

March 14, 2023

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, March 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. Director's Remarks
7. Comments to guide future agendas
8. Adjournment

The next regular meeting will be Tuesday, April 11, at 4pm at the
Germantown Hills branch library, 509 Woodland Knolls Rd,
Germantown Hills, IL 61548

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, February 14, 2023, at
4:00 pm

1. Call to order and roll call, J. Zobrist, J. Weddle, J. Armstrong, A. Hicks, T. Ballard, and M.Coker. Absent, H. Booker
2. Minutes of the last regular meeting, Motion to accept J. Weddle and second by T. Ballard. All in favor, motion passed.
3. Public comments, none
4. Treasurer's Report – approval of bills and requisitions, Motion to approve by M. Coker and second by J. Armstrong. All in favor, motion passed.
5. Metamora Branch Project
6. Discussion and Approval of Branch Hours, Motion to approve the change in hours at the Spring Bay Branch from Saturday to Tuesday by T. Ballard and motion second by M. Coker. All in favor, motion passed.
7. Discussion/Review/Approval of Closed Minutes, Motion made to keep closed minute meetings closed, by J. Armstrong and second by J. Zobrist. All in favor, motion passed.
8. Discussion and Approval of Security Camera Policy, Motion to approve Security Camera Policy by J. Armstrong and second by T. Ballard. All in favor, motion passed.
9. Review of Reference Services Policy, no changes
10. Review of Reimbursement Resolution, no changes
11. Director's Remarks, Shared program updates and circulation statistics.
12. Comments to guide future agendas
13. Adjournment, Motion to adjourn J. Armstrong and M. Coker to second. All in favor, motion passed.

Illinois Prairie District Public Library
Balance Sheet
 As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	97,413.02
10800 · Petty Cash Checking Account	994.70
11400 · Savings Account	9,109.59
	107,517.31
Total Checking/Savings	
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	68.31
10500 · Certificates	1,197,242.50
10600 · General Operating Fund	790,565.88
10700 · Special Reserve Fund	1,499,720.92
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	560,399.58
11100 · Gift Fund	314,614.89
11200 · Building Maintenance Fund	138,645.95
11300 · Tort Liability Fund	882,046.47
11500 · Dedicated Gift Fund	6.96
	5,791,705.27
Total Other Current Assets	
Total Current Assets	5,899,222.58
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	3,657,395.38
Total Fixed Assets	
TOTAL ASSETS	9,556,617.96
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	891,247.03
	9,556,617.96
Total Equity	
TOTAL LIABILITIES & EQUITY	9,556,617.96

Illinois Prairie District Public Library

03/13/23

Profit & Loss

Cash Basis

February 2023

	<u>Feb 23</u>
Income	
34000 · Fines and Fees	437.42
38400 · Interest Income - Per Capita	0.26
38500 · Interest Income - General	2,857.39
38900 · Interest Income - Tort/Liab	3,026.17
39000 · Interest Income - Spec Reserve	5,137.34
39191 · Interest Income - Bldg/Maint	491.23
39200 · Interest Income - Working Cash	1,919.67
39300 · Interest Income - Gift	1,077.73
39400 · Interest Income - Certificates	164.31
39700 · Rent Income	1,200.00
Total Income	<u>16,311.52</u>
Expense	
40100 · Salaries	35,862.38
40500 · Hospital Insurance	4,855.71
40600 · Staff Education	611.10
41000 · Books - Adult	1,843.84
41100 · Books - Children	1,823.62
41500 · Audio - Visual	569.25
41600 · Video / DVD Tapes	852.72
41700 · Electronic Materials	3,524.91
42100 · Office Supplies	921.56
42400 · Mileage and Expenses	1,195.27
44360 · Building - Metamora	2,669.00
44800 · Programming / PR	1,503.30
45000 · Rent	182.33
45100 · Gas and Electric	5,597.65
45200 · Water and Sewer	218.99
45300 · Telephone	496.29
45600 · Internet	854.39
47200 · Computer Equipment	885.89
60400 · IMRF Employer	1,493.03
70300 · Social Security Employer	2,211.07
70400 · Medicare Employer	517.06
72300 · Insurance	42.00
72400 · Legal	240.00
72500 · Maintenance	11,255.02
72600 · Professional Fees	841.50
Total Expense	<u>81,067.88</u>
Net Income	<u><u>-64,756.36</u></u>

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

	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	3,193.68
38000 · Donations	10,815.18
38400 · Interest Income - Per Capita	1.50
38500 · Interest Income - General	20,339.71
38900 · Interest Income - Tort/Liab	18,120.98
39000 · Interest Income - Spec Reserve	8,857.97
39191 · Interest Income - Bldg/Maint	3,129.82
39200 · Interest Income - Working Cash	33,454.62
39300 · Interest Income - Gift	6,333.59
39400 · Interest Income - Certificates	1,026.94
39500 · Miscellaneous Income	23.70
39700 · Rent Income	5,400.00
Total Income	1,604,748.02
Expense	
40100 · Salaries	291,582.73
40500 · Hospital Insurance	46,732.33
40600 · Staff Education	7,489.33
41000 · Books - Adult	17,038.10
41100 · Books - Children	17,320.50
41300 · Periodicals	2,177.79
41500 · Audio - Visual	4,804.07
41600 · Video / DVD Tapes	3,887.71
41700 · Electronic Materials	33,415.34
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	8,124.86
42400 · Mileage and Expenses	10,455.24
44360 · Building - Metamora	31,816.87
44380 · Building - Spring Bay	19,820.50
44800 · Programming / PR	16,781.80
45000 · Rent	1,640.97
45100 · Gas and Electric	27,019.20
45200 · Water and Sewer	1,862.75
45300 · Telephone	4,570.53
45600 · Internet	7,701.41
47000 · Building Equipment/Furniture	498.81
47200 · Computer Equipment	6,994.84
49000 · Per Capita	3,546.06
52200 · Audit	11,750.00
60400 · IMRF Employer	15,244.91
70300 · Social Security Employer	17,852.63
70400 · Medicare Employer	4,175.07
72300 · Insurance	23,187.76
72400 · Legal	6,301.00
72500 · Maintenance	74,122.36
72600 · Professional Fees	6,667.00
Total Expense	759,812.30
Net Income	844,935.72

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

	Feb 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	0.00	1,250.00	-1,250.00	0.0%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	437.42	1,184.58	-747.16	36.9%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	0.26	7.08	-6.82	3.7%
38500 · Interest Income - General	2,857.39	250.00	2,607.39	1,143.0%
38900 · Interest Income - Tort/Liab	3,026.17	250.00	2,776.17	1,210.5%
39000 · Interest Income - Spec Reserve	5,137.34	41.67	5,095.67	12,328.6%
39191 · Interest Income - Bldg/Maint	491.23	41.67	449.56	1,178.9%
39200 · Interest Income - Working Cash	1,919.67	333.33	1,586.34	575.9%
39300 · Interest Income - Gift	1,077.73	83.33	994.40	1,293.3%
39400 · Interest Income - Certificates	164.31	250.00	-85.69	65.7%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	1,200.00	0.00	1,200.00	100.0%
Total Income	16,311.52	132,591.66	-116,280.14	12.3%
Expense				
40100 · Salaries	35,862.38	36,204.17	-341.79	99.1%
40500 · Hospital Insurance	4,855.71	8,666.67	-3,810.96	56.0%
40600 · Staff Education	611.10	1,250.00	-638.90	48.9%
41000 · Books - Adult	1,843.84	2,083.33	-239.49	88.5%
41100 · Books - Children	1,823.62	2,083.33	-259.71	87.5%
41300 · Periodicals	0.00	833.33	-833.33	0.0%
41500 · Audio - Visual	569.25	750.00	-180.75	75.9%
41600 · Video / DVD Tapes	852.72	750.00	102.72	113.7%
41700 · Electronic Materials	3,524.91	3,750.00	-225.09	94.0%
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	921.56	1,583.33	-661.77	58.2%
42400 · Mileage and Expenses	1,195.27	1,250.00	-54.73	95.6%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44360 · Building - Metamora	2,669.00	0.00	2,669.00	100.0%
44800 · Programming / PR	1,503.30	2,083.33	-580.03	72.2%
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	5,597.65	3,750.00	1,847.65	149.3%
45200 · Water and Sewer	218.99	250.00	-31.01	87.6%
45300 · Telephone	496.29	666.67	-170.38	74.4%
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	885.89	833.33	52.56	106.3%
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	1,493.03	5,000.00	-3,506.97	29.9%
70300 · Social Security Employer	2,211.07	3,333.33	-1,122.26	66.3%
70400 · Medicare Employer	517.06	1,666.67	-1,149.61	31.0%
72300 · Insurance	42.00	4,583.33	-4,541.33	0.9%
72400 · Legal	240.00	583.33	-343.33	41.1%
72500 · Maintenance	11,255.02	9,233.33	2,021.69	121.9%
72600 · Professional Fees	841.50	833.33	8.17	101.0%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	81,067.88	103,020.81	-21,952.93	78.7%
Net Income	-64,756.36	29,570.85	-94,327.21	-219.0%

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	3,193.68	14,215.00	-11,021.32	22.5%
38000 · Donations	10,815.18	15,000.00	-4,184.82	72.1%
38400 · Interest Income - Per Capita	1.50	85.00	-83.50	1.8%
38500 · Interest Income - General	20,339.71	3,000.00	17,339.71	678.0%
38900 · Interest Income - Tort/Liab	18,120.98	3,000.00	15,120.98	604.0%
39000 · Interest Income - Spec Reserve	8,857.97	500.00	8,357.97	1,771.6%
39191 · Interest Income - Bldg/Maint	3,129.82	500.00	2,629.82	626.0%
39200 · Interest Income - Working Cash	33,454.62	4,000.00	29,454.62	836.4%
39300 · Interest Income - Gift	6,333.59	1,000.00	5,333.59	633.4%
39400 · Interest Income - Certificates	1,026.94	3,000.00	-1,973.06	34.2%
39500 · Miscellaneous Income	23.70	0.00	23.70	100.0%
39700 · Rent Income	5,400.00	0.00	5,400.00	100.0%
Total Income	1,604,748.02	1,591,100.00	13,648.02	100.9%
Expense				
40100 · Salaries	291,582.73	434,450.00	-142,867.27	67.1%
40500 · Hospital Insurance	46,732.33	104,000.00	-57,267.67	44.9%
40600 · Staff Education	7,489.33	15,000.00	-7,510.67	49.9%
41000 · Books - Adult	17,038.10	25,000.00	-7,961.90	68.2%
41100 · Books - Children	17,320.50	25,000.00	-7,679.50	69.3%
41300 · Periodicals	2,177.79	10,000.00	-7,822.21	21.8%
41500 · Audio - Visual	4,804.07	9,000.00	-4,195.93	53.4%
41600 · Video / DVD Tapes	3,887.71	9,000.00	-5,112.29	43.2%
41700 · Electronic Materials	33,415.34	45,000.00	-11,584.66	74.3%
41800 · RSA Online	27,037.00	28,000.00	-963.00	96.6%
42000 · Online Computer Library Center	8,192.83	10,000.00	-1,807.17	81.9%
42100 · Office Supplies	8,124.86	19,000.00	-10,875.14	42.8%
42400 · Mileage and Expenses	10,455.24	15,000.00	-4,544.76	69.7%
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	31,816.87	0.00	31,816.87	100.0%
44380 · Building - Spring Bay	19,820.50	0.00	19,820.50	100.0%
44800 · Programming / PR	16,781.80	25,000.00	-8,218.20	67.1%
45000 · Rent	1,640.97	2,000.00	-359.03	82.0%
45100 · Gas and Electric	27,019.20	45,000.00	-17,980.80	60.0%
45200 · Water and Sewer	1,862.75	3,000.00	-1,137.25	62.1%
45300 · Telephone	4,570.53	8,000.00	-3,429.47	57.1%
45600 · Internet	7,701.41	11,000.00	-3,298.59	70.0%
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	6,994.84	10,000.00	-3,005.16	69.9%
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	15,244.91	60,000.00	-44,755.09	25.4%
70300 · Social Security Employer	17,852.63	40,000.00	-22,147.37	44.6%
70400 · Medicare Employer	4,175.07	20,000.00	-15,824.93	20.9%
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	74,122.36	110,800.00	-36,677.64	66.9%

3:54 PM

03/13/23

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	6,667.00	10,000.00	-3,333.00	66.7%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	759,812.30	1,236,250.00	-476,437.70	61.5%
Net Income	<u>844,935.72</u>	<u>354,850.00</u>	<u>490,085.72</u>	<u>238.1%</u>

Illinois Prairie District Public Library

03/13/23

Check Register

Accrual Basis

March 2023

	<u>Mar 23</u>
Aflac	287.87
AmazonBusiness	819.44
Ameren Illinois	3,970.32
Amigoni Construction	125.00
Amy Mientus	19.00
Baker & Taylor	1,143.00
Bestsellers Audio, LLC	571.23
Blue Cross Blue Shield of Illinois	5,243.71
Caterpillar Trail Public Water District	35.24
Cengage Learning, Inc.	148.44
CLA Services Inc	525.00
ComEd	107.84
Commerce Bank - Commercial Cards	2,535.14
Dawn Smith	164.54
GFL Environmental	112.78
Heartland Internet, Inc.	49.95
Hoopla	1,798.08
Jacobs Brothers Commercial Cleaning LLC	1,245.00
John Bockler	135.00
Kanopy Inc	15.00
Kreiling Roofing Co., Inc.	678.75
Mediacom	446.70
Midwest Tape	222.64
MTCO	357.74
Nicor Gas	861.51
Orkin	442.97
Playaway Products LLC	81.18
Purity Plus Water Systems	101.90
Rebecca Deitrick	58.95
Rita Adams	443.90
RK Dixon	2,741.10
Roanoke Water-Sewer Department	43.89
Samantha Huber	252.70
Staples	214.71
Terry's Window Cleaning, Inc.	121.00
The Penworthy Company LLC	3,555.32
Thompson Electronics Company	725.00
TIAA Commercial Finance, Inc.	253.89
Vickie Paluska	30.00
Village of Germantown Hills	43.78
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	496.29
Xerox Financial Services	825.74
TOTAL	<u><u>32,281.95</u></u>

Bank Accounts

	Commerce Checking	The Illinois Funds Bldg/Maint	The Illinois Funds Dedicated Gift	The Illinois Funds Gen Operating	The Illinois Funds Gift	The Illinois Funds Per Capita	The Illinois Funds Spec Reserve	The Illinois Funds Tort/Liab	The Illinois Funds Working Cash	CEFCU Savings	CD's
Balance 2-1-2023	\$ 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
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (38,515.22)										
First Payroll	\$ (15,170.75)										
Payroll Taxes	\$ (4,783.97)										
Fines & Fees (Met)	\$ 60.61										
Fines & Fees	\$ 376.81										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 1,200.00										
July - December eCommerce											
Second Payroll	\$ (17,449.14)										
Payroll Taxes	\$ (2,741.10)										
IMRF	\$ (2,396.06)										
Interest - CEFCU (200)	\$ 25.48										
Interest - CEFCU (201)	\$ 76.45										
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest	\$ 62.38										
Transfer from Bldg/Maint		\$ (10,356.96)		\$ 10,356.96							
Transfer to/from Tort/Liab				\$ 2,977.00				\$ (2,977.00)			
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash	\$ (364.00)										
State Corp Replacement Tax											
Rebates/Refunds											
Interest	\$ 0.74	\$ 491.23		\$ 2,856.65	\$ 1,077.73	\$ 0.26	\$ 5,137.34	\$ 3,026.17	\$ 1,919.67		
Balance 2-28-23	\$ 97,413.02	\$ 138,645.95	\$ 6.96	\$ 790,565.88	\$ 314,614.89	\$ 68.31	\$ 1,499,720.92	\$ 882,046.47	\$ 560,399.58	\$ 9,109.59	\$ 1,197,242.50

COMMERCIAL LEASE AGREEMENT

THIS INDENTURE, is made to be effective the tenth (10th) day of March 2023, by and between Daniel E O'Brien, MD LLC, hereinafter designated LESSOR, and __ Illinois Prairie District Public Library__, hereinafter designated LESSEE, witnesseth:

That the LESSOR for and in consideration of the covenants and agreements hereinafter mentioned to be kept and performed by the LESSEE, lease to the LESSEE the premises in the City of Metamora, County of Woodford, and State of Illinois, described as follows, to wit:

That certain one story brick and concrete commercial/retail space in the building located and generally known and identified as 900 Mt Vernon, a 5196 square feet, southernmost unit in Metamora, Illinois;

under the following terms and conditions:

1. **POSSESSION.** LESSEE'S possession shall commence on July 1st, 2023. LESSEE'S possession of the premises requires the LESSEE providing LESSOR with confirmation that utilities have been transferred to Lessee's name, and receipt of a Declaration page confirming compliance with insurance requirements, all of which are more fully set forth below in Paragraph 14 of this Lease Agreement.

2. **TERM AND SECURITY DEPOSIT.** This Lease shall commence on 1st day of July, 2023 and continue for a period of EIGHT (8) MONTHS to expire February 28th, 2024 as long as LESSEE is in compliance with the terms of this Lease Agreement. This contract shall be in effect upon the endorsement of this lease and with the remittance of a refundable security deposit in the amount of TWO THOUSAND DOLLARS (\$2,000). Required notices shall be five (5) days for nonpayment of rent, ten (10) days for all other breaches of this Lease Agreement.

3. **RENT.** In consideration of the leasing of the premises aforesaid, LESSEE hereby covenants and agrees to pay the sum:

For the eight month period from July 1st 2023 until February 28th 2024: THIRTY TWO THOUSAND DOLLARS (\$32,000.00) at the rate of FOUR THOUSAND DOLLARS (\$4,000.00) per month on or before the first (1st) day of each month of the term to Daniel E O'Brien MD LLC, at 1111 Woodbine Ave, Oak Park IL 60302, or at such other place as the LESSOR may designate in writing from time to time, as rent for said premises. A late fee of ONE HUNDRED DOLLARS (\$100.00) shall be due each month by LESSEE for each rent payment more than FIFTEEN (15) days overdue after the due date.

4. **UTILITIES.** LESSEE shall pay promptly when due all electric, gas, light, power, water, flush tax and other utilities and taxes associated with the use of utilities regarding the leased premises.

5. **DAMAGES.** LESSEE shall be responsible to compensate LESSOR for any damages to any part of the premises and equipment, or for unpaid rental, or for any other lease obligations, or for any hauling or cleaning required to return the property to its condition at the inception of the Lease, upon termination of this Lease.

6. **USAGE.** LESSEE may use and occupy the said premises for the purposes of operating a library (commercial/retail establishment) and for other related uses. Other types of use shall be granted with prior consent of the LESSOR; such consent shall not be unreasonably withheld.

7. **TAXES AND ASSESSMENTS.** LESSEE'S rent reflects the current real estate taxes and assessments levied against said premises and therefore LESSOR shall pay all real estate taxes and assessments as they become due.

8. **REPAIRS AND MAINTENANCE.** LESSEE will make all necessary repairs and perform all necessary maintenance in the interior of the demised premises, including, but not limited to, paneling, floors, plumbing, water, wiring and electrical fixtures, and all other items of maintenance not specifically delegated to LESSOR under this lease. LESSOR will maintain the roof and exterior walls of the demised premises. LESSEE shall have the right to make alterations or changes within the demised premises, to effect the described retail establishment. Permanent changes to wall structure, wiring, plumbing, HVAC, or any change to the interior costing greater than \$2,000.00 shall be performed by a reputable and licensed contractor after discussion and mutual agreement/consent of the LESSEE. This consent shall not be unreasonably withheld for any project that is in accordance with the described retail establishment. All permanent alterations and fixtures shall become the property of LESSOR upon conclusion/termination of the lease agreement. Any temporary fixtures or moveable commercial equipment shall remain the property of the LESSEE and can be removed at the conclusion of LESSEE'S tenancy, providing removal is accomplished without damage to the building or the floor thereof, whatsoever. LESSOR shall not be liable for damage caused by leaks in the roof unless LESSOR has failed to repair the roof within a reasonable length of time after receiving written notice from the LESSEE that the roof is in need of repair. In the event of broken glass, the LESSEE shall at its expense, replace such broken glass in the demised premises. LESSEE will be responsible for annual and routine maintenance of HVAC systems, but in the event said systems fail entirely, not due to any neglect by LESSEE, then LESSOR will be responsible for the costs incurred for the replacement of HVAC systems.

9. **CONDITION OF PREMISES AT TIME OF LEASE.** LESSEE has examined and is aware of the current condition of the property. At the conclusion of this Lease, LESSEE agrees to return the property to the LESSOR in good order and repair; in clean condition with all permanent fixtures in place.

10. **ASSIGNMENT.** LESSEE shall not assign or sublet the demised premises without the prior written consent of LESSOR. LESSEE agrees that in consideration of such consent by

LESSOR to the Sublease, LESSEE shall remain fully obligated and responsible for LESSOR for all the terms of this Commercial Lease Agreement.

11. DAMAGE OR DESTRUCTION. If fire or other casualty to such an extent that the premises shall not be tenantable, then LESSOR shall have the option to rebuild or repair the same, or to elect not to do so. If LESSOR elects not to repair or rebuild the same, then this Lease shall terminate. If LESSOR elects to repair or rebuild, during the time of repairs while the premises shall be untenable, rent shall abate. LESSEE shall give immediate written notice to LESSOR of any such fire or casualty.

12. DEFAULT. LESSOR may pursue any lawful remedy in the case of default in the agreement of the LESSEE to pay rent or to perform any of the other covenants, terms, agreements or conditions contained in this Lease. If default is made in the payment of the rent by LESSEE, then it shall be lawful for LESSOR, or their legal representative, to enter into the demised premises, and any part thereof, with or without process of law, and repossess the same, including the right to retain, hold and sell LESSEE'S property for any rent that may be due. After any such default or failure to perform an enumerated item as required in this LEASE to be done by LESSEE, LESSEE shall be deemed guilty of a forcible detainer or the demised premises and subject to immediate removal therefrom. No notice of such breach shall be required of LESSOR.

13. FAILURE TO PERFORM. In the event that LESSEE fails to perform any of the terms, conditions or covenants of this Lease, LESSOR shall have the right, but shall not be obligated, to perform the same and to charge the costs thereof as additional rent against LESSEE.

14. INSURANCE. LESSEE shall insure all of its property, equipment, furnishings, and possessions in the building at its own expense and shall make no claim, in the future, for any damage or destruction thereto for fire or other casualty against LESSOR, including leaking pipes, the roof, or any other casualty. In addition, LESSEE shall carry public liability on the demised premises in the minimum amount of \$500,000.00 for any one person and \$1,000,000.00 for any one accident, naming LESSOR as an additional insured, and shall furnish LESSOR with copies of the insurance policy and with appropriate documents showing renewal thereof. This insurance shall be in a reputable company, with terms reasonably satisfactory to LESSOR. A copy of the policy shall be furnished to LESSOR. LESSEE shall not sell liquor in the demised premises without the prior discussion and consent of the LESSOR; with such consent dependent upon the possible changes in insurance requirements and/or additional LESSEE premium cost. LESSEE shall save LESSOR harmless from any and all claims brought by reason of LESSEE'S occupancy of the demised premises or by reason of the condition thereof, including sidewalks and entranceways in and around the demised premises.

15. INDEMNIFICATION. LESSEE will, during the term of this Lease and any extension hereof, forever save and keep the LESSOR free and clear of any damage, loss, cost or expense proximately caused by LESSEE'S possession or use of the demised premises or as the result of

any act or omission of the LESSEE or any of its agents or employees. Should LESSOR be made a party to any litigation involving an allegation of any improper or illegal act or a default or omission of the LESSEE or any of its employees or agents, LESSEE will forever save and hold harmless the LESSOR from any loss, cost, expense or damage on account thereof, and it will promptly pay all said costs, judgments, expenses and attorney's fees incurred by or imposed upon LESSOR because of said litigation. LESSEE may satisfy its obligation set forth in this paragraph in whole or in part by the purchase of insurance; however any loss, costs, judgments, expenses or damages not covered by LESSEE'S insurance shall be the continuing obligation of LESSEE.

16. CONDITION. LESSEE will maintain the demised premises in the same good condition as when the same were received by LESSEE at the commencement of this Lease. LESSEE will maintain the premises in a reasonably diligent manner. LESSEE shall keep garbage and rubbish in covered containers and maintain the leased premises in a clean condition. Except for trash dumpsters which LESSEE shall be permitted to maintain in the alleyway behind the leased premises, LESSEE shall otherwise keep said alleyway behind the leased premises and the area in front of the premises free of obstruction or debris so that said areas may be used for parking and deliveries, with the understanding that alley access for the adjacent unit must also be maintained.

17. COMPLIANCE WITH LAW. LESSEE shall comply with all applicable laws, statutes, and ordinances relating to the care and maintenance of the premises and the business conducted therein. If significant change is made to local property tax, as to effect a greater than 10% yearly increase in the taxation of the leased property, LESSEE agrees that amendment to the rent structure may be made; such rent increase shall not exceed the actual prorated cost of aforesaid tax increase.

18. SIGNS. LESSEE may erect, place or maintain signage on the exterior of the premises with the approval of the LESSOR, whose consent shall not be unreasonably withheld, and in compliance with City of Metamora Ordinances.

19. ALTERATIONS. LESSEE shall not make any alteration or addition to the premises which effect the structural strength of the building. LESSEE may remove and reinstall interior walls and do other improvements to the floors, walls, and ceiling to the extent that such work is performed in a good and workmanlike manner. LESSEE shall not suffer nor permit any lien or liens to attach to the premises on account of the making thereof. LESSEE shall obtain mechanic lien waivers from any tradesmen or suppliers regarding the making of any such improvements. Any such improvements, changes or additions which have become affixed to the building shall remain in the building and shall become the property of the LESSOR, excepting those trade fixtures as LESSEE can remove without injury to the premises.

20. RIGHT OF INSPECTION. LESSOR shall have the right to enter the demised premises at all reasonable business hours for the purpose of inspecting the same and to assure compliance with the terms and conditions of this Lease. LESSOR may designate employees or other agents

to carry out this right of inspection. LESSOR shall also have the right to enter the demised premises for the purpose of making any repairs, or performing maintenance, required of LESSOR by this Lease.

21. BANKRUPTCY OR ANY OTHER ASSIGNMENT OF OPERATION OF LAW.

This Lease and the interest of the LESSEE hereunder shall not be subject to garnishment, sale under execution, or any rights or claims in bankruptcy which may be brought against, or by, LESSEE or any of its successors or assigns. In the event of any such garnishment or attempted sale, or adjudication of bankruptcy, this Lease shall not be assignable or be treated as an asset of the LESSEE. If any such garnishment, sale of execution, or rights of a bankruptcy trustee, or the bankruptcy court, intervene or attempt to intervene under this Lease, or if LESSEE makes an assignment for the benefit of creditors, then LESSOR shall have the right to terminate this Lease, re-enter the premises, and expel and remove LESSEE and all those claiming by, through or under LESSEE.

22. EMINENT DOMAIN. Should the premises or any part thereof be the subject of eminent domain proceedings to the extent of substantially impairing the purpose of LESSEE'S operations, then this Lease agreement shall terminate and neither party shall have any claim against the other party for damages regarding said eminent domain proceedings. Should the eminent domain proceedings not substantially impair LESSEE'S operations, then rent shall be abated in a fair and just proportion considering the area of the premises affected by eminent domain proceedings.

23. WAIVER. No waiver by the LESSOR of the breach of any of the terms, conditions, covenants, promises or agreements of this Lease shall constitute a waiver of any subsequent breach of the same or any other terms, conditions, covenants, promises or agreements of this Lease.

24. ENFORCEMENT. LESSEE hereby agrees to pay discharge and reimburse to LESSOR all of LESSOR'S reasonable attorney's fees, court costs, and other reasonable and necessary expenses that may be incurred by LESSOR in enforcing the covenants and agreements of this Lease. The parties further agree that the covenants and agreements herein contained shall be binding upon and inure to the benefit of their respective successors and assigns.

25. LIENS. LESSEE will not permit any lien of any kind to be placed or imposed upon the demised premises through its acts.

26. FIXTURES. All partitions, plumbing, electrical work, wiring, and additions or improvements to the demised premises, or anything else otherwise affixed thereto, shall be and become a part of the building as soon as the same are installed and shall become the property of LESSOR, and the LESSEE shall not have the right to remove the same at the termination of this Lease.

27. FOR SALE AND FOR RENT SIGNS. LESSOR shall have the right to post in the windows and on the exterior of the demised premises, signs of reasonable size and at reasonable locations notifying the public that the premises are for sale, for rent, or for lease, as long as such signs do not unreasonably hinder or interfere with the continued right of LESSEE to use the premises for the remainder of the terms. LESSOR or LESSOR'S AGENT shall also have the right to show the premises to prospective tenants at reasonable times and in a reasonable fashion as long as such showings do not materially interfere with LESSEE'S continued use of the premises for the remainder of his term.

28. DAMAGE. LESSEE shall be responsible for all damage caused to the demised premises during its occupancy thereof and to the LESSOR'S personal property, furnishings and fixtures in the demised premises, whether the same shall be caused by LESSEE or by its employees, agents, servants or business invitees or guests. LESSOR shall not be responsible for such damage unless the same be the result of a failure of a portion of the premises for which the LESSOR retains the responsibility to maintain and unless LESSEE has provided notice to LESSOR of such failure, and LESSOR has failed to remedy same within a reasonable time thereafter.

29. NOTICES. All notices to be given hereunder shall be deemed to be properly given and served when sent by United States mail, postage prepaid, to the LESSOR at aforesaid address or to other address if requested, or to the LESSEE at the address of the demised premises.

30. LAWS. LESSEE shall comply with all laws, ordinances, regulations and statutes by any and all governmental authorities. The terms of this Lease shall be construed under the laws of the State of Illinois.

31. RENEWAL OPTION. LESSEE'S right to a renewal shall be solely the decision of LESSOR.

32. HEADINGS. Any heading preceding the text of the paragraphs hereof are inserted solely for the convenience of reference and do not constitute a part of this Lease, nor affect its meaning or construction.

IN WITNESS WHEREOF, the parties hereto have executed this Commercial Lease Agreement to be effective on the day and year above and pursuant to the authority vested in them.

LESSOR:
DANIEL E O'BRIEN, MD LLC,
1111 Woodbine Ave
Oak Park, IL 60302

LESSEE:
Dawn Smith
Illinois Prairie District Public Library
208 E. Partridge Street
PO Box 770
Metamora IL 61548

By: _____

By: _____

Date: _____

Date: _____

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	46	948	1226	320	180	95	1	631	3447
March									0
April									0
May									0
June									0
Total	557	8265	10259	2621	1238	905	41	4777	28663

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	65	1355	2250	462	80	199	1	4412
March								0
April								0
May								0
June								0
Total	631	12435	18970	4424	936	1314	41	38751

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	2	46	97	64	1	3
March						
April						
May						
June						
Total	20	455	803	326	35	61

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	1	184	58	27	13	5
March						
April						
May						
June						
Total	63	1576	473	106	124	45

Electronic Resources

	OD Ebooks	OD Audio	OD Mags	Kanopy	Axis 360
July	619	262			198
August	588	250			200
September	518	251			202
October	503	246			228
November	540	229			165
December	461	276			169
January	540	276	4		230
February	827	293	55	3	222
March					
April					
May					
June					
Total	4,596	2,083	59	3	1,614

HOOPLA	Ebooks	Audio	Binge	Music	Movies	Television
July	254	452	4	25	36	24
August	255	500	2	18	46	11
September	201	398	3	15	19	9
October	196	442	4	25	44	17
November	222	439	3	21	53	12
December	210	428	4	18	34	12
January	241	488	4	12	18	23
February	277	550	5	14	33	19
March						
April						
May						
June						
Total	1,856	3,697	29	148	283	127

Director's Remarks for March 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.*
- *The design committee met to pick out the color scheme for carpeting and furniture.*
- *The gazebo was installed at the Spring Bay Branch.*

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

- *The Washburn Open House was a success. The branch added ten new patrons during the month of February.*

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

- *Story time numbers have increased over the last few weeks.*

ADDITIONALLY

- **Weeding continues at the Metamora and Roanoke branches.**

February 2023(FY 22-23) Door Counts

Benson – 144 (1,335)

Spring Bay – 426 (3,114)

Washburn – 260 (2,258)

Roanoke – 412 (4,133)

Metamora – 1,515 (13,461)

Germantown Hills – 2,025 (18,925)

WiFi Usage

February- 543 (4,298)

Monthly Programming

February 2023

Special Programs

Hearts Scavenger Hunt: This was a month-long, passive children's program offered at all branches. Participants had to search the library to locate hearts hidden throughout the branch. 104 entries were returned, and one winner was selected from each branch. Branch participation totals = 120: B = 19, GH = 22, M = 40, R = 11, SB = 5, W = 23.

Escape Frosty's Fortress: February 4, Germantown Hills. Participants had 30 minutes to solve the puzzles and escape. Five sessions were offered on Saturday. A total of 9 people attended across the five sessions (4 children, 5 adults).

Saying Yes to Yourself – A Conversation with Kwame Alexander: February 8, Live on Zoom. This was an Illinois Libraries Present event. Unlike previous events, this event was not recorded, so attendance for this event is limited to those who attend live. We had 5 people register for the program and 1 person attend in person.

Escape Frosty's Fortress: February 9, Germantown Hills. Participants had 30 minutes to solve the puzzles and escape. Three sessions were offered on Thursday. A total of 14 people attended across the three sessions (6 children, 2 teens, 6 adults).

Resume Writing Workshop for Teens: February 15, Live on Zoom. This partnership program was hosted by Dunlap Public Library and presented by Illinois Central College. 4 teens from IPDPL attended online.

Saturday Morning Movie – Soul: February 18, Germantown Hills. We are attempting to revive free movie screenings. This was the first event. Attendance for this movie was 0.

Washburn Open House: February 23, Washburn. The Open House was to welcome new and potential cardholders from Marshall County. A total of 52 people attended the open house. There were 16 entries for the \$100 Casey's door prize drawing, won by Laura Schilinski. There were 9 entries (6 correct) for the \$100 Barnes & Noble shredded book contest, won by Sheri Stange. We gave away 10 refrigerator clips.

Beanstack

Our *1,000 Books Before Kindergarten* challenge added no new registrations in February. We had 11 active readers in February, logging 345 books for 6 badges. We had no challenge completion in February.

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. There were 5 new readers added in February. 36 readers made at least one log entry during the month. Readers logged 39,275 minutes (654.58 hours) of reading in February, earning 100 badges. We had 2 challenge completions in February.

Cabin Fever Reliever 2023 concluded in February. 13 readers registered for the program in February. 46 readers made at least one log entry in February. Readers logged 373 books in February, earning 114 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 of one (1) \$75 Visa gift card and one (1) \$50 Visa gift card were awarded to Kati Larson (GH) and Emily Robertson (R), respectively.

Read Across America 2023 is the monthly reading challenge for March. 13 readers pre-registered for this challenge in February. The Peoria Poetry Club (which meets monthly in Germantown Hills) made a \$100 donation to IPDPL's Beanstack program to sponsor a poetry-themed reading challenge for April (National Poetry Month). That challenge is currently under construction.

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 each in Germantown Hills and Metamora. Participant totals for February: GH = 18 (10 children, 8 adults), M = 28 (17 children, 11 adults).

Story Time: Story Time meets 6 times per week, once at each branch. In February, there were 3 sessions held at each branch. Totals for February: B = 7 (5 children, 2 adults); GH = 28 (16 children, 12 adults); M = 26 (19 children, 7 adults); R = 22 (13 children, 9 adults); SB = 9 (6 children, 3 adults); W = 8 (6 children, 2 adults).

Pajama Story Time: Pajama Story Time met once each in Germantown Hills, Metamora, Roanoke, and Spring Bay during February. A total of 3 people attended across the four sessions, 2 children and 1 adult.

Maker Monday: Maker Monday is a drop-in, portable makerspace program for children and teens. In February, the program was using Ozobots to learn beginning coding. Sessions were held in Spring Bay and Washburn. Attendance per session: SB = 0; W = 12 (7 children, 1 teen, 4 adults).

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

- 2/1 – Little Oaks – Toddlers (2 – 6) – Total attendance: 35 – 30 Children, 5 Adults, 53 kits distributed
- 2/14 – Washburn – Toddlers (2 – 6) – Total attendance 10 – 9 Children, 1 Adult

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 4 times for private functions. Study Room A was reserved 9 times, and Study Room B was reserved 13 times. The Cricut Maker Station was reserved 1 time. The children's computers in Germantown Hills were used 51 times in February.

Roanoke: The Meeting Room was reserved 4 times for private functions. The Study Room was not used in February.

Recurring Programs

Book Buzz Book Club: February 14, Germantown Hills. The book for February was *The Diamond Eye*, by Kate Quinn. 10 people attended.

Children's Play Spaces: Tracking engagement with toy kitchens and train tables. G = 79, M = 88, R = 61.

Coloring Pages: Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in January. A total of 23 pages were distributed between the branches.

Email Newsletter: 16,791 Wowbrary email newsletters were sent to 4,182 active users.

General Reference Questions: 171 reference questions were answered in February.

Jigsaw Puzzles: February puzzle counts: B = 39, M = 69, SB = 12.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 47 knitters attend in February. Weekly breakdown: 2/1 = 9; 2/8 = 13; 2/15 = 13; 2/22 = 12.

LEGO Clubs: LEGO play times are available in four branches on a daily, weekly, or monthly basis. B = 18, M = 0, R = 0, W = 10.

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 83 times in February.

Peoria Poetry Club: February 11, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. There were 13 people at the February meeting.

Popcorn Night: February 9, Spring Bay. 14 bags of popcorn were handed out.

Spring Bay Bookies: February 6, Spring Bay. The book for February was *The Huntress*, by Kate Quinn. There were 12 people in attendance.

Take & Make Kits: The February Take & Make kit was a Penguin Pencil Topper. B = 10, G = 60, M = 66, R = 35, SB = 15, W = 20.

YouTube Videos: YouTube Statistics for February are not being reported at this time. We will be sunsetting Story Time Online videos. YouTube statistics will be migrated to the Monthly Marketing Report starting in March, with a full overview included at that time.

Monthly Marketing Report

February 2022

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

Coverage: The press release for the Washburn Open House was published in the Woodford Courier on February 22 and in the Woodford County Journal on February 23.

Press Releases: Three press releases were sent in February:

- February 10 – Announcing the Washburn Open House
- February 16 – Announcing Libby Magazines
- February 24 – Announcing Kanopy

Copies of these releases are attached.

Social Media: Analytics for January were unavailable for last month’s Marketing Report. Details for both January and February are included below.

Facebook Page Performance

Month	Posts	vs. Previous Month	Page Reach ¹	vs. Previous Month	Page Visits ²	vs. Previous Month	New Followers	vs. Previous Month	Total Followers
January 2023	26	↓ 7.1%	1,799	↓ 55.7%	737	↑ 28.4%	17	↑ 54.5%	Not available
February 2023	28	↑ 21.7%	3,113	↑ 90.7%	651	↓ 1.5%	14	0%	1,722

¹ *Reach* measures the estimated number of people who saw any content from or about IPDPL, including posts, stories, ads, and social information from people who interact with IPDPL on Facebook.

² *Visits* measures the number of times people visited the IPDPL Facebook page.

Facebook Audience

<u>Age</u>	<u>Women</u>	<u>Men</u>
18-24	1%	0.30%
25-34	14.10%	2.90%
35-44	30.20%	4.20%
45-54	17.50%	2.50%
55-64	10.60%	1.40%
65+	12.70%	2.60%

<u>Facebook Page followers by Top Cities</u>	
Germantown Hills, IL	21.10%
Metamora, IL	20.70%
Peoria, IL	8.70%
Roanoke, IL	4.90%
Washington, IL	3.10%
Washburn, IL	2.80%
East Peoria, IL	2.70%
Eureka, IL	1.40%
Spring Bay, IL	1.30%
Benson, IL	1.20%

YouTube: YouTube analytics are included in the Monthly Programming Report.

Website: Performance overview for February 2023

- 2,827 visits to our website
- 961 visitors
- 573 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 173 clicks on the link to the library Calendar of Events
- 172 clicks on the link to the RSA online catalog
- 10 Database links used 158 times
- 43 clicks on the IPDPL Beanstack link
- 37 clicks on digital resource links (eBooks, audiobooks, and streaming books read online)
- 8 clicks on the Explore More Illinois link
- 2 clicks on social media links (Facebook, YouTube)

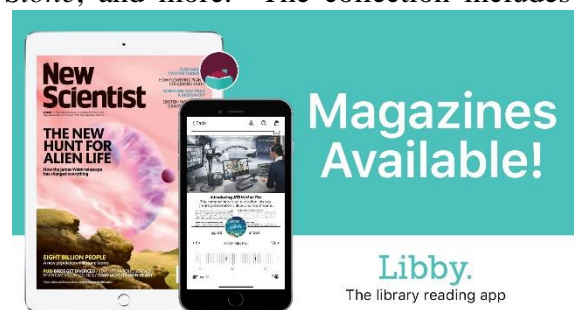
For Immediate Release
February 16, 2023



Illinois Prairie Launches a New Digital Magazine Service

IPDPL patrons can now check out over 4,000 magazines online

Metamora, IL — February 16, 2023 — Illinois Prairie has announced a new service to provide its patrons with seamless and unlimited access to over 4,000 digital magazines using the OverDrive Magazines platform. Readers can access the latest issues of their favorite magazines using the Libby app on their personal devices. The service is easy to use and offers a seamless reading experience, with features such as adjustable text sizes, dark mode, and bookmarking. Popular titles include *HGTV Magazine*, *Cooks Illustrated*, *Prevention*, *Good Housekeeping*, *Wired*, *Reader's Digest*, *Popular Science*, *Rolling Stone*, and more. The collection includes favorites for kids and teens, as well, including *National Geographic Kids*, *Highlights for Children* and *Highlights High Five*, *Sports Illustrated Kids*, *OWL*, *Time for Kids*, and more.



Library cardholders can choose from over 4,000 magazine titles from the United States and around the world, including titles in a variety of foreign languages. Magazines are available immediately, with no holds, no waiting, and no limit on the number of magazines that can be checked out at one time. Unlike their print counterparts, which have a 7-day lending period, digital magazines can be checked out for two weeks. There is also a “Notify Me” service built in that

will alert readers when the latest issue of their favorite magazine is available. Readers even have access to up to three years of back issues, far more than the library can store onsite! The OverDrive Magazine collection has options for literally every reader, from kids to adults, on every topic – home and garden, health and wellness, food and lifestyle, crafts and hobbies, finance and business – the list goes on and on.

To access the new magazine collection, library cardholders can download the Libby app from their app store or by using the link on the IPDPL online catalog home page at https://alsi.sdp.sirsi.net/client/en_US/IllinoisPrairie/. Readers should log into the app using their library credentials (library card number and password) to set up a new account, or with their Libby credentials if they already have an account. Anyone needing assistance with the Libby app can call or visit their local IPDPL branch.

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For more information, press only:

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For Immediate Release
February 24, 2023

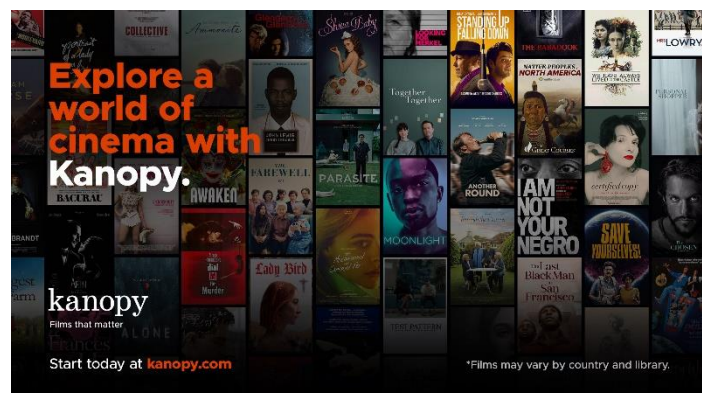


Illinois Prairie Boosts Video Collection with Kanopy Streaming Service

IPDPL patrons have free access to thousands of films and documentaries

Metamora, IL – February 24, 2023 – Illinois Prairie is excited to announce the addition of the Kanopy video streaming service to its collection of digital resources for patrons. Kanopy offers thousands of award-winning documentaries, movies, and educational films, from Hollywood classics to new releases, independent films, foreign films, and everything in between. The Kanopy catalog includes films and television shows from PBS, the BBC, MGM Studios, Warner Bros. Studios, and more. Kanopy also offers hundreds of titles from The Great Courses educational lecture series for adults, and Kanopy Kids, an entire catalog just for younger viewers.

Kanopy videos are available on-demand, with no holds and no waiting, so patrons can watch any time of the day or night. IPDPL cardholders can stream Kanopy online from a computer or download the Kanopy app from the app store, for viewing on phones, tablets, smart TVs, or streaming sticks like Roku or Fire.



IPDPL patrons get three play credits each month that can be used to check out movies and TV shows. Some TV shows require a credit for each episode, while other shows are available a season at a time. The standard checkout period is 48 to 72 hours, depending on the title. In addition to the three monthly checkouts, cardholders can also check out any one title or lecture series from The Great Courses for 30 days with unlimited viewing. Kanopy also offers a selection of “credit-free” movies each month that can be checked out without using a play credit.

Kanopy Kids offers a diverse selection of educational and entertaining content designed to inspire and inform. Kanopy Kids titles are available for unlimited viewing and do not require any play credits to watch. Patrons can set up parental controls that limit access to the wider Kanopy collection, allowing kids to browse freely, but only through content suitable for kids. Kanopy Kids is appropriate for viewers ages 2 and up, with a focus on ages 2 – 8.

To access the Kanopy collection, library cardholders should visit <https://www.kanopy.com> or download the app and log in with their library credentials (library card number and password) to set up a new account. Anyone needing assistance with Kanopy can visit their local IPDPL branch or call the library at (309) 921-5074.

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For Immediate Release
February 10, 2023



IPDPL – Washburn Welcomes New Patrons

Illinois Prairie celebrates their expanded service area with an Open House

Metamora, IL — February 10, 2023 — A referendum expanding the service area for Illinois Prairie District Public Library passed in November 2022, granting library access to residents in a portion of Marshall County previously unserved by any library system. Any Marshall County resident living in Lowpoint-Washburn CUSD #21 and not served by another library system is now eligible to get a library card from Woodford County’s largest library system. IPDPL will celebrate this expanded access with an Open House later this month at their Washburn branch.

The public is invited to an Open House at IPDPL – Washburn, 104 W Magnolia St, Washburn, on Thursday, February 23rd, 2023, from 3:00 pm – 7:00 pm. Attendees can explore the library and the Dr. Stephen M. Burdon Museum adjacent to the library.



IPDPL will host a door prize drawing and a shredded book contest. Winners of each drawing will receive a \$100 gift card. Activities for children will include face painting and balloons from The Unique Twist. Light refreshments will be served.

Bringing Access to a Library Desert

Prior to the November vote, a majority of Marshall County was an area referred to as a “library desert.” Residents of Lacon and Toluca could check out books and materials from their respective local libraries, but rural county residents were required to pay a non-resident fee if they wished to get a library card. In early 2022, the Illinois State Legislature passed a bill, later signed into law by Governor J. B. Pritzger, allowing libraries to waive the non-resident fee for students under age 18, but parents would still need to pay the fee for a card of their own. This situation was extremely challenging for some Washburn residents, as the village straddles the county line. Homes on the far north end of town were within the village boundaries, but outside the library boundaries. By extending the IPDPL boundaries to match the boundaries of the school district, anyone living in the Lowpoint Washburn school district can now get an Illinois Prairie library card.

IPDPL – Washburn Amenities

Patrons visiting IPDPL – Washburn can check out books, movies, magazines, and other materials, attend a variety of programs, use the public computers or Wi-Fi, and more. The library hosts weekly Story Time sessions for toddlers and a LEGO Club for builders of any age to create original designs using the library’s LEGO. IPDPL library cards may be used to check out materials from any IPDPL branch or at over 100 other libraries in Illinois that participate in the Resource Sharing Alliance, including libraries in Henry, Lacon, Minonk, El Paso, Eureka, Washington, East Peoria, Morton, and Peoria.

IPDPL library cards can also be used to access a plethora of digital and electronic services. Downloadable eBooks and audiobooks, streaming movies, TV shows, and music, and a host of research and information platforms are available to patrons using their new library cards. Information databases covering topics from home and auto repair to health to family history and genealogy research are accessible through the library’s website at www.ipdpl.org.

To obtain an IPDPL library card, residents should bring a valid photo ID and proof of residency to any of Illinois Prairie's six branches. Current voter registration cards, utility bills, insurance cards, or other documents verifying a person's address may be used as proof of residency. Anyone with questions may call (309) 921-5074.

Library Hours

IPDPL – Washburn is open on Mondays from 2:00 pm – 6:00 pm, Wednesdays from 10:00 am – 2:00 pm, and Thursdays from 3:00 pm – 7:00 pm.

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