

November 8, 2022

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, November 8, at 4:00 pm
Illinois Prairie District Public Library
Metamora Branch Library
208 E Partridge St
Metamora, IL 61548

1. Call to order and roll call
2. Minutes of the last regular meeting
3. Public comments
4. Treasurer's Report – approval of bills and requisitions
5. Discussion and Approval of Metamora Branch Project
6. Discussion and Approval of Annual Report Receipts and Disbursements
7. Discussion and Approval of Holiday List for 2023
8. Discussion and Approval of List for Annual Staff Gifts
9. Discussion and Approval of Change of Meeting Date to December 6, 2022
10. Director's Remarks
11. Comments to guide future agendas
12. Adjournment

The next regular meeting will be Tuesday, December 13, at 4pm at
the Metamora Branch Library, 208 E. Partridge St,
Metamora, IL 61548

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, present A. Hicks, J. Weddle, H. Booker, J. Zobrist, J. Armstrong, T. Ballard. Absent, M. Coker.
2. Minutes of the last regular meeting, motion to approve minutes by T. Ballard, second by J. Weddle. All in favor, motion passed
3. Public comments - None
4. Treasurer's Report – approval of bills and requisitions, motion to approve bills and requisitions by T. Ballard, second by J. Weddle.
5. Metamora Branch Project- Director reported on Dewberry Engineer visit. As of the date of the meeting a report has not been received.
6. Discussion of Secretary's Audit- IPLAR was reviewed, and signed by A. Hicks.
7. Discussion and Approval of Collection Management Policy- a motion to approve policy by J. Weddle, second by H. Booker. All in favor motion passed.
8. Discussion of Holiday List for 2023 – Suggestion was made to add Martin L King Day.
9. Director's Remarks
10. Comments to guide future agenda
11. Adjournment, Motion to adjourn at 4:40 by J. Armstrong and second by H. Booker. All in favor, meeting closed.

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

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

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	96,234.71
10800 · Petty Cash Checking Account	987.85
11400 · Savings Account	7,390.66
	104,613.22
Total Checking/Savings	104,613.22
Other Current Assets	
10100 · Cash on Hand	167.79
10400 · Per Capita Fund	67.26
10500 · Certificates	1,606,876.59
10600 · General Operating Fund	1,010,079.67
10700 · Special Reserve Fund	192,372.21
11000 · Working Cash Fund	1,830,875.08
11100 · Gift Fund	302,062.26
11200 · Building Maintenance Fund	167,238.35
11300 · Tort Liability Fund	870,010.49
11500 · Dedicated Gift Fund	6.96
	5,979,756.66
Total Other Current Assets	5,979,756.66
Total Current Assets	6,084,369.88
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	3,657,395.38
Total Fixed Assets	3,657,395.38
TOTAL ASSETS	9,741,765.26
LIABILITIES & EQUITY	
Equity	
28000 · Investment in Fixed Assets	3,153,263.83
29000 · Bldg/Maint Fund	270,310.57
29100 · Audit Fund	40,928.13
29300 · Social Security Fund	249,001.80
29400 · Tort/Liability Fund	658,133.65
29500 · Special Reserves Fund	127,865.49
29600 · Fund Balance	2,090,484.44
30000 · Opening Balance Equity	-425,484.71
40000 · Net Assets	425,484.71
50000 · Unrestricted Net Assets	2,075,383.02
Net Income	1,076,394.33
	9,741,765.26
Total Equity	9,741,765.26
TOTAL LIABILITIES & EQUITY	9,741,765.26

Illinois Prairie District Public Library
Profit & Loss
October 2022

	<u>Oct 22</u>
Income	
32000 · State Corporate Replacement Tax	8,049.27
34000 · Fines and Fees	336.34
38400 · Interest Income - Per Capita	0.25
38500 · Interest Income - General	2,385.49
38900 · Interest Income - Tort/Liab	2,208.03
39000 · Interest Income - Spec Reserve	498.63
39191 · Interest Income - Bldg/Maint	403.22
39200 · Interest Income - Working Cash	4,654.46
39300 · Interest Income - Gift	779.77
39400 · Interest Income - Certificates	101.93
39700 · Rent Income	600.00
	<hr/>
Total Income	20,017.39
Expense	
40100 · Salaries	33,738.86
40500 · Hospital Insurance	4,951.18
40600 · Staff Education	389.41
41000 · Books - Adult	1,472.10
41100 · Books - Children	1,354.41
41300 · Periodicals	1,288.39
41500 · Audio - Visual	664.80
41600 · Video / DVD Tapes	430.28
41700 · Electronic Materials	1,329.52
42100 · Office Supplies	803.23
42400 · Mileage and Expenses	1,319.85
44360 · Building - Metamora	2,700.00
44380 · Building - Spring Bay	750.00
44800 · Programming / PR	893.77
45000 · Rent	182.33
45100 · Gas and Electric	1,230.67
45200 · Water and Sewer	277.75
45300 · Telephone	528.59
45600 · Internet	842.44
47000 · Building Equipment/Furniture	245.73
47200 · Computer Equipment	195.98
60400 · IMRF Employer	1,803.86
70300 · Social Security Employer	2,079.37
70400 · Medicare Employer	486.30
72300 · Insurance	21,591.76
72400 · Legal	1,560.00
72500 · Maintenance	10,617.36
72600 · Professional Fees	728.00
	<hr/>
Total Expense	94,455.94
Net Income	<hr/> -74,438.55 <hr/>

Illinois Prairie District Public Library

11/07/22

Profit & Loss

Cash Basis

July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Income	
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	14,707.62
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	1,758.11
38000 · Donations	10,000.00
38400 · Interest Income - Per Capita	0.45
38500 · Interest Income - General	6,417.48
38900 · Interest Income - Tort/Liab	6,465.89
39000 · Interest Income - Spec Reserve	1,509.26
39191 · Interest Income - Bldg/Maint	1,122.54
39200 · Interest Income - Working Cash	13,657.71
39300 · Interest Income - Gift	2,231.65
39400 · Interest Income - Certificates	551.94
39500 · Miscellaneous Income	23.70
39700 · Rent Income	3,000.00
Total Income	1,479,128.30
Expense	
40100 · Salaries	153,598.15
40500 · Hospital Insurance	23,785.04
40600 · Staff Education	3,712.04
41000 · Books - Adult	9,838.04
41100 · Books - Children	8,792.50
41300 · Periodicals	1,292.79
41500 · Audio - Visual	2,697.42
41600 · Video / DVD Tapes	1,916.61
41700 · Electronic Materials	19,929.36
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	6,220.73
42400 · Mileage and Expenses	6,280.01
44360 · Building - Metamora	22,193.12
44380 · Building - Spring Bay	19,820.50
44800 · Programming / PR	11,193.31
45000 · Rent	911.65
45100 · Gas and Electric	8,609.05
45200 · Water and Sewer	1,067.75
45300 · Telephone	2,594.81
45600 · Internet	4,283.85
47000 · Building Equipment/Furniture	498.81
47200 · Computer Equipment	2,114.91
49000 · Per Capita	1,843.60
52200 · Audit	11,750.00
60400 · IMRF Employer	8,733.63
70300 · Social Security Employer	9,467.18
70400 · Medicare Employer	2,214.05
72300 · Insurance	22,346.76
72400 · Legal	2,963.00
72500 · Maintenance	41,344.07
72600 · Professional Fees	3,552.00
Total Expense	450,794.57
Net Income	<u>1,028,333.73</u>

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

11/07/22

Accrual Basis

October 2022

	Oct 22	Budget	\$ Over Budget	% of Budget
Income				
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	8,049.27	1,250.00	6,799.27	643.9%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	336.34	1,184.59	-848.25	28.4%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	0.25	7.09	-6.84	3.5%
38500 · Interest Income - General	2,385.49	250.00	2,135.49	954.2%
38900 · Interest Income - Tort/Liab	2,208.03	250.00	1,958.03	883.2%
39000 · Interest Income - Spec Reserve	498.63	41.67	456.96	1,196.6%
39191 · Interest Income - Bldg/Maint	403.22	41.67	361.55	967.7%
39200 · Interest Income - Working Cash	4,654.46	333.34	4,321.12	1,396.3%
39300 · Interest Income - Gift	779.77	83.34	696.43	935.6%
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%
Total Income	20,017.39	132,591.72	-112,574.33	15.1%
Expense				
40100 · Salaries	33,738.86	36,204.16	-2,465.30	93.2%
40500 · Hospital Insurance	4,951.18	8,666.66	-3,715.48	57.1%
40600 · Staff Education	389.41	1,250.00	-860.59	31.2%
41000 · Books - Adult	1,472.10	2,083.34	-611.24	70.7%
41100 · Books - Children	1,354.41	2,083.34	-728.93	65.0%
41300 · Periodicals	1,288.39	833.34	455.05	154.6%
41500 · Audio - Visual	664.80	750.00	-85.20	88.6%
41600 · Video / DVD Tapes	430.28	750.00	-319.72	57.4%
41700 · Electronic Materials	1,329.52	3,750.00	-2,420.48	35.5%
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	803.23	1,583.34	-780.11	50.7%
42400 · Mileage and Expenses	1,319.85	1,250.00	69.85	105.6%
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	2,700.00	0.00	2,700.00	100.0%
44380 · Building - Spring Bay	750.00	0.00	750.00	100.0%
44800 · Programming / PR	893.77	2,083.34	-1,189.57	42.9%
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	1,230.67	3,750.00	-2,519.33	32.8%
45200 · Water and Sewer	277.75	250.00	27.75	111.1%
45300 · Telephone	528.59	666.66	-138.07	79.3%
45600 · Internet	842.44	916.66	-74.22	91.9%
47000 · Building Equipment/Furniture	245.73	1,666.67	-1,420.94	14.7%
47100 · Contingencies	0.00	1,250.00	-1,250.00	0.0%
47200 · Computer Equipment	195.98	833.34	-637.36	23.5%
48000 · Interest Expense	0.00	0.00	0.00	0.0%
48900 · Miscellaneous Expenses	0.00	1,083.34	-1,083.34	0.0%
52200 · Audit	0.00	2,083.34	-2,083.34	0.0%
60400 · IMRF Employer	1,803.86	5,000.00	-3,196.14	36.1%
70300 · Social Security Employer	2,079.37	3,333.34	-1,253.97	62.4%
70400 · Medicare Employer	486.30	1,666.67	-1,180.37	29.2%
72300 · Insurance	21,591.76	4,583.34	17,008.42	471.1%
72400 · Legal	1,560.00	583.34	976.66	267.4%

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11/07/22

Accrual Basis

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

	<u>Oct 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	10,617.36	9,233.34	1,384.02	115.0%
72600 · Professional Fees	728.00	833.34	-105.34	87.4%
Total Expense	<u>94,455.94</u>	<u>103,020.92</u>	<u>-8,564.98</u>	<u>91.7%</u>
Net Income	<u>-74,438.55</u>	<u>29,570.80</u>	<u>-104,009.35</u>	<u>-251.7%</u>

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	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	14,707.62	15,000.00	-292.38	98.1%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	1,758.11	14,215.00	-12,456.89	12.4%
38000 · Donations	10,000.00	15,000.00	-5,000.00	66.7%
38400 · Interest Income - Per Capita	0.45	85.00	-84.55	0.5%
38500 · Interest Income - General	6,417.48	3,000.00	3,417.48	213.9%
38900 · Interest Income - Tort/Liab	6,465.89	3,000.00	3,465.89	215.5%
39000 · Interest Income - Spec Reserve	1,509.26	500.00	1,009.26	301.9%
39191 · Interest Income - Bldg/Maint	1,122.54	500.00	622.54	224.5%
39200 · Interest Income - Working Cash	13,657.71	4,000.00	9,657.71	341.4%
39300 · Interest Income - Gift	2,231.65	1,000.00	1,231.65	223.2%
39400 · Interest Income - Certificates	551.94	3,000.00	-2,448.06	18.4%
39500 · Miscellaneous Income	23.70	0.00	23.70	100.0%
39700 · Rent Income	3,000.00	0.00	3,000.00	100.0%
Total Income	1,479,128.30	1,591,100.00	-111,971.70	93.0%
Expense				
40100 · Salaries	153,598.15	434,450.00	-280,851.85	35.4%
40500 · Hospital Insurance	23,785.04	104,000.00	-80,214.96	22.9%
40600 · Staff Education	3,712.04	15,000.00	-11,287.96	24.7%
41000 · Books - Adult	9,838.04	25,000.00	-15,161.96	39.4%
41100 · Books - Children	8,792.50	25,000.00	-16,207.50	35.2%
41300 · Periodicals	1,292.79	10,000.00	-8,707.21	12.9%
41500 · Audio - Visual	2,697.42	9,000.00	-6,302.58	30.0%
41600 · Video / DVD Tapes	1,916.61	9,000.00	-7,083.39	21.3%
41700 · Electronic Materials	19,929.36	45,000.00	-25,070.64	44.3%
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	6,220.73	19,000.00	-12,779.27	32.7%
42400 · Mileage and Expenses	6,280.01	15,000.00	-8,719.99	41.9%
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	22,193.12	0.00	22,193.12	100.0%
44380 · Building - Spring Bay	19,820.50	0.00	19,820.50	100.0%
44800 · Programming / PR	11,193.31	25,000.00	-13,806.69	44.8%
45000 · Rent	911.65	2,000.00	-1,088.35	45.6%
45100 · Gas and Electric	8,609.05	45,000.00	-36,390.95	19.1%
45200 · Water and Sewer	1,067.75	3,000.00	-1,932.25	35.6%
45300 · Telephone	2,594.81	8,000.00	-5,405.19	32.4%
45600 · Internet	4,283.85	11,000.00	-6,716.15	38.9%
47000 · Building Equipment/Furniture	498.81	20,000.00	-19,501.19	2.5%
47100 · Contingencies	0.00	15,000.00	-15,000.00	0.0%
47200 · Computer Equipment	2,114.91	10,000.00	-7,885.09	21.1%
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	1,843.60	0.00	1,843.60	100.0%
52200 · Audit	11,750.00	25,000.00	-13,250.00	47.0%
60400 · IMRF Employer	8,733.63	60,000.00	-51,266.37	14.6%
70300 · Social Security Employer	9,467.18	40,000.00	-30,532.82	23.7%
70400 · Medicare Employer	2,214.05	20,000.00	-17,785.95	11.1%
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	41,344.07	110,800.00	-69,455.93	37.3%

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11/07/22

Accrual Basis

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

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	3,552.00	10,000.00	-6,448.00	35.5%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>450,794.57</u>	<u>1,236,250.00</u>	<u>-785,455.43</u>	<u>36.5%</u>
Net Income	<u>1,028,333.73</u>	<u>354,850.00</u>	<u>673,483.73</u>	<u>289.8%</u>

Illinois Prairie District Public Library

11/07/22

Check Register

Accrual Basis

November 2022

	<u>Nov 22</u>
Aflac	287.87
AmazonBusiness	2,898.91
Ameren Illinois	400.62
Amy Mientus	24.38
Baker & Taylor	1,741.47
Bestsellers Audio, LLC	407.79
Blue Cross Blue Shield of Illinois	5,243.71
Caterpillar Trail Public Water District	34.70
Cengage Learning, Inc.	245.91
CLA Services Inc	525.00
ComEd	80.99
Commerce Bank - Commercial Cards	488.80
Dawn Smith	356.06
Dearborn National Life Insurance Company	119.25
Dewberry Architects, Inc.	13,258.40
GFL Environmental	63.51
Heartland Internet, Inc.	49.95
Hoopla	1,513.03
Jacobs Brothers Commercial Cleaning LLC	1,425.00
John Bockler	798.33
Mediacom	446.70
Metamora IGA	7.48
Midwest Tape	312.59
MTCO	357.74
Nena Hardware Peoria	6.64
Nicor Gas	54.33
Orkin	415.42
Purity Plus Water Systems	101.90
Rebecca Deitrick	56.25
Rita Adams	399.94
RK Dixon	3,024.68
Roanoke Water-Sewer Department	43.89
Samantha Huber	316.75
Staples	98.66
Terry's Window Cleaning, Inc.	121.00
The Library Store, Inc.	431.27
The Metamora-Germantown Hills Rotary Club	247.00
TIAA Commercial Finance, Inc.	498.81
Total Package Landscape Works, LLC	2,150.00
Tumbleweed Press, Inc.	1,064.20
Village of Germantown Hills	43.78
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	491.57
TOTAL	<u><u>40,884.99</u></u>

Bank Accounts

	Commerce Checking	The Illinois Funds Bldg/Maint	The Illinois Funds Dedicated Gift	The Illinois Funds Gen Operating	The Illinois Funds Gift	The Illinois Funds Per Capita	The Illinois Funds Spec Reserve	The Illinois Funds Tort/Liab	The Illinois Funds Working Cash	CEFCU Savings	CD's
Balance 10-01-2022	\$ 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
Transfer Online	\$ 50,000.00			\$ (50,000.00)							
Accounts Payable	\$ (57,434.47)										
First Payroll	\$ (13,522.01)										
Payroll Taxes	\$ (4,499.17)										
Fines & Fees (Met)	\$ 59.69										
Fines & Fees	\$ 276.65										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (12,775.81)										
Payroll Taxes	\$ (4,147.34)										
IMRF	\$ (2,667.41)										
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		\$ (7,737.09)		\$ 7,737.09							
Transfer to/from Tort/Liab	\$ (53,331.74)			\$ 253.00				\$ 53,078.74			
Property Taxes											
Transfer to Bldg/Maint	\$ (41,182.88)	\$ 41,182.88									
Transfer to Gen Operating	\$ (308,872.79)			\$ 308,872.79							
Transfer to Gift											
Transfer to W/C	\$ (102,957.23)								\$ 102,957.23		
Transfer to Petty Cash	\$ (360.76)										
State Corp Replacement Tax					\$ 8,049.27						
Rebates/Refunds											
Interest	\$ 3.16	\$ 403.22		\$ 2,382.33	\$ 779.77	\$ 0.25	\$ 498.63	\$ 2,208.03	\$ 4,654.46		
Balance 10-31-2022	\$ 96,234.71	\$ 167,238.35	\$ 6.96	\$ 1,010,079.67	\$ 302,062.26	\$ 67.26	\$ 192,372.21	\$ 870,010.49	\$ 1,830,875.08	\$ 7,390.66	\$ 1,606,876.59

Illinois Prairie District Public Library
208 E Partridge St
Metamora IL 61548
Annual Report of Receipts and Disbursements
Fiscal Year Beginning July 1, 2021, and Ending June 30, 2022

Annual Report of Receipts and Disbursements
Fiscal Year Beginning July 1, 2021, and ending June 30, 2022

Receipts: July 1, 2021, through June 30, 2021

Property Taxes \$1,396,185

Replacement Taxes \$33,655

Grants \$31,925

Contributions \$2,930

Fines & Fees \$3,937

Rental Income \$7,800

Interest Income \$7,694

Miscellaneous \$4,723

Disbursements: July 1, 2021, through June 30, 2022

Salary Range \$360,136

Under 24,999: D. Adami, R. Adams, N. Babitzke, A. Baer, P. Bockler, J. Curry, R. Deitrick, D. Fritz, S. Huber, M. Jacobs, A. Kamm, P. Kingham, J. Kolb, J. Laming, M. Lankston, M. Lindee, K. Mcguire, A. Mientus, A. Miller, L. Moore, V. Paluska, N. Sanders, D. Scheirer, B. Schertz, S. Steffen, J. Wear.

25,000 to 49,999: D. Forbis, H. Roberts, K. Scurlock, J. Shoemaker

50,000 to 74,999: D. Smith

Expenses: July 1, 2021, through June 20, 2022

Benefits \$58,753.95

Maintenance \$82,930.30

Library Materials \$89,449.32

Utilities \$48,223.24

Mileage & Expense \$13,255.58

Supplies \$12,537.30

Building Rentals \$2,083.80

OCLC Catalog Costs \$7,876.97

RSA \$26,507

Retirement \$50,796.34

Insurance \$21,603.92

Professional Fees \$23,234.01

Programming/PR \$12,154.45

Miscellaneous \$1,448.25

Capital Outlay \$18,417.98

Disbursements to Vendors (\$2,500.00 minimum)

Amanda Standerfer \$8,328.20

Amazon Business \$13,766.97

Ameren Illinois \$14,749.78

Auto-Owners Insurance \$15,772.92

Baker & Taylor \$21,066.50
Bestsellers Audio, LLC \$5,071.23
Blue Cross Blue Shield of Illinois \$55,086.98
Cengage Learning \$2,528.05
CLA Services Inc \$6,396.00
Commerce Bank \$16,232.63
Dawn Smith \$2,519.51
Dewberry Architects, Inc. \$8,730.00
Doug Cupples \$8,844.06
Ebsco \$5,038.36
Fritch Heating & Cooling, Inc. \$4,307.59
Gordon, Stockman, & Waugh, P.C. \$11,500
Gumdrop Books \$2,562.01
Homefield Energy \$13,301.03
Hoopla \$12,528.91
IHLS-OCLC \$7,876.97
IMRF \$36,168.29
Jacobs Brother Commercial Cleaning LLC \$13,500
John Bockler \$3,037.98
Kavanaugh Scully \$5,214.06
Mediacom \$4,925.40
MTCO \$4,429.21
NewsBank \$4,998.50
Niche Academy \$3,200
Nicor Gas \$2,537.45
Orkin \$3,142.32
RAILS \$2,621
Rainbow Book Company \$3,377.14
Rita Adams \$4,287.06
RK Dixon \$45,055.10
Short Edition \$3,240
TIAA Commercial Finances, Inc. \$6,225.72
Tim Yoder \$6,800
VoiceSpring \$6,399.82
Zobrist Scheirer Insurance Agency, Inc. \$5,076

Prepared by: _____,
Director, Illinois Prairie District Public Library

Certified by: _____,
Treasurer, Illinois Prairie District Public Library

IPDPL 2023 Holidays & Closures

January 16 – Monday – Martin Luther King, Jr. Day

February 20 – Monday – Presidents Day

May 29 – Monday – Memorial Day

July 4 – Tuesday – Independence Day

September 4 – Monday – Labor Day

November 10 – Friday – Veterans Day (Observed)

November 11 – Saturday – Veterans Day

November 22 – Wednesday (All branches close at 5 pm)

November 23 – Thursday – Thanksgiving Day

November 24 – Friday – Day after Thanksgiving Day

December 25 & December 26 – Monday & Tuesday Christmas Eve & Day (observed)

January 1, 2024 – Monday- New Year's Day

Christmas List for Employee Gift Cards 2022

Dawn Smith 200.00 \$ 1

Amy Mientus 100.00 \$ 4

Kim Scurlock 100.00 \$

Sam Huber 100.00 \$

Donna Forbis 100.00 \$

Rita Adams 75.00 \$ 7

Donna S Adami 75.00 \$

Nel Babitzke 75.00 \$

Jane E. Kolb 75.00 \$

Sandra Steffen 75.00 \$

David Fritz 75.00 \$

America Baer 75.00 \$

Abigail Miller 50.00 \$ 15

Becca Deitrick 50.00 \$

Brenda Schertz 50.00 \$

Danita Scheirer 50.00 \$

JoEllyn Curry 50.00 \$

Linda M. Moore 50.00 \$

Mary Kamp 50.00 \$

Pam Kingham 50.00 \$

Rayce Abbott 50.00 \$

Vickie Paluska 50.00 \$

Jessica Wear 50.00 \$

Lindsey Giles 50.00 \$

Alex Kamm 50.00 \$

Madelyn Lankston 50.00 \$

Handling Fee 89.70

\$1,964.70

MEETING CHANGE NOTICE
ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
208 E PARTRIDGE ST
METAMORA IL 61548

The regular monthly meeting of the Board of Trustees of the Illinois Prairie District Public Library will be moved from Tuesday, December 13, 2022, at 4:00 pm to Tuesday, December 6, 2022, at 4:00 pm. The meeting will be held at the Metamora branch library, 208 E Partridge St, Metamora, IL 61548.

Annie Hicks
President

Director's Remarks for November 8, 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 landscaping at the rear entrance of Metamora has been improved.*

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 participated in the Metamora Grade School vendor fair.*
- *We participated in the Germantown Hills Grade School vendor fair.*
- *We coordinated with the Metamora Park District for the movie in the park event.*

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

- *Donna has created a Cricut class and patrons are using the Cricut because of it.*
- *We are working on a genealogy workshop to increase usage of those databases.*
- *Donna and Sam attended the Performers Showcase at Peoria Public Library to learn about programs for the 2023 Summer Reading Program.*
- *Sam's Mad Scientist Escape Rooms were a success.*

ADDITIONALLY

- **All staff have new name badges**
- **Staff are meeting for a Christmas breakfast/Staff meeting at Kouri's on November 23rd.**
- **I am working on a new energy contract because our current one has expired.**
- **We have a new printer/copier contract with RKDixon.**
- **I am putting in another order of fleece jackets if anyone is interested in one.**

October 22(FY 22-23) Door Counts

Benson – 183 (793)

Spring Bay – 452 (1,786)

Washburn – 234 (974)

Roanoke – 488 (2,101)

Metamora – 1,616 (7,005)

Germantown Hills – 2,391 (10,853)

WiFi Usage

October- 596 (2,190)

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	64	964	1280	366	121	116	0	539	3450
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
Total	308	4232	5226	1364	567	497	20	2438	14652

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	58	1668	2392	565	91	167	0	4941
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	389	7253	9783	2523	526	639	20	21133

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	0	39	83	40	6	17
November						
December						
January						
February						
March						
April						
May						
June						
Total	8	260	408	145	24	33

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	9	180	65	13	16	4
November						
December						
January						
February						
March						
April						
May						
June						
Total	43	842	260	40	64	37

Monthly Programming

October 2022

Special Programs

Break-In Bags: October 10 – 22, All IPDPL branches. Break-in Bags were introduced in October.

This passive program is similar to an escape room, but individual participants are invited to solve puzzles to get the combination for a lock on a pencil pouch. Once open, the contents of the pencil pouch are the reward. There was a total of 40 Break-In Bags attempted across all branches. Statistics on whether the participant was successful were not collected. Participation by branch – B = 5, GH = 19, M = 5, R = 5, SB = 1, W = 5.

ILP Jesmyn Ward: October 12, Live on Zoom. This Illinois Libraries Present event was canceled by ILP after Ms. Ward had a sudden change in availability. This event will be rescheduled, most likely in the spring.

Metamora Grade School PTO Show: October 15, Metamora Grade School. IPDPL set up an information booth at the school to distribute information about the library, our branches, and the new Homebound Service program. There were 121 visitors to the IPDPL table. 19 people entered guesses in the shredded book contest. 14 entries correctly guessed *Harry Potter and the Chamber of Secrets*.

Jigsaw Puzzle Competition: October 22, Germantown Hills. This event was canceled due to a lack of entries. We will try rescheduling this event for early next year.

Spooky Story Time: October 22, Black Partridge Park. IPDPL partnered with the Metamora Park District to present this Halloween event. 120 people attended the entire event. 21 children and 9 adults participated in the Spooky Story Time book readings, and 42 Paper Plate Monster Take & Make kits were distributed.

Mad Scientist Escape Room: October 24, Roanoke. This was the first of two escape room events held the week before Halloween. One group of 5 (1 child, 2 teens, 2 adults) attended one of the three available time slots. They successfully escaped.

Mad Scientist Escape Room: October 27, Germantown Hills. There were three available time slots for this escape room event. All three were reserved, but one party canceled at the last minute. The first group of 4 (1 child, 2 teens, 1 adult) was not able to successfully escape. The second group of 4 (1 child, 1 teen, 2 adults) was able to escape. Based on the success and popularity of these events, additional escape rooms are in development.

Trick or Treat at the Library: October 29 & 31, All IPDPL branches. IPDPL offered Trick or Treating on Saturday before Halloween on Monday, and again on Monday night. Trick-or-Treaters were given candy, a bookmark, a pencil, and a coupon from First Ascent for discounted Day Passes or discounted Family Passes. Paper Plate Monster Take & Make kits (left over from Spooky Story Time) were also distributed. There were 97 Trick-or-Treaters across the six branches. Individual counts for Saturday and Monday and demographic breakdowns are not available.

Beanstack

Our *1,000 Books Before Kindergarten* challenge added 2 new registrations in October. We had 18 active readers in October, logging 446 books for 13 badges. We had no challenge completions in October.

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 October, we had 2 new registrations and 1 challenge completion. 29 readers made at least 1 log entry in October, earning a total of 25 badges. Readers logged 31,316 minutes (521.93 hours) of reading in October.

The seasonal *Hispanic Heritage Month* challenge began on September 15th and ran through October 15th. At the end of the challenge, there were 18 active readers, including 1 new registered reader between October 1st and October 15th. Readers logged 11,360 minutes (189.33 hours) and completed 20 activities to earn 54 badges. 2 readers completed the challenge in October. For the challenge overall (September and October combined), there were 20 active readers out of the 32 readers that registered. Readers completed 57 activities and read 24,744 minutes (412.40 hours) to earn 246 badges. 5 readers completed the challenge.

The November monthly challenge, *2022 Family Stories*, began registering on October 24, 2022. To complete this challenge, readers need to log 5 hours of reading and complete 7 activities (5 activity badges). Activities associated with this challenge encourage readers to reflect on favorite family stories that have been handed down and to encourage discussion of family stories with loved ones.

Children's Programming

Baby Bookworms: Baby Bookworms meet twice a week, once at Germantown Hills and once at Metamora. In October, there were 4 sessions each in Germantown Hills and Metamora. Participant totals for October: GH = 18 (9 children, 9 adults), M = 24 (12 children, 12 adults).

Story Time: Story Time meets 6 times per week, once at each branch. Totals for October: B = 11 (8 children, 3 adults); GH = 49 (27 children, 1 teen, 21 adults); M = 16 (8 children, 8 adults); R = 12 (8 children, 4 adults); SB = 12 (7 children, 5 adults); W = 15 (11 children, 4 adults).

Pajama Story Time: Pajama Story Time met once each in Germantown Hills and Metamora, and twice in Roanoke during October. A total of 11 people attended across the three sessions, 7 children and 4 adults.

Class Visits: There were two class visits in October to Little Oaks Daycare:

- 10/5 – Little Oaks – Toddlers (2 – 6) – Total attendance: 32 – 28 Children, 4 Adults
- 10/10 – Little Oaks – Children (7 – 12) – Total attendance 6 – 5 Children, 1 Adult

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 5 times for private functions. Study Room A was reserved 34 times, and Study Room B was reserved 17 times. The Cricut Maker Station was reserved 19 times. The children's computers in Germantown Hills were used 32 times in October.

Roanoke: The Meeting Room was reserved 8 times for private functions. The Study Room was not used in October.

Recurring Programs

New activity-tracking sheets have been made available to branch staff, to track patron engagement with non-traditional programming, resource assistance, and passive programming. Moving forward, those counts will be included here.

Benson LEGO Free Play area: 22 people played with LEGO in Benson.

Book Buzz Book Club: October 11, Germantown Hills. The book for October was *How the Word is Passed: A Reckoning with the History of Slavery Across America* by Clint Smith. 7 people attended.

Book Match: We had 0 Book Match requests in October.

Children's Play Spaces: Tracking engagement with toy kitchens and train tables. G = 110, M = 90, R = 38.

Coloring Pages: Two branches (Benson and Roanoke) distributed coloring pages in October. A total of 27 pages were distributed between the two branches.

Dial-A-Story: There were 9 calls logged to the Dial-A-Story line in October. VoiceSpring has assured us that all issues with call tracking have been resolved.

Email Newsletter: In October, 15,812 Wowbrary email newsletters were sent to 3,935 active users.

General Reference Questions: 175 reference questions were answered in October.

Jigsaw Puzzles: Based on the popularity of the jigsaw puzzle in Benson, puzzles have been added in Metamora and Spring Bay. October puzzle counts: B = 57, M = 40, SB = 10.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 30 knitters attend in October. Weekly breakdown: 10/5 = 5; 10/12 = 10; 10/19 = 6; 10/26 = 9.

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 162 times in October.

Peoria Poetry Club: October 8, Germantown Hills. The Peoria Poetry Club has adopted the Germantown Hills branch as their official meeting location. This group hosts an open-to-the-public monthly meeting that is not an official IPDPL-sponsored event. As such, information about the meeting is posted to the public on our Calendar of Events and included in the Upcoming Events section of the weekly email newsletter, but IPDPL does not engage in any other promotion or marketing of the meeting. In October, 11 people attended the Poetry Club meeting.

Popcorn Night: October 13, Spring Bay. 14 bags of popcorn were handed out.

Story Cube: The Story Cube was at the Germantown Hills branch in October. 41 stories were printed in October.

Spring Bay Bookies: October 3, Spring Bay. There were 11 people in attendance.

Take & Make Kits: October's Take & Make kit was an autumn tree. Leaves were provided and crafters traced their forearm and hand to make the trunk and branches of the tree. A total of 220 kits were distributed. B = 12, G = 61, M = 85, R = 27, SB = 15, W = 20.

YouTube Videos: We had 591 total views on our YouTube channel from 449 unique viewers and 27 returning viewers in October, for a total of 19.2 hours watched. We added 5 new channel subscribers. Video views for the month are as follows:

**Indicates New in October*

Miss Rita Reads "Mrs. Mole, I'm Home!" – 145 views

Miss Sam's Stories – "Some Monsters Are Different" – 50 views

Miss Sam's Stories – "The Monster Who Lost His Mean" – 39 views

Miss Sam's Stories – "Monstergarten" – 36 views

Miss Rita Reads "Martha Doesn't Say Sorry!" – 34 views

Miss Rita Reads "Monsters Love Colors" – 19 views

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

Miss Rita Reads "Dog's Colorful Day" – 16 views

Miss Sam's Stories – "A Monster is Eating This Book" - 16 views

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

Story Time with Miss Michelle – "Pete the Cat and His Four Groovy Buttons" – 13 views

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

Story Time with Miss Michelle – "Where's My Teddy?" – 11 views

Miss Sam's Stories – "Dear Librarian" – 10 views

Miss Rita Reads "Franklin Plants a Tree" – 9 views

Story Time with Miss Michelle – "Room on the Broom" – 9 views

Miss Rita Reads "I Know an Old Lady Who Swallowed a Pie" – 7 views

Miss Rita Reads "What Am I?" – 5 views

Miss Rita Reads "Welcome Home, Bear" – 5 views

Miss Rita Reads "The Crayons' Book of Colors" – 5 views

Miss Rita Reads "The Secret Birthday Message" – 5 views

Story Time with Miss Michelle – "Superworm" – 5 views

Miss Rita Reads "A Dog Named Doug" – 4 views

Story Time with Miss Michelle – "Some Snow Is . . ." – 4 views

Story Time with Miss Michelle – “Squirrel’s New Year’s Resolution” – 4 views

Miss Rita Reads “Snuggle Down Deep” – 4 views

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

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

Story Time with Miss Michelle – “Little Rabbit and the Meanest Mother on Earth” – 3 views

Miss Rita Reads “Mitzi Tulane, Preschool Detective in What’s That Smell?” – 3 views

Miss Rita Reads “The Princess and Petri Dish” – 3 views

Miss Sam’s Stories – “The Library” – 3 views

Miss Rita Reads “Everybunny Count!” – 3 views

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

Story Time with Miss Michelle – “Alexander and the Terrible, Horrible, No Good, Very Bad Day” – 3 views

Story Time with Miss Michelle – “Together We Can!” – 3 views

Miss Rita Reads “10 Little Rubber Ducks” – 3 views

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

Miss Rita Reads “Bear Snores On” – 3 views

Miss Rita Reads “The Busy Little Squirrel” – 3 views

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

Miss Rita Reads “Rory the Dinosaur – Me and My Dad” – 2 views

Miss Rita Reads “Jingle Bells” – 2 views

Welcome to the Library – 2 views

Miss Rita Reads “How Do Dinosaurs Go to School?” – 2 views

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

Miss Rita Reads “The Mitten” – 2 views

Miss Rita Reads “Click, Clack, Quack to School!” – 2 views

Story Time with Miss Michelle – “The Little Red Hen (Makes a Pizza)” – 2 views

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

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 2 views

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

Miss Rita Reads “Gotta Go, Buffalo” – 2 views

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

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

IPDPL Sidewalk Obstacle Course – 2 views

Miss Rita Reads “10 Hungry Rabbits” – 1 view

Miss Sam’s Stories – “Where is Our Library?” – 1 view

Miss Rita Reads “Walter’s Wonderful Web” – 1 view

Virtual Visit with Adib Khorram – 1 view

IPDPL Library Calendar Staff Training – 1 view

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

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

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

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

Story Time with Miss Michelle – “Bear Says Thanks” – 1 view

Black Men in White Coats Panel Discussion – 1 view

Miss Rita Reads to Kindergarteners! – 1 view

Virtual Visit with Kate Klise – 1 view

Miss Rita Reads “Wow! Said the Owl” – 1 view

Miss Sam’s Stories – “Lost in the Library” – 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.

ILLINOIS PRAIRIE DISTRICT PUBLIC

IL PRAIRIE DISTRICT PUBLIC LIBRARY

Remit To:
 WGLT-Normal
 WGLT
 Illinois State University
 Campus Box 8910
 Normal, IL 61790-8910
 Phone: (309) 438-2255

Invoice:	956-00004-0009
E-Invoice:	956-4-9
Station:	WCBU
EI Code:	249535
Date:	10/31/2022
Total Due:	\$0.00
Amt Paid:	

-----8<-- Detach and return with payment. -->8-----

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

**ILLINOIS PRAIRIE DISTRICT
 PUBLIC LIBRARY**

PO #:
 Agy Code:
 Est#:
 Product: See Detailed
 Buyer: DONNA FORBIS

IL PRAIRIE DISTRICT PUBLIC

Invoice#:	956-00004-0009
EI Code:	249535
Date:	10/31/2022
Contract:	956-00004
Total Due:	\$0.00

Salesrep: Corporate Support Director WCBU Description: Annual Contract Jul 2021-Jun 2022 (110 BTA Spots)

INVOICE SUMMARY				
Station	Type	Qty	Gross	Total
WCBU	Spots	20	\$0.00	\$0.00

INVOICE DETAIL

**WCBU
 SPOT DETAILS**

Date	Len	ISCI/Tape#:	Times	Qty	Rate	Total
Sat 10/15/2022	20	07:18AM 04:06PM		2	\$0.00	\$0.00
Sun 10/16/2022	20	08:59AM 01:00PM 04:59PM		3	\$0.00	\$0.00
Mon 10/17/2022	20	06:59AM 11:59AM 04:49PM		3	\$0.00	\$0.00
Tue 10/18/2022	20	06:29AM 01:32PM 06:19PM		3	\$0.00	\$0.00
Wed 10/19/2022	20	08:07AM 02:58PM 06:59PM		3	\$0.00	\$0.00
Thu 10/20/2022	20	06:29AM 12:19PM 04:29PM		3	\$0.00	\$0.00
Fri 10/21/2022	20	05:07AM 11:23AM 08:59PM		3	\$0.00	\$0.00
WCBU SPOT TOTALS:				20		\$0.00

Your CHECK NUMBER is shown under our INVOICE NUMBER with a dash (-) and a digit added indicating what order the payment was applied to Invoices, if more than one. Example: Your Check Number XXXXX -1, XXXXX -2 means your check was applied to two Invoices.

****NOTE: PAYMENTS ARE APPLIED TO OLDEST OPEN INVOICE.