

# Maroa Public Library District Regular Meeting Agenda

06/17/2024 | Maroa Public Library Conference Room - 6:00pm

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

## Consent Agenda

6. May 20, 2024 Meeting Minutes
7. Director's Report & July 2024 Calendar
8. Accountant & Treasurer's Reports for May 2024
9. List of Paid Bills for May 2024

## Committee Reports:

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

## New Business

15. Disaster Plan Review

## Old Business

16. Director Back Pay

## Approvals

17. Approval, Consent Agenda
18. Closed Session (requires roll call vote with applicable statutory citations)

## June 17, 2024, 6:00pm Meeting Agenda Suggestions

19. Personnel Policy Review

20. Adjournment

# Maroa Public Library District

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



# Maroa Public Library District Regular Meeting Agenda

05/20/2024 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order: Meeting called to order by Tony Norton at 6:31pm.
2. Roll Call: Trustees, Tony Norton, Audra Newton, Mason Ricketts, Cindy Manint, and Jason Manint, were present. Trustees, Lindsey Hanes and Kim Wright, were absent. Staff member Sara Gentle was also in attendance.
3. Board President Remarks: Tony opened the meeting with no noteworthy remarks.
4. Recognition of Visitors, Delegations, etc.: No visitors present.
5. Public Comment Period: No public comments.

## Consent Agenda

6. April 15, 2024 Meeting Minutes: Presented.
7. Director's Report & June 2024 Calendar: Presented. Highlights included:
  - a. The Library book sale did quite well. The remaining books were donated to the middle and grade schools as well as Encore in Clinton.
  - b. Mailers for summer read will go out to all residents this week. Next week is summer read registration week. The following week starts summer read, which will go from June 4 through June 27<sup>th</sup>.
  - c. Sexual harassment training has been completed by all staff. The next training sessions will be on library safety.
8. Accountant & Treasurer's Reports for April 2024: Presented. The Library continues to track within budget for the current fiscal year.
9. List of Paid Bills for April 2024: Presented.

Committee Reports: No reports presented.

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

## New Business

15. SHARE Annual Membership: The annual SHARE membership for the FY24-25 year will be \$6765.54 compared to \$5282.52 in FY 23-24 and \$5142.32 in FY 22-23.
16. MYHB Monthly Increase: MYHB plans to increase their rates this next fiscal year from \$650 to \$700.

# Maroa Public Library District

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



## Old Business

17. FY 2024-2025 Working Budget: A couple adjustments were proposed due to the new SHARE membership fee increase and MYHB increase. The corporate telecommunications budget will be reduced to cover the increases in corporate accounting and membership fees. Changes suggested will not change the total expense values presented last month.

## Approvals

18. Approval, Consent Agenda: Motion to approve made by Cindy Manint. Motion seconded by Audra Newton.
19. Approval, SHARE Annual Membership: Audra Newton motioned to approve the new share contract. Mason Ricketts seconded the motion.
20. Approval, FY 2024-2025 Working Budget: Cindy Manint motioned to approve the working budget. Jason Manint seconded the motion.
21. Approval, Closed Session (requires roll call vote with applicable statutory citations): No motions made.
22. June 17, 2024, 6:00pm Meeting Agenda Suggestions
23. Adjournment: Meeting adjourned at 6:19pm.

# Maroa Public Library District

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



# Librarian's Report

---

May 2024 Statistics | June 17, 2024

## Circulation and Patron Statistics

Total Check Outs	571	New Items	151
People Count	649	New Patrons	7
ILL	682in/108out	MPLD checkouts to MPLD patrons	463
Computer Users	50	OCLC	4
LOTG (Libby)	134	3M Cloud	8
Hoopla	56	Kanopy	4
Creative Bug	9	Self-Directed Program Attendance	42
Adult Program Attendance	124	Adult Program Count	28
Youth Program Attendance	0	Youth Program Count	0
Children's Program Attendance	33	Children's Program Count	1
General Program Attendance	10	General Program Count	1

### Materials & Selection:

- Randy and Leslie have done a great job spending this year's book budget, being neither over or terribly under.

### Programming & Events:

- We had 161 people register for summer reading.
- The Maroa recreation/summer reading program attendance has been excellent!
- Bingo prizes collected for the June 29 1pm bingo event. Please come help if you are free. 😊

### Building/Safety:

- I plan to begin collecting estimates for repainting the library in July or August.
- There may be a potential opportunity to acquire a collection of Lincoln and American Indian bronze statues created by John McClarey. Such an exhibit could be marked as an official Lincoln attraction sight.

### Administrative/Staff:

- With all the extra programming and summer read check-ins, not many additional projects are planned for the month.
-

# WxexwqepWyq q ev}

9336468\$56>44>44\$EQ \$1937536468\$55>9=9=\$TQ

## Q ewse\$T y f p q \$ P n f v e v } \$ H m w x n g x \$ Q E V T 1 ^ G L -

### Vigsvh\$Syrw\$Ew\$j\$: 336468\$55>8:\$EQ

	Fnfw\$ Mq w	Fnfw\$ 3\$Mq w	Eyxlsvx}			Egxi
Kpfe	50:5<084	8=0=9<	;:=0798			
	Fnfw\$ Mq w	Mq w	Mq w\$ mlhve{ r	Texsrw	Egxi\$Wxjj	[svowxsrw
Fvergl\$Wtigng	5<06=;	5<0854	4	;65	<	6:

### Gmgypxsr\$Wxexwq

Gligo\$yw	Fsws{ iw	Gligo\$	Szivhi\$Mq w\$Gligoih\$	Wxjj\$ziwniw
9;5	556	7;8	::	4
Lshw\$Tegih	Lshw\$Wxwjih	Lshw\$Gergipih		
555	==	6<		

### Vigsvh\$Ehhih\$erh\$Hipixih

	Fnfpskvetlng	Eyxlsvx}	Mq w	Texsrw
Ehhih\$}\$Fvergl	4	4	595	;
Ehhih\$}\$xliv	80=56	607=6	4	4
Hipixih\$}\$Fvergl	4	4	<;	4
Hipixih\$}\$xliv	5055=	6077:	9:	4

### Jmregnepw

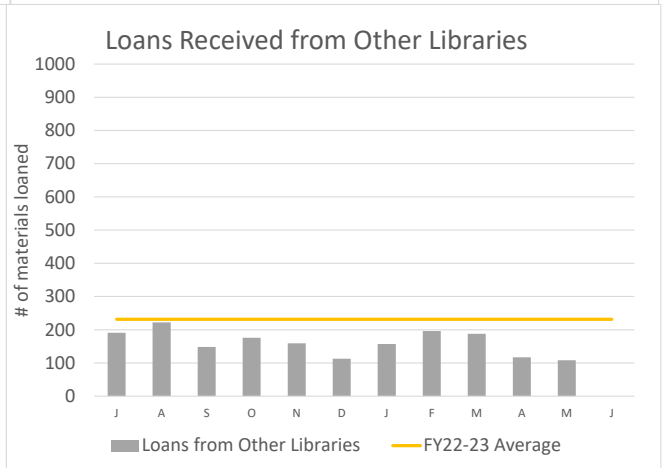
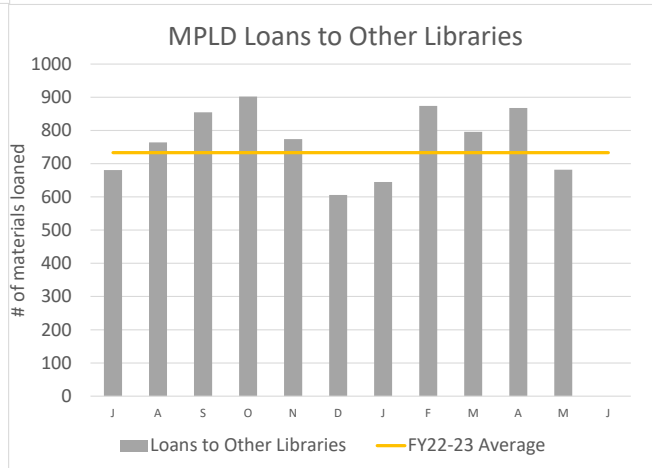
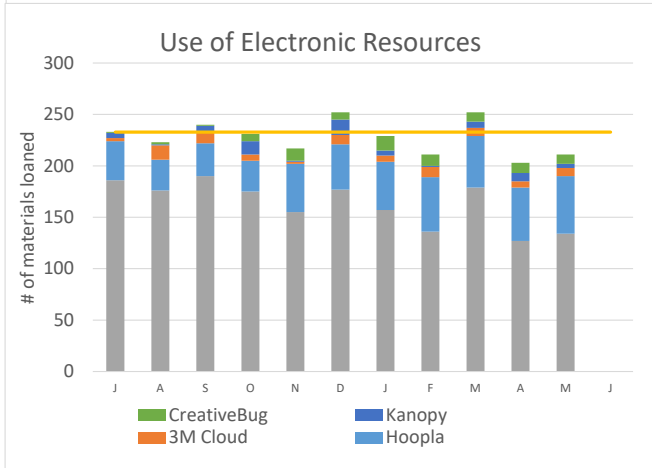
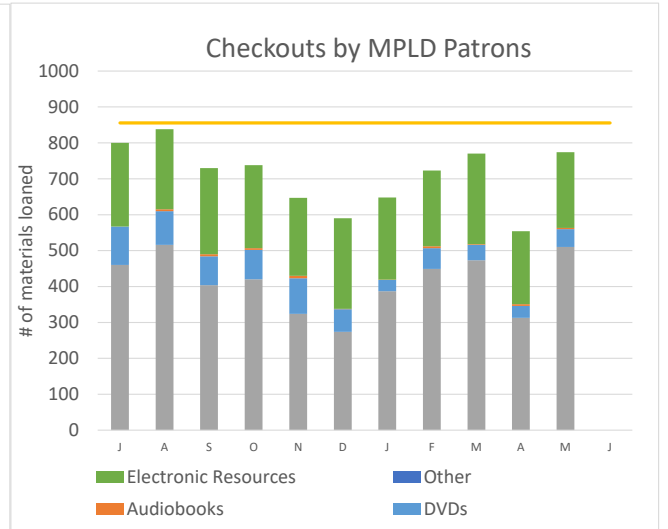
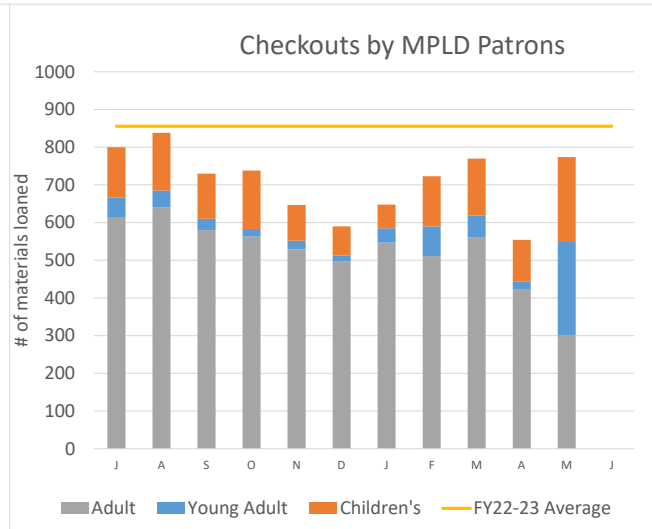
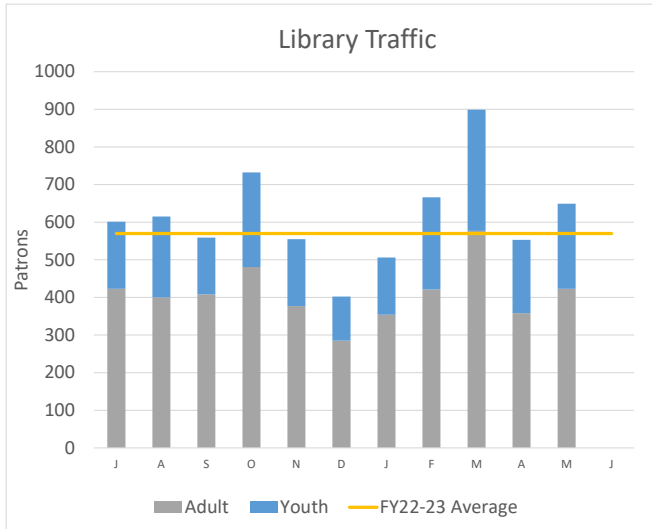
Ri{ \$Glekiw	Qsri}\$Smpigxih	Vijyrhw	RIX	Eq syr w\$[ enzih	Gvihmw
(6;62:5	(952:8	(4244	(952:8	(57;2==	(4244

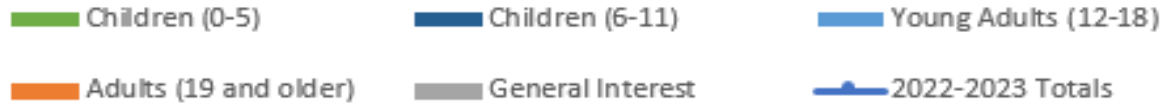
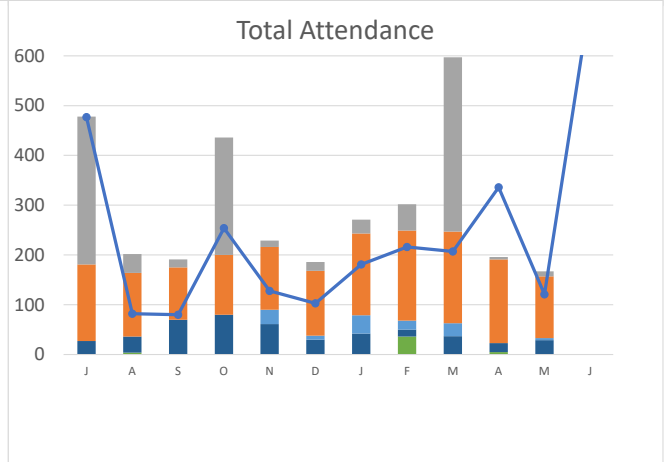
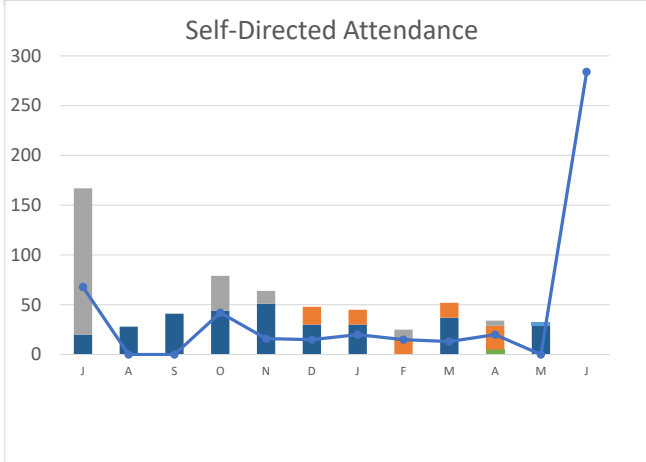
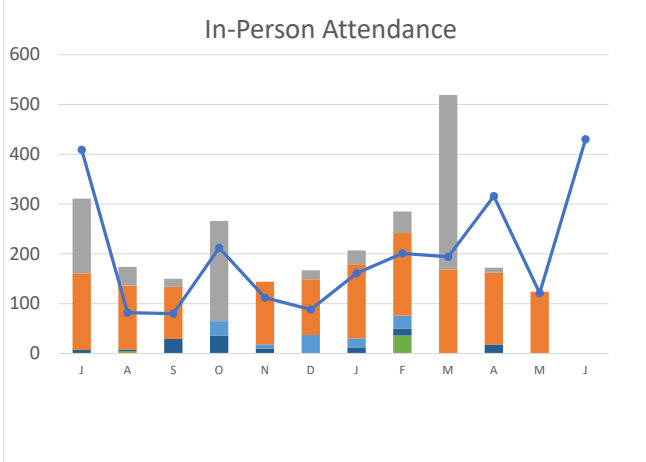
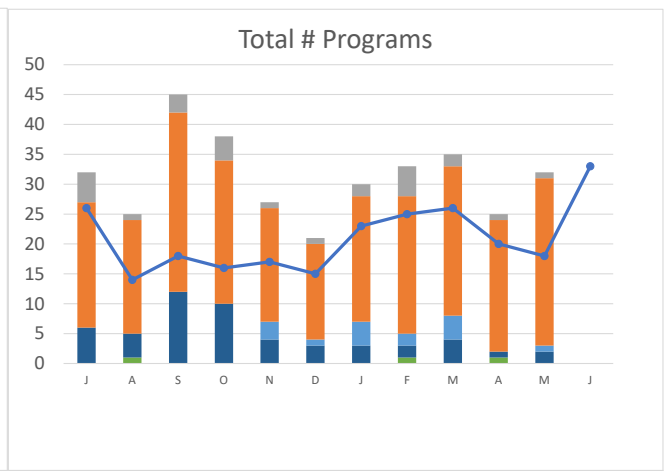
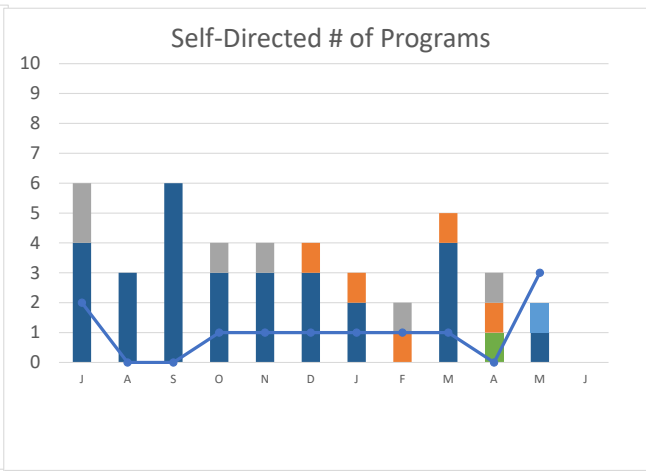
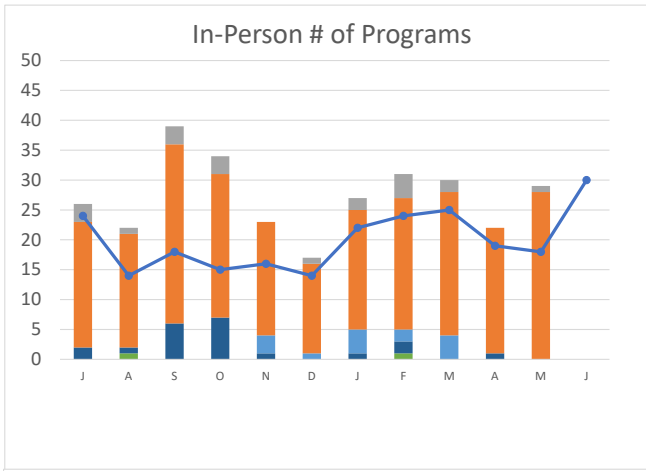
Xsxp\$yw\$erhmrk\$Jmriw\$Ew\$j\$: 336468\$55>8:\$EQ

(8067<2;6

### TEG\$Wxexwq

Pskmw	Srpr\$Wikwxsrw	Lshw\$Tegih	Lshw\$Gergipih
<6	4	5;	7





Mon	Tue	Wed	Thu	Fri	Sat	Sun	
1	2	3	4	5	6	7	
	<div style="border: 1px solid blue; padding: 2px;"> <span style="color: green;">■</span> Sign up for peony hair clip creative bug                 </div>						
	<span style="color: red;">■</span> 9am - Sewing (Adult)	<span style="color: red;">■</span> 10am - Exercise Class	<div style="border: 1px solid blue; padding: 2px;">                     Library Closed  <span style="color: blue;">■</span> 10am - StoryTime  <span style="color: red;">■</span> 6pm - VFW/AL                 </div>	<span style="color: red;">■</span> 10am - Exercise Class			
8	<span style="color: red;">■</span> 9am - Sewing (Adult) <span style="color: blue;">■</span> 1pm - Maroa Summer <span style="color: green;">■</span> 4pm - Tentative	<span style="color: red;">■</span> 10am - Exercise Class <span style="color: red;">■</span> 11am - Brain Games <span style="color: blue;">■</span> 1pm - Maroa Summer	<span style="color: blue;">■</span> 10am - StoryTime <span style="color: blue;">■</span> 1pm - Maroa Summer	<span style="color: red;">■</span> 10am - Exercise Class <span style="color: red;">■</span> 1pm - How to deal with <span style="color: blue;">■</span> 1pm - Maroa Summer			
15	<span style="color: red;">■</span> 6pm - Library Board	<div style="border: 1px solid blue; padding: 2px;"> <span style="color: green;">■</span> Pick up for Creative bug hair clip                 </div>					
	<span style="color: red;">■</span> 9am - Sewing (Adult) <span style="color: blue;">■</span> 1pm - Maroa Summer <span style="color: blue;">■</span> 3pm - Baby Sitter's <span style="color: green;">■</span> 5pm - Lavender q tip	<span style="color: red;">■</span> 10am - Exercise Class <span style="color: blue;">■</span> 1pm - Maroa Summer <span style="color: blue;">■</span> 3pm - Baby Sitter's <span style="color: red;">■</span> 6pm - Book Chat	<span style="color: blue;">■</span> 10am - StoryTime <span style="color: blue;">■</span> 10am - StoryTime <span style="color: blue;">■</span> 1pm - Maroa Summer <span style="color: blue;">■</span> 3pm - Baby Sitter's	<span style="color: red;">■</span> 10am - Exercise Class <span style="color: blue;">■</span> 1pm - Maroa Summer <span style="color: blue;">■</span> 3pm - Baby Sitter's	<span style="color: red;">■</span> 10am - 3C Saturdays		
22	<span style="color: red;">■</span> 9am - Sewing (Adult) 10am - Space with Uofl <span style="color: blue;">■</span> 1pm - Maroa Summer <span style="color: green;">■</span> 4pm - tentative	<span style="color: red;">■</span> 10am - Exercise Class 10am - Space with Uofl <span style="color: red;">■</span> 11am - Brain Games <span style="color: blue;">■</span> 1pm - Maroa Summer	<span style="color: blue;">■</span> 10am - StoryTime <span style="color: blue;">■</span> 1pm - Maroa Summer	<span style="color: red;">■</span> 10am - Exercise Class <span style="color: red;">■</span> 11am - Book Club			
29	<span style="color: red;">■</span> 9am - Sewing (Adult)	<span style="color: red;">■</span> 10am - Exercise Class	<div style="border: 1px solid blue; padding: 2px;"> <span style="color: red;">■</span> 6pm - VFW/AL                 </div>	<div style="border: 1px solid blue; padding: 2px;"> <span style="color: red;">■</span> 10am - Exercise Class                 </div>			



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 May 31, 2024 and May 31, 2023 and the related Statement of Revenues and Expenses - Modified Cash Basis - for the one month ended May, 2024 and May, 2023 and the year to date ended May, 2024 and the related statement of Revenues and Expenses - YTD Actual (eleven months) vs. FY24 Budget (twelve months) - Modified Cash Basis for the period ended June 30, 2024. 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 FY24 Budget - Modified Cash Basis information of Maroa Public Library District for the year ending June 30, 2024, (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

June 10, 2024

**Maroa Public Library District**  
**Statements of Assets, Liabilities & Equity - Mod. Cash Basis**  
**May 2024**

	May 31, 24	May 31, 23
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
General Corp Acct	198,831.65	171,224.82
Building Maint Acct	21,282.19	18,988.19
IMRF Account	293.44	0.00
Insurance & Liab Acct	89,933.96	102,474.20
Social Security Acct	18,313.84	15,022.95
Special Reserve Acct	36,566.97	31,550.96
R F Library Fund Acct	5,926.90	5,923.92
Working Cash Acct	9,060.86	9,056.32
Roberta Foulke Reserve CD-SSB	100,000.00	100,000.00
<b>Total Checking/Savings</b>	<b>480,209.81</b>	<b>454,241.36</b>
<b>Total Current Assets</b>	<b>480,209.81</b>	<b>454,241.36</b>
<b>TOTAL ASSETS</b>	<b>480,209.81</b>	<b>454,241.36</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Corporate Fund Due To/From	0.00	-810.22
IMRF Fund Due To/From	0.00	810.22
Payroll Liabilities		
Fed/FICA/Med Payable	1,713.89	1,578.21
State Withholding Payable	420.36	392.74
Unemployment Taxes Paya...	19.83	36.16
Retirement Payable	151.62	151.62
IMRF	1,188.43	1,031.38
<b>Total Payroll Liabilities</b>	<b>3,494.13</b>	<b>3,190.11</b>
<b>Total Other Current Liabilities</b>	<b>3,494.13</b>	<b>3,190.11</b>
<b>Total Current Liabilities</b>	<b>3,494.13</b>	<b>3,190.11</b>
<b>Total Liabilities</b>	<b>3,494.13</b>	<b>3,190.11</b>
Equity		
Fund Balance - Corporate	293,406.24	262,252.77
Fund Balance - Liab. Insurance	79,361.87	89,867.82
Fund Balance - Social Security	13,607.00	12,227.06
Fund Balance - Equip & Bldg	17,070.45	13,009.32
Fund Balance - IMRF	-1,297.95	0.00
Net Income	74,568.07	73,694.28
<b>Total Equity</b>	<b>476,715.68</b>	<b>451,051.25</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>480,209.81</b>	<b>454,241.36</b>

**Maroa Public Library District**  
**Statements of Revenues & Expenses - Mod. Cash Basis**  
**May 2024**

	May 24	May 23	Jul '23 - May 24
<b>Income</b>			
<b>Tax Levies</b>			
Corporate	0.00	0.00	231,894.80
Liability Insurance	0.00	0.00	44,985.97
Social Security	0.00	0.00	12,000.67
Equipment & Building	0.00	0.00	17,744.48
IMRF	0.00	0.00	6,005.11
<b>Total Tax Levies</b>	<b>0.00</b>	<b>0.00</b>	<b>312,631.03</b>
<b>Income Per Capita-State Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>3,180.10</b>
<b>Donations</b>	<b>121.00</b>	<b>0.00</b>	<b>14,203.89</b>
<b>Interest Income</b>			
Interest Income - CD	100.27	0.00	200.54
Interest Income - Money Mar...	0.00	0.00	2.24
Interest Income - Corporate	53.63	50.75	698.12
Interest Income - Equip & Bldg	0.00	0.00	9.40
Interest Income - Liab Insur	0.00	0.00	37.26
Interest Income - Soc Sec	0.00	0.00	7.74
Interest Income - IMRF	0.00	0.00	0.73
<b>Total Interest Income</b>	<b>153.90</b>	<b>50.75</b>	<b>956.03</b>
<b>Misc. Income</b>	<b>343.63</b>	<b>129.12</b>	<b>771.00</b>
<b>Total Income</b>	<b>618.53</b>	<b>179.87</b>	<b>331,742.05</b>
<b>Expense</b>			
<b>CORPORATE FUNDS</b>			
<b>Materials</b>			
Books	2,984.57	1,713.31	19,687.87
DVDs	30.94	359.86	1,808.24
E- Resources	0.00	0.00	2,514.28
Periodicals	358.99	388.94	2,440.03
<b>Total Materials</b>	<b>3,374.50</b>	<b>2,462.11</b>	<b>26,450.42</b>
<b>Programs</b>			
Adult Programs	300.21	578.25	4,393.21
Children's Programs	160.00	100.00	9,804.35
Summer Reading Program	2,914.66	1,435.79	3,379.88
<b>Total Programs</b>	<b>3,374.87</b>	<b>2,114.04</b>	<b>17,577.44</b>
<b>Accounting Services</b>	<b>650.00</b>	<b>650.00</b>	<b>7,350.00</b>
<b>Legal Service</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>
<b>Legal Notice &amp; Publications</b>	<b>0.00</b>	<b>0.00</b>	<b>471.58</b>
<b>Miscellaneous</b>	<b>321.98</b>	<b>0.00</b>	<b>29,931.90</b>
<b>Office Expense</b>			
Equipment & Supplies	424.03	195.68	2,849.02
Service Charges and Fees	15.00	0.00	324.33
Membership	930.41	542.41	7,818.52
Postage	191.84	0.00	393.91
<b>Total Office Expense</b>	<b>1,561.28</b>	<b>738.09</b>	<b>11,385.78</b>
<b>Payroll Expenses</b>			
Payroll Gross	7,758.21	7,663.46	92,051.90
Payroll Expenses - Fees	36.00	14.00	285.00
<b>Total Payroll Expenses</b>	<b>7,794.21</b>	<b>7,677.46</b>	<b>92,336.90</b>

See Accountant's Compilation Report

**Maroa Public Library District**  
**Statements of Revenues & Expenses - Mod. Cash Basis**  
**May 2024**

	May 24	May 23	Jul '23 - May 24
<b>Utilities</b>			
Power	430.78	413.13	5,007.78
Telephone & Communicati...	213.00	90.00	1,143.00
Water	26.52	25.10	439.30
<b>Total Utilities</b>	<u>670.30</u>	<u>528.23</u>	<u>6,590.08</u>
<b>Total CORPORATE FUNDS</b>	17,747.14	14,169.93	193,594.10
<b>IMRF</b>	268.69	386.57	5,079.81
<b>INSURANCE &amp; LIABILITY</b>			
<b>Safety</b>			
Dir. Salary - Ins. Portion	852.04	335.28	9,372.44
Hourly	229.79	244.65	2,861.15
Supplies	9.91	0.00	6,686.92
Services	654.79	7,086.93	13,300.82
<b>Total Safety</b>	<u>1,746.53</u>	<u>7,666.86</u>	<u>32,221.33</u>
<b>Insurance</b>			
Unemployment Insurance	11.32	15.77	183.58
Liability Insurance	0.00	0.00	3,804.08
<b>Total Insurance</b>	<u>11.32</u>	<u>15.77</u>	<u>3,987.66</u>
<b>Total INSURANCE &amp; LIABILITY</b>	1,757.85	7,682.63	36,208.99
<b>SOCIAL SECURITY</b>			
<b>Payroll Taxes</b>			
FICA	548.08	511.08	6,465.69
Medicare	128.17	119.52	1,512.13
<b>Total Payroll Taxes</b>	<u>676.25</u>	<u>630.60</u>	<u>7,977.82</u>
<b>Total SOCIAL SECURITY</b>	676.25	630.60	7,977.82
<b>BUILDING &amp; EQUIPMENT</b>			
Equipment	0.00	0.00	1,017.48
Computer and Maintenance	605.88	597.59	6,123.26
Copiers	165.24	127.81	1,374.82
Grounds Maintenance	0.00	0.00	2,317.60
Repairs	0.00	0.00	3,480.10
<b>Total BUILDING &amp; EQUIPMENT</b>	<u>771.12</u>	<u>725.40</u>	<u>14,313.26</u>
<b>Total Expense</b>	<u>21,221.05</u>	<u>23,595.13</u>	<u>257,173.98</u>
<b>Net Income</b>	<u><u>-20,602.52</u></u>	<u><u>-23,415.26</u></u>	<u><u>74,568.07</u></u>

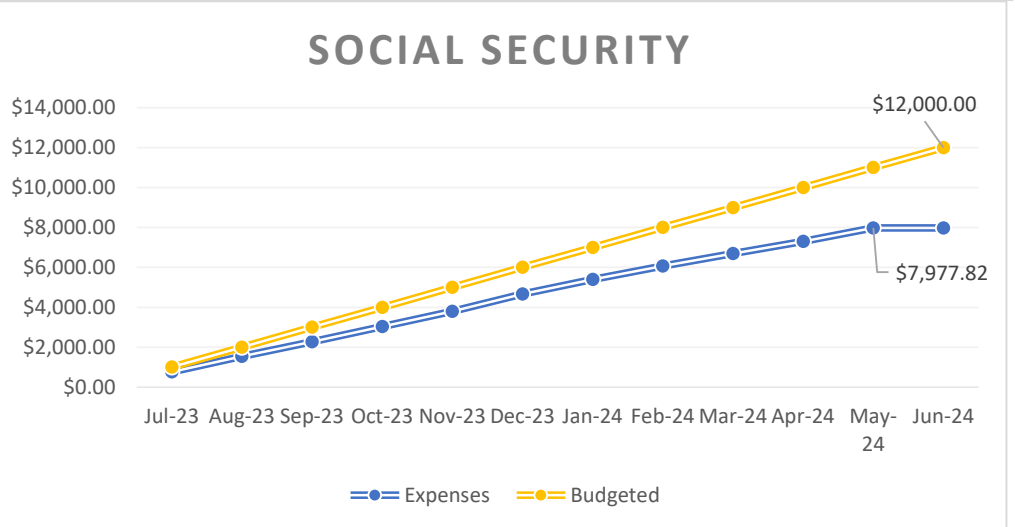
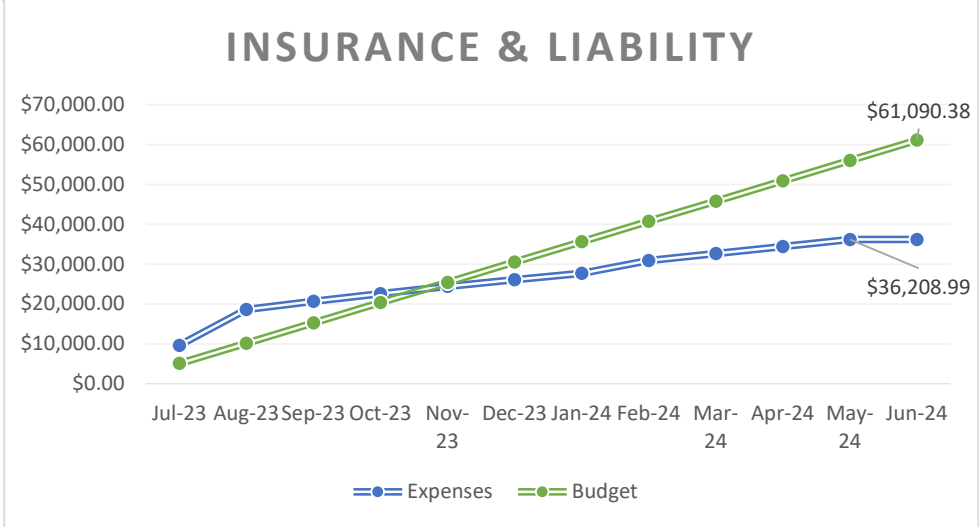
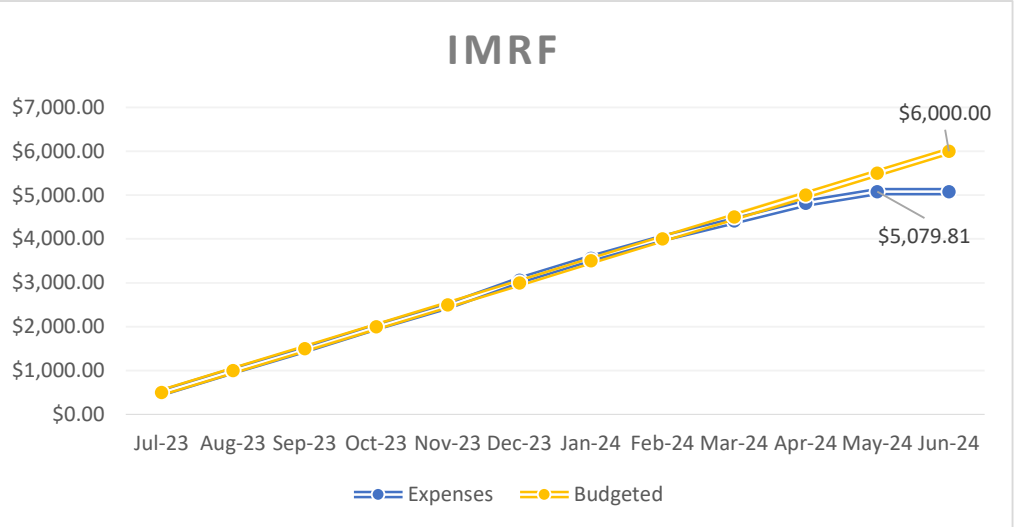
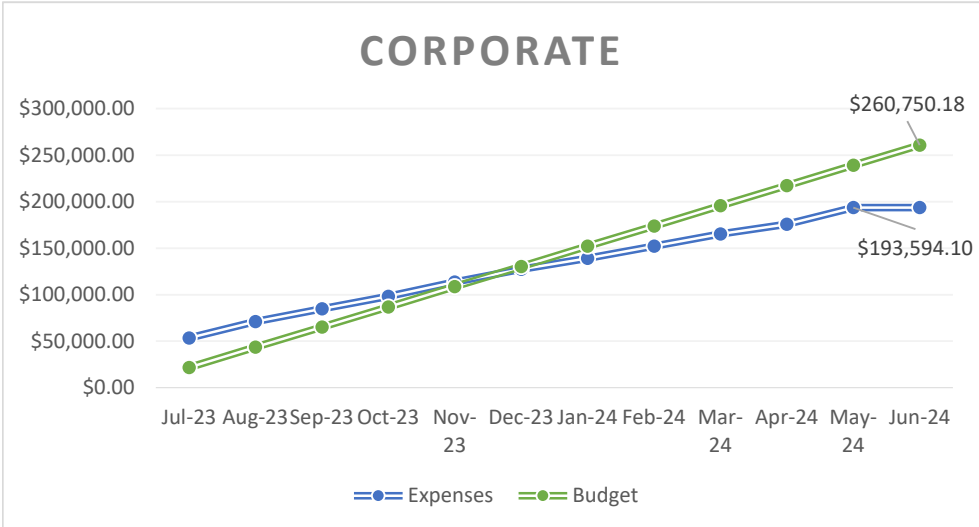
See Accountant's Compilation Report

**Maroa Public Library District**  
**Stmnt of Rev & Exp-YTD Actual vs FY23 Budget-Mod Cash Basis**  
 July 2023 through May 2024

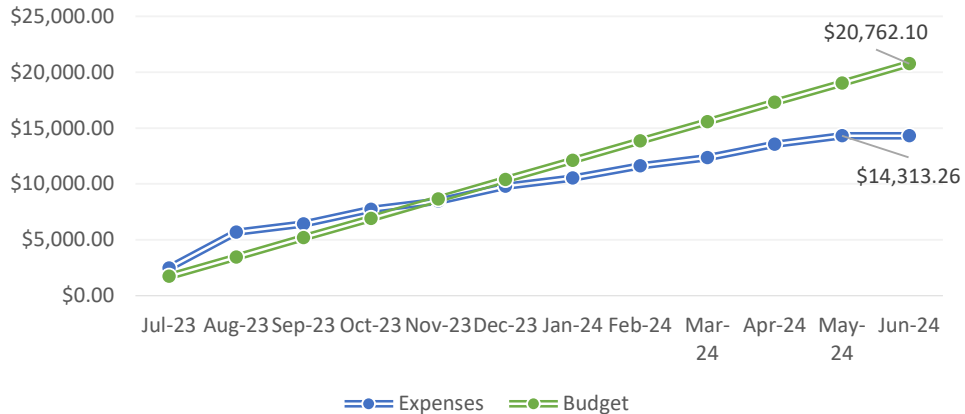
	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Tax Levies</b>				
Corporate	231,894.80	232,760.08	-865.28	99.6%
Liability Insurance	44,985.97	50,102.80	-5,116.83	89.8%
Social Security	12,000.67	13,360.69	-1,360.02	89.8%
Equipment & Building	17,744.48	18,529.43	-784.95	95.8%
IMRF	6,005.11	6,685.00	-679.89	89.8%
<b>Total Tax Levies</b>	<b>312,631.03</b>	<b>321,438.00</b>	<b>-8,806.97</b>	<b>97.3%</b>
Income Per Capita-State Grants	3,180.10			
Grants	0.00	3,180.10	-3,180.10	0.0%
Donations	14,203.89	0.00	14,203.89	100.0%
<b>Interest Income</b>				
Interest Income - CD	200.54	0.00	200.54	100.0%
Interest Income - Money Market	2.24	0.00	2.24	100.0%
Interest Income - Corporate	698.12	0.00	698.12	100.0%
Interest Income - Equip & Bldg	9.40	0.00	9.40	100.0%
Interest Income - Liab Insur	37.26	0.00	37.26	100.0%
Interest Income - Soc Sec	7.74	0.00	7.74	100.0%
Interest Income - IMRF	0.73			
<b>Total Interest Income</b>	<b>956.03</b>	<b>0.00</b>	<b>956.03</b>	<b>100.0%</b>
Misc. Income	771.00	3,000.00	-2,229.00	25.7%
<b>Total Income</b>	<b>331,742.05</b>	<b>327,618.10</b>	<b>4,123.95</b>	<b>101.3%</b>
<b>Expense</b>				
<b>CORPORATE FUNDS</b>				
<b>Materials</b>				
Books	19,687.87	25,400.00	-5,712.13	77.5%
DVDs	1,808.24	3,500.00	-1,691.76	51.7%
E- Resources	2,514.28	12,000.00	-9,485.72	21.0%
Periodicals	2,440.03	1,600.00	840.03	152.5%
<b>Total Materials</b>	<b>26,450.42</b>	<b>42,500.00</b>	<b>-16,049.58</b>	<b>62.2%</b>
<b>Programs</b>				
Adult Programs	4,393.21	5,750.00	-1,356.79	76.4%
After School Program	0.00	0.00	0.00	0.0%
Children's Programs	9,804.35	5,750.00	4,054.35	170.5%
Summer Reading Program	3,379.88	3,000.00	379.88	112.7%
<b>Total Programs</b>	<b>17,577.44</b>	<b>14,500.00</b>	<b>3,077.44</b>	<b>121.2%</b>
Accounting Services	7,350.00	8,000.00	-650.00	91.9%
Legal Service	1,500.00	5,000.00	-3,500.00	30.0%
Legal Notice & Publications	471.58	750.00	-278.42	62.9%
Miscellaneous	29,931.90	10,000.00	19,931.90	299.3%
Contingencies	0.00	10,000.00	-10,000.00	0.0%
<b>Office Expense</b>				
Equipment & Supplies	2,849.02	7,000.00	-4,150.98	40.7%
Service Charges and Fees	324.33	500.00	-175.67	64.9%
Membership	7,818.52	7,000.00	818.52	111.7%
Postage	393.91	800.00	-406.09	49.2%
Professional Development	0.00	500.00	-500.00	0.0%
<b>Total Office Expense</b>	<b>11,385.78</b>	<b>15,800.00</b>	<b>-4,414.22</b>	<b>72.1%</b>
<b>Payroll Expenses</b>				
Payroll Gross	92,051.90	112,250.00	-20,198.10	82.0%
Payroll Expenses 1	0.00	250.00	-250.00	0.0%
Payroll Expenses - Fees	285.00	0.00	285.00	100.0%
S.E.P. Employer Contribution	0.00	0.00	0.00	0.0%
<b>Total Payroll Expenses</b>	<b>92,336.90</b>	<b>112,500.00</b>	<b>-20,163.10</b>	<b>82.1%</b>
<b>Utilities</b>				
Power	5,007.78	8,400.00	-3,392.22	59.6%
Telephone & Communications	1,143.00	4,000.00	-2,857.00	28.6%
Water	439.30	300.00	139.30	146.4%
<b>Total Utilities</b>	<b>6,590.08</b>	<b>12,700.00</b>	<b>-6,109.92</b>	<b>51.9%</b>
<b>Total CORPORATE FUNDS</b>	<b>193,594.10</b>	<b>231,750.00</b>	<b>-38,155.90</b>	<b>83.5%</b>

**Maroa Public Library District**  
**Stmnt of Rev & Exp-YTD Actual vs FY23 Budget-Mod Cash Basis**  
 July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
IMRF	5,079.81	6,000.00	-920.19	84.7%
<b>INSURANCE &amp; LIABILITY</b>				
<b>Safety</b>				
Dir. Salary - Ins. Portion	9,372.44	10,000.00	-627.56	93.7%
Hourly	2,861.15	4,000.00	-1,138.85	71.5%
Supplies	6,686.92	8,000.00	-1,313.08	83.6%
Services	13,300.82	10,000.00	3,300.82	133.0%
<b>Total Safety</b>	32,221.33	32,000.00	221.33	100.7%
<b>Contingencies</b>	0.00	2,000.00	-2,000.00	0.0%
<b>Insurance</b>				
Unemployment Insurance	183.58	400.00	-216.42	45.9%
Liability Insurance	3,804.08	7,600.00	-3,795.92	50.1%
Commerical and Worker's Comp	0.00	0.00	0.00	0.0%
<b>Total Insurance</b>	3,987.66	8,000.00	-4,012.34	49.8%
Legal Fees	0.00	1,000.00	-1,000.00	0.0%
Risk Management	0.00	2,000.00	-2,000.00	0.0%
<b>Total INSURANCE &amp; LIABILITY</b>	36,208.99	45,000.00	-8,791.01	80.5%
<b>SOCIAL SECURITY</b>				
<b>Payroll Taxes</b>				
FICA	6,465.69	0.00	6,465.69	100.0%
Medicare	1,512.13	0.00	1,512.13	100.0%
Payroll Taxes - Other	0.00	0.00	0.00	0.0%
<b>Total Payroll Taxes</b>	7,977.82	0.00	7,977.82	100.0%
<b>SOCIAL SECURITY - Other</b>	0.00	12,000.00	-12,000.00	0.0%
<b>Total SOCIAL SECURITY</b>	7,977.82	12,000.00	-4,022.18	66.5%
<b>BUILDING &amp; EQUIPMENT</b>				
Equipment	1,017.48	3,000.00	-1,982.52	33.9%
Computer and Maintenance	6,123.26	8,000.00	-1,876.74	76.5%
Copiers	1,374.82	2,000.00	-625.18	68.7%
Grounds Maintenance	2,317.60	3,000.00	-682.40	77.3%
Landscaping	0.00	0.00	0.00	0.0%
Repairs	3,480.10	1,250.00	2,230.10	278.4%
Contingencies	0.00	500.00	-500.00	0.0%
<b>Total BUILDING &amp; EQUIPMENT</b>	14,313.26	17,750.00	-3,436.74	80.6%
<b>Total Expense</b>	257,173.98	312,500.00	-55,326.02	82.3%
<b>Net Income</b>	<b>74,568.07</b>	<b>15,118.10</b>	<b>59,449.97</b>	<b>493.2%</b>



### BUILDING & MAINTENANCE





Bills Deposits  
May 2024

Item	Deposit Type	Amount	Check Number	Company/Person	Description
1	Cash	\$115.75		Cash Drawer	
2	Check	\$121.00	4425	MFMS	Food Pantry Donation
3	Check	\$100.27	402037	Scott State Bank	CD Interest
4	Check	\$165.96	3442	LIMRICC	FY23 UCGA Dividend
	Total	\$502.98			

Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	1,060.07	Corporate	Materials	Books		14103	4/18/24-5/2/24	5/18/2024	5/2/2024
2	Cengage	74.22	Corporate	Materials	Books		14105	4/23/2024	5/23/2024	5/2/2024
3	The Library Store	281.43	Corporate	Office Expense	Office Supplies	Book Wrap	14110	4/18/2024	5/18/2024	5/2/2024
4	American Library Association	183.00	Corporate	Office Expense	Memberships	Annual membership	14102	4/15/2024	6/30/2024	5/2/2024
5	Illinois Library Association	85.00	Corporate	Office Expense	Memberships	Annual membership	14107	4/23/2024	6/30/24	5/2/2024
6	Ameren	430.78	Corporate	Utilities	power		14101	4/25/2024	6/24/2024	5/2/2024
7	Lazerware	605.88	Building	Equipment	Computers	Lease and maintenance	14108	5/2/2024	6/1/2024	5/2/2024
7	Lazerware	67.48	Ins/Lia	Safety	Services	VirusProtection/Firewal	14108			5/2/2024
8	Sara Gentle	60.00	Corporate	Programs	Summer Reading	Sarandipity Prizes	14109	n/a	n/a	5/2/2024
9	Thoms Plumbing	221.00	Ins/Lia	Safety	Services	Annual HVAC service	14111	4/11/2024		5/2/2024
10	ESS Clean, Inc.	325.00	Ins/Lia	Safety	Cleaning	May Services	14104	5/1/2024	5/31/2024	5/2/2024
11	GFL	\$41.31	Ins/Lia	Safety	Services	Trash Removal	14106	4/19/2024	5/19/2024	5/2/2024

Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	1,355.28	Corporate	Materials	Books		14115	5/2/24-5/16/24		5/17/2024
2	MYHB	650.00	Corporate	Accounting Services		Feb 24 Services	14120			5/17/2024
3	Decatur Public Library	15.00	Corporate	Office Expense	Service Charge	Patron Damaged Material	14117	5/7/2024		5/17/2024
4	Jo-Ann Stores, LLC	500.00	Corporate	Materials	E-Resources	CreativeBug Annual Membership	14118	5/14/2024	8/1/2024	5/17/2024
5	Watts	165.24	Building	Equipment	Printer	copies	14123	5/3/2024	5/28/2024	5/17/2024
6	A Clown & More Entertainment	300.00	Corporate	Programs	Summer Reading	Summer Read Kickoff	14112	5/16/2024	6/4/2024	hold
7	Airwalk Action	615.00	Corporate	Programs	Summer Reading	water slide and slip and	14113	2/2/2024	6/27/2024	hold
8	Macon County Conservation District	160.00	Corporate	Programs	Children	4 June Programs	14119			hold
9	Scoville Zoo	155.00	Corporate	Programs	Summer Reading	6/18 Mobile Zoo	14121	2/29/2024	6/18/2024	hold

Bills Deposits  
May 2024

10	Dan Wild	335.00	Corporate	Programs	Summer Reading	6/29 Caricatures 12-3pm	14116	3/8/2024	6/29/2024	hold
11	Visa - Sara	255.95	Corporate	Materials	Books	Guidepost & 1 audiobook	14122	5/10/2024	6/4/2024	5/17/2024
11	Visa - Sara	358.99	Corporate	Materials	Periodicals	WSJ, Epoch Times & Womens Health		5/10/2024	6/4/2024	
11	Visa - Sara	931.69	Corporate	Programs	Summer Reading	Prizes / Supplies		5/10/2024	6/4/2024	
11	Visa - Sara	92.82	Corporate	Programs	Adult	craft supplies/refreshments		5/10/2024	6/4/2024	
11	Visa - Sara	162.41	Corporate	Office Expense	Memberships	Canva/Skylight		5/10/2024	6/4/2024	
11	Visa - Sara	61.65	Corporate	Office Expense	Office Supplies	copy paper/envelopes		5/10/2024	6/4/2024	
11	Visa - Sara	191.84	Corporate	Office Expense	Postage	61756 SR mailer		5/10/2024	6/4/2024	
11	Visa - Sara	213.00	Corporate	Utilities	Telecommunication	Rise & Wix annual #		5/10/2024	6/4/2024	
11	Visa - Sara	26.52	Corporate	Utilities	Water			5/10/2024	6/4/2024	
11	Visa - Sara	321.98	Corporate	Miscellaneous		Food Pantry sign		5/10/2024	6/4/2024	
11	Visa - Sara	9.91	Ins/Lia	Safety	Supplies	soap/cleaner		5/10/2024	6/4/2024	
12	American Express	239.05	Corporate	Materials	Books	adult graphic novels	14114			5/17/2024
12	American Express	30.94	Corporate	Materials	DVDs			5/17/2024		
12	American Express	207.39	Corporate	Programs	Adult	craft supplies		5/17/2024		
12	American Express	517.97	Corporate	Programs	Summer Reading	Prizes / Supplies		5/17/2024		
12	American Express	80.95	Corporate	Office Expense	Office Supplies	hose real & student gift		5/17/2024		

PAYROLL

		4,201.77	Corp/Ins	Payroll Expenses	Payroll Gross	5/1/24-5/15/24				
		4,638.27	Corp/Ins	Payroll Expenses	Payroll Gross	5/16/24-5/31/24				
	Total	8,840.04								
		16.00	Corporate	Payroll Expenses	Payroll Expenses - Fees	5/1/24-5/15/24				
		20.00	Corporate	Payroll Expenses	Payroll Expenses - Fees	5/16/24-5/31/24				
	Total	36.00								
		204.66	Ins (IMRF)	Payroll Expenses	IMRF Employee Contribution	5/1/24-5/15/24				
		229.99	Ins (IMRF)	Payroll Expenses	IMRF Employee Contribution	5/16/24-5/31/24				
	Total	434.65								

# Disaster Plan

06/15/2020 | Revision 03



Should an emergency arise, the following policies and procedures shall be followed to handle the situation at hand. The overriding concern shall be the safety of as many individuals as possible. Order is needed throughout any such event.

Staff members shall be familiar with the layout of the building, evacuation procedures and any potentially hazardous materials. They should know the location of fire extinguishers, first aid kits, and emergency numbers. Security checks should be done at closing to ensure all exits and windows are locked, all equipment is turned off, and all patrons have exited the building.

Staff members are required to complete an Incident Report following any disasters or occasions where first aid is administered.

## Evacuation

### During an Evacuation:

1. Patrons and staff should evacuate the library using the fastest route possible. Follow the signs and maps that lead to the nearest exit.
2. Staff should make an announcement to evacuate the library as soon as the need arises. Staff members will approach patrons calmly and direct them to the nearest exit.
3. Staff will sweep the children's area, adult area, and bathrooms on their way out the door.
4. All staff and patrons will meet at the mailbox on the southwest corner of the library property and make sure everyone is accounted for while waiting for emergency personnel to arrive.

# Maroa Public Library District

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



## Tornado

Maroa, IL is located in one of the nation's most tornado-prone regions. During April, May, and June, we must be very aware of weather conditions as these are the months most likely to produce a tornado. Tornadoes are characterized by funnel-shaped clouds, excessive wind, hail, and severe thunderstorm conditions.

### During a TORNADO WATCH:

1. Listen to WSOY 1340 AM radio station for weather advisories
2. Prepare to move to safety

### During a TORNADO WARNING:

1. Staff shall direct patrons to seek shelter in the men's restroom, which is located near the center of the library and away from bookshelves and windows.
2. Staff and patrons shall seek shelter away from exterior walls and windows because of the danger of falling walls and shattering glass.
3. Lie low with hands covering the back of your head to reduce neck injury.

This passage will be shown to those who are hearing impaired:

**"A Tornado Warning is in effect. Please proceed to the Men's Restroom for shelter. Lie low and cover your hands covering the back of your neck until the warning has expired."**

## Fire

In the event of a fire, staff should remain calm. All staff should be familiar with fire extinguisher operating procedures in advance. The fire extinguisher is located on the south wall next to the main interior exit doors.

### During a Fire:

1. Call 911
2. Alert patrons and assist them in exiting the building
3. If reasonable, a staff member will use fire extinguisher to contain the fire

While outside, keep all patrons and staff at a safe distance until emergency personnel arrive.

This passage will be shown to those who are hearing impaired:

**" We have a FIRE, we need you to follow everyone outside and meet in the vacant lot across the street."**

## Earthquake

Earthquakes often strike without any warning signs. The first indication we may have of a strong earthquake is a violent jolt accompanied by a low rumbling noise that sounds like thunder.

Staff should be aware of the following situations and take measures to avoid the danger caused by them:

- Freestanding cabinets, bookshelves, desks, etc... may fall over
- Wall mounted objects may shake loose
- Ceiling fixtures may fall
- Doors may jam shut
- Windows may break, sending flying glass into the room
- Intense noise level may cause distress to patrons, especially children

In the event of an earthquake, the director will announce and show this passage to those who are hearing impaired:

**“We are experiencing an earthquake. Please drop to the floor and cover your head. Face away from the windows. Stay in this position until the shaking stops.”**

### **During an Earthquake:**

1. Crawl beneath a sturdy table.
2. Place head between knees and cover with arms.
3. Wait until staff or emergency personnel has checked the area for safe exit.

### **Following an Earthquake:**

1. Evacuation will be accomplished as soon as possible. Everyone should proceed with caution in the event of extensive or dangerous structural damage.
2. General first aid will be provided.
3. Small fires shall be extinguished with the fire extinguisher.
4. Gas, water, and electrical hook ups should be turned off when convenient and safe to do so.
5. Account for staff and patrons.
6. Be prepared for aftershocks by following the procedure stated above.
7. Listen to WSOY 1340 AM to monitor important safety alerts.

## First Aid

**If someone has been seriously injured, please call 911.**

1. Inform the dispatcher of your location
2. Report the problem
3. Send someone out to meet emergency personnel and direct them to the location of the victim
4. Check the victim for any "Medical Alert" identification, such as: a wristband, necklace, or wallet card.

Point this out to emergency personnel.

Two first aid kits are available in the library. One for minor injuries and one for major blood/fluid spills.

**In case of emergency:**

1. Call for help
2. Give the victim the first aid kit to administer self-care first aid

First aid kit is located at the circulation desk and contains basic first aid materials including but not limited to:

- Band-Aids
- Alcohol prep pads
- Cold compress
- Gloves
- Gauze pads
- Basic ointments and medications

If any additional bodily fluids are left to be cleaned up, staff should use the Bloodborne Pathogens approved kit located in the back storage room.

## Bomb Threat

**If you receive a bomb threat by telephone:**

- Keep the caller on the line as long as possible so that the call may be traced.
- DO NOT transfer the call or interrupt the caller
- Notify the Library Director or designee
- Call or have someone nearby call 911. Do not hang up until directed to do so by emergency personnel.
- Follow the instructions on the Bomb Threat Call Procedures on the next page.

**If you are informed about a bomb threat:**

- Evacuate immediately.
- Call the police or have someone call the police by dialing 911. Do not hang up until directed to do so by emergency personnel.
- Call Postal Inspectors at 877-876-2455 if the item was received in the mail.

# BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

## If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

## If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

## If a bomb threat is received by email:

- Call \_\_\_\_\_
- Do not delete the message.

## Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

## DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

## WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

# BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

## Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

## Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Information About Caller:

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

### Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

### Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

### Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

### Other Information:

\_\_\_\_\_

\_\_\_\_\_



Homeland Security

## Contamination: Chemical, Biological, or Radiological

### Biological threats may include the following substances:

- Chemical: Any substance designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors, such as mustard gas, nerve agents, and sarin gas.
- Biological: Any substance involving a disease organism, such as smallpox, botulism toxin, anthrax, and ricin
- Radiological: Any substance designed to release radiation.

### For chemical, biological, or radiological contamination:

- Isolate it—don't handle it.
- Evacuate the area or building
- Wash your hands with soap and warm water.
- Call the police or have someone call the police by dialing 911. Do not hang up until directed to do so by emergency personnel.
- Otherwise call or have someone call the fire department and hazmat unit.
- Call Postal Inspectors at 877-876-2455 if the item was received in the mail.



# Unruly Patrons

Unruly patrons can be not only bad for the library, but they can also pose a danger to staff and other patrons. The following provides guidance for unruly patrons.

## Important:

Under no circumstances should library staff engage patrons in a shouting match or become involved in a physical altercation. Defuse or walk away from a potentially violent situation and call the police.

Throughout the event, don't lose your cool; remain calm and keep your composure. Don't argue. Speak slowly and quietly no matter how loud or confrontational the patron becomes.

Don't take anything an angry patron says personally! It's never about you. Stay calm.

## What to do

1. Inform another employee of the situation
2. Get {security or} the most senior person available to deal with the situation
3. Assess the situation and assess the person's degree of volatility. Call the police if you believe the person will "snap."
4. Try to diffuse the situation; if appropriate, empathize and apologize; ask them what the problem is or what they want
5. Give a polite warning; remind them they are in a Library where peace and quiet are necessary
6. If this does not work, ask them to leave. Be polite, but be firm. If the person(s) do not leave, walk away and contact the police.
7. If an unruly patron does not calm down, becomes abusive, or is getting/acting violent:
  - The best way to deal with a violent person is to get out of the situation as fast as possible without causing a big scene. Some people get violent when things aren't going the way they had planned.
  - Say as little as possible to avoid making the person angrier.
  - Do not try to apprehend this person yourself.
  - Call {security and/or} the police (911) then ensure the safety of other patrons and employees.

## Sabotage/Vandalism/Theft

Sabotage is the destruction of Library property (buildings, materials, books) or other treacherous action intended to obstruct, hinder, or defeat normal operations

Vandalism is the willful or malicious destruction or defacement of public or private property

Theft is the intentional and fraudulent taking of library or personal property, without permission or consent.

If you observe will malicious actions or notice damage that you determine to be sabotage or vandalism:

- Report it immediately to the Library Director
- Include as much information as possible
- If the Director is unavailable, consider reporting it to the police.

## Pandemic

In the event of a disease outbreak that becomes an epidemic or pandemic, the Maroa Public Library will follow recommendations put forth by the Centers for Disease Control and Prevention, World Health Organization, and county Health Department regarding cleaning/sterilization guidelines as well as staff and patron protection. We will follow guidelines from the local, state, and/or federal government regarding closures and reopening.

6/13/2024

Payroll TimesheetsTimeSheetSummaries

FY23-24 Director Pay	
Approved 5/15/2024	\$51,584.00
Taken through 6/15/2024	\$46,659.33
Final pay for 6/30/2024	\$4,924.67

**MINUTES OF CLOSED MEETING**

\_\_\_\_\_ Maroa Public Library District

**DATE:**

**TIME:**

**PLACE OF MEETING:**

**MEMBERS PRESENT:**

**MEMBERS ABSENT:**

**VOTE ON CLOSING: MEMBERS AYE:**

**MEMBERS NAY:**

**NON-MEMBERS IN ATTENDANCE:**

**APPLICABLE STATUTORY SECTION:**

[See reverse for numbers, include any applicable ones] 2(c)(1), 2(c)(2)

**SUBJECT MATTER DISCUSSED:**

[Description of all matters proposed, discussed or decided]

**RECORD OF ANY VOTE TAKEN:** [No final action may be taken in closed session]

Specify movants and record tallies:

\_\_\_\_\_  
Secretary

## EXCEPTIONS PERMITTING CLOSED SESSIONS:\*

### Citation to Section

- 2(c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.
- 2(c) (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- 2(c) (3) The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
- 2(c) (4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
- 2(c) (5) The purchase or lease of real property for the use of the public body, including for the purpose of discussing whether a particular parcel should be acquired.
- 2(c) (6) The setting of a price for sale or lease of property owned by the public body.
- 2(c) (7) The sale or purchase of securities, investments, or investment contracts.
- 2(c) (8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property.
- 2(c) (9) Student disciplinary cases.
- 2(c) (10) Placement of individual students in special education programs and other matters relating to individual students.
- 2(c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- 2(c) (12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.
- 2(c) (14) Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.
- 2(c) (15) Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
- 2(c) (16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
- 2(c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

\* The exceptions listed are those applicable to schools and libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney on privileged matters.