

May 9, 2023

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, May 9, 2023, at
4:00 pm

Illinois Prairie District Public Library
Washburn Branch Library
102 W Magnolia Street,
Washburn, IL 61570

1. Call to order and roll call.
2. Minutes of the last regular meeting and
3. Minutes of April 18, 2023, special meeting
4. Public comments
5. Swear in Appointed and Elected Board Members
6. Discussion of Board Assignments
7. Treasurer's Report – approval of bills and requisitions
8. Metamora Branch Project
9. Discussion of Decennial Committee on Local Government Efficiency Act
10. Review of Pandemic Response Policy
11. Review of Meeting Room Use Policy
12. Director's Remarks
13. Comments to guide future agendas.
14. Adjournment

The next regular meeting will be Tuesday, June 13, at 4pm at the
Metamora Branch Library 208 E Partridge St,
Metamora, IL 61548

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, April 11, 2023, at

4:00 pm

Illinois Prairie District Public Library

Germantown Hills Branch Library

509 Woodland Knolls Rd

Germantown Hills IL 61548

1. Call to order and roll call, H. Booker, K Kauffman, J. Zobrist, J. Armstrong, J. Weddle, A. Hicks, M. Coker, D. Smith present.
2. Minutes of the last regular meeting, Motion to approve by J. Armstrong and second by C. Kaufman. All in favor. Motion passed.
3. Public comments, None
4. Treasurer's Report – approval of bills and requisitions, Motion to approve by J. Weddle and second by J. Armstrong. All in favor. Motion passed.
5. Metamora Branch project
 - a. Discussion ongoing with Village regarding a ramp.
 - b. Abatement, more information to come.
6. Discussion and Approval of IMRF, Motion to approve IMRF America Bear by J. Armstrong and second by M. Coker. All in favor. Motion passed.
7. Discussion and Approval of Job Description, adding Assists with Outreach to job description for the Technical Services Circulation Assistant position. Motion by J. Weddle and second by K. Kauffman. All in favor motion passed.
8. Director's Remarks
 - a. Kate Klise author visit to local schools was successful.
 - b. Furniture and Equipment donations made to Metamora Grade School and R.S.A., respectively.
 - c. Tentative closing to transfer to temporary location during Old Settler's Days
 - d. Service recognition gifts.
 - e. Summer Reading program, each branch to have a decorating contest.
9. Comments to guide future agendas
 - a. Swearing in of new officer.
 - b. Board Assignments
10. Adjournment, Motion to adjourn by J. Weddle and second by M. Coker. All in favor. Motion passed.

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY BOARD OF TRUSTEES SPECIAL BOARD MEETING

Tuesday, April 18, 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, H. Booker, J. Zobrist, J. Armstrong, J. Weddle, A. Hicks, M. Coker, D. Smith present.
2. Public comments, None
3. Appoint Cate Kaufman-Tabled
4. Approval of Ideal Contract- Motion by J. Weddle to approve contract with change to show date to begin by July 30, 2023. Motion second by J. Armstrong. All in favor. Motion approved.
5. Adjournment, Motion to adjourn by M. Coker and second by J. Armstrong. All in favor. Motion passed.

Illinois Prairie District Public Library

05/08/23

Check Register

Accrual Basis

May 2023

	<u>May 23</u>
Aflac	287.87
AmazonBusiness	2,619.97
Ameren Illinois	2,339.08
Amy Mientus	8.52
Baker & Taylor	1,752.35
Bestsellers Audio, LLC	497.61
Blue Cross Blue Shield of Illinois	5,243.71
Caterpillar Trail Public Water District	35.60
Cengage Learning, Inc.	284.14
CLA Services Inc	525.00
ComEd	82.22
Commerce Bank - Commercial Cards	2,178.69
Dawn Smith	178.95
Dearborn National Life Insurance Company	119.25
Dewberry Architects, Inc.	51,368.52
Donna Forbis	253.22
Doug Cupples	2,124.00
GFL Environmental	41.34
Heartland Internet, Inc.	49.95
Hoopla	2,102.95
Ideal Environmental Engineering, Inc.	6,839.32
Jacobs Brothers Commercial Cleaning LLC	1,245.00
Kanopy Inc	12.00
Kirby Foods Metamora	99.43
Lauren Frawley	55.02
Mediacom	506.70
Midwest Tape	103.45
MTCO	357.74
Nicor Gas	77.77
Orkin	314.98
Purity Plus Water Systems	101.90
Rebecca Deitrick	35.37
Rita Adams	460.79
RK Dixon	2,741.10
Roanoke Water-Sewer Department	44.71
Samantha Huber	678.31
Showcases	232.63
Staples	465.30
Terry's Window Cleaning, Inc.	121.00
The Library Store, Inc.	483.60
Total Package Landscape Works, LLC	140.00
Village of Germantown Hills	43.78
Village of Metamora	48.38
Village of Washburn	182.33
VoiceSpring	491.95
World Book, Inc.	2,612.82
Xerox Financial Services	825.74
TOTAL	<u>91,414.06</u>

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

	Apr 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	4,576.24	1,250.00	3,326.24	366.1%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	496.17	1,184.58	-688.41	41.9%
38000 · Donations	100.00	1,250.00	-1,150.00	8.0%
38400 · Interest Income - Per Capita	0.30	7.08	-6.78	4.2%
38500 · Interest Income - General	2,622.18	250.00	2,372.18	1,048.9%
38900 · Interest Income - Tort/Liab	3,543.86	250.00	3,293.86	1,417.5%
39000 · Interest Income - Spec Reserve	5,925.88	41.66	5,884.22	14,224.4%
39191 · Interest Income - Bldg/Maint	496.62	41.66	454.96	1,192.1%
39200 · Interest Income - Working Cash	2,252.16	333.33	1,918.83	675.7%
39300 · Interest Income - Gift	1,291.26	83.33	1,207.93	1,549.6%
39400 · Interest Income - Certificates	220.95	250.00	-29.05	88.4%
39500 · Miscellaneous Income	137.67	0.00	137.67	100.0%
39700 · Rent Income	0.00	0.00	0.00	0.0%
Total Income	21,663.29	132,591.62	-110,928.33	16.3%
Expense				
40100 · Salaries	34,762.44	36,204.17	-1,441.73	96.0%
40500 · Hospital Insurance	4,935.21	8,666.67	-3,731.46	56.9%
40600 · Staff Education	635.37	1,250.00	-614.63	50.8%
41000 · Books - Adult	1,015.56	2,083.33	-1,067.77	48.7%
41100 · Books - Children	743.13	2,083.33	-1,340.20	35.7%
41300 · Periodicals	4,033.50	833.33	3,200.17	484.0%
41500 · Audio - Visual	5,031.07	750.00	4,281.07	670.8%
41600 · Video / DVD Tapes	398.02	750.00	-351.98	53.1%
41700 · Electronic Materials	1,500.00	3,750.00	-2,250.00	40.0%
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	967.37	1,583.33	-615.96	61.1%
42400 · Mileage and Expenses	1,245.58	1,250.00	-4.42	99.6%
44200 · Computer Repair	0.00	666.66	-666.66	0.0%
44360 · Building - Metamora	42,365.00	0.00	42,365.00	100.0%
44800 · Programming / PR	4,936.76	2,083.33	2,853.43	237.0%
45000 · Rent	182.33	166.66	15.67	109.4%
45100 · Gas and Electric	3,272.47	3,750.00	-477.53	87.3%
45200 · Water and Sewer	275.45	250.00	25.45	110.2%
45300 · Telephone	496.33	666.67	-170.34	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	400.00	833.33	-433.33	48.0%
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	-978.29	5,000.00	-5,978.29	-19.6%
70300 · Social Security Employer	2,142.87	3,333.33	-1,190.46	64.3%
70400 · Medicare Employer	501.11	1,666.66	-1,165.55	30.1%
72300 · Insurance	0.00	4,583.33	-4,583.33	0.0%
72400 · Legal	0.00	583.33	-583.33	0.0%
72500 · Maintenance	14,478.58	9,233.33	5,245.25	156.8%
72600 · Professional Fees	726.00	833.33	-107.33	87.1%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	124,920.25	103,020.77	21,899.48	121.3%
Net Income	-103,256.96	29,570.85	-132,827.81	-349.2%

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	789,329.04	830,000.00	-40,670.96	95.1%
31100 · Property Tax - Audit	25,258.10	25,000.00	258.10	101.0%
31200 · Property Tax - IMRF	59,989.05	60,000.00	-10.95	100.0%
31300 · Property Tax - Social Security	59,989.05	60,000.00	-10.95	100.0%
31400 · Property Tax - Tort/Liability	136,290.08	152,000.00	-15,709.92	89.7%
31500 · Property Tax - Bldg/Maintenance	105,243.49	110,800.00	-5,556.51	95.0%
31600 · Property Tax - Working Cash	263,108.73	276,000.00	-12,891.27	95.3%
32000 · State Corporate Replacement Tax	30,615.03	15,000.00	15,615.03	204.1%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	4,031.47	14,215.00	-10,183.53	28.4%
38000 · Donations	11,215.18	15,000.00	-3,784.82	74.8%
38400 · Interest Income - Per Capita	2.11	85.00	-82.89	2.5%
38500 · Interest Income - General	25,921.07	3,000.00	22,921.07	864.0%
38900 · Interest Income - Tort/Liab	25,181.86	3,000.00	22,181.86	839.4%
39000 · Interest Income - Spec Reserve	20,764.71	500.00	20,264.71	4,152.9%
39191 · Interest Income - Bldg/Maint	4,153.02	500.00	3,653.02	830.6%
39200 · Interest Income - Working Cash	37,941.62	4,000.00	33,941.62	948.5%
39300 · Interest Income - Gift	8,889.20	1,000.00	7,889.20	888.9%
39400 · Interest Income - Certificates	1,416.07	3,000.00	-1,583.93	47.2%
39500 · Miscellaneous Income	334.41	0.00	334.41	100.0%
39700 · Rent Income	6,600.00	0.00	6,600.00	100.0%
Total Income	1,647,957.77	1,591,100.00	56,857.77	103.6%
Expense				
40100 · Salaries	359,400.68	434,450.00	-75,049.32	82.7%
40500 · Hospital Insurance	56,602.75	104,000.00	-47,397.25	54.4%
40600 · Staff Education	8,174.98	15,000.00	-6,825.02	54.5%
41000 · Books - Adult	20,355.02	25,000.00	-4,644.98	81.4%
41100 · Books - Children	20,246.07	25,000.00	-4,753.93	81.0%
41300 · Periodicals	6,211.29	10,000.00	-3,788.71	62.1%
41500 · Audio - Visual	10,332.75	9,000.00	1,332.75	114.8%
41600 · Video / DVD Tapes	4,389.18	9,000.00	-4,610.82	48.8%
41700 · Electronic Materials	40,245.07	45,000.00	-4,754.93	89.4%
41800 · RSA Online	27,037.00	28,000.00	-963.00	96.6%
42000 · Online Computer Library Center	8,192.83	10,000.00	-1,807.17	81.9%
42100 · Office Supplies	10,718.24	19,000.00	-8,281.76	56.4%
42400 · Mileage and Expenses	13,195.30	15,000.00	-1,804.70	88.0%
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	132,514.60	0.00	132,514.60	100.0%
44380 · Building - Spring Bay	19,820.50	0.00	19,820.50	100.0%
44800 · Programming / PR	22,156.54	25,000.00	-2,843.46	88.6%
45000 · Rent	2,005.63	2,000.00	5.63	100.3%
45100 · Gas and Electric	34,462.44	45,000.00	-10,537.56	76.6%
45200 · Water and Sewer	2,310.67	3,000.00	-689.33	77.0%
45300 · Telephone	5,558.81	8,000.00	-2,441.19	69.5%
45600 · Internet	10,670.19	11,000.00	-329.81	97.0%
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	6,844.10	10,000.00	-3,155.90	68.4%
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	15,604.51	60,000.00	-44,395.49	26.0%
70300 · Social Security Employer	22,032.53	40,000.00	-17,967.47	55.1%
70400 · Medicare Employer	5,152.57	20,000.00	-14,847.43	25.8%
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	96,806.74	110,800.00	-13,993.26	87.4%

3:23 PM

05/08/23

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	8,119.00	10,000.00	-1,881.00	81.2%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>1,014,443.62</u>	<u>1,236,250.00</u>	<u>-221,806.38</u>	<u>82.1%</u>
Net Income	<u>633,514.15</u>	<u>354,850.00</u>	<u>278,664.15</u>	<u>178.5%</u>

Illinois Prairie District Public Library

Profit & Loss

05/08/23

April 2023

Cash Basis

	<u>Apr 23</u>
Income	
32000 · State Corporate Replacement Tax	4,576.24
34000 · Fines and Fees	496.17
38000 · Donations	100.00
38400 · Interest Income - Per Capita	0.30
38500 · Interest Income - General	2,622.18
38900 · Interest Income - Tort/Liab	3,543.86
39000 · Interest Income - Spec Reserve	5,925.88
39191 · Interest Income - Bldg/Maint	496.62
39200 · Interest Income - Working Cash	2,252.16
39300 · Interest Income - Gift	1,291.26
39400 · Interest Income - Certificates	220.95
39500 · Miscellaneous Income	137.67
Total Income	<u>21,663.29</u>
Expense	
40100 · Salaries	34,762.44
40500 · Hospital Insurance	4,935.21
40600 · Staff Education	635.37
41000 · Books - Adult	1,015.56
41100 · Books - Children	743.13
41300 · Periodicals	4,033.50
41500 · Audio - Visual	5,031.07
41600 · Video / DVD Tapes	398.02
41700 · Electronic Materials	1,500.00
42100 · Office Supplies	967.37
42400 · Mileage and Expenses	1,245.58
44360 · Building - Metamora	42,365.00
44800 · Programming / PR	4,936.76
45000 · Rent	182.33
45100 · Gas and Electric	3,272.47
45200 · Water and Sewer	275.45
45300 · Telephone	496.33
45600 · Internet	854.39
47200 · Computer Equipment	400.00
60400 · IMRF Employer	-978.29
70300 · Social Security Employer	2,142.87
70400 · Medicare Employer	501.11
72500 · Maintenance	14,478.58
72600 · Professional Fees	726.00
Total Expense	<u>124,920.25</u>
Net Income	<u><u>-103,256.96</u></u>

Illinois Prairie District Public Library

Profit & Loss

05/08/23

July 2022 through June 2023

Cash Basis

	Jul '22 - Jun 23
Income	
31000 · Property Tax - General	789,329.04
31100 · Property Tax - Audit	25,258.10
31200 · Property Tax - IMRF	59,989.05
31300 · Property Tax - Social Security	59,989.05
31400 · Property Tax - Tort/Liability	136,290.08
31500 · Property Tax - Bldg/Maintenance	105,243.49
31600 · Property Tax - Working Cash	263,108.73
32000 · State Corporate Replacement Tax	30,615.03
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	4,031.47
38000 · Donations	11,215.18
38400 · Interest Income - Per Capita	2.11
38500 · Interest Income - General	25,921.07
38900 · Interest Income - Tort/Liab	25,181.86
39000 · Interest Income - Spec Reserve	20,764.71
39191 · Interest Income - Bldg/Maint	4,153.02
39200 · Interest Income - Working Cash	37,941.62
39300 · Interest Income - Gift	8,889.20
39400 · Interest Income - Certificates	1,416.07
39500 · Miscellaneous Income	334.41
39700 · Rent Income	6,600.00
Total Income	1,647,957.77
Expense	
40100 · Salaries	359,400.68
40500 · Hospital Insurance	56,602.75
40600 · Staff Education	8,174.98
41000 · Books - Adult	20,355.02
41100 · Books - Children	20,246.07
41300 · Periodicals	6,211.29
41500 · Audio - Visual	10,332.75
41600 · Video / DVD Tapes	4,389.18
41700 · Electronic Materials	40,245.07
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	10,718.24
42400 · Mileage and Expenses	13,195.30
44360 · Building - Metamora	132,514.60
44380 · Building - Spring Bay	19,820.50
44800 · Programming / PR	22,156.54
45000 · Rent	2,005.63
45100 · Gas and Electric	34,462.44
45200 · Water and Sewer	2,310.67
45300 · Telephone	5,558.81
45600 · Internet	10,670.19
47000 · Building Equipment/Furniture	498.81
47200 · Computer Equipment	6,844.10
49000 · Per Capita	3,546.06
52200 · Audit	11,750.00
60400 · IMRF Employer	15,604.51
70300 · Social Security Employer	22,032.53
70400 · Medicare Employer	5,152.57
72300 · Insurance	23,187.76
72400 · Legal	6,301.00
72500 · Maintenance	96,806.74
72600 · Professional Fees	8,119.00
Total Expense	1,014,443.62
Net Income	633,514.15

Illinois Prairie District Public Library
Balance Sheet
 As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	145,188.06
10800 · Petty Cash Checking Account	1,060.00
11400 · Savings Account	9,109.59
	155,357.65
Total Checking/Savings	
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	68.92
10500 · Certificates	1,197,242.50
10600 · General Operating Fund	613,351.83
10700 · Special Reserve Fund	1,471,862.66
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	564,886.58
11100 · Gift Fund	324,627.22
11200 · Building Maintenance Fund	122,664.38
11300 · Tort Liability Fund	888,867.35
11500 · Dedicated Gift Fund	6.96
	5,591,972.21
Total Other Current Assets	
Total Current Assets	5,747,329.86
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	9,404,725.24
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	739,354.31
	9,404,725.24
Total Equity	
TOTAL LIABILITIES & EQUITY	9,404,725.24

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 4-1-2023	\$ 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
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (90,256.82)										
First Payroll	\$ (14,220.40)										
Payroll Taxes	\$ (4,575.54)										
Fines & Fees (Met)	\$ 209.25										
Fines & Fees	\$ 286.92										
Miscellaneous Income	\$ 137.67										
Obits											
Donations	\$ 100.00										
Rent											
July - December eCommerce											
Second Payroll	\$ (12,934.42)										
Payroll Taxes	\$ (4,183.15)										
IMRF											
Interest - CEFCU (200)	\$ 151.90										
Interest - CEFCU (201)	\$ 69.05										
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (5,749.75)		\$ 5,749.75							
Transfer to/from Tort/Liab											
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash	\$ (869.00)										
State Corp Replacement Tax					\$ 4,576.24						
Transfer from Spec Reserve	\$ 39,765.00						\$ (39,765.00)				
Interest	\$ 39.31	\$ 496.62		\$ 2,582.87	\$ 1,291.26	\$ 0.30	\$ 5,925.88	\$ 3,543.86	\$ 2,252.16		
Balance 4-30-2023	\$ 145,188.06	\$ 122,664.38	\$ 6.96	\$ 613,351.83	\$ 324,627.22	\$ 68.92	\$ 1,471,862.66	\$ 888,867.35	\$ 564,886.58	\$ 9,109.59	\$ 1,197,242.50

**RECORDER OF DEEDS
WOODFORD COUNTY**

INTERGOVERNMENTAL AGREEMENT FOR EASEMENT

This Intergovernmental Agreement for Easement (the “Agreement”), made this ____ day of _____ 2023, by and between the Village of Metamora, an Illinois Municipal Corporation, herein referred to as “Grantor” and the Illinois Prairie District Public Library, a unit of local government organized and existing under the Public Library District Act of the State of Illinois, herein referred to as “Grantee.”

RECITALS

WHEREAS, Section 10 of Article VII of the Constitution of the State of Illinois authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1, *et seq.*), specifically Section 3 of said Act, provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and

WHEREAS, it is in the best interests of the health, safety, and welfare of the residents of Metamora, the Library District, and the Village of Metamora that the agreement between parties be formalized under this written intergovernmental agreement;

A. Grantor is the owner of that certain land located in the State of Illinois described more particularly in Exhibit A attached hereto and made a part hereof (“Grantor’s Property”).

B. Grantor desires to grant to Grantee, and Grantee desires to receive from Grantor, a right of way easement for the installation, use, operation, and maintenance of a wheelchair ramp, in accordance with the requirements of the Americans with Disabilities Act (“ADA”), for entrance into the Metamora Branch of the Library, upon and along those areas of Grantor’s Property described and depicted more particularly in Exhibit B (the “Right of Way Easement Area”).

C. This easement shall run with the land and is appurtenant to and for the benefit of the described real estate in Exhibit C (“Grantee’s Property”).

NOW, THEREFORE, in consideration of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby expressly acknowledged, Grantor and Grantee hereby agree as follows:

1. Grant of Easement. Grantor does hereby grant and convey to Grantee and Grantee’s employees, representatives, directors, trustees, officers, successors and assigns

(“Grantee Parties”), a non-exclusive, perpetual right and easement in, over, under, along, upon and across the Right of Way Easement Area to install and construct a wheelchair ramp. The parties contemplate that the Grantee will initially install a temporary ADA-compliant metal ramp in the Right of Way Easement Area, which is reflected in Exhibit B. Should Grantor undertake the comprehensive replacement of the sidewalks in the area comprising the Grantor’s Village Square that includes the Grantor’s Property and the Right of Way Easement Area as covered by this Agreement (the “Sidewalk Replacement Project”), the Grantee, at Grantee’s cost, shall at the time of the Grantor’s Sidewalk Replacement Project undertake the installation and construction of a permanent ADA-compliant ramp in a manner that is consistent with the ramp depicted in Exhibit D. At such time that Grantee undertakes the permanent ADA-compliant ramp depicted in Exhibit D, the Right of Way Easement Area will be expanded to include the additional area of the Grantor’s sidewalk for the permanent ADA-compliant ramp depicted in Exhibit D.

2. Covenants Running With the Land. The terms, conditions, rights and easements contained herein shall be covenants running with the land and shall be perpetual. This Agreement shall be recorded against the Grantor’s Property, and the terms and conditions contained herein shall bind, inure to the benefit of, and be enforceable by, the parties hereto and their respective grantees, successors and assigns (including, without limitation, any and all successors to Grantor in title to Grantor’s Property).

3. Notices. Whenever notice is required to be given pursuant to this Intergovernmental Agreement for Easement, the same shall be in writing, and either personally delivered, sent by a nationally recognized overnight delivery service, postage prepaid, or sent via United States certified mail, return receipt requested, postage prepaid, and addressed to the parties at their respective addresses as follows:

(a) <u>If to Grantee:</u>	(b) <u>If to Grantor</u>
Illinois Prairie District Public Library Attn: Director 208 E. Partridge Street Metamora, IL 61548	Village of Metamora Attn: Mayor 102 N. Davenport Street P.O. Box 1070 Metamora, IL 61548

or at such other addresses as any party, by written notice in the manner specified above to the other party hereto, may designate from time to time. Unless otherwise specified to the contrary in this Agreement, all notices shall be deemed to have been given upon receipt (or refusal of receipt) thereof.

4. No Cancellation upon Breach. It is expressly agreed that no breach of this Agreement shall entitle any party to cancel, rescind or otherwise terminate this Intergovernmental Agreement for Easement.

5. Grantor’s Representations and Warranties. Grantor hereby represents and warrants to Grantee as follows: (a) Grantor is the legal fee simple titleholder of the Grantor’s Property and the Right of Way Easement Area, and Grantor has obtained all required consents, releases and permissions required to grant the easements and other rights set forth in this Agreement; (b) each person and/or entity signing the Agreement on behalf of the Grantor has the full and unrestricted authority to execute and deliver this Agreement and to grant (and/or to cause Grantor to grant) the easements and rights hereunder; (c) there are no encumbrances or liens against the Grantor’s Property or Right of Way Easement Area except as recorded in the County recorder’s office; and

(d) there are no unrecorded leases, licenses or other agreements governing or affecting the right of any person or entity to occupy any portion of the Grantor's Property or the Right of Way Easement Area. The foregoing representations and warranties of Grantor shall survive the grant of the easements and other rights hereunder.

6. Indemnification and Hold Harmless. Grantee agrees to indemnify and hold Grantor, its officers, employees, volunteers, guests, or representatives, and their successors or assigns harmless from any claims or demands made against Grantor arising out of injuries or death of any person or property, damages, or claims, including any slip and fall injuries regarding the Right of Way Easement Area and any improvements made by Grantee to the Right of Way Easement Area pursuant to this Agreement.

7. Improvement and Maintenance of Easement. All costs and expenses of improving, maintaining, and repairing the Right of Way Area regarding the wheelchair ramp shall be the sole cost of the Grantees. Grantors shall make no modification to the Right of Way Area that interferes with Grantee's wheelchair ramp installation. Grantee shall maintain the Right of Way Easement Area at Grantee's expense in a clean condition and free of debris, and any improvements made by Grantee to the Right of Way Easement Area pursuant to this Agreement shall be maintained at Grantee's expense in a good and workmanlike condition. Grantee shall be responsible for snow removal from the Right of Way Easement Area and any improvements thereon made by Grantee at Grantee's expense.

8. Miscellaneous.

(a) If any term, provision or condition in this Agreement shall, to any extent, be invalid or unenforceable, the remainder of this Easement (or the application of such term, provision or condition to persons or circumstances other than in respect of which it is invalid or unenforceable) shall not be affected thereby, and each term, provision and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

(b) The terms and provisions of this Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

(c) This Agreement may be executed in several counterparts, each of which shall be deemed an original; further the signature of the parties hereto on this Agreement may be executed and notarized on separate pages, and when attached to this Agreement shall constitute one complete document. The section headings appearing in this Agreement are for convenience of reference only, and are not intended, to any extent and for any purpose, to limit or define the text of any section or subsection hereof.

(d) Each party agrees that it will execute and deliver such other documents and take such other action as may be reasonably requested by the other party to effectuate the purposes and intention of this Agreement.

(e) The failure of either party to enforce at any time any provision of this Agreement shall not be construed to be a waiver of such provision, nor in any way to affect the validity of this Agreement or any part hereof or the right of such party thereafter to enforce each and every such provision. No waiver of any breach of this Agreement shall be held to constitute a waiver of any other or subsequent breach. This Agreement cannot be changed orally or by

course of conduct, and no executory agreement, oral agreement or course of conduct shall be effective to waive, change, modify or discharge it in whole or in part unless the same is in writing and is signed by the party against whom enforcement of any waiver, change, modification or discharge is sought.

(f) Transfer by Grantor. Upon any transfer or conveyance of any Grantor's right, title and interest to the Right of Way Easement Area or Grantor's Property by any person or entity comprising the Grantor hereunder, the transferor Grantor shall be released from any obligations and liabilities under this Agreement relative to the interest in the real estate so transferred or conveyed to the extent such obligations and/or liabilities arise after the date of such transfer or conveyance, and the transferee shall be bound by and deemed to have assumed the obligations and liabilities of such transferor Grantor under this Agreement to the extent arising after the date of such transfer or conveyance.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement for Easement to be executed as of the day and year first above written.

|

GRANTOR:

Village of Metamora, an Illinois Municipal Corporation

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that _____ and _____ of the Village of Metamora, personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that as such Mayor and Village Clerk, they signed and delivered such instrument pursuant to authority given by the Village of Metamora, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, 2023.

Notary Public

My Commission Expires: _____

GRANTEE:

Illinois Prairie District Public Library, a Unit of Local Government

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: _____
Title: _____

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that _____ and _____ of the Illinois Prairie District Public Library, personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that as such Board President and Board Secretary, they signed and delivered such instrument pursuant to authority given by the Illinois Prairie District Public Library, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, 2023.

Notary Public

My Commission Expires: _____

EXHIBIT A TO GRANT OF RIGHT OF WAY EASEMENT
GRANTOR'S PROPERTY

(Sidewalk area on south side of East Partridge Street

Right-of-Way immediately in front of Grantee's Property)

EXHIBIT B TO GRANT OF RIGHT OF WAY EASEMENT
RIGHT OF WAY EASEMENT AREA – TEMPORARY RAMP

EXHIBIT C TO GRANT OF RIGHT OF WAY EASEMENT
GRANTEE'S PROPERTY

EXHIBIT D TO GRANT OF RIGHT OF WAY EASEMENT
RIGHT OF WAY EASEMENT AREA – PERMANENT RAMP

Illinois Prairie District Public Library

Dawn Smith
Director
208 Partridge St.
Metamora, Il. 61548
309-921-5074 Ext. 101
dawn@idpl.org

Dear Dawn,

Thank you for allowing Federal Moving and Storage to bid on your upcoming relocation project. Below is a breakdown of the services and applied charges to complete the project.
Federal will supply all manpower, equipment, supplies, storage facility and transportation.

Timeline of services discussed; delivery of carts on 6/19

1. Federal to deliver 60 library carts and 10 speed packs with 4 wheel dollies for your staff to pack
2. Federal will return to stretch wrap, and pick up all packed library carts to deliver to Federal storage
3. Federal will send in a crew to disassemble the shelving, stretch wrap, load and deliver to Federal storage.
4. Storage charges will be based on 9 months of secure indoor storage
5. Federal will deliver the shelving and set up where the director requests
6. Federal will deliver the library carts full of books for your staff to unload
7. Federal will return to pick up the empty library carts and speed packs
8. Full coverage insurance will be applied

Federal Companies Supervision will be onsite during the relocation process.

Quoted price to complete the move \$33,271.00

Rick Clayton
Federal Moving and storage
101 National Rd.
East Peoria, IL. 61611
309-635-4999
Rick.clayton@federealcos.com



A Professional Corporation
140 South Dearborn Street, Suite 600
Chicago, IL 60603
www.ancelglink.com

Julie A. Tappendorf
jtappendorf@ancelglink.com
(P) 312.604.9182
(F) 312.782.0943

MEMORANDUM

To: Reaching Across Illinois Libraries (RAILS)
From: Julie Tappendorf, Ancel Glink
Subject: Compliance with the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*
Date: March 10, 2023

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and exempting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions that impacted local governments must take to take the first step in compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties." This definition clearly includes library districts, as they are units of local government that levy taxes.

A question has been raised whether municipal libraries organized under the Local Library Act (including village and city libraries) must also comply with the Act. Unfortunately, this is not quite as clear under the Act.

Some municipal libraries have been advised by the municipal attorney that they do not need to comply because they are exempt under the "municipalities" exemption. This interpretation seems difficult to justify, however, as "municipalities" are separate governmental entities organized under the Illinois Municipal Code, where municipal libraries are organized under the Local Library Act, with both government entities having separate governing bodies. Moreover, the Attorney

ANCEL GLINK
March 10, 2023
Page 2

General has issued an opinion that municipal libraries are considered “units of local government” under Section 1 of Article VII of the Illinois Constitution, as special districts, separate and apart from municipalities. *See* Ill. Atty. Gen. Op. 81-002

An alternative argument for exempting municipal libraries from the Act that seems more legally defensible is that although municipal libraries fall within the definition of “units of local government, as defined in Section of Article VII of the Illinois Constitution,” they do not levy taxes solely on their own behalf – instead, the municipality levies the library tax on the library’s behalf. There are several Attorney General opinions finding that while municipal libraries are “units of local government” under the Illinois constitution, they do not have the authority to levy taxes. *See* Ill. Atty. Gen. Op. 98-002. Since the Act only requires units of local government that “levy taxes” to comply with the Act, there is a legally defensible argument that municipal libraries are not subject to the Act.

As I understand it, the Illinois Library Association (ILA) has taken the position that municipal libraries do not have to comply with the Act, providing some support to municipal libraries if they choose that position.

Although there is a defensible argument that city and village libraries established under the Local Library Act do not have to comply with the Decennial Act, that would not prevent a library from choosing to take a more conservative approach and follow the procedures set out in the Act.

Ultimately, each municipal library will need to make the determination itself whether to comply with the Act and form a committee and should consult with their legal counsel on this matter.

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee’s membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as the library director) and “other officer” of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body’s board meeting. It can even be a part of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must “summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.” The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

To assist libraries in working through the process of discussing, considering, and preparing the required report, we put together a draft sample report (attached as **Exhibit A**). Note that the specifics of the report are not detailed in the Act itself, so Libraries could customize the attached sample template or create its own report that meets its needs.

First meeting: This meeting would essentially be an “organizational” meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from library funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings; however, a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” A committee could poll the people present at the meeting while at the meeting or send out an email survey following the meeting to those attendees who provided an email address to the committee.

WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?

Section 25 of the Act requires the committee to provide its report to the county board. In addition, the Act provides that the reports must be available to the public, so libraries might consider posting the reports on their websites or making sure the reports are readily available upon request.

Exhibit A¹

**SAMPLE LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL
COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

I. Unit of government submitting this report:

Name of Library: _____

Address of Main Library Office: _____

II. Information about our Library

- A. We are located in _____ County. There are _____ libraries in our County.
- B. The population of the territory in which our Library is located is _____ (as of 2020 census).
- C. We have _____ employees of the Library (not including board members).
- D. Our annual budget for FY _____ is: \$ _____.
- E. Our Library's equalized assessed valuation (EAV) for 2023 is \$ _____.

III. Information about Our Committee

A. Committee Members:

Board President _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

¹ **DISCLAIMER:** Please note that the sample report is provided for informational and illustration purposes only. Libraries should consult with their own library attorneys in complying with the Act and in preparing, adopting, and filing their own library reports.

Executive Director _____

Library Resident _____

Library Resident _____

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting (must occur prior to June 10, 2023): _____

Second Meeting: _____

Third Meeting: _____

Additional Meetings (List All, if any): _____

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

B. Other core services/programs we could possibly provide:

V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

VI. Intergovernmental Agreements

We partner with or have Intergovernmental Agreements with the following other governments
(list as many as you have):

Entity:	Services Offered:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Our Library's efficiency has increased through intergovernmental cooperation in the following
ways (list cost savings, avoiding duplicated services, etc.):

VII. Community Partnerships

We partner with the following organizations (list as many as you have):

Organization:	Services Offered:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

_____ State laws applicable to Libraries

- _____ Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- _____ Policy on public comment
- _____ Designation of OMA officer (5 ILCS 120/1.05(a))
- _____ All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- _____ Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- _____ Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- _____ Designation of FOIA Officer (5 ILCS 140/3.5(a))
- _____ FOIA Officer Training (5 ILCS 140/3.5(b))
- _____ Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- _____ Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- _____ List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
- _____ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- _____ IMRF Total Compensation Postings (5 ILCS 120/7.3)
- _____ Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- _____ All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
- _____ Sexual harassment prevention training (775 ILCS 5/2-109(C))
- _____ Our Intergovernmental Agreements
- _____ Our budget and financial documents
- _____ State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
- _____ Our budget and financial documents

_____ Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016);

_____ Others (*List Below or Attach*):

IX. What Have We Done Well? (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

X. What Inefficiencies Did We Identify/What Are our Next Steps?

XI. What Can We Do Better or More Efficiently?

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.

XIII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: _____
Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: _____

IPDPL Disaster Plan (2020)

Pandemic Response Procedures

Level I: Precautionary Health Measures

1. Cleaning & Supplies

- a. Purchase additional cleaning and disease prevention supplies.
- b. Provide tissues and hand sanitizer to staff and in public areas.
- c. Offer staff gloves, to be used if desired.
- d. Perform additional routine cleaning, as needed, of all frequently touched surfaces in the library, such as workstations, countertops, and doorknobs.
- e. Provide staff with disinfectant wipes for quick disinfection.

2. Work Adjustments

- a. Authorities may request that persons returning from an infected area of the world not return to work for a period of time. Library employees are required to follow those recommendations. Absences for this purpose will be excused.
- b. Any employee presenting symptoms congruent with the outbreak will be asked to return home and/or refrain from coming to work.
- c. Review documentation of departmental procedures and/or departmental cross training so others can take over for sick employees.

3. Communicate to the Public

- a. Share official sources for health information with patrons.
- b. Recommend that patrons and staff with symptoms not enter the buildings.
- c. Promote healthy habits.
- d. Promote online library services.

4. Communicate to Staff

- a. Share this Pandemic Response Procedure.
- b. Encourage staff to receive appropriate vaccinations and immunizations.
- c. Emphasize that staff should stay home when sick.
- d. Follow respiratory etiquette and hand hygiene.
- e. Communicate any CDC reporting requirements.
- f. Advise traveling staff to check the CDC's Traveler's Health Notices.
- g. Promote healthy habits.

Level II: Moderated Services

In the event that active cases have been identified in our area:

1. Service Adjustments

- a. Encourage social distancing. According to the Centers for Disease Control and Prevention (CDC), “social distancing means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.”
- b. Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director may suspend some or all:
 - i. Library programming
 - ii. Public meeting room use
 - iii. Deliveries to nursing homes and schools
 - iv. Holds processing
- c. Staff should contact a commercial cleaning company with access to medical-grade disinfectant if an area needs to be thoroughly cleaned. Local companies include:
Connie’s Commercial Cleaning (Peoria) 309-622-2409
Nord Commercial Services (Peoria) 309-674-6673
Vonachen Services (Peoria) 309-691-6202
- d. Review and prepare options for emergency library services as necessary.

2. Work Adjustments (in addition to Level I Work Adjustments)

- a. Cancel all library-related travel.
- b. Wipe/disinfect all returned materials before reshelving.
- c. Remove all toys, games, and manipulatives from children’s area.
- d. Stop selling coffee.

3. Communicate to Public

- a. Continue messaging as in Level I. Messages should explicitly state that service reductions are being done to slow down disease transmission, not because of an abundance of sick staff.
- b. Post an alert on the website outlining adjustments to services: adjust homepage to include pointers to official sources of info about the pandemic.
- c. Contact affected program registrants, meeting room users, study room reservations, etc. to notify of service adjustments.
- d. Remind public that no overdue fines means that they do not need to return items while they are not feeling well.

4. Communicate to Staff

- e. Library Director will monitor and coordinate response among authorities, schools, villages, and library
- f. Encourage staff to wear gloves and masks when handling materials
- g. Review and adjust staff list to ensure information is current

Level III: Temporary Closure

1. **Service Adjustments** (in addition to Level II Service Adjustments)
 - a. **Temporary Closure**. During the course of a pandemic, the Library Director or Board President may temporarily close any or all library buildings under one or more of the following conditions:
 - i. Public health authorities order such a closure
 - ii. Public visitation is too low to warrant keeping the buildings open
 - iii. Staffing levels are too low to operate the library
 - iv. Any other conditions that prevent the library from operating the facilities safely and effectively
 - e. Emergency Closing and Staff Pay Policy may apply.
 - f. Work with RSA to extend due dates.
 - g. All items will be discharged fine free.
2. **Work Adjustments** (in addition to Level I & II Work Adjustments)
 - a. Staff members are to report to work in person unless otherwise informed by the Library Director or Board President.
 - b. The Director will continue to coordinate response among staff and with Board of Trustees to monitor building and systems conditions.
3. **Communicate to the Public**
 - a. Post an alert message on the website indicating the library is closed; homepage to include pointers to official sources of info about the pandemic.
 - b. Post library closed message on front doors of the buildings.
 - c. Alert media as necessary.
 - d. Continue to share official sources for health information and library service updates with patrons via digital communications channels.
4. **Communicate to Staff**
 - a. The Director will continue to monitor and coordinate response among authorities, schools, villages, and library.
 - b. Staff should stay home at earliest signs of possible infection or if family member is infected. Staff should remain home until infectious period is past, following CDC or Health Department guidelines.

FINAL CAVEAT: Should the situation call for a more nuanced response than is outlined here, the Director and Board of Trustees may adjust the library's response to meet emergent needs.

Adopted: May 5, 2020

Illinois Prairie District Public Library Meeting Room Policy

Illinois Prairie District Public Library has meeting rooms and/or study rooms available for use at the Germantown Hills, Metamora, and Roanoke branches. Individuals, groups, and organizations are welcome to use Library spaces for educational, cultural, civic, intellectual, and charitable activities, or activities requiring the use of library materials. Any use of Library spaces must support the Library's mission of "equal access to information, technology, resources, and engaging learning opportunities."

Purpose

- Use of Library spaces by individuals, groups, and organizations must be non-profit in nature.
- Social gatherings such as birthday parties, bridal or baby showers, and similar events of a private nature are not appropriate uses of Library spaces and are prohibited.
- Meetings for which the purpose may include, but is not limited to, selling a product, soliciting investments, or otherwise profiting in some way are not appropriate uses of Library spaces and are prohibited.
- Businesses and organizations may use Library spaces for private, non-commercial purposes, including but not limited to, employee training, association or club meetings, or similar gatherings that support the Library's mission statement.

Application for Use

- Individuals, groups, and organizations wishing to use Library spaces must submit a request in person or online using the Library's reservation system (inside the Library's Calendar of Events).
- Meeting Rooms use must be reserved in advance, using the procedures outlined below.
- Study rooms are available for use with or without a reservation on a first-come, first served basis, providing such spaces are not previously reserved by another User.
- Any adult, with proper identification, may submit a reservation request. This person will be the designated contact person for the group.
- The group and/or its representative who reserved the room are responsible for maintaining order for room users and must conduct themselves in a manner consistent with Library usage.
- The contact person is responsible for ensuring that each member of the group is aware of and abides by all Library rules and regulations.
- Applicants will receive a confirmation email once the request has been approved. Until receipt of this email, requests are considered PENDING. Pending requests may be denied at any time at the Library's discretion.
- The Library reserves the right to designate which space will be appointed for use. Users' requests will be honored whenever possible.
- Meeting rooms should be left in good order. Any clean-up of, or repair to, the premises, the meeting room, or Library equipment arising from the use of the meeting rooms or occurring during the period of reservation of the meeting rooms will be the responsibility of the group and the individual signing the application.

Deposits and Fees

- A meeting room deposit of \$25 is due prior to the approval of any reservation.
- If the Library cancels a reservation (facility emergency, weather, etc.), the deposit will be refunded as soon as possible.

- Deposits will also be refunded if the User cancels a reservation no less than 24 hours prior to the reservation.
- In the event of any damage to Library spaces, the deposit is forfeited, and excess damage costs will be charged to the contact person for the group.
- Deposits may be waived at the discretion of the Library Director for non-profit, governmental, or school use.
- A separate, refundable \$25 deposit may be required if the User needs a key to access Library spaces outside of normal Library operating hours (see below).

Reservations

- The library reserves the right to limit organizations' use of the room to encourage the broadest possible use by many organizations.
- One-time use of Library spaces may be reserved up to 90 days ahead of time.
- Community groups or organizations may reserve a room for monthly or quarterly meetings for up to one year's time, with a limit of twelve (12) meetings per year. Meetings of this nature must be discussed in advance with Library staff prior to approval.
- No individual or group may reserve more than once in any rolling 30-day period without prior discussion and approval from Library staff.

Scheduling

- Library spaces are generally available during normal Library operating hours.
- Meetings may begin no earlier than 15 minutes after the library is open and end no later than 30 minutes before the library closes unless special arrangements have been made in advance.
- Meetings may be held outside the library hours providing special arrangements have been made. These arrangements may include, but are not limited to, the availability of a Library staff person to be on duty during the meeting time. If Library staff presence is required, Users will be responsible for labor costs for Library staff.
- Meetings held at the Roanoke branch may be scheduled outside normal Library operating hours, with approval. A refundable deposit for the outside entrance door key is required, as outlined above.

General Meeting Guidelines and Regulations

- Library meetings, activities, and programs are given priority in scheduling. Reservation requests will be honored on a first-come, first-served basis.
- The Library reserves the right to request any group change its approved reservation to another room or time when necessary for a Library-sponsored activity. Reasonable notice will be given to the contact person as soon as possible.
- Events that are put on by community groups and non-profit groups must be open to the public, Library staff, and the press.
- Private meetings by groups and organizations must be open to Library staff and comply with any applicable State and/or Federal Open Meetings Act requirements.
- Users may not charge admission fees for attendance or participation in any meeting or event.
- Groups and Library-sponsored or related programs may charge attendees for the actual costs of materials used in a program, e.g., workbooks, handouts, supplies, etc.
- Users must comply with all State and Federal accessibility laws and regulations related to the Americans with Disabilities Act, including, but not limited to, providing qualified interpreters or

auxiliary aids upon request. Users are responsible for any costs incurred related to said compliance.

- Users are responsible for the supervision of all children who may accompany its members. Children 7 years of age and under must remain with the group or be supervised by an adult who remains with them.
- Meetings and reservations may be canceled by the Library without notice in the event of a Library building emergency, weather-related emergency, or similar situation. The Library will notify the designated contact person as soon as possible in the event of such cancellation.
- Users are responsible for notifying the Library of reservation cancellations. Failure to notify the Library of such cancellations and cancellations with less than 24 hours' notice may result in the forfeiture of Users' deposits.
- Permission to use Library spaces does not constitute endorsement of the subject matter of the meeting or endorsement by the Library of viewpoints expressed by participants in programs.
- Any advance publicity about meetings will not refer to the Library except as the location for the meeting, and must be approved by Library staff prior to publication. The Library's phone number may not be used for contact information. Advertisements or announcements implying endorsement by the Library are not permitted and will result in the reservation by the User being canceled and future use prohibited.
- Light refreshments may be served at meetings. Users are responsible for providing refreshments and any utensils or supplies required. Users are responsible for proper disposal of all food waste. An additional fee may be charged to the User for failure to clean up the space prior to leaving.
- The Library assumes no responsibility for private property brought into the building. This includes damage or theft of personal property. Library staff will not move or transport private property. The Library does not provide storage space for property or supplies of meeting room Users.
- The User agrees to indemnify and hold the Library harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the User's use of the room. The Library reserves the right to require a certificate of insurance.

Prohibited Use

- Library spaces shall not be used in any way that materially interferes with the operation of the Library or any action which causes a threat to the safety of Library property or staff, patrons, or guests.
- Users must comply the Illinois Human Rights Act and may not use Library spaces in a manner that discriminates on the basis of sex, age, race, color, religion, arrest record, marital status, sexual orientation, physical and mental disability, national origin, ancestry, unfavorable military discharge, military status.
- Attaching anything to the walls is prohibited.
- At no time may petitions be prepared, circulated, or solicited for signatures in the meeting room or elsewhere in the library building or premises.
- Political candidates may not use the facilities for purposes of campaign fundraising.
- Meeting rooms may not be used for gambling activities (e.g., bingo, raffles, and games of chance for monetary prizes).

- In compliance with the Illinois Smoke Free Act, smoking is prohibited inside Library buildings and within 15 feet of any Library entrance.

Consequences for Policy Violations

- Failure to comply with these policies, rules, and regulations may result in responsibility for payment for necessary repairs, cleanup, or maintenance, and/or the cancellation of further or future use of Library facilities.

Appealing Use Decisions

- It is the duty of the Library Director to supervise these regulations and make rules governing proper use of Library buildings and equipment.
- Users may appeal any decision of the Library Director under this meeting room policy.
- Anyone wishing to appeal a decision about room use must make the appeal in writing to the Library Board and give it to the Director for inclusion on the agenda of the next regularly scheduled Board meeting.

Adopted: April 4, 2017

Amended: May 5, 2020

Amended: May 9, 2023

Illinois Prairie District Public Library Meeting Room Policy

The Illinois Prairie District Public Library has two meeting rooms, at the Germantown Hills and Roanoke branches. The primary purpose of these rooms are in support of library functions, meetings and programs. The meeting rooms may be available for use by the public: individuals, groups or organizations.

Any adult, with proper identification, may reserve the rooms. The person who reserves them is the contact person for the group. This person is ultimately responsible for any damage done to the rooms.

A written application for the use of the room must be submitted each time a group or individual wishes to use either room. The group assumes all responsibility for set up and clean up. The contact person is ultimately responsible for the condition of the room.

The organization or group conducting the meeting must be nonprofit.

The meeting room deposit is \$25. In the event of a meeting room cancellation the deposit will be refunded as soon as possible. If there is damage to the room the deposit is forfeited, and excess damage cost is charged to the contact person of the group.

The rooms may be reserved one month ahead of time.

The meeting rooms are open to the public, library staff and the press.

Meetings may be held outside the library hours providing special arrangements have been made. These arrangements may include the availability of a library staff person to be on duty during the meeting time.

In the event of a library building emergency or weather-related emergency, the meeting will be cancelled. Organizations are responsible for notifying the library of cancellations. If an organization fails to appear for its scheduled meeting, it may forfeit the deposit paid at the time of the reservation.

Any advance publicity about the meeting will not refer to the library except as the location of the meeting. In any publicity the library's phone number may not be used as a contact for information. No publicity signs are permitted on library premises.

Permission to use the meeting rooms do not constitute endorsement of the subject matter of the meeting or endorsement by the library of viewpoints expressed by participants in programs. No advertisement or announcement implying such an endorsement will be permitted.

The library is not responsible for possessions left in a meeting room.

Groups may not charge admission to the meeting, except for library-sponsored or related programs which may charge fees to defray expenses. Groups may charge attendees for the actual costs of materials used in a program e.g. workbooks, handouts, supplies, etc.

Meetings may begin no earlier than 30 minutes after the library is open and end no later than 30 minutes before the library closes, unless special arrangements have been made in advance.

The meeting shall not inhibit or disturb the normal operation of the library, its staff, or patrons in any way, shape or form.

Light refreshments may be provided by the group at its meeting. The group is responsible for providing the refreshments and any utensils or supplies required.

Library staff will not take messages or deliver messages for group participants.

Smoking is not allowed in any area of the library. Groups using the room must comply with all applicable State and Federal laws and regulations – such as hiring an interpreter and providing auxiliary aids as required under the Americans with Disability Act when requested by the public.

Groups using the meeting room may not discriminate on the basis of race, sex, color, creed, national origin, age, religious belief or handicap, against any person requesting admission to the meeting.

At no time may petitions be prepared, circulated or solicited for signatures in the meeting room or elsewhere in the library building or premises.

Future use of meeting rooms may be restricted or denied for any violations of library rules or this policy.

Meeting rooms may not be used for gambling activities (e.g. bingo, raffles, and games of chance for monetary prizes) or any activity that would substantially interfere with the normal operation of the library (e.g. meetings that cause excessive noise, safety hazards or a threat to public health, safety and property).

The organization or group agrees to indemnify and hold the library harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the organization's use of the room. The library reserves the right to require a certificate of insurance.

The library does not provide storage space for property or supplies of groups or organizations using the meeting room. The library assumes no responsibility for private property brought into the building.

Library programs and activities are given first priority in scheduling over outside organizations. After that, organization requests are booked in the order in which they are received.

The library reserves the right to request any group change its approved reservation to another room or time when necessary for a library-sponsored activity. Notice will be given to the contact person.

Groups may appeal any decision of the Library Director under this meeting room policy. Such an appeal shall be filed in writing to the Library Director within 10 days after notice of the decision is personally delivered in writing to the group or when the notice is sent to the contact person by first class mail to the registered address. In the event of such an appeal, the Board of Trustees may hold a hearing for the purpose of hearing evidence relevant to the appeal. Within 30 days or the next regularly scheduled board meeting, the Board of Trustees will make a final decision in the matter.

Adopted: April 4, 2017

Amended: May 5, 2020

Meeting Rooms: An Interpretation of the Library Bill of Rights

Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the *Library Bill of Rights* states, “Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Libraries do not advocate for or endorse the viewpoints expressed in meetings by meeting room users, just as they do not endorse the viewpoints of works in their collections. The presence and activities of some groups in public spaces, while constitutionally protected, can cause fear and discomfort in some library users and staff. Libraries should adopt and enforce user behavior policies that protect library users and staff from harassment while maintaining their historic support for the freedom of speech.¹ This interpretation provides general guidelines regarding meeting rooms and other spaces for public gatherings, and it does not constitute legal advice.

Publicly funded libraries are not obligated to provide meeting room space to the public. If libraries choose to do so, such spaces are considered designated public forums², and legal precedent holds that libraries may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates.^{3,4} However, if a group's actions during a meeting disrupt or harass others in the library, library policies regarding acceptable behavior may apply. If libraries adopt policies that are perceived to restrict potentially controversial groups' access to meeting rooms, they may face legal and financial consequences. Allowing religious groups to use library meeting rooms and spaces does not constitute a breach of the First Amendment's Establishment Clause.⁵

Libraries offering meeting rooms and spaces should develop and publish policies governing use after consultation with legal counsel. These policies should properly define time, place, or manner of use; such restrictions should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. Policies should be regularly reviewed with staff and made available to the public in all of the commonly used languages within the community served.

Libraries should write policies in inclusive rather than exclusive terms. A policy that the library's facilities are open “to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities” is an inclusive statement of the limited uses of the facilities. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization.

Written policies may also include limitations on frequency of use and require adherence to the library's behavior policy.⁶ The meeting room policy should also state whether meetings held in library spaces must be open to the public or if the library allows private events. Libraries may

choose to offer space for public or private events unless restricted by state or local laws. The same standards and policies should apply to all meeting room uses. Library users should have a process through which they may appeal the denial of meeting room use.

If meeting rooms and spaces are open to the public, libraries should include a section in their policy that addresses fees. Charging fees does not change the status of meeting rooms and spaces as designated public forums. Library governing bodies that decide to charge fees for use of library spaces should consider local and state laws, the ALA's *Code of Ethics*, and the *Library Bill of Rights*. Charging fees for the use of library meeting rooms or facilities may abridge or deny access for some community members.¹

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." This applies with equal force to the library's meeting rooms and spaces designated for public use as it does to the library's collections and services.

¹ ["Resolution on Libraries as Responsible Spaces,"](#) Committee on Diversity, adopted June 26, 2017 by the ALA Council.

² ["Concerned Women for America v. Lafayette County,"](#) 883 F.2d 32 (5th Cir. 1989).

³ *Hale v. Schaumburg Township District Library, et al.*, 01-cv-2220 (N.D. Ill. 2001); *Hale, et al., v. Schell and the Martin Library Board of Directors*, 1:02-cv-1156 (M.D. Pa. 2002).

⁴ ["White Supremacist Wins Library Venue in Schaumburg,"](#) American Libraries Magazine, August 20, 2001; ["White Supremacists to Meet after Library Changes Policy,"](#) Library Journal staff, Library Journal, November 25, 2002.

⁵ ["Concerned Women for America v. Lafayette County,"](#) 883 F.2d 32 (5th Cir. 1989).

⁶ ["Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage,"](#) adopted January 24, 1993 by the Intellectual Freedom Committee; revised November 17, 2000; January 19, 2005; and March 29, 2014.

⁷ ["Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights,"](#) adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

Adopted July 2, 1991, by the ALA Council; amended June 26, 2018; amended version rescinded August 16, 2018; amended January 29, 2019.

See also

- [“Resolution on Libraries as Responsible Spaces,”](#) Committee on Diversity, June 2017.
- For legal and ethical context concerning the use of library spaces by religious groups: [“Religion in American Libraries: Question and Answers,”](#) Intellectual Freedom Committee, 2010.
- For guidelines and context concerning controversial speakers: [“Responding to and Preparing for Controversial Program and Speakers Q&A,”](#) Intellectual Freedom Committee, June 2018.
- For legal context on hate speech, hate crimes, and libraries: [“Hate Speech and Hate Crime,”](#) ALA Office for Intellectual Freedom, December 2017.
- [“Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage,”](#) adopted by the Intellectual Freedom Committee, January 24, 1993; revised November 17, 2000; January 19, 2005; and March 29, 2014.
- ["Meeting Rooms Q&A,"](#) Approved by the Intellectual Freedom Committee June 24, 2019.

Director's Remarks for May 9, 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 Village of Metamora approved the ordinance which allows us to use the easement for an exterior ramp and stairs.*

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

- *Sam has 3rd and 7th grade classroom visits from MGS coming up this month.*
- *America, Amy, and I visited Snyder Village to discuss the Outreach Program.*

ENRICH

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

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

DESIGN experiential learning opportunities that also highlight library resources.

- We are holding another round of Cricut classes.
- Adult card registration at 16 years old.

ADDITIONALLY

- **Weeding continues at the Metamora branch.**
- **Card catalog**
- **Finishing touches on the Spring Bay Gazebo.**
- **Concrete contractor**

April 2023(FY 22-23)

Door Counts

Benson – 153 (1,648)

Spring Bay – 530 (4,148)

Washburn – 352 (2,882)

Roanoke – 409 (4,995)

Metamora – 1,580 (16,853)

Germantown Hills – 2,303 (23,752)

WiFi Usage

April- 579 (5,488)

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	911	342	57	4	187
April	419	779	67	8	217
May					
June					
Total	5,926	3,204	183	15	2,018

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	264	569	8	14	34	19
April	266	579	3	31	37	17
May						
June						
Total	2,386	4,845	40	193	354	163

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	63	994	1320	284	92	102	6	651	3512
May									0
June									0
Total	697	10391	12943	3278	1521	1165	50	6181	36226

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	53	1196	2257	441	47	224	6	4224
May								0
June								0
Total	765	15218	23858	5584	1121	1855	50	48451

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	0	44	94	33	1	2
May						
June						
Total	24	560	1008	421	36	68

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	8	205	56	18	12	8
May						
June						
Total	76	2013	606	150	145	60

Monthly Programming

April 2023

Kate Klise Visit

Kate Klise returned for an extended 3-day visit to give author presentations at IPDPL branches and local schools. We had two library presentations and two school presentations scheduled, but there was some amount of miscommunication at St. Mary's School, and they ended up canceling at the last minute. To salvage that portion of Kate's visit, Dawn did some last-minute networking resulting in spontaneous visits to two different schools in lieu of St. Mary's. At each of the programs, books were given away to attendees, compliments of the library.

Kate Klise Homeschool Writing Workshop: April 3, Germantown Hills. Kate's first event was a writing workshop for homeschooled students to help them hone their story-crafting skills. This was a longer, workshop-style presentation that gave the students an opportunity to work on specific story elements and share some of the writing they developed during the workshop. 12 children and 3 adults attended.

The Art of Writing with Kate Klise: April 3, Germantown Hills. Kate's second event during her visit was an author event that included a presentation of Kate's evolution as an author and her work partnership with her sister, Sarah, along with a sneak peek at her new book, *How Mr. Silver Stole the Show*, scheduled to be published this fall. The presentation was followed by a book signing and fan photos. 4 Children, 1 teen, and 7 adults attended.

Metamora Township High School Visit: Kate's first school visit was to MTHS, where she spoke to two different groups of junior and senior creative writing students. There were 61 teens and 6 adults in attendance.

Germantown Hills Junior High: The second school visit was to Germantown Hills Junior High, where she spoke to 7th-grade students about crafting stories that take the characters on a journey. There were 95 students and 4 adults in attendance.

Metamora Grade School: Kate's final visit was to Metamora Grade School, where she spoke to the entire student body of 1st – 5th-grade students. During this presentation, she recruited 5 students from the audience to help demonstrate various story elements necessary for crafting a story. 440 students and 43 adults attended this assembly.

Central Illinois Reads

April marked the beginning of a new regional partnership between 7 area public libraries, 2 local institutes of higher learning, and 1 community service organization. For roughly two decades, the Peoria Public Library has hosted a "one book, one community" literary program that encouraged the people of Peoria to read a pre-selected book and attend library-sponsored programming related to that title. Programming traditionally spanned 4 – 6 months and included a wide variety of different types of events. Participating Organizations: Bradley University, Chillicothe Public Library, Dunlap Public Library District, Fondulac District Library, IPDPL, Methodist College, Morton Public Library, Neighborhood House Association of Peoria, Pekin Public Library, and Peoria Public Library.

This year, with the marked increase in reported book challenges and book bans across the country, Peoria Public Library decided to expand the reach (and, hopefully, the impact) of its “one book, one community” program by inviting other area libraries and organizations to partner with them. Instead of choosing a single title, patrons and residents across the region are encouraged to read any book or books reported on the ALA’s Banned and Challenged Books lists. Participating libraries are co-hosting programs between April and October to support this initiative, and the libraries are pooling resources to help support programming.

For IPLAR purposes, attendance at all CIR events will be prorated based on the number of libraries that co-host and promote events throughout the promotional cycle.

National Library Week Proclamation: April 11, Peoria City Council Meeting. At the opening of the Peoria City Council meeting on April 11, Peoria Mayor Rita Ali issued a proclamation designating April 23 – 29 as National Library Week and recognizing the expansion of PPL’s annual program to include area partners under the new banner of *Central Illinois Reads*. Representatives from Peoria Public Library, Fondulac Public Library (East Peoria), and IPDPL were on-hand for the event, and a copy of the proclamation is attached to this report.

Why Ban Books with Dr. Emily Knox: April 13, Peoria Public Library Main Library (IPDPL co-host). This inaugural event for Central Illinois Reads featured Dr. Emily Knox, a University of Illinois professor who is nationally recognized as an expert advocate in combatting book challenges and bans and has written several books, both for laypersons and for educational professors and audiences, about book banning. Dr. Knox spoke for about an hour and then fielded questions from the audience for another 40 minutes. 32 adults and 1 teen attended the program (IPDPL = 11).

Third Thursday Movie – *To Kill a Mockingbird*: April 20, Peoria Public Library Main Library. As part of CIR, Peoria Public and other libraries are hosting movie screenings based on challenged and banned materials. IPDPL promoted this event on our Calendar and social media platforms. Attendance totals were not available at the time this report was finalized.

Central Illinois Reads Presents Author James Klise: April 23, Peoria Public Library North branch. Author James Klise gave a short presentation and a selected reading from his most recent book, *I’ll Take Everything You Have*, followed by an interview/conversation with former IPDPL Library Director Joel Shoemaker. The discussion centered around the difficulties associated with being LGBT+ authors and writing books with LGBT+ themes, which have seen a drastic increase in challenges over the past several years. 63 adults attended the presentation (IPDPL = 21).

Dinner & a Movie – *The Kite Runner*: April 27, Peoria Public Library Main Library. Patrons were invited to a “brown bag” dinner for this film screening and discussion. IPDPL promoted this event on our Calendar and social media platforms. Attendance totals were not available at the time this report was finalized.

Special Programs

Signs of Spring Scavenger Hunt: This was a month-long, passive children's program offered at all branches. Participants had to search the library to locate photos related to Spring hidden throughout the branch. 139 entries were returned, and one winner was selected from each branch. Branch participation totals: B = 17, GH = 7, M = 31, R = 11, SB = 4, W = 25.

Danny Trejo Talks Tacos, Hollywood, and Redemption: April 3, Live on Zoom. This was the first of two Illinois Libraries Present events in April. During this event, actor, activist, and author Danny Trejo spoke about his years in Hollywood, his work with incarcerated drug offenders and recovering addicts, and his passion for food that led him to open a restaurant and write a cookbook. There were 12 people who registered for this presentation that identified IPDPL as their "home" library. 11 of those attended the live event. A recording for post-event, asynchronous viewing was sent out to all who were registered.

Reading to Dogs: April 10, Spring Bay. The therapy dogs from WOOF came for a Reading to Dogs session. 6 children, 1 teen, 10 adults, and 8 dogs attended this program.

Making the Most of the Library: Apps and Digital Resources: April 14, Germantown Hills. This program introduces the digital resources that have been added to the IPDPL constellation of offerings, from eBook and audiobook apps to online databases, streaming platforms, and research tools. This program will be repeated in May. 5 adults attended this program.

Saturday Morning Movie – *The Lion King (2019)*: April 15, Germantown Hills. The computer-generated "live-action" version of *The Lion King* was screened. There were 2 people who attended, 1 adult and 1 child.

Earth Day Break-In Bags: April 17 – 29, all branches. This break-in bag was themed to coincide with Earth Day. Users solve a series of puzzles to discover a secret code that opens a combination lock on a pencil case. Users get to keep the contents of the bag as their prize. Branch participation totals: B = 8, GH = 12, M = 14, R = 5, SB = 4, W = 3.

The Scrapbooker's Workshop: April 18, Spring Bay. This is a new collaboration with one of our patrons. She is volunteering her time and tools for two-hour scrapbooking sessions a couple of times each month. Patrons can bring their own photos and materials and get guidance with creating scrapbook layouts. This was the first session, and additional sessions have been scheduled two weeks apart. There were 3 adults at this first session.

Secrets of a Puzzle Master: A Conversation with Will Shortz: April 25, Live on Zoom. This was the second Illinois Libraries Present event held in April. Will Shortz, editor of the *New York Times* crossword puzzle and resident puzzle master for NPR, gave a short presentation about his evolution from a child intrigued by word puzzles and games to his college years, when he was allowed to customize his courseload and earn a liberal arts degree in Enigmatology, to his years as a writer and creator for *Games* magazine, to being recognized today as one of the world's leading puzzler creators and editors. There were 9 people registered for this program, and 8 attended. A recording was sent to all registrants to watch the presentation asynchronously.

Beanstack

1,000 Books Before Kindergarten ongoing challenge: We added 3 new registrations in April. We had 11 active readers in April, logging 301 books for 16 badges. We had no challenge completion in April.

2023 Adventure 365 year-long challenge: Readers are challenged to log 10,000 minutes during the year. There were 2 new readers added in April. 26 readers made at least one log entry during the month. Readers logged 28,274 minutes (471.23 hours) of reading in April, earning 54 badges. We had 1 challenge completion in April.

National Poetry Month 2023 April monthly reading challenge: A total of 20 readers registered for this challenge. 15 readers made at least 1 log entry during the month, logging 15,435 minutes (275.28 hours) and earning 178 badges. 2 readers completed the challenge and were randomly chosen to win a \$75 Barnes & Noble gift card and a \$50 Barnes & Noble gift card, respectively. The money for these gift cards was donated by the Peoria Poetry Club. The balance of their donation is being used to fund a single winner in the May reading challenge (see below).

Asian Pacific American Heritage Month 2023 May monthly reading challenge: The May challenge is designed to bring attention to Asian-American and Pacific Islanders and their cultural heritage. We wanted a very easy challenge for readers to wind up the school year. Readers must log 5 hours of reading and complete 3 activity badges to be eligible to win a \$25 Barnes & Noble gift card. The activities required include asking library staff for book recommendations to honor AAPI Heritage Month, exploring community programming related to AAPI Heritage Month, and reading a book written or illustrated by someone with AAPI lineage. The first two activities are “honor system” activities. The last activity asks the reader to name which book they read.

Children's Programming

Baby Bookworms: Baby Bookworms meet twice a week, once at Germantown Hills and once at Metamora. In April, there were 3 sessions each in Germantown Hills and Metamora. Participant totals for April: GH = 19 (9 children, 8 adults), M = 17 (8 children, 9 adults).

Story Time: Story Time meets 6 times per week, once at each branch. In April, there were 3 sessions held at each branch. Totals for April: B = 13 (10 children, 3 adults); GH = 37 (21 children, 16 adults); M = 34 (20 children, 18 adults); R = 17 (12 children, 5 adults); SB = 6 (4 children, 2 adults); W = 11 (7 children, 4 adults).

Pajama Story Time: Pajama Story Time met once each in Germantown Hills, Metamora, and Spring Bay during April. A total of 3 people attended the three sessions, 2 children and 1 adult. Due to decreased interest and participation, this program will be put on hiatus until after the start of the new school year.

Maker Monday: Maker Monday is a drop-in, portable makerspace program for children and teens. In April, Sam finished the Ozobots rotation at Washburn and Benson, then began a new unit in which attendees helped assemble a small greenhouse that will remain at each library branch. They then planted a variety of small plants that they can watch grow over the summer. Attendance per session = 4/3 (W): 10 children, 4 adults; 4/10 (B): 2 children, 1 adult; 4/17 (GH): 0; 4/24 (M): 0.

Class Visits: There were three class visits in April, two to Little Oaks Daycare and one to Washburn Nursery School. Sam continues to distribute Take & Make kits during her visits as part of her outreach to these centers.

- 4/5 – Little Oaks – Toddlers (2 – 6) – Total attendance: 40 (34 Children, 6 Adults)
- 4/11 – Washburn – Toddlers (2 – 6) – Total attendance: 15 (12 Children, 3 Adults); 23 Take & Makes
- 4/14 – Little Oaks – Children (7 – 12) – Total attendance: 7 (6 Children, 1 Adult); 46 Take & Makes

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 8 times for private functions. Study Room A was reserved 16 times, and Study Room B was reserved 9 times. The Cricut Maker Station was reserved 1 time. The children's computers in Germantown Hills were used 78 times in April.

Roanoke: The Meeting Room was reserved 10 times for private functions. The Study Room was used 1 time in April.

Recurring Programs

Book Buzz Book Club: April 11, Germantown Hills. The book for April was *Trust*, by Hernan Diaz. 13 people attended.

Children's Play Spaces: Tracking engagement with toy kitchens and train tables. G = 80, M = 187, R = 54.

Coloring Pages: Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in March. A total of 59 pages were distributed between the branches.

Email Newsletter: 16,705 Wowbrary email newsletters were sent to 4,160 active users.

General Reference Questions: 256 reference questions were answered in April.

Jigsaw Puzzles: April puzzle counts: B = 32, M = 115, SB = 5.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 47 knitters attend in April. Weekly breakdown: 4/5 = 8; 4/12 = 15; 4/19 = 12; 4/26 = 12.

LEGO Clubs: LEGO play times are available in four branches daily, weekly, or monthly, depending upon the branch. B = 19, M = 0, R = 0, W = 14 (9 children, 5 adults).

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 100 times in April.

Peoria Poetry Club: April 8, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. There were 11 people at the April meeting.

Popcorn Night: April 13, Spring Bay. 6 bags of popcorn were handed out.

Spring Bay Bookies: April 3, Spring Bay. The book for April was *The Last Thing He Told Me*, by Laura Dave. There were 14 people in attendance.

Take & Make Kits: The April Take & Make kit was an Umbrella with raindrops. B = 10, G = 60, M = 69, R = 32, SB = 9, W = 20.

Office of the Mayor



Proclamation

WHEREAS, April 23 through April 29 has been recognized as National Library Week by the American Library Association and the Peoria Public Library has endeavored to celebrate this momentous occasion with the kick-off of *Peoria Reads!*, our one book/one city initiative; and

WHEREAS, this year Peoria Public Library has chosen to partner with several sister libraries to create Central Illinois Reads, a special partnership focused on the Freedom to Read, which is essential to our democracy yet consistently under attack; and

WHEREAS, the number of book challenges and bans are on the rise across the country at an alarming rate, leading to a suppression of culture and ideas that diminishes our free society and creative culture; and

WHEREAS, area libraries, including Peoria, Chillicothe, Dunlap, Fondulac, Illinois Prairie, Morton, and Pekin, and additional partners such as, Bradley University, Methodist College, and Neighborhood House, have joined together to shine a light on the harmful impacts of censorship with special programs and events, and even plan to bring nationally known and best-selling authors to our city;

NOW, THEREFORE, I, Rita Ali, Mayor of the City of Peoria, Illinois, encourage all residents to celebrate their individual freedom to read and do hereby recognize and proclaim April 23 through April 29 as National Library Week and the start of

CENTRAL ILLINOIS READS

In Peoria, Illinois.

Dated this 11th day of April 2023 A.D.


MAYOR

Monthly Marketing Report

April 2023

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

Coverage: We had one newspaper article on April 28th in the Woodford County Journal.

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

Social Media: Ongoing analytics are included below.

Facebook

Facebook Page Performance

Month	Posts	vs. Previous Month	Page Reach ¹	vs. Previous Month	Page Visits ²	vs. Previous Period ³	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
April 2023	23	↓ 30.3%	2,663	↓ 32.9%	591	↓ 11.5%	14	↓ 61.1%	1,773

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* include the prior month or the immediate past 31 days, so comparisons for March 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	0.9%	0.4%
25 – 34	13.4%	2.8%
34 – 44	30.6%	4.2%
45 – 54	17.4%	2.7%
55 – 64	10.6%	1.4%
65 +	13.0%	2.6%

Facebook Page Followers by Top Cities	
Metamora, IL	21.0%
Germantown Hills, IL	20.6%
Peoria, IL	8.7%
Roanoke, IL	4.6%
Washington, IL	3.4%
Washburn, IL	2.9%
East Peoria, IL	2.8%
Eureka, IL	1.6%
Spring Bay, IL	1.5%
Pekin, IL	1.1%

Instagram

IPDPL created an Instagram account in January 2022 to secure our username, but we had never added any posts or tracked activity. We made our first post on April 27th, so including performance statistics at this time would be premature and misleading. The May Marketing Report will include metrics for all of May + the sole April post.

YouTube Channel

We are currently not posting any new material on our YouTube channel. Metrics 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%
April 2023	405	10.5	6,284	3.2%

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 Viewers ¹	Unique Viewers ²	Subscribers ³
January 2023	29	442	0
February 2023	14	326	-1
March 2023	19	401	+6
April 2023	14	319	0

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)