

August 9, 2022

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, August 9, at 4:00 pm
Illinois Prairie District Public Library
Roanoke Branch Library
123 E Broad St
Roanoke IL 61561

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 Budget Ordinance 22-2
7. Discussion and Approval Annexation Ordinance 22-3
8. Approval of IMRF Authorized Agent
9. Discussion and Approval of Internet Use Policy
10. Discussion and Approval of Spring Bay Gazebo
11. Director's Remarks
12. Comments to guide future agendas
13. Adjournment

The next regular meeting will be Tuesday, September 13, at 4pm
at the Spring Bay Branch Library, 411 Illinois St,
Spring Bay, 61611

BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, July 12, 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, Joyce Zobrist called meeting to order at 4 pm. Zobrist, Weddle, Booker, Coker, Zobrist, and Smith present. Armstrong & Hicks, absent
2. Minutes of the last regular meeting, J. Weddle made a motion to approve minutes. Motion second by M. Coker. All in favor, motion passed.
3. Public comments, none
4. Treasurer's Report – approval of bills and requisitions, M. Coker made a motion to approve Treasurer's Report. Motion second by T. Ballard. All in favor, motion passed.
5. Discussion and Approval of Maintenance Ordinance 22-1, Motion to approve Maintenance Ordinance 22-1, by J. Weddle. Motion second by T. Ballard. All in favor, motion passed.
6. Discussion and Approval of Budget Ordinance 22-2, Motion to approve Budget Ordinance 22-2 next month. Second by J. Weddle. All in favor, motion passed.
7. Discussion and Approval Drug and Alcohol-Free Policy, Motion to approve policy without changes, by T. Ballard. Motion seconded by H. Booker. All in favor, motion passed.
8. Discussion and Approval of Expanded Cards for Kids (Public Act 102-0843), Motion to approve Expanded Cards for Kids Public Act, by M. Coker. Second motion by J. Weddle. All in favor, motion passed.
9. Director's Remarks, Shared programming and door counts.
10. Comments to guide future agendas, Addition to butterfly garden in Spring Bay and drainage issues at the Washburn branch.
11. Adjournment, Motion to adjourn at 4:43 pm. Second motion made at T. Ballard. All in favor, motion passed.

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

	Jul 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	125,822.62
10800 · Petty Cash Checking Account	713.02
11400 · Savings Account	7,390.66
	133,926.30
Total Checking/Savings	133,926.30
Other Current Assets	
10100 · Cash on Hand	167.79
10400 · Per Capita Fund	66.86
10500 · Certificates	1,606,876.59
10600 · General Operating Fund	871,733.88
10700 · Special Reserve Fund	191,123.17
11000 · Working Cash Fund	1,716,523.86
11100 · Gift Fund	259,766.60
11200 · Building Maintenance Fund	147,734.94
11300 · Tort Liability Fund	812,684.33
11500 · Dedicated Gift Fund	6.96
	5,606,684.98
Total Other Current Assets	5,606,684.98
Total Current Assets	5,740,611.28
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	3,657,395.38
TOTAL ASSETS	9,398,006.66
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	2,075,383.02
Net Income	732,635.73
	9,398,006.66
Total Equity	9,398,006.66
TOTAL LIABILITIES & EQUITY	9,398,006.66

Illinois Prairie District Public Library

Profit & Loss

08/08/22

July 2022

Cash Basis

	<u>Jul 22</u>
Income	
31000 · Property Tax - General	451,273.34
31100 · Property Tax - Audit	14,440.50
31200 · Property Tax - IMRF	34,296.79
31300 · Property Tax - Social Security	34,296.79
31400 · Property Tax - Tort/Liability	77,919.45
31500 · Property Tax - Bldg/Maintenance	60,169.57
31600 · Property Tax - Working Cash	150,423.91
32000 · State Corporate Replacement Tax	5,976.06
34000 · Fines and Fees	331.07
38400 · Interest Income - Per Capita	0.05
38500 · Interest Income - General	967.08
38900 · Interest Income - Tort/Liab	1,068.47
39000 · Interest Income - Spec Reserve	260.22
39191 · Interest Income - Bldg/Maint	175.14
39200 · Interest Income - Working Cash	2,263.72
39300 · Interest Income - Gift	352.03
39400 · Interest Income - Certificates	125.41
39700 · Rent Income	600.00
Total Income	<u>834,939.60</u>
Expense	
40100 · Salaries	32,543.17
40500 · Hospital Insurance	4,484.10
40600 · Staff Education	355.68
41000 · Books - Adult	2,411.88
41100 · Books - Children	894.78
41300 · Periodicals	4.40
41500 · Audio - Visual	429.30
41600 · Video / DVD Tapes	660.28
41700 · Electronic Materials	4,397.02
41800 · RSA Online	27,037.00
42100 · Office Supplies	2,279.56
42400 · Mileage and Expenses	1,372.88
44360 · Building - Metamora	4,360.20
44800 · Programming / PR	4,451.82
45000 · Rent	182.33
45100 · Gas and Electric	1,784.57
45200 · Water and Sewer	277.75
45300 · Telephone	516.91
45600 · Internet	860.34
47200 · Computer Equipment	253.08
60400 · IMRF Employer	1,701.58
70300 · Social Security Employer	2,005.26
70400 · Medicare Employer	468.98
72500 · Maintenance	7,848.00
72600 · Professional Fees	723.00
Total Expense	<u>102,303.87</u>
Net Income	<u><u>732,635.73</u></u>

Illinois Prairie District Public Library

Profit & Loss

08/08/22

July 2022 through June 2023

Cash Basis

	<u>Jul '22 - Jun 23</u>
Income	
31000 · Property Tax - General	451,273.34
31100 · Property Tax - Audit	14,440.50
31200 · Property Tax - IMRF	34,296.79
31300 · Property Tax - Social Security	34,296.79
31400 · Property Tax - Tort/Liability	77,919.45
31500 · Property Tax - Bldg/Maintenance	60,169.57
31600 · Property Tax - Working Cash	150,423.91
32000 · State Corporate Replacement Tax	5,976.06
34000 · Fines and Fees	642.74
38400 · Interest Income - Per Capita	0.05
38500 · Interest Income - General	967.08
38900 · Interest Income - Tort/Liab	1,068.47
39000 · Interest Income - Spec Reserve	260.22
39191 · Interest Income - Bldg/Maint	175.14
39200 · Interest Income - Working Cash	2,263.72
39300 · Interest Income - Gift	352.03
39400 · Interest Income - Certificates	187.06
39700 · Rent Income	1,200.00
Total Income	<u>835,912.92</u>
Expense	
40100 · Salaries	49,429.77
40500 · Hospital Insurance	9,438.33
40600 · Staff Education	1,965.66
41000 · Books - Adult	3,694.34
41100 · Books - Children	2,581.22
41300 · Periodicals	4.40
41500 · Audio - Visual	949.49
41600 · Video / DVD Tapes	837.93
41700 · Electronic Materials	12,179.99
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	3,780.29
42400 · Mileage and Expenses	2,456.89
44360 · Building - Metamora	4,360.20
44800 · Programming / PR	7,565.19
45000 · Rent	364.66
45100 · Gas and Electric	2,634.41
45200 · Water and Sewer	448.50
45300 · Telephone	1,046.06
45600 · Internet	1,720.68
47200 · Computer Equipment	675.58
52200 · Audit	11,750.00
60400 · IMRF Employer	1,701.58
70300 · Social Security Employer	3,046.02
70400 · Medicare Employer	712.38
72300 · Insurance	755.00
72400 · Legal	1,016.00
72500 · Maintenance	14,889.78
72600 · Professional Fees	1,357.00
Total Expense	<u>176,591.18</u>
Net Income	<u><u>659,321.74</u></u>

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

08/08/22

July 2022

Accrual Basis

	Jul 22	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	451,273.34	69,166.67	382,106.67	652.4%
31100 · Property Tax - Audit	14,440.50	2,083.34	12,357.16	693.1%
31200 · Property Tax - IMRF	34,296.79	5,000.00	29,296.79	685.9%
31300 · Property Tax - Social Security	34,296.79	5,000.00	29,296.79	685.9%
31400 · Property Tax - Tort/Liability	77,919.45	12,666.67	65,252.78	615.2%
31500 · Property Tax - Bldg/Maintenance	60,169.57	9,233.34	50,936.23	651.7%
31600 · Property Tax - Working Cash	150,423.91	23,000.00	127,423.91	654.0%
32000 · State Corporate Replacement Tax	5,976.06	1,250.00	4,726.06	478.1%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	331.07	1,184.59	-853.52	27.9%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	0.05	7.09	-7.04	0.7%
38500 · Interest Income - General	967.08	250.00	717.08	386.8%
38900 · Interest Income - Tort/Liab	1,068.47	250.00	818.47	427.4%
39000 · Interest Income - Spec Reserve	260.22	41.67	218.55	624.5%
39191 · Interest Income - Bldg/Maint	175.14	41.67	133.47	420.3%
39200 · Interest Income - Working Cash	2,263.72	333.34	1,930.38	679.1%
39300 · Interest Income - Gift	352.03	83.34	268.69	422.4%
39400 · Interest Income - Certificates	125.41	250.00	-124.59	50.2%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
Total Income	834,939.60	132,591.72	702,347.88	629.7%
Expense				
40100 · Salaries	32,543.17	36,204.16	-3,660.99	89.9%
40500 · Hospital Insurance	4,484.10	8,666.66	-4,182.56	51.7%
40600 · Staff Education	355.68	1,250.00	-894.32	28.5%
41000 · Books - Adult	2,411.88	2,083.34	328.54	115.8%
41100 · Books - Children	894.78	2,083.34	-1,188.56	42.9%
41300 · Periodicals	4.40	833.34	-828.94	0.5%
41500 · Audio - Visual	429.30	750.00	-320.70	57.2%
41600 · Video / DVD Tapes	660.28	750.00	-89.72	88.0%
41700 · Electronic Materials	4,397.02	3,750.00	647.02	117.3%
41800 · RSA Online	27,037.00	2,333.34	24,703.66	1,158.7%
42000 · Online Computer Library Center	0.00	833.34	-833.34	0.0%
42100 · Office Supplies	2,279.56	1,583.34	696.22	144.0%
42400 · Mileage and Expenses	1,372.88	1,250.00	122.88	109.8%
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	4,360.20	0.00	4,360.20	100.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	4,451.82	2,083.34	2,368.48	213.7%
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	1,784.57	3,750.00	-1,965.43	47.6%
45200 · Water and Sewer	277.75	250.00	27.75	111.1%
45300 · Telephone	516.91	666.66	-149.75	77.5%
45600 · Internet	860.34	916.66	-56.32	93.9%
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	253.08	833.34	-580.26	30.4%
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	1,701.58	5,000.00	-3,298.42	34.0%
70300 · Social Security Employer	2,005.26	3,333.34	-1,328.08	60.2%
70400 · Medicare Employer	468.98	1,666.67	-1,197.69	28.1%
72300 · Insurance	0.00	4,583.34	-4,583.34	0.0%
72400 · Legal	0.00	583.34	-583.34	0.0%

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08/08/22

Accrual Basis

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

	<u>Jul 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	7,848.00	9,233.34	-1,385.34	85.0%
72600 · Professional Fees	723.00	833.34	-110.34	86.8%
Total Expense	<u>102,303.87</u>	<u>103,020.92</u>	<u>-717.05</u>	<u>99.3%</u>
Net Income	<u>732,635.73</u>	<u>29,570.80</u>	<u>703,064.93</u>	<u>2,477.6%</u>

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	451,273.34	830,000.00	-378,726.66	54.4%
31100 · Property Tax - Audit	14,440.50	25,000.00	-10,559.50	57.8%
31200 · Property Tax - IMRF	34,296.79	60,000.00	-25,703.21	57.2%
31300 · Property Tax - Social Security	34,296.79	60,000.00	-25,703.21	57.2%
31400 · Property Tax - Tort/Liability	77,919.45	152,000.00	-74,080.55	51.3%
31500 · Property Tax - Bldg/Maintenance	60,169.57	110,800.00	-50,630.43	54.3%
31600 · Property Tax - Working Cash	150,423.91	276,000.00	-125,576.09	54.5%
32000 · State Corporate Replacement Tax	5,976.06	15,000.00	-9,023.94	39.8%
33000 · Per Capita Grant	0.00	18,000.00	-18,000.00	0.0%
34000 · Fines and Fees	642.74	14,215.00	-13,572.26	4.5%
38000 · Donations	0.00	15,000.00	-15,000.00	0.0%
38400 · Interest Income - Per Capita	0.05	85.00	-84.95	0.1%
38500 · Interest Income - General	967.08	3,000.00	-2,032.92	32.2%
38900 · Interest Income - Tort/Liab	1,068.47	3,000.00	-1,931.53	35.6%
39000 · Interest Income - Spec Reserve	260.22	500.00	-239.78	52.0%
39191 · Interest Income - Bldg/Maint	175.14	500.00	-324.86	35.0%
39200 · Interest Income - Working Cash	2,263.72	4,000.00	-1,736.28	56.6%
39300 · Interest Income - Gift	352.03	1,000.00	-647.97	35.2%
39400 · Interest Income - Certificates	187.06	3,000.00	-2,812.94	6.2%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	1,200.00	0.00	1,200.00	100.0%
Total Income	835,912.92	1,591,100.00	-755,187.08	52.5%
Expense				
40100 · Salaries	49,429.77	434,450.00	-385,020.23	11.4%
40500 · Hospital Insurance	9,438.33	104,000.00	-94,561.67	9.1%
40600 · Staff Education	1,965.66	15,000.00	-13,034.34	13.1%
41000 · Books - Adult	3,694.34	25,000.00	-21,305.66	14.8%
41100 · Books - Children	2,581.22	25,000.00	-22,418.78	10.3%
41300 · Periodicals	4.40	10,000.00	-9,995.60	0.0%
41500 · Audio - Visual	949.49	9,000.00	-8,050.51	10.5%
41600 · Video / DVD Tapes	837.93	9,000.00	-8,162.07	9.3%
41700 · Electronic Materials	12,179.99	45,000.00	-32,820.01	27.1%
41800 · RSA Online	27,037.00	28,000.00	-963.00	96.6%
42000 · Online Computer Library Center	8,192.83	10,000.00	-1,807.17	81.9%
42100 · Office Supplies	3,780.29	19,000.00	-15,219.71	19.9%
42400 · Mileage and Expenses	2,456.89	15,000.00	-12,543.11	16.4%
44200 · Computer Repair	0.00	8,000.00	-8,000.00	0.0%
44300 · Over Due Retrieval	0.00	0.00	0.00	0.0%
44360 · Building - Metamora	4,360.20	0.00	4,360.20	100.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	7,565.19	25,000.00	-17,434.81	30.3%
45000 · Rent	364.66	2,000.00	-1,635.34	18.2%
45100 · Gas and Electric	2,634.41	45,000.00	-42,365.59	5.9%
45200 · Water and Sewer	448.50	3,000.00	-2,551.50	15.0%
45300 · Telephone	1,046.06	8,000.00	-6,953.94	13.1%
45600 · Internet	1,720.68	11,000.00	-9,279.32	15.6%
47000 · Building Equipment/Furniture	0.00	20,000.00	-20,000.00	0.0%
47100 · Contingencies	0.00	15,000.00	-15,000.00	0.0%
47200 · Computer Equipment	675.58	10,000.00	-9,324.42	6.8%
48000 · Interest Expense	0.00	0.00	0.00	0.0%
48900 · Miscellaneous Expenses	0.00	13,000.00	-13,000.00	0.0%
49000 · Per Capita	0.00	0.00	0.00	0.0%
52200 · Audit	11,750.00	25,000.00	-13,250.00	47.0%
60400 · IMRF Employer	1,701.58	60,000.00	-58,298.42	2.8%
70300 · Social Security Employer	3,046.02	40,000.00	-36,953.98	7.6%
70400 · Medicare Employer	712.38	20,000.00	-19,287.62	3.6%
72300 · Insurance	755.00	55,000.00	-54,245.00	1.4%
72400 · Legal	1,016.00	7,000.00	-5,984.00	14.5%
72500 · Maintenance	14,889.78	110,800.00	-95,910.22	13.4%

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	1,357.00	10,000.00	-8,643.00	13.6%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>176,591.18</u>	<u>1,236,250.00</u>	<u>-1,059,658.82</u>	<u>14.3%</u>
Net Income	<u>659,321.74</u>	<u>354,850.00</u>	<u>304,471.74</u>	<u>185.8%</u>

Illinois Prairie District Public Library

08/08/22

Check Register

Accrual Basis

August 2022

	<u>Aug 22</u>
Aflac	287.87
AmazonBusiness	2,020.64
Ameren Illinois	599.30
Amy Mientus	32.50
Baker & Taylor	848.96
Bestsellers Audio, LLC	451.80
Blue Cross Blue Shield of Illinois	4,840.16
Brenda Schertz	8.00
Caterpillar Trail Public Water District	34.70
Cengage Learning, Inc.	237.66
Chronicle Media, LLC	56.00
CLA Services Inc	525.00
ComEd	109.72
Commerce Bank - Commercial Cards	609.30
Dawn Smith	1,725.69
Dearborn National Life Insurance Company	39.75
Doug Cupples	1,126.00
East Moline Glass	413.50
EBSCO	5,930.00
GFL Environmental	40.50
Gordon, Stockman & Waugh, P.C.	11,750.00
GT Services	150.00
Heartland Internet, Inc.	49.95
Homefield Energy	140.82
Hoopla	1,652.97
IHLS-OCLC	8,192.83
Jacobs Brothers Commercial Cleaning LLC	1,400.00
Kavanagh Scully	960.00
Mango Languages	200.00
Mediacom	446.70
Metamora IGA	9.98
Midwest Tape	177.65
MTCO	363.69
Nena Hardware Peoria	32.38
Orkin	558.64
Purity Plus Water Systems	101.90
Rebecca Deitrick	78.75
Rita Adams	401.06
RK Dixon	3,347.82
Roanoke Water-Sewer Department	43.89
Samantha Huber	411.63
Staples	408.14
Terry's Window Cleaning, Inc.	121.00
The Library Store, Inc.	400.50
TIAA Commercial Finance, Inc.	245.73
Unland Insurance	755.00
Vickie Paluska	26.38
Village of Germantown Hills	43.78
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	529.15
WGLT - Normal	2,000.00
Zoobean Inc	1,053.00
TOTAL	<u>56,221.10</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 07-01-2022	\$ 144,406.73	\$ 94,980.08	\$ 6.96	\$ 411,871.61	\$ 253,438.51	\$ 66.81	\$ 190,862.95	\$ 733,732.41	\$ 1,563,836.23	\$ 7,389.52	\$ 1,605,459.50
Transfer Online											
Accounts Payable	\$ (65,695.36)										
First Payroll	\$ (12,365.53)										
Payroll Taxes	\$ (3,954.21)										
Fines & Fees (Met)	\$ 90.25										
Fines & Fees	\$ 240.82										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (13,133.23)										
Payroll Taxes	\$ (4,210.63)										
IMRF	\$ (2,569.71)										
Interest - CEFCU (200)	\$ 25.48										
Interest - CEFCU (201)	\$ 38.22										
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest	\$ 61.71										
Transfer to Bldg/Maint	\$ (60,169.57)	\$ 60,169.57									
Transfer to/from Tort/Liab	\$ (77,919.45)			\$ 36.00				\$ 77,883.45			
Property Taxes	\$ 822,820.35										
Transfer from Bldg/Maint		\$ (7,589.85)		\$ 7,589.85							
Transfer to Gen Operating	\$ (451,273.34)			\$ 451,273.34							
Transfer to Gift											
Transfer to W/C	\$ (150,423.91)								\$ 150,423.91		
Transfer to Petty Cash	\$ (750.00)										
State Corp Replacement Tax					\$ 5,976.06						
Rebates/Refunds											
Interest	\$ 4.00	\$ 175.14		\$ 963.08	\$ 352.03	\$ 0.05	\$ 260.22	\$ 1,068.47	\$ 2,263.72	\$ 1.14	\$ 1,417.09
Balance 7-31-2022	\$ 125,822.62	\$ 147,734.94	\$ 6.96	\$ 871,733.88	\$ 259,766.60	\$ 66.86	\$ 191,123.17	\$ 812,684.33	\$ 1,716,523.86	\$ 7,390.66	\$ 1,606,876.59

ORDINANCE 22 - 2

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL
YEAR BEGINNING THE 1ST DAY OF JULY, 2022 AND ENDING
THE 30TH DAY OF JUNE 2023

WHEREAS, The Board of Trustees of the Illinois Prairie District Public Library, of the Counties of Woodford and Marshall, State of Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Public Library District for the fiscal year beginning July 1, 2022 and ending June 30, 2023 and the same has been conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Annual Budget and Appropriation Ordinance on July 12, 2022, notice of which was given at least thirty (30) days prior thereto by publishing notice thereof in a newspaper of general circulation in the Illinois Prairie District Public Library; and

WHEREAS, all other legal requirements have been complied with by the Board of Trustees of Illinois Prairie District Public Library;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY, IN THE COUNTIES OF WOODFORD AND MARSHALL, STATE OF ILLINOIS, AS FOLLOWS:

Section 1: That the following sums, or so much thereof as by law may be authorized, be and the same are hereby budgeted, set aside and appropriated for the specified Library Purposes for the fiscal year beginning July 1, 2022 and ending June 30, 2023; and the objects and purposes for which said appropriations are made, and the amounts thereby appropriated are as follows; to-wit:

FOR CORPORATE PURPOSES [75 ILCS 16/35-5]:

- | | |
|---|--------------|
| 1. For salaries (Librarians and staff) | \$434,450.00 |
| 2. For employee benefits (hospital insurance) | \$104,000.00 |
| 3. For library materials | |
| a. books | \$ 50,000.00 |
| b. periodicals/serials | \$ 10,000.00 |
| c. audio - visual | \$ 9,000.00 |
| d. videos/DVDs | \$ 9,000.00 |
| e. electronic materials | \$ 45,000.00 |
| | \$123,000.00 |
| 4. For utilities | |
| a. Gas and electric | \$ 45,000.00 |
| b. Water and sewer | \$ 3,000.00 |

	c. Telephone	\$ 8,000.00
	d. Internet	\$ 11,000.00
		\$ 67,000.00
5.	For mileage and expenses	\$ 15,000.00
6.	For staff and board development	\$ 15,000.00
7.	For library supplies	\$ 19,000.00
8.	For building rentals	\$ 2,000.00
9.	For OCLC catalog costs	\$ 10,000.00
10.	For Computer repair	\$ 8,000.00
11.	For equipment	\$ 20,000.00
12.	For professional fees	\$ 10,000.00
13.	For Computer equipment maintenance	\$ 10,000.00
14.	For RSA Online membership	\$ 28,000.00
15.	For Programming & Public Relations	\$ 25,000.00
16.	For miscellaneous expenses	\$ 13,000.00
17.	For contingencies	\$ <u>15,000.00</u>
	TOTAL	\$918,450.00

FOR SOCIAL SECURITY FUND PURPOSES [40 ILCS 5/21-110; 21-110.1]:

1.	Social Security & Medicare	\$ <u>60,000.00</u>
	TOTAL	\$ 60,000.00

FOR ILL. MUNICIPAL RETIREMENT PURPOSES [40 ILCS 5/7-105; 7-171]:

1.	Illinois Municipal retirement fund	\$ <u>60,000.00</u>
	TOTAL	\$ 60,000.00

FOR AUDIT PURPOSES [75 ILCS 16/30-45 and 50 ILCS 310/9]:

1.	Contractual Services-Audit	\$ <u>25,000.00</u>
	TOTAL	\$ 25,000.00

FOR LIABILITY, WORKERS' COMPENSATION AND UNEMPLOYMENT INSURANCE,
[745 ILCS 10/9-107]:

1.	Insurance (including public liability; property damage (fire);
----	--

workers' compensation; unemployment compensation; & treasurer's bond)	\$ 55,000.00
2. Risk Management/Loss Control programs	\$ 75,000.00
3. Legal and Professional fees	\$ 7,000.00
4. Contingency	\$ <u>15,000.00</u>
TOTAL	\$152,000.00

FOR BUILDING MAINTENANCE FUND: [75 ILCS 16/35-5]:

1. Building Maintenance Costs:	
a. general maintenance	\$ 51,000.00
b. custodians	\$ 24,800.00
	\$ 75,800.00
2. Building remodeling and repairs	\$ 10,000.00
3. Contractual Services	\$ 15,000.00
4. Contingency	\$ <u>10,000.00</u>
TOTAL	\$110,800.00

FOR SPECIAL RESERVE FUND [75 ILCS 16/40-50]:

1. Building Fund	\$900,000.00
2. Furnishings and equipment	\$400,000.00
3. Contingency	\$ <u>25,000.00</u>
TOTAL	\$1,325,000.00

FOR THE PURPOSE OF A WORKING CASH FUND [75 ILCS 16/35-35]:

1. For Working Cash Fund	\$ <u>816,000.00</u>
TOTAL	\$816,000.00

Section 2:Appropriated for the foregoing expenses from the following estimate of revenues, by source, anticipated to be received by the Library District in the fiscal year:

Projected cash on hand July 1, 2022	\$ 11,150.00
Special Reserve Fund	\$1,325,000.00
Working Cash Fund	\$ 540,000.00

Miscellaneous gifts and donations	\$ 15,000.00
Income of interest	\$ 15,085.00
Special purpose grants	\$ 18,000.00
Corporate personal property replacement taxes	\$ 15,000.00
Photocopy, cards, fax, and miscellaneous	\$ 14,215.00
Tax for General Corporate Library purposes	\$ 830,000.00
Tax for Social Security purposes	\$ 60,000.00
Tax for Ill. Municipal Retirement purposes	\$ 60,000.00
Tax for Audit purposes	\$ 25,000.00
Tax for Liability and Insurance	\$ 152,000.00
Tax for Working Cash Fund	\$ 276,000.00
Tax for Maintenance purposes	\$ <u>110,800.00</u>
Expected cash on hand June 30, 2023	\$ 0

Section 3: Any unexpended balances in the General Library Fund, and Maintenance Fund appropriations may be deposited into the Special Reserve Fund pursuant to a plan in accordance with Article 40 of Chapter 75, Illinois Compiled Statutes.

Section 4: The Secretary of the Illinois Prairie District Public Library is hereby authorized and directed to have this Ordinance published at least once in a newspaper of general circulation within this library district.

Section 5: This Ordinance shall be in full force and effect from and after its approval and publication as provided by law.

Passed by the Board of Trustees of the Illinois Prairie District Public Library and approved by the President thereof this 9th day of August, 2022.

BOARD OF TRUSTEES OF ILLINOIS
PRAIRIE DISTRICT PUBLIC LIBRARY

By: _____
Its President

ATTEST:

Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF WOODFORD)

CERTIFICATE

I, _____, do hereby certify that I am the duly appointed, qualified and now acting Secretary of the Illinois Prairie District Public Library in the Counties of Woodford and Marshall and State of Illinois; that attached hereto is a true and correct copy of the Annual Budget and Appropriation Ordinance No. 22-2 for the fiscal year July 1, 2022 to June 30, 2023.

I further certify that the Annual Budget and Appropriation Ordinance was duly passed by the Board of Trustees of said Library District at a meeting thereof held on the 9th day of August, 2022; that said Ordinance was duly passed by yea and nay vote thereon with at least a majority of all the Board of Trustees having voted yea on the adoption and passage thereof and approved in accordance with the laws of the State of Illinois pursuant to the notice and publication thereof as required by law.

I further certify that said Annual Budget and Appropriation Ordinance contains an estimate of revenues, by sources, anticipated to be received by the Illinois Prairie District Public Library in the fiscal year.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Illinois Prairie District Public Library, at Metamora, Illinois, this 9th day of August, 2022.

Secretary, Illinois Prairie
District Public Library

ORDINANCE NO.22-3

Woodford COUNTY

This Document Prepared
By:

Phillip B. Lenzini
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METAMORA IL 61548 |

ORDINANCE NO. 22-3

AN ORDINANCE ANNEXING TO THE ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY, WOODFORD COUNTY, ILLINOIS, PROPERTY IN MARSHALL COUNTY, ILLINOIS, NOT PREVIOUSLY IN SAID LIBRARY DISTRICT OR WITH TAX SUPPORTED LIBRARY SERVICE

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

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

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

and have determined that said territory is within the boundaries of the Lowpoint-Washburn Community Unit School District No. 21, a

school district in Woodford and Marshall Counties, and is contiguous to, and within the territory of the Illinois Prairie District Public Library and without local tax supported public library service; and

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

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

and the residents, taxpayers and users of the Illinois Prairie District Public Library for the territory to become a part of the Illinois Prairie District Public Library.

WHEREAS, the Board of Library Trustees of the Illinois Prairie District Public Library adopted its Ordinance No. 21-4 regarding annexation of said territory pursuant to 75 ILCS 16/15-15 and placed the question before the electorate of the Library District and the territory to be annexed pursuant to applicable statutes; and

WHEREAS, at the general primary election held on the 28th of June 2022, the electorate approved said annexation, being all of the territory within the described area, with the official tally in the Library District of 2782 “yes” votes and 614 “no” votes and in the territory to be annexed of 74 “yes” votes and 17 “no” votes.

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

Section 1: That the territory described as:

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

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

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

Section 2: That pursuant to 75 ILCS 16/15-15, the Illinois Prairie District Public Library has the power to annex unto it such territory as is included in a municipality or school district which itself is included partially within a public library district and which is without local tax supported public library service, upon successful referendum results, and therefore, the territory described above is hereby annexed and incorporated into the Illinois Prairie District Public Library now in the Counties of Woodford and Marshall in the State of Illinois.

Section 3: This ordinance shall take effect and be in full force and effect from and after its passage and approval according to the law, and after filing a certified copy of this Ordinance and the map attached hereto in the offices of the Recorders of

Deeds and the County Clerks of Woodford and Marshall Counties, Illinois, as provided by law.

Passed by the Board of Library Trustees of the Illinois Prairie District Public Library and approved by the President thereof and to be effective immediately this 9TH day of August, 2022.

APPROVED:

POSTED: August 9, 2022

President

ATTEST:

Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF WOODFORD)

CERTIFICATE

I, _____, do hereby certify that I am the duly appointed, qualified and now acting Secretary of the Illinois Prairie District Public Library in the Counties of Woodford and Marshall and State of Illinois; that attached hereto is a true and correct copy of the Library District's Ordinance No. 22-__.

I further certify that this Ordinance was duly passed by the Board of Trustees of said Library District at a meeting held on the 9th day of August, 2022; that said Ordinance was duly passed by yea and nay vote thereon with at least a majority of all the Board of Trustees having voted yea on the adoption and passage thereof and approved in accordance with the laws of the State of Illinois.

IN WITNESS WHEREOF, I signed my name in my official capacity as the Secretary of the Board of Trustees of the Illinois Prairie District Public Library, at Metamora, Illinois, this 9th day of August, 2022.

Secretary, Illinois Prairie
District Public Library

RESOLUTION NO. 22-4

**RESOLUTION DESIGNATING AN AUTHORIZED AGENT TO THE
ILLINOIS MUNICIPAL RETIREMENT FUND**

WHEREAS, the Illinois Prairie District Public Library, hereinafter, "IPDPL" is a participating member of the Illinois Municipal Retirement Fund; and

WHEREAS, IPDPL is authorized to designate a person to be the Authorized Agent on behalf of IPDPL to IMRF;

Now, therefore be it resolved by the President and Board of Trustees of IPDPL as follows:

SECTION ONE: That IPDPL Authorized Agent to IMRF effective immediately shall be Dawn Smith.

SECTION TWO: This Resolution shall be in full force and effect after passage and approval as required by law.

The above resolution is hereby Passed and approved by the IPDPL Board of Trustees, this 9th day of August 2022.

President, Board of Directors,
Illinois Prairie District Public Library

ATTEST:

Secretary, Board of Directors,
Illinois Prairie District Public Library

INTERNET USE POLICY

The Illinois Prairie District Public Library recognizes that the Internet and other electronically accessed information enhances the library's print and nonprint collections and therefore is a legitimate source of information which benefits users. The Library offers computers for public access to the Internet according to the following rules.

1. Sources on the Internet may or may not be reliable. Some sources are subject to high standards of reliability and provide legitimate, factual data. Other sources may be nothing more than the opinions of whoever constructed a web site. Patrons must use caution when accessing Internet information. Unlike printed sources, Internet sources are not necessarily subject to editing standards. The Library assumes no responsibility for the reliability of Internet sources.
2. Internet sources also vary widely in appropriateness. Some are not appropriate for children. Others are simply not appropriate for anyone. In the case of juvenile users, it is the parents' responsibility to determine the appropriate material. Librarians cannot act in place of parents. The Library assumes no responsibility for the material that a user displays on the computer screen. The Library can assume no responsibility for privacy or confidentiality while the user is at the Internet terminal.
3. Simply because the Library provides access to the Internet it should not be implied that the Library endorses any of the contents of the Internet. Internet material may be offensive, questionable, or controversial.
4. The Library is not responsible for damages, direct or indirect, arising from a patron's use of Internet resources.
5. The Library's Internet access may not be used for illegal purposes.
6. Library staff will provide only a minimum of training or assistance in Internet usage. Assistance will primarily consist of insuring that the user is connected to the home page of the Library's Internet provider and can maneuver from one address to another.
7. Internet sessions are limited to 30 minutes. Users may register for up to three sessions per day. A user may continue using the Internet beyond the end of his session as long as there is no one else waiting to use it.
8. All users are required to sign a use agreement before they are allowed to access the Internet through the Library's computer. Users under the age of 10 are required to obtain parental permission before they are allowed to access the Internet.
9. Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

Violation of computer system integrity.

Unauthorized tampering with computer hardware or software.

Violation of software license agreements and copyright laws.

Violation of another user's privacy.

Use of Internet access for illegal purposes.

Unauthorized monitoring of electronic communications.

Libeling or slandering other Internet users.

Intentionally sending, receiving, or displaying text or graphics which may reasonably be construed as obscene.

10. The Internet Use Policy will be under constant evaluation, to be formally reviewed on an annual basis.

Revised: 8/7/2018

Revised: 8/6/2019

...Build a Gazebo



SHAPE: Gazebo, Vinyl, Rectangle

SIZE: 12x16

STYLE: Country

ROOF STYLE: Normal

FLOORING: Composite, Tan

ROOFING: Asphalt Shingles, Driftwood

COLOR: Almond

OPTIONS:

Cupola: Yes,

Victorian Braces: No,

Turned Posts: No,

No Bottom Rails: Yes

OPTIONS:

Screen Package: No,

Screen in Floor: No,

Vinylite Windows: No,

Benches: 0,

Electrical Package: No

ESTIMATE:

\$18,016.90

Build a Gazebo



SHAPE: Gazebo, Vinyl, Oval

SIZE: 12x18

STYLE: Country

ROOF STYLE: Pagoda

FLOORING: Composite, Brown

ROOFING: Asphalt Shingles,
Driftwood

COLOR: Almond

OPTIONS:

Cupola: Yes,

Victorian Braces: No,

Turned Posts: No,

No Bottom Rails: Yes

OPTIONS:

Screen Package: No,

Screen in Floor: No,

Vinylite Windows: No,

Benches: 0,

Electrical Package: No

ESTIMATE:

\$20,583.20

Build a Gazebo



SHAPE: Gazebo, Vinyl, Rectangle

SIZE: 12x18

STYLE: Country

ROOF STYLE: Pagoda

FLOORING: Composite, Caramel

ROOFING: Asphalt Shingles,
Driftwood

COLOR: Almond

OPTIONS:

Cupola: Yes,

Victorian Braces: No,

Turned Posts: No,

No Bottom Rails: Yes

OPTIONS:

Screen Package: No,

Screen in Floor: No,

Vinylite Windows: No,

Benches: 0,

Electrical Package: No

ESTIMATE:

\$22,277.20

Monthly Programming

July 2022

Special Programs

Campfire at Camp Poison Oak: July 7, Roanoke. Summer Reading activity. Dennis Porter (Happy Faces Entertainment, Kansas City, MO) presented an hour-long comedy show with a summer camp theme in keeping with our summer reading program. We had 52 in attendance: 30 children, 2 teens, and 20 adults.

You CAN Take It With You: July 12, Germantown Hills. Summer Reading activity. Sam Huber and her husband, Jacob, presented a program on backpack camping. Jacob brought his “camp pack” with all the items that one would need to go camping, including a tent. He unpacked everything, explaining what each item was and how it was used. There were 14 in attendance: 7 children, 3 teens, and 4 adults.

Now We’re Cooking!: July 13, Roanoke. Summer Reading activity. Sam H. led a workshop on making a solar oven from a pizza box and shared recipes participants could try at home. There were 10 in attendance: 6 children and 4 adults.

Summer Family Movie: July 15, Germantown Hills. Summer Reading activity. Our second Summer Family Movie was Pixar’s *Turning Red*. We had 7 people attend (6 children and 1 adult).

Reading to Dogs: July 25, Germantown Hills. The therapy dogs from WOOF (We Offer Our Friends) returned to the library for the first time this year. There were 52 (or 62, depending on how you count) in attendance: 31 children, 2 teens, 8 adults, and 11 adult dog handlers with 10 dogs.

State Senator Win Stoller’s Traveling Office Hours: July 27, Metamora and Washburn branches. A representative from Sen. Stoller’s office held open office hours at two branches. 1 constituent spoke with the staffer at each branch (total of 2).

Beanstack

Our *1,000 Books Before Kindergarten* challenge added 5 new registrations in July. Since the inception of this challenge, we have had 139 children register. 3 have completed the challenge and 7 have “aged out” of the challenge, leaving 129 currently enrolled. We had 56 active readers in July, logging 1,896 books for 59 badges. We had no challenge completions in July.

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 July, we had 13 new registrations. Since the introduction of this challenge, we have had a total of 209 readers enroll in the challenge. 4 have already completed the challenge. 98 readers made at least 1 log entry in July, earning a total of 190 badges. Readers logged 82,658 minutes (1,377.63 hours) of reading in July. There were no challenge completions in July.

Summer Reading

Our Summer Reading Program began on May 31. Across the three challenges, we had 29 additional people register in July. 399 readers made at least 1 log entry during July. Participants completed 1,068 activities and claimed 1,107 rewards (including registration rewards and reading progress rewards) while earning 2,654 reading and activity badges. There were 58 book reviews written. There were 3,577 books logged for a total of 223,596 minutes (3,726.6 hours). An in-depth analysis will be included with the September packet.

Children's Programming

Baby Bookworms: Baby Bookworms meets twice a week, once at Germantown Hills and once at Metamora. Participant totals for July: GH = 21 (12 children, 9 adults), M = 21 (11 children, 10 adults).

Story Time: Story Time meets 6 times per week, once at each branch. Totals for July: B = 14 (10 children, 4 adults); GH = 31 (20 children, 11 adults); M = 8 (4 children, 4 adults); R = 28 (19 children, 9 adults); SB = 25 (18 children, 7 adults); W = 4 (2 children, 2 adults).

Pajama Story Time: Pajama Story Time met once each in Germantown Hills and Metamora and twice in Roanoke during July. A total of 8 people attended across the four sessions, 5 children and 3 adults.

Class Visits: During July, our Children's Librarian, Samantha Huber, conducted two class visits at Little Oaks Day Care (next door to the Germantown Hills branch). She saw a total of 47 students and 6 teachers across the two visits.

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 8 times for private functions, including an RSA training session for IPDPL staff. Study Room A was reserved 10 times, and Study Room B was reserved 9 times. The children's computers in Germantown Hills were used 71 times in July.

Roanoke: The Meeting Room was reserved 6 times for private functions and the Study Room was used 2 times.

Recurring Programs

Benson Jigsaw Puzzle: 36 people worked on the puzzle in Benson.

Book Buzz Book Club: July 12, Germantown Hills. The book for July was *The Midnight Library* by Matt Haig. 8 people attended the in-person meeting.

Book Match: We had 24 Book Match requests in July. Book Match is one of the available activities for the Summer Reading Program.

Dial-A-Story: There were 48 calls made to the Dial-A-Story line in July. Dial-A-Story is one of the available activities for the Summer Reading Program.

Email Newsletter: 16,044 Wowbrary email newsletters were sent to 3,996 active users in July.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 36 knitters attend in July. Weekly breakdown: 7/6 = 9; 7/13 = 10; 7/20 = 10; 7/27 = 7.

Story Cube: The Story Cube was at the Roanoke, Spring Bay, and Germantown Hills branches in July. 93 stories were printed in July and 18 readers earned the Story Cube Badge as part of the summer reading program.

Spring Bay Bookies: July 7, Spring Bay. Spring Bay Bookies read *Her Mother's Hope* by Francine Rivers. There were 13 people in attendance.

YouTube Videos: We had 405 total views on our YouTube channel from 246 unique viewers and 31 returning viewers in July, for a total of 11.7 hours watched. We added 2 new channel subscribers. Video views for the month are as follows:

Story Time with Miss Michelle – “Pete the Cat and His Four Groovy Buttons” – 264 views

Miss Rita Reads “Mrs. Mole, I'm Home!” – 78 views

Story Time with Miss Michelle – “Where's My Teddy?” – 49 views

Story Time with Miss Michelle – “Superworm” – 31 views

Story Time with Miss Michelle – “Alexander and the Terrible, Horrible, No Good, Very Bad Day” – 19 views

Miss Rita Reads “How Much is That Doggie in the Window?” – 18 views

Story Time with Miss Michelle – “Little Rabbit and the Meanest Mother on Earth” – 17 views

Story Time with Miss Michelle – “Why Do You Cry?” – 17 views

Story Time with Miss Michelle – “Mary Had a Little Lab” – 17 views

Miss Rita Reads “Martha Doesn't Say Sorry!” – 17 views

Story Time with Miss Michelle – “Mrs. Toggle's Zipper” – 15 views

Story Time with Miss Michelle – “The Catawampus Cat” – 11 views

Story Time with Miss Michelle – “The Little Red Hen (Makes a Pizza)” – 11 views

Miss Rita Reads “How Do Dinosaurs Go to School?” – 8 views

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

IPDPL Sidewalk Obstacle Course – 8 views

Story Time with Miss Michelle – “Verdi” – 7 views

Miss Rita Reads “Gotta Go, Buffalo” – 7 views

Story Time with Miss Michelle – “The Snowy Day” – 7 views

Story Time with Miss Michelle – “The Biggest Snowball Ever” – 6 views

Story Time with Miss Michelle – “Squirrel's New Year's Resolution” – 6 views

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

Miss Rita Reads “Rory the Dinosaur – Me and My Dad” – 5 views

Miss Rita Reads “Dog's Colorful Day” – 5 views

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 5 views

Miss Rita & the Shaky Egg Song – 4 views

Miss Rita Reads “Gorilla Loves Vanilla” – 4 views

Story Time with Miss Michelle – “Together We Can!” – 4 views

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

Miss Rita Reads “Pete the Cat and the Perfect Pizza Party” – 3 views

Miss Rita Reads “Welcome Home, Bear” – 3 views

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

Story Time with Miss Michelle – “There Was a Bold Lady Who Wanted a Star” – 3 views

Story Time with Miss Michelle – “Bear Says Thanks” – 3 views

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

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

Miss Rita Reads “10 Hungry Rabbits” – 2 views

Miss Rita Reads “The Napping House” – 2 views

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

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

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

Miss Rita Reads “Bear Sees Colors” – 2 views

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

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

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

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

Miss Rita Reads “Monsters Love Colors” – 1 view

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

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

IPDPL Library Calendar Staff Training – 1 view

Miss Rita Reads “What Am I?” – 1 view

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

Miss Rita Reads “Dinosaur Roar” and “Ten Terrible Dinosaurs” – 1 view

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

Miss Rita Reads “Jingle Bells” – 1 view

Welcome to the Library – 1 view

Story Time with Miss Michelle – “Haunted Party” – 1 view

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

Virtual Visit with Christina Uss – 1 view

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

IPDPL – Roanoke Renovation Video – 1 view

Miss Rita Reads “The Crayons' Book of Colors” – 1 view

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

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

Story Time with Miss Michell – “Some Snow Is . . . “ – 1 view

Miss Rita Reads “10 Little Rubber Ducks – 1 view

Story Time with Miss Michelle – “I Promise I'll Find You” – 1 view

Miss Rita Reads “Little Green Peas” – 1 view

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

Virtual Visit with Kate Klise – 1 view

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

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

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

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

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

Miss Rita Reads “Mouse Paint” – 1 view

Miss Rita Reads “Soaked” – 1 view

Monthly Marketing Report

July 2022

Ad Spend: We signed a new contract with WCBU for \$2,000 worth of on-air spots for FY 22-23, with an option to include web impressions on the WCBU website for specific targeted promotions.

Coverage: In late June and early July, we ran 20 spots on WCBU, advertising our “Campfire at Camp Poison Oak” program on July 7.

On July 14, a press release (copy attached) was sent out to local media outlets, announcing our adult Tiny Art Contest. The press release was published in the July 21 editions of the *Woodford County Journal* and the *Woodford Courier*. Two of the 15 qualified applicants reported that they found out about the contest through newspaper coverage.

The July 21 edition of the *Woodford County Journal* also ran a separate story detailing our programs and events for the week of July 25.

Social Media: For July, our Facebook page Reach (the number of people who saw any content from our page or about our page, including posts, stories, ads, social information from people who interact with our page and more) was 6,553. Our Facebook page was visited 216 times. 11 new people “Liked” our Facebook page, raising our total to 1,578 page likes.

Our YouTube analytics are included in the Monthly Programming Report.

Website: In July, 1,069 visitors viewed our website 3,149 times. While the majority of visits to our website were initiated by people typing the URL into their browser, 759 visits were initiated by a visit to a search engine immediately prior (Google, etc.). Visitors to our website used links on our site to get to our online catalog, our Calendar of Events site, and our Beanstack site a combined 510 times.

**For Immediate Release
July 14, 2022**



Illinois Prairie Announces Tiny Art Contest for Adults

Woodford County residents can release their inner Rembrandt!

Metamora, IL — July 14, 2022 — Illinois Prairie District Public Library is hosting a Tiny Art Contest for adults. Open to adults ages 18 and up, the IPDPL Tiny Art Contest will challenge artists to create their masterpiece on a 4” square canvas. The image can be whatever they want – there is no “theme” for the contest. Artists will have one month to pick up supplies, plan and paint their canvases, and return the finished works to the library. The library will supply the canvas, two paint brushes, and a set of 6 acrylic paints. Contestants will supply the art! Registration begins Monday, July 18th and runs through Saturday, July 30th.

Once the contestants have picked up their supplies, they will have until the end of August to submit their entries. IPDPL will award two winners, a People’s Choice winner and a Judge’s Choice winner. Judging for the People’s Choice will take place online in early September and is open to anyone. The panel that will determine the Judge’s Choice winner includes IPDPL staff, central Illinois artists, art instructors, and staff from the Peoria Art Guild. Winners will receive a \$50 gift certificate from Michaels Stores.

Participation is limited to the first 20 qualified applicants. Qualified applicants beyond the first 20 will be placed on a waitlist in the event a spot becomes open. To qualify, the artist must be aged 18+, and they must live within the IPDPL district boundaries. Contestants will be notified

when their supplies are available for pick-up. Artists are free to augment their works with any additional art supplies of their choosing. All entries must be the sole work of the registered artist, and they must be returned by August 31. Finished work may be returned to any IPDPL branch.

Prospective contestants may register at <https://bit.ly/IPDPL-TinyArt>. Additional information may be found by visiting the IPDPL Facebook event page at <https://www.facebook.com/events/1098974510705739/>.

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For more information, press only:

Donna Forbis
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Illinois Prairie District Public Library
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Director's Remarks for August 9, 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

- *Discussion continues for improving the Metamora location.*

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

- *The Little Free Library was delivered to Sankoty Lakes.*
- *Kiwanis is discussing a Parents Night Out fundraisers with the Germantown Hills branch serving as the location.*
- *All the branches collected school supply donations for Heart House which we ended up with several boxes of items to give them.*

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 added a package of Ebsco databases to the website which includes Consumer Reports.org, Consumer Health Complete, Novelist plus and K-8, Auto Repair Source, Home Improvement Reference Center, & MasterFile Premier.*
- *The delightful dogs and handlers from WOOF entertained families at the Germantown Branch last month and Metamora this month.*

ADDITIONALLY

- **Weeding continues at Metamora and Roanoke.**
- **The park district is painting the office.**

July 22(FY 22-23) Door Counts

Benson – 181

Spring Bay – 540

Washburn – 300

Roanoke – 572

Metamora – 1,673

Germantown Hills – 3,232

WiFi Usage

June- 490

Annual culmulative Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	Total
July	92	1169	1374	357	149	135	5	851	4132
August									0
September									0
October									0
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
Total	92	1169	1374	357	149	135	5	851	4132

Annual Juvenile Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Total
July	114	2306	2684	616	141	249	5	6115
August								0
September								0
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	114	2306	2684	616	141	249	5	6115

YA YOUNG ADULT

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	4	123	133	33	3	1
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	4	123	133	33	3	1

PATRON INTERNET USE

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	11	215	79	5	15	20
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	11	215	79	5	15	20