

# September 13, 2022

## Board Packet



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



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
Tuesday, September 13, at 4:00 pm  
**Illinois Prairie District Public Library**  
**Spring Bay Branch Library**  
**411 Illinois St**  
**Spring Bay, IL 61611**

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. Presentation of Fiscal Year 2021-2022 Audit
6. Discussion and Approval of Fiscal Year 2021-2022 Audit
7. Discussion and Approval of Metamora Branch Project
8. Discussion and Approval of Levy Ordinance
9. Discussion and Approval of Job Descriptions
10. Discussion and Approval of Homebound Policy
11. Director's Remarks
12. Comments to guide future agendas
13. Adjournment

The next regular meeting will be Tuesday, October 11, at 4pm at  
the Benson Branch Library, 420 E Front St,  
Benson, IL 61516

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, August 9, at 4:00 pm

**Illinois Prairie District Public Library Roanoke Branch Library**

1. Call to order and roll call, Meeting called to order at 4 p.m.  
Zobrist, J Weddle, T Ballard, D Smith, A Hicks, M Coker, H. Booker, present. Absent J Armstrong.
2. Minutes of the last regular meeting , J. Weddle made a motion to accept minutes. Second by T Ballard. All in favor, motion passed.
3. Public comments, none
4. Treasurer's Report – approval of bills and requisitions J. Weddle made a motion to approve bills and requisitions. Second by H. Booker. All in favor, motion passed.
5. Discussion and Approval of Metamora Branch Project
6. Discussion and Approval of Budget Ordinance 22-2- Motion to approve T. Ballard and second by J. Weddle. All in favor, motion approved.
7. Discussion and Approval Annexation Ordinance 22-3- Motion to approve by M. Coker and second by H. Booker. All in favor, motion approved
8. Approval of IMRF Authorized Agent- J. Weddle motion to name Dawn Smith authorized agent and second by M. Coker. All in favor, motion approved.
9. Discussion and Approval of Internet Use Policy-Motion to approve with no changes by T. Ballard and second by H. Booker. All in favor, motion approved.
10. Discussion and Approval of Spring Bay Gazebo-Motion to spend up to 22k to purchase of Gazebo plus electrical and land prep by M. Coker and second by J. Weddle. All in favor, motion approved.
11. Director's Remarks, including monthly programming, marketing report, and Tiny Artist Contest.
12. Comments to guide future agendas, none.
13. Adjournment-Motion to adjourn at 4:59 pm by T. Ballard and second by H. Booker. All in favor, meeting adjourned.

## Illinois Prairie District Public Library

## Balance Sheet

09/12/22

As of August 31, 2022

Cash Basis

	<u>Aug 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10200 · Checking Account	131,277.78
10800 · Petty Cash Checking Account	1,300.17
11400 · Savings Account	7,390.66
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Total Checking/Savings	139,968.61
Other Current Assets	
10100 · Cash on Hand	167.79
10400 · Per Capita Fund	66.90
10500 · Certificates	1,606,876.59
10600 · General Operating Fund	781,075.78
10700 · Special Reserve Fund	191,477.68
11000 · Working Cash Fund	1,719,707.56
11100 · Gift Fund	292,628.16
11200 · Building Maintenance Fund	140,149.99
11300 · Tort Liability Fund	814,191.62
11500 · Dedicated Gift Fund	6.96
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Total Other Current Assets	5,546,349.03
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Total Current Assets	5,686,317.64
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	<hr/>
Total Fixed Assets	3,657,395.38
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>9,343,713.02</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
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	678,342.09
	<hr/>
Total Equity	9,343,713.02
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>9,343,713.02</u></b>

## Illinois Prairie District Public Library

## Profit &amp; Loss

09/12/22

August 2022

Cash Basis

	Aug 22
<b>Income</b>	
32000 · State Corporate Replacement Tax	32,366.77
34000 · Fines and Fees	311.67
38400 · Interest Income - Per Capita	0.04
38500 · Interest Income - General	1,495.16
38900 · Interest Income - Tort/Liab	1,507.29
39000 · Interest Income - Spec Reserve	354.51
39191 · Interest Income - Bldg/Maint	263.05
39200 · Interest Income - Working Cash	3,183.70
39300 · Interest Income - Gift	494.79
39400 · Interest Income - Certificates	61.65
39700 · Rent Income	600.00
<b>Total Income</b>	<b>40,638.63</b>
<b>Expense</b>	
40100 · Salaries	33,818.11
40500 · Hospital Insurance	4,484.10
40600 · Staff Education	1,609.98
41000 · Books - Adult	1,308.46
41100 · Books - Children	1,686.44
41500 · Audio - Visual	520.19
41600 · Video / DVD Tapes	177.65
41700 · Electronic Materials	7,782.97
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	1,543.37
42400 · Mileage and Expenses	1,084.01
44800 · Programming / PR	3,153.37
45000 · Rent	182.33
45100 · Gas and Electric	2,404.77
45200 · Water and Sewer	170.75
45300 · Telephone	529.15
45600 · Internet	860.34
47200 · Computer Equipment	921.31
52200 · Audit	11,750.00
60400 · IMRF Employer	492.60
70300 · Social Security Employer	2,084.32
70400 · Medicare Employer	487.44
72300 · Insurance	755.00
72400 · Legal	1,150.00
72500 · Maintenance	7,041.78
72600 · Professional Fees	741.00
<b>Total Expense</b>	<b>94,932.27</b>
<b>Net Income</b>	<b><u><u>-54,293.64</u></u></b>

## Illinois Prairie District Public Library

09/12/22

## Profit &amp; Loss

Cash Basis

July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
<b>Income</b>	
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	38,342.83
34000 · Fines and Fees	1,021.46
38400 · Interest Income - Per Capita	0.09
38500 · Interest Income - General	2,462.24
38900 · Interest Income - Tort/Liab	2,575.76
39000 · Interest Income - Spec Reserve	614.73
39191 · Interest Income - Bldg/Maint	438.19
39200 · Interest Income - Working Cash	5,447.42
39300 · Interest Income - Gift	846.82
39400 · Interest Income - Certificates	288.99
39700 · Rent Income	1,800.00
<b>Total Income</b>	<u>876,658.88</u>
<b>Expense</b>	
40100 · Salaries	66,361.28
40500 · Hospital Insurance	14,096.23
40600 · Staff Education	2,542.75
41000 · Books - Adult	5,226.77
41100 · Books - Children	5,691.72
41300 · Periodicals	4.40
41500 · Audio - Visual	1,624.83
41600 · Video / DVD Tapes	1,173.74
41700 · Electronic Materials	17,086.81
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	4,747.95
42400 · Mileage and Expenses	3,806.78
44360 · Building - Metamora	6,234.72
44380 · Building - Spring Bay	19,070.50
44800 · Programming / PR	9,428.84
45000 · Rent	546.99
45100 · Gas and Electric	4,780.33
45200 · Water and Sewer	619.25
45300 · Telephone	1,574.65
45600 · Internet	2,587.02
47200 · Computer Equipment	1,174.39
49000 · Per Capita	779.40
52200 · Audit	11,750.00
60400 · IMRF Employer	2,194.18
70300 · Social Security Employer	4,089.58
70400 · Medicare Employer	956.42
72300 · Insurance	755.00
72400 · Legal	1,403.00
72500 · Maintenance	22,626.87
72600 · Professional Fees	1,989.00
<b>Total Expense</b>	<u>250,153.23</u>
<b>Net Income</b>	<u><u>626,505.65</u></u>

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

	Aug 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	0.00	69,166.67	-69,166.67	0.0%
31100 · Property Tax - Audit	0.00	2,083.34	-2,083.34	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	12,666.67	-12,666.67	0.0%
31500 · Property Tax - Bldg/Maintenance	0.00	9,233.34	-9,233.34	0.0%
31600 · Property Tax - Working Cash	0.00	23,000.00	-23,000.00	0.0%
32000 · State Corporate Replacement Tax	32,366.77	1,250.00	31,116.77	2,589.3%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	311.67	1,184.59	-872.92	26.3%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	0.04	7.09	-7.05	0.6%
38500 · Interest Income - General	1,495.16	250.00	1,245.16	598.1%
38900 · Interest Income - Tort/Liab	1,507.29	250.00	1,257.29	602.9%
39000 · Interest Income - Spec Reserve	354.51	41.67	312.84	850.8%
39191 · Interest Income - Bldg/Maint	263.05	41.67	221.38	631.3%
39200 · Interest Income - Working Cash	3,183.70	333.34	2,850.36	955.1%
39300 · Interest Income - Gift	494.79	83.34	411.45	593.7%
39400 · Interest Income - Certificates	61.65	250.00	-188.35	24.7%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
<b>Total Income</b>	<b>40,638.63</b>	<b>132,591.72</b>	<b>-91,953.09</b>	<b>30.6%</b>
<b>Expense</b>				
40100 · Salaries	33,818.11	36,204.16	-2,386.05	93.4%
40500 · Hospital Insurance	4,484.10	8,666.66	-4,182.56	51.7%
40600 · Staff Education	1,609.98	1,250.00	359.98	128.8%
41000 · Books - Adult	1,308.46	2,083.34	-774.88	62.8%
41100 · Books - Children	1,686.44	2,083.34	-396.90	80.9%
41300 · Periodicals	0.00	833.34	-833.34	0.0%
41500 · Audio - Visual	520.19	750.00	-229.81	69.4%
41600 · Video / DVD Tapes	177.65	750.00	-572.35	23.7%
41700 · Electronic Materials	7,782.97	3,750.00	4,032.97	207.5%
41800 · RSA Online	0.00	2,333.34	-2,333.34	0.0%
42000 · Online Computer Library Center	8,192.83	833.34	7,359.49	983.1%
42100 · Office Supplies	1,543.37	1,583.34	-39.97	97.5%
42400 · Mileage and Expenses	1,084.01	1,250.00	-165.99	86.7%
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	3,153.37	2,083.34	1,070.03	151.4%
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	2,404.77	3,750.00	-1,345.23	64.1%
45200 · Water and Sewer	170.75	250.00	-79.25	68.3%
45300 · Telephone	529.15	666.66	-137.51	79.4%
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	921.31	833.34	87.97	110.6%
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	11,750.00	2,083.34	9,666.66	564.0%
60400 · IMRF Employer	492.60	5,000.00	-4,507.40	9.9%
70300 · Social Security Employer	2,084.32	3,333.34	-1,249.02	62.5%
70400 · Medicare Employer	487.44	1,666.67	-1,179.23	29.2%
72300 · Insurance	755.00	4,583.34	-3,828.34	16.5%
72400 · Legal	1,150.00	583.34	566.66	197.1%

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09/12/22

Accrual Basis

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

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	<u>Aug 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	7,041.78	9,233.34	-2,191.56	76.3%
72600 · Professional Fees	741.00	833.34	-92.34	88.9%
<b>Total Expense</b>	<u>94,932.27</u>	<u>103,020.92</u>	<u>-8,088.65</u>	<u>92.1%</u>
<b>Net Income</b>	<u><b>-54,293.64</b></u>	<u><b>29,570.80</b></u>	<u><b>-83,864.44</b></u>	<u><b>-183.6%</b></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
<b>Income</b>				
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	38,342.83	15,000.00	23,342.83	255.6%
33000 · Per Capita Grant	0.00	18,000.00	-18,000.00	0.0%
34000 · Fines and Fees	1,021.46	14,215.00	-13,193.54	7.2%
38000 · Donations	0.00	15,000.00	-15,000.00	0.0%
38400 · Interest Income - Per Capita	0.09	85.00	-84.91	0.1%
38500 · Interest Income - General	2,462.24	3,000.00	-537.76	82.1%
38900 · Interest Income - Tort/Liab	2,575.76	3,000.00	-424.24	85.9%
39000 · Interest Income - Spec Reserve	614.73	500.00	114.73	122.9%
39191 · Interest Income - Bldg/Maint	438.19	500.00	-61.81	87.6%
39200 · Interest Income - Working Cash	5,447.42	4,000.00	1,447.42	136.2%
39300 · Interest Income - Gift	846.82	1,000.00	-153.18	84.7%
39400 · Interest Income - Certificates	288.99	3,000.00	-2,711.01	9.6%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	1,800.00	0.00	1,800.00	100.0%
<b>Total Income</b>	<b>876,658.88</b>	<b>1,591,100.00</b>	<b>-714,441.12</b>	<b>55.1%</b>
<b>Expense</b>				
40100 · Salaries	66,361.28	434,450.00	-368,088.72	15.3%
40500 · Hospital Insurance	14,096.23	104,000.00	-89,903.77	13.6%
40600 · Staff Education	2,542.75	15,000.00	-12,457.25	17.0%
41000 · Books - Adult	5,226.77	25,000.00	-19,773.23	20.9%
41100 · Books - Children	5,691.72	25,000.00	-19,308.28	22.8%
41300 · Periodicals	4.40	10,000.00	-9,995.60	0.0%
41500 · Audio - Visual	1,624.83	9,000.00	-7,375.17	18.1%
41600 · Video / DVD Tapes	1,173.74	9,000.00	-7,826.26	13.0%
41700 · Electronic Materials	17,086.81	45,000.00	-27,913.19	38.0%
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	4,747.95	19,000.00	-14,252.05	25.0%
42400 · Mileage and Expenses	3,806.78	15,000.00	-11,193.22	25.4%
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	6,234.72	0.00	6,234.72	100.0%
44380 · Building - Spring Bay	19,070.50	0.00	19,070.50	100.0%
44800 · Programming / PR	9,428.84	25,000.00	-15,571.16	37.7%
45000 · Rent	546.99	2,000.00	-1,453.01	27.3%
45100 · Gas and Electric	4,780.33	45,000.00	-40,219.67	10.6%
45200 · Water and Sewer	619.25	3,000.00	-2,380.75	20.6%
45300 · Telephone	1,574.65	8,000.00	-6,425.35	19.7%
45600 · Internet	2,587.02	11,000.00	-8,412.98	23.5%
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	1,174.39	10,000.00	-8,825.61	11.7%
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	779.40	0.00	779.40	100.0%
52200 · Audit	11,750.00	25,000.00	-13,250.00	47.0%
60400 · IMRF Employer	2,194.18	60,000.00	-57,805.82	3.7%
70300 · Social Security Employer	4,089.58	40,000.00	-35,910.42	10.2%
70400 · Medicare Employer	956.42	20,000.00	-19,043.58	4.8%
72300 · Insurance	755.00	55,000.00	-54,245.00	1.4%
72400 · Legal	1,403.00	7,000.00	-5,597.00	20.0%
72500 · Maintenance	22,626.87	110,800.00	-88,173.13	20.4%

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09/12/22

Accrual Basis

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

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	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	1,989.00	10,000.00	-8,011.00	19.9%
99999 · Transfers	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>250,153.23</u>	<u>1,236,250.00</u>	<u>-986,096.77</u>	<u>20.2%</u>
<b>Net Income</b>	<u><b>626,505.65</b></u>	<u><b>354,850.00</b></u>	<u><b>271,655.65</b></u>	<u><b>176.6%</b></u>

## Illinois Prairie District Public Library

09/12/22

## Check Register

Accrual Basis

September 2022

	<u>Sep 22</u>
Aflac	287.87
AmazonBusiness	1,733.99
Ameren Illinois	290.92
Amy Mientus	8.13
Baker & Taylor	823.80
Bestsellers Audio, LLC	439.20
Blue Cross Blue Shield of Illinois	4,840.16
Brenda Schertz	8.00
Caterpillar Trail Public Water District	34.70
Cengage Learning, Inc.	188.18
Chronicle Media, LLC	253.00
CLA Services Inc	525.00
ComEd	146.59
Commerce Bank - Commercial Cards	2,456.52
Countryside Barns, Inc	19,070.50
David Fritz	16.25
Dawn Smith	284.44
Donna Forbis	174.32
Doug Cupples	1,030.00
GFL Environmental	36.26
Heartland Internet, Inc.	49.95
Homefield Energy	143.69
Hoopla	1,525.47
Interactive Sciences, Inc.	497.96
Jacobs Brothers Commercial Cleaning LLC	1,120.00
K-Log Inc	1,874.52
Lindsey Gilles	16.25
Mediacom	446.70
Midwest Tape	335.81
MTCO	369.69
Nena Hardware Peoria	53.07
Nicor Gas	9.79
Orkin	344.42
PIP Printing	899.00
ProQuest LLC	2,406.35
Purity Plus Water Systems	101.90
RAILS	400.00
Rebecca Deitrick	135.00
Rita Adams	510.31
RK Dixon	3,852.59
Roanoke Water-Sewer Department	43.89
RSA NFP	150.00
Samantha Huber	212.19
Staples	297.17
Terry's Window Cleaning, Inc.	121.00
The Penworthy Company LLC	2,770.06
Village of Germantown Hills	43.78
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	528.59
World Book, Inc.	779.40
<b>TOTAL</b>	<b><u>52,917.09</u></b>

## Bank Accounts

	Commerce Checking	The Illinois Funds Bldg/Maint	The Illinois Funds Dedicated Gift	The Illinois Funds Gen Operating	The Illinois Funds Gift	The Illinois Funds Per Capita	The Illinois Funds Spec Reserve	The Illinois Funds Tort/Liab	The Illinois Funds Working Cash	CEFCU Savings	CD's
Balance 08-01-2022	\$ 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
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (58,304.65)										
First Payroll	\$ (13,128.39)										
Payroll Taxes	\$ (4,361.66)										
Fines & Fees (Met)	\$ 139.19										
Fines & Fees	\$ 172.48										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (13,183.71)										
Payroll Taxes	\$ (4,363.40)										
IMRF	\$ (1,377.63)										
Interest - CEFCU (200)	\$ 24.66										
Interest - CEFCU (201)	\$ 36.99										
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (7,848.00)		\$ 7,848.00							
Transfer to/from Tort/Liab								\$ (60.00)			
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash	\$ (799.98)										
State Corp Replacement Tax					\$ 32,366.77						
Rebates/Refunds											
Interest	\$ 1.26	\$ 263.05		\$ 1,493.90	\$ 494.79	\$ 0.04	\$ 354.51	\$ 1,507.29	\$ 3,183.70		
Balance 8-31-2022	\$ 131,277.78	\$ 140,149.99	\$ 6.96	\$ 781,075.78	\$ 292,628.16	\$ 66.90	\$ 191,477.68	\$ 814,131.62	\$ 1,719,707.56	\$ 7,390.66	\$ 1,606,876.59

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**

Annual Report

June 30, 2022

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CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees  
Illinois Prairie District Public Library  
Metamora, Illinois

### ***Opinions***

We have audited the modified cash-basis financial statements of the governmental activities and each major fund of the Illinois Prairie District Public Library (District), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective modified cash-basis financial position of the governmental activities and each major fund of the Illinois Prairie District Public Library, as of June 30, 2022, and the respective changes in modified cash-basis financial position therefor for the year then ended in accordance with modified cash basis of accounting described in Note 1.

### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Emphasis of Matter — Basis of Accounting***

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1, and for determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

### **Supplementary Information**

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Gordon, Stockman & Waugh, P.C.*

Peoria, IL  
August 2, 2022



**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**  
GOVERNMENT-WIDE - STATEMENT OF NET POSITION - MODIFIED CASH BASIS  
JUNE 30, 2022

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ASSETS

Cash	\$ 3,401,785
Investments	1,606,877
Capital assets, net of accumulated depreciation	<u>3,478,811</u>
Total assets	<u><u>\$ 8,487,473</u></u>

NET POSITION

Net investment in capital assets	\$ 3,478,811
Restricted	3,698,353
Unrestricted	<u>1,310,309</u>
Total net position	<u><u>\$ 8,487,473</u></u>

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The accompanying notes to the financial statements are an integral part of these financial statements.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**  
**GOVERNMENT-WIDE - STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS**  
**YEAR ENDED JUNE 30, 2022**

FUNCTIONS/PROGRAMS	Program Revenues				Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities - Culture and recreation	\$ 1,080,555	\$ (8,660)	\$ (2,930)	\$ (31,925)	\$ (1,037,040)

General revenues:	
Property taxes	1,396,185
Replacement taxes	33,655
Interest income	11,699
Rental income	7,800
Total general revenues	<u>1,449,339</u>
Change in net position	412,299
NET POSITION, beginning	<u>8,075,174</u>
NET POSITION, ending	<u><u>\$ 8,487,473</u></u>

The accompanying notes to the financial statements are an integral part of these financial statements.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**  
**STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCES - MODIFIED CASH BASIS**  
**GOVERNMENTAL FUNDS**  
**JUNE 30, 2022**

ASSETS	General	Working Cash	Audit	Employee Retirement	Liability Insurance	Operation, Building and Maintenance	Special Reserve	Total Governmental Funds
Cash	\$ 225,483	\$ 1,563,836	\$ 97,096	\$ 476,519	\$ 815,888	\$ -	\$ 222,963	\$ 3,401,785
Investments	1,084,826	-	-	-	251,036	146,104	124,911	1,606,877
<b>Total assets</b>	<b>\$ 1,310,309</b>	<b>\$ 1,563,836</b>	<b>\$ 97,096</b>	<b>\$ 476,519</b>	<b>\$ 1,066,924</b>	<b>\$ 146,104</b>	<b>\$ 347,874</b>	<b>\$ 5,008,662</b>
<b>FUND BALANCES</b>								
Restricted	\$ -	\$ 1,563,836	\$ 97,096	\$ 476,519	\$ 1,066,924	\$ 146,104	\$ -	\$ 3,350,479
Committed	-	-	-	-	-	-	347,874	347,874
Unassigned	1,310,309	-	-	-	-	-	-	1,310,309
<b>Total fund balances</b>	<b>1,310,309</b>	<b>1,563,836</b>	<b>97,096</b>	<b>476,519</b>	<b>1,066,924</b>	<b>146,104</b>	<b>347,874</b>	<b>5,008,662</b>
<b>Total liabilities and fund balances</b>	<b>\$ 1,310,309</b>	<b>\$ 1,563,836</b>	<b>\$ 97,096</b>	<b>\$ 476,519</b>	<b>\$ 1,066,924</b>	<b>\$ 146,104</b>	<b>\$ 347,874</b>	

RECONCILIATION TO STATEMENT OF NET POSITION:

Amounts reported for governmental activities in the statements of net position are different because:

Capital assets used in governmental activities of \$5,057,450, net of accumulated depreciation of \$1,578,639, are not financial resources and, therefore, are not reported in the funds.

3,478,811

Net position of governmental activities

\$ 8,487,473

The accompanying notes to the financial statements are an integral part of these financial statements.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**  
STATEMENT OF REVENUES RECEIVED, EXPENDITURES DISBURSED, AND  
CHANGES IN FUND BALANCES - MODIFIED CASH BASIS  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2022

	General	Working Cash	Audit	Employee Retirement	Liability Insurance	Operation, Building and Maintenance	Special Reserve	Total Governmental Funds
<b>REVENUES RECEIVED</b>								
Property taxes	\$ 771,090	\$ 257,029	\$ 25,189	\$ 110,008	\$ 130,057	\$ 102,812	\$ -	\$ 1,396,185
Replacement taxes	33,655	-	-	-	-	-	-	33,655
Grants	31,925	-	-	-	-	-	-	31,925
Contributions	2,930	-	-	-	-	-	-	2,930
Fines and fees	3,937	-	-	-	-	-	-	3,937
Rental income	7,800	-	-	-	-	-	-	7,800
Interest income	5,172	3,927	-	-	1,846	273	481	11,699
Miscellaneous	4,723	-	-	-	-	-	-	4,723
	<u>861,232</u>	<u>260,956</u>	<u>25,189</u>	<u>110,008</u>	<u>131,903</u>	<u>103,085</u>	<u>481</u>	<u>1,492,854</u>
<b>EXPENDITURES DISBURSED</b>								
Culture and recreation								
Salaries	386,019	-	-	-	-	-	-	386,019
Employee benefits	50,361	-	-	-	-	-	-	50,361
Building maintenance costs	-	-	-	-	-	110,890	-	110,890
Library materials	56,732	-	-	-	-	-	-	56,732
Utilities	50,391	-	-	-	-	-	-	50,391
Mileage and expenditures	21,380	-	-	-	-	-	-	21,380
Supplies	25,512	-	-	-	-	-	-	25,512
Building rentals	2,084	-	-	-	-	-	-	2,084
OCLC catalog costs	7,877	-	-	-	-	-	-	7,877
RSA	26,507	-	-	-	-	-	-	26,507
Retirement	-	-	-	55,040	-	-	-	55,040
Insurance	-	-	-	-	21,606	-	-	21,606
Professional fees	17,539	-	11,500	-	5,896	-	-	34,935
Miscellaneous	1,548	-	-	-	-	-	-	1,548
Capital outlay								
Library materials	51,090	-	-	-	-	-	-	51,090
	<u>697,040</u>	<u>-</u>	<u>11,500</u>	<u>55,040</u>	<u>27,502</u>	<u>110,890</u>	<u>-</u>	<u>901,972</u>
<b>EXCESS (DEFICIENCY) OF REVENUES RECEIVED OVER EXPENDITURES DISBURSED</b>	<u>164,192</u>	<u>260,956</u>	<u>13,689</u>	<u>54,968</u>	<u>104,401</u>	<u>(7,805)</u>	<u>481</u>	<u>590,882</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Operating transfers in	-	-	-	-	-	7,805	156,387	164,192
Operating transfers out	(164,192)	-	-	-	-	-	-	(164,192)
Total other financing sources (uses)	<u>(164,192)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,805</u>	<u>156,387</u>	<u>-</u>
Excess of revenues received and other financing sources over expenditures disbursed and other financing uses	-	260,956	13,689	54,968	104,401	-	156,868	590,882
<b>FUND BALANCE</b>								
Beginning of year	1,310,309	1,302,880	83,407	421,551	962,523	146,104	191,006	4,417,780
End of year	<u>\$ 1,310,309</u>	<u>\$ 1,563,836</u>	<u>\$ 97,096</u>	<u>\$ 476,519</u>	<u>\$ 1,066,924</u>	<u>\$ 146,104</u>	<u>\$ 347,874</u>	<u>\$ 5,008,662</u>

The accompanying notes to the financial statements are an integral part of these financial statements.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES RECEIVED, EXPENDITURES DISBURSED, AND**  
**CHANGES IN FUND BALANCES - MODIFIED CASH BASIS TO THE**  
**STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS**  
**YEAR ENDED JUNE 30, 2022**

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Net change in fund balances	\$	590,882
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate these expenditures over the life of the assets:

Capital asset purchases capitalized		51,090
Depreciation expense		<u>(229,673)</u>
Change in net position of governmental activities	\$	<u><u>412,299</u></u>

The accompanying notes to the financial statements are an integral part of these financial statements.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Illinois Prairie District Public Library (District), Woodford County, Illinois, is duly organized under the provisions of the laws of the State of Illinois, and operating under the provisions of State Statute, and all laws amendatory thereto. The District follows the modified cash basis of accounting for all funds. The following is a summary of the significant policies.

*Government-wide financial statements* report information on all of the nonfiduciary activities of the District. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business type activities. Business type activities, which rely to a significant extent on fees and charges for support, would be reported separately from the government activities. The District does not have any business type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) fees, fines and charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items are properly not included among program revenues but are reported as general revenues.

*Governmental fund financial statements* are accounted for on a spending or “financial flow” measurement focus. This means that only current assets and current liabilities are generally included on their statement of assets, liabilities and fund balances – modified cash basis. Their reported fund balances (net current assets) are considered a measure of “available spendable resources.” Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they present a summary of sources and uses of “available spendable resources” during a period. A fund is considered major if it is the primary operating fund of the District or if total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least 5 percent of the corresponding total for all governmental funds combined. For financial reporting purposes, the District reports all funds as major funds.

The funds of the financial reporting entity are described below:

**Governmental Funds**

**General Fund** – The General Fund is the general operating fund of the District. It is used to account for all financial resources and expenditures not required by law or contractual agreement to be accounted for in another fund.

**Special Revenue Funds** – Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The District maintains the following special revenue funds:

**Working Cash Fund** – For the sole purpose of enabling the District to have in its funds, at all times, sufficient money to meet demands for ordinary and necessary and committed expenditures for library purposes.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Audit Fund – To account for the revenue and expenditures resulting from the District’s compliance with the annual audit requirement of Chapter 50, paragraph 310/1 of the Illinois Compiled Statutes. Financing is provided by a specific annual real estate tax levy and payments are made only for the costs of the annual audit of all District funds.

Employee Retirement Fund – To account for the activities resulting from the District’s participation in the Illinois Municipal Retirement Fund and the Social Security Trust Fund. Financing is provided by specific annual real estate tax levies, which produce a sufficient amount to pay the District’s contributions to the funds on behalf of the District’s employees.

Liability Insurance Fund – To account for the proceeds of a specific annual real estate tax levy made to pay the costs of insurance premiums, safety related expenditures, and tort judgments or settlements.

Operation, Building and Maintenance Fund – To account for the proceeds of a specific annual real estate tax levy by ordinance to pay the costs of operation and maintenance of facilities.

Special Reserve Fund – Accounts for financial resources that are committed to be accumulated and used for the acquisition, construction, or addition to capital facilities. The Board has, by ordinance, established this fund in accordance with Chapter 75, paragraph 16/40-50 of the Illinois Compiled Statutes. Annually, the unexpended balances of the proceeds received from public library taxes, not in excess of statutory limits, may be transferred into this special reserve fund.

**A. Financial Reporting Entity**

In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in the *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2100. The financial reporting entity consists of (a) the primary government, Illinois Prairie District Public Library which has a separately elected governing body – one that is elected by the citizens in a general, popular election and is fiscally independent of other units of government, is legally separate and fiscally independent of other state and local governments, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that the exclusion would cause the financial reporting entity’s financial statements to be misleading or incomplete. The District is an independent special purpose government in that it has authority to determine its budget, set rates or levy taxes, and issue bonded debt without approval by another government.

Based on the foregoing criteria, there are no component units of Illinois Prairie District Public Library nor is Illinois Prairie District Public Library dependent on any other entity.

**B. Basis of Accounting**

Basis of accounting defines when revenues and expenditures/expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of their recognition.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. Basis of Accounting (continued)**

The government-wide financial statements and governmental fund financial statements are presented on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) as established by Governmental Accounting Standards Board (GASB). This basis of accounting involves modifications to the cash basis of accounting to report in the statements of net position or balances sheets cash transactions or events that provide a benefit or result in an obligation that covers a period greater than the period in which the cash transaction or event occurred. Such reported balances include investments, interfund receivables and payables, capital assets and related depreciation, and short-term and long-term liabilities arising from cash transactions or events.

The modified cash basis of accounting differs from GAAP primarily because certain assets and their related revenues (such as accounts receivable and revenue billed or provided services not yet collected and other accrued revenue and receivables) and certain liabilities and their related expenses or expenditures (such as accounts payable and expenses for goods or services received but not yet paid and other accrued expenses and liabilities) are not recorded in these financial statements.

GASB Statement No. 68 requires the recognition of net pension liability and deferred outflows/inflows of resources in accordance with GAAP. Since the District reports on the modified cash basis, the net pension liability is not recognized in these statements and the related actuarial information has also been omitted.

**C. Capital Assets**

The District's modified cash basis financial statements reports capital assets resulting from cash transactions and reports depreciation where appropriate. The accounting treatment over property, plant, and equipment (capital assets) depends on whether they are reported in the government-wide or fund financial statements.

**Government-Wide Statements**

In the government-wide financial statements, capital assets arising from cash transactions are accounted for as assets in the Statement of Net Position. The government defines capital assets as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of two years. All capital assets are valued at historical cost if purchased or constructed.

Depreciation of all exhaustible capital assets arising from cash transactions is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:



**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

C. Capital Assets (continued)

Buildings and building improvements	7-40 years
Machinery, furniture and equipment	5-30 years
Library materials	5 years

The cost of normal maintenance and repairs that do not add value to the asset or materially extend assets' lives are not capitalized.

Fund Financial Statements

In the fund financial statements, capital assets arising from cash transactions acquired for use in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

D. Compensated Absences

It is the District's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Sick pay benefits do not vest; therefore, upon separation, the District is not liable to the employee for accumulated sick pay. In the event of termination, an employee is paid for any unused vacation time. Vacation pay is expensed when taken by the employee.

E. Budgets and Budgetary Accounting

The budget is prepared on the modified cash basis of accounting, which is the same basis that is used in financial reporting. This allows for comparability between budget and actual amounts.

The budget, which was not amended, was passed on July 13, 2021 for the year ended June 30, 2022.

For each fund, total fund expenditures may not legally exceed the budgeted expenditures. The budget lapses at the end of each fiscal year.

The District adopts its annual budget in accordance with Chapter 75, Paragraph 16/30-85 of the Illinois Compiled Statutes, as follows:

- (1) The Board, within the first quarter of each fiscal year, and no later than the fourth Tuesday of September, prepares and enacts a budget and appropriation ordinance pursuant to the provisions of Chapter 50, Paragraph 330 of the Illinois Compiled Statutes (The Municipal Budget Law), whereby:
  - a. The District prepares a budget reflecting estimated cash on hand at the beginning of the fiscal year, an estimate of the cash expected to be received during such year from all sources, an estimate of expenditures contemplated for such year, and a statement of the estimated cash on hand at the end of such year.
  - b. A public hearing is conducted to obtain taxpayer comments.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

E. Budgets and Budgetary Accounting (continued)

- c. No further appropriations may be made at any other time within such fiscal year. However, transfers may be made between various items in any fund in such appropriation ordinance not exceeding 10% of the total amount appropriated in such fund.
- d. The District may amend such budget and appropriation ordinance during the fiscal year by following the procedures provided in the enactment of the original budget.

- (2) Seven days or more after publication of the appropriation ordinance, the Board enacts a levy ordinance incorporating the appropriation ordinance by reference, such levy not to exceed the total amount of such appropriation.

F. Investments

Investments, when held by the District, are stated at cost, which approximates fair value. The District is allowed to invest in securities as authorized by Chapter 30, paragraph 235/2 of the Illinois Compiled Statutes. Generally, allowable investments consist of interest-bearing deposits in financial institutions; the Illinois Funds Money Market; notes and bonds guaranteed by the United States of America; and, subject to certain restrictions, short-term corporate obligations and repurchase agreements with financial institutions.

G. Property Taxes

Property taxes attach as an enforceable lien on property as of January 1. The District's property tax is levied each year at the time the budget for the ensuing year is passed and is extended against the assessed valuation of the District on the following January 1. Normally, taxes are due and payable in two installments in June and September at the County Collector's office. Sale of taxes on any uncollected amounts is prior to November 30 or shortly thereafter by the County Collector's office. Final distribution to all taxing bodies, including District funds, is usually made no later than the end of the same calendar year.

Property taxes reflected as receipts for fiscal year 2022 represent the 2020 tax levy, which was received by the District in months of July through December 2021.

Property taxes are recognized on the modified cash basis of accounting and are therefore recognized as revenue when received.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

G. Property Taxes (continued)

Following are the tax rate limits permitted by state law and by local referendum and the actual rates levied per \$100 of assessed valuation:

	2021 Tax			2020 Tax		2019 Tax	
Assessed Valuation	\$ 527,136,169			\$ 515,313,828		\$ 517,774,423	
Type of Tax	Limit	Rate	Extension	Rate	Collection	Rate	Collection
General	.1500	.1500	\$ 790,704	.1500	\$ 771,090	.1500	\$ 772,517
Social Security	as needed	.0114	60,094	.0107	55,004	.0105	54,077
IMRF	as needed	.0114	60,094	.0107	55,004	.0105	54,077
Insurance	as needed	.0259	136,528	.0253	130,057	.0225	115,878
Audit	.0050	.0048	25,303	.0049	25,189	.0049	25,235
Building & maintenance	.0200	.0200	105,427	.0200	102,812	.0200	103,003
Working cash	.0500	.0500	263,568	.0500	257,029	.0500	257,506
		.2735	\$ 1,441,718	.2716	\$ 1,396,185	.2684	\$ 1,382,293

H. Use of Estimates

The preparation of financial statements in conformity with the modified cash basis of accounting used by the District requires management to make estimates and assumptions that affect certain reported amounts and disclosures (such as estimated useful lives in determining depreciation expense); accordingly, actual results could differ from those estimates.

I. Program Revenues

In the Statements of Activities, modified cash basis revenues that are derived directly from each activity or from parties outside the District's taxpayers are reported as program revenues. The District has the following program revenues in each activity:

Culture and Recreation - District fines and fees, specific donations and grants.

All other governmental revenues are reported as general. All taxes are classified as general revenue even if restricted for a specific purpose.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

J. Equity Classification

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. Invested in capital assets – consists of capital assets, net of accumulated depreciation.
- b. Unrestricted net position – all other resources that do not meet the definition of "restricted" or "invested in capital assets".
- c. Restricted net position – restricted resources are those with constraints placed on their use by external groups, or by law through constitutional provisions or enabling legislation.

The District first uses restricted resources prior to the use of unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

Fund Financial Statements

Governmental fund equity is classified as fund balance. Fund balance is displayed in five components, as applicable:

- a. Non-Spendable – balances that are permanently precluded from conversion to cash.
- b. Restricted – inflows and outflows of resources and balances are constrained to a specific purpose by enabling legislation, external parties or constitutional provisions.
- c. Committed – balances with constraints imposed by the Board through established ordinances. The constraints can only be removed or changed by the Board through the same formal action.
- d. Assigned – intended for a specific purpose, but do not meet the criteria to be classified as restricted or committed. Intent should be stipulated by the District's Board or Library Director in accordance with the District's Fund Balance Policy approved by the Board. Additionally, all remaining positive spendable amounts in the governmental funds, other than the General Fund, that are neither restricted nor committed, are considered assigned. Assignments may take place after the end of the reporting period.
- e. Unassigned – amounts available for any purpose.

As of June 30, 2022, the District's fund balances were classified as restricted, committed, and unassigned.

The District first uses restricted resources prior to the use of unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted fund balances are available. The District considers committed amounts to have been spent when an expenditure is incurred for purposes for which both committed and unassigned fund balances can be used.

The District does not have a formal minimum fund balance policy.

K. Subsequent Events

Management has evaluated subsequent events through **August 2**, 2022, which is the date the financial statements were available to be issued.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

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**NOTE 2. CASH AND INVESTMENTS**

The District's deposit policy provides that all deposits be guaranteed by the U.S. Government, insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA), or fully collateralized with securities held by the District or its agent in the name of the District. Investments should be managed to meet the liquidity needs for the current month plus one month based on forecasted needs.

The District's cash at June 30, 2022 consisted of deposits with financial institutions and the Illinois Funds Money Market Fund as follows:

Demand deposits	\$ 145,598
Savings accounts	7,391
Illinois Funds	<u>3,248,796</u>
	<u>\$ 3,401,785</u>

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure, the District's deposits may not be returned to it. The investments consist of eight certificates of deposit at four financial institutions as of June 30, 2022. As of June 30, 2022, the District's Cash and Investments, excluding Illinois Funds, had a bank balance of \$1,763,315. Of the bank balance, \$750,000 was covered by Federal depository insurance, \$491,894 was collateralized by pledged securities and \$521,421 of District's deposits was uninsured, uncollateralized, and exposed to custodial credit risk.

The Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. The Illinois Funds have been classified as cash in that they have the general characteristics of demand deposit accounts as the District may deposit cash at any time and withdraw cash at any time without prior notice or penalty. The monies invested in the Illinois Funds are pooled together and invested in US Treasury bills and notes backed by the full faith and credit of the US Treasury. In addition, monies are invested in fully collateralized time deposits in Illinois financial institutions, in collateralized repurchase agreements, and in treasury mutual funds that invest in US Treasury obligations and collateralized repurchase agreements.

The fair value of the District's position in the pool is the same as the value of the pool shares.

**Concentration Risk**

Concentration risk is the risk associated with having more than five percent of investments in any issuer, other than the United States Government. The District places no limit on the amount the District may invest with any one issuer. Approximately 37%, 16%, and 47% of the District's investments are in Commerce Bank, Goodfield State Bank, and CEFUCU, respectively.

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest rate changes.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

**NOTE 3. CAPITAL ASSETS**

Capital asset activity, resulting from modified cash basis transactions, for the year ended June 30, 2022 was as follows:

	Balance at June 30, 2021	Additions	Deletions	Balance at June 30, 2022
Governmental activities				
Capital assets not being depreciated				
Land	\$ 385,023	\$ -	\$ -	\$ 385,023
Capital assets not being depreciated	385,023	-	-	385,023
Other capital assets				
Library materials	494,805	51,090	60,739	485,156
Buildings	3,527,475	-	-	3,527,475
Furniture and equipment	659,796	-	-	659,796
Total other capital assets	4,682,076	51,090	60,739	4,672,427
Less accumulated depreciation for:				
Library materials	308,135	81,163	60,739	328,559
Buildings	585,004	88,123	-	673,127
Furniture and equipment	516,566	60,387	-	576,953
Total other capital assets	1,409,705	229,673	60,739	1,578,639
Other capital assets, net	3,272,371	(178,583)	-	3,093,788
Governmental activities capital assets, net	\$ 3,657,394	\$ (178,583)	\$ -	\$ 3,478,811

**NOTE 4. INTERFUND TRANSACTIONS**

Transactions that constitute reimbursements to a fund for expenditure/expense initially made from it that are properly applicable to another fund are recorded as expenditure/expense in the reimbursing fund and as reductions of expenditure/expense in the fund that is reimbursed. All other interfund transactions, except reimbursements, are reported as transfers. Transfers are comprised of the use of unrestricted revenues collected to finance various programs accounted for in other funds in accordance with budgetary authorizations.

The interfund transfers for the year ended June 30, 2022 are as follows:

	Transfer In	Transfer Out
General Fund	\$ -	\$ 164,192
Operation, Building and Maintenance	7,805	-
Special Reserve	156,387	-
	\$ 164,192	\$ 164,192

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

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**NOTE 5. ILLINOIS MUNICIPAL RETIREMENT FUND**

*Plan Description:* The District's defined benefit pension plan for regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The District plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent multiple- employer plan. Benefit provisions are established by statute and may only be changed by the General Assembly of the state of Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained online at [www.imrf.org](http://www.imrf.org).

*Funding Policy:* As set by statute, the District's regular plan members are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The employer annual required contribution rate was 9.40% and 11.13% for calendar years 2022 and 2021, respectively. The District also contributes for disability benefits, death benefits, and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

*Contributions Made:* For the year ended June 30, 2022, the District paid \$25,426 in IMRF contributions. The required contribution for calendar year 2021 was determined as part of the December 31, 2019 actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions at December 31, 2019, included (a) 7.25% investment rate of return (net of administrative and direct investment expenses), (b) projected salary increases of 3.25% per year, attributable to inflation, (c) additional projected salary increases ranging from 3.35% to 14.25% per year depending on age and service, attributable to seniority/merit, and (d) price inflation of 2.50% annually.

**NOTE 6. OTHER REQUIRED INDIVIDUAL FUND DISCLOSURES**

Generally accepted accounting principles require disclosure of certain information concerning individual funds including:

a. Excesses of total expenditures over budget of individual funds are as follows:

The Operation, Building and Maintenance Fund had expenditures of \$110,890, which was in excess of budget by \$2,890 for the year ended June 30, 2022.

b. Deficit fund balances of individual funds:

There were no funds with a deficit fund balance at June 30, 2022.

**NOTE 7. INSURANCE COVERAGE**

The District is exposed to various risks of loss related to torts, theft of, damages to, and destruction of assets; injuries to employees; and natural disasters.

The District purchases insurance through a third party that covers property, general liability and workmen's compensation. During the year ended June 30, 2022, there were no significant reductions in insurance coverage from the prior year. Also, there have been no settlement amounts which have exceeded insurance coverage in the past three years.

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2022**

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**NOTE 8. RISKS AND UNCERTAINTIES**

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, and quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries, including the geographical area in which the District operates. While it is unknown how long these conditions will last and what the complete financial effect will be to the District, to date, the District has not been negatively impacted.

DRAFT



SUPPLEMENTAL INFORMATION

DRAFT

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**  
STATEMENT OF REVENUES RECEIVED, EXPENDITURES DISBURSED, AND  
CHANGES IN FUND BALANCES - MODIFIED CASH BASIS  
BUDGET TO ACTUAL - GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2022

	<u>General Fund</u>	
	<u>Original and Final Budget</u>	<u>Actual</u>
REVENUES RECEIVED		
Property taxes	\$ 810,000	\$ 771,090
Replacement taxes	10,000	33,655
Grants	18,000	31,925
Contributions	15,000	2,930
Fines and fees	14,715	3,937
Rental income	-	7,800
Interest income	11,085	5,172
Miscellaneous	-	4,723
	<u>878,800</u>	<u>861,232</u>
EXPENDITURES DISBURSED		
Culture and recreation		
Salaries	434,450	386,019
Employee benefits	119,000	50,361
Library materials	40,000	56,732
Utilities	63,250	50,391
Mileage and expenses	11,000	21,380
Supplies	19,000	25,512
Building rentals	2,000	2,084
OCLC catalog costs	11,350	7,877
RSA	26,750	26,507
Contingency	15,000	-
Professional fees	-	17,539
Miscellaneous	46,000	1,548
Capital outlay		
Library materials	78,000	51,090
Land, buildings, furniture and equipment	30,000	-
	<u>895,800</u>	<u>697,040</u>
EXCESS (DEFICIENCY) OF REVENUES RECEIVED OVER EXPENDITURES DISBURSED	(17,000)	164,192
OTHER FINANCING USES		
Operating transfers	-	(164,192)
NET CHANGE IN FUND BALANCE	<u>\$ (17,000)</u>	<u>\$ -</u>

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**  
**STATEMENT OF REVENUES RECEIVED, EXPENDITURES DISBURSED, AND**  
**CHANGES IN FUND BALANCES - MODIFIED CASH BASIS**  
**BUDGET TO ACTUAL - GOVERNMENTAL FUNDS**  
**YEAR ENDED JUNE 30, 2022**

	<u>Audit Fund</u>	
	<u>Original and Final Budget</u>	<u>Actual</u>
REVENUES RECEIVED		
Property taxes	\$ 25,000	\$ 25,189
EXPENDITURES DISBURSED		
Culture and recreation		
Professional fees	25,000	11,500
NET CHANGE IN FUND BALANCE	\$ -	\$ 13,689
	<u>Employee Retirement Fund</u>	
	<u>Original and Final Budget</u>	<u>Actual</u>
REVENUES RECEIVED		
Property taxes	\$ 120,000	\$ 110,008
EXPENDITURES DISBURSED		
Culture and recreation		
Retirement	120,000	55,040
NET CHANGE IN FUND BALANCE	\$ -	\$ 54,968

DRAFT

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**  
STATEMENT OF REVENUES RECEIVED, EXPENDITURES DISBURSED, AND  
CHANGES IN FUND BALANCES - MODIFIED CASH BASIS  
BUDGET TO ACTUAL - GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2022

		<u>Liability Insurance Fund</u>	
		<u>Original and Final Budget</u>	<u>Actual</u>
<b>REVENUES RECEIVED</b>			
Property taxes		\$ 136,500	\$ 130,057
Interest		1,000	1,846
		<u>137,500</u>	<u>131,903</u>
<b>EXPENDITURES DISBURSED</b>			
Culture and recreation			
Risk management		71,000	-
Contingencies		15,500	-
Insurance		45,000	21,606
Professional fees		5,000	5,896
		<u>136,500</u>	<u>27,502</u>
<b>NET CHANGE IN FUND BALANCE</b>		<u>\$ 1,000</u>	<u>\$ 104,401</u>
		<u>Operation, Building and Maintenance Fund</u>	
		<u>Original and Final Budget</u>	<u>Actual</u>
<b>REVENUES RECEIVED</b>			
Property taxes		\$ 108,000	\$ 102,812
Interest		500	273
		<u>108,500</u>	<u>103,085</u>
<b>EXPENDITURES DISBURSED</b>			
Culture and recreation			
Building maintenance costs		108,000	110,890
<b>EXCESS (DEFICIENCY) OF REVENUES RECEIVED OVER EXPENDITURES DISBURSED</b>			
		500	(7,805)
<b>OTHER FINANCING SOURCES</b>			
Operating transfers		-	7,805
<b>NET CHANGE IN FUND BALANCE</b>		<u>\$ 500</u>	<u>\$ -</u>

**ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY**  
**STATEMENT OF REVENUES RECEIVED, EXPENDITURES DISBURSED, AND**  
**CHANGES IN FUND BALANCES - MODIFIED CASH BASIS**  
**BUDGET TO ACTUAL - GOVERNMENTAL FUNDS**  
**YEAR ENDED JUNE 30, 2022**

		<u>Special Reserve Fund</u>	
		<u>Original and</u>	
		<u>Final Budget</u>	<u>Actual</u>
REVENUES RECEIVED			
Interest		\$ 500	\$ 481
EXPENDITURES DISBURSED			
Capital outlay			
Land, buildings, furniture and equipment		1,325,000	-
		<u>1,325,000</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES RECEIVED OVER EXPENDITURES DISBURSED		(1,324,500)	481
OTHER FINANCING SOURCES			
Operating transfers		-	156,387
NET CHANGE IN FUND BALANCE		<u>\$ (1,324,500)</u>	<u>\$ 156,868</u>
		<u>Working Cash Fund</u>	
		<u>Original and</u>	
		<u>Final Budget</u>	<u>Actual</u>
REVENUES RECEIVED			
Property taxes		\$ 270,000	\$ 257,029
Interest		2,000	3,927
		<u>272,000</u>	<u>260,956</u>
EXPENDITURES DISBURSED			
Contingencies		540,000	-
NET CHANGE IN FUND BALANCE		<u>\$ (268,000)</u>	<u>\$ 260,956</u>

September 13, 2022

Illinois Prairie District Public Library  
Attn: Dawn Smith, Director  
208 East Partridge Street  
Metamora, IL 61548

RE: Professional Services Proposal, Existing Building Analysis

Dear Dawn,

Thank you for the opportunity to provide Illinois Prairie District Public Library (Owner) with a proposal to provide professional services. Dewberry Architects Inc. (Dewberry) is excited to continue to work with the District.

Below is our understanding of the project based on our discussions. When we reach agreement on scope and compensation, we recommend the use of an industry standard agreement, such as AIA contract to formalize our understanding. This document will serve as an exhibit to that agreement. Please provide any comments you may have to ensure we're reflecting your understanding after your review.

### Project Understanding

The project involves a Life Safety, Code, ADA, Engineering systems and Structure analysis and review for the existing library building in Metamora, IL. The library is a public library district managed by its own board of trustees and currently resides in the facility.

As you know, Dewberry already has an existing contract in place for new building site analysis and preliminary building planning. This contract is in place to study 3 different potential building sites. Since the time of the contract approval, one of the potential building sites has been eliminated from consideration and as such, Dewberry has fee already in place to complete a planning study on the existing building. This proposal is for additional services for engineering and architecture which apply in terms of systems and code analysis of the existing building.

Dewberry will provide an analysis and report of findings for the existing library building. The analysis and report will include American with Disabilities Act (ADA), National Fire Protection Association Code (NFPA) and International Energy Conservation Code (IECC) review as well as Mechanical, Electrical, Plumbing, Fire Protection and Structural engineering analysis.

Dewberry will utilize the existing space program and develop concepts for the existing building and options on how to best achieve the program. As a preliminary design and feasibility study, the work will be conceptual in nature and focus on issues that help to identify potential constraints or opportunities associated with a renovation of the existing building.

Final deliverables at the conclusion of this project will include:

- Code Review Report of Existing Building
- Engineering Systems Report of Existing Building
- Programming concepts for the existing building

## **Schedule**

Work will commence upon execution of an agreement. We anticipate this work will run concurrent with two other site studies previously approved.

We believe the services described above are sufficient to meet the requirements of this phase of work.

## **Available Services (not included in this proposal)**

While currently excluded from the proposed scope of services, Dewberry can include any of the following at a future time and will provide an additional proposal for services at the time of request.

1. Architectural basic design services, schematic design through construction
2. Engineering basic design services, schematic design through construction
3. Existing furniture inventory or moving/storage of existing furniture
4. New furniture package
5. Commissioning
6. Design Renderings
7. Grant Support
8. LEED certification
9. Referendum or fund-raising support
10. Zoning interpretations and/or representations on the County or Owner's behalf.

## **Assumptions / Owner Responsibilities (not included in fee proposal)**

1. Hazardous materials related services - testing or abatement.
2. Opinions of probable construction costs will be based on the firm's experience and qualifications and represents our judgment as Design Professionals. Dewberry makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from our opinion of probable cost.

## **Compensation**

1. Our fees for the above described work are as follows:
  - a. Existing Building Analysis \$ 15,690 Lump Sum

Reimbursable expenses will be invoiced in addition to our fee at 1.05 times the cost to Dewberry. Reimbursable expenses include printing costs associated with Owner deliverables, printing required bid documents and travel to Owner / project site.

We look forward to working together on this project. Please contact me with questions or clarifications.

Sincerely,



Amanda Voorhees  
Project Manager

**RETURN TO: Dewberry**  
401 SW Water Street, Suite 701  
Peoria, IL 61602  
309-282-8000 phone | 309-282-8001 fax

**CLIENT: Illinois Prairie District Public Library**  
208 E. Partridge Street  
PO Box 770  
Metamora, IL 615248  
Attn: Dawn Smith, Director

### PROJECT INFORMATION

**Name:** IPDPL – Metamora Existing Building Analysis

**Dewberry Job #:** 50137579

**Dewberry BU:** 8810

**Contract Effective Date:** September 13, 2022

**Contract Expiration:** TBD

### A. Method of Payment and Contract Amount

Total estimated lump sum fee for Dewberry’s Preliminary Design Services is: \$ 15,690, in accordance with the terms as included in the Attachments to this Agreement

The standard billing rate schedule (Attachment A, dated 5.1.2022) are attached hereto and made a part of this Agreement.

### B. Terms and Conditions

The standard terms and conditions (Attachment B Standard Terms and Conditions, dated 10.2020) for Dewberry’s Services are attached hereto and made a part of this Agreement.

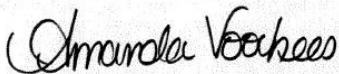
### C. Description of Services

See Attachment “C”.

Services covered by this Agreement will be performed in accordance with the Attachments referenced above. This Agreement supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties. Dewberry will not be required to render services until this Agreement is signed, returned and the applicable retainer, if appropriate, is paid in full. Dewberry is an equal opportunity employer and, as such, complies with Section 202 of Executive Order 11246 as amended.

## Authorized Signatures

**DEWBERRY**



**Date:** 09/13/2022

Amanda Voorhees, Project Manager

**CLIENT**

Dawn Smith, Director

**Date:** \_\_\_\_\_

Illinois Prairie District Public Library  
208 E. Partridge Street  
PO Box 770  
Metamora, IL 61548



# STANDARD HOURLY BILLING RATE SCHEDULE WITH CREW

DEWBERRY	HOURLY RATES
<b>PROFESSIONAL</b>	
Principal	\$330.00
Architect I, II, III	\$100.00, \$120.00, \$135.00
Architect IV, V, VI	\$150.00, \$170.00, \$190.00
Architect VII, VIII, IX	\$210.00, \$230.00, \$255.00
Interior Designer I, II, III, IV	\$92.00, \$110.00, \$125.00, \$150.00
Engineer I, II, III	\$115.00, \$130.00, \$150.00
Engineer IV, V, VI	\$165.00, \$185.00, \$215.00
Engineer VII, VIII, IX	\$240.00, \$255.00, \$280.00
Geographer/GIS I, II, III	\$90.00, \$105.00, \$120.00
Geographer/GIS IV, V, VI	\$140.00, \$160.00, \$175.00
Geographer/GIS VII, VIII, IX	\$200.00, \$230.00, \$270.00
Professional I, II, III	\$100.00, \$120.00, \$140.00
Professional IV, V, VI	\$165.00, \$180.00, \$195.00
Professional VII, VIII, IX	\$215.00, \$240.00, \$265.00
<b>TECHNICAL</b>	
Designer I, II, III	\$110.00, \$130.00, \$150.00
Designer IV, V, VI	\$170.00, \$190.00, \$210.00
CADD Technician I, II, III, IV, V	\$80.00, \$100.00, \$120.00, \$135.00, \$165.00
Surveyor I, II, III	\$68.00, \$83.00, \$98.00
Surveyor IV, V, VI	\$112.00, \$125.00, \$140.00
Surveyor VII, VIII, IX	\$160.00, \$185.00, \$220.00
Technical I, II, III	\$85.00, \$100.00, \$120.00
Technical IV, V, VI	\$130.00, \$145.00, \$165.00
<b>EMERGENCY MANAGEMENT</b>	
Emergency Management I, II, III	\$80.00, \$100.00, \$130.00
Emergency Management IV, V, VI	\$165.00, \$215.00, \$280.00
<b>CONSTRUCTION</b>	
Construction Professional I, II, III	\$125.00, \$150.00, \$180.00
Construction Professional IV, V, VI, VIII	\$200.00, \$230.00, \$265.00, \$300.00
Inspector I, II, III	\$85.00, \$110.00, \$130.00
Inspector IV, V, VI, VII	\$150.00, \$165.00, \$190.00, \$220.00
<b>SURVEY FIELD CREWS</b>	
Fully Equipped 1, 2, 3, 4 Person Crews	\$145.00, \$175.00, \$220.00, \$265.00
With Laser Scanner 1, 2 Person	\$195.00, \$225.00
<b>ADMINISTRATION</b>	
Admin Professional I, II, III, IV	\$70.00, \$90.00, \$115.00, \$145.00
Non-Labor Direct Costs	Cost + 15%



**ATTACHMENT B**  
**STANDARD TERMS AND CONDITIONS**

These Standard Terms and Conditions ("STCs") are incorporated by reference into the foregoing agreement or proposal, along with any future modifications or amendments thereto made in accordance with Paragraph 23 below (the "Agreement") between Dewberry ("we" or "us" or "our") and its client ("you" or "your") for the performance of services as defined in our proposal ("Services"). These STCs are fully binding upon you, just as if they were fully set forth in the body of the Agreement, and shall supersede any term or provision elsewhere in the Agreement in conflict with these STCs.

1. **Period of Offer.** Unless we decide, in writing, to extend the period for acceptance by you of our proposal, you have 90 days from our proposal date to accept our proposal. We have the right to withdraw the proposal at any time before you accept. Delivery of a signed proposal—whether original or copy—to us constitutes your acceptance of the proposal, including attachments expressly incorporated into the proposal by reference. The proposal and incorporated attachments shall constitute the entire Agreement between you and us. If you request us to render Services before you deliver a signed proposal to us, and we render Services in accordance with the proposal, you agree that the proposal and these STCs constitute the Agreement between you and us even if you fail to return a signed proposal to us.
2. **Scope of Services.** For the fee set forth in the Agreement, you agree that we shall only be obligated to render the Services expressly described in the Agreement. Our Services shall not be construed as providing legal, accounting, or insurance services. Unless the Agreement expressly requires, in no event do we have any obligation or responsibility for:
  - a. The correctness or completeness of any document which was prepared by another entity.
  - b. The correctness or completeness of any drawing prepared by us, unless it was properly signed and sealed by a registered professional on our behalf.
  - c. Favorable or timely comment or action by any governmental entity on the submission of any construction documents, land use or feasibility studies, appeals, petitions for exceptions or waivers, or other requests or documents of any nature whatsoever.
  - d. Taking into account off-site circumstances other than those clearly visible and actually known to us from on-site work.
  - e. The actual location (or characteristics) of any portion of a utility which is not entirely visible from the surface.
  - f. Site safety or construction quality, means, methods, or sequences.
  - g. The correctness of any geotechnical services performed by others, whether or not performed as our subcontractor.
  - h. The accuracy of earth work estimates and quantity take-offs, or the balance of earthwork cut and fill.
  - i. The accuracy of any opinions of construction cost, financial analyses, economic feasibility projections or schedules for the Project.

Should shop drawing review be incorporated into the Services, we shall pass on the shop drawings with reasonable promptness. Our review of shop drawings will be general, for conformance with the design concept of the Project to which this Agreement relates ("Project") and compliance with the information given in the construction documents, and will not include quantities, detailed dimensions, nor adjustments of dimensions to actual field conditions. Our review shall not be construed as permitting any departure from contract requirements nor as relieving your contractor of the sole and final responsibility for any error in details, dimensions or otherwise that may exist.

3. **Your Oral Decisions.** You, or any of your directors, officers, partners, members, managers, employees or agents having apparent authority from you, may orally: (a) make decisions relating to Services or the Agreement; (b) request a change in the scope of Services under the Agreement; or (c) request us to render additional Services under the Agreement, subject to our right to require you to submit the request in writing before your decision or request shall be considered to have been effectively made. You may, at any time, limit the authority of any or all persons to act orally on your behalf under this Paragraph 3, by giving us seven 7 days advance written notice.
4. **Proprietary Rights.** The drawings, specifications and other documents prepared by us under this Agreement are instruments of our service for use solely for the Project and, unless otherwise provided, we shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright and rights to any Dewberry trademarks. Upon payment in full for our Services, you shall be permitted to retain copies, including reproducible copies of our instruments of service for information and reference for the Project. Our instruments of service shall not be used by you or others on other projects for any reason or for completion or modification of this Project by other professionals, unless you enter into a written agreement with us allowing for such use. Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication inconsistent with our reserved rights. You shall defend, indemnify and hold us harmless, and release us, from any and all liability, loss, damages, claims and demands for loss, damages, property damages or bodily injury, arising out of any use (including, without limitation, the means or media of transfer, possession, use, or alteration) of our instruments of service by (i) you, if such use is inconsistent with our reserved rights or this Paragraph 4, or (ii) any third party, regardless of the manner of use, if such third party received our instruments of service directly or indirectly from you (including if we or others have transmitted such instruments of service to the third party at your request or direction, for your benefit, or, and without limiting the foregoing, pursuant to a contractual obligation that is directly or indirectly derived (or flowed down) from a contract to which you have privacy).
5. **Fees and Compensation.** If you request us to render services not specifically described in the Agreement, or, if we or anyone in our employ, is called upon to be deposed or to testify in a matter in which we are not a named party, that relates to the Project, you agree to compensate us for such services in accordance with the hourly rates as set forth on Attachment A of this Agreement or in any subsequently effective schedule, unless otherwise agreed in writing. If no compensation rate is set forth on Attachment A, or through written agreement between you and us, we shall be compensated for such services at our then current hourly rates. We may unilaterally increase our lump sum or unit billing rates on each anniversary of your acceptance of this Agreement by as much as five percent or the percentage increase in the CPI-W (U.S. Department of Labor Consumer Price Index-Washington), whichever is greater. Hourly rates are subject to periodic revision at our discretion.
6. **Period of Service.** The provisions of this Agreement and the compensation provided for under the Agreement have been established in anticipation of the orderly and continuous progress of the Project. Our obligation to render the Services will extend only for that period which may reasonably be required to complete the Services in an orderly and continuous manner, and we may then, at our sole option, terminate the Agreement.
7. **Reimbursable Expenses.** Unless the Agreement otherwise provides, you shall reimburse us, or our affiliates, for all expenses we incur to render the Services for you under this Agreement, plus fifteen percent. We may submit invoices for reimbursable expenses separately from invoices for Services.
8. **Payment Terms.** We may submit invoices at any time to you for Services and for reimbursable expenses incurred. Invoices are payable within 30 days of the invoice date, and you agree to pay a finance charge of 1½% per month on any unpaid balance not received by us within 30 days of the invoice date. If you require payment via credit card, Dewberry will assess a 3% processing fee on the total amount invoiced. Invoices may be based either upon our estimate of the proportion of the total Services actually completed at the time of billing for lump sum or fixed fee services, or in the case of hourly services, upon rendering of the Services. If any invoice is not paid within 30 days of the invoice date, we shall have the right either to suspend the performance of our Services until all invoices more than 30 days past due are fully paid or to terminate the agreement and to initiate proceedings to recover amounts owed by you. Additionally, we shall have the right to withhold from you the possession or use of any drawings or documents prepared by us for you under this or any other agreement with you until all delinquent invoices are paid in full. You shall not offset payments of our invoices by any amounts due or claimed to be due for any reason. If you do not give us written notice disputing an invoice within 20 days of the invoice date, the invoice shall conclusively be deemed correct. All payments made by you should specify the invoice numbers being paid. If we receive payments that do not specify the invoices being paid, you agree that we may apply payments in our sole discretion. Time is of the essence of your payment obligations; and your failure to make full and timely payment shall be deemed a material breach.
9. **Information from You and Public Sources.** You shall furnish us all plans, drawings, surveys, deeds and other documents in your possession, or that come into your possession, which may be related to the Services, and shall inform us in writing about all special criteria or requirements related to the Services (together, "Information"). We may obtain deeds, plats, maps and any other information filed with or published by any governmental or quasi-governmental entity (together, "Public Information"). Unless we are engaged in writing as an additional service to independently verify such, we may rely upon Information and Public Information in rendering Services. We shall not be responsible for errors or omissions or additional costs arising out of our reliance on Information or Public Information. You agree to give prompt notice to us of any development or occurrence that affects the scope or timing of Services, or any defect in the final work submitted by us, or errors or omissions of others as they are discovered. We shall not be responsible for any adverse consequence arising in whole or in part from your failure to provide accurate or timely information, approvals and decisions, as required for the orderly progress of the Services.
10. **Plan Processing.** We may submit plans and related, or other, documents to public agencies for approval. However, it may be necessary, in order to serve your interests and needs, for us to perform special processing, such as attending meetings and conferences with different agencies, hand carrying plans or other documents from agency to agency, and other special services. These special services are not included in the basic fee and shall be performed as additional services on an hourly fee basis in accordance Paragraph 5 above.



11. **Meetings and Conferences.** To the extent the Agreement provides, we will attend meetings and conferences that you, or your representatives, reasonably require. Furthermore, we will meet on an as-needed basis with public agencies that might be involved in the Project. Because we cannot forecast the scope and nature of these meetings and conferences, we will perform meeting and conference services on an hourly fee basis in accordance with our applicable hourly rate schedule.
12. **Your Claims.** You release us from, and waive, all claims of any nature for any and all errors or omissions by us related to our performance under this Agreement, or in the performance of any supplementary services related to this Agreement, unless you have strictly complied with all of the following procedures for asserting a claim, as to which procedures time is of the essence:
  - a. You shall give us written notice within 10 days of the date that you discover, or should, in the exercise of ordinary care, have discovered that you have, or may have, a claim against us. If you fail to give us written notice within such 10 days, then such claim shall forever be barred and extinguished.
  - b. If we accept the claim, we shall have a reasonable time to cure any error or omission and any damage. This shall be your sole remedy, and you must not have caused the error or omission, or any damage resulting from the error or omission, to be cured, if we are ready, willing and able to do so.
  - c. If we reject the claim, we shall give you written notice of our rejection within 30 days of our receipt of your notice of claim. You shall then have 60 days to give us an opinion from a recognized expert in the appropriate discipline, corroborating your claim that we committed an error or omission, and establishing that the error or omission arose from our failure to use the degree of care ordinarily used by professionals in that discipline in the jurisdiction local to the Project. If you fail to give us such an opinion from a recognized expert within 60 days from the date we send you notice of our rejection of the claim, then such claim shall forever be barred and extinguished.
  - d. We shall have 60 days from receipt of your expert's written opinion to reevaluate any claim asserted by you. If we again reject such claim, or if the 60-day period from receipt of the written opinion of your expert elapses without action by us, then you may have recourse to such other remedies as may be provided under this Agreement.
13. **Hazardous or Toxic Wastes or Substances, Pollution or Contamination.** You acknowledge that Services rendered under this Agreement may be affected by hazardous or toxic wastes or substances, or pollution or contamination due to the presence of hazardous or toxic wastes or substances. To induce us to enter into this Agreement, you agree to indemnify, defend and hold us harmless from and against any and all liability, loss, damages, claims and demands for loss, damages, property damages or bodily injury, that relate, in any way, to both (a) hazardous or toxic wastes or substances, or pollution or contamination due to the presence of hazardous or toxic wastes or substances, and (b) the performance by us of our obligations under the Agreement, whether or not such performance by us is claimed to have been, or was, or may have been, negligent. Unless otherwise expressly set forth in this Agreement, we shall have no responsibility for searching for, or identifying, any hazardous or toxic wastes or substances, or pollution or contamination due to the presence of hazardous or toxic wastes or substances; but if we discover or suspect the presence of any such wastes, substances, pollution or contamination due to the presence of hazardous or toxic wastes or substances, then we, in our sole discretion, and at any time, may stop work under, or terminate, this Agreement, in which event we will have no further liability to you for performance under this Agreement, and you shall make the payments to us required by Paragraph 14 of the STCs.
14. **Termination.** Either party may terminate the Agreement if the other party materially breaches the Agreement and does not cure the breach within 7 days after receiving notice of the breach from the non-breaching party. You shall immediately pay us for our Services rendered and expenses incurred through the termination date, including fees and expenses that we incur as a result of the termination.
15. **Payment of Other Professionals.** If this Agreement includes continuation of services begun by other architects, engineers, planners, surveyors, or other professionals, we may suspend our Services until you make arrangements satisfactory to such other professionals for payment. If satisfactory arrangements have not been made within a time determined by us to be reasonable, then we may in our sole discretion terminate this Agreement.
16. **Assignment and Third-Party Beneficiaries.** Neither party shall assign or transfer any rights, interests or claims arising under this Agreement without the written consent of the other, provided, however, that we are permitted to (i) employ independent consultants, associates, and subcontractors as we may deem necessary to render the Services, (ii) assign our right to receive compensation under this Agreement, and (iii) transfer the Agreement to an affiliate of ours, in our sole discretion, with written notice to you (an affiliate for purposes of this Paragraph 16 is defined as any other business entity that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, us). This Agreement does not confer any benefit or right upon any person or entity other than the parties, except that our partners, members, managers, directors, officers, employees, agents and subcontractors shall have and be entitled to the protection afforded us under Paragraphs 9, 12, 13, 16, 20 and 22 of this Agreement.
17. **Applicable Law and Forum Selection.** The Commonwealth of Virginia's laws shall govern this Agreement in all respects, including matters of construction, validity, and performance. Except as provided in Paragraph 18, the parties agree that the courts of Fairfax County, Virginia, and the Federal District Court, Eastern District of Virginia, Alexandria Division, (together, "Courts") shall have exclusive jurisdiction over any controversy, including matters of construction, validity, and performance, arising out of this Agreement. The parties consent to the jurisdiction of the Courts and waive any objection either party might otherwise be entitled to assert regarding jurisdiction. The parties irrevocably waive all right to trial by jury in any action, proceeding, or counterclaim arising out of or related to this Agreement.
18. **Arbitration of Our Claims for Compensation.** Instead of proceeding in court, we, in our sole and absolute discretion, may submit any claim for compensation due us under this Agreement to arbitration in Fairfax County, Virginia in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the arbitration award may be entered in any court having jurisdiction. You agree not to assert any counterclaim or any defense by way of set-off in such arbitration, and that the arbitrator or panel shall have no authority to consider, or to render, an award based upon any such counterclaim or defense by way of set-off. We shall have the right to withdraw our demand for arbitration at any time before the arbitration hearing starts by giving written notice to the arbitrator or panel and you; and upon the giving of such notice by us, the arbitration shall terminate, no award shall be rendered, and we may then pursue our remedies in accordance with Paragraph 17 above.
19. **Severability.** If any part, term, or provision of this Agreement is held to be illegal or unenforceable, the validity and enforceability of the remaining parts, terms, and provisions of this Agreement shall not be affected, and each party's rights shall be construed and enforced as if the Agreement did not contain the illegal or unenforceable part, term, or provision.
20. **Limitations on Liability.** In recognition of the relative risks and benefits of the Project to you and us, you agree, that our liability for any loss, damages, property damages or bodily injury of or to you caused in whole or in part by us in the performance of this Agreement or any supplementary services in any way related to this Agreement, shall be limited in the aggregate to the amount of fees that you have paid to us for the Services. The parties intend that the foregoing limitation on liability shall apply to all claims, whether sounding in tort, contract, warranty, or otherwise. You release, waive, and shall not seek contribution from, or indemnification by, us for any claims of any nature made against you by any other person who may suffer any loss, damages, property damages or bodily injury in any manner associated with our services, or any supplementary services in any way related to this Agreement. Notwithstanding anything to the contrary elsewhere in the Agreement, we shall not be liable to you, in any event or for any amount, for delays; or for consequential, special or incidental damages; or for punitive or exemplary damages; or for the cost to add an item or component that we omitted from the instruments of service due to our negligence, to the extent that item or component would have otherwise been necessary, or adds value or betterment, to the Project. Should you find the terms of this Paragraph 20 unacceptable, we are prepared to negotiate a modification in consideration of an equitable surcharge to pay our additional insurance premiums and risk.
21. **Payment of Attorney's Fees.** The losing party shall pay the winning party's reasonable attorney's fees and expenses for the prosecution or defense of any cause of action, claim or demand arising under this Agreement in any court or in arbitration.
22. **Indemnification.** You agree to indemnify, defend and hold us harmless from and against any and all liability, loss, damages, claims and demands for loss, damages, property damages or bodily injury, arising out of acts or omissions by you, or your contractor, subcontractor or other independent company or consultant employed by you to work on the Project, or their respective partners, members, managers, directors, officers, employees, agents or assigns; or arising out of any other operation, no matter by whom committed or omitted, for and on behalf of you, or such contractor, subcontractor or other independent company or consultant, whether or not due in part to errors or omissions by us in the performance of this Agreement, or in the performance of any supplementary service in any way related to this Agreement, provided that you are not required to indemnify and hold us harmless under this Paragraph 22 in the event of our sole negligence.
23. **Integration Clause.** The Agreement represents the entire agreement of the parties. No prior representations, statements, or inducements made by either us, you, or the respective agents of either, that is not contained in the Agreement shall enlarge, modify, alter, or otherwise vary the written terms of the Agreement unless they are made in writing and made a part of the Agreement by attachment, incorporated by reference in the Agreement or signed or initialed on behalf of both parties.
24. **Notice.** Any notices issued to us shall be sent to our project manager with a copy sent via email to [Notices@dewberry.com](mailto:Notices@dewberry.com) or mailed to 8401 Arlington Blvd, Fairfax VA 220131, Attn: Legal Department.

# Attachment “C”

## Short Form Contract

### PROJECT UNDERSTANDING

The project involves a Life Safety, Code, ADA, Engineering systems and Structure analysis and review for the existing library building in Metamora, IL. The library is a public library district managed by its own board of trustees and currently resides in the facility.

As you know, Dewberry already has an existing contract in place for new building site analysis and preliminary building planning. This contract is in place to study 3 different potential building sites. Since the time of the contract approval, one of the potential building sites has been eliminated from consideration and as such, Dewberry has fee already in place to complete a planning study on the existing building. This proposal is for additional services for engineering and architecture which apply in terms of systems and code analysis of the existing building.

Dewberry will provide an analysis and report of findings for the existing library building. The analysis and report will include American with Disabilities Act (ADA), National Fire Protection Association Code (NFPA) and International Energy Conservation Code (IECC) review as well as Mechanical, Electrical, Plumbing, Fire Protection and Structural engineering analysis.

Dewberry will utilize the existing space program and develop concepts for the existing building and options on how to best achieve the program. As a preliminary design and feasibility study, the work will be conceptual in nature and focus on issues that help to identify potential constraints or opportunities associated with a renovation of the existing building.

Final deliverables at the conclusion of this project will include:

- Code Review Report of Existing Building
- Engineering Systems Report of Existing Building
- Programming concepts for the existing building

### Schedule

Work will commence upon execution of an agreement. We anticipate this work with run concurrent with two other site studies previously approved.

We believe the services described above are sufficient to meet the requirements of this phase of work.

### Available Services (not included in this proposal)

While currently excluded from the proposed scope of services, Dewberry can include any of the following at a future time and will provide an additional proposal for services at the time of request.

1. Architectural basic design services, schematic design through construction
2. Engineering basic design services, schematic design through construction
3. Existing furniture inventory or moving/storage of existing furniture
4. New furniture package
5. Commissioning
6. Design Renderings
7. Grant Support
8. LEED certification
9. Referendum or fund-raising support
10. Zoning interpretations and/or representations on the County or Owner's behalf.

### Assumptions / Owner Responsibilities (not included in fee proposal)

1. Hazardous materials related services - testing or abatement.
2. Opinions of probable construction costs will be based on the firm's experience and qualifications and represents our judgment as Design Professionals. Dewberry makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from our opinion of probable cost.

Ordinance No. 22 - 5

ORDINANCE LEVYING AND ASSESSING TAX FOR ILLINOIS PRAIRIE  
DISTRICT PUBLIC LIBRARY OF THE COUNTIES OF WOODFORD AND MARSHALL,  
STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING  
THE 1st DAY OF JULY, 2022 AND ENDING  
THE 30th DAY OF JUNE, 2023

WHEREAS, the President and Board of Trustees of the Illinois Prairie District Public Library, in the Counties of Woodford and Marshall, State of Illinois, did on the 9th day of August, 2022 pass the Annual Budget and Appropriation Ordinance (Ordinance No. 22-2) for said Library District for the fiscal year commencing on July 1, 2022 and ending June 30, 2023; and

WHEREAS, said Annual Budget and Appropriation Ordinance was duly published as provided by law after its passage;

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 total sum of ONE MILLION FIVE HUNDRED THIRTEEN THOUSAND EIGHT HUNDRED DOLLARS (\$1,513,800.00) composed as follows: The sum of EIGHT HUNDRED THIRTY THOUSAND DOLLARS (\$830,000.00), being the amount deemed required for the necessary corporate purposes of Illinois Prairie District Public Library, Woodford and Marshall Counties, Illinois; the sum of SIXTY THOUSAND DOLLARS (\$60,000.00), being required for the payment of employer contributions of Illinois Prairie District Public Library to the Social Security Fund; the sum of SIXTY THOUSAND DOLLARS (\$60,000.00), being required for the payment of employer contributions of Illinois Prairie District Public Library to the Illinois Municipal Retirement Fund; the sum of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), being required for the payment of the professional opinion of an accountant and other auditing expenses from an Audit Fund; the sum of ONE HUNDRED FIFTY-TWO THOUSAND DOLLARS (\$152,000.00) for the purpose of payments of premiums due for the purchase of liability insurance, property damage (fire) insurance, workers' compensation insurance, unemployment compensation insurance, risk management and loss control, and legal fees for defending or otherwise protecting itself against liability from a Liability Fund; the sum of ONE HUNDRED TEN THOUSAND EIGHT HUNDRED DOLLARS (\$110,800.00), being required for the maintenance, repairs and alterations of library buildings and equipment from a Maintenance Fund; the sum of TWO HUNDRED SEVENTY-SIX THOUSAND DOLLARS (\$276,000.00), being required for a Working Cash Fund, be and the same is hereby levied and assessed upon and against all taxable property within this Library District according to the full fair value as established and ascertained for State and County purposes for the fiscal year beginning July 1, 2022 and ending June 30, 2023 and the Board of Trustees of the Illinois Prairie District Public Library having on

the 9th day of August, 2022 duly passed and adopted the Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2022 and ending June 30, 2023 and said Ordinance having been duly published in a newspaper of general circulation within this Public Library District, this Board finds that the specific purposes and the specific amounts provided for in said Annual Budget and Appropriation Ordinance, a copy of which is attached hereto and by this reference made a part hereof, are required to be levied for the necessary purposes of the Illinois Prairie District Public Library.

Section 2: The Secretary of the Board of Trustees of the Illinois Prairie District Public Library is hereby directed to file a duly certified copy of this Ordinance with the County Clerks of Woodford and Marshall Counties, Illinois, in accordance with the laws of the State of Illinois, on or before the last Tuesday of December 2022; and said County Clerks are hereby authorized and directed to extend the said tax so levied by this Ordinance, according to law, against all taxable property within the Illinois Prairie District Public Library. The Secretary of Illinois Prairie District Public Library shall also file on or before the last Tuesday of December 2022, duly certified copies of the Annual Budget and Appropriation Ordinance and this Ordinance with the Illinois Prairie District Public Library where they shall be available for public inspection as provided by law.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Board of Trustees of the Illinois Prairie District Public Library and approved by the President thereof this 13th day of September, 2022.

BOARD OF TRUSTEES, ILLINOIS PRAIRIE  
DISTRICT PUBLIC LIBRARY

By: \_\_\_\_\_  
Its President

ATTEST:

\_\_\_\_\_  
Secretary

STATE OF ILLINOIS        )  
                                  )   SS  
COUNTY OF WOODFORD    )

CERTIFICATE OF LEVY

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, State of Illinois; that attached hereto is a true and correct copy of the Tax Levy Ordinance No. 22-5 as passed by the Board of Trustees of said Library District at our meeting held on the 13 day of September, 2022; and 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.

I further certify that annexed hereto as a part of said Tax Levy Ordinance No. 22-5 is a correct copy of the Annual Budget and Appropriation Ordinance No. 22-2 as 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 that thereafter said Annual Budget and Appropriation Ordinance was printed and published in a public secular newspaper with general circulation in said Library District.

I further certify that the Illinois Prairie District Public Library requires the sum of \$1,513,800.00 as is more fully shown in said Tax Levy Ordinance No. 22-5 and the Annual Budget and Appropriation Ordinance to be levied on the taxable property in said District for the year 2022.

I further certify that said Ordinances have not been amended or repealed but remain in full force and effect at this time.

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 13th day of September 2022.

\_\_\_\_\_  
Secretary, Illinois Prairie  
District Public Library

# TRUTH IN TAXATION CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of the ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY and as such presiding officer,  
Legal Name of Taxing District

I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" law.

### CHECK ONE OF THE CHOICES BELOW

- 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Certificate applies to the 2022 levy.

Date: \_\_\_\_\_

Presiding Officer: \_\_\_\_\_

Signature



# Youth Services Librarian

Supervisor  
Library Director

Classification  
Non-Exempt, Regular Full-Time, Salary Grade 5

General Statement of Responsibilities  
Prepares and provides regular programming to children and youth at multiple branch locations.

Qualifications, Education, Experience and Skills Desired  
Completion of or enrollment in high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills. Valid driver's license and clean driving record required.

## Responsibilities

- Receives oral or written instructions from supervisor.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Coordinates programming in advance of promotion and implementation.
- Recommends and makes purchases to supplement children's programming.
- Promotes programming in coordination with Marketing & Events Coordinator.
- Implements programming for children at all branches within Library District.
- Maintains statistics for children's programming.
- Assists with circulation duties
- Performs related tasks as assigned.

Adopted: December 5, 2017

Amended: January 8, 2019

Amended: January 7, 2020

Amended: June 1, 2021

Amended: March 28, 2022

Amended: September 13, 2022

# Marketing & Events Coordinator

Supervisor  
Library Director

Classification  
Non-Exempt, Regular Full-Time, Salary Grade 5

## General Statement of Responsibilities

Develops and executes comprehensive marketing strategy and services for the library; creates and implements programming for the library; maintains statistics; performs responsible and varied clerical library services; performs clerical-administrative work; assists patrons in using library services and facilities.

## Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills.

## Responsibilities

- Receives oral or written instructions from library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Receives and responds to general information requests by telephone or in writing.
- Creates comprehensive marketing plan to support all branches and the district as a whole.
- Oversees implementation of marketing plan to include, but not be limited to, the following elements:
  - Prepares and implements library programming.
  - Coordinates library programming with Children's Program Coordinator and branch staff.
  - Markets library programming and services online and in traditional media.
  - Assists in maintaining library website.
- Assists in compiling data and preparing annual reports for Illinois State Library.
- Assists in purchasing inventory and collection development.
- Purchases supplies for branches and district headquarters.
- Covers circulation duties at branches and district headquarters as needed.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature
- Performs related tasks as assigned.

Adopted: June 5, 2019

Amended: January 7, 2020

Amended: September 13, 2022

**Illinois Prairie District Public Library**  
**HOMEBOUND DELIVERY POLICY**

**Patron Eligibility**

Home delivery of library materials will be provided to residents of the Illinois Prairie District Public Library who are confined temporarily to their residence due to accident or illness, or permanently due to physical disability, impairment, or lack of transportation.

**Application**

An application for Homebound Services must be completed by the library patron requesting home delivery of materials and approved by the Homebound Services Representative. Applications can be picked up for a homebound patron at the Information Desk, printed out from the library's website, or the Homebound Services Representative can be contacted to make a preliminary visit by calling the Information Desk at 309-921-5074, ext. 1, or emailing dawn@ipdpl.org.

**Library Card Registration/Use**

Each homebound patron must register for a library card if he or she does not already have one. Arrangements can be made to have the Homebound Services Representative register a homebound patron who does not have a card by calling the Information Desk at 309-921-5074, ext. 1, or emailing dawn@ipdpl.org.

**Delivery Schedule**

Materials will be delivered by the Homebound Services Representative once a month.

**Loan Periods/Fees**

Materials will be assigned a one-month loan period. Some materials are eligible for a one-time renewal. The library does not charge overdue fines, but the library's standard fees will apply for damaged or lost items.

**Materials Available for Homebound Delivery**

All formats of materials are eligible for homebound delivery. Rules regarding the maximum number of items that may be borrowed at one time (e.g. DVDs, CDs) will be enforced for homebound delivery.

**Environment Required for Homebound Delivery**

Patrons requesting homebound services must provide a safe and appropriate environment for staff members who make deliveries to their homes. Patrons must also protect all library materials while in their custody. Staff members may choose not to deliver to a residence or leave a residence immediately and recommend suspension of service if any of the following conditions exist:

- Pets are not confined, with the exception of service animals
- The path to the residence is not safe and clear of snow and ice
- Any person in the residence is not fully clothed or dressed in revealing attire
- Any person in the residence uses abusive or obscene language, makes obscene gestures, or displays obscene images
- Any person in the residence harasses the library's representative
- Any person in the residence exhibits signs of illness that may jeopardize the health of the library's representative

**Illinois Prairie District Public Library**  
**HOMEBOUND DELIVERY POLICY**

- Any person is smoking inside the residence at the time of the library's delivery
- Any person is engaging in illegal activity in the residence at the time of the library's delivery
- Any library material appears to have been willfully defaced, mutilated, or damaged while in the custody of the homebound person
- Conditions in the home are unsafe or unsanitary

If a staff member must leave the home, deny service, or wishes to recommend suspension of service because the occurrence of any of the foregoing is deemed to make the home environment for delivery unsafe or inappropriate, the staff member shall provide the Homebound Services Representative and the Director with notice of such action together with any recommendation for the length of suspension of service.

The Homebound Services Representative shall send written notice to the patron of the reason for and the length of any suspension of service and shall provide a copy to the Director. No suspension of service in excess of thirty (30 days) shall be imposed without recommendation by the Director and approval of the Board of Trustees. Any homebound patron may request in writing that the suspension of service be reviewed by the Board of Trustees at the next monthly Board meeting.



Illinois Prairie District Public Library  
HOMEBOUND DELIVERY POLICY

**Application for Homebound Library Service**

Illinois Prairie District Public Library  
208 E Partridge St  
Metamora, IL 61548  
ipdpl.org

Contact Information: (309) 921-5074 ext. 1  
(309) 921-5075 FAX  
[dawn@ipdpl.org](mailto:dawn@ipdpl.org)

Applicant's Name (Please Print) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Telephone \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Female \_\_\_ Male \_\_\_

Emergency Contact:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Eligibility**

Please check the reason(s) you require Homebound Library Service:

- Visual impairment     Physical disability  
 Recovery from surgery or injury     Lack of Transportation  
 Other (please explain): \_\_\_\_\_

**Release Form & Service Agreement**

*By reading the following program policies and signing below, I agree to hold harmless and release the Illinois Prairie District Public Library, its officers, agents, employees, and representatives from any loss, liability, claim, suit, or judgment that may arise out of or in conjunction with the library homebound delivery service. Further, I understand that:*

- I may select specific titles from the library collection or allow library staff to select titles for me based on the preferences indicated on the following page.
- Deliveries will be made to my home on a scheduled basis.
- The library representative will only be available for scheduled deliveries and assistance in selecting materials. He/she will not assist with daily living activities or offer advice on financial or personal matters.
- I will be responsible for any library materials that are lost or damaged while checked out to me.
- The program is supervised by the library staff and that any problems with delivery service or staff are to be reported to the Homebound Services Representative or the Director.
- I may become ineligible for the program if I do not abide by these guidelines.

\_\_\_\_\_ Date \_\_\_\_\_

**Illinois Prairie District Public Library  
HOMEBOUND DELIVERY POLICY**

Signature (If the applicant is under 18 years of age, a parent or guardian is required to sign.)

**Preferences**

All materials in our circulating collection are available for home delivery.

Please check as many as apply:

Media Type	Fiction Genres	Nonfiction Subjects
<input type="checkbox"/> Regular print <input type="checkbox"/> Large print <input type="checkbox"/> Hardcover <input type="checkbox"/> Paperback <input type="checkbox"/> Audiobooks: CD <input type="checkbox"/> eBooks <input type="checkbox"/> Movies: DVD <input type="checkbox"/> Movies: VHS <input type="checkbox"/> Music CDs <input type="checkbox"/> Magazines  <p style="text-align: center;"><b>Language</b></p> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other	<input type="checkbox"/> Action/Adventure <input type="checkbox"/> Classics <input type="checkbox"/> Espionage <input type="checkbox"/> Family Sagas <input type="checkbox"/> Fantasy <input type="checkbox"/> Graphic Novels/Comic Books <input type="checkbox"/> Historical <input type="checkbox"/> Humorous <input type="checkbox"/> Mystery/Detective <input type="checkbox"/> Religious <input type="checkbox"/> Romance (spicy) <input type="checkbox"/> Romance (cozy) <input type="checkbox"/> Science Fiction <input type="checkbox"/> Short Stories <input type="checkbox"/> Suspense <input type="checkbox"/> Thrillers <input type="checkbox"/> Western	<input type="checkbox"/> Arts & Crafts <input type="checkbox"/> Biography <input type="checkbox"/> Business & Economics <input type="checkbox"/> Computers & Technology <input type="checkbox"/> Cooking <input type="checkbox"/> Gardening <input type="checkbox"/> Government & Politics <input type="checkbox"/> Health & Medicine <input type="checkbox"/> History <input type="checkbox"/> Humor <input type="checkbox"/> Poetry & Literature <input type="checkbox"/> Psychology & Self-Help <input type="checkbox"/> Religion & Philosophy <input type="checkbox"/> Science & Nature <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Travel & Adventure

**List some of your favorite authors:**

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**I do not wish to receive materials that contain:**

Strong language    Violence    Explicit descriptions of sex

**Do you currently have a IPDPL library card?**       Yes    No

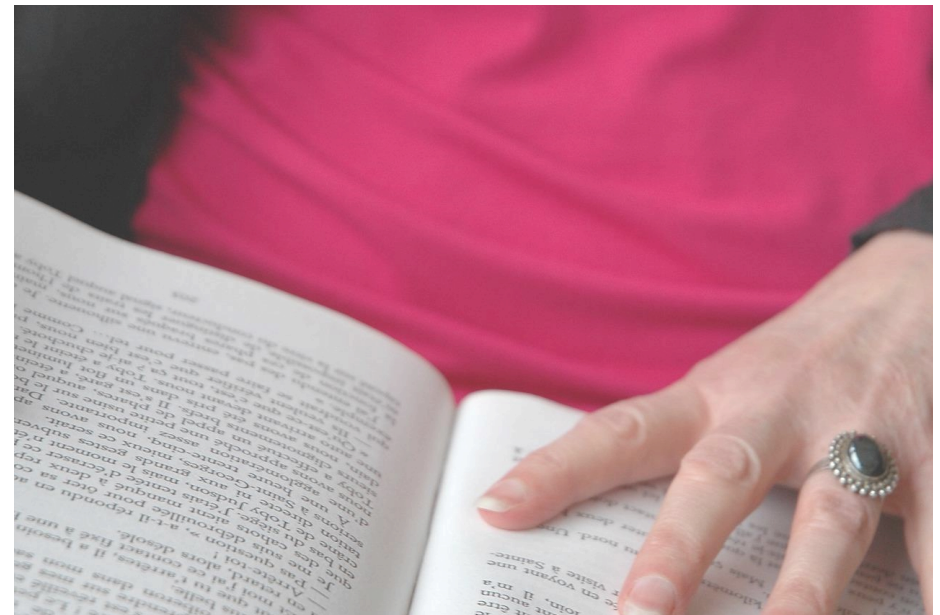
**Do you own a computer with Internet access?**       Yes    No

**Please describe in detail how to find your house, noting specific landmarks if possible:**



**208 E. PARTRIDGE ST.  
METAMORA, ILLINOIS  
(309) 921-5074  
ipdpl.org**

# SERVICES FOR THE HOMEBOUND



Benson, Germantown Hills, Metamora, Roanoke, Spring Bay, & Washburn

# ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY HOMEBOUND PROGRAM

If you live in within the library district boundaries and are restricted to your home temporarily or permanently because of illness, physical or other disability, or lack of transportation, you may use the Illinois Prairie District Public Library Homebound Service Program.

## HOW OFTEN ARE MATERIALS DELIVERED?

Library materials are delivered to your home on the second Thursday of the month by our library staff.

## IS ANY CHARGE FOR THIS PROGRAM?

No. This service is provided free for residents of Illinois Prairie District Public Library residents.



## DIGITAL DOWNLOADS

Did you know that you can access and download a wide range of digital items (ebooks, audiobooks, videos, and music) from our website all from the comfort of your own home?

Visit <https://www.ipdpl.org/digital-downloads/> to learn more.



## LIBRARY HOURS

Visit the library's website for information on locations and hours: <https://www.ipdpl.org>

# HOMEBOUND APPLICATION

For more information about our Homebound Program, call (309) 921-5074 prompt 1 or mail in this application and we will call you.

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Is this address a senior residence or nursing home?  Yes  No

If yes, please name \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_

Email address \_\_\_\_\_

Library Card # \_\_\_\_\_

I don't have a library card.

Reason for requesting homebound service \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are completing this form for another person please provide your contact information below.

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Email address \_\_\_\_\_

Please detach application and mail to: Illinois Prairie District Public Library, P.O. Box 770, Metamora, IL 61548



**Annual culmulative Circulation**

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	Total
July	92	1169	1374	357	149	135	5	851	4132
August	74	1101	1288	334	146	136	15	532	3626
September									0
October									0
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
<b>Total</b>	<b>166</b>	<b>2270</b>	<b>2662</b>	<b>691</b>	<b>295</b>	<b>271</b>	<b>20</b>	<b>1383</b>	<b>7758</b>

**Annual Juvenile Circulation**

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Total
July	114	2306	2684	616	141	249	5	6115
August	127	1749	2411	707	159	106	15	5274
September								0
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
<b>Total</b>	<b>241</b>	<b>4055</b>	<b>5095</b>	<b>1323</b>	<b>300</b>	<b>355</b>	<b>20</b>	<b>11389</b>

**YA YOUNG ADULT**

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	4	123	133	33	3	1
August	1	68	92	39	8	11
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>Total</b>	<b>5</b>	<b>191</b>	<b>225</b>	<b>72</b>	<b>11</b>	<b>12</b>

PATRON INTERNET USE

	<b>Benson</b>	<b>Germantown</b>	<b>Metamora</b>	<b>Roanoke</b>	<b>Spring Bay</b>	<b>Washburn</b>
July	11	215	79	5	15	20
August	14	232	57	9	19	7
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>Total</b>	<b>25</b>	<b>447</b>	<b>136</b>	<b>14</b>	<b>34</b>	<b>27</b>

## Monthly Programming

August 2022

### Special Programs

**Reading to Dogs:** August 8, Germantown Hills. The WOOF (We Offer Our Friends) Therapy Dogs returned to Germantown Hills. There were 43 people and dogs in attendance. (Group breakdown unavailable).

**“So Long, Summer” Festival:** August 20, Germantown Hills. This was an end-of-summer/school is starting “blowout” for patrons of any age, with balloons from The Unique Twist, Artsy Smartsy face painting, the WOOF Therapy Dogs, Kona Ice snow cones, a variety of lawn games, and the Unlazy River obstacle course (running the obstacle course while wearing pool floaties). The event was originally slated to be held outdoors but was moved inside due to weather. 108 people attended (group breakdown unavailable). Feedback was overwhelmingly positive, with many patrons expressing the hope that this will become an annual event.

**Watermelon Festival Information Booth:** August 26, Spring Bay American Legion. Dawn, Sam Huber, and Donna Forbis staffed an information booth at the Spring Bay Watermelon Festival. A contest was held to guess the shredded book (*The Hobbit*). 21 guesses were submitted. The winning entry got a \$25 gift card to the Germantown Grille.

**Watermelon Festival Story Time:** August 27, Spring Bay. Deborah Young, local author and former Roanoke-Benson High School school librarian, led an all-ages story time to read her book, *Watermelon Party*. Spring Bay staff popped popcorn for the event. There were 8 children and 11 adults in attendance, for a total of 19.

### Beanstack

Our *1,000 Books Before Kindergarten* challenge added 2 new registrations in August. Since the inception of this challenge, we have had 142 children register with 3 completions. We had 29 active readers in August, logging 828 books for 19 badges. We had no challenge completions in August.

*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 August, we had 7 new registrations and 2 challenge completions. 43 readers made at least 1 log entry in August, earning a total of 83 badges. Readers logged 45,553 minutes (759.22 hours) of reading in August.

### Summer Reading

The theme for the 2022 summer reading program was *Read Beyond the Beaten Path*. We offered three separate challenges – *Read-to-Me* (for beginning and emerging readers), *Casual Readers*, and *Avid Readers* (both for independent readers). RTM readers logged the number of titles read while Casual and Avid readers logged total number of minutes read. Registration opened on May 16. Readers could begin logging on May 31, and the last day to log reading was July 31. Readers selected one of the three available challenges when they registered, based upon the goal they wished to achieve.

Overall, we had 690 readers sign up for our program. 549 readers (80%) made at least one reading log entry during the program. 206 readers (37% of active readers/30% overall) completed their selected challenge. Readers earned 7,089 reading badges and completed 2,666 activities during the program.

*Read-to-Me* challenge: RTM had 224 readers register, with 195 (87%) make at least one reading log entry during the program. 85 readers (44% of active/38% overall) completed their challenge. RTM readers earned 2,760 badges for reading 9,267 books. They completed 1,037 activities during the program. RTM readers earned 1,757 rewards and 1,492 rewards were redeemed. RTM readers submitted 45 book reviews to the IPDPL Beanstack site.

*Casual Readers* challenge: 295 readers registered for the Casual Readers challenge. 226 readers (77%) made at least one log entry, and 75 readers (33% of active/25% overall) completed the challenge. Casual readers earned 2,741 badges for reading 252,724 minutes (4,212.07 hours) and completed 1,038 activities. Casual readers earned 1,736 rewards and redeemed 1,419 rewards. They recorded 58 book reviews on the IPDPL Beanstack site.

*Avid Readers* challenge: 171 people registered for the Avid Readers challenge. 132 readers (77%) made at least one reading log entry. 46 readers (35% of active/27% overall) completed the challenge. Avid readers earned 1,588 badges for reading 296,363 minutes (4,939.38 hours) and completed 591 activities. Active readers earned 1,011 rewards, 797 of which were redeemed (collected by the reader). Active readers wrote 54 book reviews on the IPDPL Beanstack site.

The theme for summer reading 2023 is *Follow Your Voice*. Goals for summer reading 2023 include increasing registration rates to 725+ readers while also increasing participation and completion rates. Tentative challenge dates for 2023 are June 4 – July 29 (8 weeks), with registration beginning on May 22. Dates are subject to change.

### **Children's Programming**

Children's Programming was on hiatus for the first two weeks of August following the conclusion of the summer reading program.

**Baby Bookworms:** Baby Bookworms meets twice a week, once at Germantown Hills and once at Metamora. Participant totals for August: GH = 10 (5 children, 5 adults), M = 22 (11 children, 11 adults).

**Story Time:** Story Time meets 6 times per week, once at each branch. Totals for August: B = 13 (9 children, 4 adults); GH = 22 (13 children, 9 adults); M = 13 (7 children, 6 adults); R = 7 (4 children, 3 adults); SB = 6 (4 children, 2 adults); W = 0 (0 children, 0 adults).

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

**Class Visits:** During August, our Children's Librarian, Samantha Huber, conducted one class visit at Little Oaks Day Care (next door to the Germantown Hills branch). She saw 39 students and 5 teachers during that visit.

## Library Spaces Usage

**Germantown Hills:** The Meeting Room was reserved 9 times for private functions. Study Room A was reserved 13 times, and Study Room B was reserved 5 times. The children's computers in Germantown Hills were used 41 times in July.

**Roanoke:** The Meeting Room was reserved 4 times for private functions. The Study Room was not used in August.

## Recurring Programs

**Benson Jigsaw Puzzle:** 49 people worked on the puzzle in Benson.

**Benson LEGO Free Play area:** 19 people played with LEGO in Benson.

**Book Buzz Book Club:** August 9, Germantown Hills. The book for July was *The Day the World Came to Town: 9/11 in Gander, Newfoundland* by Jim DeFede. 7 people attended.

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

**Dial-A-Story:** Dial-A-Story was not updated or promoted during August following the end of the summer reading program. Dial-A-Story updates will resume in September.

**Email Newsletter:** 19,967 Wowbrary email newsletters were sent to 3,971 active users in August.

**Knit & Stitch Group:** This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 35 knitters attend in August. Weekly breakdown: 8/3 = 7; 8/10 = 7; 8/17 = 8; 8/24 = 7; 8/31 = 6.

**Patron Tech Support:** Staff provided patron tech support 46 times in August.

**Story Cube:** The Story Cube was at the Germantown Hills branch in August. 57 stories were printed in August.

**Spring Bay Bookies:** August 1, Spring Bay. Spring Bay Bookies read *The Giver of Stars* by Jojo Moyes. There were 13 people in attendance.

**YouTube Videos:** We had 438 total views on our YouTube channel from 244 unique viewers and 29 returning viewers in August, for a total of 8.5 hours watched. We added no new channel subscribers. Video views for the month are as follows:

Miss Rita Reads "Mrs. Mole, I'm Home!" – 41 views

Miss Rita Reads "Martha Doesn't Say Sorry!" – 32 views

Story Time with Miss Michelle – "Superworm" – 29 views

Story Time with Miss Michelle – "Where's My Teddy?" – 25 views

Story Time with Miss Michelle – "Mrs. Toggle's Zipper" – 23 views

Miss Rita Reads "Dog's Colorful Day" – 18 views

Story Time with Miss Michelle – "Pete the Cat and His Four Groovy Buttons" – 18 views

Miss Rita Reads “How Much is That Doggie in the Window?” – 17 views

Story Time with Miss Michelle – “Bear Says Thanks” – 16 views

Story Time with Miss Michelle – “Little Rabbit and the Meanest Mother on Earth” – 14 views

Miss Rita Reads “The Princess and Petri Dish” – 13 views

Story Time with Miss Michelle – “Alexander and the Terrible, Horrible, No Good, Very Bad Day” – 13 views

Story Time with Miss Michelle – “Why Do You Cry?” – 12 views

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 10 views

Story Time with Miss Michelle – “I Promise I’ll Find You” – 8 views

Story Time with Miss Michelle – “The Wiggly, Wiggly Baby” – 7 views

Miss Rita Reads “Bear Snores On” – 7 views

IPDPL Sidewalk Obstacle Course – 7 views

Story Time with Miss Michelle – “Together We Can!” – 6 views

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

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

Story Time with Miss Michelle – “Who Will Guide My Sleigh Tonight?” – 5 views

Miss Rita Reads “The Secret Birthday Message” – 5 views

Miss Rita Reads “Click, Clack, Quack to School!” – 5 views

Miss Rita Reads “Rory the Dinosaur – Me and My Dad” – 4 views

Miss Rita Reads “Welcome Home, Bear” – 4 views

Story Time with Miss Michelle – “Mary Had a Little Lab” – 4 views

Story Time with Miss Michelle – “The Little Red Hen (Makes a Pizza)” – 4 views

Story Time with Miss Michelle – “The Biggest Snowball Ever” – 4 views

Miss Rita Reads “Gotta Go, Buffalo” – 4 views

Story Time with Miss Michelle – “Room on the Broom” – 4 views

Miss Rita Reads “Pete the Cat and the Missing Cupcakes” – 4 views

Story Time with Miss Michelle – “After the Fall” – 3 views

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

Story Time with Miss Michelle – “Verdi” – 3 views

Miss Rita Reads “10 Little Rubber Ducks – 3 views

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

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

Miss Rita Reads “Jingle Bells” – 2 views

Welcome to the Library – 2 views

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

Miss Rita Reads “I Know an Old Lady Who Swallowed a Pie” – 2 views

Miss Rita Reads “The Mitten” – 2 views

Story Time with Miss Michelle – “Snowmen at Christmas” – 2 views

Miss Rita Reads “Little Green Peas” – 2 views

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

Miss Rita Reads “Snuggle Down Deep” – 2 views

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

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

Story Time with Miss Michelle – “The Snowy Day” – 2 views

Miss Rita Reads “Monsters Love Colors” – 1 view

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

Miss Rita Reads “The Napping House” – 1 view

Miss Rita Reads “Is Your Mama a Llama?” – 1 view

Miss Rita Reads “What Am I?” – 1 view

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

Miss Rita Reads “Mitzi Tulane, Preschool Detective in What’s That Smell?” – 1 view

Miss Rita & the Shaky Egg Song – 1 view

Miss Rita Reads “How Do Dinosaurs Go to School?” – 1 view

Miss Rita Reads “Gorilla Loves Vanilla” – 1 view

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

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

Story Time with Miss Michelle – “The Catawampus Cat” – 1 view

Miss Rita Reads “Everybunny Count!” – 1 view

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

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

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

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

Story Time with Miss Michelle – “All the Colors of the Earth” – 1 view

Story Time with Miss Michelle – “The Littlest Pumpkin” – 1 view

Story Time with Miss Michelle – “Sometimes I Like to Curl Up in a Ball” – 1 view

Miss Rita Reads “Turkey Claus” – 1 view

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



## Director's Remarks for September 13, 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.*
- *The Metamora branch has a new door.*

### **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 is installed and filled with books.*
- *We had a booth at the Watermelon Festival in Spring Bay. Many people stopped by to say hi and 21 entered the drawing to guess what book we had shredded in the jar.*
- *We are co-sponsoring an event at Black Partridge Park with the Metamora Park District. There will be a movie with a story time type activity prior and a take make activity for the kiddos to go home with.*
- *We will have a booth at the Washburn Festival Friday, September 16<sup>th</sup>.*

### **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

- *The Homebound program will start soon.*
- *We have created flyers advertising our databases to educators and students.*

### **ADDITIONALLY**

- **Weeding continues at Metamora and Roanoke.**
- **I am working on getting estimates for sealcoating at the Germantown Hills Branch.**
- **Working on a 2023 Calendar to hand out to patrons.**

**September update from Sam:**

Little Oaks asked if I wouldn't mind talking to the preschoolers as part of their Community Helpers unit to talk about what librarians do. I was delighted to speak to 39 children and 5 adults, using the book The Midnight Library by Kazuno Kohara as a framework. I talked about how librarians need to know about the books in their collection to help people find the perfect book, help people find the right space within the library for their needs, checking books out, signing up people for a library card, etc. The kids seemed to really enjoy it! And one little boy said he wanted to be a librarian when he grew up.

It was a lot of fun to teach the kiddos about a small piece of our profession!

**Aug 22(FY 22-23) Door Counts**

Benson – 193 (374)

Spring Bay – 610 (1,150)

Washburn – 210 (510)

Roanoke – 547 (1,119)

Metamora – 2,092 (3,765)

Germantown Hills – 2,786 (6,081)

**WiFi Usage**

August- 540 (1030)

# Illinois Prairie District Public Library's

## Online Resources

### For High School Educators and Students



**Access World News** allows you to search periodicals from around the world. Designed to help students understand contemporary issues and world events using primary sources. (Library card required.)



**DMV Free Practice Tests** include practice questions for the Illinois Department of Motor Vehicles driving test. Includes motorcycle and CDL tests. (No library card required!)



**Explora** provides easy-to-use features and reliable content from the world's leading magazines and reference books, grouped into easy-to-browse categories. Explora provides research collections on thousands of topics to help you find the information you need quickly and easily. You can search hundreds of professional journals, popular magazines, reference books, images, primary sources, and more by keyword or by topic. (Library card required.)



**MANGO**

**Mango Languages** offers over 70 world language courses expertly designed to adapt to a diverse range of learning needs, styles, and backgrounds. Learn a new language on your computer or mobile device with this self-paced, intuitive, and accessible platform. (Library card required.)



**NoveList Plus** is a book recommendation database. Users can search for book recommendations by reader age, genre, and more. NoveList Plus also has series information and read-alike lists. (Library card required.)



**RSACat** is our searchable online catalog of books, eBooks, and more! Search only the items owned by our library, or expand your search to include the entire consortium of 192 Illinois library's and their branches to access over 1,000,000 titles throughout the state of Illinois. (Library card required.)



**Teen Book Cloud:** read Young Adult novels, graphic novels, historical classics, short stories, and more online. No due dates or waiting so it's perfect for school assignments. (Library card required.)

Find these resources and more at <https://www.ipdpl.org/research-online-learning/all/> and <https://www.ipdpl.org/digital-downloads/>, including resources that don't require a library card!

# Illinois Prairie District Public Library's

## Online Resources

### For Grade School Educators and Students



**Access World News** allows you to search periodicals from around the world. Designed to help students understand contemporary issues and world events using primary sources. (Library card required.)



**Explora** provides easy-to-use features and reliable content from the world's leading magazines and reference books, grouped into easy-to-browse categories. Explora provides research collections on thousands of topics to help you find the information you need quickly and easily. You can search hundreds of professional journals, popular magazines, reference books, images, primary sources, and more by keyword or by topic. (Library card required.)



**MANGO**

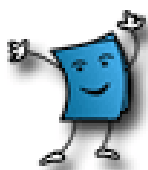
**Mango Languages** offers over 70 world language courses expertly designed to adapt to a diverse range of learning needs, styles, and backgrounds. Learn a new language on your computer or mobile device with this self-paced, intuitive, and accessible platform. (Library card required.)



**NoveList K-8 Plus** contains information on books for all K-8 grade levels. It includes picture books, children's chapter books, and young adult titles, as well as non-fiction titles. The NoveList K-8 Plus database offers read-alike lists, book recommendations, and series information. (Library card required.)



**RSACat** is our searchable online catalog of books, eBooks, and more! Search only the items owned by our library, or expand your search to include the entire consortium of 192 Illinois library's and their branches to access over 1,000,000 titles throughout the state of Illinois. (Library card required.)



**Tumble Book Library:** read eBooks, stream digital audio books, and play educational games online. This collection features materials perfect for kids in grades K-8, including early reader chapter books, non-fiction, children's historical classics, graphic novels, and more. No due dates or waiting to borrow! (Library card required.)

Find these resources and more at <https://www.ipdpl.org/research-online-learning/all/> and <https://www.ipdpl.org/digital-downloads/>, including resources that don't require a library card!