41215	Friends Summer Spending	\$785 shifted to Hometown Xmas	\$2,715.00	\$2,714.69
41520	Aged/Benevolent Home Spending	grant rec'd before Apr 2021	\$2,200.00	\$0.00
41523	Sullivan Spending	Annual Sullivan \$ in Main Account	\$19,204.00	\$694.01
41530	Game Guild Grant Spending	\$10,720 total grant \$6390.78 reimbursed 12/21	\$0.00	\$6,502.15
41540	Gardening Grant Spending		\$250.00	\$250.98
	PER CAPITA			
41551	Per capita: Collection	\$1950 bookmobile	\$18,899.00	\$7,779.84
41552	Per Capita: Personnel	preK programmer	\$15,539.00	\$6,912.00
41553	Per Capita: Outsourcing	eread/exp learning/tumble	\$3,300.00	\$3,338.56
	PERSONNEL			
50100	Director		\$55,500.00	\$40,192.22
50200	Staff		\$380,500.00	\$280,927.48
51100	FICA/Medicare		\$33,320.00	\$22,865.91
51200	IMRF		\$45,839.00	\$29,785.48
51300	Employee Health Insurance	6 people on it	\$54,588.00	\$44,744.58
51302	Timeclock (ADP)		\$2,400.00	\$1,921.50
51301	Deductible		\$2,000.00	\$0.00
51519	Staff Meetings		\$1,200.00	\$1,097.97
51520	Staff Education		\$200.00	\$48.46
	PUBLIC RELATIONS			
51569	Outreach		\$800.00	\$414.86
51570	Hospitality		\$500.00	\$203.91
51571	Merchandise Expense		\$500.00	\$250.64
51572	Advertising		\$2,500.00	\$1,304.34
51561	Bank Fees		\$325.00	\$291.74

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21 - Feb 22
		Notes	Budget	Actuals
51564	Printing		\$500.00	\$234.77
51565	Postage		\$600.00	\$307.20
51566	Professional Expenses		\$3,000.00	\$2,954.15
51567	Board Training		\$100.00	\$0.00
51575	BOOKMOBILE	start up costs	\$0.00	\$3,742.56
51580	Bookmobile Collection	\$772 list books \$3200 10% book "cushion" note: \$1950 in per capita	\$3,972.00	\$15,726.86
51585	Bookmobile Insurance		\$0.00	\$2,734.00
51590	Bookmobile Operating Expenses		\$0.00	\$309.70
	PROPERTIES			
60100	Building Maintenance & Supplies		\$43,738.00	\$26,581.14
60101	Rental Property Expenses		\$3,000.00	\$1,555.57
60102	Property Taxes	no more expense for year	\$4,000.00	\$3,758.74
60103	Mortgage	pd from Sullivan account	\$32,000.00	\$26,094.22
	ONLINE & COMPUTER			
62301	Tech-Annual Costs		\$5,000.00	\$6,745.00
62302	Tech-Hardware		\$15,000.00	\$5,497.84
62303	Tech-Software		\$6,750.00	\$3,018.15
62304	Tech - IT Company		\$24,000.00	\$13,996.00
62305	Service Subscriptions	zoom/cc/adobe	\$1,000.00	\$1,189.64
62351	Consortium		\$20,500.00	\$15,835.00
62352	Databases	proquest	\$4,000.00	\$2,926.81
63000	Utilities		\$12,000.00	\$13,857.46
64100	Machine Rent	fax line	\$500.00	\$72.96
68000	Insurance		\$18,000.00	\$20,241.00
70200	Library Supplies		\$18,000.00	\$10,848.53
	BOOKS			
73100	List Books	\$772 bookmobile	\$2,140.00	\$2,140.61
73125	List Memorial	3 memorials remaining	\$1,000.00	\$401.13
73101	Young Adult		\$4,500.00	\$4,154.92
73102	Y Spanish		\$1,800.00	\$1,334.64
73103	Y Non Fiction		\$3,600.00	\$3,443.13
73104	Y Easy Reader		\$800.00	\$1,795.91
73105	Y Fiction		\$3,600.00	\$2,882.08

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21 - Feb 22
		Notes	Budget	Actuals
73106	A Fiction	4450 from per cap	\$500.00	\$499.87
73107	A Non Fiction	2400 from per cap	\$300.00	\$299.77
73108	A Large Print	4400 from per cap	\$100.00	\$100.00
73109	A Spanish		\$900.00	\$874.77
73110	A Audio		\$900.00	\$653.82
73111	Blackburn Books		\$200.00	\$186.27
73112	Sullivan Books		\$200.00	\$181.53
73113	YA Non Fiction		\$1,800.00	\$1,123.64
73114	Y Picture Books		\$4,500.00	\$2,988.05
73116	Grant Books	Back to Books	\$3,800.00	\$3,933.31
73117	Donation Books		\$200.00	\$182.94
73200	Periodicals	\$700 increase	\$3,700.00	\$4,020.56
	Audio - Visual			
73301	A-V CD		\$900.00	\$522.70
73302	A-V Y DVD	550 from per cap	\$1,250.00	\$461.12
73303	A-V A DVD	5150 from per cap	\$250.00	\$250.00
73304	Electronic Materials		\$20,000.00	\$17,560.24
	PROGRAMMING			
73401	Programming Adult		\$2,000.00	\$2,452.24
73403	Programming Youth		\$2,000.00	\$1,440.78
73404	Local History		\$500.00	\$150.00
73405	Hometown Christmas	Increase by \$785 Summer	\$1,185.00	\$1,076.12
73406	Community Garden		\$200.00	\$0.00
73407	Trunk or Treat	Increase by \$100 donation	\$325.00	\$579.35
90000	Misc			\$7.86
	Total Expenses		\$934,589.00	\$699,036.48

Other Expenditures

90004	Emergency Reserve Spending	\$90,011.30
	Total Other Expenditures	\$90,011.30

Reserve	Bookmobile Purchase	from Reserve acct	\$41,000.00
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Ida Public Library

Statement of Activity

May 2021 - February 2022

	TOTAL
Revenue	
10114 Wright CD Interest	0.18
10115 Patton CD interest	0.24
10120 Dwyer CD interest	1.57
10121 List CD interest	0.76
40100 Appropriation	746,205.54
41500 Grants Per Capita R	37,737.88
41505 Game Guild Grant R	6,390.78
41510 Other Restricted Grants	12,232.00
41513 Woman's Club Donation R	100.00
41514 List fund Dividends/interest R	4,321.50
41515 Sullivan Dividends	26,330.98
41517 Aged/Benevolent Home Grant R	2,357.79
41524 Blackburn interest	3,211.10
44750 Non-resident	11,994.38
44770 Fines	3,563.22
48000 Interest from Memorial Funds	0.46
48001 Rent	15,000.00
49001 Fax/Copies	1,807.10
49002 Guest Passes	457.00
49003 History book	20.00
49004 Print release	4,237.55
49005 Computer card	35.00
49006 Replacement card	45.00
49008 Headphones	17.00
49009 Lost/damaged items	515.77
49010 Replacement barcodes	1.00
49015 Bookmobile	626.00
49020 Front Door	725.00
49500 Gift/Donations	0.00
49520 Restricted Gifts and Donations	500.00
49530 Unrestricted Gifts and Donations	460.57
Total 49500 Gift/Donations	960.57
49501 Ida Merchandise	251.00
49700 Unrealized gains and losses	1,386.46
90001 Credit card income	708.25
90002 Checking Interest	0.00
Total Revenue	\$881,241.08
GROSS PROFIT	\$881,241.08
Expenditures	
41005 Accounting Fees	5,892.50

Ida Public Library

Statement of Activity

May 2021 - February 2022

	TOTAL
41006 Audit	6,980.00
41215 Friends Summer Spending	2,714.69
41523 Sullivan Spending	694.01
41530 Game Guild Grant Spending	6,502.15
41540 Gardening Grant Spending	250.98
41550 Per Capita Spending	
41551 Per Capita Spending - Collection	7,779.84
41552 Per Capita Spending - Personnel	6,912.00
41553 Per Capita Spending - Outsourcing	3,338.56
Total 41550 Per Capita Spending	18,030.40
50100 Director	39,259.01
50200 Staff	275,994.58
51100 FICA/Medicare	22,477.53
51200 IMRF	29,785.48
51300 Employee Health Insurance	44,744.58
51302 Timeclock (ADP)	1,921.50
51519 Staff Meetings	1,097.97
51520 Staff training/continuing Ed	48.46
51560 PR	
51569 Outreach	414.86
51570 Hospitality	203.91
51571 Merchandise expenses	250.64
51572 Advertising	1,304.34
Total 51560 PR	2,173.75
51561 Bank Fees	291.74
51564 Printing	234.77
51565 Postage	307.20
51566 Professional Expenses	2,954.15
51575 Bookmobile Spending	3,742.56
51580 Bookmobile Collection	15,726.86
51585 Bookmobile Insurance	470.51
51590 Bookmobile Operating Expenses	309.70
Total 51575 Bookmobile Spending	20,249.63
60100 Bldg.Maint.&Sup	26,581.14
60101 Rental Property Expenses	1,555.57
60102 Property tax paid	3,758.74
60103 Mortgages	697.25
Total 60100 Bldg.Maint.&Sup	32,592.70
62301 Tech-Annual Costs	6,745.00
62302 Tech- Hardware	5,497.84

Ida Public Library

Statement of Activity

May 2021 - February 2022

	TOTAL
62303 Tech- software	3,018.15
62304 Tech- IT Company	13,996.00
62305 Service subscriptions	1,189.64
62351 LLSAP/Consortium	14,244.60
62352 Databases	2,926.81
63000 Utilities	13,857.46
64100 Machine Rent	72.96
68000 Insurance	15,998.55
69800 *Uncategorized Expenses	35.79
70200 Office Supplies	10,848.53
73000 List Expenses	
73100 List Books	2,140.61
73125 List Memorial	401.13
Total 73000 List Expenses	2,541.74
73101 Books Y YA	4,154.92
73102 Books Y Spanish	1,334.64
73103 Books Y Non-Fic	3,443.13
73104 Books Y Easy Read	1,795.91
73105 Books Y Fiction	2,882.08
73106 Books A Fiction	499.87
73107 Books A Non-fic	299.77
73108 Books A LP	100.00
73109 Books A Spanish	874.77
73110 Books Audio Adult	653.82
73111 Blackburn Books	186.27
73112 Sullivan Books	181.53
73113 Y YA NF	1,123.64
73114 Books Y Picture	2,988.05
73116 Books Grant	3,933.31
73117 Books Donation	182.94
73200 Periodicals	4,020.56
73301 A-V CDs	522.70
73302 A-V Y DVDs	461.12
73303 A-V A DVDs	250.00
73304 Electronic Materials	15,069.82
73401 Programming Adult	2,452.24
73403 Programming Youth	1,440.78
73404 Local History	150.00
73405 Hometown Christmas	1,076.12
73407 Trunk or Treat	579.35
90000 misc	7.86

Ida Public Library

Statement of Activity

May 2021 - February 2022

	TOTAL
90008 Mortgage Interest Paid (deleted)	0.00
Total Expenditures	\$656,836.05
NET OPERATING REVENUE	\$224,405.03
Other Revenue	
11000 Investment Income	229.66
Total Other Revenue	\$229.66
Other Expenditures	
90004 Emergency Reserve Spending	90,011.30
90006 Mortgage Interest	9,595.25
90010 Depreciation Expense	11,791.42
Total Other Expenditures	\$111,397.97
NET OTHER REVENUE	\$-111,168.31
NET REVENUE	\$113,236.72

Ida Public Library

Statement of Financial Position

As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10013 Ida Main (Blackhawk)	446,618.70
10031 Sullivan (Blackhawk)	52,328.80
20014 OH Wright CD (Blackhawk)	0.00
20015 Patton CD (Blackhawk)	0.00
20018 Endowment (Blackhawk)	278,721.58
20019 Reserve (Blackhawk)	89,166.58
INVESTMENTS	0.00
10016 BLACKBURN TRUST	0.00
10017 EDISON INTERNATIONAL STOCKS	101,979.36
10020 Dwyer CD (PNC)	0.00
10021 List CD (PNC)	5,000.00
Total INVESTMENTS	106,979.36
MEMORIAL FUNDS	0.00
10023 B. WRIGHT	5.23
10024 DWYER	349.41
10025 GEN. MEMORIAL	138.54
10026 LIST	3,590.48
10027 O. H. WRIGHT	432.74
10028 PATTON	783.61
10029 ROGERS	768.08
Total MEMORIAL FUNDS	6,068.09
PayPal Bank	0.00
Sweep Account	0.00
Total Bank Accounts	\$979,883.11

Ida Public Library

Statement of Financial Position

As of February 28, 2022

	TOTAL
Accounts Receivable	
13500 Accounts Receivable	1,821.92
Total Accounts Receivable	1,821.92
Other Current Assets	
10002 Building	22,120.00
10003 Equipment	82,263.98
11002 Building A/D	-148,587.08
11003 Equipment A/D	-12,590.74
12000 Prepaid Expense	18,472.78
13000 Property Tax Receivable	744,525.00
Total Other Current Assets	706,203.94
Total Current Assets	1,687,908.97
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	2,772,014.97

Ida Public Library
Statement of Financial Position
As of February 28, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	6,749.47
Total Accounts Payable	\$6,749.47
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	0.00
21001 Mortgage Loans Payable	3,656.86
21200 Prepaid Rent	4,500.00
28500 Deferred Inflows - OPEB	62,955.00
Total Other Current Liabilities	\$64,983.36
Total Current Liabilities	\$71,732.83
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	\$1,561,294.53
Equity	
30000 Opening Balance Equity	5,849.86
32000 Restricted Net assets	1,091,633.86
Net Revenue	113,236.72
Total Equity	\$1,210,720.44
TOTAL LIABILITIES AND EQUITY	\$2,772,014.97

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21 - Mar 22
		Notes	Budget	Actuals
10114	Wright CD Interest		\$0.00	\$0.18
10115	Patton CD Interest		\$0.00	\$0.24
10120	Dwyer CD Interest		\$0.00	\$1.57
10121	List CD Interest		\$0.00	\$0.67
40100	Appropriation	last pymt due 11/21	\$744,525.00	\$746,205.54
41200	Replacement Tax		\$39,000.00	\$0.00
41214	Friends		\$2,500.00	\$0.00
41215	Friends: Summer		\$3,500.00	\$0.00
41500	Per Capita Grant		\$37,738.00	\$37,737.88
41505	Game Guild Grant	Partial Reimbursement	\$0.00	\$6,475.73
41510	Other Grants	tech grant/back to books/erate	\$7,432.00	\$12,232.00
41513	Women's Club Donation		\$100.00	\$100.00
41514	List Dividends/Interest		\$4,000.00	\$4,321.50
41515	Sullivan Dividends	goes in Sullivan account	\$23,500.00	\$24,687.29
41517	Aged/Benevolent Grant		\$0.00	\$2,357.79
41518	Gardening Grant		\$250.00	\$0.00
41524	Blackburn Interest		\$1,840.00	\$1,389.18
44750	Non Resident Fees		\$16,500.00	\$13,330.14
44770	Fines		\$4,000.00	\$3,727.82
48000	Interest on Memorial Funds		\$0.00	\$0.46
48001	Rent	goes in Sullivan account	\$18,000.00	\$17,400.00
49000	Other		\$0.00	\$0.00
49001	Fax		\$3,000.00	\$1,870.95
49002	Guest Pass		\$1,000.00	\$502.00
49003	History Book		\$0.00	\$20.00
49004	Copy/Print (Print Release)		\$4,400.00	\$4,595.70
49005	Computer Card		\$100.00	\$35.00
49006	Replacement Card		\$100.00	\$48.00
49008	Headphones		\$0.00	\$20.00
49009	Lost/Damaged Materials		\$1,000.00	\$535.77
49010	Replacement Barcode		\$0.00	\$1.00
49015	Bookmobile	3 CD's cashed in & bricks	\$0.00	\$17,655.97
49020	Front Door	\$500 Ferguson donation & Cozy Box	\$0.00	\$750.00
	GIFT/DONATION	sum of 3 accounts	\$2,500.00	\$1,008.07
49520	Restricted Gift/Donation	\$500 Day memorial		

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21 - Mar 22
		Notes	Budget	Actuals
49530	Unrestricted Gift/Donation	\$ 508.07	\$100 set aside for Trunk or Treat	
49540	Fund for IL Library Gift/Don	\$ -		
49501	Ida Merchandise		\$200.00	\$263.00
90002	Checking Interest		\$200.00	\$246.37
	Total Income		\$915,385.00	\$897,519.82
Expenses				
41005	Legal & Accounting		\$6,000.00	\$4,917.50
41006	Audit		\$7,500.00	\$6,980.00
41215	Friends Summer Spending	\$785 shifted to Hometown Xmas	\$2,715.00	\$2,714.69
41520	Aged/Benevolent Home Spending	grant rec'd before Apr 2021	\$2,200.00	\$0.00
41523	Sullivan Spending	Annual Sullivan \$ in Main Account	\$19,204.00	\$694.01
41530	Game Guild Grant Spending	\$10,720 total grant \$6390.78 reimbursed 12/21	\$0.00	\$6,502.15
41540	Gardening Grant Spending		\$250.00	\$250.98
	PER CAPITA			
41551	Per capita: Collection		\$18,899.00	\$8,118.71
41552	Per Capita: Personnel	preK programmer	\$15,539.00	\$7,512.00
41553	Per Capita: Outsourcing	eread/exp learning/tumble	\$3,300.00	\$3,338.56
	PERSONNEL			
50100	Director		\$55,500.00	\$43,489.77
50200	Staff		\$380,500.00	\$305,712.35
51100	FICA/Medicare		\$33,320.00	\$24,920.07
51200	IMRF		\$45,839.00	\$31,140.15
51300	Employee Health Insurance	6 people on it	\$54,588.00	\$49,388.16
51302	Timeclock (ADP)		\$2,400.00	\$2,251.75
51301	Deductible		\$2,000.00	\$0.00
51519	Staff Meetings		\$1,200.00	\$1,229.37
51520	Staff Education		\$200.00	\$48.46
	PUBLIC RELATIONS			
51569	Outreach		\$800.00	\$414.86
51570	Hospitality		\$500.00	\$703.91
51571	Merchandise Expense		\$500.00	\$250.64
51572	Advertising		\$2,500.00	\$1,304.34
51561	Bank Fees		\$325.00	\$295.22
51564	Printing		\$500.00	\$234.77

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21 - Mar 22
		Notes	Budget	Actuals
51565	Postage		\$600.00	\$307.20
51566	Professional Expenses		\$3,000.00	\$2,954.15
51567	Board Training		\$100.00	\$0.00
51575	BOOKMOBILE	start up costs	\$0.00	\$3,742.56
51580	Bookmobile Collection		\$3,972.00	\$15,745.85
51585	Bookmobile Insurance		\$0.00	\$2,734.00
51590	Bookmobile Operating Costs		\$0.00	\$316.90
	PROPERTIES			
60100	Building Maintenance & Supplies		\$43,738.00	\$27,224.72
60101	Rental Property Expenses		\$3,000.00	\$1,555.57
60102	Property Taxes	no more expense for year	\$4,000.00	\$3,758.74
60103	Mortgage	pd from Sullivan account	\$32,000.00	\$28,780.80
	ONLINE & COMPUTER			
62301	Tech-Annual Costs		\$5,000.00	\$6,745.00
62302	Tech-Hardware		\$15,000.00	\$5,497.84
62303	Tech-Software		\$6,750.00	\$3,018.15
62304	Tech - IT Company		\$24,000.00	\$14,922.00
62305	Service Subscriptions	zoom/cc/adobe	\$1,000.00	\$1,189.64
62351	Consortium		\$20,500.00	\$15,835.00
62352	Databases	proquest	\$4,000.00	\$2,926.81
63000	Utilities		\$12,000.00	\$14,046.30
64100	Machine Rent	fax line	\$500.00	\$72.96
68000	Insurance		\$18,000.00	\$20,241.00
70200	Library Supplies		\$18,000.00	\$11,576.64
	BOOKS			
73100	List Books		\$2,140.00	\$2,140.61
73125	List Memorial	3 memorials remaining	\$1,000.00	\$401.13
73101	Young Adult		\$4,500.00	\$4,154.92
73102	Y Spanish		\$1,800.00	\$1,334.64
73103	Y Non Fiction		\$3,600.00	\$3,498.26
73104	Y Easy Reader		\$800.00	\$1,795.91
73105	Y Fiction		\$3,600.00	\$2,922.66
73106	A Fiction	4450 from per cap	\$500.00	\$499.87
73107	A Non Fiction	2400 from per cap	\$300.00	\$299.77
73108	A Large Print	4400 from per cap	\$100.00	\$100.00
73109	A Spanish		\$900.00	\$874.77
73110	A Audio		\$900.00	\$723.80

Ida Public Library Budget YTD Budget vs Actuals

			May 21 - Apr 22	May 21 - Mar 22
		Notes	Budget	Actuals
73111	Blackburn Books		\$200.00	\$186.27
73112	Sullivan Books		\$200.00	\$181.53
73113	YA Non Fiction		\$1,800.00	\$1,123.64
73114	Y Picture Books		\$4,500.00	\$3,151.76
73116	Grant Books	Back to Books	\$3,800.00	\$3,933.31
73117	Donation Books		\$200.00	\$182.94
73200	Periodicals	\$700 increase	\$3,700.00	\$4,020.56
	Audio - Visual			
73301	A-V CD		\$900.00	\$1,607.40
73302	A-V Y DVD	550 from per cap	\$1,250.00	\$677.50
73303	A-V A DVD	5150 from per cap	\$250.00	\$354.11
73304	Electronic Materials		\$20,000.00	\$17,560.24
	PROGRAMMING			
73401	Programming Adult		\$2,000.00	\$2,511.79
73403	Programming Youth		\$2,000.00	\$1,673.08
73404	Local History		\$500.00	\$150.00
73405	Hometown Christmas	Increase by \$785 Summer	\$1,185.00	\$1,076.12
73406	Community Garden		\$200.00	\$0.00
73407	Trunk or Treat	Increase by \$100 donation	\$325.00	\$579.35
90000	Misc			\$1.95
	Total Expenses		\$934,589.00	\$743,322.14

Other Expenditures

90004	Emergency Reserve Spending		\$132,285.30
	Total Other Expenditures		\$132,285.30

Reserve	Bookmobile Purchase	from Reserve acct	\$41,000.00
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INTERGOVERNMENTAL AGREEMENT

**Between the City of Belvidere
And the Board of Library Trustees
Of the City of Belvidere**

THIS INTERGOVERNMENTAL AGREEMENT (the "Agreement") is made and entered into this ___ day of _____, 2022 by and between the City of Belvidere, an Illinois municipal corporation ("City") and The Board of Library Trustees of the City of Belvidere (Library). The City and the Library are collectively referred to herein as the "Parties."

WITNESSETH:

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) grant to all local governments, including the Parties, the power to cooperate for the purpose of providing public services; and

WHEREAS, the City currently maintains storage tanks and fuel Pumps (Pumps) for the storage and dispensing of motor vehicle fuel and periodically purchases fuel for use by City vehicles; and

WHEREAS, the Library routinely purchases fuel for its own vehicles; and

WHEREAS, the Parties believe that a system of fuel sharing will mutually benefit the Parties.

NOW, THEREFORE, in consideration of the mutual promises contained herein and upon the further consideration of the recitals hereinabove set forth, the Parties mutually agree as follows:

1. The foregoing recitals are incorporated herein as if fully set forth.
2. The City agrees to allow the Library access to its underground storage tanks for purposes of refueling

Library owned governmental vehicles only. The City shall issue the Library a "key" for purposes of accessing the Pumps.

3. The Library agrees to pay the City for the actual cost of the fuel withdrawn from the Pumps plus ten (10) cents per gallon as an administrative cost. The actual cost of the fuel shall be determined based upon the cost per gallon charged by the wholesale provider to the City as the City's fuel tanks are refilled from time to time. The City shall invoice the Library on a monthly basis for said fuel and the Library agrees to pay the city within thirty (30) days of the date of said invoice. The City may adjust the administrative cost from time to time with written notice to the Library.
4. The Library hereby releases and holds the City harmless from any and all damage to the Library's vehicles or other property caused or allegedly caused in whole or in part by the use of the fuel, the Pumps or any of City's equipment.
5. Either Party may terminate this Agreement by written notice to the other. Nonetheless, the Library agrees to pay for all fuel obtained from the City despite any termination of this Agreement.
6. The City reserves the right to establish reasonable rules for the use of its Pumps, including, but not limited to, safety rules and the Library agrees to follow said rules.
7. This Agreement shall not be construed as an exclusive agreement between the Parties. The Library may obtain fuel from other sources and the City may enter into such other fuel share agreements as it deems fit.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals this _____ day of _____, 2022.

The City of Belvidere, an
Illinois municipal corporation

The Board of Library Trustees
of the City of Belvidere

Clinton Morris,
Mayor

Its President

ATTEST:

ATTEST:

Sarah Turnipseed,
Clerk