



WESTERN DISTRICT LIBRARY

1111-4th St, PO Box 70 | Orion, IL 61273
Phone: 309-526-8375 | Fax: 309-526-3222
www.westerndistrictlibrary.org

TO: BOARD OF TRUSTEES and Meeting is Open to the Public

RE: Agenda of Board Meeting scheduled for 6:30 PM, Monday, February 24, 2020

- I. Call to order
- II. Public Comments
- III. Approve minutes from January 27, 2020
- IV. Communications
- V. Reports
 - a. Treasurer's Report
 - b. Director's Report
- VI. Committee Reports – Personnel Committee
- VII. Old Business
 - a. Per Mar chosen for fire panel; installation will occur March 2-4
 - b. Review inclement weather policy for renewal
 - c. Vote to appoint new library board member to complete Maryan Wherry's term through April 2023
 - d. Director reviewing quotes for aluminum door to replace back door
- VIII. New Business
 - a. Review and approve Library Director job opening ads and compensation package
 - b. Discuss recommended building improvements, cost, and impact on finances
 - c. Consider whether to pursue a Library Space Planner
 - d. Consider Financial Policy
 - e. Consider updated Anti-Harassment Policy
 - f. Consider updated Circulation Policy
 - g. Consider Gifts Policy
 - h. Consider Authority to Spend Policy
 - i. Report on US Gov plan to close the IMLS agency
 - j. Consider fine amnesty month for April, for Library Week
- IX. Closed Session – If needed
- X. Other topics and future agenda items
- XI. Adjourn

Western District Library Board Minutes January 27, 2020

Call to Order

The meeting was called to order at 6:30 pm by President Jan Gustafson. Those present were Kathi Parrish, Candace Swihart, Rod Ward, and Julie Abbott (who was present only for Legat Architects presentation, thus shown as absent for voice votes below). Also in attendance was Director Jennifer Ryder. Absent were Jeanine McGaughy and Maryan Wherry.

Public Comments

No public comments.

November Minutes

November meeting minutes were reviewed. No corrections noted. Rod moved the minutes be approved as presented, Candace seconded. Voted and approved.

Communications

Christmas card from Don Thorsen, as well as thank you notes from WDL staff for the holiday party and poinsettias were received. Board members read them aloud.

Treasurer's Report

Jen provided Budget vs Actual reports for July-Nov and July-Dec. She also shared a narrative financial report for November and December, including the following:

- In early November, funds that had been accidentally transferred from the closed bank accounts to the Endowment Fund were deposited to the General Fund account, where they belong. This concluded the transition from multiple accounts at the bank.
- CPA firm and Jen are working on 1099 forms for independent contractors paid during 2019.
- In December following special income items were
 - \$4,000 donation from Lowell N Johnson Charitable Foundation in Moline
 - \$3,000 grant from Wyman R Coulter Trust, to be used for 2020 Summer Reading program
 - \$800 reimbursement from Access Systems for the copier installation
- November expenses included first payment for new cleaning service (Quad City Cleaners) and legal fees to Ancel Glink for assistance writing WDL's new patron confidentiality policy and filing tax levy ordinances.
- Other expenses of note include
 - \$500 to HR Source for writing new HR policies
 - \$500 to Kathy Parker, consultant, for 5 hours, only 1 of which has been used to date (to discuss potential future IT requirements)
 - \$750 to Ty's Lawn Service for extensive pruning on front trees
 - \$612 to Legat Architects as down payment for building assessment work

Kathi moved to accept treasurer's report, Rod seconded. Voice vote: 4 aye, 0 nay, 3 absent.

Director's Report

Jen reformatted the circulation report, focusing more on the big picture for circulation trends, also noting numbers for new patrons, website page views, computer sessions, and social media activity. Board members liked the new presentation.

Notes from Jen follow:

- Jen has been gathering quotes for fire panel replacement, working with the Orion fire marshall and electrical inspector to find the best solution for the library. New panel will cost between \$5,000-\$9,000 with installation and monitoring/maintenance fees.
- Hot water heater under kitchen sink had to be replaced.
- Staff email platform was switched from GoDaddy to MS Office 365, with \$1,000 savings by making the change in December.
- Jen was excited to report (actually for January) that after flyers were passed out at elementary school for the Snowman Party on Jan 24th, there were 52 people in attendance. A high school teen volunteer was available and helped manage the event.

Highlights of activities for November-December include:

- New children's librarian, Marjorie Martel, began in November, and required minimal training due to her previous library and school experience.
- Read to the Dogs program, held for first time in November, was a success, with 13 attendees. Staff decided to make this a monthly event on second Tuesday of each month.
- Caitlyn Wallin, hired as a substitute in late November, proved invaluable during holiday season, able to cover many shifts and assist with programming.
- After holidays, WDL's new website went live, featuring better navigation and space for more information about the library and community. Board minutes for 2019 were uploaded. Nancy Brandt & Leslie Zwicker were instrumental in the redesign.
- Bucktown Revue event, held at the MAC, was extremely popular, with 45 people in attendance. Sarah Hepner also performed at the event. Coordination with the Methodist Church was easy, encouraging for possibility of hosting more large programs there in the future.

Committee Reports

Building committee and finance committee met, but because Legat Architects were present to give their building assessment report (structure, electrical, plumbing), time did not allow for detailed reports from the committees. Reference committee minutes for summary of those meetings.

Old Business

- a) Legat Architects professionals, Dan Mount, Bryant Stone, and Jeff Sandberg, presented their detailed building assessment for WDL, including structural, electrical, plumbing, and ADA requirements, with recommended repairs and updates. Reference their written report for full explanation. Their "top 5" must do list included:
 - Fire alarm (visual as well as audio alarm)
 - Roofwork (focusing on the connections between shingles and flat roof)
 - Ramp improvement to meet current ADA standard (lip along edges and larger landing by the door)
 - Restrooms enlarged to meet ADA standard
 - Asbestos/lead testing
- b) Per Capita Grant was submitted in December.
- c) New staff and patron computers were installed.
- d) IT assessment (by Access Systems) resulted in following:
 - i. Hepner Insurance prepared price quote for cybersecurity insurance, though in Jen's follow-up discussion with Kacy Kelly, he didn't feel this insurance is necessary, since WDL has password protected hard drive and cloud backup for the three most used computers.
 - ii. Assessment recommended consideration of broadband wiring upgrade if/when any upgrade work is done pursuant to the architects' building assessment. Since Legat employees were present, Jen asked whether they felt this would be feasible, and they said it can be done without too much difficulty.
- e) Jen is still working on getting fire panel quotes, as noted in director's report above.
- f) Jury duty policy was amended to include reimbursement of jury duty fees to WDL by employees. Candace moved to accept, Rod seconded. Voice vote: 4 aye, 0 nay, 3 absent.

New Business

- a) Jen presented Risk Management/Tort Immunity plan for board's consideration.
- b) In accordance with the plan in item (a), board reviewed resolution to adjust salary percentages so that 20% of director's salary be paid from Liability Fund, but none of staff salaries from that fund. Rod moved to accept, Kathi seconded, voice vote: 4 aye, 0 nay, 3 absent. Secretary (Kathi) signed resolution.
- c) PUG Day is August 28, 2020. Jen asked for board approval to close library that date to enable staff to attend. Candace so moved, Rod seconded. Voted, approved.
- d) Board members discussed the TIF extension that's under consideration for Orion, which would prolong the TIF for development on west side of Highway 150 for 13 years beyond the 5 years remaining on current TIF. No formal action taken, but consensus was that the potential for more homes and population is low, given that remaining lots are less desirable due to drainage issues. Thus board would not be in favor of such an extension.
- e) Jen informed board that Workplace Transparency Act mandates additional sexual harassment training every year, so that will be undertaken in 2020.
- f) Annual Library Certification has been submitted to the state.
- g) Secretary signed Statement of Economic Interest form.

- h) Jen presented a couple price quotes for replacement of back door. After having heard the recommendations from Legat, Rod said he will investigate whether repair rather than replacement might work for now, as remedy for problem where door can be forced open when locked.
- i) Jen shared letter from Churchill & Churchill, attorneys for Lowell Johnson Charitable Foundation (\$4,000 donation) and her thank you letter to them. Kathi will ask Mark Churchill for any available information about any connection between Mr. Johnson and WDL, since this is second year a donation has been received.

Closed Session.

No closed session.

Other Business/Future Agenda Considerations

No other business.

Rod moved to adjourn, Candace seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary

c



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February 24, 2020

Financial Report

January

Summary:

This is the first month that 20% of the Director's salary is coming out of the Liability Fund. By the end of the fiscal year, June 30, 2020, an estimated \$3757 will come out of the Liability Fund, freeing those monies in the General Fund.

The Financial Officer, Rod Ward, and director Jennifer Ryder met with WDL's auditor, Kim Hoffman, on February 6 to discuss the reason behind the \$10,500 deficit in the general fund at the beginning of the fiscal year, July 1 2019. Essentially, the reasons were:

- Money intended for the Building Fund was not transferred during the previous fiscal year, 2018-2019. This might have caused management in the library to believe more money was available in the GF than actually available.
- Adjusting payroll to accommodate the new law, enacted January 1, 2019, which required that hourly employees be paid at least twice a month, cost the library an additional \$6000.
- Expenses that could have been made from the Building Fund were made out of the General Fund.

The library director and board have made steps to correct these issues in the 19-20 and 20-21 fiscal years. The hope is that the General Fund will be positive for the fiscal year 2021-2022.

Income:

Less than \$5 in tax funds received from Henry and Rock Island Counties was deposited in January 2020. Other income was standard donations and fines and fees.

Expenses:

- Invoice for new computers: \$6786.68
- Kacy Kelly fee to configure and install computers: \$458.00
- Invoice paid for Access System hardware and network assessment: \$500
- Catching up on invoices for RICOH leasing through Access Systems: \$707.17
 - Issue was because invoices were being mailed to street address without a PO Box. This has been corrected.
- Continuing to pay for building evaluation: \$2327.50

- New water heater purchased through Dan Myers: \$1047.47
- Chase Credit Card:
 - Upgrading staff email to Microsoft Office 365: \$164.61
 - Subscription to computer data backup service: \$299.99
 - Programming costs
- Publication costs for Library Levy and Building Levy Ordinances: \$222.75

FY 2018-2019

Month - Year	Salary Gross Wages	Hourly Gross Wages 7th	Hourly Gross Wages 22nd	Total Monthly Hourly	Total Gross Wages
Jul-18	\$ 2,933.58	\$ 8,456.78		\$ 8,456.78	\$ 11,390.36
Aug-18	\$ 2,933.58	\$ 9,254.54		\$ 9,254.54	\$ 12,188.12
Sep-18	\$ 2,933.58	\$ 9,210.44		\$ 9,210.44	\$ 12,144.02
Oct-18	\$ 2,933.58	\$ 9,071.22		\$ 9,071.22	\$ 12,004.80
Nov-18	\$ 2,933.58	\$ 9,643.14		\$ 9,643.14	\$ 12,576.72
Dec-18	\$ 2,933.58	\$ 9,330.15		\$ 9,330.15	\$ 12,263.73
Jan-19	\$ 5,015.91	\$ 8,808.07		\$ 8,808.07	\$ 13,823.98
Feb-19	\$ 3,399.91	\$ 9,252.29		\$ 9,252.29	\$ 12,652.20
Mar-19	\$ 3,399.91	\$ 8,036.53		\$ 8,036.53	\$ 11,436.44
Apr-19	\$ 3,399.91	\$ 9,453.90		\$ 9,453.90	\$ 12,853.81
May-19	\$ 3,399.91	\$ 8,992.20		\$ 8,992.20	\$ 12,392.11
Additional May	\$ 1,518.00	0	\$ 4,458.42	\$ 4,458.42	\$ 5,976.42
Jun-19	\$ 3,399.91	\$ 4,986.00	\$ 4,187.98	\$ 9,173.98	\$ 12,573.89
AVERAGE (minus extra in May)	\$ 3,301.41			\$ 9,056.94	\$ 12,358.35
Total	\$ 41,134.94			\$ 113,141.66	\$ 154,276.60
				Employer payroll tax (SS, Med, Unemp)	\$ 11,359.78
				TOTAL	\$ 165,636.38

Staff:
Added to comply with IL law to pay semi-monthly.

FY 2019-2020

Month	Salary Gross Wages	Hourly Gross Wages 7th	Hourly Gross Wages 22nd	Total Monthly Hourly	Total Gross Wages	Employer paid payroll taxes
Jul-19	\$ 3,399.91	\$ 4,513.50	\$ 4,502.04	\$ 9,015.54	\$ 12,415.45	949.82
Aug-19	\$ 3,669.41	\$ 5,248.53	\$ 4,820.49	\$ 10,069.02	\$ 13,738.43	1050.98
Sep-19	\$ 3,938.91	\$ 4,695.64	\$ 3,686.54	\$ 8,382.18	\$ 12,321.09	942.56
Oct-19	\$ 3,575.00	\$ 3,425.30	\$ 5,090.53	\$ 8,515.83	\$ 12,090.83	1551.34
Nov-19	\$ 3,575.00	\$ 3,958.36	\$ 3,638.73	\$ 7,597.09	\$ 11,172.09	854.44
Dec-19	\$ 3,575.00	\$ 3,784.92	\$ 3,658.75	\$ 7,443.67	\$ 11,018.67	842.91
Jan-20	\$ 3,575.00	\$ 4,432.16	\$ 4,098.57	\$ 8,530.73	\$ 12,105.73	926.09
Feb-20	\$ 3,575.00	\$ 4,225.01	\$ 3,865.37	\$ 8,090.38	\$ 11,665.38	
Mar-20	\$ 3,575.00			\$ -	\$ 3,575.00	
Apr-20	\$ 3,575.00			\$ -	\$ 3,575.00	
May-20	\$ 3,575.00			\$ -	\$ 3,575.00	
Jun-20	\$ 3,575.00			\$ -	\$ 3,575.00	
AVERAGE	\$ 3,598.60			\$ 8,455.56	\$ 12,054.16	
Total	\$ 43,183.23			\$ 67,644.44	\$ 110,827.67	7118.14

Estimated yearly
total \$ 143,628.00
Year total minus
20% to Liability
Fund \$ 140,053.00

FY 2020-2021 PROJECTED

Month	Salary Gross Wages	Hourly Gross Wages 7th	Hourly Gross Wages 22nd	Total Monthly Hourly	Total Gross Wages
Jul-20	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Aug-20	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Sep-20	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Oct-20	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Nov-20	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Dec-20	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Jan-21	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Feb-21	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Mar-21	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Apr-21	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
May-21	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
Jun-21	\$ 3,333.33			\$ 8,500.00	\$ 11,833.33
AVERAGE					
			PERCENT RAISE	102%	
Total	\$ 41,000.00			\$ 104,040.00	\$ 145,040.00
Liability	\$ 8,200.00				
				Projected yearly total	\$ 145,040.00
				Year total minus Liability Fund	\$ 137,040.00

Management Report

Western District Library

For the period ended January 31, 2020



WESTERN
DISTRICT
LIBRARY

Prepared by

Thomas W. Hammar CPA, P.C.

Prepared on

February 7, 2020

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Profit and Loss

January 2020

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
INCOME		
Donations		
Book Fair	20.00	1,486.80
Misc. Donations	60.25	4,287.30
Total Donations	80.25	5,774.10
Fines & Fees	288.16	1,685.33
Grants		
Coulter Trust		3,000.00
Per Capita		5,056.25
Total Grants		8,056.25
Interest		
Build Interest		34.18
CD Interest	816.10	5,259.66
Endowment Interest	6.74	47.78
General Fund Interest	20.40	99.18
Special Reserve		26.37
Work Interest		54.87
Total Interest	843.24	5,522.04
Refunds / Rebates		976.52
Taxes		
Taxes-Henry Co.	1.76	191,849.15
Taxes-R.I. Co.	2.82	23,788.01
Total Taxes	4.58	215,637.16
Total Income	1,216.23	237,651.40
GROSS PROFIT	1,216.23	237,651.40
EXPENSES		
Audit		
Audit (Sp. Tax)		3,780.00
Total Audit		3,780.00
Building & Op. Expenses (Sep. Levy)		
Building Expenses		0.00
Building Assessment	2,327.50	2,940.00
Building Maintenance	1,531.47	5,353.33
Janitor Expenses	96.38	476.95
Janitor Salary	750.00	3,497.80
Total Building Expenses	4,705.35	12,268.08
Technology		
Computer Devices	6,786.68	6,883.37
Computer Expenses	1,257.99	2,755.97
Equipment Maint.	707.17	1,671.48
Internet/Telephone	151.53	1,222.22

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
Total Technology	8,903.37	12,533.04
Utilities		
Electricity/Gas	438.18	2,989.44
Garbage	63.00	126.00
Water / Sewer	19.39	248.60
Total Utilities	520.57	3,364.04
Total Building & Op. Expenses (Sep. Levy)	14,129.29	28,165.16
Endowment Fund Expenses		80.00
Gifts		443.55
Memorials		50.00
Programs	478.56	579.93
Projects	85.00	156.92
Total Endowment Fund Expenses	563.56	1,310.40
General Fund Expenses		
Administrative		
Accounting Fees	666.00	1,883.50
Dues		385.00
Finance Charge/Interest		49.93
Legal Consulting	52.50	2,967.50
Legal Publications	222.75	668.25
Library Supplies	176.16	1,872.85
Misc. Expenses	164.61	1,017.47
Postage		241.00
PrairieCat		5,294.29
Prof. Consulting		775.00
Publicity	84.33	84.33
Total Administrative	1,366.35	15,239.12
Collection		
Audio Books	24.74	1,090.26
Books	1,027.16	6,169.42
DVDs	166.42	2,015.47
E-Materials	302.80	2,741.34
Periodicals		1,350.11
Video Games		335.77
Total Collection	1,521.12	13,702.37
Library Programming / Events		
Programming / Events	172.68	1,364.84
Total Library Programming / Events	172.68	1,364.84
Personnel		
Wages	11,390.73	83,333.37
IL SUTA	75.66	97.09
Mileage	20.88	511.91
Training		545.51

	Total	
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
Total Wages	11,487.27	84,487.88
Total Personnel	11,487.27	84,487.88
Total General Fund Expenses	14,547.42	114,794.21
Liability, Ins, & Safety		
Insurance	139.42	6,081.30
Other Safety,extingishers, etc.		261.10
Payroll (20% of total salary)	715.00	715.00
Total Liability, Ins, & Safety	854.42	7,057.40
Soc Sec & Medicare	926.09	6,168.32
Medicare (Sp. Tax)		180.03
Soc. Sec. (Sp. Tax)		769.79
Total Soc Sec & Medicare	926.09	7,118.14
Total Expenses	31,020.78	162,225.31
NET OPERATING INCOME	-29,804.55	75,426.09
NET INCOME	\$ -29,804.55	\$75,426.09

Balance Sheet

As of January 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
CD's	0.00
BUILDING CD	
CD - 21047	15,000.00
Total BUILDING CD	15,000.00
ENDOWMENT CD	
CD - 13219	500.00
CD - 24227	29,900.00
CD - 24803	71,652.56
CD - 32058	313,210.48
CD - 38738	175,000.00
CD - 38782	50,500.00
CD - 41098	40,996.50
Total ENDOWMENT CD	681,759.54
WORKING CASH CD	
CD - 0938	50,000.00
Total WORKING CASH CD	50,000.00
Total CD's	746,759.54
ENDOWMENT CHECKING	79,698.79
GENERAL FUND CHECKING	220,343.69
Total Bank Accounts	1,046,802.02
Total Current Assets	1,046,802.02
Fixed Assets	
Capital Assets	95,285.87
Invested In Capital Assets	-95,285.87
Total Fixed Assets	0.00
TOTAL ASSETS	\$1,046,802.02
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities - IA State	169.00
Payroll Liability - IL SUTA	75.66
Total Other Current Liabilities	244.66
Total Current Liabilities	244.66
Total Liabilities	244.66
Equity	
Audit Fund	1,730.00
Building Fund	123,100.00

	Total
Endowment Fund	757,689.00
General Fund (Opening Bal Equity)	-10,551.73
Liability Insurance Fund	3,216.00
Retained Earnings	0.00
Social Security Fund	1,608.00
Special Reserve Fund	32,078.00
Working Cash Fund	62,262.00
Net Income	75,426.09
Total Equity	1,046,557.36
TOTAL LIABILITIES AND EQUITY	\$1,046,802.02

Budget vs. Actuals

July 2019 - January 2020

				Total
	Actual	Budget	Remaining	% of Budget
INCOME				
Donations				
Book Fair	1,486.80	1,600.00	113.20	92.93 %
Misc. Donations	4,287.30	5,000.00	712.70	85.75 %
Programs		900.00	900.00	
Total Donations	5,774.10	7,500.00	1,725.90	76.99 %
Endowment Fund Proj (Prog & Outreach)		3,000.00	3,000.00	
Fines & Fees	1,685.33	3,500.00	1,814.67	48.15 %
Grants				
Coulter Trust	3,000.00	3,000.00	0.00	100.00 %
Per Capita	5,056.25	5,056.00	-0.25	100.00 %
Total Grants	8,056.25	8,056.00	-0.25	100.00 %
Interest		8,700.00	8,700.00	
Build Interest	34.18		-34.18	
CD Interest	5,259.66		-5,259.66	
Endowment Interest	47.78		-47.78	
General Fund Interest	99.18		-99.18	
Special Reserve	26.37		-26.37	
Work Interest	54.87		-54.87	
Total Interest	5,522.04	8,700.00	3,177.96	63.47 %
Refunds / Rebates	976.52		-976.52	
Taxes		215,728.00	215,728.00	
Personal Prop. Replacement Tax		6,000.00	6,000.00	
Taxes-Henry Co.	191,849.15		-191,849.15	
Taxes-R.I. Co.	23,788.01		-23,788.01	
Total Taxes	215,637.16	221,728.00	6,090.84	97.25 %
Total Income	237,651.40	252,484.00	14,832.60	94.13 %
GROSS PROFIT	237,651.40	252,484.00	14,832.60	94.13 %
EXPENSES				

				Total
	Actual	Budget	Remaining	% of Budget
Audit				
Audit (Sp. Tax)	3,780.00	3,780.00	0.00	100.00 %
Total Audit	3,780.00	3,780.00	0.00	100.00 %
Building & Op. Expenses (Sep. Levy)				
Building Expenses	0.00		0.00	
Building Assessment	2,940.00	10,000.00	7,060.00	29.40 %
Building Maintenance	5,353.33	10,000.00	4,646.67	53.53 %
Furniture		1,000.00	1,000.00	
Janitor Expenses	476.95	1,337.00	860.05	35.67 %
Janitor Salary	3,497.80	12,000.00	8,502.20	29.15 %
Total Building Expenses	12,268.08	34,337.00	22,068.92	35.73 %
Technology				
Computer Devices	6,883.37	5,000.00	-1,883.37	137.67 %
Computer Expenses	2,755.97	2,500.00	-255.97	110.24 %
Equipment Maint.	1,671.48	3,535.00	1,863.52	47.28 %
Internet/Telephone	1,222.22	2,060.00	837.78	59.33 %
Total Technology	12,533.04	13,095.00	561.96	95.71 %
Utilities				
Electricity/Gas	2,989.44	6,880.00	3,890.56	43.45 %
Garbage	126.00	685.00	559.00	18.39 %
Water / Sewer	248.60		-248.60	
Total Utilities	3,364.04	7,565.00	4,200.96	44.47 %
Total Building & Op. Expenses (Sep. Levy)	28,165.16	54,997.00	26,831.84	51.21 %
Endowment Fund Expenses	80.00		-80.00	
Gifts	443.55		-443.55	
Memorials	50.00		-50.00	
Programs	579.93		-579.93	
Projects	156.92	3,000.00	2,843.08	5.23 %
Total Endowment Fund Expenses	1,310.40	3,000.00	1,689.60	43.68 %
General Fund Expenses				
Administrative				

				Total
	Actual	Budget	Remaining	% of Budget
Accounting Fees	1,883.50	4,400.00	2,516.50	42.81 %
Dues	385.00	400.00	15.00	96.25 %
Finance Charge/Interest	49.93		-49.93	
Legal Consulting	2,967.50	3,000.00	32.50	98.92 %
Legal Publications	668.25	1,000.00	331.75	66.83 %
Library Supplies	1,872.85	1,500.00	-372.85	124.86 %
Misc. Expenses	1,017.47	1,140.00	122.53	89.25 %
Postage	241.00	300.00	59.00	80.33 %
PrairieCat	5,294.29	7,060.00	1,765.71	74.99 %
Prof. Consulting	775.00	600.00	-175.00	129.17 %
Publicity	84.33	200.00	115.67	42.17 %
Total Administrative	15,239.12	19,600.00	4,360.88	77.75 %
Collection				
Audio Books	1,090.26	1,500.00	409.74	72.68 %
Books	6,169.42	11,000.00	4,830.58	56.09 %
DVDs	2,015.47	3,500.00	1,484.53	57.58 %
E-Materials	2,741.34	6,500.00	3,758.66	42.17 %
Periodicals	1,350.11	1,196.00	-154.11	112.89 %
Video Games	335.77	700.00	364.23	47.97 %
Total Collection	13,702.37	24,396.00	10,693.63	56.17 %
Library Programming / Events				
Programming / Events	1,364.84	3,251.00	1,886.16	41.98 %
Total Library Programming / Events	1,364.84	3,251.00	1,886.16	41.98 %
Personnel				
Wages	83,333.37	138,200.00	54,866.63	60.30 %
IL SUTA	97.09	800.00	702.91	12.14 %
Mileage	511.91	1,000.00	488.09	51.19 %
Training	545.51	2,000.00	1,454.49	27.28 %
Total Wages	84,487.88	142,000.00	57,512.12	59.50 %
Total Personnel	84,487.88	142,000.00	57,512.12	59.50 %
Total General Fund Expenses	114,794.21	189,247.00	74,452.79	60.66 %

				Total
	Actual	Budget	Remaining	% of Budget
Liability, Ins, & Safety				
Insurance	6,081.30	7,500.00	1,418.70	81.08 %
Other Safety,extingishers, etc.	261.10	4,228.00	3,966.90	6.18 %
Payroll (20% of total salary)	715.00	7,300.00	6,585.00	9.79 %
Total Liability, Ins, & Safety	7,057.40	19,028.00	11,970.60	37.09 %
Soc Sec & Medicare	6,168.32		-6,168.32	
Medicare (Sp. Tax)	180.03	2,500.00	2,319.97	7.20 %
Soc. Sec. (Sp. Tax)	769.79	9,300.00	8,530.21	8.28 %
Total Soc Sec & Medicare	7,118.14	11,800.00	4,681.86	60.32 %
Total Expenses	162,225.31	281,852.00	119,626.69	57.56 %
NET OPERATING INCOME	75,426.09	-29,368.00	-104,794.09	-256.83 %
NET INCOME	\$75,426.09	\$ -29,368.00	\$ -104,794.09	-256.83 %

Profit and Loss by Class

January 2020

	Audit Fund	Building Fund	Endowment Fund	General Fund	Liability Insurance Fund	Social Security Fund	TOTAL
INCOME							
Donations							0.00
Book Fair				20.00			20.00
Misc. Donations				60.25			60.25
Total Donations				80.25			80.25
Fines & Fees				288.16			288.16
Interest							0.00
CD Interest			816.10				816.10
Endowment Interest			6.74				6.74
General Fund Interest				20.40			20.40
Total Interest			822.84	20.40			843.24
Taxes							0.00
Taxes-Henry Co.				1.76			1.76
Taxes-R.I. Co.	0.05	0.28		2.09	0.25	0.15	2.82
Total Taxes	0.05	0.28		3.85	0.25	0.15	4.58
Total Income	0.05	0.28	822.84	392.66	0.25	0.15	1,216.23
GROSS PROFIT	0.05	0.28	822.84	392.66	0.25	0.15	1,216.23
EXPENSES							
Building & Op. Expenses (Sep. Levy)							0.00
Building Expenses							0.00
Building Assessment		2,327.50					2,327.50
Building Maintanance		1,531.47					1,531.47
Janitor Expenses		96.38					96.38
Janitor Salary		750.00					750.00
Total Building Expenses		4,705.35					4,705.35
Technology							0.00
Computer Devices		6,786.68					6,786.68
Computer Expenses		1,257.99					1,257.99
Equipment Maint.		707.17					707.17

	Audit Fund	Building Fund	Endowment Fund	General Fund	Liability Insurance Fund	Social Security Fund	TOTAL
Internet/Telephone		151.53					151.53
Total Technology		8,903.37					8,903.37
Utilities							0.00
Electricity/Gas		438.18					438.18
Garbage		63.00					63.00
Water / Sewer		19.39					19.39
Total Utilities		520.57					520.57
Total Building & Op. Expenses (Sep. Levy)		14,129.29					14,129.29
Endowment Fund Expenses							0.00
Programs			478.56				478.56
Projects			85.00				85.00
Total Endowment Fund Expenses			563.56				563.56
General Fund Expenses							0.00
Administrative							0.00
Accounting Fees				666.00			666.00
Legal Consulting				52.50			52.50
Legal Publications				222.75			222.75
Library Supplies				176.16			176.16
Misc. Expenses				164.61			164.61
Publicity				84.33			84.33
Total Administrative				1,366.35			1,366.35
Collection							0.00
Audio Books				24.74			24.74
Books				1,027.16			1,027.16
DVDs				166.42			166.42
E-Materials				302.80			302.80
Total Collection				1,521.12			1,521.12
Library Programming / Events							0.00
Programming / Events				172.68			172.68
Total Library Programming / Events				172.68			172.68

	Audit Fund	Building Fund	Endowment Fund	General Fund	Liability Insurance Fund	Social Security Fund	TOTAL
Personnel							0.00
Wages				11,390.73			11,390.73
IL SUTA				75.66			75.66
Mileage				20.88			20.88
Total Wages				11,487.27			11,487.27
Total Personnel				11,487.27			11,487.27
Total General Fund Expenses				14,547.42			14,547.42
Liability, Ins, & Safety							0.00
Insurance					139.42		139.42
Payroll (20% of total salary)					715.00		715.00
Total Liability, Ins, & Safety					854.42		854.42
Soc Sec & Medicare						926.09	926.09
Total Expenses	0.00	14,129.29	563.56	14,547.42	854.42	926.09	31,020.78
NET OPERATING INCOME	0.05	-14,129.01	259.28	-14,154.76	-854.17	-925.94	-29,804.55
		\$ -		\$ -			\$ -
NET INCOME	\$0.05	14,129.01	\$259.28	14,154.76	\$ -854.17	\$ -925.94	29,804.55

Profit and Loss by Class YTD

July 2019 - January 2020

	Audit Fund	Building Fund	Endowment Fund	General Fund	Liability Insurance Fund	Social Security Fund	Special Reserve Fund	Working Cash Fund	TOTAL
INCOME									
Donations									0.00
Book Fair				1,486.80					1,486.80
Misc. Donations				4,287.30					4,287.30
Total Donations				5,774.10					5,774.10
Fines & Fees				1,685.33					1,685.33
Grants									0.00
Coulter Trust				3,000.00					3,000.00
Per Capita				5,056.25					5,056.25
Total Grants				8,056.25					8,056.25
Interest									0.00
Build Interest		34.18							34.18
CD Interest		62.88	5,051.84					144.94	5,259.66
Endowment Interest			47.78						47.78
General Fund Interest				99.18					99.18
Special Reserve							26.37		26.37
Work Interest								54.87	54.87
Total Interest		97.06	5,099.62	99.18			26.37	199.81	5,522.04
Refunds / Rebates				976.52					976.52
Taxes									0.00
Taxes-Henry Co.	3,350.67	18,335.66		143,264.44	16,567.12	10,331.26			191,849.15
Taxes-R.I. Co.	425.00	2,325.69		17,625.57	2,101.35	1,310.40			23,788.01
Total Taxes	3,775.67	20,661.35		160,890.01	18,668.47	11,641.66			215,637.16
Total Income	3,775.67	20,758.41	5,099.62	177,481.39	18,668.47	11,641.66	26.37	199.81	237,651.40
GROSS PROFIT	3,775.67	20,758.41	5,099.62	177,481.39	18,668.47	11,641.66	26.37	199.81	237,651.40
EXPENSES									
Audit									0.00
Audit (Sp. Tax)	3,780.00								3,780.00
Total Audit	3,780.00								3,780.00
Building & Op. Expenses (Sep. Levy)									0.00
Building Expenses		0.00							0.00
Building Assessment		2,940.00							2,940.00
Building Maintanance		5,353.33							5,353.33
Janitor Expenses		476.95							476.95
Janitor Salary		3,497.80							3,497.80
Total Building Expenses		12,268.08							12,268.08
Technology									0.00
Computer Devices		6,883.37							6,883.37
Computer Expenses		2,755.97							2,755.97
Equipment Maint.		1,671.48							1,671.48
Internet/Telephone		1,222.22							1,222.22
Total Technology		12,533.04							12,533.04
Utilities									0.00
Electricity/Gas		2,989.44							2,989.44
Garbage		126.00							126.00

	Audit Fund	Building Fund	Endowment Fund	General Fund	Liability Insurance Fund	Social Security Fund	Special Reserve Fund	Working Cash Fund	TOTAL
Water / Sewer		248.60							248.60
Total Utilities		3,364.04							3,364.04
Total Building & Op. Expenses (Sep. Levy)		28,165.16							28,165.16
Endowment Fund Expenses			80.00						80.00
Gifts			443.55						443.55
Memorials			50.00						50.00
Programs			579.93						579.93
Projects			156.92						156.92
Total Endowment Fund Expenses			1,310.40						1,310.40
General Fund Expenses									0.00
Administrative									0.00
Accounting Fees				1,883.50					1,883.50
Dues				385.00					385.00
Finance Charge/Interest				49.93					49.93
Legal Consulting				2,967.50					2,967.50
Legal Publications				668.25					668.25
Library Supplies				1,872.85					1,872.85
Misc. Expenses				1,017.47					1,017.47
Postage				241.00					241.00
PrairieCat				5,294.29					5,294.29
Prof. Consulting				775.00					775.00
Publicity				84.33					84.33
Total Administrative				15,239.12					15,239.12
Collection									0.00
Audio Books				1,090.26					1,090.26
Books				6,169.42					6,169.42
DVDs				2,015.47					2,015.47
E-Materials				2,741.34					2,741.34
Periodicals				1,350.11					1,350.11
Video Games				335.77					335.77
Total Collection				13,702.37					13,702.37
Library Programming / Events									0.00
Programming / Events				1,364.84					1,364.84
Total Library Programming / Events				1,364.84					1,364.84
Personnel									0.00
Wages				83,333.37					83,333.37
IL SUTA				97.09					97.09
Mileage				511.91					511.91
Training				545.51					545.51
Total Wages				84,487.88					84,487.88
Total Personnel				84,487.88					84,487.88
Total General Fund Expenses				114,794.21					114,794.21
Liability, Ins. & Safety									0.00
Insurance					6,081.30				6,081.30
Other Safety,extingishers, etc.					261.10				261.10
Payroll (20% of total salary)					715.00				715.00
Total Liability, Ins. & Safety					7,057.40				7,057.40

	Audit Fund	Building Fund	Endowment Fund	General Fund	Liability Insurance Fund	Social Security Fund	Special Reserve Fund	Working Cash Fund	TOTAL
Soc Sec & Medicare						6,168.32			6,168.32
Medicare (Sp. Tax)						180.03			180.03
Soc. Sec. (Sp. Tax)						769.79			769.79
Total Soc Sec & Medicare						7,118.14			7,118.14
Total Expenses	3,780.00	28,165.16	1,310.40	114,794.21	7,057.40	7,118.14	0.00	0.00	162,225.31
NET OPERATING INCOME	-4.33	-7,406.75	3,789.22	62,687.18	11,611.07	4,523.52	26.37	199.81	75,426.09
NET INCOME	\$ -4.33	\$ -7,406.75	\$3,789.22	\$62,687.18	\$11,611.07	\$4,523.52	\$26.37	\$199.81	\$75,426.09

Audit Fund

January 2020

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
INCOME		
Taxes		
Taxes-Henry Co.		3,350.67
Taxes-R.I. Co.	0.05	425.00
Total Taxes	0.05	3,775.67
Total Income	0.05	3,775.67
GROSS PROFIT	0.05	3,775.67
EXPENSES		
Audit		
Audit (Sp. Tax)		3,780.00
Total Audit		3,780.00
Total Expenses	0.00	3,780.00
NET OPERATING INCOME	0.05	-4.33
NET INCOME	\$0.05	\$ -4.33

NOTE

Beginning balance FY20 of \$1,730.00.

Net Change of (\$4.33).

Current balance of \$1,725.65.

Building Fund

January 2020

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
INCOME		
Interest		
Build Interest		34.18
CD Interest		62.88
Total Interest		97.06
Taxes		
Taxes-Henry Co.		18,335.66
Taxes-R.I. Co.	0.28	2,325.69
Total Taxes	0.28	20,661.35
Total Income	0.28	20,758.41
GROSS PROFIT	0.28	20,758.41
EXPENSES		
Building & Op. Expenses (Sep. Levy)		
Building Expenses		0.00
Building Assessment	2,327.50	2,940.00
Building Maintenance	1,531.47	5,353.33
Janitor Expenses	96.38	476.95
Janitor Salary	750.00	3,497.80
Total Building Expenses	4,705.35	12,268.08
Technology		
Computer Devices	6,786.68	6,883.37
Computer Expenses	1,257.99	2,755.97
Equipment Maint.	707.17	1,671.48
Internet/Telephone	151.53	1,222.22
Total Technology	8,903.37	12,533.04
Utilities		
Electricity/Gas	438.18	2,989.44
Garbage	63.00	126.00
Water / Sewer	19.39	248.60
Total Utilities	520.57	3,364.04
Total Building & Op. Expenses (Sep. Levy)	14,129.29	28,165.16
Total Expenses	14,129.29	28,165.16
NET OPERATING INCOME	-14,129.01	-7,406.75
NET INCOME	\$ -14,129.01	\$ -7,406.75

NOTE

Beginning balance FY20 of \$123,100.00.

Net change of (\$7,406.75).

Current balance of \$115,693.25.

Endowment Fund

January 2020

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
INCOME		
Interest		
CD Interest	816.10	5,051.84
Endowment Interest	6.74	47.78
Total Interest	822.84	5,099.62
Total Income	822.84	5,099.62
GROSS PROFIT	822.84	5,099.62
EXPENSES		
Endowment Fund Expenses		80.00
Gifts		443.55
Memorials		50.00
Programs	478.56	579.93
Projects	85.00	156.92
Total Endowment Fund Expenses	563.56	1,310.40
Total Expenses	563.56	1,310.40
NET OPERATING INCOME	259.28	3,789.22
NET INCOME	\$259.28	\$3,789.22

NOTE

Beginning balance FY20 of \$757,689.00.

Net change of \$3,789.22.

Current balance of \$761,478.22.

General Fund

January 2020

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
INCOME		
Donations		
Book Fair	20.00	1,486.80
Misc. Donations	60.25	4,287.30
Total Donations	80.25	5,774.10
Fines & Fees	288.16	1,685.33
Grants		
Coulter Trust		3,000.00
Per Capita		5,056.25
Total Grants		8,056.25
Interest		
General Fund Interest	20.40	99.18
Total Interest	20.40	99.18
Refunds / Rebates		976.52
Taxes		
Taxes-Henry Co.	1.76	143,264.44
Taxes-R.I. Co.	2.09	17,625.57
Total Taxes	3.85	160,890.01
Total Income	392.66	177,481.39
GROSS PROFIT	392.66	177,481.39
EXPENSES		
General Fund Expenses		
Administrative		
Accounting Fees	666.00	1,883.50
Dues		385.00
Finance Charge/Interest		49.93
Legal Consulting	52.50	2,967.50
Legal Publications	222.75	668.25
Library Supplies	176.16	1,872.85
Misc. Expenses	164.61	1,017.47
Postage		241.00
PrairieCat		5,294.29
Prof. Consulting		775.00
Publicity	84.33	84.33
Total Administrative	1,366.35	15,239.12
Collection		
Audio Books	24.74	1,090.26
Books	1,027.16	6,169.42
DVDs	166.42	2,015.47
E-Materials	302.80	2,741.34
Periodicals		1,350.11

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
Video Games		335.77
Total Collection	1,521.12	13,702.37
Library Programming / Events		
Programming / Events	172.68	1,364.84
Total Library Programming / Events	172.68	1,364.84
Personnel		
Wages	11,390.73	83,333.37
IL SUTA	75.66	97.09
Mileage	20.88	511.91
Training		545.51
Total Wages	11,487.27	84,487.88
Total Personnel	11,487.27	84,487.88
Total General Fund Expenses	14,547.42	114,794.21
Total Expenses	14,547.42	114,794.21
NET OPERATING INCOME	-14,154.76	62,687.18
NET INCOME	\$ -14,154.76	\$62,687.18

NOTE

Beginning balance FY20 of (\$10,551.73).

Net change of \$62,687.18.

Current balance of \$52,135.45.

Liability Insurance Fund

January 2020

	Total	
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
INCOME		
Taxes		
Taxes-Henry Co.		16,567.12
Taxes-R.I. Co.	0.25	2,101.35
Total Taxes	0.25	18,668.47
Total Income	0.25	18,668.47
GROSS PROFIT	0.25	18,668.47
EXPENSES		
Liability, Ins, & Safety		
Insurance	139.42	6,081.30
Other Safety,extingishers, etc.		261.10
Payroll (20% of total salary)	715.00	715.00
Total Liability, Ins, & Safety	854.42	7,057.40
Total Expenses	854.42	7,057.40
NET OPERATING INCOME	-854.17	11,611.07
NET INCOME	\$ -854.17	\$11,611.07

NOTE

Beginning balance FY20 of \$3,216.00.

Net change of \$11,611.07.

Current balance of \$14,827.07.

Social Security Fund

January 2020

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
INCOME		
Taxes		
Taxes-Henry Co.		10,331.26
Taxes-R.I. Co.	0.15	1,310.40
Total Taxes	0.15	11,641.66
Total Income	0.15	11,641.66
GROSS PROFIT	0.15	11,641.66
EXPENSES		
Soc Sec & Medicare	926.09	6,168.32
Medicare (Sp. Tax)		180.03
Soc. Sec. (Sp. Tax)		769.79
Total Soc Sec & Medicare	926.09	7,118.14
Total Expenses	926.09	7,118.14
NET OPERATING INCOME	-925.94	4,523.52
NET INCOME	\$ -925.94	\$4,523.52

NOTE

Beginning balance FY20 of \$1,608.00.

Net change of \$4,523.52.

Current balance of \$6,131.52.

Special Reserve Fund

January 2020

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
INCOME		
Interest		
Special Reserve		26.37
Total Interest		26.37
Total Income	0.00	26.37
GROSS PROFIT	0.00	26.37
EXPENSES		
Total Expenses		
NET OPERATING INCOME	0.00	26.37
NET INCOME	\$0.00	\$26.37

NOTE

Beginning balance FY20 of \$32,078.00.

Net change of \$26.37.

Current balance of \$32,104.37.

Working Cash Fund

January 2020

		Total
	Jan 2020	Jul 2019 - Jan 2020 (YTD)
INCOME		
Interest		
CD Interest		144.94
Work Interest		54.87
Total Interest		199.81
Total Income	0.00	199.81
GROSS PROFIT	0.00	199.81
EXPENSES		
Total Expenses		
NET OPERATING INCOME	0.00	199.81
NET INCOME	\$0.00	\$199.81

NOTE

Beginning balance FY20 of \$62,262.00.

Net change of \$199.81.

Current balance of \$62,461.81.

Circulation

	Jan 2020	Jan 2019	This fiscal YTD	Last fiscal YTD	YTD % diff
Physical Material Circulation	1813	1665	11474	12196	- 5.92
E-Material Circulation	273	286	1624	1482	+ 9.58
Freegal Music Usage, Downloads and Streaming	476	388	3571	3706	- 3.64
Circulation Transactions at WDL desks	4046	3212	26,026	25,820	+ 0.8
Items Added	165	72			
Items Deleted	333	106			
Interlibrary Loans Borrowed	416	249			
Interlibrary Loans Lent Out	203	229			
Reciprocal Borrowing	429	272			
OCLC Requests Borrowed	12	19			
OCLC Requests Lent Out	7	10			

- While there was a large jump in circulation transactions, the overall number for the fiscal year stayed about the same.
- E-Materials circulation continues to go up from last year.
- Items deleted this month included non-circulating materials from the young adult section. Jan Meier is also working on weeding adult fiction with high circulation numbers for condition, and replacing as needed.

Library Services and Engagement Statistics

	Jan 2020	Jan 2019	% Diff
New patrons	7	12	-41.67
WDL Website Page views	960	672	+42.86
Computer Sessions	~ 420*	179	+134.64
WDL Facebook Likes	237	193	+22.8
WDL Facebook Views	135	116	+16.38

*This number is an estimate, as data was lost when the staff computers were switched out.

Western District Library
Board Meeting February 24, 2020
January 2020 Report

- This is the first full month with our new website, and we're happy to see so many more page views than last year.
- Computer sessions continue to be much higher than last year.

Programming Statistics

Program Audience	Number of Programs, Outreach visits, etc	Attendance
Adult	12	99
Children	13	237

- We had good attendance at our first children's program, a Luau Party: 14.
- After passing out flyers in the elementary school, 52 people attended the Snowman Party on January 24. We happened to have a teen volunteer available, and he helped cut out craft pieces and keep count. Margie and Caitlyn ran the program, and did an excellent job. We intend to do more advertising by handing out a large volume of flyers to schools and community organizations geared towards children.
- Our adult program, Michelle Feguson's Travelogue about her visit to Greece, had good attendance with 8, and was well received.
- At the McGuffey's in January, the participants read "The Wedding Dress" by Rachel Hauck, and the leader of the discussion encouraged everyone to bring in a picture of their wedding attire, and that of their families. Everyone did!

Building & Administrative Report:

- Staff evaluations were completed in January. All staff are in good standing, and are working on goals for the next year.
- Due to inclement weather, we closed the library at 3:15pm on Friday, January 17.

Highlights so far from February 2020:

- The Building and Finance committees met this month to go over building issues over the last few months, and budgetary concerns for the next fiscal year.
- The library began providing newly required annual Harassment Prevention training to the director and staff through HR Source webinars.
- Jen will be attending the PLA conference in Nashville, TN Feb 25-29.

_____, referred to as "CUSTOMER," provides as follows:

1. PER MAR agrees to furnish and install the above defined Equipment and/or Services at the premises of CUSTOMER at
1111 4th St / PO Box 70, Orion, IL, 61273.
Equipment and/or Services are also referred to herein individually or collectively as "System."
2. For the consideration mentioned, CUSTOMER shall pay \$ 3782.12, payable 0 upon acceptance of this Agreement, and the balance payable upon completion of the installation/purchase of the System. PER MAR reserves the right to progressively bill based on a percentage of completion method computation for any installations that take longer than ninety (90) days. In addition, CUSTOMER shall also be subject to the terms in paragraph 6, if applicable.
3. CUSTOMER agrees to pay \$ 69.24 monthly for the provided Services, payable in advance during the term of this Agreement.
4. Except as otherwise herein provided, the term of this Agreement shall be 60 Months from the date Service is operative under this Agreement ("initial term"). After the initial term, this Agreement shall automatically renew for successive one-month terms, unless terminated by either party with thirty (30) days written notice. PER MAR may terminate this Agreement for any reason upon ten (10) days' notice to CUSTOMER.

5. The CUSTOMER hereby agrees that PER MAR shall have the right to modify the charges at any time or times after the expiration of twelve (12) months from the date of Agreement. If the CUSTOMER is unwilling to pay any such modified charges and notifies PER MAR in writing within thirty (30) days after the effective date of such modified charges, PER MAR may, at its sole option, terminate this Agreement as if the term had expired or, in the alternative, will continue the prior charges and will allow this Agreement to remain in full force and effect without further notice. Failure to notify PER MAR in writing within thirty (30) days after the effective date of the modified charges will constitute CUSTOMER's acceptance of such modified charges.
6. CUSTOMER shall be responsible for and pay to PER MAR any sales, excise, use, value added or other taxes which may be imposed upon PER MAR or the CUSTOMER because of the existence of this Agreement and/or the carrying out of any of the provisions hereof. In addition, CUSTOMER shall pay any village or municipal permit or license fees, as well as any false alarm assessments, imposed by any governmental body.
7. When this Agreement refers to Inspection/Testing, listed Equipment will be inspected/tested/cleaned during normal business hours only (8am – 5pm Monday - Friday) unless specifically stated otherwise under Services provided area.
8. When this Agreement includes a Service package for normal wear and tear, (including all parts, with associated labor, except batteries), Services will be performed without charge. An additional charge shall be made for any Services necessitated by causes other than normal wear and tear in accordance with the standard charges of PER MAR.
9. When this Agreement includes cellular communicator futureproof protection, PER MAR will replace the cellular communicator as technology changes at no costs to CUSTOMER. When Agreement includes cellular communication futureproof protection with batteries, PER MAR will also provide free batteries on panel and wireless sensors. CUSTOMER may also request one inspection by PER MAR technician every twelve (12) months at no charge.
10. CUSTOMER authorizes PER MAR to perform installation during regular work hours with CUSTOMER furnishing any necessary electric power at CUSTOMER'S cost. The charges referenced in paragraph 2 above are based on PER MAR performing installation with its own personnel or contractors of its choosing. If, for any reason, installation must be performed by other contractors, charges shall be revised accordingly. If any inspection bureau, any other agency having jurisdiction, or the CUSTOMER shall require or make necessary any changes in the System installation, such changes must be requested in writing by CUSTOMER and shall be paid for by CUSTOMER. PER MAR is authorized to make any preparation appropriate for installation of the System, including but not limited to, drilling holes or making attachments.
11. When this Agreement includes the use of a "digital communicator" for transmitting signals to a monitoring center, the CUSTOMER understands that a digital communicator uses standard telephone lines for sending signals, and further that the monitoring center will not receive signals when the transmission mode is cut, interfered with, or becomes otherwise damaged or non-operational. All charges made by any company for installation, line charges, telephone calls and service charges for telephone lines and/or accessories to transmit signals between CUSTOMER'S premises and any monitoring facility shall be paid by CUSTOMER. PER MAR shall not be obligated to perform monitoring Services hereunder during any time when telephone lines or telephone equipment are not properly operating. Voice over Internet Protocol (VoIP) technology will affect the connection via the telephone line at CUSTOMER's premises to the monitoring center. If CUSTOMER chooses VoIP technology, CUSTOMER must notify PER MAR of this choice to assure connectivity to the monitoring center. This may require an upgrade of the System that is not covered under any PER MAR Service Agreement. PER MAR recommends an alternate method of communication such as radio backup be added to the System.
12. If CUSTOMER fails to pay any amount under this Agreement by the date which such amount is due, then PER MAR shall be entitled to retain all prepayments received and CUSTOMER shall immediately pay to PER MAR (a) all payments then due and payable, (b) all charges of labor, material and equipment incurred by PER MAR due to such failure to pay based on a time and material basis at PER MAR'S then prevailing charges, and (c) ninety percent (90%) of all payments which would be due hereunder for the unexpired term as liquidated damages and not as a penalty. PER MAR shall have no further obligation to perform under this Agreement if CUSTOMER fails to pay any amount under this Agreement by the date which such amount is due, it being understood and agreed that: 1) the parties intended to agree in advance to the settlement of damages that might arise from the breach; 2) the amount of liquidated damages is reasonable at the time of contracting, bearing some relation to the damages which might sustained; and 3) actual damages would be uncertain in amount and difficult to prove. In addition, if any suit or alternative dispute resolution proceeding is instituted and PER MAR is the substantially prevailing party by judgment, award, finding or settlement, CUSTOMER shall pay directly or reimburse PER MAR for all of PER MAR's costs and expenses including, without limitation, consultants' and professionals' fees and costs including, without limitation, reasonable attorneys' fees and costs. Upon nonpayment of any sums due PER MAR under this Agreement, PER MAR reserves the right to remove or abandon all or any part of the System, wiring and apparatus from CUSTOMER'S premises upon written notice to CUSTOMER. In the event PER MAR exercises its right of removal under this paragraph, it shall not be liable for any damages resulting from the removal. In all Systems, PER MAR retains ownership of the communications chip and accordingly may remove said chip when Service is terminated. For panels not containing chips, PER MAR reserves the right to reprogram the panel not to call PER MAR'S monitoring center if Service is terminated.

13. PER MAR hereby warrants to CUSTOMER that the System is installed in a good and workmanlike manner. In the event that any part of the System, except for batteries, shall become defective within one (1) year from the date of the original installation, or for a term equal to that provided by the original Equipment manufacturer, whichever is less, PER MAR shall replace or repair the defective part without charge. This warranty is not assignable. Neither PER MAR nor its directors, officers, shareholders, partners or employees (collectively "representatives") make any express warranties as to any matter whatsoever including, without limitation, the condition of the Equipment, its merchantability, or its fitness for any particular purpose; all other warranties are specifically excluded. This warranty does not cover any damage to the System and/or Equipment caused by accident, vandalism, fire, water, lightning, act of God, repair service, modification or improper installation by anyone other than PER MAR, or any other cause other than normal wear and tear. PER MAR shall not be liable for any general, direct, special, exemplary, punitive, statutory, multiple, incidental or consequential damages. CUSTOMER acknowledges: that any affirmation of fact or promise made by PER MAR shall not be deemed to create an express warranty; that PER MAR does not make any representation or warranty, including any implied warranty of merchantability or fitness that the System may not be comprised, circumvented, or that the System will in all cases provide the signaling, monitoring and response for which it was intended; that there are no express warranties which extend beyond those contained in this Agreement, and that all implied warranties, if any, coincide with the duration of this warranty.
14. CUSTOMER understands and agrees as follows: (i) PER MAR, its representatives, successors, assigns, suppliers and/or the manufacturers of the products used by PER MAR (collectively "PER MAR/SUPPLIERS") are not insurers; (ii) it is the specific intent of CUSTOMER and PER MAR/SUPPLIERS that insurance covering all loss, damage and expense arising out of or from, in connection with, related to, as a consequence of or resulting from this Agreement, shall be obtained and continuously maintained by the CUSTOMER; (iii) it is the specific intent of CUSTOMER and PER MAR/SUPPLIERS that recovery for all such loss, damage and expense shall be limited to any such insurance coverage only; (iv) it is the specific intent of CUSTOMER and PER MAR/SUPPLIERS that PER MAR/SUPPLIERS are released from any and all liability for all such loss, damage and expense; **(v) PER MAR/SUPPLIERS, EXCEPT AS SET FORTH HEREIN, MAKE NO GUARANTEE, REPRESENTATION OR WARRANTY INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE;** (vi) PER MAR/SUPPLIERS are released from all loss, damage or expense which may occur prior to, contemporaneously with, or subsequent to the execution of this Agreement due to the improper operation or non-operation of the System (including, without limitation, the communications Equipment or Service necessary to transmit to or receive any data at the monitoring center) or the response time of third party emergency personnel; and (vii) should there arise any liability on the part of PER MAR/SUPPLIERS for economic losses, personal injury, including death, or property damage (real or personal) which is in connection with, arises out of or from, results from, is related to or is a consequence of the active or passive sole, joint or several negligence of any kind or degree of PER MAR/SUPPLIERS, including, without limitation, acts, errors or omissions which occur prior to, contemporaneously with or subsequent to the execution of this Agreement, or breach of this Agreement, or any claim brought in product or strict liability, subrogation, contribution or indemnification, whether in contract, tort or equity, including, without limitation, any general, direct, special, incidental, exemplary, punitive, statutory or consequential damages, irrespective of cause, such liability shall be limited to the maximum sum of three hundred fifty dollars (\$350.00) collectively for PER MAR/SUPPLIERS, and this liability shall be exclusive.
15. CUSTOMER agrees to indemnify, defend and hold harmless PER MAR/SUPPLIERS, from any loss, cost or expense, including attorneys' fees and court costs, on account of any claim for economic losses, personal injury, including death, or property damage (real or personal) by any person not a party to this Agreement arising out of or in connection with the operation or nonoperation of the System whether these claims be based upon alleged intentional conduct, negligence, or product liability on the part of PER MAR/SUPPLIERS. The obligation to indemnify under this Agreement shall survive the termination of this Agreement.
16. CUSTOMER hereby releases PER MAR/SUPPLIERS for all losses, damages and expenses (i) covered by CUSTOMER'S insurance policies, (ii) policy deductibles, co-pay percentage, or retained limits, (iii) in excess of amounts paid by CUSTOMER'S insurance, and (iv) due to under-insurance. As an inducement to PER MAR to enter into this Agreement, CUSTOMER represents, warrants and covenants that CUSTOMER'S insurance companies shall not have (a) any rights created by a loan agreement, loan receipt, or other like document or procedure, or (b) any right to subrogation against PER MAR/SUPPLIERS.
17. This Agreement is made under and will be construed and enforced in accordance with the laws of the State of Iowa without giving effect to any other state's choice of law rules. Each party hereby irrevocably agrees that any suit, action or other legal proceeding ("Suit") arising out of or from, in connection with or as a result of this Agreement shall be brought exclusively in the State Courts or the Courts of the United States located in Davenport, Iowa. **Each party hereby waives any right to trial by jury in any Suit brought by either party.** All claims, actions, or proceedings, legal or equitable, against PER MAR/SUPPLIERS must be commenced within one (1) year after the cause of action has accrued, without judicial extension of time, or said claim, action, or proceeding is barred. In any suit, arbitration, or action commenced by PER MAR against CUSTOMER, CUSTOMER shall not be permitted to interpose any counterclaim. CUSTOMER waives the right to bring any class action against PER MAR/SUPPLIERS.

18. PER MAR's invoices are payable by the CUSTOMER to PER MAR upon presentation to the CUSTOMER, without deduction or offset of any kind or nature whatsoever. CUSTOMER agrees to pay PER MAR interest at one and one-half percent per month, or such maximum amount as permitted by law, whichever is less, on any invoice not paid within thirty (30) days of invoice date.
19. This instrument contains the entire Agreement between CUSTOMER and PER MAR with respect to the transactions described herein and supersedes all previous and contemporaneous negotiations, commitments, contracts, express or implied, warranties, express or implied, statements and representations, whether written or oral, pertaining thereto, all of which shall be deemed merged into this Agreement.
20. This Agreement is not assignable by CUSTOMER except upon the written consent of PER MAR, which shall be in PER MAR'S sole and absolute discretion. This Agreement or any portion thereof is assignable by PER MAR in its sole and absolute discretion.
21. Should any provision hereof (or portion thereof), or its application to any circumstances, be held illegal, invalid or unenforceable to any extent, the validity and enforceability of the remainder of the provision and this instrument, or of such provisions as applied to any other circumstances, shall not be affected thereby, and shall continue in full force and effect as valid, binding and subsisting. All changes or amendments to this Agreement must be in writing and signed by all parties to be binding on the parties.
22. Additional charges shall apply if an alarm response officer discovers an authorized individual present who did not call to cancel the alarm properly.
23. Any electronic manipulation of this Agreement without written consent of PER MAR voids this Agreement.
24. Calls with PER MAR representatives may be recorded for quality assurance.

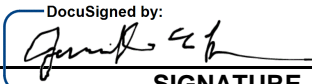
NOTICE OF RIGHT TO CANCEL (for residential customers only)

You may cancel this transaction without any penalty or obligation within THREE (3) business days from this Agreement made date on the first page of the Agreement. If you cancel, any property traded in, any payments made by you under the Agreement or sale, and any negotiable instrument executed by you under the Agreement or transaction, will be returned within TEN (10) business days following receipt by PER MAR of your cancellation notice, and any security interest arising out of the transaction will be cancelled. If you cancel, you must make available to PER MAR at your location in substantially as good condition as when received, any goods delivered to you under this Agreement or transaction sale, or you may, if you wish, comply with the instructions of PER MAR regarding the return shipment of the goods at PER MAR'S expense and risk. If you make the goods available to PER MAR and PER MAR does not pick them up within TWENTY (20) days of the date of your notice of cancellation; you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to PER MAR, or if you agree to return the goods to PER MAR and fail to do so, then you remain liable for performance of all obligations under this Agreement.

CUSTOMER ACCEPTANCE

In signing this Agreement, CUSTOMER agrees to the terms and conditions contained herein and specifically acknowledges and accepts the disclaimer/limitation of liability and indemnity paragraphs hereof and the other terms and conditions which are an integral part of this Agreement.

READ ALL PAGES OF THIS AGREEMENT BEFORE SIGNING

Signed: 	Library Director	2/3/2020
	SIGNATURE	TITLE

By _____, PER MAR Agent

Approved _____, Authorized Representative of PER MAR

System installed and operative this _____ day of _____, 20_____.



**SECURITY
SERVICES**

Since 1953

CENTRAL STATION CUSTOMER INFORMATION

Customer or Business Name Western District Library			
Site Address 1111 4th St / PO Box 70	City Orion	State IL	Zip 61273
Site Phone Number (309) 526-8375			
<input checked="" type="radio"/> Commercial <input type="radio"/> Residential			

Use this form to provide us with passwords/passcodes for your system users. This password/passcode will help us verify authorized users of the system and in the event of an alarm. We will only be able to communicate with a user who provides a valid password/passcode. If a valid password/passcode cannot be provided, our Central Station will dispatch necessary authorities.

Please use the below definitions to assist in completing this form.

Authorized Person – Person who has permission to be in your business or home.

Password/Passcode – A word or number that verifies the authorized person (2 – 15 characters).

Authorization Level – Can make updates to the password/passcode list.

Telephone Number – The number where an authorized person can be reached in the event of an emergency.

Call Order – The order you want the authorized person to be called.

Per Mar's standard burglar alarm calling procedure directs our operators to call the premises as well as one additional number outside of the premises to verify the alarm prior to dispatching law enforcement. We will follow this procedure unless directed otherwise. You do not need to include the authorities on your list below.

Authorized Person First & Last Name	Password / Passcode (2 – 15 characters)	Authorization Level (can make account updates yes/no)	Telephone Number (cell/home/office)	Call Order	Type of Phone
Jennifer Ryder	xxxx	yes	xxxxxxxxxx	1	Cell
Jan Gustafson	xxxx	yes	xxxxxxxxxx	2	Cell
Rodney Ward	xxxx	yes	xxxxxxxxxx	3	Cell
		no		4	Cell
		no		5	Cell
		no		6	Cell
		no		7	Cell
		no		8	Cell

Initials:



**SECURITY
SERVICES**

Since 1953

SIGNAL COMMUNICATION WAIVER

CUSTOMER hereby acknowledges and agrees that notification of Per Mar's receipt of non-emergency trouble signals from CUSTOMER's alarm system will be provided to CUSTOMER via email or text message at the email or cellular telephone number provided below within a reasonable time after receipt of same by Per Mar. CUSTOMER further agrees to provide written notice to Per Mar of any change in CUSTOMER's email or telephone number.

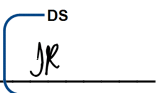
Yes, I'd like low priority signals texted to _____

Name of contact receiving text _____

OR

☒ Yes, I'd like low priority signals emailed to jryder@orionlib.org

Name of contact receiving email Jennifer Ryder

Initials: 



www.permarsecurity.com

PAYMENT FORM

Customer or Business Name Western District Library			
Site Address 1111 4th St	City Orion	State IL	Zip 61273
Billing cycle Monthly			
Send all invoices by email to director@orionlib.org			<input type="checkbox"/> Mail my invoice
Please send me the quarterly newsletter via email to			

Payment Method	<input type="radio"/> Electronic Funds Transfer (EFT)	<input type="radio"/> Credit Card	<input checked="" type="radio"/> Check
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By selecting EFT or Credit Card, I authorize Per Mar Security Services to electronically transfer funds from my bank account or credit card to pay my security invoice(s). I understand that adjustments may involve credits to my account.

I understand that sufficient funds must be kept in the account to cover the payment withdrawals. Insufficient funds may result in the disruption of your security service and insufficient funds fees. If there will be a disruption of security services, Per Mar Security Services will notify me in writing.

If at any time I wish to cancel this payment method, I will provide Per Mar Security Services with written notification at least 30 days prior to the next scheduled payment. Per Mar Security Services reserves all rights to refuse or terminate Electronic Funds Transfers (EFT) or credit card payment services.

To pay by bank draft or credit card, please complete the below information.

Electronic Funds Transfer (EFT)	Credit Card Payment
Bank Name	<input type="radio"/> Visa <input type="radio"/> Master Card <input type="radio"/> Discover <input type="radio"/> AMEX
Routing Number	Account Number
Account Number	<div style="display: flex; justify-content: space-between;"> <div>Expiration Date</div> <div>Security Code</div> </div>
	Name on Credit Card
	Billing Address of Card
Authorized Signature	

I authorize Per Mar Security Services to automatically deduct the following charges from my bank account or credit card:

No	Down Payment Amount – This is the amount listed on the agreement.
No	All Installation & Recurring Invoices – This includes any applicable installation charges from the agreement, partial and full months of security/monitoring charges to bring the account to the next regular billing cycle, all standard security/monitoring charges billed on a recurring basis.
Yes	Only Future Recurring Invoices – This is only the standard security/monitoring charges billed on a recurring basis.



WESTERN DISTRICT LIBRARY

1111 4th St | PO Box 70

Orion, IL 61273

Phone: (309) 526-8375 | Fax: (309) 526-3222

www.westerndistrictlibrary.org

Inclement Weather Policy

In the event of unforeseen circumstances, such as, but not exclusively, inclement weather, weather disasters, and building disasters, the library may be closed early or for the entire day at the discretion of the Library Director and one Library Board member.

The hourly employees scheduled to work that day shall be paid unless they had been given at least a 48 hour notice that the library will be closed.

Hourly employees may not decide to close the library; any concerns must be directed toward the director and library board members.

Approved by the Library Board: February 24, 2020



WESTERN DISTRICT LIBRARY

Library Director, Western District

Full time, exempt position

Salary range: \$40,000 - \$45,000 (commensurate with experience)

Reports to the Library Board of Trustees

Basic benefits: vacation, sick days

The Western District Library is seeking a new library director to oversee all operations of an active community library. Candidate must be proactive, customer service oriented, employee-centric and be willing to take risks and to try different methods of bringing traditional and innovative library programs and services to the community of the Western District Library community.

The Western District Library is in an engaged rural area that serves approximately 4000 residents. The library has been serving this area since 1906 and is located in Orion, IL.

The Library is a rural district library, just south of the Quad-Cities area, with an annual budget of \$254,000 and an annual circulation of 21,000 items. There are 8 staff members, who work well as a team. The board consists of 7 elected community members who are very supportive of the library director and staff in providing services to the communities.

The successful candidate will possess strong written and oral communication skills, the ability to relate well to the public and library staff, have good organizational skills and be progressive. The director will be required to promote public relations and community outreach while establishing the library as a valued community institution. The candidate is responsible for planning, directing and evaluating library programs and services, as well as developing and implementing policies and procedures. Oversight of building, equipment and systems is also required. In addition to other duties, the candidate will also be responsible for the preparation of all legal and financial documents, including the budget and levy. Candidate should be proficient in Microsoft Office Suite, technology, and electronic resources. ALA accredited MLIS is preferred or equivalent library experience and other education.

Applications accepted until Tuesday, March 31, 2020. Please email cover letter, resume and 3 professional references to the Library board at board@orionlib.org. Questions please email or call (309) 526-8375.

Western District Library
1111 4th St.
Orion, IL 61273
www.westerndistrictlibrary.org

Library Director

Responsible for planning, directing and evaluating library programs and services. Responsible for developing and implementing policies and procedures. Budget and fiscal management experience preferred. Oversight of building, equipment and systems. Knowledge of all applicable laws and rules pertaining to public libraries. Proficiency in technology and electronic resources. Strong communication skills, as well as interpersonal and supervisory competency. Library experience and Library Science degree desirable.

Full-time, exempt position. Salary \$40,000 - \$45,000 (commensurate with experience)

Please email cover letter, resume, and 3 professional references to the library board at board@orionlib.org

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Memorandum

Re: Potential Building Upgrades

February 24, 2020

To the WDL Library Board:

In a conversation with architect Jeff Sandberg following Legat Architect's presentation to the board at the January 2020 board meeting, we created a suggested priority list of improvements based on facility need and patron comfort.

Before doing any major work, Mr. Sandberg suggested having a company like EnviroNet in Davenport, IA (who previously tested for mold in the basement) do a full environmental study of the library. This would be particularly important for checking for any lead-based products or asbestos that might need abatement before any work could be done. He also suggested having the plumbing capped in the downstairs bathroom, which is currently out of commission.

Since the library is already replacing the fire alarm system, three items the firm suggested to the board remain: upgrading the ramp to the back door; enlarging the restrooms to meet ADA guidelines; and repairing/replacing the roof. I have also talked to at least two experts on heating and A/C systems who have told me that the rooftop A/C units should be replaced in the next two years. We also discussed improving the electrical system as recommended in their report, which an electrician can work on at the same time as the fire panel installations.

The larger projects (ie the roof, ADA upgrades, A/C unit replacements, etc), Mr. Sandberg stated, could all be done for a reasonable sum of money through his firm. If the library chose to continue working with Legat Architects, we would get a competitive price. They would manage any legal bidding processes, contractors, contracts, and other logistics associated with making these upgrades. He surmised that, if the library worked with Legat, this project, if all done together, could cost the library about \$200,000.

If the library chose to commit those funds, the board would draw from CD funds comprised entirely of private donations. Two CDs, one with \$175,000 and one with \$15,000, would get the library close to the potential \$200,000. This would mean that some interest income the library receives from those funds would be lost, but this only amounts to \$2100 a year.

The Library Board could decide to commit more or less money towards this project, and work with Legat Architects to determine, with a certain dollar amount, what work could be accomplished. I would also suggest that with whatever CD funds are left over from this project, the Library Board consider whether they would want to find a way to invest those donation funds that could yield more returns. This would require creating a Foundation or 501c3, which would have more freedom and also permit the library to do more fundraising. While this might not be ideal now, it would be something to consider for the future, as CD interest is limited.

I would also suggest that, at the end of this project, the library plan out a schedule of other required structural and cosmetic repairs. I also strongly suggest replacing the carpet and furniture, including the front circulation desk and the wooden tables and chairs in the back of the library, be considered in the next 5 years. Overall, replacing the rooftop units, the roof itself, and making the ADA upgrades, would go a long way towards improving the library this year or next for Western District Library patrons.

Jennifer Ryder
Library Director

CD 1047

Date	Ref/Check	Description	Amount	Balance	Memo	Category
10/1/2019		Daily Ledger Bal		15000		
9/28/2019		Earnings Payment To DDA XX	62.88	15000		
4/28/2019		Daily Ledger Bal		15000		
4/28/2019		Earnings Payment To DDA XX	74.79	15000		
1/4/2019		Daily Ledger Bal		15000		
			137.67			

CD 8738

Date	Ref/Check	Description	Amount	Balance	Memo	Category
12/31/2019		Daily Ledger Bal		175000		
12/30/2019		Earnings Payment To DD.	158.22	175000		
12/3/2019		Daily Ledger Bal		175000		
11/30/2019		Earnings Payment To DD.	163.49	175000		
11/5/2019		Daily Ledger Bal		175000		
10/30/2019		Earnings Payment To DD.	158.22	175000		
10/1/2019		Daily Ledger Bal		175000		
9/30/2019		Earnings Payment To DD.	163.49	175000		
9/3/2019		Daily Ledger Bal		175000		
8/30/2019		Earnings Payment To DD.	163.49	175000		
7/30/2019		Daily Ledger Bal		175000		
7/30/2019		Earnings Payment To DD.	158.22	175000		
7/2/2019		Daily Ledger Bal		175000		
6/30/2019		Earnings Payment To DD.	163.49	175000		
6/4/2019		Daily Ledger Bal		175000		
5/30/2019		Earnings Payment To DD.	158.22	175000		
5/6/2019		Daily Ledger Bal		175000		
4/30/2019		Earnings Payment To DD.	163.49	175000		
3/30/2019		Daily Ledger Bal		175000		
3/30/2019		Earnings Payment To DD.	158.22	175000		
3/1/2019		Daily Ledger Bal		175000		
2/28/2019		Earnings Payment To DD.	152.95	175000		
2/1/2019		Daily Ledger Bal		175000		
1/30/2019		Earnings Payment To DD.	163.49	175000		
1/4/2019		Daily Ledger Bal		175000		
			1924.99			



WESTERN DISTRICT LIBRARY

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Investment of Public Funds Policy

Purpose and Scope

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Western District Public Library. Its scope is all public funds of the Library.

Responsibilities

All investment policies and procedures of the Western District Public Library will be in accordance with Illinois Law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 235/1 *et seq.*] and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the “chief investment officer” of the Library acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Financial Officer. The Financial Officer, and by designation, the Library Director, are responsible for establishing internal controls and written procedures for the operation of the investment program.

“Prudent Person” Standard

All Library investment activities shall use a “prudent person” standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

- Legality (conforming with all legal requirements)
- Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
- Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
- Yield (attaining a market rate of return on investments)
- Simplicity of management

Guidelines

The following guidelines should be used to meet the general investment objectives:

1. Legality and Safety:
 - a. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC-insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral). Any credit union accounts would not



WESTERN DISTRICT LIBRARY

exceed insured amounts and otherwise would be in complete compliance with the legal requirements for such accounts and institutions.

- b. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.
2. Liquidity:
In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.
3. Yield - Return on investment:
Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest-bearing deposit accounts.
4. Simplicity of management:
The time required by library administrative staff to manage investments shall be kept to a minimum.

Reporting

Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Chief Investment Officer shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification, and general performance. These reports will be available to the general public upon request.

Internal Controls

In addition to these guidelines, the Chief Investment Officer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds.

Authorized Financial Dealers and Institutions

Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services,

Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

Reviewed and approved by the Library Board: February 24, 2020



WESTERN DISTRICT LIBRARY

1111 4th St | PO Box 70

Orion, IL 61273

Phone: (309) 526-8375 | Fax: (309) 526-3222

www.westerndistrictlibrary.org

Approved by the Library Board February 24, 2020

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The Western District Library (the Employer) is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the Employer will not tolerate discrimination or harassment by anyone, including any supervisor, employee, vendor, customer, consultant, contractor, board member, or other regular visitor of the Employer. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. Employer will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her actual or perceived protected status.

Sexual Harassment



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Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

Investigation Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, the ethics officer, or the Human Resources Department. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Department.



WESTERN DISTRICT LIBRARY

The Human Resources Department, or its designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Director. The Director shall, in consultation with legal counsel for the Employer, ensure that an independent review is conducted with respect to such allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with Employer's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. Employer will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Employer policy. Any individual who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside Employer

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

Prevention Training

To stay in accordance with the law, the Employer will provide annual harassment prevention trainings, either in-house or with an outside employer resources agency.



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Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001



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westerndistrictlibrary.org

Circulation Policy

Preface

Western District Public Library patrons assume full responsibility for the return, damage, fees or fines for materials loaned under this policy.

Registration

- A. Residents and property owners within the Western District Public Library are taxed for library services on their real-estate tax bills. A Western District Public Library card can be obtained upon display of a valid government-issued photo identification card and proof of current address within the library district. Western District Public Library residents and property owner library cards expire after three years and must be renewed with presentation of identification.
- B. Minor residents in the Western District Public Library service area under the age of 18 are eligible to get a library card with the signed permission of a legal guardian. The legal guardian registering the minor must show a valid government-issued photo identification card and proof of residence within the library district. The address of the minor and the legal guardian must be the same. The legal guardian's card may not have \$5.00 or more in fines when registering the minor's card. Library cards of minors expire after three years and must be renewed with presentation of the guardian's identification, or their own identification should they turn 18. Minors who turn 18 may update the status on their account at any time with their own identification. The library reserves the right to restrict the checkout of certain materials to minors.
- C. Residents of unincorporated surrounding areas who are not taxed for library service may choose to purchase a Western District Public Library card. Purchase card holders are entitled to the same services as taxed card-holders.
 - a. The cost of library service for residents outside the boundaries of the Western District Public Library is currently \$125 per household per year.
 - b. By law, purchased cards expire each year and may be reissued in subsequent years upon payment of the current non-resident fee. Purchased library cards will show the expiration on the back of the card.
 - c. Payment for purchased library service may be made in cash or by check. Cards must be paid for in full at the time of purchase.

- D. Business or commercial property owners within the Western District Public Library are taxed for library service on their real estate tax bills, and are therefore eligible for a library card. Additionally, business or commercial renters within the Western District Public Library are eligible for a library card under the assumption that a portion of any rental payment is utilized by the landlord for the payment of property taxes. A Western District Public Library card can be obtained by a business upon proof of business ownership or commercial rental (i.e. the most current tax bill, a rental or lease agreement, professional license, etc.). Only one card will be issued per business. The business is responsible for any fines or fees associated with or damage done to Library materials checked out with its card. Business cards expire after three years and must be renewed with presentation of identification.
- E. The Library extends reciprocal services to persons with a valid current library card from other libraries in Illinois. A current library card in good standing and a valid identification with the person's current address must be presented to obtain reciprocal borrowing privileges. The Library reserves the right to limit services. Reciprocal Borrower registration expires after one year and must be renewed with presentation of a current library card in good standing and valid identification with the person's current address.

Loan Periods and Limits

All loan periods, fees and fines apply equally to Western District Public Library card holders, to Reciprocal Borrowers and to Non-Resident card holders. *This policy acknowledges that WDPL items checked out and returned at other PrairieCat locations may be subject to the circulation rules of that location.*

Standard Loans

- | | |
|------------------------------|----------|
| A. 3-day loan: Museum Passes | Limit 1 |
| B. 7-day loan | |
| a. Films (DVDs and Blu-Ray) | Limit 8* |
| b. Video Games | Limit 1 |
| c. TV Shows | Limit 8* |
| d. Chromebooks | Limit 1 |
| e. Hotspots | Limit 1 |
| C. 21-day loan | |
| a. Books | No Limit |
| b. Magazines | No Limit |
| c. Music CDs | No Limit |
| d. Non-Fiction Films | Limit 8* |
| e. Audio Books on CD | No Limit |
| f. Puzzles | No Limit |

*Films are limited to 8 total of any combination of loan periods, format or movie type

- D. The Western District Public Library offers electronic media for download to Western District Public Library cardholders. Electronic Materials may be checked out for 7, 14, or 21 days depending on the item and the digital usage rights.

All items may be renewed up to two times if not on reserve or under special loan limits. Overdue items may be renewed and the fines are < \$5, provided they are not on reserve or under special loan limits. In the case of renewal of overdue materials, fines will be assigned to the borrower's library card account from the original due date if renewed. Items may be renewed at the library, on the website or over the phone, as long as the cardholder can verify their identity through either confirmation of birthdate and/or address or library card barcode number.

Reserves/Holds

- A. Residents of the Western District Public Library, as well as purchased card holders, may place holds in person at any service desk, by telephone, or by accessing the Library Catalog over the internet with a valid library card. Reserves/holds may be placed on any holdable item. Items will be held for six library business days from the time the item becomes available. Patrons will receive confirmation when their hold is available.
- B. Reciprocal Borrowers may request on-shelf items in person at any service desk or by telephone. Reciprocal Borrowers holds will be held for no longer than six library business days.

Fines and Fees

A. Overdue Fines

The Western District Public Library issues a \$0.10 overdue fine per day on most library materials, not to exceed \$10 per item. Hotspots and Chromebooks are issued a \$10.00 overdue fine per day, not to exceed \$50.00 per item. The Western District Public Library reserves the right to restrict borrowing privileges if fines accumulate in excess of \$5.00 per patron.

B. Lost items

If an item has not been returned 44 days after its due date, the borrower will be charged the replacement cost of the item. At that time the patron must return the item or pay the replacement charge. Refunds will only be granted for found items if the item is found within 90 days of original payment. A \$5.00 fine per item shall be deducted from any refunds given. The Library may accept donations of new items in lieu of payment if the item has the same ISBN and specifications; this must be approved by the Library Director.

If a patron reports an item has been lost, the patron will be charged the cost of the item. If the item is not a WDL item, the owning library must be contacted. WDL staff must fill out proper WDL forms, and checks must be made to the owning library, or WDL must reimburse the owning library for the cost of the item.

C. Processing fees for lost or damaged materials

Patrons will be charged for lost items and pieces.

Representative replacement fees for damaged or lost Western District Public Library Materials

- a. Single Audiobook CD \$10.00
- b. Audiobook/Game/Film Case \$10.00
- c. Lost/Damaged Barcode \$1.00

Guidelines for determining damage:

The Western District Public Library understands that books and media experience normal wear and tear as they are used. The Library balances normal wear and tear against damages that might make the public reluctant or unable to use the material. Usability is one consideration; appearance is another. These guidelines cover any material that the Library checks out to the public.

Fees for damaged materials will be charged upon return when the condition of an item makes it unsuitable to be returned to the collection.

- A. Normal wear and tear or minor damage is to be expected as items circulate. This includes:
 - a. Book falling from spine, loose spine or loose pages
 - b. Frayed edges
 - c. Tears on spine channel
 - d. Magazine back cover or insert missing
 - e. Torn plastic covers
 - f. Paper dust jacket torn/marked
 - g. Plastic jackets torn/marked
 - h. Occasional torn page
- B. Examples of major damage that requires withdrawal of materials:
 - a. Teeth or claw marks
 - b. Liquid damage
 - c. Pages stuck together
 - d. Extensive marking/comments
 - e. Pages marked/burned/missing/torn
 - f. Swollen/mildewed/odiferous
- C. Examples of items that would be withdrawn if parts cannot be replaced
 - a. Books that are missing an accompanying component when those items cannot be replaced, e.g. a missing CD, pattern, and so on. In this case, a new item must be purchased, even though the remaining parts are not damaged.

- b. Certain audiovisual items that are missing accompanying instruction of informational booklets when those items cannot be replaced and the booklets are needed to maintain the value of the item.

D. Paying fines

Patrons may pay for fines at WDL with cash or check. At this time, WDL cannot accept credit cards at the desk, but patrons may use PrairieCat's Pay Online feature by logging into their account at www.prairiecat.info.

Claims Returned

Patrons are ultimately responsible for the safe return of all materials. If an item is lost or damaged, the patron must take responsibility for the replacement cost of that item. However, in the instance that a Western District Public Library patron, or guardian of a patron under 18 years of age, strongly believes they returned, or never checked out, a WDPL item that cannot be found on the shelves, staff may grant the patron up to two (2) claims returned on WDPL items. Claims Returns are not allowed on Chromebooks, Hotspots, video games, museum passes, or other special items. The Library Director must be consulted if further claims returns are to be made on an account. If the item in question belongs to another library, that library must be contacted as they make the decision for a Claims Returned.

When the item is marked Claim Returned, a Note field will be added into the patron account recording the title, author, barcode, names involved and a date. If a patron habitually claims items were returned beyond the two (2) allotted by WDPL, the patron may not be allowed to continue checking out items from the library's circulation system.

Purging Library Card Accounts

The Western District Library uses PrairieCat reports and WDPL criteria for purging inactive cardholders from the system. The retention schedule is thus:

- Patron accounts who have had no circulation activity in 3 years, and whose cards have expired since the last calendar year, and have no fines on their accounts, will be deleted.
- Patron accounts that have been expired for 3 years, and have less than \$25 in fines, will be deleted.
- Patron accounts that have been expired for 7 years, and have \$25 or more, but less than \$100, in fines will be deleted.
- Patrons with fines of \$100 or more will not be deleted until the fines are paid.

Interlibrary Loan

A. Borrowing from libraries outside our consortium, general rules

The library provides interlibrary loan service exclusively to Western District Public Library cardholders, with accumulated charges of no more than \$5.00, when materials cannot be obtained from the library collection or local consortium. Materials requested through ILL may take 1-3 weeks from the time the request has been submitted to the date it arrives at the Library. Items in high demand and those requested from outside Illinois may take longer.

Every effort will be made to obtain requested items at no cost. In the event an item cannot be obtained for free, the patron will be notified of the option to pay the lending fee. In the event that a patron requests a “Rush” or “Urgent” request as outlined in the ILLINET guidelines, the patron may be charged for that service. All ILL items borrowed through the Western District Public Library must be returned to the Western District Public Library.

- The Library will only request materials within the 48 contiguous states.
- The Library will not request multiple copies of the same title for the same person

B. Loan Periods and Limits

All loan periods shall be set by the loaning library. The Western District Public Library has no control over loan periods established by the loaning library.

C. All renewals are dependent on the lending library’s approval and cannot be guaranteed. You may request a renewal before the item’s due date, however you must request it no later than 3 days before the initial due date. For example, if an item is due on 8/22, you must request the renewal no later than 8/19. You may request a renewal at the circulation desk, by calling library staff at (309) 526-8375, or by emailing staff@orionlib.org.

D. Overdue fines match the Western District Public Library Circulation Policy fine structure.

E. A borrower has up to 30 days to search for misplaced items before being required to pay replacement costs. Once fees are paid, no refunds will be granted for found items. The Library does not accept donations of like item in lieu of payment. All damaged or withdrawn materials remain the property of the lending library. The lending library will determine the fees for any lost or damaged item. Any fees charged to the Western District Public Library by the lending library are passed on to the requesting patron.

Other Fees

The Library charges the following fees in order to recoup the cost of services provided:

- Black and white copies/printouts: \$0.10/page
- Color printouts: \$0.25/page
- Faxing Services: \$1.00 for first 5 pages, \$0.05/page for all additional pages. Faxes must be sent within the United States.

A Western District Public Library cardholder may request to have other fees charged to their library account, including fees for copying, printing, or faxing. Cardholders should note these charges count towards the \$5.00 limit affecting check-out.

Cardholders may also request a receipt upon paying for these fees.



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Gifts/Donations Policy

The Western District Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as monetary contributions. Through donors, the library has been able to acquire materials that could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

Donation of Books and Audiovisual Materials

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials that citizens so generously give, a considerable number can be used. Some, however, cannot, because any material, though of value in itself, may be: (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated-(i.e., interesting but not of sufficient present reference or circulating value to the library); and/or (3) in poor condition, which would not justify the expense of processing it (i.e., cataloging and preparing it for circulation). The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Western District Public Library accepts gift books with the understanding that books that are useful to the library collection will be retained; books not considered useful will be disposed of in whatever manner the librarian deems best. Books not considered for the collection may also be used in the on-going or annual Book Donation Fair. The Library necessarily reserves the right to interfile gifts with other collections on the same subject so that all collections are organized and classified according to library standards for the best public service.

Gift Book Program

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. So that the Library can properly honor the gift, a special form to record the information is available and should be completed.

Donation of Art Objects and Related Materials

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Library Board of Trustees.

Other Types of Donations

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our policy to expend cash gifts on materials, equipment, or a project that is acceptable to the donor. Although it uncommon, there may be occasions in which the restrictions set by a donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Library Board of Trustees.



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Recognition of Gifts

For memorial books to the library, the library may place within the book the name of the donor, if desired. Accepted gifts will be honored in our gift remembrance book.

Use of Gifts

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

Income Tax Statements

The Library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax-deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Restriction

No donation can be accepted unless it is given to the Library without restrictions, unless the Library Board of Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Library Board of Trustees, they are in the best interests of the library.

Form

A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Library Board of Trustees for restricted gifts.

Approved by the Library Board: February 24, 2020



WESTERN DISTRICT LIBRARY

Gift Book Program

I/we would like to contribute \$ _____ for a book to be placed in the library.

As a memorial for: _____ or in honor of:

_____ on the occasion of a birthday

_____, wedding anniversary _____, graduation _____, or other (please specify)

_____.

The subject matter we prefer for this book is (please specify if you have a preference):

The Library will notify the following that this donation has been added to the Library's collection in memory of or honoring the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship: _____

Name of person to be notified: _____

Address of person to be notified: _____

Donor Information

Name of donor: _____

Address of donor: _____

Please make checks payable to the _____ Public Library.

Please return this form to: _____



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Financial Policy

Approved by the Library Board on February 24, 2020

Overview

- A. **Control of Expenditures:** The Board of Trustees of the Western District Library (“Board”) has exclusive authority to establish an annual budget according to state law and Board policies, as well as exclusive authority to approve all expenditures of all Library funds. The Library’s funds are obtained primarily through a levy process in the library’s service area, covering parts of northwestern Henry County, IL and a small corner of southern Rock Island County, IL. The Board acts as the fiscal agent for the Library.
- B. **Library Funds:** Operating funds, capital funds, and other funds (such as bequests or other designated funds) are maintained as needed in separate accounts as designated by IL statute 75 ILCS 16/35/5. Deposits to and expenditures from these Library funds shall be by Library Board approval only, and executed by the Library Director or designee.
- C. **General Considerations**
 - a. In general, all supplies, materials, equipment, and contractual or professional services will be included in the working budget.
 - b. Purchases of same shall be made in accordance with this Policy. Staff requests for equipment, projects, or services over a dollar amount stipulated by the Library Director must be presented to the Library Director or designee for approval.
 - c. The Library Director, or designee, is responsible for determining whether (a) an item is budgeted, (b) adequate funds are available, and (c) the proper purchasing procedures have been followed.
 - d. A summary of expenditures are reported to the Library Board in monthly Treasurer Reports, with emergency purchases being reported as soon as possible to the Board President and Treasurer.
 - e. The Treasurer shall review all monthly expenditures and review signatures to checks. The Library Board may request a review of specific transactions at any time.
 - f. The Library makes purchases in accordance with all applicable laws.

Purchase Authority; Authority to Spend

A. Purchases (Budgeted or Unbudgeted) up to \$5,000

- a. Purchases in this category are typically routine purchases of materials, supplies, and services.
- b. The Library Director is authorized to spend up to \$5,000 on any single item without prior approval from the Library Board.

B. Budgeted Purchases

- a. The Library Director or designee is authorized to pay all budgeted expenditures (invoices, warrants, vouchers, and personnel expenses) and all invoices for contracts and agreements previously approved by the Library Board.
- b. Procedures for obtaining quotes or bids depend on the dollar amount involved, applicable laws, and the suitability of the quote or bid to the specifications outlined by the request.
- c. The Library Director will conduct periodic spot price checks and surveys to ensure quality and economy, i.e. aiming to receive the best usable products at the lowest prices.
- d. All procedures for obtaining, receiving, and posting of bills to Quickbooks Online, working with the Library's accounting firm to reconcile checks and process payroll, and preserving all documents for audit will be developed by the Library Director, as approved by the Library Board.

C. Purchases in Excess of \$5,000 but Less than \$20,000

- a. Purchases in this category are typically furniture, technology, or services.
- b. Every effort shall be made to secure at least three price quotations before selecting a vendor. The Library Director or designee shall obtain these quotations.
- c. If the Library Director or designee believes a purchase should be made from a certain vendor rather than through price quotations, they must get approval from the Library Board.
- d. If unbudgeted, such purchases will need prior approval of the Library Board.

D. Purchases in Excess of \$20,000

- a. In accordance with Chapter 75 ILCS 5/5-5 and except as otherwise provided, all purchase orders or contracts for products and services in excess of twenty thousand dollars (\$20,000) shall be awarded after an open, competitive bidding process.
- b. In certain circumstances, the practical interests of the Library may be served by purchase from a certain vendor (e.g., limited or single vendor pool) even if the amount of the purchase exceeds \$20,000. In such cases, the Library Board may waive compliance with the competitive bid process, unless required by law.
- c. If doubt exists as to whether a competitive bid process is required, the Library's attorney shall be consulted.
- d. If unbudgeted, such purchases will need the prior approval of the Library Board.

E. Petty Cash: The Library Director is responsible for the petty cash fund, which is not to exceed \$100.

- F. **Purchases of a Repetitive Nature:** It may not be practical to obtain competitive price quotations for certain purchases which are repetitive in nature. Periodic spot price checks and surveys by the Library Director or designee will be conducted to ensure quality and economy.
- G. **Emergency Purchases:** In case of emergency, the Library Director, or designee, may spend up to \$20,000 for any unbudgeted expenditures with the approval of either a Standing Committee or any two officers of the Library Board.
- H. **Prevailing Wage:** The Library conducts all applicable work in accordance with the Prevailing Wage Act, 820 ILCS 130/0.01.
- I. **Accounting/Tax Practices:** The Library will work with an accounting firm or CPA to ensure that all legally required tax documents (i.e. 1099 forms), payroll taxes, and other required tax procedures are followed.

Joint Purchasing

The Library shall have the authority to join with other local government in cooperative purchasing plans when the best interests of the Library would be served thereby. The Library may also participate in the Illinois Joint Purchasing Program pursuant to 30 ILCS 525/0.01et seq.

Maintenance/Service Contracts

- A. Maintenance/service contracts are entered into periodically for essential services. All such contracts, when first proposed, require the approval of the Library Board. Contracts pertaining to the Library building – custodial, landscaping, painting, HVAC, etc., will first be reviewed by the Building Committee then referred to the Board for approval.
- B. As maintenance/service contracts expire, the contracts may be renewed at the discretion of the Library Director provided that each contract is reviewed by the Building Committee on a regular basis.

Local Vendors

When securing price quotations, department managers shall solicit quotations from qualified local vendors. If the price and terms between two or more qualified vendors are equal, vendors located in the Western District Library service area or nearby shall receive preference.

Authorized Signatures; Authority to Sign Checks

- A. All checks require two authorized signature. Authorized signatures include those of the Finance/Budget Committee, the Library Director, and one other staff member.
- B. The Western District Library produces checks needed for the Library to pay its obligations. Checks are signed by two authorized signers. Checks are signed in person. Checks are reviewed by the Treasurer or other Library Board member prior to payment.
- C. A register of all checks (including voided checks) shall be available for inspection by the Library Board if requested. The Treasurer will review and submit a monthly financial report, prepared by the Library Director and the accountant, to the Library Board at monthly Board meetings.