

ENCLOSURES

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Dixon Public Library
Board Of Trustees Regular Meeting

* Monday, April 11th, 2022 at 5:30 p.m.

Agenda

- 1) Call to Order
- 2) Attendance
- 3) Citizen's Comments
- 4) Trustee's Comments
- 5) Approval of Minutes from March 14th, 2022
- 6) President's Report: Tracey Lawton
- 7) Library Director's Report: Antony Deter
- 8) Treasurer's Report – Approval of Trust Fund Bills and Expenditures by roll call – Action Item
- 9) Ratification of Library Invoices and Expenditures by roll call – Action Item
- 10) Reports from Standing Committees
 - i) Building & Grounds: Terry Dunphy, Tracey Lawton & Carol Linkowski
 - ii) Personnel & Salaries: Connor Self, Marcella Kitson & Kevin Marx
 - iii) By-laws, Policies & Procedures: Barb Coss, Marcella Kitson & Carol Linkowski
 - iv) Technology & Technology Resources: Rachel Cocar, Marilyn Jackson & Tracey Lawton
 - v) Finance & Budget: Rachel Cocar, Terry Dunphy & Kevin Marx
- 11) Regular calendar business
 - a) Appoint a nominating committee for officers to serve July 1 2022 to June 30, 2023.
- 12) Unfinished Business
 - a) Consider and approve Emergency Management Plan - Action item.
 - b) Consider and approve budget amendment to allow for grant money to be spent in 2022-23 fiscal year - Action item.
- 13) New Business
 - a) None.
- 14) Other Business.
- 15) Adjournment.

***The April 11th meeting will be held in
TAD Room. lower level. Dixon Public Library, 221 S. Hennepin Ave., Dixon, IL.**

The next Library Board Meeting will be held on

Monday, May 9th, 2022 at 5:30 p.m.

Dixon public Library is ADA compliant and the public is welcome.

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday March 14, 2022

In attendance: Director Antony Deter, Rachel Cocar, Barb Coss, Terry Dunphy, Marilyn Jackson, Marcella Kitson, Tracey Lawton, Carol Linkowski, Kevin Marx, and Connor Self

Absent: None

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

President Lawton called the meeting to order at 5:34 pm.

Citizen's Present: None

Citizen's Comment: None

Trustee's Comment: None

Approval of the Minutes: Kevin Marx made a motion to approve the February 14, 2022, minutes as presented. Marilyn Jackson seconded the motion.

Rachel Cocar: aye

Barb Coss: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: abstain

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

President's Report: None

Director's Report: Director Deter shared recent news regarding the state library grant. He has started work on the construction grant and found language that states if you have applied for one particular grant in a year, you cannot apply for this grant. He will need to get some confirmation on that. If we aren't able to apply this year, he thinks it might be worth holding off and applying next year. Because it takes several years to spend appropriations, it may well be that even if we don't apply this year, there could still be the ability to apply next year. There is no clarification of fiscal year versus calendar year. One of the things he was looking at doing to present the project to city hall to help us or go to a bank for support, he approached Willet Hoffman to ask what work would be involved in creating a model/rendering of the project. To do this work, Willet Hoffman quoted \$2,500. Because of the time of fiscal year we are in, it's a little tricky to find where this money will come from. Antony suggested using

money that was put into a previous capital fund. There was discussion over the cost of the rendering, the contingency of the grant, etc.

The personnel committee should meet sometime between now and the next board meeting to address the updated CPI data from city hall so that something can be put on the board's agenda for next month.

Treasurer's Report: Marcella Kitson made a motion to approve the treasurer's report as submitted. Connor Self seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Invoices and Expenditures: Marilyn Jackson made a motion to ratify the invoices and expenditures and Marcella Kitson seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Committee Reports:

❖ **Finance and Budget:** none

- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** none
- ❖ **By-laws, Policies, and Procedures:** Summary of the meeting is in Director Deter's report and motions to be considered are on the agenda.
- ❖ **Technology and Technology Resources:** none

Regular Calendar Business: Consider and approve a motion to reconfirm policy on Internet and Computer Use. Carol Linkowski asked for clarification to know if a library card was needed in order to use the computers. Antony stated that the card is only required for using circulated materials. Kevin wondered if would be helpful to add the language that states library card is not required in the policy. Antony suggested that D1 under general use that would say "a library card is not required for computer use." Tracey suggested the first sentence of D1 should read, "access to the library's computers is a limited resource at the library which is available to all patrons even without a library card." Connor Self made a motion to reconfirm the policy on Internet and Computer Use with suggested changes. Barb Coss seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Duphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Unfinished Business: Consider and approve proposed amended policies regarding overdue fines. Antony explained that the policy language that was given is what was decided on at the by-laws committee meeting. The by-law committee suggested changing the time frame for letting patrons know they had overdue materials. Carol Linkowski made a motion to approve the proposed amended policies regarding overdue fines. Marilyn Jackson seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Consider and approve a motion to waive overdue fines from 2013-2020. Antony tried to find ways to break down the fines from 2013 but was unable to do it in a way that was more sensible than what was already provided to the board. There is no clear pattern to older fines. Connor Self made a motion to authorize the director to waive past overdue fines. Tracey Lawton seconded the motion.

Barb Coss: abstain

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

Consider and adopt the proposed Special Collection. Antony added some language in regard to the deaccession of items. This language is included in the board packet. Kevin Marx made a motion to adopt the proposed Special Collection. Marcella Kitson seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

New Business: Consider and approve the proposed Trustee Orientation Plan. Tracey suggested a change to replace semicolon in section C, number 9 with commas. It was added that H3 should have Freedom of Information Act struck and be moved to G1. Connor Self made a motion to approve the proposed Trustee Orientation Plan with suggested changes. Barb Coss seconded the motion.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Other Business: None

At 6:33 pm Rachel Cocar made a motion to adjourn the meeting. The motion was seconded by Tracey Lawton. At 6:33pm, the meeting was adjourned.

Respectfully submitted,

Rachel Cocar, secretary

Library Director's Report

April 14, 2022

Building & Equipment

- Painting to shelving units in the original stacks is complete. I am thrilled that this now completes the project to rearrange the shelves, replace the lighting, and recarpet this area. This has taken three years to complete and it's wonderful to have it done. I plan to ask Mike to come back in the new fiscal year to patch and paint the walls in the boiler room. I will also be asking him to tackle the steel wall by the youth library entrance.
- The purchase of the photocopier remains delayed. I am having problems getting three prices which I undertook to do when I applied for the grant. The grant funds do not have to be expended until the end of September, so I asked the city's finance director for a way forward. The budget amendment on the agenda is what we will need to do in order to spend grant money on the photocopier next year.
- I have approached a contractor regarding the basement wall which needs some attention. I will report back when I have a better idea what needs doing.
- I have also approached a furniture company for a quotation and drawing for the new dvd furniture. This is an item that is budgeted for in next year's budget. It will be an item I will need to bring to the board because I'm sure it will cost in excess of \$5,000.
- By the time you read this, the grant application for the large construction grant will be completed and submitted. At time of writing, I am just waiting on finalizing some minor details with the architect which will happen on the afternoon of April 7. The grant amount is for \$213,000. The grant formula would pay 69% of project costs, but caps the eligible costs at \$140 per square foot. Our project runs at double that rate, so only about half the costs are eligible. However, I did include a reasonable and realistic amount for furniture which falls under the maximum eligible costs. I'll be happy to answer further questions on this. I am also actively pursuing another grant opportunity, and may have an update by the board meeting. The rendering is in progress and will be ready within a week or two.
- Craig Etchison helped me replace some damaged carpet tiles in the youth library. We had plenty of spare tiles in stock, and Craig donated his time so this work cost us nothing.

Board Actions

- The emergency plan is the one I've been working on for ages. I'm not sure I'm ever going to be completely happy with it, so I'm presenting it for approval now. Please

feel free to make any suggestions for improvements. I've put a provision in there that I would review it annually and bring it back to the board, so that it can be improved upon on a regular basis. This plan is something I've felt we've needed for some time, and it was also suggested by our review of the standards.

Service and Programs

- March 2022 Youth Programming Counts

Coding Club:

March 1-4: Remote=3, Hybrid=3, In-Person=7

March 7-11: Remote=4, Hybrid=1, In-Person=7

March 14-18: Remote=5, Hybrid=1, In-Person=5

March 21-25: Remote=5, Hybrid=1, In-Person=1

March 28-31: Remote=5, Hybrid=0, In-Person=2

We had three students successfully complete their levels for this session of Coding Club in March.

We began a six-week in-person storytime session this month. There are 3 sessions offered each Wednesday.

March 23: 34 youth, 20 adults

March 30: 29 youth, 19 adults

March Take-Home Craft Bags: 128

March In-Person Crafts: 5

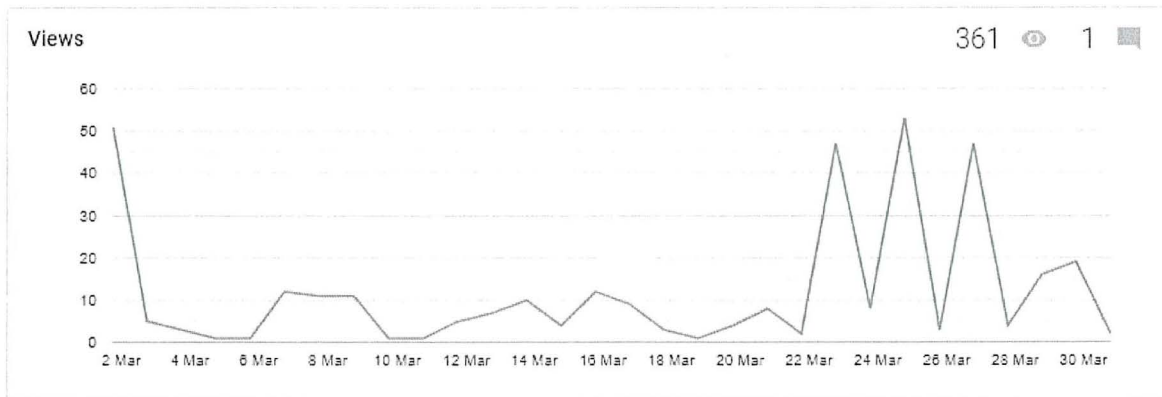
Kathleen attended Title 1 Family Reading Night at Reagan Middle School: 127 youth, 30 adults

Kathleen visited Washington School Pre-K classes: (4 classrooms) 68 youth, 4 adults

School Spring Break Drop-In Crafts: 64

- 30 Adult Craft bags were taken by patrons in March.
- Orbital Book Group's book for March was "Wickedly Dangerous" by Deborah Blake. There were four members present. We currently plan to restart in-person attendance for this book club in April when I shall be leading the discussion.
- We continue to support the Folding@Home project. At time of writing the library computers have completed approximately 152,000 hours worth of work for this project. This puts us in the top 460 contributors (out of 2.9 million).

- A total of 361 people saw the Off the Shelf blog in March.



- For many years, we have operated a Paperback Exchange which has operated rather like a Little Free Library where patrons have been able to make donations and take and return paperbacks without a library card. The pandemic has taken a toll on the use of this service, so I purchased new books for it and moved it to a new location with new signage. I'm hopeful that this will result in increased usage and will monitor it closely.

Committee Meeting

- Just a quick reminder that I would like to request a meeting with the Personnel and Salaries Committee regarding the impact of the City's new salary table.

Meetings

- On March 1st I attended a meeting of the city's health insurance committee.

Grants, Memorials, Donations

- \$94.00 for sales from book cart in March.
- \$200.33 for February online book sales.
- \$25.00 from Dolores Schriver's yoga group.
- \$50.00 from Diane Willis in honor of Janis Jones.

DIXON PUBLIC LIBRARY - BOARD of TRUSTEES
Treasurer's Report for April 11, 2022 Meeting

Beginning Balance in Checking Acct	February 28, 2022	12,648.69
Expenditures:		
<i>DATE:</i>		
Deduct from memorial fund	Check payable to	Amount
Category Name: <i>check # 0000 dated 00-00-0000</i>		
from Name of Fund	Payee	-
Invoice # dated / description of item(s)		
Category Name: <i>check # 0000 dated 00-00-0000</i>		
from Name of Fund	Payee	-
Invoice # dated / description of item(s)		
Total Expenditures		-
Deposits:		
	March 7, 2022	25.00
	March 16, 2022	50.00
	March 22, 2022	200.33
	March 31, 2022	94.00
	TOTAL	369.33
Apply to Fund:	Source:	Amount
Books & Materials:		
Kullerstrand (online book sales)	Kullerstrand, Diane	200.33
Feb 2022 sales * 200.33		
Mar 2022 sales * 00.00 (check not received yet)		
Books & Materials:		
Serendipity Fund	See notes below:	75.00
check from Dolores Schryver - "donation from Yoga Group" * 25.00		
check from Diane Willis - "donation in honor of Janis Jones" * 50.00		
Special Funds:		
Friends of the Library	see notes below:	94.00
from sale of used books: Mar sales: cash * 94.00 / checks 00.00		
Total Deposits		369.33
Interest pd to checking account:		
	Feb 28, 2022	0.09
	Mar 31, 2022 (statement not received yet)	-
	TOTAL interest	0.09
Ending Balance in Checking Acct	March 31, 2022	13,018.11

4 cds

TRUST FUNDS 03-31-2022 March 2022 * CD INFO / checking account balance					
MATURITY DATE	CURRENT RATE	BANK CONTACT #	OPENING DATE	OPENING BALANCE	CURRENT BALANCE
4/06/2022	2.470%	Sauk Valley Bank 632-4490	3/06/2019	38,161.01	38,241.06
10/24/2022	2.30%	Community State Bank 284-8500	6/24/2019	37,867.41	40,333.22
4/24/2023	2.35%	Community State Bank 284-8500	6/24/2019	37,867.41	40,388.40
10/24/2023	2.40%	Community State Bank 284-8500	6/24/2019	37,867.42	40,443.66
2/06/2024	2.710%	Sauk Valley Bank 632-4490	3/06/2019	38,161.01	38,248.84
10/24/2024	2.469%	Community State Bank 284-8500	10/24/2019	47,249.74	49,946.20
5/25/2025	1.242%	Community State Bank 284-8500	5/25/2020	24,320.42	24,855.88
11/02/2025	0.95%	First Nt'l Bank in Amboy 800-216-0008	11/02/2020	31,625.02	32,002.98
5/25/2026	0.899%	Sauk Valley Bank 632-4490	5/25/2021	29,090.48	29,090.48
9/07/2026	0.800%	Sauk Valley Bank 632-4490	9/07/2021	40,252.56	40,252.56
		TOTAL BALANCE OF CD'S			373,803.28
NA	TBD	Sauk Valley Bank 632-4490 checking account	NA	NA	344.33
NA	APY 0.01%	Midland States Bank 285-5155 checking account	NA	NA	12,673.78
Dixon Public Library TRUST FUND					\$386,821.39

Notes: Current Balance amounts include updates to cds:	
* First Nt'l Bank in Amboy cd (matures 11-02-25) accrued interest of 76.45 to balance of cd	
* Community State Bank cd (matures 10-24-22) accrued interest of 227.45 to balance of cd	
* Community State Bank cd (matures 04-24-23) accrued interest of 232.68 to balance of cd	
* Community State Bank cd (matures 10-24-23) accrued interest of 237.93 to balance of cd	

Dixon Public Library Trust Fund
Memorials, Donations, Special Funds

March 2022

5.

	Previous Month	Income	Expenditure	Remainder	Notes on sources and uses
Books and Materials					
Feczko, George	\$400.00			\$400.00	music (Dec 2014)
Kullerstrand	\$3,885.51	\$200.33		\$4,085.84	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)	\$3,760.82	\$75.00		\$3,835.82	Misc. small donations
Youth Book Fund	\$300.00			\$300.00	
TOTAL BOOK & MATERIALS	\$19,909.81			\$20,185.14	
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
IHC/GROP	\$4,047.97			\$4,047.97	book publishing
TOTAL ADULT PROGRAMS/PROJECTS	\$5,020.52			\$5,020.52	
Youth Programs/Projects					
Programs & Special Projects	\$6,422.58			\$6,422.58	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	\$466.82			\$466.82	Various donations
Young Library Volunteer Fund	\$505.50			\$505.50	fund teen volunteers
TOTAL YOUTH PROGRAMS/PROJECTS	\$7,394.90			\$7,394.90	
Building Improvement					
Youth Dept. Improvements	\$867.59			\$867.59	
TOTAL BUILDING IMPROVEMENT	\$867.59			\$867.59	
Special Funds					
Friends of the Library	\$1,297.85	\$94.00		\$1,391.85	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	\$13,408.24			\$13,502.24	
TOTAL DESIGNATED MEMORIALS/DONATIONS	\$49,557.48	\$369.33	\$0.00	\$49,926.81	designated on this report
Undesignated Funds					
Undesignated Income & Expenditure					
INTEREST FROM CDs		\$774.51			
INTEREST FROM CHECKING		\$0.09			
TOTAL UNDESIGNATED FUNDS	\$336,119.98	\$774.60	\$0.00	\$336,894.58	cd interest checks/cd deposits/donations
TOTAL TRUST FUND CASH & SECURITIES	\$385,677.46	\$1,143.93	\$0.00	\$386,821.39	held as per Trust Cash & Securities Report

GL Account Number	Account Name	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	Date Paid	Subtotals
15-410-5110	Fulltime Salary					20,004.76		20,004.76
15-410-5120	Parttime Salary					3,985.64		3,985.64
15-410-5210	Medical Insurance					6,283.66		6,283.66
15-410-5220	Life Insurance					27.40		27.40
15-410-5323	Other Contractual	Cintas	4110989203	Wet Mop / Replace Mats	02/17/2022	34.40	03/07/2022	1,374.38
15-410-5323		Cintas	4112358955	Wet Mop / Replace Mats	03/03/2022	34.40	03/21/2022	
15-410-5323		Cintas Corporation #355	4112672278	Monthly Cleaning Restrooms	03/07/2022	125.55	03/21/2022	
15-410-5323		Nayax Llc	1056386	2/2022 Monthly Service	02/27/2022	8.95	03/21/2022	
15-410-5323		Pest Control Consultants	362350	Monthly Service - Feb 2022	02/24/2022	65.00	03/07/2022	
15-410-5323		Quality Cleaning Service	FEB 2022 - B	Carpet Cleaning	02/22/2022	1,106.08	03/07/2022	
15-410-5340	Information Technology	Comcast Cable	MAR 2022 248583	Internet 221 S Hennepin Ave Bsm	03/02/2022	142.85	03/15/2022	388.83
15-410-5340		Shi International Corp	B14877136	Malwarebytes Annual Renewal	03/09/2022	230.00	03/21/2022	
15-410-5340		Wells Fargo	MAR 2022 DETER 7655	Icloud Storage	03/03/2022	0.99	03/21/2022	
15-410-5340		Wells Fargo	MAR 2022 DETER 7655	Zoom Monthly Service Fee (Feb-Mar)	03/03/2022	14.99	03/21/2022	
15-410-5351	Telephone	Centurylink	MAR 2022 050193	Library 304050193	03/04/2022	253.16	03/15/2022	295.28
15-410-5351		Verizon Wireless	9899849447	Telephone - Library - Feb 2022	02/18/2022	42.12	03/03/2022	
15-410-5353	Dues & Subscriptions	Wells Fargo	MAR 2022 DETER 7655	Membership Dues - IL State Historical Society	03/03/2022	75.00	03/21/2022	75.00
15-410-5410	Maintenance Supplies	Cintas	4112358955	Cleaners: Glass & Disinf, Paper Towels, Trash bags, Microfiber wipes	03/03/2022	41.19	03/21/2022	131.34
15-410-5410		Cintas	4110989203	Cleaners: Glass & Disinf, Paper Towels, Soap, Toilet Paper, Trash bags, Cleaning chem, Sanitizer, Microfiber wipes	02/17/2022	90.15	03/07/2022	
15-410-5430	Materials Processing Supplies	Amazon Capital Services Inc	1MKW-NP6P-769R	Archival Storage Box	03/10/2022	20.98	03/21/2022	680.33
15-410-5430		Amazon Capital Services Inc	11XW-R1XD-TCR6	Backing Board	02/22/2022	28.39	03/07/2022	
15-410-5430		Amazon Capital Services Inc	1JCN-WRWQ-FMY7	Archival Shipping Boxes, Silicone Rubber Bands	02/27/2022	88.94	03/07/2022	
15-410-5430		Demco Inc	7093604	Vistafoil, Book Jackets, DVD cases, Tape, Subject Labels	03/09/2022	446.05	03/21/2022	
15-410-5430		Staples Business Credit	7350592654-0-1	Dymo Label Tape	02/17/2022	95.97	03/07/2022	
15-410-5431	Adult Materials	Ingram Library Services	58119065	Adult Materials - Books	03/01/2022	17.99	03/21/2022	
15-410-5431		Ingram Library Services	58144258	Adult Materials - Books	03/02/2022	46.84	03/21/2022	
15-410-5431		Ingram Library Services	58303631	Adult Materials - Books	03/09/2022	80.05	03/21/2022	
15-410-5431		Ingram Library Services	58013445	Adult Materials - Books	02/24/2022	113.72	03/07/2022	
15-410-5431		Ingram Library Services	57924212	Adult Materials - Books	02/21/2022	145.04	03/07/2022	
15-410-5431		Ingram Library Services	57957559	Adult Materials - Books	02/22/2022	206.56	03/07/2022	
15-410-5431		Ingram Library Services	57858336	Adult Materials - Books	02/17/2022	365.81	03/07/2022	
15-410-5431		Ingram Library Services	58345681	Adult Materials - Books	03/11/2022	456.59	03/21/2022	
15-410-5431		Ingram Library Services	58219591	Adult Materials - Books	03/06/2022	586.52	03/21/2022	
15-410-5431		Ingram Library Services	58108141	Adult Materials - Books	03/01/2022	832.09	03/21/2022	

15-410-5431		Petty Cash - Jennifer Koch	223287	Loveland Museum Books For Library Collection	02/24/2022	20.00	03/07/2022	
15-410-5431		Wells Fargo	MAR 2022 DETER 7655	12 Dvds For Adult Collection	03/03/2022	257.52	03/21/2022	3,128.73
15-410-5432	Young Adult Materials	Amazon Capital Services Inc	1MKW-NP6P-769R	3 Books For YA Collection	03/10/2022	34.71	03/21/2022	
15-410-5432		Amazon Capital Services Inc	1G99-3VJQ-CVDL	36 Books For YA Collection	03/01/2022	498.32	03/21/2022	
15-410-5432		Ingram Library Services	58119065	YA - Books	03/01/2022	257.03	03/21/2022	
15-410-5432		Ingram Library Services	58013445	YA - Books	02/24/2022	978.48	03/07/2022	1,768.54
15-410-5433	Youth Materials	Bound To Stay Bound Books Inc	170925	18 Books For Youth Collection	02/24/2022	367.66	03/07/2022	
15-410-5433		Ingram Library Services	58303631	Children - Books	03/09/2022	48.20	03/21/2022	
15-410-5433		Ingram Library Services	58345681	Children - Books	03/11/2022	132.06	03/21/2022	
15-410-5433		Ingram Library Services	58219591	Children - Books	03/06/2022	210.11	03/21/2022	
15-410-5433		Ingram Library Services	58144258	Children - Books	03/02/2022	289.54	03/21/2022	
15-410-5433		Ingram Library Services	58108141	Children - Books	03/01/2022	1,106.58	03/21/2022	
15-410-5433		Midwest Tape	501779387	1audiobook, 4 dvds	03/05/2022	120.70	03/21/2022	2,274.85
15-410-5434	Periodicals	K & J Newspapers	1968	Chicago Tribune 1 Year Renewal	02/14/2022	1,278.00	03/21/2022	1,278.00
15-410-5435	Materials Databases	Niche Academy Llc	6154	Annual Subscription - Prorated	01/31/2022	730.00	03/21/2022	730.00
15-410-5437	Building Projects - Trust	Junk It Sauk Valley Llc	1031	Debris Removal (tables from library)	02/17/2022	250.00	03/07/2022	
15-410-5437		McNamara, Mike	479253	Repainting Of 1900 Stacks	02/25/2022	1,252.84	03/07/2022	
15-410-5437		Quality Cleaning Service	FEB 2022 - A	Removal of surplus shelving, Rearrangement of furniture	02/22/2022	264.00	03/07/2022	1,766.84
15-410-5440	Small Equipment/ Tools	Leaf	12893075	Sharp Copier Contract - Feb 2022	02/15/2022	440.31	03/07/2022	
15-410-5440		SBM Sterling Business Center	INV548299	3 chairs for Youth Dept	03/09/2022	1,176.00	03/21/2022	1,616.31
15-410-5450	Office Supplies	Amazon Capital Services Inc	1JCN-WRWQ-FMY7	Sterilite Storage Boxes	02/27/2022	36.25	03/07/2022	
15-410-5450		Petty Cash - Jennifer Koch	21098167	Adhesive Label Holders	02/15/2022	2.71	03/07/2022	
15-410-5450		Staples Business Credit	7351935876-0-1	Calculator Tape Rolls	03/11/2022	1.48	03/21/2022	
15-410-5450		Staples Business Credit	7350592654-0-1	Copy Paper, Cardstock, Post It notes	02/17/2022	59.27	03/07/2022	
15-410-5450		Staples Business Credit	7351935876-0-2	Book Tape, Copy Paper, Wrist Support	03/08/2022	72.12	03/21/2022	
15-410-5450		Wells Fargo	MAR 2022 DETER 7655	Mounting squares, Magazine File Boxes	03/03/2022	11.70	03/21/2022	183.53
15-410-5510	Programs	Amazon Capital Services Inc	1L1P-7P1V-6KPV	Craft Supplies	02/27/2022	40.80	03/07/2022	
15-410-5510		Il Library Association	207809	IRead SRP Items: Bookmarks	12/01/2021	19.00	03/21/2022	
15-410-5510		Syncb/amazon	798356876874	Craft Supplies For Feb Bags	01/14/2022	102.18	03/07/2022	
15-410-5510		Wells Fargo	MAR 2022 DETER 7655	Craft Supplies	03/03/2022	143.87	03/21/2022	305.85
15-411-5430	Per Capita Grant	Amazon Capital Services Inc	11XW-R1XD-TCR6	Craft Supplies For Adult Programs	02/22/2022	111.13	03/07/2022	
15-411-5430		Amazon Capital Services Inc	1VMD-VQYD-TCCN	Viewsonic 24" 1080p Multi Touch	03/01/2022	349.99	03/21/2022	
15-411-5430		McNamara, Mike	479253	Repainting Of 1900 Stacks	02/25/2022	232.16	03/07/2022	
15-411-5430		McNamara, Mike	479259	Wall Repair / Bookshelves	03/10/2022	792.00	03/21/2022	
15-411-5430		Quality Cleaning Service	FEB 2022 - B	Carpet Cleaning	02/22/2022	1,106.08	03/07/2022	
15-411-5430		Shi International Corp	555365106	Fortinet Fortiswitch	02/21/2022	1,152.00	03/07/2022	
15-411-5430		Wells Fargo	MAR 2022 PHILHOWER 4	3 Monitors	03/03/2022	500.94	03/21/2022	4,244.30
Totals						50,543.57		50,543.57

6.

07 March 2022 Financial Report		2021-22					
Revenues	% of year elapsed: 92%	Budgeted	March	YTD	Remainder	% of Budget	
15-001-4110	RE Tax Levy	\$549,215.00	\$0.00	\$546,774.85	\$2,440.15	99.56%	
15-001-4111	Building & Maintenance Levy	\$27,239.00	\$0.00	\$27,043.27	\$195.73	99.28%	
15-001-4230	Overdue Fines	\$3,500.00	\$313.96	\$1,984.85	\$1,515.15	56.71%	
15-001-4320	CPPRT	\$48,000.00	\$24,908.22	\$111,555.03	-\$63,555.03	232.41%	
15-001-4350	State Grants	\$35,219.18	\$0.00	\$35,219.18	\$0.00	100.00%	
15-001-4410	Non-resident Fees	\$11,000.00	\$2,025.00	\$10,350.00	\$650.00	94.09%	
15-001-4412	Service Fees	\$3,500.00	\$356.00	\$3,635.19	-\$135.19	103.86%	
15-001-4910	Interest Income	\$1,500.00	\$49.89	\$452.32	\$1,047.68	30.15%	
15-001-4930	Contribution Income - Gifts	\$250.00	\$25.00	\$607.00	-\$357.00	242.80%	
15-001-4950	Miscellaneous	\$100.00	\$0.00	\$28.90	\$71.10	28.90%	
15-001-4950	Sale of Property and Equipment	\$0.00	\$0.00	\$375.00	-\$375.00	100.00%	
15-500-7100	Transfers in	\$20,000.00	\$0.00	\$20,000.00	\$0.00	100.00%	
Total Revenues		\$699,523.18	\$27,678.07	\$758,025.59	-\$58,502.41	108.36%	
Expenditures	% of year elapsed: 92%	Budgeted	March	YTD	Remainder	% of Budget	
15-410-5110	Fulltime Salary	\$278,000.00	\$20,004.76	\$230,631.78	\$47,368.22	82.96%	
15-410-5120	Parttime Salary	\$76,000.00	\$3,985.64	\$51,186.24	\$24,813.76	67.35%	
15-410-5140	Misc. Pay	\$2,000.00	\$0.00	\$1,312.77	\$687.23	65.64%	
15-410-5210	Medical Insurance	\$80,000.00	\$6,283.66	\$68,326.86	\$11,673.14	85.41%	
15-410-5220	Life Insurance	\$500.00	\$27.40	\$301.40	\$198.60	60.28%	
15-410-5250	Unemployment	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	
15-410-5260	Work Comp	\$500.00	\$0.00	\$450.12	\$49.88	90.02%	
	Total Salaries and Insurance	\$439,000.00	\$30,301.46	\$352,209.17	\$86,790.83	80.23%	
15-410-5310	Maintenance & Repairs	\$34,000.00	\$0.00	\$31,865.17	\$2,134.83	93.72%	
15-410-5323	Other Contractual	\$13,000.00	\$1,374.38	\$12,857.02	\$142.98	98.90%	
15-410-5360	Property and Liability Insurance	\$12,700.00	\$0.00	\$12,650.69	\$49.31	99.61%	
15-410-5410	Maintenance Supplies	\$3,500.00	\$131.34	\$1,642.57	\$1,857.43	46.93%	
15-410-5610	Natural Gas	\$2,000.00	\$0.00	\$803.07	\$1,196.93	40.15%	
15-410-5437	Building Projects-Trust	\$10,000.00	\$1,766.84	\$10,000.00	\$0.00	100.00%	
	Total Building Expenses	\$75,200.00	\$3,272.56	\$69,818.52	\$5,381.48	92.84%	
15-410-5440	Small Equip/Tools	\$22,013.00	\$1,616.31	\$9,937.10	\$12,075.90	45.14%	
15-410-5352	Printing/Publishing	\$500.00	\$0.00	\$121.80	\$378.20	24.36%	
15-410-5450	Office Supplies	\$3,750.00	\$183.53	\$2,059.64	\$1,690.36	54.92%	
15-410-5350	Postage	\$500.00	\$0.00	\$154.33	\$345.67	30.87%	
15-410-5351	Telephone	\$3,750.00	\$295.28	\$3,212.88	\$537.12	85.68%	
15-410-5370	Advertising	\$800.00	\$0.00	\$0.00	\$800.00	0.00%	
	Total Office Expenses	\$31,313.00	\$2,095.12	\$15,485.75	\$15,827.25	49.45%	
15-410-5340	Info Technology	\$20,000.00	\$388.83	\$19,070.15	\$929.85	95.35%	
	Total Info Technology	\$20,000.00	\$388.83	\$19,070.15	\$929.85	95.35%	
15-410-5431	Adult Library Materials	\$40,000.00	\$3,128.73	\$33,813.58	\$6,186.42	84.53%	
15-410-5432	Young Adult Library Materials	\$12,500.00	\$1,768.54	\$9,528.30	\$2,971.70	76.23%	
15-410-5433	Child Library Materials	\$22,000.00	\$2,274.85	\$16,378.11	\$5,621.89	74.45%	
15-410-5434	Periodicals	\$4,500.00	\$1,278.00	\$4,343.83	\$156.17	96.53%	
15-410-5435	Materials Databases	\$13,000.00	\$730.00	\$10,793.61	\$2,206.39	83.03%	
15-410-5430	Materials Processing Supplies	\$5,000.00	\$680.33	\$4,527.41	\$472.59	90.55%	
	Total Materials	\$97,000.00	\$9,860.45	\$79,384.84	\$17,615.16	81.84%	
15-410-5530	Professional Dev/Training	\$2,000.00	\$0.00	\$167.00	\$1,833.00	8.35%	
15-410-5890	Misc. Exp	\$250.00	\$0.00	\$0.00	\$250.00	0.00%	
15-410-5510	Programs	\$11,000.00	\$305.85	\$9,568.12	\$1,431.88	86.98%	
15-410-5353	Dues & Subscriptions	\$500.00	\$75.00	\$475.00	\$25.00	95.00%	
15-410-6400	Equipment Capital	\$30,000.00	\$0.00	\$26,292.00	\$3,708.00	87.64%	
	Total Other Expenses	\$43,750.00	\$380.85	\$36,502.12	\$7,247.88	83.43%	
15-411-5430	Library Purchases	\$23,206.18	\$4,244.30	\$15,736.13	\$7,470.05	67.81%	
	Total Library Grant	\$23,206.18	\$4,244.30	\$15,736.13	\$7,470.05	67.81%	
Total Expenses		\$729,469.18	\$50,543.57	\$588,206.68	\$141,262.50	80.63%	
Actual Revenue over Expenses				\$169,818.91			
15-000-3300	Capital Fund Transfer	\$0.00					
15-000-3100	Change to Fund Balance	-\$29,946.00					

Circulation Report For March 2022

Library Materials	2020-2021					2021-2022				
	Jan.	Feb.	March	Total	Average	Jan.	Feb.	March	Total	Average
	75%	83%	92%			75%	83%	92%		
Adult Books	1,127	1,443	1,510	15,886	1,324	1,434	1,577	1,957	18,606	1,691
Young Adult	176	299	563	4,261	355	332	337	435	4,993	454
Juvenile Books	640	877	962	9,668	806	1,142	1,729	1,945	17,712	1,610
In-House Circ.	2	25	9	78	7	80	119	222	1,287	117
Paperback Exchange	0	0	0	43	4	20	7	32	246	22
E-Books	563	489	488	6,705	559	472	392	442	4,949	450
Periodicals	41	63	70	597	50	32	80	60	622	57
E-Periodicals	179	103	72	2,292	191	210	94	156	2,445	222
Database Sessions	4	2	2	1,889	157	0	6	310	449	41
Monthly Subtotal	2,732	3,301	3,676	41,419	3,452	3,722	4,341	5,559	51,309	4,664
Media										
DVD & Blu-Ray	76	196	277	2,289	191	330	545	586	4,830	439
CD Music	0	5	1	46	4	3	6	10	91	8
Audio Books	20	40	52	354	30	54	52	52	688	63
E-Audio Books	325	293	372	4,392	366	315	273	356	3,639	331
Library of Things	0	0	0	4	0	0	3	18	48	4
Monthly Subtotal	421	534	702	7,085	590	702	879	1,022	9,296	845
Interlibrary Loans										
Materials Borrowed	30	34	24	318	27	35	46	71	619	56
Materials Loaned	22	86	31	588	49	52	47	80	561	51
Monthly Subtotal	52	120	55	906	76	87	93	151	1,180	107
RRLC Consortium Loans										
Materials Borrowed	132	159	207	1,349	112	132	116	133	1,326	121
Materials Loaned	193	195	221	2,236	186	244	305	295	2,427	221
Monthly Subtotal	325	354	428	3,585	299	376	421	428	3,753	341
Monthly Total	3,530	4,309	4,861	52,995	4,416	4,887	5,734	7,160	65,538	5,958
Year on Year change (%)						38.44	33.07	47.29	123.67	134.92
Attendance and use										
Computer Sessions	54	127	195	1,420	118	397	607	420	4,806	437
Computer Usage Hours	262	303	392	3,042	254	624	710	493	6,126	557
WiFi Sessions	633	637	881	8,032	669	841	891	1,077	9,437	858
Attendance (traffic data)	137	732	777	5,574	465	872	1,203	1,448	12,719	1,156
Year on Year change (%)	Sessions	338.45		Hours	201.38	Wifi	117.49		Attendance	228.18

Activity Summary for Location
Dixon PL
Include Auto-Renewals
Previous Month

Circulations *	
Circulation Type	Counts
Check Out	4,069
Check In	4,401
Renewal	1,228
In-House Use	229
Circulations Total	9,927

Holds *	
Hold Type	Counts
Hold Added	390
Hold Arrived	457
Hold Canceled	32
Hold Checked Out	355

Fines Paid/Waived *	
Transaction Type	Total
Fines Paid	\$299.76
Fines Waived	\$5,990.08

Overdue Notices **	
Notice Number	Items Notified
1	106
2	82
Courtesy Notice	2,140
Items Notified Total	2,328

Borrower Maintenance *		
Borrower Maintenance Type	Borrower Type	Counts
Borrower Add	DPLAN	2
	DPLAR	27
	DPLIL	1
	DPLJN	4
	DPLJR	16
	DPLRB	2
	DPLYAR	3
Borrower Delete	DPLAN	1
	DPLAR	10
	DPLNT	1
	DPLRB	4
	DPLYAR	1
Borrower Update	ADULT NR	1
	ADULT RES	3

Stats Only Check Outs
No Data matches Selection Criteria

Activity Summary for Location
Dixon PL
Include Auto-Renewals
Previous Month

Borrower Maintenance *		
Borrower Maintenance Type	Borrower Type	Counts
Borrower Update	CFCSTAFF	1
	DPLAN	62
	DPLAR	286
	DPLBD	2
	DPLER	1
	DPLIL	3
	DPLJN	9
	DPLJR	80
	DPLNT	2
	DPLRB	6
	DPLYANR	1
	DPLYAR	18
	RFPA	5
Borrower Maintenance Total		552

Titles Added ***	
Title Add Type	Counts
Title Added - Cat	704
Titles Added Total	704

Titles Deleted ***	
Title Delete Type	Counts
Title Deleted - Cat	289
Title Deleted - Circ	43
Titles Deleted Total	332

Items Added ***	
Item Add Type	Counts
Item Added - Cat	1,074
Item Added - Circ	13
Items Added Total	1,087

Items Deleted ***	
Item Delete Type	Counts
Item Deleted - Cat	359
Item Deleted - Circ	80
Items Deleted Total	439

* If done in LS2 Staff, tracked by Location setup in Station option. If done in PAC, tracked by Borrower Location. Check Out

Count of Items Added and Deleted by Holdings Codes and Modules

Dixon PL
March 2022

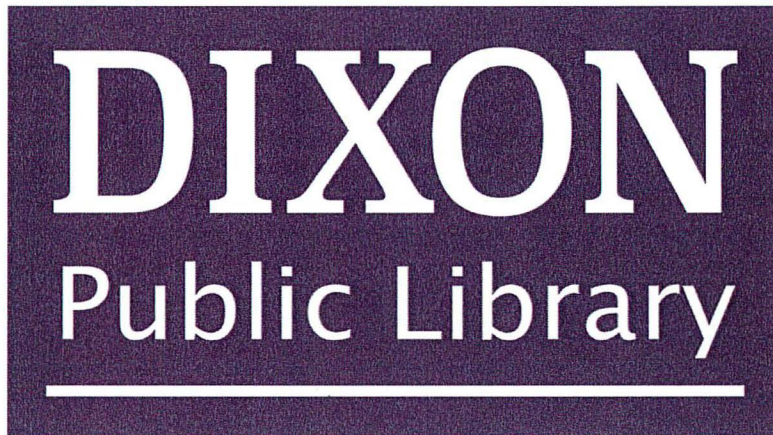
Owning Holdings Code	Item Added - Cat	Item Added - Circ	Item Deleted - Cat	Item Deleted - Circ	Current Item Count
Adult Fed. Deposit (XPAFD)	3				144
Adult Large Print (XPALP)	12				1,854
Adult-Christian Fic (XPCF)	5				2,152
Adult-Fiction (XPF)	161		21		12,619
Adult-Graphic Novels (XPAGN)	3				475
Adult-High Demand (XPHD)	15				57
Adult-Lincoln Coll (XPLC)	4				831
Adult-Local Hist Ref (XPLHR)	45		1		2,808
Adult-Local History (XPLH)	37				1,016
Adult-Non-Fiction (XPANF)	68		9		10,736
Adult-Reagan Collect (XPARC)	7				393
Adult-SciFi/Fan (XPSFF)	8		3		1,545
Adult-Western (XPW)	6				874
Back Office (XPBO)	1				83
Find More Illinois (XPFMORE)					2
InterLibrary Loan (XPILL)	48			43	27
Juvenile Bag (XPJBAG)					28
Juvenile Biography (XPJBIO)	15				1,293
Juvenile Board Book (XPJBB)	9		3		237
Juvenile Chapter (XPJF)	86				7,198
Juvenile Easy Reader (XPJER)	88		25		1,579
Juvenile Holiday (XPJH)	6		2		863
Juvenile Non-Fiction (XPJNF)	73		3		3,287
Juvenile Oversize (XPJQ)			158		2,396
Juvenile Picture (XPJF)	81				5,597
Juvenile Popular (XPJPOP)	45				863
Juvenile Steam Kits (XPJSTE)	4				59
Juvenile Toy (XPJTOY)					12
Juvenile-Prof (XPJPRO)					3

Count of Items Added and Deleted by Holdings Codes and Modules

Dixon PL
March 2022

Owning Holdings Code	Item Added - Cat	Item Added - Circ	Item Deleted - Cat	Item Deleted - Circ	Current Item Count
Library of Things (XPALOT)	17				62
Media-Audiobk Adult (XPBKCD)	7				555
Media-Audiobk Juv (XPJCDB)					248
Media-CD Adult (XPCD)					307
Media-CD Juv (XPJCD)					31
Media-DVD Adult (XPMDVD)	18		1		1,781
Media-DVD Juv (XPJDVD)					318
Media-Microfilm (XPMF)					374
Periodical Adult (XPPER2)	42	1			571
Periodical Juv (XPJPER)	2	5			156
Teacher Resources (XPTR)					97
Y A Fiction (XPYAF)	86	7		31	5,151
Y A Manga (XPYAM)	27		133	5	2,441
Y A Non-Fiction (XPYANF)	8				648
YA Graphic Novels (XPYAGN)	10			1	1,639
YA Non-Fic Graphics (XPYANG)	5				122
Report Totals	1,052	13	359	80	73,532

agenda 122.



**Dixon Public Library
Emergency Management Plan**

Approved by Library Board of Trustees: June 17, 1992

Amended: September 11, 2006

Amended: October 9, 2007

Amended: 2012

Revised and approved: xx/xx/2022

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Dixon Public Library Emergency Management Plan

1. Introduction

a. Purpose

The purpose of this plan is to outline the ways in which the Dixon Public Library Board of Trustees, Director, and staff will work to mitigate the risks to the staff, patrons, building, and collection, and respond in the event of an emergency situation.

b. Plan Maintenance

The Director will be responsible for reviewing this plan once a year and will bring recommendations for revisions to the Board of Trustees on an annual basis at the August meeting each year. In addition, the plan will be reviewed by the Director following any emergencies, so that changes may be made based on experience.

Prepare

2. Risk Assessment and Mitigation

The major risks to the library and its collection are fire, water, mold, and pests. The collection and building can be damaged by any of these risk factors. In general, collections will be kept off the floor and moved away from any known problem areas. Specific measures will be taken as follows:

a. Fire

Inspections by the Dixon Fire Department: The Director will liaise with DFD to arrange inspections of the building on a regular basis, or after construction projects have been completed. Staff will respond to correct any issues arising as soon as is practicable. Board will be apprised of issues arising.

Monitoring system: The library has an alarm system which monitors for fire and intruder events. The library maintains this system and contracts for round the clock monitoring. The fire alarm system is inspected on an annual basis, and the inspections are filed with Dixon Police Department. The current contractor is listed in Appendix A.

Fire extinguishers: Library staff perform monthly visual checks on fire extinguisher equipment, which are logged. Annual checks are provided by the vendor in Appendix A. New equipment is purchased if existing extinguishers fail these checks, or if fire codes are amended to require more extinguishers be made available.

Exit signs and emergency lights: Signs and lights were installed new throughout the building in July 2017 to a level sufficient to meet requirements at that time. Staff will check their operation on a monthly basis and maintain a log of these checks.

Fire drills: Drills will be performed at least annually and will involve an evacuation of the building.

Staff awareness and training: Staff will receive regular training on use of fire extinguishers.

b. Water ingress

In 2014 and 2015, the roofs and windows of the building were replaced. Since that time, there has been no water penetration in the building. The new concrete between DPL and the neighboring church building has also remedied water ingress through the fabric of the 1901 section. Water

Dixon Public Library Emergency Management Plan

collection boxes were repaired and downspouts repaired or replaced in 2020.

Visual inspections:

- Gutters and the French drain to the west of the building will be visually inspected, and cleaned as necessary.
- Ceiling tiles will be inspected for any new water stains.

c. Mold

Mold is both a health risk and a risk to the collection. It also encourages pests.

- HVAC ducts will be cleaned and filters replaced on a regular basis.
- Staff will receive training on recognition and procedures.
- Mold can spread from one item to others. Materials returned with mold will be pulled for discarding before they are reshelfed.
- If an item is of particular importance to the collection, then mold mitigation measures may be taken.
- Mold mitigation methods will be used on the collection if there is a water ingress event. Mold will bloom within 24 to 48 hours and so prompt intervention is required. Items that can be easily replaced will be set aside for disposal. Accurate lists of these items will be kept for replacement, collection management, and insurance purposes. Items that are to be salvaged will be bagged and frozen until they can be properly treated.
- Mold growth is encouraged by a relative humidity of greater than 55%. If necessary, for example during an HVAC breakdown during the summer, a data logger for temperature and humidity may be used.

d. Pests

Pests include, but are not limited to, silverfish, cockroaches, and beetles which can lead to damage to the collection and termites which can damage the building. These and others can also cause health problems.

- These pests can be mitigated by regular cleaning and by specific treatments.
- Staff will be conscientious about cleaning and removing food remains.
- The Dixon Public Library will maintain a contract with a service provider to treat against general pest infestations.
- In addition, the library will also monitor and treat for termites specifically.

e. Public Health Emergency

In light of the COVID-19 Pandemic, the Library Board adopted a Public Health Emergency Policy. As part of this policy, the Library Director was instructed to maintain a response plan, which will be regularly updated.

Respond

3. Emergency Procedures

In an emergency it is important to know what to do. This section is included to provide guidance in case an emergency occurs. Staff training, including drills, will be provided on a regular basis, and as needed when new staff start.

a. Severe Weather

Radio: There is a weather radio available in the work room. It remains plugged in at all times. In addition, the following local radio stations may be monitored: WIXN-AM 1460 or FM101.7 and WLLT - FM107.7

Website: The web site <http://www.weather.gov/lot/> also provides details from the National Weather Service for the area around Dixon.

Watch: If a Severe Weather or Tornado WATCH is issued, it simply means that conditions are favorable for these storms to develop. This is an early warning given by the National Weather Service and means you should prepare to go to a place of safety. You should: Monitor the web site and radio station weather advisories; prepare to move staff and patrons to safety.

Warning: A Severe Weather or Tornado WARNING means that a dangerous storm or tornado has actually been sighted. If one is issued for our area, do the following:

- Staff cannot require patrons to stay in the building, but can advise them to shelter in place and guide them to the best shelter available.
- The best shelter available in the library is the stacks area around the vault.
- Stay away from windows and doors.
- Leave the main public areas of the building, taking staff and patrons to the lowest possible level of the building away from windows, lay down, if possible, with hands covering the back of your head to reduce neck injury. If there is not enough room to do this then sit on the floor, bring head to knees, cover with arms. If there is not time to move to the lowest level, seek shelter in the bathrooms.
- Take the radio, and a flashlight with you. The Emergency Response Kit will be stored in the shelter area.
- If there is not sufficient time to leave the main public areas, or go to bathrooms, get patrons to shelter under the tables.
- Stay alert for flash floods.
- Once the danger has passed check to be sure everyone is all right. Check the building for damage.

b. Fire

911 must be called in the event of a fire. Give as many details as possible.

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- If a fire is detected, or if the fire alarm sounds, the building must be evacuated.
- If the fire is small and localized staff can try to extinguish it using the provided extinguishers.
- Under no account should staff put themselves at any risk of injury to tackle a fire.
- If you detect a fire, pull an emergency switch, inform colleagues, and aid patrons in evacuation. Use the sample script provided to make an evacuation announcement.
- After the announcement is made, use the person-to-person approach to notify all occupants.
- A senior staff member will assign staff to check specific areas of the library for patrons who have not responded to the announcement.
- Do not attempt to use the elevator.
- Staff and patrons shall not reenter until cleared by Fire Department Personnel to do so.

c. Medical Emergency Procedures

911 must be called immediately in the event of any serious medical problem. When you call:

- Report the problem. Try to include as much detail as possible, including the name and location of the library including the street address.
- A staff member shall meet the emergency personnel at the door and guide them to the person having the emergency.
- Look for "Medic Alert" type tag with standard physician's symbol. This may be located around the arm, or neck. This would indicate special problems.
- For personal protection, staff will be trained in and follow the Blood Borne Pathogen procedures below.
- If the problem is not serious, give assistance to the injured party by administering minor first aid. The first aid kit is located in the workroom on the second floor of the library.

d. Physical Violence including Active Shooter situation

911 must be called immediately if a situation turns violent, or appears to be turning violent. When you call:

- Report the problem. Try to include as much detail as possible, including the name and location of the library including the street address.

When an active shooter is in the building:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.
- STAFF EXPECTATIONS: Get to an exit and bring as many members of the public with you as you can. Try to stop people from coming in. Leave people who want to stay or gather their belongings. Get out! All staff (and as many patrons as you can get to follow) should meet in the Staff Parking

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Lot. From that point, we will follow the directions of the Police.

If evacuation is not possible, find a secure place to hide:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.
- STAFF EXPECTATIONS: Hide wherever you can (see locations listed below) and bring as many members patrons with you as you can. Turn off the lights, hide away from the door. Keep the door shut/locked.

911 – When Law Enforcement Arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.
- STAFF EXPECTATIONS: Do whatever the police tell you to do.
- If a person displays a firearm/weapon in the building, it should be treated as an active shooter situation. Follow the plan above.

Dangerous Situation Outside the Building

1. Turn off and lock front doors.
2. No one may enter and no one may exit.
3. Move away from the main entrance area to a more protected area.
4. Wait for instructions from emergency personnel.

e. Bloodborne Pathogens

General: While normal library operations are not likely to involve circumstances exposing employees or users to blood borne pathogens, the Dixon Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens which have been incorporated by administrative actions.

Exposure Determination: No particular job classification of the library has occupational exposure (meaning "reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

Universal Precautions: All potential circumstances of exposure must be considered by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening

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diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Nitrile gloves shall be provided for personal protection and shall be used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, in-service training/educational programs as necessary for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

4. Communication Procedures

a. Sample Script for Evacuation

"Please evacuate the building as quickly as possible. There has been an emergency and everyone needs to leave as calmly and quickly as possible."

b. Sample Script for Shelter in Place

"A severe storm/tornado warning has been issued for the immediate area. Please come downstairs as calmly and quickly as possible and shelter with us."

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5. Emergency response kit and other supplies

a. Contents Of Emergency Box

- ☐ Blankets
- ☐ Rags
- ☐ Plastic sheeting and binder clips
- ☐ Duct tape
- ☐ Laminated call lists
- ☐ Copy of the complete Disaster and Recovery plan
- ☐ First-aid kit
- ☐ Fans
- ☐ Collapsible boxes or storage containers
- ☐ Extra batteries
- ☐ Additional am/fm radio
- ☐ Box of plastic gloves

Recover

6. Salvage Priorities

Priorities should be based on criteria such as the following:

Can the item be replaced? At what cost? Would the cost of the item be more or less than restoration?
How important is the item? Is it unique?

According to Illinois State University, 95% of all disaster damage result from water. The first decision to be made will be whether to air dry or freeze materials. Their directions for handling water-damaged as well as for fire-damaged books and non-print materials are located at <http://cool.conservation-us.org/bytopic/disasters/plans/isudis.html>.

a. Unsalvageable Materials

Materials soaked, burned, contaminated, or otherwise damaged beyond repair must be removed. In the case of books, it will be necessary to note title pages or other available identifying matter in order to search for availability, replacement or withdrawal (including removal from OCLC in the case of cataloged items).

b. Inventory Priority List "A"

Item	Location
1. DELL Server (TLC)	Computer Room-Adult Dept.
2. DELL Domain Server	Computer Room-Adult Dept.
3. Office Manager's Computer	Staff Workroom-Adult Dept. (also floppy disk/removable storage from drawer on right side of computer desk.)
4. Library Director's Laptop	Director's office
5. Files	workroom and Director's office filing cabinets
6. Key Box	safe in computer room-Adult Dept.
7. Money	safe in computer room-Adult Dept.

c. Inventory Priority List "B"

(Items in this list are of historical value to the library or community-no priority order for removal)

Item	Location
1. Microfilm Reels (Dixon Telegraph)	Near DVD collection
2. Sculpture - Ronald Reagan Bronze	left of door to Adult Services
3. Ronald Reagan, Local History, and Lincoln Collections	Shelving on east side, behind desk, and vault
4. Library Minutes Books	vault
5. Building files	vault
6. Director's files	Director's office
7. Local History Card Files	History Room
8. Lincoln collection memorabilia	Lincoln Room – Attic

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- | | |
|--|--|
| 9. Artwork-World War I posters | Throughout building |
| 10. Artwork-Paintings | Throughout building |
| 11. Artwork - White House Christmas Pictures | Vital Room closet-basement South |
| 12. Paperweight Collection | Display Cases Adult Services-Southside |

Appendices

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Appendix A: Emergency Contacts

Staff

Up to date staff lists will be maintained and kept at the Office Manager's desk

Contractors

An up-to-date list of contractors to call in an emergency will be maintained

General

Call 911 in Case of Emergency

Poison Control - 1-800-942-5969

Dixon Police Department Non-Emergency - 1-815-288-4411

Dixon Fire Department Non-Emergency - 1-815-288-3323

County Emergency Service & Disaster Agency - 1-815-284-6631

Lee County Sheriff Non-Emergency - 1-815-284-6631

State Police Non-Emergency - 1-815-632-4010

City Hall

Main Telephone - 1-815-288-1485

Dixon Public Library Emergency Management Plan

Appendix B: Incident Report Form

Date: Time:

Person Reporting Incident:

Reported Incident Type:

☐

Theft

☐

Illness/Injury

☐

Assault

☐

Vandalism

☐

Maintenance

☐

Alarm Problem

☐

Problem Patron

☐

Other

Name and Contact Info (Address, Phone, Email) of Person Involved (If known):

Names and Contact Info (Address, Phone, Email) of Witnesses (If Any):

Brief Description of Incident:

Staff Action Taken:

Follow-up Actions:

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Appendix C: Monthly Hazard Prevention Checklist

- ☐ Fire Extinguishers - in place and working
- ☐ Exits clearly marked and Exit lights functioning
- ☐ Exits cleared of clutter or boxes
- ☐ AM/FM and weather radio functioning, replacement batteries available
- ☐ Flashlights functioning, replacement batteries available
- ☐ Emergency numbers posted on each phone
- ☐ Exterior lights functioning properly
- ☐ Check shut-off valves to water, gas, and electric for clear access
- ☐ Reminder list reviewed by all staff
- ☐ Closing procedure reviewed by all staff
- ☐ Check the first aid kit supplies, replace any outdated supplies
- ☐ Check storage of any hazardous materials
- ☐ Water faucets - no leaks
- ☐ Refrigerator working
- ☐ Extra boxes removed

Agenda 12b.

Agenda 12b: Budget Resolution to Amend Budget for Fiscal Year 2022-23

Suggested motion:

Move to amend the Fiscal Year 2022-23 Budget by increasing Transfers In 15-500-7100 by \$9125.92 and the Small Equipment line 15-410-5440 by a corresponding amount.