

April 11, 2023

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, April 11, 2023, at
4:00 pm

**Illinois Prairie District Public Library
Germantown Hills Branch Library
509 Woodland Knolls Road
Germantown Hills, 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 IMRF
7. Discussion and Approval of Job Description
8. Director's Remarks
9. Comments to guide future agendas
10. Adjournment

The next regular meeting will be Tuesday, May 9, at 4pm at the
Washburn branch library, 102 W Magnolia Street,
Washburn, IL 61570

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, March 14, 2023

4 pm

1. Call to order and roll call, J. Weddle, J. Zobrist, M. Coker, T Ballard, A. Hicks, H. Booker present. J. Armstrong absent. Meeting called to order at 4pm
2. Minutes of the last regular meeting, motion to approve 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 approve by M. Coker and second by H. Booker. All in favor, motion passed.
5. Metamora Branch Project,
 - a. Motion to approve lease for temporary location J. Weddle and second by M. Coker. All in favor, motion passed.
 - b. Motion to approve renovation project as presented by Dewberry by J. Weddle and second by H. Booker. All in favor, motion passed.
6. Director's Remarks, circulation, internet use, programming and marketing presented. Gazebo installed at Spring Bay. Washburn Open House was successful and added 10 new patrons.
7. Comments to guide future agendas, none
8. Adjournment, T. Ballard made motion to adjourn at 5:14 pm with second motion by J. Zobrist. All in favor, motion passed.

Illinois Prairie District Public Library

04/10/23

Check Register

Accrual Basis

April 2023

	<u>Apr 23</u>
Aflac	287.87
AmazonBusiness	1,878.35
Ameren Illinois	2,916.17
Amigoni Construction	125.00
Amy Mientus	26.86
Baker & Taylor	629.61
Benson Water Department	107.00
Bestsellers Audio, LLC	408.69
Blue Cross Blue Shield of Illinois	5,243.71
Caterpillar Trail Public Water District	32.40
Cengage Learning, Inc.	332.87
CLA Services Inc	525.00
ComEd	25.04
Commerce Bank - Commercial Cards	919.06
Cybrarian Corporation	1,599.65
Daniel E O'Brien MD LLC	2,000.00
Dawn Smith	244.97
Dearborn National Life Insurance Company	119.25
Dewberry Architects, Inc.	39,765.00
EBSCO	4,033.50
GFL Environmental	75.86
Heartland Internet, Inc.	49.95
Hoopla	2,064.84
Jacobs Brothers Commercial Cleaning LLC	1,245.00
K & T Disposal Inc	81.00
Kanopy Inc	10.00
Kate Klise	3,219.31
Kirby Foods Metamora	90.64
Koener Electric, Inc.	329.40
Kreiling Roofing Co., Inc.	600.00
Lauren Frawley	31.44
Library Market	1,500.00
Mediacom	446.70
Midwest Tape	398.02
MTCO	357.74
Nicor Gas	331.26
Orkin	589.96
Playaway Products LLC	2,547.54
Purity Plus Water Systems	101.90
Rebecca Deitrick	47.16
Rita Adams	497.34
RK Dixon	9,185.07
Roanoke Water-Sewer Department	43.89
Samantha Huber	390.31
Staples	207.77
Terry's Window Cleaning, Inc.	121.00
The Library Store, Inc.	340.32
The Metamora-Germantown Hills Rotary Club	247.00
Vickie Paluska	7.50
Village of Germantown Hills	43.78
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	496.33
Xerox Financial Services	825.74
TOTAL	<u>87,974.48</u>

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

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	131,468.29
10800 · Petty Cash Checking Account	1,195.00
11400 · Savings Account	9,109.59
	141,772.88
Total Checking/Savings	
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	68.62
10500 · Certificates	1,197,242.50
10600 · General Operating Fund	705,019.21
10700 · Special Reserve Fund	1,505,701.78
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	562,634.42
11100 · Gift Fund	318,759.72
11200 · Building Maintenance Fund	127,917.51
11300 · Tort Liability Fund	885,323.49
11500 · Dedicated Gift Fund	6.96
	5,711,068.02
Total Other Current Assets	
Total Current Assets	5,852,840.90
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	9,510,236.28
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	844,865.35
	9,510,236.28
Total Equity	
TOTAL LIABILITIES & EQUITY	9,510,236.28

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

March 2023

	Mar 23	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	0.00	69,166.66	-69,166.66	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	12,666.66	-12,666.66	0.0%
31500 · Property Tax - Bldg/Maintenance	0.00	9,233.33	-9,233.33	0.0%
31600 · Property Tax - Working Cash	0.00	23,000.00	-23,000.00	0.0%
32000 · State Corporate Replacement Tax	2,880.48	1,250.00	1,630.48	230.4%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	450.39	1,184.58	-734.19	38.0%
38000 · Donations	500.00	1,250.00	-750.00	40.0%
38400 · Interest Income - Per Capita	0.31	7.08	-6.77	4.4%
38500 · Interest Income - General	2,959.18	250.00	2,709.18	1,183.7%
38900 · Interest Income - Tort/Liab	3,517.02	250.00	3,267.02	1,406.8%
39000 · Interest Income - Spec Reserve	5,980.86	41.66	5,939.20	14,356.4%
39191 · Interest Income - Bldg/Maint	526.58	41.66	484.92	1,264.0%
39200 · Interest Income - Working Cash	2,234.84	333.33	1,901.51	670.5%
39300 · Interest Income - Gift	1,264.35	83.33	1,181.02	1,517.3%
39400 · Interest Income - Certificates	101.93	250.00	-148.07	40.8%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
Total Income	21,015.94	132,591.62	-111,575.68	15.9%
Expense				
40100 · Salaries	32,194.73	36,204.17	-4,009.44	88.9%
40500 · Hospital Insurance	4,815.96	8,666.67	-3,850.71	55.6%
40600 · Staff Education	659.29	1,250.00	-590.71	52.7%
41000 · Books - Adult	1,291.44	2,083.33	-791.89	62.0%
41100 · Books - Children	3,883.15	2,083.33	1,799.82	186.4%
41300 · Periodicals	0.00	833.33	-833.33	0.0%
41500 · Audio - Visual	717.41	750.00	-32.59	95.7%
41600 · Video / DVD Tapes	222.64	750.00	-527.36	29.7%
41700 · Electronic Materials	1,813.08	3,750.00	-1,936.92	48.3%
41800 · RSA Online	0.00	2,333.33	-2,333.33	0.0%
42000 · Online Computer Library Center	0.00	833.33	-833.33	0.0%
42100 · Office Supplies	-420.89	1,583.33	-2,004.22	-26.6%
42400 · Mileage and Expenses	969.09	1,250.00	-280.91	77.5%
44200 · Computer Repair	0.00	666.66	-666.66	0.0%
44360 · Building - Metamora	678.75	0.00	678.75	100.0%
44800 · Programming / PR	1,211.71	2,083.33	-871.62	58.2%
45000 · Rent	182.33	166.66	15.67	109.4%
45100 · Gas and Electric	4,939.67	3,750.00	1,189.67	131.7%
45200 · Water and Sewer	171.29	250.00	-78.71	68.5%
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	1,666.66	-1,666.66	0.0%
47100 · Contingencies	0.00	1,250.00	-1,250.00	0.0%
47200 · Computer Equipment	2,839.09	833.33	2,005.76	340.7%
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	-916.19	5,000.00	-5,916.19	-18.3%
70300 · Social Security Employer	1,983.56	3,333.33	-1,349.77	59.5%
70400 · Medicare Employer	463.88	1,666.66	-1,202.78	27.8%
72300 · Insurance	0.00	4,583.33	-4,583.33	0.0%
72400 · Legal	0.00	583.33	-583.33	0.0%
72500 · Maintenance	5,749.75	9,233.33	-3,483.58	62.3%
72600 · Professional Fees	725.50	833.33	-107.83	87.1%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	65,525.92	103,020.77	-37,494.85	63.6%
Net Income	-44,509.98	29,570.85	-74,080.83	-150.5%

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

04/10/23

Accrual Basis

	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	26,038.79	15,000.00	11,038.79	173.6%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	3,689.85	14,215.00	-10,525.15	26.0%
38000 · Donations	10,915.18	15,000.00	-4,084.82	72.8%
38400 · Interest Income - Per Capita	1.81	85.00	-83.19	2.1%
38500 · Interest Income - General	23,298.89	3,000.00	20,298.89	776.6%
38900 · Interest Income - Tort/Liab	21,638.00	3,000.00	18,638.00	721.3%
39000 · Interest Income - Spec Reserve	14,838.83	500.00	14,338.83	2,967.8%
39191 · Interest Income - Bldg/Maint	3,656.40	500.00	3,156.40	731.3%
39200 · Interest Income - Working Cash	35,689.46	4,000.00	31,689.46	892.2%
39300 · Interest Income - Gift	7,597.94	1,000.00	6,597.94	759.8%
39400 · Interest Income - Certificates	1,247.89	3,000.00	-1,752.11	41.6%
39500 · Miscellaneous Income	161.37	0.00	161.37	100.0%
39700 · Rent Income	5,400.00	0.00	5,400.00	100.0%
Total Income	1,625,066.43	1,591,100.00	33,966.43	102.1%
Expense				
40100 · Salaries	327,276.51	434,450.00	-107,173.49	75.3%
40500 · Hospital Insurance	51,667.54	104,000.00	-52,332.46	49.7%
40600 · Staff Education	8,124.70	15,000.00	-6,875.30	54.2%
41000 · Books - Adult	18,053.66	25,000.00	-6,946.34	72.2%
41100 · Books - Children	18,063.63	25,000.00	-6,936.37	72.3%
41300 · Periodicals	6,211.29	10,000.00	-3,788.71	62.1%
41500 · Audio - Visual	9,835.14	9,000.00	835.14	109.3%
41600 · Video / DVD Tapes	4,285.73	9,000.00	-4,714.27	47.6%
41700 · Electronic Materials	34,915.34	45,000.00	-10,084.66	77.6%
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	9,092.08	19,000.00	-9,907.92	47.9%
42400 · Mileage and Expenses	11,700.82	15,000.00	-3,299.18	78.0%
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	72,181.87	0.00	72,181.87	100.0%
44380 · Building - Spring Bay	19,820.50	0.00	19,820.50	100.0%
44800 · Programming / PR	21,518.56	25,000.00	-3,481.44	86.1%
45000 · Rent	3,823.30	2,000.00	1,823.30	191.2%
45100 · Gas and Electric	31,963.37	45,000.00	-13,036.63	71.0%
45200 · Water and Sewer	2,138.20	3,000.00	-861.80	71.3%
45300 · Telephone	5,066.86	8,000.00	-2,933.14	63.3%
45600 · Internet	8,555.80	11,000.00	-2,444.20	77.8%
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	15,565.25	10,000.00	5,565.25	155.7%
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	14,328.72	60,000.00	-45,671.28	23.9%
70300 · Social Security Employer	20,053.23	40,000.00	-19,946.77	50.1%
70400 · Medicare Employer	4,689.68	20,000.00	-15,310.32	23.4%
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	79,831.53	110,800.00	-30,968.47	72.1%

4:00 PM

04/10/23

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	7,393.00	10,000.00	-2,607.00	73.9%
99999 - Transfers	0.00	0.00	0.00	0.0%
Total Expense	886,669.77	1,236,250.00	-349,580.23	71.7%
Net Income	<u>738,396.66</u>	<u>354,850.00</u>	<u>383,546.66</u>	<u>208.1%</u>

Illinois Prairie District Public Library
Profit & Loss
March 2023

	<u>Mar 23</u>
Income	
32000 · State Corporate Replacement Tax	2,880.48
34000 · Fines and Fees	450.39
38000 · Donations	500.00
38400 · Interest Income - Per Capita	0.31
38500 · Interest Income - General	2,959.18
38900 · Interest Income - Tort/Liab	3,517.02
39000 · Interest Income - Spec Reserve	5,980.86
39191 · Interest Income - Bldg/Maint	526.58
39200 · Interest Income - Working Cash	2,234.84
39300 · Interest Income - Gift	1,264.35
39400 · Interest Income - Certificates	101.93
39700 · Rent Income	600.00
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Total Income	21,015.94
Expense	
40100 · Salaries	32,194.73
40500 · Hospital Insurance	4,815.96
40600 · Staff Education	659.29
41000 · Books - Adult	1,291.44
41100 · Books - Children	3,883.15
41500 · Audio - Visual	717.41
41600 · Video / DVD Tapes	222.64
41700 · Electronic Materials	1,813.08
42100 · Office Supplies	-420.89
42400 · Mileage and Expenses	969.09
44360 · Building - Metamora	678.75
44800 · Programming / PR	1,211.71
45000 · Rent	182.33
45100 · Gas and Electric	4,939.67
45200 · Water and Sewer	171.29
45300 · Telephone	496.29
45600 · Internet	854.39
47200 · Computer Equipment	2,839.09
60400 · IMRF Employer	-916.19
70300 · Social Security Employer	1,983.56
70400 · Medicare Employer	463.88
72500 · Maintenance	5,749.75
72600 · Professional Fees	725.50
	<hr/>
Total Expense	65,525.92
Net Income	<hr/> -44,509.98 <hr/>

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

	<u>Jul '22 - Jun 23</u>
Income	
31000 · Property Tax - General	789,329.04
31100 · Property Tax - Audit	25,258.10
31200 · Property Tax - IMRF	59,989.05
31300 · Property Tax - Social Security	59,989.05
31400 · Property Tax - Tort/Liability	136,290.08
31500 · Property Tax - Bldg/Maintenance	105,243.49
31600 · Property Tax - Working Cash	263,108.73
32000 · State Corporate Replacement Tax	26,038.79
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	3,689.85
38000 · Donations	10,915.18
38400 · Interest Income - Per Capita	1.81
38500 · Interest Income - General	23,298.89
38900 · Interest Income - Tort/Liab	21,638.00
39000 · Interest Income - Spec Reserve	14,838.83
39191 · Interest Income - Bldg/Maint	3,656.40
39200 · Interest Income - Working Cash	35,689.46
39300 · Interest Income - Gift	7,597.94
39400 · Interest Income - Certificates	1,247.89
39500 · Miscellaneous Income	161.37
39700 · Rent Income	5,400.00
Total Income	<u>1,625,066.43</u>
Expense	
40100 · Salaries	327,276.51
40500 · Hospital Insurance	51,667.54
40600 · Staff Education	8,124.70
41000 · Books - Adult	18,053.66
41100 · Books - Children	18,063.63
41300 · Periodicals	6,211.29
41500 · Audio - Visual	9,835.14
41600 · Video / DVD Tapes	4,285.73
41700 · Electronic Materials	34,915.34
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	9,092.08
42400 · Mileage and Expenses	11,700.82
44360 · Building - Metamora	72,181.87
44380 · Building - Spring Bay	19,820.50
44800 · Programming / PR	21,518.56
45000 · Rent	3,823.30
45100 · Gas and Electric	31,963.37
45200 · Water and Sewer	2,138.20
45300 · Telephone	5,066.86
45600 · Internet	8,555.80
47000 · Building Equipment/Furniture	498.81
47200 · Computer Equipment	15,565.25
49000 · Per Capita	3,546.06
52200 · Audit	11,750.00
60400 · IMRF Employer	14,328.72
70300 · Social Security Employer	20,053.23
70400 · Medicare Employer	4,689.68
72300 · Insurance	23,187.76
72400 · Legal	6,301.00
72500 · Maintenance	79,831.53
72600 · Professional Fees	7,393.00
Total Expense	<u>886,669.77</u>
Net Income	<u><u>738,396.66</u></u>

Bank Accounts

	Commerche 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 3-1-2023	\$ 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
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (33,981.76)										
First Payroll	\$ (11,496.43)										
Payroll Taxes	\$ (3,634.39)										
Fines & Fees (Met)	\$ 86.29										
Fines & Fees	\$ 364.10										
Miscellaneous Income											
Obits											
Donations	\$ 500.00										
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (13,679.67)										
Payroll Taxes	\$ (4,400.37)										
IMRF											
Interest - CEFCU (200)	\$ 25.48										
Interest - CEFCU (201)	\$ 76.45										
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (11,255.02)		\$ 11,255.02							
Transfer to/from Tort/Liab				\$ 240.00				\$ (240.00)			
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash	\$ (405.30)										
State Corp Replacement Tax					\$ 2,880.48						
Rebates/Refunds											
Interest	\$ 0.87	\$ 526.58		\$ 2,958.31	\$ 1,264.35	\$ 0.31	\$ 5,980.86	\$ 3,517.02	\$ 2,234.84		
Balance 3-31-2023	\$ 131,468.29	\$ 127,917.51	\$ 6.96	\$ 705,019.21	\$ 318,759.72	\$ 68.62	\$ 1,505,701.78	\$ 885,323.49	\$ 562,634.42	\$ 9,109.59	\$ 1,197,242.50

Technical Services Circulation Assistant

Supervisor

Director/Assistant

Director

Classification

Non-Exempt, Regular Part-Time, Salary Grade 3

General Statement of Responsibilities

The purpose of this position is to facilitate the work flows of the technical services area of the library via materials processing, cataloging, sorting, mending, and performance of basic interlibrary loan functions. Additionally, the position will assist patrons with information, directions, and circulation services.

Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills, including general computer skills. Must also be able to lift 30 lbs. An LTA is preferred but not required.

Responsibilities

- Receives oral or written instructions from library assistant or library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Performs lead work in specific function, including patron records, billing and charges, or circulation statistics.
- Greets visitors to library.
- Cataloging
- Assists with sorting delivery
- Assists with Outreach
- Selection of DVDs and other collection development duties.
- Assist with Interlibrary loan functions.
- Assists library patrons in use of materials.
- Responds to requests for information and assistance or refers inquiries to library assistant or library director.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Sorts and shelves books and periodicals.
- Assists persons in applying for library membership.
- Processes membership applications.
- Prepares materials to promote use of library.
- Monitors areas to assure adequate reading environment.
- Receives and responds to general information requests by telephone or in writing.
- Reserves books and materials.
- Prepares books and materials, and repairs minor damage to books, materials and equipment.
- Performs special duties as assigned, including programming, basic reference, serials maintenance, etc.
- Performs related tasks as assigned.

Approved: February 8, 2022

Amended: April 11, 2023

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	77	1132	1364	373	191	158	3	753	4051
April									0
May									0
June									0
Total	634	9397	11623	2994	1429	1063	44	5530	32714

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	81	1587	2631	719	138	317	3	5476
April								0
May								0
June								0
Total	712	14022	21601	5143	1074	1631	44	44227

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	4	61	111	62	0	5
April						
May						
June						
Total	24	516	914	388	35	66

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	5	232	77	26	9	7
April						
May						
June						
Total	68	1808	550	132	133	52

Director's Remarks for April 11, 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.*
- *Discussions about a ramp for the Metamora branch continue with the Metamora Village.*

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 are a sponsor for the Kiwanis Trivia Night Fundraiser on April 15th at the Spring Bay American Legion.*
- *We brought Kate Klise in for a homeschool and general audience program and while she was here, we also coordinated visits to MTHS, Germantown Hills Grade School and Metamora Grade School.*

ENRICH

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

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

DESIGN experiential learning opportunities that also highlight library resources.

- *Donna F. is conducting a Library Apps class on April 14th at 10:30 in Germantown Hills.*

ADDITIONALLY

- **Weeding continues at the Metamora and Roanoke branches.**
- **We donated the display case to Metamora Grade School.**
- **We were able to get a free Cricut machine with the Penworthy points we had saved up (Thank you, Joel) This Cricut is for staff use and serves the same purpose as the Die Cut Machine, which we donated to RSA. They have a collection of stencils which libraries in Central Illinois can borrow.**
- **The two wooden filing cabinets in Metamora are empty and available if anyone wants them.**

March 2023(FY 22-23) Door Counts

Benson – 160 (1,495)

Spring Bay – 504 (3,618)

Washburn – 272 (2,530)

Roanoke – 453 (4,586)

Metamora – 1812 (15,273)

Germantown Hills – 2524 (21,449)

WiFi Usage

March- 611 (4,909)

Monthly Programming

March 2023

Special Programs

Lucky Leprechaun Scavenger Hunt: This was a month-long, passive children's program offered at all branches. Participants had to search the library to locate leprechauns hidden throughout the branch and use the letters the leprechauns held to decode a secret message. 139 entries were returned, and one winner was selected from each branch. Branch participation totals: B = 12, GH = 30, M = 52, R = 16, SB = 7, W = 22.

The Weird and Wonderful World with Mary Roach: March 1, Live on Zoom. This was an Illinois Libraries Present event. We had 10 people register and 8 attend the live presentation. A link to the recording was sent to all registrants after the event for asynchronous viewing up to two weeks after the initial presentation.

Reading to Dogs: March 11, Metamora. The therapy dogs from WOOF came for a Reading to Dogs session. There was a mix-up regarding the scheduled date and location for this event. As a result, IPDPL promoted a March 6 event in Metamora, while WOOF had March 11 in their calendar. As a result, there were patrons who showed up on the 6th for an event that did not happen and not a lot of patrons on the 11th when the dogs were present. 5 children and 2 adults attended.

UnityPoint Wellmobile: March 17, Metamora. This was the second of six scheduled visits for the Wellmobile in 2023. There were 5 adults present during the visit.

Saturday Morning Movie – Soul: March 18, Germantown Hills. *Space Jam: A New Legacy* was screened. 0 people attended. We will be trying some new approaches to promoting these screenings for future events.

Family Reading Week – Spring Break Edition: March 19 – April 1, all branches. We hosted a patron submission contest for Spring Break. Patrons were invited to share a photo of themselves reading as a family to be entered into a drawing for a book signed by the author. We had a total of 6 submissions from 5 families. The decision was made to award book prizes to all eligible families. Books were signed by Kate Klise during her April visit to be distributed to the winning families.

Easter Cookie Decorating Class: March 20, Germantown Hills. This was our second cookie decorating class led by Lisa Newell this year. There were 9 adults, 1 teen, and 2 children present for the class. This has proved to be a very popular event, and we are planning on hosting additional sessions later this year.

Beanstack

1,000 Books Before Kindergarten ongoing challenge: We added 1 new registration in March. We had 12 active readers in March, logging 475 books for 11 badges. We had no challenge completion in March.

2023 Adventure 365 year-long challenge: Readers are challenged to log 10,000 minutes during the course of the year. There were 4 new readers added in March. 32 readers made at least one log entry

during the month. Readers logged 27,260 minutes (454.33 hours) of reading in March, earning 70 badges. We had 0 challenge completions in March.

Read Across America 2023 March monthly reading challenge: 12 additional readers registered for this challenge in March, bringing our total to 25. 19 readers made at least 1 log entry during the month, logging 20,781 minutes (345.35 hour) and earning 175 badges. 12 readers completed the challenge.

National Poetry Month 2023 April monthly reading challenge: This challenge is being sponsored by the Peoria Poetry Club, who donated money for prizes. Three winners will be drawn from all who finish to be awarded one of three Barnes & Noble gift cards (\$50, \$25, and \$25, respectively). Readers must log 10 hours of reading and complete a minimum of 4 activity badges to be eligible for the drawing.

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 March: GH = 34 (19 children, 15 adults), M = 33 (18 children, 15 adults).

Story Time: Story Time meets 6 times per week, once at each branch. In March, there were 4 sessions held at each branch. Totals for March: B = 21 (15 children, 6 adults); GH = 46 (27 children, 19 adults); M = 83 (56 children, 27 adults); R = 24 (16 children, 8 adults); SB = 16 (11 children, 5 adults); W = 4 (3 children, 1 adult).

Pajama Story Time: Pajama Story Time met once each in Germantown Hills, Metamora, Roanoke, and Spring Bay during March. A total of 12 people attended across the four sessions, 7 children and 5 adults.

Maker Monday: Maker Monday is a drop-in, portable makerspace program for children and teens. In March, the program was using Ozobots to learn beginning coding. Sessions were held in Germantown Hills, Metamora, Roanoke, and Spring Bay. Attendance per session: GH = 0; M = 0; R = 5 (3 children, 2 adults); SB = 0.

Class Visits: There were four class visits in March, three 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.

- 3/1 – Little Oaks – Toddlers (2 – 6) – Total attendance: 35 – 30 Children, 5 Adults, 34 kits distributed
- 3/10 – Little Oaks – Children (7 – 12) – Total attendance: 6 – 5 Children, 1 Adult
- 3/28 – Little Oaks – Children (7 – 12) - Total attendance: 8 – 7 Children, 1 Adult
- 3/14 – Washburn – Toddlers (2 – 6) – Total attendance 9 – 8 Children, 1 Adult

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 9 times for private functions. Study Room A was reserved 11 times, and Study Room B was reserved 10 times. The Cricut Maker Station was reserved 2 times. The children's computers in Germantown Hills were used 70 times in March.

Roanoke: The Meeting Room was reserved 6 times for private functions. The Study Room was not used in March.

Recurring Programs

Book Buzz Book Club: March 14, Germantown Hills. The book for March was *The Extraordinary Life of an Ordinary Man*, by Paul Newman. 12 people attended.

Children's Play Spaces: Tracking engagement with toy kitchens and train tables. G = 84, M = 264, R = 68.

Coloring Pages: Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in March. A total of 61 pages were distributed between the branches.

Email Newsletter: 16,751 Wowbrary email newsletters were sent to 4,175 active users.

General Reference Questions: 221 reference questions were answered in March.

Jigsaw Puzzles: March puzzle counts: B = 42, M = 114, SB = 13.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 48 knitters attend in March. Weekly breakdown: 3/1 = 6; 3/8 = 12; 3/15 = 14; 3/22 = 5; 3/29 = 11.

LEGO Clubs: LEGO play times are available in four branches on a daily, weekly, or monthly basis. B = 33, M = 5, R = 10, W = 24 (15 children, 9 adults).

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 129 times in March.

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

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

Spring Bay Bookies: February 6, Spring Bay. The book for March was *Pretending to Dance*, by Diane Chamberlain. There were 12 people in attendance.

Take & Make Kits: The March Take & Make kit was a flying Butterfly. B = 7, G = 60, M = 60, R = 35, SB = 12, W = 20.

Monthly Marketing Report

March 2023

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

Coverage: We had no newspaper coverage in March.

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

Social Media: Ongoing analytics are included below.

Facebook Page Performance

Month	Posts	vs. Previous Month	Page Reach ¹	vs. Previous Month	Page Visits ²	vs. Previous Period	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
March 2023 ³	33	0%	3,968	↑ 26.4%	671	↓ 8.6%	36	↑ 140%	1,761

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.

³ *Previous Periods* for March include the immediate past 31 days, so comparisons include all of February and the last 3 days of January.

Facebook Audience

IPDPL Facebook Page Followers by Gender and Age		
<u>Age</u>	<u>Women</u>	<u>Men</u>
18 – 24	1%	0.4%
25 – 34	13.8%	2.8%
34 – 44	30.2%	4.2%
45 – 54	17.6%	2.7%
55 – 64	10.4%	1.4%
65 +	12.9%	2.6%

Facebook Page Followers by Top Cities	
Germantown Hills, IL	21.2%
Metamora, IL	21.2%
Peoria, IL	8.6%
Roanoke, IL	4.6%
Washington, IL	3.2%
East Peoria, IL	31.1%
Washburn, IL	2.8%
Spring Bay, IL	1.5%
Eureka, IL	1.4%
Benson, IL	1.2%

YouTube Channel

We are currently not posting any new material on our YouTube channel. Statistics reflect the performance of previously posted videos.

YouTube Channel Performance

Month	Total Channel Views	Watch Time (in hours)	Impressions¹	Impression Click-through Rate²
January 2023	660	17	7,451	4.2%
February 2023	422	12.3	4,546	4.4%
March 2023	590	18.5	6,178	3.7%

¹ *Impressions* measure how many times video thumbnails were shown to viewers across all of YouTube.

² *Impression Click-throughs* measures how often viewers watched a video after seeing an impression.

YouTube Audience

Month	Returning Viewers¹	Unique Viewers²	Subscribers³
January 2023	29	442	0
February 2023	14	326	-1
March 2023	19	401	+6

¹ *Returning Viewers* have watched our channel previously and returned during the measurement period to watch again.

² *Unique Viewers* discovered our channel for the first time in the measurement period.

³ *Subscribers* measures the net gain or loss of people who have signed up to receive notifications each time we post a new video.

IPDPL Website: Performance overview for February 2023

- 3,099 visits to our website
- 1,033 visitors
- 602 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 215 clicks on the link to the RSA online catalog
- 179 clicks on the link to the library Calendar of Events
- 18 Database links used 161 times
- 38 clicks on the IPDPL Beanstack link
- 41 clicks on digital resource links (eBooks, audiobooks, and streaming books read online)
- 4 clicks on the Explore More Illinois link
- 13 clicks on social media links (Facebook, YouTube)