

# April 12, 2022

## Board Packet



**ILLINOIS PRAIRIE**  
DISTRICT PUBLIC LIBRARY  
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
Tuesday, April 12, 2022, at 4:00 pm  
**Illinois Prairie District Public Library**  
**Germantown Hills Branch Library**  
**509 Woodland Knolls Road**  
**Germantown Hills IL 61548**

1. Call to order and roll call
2. Minutes of the last special 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 Director Contract
7. Discussion and Approval of Library Technician Job Description
8. Discussion of Windbreak at the Germantown Branch
9. Discussion and Approval of Smoke Free Policy
10. Director's Remarks
11. Comments to guide future agendas
12. Adjournment

The next regular meeting will be Tuesday, May 10, at 4pm at the Washburn Branch Library, 102 Magnolia Street, Washburn, IL, 61570.

Illinois Prairie District Public Library

Board of Trustees Special Board Meeting

Monday March 28, 2022 at 9:30 am

1. Call to order and roll call, J. Weddle, J Zobrist, A. Hicks, M. Coker, T. Ballard, and H. Booker, absent, J. Armstrong
2. Minutes of the last meeting presented and motion to accept by J. Weddle and second by T. Ballard. All in favor. None opposed.
3. Public Comments, none
4. Discussion and Approval of Job Description, Motion to create Children's Librarian by J. Weddle and second by M. Coker. All in favor. None opposed.
5. Comments to guide future agendas, discuss landscaping to help with wind break at Germantown Branch.
6. M. Coker made a motion to enter Closed Session for the purposing of interviewing applicants, second motion by T. Ballard. All in favor. None opposed
7. J. Weddle made a motion to exit executive session. J. Zobrist second the motion. All in favor None opposed.
8. H. Booker made a motion to hire Dawn Smith as the new director IPDPL. Motion second by M. Coker. All in favor. None opposed.
9. Motion to adjourn by J. Weddle. Motion second by J. Zobrist. All in favor. None opposed.

**Illinois Prairie District Public Library**  
**Balance Sheet**  
 As of March 31, 2022

	<u>Mar 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Checking Account	142,084.79
10800 · Petty Cash Checking Account	910.00
11400 · Savings Account	<u>7,389.52</u>
<b>Total Checking/Savings</b>	150,384.31
<b>Other Current Assets</b>	
10100 · Cash on Hand	167.79
10400 · Per Capita Fund	66.76
10500 · Certificates	1,605,900.19
10600 · General Operating Fund	586,098.51
10700 · Special Reserve Fund	190,483.53
11000 · Working Cash Fund	1,560,727.22
11100 · Gift Fund	238,439.13
11200 · Building Maintenance Fund	118,598.47
11300 · Tort Liability Fund	733,220.24
11500 · Dedicated Gift Fund	<u>6.96</u>
<b>Total Other Current Assets</b>	<u>5,033,708.80</u>
<b>Total Current Assets</b>	5,184,093.11
<b>Fixed Assets</b>	
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	<u>-308,135.08</u>
<b>Total Fixed Assets</b>	<u>3,657,395.38</u>
<b>TOTAL ASSETS</b>	<u><u><b>8,841,488.49</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20100 · Accounts Payable	<u>1,200.00</u>
<b>Total Accounts Payable</b>	1,200.00
<b>Other Current Liabilities</b>	
21400 · AFLAC	<u>290.16</u>
<b>Total Other Current Liabilities</b>	<u>290.16</u>
<b>Total Current Liabilities</b>	<u>1,490.16</u>
<b>Total Liabilities</b>	1,490.16

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04/11/22

Cash Basis

# Illinois Prairie District Public Library

## Balance Sheet

As of March 31, 2022

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	<u>Mar 31, 22</u>
<b>Equity</b>	
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	764,823.45
<b>Total Equity</b>	<u>8,839,998.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>8,841,488.49</b></u>

## Illinois Prairie District Public Library

04/11/22

## Profit &amp; Loss

Cash Basis

March 2022

	<u>Mar 22</u>
<b>Income</b>	
32000 · State Corporate Replacement Tax	5,244.10
34000 · Fines and Fees	459.45
38500 · Interest Income - General	141.31
38900 · Interest Income - Tort/Liab	171.36
39000 · Interest Income - Spec Reserve	44.51
39191 · Interest Income - Bldg/Maint	27.99
39200 · Interest Income - Working Cash	364.75
39300 · Interest Income - Gift	55.58
39400 · Interest Income - Certificates	63.70
39500 · Miscellaneous Income	107.78
39700 · Rent Income	600.00
<b>Total Income</b>	<u>7,280.53</u>
<b>Expense</b>	
40100 · Salaries	24,805.42
40500 · Hospital Insurance	3,040.41
40600 · Staff Education	85.00
41000 · Books - Adult	1,668.73
41100 · Books - Children	3,167.29
41500 · Audio - Visual	595.29
41600 · Video / DVD Tapes	289.14
41700 · Electronic Materials	916.53
42100 · Office Supplies	499.16
42400 · Mileage and Expenses	719.55
44360 · Building - Metamora	1,120.00
44800 · Programming / PR	1,483.02
45000 · Rent	173.65
45100 · Gas and Electric	3,332.83
45200 · Water and Sewer	171.34
45300 · Telephone	518.81
45600 · Internet	660.49
47000 · Building Equipment/Furniture	245.73
47200 · Computer Equipment	1,698.81
60400 · IMRF Employer	1,918.12
70300 · Social Security Employer	1,525.51
70400 · Medicare Employer	356.74
72400 · Legal	60.00
72500 · Maintenance	8,096.50
72600 · Professional Fees	716.00
<b>Total Expense</b>	<u>57,864.07</u>
<b>Net Income</b>	<u><u>-50,583.54</u></u>

## Illinois Prairie District Public Library

## Profit &amp; Loss

04/11/22

July 2021 through June 2022

Cash Basis

	<u>Jul '21 - Jun 22</u>
<b>Income</b>	
31000 · Property Tax - General	1,565,470.73
31100 · Property Tax - Audit	50,608.77
31200 · Property Tax - IMRF	115,377.10
31300 · Property Tax - Social Security	115,377.10
31400 · Property Tax - Tort/Liability	267,220.64
31500 · Property Tax - Bldg/Maintenance	208,729.79
31600 · Property Tax - Working Cash	521,823.12
32000 · State Corporate Replacement Tax	19,155.31
33000 · Per Capita Grant	31,924.90
34000 · Fines and Fees	3,301.42
38000 · Donations	1,379.59
38500 · Interest Income - General	1,091.86
38900 · Interest Income - Tort/Liab	384.24
39000 · Interest Income - Spec Reserve	100.86
39191 · Interest Income - Bldg/Maint	66.70
39200 · Interest Income - Working Cash	817.58
39300 · Interest Income - Gift	122.91
39400 · Interest Income - Certificates	1,289.46
39500 · Miscellaneous Income	1,970.25
39700 · Rent Income	6,600.00
<b>Total Income</b>	<u>2,912,812.33</u>
<b>Expense</b>	
40100 · Salaries	316,357.31
40500 · Hospital Insurance	43,772.21
40600 · Staff Education	4,184.15
41000 · Books - Adult	19,787.23
41100 · Books - Children	16,874.54
41300 · Periodicals	1,914.35
41500 · Audio - Visual	3,640.02
41600 · Video / DVD Tapes	2,712.21
41700 · Electronic Materials	32,492.59
41800 · RSA Online	26,507.00
42000 · Online Computer Library Center	7,876.97
42100 · Office Supplies	10,587.68
42400 · Mileage and Expenses	10,896.63
44300 · Over Due Retrieval	89.50
44360 · Building - Metamora	5,070.00
44380 · Building - Spring Bay	2,887.98
44800 · Programming / PR	10,906.82
45000 · Rent	1,736.50
45100 · Gas and Electric	26,233.63
45200 · Water and Sewer	2,144.70
45300 · Telephone	5,331.87
45600 · Internet	8,183.38
47000 · Building Equipment/Furniture	2,748.32
47200 · Computer Equipment	9,659.35
48000 · Interest Expense	100.30
48900 · Miscellaneous Expenses	1,448.25
52200 · Audit	11,500.00
60400 · IMRF Employer	21,020.08
70300 · Social Security Employer	19,315.13
70400 · Medicare Employer	4,517.25
72300 · Insurance	21,603.92
72400 · Legal	5,312.31
72500 · Maintenance	68,827.82
72600 · Professional Fees	15,982.70
<b>Total Expense</b>	<u>742,222.70</u>
<b>Net Income</b>	<u><u>2,170,589.63</u></u>

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

March 2022

	Mar 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
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	5,244.10	834.00	4,410.10	628.8%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	459.45	1,226.00	-766.55	37.5%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38500 · Interest Income - General	141.31	167.00	-25.69	84.6%
38900 · Interest Income - Tort/Liab	171.36	83.00	88.36	206.5%
39000 · Interest Income - Spec Reserve	44.51	42.00	2.51	106.0%
39191 · Interest Income - Bldg/Maint	27.99	42.00	-14.01	66.6%
39200 · Interest Income - Working Cash	364.75	167.00	197.75	218.4%
39300 · Interest Income - Gift	55.58	83.00	-27.42	67.0%
39400 · Interest Income - Certificates	63.70	584.00	-520.30	10.9%
39500 · Miscellaneous Income	107.78	90.00	17.78	119.8%
39700 · Rent Income	600.00	1,084.00	-484.00	55.4%
<b>Total Income</b>	<b>7,280.53</b>	<b>129,610.00</b>	<b>-122,329.47</b>	<b>5.6%</b>
<b>Expense</b>				
40100 · Salaries	24,805.42	36,204.17	-11,398.75	68.5%
40500 · Hospital Insurance	3,040.41	8,666.67	-5,626.26	35.1%
40600 · Staff Education	85.00	1,250.00	-1,165.00	6.8%
41000 · Books - Adult	1,668.73	2,500.00	-831.27	66.7%
41100 · Books - Children	3,167.29	2,500.00	667.29	126.7%
41300 · Periodicals	0.00	833.33	-833.33	0.0%
41500 · Audio - Visual	595.29	750.00	-154.71	79.4%
41600 · Video / DVD Tapes	289.14	750.00	-460.86	38.6%
41700 · Electronic Materials	916.53	2,500.00	-1,583.47	36.7%
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	499.16	1,583.33	-1,084.17	31.5%
42400 · Mileage and Expenses	719.55	916.66	-197.11	78.5%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44300 · Over Due Retrieval	0.00	0.00	0.00	0.0%
44360 · Building - Metamora	1,120.00	0.00	1,120.00	100.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	1,483.02	2,083.34	-600.32	71.2%
45000 · Rent	173.65	166.66	6.99	104.2%
45100 · Gas and Electric	3,332.83	3,583.33	-250.50	93.0%
45200 · Water and Sewer	171.34	250.00	-78.66	68.5%
45300 · Telephone	518.81	666.67	-147.86	77.8%
45600 · Internet	660.49	770.83	-110.34	85.7%
47000 · Building Equipment/Furniture	245.73	1,666.67	-1,420.94	14.7%
47100 · Contingencies	0.00	1,250.00	-1,250.00	0.0%
47200 · Computer Equipment	1,698.81	833.33	865.48	203.9%
48000 · Interest Expense	0.00	0.00	0.00	0.0%
48900 · Miscellaneous Expenses	0.00	1,083.34	-1,083.34	0.0%
52200 · Audit	0.00	2,083.34	-2,083.34	0.0%
60400 · IMRF Employer	1,918.12	5,000.00	-3,081.88	38.4%
70300 · Social Security Employer	1,525.51	2,500.00	-974.49	61.0%
70400 · Medicare Employer	356.74	2,500.00	-2,143.26	14.3%
72300 · Insurance	0.00	3,750.00	-3,750.00	0.0%
72400 · Legal	60.00	416.67	-356.67	14.4%
72500 · Maintenance	8,096.50	9,000.00	-903.50	90.0%
72600 · Professional Fees	716.00	1,291.67	-575.67	55.4%
<b>Total Expense</b>	<b>57,864.07</b>	<b>101,191.68</b>	<b>-43,327.61</b>	<b>57.2%</b>
<b>Net Income</b>	<b>-50,583.54</b>	<b>28,418.32</b>	<b>-79,001.86</b>	<b>-178.0%</b>



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

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	1,565,470.73	810,000.00	755,470.73	193.3%
31100 · Property Tax - Audit	50,608.77	25,000.00	25,608.77	202.4%
31200 · Property Tax - IMRF	115,377.10	60,000.00	55,377.10	192.3%
31300 · Property Tax - Social Security	115,377.10	60,000.00	55,377.10	192.3%
31400 · Property Tax - Tort/Liability	267,220.64	136,500.00	130,720.64	195.8%
31500 · Property Tax - Bldg/Maintenance	208,729.79	108,000.00	100,729.79	193.3%
31600 · Property Tax - Working Cash	521,823.12	270,000.00	251,823.12	193.3%
32000 · State Corporate Replacement Tax	19,155.31	10,000.00	9,155.31	191.6%
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	3,301.42	14,715.00	-11,413.58	22.4%
38000 · Donations	1,379.59	15,000.00	-13,620.41	9.2%
38400 · Interest Income - Per Capita	0.00	0.00	0.00	0.0%
38500 · Interest Income - General	1,091.86	2,000.00	-908.14	54.6%
38900 · Interest Income - Tort/Liab	384.24	1,000.00	-615.76	38.4%
39000 · Interest Income - Spec Reserve	100.86	500.00	-399.14	20.2%
39191 · Interest Income - Bldg/Maint	66.70	500.00	-433.30	13.3%
39200 · Interest Income - Working Cash	817.58	2,000.00	-1,182.42	40.9%
39300 · Interest Income - Gift	122.91	1,000.00	-877.09	12.3%
39400 · Interest Income - Certificates	1,289.46	7,000.00	-5,710.54	18.4%
39500 · Miscellaneous Income	1,970.25	1,085.00	885.25	181.6%
39700 · Rent Income	6,600.00	13,000.00	-6,400.00	50.8%
<b>Total Income</b>	<b>2,912,812.33</b>	<b>1,555,300.00</b>	<b>1,357,512.33</b>	<b>187.3%</b>
<b>Expense</b>				
40100 · Salaries	316,357.31	434,450.00	-118,092.69	72.8%
40500 · Hospital Insurance	43,772.21	104,000.00	-60,227.79	42.1%
40600 · Staff Education	4,017.75	15,000.00	-10,982.25	26.8%
41000 · Books - Adult	17,356.09	30,000.00	-12,643.91	57.9%
41100 · Books - Children	15,727.02	30,000.00	-14,272.98	52.4%
41300 · Periodicals	1,880.40	10,000.00	-8,119.60	18.8%
41500 · Audio - Visual	2,962.79	9,000.00	-6,037.21	32.9%
41600 · Video / DVD Tapes	2,712.21	9,000.00	-6,287.79	30.1%
41700 · Electronic Materials	31,459.35	30,000.00	1,459.35	104.9%
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	9,848.32	19,000.00	-9,151.68	51.8%
42400 · Mileage and Expenses	10,896.63	11,000.00	-103.37	99.1%
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	5,070.00	0.00	5,070.00	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	10,865.38	25,000.00	-14,134.62	43.5%
45000 · Rent	1,736.50	2,000.00	-263.50	86.8%
45100 · Gas and Electric	25,460.11	43,000.00	-17,539.89	59.2%
45200 · Water and Sewer	2,063.89	3,000.00	-936.11	68.8%
45300 · Telephone	4,801.86	8,000.00	-3,198.14	60.0%
45600 · Internet	8,183.38	9,250.00	-1,066.62	88.5%
47000 · Building Equipment/Furniture	1,717.76	20,000.00	-18,282.24	8.6%
47100 · Contingencies	0.00	15,000.00	-15,000.00	0.0%
47200 · Computer Equipment	9,091.47	10,000.00	-908.53	90.9%
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	21,020.08	60,000.00	-38,979.92	35.0%
70300 · Social Security Employer	19,315.13	30,000.00	-10,684.87	64.4%
70400 · Medicare Employer	4,517.25	30,000.00	-25,482.75	15.1%
72300 · Insurance	21,603.92	45,000.00	-23,396.08	48.0%
72400 · Legal	5,312.31	5,000.00	312.31	106.2%

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04/11/22

Accrual Basis

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

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	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	65,702.47	108,000.00	-42,297.53	60.8%
72600 · Professional Fees	15,982.70	15,500.00	482.70	103.1%
<b>Total Expense</b>	<u>729,844.29</u>	<u>1,214,300.00</u>	<u>-484,455.71</u>	<u>60.1%</u>
<b>Net Income</b>	<u><b>2,182,968.04</b></u>	<u><b>341,000.00</b></u>	<u><b>1,841,968.04</b></u>	<u><b>640.2%</b></u>

## Illinois Prairie District Public Library

04/11/22

## Check Register

Accrual Basis

April 2022

	<u>Apr 22</u>
Aflac	287.87
AmazonBusiness	1,240.74
Ameren Illinois	1,894.98
Amigoni Construction	85.00
Amy Mientus	30.42
Baker & Taylor	2,236.98
Benson Water Department	107.00
Bestsellers Audio, LLC	419.40
Blue Cross Blue Shield of Illinois	1,639.76
Brenda Schertz	14.98
Caterpillar Trail Public Water District	31.23
Cengage Learning, Inc.	556.29
CLA Services Inc	525.00
ComEd	70.13
Commerce Bank - Commercial Cards	261.56
Cybrarian Corporation	1,495.00
Dawn Smith	127.59
Donna Forbis	117.98
Fritch Heating & Cooling, Inc.	982.40
GFL Environmental	165.19
Heartland Internet, Inc.	49.95
Herrick Lawn Service	234.00
Homefield Energy	120.71
Hoopla	1,193.71
Illinois Library Association	15.00
Jacobs Brothers Commercial Cleaning LLC	1,120.00
Kate Klise	1,829.37
Kavanagh Scully	340.00
Kimberly Scurlock	42.12
Mediacom	446.70
Michelle Lindee	303.03
Midwest Tape	44.97
MTCO	348.21
Nena Hardware Peoria	29.60
Nicor Gas	765.22
Orkin	267.00
Purity Plus Water Systems	101.90
Rebecca Deitrick	11.70
Rita Adams	475.02
RK Dixon	3,033.27
Roanoke Water-Sewer Department	43.10
Short Edition Inc	3,240.00
Terry's Window Cleaning, Inc.	111.00
The Library Store, Inc.	459.62
Thompson Electronics Company	270.00
TIAA Commercial Finance, Inc.	498.81
Total Package Landscape Works, LLC	115.00
Village of Germantown Hills	43.10
Village of Metamora	46.97
Village of Washburn	173.65
VoiceSpring	518.81
<b>TOTAL</b>	<b><u>28,581.04</u></b>

## 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 03-01-2022	\$ 97,415.15	\$ 127,142.90	\$ 6.96	\$ 677,148.80	\$ 233,139.45	\$ 66.76	\$ 190,439.02	\$ 733,285.88	\$ 1,560,362.47	\$ 7,389.52	\$ 1,605,900.19
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (28,449.20)										
First Payroll	\$ (8,546.93)										
Payroll Taxes	\$ (2,761.28)										
Fines & Fees (Met)	\$ 75.98										
Fines & Fees	\$ 383.47										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 600.00										
July - December eCommerce	\$ 107.78										
Second Payroll	\$ (10,781.72)										
Payroll Taxes	\$ (3,520.59)										
IMRF	\$ (2,502.59)										
Interest - CEFCU (200)	\$ 25.48										
Interest - CEFCU (201)	\$ 38.22										
Prop Tax Interest											
Interest - Commerce Bank	\$ 1.02										
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (8,572.42)		\$ 8,572.42							
Transfer to/from Tort/Liab				\$ 237.00				\$ (237.00)			
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash											
State Corp Replacement Tax					\$ 5,244.10						
Rebates/Refunds											
Interest		\$ 27.99		\$ 140.29	\$ 55.58		\$ 44.51	\$ 171.36	\$ 364.75		
Balance 3-31-2022	\$ 142,084.79	\$ 118,598.47	\$ 6.96	\$ 586,098.51	\$ 238,439.13	\$ 66.76	\$ 190,483.53	\$ 733,220.24	\$ 1,560,727.22	\$ 7,389.52	\$ 1,605,900.19

# Library Technician

Supervisor  
Library Director

Classification  
Non-Exempt, Regular Full-Time, Salary Grade 3

## General Statement of Responsibilities

Performs responsible and varied clerical and technical library services in the circulation of books, periodicals, materials, equipment, and related collection items; maintains statistics; performs clerical-administrative work; assists patrons in using library services and facilities.

## 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. Library Technical Assistant Certificate preferred. Bachelor's degree preferred.

## Responsibilities

- Receives oral or written instructions from library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Receives and responds to general information requests by telephone or in writing.
- Administers all Interlibrary Loan functions on OCLC and related databases.
- Administers branch e-mail addresses and distributes reports to branches.
- Assists in compiling data and preparing annual reports for Illinois State Library.
- Assists in purchasing inventory and collection development.
- Purchases supplies for branches and district headquarters.
- Catalogs and processes material.
- Covers circulation duties at branches and district headquarters as needed.
- Cooperates with community groups and town officials to implement library services.
- Coordinates outreach for homebound.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature.
- Performs related tasks as assigned.

Adopted: December 5, 2017

Amended: January 8, 2019

Amended: January 7, 2020



Website: www.dutchlandscapers.com
P.O. Box 2438 • East Peoria, Illinois 61611
574 State Route 116 • Metamora, Illinois 61548
Phone (309) 367-9290 • Fax (309) 367-2970

PROPOSAL SUBMITTED TO: Germantown Hills Library
STREET: 208 E Partridge
CITY, STATE, and ZIP CODE: Metamora, IL 61548
ARCHITECT: Henry Broeren
PHONE: 309-921-5074
DATE: April 4, 2022
JOB NAME: Planting
JOB LOCATION: Same
DATE OF PLANS: 4/4/22
JOB PHONE:

We hereby submit specifications and estimates for:

- Landscape Services For: Planting
\* Site Preparation & Installation
\* Main Entry Wind Break to have 4 Upright Arborvitae 6'
\* New Planting Mix and Mulch Top Dressing
\* Remove Existing Rock Base from Proposed New Planting Area with Top Soil Fill
\* Installation of 3 White Pine, 6-7', in Lawn Area with Mulch Circle Around Plants

Base Bid Package: \$2750.00

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Two Thousand Seven Hundred Fifty and 00/100 dollars (\$ 2750.00).

Payment to be made as follows:

25% Down payment with balance due upon completion of project and receipt of statement

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Henry Broeren
Note: This proposal may be withdrawn by us if not accepted within 90 days.

90 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Signature

**Illinois Prairie District Public Library**  
**Smoke and Tobacco Free Property Policy**

(Adopted by Illinois Prairie District Public Library Board of Trustees, April 2, 2019)

**Purpose:**

Illinois Prairie District Public Library (IPDPL) is dedicated to providing a welcoming, healthy and safe environment for patrons and staff. Due to acknowledged health hazards arising from exposure to secondhand smoke, it is the policy of IPDPL to provide a smoke and tobacco free environment for employees, patrons, and vendors.

**In General:**

The use of any smoke or tobacco product is prohibited by employees, patrons, and vendors on property that is owned, operated, leased, occupied, or controlled by IPDPL, including company vehicles in these areas.

Smoke or tobacco products may be used within private vehicles that are parked 25 feet from an entrance to the building or an air intake vent.

**General Policy:**

All IPDPL buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms, including the use of electronic cigarettes and smoke-free oral tobacco products, is not permitted in any facility, vehicle, or on property owned by IPDPL.

Those who violate the policy will be asked to stop using the smoke/tobacco product. If you refuse to comply, you will be asked to leave the property.

The policy applies to every person who visits IPDPL property, including employees, patrons, and vendors.

This policy will go into effect on April 3, 2019.

## **Definitions:**

Smoking: Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe.

Tobacco Products: All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), electronic cigarettes (vaporizers), and smokeless tobacco products. Nicotine Replacement Therapy (NRT) products approved by the Federal Drug Administration (FDA) are not considered a tobacco product.

Property: Buildings and structures, grounds, parking lots, sidewalks, and vehicles.

Employee: Any person who is employed by IPDPL

Patron: Any person who is not an employee of IPDPL who visits an IPDPL location to visit with staff, seek information, receive materials, provide trainings, attend meetings or programs, or is on IPDPL property for any other reason.

Vendors: Any person who delivers goods, supplies, or seeks to set up services, whether a contract is in place or not.

The Smoke and Tobacco Free Property Policy will be reviewed and revised as necessary by the Board of Trustees of IPDPL.

Adopted by the Illinois Prairie District Public Library Board of Trustees on April 2, 2019.



## Director's Remarks for April 12, 2022

### **Mission**

We serve as a welcoming, responsive environment for community gathering by provisioning space, equal access to information, technology, resources, and engaging learning opportunities.

### **Vision**

Growing a vibrant, engaged, learning-focused community

### **WELCOME**

We create a sense of belonging in our comfortable, inclusive spaces

COMPLETE a building project for Metamora

EVOLVE branches to become essential community hubs

- *Holding on building projects, awaiting work from Amanda at Dewberry, to come at the May board meeting. Currently considering three sites for a possible new headquarter building in Metamora.*
- *We held our first in person program with a visit from Kate Klise. Over 40 people were in attendance.*
- *Magic Desktop was installed on the computers in the children's area at Germantown Hills. This software provides children games and learning activities.*

### **ENGAGE**

We are widely-known and highly regarded for the value we add to the community.

INCREASE awareness through creative marketing and communication

REACH more community members through outreach activities and strategic partnerships

- *Kate Klise visited two local school districts, Riverview, and Roanoke, while here for the event at the Germantown Hills branch. We were very well received, and both were very excited to have Kate present for them. We also talked with the administration about returning for a presentation about the Summer Reading Program.*

### **ENRICH**

We encourage and support a culture of learning across a lifetime.

CREATE strong connections with families to establish lifelong library habits grounded in the joy of reading

DESIGN experiential learning opportunities that also highlight library resources

- *We have hired Samantha Huber as Children's Librarian. Her primary focus is on programing for children and forming connections with local schools to support learning.*

**ADDITIONALLY**

- *The Cards for Kids program is expanding to include children in unserved areas regardless of income. It has passed both houses and is waiting for the Governor's signature.*
- *The two-year Roanoke weeding project is in progress.*
- *Sandra Steffen has been promoted to Branch Manager of Roanoke.*
- *Our service area only had a slight decrease in population, from 21,644 to 21,481, less than 1%.*

**March 2022 (FY 21-22) Door Counts**

Benson – 116 (992)

Spring Bay – 435 (3,647)

Washburn – 178 (2,742)

Roanoke – 418 (3,797)

Metamora – 1,383 (11,532)

Germantown Hills – 2,433 (19,946)

**WiFi Usage**

March - 448 (3,472)

### 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	46	1004	1112	320	98	61	0	816	3457
March	60	1136	1341	403	164	143	21	724	3992
April									0
May									0
June									0
<b>Total</b>	<b>532</b>	<b>10694</b>	<b>11036</b>	<b>3064</b>	<b>1346</b>	<b>901</b>	<b>109</b>	<b>6527</b>	<b>34209</b>

### 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	21	1290	1494	332	33	32	0	3202
March	36	1640	2034	481	122	103	21	4437
April								0
May								0
June								0
<b>Total</b>	<b>237</b>	<b>13797</b>	<b>18232</b>	<b>4496</b>	<b>511</b>	<b>886</b>	<b>109</b>	<b>38268</b>

### 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	0	51	69	30	8	1
March	1	73	149	27	3	2
April						
May						
June						
<b>Total</b>	<b>10</b>	<b>615</b>	<b>987</b>	<b>199</b>	<b>27</b>	<b>47</b>

PATRON INTERNET USE

	<b>Benson</b>	<b>Germantown</b>	<b>Metamora</b>	<b>Roanoke</b>	<b>Spring Bay</b>	<b>Washburn</b>
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	6	159	38	17	3	2
March	8	269	73	27	11	12
April						
May						
June						
<b>Total</b>	<b>92</b>	<b>1687</b>	<b>407</b>	<b>176</b>	<b>72</b>	<b>94</b>

## Monthly Programming

March 2022

### Special Programs

**An Evening with Jenny Lawson:** March 30, Live on Zoom. *Illinois Libraries Present* author event.

We had two people register in advance for this event. ILP has not released an attendance report yet.

**Upcoming in April:** Kate Klise will be here on April 7<sup>th</sup>, making two appearances at local schools, followed by an evening event at Germantown Hills. Illinois Poet Laureate Angela Jackson will be live on Zoom on April 21 (joint presentation with Chillicothe Public Library District). Nerma Frieden will present the first of two scheduled programs on vegan diets and cooking on April 26. Nick Offerman and Jeff Tweedy will be live on Zoom on April 27 (*Illinois Libraries Present* event).

### Beanstack

*New Horizons 2022* is a year-long timed reading challenge, with a total goal of 10,000 minutes (roughly 167 hours). For the month of March, we had 4 additional readers register, bringing the challenge registration total to 44. 11 readers made at least 1 log entry in March, earning a total of 22 badges. Readers logged 7,389 minutes (123.15 hours) of reading in March.

The March monthly challenge was *Women Changemakers*, in honor of Women's History Month. The challenge consisted of 10 hours of reading and 1 activity (reviewing a list of suggested titles for books about women who have made a difference in the world). Challenge dates ran from March 1 – March 31. There were a total of 16 readers registered for this challenge. 9 readers made at least 1 log entry during the challenge. Readers earned a total of 16 registration badges, 69 logging and activity badges, and 5 completion badges (90 badges overall). 5 readers completed the challenge. Readers logged a total of 6,820 minutes (113.67 hours).

The April monthly challenge is *Love Your Library*. There are two versions of this challenge. Both are open to readers of any age, and a reader can register for one or both. This is a new type of challenge. The reading requirements for each challenge are less than one hour total, but the reader only gets credit for the time they spend reading the assigned titles, and all reading content is available from within the Beanstack platform. Challenge dates run from April 1 – April 30.

Summer reading planning is going well. The challenges are under construction in the Beanstack platform, and our prize and materials order from iRead Programs has arrived. Roughly 100 donation request letters were sent out in early March. So far, we have received donations and/or donation commitments from roughly 1/3 of the businesses and organizations solicited. The total value of these donations is roughly \$15,000 to date. Donations include cash, food coupons, entertainment passes or tickets, and in-kind product or services donations.

### Children's Programming

**Baby Bookworms:** Baby Bookworms meets twice a week, once at Germantown Hills and once at Metamora. Participant totals for March: GH = 41, M = 18. The weekly totals for GH: 3/3 – 6

children, 4 adults; 3/10 – 6 children, 4 adults; 3/17 – 6 children, 4 adults; 3/24 – 6 children, 5 adults. The weekly totals for Metamora: 3/4 – 2 children, 3 adults; 3/11 – 2 children, 2 adults; 3/18 – 3 children, 2 adults; 3/25 – 2 children, 2 adults.

**Story Time:** Story Time meets 6 times per week, once at each branch. Totals for March: B = 15 (11 children, 4 adults); GH = 72 (44 children, 28 adults); M = 76 (51 children, 25 adults); R = 40 (27 children, 13 adults); SB = 37 (26 children, 12 adults); W = 17 (11 children, 6 adults). All branches (with the exception of Metamora) held an “All Ages Spring Break Story Time” sometime between March 21 – March 31. The Metamora session was held on April 1. Totals for that session will be included in next month’s report.

Baby Bookworms and Story Time will be on break for most of the month of April, with a new round of sessions slated to begin on Monday, April 25<sup>th</sup>.

### **Library Spaces Usage**

In Germantown Hills, the Meeting Room was reserved 3 times, Study Room A was reserved 15 times, and Study Room B was reserved 2 times. In Roanoke, the Meeting Room was reserved 5 times.

### **Recurring Programs**

**Book Buzz Book Club:** The book for March was *One, Two, Three* by Laurie Frankel. 7 people attended the in-person meeting.

**Book Match:** We had no Book Match requests in March.

**Movies on Monday:** March 14. We had 0 people attend the March movie, *Raya and The Last Dragon*. The Movies on Monday program is being put on hiatus due to lack of attendance. Movie screenings will resume this summer as part of the summer reading program. Monthly movie screenings will be reevaluated any may return after the summer reading program is over.

**Dial-A-Story:** There were 6 calls made to the Dial-A-Story line in March.

**Email Newsletter:** 18,110 Wowbrary email newsletters were sent to 3,602 active users in March.

**Knit & Stitch Group:** This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 31 knitters attend in March. Weekly breakdown: 3/2 = 6; 3/9 = 8; 3/16 = 7; 3/23 = 8; 3/30 = 2.

**Patron Tech Support:** There were 0 Tech Support requests in March.

**Story Cube:** The Story Cube was at the Germantown Hills branch for the month of March. There were 77 stories printed from the Short Story Cube.

**Spring Bay Bookies:** March 7. Spring Bay Bookies read *Salt to the Sea*, by Ruta Sepetys. There were 11 people in attendance.

**Take and Make:** The March Take & Make project was “Seussify Yourself.” It included instructions and materials for families to alter a child’s photo to turn the child into The Cat in The Hat. A total of 173 kits were distributed. Per branch: B = 10; GH = 50; M = 55; R = 28; SB = 15; W = 15.

**YouTube Videos:** We had 83,346 total views on our YouTube channel from 65,884 unique viewers in March, for a total of 486.9 hours watched. We added 206 new channel subscribers. Video views for the month are as follows:

Story Time with Miss Michelle – “Where’s My Teddy?” – 38676 views

Story Time with Miss Michelle – “Pete the Cat and His Four Groovy Buttons” – 34460 views

Story Time with Miss Michelle – “Alexander and the Terrible, Horrible, No Good, Very Bad Day” – 3414 views

Story Time with Miss Michelle – “Squirrel’s New Year’s Resolution” – 801 views

Story Time with Miss Michelle – “The Snowy Day” – 762 views

Story Time with Miss Michelle – “Bear Says Thanks” – 494 views

Story Time with Miss Michelle – “Verdi” – 457 views

Story Time with Miss Michelle – “Together We Can!” – 453 views

Story Time with Miss Michelle – “Room on the Broom” – 433 views

Miss Rita Reads “Gotta Go, Buffalo” – 378 views

Story Time with Miss Michelle – “Mrs. Toggle’s Zipper” – 355 views

Story Time with Miss Michelle – “The Catawampus Cat” – 336 views

Story Time with Miss Michelle – “Who Will Guide My Sleigh Tonight?” – 305 views

Story Time with Miss Michelle – “The Biggest Snowball Ever” – 279 views

Story Time with Miss Michelle – “Snowmen at Christmas” – 230 views

Story Time with Miss Michelle – “There Was a Bold Lady Who Wanted a Star” – 208 views

Story Time with Miss Michelle – “I Promise I’ll Find You” – 198 views

Story Time with Miss Michelle – “Some Snow Is . . .” – 141 views

Story Time with Miss Michelle – “The Little Red Hen (Makes a Pizza)” – 109 views

Miss Rita Reads “The Crayons’ Book of Colors” – 90 views

Miss Rita Reads “Mrs. Mole, I’m Home!” – 87 views

Miss Rita Reads “Martha Doesn’t Say Sorry!” – 55 views

Miss Rita Reads “How Much is That Doggie in the Window?” – 41 views

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 41 views

Miss Rita Reads “Happy Birthday, Cupcake!” – 39 views

Miss Rita Reads “Mouse Paint” – 6 views

Miss Rita Reads “Is Your Mama a Llama?” – 5 views

Miss Rita Reads “The Snowy Day” and “Three Round Buttons” – 5 views

Miss Rita Reads “10 Hungry Rabbits” – 4 views

Miss Rita Reads “What Am I?” – 4 views

Miss Rita Reads “Gorilla Loves Vanilla” – 4 views

Miss Rita Reads “Big Pumpkin” – 4 views

Miss Rita Reads “Bear's Loose Tooth” – 3 views

Miss Rita Reads “The Cow That Laid an Egg” – 3 views

Miss Rita Reads “Have You Seen My Dinosaur?” – 3 views

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

Miss Rita Reads “Little Green Peas” – 3 views

Miss Rita Reads “Franklin Plants a Tree” – 3 views

Miss Rita Reads “One Mole Digging a Hole” and “What a Treasure” – 3 views

Miss Rita Reads “Learning to Ski with Mr. Magee” – 3 views

Miss Rita Reads “Green Eggs and Ham” – 2 views

Miss Rita Reads “A Dog Named Doug” – 2 views

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

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

Miss Rita Reads “The Missing Mitten Mystery” – 2 views

Miss Rita Reads “The Princess and Petri Dish” – 2 views

Miss Rita Reads “The Night Before St. Patrick's Day” – 2 views

Happy Mother's Day from IPDPL – 2 views

Miss Rita Reads “Bear Sees Colors” – 2 views

Miss Rita Reads “When Spring Comes” – 2 views

Miss Rita Reads “Little Blue Truck's Christmas” – 2 views

Miss Rita Reads “10 Little Rubber Ducks – 2 views

Miss Rita Reads “Elliot Digs For Treasure” – 2 views

Miss Rita Reads “Turkey Claus” – 2 views

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



Miss Rita Reads “The Napping House” – 1 view

Miss Rita Reads “Ten on the Sled” – 1 view

Miss Rita Reads “A Camping Spree With Mr. Magee” – 1 view

Miss Rita Reads “Jingle Bells” – 1 view

Miss Rita Reads “Who Took the Cookies?” – 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 to Kindergarteners! – 1 view

Bicycle Story Hour! – 1 view

Miss Rita Reads “Snuggle Down Deep” – 1 view

Miss Rita Reads “Red, White, and BOOM!” – 1 view

Miss Rita Reads “Dig!” – 1 view

Miss Rita Reads “Daddy Hug” and “The Very Best Daddy of All” – 1 view

Miss Rita Reads “Bear Stays Up for Christmas” – 1 view

Miss Rita Reads “Charlotte the Scientist is Squished” – 1 view