

June 14, 2022

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, June 14, at 4:00 pm
Illinois Prairie District Public Library
Metamora Branch Library
208 E Partridge St
Metamora IL 61548

1. Call to order and roll call
2. Minutes of the last regular meeting
3. Public comments
4. Treasurer's Report – approval of bills and requisitions
5. Discussion and Approval of Metamora Branch Project
6. Discussion and Approval of FY23 Salaries
7. Discussion and Approval of OCLC Contract
8. Discussion and Approval of Board Meetings Ordinance FY23
9. Discussion and Approval of FY23 Nonresident Fee
10. Director's Remarks
11. Comments to guide future agendas
12. Adjournment

The next regular meeting will be Tuesday, July 12, 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, May 10, at 4:00 pm

Illinois Prairie District Public Library Washburn Branch Library

1. Call to order and roll call, Meeting called to order at 4 p.m.
Zobrist, J. Armstrong, J Weddle, T. Ballard, D. Smith, A. Hicks, M. Coker, present. Absent H. Booker.
2. Minutes of the last regular meeting, J. Weddle made a motion to accept minutes. Second by J. Armstrong. All in favor, motion passed.
3. Public comments, none
4. Treasurer's Report – approval of bills and requisitions, motion made to approve bills and requisitions by T. Ballard. Second by M. Coker. All in favor, motion passed.
5. Discussion and Approval of Metamora Branch Project, presentation by Dewberry.
6. Discussion and Approval of Metamora Capital Projects, J. Weddle made a motion to approve group of capital projects. Second by J. Zobrist. All in favor. None opposed.
7. Discussion and Approval of FY23 Salaries, tabled
8. Discussion/Review/Approval of Closed Minutes T. Ballard made a motion to keep closed minutes closed. Second by J. Weddle. All in favor. None opposed.
9. Discussion of Printer contracts, tabled
10. Director's Remarks
11. Comments to guide future agendas
12. Adjournment, Motion to adjourn at 6:01 p.m. by M. Coker and second by T. Ballard. All in favor, meeting adjourned.

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

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	117,035.41
10800 · Petty Cash Checking Account	296.00
11400 · Savings Account	7,389.52
	124,720.93
Total Checking/Savings	
Other Current Assets	
10100 · Cash on Hand	167.79
10400 · Per Capita Fund	66.77
10500 · Certificates	1,605,900.19
10600 · General Operating Fund	501,275.03
10700 · Special Reserve Fund	190,687.49
11000 · Working Cash Fund	1,562,398.65
11100 · Gift Fund	253,205.54
11200 · Building Maintenance Fund	104,527.54
11300 · Tort Liability Fund	733,605.24
11500 · Dedicated Gift Fund	6.96
	4,951,841.20
Total Other Current Assets	
Total Current Assets	5,076,562.13
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	3,657,395.38
Total Fixed Assets	
TOTAL ASSETS	8,733,957.51
LIABILITIES & EQUITY	
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	658,782.63
	8,733,957.51
Total Equity	
TOTAL LIABILITIES & EQUITY	8,733,957.51

Illinois Prairie District Public Library

06/13/22

Profit & Loss

Cash Basis

May 2022

	<u>May 22</u>
Income	
32000 · State Corporate Replacement Tax	8,300.35
34000 · Fines and Fees	402.44
38000 · Donations	1,550.00
38400 · Interest Income - Per Capita	0.01
38500 · Interest Income - General	357.92
38900 · Interest Income - Tort/Liab	497.09
39000 · Interest Income - Spec Reserve	129.19
39191 · Interest Income - Bldg/Maint	71.81
39200 · Interest Income - Working Cash	1,058.58
39300 · Interest Income - Gift	170.90
39400 · Interest Income - Certificates	124.73
39500 · Miscellaneous Income	152.51
39700 · Rent Income	600.00
Total Income	<u>13,415.53</u>
Expense	
40100 · Salaries	29,574.25
40500 · Hospital Insurance	953.79
40600 · Staff Education	2,245.79
41000 · Books - Adult	1,566.41
41100 · Books - Children	1,318.82
41300 · Periodicals	5,008.41
41500 · Audio - Visual	1,074.01
41600 · Video / DVD Tapes	211.59
41700 · Electronic Materials	2,938.11
42100 · Office Supplies	1,013.32
42400 · Mileage and Expenses	950.74
44800 · Programming / PR	587.04
45000 · Rent	173.65
45100 · Gas and Electric	2,792.32
45200 · Water and Sewer	172.13
45300 · Telephone	516.91
45600 · Internet	860.34
47200 · Computer Equipment	1,252.99
60400 · IMRF Employer	1,184.66
70300 · Social Security Employer	1,821.19
70400 · Medicare Employer	425.93
72400 · Legal	547.50
72500 · Maintenance	9,637.98
72600 · Professional Fees	732.50
Total Expense	<u>67,560.38</u>
Net Income	<u><u>-54,144.85</u></u>

Illinois Prairie District Public Library

06/13/22

Profit & Loss

Cash Basis

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
Income	
31000 · Property Tax - General	771,089.56
31100 · Property Tax - Audit	25,188.57
31200 · Property Tax - IMRF	55,004.13
31300 · Property Tax - Social Security	55,004.13
31400 · Property Tax - Tort/Liability	130,057.49
31500 · Property Tax - Bldg/Maintenance	102,812.30
31600 · Property Tax - Working Cash	257,029.40
32000 · State Corporate Replacement Tax	33,655.25
33000 · Per Capita Grant	31,924.90
34000 · Fines and Fees	3,936.93
38000 · Donations	2,929.59
38400 · Interest Income - Per Capita	0.01
38500 · Interest Income - General	1,683.10
38900 · Interest Income - Tort/Liab	1,169.24
39000 · Interest Income - Spec Reserve	304.82
39191 · Interest Income - Bldg/Maint	182.96
39200 · Interest Income - Working Cash	2,489.01
39300 · Interest Income - Gift	389.38
39400 · Interest Income - Certificates	1,475.84
39500 · Miscellaneous Income	4,722.76
39700 · Rent Income	7,800.00
Total Income	1,488,849.37
Expense	
40100 · Salaries	360,135.80
40500 · Hospital Insurance	51,044.42
40600 · Staff Education	8,124.01
41000 · Books - Adult	22,886.49
41100 · Books - Children	19,932.04
41300 · Periodicals	6,922.76
41500 · Audio - Visual	5,187.34
41600 · Video / DVD Tapes	3,083.91
41700 · Electronic Materials	36,759.86
41800 · RSA Online	26,507.00
42000 · Online Computer Library Center	7,876.97
42100 · Office Supplies	13,276.66
42400 · Mileage and Expenses	13,255.58
44300 · Over Due Retrieval	89.50
44360 · Building - Metamora	15,530.00
44380 · Building - Spring Bay	2,887.98
44800 · Programming / PR	12,195.89
45000 · Rent	2,083.80
45100 · Gas and Electric	30,855.81
45200 · Water and Sewer	2,482.02
45300 · Telephone	6,365.69
45600 · Internet	9,904.06
47000 · Building Equipment/Furniture	2,994.05
47200 · Computer Equipment	9,965.42
48000 · Interest Expense	100.30
48900 · Miscellaneous Expenses	1,448.25
52200 · Audit	11,500.00
60400 · IMRF Employer	23,637.92
70300 · Social Security Employer	22,010.75
70400 · Medicare Employer	5,147.67
72300 · Insurance	21,603.92
72400 · Legal	5,895.81
72500 · Maintenance	86,055.65
72600 · Professional Fees	17,338.20
Total Expense	865,085.53
Net Income	<u>623,763.84</u>

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

	May 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	8,300.35	834.00	7,466.35	995.2%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	402.44	1,227.00	-824.56	32.8%
38000 · Donations	1,550.00	1,250.00	300.00	124.0%
38400 · Interest Income - Per Capita	0.01			
38500 · Interest Income - General	357.92	167.00	190.92	214.3%
38900 · Interest Income - Tort/Liab	497.09	83.00	414.09	598.9%
39000 · Interest Income - Spec Reserve	129.19	42.00	87.19	307.6%
39191 · Interest Income - Bldg/Maint	71.81	42.00	29.81	171.0%
39200 · Interest Income - Working Cash	1,058.58	167.00	891.58	633.9%
39300 · Interest Income - Gift	170.90	83.00	87.90	205.9%
39400 · Interest Income - Certificates	124.73	583.00	-458.27	21.4%
39500 · Miscellaneous Income	152.51	90.00	62.51	169.5%
39700 · Rent Income	600.00	1,084.00	-484.00	55.4%
Total Income	13,415.53	129,610.00	-116,194.47	10.4%
Expense				
40100 · Salaries	29,574.25	36,204.17	-6,629.92	81.7%
40500 · Hospital Insurance	953.79	8,666.67	-7,712.88	11.0%
40600 · Staff Education	2,245.79	1,250.00	995.79	179.7%
41000 · Books - Adult	1,566.41	2,500.00	-933.59	62.7%
41100 · Books - Children	1,318.82	2,500.00	-1,181.18	52.8%
41300 · Periodicals	5,008.41	833.33	4,175.08	601.0%
41500 · Audio - Visual	1,074.01	750.00	324.01	143.2%
41600 · Video / DVD Tapes	211.59	750.00	-538.41	28.2%
41700 · Electronic Materials	2,938.11	2,500.00	438.11	117.5%
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	1,013.32	1,583.33	-570.01	64.0%
42400 · Mileage and Expenses	950.74	916.66	34.08	103.7%
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	587.04	2,083.34	-1,496.30	28.2%
45000 · Rent	173.65	166.66	6.99	104.2%
45100 · Gas and Electric	2,749.19	3,583.33	-834.14	76.7%
45200 · Water and Sewer	172.13	250.00	-77.87	68.9%
45300 · Telephone	516.91	666.67	-149.76	77.5%
45600 · Internet	860.34	770.83	89.51	111.6%
47000 · Building Equipment/Furniture	0.00	1,666.67	-1,666.67	0.0%
47100 · Contingencies	0.00	1,250.00	-1,250.00	0.0%
47200 · Computer Equipment	1,252.99	833.33	419.66	150.4%
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	1,184.66	5,000.00	-3,815.34	23.7%
70300 · Social Security Employer	1,821.19	2,500.00	-678.81	72.8%
70400 · Medicare Employer	425.93	2,500.00	-2,074.07	17.0%
72300 · Insurance	0.00	3,750.00	-3,750.00	0.0%
72400 · Legal	547.50	416.67	130.83	131.4%

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Accrual Basis

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

	<u>May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	9,637.98	9,000.00	637.98	107.1%
72600 · Professional Fees	732.50	1,291.67	-559.17	56.7%
Total Expense	<u>67,517.25</u>	<u>101,191.68</u>	<u>-33,674.43</u>	<u>66.7%</u>
Net Income	<u>-54,101.72</u>	<u>28,418.32</u>	<u>-82,520.04</u>	<u>-190.4%</u>

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

06/13/22

Accrual Basis

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	771,089.56	810,000.00	-38,910.44	95.2%
31100 · Property Tax - Audit	25,188.57	25,000.00	188.57	100.8%
31200 · Property Tax - IMRF	55,004.13	60,000.00	-4,995.87	91.7%
31300 · Property Tax - Social Security	55,004.13	60,000.00	-4,995.87	91.7%
31400 · Property Tax - Tort/Liability	130,057.49	136,500.00	-6,442.51	95.3%
31500 · Property Tax - Bldg/Maintenance	102,812.30	108,000.00	-5,187.70	95.2%
31600 · Property Tax - Working Cash	257,029.40	270,000.00	-12,970.60	95.2%
32000 · State Corporate Replacement Tax	33,655.25	10,000.00	23,655.25	336.6%
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	3,936.93	14,715.00	-10,778.07	26.8%
38000 · Donations	2,929.59	15,000.00	-12,070.41	19.5%
38400 · Interest Income - Per Capita	0.01	0.00	0.01	100.0%
38500 · Interest Income - General	1,683.10	2,000.00	-316.90	84.2%
38900 · Interest Income - Tort/Liab	1,169.24	1,000.00	169.24	116.9%
39000 · Interest Income - Spec Reserve	304.82	500.00	-195.18	61.0%
39191 · Interest Income - Bldg/Maint	182.96	500.00	-317.04	36.6%
39200 · Interest Income - Working Cash	2,489.01	2,000.00	489.01	124.5%
39300 · Interest Income - Gift	389.38	1,000.00	-610.62	38.9%
39400 · Interest Income - Certificates	1,475.84	7,000.00	-5,524.16	21.1%
39500 · Miscellaneous Income	4,722.76	1,085.00	3,637.76	435.3%
39700 · Rent Income	7,800.00	13,000.00	-5,200.00	60.0%
Total Income	1,488,849.37	1,555,300.00	-66,450.63	95.7%
Expense				
40100 · Salaries	360,135.80	434,450.00	-74,314.20	82.9%
40500 · Hospital Insurance	51,044.42	104,000.00	-52,955.58	49.1%
40600 · Staff Education	7,957.61	15,000.00	-7,042.39	53.1%
41000 · Books - Adult	20,455.35	30,000.00	-9,544.65	68.2%
41100 · Books - Children	18,784.52	30,000.00	-11,215.48	62.6%
41300 · Periodicals	6,888.81	10,000.00	-3,111.19	68.9%
41500 · Audio - Visual	4,510.11	9,000.00	-4,489.89	50.1%
41600 · Video / DVD Tapes	3,083.91	9,000.00	-5,916.09	34.3%
41700 · Electronic Materials	35,726.62	30,000.00	5,726.62	119.1%
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	12,537.30	19,000.00	-6,462.70	66.0%
42400 · Mileage and Expenses	13,255.58	11,000.00	2,255.58	120.5%
44200 · Computer Repair	0.00	8,000.00	-8,000.00	0.0%
44300 · Over Due Retrieval	89.50	0.00	89.50	100.0%
44360 · Building - Metamora	15,530.00	0.00	15,530.00	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	12,154.45	25,000.00	-12,845.55	48.6%
45000 · Rent	2,083.80	2,000.00	83.80	104.2%
45100 · Gas and Electric	30,082.29	43,000.00	-12,917.71	70.0%
45200 · Water and Sewer	2,401.21	3,000.00	-598.79	80.0%
45300 · Telephone	5,835.68	8,000.00	-2,164.32	72.9%
45600 · Internet	9,904.06	9,250.00	654.06	107.1%
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	9,397.54	10,000.00	-602.46	94.0%
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	23,637.92	60,000.00	-36,362.08	39.4%
70300 · Social Security Employer	22,010.75	30,000.00	-7,989.25	73.4%
70400 · Medicare Employer	5,147.67	30,000.00	-24,852.33	17.2%
72300 · Insurance	21,603.92	45,000.00	-23,396.08	48.0%
72400 · Legal	5,895.81	5,000.00	895.81	117.9%

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06/13/22

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	82,930.30	108,000.00	-25,069.70	76.8%
72600 · Professional Fees	17,338.20	15,500.00	1,838.20	111.9%
Total Expense	<u>852,707.12</u>	<u>1,214,300.00</u>	<u>-361,592.88</u>	<u>70.2%</u>
Net Income	<u>636,142.25</u>	<u>341,000.00</u>	<u>295,142.25</u>	<u>186.6%</u>

Illinois Prairie District Public Library

06/13/22

Check Register

Accrual Basis

June 2022

	<u>Jun 22</u>
Aflac	287.87
AmazonBusiness	2,006.10
Ameren Illinois	755.62
Amy Mientus	38.03
Baker & Taylor	1,786.93
Bestsellers Audio, LLC	473.31
Blue Cross Blue Shield of Illinois	6,212.81
Caterpillar Trail Public Water District	31.23
Cengage Learning, Inc.	137.20
Chronicle Media, LLC	36.00
CLA Services Inc	525.00
ComEd	40.24
Commerce Bank - Commercial Cards	463.36
Dawn Smith	136.07
Dewberry Architects, Inc.	3,660.00
Donna Forbis	355.15
Doug Cupples	1,146.00
Fritch Heating & Cooling, Inc.	383.35
GFL Environmental	92.40
Heartland Internet, Inc.	49.95
Homefield Energy	5.65
Hoopla	1,329.16
Jacobs Brothers Commercial Cleaning LLC	1,120.00
Mediacom	446.70
Metamora IGA	7.78
MTCO	363.69
Niche Academy	1,600.00
Nicor Gas	250.30
Orkin	408.00
Purity Plus Water Systems	101.90
RAB Electric, Inc.	968.00
Rebecca Deitrick	94.77
Rita Adams	441.09
RK Dixon	2,994.28
Roanoke Water-Sewer Department	43.89
Samantha Huber	343.10
Staples	568.14
Terry's Window Cleaning, Inc.	111.00
Thompson Electronics Company	620.00
TIAA Commercial Finance, Inc.	498.81
Tim Yoder	6,800.00
Village of Germantown Hills	43.10
Village of Metamora	46.97
Village of Washburn	173.65
VoiceSpring	516.91
TOTAL	<u>38,513.51</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 05-01-2022	\$ 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
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (34,691.69)										
First Payroll	\$ (11,895.69)										
Payroll Taxes	\$ (3,770.05)										
Fines & Fees (Met)	\$ 82.95										
Fines & Fees	\$ 319.49										
Miscellaneous Income	\$ 152.51										
Obits											
Donations	\$ 1,550.00										
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (11,342.14)										
Payroll Taxes	\$ (3,653.75)										
IMRF	\$ (1,868.22)										
Interest - CEFCU (200)	\$ 25.48										
Interest - CEFCU (201)	\$ 38.22										
Prop Tax Interest											
Interest - Commerce Bank	\$ 0.88										
Interest - Busey Bank											
Certificate Interest	\$ 61.03										
Transfer from Bldg/Maint		\$ (6,090.69)		\$ 6,090.69							
Transfer to/from Tort/Liab				\$ 340.00				\$ (340.00)			
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					\$ 8,300.35						
Rebates/Refunds											
Interest		\$ 71.81		\$ 357.04	\$ 170.90	\$ 0.01	\$ 129.19	\$ 497.09	\$ 1,058.58		
Balance 5-31-2022	\$ 117,035.41	\$ 104,527.54	\$ 6.96	\$ 501,275.03	\$ 253,205.54	\$ 66.77	\$ 190,687.49	\$ 733,605.24	\$ 1,562,398.65	\$ 7,389.52	\$ 1,605,900.19



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

May 6, 2022

Mr. Joel Shoemaker, Library Director
Illinois Prairie District Public Library
208 East Partridge Street - Post Office Box 770
Metamora, Illinois 61548-0770

OCLC Symbol: IEQ

Dear Mr. Shoemaker:

The FY2023 ILLINET/OCLC Group Services Program Renewal Agreement for Illinois Prairie District Public Library is included with this letter. To avoid OCLC Service interruption, please obtain the appropriate signature(s) and return the signed agreement by June 30, 2022.

This letter is **not** an invoice. Illinois Heartland Library System, the Illinois State Library's fiscal agent for ILLINET/OCLC Group Services will be sending an invoice to Illinois Prairie District Public Library in early July. **Do not send payment to the Illinois State Library.** Online account access will be available at <http://illinet.oclc.info/> or you may contact Shirley Paden at spaden@illinoishearland.org for account information and payment options.

FY2023 ILLINET/OCLC Group Services Fee: \$8,192.83
Illinois Prairie District Public Library

For additional information regarding services and fees, the following documents are included with this letter.

- [Schedule 2](#) – WorldShare Metadata/OCLC Cataloging;
- [Schedule 12](#) – Group Catalog
- [Schedule 14](#) – WorldShare Interlibrary Loan Services

To confirm and renew membership in FY2023 ILLINET/OCLC Group Services, it is essential for Illinois Prairie District Public Library to return the signed agreement. If the library will **not** be renewing in FY2023, please send written notice to Rodney Davis at rdavis@ilsos.gov or at the mailing address listed below.

Return the signed agreement by June 30, 2022 to oclc1@ilsos.gov (email); or 217-782-6062 (FAX); or mail it to Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, Illinois 62701-1796. A fully executed agreement will be returned to you for your files.

Thank you in advance for your timely response. If you have any questions, please contact our office at 217-785-1537.

Sincerely,

A handwritten signature in black ink that reads "Greg McCormick".

Greg McCormick, Director
Illinois State Library

Enclosures
GM:jlh

**ILLINET/OCLC SERVICES PROGRAM
RENEWAL AGREEMENT
FISCAL YEAR 2023**

THIS RENEWAL AGREEMENT, made this first day of July, 2022, by and between JESSE WHITE, not individually, but as Secretary of State Librarian of the State of Illinois, and, **ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY** hereinafter referred to as the SECOND PARTY, witnesseth:

WHEREAS, the SECOND PARTY and the ILLINOIS STATE LIBRARY previously entered into an agreement for the procurement of services from the OCLC ONLINE COMPUTER LIBRARY CENTER, INC., hereinafter referred to as OCLC, and,

WHEREAS, such previous agreement authorized annual renewals by agreement of the parties in Article 2, and,

WHEREAS, the parties hereto wish to renew the said agreement for a period of one (1) year.

NOW THEREFORE, for and in consideration of the covenants of the parties as set forth in such previous agreement and herein, the parties hereto do agree as follows:

1. The SECOND PARTY and the ILLINOIS STATE LIBRARY do hereby agree to renew the above said agreement and all terms and conditions thereof for a period of one (1) year extending from July 1, 2022 through June 30, 2023.
2. It is acknowledged by the SECOND PARTY that OCLC's Schedule 2 - WorldShare Metadata/OCLC Cataloging, Schedule 12 - Group Catalog, and Schedule 14 - WorldShare Interlibrary Loan Services (ILL) may be downloaded from the following web address: www.cyberdriveillinois.com/departments/library/libraries/OCLC/home.html and are fully incorporated herein.

All other terms and conditions not inconsistent with those enumerated above remain in full force and effect.

IN WITNESS WHEREOF, the respective parties hereto have caused this Renewal Agreement to be executed on the day and year written above.

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

ILLINOIS STATE LIBRARY

Authorized signature (Date)

Greg McCormick, Director (Date)

(Date)

(Second line is provided for institutions that require two signatures)

Illinois Prairie District Public Library
208 East Partridge Street
Post Office Box 770
Metamora, Illinois 61548-0770

SCHEDULE 2**WorldShare Metadata/ OCLC Cataloging****DESCRIPTION**

OCLC's cataloging and metadata services give Institution the tools needed to effectively manage the metadata for Institution's collection.

DEFINITIONS

- A. "Guidelines" means the "Guidelines for Contributions to WorldCat" as modified from time to time. A current copy of the Guidelines is available at:
<https://www.oclc.org/content/dam/oclc/worldcat/documents/guidelines-for-contributions-to-worldcat.pdf>
- B. "Policy" means the "WorldCat Rights and Responsibilities for the OCLC Cooperative" as modified from time to time as a result of the policy review process described therein. A current copy of the Policy is available at: <https://www.oclc.org/en/worldcat/cooperative-quality/policy.html>
- C. "Principles" means the WorldCat Principles of Cooperation as modified from time to time. A current copy of the Principles is available at:
<https://www.oclc.org/content/dam/oclc/worldcat/documents/principles-of-cooperation.pdf>
- D. "WorldCat Data" is defined as set forth in the Policy.
- E. All capitalized terms not defined herein shall have the same meaning ascribed to them in the Master Services Agreement.

ADDITIONAL TERMS AND CONDITIONS

- 1) **Responsibilities of Institution**
 - A. Institution shall create bibliographic records and related data for entering information into WorldCat consistent with the Guidelines maintained by OCLC and its advisory groups.
 - B. Institution using the Systems for cataloging agrees to abide by the Principles and the Guidelines.
 - C. Institution agrees that the use and transfer by the Institution of WorldCat Data is subject to the Policy.
 - D. If, during the term hereof, an Institution informs OCLC that bibliographic records it furnishes to OCLC for addition to WorldCat will be subject to usage or transfer restrictions beyond or in addition to those applicable under this Schedule, and if OCLC nevertheless elects to accept such records for addition to WorldCat, OCLC will so notify Institution, after which Institution's rights to access, use and transfer such records will be subject to said usage and transfer restrictions.

SCHEDULE 12

GROUP CATALOG

DESCRIPTION

Group Catalog is a subset of WorldCat that provides access to bibliographic, holdings and other information for the collections of the libraries and/or information agencies specified by the Group as such information is set in WorldCat.

DEFINITIONS

- A. **“Authorized User”** means End-Users of a Group Member library accessing WorldCat Discovery while in the library or by remote access, provided that access for certain WorldCat Discovery functionality requires the Authorized User to be authenticated using a current, authorized library card or other library-controlled or third party-controlled authorization before accessing such WorldCat Discovery functionality.
- B. **“Discovery Terms”** means the WorldCat Discovery Services Schedule and the OCLC Master Services Agreement (“MSA”).
- C. **“End-User”** means: (i) an employee of Group Member; and (ii) an end-user to whom Group Member makes its library services available, including on the open Web.
- D. **“Group”** means the consortium of libraries and/or information agencies (i.e., historical societies, archives, museums or similar organizations) who are identified on the Order Form and who have agreed to the MSA.
- E. **“Group Catalog”** means a subset of WorldCat that provides access to bibliographic, holdings and other information for the collections of the libraries and/or information agencies specified by the Group as such information is set in WorldCat.
- F. **“Group Member”** means any library listed on the Order Form and bound by this Schedule, the MSA and Discovery Terms.
- G. **“Guest User”** means any member of the public.
- H. **“WorldCat Discovery”** means the OCLC WorldCat Discovery service as made available by OCLC.
- I. **“WorldCat.org”** means the service through which records of library-owned materials in WorldCat are made available by OCLC through one or more designated websites (currently located at www.worldcat.org).
- J. **“WorldCat.org Terms”** means the then-current OCLC WorldCat.org Services Terms and Conditions made available via a link on the WorldCat.org interface.

All capitalized terms not defined herein shall have the same meaning ascribed to them in the Master Service Agreement.

ADDITIONAL TERMS AND CONDITIONS

- 1) In order to receive the Group Catalog, each Group Member must be a subscriber to WorldCat for unlimited access through WorldCat Discovery subject to the Discovery Terms. Except to the extent otherwise indicated in this Section 1, access to and use of the Group Catalog shall be governed by: (i) this Schedule and the Discovery Terms; and (ii) the WorldCat.org Terms when the Group Catalog is accessed through WorldCat.org.
- 2) Upon acceptance of the Group’s order for the Group Catalog and receipt by OCLC of all information reasonably requested from the Group, OCLC will create the Group Catalog by a mutually agreed upon completion date.
- 3) Access to other WorldCat Discovery databases (besides the Group Catalog) is permitted only by Authorized Users.
- 4) In connection with the creation of the Group Catalog, OCLC will use commercially reasonable efforts to work with the Group to configure the Group Catalog in such a manner as to maximize the Group Catalog’s interoperability with the local systems of Group Members and any other digital content services licensed by Group Members. These configuration services may include: (i) creating profile groups used for searching the Group; (ii) branding of the interface to the Group Catalog; and/or (iii) setting up custom groups in WorldCat Discovery and the OCLC Interlibrary Loan service. The Group recognizes that due to variances between the various local systems of the Group Members and the other digital content services licensed by Group Members, the configuration services described herein may not result in the highest level of

SCHEDULE 14**WorldShare Interlibrary Loan Services (ILL)****DESCRIPTION**

WorldShare Interlibrary Loan is a resource sharing network to lend and borrow resources which allows users to quickly obtain global library content located in Institution's collections and the collections of other ILL libraries around the world. WorldShare Interlibrary Loan simplifies tasks such as sharing of e-resources, automating request and entry processes, managing ILL fees, analyzing borrowing and lending patterns, and delivering documents easily and securely through Article Exchange.

ADDITIONAL TERMS AND CONDITIONS

All capitalized terms not defined herein shall have the same meaning ascribed to them in the Master Services Agreement.

Subject to this Schedule and the MSA, OCLC will provide Institution with the Products and Services as specified in the ILL agreed upon pricing document.

Nonresident Fee Methods

Each public library board [must take action each year](http://www.ilga.gov/commission/jcar/admincode/023/023030500000200R.html) (<http://www.ilga.gov/commission/jcar/admincode/023/023030500000200R.html>) on whether to offer nonresident cards and, if participating in nonresident services, to determine the fee for the cards.

[According to the Illinois State Library](https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/nr_mem061102.pdf) (https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/nr_mem061102.pdf), the nonresident fee cannot be any less than that paid by residents but should approximate the cost paid by residents. Nothing prohibits a library from charging a reasonable amount more than the cost of library service to residents, for example, to include the cost of administering and issuing a nonresident card.

ISL's [rules for public library nonresident services](http://www.ilga.gov/commission/jcar/admincode/023/02303050sections.html) (<http://www.ilga.gov/commission/jcar/admincode/023/02303050sections.html>) provide for three options for the calculation of nonresident card fees ([23 Ill. Admin. Code 3050.60](http://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html) (<http://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html>)):

General Mathematical Formula

The library divides its total local property tax revenue (excluding state and federal funds) by the local population (using the most recent federal census information available). This number is multiplied by the average number of persons per local household (again, using the most recent federal census data). This is the fee charged to all nonresidents when purchasing a library card.

General Mathematical Formula Fee Calculator

Enter your local *total library property tax income*, *population*, and *average household size* below.

Total property tax income:

Local population:

Average household size:

Your library's nonresident card fee would be:

Tax Bill Method

For Home/Property Owners: The library's tax rate is multiplied with the valuation of the nonresident's property assessment. The nonresident must bring their most recent tax bill then this method is used. When this method is chosen, each nonresident card sold must be individually recalculated.

For Renters: The library will either charge a minimum of 15 percent of the monthly rent as the annual nonresident fee, or devise its own formula. The local formula takes into account the average local rent of the general community of the public library, property tax rate, and the nonresident fee for residential homeowners.

Average Nonresident Fee in Library System

A library must have written approval from the Director of the Illinois State Library to use this method, which is applicable only to public libraries with a disproportionate amount of agricultural, industrial, mining or commercial property. In RAILS, few libraries would qualify.

Monthly Programming

May 2022

Special Programs

4-H Little Roots Kick-Off: May 3, Germantown Hills. 4-H of Woodford County had scheduled a summer kick-off session for their Little Roots program. This program was set up as a 4-H room reservation, not a library-sponsored program, but we did help advertise the program. 4-H did not make clear they wanted attendees to pre-register, so with no registrations, they canceled the morning of the program. We did have one family (1 parent, 2 children) show up for the event. We passed their information to 4-H.

Germantown Hills Grade School Family Reading Night: May 3, Germantown Hills Grade School. This was an outreach event, attended by Samantha Huber and Donna Forbis. They took the Word Winder giant floor game for children to play. During their 90 minutes at the school, they saw approximately 200 – 250 students and families, and handed out 73 Summer Reading quarter-sheet flyers.

Vegan 101: An Introduction to Plant–Based Diets: May 9, Roanoke. This program was cancelled due to presenter illness.

An Evening with Michelle Zauner: May 18, Zoom. This Illinois Libraries Present program was postponed until June 30. Ms. Zauner contacted ILP on Monday before the Thursday program to inform them of a scheduling conflict. All registrants for the May 18 program were automatically registered for the June date.

Beanstack

Our *1,000 Books Before Kindergarten* challenge added 21 new registrations in May, bringing our total children registered to 127. We had 29 active readers in May, logging 772 books for 55 badges. We had no challenge completions in May.

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 May, we had 65 additional readers register, bringing the challenge registration total to 169. 56 readers made at least 1 log entry in May, earning a total of 136 badges. Readers logged 25,586 minutes (426.43 hours) of reading in May. We had one reader complete their 10,000 minutes during the month.

In May, we offered two separate challenges, one for teens and one for adults, focusing on *Mental Health Awareness*. Each challenge had a 10–hour reading goal. The Teen challenge had 5 activity badges, while the Adult challenge had 7 activity badges. In the two challenges combined, we had 21 readers register, and 13 readers made at least 1 reading log entry. Readers completed 44 activities and logged 12, 723 minutes (212.05 hours) of reading, earning 143 badges. 3 readers completed the *Mental Health Awareness* challenges.

Summer Reading

Our Summer Reading Program began on May 31. Across the three challenges, we had 315 people register, and 126 of those logged reading on May 31, the first day of the program. They also completed 33 activities and claimed 143 rewards (including registration rewards and reading progress rewards) while earning 374 reading and activity badges. 3 readers wrote book review on the first day. There were 163 books logged for a total of 5, 864 minutes (97.73 hours).

We continue to receive donations from our community partners, and our donation total now exceeds \$40,000, with \$2,250 of that coming in the form of a Dollar General Literacy Foundation grant. Eli's coffee will again be making a donation later this summer based on the sales of their June Donation Creation, a Waffle Cone Latte. A full report of donations received will be included in the Summer Reading final report.

Children's Programming

Baby Bookworms: Baby Bookworms meets twice a week, once at Germantown Hills and once at Metamora. Participant totals for May: GH = 25 (13 children, 12 adults), M = 24 (12 children, 12 adults).

Story Time: Story Time meets 6 times per week, once at each branch. Totals for March: B = 20 (12 children, 8 adults); GH = 46 (23 children, 15 adults); M = 36 (19 children, 12 adults); R = 9 (6 children, 1 teen, and 2 adults); SB = 14 (9 children, 5 adults); W = 11 (8 children, 3 adults).

Pajama Story Time: The first session of our reimagined evening Story Time was held in Germantown Hills on May 31. The evening sessions will continue once each week, rotating through Germantown Hills, Metamora, and Roanoke through the duration of the Summer Reading Program. There were 9 children and 6 adults in attendance, for a total of 15.

Class Visits: During the month of May, our Children's Librarian, Samantha Huber, conducted several class visits with area schools. Some were held at the school, where Sam went to them, others were held at the library. In the week before Memorial Day, Sam saw 303 Metamora Grade School students and teachers, 32 of whom visited the Metamora library for a field trip and tour (29 students, 2 adults). An additional 33 students and 4 adults attended a field trip to the Roanoke library. More class visits are scheduled with area day schools during the summer, and Sam is working on kindergarten tours for all area schools for September's Library Card Sign-Up month.

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 2 times for private functions and once for a public function, a meeting of the Peoria Poetry Club. There were 8 people present at that meeting. Study Room A was reserved 10 times, and Study Room B was reserved 8 times.

Roanoke: The Meeting Room was reserved 6 times for private functions.

Recurring Programs

Benson Jigsaw Puzzle: 34 people worked on the puzzle in Benson.

Book Buzz Book Club: The book for May was *Wish You Were Here* by Jodi Picoult. 9 people attended the in-person meeting.

Book Match: We had 6 Book Match requests in May. Book Match is one of the available activities for the Summer Reading Program.

Dial-A-Story: There were 12 calls made to the Dial-A-Story line in May.

Email Newsletter: 18,072 Wowbrary email newsletters were sent to 3,596 active users in May.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 30 knitters attend in May. Weekly breakdown: 5/4 = 11; 5/11 = 5; 5/18 = 7; 5/25 = 7.

Patron Tech Support: There were 9 Tech Support requests in May.

Story Cube: The Story Cube was at the Washburn branch for the month of May. There were 15 stories printed from the Short Story Cube.

Spring Bay Bookies: May 2. Spring Bay Bookies met in early May, but I do not have the title they read. There were 16 people in attendance.

Take and Make: The May Take & Make project was the Summer Reading Camp Journal. A total of 248 kits were distributed. Per branch: B = 6; GH = 56; M = 125; R = 24; SB = 13; W = 24. Additional copies of the Camp Journal/Badge Book will continue to be distributed as needed during Summer Reading. There will be no independent Take & Make projects for June or July.

YouTube Videos: We had 512 total views on our YouTube channel from 321 unique viewers and 55 returning viewers in May, for a total of 10.1 hours watched. We added no new channel subscribers. Video views for the month are as follows:

Story Time with Miss Michelle – “Where's My Teddy?” – 76 views

Story Time with Miss Michelle – “Pete the Cat and His Four Groovy Buttons” – 61 views

Miss Rita Reads “Mrs. Mole, I'm Home!” – 51 views

Miss Rita Reads “Martha Doesn't Say Sorry!” – 46 views

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

Story Time with Miss Michelle – “Mrs. Toggle's Zipper” – 19 views

Miss Rita Reads “How Much is That Doggie in the Window?” – 15 views

Miss Rita Reads “Gotta Go, Buffalo” – 12 views

Miss Rita Reads “Dog's Colorful Day” – 11 views

Story Time with Miss Michelle – “Superworm” – 10 views

Miss Rita Reads “Rory the Dinosaur – Me and My Dad” – 9 views

Story Time with Miss Michelle – “Mary Had a Little Lab” – 9 views

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 9 views

Miss Rita Reads “Elliot Digs For Treasure” – 9 views

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

Story Time with Miss Michelle – “Alexander and the Terrible, Horrible, No Good, Very Bad Day” – 7 views

Miss Rita Reads “A Dog Named Doug” – 6 views

IPDPL Sidewalk Obstacle Course – 6 views

Story Time with Miss Michelle – “Little Rabbit and the Meanest Mother on Earth” – 5 views

Miss Rita Reads “Officer Panda: Sky Detective” – 5 views

Welcome to the Library – 5 views

Miss Rita Reads “Mitzi Tulane, Preschool Detective in What's That Smell?” – 5 views

Story Time with Miss Michelle – “Why Do You Cry?” – 5 views

Story Time with Miss Michelle – “The Little Red Hen (Makes a Pizza)” – 5 views

Miss Rita Reads “Snuggle Down Deep” – 5 views

Miss Rita Reads “Monsters Love Colors” – 4 views

Miss Rita Reads “Jingle Bells” – 4 views

Story Time with Miss Michelle – “Verdi” – 4 views

Miss Rita Reads “Franklin Plants a Tree” – 4 views

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

Miss Rita Reads “What Am I?” – 3 views

Miss Rita Reads “Dinosaur Roar” and “Ten Terrible Dinosaurs” – 3 views

Story Time with Miss Michelle – “Haunted Party” – 3 views

Miss Rita Reads “How Do Dinosaurs Go to School?” – 3 views

IPDPL – Roanoke Renovation Video – 3 views

Miss Rita Reads “Gorilla Loves Vanilla” – 3 views

Story Time with Miss Michelle – “The Catawampus Cat” – 3 views

Story Time with Miss Michelle – “The Wiggly, Wiggly Baby” – 3 views

Story Time with Miss Michelle – “I Promise I'll Find You” – 3 views

Story Time with Miss Michelle – “Squirrel's New Year's Resolution” – 3 views

Miss Rita Reads “Bear's Loose Tooth” – 2 views

Miss Rita Reads “The Napping House” – 2 views

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

IPDPL Library Calendar Staff Training – 2 views

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

Miss Rita Reads “The Crayons' Book of Colors” – 2 views

Miss Rita Reads “Have You Seen My Dinosaur?” – 2 views

Story Time with Miss Michelle – “Bear Says Thanks” – 2 views

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

Black Men in White Coats Panel Discussion – 2 views

Miss Rita Reads “Big Pumpkin” – 2 views

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

Story Time with Miss Michelle – “Room on the Broom” – 2 views

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

Miss Rita Reads “Happy Birthday, Cupcake!” – 1 view

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

Story Time with Miss Michelle – “Goodnight Goon” – 1 view

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

Story Time with Miss Michelle – “There Was a Bold Lady Who Wanted a Star” – 1 view

Story Time with Miss Michelle – “Together We Can!” – 1 view

Miss Rita Reads “Oh, My! Oh, My! Oh, Dinosaurs!” and “How Do Dinosaurs Say Goodnight?” – 1 view

Story Time with Miss Michelle – “The Biggest Snowball Ever” – 1 view

Miss Rita Reads “10 Little Rubber Ducks” – 1 view

Miss Rita Reads “Little Green Peas” – 1 view

Miss Rita Reads to Kindergarteners! – 1 view

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

Miss Rita Reads "Bear Stays Up for Christmas" – 1 view

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	50	891	1164	284	108	86	63	730	3376
June									0
Total	660	12668	13358	3635	1596	1095	202	7999	41213

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	29	1606	1877	589	116	73	63	4353
June								0
Total	344	16842	21937	5581	709	1052	202	46667

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	4	72	96	27	2	1
June						
Total	19	778	1168	239	31	63

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	9	191	53	20	20	8
June						
Total	111	2090	528	216	106	109

Director's Remarks for June 14, 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

- *Paperback racks at the Metamora branch have been removed in preparation for new furniture.*
- *Amanda is working on more detailed plans for the proposed sites.*

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 will have a booth at Old Settlers next Friday, June 24th.*
- *We received a grant from Dollar General in the amount of \$2,250. for the Summer Reading Program.*
- *Rita and I watched a webinar on Senior Services and Outreach in preparation for expanding home delivery.*

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

- *Sam had a total of 5 class visits at two different schools reaching a total of 340 people.*

ADDITIONALLY

- I have ordered the activity set for the Metamora Children's area.
- The fiscal year end audit is scheduled to begin July 18.
- The IRS has raised the mileage reimbursement rate to 62.5 cents per mile starting July 1.
- We have new vibrant children's patron cards.

May 2022 (FY 21-22) Door Counts

Benson – 157 (1,305)

Spring Bay – 110 (4,148)

Washburn – 170 (2,912)

Roanoke – 436 (4,638)

Metamora – 1,351 (14,159)

Germantown Hills – 2,365 (24,649)

WiFi Usage

May - 456 (4,387)