

# October 11, 2022

## Board Packet



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



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
Tuesday, October 11, at 4:00 pm  
**Illinois Prairie District Public Library**  
**Benson Branch Library**  
**420 E Front St**  
**Benson, IL 61516**

1. Call to order and roll call
2. Minutes of the last regular meeting
3. Public comments
4. Treasurer's Report – approval of bills and requisitions
5. Discussion and Approval of Metamora Branch Project
6. Discussion and Approval of Secretary's Audit
7. Discussion and Approval of Collection Management Policy
8. Discussion of Holiday List for 2023
9. Director's Remarks
10. Comments to guide future agendas
11. Adjournment

The next regular meeting will be Tuesday, November 8, at 4pm at  
the Metamora Branch Library, 208 E. Partridge St,  
Metamora, IL 61548

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, present A. Hicks, J. Weddle, H. Booker, J. Zobrist, M. Coker. Absent, J. Armstrong, T. Ballard.
2. Minutes of the last regular meeting, motion to approve minutes by J. Weddle, second by H. Booker. All in favor, motion passed
3. Public comments
4. Treasurer's Report – approval of bills and requisitions, motion to approve bills and requisitions by J. Zobrist, second by J. Weddle.
5. Presentation of Fiscal Year 2021-2022 Audit
6. Discussion and Approval of Fiscal Year 2021-2022 Audit, Motion to approve audit by J. Weddle and second by H. Booker. All in favor, motion passed.
7. Discussion and Approval of Metamora Branch Project, Motion to approve Dewberry Contract M. Coker and second by J. Zobrist. All in favor, motion passed.
8. Discussion and Approval of Levy Ordinance, Motion to approve Levy Ordinance by J. Weddle and second H. Booker. All in favor, motion passed.
9. Discussion and Approval of Job Descriptions, Motion to approve changes to job positions by M. Coker and second by J. Zobrist. All in favor, motion passed.
10. Discussion and Approval of Homebound Policy, Motion to approve Homebound Policy by J. Weddle and second by M. Coker. All in favor, motion passed.
11. Director's Remarks
12. Comments to guide future agenda
13. Adjournment, Motion to adjourn at 4:50 by J. Weddle and second by H. Booker. All in favor, meeting closed.

The next regular meeting will be Tuesday, October 11, at

**Illinois Prairie District Public Library**  
**Balance Sheet**  
 As of September 30, 2022

	Sep 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Checking Account	646,944.89
10800 · Petty Cash Checking Account	639.24
11400 · Savings Account	7,390.66
	654,974.79
<b>Total Checking/Savings</b>	
<b>Other Current Assets</b>	
10100 · Cash on Hand	167.79
10400 · Per Capita Fund	67.01
10500 · Certificates	1,606,876.59
10600 · General Operating Fund	740,834.46
10700 · Special Reserve Fund	191,873.58
11000 · Working Cash Fund	1,723,263.39
11100 · Gift Fund	293,233.22
11200 · Building Maintenance Fund	133,389.34
11300 · Tort Liability Fund	814,723.72
11500 · Dedicated Gift Fund	6.96
	5,504,436.06
<b>Total Other Current Assets</b>	
<b>Total Current Assets</b>	6,159,410.85
<b>Fixed Assets</b>	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	3,657,395.38
<b>Total Fixed Assets</b>	
<b>TOTAL ASSETS</b>	<b>9,816,806.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
28000 · Investment in Fixed Assets	3,153,263.83
29000 · Bldg/Maint Fund	270,310.57
29100 · Audit Fund	40,928.13
29300 · Social Security Fund	249,001.80
29400 · Tort/Liability Fund	658,133.65
29500 · Special Reserves Fund	127,865.49
29600 · Fund Balance	2,090,484.44
30000 · Opening Balance Equity	-425,484.71
40000 · Net Assets	425,484.71
50000 · Unrestricted Net Assets	2,075,383.02
Net Income	1,151,435.30
	9,816,806.23
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,816,806.23</b>

Illinois Prairie District Public Library  
**Profit & Loss**  
September 2022

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	<u>Sep 22</u>
<b>Income</b>	
31000 · Property Tax - General	308,872.79
31100 · Property Tax - Audit	9,883.76
31200 · Property Tax - IMRF	23,474.36
31300 · Property Tax - Social Security	23,474.36
31400 · Property Tax - Tort/Liability	53,331.74
31500 · Property Tax - Bldg/Maintenance	41,182.88
31600 · Property Tax - Working Cash	102,957.23
34000 · Fines and Fees	378.72
38400 · Interest Income - Per Capita	0.11
38500 · Interest Income - General	1,569.75
38900 · Interest Income - Tort/Liab	1,682.10
39000 · Interest Income - Spec Reserve	395.90
39191 · Interest Income - Bldg/Maint	281.13
39200 · Interest Income - Working Cash	3,555.83
39300 · Interest Income - Gift	605.06
39400 · Interest Income - Certificates	101.93
39700 · Rent Income	600.00
<b>Total Income</b>	<u>572,347.65</u>
<b>Expense</b>	
40100 · Salaries	36,315.15
40500 · Hospital Insurance	4,444.35
40600 · Staff Education	925.04
41000 · Books - Adult	1,506.43
41100 · Books - Children	3,110.50
41500 · Audio - Visual	675.34
41600 · Video / DVD Tapes	335.81
41700 · Electronic Materials	4,906.82
42100 · Office Supplies	966.60
42400 · Mileage and Expenses	1,349.89
44360 · Building - Metamora	1,874.52
44380 · Building - Spring Bay	19,070.50
44800 · Programming / PR	2,473.65
45000 · Rent	182.33
45100 · Gas and Electric	2,050.68
45200 · Water and Sewer	170.75
45300 · Telephone	528.59
45600 · Internet	866.34
47200 · Computer Equipment	498.81
49000 · Per Capita	779.40
60400 · IMRF Employer	4,735.59
70300 · Social Security Employer	2,239.12
70400 · Medicare Employer	523.64
72400 · Legal	253.00
72500 · Maintenance	7,737.09
72600 · Professional Fees	734.50
<b>Total Expense</b>	<u>99,254.44</u>
<b>Net Income</b>	<u><u>473,093.21</u></u>

**Illinois Prairie District Public Library**  
**Profit & Loss**  
 July 2022 through June 2023

	Jul '22 - Jun 23
<b>Income</b>	
31000 · Property Tax - General	760,146.13
31100 · Property Tax - Audit	24,324.26
31200 · Property Tax - IMRF	57,771.15
31300 · Property Tax - Social Security	57,771.15
31400 · Property Tax - Tort/Liability	131,251.19
31500 · Property Tax - Bldg/Maintenance	101,352.45
31600 · Property Tax - Working Cash	253,381.14
32000 · State Corporate Replacement Tax	38,342.83
34000 · Fines and Fees	1,357.80
38400 · Interest Income - Per Capita	0.20
38500 · Interest Income - General	4,031.99
38900 · Interest Income - Tort/Liab	4,257.86
39000 · Interest Income - Spec Reserve	1,010.63
39191 · Interest Income - Bldg/Maint	719.32
39200 · Interest Income - Working Cash	9,003.25
39300 · Interest Income - Gift	1,451.88
39400 · Interest Income - Certificates	390.92
39700 · Rent Income	2,400.00
<b>Total Income</b>	<b>1,448,964.15</b>
<b>Expense</b>	
40100 · Salaries	102,676.43
40500 · Hospital Insurance	19,063.38
40600 · Staff Education	3,280.11
41000 · Books - Adult	6,698.87
41100 · Books - Children	7,046.13
41300 · Periodicals	1,292.79
41500 · Audio - Visual	2,289.63
41600 · Video / DVD Tapes	1,604.02
41700 · Electronic Materials	18,416.33
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	5,550.46
42400 · Mileage and Expenses	5,126.63
44360 · Building - Metamora	8,934.72
44380 · Building - Spring Bay	19,820.50
44800 · Programming / PR	10,972.61
45000 · Rent	729.32
45100 · Gas and Electric	6,719.43
45200 · Water and Sewer	897.00
45300 · Telephone	2,103.24
45600 · Internet	3,429.46
47200 · Computer Equipment	1,869.18
49000 · Per Capita	779.40
52200 · Audit	11,750.00
60400 · IMRF Employer	6,929.77
70300 · Social Security Employer	6,328.70
70400 · Medicare Employer	1,480.06
72300 · Insurance	22,346.76
72400 · Legal	2,963.00
72500 · Maintenance	33,244.23
72600 · Professional Fees	2,723.50
<b>Total Expense</b>	<b>352,295.49</b>
<b>Net Income</b>	<b>1,096,668.66</b>

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

	Sep 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	308,872.79	69,166.67	239,706.12	446.6%
31100 · Property Tax - Audit	9,883.76	2,083.34	7,800.42	474.4%
31200 · Property Tax - IMRF	23,474.36	5,000.00	18,474.36	469.5%
31300 · Property Tax - Social Security	23,474.36	5,000.00	18,474.36	469.5%
31400 · Property Tax - Tort/Liability	53,331.74	12,666.67	40,665.07	421.0%
31500 · Property Tax - Bldg/Maintenance	41,182.88	9,233.34	31,949.54	446.0%
31600 · Property Tax - Working Cash	102,957.23	23,000.00	79,957.23	447.6%
32000 · State Corporate Replacement Tax	0.00	1,250.00	-1,250.00	0.0%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	378.72	1,184.59	-805.87	32.0%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	0.11	7.09	-6.98	1.6%
38500 · Interest Income - General	1,569.75	250.00	1,319.75	627.9%
38900 · Interest Income - Tort/Liab	1,682.10	250.00	1,432.10	672.8%
39000 · Interest Income - Spec Reserve	395.90	41.67	354.23	950.1%
39191 · Interest Income - Bldg/Maint	281.13	41.67	239.46	674.7%
39200 · Interest Income - Working Cash	3,555.83	333.34	3,222.49	1,066.7%
39300 · Interest Income - Gift	605.06	83.34	521.72	726.0%
39400 · Interest Income - Certificates	101.93	250.00	-148.07	40.8%
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>572,347.65</b>	<b>132,591.72</b>	<b>439,755.93</b>	<b>431.7%</b>
<b>Expense</b>				
40100 · Salaries	36,315.15	36,204.16	110.99	100.3%
40500 · Hospital Insurance	4,444.35	8,666.66	-4,222.31	51.3%
40600 · Staff Education	925.04	1,250.00	-324.96	74.0%
41000 · Books - Adult	1,506.43	2,083.34	-576.91	72.3%
41100 · Books - Children	3,110.50	2,083.34	1,027.16	149.3%
41300 · Periodicals	0.00	833.34	-833.34	0.0%
41500 · Audio - Visual	675.34	750.00	-74.66	90.0%
41600 · Video / DVD Tapes	335.81	750.00	-414.19	44.8%
41700 · Electronic Materials	4,906.82	3,750.00	1,156.82	130.8%
41800 · RSA Online	0.00	2,333.34	-2,333.34	0.0%
42000 · Online Computer Library Center	0.00	833.34	-833.34	0.0%
42100 · Office Supplies	966.60	1,583.34	-616.74	61.0%
42400 · Mileage and Expenses	1,349.89	1,250.00	99.89	108.0%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44300 · Over Due Retrieval	0.00	0.00	0.00	0.0%
44360 · Building - Metamora	1,874.52	0.00	1,874.52	100.0%
44380 · Building - Spring Bay	19,070.50	0.00	19,070.50	100.0%
44800 · Programming / PR	2,473.65	2,083.34	390.31	118.7%
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	2,050.68	3,750.00	-1,699.32	54.7%
45200 · Water and Sewer	170.75	250.00	-79.25	68.3%
45300 · Telephone	528.59	666.66	-138.07	79.3%
45600 · Internet	866.34	916.66	-50.32	94.5%
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	498.81	833.34	-334.53	59.9%
48000 · Interest Expense	0.00	0.00	0.00	0.0%
48900 · Miscellaneous Expenses	0.00	1,083.34	-1,083.34	0.0%
49000 · Per Capita	779.40			
52200 · Audit	0.00	2,083.34	-2,083.34	0.0%
60400 · IMRF Employer	4,735.59	5,000.00	-264.41	94.7%
70300 · Social Security Employer	2,239.12	3,333.34	-1,094.22	67.2%
70400 · Medicare Employer	523.64	1,666.67	-1,143.03	31.4%
72300 · Insurance	0.00	4,583.34	-4,583.34	0.0%
72400 · Legal	253.00	583.34	-330.34	43.4%

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10/10/22

Accrual Basis

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

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	<u>Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	7,737.09	9,233.34	-1,496.25	83.8%
72600 · Professional Fees	734.50	833.34	-98.84	88.1%
<b>Total Expense</b>	<u>99,254.44</u>	<u>103,020.92</u>	<u>-3,766.48</u>	<u>96.3%</u>
<b>Net Income</b>	<u><b>473,093.21</b></u>	<u><b>29,570.80</b></u>	<u><b>443,522.41</b></u>	<u><b>1,599.9%</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	760,146.13	830,000.00	-69,853.87	91.6%
31100 · Property Tax - Audit	24,324.26	25,000.00	-675.74	97.3%
31200 · Property Tax - IMRF	57,771.15	60,000.00	-2,228.85	96.3%
31300 · Property Tax - Social Security	57,771.15	60,000.00	-2,228.85	96.3%
31400 · Property Tax - Tort/Liability	131,251.19	152,000.00	-20,748.81	86.3%
31500 · Property Tax - Bldg/Maintenance	101,352.45	110,800.00	-9,447.55	91.5%
31600 · Property Tax - Working Cash	253,381.14	276,000.00	-22,618.86	91.8%
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	1,357.80	14,215.00	-12,857.20	9.6%
38000 · Donations	0.00	15,000.00	-15,000.00	0.0%
38400 · Interest Income - Per Capita	0.20	85.00	-84.80	0.2%
38500 · Interest Income - General	4,031.99	3,000.00	1,031.99	134.4%
38900 · Interest Income - Tort/Liab	4,257.86	3,000.00	1,257.86	141.9%
39000 · Interest Income - Spec Reserve	1,010.63	500.00	510.63	202.1%
39191 · Interest Income - Bldg/Maint	719.32	500.00	219.32	143.9%
39200 · Interest Income - Working Cash	9,003.25	4,000.00	5,003.25	225.1%
39300 · Interest Income - Gift	1,451.88	1,000.00	451.88	145.2%
39400 · Interest Income - Certificates	390.92	3,000.00	-2,609.08	13.0%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	2,400.00	0.00	2,400.00	100.0%
<b>Total Income</b>	<b>1,448,964.15</b>	<b>1,591,100.00</b>	<b>-142,135.85</b>	<b>91.1%</b>
<b>Expense</b>				
40100 · Salaries	102,676.43	434,450.00	-331,773.57	23.6%
40500 · Hospital Insurance	19,063.38	104,000.00	-84,936.62	18.3%
40600 · Staff Education	3,280.11	15,000.00	-11,719.89	21.9%
41000 · Books - Adult	6,698.87	25,000.00	-18,301.13	26.8%
41100 · Books - Children	7,046.13	25,000.00	-17,953.87	28.2%
41300 · Periodicals	1,292.79	10,000.00	-8,707.21	12.9%
41500 · Audio - Visual	2,289.63	9,000.00	-6,710.37	25.4%
41600 · Video / DVD Tapes	1,604.02	9,000.00	-7,395.98	17.8%
41700 · Electronic Materials	18,416.33	45,000.00	-26,583.67	40.9%
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	5,550.46	19,000.00	-13,449.54	29.2%
42400 · Mileage and Expenses	5,126.63	15,000.00	-9,873.37	34.2%
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	8,934.72	0.00	8,934.72	100.0%
44380 · Building - Spring Bay	19,820.50	0.00	19,820.50	100.0%
44800 · Programming / PR	10,972.61	25,000.00	-14,027.39	43.9%
45000 · Rent	729.32	2,000.00	-1,270.68	36.5%
45100 · Gas and Electric	6,719.43	45,000.00	-38,280.57	14.9%
45200 · Water and Sewer	897.00	3,000.00	-2,103.00	29.9%
45300 · Telephone	2,103.24	8,000.00	-5,896.76	26.3%
45600 · Internet	3,429.46	11,000.00	-7,570.54	31.2%
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	1,869.18	10,000.00	-8,130.82	18.7%
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	6,929.77	60,000.00	-53,070.23	11.5%
70300 · Social Security Employer	6,328.70	40,000.00	-33,671.30	15.8%
70400 · Medicare Employer	1,480.06	20,000.00	-18,519.94	7.4%
72300 · Insurance	22,346.76	55,000.00	-32,653.24	40.6%
72400 · Legal	2,963.00	7,000.00	-4,037.00	42.3%
72500 · Maintenance	33,244.23	110,800.00	-77,555.77	30.0%

**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	2,723.50	10,000.00	-7,276.50	27.2%
99999 · Transfers	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>352,295.49</u>	<u>1,236,250.00</u>	<u>-883,954.51</u>	<u>28.5%</u>
<b>Net Income</b>	<u><b>1,096,668.66</b></u>	<u><b>354,850.00</b></u>	<u><b>741,818.66</b></u>	<u><b>309.1%</b></u>

## Illinois Prairie District Public Library

10/10/22

## Check Register

Accrual Basis

October 2022

	<u>Oct 22</u>
309 Paving Services	2,375.00
Abigail Miller	12.50
Aflac	287.87
AmazonBusiness	2,895.09
Ameren Illinois	184.61
Amy Mientus	24.38
Auto-Owners Insurance	16,369.76
Baker & Taylor	294.34
Benson Water Department	107.00
Bestsellers Audio, LLC	502.11
Blue Cross Blue Shield of Illinois	5,243.71
Brenda Schertz	28.50
Caterpillar Trail Public Water District	34.70
Cengage Learning, Inc.	213.67
CLA Services Inc	525.00
ComEd	136.27
Commerce Bank - Commercial Cards	2,499.39
Dawn Smith	299.75
Dearborn National Life Insurance Company	119.25
Dewberry Architects, Inc.	2,700.00
Donna Adami	11.70
Donna Forbis	57.25
Doug Cupples	876.00
Farm & Home Publishers, Ltd.	165.00
Fritch Heating & Cooling, Inc.	1,593.79
GFL Environmental	170.40
Heartland Internet, Inc.	49.95
Heyl Royster	260.00
Homefield Energy	99.08
Jacobs Brothers Commercial Cleaning LLC	1,140.00
Kavanagh Scully	1,300.00
Kimberly Scurlock	30.00
Kiwanis Club of Metamora	125.00
Library Journals, LLC	159.99
Linda Moore	14.88
Lindsey Gilles	8.13
Mediacom	446.70
Metamora IGA	166.41
Midwest Tape	1,759.80
MTCO	345.79
Nel Babitzke	14.88
Nena Hardware Peoria	42.43
Nicor Gas	59.45
Orkin	552.42
Purity Plus Water Systems	101.90
Rebecca Deitrick	90.00
Rita Adams	435.00
RK Dixon	3,024.68
Roanoke Water-Sewer Department	43.89
Samantha Huber	292.88
Showcases	295.92
Staples	322.61
Terry's Window Cleaning, Inc.	121.00
Total Package Landscape Works, LLC	750.00
Village of Germantown Hills	43.78
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	528.59
Zobrist Scheirer Insurance Agency, Inc.	5,222.00
<b>TOTAL</b>	<b><u>55,804.91</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 09-01-2022	\$ 131,277.78	\$ 140,149.99	\$ 6.96	\$ 781,075.78	\$ 292,628.16	\$ 66.90	\$ 191,477.68	\$ 814,191.62	\$ 1,719,707.56	\$ 7,390.66	\$ 1,606,876.59
Transfer Online	\$ 50,000.00			\$ (50,000.00)							
Accounts Payable	\$ (54,904.19)										
First Payroll	\$ (14,442.78)										
Payroll Taxes	\$ (4,853.38)										
Fines & Fees (Met)	\$ 129.17										
Fines & Fees	\$ 249.55										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (13,776.94)										
Payroll Taxes	\$ (4,572.34)										
IMRF	\$ (5,693.88)										
Interest - CEFCU (200)	\$ 25.48										
Interest - CEFCU (201)	\$ 76.45										
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (7,041.78)		\$ 7,041.78							
Transfer to/from Tort/Liab				\$ 1,150.00				\$ (1,150.00)			
Property Taxes	\$ 563,177.12										
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash	\$ (350.00)										
State Corp Replacement Tax											
Rebates/Refunds											
Interest	\$ 2.85	\$ 281.13		\$ 1,566.90	\$ 605.06	\$ 0.11	\$ 395.90	\$ 1,682.10	\$ 3,555.83		
Balance 9-30-2022	\$ 646,944.89	\$ 133,389.34	\$ 6.96	\$ 740,834.46	\$ 293,233.22	\$ 67.01	\$ 191,873.58	\$ 814,723.72	\$ 1,723,263.39	\$ 7,390.66	\$ 1,606,876.59

## **COLLECTION MANAGEMENT POLICY**

### **MISSION:**

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

### **AUDIENCE:**

The residents of the Illinois Prairie District Public Library represent individuals of all ages and represent a multiplicity of racial and ethnic backgrounds, economic and educational levels, as well as physical and mental abilities. The collections should therefore mirror and support this diversity.

### **PURPOSE:**

The purpose of the Illinois Prairie District Public Library's Collection Management Policy is as follows:

- To make available books, materials and technology that will meet the educational, informational, and recreational needs of its patrons, and is done within the limitations of the current budget and availability.
- To develop a children's collection that will stimulate imagination, mental growth, and will develop an appreciation for reading.
- To anticipate the diverse interest of those within the district and to select materials accordingly.

### **TYPES OF MATERIALS:**

- Books
- Books on CD
- Compact Discs
- DVD's
- E-Books and Audiobooks
- Large Print Books
- Patron Computers
- Periodicals
- Reference Books

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

## **SELECTION CRITERIA:**

The Illinois Prairie District Public Library subscribes to the selection principles contained in the following:

- Library Bill of Rights (adopted and amended by the American Library Association)
- Freedom to Read Statement
- Freedom to View

Materials are selected with attention to variety, value and interest to the library patrons. In order to obtain a balanced collection, materials may be considered based on the needs and the degree of interest expressed.

In accordance with the recommendations of *Serving Our Public 4.0: Standards for Illinois Public Libraries*, the Illinois Prairie District Public Library allocates not less than 8% of its operating budget for materials for patrons every year. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all humanity; others are selected to satisfy the informational, recreational, or educational interest of the community. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used. Books may be previewed when sent from publishers on approval and when shown by sales representatives. Patrons, as well, are always welcome to recommend materials.

In order to be considered and/or included in the library collection, whether purchased or donated, all materials are influenced by the following:

- Professional judgement
- Appeal to the interest and need of the community
- Current and historical significance
- Attention of critics and review
- Price and format
- Authenticity
- Relationship to existing collection
- Patron demand
- Timeliness
- Readability
- Award winners
- Spatial constraints

The Illinois Prairie District Public Library endeavors to build a collection representing varying points of view. The choice of reading materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians.

Videos and DVDs are rated by the Motion Picture Association of America and will circulate accordingly. All other library materials will not be labeled or otherwise identified to show approval or disapproval of their contents. (See copy of LABELS AND RATING SYSTEM)

## **GIFTS, MEMORIALS AND SPECIAL COLLECTIONS:**

The library welcomes gifts of books and other materials donated with the understanding that they will be added to the collection if needed.

- All donated materials become the property of the Illinois Prairie District Public Library.
- Donated materials are not accepted if they do not meet the library's standard or are in poor physical condition.
- Donated items that are deemed not suitable for the library's collection may be handled in the following ways.
- Sold at a library book sale
- Disposed of in some other manner

The library welcomes memorials, bequests, and other monetary gifts as long as their use is not restricted by conditions that would conflict with the standard practices and policies of the library. (The library has a gift policy statement)

## **WITHDRAWAL OF MATERIALS**

### **WITHDRAWAL OF MATERIALS**

Weeding is done on an ongoing basis. Materials are evaluated and deselected based largely on quality, relevance, age and demand. Every effort is made to allow materials that are deselected to be sold in our branch book sales or donated. Discarding materials is a last resort, reserved mainly for items of which attempts to sale or donate have failed or items in such poor quality that they cannot be otherwise used.

With consideration for the necessity of a balanced collection, the following guidelines will generally be observed for each section of the library:

- Nonfiction Items in poor condition. Information that is outdated will be weeded.
- 000 – Generalities Annually evaluated for weeding due to rapidly changing technologies. Items that have not circulated in three years.
- 100 – Philosophy and Psychology Items that have not circulated in three years.
- 200 – Religion Information is less time sensitive; items that have not circulated in five years.
- 300 – Social Sciences Items that have not circulated in three years.
- 400 – Language Information is less time sensitive; items that have not circulated in five years.
- 500 – Science Items that have not circulated in three years. 600 – Applied Science and Technology Items that have not circulated in three years.
- 700 – Arts Information is less time sensitive; items that have not circulated in five years.
- 800 – Literature Information is less time sensitive; items that have not circulated in five years.
- 900 – History In general, information is less time sensitive; items that have not circulated in five years. Travel guides may be weeded more frequently based on demand and currency of information.
- Fiction Items in poor condition; items that haven't circulated in three years or are more than ten years old with waning circulation.
- Large Print Evaluated for weeding every three years.
- Paperbacks Evaluated for lack of quality on an ongoing basis, items not circulating for three years will be deselected. Highly circulating copies may be reordered as quality wanes and budget allows.

- Audiovisual Materials Weeded as needed on basis of condition. Items not circulated in three years will be candidates for deselection.
- Periodicals Weeded annually. Current year and one previous year will be retained.
- Newspapers We will attempt to keep an archive of local newspapers as space allows. We have microfilm of certain local newspapers. Other local papers are available on our website in various databases.

[Compiled with information from *The Weeding Handbook* by Rebecca Vnuk; ALA Editions, 2015.]

I. REVIEW/

### **RECONSIDERATION OF LIBRARY MATERIALS:**

The library's philosophy is that censorship is an individual matter. While anyone is free to reject any material which they do not approve of, one cannot use this personal right to restrict the rights of others.

Requests for review of any material in the collection may be made by completing a **Request for Evaluation of Library Materials** – and submit to the Library Director.

- The request must be filled in completely.
- The complainant must be fully identified, a resident of the Illinois Prairie District Public Library, and be a registered borrower in good standing.
- The Library Director will present the complaint to the Board of Trustees. The complainant will be notified in writing of the decision reached.

The Collection Management Policy will be reviewed by the Board of Trustees on a Biennial Basis.

Revised 4/11/2013

Revised 3/6/2018

Reviewed 3/8/2022

Revised 10/11/2022



# The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and

librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers for Free Expression](#)  
[The Association of American University Presses](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)  
The Thomas Jefferson Center for the Protection of Free Expression

# Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

# Rating Systems: An Interpretation of the Library Bill of Rights

Libraries, no matter their size, contain an enormous wealth of viewpoints and are responsible for making those viewpoints available to all. However, libraries do not advocate or endorse the content found in their collections or in resources made accessible through the library. Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles.

Creators of rating systems assume that individuals or groups exist who can determine what is appropriate or inappropriate for others. They also assume that individuals want or need direction in making decisions about the materials or resources they use. While the creation and publication of such systems is protected by the First Amendment's right to free speech, the American Library Association also affirms the rights of individuals to form their own opinions about the information that they consume.

Libraries' explicit or implicit adoption, enforcement, or endorsement of any of these rating systems violates the *Library Bill of Rights* and may be unconstitutional if used to prevent an individual's access to materials or resources. If enforcement of rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Libraries often acquire resources, such as DVDs and video games, that include ratings as part of their publication materials. Library workers should not endorse the inclusion of such rating systems; however, removing or destroying the rating placed on the original item by the publisher, distributor, or copyright holder could constitute expurgation.<sup>1</sup>

Because cataloging standards provide an opportunity for libraries to include ratings in their bibliographic records, many libraries have chosen to do so—some by acceptance of standard records containing such ratings and others by a desire to provide the maximum descriptive information available on a resource. Libraries are not required by cataloging best practices to provide this information. If they choose to do so, for whatever reason, they should cite the source of the rating and indicate that the library does not endorse external rating systems.

The inclusion of ratings in bibliographic records within library catalogs or discovery systems may be interpreted as an endorsement by the library. Therefore, without attribution, inclusion of such ratings is a violation of the *Library Bill of Rights*.

If libraries include information about rating systems on items or records, this information should not be used to restrict access to those materials based on the age of library users. Such a restriction may violate minors' First Amendment rights.<sup>2</sup>

That libraries do not endorse or advocate for the use of rating systems does not preclude them from answering questions about such systems. It is appropriate to provide access to sources

containing information on rating systems in order to meet the specific information-seeking needs of individual users. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

<sup>1</sup> [“Expurgation of Library Resources: An Interpretation of the \*Library Bill of Rights\*,”](#) adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008; and July 1, 2014.

<sup>2</sup>*Engahl v. City of Kenosha*, 317 F. Supp. 1133 (E.D. Wis. 1970); *Motion Picture Association of America v. Specter*, 315 F. Supp. 824 (E.D. Pa. 1970); *Swope v. Lubbers*, 560 F.Supp. 1328 (W.D. Mich. 1983); and *Rosen v. Budco*, 10 Phila. 112 (1983).



**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	78	998	1284	307	151	110	0	516	3444
October									0
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
<b>Total</b>	<b>244</b>	<b>3268</b>	<b>3946</b>	<b>998</b>	<b>446</b>	<b>381</b>	<b>20</b>	<b>1899</b>	<b>11202</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	90	1530	2296	635	135	117	0	4803
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
<b>Total</b>	<b>331</b>	<b>5585</b>	<b>7391</b>	<b>1958</b>	<b>435</b>	<b>472</b>	<b>20</b>	<b>16192</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	3	30	100	33	7	4
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>Total</b>	<b>8</b>	<b>221</b>	<b>325</b>	<b>105</b>	<b>18</b>	<b>16</b>

PATRON INTERNET USE

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	11	215	79	5	15	20
August	14	232	57	9	19	7
September	9	215	59	13	14	6
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	34	662	195	27	48	33

## Monthly Programming

September 2022

### Special Programs

**Tiny Art Contest:** August/September, all branches. Adult patrons were invited in August to participate in a Tiny Art Contest. 15 adults registered and picked up art supplies in August. Of those, 13 returned works for submission into the contest. Two winners were chosen in September, a Judge's Choice winner and a People's Choice winner. The judges panel consisted of amateur and professional artists, art instructors and educators, and IPDPL staff members, all with ties to central Illinois. Links to vote for the People's Choice winner were posted on the IPDPL website, in the weekly Wowbrary newsletter, and on the IPDPL Facebook page. The public was allowed to vote once per person per day during the three-week voting window. 260 votes were cast during that time by 80 unique individuals. The winners each received a \$50 Michaels Stores gift card.

**“Create with Cricut” classes:** 4 sessions, Thursdays in September, Germantown Hills. The Cricut classes were designed to help educate our patrons on how to use the library's Cricut Maker. Sessions covered using Cricut's Design Space operating software, making greeting cards, making adhesive stickers and decals, and creating with iron-on materials. The classes were quite popular, and several patrons have inquired about when we might host these again (the current plan is January). Attendance for these programs:

- 9/8 – Intro to Design Space – Total attendance – 10: 2 Children, 2 Teens, 6 Adults
- 9/15 – Cardmaking – Total attendance – 12: 3 Children, 3 Teens, 6 Adults
- 9/22 – Adhesive Vinyl – Total attendance – 11: 3 Children, 3 Teens, 5 Adults
- 9/29 – Iron-On – Total attendance – 11: 2 Children, 3 Teens, 6 Adults

**Back-to-School Crafternoon:** September 14, Metamora. This was a self-directed crafting workshop for the 7 – 18 age group. Several different crafts were available; attendees could do any or all of them, including a washi tape pencil, locker magnets, and locker organizers. 4 children and 2 adults attended the program.

**An Evening with Marlee Matlin:** September 14, Live on Zoom. This Illinois Libraries Present event featured Oscar-winner Marlee Matlin discussing the challenges she has overcome as a deaf actress and advocate, some of her favorite roles, and the steps she has taken to advocate for the deaf community during her career. IPDPL had 7 people registered for this event. 2 attended live, and a link to the recording was sent to all those registered for asynchronous viewing.

**Washburn Festival Booth:** September 16, downtown Washburn. Dawn and Donna F. set up an information table during the Washburn Festival. They handed out water bottles, magnetic refrigerator clips, and chip clips. They also handed out bookmarks featuring recipes from the *A to Z Food America* and *A to Z World Food* databases (27), and business cards with a QR code for installing the Libby app (18). There were 2 correct guesses for the shredded book in the jar (*Little House on the Prairie*) and a \$25 gift card for Dollar General was given to the winner.

**Washburn Festival Story Time:** September 17, Washburn. Susie Hodel, author of *Why I Love the Library* (the book given away during the summer reading program), did a reading and signed copies of her book. There were 7 people in attendance – 3 teens and 4 adults.

**Farewell Open House:** September 30, Metamora. A retirement Open House was held in honor of Peggy Bockler on her last day at work. Punch and cookies were served during the event. A total of 37 people attended the event. A group breakdown is not available.

## **Beanstack**

Our *1,000 Books Before Kindergarten* challenge added 1 new registration in September. We had 2 active readers in September, logging 553 books for 14 badges. We had no challenge completions in September.

*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 September, we had 3 new registrations and 2 challenge completions. 28 readers made at least 1 log entry in September, earning a total of 55 badges. Readers logged 35,947 minutes (599.12 hours) of reading in September.

*2022 Fall Into Reading* was the monthly Beanstack challenge for September. Readers had a 10-hour reading goal for completion. There were 29 readers who registered for this challenge, 26 of whom made at least 1 log entry during the month. Readers logged 28,410 minutes (473.50 hours), earning 201 badges. 12 readers completed the challenge, and 3 winners were randomly selected to receive an IPDPL coffee mug.

The seasonal *Hispanic Heritage Month* challenge began on September 15<sup>th</sup> and runs through October 15<sup>th</sup>. As of September 30<sup>th</sup>, there were 18 active readers out of 24 registered for this challenge. Readers logged 10,837 minutes (180.62 hours) and completed 26 activities to earn 133 badges. 2 readers completed the challenge before the end of September. A full report for this challenge will be included in the October programming report.

## **Children's Programming**

**Baby Bookworms:** Baby Bookworms meets twice a week, once at Germantown Hills and once at Metamora. In September, there were 4 sessions in Germantown Hills and 3 sessions in Metamora. Participant totals for September: GH = 30 (15 children, 15 adults), M = 16 (8 children, 8 adults).

**Story Time:** Story Time meets 6 times per week, once at each branch. Totals for September: B = 12 (8 children, 4 adults); GH = 49 (28 children, 21 adults); M = 25 (13 children, 12 adults); R = 11 (7 children, 4 adults); SB = 15 (10 children, 5 adults); W = 0 (0 children, 0 adults). A concerted effort is being made to partner with area daycare locations to increase attendance at Washburn Story Time sessions.

**Pajama Story Time:** Pajama Story Time met once each in Germantown Hills, Metamora, and Roanoke during August. A total of 11 people attended across the three sessions, 6 children and 5 adults.

**Class Visits:** There were four class visits in September, two to Little Oaks Daycare and two to Metamora Community Preschool:

- 9/7 – Little Oaks – Toddlers (2 – 6) – Total attendance: 38 – 33 Children, 5 Adults
- 9/23 – Little Oaks – Children (7 – 12) – Total attendance 10 – 8 Children, 2 Adults
- 9/26 – Metamora Community – Toddlers (2 – 6) – Total attendance: 17 – 15 Children, 2 Adults
- 9/27 – Metamora Community – Toddlers (2 – 6) – Total attendance: 17 – 15 Children, 2 Adults

### **Library Spaces Usage**

**Germantown Hills:** The Meeting Room was reserved 3 times for private functions. Study Room A was reserved 22 times, and Study Room B was reserved 9 times. The Cricut Maker Station was reserved 7 times. The children’s computers in Germantown Hills were used 17 times in September.

**Roanoke:** The Meeting Room was reserved 7 times for private functions. The Study Room was not used in September.

**State Senate District 37 Traveling Office Hours:** September 22, Germantown Hills and Spring Bay. A staff member from Senator Win Stoller’s office was present in Germantown Hills and Spring Bay to host walk-in constituent meetings. This is the second time Sen. Stoller’s office has hosted these meetings. The previous instances were in July at Metamora and Washburn.

### **Recurring Programs**

**Benson Jigsaw Puzzle:** 37 people worked on the puzzle in Benson.

**Benson LEGO Free Play area:** 54 people played with LEGO in Benson.

**Book Buzz Book Club:** September 13, Germantown Hills. The book for September was *The Lost Apothecary* by Sarah Penner. Amy M. brought Rosemary Biscuits (recipe found in the back of the book) to share with the group. 8 people attended.

**Book Match:** We had 1 Book Match request in September.

**Dial–A–Story:** A trouble ticket was submitted in September to VoiceSpring because of call reporting issues. The issues have been resolved, but there were only 3 documented calls to the Dial-a-Story line in September. Additional calls were made, but the calls were not logged, so the count for the month is inaccurate.

**Email Newsletter:** 15,880 Wowbrary email newsletters were sent to 3,951 active users in August.

**Knit & Stitch Group:** This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 28 knitters attend in August. Weekly breakdown: 9/7 = 12; 9/14 = 7; 9/21 – Did not meet; 9/28 = 9.

**Patron Tech Support:** Staff provided patron tech support 32 times in September.

**Story Cube:** The Story Cube was at the Germantown Hills branch in August. 29 stories were printed in August.

**Spring Bay Bookies:** September 1, Spring Bay. Spring Bay Bookies read *Project Hail Mary* by Andy Weir. There were 10 people in attendance.

**YouTube Videos:** We had 789 total views on our YouTube channel from 580 unique viewers and 48 returning viewers in September, for a total of 17.0 hours watched. We added one new channel subscriber. Video views for the month are as follows:

*\*Indicates New in September*

Story Time with Miss Michelle – “Pete the Cat and His Four Groovy Buttons” – 307 views

Miss Rita Reads “Mrs. Mole, I’m Home!” – 112 views

*Miss Sam’s Stories – “Dear Librarian” – 43 views*

Story Time with Miss Michelle – “Where’s My Teddy?” – 39 views

Miss Rita Reads “How Much is That Doggie in the Window?” – 35 views

Miss Rita Reads “Dog’s Colorful Day” – 24 views

Miss Rita Reads “Martha Doesn’t Say Sorry!” – 23 views

*Miss Sam’s Stories – “Lost in the Library” – 22 views*

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

Story Time with Miss Michelle – “The Wiggly, Wiggly Baby” – 12 views

Miss Rita Reads “The Princess and Petri Dish” – 11 views

Story Time with Miss Michelle – “Mrs. Toggle’s Zipper” – 10 views

*Miss Sam’s Stories – “The Library” – 9 views*

Story Time with Miss Michelle – “Why Do You Cry?” – 7 views

Story Time with Miss Michelle – “Little Rabbit and the Meanest Mother on Earth” – 6 views

Miss Rita Reads “A Dog Named Doug” – 5 views

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

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

Story Time with Miss Michelle – “Superworm” – 5 views

Story Time with Miss Michelle – “Together We Can!” – 5 views

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

Miss Rita Reads “Gotta Go, Buffalo” – 5 views

Miss Rita Reads “Pete the Cat and the Missing Cupcakes” – 5 views

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

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

Miss Rita Reads “Turkey Goes to School” – 4 views

IPDPL Sidewalk Obstacle Course – 4 views

Miss Rita Reads “Monsters Love Colors” – 3 views

*Miss Sam’s Stories – “Where is Our Library?” – 3 views*

Miss Rita Reads “The Crayons’ Book of Colors” – 3 views

Story Time with Miss Michelle – “Mary Had a Little Lab” – 3 views

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

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 3 views

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

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

Miss Rita Reads “Big Pumpkin” – 3 views

Virtual Visit with Adib Khorram – 2 views

Miss Rita Reads “Ada Twist, Scientist” – 2 views

Miss Rita Reads “Jingle Bells” – 2 views

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

Miss Rita Reads “There Was an Old Pirate Who Swallowed a Fish” – 2 views

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

Story Time with Miss Michelle – “Alexander and the Terrible, Horrible, No Good, Very Bad Day” – 2 views

Miss Rita Reads “Bear Snores On” – 2 views

Miss Rita Reads “The Busy Little Squirrel” – 2 views

Miss Rita Reads “What Am I?” – 1 view

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

Story Time with Miss Michelle – “After the Fall” – 1 view

Welcome to the Library – 1 view

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

Miss Rita Reads “Papasaurus” – 1 view

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

Miss Rita Reads “The Missing Mitten Mystery” – 1 view

IPDPL – Roanoke Renovation Video – 1 view

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

Miss Rita Reads "Have You Seen My Dinosaur?" – 1 view

Miss Rita Reads “Everybunny Count!” – 1 view

Miss Rita Reads “The Secret Birthday Message” – 1 view

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

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

Story Time with Miss Michelle – “Squirrel’s New Year’s Resolution” – 1 view

Miss Rita Reads “Snuggle Down Deep” – 1 view

Miss Rita Reads "Wow! Said the Owl" – 1 view

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

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

Story Time with Miss Michelle – “Room on the Broom” – 1 view

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

Miss Rita Reads "Charlotte the Scientist is Squished" – 1 view

Story Time with Miss Michelle – “The Snowy Day” – 1 view



## Monthly Marketing Report

### September 2022

**Ad Spend:** We did not purchase any external advertising in September.

**Coverage:** A weekly overview of upcoming events was posted in the Woodford County Journal on four separate occasions in September.

**Press Releases:** One press release was sent in September, announcing the retirement of Peggy Bockler. The release was picked up by several area newspapers, including the Woodford County Journal, the Woodford Times, and the Woodford Star. A version of the story is slated to appear in the November issue of *Peoria Magazine*. A copy of the release is attached.

**Social Media:** For September, our Facebook page Reach (the number of people who saw any content from our page or about our page, including posts, stories, ads, social information from people who interact with our page and more) was 4,434. Our Facebook page was visited 710 times. 12 new people followed our Facebook page, raising our total to 1,669 followers. 50.1% of followers are from Germantown Hills (21.5%), Metamora (19.8%), and Peoria (8.8%). 17.7% of followers come, in order, from Roanoke, Washington, Washburn, East Peoria, Spring Bay, Eureka, and Bloomington combined.

YouTube analytics are included in the Monthly Programming Report.

**Website:** In September, 929 visitors viewed our website 2,791 times. 513 visits were referred by a search engine. 24 visits were referred by Facebook posts. Visitors to our website used links on our site to get to our online catalog 178 times and our Calendar of Events site 161 times. Links to 16 of our online databases were used 167 times.

**For Immediate Release  
September 22, 2022**



## **IPDPL to Host a Farewell Open House**

*Longtime staff member, Peggy Bockler, will retire on September 30<sup>th</sup>.*

*Metamora, IL — September 22, 2022* — Illinois Prairie District Public Library will honor longtime staff member, Peggy Bockler, with a farewell open house on September 30, 2022, from 1:00 pm to 4:00 pm at the IPDPL-Metamora branch, located at 208 E. Partridge St. in Metamora. The public is invited to attend and help thank Mrs. Bockler for her service and devotion to the Woodford County library system.



Peggy began working for Illinois Prairie in March 2007. Her original title was “Shelver,” and her duties revolved around returning books to their proper location within the library. Over the ensuing fifteen years, she has risen to become the Circulation Manager for the Metamora branch, the headquarters of the Illinois Prairie library district. In that time, she has guided many area students from picture books to adult fiction, helped with countless research projects, and been a steady presence in Metamora. She is well-versed in the reading interests of the Metamora library patrons and always seems to know exactly which book a reader might like next.

Peggy grew up in Metamora and was a patron of the Metamora library long before she worked there. She and her husband, John, have been active in the Metamora community, raising two sons here, and championing the revitalization of the historic Metamora Square. She has been

a staunch advocate for the Mark Linder Walk for the Mind, helping raise money for brain tumor awareness and medical research. Her retirement plans include expanding her involvement in this vital Central Illinois organization.

### **Open House and Reception**

The public is invited to attend a Farewell Open House honoring Peggy Bockler's retirement from Illinois Prairie District Public Library. The open house will take place on Friday, September 30, 2022, from 1:00 pm to 4:00 pm at the IPDPL-Metamora branch, located at 208 E. Partridge St. in Metamora. Punch and cookies from the IGA Bakery will be served. Anyone who has been a patron of the Metamora branch during the past fifteen years is encouraged to attend to thank Peggy for her dedication and service to the Metamora community.

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### **For more information, press only:**

Donna Forbis  
Marketing and Events Coordinator  
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## Director's Remarks for October 11, 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 base for the Spring Bay Gazebo has been completed.*

### **ENGAGE**

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

INCREASE awareness through creative marketing and communication

REACH more community members through outreach activities and strategic partnerships

- *We have three patrons participating in our Homebound Delivery program.*
- *Sam visited Sower's for their back-to-school/parents night.*

### **ENRICH**

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

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

DESIGN experiential learning opportunities that also highlight library resources

- *Sam and Donna are creating a new virtual field trip of the Germantown Hills branch for the kindergarten Class.*

### **ADDITIONALLY**

- **Weeding continues at Metamora and Roanoke.**
- **The Germantown Hills branch lot has been coated.**
- **The Dewberry engineer team has completed the inspection of the Metamora branch.**

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

Benson – 236 (610)

Spring Bay – 184 (1,334)

Washburn – 230 (740)

Roanoke – 494 (1,613)

Metamora – 1,624 (5,389)

Germantown Hills – 2,381 (8,462)

**WiFi Usage**

August- 564 (1594)