

May 10, 2022

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, May 10, at 4:00 pm
Illinois Prairie District Public Library
Washburn Branch Library
102 Magnolia Street,
Washburn, IL 61570

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 Metamora Capital Projects
7. Discussion and Approval of FY23 Salaries
8. Discussion/Review/Approval of Closed Minutes
9. Discussion of Printer contracts
10. Director's Remarks
11. Comments to guide future agendas
12. Adjournment

The next regular meeting will be Tuesday, June 14, 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, April 12, 2022, at 4:00 PM

at

**Illinois Prairie District Public Library Germantown Hills Branch Library
509 Woodland Knolls Rd, Germantown Hills, IL 61548**

1. Call to order and roll call. Meeting called to order at 4:00 pm, absent T. Ballard and M. Coker.
2. Minutes of the last regular meeting- Motion to accept by J. Armstrong and second by J. Zobrist. All in favor, motion passed.
3. Public comments, none.
4. Treasurer's Report – approval of bills and requisitions- Motion to accept by J. Weddle and second by J. Armstrong. All in favor, motion passed.
5. Report of Metamora Village meeting concerning the 135 acres of land by J. Weddle.
6. Discussion and approval of Director's contract- Motion to accept contract with noted changes by J. Weddle and second by J. Armstrong. All in favor. None opposed.
7. Discussion and Approval of Library Technician position- motion to accept new full time library technician position by J. Armstrong, and second by H. Booker. All in favor. None opposed.
8. D. Smith is to get additional estimates for Germantown Hills windbreak as requested by board.
9. Discussion and approval of Smoke Free Policy- Motion to accept smoke free policy by J. Armstrong, and second by J. Weddle. All in favor. None opposed.
10. Motion to adjourn by J. Weddle second by H. Booker. All in favor. None opposed.

Illinois Prairie District Public Library

Balance Sheet

As of April 30, 2022

05/09/22

Cash Basis

	<u>Apr 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	81,426.39
10800 · Petty Cash Checking Account	925.00
11400 · Savings Account	<u>7,389.52</u>
Total Checking/Savings	89,740.91
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	594,487.30
10700 · Special Reserve Fund	190,558.30
11000 · Working Cash Fund	1,561,340.07
11100 · Gift Fund	244,734.29
11200 · Building Maintenance Fund	110,546.42
11300 · Tort Liability Fund	733,448.15
11500 · Dedicated Gift Fund	<u>6.96</u>
Total Other Current Assets	5,041,256.23
Total Current Assets	5,130,997.14
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	<u>-308,135.08</u>
Total Fixed Assets	3,657,395.38
TOTAL ASSETS	<u>8,788,392.52</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	<u>1,200.00</u>
Total Accounts Payable	1,200.00
Other Current Liabilities	
21400 · AFLAC	<u>290.16</u>
Total Other Current Liabilities	290.16
Total Current Liabilities	<u>1,490.16</u>
Total Liabilities	1,490.16

2:14 PM

Illinois Prairie District Public Library

05/09/22

Balance Sheet

Cash Basis

As of April 30, 2022

	<u>Apr 30, 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	711,727.48
Total Equity	<u>8,786,902.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,788,392.52</u></u>

Illinois Prairie District Public Library

Profit & Loss

05/09/22

April 2022

Cash Basis

	<u>Apr 22</u>
Income	
32000 · State Corporate Replacement Tax	6,199.59
34000 · Fines and Fees	344.51
38000 · Donations	483.90
38500 · Interest Income - General	233.32
38900 · Interest Income - Tort/Liab	287.91
39000 · Interest Income - Spec Reserve	74.77
39191 · Interest Income - Bldg/Maint	44.45
39200 · Interest Income - Working Cash	612.85
39300 · Interest Income - Gift	95.57
39400 · Interest Income - Certificates	57.54
39700 · Rent Income	600.00
Total Income	<u>9,034.41</u>
Expense	
40100 · Salaries	29,040.74
40500 · Hospital Insurance	1,243.95
40600 · Staff Education	15.00
41000 · Books - Adult	2,306.47
41100 · Books - Children	687.86
41500 · Audio - Visual	419.40
41600 · Video / DVD Tapes	801.39
41700 · Electronic Materials	5,928.71
42100 · Office Supplies	1,204.39
42400 · Mileage and Expenses	1,102.96
44800 · Programming / PR	2,152.97
45000 · Rent	173.65
45100 · Gas and Electric	3,333.85
45200 · Water and Sewer	271.40
45300 · Telephone	518.81
45600 · Internet	844.86
47000 · Building Equipment/Furniture	245.73
47200 · Computer Equipment	751.89
60400 · IMRF Employer	1,433.18
70300 · Social Security Employer	1,788.08
70400 · Medicare Employer	418.16
72400 · Legal	340.00
72500 · Maintenance	6,090.69
72600 · Professional Fees	721.00
Total Expense	<u>61,835.14</u>
Net Income	<u><u>-52,800.73</u></u>

Illinois Prairie District Public Library

Profit & Loss

05/09/22

July 2021 through June 2022

Cash Basis

	<u>Jul '21 - Jun 22</u>
Income	
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	25,354.90
33000 · Per Capita Grant	31,924.90
34000 · Fines and Fees	3,703.76
38000 · Donations	2,929.59
38500 · Interest Income - General	1,325.18
38900 · Interest Income - Tort/Liab	672.15
39000 · Interest Income - Spec Reserve	175.63
39191 · Interest Income - Bldg/Maint	111.15
39200 · Interest Income - Working Cash	1,430.43
39300 · Interest Income - Gift	218.48
39400 · Interest Income - Certificates	1,414.19
39500 · Miscellaneous Income	2,122.76
39700 · Rent Income	7,200.00
Total Income	<u>2,923,190.37</u>
Expense	
40100 · Salaries	345,604.71
40500 · Hospital Insurance	45,304.03
40600 · Staff Education	6,429.94
41000 · Books - Adult	21,353.64
41100 · Books - Children	18,193.36
41300 · Periodicals	6,922.76
41500 · Audio - Visual	4,714.03
41600 · Video / DVD Tapes	2,923.80
41700 · Electronic Materials	35,430.70
41800 · RSA Online	26,507.00
42000 · Online Computer Library Center	7,876.97
42100 · Office Supplies	11,601.00
42400 · Mileage and Expenses	11,847.37
44300 · Over Due Retrieval	89.50
44360 · Building - Metamora	5,070.00
44380 · Building - Spring Bay	2,887.98
44800 · Programming / PR	11,538.86
45000 · Rent	1,910.15
45100 · Gas and Electric	29,033.95
45200 · Water and Sewer	2,316.83
45300 · Telephone	5,848.78
45600 · Internet	9,043.72
47000 · Building Equipment/Furniture	2,994.05
47200 · Computer Equipment	11,165.42
48000 · Interest Expense	100.30
48900 · Miscellaneous Expenses	1,448.25
52200 · Audit	11,500.00
60400 · IMRF Employer	22,166.03
70300 · Social Security Employer	21,116.03
70400 · Medicare Employer	4,938.42
72300 · Insurance	21,603.92
72400 · Legal	5,859.81
72500 · Maintenance	77,866.80
72600 · Professional Fees	16,714.20
Total Expense	<u>809,922.31</u>
Net Income	<u><u>2,113,268.06</u></u>

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

April 2022

	Apr 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	6,199.59	834.00	5,365.59	743.4%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	344.51	1,227.00	-882.49	28.1%
38000 · Donations	483.90	1,250.00	-766.10	38.7%
38500 · Interest Income - General	233.32	167.00	66.32	139.7%
38900 · Interest Income - Tort/Liab	287.91	83.00	204.91	346.9%
39000 · Interest Income - Spec Reserve	74.77	42.00	32.77	178.0%
39191 · Interest Income - Bldg/Maint	44.45	42.00	2.45	105.8%
39200 · Interest Income - Working Cash	612.85	167.00	445.85	367.0%
39300 · Interest Income - Gift	95.57	83.00	12.57	115.1%
39400 · Interest Income - Certificates	57.54	584.00	-526.46	9.9%
39500 · Miscellaneous Income	0.00	90.00	-90.00	0.0%
39700 · Rent Income	600.00	1,084.00	-484.00	55.4%
Total Income	9,034.41	129,611.00	-120,576.59	7.0%
Expense				
40100 · Salaries	29,040.74	36,204.17	-7,163.43	80.2%
40500 · Hospital Insurance	1,243.95	8,666.67	-7,422.72	14.4%
40600 · Staff Education	15.00	1,250.00	-1,235.00	1.2%
41000 · Books - Adult	2,306.47	2,500.00	-193.53	92.3%
41100 · Books - Children	687.86	2,500.00	-1,812.14	27.5%
41300 · Periodicals	0.00	833.33	-833.33	0.0%
41500 · Audio - Visual	419.40	750.00	-330.60	55.9%
41600 · Video / DVD Tapes	801.39	750.00	51.39	106.9%
41700 · Electronic Materials	5,928.71	2,500.00	3,428.71	237.1%
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	1,204.39	1,583.33	-378.94	76.1%
42400 · Mileage and Expenses	1,102.96	916.66	186.30	120.3%
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	0.00	0.00	0.00	0.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	2,152.97	2,083.34	69.63	103.3%
45000 · Rent	173.65	166.66	6.99	104.2%
45100 · Gas and Electric	3,333.85	3,583.33	-249.48	93.0%
45200 · Water and Sewer	271.40	250.00	21.40	108.6%
45300 · Telephone	518.81	666.67	-147.86	77.8%
45600 · Internet	844.86	770.83	74.03	109.6%
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	751.89	833.33	-81.44	90.2%
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	1,433.18	5,000.00	-3,566.82	28.7%
70300 · Social Security Employer	1,788.08	2,500.00	-711.92	71.5%
70400 · Medicare Employer	418.16	2,500.00	-2,081.84	16.7%
72300 · Insurance	0.00	3,750.00	-3,750.00	0.0%
72400 · Legal	340.00	416.67	-76.67	81.6%
72500 · Maintenance	6,090.69	9,000.00	-2,909.31	67.7%
72600 · Professional Fees	721.00	1,291.67	-570.67	55.8%
Total Expense	61,835.14	101,191.68	-39,356.54	61.1%
Net Income	-52,800.73	28,419.32	-81,220.05	-185.8%

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	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	25,354.90	10,000.00	15,354.90	253.5%
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	3,703.76	14,715.00	-11,011.24	25.2%
38000 · Donations	2,929.59	15,000.00	-12,070.41	19.5%
38400 · Interest Income - Per Capita	0.00	0.00	0.00	0.0%
38500 · Interest Income - General	1,325.18	2,000.00	-674.82	66.3%
38900 · Interest Income - Tort/Liab	672.15	1,000.00	-327.85	67.2%
39000 · Interest Income - Spec Reserve	175.63	500.00	-324.37	35.1%
39191 · Interest Income - Bldg/Maint	111.15	500.00	-388.85	22.2%
39200 · Interest Income - Working Cash	1,430.43	2,000.00	-569.57	71.5%
39300 · Interest Income - Gift	218.48	1,000.00	-781.52	21.8%
39400 · Interest Income - Certificates	1,414.19	7,000.00	-5,585.81	20.2%
39500 · Miscellaneous Income	2,122.76	1,085.00	1,037.76	195.6%
39700 · Rent Income	7,200.00	13,000.00	-5,800.00	55.4%
Total Income	2,923,190.37	1,555,300.00	1,367,890.37	188.0%
Expense				
40100 · Salaries	345,604.71	434,450.00	-88,845.29	79.5%
40500 · Hospital Insurance	45,304.03	104,000.00	-58,695.97	43.6%
40600 · Staff Education	6,263.54	15,000.00	-8,736.46	41.8%
41000 · Books - Adult	18,922.50	30,000.00	-11,077.50	63.1%
41100 · Books - Children	17,045.84	30,000.00	-12,954.16	56.8%
41300 · Periodicals	6,888.81	10,000.00	-3,111.19	68.9%
41500 · Audio - Visual	4,036.80	9,000.00	-4,963.20	44.9%
41600 · Video / DVD Tapes	2,923.80	9,000.00	-6,076.20	32.5%
41700 · Electronic Materials	34,397.46	30,000.00	4,397.46	114.7%
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	10,861.64	19,000.00	-8,138.36	57.2%
42400 · Mileage and Expenses	11,847.37	11,000.00	847.37	107.7%
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	11,497.42	25,000.00	-13,502.58	46.0%
45000 · Rent	1,910.15	2,000.00	-89.85	95.5%
45100 · Gas and Electric	28,260.43	43,000.00	-14,739.57	65.7%
45200 · Water and Sewer	2,236.02	3,000.00	-763.98	74.5%
45300 · Telephone	5,318.77	8,000.00	-2,681.23	66.5%
45600 · Internet	9,043.72	9,250.00	-206.28	97.8%
47000 · Building Equipment/Furniture	1,963.49	20,000.00	-18,036.51	9.8%
47100 · Contingencies	0.00	15,000.00	-15,000.00	0.0%
47200 · Computer Equipment	10,597.54	10,000.00	597.54	106.0%
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	22,166.03	60,000.00	-37,833.97	36.9%
70300 · Social Security Employer	21,116.03	30,000.00	-8,883.97	70.4%
70400 · Medicare Employer	4,938.42	30,000.00	-25,061.58	16.5%
72300 · Insurance	21,603.92	45,000.00	-23,396.08	48.0%
72400 · Legal	5,859.81	5,000.00	859.81	117.2%

2:12 PM

05/09/22

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	74,741.45	108,000.00	-33,258.55	69.2%
72600 · Professional Fees	16,714.20	15,500.00	1,214.20	107.8%
Total Expense	<u>797,543.90</u>	<u>1,214,300.00</u>	<u>-416,756.10</u>	<u>65.7%</u>
Net Income	<u>2,125,646.47</u>	<u>341,000.00</u>	<u>1,784,646.47</u>	<u>623.4%</u>

Illinois Prairie District Public Library

05/09/22

Check Register

Accrual Basis

May 2022

	<u>May 22</u>
Abigail Miller	16.38
Aflac	287.87
AmazonBusiness	1,830.55
Ameren Illinois	1,548.59
America Baer	17.67
Amy Mientus	11.41
Baker & Taylor	1,655.89
Bestsellers Audio, LLC	472.05
Blue Cross Blue Shield of Illinois	1,639.76
Brenda Schertz	25.16
Caterpillar Trail Public Water District	38.17
Cengage Learning, Inc.	293.14
CLA Services Inc	525.00
ComEd	144.11
Commerce Bank - Commercial Cards	2,716.06
Danita Scheirer	10.41
Dawn Smith	1,770.35
Donna Adami	16.38
Doug Cupples	1,932.00
Dutch Masters of Landscaping	1,250.00
EBSCO	5,008.41
GFL Environmental	90.08
Heartland Internet, Inc.	49.95
Homefield Energy	125.76
Hoopla	1,229.11
Jacobs Brothers Commercial Cleaning LLC	1,400.00
Kavanagh Scully	547.50
Kimberly Scurlock	86.58
Linda Moore	24.10
Mediacom	446.70
Metamora IGA	100.01
MTCO	363.69
Nel Babitzke	24.10
Nena Hardware Peoria	5.38
Nicor Gas	203.81
Orkin	490.74
Pam Kingham	17.55
Purity Plus Water Systems	101.90
Rebecca Deitrick	63.18
Rita Adams	384.58
RK Dixon	4,023.28
Roanoke Water-Sewer Department	43.89
Samantha Huber	82.89
Terry's Window Cleaning, Inc.	111.00
The Library Store, Inc.	201.87
Village of Germantown Hills	43.10
Village of Metamora	46.97
Village of Washburn	173.65
VoiceSpring	516.91
World Book, Inc.	1,709.00
TOTAL	<u>33,916.64</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 04-01-2022	\$ 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
Transfer Online	\$ (90.00)										
Accounts Payable	\$ (29,862.90)										
First Payroll	\$ (11,574.18)										
Payroll Taxes	\$ (3,801.70)										
Fines & Fees (Met)	\$ 95.35										
Fines & Fees	\$ 249.16										
Miscellaneous Income											
Obits											
Donations	\$ 483.90										
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (11,145.27)										
Payroll Taxes	\$ (3,576.46)										
IMRF	\$ (2,094.87)										
Interest - CEFCU (200)	\$ 23.02										
Interest - CEFCU (201)	\$ 34.52										
Prop Tax Interest											
Interest - Commerce Bank	\$ 1.03										
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (8,096.50)		\$ 8,096.50							
Transfer to/from Tort/Liab				\$ 60.00				\$ (60.00)			
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					\$ 6,199.59						
Rebates/Refunds											
Interest		\$ 44.45		\$ 232.29	\$ 95.57		\$ 74.77	\$ 287.91	\$ 612.85		
Balance 4-30-2022	\$ 81,426.39	\$ 110,546.42	\$ 6.96	\$ 594,487.30	\$ 244,734.29	\$ 66.76	\$ 190,558.30	\$ 733,448.15	\$ 1,561,340.07	\$ 7,389.52	\$ 1,605,900.19

Illinois Prairie District Public Library (IPDPL)
Metamora

Building Program
April 29, 2022

Table of Contents

Summary of Spaces

Specific space



IPDPL - Metamora

Building Program Space Summary

Summary of Spaces

A ENTRY/CIRCULATION SERVICES

1 Vestibule	
2 Lobby	
3 Public Restrooms - Women	
4 Public Restrooms - Men	
5 Circulation Desk	
6 Book Drop	
Subtotal	

Programmed

90	SF
266	SF
Unassigned	SF
Unassigned	SF
304	SF
70	SF
730	SF

B CHILDREN'S SERVICES

0 Collection Summary	
1 Children's Library	
2 Children's Study Room	
Subtotal	

Programmed

1,573	SF
92	SF
1,665	SF

C YOUNG ADULTS

0 Collection Summary	
1 Young Adult Library	
Subtotal	

Programmed

351	SF
351	SF

D ADULT SERVICES

0 Collection Summary	
1 Adult Collections	
2 Study Room A	
Subtotal	

Programmed

1,477	SF
92	SF
1,569	SF

E MULTI-MEDIA

0 Collection Summary	
1 AV Collection	
2 Periodicals	
3 Public Computers	
4 Copy Area	
Subtotal	

Programmed

73	SF
44	SF
216	SF
75	SF
408	SF

F MEETING ROOMS

1 Meeting Room	
2 Meeting Room Storage	
3 Maker Space	
Subtotal	

Programmed

829	SF
170	SF
194	SF
1,193	SF

IPDPL - Metamora

Building Program Space Summary

Summary of Spaces Programmed

G STAFF SUPPORT

1 Director's Office	185	SF
2 Staff Workroom	432	SF
3 Delivery / Receiving	101	SF
Subtotal	617	SF

H SUPPORT SERVICES

1 General Storage	270	SF
2 Mechanical Room	Unassigned	SF
3 Electrical Room	Unassigned	SF
4 Janitor Closet	Unassigned	SF
Subtotal	270	SF

TOTAL ASSIGNABLE SPACE	6,804	SF
TOTAL UNASSIGNABLE SPACE 25%	1,701	SF
NET BUILDING SUBTOTAL	8,504	SF
NET TO GROSS FACTOR 10%	850	SF
GROSS BUILDING AREA	9,355	SF

FUNCTION(S): Primary foyer or fore-lobby serving the library. This area will serve as the gathering space to transport patrons into the library and serve as a waiting area for patrons awaiting rides.

COMMENTS: Adequate space for easy accessibility with a stroller or wheelchair. Provide overhang over front door. Exterior to include hold lockers.

OCCUPANCY: Patrons: Varies Staff: 0

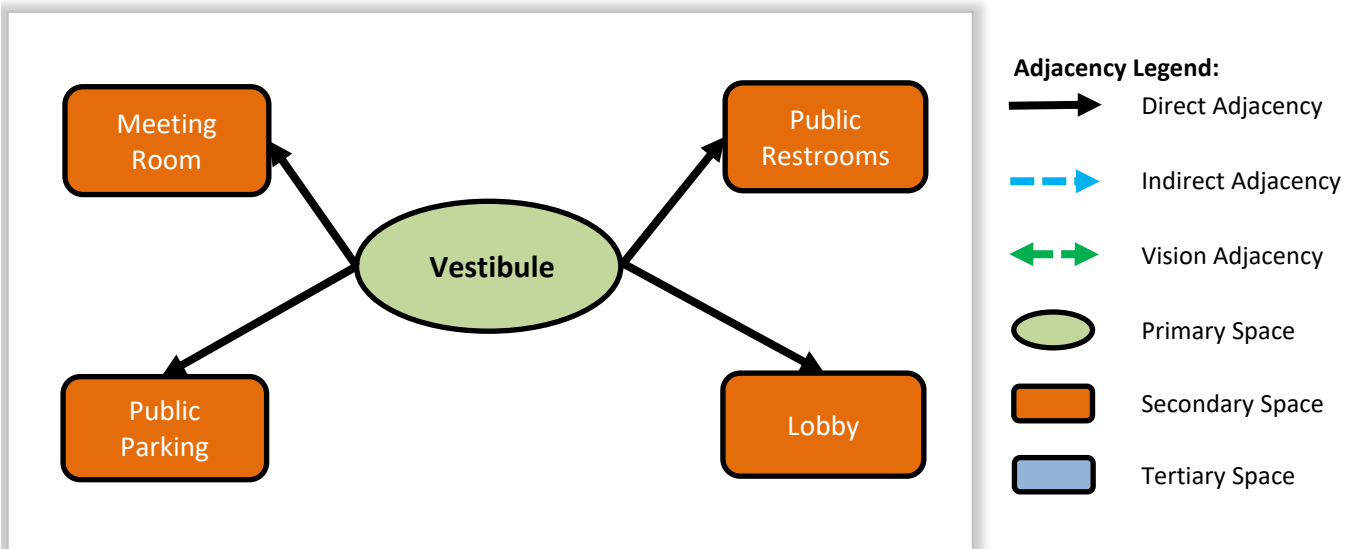
INVENTORY **TOTAL SPACE REQUIRED: 90 SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ UNIT X	PROGRAM AREA
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT X	PROGRAM AREA
	1 bench	1	2	2	60	60

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT X	PROGRAM AREA
	1 garbage/recycling bin	1	10	10
	2 bulletin board	1	20	20

ADJACENCY:



FUNCTION(S): Primary public lobby serving the library. It provides space for general patron dispersal, way finding, and access to staff information, express services and material check-out.

COMMENTS: Provide clear, visual way finding and clear sightlines to service points in the building. Signage is required in this area. Provide wall space for exhibits.

OCCUPANCY: Patrons: Staff:

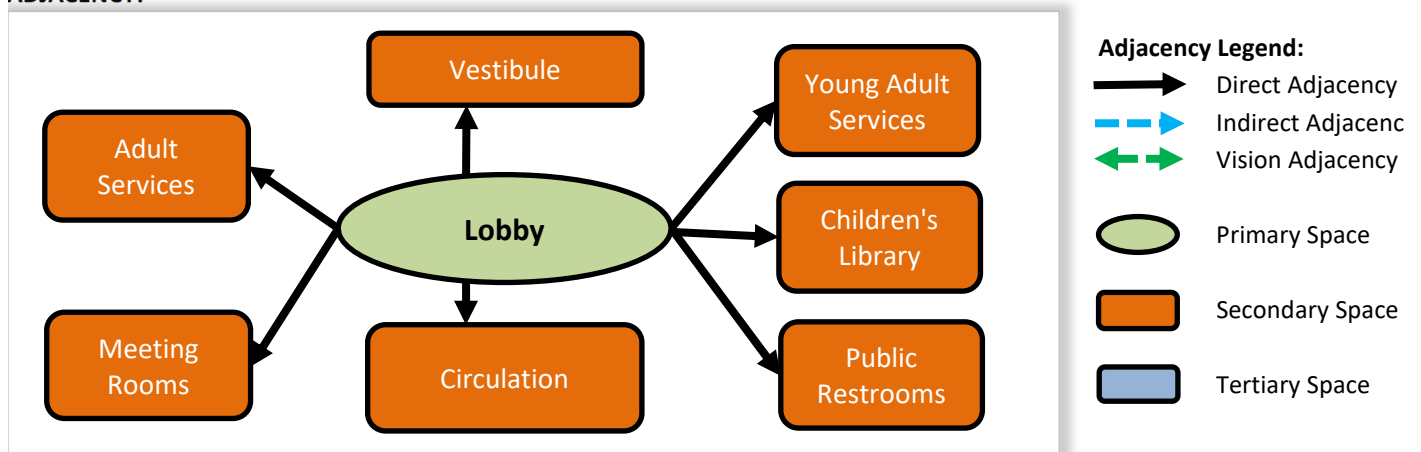
INVENTORY **TOTAL SPACE REQUIRED: 266 SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ X UNIT =	PROGRAM AREA
	1 on-going book sale shelving			3	12	36

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ X UNIT =	PROGRAM AREA
	1 Brochure Display	1			20	20
	2 display case	2			25	50
	3 casework / counter (4' L)	1			40	40

EQUIPMENT:	ITEM	QUANT.	AREA/ X UNIT =	PROGRAM AREA
	1 open circulation area	1		100
	2 bulletin board	1	20	20

ADJACENCY:



FUNCTION(S): Primary public restroom for Women

COMMENTS: Anti-vandalism partition surfaces that are also easy to clean. Soap dispenser to empty into sink, not to be located above open floor area. Plan to serve as tornado shelters for the Library.

OCCUPANCY: Patrons: varies Staff: 0

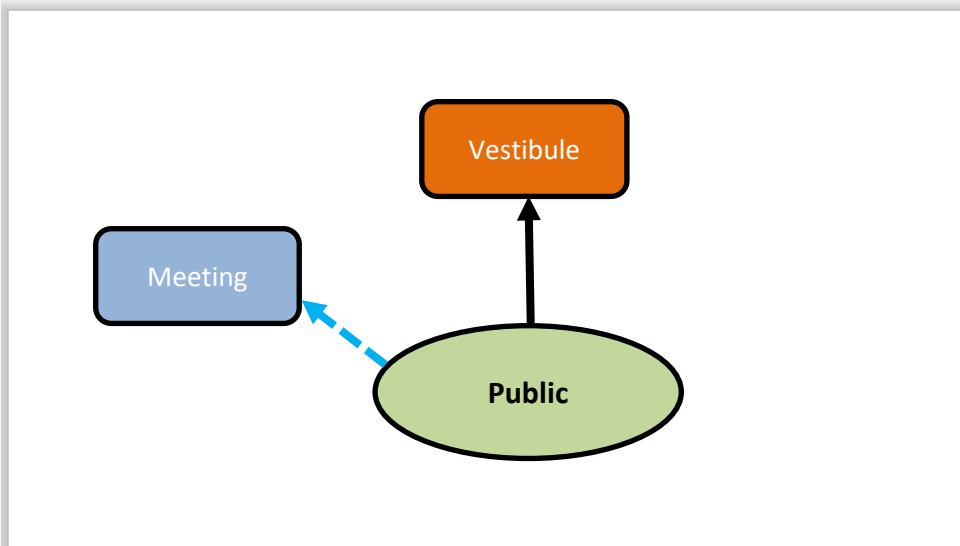
INVENTORY **TOTAL SPACE REQUIRED:** Unassigned SF

SHELVING:		VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ UNIT X	PROGRAM AREA
None required						0

FURNITURE:		UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT X	PROGRAM AREA
None required						0

EQUIPMENT:		ITEM	QUANT.	AREA/ UNIT X	PROGRAM AREA
	1	toilet partitions			
	2	garbage / recycling bin			
	3	electric hand dryers			
	4	changing station			
	5	sanitary napkin dispenser			
	6	soap dispenser			
	7	mirrors			
	8	manual faucets			

ADJACENCY:



Adjacency Legend:

- Direct Adjacency
- Indirect Adjacency
- Vision Adjacency
- Primary Space
- Secondary Space
- Tertiary Space

FUNCTION(S): Primary public restroom for Men

COMMENTS: Anti-vandalism partition surfaces that are also easy to clean. Soap dispenser to empty into sink, not to be located above open floor area. Plan to serve as tornado shelters for the Library.

OCCUPANCY: Patrons: Staff:

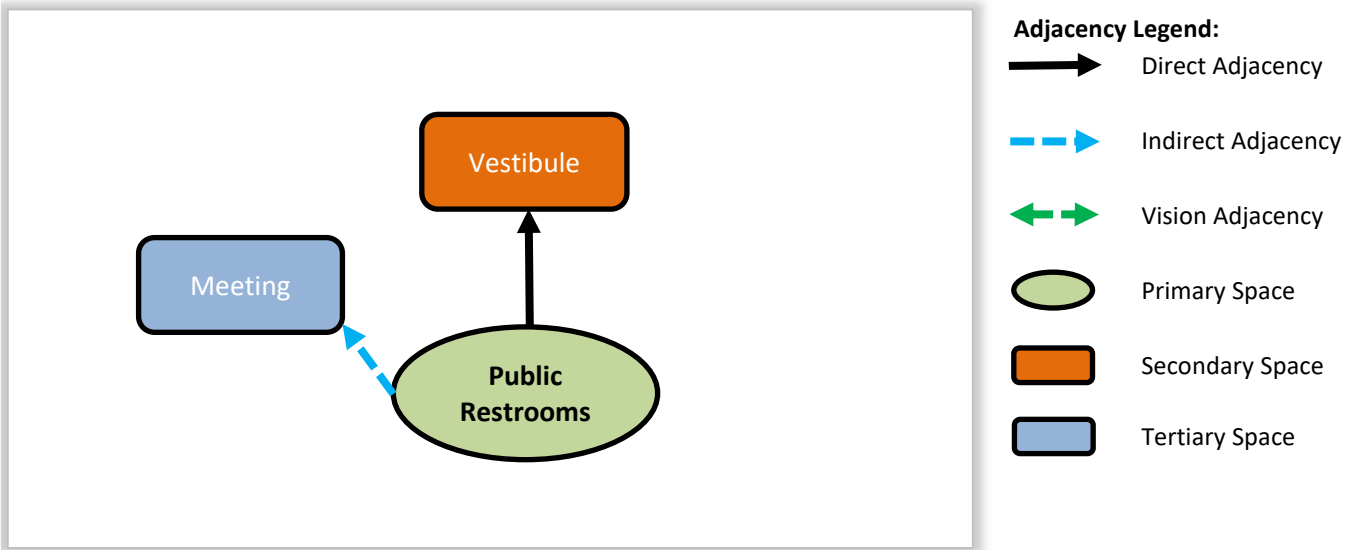
INVENTORY	TOTAL SPACE REQUIRED:				Unassigned SF
------------------	------------------------------	--	--	--	----------------------

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ UNIT X	PROGRAM = AREA
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT X	PROGRAM = AREA
	None Required					0

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT X	PROGRAM = AREA
	1 toilet partitions			
	2 garbage / recycling bin			
	3 electric hand dryers			
	4 changing station			
	5 soap dispenser			
	6 mirrors			
	7 manual faucets			

ADJACENCY:



FUNCTION(S): Combined service point.

COMMENTS: Desk to include staff/patron consulting area and patron sit-down area for filling out paperwork. Desk to include lockable drawers for staff personal items. Re-use existing desk.

OCCUPANCY: Patrons: Staff: 2

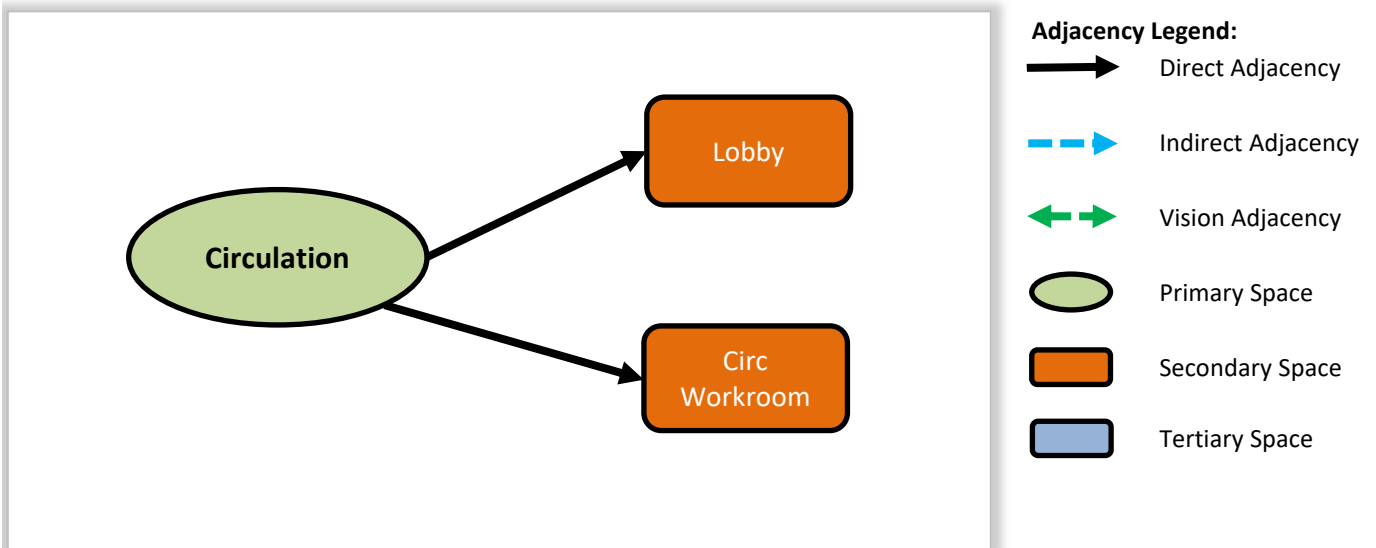
INVENTORY **TOTAL SPACE REQUIRED: 304 SF**

SHELVING:	ITEM	VOLS.	VOLS/	NO. OF SF	AREA/	PROGRAM
		SHELVED /	UNIT =		UNIT =	
1	Holds (behind desk)	66	4	12	48	

FURNITURE:	ITEM	UNITS	SEATS/U	TOTAL	AREA/	PROGRAM
			NIT		SEATS	
1	Service Desk	1	2	2	150	150
2	task chair	2			18	36
3	DVD cabinet	1			25	25

EQUIPMENT:	ITEM	QUANT.	AREA/	PROGRAM
			UNIT =	
1	Computer	2		0
2	Landline / Phone	2		0
3	Cash Box / Register	1	15	15
4	Book Truck	2	10	20
5	brochure display	1	10	10

ADJACENCY:



FUNCTION(S): Primary book return and book discharge area.

COMMENTS: Dispenses directly into or adjacent to the Circulation Workroom. Does not require any movement of book carts through the public space. Drive up or easily accessible outdoor bookdrop desired.

OCCUPANCY: Patrons: Staff:

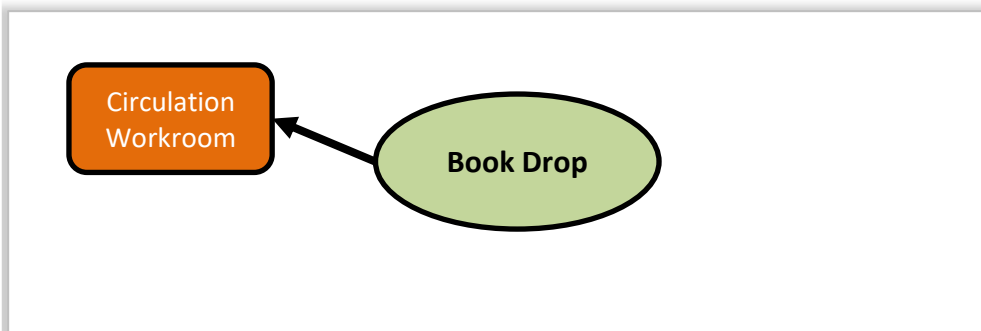
INVENTORY **TOTAL SPACE REQUIRED: 70 SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ X UNIT =	PROGRAM AREA
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ X UNIT =	PROGRAM AREA
	None Required					

EQUIPMENT:	ITEM	QUANT.	AREA/ X UNIT =	PROGRAM AREA
	1 book return cart	2	25	50
	2 Book Truck	2	10	20

ADJACENCY:



Adjacency Legend:

- Direct Adjacency
- Indirect Adjacency
- Vision Adjacency
- Primary Space
- Secondary Space
- Tertiary Space

DESCRIPTION:

A	B		C	D	E	F	G	H	I	J	K	L			
COLLECTION:	Code	ITEMS OWNED 2013	% Growth	ANNUAL ITEMS CIRCULATE D	ITEMS PER MONTH	% in CIRC Each MONTH	ITEMS SHELVED	Subtotals	SHELF HEIGHT (INCHES)	SHELVES / S.F. UNIT	VOLS/ SHELF @ 100% CAPACITY	DESIRED % CAPACITY	VOLS / SF UNIT	# SF UNITS	Remarks
		From records		From records	Col. C / 12	Col. D / Col. B	(1-Col. E) / Col. B	Shelving Capacities							
Easy Reader		6,374	0%	7,770	648	10%	5,727	42	3	60	90%	162.00	35.35		
Juvenile Fiction		3,083	0%	6,250	521	17%	2,562	66	5	40	90%	180.00	14.23		
Juvenile Graphic Novel		571	0%	750	63	11%	509	66	5	90	90%	405.00	1.26		
Juvenile Non-Fiction		6,407	0%	3,351	279	4%	6,128	66	5	40	90%	180.00	34.04		
		10,061					Total Older Children	9,199							
		10,061	Total To Be Owned				Department Total	9,199				Total S.F. Shelving Units	84.89		
												Total D.F. Shelving Units	42.44		

FUNCTION(S): Space designed for younger children, older children and parents and designed to encourage early literacy skills.

COMMENTS: Area to be separated from quieter portions of the library, potentially enclosed. To be visible from a service desk. Include a lot of electrical & technology access. Programming to occur in meeting room Potentially include pinnable or makerboard wall space.

OCCUPANCY: Patrons: Staff:

INVENTORY **TOTAL SPACE REQUIRED:** 1,573 SF

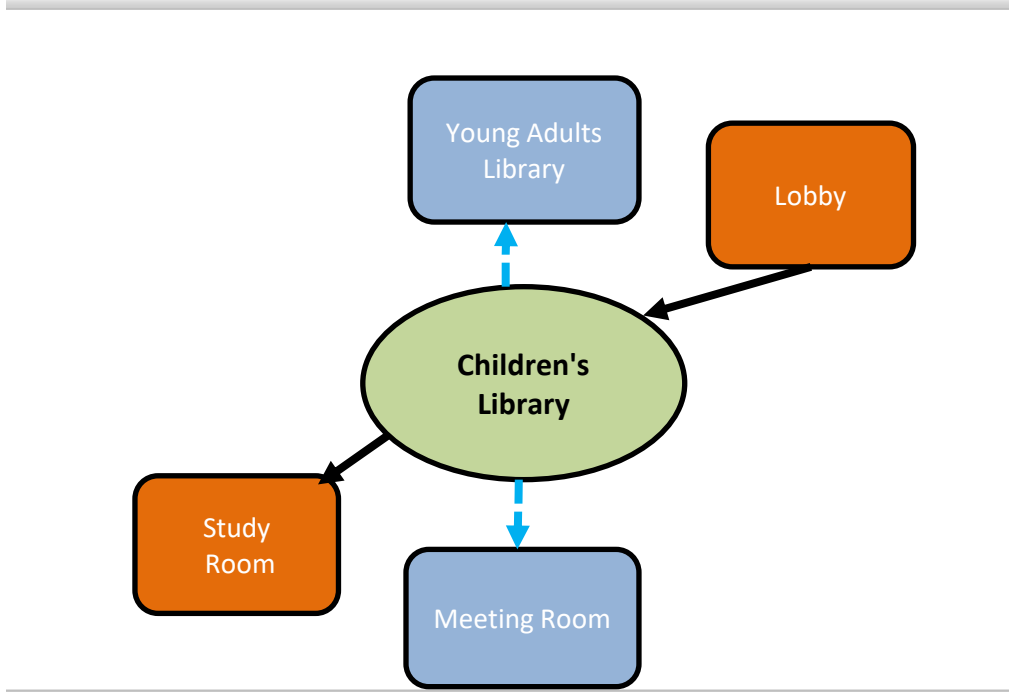
SHELVING:	ITEM		VOLS.		NO. OF SF	AREA/		PROGRAM
			SHELVED /	UNIT =		UNIT	= AREA	
1	Easy Reader	42	5,727	162	36	12	432	
2	Juvenile Fiction	66	2,562	180	14	12	168	
3	Juvenile Graphic Novel	66	509	405	1	12	12	
4	Juvenile Non-Fiction	66	6,128	180	34	12	408	
5	Juvenile Audiobook / Playaway	42	155	108	2	12	24	

FURNITURE:

	ITEM	UNITS	NIT	SEATS	X	UNIT	= AREA
1	display	1				25	25
2	computers	4	1	10		18	72
3	computer chairs	4				18	72
4	study table (4 seat, adult)	1	4	20		29	29
5	study table (4 seat, child)	1	4	12		29	29
6	study chair (adult size)	4				18	72
7	study chair (child size)	4				15	60
8	lounge chair	3				40	120
9	chair & a half	1				50	50

EQUIPMENT:	ITEM		AREA/		PROGRAM
			QUANT.	X UNIT = AREA	
1	computers		4		0
2	bulletin boards		3		0

ADJACENCY:



Adjacency Legend:

- Direct Adjacency
- - - Indirect Adjacency
- ↔ Vision Adjacency
- Primary Space
- Secondary Space
- Tertiary Space

FUNCTION(S): Dedicated Study Room for Children's area.

COMMENTS: Optimally connected to Adult area.

OCCUPANCY: Patrons: Staff:

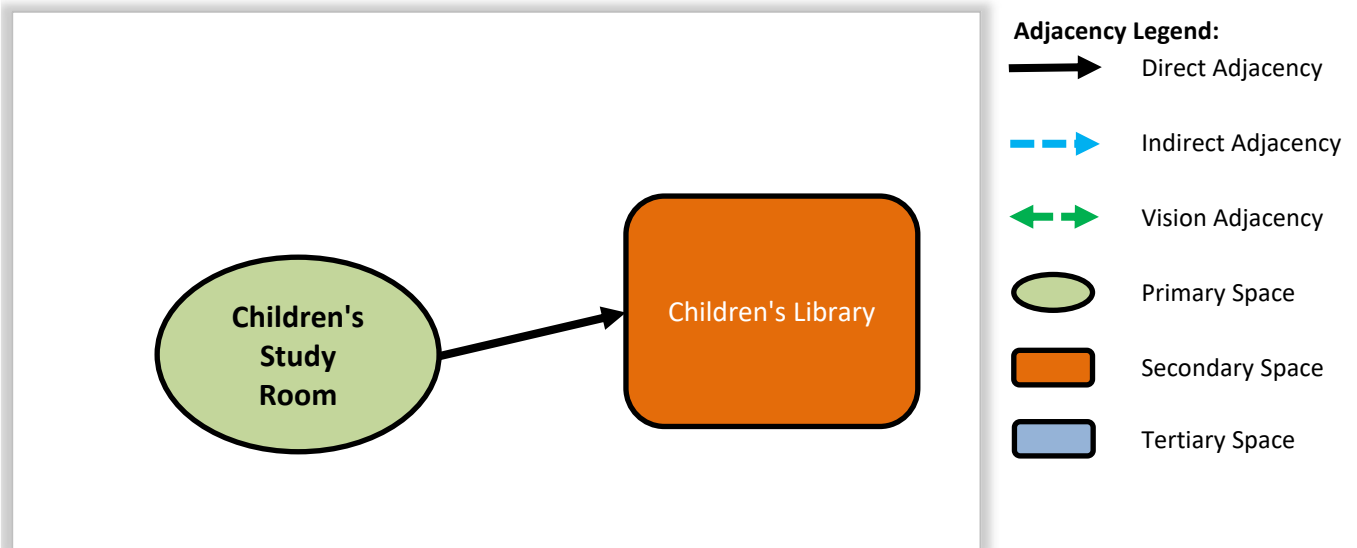
INVENTORY **TOTAL SPACE REQUIRED: 92 SF**

SHELVING:	ITEM	VOLS.	VOLS/	NO. OF SF	AREA/	PROGRAM
		SHELVED	UNIT	UNITS	UNIT	AREA
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U	TOTAL	AREA/	PROGRAM
			NIT	SEATS	UNIT	AREA
1	study table	1	4	4	20	20
2	study chair	4	1	4	18	72

EQUIPMENT:	ITEM	QUANT.	AREA/	PROGRAM
			UNIT	AREA
	None Required			

ADJACENCY:



DESCRIPTION:

A	B		C	D	E	F	G	H	I	J	K	L	Remarks	
COLLECTION:	Code	ITEMS PROGRAMED	% Growth	ANNUAL ITEMS CIRCULATE D	ITEMS PER MONTH	% in CIRC Each MONTH	ITEMS SHELVED	Subtotals	SHELF HEIGHT (INCHES)	SHELVES / S.F. UNIT (INCLUDE BASE SHELF)	VOLS/ SHELF @ 100% CAPACITY	DESIRED % CAPACITY	VOLS / SF UNIT	# SF UNITS
	From records			From records	Col. C / 12	Col. D / Col. B	(1-Col. E) / Col. B		Shelving Capacities					
Teen Print														
Graphic Novel	83	15%	68	6	7%	89		66	5	65	90%	292.50	0.30	
Young Adult Fiction	731	15%	1147	96	13%	731		66	5	35	90%	157.50	4.64	
	814		1,215				Total YA Books	820						
	814	Total To Be Owned					Department Total	820			Total S.F. Shelving Units	4.95		

FUNCTION(S): Area for Young Adult collection, computers and lounging.

COMMENTS: Area to be separated from quieter portions of the library. To be visible from a service desk. Include a lot of electrical & technology access. All furniture to be mobile.

OCCUPANCY: Patrons: 20 Staff: 1

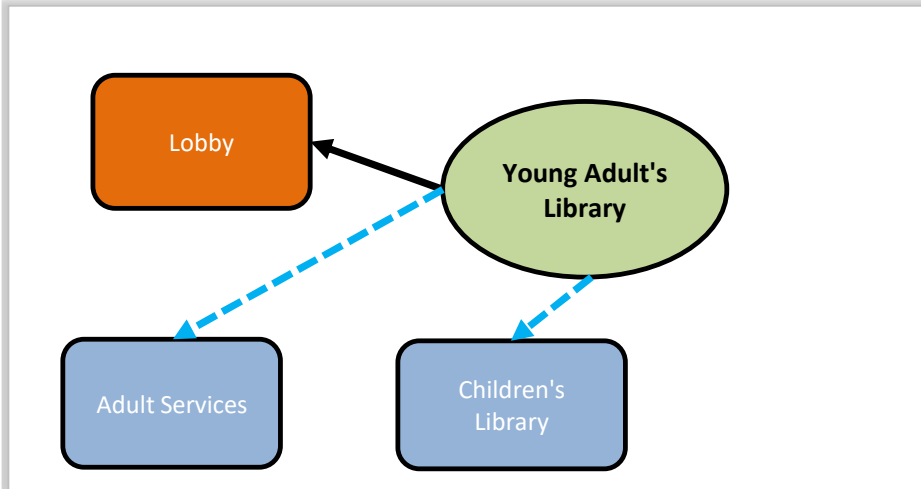
INVENTORY **TOTAL SPACE REQUIRED: 351 SF**

SHELVING:	ITEM	VOLS.		VOLS/ UNIT =	NO. OF SF		AREA/ UNIT =		PROGRAM AREA
		SHELVED	/		UNITS	X	UNIT	=	
1	Graphic Novel	66	71	293	1	12		12	
2	Young Adult Fiction	66	717	158	5	12		54	
3	AudioBook / Playaway	66	6	158	1	12		12	

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL		AREA/ UNIT =		PROGRAM AREA
				SEATS	X	UNIT	=	
1	Mobile Lounge Chair w/ tablet & outlet	3		3		40		120
2	study chairs	2		2		22		44
3	café table (4 P)	1	4	4		22		22
4	stools	4		8		18		72
5	study table (2 P)	1	2	4		15		15

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT =		PROGRAM AREA
			X	UNIT	
	None Required				

ADJACENCY:



Adjacency Legend:

- Direct Adjacency
- Indirect Adjacency
- Vision Adjacency
- Primary Space
- Secondary Space
- Tertiary Space

DESCRIPTION:

A	B		C	D	E	F	G	H	I	J	K	L	Remarks	
COLLECTION:	Code	ITEMS PROGRAMED	% Growth	ANNUAL ITEMS CIRCULATE D	ITEMS PER MONTH	% in CIRC Each MONTH	ITEMS SHELVED	Subtotals	SHELF HEIGHT (INCHES)	SHELVES / S.F. UNIT (INCLUDE BASE SHELF)	VOLS/ SHELF @ 100% CAPACITY	DESIRED % CAPACITY	VOLS / SF UNIT	# SF UNITS
	From records			From records	Col. C / 12	Col. D / Col. B	(1-Col. E) / Col. B	Shelving Capacities						
Adult Fiction														
Fiction	4,647	0%	6,598	550	12%	4,097		84	7	24	90%	151.00	27.13	
Paperback	1,517	0%	685	57	4%	1,460		84	7	48	90%	302.00	4.83	
Large Print	894	0%	692	58	6%	836		66	5	24	90%	108.00	7.74	
Local History	101	0%	5	0	0%	101		66	5	24	100%	120.00	0.84	
Non-Fiction	4,940	0%	3,759	313	6%	4,627		84	7	30	90%	189.00	24.48	
Graphic Novels	163	0%			4%	156		66	5	55	90%	247.50	0.63	
	12,262		11,739			Total Adult Books	11,121							
	12,304	Total To Be Owned				Department Total	11,121					Total S.F. Shelving Units	65.66	

FUNCTION(S): Public browsing collections.

COMMENTS:

OCCUPANCY:

Patrons:

Staff:

INVENTORY

TOTAL SPACE REQUIRED:

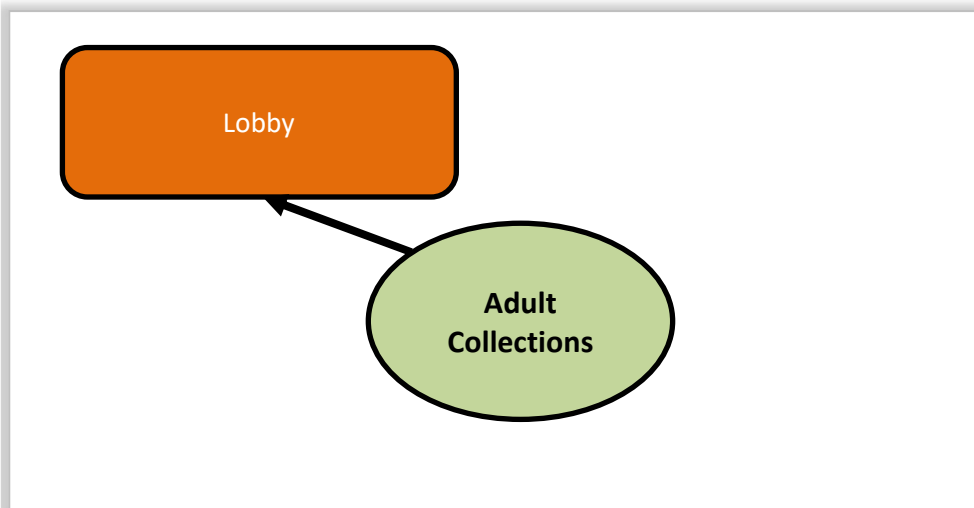
1,477 SF

SHELVING:		ITEM	VOLS. SHELVED	VOLS/ UNIT	NO. OF SF UNITS	AREA/ UNIT	PROGRAM AREA
1	Fiction	84	4,097	151	27	12	324
2	Paperback	66	1,460	302	5	12	58
3	Large Print	66	836	108	8	12	96
4	Non-Fiction	84	4,627	130	25	12	300
5	AudioBooks / Playaway	66	797	135	6	12	72
6	Local History	66	101	120	1	12	12
7	Graphic Novels	66	156	247	1	12	12
8	Newspapers		4				

FURNITURE:		ITEM	UNITS	SEATS/ UNIT	TOTAL SEATS	AREA/ UNIT	PROGRAM AREA
1	table (4 person)	2	4		8	30	60
2	Study Chair	12				18	216
3	Lounge Chair w/ tablet	6				40	240
4	Table (2 Person)	2	2		4	21	42
5	lateral files (4H)	1				15	15
6	Newspaper Stand	1				30	30

EQUIPMENT:		ITEM	QUANT.	AREA/ UNIT	PROGRAM AREA
		None Required			

ADJACENCY:



Adjacency Legend:

- Direct Adjacency
- Indirect Adjacency
- Vision Adjacency
- Primary Space
- Secondary Space
- Tertiary Space

FUNCTION(S): Room designed to permit singular or double use while providing acoustical separation from other patron areas.

COMMENTS: needs good acoustic control

OCCUPANCY: Patrons: varies Staff: 0

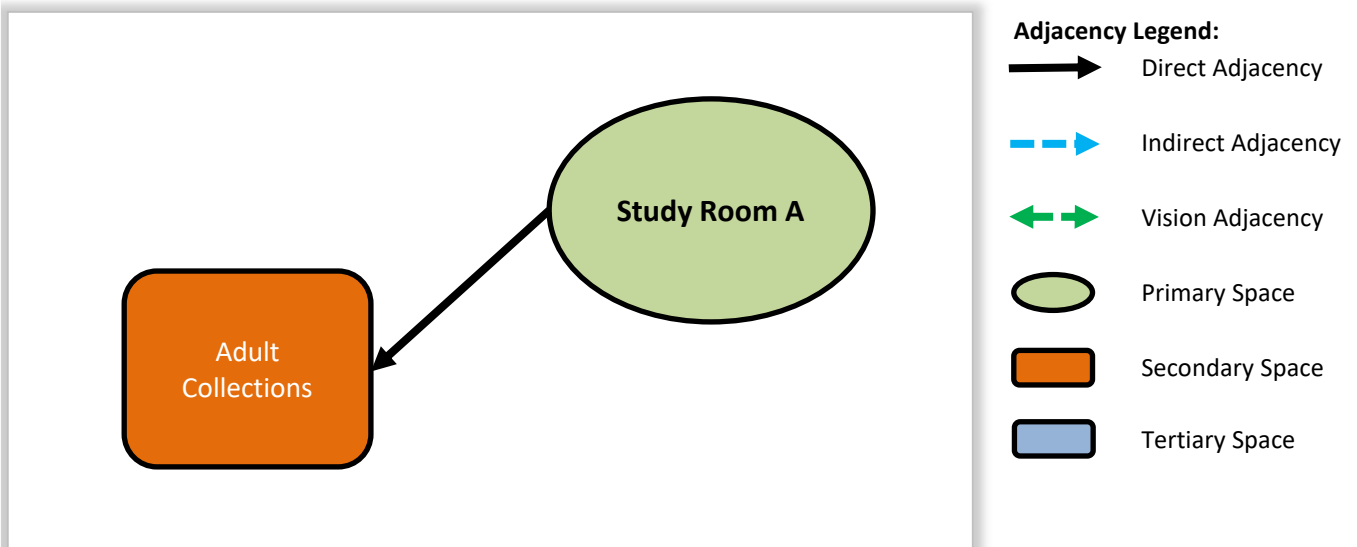
INVENTORY **TOTAL SPACE REQUIRED: 92 SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ UNIT X	PROGRAM AREA
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT X	PROGRAM AREA
	1 Study Table	1	4	4	20	20
	2 Study Chair	4			18	72

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT X	PROGRAM AREA
	None Required			0

ADJACENCY:



DESCRIPTION:

A		B		C		D		E		F		G		H		I		J		K		L						
COLLECTION:		Code	ITEMS PROGRAMED	% Growth	ANNUAL ITEMS CIRCULATE D	ITEMS PER MONTH	% in CIRC Each MONTH	ITEMS SHELVED	Subtotals	SHELF HEIGHT (INCHES)	SHELVES / S.F. UNIT (INCLUDE BASE SHELF)	VOLS / SHELF @ 100% CAPACITY	DESIRED % CAPACITY	VOLS / SF UNIT	# SF UNITS	Remarks												
		From records			From records	Col. C / 12	Col. D / Col. B	(1-Col. E) / Col. B	Shelving Capacities																			
Audio/Visual																												
Adult Audiobook / playaway			1,107		1,131	94	9%	830		66	5	30	90%	135.00	6.15	Spine out on standard shelf												
Adult DVD			656		5,391	449	68%	492		54	5	40	90%	180.00	2.73	housed in bins												
Adult Music			192		72	6	3%	144		54	5	40	90%	180.00	0.80	housed in bins												
Young Adult Playaway			8		5	0	5%	6		66	5	35	90%	157.50	0.04	Spine out on standard shelf												
Juv. DVD			151		1,637	136	90%	113		54	5	40	90%	180.00	0.63	housed in bins												
Juv. Audiobook / playaway			169		0	0%	169		42	4	30	90%	108.00	1.56	Spine out on standard shelf													
			2,283		8,236	Total Audio/Visual		1,754																				
			2,283	Total To Be Owned			Department Total	1,754													Total S.F. Shelving Units	11.91						

FUNCTION(S): Provide browsing for Adult Media Collections.

COMMENTS: Preference is for new AV shelving.

OCCUPANCY: Patrons: Staff:

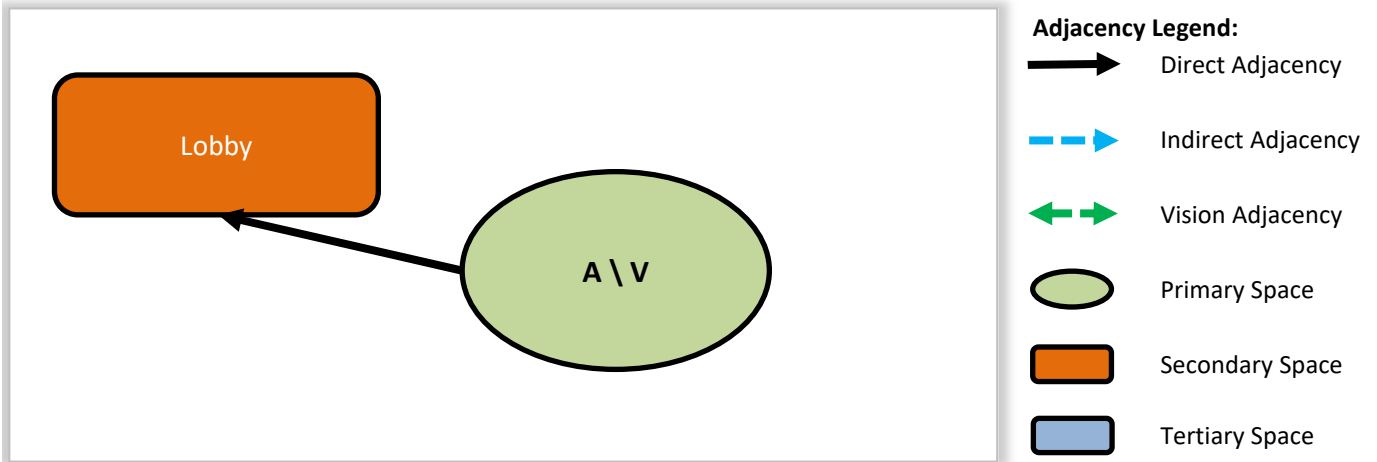
INVENTORY **TOTAL SPACE REQUIRED: 73 SF**

SHELVING:	ITEM	VOLS.		VOLS/ UNIT =	NO. OF SF UNITS	AREA/ UNIT X	PROGRAM = AREA
		SHELVED	/				
1	Adult DVD	54	527	180	3	16	47
2	Adult CD	54	214	180	1	12	14
3	Juvenile DVD	54	116	180	1	12	12

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT X	PROGRAM = AREA

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT X	PROGRAM = AREA

ADJACENCY:



FUNCTION(S): Combined Periodical Shelving.

COMMENTS: Housed in mag-boxes on flat shelves.

OCCUPANCY: Patrons: Staff: 1

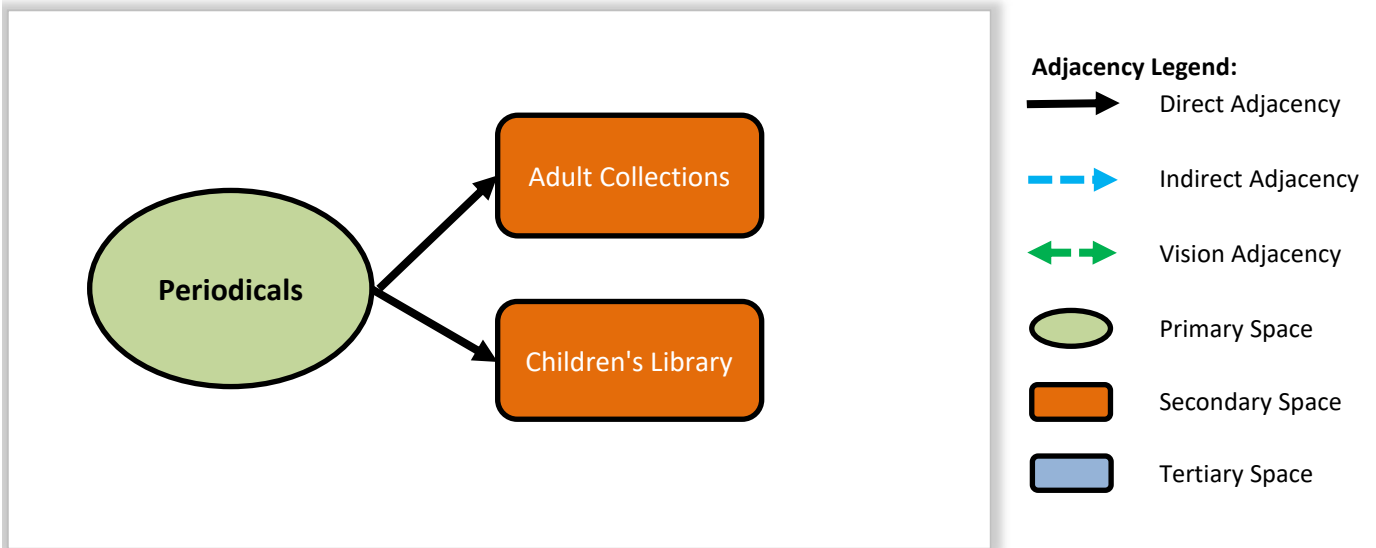
INVENTORY **TOTAL SPACE REQUIRED: 44 SF**

SHELVING:	ITEM	VOLS.		VOLS/ UNIT =	NO. OF SF UNITS	AREA/ UNIT X	PROGRAM = AREA
		SHELVED	/				
1	Periodicals	66	44	16	3	16	44

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT X	PROGRAM = AREA

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT X	PROGRAM = AREA

ADJACENCY:



FUNCTION(S): Provide convenient and ADA compliant access to internet and computer software.

COMMENTS: Needs to near a service desk and in view of staff. Includes space & opportunity for laptop checkout.

OCCUPANCY: Patrons: Staff:

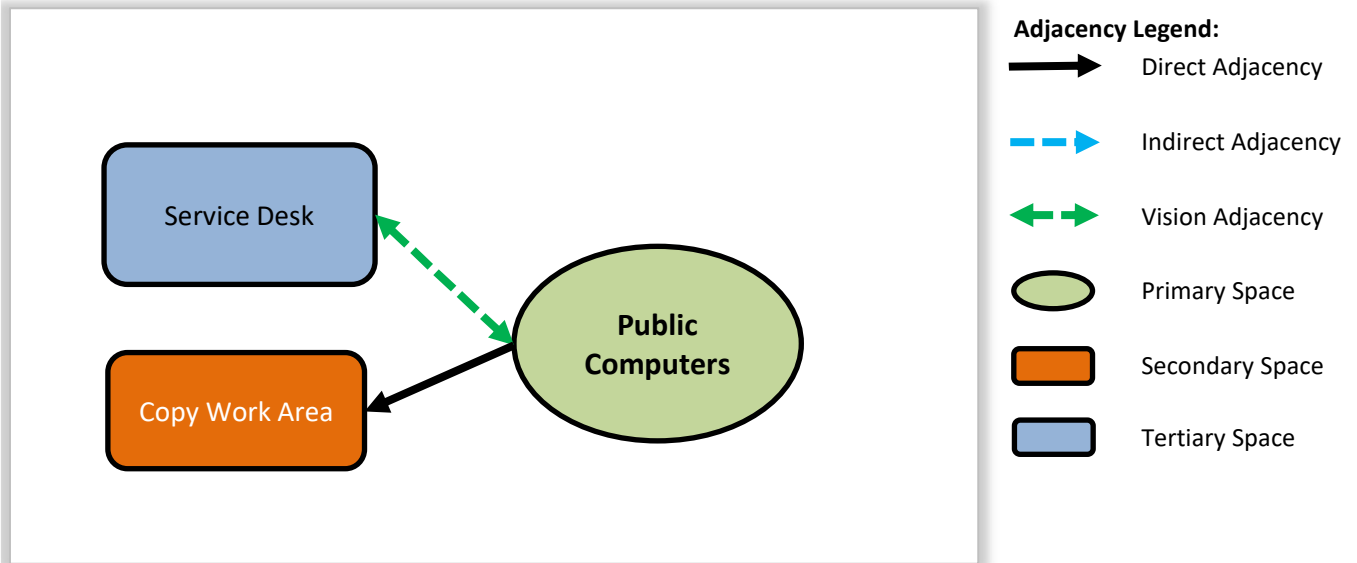
INVENTORY **TOTAL SPACE REQUIRED: 216 SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ UNIT X	PROGRAM AREA
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT X	PROGRAM AREA
1	Computer Table	6	1	6	18	108
2	computer chair	6			18	108

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT X	PROGRAM AREA
1	Computer	6		0

ADJACENCY:



FUNCTION(S): Area for patron access and use of copier & display of public access information.

COMMENTS: Close to Service Desk. Printer shared with Staff.

OCCUPANCY: Patrons: Staff:

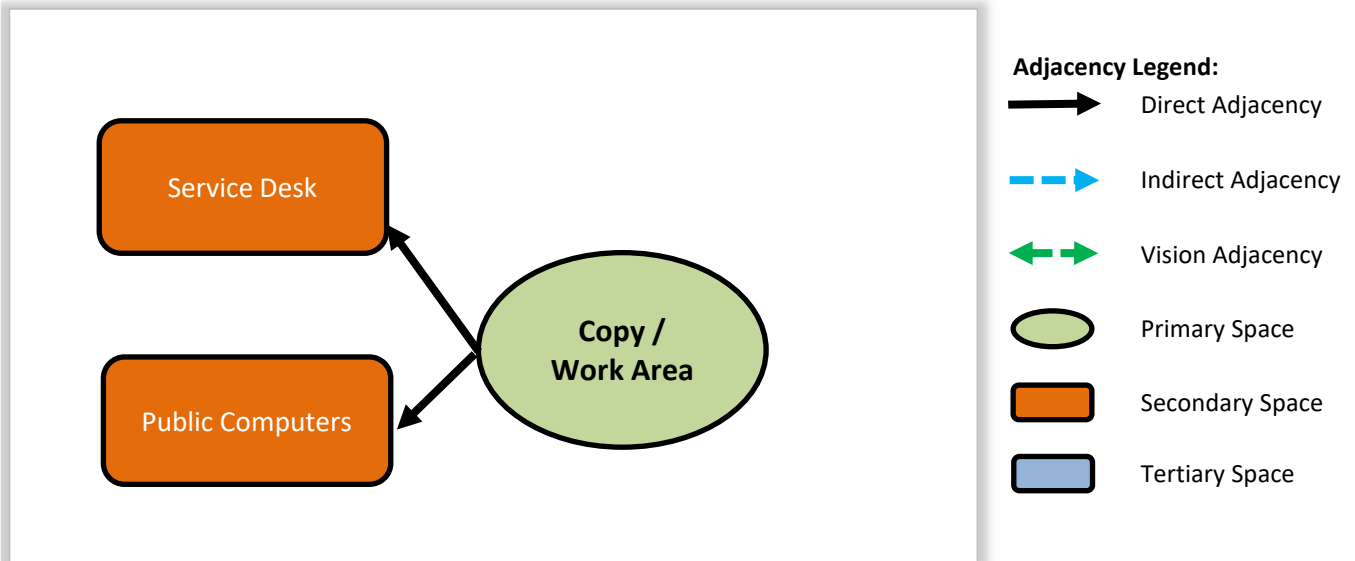
INVENTORY **TOTAL SPACE REQUIRED: 75 SF**

SHELVING:	ITEM	VOLS. SHELVED	VOLS/ UNIT	NO. OF SF UNITS	AREA/ UNIT	PROGRAM AREA
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT	PROGRAM AREA
1	Table or counter	1			25	25

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT	PROGRAM AREA
1	Copier / printer	1	45	45
2	pamphlet display	2		0
3	tax forms display	1		0
4	Pay station (printer)	1	5	5

ADJACENCY:



FUNCTION(S): Large, public-use meeting room.

COMMENTS: Optimally accessible after hours. To include technology for meetings. Possibly to be subdiviseable into smaller rooms. Goal to seat 75 - 100. Kitchenette incorporated into room.

OCCUPANCY: Patrons: 100 Staff:

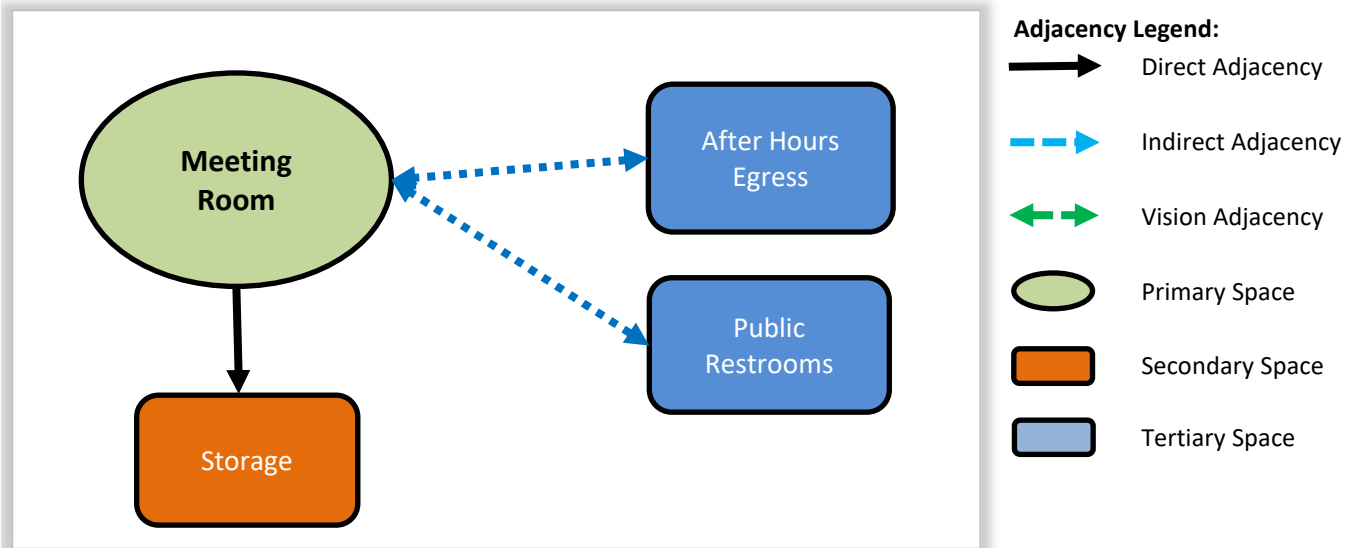
INVENTORY **TOTAL SPACE REQUIRED: 829 SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ UNIT X	PROGRAM AREA =
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT X	PROGRAM AREA =
1	stack chairs	75	1	75	9	675
2	portable podium	1			24	24
3	folding tables	10			10	100

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT X	PROGRAM AREA =
1	Projector Screen	1		0
2	Projector	1		0
3	Markerboard	1		0
4	Phone	1		0
5	video-conferencing	1		0
6	sink & cabinet (3'L)	1	15	15
7	UC Refrigerator	1	15	15

ADJACENCY:



FUNCTION(S): Storage room for Meeting Room.

COMMENTS: Accommodate all folding tables & chairs.

OCCUPANCY: Patrons: varies Staff: 0

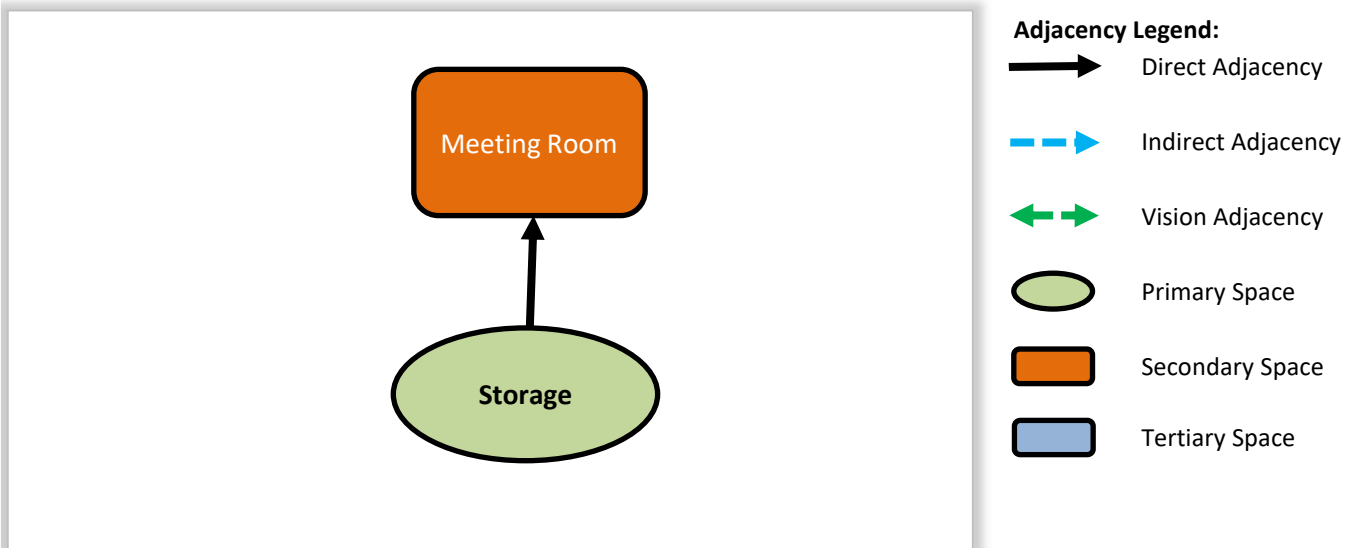
INVENTORY **TOTAL SPACE REQUIRED: 170 SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ X UNIT =	PROGRAM AREA
	None Required					

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ X UNIT =	PROGRAM AREA
	1 Folding Tables	10			5	50

EQUIPMENT:	ITEM	QUANT.	AREA/ X UNIT =	PROGRAM AREA
	1 Chair dollies	4	30	120

ADJACENCY:



FUNCTION(S): Flexible space primarily for storage of Maker Space collection.

COMMENTS: Maker Space programming to occur in the Meeting Room. Eventually the maker space collection will be available for check-out. Glass incorporated in wall for visibility.

OCCUPANCY: Patrons: varies Staff: 0

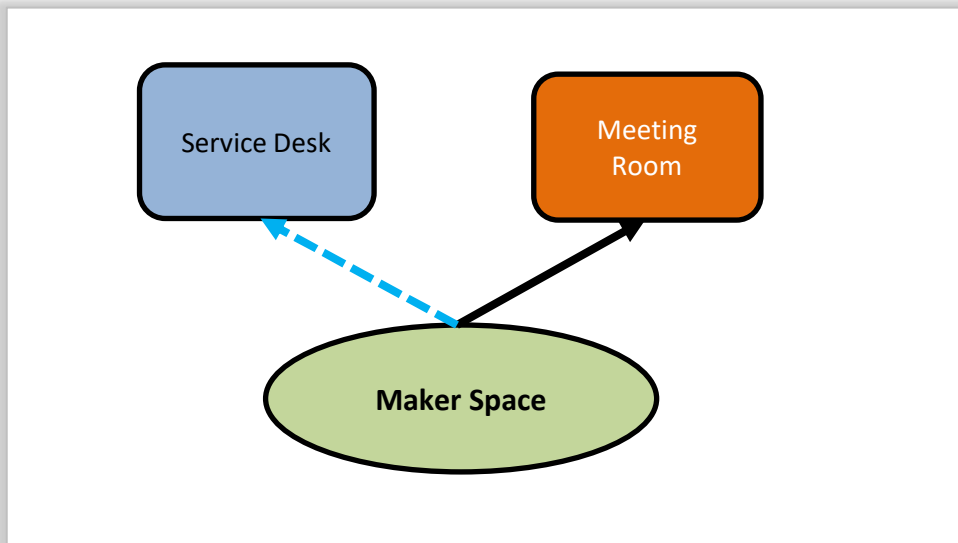
INVENTORY **TOTAL SPACE REQUIRED: 194 SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ X UNIT =	PROGRAM AREA
1	storage shelves			3	12	36

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ X UNIT =	PROGRAM AREA
1	cabinet/counter of millwork (8lf)	1			54	54
2	table for 3D printer	1			36	36
3	Desk	1			48	48
4	laptop charging cabinet	1			20	20

EQUIPMENT:	ITEM	QUANT.	AREA/ X UNIT =	PROGRAM AREA
1	computer	1		0
2	3D printer	1		0

ADJACENCY:



Adjacency Legend:

- Direct Adjacency
- Indirect Adjacency
- Vision Adjacency
- Primary Space
- Secondary Space
- Tertiary Space

FUNCTION(S): Office for the Library Director

COMMENTS: To include a window into the public area. Prefer to be toward the front. Include pinnable or magnetic wall area.

OCCUPANCY: Patrons: Staff: 1

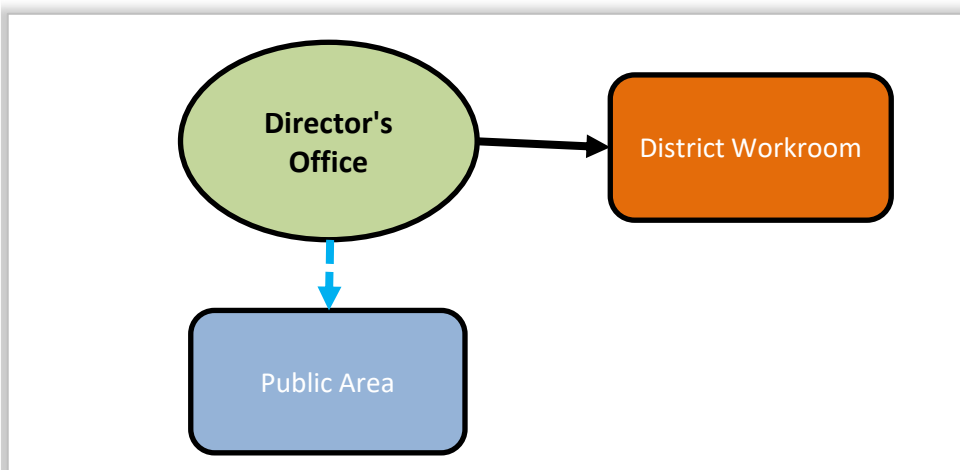
INVENTORY **TOTAL SPACE REQUIRED: 185 SF**

SHELVING:	ITEM	VOLS. SHELVED	VOLS/ UNIT	NO. OF SF UNITS	AREA/ UNIT	PROGRAM AREA
1	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT	PROGRAM AREA
1	U shaped desk with overheads	1	1	1	56	56
2	Guest Chair	2			18	36
3	Bookcase	2			15	30
4	Task Chair	1			18	18
5	Lateral File (2H)	2			15	30

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT	PROGRAM AREA
1	Computer	1	0	0
2	Phone	1	0	0
3	Printer/Scanner	1	0	0
4	markerboard	1	0	0
5	safe	1	15	15

ADJACENCY:



Adjacency Legend:

- Direct Adjacency
- Indirect Adjacency
- Vision Adjacency
- Primary Space
- Secondary Space
- Tertiary Space

FUNCTION(S): Primary staff workspace for circulation & District staff

COMMENTS: Book Drop is either directly adjacent or dispenses directly into this room. Include window to service desk.
Directly adjacent to delivery / receiving.

OCCUPANCY: Patrons: Staff: 2

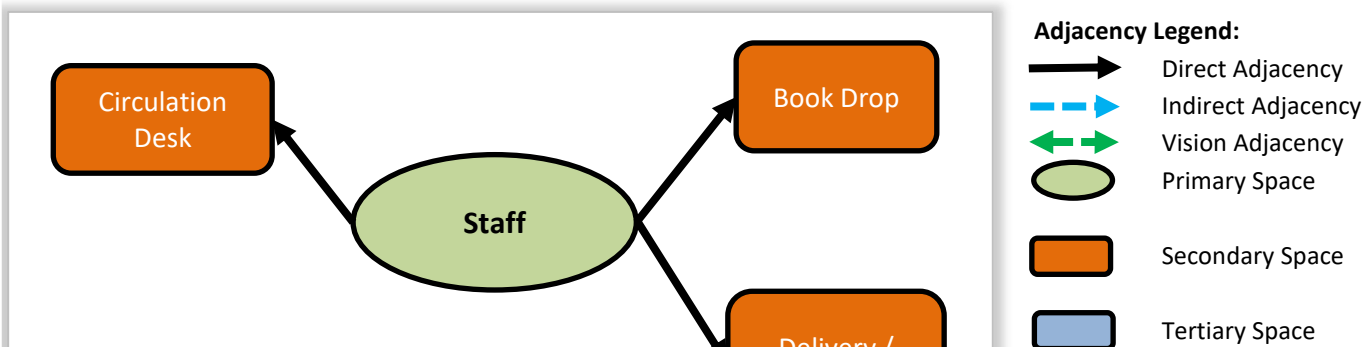
INVENTORY TOTAL SPACE REQUIRED: 432 SF

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ X UNIT =	PROGRAM AREA
1	Supply shelves	84		3	12	36

FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ X UNIT =	PROGRAM AREA
1	Workstation	3	1	3	36	108
2	Work Table	1			54	54
3	Task Chair	3	1	3	18	54
4	Storage Cabinet	4			10	40
5	Lateral file (4H)	1			15	15
6	Table for Equipment	2			15	30

EQUIPMENT:	ITEM	QUANT.	AREA/ X UNIT =	PROGRAM AREA
1	Phone	3	0	0
2	Computer	3	0	0
3	Book Truck	4	10	40
4	Scanner	1	0	0
5	Printer	1	0	0
6	cabinet / counter (8 LF)	1	40	40
7	bulletin board	2		0
8	coffee pot	1		0
9	microwave	1		0
10	refrigerator	1	15	15

ADJACENCY:



FUNCTION(S): Delivery room for inflow and outflow of materials.

COMMENTS: Requires outdoor access and must be adjacent to storage and Staff Workroom. Dedicated door desired with an overhang.

OCCUPANCY: Patrons: Staff:

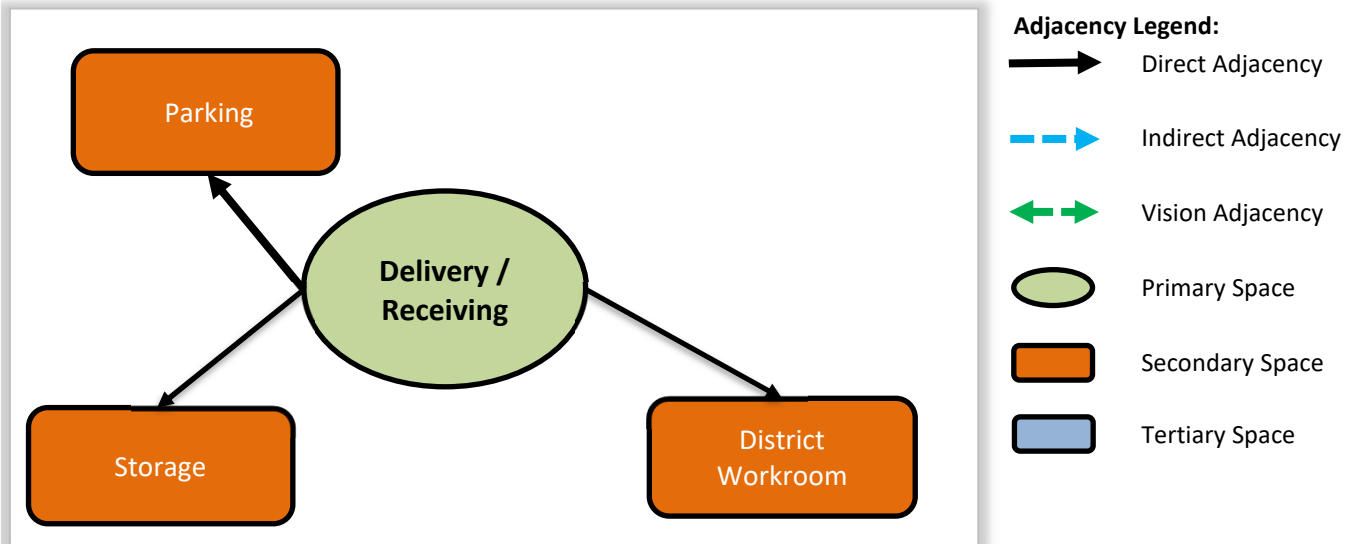
INVENTORY **TOTAL SPACE REQUIRED: 101 SF**

SHELVING:	ITEM	VOLS.	VOLS/	NO. OF SF	AREA/	PROGRAM
		SHELVED	UNIT			
	Storage Shelves			3	12	36

FURNITURE:	ITEM	UNITS	SEATS/U	TOTAL	AREA/	PROGRAM
			NIT			
	None Required					

EQUIPMENT:	ITEM	QUANT.	AREA/	PROGRAM
	1 Recycle Bins	3	15	45
	2 Book Truck	2	10	20

ADJACENCY:



FUNCTION(S): provide general purpose storage for the building for seasonal decorations and display units, general maintenance materials, bulk supplies.

COMMENTS:

OCCUPANCY: Patrons: 0 Staff: varies

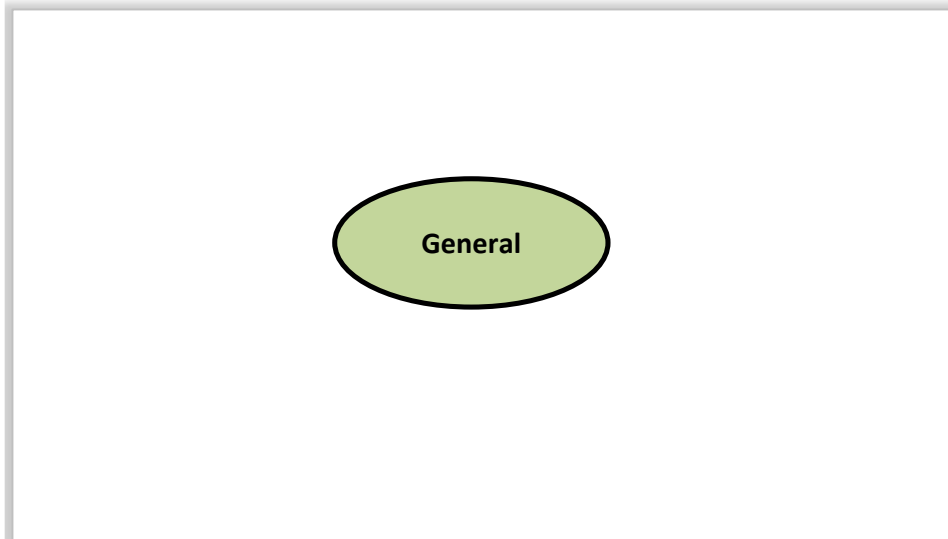
INVENTORY **TOTAL SPACE REQUIRED: 270 SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ UNIT X	PROGRAM AREA
1	industrial shelving	88		18	15	270







FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ UNIT X	PROGRAM AREA
	None Required					

EQUIPMENT:	ITEM	QUANT.	AREA/ UNIT X	PROGRAM AREA
	None Required			

ADJACENCY:



Adjacency Legend:

-  Direct Adjacency
-  Indirect Adjacency
-  Vision Adjacency
-  Primary Space
-  Secondary Space
-  Tertiary Space

FUNCTION(S): Room is designed to house mechanical equipment that runs the facility.

COMMENTS:

OCCUPANCY: Patrons: Staff:

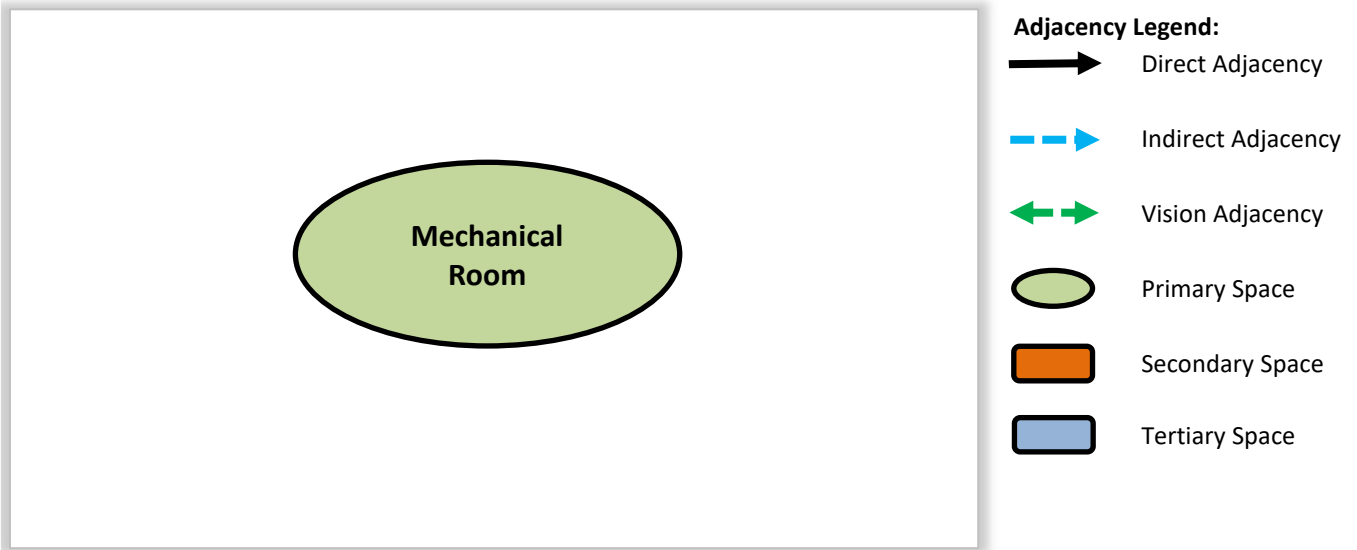
INVENTORY TOTAL SPACE REQUIRED: **Unassigned SF**

SHELVING:	ITEM	VOLS.	VOLS/	NO. OF SF	AREA/	PROGRAM
		SHELVED /	UNIT =	UNITS	UNIT =	AREA
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U	TOTAL	AREA/	PROGRAM
			NIT	SEATS	UNIT =	AREA
	None Required					0

EQUIPMENT:	ITEM	QUANT.	AREA/	PROGRAM
			UNIT =	AREA
	None Required			

ADJACENCY:



FUNCTION(S): Room designed to house the electrical equipment that runs the facility.

COMMENTS:

OCCUPANCY: Patrons: 0 Staff: 0

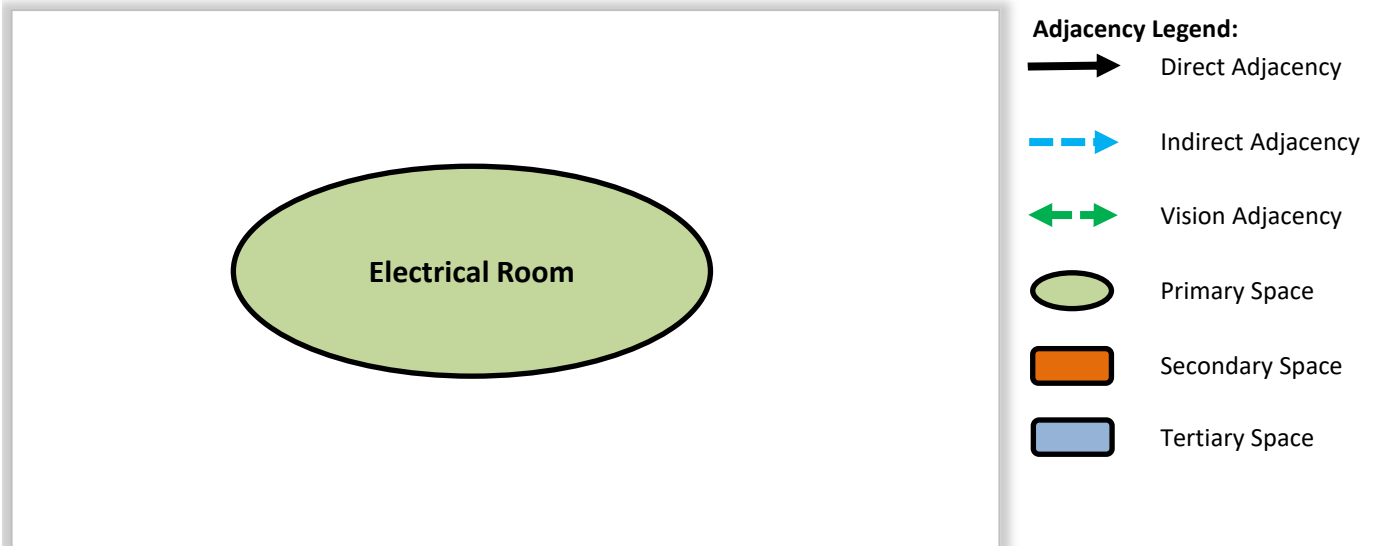
INVENTORY **TOTAL SPACE REQUIRED: Unassigned SF**

SHELVING:	ITEM	VOLS.	VOLS/	NO. OF SF	AREA/	PROGRAM
		SHELVED /	UNIT =	UNITS	UNIT =	AREA
	None Required					0

FURNITURE:	ITEM	UNITS	SEATS/U	TOTAL	AREA/	PROGRAM
			NIT	SEATS	UNIT =	AREA
	1 Equipment Rack					0

EQUIPMENT:	ITEM	QUANT.	AREA/	PROGRAM
			UNIT =	AREA
	1 Cabling & Switches for Network			

ADJACENCY:



FUNCTION(S): Primary space designed to house janitorial supplies / equipment needed to maintain the facility.

COMMENTS:

OCCUPANCY: Patrons: 0 Staff: 0

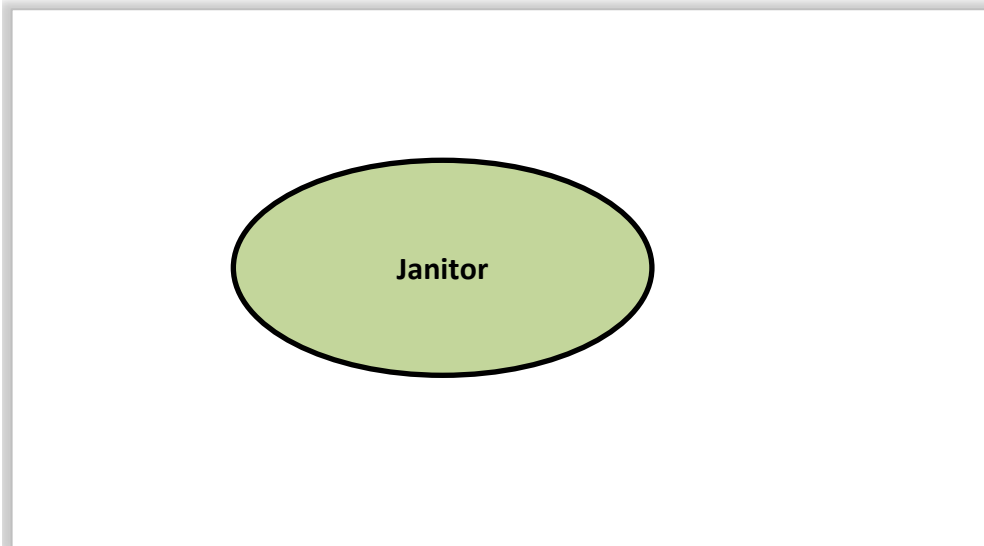
INVENTORY **TOTAL SPACE REQUIRED: Unassigned SF**

SHELVING:	ITEM	VOLS. SHELVED /	VOLS/ UNIT =	NO. OF SF UNITS	AREA/ X UNIT =	PROGRAM AREA
	1 supply shelving	84		1	12	12







FURNITURE:	ITEM	UNITS	SEATS/U NIT	TOTAL SEATS	AREA/ X UNIT =	PROGRAM AREA
	None Required					0

EQUIPMENT:	ITEM	QUANT.	AREA/ X UNIT =	PROGRAM AREA
	1 Vaccum	1	4	4
	2 slop sink	1	16	16

ADJACENCY:



Adjacency Legend:

-  Direct Adjacency
-  Indirect Adjacency
-  Vision Adjacency
-  Primary Space
-  Secondary Space
-  Tertiary Space



IPDPL – Metamora

Concept Study

May 10, 2022

Project Recap (Program)

TOTAL ASSIGNABLE SPACE	8,149	SF
TOTAL UNASSIGNABLE SPACE 25%	2,037	SF
NET BUILDING SUBTOTAL	10,186	SF
NET TO GROSS FACTOR 10%	1,019	SF
GROSS BUILDING AREA	11,205	SF

IPDPL - Metamora

Building Program Space Summary

		Summary of Spaces	
		Programmed	
A ENTRY/CIRCULATION SERVICES			
1 Vestibule		90	SF
2 Lobby		266	SF
3 Public Restrooms - Women		Unassigned	SF
4 Public Restrooms - Men		Unassigned	SF
5 Circulation Desk		304	SF
6 Book Drop		70	SF
	Subtotal	730	SF
B CHILDREN'S SERVICES			
0 Collection Summary			
1 Children's Library		1,573	SF
2 Children's Study Room			
C YOUNG ADULTS			
0 Collection Summary			
1 Young Adult Library			
D ADULT SERVICES			
0 Collection Summary			
1 Adult Collections			
2 Study Room A			
E MULTI-MEDIA			
0 Collection Summary			
1 AV Collection			
2 Periodicals			
3 Public Computers			
4 Copy Area			
F MEETING ROOMS			
1 Meeting Room			
2 Meeting Room Storage			
3 Maker Space			

IPDPL - Metamora

Building Program Space Summary

		Summary of Spaces	
		Programmed	
G STAFF SUPPORT			
1 Director's Office		185	SF
2 Staff Workroom		432	SF
3 Delivery / Receiving		101	SF
	Subtotal	617	SF
H SUPPORT SERVICES			
1 General Storage		270	SF
2 Mechanical Room		Unassigned	SF
3 Electrical Room		Unassigned	SF
4 Janitor Closet		Unassigned	SF
	Subtotal	270	SF
TOTAL ASSIGNABLE SPACE		6,804	SF
TOTAL UNASSIGNABLE SPACE 25%		1,701	SF
NET BUILDING SUBTOTAL		8,504	SF
NET TO GROSS FACTOR 10%		850	SF
GROSS BUILDING AREA		9,355	SF

Program Revisions:

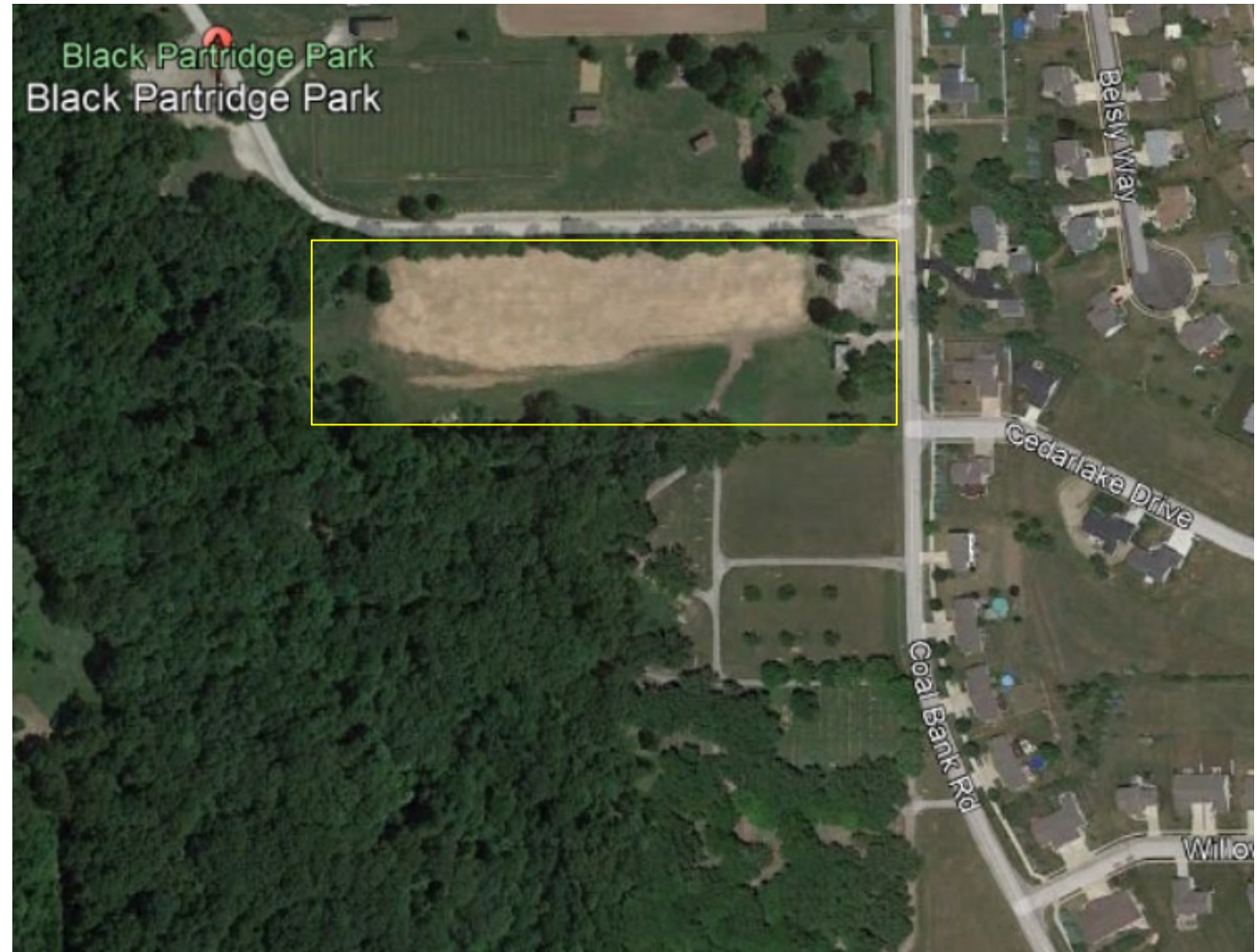
- Combined Staff Workroom & District Workroom
- Eliminated Staff Lounge
- Adjusted future collection sizes by moving part of collection to other locations:
 - 30% of adult and juvenile nonfiction
 - 25% of adult and juvenile fiction

Site 1 – Black Partridge Park

“We are open to allotting the portion of property immediately west of Coal Bank Rd and as far west as needed and South of our current main park entry all the way to southern property line.”

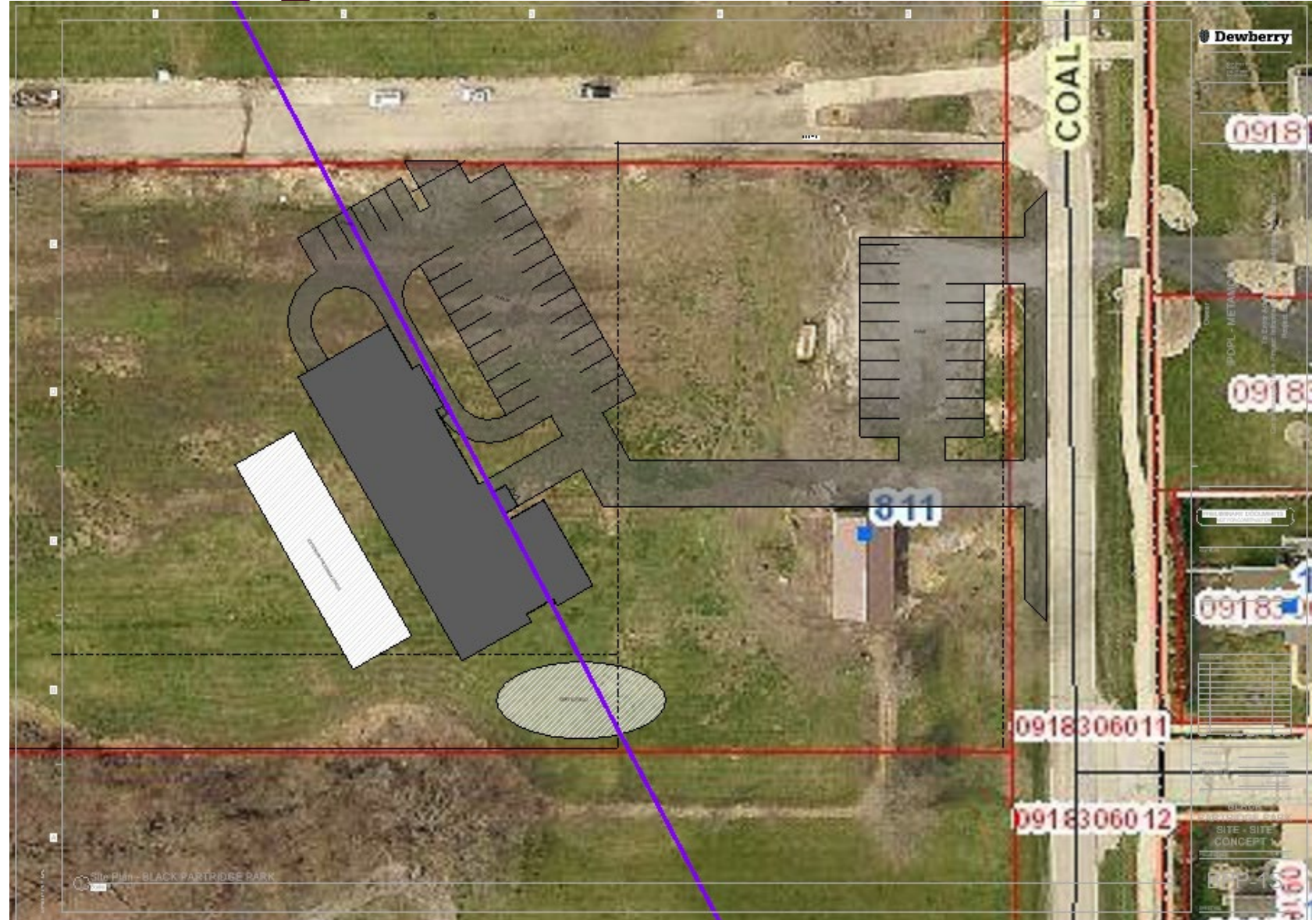
Summary of Woodford Cnty. Parking Requirements:

- 1 space per 800 sf
- 1 space per employee
- Designated space for delivery
- Available Parking = Unlimited












Site 1 – Black Partridge Park

- Required Parking Spots = 20
- Parking shown = 28
- Exterior Program Space
- Drive up book drop / window opportunity
- Access to building provided outside of park gate

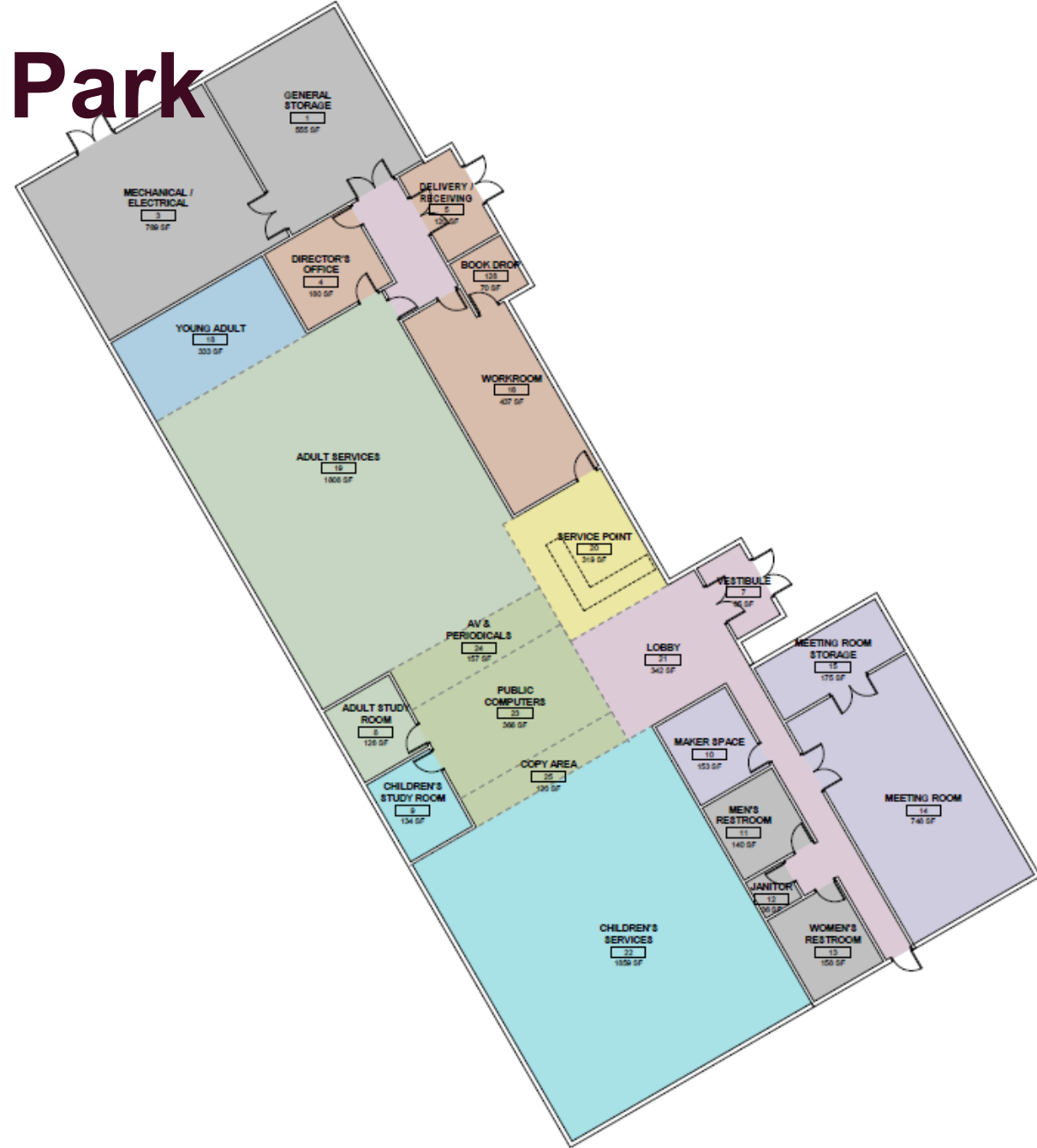


Site 1 – Black Partridge Park

Department Legend

	ADULT SERVICES
	CIRCULATION
	MEETING ROOM
	MULTI-MEDIA
	SERVICE POINT
	STAFF
	SUPPORT
	YOUNG ADULT
	YOUTH SERVICES

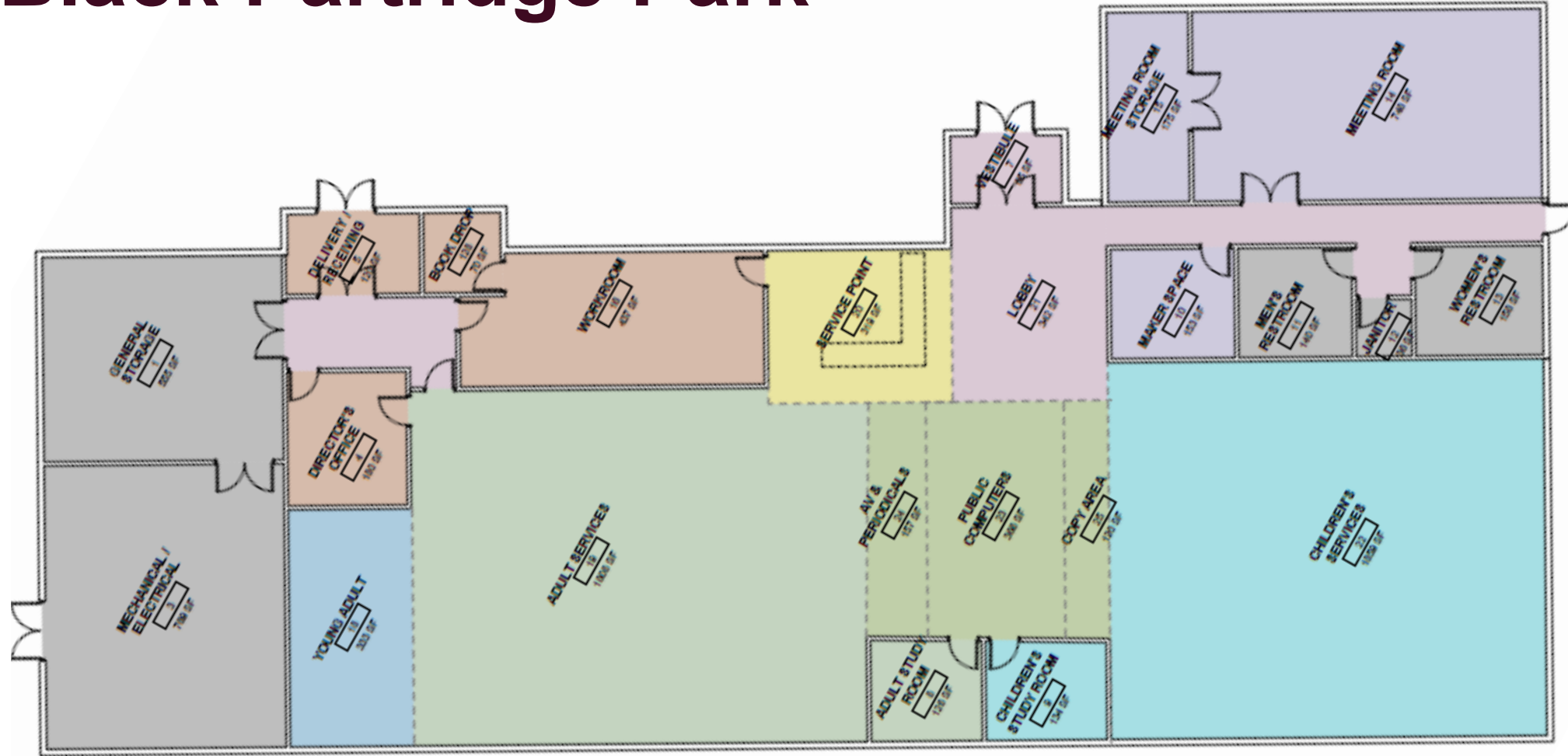
Combined: 10,070 SF



Site 1 – Black Partridge Park

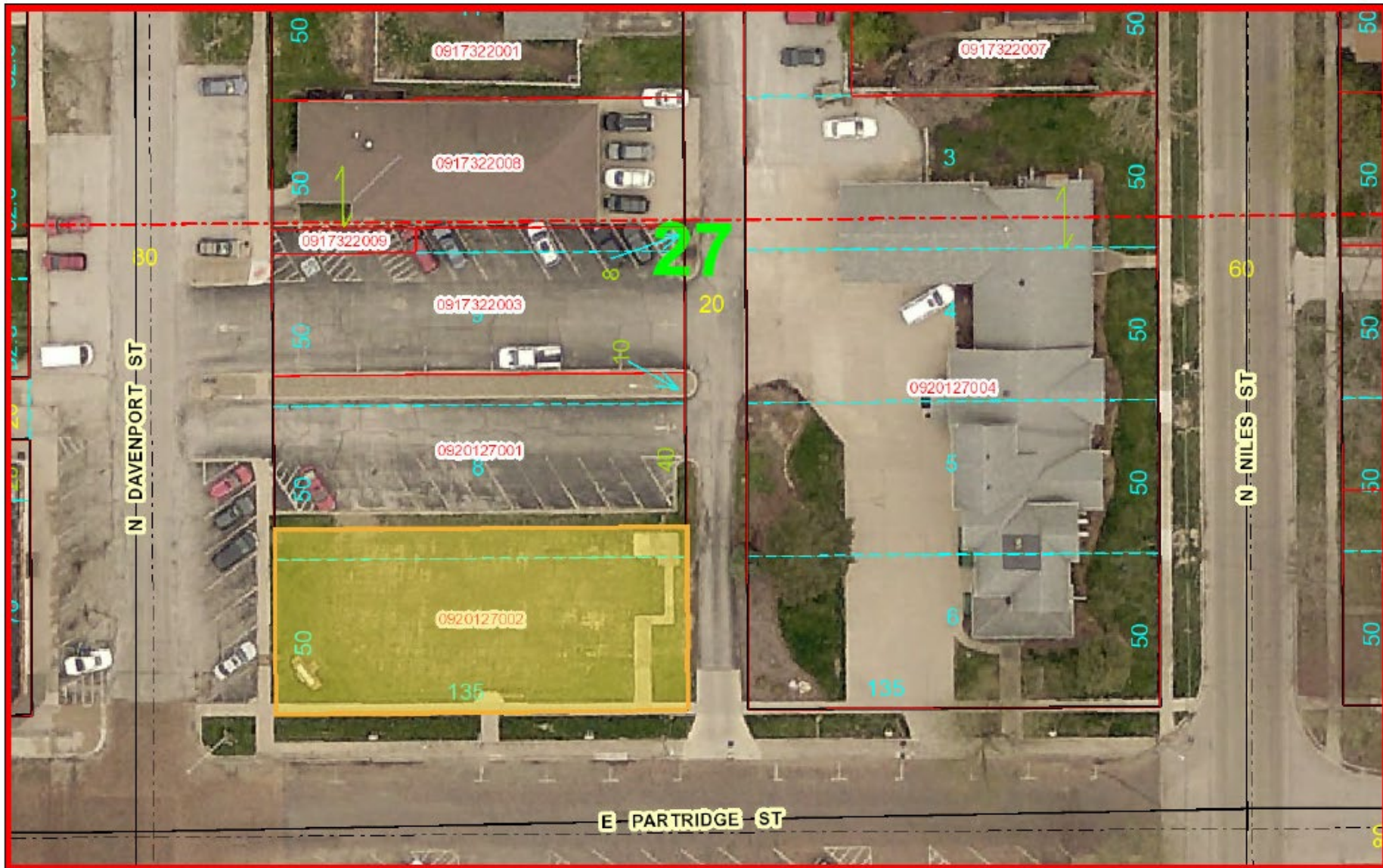
Department Legend

- ADULT SERVICES
- CIRCULATION
- MEETING ROOM
- MULTI-MEDIA
- SERVICE POINT
- STAFF
- SUPPORT
- YOUNG ADULT
- YOUTH SERVICES



Combined: 10,070 SF

Site 2 – former Legion Hall



Site 2 – former Legion Hall

Summary of Metamora Parking Requirements:

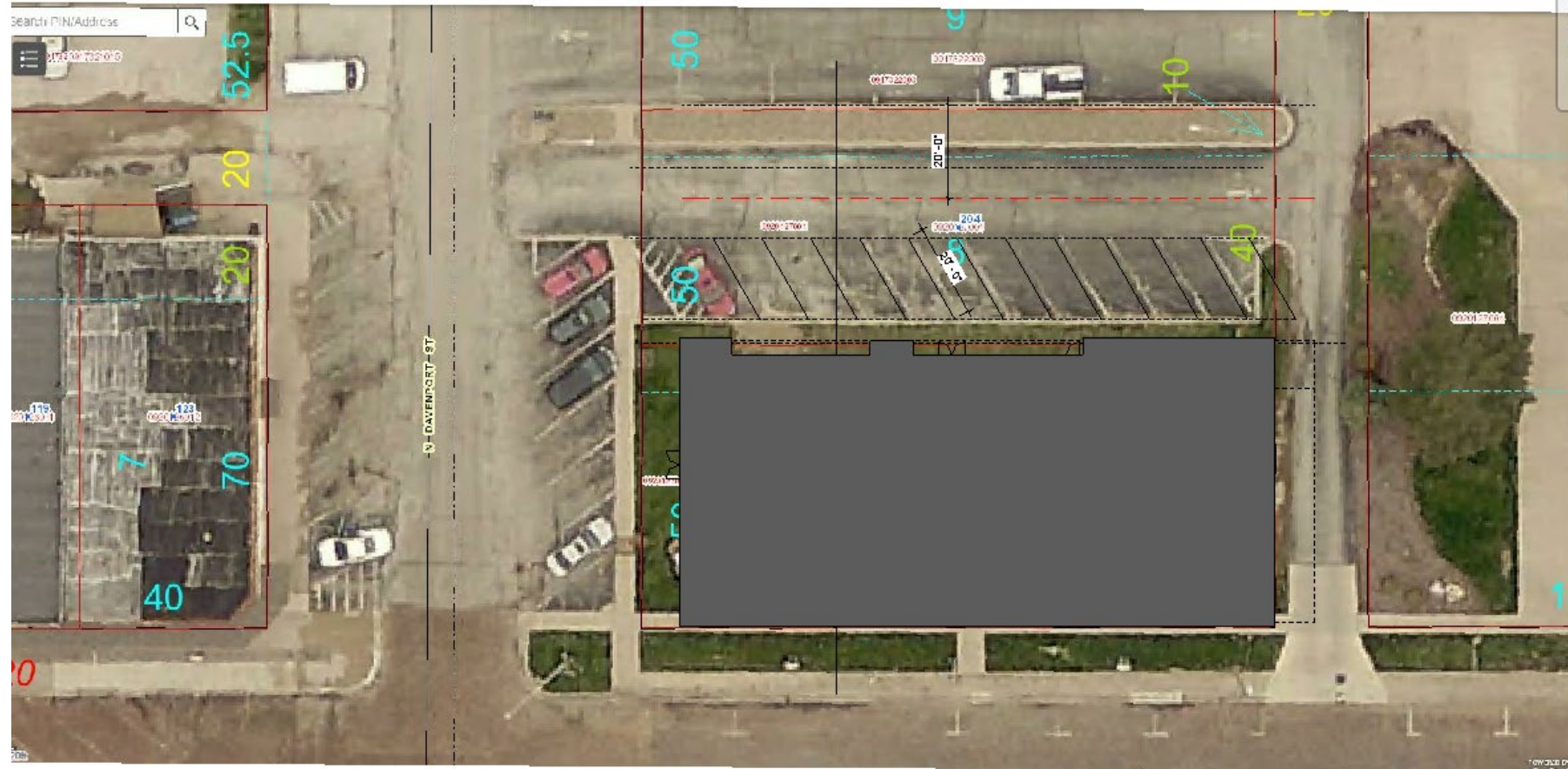
- 1 space per 300 sf
- 1 space per 2 employees
- Designated space for delivery
- Available = 10 off-street + 1 delivery space & 12 on-street spaces (within 400' feet)



Site 2 – former Legion Hall

Former Legion Hall - A

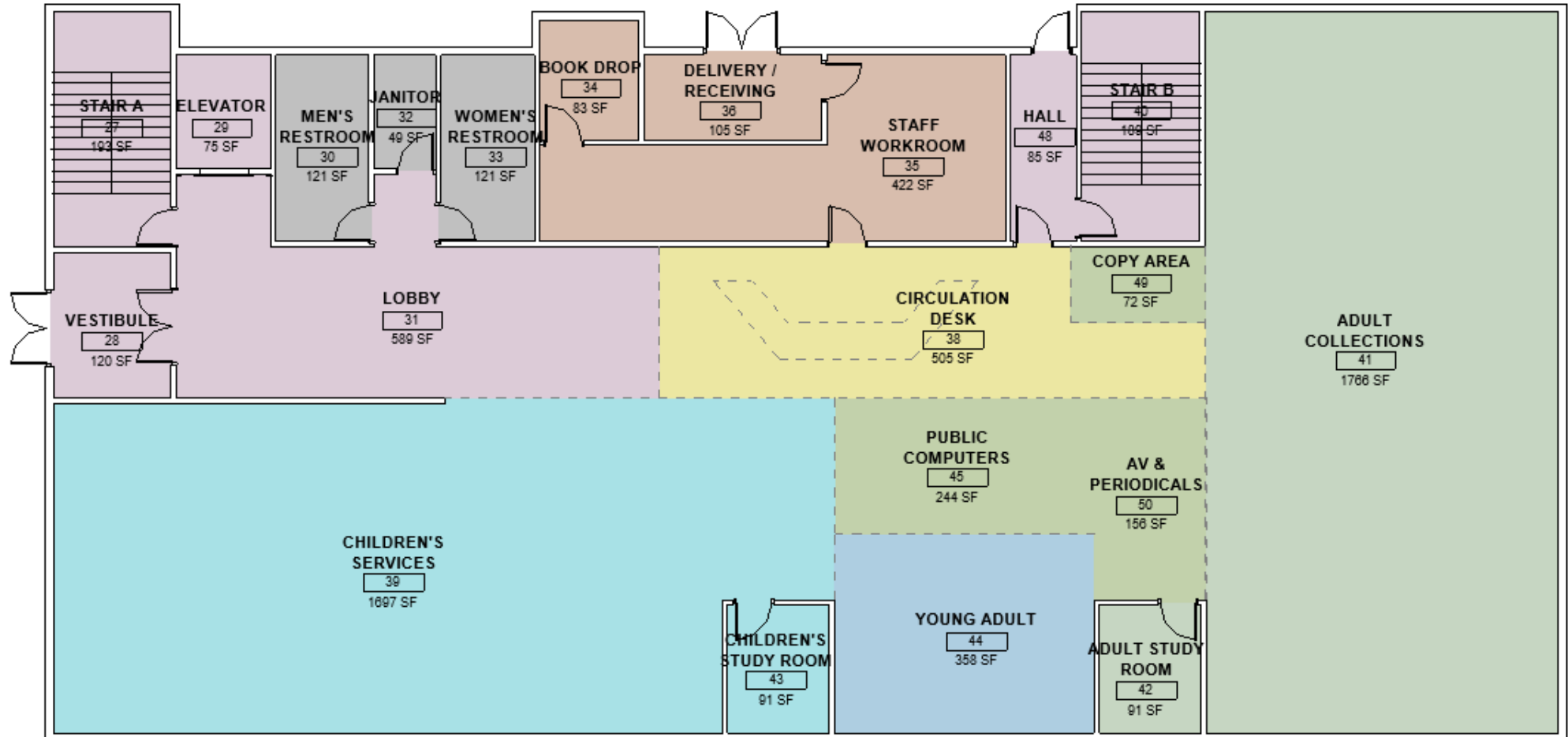
- 2 story option
- Combined 13,000 sq. ft.
- Required = 47 parking spaces
- Short 24 parking spots (36 off-street spots)



Site 2 – former Legion Hall

Department Legend

- ADULT SERVICES
- CIRCULATION
- MEETING ROOM
- MULTI-MEDIA
- SERVICE POINT
- STAFF
- SUPPORT
- YOUNG ADULT
- YOUTH SERVICES



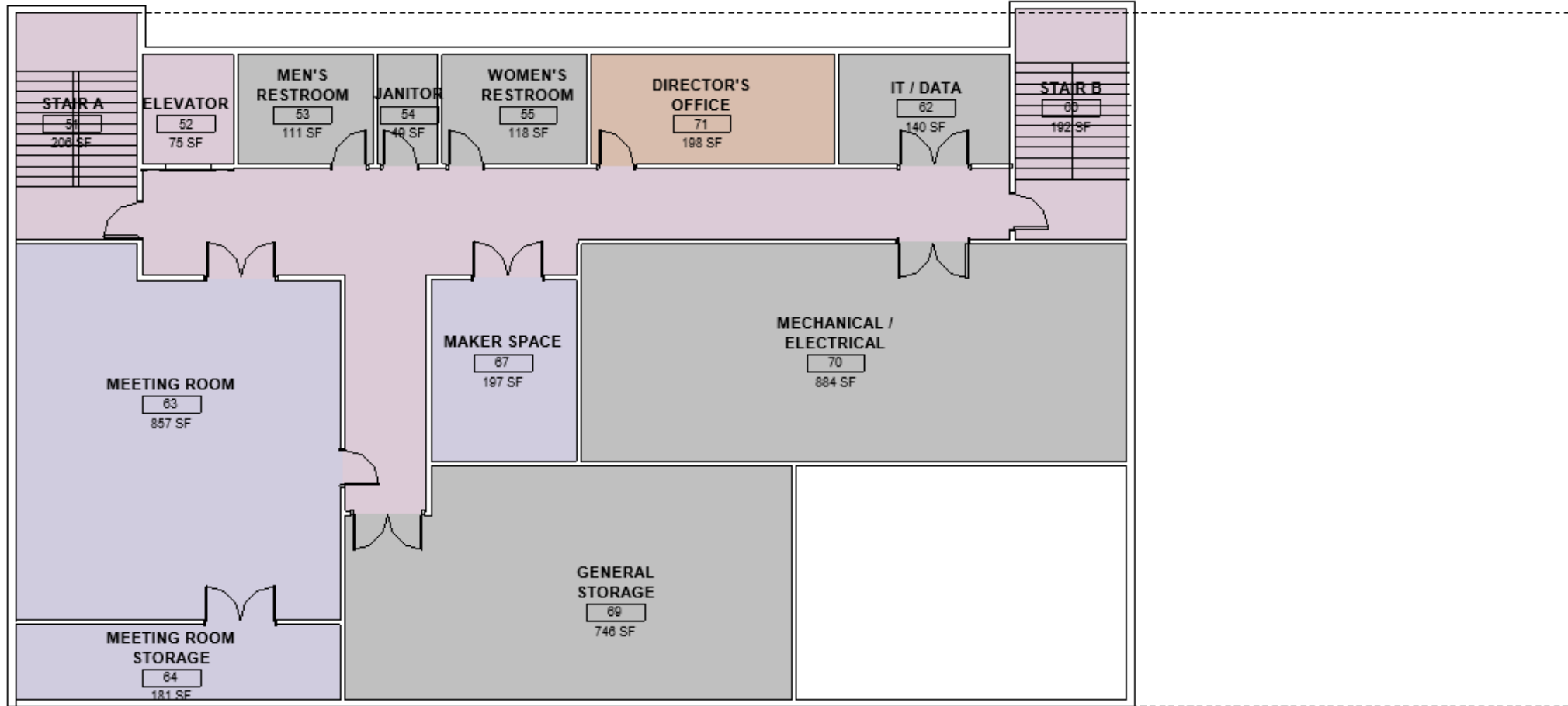
Combined:
13,000 SF

FIRST FLOOR

Site 2 – former Legion Hall

Department Legend

- ADULT SERVICES
- CIRCULATION
- MEETING ROOM
- MULTI-MEDIA
- SERVICE POINT
- STAFF
- SUPPORT
- YOUNG ADULT
- YOUTH SERVICES



Combined:
13,000 SF

SECOND FLOOR

Site 2 – former Legion Hall

Former Legion Hall - B

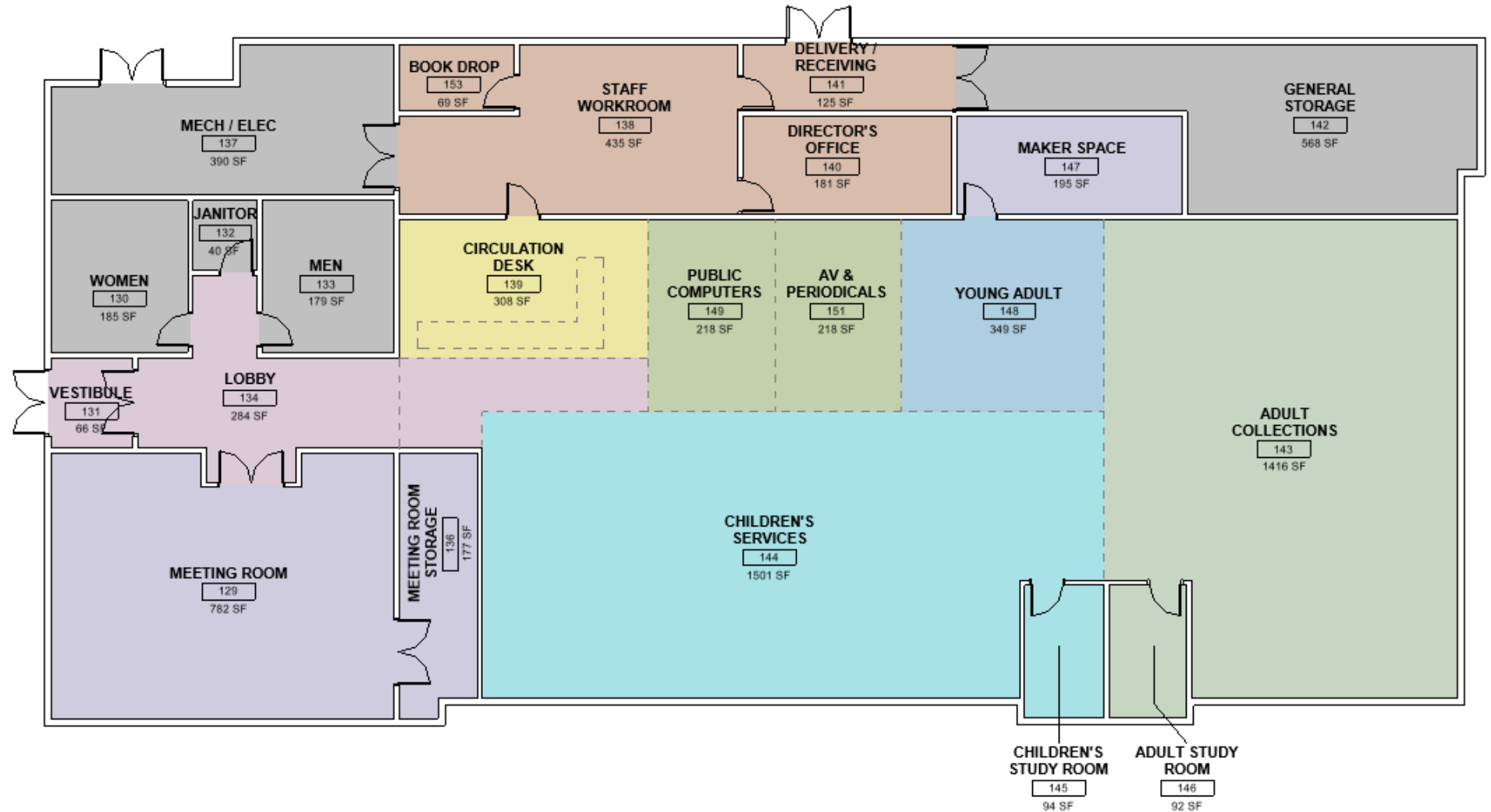
- Single story option
- Combined 8,500 sq. ft.
- Required = 33 parking spaces
- Short 10 parking spots (22 off-street spots)



Site 2 – former Legion Hall

Department Legend

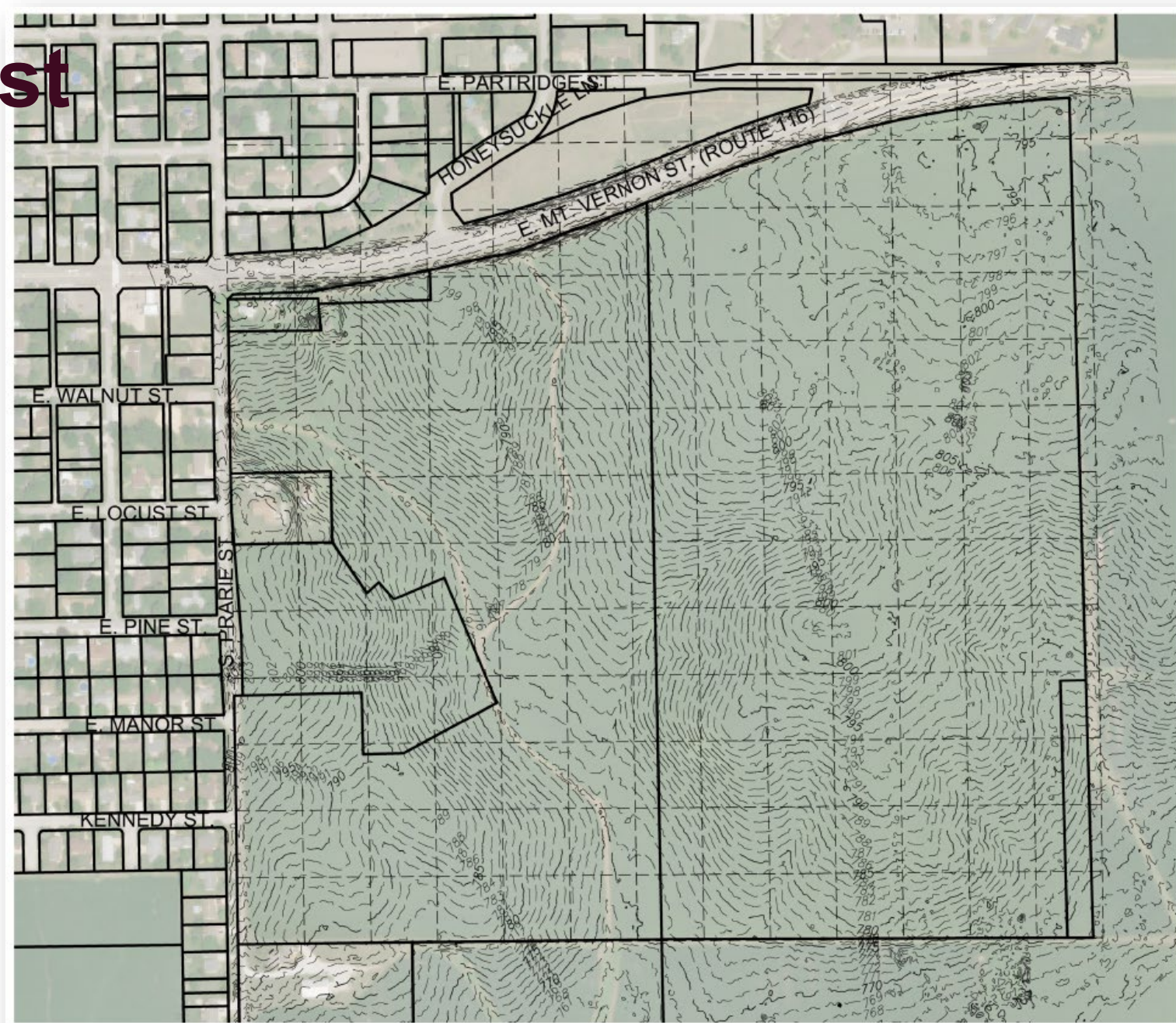
- ADULT SERVICES
- CIRCULATION
- MEETING ROOM
- MULTI-MEDIA
- SERVICE POINT
- STAFF
- SUPPORT
- YOUNG ADULT
- YOUTH SERVICES



Combined:
8,500 SF

Site 3 – Village East

- 135 acres
- Pending Update from Village & Masterplan



Next Steps

- Further refine plans (1 for Black Partridge & 1 for former Legion Hall)
- Develop furniture plans based on building program
- Develop Cost estimates

Next Steps

Precedent:

Germantown Hills Branch

- 7,000 sq. ft.
- 2016-2017 Construction Project
- Total Project - \$2,162,252 (Did not include site purchase)
 - \$309 a square foot

Year	Escalation	Project \$/SF	BBP (10,070 SF)	FLH -A (13,000 SF)	FLH-B (8,500 SF)
2019	4%	\$335	NA	NA	NA
2020	4%	\$349	NA	NA	NA
2021	10%	\$384	NA	NA	NA
2022	20%	\$461	\$4,642,270	\$5,993,000	\$3,918,500
2023	4% +	\$480	\$4,833,600	\$6,240,000	\$4,080,000
2024	4% +	\$500	\$5,035,000	\$6,500,000	\$4,250,000
2025	4% +	\$520	\$5,236,400	\$6,760,000	\$4,420,000
2026	4% +	\$541	\$5,447,870	\$7,033,000	\$4,598,500

Home → Products → Tables → Sultan Square Library Table

Enlarge



OVERVIEW

SPECIFICATIONS

SHIPPING

ASSEMBLY

REVIEWS



- Table top features 1-1/4" thick 9-ply composite core with plastic laminate writing surface, and backer sheet.
- Equipped with 2-1/2"x1" apron, and available with a choice of 3/4"x1-3/4" solid oak edge profile.
- 2-3/8" square solid wood legs attach with heavy-duty metal flange plate.
- 1-3/4" diameter adjustable nylon glides accommodate uneven flooring.
- Green Features: This product has one or more features that are environmentally conscious.
- This product is made in the USA.
- This item is made-to-order and non-returnable.

Sultan Square Library Table

Sultan Square Library Table

SELECT ITEM

ITEM	LB.	MSRP	YOUR PRICE	
			QTY 1-7	QTY 8+
<input checked="" type="radio"/> 42" Square (TCA-42Q-A)	105	\$1,109	\$768	\$745
<input type="radio"/> 48" Square (TCA-48Q-A)	113	\$1,245	\$862	\$836

SELECTED 42 in. Square (TCA-42Q-A)

SELECT LAMINATE TOP FINISH



SELECTED

SELECT HEIGHT OPTION

Optional 27"H Standard 29"H

SELECTED

SELECT EDGE/FRAME WOOD STAIN FINISH



SELECTED

SELECT EDGE PROFILE



SELECTED

LIVE CHAT

800-872-6611



Home → Products → Library & Media Center → Sovereign Rail-Back Library Chair w/ Upholstered Seat

Enlarge



OVERVIEW	SPECIFICATIONS	SHIPPING	ASSEMBLY
REVIEWS			



- Warm any space with the beauty of real wood.
- Solid hardwood frame boasts natural grain variations, and a choice of stain finish.
- Features steam-bent parts, upholstered seat, and railback backrest.
- Exceptionally reinforced by interlocking solid-wood corner blocks, and stretcher with built-in bookrack.
- Floors are protected by onmarring glides.

* Note: Minimum order quantity of 4 chairs. Prices are per chair.

** Note: Product is made-to-order and nonreturnable. Digital swatches for this product may not be a true representation of the color. Please allow us to send you free physical samples prior to placing your order.

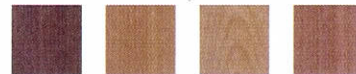
- This product is made in the USA.
- This item is made-to-order and non-returnable.

This sleek Sovereign Rail-Back Library Chair w/ Upholstered Seat is a faithful update to the classic rail-back seating to provide seating solutions in multiple

Sovereign Rail-Back Library Chair w/ Upholstered Seat

ITEM	LB.	MSRP	YOUR PRICE
TCCH-W-U	27	\$607	\$420

SELECT FINISH COLOR



SELECTED

SELECT FABRIC COLOR



SELECTED

SELECT MADE-TO-ORDER ITEM

I acknowledge that this is a made-to-order item and non-returnable.

SELECT EXTENDED LEAD TIMES

I have reviewed the stated lead times shown on the shipping tab and acknowledge that they may also be extended due to the current global shipping delays.



[Click here for information on Samples](#)

QTY

LIVE CHAT



~~\$1,600.00~~
800-872-6611



Home → Products → Reception & Lounge → Langley 3-Seat Lounge w/ End & Center Arms

Enlarge



OVERVIEW	SPECIFICATIONS	SHIPPING	ASSEMBLY	OTHER
REVIEWS				



- Ideal for public areas and waiting rooms.
- Designed with soft curves and generous armrests for a contemporary look.
- Extra-thick, high-density cushions.
- No-sag, wire spring seat and back suspension for durability and comfort.
- Brushed aluminum cylinder legs with chrome levelers are 4-3/4"H.
- Optional power module with two AC and two USB ports available (a single module will be installed at the bottom right of front panel as observed from a seated position).

* Note: Product is made-to-order and nonreturnable. Digital swatches for this product may not be a true representation of the color. Please allow us to send you free physical samples prior to placing your order.

- This product is made in the USA.
- This item is made-to-order and non-returnable.

Create a relaxing lobby or reception area environment with

Langley 3-Seat Lounge w/ End & Center Arms

ITEM	LB.	MSRP	YOUR PRICE
HAM-3S	178	\$4,237	\$2,064

SELECT FABRIC COLOR



SELECTED

SELECT POWER OPTION



SELECTED

SELECT MADE-TO-ORDER ITEM

I acknowledge that this is a made-to-order item and non-returnable.

SELECT EXTENDED LEAD TIMES

I have reviewed the stated lead times shown on the shipping tab and acknowledge that they may also be extended due to the current global shipping delays.

LIVE CHAT

800-872-6611

Click here



Home → Products → Reception & Lounge → Langley Chair

Enlarge



OVERVIEW	SPECIFICATIONS	SHIPPING	ASSEMBLY	OTHER
REVIEWS				



- Ideal for public areas and waiting rooms.
- Designed with soft curves and generous armrests for a contemporary look.
- Extra-thick, high-density cushions.
- No-sag, wire spring seat and back suspension for durability and comfort.
- Brushed aluminum cylinder legs with chrome levelers are 4-3/4"H.
- Optional power module with two AC and two USB ports available (module will be installed at the bottom right of front panel as observed from a seated position).

* Note: Product is made-to-order and nonreturnable. Digital swatches for this product may not be a true representation of the color. Please allow us to send you free physical samples prior to placing your order.

- This product is made in the USA.
- This item is made-to-order and non-returnable.

Create a comfortable and attractive lounge at the office or in a school environment with the Langley Modular Lounge

Langley Chair

ITEM	LB.	MSRP	YOUR PRICE
HAM-CH	78	\$1,811	\$882

SELECT FABRIC COLOR



SELECTED

SELECT POWER OPTION



SELECTED

SELECT MADE-TO-ORDER ITEM

I acknowledge that this is a made-to-order item and non-returnable.

SELECT EXTENDED LEAD TIMES

I have reviewed the stated lead times shown on the shipping tab and acknowledge that they may also be extended due to the current global shipping delays.



[Click here for information on Samples](#)

LIVE CHAT

800-872-6611



Home → Products → Tables → Langley Oval Table w/ Laminate Top

Enlarge



- OVERVIEW
- SPECIFICATIONS
- SHIPPING
- ASSEMBLY
- OTHER

REVIEWS



- Ideal for public areas and waiting rooms.
- Features 1" thick thermofused laminate top and fully upholstered sides.
- Brushed aluminum cylinder legs with chrome levelers.

* Note: Product is made-to-order and nonreturnable. Digital swatches for this product may not be a true representation of the color. Please allow us to send you free physical samples prior to placing your order.

- This product is made in the USA.
- This item is made-to-order and non-returnable.

Complete the look of a space with the Langley Oval Table w/ Laminate Top, ideal for a reception or lobby area as well as office and meeting spaces. The sides are fully-upholstered, while the cylinder-style legs feature brushed aluminum and chrome levelers for stability on a variety of flooring surfaces. This is a custom-made table which is non-returnable.

Langley Oval Table w/ Laminate Top

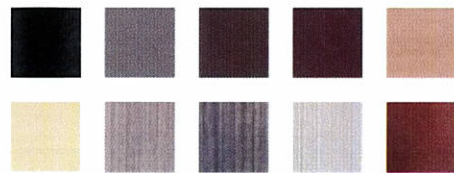
ITEM	LB.	MSRP	YOUR PRICE
HAM-OT	90	\$1,628	\$793

SELECT FABRIC COLOR



SELECTED

SELECT LAMINATE FINISH



SELECTED

SELECT MADE-TO-ORDER ITEM

I acknowledge that this is a made-to-order item and non-returnable.

SELECT EXTENDED LEAD TIMES

I have reviewed the stated lead times shown on the acknowledge extended due to the current global shipping delay

LIVE CHAT

800-872-6611



Home → Products → Early Childhood → Caboodle 4 Piece Kitchen Playset

Enlarge



OVERVIEW	SPECIFICATIONS	SHIPPING	ASSEMBLY
CERTIFICATIONS	REVIEWS		



- Birch plywood construction and dowel pin crafting with materials specifically designed for maximum strength and longevity.
- Features corners rounded to a minimum 1/2" radius for safety, and kick plates to prevent pinching or lost objects.
- UV acrylic finish has extra strong resistance to daily wear, common cleaning products, and yellowing.
- 4-piece set with realistic faux features for play.
- Double-door refrigerator with ice-maker decal.
- Double-door oven with window and oven control decals; stove-top with turn-button controls and four burner decals.
- Double door sink unit with chrome-look faucet and wash basin.
- Double-door cupboard with counter-top surface, and shelf.
- Chrome-look handles with magnetic catches help doors stay closed.
- Green Features: This product has one or more features that are environmentally conscious.

Caboodle 4 Piece Kitchen Playset

ITEM	LB.	MSRP	YOUR PRICE
JSP-4KT	163	\$1,593.60	\$1,392

SELECT EXTENDED LEAD TIMES

I have reviewed the stated lead times shown on the shipping tab and acknowledge that they may also be extended due to the current global shipping delays.

QTY

EACH TOTAL
\$1392.00 \$1,392.00

ADD TO CART



ADD TO WISHLIST

Be the first to review this product



Print Product Sheet PDF

LIVE CHAT

800-872-6611

Name	QTY.	Price	Total
Sultan Square Table	4	\$768	\$3,072
Sovereign Chair	16	\$420	\$6,720
3-Seat lounge	1	\$2,064	\$2,064
Langley Chair	1	\$882	\$882
Oval Table	1	\$793	\$793
Kitchen Playset	1	\$1,392	\$1,392
Shipping			\$2,148
		Total	\$17,071

John Bockler, Handyman

314 W. Mount Vernon Street
Metamora, IL 61548

Phone (309)208-4232

Email bockler@mtco.com

TO: Dawn Smith
IPDPL Director

RE: Painting Interior Walls of Metamora Branch

The following will serve as a general scope of work to repaint the interior walls of the Metamora Branch. This does not include restrooms, offices, front entry or foyer, or back workrooms. It does include repainting the center main vertical support pillars the same color as the walls.

All paintings hanging on the walls are to be removed. All holes would be patched, primed, and sanded as required to eliminate a shadow effect when the walls are painted. The painting would be floor to ceiling. I would encourage two or three color selections to be made and applied on a 4' x 8' area of the wall in a row to make the final determination of color selection and sheen. I would also recommend a contrasting color on the trim around the doors and windows. Only high-quality paint should be used such as Sherwin Williams or Benjamin Moore. The two-coat process would be achieved through backrolling as is standard painting practice.

The painting process is straightforward. The moving of the materials and shelving will determine the overall complete cost. I would recommend the following sequence:

1. Apply two to three sample sections to determine the final color and sheen.
2. Remove shelving where it is attached to the wall and re-install the shelving after the wall is painted. This will greatly reduce the labor and time of removing and re-installing the horizontal shelves the materials are stacked on.

The estimate is based on staff and/or volunteers to do most if not all of the requested moving of materials. I will charge a rate of \$50 per man-hour. The estimate would be in a range of \$4,800 to \$5,600 with variables applied if necessary.

John Bockler

Tim Yoder

Home Improvement Specialist

Proposal

418 Tazewood Road

Metamora IL 61548

tyhomeimprovementspecialist@gmail.com

815.579.5510

Submitted to:

ILLINOIS PRAIRIE DISTRICT LIBRARY
208 E. PARTRIDGE ST.
METAMORA, IL. 61548

JOB NAME/LOCATION:

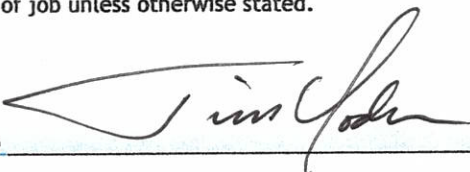
METAMORA

DATE OF PROPOSAL:

5-1-2022

JOB DESCRIPTION	UNIT PRICE	LINE TOTAL
• TEAR OUT & REMOVE EXSISTING FRONT DOOR & SIDELIGHTS AND PREPARE OPENING FOR NEW DOOR & SIDELIGHTS. REMOVE OLD OAK SILL AND REPLACE WITH PRESSURE TREATED SILL.		
• INSTALL NEW STEEL ENTRY DOOR WITH 1/2 GLASS UPPER WITH WHITE COLONIAL GRILLES WITH 2 RAISED PANEL LOWER AND MATCHING STEEL SIDELIGHTS TO FILL 74 1/4" WX 84 3/4" H OPENING. ALL DOOR COMPONENTS WILL BE PAINTED IN WHITE. INSTALL HARDWARE & PAINT OUTSIDE DOOR SURROUND TRIM. HAUL ALL DEBRIS AWAY.		
*NOTE: \$ 5,500.00 REQUIRED AT JOB APPROVAL AND ORDERING OF DOOR.		
I propose hereby to furnish material and labor according to the above specifications for the sum of:		
	SUBTOTAL	
	SALES TAX	
		<u>\$ 6,800.00</u>

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner. 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 are contingent upon accidents or delays beyond our control. Payment to be made upon completion of job unless otherwise stated.

Signature 

Date 5-1-2022

Director's Remarks for May 10, 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

- *Amanda is presenting plans for the proposed sites.*
- *We have weeded paperbacks at the Metamora branch and plan to remove the current displays to open the area for a proposed seating area.*
- *We are moving juvenile fiction and non-fiction from the top shelves.*

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

- *We had a booth set up at Germantown Hill's Spring Fling event to increase awareness of the library and market the Summer Reading Program.*
- *We have an ad in the Merrilee Studio's dance recital 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 participated in Family Reading night at Germantown Hills Grade School.*
- *We are promoting 1000 Books before Kindergarten through our early literacy programs and Beanstack.*
- *Sowers Elementary School is visiting the Roanoke branch today.*

ADDITIONALLY

- *The hotspots have been upgraded.*
- *I am attending Directors University in Springfield the week of June 6-10.*
- *The two-year Roanoke weeding project is in progress.*

April 2022 (FY 21-22) Door Counts

Benson – 156 (1,148)

Spring Bay – 469 (4,116)

Washburn – 170 (2,912)

Roanoke – 405 (4,202)

Metamora – 1,276 (12,808)

Germantown Hills – 2,338 (22,284)

WiFi Usage

April - 459 (3,931)

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	78	1083	1158	287	142	108	30	742	3628
May									0
June									0
Total	610	11777	12194	3351	1488	1009	139	7269	37837

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	78	1439	1828	496	82	93	30	4046
May								0
June								0
Total	315	15236	20060	4992	593	979	139	42314

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	5	91	85	13	2	15
May						
June						
Total	15	706	1072	212	29	62

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	6	159	38	17	3	2
March	8	269	73	27	11	12
April	10	212	68	20	14	7
May						
June						
Total	102	1899	475	196	86	101

Monthly Programming

April 2022

Special Programs

An Evening with Jenny Lawson (update): March 30, Live on Zoom. *Illinois Libraries Present* author event. This program was presented at the end of March, but a final attendance count was not available before the last board meeting. ILP reported that there were 4 people who registered and attended the Zoom presentation on the 30th. A link to the recording was sent to all registrants after the event.

An Evening with Kate Klise: April 7, Germantown Hills. Kate Klise visited for a full day on Thursday, April 7th. We started the morning at Riverview Grade School in Spring Bay, where Ms. Klise presented to approximately 150 K – 4th grade students. After lunch, we visited Sowers Elementary School in Roanoke. There were approximately 100 K – 4th grade students there, as well. In the evening, a third presentation was held in the Germantown Hills meeting room. Ms. Klise presented, then signed books. There were 44 people in attendance for the evening presentation.

Poet Laureate Angela Jackson: April 21, Live on Zoom. This was a joint presentation with Chillicothe Public Library District. Ms. Jackson read several of her original works and answered participant-submitted questions. Chillicothe has not sent an attendance per library report yet. Attendance will be updated for the May report.

Vegan 101: An Introduction to Plant-Based Diets: April 26, Germantown Hills. Nerma Frieden, a certified Food For Life instructor gave this presentation and shared some vegan snacks. There were 7 people in attendance for this presentation.

An Evening with Nick Offerman and Jeff Tweedy: April 27, Live on Zoom. *Illinois Libraries Present* author program. This was the most popular ILP event so far. Mr. Offerman and Mr. Tweedy were interviewed live from a cabin in the Smokey Mountains, where they were taking one of their “walks” described by Mr. Offerman in his latest book, *Where the Deer and the Antelope Play*. IPDPL had 22 people register for the program and 14 attend live. A link to the recording was sent to all 22 registrants after the 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 April, we had 3 additional readers register, bringing the challenge registration total to 47. 16 readers made at least 1 log entry in April, earning a total of 28 badges. Readers logged 10,783 minutes (179.72 hours) of reading in April.

For April, we offered two separate challenges, both entitled *Love Your Library*. These challenges were a departure from previous challenges. The reading requirements for each challenge were less than one hour total, but the reader only got credit for the time they spent reading the assigned titles, and all reading content was available from within the Beanstack platform. Challenge dates ran from April 1 – April 30. There were 19 readers registered for this challenge. 6 readers made at least 1 log entry

during the challenge. Readers earned a total of 19 registration badges, 18 logging badges, and 1 completion badge (38 badges overall). Readers logged 101 minutes (1.68 hours).

In May, we will again offer two separate challenges, one for teens and one for adults, focusing on *Mental Health Awareness*. Challenge dates run from May 1 – May 31. Each challenge has a 10-hour reading goal. The Teen challenge has 5 activity badges, while the Adult challenge has 7 activity badges. All badges are required for completion. Activities are all self-directed, honor-system activities that ask the reader to focus on positive healthy steps they can take to maintain their mental health.

Summer Reading

The annual Summer Reading Program will begin on May 31. The challenges are being finalized in the Beanstack platform, and will be available for pre-registration beginning Monday, May 16. We will again have three challenges based on desired reading goal: 50 books, 25 hours, or 50 hours. Each challenge will also have a 6-activity badge requirement for completion. Based on reader feedback from last year, we have created a keepsake-style reading log that readers may use independently to journal their participation, but all reading and activity progress must be logged on Beanstack to count for participation and prizes.

We have secured donations (or donation commitments) from 34 businesses, organizations, and individuals, and we have a small number of donations still pending. The total value of donations received so far is roughly \$38,000 in cash and prizes. Prizes include food coupons, entertainment passes or tickets, and in-kind product or services donations. As of this writing, the cost of most support materials and all prizes purchased thus far by IPDPL has been underwritten by cash donations.

Children's Programming

Baby Bookworms and Story Time were on break for most of the month of April, with a new round of sessions that began on Monday, April 25th.

Baby Bookworms: Baby Bookworms meets twice a week, once at Germantown Hills and once at Metamora. Participant totals for April: GH = 4, M = 8.

Story Time: Story Time meets 6 times per week, once at each branch. Totals for March: B = 2 (1 child, 1 adult); GH = 18 (10 children, 8 adults); M = 2 (1 child, 1 adult); R = 3 (2 children, 1 adult); SB = 4 (3 children, 1 adult); W = 0.

All-Ages Story Time: The Metamora All-Ages Spring Break Story Time was held on Friday, April 1. There were 11 children and 3 adults in attendance, for a total of 14.

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 6 times for private functions and once for a public function, a meeting of the Peoria Poetry Club. There were 7 people present at that meeting. Study Room A was reserved 3 times, and Study Room B was reserved 6 times.

Roanoke: The Meeting Room was reserved 4 times for private functions.

Recurring Programs

Benson Jigsaw Puzzle: 42 people worked on the puzzle in Benson.

Book Buzz Book Club: The book for April was *E.R. Nurses* by James Patterson. 8 people attended the in-person meeting.

Book Match: We had no Book Match requests in April.

Dial-A-Story: There were 10 calls made to the Dial-A-Story line in April.

Email Newsletter: 14,406 Wowbrary email newsletters were sent to 3,614 active users in April.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 28 knitters attend in March. Weekly breakdown: 4/6 = 11; 4/13 = 8; 4/20 = 9. There was no meeting on April 27 because the library was closed for a staff training event.

Patron Tech Support: There were 0 Tech Support requests in April.

Story Cube: The Story Cube was at the Spring Bay branch for the month of April and printed only poetry for National Poetry Month. There were 21 poems printed from the Short Story Cube.

Spring Bay Bookies: April 4. Spring Bay Bookies read *We Begin at the End*, by Chris Whitaker. There were 12 people in attendance.

Take and Make: The April Take & Make project was a Tissue Paper Flower Pencil. The finished product was a tissue paper flower with a pencil as the stem. A total of 192 kits were distributed. Per branch: B = 10; GH = 50; M = 55; R = 50; SB = 7; W = 20. A second handout, an EPA-produced puzzle booklet was distributed for Earth Day on April 22. A total of 76 booklets were handed out. Per branch: B = 2; GH = 8, M = 27; R = 25; SB = 4; W = 10.

YouTube Videos: We had 786 total views on our YouTube channel from 351 unique viewers and 74 returning viewers in April, for a total of 18.6 hours watched. We added 2 new channel subscribers. Video views for the month are as follows:

Story Time with Miss Michelle – “Where’s My Teddy?” – 121 views

Story Time with Miss Michelle – “Pete the Cat and His Four Groovy Buttons” – 90 views

Miss Rita Reads “Mrs. Mole, I’m Home!” – 60 views

Miss Rita Reads “Martha Doesn’t Say Sorry!” – 43 views

Story Time with Miss Michelle – “Little Rabbit and the Meanest Mother on Earth” – 37 views

Story Time with Miss Michelle – “Superworm” – 33 views

Story Time with Miss Michelle – “The Little Red Hen (Makes a Pizza)” – 29 views

Story Time with Miss Michelle – “Why Do You Cry?” – 28 views

Story Time with Miss Michelle – “Mrs. Toggle’s Zipper” – 27 views

Miss Rita Reads “Franklin Plants a Tree” – 22 views

Miss Rita Reads “Dog’s Colorful Day” – 15 views

Story Time with Miss Michelle – “Mary Had a Little Lab” – 14 views

Miss Rita Reads “Welcome Home, Bear” – 13 views

Miss Rita Reads “What Am I?” – 12 views

Story Time with Miss Michelle – “Verdi” – 11 views

Miss Rita Reads “Gotta Go, Buffalo” – 11 views

Story Time with Miss Michelle – “Bear Says Thanks” – 10 views

Miss Rita Reads “Elliot Digs For Treasure” – 10 views

Miss Rita Reads “How Much is That Doggie in the Window?” – 9 views

Miss Rita Reads “The Princess and Petri Dish” – 9 views

Story Time with Miss Michelle – “Alexander and the Terrible, Horrible, No Good, Very Bad Day” – 9 views

IPDPL Sidewalk Obstacle Course – 9 views

Story Time with Miss Michelle – “The Catawampus Cat” – 8 views

Story Time with Miss Michelle – “Squirrel’s New Year’s Resolution” – 8 views

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

Miss Rita Reads “Mitzi Tulane, Preschool Detective in What’s That Smell?” – 7 views

Story Time with Miss Michelle – “Together We Can!” – 7 views

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

Miss Rita Reads “Dinosaur Roar” and “Ten Terrible Dinosaurs” – 6 views

Story Time with Miss Michelle – “Some Snow Is . . .” – 6 views

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 6 views

Miss Rita Reads “Pete the Cat and the Missing Cupcakes” – 6 views

Miss Rita Reads “The Cow That Laid an Egg” – 5 views

Miss Rita Reads “Everybunny Count!” – 5 views

Story Time with Miss Michelle – “There Was a Bold Lady Who Wanted a Star” – 5 views

Story Time with Miss Michelle – “The Wiggly, Wiggly Baby” – 5 views

Story Time with Miss Michelle – “The Biggest Snowball Ever” – 5 views

IPDPL - Roanoke Renovation Video – 4 views

Story Time with Miss Michelle – “The Snowy Day” – 4 views

Miss Rita Reads “A Dog Named Doug” – 3 views

Story Time with Miss Michelle – “Snowmen at Christmas” – 3 views

Story Time with Miss Michelle – “The Ugly Pumpkin” – 3 views

Miss Rita Reads “Monsters Love Colors” – 2 views

Miss Rita Reads “The Napping House” – 2 views

Miss Rita Reads “Is Your Mama a Llama?” – 2 views

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

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

Story Time with Miss Michelle – “After the Fall” – 2 views

Story Time with Miss Michelle – “Haunted Party” – 2 views

Miss Rita Reads “The Mitten” – 2 views

Story Time with Miss Michelle – “Who Will Guide My Sleigh Tonight?” – 2 views

Story Time with Miss Michelle – “Goodnight Goon” – 2 views

Virtual Visit with Scott Mooney – 2 views

Miss Rita Reads “Little Green Peas” – 2 views

Story Time with Miss Michelle – “All the Colors of the Earth” – 2 views

Miss Rita Reads “Daddy Hug” and “The Very Best Daddy of All” – 2 views

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

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

Miss Rita Reads “10 Hungry Rabbits” – 1 view

Miss Rita Reads “Ada Twist, Scientist” – 1 view

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

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

Miss Rita Reads “Bear Says Thanks” – 1 view

Miss Rita & the Shaky Egg Song – 1 view

Miss Rita Reads “I Know an Old Lady Who Swallowed a Pie” – 1 view

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

Miss Rita Reads “Gorilla Loves Vanilla” – 1 view

Miss Rita Reads “The Crayons’ Book of 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 “10 Little Rubber Ducks – 1 view

Virtual Visit with Jenn Reese – 1 view

Miss Rita Reads “Snuggle Down Deep” – 1 view

Virtual Visit with Kate Klise – 1 view

Miss Rita Reads “One Mole Digging a Hole” and “What a Treasure” – 1 view

Miss Rita Reads “Big Pumpkin” – 1 view

Miss Rita Reads “Learning to Ski with Mr. Magee” – 1 view

Miss Rita Reads “The Busy Little Squirrel” – 1 view

Miss Rita Reads “Turkey Goes to School” – 1 view