

December 6, 2022

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, December 6, 2022, 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. Review of Internet Use Policy
7. Review of Photography Policy
8. Director's Remarks
9. Comments to guide future agendas
10. Adjournment

The next regular meeting will be Tuesday, January 10, 2022, at
4pm at the Metamora Branch Library, 208 E. Partridge St,
Metamora, IL 61548

Tuesday, November 8, 2022 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, A. Hicks, J. Weddle, H. Booker, H. Ballard, Zobrist, and M. Coker present. Absent, J. Armstrong.
2. Minutes of the last regular meeting, motion to accept J. Weddle and second by T. Ballard. 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 M. Coker, second by J. Weddle. All in favor, motion passed.
5. Discussion and Approval of Metamora Branch Project
6. Discussion and Approval of Annual Report Receipts and Disbursements, motion to approve Annual Report Receipts and Disbursements by M. Coker and second by T. Ballard. All in favor, motion passed.
7. Discussion and Approval of Holiday List for 2023, Motion to approve Holiday List by H. Booker and second by J. Weddle. All in favor, motion passed.
8. Discussion and Approval of List for Annual Staff Gifts, motion to approve annual staff gifts by T. Ballard and second by M. Coker. All in favor, motion passed.
9. Discussion and Approval of Change of Meeting Date to December 6, 2022, motion to change meeting date for December meeting by M. Coker and second by H. Booker. All in favor, motion passed.
10. Director's Remarks, shared programming and circulation numbers.
11. Comments to guide future agendas, none
12. Adjournment, motion to adjourn at 5:26 by T. Ballard and second by H. Booker. All in favor, motion passed.

The next regular meeting will be Tuesday, December 6, at 4pm

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

	Nov 30, 22
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	130,369.20
10800 · Petty Cash Checking Account	797.34
11400 · Savings Account	7,390.66
	138,557.20
Total Checking/Savings	
Other Current Assets	
10100 · Cash on Hand	167.79
10400 · Per Capita Fund	67.51
10500 · Certificates	1,606,876.59
10600 · General Operating Fund	975,150.32
10700 · Special Reserve Fund	192,938.80
11000 · Working Cash Fund	1,836,267.61
11100 · Gift Fund	302,951.94
11200 · Building Maintenance Fund	157,089.26
11300 · Tort Liability Fund	871,009.37
11500 · Dedicated Gift Fund	6.96
	5,942,526.15
Total Other Current Assets	
Total Current Assets	6,081,083.35
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	3,657,395.38
Total Fixed Assets	
TOTAL ASSETS	9,738,478.73
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	1,073,107.80
	9,738,478.73
Total Equity	
TOTAL LIABILITIES & EQUITY	9,738,478.73

Illinois Prairie District Public Library
Profit & Loss
November 2022

	<u>Nov 22</u>
Income	
31000 · Property Tax - General	29,182.91
31100 · Property Tax - Audit	933.84
31200 · Property Tax - IMRF	2,217.90
31300 · Property Tax - Social Security	2,217.90
31400 · Property Tax - Tort/Liability	5,038.89
31500 · Property Tax - Bldg/Maintenance	3,891.04
31600 · Property Tax - Working Cash	9,727.59
34000 · Fines and Fees	400.31
38000 · Donations	10,000.00
38400 · Interest Income - Per Capita	0.25
38500 · Interest Income - General	2,894.28
38900 · Interest Income - Tort/Liab	2,558.88
39000 · Interest Income - Spec Reserve	566.59
39191 · Interest Income - Bldg/Maint	468.27
39200 · Interest Income - Working Cash	5,392.53
39300 · Interest Income - Gift	889.68
39400 · Interest Income - Certificates	161.02
39500 · Miscellaneous Income	23.70
39700 · Rent Income	600.00
Total Income	<u>77,165.58</u>
Expense	
40100 · Salaries	34,385.45
40500 · Hospital Insurance	4,935.21
40600 · Staff Education	521.93
41000 · Books - Adult	3,139.17
41100 · Books - Children	1,746.37
41500 · Audio - Visual	407.79
41600 · Video / DVD Tapes	312.59
41700 · Electronic Materials	1,513.03
42100 · Office Supplies	667.87
42400 · Mileage and Expenses	1,153.38
44360 · Building - Metamora	13,258.40
44800 · Programming / PR	278.70
45000 · Rent	182.33
45100 · Gas and Electric	929.94
45200 · Water and Sewer	170.75
45300 · Telephone	491.57
45600 · Internet	854.39
47200 · Computer Equipment	751.89
49000 · Per Capita	1,064.20
60400 · IMRF Employer	1,817.43
70300 · Social Security Employer	2,119.45
70400 · Medicare Employer	495.67
72500 · Maintenance	8,099.84
72600 · Professional Fees	726.00
Total Expense	<u>80,023.35</u>
Net Income	<u><u>-2,857.77</u></u>

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

	<u>Jul '22 - Jun 23</u>
Income	
31000 · Property Tax - General	789,329.04
31100 · Property Tax - Audit	25,258.10
31200 · Property Tax - IMRF	59,989.05
31300 · Property Tax - Social Security	59,989.05
31400 · Property Tax - Tort/Liability	136,290.08
31500 · Property Tax - Bldg/Maintenance	105,243.49
31600 · Property Tax - Working Cash	263,108.73
32000 · State Corporate Replacement Tax	14,707.62
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	2,043.24
38000 · Donations	10,000.00
38400 · Interest Income - Per Capita	0.70
38500 · Interest Income - General	9,311.76
38900 · Interest Income - Tort/Liab	9,024.77
39000 · Interest Income - Spec Reserve	2,075.85
39191 · Interest Income - Bldg/Maint	1,590.81
39200 · Interest Income - Working Cash	19,050.24
39300 · Interest Income - Gift	3,121.33
39400 · Interest Income - Certificates	653.87
39500 · Miscellaneous Income	23.70
39700 · Rent Income	3,000.00
Total Income	<u>1,545,495.91</u>
Expense	
40100 · Salaries	172,733.44
40500 · Hospital Insurance	32,434.47
40600 · Staff Education	3,914.64
41000 · Books - Adult	11,383.29
41100 · Books - Children	10,266.23
41300 · Periodicals	1,357.79
41500 · Audio - Visual	3,168.03
41600 · Video / DVD Tapes	2,215.67
41700 · Electronic Materials	26,601.53
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	6,846.87
42400 · Mileage and Expenses	7,359.62
44360 · Building - Metamora	26,900.12
44380 · Building - Spring Bay	19,820.50
44800 · Programming / PR	12,647.66
45000 · Rent	1,093.98
45100 · Gas and Electric	10,725.60
45200 · Water and Sewer	1,194.72
45300 · Telephone	3,086.38
45600 · Internet	5,138.24
47000 · Building Equipment/Furniture	498.81
47200 · Computer Equipment	2,613.72
49000 · Per Capita	3,546.06
52200 · Audit	11,750.00
60400 · IMRF Employer	10,551.06
70300 · Social Security Employer	10,527.52
70400 · Medicare Employer	2,462.03
72300 · Insurance	22,346.76
72400 · Legal	3,084.00
72500 · Maintenance	46,760.63
72600 · Professional Fees	4,177.50
Total Expense	<u>512,436.70</u>
Net Income	<u><u>1,033,059.21</u></u>

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

	Nov 22	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	29,182.91	69,166.67	-39,983.76	42.2%
31100 · Property Tax - Audit	933.84	2,083.33	-1,149.49	44.8%
31200 · Property Tax - IMRF	2,217.90	5,000.00	-2,782.10	44.4%
31300 · Property Tax - Social Security	2,217.90	5,000.00	-2,782.10	44.4%
31400 · Property Tax - Tort/Liability	5,038.89	12,666.67	-7,627.78	39.8%
31500 · Property Tax - Bldg/Maintenance	3,891.04	9,233.33	-5,342.29	42.1%
31600 · Property Tax - Working Cash	9,727.59	23,000.00	-13,272.41	42.3%
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	400.31	1,184.58	-784.27	33.8%
38000 · Donations	10,000.00	1,250.00	8,750.00	800.0%
38400 · Interest Income - Per Capita	0.25	7.08	-6.83	3.5%
38500 · Interest Income - General	2,894.28	250.00	2,644.28	1,157.7%
38900 · Interest Income - Tort/Liab	2,558.88	250.00	2,308.88	1,023.6%
39000 · Interest Income - Spec Reserve	566.59	41.67	524.92	1,359.7%
39191 · Interest Income - Bldg/Maint	468.27	41.67	426.60	1,123.8%
39200 · Interest Income - Working Cash	5,392.53	333.33	5,059.20	1,617.8%
39300 · Interest Income - Gift	889.68	83.33	806.35	1,067.7%
39400 · Interest Income - Certificates	161.02	250.00	-88.98	64.4%
39500 · Miscellaneous Income	23.70	0.00	23.70	100.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
Total Income	77,165.58	132,591.66	-55,426.08	58.2%
Expense				
40100 · Salaries	34,385.45	36,204.17	-1,818.72	95.0%
40500 · Hospital Insurance	4,935.21	8,666.67	-3,731.46	56.9%
40600 · Staff Education	521.93	1,250.00	-728.07	41.8%
41000 · Books - Adult	3,139.17	2,083.33	1,055.84	150.7%
41100 · Books - Children	1,746.37	2,083.33	-336.96	83.8%
41300 · Periodicals	0.00	833.33	-833.33	0.0%
41500 · Audio - Visual	407.79	750.00	-342.21	54.4%
41600 · Video / DVD Tapes	312.59	750.00	-437.41	41.7%
41700 · Electronic Materials	1,513.03	3,750.00	-2,236.97	40.3%
41800 · RSA Online	0.00	2,333.33	-2,333.33	0.0%
42000 · Online Computer Library Center	0.00	833.33	-833.33	0.0%
42100 · Office Supplies	667.87	1,583.33	-915.46	42.2%
42400 · Mileage and Expenses	1,153.38	1,250.00	-96.62	92.3%
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	13,258.40	0.00	13,258.40	100.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	278.70	2,083.33	-1,804.63	13.4%
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	929.94	3,750.00	-2,820.06	24.8%
45200 · Water and Sewer	170.75	250.00	-79.25	68.3%
45300 · Telephone	491.57	666.67	-175.10	73.7%
45600 · Internet	854.39	916.67	-62.28	93.2%
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	751.89	833.33	-81.44	90.2%
48000 · Interest Expense	0.00	0.00	0.00	0.0%
48900 · Miscellaneous Expenses	0.00	1,083.33	-1,083.33	0.0%
49000 · Per Capita	1,064.20			
52200 · Audit	0.00	2,083.33	-2,083.33	0.0%
60400 · IMRF Employer	1,817.43	5,000.00	-3,182.57	36.3%
70300 · Social Security Employer	2,119.45	3,333.33	-1,213.88	63.6%
70400 · Medicare Employer	495.67	1,666.67	-1,171.00	29.7%
72300 · Insurance	0.00	4,583.33	-4,583.33	0.0%
72400 · Legal	0.00	583.33	-583.33	0.0%

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12/05/22

Accrual Basis

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

	<u>Nov 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	8,099.84	9,233.33	-1,133.49	87.7%
72600 · Professional Fees	726.00	833.33	-107.33	87.1%
Total Expense	<u>80,023.35</u>	<u>103,020.81</u>	<u>-22,997.46</u>	<u>77.7%</u>
Net Income	<u>-2,857.77</u>	<u>29,570.85</u>	<u>-32,428.62</u>	<u>-9.7%</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	789,329.04	830,000.00	-40,670.96	95.1%
31100 · Property Tax - Audit	25,258.10	25,000.00	258.10	101.0%
31200 · Property Tax - IMRF	59,989.05	60,000.00	-10.95	100.0%
31300 · Property Tax - Social Security	59,989.05	60,000.00	-10.95	100.0%
31400 · Property Tax - Tort/Liability	136,290.08	152,000.00	-15,709.92	89.7%
31500 · Property Tax - Bldg/Maintenance	105,243.49	110,800.00	-5,556.51	95.0%
31600 · Property Tax - Working Cash	263,108.73	276,000.00	-12,891.27	95.3%
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	2,043.24	14,215.00	-12,171.76	14.4%
38000 · Donations	10,000.00	15,000.00	-5,000.00	66.7%
38400 · Interest Income - Per Capita	0.70	85.00	-84.30	0.8%
38500 · Interest Income - General	9,311.76	3,000.00	6,311.76	310.4%
38900 · Interest Income - Tort/Liab	9,024.77	3,000.00	6,024.77	300.8%
39000 · Interest Income - Spec Reserve	2,075.85	500.00	1,575.85	415.2%
39191 · Interest Income - Bldg/Maint	1,590.81	500.00	1,090.81	318.2%
39200 · Interest Income - Working Cash	19,050.24	4,000.00	15,050.24	476.3%
39300 · Interest Income - Gift	3,121.33	1,000.00	2,121.33	312.1%
39400 · Interest Income - Certificates	653.87	3,000.00	-2,346.13	21.8%
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	1,545,495.91	1,591,100.00	-45,604.09	97.1%
Expense				
40100 · Salaries	172,733.44	434,450.00	-261,716.56	39.8%
40500 · Hospital Insurance	32,434.47	104,000.00	-71,565.53	31.2%
40600 · Staff Education	3,914.64	15,000.00	-11,085.36	26.1%
41000 · Books - Adult	11,383.29	25,000.00	-13,616.71	45.5%
41100 · Books - Children	10,266.23	25,000.00	-14,733.77	41.1%
41300 · Periodicals	1,357.79	10,000.00	-8,642.21	13.6%
41500 · Audio - Visual	3,168.03	9,000.00	-5,831.97	35.2%
41600 · Video / DVD Tapes	2,215.67	9,000.00	-6,784.33	24.6%
41700 · Electronic Materials	26,601.53	45,000.00	-18,398.47	59.1%
41800 · RSA Online	27,037.00	28,000.00	-963.00	96.6%
42000 · Online Computer Library Center	8,192.83	10,000.00	-1,807.17	81.9%
42100 · Office Supplies	6,846.87	19,000.00	-12,153.13	36.0%
42400 · Mileage and Expenses	7,359.62	15,000.00	-7,640.38	49.1%
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	26,900.12	0.00	26,900.12	100.0%
44380 · Building - Spring Bay	19,820.50	0.00	19,820.50	100.0%
44800 · Programming / PR	12,647.66	25,000.00	-12,352.34	50.6%
45000 · Rent	1,093.98	2,000.00	-906.02	54.7%
45100 · Gas and Electric	10,725.60	45,000.00	-34,274.40	23.8%
45200 · Water and Sewer	1,194.72	3,000.00	-1,805.28	39.8%
45300 · Telephone	3,086.38	8,000.00	-4,913.62	38.6%
45600 · Internet	5,138.24	11,000.00	-5,861.76	46.7%
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	2,613.72	10,000.00	-7,386.28	26.1%
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	3,546.06	0.00	3,546.06	100.0%
52200 · Audit	11,750.00	25,000.00	-13,250.00	47.0%
60400 · IMRF Employer	10,551.06	60,000.00	-49,448.94	17.6%
70300 · Social Security Employer	10,527.52	40,000.00	-29,472.48	26.3%
70400 · Medicare Employer	2,462.03	20,000.00	-17,537.97	12.3%
72300 · Insurance	22,346.76	55,000.00	-32,653.24	40.6%
72400 · Legal	3,084.00	7,000.00	-3,916.00	44.1%
72500 · Maintenance	46,760.63	110,800.00	-64,039.37	42.2%

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12/05/22

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	4,177.50	10,000.00	-5,822.50	41.8%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>512,436.70</u>	<u>1,236,250.00</u>	<u>-723,813.30</u>	<u>41.5%</u>
Net Income	<u>1,033,059.21</u>	<u>354,850.00</u>	<u>678,209.21</u>	<u>291.1%</u>

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12/05/22

Accrual Basis

Illinois Prairie District Public Library

Check Register

December 2022

	<u>Dec 22</u>
Aflac	287.87
AmazonBusiness	1,883.67
Ameren Illinois	1,035.27
America Baer	7.13
Amy Mientus	14.38
Baker & Taylor	1,024.54
Bestsellers Audio, LLC	470.61
Blue Cross Blue Shield of Illinois	8,847.66
Caterpillar Trail Public Water District	34.70
Cengage Learning, Inc.	300.64
Chronicle Media, LLC	121.00
CLA Services Inc	525.00
ComEd	150.23
Commerce Bank - Commercial Cards	2,489.77
Dawn Smith	319.19
Dewberry Architects, Inc.	4,707.00
Donna Adami	18.72
Donna Forbis	62.60
Doug Cupples	761.00
Findaway World LLC	1,725.16
GFL Environmental	79.16
Heartland Internet, Inc.	49.95
Hoopla	1,458.47
iREAD	684.14
Jacobs Brothers Commercial Cleaning LLC	1,140.00
Kimberly Scurlock	12.00
Mediacom	446.70
Midwest Tape	299.06
MTCO	357.74
Nel Babitzke	8.25
NewsBank	5,191.00
Nicor Gas	138.29
Orkin	119.10
Purity Plus Water Systems	101.90
RAILS	400.00
Rebecca Deitrick	45.00
Rita Adams	333.75
RK Dixon	3,024.68
Roanoke Water-Sewer Department	43.89
Samantha Huber	266.69
Staples	13.77
Terry's Window Cleaning, Inc.	121.00
The Library Store, Inc.	281.96
The Pantagraph	65.00
TIAA Commercial Finance, Inc.	245.73
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	491.57
TOTAL	<u>40,435.65</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 11-01-2022	\$ 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
Transfer Online	\$ 50,000.00			\$ (50,000.00)							
Accounts Payable	\$ (41,958.22)										
First Payroll	\$ (13,415.14)										
Payroll Taxes	\$ (4,383.16)										
Fines & Fees (Met)	\$ 59.95										
Fines & Fees	\$ 340.36										
Miscellaneous Income	\$ 23.70										
Obits											
Donations	\$ 10,000.00										
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (13,436.84)										
Payroll Taxes	\$ (4,380.78)										
IMRF	\$ (2,687.46)										
Interest - CEFCU (200)	\$ 24.66										
Interest - CEFCU (201)	\$ 73.98										
Prop Tax Interest	\$ 82.84										
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest	\$ 62.38										
Transfer from Bldg/Maint		\$ (10,617.36)		\$ 10,617.36							
Transfer to/from Tort/Liab				\$ 1,560.00				\$ (1,560.00)			
Property Taxes	\$ 53,127.23										
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash											
State Corp Replacement Tax											
Rebates/Refunds											
Interest	\$ 0.99	\$ 468.27		\$ 2,893.29	\$ 889.68	\$ 0.25	\$ 566.59	\$ 2,558.88	\$ 5,392.53		
Balance 11-30-2022	\$ 130,369.20	\$ 157,089.26	\$ 6.96	\$ 975,150.32	\$ 302,951.94	\$ 67.51	\$ 192,938.80	\$ 871,009.37	\$ 1,836,267.61	\$ 7,390.66	\$ 1,606,876.59

IPDPL - Metamora

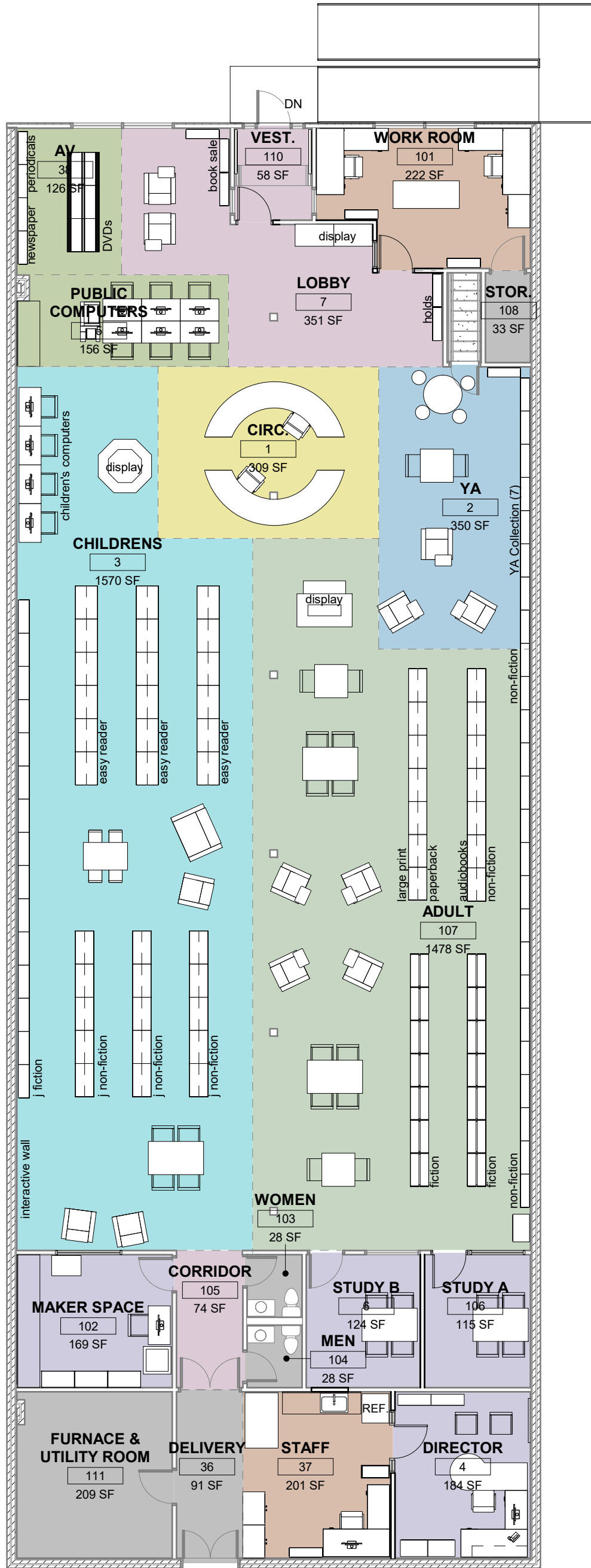
Building Program Space Summary

	Summary of Spaces	Summary of	Summary of
	Programmed	Legion Hall	Existing Bldg
A ENTRY/CIRCULATION SERVICES			
1 Vestibule	90 SF	78 SF	58 SF
2 Lobby	266 SF	425 SF	351 SF
3 Public Restrooms - Women	Unassigned SF	197 SF	28 SF
4 Public Restrooms - Men	Unassigned SF	197 SF	28 SF
5 Circulation Desk	304 SF	314 SF	309 SF
6 Book Drop	70 SF	68 SF	0 SF
Subtotal	730 SF	1,279 SF	774 SF
B CHILDREN'S SERVICES			
0 Collection Summary			
1 Children's Library	1,573 SF	1,612 SF	1,570 SF
2 Children's Study Room	92 SF	94 SF	124 SF
Subtotal	1,665 SF	1,706 SF	1,694 SF
C YOUNG ADULTS			
0 Collection Summary			
1 Young Adult Library	351 SF	381 SF	350 SF
Subtotal	351 SF	381 SF	350 SF
D ADULT SERVICES			
0 Collection Summary			
1 Adult Collections	1,477 SF	1,452 SF	1,478 SF
2 Study Room A	92 SF	94 SF	115 SF
Subtotal	1,569 SF	1,546 SF	1,593 SF
E MULTI-MEDIA			
0 Collection Summary			
1 AV Collection	73 SF	90 SF	126 SF
2 Periodicals	44 SF	SF	SF
3 Public Computers	216 SF	206 SF	156 SF
4 Copy Area	75 SF	78 SF	SF
Subtotal	408 SF	374 SF	282 SF
F MEETING ROOMS			
1 Meeting Room	829 SF	1,015 SF	0 SF
2 Meeting Room Storage	170 SF	178 SF	0 SF
3 Maker Space	194 SF	199 SF	169 SF
Subtotal	1,193 SF	1,392 SF	169 SF

IPDPL - Metamora

Building Program Space Summary

G STAFF SUPPORT		Summary of Spaces Programmed		Summary of Legion Hall		Summary of Existing Bldg	
1	Director's Office	185	SF	186	SF	184	SF
2	Staff Workroom	432	SF	577	SF	423	SF
3	Delivery / Receiving	101	SF	132	SF	91	SF
	Subtotal	617	SF	763	SF	607	SF
H SUPPORT SERVICES		Programmed		Legion Hall A		Existing Bldg	
1	General Storage	270	SF	315	SF	0	SF
2	Mechanical Room	Unassigned	SF	378	SF	209	SF
3	Electrical Room	Unassigned	SF	SF		0	SF
4	Janitor Closet	Unassigned	SF	58	SF	0	SF
	Subtotal	270	SF	751	SF	209	SF
TOTAL ASSIGNABLE SPACE		6,804	SF	8,192	SF	5,678	SF
TOTAL UNASSIGNABLE SPACE	25%	1,701	SF	0%	0	SF	0%
NET BUILDING SUBTOTAL		8,504	SF	8,192	SF	5,678	SF
NET TO GROSS FACTOR	10%	850	SF	10%	819	SF	568
GROSS BUILDING AREA		9,355	SF	9,011	SF	6,246	SF



Department Legend

- ADULT SERVICES
- CIRCULATION
- MEETING ROOM
- MULTI-MEDIA
- SERVICE POINT
- STAFF
- SUPPORT
- YOUNG ADULT
- YOUTH SERVICES

INTERNET USE POLICY

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

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

Violation of computer system integrity.

Unauthorized tampering with computer hardware or software.

Violation of software license agreements and copyright laws.

Violation of another user's privacy.

Use of Internet access for illegal purposes.

Unauthorized monitoring of electronic communications.

Libeling or slandering other Internet users.

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

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

Revised: 8/7/2018

Revised: 8/6/2019

Reviewed: 8/9/2022

Illinois Prairie District Public Library Policy on Photographing and Recording on Library Premises

The Illinois Prairie District Public Library is a public facility and a person's presence may be recorded or become publicly known.

1. Photographing, filming, and audio recording of library programs is permitted provided that permission has been granted in advance by the presenter or the owner of any copyrighted material.
2. Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, doors, or exits.
3. Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.
4. The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.
5. Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.
6. The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

Adopted: December 3, 2019
Reviewed: December 6, 2022

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	62	966	1199	292	144	106	0	503	3272
December									0
January									0
February									0
March									0
April									0
May									0
June									0
Total	370	5198	6425	1656	711	603	20	2941	17924

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	35	1465	2553	518	107	188	0	4866
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	424	8718	12336	3041	633	827	20	25999

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	0	48	91	33	2	10
December						
January						
February						
March						
April						
May						
June						
Total	8	308	499	178	26	43

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	8	161	54	7	17	2
December						
January						
February						
March						
April						
May						
June						
Total	51	1003	314	47	81	39

Monthly Programming

November 2022

Special Programs

Thankfulness Trees: November 1 – 30, All IPDPL branches. Patrons were invited to write what they were thankful for on a leaf and add it to a bare tree outline. Participation was based on the number of leaves on each tree. B = 28, GH = 26, M = 57, R = 31, SB = 33, W = 31.

Balloon Twisting for Adults: November 2, Germantown Hills. Doug Smith from The Unique Twist led a class for teens and adults to learn the basics of balloon twisting. There were 2 teens and 5 adults in attendance.

Germantown Hills District 69 Annual Craft & Vendor Show: November 5, Germantown Hills Grade School. IPDPL had an information table for this event. There were 110 visitors to the information table. 3 Homebound Service brochures, 17 library hours bookmarks, 2 database flyers, 4 chip clips, and 29 fridge clips were handed out. There were 29 entries (27 correct) in the shredded book contest. The book for this event was *Charlotte's Web* by E. B. White. A \$25 Germantown Grille gift card was given to the winner of the drawing.

Holiday Candy Jars: November 29, Germantown Hills. Attendees decorated glass candy jars with holiday-themed decorations. There were 3 teens and 5 adults.

Beanstack

Our *1,000 Books Before Kindergarten* challenge added no new registrations in November. We had 14 active readers in November, logging 346 books for 8 badges. We had one challenge completion in November.

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 November, we had no new registrations and 1 challenge completion. 22 readers made at least 1 log entry in November, earning a total of 25 badges. Readers logged 23,911 minutes (398.52 hours) of reading in November.

The November monthly challenge was *2022 Family Stories*. To complete this challenge, readers needed 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. For this challenge, we had 19 readers register, and 17 readers made at least one reading log entry. Readers completed 51 activities and read 17,056 minutes (284.27 hours), earning 189 badges. There were 6 challenge completions.

The December monthly challenge is *2023 Cozy Up with a Good Book*. This is a reading-only challenge (no activities) for all ages, and readers need only log 5 hours total for the month to complete the challenge. Reading logged for this challenge will also count toward the *New Horizons* challenge, if readers are registered for both.

Children's Programming

Baby Bookworms: Baby Bookworms meet twice a week, once at Germantown Hills and once at Metamora. In November, there were 3 sessions in Germantown Hills and 4 sessions in Metamora. Participant totals for November: GH = 11 (6 children, 5 adults), M = 18 (9 children, 9 adults).

Story Time: Story Time meets 6 times per week, once at each branch. Totals for November: B = 9 (6 children, 3 adults); GH = 31 (17 children, 14 adults); M = 15 (8 children, 7 adults); R = 6 (4 children, 2 adults); SB = 19 (11 children, 2 teens, 6 adults); W = 8 (6 children, 2 adults).

Pajama Story Time: Pajama Story Time met once each in Germantown Hills, Metamora, and Roanoke during November. A total of 10 people attended across the three sessions, 6 children and 4 adults.

Class Visits: There were three class visits in November, two to Little Oaks Daycare and one to Washburn Nursery School:

- 11/2 – Little Oaks – Toddlers (2 – 6) – Total attendance: 40 – 35 Children, 5 Adults
- 11/8 – Little Oaks – Children (7 – 12) – Total attendance 16 – 15 Children, 1 Adult
- 11/15 – Washburn – Toddlers (2 -6) – Total attendance 8 – 6 children, 2 Adults

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 3 times for private functions. Study Room A was reserved 14 times, and Study Room B was reserved 11 times. The Cricut Maker Station was reserved 9 times. The children's computers in Germantown Hills were used 26 times in November.

Roanoke: The Meeting Room was reserved 5 times for private functions and once on November 8 for the General Election. The Study Room was used once in November.

Recurring Programs

Benson LEGO Free Play area: 7 people played with LEGO in Benson.

Book Buzz Book Club: November 8, Germantown Hills. The book for November was *Necessary Lies* by Diane Chamberlain. 6 people attended.

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

Children's Play Spaces: Tracking engagement with toy kitchens and train tables. G = 48, M = 107, R = 18.

Coloring Pages: Two branches (Benson and Roanoke) distributed coloring pages in October. A total of 9 pages were distributed between the two branches.

Dial-A-Story: There were 6 calls logged to the Dial-A-Story line in November.

Email Newsletter: In November, 19,847 Wowbrary email newsletters were sent to 3,957 active users.

General Reference Questions: 132 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. November puzzle counts: B = 39, M = 37, SB = 10.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 37 knitters attend in November. Weekly breakdown: 11/2 = 9 11/9 = 10; 11/16 = 9; 11/23 = 0 (Did not meet); 11/30 = 9.

Loom Knitting Club: November 5, Germantown Hills. This group has been meeting monthly and is led by Theresa Olsen, a former teacher at Germantown Hills District 69, where she led a similar student extracurricular group. Reestablishing the group since school started has been slow going but is gaining momentum. In September, no students attended. In October, 2 teens attended. In November, 0 teens attended, despite having 4 registered. We will be investigating the disconnect between registration and attendance to assess this program moving forward.

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 92 times in November.

Peoria Poetry Club: November 12, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. In November, 10 people attended the Poetry Club meeting.

Popcorn Night: November 10, Spring Bay. 11 bags of popcorn were handed out.

Story Cube: Germantown Hills. 37 stories were printed in November.

Spring Bay Bookies: November 7, Spring Bay. The book for October was *Things You Save in a Fire*, by Katherine Center. There were 11 people in attendance.

Take & Make Kits: November's Take & Make kit was a printable Grateful Sunflower. Crafters colored the parts of a sunflower and wrote what they were thankful for on each petal. This was a print-on-demand project, so branches were able to print as many as were needed. B = 13, G = 36, M = 95, R = 18, SB = 11, W = 15.

YouTube Videos: We had 428 total views on our YouTube channel from 289 unique viewers and 29 returning viewers in November, for a total of 15.0 hours watched. We added 2 new channel subscribers. Video views for the month are as follows:

**Indicates New in November*

Miss Rita Reads "Mrs. Mole, I'm Home!" – 72 views

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

Miss Rita Reads "How Much is That Doggie in the Window?" – 19 views

Miss Rita Reads "Dog's Colorful Day" – 17 views

Miss Rita Reads "I Know an Old Lady Who Swallowed a Pie" – 15 views

Miss Rita Reads "Mitzi Tulane, Preschool Detective in What's That Smell?" – 14 views

Story Time with Miss Michelle – "Mrs. Toggle's Zipper" – 14 views

Miss Rita Reads "Snuggle Down Deep" – 14 views

Story Time with Miss Michelle – “Together We Can!” – 11 views

Story Time with Miss Michelle – “Where’s My Teddy?” – 11 views

Story Time with Miss Michelle – “The Biggest Snowball Ever” – 10 views

Story Time with Miss Michelle – “The Snowy Day” – 10 views

Story Time with Miss Michelle – “Superworm” – 9 views

Story Time with Miss Michelle – “Pete the Cat and His Four Groovy Buttons” – 9 views

Miss Sam’s Stories – “A Monster is Eating This Book” – 8 views

Miss Rita Reads “10 Little Rubber Ducks” – 8 views

Miss Rita Reads “Welcome Home, Bear” – 7 views

**Miss Sam’s Stories – “How Many Hugs?” – 7 views*

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

Miss Rita Reads “Turkey Goes to School” – 7 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 – “Room on the Broom” – 5 views

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

Miss Rita Reads “Bear Snores On” – 4 views

Miss Sam’s Stories – “I’d Know You Anywhere, My Love” – 4 views

Miss Sam’s Stories – “Some Monsters Are Different” – 4 views

Miss Rita Reads “Officer Panda: Sky Detective” – 3 views

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

Story Time with Miss Michelle – “Goodnight Goon” – 3 views

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

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

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

Miss Rita Reads “Charlotte the Scientist is Squished” – 3 views

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

Miss Sam’s Stories – “Where is Our Library?” – 2 views

Miss Rita Reads “Duck and Goose Go to the Beach” – 2 views

Miss Rita Reads “What Am I?” – 2 views

Miss Rita Reads “Jingle Bells” – 2 views

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

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

Miss Sam’s Stories – “The Monster Who Lost His Mean” – 2 views

Miss Rita Reads “Gorilla Loves Vanilla” – 2 views

Miss Sam’s Stories – “The Library” – 2 views

Miss Rita Reads “Everybunny Count!” – 2 views

Story Time with Miss Michelle – “Mary Had a Little Lab” – 2 views

Story Time with Miss Michelle – “There Was a Bold Lady Who Wanted a Star” – 2 views

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

Story Time with Miss Michelle – “Verdi” – 2 views

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

**Miss Sam’s Stories – “If Animals Gave Thanks” – 2 views*

Miss Sam’s Stories – “Monstergarten” – 2 views

Miss Rita Reads “Pete the Cat and the Missing Cupcakes” – 2 views

IPDPL Sidewalk Obstacle Course – 2 views

Miss Rita Reads “Monsters Love Colors” – 1 view

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

Story Time with Miss Michelle – “Little Rabbit and the Meanest Mother on Earth” – 1 view

Miss Rita Reads “A Dog Named Doug” – 1 view

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

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

Miss Rita Reads “Pete the Cat and the Perfect Pizza Party” – 1 view

Miss Rita Reads “Rory the Dinosaur – Me and My Dad” – 1 view

Welcome to the Library – 1 view

Virtual Visit with Christina Uss – 1 view

Miss Rita Reads “When Spring Comes” – 1 view

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

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

**Miss Sam’s Stories – “All That is You” – 1 view*

Story Time with Miss Michelle – “Alexander and the Terrible, Horrible, No Good, Very Bad Day” – 1 view

Story Time with Miss Michelle – “The Little Red Hen (Makes a Pizza)” – 1 view

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

Miss Rita Reads “Pete the Cat I Love My White Shoes” – 1 view

Miss Rita Reads “Little Blue Truck’s Christmas” – 1 view

Virtual Visit with Jenn Reese – 1 view

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

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

Virtual Visit with Kate Klise – 1 view

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

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

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

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

Miss Sam’s Stories – “Dear Librarian” – 1 view

Miss Rita Reads “Bear Stays Up for Christmas” – 1 view

Miss Sam’s Stories – “Lost in the Library” – 1 view

Miss Rita Reads “Over in the Forest” – 1 view

Miss Rita Reads “Soaked” – 1 view

Monthly Marketing Report

November 2022

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

Coverage: A weekly overview of upcoming events was posted in the Woodford County Journal once in November. Peggy Bockler's retirement was included in the "News Briefs" column of the November issue of *Peoria Magazine*.

Press Releases: No new press releases were sent in November.

Social Media: For November, 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 2,652 (down 42% from October). Our Facebook page was visited 482 times (down 30.7% from October). 7 new people followed our Facebook page (down 41.7% from October), raising our total to 1,684 followers. 50.5% of followers are from Germantown Hills (21.1%), Metamora (20.5%), and Peoria (8.9%). 17.6% of followers come, in order, from Roanoke, Washington, Washburn, East Peoria, Eureka, Spring Bay, and Pekin combined.

YouTube analytics are included in the Monthly Programming Report.

Website: In November, 893 visitors viewed our website 2,405 times. 472 visits were referred by a search engine. 32 visits were referred by Facebook posts. Visitors to our website used links on our site to get to our online catalog 154 times and our Calendar of Events site 104 times. Links to 19 of our online databases were used 106 times.

Director's Remarks for December 6, 2022

Mission

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

Vision

Growing a vibrant, engaged, learning-focused community

WELCOME

We create a sense of belonging in our comfortable, inclusive spaces

COMPLETE a building project for Metamora

EVOLVE branches to become essential community hubs

- *Discussion continues for improving the Metamora location.*

ENGAGE

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

INCREASE awareness through creative marketing and communication

REACH more community members through outreach activities and strategic partnerships

- *We participated in the Metamora Christmas on the Square*

ENRICH

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

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

DESIGN experiential learning opportunities that also highlight library resources

- *We are in the process of creating a teen advisory board.*

ADDITIONALLY

- **We are having an Open house in Roanoke on January 28th.**
- **We have an opening in Washburn for a page/assistant.**

November 22(FY 22-23) Door Counts

Benson – 119 (912)

Spring Bay – 412 (2,198)

Washburn – 648 (1,622)

Roanoke – 420 (2,521)

Metamora – 1,406 (8,411)

Germantown Hills – 2,066 (12,919)

WiFi Usage

November- 571 (2,761)