

# January 10, 2023

## Board Packet



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



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, January 10, 2023, 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. Metamora Branch Project
6. Discussion and Approval of Branch Hours
7. Discussion and Approval of Video Surveillance Policy
8. Director's Remarks
9. Comments to guide future agendas
10. Adjournment

The next regular meeting will be Tuesday, February 14th, at 4pm  
at the Metamora Branch Library, 208 E. Partridge St,  
Metamora, IL 61548

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
Tuesday, December 6, 2022, at 4:00 PM

at

**Illinois Prairie District Public Library Metamora Branch Library**  
**208 E Partridge St, IL 61548**

1. Call to order and roll call. Meeting called to order at 4:12 pm, absent H. Booker and M. Coker.
2. Minutes of the last regular meeting- Motion to accept by 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 accept by J. Weddle and second by J. Armstrong. All in favor, motion passed.
5. Discussion and Approval of Metamora Branch Project- Motion to approve renovation by T. Ballard and second by J. Armstrong. All in favor, motion passed.
6. Review of Internet Use Policy. No changes recommended.
7. Review of Photography Policy. No changes recommended.
8. Director's remarks. Proposed change in Saturday hours for Benson and Washburn branches.
9. Meeting adjourned at 4:57 by A. Hicks.

## Illinois Prairie District Public Library

## Balance Sheet

As of December 31, 2022

01/09/23

Cash Basis

	<u>Dec 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10200 · Checking Account	53,485.21
10800 · Petty Cash Checking Account	745.17
11400 · Savings Account	7,390.66
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Total Checking/Savings	61,621.04
Other Current Assets	
10100 · Cash on Hand	167.79
10400 · Per Capita Fund	67.78
10500 · Certificates	1,606,876.59
10600 · General Operating Fund	965,609.14
10700 · Special Reserve Fund	193,582.92
11000 · Working Cash Fund	1,852,151.80
11100 · Gift Fund	306,606.46
11200 · Building Maintenance Fund	153,392.60
11300 · Tort Liability Fund	878,969.72
11500 · Dedicated Gift Fund	6.96
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Total Other Current Assets	5,957,431.76
Total Current Assets	6,019,052.80
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	<hr/>
Total Fixed Assets	3,657,395.38
<b>TOTAL ASSETS</b>	<b><u>9,676,448.18</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
28000 · Investment in Fixed Assets	3,153,263.83
29000 · Bldg/Maint Fund	270,310.57
29100 · Audit Fund	40,928.13
29300 · Social Security Fund	249,001.80
29400 · Tort/Liability Fund	658,133.65
29500 · Special Reserves Fund	127,865.49
29600 · Fund Balance	2,090,484.44
30000 · Opening Balance Equity	-425,484.71
40000 · Net Assets	425,484.71
50000 · Unrestricted Net Assets	2,075,383.02
Net Income	1,011,077.25
	<hr/>
Total Equity	9,676,448.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>9,676,448.18</u></b>

## Illinois Prairie District Public Library

01/09/23

## Profit &amp; Loss

Cash Basis

December 2022

	<u>Dec 22</u>
<b>Income</b>	
32000 · State Corporate Replacement Tax	2,635.97
34000 · Fines and Fees	285.13
38400 · Interest Income - Per Capita	0.27
38500 · Interest Income - General	3,222.31
38900 · Interest Income - Tort/Liab	2,921.46
39000 · Interest Income - Spec Reserve	644.12
39191 · Interest Income - Bldg/Maint	512.14
39200 · Interest Income - Working Cash	6,156.60
39300 · Interest Income - Gift	1,018.55
39400 · Interest Income - Certificates	101.93
<b>Total Income</b>	<u>17,498.48</u>
<b>Expense</b>	
40100 · Salaries	36,678.69
40500 · Hospital Insurance	8,419.91
40600 · Staff Education	112.60
41000 · Books - Adult	1,545.25
41100 · Books - Children	1,473.73
41300 · Periodicals	65.00
41500 · Audio - Visual	470.61
41600 · Video / DVD Tapes	299.06
41700 · Electronic Materials	6,672.17
42100 · Office Supplies	626.18
42400 · Mileage and Expenses	1,079.61
44360 · Building - Metamora	4,707.00
44800 · Programming / PR	1,366.35
45000 · Rent	182.33
45100 · Gas and Electric	1,323.79
45200 · Water and Sewer	126.97
45300 · Telephone	491.57
45600 · Internet	854.39
47200 · Computer Equipment	498.81
49000 · Per Capita	1,702.46
60400 · IMRF Employer	1,798.25
70300 · Social Security Employer	2,141.84
70400 · Medicare Employer	500.90
72400 · Legal	121.00
72500 · Maintenance	5,416.56
72600 · Professional Fees	814.00
<b>Total Expense</b>	<u>79,489.03</u>
<b>Net Income</b>	<u><u>-61,990.55</u></u>

## Illinois Prairie District Public Library

01/09/23

## Profit &amp; Loss

Cash Basis

July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
<b>Income</b>	
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	17,343.59
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	2,305.87
38000 · Donations	10,315.18
38400 · Interest Income - Per Capita	0.97
38500 · Interest Income - General	12,534.07
38900 · Interest Income - Tort/Liab	11,946.23
39000 · Interest Income - Spec Reserve	2,719.97
39191 · Interest Income - Bldg/Maint	2,102.95
39200 · Interest Income - Working Cash	25,206.84
39300 · Interest Income - Gift	4,139.88
39400 · Interest Income - Certificates	752.51
39500 · Miscellaneous Income	23.70
39700 · Rent Income	3,600.00
<b>Total Income</b>	<b>1,563,883.78</b>
<b>Expense</b>	
40100 · Salaries	224,871.90
40500 · Hospital Insurance	37,060.66
40600 · Staff Education	6,218.94
41000 · Books - Adult	13,902.82
41100 · Books - Children	11,613.73
41300 · Periodicals	2,177.79
41500 · Audio - Visual	3,517.41
41600 · Video / DVD Tapes	2,812.35
41700 · Electronic Materials	28,077.35
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	7,614.50
42400 · Mileage and Expenses	8,290.88
44360 · Building - Metamora	28,469.12
44380 · Building - Spring Bay	19,820.50
44800 · Programming / PR	14,066.79
45000 · Rent	1,276.31
45100 · Gas and Electric	15,064.09
45200 · Water and Sewer	1,472.47
45300 · Telephone	3,577.95
45600 · Internet	5,992.63
47000 · Building Equipment/Furniture	498.81
47200 · Computer Equipment	3,016.78
49000 · Per Capita	3,546.06
52200 · Audit	11,750.00
60400 · IMRF Employer	12,349.31
70300 · Social Security Employer	13,741.49
70400 · Medicare Employer	3,213.66
72300 · Insurance	23,145.76
72400 · Legal	6,061.00
72500 · Maintenance	57,117.59
72600 · Professional Fees	5,095.00
<b>Total Expense</b>	<b>610,663.48</b>
<b>Net Income</b>	<b><u>953,220.30</u></b>

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

	Dec 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	0.00	69,166.67	-69,166.67	0.0%
31100 · Property Tax - Audit	0.00	2,083.33	-2,083.33	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	9,233.33	-9,233.33	0.0%
31600 · Property Tax - Working Cash	0.00	23,000.00	-23,000.00	0.0%
32000 · State Corporate Replacement Tax	2,635.97	1,250.00	1,385.97	210.9%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	285.13	1,184.58	-899.45	24.1%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	0.27	7.08	-6.81	3.8%
38500 · Interest Income - General	3,222.31	250.00	2,972.31	1,288.9%
38900 · Interest Income - Tort/Liab	2,921.46	250.00	2,671.46	1,168.6%
39000 · Interest Income - Spec Reserve	644.12	41.67	602.45	1,545.8%
39191 · Interest Income - Bldg/Maint	512.14	41.67	470.47	1,229.0%
39200 · Interest Income - Working Cash	6,156.60	333.33	5,823.27	1,847.0%
39300 · Interest Income - Gift	1,018.55	83.33	935.22	1,222.3%
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	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>17,498.48</b>	<b>132,591.66</b>	<b>-115,093.18</b>	<b>13.2%</b>
<b>Expense</b>				
40100 · Salaries	36,678.69	36,204.17	474.52	101.3%
40500 · Hospital Insurance	8,419.91	8,666.67	-246.76	97.2%
40600 · Staff Education	112.60	1,250.00	-1,137.40	9.0%
41000 · Books - Adult	1,545.25	2,083.33	-538.08	74.2%
41100 · Books - Children	1,473.73	2,083.33	-609.60	70.7%
41300 · Periodicals	65.00	833.33	-768.33	7.8%
41500 · Audio - Visual	470.61	750.00	-279.39	62.7%
41600 · Video / DVD Tapes	299.06	750.00	-450.94	39.9%
41700 · Electronic Materials	6,672.17	3,750.00	2,922.17	177.9%
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	626.18	1,583.33	-957.15	39.5%
42400 · Mileage and Expenses	1,079.61	1,250.00	-170.39	86.4%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44300 · Over Due Retrieval	0.00	0.00	0.00	0.0%
44360 · Building - Metamora	4,707.00	0.00	4,707.00	100.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	1,366.35	2,083.33	-716.98	65.6%
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	1,323.79	3,750.00	-2,426.21	35.3%
45200 · Water and Sewer	126.97	250.00	-123.03	50.8%
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	498.81	833.33	-334.52	59.9%
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	1,702.46			
52200 · Audit	0.00	2,083.33	-2,083.33	0.0%
60400 · IMRF Employer	1,798.25	5,000.00	-3,201.75	36.0%
70300 · Social Security Employer	2,141.84	3,333.33	-1,191.49	64.3%
70400 · Medicare Employer	500.90	1,666.67	-1,165.77	30.1%
72300 · Insurance	0.00	4,583.33	-4,583.33	0.0%
72400 · Legal	121.00	583.33	-462.33	20.7%

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01/09/23

Accrual Basis

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

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	<u>Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	5,416.56	9,233.33	-3,816.77	58.7%
72600 · Professional Fees	814.00	833.33	-19.33	97.7%
<b>Total Expense</b>	<u>79,489.03</u>	<u>103,020.81</u>	<u>-23,531.78</u>	<u>77.2%</u>
<b>Net Income</b>	<u><b>-61,990.55</b></u>	<u><b>29,570.85</b></u>	<u><b>-91,561.40</b></u>	<u><b>-209.6%</b></u>



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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	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	17,343.59	15,000.00	2,343.59	115.6%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	2,305.87	14,215.00	-11,909.13	16.2%
38000 · Donations	10,315.18	15,000.00	-4,684.82	68.8%
38400 · Interest Income - Per Capita	0.97	85.00	-84.03	1.1%
38500 · Interest Income - General	12,534.07	3,000.00	9,534.07	417.8%
38900 · Interest Income - Tort/Liab	11,946.23	3,000.00	8,946.23	398.2%
39000 · Interest Income - Spec Reserve	2,719.97	500.00	2,219.97	544.0%
39191 · Interest Income - Bldg/Maint	2,102.95	500.00	1,602.95	420.6%
39200 · Interest Income - Working Cash	25,206.84	4,000.00	21,206.84	630.2%
39300 · Interest Income - Gift	4,139.88	1,000.00	3,139.88	414.0%
39400 · Interest Income - Certificates	752.51	3,000.00	-2,247.49	25.1%
39500 · Miscellaneous Income	23.70	0.00	23.70	100.0%
39700 · Rent Income	3,600.00	0.00	3,600.00	100.0%
<b>Total Income</b>	<b>1,563,883.78</b>	<b>1,591,100.00</b>	<b>-27,216.22</b>	<b>98.3%</b>
<b>Expense</b>				
40100 · Salaries	224,871.90	434,450.00	-209,578.10	51.8%
40500 · Hospital Insurance	37,060.66	104,000.00	-66,939.34	35.6%
40600 · Staff Education	6,218.94	15,000.00	-8,781.06	41.5%
41000 · Books - Adult	13,902.82	25,000.00	-11,097.18	55.6%
41100 · Books - Children	11,613.73	25,000.00	-13,386.27	46.5%
41300 · Periodicals	2,177.79	10,000.00	-7,822.21	21.8%
41500 · Audio - Visual	3,517.41	9,000.00	-5,482.59	39.1%
41600 · Video / DVD Tapes	2,812.35	9,000.00	-6,187.65	31.2%
41700 · Electronic Materials	28,077.35	45,000.00	-16,922.65	62.4%
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	7,614.50	19,000.00	-11,385.50	40.1%
42400 · Mileage and Expenses	8,290.88	15,000.00	-6,709.12	55.3%
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	28,469.12	0.00	28,469.12	100.0%
44380 · Building - Spring Bay	19,820.50	0.00	19,820.50	100.0%
44800 · Programming / PR	14,066.79	25,000.00	-10,933.21	56.3%
45000 · Rent	1,276.31	2,000.00	-723.69	63.8%
45100 · Gas and Electric	15,064.09	45,000.00	-29,935.91	33.5%
45200 · Water and Sewer	1,472.47	3,000.00	-1,527.53	49.1%
45300 · Telephone	3,577.95	8,000.00	-4,422.05	44.7%
45600 · Internet	5,992.63	11,000.00	-5,007.37	54.5%
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	3,016.78	10,000.00	-6,983.22	30.2%
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	12,349.31	60,000.00	-47,650.69	20.6%
70300 · Social Security Employer	13,741.49	40,000.00	-26,258.51	34.4%
70400 · Medicare Employer	3,213.66	20,000.00	-16,786.34	16.1%
72300 · Insurance	23,145.76	55,000.00	-31,854.24	42.1%
72400 · Legal	6,061.00	7,000.00	-939.00	86.6%
72500 · Maintenance	57,117.59	110,800.00	-53,682.41	51.6%

3:03 PM

01/09/23

Accrual Basis

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

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	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	5,095.00	10,000.00	-4,905.00	51.0%
99999 · Transfers	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>610,663.48</u>	<u>1,236,250.00</u>	<u>-625,586.52</u>	<u>49.4%</u>
<b>Net Income</b>	<u><b>953,220.30</b></u>	<u><b>354,850.00</b></u>	<u><b>598,370.30</b></u>	<u><b>268.6%</b></u>

10:18 AM

# Illinois Prairie District Public Library

01/10/23

## Check Register

Accrual Basis

January 2023

	<u>Jan 23</u>
Aflac	287.87
AmazonBusiness	1,902.45
Ameren Illinois	2,677.31
Amigoni Construction	95.00
Amy Mientus	32.50
Auto-Owners Insurance	799.00
Baker & Taylor	2,413.38
Benson Water Department	107.00
Bestsellers Audio, LLC	349.38
Blue Cross Blue Shield of Illinois	5,243.71
BookPage	720.00
Caterpillar Trail Public Water District	34.70
Cengage Learning, Inc.	131.20
CLA Services Inc	525.00
Commerce Bank - Commercial Cards	1,627.23
Dawn Smith	1,732.50
Dearborn National Life Insurance Company	39.75
Dewberry Architects, Inc.	1,569.00
Donna Forbis	74.25
GFL Environmental	77.27
Heartland Internet, Inc.	49.95
Herrick Lawn Service	510.00
Heyl Royster	160.00
Homefield Energy	1,363.59
Hoopla	1,475.82
Jacobs Brothers Commercial Cleaning LLC	1,450.00
K & T Disposal Inc	81.00
Koener Electric, Inc.	924.93
Leslie G Photography	150.00
Mediacom	446.70
Metamora Area Business Association	75.00
Metamora IGA	83.43
Midwest Tape	596.68
MTCO	357.74
Nena Hardware Peoria	28.78
Nicor Gas	297.59
Orkin - Bartonville	312.32
Purity Plus Water Systems	101.90
Rebecca Deitrick	33.75
Rita Adams	437.44
RK Dixon	3,433.66
RK Dixon - IA	2,741.10
Roanoke Water-Sewer Department	43.89
Samantha Huber	220.94
Staples	362.12
Swank Movie Licensing USA	2,817.00
Terry's Window Cleaning, Inc.	121.00
The Library Store, Inc.	73.20
Total Package Landscape Works, LLC	480.00
University of Illinois Press	75.00
Vickie Paluska	35.00
Village of Germantown Hills	43.78
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	491.57
<b>TOTAL</b>	<b><u>40,544.09</u></b>

## Bank Accounts

	Commerce Checking	The Illinois Funds Bldg/Maint	The Illinois Funds Dedicated Gift	The Illinois Funds Gen Operating	The Illinois Funds Gift	The Illinois Funds Per Capita	The Illinois Funds Spec Reserve	The Illinois Funds Tort/Liab	The Illinois Funds Working Cash	CEFCU Savings	CD's
Balance 12-01-2022	\$ 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
Transfer Online	\$ 50,000.00			\$ (50,000.00)							
Accounts Payable	\$ (40,716.50)										
First Payroll	\$ (13,329.78)										
Payroll Taxes	\$ (4,345.17)										
Fines & Fees (Met)	\$ 105.72										
Fines & Fees	\$ 179.41										
Miscellaneous Income											
Obits											
Donations											
Rent											
July - December eCommerce											
Second Payroll	\$ (13,895.28)										
Payroll Taxes	\$ (4,531.04)										
IMRF	\$ (2,659.09)										
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		\$ (8,099.84)		\$ 8,099.84							
Transfer to/from Tort/Liab	\$ (5,038.89)			\$ 60.00				\$ 5,038.89			
Property Taxes											
Transfer to Bldg/Maint	\$ (3,891.04)	\$ 3,891.04									
Transfer to Gen Operating	\$ (29,137.46)			\$ 29,137.46							
Transfer to Gift											
Transfer to W/C	\$ (9,727.59)								\$ 9,727.59		
Transfer to Petty Cash											
State Corp Replacement Tax					\$ 2,635.97						
Rebates/Refunds											
Interest	\$ 0.79	\$ 512.14		\$ 3,221.52	\$ 1,018.55	\$ 0.27	\$ 644.12	\$ 2,921.46	\$ 6,156.60		
Balance 12-31-2022	\$ 53,485.21	\$ 153,392.60	\$ 6.96	\$ 965,669.14	\$ 306,606.46	\$ 67.78	\$ 193,582.92	\$ 878,969.72	\$ 1,852,151.80	\$ 7,390.66	\$ 1,606,876.59

Task Name	Duration	Start	Finish	Comment
Proposal to Board		Tuesday, January 10, 2023		Board Meeting
Contract completion		Wednesday, February 1, 2023		
Design Development	1 month	2/1/23 - 3/1/23		
Board Report / Approval		Tuesday, March 14, 2023		Board Meeting
Construction Documents	2 months	3/15/23 - 5/15/23		
Internal 50% Deadline	3 weeks	Wednesday, April 5, 2023		
Internal 95% Deadline	3 weeks	Wednesday, April 26, 2023		
Quality Review & Cost Estimate	2 weeks	Wednesday, May 10, 2023		
Board Approval		Tuesday, May 9, 2023		Board Meeting
Advertisement for bid		Monday, May 15, 2023		Advertisement to run for 2 weeks
Out to Bid		Monday, May 15, 2023		
Bidding	3 weeks	5/15/23 - 6/6/23		
Pre-Bid meeting		Tuesday, May 23, 2023		
Bids Received		Tuesday, June 6, 2023		
Bid Review	1 week	6/7/23 - 6/13/23		
Board Approval		Tuesday, June 13, 2023		Board Meeting
Contractor Award		Monday, June 19, 2023		
Construction	6 months	July 2023 - December 2023		* Schedule established by contractor awarded project
Substantial Completion		approx. January 2024		* Schedule established by contractor awarded project

Note: Schedule is set up to accommodate board meetings, typically held on the 2nd Tuesday of the month.

January 3, 2023

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

RE: Design Services Proposal

Dear Dawn,

Thank you for the opportunity to provide Illinois Prairie District Public Library (Owner) with a proposal to provide full architectural and engineering services for a renovation at the Metamora facility. Dewberry Architects Inc. (Dewberry) is excited to continue to work with the district.

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

### **Project Understanding**

Our scope of services includes full architecture and engineering services for the renovation of the existing Metamora Library building.

- Project implementation is based on the preliminary existing building analysis design completed by Dewberry and dated November 8, 2022.
- Project implementation is based on an existing building program, prepared by Dewberry, and dated April 29, 2022.
- Project is for a renovation of the existing library-owned facility located at 208 E. Partridge St., Metamora, IL.
- We assume the construction will occur in 2023 based on a preliminary proposed schedule (attached).

### **Scope of Services**

Dewberry architects will provide conventional design services through construction. Our services will include interior design and building engineering. The project is anticipated to be provided in a traditional design, bid, and build delivery method.

Engineering disciplines will include civil, structural, mechanical, electrical, and plumbing in stages as described below.

### **Conventional Design Services**

This phase, commonly referred to as Basic Services, represents the development and execution of your design intent through construction. Our intent is to provide the following discipline teams and deliver services consistent with the level of service defined by the AIA standard agreements between Owner and Architect. This is an industry standard agreement that sets service standards for projects such as yours. In the course of this phase, we will provide the following stages of work.

## Architecture Services

- Design services through Design Development (DD), Construction Documents (CD) and Construction Administration (CA) phases.
- Code compliance reviews
- Cost opinions at the end of DD and CD phases
- Deliverables and presentation to the board at the end of DD and CD phases.
- Bidding phase services (One 3-week competitive bid phase)
- Construction administration phase services including bi-weekly site visits during construction assuming a 6-month construction schedule in 2023.

## Engineering Services

- Design services through Design Development (DD), Construction Documents (CD) and Construction Administration (CA) phases.
- Mechanical, Electrical and Plumbing engineering
- Structural Engineering
- Civil Engineering
- Fire Protection
- Revit Modeling / CAD
- Construction administration services including two site visits per discipline during construction assuming a 6-month construction schedule in 2023.

## Available Supplemental Services (not included in fee proposal)

While currently excluded from the proposed scope of services, Dewberry can include any of the following as Supplemental Services. Supplemental Services will be performed on a time and material basis using standard hourly rates or for a negotiated fee.

1. Existing furniture inventory or moving / storage coordination of existing furniture
2. Commissioning
3. Design Renderings
4. Grant Support
5. On-site observation during construction (additional observation beyond amount quantified above)
6. LEED certification
7. Artwork services
8. Landscape architecture
9. Bidding alternates
10. Value engineering or redesign efforts after receipt of bids
11. Multiple and / or early bid packages
12. Repetitive bidding period
13. Owner requested revisions during construction resulting in a change order
14. Referendum or fund-raising support
15. Zoning interpretations and / or representations on the Owner's behalf.

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

1. Existing site land surveys
2. Any code required third party construction phase testing will be specified by Dewberry and provided by the Owner.
3. Hazardous materials related services – testing or abatement
4. Construction permits: Permitting, including applications, will be the responsibility of the Contractor.
5. Opinions of probable construction costs will be based on the firm's experience and qualifications and represents our judgement as Design Professionals. Dewberry makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from our opinion of probable cost.

### Compensation

Our fees for the above-described work are as follows:

a. Basic Services

i. Design (DD & CD)	\$120,910	Lump Sum
ii. Bidding & CA	<u>\$40,220</u>	<u>Lump Sum</u>
	\$161,130	Basic Services Subtotal

b. Supplemental Services

i. Furniture Package	\$20,480	Lump Sum
ii. Signage Package	\$3,000	Lump Sum
iii. Technology Design	<u>\$7,440</u>	<u>Lump Sum</u>
	\$30,920	Supplemental Services Subtotal

c. Total (Basic Services & Supplemental Services)      \$192,050

d. Credit: Dewberry shall issue a contract modification to our prior agreement to deduct \$42,000 in unspent fees, resulting in no further compensation owed on the prior agreement.

Reimbursable expenses will be invoiced in addition to our fee at 1.0 times the cost to Dewberry.

Reimbursable expenses include printing costs associated with Owner deliverables, printing required bid documents and travel to Owner / project site.

If you find this proposal acceptable, please let us know and we will forward you a draft AIA Owner / Architect Agreement for your review and comment. We would be able to proceed upon receipt of a final agreement executed by both parties.

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

Sincerely,



Amanda Voorhees  
Project Manager





December 14, 2022

Ms. Dawn Smith  
Illinois Prairie District Public Library  
208 E. Partridge Street  
Metamora, Illinois 61548

Re: NESHAP Asbestos Inspection  
**Illinois Prairie District Public Library**  
208 E. Partridge Street, Metamora, Illinois  
Ideal Project #25297

Dear Ms. Smith:

Thank you for contacting Ideal Environmental Engineering (IDEAL) regarding asbestos. We offer our proposal for the following scope of work:

**Scope of work:**

Conduct a limited asbestos inspection of the building noted above prior to renovation as required by Federal EPA NESHAP rules and regulations.

- IDEAL will inspect and sample accessible materials throughout the building interior and exterior which are suspected to contain asbestos by the EPA and by industry standards, regardless of installation date.
- Provide a summary of findings.

**Prior to IDEAL's arrival, Owner is responsible for:**

- Ensuring all boilers, tanks, piping (including steam pipes), etc. which may be sampled are cooled to less than 160°F, as required by OSHA.
- Informing IDEAL of all OSHA safety concerns specific to owner's facility (i.e. emergency evacuation, etc.).

**Proposal is based on:**

- The inspection being completed by an EPA-AHERA accredited, IDPH licensed inspector.
- Sampling by homogeneous area using the AHERA 3-5-7 rule for determining the number of samples.
- An NIST/NVLAP-accredited laboratory analyzing samples using Polarized Light Microscopy (PLM), EPA Method 600/R-93/116. Additional analysis may be recommended.
- Seven working-day turn-around-time for sample analysis results from date laboratory receives samples.
- All portions of the building, including exterior areas, being readily accessible.
- Building being unoccupied at time of inspection.
- Work being done Monday-Friday during normal business hours.
- Work being performed using a standard ladder.
- Reserving the right to assume materials to contain asbestos in lieu of sampling if warranted (i.e. if safety issues, building occupancy, damage concerns, or type of material, such as vermiculite, etc.).
- Homogeneous building materials being determined based on appearance unless building construction years and/or specific installation dates (other than construction years) are provided in writing by the Owner.
- Inspecting and sampling dominant building materials. If multiple replacement materials are present in a localized area or are sporadic throughout, they may not be identified or sampled.
- The inspection being non-destructive in nature. Building components will not be demolished to identify inaccessible materials. Concealed or encased areas will not be inspected.
- Regulations and insurance in effect on proposal date.

**Proposal excludes:**

- Responsibility to determine whether any prior asbestos inspection reports exist for the building.
- Responsibility for laboratory results. Results may vary for a sampled material.
- Responsibility for any misidentification of materials which are covered, such as by paint, wallpaper, carpet, etc. or if additional suspect asbestos containing materials or quantities of asbestos containing materials are found which were not identified by IDEAL.
- Repair of sample locations for any roof or fireproofing materials that are sampled (such as spray-on fireproofing, fire doors, fire-rated caulk, etc.). Owner to provide personnel to repair the sample locations. By allowing IDEAL to sample a roof or fireproofing material it is agreed that IDEAL is waived from any liability for any damage caused to

Ideal Environmental Engineering, Inc.

2904 Tractor Lane • Bloomington, Illinois • 61704

www.idealenvironmental.com • (309) 828-4259

the roof or fireproofing material due to the sampling event and for any alleged damage to the material or the building it is intended to protect.

- Inspection of mechanical equipment, electrical systems, elevators and confined spaces unless specifically included in the scope of work.
- Review of construction blueprints or specifications.

**Inspection Fee** ..... **\$110.00 per person/per hour plus materials\***  
**Sample Fee (PLM bulk)** ..... **\$20.00 per sample**

\*Services will be invoiced on time and materials incurred and required skills for this project. Materials include mobilization, materials/equipment and shipping.


**RECOMMENDED BUDGET NUMBER**

**The exact number of samples which will need to be collected/analyzed is unknown. Based on our experience with similar projects of this size we recommend budgeting a minimum of \$4,900 for inspection and sample analysis. The inspection and sampling service may exceed the minimum budget recommendation.**

IDEAL shall not be responsible for any loss due to any deadline that cannot be met due to circumstances beyond the control of IDEAL (i.e. equipment failure, delivery or shipping failures, acts of God, client unavailability or any other cause).

To proceed with the work, please sign/return this proposal and we will coordinate scheduling with you. By allowing work to proceed, this proposal and its submittal serve as acceptance of scope of work and cost regardless of whether the proposal is signed. By accepting, you state that you are the property owner, or, if you are not, that you have authority to allow IDEAL to perform this service and are responsible for payment. Attachment A will apply. Scope of work and terms supersede any other agreements, whether verbal or in writing. Changes to the proposal or Owner responsibilities not being met will affect price. Please contact our office if you have any questions. Thank you for the opportunity to provide this proposal.

Sincerely,



Ronald L. Curry  
President

RLC:scd

**Authorized Party responsible  
for payment (signature):** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

\_\_\_\_\_  
Authorized Signature of IDEAL Management

IDEAL may withdraw this proposal at any time prior to start of the project, or if proposal is over 60 days old from the above date. Upon acceptance, this proposal will also be known as an Agreement and will be binding.

**GENERAL CONDITIONS**

**Parties and Scope of Work:** IDEAL shall include said company or its divisions, subsidiaries or affiliates performing the Work. Work means the specific analytical testing or other service to be performed by IDEAL as set forth in IDEAL's proposal, Owner's acceptance thereof and these General Conditions. Additional Work ordered by Owner shall also be subject to these General Conditions. Owner refers to the person or business entity ordering the Work to be done by IDEAL. If Owner is ordering the Work on behalf of another, Owner represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said Work. Unless otherwise stated in writing, Owner assumes sole responsibility for determining whether the quantity and the nature of the Work ordered by the Owner is adequate and sufficient for Owner's intended purpose. Owner shall communicate these General Conditions to every third party to whom Owner transfers any part of IDEAL's Work. IDEAL shall have no duty or obligation to any third party greater than that set forth in IDEAL's proposal, Owner's acceptance thereof and these General Conditions. The ordering of Work from IDEAL or the reliance on any of IDEAL's Work shall constitute acceptance of the terms of IDEAL's proposal and these General Conditions, regardless of the terms of any subsequently issued document or verbal agreement.

**Test and Inspections:** Polarized Light Microscopy (PLM) is the industry standard method of analysis, and unless otherwise noted in writing, is the analysis method to determine asbestos content of a material. Remediation recommendations and/or proposals may be based on PLM results. Additional analysis to confirm asbestos content by Transmission Electron Microscopy (TEM) is always an option for materials in which no asbestos is detected or materials found to contain less than 10% asbestos. Owner shall cause all tests and inspections of the site, materials and Work performed by IDEAL or others to be timely and properly performed in accordance with any plans, specifications, contract documents, and IDEAL's recommendations. No claims for loss, damage or injury shall be brought against IDEAL by Owner or any third party unless all tests and inspections have been so performed and unless IDEAL's recommendations have been followed. Owner agrees to indemnify, defend and hold IDEAL, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or IDEAL's recommendations are not so followed except to the extent that such failure is the result of the negligence, willful or wanton act or omission of IDEAL, its officers, agents or employees, subject to the limitation contained in warranty paragraph.

**Accessible/Inaccessible Definitions:** For the purposes of this Agreement, *accessible* materials, spaces or areas mean those materials, spaces or areas for which nothing is required to be removed in order to access the material, space or area (i.e. no walls, ceilings, floors, outlet covers, etc. are required to be removed). For the purposes of this Agreement, *inaccessible* materials, spaces or areas mean those materials, spaces or areas for which something is required to be removed in order to access the material, space or area (i.e. a wall, ceiling, floor, outlet cover, etc. is required to be removed).

**Scheduling of Work:** The services set forth in IDEAL's proposal and Owner's acceptance will be accomplished in a timely, workmanlike and professional manner by IDEAL personnel. If IDEAL is required to delay commencement of the Work, or if, upon embarking its Work, IDEAL is required to stop or interrupt the progress of its Work as a result of changes in the scope of the Work requested by Owner to fulfill the requirements of third parties, interruptions in the progress of construction or other causes beyond the direct reasonable control of IDEAL, additional charges may be applicable and payable by Owner.

**Access to Site:** Owner will arrange and provide such access to the site or sites as necessary for IDEAL to perform the Work. IDEAL shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its Work or the use of its equipment; however, IDEAL has not included in its fee the cost of restoration of damage which may occur. If Owner desires or requires IDEAL to restore the site to its former condition, upon written request IDEAL will perform such additional Work as is necessary to do so and Owner agrees to pay IDEAL for the cost.

**Owner's Duty to Notify:** Owner represents and warrants that it will advise IDEAL of any known or suspected hazardous materials, utility lines, confined space entry areas and pollutants at any site at which IDEAL is to do Work hereunder, and unless IDEAL has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Owner agrees to defend, indemnify and save IDEAL harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to IDEAL's performance of its Work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to IDEAL by Owner.

**Sample Disposal:** Unless otherwise agreed in writing, test specimens or samples will be disposed as required by applicable rules and regulations.

**Payment:** Owner shall be invoiced once each month for Work performed during the preceding period. Owner agrees to pay each invoice within thirty (30) days of its invoice date. Owner further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law) until paid. Owner agrees to pay any of IDEAL's collection costs of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. IDEAL shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of such agreement, any provision wherein IDEAL waives any rights to a mechanic's lien or any provision conditioning IDEAL's right to receive payment for its Work upon payment to Owner by any third party.

**Prevailing Wage:** *Unless specified in the proposal*, prevailing wage requirements have not been provided to IDEAL by Owner or Owner's representative for this project, and cost of service excludes prevailing wage. If it is later determined that prevailing wage is applicable to this project, all parties agree that the value of IDEAL's service shall be increased accordingly. Service also excludes entering into any union labor agreement or apprenticeship program.

**Warranty:** IDEAL's services will be performed, its findings obtained, and its reports prepared in accordance with its proposal, Owner's acceptance thereof, these General Conditions, and with generally accepted principles and practices, in performing its professional services. IDEAL will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession. This warranty is in lieu of all other warranties or representations, either express or implied. Statements made in IDEAL's reports are opinions based upon professional judgment and are not to be construed as representation of fact. IDEAL's reports shall not be reproduced except in full, without the written consent of IDEAL. Should IDEAL or any of its employees be found to have been negligent in the performance of its Work or to have made and breached any express or implied warranty, representation or contract, Owner, all parties claiming through Owner and all parties claiming to have in any way relied upon IDEAL's Work agree that the maximum aggregate amount of the liability of IDEAL, its officers, employees and agents shall be limited to \$25,000.00 or the total amount of the fee paid to IDEAL for its Work performed with respect to the Project. No action or claim, whether in tort, contract, or otherwise, may be brought against IDEAL, arising from IDEAL's Work, or related to IDEAL's Work, more than one year after the cessation of IDEAL's Work hereunder.

**Indemnity:** Subject to the foregoing limitations, IDEAL agrees to indemnify and hold Owner harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs arising from IDEAL's negligence to the extent of IDEAL's negligence. Owner shall provide the same protection to the extent of its negligence. In the event that Owner shall bring any suit, cause of action, claim or counterclaim against IDEAL, the party initiating such action shall pay to IDEAL the costs and expenses incurred by IDEAL to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that IDEAL shall prevail in such suit.

**Employees/Witness Fees:** IDEAL's employees shall not be retained as expert witnesses except by a separate written agreement. Owner agrees to pay IDEAL's legal expenses, administrative fees pursuant to IDEAL's then current fee schedule for IDEAL to respond to any subpoena. Owner agrees not to hire IDEAL's employees except through IDEAL. In the event Owner hires an IDEAL employee, Owner shall pay IDEAL an amount equal to one-half of the employee's annualized salary, without IDEAL waiving other remedies it may have.

**Hazardous Materials:** Nothing contained within this Agreement shall be construed or interpreted as requiring IDEAL to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within Resource Conservation and Recovery Act (RCRA) or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Owner assumes full responsibility for compliance with the provisions of RCRA and any other Federal or State statute or regulation governing the handling, treatment, storage, and disposal of pollutants.

**Provisions Severable:** The parties have entered into this Agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions are found to be unenforceable, it will be stricken, and the remaining provisions shall be enforceable.

**Record Retention:** Record retention by IDEAL is not guaranteed.

**CANCELLATION**

Acceptance of this Agreement is considered permission to begin the Work. The Owner has three (3) business days to cancel this Agreement without penalty\*. Cancellation must be made in writing. If the Work is scheduled and started before three (3) business days have passed, and the Owner wishes to cancel the Agreement, the cost for the Work may still apply\*. If the Owner cancels this Agreement after three (3) business days have passed, the cost for the Work may apply\*. If the Owner accepts this Agreement but does not schedule the Work within one (1) year, the Work may be considered canceled, and the cost for the Work may still apply\*. IDEAL may cancel this Agreement if the Owner refuses to cooperate with IDEAL in completion of its duties\* or at any time for any reason.

\*In all cancellation situations, if credit card payment was used, credit card processing fees will apply.

Neither party will be held liable for failure to fulfill its obligations hereunder if such failure is due to a Force Majeure Event. A "Force Majeure Event" means, but is not limited to, an act of war; domestic and/or international terrorism; civil riots or rebellions; quarantines, embargoes and other similar unusual governmental actions; pandemics, epidemics, local disease outbreaks, public health emergencies; extraordinary elements of nature or acts of God; or generalized lack of availability of raw materials, labor or energy; provided that such Force Majeure Event is beyond the excused Party's reasonable control, occurs without the excused Party's fault or negligence, is not caused directly or indirectly by the excused Party and could not have been prevented or avoided by the excused Party's diligence.

This Agreement represents the entire Agreement between the parties and supersedes all prior agreements, negotiations, and representations, either written or oral. This Agreement may be amended only by written instrument signed by both parties. This Agreement shall be governed by the laws of the State of Illinois.

## Monthly Programming

December 2022

### Special Programs

**Star Scavenger Hunt:** This was a month-long, passive children's program offered at all branches.

Participants had to search the library to locate stars. 100 entries were returned, and one winner was selected from each branch. Branch participation totals = 104 – B = 11, GH = 30, M = 29, R = 18, SB = 6, W = 10.

**Christmas Gift Tag Workshop for Teens and Adults:** December 6, Germantown Hills. Attendees made 5 different cardstock gift tags using elements pre-cut on the library's Cricut Maker. There were 2 adults and 2 teens in attendance.

**Midwest Baking with Shauna Sever:** December 13, Live on Zoom. This Illinois Libraries Present event featured baker and author Shauna Sever. There were 5 people who registered for the event and 3 who attended live. A recording of the event was sent to all registrants after the event ended for asynchronous viewing.

**Christmas Gift Tag Workshop – Family Edition!:** December 19, Germantown Hills. This event was a duplicate of the one held on the 6<sup>th</sup>, but with an emphasis on allowing younger patrons to participate with the assistance of an older sibling, parent, grandparent, etc. Attendees made 5 different cardstock gift tags using elements pre-cut on the library's Cricut Maker. There were 2 children, 7 teens, and 7 adults in attendance.

**Reading to Dogs:** December 27, Germantown Hills. The therapy dogs from WOOF (We Offer Our Friends) were present for a special winter break program. There was a total of 35 participants – 12 children, 20 adults, and 3 dogs.

### Beanstack

Our *1,000 Books Before Kindergarten* challenge added one new registration in December. We had 14 active readers in December, logging 401 books for 10 badges. We had one challenge completion in December.

*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 December, we had no new registrations and 2 challenge completions. 21 readers made at least 1 log entry in December, earning a total of 26 badges. Readers logged 20,336 minutes (338.93 hours) of reading in December. *New Horizons* ended the year with a total of 218 registrations, 164 active readers, 12 completions, 1,118 badges earned, and 434,444 minutes (7,240.73 hours) read.

The December monthly challenge was *2022 Cozy Up with a Good Book*. To complete this challenge, readers only needed to log 5 hours of reading. For this challenge, we had 24 readers register, and 21 readers made at least one reading log entry for a total of 16,648 minutes (277.47 hours) read, earning 177 badges. There were 11 challenge completions.

Upcoming challenges for 2023 include the year-long *2023 Adventure 365*. This is a 10,000-minute challenge similar to the *New Horizons* challenge offered in 2022. *Cabin Fever Reliever 2023* will be returning for adults in January and February. For every four books read during the challenge, readers earn one entry into the prize drawing. Prizes are one (1) \$75 Visa gift card and one (1) \$50 Visa gift card to be awarded in early March.

### **Children's Programming**

**Baby Bookworms:** Baby Bookworms meet twice a week, once at Germantown Hills and once at Metamora. In December, there were 3 sessions in Germantown Hills and 2 sessions in Metamora. Participant totals for December: GH = 17 (8 children, 9 adults), M = 10 (5 children, 5 adults).

**Story Time:** Story Time meets 6 times per week, once at each branch. There were no sessions held during the weeks before and after Christmas, so sessions were limited to 2 or 3 at each location for the month. Totals for December: B = 8 (5 children, 1 teen, 2 adults); GH = 26 (15 children, 11 adults); M = 8 (4 children, 4 adults); R = 12 (8 children, 4 adults); SB = 10 (6 children, 4 adults); W = 4 (3 children, 1 adult).

**Pajama Story Time:** Pajama Story Time met once each in Benson and Spring Bay during December. A total of 10 people attended across the two sessions, 6 children and 4 adults.

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

- 12/7 – Little Oaks – Toddlers (2 – 6) – Total attendance: 37 – 33 Children, 4 Adults
- 12/9 – Little Oaks – Children (7 – 12) – Total attendance 19 – 17 Children, 2 Adults
- 12/13 – 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 6 times, and Study Room B was reserved 9 times. The Cricut Maker Station was reserved 6 times. The children's computers in Germantown Hills were used 26 times in December.

**Roanoke:** The Meeting Room was reserved 3 times for private functions. The Study Room was not used in December.

### **Recurring Programs**

**Benson LEGO Free Play area:** 9 people played with LEGO in Benson.

**Book Buzz Book Club:** December 13, Germantown Hills. The book for December was *Christmas at the Mysterious Bookshop*, edited by Otto Penzler. 8 people attended.

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

**Children's Play Spaces:** Tracking engagement with toy kitchens and train tables. G = 61, M = 87, R = 45.

**Coloring Pages:** Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in December. A total of 42 pages were distributed between the branches.

**Dial-A-Story:** There were 4 calls logged to the Dial-A-Story line in December.

**Email Newsletter:** In December, 15,807 Wowbrary email newsletters were sent to 4,195 active users.

**General Reference Questions:** 130 reference questions were answered in December.

**Jigsaw Puzzles:** December puzzle counts: B = 33, M = 47, SB = 16.

**Knit & Stitch Group:** This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 31 knitters attend in December. Weekly breakdown: 12/7 = 8; 12/14 = 7; 12/21 = 0 (Did not meet); 12/28 = 8.

**Loom Knitting Club:** At the request of the volunteer who had been leading this program, the December meeting and all future events for the Loom Knitting Club were canceled due to lack of participation.

**Patron Tech Support:** All six branches are now tracking this metric. Staff provided patron tech support 60 times in December.

**Peoria Poetry Club:** December 10, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. The December meeting was canceled at the last minute due to heavy fog that prevented the organization leader from being able to attend safely.

**Popcorn Night:** December 8, Spring Bay. 15 bags of popcorn were handed out.

**Story Cube:** Germantown Hills. 17 stories were printed in December.

**Spring Bay Bookies:** December 5, Spring Bay. The book for December was *Still Me*, by JoJo Moyes. There were 11 people in attendance.

**Take & Make Kits:** The December Take & Make kit was a Star Ornament. B = 10, G = 56, M = 67, R = 29, SB = 12, W = 20.

**YouTube Videos:** We had 419 total views on our YouTube channel from 300 unique viewers and 15 returning viewers in November, for a total of 10.0 hours watched. We added no new channel subscribers. Video views for the month are as follows:

*There were no new videos in December.*

Miss Rita Reads "Mrs. Mole, I'm Home!" – 50 views

Story Time with Miss Michelle – "Superworm" – 33 views

Miss Rita Reads "10 Little Rubber Ducks" – 32 views

Story Time with Miss Michelle – "Pete the Cat and His Four Groovy Buttons" – 29 views

Miss Rita Reads "Snuggle Down Deep" – 25 views

Miss Rita Reads "Martha Doesn't Say Sorry!" – 25 views

Story Time with Miss Michelle – “Where’s My Teddy?” – 24 views

Miss Rita Reads “Dinosaur Roar” and “Ten Terrible Dinosaurs” – 16 views

Miss Rita Reads “Franklin Plants a Tree” – 12 views

Story Time with Miss Michelle – “Mrs. Toggle’s Zipper” – 11 views

Miss Rita Reads “How Much is That Doggie in the Window?” – 10 views

Miss Rita Reads “Welcome Home, Bear” – 9 views

Miss Rita Reads “I Know an Old Lady Who Swallowed a Pie” – 8 views

Miss Sam’s Stories – “If Animals Gave Thanks” – 8 views

Story Time with Miss Michelle - “Who Will Guide My Sleigh Tonight?” – 7 views

Story Time with Miss Michelle – “Why Do You Cry?” – 6 views

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

Miss Sam’s Stories – “A Monster is Eating This Book” – 5 views

IPDPL Sidewalk Obstacle Course – 5 views

Miss Rita Reads “Dog’s Colorful Day” – 4 views

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

Miss Sam’s Stories – “Monstergarten” – 4 views

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

Miss Sam’s Stories – “Dear Librarian” – 4 views

Miss Rita Reads “Franklin's Valentines” – 3 views

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

Virtual Visit with Adib Khorram – 3 views

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

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

Story Time with Miss Michelle – “The Biggest Snowball Ever” – 3 views

Story Time with Miss Michelle – “The Ugly Pumpkin” – 3 views

Miss Sam’s Stories – “Some Monsters Are Different” – 3 views

Story Time with Miss Michelle – “The Snowy Day” – 3 views

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

Miss Rita Reads “Bear Sees Colors” – 2 views

Story Time with Miss Michelle – “The Catawampus Cat” – 2 views

Miss Sam's Stories – "The Library" – 2 views

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

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

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

Story Time with Miss Michelle – "I Promise I'll Find You" – 2 views

Miss Rita Reads "Little Green Peas" – 2 views

Miss Rita Reads "Bear Snores On" – 2 views

Story Time with Miss Michelle – "Room on the Broom" – 2 views

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

Miss Rita Reads "Raccoon on His Own" – 2 views

Miss Rita Reads "Monsters Love Colors" – 1 view

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

Miss Rita Reads "Bear Says Thanks" – 1 view

Miss Rita Reads "Jingle Bells" – 1 view

Miss Rita Reads "The Missing Mitten Mystery" – 1 view

Miss Sam's Stories – "The Monster Who Lost His Mean" – 1 view

Miss Sam's Stories – "How Many Hugs?" – 1 view

Miss Rita Reads "There Was an Old Pirate Who Swallowed a Fish" – 1 view

Miss Rita Reads "The Mitten" – 1 view

Story Time with Miss Michelle – "Goodnight Goon" – 1 view

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

Miss Rita Reads "Everybunny Count!" – 1 view

Miss Rita Reads "The Night Before New Year's" – 1 view

Story Time with Miss Michelle – "Mary Had a Little Lab" – 1 view

Story Time with Miss Michelle – "Bear Says Thanks" – 1 view

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

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

Story Time with Miss Michelle – "The Wiggly, Wiggly Baby" – 1 view



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

Virtual Visit with Kate Klise – 1 view

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

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

Rainy Day Story Hour! – 1 view

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

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

Miss Rita Reads “Turkey Goes to School” – 1view

## Director's Remarks for January 10, 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

- *Plans continue 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

- *An Open House at the Roanoke Branch is scheduled for January 28<sup>th</sup> from 10-2.*

### **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

- *Families are enjoying the scavenger hunts offered at all branches.*

### **ADDITIONALLY**

- **The annual Per Capita grant has been applied for.**
- **The annual library certification has been completed.**
- **Weeding continues at the Metamora and Roanoke branches.**

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

Benson – 119 (1,031)

Spring Bay – 449 (2,647)

Washburn – 195 (1,817)

Roanoke – 637 (3,158)

Metamora – 2,008 (10,419)

Germantown Hills – 1,931 (14,850)

**WiFi Usage**

December- 497 (3,258)

### 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	57	982	1289	306	172	89	17	565	3477
January									0
February									0
March									0
April									0
May									0
June									0
<b>Total</b>	<b>427</b>	<b>6180</b>	<b>7714</b>	<b>1962</b>	<b>883</b>	<b>692</b>	<b>37</b>	<b>3506</b>	<b>21401</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	58	1668	2392	565	91	167	0	4941
November	35	1465	2553	518	107	188	0	4866
December	54	1020	1890	404	104	103	17	3592
January								0
February								0
March								0
April								0
May								0
June								0
<b>Total</b>	<b>478</b>	<b>9738</b>	<b>14226</b>	<b>3445</b>	<b>737</b>	<b>930</b>	<b>37</b>	<b>29591</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	0	39	83	40	6	17
November	0	48	91	33	2	10
December	2	38	117	44	1	14
January						
February						
March						
April						
May						
June						
<b>Total</b>	<b>10</b>	<b>346</b>	<b>616</b>	<b>222</b>	<b>27</b>	<b>57</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	9	180	65	13	16	4
November	8	161	54	7	17	2
December	4	198	47	8	15	1
January						
February						
March						
April						
May						
June						
Total	55	1201	361	55	96	40

## Monthly Marketing Report

### December 2022

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

**Coverage:** A weekly overview of upcoming events was posted in the Woodford County Journal once in December.

**Press Releases:** No new press releases were sent in December.

**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 4,061 (up 49.1% from November). Our Facebook page was visited 574 times (down 0.9% from November). 11 new people followed our Facebook page (up 57.1% from November), raising our total to 1,698 followers. 51.1% of followers are from Germantown Hills (21.5%), Metamora (20.6%), and Peoria (9%) combined. 17.5% of followers come, in order, from Roanoke, Washington, East Peoria, Washburn, Eureka, Spring Bay, and Pekin combined.

YouTube analytics are included in the Monthly Programming Report.

**Website:** In November, 829 visitors viewed our website 2,534 times. 525 visits were referred by a search engine. 65 visits were referred by Facebook posts. Visitors to our website used links on our site to get to our online catalog 158 times and our Calendar of Events site 132 times. Links to 20 of our online databases were used 184 times. Links to 10 digital book resources (ebooks, audiobooks, and streaming books read online) were used 39 times.

**Database Usage:** In late November, we introduced a new regular “feature” in our weekly email newsletter. The “Database of the Week” highlights one of our digital resources. So far, we have covered *A to Z Food America*, *Access World News*, *Auto Repair Source*, *Consumer Reports*, the *Home Improvement Reference Center*, *Mango Languages*, and *World Book Online*. Increased traffic to those databases (as linked from our website) correlates to the coverage in the newsletter.