

February 8, 2022

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, February 8, 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 of CDs
6. Discussion and Approval of Metamora branch project
7. Discussion of Lowpoint Washburn Annexation Referendum Resolution
8. Discussion and approval of Job Description
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, March 8, 2022 at 4pm at the Benson branch library, 420 E Front St, Benson, IL 61516.

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, January 11, 2022, at 4:00 PM

1. Meeting called to order at 4pm, all present except, J. Armstrong.
2. Minutes-Weddle motion, Booker second. None opposed.
3. Public Comment-none
4. Treasurer's Report-Ballard motion, Weddle second. None opposed
5. Metamora Branch Project-delaying until Director is replaced.
6. Discussion and Approval of Lowpoint Washburn Annexation Referendum Resolution-Zobrist motion, Coker second. None opposed.
7. Discussion and Approval of IPDPL Hotspot Policy, Ballard made a motion to renew policy, Booker second. None opposed.
8. Discussion and Approval of Confidentiality of Library Records, Weddle moved to accept, Coker second. None opposed.
9. Discussion and Approval of Director Job Search, Coker made a motion to make changes to job posting and open long enough to gain sufficient number of applicants, second Weddle. None opposed.
10. Director's Remarks, provided door counts and internet usage.
- 11.. Comments to guide future agendas
12. Adjournment, motion to adjourn Booker, second Ballard. All in favor of adjourning meeting at 4:47 pm

Illinois Prairie District Public Library

Balance Sheet

02/07/22

As of January 31, 2022

Cash Basis

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	160,221.82
10800 · Petty Cash Checking Account	1,000.00
11400 · Savings Account	7,389.52
	<hr/>
Total Checking/Savings	168,611.34
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	666,698.66
10700 · Special Reserve Fund	190,422.01
11000 · Working Cash Fund	1,560,223.18
11100 · Gift Fund	233,118.63
11200 · Building Maintenance Fund	136,162.55
11300 · Tort Liability Fund	734,579.12
11500 · Dedicated Gift Fund	6.96
	<hr/>
Total Other Current Assets	5,127,345.85
	<hr/>
Total Current Assets	5,295,957.19
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>8,953,352.57</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	-293.59
	<hr/>
Total Accounts Payable	-293.59
Other Current Liabilities	
21400 · AFLAC	465.42
	<hr/>
Total Other Current Liabilities	465.42
	<hr/>
Total Current Liabilities	171.83
	<hr/>
Total Liabilities	171.83

Illinois Prairie District Public Library

Balance Sheet

As of January 31, 2022

	<u>Jan 31, 22</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	878,005.86
Total Equity	<u>8,953,180.74</u>
TOTAL LIABILITIES & EQUITY	<u>8,953,352.57</u>

Illinois Prairie District Public Library

Profit & Loss

02/07/22

January 2022

Cash Basis

	<u>Jan 22</u>
Income	
32000 · State Corporate Replacement Tax	4,004.25
34000 · Fines and Fees	267.85
38500 · Interest Income - General	46.21
38900 · Interest Income - Tort/Liab	47.48
39000 · Interest Income - Spec Reserve	12.32
39191 · Interest Income - Bldg/Maint	8.90
39200 · Interest Income - Working Cash	100.84
39300 · Interest Income - Gift	15.02
39400 · Interest Income - Certificates	61.65
39700 · Rent Income	600.00
	<hr/>
Total Income	5,164.52
Expense	
40100 · Salaries	33,139.75
40500 · Hospital Insurance	10,362.17
40600 · Staff Education	989.85
41000 · Books - Adult	944.86
41100 · Books - Children	496.40
41300 · Periodicals	739.00
41500 · Audio - Visual	288.34
41600 · Video / DVD Tapes	314.06
41700 · Electronic Materials	884.35
42100 · Office Supplies	635.17
42400 · Mileage and Expenses	1,104.43
44800 · Programming / PR	525.63
45000 · Rent	173.65
45100 · Gas and Electric	3,461.72
45200 · Water and Sewer	274.01
45300 · Telephone	523.88
45600 · Internet	887.70
47000 · Building Equipment/Furniture	77.48
47200 · Computer Equipment	252.30
60400 · IMRF Employer	2,704.99
70300 · Social Security Employer	2,035.26
70400 · Medicare Employer	475.96
72300 · Insurance	49.00
72400 · Legal	1,358.72
72500 · Maintenance	9,031.21
72600 · Professional Fees	714.00
	<hr/>
Total Expense	72,443.89
Net Income	<u><u>-67,279.37</u></u>

Illinois Prairie District Public Library

Profit & Loss

02/07/22

July 2021 through June 2022

Cash Basis

	<u>Jul '21 - Jun 22</u>
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	13,911.21
33000 · Per Capita Grant	31,924.90
34000 · Fines and Fees	2,497.46
38000 · Donations	895.69
38500 · Interest Income - General	887.83
38900 · Interest Income - Tort/Liab	147.40
39000 · Interest Income - Spec Reserve	39.34
39191 · Interest Income - Bldg/Maint	27.15
39200 · Interest Income - Working Cash	313.54
39300 · Interest Income - Gift	46.51
39400 · Interest Income - Certificates	1,168.22
39500 · Miscellaneous Income	1,862.47
39700 · Rent Income	5,400.00
Total Income	<u>1,455,307.30</u>
Expense	
40100 · Salaries	242,746.23
40500 · Hospital Insurance	39,732.69
40600 · Staff Education	4,084.15
41000 · Books - Adult	15,812.03
41100 · Books - Children	13,019.39
41300 · Periodicals	1,914.35
41500 · Audio - Visual	2,625.33
41600 · Video / DVD Tapes	1,621.68
41700 · Electronic Materials	25,647.35
41800 · RSA Online	26,507.00
42000 · Online Computer Library Center	7,876.97
42100 · Office Supplies	8,884.13
42400 · Mileage and Expenses	9,074.12
44300 · Over Due Retrieval	89.50
44360 · Building - Metamora	3,950.00
44380 · Building - Spring Bay	2,887.98
44800 · Programming / PR	7,255.83
45000 · Rent	1,389.20
45100 · Gas and Electric	19,092.46
45200 · Water and Sewer	1,701.96
45300 · Telephone	4,294.25
45600 · Internet	6,678.03
47000 · Building Equipment/Furniture	2,502.59
47200 · Computer Equipment	8,661.73
48000 · Interest Expense	100.30
48900 · Miscellaneous Expenses	1,448.25
52200 · Audit	11,500.00
60400 · IMRF Employer	17,609.29
70300 · Social Security Employer	14,789.30
70400 · Medicare Employer	3,458.86
72300 · Insurance	21,603.92
72400 · Legal	4,912.31
72500 · Maintenance	54,640.63
72600 · Professional Fees	14,365.20
Total Expense	<u>602,477.01</u>
Net Income	<u><u>852,830.29</u></u>

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
January 2022

	Jan 22	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	4,004.25	833.00	3,171.25	480.7%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	267.85	1,226.00	-958.15	21.8%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38500 · Interest Income - General	46.21	167.00	-120.79	27.7%
38900 · Interest Income - Tort/Liab	47.48	83.00	-35.52	57.2%
39000 · Interest Income - Spec Reserve	12.32	42.00	-29.68	29.3%
39191 · Interest Income - Bldg/Maint	8.90	42.00	-33.10	21.2%
39200 · Interest Income - Working Cash	100.84	167.00	-66.16	60.4%
39300 · Interest Income - Gift	15.02	83.00	-67.98	18.1%
39400 · Interest Income - Certificates	61.65	584.00	-522.35	10.6%
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	5,164.52	129,608.00	-124,443.48	4.0%
Expense				
40100 · Salaries	33,139.75	36,204.17	-3,064.42	91.5%
40500 · Hospital Insurance	10,362.17	8,666.67	1,695.50	119.6%
40600 · Staff Education	989.85	1,250.00	-260.15	79.2%
41000 · Books - Adult	944.86	2,500.00	-1,555.14	37.8%
41100 · Books - Children	496.40	2,500.00	-2,003.60	19.9%
41300 · Periodicals	739.00	833.33	-94.33	88.7%
41500 · Audio - Visual	288.34	750.00	-461.66	38.4%
41600 · Video / DVD Tapes	314.06	750.00	-435.94	41.9%
41700 · Electronic Materials	884.35	2,500.00	-1,615.65	35.4%
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	635.17	1,583.33	-948.16	40.1%
42400 · Mileage and Expenses	1,104.43	916.67	187.76	120.5%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44800 · Programming / PR	525.63	2,083.33	-1,557.70	25.2%
45000 · Rent	173.65	166.67	6.98	104.2%
45100 · Gas and Electric	3,180.52	3,583.33	-402.81	88.8%
45200 · Water and Sewer	274.01	250.00	24.01	109.6%
45300 · Telephone	523.88	666.67	-142.79	78.6%
45600 · Internet	887.70	770.83	116.87	115.2%
47000 · Building Equipment/Furniture	77.48	1,666.67	-1,589.19	4.6%
47100 · Contingencies	0.00	1,250.00	-1,250.00	0.0%
47200 · Computer Equipment	252.30	833.33	-581.03	30.3%
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	2,704.99	5,000.00	-2,295.01	54.1%
70300 · Social Security Employer	2,035.26	2,500.00	-464.74	81.4%
70400 · Medicare Employer	475.96	2,500.00	-2,024.04	19.0%
72300 · Insurance	49.00	3,750.00	-3,701.00	1.3%
72400 · Legal	1,358.72	416.67	942.05	326.1%
72500 · Maintenance	9,031.21	9,000.00	31.21	100.3%
72600 · Professional Fees	714.00	1,291.67	-577.67	55.3%
Total Expense	72,162.69	101,191.67	-29,028.98	71.3%
Net Income	-66,998.17	28,416.33	-95,414.50	-235.8%

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

02/07/22

Accrual Basis

	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	13,911.21	10,000.00	3,911.21	139.1%
33000 · Per Capita Grant	31,924.90	18,000.00	13,924.90	177.4%
34000 · Fines and Fees	2,497.46	14,715.00	-12,217.54	17.0%
38000 · Donations	895.69	15,000.00	-14,104.31	6.0%
38500 · Interest Income - General	887.83	2,000.00	-1,112.17	44.4%
38900 · Interest Income - Tort/Liab	147.40	1,000.00	-852.60	14.7%
39000 · Interest Income - Spec Reserve	39.34	500.00	-460.66	7.9%
39191 · Interest Income - Bldg/Maint	27.15	500.00	-472.85	5.4%
39200 · Interest Income - Working Cash	313.54	2,000.00	-1,686.46	15.7%
39300 · Interest Income - Gift	46.51	1,000.00	-953.49	4.7%
39400 · Interest Income - Certificates	1,168.22	7,000.00	-5,831.78	16.7%
39500 · Miscellaneous Income	1,862.47	1,085.00	777.47	171.7%
39700 · Rent Income	5,400.00	13,000.00	-7,600.00	41.5%
Total Income	1,455,307.30	1,555,300.00	-99,992.70	93.6%
Expense				
40100 · Salaries	242,746.23	434,450.00	-191,703.77	55.9%
40500 · Hospital Insurance	39,732.69	104,000.00	-64,267.31	38.2%
40600 · Staff Education	3,917.75	15,000.00	-11,082.25	26.1%
41000 · Books - Adult	13,380.89	30,000.00	-16,619.11	44.6%
41100 · Books - Children	11,871.87	30,000.00	-18,128.13	39.6%
41300 · Periodicals	1,880.40	10,000.00	-8,119.60	18.8%
41500 · Audio - Visual	1,948.10	9,000.00	-7,051.90	21.6%
41600 · Video / DVD Tapes	1,621.68	9,000.00	-7,378.32	18.0%
41700 · Electronic Materials	24,614.11	30,000.00	-5,385.89	82.0%
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	8,144.77	19,000.00	-10,855.23	42.9%
42400 · Mileage and Expenses	9,074.12	11,000.00	-1,925.88	82.5%
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	3,950.00	0.00	3,950.00	100.0%
44380 · Building - Spring Bay	2,887.98	0.00	2,887.98	100.0%
44800 · Programming / PR	7,214.39	25,000.00	-17,785.61	28.9%
45000 · Rent	1,389.20	2,000.00	-610.80	69.5%
45100 · Gas and Electric	18,318.94	43,000.00	-24,681.06	42.6%
45200 · Water and Sewer	1,621.15	3,000.00	-1,378.85	54.0%
45300 · Telephone	3,764.24	8,000.00	-4,235.76	47.1%
45600 · Internet	6,678.03	9,250.00	-2,571.97	72.2%
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	8,093.85	10,000.00	-1,906.15	80.9%
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	17,609.29	60,000.00	-42,390.71	29.3%
70300 · Social Security Employer	14,789.30	30,000.00	-15,210.70	49.3%
70400 · Medicare Employer	3,458.86	30,000.00	-26,541.14	11.5%
72300 · Insurance	21,603.92	45,000.00	-23,396.08	48.0%
72400 · Legal	4,912.31	5,000.00	-87.69	98.2%
72500 · Maintenance	51,515.28	108,000.00	-56,484.72	47.7%
72600 · Professional Fees	14,365.20	15,500.00	-1,134.80	92.7%
Total Expense	590,098.60	1,214,300.00	-624,201.40	48.6%
Net Income	865,208.70	341,000.00	524,208.70	253.7%

Illinois Prairie District Public Library

02/07/22

Check Register

Accrual Basis

February 2022

	<u>Feb 22</u>
Aflac	400.55
AmazonBusiness	234.23
Ameren Illinois	3,136.84
Amigoni Construction	255.00
Baker & Taylor	675.73
Bestsellers Audio, LLC	513.72
Blue Cross Blue Shield of Illinois	4,074.62
Caterpillar Trail Public Water District	34.70
Chronicle Media, LLC	237.00
CLA Services Inc	621.00
ComEd	71.31
Commerce Bank - Commercial Cards	1,037.88
Dawn Smith	219.84
Dearborn National Life Insurance Company	198.75
Dewberry Architects, Inc.	1,700.00
Donna Forbis	135.54
Germantown Hills Chamber of Commerce	62.50
Getz Fire Equipment	690.00
Heartland Internet, Inc.	49.95
Homefield Energy	70.95
Hoopla	1,069.19
ID Label Inc.	214.50
Jacobs Brothers Commercial Cleaning LLC	1,860.00
Mediacom	600.23
Metamora Area Business Association	75.00
Michael Albert Studio	300.00
Michelle Lindee	280.80
MTCO	395.69
Nena Hardware Peoria	13.46
Nicor Gas	238.55
Orkin	244.32
PDC/Area Companies	61.59
Purity Plus Water Systems	101.90
Rainbow Book Company	120.26
Rebecca Deitrick	52.65
Rita Adams	514.16
RK Dixon	3,659.61
Roanoke Water-Sewer Department	43.10
School Life	196.65
Staples	201.65
TIAA Commercial Finance, Inc.	245.73
Village of Germantown Hills	43.10
Village of Metamora	46.97
Village of Washburn	173.65
VoiceSpring	518.81
TOTAL	<u>25,691.68</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 01-01-2022	\$ 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
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (34,225.07)										
First Payroll	\$ (14,324.78)										
Payroll Taxes	\$ (4,864.55)										
Fines & Fees (Met)	\$ 67.95										
Fines & Fees	\$ 199.90										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 600.00										
January - June eCommerce											
Second Payroll	\$ (11,240.24)										
Payroll Taxes	\$ (3,683.00)										
IMRF	\$ (3,636.03)										
Interest - CEFCU (200)	\$ 24.66										
Interest - CEFCU (201)	\$ 36.99										
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (5,949.01)		\$ 5,949.01							
Transfer to/from Tort/Liab											
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash	\$ (749.35)										
State Corp Replacement Tax					\$ 4,004.25						
Rebates/Refunds											
Interest	\$ 1.09	\$ 8.90		\$ 45.12	\$ 15.02		\$ 12.32	\$ 47.48	\$ 100.84		
Balance 12-31-2022	\$ 160,221.82	\$ 136,162.55	\$ 6.96	\$ 666,698.66	\$ 233,118.63	\$ 66.76	\$ 190,422.01	\$ 734,579.12	\$ 1,560,223.18	\$ 7,389.52	\$ 1,605,900.19

NOTICE OF ORDINANCE NO. 21-4

NOTICE OF 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 and without local tax supported public library service; and

WHEREAS, it is in the best interests of the owners of the territory to be annexed 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.

THEREFORE, the Board of Trustees of the Illinois Prairie District Public Library, presently in the County of Woodford and State of Illinois, adopted its Ordinance No. 21-4 calling for the submission to the voters at the general primary election of June 28, 2022 the following referendum proposition:

"Shall the unserved territory in Marshall County within the Present boundaries of the Lowpoint-Washburn Community Unit School District No. 21, in Marshall County be annexed to the Illinois Prairie District Public Library, Woodford County, Illinois."

And pursuant to 75 ILCS 16/15-15, the Library District has the power to annex unto it such territory as is included in a school district which itself is included partially within a public library district and which is without local tax supported public library service.

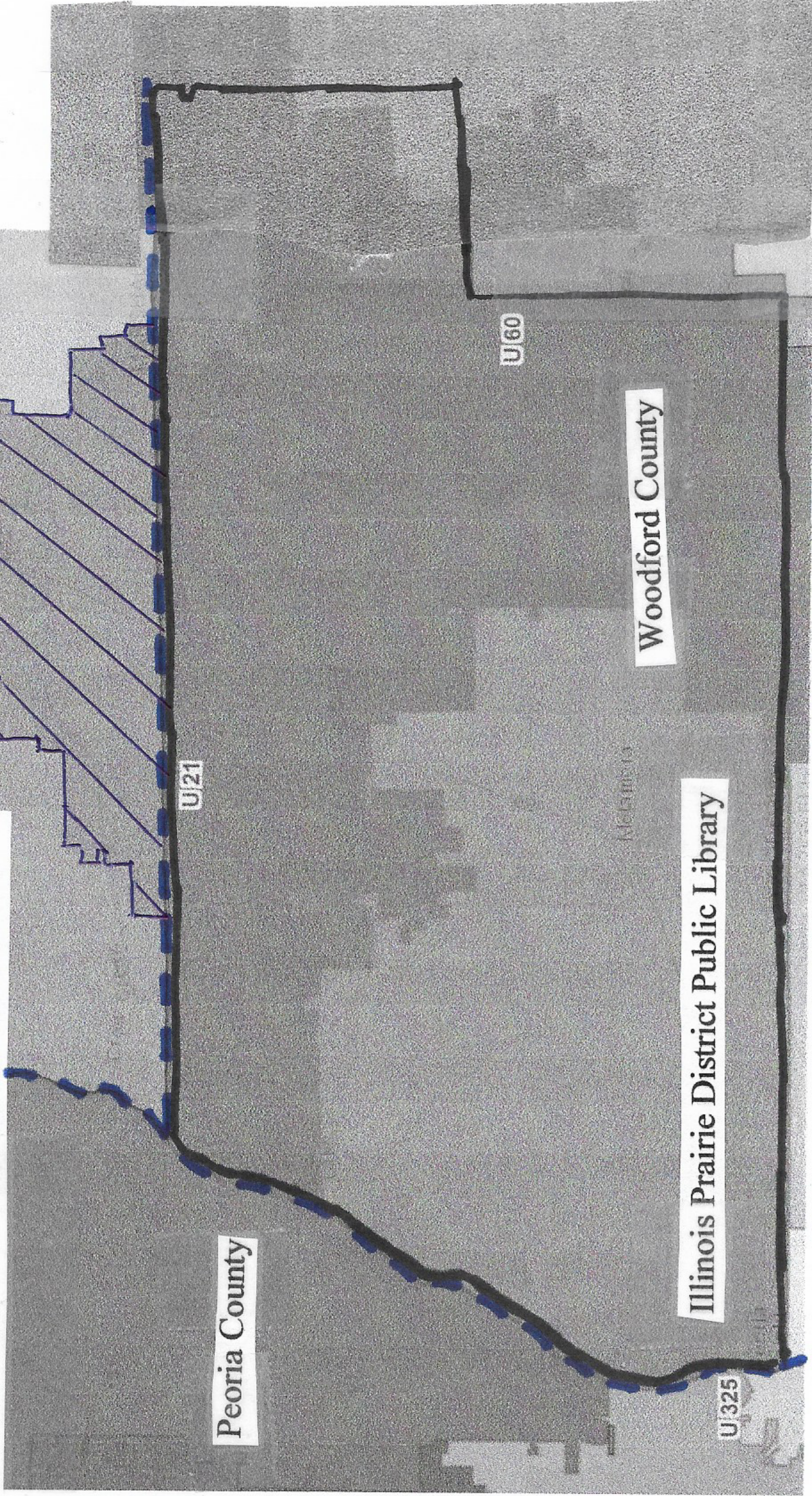
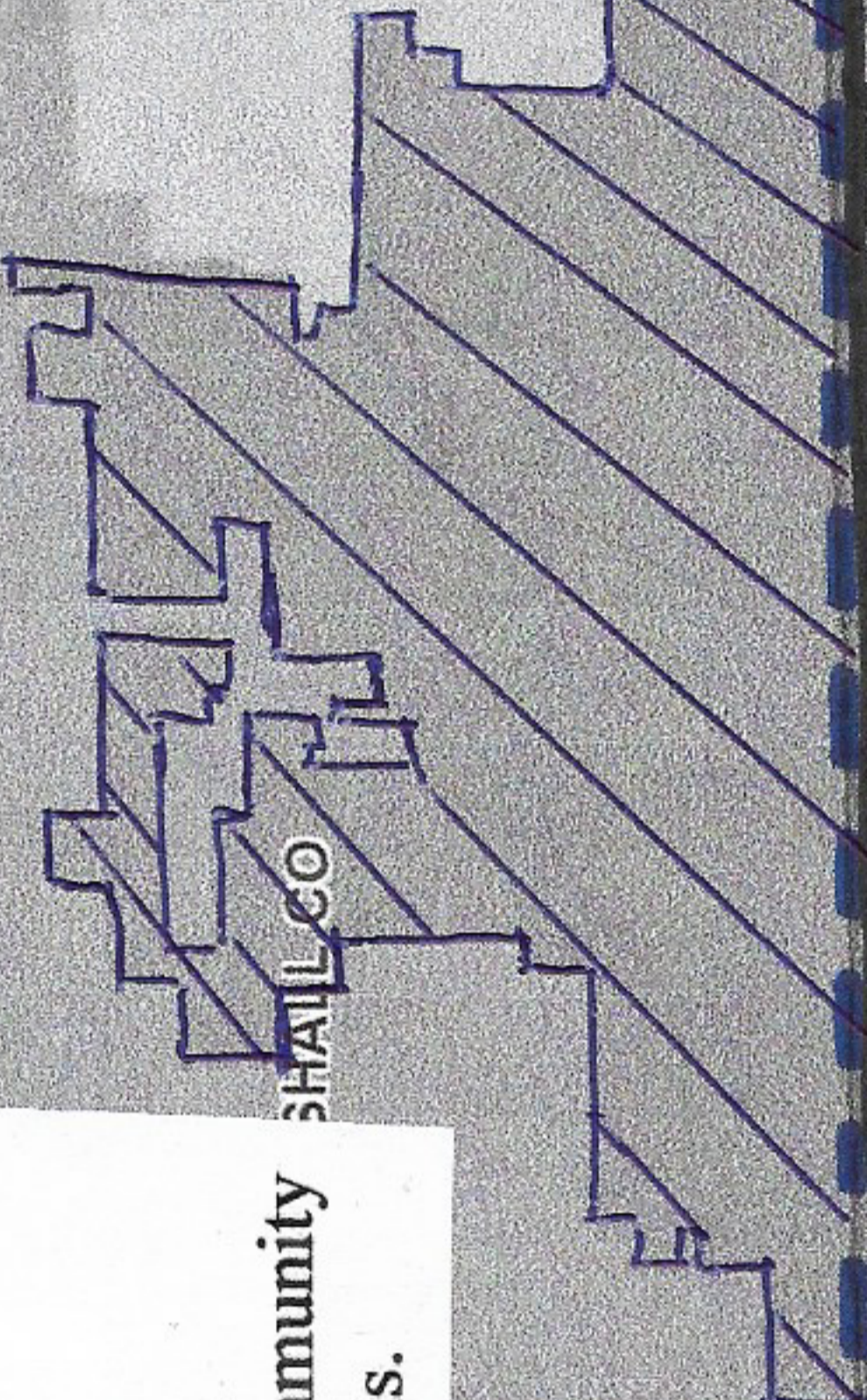
This ordinance takes effect and is in full force and effect from and after its passage and approval according to the law, and after the required filings in the offices of the County Clerks of Woodford and Marshall Counties, Illinois, as provided by law and the required notice publication in a newspaper published in the District and the territory being annexed and sending of notice to the President of the Board of Trustees of each public library with territory within one mile of the territory to be annexed.

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

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

Technical Services Circulation Assistant

Supervisor

Director/Assistant

Director

Classification

Non-Exempt, Regular Part-Time, Salary Grade 3

General Statement of Responsibilities

The purpose of this position is to facilitate the work flows of the technical services area of the library via materials processing, cataloging, sorting, mending, and performance of basic interlibrary loan functions. Additionally, the position will assist patrons with information, directions, and circulation services.

Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills, including general computer skills. Must also be able to lift 30 lbs. An LTA is preferred but not required.

Responsibilities

- Receives oral or written instructions from library assistant or library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Performs lead work in specific function, including patron records, billing and charges, or circulation statistics.
- Greets visitors to library.
- Cataloging
- Assists with sorting delivery
- Selection of DVDs and other collection development duties.
- Assist with Interlibrary loan functions.
- Assists library patrons in use of materials.
- Responds to requests for information and assistance or refers inquiries to library assistant or library director.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Sorts and shelves books and periodicals.
- Assists persons in applying for library membership.
- Processes membership applications.
- Enters and retrieves member and circulation information by computer terminal in a computerized circulation system.
- Prepares materials to promote use of library.
- Monitors areas to assure adequate reading environment.
- Receives and responds to general information requests by telephone or in writing.
- Reserves books and materials.
- Prepares books and materials, and repairs minor damage to books, materials and equipment.
- Performs special duties as assigned, including programming, basic reference, serials maintenance, etc.
- Performs related tasks as assigned.

Director's Remarks

Our contract with RKDixon/Xerox is up for renewal in March. The statement may be late because they are working on switching everything over to the Xerox. We will also get new backup solutions equipment Xerox uses in other markets at no charge to IPDPL. It is suggested we purchase a backup switch.

The annual certification is complete.

The branch fire extinguishers have had their yearly inspection.

Roanoke has started the two-year weeding process.

To continue with our outreach goals, I have been working with Donna to have a presence at community events such as Old Settler's Days and Germantown Hills Spring Fling.

Donna has applied for a grant for Summer Reading from Dollar General.

I have completed ALA's "Director Crash Course" instructional program and RSA Basic Cataloging Class. There is another RSA Cataloging Class Feb. 22-24.

Annual culmulative Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	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	52	1202	1172	352	171	101	2	783	3835
February									0
March									0
April									0
May									0
June									0
Total	426	8554	8583	2341	1084	697	88	4987	26760

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	8	1389	1935	463	74	94	2	3965
February								0
March								0
April								0
May								0
June								0
Total	180	10867	14704	3683	356	751	88	30629

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	2	54	100	22	10	6
February						
March						
April						
May						
June						
Total	9	491	769	142	16	44

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	10	195	51	17	6	9
February						
March						
April						
May						
June						
Total	78	1259	296	132	58	80

January 2021 (FY 21-22) Door Counts

Benson – 92 (788)

Spring Bay – 434 (2,952)

Washburn – 207 (2,412)

Roanoke – 360 (3,066)

Metamora – 1,165 (9,078)

Germantown Hills – 1,987 (15,768)

WiFi Usage

January - 218 (2,637)

Monthly Programming

January 2021

Special Programs

Joel Shoemaker Farewell Reception: January 11. The Board hosted a farewell reception for outgoing Library Director, Joel Shoemaker, following the monthly board meeting. There were 12 people in attendance during the evening.

Girl Scout Discovery Events: January 18 (Roanoke), January 29 (Germantown Hills). Girl Scouts of Central Illinois hosted two open house events to invite prospective Girl Scouts to find out more information about joining a troop. The event in Roanoke was held on a Thursday evening and had 4 people attend. The Germantown Hills event was held on a Saturday afternoon. 24 people attended that event.

Joel Shoemaker Book Signings: January 22. Joel Shoemaker held two signings for his book, *bacon grief*, one in Metamora and one in Germantown Hills. IPDPL purchased 20 copies of his book to be given away, 10 at each branch. 15 people attended the Metamora event, and 14 people attended the Germantown Hills event.

An Evening with Silvia Moreno-Garcia: January 26. This was the inaugural event for the newly formed consortium, Illinois Libraries Present. ILP hosts monthly Zoom discussions with nationally published authors that a single library may not be able to afford on their own. For this event, IPDPL had 2 people register and 1 attend. The next ILP event is on February 16 with romance author Jasmine Guillory.

Beanstack

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. As of January 31, we had 51 readers registered for Cabin Fever, and 35 readers had made at least 1 log entry. Readers earned 49 logging badges (4 books = 1 logging badge) during January, with a total of 254 books read.

New Horizons 2022 is a year-long timed reading challenge, with a total goal of 10,000 minutes (roughly 167 hours). As of January 31, there were 34 enrolled readers, 17 of whom had made at least 1 reading log entry.

For February, the monthly reading challenge is *For the Love of Reading*. Readers must complete the 10-hour reading goal and earn 3 of the available 5 activity badges to complete the program. As of January 31, there were 13 readers pre-registered for this challenge.

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

Baby Bookworms: Baby Bookworms meets three times per week at Roanoke, Germantown Hills, and Metamora. Totals for January: R = 0, GH = 38, M = 21. Due to low attendance numbers, the Roanoke sessions are being discontinued as of February 1.

Story Time: Story Time meets 6 times per week, once at each branch. Totals for January: B = 9, GH = 42, M = 39, R = 27, SB = 19, W = 15.

Library Spaces Usage

We introduced our new Calendar of Events website on January 3rd. The new calendar has gotten a warm reception from our patrons, who are actively engaging with the system to reserve and use our library spaces. In Germantown Hills, the Meeting Room was reserved once for a private group, Study Room A was reserved 17 times, and Study Room B was reserved 13 times. In Roanoke, the Meeting Room was reserved 4 times.

Recurring Programs

Book Buzz Book Club: The book for January was *The Personal Librarian* by Marie Benedict and Victoria Christopher Murray. 6 people attended the in-person meeting.

Book Match: We had 1 Book Match request in January.

Movies on Monday: January 10. We had 1 person attend the January movie, *A Beautiful Day in the Neighborhood*. The interest survey for this program was completed on January 31. 48.4% of respondents said they had not previously heard about this programming, and 90.3% said they have never attended a screening. Based on further responses, future movies will be more family-friendly fare, with titles that appeal to a wide range of ages, and movies will be more recent productions rather than "classic" films. For February, the screening time has been moved to 4:00 pm, to allow for family attendance, and the film being screened is *Mary Poppins Returns*. A copy of the survey results is attached at the end of this report.

Dial-A-Story: There were 25 calls made to the Dial-A-Story line in January.

Email Newsletter: 15,764 Wowbrary email newsletters were sent to 3,964 active users in January.

Jigsaw Puzzles: Benson, Germantown Hills, and Spring Bay regularly have jigsaw puzzles available for patrons to work on. In January, Spring Bay did not put out a puzzle. Benson had 32 patrons work on their puzzle. Germantown Hills did not have any patrons work on their puzzle.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 21 knitters attend in January. Weekly breakdown: 1/5 = 3, 1/12 = 5, 1/19 = 6, 1/26 = 7.

Patron Tech Support: There were 4 Tech Support requests in January.

Spring Bay Bookies: January 3. Spring Bay Bookies read *The Loop*, by Nicholas Evans. There were 7 people in attendance.

Take and Make: The January Take & Make project was Popsicle Stick Snowmen. A total of 170 kits were distributed. Per branch: B = 8; GH = 50; M = 55; R = 46; SB = 11; W = 20.

YouTube Videos: We had 1,665 total views on our YouTube channel from 1,252 unique viewers in January, for a total of 31.3 hours watched. We added 2 new channel subscribers. Video views for the month are as follows:

Story Time with Miss Michelle – “Pete the Cat and His Four Groovy Buttons” – 921 views

Story Time with Miss Michelle – “The Snowy Day” – 63 views

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

Miss Rita Reads “Martha Doesn’t Say Sorry!” – 50 views

Story Time with Miss Michelle – “The Catawampus Cat” – 49 views

Story Time with Miss Michelle – “Who Will Guide My Sleigh Tonight?” – 37 views

Miss Rita Reads “The Mitten” – 35 views

Story Time with Miss Michelle – “Squirrel’s New Year’s Resolution” – 33 views

Story Time with Miss Michelle – “Some Snow Is . . .” – 26 views

Miss Rita Reads “Snuggle Down Deep” – 24 views

Miss Rita Reads “Welcome Home, Bear” – 23 views

Story Time with Miss Michelle – “I Promise I’ll Find You” – 21 views

Miss Rita Reads “Mitzi Tulane, Preschool Detective in What’s That Smell?” – 20 views

Story Time with Miss Michelle – “Room on the Broom” – 20 views

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 19 views

Miss Rita Reads “What Am I?” – 15 views

Story Time with Miss Michelle – “There Was a Bold Lady Who Wanted a Star” – 15 views

Story Time with Miss Michelle – “Bear Says Thanks” – 15 views

Miss Rita Reads “Learning to Ski with Mr. Magee” – 15 views

IPDPL Library Calendar Staff Training – 13 views

Virtual Visit with Christina Uss – 11 views

Story Time with Miss Michelle – “Together We Can!” – 11 views

Story Time with Miss Michelle – “Snowmen at Christmas” – 11 views

IPDPL Sidewalk Obstacle Course – 11 views

Miss Rita Reads “A Dog Named Doug” – 10 views

Miss Rita Reads “How Much is That Doggie in the Window?” – 8 views

Miss Rita Reads “The Princess and Petri Dish” – 8 views

Miss Rita Reads “The Secret Birthday Message” – 7 views

Virtual Visit with Adib Khorram – 6 views

Miss Rita Reads “Officer Panda: Sky Detective” – 6 views

Story Time with Miss Michelle – “The Littlest Pumpkin” – 6 views

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

Story Time with Miss Michelle – “Haunted Party” – 5 views

Miss Rita Reads “Gotta Go, Buffalo” – 5 views

Miss Rita Reads “Pete the Cat and the Missing Cupcakes” – 5 views

Miss Rita Reads “Green Eggs and Ham” – 4 views

Miss Rita Reads “Gorilla Loves Vanilla” – 4 views

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

Miss Rita Reads “Is Your Mama a Llama?” – 3 views

Miss Rita Reads “Ten on the Sled” – 3 views

Miss Rita Reads “Who Took the Cookies?” – 3 views

Miss Rita Reads “The Missing Mitten Mystery” – 3 views

Story Time with Miss Michelle – “Goodnight Goon” – 3 views

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

Miss Rita Reads “Everybunny Count!” – 3 views

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

Miss Rita Reads “10 Hungry Rabbits” – 2 views

Miss Rita Reads “Franklin's Valentines” – 2 views

Miss Rita Reads “Duck and Goose Go to the Beach” – 2 views

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

Miss Rita Reads “Dinosaur Roar” and “Ten Terrible Dinosaurs” – 2 views

Miss Rita Reads “Ada Twist, Scientist” – 2 views

Miss Rita Reads “Pete the Cat and the Perfect Pizza Party” – 2 views

Welcome to the Library – 2 views

Story Time with Miss Michelle – “The Wiggly, Wiggly Baby” – 2 views

Miss Rita Reads “Bear Snores On” – 2 views

Story Time with Miss Michelle – “Sometimes I Like to Curl Up in a Ball” – 2 views

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

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

Miss Rita Reads “The Napping House” – 1 view

Story Time with Miss Michelle – “After the Fall” – 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 “Bear Sees Colors” – 1 view

Miss Rita Reads “Have You Seen My Dinosaur?” – 1 view

Miss Rita Reads “Click, Clack, Quack to School!” – 1 view

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

Black Men in White Coats Panel Discussion – 1 view

Miss Rita Reads “10 Little Rubber Ducks – 1 view

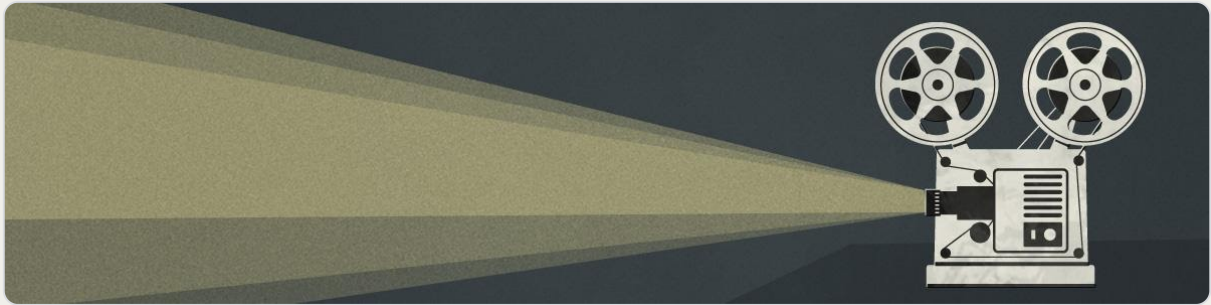
Virtual Visit with Jenn Reese – 1 view

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

Virtual Visit with Kate Klise – 1 view

Miss Rita Reads “Franklin Plants a Tree” – 1 view

Sshhh! It's a Secret – A Secret Code Word! – 1 view



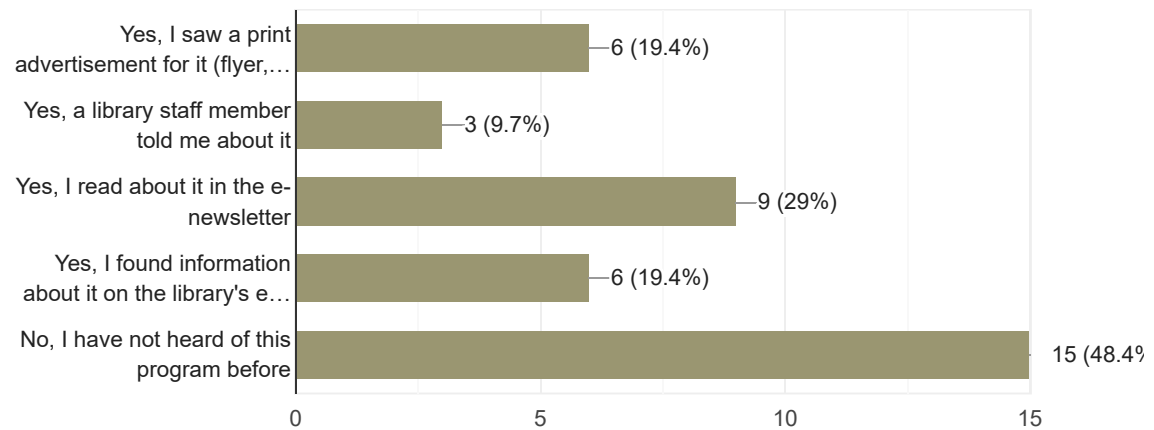
Classic Movie Monday Survey

31 responses

[Publish analytics](#)

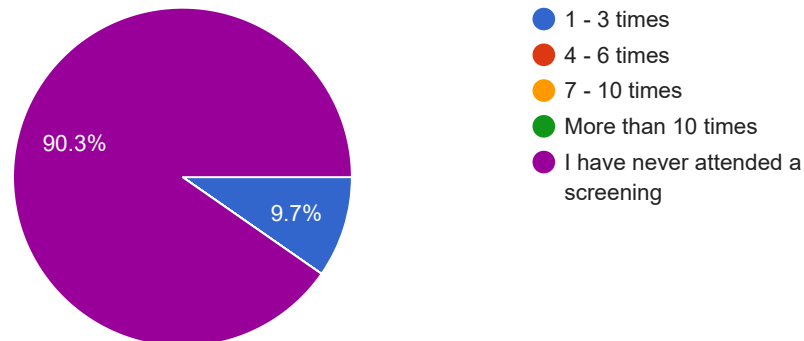
Have you heard about Classic Movie Monday in the past?

31 responses



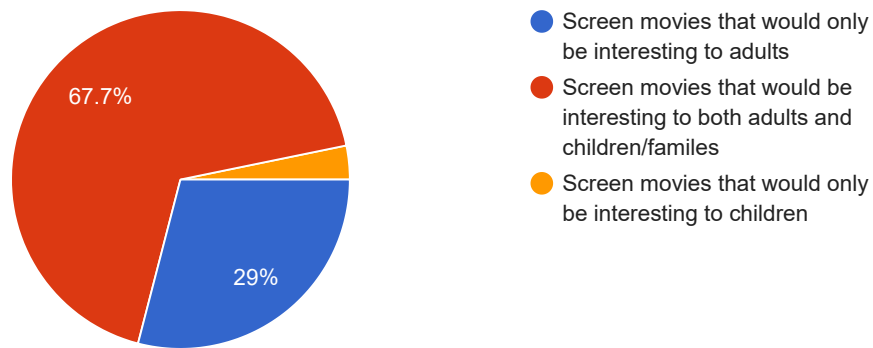
How many times have you attended a Classic Movie Monday screening?

31 responses



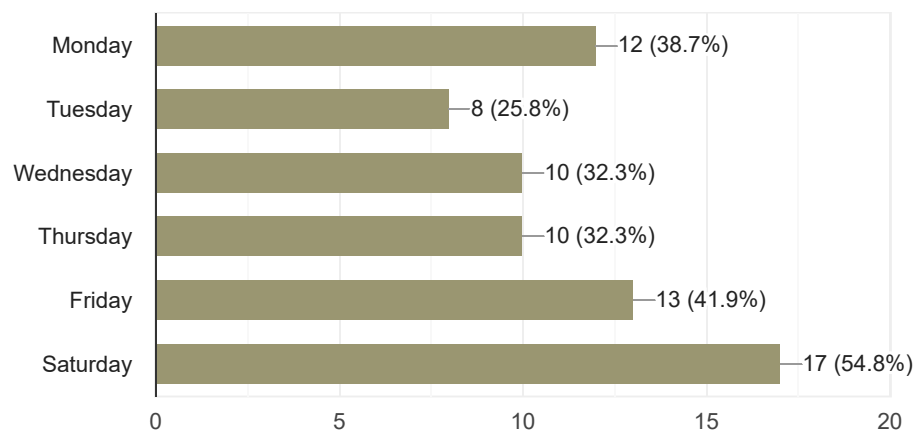
In the past, most movies have been chosen to appeal to an adult audience, and screening times have been scheduled during the traditional school day hours. Should the movie selections continue to be more adult-focused, or should children's movies (animated, Disney, etc.) be options?

31 responses



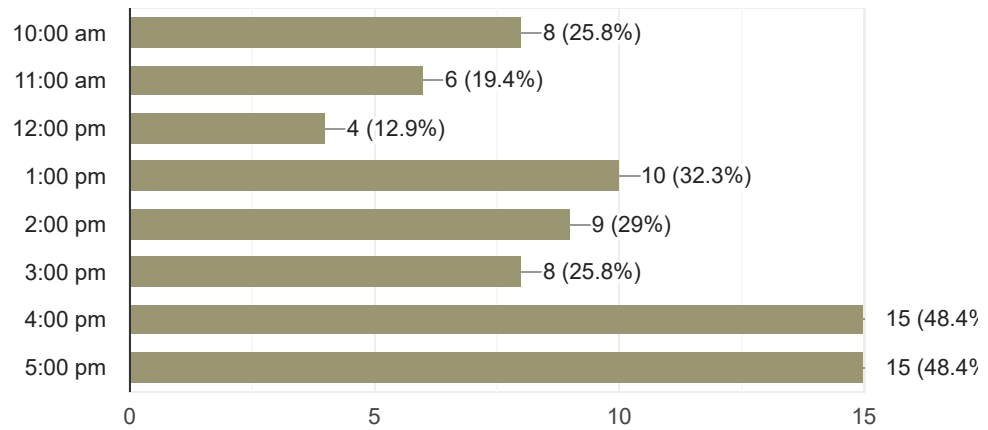
When do you think would be the best day of the week for a monthly moving screening?

31 responses



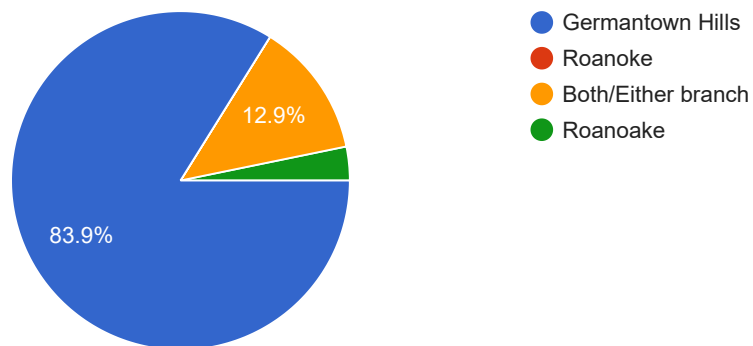
When do you think would be the best time of the day for a monthly movie screening?

31 responses



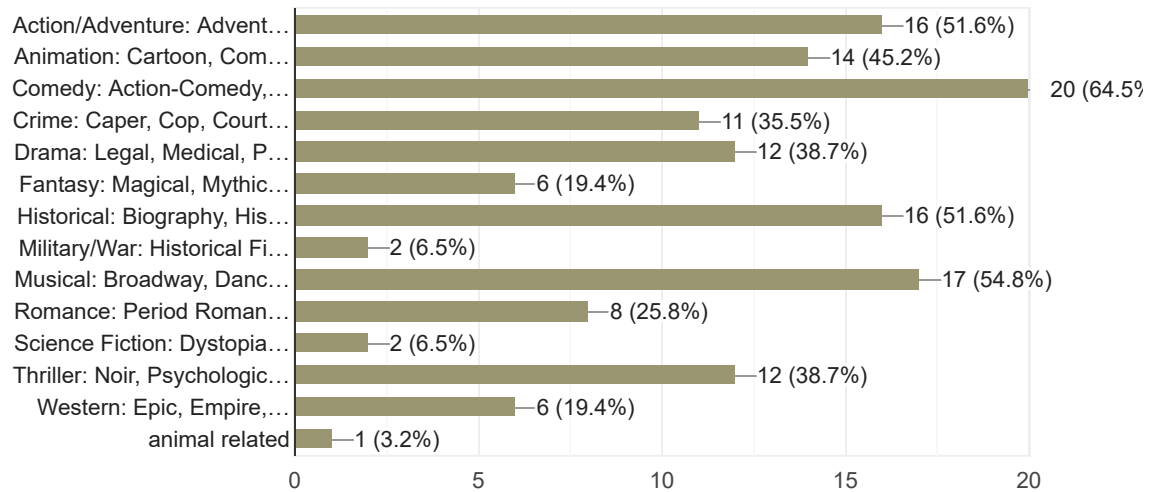
Where would you be most likely to attend a movie screening?

31 responses



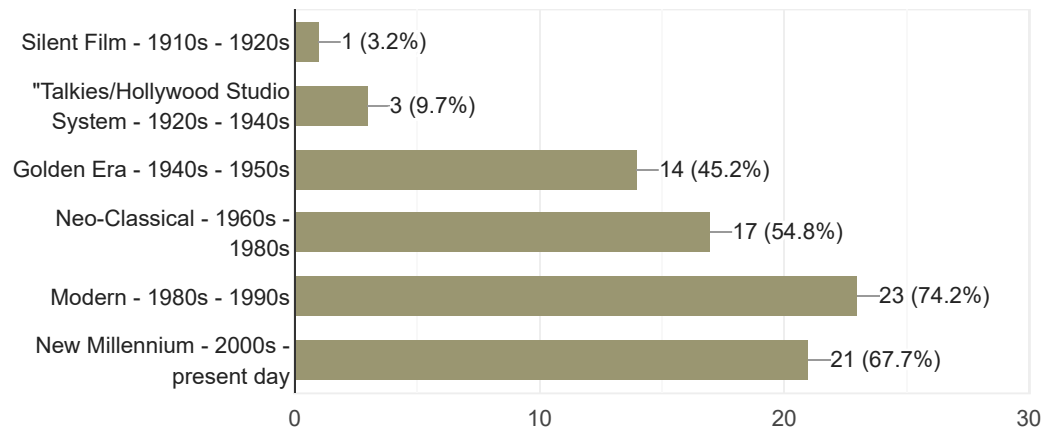
What film genres would you be most interested in seeing?

31 responses



What film eras would you like to see?

31 responses



Do you have any other suggestions or comments?

6 responses

January calendar not yet available online for movie/book club/etc. info for planning

Santa's Slay for Holiday time

No

This is something we likely wouldn't participate in.

Great program!

A lot of movies can be available to kids and adults on Netflix, so it can be easier to watch from home. Maybe making it a special event with popcorn and drinks would be a draw?

The Washington library has events our pre-teen enjoys: Lego club, anime movie with ramen, late evening events with pizza and a movie, escape room, cooking classes, etc

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)

Google Forms

