

January 11, 2022

Board Packet

Illinois Prairie District Public Library



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, January 11, 2022, at 4:00 PM
at
Illinois Prairie District Public Library
Metamora Branch Library
208 E Partridge St
Metamora, IL 61548

1. Call to order and roll call
2. Minutes of the last regular meeting
3. Public comments
4. Treasurer's Report – approval of bills and requisitions
5. Discussion and Approval of Metamora branch project
6. Discussion and Approval of Lowpoint Washburn Annexation Referendum Resolution
7. Discussion and Approval of IPDPL Hotspot Policy
8. Discussion and Approval of Confidentiality of Library Records
9. Discussion and Approval of Director Job Search
10. Director's Remarks
11. Comments to guide future agendas
12. Adjournment

The next regular meeting will be Tuesday, February 8, 2022 at 4pm at the Metamora branch library, 208 E Partridge St, Metamora, IL 61548.

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, December 14, 2021, at 4:00 PM

1. Call to order 4:02 PM, all except Zobrist and Coker. Zobrist arrived at 4:09 PM.
2. Minutes – Armstrong motion, Ballard second. None opposed.
3. Public Comment – none
4. Treasurer’s Report – Weddle motion, Booker second. None opposed.
5. Metamora Branch Project – Nothing to Report.
6. Emergency Response Plan – Weddle motion, Ballard second. None opposed.
7. Customer Service Policy – Ballard motion, Armstrong second. None opposed.
8. Per Capita Requirements – Discussed the requirements and submitted grant application accordingly.
9. Job Descriptions – (Director) Two separate bullets degree and experience. Remove the word plus. “Prepares monthly...CHANGE TO to FOR.” Separate monthly and annual (change to as requested). Add periodic check-ins to “Supervises maintenance of...” adding to the end of it, making regular checks to facilities. “And including in-person maintenance checks to facilities.” Change Trustee to Trustees for “attend monthly board”. Armstrong motion, Weddle second. None opposed.
10. Job Search – Post in four places, RAILS, ILA, IPDPL.ORG, List Serv. Cover Letter, Resume and References. (send background check link to Annie). Post due January 31. Succession Plan. 3-6 months. Increase salary \$200 per paycheck for interim director beginning December 16, 2021. Weddle motion, Zobrist second. None opposed. \$25 per hour to Joel Shoemaker for consultation fee after January 3, 2021. Ballard motion, Armstrong second. None opposed.
11. Remarks –
12. Comments – Keep Metamora and Job Search on agenda.
13. Adjourn – Armstrong, Booker second. None opposed. 5:10 PM.

Illinois Prairie District Public Library

01/10/22

Balance Sheet

Cash Basis

As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	132,014.25
10800 · Petty Cash Checking Account	1,045.75
11400 · Savings Account	7,389.52
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Total Checking/Savings	140,449.52
Other Current Assets	
10100 · Cash on Hand	167.79
10400 · Per Capita Fund	66.76
10500 · Certificates	1,605,900.19
10600 · General Operating Fund	760,704.53
10700 · Special Reserve Fund	190,409.69
11000 · Working Cash Fund	1,560,122.34
11100 · Gift Fund	229,099.36
11200 · Building Maintenance Fund	142,102.66
11300 · Tort Liability Fund	734,531.64
11500 · Dedicated Gift Fund	6.96
	<hr/>
Total Other Current Assets	5,223,111.92
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Total Current Assets	5,363,561.44
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	<hr/>
Total Fixed Assets	3,657,395.38
	<hr/>
TOTAL ASSETS	<u>9,020,956.82</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21400 · AFLAC	496.71
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Total Other Current Liabilities	496.71
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Total Current Liabilities	496.71
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Total Liabilities	496.71

Illinois Prairie District Public Library

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>
Equity	
28000 · Investment in Fixed Assets	3,153,263.83
29000 · Bldg/Maint Fund	270,310.57
29100 · Audit Fund	40,928.13
29300 · Social Security Fund	249,001.80
29400 · Tort/Liability Fund	658,133.65
29500 · Special Reserves Fund	127,865.49
29600 · Fund Balance	2,090,484.44
30000 · Opening Balance Equity	-425,484.71
40000 · Net Assets	425,484.71
50000 · Unrestricted Net Assets	1,485,186.97
Net Income	945,285.23
Total Equity	<u>9,020,460.11</u>
TOTAL LIABILITIES & EQUITY	<u>9,020,956.82</u>

Illinois Prairie District Public Library

01/10/22

Profit & Loss

Cash Basis

December 2021

	<u>Dec 21</u>
Income	
32000 · State Corporate Replacement Tax	1,091.13
34000 · Fines and Fees	236.18
38500 · Interest Income - General	689.43
38900 · Interest Income - Tort/Liab	35.03
39000 · Interest Income - Spec Reserve	9.10
39191 · Interest Income - Bldg/Maint	6.81
39200 · Interest Income - Working Cash	74.43
39300 · Interest Income - Gift	10.95
39400 · Interest Income - Certificates	125.67
39700 · Rent Income	600.00
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Total Income	2,878.73
Expense	
40100 · Salaries	36,417.15
40500 · Hospital Insurance	4,868.16
40600 · Staff Education	343.91
41000 · Books - Adult	2,573.35
41100 · Books - Children	3,687.26
41300 · Periodicals	8.00
41500 · Audio - Visual	562.21
41600 · Video / DVD Tapes	196.40
41700 · Electronic Materials	5,993.90
42100 · Office Supplies	
42300 · Postage	126.15
42100 · Office Supplies - Other	1,291.27
	<hr/>
Total 42100 · Office Supplies	1,417.42
42400 · Mileage and Expenses	1,303.07
44300 · Over Due Retrieval	17.90
44360 · Building - Metamora	1,125.00
44800 · Programming / PR	757.00
45000 · Rent	173.65
45100 · Gas and Electric	2,458.97
45200 · Water and Sewer	167.01
45300 · Telephone	523.88
45600 · Internet	874.34
47000 · Building Equipment/Furniture	39.87
47200 · Computer Equipment	496.89
60400 · IMRF Employer	2,019.23
70300 · Social Security Employer	2,113.50
70400 · Medicare Employer	494.32
72500 · Maintenance	5,949.01
72600 · Professional Fees	791.00
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Total Expense	75,372.40
Net Income	<hr/> -72,493.67 <hr/>

Illinois Prairie District Public Library

Profit & Loss

01/10/22

July 2021 through June 2022

Cash Basis

	Jul '21 - Jun 22
Income	
31000 · Property Tax - General	771,089.56
31100 · Property Tax - Audit	25,188.57
31200 · Property Tax - IMRF	55,004.13
31300 · Property Tax - Social Security	55,004.13
31400 · Property Tax - Tort/Liability	130,057.49
31500 · Property Tax - Bldg/Maintenance	102,812.30
31600 · Property Tax - Working Cash	257,029.40
32000 · State Corporate Replacement Tax	9,906.96
33000 · Per Capita Grant	31,924.90
34000 · Fines and Fees	2,007.98
38000 · Donations	795.69
38500 · Interest Income - General	842.71
38900 · Interest Income - Tort/Liab	99.92
39000 · Interest Income - Spec Reserve	27.02
39191 · Interest Income - Bldg/Maint	18.25
39200 · Interest Income - Working Cash	212.70
39300 · Interest Income - Gift	31.49
39400 · Interest Income - Certificates	1,042.14
39500 · Miscellaneous Income	1,862.47
39700 · Rent Income	4,800.00
Total Income	1,449,757.81
Expense	
40100 · Salaries	228,235.27
40500 · Hospital Insurance	35,672.87
40600 · Staff Education	3,611.69
41000 · Books - Adult	15,193.18
41100 · Books - Children	12,678.11
41300 · Periodicals	1,914.35
41500 · Audio - Visual	2,111.61
41600 · Video / DVD Tapes	1,621.68
41700 · Electronic Materials	24,578.16
41800 · RSA Online	26,507.00
42000 · Online Computer Library Center	7,876.97
42100 · Office Supplies	
42300 · Postage	899.58
42100 · Office Supplies - Other	6,926.11
Total 42100 · Office Supplies	7,825.69
42400 · Mileage and Expenses	7,581.78
44300 · Over Due Retrieval	89.50
44360 · Building - Metamora	2,250.00
44380 · Building - Spring Bay	2,887.98
44800 · Programming / PR	6,610.00
45000 · Rent	1,215.55
45100 · Gas and Electric	14,849.31
45200 · Water and Sewer	1,534.09
45300 · Telephone	3,775.44
45600 · Internet	5,632.16
47000 · Building Equipment/Furniture	2,502.59
47200 · Computer Equipment	8,163.70
48000 · Interest Expense	100.30
48900 · Miscellaneous Expenses	1,448.25
52200 · Audit	11,500.00
60400 · IMRF Employer	14,904.30
70300 · Social Security Employer	13,899.32
70400 · Medicare Employer	3,250.73
72300 · Insurance	21,603.92
72400 · Legal	4,675.31

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01/10/22

Cash Basis

Illinois Prairie District Public Library

Profit & Loss

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
72500 · Maintenance	47,308.21
72600 · Professional Fees	<u>13,648.70</u>
Total Expense	<u>557,257.72</u>
Net Income	<u><u>892,500.09</u></u>

Illinois Prairie District Public Library Income & Expense Budget vs. Actual

01/11/22

December 2021

Accrual Basis

	Dec 21	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	0.00	67,500.00	-67,500.00	0.0%
31100 · Property Tax - Audit	0.00	2,083.00	-2,083.00	0.0%
31200 · Property Tax - IMRF	0.00	5,000.00	-5,000.00	0.0%
31300 · Property Tax - Social Security	0.00	5,000.00	-5,000.00	0.0%
31400 · Property Tax - Tort/Liability	0.00	11,375.00	-11,375.00	0.0%
31500 · Property Tax - Bldg/Maintenance	0.00	9,000.00	-9,000.00	0.0%
31600 · Property Tax - Working Cash	0.00	22,500.00	-22,500.00	0.0%
32000 · State Corporate Replacement Tax	1,091.13	833.00	258.13	131.0%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
33200 · Obits	0.00	0.00	0.00	0.0%
34000 · Fines and Fees	236.18	1,226.00	-989.82	19.3%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	0.00	0.00	0.00	0.0%
38500 · Interest Income - General	689.43	167.00	522.43	412.8%
38900 · Interest Income - Tort/Liab	35.03	83.00	-47.97	42.2%
39000 · Interest Income - Spec Reserve	9.10	42.00	-32.90	21.7%
39191 · Interest Income - Bldg/Maint	6.81	42.00	-35.19	16.2%
39200 · Interest Income - Working Cash	74.43	167.00	-92.57	44.6%
39300 · Interest Income - Gift	10.95	83.00	-72.05	13.2%
39400 · Interest Income - Certificates	125.67	583.00	-457.33	21.6%
39500 · Miscellaneous Income	0.00	90.00	-90.00	0.0%
39700 · Rent Income	600.00	1,083.00	-483.00	55.4%
Total Income	2,878.73	129,607.00	-126,728.27	2.2%
Expense				
40100 · Salaries	36,417.15	36,204.17	212.98	100.6%
40500 · Hospital Insurance	4,868.16	8,666.67	-3,798.51	56.2%
40600 · Staff Education	343.91	1,250.00	-906.09	27.5%
41000 · Books - Adult	2,573.35	2,500.00	73.35	102.9%
41100 · Books - Children	3,687.26	2,500.00	1,187.26	147.5%
41300 · Periodicals	8.00	833.33	-825.33	1.0%
41500 · Audio - Visual	562.21	750.00	-187.79	75.0%
41600 · Video / DVD Tapes	196.40	750.00	-553.60	26.2%
41700 · Electronic Materials	5,993.90	2,500.00	3,493.90	239.8%
41800 · RSA Online	0.00	2,229.17	-2,229.17	0.0%
42000 · Online Computer Library Center	0.00	945.83	-945.83	0.0%
42100 · Office Supplies				
42300 · Postage	126.15	0.00	126.15	100.0%
42100 · Office Supplies - Other	1,291.27	1,583.33	-292.06	81.6%
Total 42100 · Office Supplies	1,417.42	1,583.33	-165.91	89.5%
42400 · Mileage and Expenses	1,303.07	916.67	386.40	142.2%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44300 · Over Due Retrieval	17.90	0.00	17.90	100.0%
44360 · Building - Metamora	1,125.00			
44370 · Building - Roanoke	0.00	0.00	0.00	0.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44390 · Building - Washburn	0.00	0.00	0.00	0.0%
44800 · Programming / PR	757.00	2,083.33	-1,326.33	36.3%
45000 · Rent	173.65	166.67	6.98	104.2%
45100 · Gas and Electric	2,458.97	3,583.33	-1,124.36	68.6%
45200 · Water and Sewer	167.01	250.00	-82.99	66.8%
45300 · Telephone	523.88	666.67	-142.79	78.6%
45600 · Internet	874.34	770.83	103.51	113.4%
47000 · Building Equipment/Furniture	39.87	1,666.67	-1,626.80	2.4%
47100 · Contingencies	0.00	1,250.00	-1,250.00	0.0%
47200 · Computer Equipment	496.89	833.33	-336.44	59.6%
48000 · Interest Expense	0.00	0.00	0.00	0.0%
48900 · Miscellaneous Expenses	0.00	1,083.33	-1,083.33	0.0%
52200 · Audit	0.00	2,083.33	-2,083.33	0.0%
60400 · IMRF Employer	2,019.23	5,000.00	-2,980.77	40.4%
70300 · Social Security Employer	2,113.50	2,500.00	-386.50	84.5%
70400 · Medicare Employer	494.32	2,500.00	-2,005.68	19.8%
72300 · Insurance	0.00	3,750.00	-3,750.00	0.0%

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01/11/22

Accrual Basis

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
December 2021

	<u>Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72400 · Legal	0.00	416.67	-416.67	0.0%
72500 · Maintenance	5,949.01	9,000.00	-3,050.99	66.1%
72600 · Professional Fees	791.00	1,291.67	-500.67	61.2%
Total Expense	<u>75,372.40</u>	<u>101,191.67</u>	<u>-25,819.27</u>	<u>74.5%</u>
Net Income	<u>-72,493.67</u>	<u>28,415.33</u>	<u>-100,909.00</u>	<u>-255.1%</u>

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	771,089.56	810,000.00	-38,910.44	95.2%
31100 · Property Tax - Audit	25,188.57	25,000.00	188.57	100.8%
31200 · Property Tax - IMRF	55,004.13	60,000.00	-4,995.87	91.7%
31300 · Property Tax - Social Security	55,004.13	60,000.00	-4,995.87	91.7%
31400 · Property Tax - Tort/Liability	130,057.49	136,500.00	-6,442.51	95.3%
31500 · Property Tax - Bldg/Maintenance	102,812.30	108,000.00	-5,187.70	95.2%
31600 · Property Tax - Working Cash	257,029.40	270,000.00	-12,970.60	95.2%
32000 · State Corporate Replacement Tax	9,906.96	10,000.00	-93.04	99.1%
33000 · Per Capita Grant	31,924.90	18,000.00	13,924.90	177.4%
33200 · Obits	0.00	0.00	0.00	0.0%
34000 · Fines and Fees	2,007.98	14,715.00	-12,707.02	13.6%
38000 · Donations	795.69	15,000.00	-14,204.31	5.3%
38400 · Interest Income - Per Capita	0.00	0.00	0.00	0.0%
38500 · Interest Income - General	842.71	2,000.00	-1,157.29	42.1%
38900 · Interest Income - Tort/Liab	99.92	1,000.00	-900.08	10.0%
39000 · Interest Income - Spec Reserve	27.02	500.00	-472.98	5.4%
39191 · Interest Income - Bldg/Maint	18.25	500.00	-481.75	3.7%
39200 · Interest Income - Working Cash	212.70	2,000.00	-1,787.30	10.6%
39300 · Interest Income - Gift	31.49	1,000.00	-968.51	3.1%
39400 · Interest Income - Certificates	1,042.14	7,000.00	-5,957.86	14.9%
39500 · Miscellaneous Income	1,862.47	1,085.00	777.47	171.7%
39700 · Rent Income	4,800.00	13,000.00	-8,200.00	36.9%
Total Income	1,449,757.81	1,555,300.00	-105,542.19	93.2%
Expense				
40100 · Salaries	228,235.27	434,450.00	-206,214.73	52.5%
40500 · Hospital Insurance	35,672.87	104,000.00	-68,327.13	34.3%
40600 · Staff Education	3,445.29	15,000.00	-11,554.71	23.0%
41000 · Books - Adult	12,762.04	30,000.00	-17,237.96	42.5%
41100 · Books - Children	11,530.59	30,000.00	-18,469.41	38.4%
41300 · Periodicals	1,880.40	10,000.00	-8,119.60	18.8%
41500 · Audio - Visual	1,434.38	9,000.00	-7,565.62	15.9%
41600 · Video / DVD Tapes	1,621.68	9,000.00	-7,378.32	18.0%
41700 · Electronic Materials	23,544.92	30,000.00	-6,455.08	78.5%
41800 · RSA Online	26,507.00	26,750.00	-243.00	99.1%
42000 · Online Computer Library Center	7,876.97	11,350.00	-3,473.03	69.4%
42100 · Office Supplies	7,086.33	19,000.00	-11,913.67	37.3%
42400 · Mileage and Expenses	7,581.78	11,000.00	-3,418.22	68.9%
44200 · Computer Repair	0.00	8,000.00	-8,000.00	0.0%
44300 · Over Due Retrieval	89.50	0.00	89.50	100.0%
44360 · Building - Metamora	2,250.00	0.00	2,250.00	100.0%
44370 · Building - Roanoke	0.00	0.00	0.00	0.0%
44380 · Building - Spring Bay	2,887.98	0.00	2,887.98	100.0%
44390 · Building - Washburn	0.00	0.00	0.00	0.0%
44800 · Programming / PR	6,568.56	25,000.00	-18,431.44	26.3%
45000 · Rent	1,215.55	2,000.00	-784.45	60.8%
45100 · Gas and Electric	14,075.79	43,000.00	-28,924.21	32.7%
45200 · Water and Sewer	1,453.28	3,000.00	-1,546.72	48.4%
45300 · Telephone	3,245.43	8,000.00	-4,754.57	40.6%
45600 · Internet	5,632.16	9,250.00	-3,617.84	60.9%
47000 · Building Equipment/Furniture	1,472.03	20,000.00	-18,527.97	7.4%
47100 · Contingencies	0.00	15,000.00	-15,000.00	0.0%
47200 · Computer Equipment	7,595.82	10,000.00	-2,404.18	76.0%
48000 · Interest Expense	100.30	0.00	100.30	100.0%
48900 · Miscellaneous Expenses	1,448.25	13,000.00	-11,551.75	11.1%
52200 · Audit	11,500.00	25,000.00	-13,500.00	46.0%
60400 · IMRF Employer	14,904.30	60,000.00	-45,095.70	24.8%
70300 · Social Security Employer	13,899.32	30,000.00	-16,100.68	46.3%
70400 · Medicare Employer	3,250.73	30,000.00	-26,749.27	10.8%
72300 · Insurance	21,603.92	45,000.00	-23,396.08	48.0%
72400 · Legal	4,675.31	5,000.00	-324.69	93.5%

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01/10/22

Accrual Basis

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	44,182.86	108,000.00	-63,817.14	40.9%
72600 · Professional Fees	13,648.70	15,500.00	-1,851.30	88.1%
Total Expense	<u>544,879.31</u>	<u>1,214,300.00</u>	<u>-669,420.69</u>	<u>44.9%</u>
Net Income	<u>904,878.50</u>	<u>341,000.00</u>	<u>563,878.50</u>	<u>265.4%</u>

Illinois Prairie District Public Library

01/10/22

Check Register

Accrual Basis

January 2022

	<u>Jan 22</u>
Aflac	400.55
AmazonBusiness	892.03
Ameren Illinois	2,121.13
Auto-Owners Insurance	49.00
Baker & Taylor	1,094.84
Benson Water Department	107.00
Bestsellers Audio, LLC	252.36
Blue Cross Blue Shield of Illinois	10,590.52
BookPage	648.00
Brenda Schertz	14.34
Caterpillar Trail Public Water District	33.84
CLA Services Inc	525.00
ComEd	7.05
Commerce Bank - Commercial Cards	1,139.35
Dawn Smith	35.84
Dearborn National Life Insurance Company	198.75
Donna Forbis	127.40
Educational Development Corporation	10.99
Heartland Internet, Inc.	49.95
Homefield Energy	349.51
Hoopla	884.35
Jacobs Brothers Commercial Cleaning LLC	1,120.00
Joel Shoemaker	45.75
Kavanagh Scully	1,358.72
Kimberly Scurlock	13.44
Mediacom	446.70
Metamora IGA	10.32
Michelle Lindee	151.76
Midwest Tape	314.06
MTCO	391.05
Nicor Gas	258.53
Orkin	340.42
PDC/Area Companies	156.13
Purity Plus Water Systems	101.90
Rebecca Deitrick	40.32
Rita Adams	431.98
RK Dixon	5,305.76
Roanoke Water-Sewer Department	43.10
Staples	523.09
Terry's Window Cleaning, Inc.	222.00
Thompson Electronics Company	725.00
University of Illinois Press	75.00
Village of Germantown Hills	43.10
Village of Metamora	46.97
Village of Washburn	173.65
VoiceSpring	523.88
Wilcox Electric & Service Inc	600.00
TOTAL	<u>32,994.43</u>

Bank Accounts

	Commerce Checking	The Illinois Funds Bldg/Maint	The Illinois Funds Dedicated Gift	The Illinois Funds Gen Operating	The Illinois Funds Gift	The Illinois Funds Per Capita	The Illinois Funds Spec Reserve	The Illinois Funds Tort/Liab	The Illinois Funds Working Cash	CEFCU Savings	CD's
Balance 12-01-2021	\$ 154,736.51	\$ 143,405.60	\$ 6.96	\$ 824,257.92	\$ 227,997.28	\$ 66.76	\$ 190,400.59	\$ 730,459.18	\$ 1,550,028.25	\$ 6,736.09	\$ 1,605,459.50
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (35,596.69)										
First Payroll	\$ (13,058.77)										
Payroll Taxes	\$ (4,505.02)										
Fines & Fees (Met)	\$ 88.98										
Fines & Fees	\$ 147.20										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 600.00										
January - June eCommerce											
Second Payroll	\$ (13,346.58)										
Payroll Taxes	\$ (4,571.23)										
IMRF	\$ (3,536.33)										
Interest - CEFCU (200)	\$ 25.48										
Interest - CEFCU (201)	\$ 38.22										
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (5,317.63)		\$ 5,317.63							
Transfer to/from Tort/Liab	\$ (5,069.99)			\$ 1,032.56				\$ 5,069.99			
Property Taxes								\$ (1,032.56)			
Transfer to Bldg/Maint	\$ (4,007.88)	\$ 4,007.88									
Transfer to Gen Operating	\$ (30,058.99)			\$ 30,058.99							
Transfer to Gift											
Transfer to W/C	\$ (10,019.66)								\$ 10,019.66		
Transfer to Petty Cash											
State Corp Replacement Tax					\$ 1,091.13						
Rebates/Refunds	\$ 149.00										
Interest		\$ 6.81		\$ 37.43	\$ 10.95		\$ 9.10	\$ 35.03	\$ 74.43	\$ 653.43	\$ 440.69
Balance 12-31-2021	\$ 132,014.25	\$ 142,102.66	\$ 6.96	\$ 760,704.53	\$ 229,099.36	\$ 66.76	\$ 190,409.69	\$ 734,531.64	\$ 1,560,122.34	\$ 7,389.52	\$ 1,605,900.19

IPDPL ANNEXATION STEPS (UNDER 75 ILCS 16/15-15)

1. Send Notice of Proposed annexation ordinance to Presidents of Library Boards within 1 mile of the territory to be annexed (i.e. Lacon Public Library District; Toluca Public Library District; Filger Public Library, Chillicothe Public Library District) and post the notice on the Library's website;
2. Provide an opportunity for public comment on the proposed annexation referendum at the next Library Board meeting;
3. Agendize and adopt the Annexation Ordinance for referendum under 16/15-15;
4. Within 15 days of adoption, publish one time in the newspaper the Ordinance, map, and Notice of adoption which must include the ballot question and date of proposed referendum (i.e. June 28, 2022);
5. Within 15 days of adoption, send notice with map, copy of ordinance and text of the notice of proposed annexation with ballot question and date of referendum to the Presidents of Library Boards within 1 mile of the territory to be annexed;
6. File certified copy of adopted Annexation Ordinance for referendum with map with the Woodford and Marshall County Clerks and get a receipt from each of filing;
7. File a G1-B, Certification of Ballot for public policy referendum with Woodford and Marshall County Clerks.

Sent to: Lacon PLD, Toluca PLD, Filger PL, and Chillicothe PLD

TO BE PLACED ON LIBRARY LETTERHEAD

January __, 2022

President Board of Library Trustees
_____ Public Library District

_____, Illinois 62____

RE: Notice of Annexation

Dear President:

PLEASE TAKE NOTICE that the Board of Library Trustees of the Illinois Prairie District Public Library proposes to adopt at its next meeting, January __, 2022, the attached annexation ordinance under the Public Library District Act, and specifically 75 ILCS 16/15-15. This annexation ordinance concerns the unserved area within the present boundaries of the Lowpoint-Washburn Community Unit School District No. 21 within Marshall County, given that the rest of CUSD 21 in Woodford County is already in the public library service area of our Library District.

If you have any questions regarding this annexation or ordinance please do not hesitate to contact us as soon as possible.

Very truly yours,

Lacon Public Library District
205 Sixth Street
Lacon, IL 61540

Toluca Public Library District
102 N. Main Street
P.O. Box 326
Toluca, IL 61369

Filger Public Library
261 East Fifth Street
Minonk, IL 61760

Chillicothe Public Library District
430 N. Bradley
Chillicothe, IL 61523

ORDINANCE NO. 21-4

AN ORDINANCE FOR THE SUBMISSION OF THE PROPOSITION OF A PUBLIC LIBRARY ANNEXATION REFERENDUM, PURSUANT TO 75 ILCS 16/15-15, TO THE VOTERS OF LOWPOINT-WASHBURN COMMUNITY UNIT SCHOOL DISTRICT 21 IN MARSHALL COUNTY, AND THE VOTERS IN THE LIBRARY DISTRICT IN WOODFORD COUNTY, ILLINOIS, AT THE GENERAL PRIMARY ELECTION TO BE HELD ON JUNE 28, 2022

WHEREAS, 75 ILCS 16/15-15 provides that whenever a municipality or school district included partially within a public library district includes within its boundaries, territory contiguous to the public library district and without local tax supported public library service, the district may annex such territory by the passage of an ordinance calling for an election to that effect; and

WHEREAS, the Board of Trustees of the Illinois Prairie District Public Library, Woodford County, Illinois, have considered the question of annexation of territory described as:

"All of the unserved territory in Marshall County within the present boundaries of the Lowpoint-Washburn Community Unit School District No. 21, in Marshall County, Illinois."

and have determined that said territory is within the boundaries of the Lowpoint-Washburn Community Unit School District No. 21, a school district in Woodford and Marshall Counties, contiguous to, and within the territory of the Illinois Prairie District Public Library, without local tax supported public library service; and

WHEREAS, it is in the best interests of the owners of the territory described as the:

"Unserved territory (not presently within a public library service area) in Marshall County within the present boundaries of the Lowpoint-Washburn Community Unit School District No. 21, in Woodford and Marshall Counties, Illinois."

and the residents, taxpayers and users of the Illinois Prairie

District Public Library for the territory to become a part of the Illinois Prairie District Public Library.

NOW THEREFORE, be it ordained by the Board of Trustees of the Illinois Prairie District Public Library, presently in the County of Woodford and State of Illinois, as follows:

Section 1: That the territory described as:

“All of the unserved territory in Marshall County within the present boundaries of the Lowpoint-Washburn Community Unit School District No. 21, in Marshall County, Illinois.”

is contiguous to the Illinois Prairie District Public Library and is presently without local tax supported library service. That the territory to be annexed is shown outlined on the map attached, which is made a part of this Ordinance, and is known and described as the territory in Marshall County within the present boundaries of the Lowpoint-Washburn Community Unit School District No. 21.

Although the parcel shown on the map does not presently lie within the Illinois Prairie District Public Library, it does lie within the boundaries of the Lowpoint-Washburn Community Unit School District No. 21 and School District No. 21 is included partially within the Illinois Prairie District Public Library.

Section 2: That pursuant to 75 ILCS 16/15-15, the Illinois Prairie District Public Library has the power to annex by referendum unto it such territory as is included in a municipality or school district which itself is included partially within a public library district and which is without local tax supported public library service, and therefore, the territory described above is to be the referendum question at the general primary election of June 28, 2022, in order upon a majority vote to be

annexed and incorporated into the Illinois Prairie District Public Library currently in the County of Woodford, State of Illinois.

Section 3: This ordinance shall take effect and be in full force and effect from and after its passage and approval according to the law, and after filing a certified copy of this Ordinance and the map attached hereto in the offices of the Local Election Officials being the County Clerks of Woodford and Marshall Counties, Illinois, as provided by law. The Secretary, within 15 days of the passage and adoption of this Ordinance, shall cause to be published at least once in one or more newspapers published in the District and the territory to be annexed, or if no newspaper is published therein, then in one or more newspapers with a general circulation within the District and the territory to be annexed, of the notice required by 75 ILCS 16/15-15 and within the same 15 days shall cause a notice of the adoption of the Ordinance together with a map showing the boundaries of the territory to be annexed and a copy of the text of the publication notice to the President of the Board of Trustees of each public library with territory within one mile of the territory to be annexed.

Passed by the Board of Trustees of the Illinois Prairie District Public Library and approved by the President thereof and to be effective immediately this 11th day of January, 2022.

POSTED: _____

APPROVED:

ATTEST:

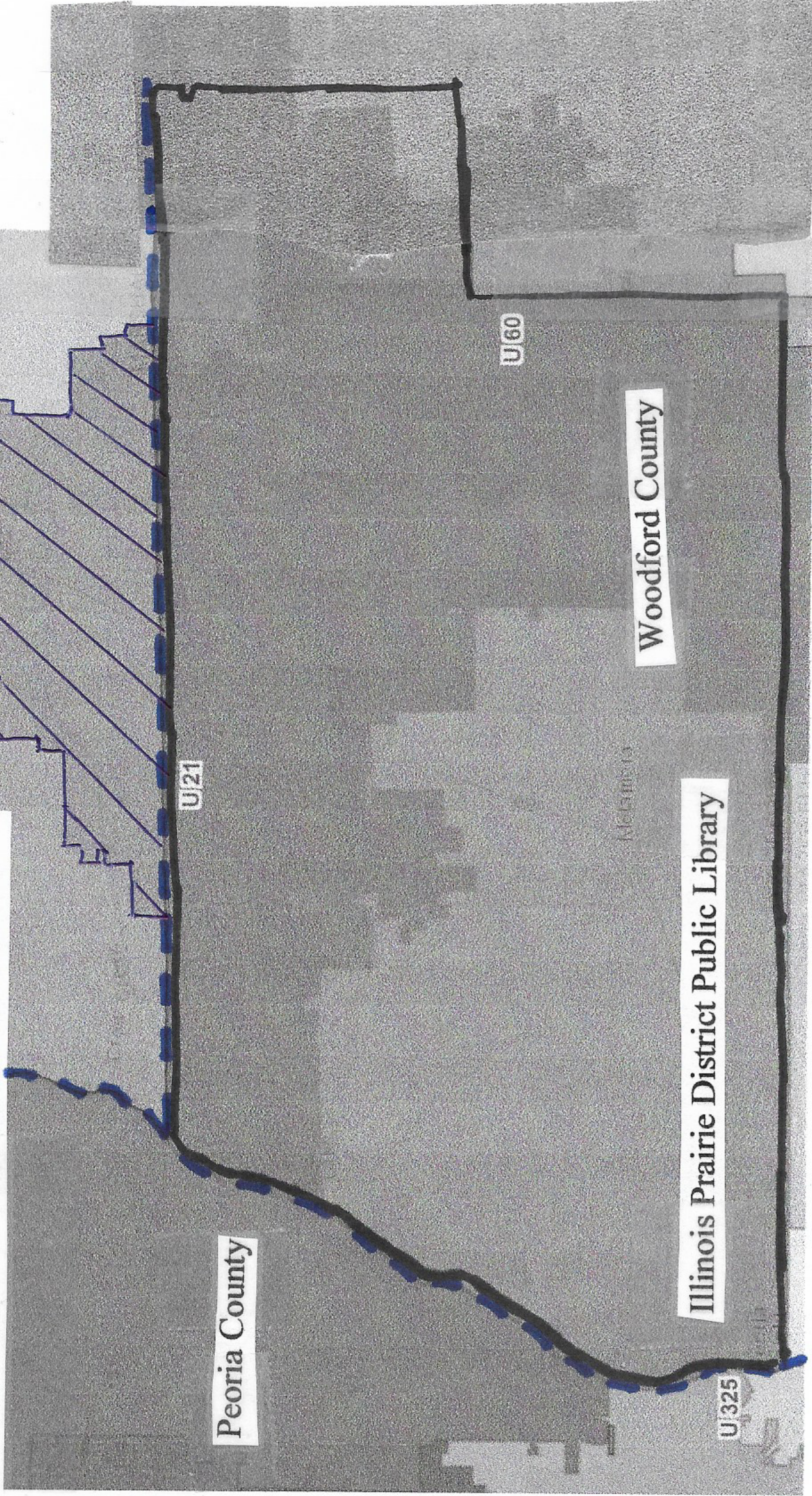
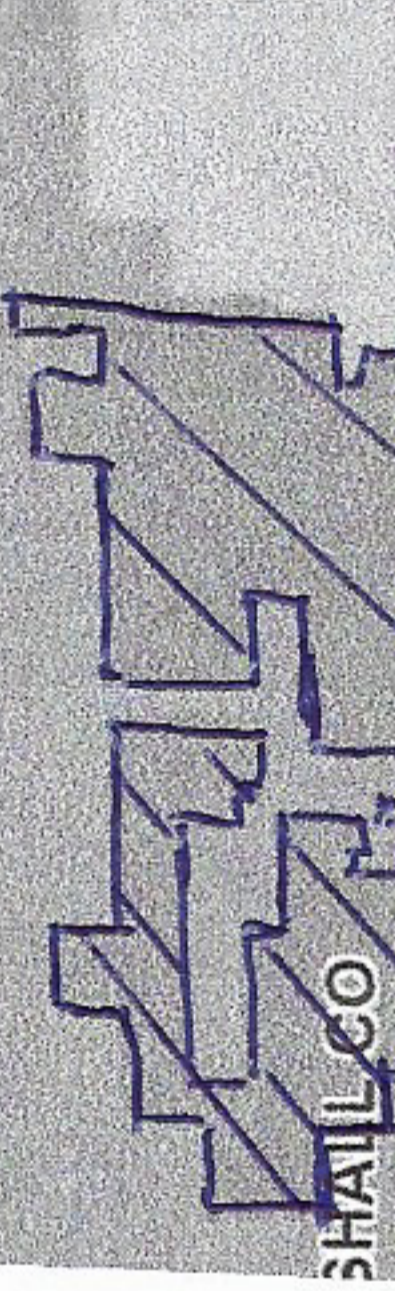
Secretary

President

LEGAL DESCRIPTION:

All of the unserved territory in Marshall County within the present boundaries of the Lowpoint-Washburn Community Unit School District No. 21, in Marshall County, Illinois.

Marshall County



Peoria County

Woodford County

Illinois Prairie District Public Library

County Lines

Illinois Prairie District Public Library

Lowpoint-Washburn CUSD 21

Hotspot Lending Policy

A hotspot is a wi-fi device you can use to connect a mobile-enabled device, such as a laptop, smartphone, or tablet, to the Internet. The hotspots are portable and our service vendor is Sprint. The hotspot has unlimited data but can only be used within the continental United States. The Illinois Prairie District Public Library makes hotspots available to IPDPL cardholders to assist in research, networking, recreation and document or presentation production needs. Hotspots are provided according to availability.

The following rules and regulations apply:

1. The Illinois Prairie District Public Library lends hotspot devices to IPDPL cardholders ages 18 or above with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost materials) and who have held an IPDPL card for at least 90 days.
2. In addition, the IPDPL Internet Use Policy & Agreement and a Hotspot Patron Agreement Form must also be completed.
3. Hotspots checkout is limited to one per household. When the hotspot is returned, there is a 24-hour waiting period to checkout another hotspot device by that household.
4. The loan period is 7 days, and it cannot be renewed or reserved.
5. Hotspots are available at the Circulation Desk on a first-come, first-served basis. The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.
6. Hotspots are to be returned inside the library at the circulation desk, not in the book drop. Patrons will be held responsible for damage to the item if it is returned in the book drop. Hot spots must be kept in a temperature controlled environment (not left in vehicles or in extreme temperature environments).
7. Fines for unreturned hotspots are \$5 per day and will accumulate up to the full replacement cost of \$75 for a hotspot that is not returned. If the hotspot is overdue, the service will be cut off and the user's library privileges will be suspended.
8. The library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.
9. The borrower assumes full responsibility for the cost of repair or replacement in the event that the hotspot is lost, stolen or damaged. The library staff will assess the technological issues and charge the borrower accordingly. Missing parts will result in the following charges:

a. Hotspot:	\$75
b. USB cable:	\$15
c. Adapter:	\$15
d. Case:	\$15
10. The library is not responsible for information accessed using this device or for personal information that is shared over the internet. Hotspot users are encouraged to follow safe internet practices.

11. The following behaviors can result in the suspension of hotspot privileges and/or criminal prosecution:
 - a. Viewing, displaying, or disseminating materials that are judged in accordance with current legal definitions as being obscene.
 - b. Use of the internet in any way which violates federal, state, or municipal laws.
 - c. Failure to return devices in a timely manner.
12. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all hotspot devices.

Adopted: January 7, 2019

POLICY REGARDING CONFIDENTIALITY OF LIBRARY RECORDS

It is the policy of the Board of Trustees of the Illinois Prairie District Public Library to insure the privacy of the users of its services and to consider any library records to be confidential in nature.

Library records are for the sole purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library users. Under no circumstances shall the library staff answer to a third party about what a patron of the library is reading, or the kind of information asked for, from the library collections.

No library circulation or reference department records shall be made available to casual members of the public, the press, or any agency of the State, Federal, or local government, except pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to Federal, State, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Any costs incurred by the library in any search through patrons' records, even under court order, shall be chargeable to the agency demanding such search.

The Policy Regarding Confidentiality of Library Records will be under constant evaluation, to be formally reviewed at least every three years.

Revised: 1/8/2019

Annual culmulative Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdriv	Total
July	76	1470	1381	400	160	122	2	694	4305
August	57	1342	1211	397	179	106	3	689	3984
September	52	1240	1290	308	156	106	0	691	3843
October	79	1152	1165	341	127	71	36	667	3638
November	65	1075	1160	285	157	86	45	671	3544
December	45	1073	1204	258	134	105	0	792	3611
January									0
February									0
March									0
April									0
May									0
June									0
Total	374	7352	7411	1989	913	596	86	4204	22925

Annual Juvenile Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Total
July	50	2152	2449	733	73	205	2	5664
August	39	1849	2204	766	72	120	3	5053
September	22	1405	2544	513	52	131	0	4667
October	27	1544	2249	478	33	78	36	4445
November	22	1335	1598	471	29	60	45	3560
December	12	1193	1725	259	23	63	0	3275
January								0
February								0
March								0
April								0
May								0
June								0
Total	172	9478	12769	3220	282	657	86	26664

YA YOUNG ADULT

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	4	127	164	34	3	0
August	1	92	97	28	0	3
September	1	59	133	9	1	28
October	0	58	123	13	1	2
November	0	57	79	26	1	2
December	1	44	73	10	0	3
January						
February						
March						
April						
May						
June						
Total	7	437	669	120	6	38

PATRON INTERNET USE

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	6	187	31	23	9	16
August	11	169	42	29	10	15
September	8	188	56	20	10	11
October	9	191	47	18	7	3
November	9	166	28	8	9	2
December	25	163	41	17	7	24
January						
February						
March						
April						
May						
June						
Total	68	1064	245	115	52	71

December 2021 (FY 21-22) Door Counts

Benson – 80 (696)

Spring Bay – 192 (2,518)

Washburn – 212 (2,205)

Roanoke – 298 (2,706)

Metamora – 1,473 (7,913)

Germantown Hills – 1,807 (13,781)

WiFi Usage

November - 384 (2,419)

Monthly Programming

December 2021

Special Programs

A Village Christmas: December 5 – The Metamora branch resumed hosting Santa this year as part of the MABA Village Christmas celebration. Realtor Angie Powers handed out free popcorn near the photocopier and CEFCU hosted a free Christmas ornament craft in the children’s Play Space. A total of 472 people came into the library to participate in at least one of these activities. Additionally, there were several check-outs that day, along with inquiries about getting a new library card and upcoming programming at the library.

Beanstack

We had two month-long challenges in December. Neither challenge included incentives or rewards. They were designed to keep readers engaged with Beanstack. The *NASA @YourLibrary* challenge had 14 readers who recorded an average of 3.5 hours of reading. They earned a total of 52 reading and logging badges. The *Reading Reflections* challenge had 11 readers who recorded an average of 4 hours of reading. They earned a total of 43 reading badges.

Two new challenges began January 1. *Cabin Fever Reliever 2022* is the annual adult winter reading challenge. Readers aged 18+ record the number of books they read in January and February. For every 4 books read, readers get one entry into the first place and runner-up drawing. Two winners will be chosen on March 1 to receive a \$75 and a \$50 Visa gift card, respectively.

New Horizons 2022 is a year-long timed reading challenge, with a total goal of 10,000 minutes (roughly 167 hours). At this time, there are no incentives or prizes associated with challenge completion, but those who earn the 10,000 minutes badge will get a “surprise and delight” prize (contents to be determined by supplies on hand).

Work is underway for the coming summer reading program. Challenges will be similarly structured to last year’s, with a reduced emphasis on activities, more chances to earn raffle tickets, and a wider assortment of tiered/progress prizes. These changes are based on patron feedback after last year’s program. Reading dates for this year’s program will be from Tuesday, May 31 – Sunday, July 31. Grand prize drawings will be held on Monday, August 1.

Children’s Programming

Programming Note: Children’s programming for December was only scheduled for 2.5 weeks, from December 1 – December 17, because of the Christmas and New Year’s holidays. Several individual sessions were canceled due to community virus case counts.

Baby Bookworms: Baby Bookworms meets three times per week at Roanoke, Germantown Hills, and Metamora. Totals for December: R = 5, GH = 15, M = 12.

Story Time: Story Time meets 6 times per week, once at each branch. Sessions in Spring Bay were canceled due to community virus case counts. Totals for December: B = 3, GH = 22, M = 23, R = 15, SB = 0, W = 3.

Recurring Programs

Book Buzz Book Club: The book for December was *The Thursday Murder Club* by Richard Osman. 5 people attended the in-person meeting.

Book Match: We had 0 Book Match requests in December.

Classic Movie Monday: December 13. We had no attendees for the December movie, *Miracle on 34th Street*. An interest survey is in progress regarding the future of this programming. For January, the program has been re-branded as “Movies on Mondays,” with a screening time at 1:00 pm. Early indications from the interest survey indicate moving the screening time to later in the afternoon and offering more current, family-friendly titles would encourage greater attendance. Information from the survey will be included in the February programming report.

Dial-A-Story: There were 13 calls made to the Dial-A-Story line in December.

Email Newsletter: 15,835 Wowbrary email newsletters were sent to 3,938 active users in November.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 21 knitters attend in December. Weekly breakdown: 12/1 = 2, 12/8 = 12, 12/15 = 7, 12/22 – Did not meet, 12/29 – Did not meet.

Patron Tech Support: There were no Tech Support requests in December.

Spring Bay Bookies: December 6 – Spring Bay Bookies read *Unsolved*, by James Patterson and David Ellis for their December meeting. There were 10 people in attendance. The Bookies also hosted an annual Christmas party at The Galley in East Peoria on December 8th. 11 people attended the party. Attendees at both events donated non-perishable food for the Spring Bay Food Pantry. The donations were given to the pantry in time for their Christmas food distribution.

Take and Make: The December Take & Make project was Tissue Paper Ornaments. A total of 170 kits were distributed. Per branch: B = 2; GH = 44; M = 55; R = 38; SB = 15; W = 16.

YouTube Videos: We had 392 total views on our YouTube channel from 247 unique viewers in November, for a total of 11.5 hours watched. We added 2 new channel subscribers. Video views for the month are as follows:

Miss Rita Reads “Mrs. Mole, I’m Home!” – 58 views

IPDPL Library Calendar Staff Training – 39 views

Miss Rita Reads “Martha Doesn’t Say Sorry!” – 26 views

Miss Rita Reads “Welcome Home, Bear” – 21 views

Story Time with Miss Michelle – “The Wiggly, Wiggly Baby” – 18 views

Story Time with Miss Michelle – “After the Fall” – 15 views

Story Time with Miss Michelle – “Pete the Cat and His Four Groovy Buttons” – 12 views

Story Time with Miss Michelle – “Who Will Guide My Sleigh Tonight?” – 11 views

IPDPL Sidewalk Obstacle Course – 11 views

Miss Rita Reads “Snuggle Down Deep” – 9 views

Story Time with Miss Michelle – “Goodnight Goon” – 8 views

Story Time with Miss Michelle – “Bear Says Thanks” – 8 views

Story Time with Miss Michelle – “Room on the Broom” – 8 views

Story Time with Miss Michelle – “I Promise I'll Find You” – 7 views

Miss Rita Reads “Wow! Said the Owl” – 7 views

Story Time with Miss Michelle – “Haunted Party” – 6 views

Miss Rita Reads “The Missing Mitten Mystery” – 6 views

Miss Rita Reads “Click, Clack, Quack to School!” – 6 views

Miss Rita Reads “Turkey Goes to School” – 6 views

Miss Rita Reads “A Dog Named Doug” – 5 views

Miss Rita Reads “Who Took the Cookies?” – 5 views

Miss Rita Reads “Learning to Ski with Mr. Magee” – 5 views

Miss Rita Reads “Ten on the Sled” – 4 views

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 4 views

Miss Rita Reads “Little Blue Truck's Christmas” – 4 views

Miss Rita Reads “Gotta Go, Buffalo” – 4 views

Miss Rita Reads “Jingle Bells” – 3 views

Miss Rita Reads “The Crayons' Book of Colors” – 3 views

Miss Rita Reads “The Secret Birthday Message” – 3 views

Story Time with Miss Michelle – “Together We Can!” – 3 views

Miss Rita Reads “Oh, My! Oh, My! Oh, Dinosaurs!” and “How Do Dinosaurs Say Goodnight?” – 3 views

Miss Rita Reads “Mother Bruce” – 3 views

Story Time with Miss Michelle – “All the Colors of the Earth” – 3 views

Miss Rita Reads “Pete the Cat and the Missing Cupcakes” – 3 views

Miss Rita Reads “Monsters Love Colors” – 2 views

Miss Rita Reads “The Napping House” – 2 views

Virtual Visit with Adib Khorram – 2 views

Miss Rita Reads “Happy Birthday, Cupcake!” – 2 views

Miss Rita Reads “Officer Panda: Sky Detective” – 2 views

Miss Rita Reads “Mitzi Tulane, Preschool Detective in What's That Smell?” – 2 views

Miss Rita Reads “Gorilla Loves Vanilla” – 2 views

Miss Rita Reads “The Mitten” – 2 views

Happy Mother's Day from IPDPL – 2 views

Story Time with Miss Michelle – “There Was a Bold Lady Who Wanted a Star” – 2 views

Story Time with Miss Michelle – “The Ugly Pumpkin” – 2 views

Miss Rita Reads “One Mole Digging a Hole” and “What a Treasure” – 2 views

Story Time with Miss Michelle – “The Littlest Pumpkin” – 2 views

Miss Rita Reads “Bear Stays Up for Christmas” – 2 views

Miss Rita Reads “Green Eggs and Ham” – 1 view

Miss Rita Reads “Moose on the Loose” – 1 view

Miss Rita Reads “Bear's Loose Tooth” – 1 view

Miss Rita Reads “Walter's Wonderful Web” – 1 view

Miss Rita Reads “The Cow That Laid an Egg” – 1 view

Miss Rita Reads “How Much is That Doggie in the Window?” – 1 view

Miss Rita Reads “Rory the Dinosaur – Me and My Dad” – 1 view

Miss Rita Reads “Bear Says Thanks” – 1 view

Miss Rita & the Shaky Egg Song – 1 view

Miss Rita Reads “Dog's Colorful Day” – 1 view

You Call THIS Democracy? Live Event with Author Elizabeth Rusch – 1 view

Miss Rita Reads “How Do Dinosaurs Go to School?” – 1 view

IPDPL – Roanoke Renovation Video – 1 view

Miss Rita Reads “The Princess and Petri Dish” – 1 view

Miss Rita Reads “There Was an Old Pirate Who Swallowed a Fish” – 1 view

Miss Rita Reads “Everybunny Count!” – 1 view

Miss Rita Reads “The Night Before New Year's” – 1 view

Miss Rita Reads “Little Blue Truck's Valentine” – 1 view

Miss Rita Reads “One is a Feast for Mouse” – 1 view

Miss Rita Reads “10 Little Rubber Ducks – 1 view

Virtual Visit with Jenn Reese – 1 view

Miss Rita Reads “Elliot Digs For Treasure” – 1 view

Miss Rita Reads “A Color of His Own” – 1 view

Miss Rita Reads “Dig!” – 1 view

Story Time with Miss Michelle – “Sometimes I Like to Curl Up in a Ball” – 1 view

Miss Rita Reads “The Busy Little Squirrel – 1 view

Miss Rita Reads “Mouse Paint” – 1 view