

Maroa Public Library District Regular Meeting Agenda

12/19/2022 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order
2. Roll Call
3. Board President Remarks
4. Recognition of Visitors, Delegations, etc
5. Public Comment Period

Consent Agenda for December 19, 2022

6. November 21, 2022 Meeting Minutes
7. November 2022 Director's Report & January 2023 Calendar
8. Accountant & Treasurer's Reports for November 2022
9. List of Paid Bills for October 2022 & November 2022

Committee Reports

10. Personnel
11. Material Selection & Circulation
12. Building & Grounds
13. Finance Policy
14. Financial Development

New Business

15. By-Laws annual review
16. Reference Policy annual review
17. 3D Printer Usage Policy

Old Business

18. IMRF Ordinance 22-05 & Appointment
- 19.

Approvals

20. Approval, Consent Agenda
21. Approval, IMRF Ordinance 22-05
22. Approval, Appointment of IMRF Agent
23. Approval, 3D Printer Usage Policy

24. December 19, 2022, 6:30pm Meeting Agenda Suggestions
 - a. Personnel Policy (SEP revision)
 - b. Patron Confidentiality Policy & Selection and Reconsideration Policy Review

25. Adjournment

Maroa Public Library District

305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com



Maroa Public Library District Regular Meeting Minutes

11/21/2022 | Maroa Public Library Conference Room - 6:30pm

1. **Call to Order: Meeting called to order by Audra Newton at 6:33PM.**
2. **Roll Call: Trustees present included Audra Newton, Tony Norton, Cindy Manint, and Lindsey Hanes. Angela Foulke, Amber Scott, and Mason Ricketts were absent. Staff present included Sara Gentle.**
3. Board President Remarks: No remarks.
4. Recognition of Visitors, Delegations, etc: No visitors present.
5. Public Comment Period: No public comment.

Consent Agenda for November 21, 2022

6. October 17, 2022 Meeting Minutes: Minutes were reviewed by attendees.
7. October 2022 Director's Report & December 2022 Calendar
 - a. Sara Gentle reported that the November and December special programs have been filling up fast. Twenty people signed up for the JoAnn Fabric Creative Bug take home craft for November. The library will continue to offer these monthly in the winter.
 - b. Usage of e-Resources has been growing. Kanopy (a movie service) and Hoopla (ebooks, audio, and movies) have seen a rise in use.
 - c. Kristy is planning to host family reading night in February when less grade school events are happening.
 - d. Slabjackers will level sidewalks, tomorrow, 11/22. Cost to fix uneven spots is \$950.
 - e. Tony helped trim trees. Thanks!
8. Accountant & Treasurer's Reports for October 2022: Expenses to date remain within budget. Sara Gentle also presented a revised working budget for the current fiscal year.
9. List of Paid Bills for October 2022: Sara forgot to include this information in the packet. She will include with November's bills next month.

Committee Reports: No committee reports.

10. Personnel
11. Material Selection & Circulation
12. Building & Grounds
13. Finance Policy
14. Financial Development

New Business

15. Illinois Municipal Retirement Fund: Sara gave a short summary on employee benefits of IMRF. The library is expected to invest 5.62% of employees' salaries, the first year, based on an actuarial study.
16. Staff Wages / Bonuses:
 - a. Sara proposed that the library use the budgeted hourly safety staff wages that have went unused to offset IMRF employees' required 4.5% investment. The library allocates hourly safety wages to reduce risk of lawsuit and increase safety of library premises, staff, and patrons.
 - b. Tony Norton proposed giving all staff one week's pay as a holiday bonus.
17. Revised FY 22-23 Working Budget: Sara proposed altering the 2022-2023 fiscal year budget since the per capita grant amount was less than expected and special reserve expenditures will come out of corporate, not building. Additionally, the revision factors in both a transfer out of special reserve (\$25K) and transfer into special reserve (\$30K). The new numbers also reallocate SEP contributions for the remainder of the

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fiscal year from SEP to corporate wages. SEP investments will no longer be necessary if IMRF is started.

18. Election Packets: The filing date for packets is during the week of December 12th.

Old Business

19. N/A

Approvals

20. Approval, Consent Agenda: Tony Norton made a motion to approve the consent agenda as written. Motion seconded by Cindy Manint.

21. Approval, IMRF Contribution Start Date & Funding Source: Cindy Manint made a motion to start IMRF contributions, January 1, 2023, loaned from Insurance & Liability funds to be paid back by IMRF levy funds, beginning in the 2023-2024 fiscal year. Motion seconded by Lindsey Hanes.

22. Approval, Staff Wage Increase: Tony Norton motioned to increase staff wages for IMRF employees by 4.5% to offset the new IMRF 4.5% employee investments, beginning January 1, 2023, using the hourly Insurance and Liability safety wage funds. Motion seconded by Lindsey Hanes.

23. Approval, Staff Christmas Bonuses: Tony Norton motioned to give all employees one week's wages as a Christmas bonus. Motion seconded by Cindy Manint.

24. Approval, Revised FY 22-23 Working Budget: Lindsey Hanes motioned to approve the revised working budget. Motion seconded by Cindy Manint.

25. December 19, 2022, 6:30pm Meeting Agenda Suggestions: Board suggested a Christmas potluck at the 12/19 meeting. Additional topics will include:

- a. 3D Printer Usage Policy
- b. By-Laws/Reference Policies
- c. Personnel Policy (SEP revision)

26. Adjournment: Meeting adjourned at 7:22pm.

Librarian's Report

Nov 2022 Statistics | December 19, 2022

Circulation and Patron Statistics

Total Check Outs	577	New Items	138
People Count	476	New Patrons	8
ILL	607in /188out	MPLD checkouts to MPLD patrons	293
Computer Users	30	OCLC	5
LOTG (Libby)	153	3M Cloud	0
Hoopla	56	Kanopy	0
Creative Bug	9		
Adult Program Attendance	98	Adult Program Count	15
Youth Program Attendance	0	Youth Program Count	0
Children's Program Attendance	14	Children's Program Count	1

Materials & Selection:

- Rearranging JF and picture books from genre/author to just author.
- Wowbrary newsletters are going weekly to patrons, placed on the homepage of our website, and automatically posted on Facebook.

Safety & Security:

- Trash bin pickup will be an issue based on blowing bins and Monday morning pickups. Decided to go with the smaller dumpster with pickup every other week (\$60 per month).
- Sidewalks were leveled, as planned, before Thanksgiving.

Programming & Events:

- January and February adult classes are already filling up.
 - Sent a survey to the middle school regarding student-programming interests.
 - Meeting with Crazy8s to offer 8-week spring sessions for grade schoolers.
 - Posted a survey online to find a better time for pre-K story time. Thursday mornings at 10am don't seem to be working.
 - Family reading night is scheduled for Tuesday, February 21st from 6pm to 7:30pm. This will have a Mardi Gras theme as it will be held on Fat Tuesday.
-

Statistical Summary

11/1/2022 12:00:00 AM - 11/30/2022 11:59:59 PM

Maroa Public Library District (MARP-ZCH)

Record Counts - As of 12/1/2022 12:04 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,645,493	42,169	764,898			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	17,860	18,037	0	698	6	20

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
577	77	550	94	0
Holdings Placed	Holdings Satisfied	Holdings Cancelled		
194	233	13		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	0	0	138	8
Added by Other	5,587	3,236	0	0
Deleted by Branch	0	0	0	0
Deleted by Other	1,822	3,070	0	0

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$133.48	\$53.50	\$0.00	\$53.50	\$81.47	\$0.00

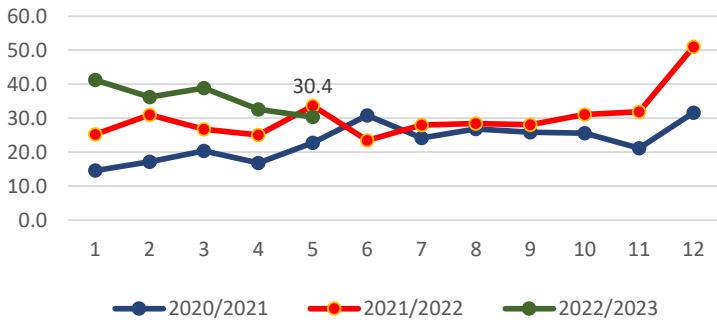
Total Outstanding Fines - As of 12/1/2022 12:04 PM

\$3,915.98

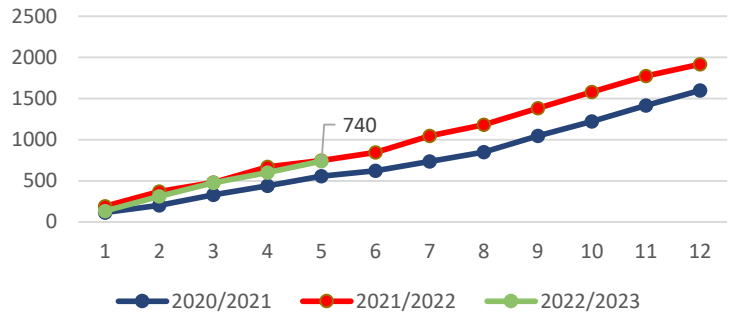
PAC Statistics

Logins	Online Registrations	Holdings Placed	Holdings Cancelled
64	0	34	0

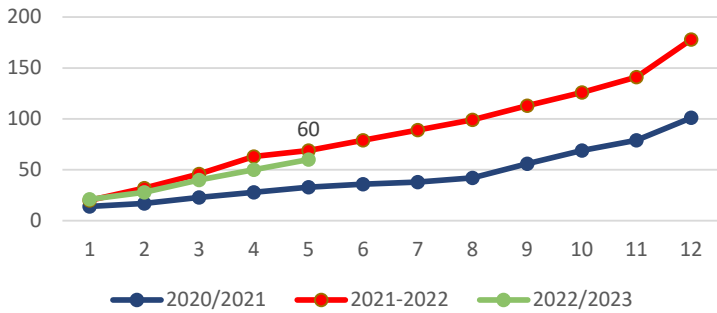
Average Checkouts Per Day



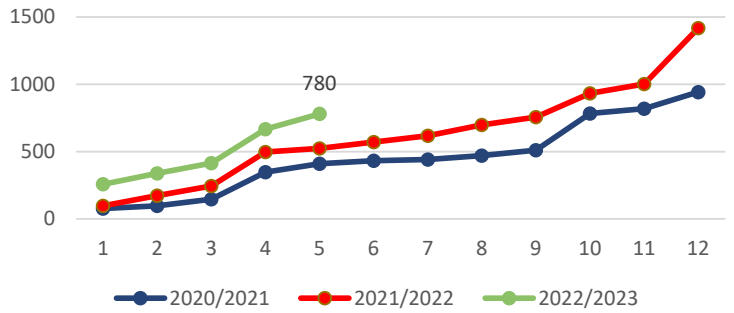
YTD New Items



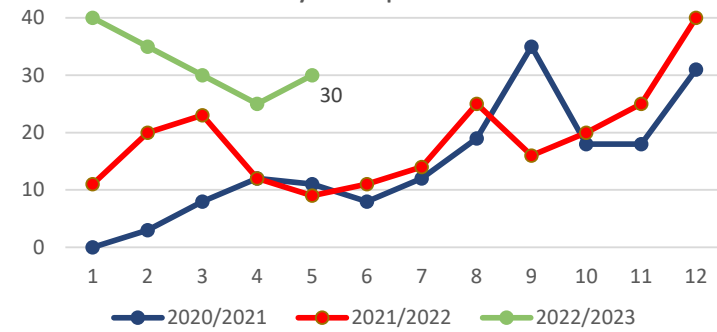
YTD Total Number of Programs



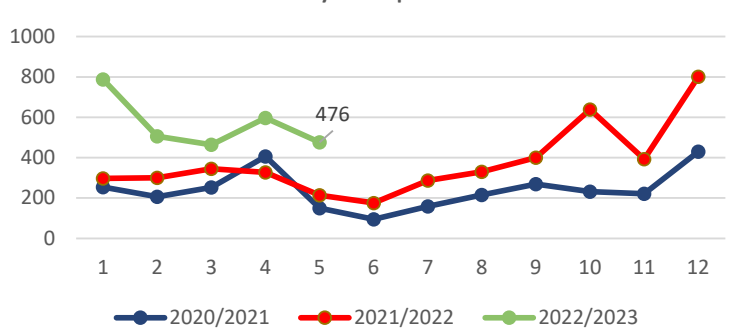
YTD Total Program Attendance



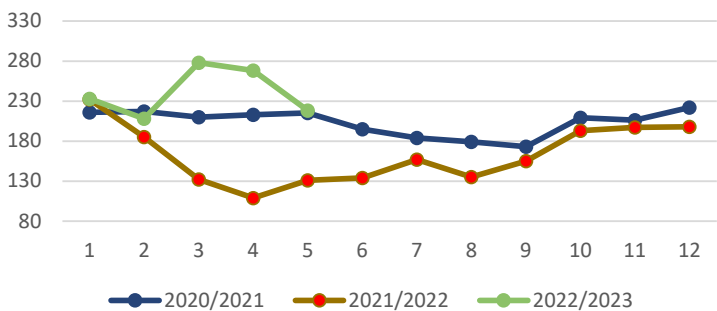
Monthly Computer Users



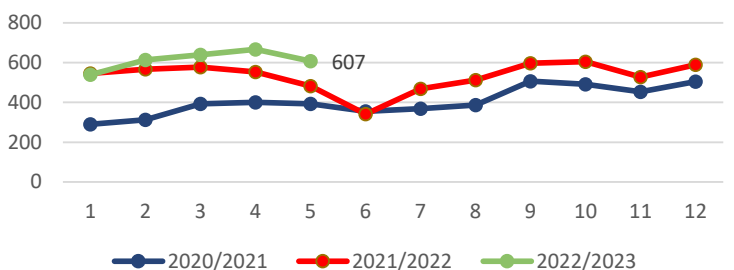
Monthly People Count



e-Resource Borrows/Month

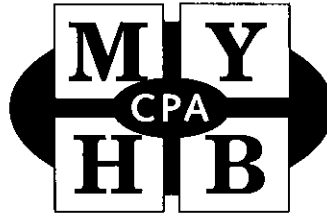


Monthly Items Borrowed (Ordered In) from Other Libraries



Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
	Library Closed for Holiday	Library Closed for Holiday	Library Closed for Holiday	Library Closed for Holiday	Library Closed for Holiday	
2	3	4	5	6	7	8
	Library Closed for Holiday	10am - Exercise Class	10am - StoryTime (PreK - 6pm - VFW/AL Stoy Bliss	10am - Exercise Class		
9	10	11	12	13	14	15
9am - Sewing at the 6pm - Acrylic Painting with		10am - Exercise Class 11am - Brain Games	10am - StoryTime (PreK -	10am - Exercise Class		
16	17	18	19	20	21	22
6:30pm - Library Board	Last Day to Sign Up for 9am - Sewing at the 6pm - Conference Room	10am - Exercise Class 1pm - Kids Half Day Event	10am - StoryTime (PreK -	10am - Exercise Class	11am - 3C Saturdays	
23	24	25	26	27	28	29
	Unicorn Take Home Pick Ups					
	9am - Sewing at the	10am - Exercise Class 11am - Brain Games	10am - StoryTime (PreK -	10am - Exercise Class 11am - Book Club (Adult)		
30	31	1	2	3	4	5
	9am - Sewing at the	10am - Exercise Class	10am - StoryTime (PreK - 6pm - VFW/AL Stoy Bliss	10am - Exercise Class		

Kevin J. Huffman, CPA
Kevin R. Buckley, CPA
Tracie L. England, CPA
Cody R. Buckley, CPA
Daniel J. McGuire, CPA - Retired
Robert J. Yuhas Jr., CPA, CFP - Retired



Members: American
Institute of Certified
Public Accountants &
Illinois CPA Society

McGuire, Yuhas, Huffman & Buckley, P.C.

Certified Public Accountants & Consultants

To the Board of Directors
Maroa Public Library District

Management is responsible for the accompanying interim financial statements of Maroa Public Library District, which comprise the accompanying Statements of Assets, Liabilities, and Equity - Modified Cash Basis of Maroa Public Library District as of November 30, 2022 and 2021 and the related Statement of Revenues and Expenses - Modified Cash Basis - for the one month ended November 30, 2022 and 2021 and the year to date ended November 20, 2022 and the related statement of Revenues and Expenses - YTD Actual (five months) vs. FY23 Budget (twelve months) - Modified Cash Basis for the period ended June 30, 2023. We have performed a compilation engagement in accordance with Statements of Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the interim financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these interim financial statements.

The interim accompanying FY23 Budget - Modified Cash Basis information of Maroa Public Library District for the year ending June 30, 2023, (twelve months) that is presented in comparison with the statement of revenues and expenses - YTD actual has not been compiled or examined by us, and, accordingly, we do not express an opinion or any other form of assurance on it.

The interim financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in the interim financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the interim financial statements, they might influence the user's conclusions about Maroa Public Library District assets, liabilities, equity, revenues, and expenses. Accordingly, the interim financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Maroa Public Library District.

McGUIRE, YUHAS, HUFFMAN & BUCKLEY, P.C.
Decatur, Illinois

December 7, 2022

Maroa Public Library District
Statements of Assets, Liabilities & Equity - Mod. Cash Basis
As of November 30, 2022

	Nov 30, 22	Nov 30, 21
ASSETS		
Current Assets		
Checking/Savings		
General Corp Acct	256,527.18	219,308.61
Building Maint Acct	23,518.58	16,423.27
Insurance & Liab Acct	109,585.11	110,970.88
Social Security Acct	18,710.82	15,979.98
Special Reserve Acct	26,543.55	26,530.72
R F Library Fund Acct	5,922.44	5,920.95
Working Cash Acct	9,054.06	9,049.53
Roberta Foulke Reserve CD-SSB	100,000.00	100,000.00
Total Checking/Savings	549,861.74	504,183.94
Total Current Assets	549,861.74	504,183.94
TOTAL ASSETS	549,861.74	504,183.94
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Liabilities		
Fed/FICA/Med Payable	1,549.87	1,670.45
State Withholding Payable	386.79	365.42
Unemployment Taxes Payable	0.13	15.55
Retirement Payable	536.64	151.62
Total Payroll Liabilities	2,473.43	2,203.04
Total Other Current Liabilities	2,473.43	2,203.04
Total Current Liabilities	2,473.43	2,203.04
Total Liabilities	2,473.43	2,203.04
Equity		
Fund Balance - Corporate	262,252.77	226,129.94
Fund Balance - Liab. Insurance	89,867.82	69,194.10
Fund Balance - Social Security	12,227.06	10,996.04
Fund Balance - Equip & Bldg	13,009.32	11,470.70
Net Income	170,031.34	184,190.12
Total Equity	547,388.31	501,980.90
TOTAL LIABILITIES & EQUITY	549,861.74	504,183.94

Maroa Public Library District
Statements of Revenues & Expenses - Mod. Cash Basis
November 2022

	Nov 22	Nov 21	Jul - Nov 22
Income			
Tax Levies			
Corporate	2,168.42	14,666.50	220,658.90
Liability Insurance	490.33	3,441.97	49,886.91
Social Security	88.34	550.90	8,985.64
Equipment & Building	173.45	1,170.38	17,652.45
Total Tax Levies	2,920.54	19,829.75	297,183.90
Income Per Capita-State Grants	0.00	0.00	3,180.10
Donations	0.00	225.00	170.00
Interest Income			
Interest Income - CD	100.27	150.41	100.27
Interest Income - Money Market	0.00	0.00	0.75
Interest Income - Corporate	11.01	10.07	58.89
Interest Income - Equip & Bldg	0.00	0.00	2.11
Interest Income - Liab Insur	0.00	0.00	12.51
Interest Income - Soc Sec	0.00	0.00	1.78
Total Interest Income	111.28	160.48	176.31
Misc. Income	110.74	19.00	793.06
Total Income	3,142.56	20,234.23	301,503.37
Expense			
CORPORATE FUNDS			
Materials			
Books	2,607.30	2,210.13	9,366.57
DVDs	393.91	219.01	1,749.72
E- Resources	338.57	2.00	2,344.36
Periodicals	204.61	98.92	725.04
Total Materials	3,544.39	2,530.06	14,185.69
Programs			
Children's Programs	459.59	936.21	459.59
Adult Programs	459.81	115.91	1,001.82
Summer Reading Program	0.00	0.00	1,365.46
Total Programs	919.40	1,052.12	2,826.87
Accounting Services	700.00	600.00	3,250.00
Legal Service	0.00	0.00	1,500.00
Legal Notice & Publications	0.00	0.00	471.58
Miscellaneous	0.00	0.00	12,402.00
Office Expense			
Equipment & Supplies	154.62	532.25	518.24
Service Charges and Fees	0.00	0.00	45.00
Membership	540.35	0.00	6,244.87
Postage	235.03	8.55	235.03
Total Office Expense	930.00	540.80	7,043.14
Payroll Expenses			
Payroll Gross	7,586.45	7,103.06	37,876.00
Payroll Expenses - Fees	14.00	14.00	64.75
S.E.P. Employer Contribution	93.48	0.00	481.29
Total Payroll Expenses	7,693.93	7,117.06	38,422.04

See Accountant's Compilation Report

Maroa Public Library District
Statements of Revenues & Expenses - Mod. Cash Basis
November 2022

	Nov 22	Nov 21	Jul - Nov 22
Utilities			
Power	1,374.69	383.00	3,366.69
Telephone & Communications	760.01	368.22	1,894.47
Water	237.92	18.78	332.18
Total Utilities	<u>2,372.62</u>	<u>770.00</u>	<u>5,593.34</u>
Total CORPORATE FUNDS	16,160.34	12,610.04	85,694.66
INSURANCE & LIABILITY			
Safety			
Dir. Salary - Ins. Portion	320.84	279.16	1,604.20
Supplies	105.37	226.59	7,634.01
Services	1,779.40	1,148.00	12,432.32
Total Safety	<u>2,205.61</u>	<u>1,653.75</u>	<u>21,670.53</u>
Insurance			
Unemployment Insurance	1.85	6.08	40.17
Liability Insurance	0.00	0.00	2,184.00
Total Insurance	<u>1.85</u>	<u>6.08</u>	<u>2,224.17</u>
Risk Management	<u>0.00</u>	<u>0.00</u>	<u>8,004.56</u>
Total INSURANCE & LIABILITY	2,207.46	1,659.83	31,899.26
SOCIAL SECURITY			
Payroll Taxes			
FICA	490.26	457.69	2,447.78
Medicare	114.67	107.03	572.47
Total Payroll Taxes	<u>604.93</u>	<u>564.72</u>	<u>3,020.25</u>
Total SOCIAL SECURITY	604.93	564.72	3,020.25
BUILDING & EQUIPMENT			
Computer and Maintenance	595.36	616.33	2,949.26
Copiers	110.55	111.83	558.41
Grounds Maintenance	0.00	230.77	1,320.00
Landscaping	0.00	0.00	806.50
Repairs	0.00	0.00	2,994.13
Contingencies	0.00	0.00	2,229.56
Total BUILDING & EQUIPMENT	<u>705.91</u>	<u>958.93</u>	<u>10,857.86</u>
Total Expense	<u>19,678.64</u>	<u>15,793.52</u>	<u>131,472.03</u>
Net Income	<u><u>-16,536.08</u></u>	<u><u>4,440.71</u></u>	<u><u>170,031.34</u></u>

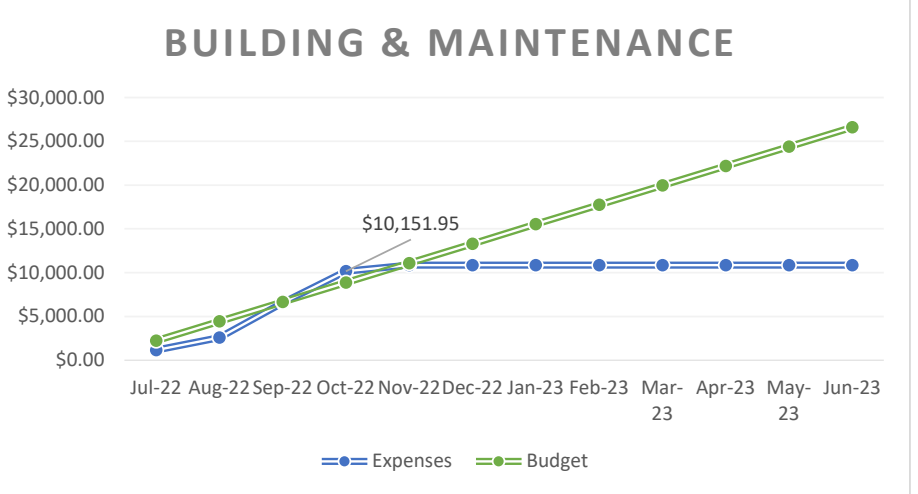
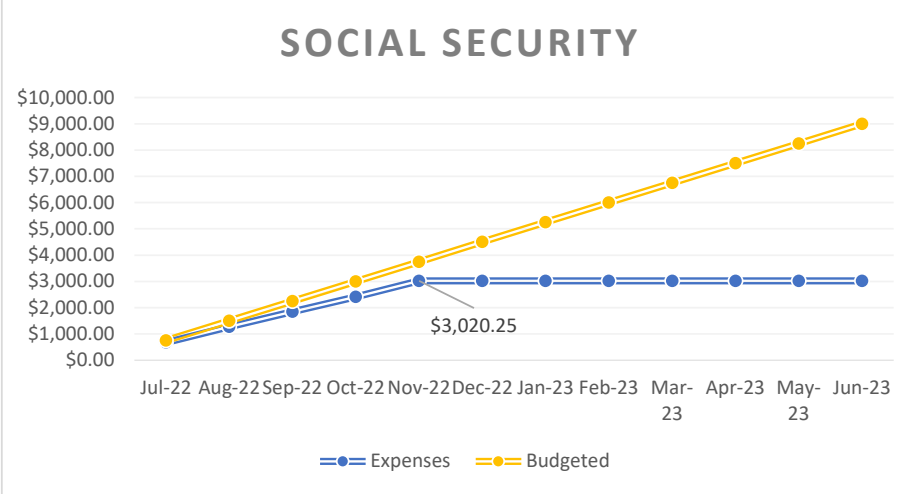
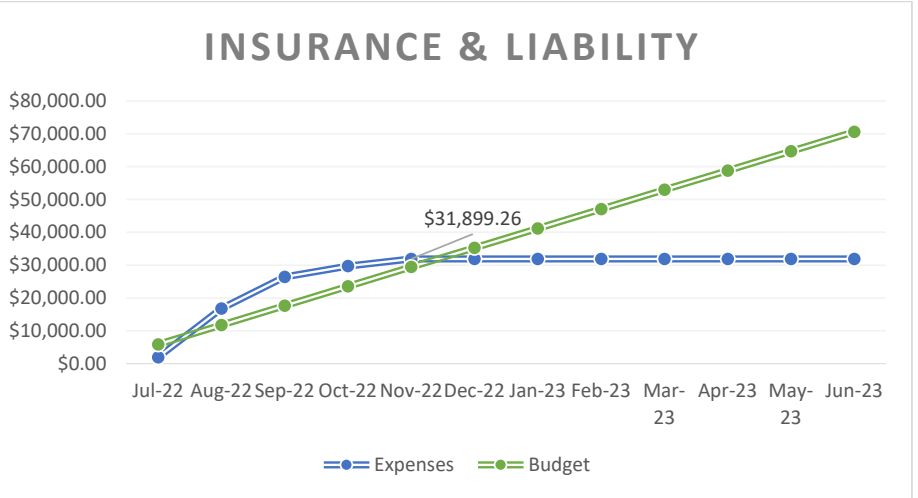
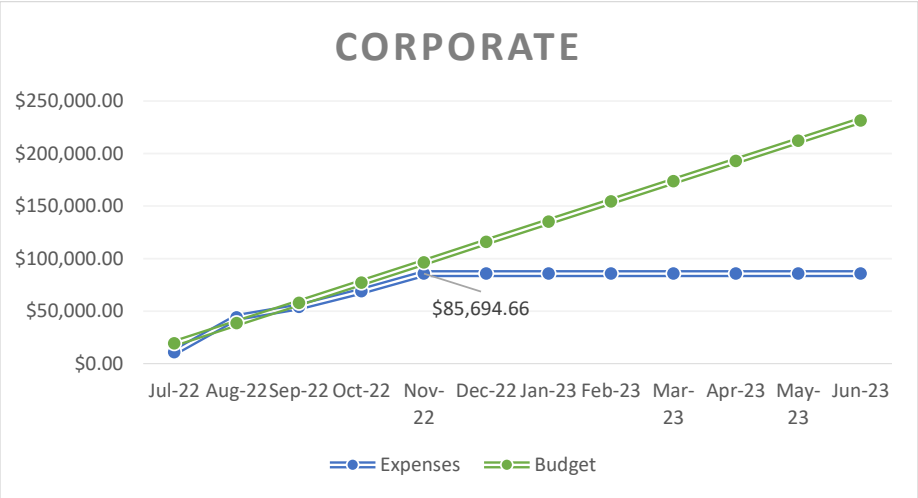
See Accountant's Compilation Report

Maroa Public Library District
Stmt of Rev & Exp-YTD Actual vs FY23 Budget-Mod Cash Basis
 July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Income				
Tax Levies				
Corporate	220,658.90	231,837.44	-11,178.54	95.2%
Liability Insurance	49,886.91	71,383.80	-21,496.89	69.9%
Social Security	8,985.64	9,003.09	-17.45	99.8%
Equipment & Building	17,652.45	26,666.84	-9,014.39	66.2%
Total Tax Levies	297,183.90	338,891.17	-41,707.27	87.7%
Income Per Capita-State Grants	3,180.10	0.00	3,180.10	100.0%
Grants	0.00	0.00	0.00	0.0%
Donations	170.00	0.00	170.00	100.0%
Interest Income				
Interest Income - CD	100.27	0.00	100.27	100.0%
Interest Income - Money Market	0.75	0.00	0.75	100.0%
Interest Income - Corporate	58.89	0.00	58.89	100.0%
Interest Income - Equip & Bldg	2.11	0.00	2.11	100.0%
Interest Income - Liab Insur	12.51	0.00	12.51	100.0%
Interest Income - Soc Sec	1.78	0.00	1.78	100.0%
Total Interest Income	176.31	0.00	176.31	100.0%
Misc. Income	793.06	1,000.00	-206.94	79.3%
Total Income	301,503.37	339,891.17	-38,387.80	88.7%
Expense				
CORPORATE FUNDS				
Materials				
Books	9,366.57	27,000.00	-17,633.43	34.7%
DVDs	1,749.72	5,000.00	-3,250.28	35.0%
E- Resources	2,344.36	21,000.00	-18,655.64	11.2%
Periodicals	725.04	1,600.00	-874.96	45.3%
Total Materials	14,185.69	54,600.00	-40,414.31	26.0%
Programs				
Children's Programs	459.59	5,750.00	-5,290.41	8.0%
Adult Programs	1,001.82	5,750.00	-4,748.18	17.4%
Summer Reading Program	1,365.46	3,000.00	-1,634.54	45.5%
Total Programs	2,826.87	14,500.00	-11,673.13	19.5%
Accounting Services	3,250.00	8,000.00	-4,750.00	40.6%
Legal Service	1,500.00	5,000.00	-3,500.00	30.0%
Legal Notice & Publications	471.58	750.00	-278.42	62.9%
Contingencies	0.00	5,000.00	-5,000.00	0.0%
Miscellaneous	12,402.00	10,000.00	2,402.00	124.0%
Office Expense				
Equipment & Supplies	518.24	5,100.00	-4,581.76	10.2%
Service Charges and Fees	45.00	500.00	-455.00	9.0%
Membership	6,244.87	6,600.00	-355.13	94.6%
Postage	235.03	800.00	-564.97	29.4%
Professional Development	0.00	500.00	-500.00	0.0%
Total Office Expense	7,043.14	13,500.00	-6,456.86	52.2%
Payroll Expenses				
Payroll Gross	37,876.00	106,400.00	-68,524.00	35.6%
Payroll Expenses 1	0.00	0.00	0.00	0.0%
Payroll Expenses - Fees	64.75	250.00	-185.25	25.9%
S.E.P. Employer Contribution	481.29	600.00	-118.71	80.2%
Total Payroll Expenses	38,422.04	107,250.00	-68,827.96	35.8%
Utilities				
Power	3,366.69	8,850.00	-5,483.31	38.0%
Telephone & Communications	1,894.47	3,600.00	-1,705.53	52.6%
Water	332.18	500.00	-167.82	66.4%
Total Utilities	5,593.34	12,950.00	-7,356.66	43.2%
Total CORPORATE FUNDS	85,694.66	231,550.00	-145,855.34	37.0%
INSURANCE & LIABILITY				
Safety				
Dir. Salary - Ins. Portion	1,604.20	4,100.00	-2,495.80	39.1%
Hourly	0.00	3,000.00	-3,000.00	0.0%
Supplies	7,634.01	16,500.00	-8,865.99	46.3%
Services	12,432.32	16,500.00	-4,067.68	75.3%
Total Safety	21,670.53	40,100.00	-18,429.47	54.0%
Insurance				
Commerical and Worker's Comp	0.00	800.00	-800.00	0.0%

Maroa Public Library District
Stmt of Rev & Exp-YTD Actual vs FY23 Budget-Mod Cash Basis
July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Unemployment Insurance	40.17	400.00	-359.83	10.0%
Liability Insurance	2,184.00	6,800.00	-4,616.00	32.1%
Total Insurance	2,224.17	8,000.00	-5,775.83	27.8%
Risk Management	8,004.56	15,500.00	-7,495.44	51.6%
Legal Fees	0.00	1,000.00	-1,000.00	0.0%
Contingencies	0.00	3,000.00	-3,000.00	0.0%
IMRF Loan	0.00	3,000.00	-3,000.00	0.0%
Total INSURANCE & LIABILITY	31,899.26	70,600.00	-38,700.74	45.2%
SOCIAL SECURITY				
Payroll Taxes				
FICA	2,447.78	0.00	2,447.78	100.0%
Medicare	572.47	0.00	572.47	100.0%
Total Payroll Taxes	3,020.25	0.00	3,020.25	100.0%
SOCIAL SECURITY - Other	0.00	9,000.00	-9,000.00	0.0%
Total SOCIAL SECURITY	3,020.25	9,000.00	-5,979.75	33.6%
BUILDING & EQUIPMENT				
New Equipment	0.00	5,000.00	-5,000.00	0.0%
Computer and Maintenance	2,949.26	8,000.00	-5,050.74	36.9%
Copiers	558.41	2,000.00	-1,441.59	27.9%
Grounds Maintenance	1,320.00	3,000.00	-1,680.00	44.0%
Landscaping	806.50	1,000.00	-193.50	80.7%
Repairs	2,994.13	5,100.00	-2,105.87	58.7%
Contingencies	2,229.56	2,500.00	-270.44	89.2%
Total BUILDING & EQUIPMENT	10,857.86	26,600.00	-15,742.14	40.8%
Total Expense	131,472.03	337,750.00	-206,277.97	38.9%
Net Income	170,031.34	2,141.17	167,890.17	7,941.0%



Item	Deposit Type	Amount	Check Number	Company/Person	Sub	Description				
1	Cash	\$27.90	N/A	Cash Drawer						
2	Check	\$9,882.72	8177	Dewitt County		Tax Payment				
	Total	\$9,910.62								

Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	1,637.32	Corporate	Materials	Books		13675	9/6/22-9/15/22	10/6/2022	10/5/2022
2	Cengage	72.72	Corporate	Materials	Books		13682	9/20/2022		10/5/2022
3	People	40.00	Corporate	Materials	Periodicals	1 year subscription (40 issues)	13689		10/12/2022	10/5/2022
4	Prevention	12.00	Corporate	Materials	Periodicals	1 year subscription (12 issues)	13690			10/5/2022
5	Cook's Country	12.00	Corporate	Materials	Periodicals	2 year subscription (12 issues)	13677			10/5/2022
6	Country Living	9.99	Corporate	Materials	Periodicals	1 year subscription (10 issues)	13678			10/5/2022
7	Sara Gentle	26.94	Corporate	Programs	Adult	Book Club Snacks	13691			10/5/2022
8	MYHB	650.00	Corporate	Accounting Services		August financial services	13688			10/5/2022
9	Kavanagh Scully	950.00	Corporate	Legal		B&A Ordinance	13685	9/7/2022		10/5/2022
10	Heyl Royster	550.00	Corporate	Legal		Tax Levy Ordinance	13684	9/8/2022		10/5/2022
11	Lee Enterprises - Central Illinois	354.78	Corporate	Legal Notices	Publication	Budget Ord02	13686	9/25/2022	10/15/2022	10/5/2022
12	Ameren	664.00	Corporate	Utilities	power		13674	9/26/2022	11/25/2022	10/5/2022
13	Frontier	391.06	Corporate	Utilities	Telecommunication		13681	9/16/2022	10/11/2022	10/5/2022
14	City of Maroa	22.20	Corporate	Utilities	water		13676	9/30/2022	10/17/2022	10/5/2022
15	ESS	325.00	Ins/Lia	Safety	Cleaning		13680			10/5/2022
16	GFL	\$19.50	Ins/Lia	Safety	Services	Trash Removal	13683	9/20/2022		10/5/2022
17	Craig Sullivan	\$2,500.00	Ins/Lia	Safety	Services	Ground Leveling around patio	13679	9/21/2022		10/5/2022
18	Maroa Lumber	44.47	Ins/Lia	Safety	Supplies	Ground Leveling around patio	13687	9/28/2022	10/10/2022	10/5/2022

Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	1,207.95	Corporate	Materials	Books		13696	9/23/22-10/12/22	10/23/2022	10/18/2022
2	Better Homes & Gardens	12.00	Corporate	Materials	Periodicals	1 year subscription	13697		10/13/2022	10/18/2022
3	American Patchwork & Quilt	39.97	Corporate	Materials	Periodicals	2 year subscription	13695	9/25/2022	10/25/2022	10/18/2022
4	Overdrive, Inc.	49.98	Corporate	Materials	E-Resources	E-Books	13701	10/7/2022	11/6/2022	10/18/2022
5	Illinois Heartland Library Sys	15.00	Corporate	Office Expense	Service Charges and Fees	Cataloging	13699	10/6/2022	12/5/2022	10/18/2022
6	Amazon	434.34	Corporate	Materials	DVDs	DVDs	13694	10/10/2022	12/9/2022	10/18/2022
6	Amazon	90.76	Corporate	Office Expense	Supplies	Labels, cricut vinyl, binder clips	13694	10/10/2022	12/9/2022	10/18/2022
6	Amazon	2,229.56	Building	Contingency		Picnic tables & umbrellas	13694	10/10/2022	12/9/2022	10/18/2022
7	Visa - Sara	13.42	Corporate	Office Expense	Supplies	Sharpies	13704	10/10/2022	11/4/2022	10/18/2022
8	Visa - Kristy	33.98	Corporate	Programs	Adult	Cricut, Adult Programming	13703	10/10/2022	11/4/2022	10/18/2022
9	The Library Store	174.77	Corporate	Office Expense	Supplies	Book Wrap	13702	10/13/2022	11/12/2022	10/18/2022
10	Watts	110.57	Building	Equipment	Printer	copies	13705	10/10/2022	11/8/2022	10/18/2022
11	Lazerware	587.36	Building	Equipment	Computers	Lease and maintenance	13700	10/4/2022	11/3/2022	10/18/2022

11	Lazerware	66.97	Ins/Lia	Safety	Services	Firewall/BatteryBackup	13700	10/4/2022	11/3/2022	10/18/2022
12	Priority Lawn Care	660.00	Building	Grounds	Mowing		13698	10/4/2022		10/18/2022
PAYROLL										
		3,456.17	Corporate	Payroll Expenses	Payroll Gross	October 1 - October 15				
		\$3,907.67	Corporate	Payroll Expenses	Payroll Gross	October 16-October 31				
	Total	7,363.84								
		7.00	Corporate	Payroll Expenses	Payroll Expenses - Fees	October 1 - October 15				
		7.00	Corporate	Payroll Expenses	Payroll Expenses - Fees	October 16-October 31				
	Total	14.00								
		48.13	Corporate	Payroll Expenses	SEP Employer Contribution	October 1 - October 15				
		48.13	Corporate	Payroll Expenses	SEP Employer Contribution	October 16-October 31				

Item	Deposit Type	Amount	Check Number	Company/Person	Sub	Description				
1	Cash	\$67.75	N/A	Cash Drawer						
2	Check	\$100.27	401768	CD Interest						
3	Check	\$30.00	5656	Black Prairie AG Services		Conference Room Rental				
4	Check	\$12.99	1148	Tuscula Patron		Book Replacement Fee				
	Total	\$211.01								

Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	1,019.57	Corporate	Materials	Books		13707	10/13/22-10/27/22	11/13/2022	11/2/2022
2	Cengage	72.72	Corporate	Materials	Books		13712	10/19/2022	11/18/2022	11/2/2022
3	Highlights	29.64	Corporate	Materials	Periodicals	1 year subscription (12 issues)	13715	10/20/2022	11/2/2022	11/2/2022
4	Overdrive, Inc.	231.63	Corporate	Materials	E-Resources	E-Books	13718	10/18/2022	11/17/2022	11/2/2022
5	Kanopy	16.00	Corporate	Materials	E-Resources	Online video	13716	10/31/2022	11/30/2022	11/2/2022
6	MYHB	700.00	Corporate	Accounting Services		September services plus back pay	13717			11/2/2022
7	Demco	42.91	Corporate	Office Expense	Supplies	Seasonal Bookmarks	13709	10/26/2022	11/25/2022	11/2/2022
8	Ameren	664.00	Corporate	Utilities	power		13706	10/25/2022	12/27/2022	11/2/2022
9	Frontier	378.31	Corporate	Utilities	Telecommunication		13711	10/16/2021	11/9/2022	11/2/2022
10	City of Maroa	215.72	Corporate	Utilities	water		13708	10/21/2022	11/17/2022	11/2/2022
11	ESS	325.00	Ins/Lia	Safety	Cleaning		13710	11/1/2022		11/2/2022
12	GFL	\$22.43	Ins/Lia	Safety	Services	Trash Removal	13714	9/20/2022		11/2/2022
13	Slab Jackers Construction	\$995.00	Ins/Lia	Safety	Services	Ground Leveling front & back sidewalks	13719	10/26/2022	11/22/2022	11/22/2022
14	Getz Fire Equipment	60.00	Ins/Lia	Safety	Supplies	Fire extinguisher check	13713	10/20/2022	11/19/2022	11/2/2022

Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	841.77	Corporate	Materials	Books		13721	11/02/22-11/10/22	12/2/2022	11/15/2022
2	Overdrive, Inc.	90.94	Corporate	Materials	E-Resources	E-Books	13723	11/10/2022	12/10/2022	11/15/2022
3	Amazon	373.51	Corporate	Materials	DVDs	DVDs	13720	11/10/2022	1/5/2023	11/15/2022
4	Visa - Sara	146.97	Corporate	Materials	Periodicals	Mother Jones, WSJ 3 months	13726	11/9/2022	12/4/2022	11/15/2022
4	Visa - Sara	240.68	Corporate	Programs	Children	Halloween Supplies	13726	11/9/2022	12/4/2022	11/15/2022
4	Visa - Sara	163.13	Corporate	Programs	Adult	Book Club Luncheon	13726	11/9/2022	12/4/2022	11/15/2022
4	Visa - Sara	43.44	Corporate	Office Expense	Supplies	Tape & Cardstock	13726	11/9/2022	12/4/2022	11/15/2022
4	Visa - Sara	259.87	Corporate	Office Expense	Memberships	Adobe/Tech Soup	13726	11/9/2022	12/4/2022	11/15/2022
4	Visa - Sara	235.03	Corporate	Office Expense	Postage	DoorToDoor Mailer & Stamps	13726	11/9/2022	12/4/2022	11/15/2022
4	Visa - Sara	45.37	Ins & Lia	Safety	Supplies	Trash bags / Stick Cleanup Supplies	13726	11/9/2022	12/4/2022	11/15/2022
5	Visa - Kristy	219.48	Corporate	Programs	Adult	Cricut, Adult Programming	13725	11/9/2022	12/4/2022	11/15/2022
6	Watts	110.55	Building	Equipment	Printer	copies	13727	11/9/2022	12/8/2022	11/15/2022
7	Lazerware	595.36	Building	Equipment	Computers	Lease and maintenance	13722	11/5/2022	12/5/2022	11/15/2022

November 2022
Deposits and Bills

7	Lazerware	66.97	Ins/Lia	Safety	Services	Firewall/BatteryBackup	13722	11/5/2022	12/5/2022	11/15/2022
8	Scotty's Pest Control	45.00	Ins/Lia	Safety	Services	Bimonthly spraying	13724	11/1/2022	12/1/2022	11/15/2022
PAYROLL										
		3,594.62	Corporate	Payroll Expenses	Payroll Gross	November 1 - November 15				
		\$4,312.67	Corporate	Payroll Expenses	Payroll Gross	November 16 - November 30				
	Total	7,907.29								
		7.00	Corporate	Payroll Expenses	Payroll Expenses - Fees	November 1 - November 15				
		7.00	Corporate	Payroll Expenses	Payroll Expenses - Fees	November 16 - November 30				
	Total	14.00								
		45.35	Corporate	Payroll Expenses	SEP Employer Contribution	November 1 - November 15				
		48.13	Corporate	Payroll Expenses	SEP Employer Contribution	November 16 - November 30				

BY-LAWS OF THE MAROA PUBLIC LIBRARY DISTRICT

1/17/2022 | Revision 06

Article I

Formation:

The Maroa Public Library District was formed on July 1, 1993 and the following boundaries shall prevail:

All of the Maroa-Forsyth Community Unit School District territory lying within Macon and DeWitt counties, except that territory within the corporate boundaries of the Village of Forsyth.

Article II

GENERAL PROVISIONS

1. These By-Laws are intended to set out the duties of the officers of the Board of Library Trustees, provide procedures by which the business is carried on, to specify duties of the director and other employees and to provide other general rules relating to the government of the Trustees.
2. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Library Trustees.
3. Any member who has any interest of a personal nature in a matter before the Board shall not vote thereon and shall remove him/herself from any meeting or hearing at which said matter is under consideration. No board member shall be employed by the Library; this is covered by the Conflict of Interest Act covered in Trustee Facts File (1997, page 106). There must be a majority vote to make any board actions official.
4. The office of the Board shall be located at Maroa Public Library facility.
5. Monthly meetings shall be held on the third Monday of the month at 6:30 PM, unless this day falls on a holiday. If this should happen, the meeting will be on the following Monday. Board meetings are open to the public and guests are invited and encouraged to attend, except meetings covering personnel, which is closed to the public. Special meetings shall be called by the President, or upon request of other board members, for the meeting. Notice stating the time and place of any special meeting and the purpose for which it is called shall be posted. Posting of an agenda is required for each meeting at least 48 hours in advance of meeting, except matters held in an emergency. The order of business for board meetings will follow that suggested by the Illinois Library Association and

Maroa Public Library District

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Illinois State Library. All meeting attendees will conduct themselves in a courteous and respectful manner.

6. Library board members shall be compensated 54 cents per mile for all travel and expense incurred on library business, but there will be no monetary consideration per time given. Members shall be reimbursed for any expenses incurred in the performance of board functions.

Article III

MEMBERSHIP

1. The Library shall be governed by a Board of seven (7) Trustees, elected by the registered voters of the District in the Consolidated Elections. Trustees' elections come up every 2 years as terms expire. Trustees will run for a term of 6 years.
2. A quorum of the board is four (4) members.
3. If a vacancy occurs on the Board, the Trustees have the right to appoint a successor to serve until the next election.
4. If any trustee is absent over twelve (12) consecutive meetings (per Illinois General Assembly, 75 ILCS 16/30-25), his/her term shall be vacated and the Trustees have the right to appoint a successor to fill their unexpired term
5. A written resignation for a trustee shall be taken into consideration at a regular monthly meeting or a special meeting.

Article IV

OFFICERS

1. An election of officers shall be held at the May meeting. The officers of the Board of Library Trustees shall be President, Vice President, Secretary and Treasurer. The length of the terms of office shall be two years.
2. The president shall supervise the affairs of the Board of Trustees. He/she shall preside at all meetings of the Board and shall appoint committees as may be necessary to carry the Board. The president shall be an ex-officio member of all committees appointed. The president shall authorize calls for special meetings at his/her discretion. Board members must have a 48 hour's notice and a list of the topics to be discussed shall be posted. The president shall sign checks in the absence of the Treasurer.

3. The vice-president shall preside at meetings of the board in the absence of the president. He/she shall be responsible for the following standing rules for flowers. Death of members and staff, their immediate family (parent, spouse or child) you may send an arrangement costing \$50.00. When a board member or staff is in the hospital you may send an arrangement costing \$75.00 or less.
4. The secretary shall notify each member of meeting times and shall make certain there is written record and permanent minutes of the board's proceedings. He/she shall keep records of all official actions of the Board, conduct the correspondence, file the minutes and ordinances and any other legal items with the appropriate people and places. He/she shall be custodian of the files of the Board and its records.
5. The treasurer shall be authorized to write and sign checks drawn on funds deposited to the credit of the library.
The treasurer shall:
 - a. Have all deposits checked by appointed Trustee or Director
 - b. Shall be responsible to see that any accounting is kept of the library funds and shall report on the state of funds at each meeting
 - c. Shall pay all pre-approved bills and itemize all expenses on his/her monthly report

Article V

DUTIES OF THE TRUSTEES

1. Trustees shall serve on special or standing committees appointed by the president. Special committees appointed will serve until the completion of the work for which it was appointed. Standing committees shall be: Personnel, Policy, Building/Maintenance, Financial, Materials Selection & Circulation and Financial Development. Descriptions/responsibilities of committee are as follow:

The Personnel Committee prepares the annual performance evaluation of the Library Director, works with the Director in drafting and recommending to the board personnel policies and procedures, and addresses other personnel issues as presented to the committee by the board, staff and/or the Director.

 - a. The personnel committee shall do an evaluation of Director and other staff members after their 90-day probationary period is past.
 - b. Following the probationary periods there will be evaluation once a year for all staff personnel.
 - c. After the evaluations, the committee will report back to the board at the next regular monthly meeting.

The Policy Committee oversees the drafting and revision of MPLD policies and procedures to be presented to the Board.

The Building/Maintenance Committee is responsible for overseeing the budget, maintenance and repair of MPLD property. Committee members should also advise the Board on contracting maintenance and repair services.

The Financial Committee works with the Library Director to develop a fiscally responsible and innovative budget that takes into account changes in Library programming, material and facility needs. Committee members should regularly review financial reports to ensure all MPLD expenditures are both fiscal responsible and supportive of MPLD's mission.

The Materials Selection & Circulation Committee is responsible for the execution of and possible revisions to MPLD's Selection and Reconsideration Policy maintaining compliance with the Library Bill of Rights.

The Financial Development Committee works with the Library Director to identify and develop grant and fundraising opportunities. The primary financial objectives are new sources of funding that will supplement the library's tax revenue base and to support new programming and services identified by the Director.

2. Trustees shall select a Director and assistant personnel when necessary.
3. Trustees shall approve selection policies for the contents of the library.
4. Trustees shall manage the financing and approve purchasing of library furnishings, equipment and supplies over \$5000.00.
5. Trustees shall determine the policies of the library and see that they are carried out.
6. Keys shall be distributed to all trustees.

These By-Laws, adopted as of this day, shall take precedent over all other Bylaws.

Amendments to these By-Laws must be included in the agenda for the meeting, shall be presented in writing at a regular or special board meeting and be amended by a yes vote of a quorum present, or by unanimous vote of the members present.

Dated, this 20 day of November 2017.

5/5/97

Revised 11/3/97

Revised 9/14/98

Revised 10/01/01

Revised 7/17/2017

Revised 11/20/2017

Revised 1/17/2022

Reference Policy

11/19/2018 | Revision 00

The Maroa Public Library District serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established. The most recent standards document, *Serving Our Public: Standards for Illinois Public Libraries*, provides the standards for this reference policy.

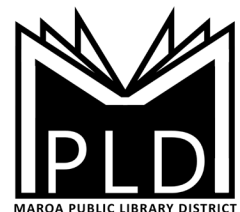
The board of trustees and library director of Maroa Public Library District encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social, or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, fax, and TTY. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with onsite resources may be referred to another agency. Such referrals are verified and/or mediated by library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with his or her professional from the above listed fields for additional information or advice.

Maroa Public Library District

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3D Printer Policy

12/19/2022 | Revision 010

PURPOSE

The Library's 3D printers may be used only for lawful purposes. The public may not use the Library's 3D printers to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Weapons and/or weapons components.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights.
- Objects larger than 5" x 5" x 5".

The library reserves the right to refuse any 3D print request.

USAGE

Cost: 3D printing at the Library is \$.05 per gram (of object's weight) plus a \$1 charge.

Persons wanting to use the 3D printer shall bring their file (in .stl, .obj, or .thing file format) (no larger than 25MB) to the Circulation Desk. Staff will add the model to the printing queue.

Designs may only be printed during the library's open hours.

Items printed and not picked up within 7 days may become the property of the library.

Maroa Public Library District

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October 4, 2022

Mrs. Sara Gentle
Maroa Public Library District
305 E Garfield St
Maroa, IL 61756

ER#: 07156

Re: Report of Cost of Participation in IMRF

Dear Mrs.Gentle:

This is a report of the estimated cost of participation in the Illinois Municipal Retirement Fund. It is based on the actuarial analysis made from the information you furnished us.

1. Employer IMRF Contribution Rate

In order to fund benefits for your employees, you are required to make a monthly contribution to IMRF. The amount is calculated by multiplying the payroll for all IMRF participating employees by an employer contribution rate. **Your contribution rate for calendar year 2023 will be 5.62%.**

The rate for future years will be revised annually. It may be more or less than the 2023 rate. Changes in contribution rates can be caused by retirements, deaths, terminations, and changes to the IMRF plan.

Your report to us showed a participating payroll of \$94,296. Therefore, your employer contribution for a 12-month period will total about \$5,299 (approximately \$442 per month). Employee contributions are in addition to this amount. This rate includes the cost for:

Retirement pensions for the current period of service;

Surviving spouse pensions;

Death benefit coverage for survivors of employees who die before they retire;

Disability benefits;

Supplemental benefit payments made annually to retirees;

Funding the prior service credit.

You will be required to pay a minimum monthly employer contribution if your IMRF reportable payroll drops below a certain amount. Your minimum monthly contribution is \$82. If in the future



the Maroa Public Library District has no employees eligible for IMRF participation, the minimum contribution will be recalculated.

Prior service is credited for employment in a position which would have been qualifying if the employer had participated in IMRF. When a unit of government joins IMRF, all employees in qualifying positions are automatically credited with prior service for 20% of the qualifying period of employment, up to a maximum of 5 years. This 20% is given at no cost to the employee.

Employees are eligible, at their option, to purchase the remaining period of prior service by paying 4.50% of salary, plus interest. **The employee's eligibility to purchase the remaining years of prior service is not discretionary with the employer.**

Prior service causes an immediate unfunded liability for a unit of government newly participating in IMRF. When IMRF estimated this unfunded liability for the Maroa Public Library District we took into account pension obligations attributable to your employees' purchase of their remaining past service. If your employees do not purchase all of their prior service credit, your rate may decrease.

2. Tax Levy

The Pension Code authorizes units of government with taxing power to levy a separate tax for their own IMRF employer contributions. A separate tax for Social Security contributions is also authorized. However, a unit of government in a county which has adopted tax caps (Property Tax Extension Limitation Law) may not levy for a new fund without voter approval. Therefore, a unit of government in a county with tax caps joining IMRF must either hold a referendum on the question of the IMRF levy or pay its IMRF employer contributions out of its general or corporate fund levy.

3. Deposit of Social Security Contributions

Social Security coverage is required for IMRF participating employers. Employee contributions must be withheld from wages paid to all employees and elected officials regardless of age and eligibility to participate in IMRF. Social Security contributions should be deposited to your banking institution along with your federal withholding taxes. It was confirmed with the State Social Security Administrator that the Library District does not have a Section 218 agreement with Social Security. **This means if the Library District joins IMRF without entering into a Section 218 agreement prior to joining IMRF, your public safety personnel will not be covered by Social Security.** If you decide to join IMRF and have taken the necessary steps to enter into a 218 agreement with Social Security, please provide documentation as such prior to submitting this ordinance to join

IMRF. If you choose to join IMRF without entering into a 218 agreement prior to joining, please submit a letter stating such with your ordinance.

4. Employee IMRF Contribution Rate

The employee contribution rate is 4.50%. The employee contribution must be withheld from earnings of IMRF participating employees and elected officials. The 4.50% employee contribution to IMRF is tax deferred until distributed in the form of a pension, refund, or death benefit.

Public Act 96-0889 created a second tier of IMRF benefits for members who are first enrolled in IMRF's Regular Plan on or after January 1, 2011. If the Maroa Public Library District joins IMRF, any of your employees who have never participated in IMRF or one of the Illinois Reciprocal Retirement Systems will be covered under the Tier 2 plan. Any current or future employees who have previous IMRF or reciprocal service will be covered under the Tier 1 plan. The enclosed chart provides a comparison between Regular plan Tier 1 and Tier 2.

It is important to understand that once a unit of government joins IMRF, it cannot withdraw. The Illinois Supreme Court has ruled that a governmental unit, after having properly joined IMRF, does not have the right to terminate participation.

The rate quoted in this letter will expire **July 1, 2024**. If you intend to join IMRF, you should do so promptly to avoid additional actuary fees for a new estimate of cost.

A sample ordinance electing IMRF participation, IMRF Form 2.20, "Notice of Appointment of Authorized Agent", IMRF Form 3.00, "IMRF Electronic Funds Transfer (EFT) Enrollment Form" and a certificate of internet access are enclosed. If the Library District intends to join IMRF, all forms indicated in this letter must be completed and sent to IMRF. IMRF participation is not effective until all documents are approved and on file with IMRF.

Please review, again, the document regarding internet access requirements enclosed and understand that if the Maroa Public Library District takes action to join IMRF, it must be capable of exchanging information with IMRF via the internet. It is mandatory that you sign the certificate enclosed and return it with the ordinance.

Your IMRF field representative, Mandy Beedie-Powers, is available to assist you with the paperwork. If you would like, Mandy would be happy to attend a meeting of your Board to discuss IMRF participation.

In addition, the effective date of participation in IMRF will be a date specified by the IMRF Board of Trustees. The effective date will be a minimum of 60 days from the receipt and approval of the ordinance to join IMRF.

You are also welcome to contact me if you have any questions about the quoted rates or if you have any other questions about IMRF participation.

Sincerely,

Ludmila Rosca

Ludmila Rosca
New Account Representative

Enc.

cc: Mandy Beedie-Powers, IMRF Field Representative



AN ORDINANCE ELECTING PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND

BE IT ORDAINED BY THE * Board of Trustees (GOVERNING BODY) of Maroa Public Library District (UNIT OF GOVERNMENT), that

WHEREAS, Article 7 of the Illinois Pension Code provides that a unit of government may elect to participate in the Illinois Municipal Retirement Fund by the adoption of a resolution or ordinance of its governing body, participation to begin following receipt by the Board of Trustees of the Fund of official notice of the election by the unit of government and on a date specified by the IMRF Board; and

WHEREAS, IMRF prepared an estimate of the cost of IMRF participation and the Board of Trustees (GOVERNING BODY) reviewed that cost and determined that Maroa Public Library District (UNIT OF GOVERNMENT) has the financial capacity to participate in IMRF; and

WHEREAS, Maroa Public Library District (UNIT OF GOVERNMENT) acknowledges that the decision to participate in IMRF is irrevocable.

NOW, THEREFORE, BE IT ORDAINED by the * Board of Trustees (GOVERNING BODY) of Maroa Public Library District (UNIT OF GOVERNMENT), as follows:

- 1. That the Maroa Public Library District (UNIT OF GOVERNMENT), Macon (COUNTY), Illinois, does hereby elect to participate in the Illinois Municipal Retirement Fund.
2. That the standard for IMRF participation shall be a position normally requiring performance of duty for 1,000 hours per year. 600 OR 1,000
3. That the Secretary (CLERK OR SECRETARY) be directed to promptly file a certified copy of this ordinance with the Board of Trustees of the Illinois Municipal Retirement Fund.

CERTIFICATION

I, Anthony Norton (NAME), the Secretary (CLERK OR SECRETARY) of the Maroa Public Library District (UNIT OF GOVERNMENT) of the County of Macon,

State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid unit of government and that the foregoing is a true and correct copy of an ordinance duly adopted by Maroa Public Library District (GOVERNING BODY) of said unit of government at a meeting duly convened and

held on the 19th (DAY) day of December (MONTH) 20 22 (YEAR).

SEAL

(CLERK OR SECRETARY)

*Villages - President and Board of Trustees
Cities - City Council
Others - Name of Governing Body



NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME Maroa Public Library District			EMPLOYER IMRF I.D. NUMBER		
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME Gentle	FIRST NAME Sara	MIDDLE INITIAL L	JR., SR., II, ETC.	
TYPE OF GOVERNING BODY Library District					
DATE APPOINTMENT MADE (MM/DD/YYYY) 12/19/2022	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 12/19/2022	POSITION TITLE Library Director			
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):					
To file Petition for Nominations of an Executive Trustee of IMRF			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
To cast a Ballot for Election of an Executive Trustee of IMRF			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
X _____			_____		
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE			DATE (MM/DD/YYYY)		
CERTIFICATION					
I, Anthony Norton		do hereby certify that I am		Secretary	
NAME		CLERK OR SECRETARY			
of the Maroa Public Library District					
NAME OF EMPLOYER					
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.					
SEAL			_____		
			SIGNATURE OF CLERK OR SECRETARY		
BUSINESS ADDRESS					
All correspondence and communications with the Authorized Agent are to be addressed as follows:					
NAME (IF DIFFERENT FROM ABOVE)					
Ms. <input type="checkbox"/> rs. <input type="checkbox"/> Ms.					
BUSINESS ADDRESS					
305 E. Garfield St.					
CITY STATE AND ZIP + 4					
Maroa, IL 61756					
DAYTIME TELEPHONE NO. (with Area Code)			ALTERNATE TELEPHONE NUMBER (with Area Code)		
217-794-5111			217-521-7312		
FAX NO. (with Area Code)			EMAIL ADDRESS		
217-794-3005			maroalibrary@gmail.com		

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289