

February 14, 2023

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, February 14, 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/Review/Approval of Closed Minutes
8. Discussion and Approval of Security Camera Policy
9. Review of Reference Services Policy
10. Review of Reimbursement Resolution
11. Director's Remarks
12. Comments to guide future agendas
13. Adjournment

The next regular meeting will be Tuesday, March 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, January 10, 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 4:00 pm, absent M. Coker.
2. Minutes of the last regular meeting- Motion to accept by T. Ballard and second by J. Weddle. 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. A. Discussion of Dewberry Proposal- Motion to approve by J. Armstrong and second by T. Ballard. All in favor, motion passed.
B. Discussion of Ideal Environmental Engineering contract- Motion to approve by J. Weddle and second by J. Armstrong. All in favor, motion passed.
6. Discussion of reducing Saturday Branch hours. Motion to approve by J. Armstrong and second by T. Ballard. All in favor, motion passed.
7. Approval of Video Surveillance Policy tabled.
8. Director's remarks- Shared circulation statistics and door counts.
9. Comments to guide future agendas.
10. Motion to adjourn by J. Weddle and second by H. Booker. All in favor, meeting adjourned at 4:35 pm.

Illinois Prairie District Public Library
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	77,030.79
10800 · Petty Cash Checking Account	1,200.00
11400 · Savings Account	9,109.59
Total Checking/Savings	<u>87,340.38</u>
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	68.05
10500 · Certificates	1,197,242.50
10600 · General Operating Fund	874,375.27
10700 · Special Reserve Fund	1,494,583.58
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	558,479.91
11100 · Gift Fund	313,537.16
11200 · Building Maintenance Fund	148,511.68
11300 · Tort Liability Fund	881,997.30
11500 · Dedicated Gift Fund	6.96
Total Other Current Assets	<u>5,877,196.22</u>
Total Current Assets	5,964,536.60
Fixed Assets	<u>3,657,395.38</u>
TOTAL ASSETS	<u>9,621,931.98</u>
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	956,561.05
Total Equity	<u>9,621,931.98</u>
TOTAL LIABILITIES & EQUITY	<u>9,621,931.98</u>

Illinois Prairie District Public Library
Profit & Loss
January 2023

	<u>Jan 23</u>
Income	
32000 · State Corporate Replacement Tax	5,814.72
34000 · Fines and Fees	262.63
38000 · Donations	315.18
38400 · Interest Income - Per Capita	0.27
38500 · Interest Income - General	3,229.32
38900 · Interest Income - Tort/Liab	3,148.58
39000 · Interest Income - Spec Reserve	1,000.66
39191 · Interest Income - Bldg/Maint	535.64
39200 · Interest Income - Working Cash	6,328.11
39300 · Interest Income - Gift	1,115.98
39400 · Interest Income - Certificates	106.83
39700 · Rent Income	600.00
Total Income	<u>22,457.92</u>
Expense	
40100 · Salaries	33,546.09
40500 · Hospital Insurance	4,855.71
40600 · Staff Education	2,304.30
41000 · Books - Adult	2,519.53
41100 · Books - Children	1,347.50
41300 · Periodicals	820.00
41500 · Audio - Visual	349.38
41600 · Video / DVD Tapes	596.68
41700 · Electronic Materials	1,475.82
42100 · Office Supplies	770.49
42400 · Mileage and Expenses	931.26
44360 · Building - Metamora	1,569.00
44800 · Programming / PR	1,379.13
45000 · Rent	182.33
45100 · Gas and Electric	5,198.62
45200 · Water and Sewer	277.75
45300 · Telephone	491.57
45600 · Internet	854.39
47200 · Computer Equipment	403.06
60400 · IMRF Employer	1,402.57
70300 · Social Security Employer	2,067.43
70400 · Medicare Employer	483.48
72300 · Insurance	799.00
72400 · Legal	2,977.00
72500 · Maintenance	10,356.96
72600 · Professional Fees	734.00
Total Expense	<u>78,693.05</u>
Net Income	<u><u>-56,235.13</u></u>

Illinois Prairie District Public Library

Profit & Loss

02/14/23

July 2022 through June 2023

Cash Basis

	Jul '22 - Jun 23
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	23,158.31
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	2,743.29
38000 · Donations	10,315.18
38400 · Interest Income - Per Capita	1.24
38500 · Interest Income - General	17,482.32
38900 · Interest Income - Tort/Liab	15,094.81
39000 · Interest Income - Spec Reserve	3,720.63
39191 · Interest Income - Bldg/Maint	2,638.59
39200 · Interest Income - Working Cash	31,534.95
39300 · Interest Income - Gift	5,255.86
39400 · Interest Income - Certificates	925.01
39500 · Miscellaneous Income	23.70
39700 · Rent Income	4,800.00
Total Income	1,588,585.91
Expense	
40100 · Salaries	260,030.59
40500 · Hospital Insurance	41,916.37
40600 · Staff Education	6,830.04
41000 · Books - Adult	15,746.66
41100 · Books - Children	13,437.35
41300 · Periodicals	2,177.79
41500 · Audio - Visual	4,086.66
41600 · Video / DVD Tapes	3,665.07
41700 · Electronic Materials	31,602.26
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	
42300 · Postage	905.62
42100 · Office Supplies - Other	7,676.85
Total 42100 · Office Supplies	8,582.47
42400 · Mileage and Expenses	9,486.15
44360 · Building - Metamora	31,138.12
44380 · Building - Spring Bay	19,820.50
44800 · Programming / PR	14,970.09
45000 · Rent	1,458.64
45100 · Gas and Electric	21,521.87
45200 · Water and Sewer	1,691.46
45300 · Telephone	4,074.24
45600 · Internet	6,847.02
47000 · Building Equipment/Furniture	498.81
47200 · Computer Equipment	4,155.75
49000 · Per Capita	3,546.06
52200 · Audit	11,750.00
60400 · IMRF Employer	13,751.88
70300 · Social Security Employer	15,908.92
70400 · Medicare Employer	3,720.50
72300 · Insurance	23,187.76
72400 · Legal	6,301.00

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02/14/23
Cash Basis

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

	<u>Jul '22 - Jun 23</u>
72500 · Maintenance	65,631.51
72600 · Professional Fees	<u>5,941.50</u>
Total Expense	688,706.87
Net Income	<u><u>899,879.04</u></u>

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
January 2023

02/13/23

Accrual Basis

	Jan 23	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	0.00	69,166.67	-69,166.67	0.0%
31100 · Property Tax - Audit	0.00	2,083.33	-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	5,814.72	1,250.00	4,564.72	465.2%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	262.63	1,184.58	-921.95	22.2%
38000 · Donations	315.18	1,250.00	-934.82	25.2%
38400 · Interest Income - Per Capita	0.27	7.08	-6.81	3.8%
38500 · Interest Income - General	3,229.32	250.00	2,979.32	1,291.7%
38900 · Interest Income - Tort/Liab	3,148.58	250.00	2,898.58	1,259.4%
39000 · Interest Income - Spec Reserve	1,000.66	41.67	958.99	2,401.4%
39191 · Interest Income - Bldg/Maint	535.64	41.67	493.97	1,285.4%
39200 · Interest Income - Working Cash	6,328.11	333.33	5,994.78	1,898.5%
39300 · Interest Income - Gift	1,115.98	83.33	1,032.65	1,339.2%
39400 · Interest Income - Certificates	106.83	250.00	-143.17	42.7%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
Total Income	22,457.92	132,591.66	-110,133.74	16.9%
Expense				
40100 · Salaries	33,546.09	36,204.17	-2,658.08	92.7%
40500 · Hospital Insurance	4,855.71	8,666.67	-3,810.96	56.0%
40600 · Staff Education	2,304.30	1,250.00	1,054.30	184.3%
41000 · Books - Adult	2,519.53	2,083.33	436.20	120.9%
41100 · Books - Children	1,347.50	2,083.33	-735.83	64.7%
41300 · Periodicals	820.00	833.33	-13.33	98.4%
41500 · Audio - Visual	349.38	750.00	-400.62	46.6%
41600 · Video / DVD Tapes	596.68	750.00	-153.32	79.6%
41700 · Electronic Materials	1,475.82	3,750.00	-2,274.18	39.4%
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	770.49	1,583.33	-812.84	48.7%
42400 · Mileage and Expenses	931.26	1,250.00	-318.74	74.5%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44360 · Building - Metamora	1,569.00	0.00	1,569.00	100.0%
44800 · Programming / PR	1,379.13	2,083.33	-704.20	66.2%
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	5,198.62	3,750.00	1,448.62	138.6%
45200 · Water and Sewer	277.75	250.00	27.75	111.1%
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	403.06	833.33	-430.27	48.4%
48900 · Miscellaneous Expenses	0.00	1,083.33	-1,083.33	0.0%
49000 · Per Capita	0.00	0.00	0.00	0.0%
52200 · Audit	0.00	2,083.33	-2,083.33	0.0%
60400 · IMRF Employer	1,402.57	5,000.00	-3,597.43	28.1%
70300 · Social Security Employer	2,067.43	3,333.33	-1,265.90	62.0%
70400 · Medicare Employer	483.48	1,666.67	-1,183.19	29.0%
72300 · Insurance	799.00	4,583.33	-3,784.33	17.4%
72400 · Legal	2,977.00	583.33	2,393.67	510.3%
72500 · Maintenance	10,356.96	9,233.33	1,123.63	112.2%
72600 · Professional Fees	734.00	833.33	-99.33	88.1%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	78,693.05	103,020.81	-24,327.76	76.4%
Net Income	-56,235.13	29,570.85	-85,805.98	-190.2%

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	23,158.31	15,000.00	8,158.31	154.4%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	2,743.29	14,215.00	-11,471.71	19.3%
38000 · Donations	10,315.18	15,000.00	-4,684.82	68.8%
38400 · Interest Income - Per Capita	1.24	85.00	-83.76	1.5%
38500 · Interest Income - General	17,482.32	3,000.00	14,482.32	582.7%
38900 · Interest Income - Tort/Liab	15,094.81	3,000.00	12,094.81	503.2%
39000 · Interest Income - Spec Reserve	3,720.63	500.00	3,220.63	744.1%
39191 · Interest Income - Bldg/Maint	2,638.59	500.00	2,138.59	527.7%
39200 · Interest Income - Working Cash	31,534.95	4,000.00	27,534.95	788.4%
39300 · Interest Income - Gift	5,255.86	1,000.00	4,255.86	525.6%
39400 · Interest Income - Certificates	925.01	3,000.00	-2,074.99	30.8%
39500 · Miscellaneous Income	23.70	0.00	23.70	100.0%
39700 · Rent Income	4,800.00	0.00	4,800.00	100.0%
Total Income	1,588,585.91	1,591,100.00	-2,514.09	99.8%
Expense				
40100 · Salaries	260,030.59	434,450.00	-174,419.41	59.9%
40500 · Hospital Insurance	41,628.50	104,000.00	-62,371.50	40.0%
40600 · Staff Education	6,830.04	15,000.00	-8,169.96	45.5%
41000 · Books - Adult	15,746.66	25,000.00	-9,253.34	63.0%
41100 · Books - Children	13,437.35	25,000.00	-11,562.65	53.7%
41300 · Periodicals	2,177.79	10,000.00	-7,822.21	21.8%
41500 · Audio - Visual	4,086.66	9,000.00	-4,913.34	45.4%
41600 · Video / DVD Tapes	3,665.07	9,000.00	-5,334.93	40.7%
41700 · Electronic Materials	31,602.26	45,000.00	-13,397.74	70.2%
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	8,582.47	19,000.00	-10,417.53	45.2%
42400 · Mileage and Expenses	9,486.15	15,000.00	-5,513.85	63.2%
44200 · Computer Repair	0.00	8,000.00	-8,000.00	0.0%
44300 · Over Due Retrieval	0.00	0.00	0.00	0.0%
44360 · Building - Metamora	31,138.12	0.00	31,138.12	100.0%
44380 · Building - Spring Bay	19,820.50	0.00	19,820.50	100.0%
44800 · Programming / PR	14,970.09	25,000.00	-10,029.91	59.9%
45000 · Rent	1,458.64	2,000.00	-541.36	72.9%
45100 · Gas and Electric	21,521.87	45,000.00	-23,478.13	47.8%
45200 · Water and Sewer	1,691.46	3,000.00	-1,308.54	56.4%
45300 · Telephone	4,074.24	8,000.00	-3,925.76	50.9%
45600 · Internet	6,847.02	11,000.00	-4,152.98	62.2%
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	4,155.75	10,000.00	-5,844.25	41.6%
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	13,751.88	60,000.00	-46,248.12	22.9%
70300 · Social Security Employer	15,908.92	40,000.00	-24,091.08	39.8%
70400 · Medicare Employer	3,720.50	20,000.00	-16,279.50	18.6%
72300 · Insurance	23,187.76	55,000.00	-31,812.24	42.2%
72400 · Legal	6,301.00	7,000.00	-699.00	90.0%
72500 · Maintenance	65,631.51	110,800.00	-45,168.49	59.2%

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02/13/23

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	5,941.50	10,000.00	-4,058.50	59.4%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>688,419.00</u>	<u>1,236,250.00</u>	<u>-547,831.00</u>	<u>55.7%</u>
Net Income	<u>900,166.91</u>	<u>354,850.00</u>	<u>545,316.91</u>	<u>253.7%</u>

Illinois Prairie District Public Library

02/13/23

Check Register

Accrual Basis

February 2023

	<u>Feb 23</u>
Aflac	287.87
AmazonBusiness	2,920.12
Ameren Illinois	5,064.18
Amigoni Construction	220.00
Amy Mientus	25.63
Auto-Owners Insurance	42.00
Baker & Taylor	1,376.84
Bestsellers Audio, LLC	354.78
Blue Cross Blue Shield of Illinois	5,243.71
Caterpillar Trail Public Water District	39.16
Cengage Learning, Inc.	387.60
CLA Services Inc	525.00
ComEd	47.09
Commerce Bank - Commercial Cards	1,174.51
Dawn Smith	276.69
Dearborn National Life Insurance Company	39.75
Dewberry Architects, Inc.	2,669.00
Donna Forbis	123.31
Fritch Heating & Cooling, Inc.	1,679.62
Germantown Hills Chamber of Commerce	62.50
Getz Fire Equipment	748.80
GFL Environmental	36.14
Heartland Internet, Inc.	49.95
Herrick Lawn Service	760.00
Heyl Royster	240.00
Hoopla	1,724.91
Jacobs Brothers Commercial Cleaning LLC	1,245.00
Mediacom	446.70
Metamora IGA	62.83
Midwest Tape	781.06
MTCO	357.74
Nicor Gas	486.38
Orkin	137.00
Orkin - Bartonville	471.64
OverDrive, Inc.	1,800.00
Purity Plus Water Systems	101.90
Rebecca Deitrick	35.37
Rita Adams	439.75
RK Dixon	2,741.10
Roanoke Water-Sewer Department	43.89
Samantha Huber	304.25
School Life	19.55
Showcases	118.53
Staples	17.70
Terry's Window Cleaning, Inc.	242.00
The Library Store, Inc.	312.60
The Metamora-Germantown Hills Rotary Club	247.00
The Unique Twist	525.00
Total Package Landscape Works, LLC	75.00
Village of Germantown Hills	87.56
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	496.29
Xerox Financial Services	950.74
TOTAL	<u>38,896.45</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 01-01-2023	\$ 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
Transfers Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (41,861.91)										
US Treasury Bonds	\$ (408,226.02)										
First Payroll	\$ (13,598.38)										
Payroll Taxes	\$ (4,454.75)										
Fines & Fees (Met)	\$ 67.20										
Fines & Fees	\$ 195.43										
Transfer from Certificates	\$ 409,634.09										(409,634.09)
Obits											
Donations	\$ 315.18										
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (12,649.46)										
Payroll Taxes	\$ (4,069.48)										
IMRF	\$ (2,250.88)										
Interest - CEFCU (200)	\$ 24.66										
Interest - CEFCU (201)	\$ 73.98										
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (5,416.56)		\$ 5,416.56							
Transfer to/from Tort/Liab				\$ 61.00				\$ (121.00)			
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash	\$ (254.83)						\$ 1,300,000.00		\$ (1,300,000.00)		
State Corp Replacement Tax					\$ 5,814.72						
Rebates/Refunds											
Interest	\$ 0.75	\$ 535.64		\$ 3,228.57	\$ 1,115.98	\$ 0.27	\$ 1,000.66	\$ 3,148.58	\$ 6,328.11	\$ 1,718.93	
Balance 01-31-2023	\$ 77,030.79	\$ 148,511.68	\$ 6.96	\$ 874,375.27	\$ 313,537.16	\$ 68.05	\$ 1,494,583.58	\$ 881,997.30	\$ 558,479.91	\$ 9,109.59	\$ 1,197,242.50



February 13, 2023

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

Re: Limited Lead-Based Paint Inspection
Illinois Prairie District Public Library
208 E. Partridge Street, Metamora, IL
Ideal Number 25297A

Dear Ms. Smith:

Ideal Environmental Engineering (IDEAL) completed a limited lead-based paint (LBP) inspection on January 12, 2023, at Illinois Prairie District Public Library in Metamora, Illinois. The inspection was limited to the tin ceiling and painted walls on the main floor (a wall mural painted several years after lead-based paint was banned was excluded from inspection). Areas to be inspected were identified by the client. The inspection was completed by Illinois Department of Public Health licensed Lead Inspector/Risk Assessor, Caleb Cannon. Refer to the data sheets for locations and components tested.

Analysis was performed using a SciAps Lead Paint XRF (X-ray fluorescence) analyzer and was non-destructive in nature. XRF is an industry-standard analytical technique used to quantitatively measure the concentration level of elements in solid materials. The device has no inconclusive range. Refer to the Performance Characteristic Sheet (PCS).

The following information is provided:

- Data Sheets - Sample numbers (index), components tested, location, and testing results. Positive LBP is defined as readings at or above 1.0 mg/cm². Negative LBP is defined as readings less than 1.0 mg/cm².
- Licensing and accreditation

Only the materials noted in this report were inspected during this inspection. The work presented in this report was based on an understanding between IDEAL and client, whether the understanding was from verbal conversation or written document(s). The work and report shall be deemed accepted by client unless client advises to the contrary in writing to IDEAL within 10 days of the date the report is sent.

A copy of this report must be provided to new lessees (tenants) and purchasers of this property under Federal law (24 CFR part 35 and 40 CFR part 745) before they become obligated under a lease or sales contract. The complete report must also be provided to new purchasers, and it must be made available to new tenants. Landlords (lessors) and sellers are also required to distribute an educational pamphlet approved by the U.S. Environmental Protection Agency and include standard warning language in their leases or sales contracts to ensure that parents have the information they need to protect their children from lead-based paint.

Thank you for contacting IDEAL regarding lead-based paint sampling. If you have any questions, please do not hesitate to contact me at (309)828-4259.

Sincerely,

A handwritten signature in black ink that reads 'Janelle E. Weber'.

Janelle Weber
Director of Operations

A handwritten signature in black ink that reads 'Caleb P Cannon'.

IDPH-Licensed Lead Inspector/Risk Assessor: Caleb Cannon
IDPH License 1002018

JW:pw

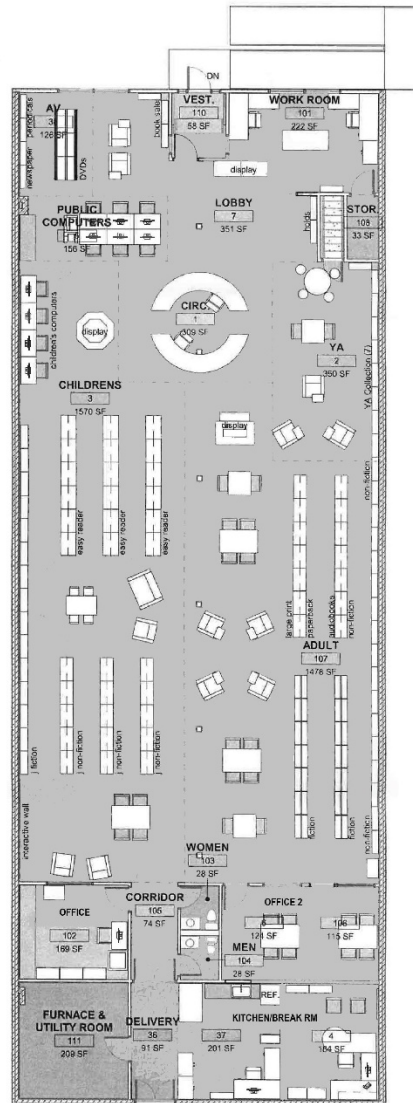
Ideal Environmental Engineering, Inc.

2904 Tractor Lane • Bloomington, Illinois • 61704

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

Building Layout

MAIN FLOOR



The diagram that was provided to IDEAL personnel showed *planned* rooms/layout. IDEAL modified the diagram to show current room layouts as applicable to this inspection, however, some aspects of the diagram may still reflect future plans.



Date	Test #	Mode	Calibration Model/ Matrix ID	Pb	Unit type	Pb P/F	Lr	Component	Floor	Room	Side*	Substrate	Color	Condition
1/12/2023 12:28	1	Lead Paint (Timed)	PCS Cal	1.2	mg/cm2	Positive	1.3	Calibrate						
1/12/2023 12:29	2	Lead Paint (Timed)	PCS Cal	1.2	mg/cm2	Positive	1.2	Calibrate						
1/12/2023 12:29	3	Lead Paint (Timed)	PCS Cal	1.2	mg/cm2	Positive	1.2	Calibrate						
1/12/2023 12:29	4	Lead Paint (Timed)	PCS Cal	1.2	mg/cm2	Positive	1.2	Calibrate						
1/12/2023 12:29	5	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Calibrate						
1/12/2023 12:29	6	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Calibrate						
1/12/2023 12:29	7	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Calibrate						
1/12/2023 12:30	8	Lead Paint (Timed)	PCS Cal	1.1	mg/cm2	Positive	1.1	Calibrate						
1/12/2023 12:30	9	Lead Paint (Timed)	PCS Cal	1.1	mg/cm2	Positive	1.1	Calibrate						
1/12/2023 12:30	10	Lead Paint (Timed)	PCS Cal	1.1	mg/cm2	Positive	1.1	Calibrate						
1/12/2023 12:30	11	Lead Paint (Timed)	PCS Cal	1.1	mg/cm2	Positive	1.1	Calibrate						
1/12/2023 12:30	12	Lead Paint (Timed)	PCS Cal	0	mg/cm2	Negative	1	Calibrate						
1/12/2023 12:30	13	Lead Paint (Timed)	PCS Cal	0	mg/cm2	Negative	1	Calibrate						
1/12/2023 12:30	14	Lead Paint (Timed)	PCS Cal	0	mg/cm2	Negative	1	Calibrate						
1/12/2023 12:30	15	Lead Paint (Timed)	PCS Cal	0	mg/cm2	Negative	1	Calibrate						
1/12/2023 12:34	16	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Bonus Room	A	Drywall	Tan	Intact
1/12/2023 12:35	17	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Bonus Room	B	Drywall	Tan	Intact
1/12/2023 12:35	18	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Bonus Room	C	Drywall	Tan	Intact
1/12/2023 12:36	19	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Bonus Room	D	Drywall	Tan	Intact
1/12/2023 12:37	20	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Office	A	Drywall	Grey	Intact
1/12/2023 12:37	21	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Office	B	Drywall	Grey	Intact
1/12/2023 12:37	22	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1.2	Wall	1st Floor	Office	C	Drywall	Grey	Intact
1/12/2023 12:37	23	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Office	D	Drywall	Grey	Intact
1/12/2023 12:38	24	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Office 2	A	Drywall	Tan	Intact
1/12/2023 12:39	25	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Office 2	D	Drywall	Tan	Intact
1/12/2023 12:40	26	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Hallway	A	Drywall	Grey	Intact
1/12/2023 12:40	27	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Hallway	B	Drywall	Grey	Intact
1/12/2023 12:40	28	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Hallway	C	Drywall	Grey	Intact
1/12/2023 12:40	29	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Hallway	D	Drywall	Grey	Intact
1/12/2023 12:42	30	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Utility Room	A	Drywall	Yellow	Intact
1/12/2023 12:42	31	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Utility Room	B	Drywall	Yellow	Intact
1/12/2023 12:42	32	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Utility Room	C	Plaster	Yellow	Intact
1/12/2023 12:43	33	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1.6	Wall	1st Floor	Utility Room	D	Plaster	Yellow	Intact
1/12/2023 12:43	34	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Kitchen	A	Drywall	Yellow	Intact
1/12/2023 12:44	35	Lead Paint (Quick)	LeadPaint	1.5	mg/cm2	Positive	3.4	Wall	1st Floor	Kitchen	B	Plaster	Yellow	Poor
1/12/2023 12:44	36	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Wall	1st Floor	Kitchen	C	Plaster	Yellow	Intact
1/12/2023 12:45	37	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1.1	Wall	1st Floor	Kitchen	D	Drywall	Yellow	Intact
1/12/2023 12:48	38	Lead Paint (Quick)	LeadPaint	2.4	mg/cm2	Positive	1.9	Ceiling	1st Floor	Bonus Room	D	Metal	Tan	Poor
1/12/2023 12:51	39	Lead Paint (Quick)	LeadPaint	3.9	mg/cm2	Positive	1.7	Ceiling	1st Floor	Bonus Room	B	Metal	Tan	Poor
1/12/2023 12:52	40	Lead Paint (Quick)	LeadPaint	1.2	mg/cm2	Positive	1.2	Calibrate						
1/12/2023 12:52	41	Lead Paint (Quick)	LeadPaint	1.1	mg/cm2	Positive	1.1	Calibrate						
1/12/2023 12:52	42	Lead Paint (Quick)	LeadPaint	1.1	mg/cm2	Positive	1.1	Calibrate						
1/12/2023 12:52	43	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Calibrate						
1/12/2023 12:52	44	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Calibrate						
1/12/2023 12:52	45	Lead Paint (Quick)	LeadPaint	0	mg/cm2	Negative	1	Calibrate						



Positive lead-based paint (LBP) is defined as readings at or above 1.0 mg/cm2.
Negative LBP is defined as readings less than 1.0 mg/cm2.

The "bonus room" is the main library area.

*Side A indicates north; side B indicates east; side C indicates south; side D indicates west.

Accreditation



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

12/1/2021

LICENSE NUMBER: 1002018

Caleb P Cannon

1034 Homestead Dr

Bloomington, IL 61705

LICENSE APPROVED

IDPH recently received and reviewed your application for lead licensure. Your qualifications have been reviewed and found that you meet the requirements set forth by the Lead Poisoning Prevention Code, Section 845.125. Therefore, your application for lead licensure is now complete. Enclosed please find your lead license card. Please have this identification card with you at all times while conducting lead abatement activities.

IDPH has updated its 7 – Day Notice of Commencement effective immediately. The revised document can be identified by its 9/16 revision date on the bottom left corner. Please discontinue using the old form and begin using the new form as soon as possible. The revised form is located in the same web address that the old form was located (<http://www.dph.illinois.gov/sites/default/files/forms/7-day-notice-leadabatement-mitigation-project-091916.pdf>).



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2022



OCCUPATIONAL TRAINING & SUPPLY, INC.

Lead Risk Assessor Refresher

Occupational Training & Supply, Inc. certifies that

Caleb Cannon

has successfully completed the Lead Risk Assessor Refresher course and has passed the competency exam with a minimum score of 70%.
This course is accredited by the Illinois Department of Public Health (TCP ID No. 25) in accordance with the Illinois Lead Poisoning Prevention Code.

Course Date: 11/28/2022

Exam Date: 11/28/2022

Expiration Date: 11/28/2025

Certificate Number: LRAR2211283834

Kristina Miczek, Training Manager



Certificate of Training

Caleb Cannon of IDEAL Environmental has completed XRF Radiation Safety and Operator Training, provided by Tom Lambert of SciAps, Inc.



XRF Radiation Safety and Operation Training

I confirm that the above-named individual has received the training listed on this certificate.

Tom Lambert
Name

Nov. 10th, 2022
Date

Certified Trainer
Title

I certify that I have received the stated training and understand the content presented.

Caleb Cannon
Name

Nov. 10th, 2022
Date



SciAps X-550 PCS February 2022

Action Level: 1.0 mg/cm²

Performance Characteristic Sheet

EFFECTIVE DATE: February 1, 2022

MANUFACTURER AND MODEL:

Make: **SciAps**
 Models: **Model X-550**
 X-Ray Source: **Rhodium (Rh) or Gold (Au) Anode**

FIELD OPERATION GUIDANCE

ACTION LEVEL SETTING:

1.0 mg/cm²

OPERATING PARAMETERS:

Timed mode: fixed 10-second reading.

Quick mode: variable-time reading (approximately 2-6 seconds).

XRF CALIBRATION CHECK LIMITS:

0.8 to 1.2 mg/cm² (inclusive) on NIST SRM 2579 (1.02 mg/cm²)/NIST SRM 2573, or equivalent

SUBSTRATE CORRECTION:

Not applicable

INCONCLUSIVE RANGE OR THRESHOLD:

Au Anode (quick) READING DESCRIPTION	SUBSTRATE	THRESHOLD (mg/cm ²)
Results not corrected for substrate bias on any substrate	Brick	1.0
	Concrete	1.0
	Drywall	1.0
	Metal	1.0
	Plaster	1.0
	Wood	1.0
Rh Anode (Timed or Quick), Au Anode (Timed) READING DESCRIPTION	SUBSTRATE	THRESHOLD (mg/cm ²)
Results not corrected for substrate bias on any substrate	Brick	0.9
	Concrete	0.9
	Drywall	0.9
	Metal	0.9
	Plaster	0.9
	Wood	0.9



SciAps X-550 PCS February 2022

Action Level: 1.0 mg/cm²

BACKGROUND INFORMATION

EVALUATION DATA SOURCE AND DATE:

This sheet is supplemental information to be used in conjunction with Chapter 7 of the HUD *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing*, 2012 Edition ("HUD Guidelines"). Performance parameters shown on this sheet are calculated using test results on building components in the HUD archive. Testing was conducted on 146 test samples in February 2022, with two separate instruments of each Anode type, operated in both Timed and Quick modes.

OPERATING PARAMETERS

Performance parameters shown in this sheet are applicable only when properly operating the instrument using the manufacturer's instructions and procedures described in Chapter 7 of the HUD Guidelines.

XRF CALIBRATION CHECK:

The calibration of the XRF instrument should be checked using the paint film nearest 1.0 mg/cm² in the NIST Standard Reference Material (SRM) used (e.g., for NIST SRM 2579, use the 1.02 mg/cm² film; for NIST SRM 2579a, use film 2573 (1.04 mg/cm²)).

If the average (rounded to 1 decimal place) of three readings is outside the acceptable calibration check range, follow the manufacturer's instructions to bring the instrument into control before XRF testing proceeds.

EVALUATING THE QUALITY OF XRF TESTING:

Randomly select ten testing combinations for retesting from each house or from two randomly selected units in multifamily housing.

Conduct XRF re-testing at the ten testing combinations selected for retesting.

Determine if the XRF testing in the units or house passed or failed the test by applying the steps below. Compute the Retest Tolerance Limit by the following steps:

Determine XRF results for the original and retest XRF readings. In single-family and multi-family housing, a result is defined as a single reading. Therefore, there will be ten original and ten retest XRF results for each house or for the two selected units.

Calculate the average of the original XRF result and the retest XRF result for each testing combination.

Square the average for each testing combination.

Add the ten squared averages together. Call this quantity C.

Multiply the number C by 0.0072. Call this quantity D.

Add the number 0.032 to D. Call this quantity E.

Take the square root of E. Call this quantity F.

Multiply F by 1.645. The result is the Retest Tolerance Limit.

Compute the average of all ten original XRF readings.

Compute the average of all ten re-test XRF readings.

Find the absolute difference of the two averages.

If the difference is less than the Retest Tolerance Limit, the inspection has passed the retest. If the difference of the overall averages equals or exceeds the Retest Tolerance Limit, this

Page 2



SciAps X-550 PCS February 2022

Action Level: 1.0 mg/cm²

procedure should be repeated with ten new testing combinations. If the difference of the overall averages is equal to or greater than the Retest Tolerance Limit a second time, then the inspection should be considered deficient.

Use of this procedure is estimated to produce a spurious result approximately 1% of the time. That is, results of this procedure will call for further examination when no examination is warranted in approximately 1 out of 100 dwelling units tested.

TESTING TIMES:

The reading time in Archive tests was 10 seconds in Timed mode and from 2-6 seconds in Quick mode, for both the Rh Anode and Au Anode.

CLASSIFICATION OF RESULTS:

XRF results for the Au Anode in Quick mode are classified as **positive** if they are **greater than or equal** to 1.0 mg/cm² and **negative** if they are **less than** 1.0 mg/cm². XRF results for the Au Anode in Timed mode and for the Rh Anode in Timed or Quick mode are classified as **positive** if they are **greater than or equal** to 0.9 mg/cm² and **negative** if they are **less than** 0.9 mg/cm².

DOCUMENTATION:

A report titled *Methodology for XRF Performance Characteristic Sheets* (EPA 747-R-95-008) provides an explanation of the statistical methodology used to develop Performance Characteristic Sheets at the Federal standard (Action Level) of 1.0 mg/cm² and provides empirical results from using the recommended inconclusive ranges or thresholds for specific XRF instruments. The report may be downloaded at <http://www2.epa.gov/lead/methodology-xrf-performance-characteristic-sheets-epa-747-r-95-008-september-1997>.





Asbestos Inspection Report

Site:

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

Client:

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

Completion Date:

January 12, 2023

IDEAL Number:

25297



Limited Asbestos Inspection Introduction

Project Name: **Illinois Prairie District Public Library**
Project Location: **208 E. Partridge Street
Metamora, IL 61548**
Client: **Illinois Prairie District Public Library**
Address: **208 E. Partridge Street**
City, State Zip: **Metamora, IL 61548**
Contact Name: **Dawn Smith**
Ideal Job Number: **25297**

Inspection Company: **Ideal Environmental Engineering, Inc. (IDEAL)**
Inspector Name: **Caleb Cannon**
Inspector ID#: **100-20159**
Inspection Date: **January 12, 2023**

Purpose of Inspection: Demolition **X** Renovation Other

Scope of Work & Comments: The building interior and exterior were inspected for accessible suspect asbestos containing materials. If materials other than those inspected and/or identified in this report are discovered which will be disturbed, additional inspection is necessary.

While onsite, the client directed the inspector to exclude the basement. No access was available for the roof and the inspector understood no roof renovations were planned, therefore, the roof is also excluded. IDEAL shall not be held responsible for any misunderstanding of renovation plans.

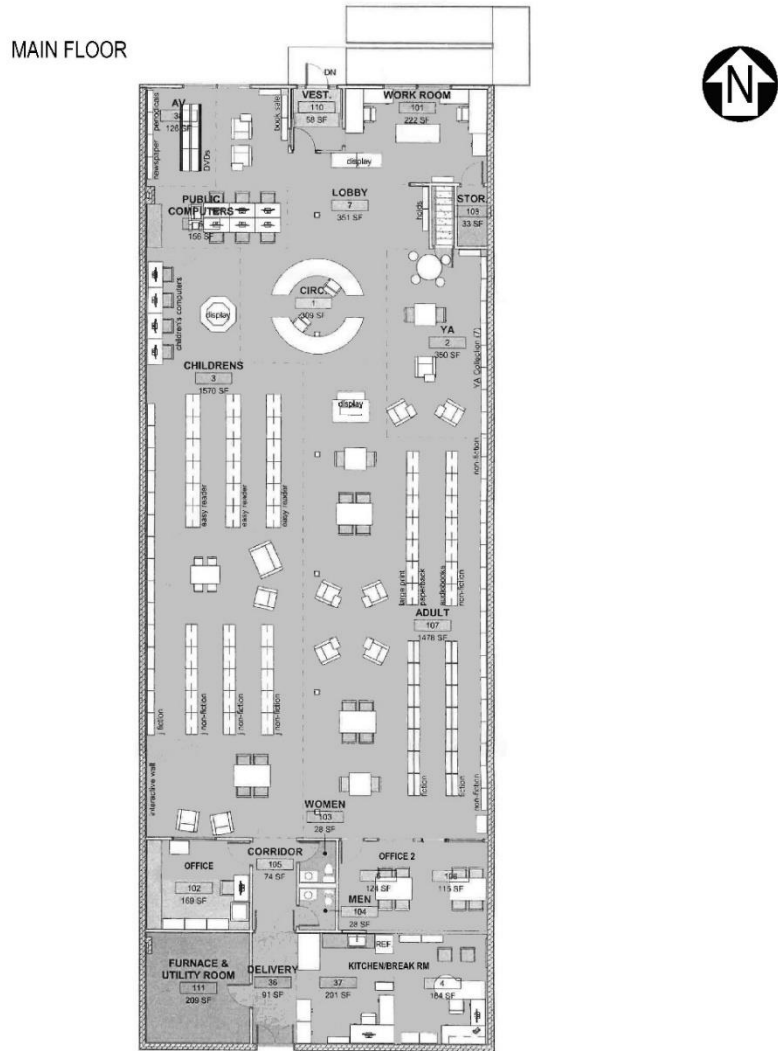
No inspection reports for the building were provided by the client. The review of previous inspection reports is specifically excluded from the inspection service. IDEAL shall not be held responsible for any contradictory results in prior inspection reports, should they exist.

This inspection was performed to help comply with the following rules governing asbestos: EPA *NESHAP 40CFR Part 61, Subpart M* and IDPH *Part 855 Asbestos Abatement for Public and Private Schools and Commercial and Public Buildings in Illinois*.

This report is intended to be read in whole and not in part. The **General Definitions and General Comments** are an integral part of this report.



Building Layout



The diagram that was provided to IDEAL personnel showed *planned* rooms/layout. IDEAL modified the diagram to show current room layouts as applicable to this inspection. Some aspects of the diagram may still reflect future plans.



General Building Information

Illinois Prairie District Public Library in Metamora is a one-story commercial building. The age of the building and any additions are unknown. The structure is brick. The roof is flat. The siding is wood and brick. The approximate square footage is 5,842.

Foundation walls are brick. The interior walls are plaster and drywall. The interior floors are carpet, vinyl, tile and wood. Ceilings are ceiling panels and tin. A forced-air heating system is used.

A partial basement is present. A crawlspace with a dirt floor is accessed through the basement. No piping was evident in the crawlspace. No attic is present.

Wall paneling was observed to be nailed-on. Sink undercoating is present, but the inspector deemed it not suspected to contain asbestos.



Summary of Inspection Areas

The following accessible materials were sampled to determine asbestos content:

Sample Area	Area Description	Area Location	# of Samples /Layers	Asbestos Containing Material	Analysis Type	Asbestos Content/Type	Friable	Non-Friable Category	Damage Condition	RACM	Area Estimate
23MJC	Drywall Joint Compound	Walls Throughout	7	Yes	PLM	2% Chrysotile	Yes	Not Applicable	ND	Yes	7,740 sf
23EWG	Exterior Window Glazing	North Windows	3	Yes	PLM	2% Chrysotile	No	Category II	ND	Yes	1.7 sf
23MFB	12x12 Brown w/Tan Streaks Floor Tile	North Entry & Storage, Delivery/Break Rm/ Kitchen Area	3	Yes	PLM	2% Chrysotile	No	Category I	ND	No	565 sf
23MST	Stair Tread	North Entry Steps	3	Yes	PLM	2% Chrysotile	No	Category I	ND	No	24 sf
23MFA	Gold Carpet Mastic	Various Areas Throughout	3	No*	PLM & TEM	Not Applicable					
23BCA	4" Brown Base Cove	Various Areas Throughout	3	No	PLM & TEM						
23BCAM	4" Brown Base Cove Mastic	Various Areas Throughout	3	No	PLM						
23MDW	Drywall	Walls Throughout	7	No	PLM						
23MCA	2x4 Deep Fissure Ceiling Panels	Various Areas Throughout	3	No	PLM						
23MFBM	12x12 Brown w/Tan Streaks Floor Tile Mastic	North Entry & Storage, Delivery/Break Rm/ Kitchen Area	3	No	PLM						
23MCB	2x4 Deep Fissure Ceiling Panels (Replacement)	Various Areas Throughout	3	No	PLM						
23MCC	2x4 Fissure Ceiling Panels	South Main Library Area, Break Rm/Kitchen Area	3	No	PLM						
23BCB	2" Brown Base Cove	Restrooms	3	No	PLM & TEM						
23BCBM	2" Brown Base Cove Mastic	Restrooms	3	No	PLM						
23MFC	White Square Pattern Sheet Flooring	Restrooms	3	No	PLM & TEM						
23MFCM	White Square Pattern Sheet Flooring Mastic	Restrooms	3	No	PLM						
23MCD	2x2 Pinhole Ceiling Panels	Restrooms	3	No	PLM						
23MFD	Blue & Pink Carpet Mastic	West Office	3	No	PLM						
23BCC	4" Light Pink Base Cove	West Office	3	No	PLM & TEM						
23BCCM	4" Light Pink Base Cove Mastic	West Office	3	No*	PLM & TEM						
23MCE	2x2 Deep Fissure Ceiling Panels	Office 2	3	No	PLM						
23MCF	2x2 Fissure Ceiling Panels	Office 2	3	No	PLM						
23SPA	Plaster Walls	South Perimeter Walls	3	No	PLM						
23EWC	Exterior Window Caulk	South Windows	3	No	PLM & TEM						
23EDC	Exterior Door Caulk	North Door	3	No	PLM						
23MSTM	Stair Tread Mastic	North Entry Steps	3	No**	PLM						



*Trace amounts (less than or equal to 1%) of asbestos were detected. Refer to General Comments. Though the material is defined as non-asbestos containing by AHERA and NESHAP regulations, additional precautions must be taken for OSHA compliance. Ensure any party disturbing this material is aware that trace amounts of asbestos were detected.

**The material was analyzed by PLM, and no asbestos was detected. By definition, it is a non-asbestos containing material. However, the mastic is black. Refer to General Comments for black mastic information.

Non-friable organically bound materials (NOBs) submitted for TEM analysis to verify PLM results are recommended. Refer to lab results for detailed information on TEM results.

Damage Condition: ND = Not Damaged / D = Damaged / SD = Significantly Damaged

PLM = Polarized Light Microscopy TEM = Transmission Electron Microscopy

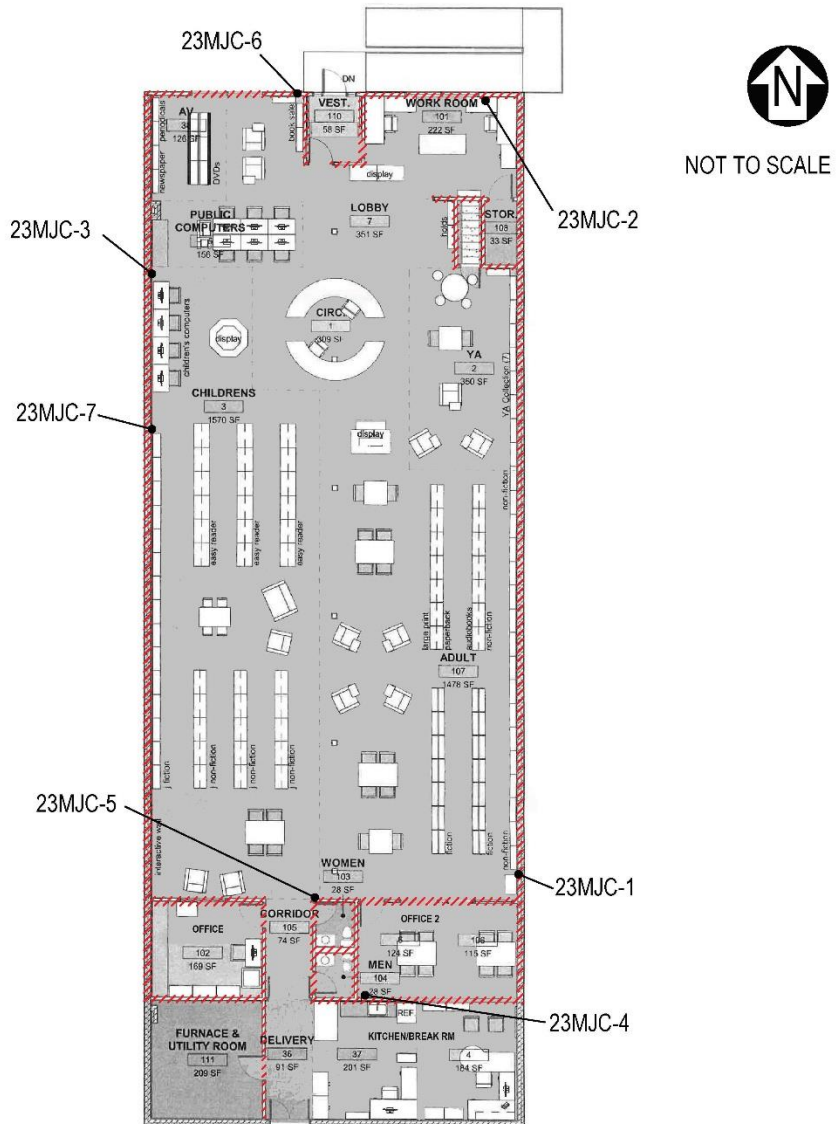
Additional sampling and/or analysis is always an option. Refer to General Comments.

Sample 23CC-1 was submitted as a quality analysis/quality control sample.



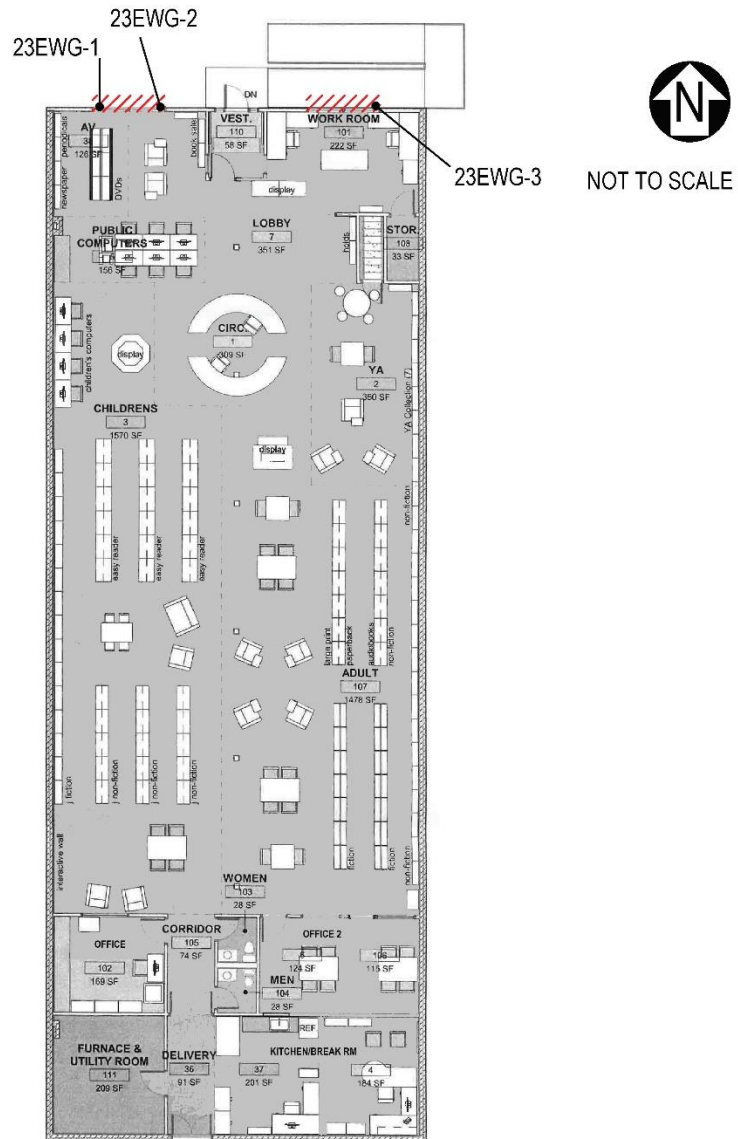
Sample Location Diagram

Sample Area ID & Number: **23MJC-1,2,3,4,5,6,7**
Description: **Drywall Joint Compound**
Area Estimate: **7,740 sf**
Material Location: **///////**
Asbestos Containing Material: **Yes**



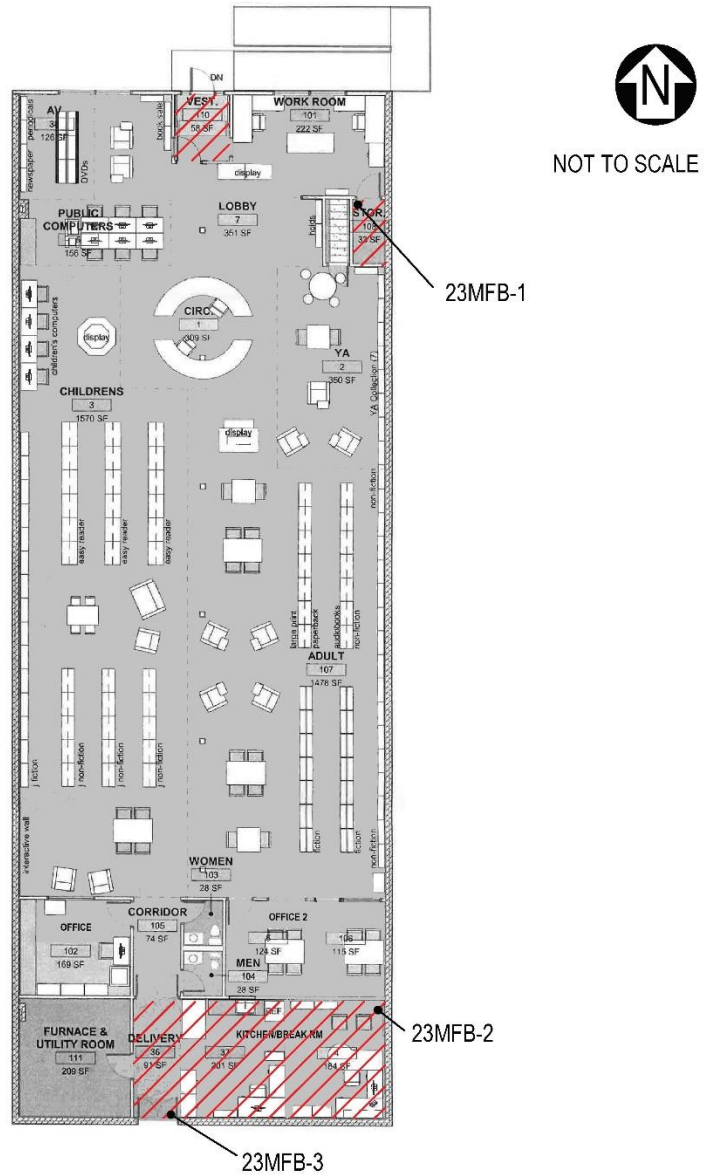
Sample Location Diagram

Sample Area ID & Number: **23EWG-1,2,3**
Description: **Exterior Window Glazing**
Area Estimate: **1.7 sf**
Material Location: **///////**
Asbestos Containing Material: **Yes**



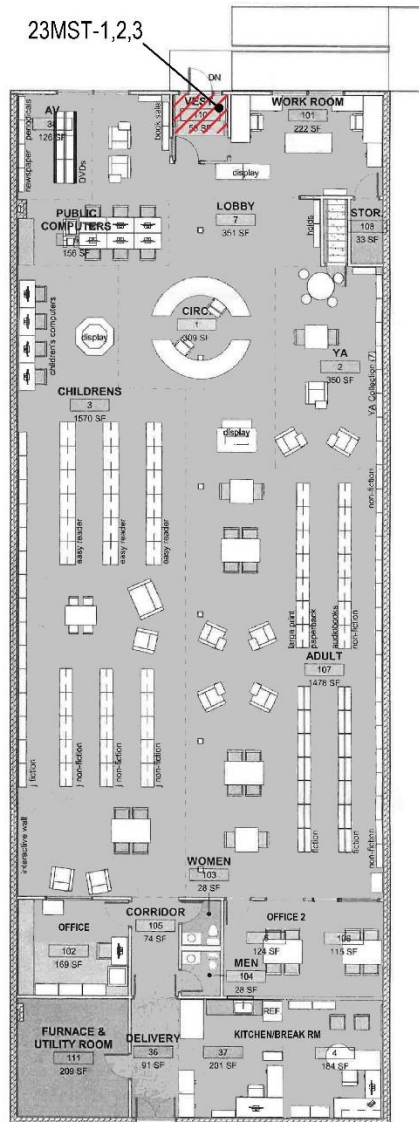
Sample Location Diagram

Sample Area ID & Number: **23MFB-1,2,3**
Description: **12x12 Brown w/Tan Streaks Floor Tile**
Area Estimate: **565 sf**
Material Location: **///////**
Asbestos Containing Material: **Yes**



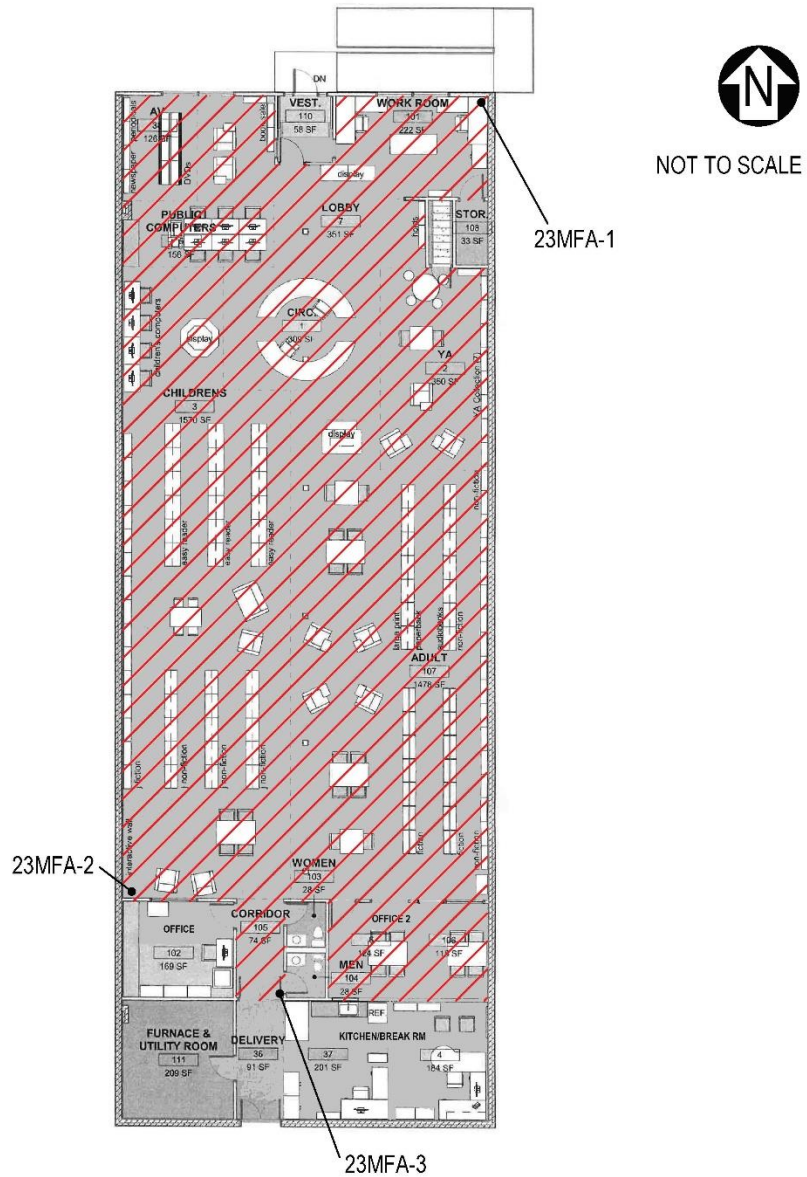
Sample Location Diagram

Sample Area ID & Number: **23MST-1,2,3**
Description: **Stair Tread**
Area Estimate: **24 sf**
Material Location: **//////**
Asbestos Containing Material: **Yes**



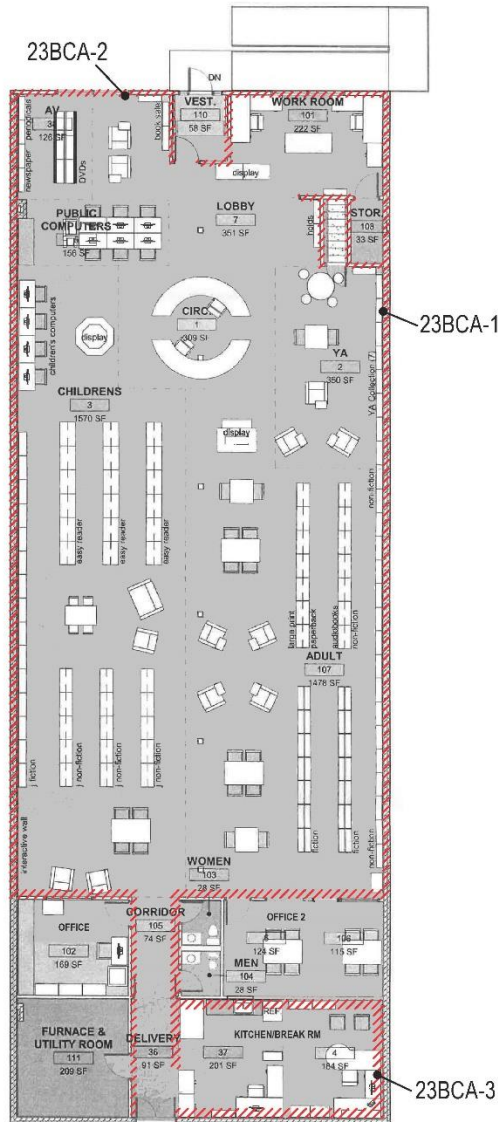
Sample Location Diagram

Sample Area ID & Number: **23MFA-1,2,3**
Description: **Gold Carpet Mastic**
Area Estimate: **4,791 sf**
Material Location: **///////**
Asbestos Containing Material: **No**



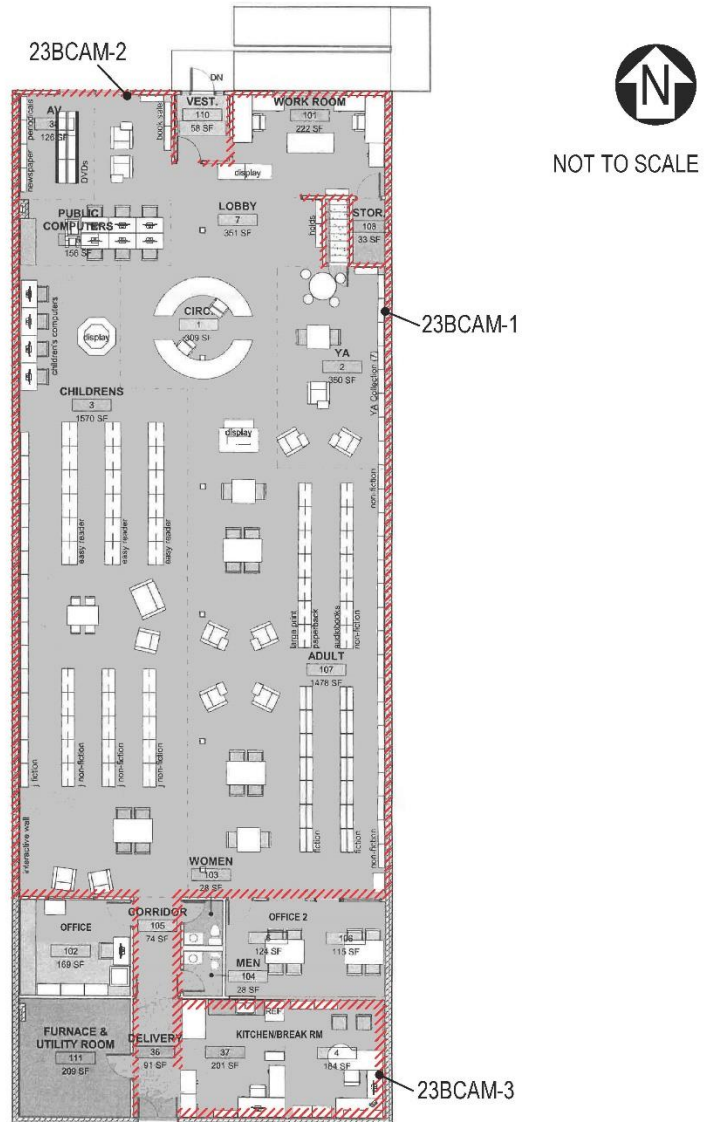
Sample Location Diagram

Sample Area ID & Number: **23BCA-1,2,3**
Description: **4" Brown Base Cove**
Area Estimate: **Not Available**
Material Location: **///////**
Asbestos Containing Material: **No**



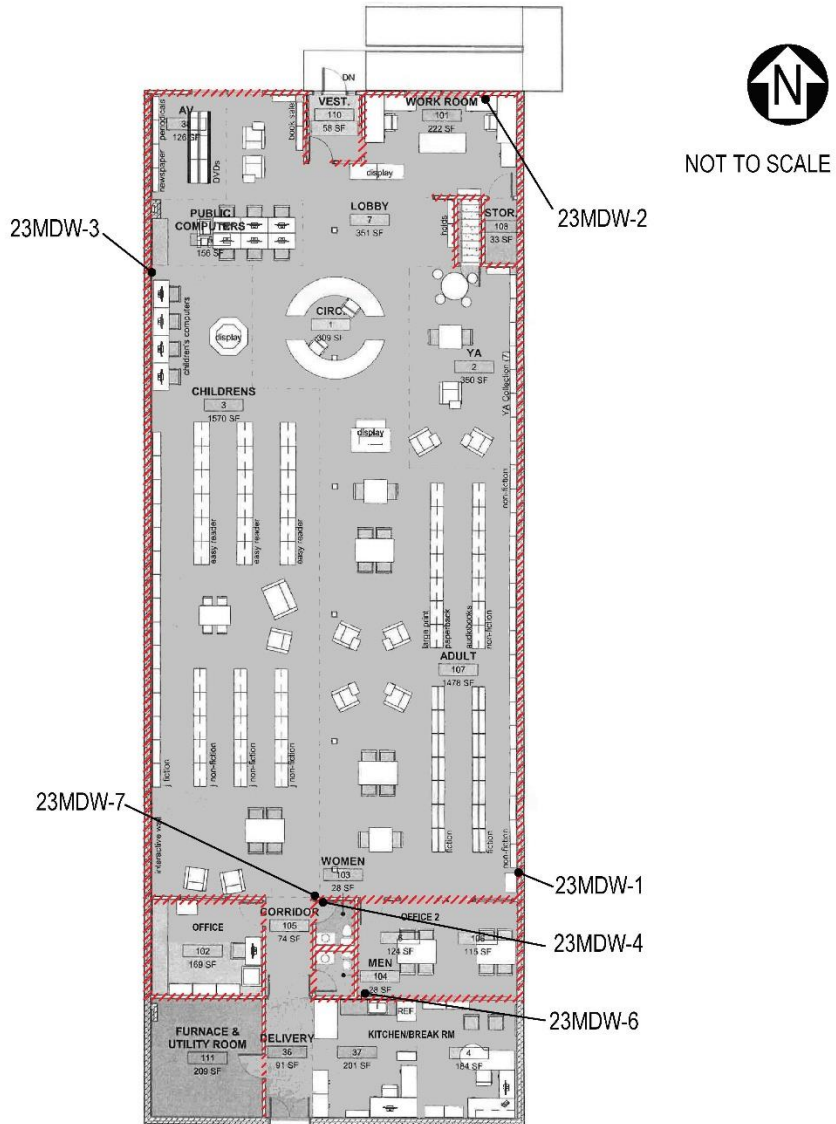
Sample Location Diagram

Sample Area ID & Number: **23BCAM-1,2,3**
Description: **4" Brown Base Cove Mastic**
Area Estimate: **Not Available**
Material Location: **///////**
Asbestos Containing Material: **No**



Sample Location Diagram

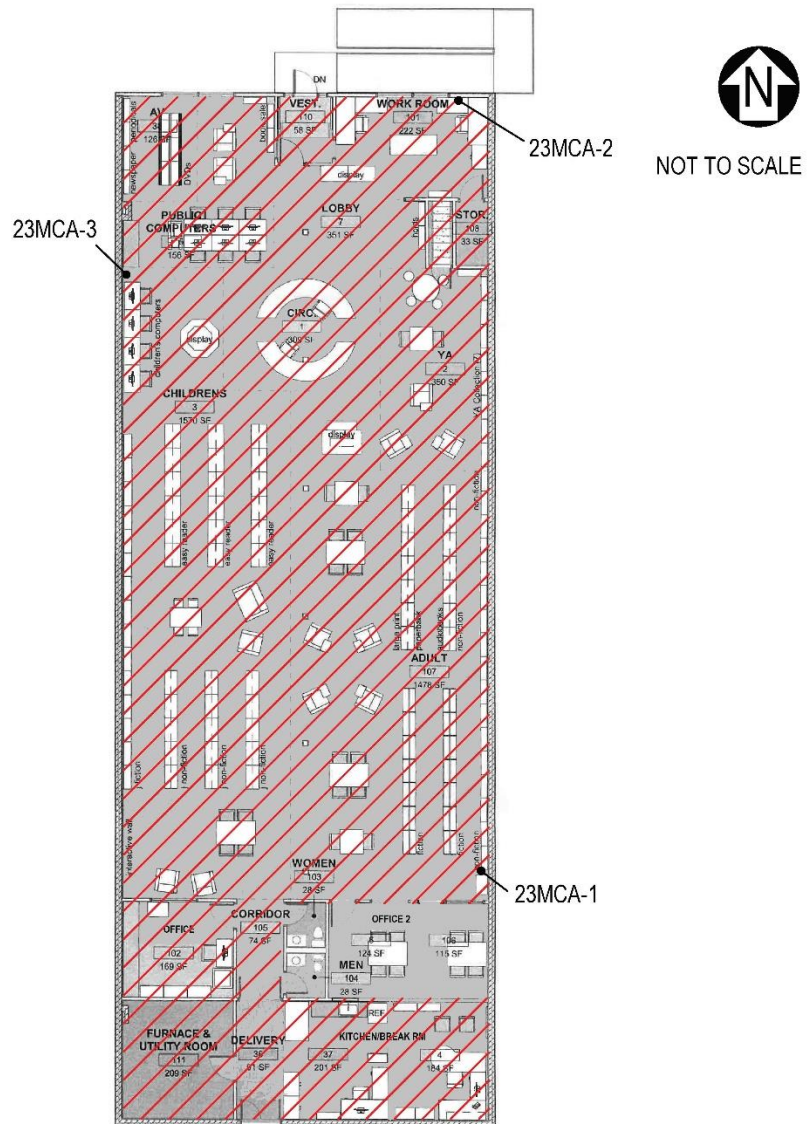
Sample Area ID & Number: **23MDW-1,2,3,4,5,6,7**
Description: **Drywall**
Area Estimate: **Not Available**
Material Location: **//////**
Asbestos Containing Material: **No**



Location of sample 23MDW-5 is not available.

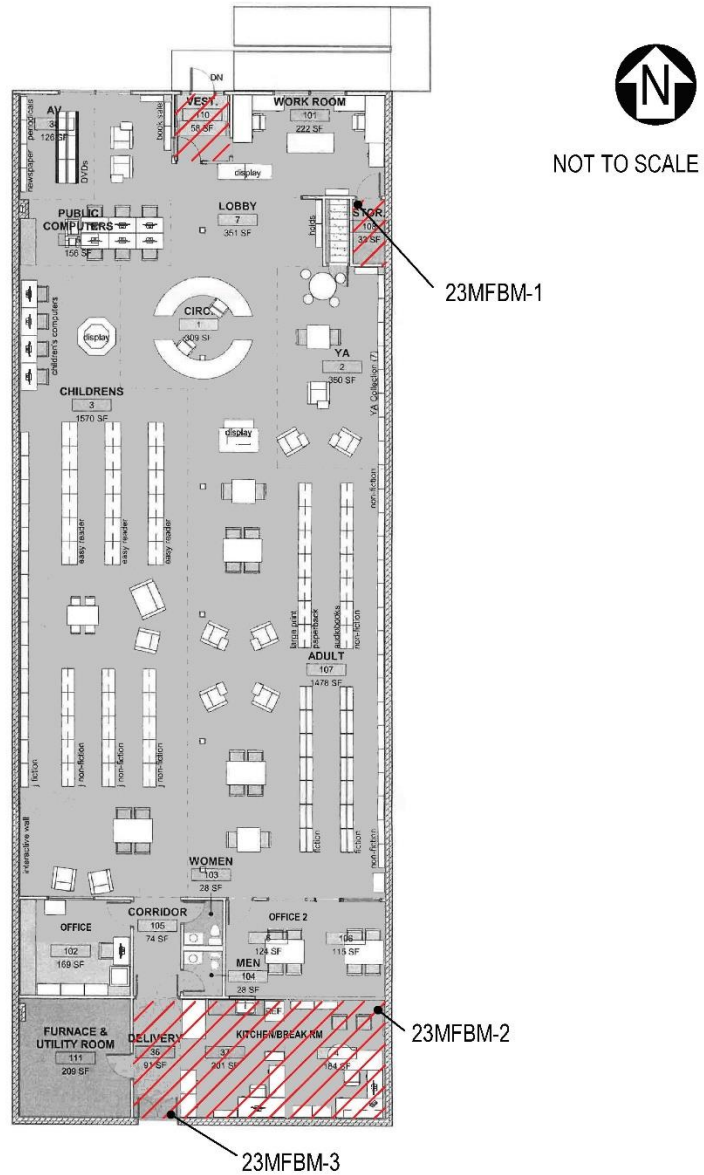
Sample Location Diagram

Sample Area ID & Number: **23MCA-1,2,3**
Description: **2x4 Deep Fissure Ceiling Panels**
Area Estimate: **Not Applicable**
Material Location: **///////**
Asbestos Containing Material: **No**



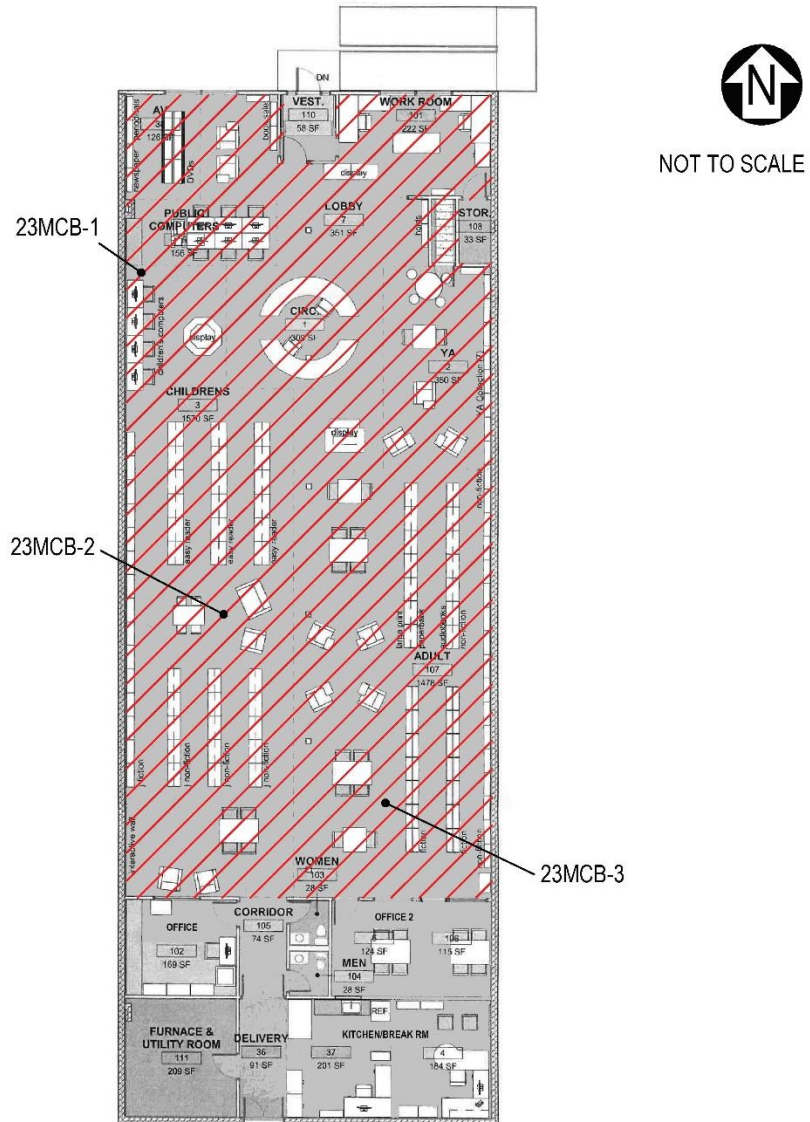
Sample Location Diagram

Sample Area ID & Number: **23MFBM-1,2,3**
Description: **12x12 Brown w/Tan Streaks Floor Tile Mastic**
Area Estimate: **565 sf**
Material Location: **///////**
Asbestos Containing Material: **No**



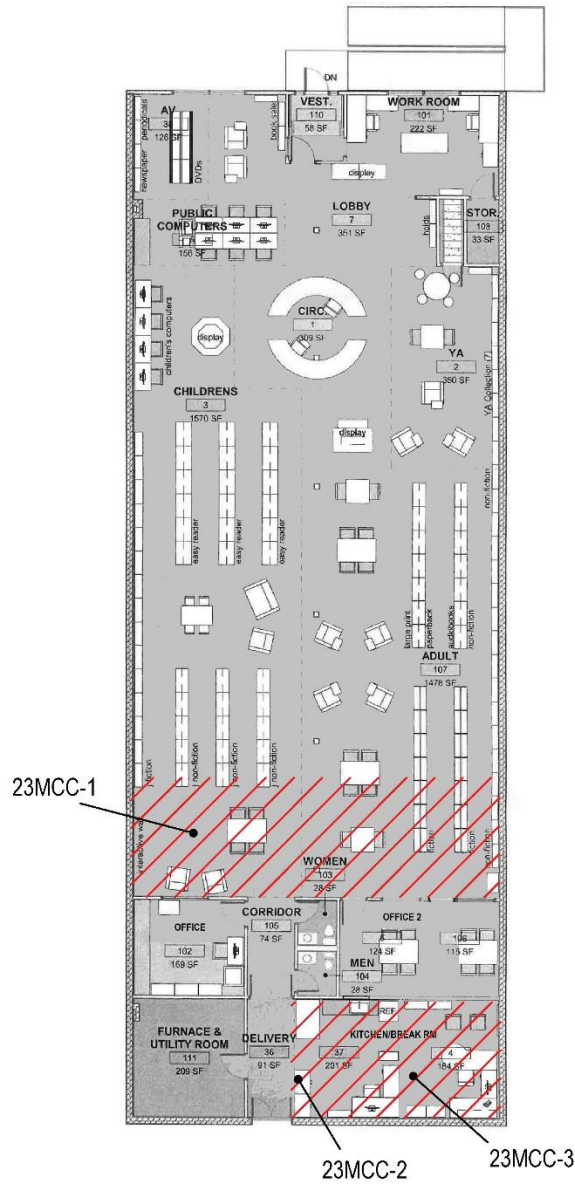
Sample Location Diagram

Sample Area ID & Number: **23MCB-1,2,3**
Description: **2x4 Deep Fissure Ceiling Panels (replacement)**
Area Estimate: **64 sf**
Material Location: **//////**
Asbestos Containing Material: **No**



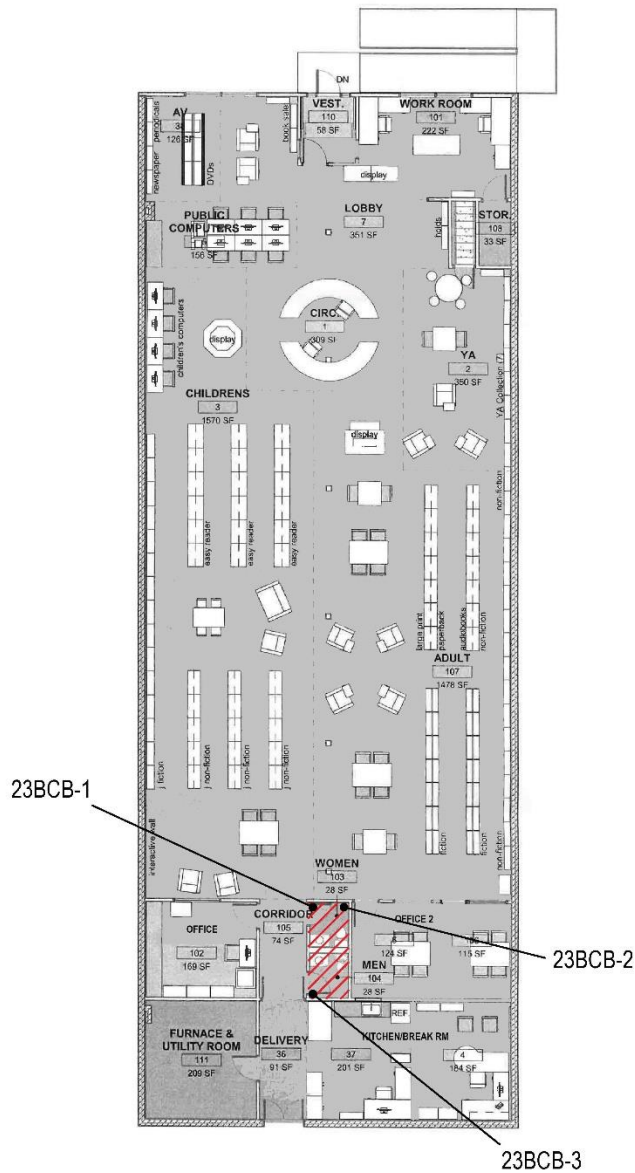
Sample Location Diagram

Sample Area ID & Number: **23MCC-1,2,3**
Description: **2x4 Fissure Ceiling Panels**
Area Estimate: **120 sf**
Material Location: **///////**
Asbestos Containing Material: **No**



Sample Location Diagram

Sample Area ID & Number: **23BCB-1,2,3**
Description: **2" Brown Base Cove**
Area Estimate: **Not Available**
Material Location: **///////**
Asbestos Containing Material: **No**

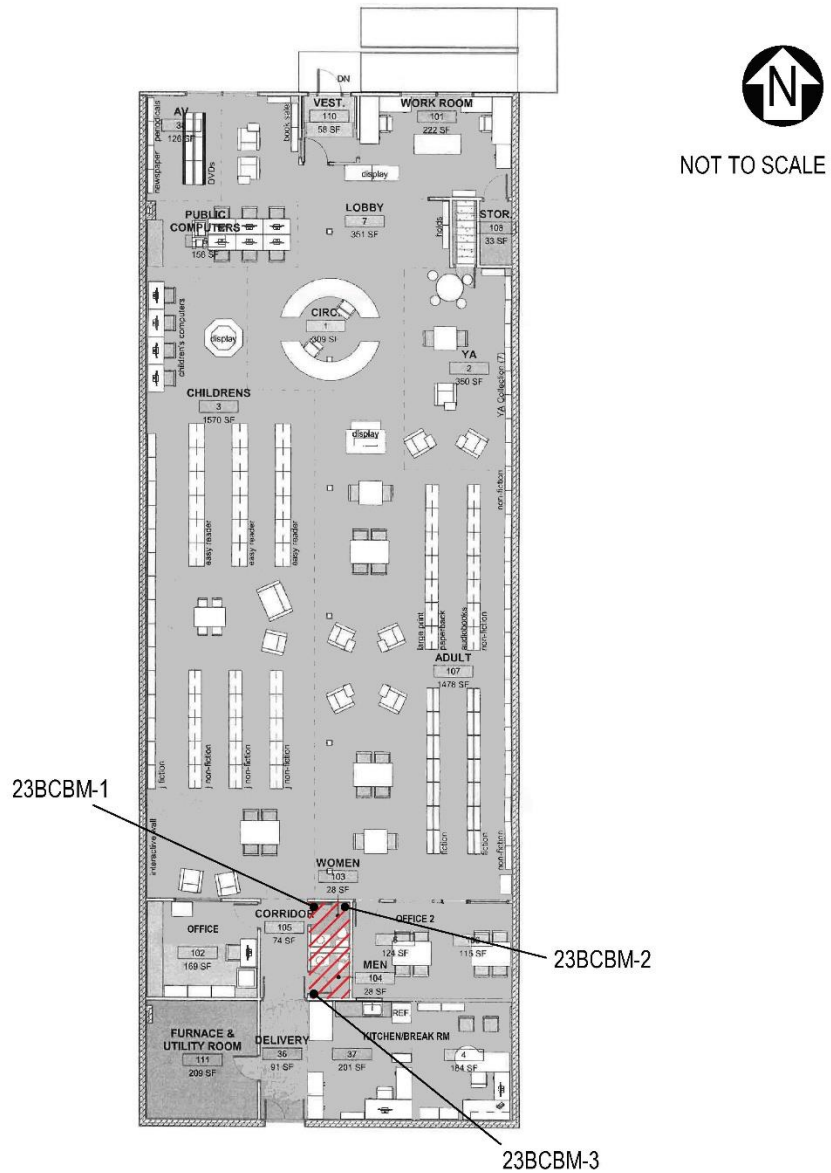


NOT TO SCALE



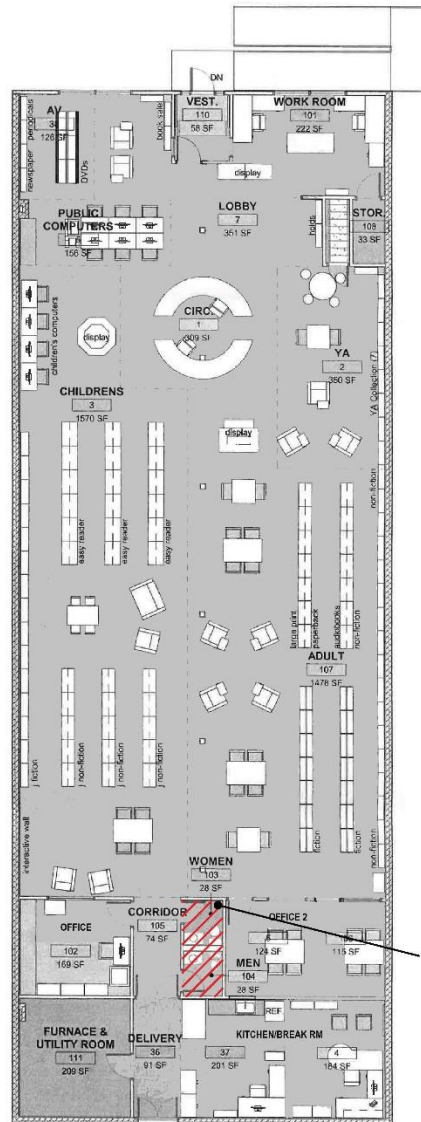
Sample Location Diagram

Sample Area ID & Number: **23BCBM-1,2,3**
Description: **2" Brown Base Cove Mastic**
Area Estimate: **Not Available**
Material Location: **///////**
Asbestos Containing Material: **No**



Sample Location Diagram

Sample Area ID & Number: **23MFC-1,2,3**
Description: **White Square Pattern Sheet Flooring**
Area Estimate: **Not Available**
Material Location: **///////**
Asbestos Containing Material: **No**



Locations for samples 23MFC-2,3 are not available.



Sample Location Diagram

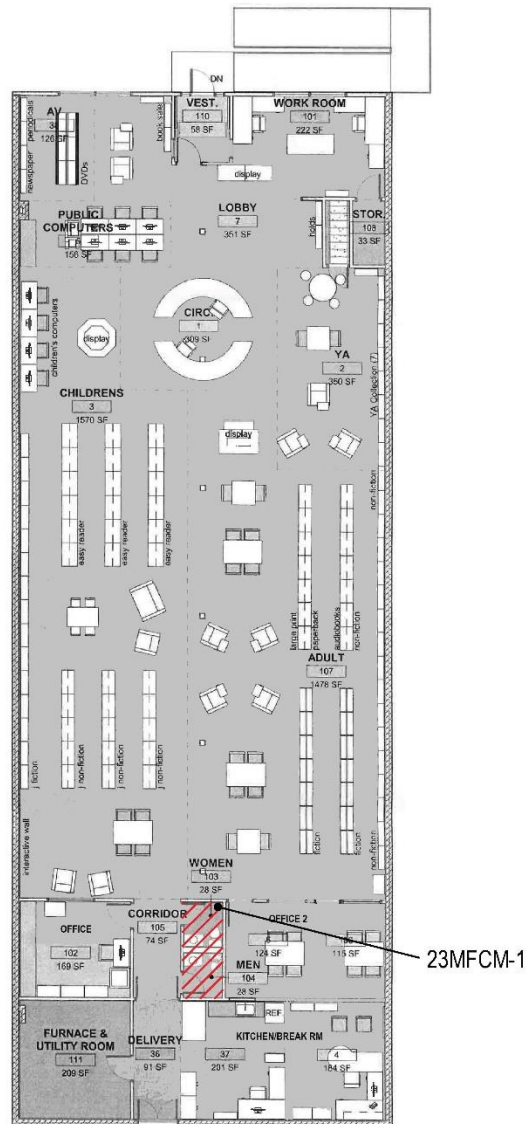
Sample Area ID & Number: **23MFCM-1,2,3**

Description: **White Square Pattern Sheet Flooring Mastic**

Area Estimate: **Not Available**

Material Location: **///////**

Asbestos Containing Material: **No**

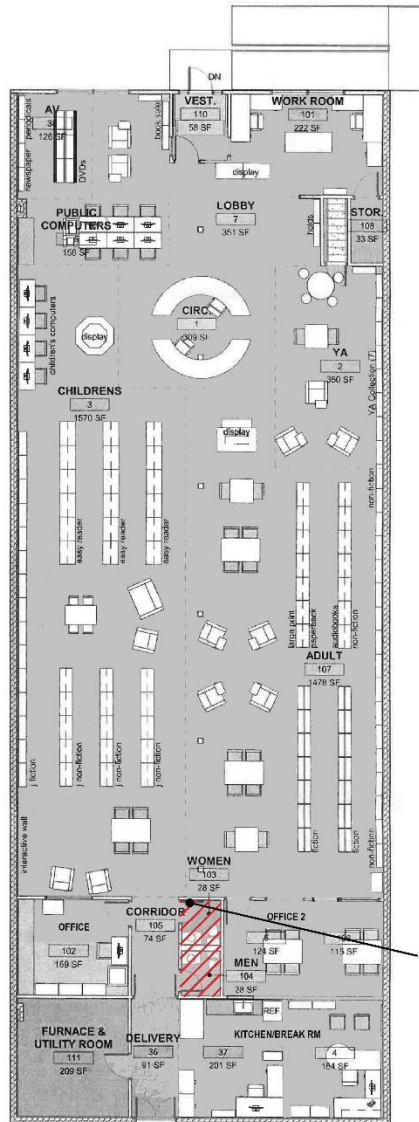


Locations for samples 23MFCM-2,3 are not available.



Sample Location Diagram

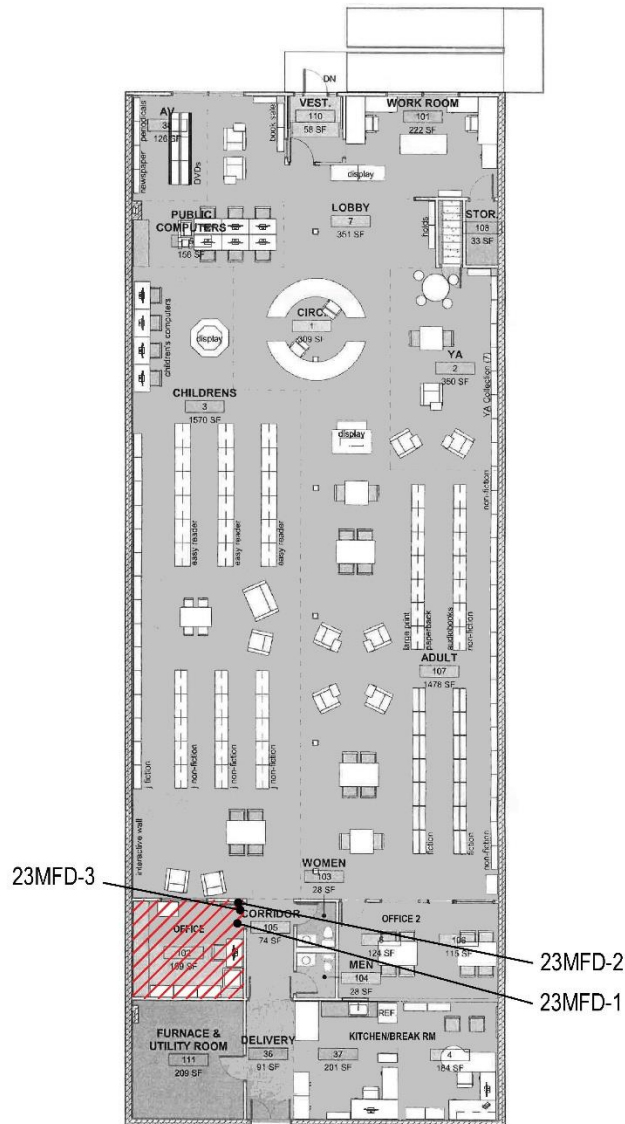
Sample Area ID & Number: **23MCD-1,2,3**
Description: **2x2 Pinhole Ceiling Panels**
Area Estimate: **Not Available**
Material Location: **///////**
Asbestos Containing Material: **No**



Locations for samples 23MCD-2,3 are not available.

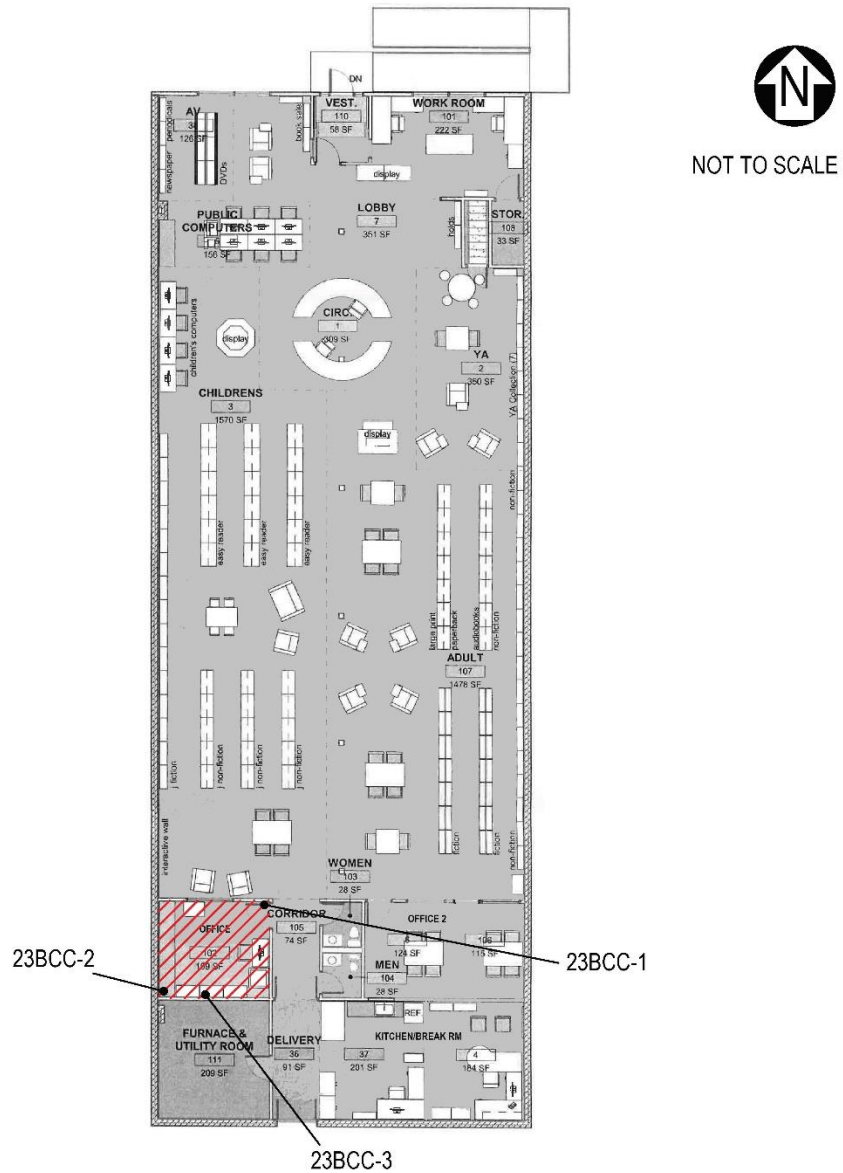
Sample Location Diagram

Sample Area ID & Number: **23MFD-1,2,3**
Description: **Blue & Pink Carpet Mastic**
Area Estimate: **Not Available**
Material Location: **///////**
Asbestos Containing Material: **No**



Sample Location Diagram

Sample Area ID & Number: **23BCC-1,2,3**
Description: **4" Light Pink Base Cove**
Area Estimate: **Not Available**
Material Location: **///////**
Asbestos Containing Material: **No**



Sample Location Diagram

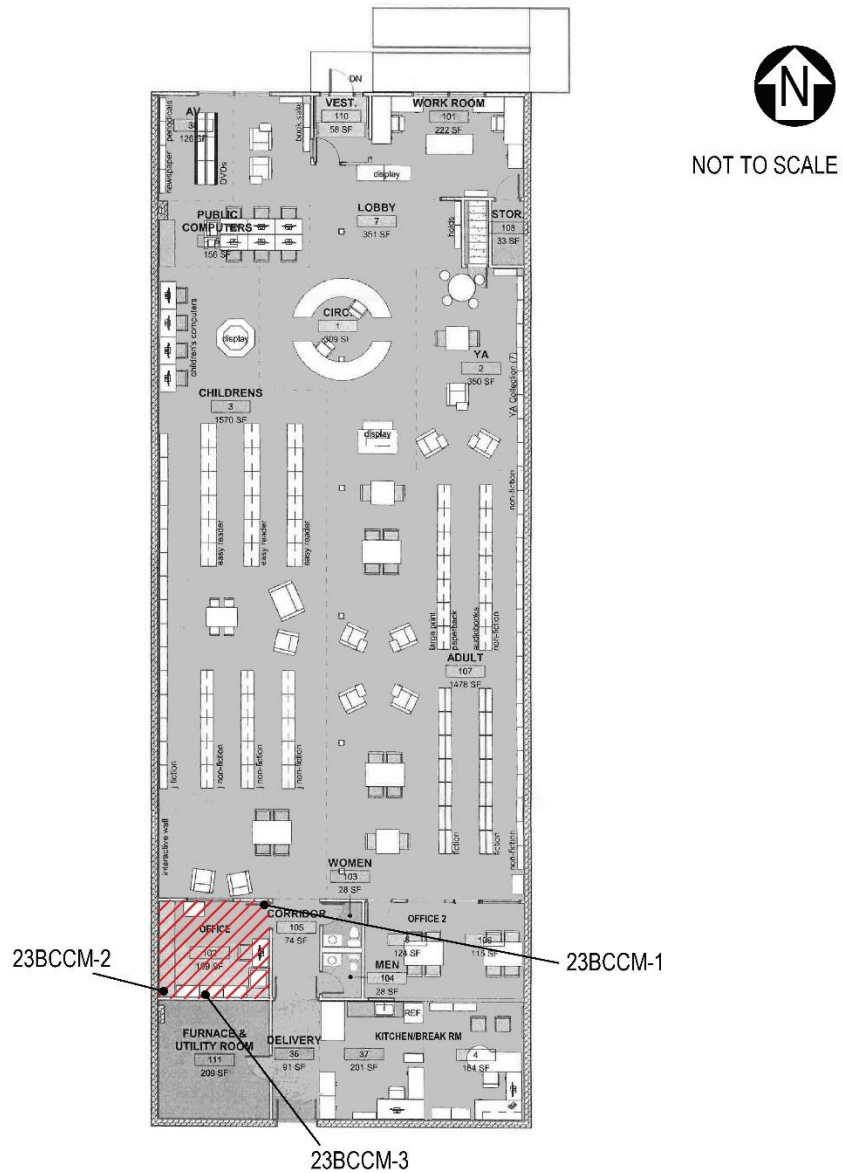
Sample Area ID & Number: **23BCCM-1,2,3**

Description: **4" Light Pink Base Cove Mastic**

Area Estimate: **Not Available**

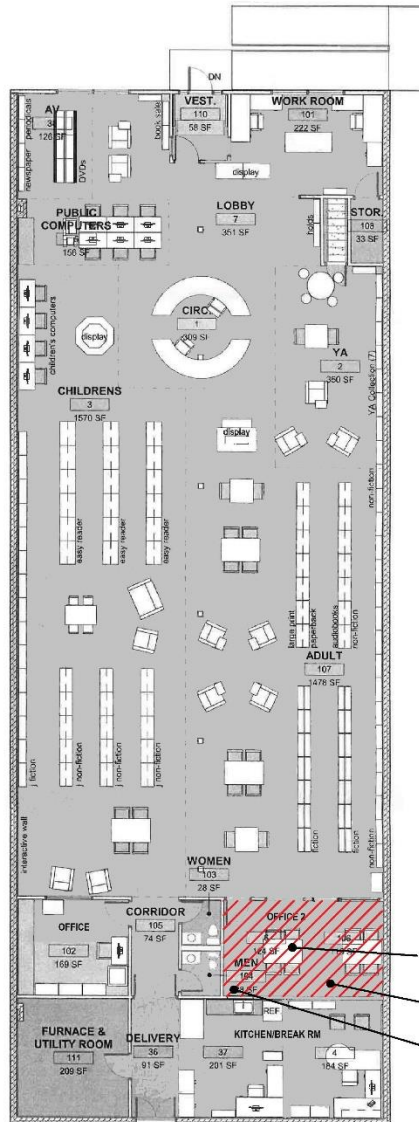
Material Location: **///////**

Asbestos Containing Material: **No**



Sample Location Diagram

Sample Area ID & Number: **23MCE-1,2,3**
Description: **2x2 Deep Fissure Ceiling Panels**
Area Estimate: **Not Available**
Material Location: **///////**
Asbestos Containing Material: **No**

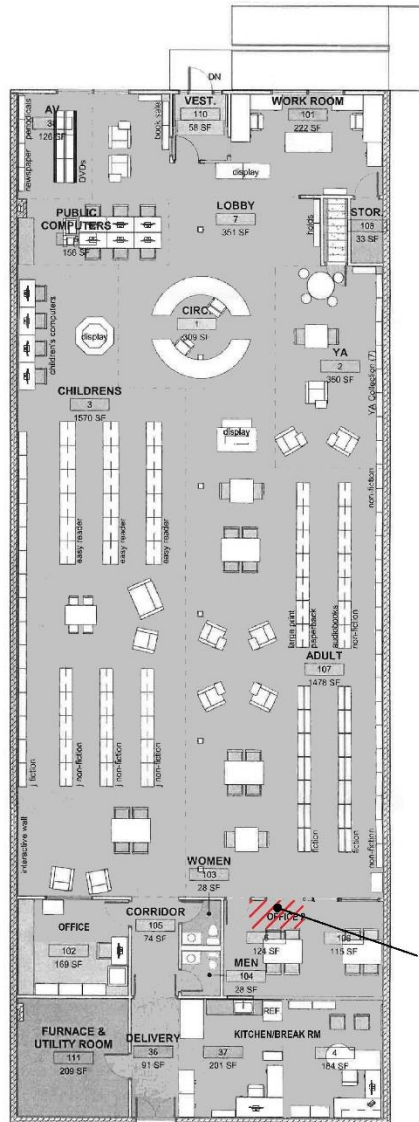


NOT TO SCALE



Sample Location Diagram

Sample Area ID & Number: **23MCF-1,2,3**
Description: **2x2 Fissure Ceiling Panels**
Area Estimate: **8 sf**
Material Location: **///////**
Asbestos Containing Material: **No**



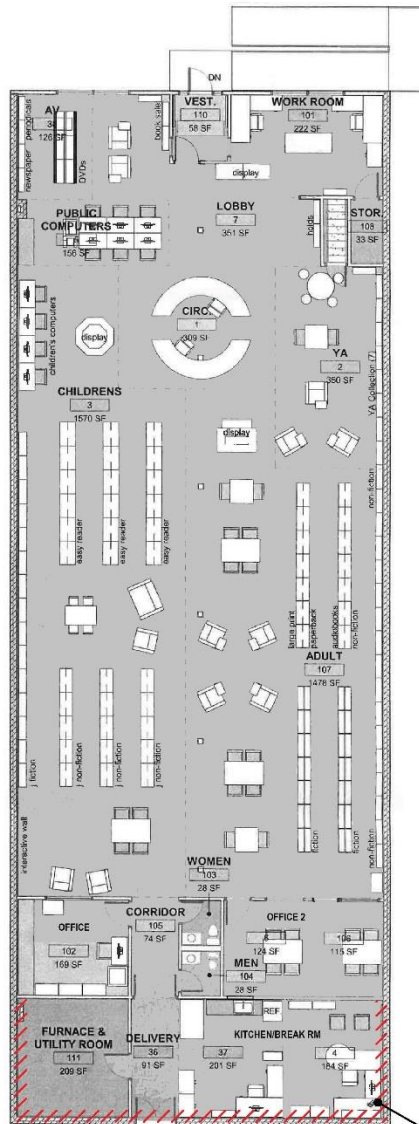
NOT TO SCALE

23MCF-1,2,3



Sample Location Diagram

Sample Area ID & Number: **23SPA-1,2,3**
Description: **Plaster Walls**
Area Estimate: **<1,000 sf**
Material Location: **///////**
Asbestos Containing Material: **No**



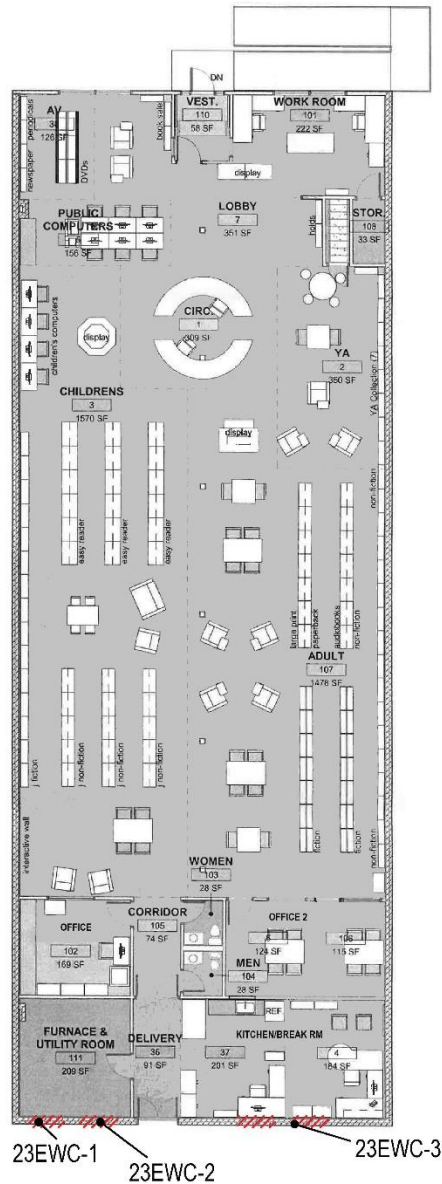
NOT TO SCALE

23SPA-1,2,3



Sample Location Diagram

Sample Area ID & Number: **23EWC-1,2,3**
Description: **Exterior Window Caulk**
Area Estimate: **2.7 sf**
Material Location: **/////**
Asbestos Containing Material: **No**

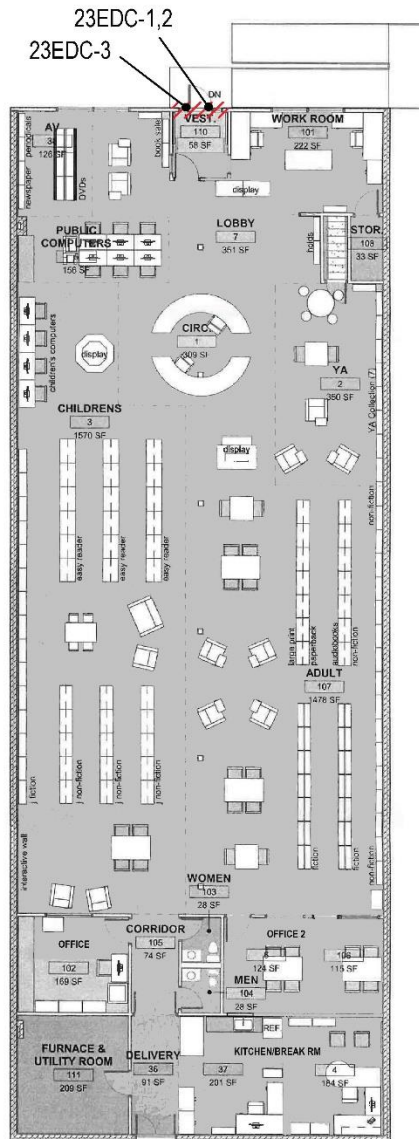


NOT TO SCALE



Sample Location Diagram

Sample Area ID & Number: **23EDC-1,2,3**
Description: **Exterior Door Caulk**
Area Estimate: **1 sf**
Material Location: **///////**
Asbestos Containing Material: **No**

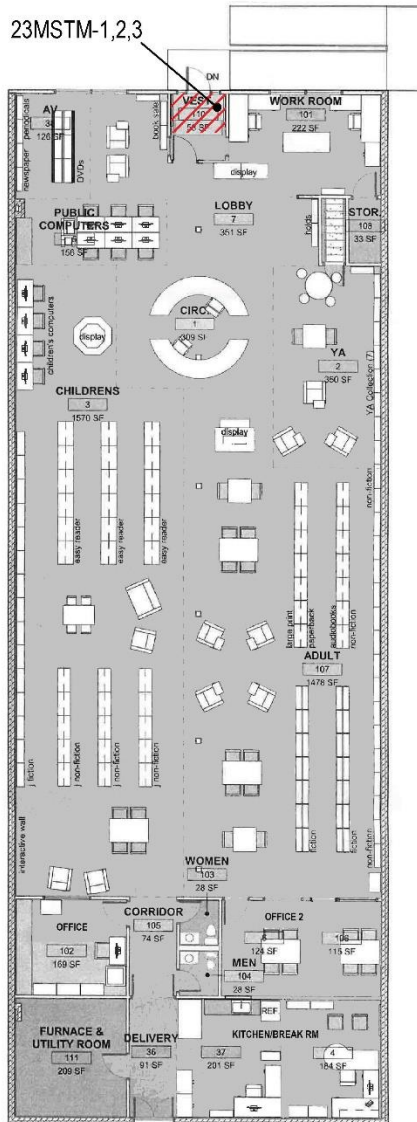


NOT TO SCALE



Sample Location Diagram

Sample Area ID & Number: **23MSTM-1,2,3**
Description: **Stair Tread Mastic**
Area Estimate: **24 sf**
Material Location: **///////**
Asbestos Containing Material: **No**



NOT TO SCALE



Sample Area Photos



Material Description	Drywall & Drywall Joint Compound
Material Location	Walls Throughout



Material Description	Exterior Window Glazing
Material Location	North Windows



Material Description	12x12 Brown w/Tan Streaks Floor Tile & Mastic
Material Location	North Entry & Storage, Delivery/Break Rm/Kitchen Area



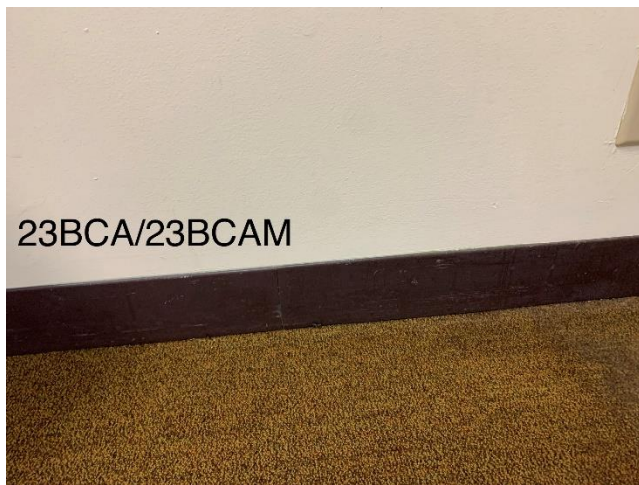
Sample Area Photos



Material Description	Stair Tread & Mastic
Material Location	North Entry Steps



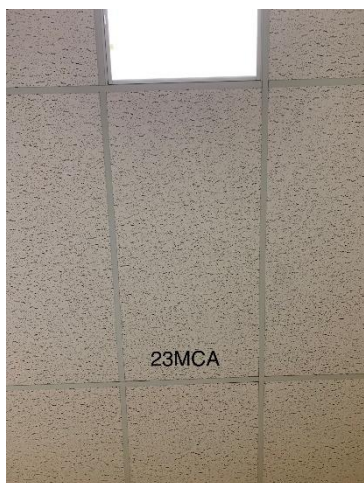
Material Description	Gold Carpet Mastic
Material Location	Various Areas Throughout



Material Description	4" Brown Base Cove & Mastic
Material Location	Various Areas Throughout



Sample Area Photos



Material Description	2x4 Deep Fissure Ceiling Panels
Material Location	Various Areas Throughout



Material Description	2x4 Deep Fissure Ceiling Panels (replacement)
Material Location	Various Areas Throughout



Material Description	2x4 Fissure Ceiling Panels
Material Location	South Main Library Area, Break Rm/Kitchen Area



Sample Area Photos



Material Description	2" Brown Base Cove & Mastic
Material Location	Restrooms



Material Description	White Square Pattern Sheet Flooring & Mastic
Material Location	Restrooms



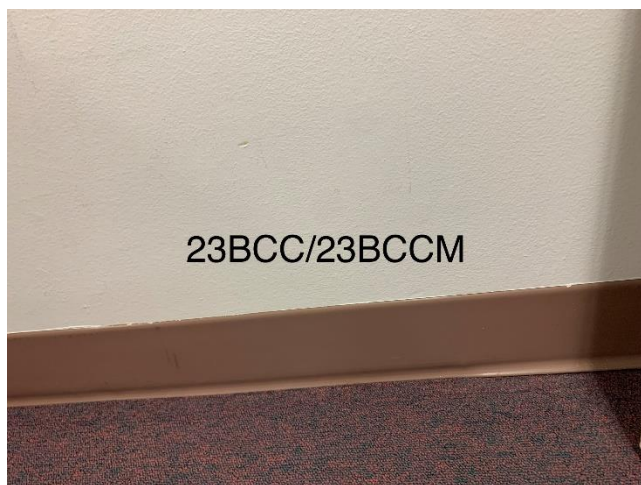
Material Description	2x2 Pinhole Ceiling Panels
Material Location	Restrooms



Sample Area Photos



Material Description	Blue & Pink Carpet Mastic
Material Location	West Office



Material Description	4" Light Pink Base Cove & Mastic
Material Location	West Office



Material Description	2x2 Deep Fissure Ceiling Panels
Material Location	Office 2



Sample Area Photos



Material Description	2x2 Fissure Ceiling Panels
Material Location	Office 2



Material Description	Plaster Walls
Material Location	South Perimeter Walls



Material Description	Exterior Window Caulk
Material Location	South Windows



Sample Area Photos



Material Description	Exterior Door Caulk
Material Location	North Door



Laboratory Results



Environmental Hazards Services, L.L.C.
 7469 Whitepine Rd
 Richmond, VA 23237
 Telephone: 800.347.4010

Asbestos Bulk Analysis Report

Client: Ideal Env. Engineering
 2904 Tractor Lane
 Bloomington, IL 61704

Report Number: 23-01-02194
Received Date: 01/17/2023
Analyzed Date: 01/17/2023, 01/19/2023, 01/18/2023
Reported Date: 01/19/2023

Project/Test Address: J#25297; Illinois Prairie District Public Library; IL Prairie Dist Public Library; 208 E Partridge Street; Metamora, IL

Client Number:
 14-2223

Fax Number:

Laboratory Results

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-001	23MFA-1	--	Pale Green/Yellow Adhesive; Homogenous	NAD	8% Synthetic 92% Non-Fibrous
23-01-02194-002	23MFA-2	--	Yellow Adhesive; Homogenous	NAD	3% Synthetic 97% Non-Fibrous
23-01-02194-003	23MFA-3	--	Yellow/Pale Yellow Adhesive; Homogenous	NAD	5% Synthetic 95% Non-Fibrous
23-01-02194-004	23BCA-1	--	Dark Brown Rubbery Vinyl-Like; Homogenous	NAD	100% Non-Fibrous
23-01-02194-005	23BCA-2	--	Dark Brown Rubbery Vinyl-Like; Homogenous	NAD	100% Non-Fibrous

Rev. 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-006	23BCA-3	--	Dark Brown Rubbery Vinyl-Like; Homogenous	NAD	100% Non-Fibrous
23-01-02194-007	23BCAM-1	--	Brown Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-008	23BCAM-2	--	Brown Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-009	23BCAM-3	--	Brown Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-010	23MDW-1	--	White Powdery; Brown Fibrous; Inhomogenous	NAD	15% Cellulose 85% Non-Fibrous
23-01-02194-011	23MDW-2	--	White Powdery; Brown Fibrous; Inhomogenous	NAD	15% Cellulose 85% Non-Fibrous
23-01-02194-012	23MDW-3	--	White Powdery; Brown Fibrous; Inhomogenous	NAD	15% Cellulose 85% Non-Fibrous
23-01-02194-013	23MDW-4	--	White Powdery; Brown Fibrous; Inhomogenous	NAD	15% Cellulose 85% Non-Fibrous

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-014	23MDW-5	--	White Powdery; Brown Fibrous; Inhomogenous	NAD	15% Cellulose 85% Non-Fibrous
23-01-02194-015	23MDW-6	--	White Powdery; Brown Fibrous; Inhomogenous	NAD	15% Cellulose 85% Non-Fibrous
23-01-02194-016	23MDW-7	--	White Powdery; Brown Fibrous; Inhomogenous	NAD	15% Cellulose 85% Non-Fibrous
23-01-02194-017	23MJC-1	--	White Chalky; Homogenous	2% Chrysotile	98% Non-Fibrous
				Total Asbestos: 2%	
23-01-02194-018	23MJC-2	--	White Chalky; Homogenous	2% Chrysotile	98% Non-Fibrous
				Total Asbestos: 2%	
23-01-02194-019	23MJC-3	--	White Chalky; Homogenous	2% Chrysotile	98% Non-Fibrous
				Total Asbestos: 2%	
23-01-02194-020	23MJC-4	--	White Chalky; Homogenous	2% Chrysotile	98% Non-Fibrous
				Total Asbestos: 2%	
23-01-02194-021	23MJC-5	--	White Chalky; Homogenous	2% Chrysotile	98% Non-Fibrous
				Total Asbestos: 2%	

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-022	23MJC-6	--	White Chalky; Homogenous	2% Chrysotile	98% Non-Fibrous
Total Asbestos: 2%					
23-01-02194-023	23MJC-7	--	White Chalky; Homogenous	2% Chrysotile	98% Non-Fibrous
Total Asbestos: 2%					
23-01-02194-024	23MCA-1	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-025	23MCA-2	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-026	23MCA-3	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-027	23MFB-1	--	Tan Vinyl-Like; Homogenous	2% Chrysotile	98% Non-Fibrous
Total Asbestos: 2%					
23-01-02194-028	23MFB-2	--		Did Not Analyze (Positive Stop)	
23-01-02194-029	23MFB-3	--		Did Not Analyze (Positive Stop)	

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-030	23MFBM-1	--	Tan Brittle Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-031	23MFBM-2	--	Tan Brittle Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-032	23MFBM-3	--	Tan Brittle; Homogenous	NAD	100% Non-Fibrous
23-01-02194-033	23MCB-1	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-034	23MCB-2	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-035	23MCB-3	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-036	23MCC-1	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-037	23MCC-2	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-038	23MCC-3	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-039	23BCB-1	--	Dark Brown Rubbery Vinyl-Like; Homogenous	NAD	100% Non-Fibrous
23-01-02194-040	23BCB-2	--	Dark Brown Rubbery Vinyl-Like; Homogenous	NAD	100% Non-Fibrous
23-01-02194-041	23BCB-3	--	Dark Brown Rubbery Vinyl-Like; Homogenous	NAD	100% Non-Fibrous
23-01-02194-042	23BCBM-1	--	Yellow Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-043	23BCBM-2	--	Yellow Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-044	23BCBM-3	--	Yellow Adhesive; Homogenous	NAD	100% Non-Fibrous

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-045	23MFC-1	--	Off-White Vinyl-Like; Fibrous; Inhomogenous	NAD	15% Cellulose 5% Fibrous Glass 80% Non-Fibrous
23-01-02194-046	23MFC-2	--	Off-White Vinyl-Like; Fibrous; Inhomogenous	NAD	15% Cellulose 5% Fibrous Glass 80% Non-Fibrous
23-01-02194-047	23MFC-3	--	Off-White Vinyl-Like; Fibrous; Inhomogenous	NAD	15% Cellulose 5% Fibrous Glass 80% Non-Fibrous
23-01-02194-048	23MFCM-1	--	Off-White Adhesive; Homogenous	NAD	3% Cellulose 97% Non-Fibrous
23-01-02194-049	23MFCM-2	--	Off-White Adhesive; Homogenous	NAD	2% Cellulose 98% Non-Fibrous
23-01-02194-050	23MFCM-3	--	Off-White Adhesive; Homogenous	NAD	2% Cellulose 98% Non-Fibrous
23-01-02194-051	23MCD-1	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-052	23MCD-2	--	Beige Fibrous; White Paint; Homogenous	NAD	100% Non-Fibrous
23-01-02194-053	23MCD-3	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-054	23MFD-1	--	Tan Brittle Adhesive; Homogenous	NAD	8% Cellulose 92% Non-Fibrous
23-01-02194-055	23MFD-2	--	Tan Brittle Adhesive; Homogenous	NAD	8% Cellulose 92% Non-Fibrous
23-01-02194-056	23MFD-3	--	Tan Brittle Adhesive; Homogenous	NAD	8% Cellulose 92% Non-Fibrous
23-01-02194-057	23BCC-1	--	Brown/Gray Vinyl-Like; Homogenous	NAD	100% Non-Fibrous
23-01-02194-058	23BCC-2	--	Brown/Gray Vinyl-Like; Homogenous	NAD	100% Non-Fibrous
23-01-02194-059	23BCC-3	--	Brown/Gray Vinyl-Like; Homogenous	NAD	100% Non-Fibrous

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-060	23BCCM-1	--	Yellow Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-061	23BCCM-2	--	Yellow Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-062	23BCCM-3	--	Yellow Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-063	23MCE-1	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-064	23MCE-2	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-065	23MCE-3	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-066	23MCF-1	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-067	23MCF-2	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-068	23MCF-3	--	Beige Fibrous; White Paint; Homogenous	NAD	65% Cellulose 20% Fibrous Glass 15% Non-Fibrous
23-01-02194-069	23SPA-1	--	Beige Granular; Homogenous	NAD	100% Non-Fibrous
23-01-02194-070	23SPA-2	--	Beige Granular; Homogenous	NAD	100% Non-Fibrous
23-01-02194-071	23SPA-3	--	Beige Granular; Homogenous	NAD	100% Non-Fibrous
23-01-02194-072	23EWC-1	--	White Rubbery; Homogenous	NAD	100% Non-Fibrous
23-01-02194-073	23EWC-2	--	White Rubbery; Homogenous	NAD	100% Non-Fibrous
23-01-02194-074	23EWC-3	--	White Rubbery; Homogenous	NAD	100% Non-Fibrous

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
 Library; IL Prairie Dist Public Library; 208
 E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-075	23EWG-1	--	Off-White Soft; Paint; Inhomogenous	2% Chrysotile	2% Cellulose 96% Non-Fibrous
Total Asbestos: 2%					
Chrysotile present in soft off-white material.					
23-01-02194-076	23EWG-2	--		Did Not Analyze (Positive Stop)	
23-01-02194-077	23EWG-3	--		Did Not Analyze (Positive Stop)	
23-01-02194-078	23EDC-1	--	White Pliable; Homogenous	NAD	100% Non-Fibrous
23-01-02194-079	23EDC-2	--	White Pliable; Homogenous	NAD	100% Non-Fibrous
23-01-02194-080	23EDC-3	--	White Pliable; Homogenous	NAD	100% Non-Fibrous
23-01-02194-081	23MST-1	--	Off-White Pliable Vinyl-Like; Homogenous	2% Chrysotile	98% Non-Fibrous
Total Asbestos: 2%					
23-01-02194-082	23MST-2	--		Did Not Analyze (Positive Stop)	
23-01-02194-083	23MST-3	--		Did Not Analyze (Positive Stop)	

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
Library; IL Prairie Dist Public Library; 208
E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
23-01-02194-084	23MSTM-1	--	Black Pliable Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-085	23MSTM-2	--	Black Pliable Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-086	23MSTM-3	--	Black Pliable Adhesive; Homogenous	NAD	100% Non-Fibrous
23-01-02194-087	23CC-1	--	Beige Fibrous; White Paint; Homogenous	NAD	60% Cellulose 25% Fibrous Glass 15% Non-Fibrous

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.



Environmental Hazards Services, L.L.C

Client Number: 14-2223

Report Number: 23-01-02194

Project/Test Address: J#25297; Illinois Prairie District Public
Library; IL Prairie Dist Public Library; 208
E Partridge Street; Metamora, IL

Lab Sample Number	Client Sample Number	Layer Type	Lab Gross Description	Asbestos	Other Materials
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QC Sample: 51-M22020-3, 54-M22014-3, 56-M12012-2

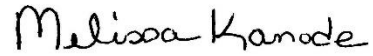
QC Blank: SRM 1866 Fiberglass

Reporting Limit: 1% Asbestos

Method: EPA Method 600/R-93/116, EPA Method 600/M4-82-020

Analyst: Kay Harris

Reviewed By Authorized Signatory:



Melissa Kanode
QA/QC Clerk

These results are based on a comparative visual estimate. The condition of the samples analyzed was acceptable upon receipt per laboratory protocol unless otherwise noted on this report. Each distinct component in an inhomogeneous sample was analyzed separately and reported as a composite. Results represent the analysis of samples submitted by the client. Sample location, description, area, volume, etc., was provided by the client. This report cannot be used by the client to claim product endorsement by NVLAP or any agency of the U.S. Government. This report shall not be reproduced except in full, without the written consent of the Environmental Hazards Service, L.L.C. California Certification #2319 NY ELAP #11714 NVLAP #101882-0 VELAP 460172. All information concerning sampling location, date, and time can be found on Chain-of-Custody. Environmental Hazards Services, L.L.C. does not perform any sample collection.

Environmental Hazards Services, L.L.C. recommends reanalysis by point count (for more accurate quantification) or Transmission Electron Microscopy (TEM), (for enhanced detection capabilities) for materials regulated by EPA NESHAP (National Emission Standards for Hazardous Air Pollutants) and found to contain less than ten percent (<10%) asbestos by polarized light microscopy (PLM). Both services are available for an additional fee.

400 Point Count Analysis, where noted, performed per EPA Method 600/R-93/116 with a Reporting Limit of 0.25%.

* All California samples analyzed by Polarized Light Microscopy, EPA Method 600/M4-82-020, Dec. 1982.

LEGEND: NAD = no asbestos detected

Rev 1.0 (Revised On: 01/19/2023): Reported results for samples 23MJC2-7 per client request.





Analyst Signature Page

Environmental Hazards Services, L.L.C.
7469 Whitepine Rd
Richmond, VA 23237
Telephone: 800.347.4010

Report Number: 23-01-02194

Client: Ideal Env. Engineering
2904 Tractor Lane
Bloomington, IL 61704

Received Date: 01/17/2023
Analyzed Date: 01/17/2023, 01/18/2023,
Reported Date: 01/19/2023

Client Number: 14-2223

Project/Test Address: J#25297; Illinois Prairie District Public Library; IL Prairie Dist Public Library; 208 E Partridge Street; Metamora, IL

Analyst(s)

Katherine Charles Harris

Katherine Charles Harris

Katherine Charles Harris

Kay Harris

Kay Harris

Kay Harris



ENVIRONMENTAL HAZARDS SERVICES, LLC

Asbestos Chain of Custody Form *LN# 17328*


Pg 1 of 2

Company Name		Ideal Environmental Engineering, Inc.		Account #		14-2223									
Company Address		2904 Tractor Lane		City/State/Zip		Bloomington, IL 61704									
Phone		309-828-4259		Email		info@idealenvironmental.com									
Project Name/Test Address		#J 25297 , Illinois Prairie District Public Library , IL Prairie Dist. Public Library , 208 E. Partridge Street ,				Metamora , IL									
PO Number				Collected By		<i>Caleb Cannon</i>									
Turn-Around Time		<input type="radio"/> 3 DAY <input type="radio"/> 2 DAY <input type="radio"/> 1 DAY <input type="radio"/> SAME DAY OR WEEKEND - Must Call Ahead													
<input type="checkbox"/> PLM New York Protocol		<input type="checkbox"/> PLM New Jersey Protocol		<input type="checkbox"/> PLM South Carolina Protocol											
LAB NUMBER	Client Sample ID	Homogeneous Area	Positive Stop	Collection Date & Time	BULK					AIR			COMMENTS		
					PLM	Point Count 400	Point Count 1000	TEM Bulk	PCM	TEM AHERA	NIOSH 7402	Time In Total Minutes		Flow Rate In L/Min	Volume In Total Liters
1	23 MFA 1-3	✓	✓	1/12/22 AM										mastic	
2	23 BCA 1-3													Base Cove	
3	23 BCAM 1-3													mastic	
4	23 MDW 1-7													Drywall	
5	23 MJC 1-7													joint compound	
6	23 MCA 1-3													ceiling panel	
7	23 MFB 1-3													floor tile	
8	23 MFBA 1-3													mastic	
9	23 mCB 1-3													ceiling tile	
10	23 MCC 1-3													ceiling tile	
11	23 BCB 1-3													Base Cove	
12	23 BCBM 1-3													mastic	
13	23 MFC 1-3													Sheet floor	
14	23 MFcm 1-3													mastic	
15	23 MCD 1-3	✓	✓											ceiling panel	
Released By:		<i>Caleb Cannon</i>		Date:		<i>1/13/23</i>		Time:		<i>10:30 AM</i>					
Signature:		<i>Caleb Cannon</i>													

LAB USE ONLY - BELOW THIS LINE

Received By: *A. Walker*
 Signature: *A. Walker*
 Date: *01, 17, 23* Time: *9:54* AM PM

23-01-02194



Due Date:
01/20/2023
(Friday)
AE

Portal Contact Added

7469 WHITEPINE RD, RICHMOND, VA 23237 (800)-347-4010
 RESULTS VIA CLIENT PORTAL AVAILABLE @ www.leadlab.com

KMK
87 PLM



2194

ENVIRONMENTAL HAZARDS SERVICES, LLC

Asbestos Chain of Custody Form

LA 12320
 J# 25297

Pg 2 of 2

LAB NUMBER	Client Sample ID	Homogeneous Area	Positive Stop	Collection Date & Time	BULK				AIR			COMMENTS	
					PLM	Point Count 400	Point Count 1000	TEM Bulk	PCM	TEM AHERA	NIOSH 7402		Time In Total Minutes
16	23 MFD1-3	✓	✓	1/12/23 Am	✓								Mastic
17	23 OCC 1-3												Base Cove
18	23 OCCM 1-3												mastic
19	23 MCE1-3												Ceiling panel
20	23 MCF1-3												Ceiling panel
21	23 SPA 1-3												plaster - Read All
22	23 EWC1-3		✓										caulk
23	23 EWG1-3												glazing
24	23 EDC 1-3												caulk
25	23 MST 1-3												stair tread
26	23 MSTM 1-3												mastic
27	23 CC-1	✓											Ceiling panel
28													
29													
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44													
45													

Received By: A. Walker
 Signature: A. Walker
 Date: 01/17/23 Time: 9:54 AM PM

EHS Order #: 2194





January 25, 2023

Environmental Hazards Services, L.L.C. (EHS)
7467 Whitepine Road
Richmond, VA 23237

CLIENT PROJECT: J#25297; Illinois Prairie District Public Library; IL Prairie Dist Public Library; 208 E Partridge Street, Metamora, IL; EHS# 23-01-02194
LAB CODE: T230296

Dear Customer:

Enclosed are asbestos analysis results for TEM bulk samples received at our laboratory on January 20, 2023. The samples were analyzed for asbestos using transmission electron microscopy (TEM) per Chatfield/EPA 600/R-93/116 Sec. 2.5.5.1 method.

Sample results containing > 1% asbestos are considered asbestos-containing materials (ACMs) per the EPA regulatory requirements. The detection limit for the TEM Chatfield/EPA 600/R-93/116 Sec. 2.5.5.1 method is <1% depending on the processed weight and constituents of the sample.

Kind Regards,

A handwritten signature in black ink, appearing to read "Tianbao Bai".

Tianbao Bai, Ph.D., CIH
Laboratory Director

730 SE Maynard Road • Cary, NC 27511 • 919.481.1413





CEI

ASBESTOS ANALYTICAL REPORT
By: Transmission Electron Microscopy

Prepared for

Environmental Hazards Services, L.L.C. (EHS)

CLIENT PROJECT: J#25297; Illinois Prairie District Public Library; IL Prairie
Dist Public Library; 208 E Partridge Street, Metamora,
IL; EHS# 23-01-02194

LAB CODE: T230296

TEST METHOD: Bulk Chatfield
EPA 600 / R93 / 116 Sec. 2.5.5.1

REPORT DATE: 01/25/23

730 SE Maynard Road • Cary, NC 27511 • 919.481.1413





ASBESTOS BULK ANALYSIS
 By: TRANSMISSION ELECTRON MICROSCOPY

Client: Environmental Hazards Services, L.L.C. (EHS)
 7467 Whitepine Road
 Richmond, VA 23237

Lab Code: T230296
 Date Received: 01-20-23
 Date Analyzed: 01-25-23
 Date Reported: 01-25-23

Project: J#25297; Illinois Prairie District Public Library; IL Prairie Dist Public Library; 208 E Partridge Street; Metamora, IL; EHS# 23-01-02194

TEMBULK CHATFIELD / EPA 600 / R93 / 116 Sec. 2.5.5.1

Client ID Lab ID	Material Description	Sample Weight (g)	Organic Material %	Acid Soluble Material %	Acid Insoluble Material %	Asbestos %
23MFA-1 T54267	Green/Yellow Mastic	0.053	79.2	18.9	1.9	<1% Chrysotile
23BCA-1 T54268	Base Cove	0.117	41	57.3	1.7	None Detected
23BCAM-1 T54269	Tan Mastic			Insufficient		
23MFBM-1 T54270	Yellow Mastic			Insufficient		
23BCB-1 T54271	Base Cove	0.092	90.2	8.7	1.1	None Detected
23BCBM-1 T54272	Yellow Mastic			Insufficient		
23MFC-1 T54273	Sheet Floor	0.125	67.2	12.8	20	None Detected
23MFCM-1 T54274	Yellow Mastic			Insufficient		
23MFD-1 T54275	Yellow Mastic			Insufficient		
23BCC-1 T54276	Base Cove	0.155	34.2	63.9	1.9	None Detected
23BCCM-1 T54277	Yellow Mastic	0.054	48.1	50	1.9	<1% Chrysotile
23EWC-1 T54278	Cauk	0.247	38.5	39.3	22.2	None Detected





ASBESTOS BULK ANALYSIS
By: TRANSMISSION ELECTRON MICROSCOPY

Client: Environmental Hazards Services, L.L.C. (EHS)
7467 Whitepine Road
Richmond, VA 23237

Lab Code: T230296
Date Received: 01-20-23
Date Analyzed: 01-25-23
Date Reported: 01-25-23

Project: J#25297; Illinois Prairie District Public Library; IL Prairie Dist Public Library; 208 E Partridge Street, Metamora, IL; EHS# 23-01-02194

TEMBULK CHATFIELD / EPA 600 / R93 / 116 Sec. 2.5.5.1

Client ID Lab ID	Material Description	Sample Weight (g)	Organic Material %	Acid Soluble Material %	Acid Insoluble Material %	Asbestos %
23MSTM-3 T54279	Black Mastic				Insufficient	





LEGEND: None

METHOD: CHATFIELD & EP A/600/R-93/116 Sec. 2.5.5.1

LIMIT OF DETECTION: Varies with the weight and constituents of the sample (<1%)

REGULATORY LIMIT: >1% by weight

This report relates only to the samples tested or analyzed and may not be reproduced, except in full, without written approval by Eurofins CEI (ECEI). ECEI makes no warranty representation regarding the accuracy of client submitted information in preparing and presenting analytical results. Interpretation of the analytical results is the sole responsibility of the client. *Estimated measurement of uncertainty is available on request and in compliance with regulatory requirements.* Samples were received in acceptable condition unless otherwise noted.

Information provided by customer includes customer sample ID, location, volume and area as well as date and time of sampling.

ECEI recommends between 0.20 and 0.50 grams of sample material for TEM bulk analysis.

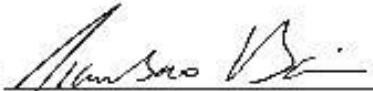
Any weight below 0.10 grams is considered below protocol guidelines.

*** Indicates sample weight below 0.05 grams and is considered insufficient for quantitative analysis.*

ANALYST: _____


Stacy Ulrich

APPROVED BY: _____


Tianbao Bai, Ph.D., CIH
Laboratory Director





Environmental Hazards Services, L.L.C.
 7469 Whitepine Rd
 Richmond, VA 23237
 Telephone: 800.347.4010

TEM Bulk 3-Day

7230294

Received Date: 01/19/2023
 Due Date: 01/25/2023

EHS Client #: 14-2223

Report Number: 23-01-02710

Project/Test Address: J#25297; Illinois Prairie District Public Library; IL Prairie
 Dist Public Library; 208 E Partridge Street; Metamora,
 IL; EHS# 23-01-02194

Analysis Requested: TEM Bulk 3-Day

Sample #	Sample Type	Sample Location and/or Comments	Volume (liters)
23MFA-1		Mastic Only	
23BLA-1		Base Coat Only	
23BLAM-1		Mastic Only	
23MFBM-1		Mastic Only	
23BCB-1		Base Coat Only	
23TSCBM-1		Mastic Only	
23MFL-1		Sheet Floor Only	
23MFCM-1		Mastic Only	
23MFD-1		Mastic Only	
23BCC-1		Base Coat Only	
23BCCM-1		Mastic Only	
23EWC-1		Caulk Only	
23MSTM-3		Mastic Only	

Date/Time	Released By:	Date/Time	Received By:
1/19/23	T. Mohanna	1/20 9:40	WJ

12 5 F 4 007 01 5090 6850



Accreditation



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

CALEB C CANNON
1034 HOMESTEAD DR
BLOOMINGTON, IL 61705

3/17/2022

ASBESTOS PROFESSIONAL LICENSE ID NUMBER: 20159

Enclosed is your Asbestos Professional License. Please note the expiration date on the card and in the image depicted below.

COPY OF THE ASBESTOS PROFESSIONAL LICENSE

Front of License

Back of License

ASBESTOS PROFESSIONAL LICENSE			ENDORSEMENTS	TC EXPIRES
			SUPERVISOR/WORKER INSPECTOR	11/11/2022 11/12/2022
ID NUMBER 100 - 20159	ISSUED 3/17/2022	EXPIRES 05/15/2023	PROJECT MANAGER AIR SAMPLING PROFESSIONAL	11/11/2022
CALEB C CANNON 1034 HOMESTEAD DR BLOOMINGTON, IL 61705 Environmental Health			Alteration of this license shall result in legal action This license issued under authority of the State of Illinois Department of Public Health This license is valid only when accompanied by a valid training course certificate.	

If you have any questions or need further assistance, contact the Asbestos Program at (217)782-3517 or fax (217)785-5897.

Our WEB address is: dph.illinois.gov/topics-services/environmental-health-protection/asbestos
EMAIL Address: dph.asbestos@illinois.gov

PROTECTING HEALTH. IMPROVING LIVES

Nationally Accredited by PHAB



Ivy Tech Community College

Environmental Management Institute at Ivy Tech Community College

9301 E 59th St. Indianapolis IN 46216
(317) 917-5900 | Indianapolis-EMI@ivytech.edu | IvyTech.edu/EMI
This confirms that

Caleb Cannon

completed the required refresher training for Asbestos
Accreditation under TSCA Title II in

Asbestos Building Inspector

on November 10, 2022, and passed the exam with a score of 70 or
higher on November 10, 2022.



David M. Garrison, Director

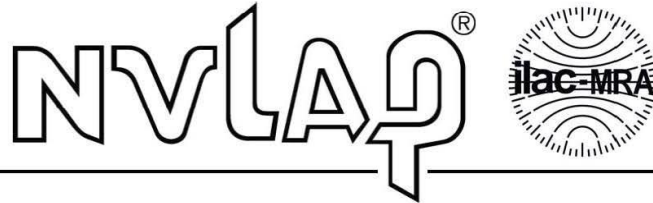


Certificate No: A1222-335
Expiration Date: Nov. 10, 2023

Approved by: Indiana Department of Environmental Management, Illinois Department of Public Health



United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2017

NVLAP LAB CODE: 101882-0

Environmental Hazards Services, L.L.C.
North Chesterfield, VA

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:*

Asbestos Fiber Analysis

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2017.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2023-01-01 through 2023-12-31
Effective Dates



Dana S. Laman
For the National Voluntary Laboratory Accreditation Program



**National Voluntary
Laboratory Accreditation Program**



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2017

Environmental Hazards Services, L.L.C.

7469 Whitepine Road
North Chesterfield, VA 23237-2261
Ms. Julie Dickerson
Phone: 804-275-4788 Fax: 804-275-4907
Email: jdickerson@leadlab.com
<http://www.leadlab.com>

ASBESTOS FIBER ANALYSIS

NVLAP LAB CODE 101882-0

Bulk Asbestos Analysis

<u>Code</u>	<u>Description</u>
18/A01	EPA -- 40 CFR Appendix E to Subpart E of Part 763, Interim Method of the Determination of Asbestos in Bulk Insulation Samples
18/A03	EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials

A handwritten signature in blue ink, appearing to read 'Dana S. Laman', is written over a horizontal line.

For the National Voluntary Laboratory Accreditation Program

Effective 2023-01-01 through 2023-12-31

Page 1 of 1



United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2017

NVLAP LAB CODE: 101768-0

Eurofins CEI, Inc.
Cary, NC

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:*

Asbestos Fiber Analysis

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2017.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communique dated January 2009).*

2022-04-01 through 2023-03-31
Effective Dates




For the National Voluntary Laboratory Accreditation Program



**National Voluntary
Laboratory Accreditation Program**



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2017

Eurofins CEI, Inc.
730 SE Maynard Road
Cary, NC 27511
Dr. Tianbao Bai
Phone: 919-481-1413 Fax: 919-481-1442
Email: tianbao.bai@eurofinset.com
<http://www.eurofinsus.com/CEI>

ASBESTOS FIBER ANALYSIS

NVLAP LAB CODE 101768-0

Bulk Asbestos Analysis

<u>Code</u>	<u>Description</u>
18/A01	EPA -- 40 CFR Appendix E to Subpart E of Part 763, Interim Method of the Determination of Asbestos in Bulk Insulation Samples
18/A03	EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials

Airborne Asbestos Analysis

<u>Code</u>	<u>Description</u>
18/A02	U.S. EPA's "Interim Transmission Electron Microscopy Analytical Methods-Mandatory and Nonmandatory-and Mandatory Section to Determine Completion of Response Actions" as found in 40 CFR, Part 763, Subpart E, Appendix A.

A handwritten signature in blue ink, which appears to read 'Dana S. Gorman', is written over a horizontal line.

For the National Voluntary Laboratory Accreditation Program

Effective 2022-04-01 through 2023-03-31

Page 1 of 1



General Definitions

Asbestos Containing Material (ACM): Material containing greater than 1% asbestos as determined by Polarized Light Microscopy (PLM). [Refer also to General Comments paragraph about qualitative analysis.]

Homogeneous Area: An area of material that appears uniform in texture, size, color and apparent or known date of installation.

Area ID/Sample Area & Sample ID: The alpha-numeric code given to each sampled homogenous area and each sample taken.

Area Name & Area Description: The name and a description of each homogenous area.

Area Estimate: The estimated quantity of accessible material. Additional quantities may be present in inaccessible areas.

Area Location: The area location as noted in written text and on diagram(s) (if provided) may be a general description and may not include all locations.

Friable Material: Any material that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

Non-Friable Material: Any material that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

Non-Friable Organically Bound Material (NOB): Material where the asbestos (if present) is tightly bound to the matrix material (generally asphalt- or vinyl-based). Examples include flooring, mastics, caulks, and roofing materials.

Category I Non-Friable ACM: Non-friable asbestos containing packing, gaskets, resilient floor covering and asphalt roofing products.

Category II Non-Friable ACM: Non-friable asbestos containing materials other than Category I.

Poor Condition: The binding of the material is losing its integrity as indicated by peeling, cracking, or crumbling of the material. All materials in poor condition are Regulated Asbestos Containing Materials (RACM).

Surfacing Material: Material that is sprayed-on, troweled-on or otherwise applied to surfaces, such as acoustical plaster on ceilings, fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes.

Thermal System Insulation (TSI): Insulation applied to pipes, fittings, boilers, breeching, tanks, ducts and other structural components to prevent heat loss or gain.

Miscellaneous Material: Any material not classified as surfacing or TSI.

Condition of Material: The condition of a material is classified into three categories.

Not Damaged – Material that has <1% localized or distributed damage as determined by an asbestos inspector (aka good condition).

Damaged – Material that has 1-25% localized damage or 1-10% distributed damage as determined by an asbestos inspector.

Significantly Damaged – Material that has >25% localized damage or >10% distributed damage as determined by an asbestos inspector.

Response Action: Identifies appropriate remediation for a material. A response action is assigned by an asbestos management planner. In schools, it is required for all thermal system insulation materials and for all friable surfacing and miscellaneous materials.

O&M: Operations and maintenance

Regulated Asbestos Containing Material (RACM): 1). Friable ACM. 2). Category I non-friable ACM that has become friable. 3). Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting, abrading or pulverized. 4). Category II non-friable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material during demolition operations.

[Materials may be reported as regulated ACM if qualitative analysis indicates that asbestos is present, even though it is not quantified.]

Trace Amounts of Asbestos: According to laboratory results, sample found to contain less than or equal to 1% asbestos.



Demolition: The wrecking or extracting of any load-supporting structural member of a facility along with any related handling operations or the intentional burning of any facility.

Renovation: Altering a facility of one or more of its components by any means, including stripping or removal of RACM from a facility component. A component is any part of a facility including equipment.

Accessible: AHERA defines “accessible” as a material subject to disturbance by school building occupants or custodial or maintenance personnel in the course of their normal activities. For the purposes of this report, “accessible” materials, spaces or areas shall also 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).

Inaccessible: For the purposes of this report, “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).

Federal Agencies Governing Asbestos

EPA Environmental Protection Agency
OSHA Occupational Safety and Health Administration

State of Illinois Agencies Governing Asbestos

ILEPA Illinois Environmental Protection Agency
IDPH Illinois Department of Public Health

Regulations Governing Asbestos

EPA regulations:

NESHAP *National Emission Standard for Hazardous Air Pollutants*
The regulation governs storage, transportation and disposal of asbestos.
[Any references to NESHAP in this report shall mean the asbestos portion of NESHAP.]

AHERA *Asbestos Hazard Emergency Response Act*
The regulation governs asbestos containing material in schools. It also regulates minimum training requirements for asbestos abatement personnel under the “Model Accreditation Plan”.

ASHARA *Asbestos School Hazard Abatement Re-Authorization Act*
The regulation extends the AHERA regulation to Public and commercial buildings in that if any action is taken in a Public or commercial building, it must be performed by accredited personnel.

IL EPA regulations:

Illinois Environmental Protection Act

The act establishes a unified, state-wide program supplemented by private remedies to restore, protect and enhance the quality of the environment, and to assure that adverse effects upon the environment are fully considered and borne by those who cause them.

OSHA standards:

Occupational Exposure to Asbestos Final Rule

The standard limits exposure to asbestos in the workplace.

IDPH regulations:

Asbestos Abatement Code for Public and Private Schools

The code establishes regulations for asbestos abatement in Public and private schools.

Commercial and Public Building Asbestos Abatement Act

The act requires licensure by the Illinois Department of Public Health for persons designing or conducting asbestos response actions or inspecting for asbestos in Public and commercial buildings. It also gives IDPH the authority to approve training courses for persons engaged in these activities.



General Comments

Asbestos Survey

Accessible building areas were visually inspected for suspect asbestos containing materials within the scope of this inspection. Materials suspected to contain asbestos are determined by EPA guidance materials, industry standards, and the inspector's experience and training. Suspect asbestos containing materials are *generally* any materials which are not metal, concrete, rubber, fiberglass, PVC, black foam glass, Armaflex, silicone or wood. However, the inspector ultimately determines what is suspected to contain asbestos, and, based on their own discretion, may include any of these materials in certain situations.

A thorough inspection was completed, including, where applicable, checking above ceiling panels, behind walls, below carpet, etc., to attempt to locate hidden materials. This was conducted within reason, within time constraints, in line with inspector safety and building occupancy constraints, and adhering to any desires of the client to avoid damage. Any suspect asbestos containing materials not found in the survey must be assumed to be ACM until sampled. Additional suspect asbestos containing materials may be found in pipe chases, hidden building cavities, behind walls, under floors, inside duct work, behind existing finishes or other similar areas. Materials may be misidentified if covered by paint, wallpaper, carpet, etc. The inspection did not include removal, dismantling or demolition of building components, unless otherwise noted. Unless specifically included in this report, mechanical equipment, electrical systems, elevators and confined spaces are excluded from the inspection. A return visit can always be requested for additional inspection service of opened wall cavities, discovered hidden spaces, HVAC systems, etc., to access previously excluded areas.

This survey was completed with generally accepted industry standard AHERA and/or NESHAP inspection practices within the constraints of the client's directive and time frame. EPA-NESHAP asbestos inspections are completed for compliance commonly associated with public and commercial buildings prior to renovation or demolition work. To help comply with the OSHA asbestos general industry standard 29 CFR 1910.1001 and the OSHA asbestos construction standard 29 CFR 1926.1101, the results of this report should be communicated to employees and other employers at the project site. For residences, the inspection was completed using NESHAP rules as guidelines.

This inspection was prepared for the building owner or client as noted. If plans for the building change, additional inspection service may be necessary. It was not prepared for others. Any reliance on or use of this report by any third party is done at the risk of the third party. Reliance on this report by any third party does not make the third party a beneficiary to IDEAL's contract with the building owner or client as noted.

The inspection was completed by EPA/AHERA-accredited, IDPH-licensed inspector(s) whose training is refreshed annually by an EPA-approved training course provider. Though thorough, the inspection is limited, as training is not guaranteed to encompass all clarifications, determinations, and amendments to regulations, nor is training guaranteed to cover all guidance publications.

PLM is the standard analysis method specified in NESHAP and AHERA regulations for determining if a material is asbestos containing, and unless otherwise noted, it was used as the standard analysis method for this inspection.

Unless otherwise noted, three (3) samples were collected per homogeneous building material, and this is the industry standard to determine if a material is asbestos containing. AHERA requires additional samples of surfacing materials based on the quantity of material. Based on established guidelines, the inspector determines how many samples are appropriate to achieve sufficient sampling for the quantity of each material present.

Samples of friable materials are collected using random sampling. During random sampling, the Grid Method may not be used to avoid destructive sampling in visible areas.

The inspector's determination of homogeneous areas and inferences for friability, damage condition, and whether a material is regulated, category I or category II are guided by regulations but remain subjective and may differ from another inspector.

The inspection service excludes providing to any party suggested/required demolition contractor work practices, including but not limited to NESHAP and OSHA regulations.

Sometimes, materials may appear to be homogeneous but may not be. While care has been taken to accurately determine homogeneous materials, installation dates may differ unbeknownst to the inspector, different product brands may have been used, or manufacturers may produce batches with different sources for raw materials. Determining homogeneity of drywall systems (i.e. drywall, joint compound, tape) is especially difficult due to possible multiple installations, renovations, repairs and since drywall systems are intentionally finished so these occurrences are not noticeable. In addition, replacement materials are often purchased to match original materials. When replacement materials are near-identical to original materials or if their presence is very localized or sporadic throughout, they may not be noted in this report.

Inspectors generally check for underlying flooring materials at corners, seams, thresholds or damaged areas, and not all flooring is lifted. It is possible that multiple types of flooring are present under the accessible flooring if the top flooring is

replacement flooring. Use caution if removing replacement flooring. If old black mastic is found in isolated areas or throughout, even if not identified during an inspection, it should be treated as asbestos containing for renovation purposes, or if building materials are to be recycled, as it is likely to contain asbestos. If underlying flooring is found which is not identified in the report, additional inspection is necessary.

BLACK MASTIC INFORMATION

- When replacement flooring is sampled, multiple colors of mastic may be present below it. When black mastic is found amongst the multiple colors, it is likely the original mastic, and it is also likely to contain asbestos. Without inspection of the entire floor space, it is impossible to know whether the black mastic is residual or if it is prevalent.
- It is noteworthy that in the 1990's, schools did not typically remove old black mastic when they removed floor tile. Rather, they just covered over it. Therefore, it is very common to find prevalent black mastic and a newer mastic (often yellow) underneath replacement flooring.
- In addition, the laboratory may not report the presence of black mastic in replacement flooring samples, or they may report it at quantities less than 1%, which meets the definition of a non-asbestos containing material. Therefore, when reviewing inspection reports, you may read that a replacement mastic is non-asbestos containing. We recommend using caution when replacement flooring is removed, even if sample results say the underlying mastic is non-asbestos containing. If black mastic is discovered along with other colors of mastic, it should be treated as asbestos containing. The sample results may not accurately reflect the entire floor surface.

For pre-demolition inspections, the inspection was completed under the assumption that all non-regulated asbestos containing materials will remain in the building during the demolition process and will be taken to the landfill as general construction debris. If present, these materials were sufficiently sampled for this purpose. If building materials are to be recycled, additional sampling may be necessary (NOBs, materials with trace amounts of asbestos, etc.). Please note that no materials with black mastic attached should be recycled without first removing the black mastic. Black mastic should be treated as asbestos containing, regardless of laboratory analysis results for the black mastic.

If the inspection included the building exterior, it was not an exhaustive inspection of the entire exterior surface area, but, rather, random areas were inspected. Additionally, on multi-level buildings, exterior materials may appear homogeneous from the ground to the top levels, but it is possible that different building materials are present. Care should be taken during renovation and/or demolition activities of multi-level buildings to ensure that exterior materials identified are homogeneous.

Room numbers, room dimensions, occupant names, buildings years, etc. may not be accurate in this report if information provided to us, such as on a diagram, was not current, and in the future if building information changes after the date of the inspection.

A material may be called "fireproofing" in this report for general description purposes; however, such a description shall not mean that it is a fire-rated material.

While inaccessible materials, spaces or areas are excluded from the scope of the inspection, some may have been inspected.

Photos may not be provided for all materials. Photos either reflect sample locations (when designated with a number) or general material locations (when sample number is not included in the photo). When a photo is shown with a zero (i.e. MFA-0), it typically means the material is assumed to contain asbestos, and no samples were collected. For an assumed material, if the Sample Area ID is noted on a diagram, it often reflects the location of the photo.

Samples are analyzed by a laboratory approved or accredited (as applicable) by the National Voluntary Laboratory Accreditation Program (NVLAP) or American Industrial Hygiene Association (AIHA).

The analysis results relate only to the materials sampled and only as found in the locations described in this report.

For qualitative analysis: If asbestos was detected, a material will be reported as an asbestos containing material, even though the asbestos was not quantified. If no asbestos was detected, a material will be reported as a non-asbestos containing material.

Asbestos content within a homogeneous area may vary. Therefore, random samples of a homogeneous area may indicate an asbestos content of less than 1% or no asbestos detected, while other random samples taken from the same material may indicate an asbestos content of greater than 1%. IDEAL sampled according to accepted sampling protocol (unless otherwise noted by limitations in the description of the scope of work) and is not liable if materials are re-sampled and found to contain asbestos.

All asbestos containing friable materials are regulated. The process of renovation/demolition may cause non-friable category I or non-friable category II materials to become friable, and therefore regulated. Asbestos containing non-friable category II materials are generally reported as regulated, as they are likely to become friable during the process of renovation/demolition. Exceptions may exist, such as pliable caulking material.



Regardless of the classification of asbestos containing materials at the time of the inspection, if any non-friable material becomes friable during demolition or renovation, that material is then considered RACM and is subject to all NESHAP rules.

ADDITIONAL SAMPLING/ANALYSIS OPTIONS

- When sample analysis is stopped at the first positive, analysis of remaining samples is an option.
- When friable and non-friable category II materials containing less than 10% asbestos as determined by PLM, EPA Method 600/R-93/116 were identified, they must be point counted*, analyzed by TEM or treated as assumed ACM prior to removal/renovation in commercial buildings or apartments with more than four units. TEM is recommended. [**PLM Point Count is a method specified in EPA regulations (NESHAP Final Rule). However, bulk sample analysis methods are continually improving, and other analysis methods are now available to help verify asbestos content. One of these methods is TEM, and EPA has subsequently specified that it is an acceptable alternative to PLM Point Count.*]
- If only one sample of a material has been collected, it is likely due to limited quantities or accessibility. If for any other reason and analysis indicates that no asbestos was detected, additional sampling is an option.
- Non-friable category I materials that contain trace amounts of asbestos as determined by PLM are reported as non-asbestos containing materials. Additional sampling is an option.
- Additional sampling and/or analysis to verify asbestos content is an option for any material.

ADDITIONAL SAMPLING/ANALYSIS RECOMMENDATIONS

- Non-friable organically bound (NOB) materials found to be non-ACM by PLM are recommended to be analyzed by TEM to confirm negative results for all renovation projects or for demolition projects where concrete is to be recycled.
- Laboratory analytical results may vary for a sampled material. Additional analysis for a material may be done or recommended if it is discovered that differing results for the same material exist. The definition of a homogeneous area as used by an asbestos inspector may differ from a laboratory's usage of the word homogeneous. The color description by the lab may differ from the color description used by an inspector.
- If a prior inspection report exists for any of the materials sampled within this report, the results may be contradictory. If client knows a prior report exists and was not provided to IDEAL for review, IDEAL recommends a careful review for contradictory results and TEM analysis considerations.

TEM results supersede PLM results.

When trace amounts of asbestos are detected by TEM, a material is reported as non-asbestos containing.

When trace amounts of asbestos are detected in terrazzo materials as determined by TEM, they are reported as non-asbestos containing. However, we recommend against sanding such materials for maintenance purposes.

It is often difficult to penetrate a terrazzo material for a core sample without causing destructive sampling to it. Other suspect asbestos containing materials may exist below the hard terrazzo top surface (such as a soft mud bed, etc.). Therefore, if any material is found below the hard top surface during renovations, additional inspection service is necessary.

The inspection is limited and excludes exhaustive sampling and analysis methods to verify a material's asbestos content. For instance, *unless otherwise noted*, the inspection service excluded verifying (by TEM) the asbestos content of all materials containing greater than 1% asbestos as determined by PLM as well as verifying the asbestos content of all materials in which no asbestos (or trace amounts) of asbestos were detected by PLM.

The area estimates shall not be used for bidding purposes. All quantities and conditions that affect costs for asbestos removal and disposal must be verified. Area estimates may include materials known/assumed to be present behind walls, above ceilings, inside boilers, under floors, etc.

This report is not a specification for removal of asbestos containing material, nor shall it be used as such.

The inspection service excluded any inspection for the presence of mold or other contaminants. IDEAL shall not be held responsible for disturbance of any mold or other contaminants or amplification of same.

At least one representative trained in the provisions of 40 CFR Part 61, Subpart M, is to be on site during demolition or renovation. The person is to have in his or her possession evidence that the requisite training has been accomplished. The person is to ensure that if additional quantities of known or suspect asbestos containing materials are found, applicable asbestos rules will be followed.

This report was completed based on our interpretations of regulations. Changes in accepted practices or in applicable regulations cannot be anticipated and have not been addressed.

This report shall not be reproduced, except in full, without the written consent of IDEAL. IDEAL may not retain records for more than one year. IDEAL reserves the right to provide copies of chains of custody rather than originals, as the originals will only be archived for a limited period of time.



The scope of work was based on an understanding between IDEAL and client, whether the understanding was from verbal conversation or written document(s). The scope of work and report shall be deemed accepted by client unless client advises to the contrary in writing to IDEAL within 10 days of the date the report is sent.

No warranty or guarantee, expressed or implied, is made as to the conclusions, findings and/or professional advice included in this report.

Asbestos Removal

The following information is presented for informational purposes only. It is not a complete outline of asbestos regulations, nor is it to be used as asbestos removal specifications. It is important to understand that asbestos in buildings is regulated by several government agencies. Each agency has its own definition of "Public and commercial buildings".

The EPA definition of "Public and commercial buildings" under the NESHAP regulation is any building that is not a residential building of four or fewer dwelling units. Single-family homes are not considered "public and commercial buildings". The EPA, however, does include residential buildings in the NESHAP regulations if demolition of the properties is part of an urban renewal project, a highway construction project, or for any shopping mall development, industrial development or other private commercial development.

Under NESHAP regulations, in some cases the EPA requires notification prior to asbestos removal. NESHAP also requires notification prior to building demolition/renovation even if no asbestos was detected. All notifications must be sent to the IL EPA and post marked or delivered at least ten working days prior to the asbestos removal, demolition or renovation.

Also, in some cases, IDPH requires notification 2 working days prior to an asbestos abatement project. The completion of this form is not required for buildings that are included in IDPH's definition of an "industrial building".

The Illinois Environmental Protection Act, publish date: January 1999, Title II: Air Pollution, Section 9a. states that no person shall: *Cause or threaten or allow the discharge or emission of any contaminant into the environment in any State so as to cause or tend to cause air pollution in Illinois, either alone or in combination with contaminants from other sources, or so as to violate regulations or standards adopted by the Board under this ACT.* Based on this Act, all friable asbestos containing materials and those likely to become friable during demolition should be removed from the building prior to demolition.

The building owner is responsible for ensuring all current federal, state and local asbestos rules and regulations are followed. In Illinois, depending on the type and quantity of asbestos removal, the following may be necessary:

- The use of an IDPH licensed asbestos abatement contractor.
- The use of EPA-AHERA accredited, IDPH licensed asbestos workers.
- The use of EPA-AHERA accredited, IDPH licensed asbestos supervisors.
- The use of EPA-AHERA accredited, IDPH licensed asbestos project designer.
- The use of EPA-AHERA accredited, IDPH licensed asbestos air sample professional.
- The use of an OSHA-competent on-site person.

K-12 school buildings have more stringent removal regulations than those noted above.

We can assist you with all the above services. For assistance with notifications or your abatement project, please give us a call. IDEAL does not prepare notifications or perform asbestos abatement under inspection agreements.

We would be pleased to assist you however possible.



Environmental Services Provided by
IDEAL Environmental Engineering, Inc.

IDEAL Environmental Engineering, Inc. is a full-service environmental firm. Please call us at 1-309-828-4259 to assist you with the following:

Asbestos

Asbestos Inspections
Asbestos Laboratory Analysis (NVLAP, PAT)
Asbestos Management Planning
Asbestos Abatement Design
Asbestos Abatement Project Management
Asbestos Abatement Air Sampling
Asbestos Emergencies
Asbestos Repair
Asbestos Abatement
Asbestos Cleanup
Asbestos Documentation Organization

Training

Asbestos Worker Training
Asbestos Supervisor Training
Asbestos Worker and Supervisor Refresher Training
Asbestos Floor Tile Removal Worker & Competent Person Courses
Asbestos Roofers Course
Asbestos Awareness Training (Initial & Refresher)
OSHA Courses
LEAD RRP Training (Initial & Refresher)

Lead

XRF Inspections
Lead Sampling
Lead Design
Lead Monitoring
Lead in Water Sampling

Other Available Services

Indoor Environmental Quality Assessments (Mold)
Bleacher Inspections





Washburn Branch Security Camera Policy

The Illinois Prairie District Public Library serves as a welcoming, responsive environment for community gathering by provisioning space, equal access to information, technology, resources, and engaging learning opportunities. To complete this mission, the library must offer a welcoming, open atmosphere and provide a quiet, comfortable, and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

Purpose of Security Cameras

The purpose of the security system is to enhance the safety and security of library users, staff, and property. This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

The security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library's Code of Conduct. Staff and visitor safety is the priority in any threatening situation. The protection of Library property is of secondary importance.

Public Notice: Signage

Signage will be posted at the library entrance at all times, informing the public that security cameras are in use.

Security Camera Locations

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating areas, and areas prone to theft or misconduct.

Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms or private offices. Nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

Security

The library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The library is not responsible for the loss of property or personal injury.

Data Storage and Access to Archived Footage

The library building, grounds, and security system are property of the Village of Washburn. The village is responsible for the operation and service of the security system as well as storage of recorded data. Access to archived footage is allowed by authorized agents of the village in pursuit of documented incidents of injury, criminal activity, or violation of the Library's Code of Conduct. Confidentiality/privacy issues prohibit the general public from viewing camera footage that contains patron information.

Privacy

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois State law, Illinois Prairie District Public Library policies, and the American Library Association policies on confidentiality and

The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility, and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Adopted: February 14, 2023

REFERENCE SERVICE

The Illinois Prairie District Public Library serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established. The most recent standards document, *Serving Our Public: Standards for Illinois Public Libraries* provides the model for this reference policy.

The board of trustees and library director of Illinois Prairie District Public Library encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, telefacsimile, electronic mail (e-mail) and TTY. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with on-site resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

The Illinois Prairie District Public Library provides online databases for in-house use to anyone who comes into the library and provides remote access, when available, to all persons who reside within the jurisdictional boundaries of the library.

Reference materials, regardless of format, may not be removed from the library without prior consent from the library director.

The Illinois Prairie District Public library adheres to the American Library Association (ALA) Code of Ethics. Copies of this policy as well as the ALA Code of Ethics are available on the libraries website and can be printed upon request.

The Reference Service Policy will be under constant evaluation, to be formally reviewed at least every other year.

Revised: 1/8/2019

Reviewed: 2/14/2023

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
RESOLUTION NO. 2016-1

A RESOLUTION ADOPTING A TRAVEL REIMBURSEMENT POLICY IN
ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

WHEREAS, the Illinois Prairie District Public Library is a non-home rule unit of local government (“Library”); and

WHEREAS, Public Act 099-0604, effective January 1, 2017, established the Local Government Travel Expense Control Act which requires all non-home units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Library Board of Trustees finds it to be in the best interest of the Library to adopt a policy in compliance with the new law;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

Section 1. The above recitals are incorporated into and made part of this Resolution.

Section 2. The Library Board of Trustees adopts the “Reimbursement of Travel, Meal and Lodging Expenses Policy” attached as Attachment 1.

Section 3. All ordinances, resolutions, and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. This Resolution is effective on and after February 7, 2017.

PASSED by the Illinois Prairie District Public Library Board of Trustees, Woodford County, Illinois, on February 7, 2017.

Ayes:

Nays:

Absent:

President

Secretary

Reimbursement of Travel, Meal and Lodging Expenses Policy

A. Purpose.

The Illinois Prairie District Public Library ("Library") will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Library. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses will be reimbursed for employees and officers of the Library only for purposes of official business conducted on behalf of the Library these include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences, and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Library Director.

D. Categories of Expenses.

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. **Personal automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an

automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

- 4. Public transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler’s residence), regardless of the transportation method chosen. When attending training or business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler’s normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
- 5. Other transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
- 6. Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient for the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Library Board of Trustees.
- 7. Meals** – Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

(If the Library allows a per diem. Prior approval by the Library’s Board of Trustees and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.)
- 8. Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
- 9. Accompanied Travel** – When a traveler is accompanied by other not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.

10. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
11. **Entertainment expenses** – No employee or officer of the Library shall be reimbursed for any entertainment expenses, unless ancillary to the purpose of the program, event or other official business.

E. Approval of Expenses.

1. Expenses for members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.

2. Expenses for Official or Employees Other than Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Library Board of Trustees) in excess of the (maximum dollar amount set by the Board or GSA rate or IRS rate) must be previously approved in an open meeting by a majority roll-call vote of the Library Board of Trustees.

3. Advanced Expenses. Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Library must be approved by roll call voted at an open meeting of the Library Board of Trustees prior payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

4. Other Expenses. All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Library Director's approval.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Library Director on a Travel, Meal, and Lodging Expense form:

1. an estimate of the cost of travel, meals or lodging if expenses have not be incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title or office of the individual who received or is requesting the travel, meal, or lodging reimbursement; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the Freedom of Information Act.

G. Travel, Meal, and Lodging Expense Report Form.

The Library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

Attachment 1

Illinois Prairie District Public Library

**Travel, Meal and Lodging Expense
Reimbursement Form**

Name of Official or Employee: _____

Title/Position of Official or Employee: _____

Name and Date of the Activity/Event: _____

Check number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

Director's Remarks for February 14, 2023

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.*
- *I attended the Metamora Village board meeting to discuss our intentions to build an ADA accessible entrance by installing a ramp going to the front door. Dewberry is scheduled to complete the necessary survey this week.*

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 had 131 people visit the Roanoke branch during the open house.*
- *IPDPL signed a Community Delivery Partnership agreement with MTHS library and RB HS to be the designated route destination for their ILL materials.*
- *We will have articles in Construction Beauty Magazine and have copies available at the branches. Elizabeth LaHood Hinnen created this magazine to bring together the communities on this side of the river with a publication similar to Peoria Magazine.*

ENRICH

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

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

DESIGN experiential learning opportunities that also highlight library resources

- *The teen advisory board met for the first time with 7 teens in attendance.*
- *We have added a magazine package to our Libby app. This package includes over 4,000 titles.*
- *We are one of the regional libraries partnering with Peoria Reads in a campaign that focuses on previously challenged or banned books. The program will culminate in the fall with an appearance by author Laurie Halse Anderson.*

ADDITIONALLY

- **The annual fire extinguisher and furnace inspections have been completed.**
- **Weeding continues at the Metamora and Roanoke branches.**
- **I have sent the needed information to the state for them to add the annexed area to our service population and to update their map.**
- **We have added a collection of movies through Overdrive that are available through the Kanopy app.**

January 2023(FY 22-23) Door Counts

Benson –160 (1,191)

Spring Bay – 41 (2,688)

Washburn – 181 (1,998)

Roanoke – 563 (3,721)

Metamora – 1,527 (11,946)

Germantown Hills – 2050 (16,900)

WiFi Usage

January- 497 (3,755)

2021-2022 Mid-Year Comparison

December 2021 (FY 21-22) Door Counts

Benson – 80 (696)
 Spring Bay – 192 (2,518)
 Washburn – 212 (2,205)
 Roanoke – 298 (2,706)
 Metamora – 1,473 (7,913)
 Germantown Hills – 1,807 (13,781)

WiFi Usage

November - 384 (2,419)

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

Dec 2021

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	Total
July	76	1470	1381	400	160	122	2	694	4305
August	57	1342	1211	397	179	106	3	689	3984
September	52	1240	1290	308	156	106	0	691	3843
October	79	1152	1165	341	127	71	36	667	3638
November	65	1075	1160	285	157	86	45	671	3544
December	45	1073	1204	258	134	105	0	792	3611
January									0
February									0
March									0
April									0
May									0
June									0
Total	374	7352	7411	1989	913	596	86	4204	22925

Annual culmulative Circulation

Dec 2022

	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
Total	427	6180	7714	1962	883	692	37	3506	21401

PATRON
INTERNET
USE

Dec 2021

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	6	187	31	23	9	16
August	11	169	42	29	10	15
September	8	188	56	20	10	11
October	9	191	47	18	7	3
November	9	166	28	8	9	2
December	25	163	41	17	7	24
Total	68	1064	245	115	52	71
PATRON INTERNET USE		Dec 2022				
	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

Public Libraries Advancing Digital Equity

Public libraries play an important role connecting communities to resources and information online. Access to computers and the internet, and the skills to use them, is central to full and equitable participation in our increasingly digital society.

Select your state and library to populate the data below:

State

IL

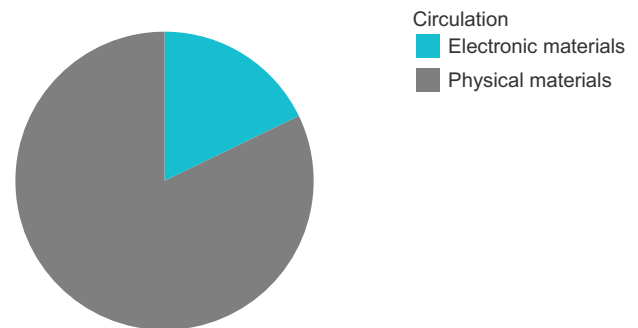
Library

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY (IL0253) in METAMORA, IL serves 21,644 people. In WOODFORD COUNTY, 14% of households do not have a broadband internet connection. 8% have no computer, while 6% rely on smartphones only with no other type of computing device at home.

For these patrons, the 47 public computers available at the library are especially critical. 2.2 computers are available per 1,000 people in the library's service area population. In 2020 the library recorded 4,954 annual uses of these computers, a rate of 105.4 uses per computer.

The COVID-19 pandemic exposed persistent digital divides. It heightened the need for technology infrastructure and support and increased demand for electronic resources. As of 2020, the circulation of ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY's electronic collections - including ebooks and audiobooks - makes up 18% of the library's total circulation.



Libraries offer access to many other types of technology. Among US public libraries as a whole these include on-site color printers (87%), 3D printers (20%), copy machines (98%), and scanners (89%). Libraries also provide devices for patrons to check out and use at home, including e-readers (19%), hotspots (33%), laptops (17%), and tablets (15%).

Add to the story



DIGITAL LEARNING

The Digital Learning survey in Project Outcome offers a way for libraries to evaluate patron programs and services related to technology skills and resources. Add outcome data to the story you tell about your library's impact at projectoutcome.org.



PLA's 2020 Technology Survey asked about technology resources and services in public libraries. Explore the results and see how your library compares to your peers and other libraries nationwide using Benchmark (librarybenchmark.org).

Data sources



American Community Survey, 5-year estimates (2015-2020), tables B28001 and B28003

IMLS Public Libraries Survey (FY 2020)

PLA Technology Survey (2020)



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	84	1137	1319	339	175	118	3	640	3815
February									0
March									0
April									0
May									0
June									0
Total	511	7317	9033	2301	1058	810	40	4146	25216

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	88	1342	2494	517	119	185	3	4748
February								0
March								0
April								0
May								0
June								0
Total	566	11080	16720	3962	856	1115	40	34339

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	8	63	90	40	7	1
February						
March						
April						
May						
June						
Total	18	409	706	262	34	58

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	7	191	54	24	15	0
February						
March						
April						
May						
June						
Total	62	1392	415	79	111	40

Monthly Marketing Report

January 2023

Ad Spend: A portion of the prepaid WCBU on-air spots were used in January to promote the Roanoke Open House. 8 spots were aired in the week before the event.

Coverage: A weekly overview of upcoming events was posted in the Woodford County Journal once in January. The text of the press release for the Roanoke Open House was published in the Woodford County Journal on January 13.

Press Releases: One press release, covering the Roanoke Open House, was sent in January. A copy of that release is attached.

Social Media: Facebook changed their analytics reporting in January, and the ability to segregate analytics data by month is no longer available. Details for January and February will be available in the February report.

YouTube analytics are included in the Monthly Programming Report.

Website: In January, 1,080 visitors viewed our website 3,055 times. 621 visits were referred by a search engine. 39 visits were referred by Facebook posts. Visitors to our website used links on our site to get to our online catalog 187 times and our Calendar of Events site 200 times. Links to 8 of our online databases were used 133 times. Links to 10 digital book resources (ebooks, audiobooks, and streaming books read online) were used 57 times.

For Immediate Release
January 12, 2023



IPDPL – Roanoke Gets the Party It Deserves

Illinois Prairie to host Renovation Open House

Metamora, IL — January 12, 2023 — In May 2019, Illinois Prairie District Public Library embarked on a renovation project at the Roanoke branch. Like a particularly infamous 3-hour cruise, things did not go according to plan, and after nearly four years, IPDPL – Roanoke is finally getting the long-overdue renovation celebration it deserves.

The public is invited to a Renovation Open House at IPDPL – Roanoke, 123 E Broad Street, Roanoke, on Saturday, January 28th, 2023, during extended hours from 10:00 am to 2:00 pm. Guided tours of the finished facility



will be available, along with activities for children including face painting and balloons from The Unique Twist. Reading to Dogs with the therapy dogs from WOOF (We Offer Our Friends) will be available from 10:00 am – 11:00 am. Light refreshments will be served, courtesy of Caleri's Café & Bakery in Roanoke.

The Longest Five Months in History

The building at 123 E. Broad St., Roanoke was put up in the early 1950s. It has had a long and storied past, serving initially as a hardware store, then a grocery store and a funeral home before the property was acquired by Illinois Prairie in September 2002. A total renovation of the structure was planned for early 2019, with construction slated to begin in May of that year and a grand re-opening celebration scheduled for October 2019. A series of delays, including the discovery of asbestos in the building, pushed the end date of the project to early February 2020, then to March. Finish construction on the interior of the building was stopped entirely at the onset of the COVID-19 pandemic. Piecemeal construction resumed a month later, but progress was slow due to health and safety restrictions on the crew.



The building was finally turned back over to the library in mid-May 2020, a year and two weeks after the initial closing date. Library staff returned books and other materials to the shelves, but service to the public was restricted to curbside pick-up only for the next several months. Even after interior browsing resumed, capacity restrictions prevented the district from being able to celebrate the renovations as had been previously imagined. To see a short video documenting the renovations, please visit <https://bit.ly/IPDPL-Roanoke-Reno>.

IPDPL – Roanoke Today

The renovated library today is a far cry from its origins twenty years ago. The main entrance moved from the street-facing side of the building around the corner to face the parking lot and provide better disability access. A bright and cheery Children’s section features several different play areas, including a light table, a pretend kitchen, and a train table, alongside cozy

chairs and couches, perfect for curling up with a good book. The Young Adult section provides a variety of study choices, from cushy chairs to a tall café table or a traditional study carrel. Adjacent to the Adult Fiction and Non-fiction sections is a large area with comfortable chairs arranged for conversation or small group gatherings.

The library also offers a bank of free-access computers for public use, a good-sized study room for individuals or small groups, and a separate, large meeting room to host library programming. It includes a kitchenette area, multi-media presentation capabilities, and a separate exterior entrance for access outside of normal library hours. The meeting room is available for public use upon approval. Anyone interested in reserving the meeting room for their meeting or function can contact the library by calling (309) 921-5074 or by visiting the library website at www.ipdpl.org and clicking on “Calendar of Events” in the menu.

Library Hours

IPDPL – Roanoke is open on Mondays from 4:00 pm – 7:00 pm, Tuesdays and Thursdays from 12:00 pm – 5:00 pm, Fridays from 10:00 am – 1:00 pm, and Saturdays from 10:00 am – 12:00 pm.

###

For more information, press only:

Donna Forbis
Marketing and Events Coordinator
Illinois Prairie District Public Library
309-921-5074 x201
dforbis@ipdpl.org

Monthly Programming

January 2023

Special Programs

Gnome Scavenger Hunt: This was a month-long, passive children's program offered at all branches. Participants had to search the library to locate gnomes and decode a secret message. 104 entries were returned, and one winner was selected from each branch. Branch participation totals = 104 – B = 14, GH = 20, M = 33, R = 20, SB = 7, W = 10.

Create with Cricut classes: Fridays in January, Roanoke. This was a repeat of the classes held in Germantown Hills in September. Attendees were given instruction on the operation of the library's Cricut Maker and the use of different materials. Weekly attendance – 1/6 = 1 teen, 4 adults; 1/13 = 1 teen, 4 adults; 1/20 – 1 teen, 4 adults; 1/27 – 4 adults.

Survive the Cold Break-In Bags: Break-In Bags are like a miniature escape room in reverse. Users must use the puzzles and clues given to discern the combination of the padlock securing the bag. Once the bag is opened, users are rewarded with the contents of the bag. This program was advertised as being for teens but was open to anyone. B = 4, GH = 9, M = 8, R = 2. SB = 5, W = 4.

Book Bingo: January 10, Germantown Hills. Attendees played Bingo. Bingo winners were allowed to select a book from the cart as their prize. Free books were also offered to those who did not win. Prize books were selected from new and like-new donations and advanced reader copies from publishers. Total attendance = 24. Adults = 9, teens = 1, children = 14. Total books distributed = 16.

Learn to Cross Stitch: January 18, Germantown Hills. This introductory cross stitch class was offered for all ages. Attendees were given instruction on how to do cross stitch and supplies to create their first project (a flower) including cross stitch fabric, embroidery floss, an embroidery hoop, and a tapestry needle. Attendees were invited to take their supplies home at the end of the class to finish the projects on their own. Total attendance = 6. Adults = 2, teens = 1, children = 3.

UnityPoint Wellmobile: January 23, Germantown Hills. This was the first of six scheduled stops for the Wellmobile in 2023. Adults (18+) were able to have basic vitals and limited blood testing done at no charge. Total attendance = 13. The next scheduled Wellmobile visit will be in Metamora on March 17.

Valentine Cookie Decorating Class: January 25, Germantown Hills. Lisa Newell of FrostBite Bakery in Pekin presented instruction on decorating cookies. Lisa supplied 6 cookies for each person attending, along with icing and application materials. Attendees were given icing, a piping bag, and a decorating tip to take home in addition to their cookies. Total attendance = 10. Adults = 9, teens = 1. Lisa will be teaching an Easter Cookie class on March 20.

Roanoke Renovation Open House: January 28, Roanoke. The Open House was to show off the renovations completed on the Roanoke branch during the pandemic. A total of 131 people attended the open house. There were 68 entries for the \$100 Yoder's Market door prize drawing, won by Cheryl Baurer. There were 33 entries (19 correct) for the \$100 Barnes & Noble shredded book contest, won by Barb Schwind.

Beanstack

Our *1,000 Books Before Kindergarten* challenge added no new registrations in January. We had 15 active readers in January, logging 350 books for 9 badges. We had one challenge completion in December.

January marked the start of our new, year-long, timed reading challenge, *2023 Adventure 365*. Readers are challenged to log 10,000 minutes during the course of the year. Pre-registration for this challenge began in December, and at the end of January, there were 68 readers enrolled in this challenge. 49 of those readers enrolled in January, and 37 readers made at least one log entry during the month. Readers logged 34,338 minutes (572.3 hours) of reading in January, earning 218 badges. The first reader to reach 10,000 minutes will win a Barnes & Noble gift card.

Cabin Fever Reliever 2023 returned in January. This popular adult winter reading challenge currently has 59 readers enrolled, 47 of whom joined the challenge in January. 46 readers made at least one log entry in January. Readers logged 307 books in January, earning 100 badges. Readers earn one logging badge for every 4 books logged, and each logging badge serves as an entry into the final prize drawing. Prizes are one (1) \$75 Visa gift card and one (1) \$50 Visa gift card to be awarded in early March. Reading for *Cabin Fever* continues through the end of February.

Upcoming challenges include *Read Across America 2023* in March, and planning has already begun for the 2023 summer reading program.

Children's Programming

Baby Bookworms: Baby Bookworms meet twice a week, once at Germantown Hills and once at Metamora. In January, there were 3 sessions in Germantown Hills and 4 sessions in Metamora. Participant totals for January: GH = 19 (11 children, 8 adults), M = 33 (19 children, 14 adults).

Story Time: Story Time meets 6 times per week, once at each branch. In January, there were 3 sessions held at each branch except Metamora, which hosted 4 sessions. Totals for January: B = 20 (15 children, 5 adults); GH = 36 (21 children, 15 adults); M = 49 (34 children, 15 adults); R = 3 (2 children, 1 adult); SB = 12 (8 children, 4 adults); W = 10 (8 children, 2 adults).

Pajama Story Time: Pajama Story Time met once each in Germantown Hills, Metamora, and Roanoke during January. A total of 6 people attended across the two sessions, 4 children and 2 adults.

Maker Monday: Maker Monday was re-introduced in January after being suspended during the pandemic. Maker Monday is a drop-in, portable makerspace program for children and teens. In January, the program was using the IPDPL button maker. Sessions were held in Benson, Germantown Hills, Metamora, and Roanoke, with sessions in Spring Bay and Washburn scheduled to take place in February. Attendance per session: B = 12 (9 children, 3 adults); GH = 2 (1 child, 1 adult); M = 4 (3 children, 1 adult); R = 0.

Class Visits: There were three class visits in January, two to Little Oaks Daycare and one to Washburn Nursery School. As part of continued outreach to these centers, Sam has begun distributing Take & Make kits during her visits.

- 1/10 – Washburn – Toddlers (2 -6) – Total attendance 10 – 9 children, 1 Adults, 14 kits distributed
- 1/11 – Little Oaks – Toddlers (2 – 6) – Total attendance: 40 – 35 Children, 5 Adults, 24 kits distributed
- 1/13 – Little Oaks – Children (7 – 12) – Total attendance 11 – 10 Children, 1 Adult

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 2 times for private functions. Study Room A was reserved 16 times, and Study Room B was reserved 9 times. The Cricut Maker Station was reserved 4 times. The children’s computers in Germantown Hills were used 46 times in January.

Roanoke: The Meeting Room was reserved 2 times for private functions. The Study Room was not used in January.

Recurring Programs

Benson LEGO Free Play area: 15 people played with LEGO in Benson.

Book Buzz Book Club: January 10, Germantown Hills. The book for January was *Stolen Lives: Twenty Years in a Desert Jail*, by Malika Oufkir and Michele Fitoussi. 10 people attended.

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

Children’s Play Spaces: Tracking engagement with toy kitchens and train tables. G = 70, M = 96, R = 33.

Coloring Pages: Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in January. A total of 27 pages were distributed between the branches.

Dial-A-Story: There were 3 calls logged to the Dial-A-Story line in January. Due to the lack of participation, we are exploring allowing this program to sunset.

Email Newsletter: In January, 20,681 Wowbrary email newsletters were sent to 4,166 active users.

General Reference Questions: 78 reference questions were answered in January.

Jigsaw Puzzles: December puzzle counts: B = 35, M = 40, SB = 8.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 39 knitters attend in January. Weekly breakdown: 1/4 = 8; 1/11 = 12; 1/18 = 12; 1/25 = 7.

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 91 times in January.

Peoria Poetry Club: January 14, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. There were 9 people at the January meeting.

Popcorn Night: January 12, Spring Bay. 13 bags of popcorn were handed out.

Story Cube: Germantown Hills. 23 stories were printed in January.

Spring Bay Bookies: January 5, Spring Bay. The book for January was *South of Broad*, by Pat Conroy. There were 13 people in attendance.

Take & Make Kits: The January Take & Make kit was a Handprint Cardinal. B = 10, G = 58, M = 71, R = 30, SB = 5, W = 20.

YouTube Videos: We had 660 total views on our YouTube channel from 442 unique viewers and 29 returning viewers in January, for a total of 17.0 hours watched. We added no new channel subscribers. Video views for the month are as follows:

There were no new videos in January.

Miss Rita Reads “Snuggle Down Deep” – 89 views

Miss Rita Reads “Mrs. Mole, I’m Home!” – 81 views

Story Time with Miss Michelle – “Where’s My Teddy?” – 49 views

Miss Rita Reads “Martha Doesn’t Say Sorry!” – 49 views

Story Time with Miss Michelle – “Pete the Cat and His Four Groovy Buttons” – 38 views

Miss Rita Reads “Dinosaur Roar” and “Ten Terrible Dinosaurs” – 34 views

Miss Rita Reads “Welcome Home, Bear” – 29 views

Story Time with Miss Michelle – “Superworm” – 27 views

Miss Rita Reads “10 Little Rubber Ducks” – 26 views

Miss Rita Reads “How Much is That Doggie in the Window?” – 22 views

Miss Rita Reads “Ten on the Sled” – 19 views

Story Time with Miss Michelle – “The Catawampus Cat” – 14 views

Story Time with Miss Michelle – “Mrs. Toggle’s Zipper” – 12 views

Miss Rita Reads “Dog’s Colorful Day” – 10 views

Story Time with Miss Michelle – “Alexander and the Terrible, Horrible, No Good, Very Bad Day” – 10 views

Miss Sam’s Stories – “A Monster is Eating This Book” – 9 views

Story Time with Miss Michelle - “Who Will Guide My Sleigh Tonight?” – 8 views

Miss Rita Reads “Click, Clack, Quack to School!” – 8 views

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

Miss Rita Reads “Officer Panda: Sky Detective” – 6 views

IPDPL – Roanoke Renovation Video – 6 views

Miss Sam’s Stories – “Monstergarten” – 5 views

IPDPL Sidewalk Obstacle Course – 5 views

Story Time with Miss Michelle – “Little Rabbit and the Meanest Mother on Earth” – 4 views

Miss Rita Reads “The Princess and the Petri Dish” – 4 views

Miss Sam’s Stories – “All That is You” – 4 views

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

Virtual Visit with Kate Klise – 4 views

Miss Sam’s Stories – “If Animals Gave Thanks” – 4 views

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

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

Virtual Visit with Adib Khorram – 3 views

Miss Rita Reads “Ada Twist, Scientist” – 3 views

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

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

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

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

Story Time with Miss Michelle – “Room on the Broom” – 3 views

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

Miss Rita Reads “Pete the Cat and the Missing Cupcakes” – 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 “I Know an Old Lady Who Swallowed a Pie” – 2 views

Miss Rita Reads “How Do Dinosaurs Go To School?” – 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 – “I Promise I’ll Find You” – 2 views

Miss Rita Reads “One Mole Digging a Hole” and “What a Treasure” – 2 views

Miss Sam’s Stories – “Lost in the Library” – 2 views

Miss Rita Reads “Monsters Love Colors” – 1 view

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

Miss Rita Reads “The Napping House” – 1 view

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

Miss Rita Reads “Who Took the Cookies?” – 1 view

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

Miss Rita Reads “Bear Sees Colors” – 1 view

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

Story Time with Miss Michelle – “Verdi” – 1 view

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

Story Time with Miss Michelle - “Snowmen at Christmas” – 1 view

Black Men in White Coats Panel Discussion – 1 view

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

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

Miss Rita Reads “Bear Snores On” – 1 view

Miss Rita Reads “Dig” – 1 view

Miss Rita Reads “Big Pumpkin” – 1 view

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

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