

Agenda
April 8, 2024

DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

221 S Hennepin Ave, Dixon, IL

61021

TAD Room

Agenda for Regular Meeting of April 8, at 5:30 PM

1. CALL TO ORDER
2. ROLL CALL
3. AUDIENCE PARTICIPATION
 - a. Public Comments
4. APPROVAL OF MINUTES
 - a. Previous regular meeting of March 11, 2024 ***V**
5. COMMUNICATIONS
6. DIRECTOR'S REPORT ***V**
7. OFFICERS' AND COMMITTEE REPORTS ***V**
8. FINANCIAL REPORTS
 - a. Treasurer's Report for March 2024 ***R**
 - b. Review of Bills, March 2024 ***R**
 - c. Approval of Financial Statements, March 2024 ***R**
9. UNFINISHED BUSINESS
 - a. Discussion regarding Library Rental Properties **R***
10. NEW BUSINESS
11. EXECUTIVE SESSION (if needed)
12. ANNOUNCEMENTS
 - a. Next regular meeting: May 13, 2024
13. REMINDERS
14. ADJOURNMENT ***V**

The Dixon Public Library is ADA Compliant and the public is welcome.

Agenda Posted in Library Lobby and Website

Agenda and packet delivered to Trustees

Potential Board Action on Items Marked with Asterisk*

V= voice vote, R = roll call vote

Minutes
March 2024
①

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday March 11, 2024

In attendance: Director Christina Keasler, Rachel Cocar, Terry Dunphy, Nikki Graff, Nick Haws, Marcella Kitson, Tracey Lawton, Kevin Marx, and Connor Self.

Absent: Piper Grazulis

Meeting Location: TAD Room, Lower-Level Dixon Public Library

CALL TO ORDER

President Lawton called the meeting to order at 5:30pm.

ROLL CALL

AUDIENCE PARTICIPATION

Citizens Present: Diane Kullerstrand

Citizens' Comment: An email from Diane Kullerstrand was read. Diane Kullerstrand also made public comment clarifying some details related to the book sales.

APPROVAL OF MINUTES: Nick Haws made a motion to approve the February 12, 2024, minutes as presented. Connor Self seconded the motion. A voice vote was taken, and the minutes were approved. There were no "no" votes.

The motion was carried.

COMMUNICATIONS – None

DIRECTOR'S REPORT – Director Keasler reported there was more virtual engagement and having a steady amount of volunteer help. There have been a lot of passive programming options. Staff are working on more live options. Staff are working with a local NASA staff member to plan some programming related to the upcoming eclipse. Jose, the janitor, has been working hard and helping with overall maintenance concerns. The new logo is being developed for use on the new website. The "Book Nook", where books that are being removed from the collection are able to be purchased, is ready for patrons to look through.

OFFICERS' REPORT AND COMMITTEE REPORTS –

Committee Reports:

- ❖ **Finance and Budget:** Kevn Marx reported that the CD list is now up to date with expiration dates which are now staged.
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** none
- ❖ **By-laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

President's Report: none

FINANCIAL REPORTS

- a. Terry Dunphy made a motion to approve the treasurer's report from January 2024 as presented. Nick Haws seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

Rachel Cocar: aye

The motion carried.

- b. Marcella Kitson made a motion to approve the Review of Bills for February 2024. Nikki Graff seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

Rachel Cocar: aye

The motion was carried.

- c. Nick Haws made a motion to approve the Financial Statements from February 2024 as presented. Nikki Graff seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

Rachel Cocar: aye

The motion was carried.

Unfinished Business: Discussion of library's rental properties. The ad hoc committee presented their report. Nick Haws made a motion to move forward with the plan presented by the ad hoc committee with an amended timeline to account for inability to get into the rental space, postponing the discussion of termination of the lease until the April board meeting. Marcella Kitson seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

Rachel Cocar: aye

The motion was carried.

New Business: none

Other Business: None

Executive Session: None

ANNOUNCEMENTS – Next regular meeting: April 8, 2024.

REMINDERS – none

ADJOURNMENT

At 6:26pm, Connor Self made a motion to adjourn the meeting. The motion was seconded by Nick Haws. The meeting was adjourned at 6:26pm.

Respectfully submitted,

Rachel Cocar, secretary

DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

April 2024

Directors Report

①

Library Statistics

Dixon Public Library Statistics	3/2024	3/2023	% change
Visits to Library	2,047	1,975	
# Cardholders	4,301		
CIRCULATING MATERIALS			
Print	9,613		
Nonprint	1,252		
E-Materials	983		
ILL Loans/Reserves Received	46		
ILL Loans Sent	36		
TECH USAGE			
Computer Use	2,356		
Wifi Sessions	61		
Website Sessions			
Instagram	52		
Pinterest	86		
Facebook	911		
Database	8		
PROFESSIONAL DEVELOPMENT	23		
VOLUNTEER HOURS OF SERVICE	3		



DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Directors Report

Programming

(V = virtual, P = passive)

Date	Program	# of Programs	Attendance
MAR	<i>Off The Shelf</i> blog (P, V)	2	91
MAR	Community Puzzle (P)	1	7
MAR	Take and Make Crafts AD (P)	1	25
MAR	Community Cookbook	1	1
MAR	Preschool Storytimes	4	102
MAR	Baby/Toddler Storytimes	8	104
MAR	Coding Clubs	8	58
MAR	Coloring Sheets YD (P)	1	124
MAR	Paperback Exchange (P)	1	9
MAR	Youth Craft Bags (P)	1	93
MAR	Scavenger Hunt YD (P)	1	74
3/14	Spring Break Drop-In Crafts	1	61
3/20	ILP Ruth Carter	1	0
3/25	Monday Morning Mysteries	1	7
3/26	Literary Merits Book Club	1	2
3/26	Orbital Book Club	1	3
	Total	34	761

Outreach

Date	Outreach	# of Visits	Attendance
3/8	4 th Trimester Group	1	24
3/15	Washington Preschool	6	106
3/19	DPS Title 1 Family Reading Night	1	135
	Total	8	265

Staffing

Date	Name	Change

DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Directors Report

BUILDING AND GROUNDS

The paperback exchange has been moved off of circulating shelves and into its own spinner rack, located near the used book nook.



MARKETING/WEBPAGE

We are moving forward with this color palette:



DIXON PUBLIC LIBRARY BOARD OF TRUSTEES



Directors Report

Addelise is moving forward with this and we are starting to create the new webpage.

TECHNOLOGY

There are no technology updates this month.

CURRENT AND UPCOMING

Book sale advertisements have been posted in the local newspaper and on BookSaleFinder.com. We have already sold more than 300 books, and generated nearly \$1,000 in sales.

GRANT APPLICATIONS

We have completed a grant with Illinois Library Association that would compensate conference admission, lodging, and a per diem for Kathleen to attend Reaching Forward North Conference.

PROGRAMS/MEETINGS ATTENDED

Initial meeting with Brian Pinchman from The Evolve Project

Treasurer's Report
of March 2024
(Trust Funds)

DIXON PUBLIC LIBRARY - BOARD of TRUSTEES
Treasurer's Report for April 8, 2024 Meeting

Beginning Balance in Checking Acct	February 29, 2024	74,131.19
Expenditures:		
		DATE:
Deduct from memorial fund	Check payable to	Amount
Expenditure from checking account	Vendor	-
Details		
Books and Materials:		
		check # 1018 dated 03-15-24
Kullerstrand Fund	St. Luke's Episcopal Church	(800.00)
Rent for rooms		
Total Expenditures		(800.00)
Deposits:		
	March 5, 2024	200.00
	March 8, 2024	1,538.34
	March 22, 2024	5.00
	Mar 27, 2024	114.00
	TOTAL	1,857.34
Apply to Fund:		
		Source:
		Amount
Books & Materials:		
Kullerstrand (online book sales)	Kullerstrand, Diane	1,538.34
Jan 2024 sales * 1,538.34		
Feb - Mar 2024 sales * 00.00 (no current amounts received)		
Books & Materials:		
Serendipity Fund	Jeff Slaney	200.00
check donation in honor of Mary "Diane" Demo		
Adult Programs / Projects:		
IHC / GROF Fund	anonymous patron	5.00
cash purchase of book - Lincoln in Dixon		
Special Funds:		
Friends of the Library	see notes below:	114.00
from sale of used books: Mar sales: cash * 114.00 / checks 00.00		
Interest pd to checking account:		
Sauk Valley Bank		
		Mar 31, 2024 interest
		264.99
TOTAL interest		264.99
Total Revenue		2,122.33
Net deposits (revenue-expenses)		1,322.33
Ending Balance in Checking Acct	March 31, 2024	75,453.52

Treasurer's Report
of March 2024 Trust Funds
CDs/checking/savings

TRUST FUNDS 03-31-2024
Mar 2024 * CD / checking account balances

CD number	MATURITY DATE	TERM	CURRENT RATE	BANK CONTACT #	OPENING DATE	OPENING BALANCE	PREVIOUS Mth BALANCE	interest (as notified)	CURRENT BALANCE
2510	3/24/2024	3 mth	0.900%	Community State Bank 284-8500	renewed 12-24-23	41,723.54	41,817.16	99.00	41,916.16
2531	4/30/2024	3 mth	0.900%	Community State Bank 284-8500	renewed 01-31-24	42,032.36	42,127.71	-	42,127.71
7650	7/13/2024	7 mth	4.510%	Sauk Valley Bank 632-4490	renewed 12-08-23	80,320.21	82,181.18	294.48	82,475.66
0909	10/12/2024	8 mth	4.750%	Sauk Valley Bank 632-4490	renewed 02-06-24	38,161.01	43,604.42	139.78	43,744.20
2056	10/24/2024	60 mth	2.469%	Community State Bank 284-8500	10/24/2019	47,249.74	52,466.48	-	52,466.48
2146	5/25/2025	60 mth	1.242%	Community State Bank 284-8500	5/25/2020	24,320.42	25,480.05	-	25,480.05
9507	11/02/2025	60 mth	0.95%	First Nt'l Bank in Amboy 800-216-0008	11/02/2020	31,625.02	32,616.11	-	32,616.11
4389	5/25/2026	60 mth	0.899%	Sauk Valley Bank 632-4490	5/25/2021	29,090.48	29,820.00	21.30	29,841.30
4692	9/07/2026	60 mth	0.800%	Sauk Valley Bank 632-4490	9/07/2021	40,252.56	41,038.90	26.09	41,064.99
				TOTAL BALANCE OF CD'S			391,152.01	580.65	391,732.66
								Net deposits	
NA			int rate 4.15% APY4.23%	Sauk Valley Bank 632-4490 checking account	NA	NA	74,131.19	1,322.33	75,453.52
NA			APY .25%	Sauk Valley Bank 632-4490 Preferred Savings Acct	5/04/2023	2,500.00	2,504.93	0.53	2,505.46
Dixon Public Library TRUST FUND							\$467,788.13	\$1,903.51	\$469,691.64

Note: Info on CD accounts is thru Mar 2024 (regarding maturity date, interest rate, balance)
Checking and Preferred Savings Account: (March interest included)
Community State Bank CD 2510 matured 3-24-24 / CD with new term was initiated on 3-29-24 (within renewal grace period)
CD 2510 total interest of 99.00 (this is 93.83 accrued to maturity date of 3-24-24, plus 5.17 to 3-29-24 date of new cd)
new CD info below will be put on chart above, for next month's reports

CD number	MATURITY DATE	TERM	CURRENT RATE	BANK CONTACT #	OPENING DATE	OPENING BALANCE			
2641	12/29/2024	9 mth	4.500%	Community State Bank 284-8500	3/29/2024	41,916.16			

Dixon Public Library Trust Fund
Memorials, Donations, Special Funds

Treasurer's Report
of March 2024 Trust Funds
Memorials
March 2024

	Previous Month	Income	Expenditure	Remainder	Notes on sources and uses
Books and Materials					
Feczko, George	\$400.00			\$400.00	music (Dec 2014)
Kullerstrand	\$9,959.27	\$1,538.34	\$800.00	\$10,697.61	online book sales
Kuter	\$739.85			\$739.85	youth dept award books (last \$200 Aug 2014)
Moore/Nichols	\$2,510.95			\$2,510.95	Moore: Interest only on \$2500 to be spent on classical recordings (Feb 1971). Nichols: opera recordings
Media Fund	\$8,312.68			\$8,312.68	Murphy Foundation (annual)
Serendipity (General Book Fund)	\$9,842.14	\$200.00		\$10,042.14	Misc. small donations
Youth Book Fund	\$1,300.00			\$1,300.00	
TOTAL BOOK & MATERIALS	\$33,064.89			\$34,003.23	
Technology					
Donaldson	\$556.42			\$556.42	career center/computers
Murphy, Michael	\$2,400.00			\$2,400.00	digital
TOTAL TECHNOLOGY	\$2,956.42			\$2,956.42	
Adult Programs/Projects					
Big Read	\$972.55			\$972.55	book promotion
Conservation Fund	\$3,000.00			\$3,000.00	restoration of early Dixon plat map
IHC/GROP	\$4,162.97	\$5.00		\$4,167.97	book publishing
TOTAL ADULT PROGRAMS/PROJECTS	\$8,135.52			\$8,140.52	
Youth Programs/Projects					
Programs & Special Projects	\$6,980.03			\$6,980.03	Anna M. Brockwell Memorial (\$10,000, Jun 2012), Bratt Family Memorial (\$1000, Nov 2010), Bubrick Memorial, donation from family of Dorothy Schumacher (Sep 14) and others
Summer Reading Program	\$986.82			\$986.82	Various donations
Young Library Volunteer Fund	\$505.50			\$505.50	fund teen volunteers
TOTAL YOUTH PROGRAMS/PROJECTS	\$8,472.35			\$8,472.35	
Building Improvement					
Building Improvement Fund	\$40,000.00			\$40,000.00	ES Murphy Charitable Fund, June 2023
Youth Dept. Improvements	\$867.59			\$867.59	
TOTAL BUILDING IMPROVEMENT	\$40,867.59			\$40,867.59	
Special Funds					
Friends of the Library	\$3,674.45	\$114.00		\$3,788.45	sales of used books
McCoy, Joan and Sarah	\$12,110.39			\$12,110.39	estate of Joan McCoy & annual giving from Sarah
St. Luke's Book Fair	\$0.00			\$0.00	
TOTAL SPECIAL FUNDS	\$15,784.84			\$15,898.84	
TOTAL DESIGNATED MEMORIALS/DONATIONS	\$109,281.61	\$1,857.34	\$800.00	\$110,338.95	designated on this report
Undesignated Funds					
Undesignated Income & Expenditure					
INTEREST FROM SAVINGS		\$0.53			
INTEREST FROM CDs		\$580.65			
INTEREST FROM CHECKING		\$264.99			
TOTAL UNDESIGNATED FUNDS	\$358,506.52	\$846.17	\$0.00	\$359,352.69	cd interest checks/cd deposits/donations
TOTAL TRUST FUND CASH & SECURITIES	\$467,788.13	\$2,703.51	\$800.00	\$469,691.64	held as per Trust Cash & Securities Report

Details of Expenses
March 2024 ①

GL Account Number	Account Name	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	Date Paid	Subtotals
15-410-5110	Fulltime Salary					34,458.91		34,458.91
15-410-5120	Parttime Salary	Manpower	38523613	temporary janitor ending 02-11-24	2/11/2024	8,510.90	03/04/24	
15-410-5140	Miscellaneous Pay					255.60		8,766.50
15-410-5210	Medical Insurance					3.42		3.42
15-410-5220	Life Insurance					7,218.28		7,218.28
15-410-5230	IMRF Pension					27.40		27.40
15-410-5260	Workers Comp					309.06		309.06
						0.00		0.00
15-410-5310	Maintenance & Repairs	Helm Civil	51666	Verify Power Restored after Power Outage 7-24-23	08/23/23	155.00	03/04/24	
		Helm Civil	52452	Heater Replacement, Wall Unit	11/02/23	1,339.00	03/04/24	
		Pest Control Consultants	526342	Follow-up Inspection after Treatment For Bed Bugs, No Evidence Found, Cleared	02/13/24	250.00	03/04/24	1,744.00
		American DataBank LLC	2402033	Background Checks	02/29/24	38.00	03/18/24	
		Cintas Corporation	4185263726	Monthly Cleaning Restrooms/Mar	03/04/24	162.84	03/18/24	
15-410-5323	Other Contractual	Cintas	4183542824	Wet Mop / Replace Mats	02/15/24	39.33	03/04/24	
		Cintas	4184999954	Wet Mop / Replace Mats	02/29/24	39.33	03/18/24	
		Pest Control Consultants	528705	Monthly Service - Feb 2024	02/23/24	70.00	03/04/24	349.50
		Comcast Cable	MAR 2024 248583	221 S Hennepin Ave Bsmnt	03/02/24	252.79	03/28/24	
15-410-5340	Info Technology	Nayax LLC	2400142	01/2024/ Monthly Service Fee	01/31/24	8.95	03/04/24	
		Today's Business Solutions Inc	112723-146	Fax 3rd Quarter 2023 (July - Sep)	11/29/23	68.88	03/18/24	330.62
		Brightspeed	FEB 2024 304 050193	Library 304050193 - Feb pymt	02/04/24	273.86	03/03/24	
15-410-5351	Telephone	Brightspeed	MAR 2024 304 050193	Library 304050193 - Mar pymt	03/04/24	273.86	03/17/24	
		Verizon Wireless	9957003708	Telephone - Library - Feb pymt	02/18/24	42.13	03/03/24	589.85
		Ace Hardware	727991	Cleaning Supplies: Adhesive, Murphy Oil Soap, Metal Polish	02/24/24	13.47	03/04/24	
		Cintas	4183542824	Cleaners, Paper Towels, Soap, Toilet Paper, Trash Bags, Tissues, Cleaning Chem Disp, Microfiber Wipes,	02/15/24	118.11	03/04/24	
		Cintas	4184999954	Cleaners, Paper Towels, Toilet Paper, Trash Bags, Tissues, Microfiber Wipes	02/29/24	87.55	03/18/24	219.13
		Ingram Library Services	80425207	Adult Materials - Books	02/12/24	154.76	03/04/24	
		Ingram Library Services	80474559	Adult Materials - Books	02/14/24	31.92	03/04/24	
		Ingram Library Services	80493490	Adult Materials - Books	02/15/24	447.97	03/04/24	
		Ingram Library Services	80515746	Adult Materials - Books	02/16/24	45.44	03/04/24	
15-410-5431	Adult Materials	Ingram Library Services	80515747	Adult Materials - Books	02/16/24	153.18	03/04/24	
		Ingram Library Services	80544918	Adult Materials - Books	02/19/24	40.02	03/04/24	
		Ingram Library Services	80573189	Adult Materials - Books	02/20/24	141.28	03/04/24	
		Ingram Library Services	80591343	Adult Materials - Books	02/21/24	54.93	03/04/24	

Expenses Continued
 March 2024 (3)

15-410-5510	Doyle, Brianna	TR # 03693	Reimburse for Purchased Supplies for YA Program "Taylor Swift Listening Party" 2-14-24	02/13/24	24.13	03/04/24	
	Doyle, Brianna	TR # 03695	Reimburse for Purchased Supplies for YA Program "Taylor Swift Listening Party" 2-14-24	02/13/24	7.97	03/04/24	
	Wells Fargo	FEB 2024 KEASLER 6486	Supplies for Youth Programs	03/03/24	16.04	03/18/24	
	Wells Fargo	FEB 2024 KEASLER 6486	Craft Bags, March Family Event	03/03/24	200.54	03/18/24	505.50
					59,637.61		59,637.61

Financial Report March 2024

March 2024 Financial Reports

Revenues		Budgeted	March	Year to date	Remainder	% Of
		2023-24	2024	2023-24	2023-24	2023-24
Revenue Code	Description		92%	YTD %		
15-001-4110	RE Tax Levy	577,000.00	0.00	575,922.84	1,077.16	99.81%
15-001-4111	Building & Maintenance Levy	28,250.00	0.00	28,334.56	-84.56	100.30%
15-001-4230	Fines	1,500.00	136.18	659.43	840.57	43.96%
15-001-4320	CPPRT	72,000.00	9,563.98	125,124.37	-53,124.37	173.78%
15-001-4350	State Allocation	22,529.00	0.00	22,529.15	-0.15	100.00%
15-001-4360	Federal Grant Revenue	210,000.00	0.00	0.00	210,000.00	0.00%
15-001-4410	Non-resident Fees	11,000.00	1,760.00	13,130.00	-2,130.00	119.36%
15-001-4412	Service Fees	4,250.00	501.09	5,864.42	-1,614.42	137.99%
15-001-4910	Interest Income	3,000.00	456.69	32,970.94	-29,970.94	1099.03%
15-001-4930	Contribution Income - Gifts	500.00	0.00	246.10	253.90	49.22%
15-001-4950	Miscellaneous	100.00	0.00	0.00	100.00	0.00%
15-001-4970	Sale of Property and Equipment	50.00	0.00	0.00	50.00	0.00%
15-500-7100	Transfers in	453,000.00	0.00	0.00	453,000.00	0.00%
Total Revenues		1,383,179.00	12,417.94	804,781.81	578,397.19	58.18%
Expenditures		Budgeted	March	Year to date	Remainder	% Of
		2023-24	2024	2023-24	2023-24	2023-24
Expense Code	Description		92%	YTD %		
15-410-5110	Fulltime Salary	309,000.00	34,458.91	259,482.79	49,517.21	83.98%
15-410-5120	Parttime Salary	83,000.00	8,766.50	70,061.55	12,938.45	84.41%
15-410-5140	Miscellaneous Pay	2,000.00	3.42	1,122.78	877.22	56.14%
15-410-5210	Medical Insurance	88,000.00	7,218.28	72,815.39	15,184.61	82.74%
15-410-5220	Life Insurance	500.00	27.40	285.16	214.84	57.03%
15-410-5230	IMRF Pension	11,000.00	309.06	2,201.52	8,798.48	20.01%
15-410-5240	Payroll Taxes	30,000.00	0.00	6,110.54	23,889.46	20.37%
15-410-5250	Unemployment	2,000.00	0.00	0.00	2,000.00	0.00%
15-410-5260	Workers Comp	500.00	0.00	256.41	243.59	51.28%
	Total Salaries & Insurance	526,000.00	50,783.57	412,336.14	113,663.86	78.39%
15-410-5310	Maintenance & Repairs	35,000.00	1,744.00	27,442.59	7,557.41	78.41%
15-410-5323	Other Contractual	28,000.00	349.50	23,935.09	4,064.91	85.48%
15-410-5360	Property and Liability Insurance	13,000.00	0.00	9,212.94	3,787.06	70.87%
15-410-5410	Maintenance Supplies	3,000.00	219.13	1,967.97	1,032.03	65.60%
15-410-5610	Natural Gas	4,000.00	0.00	538.36	3,461.64	13.46%
15-410-6300	Building Capital	603,000.00	0.00	0.00	603,000.00	0.00%
	Total Building Expenses	686,000.00	2,312.63	63,096.95	622,903.05	9.20%
15-410-5440	Small Equipment & Tools	7,500.00	282.02	4,502.48	2,997.52	60.03%
15-410-5352	Printing/Publishing	1,000.00	0.00	98.25	901.75	9.83%
15-410-5450	Office Supplies	3,500.00	17.75	3,341.65	158.35	95.48%
15-410-5350	Postage	500.00	0.00	11.29	488.71	2.26%
15-410-5351	Telephone	4,500.00	589.85	3,362.40	1,137.60	74.72%
15-410-5370	Advertising	1,000.00	0.00	0.00	1,000.00	0.00%
	Total Office Expenses	18,000.00	889.62	11,316.07	6,683.93	62.87%
15-410-5340	Info Technology	22,000.00	330.62	26,686.49	-4,686.49	121.30%
	Total Technology	22,000.00	330.62	26,686.49	-4,686.49	121.30%
15-410-5431	Adult Library Materials	37,000.00	2,712.58	33,937.70	3,062.30	91.72%
15-410-5432	Young Adult Library Materials	12,750.00	1,100.71	11,118.70	1,631.30	87.21%
15-410-5433	Child Library Materials	19,250.00	1,002.38	18,108.83	1,141.17	94.07%
15-410-5434	Periodicals	4,500.00	0.00	3,277.69	1,222.31	72.84%
15-410-5435	Materials Databases	16,000.00	0.00	15,589.81	410.19	97.44%
15-410-5430	Materials Processing Supplies	4,527.00	0.00	4,305.89	221.11	95.12%
	Total Materials	94,027.00	4,815.67	86,338.62	7,688.38	91.82%
15-410-5530	Professional Dev/Training	2,000.00	0.00	2,464.06	-464.06	123.20%
15-410-5890	Misc. Exp	100.00	0.00	0.00	100.00	0.00%
15-410-5510	Programs	12,000.00	505.50	11,110.82	889.18	92.59%
15-410-5353	Dues & Subscriptions	600.00	0.00	491.67	108.33	81.95%
	Total Other Expenses	14,700.00	505.50	14,066.55	633.45	95.69%
Library Grant	Library Purchases	22,452.00	0.00	5,517.36	16,934.64	24.57%
15-411-5430	Total Library Grant	22,452.00	0.00	5,517.36	16,934.64	24.57%
Total Expenses		1,383,179.00	59,637.61	619,358.18	763,820.82	44.78%
Fund Balances						
15-000-3300	Capital Fund Transfer	0.00	over Expenses	185,423.63		
15-000-3100	Change to Fund Balance	-210,000.00				
Total Expenses And Balances		1,173,179.00				

Dixon Public Library Laptop Lending Policy

Purpose:

The Dixon Public Library, at their discretion, has laptops available for in-library use to assist in research, networking, recreational activities, and document or presentation production needs. Laptops are provided according to availability. Use of the laptops indicates agreement to the terms of the Laptop Lending Policy, the Library Conduct Policy, and the Internet Use and Safety Policy. The library's laptops are solely to be utilized within the Dixon Public Library.

Removal of the laptop from the library will be considered theft. All applicable laws will apply, and the borrower could face criminal charges and/or the cost of repairs/replacement.

Eligibility:

Laptops are available on a first-come, first-served basis. To be able to check out a laptop, the patron must present one of the following forms of identification:

- A valid library card
- A school ID
- A valid Illinois driver's license or state ID

The ID will be held at the circulation desk until the laptop with all the pieces in working order is returned to the library staff.

For borrowers ages of 12 through age 17, a one-time co-signature of a parent or guardian will be required. This release will be kept on file in the library.

Loan Period and Availability:

1. The loan period for in-library use is 90 minutes. If there is no demand, the time limit can be extended. All laptops must be returned to the Check Out Desk within 30 minutes of the library closing.
2. In-library use laptops will be checked out on a first come, first serve basis.

Usage:

1. Laptops are solely for use within the library, each laptop will have a password that the librarian will give the patron upon checkout.
2. While in the *Youth Department*, patrons must sit in the area their children are playing in. Children may not be left unattended while the laptop is in use.
3. Patrons must not leave the laptop unattended. However, if a patron must leave for a short time, the computer may be left with a staff member at the circulation desk with the understanding that the laptop's check-in time remains the same. If an unattended laptop is retrieved by a DPL staff member, the patron's laptop borrowing privileges will be suspended.
4. Laptops may not be utilized to engage in illegal activities or to disturb other patrons. If asked to refrain, the user must comply immediately. Failure to do so may result in loss of privileges.
5. Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and are Wi-fi enabled. No additional software may be installed or downloaded. Additionally, each laptop comes with an electrical cord/charger that the patron is responsible for.
6. Dixon Public Library is not responsible for any loss or damage to patron's data or media due to hardware, software, electrical surge or failure, or any other cause while patron uses library computer equipment. Patrons wishing to save files they have created must back them up on disks, USB flash drives, or personal internet-based accounts. Do not duplicate, remove, or install software from/on the laptop. All created files will be wiped clean after a session ends by software that is in use on the laptop.
7. Tampering with library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited and will result in loss of patrons computer privileges.
8. The patron will assume full responsibility for the cost of repair or replacement in the event the laptop is lost, stolen or damaged. Dixon Public Library reserves the right to assess laptop issues and charge the patron accordingly.
9. Dixon Public Library's Computer and Equipment and Internet Use and Safety policies apply to laptop use. Patrons attest that they have read and will adhere to the policies.

Fees and Liability:

The borrower is financially liable if the laptop and/or accessories are lost, stolen or damaged. Liability Type	Cost of item	Processing Fee	Total Fee
Damaged laptop	Repair cost (up to replacement cost)	\$5	Variable
Damaged/Lost/Stolen Laptop*	\$600	\$5	\$605
Lost or Damaged Power Cord	\$75	\$5	\$80
CD-RW/DVD drive	\$30	\$5	\$35
Battery/RAM/Hard Drive	\$50	\$5	\$55

****Lost or stolen laptop (if the computer is stolen, the patron is responsible for submitting a police report to the Dixon Public Library Director)****

Dixon Public Library
Laptop Lending Agreement

I have read and understand the Dixon Public Library Laptop Lending Policy and Computer and Equipment Policy and agree to adhere to the terms and conditions contained therein.

Print Name (First & Last) Library Card/License Number

Address City Zip Code

Telephone E-mail Address

User Signature Staff Signature

Co-signer Signature (for users ages 12-17 years old)